

# Morgantown Planning Commission



## REGULAR MEETING PACKET

Thursday, February 12, 2026

6:30 p.m.

City Hall, Council Chambers

### Planning Commissioners:

Peter DeMasters, 6<sup>th</sup> Ward

#### President

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

#### Vice-President

Darren Taylor, 1<sup>st</sup> Ward

Tim Stranko, 2<sup>nd</sup> Ward

Colin Street, 3<sup>rd</sup> Ward

Brennan Williams, 5<sup>th</sup> Ward

Vacant, 7<sup>th</sup> Ward

Danielle Trumble, City Councilor

Kelly Palmer, Administrative

### Development Services Department

Seth Cardwell, AICP Candidate,

City Planner

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## Pre-Meeting Announcement

TO BE READ BY THE PRESIDENT OR PRESIDING COMMISSIONER:

The Planning Commission conducts business in the following order:

1. There will be a general public comment portion when anyone who wishes to address the Planning Commission may do so, but **ONLY** on matters that are **NOT** on the agenda. There will be a **FIVE MINUTE** time limit for speakers.
2. We approve minutes from the last meeting.
3. We consider any old business from previous meetings.
4. We then move on to new business items. First we introduce the item, and then the Planning Division Staff presents the Staff Report.
5. Then we ask the petitioner to make his/her presentation. Planning Commissioners may ask the petitioner questions at that time.
6. Then we allow any member of the audience who is in favor of the request to speak. In order to speak, you must come to the microphone, state your name and address for the record, and limit your comments to **FIVE MINUTES**.
7. Then we allow any member of the audience who is opposed to the request to speak. The same time constraint policy applies.
8. I may grant the petitioner the right of rebuttal to any arguments presented by the opposition, which will also be limited to five minutes.
9. Once everyone who wishes to speak is finished, I will declare the public hearing to be **CLOSED**. At that time, no one in the audience may speak again unless a Planning Commissioner asks a question. If someone is asked a question, they must come to the microphone and identify themselves once again before answering.
10. If there are no additional questions, the Planning Commission will discuss and take action on the request.
11. Once the vote is final, members of the audience who were present for that particular case may leave, if they wish. In order not to disrupt the meeting, people who choose to leave must go to the bottom of the stairs before carrying on a discussion.

Thank you for your consideration and respect for these proceedings.

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# MORGANTOWN PLANNING COMMISSION

February 12, 2026, at 6:30 p.m.  
City Hall – City Council Chambers | 389 Spruce Street – 2<sup>nd</sup> Floor

**President:**

Peter DeMasters, 6<sup>th</sup> Ward

**Vice-President:**

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

**Planning Commissioners:**

Darren Taylor, 1<sup>st</sup> Ward

Tim Stranko, 2<sup>nd</sup> Ward

Colin Street, 3<sup>rd</sup> Ward

Brennan Williams, 5<sup>th</sup> Ward

Danielle Trumble, City Council

Vacant, 7<sup>th</sup> Ward

Kelly Palmer, City Admin.

## **AGENDA**

**I. CALL TO ORDER AND ROLL CALL**

**II. GENERAL PUBLIC COMMENTS – concerning matters not on the agenda**

**III. MATTERS OF BUSINESS:**

A. Meeting minutes from January 8, 2026

**IV. UNFINISHED BUSINESS**

**V. NEW BUSINESS**

**A. SP25-110-III / ARJ, LLC / 329 Hartman Run Road**

Request by Scott Copen with Cheat Road Engineering on behalf of ARJ, LLC. for a Type III- Development of Significant Impact Site Plan approval for the properties generally located at the intersection of Hartman Run Road and Everlasting Lane, City Tax District 14 (Sixth Ward), Tax Map 32A, Parcels 13.1, 25, and 26.1, B-2 Service Business District.

**B. SUB25-121 / Amy Skidmore / 1031 Springfield Avenue**

Request by Amy Skidmore for a minor subdivision of City Tax District 14 (Sixth Ward), Tax Map 43, Parcel 31, commonly known as 1031 Springfield Avenue and consolidation of the westerly portion of said property with City Tax District 14, Tax Map 43, Parcel 28 and the easterly portion of said property with City Tax District 14, Tax Map 43, Parcels 33 and 34; R-1A, Single-Family Residential District

**C. MAP26-001 / Madison Simpson / 225 Waverly Street**

Request by Madison Simpson for a zoning map amendment to rezone City Tax District 13 (Second Ward), Tax Map 20, Parcels 600 and 607.1, more commonly known as 225 Waverly Street, from R-1A Single Family Residential District to R-2, Single and Two-Family Residential District.

**D. SUB26-005 / John Jamison / 260 S. High Street**

Request by John Jamison for a minor subdivision of City Tax District 9 (First Ward), Tax Map 37, Parcel 120;R-1A, Single-Family Residential District

**E. SUB26-006 / ARJ, LLC / 329 Hartman Run Road**

*If you need an accommodation, please contact 304-284-7431 or TDD 304-284-7512*

**Development Services Department – Planning and Zoning Division**

Seth Cardwell, AICP  
Candidate, City Planner

Sailor Thompson, Zoning  
Administrator

Rickie Yeager, AICP  
Development Services  
Director

389 Spruce Street  
Morgantown, WV 26505  
304.284.7431



# MORGANTOWN PLANNING COMMISSION

February 12, 2026, at 6:30 p.m.  
City Hall – City Council Chambers | 389 Spruce Street – 2<sup>nd</sup> Floor

**President:**

Peter DeMasters, 6<sup>th</sup> Ward

**Vice-President:**

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

**Planning Commissioners:**

Darren Taylor, 1<sup>st</sup> Ward

Tim Stranko, 2<sup>nd</sup> Ward

Vacant, 3<sup>rd</sup> Ward

Brennan Williams, 5<sup>th</sup> Ward

Danielle Trumble, City Council

Vacant, 7<sup>th</sup> Ward

Kelly Palmer, City Admin.

*If you need an accommodation, please contact 304-284-7431 or TDD 304-284-7512*

Request by Scott Copen with Cheat Road Engineering on behalf of ARJ, LLC for a major subdivision (preliminary plat) approval to create 105 parcels from a tract of land accessed from Everlasting Lane, City Tax District 14 (Sixth Ward), Tax Map 32A, Parcels 13.1, 25, and 26.1, B-2 Service Business District

**F. SUB26-007 / Glenmark Real Estate, LLC. / 101 & 201 Fieldview Ave.**

Request by Mark Nesselroad on behalf of Glenmark Real Estate, LLC. for a minor subdivision of City Tax District 9 (First Ward), Tax Map 48A, Parcel 15; B-2, Service Business District.

**VI. OTHER BUSINESS**

A. Committee Reports

B. Staff Comments

**VII. FOR THE GOOD OF THE COMMISSION**

**VIII. ADJOURNMENT**

**Development Services Department – Planning and Zoning Division**

Seth Cardwell, AICP  
Candidate

Sailor Thompson, Zoning  
Administrator

Rickie Yeager, AICP  
Development Services  
Director

389 Spruce Street  
Morgantown, WV 26505  
304.284.7431

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# MORGANTOWN PLANNING COMMISSION

## Meeting Minutes

6:30 p.m. | January 8, 2026, | City Hall, Council Chambers

**PRESENT COMMISSIONERS:** Pete DeMasters, Darren Taylor, Danielle Trumble, Tim Stranko, Brennan Williams and Kelly Palmer

**COMMISSIONERS ABSENT:** Bill Petros

**STAFF PRESENT:** Seth Cardwell

**I. CALL TO ORDER AND ROLL CALL:**

**II. GENERAL PUBLIC COMMENTS:** There were no comments.

**III. ELECTION OF OFFICERS:** President and Vice President

- A. Selection of Officers of the President and Vice President. Tim Stranko nominated Peter DeMasters as President and Bill Petros as Vice President. This was seconded by Kelly Palmer. Nominations were closed.

**IV. MATTERS OF BUSINESS:**

- B. Meeting Minutes of December 11, 2025, have been approved
- C. Study Session of December 11, 2026, have been approved.

**V. UNFINISHED BUSINESS:**

**SUB25-38 / Linda and Donald Waycaster / 1479 Tremont Avenue**

**Request by Mr. Powell on behalf of Linda and Donald Waycaster for a minor subdivision of City Tax District 14, Tax Map 31, Parcel 24.1, more commonly known as 1479 Tremont Avenue and consolidation of said property with City Tax District 14, Tax Map 31, Parcel 24, more commonly known as 1469 Tremont Avenue (Sixth Ward): R-1A, Single- Family Residential District.**

City Planner Seth Cardwell noted that this case was previously presented before the Commission in June 2025, at which time it was tabled pending submission of additional information from the applicant. An updated survey plat dated October 2025 has been provided and was included in the attachments to the staff report. The updated plat addresses matters related to the setback of an existing accessory structure on the parcel.

The applicant proposes to subdivide Parcel 24.1 and convey the center portion of the lot to Parcel 24 at 1469 Tremont Avenue. As a result, two parcels will remain. Both parcels will comply with the applicable provisions of Section 1335.03 of the zoning code for the R-1A zoning district.

**APPLICANT STATEMENT**

Linda Waycaster, a resident at 1469 Tremont Avenue, stated the property located at 1469 Tremont Avenue belonged to her mother, who has since passed away. Linda explained that she is in the process of preparing her will. Her intention is for her grandson to inherit her home and the associated land, while her granddaughter will eventually inherit her mother’s former property.

**STAFF RECOMMENDATIONS:**

There are no objections.

**MOTION:**

Tim Stranko moved for approval on subject to staff conditions. Peter DeMasters seconded the motion.

**All votes were carried unanimously (6 – 0 – 0)**

**VI. NEW BUSINESS:**

**VII. COMMITTEE REPORTS:**

**VIII. STAFF COMMENTS:** City Planner, Seth Cardwell mentions that engagement with a consultant for the re-writing of the sign ordinance has begun. He will reach out to members of the Planning Commission soon to see if anyone is interested in serving on that steering committee.

**IX. FOR THE GOOD OF THE COMMISSION:**

**MEETING AJOURNED.**

**MINUTES APPROVED:**

**COMMISSION SECRETARY: Seth Cardwell, AICP Candidate, City Planner**

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**MORGANTOWN PLANNING COMMISSION  
PLANNING AND ZONING DIVISION STAFF REPORT**

Thursday, February 12, 2026

City Hall – City Council Chambers (389 Spruce Street)

**SP25-110-III / ARJ, LLC. / 329 Hartman Run Road**

**Case Summary**

<b>Address:</b>	329 Hartman Run Road
<b>Tax Map-District-Parcel:</b>	City Tax District 14 (Sixth Ward), Tax Map 32A, Parcel(s) 13.1, 25, and 26.1
<b>Proposal:</b>	Type III- Development of Significant Impact Site Plan Application
<b>Request:</b>	Request by Scott Copen on behalf of ARJ, LLC. for a Type III- Development of Significant Impact at the above referenced parcels and at the intersection of Hartman Run Road and Everlasting Lane.
<b>Surrounding Zoning:</b>	North: I-1, Industrial District  South: N/A Outside of Corporate Boundary  East: I-1, Industrial District  West: N/A Outside of Corporate Boundary
<b>Applicant:</b>	Scott Copen, on behalf of ARJ, LLC.
<b>Case Manager:</b>	Seth Cardwell, AICP Candidate City Planner
<b>Attachments:</b>	Application (Case Summary Report)

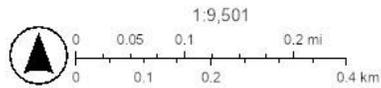
**Staff Enhanced Site Location and Zoning Maps**

SP25-110-III / ARJ, LLC. / 329 Hartman Run Road



12/8/2025

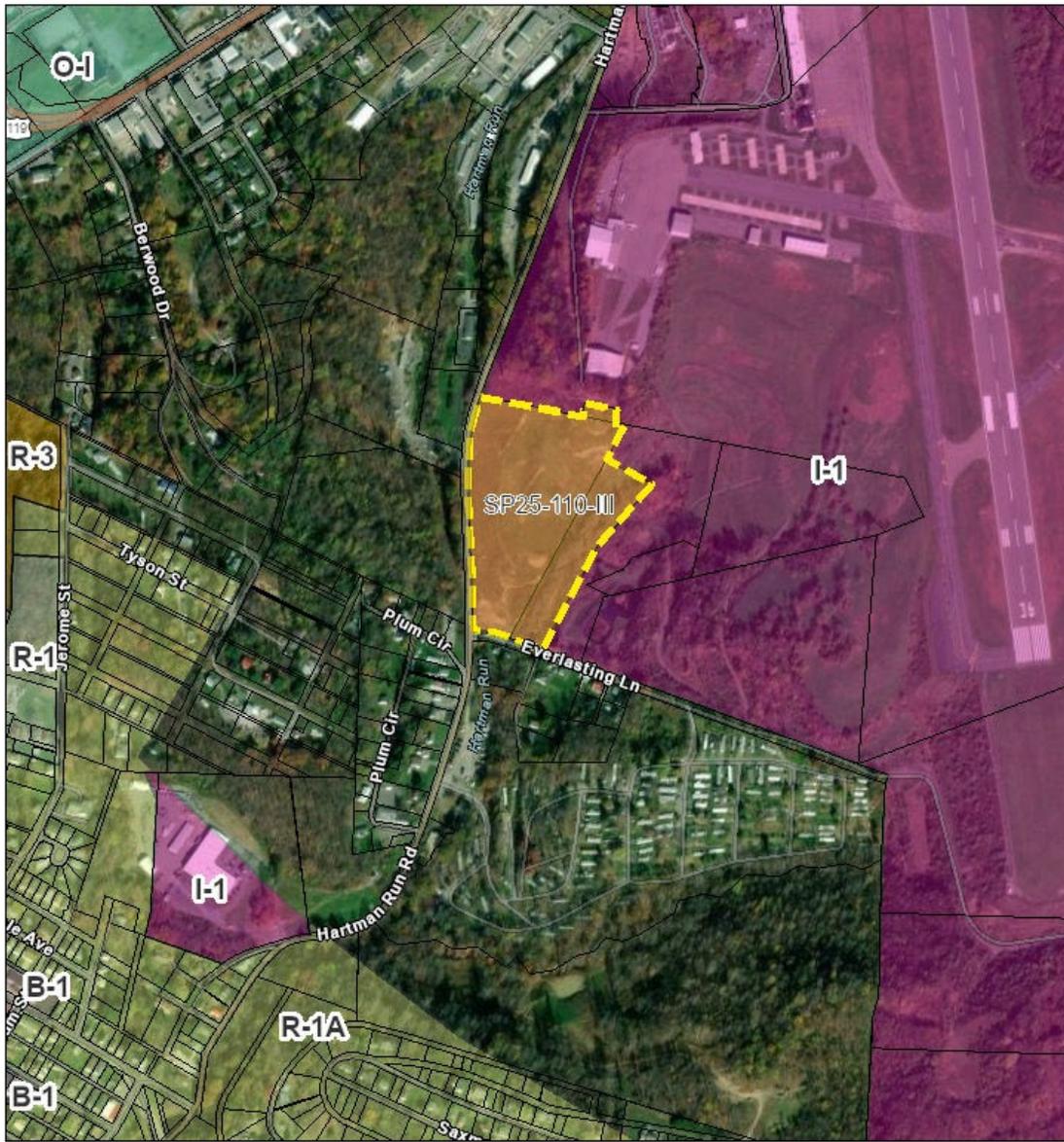
-  Land Use Cases (Prod) - Land Use Cases
-  Parcels



Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, OpenStreetMap contributors, and the GIS User Community

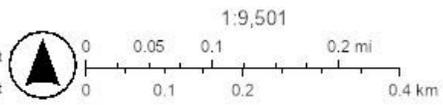
Source: Morgantown ArcGIS

# SP25-110-III | Zoning Map



12/8/2025

- Land Use Cases (Prod) - Land Use Cases
- Parcels
- Morgantown, WV Zoning Layer
- R-3: Multi-Family Residential District
- B-1: Neighborhood Business District
- B-2: Service Business District
- O-1: Office and Institutional District
- R-1: Single Family Residential District
- I-1: Industrial District
- R-1A: Single Family Residential District



Vantor. Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, OpenStreetMap contributors, and the GIS User Community

Source: Morgantown ArcGIS

## Street View Images of Subject Site

### Looking East from Hartman Run Road



### Looking North from Everlasting Lane



Source: Google Maps

## Background

The subject site at 329 Hartman Run Road encompasses roughly 12.84 acres (approximately 555,910 sq. ft.) and consists of three parcels recently rezoned from I-1, Industrial District, to B-2, Service Business District. Morgantown City Council adopted the zoning change on November 25, 2025.

The applicant seeks approval for a Type III- Development of Significant Impact at the subject site. Specifically, the applicant wishes to construct a residential development consisting of one-hundred four (104) townhome dwellings. Per Table 1331.05.01, land use ‘dwelling, townhouse’ is permitted by right in B-2 District (see below). Note that no supplemental regulations apply for ‘dwelling, townhouse’ use.

Uses	R-1	R-1A	R-2	R-3	PRO	B-1	B-2
Dwelling, Mixed Use			C	P		P	P
Dwelling, Multi-family			C	P			P
Dwelling, Single family	P	P	P	P	P		
Dwelling, Townhouse			P	P	P		P
Dwelling, Two-family			P	P	P		

Please note the following pertinent information related to the proposed development site:

- While the total site area encompasses ~12.84 acres, not all of the site area is proposed for development. Undeveloped areas on the site are identified on the attached site plans as HOA common elements.
- The access drive for the development will be a private right-of-way, presuming governed and maintained by an HOA. The applicant will *not* seek to dedicate the access drive to the City of Morgantown.
- The analysis section below, as well as the attached conformity report completed by staff provide a more detailed overview of submitted and outstanding materials.

Additionally, the following variance cases and subdivision application are also associated with the subject site:

- **SUB26-006**, relating to a request for a major subdivision.
- **VAR26-008**, relating to variance relief for Lot Frontage provisions in Sec. 1347.03(b)
- **VAR26-009**, relating to variance relief for Lot Size provisions in Sec. 1347.03(a)
- **VAR26-010**, relating to variance relief for Lot Depth provisions in Sec. 1347.03(c)

- **VAR26-011**, relating to variance relief for Driveway Layout & Design provisions in Sec. 1365.09(b)
- **VAR26-012**, relating to variance relief for Setback provisions in Sec. 1347.04

The associated requests for variance relief listed above will appear on the agenda of the Morgantown Board of Zoning Appeals for the regularly scheduled meeting on February 18, 2026.

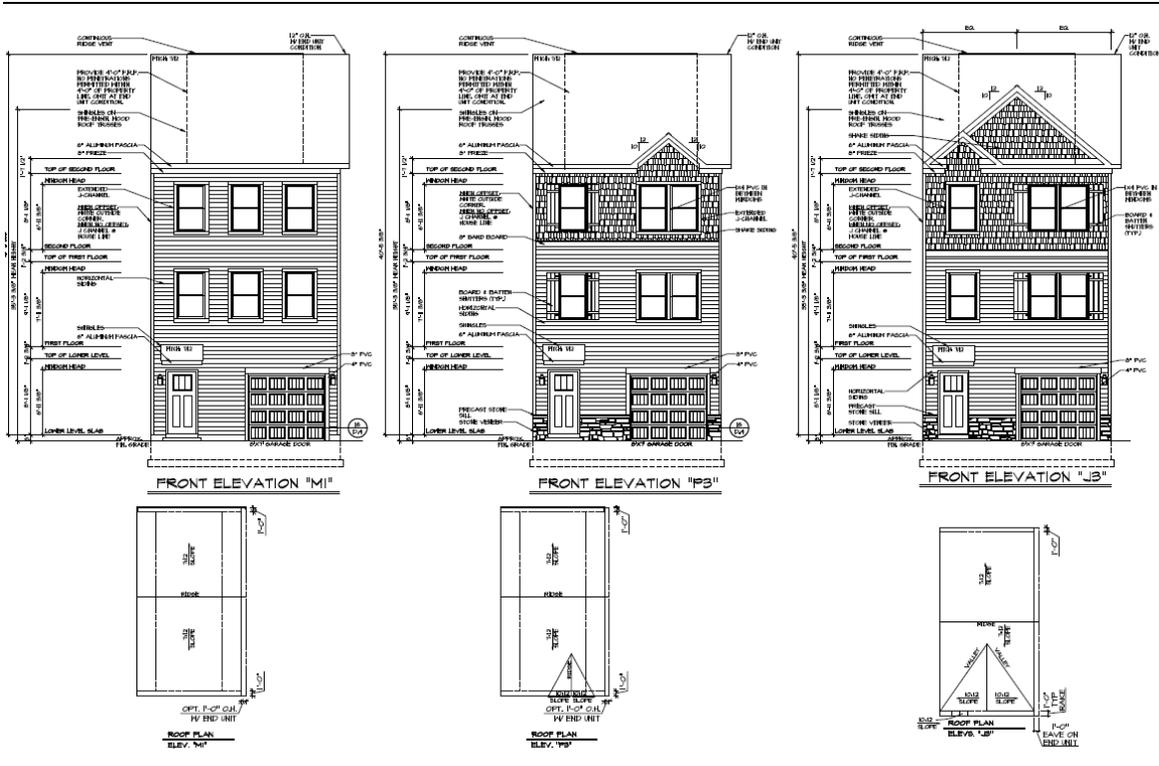
## Analysis

Per information provided by the applicant, the townhomes in the proposed development will be sold privately, with common areas maintained/governed by an HOA with no dedication of the access drive, etc. As a result, a related major subdivision request associated with this development has also been filed for Planning Commission review and the associated Case No. is **SUB26-006**.

As noted above, the applicant has also submitted variance requests, where needed, for the related lot provisions in the B-2, Service Business District. These cases will appear on February 18, 2026, Board of Zoning Appeals agenda. Please note that not all proposed lots will need variance requests for every lot provision and that staff are working with the applicant to determine which lots are compliant with the Lot Provisions in Section 1347.04 and which will need variance relief.

All of the proposed one hundred four townhome units will be 3-bedroom units. Each unit will have a one-car garage at grade and a driveway with one off-street parking space. The applicant provided building elevation drawings as required per Sec. 1385.08(b)(7) for both of the proposed designs for townhomes within the development. Neither of the proposed designs exceed the maximum height standard for the B-2, Service Business District. One item of note is that the Performance Standards in Section 1347.07 of the City’s Planning and Zoning Code maintain that walls “should be clad in stone, brick, marble, stucco, approved metal paneling, and/or cast concrete.” Upon review, staff determined that these standards are directed more toward commercial development that is also permitted in the B-2 district, and that the use of the word ‘should,’ rather than ‘shall,’ indicates that this is not an explicit requirement. A full detail of the proposed exterior materials is included in the building elevations sketches provided by the applicant but see below for a brief overview.

Lastly, while the site plan indicates that the common areas and access drive will be maintained/governed by an HOA, to date, staff have received no such documentation outlining the capacities or duties of said HOA. More on this is included in the discussion of the required submittals for Type III – Developments of Significant Impact below.



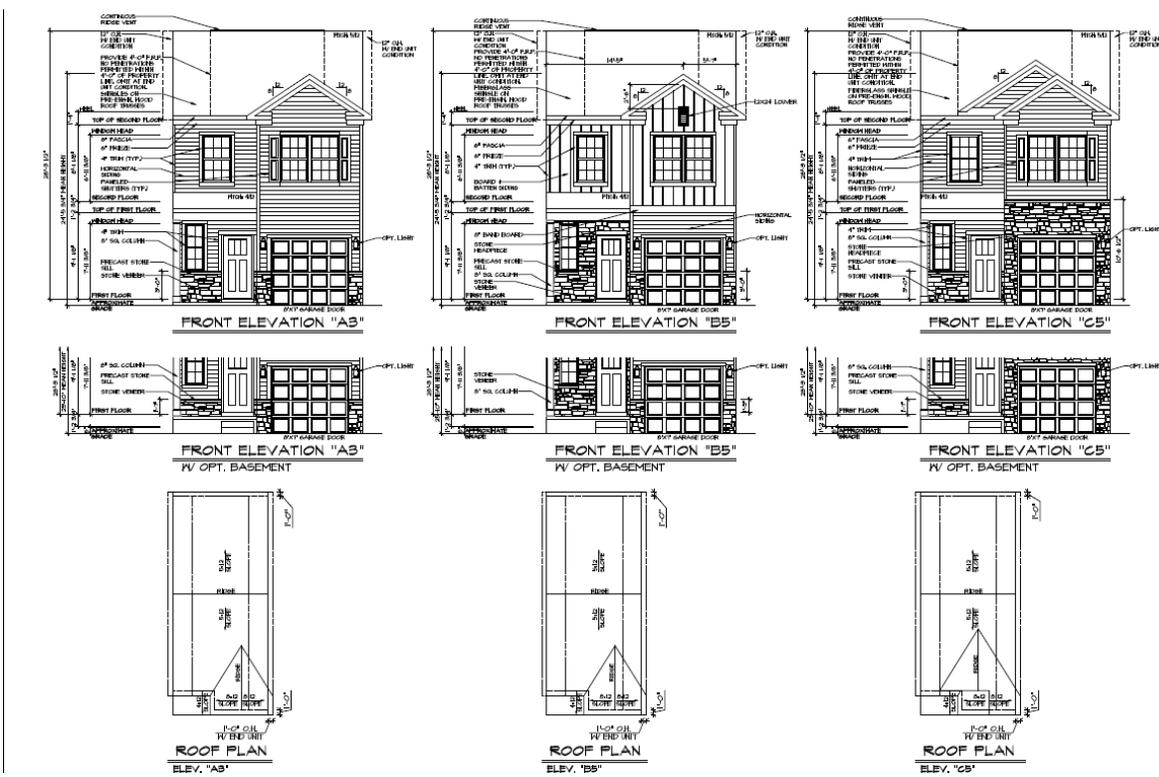
**WADE ARCHITECTURE**  
 ARCHITECTS, INC.  
 1000 W. 10TH ST. SUITE 100  
 MORGANTOWN, WV 26501  
 (304) 253-1111

**D-R-HOKON**  
*America's Builder*

DRAWN BY: S. DUBRY  
 DATE: 5/31/2024  
 PROJECT NO.: 0145  
 1/4" = 1'-0" SCALE  
 1/8" = 1'-0" SCALE  
 1/2" = 1'-0" SCALE

HOUSE NAME: LAFAYETTE-O  
 DRAWING TITLE: FRONT ELEVATIONS

SHEET No.: A.1.1



**WADE ARCHITECTURE**  
 ARCHITECTS, INC.  
 1000 W. 10TH ST. SUITE 100  
 MORGANTOWN, WV 26501  
 (304) 253-1111

**D-R-HOKON**  
*America's Builder*

DRAWN BY: D. JENSEN  
 DATE: 08/04/2023  
 PROJECT NO.: 0139  
 1/4" = 1'-0" SCALE  
 1/8" = 1'-0" SCALE  
 1/2" = 1'-0" SCALE

HOUSE NAME: DELMAR  
 DRAWING TITLE: FRONT ELEVATIONS

SHEET No.: A.1.1

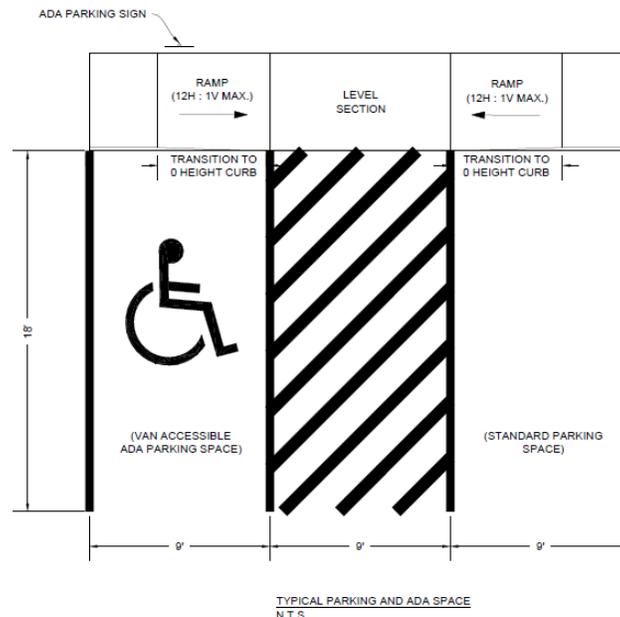
Source: Applicant

## Parking Requirements

As it relates to parking, the proposed development will contain a total of two hundred thirty-nine off-street parking spaces, which include two off-street spaces per townhome and an additional thirty-one off-street visitor parking spaces. Per Table 1365.04.01, the use 'dwelling, townhome' requires 0.75 spaces per occupant for any unit with two or more bedrooms. All units will be three bedrooms, which totals a requirement of 2.25 spaces per unit, however, Sec. 1365.04(1) permits fractions of less than one-half (0.5) to be discarded. That said, the provision of two off-street spaces per unit satisfies the minimum off-street requirement. Please note that staff consulted the American Planning Association's (APA) Planners Dictionary to determine that the provisioning of garage parking should be included in the count of off-street spaces provided, as the City's Planning and Zoning code does not explicitly clarify such a determination.

For the visitor parking areas, a total of thirty-one spaces is provided. This brings the total number of off-street spaces provided in the development to 239. Upon review, this number equals, but does not exceed the requirement set forth in Sec. 1365.04(i) that prohibits the provisioning of more than 115% of the minimum required off-street spaces.

All visitor parking spaces are compliant with dimensions set forth in Sec. 1365.09(a). Additionally, space four on the site plan dated January 21, 2026, is designated as a universally accessible ADA space, per Sec. 1365.06. See below.



Source: Applicant

Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov

As mentioned previously, the access drive for the development will be presuming governed and maintained by an HOA and will not be dedicated to the City of Morgantown.

As it relates to driveway standards, one item of note is that the applicant has an active request for variance relief for Section 1365.09(b), which prohibits driveway entrances/exits from being closer than 15 feet to an adjoining residential property. As noted above, the relevant case number for this **VAR26-011**.

While the applicant has provided notes in Sheet C-03 (Site Plan) detailing that long-term bicycle parking will be provided in the garage of all townhome units, information is still needed to determine that the provisioning of those spaces is compliant with the dimension standards in Sec. 1363.04(q)(3). Additionally, Sec. 1365.04(q) notes that all developments of significant impact require provisioning of both short and long-term bicycle parking. If it is determined that short-term bicycle parking is not to be provided, the applicant will need to seek variance relief for the appropriate section of code.

One last item of note is that Sec. 1365.09(c) prohibits the draining of stormwater across public sidewalks or rights-of-way. The applicant noted the absence of stormwater drains in visitor parking areas and highlighted concerns related to the potential clogging of drains from vegetative debris which could cause stormwater to dump over the curb and onto adjacent properties. As a result, the applicant proposed grading said visitor parking spaces at 2% to direct stormwater across the sidewalk and to the nearest drain on the roadway. Staff confirmed with the Engineering Department that since the roadway is not being dedicated to the city and will be maintained as a private drive by the HOA, this was permissible.

### **Landscaping Requirements**

Upon review of the Landscaping Requirements in Section 1367.04 of the Planning and Zoning Code, staff determined that since all proposed landscaping for the development is within common areas privately owned/governed by the HOA, the provisions for the landscape plan requirements in said section are not applicable. Staff also confirmed via provided materials that there are no encroachments of said landscaping onto the public right-of-way for Everlasting Lane or Hartman Run Road.

Of note is that a sizeable portion of the development site will not be utilized for townhomes, including a large portion of the site nearest the parcel boundary shared with Morgantown Municipal Airport. Staff confirmed with the applicant that this area will not be developed or encroached upon largely because of existing constraints with the topography. A cursory review of topographical contours on both the existing and proposed site conditions provided by the applicant confirms that no significant grading is anticipated in this area.

Also, not applicable to the proposed development are the bufferyard requirements set forth in Sec. 1367.07. Though 1367.07(c) states that both undeveloped and rezoned properties are subject to the requirements of this section, neither of the preceding provisions apply because the development is neither a non-residential nor a multi-family development.

### **Type III Development of Significant Impact (DSI) Sheets**

Per Section 1385.08 of the City’s Planning and Zoning Code, which details information needed for a Planning Commission review of a development of significant impact, the following information was not provided by the applicant. Please note that a detailed summary of this information is provided in the preliminary conformity report in the attachments to this report.

- Sheet One (Title Sheet):
  - a key or vicinity map at a scale of one-inch equals 400 feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located.
  - Any existing or proposed covenants and restrictions affecting property owners and/or homeowners associations.
- Sheet Three (Proposed Site Conditions):
  - Proposed location of fire hydrants (see notes in attached conformity report).
  - Location and detail plan for utility and mechanical equipment placed on the ground (e.g. pad-mounted transformers, HVAC units, etc.).
  - The number of employees, families, housekeeping units, bedrooms, or rental units each structure is designed to accommodate.
- Sheet Four (Preliminary Landscaping and Lighting Plan):
  - Site lighting plan that includes exterior light fixture details and photometric plans in footcandles.

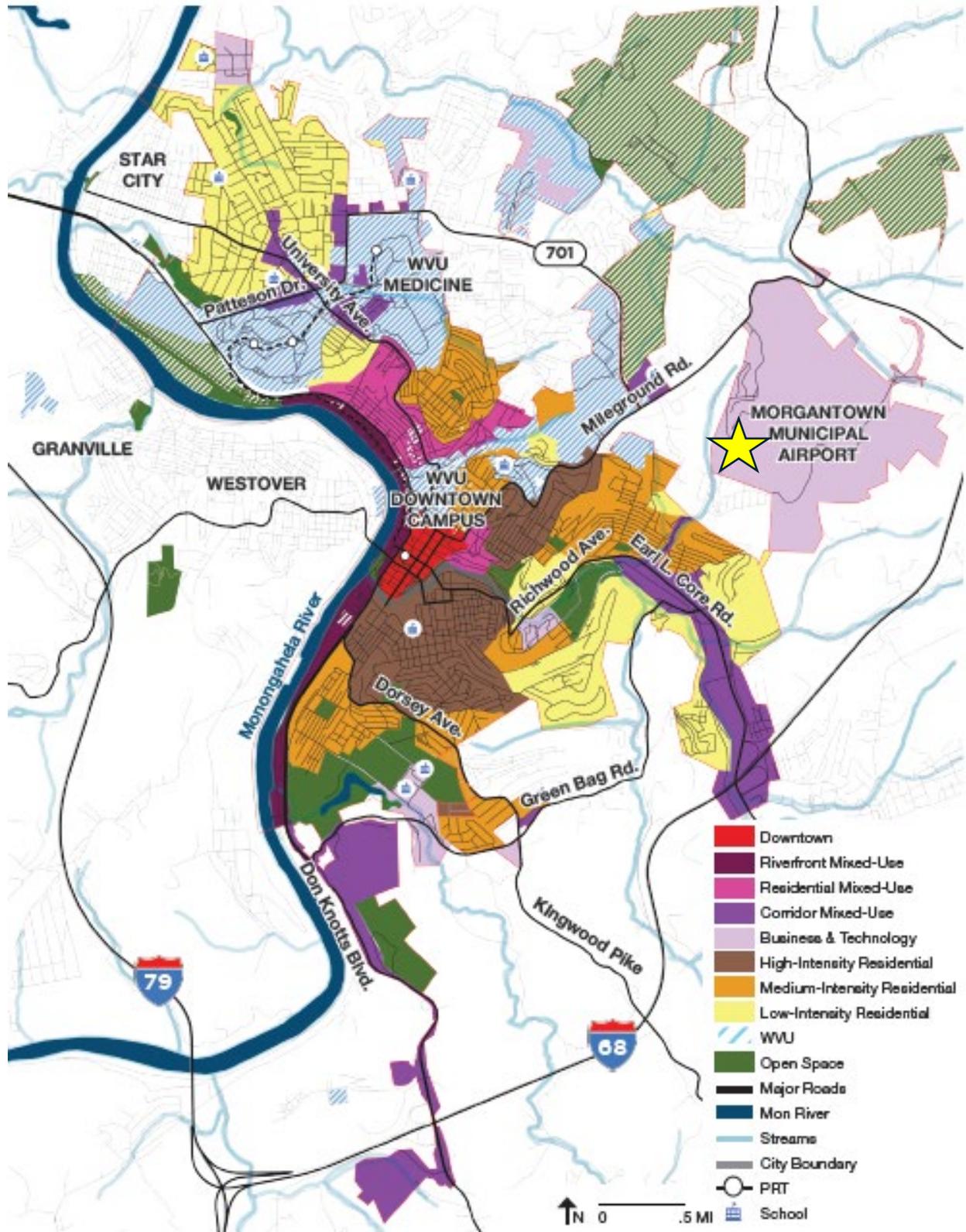
Additionally, the site plan dated January 21, 2026, indicates that a portion of the site that abuts Everlasting Lane will be conveyed to the WVDOH for an anticipated widening of Everlasting Lane. Note that while not required for Planning Commission review, an approved West Virginia Division of Highways permit and/or agreement is also needed that confirms both the anticipated improvements to Everlasting Lane, and a determination that significant modification or alterations will not be made to Hartman Run Road.

### **2023 Comprehensive Plan Update (Morgantown 2033)**

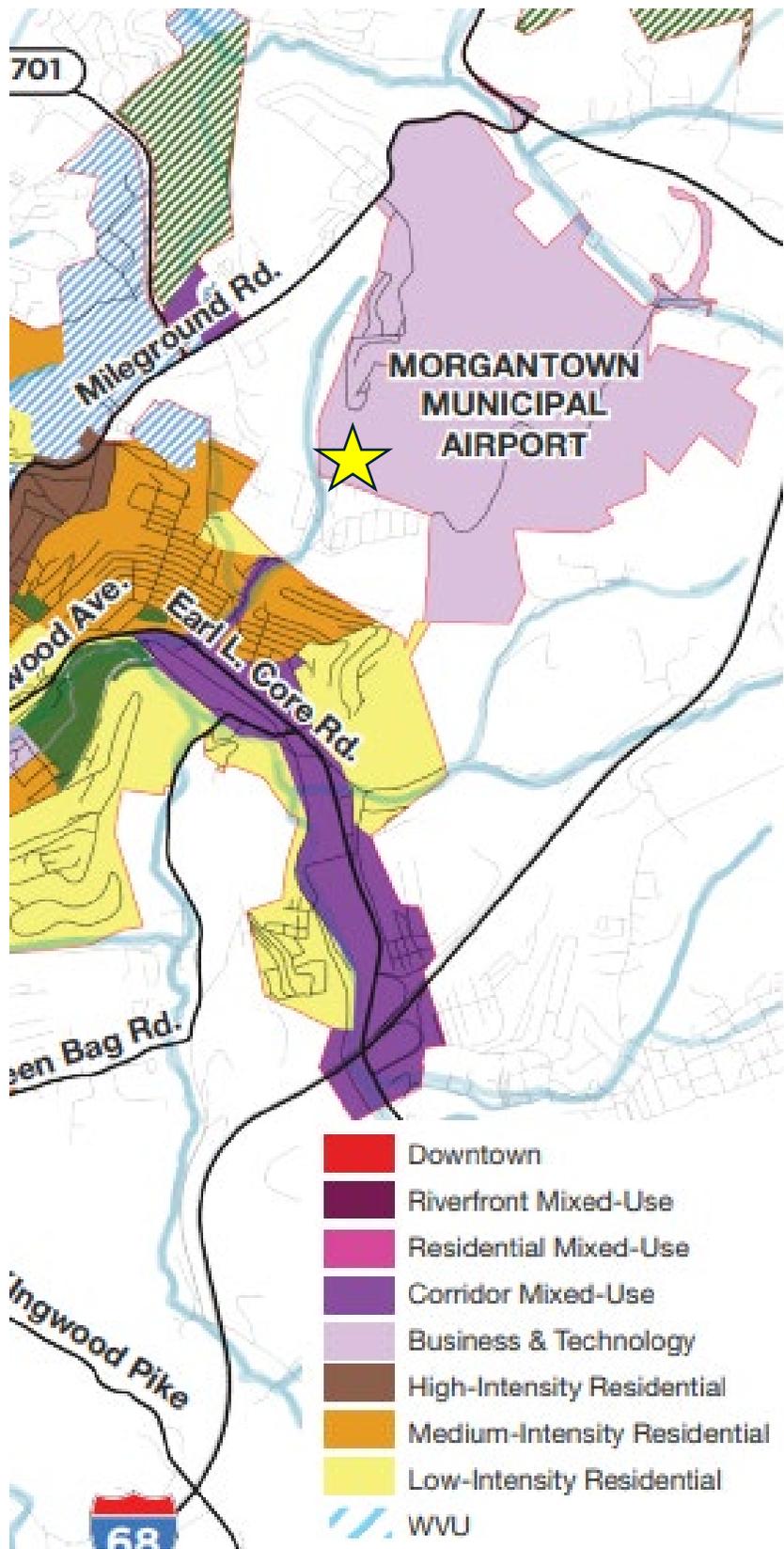
The Land Management Plan identifies the existing development character of the subject site as Airport/Industrial, the definition for which, does not elaborate on a specific character or typology but simply states, “Includes the airport and surrounding light manufacturing and

commercial areas.” It is worth noting here that the site was originally prepped for commercial development in 2017-2018. Additionally, the subject site was recently rezoned from I-1, Industrial District to B-2, Service Business District. This change, as noted previously, was adopted by Morgantown City Council in November 2025.

The Land Management Plan (Future Land Use Map) identifies the subject area as Business & Technology, with the characteristics described as “Buildings that range in height and scale that include office, research, light industrial, clean manufacturing, or warehousing activities with single or multiple tenants. May involve multiple large-scale buildings in a campus setting, but buildings should be in a walkable configuration with shared parking typically behind or to the side. A mix of supportive retail establishments and residential uses are encouraged to allow for a live-work environment.” See the Future Land Use Map on the following page with the subject site identified by a yellow star.



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The Compatible Land Use Table does include the provisioning of multi-family dwellings in the area defined as ‘Business and Technology’, with town homes being included in that category. See below.

Land Management Type	Compatible Use Types								
	SF	TF	MF	CI	C	AC	O	I	OS
Downtown			■	■	■		■		■
Riverfront Mixed-Use			■	■	■		■		■
Residential Mixed-Use		■	■	■	■		■		■
Corridor Mixed-Use			■	■	■		■		■
Business & Technology			■	■	■		■	■	■
High-Intensity Residential	■	■	■	■	■	■	■		■
Medium-Intensity Residential	■	■	■	■	■	■	■		■
Low-Intensity Residential	■		■	■	■	■	■		■
WVU			■	■	■	■	■		■
Open Space									■

**SF:** Single-Family Dwelling

**TF:** Two-Family Dwelling

**MF:** Multi-Family Dwellings (Apartments, Townhouses)

**CI:** Civic/Institutional (Schools, Government Buildings, Churches, Etc.)

**C:** Commercial (Retail, Restaurant and Accommodation)

**AC:** Accessory Commercial (Residential Compatible Retail and Restaurant)

**O:** Office

**I:** Industrial (Light Industrial/ Manufacturing, Warehouse)

**OS:** Open Space (Parks, Recreation Areas)

The Land Management Plan sets forth eleven principles that describe aspirational goals for how and where growth and development in the City of Morgantown should occur. These principles are intended to guide the city on how to effectively manage land uses to foster a high-quality community with a distinct sense of place and character.

Upon review of these principles, the proposed development appears consistent with the following:

**7. Support the redevelopment of underutilized gray-field sites along community corridors.** Community corridors are commercial areas located along – or encompassing – transportation facilities such as the Mountain Line or PRT stops. It is preferable to accommodate growth within zones already appropriate for increased development densities.

Conversely, because of the site’s location on the periphery of City Limits and because of pre-existing conditions in the area, there are concerns related to the following principles in the Land Management Plan:

**1. Foster walkable, bikeable, and transit accessible neighborhoods.** While the region’s topography is a challenge to creating an ideal level of connectivity, opportunities will be sought to increase safe travel options and decrease personal automobile use. Connected

sidewalks, bicycle paths, and supporting amenities will be integrated into development and areas undergoing redevelopment.

Despite concerns with locating development in an area that may promote car-centric growth, the issues with connectivity outlined above are not related to the development itself, but to the pre-existing conditions in the area of the proposed development. While the development itself provides pedestrian circulation via a proposed sidewalk, as well as preserved common element greenspace areas, the overall connectivity and walkability of the surrounding area lack infrastructure to assuage concerns related to car-dependency. However, the provisioning of a sidewalk and concrete pad for the addition of local transportation services is a net positive to both the development itself and those living in close proximity to the proposed bus shelter/stop.

Additionally, the demand for additional housing within the community is high, and the comprehensive plan does promote the development of an array of housing types to meet needs.

Of the action items in the Land Management Plan, the proposed development would be consistent with LM-2.1A which encourages active work with private sector partners to analyze underutilized properties and develop strategies for reusing them. As previously mentioned, this site was prepared for development in 2017-2018, and per the applicant, will tap into the existing stormwater preparations that were created for commercial development. Coupled with the above considerations regarding housing demand, the adaptation of a commercial site for residential use with a relatively high unit-density does provide a boost to available housing stock. While strategies should be promoted, wherever possible, to develop innovative techniques to connect and create a complete community as envisioned by the comprehensive plan, development should balance thoughtful incorporation of local needs and existing conditions.

### **Staff Recommendation**

Given all of the above considerations, staff recommend the approval of the Type III-Development of Significant Impact, subject to the following conditions:

1. The applicant, developer and/or property owner implement a policy that requires potential renters, buyers, etc. to sign a waiver requirement (that gets recorded with their respective deeds) that advises potential renters, buyers, etc. of the noise generated at the airport.

2. The applicant, developer and/or property execute an Aviation Easement over the property with the City of Morgantown to protect the Municipal Airport from potential complaints of aircraft flying overhead and to address any issues that may arise from overhead trees or other obstacles that may hinder the safety of the flying public, the terms of which are to be worked out by the applicant, developer and/or property and the City of Morgantown before the zoning map amendment takes effect.
3. The applicant, developer and/or property owner works with the City of Morgantown to identify and/or address potential noise generation related to takeoff or landing of aircraft (persistent) or to noise generation associated with work conducted at the adjacent aircraft hangar (acute) issues at the Municipal Airport that may impact the potential use of the property and take the necessary steps to mitigate any potential concerns during the site plan review process, before building permits and/or a certificate of occupancy are issued. This may or may not include requiring insulation that keeps the noise less than 65 DNL or installing additional amenities to mitigate noise around the property.
4. The applicant is granted approval for the related major subdivision application (Case No. **SUB26-006**).
5. The applicant is granted variance relief for relevant provisions regarding Driveway Layout and Design in Sec. 1365.09(b), related to case number **VAR26-011**.
6. The applicant is granted variance relief for relevant Lot Provisions in the B-2, Service Business District, as related to the following cases:
  - **VAR26-008**, relating to Lot Frontage requirements in Sec. 1347.03(b)
  - **VAR26-009**, relating to Lot Size requirements in Sec. 1347.03(a)
  - **VAR26-010**, relating to Lot Depth requirements in Sec. 1347.03(c)
7. The applicant provides Development Services staff with plans detailing the location and dimensions of long-term bicycle parking in townhome unit garages in accordance with Sec. 1365.04(q)(1)e and design standards in Sec. 1363.04(q)(3).
8. The applicant provides plans detailing the provisioning of short-term bicycle parking withing the proposed development, as required by Sec. 1365.04(q), or that the applicant seeks variance relief for short-term bicycle storage requirements in Sec. 1365.04(q).

9. The applicant submits any existing or proposed covenants and restrictions affecting property owners and/or homeowners associations.
10. The applicant submits site plans detailing the location of all proposed fire hydrants as outlined in Sec. 1385.08(b)(3)b, which shall be located no more than five hundred (500) feet apart.
11. The applicant submits site plans detailing the location and detail plans for utility and mechanical equipment placed on the ground (e.g. pad-mounted transformers, HVAC units, etc.), as required in Sec. 1385.08(b)(3)h.
12. The applicant submits a site lighting plan that includes exterior light fixture details and photometric plans in footcandles, per Sec. 1385.08(b)(4).
13. The applicant submits an approved West Virginia Division of Highways permit and/or agreement detailing access and/or potential improvements to Hartman Run Road and/or Everlasting Lane.

**ATTACHMENT - APPLICATION (DATA GROUP QUESTIONS)**



**Case Summary Report**

Report run: 12/8/2025 3:49:26 PM

<b>Case Type</b>	<b>Case Number</b>	<b>Applicant and Owner Information</b>	<b>Date Accepted</b>	<b>Address</b>	<b>Contractor</b>	<b>Case Status</b>	<b>Fees</b>	<b>Payments</b>	<b>Unpaid Fees</b>
PZ-Site Plan Type III (DSI)	SP25-0000110	Applicant: ARJ LLC	11/06/2025	329 Hartman Run Rd, Morgantown, Monongalia County, West Virginia, 26505, USA		PENDING	\$0.00	\$0.00	\$0.00

Case Data	
Question	Answer
Street Addressed (if assigned):	
Zoning:	I-1 being rezoned to B-2
Tax Map(s) Number:	32A
Parcel(s) Number:	13.1, 25, 26.1
Development Site Area in sqft:	559192.00
Development Site Area - acres:	12.84
Proposed Use of Structure of Land:	Residential Only
Is the Applicant the Owner of the real estate that composes the development site?	Yes
Total Number of Structures:	102.0000
Total Number of Dwelling Units:	102.0000
Total Number of Occupants per WV Building Code:	
Total Number of Structures:	
Total Number of Tenant Spaces:	
Total Gross Floor Area (GFA):	
Total Number of Employees:	
Total Number of Structures:	
Total Number of Tenant Spaces:	
Total Gross Floor Area (GFA):	
Total Number of Employees:	
Proposed Height of Structures in feet:	30.0000
Number of Stories:	2.0000
Total Number of On-Site Parking Spaces:	204.0000

**ATTACHMENT - APPLICATION (DATA GROUP QUESTIONS)**



**Case Summary Report**

Report run: 12/8/2025 3:49:26 PM

Case Data	
Question	Answer
Total Number of Parking Spaces - Standard:	204,0000
Total Number of Parking Spaces - Compact:	204,0000
Total Number of Parking Spaces - Accessible:	



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

### Hartman Run Road Townhome Development Project

The following information identifies relevant Planning and Zoning (P&Z) Code provisions related to the above referenced contemplated development.

The purpose of this review is to identify whether the subject development meets related P&Z requirements; whether additional information is required from the applicant(s); or whether variance(s) and/or conditional use approval(s) are necessary.

#### Contemplated Development Program:

- The total site is 12.84 acres, or approximately 555,910 sq. ft. Per submitted materials, the applicant does *not* intend to develop the total site area. The total development area is 9.58 acres, or approximately 417,305 sq. ft.
- The development site area includes the construction of one hundred four townhome units on three parcels located at the intersection of Hartman Run Road and Everlasting Lane (City Tax District 14 [Sixth Ward], Tax Map 32A, Parcel(s) 13.1, 25, and 26.1.
- All principal structures located at the subject site will be approximately 35 feet tall and will consist of three stories, above grade, with a garage located at the ground level at grade. The proposed development will contain two hundred eight (208) off-street parking spaces.
- The development was recently rezoned from I-1, Industrial District, to B-2, Business Service District. Additionally, the access drive for the development will be a private right-of-way, presuming governed and maintained by the HOA. The applicant will not seek to dedicate the access drive to the City.

Planning and Zoning Code Categorical Reference			
Code Section	Standard	Conformity	Staff Observations
Sec. # reference	Planning and Zoning Code Standards (verbatim or paraphrased.)	(Yes/ <b>No</b> / <b>TBD</b> )	Conformity review observations. Required approvals in staff observations are <b>bold,</b> <b>highlighted yellow.</b>



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

Permitted and Conditional Uses			
Code Section	Standard	Conformity	Staff Observations
1331.05	<p>The following uses are permitted by-right in the B-2, Business Service District.</p> <p><b>Dwelling, Townhouse</b> means a one-family dwelling unit, with private entrance, which is part of a structure whose dwelling units are attached horizontally in a linear arrangement and having a totally exposed front and rear wall to be used for access, light, and ventilation. For purpose of determining the required yard for townhouse developments, setbacks shall only apply from the perimeter of the main building to the perimeter of the parent parcel upon which the building is situated.</p>	YES	- None.

Lot Provisions				
Code Sec.	Standard		Conformity	Staff Observations
1347.03	<b>Provision</b>	<b>Requirement</b>		- Staff have confirmed with the applicant that a major subdivision is needed and that each townhome will be situated on an independent parcel, with common areas maintained by an HOA. The related major subdivision Case No. is <b>SUB26-006</b> .  -Review of submitted plans and other information was sufficient to determine that lot
1347.03(a)	Minimum Lot Size	6,000 sq. ft.	NO	
1347.03(b)	Minimum Lot Frontage	60 ft.	NO	
1347.03(c)	Minimum Lot Depth	100 ft.	NO	
1347.03(d)	Maximum Lot Coverage	60%	YES	



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

				coverage requirements will be met. Variance requests have been submitted, where necessary, for lots regarding Minimum Lot Size, Minimum Lot Frontage, and Minimum Lot Depth .The associated Case Nos. are <b>VAR26-009</b> , <b>VAR26-008</b> , and <b>VAR26-010</b> , respectively.
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Setbacks and Encroachments					
Code Sec.	Standard			Conformity	Staff Observations
	Provision	Requirement	Proposed		
1347.04					
1347.04(a)(1)	Minimum Front	15 ft.	20 ft.	YES	-Regarding 1347.04(a)(3), the proposed location of access drives is in front of the structure. Per submitted plans, no unit is planned to have an access drive on the side of the principal structure.
1347.04(a)(2)	Maximum Front	30 ft.			
<b>1347.04(a)(3)</b>	<b>Minimum Side</b>	<b>5 ft. on one side and 20 ft. on the side with access drives.</b>	<b>7.5</b>	<b>NO</b>	
<b>1347.04(a)(4)</b>	<b>Minimum Rear</b>	<b>40 ft.</b>	<b>15 ft.</b>	<b>NO</b>	-Variance requests have been submitted, where necessary for lots regarding deviations from provisions for Setbacks and Encroachments. The associated Case No. is <b>VAR26-012</b> .



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

<b>Building Height</b> (principal and accessory structure)					
<b>Code Section</b>	<b>Standard</b>			<b>Conformity</b>	<b>Staff Observations</b>
	<b>Provision</b>	<b>Requirement</b>	<b>Proposed</b>		
1347.05				YES	Building elevation sheets provided by the applicant show that the proposed building height of principal structures does not exceed ~40 ft. in height.
1347.05(a)	Minimum Height-Principal	72 ft.	35 – 40ft.	YES	

<b>Parking and Loading Standards</b>
<i>SEE REVIEW OF ARTICLE 1365 BELOW.</i>

<b>Performance Standards</b>					
<b>Code Section</b>	<b>Standard</b>			<b>Conformity</b>	<b>Staff Observations</b>
1347.07 (a)	Structures should be built so they terminate street vistas wherever possible. All principal structures within a development should maintain a consistent architectural style			YES	<ul style="list-style-type: none"> <li>- Building elevation sheets provided by the applicant were used to determine that metal paneling is not a proposed material for use on exterior wall surfaces (Re: Sec. 1347.07(b).</li> <li>-</li> <li>- Re: Sec. 1347.07(c), while the listed materials are not proposed for the exterior, staff determined that this provision is aimed toward design standards for commercial development that is permitted in the B-2, Service Business District. Please not that the use</li> </ul>
1347.07(b)	Metal paneling may be used on wall surfaces, but the area shall not exceed 20% of any one surface			YES	
1347.07(c)	Materials (1) Walls should be clad in stone, brick, marble, stucco, approved metal paneling, and/or cast concrete.			YES	



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

	(2) Roofs should be clad in slate, sheet metal, corrugated metal, and/or diamond table asphalt shingles.		<p>of 'should' rather than 'shall' indicates that these materials may be desired but are not explicitly required per code.</p> <ul style="list-style-type: none"> <li>- Re: Sec. 1347.07(e), staff have confirmed with the applicant that playground equipment will not be provided.</li> <li>- <b>Regarding 1347.07(f), the revised site plan provided to staff on 12/11/2025 shows the location of sidewalks in the proposed development. Please note that the provisions in Article 913 will apply.</b></li> </ul>
1347.07(d)	<p>Techniques</p> <p>(1) Windows should be set to the inside of the building face wall.</p> <p>(2) All primary entrance exterior doors should have rectangular recessed panels or glass.</p> <p>(3) All rooftop equipment that is enclosed should be enclosed in the building that matches the structure or is visually compatible with the structure.</p>	YES	
1347.07(e)	Playground equipment, if provided, shall be located entirely behind the principal structure(s) and shall meet required setbacks.	YES	
<b>1347.07(f)</b>	Sidewalks shall be constructed in accordance with the requirements of Article 913 of this Code at each lot upon which a use is to be constructed.	YES	



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

### Landscaping

SEE REVIEW OF ARTICLE 1367 BELOW.

### Parking, Loading and Internal Roadways – General Parking Regulations

Code Section	Standard	Conformity	Staff Observations
1365.03 (a)	Off-street parking and loading spaces shall be provided on the same lot as the use served, except as otherwise provided in this Code, and may be situated as one or more individual areas.	YES	- Off street parking is being constructed to serve the residents of the proposed townhome development. Additional off-street parking is included for visitors.

### Parking, Loading and Internal Roadways – Determining the Number of Spaces Required

Code Section	Standard	Conformity	Staff Observations
1365.04 (f)	No part of any alley or street or other public right-of-way shall be used to meet the minimum parking requirements of this Code, unless otherwise provided for herein.	YES	- Per submitted application materials and conversations with the applicant, no on-street parking is being constructed, nor will it be permitted at the proposed development. Additionally, the access drive for the development will be a private right-of-way, presuming governed and maintained by the HOA. The applicant will not seek to dedicate the access drive to the city.



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

<p>1365.04 (i)</p>	<p>In all non-residential districts, the maximum number of parking lot spaces provided shall not exceed 115 percent of the minimum parking requirement, except for research and development centers and parking structures, where there shall be no maximum.</p>	<p>YES</p>	<ul style="list-style-type: none"> <li>- Per Table 1365.04.01, the minimum required number of spaces is 208. The off-street parking provided for the development is 208.</li> <li>- The updated site plan dated January 21, 2026, provides thirty-one off-street parking spaces for the mailbox area and for visitor parking. This brings the total to ~239, which does not exceed the 239-limit established by the 115% requirement in 1365.04(i).</li> </ul>
<p>1365.04 (j)</p>	<p>Off-street parking shall be provided in accordance with Table 1365.04.01, “Minimum Parking Requirements”</p> <p>Supplemental: 1365.04 (a)(1): [If the unit of measurement is any fraction of the unit specified in relation to spaces provided, said fraction, if less than 0.5, shall be disregarded]</p>	<p>YES</p>	<ul style="list-style-type: none"> <li>- Submitted materials provide for one hundred four three-bedroom townhome units. Table 1365.04.01 provides a requirement of 0.75 spaces per occupant, which when coupled with 1365.04(a)(1), results in a minimum requirement of 208 off-street parking spaces. Per the site plan dated January 21, 2026, each unit will have a one-car driveway and attached one-car garage at-grade. Upon review, staff determined that garage parking counts towards the off-street parking provided.</li> <li>- An updated site plan provided by the applicant and dated January 21, 2026, includes the provisioning of 31 visitor parking spaces.</li> </ul>



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

1365.04 (n)	Any land use which requires a minimum of fifty parking spaces shall be required to provide a pedestrian circulation plan for the proposed site.	YES	<ul style="list-style-type: none"> <li>- A pedestrian circulation plan was not provided with the applicant’s submitted materials. However, staff confirmed with the applicant that no additional amenities beyond the proposed sidewalk that loops the development will be provided. Therefore, the submitted materials satisfy this requirement.</li> </ul>
1365.04(q)	<p>(1) Bicycle storage. Long-term bicycle storage shall be provided in all developments of significant impact. The minimum long-term bicycle storage amenities described in this subsection must be provided. [See subsections a, c, d, e, and f].</p> <p>(2) For all developments of significant impact, the minimum short-term bicycle storage amenities described in this subsection must be provided. [See subsections a, b, c, d, and e].</p>	YES/NO	<ul style="list-style-type: none"> <li>- (C-03 Site Plan), dated January 21, 2026, and provided by the applicant notes that long-term bicycle storage will be provided in the garage of each unit, which is permitted per Sec.1365.04(q)(1)e. However, the applicant will need to provide materials detailing that these spaces meet the design requirements in Sec. 1363.04(q)(3).</li> <li>- Staff will work with the applicant to determine whether the requirement will be met for Sec. 1365.04(q)(2). If the requirements are not met or the applicant does not wish to provide this storage, variance relief must be sought for the provisions outlined in 1365.04(q)(2).</li> </ul>
<b>Parking, Loading and Internal Roadways – Parking spaces accessible to the disabled.</b>			
<b>Code Section</b>	<b>Standard</b>	<b>Conformity</b>	<b>Staff Observations</b>



## PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

### Planning Division

1365.06	Per Table 1365.06.01: Required Parking Spaces Accessible to the Disabled, at least one ADA accessible space is required for parking lots numbers 1-25 spaces. For every 6 or fraction of 6 accessible spaces, at least one shall be van-accessible or universal-accessible [See Graphic 1365.06.01] for design.	YES	<ul style="list-style-type: none"> <li>- Per materials provided, the anticipated number of visitor spaces is twenty-five. At least one ADA space will be required, and per the requirement this space should be van-accessible or universally accessible. Per submitted materials, the proposed ADA-space's location and dimensions satisfy the requirements.</li> </ul>
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#### Parking, Loading and Internal Roadways – Parking Development Standards

Code Section	Standard	Conformity	Staff Observations
1365.09	All off-street parking areas for four or more automobiles shall be developed in accordance with the standards of this section, except in the case of one and two-family dwellings, agricultural and rural uses, and storage of vehicular merchandise not counting toward the minimum requirement.	YES	<ul style="list-style-type: none"> <li>- Parking development standards are applicable to visitor parking areas. See below for more details on specifics.</li> </ul>
1365.09(a)	<p>Dimensions</p> <p>(1) Each required off-street standard space shall be at least 8 ½ feet in width and at least 18 feet in depth. Such space shall have adequate vertical clearance.</p> <p>(4) All required parking spaces and aisles shall be provided wholly within the property lines and shall not extend into any public right-of-way.</p>	YES	<ul style="list-style-type: none"> <li>- Per submitted application materials, dimensions satisfy the requirement and the proposed visitor parking spaces do not appear to encroach upon property lines, nor do they extend into any public right-of-way or access street.</li> </ul>



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

1365.09(b)	<p>Layout and Design</p> <p>(1) All off-street parking or loading facilities shall be designed with appropriate means of vehicular access to a street or an alley in a manner which will least interfere with traffic movement.</p>	YES	- None.
1365.09(b)	<p>Layout and Design</p> <p>(2) Driveway entrances or exits shall be no closer than 15 feet to an adjoining residential property line or five feet to an adjoining non-residential line. No driveway across public property at the right-of-way line shall exceed a width of 22 feet. No driveway shall be closer than 30 feet to the nearest point of intersection of two streets.</p>	NO	- The proposed location of access drives does not meet the standards set forth in Sec. 1365.09(b). Note that the necessary request for variance relief has been submitted and the associated Case No. is <b>VAR26-011</b> .
1365.09(b)	<p>Layout and Design</p> <p>(6) All parking lots abutting residential uses or districts, and all parking lots in any district containing four or more spaces shall be subject to the landscaping and screening requirements for such parking set forth in Article 1367, Landscaping and Screening.</p>	YES	- See Review of Article 1367.
1365.09(c)	<p>Surfacing and drainage</p> <p>(1) All open off-street parking areas shall be surfaced with an all-weather, dust-free concrete or asphalt material, and shall be maintained in good condition free of weeds,</p>	YES	- Provided application materials indicate asphalt for the roadway and paved parking areas and concrete for curbs and sidewalks.



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

	dirt, trash, and debris; except that a gravel surface may be used for a period not exceeding six months after the issuance of the Certificate of Occupancy where ground conditions are not immediately suitable for permanent surfacing as specified above.		
1365.09(c)	(3) Such parking areas shall be graded and properly drained in such a manner that there will be no free flow of water onto adjacent property or public sidewalks. Further, any run-off generated by such improved areas shall be disposed of in accordance with the stormwater management ordinance and other City regulations.	YES	<ul style="list-style-type: none"> <li>- Submitted materials satisfy the requirements in 1365.09(c).</li> <li>- Please note the absence of stormwater drains in the visitor parking areas, per the site plan dated January 21, 2026. To avoid potential overflow of stormwater onto adjacent properties resulting from drains that may become clogged with vegetative debris, the applicant proposed grading the visitor spaces at 2% to direct stormwater across the sidewalk and to the nearest inlet on the roadway. Staff discussed with Engineering Department and confirmed that since this is not a public right-of-way and no dedications to the City are anticipated, such a design is permissible.</li> </ul>

<b>Landscaping and Screening- Content of Landscaping Plan</b>			
<b>Code Section</b>	<b>Standard</b>	<b>Conformity</b>	<b>Staff Observations</b>



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

1367.04	<p>Where required, a landscape plan shall conform to the following requirements: All landscape plans submitted for approval as a component of a required site plan shall show the entire zoning lot to scale and shall contain the following information:</p> <p>[See subsection (a)-(i)]</p>	YES	<ul style="list-style-type: none"> <li>Upon review of the landscape plan dated January 21, 2026, staff determined that the provisions outlined in 1367.04 are not applicable to the development because all proposed landscaping is within the privately maintained HOA common elements, does not encroach onto any public right-of-way, and no dedications of access drives, etc. are anticipated.</li> </ul>
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<b>Landscaping and Screening- Preservation of existing features</b>			
<b>Code Section</b>	<b>Standard</b>	<b>Conformity</b>	<b>Staff Observations</b>



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

1367.05	<p>(a) Trees and shrubs already existing on land subject to the provisions of this section should be preserved wherever feasible. Criteria for judging the feasibility of retaining existing vegetation include [relevant subsections below]</p> <p>(1) The practicability of arranging site plan components around existing features. Plans for groups of structures should aim to preserve tree masses, small stands of trees and shrubs, etc.</p> <p>(2) The condition of the vegetation with respect to continued vitality.</p> <p>(3) The practical and economic possibility of designing the location and grades of proposed structures to preserve existing vegetation.</p>	YES	<ul style="list-style-type: none"> <li>Per submitted landscape plan and information provided from applicant during tech review meeting held on December 9, 2025, existing vegetation and slope is to be preserved along the hillside nearest Morgantown Municipal Airport. Further, roughly 3 ¼ acres of the 12.84-acre site will not be developed, per materials provided by the applicant for tech review.</li> </ul>
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<b>Landscaping and Screening- General Landscaping Requirements</b>			
<b>Code Section</b>	<b>Standard</b>	<b>Conformity</b>	<b>Staff Observations</b>
1367.06(a)	All land areas that are not covered with buildings and pavement or used for agricultural purposes shall be appropriately landscaped in accordance with the requirements of this section. Landscaping shall be provided in the areas specified and of the minimum intensity specified.	N/A	<ul style="list-style-type: none"> <li>Regarding 1367.06 subsections (a) through (j), staff determined that the provisions are not applicable to the development because all proposed landscaping is within the privately maintained HOA common elements, does not encroach onto any public right-</li> </ul>



## PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

### Planning Division

1364.06(b)	The scale and nature of landscape materials shall be appropriate to the size of the structures and the available space. Materials shall be located to avoid interference with utilities or their easements. Growth characteristics should be carefully considered.	N/A	<p>of-way, and no dedications of access drives, etc. are anticipated.</p> <ul style="list-style-type: none"> <li>- Regarding Sec. 1364.06(e), dumpsters/trash pads will not be provided as units will be individually sold and each unit will have its own trash receptacle.</li> <li>- Regarding Sec. 1364.06(h), the landscaping plan dated January 21, 2026, reflects comments provided by the Engineering Department during the technical review meeting held in December 2025. No part of the proposed landscaping encroaches into the ROW for Everlasting Lane.</li> <li>- Regarding Sec. 1364.06(f) and 1364.06(g), the materials provided by the applicant clearly state that all non-landscaped areas will be seeded and mulched in accordance with WVDEP</li> </ul>
1364.06(c)	Trees shall be planted to maintain a minimum of 10 to 15 feet clearance between trunk and a structure, building overhang, walls, fences, and other trees.	N/A	
1364.06(d)	Plantings should be arranged to promote energy conservation where possible (e.g. use of tall deciduous trees on the south and west to provide shade from summer sun or evergreens on the north to dissipate winter wind).	N/A	
1364.06(e)	Dumpsters, trash pads, loading areas/docks, outside storage, and service areas shall be screened from land in a residential zone and must be screened if visible from a public street.	N/A	



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

1364.06(f)	<p>Grass and other vegetative ground cover shall be used for all open space, including parking lot islands, except for:</p> <p>(1) Decorative mulch beds containing trees or shrubs.</p> <p>(2) Inert stabilization in areas subject to severe runoff, erosion, or ponding.</p>	YES	standards to establish a permanent vegetative cover.
1364.06(g)	<p>Where stone or other inert materials are to be used for ground cover, they shall specifically be identified on the landscape plan. Any area not so designated shall be required to have a vegetative cover.</p>	YES	
1364.06(h)	<p>All landscaping shall conform to the regulations for visibility triangles to maintain safe sight distances and intersections and points of access as designated in Section 1363.03, Safety and Vision.</p>	See Notes	
1364.06(i)	<p>All landscaped areas at the front line of off-street parking spaces shall be protected from encroachment or intrusion of vehicles.</p>	YES	
1364.06(j)	<p>In no case may a tree or shrub be planted within a drainage, sewer or utility easement.</p>	YES	

### Landscaping and Screening- Bufferyard Landscaping Requirements



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

Code Section	Standard	Conformity	Staff Observations
1367.07(c)	Undeveloped properties, expansions of more than 40 percent of existing floor area, and rezoned property are subject to the provisions of this section.	YES- N/A	-Upon review of the requirements in Section 1367.07(c), staff determined that the requirements are not applicable because the preceding provisions for Bufferyard Requirements in Sec. 1367.07(a) do not apply since the proposed development is not a non-residential or multi-family development.

### SUMMARY OF REQUIRED APPROVALS:

- **Section 1347.03 (a)-(d) Lot Provisions**

Materials provided by the applicant include sufficient information to determine compliance with code. Requests for variance relief have been submitted for lots not meeting provisions for Lot Frontage, Lot Size, and Lot Depth. The associated Case Nos. are **VAR26-008**, **VAR26-009**, and **VAR26-010**, respectively

- **Section 1347.04- Setbacks and Encroachments**

Requests for variance relief have been submitted, where necessary. The associated Case No. is **VAR26-012**.

#### **1347.04 Setbacks and Encroachments**

(a)(1) Minimum Front: 15 feet

(a)(2) Maximum Front: 30 feet

(a)(3) Minimum Side: 5 feet on one side and 20 feet on side with access drive

(a)(4) Minimum Rear: 40 feet



## PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

### Planning Division

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- **Section 1365.04(q) Parking, Loading, and Internal Roadways – Determining the Number of Spaces Required**

Variance relief may be needed, please see the note below.

- (C-03 Site Plan), dated January 21, 2026, and provided by the applicant notes that long-term bicycle storage will be provided in the garage of each unit, which is permitted per Sec. 1365.04(q)(1)e. However, the applicant will need to provide materials detailing that these spaces meet the design requirements in Sec. 1363.04(q)(3).

Staff will work with the applicant to determine whether the requirement will be met for Sec. 1365.04(q)(2). If the requirements are not met or the applicant does not wish to provide this storage, variance relief must be sought for the provisions outlined in 1365.04(q)(2).

- **Section 1365.09(b) Parking, Loading, and Internal Roadways- Parking Development Standards (Layout & Design)**

The proposed location of access drives does not meet the standards set forth in Sec. 1365.09(b). Note that the necessary request for variance relief has been submitted and the associated Case No. is **VAR26-011**.

#### **Other Approvals/Information:**

- **Chapter 3- Subdivision Regulations (Articles 1311-1325)**

Please note that per conversation with the applicant, a major subdivision plat will be required pursuant to the relevant articles/sections of the Code cited above as these regulations may impact the design/layout of the project. A major subdivision application has been submitted and the associated Case No. is **SUB26-006**.

Please also note, that staff will need to work with the applicant to determine if the proposed project will be considered a 'hillside area' and therefore subject to the regulations associated with Article 1325 of the City's Planning and Zoning Code.

- **Section 1385.08 – Type III: Planning Commission Review of Developments of Significant Impact**

Pursuant to the information outlined in Section 1385.08(a)(b), note that the following information is still needed from the applicant regarding the requested sheets of information



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

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- **Sec. 1385.08(b)(1) Sheet One (Title Sheet)**

- g. A key or vicinity map at a scale of inch equals 400 feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located.
- i. Any existing or proposed covenants and restrictions affecting property owners and/or homeowners associations.

Also note that per 1385.08(b)(1)e, adjacent lands near the development are outside of Morgantown City Limits and therefore not zoned, so this information is not required.

- **Sec. 1385.08(b)(2) Sheet Two (Existing Site Conditions)**

All relevant information provided.

- **Sec. 1385.08(b)(3) Sheet Three (Proposed Site Conditions)**

- Proposed location of fire hydrants. Per the technical review meeting held on December 9, 2025, proposed fire hydrants must be located no more than 500 feet apart.
- Location and detail plan for utility and mechanical equipment placed on the ground (e.g. pad-mounted transformers, HVAC units, etc.).
- The number of employees, families, housekeeping units, bedrooms, or rental units each structure is designed to accommodate.

Please note that proposed grading is provided on C-04 Grading Plan, dated January 21, 2026.

- **Sec. 1385.08(b)(4) Sheet Four (Preliminary Landscape and Preliminary Lighting Plan)**

- Site lighting plan that includes exterior light fixture details and photometric plans in footcandles is still needed.



## PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

### Planning Division

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- **Sec. 1385.08(b)(5) Sheet Five (Plat-like Dedication Sheet, if necessary)**

- N/A: Not needed

- **Sec. 1385.08(b)(6) Sheet Six (Floor Plans)**

Information related to floor plans was included on the building elevation sheets provided by the applicant.

- **Sec. 1385.08(b)(7) Sheet Seven (Building Elevations)**

All relevant information submitted.

- **Sec. 1385.08(b)(8) Sheet Eight (Parking Layout Plan)**

Sheet Eight not directly provided as a separate attachment, but all relevant information needed appears on other attachments provided.

- An approved West Virginia Division of Highways permit and/or agreement, if applicable, is not required for Planning Commission review, but shall be required prior to the issuance of a building permit. See Section 1385.08(d)(2) for more details.

- **Section 1385.09 – Other Required Submittals**

Please see Section 1385.09 for more information. Erosion and sediment control plans were provided detailing three phases and additional details. Associated attachments are C-08, C-09, C-10, C-11.



# PLANNING AND ZONING CODE – PRELIMINARY CONFORMITY REPORT

## Planning Division

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We look forward to assisting in whatever way possible with future review and approval needs.

Prepared by:  Date: 1/8/2026

Seth Cardwell, AICP Candidate

City Planner

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**MORGANTOWN PLANNING COMMISSION  
PLANNING AND ZONING DIVISION STAFF REPORT**

Thursday, February 12, 2026

City Hall – City Council Chambers (389 Spruce Street)

**Case No. SUB25-121 / Amy Skidmore / 1031 Springfield Avenue**

**Case Summary**

**Address:** 1031 Springfield Avenue (City Tax District 14, Tax Map 43, Parcel 31)

**Proposal:** Minor Subdivision (Boundary Adjustment) Application

**Request:** Subdivide City Tax District 14, Tax Map 43, Parcel 31, commonly known as 1031 Springfield Avenue, and consolidate the westerly portion with City Tax District 14, Tax Map 43, Parcel 28 and the easterly portion with City Tax District 14, Tax Map 43, Parcels 33 and 34 (Sixth Ward).

**Zoning:** R-1A Single-Family Residential District

**Staff Recommendation:** Approve proposed subdivision with conditions listed in the report.

**Applicant:** Amy Skidmore

**Case Manager:** Seth Cardwell, AICP Candidate  
City Planner

**Attachments:** Application (Data Group Questions)  
Survey Plat (December 2025)

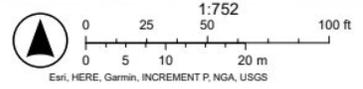
**Staff Enhanced Site Location and Zoning Maps**

**1031 Springfield Ave (Tax District 14, Tax Map 43, Parcel 31)**



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- AddressPoints    □ Parcels    mon\_wv\_anno200
- Misc Lines        — Roads        mon\_wv\_anno400
- LOT-LINE    mon\_wv\_anno100    World\_Street\_Map



Source: Monongalia County Parcel Viewer Map

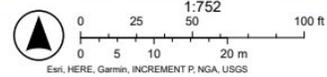
## SUB25-121 | Zoning Map



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 Morgantown Zoning Districts  
 R-1A: Single Family Residential District  
 Misc Lines  
 ----- LOT-LINE

Parcels  
 Roads  
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mon\_wv\_anno400  
 World\_Street\_Map



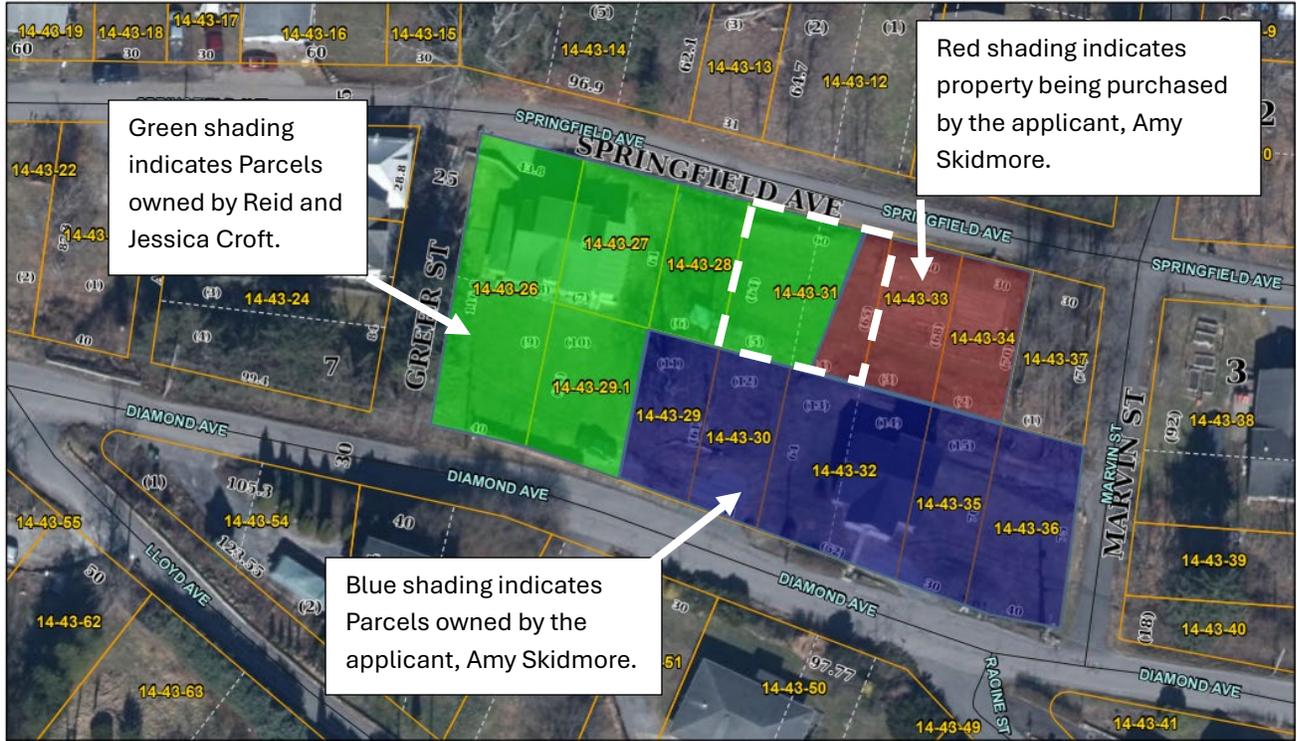
Source: Morgantown Zoning Map

### Background and Analysis

The Parcel of land to be subdivided (City Tax District 14, Tax Map 43, Parcel 31) is currently owned by Reid and Jessica Croft, who reside at 1031 Springfield Avenue. The owners of 1031 Springfield Avenue are moving and are working with the applicant, Amy Skidmore, who resides at 144 Diamond Avenue, to sell portions of their property.

The applicant is in the process of purchasing City Tax District 14, Tax Map 43, Parcels 33 and 34 and the easterly portion of the proposed subdivision of Parcel 31. Please see the maps below for an overview of the case and the survey plat of the proposed subdivision of Parcel 31, submitted by the applicant.

SUB25-121 | Case Overview



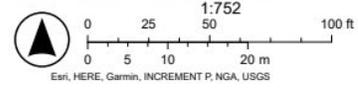
Green shading indicates Parcels owned by Reid and Jessica Croft.

Red shading indicates property being purchased by the applicant, Amy Skidmore.

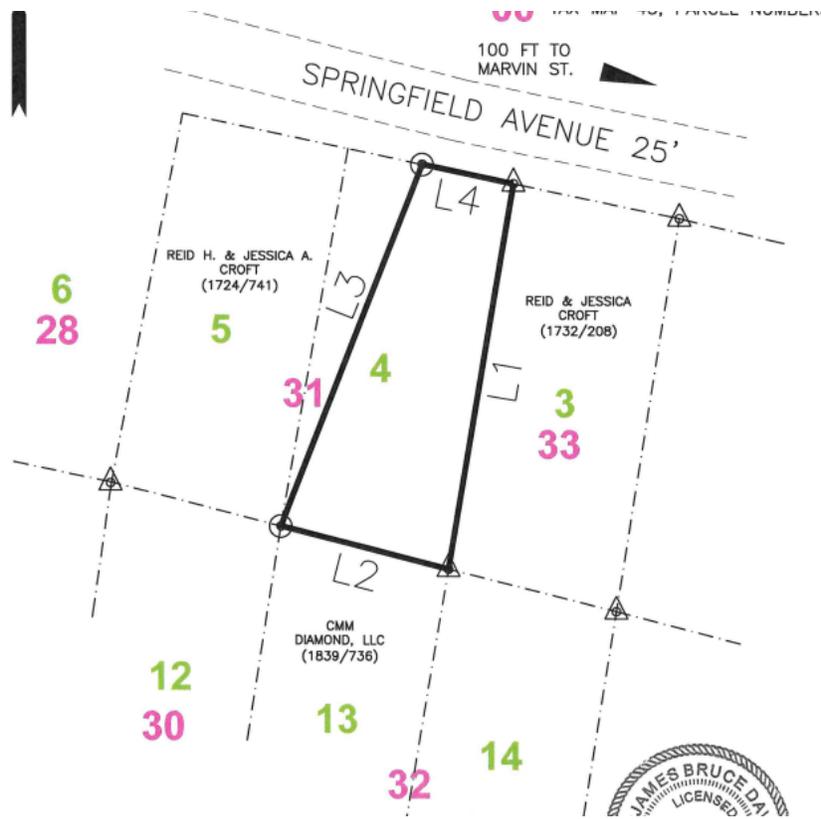
Blue shading indicates Parcels owned by the applicant, Amy Skidmore.

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- Misc Lines      — Roads      mon\_wv\_anno400
- LOT-LINE      mon\_wv\_anno100      World\_Street\_Map
- ▭ Parcels      mon\_wv\_anno200



Source: Monongalia County Parcel Viewer



Source: Applicant

Upon cursory review of the information provided by the applicant, it was determined that neither the westerly nor easterly portion of the proposed subdivision of Parcel 31 would meet the Lot Provisions for the R-1A, Single-Family Residential District outlined in Section 1335.03 of the City’s Planning and Zoning Code (see below). Please note that the easterly portion of the subdivided Parcel would be purchased by the applicant, Amy Skidmore. The current owners, Reid and Jessica Croft, would maintain ownership of the westerly portion of the subdivided Parcel 31.

**Sec. 1335.03. - Lot provisions.**

- (a) The minimum lot size shall be 3,500 square feet.
- (b) The minimum lot frontage shall be 30 feet. The frontage requirement may be waived for a Parcel not fronting on an existing road if the Parcel is served by a proper right-of-way.
- (c) Maximum lot coverage shall be 50 percent.

In order to remedy the concerns related to these lot provisions, the applicant, Amy Skidmore, and the current property owners, Reid and Jessica Croft, now propose to subdivide Parcel 31 and consolidate the easterly and westerly portions of the subdivided Parcel with their respective adjacent Parcel.

The end result would be two new Parcels of land, where the westerly portion of Parcel 31 would be consolidated with Parcel 28 and ownership would be maintained by the current owners, Reid and Jessica Croft. The easterly portion of Parcel 31 would be sold to the applicant, Amy Skidmore, and consolidated with Parcels 33 and 34, which the applicant is also purchasing. Please note that staff have been in contact with both the applicant and current property owner to confirm cooperation between the two parties.

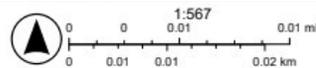
See the map below for an overview of the proposed consolidations resulting in two lots. See also the calculations, which show that both of the proposed lots would meet the Lot Provision requirements in Section 1335.03 of the City’s Planning and Zoning Code.

SUB25-121 | Proposed Lot Consolidation



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- Misc Lines mon\_wv\_anno100
- LOT-LINE mon\_wv\_anno200
- Parcels mon\_wv\_anno400
- Roads World\_Street\_Map



Exit, HERE, Garmin, INCREMENT P, NGA, USGS

Source: Monongalia County Parcel Viewer

<b>Summary of Lot Provisions for Proposed Consolidation</b>		
<b>Sec. 1335.03 Requirement</b>	<b>Parcel 28 and westerly portion of Parcel 31</b>	<b>Parcels 33 and 34, and easterly portion of Parcel 31</b>
(a) The minimum lot size shall be 3,500 square feet.	~4,278.8 sq ft.	~4,980.7 sq. ft.
(b) The minimum frontage shall be 30 feet.	~79.7 ft.	~69.3 ft.
(c) Maximum lot coverage shall be 50 percent.	N/A	N/A

In summary, the proposed minor boundary adjustment and lot consolidation would create two new Parcels of land that are compliant with the minimum lot provisions in a R-1A, Single-Family Residential District.

### **Staff Recommendation**

After review, staff recommend that the minor subdivision application be approved by the Planning Commission with the following conditions:

1. The applicant submits an updated survey (final) plat that shows both of the proposed consolidations of property, as well as legal descriptions for both new Parcels of land for review by Development Services staff. The plat should note the zoning district and include all other requirements of a final plat per Section 1319.02 of the City’s Planning and Zoning Code.
2. That the applicant provide Development Services staff with a letter of service availability and approval from the Morgantown Utility Board (MUB).
3. The applicant submits at least three (3) original final plat documents, including all access/utility easements, signed, and sealed by a surveyor licensed in the State of West Virginia for the Planning Commission President’s signature.
4. That the final plat is recorded at the Monongalia County Courthouse within thirty (30) days of receiving the executed plat. This shall include the applicant providing staff with a copy of the recordation receipt from the Monongalia County Clerk’s Office.

**ATTACHMENT - APPLICATION (DATA GROUP QUESTIONS)**

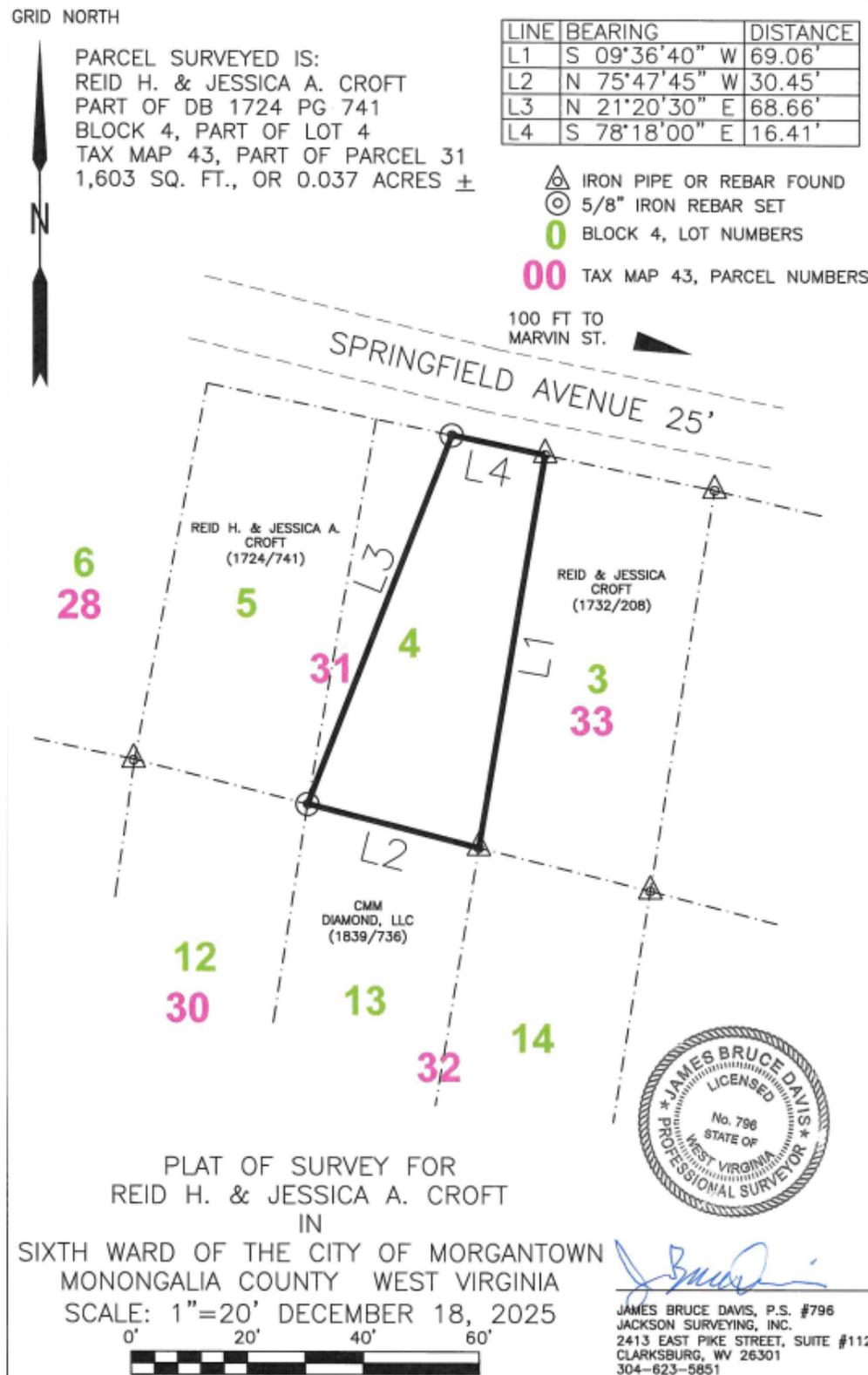


**Case Summary Report**  
 Report run: 2/3/2026 7:13:17 PM

<b>Case Type</b> PZ-Subdivision - Minor Subdivision	<b>Case Number</b> SUB25-000121	<b>Applicant and Owner Information</b> Applicant: Amy Skidmore	<b>Date Accepted</b> 12/19/2025	<b>Address</b> 1031 Springfield Ave, Morgantown, West Virginia, 26505	<b>Contractor</b>	<b>Case Status</b> FEESDUE	<b>Fees</b> \$75.00	<b>Payments</b> \$75.00	<b>Unpaid Fees</b> \$0.00
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Question	Answer
Street Address (if assigned):	
Tax Map Number(s):	14-43-31
Parcel Number(s):	14 43003100000000
Zoning Classification:	R-1A Single Family Residence
Square Footage of Parcel #1:	
Square Footage of Parcel #2:	
Square Footage of Parcel #3:	
Square Footage of Parcel #4:	
Subdivision Description:	Proposal to split parcel 14-43-31 into two lots. 14-43-31 is 0.09 acres (approximately 3920.4 square feet) that will be split into two lots sized 0.063 acres and 0.037 acres. I intend to purchase the 0.037 sized lot that neighbors 14-43-33 from owners Reid and Jessica Croft.
Are there any Variances from the Subdivision Regulations anticipated?	No
If yes, to what extent is a variance necessary?	
Proposed Use of Structure of Land	Residential Only
Is the Applicant the Owner of the real estate that composes the development site?	No

## ATTACHMENT – SURVEY PLAT



**DESCRIPTION OF SURVEY  
FOR  
REID H. & JESSICA A. CROFT  
(1,603 SQ. FT., OR 0.037 ACRES – PART OF LOT 4, BLOCK 4)**

All that certain portion of a lot or parcel of real estate, situate in the Sixth Ward of the City of Morgantown, Monongalia County, West Virginia, lying along the southern side of Springfield Avenue, about 100 feet west of its intersection with Marvin Street, more particularly bounded and described as follows:

Beginning at an iron rebar (found), on the southern side of Springfield Avenue, corner to Reid and Jessica Croft (1732/208), thence leaving Springfield Avenue, and running with Croft, and the line between LOT 4 and Lot 3

S 09°36'40" W 69.06 feet to an iron rebar (found), corner between LOTS 4, 3, 14 and 13, corner to Croft, also corner to CMM Diamond, LLC (1839/736), thence with CMM Diamond, LLC, and the line between LOT 4 and LOT 13

N 75°47'45" W 30.45 feet to an iron rebar (set), corner between LOTS 4, 5, 12 and 13, thence with a new division line of Reid H. and Jessica A Croft (1724/741), running through LOT 4

N 21°20'30" E 68.66 feet to an iron rebar (set), on the southern side of Springfield Avenue, thence with it

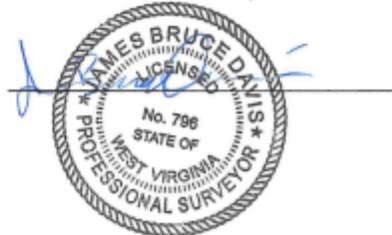
S 78°18'00" E 16.41 feet to the point of beginning, containing 1,603 square feet, or 0.037 acres, more or less, as surveyed in December, 2025, by James Bruce Davis, P.S. #796, and as shown on a plat attached hereto and made a part of this description.

Being a part of lot 4 of Block 4, on a plat of West Sabraton, found in Deed Book 188 at page 364A.

Being a part of the same real estate conveyed to Reid H. Croft and Jessica A. Croft, by Nathan F. Dailey, in a Deed dated the 28th day of December, 2020, and recorded in the Office of the Clerk of the County Commission of Monongalia County, West Virginia, in Deed Book 1724 at page 741; being part of PARCEL ONE (and more exactly a part of LOT 4), in said Deed.

DESCRIPTION WRITTEN 12-18-25, BY:

JAMES BRUCE DAVIS, P.S. #796



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**MORGANTOWN PLANNING COMMISSION**  
**PLANNING AND ZONING DIVISION STAFF REPORT**  
Thursday, February 12, 2026  
City Hall – City Council Chambers (389 Spruce Street)

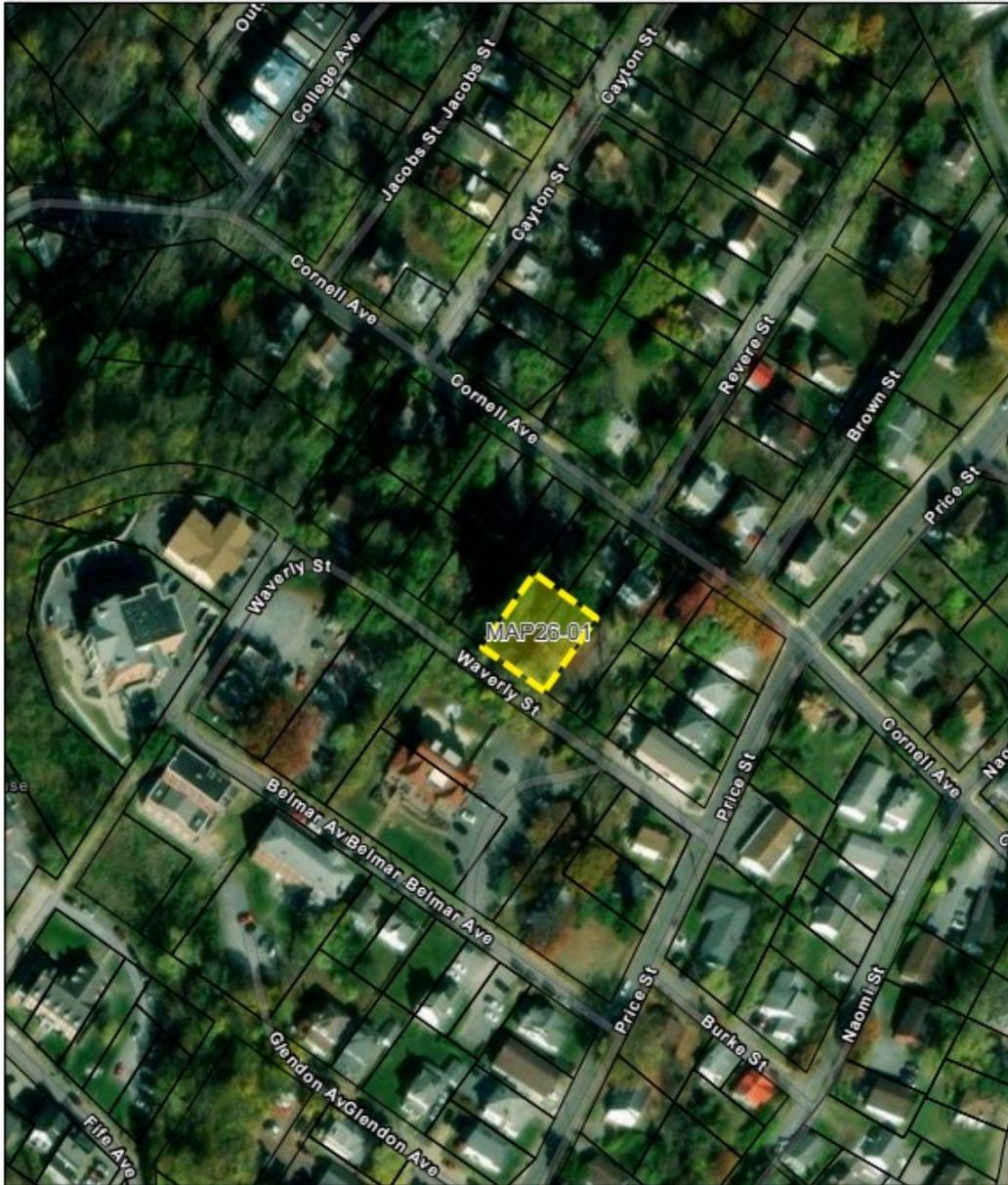
**MAP26-001 / Madison Simpson / 225 Waverly Street**

**Case Summary**

<b>Address:</b>	225 Waverly Street
<b>Tax Map-District-Parcel:</b>	City Tax District 12 (Second Ward), Tax Map 20, Parcels 600 and 607.1
<b>Proposal:</b>	Zoning Map Amendment Application
<b>Request:</b>	Rezone the above-referenced parcels of land from an R-1A, Single-Family Residential District, to a R-2, Single and Two-Family Residential District
<b>Surrounding Zoning:</b>	R-1A, Single-Family Residential District; R-2, Single and Two-Family Residential District
<b>Staff Recommendation:</b>	Move to forward a recommendation onto Morgantown City Council that the proposed zoning map amendment is consistent with the City’s Comprehensive Plan (Morgantown 2033).
<b>Applicant:</b>	Madison Simpson
<b>Case Manager:</b>	Seth Cardwell, AICP Candidate City Planner
<b>Attachments:</b>	Application (Case Summary Report) Floor Plans- Proposed Layout

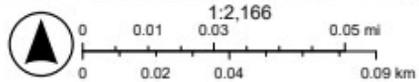
Staff Enhanced Site Location and Zoning Maps

MAP26-001 / Madison Simpson / 225 Waverly Street



2/2/2026

-  Land Use Cases (Prod) - Land Use Cases
-  Parcels



Microsoft, Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

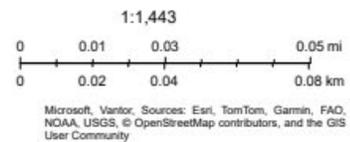
Source: Morgantown ArcGIS

# MAP26-001 / Zoning Map



2/2/2026

- |   |  |
|---|--|
| Land Use Cases (Prod) - Land Use Cases          | R-3: Multi-Family Residential District |
| Parcels   | B-1: Neighborhood Business District    |
| Morgantown, WV Zoning Layer                     | B-2: Service Business District         |
| R-1A: Single Family Residential District        | O-1: Office and Institutional District |
| R-2: Single and Two Family Residential District | PUD: Planned Unit Development District |



Source: Morgantown ArcGIS

## Street View Images of 126 Simpson Street

### Looking Northwest on Waverly Street



Source: Google Maps

### Background

The above-mentioned parcels encompass roughly 7,410 square feet on Waverly Street. A review of City records shows that the single-family structure located at the subject site has been registered with the Development Services Department- Building Permit and Code Enforcement Division since the early 1980s as a 1-unit rental property.

Per conversations with the applicant, the intended end use is to convert the existing single-family dwelling to a 'dwelling, two-family.' Since dwelling, two-family is permitted neither by right nor conditional use approval in the R1-A Zoning District, the applicant is requesting a rezoning of the two parcels that encompass the property to R-2, Single and Two-Family Residential District where the 'dwelling, two-family' land use is permitted by-right.

Please note that the attached Case Summary indicates a request for a multi-family dwelling at the subject site. Staff have communicated and confirmed with the applicant that the desired end use has changed from multi-family to two-family.

Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov

## Analysis

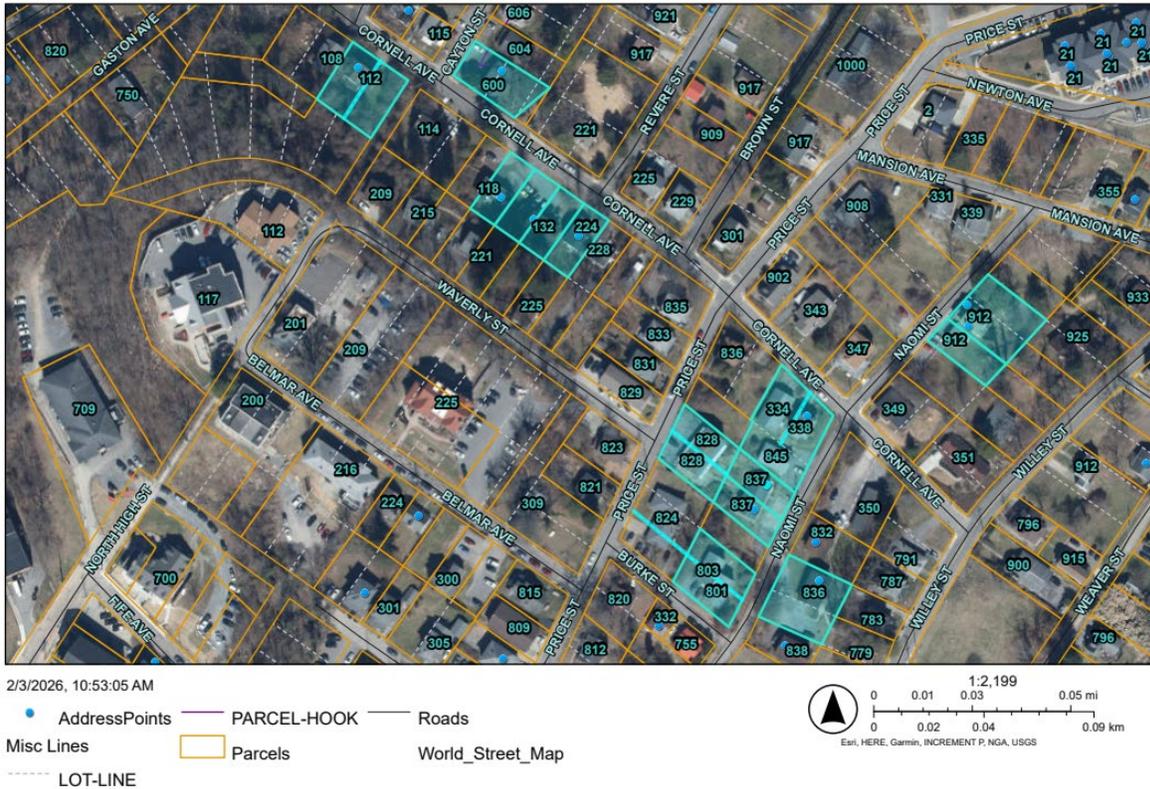
To allow for the applicant's desired use of the property as a two-family dwelling, parcels 600 and 607.1 would need to be rezoned from R-1A Single Family Residential District to R-2 Single and Two-Family Residential District. Per Section 1337.01 of the Planning and Zoning Code, the purpose of the R-2 Single and Two-Family Residential District is to:

- (a) Provide for two-family housing development and customary accessory uses at a density slightly higher than in single-family neighborhoods; and*
- (b) Preserve the desirable character of existing medium density family neighborhoods; and*
- (c) Provide for adequate light, ventilation, quiet, and privacy for neighborhood residents.*

The subject site is located directly adjacent to a relatively large area already zoned as R-2, Single and Two-Family Residential. While a sizeable number of the uses in the adjacent R-2 are associated with West Virginia University, a cursory review of address points in the immediate vicinity of 225 Waverly Street also indicates an array of potentially non-conforming uses within the existing R-1A district that would be classified as a land use other than the 'dwelling, single-family' permitted in the R-1A district. Contextual to the existing neighborhood, the proposed use would not disrupt the existing form and character, but more information on this analysis can be found in the following section.

The map below highlights the location of presumed non-conforming structures [light blue] in the vicinity of 225 Waverly St. Each of the highlighted parcels were identified because they have more than one address point associated with the principal structure on that site. Further, a cursory review of City records shows that at least some of the parcels highlighted in the vicinity of 225 Waverly Street are registered rentals with more than one unit present.

## 225 Waverly | Vicinity of Possible Non-Conforming Uses



Source: Monongalia County Parcel Viewer

One primary concern is the potential provisioning of the minimum off-street parking requirement set forth in Table 1365.04.01 of the City’s Planning and Zoning Code, which would require 1.5 spaces per dwelling unit (for a total of three off-street parking spaces). Analysis with available geospatial tools indicates potential encroachments into the front setback of the principal structure, as well as the public right-of-way of Waverly Street, for the use of off-street parking, which is a prohibited encroachment in both the R1-A Single Family Residential District and R-2 Single and Two-Family Residential District per Sections 1335.05(e) and 1337.05(e) of the City’s Planning and Zoning Code. Development Services Staff have communicated concerns related to parking standards with the Engineering Department and will work with the applicant to ensure that provisioning of the minimum off-street parking requirements is brought into conformance with existing codes and provisions or encourage the property owner to request variance relief from the City’s Board of Zoning Appeals.

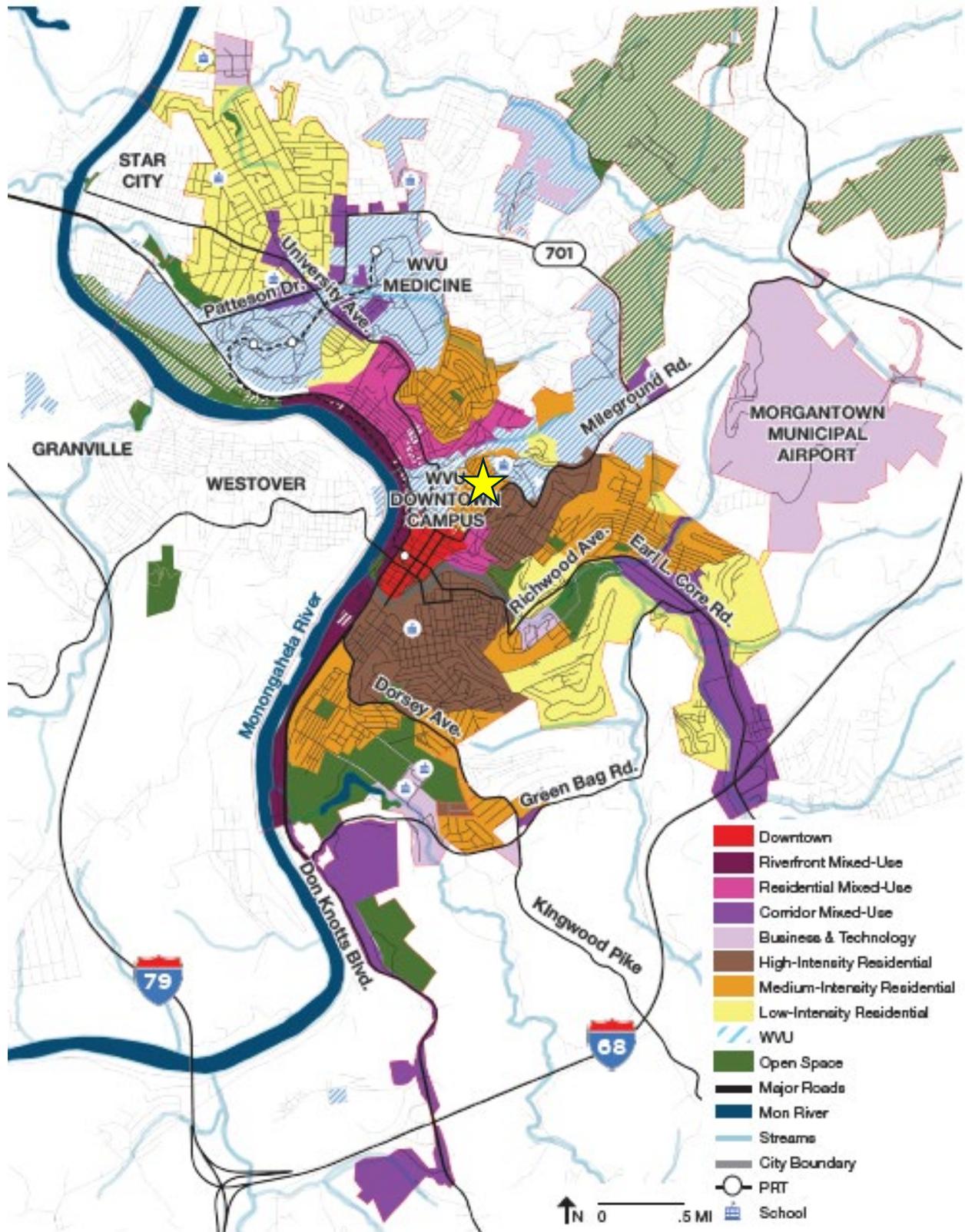
### 2023 Comprehensive Plan Update (Morgantown 2033)

The Land Management Plan in Morgantown 2033 identifies the existing development character for 225 Waverly St. as Residential Type 2. This designation is defined as, “Primarily

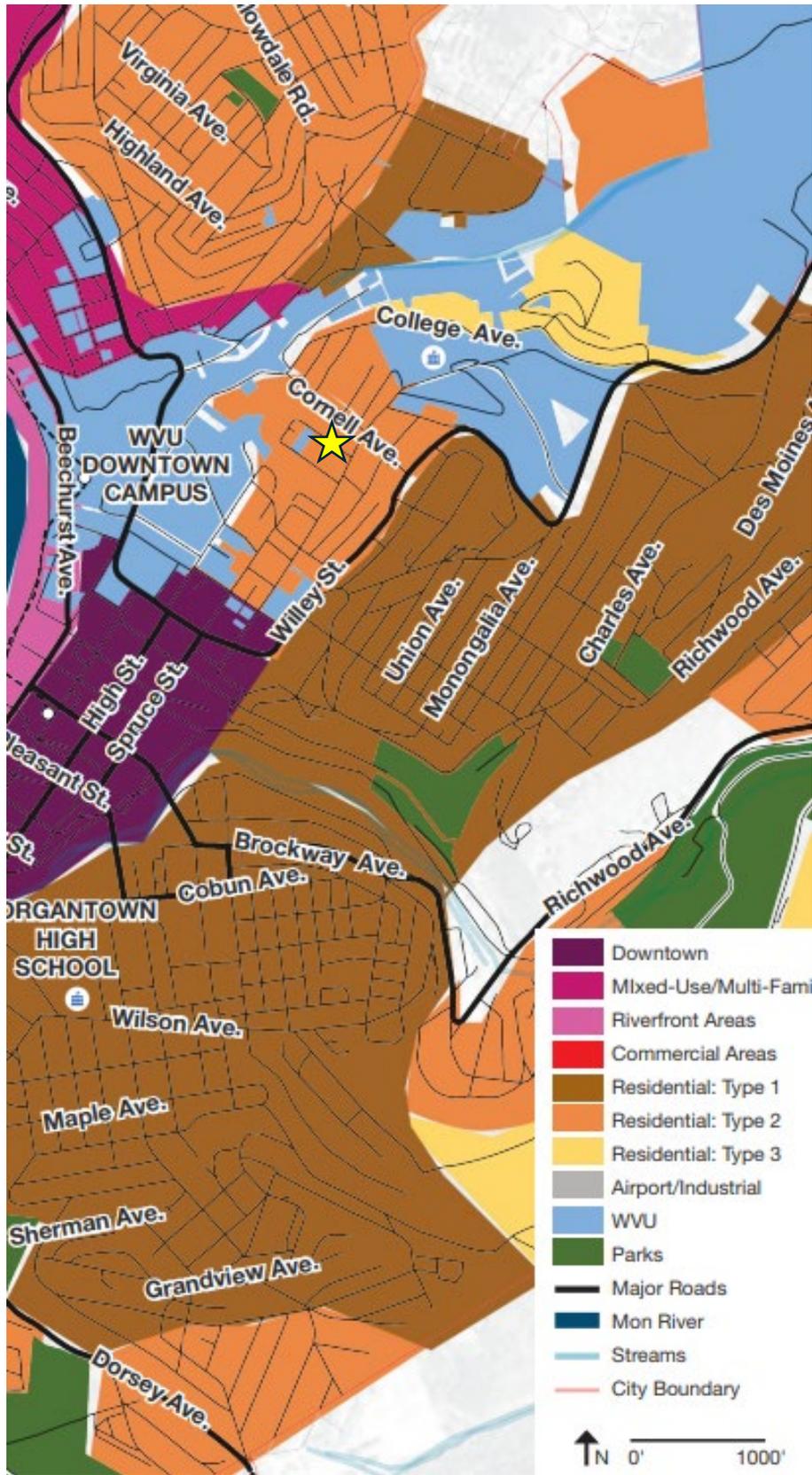
single-family but has small scale multi-family and commercial uses. Multi-family are single-family structures divided into multiple dwellings or small multi-unit complexes.”

The Future Land Use Map (Land Management Plan) identifies the future use of the area as **Medium-Intensity Residential**. This designation’s description is as follows: “Accessory commercial units will create opportunities for additional neighborhood-serving amenities convenient to area residents. Structures may range to three stories and comprise a mix of ‘house-scale’ types. Opportunities for ‘house-scaled’ multifamily housing may be considered when contextually appropriate...” See the Future Land Use Map on the following page with 225 Waverly St. identified by the yellow star.

Additionally, the Compatible Uses Table identifies an array of housing types as consistent with the Medium Intensity Residential designation, including single, two-family, and multi-family, albeit contextually for the latter when coupled with the definitions provided above. Please see the Future Land Use Maps and Compatible Use Types Table on the following pages.



Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov



Land Management Type	Compatible Use Types								
	SF	TF	MF	CI	C	AC	O	I	OS
Downtown									
Riverfront Mixed-Use									
Residential Mixed-Use									
Corridor Mixed-Use									
Business & Technology									
High-Intensity Residential									
Medium-Intensity Residential									
Low-Intensity Residential									
WVU									
Open Space									

- SF:** Single-Family Dwelling
- TF:** Two-Family Dwelling
- MF:** Multi-Family Dwellings (Apartments, Townhouses)
- CI:** Civic/Institutional (Schools, Government Buildings, Churches, Etc.)
- C:** Commercial (Retail, Restaurant and Accommodation)
- AC:** Accessory Commercial (Residential Compatible Retail and Restaurant)
- O:** Office
- I:** Industrial (Light Industrial/ Manufacturing, Warehouse)
- OS:** Open Space (Parks, Recreation Areas)

The Land Management Plan sets forth eleven principles that describe aspirational goals for how and where growth and development in the City of Morgantown should occur. These principles are intended to guide the city on how to effectively manage land uses to foster a high-quality community with a distinct sense of place and character

Upon review of these principles, the proposed zoning map amendment appears consistent with the following:

**2. Encourage incremental ‘house-sized,’ contextual infill within existing residential neighborhoods.** *The City will continue to invest in and encourage private investment in all neighborhoods that strengthen their existing character and value. Particular attention will be given to infill that blends with the size and form of the existing surrounding structures.*

**3. Increase opportunities to develop diverse housing options near schools, parks, shopping districts, and employment centers.** *Complete neighborhoods include a variety of land uses (residential, commercial, civic, and recreational areas), building types, and housing types to increase access to amenities and services for diverse and multi-generational neighbors. A mix of residential dwelling types will be located within walking and/or biking distance from amenities.*

**4. Include strategies that can preserve existing structures, including the use of Accessory Dwelling Units (ADUs), building additions, transitioning larger single-family houses to apartments, etc.** *Preserving and adapting existing structures retains the neighborhood character while increasing housing diversity (single-unit and multi-unit, detached and attached) leading to increased ownership rates. Housing within Morgantown*

*neighborhoods will offer options for ownership and rental occupancy at various price levels.*

**8. Provide opportunities to develop a variety of housing options near employment and community services.** *Live-work environments allow residents to live in an urban setting within walking distance of employment and community services, reducing reliance on personal automobiles as the primary travel mode.*

Lastly, the proposed zoning map amendment appears consistent with the following action items from the Land Management Plan in Morgantown 2033:

- LM-2.6B: Ensure that zoning and other regulations support the appropriate reuse of buildings. Reconcile conflicting policies that hamper such reuse and drive development elsewhere beyond the City.
- LM-2.6D: Prioritize the addition of affordable housing through the reuse or reconfiguration of existing structures and large parking areas.

### Staff Recommendation

Zoning map amendment requests should be evaluated on their land use merits alone. Development intentions are extraneous, and the Commission should consider the request on its merits as a land use decision. In conducting such an analysis, the Commission should determine if the R-2, Single and Two-Family Residential District is the appropriate zoning classification for the premises, weighing all possible future development and land use scenarios as permitted by the Planning and Zoning Code; particularly, Article 1337 – R-2, Single and Two-Family Residential District and Table 1331.05.01 - Permitted Land Uses.

The zoning classification proposed by the applicant and the associated provisions outlined in Section 1337.01 of the City’s Planning and Zoning Code provide a safeguard to the existing neighborhood form. Together, provisions (a) and (b) balance a slight increase in neighborhood density, which is consistent with the comprehensive plan’s future land use, with the preservation of existing development character that avoids significant disruptions to the surrounding neighborhood.

The applicant’s proposed use of the property as a ‘dwelling, two-family’ is consistent with the Land Management Principles and the Future Land Use map in the comprehensive plan, which promotes opportunities for an array of housing types in the immediate area of the subject site. Additionally, the applicant’s proposed use of 225 Waverly Street as a two-family dwelling reconfigures an existing single-family structure and does not significantly alter the character or form of the existing exterior.

While currently zoned R-1A, Single-Family Residential, the subject site is adjacent to an existing R-2 district, and the presence of a number of potentially non-conforming uses within the existing R-1A and in the immediate vicinity of 225 Waverly St. indicates that the proposed use is consistent with preserving the existing neighborhood character and form.

The rezoning of the subject property is not considered to be spot zoning because of its adjacency to an existing R-2 district, the proposed use and designation does not significantly deviate from the contextual surroundings of the neighborhood, and because of its alignment with the provisions set in the Land Management Plan of Morgantown 2033.

Given the above, staff recommend that the property be rezoned from an R-1A, Single-Family Residential District to an R-2, Single and Two-Family Residential District.

**ATTACHMENT - APPLICATION (DATA GROUP QUESTIONS)**



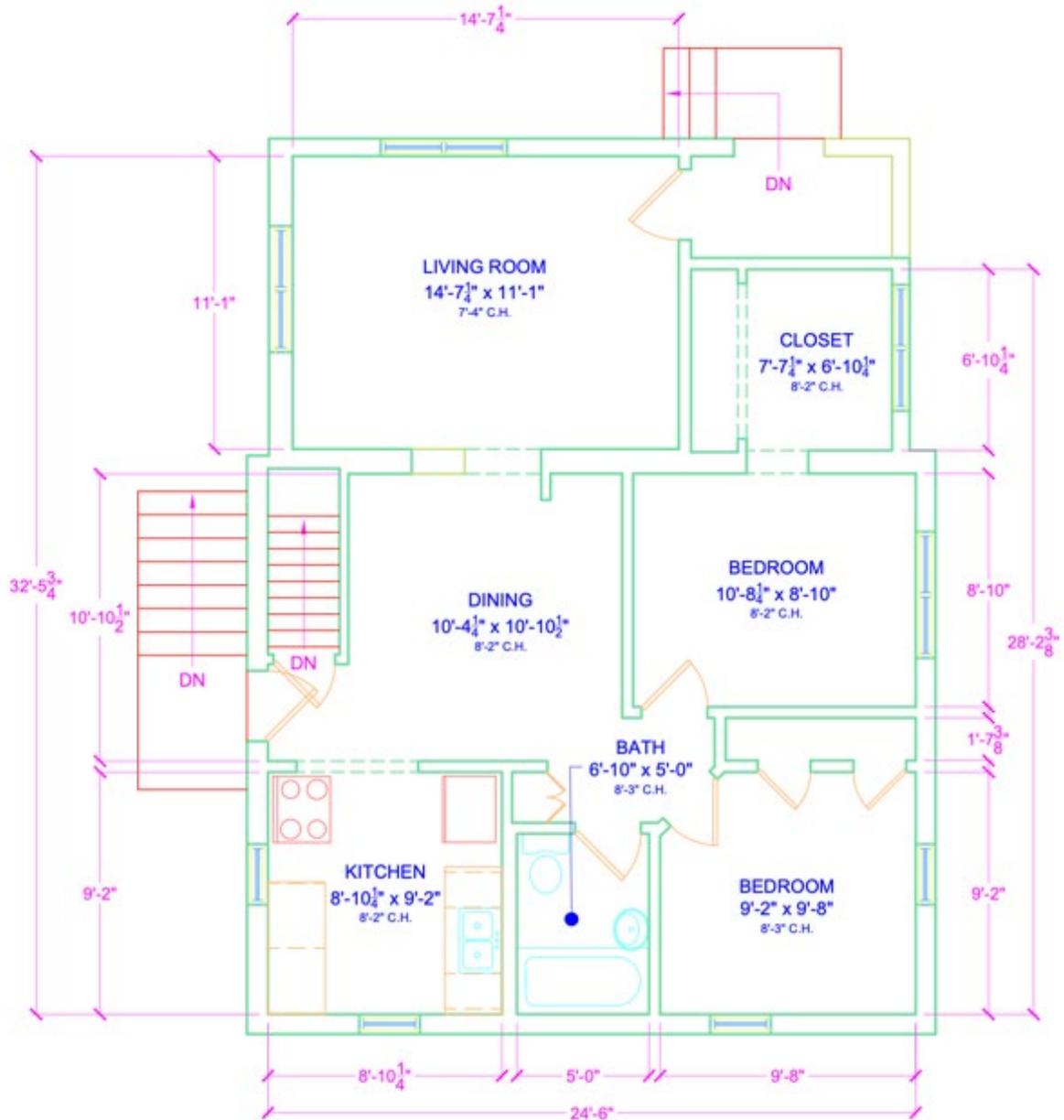
**Case Summary Report**

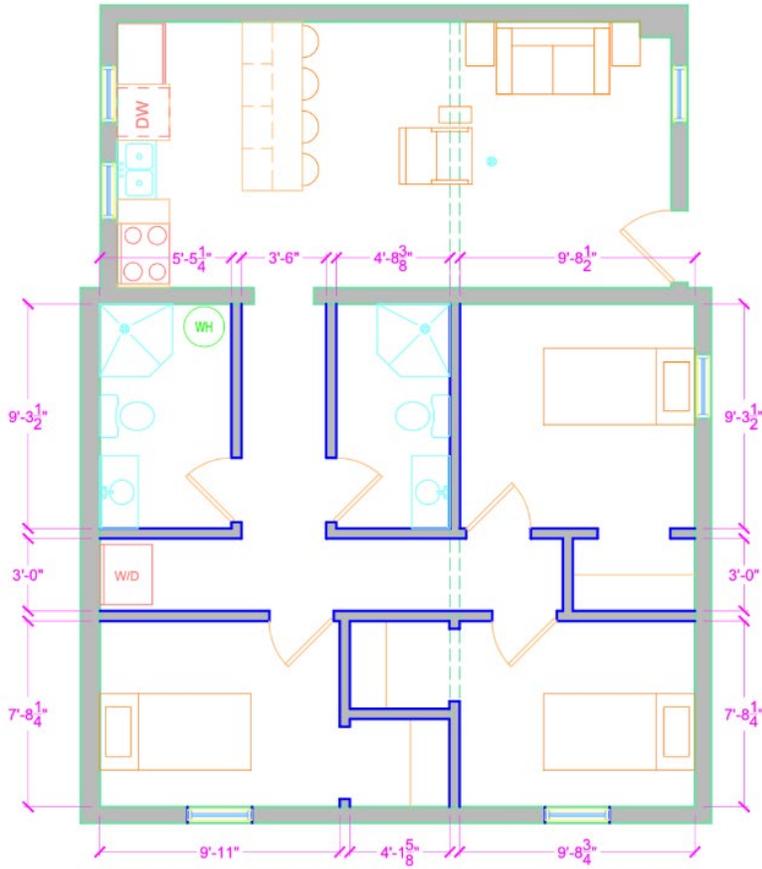
Report run: 2/3/2026 4:58:10 PM

<b>Case Type</b>	<b>Case Number</b>	<b>Applicant and Owner Information</b>	<b>Date Accepted</b>	<b>Address</b>	<b>Contractor</b>	<b>Case Status</b>	<b>Fees</b>	<b>Payments</b>	<b>Unpaid Fees</b>
PZ-Zoning Map Amendment	MAP26-000001	Applicant: Madison L Simpson	1/5/2026	225 Waverly St, Morgantown, West Virginia, 26505		IN_REVIEW	\$250.00	\$250.00	\$0.00

Case Data	
Question	Answer
Street Addressed (if assigned):	225 Waverly St.
Tax Map Number:	20
Parcel Number:	13-20-600 / 13-20-607.1
Size (Acres):	0.17
Current Zoning Classification:	R1A
Proposed Zoning Classification:	R2
Current Land Use:	Single family rental
Proposed Land Use:	Multifamily rental

## ATTACHMENT – PROPOSED LAYOUT





**DUPLEX  
3BR / 2BTH**

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**MORGANTOWN PLANNING COMMISSION**  
**PLANNING AND ZONING DIVISION STAFF REPORT**  
Thursday, February 12, 2026  
City Hall – City Council Chambers (389 Spruce Street)

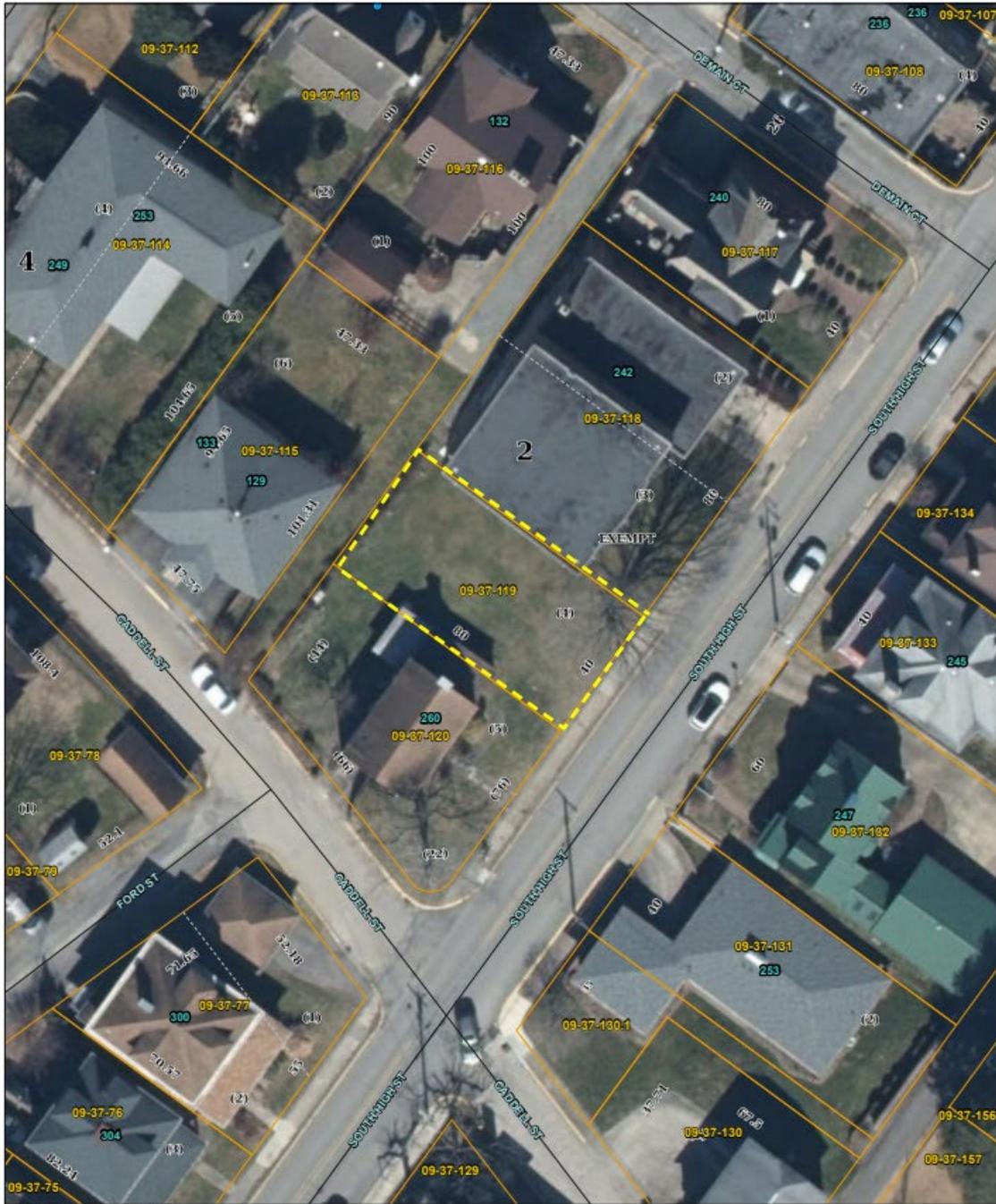
**Case No. SUB26-005 / John Jamison / 260 S. High Street**

**Case Summary**

- Address:** 260 S. High Street (City Tax District 9, Tax Map 37, Parcel 119)
- Proposal:** Minor Subdivision (Boundary Adjustment) Application
- Request:** Subdivide City Tax District 9, Tax Map 37, Parcel 119, commonly known as 260 S. High Street, and consolidate the southerly portion with City Tax District 9, Tax Map 37, Parcel 120 and the northerly portion with City Tax District 9, Tax Map 37, Parcel 118 (First Ward).
- Zoning:** R-1A Single-Family Residential District
- Staff Recommendation:** Approve proposed subdivision with conditions listed in the report.
- Applicant:** John Jamison
- Case Manager:** Seth Cardwell, AICP Candidate  
City Planner
- Attachments:** Application (Data Group Questions)  
Preliminary Survey Plat (November 2025)

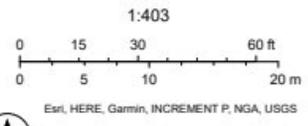
**Staff Enhanced Site Location and Zoning Maps**

**260 S. High Street (Tax District 9, Tax Map 37, Parcel 119)**



2/9/2026, 7:49:39 AM

- AddressPoints
- Roads
- Misc Lines
- mon\_wv\_anno100
- mon\_wv\_anno200
- mon\_wv\_anno400
- LOT-LINE
- ▭ Parcels
- World\_Street\_Map



Source: Monongalia County Parcel Viewer Map

Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov

# SUB26-005 | Zoning Map



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Morgantown Zoning Districts

R-1A: Single Family Residential District

AddressPoints

Misc Lines

LOT-LINE

Parcels

— Roads

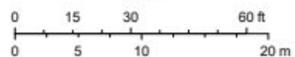
mon\_wv\_anno100

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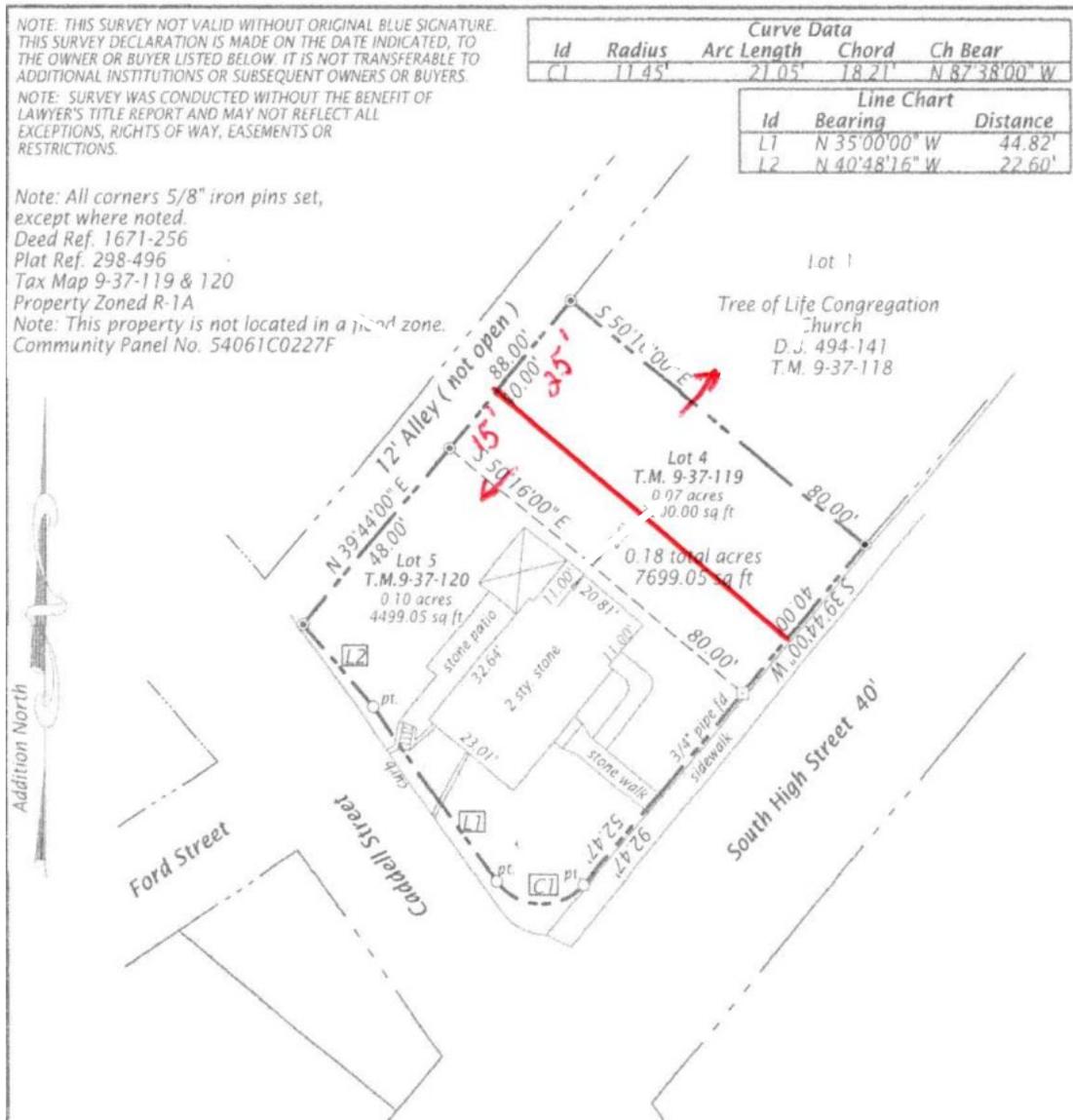


Source: Morgantown Zoning Map

Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov

## Background and Analysis

The Parcel of land to be subdivided (City Tax District 9, Tax Map 37, Parcel 119) is currently owned by the applicant. The applicant proposes to subdivide Parcel 119 and consolidate the remaining two portions with their adjacent parcels. The southerly portion of the subdivided Parcel 119 will be consolidated with Parcel 120, commonly known as 260 S. High Street, while the northerly portion will be given to the Tree of Life Congregation and consolidated with Parcel 118, commonly known as 242 S. High Street. See the preliminary plat below provided by the applicant.



Source: Applicant

The end result of the proposed subdivision and consolidation will be two new parcels of land, both of which upon review, were determined to be compliant with the lot provisions for the R-1A, Single-Family Residential District specified in Sec. 1335.03 of the City's Planning and Zoning Code. See below for more information.

### SUB26-005 | Proposed Consolidation



Source: Monongalia County Parcel Viewer

Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov

**Sec. 1335.03. - Lot provisions.**

- (a) The minimum lot size shall be 3,500 square feet.
- (b) The minimum lot frontage shall be 30 feet. The frontage requirement may be waived for a Parcel not fronting on an existing road if the Parcel is served by a proper right-of-way.
- (c) Maximum lot coverage shall be 50 percent.

<b>Summary of Lot Provisions for Proposed Consolidation</b>		
<b>Sec. 1335.03 Requirement</b>	<b>Parcel 120 and southerly portion of Parcel 119</b>	<b>Parcel 118 and northerly portion of Parcel 119.</b>
(a) The minimum lot size shall be 3,500 square feet.	~5,133.4 sq. ft.	~8,407.9 sq. ft.
(b) The minimum frontage shall be 30 feet.	~72.6 ft.	~106.3 ft.
(c) Maximum lot coverage shall be 50 percent.	~26.1%	~42.5%

In summary, the proposed minor boundary adjustment and lot consolidation would create two new Parcels of land that are compliant with the minimum lot provisions in a R-1A, Single-Family Residential District.

**Staff Recommendation**

After review, staff recommend that the minor subdivision application be approved by the Planning Commission with the following conditions:

1. The applicant submits an updated survey (final) plat that shows both of the proposed consolidations of property, as well as legal descriptions for both new Parcels of land for review by Development Services staff. The plat should note the zoning district and include all other requirements of a final plat per Section 1319.02 of the City’s Planning and Zoning Code.
2. That the applicant provide Development Services staff with a letter of service availability and approval from the Morgantown Utility Board (MUB).
3. The applicant submits at least three (3) original final plat documents, including all access/utility easements, signed, and sealed by a surveyor licensed in the State of West Virginia for the Planning Commission President’s signature.

4. That the final plat is recorded at the Monongalia County Courthouse within thirty (30) days of receiving the executed plat. This shall include the applicant providing staff with a copy of the recordation receipt from the Monongalia County Clerk's Office.

# ATTACHMENT - APPLICATION (DATA GROUP QUESTIONS)



## Case Summary Report

Report run: 2/9/2026 1:20:43 PM

Case Type	Case Number	Applicant and Owner Information	Date Accepted	Address	Contractor	Case Status	Fees	Payments	Unpaid Fees
PZ-Subdivision - Minor Subdivision	SUB26-000005	Owner : John Jamison Applicant: John Jamison	1/18/2026	260 S High St, Morgantown, West Virginia, 26501		IN_REVIEW	\$75.00	\$75.00	\$0.00

Case Data	Answer
Street Address (if assigned):	260 S. High St.
Tax Map Number(s):	37
Parcel Number(s):	9-37-120, 119, 118
Zoning Classification:	R-1A Single Family Residence
Square Footage of Parcel #1:	5699.00
Square Footage of Parcel #2:	8400.00
Square Footage of Parcel #3:	
Square Footage of Parcel #4:	
Subdivision Description:	subdividing lot 4 , 15' added to lot 5 and 25' added to lot 3
Are there any Variances from the Subdivision Regulations anticipated?	No
If yes, to what extent is a variance necessary?	
Proposed Use of Structure of Land	Residential Only
Is the Applicant the Owner of the real estate that composes the development site?	Yes

# ATTACHMENT – SURVEY PLAT

NOTE: THIS SURVEY NOT VALID WITHOUT ORIGINAL BLUE SIGNATURE. THIS SURVEY DECLARATION IS MADE ON THE DATE INDICATED, TO THE OWNER OR BUYER LISTED BELOW. IT IS NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS OR BUYERS.  
 NOTE: SURVEY WAS CONDUCTED WITHOUT THE BENEFIT OF LAWYER'S TITLE REPORT AND MAY NOT REFLECT ALL EXCEPTIONS, RIGHTS OF WAY, EASEMENTS OR RESTRICTIONS.

Curve Data				
Id	Radius	Arc Length	Chord	Ch Bear
C1	17.45'	21.05'	18.21'	N 87° 38' 00" W

Line Chart		
Id	Bearing	Distance
L1	N 35° 00' 00" W	44.82'
L2	N 40° 48' 16" W	22.60'

Note: All corners 5/8" iron pins set, except where noted.  
 Deed Ref. 1671-256  
 Plat Ref. 298-496  
 Tax Map 9-37-119 & 120  
 Property Zoned R-1A  
 Note: This property is not located in a flood zone.  
 Community Panel No. 54061C0227F



*Paul D. Harbert*  
 Paul D. Harbert, PS  
 McCoy Land Surveying  
 Monongah, WV (304) 534-5562  
 PS No. 862

Plat of Lots 4 and 5, Block 2  
 Revised Plan of Demein Place  
 Located at 260 South High Street  
 Surveyed For

**Nola Jean Jamison Second Irrevocable Trust**

1st. Ward City of Morgantown  
 Monongalia Co. West Virginia  
 Scale 1"=30' November 2025



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**MORGANTOWN PLANNING COMMISSION  
PLANNING AND ZONING DIVISION STAFF REPORT**

Thursday, February 12, 2026  
City Hall – City Council Chambers (389 Spruce Street)

**SUB26-006 / ARJ, LLC. / 329 Hartman Run Road**

**Case Summary**

<b>Address:</b>	329 Hartman Run Road
<b>Tax Map-District-Parcel:</b>	City Tax District 14 (Sixth Ward), Tax Map 32A, Parcel(s) 13.1, 25, and 26.1
<b>Proposal:</b>	Type III- Development of Significant Impact Site Plan Application
<b>Request:</b>	Request by Scott Copen on behalf of ARJ, LLC. for a major subdivision (preliminary plat) approval to create 104 parcels at the above-referenced location.
<b>Surrounding Zoning:</b>	North: I-1, Industrial District  South: N/A Outside of Corporate Boundary  East: I-1, Industrial District  West: N/A Outside of Corporate Boundary
<b>Applicant:</b>	Scott Copen, on behalf of ARJ, LLC.
<b>Case Manager:</b>	Seth Cardwell, AICP Candidate City Planner
<b>Attachments:</b>	Application (Case Summary Report) Survey Plat (Preliminary)

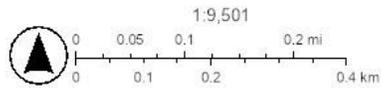
**Staff Enhanced Site Location and Zoning Maps**

SP25-110-III / ARJ, LLC. / 329 Hartman Run Road



12/8/2025

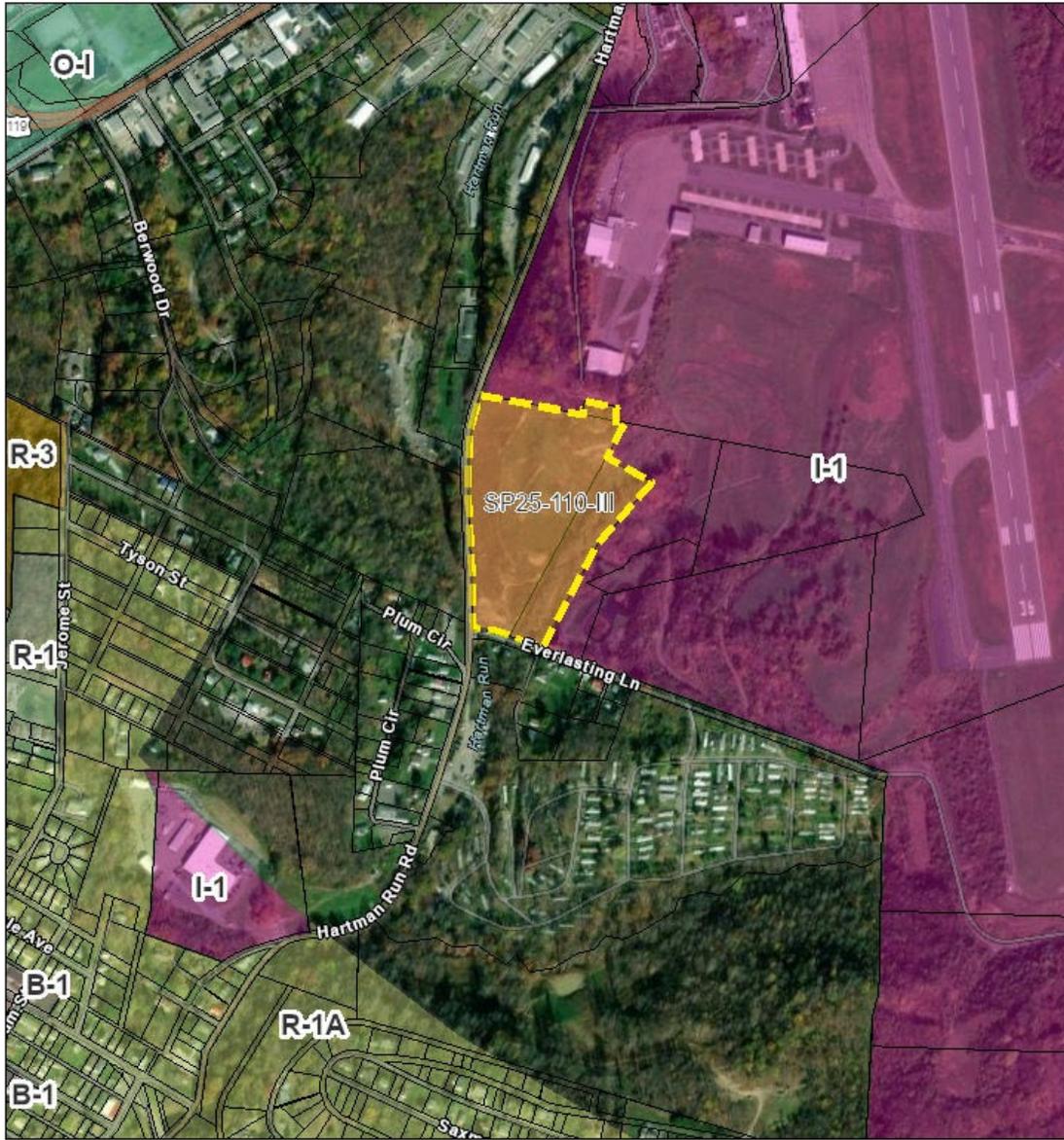
-  Land Use Cases (Prod) - Land Use Cases
-  Parcels



Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, OpenStreetMap contributors, and the GIS User Community

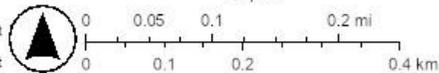
Source: Morgantown ArcGIS

# SP25-110-III | Zoning Map



12/8/2025

- |  |  |
|--|--|
| Land Use Cases (Prod) - Land Use Cases   | R-3: Multi-Family Residential District |
| Parcels                                  | B-1: Neighborhood Business District    |
| Morgantown, WV Zoning Layer              | B-2: Service Business District         |
| R-1: Single Family Residential District  | O-1: Office and Institutional District |
| R-1A: Single Family Residential District | I-1: Industrial District               |



Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, OpenStreetMap contributors, and the GIS User Community

Source: Morgantown ArcGIS

## Background and Analysis

The applicant, Scott Copen, on behalf of ARJ, LLC., seeks a preliminary plat approval for a major subdivision at the above-referenced site. The subject site is currently composed of three parcels (City Tax District 14 (Sixth Ward), Tax Map 32A, Parcel(s) 13.1, 25, and 26.1), which encompass roughly 12.84 acres (approximately 555,910 sq. ft.) of land. The site is located at the intersection of Hartman Run Road and Everlasting Lane, with site access provided via the latter of the two streets.

Please note that the subject site was recently rezoned from I-1, Industrial District, to B-2, Service Business District, which was approved by Morgantown City Council on November 25, 2025.

The applicant seeks the approval for a major subdivision to create one-hundred four (104) parcels to construct a residential development consisting of one-hundred four (104) townhome dwellings. Please note that in addition to the one hundred four buildable lots, a to be determined number of parcels will be presuming governed and maintained by an HOA as common elements. Per the applicant, no dedications of land or infrastructure are anticipated, though public utilities will be provided. Please note that per Table 1331.05.01, land use ‘dwelling, townhouse’ is permitted by right in B-2 District (see below). Note that no supplemental regulations apply for ‘dwelling, townhouse’ use.

Uses	R-1	R-1A	R-2	R-3	PRO	B-1	B-2
Dwelling, Mixed Use			C	P		P	P
Dwelling, Multi-family			C	P			P
Dwelling, Single family	P	P	P	P	P		
Dwelling, Townhouse			P	P	P		P
Dwelling, Two-family			P	P	P		

Based on information provided by the applicant, many of the proposed parcels do not meet the Lot Provision standards for the B-2, Service Business District outlined in Sec. 1347.03 of the City’s Planning and Zoning Code. Staff have confirmed with the applicant that variance relief will need to be granted for each lot that does not meet the prescribed standards. Please note that the following variance requests are related to the proposed subdivision and townhome development:

- **VAR26-008**, relating to variance relief for Lot Frontage provisions in Sec. 1347.03(b)
- **VAR26-009**, relating to variance relief for Lot Size provisions in Sec. 1347.03(a)
- **VAR26-010**, relating to variance relief for Lot Depth provisions in Sec. 1347.03(c)

- **VAR26-011**, relating to variance relief for Driveway Layout & Design provisions in Sec. 1365.09(b)

The associated requests for variance relief listed above will appear on the agenda of the Morgantown Board of Zoning Appeals for the regularly scheduled meeting on February 18, 2026.

For reference, to streamline the application process, a parent application was submitted for each section of the code where variance relief is being sought. For each of the variance requests, the applicant provided staff with a corresponding table that details the lot number(s) that do not meet the related provisions, the proposed provisions, and the exact variance request for each lot which requires variance relief. See the image below for more detail.

Hartman Run Road			
VAR 26-000009			
Lot Area Variance Request			
Lot No.	Required Area	Proposed Area	Variance Requested
	(SQ FT)	(SQ FT)	(SQ FT)
1	6,000	4,281	1,719
2	6,000	2,903	3,097
3	6,000	2,755	3,245
4	6,000	2,632	3,368
5	6,000	2,534	3,466
6	6,000	4,493	1,507
7	6,000	3,599	2,401
8	6,000	2,267	3,733
9	6,000	2,278	3,722

*Source: Applicant*

Additionally, the applicant has submitted a variance request related to provisions for Setbacks and Encroachments in Sec. 1347.04. The related case number for that variance request is **VAR26-012**. Please note that this pertains to side and rear setbacks as a cursory review appears to show that all proposed development on the parcels will meet front setback requirements.

Please note that upon staff review of Article 1317 of the City's Planning and Zoning Code, it was determined that some of the information requested on Preliminary Plat applications was provided on the accompanying Development of Significant Impact (DSI) attachments related to Case No. SP25-110-III. Please refer to the information on these attachments as supplemental to the Preliminary Subdivision Plat.

### Staff Recommendation

Upon review of the information provided, staff recommend conditional approval of the preliminary plat for SUB26-006, subject to the following conditions:

- 1.) The applicant provides a letter of service availability and approval from the Morgantown Utility Board (MUB) to Development Services staff.
- 2.) The applicant is granted approval by the Morgantown Utility Board (MUB) regarding the plan and profile of proposed storm water drainage, with grades and pipe sizes of sewers indicated, and drainage courses, culverts, and bridges, per Sec. 1317.06(o).
- 3.) The applicant submits any proposed covenants and restrictions pertaining to the proposed Homeowners Association (HOA), according to Sec. 1317.07(b).
- 4.) The applicant provides the location of existing or proposed fire hydrants within or immediately adjacent to the tract of land to be subdivided, as well as other requirements not yet provided, if any, pursuant to Sec. 1317.06(i).
- 3.) The applicant provides the purpose of conditions or limitations for all parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, subject to Sec. 1317.06(j).
- 6.) The applicant submits a profile of each road with tentative grade, per Sec.1317.06(m).
- 7.) That the conditional approval of this preliminary plat shall not constitute approval of the final plat. Rather it shall be deemed as an expression of approval of the layout submitted on the preliminary plat as a guide to the preparation of the final plat, which must be submitted for approval by the Planning Commission and for recording upon fulfillment of the requirements of Chapter Three "Subdivision Regulations" of the City's Planning and Zoning Code and the conditions set forth above.

8.) That, when referenced with the above and because of the potential timeline of said development, staff have proposed the following: that the final plat is submitted in accordance with all standards set forth in Article 1319 of the City's Planning and Zoning Code within five (5) years of preliminary plat approval or within thirty (30) days of the sale of the last parcel, whichever shall come first.

# ATTACHMENT - APPLICATION (DATA GROUP QUESTIONS)



## Case Summary Report

Report run: 2/9/2026 6:32:28 PM

<b>Case Type</b>	<b>Case Number</b>	<b>Applicant and Owner Information</b>	<b>Date Accepted</b>
Major Subdivision - Preliminary Plat	SUB26-000006	Applicant: ARJ LLC	1/22/2026
		<b>Address</b>	<b>Contractor</b>
		264 Hartman Run Rd, Morgantown, West Virginia, 26505	
		<b>Fees</b>	<b>Case Status</b>
		\$2,205.00	IN_REVIEW
		<b>Payments</b>	<b>Unpaid Fees</b>
		\$2,205.00	\$0.00

Question	Answer
Street Address (if assigned):	264 Hartman Run Road
Tax Map Number(s):	32A
Zoning	B-2
Parcel Number(s):	13.1, 25, 26.1
Subdivision Description:	Residential Town Homes
Preliminary Plat Number of Lots:	104.0000
Proposed Land Use - Single Family Net Acreage:	9.58
Proposed Land Use - Single Family Number of Lots or Tracts:	104.00
Proposed Land Use - Single Family Minimum Lot Size (sq ft):	1900.00
Proposed Land Use - Single Family Maximum Lot Size (sq ft):	5000.00
Proposed Land Use - Multi-Family Net Acreage:	0.00
Proposed Land Use - Multi-Family Number of Lots or Tracts:	0.00
Proposed Land Use - Multi-Family Minimum Lot Size (sq ft):	0.00
Proposed Land Use - Multi-Family Maximum Lot Size (sq ft):	0.00
Proposed Land Use - Commercial Net Acreage:	0.00
Proposed Land Use - Commercial Number of Lots or Tracts:	0.00
Proposed Land Use - Commercial Minimum Lot Size (sq ft):	0.00
Proposed Land Use - Commercial Maximum Lot Size (sq ft):	0.00
Proposed Land Use - Industrial Net Acreage:	0.00
Proposed Land Use - Industrial Number of Lots or Tracts:	0.00
Proposed Land Use - Industrial Minimum Lot Size (sq ft):	0.00
Proposed Land Use - Industrial Maximum Lot Size (sq ft):	0.00

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**MORGANTOWN PLANNING COMMISSION**  
**PLANNING AND ZONING DIVISION STAFF REPORT**  
Thursday, February 12, 2026  
City Hall – City Council Chambers (389 Spruce Street)

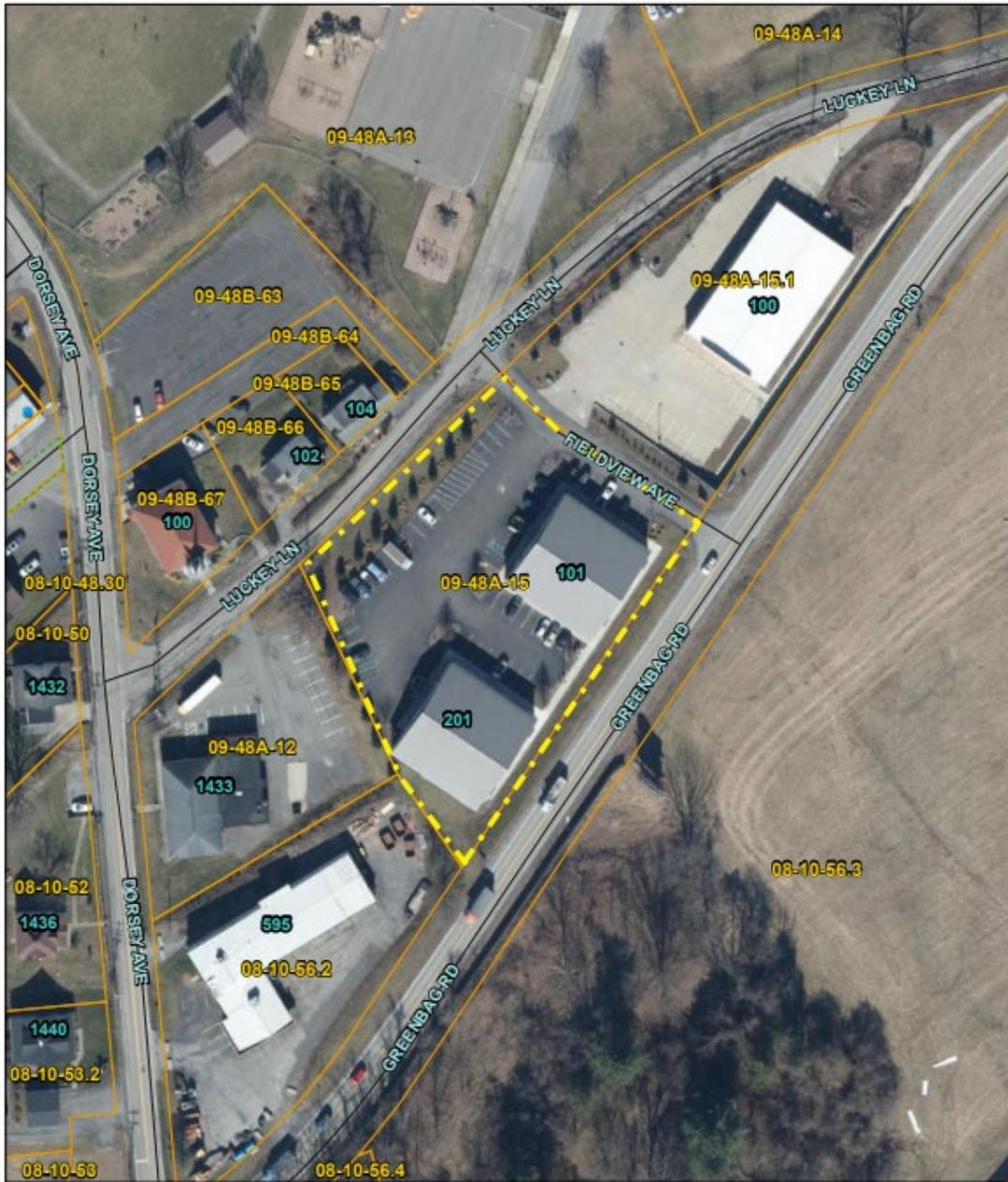
**Case No. SUB26-007 / Mark Nesselroad on behalf of Glenmark Real Estate, LLC. / 101 and 201 Fieldview Avenue**

**Case Summary**

- Address:** 101 and 201 Fieldview Avenue (City Tax District 9, Tax Map 48A, Parcel 15 (First Ward))
- Proposal:** Minor Subdivision (Boundary Adjustment) Application
- Request:** Subdivide City Tax District 9, Tax Map 48A, Parcel 15, commonly known as 101 and 201 Fieldview Avenue.
- Zoning:** B-2, Service Business District
- Staff Recommendation:** Approve proposed subdivision with conditions listed in the report.
- Applicant:** Mark Nesselroad on behalf of Glenmark Real Estate, LLC.
- Case Manager:** Seth Cardwell, AICP Candidate  
City Planner
- Attachments:** Application (Data Group Questions)  
Survey Plat (January 2026)  
MUB Letter

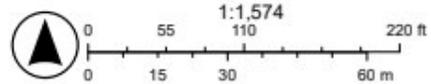
**Staff Enhanced Site Location and Zoning Maps**

101 & 201 Fieldview Avenue (Tax District 9, Tax Map 48A, Parcel 15)



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- AddressPoints
- ▭ Parcels
- Misc Lines
- Roads
- EASEMENT
- World\_Street\_Map



Esri, HERE, Garmin, INCREMENT P, NOAA, USGS

Source: Monongalia County Parcel Viewer Map

Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov

# SUB26-007 | Zoning Map



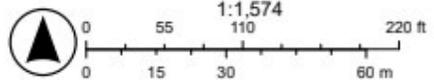
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**Morgantown Zoning Districts**

- R-1: Single Family Residential District
- B-1: Neighborhood Business District
- B-2: Service Business District
- AddressPoints

**Misc Lines**

- EASEMENT
- Parcels
- Roads
- World\_Street\_Map



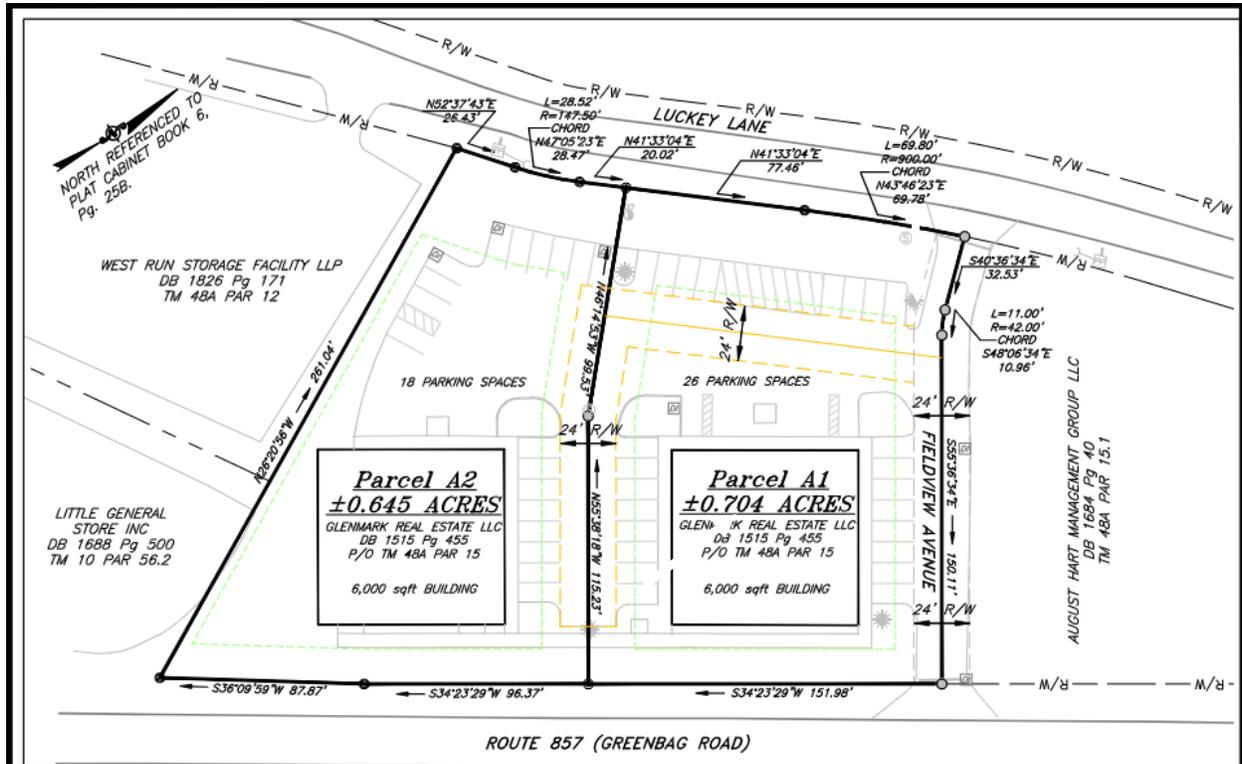
Esri, HERE, Garmin, INCREMENT P, NOAA, USGS

Source: Morgantown Zoning Map

Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov

## Background and Analysis

The Parcel of land to be subdivided (City Tax District 9, Tax Map 48A, Parcel 15) is currently owned by Glenmark Real Estate, LLC. Please see the survey plat of the proposed subdivision of Parcel 15 provided by the applicant, Mark Nesselroad (on behalf of Glenmark Real Estate, LLC.)



Source: Applicant

Information provided by the applicant was reviewed by staff and it was determined that the proposed subdivision meets the Lot Provisions for the B-2, Service Business District outlined in Section 1347.03 of the City's Planning and Zoning Code. See below for more information. Please note that for lot frontage, a review of available City records showed that both structures are considered to front along Route 857 (Greenbag Road), so this boundary was used to calculate the frontage requirement, which is satisfied for Parcels A1 and A2 identified in the above plat.

### Sec. 1347.03 – Lot Provisions

- (a) The minimum lot size shall be 6,000sq ft.
- (b) The minimum lot frontage shall be 60 feet.
- (c) Maximum lot coverage shall be 60 percent.

Development Services Department – Planning and Zoning Division | 389 Spruce Street | 304.284.7431 | morgantownwv.gov

<b>Summary of Lot Provisions for Proposed Consolidation</b>		
<b>Sec. 1347.03 Requirement</b>	<b>Parcel A1</b>	<b>Parcel A2</b>
(a) The minimum lot size shall be 6,000 square feet.	~29,833.8 sq. ft.	~25,671.8 sq. ft.
(b) The minimum frontage shall be 60 feet.	151.98ft.	~184.2ft.
(c) Maximum lot coverage shall be 60 percent.	20.1%	23.4%

Staff have also determined that the off-street parking for Parcel A1 and Parcel A2 satisfies the requirements set forth in Table 1365.04.01 of the City’s Planning and Zoning Code. The current use of the structure on Parcel A1 is classified as a ‘wellness center’ use within a shopping center, small scale. Based on the provisions in Table 1365.04.01, the calculated minimum off-street parking for both the wellness center use and the shopping center, small scale classification amounts to a minimum requirement of fifteen off-street parking spaces. Per the provided plat, Parcel A1 would retain 26 off-street parking spaces.

Similarly, the use of the structure on Parcel A2 is classified as shopping center, small scale, which also carries a minimum off-street parking requirement of fifteen spaces. Per the provided plat, Parcel A2 would retain 18 off-street parking spaces.

Please also note that per the plat provided by the applicant, the 24-foot access right-of-way would be shared between Parcel A1 and Parcel A2, the need for a legal description of this easement is included in the next section.

In summary, the proposed minor boundary adjustment would create two new Parcels of land that are compliant with the minimum lot provisions in the B-2, Service Business District.

**Staff Recommendation**

After review, staff recommend that the minor subdivision application be approved by the Planning Commission with the following conditions:

1. The applicant submits an updated survey (final) plat that provides legal descriptions for the new Parcels of land for review by Development Services staff. The plat should note the zoning district and include all other requirements of a final plat per Section 1319.02 of the City’s Planning and Zoning Code.

2. That in the said legal description provided, there is included a description of the easement detailing the shared access of the 24-foot right-of-way for both Parcels in perpetuity.
3. The applicant submits at least three (3) original final plat documents, including all access/utility easements, signed, and sealed by a surveyor licensed in the State of West Virginia for the Planning Commission President's signature.
4. That the final plat is recorded at the Monongalia County Courthouse within thirty (30) days of receiving the executed plat. This shall include the applicant providing staff with a copy of the recordation receipt from the Monongalia County Clerk's Office.

# ATTACHMENT - APPLICATION (DATA GROUP QUESTIONS)



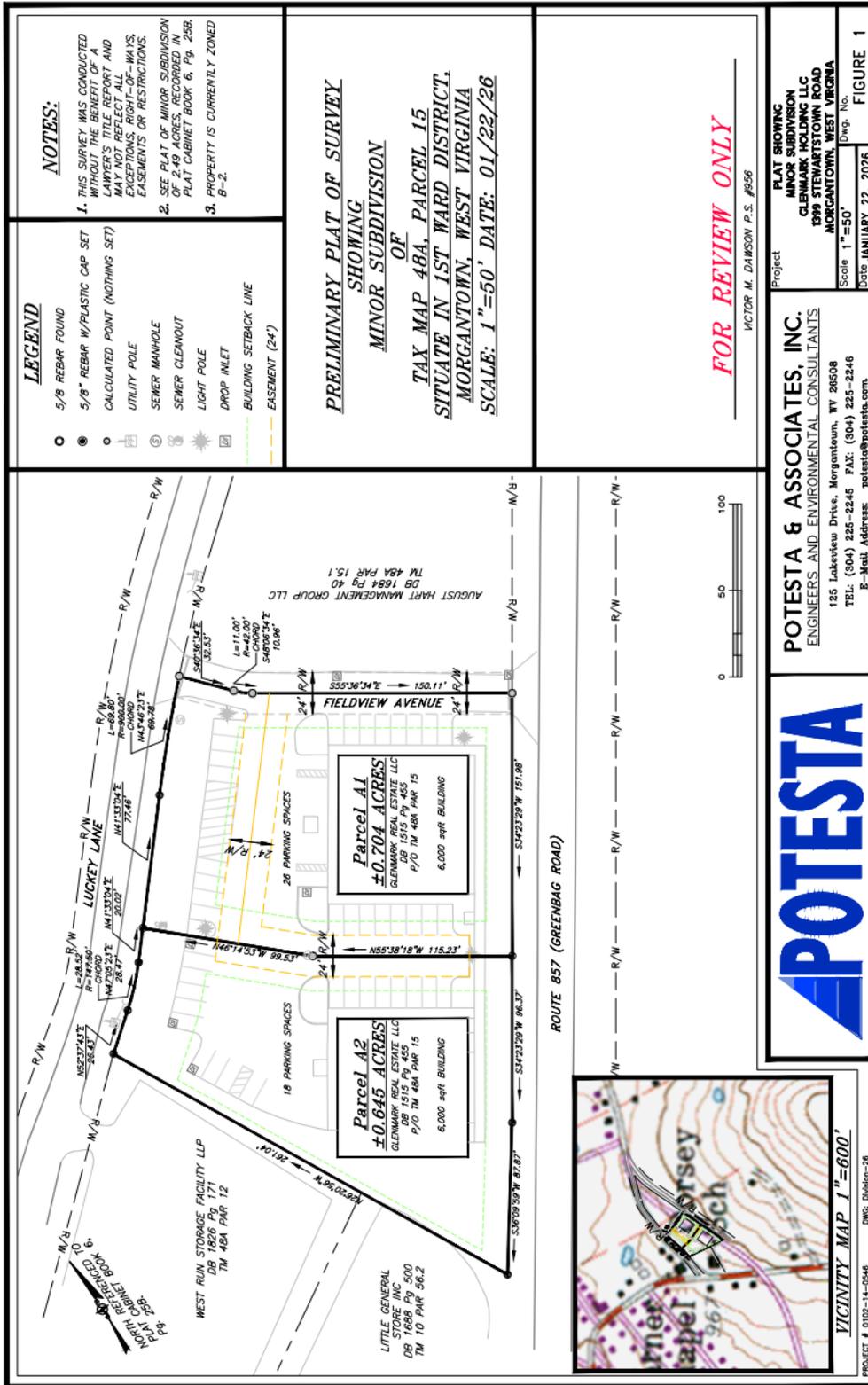
## Case Summary Report

Report run: 2/4/2026 5:09:32 PM

Case Type	Case Number	Applicant and Owner Information	Date Accepted	Address	Contractor	Case Status	Fees	Payments	Unpaid Fees
PZ-Subdivision - Minor Subdivision	SUB26-000007	Applicant: Mark J Nesselroad	1/27/2026	101 Fieldview Ave, Morgantown, West Virginia, 26501		FEESDUE	\$75.00	\$75.00	\$0.00

Question	Answer
Street Address (if assigned):	101 & 201 Fieldview Avenue
Tax Map Number(s):	48A
Parcel Number(s):	15
Zoning Classification:	B-2 Service Business
Square Footage of Parcel #1:	30666.24
Square Footage of Parcel #2:	28096.20
Square Footage of Parcel #3:	
Square Footage of Parcel #4:	
Subdivision Description:	Parcel A1 (0.704+-Ac) = 101 Fieldview Ave. (Move Right PT); Parcel A2 (0.645+-Ac) = 201 Fieldview Ave. (FD Kitchen & Bath)
Are there any Variances from the Subdivision Regulations anticipated?	No
If yes, to what extent is a variance necessary?	
Proposed Use of Structure of Land	Non-residential Only
Is the Applicant the Owner of the real estate that composes the development site?	Yes

ATTACHMENT – SURVEY PLAT



**ATTACHMENT – MUB LETTER**



**Morgantown Utility Board**  
Post Office Box 852 Morgantown, WV 26507-0852  
Phone: (304) 292-8443 Email: [mubmail@mub.org](mailto:mubmail@mub.org) Website: [mub.org](http://mub.org)

January 23, 2026

Glenmark Holding, LLC  
1399 Stewartstown Road  
Morgantown, WV 269505  
**Attn: Mike Saab, Chief Construction & Property Officer**

**Re: Water and Sanitary Sewer Availability**  
**101 Fieldview, Suites 1 & 2**  
**201 Fieldview, Suites 1 & 2**

Dear Mr. Saab,

This will confirm that Water and Sanitary sewer service is available and currently being served to the above referenced properties. Note that we are unable to certify whether the depth/elevation and/or size/capacity of the existing MUB facilities are adequate to serve any future proposed structure. A water and/or sewer main line extension may be required per applicable PSC Rules and Regulations. 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 ½-inch); \$2,000.00 (2-inch) / \$350.00 (3/4-inch up to 2-inch) CV (Pick One) 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.

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.

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 "D. Bragg", is written over the typed name.

David L. Bragg  
Senior Engineering Technician

\\nubfs6\cndata\Eng\Enclend\Estimates\~ AVAILABILITY\2026\Glenmark Holding, LLC\_101 & 201 Fieldview\_Avail.doc