



# MORGANTOWN PLANNING COMMISSION

November 8, 2012  
6:30 PM  
City Council Chambers

**President:**

Peter DeMasters, 6<sup>th</sup> Ward

**Vice-President:**

Carol Pyles, 7<sup>th</sup> Ward

**Planning Commissioners:**

Sam Loretta, 1<sup>st</sup> Ward

Tim Stranko, 2<sup>nd</sup> Ward

William Wyant, 3<sup>rd</sup> Ward

Bill Petros, 4<sup>th</sup> Ward

Mike Shuman, 5<sup>th</sup> Ward

Ken Martis, Admin.

Jennifer Selin, City Council

## **STAFF REPORT**

**CASE NO:** MNS12-21 / Madison & Associates, LLC / 19-21 Gifford Avenue

**REQUEST and LOCATION:**

Request by Kathryn Madison, on behalf of Madison & Associates, LLC, for minor subdivision approval of property located at 19-21 Gifford Avenue.

**TAX MAP NUMBER (s) and ZONING DESCRIPTION:**

Tax Map 35, Parcel 130, R-1A, Single-Family Residential District

**SURROUNDING ZONING:**

R-1A, Single-Family Residential District

**BACKGROUND and ANALYSIS:**

The petitioner seeks to subdivide the existing parcel into two parcels thereby creating a new buildable lot at 19 and 21 Gifford Avenue. Addendum A of this report illustrates the location of the subject site.

The area for each of the proposed parcels will be approximately 6,000 square feet, which exceeds the minimum lot area standard of 3,500 square feet in the R-1A District.

**STAFF RECOMMENDATION:**

Staff recommends approval with the following conditions:

1. That the petitioner submit three (3) original final plat documents, including all access/utility easements if applicable, signed and sealed by a surveyor licensed in the State of West Virginia for the Planning Commission President's signature; and,
2. That the final plat is filed at the Monongalia County Courthouse within thirty (30) days of meeting the condition set forth above.

Enclosure: Application and accompanying exhibits

**Development Services**

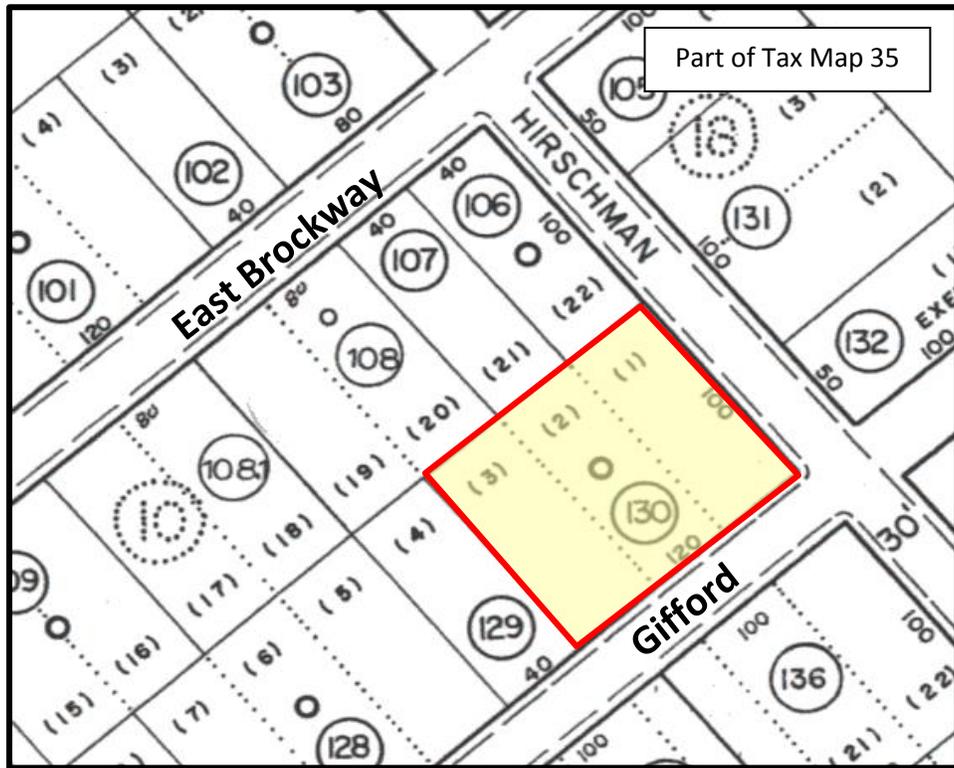
Christopher Fletcher, AICP  
Director

**Planning Division**

389 Spruce Street  
Morgantown, WV 26505  
304.284.7431

# STAFF REPORT ADDENDUM A

MNS12-21 / Madison & Associates, LLC / 825 Madison Avenue





City of Morgantown, West Virginia

APPLICATION FOR MINOR SUBDIVISION

OFFICE USE
CASE NO. MNS12-21
RECEIVED: 10/29/12
COMPLETE:

A Minor Subdivision of property includes the creation of up to three (3) parcels or the combination of existing parcels, but does not involve the extension of off-site facilities (streets, etc.) or the dedication of a portion of the site for public use.

(PLEASE TYPE OR PRINT IN BLACK INK)

I. APPLICANT
Name: Kathryn Madison, Sole Member of Madison & Associates, LLC
Mailing Address: 825 Madison Ave. Morgantown, WV 26501
II. AGENT / CONTACT INFORMATION
Name: N/A
Mailing Address:
Mailings - Send all correspondence to (check one): [X] Applicant OR [ ] Agent/Contact
III. PROPERTY
Owner: Madison & Associates, LLC
Mailing Address: 825 Madison Ave. Morgantown, WV 26501
IV. SITE
Street Address (if assigned): 19 + 21 Gifford Ave
Tax Map #(s): 35
Zoning: Single and Two Family R-1A
Parcel #(s): 130
Square Footage of Parcel(s):
Subdivision Description: Creation of one new parcel from existing 19 & 21 Gifford Ave. Approximately 60 x 100 feet to be divided from current 120 x 100 foot parcel. From existing fenceline to fenceline, pending survey. Survey to be completed by McCoy Surveying. Address of new parcel will most likely be 17 Gifford Ave.
Are there any Variances from the Subdivision Regulations anticipated: [ ] Yes [X] No
If yes, to what extent is a variance necessary?



City of Morgantown, West Virginia

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COMPLETE:

V. PLAT

Preliminary Plat submission - A Minor Subdivision Application must also include one (1) preliminary plat illustrating:

- (a) Existing and proposed property boundaries, property boundary dimensions, and square footage.
(b) A letter of service availability and approval from the Morgantown Utility Board.

Final Plat submission - Upon approval by the Planning Commission, three (3) sealed Final Plat submissions must be submitted to the Planning Office and meet the following standards:

- (a) Drawn to a scale of one inch (1") equals fifty feet (50') or larger;
(b) Date of preparation, north arrow, and scale;
(c) Legal description;
(d) Applicant/owner name and address;
(e) Existing zoning;
(f) Legend;
(g) Vicinity map;
(h) Existing and proposed utility lines and easements;
(i) Certification by a registered land surveyor, licensed in the State of West Virginia, that the dimension and bearings are accurately delineated with a seal and signature;
(j) Location, shape, exterior dimensions of each existing building on the site(s);
(k) Location and dimensions of paved surfaces including sidewalks and curb cuts, and of all abutting streets;
(l) Location of springs, streams, other water bodies, and areas subject to flooding;
(m) Floodplain designation making reference to pertinent FEMA Firm Community Panel Number;
(n) Approval signature block allowing space for President of Morgantown Planning Commission;
(o) Other items as deemed necessary by Planner Director or City Engineer.

Please note that all approved minor subdivision plats must be filed with the Monongalia County Tax Office within thirty (30) days of approval. Plats not filed within thirty (30) days will be considered invalid by the City of Morgantown and will require reapproval.

VIII. ATTEST

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

Kathryn Madison, Sole Member, Madison

10/29/2012

Type/Print Name of Applicant/Agent

Signature of Applicant/Agent

Date

Minor Subdivision Application Fee - \$35