



**DEVELOPMENT SERVICES  
PLANNING DIVISION**

# The City of Morgantown

389 SPRUCE STREET  
MORGANTOWN, WEST VIRGINIA 26505  
(304) 284-7431 TDD (304) 284-7512  
[www.morgantownwv.gov](http://www.morgantownwv.gov)

June 21, 2021

**RE: V21-17 / Glenmark Holding, LLC / 225 Don Knotts Blvd. and 245 University Ave. (Don Knotts Blvd.)**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

Glenmark Holding, LLC has submitted a variance petition for property located at 225 Don Knotts Blvd. and 245 University Avenue (Tax District 9, Tax Map 49, Parcels 1, 25 and 25.1). A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this petition at a public hearing on **Wednesday, July 7, 2021 at 6:30 p.m.** To prevent the spread of the COVID-19 virus, this meeting will be conducted by electronic means. Please visit the following website approximately one week before this hearing for instructions on how to view and access this hearing: <http://www.morgantownwv.gov/>

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**Project Description:**

The petitioner seeks variance from Article 1367 concerning parking lot landscaping requirements.

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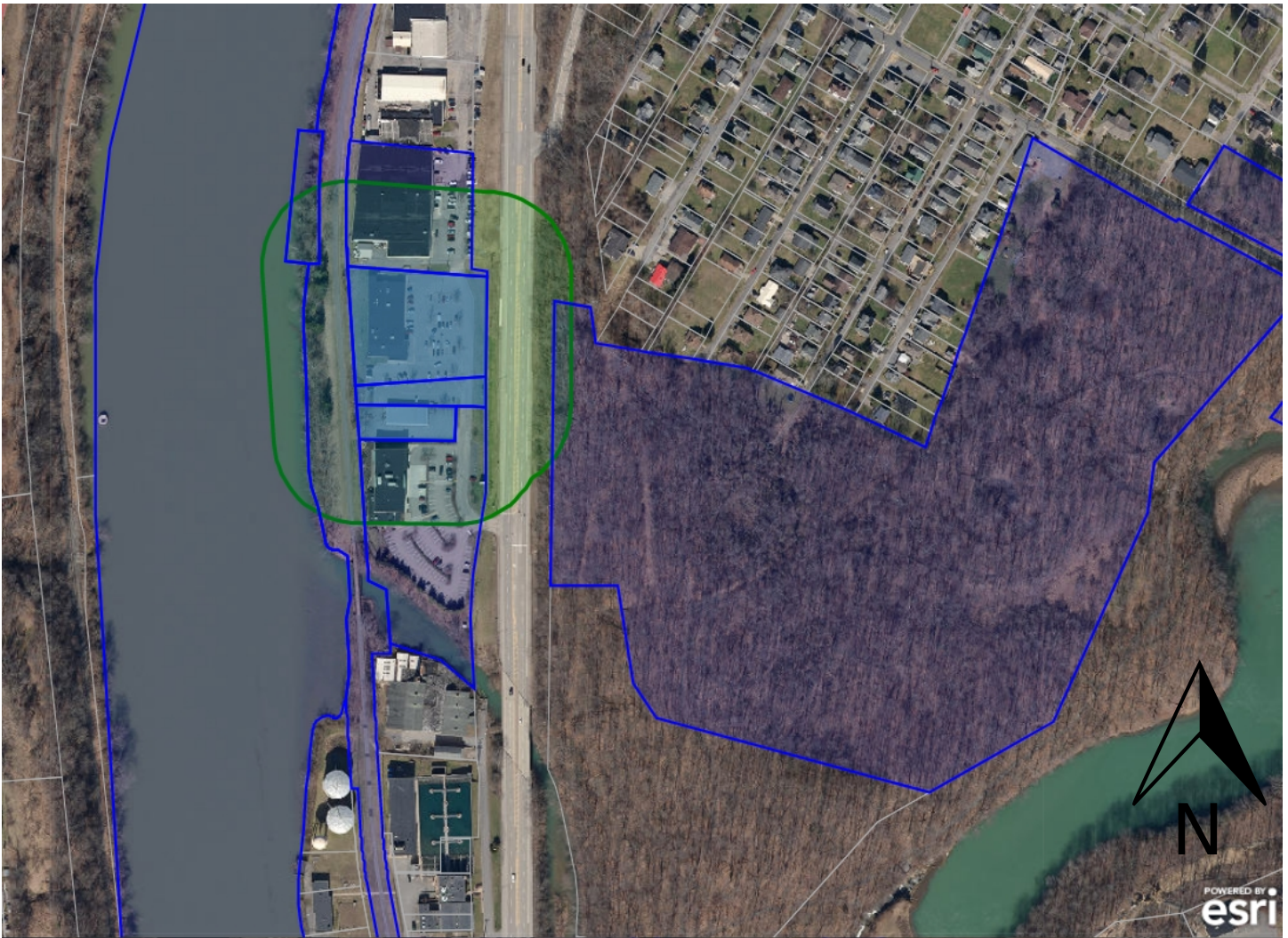
Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to [bmcDonald@morgantownwv.gov](mailto:bmcDonald@morgantownwv.gov). Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, [www.morgantownwv.gov](http://www.morgantownwv.gov), approximately one week before the hearing.

Respectfully,

Rickie Yeager, AICP, EDFP  
Development Services Director

**V21-17 / Glenmark Holding, LLC / 225 Don Knotts Blvd. and 245 University Avenue**



Members of the public may participate in an existing case before the **Board of Zoning Appeals** in several ways:

- Provide a written submission (evidence such as reports, photographs, etc.) while the record is open. Evidence supporting the granting or denial of an application may be submitted to the Office of the Planning Division up to five (5) days prior to the public meeting. Written evidence submitted after the deadline cannot be considered by the BZA unless the BZA finds good cause exists to admit additional evidence at the time of the hearing.
- Provide written comments for the public hearing. Written comments may be submitted to the Office of the Planning Division prior to the public meeting OR by presenting them to the BZA Chair at the hearing. Written comments that are lengthy but not considered evidence can be submitted up to five (5) days prior to the public meeting to allow ample time to distribute them to members of the BZA with sufficient time for review.
- Offer testimony during the public hearing portion at the BZA meeting. All speakers are limited to five (5) minutes. If there is a large number of speakers, including many who are part of groups or organizations, the BZA Chairperson may, to avoid repetitive comments, elect to ask a representative to speak on behalf of the group or organization.