



# MORGANTOWN PLANNING COMMISSION

December 18, 2013  
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 Councilor

## **STAFF REPORT**

**CASE NO:** S13-13-III / Stancorp Properties / 612 Protzman Street

**REQUEST and LOCATION:**

Request by David Robertson, on behalf of Stancorp Properties, for a Development of Significant Impact site plan approval of a "Multi-Family Dwelling" development at 612 Protzman Street.

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

Tax Map 20, Parcel 451; R-2, Single- and Two-Family Residential District

**SURROUNDING ZONING:**

North, East and West: R-1A, Single-Family Residential District

South: R-2, Single- and Two-Family Residential District

**BACKGROUND and ANALYSIS:**

The petitioner seeks to construct a multi-family development along Protzman Street next to a similarly designed project constructed within the past year. Addendum A of this report illustrates the location of the subject site.

The following summarizes the proposed development program details include:

- The dimensions for Parcel 451 illustrated on Tax Map 20 are 179.23' x 120' or approximately 21,508 sq. ft.
- The zoning classification for the subject property is R-2, Single- and Two-family Residential District. "Multi-family Dwellings" are permitted as a conditional use within the R-2 District.
- The proposed "Multi-family Dwelling" use will consist of four (4) occupied levels; 35 one-bedroom units and one unit space used for a workout gym/facility.
- The proposed building footprint illustrated on the petitioner's revised plans, dated 03 DEC 2013 and prepared by Cheat Road Engineering, Inc., is approximately 6,048 square feet. The resultant lot coverage is approximately 28.1%.
- The proposed building footprint meets the R-2 District minimum front (10'), side (5'), and rear (20') setback standards along with the ten-foot bufferyard setback standard provided in Article 1367.07(A).
- Although final grading designs have not been completed, the petitioner intends to meet maximum R-2 District building height standards for the principal structure, which may not exceed two and one-half (2.5) stores or thirty-five (35) whichever is less.

**Development Services**

Christopher Fletcher, AICP  
Director

**Planning Division**

389 Spruce Street  
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304.284.7431



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As provided in Article 1329.02 of the Planning and Zoning Code, building height in stories is measured vertically at the front elevation (Protzman Street). Building height in feet is measured as the halfway point between the highest and lowest elevations of the building footprint.

- Proposed on-site parking includes 35 spaces, three (3) of which are designated as compact spaces and two (2) are designated as accessible spaces. The minimum on-site parking requirement for the proposed development is 35 spaces.

Access to the parking area is proposed from an 18-foot unopened public right-of-way to the rear of the property that runs approximately parallel with Protzman Street and connects to Glenn Street. Ten (10) of the proposed spaces will be accessed directly from the subject 18-foot right-of-way. It should be noted that a house has been constructed within said right-of-way just to the north of the petitioner’s development site.

- Solid waste storage will be shared with existing facilities located on the adjoining multi-family development site (Parcel 452 of Tax Map 20).
- The existing driveway entrance along Protzman Street will be removed and sidewalk installed to match the existing sidewalk recently constructed by the City. No vehicular access from the subject site will connect directly to Protzman Street.
- The petitioner participated in a pre-application meeting with the City’s Technical Review Team on 12 NOV 2013 at 10:00 AM and has made a number of site plan modifications since said meeting to increase conformity with related Planning and Zoning Code related provisions.

**Required Planning and Zoning Code Approvals**

The following Planning and Zoning Code related approvals are required for the development program as proposed. Each case number is followed with a related description.

*Planning Commission*

Case No. S13-013-III .....Development of Significant Impact Site Plan.

Article 1329.02 and Article 1385 provide that developments with 12 to 99 dwelling units are considered “Developments of Significant Impact” (DSI) which are those that have a neighborhood or citywide impact and involve the transportation network, environmental features such as parks or corridor streams, and local schools. DSI Site Plans are reviewed and approved by the Planning Commission.

*Board of Zoning Appeals*

Case No. CU13-22.....“Multi-family Dwelling” use.

“Multi-family dwelling” uses are permitted by conditional use in the R-2 District.

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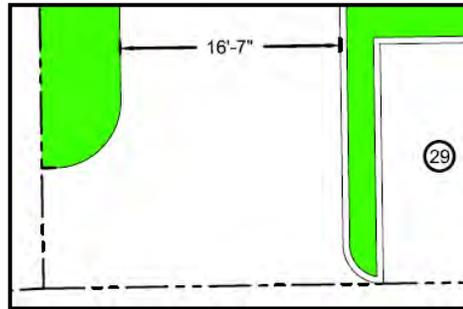
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Case No. V13-69 .....Variance relief as it relates to maximum driveway width standards.

Article 1365.09(B)(2) provides a maximum driveway width of 22 feet at the right-of-way line, unless a greater width is specifically approved by the City Engineer.

The proposed site plan illustrates two driveway entrances into the parking lot. The southern entrance is approximately 26 feet wide (see Graphic 1) and the northern entrance is approximately 38 feet wide (see Graphic 2). As illustrated in the fire truck path model, the subject entrances must exceed 22 feet to ensure safe entrance and maneuvering for emergency response vehicles. As such, the City Engineer has approved the proposed location and design of said driveway entrances.



Graphic 1: Southern Entrance – approx. 26'



Graphic 2: Northern Entrance – approx. 38' wide

There are two additional entrances that will be used to directly access 10 parking spaces. The widths of these entrances are approximately 61 feet and 24.5 feet, which require variance approval by the Board of Zoning Appeals.

It should be noted that the petitioner reduced the extent of requisite variance relief approximately 30.5 feet from previously reviewed plans by incorporating terminal landscape islands.

Case No. V13-70 .....Variance relief as it relates to parking lot landscaping standards.

The petitioner has planned 5.7% reservation for interior landscaping within the parking lot as required (min. 5%) under Article 1367.08(B)(2). However, the proposed parking lot interior landscaping plan requires variance relief from:

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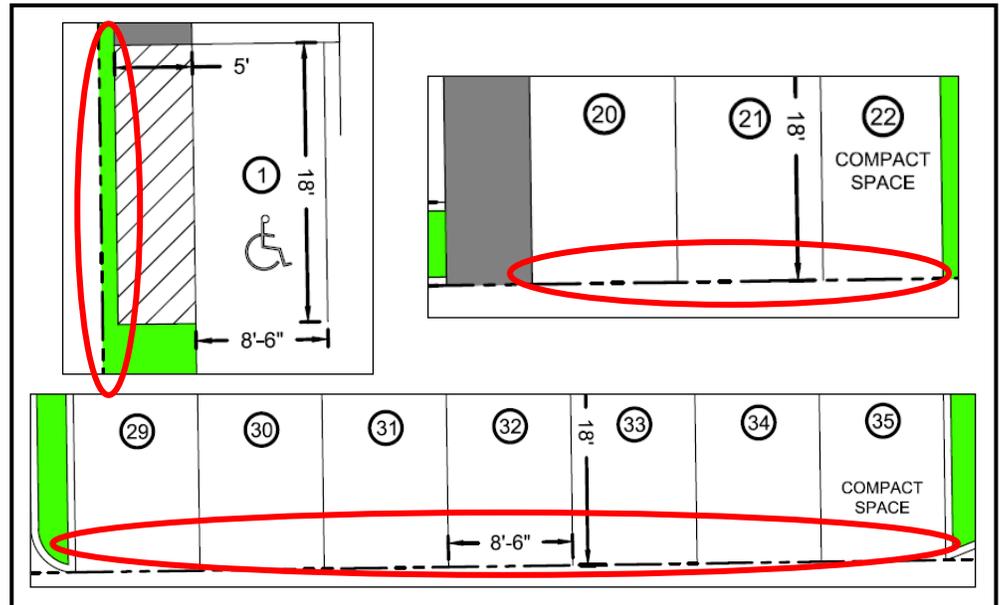
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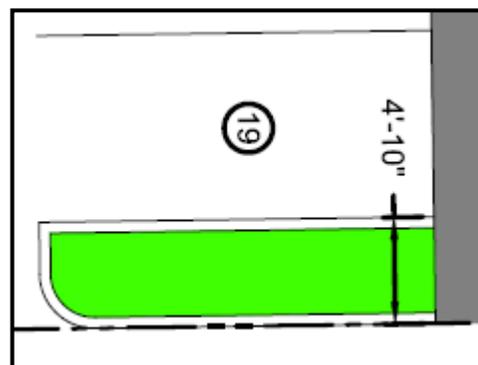
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- Article 1367.08(B)(1) relating to the minimum perimeter buffer standard of four (4) feet along the side and rear of the property (see Graphic 3).

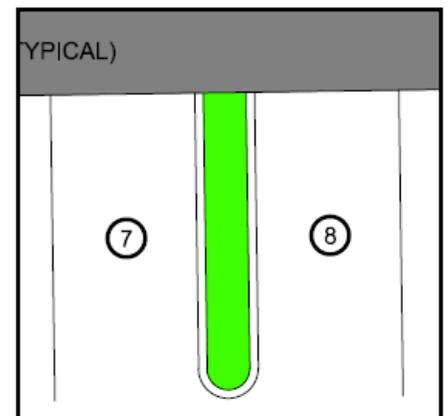


Graphic 3 – limited to no perimeter buffer in identified areas

- Article 1367.08(D)(2) relating to the minimum area of 130 square feet for terminal islands (see Graphic 4).
- Article 1367.08(D)(3) relating to the minimum area of 130 square feet and minimum width of five (5) feet for planting islands within rows of ten or more parking spaces for multi-family development sites (see Graphics 4 and 5).



Graphic 4 – approx. 87 sq. ft.



Graphic 5 – approx. 63 sq. ft. and approx. 3 ft. wide

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### **Comprehensive Plan Concurrence**

As recommended in the Chapter 9 "Implementation" of the 2013 Comprehensive Plan Update, Addendum B of this report identifies how the proposed development program relates to the land management intent, location, and pattern and character principles of the current Comprehensive Plan.

### **STAFF RECOMMENDATION:**

It is the opinion of the Planning Division that the proposed development represents a unique opportunity to increase residential density at a site that is strategically situated between West Virginia University's campuses. Because the site is well served by public transit and is within walking and biking distance of primary destinations, the development appears to link residents to alternate modes of transportation thereby reducing auto dependency of residents and mitigating increased traffic congestion created by commuting traffic from outside the City of Morgantown.

As such, Staff recommends that the following conditions be included should the Commission approve the site plan for Case No. S13-13-III:

1. That all required conditional use and variance petitions be approved by the Board of Zoning Appeals and all related conditions therein observed and/or addressed accordingly.
2. That the Landscape Plan, Erosion Control Plan, and Lighting Plan be submitted with the building permit application for review and approval. Variance approval must be obtained should said plans not conform to the related performance standards set forth in the City Planning and Zoning Code. Additionally,
  - a. Landscape Plan. A vertical barrier, to the satisfaction of the City Engineer, must be constructed along the Protzman Street sidewalk to mitigate stone, mulch, or other inert landscape materials, if used, from migrating out of landscaped areas onto the public sidewalk and roadway.
  - b. Lighting Plan. The Lighting Plan must include details, heights, and cut-off (shielding) characteristics along with photometric plans illustrating footcandle intensities and distribution for all parking areas and exterior site lighting fixtures.
3. That parking spaces 28 and 35 must be designed as standard-sized stalls and that parking spaces 20, 21, and 22 must meet the minimum width requirements of 8.5 feet for standard stalls and/or 8 feet for compact stalls.
4. That wheel stops must be provided for each of the proposed parking stalls to define parking stalls and protect pedestrian ways and landscaping.
5. That concrete curbs must be provided for all parking lot interior terminal and landscape islands and along parking lot edges that abut landscape buffers.

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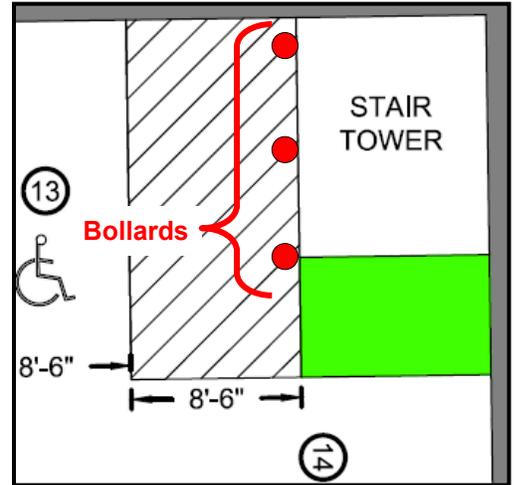
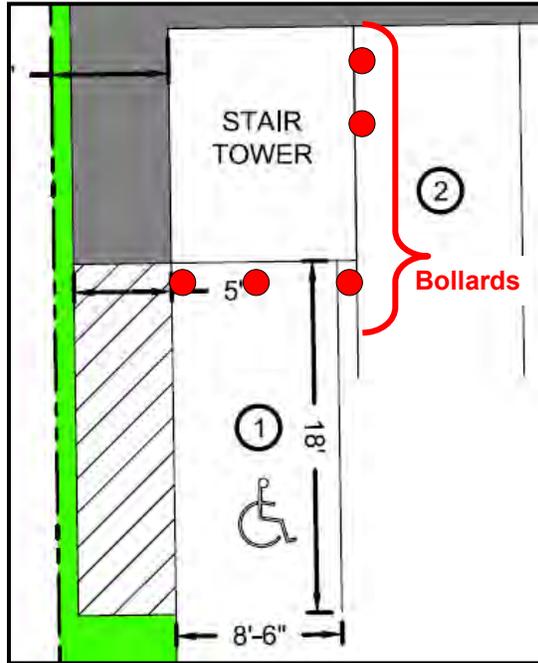
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- That concrete bollards at least three (3) feet in height above grade must be constructed, to the satisfaction of the Planning Division, along the two (2) stair tower facilities to physically separate said facilities from the adjoining parking spaces as generally illustrated below:



- That all exterior stairs, steps, landings, elevated walkways, railings, and support members may not be comprised of exposed wood or treated lumber.
- That the development must meet all applicable federal Fair Housing and Americans with Disabilities Act standards as determined by the City's Chief Building Code Official.
- That the perpetual right of access, use, and maintenance of the proposed shared off-premise solid waste management facility must be secured, to the satisfaction of the Planning Division, by appropriate easements, rights-of-way, and/or covenants that are recorded with the deeds of the affected tracts of realty and that a certified recorded copy of said instrument placed on file with the Planning Division prior to the issuance of a Certificate of Occupancy.

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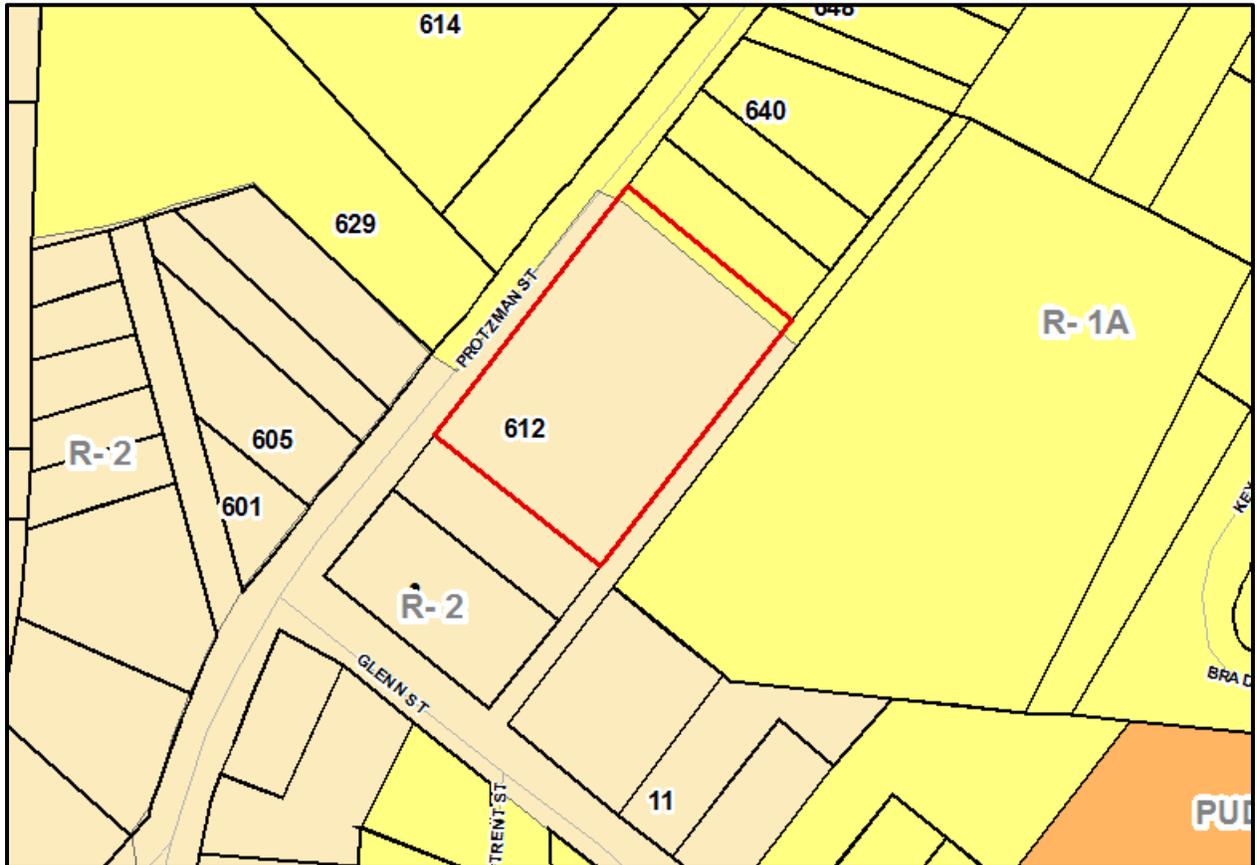
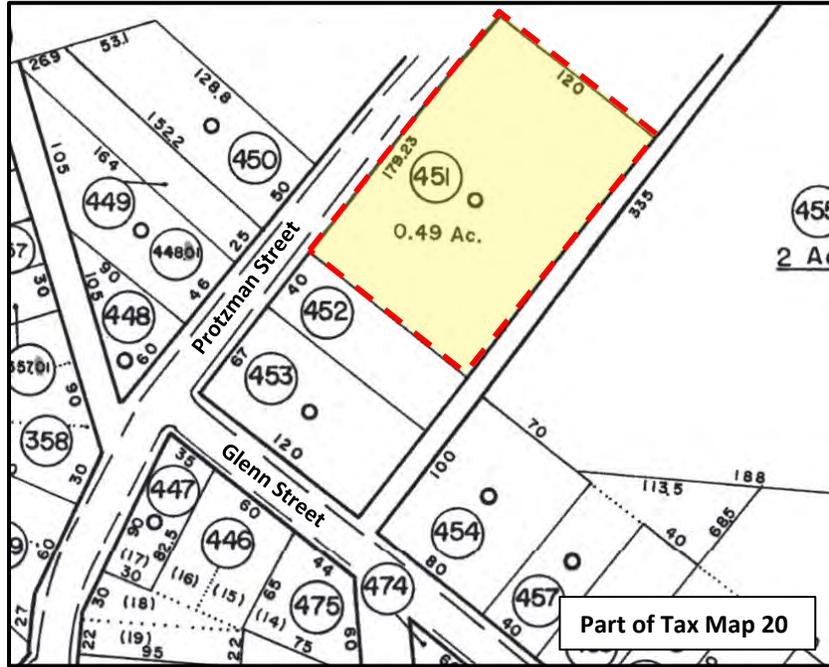
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Enclosures: Application, Site Plan and Elevation Drawings

# STAFF REPORT ADDENDUM A

S13-13-III / Stancorp Properties / 612 Protzman Street





# STAFF REPORT ADDENDUM B

## S13-13-III / Stancorp Properties / 612 Protzman Street

### Concurrence with the 2013 Comprehensive Plan Update

The following narrative identifies where, in the opinion of the Planning Division, the proposed development of significant impact proposal is in concurrence and/or is inconsistent with the 2013 Comprehensive Plan Update.

<b>INTENT</b>	Development proposals will reflect the spirit and values expressed in the Plan's principals.
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### Principles for Land Management

Principle 1	Infill development and redevelopment of underutilized and/or deteriorating sites takes priority over development in green field locations at the city's edge.	<input checked="" type="checkbox"/> Concurrence <input type="checkbox"/> Inconsistent <input type="checkbox"/> Other
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*The subject development site is nearly 0.5 acres along a vehicular and pedestrian corridor leading to the University's downtown campus. There are a number of multi-family dwellings and developments along Protzman Street between University Avenue and Van Gilder Street. Additionally, Appendix A of the Comprehensive Plan identifies the general area of the subject site as "Future Study Area No. 4"; within which, "Current single-family residential zoning does not reflect existing uses, existing development patterns, or future potential"; and, "Consideration for future study – permitting of higher densities to match surrounding development." See below.*

MAP NUMBER	CURRENT ZONING	GENERAL DESCRIPTION	OBSERVATIONS
4	R-1A and R-2	Protzman, Glenn, and Van Gilder Streets; adjoins the Wiles Hill / Highland Park Neighborhoods	<p><b>Current single-family residential zoning does not reflect existing uses, existing development patterns, or future potential.</b></p> <p><b>Considerations for future study:</b></p> <ul style="list-style-type: none"> <li>Permitting of higher densities to match surrounding development.</li> </ul>



Principle 2	Expansion of the urban area will occur in a contiguous pattern that favors areas already served by existing infrastructure.	<input checked="" type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input type="checkbox"/> Other
<i>The proposed development appears to continue the scale, density, and intensity of multi-family development that has been constructed along Protzman Street between Glenn Street and Van Gilder Street.</i>		
Principle 3	Downtown, adjacent neighborhoods and the riverfront will be the primary focus for revitalizations efforts.	<input type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input checked="" type="checkbox"/> Other
<i>The subject development site is not located within the downtown district or near the riverfront. However, its location is considered within a neighborhood adjacent to the University's downtown campus.</i>		
Principle 4	Existing neighborhoods throughout the city will be maintained and/or enhanced.	<input checked="" type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input type="checkbox"/> Other
<i>As noted under Principle 1 above, Appendix A of the Comprehensive Plan identifies the general area of the subject site as "Future Study Area No. 4"; within which, "Current single-family residential zoning does not reflect existing uses, existing development patterns, or future potential"; and, "Consideration for future study – permitting of higher densities to match surrounding development." Additionally, the existing use of the subject site is a single-family dwelling; is situated on a nearly 0.5 acre tract of realty; and, is arguably considered functionally obsolete and an underutilization of property given the density and intensity patterns of surrounding newer developments.</i>		
Principle 5	Quality design is emphasized for all uses to create an attractive, distinctive public and private realm and promote positive perceptions of the region.	<input checked="" type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input type="checkbox"/> Other
<i>The proposed development program appears to be consistent with the density and intensity patterns of surrounding newer developments within the neighboring R-2 and R-3 Districts.</i>		
Principle 6	Development that integrates mixed-uses (residential, commercial, institutional, civic, etc.) and connects with the existing urban fabric is encouraged.	<input type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input checked="" type="checkbox"/> Other
<i>Mixed-use development patterns are not currently permitted at the subject site and are not included in the proposed development program.</i>		

Principle 7	Places will be better connected to improve the function of the street network and create more opportunities to walk, bike and access public transportation throughout the region.	<input checked="" type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input type="checkbox"/> Other
<p><i>The subject site is well served by public transit along Protzman Street and within walking and biking distance of the University's downtown campus. Additionally, the subject site fronts a sidewalk recently constructed by the City connecting pedestrians directly to the downtown campus and to the grade separate footbridge that crosses University Avenue. Redevelopment of the underutilized site to a higher residential density links residents to alternate modes of transportation thereby reducing auto dependency within the City and mitigating increased traffic congestion created by commuting traffic from outside the City.</i></p>		
Principle 8	A broad range of housing types, price levels and occupancy types will provide desirable living options for a diverse population.	<input checked="" type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input type="checkbox"/> Other
<p><i>The proposed development program increases housing choice, diversity, and density in the context of the immediate residential area. Given the infancy of the 2013 Comprehensive Plan adoption, zoning ordinance dictates and/or guidelines concerning desired tenancy, affordability, and workforce opportunities have not been developed or enacted.</i></p>		
Principle 9	Residential development will support the formation of complete neighborhoods with diverse housing, pedestrian-scaled complete streets, integrated public spaces, connection to adjacent neighborhoods, and access to transportation alternative and basic retail needs.	<input checked="" type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input type="checkbox"/> Other
<p><i>The subject site is well served by public transit along Protzman Street. Additionally, the subject site fronts a sidewalk recently constructed by the City connecting pedestrians directly to the downtown campus and to the grade separate footbridge that crosses University Avenue.</i></p>		
Principle 10	Parks, open space, and recreational areas are incorporated as part of future development.	<input type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input checked="" type="checkbox"/> Other
<p><i>The proposed development program for the subject 0.5 acre site does not appear to provide an opportunity to deliver passive or improved active open space.</i></p>		
Principle 11	Environmentally sensitive and sustainable practices will be encouraged in future developments.	<input type="checkbox"/> Concurrency <input type="checkbox"/> Inconsistent <input checked="" type="checkbox"/> Other
<p><i>Interior parking lot landscape areas and bufferyard setbacks adjoining the R-1A District have been addressed in the proposed development program. Current stormwater management best practices will be required for a large site lacking such measures.</i></p>		

**LOCATION**

Development proposals will be consistent with the Land Management Map. If the proposal applies to an area intended for growth, infill, revitalization, or redevelopment, then it should be compatible with that intent and with any specific expectations within Areas of Opportunity. If the proposal applies to an area of conservation or preservation, it should be compatible with and work to enhance the existing character of the immediate surroundings.

The following graphic is clipped from the **Land Management Map** included in the 2013 Comprehensive Plan Update. The subject development site is located within the “**Neighborhood Revitalization**” concept area within which support for infill development, adaptive reuse, and redevelopment that offers a mix of residential types are desired.



**Neighborhood Revitalization:** Stabilization and reinvestment in existing neighborhoods that includes improvements to public and private buildings and infrastructure, and support for infill development, adaptive reuse and redevelopment that offers a mix of residential types and supporting uses.

**PATTERN  
AND  
CHARACTER**

Development proposals in growth areas will be consistent with preferred development types. Development in areas where growth is not intended should be compatible with the relevant Character Areas description and expectations for how those areas should evolve in the future.

The proposed development program appears to further the preferred “Multi-family Residential” development type that is identified on Page 41 of the 2013 Comprehensive Plan as appropriate within the “**Neighborhood Revitalization**” concept area

**MF Multi-family Residential**

Includes various forms such as apartment buildings where three or more separate residential dwelling units are contained with a structure and townhouse dwelling types. They vary considerably in form and density depending on the context – from four-story or larger buildings set close to the street in and at the edge of the downtown core and along major corridors, to smaller two- to four-story buildings with greater street setbacks in areas between the downtown core and single-family neighborhoods.



Additionally, the subject site is located within the “**Stewart Street Area of Opportunity.**” The following description is provided on Page 45 of the 2013 Comprehensive Plan.

**5. Stewart Street Area**

*Location:* Predominantly residential area between and along Falling Run Road and Protzman Street to Wiles Hill / Highland Park neighborhood.

*Context:* Neighborhood 1; Neighborhood 2

*Concept Area:* Neighborhood Revitalization; Infill and Redevelopment

*Intent:* Redevelopment with a mix of higher density predominantly residential uses suitable for proximity to WVU’s campus and downtown.



City of Morgantown, West Virginia

APPLICATION FOR TYPE III SITE PLAN REVIEW

OFFICE USE	
CASE NO.	S13-13-III
RECEIVED:	11/12/2013
COMPLETE:	

The Morgantown Planning Commission is responsible for approving Type III Site Plan Review Applications. There are two categories of Type III Site Plans Review Applications, 1) Developments of Significant Impact and 2) Major Developments of Significant Impact. Please check the category that best describes your proposed development:

Developments of Significant Impact (DSI):

- Residential Projects:..... 12 to 99 dwelling units
- Commercial Projects: ..... 15,000 square feet of gross floor area
- Office / Institution Projects:..... 15,000 square feet of gross floor area
- Industrial Projects..... 0 square feet to 99,999 square feet of gross floor area
- Mixed Use Projects ..... 15,000 square feet of gross floor area

Major Developments of Significant Impact (Major DSI):

- Residential Projects:..... 100 or dwelling units
- Commercial Projects: ..... 100,000 or more square feet of gross floor area
- Office / Institution Projects:..... 100,000 or more square feet of gross floor area
- Industrial Projects..... 100,000 or more square feet of gross floor area
- Mixed Use Projects ..... 100,000 or more square feet of gross floor area

(PLEASE TYPE OR PRINT IN BLACK INK)

<b>I. APPLICANT</b>			
Name:	STANCZYK Properties	Phone:	301-245-4193
Mailing Address:	160 Miner Hickory Road	Mobile:	814-442-0846
	Street		
	GRANTSVILLE MD	21536	Email: STANCZYK16@gmail.com
	City	State	Zip
<b>II. AGENT / CONTACT INFORMATION</b>			
Name:	DAVID F. ROBERTSON	Phone:	301-245-4193
Mailing Address:	160 Miner Hickory Road	Mobile:	814-442-0846
	Street		
	GRANTSVILLE MD	21536	Email: STANCZYK16@gmail.com
	City	State	Zip
Mailings –	Send all correspondence to (check one): <input type="checkbox"/> Applicant OR <input checked="" type="checkbox"/> Agent/Contact		
<b>III. PROPERTY</b>			
Owner:	MARLIN STANCZYK SR (Under Agreement)	Phone:	301-245-4193
Mailing Address:	160 Miner Hickory Road	Mobile:	814-442-0846
	Street		
	GRANTSVILLE MD	21536	Email: STANCZYK16@gmail.com
	City	State	Zip



City of Morgantown, West Virginia

APPLICATION FOR TYPE III SITE PLAN REVIEW

OFFICE USE	
CASE NO.	S13-13-III
RECEIVED:	
COMPLETE:	

<b>IV. SITE</b>			
Street Address (if assigned):	612 PROFFMAN	Zoning:	R2
Tax Map(s) #:	20	Parcel(s) #:	451
Existing Use of Structure or Land:	single family dwellings		
Proposed Use of Structure of Land:	MULTI FAMILY APARTMENTS		
<b>V. STRUCTURE</b>			
Proposed Setbacks: Front:	10 ft.	Rear:	20 ft.
		Side A:	5 ft.
		Side B:	5 ft.
Proposed Height of Structure:	35	No. of Proposed Off-Street Parking Spaces:	0
No. of Dwelling Units (if applicable):	36	No. of Bedrooms:	35
		No. of Employees:	0
Square Footage of all Proposed Structures (please explain): 21,360 SF ONE BUILDING.			
<b>VI. SITE PLAN REQUIREMENTS</b>			
All applications for Type III Site Plan Review must be accompanied by complete and accurate site plan exhibits that meet the requirements set forth in Article 510.08 of the Zoning Ordinance and provided herein as: Addendum A.....Developments of Significant Impact Addendum B.....Major Developments of Significant Impact			
<b>IX. ATTEST</b>			
I hereby certify that I am the owner of record of the named property, or that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of any and all related approvals. The undersigned has the power to authorize and does hereby authorize City of Morgantown representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions.			
DAVID F ROBERTSON			11/11/13
Type/Print Name of Applicant/Agent	Signature of Applicant/Agent		Date

- Applicants will be advised of the Technical Review Committee meeting date/time.
- Site Plan Review Fee – \$75 for first \$200,000 in construction costs; \$10 for each additional \$100,000



City of Morgantown, West Virginia  
**TYPE III SITE PLAN REVIEW ADDENDUM A**  
**DEVELOPMENTS OF SIGNIFICANT IMPACT**

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**Developments of Significant Impact** are those that have a citywide impact. Such impacts would typically involve the transportation network, environmental features such as parks or stream corridor, and local schools.

- (1) All applications for a Development of Significant Impact shall be accompanied by the following:
- (a) A site plan (14 copies), drawn to scale, that includes the following for the use of the Planning Director:
    - (i) The actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a licensed land surveyor or registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law, said survey to be provided by the applicant.
    - (ii) The exact sizes and locations on the lot of existing structures, if any.
    - (iii) The location, square footage, and dimensions of the proposed structure or alteration.
    - (iv) The location of the lot with respect to adjacent rights-of-way.
    - (v) The existing and proposed uses of the structure and land.
    - (vi) The number of employees, families, housekeeping units, bedrooms, or rental units the structure is designed to accommodate.
    - (vii) The location and dimensions of off-street parking and means of ingress and egress for such space.
    - (viii) Height of structure;
    - (ix) Setbacks;
    - (x) Buffer yard and screening, if applicable;
    - (xi) Location of garbage collection area and screening;
    - (xii) Location of sign;
    - (xiii) Layout of all internal roadways;
    - (xiv) Location of stormwater management facilities;
    - (xv) Utility lines and easements; and
    - (xvi) Signature of applicant.
  - (b) Grading plans and drainage plans and calculations are not required for Planning Commission site plan review, but shall be required prior to issuance of any building permits. Such plans shall be prepared by a registered design professional licensed by the State of West Virginia, and as authorized by West Virginia State law; and shall also meet all applicable local, state and federal regulations.
  - (c) Parking plan
  - (d) Landscaping plan
  - (e) Sign plan
  - (f) Approved WV Division of Highways Access Permit, if applicable
  - (g) Any other such information concerning the lot or neighboring lots as may be required by the Planning Director to determine conformance with, and provide for the enforcement of, this ordinance; where deemed necessary, the Planning Director may require that in



City of Morgantown, West Virginia  
**TYPE III SITE PLAN REVIEW ADDENDUM A**  
**DEVELOPMENTS OF SIGNIFICANT IMPACT**

the case of accessory structures or minor additions, all dimensions shown on plans relating to the size of the lot and the location of the structure(s) thereon be based on an actual survey by a registered land surveyor or registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law, said survey to be provided by the applicant.

- (3) The Planning Director may require that the lot and location of the building(s) thereon shall be staked out on the ground before construction.
- (4) For uses which, in the opinion of the City Engineer, may create excessive negative traffic impacts on dedicated City streets in the immediate vicinity that serve the use, the City may require an analysis of the proposed development's impact on current or future traffic flows, at the developer's expense, prepared by a qualified professional engineer. The Planning Commission may also table consideration of a development and refer such development to the City Engineer to ask his or her opinion as to whether a traffic study may be warranted. If the study indicates that the projected traffic impact of the use would result in a two (2) full letter grade decline in the existing Level of Service (e.g., going from a Level of Service B to a Level of Service D) of any dedicated City street directly serving the use, such finding *may* be considered sufficient grounds for denial of the project, or a requirement that sufficient improvements be made to said streets, at the developer's expense, or that the project be reduced in size and scope to the point where no such negative impact on the Level of Service results. Level of Service refers to the traffic grading system described in the latest edition of the Highway Capacity Manual, published by the Transportation Research Board.
- (5) Site plans approved by the Planning Commission authorize only the use, arrangement, and construction set forth in such approved site plans and no other use, arrangement or construction. Furthermore, the approval of a site plan shall not be construed to be approval of any violation of the provisions of this ordinance. The issuance of a building permit based upon site plans given approval by the Planning Commission shall not prevent the Planning Director from thereafter requiring the correction of errors in said site plans or from preventing operations from being carried on thereunder when in violation with this ordinance. Site plan approval does not eliminate the need to obtain an approved building permit and the applicant's responsibility to meet all other requirements established by local, state and federal regulations.
- (6) One copy of the site plan submitted for a permit to the Planning Department shall be returned to the applicant after the Planning Director has marked such copy as either approved or disapproved as to the provisions of this ordinance and attested to same by his signature on such copy. The original, similarly marked, shall be retained by the Planning Director.

I hereby certify that I have read the site plan submission requirements provided herein and understand that failure to submit said exhibits constitutes an incomplete application which will result in application review delays.

<i>DAVID F ROBERTSON</i>	<i>David F Roberts</i>	<i>11/19/10</i>
Type/Print Name of Applicant/Agent	Signature of Applicant/Agent	Date



City of Morgantown, West Virginia  
**TYPE III SITE PLAN REVIEW ADDENDUM B**  
**MAJOR DEVELOPMENTS OF SIGNIFICANT IMPACT**

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The review process for all **Major Developments of Significant Impact** shall be identical to that for Developments of Significant Impact, except as otherwise noted in the plan submission requirements listed below.

**Major Developments of Significant Impact** are those that are of such scope and scale that they have an impact on the region in terms of the transportation network, the environment, the schools, etc. Such projects could include regional shopping centers and large scale residential developments. **All** applications for a **Major Development of Significant Impact** shall be accompanied by a site plan submitted under the seal and signature of a registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law. All sheets shall be 24" x 36" size drawn to scale at a minimum 1"=50' and a maximum 1"=10' with the exception of the maps on Sheet One, unless otherwise approved by the City Engineer. Eighteen (18) copies of the site plans shall be submitted for review and shall observe the following format:

**(1) Sheet One (Title Sheet)**

The following information shall be submitted as part of Sheet One:

- (a) Full legal description with sufficient reference to section corners and boundary map of the subject project, including appropriate benchmark references;
- (b) Name of the project;
- (c) Name and address of the owner, developer, and person who prepared the plans;
- (d) Total acreage within the project and the number of residential dwelling units or the gross square footage of non-residential buildings whichever is applicable;
- (e) Existing zoning of the subject land and all adjacent lands;
- (f) Boundary lines of adjacent tracts of land, showing owners of record;
- (g) A key or vicinity map at a scale of one inch equals four hundred feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located;
- (h) A statement of the proposed uses, stating the type and size of residential and non-residential buildings, and the type of business, commercial or industry, so as to reveal the effect of the project on traffic, fire hazards, or congestion of population;
- (i) Any existing or proposed covenants and restrictions affecting property owners and/or homeowners associations; and
- (j) Statement of proposed starting and completion dates for the project, including any proposed phasing and sequencing.

**(2) Sheet Two (Existing Site Conditions)**

The following information shall be submitted as part of Sheet Two:

- (a) Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the approved regional transportation plan, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to



City of Morgantown, West Virginia

TYPE III SITE PLAN REVIEW ADDENDUM B

MAJOR DEVELOPMENTS OF SIGNIFICANT IMPACT

flooding, permanent buildings, bridges, and other data considered pertinent by the Planning Commission or the Planning Director for the subject land, and within three hundred (300) feet of the proposed project;

- (b) Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records;
- (c) Existing contours based in U.S.G.S. datum with intervals of not more than two (2) feet. Elevations shall be based on sea level datum; and
- (d) The water elevation at the date of the survey of rivers, lakes, streams, or designated wetlands within the project or affecting it, as well as the approximate high and low water elevation of such rivers, lakes, streams, or designated wetlands. The plan shall also show the boundary line of the regulatory 100-year flood. The plan shall also show the base flood elevation of the regulatory 100-year flood at any building location along with the elevation of the lowest finished floor. All elevations shall be based on sea level datum;

**(3) Sheet Three (Proposed Site Conditions)**

The following information shall be submitted as part of Sheet Three:

- (a) Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Planning Commission or the Planning Director for the subject land, and within three hundred (300) feet of the proposed project;
- (b) Existing and proposed water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records;
- (c) Building setback lines, showing dimensions;
- (d) Full description and details, including engineering calculations, for provision of storm water drainage plans and facilities, as required by the City's stormwater management ordinance;
- (e) Internal and perimeter sidewalk system/pedestrian circulation plan; and
- (f) Proposed contours with intervals of not more than two (2) feet. The plan shall also show the contour line for the floodway fringe boundary.
- (g) Show the location and detail plans for all trash dumpsters.



City of Morgantown, West Virginia  
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MAJOR DEVELOPMENTS OF SIGNIFICANT IMPACT

(4) Sheet Four (Erosion Control Plan)

The following information shall be submitted as part of Sheet Four and shall be reviewed prior to issuance of a building permit:

- (a) Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Planning Commission or the Planning Director for the subject land, and within three hundred (300) feet of the proposed project;
- (b) Proposed contours with intervals of not more than two (2) feet.
- (c) Details of terrain and area drainage, including the identity and location of watercourses, intermittent and perennial streams, receiving waters, and springs, and the total acreage of land that will be disturbed.
- (d) The direction of drainage flow and the approximate grade of all existing or proposed streets.
- (e) Detailed plans and locations of all surface and subsurface drainage devices, walls, dams, sediment basins, storage reservoirs, and other protective devices to be constructed with, or as part of, the proposed project, together with a map showing drainage area, the complete drainage network, including outfall lines and natural drainage ways which may be affected by the proposed development, and the estimated runoff of the area served by the drains.
- (f) A description of the methods to be employed in disposing of soil and other material that is removed from the grading site, including the location of the disposal site.
- (g) Measures for soil erosion and sediment control which must meet or exceed the methods and standards adopted by the West Virginia Department of Natural Resources and/or set forth in the West Virginia Handbook For Erosion Control in Developing Areas and which must comply with the design principles, performance standards, and requirements set forth in this chapter.
- (h) A schedule of the sequence of installation of planned erosion and sediment control measures as related to the progress of the project, including the total area of soil surface that is to be disturbed during each stage, the anticipated starting and completion dates, and a schedule for the maintenance of such measures.
- (i) Include the following notes on the sheet:
  - (i) "All erosion control practices shall be in accordance with the WVDNR "West Virginia Handbook For Erosion Control In Developing Areas" dated October 1992 and the SCS "Field Office Technical Guide."
  - (ii) "The City Engineer has the right to require additional erosion control measures in the field as conditions warrant."
- (j) Copies of the letter of intent and response from the Monongalia County Soil and Water Conservation District office for compliance, when required.
- (k) Any other information reasonably required by the Planning Commission or Planning Director to properly evaluate the plan.

S13-13-III



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(5) **Sheet Five (Landscape Plan)**

A landscape plan prepared to the standards specified in this zoning ordinance.

(6) **Sheet Six (Plat-like dedication sheet, if necessary)**

The following information shall be submitted as part of Sheet Five if a plat-like dedication document for easements and rights-of-way is deemed necessary by the Planning Commission or its authorized designee:

- (a) Parcels of land proposed to be dedicated or reserved for public use, or reserved for common use of all property owners within the project, with the proposed conditions and maintenance requirements, if any, shall be designated as such and clearly labeled on the plans;
  - (i) Radii, internal angles, points of curvature; tangent bearings and lengths of all arcs, chord, and chord bearings; and
  - (ii) Accurate location of all survey monuments erected, corners and other points established in the field in their proper places.

(7) **All sheets shall contain the following information:**

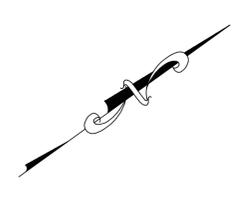
- (a) The proposed name by which the project shall be legally and commonly known;
- (b) Date of survey, scale, and north point;
- (c) All lots or outlots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes;
- (d) Private parks, common areas, or excluded parcels shall be designated as such and clearly labeled on the plans;
- (e) A traffic impact study, if required by the City Engineer;
- (f) Such other information as may be deemed necessary for proper review of the site plan by the Planning Director, City Engineer, or Planning Commission;
- (g) All necessary reference points tying the subject property to the appropriate section corners;
- (h) Each sheet shall be sealed and signed by the professional preparing the drawings;
- (i) All sheets shall be tied to state plane coordinates for horizontal and vertical controls;
- (j) Names and addresses of the parties within 200 feet of the property; and,
- (k) The applicant must provide self-addressed stamped envelopes in sufficient quantities to provide notification to the parties identified in the item above. Return address is not required.

I hereby certify that I have read the site plan submission requirements provided herein and understand that failure to submit said exhibits constitutes an incomplete application which will result in application review delays.

*DAVID F. ROBERTSON*  
Type/Print Name of Applicant/Agent

*David F. Robertson*  
Signature of Applicant/Agent

*11/11/03*  
Date



**INTERIOR LANDSCAPE REQUIREMENTS**  
 PARKING AREA = 9,691 SQ. FT.  
 LANDSCAPED AREA = 555 SQ. FT.  
 % LANDSCAPE = 5.7%

**PARKING REQUIREMENTS**  
 TOTAL NUMBER OF BEDROOMS = 35  
 SPACES REQ'D / BEDROOM = 1  
 TOTAL SPACES REQ'D = 35  
 TOTAL SPACES PROVIDED = 35



REV. #	DATE	DESCRIPTION	BY

**CHEAT ROAD ENGINEERING, INC.**  
 170 OLD CHEAT ROAD  
 MORGANTOWN, WV 26508  
 P: 304.212.5480

**STANCORP**  
**PROTZMAN STREET APARTMENTS**  
 MORGANTOWN, WV

PROJECT NO: 13-008  
 DRAWING FILE: 13-008\_DESIGN\_APTS\_REVIS.DWG

DRAWN BY: B. BOWES  
 CHECKED BY: S. COPEN  
 DRAWING SCALE: 1" = 10'  
 DRAWING DATE: December 3, 2013

SITE PLAN  
 SHEET NUMBER:  
**C-01**







REV. #	DATE	BY	DESCRIPTION

**CHEAT ROAD ENGINEERING, INC.**  
 170 OLD CHEAT ROAD  
 MORGANTOWN, WV 26508  
 P: 304.212.5480

**Stancorp - Protzman Street**  
 Proposed Apartment Housing  
 PROJECT NO: 13-008  
 DRAWING FILE: 13-008\_ELEVATIONS.DWG

DRAWN BY: BDB  
 CHECKED BY: SAC  
 DRAWING SCALE: 1/8" = 1'  
 DRAWING DATE: DECEMBER 5, 2013

FRONT ELEVATION  
 SHEET NUMBER:  
**C-01**