



**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

April 25, 2012

**RE: CASE No. V12-11 / Trimbush / 699 Burroughs Street
Tax Map 55, Parcel 93**

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.

Project Management Services has submitted a **Variance** petition, on behalf of Kevin Trimbush, for a property located at **699 Burroughs Street**. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this request at a public hearing on:

**Wednesday, May 16, 2012 at 6:30 PM
City Council Chambers, City Hall, 389 Spruce Street**

Project Description:

The petitioner seeks to construct a wet/dry fire sprinkler system room. The proposed covered carport will be approximately six feet six inches from the side property boundary, which encroaches into the minimum side yard setback standard and requires variance approval by the Board of Zoning Appeals.

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 hdingman@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,

Heather Whitmore Dingman, AICP
Principal Planner

Enclosure: Site map

**CASE NUMBER:
V12-11 / Trimbush / 699 Burroughs Street**

