



**DEVELOPMENT SERVICES
PLANNING DIVISION**

The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
(304) 284-7431 TDD (304) 284-7512
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October 23, 2012

**RE: CASE Nos. S12-07-III and CU12-16 / Tera, LLC / Protzman Street and Glenn Street
Tax Map 20, Parcels 452, 453, 454, 457, and 458**

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 (BZA).

Lisa Mardis of Project Management Services, on behalf of **Tera, LLC**, has submitted a Development of Significant Impact Site Plan petition and a Conditional Use petition for a proposed development at the above referenced property. A map is enclosed illustrating the location of the subject site. The following hearings have been scheduled to consider these petitions.

Planning Commission Hearing:	Board of Zoning Appeals Hearing:
Thursday, November 8 at 6:30 PM	Wednesday, November 29, 2012 at 6:30 PM
City Council Chambers, City Hall, 389 Spruce Street	

Project Description:

The petitioner seeks to construct a multi-family development in the R-2 District containing two (2) buildings with a total of forty (40) single-bedroom units and forty-three (43) off-street parking spaces. The Planning Commission is required to review and approve the Development of Significant Impact Site Plan petition because it contains more than eleven (11) dwelling units. Multi-family development in the R-2 District requires conditional use approval by the Board of Zoning Appeals.

Should you have any questions concerning these petitions or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to cfletcher@cityofmorgantown.org. Written comments may be submitted to this email address or by mail to the Planning Division address above.

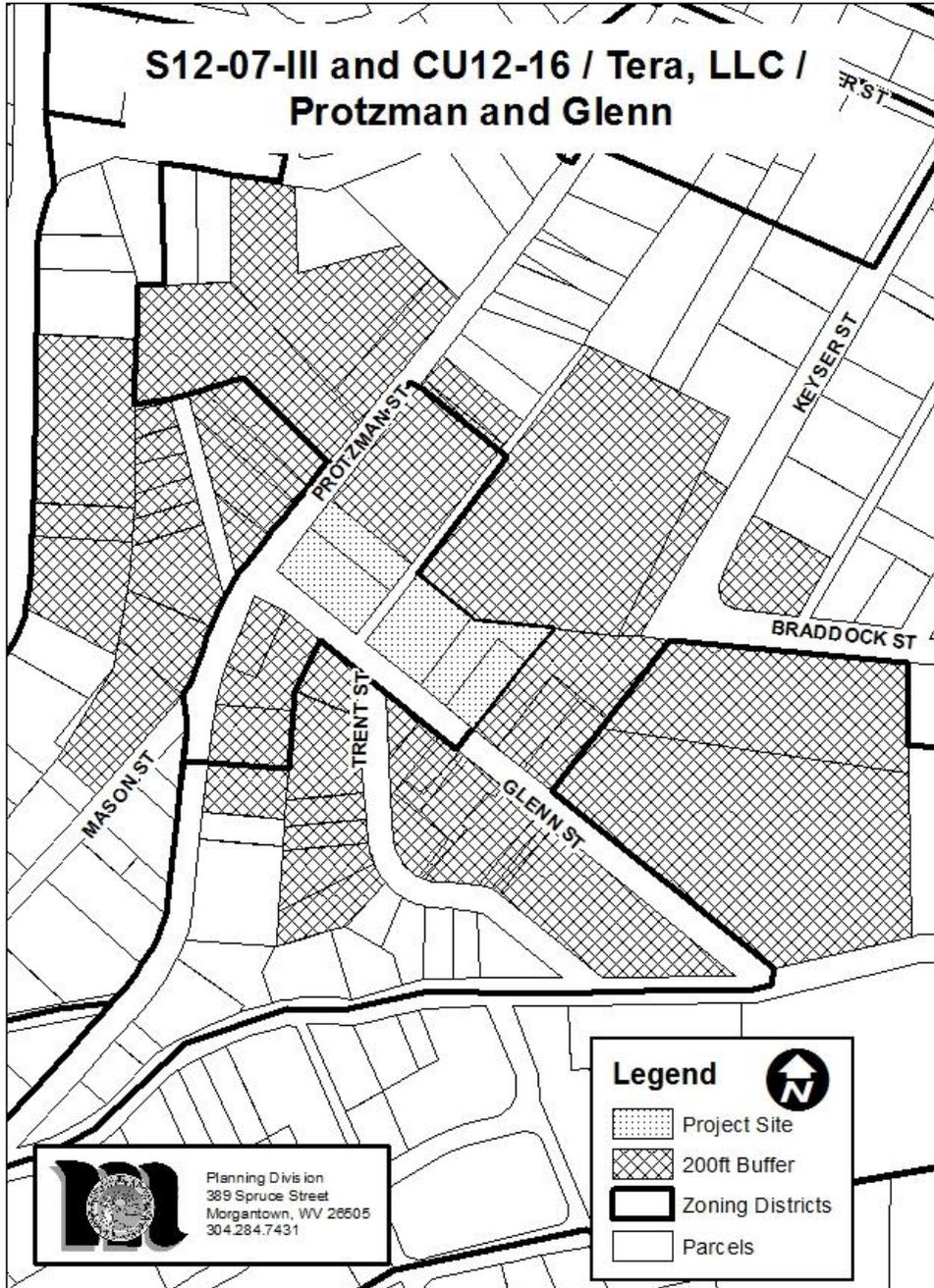
The agenda for these hearings and related staff reports will be posted on the City's website, www.morgantown.com, approximately one week before the respective hearing.

Respectfully,

Christopher M. Fletcher, AICP
Director of Development Services

Enclosure: Site map

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Protzman and Glenn**



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Legend 

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