



**DEVELOPMENT SERVICES
PLANNING DIVISION**

The City of Morgantown

389 SPRUCE STREET
MORGANTOWN, WEST VIRGINIA 26505
(304) 284-7431 TDD (304) 284-7512
FAX (304) 284-7534 www.morgantown.com

August 27, 2012

**RE: S12-08-II / Westminster House, Inc. / former Central School site
Tax Map 26; Parcels 263 and 270**

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.

Westminster House, Inc. has submitted a **Type II Site Plan Temporary Use** petition for the former Central School site located off Willey Street and Baird Street. A map is enclosed with this letter illustrating the location of the subject site.

The **Planning Commission** will consider their request at a public hearing on:

**Thursday, September 13, 2012 at 6:30 PM
City Council Chambers, City Hall, 389 Spruce Street**

Project Description:

The petitioner seeks approval for a temporary use on the former Central School site to provide parking spaces leased to the general public. The site is currently used for leased parking. However, the petitioner's Planned Unit Development, under which the temporary parking was approved, is scheduled to be rescinded. Continued leased parking must therefore be approved as a temporary use as set forth in Article 1331.07 of the Planning and Zoning Code.

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 cfletcher@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.morgantown.com, approximately one week before the hearing.

Respectfully,

Christopher M. Fletcher, AICP
Director of Development Services

Enclosure: Site map

CASE NUMBER:
R S12-08-II / Westminster House / former Central School

