



**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

December 8, 2022

RE: CU 22-06 / Zahan / 3473 Collins Ferry Road

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 Board of Zoning Appeals.

Tania Zahan has submitted a Conditional Use Permit petition for property located at **3473 Collins Ferry Road**. A map is enclosed illustrating the location of the subject site. The **Board of Zoning Appeals** will consider this petition at a public hearing on **December 21, 2022 at 6:30 p.m.** The meeting will be held in the **Monongalia County Commission Chambers, 2nd Floor, 243 High Street, Morgantown, WV.**

Project Description:

Petitioner seeks Conditional Use Approval for a "Class II Day Care" establishment to provide care for between four to 12 children at their residence. Because the petitioner will be operating the day care out of their residence, the Board of Zoning Appeals must approve the Class II Day Care Home Occupation Permit as required by Article 1331 of the City's Planning and Zoning Code in the R-1, Single Family Residential District.

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. 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 approximately one week before the hearing.

Sincerely,

Rodney Bohner
Senior Planner

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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.