



MORGANTOWN
DEVELOPMENT SERVICES

304-284-7431
Morgantownwv.gov
430 Spruce St.
Morgantown, WV 26505

February 2, 2025

Re: VAR25-113 / Garret Lane / 371 Mansion Ave

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.

Garrett Lane has applied for variance relief for the property located at 371 Mansion Ave. A map is enclosed with this letter illustrating the location of the subject site (highlighted in light blue).

The Board of Zoning Appeals will consider this petition at a public hearing on **Wednesday, February 18, 2026, at 6:30 p.m.** The public hearing will be held in **Morgantown City Hall – City Council Chambers, 389 Spruce Street (2nd Floor), Morgantown, WV.**

Project Description:

The petitioner seeks variance relief from Section 1365.04. of the City's Planning and Zoning Code regarding off-street parking; City Tax District 13 (Fifth Ward), Tax Map 21, Parcel 105; R-1A, Single-Family Residential District.

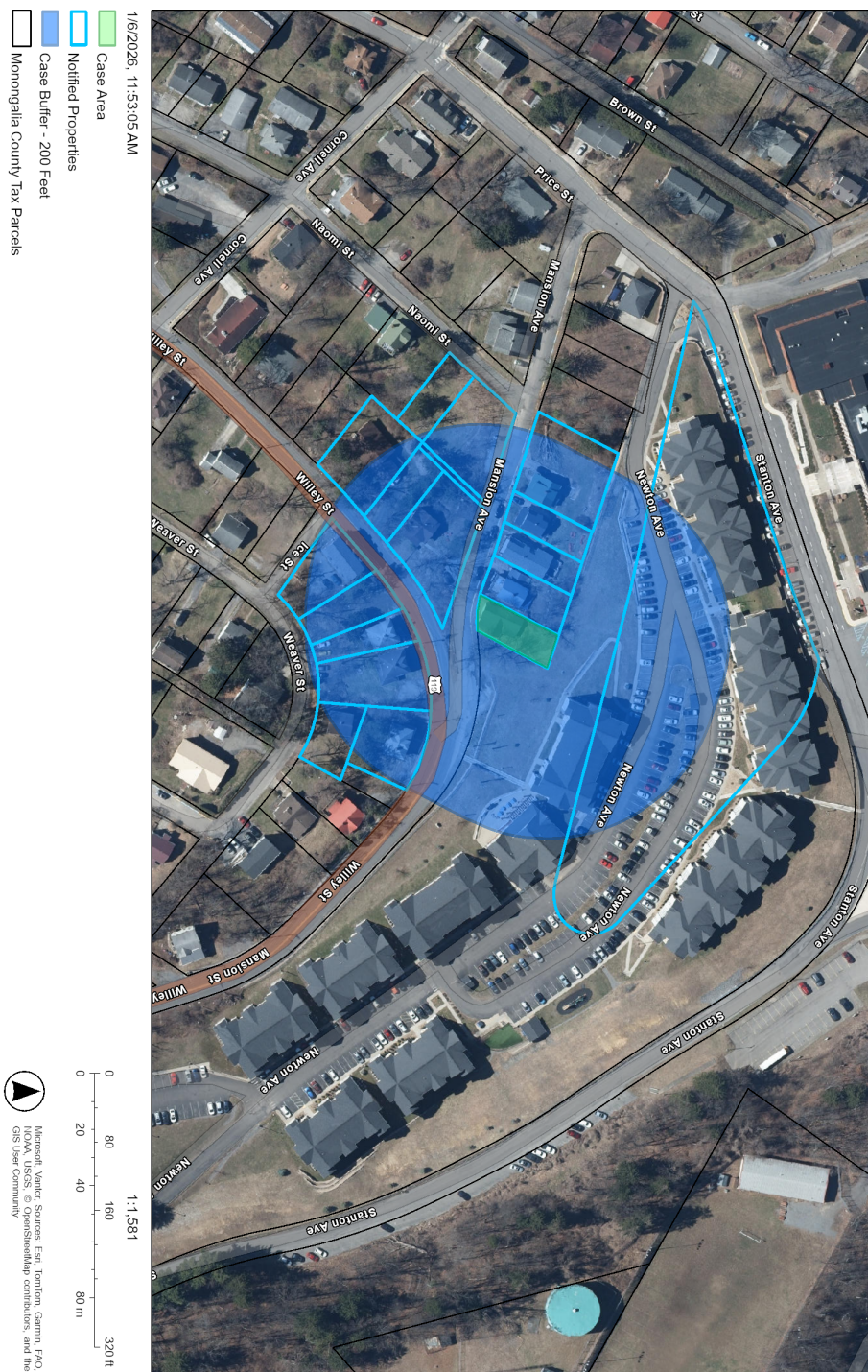
Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email sthompson@morgantownwv.gov. Written comments may be submitted to this email address or by mail to the Planning Division at 389 Spruce Street, Morgantown WV, 26505.

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,

A handwritten signature in black ink that reads "Sailor Thompson". The signature is written in a cursive, flowing style.

Sailor Thompson, Zoning Administrator
Development Services



VAR25-113

Source: City of Morgantown – ArcGIS

Members of the public may participate in an existing case before the Board of Zoning Appeals (BZA) 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.