



# MORGANTOWN PLANNING COMMISSION

May 14, 2015  
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 Blosser, 3<sup>rd</sup> Ward

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

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

Ken Martis, Admin.

Bill Kawecky, City Council

## **STAFF REPORT**

**CASE NO:** MNS15-08 / Smith / 402 Sanford Street

**REQUEST and LOCATION:**

Request by Justin Smith for minor subdivision approval of property located at 402 Sanford Street.

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

Tax Map 40, Parcel 237; R-1A, Single-Family Residential District

**SURROUNDING ZONING:**

R-1A, Single-Family Residential

**BACKGROUND and ANALYSIS:**

The petitioner seeks to subdivide Parcel 237 of Tax Map 40 into two (2) parcels for the purpose of creating two buildable tracts. Addendum A of this report illustrates the location of the subject site.

Parcel 237 is approximately 21,420 square feet. The proposed subdivision will result in one (1) parcel having a frontage of 57 feet and an approximate area of 9,120 square feet. The second parcel will have a frontage of 75 feet and approximate area of 12,300. Both of the proposed parcels will exceed the minimum lot frontage standard of 30 feet and 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.
2. That the final plat is filed at the Monongalia County Courthouse within thirty (30) days of meeting the conditions set forth above.

Enclosure: Application and accompanying exhibits

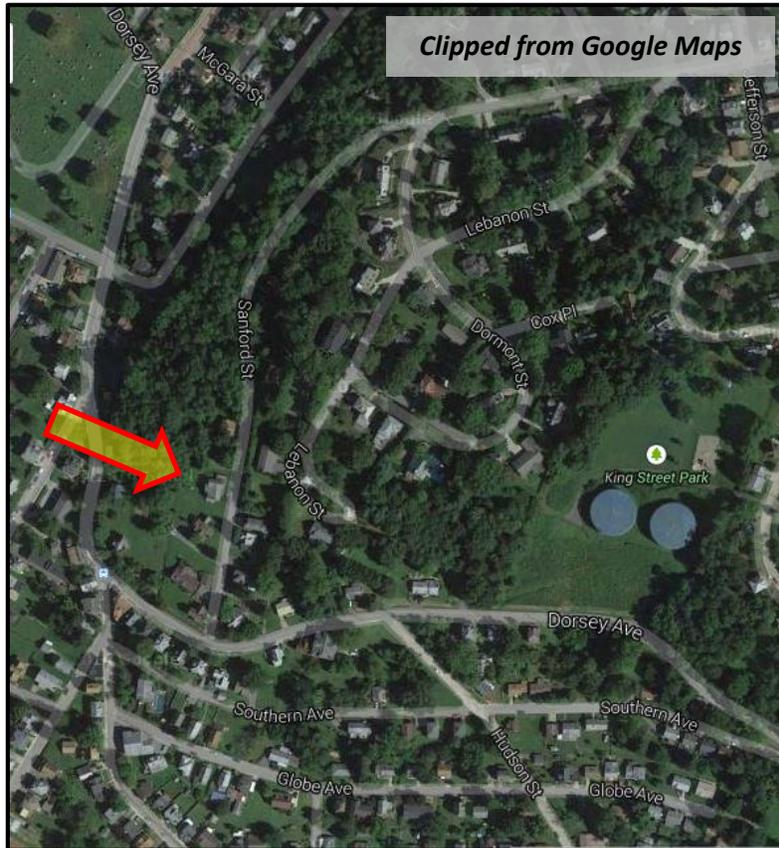
**Development Services**

Christopher Fletcher, AICP  
Director

**Planning Division**

389 Spruce Street  
Morgantown, WV 26505  
304.284.7431

**STAFF REPORT ADDENDUM A**  
**MNS15-08 / Smith / 402 Sanford Street**



*Clipped from Google Maps*





City of Morgantown, West Virginia

APPLICATION FOR MINOR SUBDIVISION

OFFICE USE
CASE NO. MNS15-08
RECEIVED: 4/3/15
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)

PAID APR 06 2015

I. APPLICANT
Name: Justin Smith
Mailing Address: 4508 Laurel Ridge Dr, Morgantown, WV 26508
II. AGENT / CONTACT INFORMATION
Name: Justin Smith
Mailing Address: 4508 Laurel Ridge Dr, Morgantown, WV 26508
Mailings - Send all correspondence to (check one): [ ] Applicant OR [x] Agent/Contact
III. PROPERTY
Owner: MJM Properties LLC
Mailing Address: 606 Jefferson St., Morgantown, WV 26501
IV. SITE
Street Address (if assigned): 402 Sanford
Zoning: R-1A
Square Footage of Parcel(s): ~21,650 ft.2
Subdivision Description: Divide the existing lot roughly in half to accommodate another single family home.
Are there any Variances from the Subdivision Regulations anticipated: [x] Yes [ ] No
If yes, to what extent is a variance necessary? The max front set back in an R-1A zone is 20'. A set back of ~70' is proposed as the lot is steep in the front and flattens out as you move away from the roadway.



City of Morgantown, West Virginia

APPLICATION FOR MINOR SUBDIVISION

OFFICE USE	
CASE NO.	MNS15-08
RECEIVED:	
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 surveys 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.

Justin Smith

04/02/2015

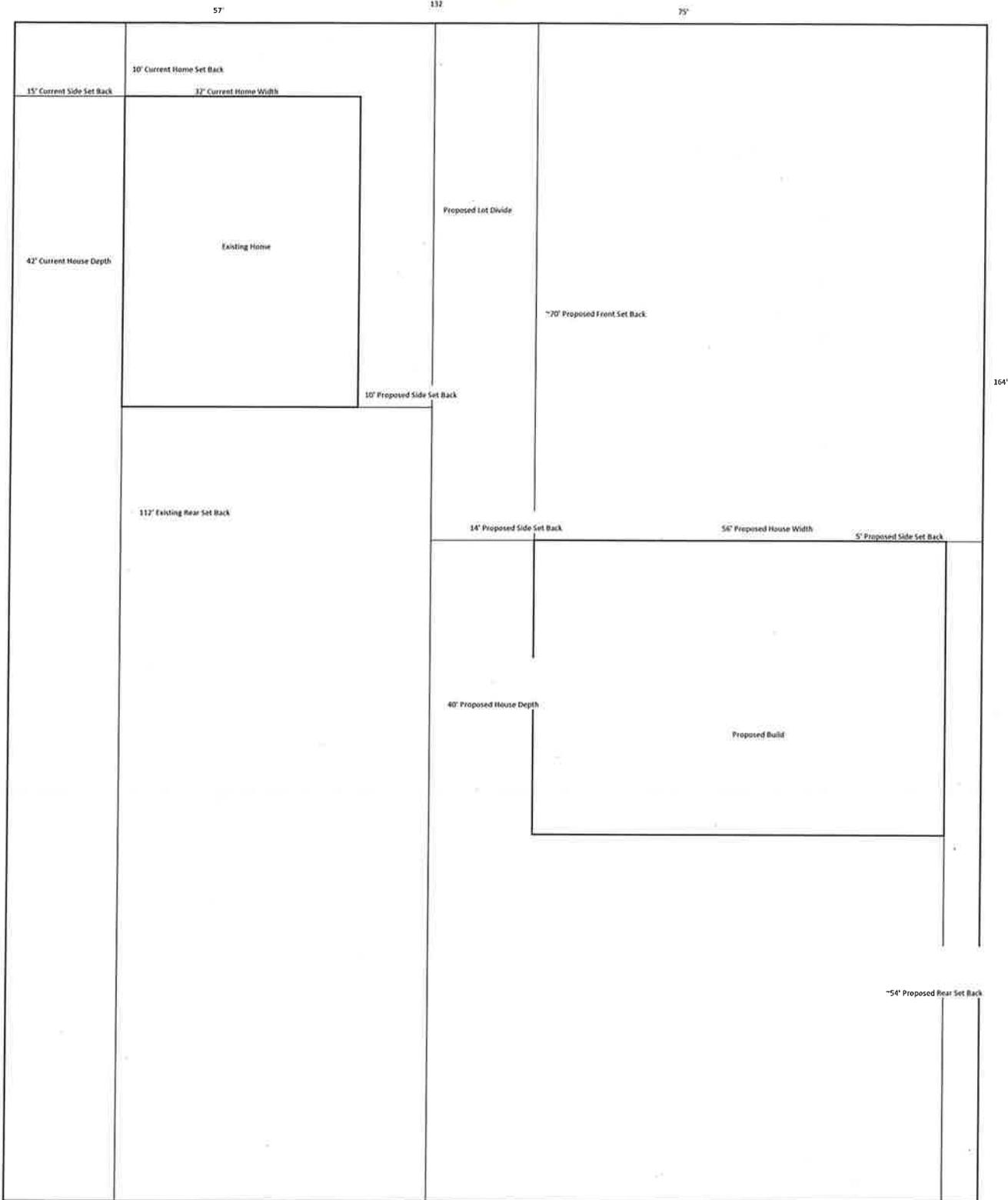
Type/Print Name of Applicant/Agent

Signature of Applicant/Agent

Date

Minor Subdivision Application Fee - \$35 CK 187

Sanford St.



April 2, 2015

www.mub.org

Justin Smith  
4508 Laurel Ridge Drive  
Morgantown, WV 26508

**Re: Water and Sewer Service Availability  
402 Sanford St. / Morgantown Tax District Map 40 Parcel 237**

Dear Mr. Smith:

This will confirm that water and sewer services are available to the above referenced property. Storm sewer service will require an estimate for a main line extension. Note that we are unable to certify whether the depth/elevation and/or size of the existing MUB facilities are adequate to serve the proposed structure. We will evaluate such adequacy upon receipt of additional details describing the design of the proposed structure along with a property plat showing the proposed structure to be served.

In addition to the above costs and in accordance with our PSC-approved rate schedule, tap fees will be charged for each domestic service connection requested. The tap fee for water service is \$700.00 (3/4-inch or less); \$1,000.00 (1-inch); \$1,500.00 (1 1/2-inch); \$2,000.00 (2-inch) per meter setting. All water services larger than 2-inch are installed on an as-cost basis. The tap fee for sewer service is \$700.00 per structure. The PSC requires that we install the utility service line to the property line of the premises being served for the cost of these tap fees and further requires that a single and separate customer service line be provided for each structure being served.

A Stormwater Permit Application will be required for your project along with a review and approval of your Storm Water Management Plan by MUB. **Note that this will be required prior to construction and/or development of the site.** Note also that if the subject property is part of a current or planned sub-division, and if the cumulative impervious area of the sub-division equals or exceeds a total of 3,000 square feet, that structural stormwater management control facilities may likely be required as a part of the Stormwater Management Plan.

In order to help us serve you better, please bring this letter with you when applying for new service, along with any additional property information available to complete the Stormwater Permit application.

If you have any questions regarding this matter, please call me at (304) 292-8443. Thank you in advance for your kind cooperation.

Sincerely,

MORGANTOWN UTILITY BOARD

A handwritten signature in blue ink, appearing to read "Cory Jones".

Cory Jones  
Staff Engineer