



**DEVELOPMENT SERVICES  
PLANNING DIVISION**

# The City of Morgantown

389 SPRUCE STREET  
MORGANTOWN, WEST VIRGINIA 26505  
(304) 284-7431 TDD (304) 284-7512  
[www.morgantownwv.gov](http://www.morgantownwv.gov)

December 24, 2012

**RE: CU13-02 / Adelheid Schaupp / 502 White Avenue  
Tax Map 36, Parcels 712.1 and 712.2**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

**Adelheid Schaupp** has submitted a **conditional use** petition for property located at **502 White Avenue**. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this request at a public hearing on:

**Wednesday, January 16, 2013 at 6:30 PM  
City Council Chambers, City Hall, 389 Spruce Street**

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#### **Project Description:**

Ms. Schaupp seeks to redevelop the former Second Ward Elementary School / Second Ward School Annex on White Avenue into seven (7) one-bedroom apartments. The petitioner received conditional use approval in December 2010 for this redevelopment project. However, because this approval has since expired, the petition must be formally approved again by the Board of Zoning Appeals.

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Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to [shollar@cityofmorgantown.org](mailto:shollar@cityofmorgantown.org). Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

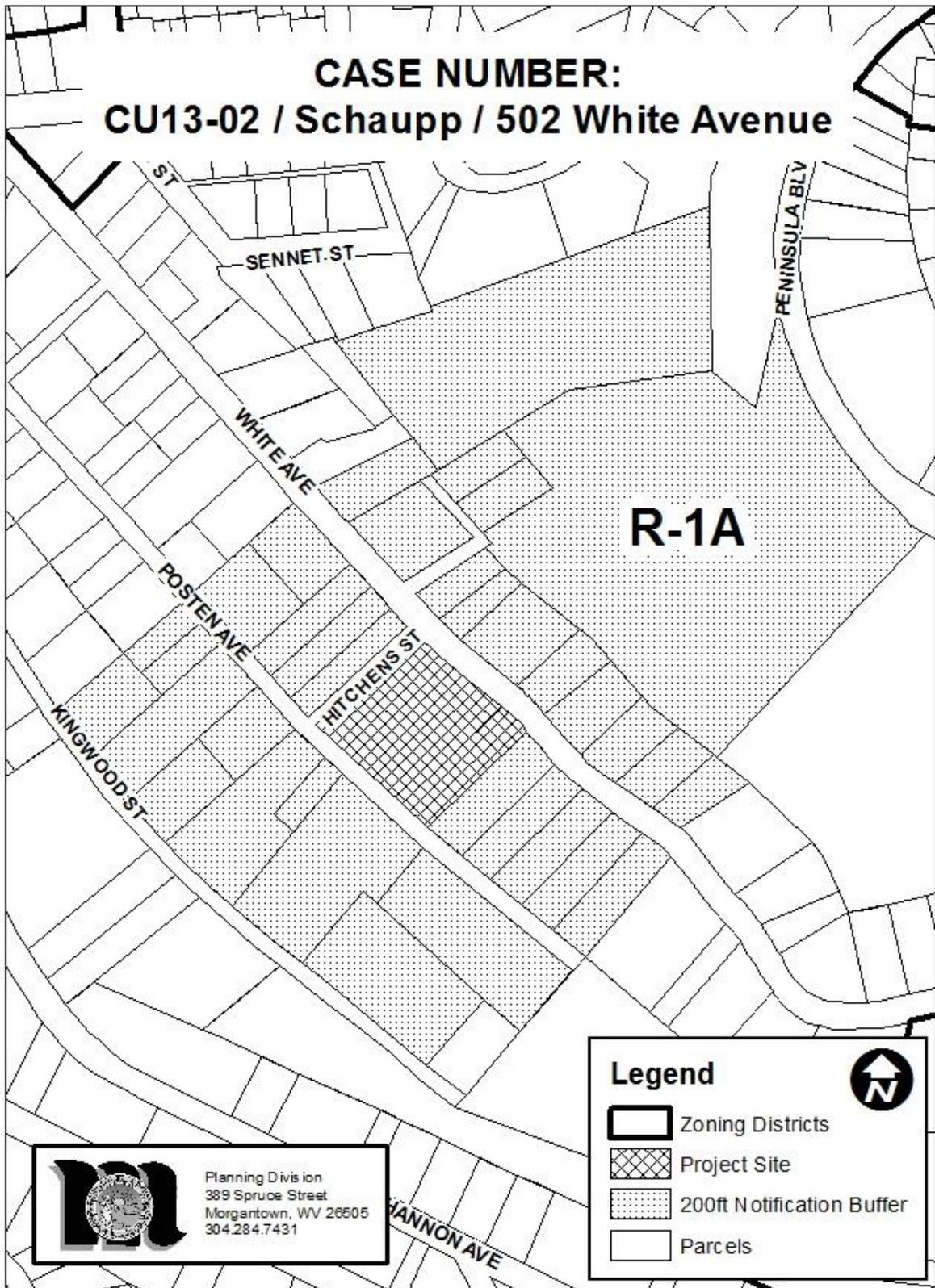
The agenda for this hearing and related staff reports will be posted on the City's website, [www.morgantownwv.gov](http://www.morgantownwv.gov), approximately one week before the hearing.

Respectfully,

Stacy Hollar  
Executive Secretary

Enclosure: Site map

**CASE NUMBER:  
CU13-02 / Schaupp / 502 White Avenue**



 Planning Division  
389 Spruce Street  
Morgantown, WV 26505  
304.284.7431

**Legend** 

-  Zoning Districts
-  Project Site
-  200ft Notification Buffer
-  Parcels