CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • MAY 27, 2025

Commission/Board Meeting | **CITY HALL** | **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : Draft Minutes - April 28, 2025
04-28-25 PC MINUTES_DRAFT.pdf

3. UNFINISHED BUSINESS

3.1 : *Commission Review*: *BR2025-01* -Norborne Glebe Phase 14B Performance Bond Release
1. Staff Report.pdf
2. 2025-04-30_KH Review.pdf

4. NEW BUSINESS

4.1 : **Public Hearing**: *SLD2025-06* - Huntfield Master Plan Final Plan Amendment
1. Staff Report.pdf
2. Application.pdf
3. Narrative.pdf
4. Current Master Plan.pdf
5. Revised Master Plan.pdf

4.2 : **Public Hearing**: *SLD2025-04* - Vinton-Hayes Sketch Plan
1. Staff Report.pdf
2. Application.pdf
3. Plan.pdf
4. KH Review.pdf

4.3 : **Public Hearing**: *ANX2025-01* - 54 Federal Way Annexation *Request*
1. Staff Report.pdf
2. Application.pdf
3. Petition - Quijadas.pdf
4. Petition- Romero.pdf

4.4 : *Commission Review*: *SLD2025-05* - Thomfair Self-storage facility
1. Staff Report.pdf
2. Application.pdf
3. KH Review.pdf
4. Plan Set.pdf

5. ADJOURNMENT

6. **NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/**

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 05/27/25
Department: Planning Commission
Category: Report
Initiator:

Draft Minutes - April 28, 2025

ATTACHMENTS:
- 04-28-25 PC MINUTES_DRAFT.pdf

CITY OF CHARLES TOWN

PLANNING COMMISSION •
MINUTES April 28, 2025

Committee Meeting **CITY HALL** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Ann Paonessa - Chair
Jessica Derr
Zakhary Dunning
Jeff Hynes

Kevin Long - Absent

James Newman, City Staff - Zoning Administrator

2. APPROVAL OF MINUTES

2.1: Regular Session Minutes of March 24, 2025

Motion to approve the minutes.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Dunning, Hynes, Paonessa

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

4.1: Public Hearing: *SLD2025-02: – Norborne-Glebe Subdivision Phase 16 – Sketch Plan*

Staff presentation

Applicant Michael Hummel was present and stated he could address any questions.

Motion to open public hearing:

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Dunning, Hynes, Paonessa

Robin Huyett Thomas, adjacent property owner at 165 Sesame St, requested where she can find the construction schedule for the phases of construction. She further stated the land

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has been cleared for Phases 13 and 16 and she would like to know the timeframe of construction.

Brady Burke, 943 Barksdale Dr, stated when he purchased his property and spoke with the sales representative regarding the buildout across the property lines; he was told the new construction would be at least 160 feet from the power lines, however the new drawings show the development will be closer. He spoke regarding health issues surrounding power lines. He stated he has an issue with the fill dirt that has been piled up behind his house, the trash that blows from the construction sites and other issues. He requested that the developer take responsibility for the trash.

Motion to close public hearing:

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Dunning, Hynes, Paonessa

Michael Hummel spoke regarding the timeframes of construction to address Ms. Thomas' concerns. He addressed the changes in the proposed design. He stated they are saving the entire tree line surrounding Phase 16 and will buffer where there are few or no trees. For the viewshed concern, the elevation is significantly lower in Phase 16, therefore the houses on Barksdale Dr will be much higher in elevation. He stated the space between the new Phase and Barksdale Dr, house to house, is 300' but if the power lines were not there, they would be right behind the other homes.

PC discussion.

Motion to approve the sketch plan:

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Dunning
AYES:	Derr, Dunning, Hynes, Paonessa

4.2: Public Hearing: *SLD2025-03 – 231 N Samuel St – Sketch Plan*

Staff presentation.

The Commission discussed the parking requirements.

Motion to open public hearing:

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Dunning
AYES:	Derr, Dunning, Hynes, Paonessa

No comments.

Motion to close public hearing:

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Dunning, Hynes, Paonessa

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Motion to approve the sketch plan with a condition:
1. The utility pole shown on the sidewalk shall be relocated off of the sidewalk.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Dunning, Hynes, Paonessa

4.3 Commission Review: *SLD2025-04: Vinton Hayes – Sketch Plan Completeness Check*

Staff presentation.

The board discussed the sidewalk requirements, the Augustine Avenue trail, and the applicant's traffic impact study.

Applicant Jim Perry of Elm Street Communities, spoke about the sidewalks and the City's trail project. Spoke about the amenities to be dedicated to the City. Stated that the other open space areas would be dedicated to the residents of the development, including the pool area.

Motion to accept the Vinton Hayes Sketch Plan as complete, with a condition;

1. That a sidewalk be installed along Augustine Avenue for the complete road frontage along Augustine Avenue of this site.

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Dunning, Hynes, Paonessa

4.4 *Commission Review**: SLD2023-07: Happy Retreat – Sketch Plan Extension Request***

Staff presentation.

Motion to approve the Happy Retreat Sketch Plan Extension for a period of one year from the date of the meeting:

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Dunning, Hynes, Paonessa

4.5 *Commission Review**: BR2025-03: Norborne Glebe Ph 11 – Bond Initiation***

Staff presentation

The Commission questioned which phase would include the trails. Applicant clarified that it would be Phases 12 & 13.

Motion to approve the Norborne Glebe Phase 11 Bond Initiation:

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Dunning
AYES:	Derr, Dunning, Hynes, Paonessa

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4.6 ***Commission Review****: BR2025-04: Norborne Glebe Ph 12*

Staff presentation.

Motion to approve the Norborne Glebe Phase 12 Bond Initiation:

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Hynes
AYES:	Derr, Dunning, Hynes, Paonessa

4.7 ***Commission Review****: BR2025-05: Norborne Glebe Ph 13 – Bond Initiation*

Staff presentation

Motion to approve the Norborne Glebe Phase 13 Bond Initiation:

RESULT:	**Approved**
MOVER:	Hynes
SECONDER:	Derr
AYES:	Derr, Dunning, Hynes, Paonessa

4.8 Commission Review: BR2025-06 – Huntfield – Bond Extension Request

Staff presentation.

Applicant Dan Ebersole of DRB explained the timeframes for remianing construction.

PC discussion.

Motion to approve the bond extension request to include the bonds for Ph 5a and the Rec Center with an expiration date of April 13, 2026:

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Dunning
AYES:	Derr, Dunning, Hynes, Paonessa

4.9 Staff Update: Zoning and Subdivision Ordinance Rewrites – Status

Staff presentation.

PC discussion. Commissioner Derr brought up two (2) errors in the minutes from March. Request to correct the approved meeting minutes for March 24, 2025 to include the 4th condition for Huntfield and to correct the fence height from 6’ to 8’:

RESULT:	**Approved**
MOVER:	Derr
SECONDER:	Dunning
AYES:	Derr, Dunning, Hynes, Paonessa

5. ADJOURNMENT

Meeting adjourned at 8:26 pm.

RESULT:	**Approved**
MOVER:	Dunning
SECONDER:	Hynes
YES:	Derr, Dunning, Hynes, Paonessa

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Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 05/27/25
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Commission Review: *BR2025-01* -Norborne Glebe Phase 14B Performance Bond Release

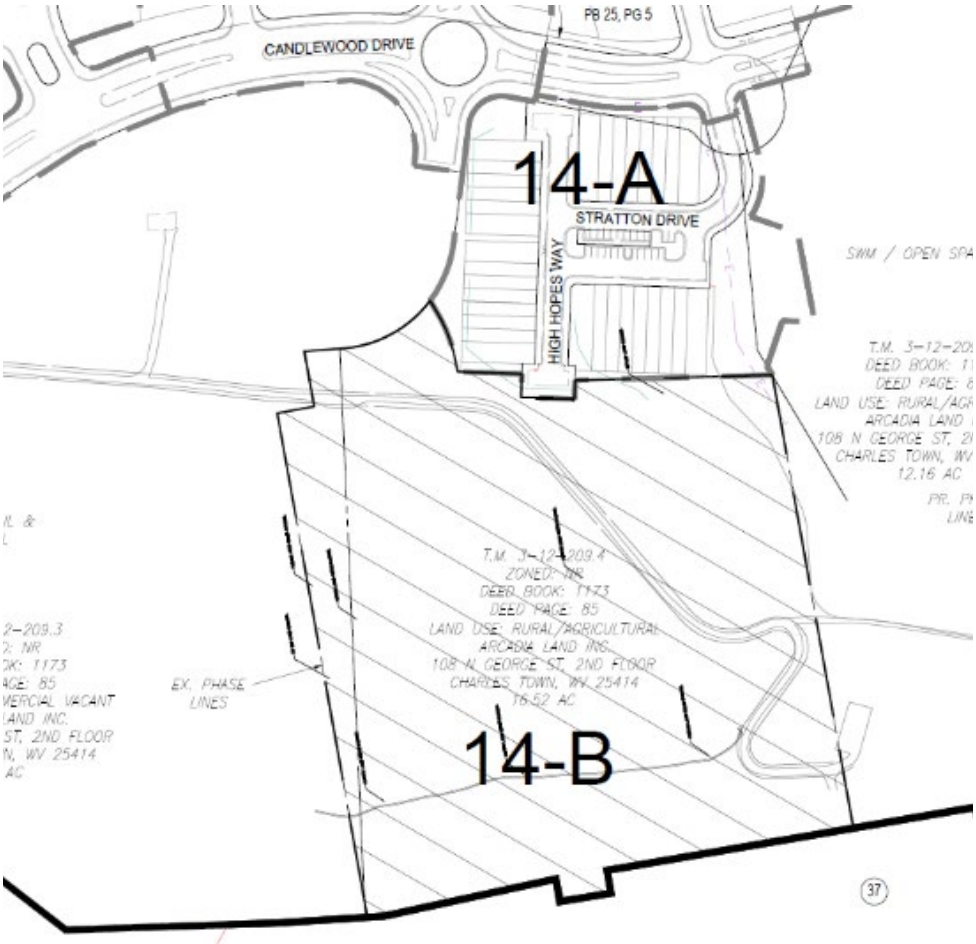
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. 2025-04-30_KH Review.pdf

Bond Release Request
BR2025-01

Date: For the May 27, 2025 Planning Commission Meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond release of $942,473.00

Norborne Glebe Phase 14B



BACKGROUND
The applicant is requesting a bond release of the **performance and land disturbance bonds.** The Final Plat was approved by the City in June 2022.

Performance Bond: $819,036
Land Disturbance Bond: $123,437

This request was heard by the PC at their March 24, 2025 meeting. The Commission tabled action on the bond until an issue with the number of street lights was resolved. The issue has since been fixed.

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond release is reasonable based on the work completed, and recommends approval of the request.

STAFF RECOMMENDATION
Recommend approval of the release to City Council.

Kimley»Horn

Memorandum

To: Daniel Murphy
Project Manager
Greenway Engineering
704 Foxcroft Avenue
Martinsburg, WV 25401

From: Mark Phillips, P.E.

Through: James Newman
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: April 30, 2025

Subject: Norborne Glebe Subdivision Phase 14B Revised Bond Release Request

This memorandum summarizes our review of the Revised Bond Release Request for the Norborne Glebe Subdivision Phase 14B Bond Release application (dated April 21, 2025, prepared by Arcadia Land, Inc) for a bond release (Performance and Land Disturbance) of $819,036. Using the Final Subdivision/Land Development Plat dated July 25, 2022, and a site visit conducted on February 10, 2025, we have no further comments.

Kimley-Horn finds the bond release request to be in conformance with the plans and materials provided by the Applicant and recommends approval of the release request.

Thank you for the opportunity to review this Bond Release Request. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/27/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *SLD2025-06* - Huntfield Master Plan Final Plan Amendment

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Narrative.pdf
- 4. Current Master Plan.pdf
- 5. Revised Master Plan.pdf

Final Plans Change Review

SLD2025-06

Date: For the May 27, 2025 Planning Commission meeting
Applicant: Matthew Monahan on behalf of DR Acquisitions LLC
Property Owner: DR Acquisitions LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Amending Final Plans
Property Location: Huntfield Community
Current Zoning: Neighborhood Residential (NR)

PROJECT OVERVIEW

Request by DR Acquisitions to modify a final plan for Huntfield Master Plan. The changes alter the road layout and unit type.

FINAL PLAN – APPLICATION REVIEW DIVERGENCE

This item is presented to the public and the Planning Commission under Subdivision Ordinance Section 1332.09, *Amendment of Approved Final Plan and Plats*, specifically under section 2. That Code language states:

2. *If the amendments and changes proposed in an application do not qualify for approval by the Subdivision Administrator under the test in Section 1332.09(B)(1), then the Planning Commission shall consider the application to amend after a publicly-noticed public hearing. The Planning Commission may approve, approve with conditions, or deny the proposed amendment. The proposed amendment will be approved if it meets all requirements of this Ordinance. Upon such approval, the revised Final Plat shall be stamped and signed on behalf of the Planning Commission and thereafter recorded as the Final Record Plat.*"

MASTER PLAN

The Master Plan for Huntfield was approved by the City on April 12, 2005. It calls for the development of 998 acres with 3,200 dwelling units, split into the following:

A. 1,283 single-family homes
B. 692 townhomes
C. 381 Multi-family units
D. 800 Age-Restricted single family homes
E. 44 Live/Work units

The total area dedicated to residential uses (including streets) was 612.9 acres, and the overall residential density was 2.5 units per acre (calculations for the amounts can be found on the plan set cover sheet).

PROPOSED CHANGES

The applicant proposes the following changes:

Master Plan: Changing to show the existing road alignment.
Phase 2D: Changing single-family homes to townhomes
Phase 3F: Changing single-family homes to townhomes
Phase 4: Swapping the location of some townhome and single-family homes
Phase 5B: Changing to show the existing road alignment.

The purpose of the plan amendment is to reconcile the changes between the 2005 Master Plan and the subsequently approved plan sets, waivers, and construction work, as well as to meet what the applicant cites as market-driven demand for additional townhomes. The changes will incorporate more rear-loaded townhomes into all phases of site development. The applicant will craft plan sets that follow the pattern of townhomes facing townhomes and single-family units facing other single-family units.

Sheet by Sheet Revision Summary

Sheet #1 Coversheet & Narrative
· Updates to: Owner / Developer, Title Blocks & associated project list

Sheet #2 Status & Typical Road Sections
· Reorganized the sheet layout and added road sections that matched existing conditions.

Sheet #3 Circulation & Open Space
· Reconciled road network and land bay uses to match existing conditions

Sheet #4 Schematic Comparison
· Updated underlying road network & land bays to match existing conditions

Sheet #5 Overall Site Conditions
· Reconciled road network and land bay uses to match existing conditions

Sheet #6 Phasing & Proffer Exhibits
· New Sheet to show the new Phasing limit and Proffer Zone E

CONDITIONS OF ANNEXATION

The most recent set of Conditions of Annexation were approved by City Council on April 19, 2024. The conditions, with staff comments pertaining to this plan change request in red, are here:

l} EDUCATION- Huntfield, proffers to dedicate up to 17 acres of land to Jefferson County Board of Education. The land proposed to be donated to the Jefferson County Board of Education shall be identified via conceptual plan within one (1) year of the effective date of this document. – Identified on plan set

2) TRANSPORTATION- Huntfield, will maintain its commitment to participate with the West Virginia Division of Highways and other developments to pay for Huntfield's pro rata share of required road improvements directly attributable in part to Huntfield. – Not affected by the requested changes

3) HISTORY- Huntfield proffers to provide any historic or archeologic reports and studies, as required by the State Historic Preservation Office, Division of Culture and History. – Not affected by the requested changes

4} SOILS- "Huntfield proffers to identify and remediate any known environmental conditions in any manner, method or process that meets or exceeds West Virginia Department of Environmental Protection (WVDEP) de minimus soils standards and provide the report/documentation to the purchaser indicating proper soil remediation no later than at each home settlement. – Not affected by the requested changes

5} OVERALL PLANNING

a) Huntfield proffers to actively participate with the City and adjacent landowners in the comprehensive planning, preservation, and development of the Old Route 340 corridor between Huntfield's boundaries and Evitt's Run. – Not affected by the requested changes

b) Huntfield proffers to construct a 8' hiker/biker trail in a location in accordance with the Master Plan and within a timeframe in accordance with the mutual agreement of the city and Huntfield.

i) A contiguous sidewalk system from Huntfield to the Augustine Avenue Trail shall be constructed. –The Sept. 2009 approved plan set for Phase 5B does not have a road connection to Augustine Avenue. There is currently no sidewalk along Prospect Hill Blvd. The applicant states that they will provide an exhibit showing sidewalks along homes fronting the Blvd.

c) Huntfield proffers continued participation and coordination with the Eastern Panhandle Transportation Authority (EPTA) to provide bus service between Huntfield and downtown Charles Town, and any other major Charles Town developments. Huntfield shall further present development site plans which incorporate shuttle stops and other appropriate shuttle infrastructure in the Huntfield project. – Not affected by the requested changes

d) Within 12 months of the full execution of this proffer amendment, Huntfield shall collect and distribute community information and future traffic volume projections and relevant data to the City, to incorporate into other/future traffic studies conducted by others.– Not affected by the requested changes

i) Additionally, Huntfield shall cooperate with the City to provide all necessary construction easements or Right of Ways for current and future planned trails, walkways, and pedestrian crossings. – Not affected by the requested changes

e) Lord Fairfax Street shall be developed as an alternative access point pursuant to the Huntfield Overall Composite Schematic plan with City of Charles Town Planning Commission approval date of April 12, 2005 (PREL-20107). – Not affected by the requested changes

6) OTHER CONTRIBUTIONS- To offset its proportionate share of the costs of capital improvements and operating expenses brought about by the development of Huntfield, Huntfield proffers to pay the city the following per unit proffer fees:

a) The City shall collect $2,448 per single family, townhome or attached villa style dwelling unit, or any other style residence approved for permit, to be used for public facilities, infrastructure, and other improvements within the City. This monetary proffered fee shall be separate and exclusive of any County imposed Impact Fee. The City Fee shall be paid at Building Permit application for each dwelling unit. – Not affected by the requested changes

b) Huntfield proffers to dedicate to the City up to 10 (ten) acres of improved (utilities and hard surface road frontage) but vacant land, for the use and benefit of the City for the purpose of constructing, operating, and maintaining municipal facilities. – Not affected by the requested changes

7) CONDITIONS OF DEVELOPMENT OF PHASE I - The foregoing proffers are conditioned upon the following:

a) Current plans being processed in the County will be administered under the NR Zoning Ordinance, and accepted as currently designed, by the City with the following conditions: – Not affected by the requested changes

i) Minimum lot width shall be reduced to 50 feet at the street.
ii) Minimum lot area shall be reduced to 5,000 square feet.
iii) Front yard setback shall be 25 feet from the edge of pavement.
iv) Encroachment within the front yard setback shall be no more than 30% or 8.34 feet.
v) Side yard setbacks shall be reduced to 5 feet minimum.
vi) No setback from the property line for accessory structures shall be required.
vii) Minimum paving width shall be 24 feet.

b) All plans submitted to the City for development within Huntfield beyond Phase I shall continue to be administered and processed under the NR Zoning Ordinance

with the above- listed conditions until such time as the City has created and adopted the new zoning classification pursuant to its Resolution and Annexation Agreement. –All areas not subject to an approved final plan must still go through the planning review process.

8) CONDITIONS OF OVERALL DEVELOPMENT

The City and Huntfield agree to the following performance, design standards, and modifications to the Neighborhood Residential zoning regulations:

The foregoing proffers are further conditioned upon the following:

a) To allow the development of not more than 3,200 homes with the Property, according to "Neo Traditional and New Urbanist Planning Concepts." *(While Neo-Traditional Development often features primarily rear loaded homes, the intent of this agreement* is *to allow front loaded* homes *in designated areas* so *long* as *the development,* as *a whole,* is *in keeping with Neo-Traditional design including, but not limited to, walkability, connectivity, mixed-houses, quality architecture and design, urban design, increased density, and open space.*) Note, this is not an all-inclusive or exhaustive list of the characteristics of neo-traditional style but is used to illustrate the larger development style. All plans for the development of the Property now and in the future may be administered, at the option of Huntfield, under the Neighborhood Residential zoning classification with the following conditions: – The 3,200 cap is not changed by the request.

b) The minimum 200,000 square feet of commercial, retail or office space proffered by Huntfield shall satisfy all requirements for land are devoted to office and/or commercial. This agreement does not preclude Huntfield from developing commercial/retail/office space beyond the 200,000 square feet requirements; - Not affected by the requested changes

c) Huntfield will dedicate 15% of the total land area to open and recreational space. All active and passive recreational facilities provided in Huntfield shall be credited towards the 15% open space requirements specified herein. In addition, Huntfield will provide a minimum SO- foot buffer on either side of Bullskin Run measured from the edge of the stream bank and a landscaped 50-foot buffer along major highways (i.e. US Route 340, 340 Bypass, WV Route 9). – Not affected by the requested changes

d) Maximum Building Heights shall be as follows:

i) Single Family Detached - 45' (forty-five feet), but not more than (3) three stories– Not affected by the requested changes

ii) Townhouse - 45' (forty-five feet), but no more than **4** (four) stories Multi-Family - 55' (fifty-five feet), but not more than 4 (four) stories– Not affected by the requested changes

iii) Office, Commercial, Civic and Mixed Use - 60' (sixty feet), but not more than (5) five stories – Not affected by the requested changes

e) Minimum Lot Widths shall be as follows:

i) Single Family Detached - 50' (fifty-feet), however 45' (forty-five feet) for Active Adult Community (development) – Not affected by the requested changes

ii) Townhouses - Mix of 16' (sixteen feet) to 24' (twenty-four feet); – Not affected by the requested changes

f) Minimum Lot Sizes shall be as follows:

i) Single Family Detached - 5,000 (five thousand square feet), however 4,500 (forty-five hundred square feet) for Active Adult Community (development) – Not affected by the requested changes

ii) Townhouses -1,600 square feet; – Not affected by the requested changes

g) Townhouse portions of development shall be permitted to have an area less than five acres; – Not affected by the requested changes

h) Townhouse units shall be permitted at a maximum density of 16 units per net acre; - The Master Plan changes show where townhomes will be located, without changing the density of the townhome areas. Density impact to be determined at time of phase site plan submittal.

i) Multi-family units, as defined in the City's zoning ordinances, shall be permitted within Huntfield consistent with the City of Charles Town Zoning and Subdivision Ordinance requirements. – Not affected by the requested changes

j) The minimum rear yard setback for units with attached rear-load garages shall be 10' (ten feet); – Not affected by the requested changes

k) Alleys may be dead-end streets when intersection would cause a curb cut on a collector street; -Design impact to be determined at time of phase plan submittal. Not affected by this Master Plan change request.

l) l) Alleys may provide lot access and satisfy road frontage requirements when the lots served by those alleys front on open space; -Design impact to be determined at time of phase plan submittal. Not affected by this Master Plan change request.

m) Cul-de-sac streets shall be permitted in limited instances and require approval by the Planning Commission. When allowed, the cul-de-sac terminus shall include a landscaped circle. -Design impact to be determined at time of phase plan submittal. Not affected by this Master Plan change request.

m) The designated Village Center shall be permitted for Central Business District, General Commercial and Neighborhood Residential uses as defined in the present City of Charles Town Zoning Ordinance. The designed Neighborhood Centers shall be permitted for Office Residential, Neighborhood Residential and Neighborhood

Commercial uses as defined in the present City of Charles Town Zoning Ordinance. Future changes in the existing Zoning Ordinances shall be made Applicable to this paragraph. – Not affected by the requested changes

n) In order to allow townhouses to be constructed with both decks and two-car garages, accessory buildings may occupy up to 40% of the rear yard of any townhouse lot. – Not affected by the requested changes

o) The development of gated communities (i.e. restricted access to specific neighborhoods) is not permitted, other than Active Adult Development. – Not affected by the requested changes

p) To enable Huntfield to perform its obligations under the Annexation Agreement, the City shall work cooperatively with Huntfield to ensure that Huntfield may obtain the amount of sewage treatment plant capacity needed to serve the Property at each stage of its development until built out. – The Charles Town Utility Board reviews all plan sets to ensure sufficient capacity

q) In addition to the proffered commitment to approach Pan Tran to provide bus services between Huntfield and downtown Charles Town, Huntfield shall cooperate with any efforts initiated by the City to provide transit services to Huntfield. – Not affected by the requested changes

r) Huntfield will submit a "*Master Schematic Plan*", to City Planning Commission prior to applicable approvals for Phase 4 of the development that incorporate the "*Neo Traditional and new Urbanist Concepts*" and an exhibit illustrating the location, total land area and public accessibility of proposed recreational and open space. Subsequent site plans submitted to support this Master Schematic Plan will provide the detailed design and concepts as they relate to street and block networks; an interconnected pedestrian sidewalk and trail system; landscape screening, buffers and design consideration to mitigate the visual impacts of parking lots; street and parking lot landscaping using the West Virginia Division of Forestry's Recommended Trees for City and Communities publication as the species guide; and design and pedestrian attributes as related to the Village Center, major civic and public use buildings should be located in or adjacent to the village and neighborhood centers or adjacent to the civic green, square or park in the village center. Public space components and civic buildings should terminate vistas whenever possible. Public and civic use buildings may front on open spaces such as parks and greens. – Proposed changes in this application are made to update to existing builds and approved plans.

s) Garage Configuration:

The areas shaded and/or hatched and noted in Exhibit A as Zone 1, Zone 2, and Zone 3 are subject to specific garage configuration conditions as follows:

i) **Zone 1:** The use of rear entry, alley access parking or rear-loading detached or attached garages for residential garage parking is required. The homes in Zone 1 must provide parking to the rear of the home as indicated in Exhibit A.

- Not affected by the requested changes

ii) **Zone 2:** Single family attached or detached residential units with front loading garages or parking (defined as access from street facing front of the home) are permitted without a recessed garage requirement so long as a minimum 25' length minimum driveway is provided extending from back of sidewalk to the front of the garage. Zone 2 includes all land shown/illustrated within Exhibit A. - Not affected by the requested changes

iii) **Zone 3:** Single family attached or detached residential units with front loading garages or parking (defined as access from the street facing front of the home) are permitted without a recessed garage requirement so long as a minimum 25' length minimum driveway is provided extending from back of sidewalk to the front of the garage. Zone 3 includes all the land as noted (and not illustrated) within Exhibit A to include the remaining 481.25 deeded acres to the northwestern side of railroad tracks. - Not affected by the requested changes

v. Community Pool and Associated Facilities: - Not affected by the requested changes

iv) Huntfield proffers the design, permitting, and construction of a community swimming pool, pool club house with bathroom facilities and associated parking lot in similar layout
and conformance with the Huntfield Recreation Center preliminary plans (PP-20125).

(1) Community Pool shall be a minimum of 4,500+ /sf, inclusive of access steps, 3' shallow end and up to 8' deep end, and a 800+ /sf Children's pool.

(2) Single Story Pool clubhouse (min 2,100/sf) with men's and women's restroom, locker room, and changing room facilities.

(3) Parking area consistent with approved preliminary plans.

(4) Pool and associated land and facilities shall be dedicated to HOA upon completion (defined as issuance of Use & Occupancy Permit) and before use by any residents. HOA shall furnish, supply, operate, and manage facilities from acceptance of facility without financial assistance or contribution from Developer or City.

(5) The Pool, Clubhouse and all associated site work shall be complete, dedicated to the HOA, and able to be used by all residents within two (2) years of the effective date of this signed Proffer Amendment.

(6) All basketball courts, recreational equipment and green space shall be built out consistent with the Huntfield Recreation Center preliminary plans (PP-20125). The construction of the basketball courts and recreational equipment shall commence no later than the time the pool dedication occurs to the HOA and completed and ready for usage within one (1) year.

9) ZONING YIELD

a) Approved under the zoning shall be 3,200 residential units of single family detached, single family attached, multi-family, and 200,000 to 1,000,000 square feet commercial, retail, and office development. If desired, Huntfield may produce a market study identifying the potential to increase the total square footage of commercial, retail and office space beyond the required minimum of 200,000 square feet. In order to achieve the desired maximum commercial development of 1,000,000 square feet, the City acknowledges that Floor Area Ratios (FAR's) of greater than 1 or building heights of 75 feet may be considered by the City of Charles Town. – Total unit count not changing; unit type and numbers of each unit is changing.

b) Phasing of development or building permits - No phasing of development or building permits will be imposed with the exception of Article 10.a as outlined herein. (Subject to availability of adequate infrastructure facilities). - Not affected by the requested changes

10) SEQUENCE OF DEVELOPMENT

a) All lots in Zone 1 as defined herein, shall have homes/residences constructed and fully built out prior to any residential construction is permitted to commence in Zone 3 (as defined herein). All land within Zone 2 is specifically excluded from this restriction. - Not affected by the requested changes

SUBDIVISION/LAND DEVELOPMENT ORDINANCE CRITERIA

The Master Plan represents a vision of how the community shall be developed,; it does not layout in fine detail items such as lot line metes and bounds, street tree placement, utility lines, etc. The proposed plan changes do not provide all the technical data required of a standard final site plan (survey marker locations, easement and right-of-way limits, utility line locations, etc…) Those items are not necessary for this plan which is a development concept plan. They are necessary for the development of each phase site plan.

PROPOSED CHANGES BY PHASE

The following changes are requested:

Development Phase and date of Plan Approval	Style of development	Proposed change:
Master Plan, April 2005	Guide to development of Huntfield	Remove re-alignment of Prospect Hill Blvd to match road built during Phase 1, approved July 2002
Phase 2D. No plan set approved.	Single-family homes	Change lots from single-family to townhomes. Approx. 41 lots affected.
Phase 3F. No plan set approved.	Single-family homes	Change lots from single-family to townhomes. Approx. 33 lots affected.
Phase 4. No plan set approved.	Mix of single-family and townhome units	Changing some units from single-family to townhomes and vice-versa. Unit count unknown.
Phase 5B. September, 2009.	Single-family homes	Adjusting the Master Plan to reflect the previously approved plan sets

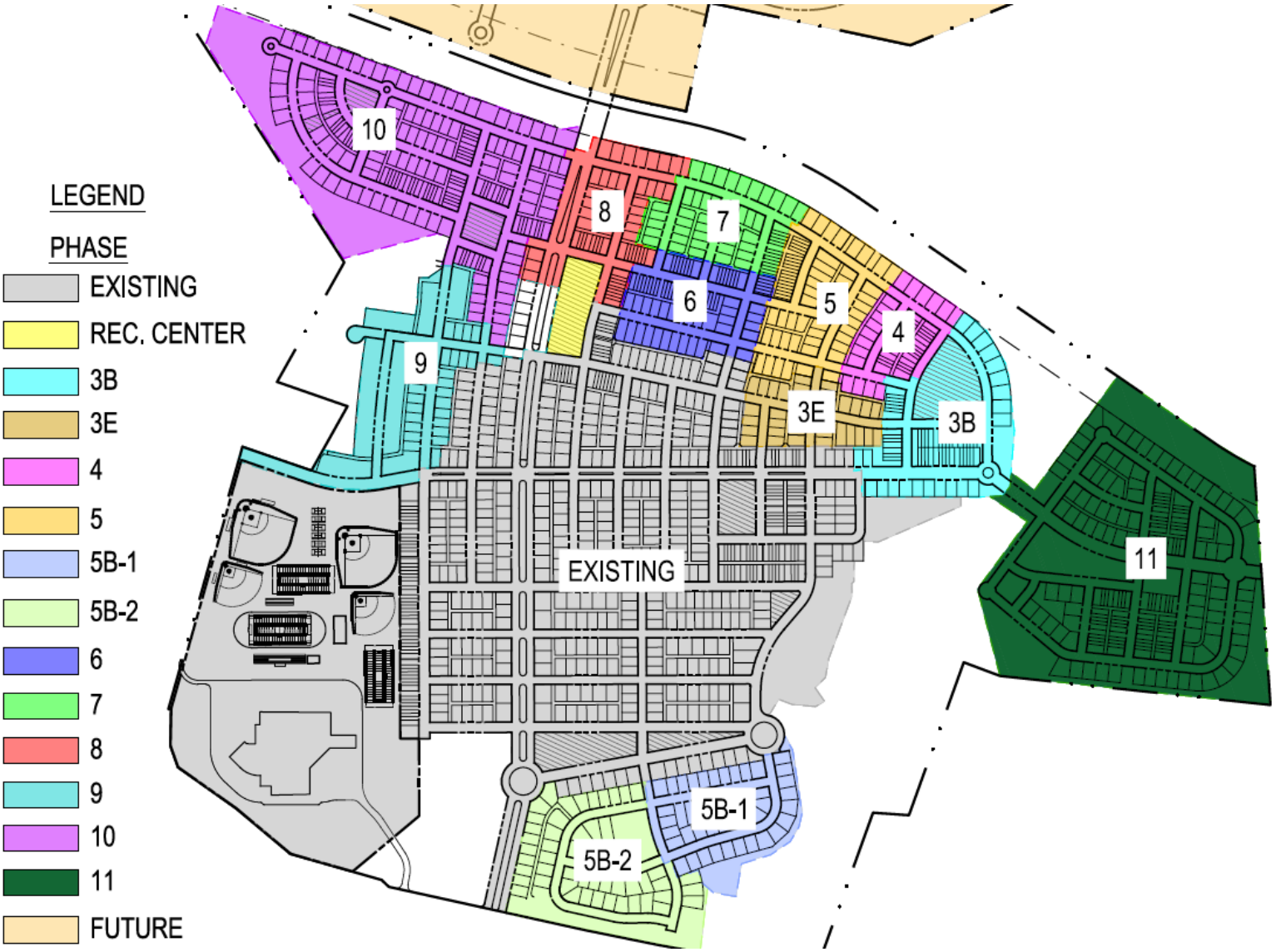
The only phase with a plan set already approved is 5B, approved in 2009. The Master Plan itself was approved in 2005. The proposed changes to phases 2D, 3F, and 4 will be detailed when the site plans for those phases are submitted.

IMPACT ON EXISITNG DEVLEOPMENT

All proposed unit changes (whether from towns to singles or singles to towns) will not occur in any existing blocks. These unit changes are proposed for areas that do not yet have approved plans. The applicant has relabeled the affected phases as:

Previous Phase ID	New Phase ID
2D	9
3F	Split between 6 & 7
4	11
5B	Split between 5B-1 and 5B-2

The phases can be seen in the map on the following page:



The homes most impacted by the potential change are those single-family homes along Colonial Drive, north-west of Lord Fairfax St. The phase behind and to the northwest of those units (Phase 2D/above labelled as 9) is shown as single-family homes on the current Master Plan but is proposed to be changed to townhomes. The other phases being developed (Phase 3F/above labelled as 6 & 7, and Phase 4/above labelled as 11) are separated from existing development by new construction/other planned phases of development.

The proposed changes will shift density from the northern side of the railroad tracks to the southern side of the railroad tracks by adding more townhomes into areas previously master planned for single family homes. The relocation of townhomes to a more central location is in keeping with the neo-urbanist style of development (high-density walkable blocks.) Each site plan is reviewed by the Charles Town Utility Board to ensure they can provide adequate service.

CONCLUSION

The applicant is requesting to modify the 2005 Master Plan to allow for more townhomes in a variety of areas; swapping the location of some single-family and townhomes in Phase 4; and modifying the location of Prospect Hill Blvd (Phase 1) and Burnlea Road (Phase 5B) to match previously approved site plans for those phases.

RECOMMENDATION

Approval subject to conditions:

1. Update the approval date on the Cover Sheet for the conditions of annexation to reference the latest approved Conditions, and to include all Conditions on another sheet within the plan set.

MAJOR SUBDIVISION AND LAND DEVELOPMENT APPLICATION

The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Major S/LD Application as required by Ordinance Section 1332.03.

1. SUBMISSION DATE 5/6/2025

2. APPLICATION TYPE
- ☐ Sketch Plan
- ☐ Preliminary Plan
- ☑ Final Plan

3. FEES

See next page. Fee is comprised of base fee, additional fees, and legal notice fees.

Sketch and Preliminary Plans each require Class I legal notices, first class mail, and public hearing signs. Final plans are reviewed administratively.

4. SUBMITTAL PACKAGE

Please submit a paper application and one paper plan set with at least dimensions of 24" x 36", as well as a plan set in PDF format.

Fee Schedule

1. BASE FEES

- **Sketch/Preliminary** Plan Review - $300 application fee.

- **Final Plan/ Record Plat** Review Fees: $200 application fee

2. APPLICATION FEES

(1) Single principal structure on a single site - $200 filing fee
(2) < 3 Residential Buildings - $200 filing fee
(3) 3 or more Residential Buildings - $500 filing fee plus $50 per building, minimum of $2000 escrow.
(4) Manufactured (Mobile) Home Park - $500 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.
(5) Commercial and Industrial Buildings - $700 filing fee plus $2000 escrow.
(6) Subdivision only – $200 filing fee

Building Addition:
(1.) Less than 2,5000 sq.ft AND less than 50% increase in impervious area - $200
(2.) More than 2,5000 sq.ft OR more than 50% increase in impervious area - $300

3. LEGAL NOTICE FEES

(1). Newspaper public notice:
A. Class I/I-0 Legal Advertisement- - $25 flat fee
B. Class II/II-0 Legal Advertisement - $50 flat fee
C. Class III/III-0 Legal Advertisement - $75 flat fee

(2). Mailed notice:
A. First class mail - $25 flat fee
B. Certified mail - $75 flat fee

(3). Signage:
A. Public notice signage - $10 flat fee

4. ADDITIONAL FEES

These fees may differ between applications depending on the level of analysis required.

- Legal review fees for zoning and site plan reviews will be will be actual costs incurred based on the -legal review.

- Water and Sewer review fees for zoning and site plan reviews will actual costs incurred based on the review.

- Third-party review fees for zoning and site plan reviews will be actual costs incurred based on the review.

3. APPLICANT'S NAME* DR Acquisitions, LLC

Address: 10313 Arnett Dr, Ste 101, Hagerstown, MD 21740

Telephone Number (240) 420-6046

Email Address mmonahan@drbgroup.com

4. PROPERTY OWNER'S NAME DR Acquisitions, LLC

Address: 10313 Arnett Dr, Ste 101, Hagerstown, MD 21740

Telephone Number (240) 420-6046

Email Address mmonahan@drbgroup.com

5. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (list all parcels that apply)

Property Address: _____

Tax Map # and Parcel: 03 11000100000000

Property Area in Square Feet or Acres: 284.98 Remaining Acres

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

6. FEE CALCULATION (Per Fee Schedule)

BASE: _____

APPLICATION: _____

_____

_____

_____

The City will send out invoices for 3rd party review.

LEGAL (**For sketch and preliminary only**)

MAILING TYPE: $25

LEGAL AD $25

SIGNAGE: $10

AMOUNT DUE: $_____

7. DESCRIPTION OF PROJECT AND PROPOSED USE(S) OF THE PROPERTY:

PUD - Schematic Plan Amendment. Reconciling Master Development Plan with approved site plans, record plats, and construction plans from the past 20 years.

8. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

PUD

9. ARE THERE ANY ANTICIPATED WAIVERS OR VARIANCES? IF YES, PROVIDE DETAILS:

No

10. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date
	Huntfield Overall Composite Schematic	Previously Approved	Nov. 2004

11. HAS THE PROPERTY BEEN THE SUBJECT OF ANY COURT ACTION?

☑ No

☐ Yes (Please specify nature of all proceedings and current status)

_____

_____

_____

12. PLAN/PLAT SUBMISSION TO OTHER AGENCIES (Documentation of all required approvals must be attached to this Application or submitted prior to Preliminary S/LD Application approval)

Agency (Specify others as applicable)	Submittal Date	Permit ID/#	Date of Approval/Issuance
City of Charles Town Utility Board			
Jefferson County Addressing Office			
Jefferson County Board of Education			
WV Department of Environmental Protection			
WV Department of Transportation, Division of Highways			
WV State Historic Preservation Office			
WV Office of Environmental Health Services			
U.S. Army Corps of Engineers			
Other (specify each Agency)			

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1332.03 of the Charles Town S/LD Ordinance and relevant provisions of the Charles Town City Code.

Signature of Applicant _____ Date 05/06/20285

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application and specified number of Site Plan copies to the following:

At City Hall:	Or	Via Mail:
Subdivision Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Subdivision Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Paid:$_____ Check No._____

Receipt No._____

Subdivision Administrator Approval/Denial:_____ Date:_____

Planning Commission Approval/Denial:_____ Date:_____

Comments/Conditions:_____

_____

_____

_____

Huntfield

Amended Schematic Plan &
Overall Composite Schematic Narrative
(Date: 3/18/25)

The Huntfield Development dates to 2002 and has gone through two different Proffer Amendments (2004 & 2024). Over that period, The City of Charles Town has approved (7) Site Plans, (2) Site Plan Amendments, (7) Record Plats, (2) Record Plat Amendments. The purpose of this narrative is to summarize the changes from the approved Schematic Plan last updated in the 2005.

The Amended Schematic Plan dated, February 2025, is also referred to as the Master Development Plan. This plan reconciles the Master Development Plan, with the approved Site Plans, Record Plats and Construction Plans from the past 20 years. Overall, the revisions to the Master Development are generally minor in nature and are limited to the land bays areas east of the railroad. The density remained unchanged, and there have been limited adjustments to road network. The typical road sections reflect all the various configurations based on the approved construction plans. The existing condition that depicts the access point to Washington High School and to Land Bay 5B now match the approved construction plans. The Huntfield East Lot Matrix Exhibit identifying Zones 1-3 as modified on 1/4/2024 by The City of Charles Town has been included along with a Phasing Limits Exhibit both of which were not include the previous versions of the Schematic Plan.

The state of the housing market, along with current development and building costs, has created the need to offer multiple product types for different levels of homebuyers. The intent of this plan change is to offer multiple product types in all phases of site development and to avoid only offering one product for multiple consecutive phases. Taking into account existing homes and existing proffers we feel we can achieve multiple products in each phase all while encompassing existing homes with a buffer of no changes. The proposed changes allow for rear-loaded townhomes as well as rear-loaded single family dwellings to be offered in all phases. The areas converted to townhomes are a continuation of existing townhome areas that flow seamlessly by keeping the pattern of townhomes facing townhomes and single families facing single families.

Sheet by Sheet revision Summary:

Sheet #1 Coversheet & Narrative

- Updates to: Owner / Developer, Title Blocks & associated project list

Sheet #2 Status & Typical Road Sections

- Reorganized the sheet layout and added road sections that matched existing conditions.

Sheet #3 Circulation & Open Space

- Reconciled road network and land bay uses to match existing conditions

Sheet #4 Schematic Comparison

- Updated underlying road network & land bays to match existing conditions

Sheet #5 Overall Site Conditions

- Reconciled road network and land bay uses to match existing conditions

Sheet #6 Phasing & Proffer Exhibits

- New Sheet to show the new Phasing limit and Proffer Zone E

OWNER / DEVELOPER

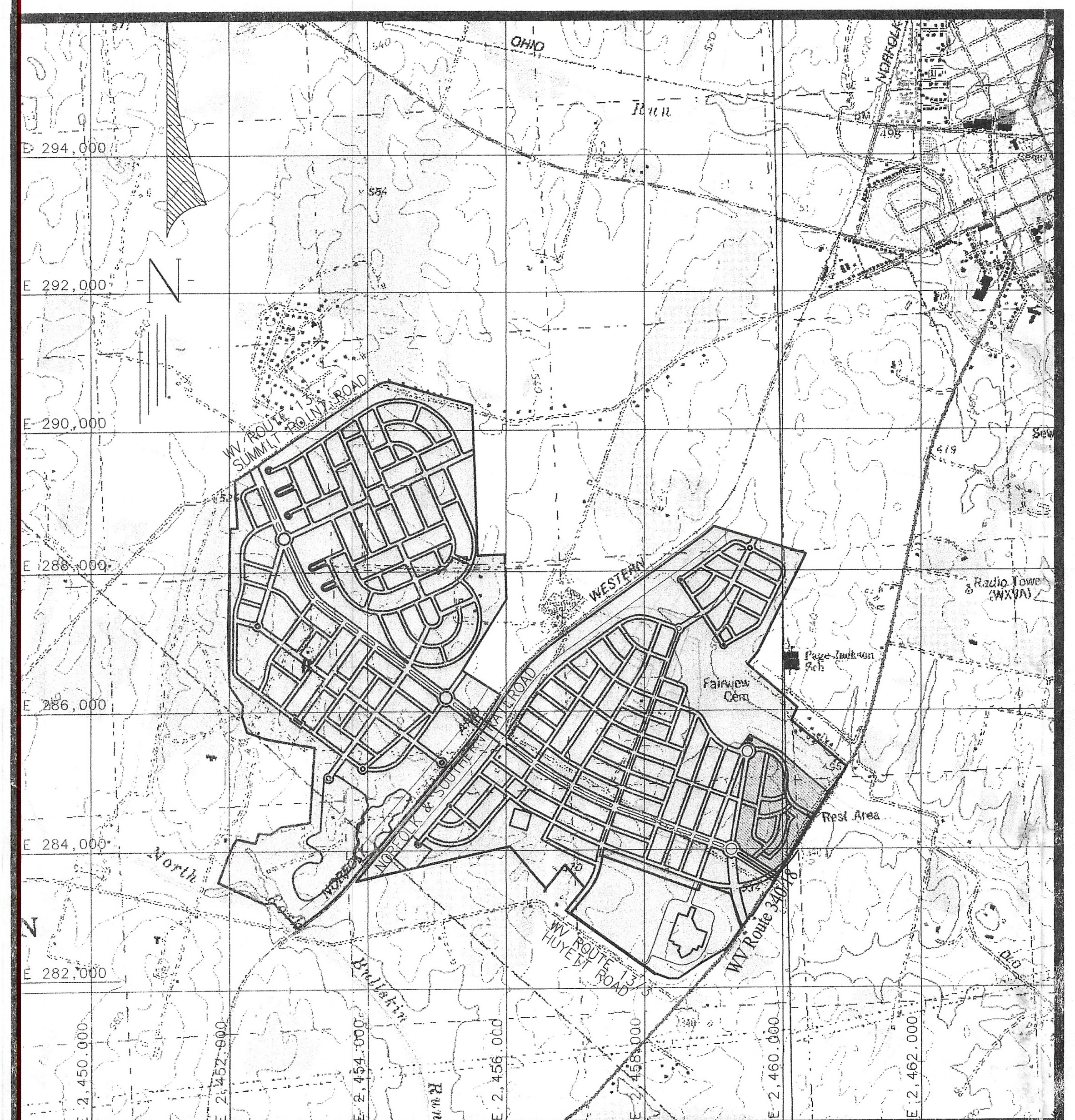
HUNTFIELD, L.C.
8614 WESTWOOD CENTER DRIVE, SUITE 900
VIENNA, VIRGINIA 22182
703-442-8992

SCHEMATIC PLAN
HUNTFIELD - OVERALL COMPOSITE SCHEMATIC

TAX MAP 11, PARCEL 1 & PARCEL 2
HUNTFIELD, L.C. - DEED BOOK 949 PAGE 203
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WV

VICINITY MAP

SCALE : 1"= 2000'



INTRODUCTION

This description and the accompanying illustrative graphics are a part of the Huntfield Overall Composite Schematic for the Neighborhood Residential zoning of Huntfield. This schematic encompasses all existing and future phases of Huntfield North and South of the Norfolk & Southern Railroad. The Overall Composite Schematic includes the previously approved Huntfield Composite Schematic I, which included and superseded the following previously approved schematics: Huntfield Phase 1 Schematic, Huntfield Phase 1&2A Schematic, Huntfield Phase 2B Schematic. The Huntfield Overall Composite Schematic supersedes all previously approved schematics, and all development shall be in conformance with it.

Assuming development proceeds in an orderly fashion, a phasing plan will be submitted to the City of Charles Town within twelve (12) months of the approval date of the Huntfield Overall Composite Schematic. In the event that the development is delayed, an alternate time frame for submittal of the phasing plan will be agreed upon by the City and the Applicant. The phasing plan will be provided for the information of the City and will include information pertaining to construction of community centers and recreational areas to ensure adequate amenities are provided in conjunction with residential areas. Per the Huntfield Proffers, "Huntfield has agreed to approach Pan Tran to provide shuttle service between the Property and downtown Charles Town." Information pertaining to approach of Huntfield to Pan-Tran and potential train commuter service shall also be included in the phasing plan. See the "Traffic Circulation and Analysis" section of this document for additional information to be provided in the phasing plan.

The items included in this Description are organized under the headings of:

- Parcel History
- Schematic Plan Requirements and Submission
- Land Area
- Surrounding Land Use and Existing Streets
- Natural Features
- Zoning Requirements
- Generalized Land Use
- Traffic Circulation & Analysis

PARCEL HISTORY

List all pending or previously approved applications on the subject parcel(s), including previous schematic plan applications if this application is a schematic plan amendment

Application #	Project Name & Phase	Status	Approval Date
	Huntfield Phase I Schematic	Approved	2/11/2002
STPL 2002-0001	Huntfield Phase I (Site Plan)	Approved	6/24/2002
SBRD 2002-0001	Huntfield Phase 1 Record Plat	Approved	7/29/2002
RPOC 2003-0001	Huntfield Phase 1 Record Plat Correction	Approved	Recorded 9/9/2003
	Huntfield Revised Phase 1 & 2A Schematic	Approved	10/22/2002
SPAM 2003-0001	Huntfield Phase I Revised (Site Plan Amendment)		5/28/2003
SBRD 2003-0001/ RPAM 2003-0001	Huntfield Phase 1 Revised Record Plat Amendment	Approved	6/16/2003
SPAM 2003-0002	Huntfield Phase I Block I Revised (Site Plan Amendment)	Approved	10/27/2003
RPAM 2003-0002	Huntfield Phase 1 Block 1 Record Plat Amendment	Approved	1/12/2004
STPL 2003-0001	Huntfield Phase 2A (Site Plan)	Approved	5/28/2003
SBRD 2003-0002	Huntfield Phase 2A Record Plat	Approved	3/30/2004
SCHM 2003-0001	Huntfield Phase 2B Schematic	Approved	2/24/2003
STPL 2003-0006	Huntfield Phase 2B (Site Plan)	Approved	8/5/2004
SBRD 2004-0002	Huntfield Phase 2B Section 1A Record Plat	Approved	5/24/2004
SBRD 2004-0002	Huntfield Phase 2B Section 1B Record Plat	Approved	10/25/04
SCHM 2003-0003	Huntfield Composite Schematic I	Approved	5/28/2003
STPL 2003-0009	Huntfield Phase 3A (Site Plan)	Approved	5/24/2004
SBRD 2004-0003	Huntfield Phase 3A Section 1 Record Plat	Approved	5/24/2004
SBRD 2004-0003	Huntfield Phase 3A Section 2 Record Plat	Approved	6/28/2004
STPL 2004-0006	Huntfield Phase 3B (Site Plan)	In Review	
STPL 2004-0007	Huntfield Phase 3C (Site Plan)	In Review	

SCHEMATIC PLAN REQUIREMENTS AND SUBMISSION

The following table compares submission requirements of the zoning ordinance for Neighborhood Residential schematic plans (@Article 8A c) 1.b.) and items submitted as the Huntfield Overall Composite Schematic.

Table 1

Items Required in the Zoning Ordinance	*HUNTFIELD Item Submitted*
Indicate the existing parcel	*base map with property lines, parcels, sizes*
Natural existing features, contours @ 10' intervals	*topography and natural feature map*
Surrounding uses	*map of surrounding uses and existing streets*
Proposed general land use	*proposed general land use map*
Circulation patterns	*existing permitted/constructed entrances, circulation, open space distribution overlay map*

LAND AREA

The total area of the Huntfield, Overall Composite Schematic within the City is 998.8 acres. This area includes the previously approved Huntfield Composite Schematic I, which contained 313.3 acres.

The existing parcels making up this land are south of the Norfolk and Southern Railroad)

Total north of Norfolk and Southern Railroad = *481.252* Acres
Total south of Norfolk and Southern Railroad = *517.590* Acres
998.842 Acres

SURROUNDING LAND USE AND EXISTING STREETS

Surrounding Land Use

Surrounding land use to the North and across West Virginia Route 13 includes the Locust Hills and Tuscawilla Hills single family subdivision and the Locust Hills Golf Course. North of the railroad to the west is property owned by the Claymont Society for Continuous Education, which contains the Claymont Museum

Existing Streets

Existing streets include Summit Point Road (WV Rt.13), Route *340/18* (Augustine Avenue), and Route *13/1* (Huyett Road). Currently under construction and or built are: Prospect Boulevard, Burnlea Road, Colston Road, Butler Street, Braddock Street, Calmes Street, Bullskin Street, Colonial Drive, Davis Street, and Payne Street. A small portion of Battlefield Drive, Chadwick Drive, Silver Leaf Drive, and Holly Springs Drive are currently under construction and or have been built. All the aforementioned streets were previously approved with the Huntfield Phase 1, Phase 2A, Phase 2B, and Phase 3A construction plans.

NATURAL FEATURES

The property is and has been farmland so there is very little wooded or forested area and none of any quality. The property was farmed as recently as the fall of 2001.

The property has no real prominent features. The site is relatively flat and open through the middle of the property with a wooded area to the west. It has areas of woods, areas of dense thick brush and some high open areas.

The North Fork of the Bullskin Run crosses the property on the southwest and the drain of an unnamed wet weather stream crosses the east of the property.

A portion of the property is located in the FEMA Flood Plain Zone 'A' per FIRM "#540065 0050 C" dated August 2, 1993. However, this portion of the property is not to be developed.

ZONING REQUIREMENTS

Zoning requirements for Neighborhood Residential (@ Article 8A b) 1., 3.-5.) and the general approach to these requirements in the Huntfield Schematic Plan are presented in the following table.

Table 2 (Note: Acreages shown are approximate. Actual areas to be determined at the time of recordation of the record plat pertaining to each Phase of the development. All areas shall be in general conformance with the Overall Composite Schematic.)

Items Required in the Zoning Ordinance	*HUNTFIELD – Overall Composite Schematic Item Submitted*
Parcels 5 acres or larger	*998.8 Acres*
Mix of uses	*Mixed-Use Development*
Compatible with surrounding uses	*Compatible with existing subdivisions*
50% of total area to be residential	*Required: 499.4 Acres* *Provided: 612.9 Acres includes ROW* ** An additional 74.1 acres not counted towards the Residential Area Requirements has been provided for school facilities* **An additional 12.9 acres not counted towards the Residential Area has been provided in Municipal Use Parcels* **An additional 14.7 acres not counted towards the Residential Area has been provided by parcels designated as Active Community Centers*
15% of area (less streets, sidewalks & drainage) in open space	*Required: 149.8 Acres* *Provided: 228.2 Acres includes open space medians* **An additional 38.5 acres of open space not counted towards the open space requirements is provided within the School Site*
Not less than 10% in office/retail * Includes 44 Live/Work Units	*Required: 99.9 Acres* *Provided: 26.1 Acres* **See "Commercial" Section of this document*
Residential Lots Provided	*1,283 Single Family* *692 Townhomes* *381 Multi-Family* *800 Age-Restricted SFD Lots (Washington Homes)* *44 Live/Work (Counted as Commercial Area)* *3,200 Total Dwelling units*

Items Required in the Zoning Ordinance	*HUNTFIELD – Overall Composite Schematic Item Submitted*
Number of lots: land area in sq. ft. / 10,000 *Note: For Townhome developments, each five (5) acres developed as townhouses constitutes 1 lot	*Required: 4,351 Lots Maximum* *Provided: 2,523 Lots* *Townhome Acreage = 74.6 acres* *Equivalent # Townhome Lots = 74.6 acres/5 = 15 Lots* *Total # Lots = (3,200 Units – 692 Townhomes) + 15 Equivalent # Townhome Lots = 2,523 Lots* *Number of Lots: 43,507,728 sq. ft. / 10,000 = 4,351 Lots*
Overall Maximum Residential Density *Note: For Townhome developments, each five (5) acres developed as townhouses constitutes 1 lot	*Required: Not to exceed 10 Units / Acre* *Provided: 2.5 Units/Acres* *Townhome Acreage = 74.6 acres* *Equivalent # Townhome Lots = 74.6 acres/5 = 15 Lots* *Total # Lots = (3,200 Units – 692 Townhomes) + 15 Equivalent # Townhome Lots = 2,523 Lots* *Overall density: 2,523 Lots / 998.8 Acres = 2.5 Units/Acres*
Maximum Density - Multi-Family	*Required:* not exceed 20 units per acre *Provided: 13.8 units/acre* *381 Units / 27.6 Acres =13.8 units/acre*
Maximum Density - Townhomes	*Required:* not exceed 10 units per acre *(modified per Huntfield proffers to 16 units/acre)* *Provided: 9.3 units/acre* *692 Townhomes / 74.6 Total Acres Including ROW = 9.3 Units/Acre*

The following is a partial listing of the conditions of the overall development per the "Letter of Clarification/Huntfield Proffer Statement" dated March 28, 2002. See the aforementioned "Letter of Clarification/Huntfield Proffer Statement" for a full listing of the proffers.

- Minimum lot width shall be reduced to 50 feet at the street.
- Minimum lot area shall be reduced to 5,000 square feet.
- Front yard setback shall be 25 feet from the edge of pavement.
- Encroachment within the front yard setback shall be no more than 30% or 8.34 feet. It appears that the percentage should be 33.3%.
- Side yard setbacks shall be reduced to 5 feet minimum.
- No setback from the property line for accessory structures shall be required.
- Minimum paving width shall be 24 feet.

The following is a partial listing of the, "Amended Huntfield Proffers" dated May 3, 2004. See the aforementioned "Amended Huntfield Proffers" for a full listing of the proffers.

- The minimum 200,000 square feet of commercial retail or office space proffered by Huntfield shall satisfy all requirements for land area devoted to office and/or commercial. This agreement does not preclude Huntfield from developing commercial/retail/office beyond the 200,000 square feet requirement.
- Huntfield will dedicate 15% of the total land are to open and recreational space. All active and passive recreational facilities provided in Huntfield shall be credited toward the 15% open space requirement specified herein. In addition, Huntfield will provide a minimum 50-foot buffer on either side of Bullskin Run measured from the edge of the stream bank and a landscaped 50-foot buffer along major highways (i.e. Route 340, 340 Bypass, WV Route 9).
- Maximum building heights shall be as follows:
  - Single Family Detached – 45', but not more than 3 stories
  - Townhouses – 45', but not more than 3 stories
  - Multi-Family – 50', but not more than 4 stories
  - Office, Commercial, Civic and Mixed Use – 60' but not more than 5 stories
- Minimum lot widths shall be as follows:
  - Single Family Detached – 50', however 45' for Active Adult Community (development)
  - Townhouses – Mix of 16' to 24'
- Minimum lot sizes shall be as follows:
  - Single Family Detached – 5,000 square feet, however 4,500 square feet for Active Adult Community (development)
  - Townhouses – 1,600 square feet
- Townhouse portions of the development shall be permitted to have an area less than five acres
- Townhouse units shall be permitted at a maximum density of 16 units per acres
- The minimum rear yard setback for units with attached rear-load garages shall be 10'
- Alleys may be dead-end streets when intersections would cause a curb cut on a collector street
- Alleys may provide lot access and satisfy road frontage requirements when the lots served by those alleys front on open space
- Cul-de-sac streets shall be permitted in limited instances and require approval by the Planning Commission. When allowed, the cul-de-sacs terminus shall include a landscaped circle.
- The designated Village Center shall be permitted for Central Business District, General Commercial and Neighborhood Residential uses as defined in the present City of Charles Town Zoning Ordinance. The designated Neighborhood Centers shall be permitted for Office Residential, Neighborhood Residential and Neighborhood Commercial uses as defined in the present City of Charles Town Zoning Ordinance. Future changes in the existing Zoning Ordinances shall be made applicable to this paragraph.

Table 3 (Note: Acreages shown are approximate. Actual areas to be determined at the time of recordation of the record plat pertaining to each Phase of the development. All areas shall be in general conformance with the Overall Composite Schematic.)

Use	Required	Provided
Site Area	Min. 5 Acres	998.8 Total Acres
Existing		
Composite Schematic I		313.3 Acres
Proposed:		
Residential (includes rights of way) Dedicated School Parcels Municipal Use Parcels Active Community Centers	499.4 Acres	612.9 Acres 74.1 Acres 12.9 Acres 14.7 Acres
Open Space (Includes open space medians) Additional Open Space Provided in School Site	149.8 Acres	228.2 Acres 38.5 Acres
Commercial (Includes 44 Live/Work Units) *See "Commercial" Section of this document	99.9 Acres	26.1 Acres

STATEMENT OF ACCEPTANCE

THE OWNER/DEVELOPER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS, AND SPECIFICATIONS PROVIDED HEREON

LINDA ERBS V.P. OF PLANNING AND ZONING
8614 WESTWOOD CENTER DRIVE SUITE 900
VIENNA, VA 22182
703-442-8992

GENERALIZED LAND USE

Proposed generalized land use in this Schematic Plan submission is as follows:

Table 4 (Note: Acreages shown are approximate. Actual areas to be determined at the time of recordation of the record plat pertaining to each Phase of the development. All areas shall be in general conformance with the Overall Composite Schematic.)

Use	Required	Provided
Site Area	Min. 5 Acres	998.8 Total Acres
Existing		
Composite Schematic I		313.3 Acres
Proposed:		
Residential (includes rights of way) Dedicated School Parcels Municipal Use Parcels Active Community Centers	499.4 Acres	612.9 Acres 74.1 Acres 12.9 Acres 14.7 Acres
Open Space (Includes open space medians) Additional Open Space Provided in School Site	149.8 Acres	228.2 Acres 38.5 Acres
Commercial (Includes 44 Live/Work Units) *See "Commercial" Section of this document	99.9 Acres	26.1 Acres

Residential Area

This area consists of approximately 612.9 acres, and is projected to be developed with single family detached houses, town homes, and multi-family dwellings. It will also include an Active Adult Community as defined by the Active Adult Community Covenants. Lots sizes will vary throughout the development; however, all lots sizes will be in accordance with the proffers for the Huntfield development. All residential areas meet the density requirements set forth in the Zoning Ordinance except where modified by the Huntfield proffers. An additional 74.1 acres not counted towards the residential requirements has been provided for school facilities, and an additional 12.9 acres have been provided as Municipal Use Parcels. Municipal Use Parcel #1 contains approximately 5.4 acres and is a proposed location for a public administration building and potential train and/or Pan-Tran bus stations. Municipal Use Parcel #4, which contains approximately 3.0 acres, is also a potential location for train and/or Pan-Tran bus stations. Municipal Use Parcel #2 (1.5 acres) contains the water tower, and Municipal Use Parcel #3 (3.0 acres) is proposed as a ball field. Determination of final use of Municipal Parcels will be determined with future site plans. Additional areas also not included in the residential area requirements have been provided in parcels dedicated to Active Community Centers. Active Community Center #1 provides [illegible].6 acres, #2 provides 6.2 acres, and #3 provides 6.9 acres for a total of 14.7 acres of additional area provided by Active Community Centers. The final use and design of each Active Community Center will be determined at the site plan stage; however, they shall contain, but are not limited to the following: swimming pools, meeting facilities, and recreational facilities. These recreational amenities will be sized appropriately with adequate parking and ancillary support facilities, such as bathrooms, etc.

Commercial

The commercial areas shown have been revised from those shown on previous schematic plans in order to provide the most viable commercial locations. The commercial area requirements have been modified based on neo-traditional design concepts. As specified in the Huntfield proffers, "a minimum 200,000 square feet of commercial, retail, or office space proffered by Huntfield shall satisfy all requirements for land area devoted to office and/or commercial. This agreement does not preclude Huntfield from developing commercial/retail/office space beyond the 200,000 square feet requirement."

Commercial areas include a Village Center and multiple Neighborhood Centers providing 26.1 acres of commercial area. Per the Huntfield proffers, "The designated Village Center shall be permitted for Central Business District, General Commercial and Neighborhood Residential uses as defined in the present City of Charles Town Zoning Ordinance. The designated Neighborhood Centers shall be permitted for Office Residential, Neighborhood Residential and Neighborhood Commercial uses as defined in the present City of Charles Town Zoning Ordinance. Future changes in the existing Zoning Ordinances shall be made applicable to this paragraph." In addition, 44 live/work units provided in the commercial areas.

Open Space

Huntfield Overall Composite Schematic allocates approximately 228.2 acres of open space, which exceeds the Zoning Ordinance standard for open space requirements. This consists of dedicated open space parcels totaling approximately 217.9 acres with the remaining area located within the right of way. Not counted toward the open space requirements are 38.5 acres of open space located within in the School Site.

The dedicated parcels will contain an active use park, a public green, and multiple passive parks. The passive parks may contain, but are not limited to: picnic areas, playing fields, and grass areas. Final determination of passive parks use will be determined with future site plans. One tot-lot is currently constructed on the eastern side of the project. At a minimum, one additional tot-lot shall be provided on the western site. This tot-lot shall be located south of Future Prospect Hill Boulevard within close proximity to the town home regions.

A hiker/biker trail will be provided within open space parcels and other areas with the development. The trail will be coordinated with trails located on adjoining parcels and may incorporate the use of sidewalks and roadways throughout the development as a part of the trail system.

The open space, to be located and designed during the site planning stage, would seek to achieve the following objectives:

- Provide the zoning ordinance-required open space.
- Provide some open space area easily accessible to all parts of Huntfield.
- Provide at least one area large enough for residents of different neighborhoods to gather together.
- Provide internal buffers between non-residential and residential uses.
- Incorporate passive and active component in Neighborhood open space areas.
- As new lots are added additional neighborhood park sites will be developed.

NOTES:
1) SEE SHEET 2 FOR TRAFFIC CIRCULATION & ANALYSIS
2) FOR LISTING OF AFFECTED PARCELS PLEASE SEE SHEET 4

SHEET INDEX

1. COVER SHEET & NARRATIVE
2. STATUS & TYPICAL ROAD SECTIONS
3. CIRCULATION & OPEN SPACE
4. SCHEMATIC COMPARISON
5. OVERALL SITE CONDITIONS

Approved:

4-12-2005

Planning Commission Date
SCHM 2004-0002

No.	DATE	DESCRIPTION
	02-10-05	ADDRESSED COMMENTS RECEIVED AT JANUARY PLANNING COMMISSION MEETING
	01-04-05	ADDRESSED VERBAL COMMENTS RECEIVED FROM CITY
	12-17-04	ADDRESSED SECOND SET OF CITY COMMENTS
	12-13-04	ADDRESSED CITY COMMENTS

REVISIONS

PLAN DATE
11-29-04
12-13-04
12-17-04
01-04-05
02-10-05

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

DAVID E. LELLOCK
REGISTERED
#15137
STATE OF WEST VIRGINIA
PROFESSIONAL ENGINEER
2/10/05

Cover Sheet & Narrative
HUNTFIELD
OVERALL COMPOSITE SCHEMATIC
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

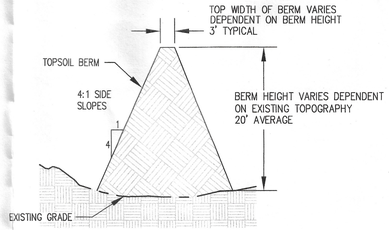
DATE: NOVEMBER 2004
SCALE: AS SHOWN C.I. N/A

SHEET 1 OF 5

PREL-20107

TYPICAL SECTION
RAILROAD BERM

NOTE: BERM SECTION SHOWN IS APPROXIMATE. ACTUAL BERM DESIGN AND LOCATION TO BE DETERMINED WITH FUTURE SITE PLANS.

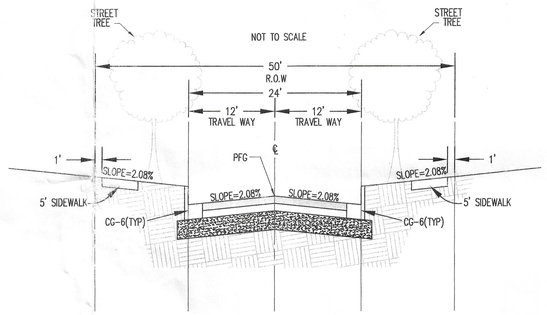


TYPICAL SECTION
TERTIARY STREETS - ACTIVE ADULT COMMUNITY

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

NOTE: APPLICABLE TO TERTIARY STREETS LOCATED WITHIN THE ACTIVE ADULT COMMUNITY. SEE DETAIL "TERTIARY STREETS - STANDARD DETAIL" FOR DETAIL OF TERTIARY STREETS LOCATED OUTSIDE OF ACTIVE ADULT COMMUNITY.

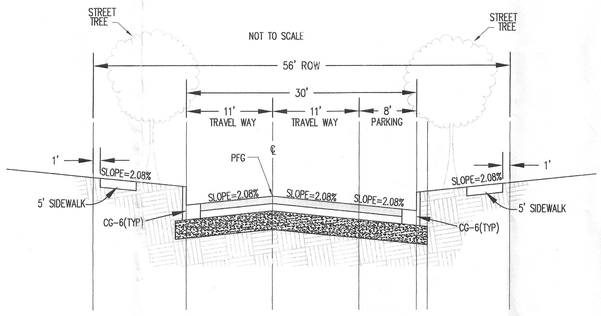


TYPICAL SECTION
TERTIARY STREETS (STANDARD DETAIL)

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

NOTE: APPLICABLE TO TERTIARY STREETS LOCATED OUTSIDE OF ACTIVE ADULT COMMUNITY. SEE DETAIL "TERTIARY STREETS - ACTIVE ADULT COMMUNITY" FOR DETAIL OF TERTIARY STREETS LOCATED WITHIN THE ACTIVE ADULT COMMUNITY.



TRAFFIC CIRCULATION & ANALYSIS

The traffic circulation system has been designed to accomplish the following objectives:

- Achieve high levels of service by dispersing and balancing site generated traffic among available roads.
- Provide for connections with existing and future neighboring subdivisions & properties when applicable.
- Provide a planned hierarchy of roads including main and secondary roads.
- Respect the existing topography and landform in designing roads to avoid unnecessary or disruptive changes to the landscape.
- Provide good access to all roads adjoining the site but avoid a direct cut through or alternative to the existing interchange between WV Route 13 and Route 13/3.
- Provide pedestrian ways with subdivision and site plans which connect the complementary land uses and sub-neighborhoods within Huntfield, and which will include sidewalks next to streets with emphasis on pedestrian elements at the secondary road level rather than on the busier roads.
- Provide traffic calming at the internal intersection to help with pedestrian safety.

Roads within the Western Site have been aligned to provide views of historic Claymont (Claymont-Blakeley Axis) and the Charles Town Court House (Washington Street Axis).

A Phased Traffic Impact Analysis for Huntfield was prepared on May 5, 2004 by Patton Harris Rust & Associates. The analysis includes both site related and non-site related recommended transportation improvements. The Analysis is currently in review by the West Virginia Department of Highways. Per the recommendations made in the Traffic Analysis, the existing Prospect Hill Boulevard entrance will be abandoned and a "Re-aligned Prospect Hill Boulevard" will be constructed. Final determination of the exact location of Re-aligned Prospect Hill Boulevard and the associated intersections to be determined based upon coordination with the High School and the Department of Highways.

Per the Huntfield proffers, "Huntfield has proffered to produce a transportation study and plan which indicates how the development of road improvements, a hike/biker trail, shuttle routes, a potential commuter train/bus station, and other transportation improvement could minimize the impacts of additional vehicle traffic, attributable to the Huntfield project, in the Charles Town Area". A phasing plan will be submitted to the City of Charles Town with future site plans for informative purposes. The phasing plan will include trigger points at which action regarding the transportation plan will be taken.

PLAN STATUS

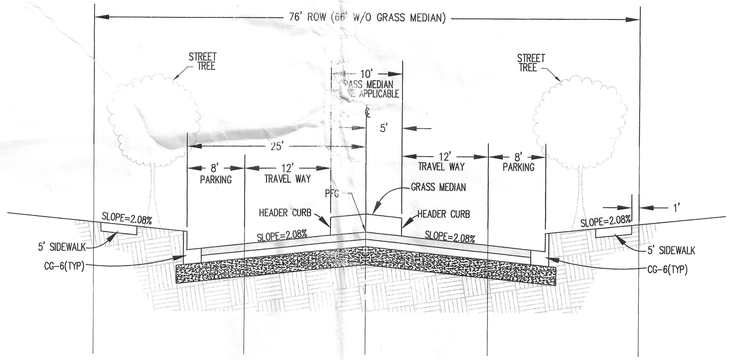
DATE	DESCRIPTION
11-29-04	FIRST SUBMISSION
12-14-04	SECOND SUBMISSION – ADDRESSED CITY COMMENTS
12-17-04	THIRD SUBMISSION – ADDRESSED SECOND SET OF CITY COMMENTS
01-04-05	FOURTH SUBMISSION – ADDRESSED VERBAL COMMENTS RECEIVED FROM CITY
02-10-05	FINAL SUBMISSION – ADDRESSED COMMENTS RECEIVED AT JANUARY PLANNING COMMISSION MEETING

TYPICAL SECTION
SECONDARY STREETS

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW
NOT TO SCALE

NOTE:
1) APPLICABLE TO ALL SECONDARY STREETS WITHIN THE HUNTFIELD DEVELOPMENT.

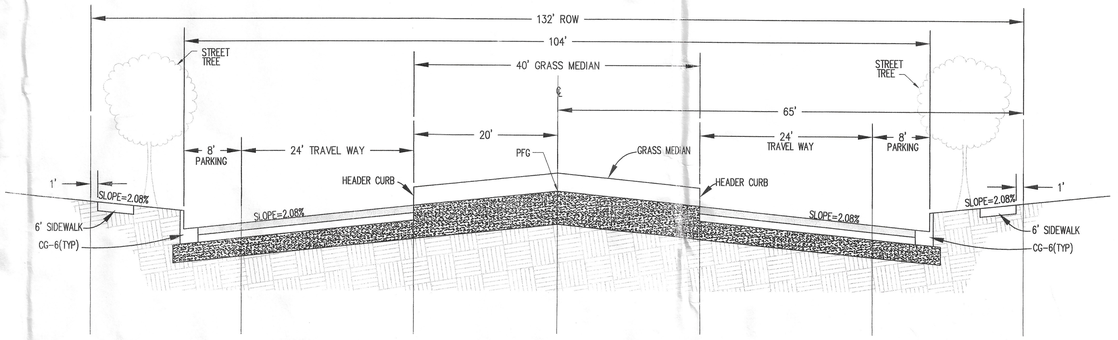


TYPICAL SECTION
PRIMARY STREET

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW
NOT TO SCALE

NOTE: APPLICABLE TO ALL SECONDARY STREETS WITHIN THE HUNTFIELD DEVELOPMENT.



No.	DATE	REVISIONS
	02-10-05	ADDRESSED COMMENTS RECEIVED AT JANUARY PLANNING COMMISSION MEETING
	01-04-05	ADDRESSED VERBAL COMMENTS RECEIVED FROM CITY
	12-17-04	ADDRESSED SECOND SET OF CITY COMMENTS
	12-13-04	ADDRESSED CITY COMMENTS

PLAN DATE
11-29-04
12-13-04
12-17-04
01-04-05
02-10-05

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DAVID E. LEMLOCK
REGISTERED
#1515
STATE OF
WEST VIRGINIA
PROFESSIONAL ENGINEER
02-10-05

STATUS & TYPICAL SECTIONS

HUNTFIELD

OVERALL COMPOSITE SCHEMATIC

CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: NOVEMBER 2004
C.I. N/A
SCALE: N/A

SHEET
2
OF
5

PREL-20107

LEGEND

ROADS
- PRIMARY
- SECONDARY
- TERTIARY

OPEN SPACE
- GENERAL
- TREE SAVE
- SCHOOL SITE OPEN SPACE

NEIGHBORHOOD RESIDENTIAL
- SINGLE FAMILY
- SINGLE FAMILY (ACTIVE ADULT COMMUNITY)
- TOWN HOMES
- TOWN HOME REGION
- MULTI-FAMILY
- ACTIVE COMMUNITY CENTER
- MUNICIPAL USE

- COMMERCIAL
- COMMERCIAL (VILLAGE CENTER)
- SCHOOL SITE

- FLOOD PLAIN
- WETLAND AREA
- SW= SIDEWALK
- EXISTING ROADS
- HUNTFIELD BOUNDARY
- TOTAL SITE AREA 998.8 ACRES

NOTES:

1) TOPSOIL BERM TO BE LOCATED WITHIN THE 200' OPEN SPACE BUFFER ALONG THE RAILROAD IN LOCATIONS DETERMINED WITH FUTURE SITE PLANS. REFERENCE SHEET 2 FOR TYPICAL BERM SECTION

2) A SEPARATE LANDSCAPE PLAN DETAILING THE PROPOSED BUFFERING BETWEEN THE HUNTFIELD/CLAYMONT BOUNDARY SHALL BE PROVIDED TO THE PLANNING COMMISSION FOR INFORMATIVE PURPOSES

3) APPROXIMATE LOCATION OF HIKER/BIKER TRAIL. FINAL LOCATION TO BE DETERMINED WITH FUTURE SITE PLANS & COORDINATED WITH TRAILS ON ADJOINER PARCELS.

No.	DATE	REVISIONS
	12-13-04	ADDRESSED CITY COMMENTS
	01-04-05	ADDRESSED SECOND SET OF CITY COMMENTS
	12-17-04	ADDRESSED VERBAL COMMENTS RECEIVED FROM CITY
	01-04-05	PLANNING COMMISSION MEETING
	02-10-05	ADDRESSED COMMENTS RECEIVED AT JANUARY

PLAN DATE
11-29-04
12-13-04
12-17-04
01-04-05
02-10-05

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CIRCULATION & OPEN SPACE
HUNTFIELD
OVERALL COMPOSITE SCHEMATIC
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: NOVEMBER 2004
SCALE: 1"=400'
C.I. N/A

SHEET 3 OF 5

PREL-20107

PARCELS AFFECTED BY THIS SCHEMATIC

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	1	1	973/335	NR
CTC	11A	2	2	983/357	NR
CTC	11A	3	3	976/549	NR
CTC	11A	4	4	966/353	NR
CTC	11A	5	5	966/353	NR
CTC	11A	6	6	976/351	NR
CTC	11A	7	7	976/288	NR
CTC	11A	8	8	986/738	NR
CTC	11A	9	9	984/39	NR
CTC	11A	10	10	990/243	NR
CTC	11A	11	11	979/8	NR
CTC	11A	12	12	984/37	NR
CTC	11A	13	13	970/615	NR
CTC	11A	14	14	983/408	NR
CTC	11A	15	15	993/697	NR
CTC	11A	16	16	984/89	NR
CTC	11A	17	17	985/481	NR
CTC	11A	18	18	982/361	NR
CTC	11A	19	19	970/615	NR
CTC	11A	20	20	949/203	NR
CTC	11A	21	21	996/207	NR
CTC	11A	22	22	991/566	NR
CTC	11A	23	23	989/725	NR
CTC	11A	24	24	993/257	NR
CTC	11A	25	25	983/284	NR
CTC	11A	26	26	979/395	NR
CTC	11A	27	27	979/602	NR
CTC	11A	28	28	983/690	NR
CTC	11A	29	29	987/405	NR
CTC	11A	30	30	985/719	NR
CTC	11A	31	31	986/82	NR
CTC	11A	32	32	985/187	NR
CTC	11A	33	33	985/189	NR
CTC	11A	34	34	985/150	NR
CTC	11A	35	35	989/639	NR
CTC	11A	36	36	988/599	NR
CTC	11A	37	37	992/533	NR
CTC	11A	38	38	949/203	NR
CTC	11A	39	39	988/418	NR
CTC	11A	40	40	949/203	NR
CTC	11A	41	41	985/156	NR
CTC	11A	42	42	983/683	NR
CTC	11A	43	43	986/80	NR
CTC	11A	44	44	984/81	NR
CTC	11A	45	45	972/613	NR
CTC	11A	46	46	972/613	NR
CTC	11A	47	47	984/85	NR
CTC	11A	48	48	982/524	NR
CTC	11A	49	49	982/682	NR
CTC	11A	50	50	982/635	NR
CTC	11A	51	51	981/531	NR
CTC	11A	52	52	982/234	NR
CTC	11A	53	53	994/15	NR
CTC	11A	54	54	949/203	NR
CTC	11A	55	55	995/48	NR
CTC	11A	56	56	997/536	NR
CTC	11A	57	57	987/63	NR
CTC	11A	58	58	987/14	NR
CTC	11A	59	59	987/184	NR
CTC	11A	60	60	988/585	NR
CTC	11A	61	61	989/59	NR
CTC	11A	62	62	989/57	NR
CTC	11A	63	63	949/203	NR
CTC	11A	64	64	990/539	NR
CTC	11A	65	65	990/539	NR
CTC	11A	66	66	990/539	NR
CTC	11A	67	67	982/147	NR
CTC	11A	68	68	979/466	NR
CTC	11A	69	69	995/569	NR
CTC	11A	69A	69A	949/203	NR
CTC	11A	70	70	994/506	NR
CTC	11A	70A	70A	996/242	NR
CTC	11A	71	71	949/203	NR
CTC	11A	71A	71A	994/15	NR
CTC	11A	72	72	997/526	NR
CTC	11A	72A	72A	995/203	NR
CTC	11A	73	73	995/484	NR
CTC	11A	74	74	994/504	NR
CTC	11A	75	75	996/544	NR
CTC	11A	76	76	986/180	NR
CTC	11A	77	77	995/108	NR
CTC	11A	78	78	998/153	NR
CTC	11A	78A	78A	997/690	NR
CTC	11A	79	79	994/15	NR
CTC	11A	79A	79A	998/151	NR
CTC	11A	80	80	997/558	NR
CTC	11A	80A	80A	997/613	NR
CTC	11A	81	81	994/15	NR
CTC	11A	82	82	998/149	NR
CTC	11A	83	83	997/566	NR
CTC	11A	84	84	989/31	NR
CTC	11A	85	85	989/31	NR
CTC	11A	86	86	990/539	NR
CTC	11A	87	87	989/31	NR
CTC	11A	88	88	986/78	NR
CTC	11A	89	89	977/292	NR
CTC	11A	90	90	993/491	NR
CTC	11A	91	91	985/55	NR
CTC	11A	92	92	975/265	NR
CTC	11A	93	93	971/529	NR
CTC	11A	94	94	973/521	NR
CTC	11A	95	95	979/10	NR
CTC	11A	96	96	974/340	NR
CTC	11A	97	97	996/19	NR
CTC	11A	98	98	974/670	NR
CTC	11A	99	99	981/332	NR
CTC	11A	100	100	980/682	NR
CTC	11A	101	101	981/278	NR
CTC	11A	102	102	985/226	NR
CTC	11A	103	103	986/304	NR
CTC	11A	104	104	986/137	NR
CTC	11A	105	105	988/595	NR
CTC	11A	106	106	989/12	NR
CTC	11A	107	107	988/593	NR
CTC	11A	108	108	949/203	NR
CTC	11A	109	109	949/203	NR
CTC	11A	109A	109A	994/15	NR
CTC	11A	110	110	949/203	NR
CTC	11A	111	111	949/203	NR
CTC	11A	111A	111A	994/15	NR
CTC	11A	112	112	980/476	NR
CTC	11A	113	113	980/592	NR
CTC	11A	PARK	D+E	949/203	NR
CTC	11A	COM1	C	949/203	NR
CTC	11A	COM2	F	949/203	NR

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	CMR1	A	949/203	NR
CTC	11A	CMR2	B	949/203	NR
CTC	11A	114	114		NR
CTC	11A	115	115		NR
CTC	11A	116	116		NR
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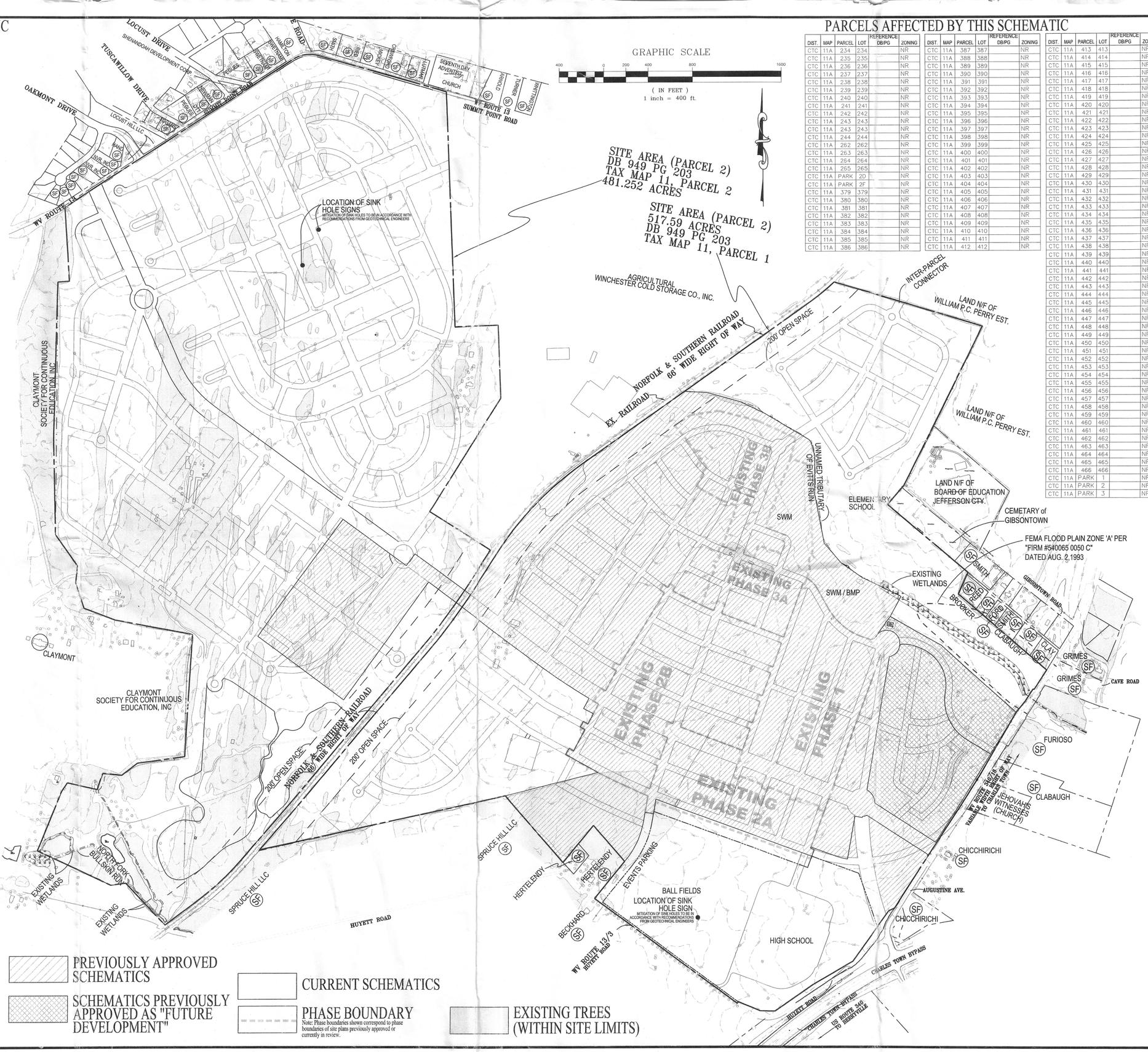
CTC	11A	228	228		NR
CTC	11A	229	229		NR
CTC	11A	230	230		NR
CTC	11A	231	231		NR
CTC	11A	232	232		NR
CTC	11A	233	233		NR



PARCELS AFFECTED BY THIS SCHEMATIC

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	234	234		NR
CTC	11A	235	235		NR
CTC	11A	236	236		NR
CTC	11A	237	237		NR
CTC	11A	238	238		NR
CTC	11A	239	239		NR
CTC	11A	240	240		NR
CTC	11A	241	241		NR
CTC	11A	242	242		NR
CTC	11A	243	243		NR
CTC	11A	243	243		NR
CTC	11A	244	244		NR
CTC	11A	262	262		NR
CTC	11A	263	263		NR
CTC	11A	264	264		NR
CTC	11A	265	265		NR
CTC	11A	PARK	2D		NR
CTC	11A	PARK	2F		NR
CTC	11A	379	379		NR
CTC	11A	380	380		NR
CTC	11A	381	381		NR
CTC	11A	382	382		NR
CTC	11A	383	383		NR
CTC	11A	384	384		NR
CTC	11A	385	385		NR
CTC	11A	386	386		NR

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	387	387		NR
CTC	11A	388	388		NR
CTC	11A	389	389		NR
CTC	11A	390	390		NR
CTC	11A	391	391		NR
CTC	11A	392	392		NR
CTC	11A	393	393		NR
CTC	11A	394	394		NR
CTC	11A	395	395		NR
CTC	11A	396	396		NR
CTC	11A	397	397		NR
CTC	11A	398	398		NR
CTC	11A	399	399		NR
CTC	11A	400	400		NR
CTC	11A	401	401		NR
CTC	11A	402	402		NR
CTC	11A	403	403		NR
CTC	11A	404	404		NR
CTC	11A	405	405		NR
CTC	11A	406	406		NR
CTC	11A	407	407		NR
CTC	11A	408	408		NR
CTC	11A	409	409		NR
CTC	11A	410	410		NR
CTC	11A	411	411		NR
CTC	11A	412	412		NR

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	413	413		NR
CTC	11A	414	414		NR
CTC	11A	415	415		NR
CTC	11A	416	416		NR
CTC	11A	417	417		NR
CTC	11A	418	418		NR
CTC	11A	419	419		NR
CTC	11A	420	420		NR
CTC	11A	421	421		NR
CTC	11A	422	422		NR
CTC	11A	423	423		NR
CTC	11A	424	424		NR
CTC	11A	425	425		NR
CTC	11A	426	426		NR
CTC	11A	427	427		NR
CTC	11A	428	428		NR
CTC	11A	429	429		NR
CTC	11A	430	430		NR
CTC	11A	431	431		NR
CTC	11A	432	432		NR
CTC	11A	433	433		NR
CTC	11A	434	434		NR
CTC	11A	435	435		NR
CTC	11A	436	436		NR
CTC	11A	437	437		NR
CTC	11A	438	438		NR
CTC	11A	439	439		NR
CTC	11A	440	440		NR
CTC	11A	441	441		NR
CTC	11A	442	442		NR
CTC	11A	443	443		NR
CTC	11A	444	444		NR
CTC	11A	445	445		NR
CTC	11A	446	446		NR
CTC	11A	447	447		NR
CTC	11A	448	448		NR
CTC	11A	449	449		NR
CTC	11A	450	450		NR
CTC	11A	451	451		NR
CTC	11A	452	452		NR
CTC	11A	453	453		NR
CTC	11A	454	454		NR
CTC	11A	455	455		NR
CTC	11A	456	456		NR
CTC	11A	457	457		NR
CTC	11A	458	458		NR
CTC	11A	459	459		NR
CTC	11A	460	460		NR
CTC	11A	461	461		NR
CTC	11A	462	462		NR
CTC	11A	463	463		NR
CTC	11A	464	464		NR
CTC	11A	465	465		NR
CTC	11A	466	466		NR
CTC	11A	PARK	1		NR
CTC	11A	PARK	2		NR
CTC	11A	PARK	3		NR

No.	DATE	REVISIONS DESCRIPTION
	02-10-05	ADDRESSED COMMENTS RECEIVED AT JANUARY PLANNING COMMISSION MEETING
	01-04-05	ADDRESSED VERBAL COMMENTS RECEIVED FROM CITY
	12-17-04	ADDRESSED SECOND SET OF CITY COMMENTS
	12-13-04	ADDRESSED CITY COMMENTS

PLAN DATE
11-29-04
12-13-04
12-17-04
01-04-05
02-10-05

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS - LANDSCAPE ARCHITECTS - LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0211 FAX (540) 450-0210

Overall Schematic Comparison, Existing Topography & Environmental Features

OVERALL COMPOSITE SCHEMATIC

HUNTFIELD
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

SCALE: 1"=400' C.I. = 10' DATE: NOVEMBER 2004

SHEET 4 OF 5

PREL-20107

SITE AREA (PARCEL 2)
DB 949 PG 203
TAX MAP 11, PARCEL 2
481.252 ACRES

SITE AREA (PARCEL 2)
517.59 ACRES
DB 949 PG 203
TAX MAP 11, PARCEL 1

RE-ALIGNED PROSPECT HILL BOULEVARD & SCHOOL ACCESS
ALTERNATE LAYOUT - OPTION 2

NOTE: LOCATION AND DESIGN OF RE-ALIGNED PROSPECT HILL BOULEVARD AND UNION RIDGE DRIVE ARE PRELIMINARY. FINAL STREET DESIGN TO BE DETERMINED BASED UPON LOCATION OF SCHOOL LAYOUT AND ENTRANCE.

LEGEND

ROADS
- PRIMARY
- SECONDARY
- TERTIARY

OPEN SPACE
- GENERAL
- TREE SAVE
- SCHOOL SITE OPEN SPACE

NEIGHBORHOOD RESIDENTIAL
- SF= SINGLE FAMILY
- AR= ACTIVE ADULT COMMUNITY
- TH= TOWN HOMES
- TOWN HOME REGION
- MF= MULTI-FAMILY
- COMM = COMMERCIAL (VILLAGE CENTER)
- COMM = COMMERCIAL (NEIGHBORHOOD CENTERS)

- FLOOD PLAIN
- WETLAND AREA
- SW= SIDEWALK
- EXISTING ROADS
- HUNTFIELD BOUNDARY

TOTAL SITE AREA 998.8 ACRES

NOTES:

1) TOPSOIL BERM TO BE LOCATED WITHIN THE 200' OPEN SPACE BUFFER ALONG THE RAILROAD IN LOCATIONS DETERMINED WITH FUTURE SITE PLANS. REFERENCE SHEET 2 FOR TYPICAL BERM SECTION

2) A SEPARATE LANDSCAPE PLAN DETAILING THE PROPOSED BUFFERING BETWEEN THE HUNTFIELD/CLAYMONT BOUNDARY SHALL BE PROVIDED TO THE PLANNING COMMISSION FOR INFORMATIVE PURPOSES

3) APPROXIMATE LOCATION OF HIKER/BIKER TRAIL. FINAL LOCATION TO BE DETERMINED WITH FUTURE SITE PLANS & COORDINATED WITH TRAILS ON ADJOINER PARCELS.

GRAPHIC SCALE
400 0 200 400 800 1600
(IN FEET)
1 inch = 400 ft.

No.	DATE	DESCRIPTION
	02-10-05	ADDRESSED COMMENTS RECEIVED AT JANUARY PLANNING COMMISSION MEETING
	01-04-05	ADDRESSED VERBAL COMMENTS RECEIVED FROM CITY
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REVISIONS

PLAN DATE
11-29-04
12-13-04
12-17-04
01-04-05
02-10-05

Urban Engineering & Associates, Inc.
CIVIL ENGINEERS • LANDSCAPE ARCHITECTS • LAND SURVEYORS
PEGASUS BUSINESS CENTER
600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
PHONE (540) 450-0210 FAX (540) 450-0211

Overall Site Conditions

HUNTFIELD
OVERALL COMPOSITE SCHEMATIC
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: NOVEMBER 2004
SCALE: 1"=400' C.I. N/A

SHEET 5 OF 5

PREL-20107

AMENDED - SCHEMATIC PLAN
HUNTFIELD - OVERALL COMPOSITE SCHEMATIC

SCHM 2004-0002
TAX MAP 11, PARCEL 1 & PARCEL 2
DR ACQUISTIONS - DEED BOOK 1263 PAGE 99
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WV

OWNER / DEVELOPER

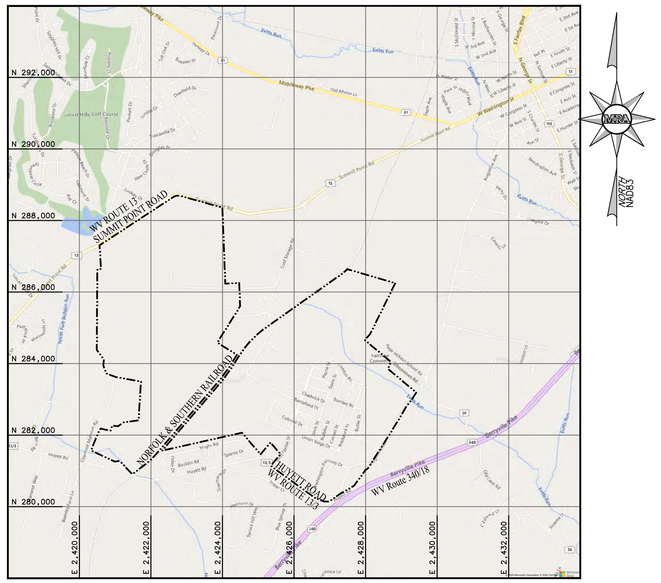
DR ACQUISITIONS LLC
7945 WORMANS MILL RD
FREDERICK, MD 21701

STATEMENT OF ACCEPTANCE

THE OWNER/DEVELOPER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS, AND SPECIFICATIONS PROVIDED HEREON.

DR ACQUISITIONS LLC
7945 WORMANS MILL RD FREDERICK, MD 21701

VICINITY MAP
SCALE : 1"= 2000'



INTRODUCTION

This description and the accompanying illustrative graphics are a part of the Huntfield Overall Composite Schematic for the Neighborhood Residential zoning of Huntfield. This schematic encompasses all existing and future phases of Huntfield North and South of the Norfolk & Southern Railroad. The Overall Composite Schematic includes the previously approved Huntfield Composite Schematic I, which included and superseded the following previously approved schematics: Huntfield Phase 1 Schematic, Huntfield Phase 1&2A Schematic, Huntfield Phase 2B Schematic. The Huntfield Overall Composite Schematic supersedes all previously approved schematics, and all development shall be in conformance with it.

Assuming development proceeds in an orderly fashion, a phasing plan will be submitted to the City of Charles Town within twelve (12) months of the approval date of the Huntfield Overall Composite Schematic. In the event that the development is delayed, an alternate time frame for submittal of the phasing plan will be agreed upon by the City and the Applicant. The phasing plan will be provided for the information of the City and will include information pertaining to construction of community centers and recreational areas to ensure adequate amenities are provided in conjunction with residential areas. Per the Huntfield Proffers, "Huntfield has agreed to approach Pan Tran to provide shuttle service between the Property and downtown Charles Town." Information pertaining to approach of Huntfield to Pan-Tran and potential train commuter service shall also be included in the phasing plan. See the "Traffic Circulation and Analysis" section of this document for additional information to be provided in the phasing plan.

The items included in this Description are organized under the headings of:

- Parcel History
- Schematic Plan Requirements and Submission
- Land Area
- Surrounding Land Use and Existing Streets
- Natural Features
- Zoning Requirements
- Generalized Land Use
- Traffic Circulation & Analysis

PARCEL HISTORY

List all pending or previously approved applications on the subject parcel(s), including previous schematic plan applications if this application is a schematic plan amendment

APPLICATION #	ASSOCIATED PROJECT	STATUS	APPROVAL DATE
	HUNTFIELD, PHASE 1 SCHEMATIC	APPROVED	2/11/2002
STPL 2002-0001	HUNTFIELD, PHASE 1 (SITE PLAN)	APPROVED	6/24/2002
SBRD 2002-0001	HUNTFIELD, PHASE 1 RECORD PLAT	APPROVED	7/29/2002
RPOC 2003-0001	HUNTFIELD, PHASE 1 (RECORD PLAT CORRECTION)	APPROVED	Recorded 9/9/03
	HUNTFIELD, REVISED PHASE 1&2A SCHEMATIC	APPROVED	10/22/2002
SPAM 2003-001	HUNTFIELD, PHASE 1 REVISED (SITE PLAN AMMENDMENT)	APPROVED	5/28/2003
SBDR 2003-0001/RPAM 2003-0001	HUNTFIELD, PHASE 1 REVISED (RECORD PLAT AMMENDMENT)	APPROVED	6/16/2003
SCHM 2003-0003	HUNTFIELD, COMPOSITE SCHEMATIC 1	APPROVED	5/28/2003
SPAM 2003-0002	HUNTFIELD, PHASE 1 BLOCK 1 REVISION (SITE PLAN AMMENDMENT)	APPROVED	10/27/2003
RPAM 2003-0002	HUNTFIELD, PHASE 1 BLOCK 1 REVISION (RECORD PLAT AMMENDMENT)	APPROVED	10/27/2003
STPL 2003-0001	HUNTFIELD, PHASE 2A (SITE PLAN)	APPROVED	5/28/2003
SBRD 2003-0002	HUNTFIELD, PHASE 2A RECORD PLAT	APPROVED	3/30/2004
SCHM 2003-0001	HUNTFIELD, PHASE 2B SCHEMATIC	APPROVED	2/24/2003
STPL 2003-0006	HUNTFIELD, PHASE 2B (SITE PLAN)	APPROVED	8/5/2004
SBRD 2004-0002	HUNTFIELD, PHASE 2B SECTION 1A RECORD PLAT	APPROVED	5/24/2004
SBRD 2004-0002	HUNTFIELD, PHASE 2B SECTION 1B RECORD PLAT	APPROVED	10/25/2004
STPL 2003-0009	HUNTFIELD, PHASE 3A (SITE PLAN)	APPROVED	5/24/2004
SBRD 2004-0003	HUNTFIELD, PHASE 3A SECTION 1 RECORD PLAT	APPROVED	5/24/2004
SBRD 2004-0003	HUNTFIELD, PHASE 3A SECTION 2 RECORD PLAT	APPROVED	6/28/2004
STPL 2004-0006	HUNTFIELD, PHASE 3B (SITE PLAN)	APPROVED	5/22/2006
STPL 2009-0005	HUNTFIELD, PHASE 3A BLOCK 29 REVISION	APPROVED	12/18/2009
STPL 2024-0005	HUNTFIELD, PHASE 3B REVISION	APPROVED	08/26/2024

NOTES:
1. HUNTFIELD COMPOSITE SCHEMATIC 1 (SCHM 2003-0003) REPLACED PREVIOUSLY APPROVED HUNTFIELD SCHEMATICS.
2. THE DATE LISTED FOR THE PHASE 2B SITE PLAN APPROVAL CORRESPONDS TO THE DATE THAT THE REVISED DEPARTMENT OF HIGHWAYS PERMIT WAS ISSUED WHICH COVERED THE OUTSTANDING LOTS IN HUNTFIELD 2B.

SCHEMATIC PLAN REQUIREMENTS AND SUBMISSION

The following table compares submission requirements of the zoning ordinance for Neighborhood Residential schematic plans (@Article 8A c) 1.b.) and items submitted as the Huntfield Overall Composite Schematic.

Table 1

Items Required in the Zoning Ordinance	*HUNTFIELD Item Submitted*
Indicate the existing parcel	*base map with property lines, parcels, sizes*
Natural existing features, contours @ 10' intervals	*topography and natural feature map*
Surrounding uses	*map of surrounding uses and existing streets*
Proposed general land use	*proposed general land use map*
Circulation patterns	*existing permitted/constructed entrances, circulation, open space distribution overlay map*

LAND AREA

The total area of the Huntfield, Overall Composite Schematic within the City is 998.8 acres. This area includes the previously approved Huntfield Composite Schematic I, which contained 313.3 acres.

The existing parcels making up this land are south of the Norfolk and Southern Railroad)

Total north of Norfolk and Southern Railroad = *481.252* Acres
Total south of Norfolk and Southern Railroad = *517.590* Acres
998.842 Acres

SURROUNDING LAND USE AND EXISTING STREETS

Surrounding Land Use

Surrounding land use to the North and across West Virginia Route 13 includes the Locust Hills and Tuscawilla Hills single family subdivision and the Locust Hills Golf Course. North of the railroad to the west is property owned by the Claymont Society for Continuous Education, which contains the Claymont Museum.

Existing Streets

Existing streets include Summit Point Road (WV Rt.13), Route *340/18* (Augustine Avenue), and Route *13/1* (Huyett Road). Currently under construction and or built are: Prospect Boulevard, Burnlea Road, Colston Road, Butler Street, Braddock Street, Calmes Street, Bullskin Street, Colonial Drive, Davis Street, and Payne Street. A small portion of Battlefield Drive, Chadwick Drive, Silver Leaf Drive, and Holly Springs Drive are currently under construction and or have been built. All the aforementioned streets were previously approved with the Huntfield Phase 1, Phase 2A, Phase 2B, and Phase 3A construction plans.

NATURAL FEATURES

The property is and has been farmland so there is very little wooded or forested area and none of any quality. The property was farmed as recently as the fall of 2001.

The property has no real prominent features. The site is relatively flat and open through the middle of the property with a wooded area to the west. It has areas of woods, areas of dense thick brush and some high open areas.

The North Fork of the Bullskin Run crosses the property on the southwest and the drain of an unnamed wet weather stream crosses the east of the property.

A portion of the property is located in the FEMA Flood Plain Zone 'A' per FIRM "#540065 0050 C" dated August 2, 1993. However, this portion of the property is not to be developed.

ZONING REQUIREMENTS

Zoning requirements for Neighborhood Residential (@ Article 8A b) 1., 3.-5.) and the general approach to these requirements in the Huntfield Schematic Plan are presented in the following table.

Table 2 (Note: Acreages shown are approximate. Actual areas to be determined at the time of recordation of the record plat pertaining to each Phase of the development. All areas shall be in general conformance with the Overall Composite Schematic.)

Items Required in the Zoning Ordinance	*HUNTFIELD – Overall Composite Schematic Item Submitted*
Parcels 5 acres or larger	*998.8 Acres*
Mix of uses	*Mixed-Use Development*
Compatible with surrounding uses	*Compatible with existing subdivisions*
50% of total area to be residential	*Required: 499.4 Acres* *Provided: 612.9 Acres includes ROW* ** An additional 74.1 acres not counted towards the Residential Area Requirements has been provided for school facilities* **An additional 12.9 acres not counted towards the Residential Area has been provided in Municipal Use Parcels* **An additional 14.7 acres not counted towards the Residential Area has been provided by parcels designated as Active Community Centers*
15% of area (less streets, sidewalks & drainage) in open space	*Required: 149.8 Acres* *Provided: 228.2 Acres includes open space medians* **An additional 38.5 acres of open space not counted towards the open space requirements is provided within the School Site*
Not less than 10% in office/retail * Includes 44 Live/Work Units	*Required: 99.9 Acres* *Provided: 26.1 Acres* **See "Commercial" Section of this document*
Residential Lots Provided	*1,283 Single Family* *692 Townhomes* *391 Multi-Family* *800 Age-Restricted SFD Lots (Washington Homes)* *44 Live/Work (Counted as Commercial Area)* *3,200 Total Dwelling units*

Items Required in the Zoning Ordinance	*HUNTFIELD – Overall Composite Schematic Item Submitted*
Number of lots: land area in sq. ft. / 10,000 *Note: For Townhome developments, each five (5) acres developed as townhouses constitutes 1 lot	*Required: 4,351 Lots Maximum* *Provided: 2,523 Lots* *Townhome Acreage = 74.6 acres* *Equivalent # Townhome Lots = 74.6 acres/5 = 15 Lots* *Total # Lots = (3,200 Units – 692 Townhomes) + 15 Equivalent # Townhome Lots = 2,523 Lots* *Number of Lots: 43,507,728 sq. ft. / 10,000 = 4,351 Lots*
Overall Maximum Residential Density *Note: For Townhome developments, each five (5) acres developed as townhouses constitutes 1 lot	*Required: Not to exceed 10 Units / Acre* *Provided: 2.5 Units/Acres* *Townhome Acreage = 74.6 acres* *Equivalent # Townhome Lots = 74.6 acres/5 = 15 Lots* *Total # Lots = (3,200 Units – 692 Townhomes) + 15 Equivalent # Townhome Lots = 2,523 Lots* *Overall density: 2,523 Lots / 998.8 Acres = 2.5 Units/Acres*
Maximum Density - Multi-Family	*Required:* not exceed 20 units per acre *Provided: 13.8 units/acre* *391 Units / 27.6 Acres =13.8 units/acre*
Maximum Density - Townhomes	*Required:* not exceed 10 units per acre *(modified per Huntfield proffers to 16 units/acre)* *Provided: 9.3 units/acre* *692 Townhomes / 74.6 Total Acres Including ROW = 9.3 Units/Acre*

The following is a partial listing of the conditions of the overall development per the "Letter of Clarification/Huntfield Proffer Statement" dated March 28, 2002. See the aforementioned "Letter of Clarification/Huntfield Proffer Statement" for a full listing of the proffers.

- Minimum lot width shall be reduced to 50 feet at the street.
- Minimum lot area shall be reduced to 5,000 square feet.
- Front yard setback shall be 25 feet from the edge of pavement.
- Encroachment within the front yard setback shall be no more than 30% or 8.34 feet. It appears that the percentage should be 33.3%.
- Side yard setbacks shall be reduced to 5 feet minimum.
- No setback from the property line for accessory structures shall be required.
- Minimum paving width shall be 24 feet.

The following is a partial listing of the, "Amended Huntfield Proffers" dated May 3, 2004. See the aforementioned "Amended Huntfield Proffers" for a full listing of the proffers.

- The minimum 200,000 square feet of commercial retail or office space proffered by Huntfield shall satisfy all requirements for land area devoted to office and or commercial. This agreement does not preclude Huntfield from developing commercial retail/office beyond the 200,000 square feet requirement.
- Huntfield will dedicate 15% of the total land are to open and recreational space. All active and passive recreational facilities provided in Huntfield shall be credited toward the 15% open space requirement specified herein. In addition, Huntfield will provide a minimum 50-foot buffer on either side of Bullskin Run measured from the edge of the stream bank and a landscaped 50-foot buffer along major highways (i.e. Route 340, 340 Bypass, WV Route 9).
- Maximum building heights shall be as follows:
  - Single Family Detached – 45', but not more than 3 stories
  - Townhouses – 45', but not more than 3 stories
  - Multi-Family – 50', but not more than 4 stories
  - Office, Commercial, Civic and Mixed Use – 60' but not more than 5 stories
- Minimum lot widths shall be as follows:
  - Single Family Detached – 50', however 45' for Active Adult Community (development)
  - Townhouses – Mix of 16' to 24'
- Minimum lot sizes shall be as follows:
  - Single Family Detached – 5,000 square feet, however 4,500 square feet for Active Adult Community (development)
  - Townhouses – 1,600 square feet
- Townhouse portions of the development shall be permitted to have an area less than five acres
- Townhouse units shall be permitted at a maximum density of 16 units per acres
- The minimum rear yard setback for units with attached rear-load garages shall be 10'
- Alleys may be dead-end streets when intersections would cause a curb cut on a collector street
- Alleys may provide lot access and satisfy road frontage requirements when the lots served by those alleys front on open space
- Cul-de-sac streets shall be permitted in limited instances and require approval by the Planning Commission. When allowed, the cul-de-sacs terminus shall include a landscaped circle.
- The designated Village Center shall be permitted for Central Business District, General Commercial and Neighborhood Residential uses as defined in the present City of Charles Town Zoning Ordinance. The designated Neighborhood Centers shall be permitted for Office Residential, Neighborhood Residential and Neighborhood Commercial uses as defined in the present City of Charles Town Zoning Ordinance. Future changes in the existing Zoning Ordinances shall be made applicable to this paragraph.

Table 3 (Note: Acreages shown are approximate. Actual areas to be determined at the time of recordation of the record plat pertaining to each Phase of the development. All areas shall be in general conformance with the Overall Composite Schematic.)

Use	Required	Provided
Site Area	Min. 5 Acres	998.8 Total Acres
Existing		
Composite Schematic I		313.3 Acres
Proposed:		
Residential (includes rights of way)	499.4 Acres	612.9 Acres
Dedicated School Parcels		74.1 Acres
Municipal Use Parcels		12.9 Acres
Active Community Centers		14.7 Acres
Open Space (Includes open space medians)	149.8 Acres	228.2 Acres
Additional Open Space Provided in School Site		38.5 Acres
Commercial (Includes 44 Live/Work Units) *See "Commercial" Section of this document	99.9 Acres	26.1 Acres

GENERALIZED LAND USE

Proposed generalized land use in this Schematic Plan submission is as follows:

Table 4 (Note: Acreages shown are approximate. Actual areas to be determined at the time of recordation of the record plat pertaining to each Phase of the development. All areas shall be in general conformance with the Overall Composite Schematic.)

Use	Required	Provided
Site Area	Min. 5 Acres	998.8 Total Acres
Existing		
Composite Schematic I		313.3 Acres
Proposed:		
Residential (includes rights of way)	499.4 Acres	612.9 Acres
Dedicated School Parcels		74.1 Acres
Municipal Use Parcels		12.9 Acres
Active Community Centers		14.7 Acres
Open Space (Includes open space medians)	149.8 Acres	228.2 Acres
Additional Open Space Provided in School Site		38.5 Acres
Commercial (Includes 44 Live/Work Units) *See "Commercial" Section of this document	99.9 Acres	26.1 Acres

Residential Area

This area consists of approximately 612.9 acres, and is projected to be developed with single family detached houses, town homes, and multi-family dwellings. It will also include an Active Adult Community as defined by the Active Adult Community Covenants. Lots sizes will vary throughout the development; however, all lots sizes will be in accordance with the proffers for the Huntfield development. All residential areas meet the density requirements set forth in the Zoning Ordinance except where modified by the Huntfield proffers. An additional 74.1 acres not counted towards the residential requirements has been provided for school facilities, and an additional 12.9 acres have been provided as Municipal Use Parcels. Municipal Use Parcel #1 contains approximately 5.4 acres and is a proposed location for a public administration building and potential train and/or Pan-Tran bus stations. Municipal Use Parcel #4, which contains approximately 3.0 acres, is also a potential location for train and/or Pan-Tran bus stations. Municipal Use Parcel #2 (1.5 acres) contains the water tower, and Municipal Use Parcel #3 (3.0 acres) is proposed as a ball field. Determination of final use of Municipal Parcels will be determined with future site plans. Additional areas also not included in the residential area requirements have been provided in parcels dedicated to Active Community Centers. Active Community Center #1 provides 1.6 acres, #2 provides 6.2 acres, and #3 provides 6.9 acres for a total of 14.7 acres of additional area provided by Active Community Centers. The final use and design of each Active Community Center will be determined at the site plan stage; however, they shall contain, but are not limited to the following: swimming pools, meeting facilities, and recreational facilities. These recreational amenities will be sized appropriately with adequate parking and ancillary support facilities, such as bathrooms, etc.

Commercial

The commercial areas shown have been revised from those shown on previous schematic plans in order to provide the most viable commercial locations. The commercial area requirements have been modified based on non-traditional design concepts. As specified in the Huntfield proffers, "a minimum 200,000 square feet of commercial, retail, or office space proffered by Huntfield shall satisfy all requirements for land area devoted to office and/or commercial. This agreement does not preclude Huntfield from developing commercial retail/office space beyond the 200,000 square feet requirement."

Commercial areas include a Village Center and multiple Neighborhood Centers providing 26.1 acres of commercial area. Per the Huntfield proffers, "The designated Village Center shall be permitted for Central Business District, General Commercial and Neighborhood Residential uses as defined in the present City of Charles Town Zoning Ordinance. The designated Neighborhood Centers shall be permitted for Office Residential, Neighborhood Residential and Neighborhood Commercial uses as defined in the present City of Charles Town Zoning Ordinance. Future changes in the existing Zoning Ordinances shall be made applicable to this paragraph." In addition, 44 live/work units provided in the commercial areas.

Open Space

Huntfield Overall Composite Schematic allocates approximately 228.2 acres of open space, which exceeds the Zoning Ordinance standard for open space requirements. This consists of dedicated open space parcels totaling approximately 217.9 acres with the remaining area located within the right of way. Not counted toward the open space requirements are 38.5 acres of open space located within in the School Site.

The dedicated parcels will contain an active use park, a public green, and multiple passive parks. The passive parks may contain, but are not limited to: picnic areas, playing fields, and grass areas. Final determination of passive parks use will be determined with future site plans. One lot-lot is currently constructed on the eastern side of the project. At a minimum, one additional tot-lot shall be provided on the western site. This tot-lot shall be located south of Future Prospect Hill Boulevard within close proximity to the town home regions.

A hiker/biker trail will be provided within open space parcels and other areas with the development. The trail will be coordinated with trails located on adjoining parcels and may incorporate the use of sidewalks and roadways throughout the development as a part of the trail system.

The open space, to be located and designed during the site planning stage, would seek to achieve the following objectives:

- Provide the zoning ordinance-required open space.
- Provide some open space area easily accessible to all parts of Huntfield.
- Provide at least one area large enough for residents of different neighborhoods to gather together.
- Provide internal buffers between non-residential and residential uses.
- Incorporate passive and active component in Neighborhood open space areas.
- As new lots are added additional neighborhood park sites will be developed.

NOTES:
1) SEE SHEET 2 FOR TRAFFIC CIRCULATION & ANALYSIS
2) FOR LISTING OF AFFECTED PARCELS PLEASE SEE SHEET 4

SHEET INDEX

1. COVER SHEET & NARRATIVE
2. STATUS & TYPICAL ROAD SECTIONS
3. CIRCULATION & OPEN SPACE
4. SCHEMATIC COMPARISON
5. OVERALL SITE CONDITIONS
6. PHASING & PROFFER EXHIBIT

Approved:

Planning Commission Date
SCHM 2004-0002

DATE	REVISIONS

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 E. FIRST ROAD, SUITE 106
PURCELLVILLE, VA 20132
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COVER SHEET & NARRATIVE

HUNTFIELD
OVERALL COMPOSITE SCHEMATIC
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

JOB NO.:	22976
SCALE:	
DATE:	02/04/25
DRAWN BY:	CDS
DESIGN BY:	CDS
REVIEW BY:	TDH
SHEET:	1 OF 6

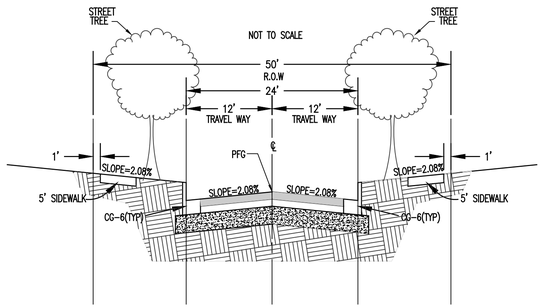
L:\Projects\Huntfield\Engineering\Master Development Plan\SHEETS\01.dwg, 2/4/2025 2:07:51 PM, CStephenson, 1:1, Copyright 2025 Morris & Ritchie Associates, Inc.

TYPICAL SECTION
TERTIARY STREETS - ACTIVE ADULT COMMUNITY

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

NOTE: APPLICABLE TO TERTIARY STREETS LOCATED WITHIN THE ACTIVE ADULT COMMUNITY. SEE DETAIL "TERTIARY STREETS - STANDARD DETAIL" FOR DETAIL OF TERTIARY STREETS LOCATED OUTSIDE OF ACTIVE ADULT COMMUNITY.

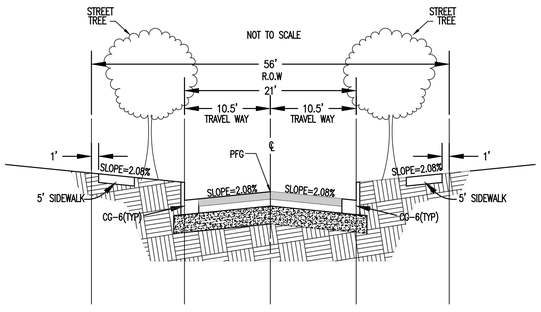


TYPICAL SECTION
TERTIARY STREETS (STANDARD DETAIL)

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

NOTE: APPLICABLE TO TERTIARY STREETS LOCATED OUTSIDE OF ACTIVE ADULT COMMUNITY WITHOUT ON STREET PARKING.

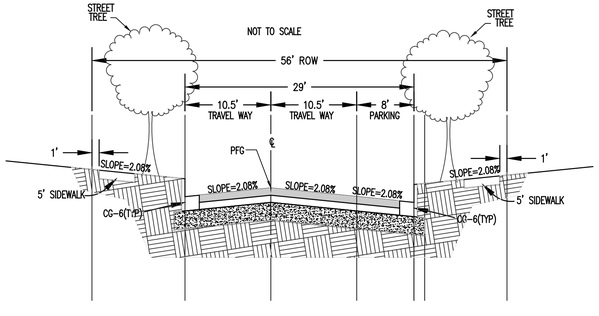


TYPICAL SECTION
TERTIARY STREETS (STANDARD DETAIL)

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

NOTE: APPLICABLE TO TERTIARY STREETS LOCATED OUTSIDE OF ACTIVE ADULT COMMUNITY. SEE DETAIL "TERTIARY STREETS - ACTIVE ADULT COMMUNITY" FOR DETAIL OF TERTIARY STREETS LOCATED WITHIN THE ACTIVE ADULT COMMUNITY.

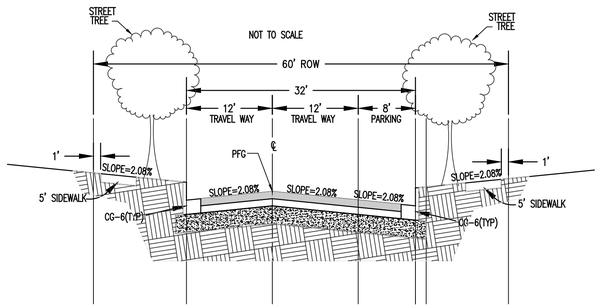


TYPICAL SECTION
SECONDARY STREETS

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW
NOT TO SCALE

NOTE:
1) APPLICABLE TO ALL SECONDARY STREETS WITHIN THE HUNTFIELD DEVELOPMENT.



TRAFFIC CIRCULATION & ANALYSIS

The traffic circulation system has been designed to accomplish the following objectives:

- Achieve high levels of service by dispersing and balancing site generated traffic among available roads.
- Provide for connections with existing and future neighboring subdivisions & properties when applicable.
- Provide a planned hierarchy of roads including main and secondary roads.
- Respect the existing topography and landform in designing roads to avoid unnecessary or disruptive changes to the landscape.
- Provide good access to all roads adjoining the site but avoid a direct cut through or alternative to the existing interchange between WV Route 13 and Route 13/3.
- Provide pedestrian ways with subdivision and site plans which connect the complementary land uses and sub-neighborhoods within Huntfield, and which will include sidewalks next to streets with emphasis on pedestrian elements at the secondary road level rather than on the busier roads.
- Provide traffic calming at the internal intersection to help with pedestrian safety.

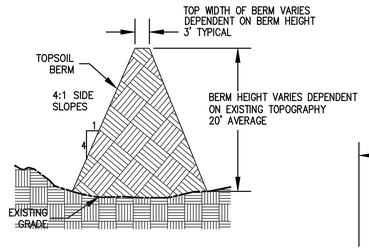
Roads within the Western Site have been aligned to provide views of historic Claymont (Claymont-Blakeley Axis) and the Charles Town Court House (Washington Street Axis).

A Phased Traffic Impact Analysis for Huntfield was prepared on May 5, 2004 by Patton Harris Rust & Associates. The analysis includes both site related and non-site related recommended transportation improvements. The Analysis is currently in review by the West Virginia Department of Highways. Per the recommendations made in the Traffic Analysis, the existing Prospect Hill Boulevard entrance will be abandoned and a "Re-aligned Prospect Hill Boulevard" will be constructed. Final determination of the exact location of Re-aligned Prospect Hill Boulevard and the associated intersections to be determined based upon coordination with the High School and the Department of Highways.

Per the Huntfield proffers, "Huntfield has proffered to produce a transportation study and plan which indicates how the development of road improvements, a hike/biker trail, shuttle routes, a potential commuter train/bus station, and other transportation improvement could minimize the impacts of additional vehicle traffic, attributable to the Huntfield project, in the Charles Town Area". A phasing plan will be submitted to the City of Charles Town with future site plans for informative purposes. The phasing plan will include trigger points at which action regarding the transportation plan will be taken.

TYPICAL SECTION
RAILROAD BERM

NOTE: BERM SECTION SHOWN IS APPROXIMATE. ACTUAL BERM DESIGN AND LOCATION TO BE DETERMINED WITH FUTURE SITE PLANS.

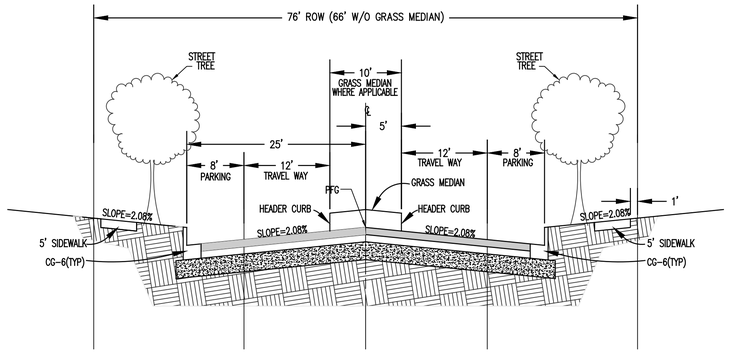


TYPICAL SECTION
SECONDARY STREETS

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW
NOT TO SCALE

NOTE:
1) APPLICABLE TO ALL SECONDARY STREETS WITHIN THE HUNTFIELD DEVELOPMENT.



TYPICAL SECTION
SECONDARY STREETS

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW
NOT TO SCALE

NOTE:
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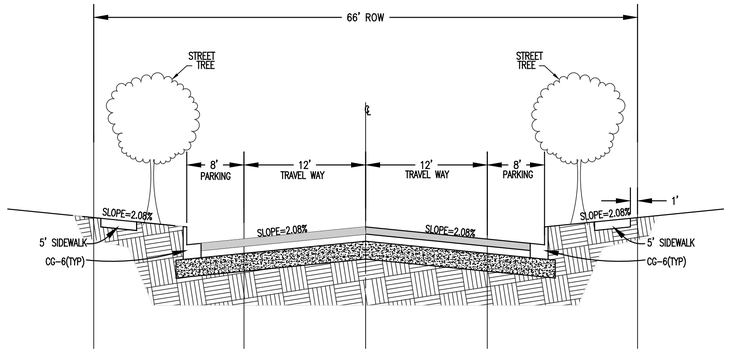
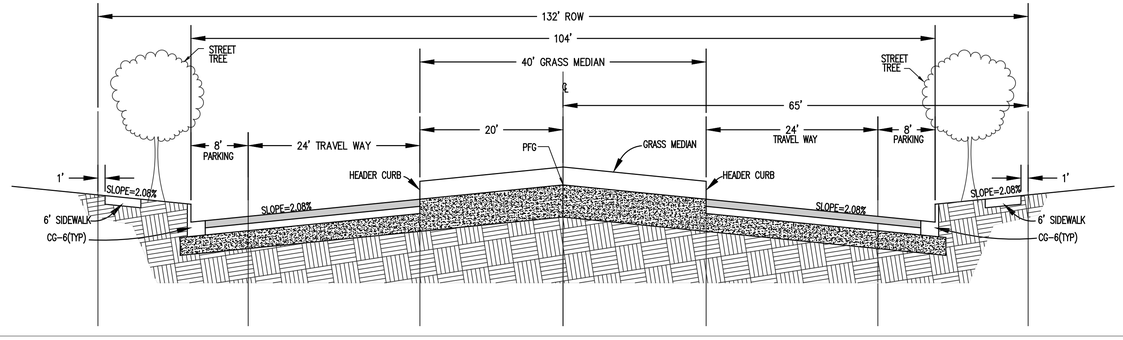


TYPICAL SECTION
PRIMARY STREET

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW
NOT TO SCALE

NOTE: APPLICABLE TO ALL SECONDARY STREETS WITHIN THE HUNTFIELD DEVELOPMENT.



REVISIONS | DATE

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
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STATUS & TYPICAL ROAD SECTIONS

HUNTFIELD
OVERALL COMPOSITE SCHEMATIC
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

JOB NO.: 22976
SCALE:
DATE: 02/04/25
DRAWN BY: CDS
DESIGN BY: CDS
REVIEW BY: TDH
SHEET: 2 OF 6

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DATE	REVISIONS

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
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CIRCULATION & OPEN SPACE

HUNTFIELD
OVERALL COMPOSITE SCHEMATIC
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

JOB NO.:	22976
SCALE:	
DATE:	02/04/25
DRAWN BY:	CDS
DESIGN BY:	CDS
REVIEW BY:	TDH
SHEET:	3 OF 6

PARCELS AFFECTED BY THIS SCHEMATIC

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	1	1	973/335	NR
CTC	11A	2	2	983/357	NR
CTC	11A	3	3	976/549	NR
CTC	11A	4	4	966/353	NR
CTC	11A	5	5	966/353	NR
CTC	11A	6	6	976/351	NR
CTC	11A	7	7	976/288	NR
CTC	11A	8	8	986/738	NR
CTC	11A	9	9	984/39	NR
CTC	11A	10	10	990/243	NR
CTC	11A	11	11	979/8	NR
CTC	11A	12	12	984/37	NR
CTC	11A	13	13	970/615	NR
CTC	11A	14	14	983/408	NR
CTC	11A	15	15	993/697	NR
CTC	11A	16	16	984/89	NR
CTC	11A	17	17	985/481	NR
CTC	11A	18	18	982/361	NR
CTC	11A	19	19	970/615	NR
CTC	11A	20	20	949/203	NR
CTC	11A	21	21	996/207	NR
CTC	11A	22	22	991/566	NR
CTC	11A	23	23	989/725	NR
CTC	11A	24	24	993/257	NR
CTC	11A	25	25	983/284	NR
CTC	11A	26	26	979/395	NR
CTC	11A	27	27	979/602	NR
CTC	11A	28	28	983/690	NR
CTC	11A	29	29	987/405	NR
CTC	11A	30	30	985/719	NR
CTC	11A	31	31	986/82	NR
CTC	11A	32	32	985/187	NR
CTC	11A	33	33	985/189	NR
CTC	11A	34	34	985/150	NR
CTC	11A	35	35	989/639	NR
CTC	11A	36	36	988/599	NR
CTC	11A	37	37	992/533	NR
CTC	11A	38	38	949/203	NR
CTC	11A	39	39	988/418	NR
CTC	11A	40	40	949/203	NR
CTC	11A	41	41	985/156	NR
CTC	11A	42	42	983/683	NR
CTC	11A	43	43	986/80	NR
CTC	11A	44	44	984/81	NR
CTC	11A	45	45	972/613	NR
CTC	11A	46	46	972/613	NR
CTC	11A	47	47	984/85	NR
CTC	11A	48	48	982/524	NR
CTC	11A	49	49	982/682	NR
CTC	11A	50	50	982/635	NR
CTC	11A	51	51	981/531	NR
CTC	11A	52	52	982/234	NR
CTC	11A	53	53	994/15	NR
CTC	11A	54	54	949/203	NR
CTC	11A	55	55	995/48	NR
CTC	11A	56	56	997/536	NR
CTC	11A	57	57	987/63	NR
CTC	11A	58	58	987/14	NR
CTC	11A	59	59	987/184	NR
CTC	11A	60	60	988/585	NR
CTC	11A	61	61	989/59	NR
CTC	11A	62	62	989/57	NR
CTC	11A	63	63	949/203	NR
CTC	11A	64	64	990/539	NR
CTC	11A	65	65	990/539	NR
CTC	11A	66	66	990/539	NR
CTC	11A	67	67	982/147	NR
CTC	11A	68	68	979/466	NR
CTC	11A	69	69	995/569	NR
CTC	11A	69A	69A	949/203	NR
CTC	11A	70	70	994/506	NR
CTC	11A	70A	70A	996/242	NR
CTC	11A	71	71	949/203	NR
CTC	11A	71A	71A	994/15	NR
CTC	11A	72	72	997/526	NR
CTC	11A	72A	72A	995/203	NR
CTC	11A	73	73	995/484	NR
CTC	11A	74	74	994/504	NR
CTC	11A	75	75	996/544	NR
CTC	11A	76	76	986/180	NR
CTC	11A	77	77	995/108	NR
CTC	11A	78	78	998/153	NR
CTC	11A	78A	78A	997/690	NR
CTC	11A	79	79	994/15	NR
CTC	11A	79A	79A	998/151	NR
CTC	11A	80	80	997/558	NR
CTC	11A	80A	80A	997/613	NR
CTC	11A	81	81	994/15	NR
CTC	11A	82	82	998/149	NR
CTC	11A	83	83	997/566	NR
CTC	11A	84	84	989/31	NR
CTC	11A	85	85	989/31	NR
CTC	11A	86	86	990/539	NR
CTC	11A	87	87	989/31	NR
CTC	11A	88	88	986/78	NR
CTC	11A	89	89	977/292	NR
CTC	11A	90	90	993/491	NR
CTC	11A	91	91	985/55	NR
CTC	11A	92	92	975/255	NR
CTC	11A	93	93	971/529	NR
CTC	11A	94	94	973/521	NR
CTC	11A	95	95	979/10	NR
CTC	11A	96	96	974/340	NR
CTC	11A	97	97	996/19	NR
CTC	11A	98	98	974/670	NR
CTC	11A	99	99	981/332	NR
CTC	11A	100	100	980/682	NR
CTC	11A	101	101	981/278	NR
CTC	11A	102	102	985/226	NR
CTC	11A	103	103	986/304	NR
CTC	11A	104	104	986/137	NR
CTC	11A	105	105	988/595	NR
CTC	11A	106	106	989/12	NR
CTC	11A	107	107	988/593	NR
CTC	11A	108	108	949/203	NR
CTC	11A	109	109	949/203	NR
CTC	11A	109A	109A	994/15	NR
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CTC	11A	111A	111A	994/15	NR
CTC	11A	112	112	980/476	NR
CTC	11A	113	113	980/592	NR
CTC	11A	PARK	D+E	949/203	NR
CTC	11A	COM1	C	949/203	NR
CTC	11A	COM2	F	949/203	NR
CTC	11A	CMR1	A	949/203	NR
CTC	11A	CMR2	B	949/203	NR

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	114	114		NR
CTC	11A	115	115		NR
CTC	11A	116	116		NR
CTC	11A	117	117		NR
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CTC	11A	228	228		NR
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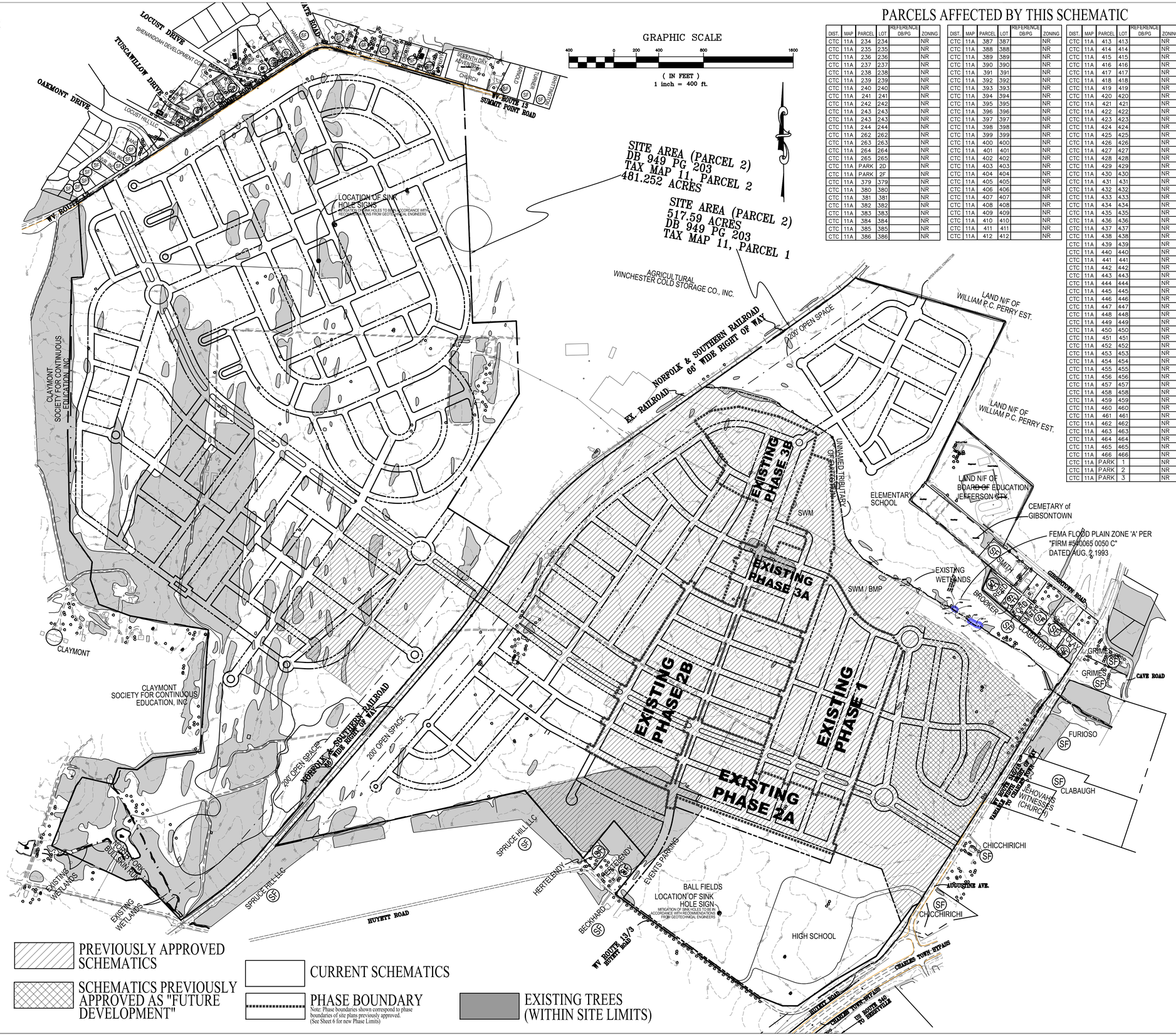

PARCELS AFFECTED BY THIS SCHEMATIC

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	234	234		NR
CTC	11A	235	235		NR
CTC	11A	236	236		NR
CTC	11A	237	237		NR
CTC	11A	238	238		NR
CTC	11A	239	239		NR
CTC	11A	240	240		NR
CTC	11A	241	241		NR
CTC	11A	242	242		NR
CTC	11A	243	243		NR
CTC	11A	243	243		NR
CTC	11A	244	244		NR
CTC	11A	262	262		NR
CTC	11A	263	263		NR
CTC	11A	264	264		NR
CTC	11A	265	265		NR
CTC	11A	PARK	2D		NR
CTC	11A	PARK	2F		NR
CTC	11A	379	379		NR
CTC	11A	380	380		NR
CTC	11A	381	381		NR
CTC	11A	382	382		NR
CTC	11A	383	383		NR
CTC	11A	384	384		NR
CTC	11A	385	385		NR
CTC	11A	386	386		NR

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	387	387		NR
CTC	11A	388	388		NR
CTC	11A	389	389		NR
CTC	11A	390	390		NR
CTC	11A	391	391		NR
CTC	11A	392	392		NR
CTC	11A	393	393		NR
CTC	11A	394	394		NR
CTC	11A	395	395		NR
CTC	11A	396	396		NR
CTC	11A	397	397		NR
CTC	11A	398	398		NR
CTC	11A	399	399		NR
CTC	11A	400	400		NR
CTC	11A	401	401		NR
CTC	11A	402	402		NR
CTC	11A	403	403		NR
CTC	11A	404	404		NR
CTC	11A	405	405		NR
CTC	11A	406	406		NR
CTC	11A	407	407		NR
CTC	11A	408	408		NR
CTC	11A	409	409		NR
CTC	11A	410	410		NR
CTC	11A	411	411		NR
CTC	11A	412	412		NR

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	413	413		NR
CTC	11A	414	414		NR
CTC	11A	415	415		NR
CTC	11A	416	416		NR
CTC	11A	417	417		NR
CTC	11A	418	418		NR
CTC	11A	419	419		NR
CTC	11A	420	420		NR
CTC	11A	421	421		NR
CTC	11A	422	422		NR
CTC	11A	423	423		NR
CTC	11A	424	424		NR
CTC	11A	425	425		NR
CTC	11A	426	426		NR
CTC	11A	427	427		NR
CTC	11A	428	428		NR
CTC	11A	429	429		NR
CTC	11A	430	430		NR
CTC	11A	431	431		NR
CTC	11A	432	432		NR
CTC	11A	433	433		NR
CTC	11A	434	434		NR
CTC	11A	435	435		NR
CTC	11A	436	436		NR
CTC	11A	437	437		NR
CTC	11A	438	438		NR
CTC	11A	439	439		NR
CTC	11A	440	440		NR
CTC	11A	441	441		NR
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CTC	11A	463	463		NR
CTC	11A	464	464		NR
CTC	11A	465	465		NR
CTC	11A	466	466		NR
CTC	11A	PARK	1		NR
CTC	11A	PARK	2		NR
CTC	11A	PARK	3		NR

DATE	REVISIONS

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 E. FIRST ROAD, SUITE 106
PURCELLVILLE, VA 20132
PHONE: (703) 994 - 4047
MRAGTA.COM

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OVERALL SCHEMATIC COMPARISON, EXISTING TOPOGRAPHY & ENVIRONMENTAL FEATURES

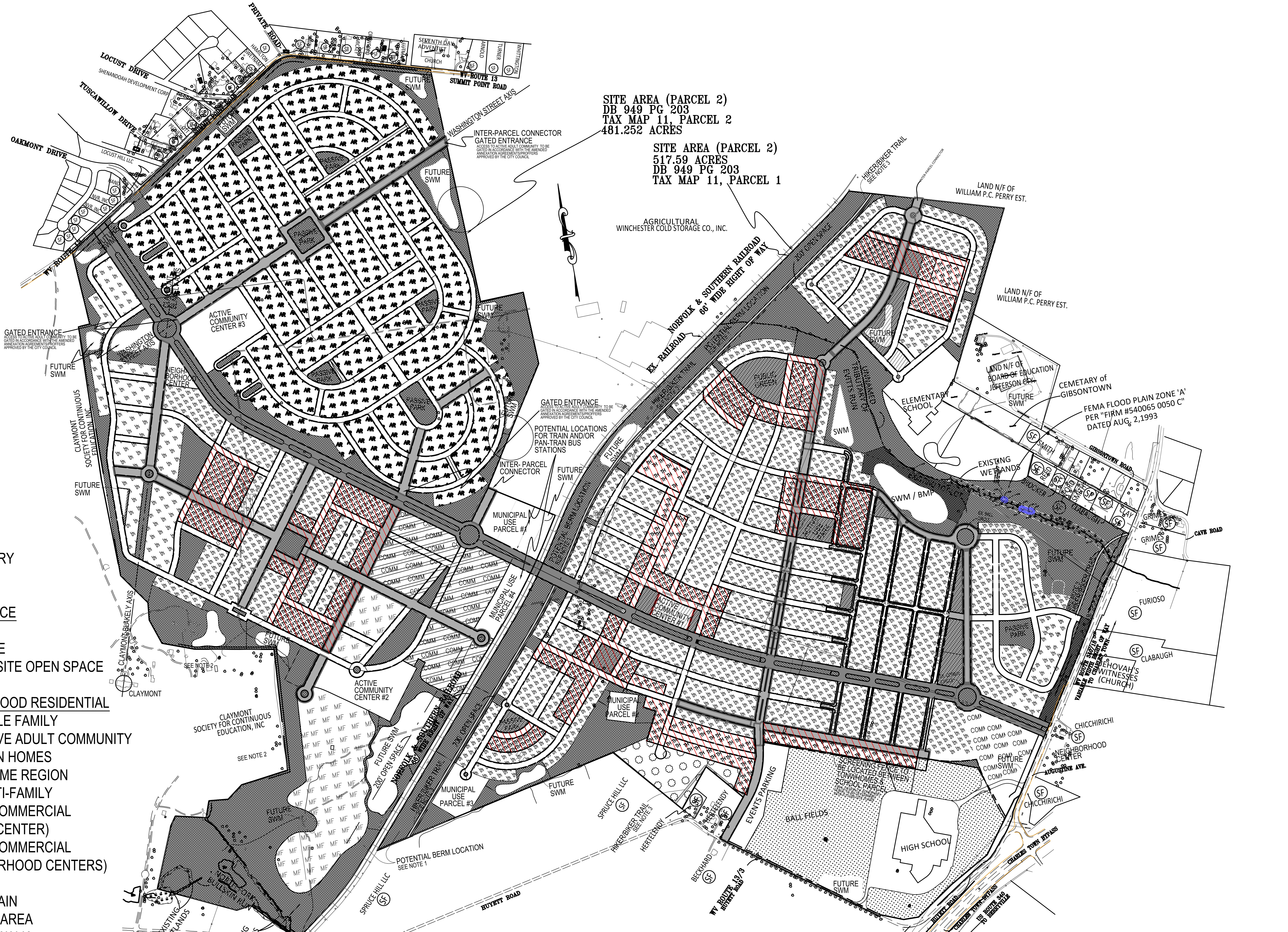
HUNTFIELD

OVERALL COMPOSITE SCHEMATIC

CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

JOB NO.:	22976
SCALE:	
DATE:	02/04/25
DRAWN BY:	CDS
DESIGN BY:	CDS
REVIEW BY:	TDH
SHEET:	4 OF 6

L:\Projects\Huntfield\Engineering\Master Development Plan\SHEETS\04.dwg, 2/4/2025 2:10:03 PM, CStephenson, 1:1, Copyright 2025 Morris & Ritchie Associates, Inc.



LEGEND

ROADS

- PRIMARY
- SECONDARY
- TERTIARY

OPEN SPACE

- GENERAL
- TREE SAVE
- SCHOOL SITE OPEN SPACE

NEIGHBORHOOD RESIDENTIAL

- SF= SINGLE FAMILY
- AR= ACTIVE ADULT COMMUNITY
- TH= TOWN HOMES
- TOWN HOME REGION
- MF= MULTI-FAMILY
- COMM = COMMERCIAL (VILLAGE CENTER)
- COMM = COMMERCIAL (NEIGHBORHOOD CENTERS)

- FLOOD PLAIN
- WETLAND AREA
- SW= SIDEWALK
- EXISTING ROADS
- HUNTFIELD BOUNDARY

TOTAL SITE AREA 998.8 ACRES

NOTES:

1) TOPSOIL BERM TO BE LOCATED WITHIN THE 200' OPEN SPACE BUFFER ALONG THE RAILROAD IN LOCATIONS DETERMINED WITH FUTURE SITE PLANS. REFERENCE SHEET 2 FOR TYPICAL BERM SECTION

2) A SEPARATE LANDSCAPE PLAN DETAILING THE PROPOSED BUFFERING BETWEEN THE HUNTFIELD/CLAYMONT BOUNDARY SHALL BE PROVIDED TO THE PLANNING COMMISSION FOR INFORMATIVE PURPOSES

3) APPROXIMATE LOCATION OF HIKER/BIKER TRAIL. FINAL LOCATION TO BE DETERMINED WITH FUTURE SITE PLANS & COORDINATED WITH TRAILS ON ADJOINER PARCELS.

GRAPHIC SCALE

400 0 200 400 800 1600

(IN FEET)
1 inch = 400 ft.

REVISIONS	DATE

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 E. HIRST ROAD, SUITE 106
PURCELLVILLE, VA 20132
PHONE: (703) 994 - 4047
MRAGTA.COM

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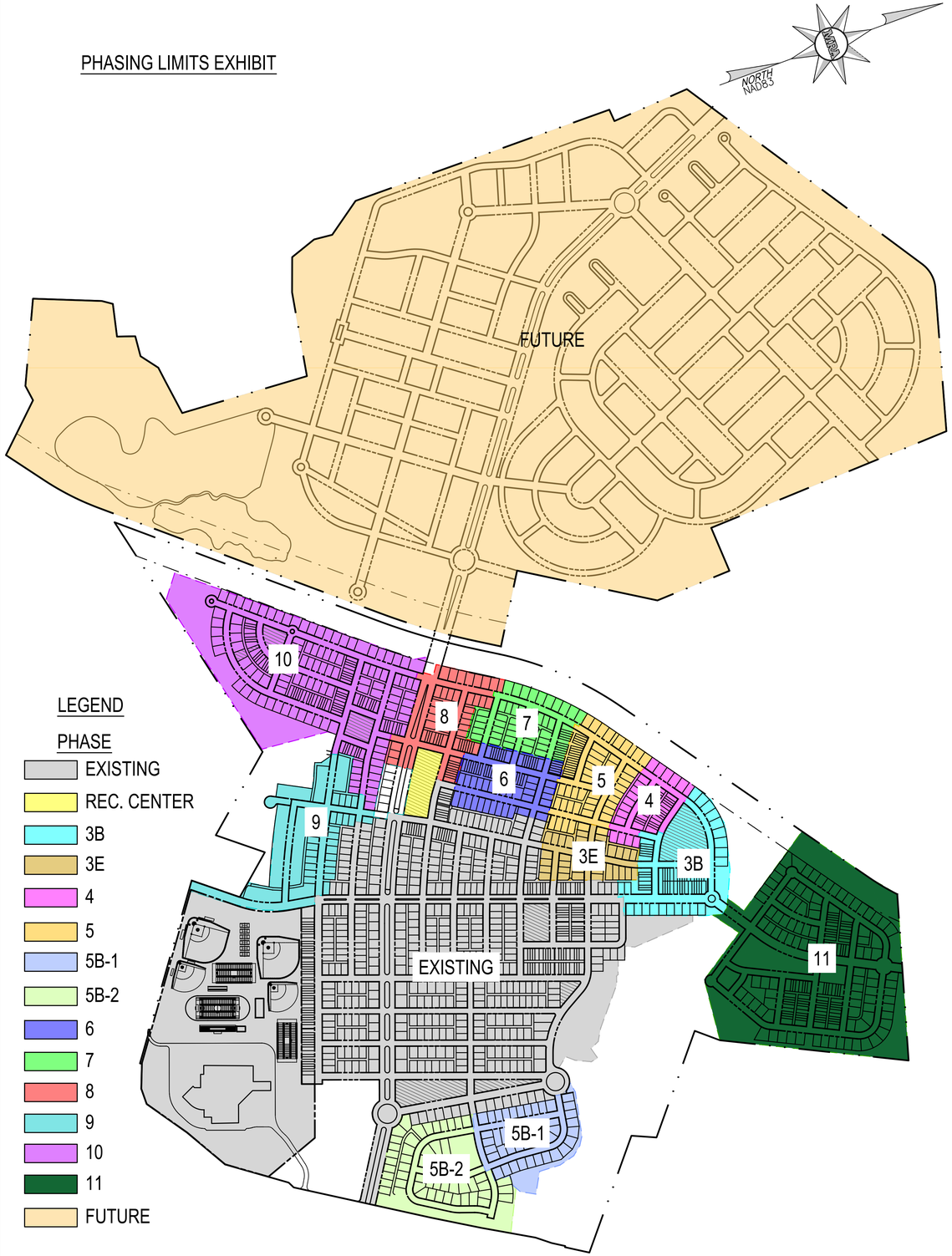
OVERALL SITE CONDITIONS

HUNTFIELD

OVERALL COMPOSITE SCHEMATIC
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

JOB NO.: 22976
SCALE:
DATE: 02/04/25
DRAWN BY: CDS
DESIGN BY: CDS
REVIEW BY: TDH
SHEET: 5 OF 6

PHASING LIMITS EXHIBIT



LEGEND

PHASE

- EXISTING
- REC. CENTER
- 3B
- 3E
- 4
- 5
- 5B-1
- 5B-2
- 6
- 7
- 8
- 9
- 10
- 11
- FUTURE

NOTES:

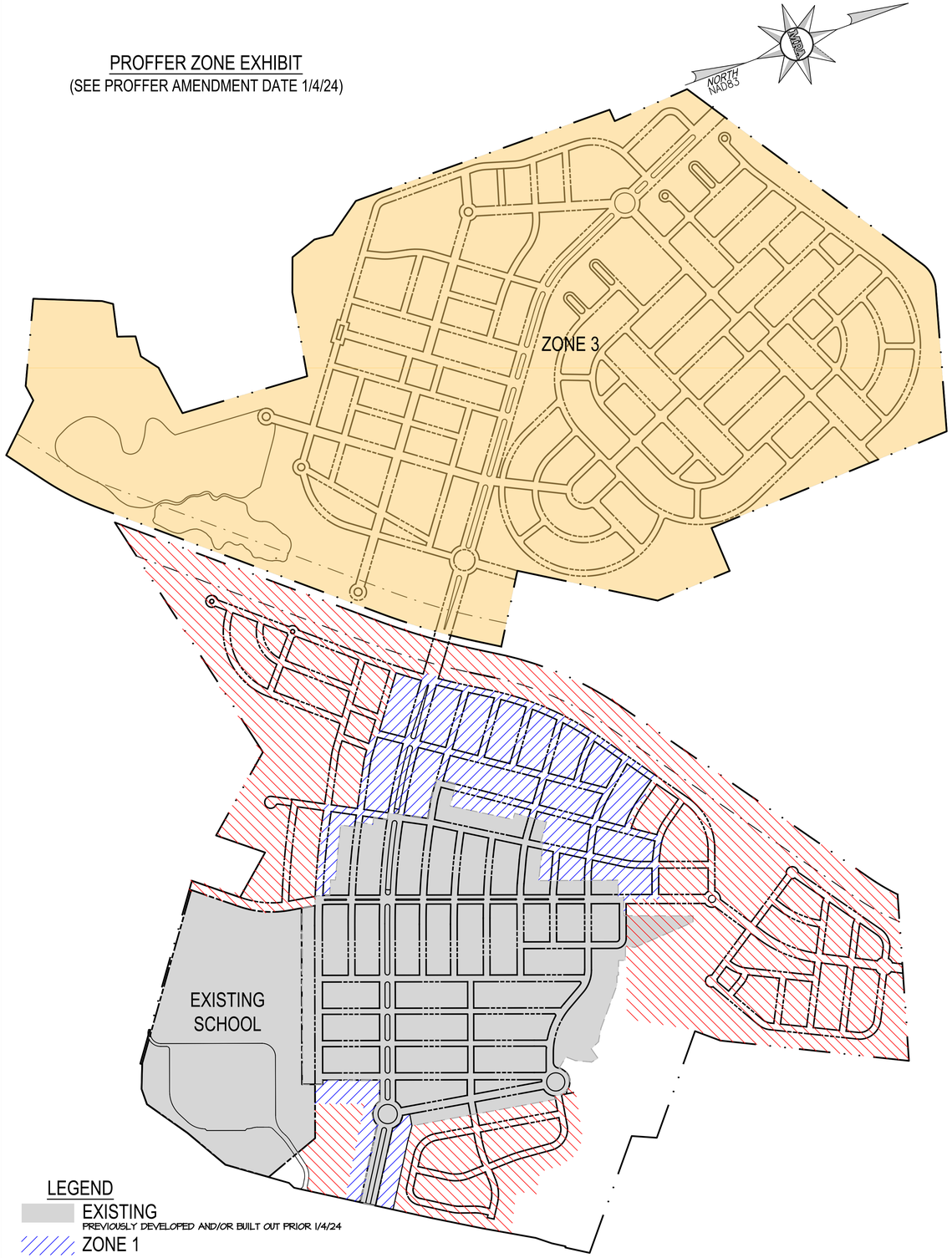
THE PHASING LIMITS ARE BASED ON THE CURRENT DEVELOPMENT PLAN AS OF 2025 AND ARE PROVIDED FOR GRAPHICAL PURPOSES ONLY. THE NUMBERING AND LOCATIONS OF THE PHASES DEPICTED MAY CHANGE AND ARE SUBJECT TO REVISIONS AS NECESSARY.

500 0 500 1000 1500

Scale 1" = 500'

PROFFER ZONE EXHIBIT

(SEE PROFFER AMENDMENT DATE 1/4/24)



LEGEND

EXISTING
PREVIOUSLY DEVELOPED AND/OR BUILT OUT PRIOR 1/4/24

ZONE 1

ZONE 2

ZONE 3
REMAINING 482.25 ACRES TO THE NORTHWESTERN SIDE OF THE RAILROAD TRACKS

500 0 500 1000 1500

Scale 1" = 500'

DATE | REVISIONS

MORRIS & RITCHIE ASSOCIATES, INC.
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS
205 E. FIRST ROAD, SUITE 106
PURCELLVILLE, VA 20132
PHONE: (703) 994 - 4047
MRAGTA.COM

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PHASING & PROFFER EXHIBIT

HUNTFIELD
OVERALL COMPOSITE SCHEMATIC
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

JOB NO.: 22976
SCALE:
DATE: 02/04/25
DRAWN BY: CDS
DESIGN BY: CDS
REVIEW BY: TDH
SHEET: 6 OF 6

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/27/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *SLD2025-04* - Vinton-Hayes Sketch Plan

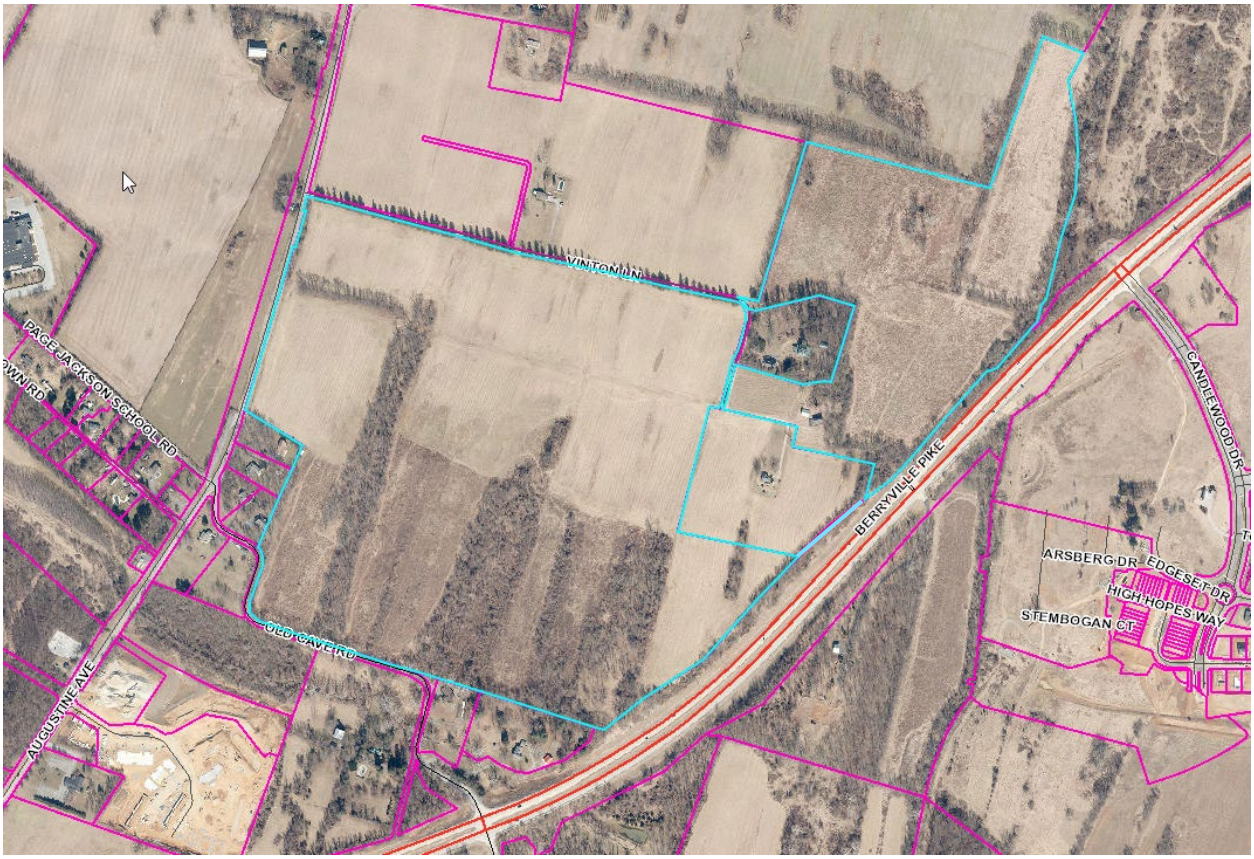
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Plan.pdf
- 4. KH Review.pdf

Sketch Plan

SLD2025-04

Date: For the May 27, 2025 Planning Commission meeting
Applicant: Elm Street Communities
Property Owner: Roscoe Hayes et al.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Major Land Development.
Property Location: TD 03 / Map: 12 / Pcls 217 & 218.
Current Zoning: Neighborhood Residential



PROJECT OVERVIEW

The development of 180 acres for 595 residential units and 18.1 acres of commercial sites.

COMPLETENESS REVIEW

This item was deemed complete by the Planning Commission on April 28, 2025.

ZONING REVIEW

The property is zoned Neighborhood Residential (NR). Per the Zoning Ordinance:

The purpose of the NR District is to provide for a mix of housing types and related services and Uses, including Commercial Uses and office services.

…

The intent is to create a cohesive pattern of primarily residential development that allows a mix of Uses, including neighborhood servicing Commercial and office Uses and/or Commercial and office Uses that complement the primarily residential character of the neighborhood.

USE MIXTURE

Total usable land area requirements:

TYPE	REQUIRED MINIMUM	PROVIDED
Residential	50% of gross site size	42% - 76.47 acres
Commercial	10% of gross site size	10% - 18.1 acres
Open Space	10% of net buildable land area	22% - 28.14 acres

DENSITY

Net Buildable Land Area is 128.6 acres.

Maximum permitted density is 10 units/acre; proposed density is 4.6 units/acre.

LOT DIMENSIONS

The proposed typical lot dimensions and setbacks adhere to the requirements of the zoning district.

SIDEWALKS

Sidewalks will be provided on both sides of all roads within the development. Sidewalks must be between 5-6 ft. in width. Additional details are required at the Preliminary Plan stage.

At the Completeness Review meeting in April, the Commission requested that the applicant provide sidewalks along road frontage with Augustine Avenue, noting that a sidewalk along Vinton Lane was unnecessary. No sidewalks are shown adjacent to Augustine Avenue.

While Vinton Lane is within the property limits, it is a gravel road that does not provide any access to the proposed development; no sidewalk is proposed along Vinton Lane, nor should one be required.

UTILITIES

Water and sewer lines are shown. Electric lines are not shown. While not shown on this plan set, utility easement lines are required to be shown on the preliminary plan.

BUFFERS

Buffers between non-residential and residential uses will be provided at time of site plan submission for non-residential development components of this subdivision, or must be shown on the preliminary plan. The existing tree line along Vinton Lane is to be kept.

PARKING

Each single-family detached home is required to have two off-street parking space, and each townhome is required to have 1.8 spots per dwelling, with spaces no further than 200 feet from their unit.

With 289 single family homes, 578 spaces are required. 902 are provided. For 306 townhomes, 551 spaces are required. 680 are provided. The plan exceeds the parking requirements.

It is unclear if the required parking for the townhomes in the north-east section of the site are have the required parking within 200 feet of the units; there is a 28-bay parking lot located to serve that area, but it is more than 200 feet from the majority of the units in that area. Further details on townhome configuration (including driveways and garages, if any) are required at the preliminary plan stage.

Language on page SK-3 states that the applicant reserves the right to increase or decrease the number of parking spaces provided so long as the total number of parking spaces provided meets the minimum requirements for the Zoning Ordinance. As the purpose of the sketch and preliminary plan is to show the Commission and the Public the proposed development, this language should be struck. The development must adhere to the reviewed and approved plan sets.

OPEN SPACE/RECREATION

The rezoning proffers require a variety of recreational and open space options. This plan shows the full-size soccer field, and two pickleball courts (with associated parking) to be dedicated over to the City.

The plan also provides the required community assets:

a. Community Pool,
b. Single Story Pool Bathhouse
c. Shade Structure (which may be integrated into the Bathhouse),
d. Picnic tables,
e. Grills,
f. Playground.

The amenities are spread throughout the site, to allow for greater access for all residents.

STORMWATER

Detailed stormwater management plans are not required at the sketch plan phase. Those details will be required at the Preliminary Plan stage. The City's 3rd party engineering firm, Kimley-Horn, has reviewed the plans and has no comments about storm water management at this stage. Additional review will occur for the Preliminary Plan stage.

TRAFFIC IMPACT STUDY

The City's 3rd party engineering firm, Kimley-Horn, has reviewed this application and plan. They have two comments, one relating to the traffic impact study (relating to # of dwelling units), and the other relating to provision of a sidewalk along Vinton Lane.

The issue with the traffic impact study is to be addressed no later than at submittal of the preliminary plan. The applicant is in active discussion with the West Virginia Department of Transportation, Division of Highways, to finalize the study.

PROFFERS

On December 16, 2024, City Council approved a set of proffers along with the rezoning from Urban Reserve to Neighborhood Residential. The proffers are:

1. Each new residential unit developed on the property shall be subject to a voluntary financial payment of $2,500 paid at the time of building permit issuance. These funds may be used by the City to fund any of its future capital needs. The property will be exempt from any future capital improvement fees implemented by the City; and

2. As part of the owner/developer's compliance with section ***1333.17 Parks, Recreation and Open Space Amenity Standards***, the owner/developer will construct on a portion of the property to be dedicated to the City:
    A. Full-sized soccer field,
    B. Two (2) pickleball courts,

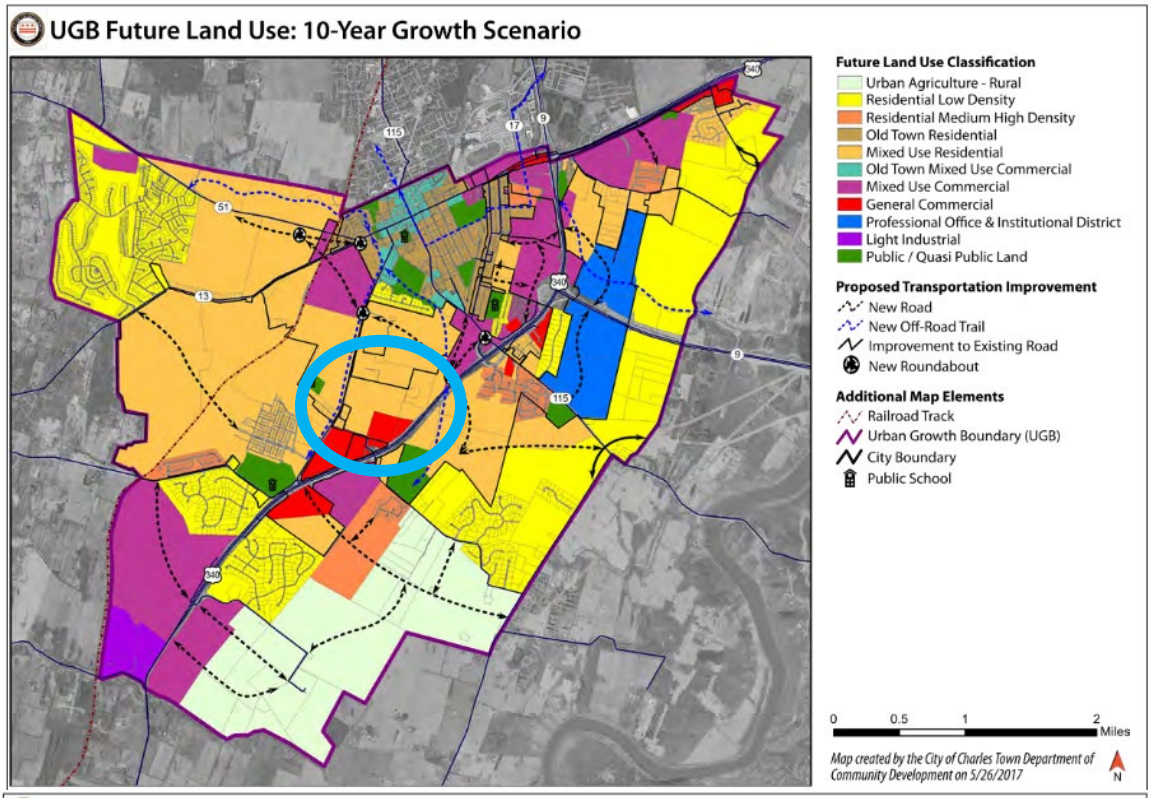
    These improvements will be completed prior to the issuance of the 291st residential building permit for the property. The owner/developer will be exempt from the fee in lieu requirement of section ***1333.17*** ; and

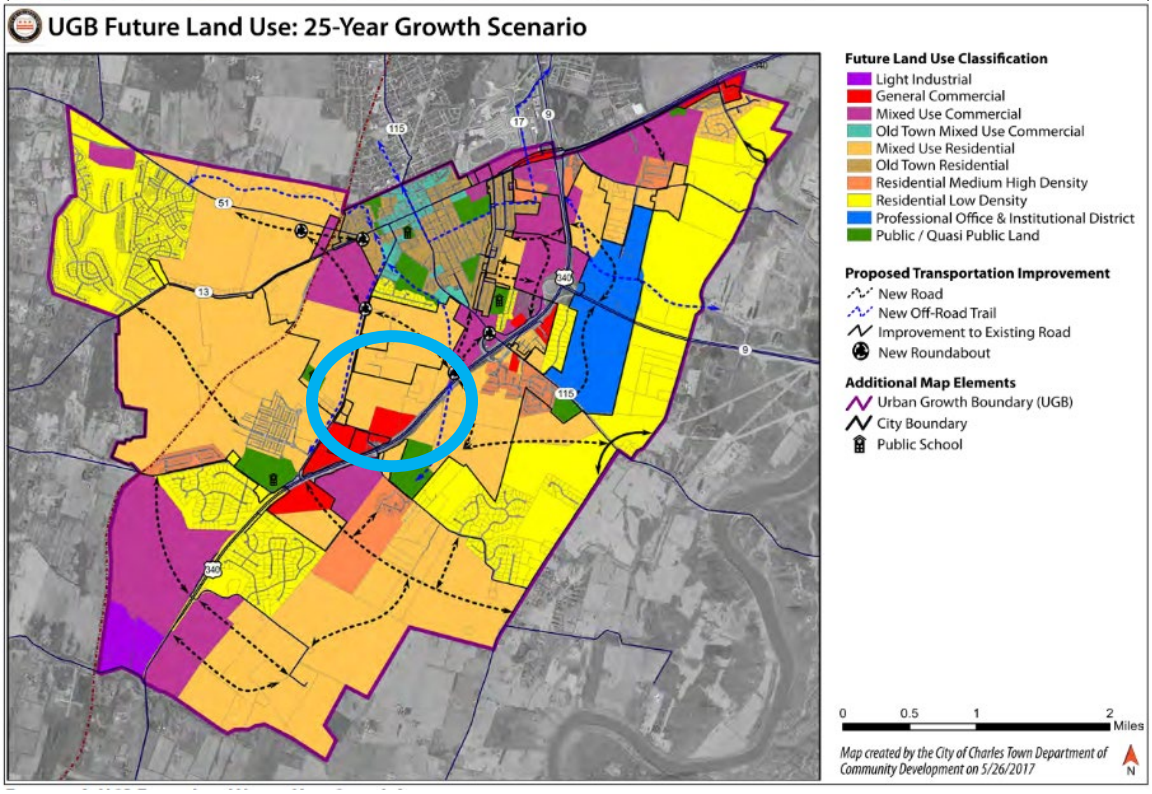
3. In addition to the requirements of section ***1333.17***, the owner/developer agrees to construct the following onsite private recreation amenities for future residents on the property:
    A. Community Pool,
    B. Single Story Pool Bathhouse to include restrooms, changing areas, and lockers,
    C. Shade Structure (which may be integrated into the Bathhouse),
    D. Picnic tables,
    E. Grills,
    F. Playground.

The improvements will be completed prior to the issuance of the 351st residential building permit for the property.

COMPREHENSIVE PLAN

The 2040 Comprehensive Plan designates this property as Mixed-Use Residential and General Commercial. The property is circled in blue below:





The Comprehensive Plan defines *Mixed-Use Residential* Future Land Use as:

> Categories are intended to **provide for a mix of housing types and sizes** (e.g. tiny houses), **as well as related services and uses**, **including** compatible and supporting **commercial** uses **and office** services. Regarding the mixing of uses, **residential uses are predominate and non-residential uses are secondary**, supporting the needs of the residential uses. Areas classified as Mixed Use Residential are a continuation of Charles Town's existing zoning category of Neighborhood Residential District and by extension, the non-residential uses would be similar to that of the Neighborhood Commercial zoning category. The Future Land Use Map envisions a higher intensity and density of uses oriented near Downtown to provide for greater walkability, accessibility, and mobility between Downtown commerce and surrounding neighborhoods.
>
> *-Comprehensive Plan page 72*

The Comprehensive Plan defines General Commercial as:

> The purpose of the General Commercial Future Land Use classification is to provide locations for **businesses of a more general nature** that may not be found in a neighborhood and can be served with adequate water, sewer, gas, and electric service. The businesses proposed in this Comprehensive Plan update include **retail, wholesale, and some light processing operations**. These uses tend to be very **auto centric**. It will be important for the Charles Town community (residents, visitors, and investors alike) to strongly consider the City's small town, historical significance of building and site design. New commercial development should strongly consider and be encouraged to deliver commercial products that uphold the City's small town and historical character and encourage walkable communities.
>
> *-Comprehensive Plan page 75*

In December 2024, the applicant rezoned 180 acres of land to Neighborhood Residential. The General Commercial zoning aspect was based on Conditions of Annexation which are no longer applicable to the properties.

CONCLUSION

The applicant is seeking to build a development of 289 single-family detached homes, 306 townhomes, and 18.1 acres of commercial sites. The development will have access to Augustine Avenue and U.S. Route 340, contains the proffered recreational amenities spread throughout the development, has a central grid with only two cul-de-sacs located on peripheral roads, and generally meets the sketch plan requirements.

RECOMMENDATION

Approval subject to conditions:

1. A minimum 5 foot -wide sidewalk shall be installed along the road frontage of Augustine Avenue.
2. The existing tree line along Vinton Lane shall be kept as a screening buffer, and shall not be removed. For each individual tree that must be removed, it shall be replaced in the same location by the property owner, with a tree of an identical species.

Sketch Plan Application No._____

SKETCH PLAN APPLICATION

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE
ARTICLE 1332, SUBDIVISION AND LAND DEVELOPMENT APPLICATION & APPROVAL REQUIREMENTS

To assist the Subdivision Administrator in the review of a Sketch Plan Application, the Applicant must utilize this form to supply the City with the information prescribed under Section 1332.03 of the Charles Town S/LD Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Sketch Plan Application as required by Ordinance Section 1332.03. Applicant is responsible to ensure the standards of Ordinance Section 1332.04, Sketch Plan Requirements, are met and provided herein is a checklist of the Sketch Plan requirements.

1. DATE MARCH 5, 2025

2. APPLICATION TYPE*

☐ Zoning Use Permit, Special Exception Use and Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance
- Submit Three (3) 11" x 17" copies of the Sketch Plan shall be submitted and in Adobe PDF format

☑ Major S/LD Development
- Submit Three (3) 18" x 24" copies of the Sketch Plan shall be submitted and in Adobe PDF format

*There are two types of Sketch Plan submissions:

1. For Zoning Use Permit, Special Exception Use and Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance. Submission standards are found in Section 1332.04(D).
2. For a Sketch Plan for a Major S/LD application, submission standards are found in Section 1332.04(E)

3. APPLICANT'S NAME* Elm Street Communities - Attn. Jim Perry

Address: 1355 Beverly Road, Suite 240 McLean, VA 22101

Telephone Number (703)734-9730 Fax Number ( )

Email Address jperry@elmstreetdev.com

4. PROPERTY OWNER'S NAME Hayes Roscoe A. et al

Address: 245 Vinton Lane, Charles Town, WV 25415

Telephone Number (304)671-1078 Fax Number ( )

Email Address roscoeahayes@yahoo.com

5. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (list all parcels that apply)

Property Address: 632 Vinton Lane, Charles Town, WV 25414

Tax Map # and Parcel: Tax Map#: 12 Parcel#: 0217 & 0218

Deed Book and Page #: Deed Book: 1250 Page#: 338

Property Area in Square Feet or Acres: 180.11

6. DESCRIPTION OF PROJECT AND PROPOSED USE(S) OF THE PROPERTY:

The project proposes a Subdivision of Parcels 0217 and 0218. The 180.11 acres of existing farmland will be redeveloped into approximately 285 single family units, 306 townhouse units and a minimum commercial area of 18.1 acres.

7. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

The property is currently zoned as Urban Reserve. It currently has one residence, farm outbuildings, fallow fields, and wooded areas. Prior use is agriculture

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

8. ARE THERE ANY ANTICIPATED WAIVERS OR VARIANCES? IF YES, PROVIDE DETAILS.

n/a

9. HAS THE PROPERTY BEEN THE SUBJECT OF ANY COURT ACTION?

☐ Yes (Please specify nature of all proceedings and current status and attach any documents showing court decisions, etc.)

☑ No

10. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date
ZMA2024-04	REZONING VINTON-HAYES	APPROVED	DECEMBER 16, 2024

11. INTERESTED PARTY ADDRESSES, FOR PUBLIC NOTICE (including across street)
(Interested parties are defined as adjacent properties within 100 feet).

Owner	# and Street	City, State, Zip

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1332.02 of the Charles Town S/LD Ordinance and relevant provisions of the Charles Town City Code.

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

R a Hy Date 3/4/25

11. INTERESTED PARTY ADDRESSES, FOR PUBLIC NOTICE (including across street)
(Interested parties are defined as adjacent properties within 100 feet).

Owner	# and Street	City, State, Zip

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1332.02 of the Charles Town S/LD Ordinance and relevant provisions of the Charles Town City Code.

Signature of Applicant

_____ Date 3/7/25

Signature of Property Owner (If different than Applicant)

_____ Date _____

APPLICANT'S CERTIFICATION Continued

Signature of Owners

Alice M. Spickler

Date 3/3/25

Donald Spickler

Date 3/3/25

Joseph R. Gallo

Date _____

APPLICANT'S CERTIFICATION Continued

Signature of Owners

Alice M. Spickler

Date _____

Donald Spickler

Date _____

Joseph R. Gallo

Date 3/3/2025

Property Owners Continued

Name: Alice M. Spickler and Donald Spickler
Co-Trustees of the Alice M. Spickler Living Trust
Address: 4041 Fairway Drive, Medina, OH 44256
Email Address: omnirph@zoominternet.net and im4wvu@zoominternet.net
Phone: 330-421-6476 and 330-421-6475

Signature: _____ Date: 3/3/25
Alice M. Spickler

Signature: _____ Date: 3/3/25
Donald Spickler

Name: Joseph R. Gallo
Address: 80 Ridgewood Road, Unit 205, Township of Washington, NJ 07676
Email Address: joseph.r.gallo@gmail.com
Phone: 201-289-0387

Signature: _____ Date: _____
Joseph R. Gallo

Property Owners Continued

Name: Alice M. Spickler and Donald Spickler
Co-Trustees of the Alice M. Spickler Living Trust
Address: 4041 Fairway Drive, Medina, OH 44256
Email Address: omnirph@zoominternet.net and im4wvu@zoominternet.net
Phone: 330-421-6476 and 330-421-6475

Signature: _____ Date: _____
Alice M. Spickler

Signature: _____ Date: _____
Donald Spickler

Name: Joseph R. Gallo
Address: 80 Ridgewood Road, Unit 205, Township of Washington, NJ 07676
Email Address: joseph.r.gallo@gmail.com
Phone: 201-289-0387

Signature: Joseph R. Gallo Date: 3/3/2025
Joseph R. Gallo

Please submit an original completed Application and specified number of Site Plan copies to the following:

Subdivision Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Paid:$_____ Check No._____

Receipt No._____

Subdivision Administrator Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

_____

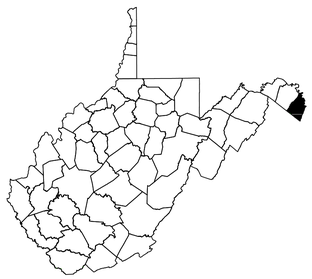
VINTON HAYES

SKETCH PLAN
MAJOR SLD 2025-TBD

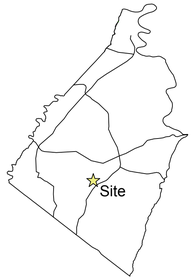
CHARLES TOWN CORP. DISTRICT (2) - MAP 12 - PARCEL 0217 & 0218
DEED BOOK 1250 - PAGE 338
CITY OF CHARLES TOWN, WEST VIRGINIA
ZONED NEIGHBORHOOD RESIDENTIAL (NR)

No.	DESCRIPTION	DATE

GENERAL LOCATION



JEFFERSON COUNTY



CHARLES TOWN

NOT TO SCALE

STATE & LOCAL PERMITS

AGENCY	PERMIT #/APPROVAL DATE

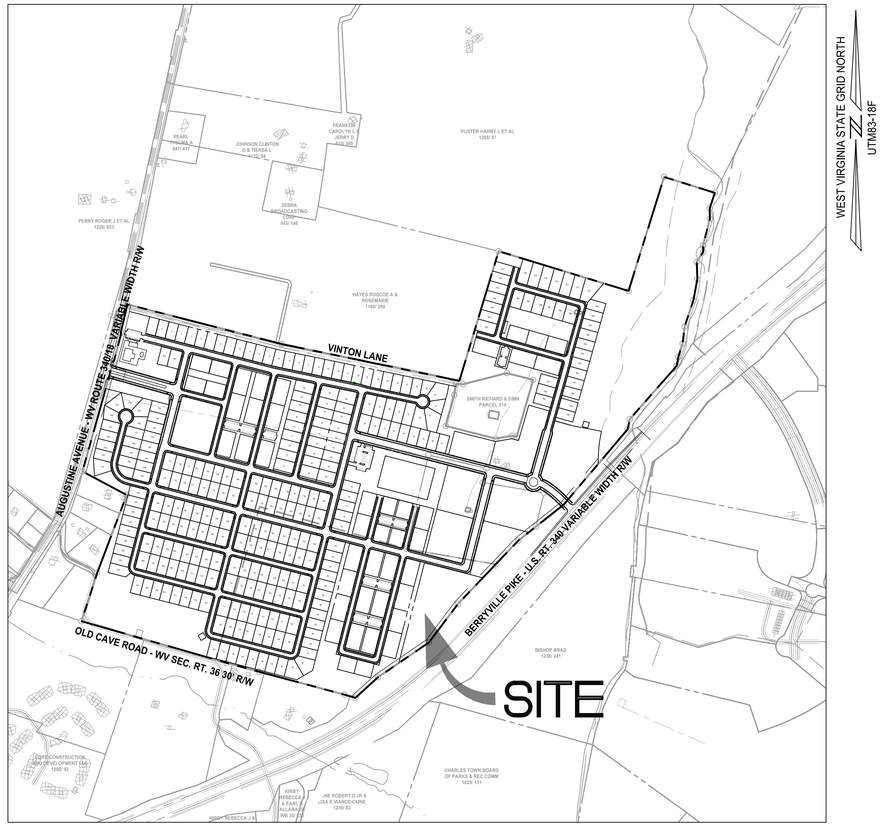
CALL "MISS UTILITY"

MISS UTILITY OF WEST VIRGINIA (MUWV) AT 811 OR 1-800-245-4848, 48 HOURS PRIOR TO THE START OF WORK. EXCAVATORS MUST NOTIFY ALL PUBLIC UTILITY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATING OR BLASTING AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION. THE EXCAVATOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL COUNTY REQUIREMENTS, WEST VIRGINIA CODE AND REGULATIONS.

UTILITY NOTICE (AS NEEDED)

Contractors shall notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators of underground utility lines appear below. These numbers shall also be used to serve in an emergency condition.

Water:	Charles Town Utility Board 832 S. George Street Charles Town, WV 25414 (304) 725-2316
Sewer:	Charles Town Utility Board 832 S. George Street Charles Town, WV 25414 (304) 725-2316
Power:	Potomac Edison P.O.Box 3615 Akron, OH 44309 (800) 686-0011
Phone:	Frontier Communications 1108 N. Mildred Street Ranson, WV 25438 (304) 728-8500
Soil Conservation:	Eastern Panhandle Conservation District 151 Aikens Center, Suite 2 Martinsburg, WV 25404 (304) 263-4376



VICINITY MAP

SCALE: 1" = 500'

SHEET INDEX:

SK-1 - SKETCH PLAN COVER SHEET
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"This Sketch Plan was approved by the City of Charles Town, on the _____ day of _____ , 20_____ , subject to any conditions specified hereon.

This plan is vested and valid for one (1) year with the possibility of a one (1) year extension per Section 1332.03(C)(2)(F)(5) of the City of Charles Town Subdivision and Land development Ordinance.

All expenses incurred with respect to improvements for all utility services, paving, grading, landscaping, curbs, gutters, sidewalks, road lighting, road signs, flood protection devices, drainage structures and all other improvements that may be required shall be the responsibility of the subdivider and not the City.

_____ _____
Secretary of the Planning Commision Date

"The developer, in signing this plat/plan, agrees to abide by all conditions, terms and specifications provided heron; and to complete all the improvements required by the Preliminary Plat and Plan or site plan."

_____ _____
ELM STREET COMMUNITIES Date
1355 BEVERLY ROAD, SUITE 240
MCLEAN, VIRGINIA, 22101

"The Engineer and/or Surveyor, in signing this plat/plan, attests to the best of his or her knowledge, is plan is complete and accurate."

_____ _____
CHRIS LEMON Date
IMEG

ENGINEER
IMEG (CHRIS LEMON)
4601 FORBES BLVD, SUITE 140
LANHAM, MARYLAND, 20706
(301) 276-2339

OWNER
HAYES ROSCOE A. ET AL
245 VINTON LANE
CHARLES TOWN, WEST VIRGINIA, 25415
(304) 671-1078

DEVELOPER
APPLICANT/DEVELOPER
ELM STREET COMMUNITIES (JIM PERRY)
1355 BEVERLY ROAD, SUITE 240
MCLEAN, VIRGINIA, 22101
(703) 734-9730

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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

COVER SHEET

SHEET No.

SK-1

P:\Projects\23011\00200\xxxxx Sketch Plan\C-000 Cover Sheet.dwg, 4/17/2025 2:26:31 PM, Andrew H. Fraser,

GENERAL NOTES

1. Methods and materials used in the construction of the improvements herein shall conform to current Jefferson County Construction Standards and Specifications and/or current WVDOH Standards and Specifications.

2. The Engineer shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures nor for safety precautions and programs in connection with work shown on these plans. The Engineer is not responsible for the contractor's schedules or failure to carry out the work. The Engineer is not responsible for acts or omissions of the contractor, subcontractor, or their agents or employees, or any other person performing portions of the work.

3. The Contractor, Owner or Developer shall be responsible for securing any third party inspection/testing service to insure construction compliance with these plans and specifications. It is IMEGs recommendation that a third party inspection/testing service be employed to ensure that project is completed and materials installed meet the details and specifications in these plans.

4. The location of existing utilities shown in these plans are taken from existing records and available asbuilt data. It shall be the contractors responsibility to verify the exact horizontal and vertical location of all existing utilities as needed prior to construction. The contractor shall be responsible for the digging of all test holes that may be required, whether recommended or not by these plans, to determine the exact location and elevation of existing utilities. If any conflicts arising from this existing utility verification or if during the course of construction, any object of an unusual nature is encountered, the contractor shall cease work in that area and immediately notify IMEG at (240) 296-1569 and/or the proper authority.
IMEG or any engineer associated with these plans shall not be responsible or liable for any construction cost that may be associated with the installation or reinstallation any utility or other improvements if not notified of any discrepancies between actual field conditions and the approved plan.

5. The approval of these plans in no way relieve the developer, the contractor, or their agents of any legal responsibility which may be required by the code of West Virginia or any other ordinance enacted by Jefferson County nor does it guarantee the issuance of any required permit by Jefferson County, WVDOH or any other Agency.

6. An approved set of plans and all applicable permits must be available at the construction site at all times during construction.

7. The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering public streets, and it is the contractors responsibility to clean streets, allay dust, and to take whatever measures are necessary to insure that public streets are maintained in a clean, mud and dust free condition at all times.

8. The developer will be responsible for any damage to the existing streets and utilities which occurs as a result of his construction project within or contiguous to the existing right-of-way.

9. Warning signs, markers, barricades or flagmen should be in accordance with the State and Federal Manual on Uniform Traffic Control Devices (MUTCD).

10. All pavement sections shown on these approved plans are based on a minimum CBR value of 6 and are for preliminary design only. Final pavement design shall be based upon actual field tested CBR values. The Contractor or Developer shall be responsible for field tests per WVDOH standards to obtain actual CBR values for final design. Final pavement designs will be approved by WVDOH and/or the Owner/Developer, which ever applicable, prior to installation.

11. When grading is proposed within easements of utilities, letters of permission from all involved companies must be provided to Jefferson County & Charles Town Utility Board (CTUB) prior to issuance of grading and/or site development permits.

12. a. Notification shall be given to the Charles Town Utility Board two weeks prior to construction so they can arrange to have a project representative during construction. The District would like to be in the pre-construction project meetings with the

    b. Notification shall be given to the Charles Town Utility Board prior to construction of water lines. Information should also be obtained from the appropriate authority concerning permits, cut sheets, and connections to existing lines.

13. The Developer and/or Contractor shall be responsible to supply all utility companies with copies of the approved plans and advise them that all grading shall conform to the approved plans, and further that the utility companies shall be responsible for honoring these plans and the finished grades in the installation of their utility lines.

14. All utilities to be located underground.

15. Contractors shall notify operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition.

16. The developer will be responsible for the relocation of any utilities which is required as a result of his project.

17. All parking lot/street light and dry utility design shall be performed and provided separately by others. All dry utility and or lighting information shown hereon is as specified by others and is included for informational purposes only, as directed by the Owner, Developer and/or public agency requirements. IMEG has not performed the lighting and/or dry utility design and does not warrant and is not responsible for the degree and/or adequacy of illumination on this project or the adequacy of the dry utility to service the site.

18. All sanitary sewers, water mains and appurtenances shall be constructed in accordance with the current standards and specifications of the Charles Town Utility Board.

19. All stormwater piping and structures shown on these plans are only accurate to the inlet or manhole locations as shown hereon. Detail design of stormwater structures were not provided to IMEG. Actual pipe alignments will be based upon developed structural shop drawings as provided by the manufacturer. Contractor shall make adjustments to pipe alignments base on provided shop drawings. IMEG will not be held responsible or liable for any discrepancies or changes caused by the structural design. Contractor may submit shop drawings to IMEG for review and approval at contractor's expense. Shop drawings will be reviewed for compliance with design plans. The Owner or Developer will be responsible for any redesign as a result of structural shop drawing design.

20. Controlled fills shall be compacted to 95% of maximum density as determined by method "A" per standard proctor AASHTO-T99, ASTM-D698, or VTM-1 as applicable. Density shall be certified by a registered professional engineer and results submitted to Jefferson County, prior to pavement construction. If a geotechnical report has been prepared, it should supersede the requirements in this note.

21. Refer to Geotechnical Engineer for methods, materials and details for construction of all earthwork activities.

22. Any retaining wall 2 ft. or greater in height shall require the issuance of a separate building permit.

23. Construction debris shall be containerized. No less than one litter receptacle shall be provided at the construction site.

24. IMEG issued this plan set based on project criteria dictated by the client and municipal codes.
This plan set is not considered complete or appropriate for construction until ALL necessary agencies have given approval AND this plan set is signed and sealed by a licensed professional. Any work, planning, scheduling, material purchases and/or construction prior to approvals and licensed/professional sealing will be performed at the risk of the personnel authorizing work. GE shall be held harmless from any costs, time delay and/or material changes incurred on work started before this plan set receives approvals and seals.

25. Each new residential unit developed on the property shall be subject to a voluntary financial payment of $2,500 paid at the time of building permit issuance. These funds may be used by the City to fund any of its future capital needs. The property will be exempt from any future capital improvement fees implemented by the City.

26. The owner/developer will construct on a portion of the property to be dedicated to the City:

    a. Full-sized soccer field
    b. Two (2) pickleball courts

These improvements will be completed prior to the issuance of the 291st residential building permit for the property. The owner/developer will be exempt from the fee in lieu requirement of section 1333.17.

27. The owner/developer agrees to construct the following onsite private recreation amenities for future residents on the property:

    a. Community Pool
    b. Single Story Bathhouse to include restrooms, changing areas, and lockers
    c. Shade Structure (which may be integrated into the Bathhouse)
    d. Picnic Tables
    e. Grills
    f. Playground

The improvements will be completed prior to the issuance of the 351st residential building permit for the property.

WVDOH Notes

WV1. All work, construction methods and materials shall conform with the West Virginia Division of Highways "STANDARD SPECIFICATIONS ROADS AND BRIDGES Adopted January 1, 2017" and Supplemental Specifications dated January 1, 2018. All work on this project shall also conform with The Soil Conservation Service Erosion and Sediment Control Regulations and any other state, federal, or local regulations applicable. In the event of conflict between any of these standards, specifications, or plans, the most stringent shall govern.

WV2. All construction shall comply with the latest U.S. Department of Labor Occupational Safety & Health Administration.

WV3. When working on WVDOH right-of-way, all traffic control, whether permanent or temporary, shall be in accordance with "Manual on Temporary Traffic Control for Streets and highways" 2006 Edition as published by WVDOH.

WV4. Design features relating to construction or to regulation, control and safety of traffic may be subject to change as deemed necessary by WVDOH.

WV5. Prior to initiation of work, Contractor shall be responsible for acquiring all necessary WVDOH land use permits for any work on WVDOH right-of-way.

WV6. If required by the local WVDOH Residency Office, a preconstruction conference must be arranged and held by the engineer and/or developer with the attendance of the contractor, various County agencies, utility companies and WVDOH prior to initiation of work.

WV7. Contractor shall notify the local WVDOH Residency Office when work is to begin or cease for any undetermined length of time. WVDOH will also require 48 hours notice for any inspection. Please contact the Burlington, WV field office at 304-289-3521.

WV8. The Contractor will be responsible for maintaining adequate access to the project from the adjacent public roadway through construction and maintenance of a construction entrance in accordance with the Soil Conservation Service Erosion & Sediment Control Handbook. Furthermore, access to other properties affected by this project shall be maintained through construction.

WV9. Contractor shall ensure adequate drainage is achieved and maintained on the site during and at the end of construction.

WV10. All water and sewer lines within existing or proposed WVDOH right-of-way are to have minimum 36" cover and, when possible, to be installed under roadway drainage facilities.

WV11. Any unusual subsurface conditions encountered during the course of construction shall be immediately brought to the attention of the engineer and WVDOH. Work shall cease in that vicinity until an adequate design can be determined by the engineer and approved by WVDOH.

WV12. All undercut areas and borrow material shall be inspected and approved by WVDOH Inspector prior to placement of fill.

WV13. All roadway fill, base, subsurface material and backfill of utility/storm sewer trenches shall be compacted in 6" lifts to 98% of theoretical maximum density as determined by AASHTO T-99 Method A, within plus or minus 2% of optimum moisture for the full width of any dedicated street right-of-way. At the direction of WVDOH Inspector density tests performed by a qualified independent agency shall be conducted as required in the WVDOH Road and Bridge Specifications. A copy of all tests shall be submitted to WVDOH prior to final WVDOH approval.

WV14. WVDOH Standard CD and UD underdrains shall be installed where indicated on these plans and further where determined necessary by WVDOH Inspector.

WV15. The installation of any entrances and mailboxes within any dedicated street right-of-way shall meet WVDOH minimum design standards and is the developer's responsibility.

WV16. If required by the local WVDOH Residency Office, copies of all invoices for materials within any dedicated street right-of-way must be provided to the WVDOH Inspector prior to acceptance of work. Unit and total prices may be obscured.

WV17. Prior to acceptance by WVDOH of any streets, any required street signage and/or pavement markings must be installed by the developer.

No.	DESCRIPTION	DATE

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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

NOTES

SHEET No.

SK-2

P:\Projects\23011\00200\xxxxx Sketch Plan\C-100 General Notes.dwg, 4/17/2025 2:26:45 PM, Andrew H. Fraser,

DEVELOPMENT STANDARD

VINTON HAYES			
DEVELOPMENT STANDARDS	**SF**	**ACRES**	
OVERALL PROPERTY AREA	7,845,591	180.11	
NET BUILDABLE LAND AREA (SF DETACHED)[1]			
SF DETACHED PROPERTY AREA (INCLUDING COMMERCIAL AREA)	6,160,275	141.42	
PUBLIC ROW DEDICATION	990,748	22.74	
FLOODPLAIN/WETLANDS	505,637	11.61	
SWM AREA	381,136	8.75	
NET BUILDABLE LAND AREA	4,282,754	98.32	
NET BUILDABLE LAND AREA (SF ATTACHED)[1]			
SF ATTACHED PROPERTY AREA	1,702,062	39.07	
PUBLIC ROW DEDICATION	381,766	8.76	
FLOODPLAIN/WETLANDS	0	0.00	
SWM AREA	0	0.00	
NET BUILDABLE LAND AREA	1,320,296	30.3	
TOTAL NET BUILDABLE LAND AREA	5,603,050	128.6	

DATA TABLE FOR THE NEIGHBORHOOD RESIDENTIAL (NR) DISTRICT				
SEC. 1322.08 BULK & AREA REGULATIONS			**REQUIRED/ ALLOWED**	**PROPOSED**
Maximum Density [1]				
Table 1322.08 (All other residential)			10 Units per acre (Max)	4.6 Units Per Acre
			1,286 Units	595 Units
	Min. % Required	Proposed		
Residential	50%	42%	2,801,525	3,331,187
Commercial	10%	10%	784,559	788,495
Open Space (Entire Community)[9]	10%	22%	560,305	1,226,197
Open Space (SF Attached) [9]	30%	39%	396,089	520,950
SEC. 1322.08 TABLE 1322.04 REGULATIONS			**REQUIRED/ ALLOWED**	**PROPOSED**
TOTAL LOTS				**595**
SINGLE FAMILY LOTS				
Dwelling Units				289
Minimum Lot Size (sf)			6,000	6000
Minimum Lot Width (ft)			60	60
Maximum Lot Coverage (%)	MAX		70	70
TOWNHOME LOTS				
Dwelling Units				306
Minimum Lot Size (sf)				
Interior Lots			2,000	2000
End Lots			2,000	3000
Minimum Lot Width (ft)			18	20
Maximum Lot Coverage (%)	MAX		80	80
BUILDING SETBACKS (Min. ft)				
Front Yard[2]			25	25
Side Yard[3]			10	10
Rear Yard			20	20
Maximum Building Height (ft)			40	40
Maximum Stories [6]	MAX		3 stories	3 Stories

SEC. 1333.23.(J) OFF-STREET PARKING REQUIREMENTS	**RATE**	**REQUIRED**	**PROPOSED**
SINGLE FAMILY (Per du)	2	578	
Off-Street Parking Spaces			578
Additional Street Parking Spaces			200
Total Parking Spaces		**578**	**778**

SEC. 1333.20.(G) OFF-STREET PARKING REQUIREMENTS	**RATE**	**REQUIRED**	**PROPOSED**
Townhome Units	1.8	551	
Off-Street Parking Spaces			544
Additional Street Parking Spaces			120
Total Parking Spaces		**551**	**664**

NOTES

[1] When calculating the density of a development it shall be calculated from the Net Buildable Land Area of all parts of the development in the same Zoning District.

[2] Frontyard setback shall be measured from the face of the curb.

[3] No Side Yard shall be required adjoining any Lot line that coincides with party-wall in an attached Dwelling or other Use.

[4] Section 1322.08(C)1. Corner Lots. A Setback area at least equal to the minimum Front Yard Setback shall be provided along all portions of a Corner Lot abutting any public Street. Except where the applicant is granted an exception under the following provisions for a Front Yard Setback exception with respect to one or more property lines abutting a public Street. The Yard and property line directly opposite (behind) the front facade of the main Building (as reasonably determined by the Zoning Administrator) shall be the designated Rear Yard and rear line, respectively;

[5] Site will comply with open space requirements of Section 1333.20.P.3.

[6] Multi-Family: 55 feet; 4 stories.

[7] Townhouse developments shall meet the requirements of said developments as specified in Section 1333.20 of the Charles Town Subdivision and Land Development Ordinance.

[8] Commercial and office Uses shall meet the minimum requirements of the Neighborhood Commercial District and are excluded from the requirements of Table 1322.08.

[9] Open Space - One or more areas of land and/or bodies of water within a development intended for the use and enjoyment of the residents living within the development. No more than 50% of the required Open Space may be a water body or impervious area. Open Space is calculated as a percentage of the total usable area of land in the development, with the following items excluded in such calculation from both Open Space and the total usable land: Buffer Areas, Streets, Sidewalks, off-Street parking areas, areas dedicated for public use, traditional stormwater management areas, such as stormwater ponds (but stormwater management areas of low impact design, such as bioretention basins (rain gardens) shall be included), and other areas not practically usable by residents.

In a townhouse Development, open space for the Subdivision/Land Development must at least equal 30 percent of the Net Buildable Land Area of the Subdivision/Land Development. To the fullest extent possible, open space for townhouses must be located near the townhomes.

The maximum density (dwelling units per acre) allowed within the NR District shall be determined as follows:

b. The maximum density for all other residential development is determined by dividing the total Net Buildable Land Area in square feet of a parcel or aggregated parcels by one thousand seven hundred and fifty (1,750).

NET BUILDABLE LAND AREA – When determining the allowed density for any given Lot in the City, the Net Buildable Land Area of the Site is used. Net Buildable Land Area, for the purpose of determining the allowed Dwelling Units for a Site, shall be calculated by subtracting areas where building is prohibited or subject to significant restrictions from the gross Lot area. The area remaining after these exclusions from the gross Lot area represents the Net Buildable Land Area. The following shall be deducted from the gross Lot area to determine Net Buildable Land Area:
1.Sensitive areas including: Type I, II, III and IV wetlands, Riparian Buffers, floodplain area, and Sinkholes;
2.Public right-of-ways and public easements, and private Streets and access corridors; and
3.Areas dedicated to stormwater management.

BUILDING HEIGHT – The vertical distance measured from the average elevation of the proposed finished grade at the front of the Building to the highest point of the roof for flat roofs, to the highest deck line of Mansard Roofs, and to the highest mean height between eaves and ridges of the same portion of roof for gable, hip, and gambrel roofs.

PROJECT NARRATIVE

The project is Vinton-Hayes Subdivision, Parcels 217 and 218, and consists of up to 595 Residential Units (289+/- single family detached and 306+/- single family townhouses), approximately18.1 acres of commercial use, and community amenities. The acreage to be developed is approximately 180 acres near the North-West quadrant of the intersection of Old Cave Road and Berryville Pike (US 340) in the City of Charles Town. This property has been rezoned to Neighborhood Residential, which permits the proposed uses. The Sketch Plan applies Neighborhood Residential (Table 1322.08) for the proposed layout as further described below.

No.	DESCRIPTION	DATE

*THE APPLICANT WILL FULFILL THE PARKING REQUIREMENTS OF THE SUBDIVISION AND LAND DEVELOPMENT ORDINANACE.

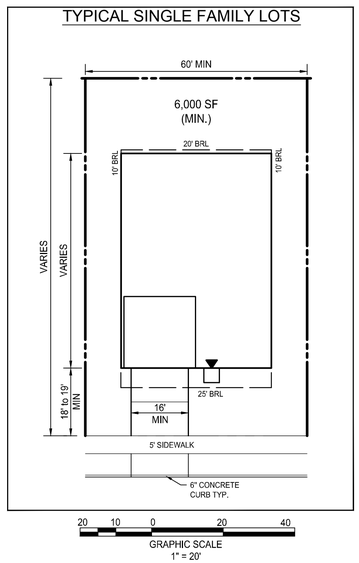
LEGEND

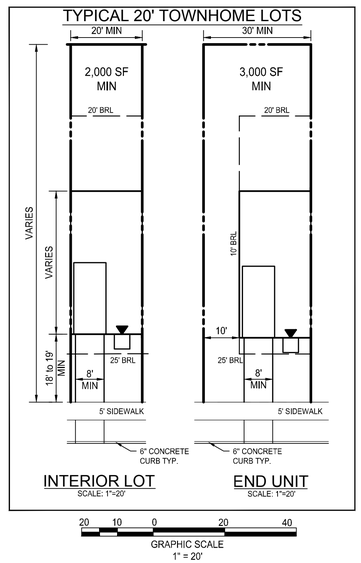
- EX. INDEX CONTOUR MAJOR (260)
- EX. INT. CONTOUR MINOR (258)
- EX. PROPERTY LINE
- EX. ADJACENT PROPERTY LINE
- EX. ROAD CENTERLINE
- EX. FENCE
- EX. GUARDRAIL
- EX. STORM PIPE
- EX. WATERLINE
- EX. SANITARY SEWER
- EX. STORM DITCH

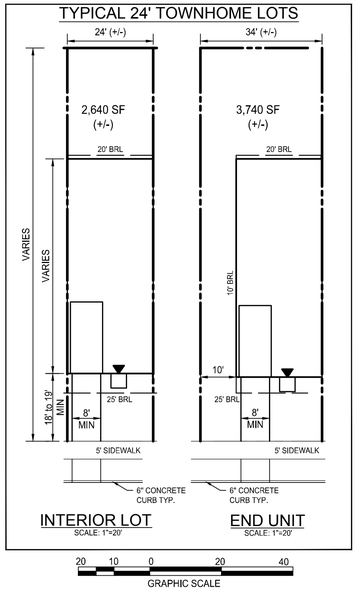
- PROPOSED PROPERTY LINE
- PROPOSED PROPERTY SETBACK
- PROPOSED RIGHT-OF-WAY BOUNDARY
- PROPOSED ROAD CENTERLINE
- PROPOSED BUILDING OUTLINE
- PROPOSED CURB & GUTTER (TRANSITION / REVERSE)
- PROPOSED PARKING LINE
- PROPOSED RETAINING WALL
- PROPOSED STORM PIPE
- PROPOSED WATERLINE
- PROPOSED SANITARY SEWER
- PROPOSED SANITARY FORCE MAIN PIPE
- PROPOSED PARKING COUNT (12)
- PROPOSED STORM MANHOLE
- PROPOSED STORM INLET STRUCTURE
- PROPOSED STORM CURB INLET STRUCTURE
- STREET LIGHT
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED WATER VALVE
- PROPOSED WATER FITTINGS
- PROPOSED STORMWATER FACILITY
- ACCESSIBLE CURB RAMP

TYPICAL LOT NOTES:

1. ALL DIMENSIONS EXCEPT BRL'S ARE ILLUSTRATIVE IN NATURE AND SUBJECT TO CHANGE.
2. BUILDING FOOTPRINTS ARE ILLASTRASIVE IN NATURE AND SUBJECT TO CHANGE
3. GARAGES SHOWN ARE ILLUSTRATIVE IN NATURE, ARE SUBJECT TO CHANGE, AND ARE OPTIONAL ON ATTACHED UNITS.







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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 3/12/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

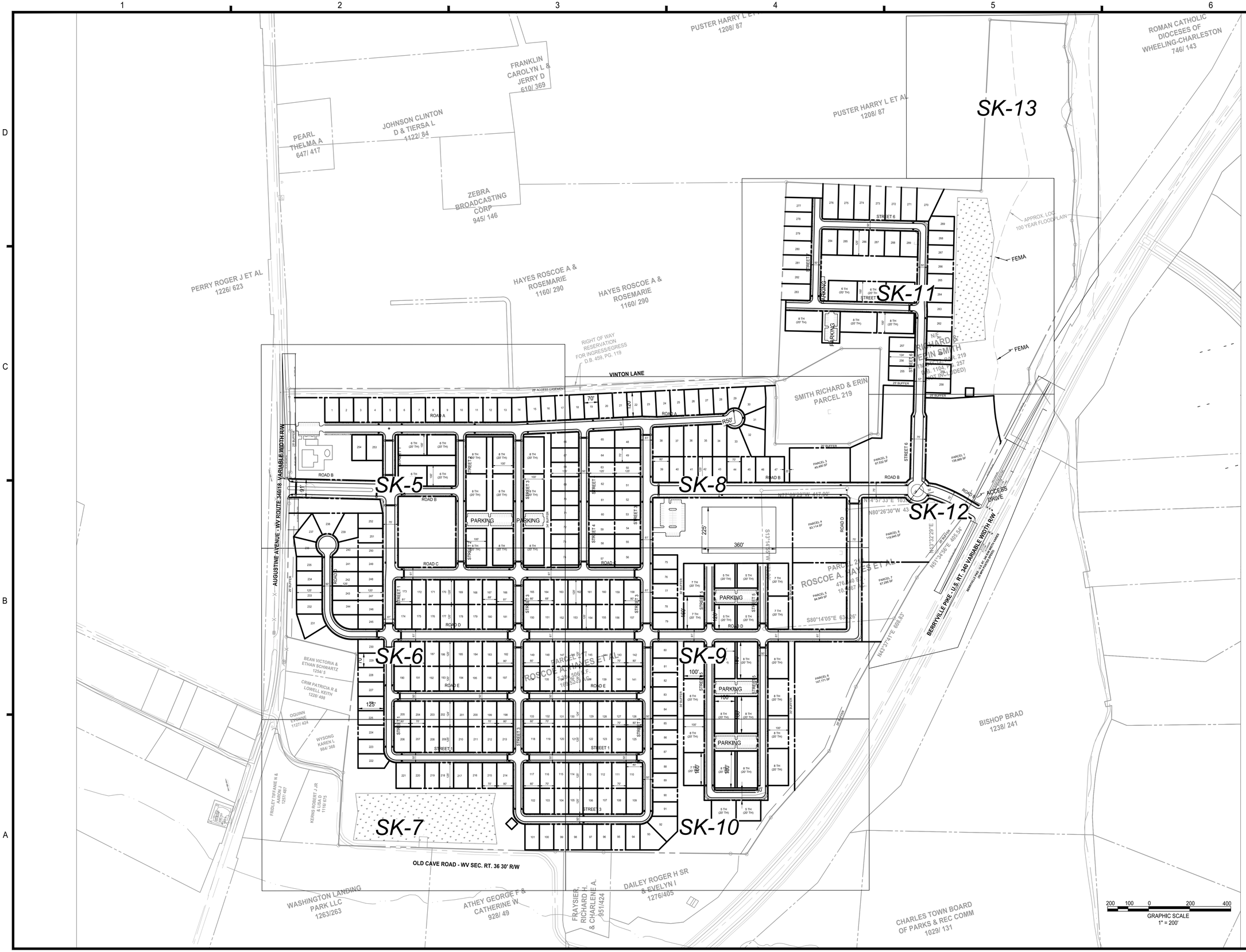
SHEET TITLE:

NOTES AND LEGEND

SHEET No.

SK-3

P:\Projects\23011\00200\xxxxxx Sketch Plan\C-100 General Notes.dwg, 5/21/2025 4:24:15 PM, Matthew Pohlhaus,



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SHEET TITLE:

OVERALL SKETCH PLAN

SHEET No.

SK-4

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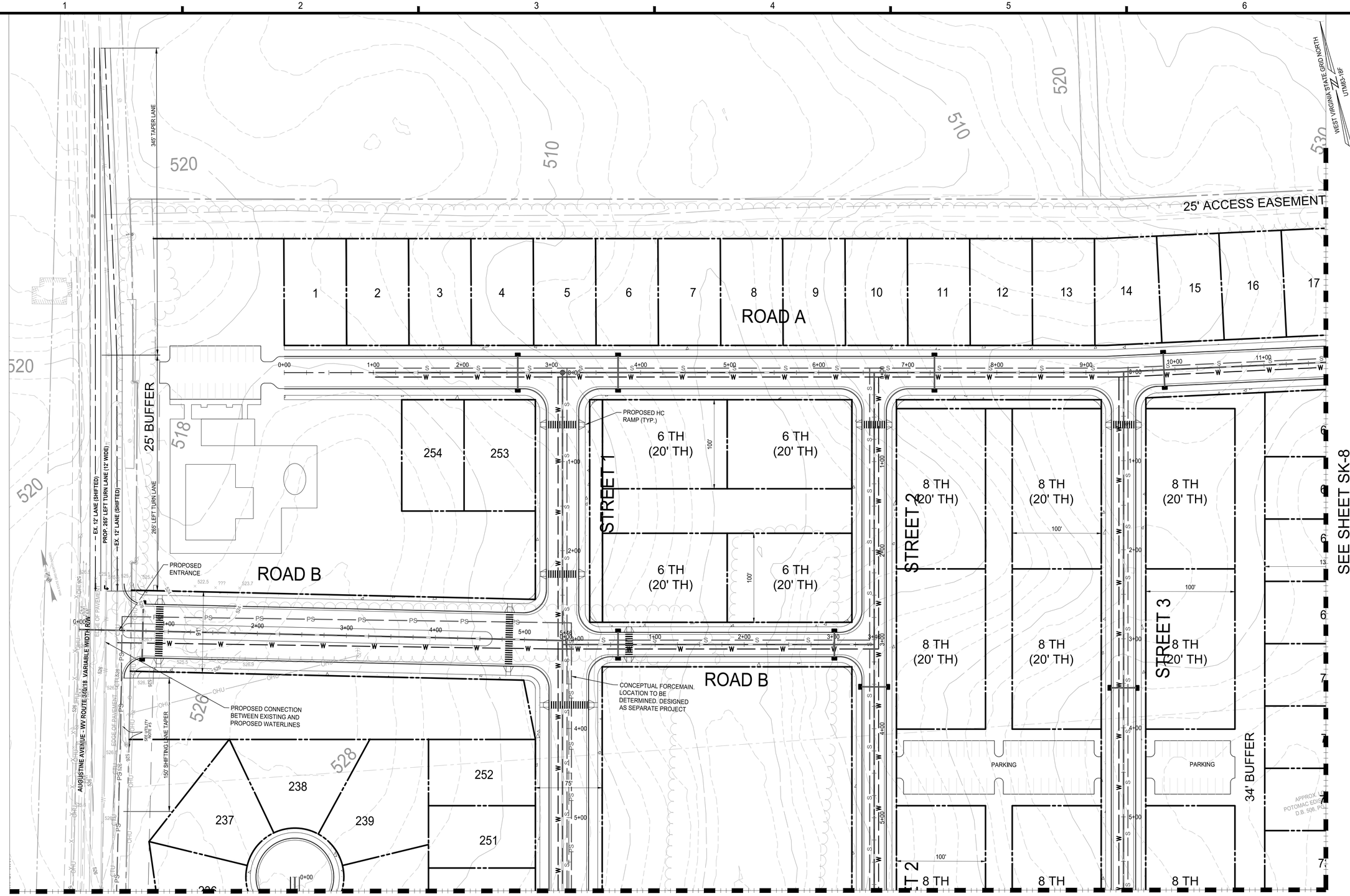

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DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 1

SHEET No.

SK-5

50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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SEE SHEET SK-5

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

CONCEPTUAL FORCEMAIN. LOCATION TO BE DETERMINED. DESIGNED AS SEPARATE PROJECT

ROAD C

ROAD D

ROAD E

STREET 1

STREET 3

STREET

(20' TH)

25' EASEMENT

APPROX. LOC. EX. OPTIC TELEPHONE COMPANY OF THE SOUTHEAST ESMT. D.B. 330, PG. 537

BEAN VICTORIA & ETHAN SCHWARTZ 1254/ 5

CRIM PATRICIA R & LOWELL KEITH 1228/ 498

OQUINN

PARCEL 217
ROSCOE A. HAYES ET AL
7,384,506 S.F.
169.5249 AC.

SEE SHEET SK-9

SEE SHEET SK-7

GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 2

SHEET No.

SK-6

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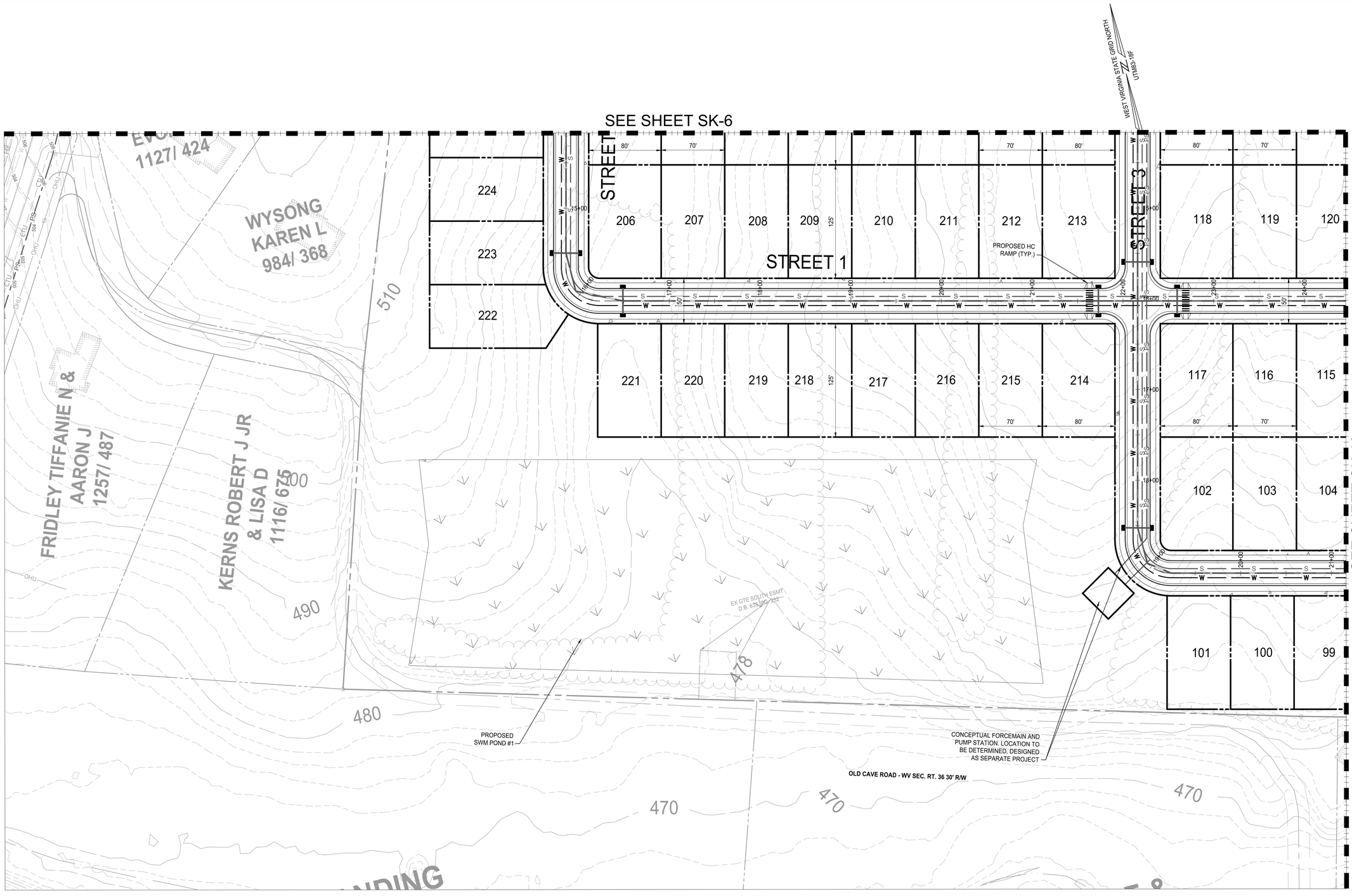

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SKETCH PLAN
VINTON HAYES
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SHEET TITLE:

SKETCH PLAN - 3

SHEET No.

SK-7

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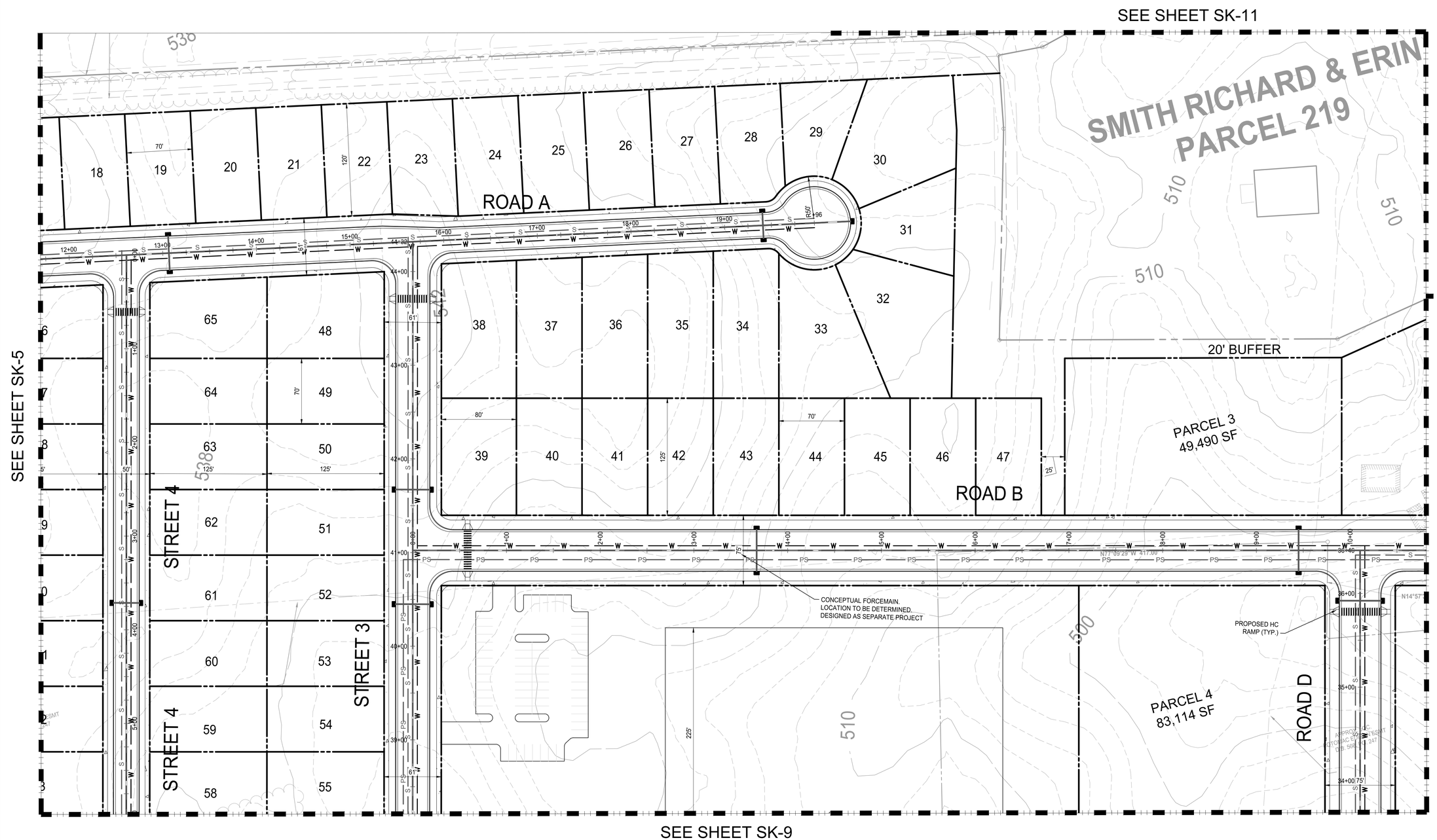

50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
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CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 4

SHEET No.

SK-8

P:\Projects\23011\00200\xxxxx Sketch Plan\C-300 Site Plan.dwg, 4/18/2025 7:58:29 AM, Andrew H. Fraser,

SEE SHEET SK-8

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

CONCEPTUAL FORCEMAIN.
LOCATION TO BE DETERMINED.
DESIGNED AS SEPARATE PROJECT

ROAD C

ROAD D

ROAD E

STREET 3

STREET 5

STREET 5

30' BUFFER

20' BUFFER

30' BUFFER

PARKING

PARKING

PROPOSED HC RAMP (TYP.)

PARCEL 218
ROSCOE A. HAYES ET AL
476,840 S.F.
10.9467 AC.

PARCEL 5
84,949 SF

PARCEL 6
147,171 SF

S80°14'05"E 634.26'

SEE SHEET SK-6

SEE SHEET SK-12

SEE SHEET SK-10

GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

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DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 5

SHEET No.

SK-9

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SEE SHEET SK-9

SEE SHEET SK-7

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

STREET 1

STREET 3

PROPOSED HC RAMP (TYP.)

PARKING

121 122 123 124 125

114 113 112 111 110

105 106 107 108 109

98 97 96 95 94

85 86 87 88 89 90 91 92 93

8 TH (20' TH)

7 TH (20' TH)

5 TH (20' TH)

470 480 490 500

DAILEY ROGER H SR & EVELYN I

50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
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DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 6

SHEET No.

SK-10

P:\Projects\23011\000200\xxxxxx Sketch Plan\C-300 Site Plan.dwg, 4/18/2025 7:58:39 AM, Andrew H. Fraser,

SEE SHEET SK-13

STREET 6

STREET 7

STREET 8

STREET 6

277
278
279
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287
288
289
257
256
255

6 TH (20' TH)
6 TH (20' TH)
6 TH (20' TH)
8 TH (20' TH)
8 TH (20' TH)
8 TH (20' TH)

PARKING
PARKING

25' BUFFER

PROPOSED HC RAMP (TYP.)

PROPOSED SWM POND #2

CONCEPTUAL PUMP STATION. LOCATION TO BE DETERMINED. DESIGNED AS SEPARATE PROJECT

APPROX. LOC. 100 YEAR FLOODPLAIN

FEMA

FEMA

WEST VIRGINIA STATE GRID NORTH

LINE 38°-38°-LN1

APPROX. LOC. POTOMAC EDISON D.B. 508, PG. 23

RICHARD B. ERIN SMITH TM CTC-5 PAR. 23 D.B. 1454, PG. 257 (NOT INCLUDED)

500 490 480 510 520 514 458 460 456 470 450

SEE SHEET SK-9

SEE SHEET SK-12

50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
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DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 7

SHEET No.

SK-11

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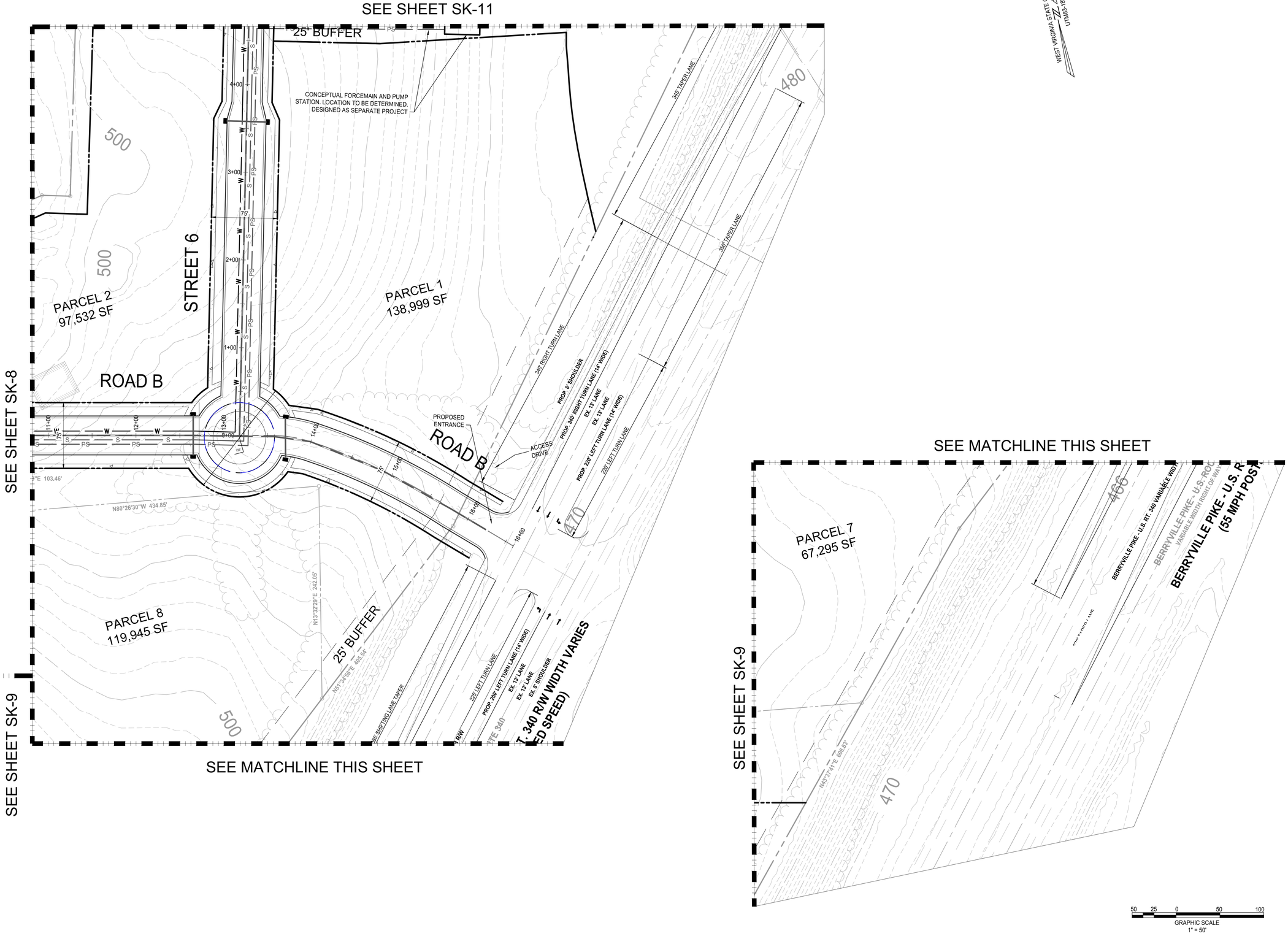

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SKETCH PLAN
VINTON HAYES
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DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 8

SHEET No.

SK-12

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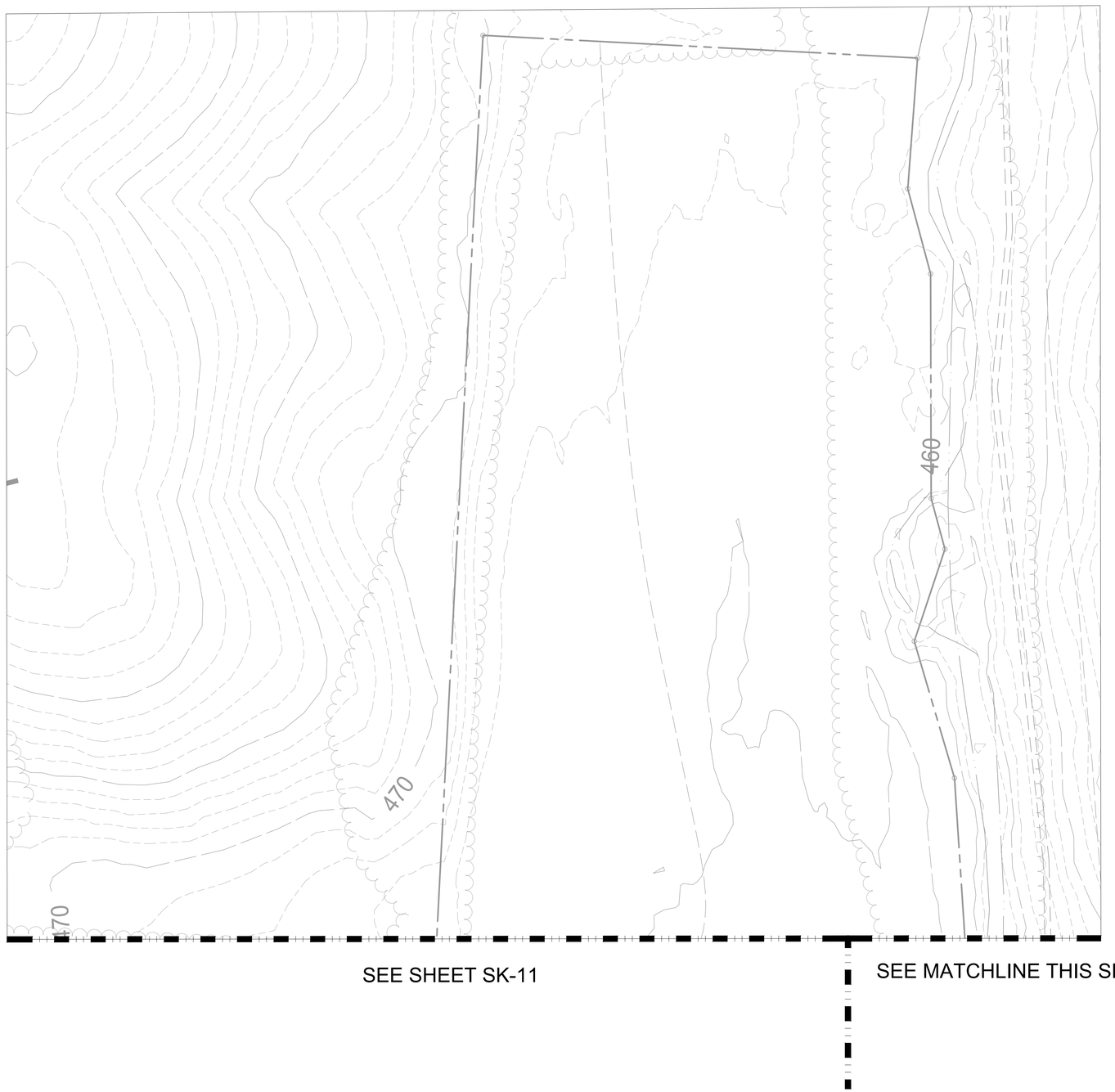
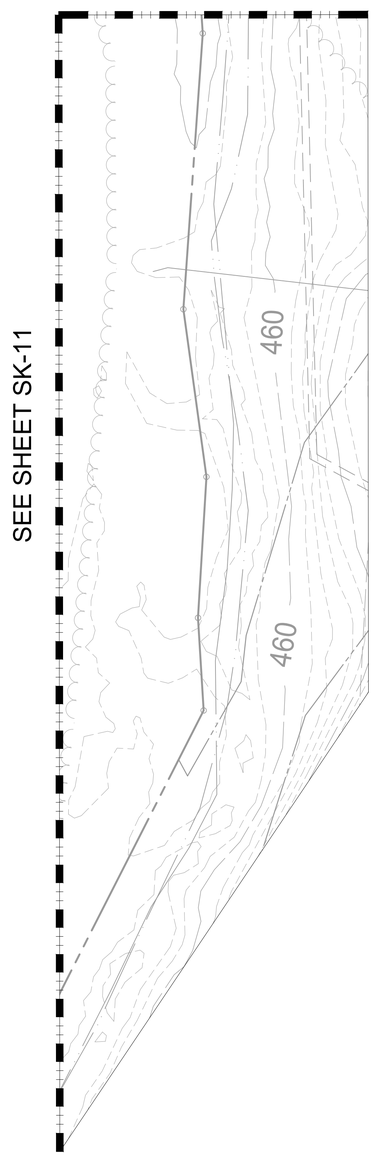


SEE MATCHLINE THIS SHEET



50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
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SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 9

SHEET No.

SK-13

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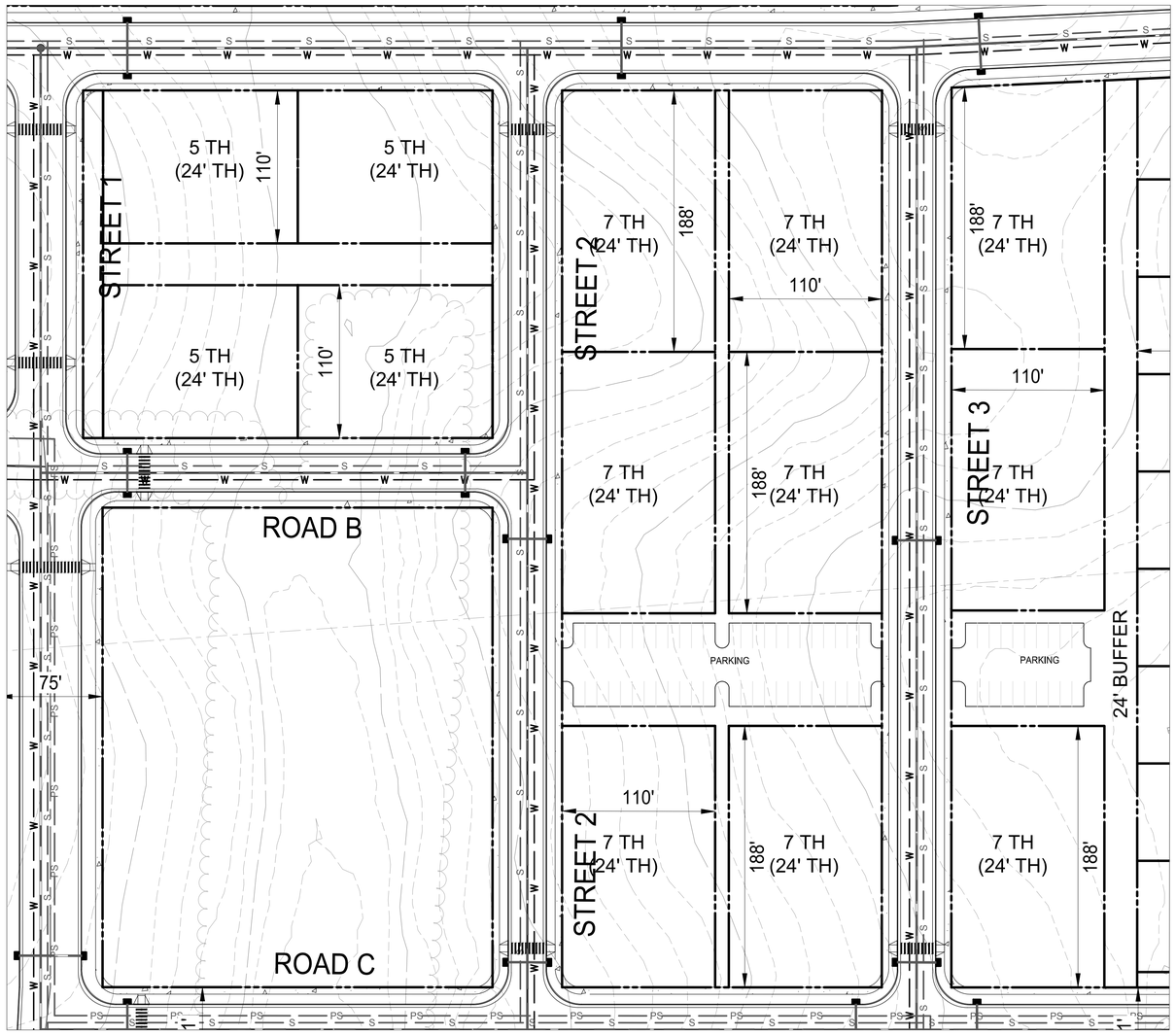

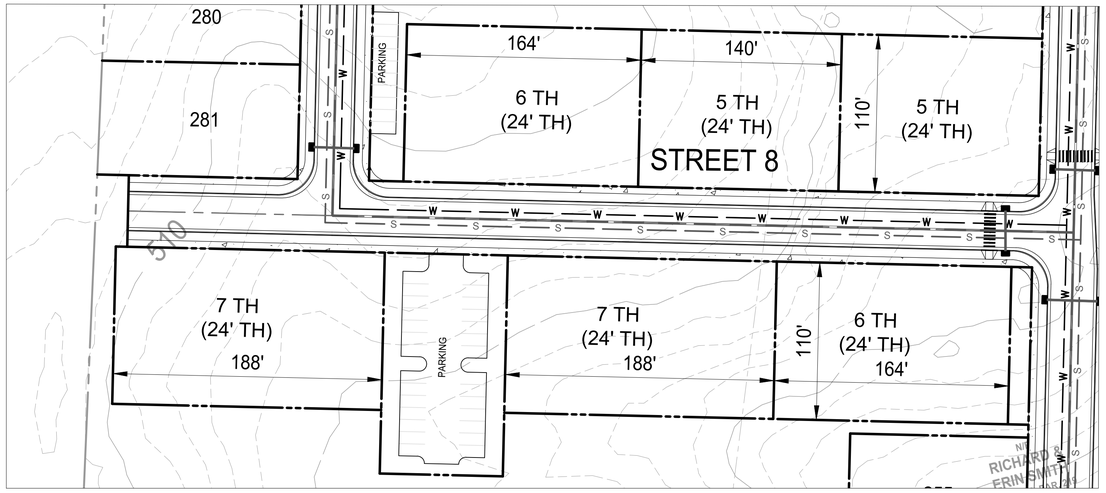

GRAPHIC SCALE
50 25 0 50 100
1" = 50'

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

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Lanham, MD 20706 P 240.296.1574
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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

INSET PLAN - 1

SHEET No.

SK-14

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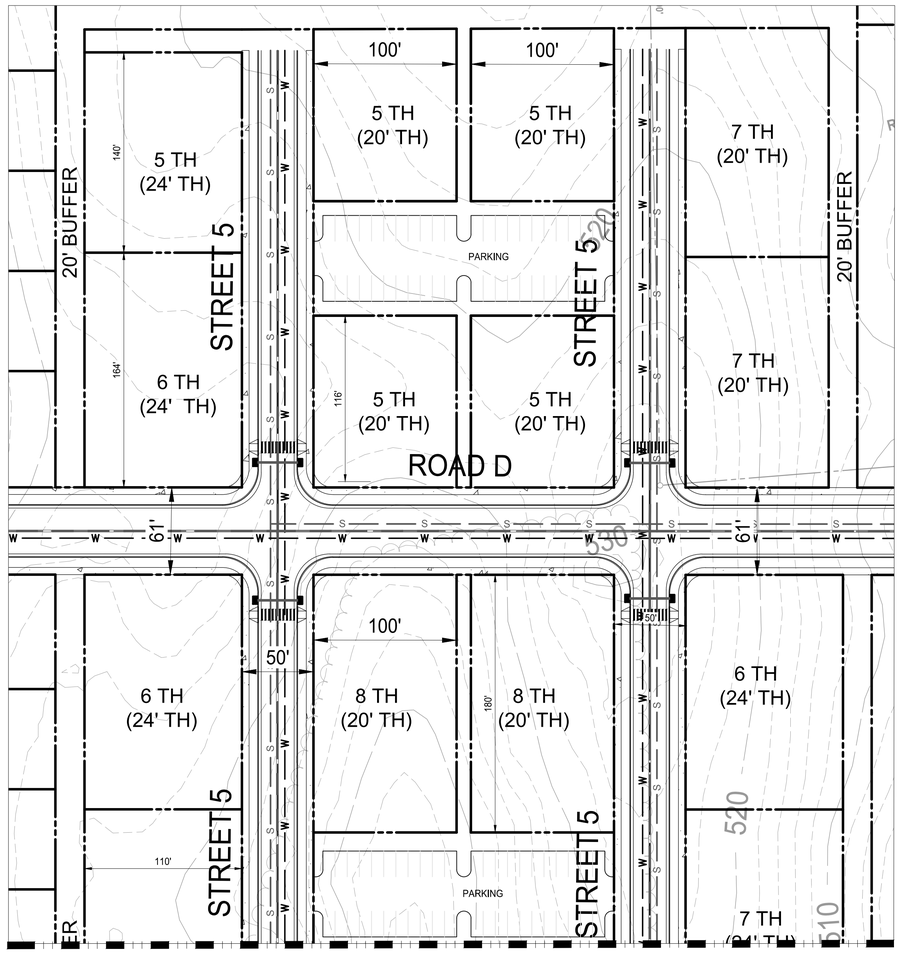

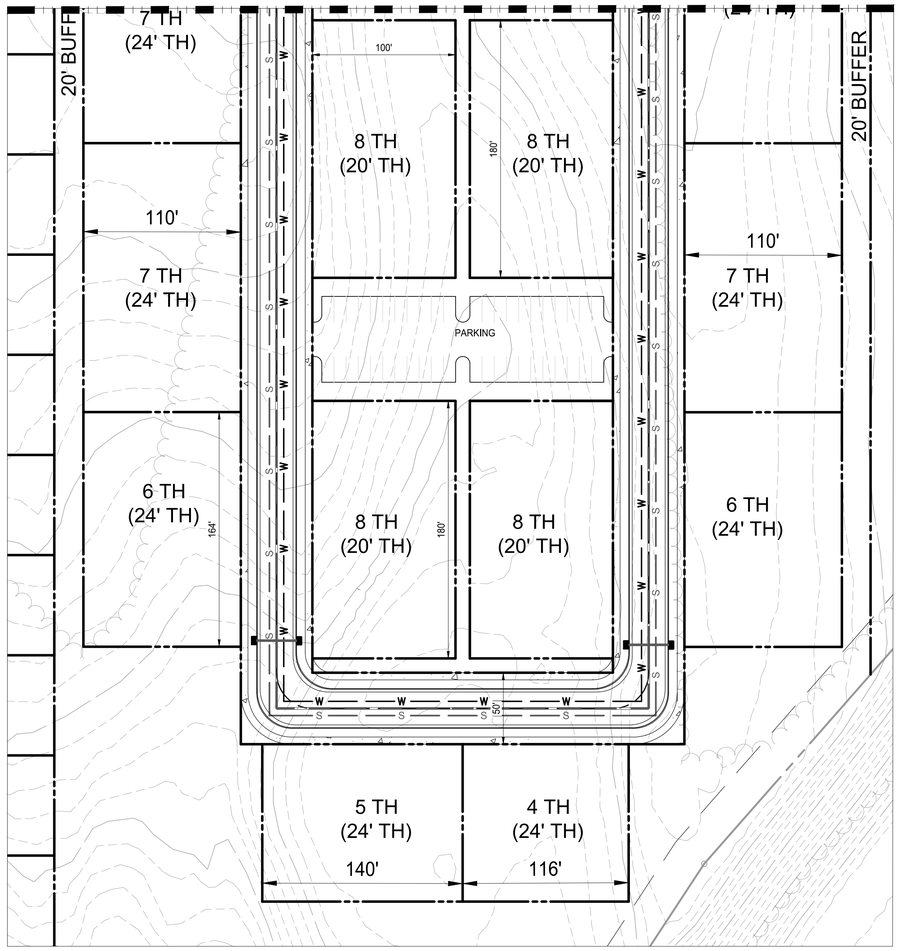

50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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Lanham, MD 20706 P 240.296.1574
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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

INSET PLAN - 2

SHEET No.

SK-15

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GRAPHIC SCALE
200 100 0 200 400
1" = 200'

WEST VIRGINIA STATE GRID NORTH
UTM83-18F

IMEG
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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

PHASING PLAN

SHEET No.

SK-16

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NOTE: AMENITY CONCEPTS ARE CONCEPTUAL IN NATURE AND ARE INTENDED TO ILLUSTRATE THE GENERAL ORGANIZATION OF SPACES AND THE TYPES OF FACILITIES TO BE PROVIDED. FINAL SITE DESIGN OF AMENITY SPACES WILL BE DETERMINED AT THE TIME OF PRELIMINARY S/LD APPLICATION FOR THE PHASE INCLUDING THAT SPACE.

IMEG

Amenity Concepts - Overall Plan

Vinton Farm
Charles Town, West Virginia

150 75 0 150 300
GRAPHIC SCALE
1" = 150'

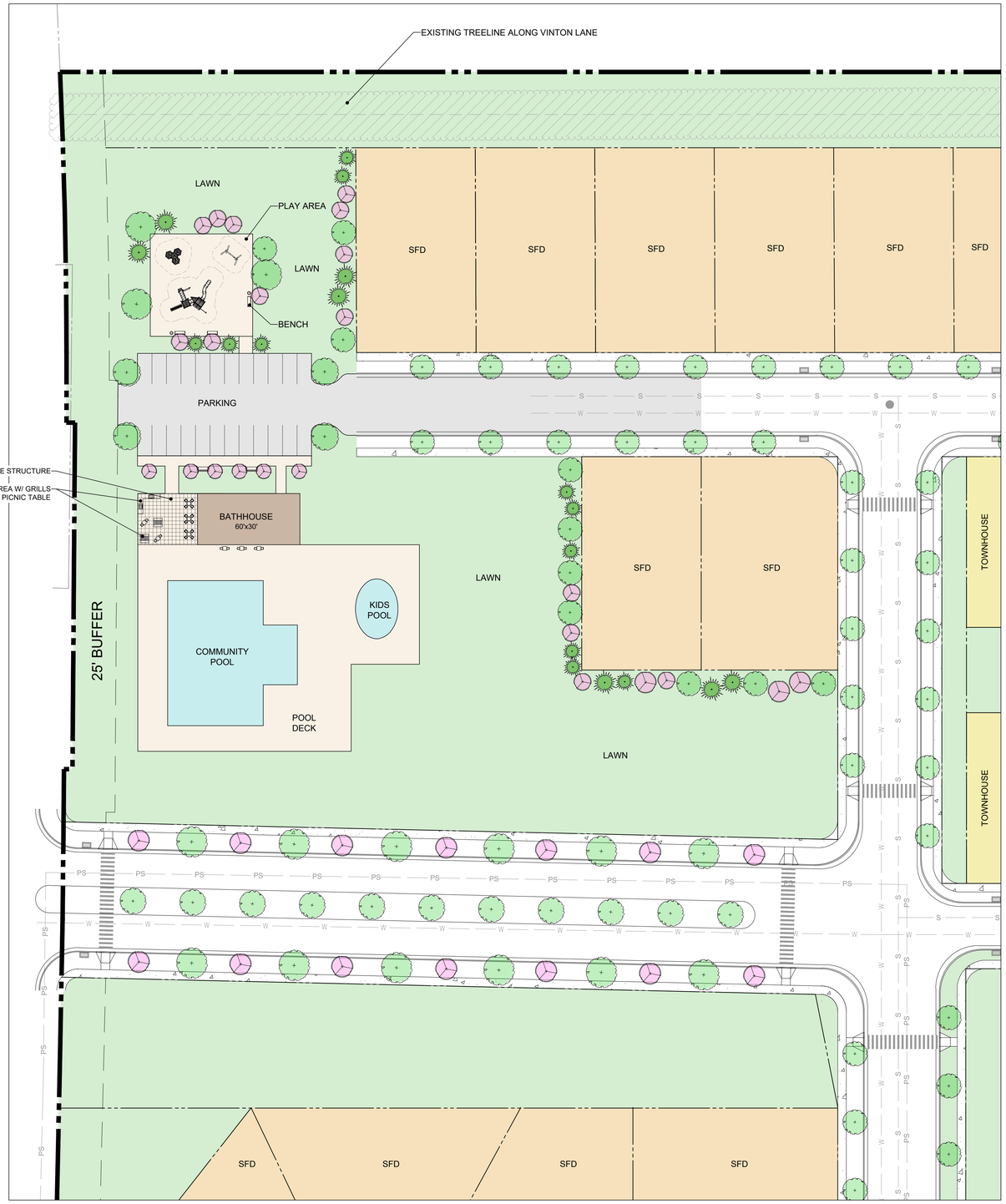
Notes:
1. This conceptual rendering is for illustrative purposes only.
2. Proposed structure dimensions, orientation, and location were determined by others.
3. Imagery obtained from Google Maps.

Date: 04-16-2025

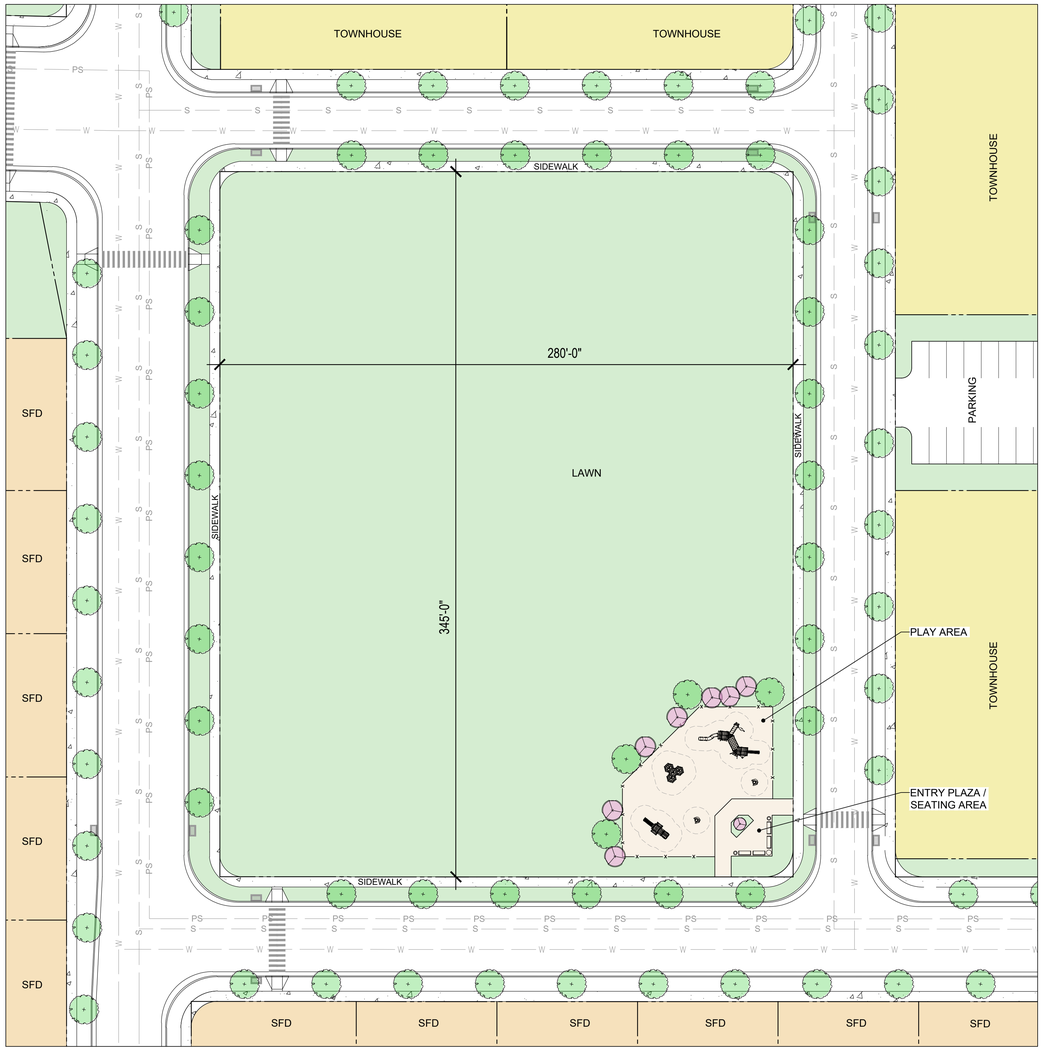
Drawn/Checked: PG/DL

Project #: 23011.00200

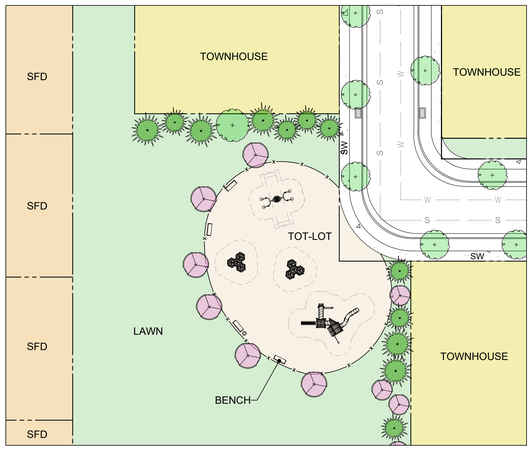
1



PRIMARY RECREATION AREA



CENTRAL SQUARE



SOUTH-EAST TOWNHOUSE

NOTE: AMENITY CONCEPTS ARE CONCEPTUAL IN NATURE AND ARE INTENDED TO ILLUSTRATE THE GENERAL ORGANIZATION OF SPACES AND THE TYPES OF FACILITIES TO BE PROVIDED. FINAL SITE DESIGN OF AMENITY SPACES WILL BE DETERMINED AT THE TIME OF PRELIMINARY S/LD APPLICATION FOR THE PHASE INCLUDING THAT SPACE.

IMEG

Amenity Concepts

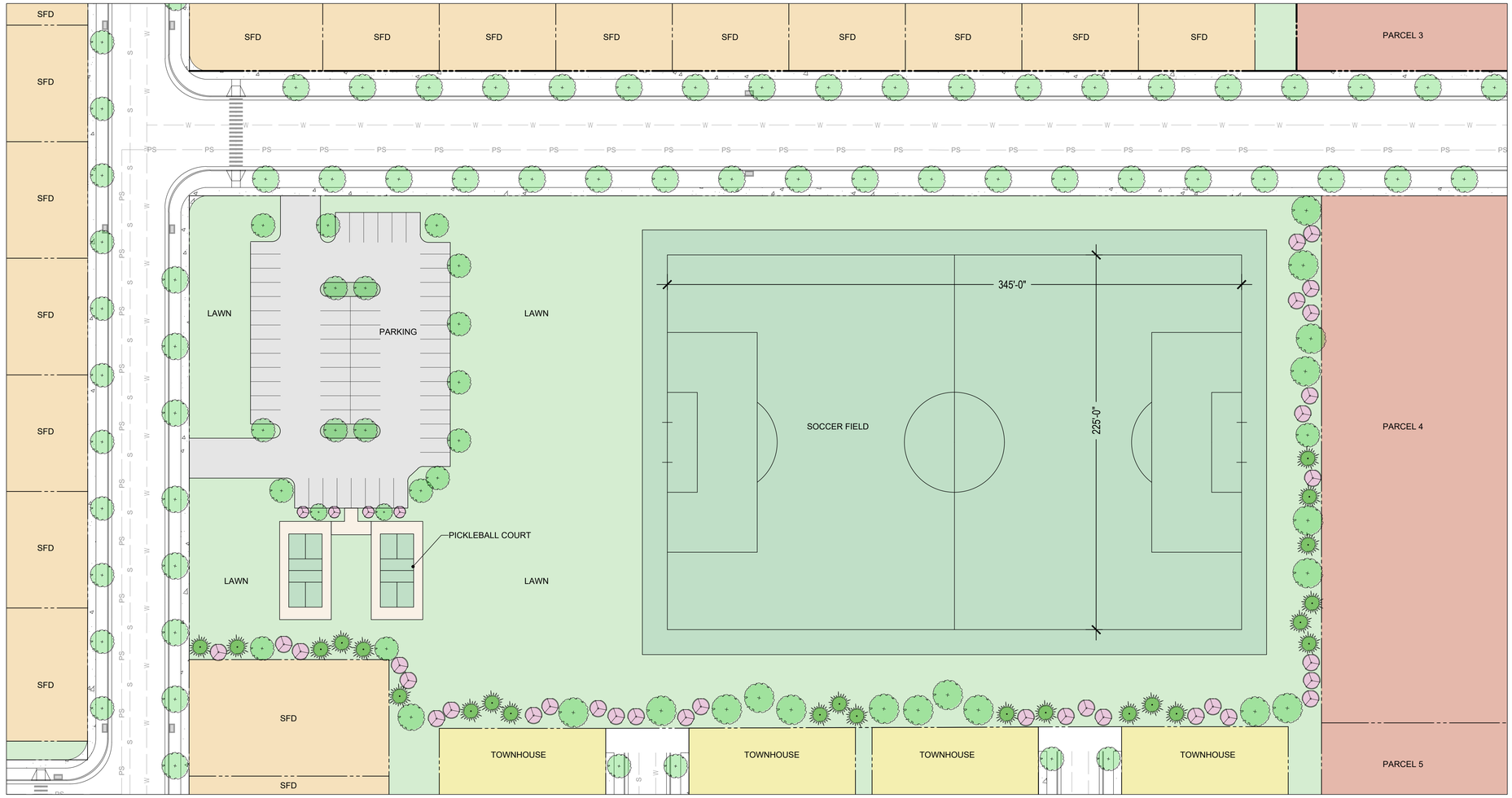
Vinton Farm
Charles Town, West Virginia

30 15 0 30 60
GRAPHIC SCALE
1" = 30'

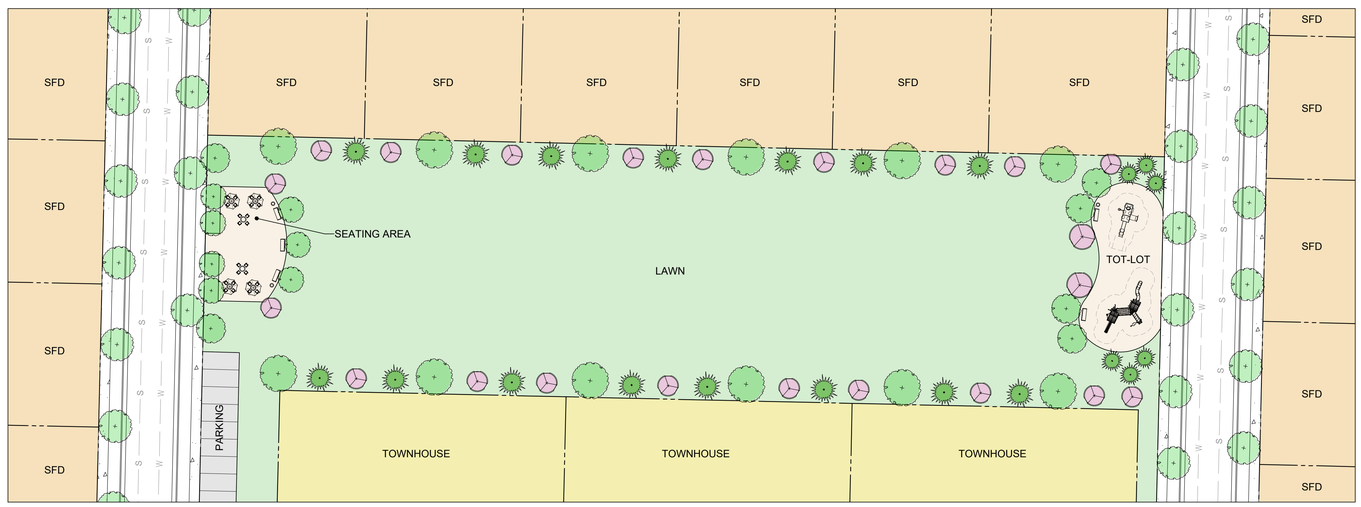
Notes:
1. This conceptual rendering is for illustrative purposes only.
2. Proposed structure dimensions, orientation, and location were determined by others.
3. Imagery obtained from Google Maps.

Date: 04-16-2025
Drawn/Checked: PG/DL
Project #: 23011.00200

2



PUBLIC PARK



NORTH-EAST CORNER

NOTE: AMENITY CONCEPTS ARE CONCEPTUAL IN NATURE AND ARE INTENDED TO ILLUSTRATE THE GENERAL ORGANIZATION OF SPACES AND THE TYPES OF FACILITIES TO BE PROVIDED. FINAL SITE DESIGN OF AMENITY SPACES WILL BE DETERMINED AT THE TIME OF PRELIMINARY S/LD APPLICATION FOR THE PHASE INCLUDING THAT SPACE.

IMEG

Amenity Concepts

Vinton Farm
Charles Town, West Virginia

30 15 0 30 60
GRAPHIC SCALE
1" = 30'

Notes:
1. This conceptual rendering is for illustrative purposes only.
2. Proposed structure dimensions, orientation, and location were determined by others.
3. Imagery obtained from Google Maps.

Date: 04-16-2025
Drawn/Checked: PG/DL
Project #: 23011.00200

3

Kimley»Horn

Memorandum

To: Andrew Fraser
IMEG
4601 Forbes Boulevard, Suite 140, Lanham, MD 20706

From: Mark Phillips, P.E.
Mason Long, EIT

Through: James Newman
City of Charles Town
101 E Washington Street, Charles Town, WV 25414

Date: April 21, 2025

Subject: Vinton Hayes Sketch Plan and TIS Review – 2nd Submission

This memorandum summarizes our review of the Traffic Impact Study (dated February 26, 2025, prepared by Gorove Slade) and Sketch Plan for the Vinton Hayes Project (dated April, 2025, prepared by IMEG) for a proposed development of 306 townhouses, 289 single family detached units and 18.1 acres of commercial use on approximately 180.11 acres. The site is currently zoned Neighborhood Residential (NR) and General Commercial (GC) per the City of Charles Town Zoning Ordinance dated June 18, 2012 (Rev. February 18, 2025).

Kimley-Horn's review of this application is limited to the Sketch Plan and Application provided. Based upon our review, we have the following comments on the materials provided:

Location	Comment
TIS Page 7, Page 33, Page 34	Number of dwelling units does not match the sketch plan. Please provide an updated "Final" TIS with these changes incorporated.
Sketch Plan Sheet SK-4	We request the Applicant provide a sidewalk along the site frontage with Augustine Avenue and Vinton Lane per Section 1333.09 of the Subdivision and Land Development Ordinance.

Thank you for the opportunity to review this Sketch Plan. Please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/27/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *ANX2025-01* - 54 Federal Way Annexation *Request*

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Petition - Quijadas.pdf
- 4. Petition- Romero.pdf

Annexation Request

ANX2024-01

Date: For the May 27, 2025 Planning Commission meeting

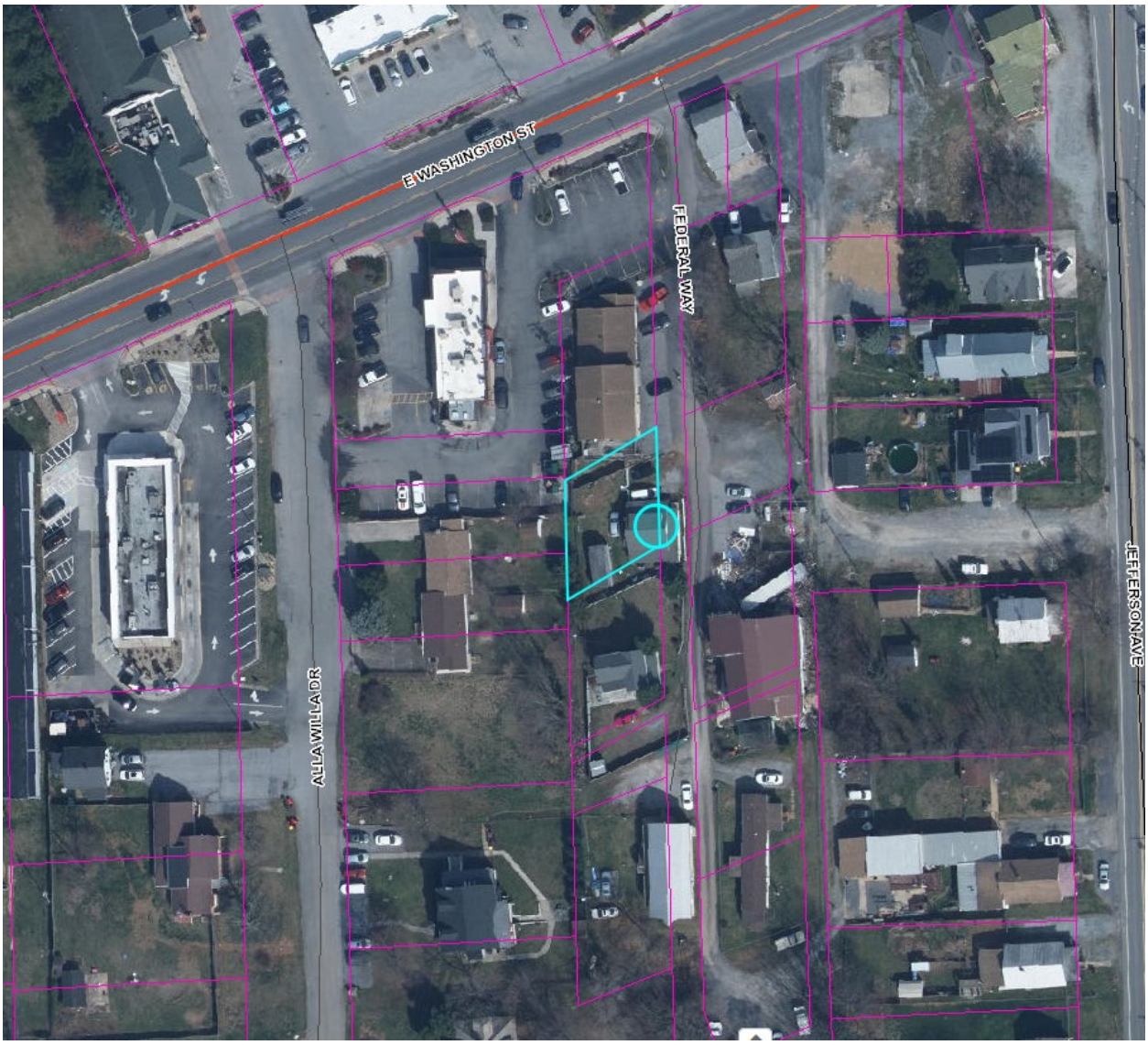
Applicant: Romero E. Quijadas

Property Owner: Romero E. Quijadas

Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

Proposal: Annexation Request

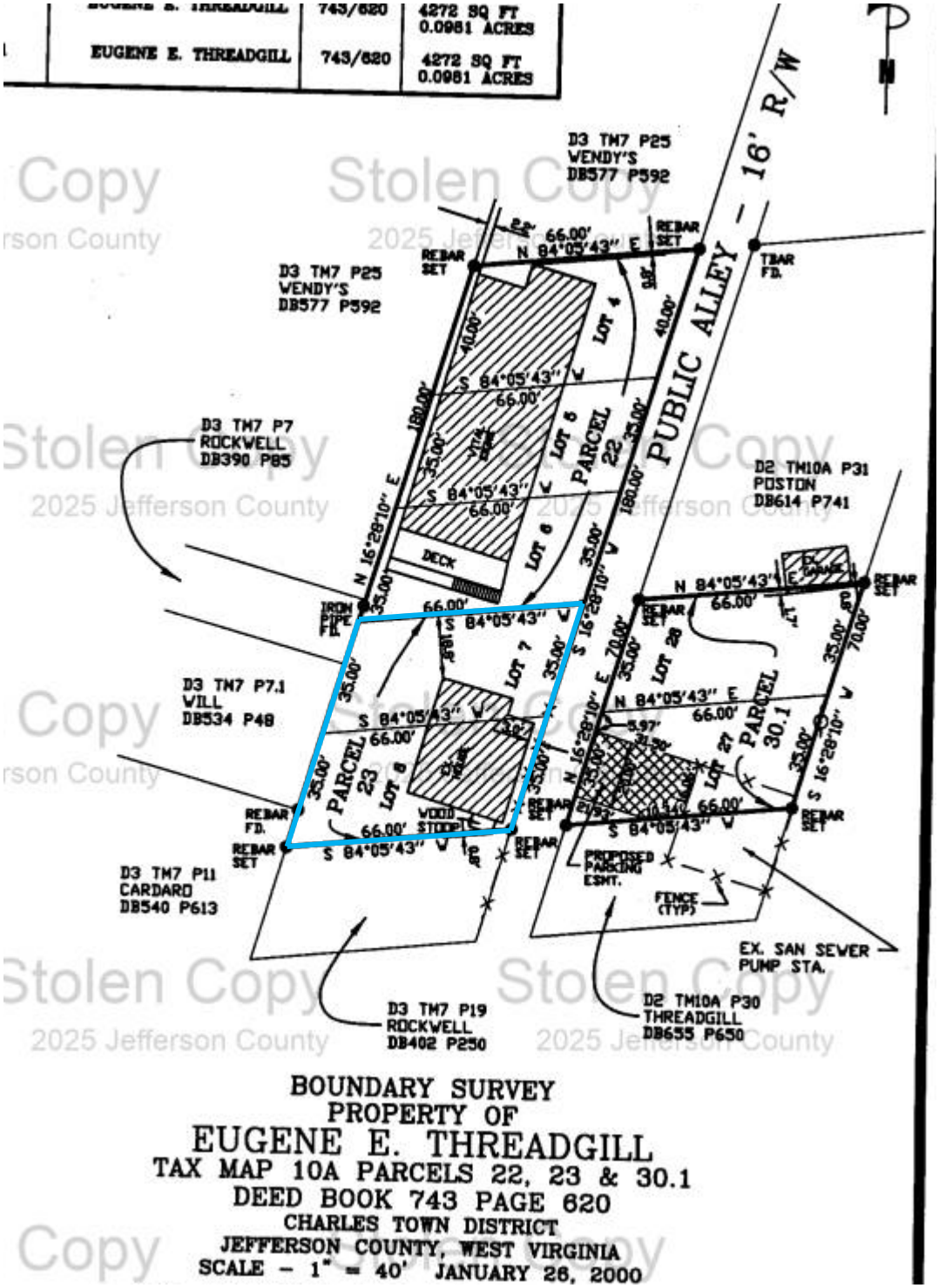
Property Location: TD 2 / Map: 10A / Pcl 23



PROJECT OVERVIEW

Request to annex two lots from Jefferson County into the municipal limits of the City of Charles Town. Each lot is 66 ft x 35 ft (2,310 sq. ft.); the combined area of the two lots is 1/10th of an acre in area.

PROPERTY SURVEY



Stolen Copy
2025 Jefferson County

ADJACENT ZONING

Adjacent properties within City limits are all zoned General Commercial;

Key

Red – General Commercial

Tan – Jefferson County zoning

CONDITIONS OF ANNEXATION

The applicant has not proffered any Conditions of Annexation.

USE

Applicant proposes to use the property as a taxi service. The use is classified as "Single Tenant Office Building", which is defined as:

"OFFICE BUILDING, SINGLE-TENANT – A building containing the offices of a single business or company. Generally contains offices, meeting rooms, and storage facilities. May have ancillary support services such as a cafeteria, gym facilities, and/or a daycare."

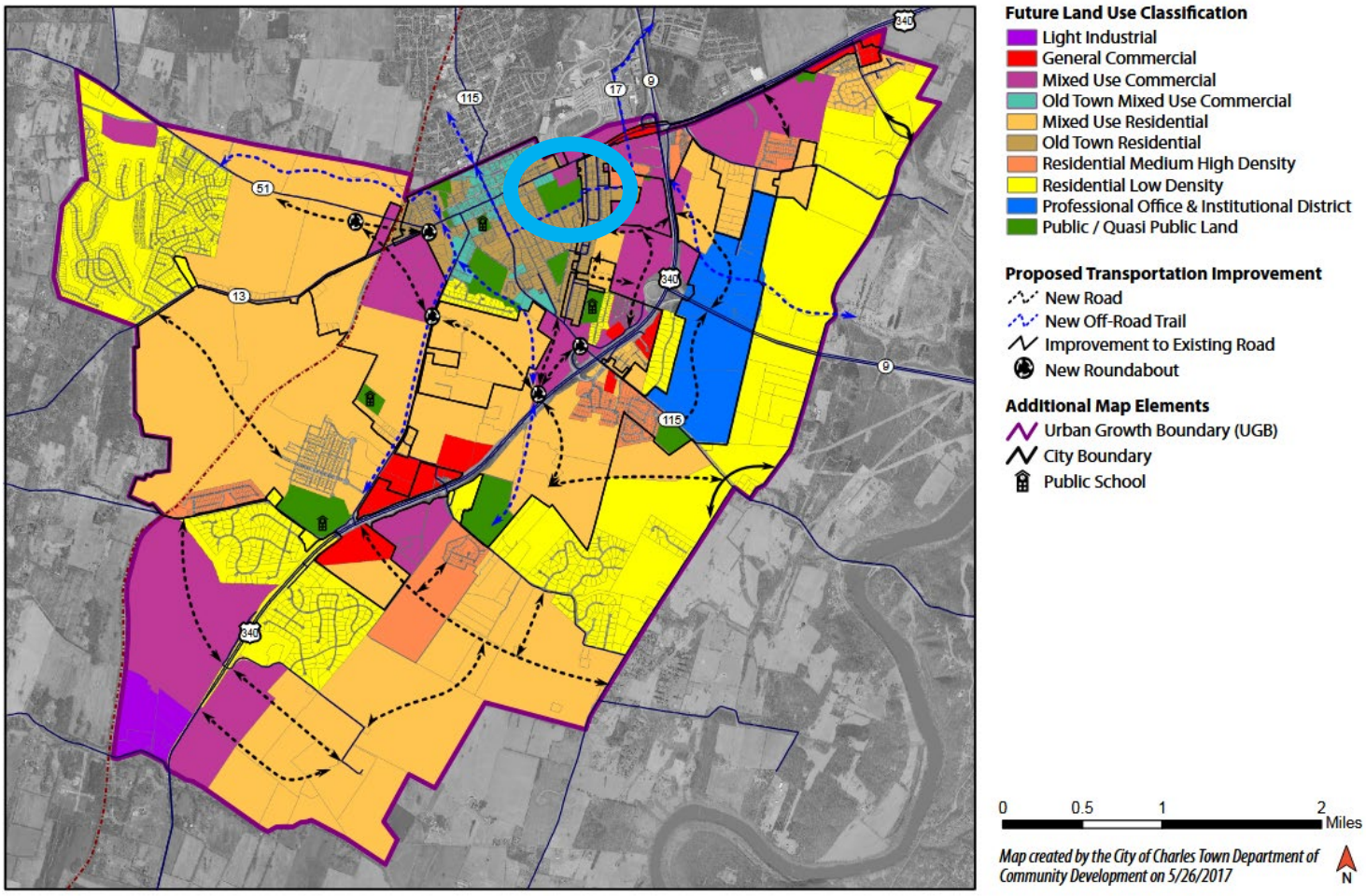
CHARLES TOWN ZONING ORDINANCE DISTRICT USE TABLE Key: P – Permitted Use S – Special Exception Use PA – Permitted Accessory Use SA – Special Exception Accessory Use		ZONING DISTRICTS						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
715	Single Tenant Building			P	P	P	P	

COMPREHENSIVE PLAN

The 2040 Comprehensive Plan designates this property as Mixed-Use Commercial. The property is circled in blue below:

CITY OF CHARLES TOWN COMPREHENSIVE PLAN

UGB Future Land Use: 25-Year Growth Scenario



The Comprehensive Plan defines *Mixed-Use Commercial* Future Land Use as:

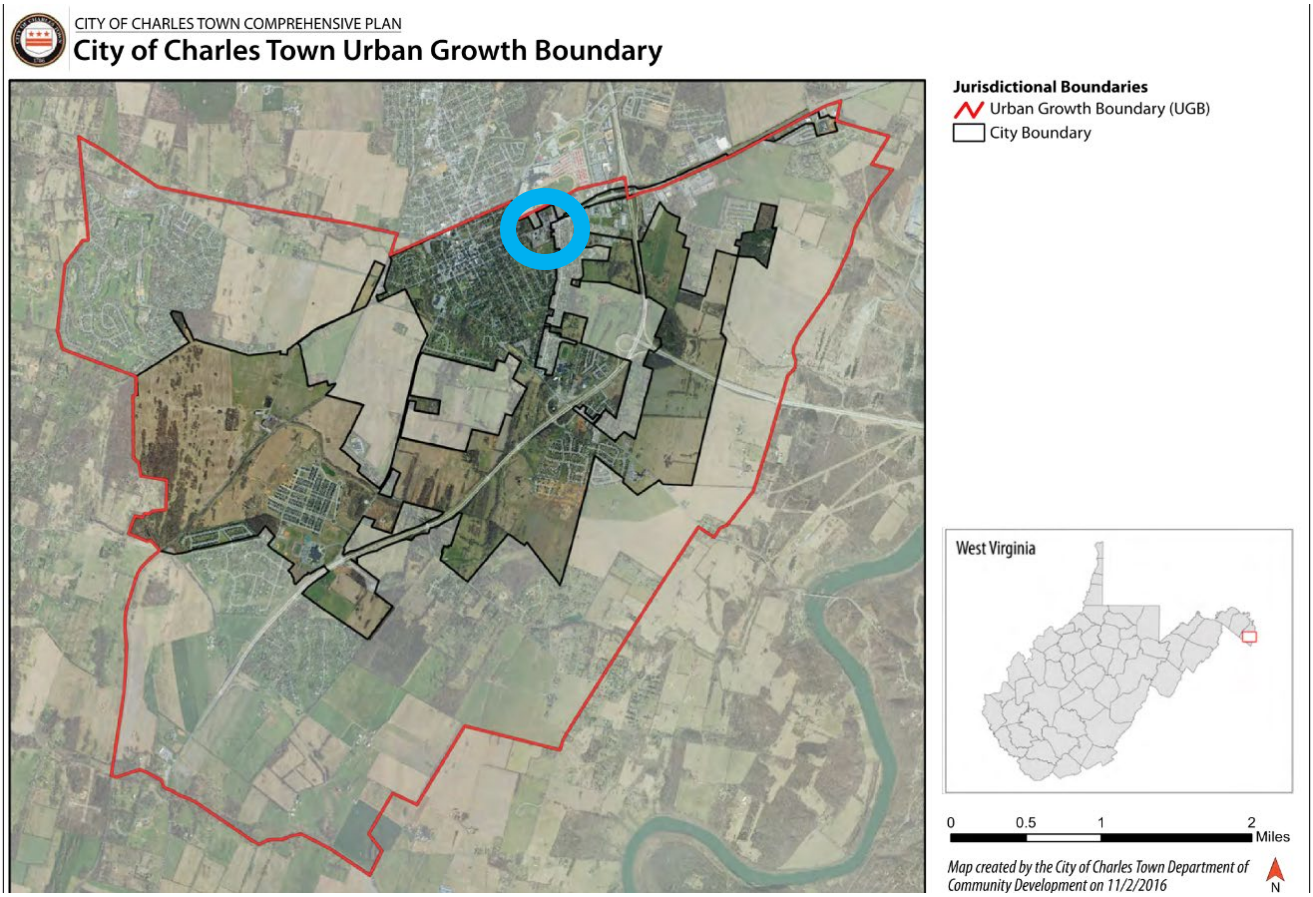
Mixed Use Commercial Future Land Use plans provide for necessary commercial uses of a convenient nature within residential areas. These plans encourage the formation and continuance of stable, healthy, and compatible environments that are located to provide nearby residential areas with convenient shopping and service facilities, reduce traffic congestion, and avoid the development of strip malls. The non-descript anywhere USA" look and feel of strip malls are not desired. This is similar with the Old Town Mixed Use which anticipates buildings pulled up to the front of the street and is a much more pedestrian centric environment.

Compatibility and integration with residential character of the area surrounding the mixed use commercial zone shall be of primary consideration. The City prefers vertical mixed use commercial development over horizontal mixed use development. However, in situations where horizontal mixed use development is proposed, greater attention to multimodal connectivity and accessibility will be imperative.

-Comprehensive Plan page 74

URBAN GROWTH BOUNDARY

The property lies within the Urban Growth Boundary for future annexations:



ANNEXATION CRITERIA

The Planning Commission shall consider the most appropriate Zoning District classification(s) for any property proposed for Annexation and provide a recommendation to City Council. Upon Annexation, City Council shall consider the Planning Commission's recommendation and designate the property within one or more appropriate Zoning Districts --- Zoning Ordinance Section 1321.05, Applicability

The Urban Reserve (UR) District is the zoning classification which is applied to annexed parcels upon approval and assignment into the City's jurisdiction. The UR District is a temporary holding district meant to accommodate existing Uses until the most appropriate zoning classification is enacted through the zoning amendment provisions specified under Section 1321.12 of this Ordinance --- Zoning Ordinance Section 1322.05, Urban Reserve

CONCLUSION

The applicant is proposing to annex two parcels into the municipal limits of the City. These parcels are the only ones on the west side of Federal Drive which are still in the County. This annexation will help fill in the City's Urban Growth Boundary, will bring the entire west side of Federal Drive into the City's jurisdiction, and provide tax revenue to the City. If annexed, the property will enter the Urban Reserve Zoning District.

RECOMMENDATION

Approval.

RECEIVED

MAR 13 2025

BY:

Annexation No._____

PETITION FOR ANNEXATION

Fee: $1,110

1. PUBLIC NOTICE
   Annexation requires public hearings at the Planning Commission and City Council.

1. DATE: March 12, 2025

2. APPLICANT'S NAME* Romero Edix Quijadas

Address: 54 Federal Way, Charles Town, WV 25414

Telephone Number (703)839-0123

Email Address RositaPerez0404@gmail.com

3. PROPERTY OWNER'S NAME same as above

Address:

Telephone Number ( )

Email Address

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY: (list all parcels that apply)

Property Address: 54 Federal Way, Charles Town, WV 25414

Tax Map # and Parcel(s): 19-02-010A-0023-0000

Property Area in Square Feet or Acres: 0.109 acres

5. PROVIDE SCALED MAP OF THE PROPERTY CLEARLY SHOWING THE PROPERTY'S LOCATION AND PROPERTY AREA IN SQUARE FEET AND/OR ACRES:

6. DESCRIPTION OF APPLICANT'S INTEREST IN THE PROPERTY:

[X] Owner [ ] Buyer [ ] Other (specify)

7. DESCRIPTION OF THE PRESENT USE(S) OF THE PROPERTY AND EXISTING ZONING DISTRICT:

The property is currently being used as a private residence. And the existing zoning is residential / light industrial / commercial.

8. REQUESTED ZONING FOR THE PROPERTY:

Urban Reserve

9 DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY:

Private residence

10. DESCRIBE HOW THE REQUESTED ZONING WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE CHARLES TOWN COMPREHENSIVE PLAN:

Will follow up with rezoning request to General Commericial to match "neighborhood" after annexation is complete.

11. CONDITIONS OF ANNEXATION

If applicant is proposing conditions for the annexation, such conditions must be provided in writing as part of this application.

NOTES

Additional exhibits may be required by the Zoning Administrator such as a plot plan or site plan showing existing and if applicable, proposed structures, easements, watercourses, curb cuts and description of the uses of adjacent property that are necessary to describe existing or proposed conditions.

Any desire to amend or withdraw this petition must be submitted in writing to the Zoning Administrator. Also, if ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the Petitioner shall immediately notify the Zoning Administrator in writing.

CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read the City of Charles Town Annexation Policy and relevant provisions of the Charles Town Zoning and Subdivision/Land Development Ordinances outlining applicable procedures.

Signature of Applicant

_____ Date _____

Signature of Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Petition Received:_____

Fee: $_____ Check No._____ Receipt No._____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BEFORE THE TOWN COUNCIL OF THE MUNICIPALITY OF CHARLES TOWN

IN RE:	)	**PETITION FOR ANNEXATION**
	)	**OF KENDALL QUIJADAS**

Your Petitioner would respectfully say unto the Honorable Mayor and the Members of the Town Council of Charles Town, as follows:

-1-

This Petition for Annexation is brought before the Mayor and Council pursuant to §8-6-4 of the West Virginia Code.

-2-

The Petitioner, Kendall Quijadas, is a qualified voter residing at those certain lands located in Jefferson County, West Virginia, situate in the vicinity of the corporate limits of the City of Charles Town, and in the planned urban growth area thereof, which lands are described as all that certain parcel of real estate in the Charles Town District comprised of Tax Map 10A, Parcel 23 as the same is more particularly shown and described on Exhibit "A" hereto attached and incorporated herein.

-3-

Simultaneously with the filing of this Petition is the Petition of Edix Quijadas Romero, the sole freeholder of said parcel and the only other qualified voter thereon.

WHEREFORE, your Petitioner requests the following:

a) If satisfied that the Petition is sufficient in every respect, that the Town Council enter that fact into its journal and forward a certificate to that effect to the Jefferson County Commission.

b) That the Town Council provide, by ordinance, according to law, for the annexation of the additional territory.

c) That the Town Council perform all acts required of it under §8-6-4 of the West Virginia Code in connection with this proposed annexation.

Kendall Quijadas

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

Kendall Quijadas, Petitioner named in the foregoing Petition for Annexation, being duly sworn, says that the facts and allegations contained therein are true, except so far as they are therein stated to be on information, and that so far as they are therein stated to be upon information, he believes them to be true.

KENDALL QUIJADAS

Taken, subscribed and sworn to before me, the undersigned Notary Public, this 7th day of March 2025, by **Kendall Quijadas**.

OFFICIAL SEAL
Notary Public, State of West Virginia
Jayne E Stotler
1753 Henshaw Road
Inwood, WV 25428
My commission expires June 8, 2028

Jayne E. Stotler
Notary Public

My commission expires: June 8, 2028

EDIX A. QUIJADAS ROMERO
METES AND BOUNDS DESCRIPTION
54 FEDERAL WAY CHARLESTOWN WV 25414
DEED BOOK 1247, PAGE 198
(TM) 2-10A-23

Beginning at an iron rebar set, the northwesterly corner to the land of Shirley J. Rockwell as recorded at deed book 402, page 250 among the land records of Jefferson County, WV, said point being the southwestern corner to the subject parcel;

Thence, with Rockwell, N 16°28'10" E, a distance of 70.00' to a point along the easterly line of Frank W. Turk as recorded at deed book 1143, page 208, corner to the lands of Rozas Maritza as recorded at Deed Book 995 and Page 297;

Thence, with the land of Maritz, N 84°05'43" E a distance of 66.00' to a point on the westerly right of way line of a 16' public alley known as Federal Way;

Thence, with the westerly line of Federal Way, S 16°28'10" W a distance of 70.00' to an iron rebar set, being the northeasterly corner to the land of said Rockwell;

Thence, with the northerly line of Rockwell, S 84°05'43" W a distance of 66.00' to an Iron rebar set, the point of beginning, having an area of 0.0981 acres as shown on the plat titled "Boundary Survey, Property of Eugene E. Threadgill" as recorded at deed book 934, page 661 among the land records of Jefferson County, WV.

EXHIBIT A

BEFORE THE TOWN COUNCIL OF THE MUNICIPALITY OF CHARLES TOWN

IN RE:	)	**PETITION FOR ANNEXATION**
	)	**OF EDIX QUIJADAS ROMERO**

Your Petitioner would respectfully say unto the Honorable Mayor and the Members of the Town Council of Charles Town, as follows:

-1-

This Petition for Annexation is brought before the Mayor and Council pursuant to §8-6-4 of the West Virginia Code.

-2-

The Petitioner, Edix Quijadas Romero, is a qualified voter and the sole freeholder of certain lands located in Jefferson County, West Virginia, situate in the vicinity of the corporate limits of the City of Charles Town, and in the planned urban growth area thereof, which lands are described as that certain parcel of real estate in the Charles Town District comprised of Tax Map 10A, Parcel 23 as the same is more particularly shown and described on Exhibit "A" hereto attached and incorporated herein.

-3-

That filed simultaneously herewith is the companion Petition for annexation of Kendall Quijadas the only remaining qualified voter of the additional territory.

WHEREFORE, your Petitioner requests the following:

a) If satisfied that the Petition is sufficient in every respect, that the Town Council enter that fact into its journal and forward a certificate to that effect to the Jefferson County Commission.

b) That the Town Council provide, by ordinance, according to law, for the annexation of the additional territory.

c) That the Town Council perform all acts required of it under §8-6-4 of the West Virginia Code in connection with this proposed annexation.

Edix Quijadas Romero

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON, to-wit:

Edix Quijadas Romero, Petitioner named in the foregoing Petition for Annexation, being duly sworn, says that the facts and allegations contained therein are true, except so far as they are therein stated to be on information, and that so far as they are therein stated to be upon information, he believes them to be true.

EDIX QUIJADAS ROMERO

Taken, subscribed and sworn to before me, the undersigned Notary Public, this 7th day of March 2025, by **Edix Quijadas Romero**.

OFFICIAL SEAL
Notary Public, State of West Virginia
Jayne E Stotler
1753 Henshaw Road
Inwood, WV 25428
My commission expires June 8, 2028

Jayne E. Stotler
Notary Public

My commission expires: June 8, 2028

EDIX A. QUIJADAS ROMERO
METES AND BOUNDS DESCRIPTION
54 FEDERAL WAY CHARLESTOWN WV 25414
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EXHIBIT A

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 05/27/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Commission Review: *SLD2025-05* - Thomfair Self-storage facility

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. KH Review.pdf
- 4. Plan Set.pdf

Sketch Plan Completeness Review
SLD2025-05

Date: For the May 27, 2025 Planning Commission Meeting
Applicant: Somerset LLC.
Property Owner: Somerset LLC.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Location: Tax District 3/Map 16A/Parcels COM5 & 44

PROJECT OVERVIEW

The development of 181,645 sq. ft. (4.17 acres) for a self-storage facility.

ZONING HISTORY

2007: Property annexed into the City. The front lot was zoned to General Commercial to support office uses, with the rear lot zoned Residential Multifamily to support condominiums.

April 4, 2011: As part of revisions to the site's conditions of annexation, the rear parcel was rezoned from Residential Multi-Family to General Commercial.

November 6, 2017: Both parcels were rezoned from General Commercial to Neighborhood Commercial; the applicant proposed at that time to build apartments, which required a rezoning.

BOARD OF ZONING APPEALS

The use of the property as a self-storage facility is permitted via Special Use Permit. The applicant requested such a permit at the May 20, 2025 Board of Zoning Appeals meeting. The request was **approved** subject to three conditions:

1. All structures will be painted to blend into the natural landscaping.
2. The buffer adjacent to residential uses shall be at least 20 ft in width, and shall have evergreen vegetation and a minimum 6ft tall opaque fence.
3. Shall be developed in substantial conformance with the associated sketch plan, subject to any required changes approved by the Planning Commission.

COMPLETENESS REVIEW

Code Requirements for completeness, per section 1332.04.E. (Major Subdivision/Land Development):

a. Existing conditions, including boundary lines of the property
Provided.

b. A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses
Provided.

c. Vicinity Map, North arrow, scale (written and graphic) and date
Provided.

d. Names of the abutting owners, adjoining lot lines and structures on abutting lots within 100 feet of the property
Provided

e. Title of the proposed project; the date, month and year the plan was prepared or revised; the name of the applicant(s), owner(s), and contract owner(s) and the name and address of the Engineer, Surveyor, Architect, Landscape Architect, or Land Planner who prepared the plan, including firm name.
Provided.

f. Current zoning and total area of the property
Provided. Neighborhood Commercial.

g. Maximum and proposed density based on the Net Buildable Land Area
Not applicable.

h. Available utilities
CTUB will provide water and sewer utilities to site. Utility layout to be provided at Preliminary Plan stage. Electric utilities are available.

i. All existing sanitary sewer facilities and combined sewer facilities
Utility layout to be provided at Preliminary Plan stage.

j. Depict location or statement of proposed water and sewer supply and other utility improvements.
Utility layout to be provided at Preliminary Plan stage.

k. Existing covenants
None.

l. General layout of any proposed number of Lots, average Lot sizes and any proposed commercial uses, including any associated parking. Include proposed height of structures.
Property has two parcels, which applicant will have merged as part of the development process. No required parking for a self-storage facility. Maximum permitted height is three stories.

m. Statement of total acreage of the tract being subdivided or developed, including the Net Buildable Land Area
181,645 sq. ft. (4.17 acres)

n. The approximate acreage in common open space, in each use and housing type and in roads, streets or rights-of-way for the total development
Not provided.

o. The proposed number of dwelling units of each type in each in the total development
Not applicable.

p. Location of proposed Street layout, including connections to adjoining streets or vacant lots,
Provided.

q. The location of sidewalks, trails and crosswalks, as may be applicable.
Sidewalk is shown. Connection to adjacent sidewalks is necessary.

r. Proposed open space and/or recreation areas, including notes on the plan describing the proposed use, activity area and/or improvement. The amount, approximate boundaries and location of common open space, with the percentage of the total acreage of the site to be placed in common open space.
There is no open-space requirement for Commercial uses within the NC zoning district.

s. The location of environmentally sensitive land to be included in common open space.
No environmentally sensitive lands identified.

t. Notes indicating any modifications, waivers, variances, special exceptions and/or conditional uses that are required.
-Provided.

u. The location and extent of proposed buffers
Five residences are adjacent to the property. A 6ft. tall buffer is required between commercial and residential uses. Additional details on landscaping to be provided at Preliminary Plan phase.

v. The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels. The location and arrangement of street entrances, driveways and parking areas
Provided.

w. Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.
No applicable bonus factors.

x. Any other information requested by the Subdivision Administrator in order for the Subdivision Administrator to make an accurate determination.
None required. The property is outside of the Historic Overlay District.

CONCLUSION
The sketch plan meets the requirement of being a complete application as stated in Subdivision Ordinance Section 1332.03.C.2.C. This does not mean the subdivision application meets the criteria for approval; it merely means that the application is deemed complete by staff.

The Planning Commission should vote to determine the application is complete. If deemed complete, a public hearing would be scheduled for June 23, 2025 meeting.

MAJOR SUBDIVISION AND LAND DEVELOPMENT APPLICATION

The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Major S/LD Application as required by Ordinance Section 1332.03.

1. SUBMISSION DATE 04/15/2025

2. APPLICATION TYPE
- [x] Sketch Plan
- [ ] Preliminary Plan
- [ ] Final Plan

3. FEES

See next page. Fee is comprised of base fee, additional fees, and legal notice fees.

Sketch and Preliminary Plans each require Class I legal notices, first class mail, and public hearing signs. Final plans are reviewed administratively.

4. SUBMITTAL PACKAGE

Please submit a paper application and one paper plan set with at least dimensions of 24" x 36", as well as a plan set in PDF format.

Fee Schedule

1. BASE FEES

- **Sketch/Preliminary** Plan Review - $300 application fee.

- **Final Plan/ Record Plat** Review Fees: $200 application fee

2. APPLICATION FEES

(1) Single principal structure on a single site - $200 filing fee
(2) < 3 Residential Buildings - $200 filing fee
(3) 3 or more Residential Buildings - $500 filing fee plus $50 per building, minimum of $2000 escrow.
(4) Manufactured (Mobile) Home Park - $500 filing fee plus $50 per dwelling unit, minimum of $2000 escrow.
(5) Commercial and Industrial Buildings - $700 filing fee plus $2000 escrow.
(6) Subdivision only – $200 filing fee

Building Addition:
(1.) Less than 2,5000 sq.ft AND less than 50% increase in impervious area - $200
(2.) More than 2,5000 sq.ft OR more than 50% increase in impervious area - $300

3. LEGAL NOTICE FEES

(1). Newspaper public notice:
A. Class I/I-0 Legal Advertisement- - $25 flat fee
B. Class II/II-0 Legal Advertisement - $50 flat fee
C. Class III/III-0 Legal Advertisement - $75 flat fee

(2). Mailed notice:
A. First class mail - $25 flat fee
B. Certified mail - $75 flat fee

(3). Signage:
A. Public notice signage - $10 flat fee

4. ADDITIONAL FEES

These fees may differ between applications depending on the level of analysis required.

- Legal review fees for zoning and site plan reviews will be will be actual costs incurred based on the -legal review.

- Water and Sewer review fees for zoning and site plan reviews will actual costs incurred based on the review.

- Third-party review fees for zoning and site plan reviews will be actual costs incurred based on the review.

3. APPLICANT'S NAME* Thomfair LLC

Address: 170 John J Thomas Way, Charles Town, WV 25414

Telephone Number (304) 283-2601

Email Address johnthomas1602@comcast.net

4. PROPERTY OWNER'S NAME Somerset LLC

Address: 170 John J Thomas Way, Charles Town, WV 25414

Telephone Number (304) 283-2601

Email Address johnthomas1602@comcast.net

5. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (list all parcels that apply)

Property Address: Somerset Boulevard

Tax Map # and Parcel: 3 - Charles Town Corp, Map 16A, Parcels COM5 & 44

Property Area in Square Feet or Acres: 2.20 Acres & 1.97 Acres; Total: 4.17 Acres

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

6. FEE CALCULATION (Per Fee Schedule)

BASE: $300

APPLICATION: $700 + $2,000 escrow

The City will send out invoices for 3rd party review.

LEGAL (**For sketch and preliminary only**)

MAILING TYPE: $25

LEGAL AD $25

SIGNAGE: $10

AMOUNT DUE: $ $1,060 + $2,000 escrow

7. DESCRIPTION OF PROJECT AND PROPOSED USE(S) OF THE PROPERTY:

A proposed Storage Unit Facility consisting of one way roads and a loop road. The Storage Buildings will have outdoor access through garage doors and indoor access through interior hallways. The proposed improvements will consist of security fence and the required landscape buffer.

8. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

The existing lots are vacant and zoned Neighborhood Commercial.

9. ARE THERE ANY ANTICIPATED WAIVERS OR VARIANCES? IF YES, PROVIDE DETAILS:

A special exception is being requested for the proposed use. No other waivers or variance are anticipated.

10. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date
DOC -2017-238	Rezoned to NC	Approved	11-06-2017

11. HAS THE PROPERTY BEEN THE SUBJECT OF ANY COURT ACTION?

☒ No

☐ Yes (Please specify nature of all proceedings and current status)

_____

_____

_____

12. PLAN/PLAT SUBMISSION TO OTHER AGENCIES (Documentation of all required approvals must be attached to this Application or submitted prior to Preliminary S/LD Application approval)

Agency (Specify others as applicable)	Submittal Date	Permit ID/#	Date of Approval/Issuance
City of Charles Town Utility Board			
Jefferson County Addressing Office			
Jefferson County Board of Education			
WV Department of Environmental Protection			
WV Department of Transportation, Division of Highways			
WV State Historic Preservation Office			
WV Office of Environmental Health Services			
U.S. Army Corps of Engineers			
Other (specify each Agency)			

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1332.03 of the Charles Town S/LD Ordinance and relevant provisions of the Charles Town City Code.

Signature of Applicant _____ Date 4/16/25

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application and specified number of Site Plan copies to the following:

At City Hall:	Or	Via Mail:
Subdivision Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Subdivision Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Paid:$_____ Check No._____

Receipt No._____

Subdivision Administrator Approval/Denial:_____ Date:_____

Planning Commission Approval/Denial:_____ Date:_____

Comments/Conditions:_____

_____

_____

_____

Kimley»Horn

Memorandum

To: Project Manager
Civil & Environmental Consultants, Inc.
786 Foxcroft Ave
Martinsburg, WV 25401

From: Mark Phillips, P.E.
Diego Carreira

Through: Mr. James Newman, AICP
City of Charles Town
101 E Washington Street
Charles Town, WV 25414

Date: April 21, 2025

Subject: Thomfair Storage Units Sketch Plan Review – 1st Submission

This memorandum summarizes our review of the Sketch Plan for the Thomfair Storage Units (dated April 2025, prepared by Civil & Environmental Consultants, Inc.) for 5 storage units, one access loop road and through roads connecting to Somerset Blvd (WV County Route 1550) on 4.17 acres. The site is currently zoned Neighborhood Commercial.

Kimley-Horn's review of this application is limited to the Sketch Plan provided. Based upon our review, we have no further comments.

Thank you for the opportunity to review this Sketch Plan. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

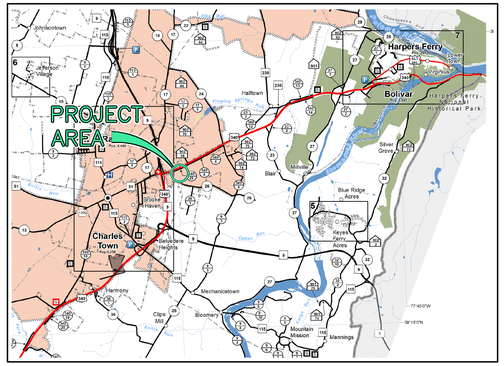
KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

THOMFAIR STORAGE UNITS
SKETCH PLAN

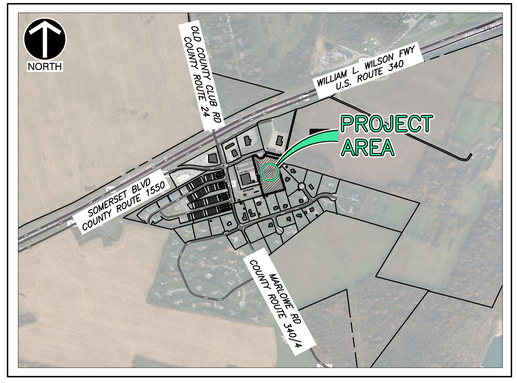
CITY OF CHARLES TOWN, JEFFERSON COUNTY, WV
APRIL 2025

LAT./LONG: 39°30'21.0" N 77°48'48.8" W
(APPROXIMATE CENTER OF PROJECT)



NORTH

SITE LOCATION MAP
WVDOH HIGHWAY MAPS, MORGAN SHEETS 2 &
BERKELEY SHEETS 2, WEST VIRGINIA, NSRS 2011.
SCALE IN FEET
0 2000 4000



VICINITY MAP
SCALE IN FEET
0 1000 2000

GENERAL INFORMATION:

1. NAME & ADDRESS OF OWNER/ DEVELOPER:
   MICHAEL THOMAS
   170 JOHN J THOMAS WAY,
   CHARLES TOWN, WEST VIRGINIA 25414

2. PURPOSE OF DEVELOPMENT:
   THE PURPOSE OF THE DEVELOPMENT IS TO DEVELOP THE VACANT SITE INTO A STORAGE UNIT FACILITY. THE PROPOSED SITE LAYOUT CONSISTS OF ONE ACCESS LOOP ROAD, 5 STORAGE BUILDINGS, AND THROUGH ROADS ALL CONNECTING TO SOMERSET BLVD (W.V COUNTY ROUTE 1550).

3. SOIL TYPES:
   0.4% FUNKSTOWN SILT LOAM
   91.5% POPLIMENTO SILT LOAM, 3 TO 8 PERCENT SLOPES
   8.2% POPLIMENTO SILT LOAM 8 TO 15 PERCENT SLOPES

4. GEOLOGICAL INFORMATION:
   THE CITY OF CHARLES TOWN IS LOCATED IN AN AREA KNOWN TO HAVE KARST GEOLOGY.
   THE SITE IS NOT LOCATED WITHIN ANY KNOWN WETLAND, HISTORIC OR HISTORIC REGION.
   THE SITE DOES NOT CONTAIN SEVERE SLOPES.

5. DENSITY:
   5 STRUCTURES
   64,350 SQ. FT.

6. AVAILABLE UTILITIES:
   PUBLIC SEWER AND PUBLIC WATER ARE AVAILABLE BUT THERE IS NO PROPOSED CONNECTION TO UTILITIES AT THIS TIME.

7. PARKING CALCULATION (REQUIRED & PROVIDED):
   REQUIRED:
   NONE

   PROVIDED:
   NONE

8. TOTAL ACREAGE OF SITE:
   16A–COM5 ACREAGE (DEED): 85,813 SQ. FT. (1.97 AC.)
   16A–44 ACREAGE (DEED): 95,832 SQ. FT. (2.20 AC.)
   TOTAL ACREAGE (DEED): 181,645 SQ. FT. (4.17 AC.)

   THE TOTAL ACREAGE OF 4.17 AC. (181,645 SQ. FT.) IS EXPECTED TO BE MERGED TOGETHER.

9. SETBACKS:
   FRONT = 5 FT
   SIDE COMMERCIAL = 10 FT
   SIDE RESIDENTIAL = 20 FT
   BACK = 20 FT

10. HISTORIC USE OF SITE:
    RESIDENTIAL & FARM

11. CURRENT ZONING OF SITE:
    NEIGHBORHOOD COMMERCIAL

12. IMPERVIOUS/PERVIOUS AREA COVERAGE (EXISTING & PROPOSED);
    EXISTING:
    168,577.00 SQ. FT. (3.87 AC.) PERVIOUS – 92.81%
    13,068.00 SQ. FT. (0.30 AC.) IMPERVIOUS – 7.19%

    PROPOSED
    56,600 SQ. FT. (1.30 AC.) PERVIOUS – 31.17%
    125,045 SQ. FT. (2.87 AC.) IMPERVIOUS – 68.83%

13. THE SUBJECT PARCELS' STORMWATER MANAGEMENT AND DRAINAGE ARE ACCOUNTED FOR IN THE WINDMILL CROSSING'S STORMWATER MANAGEMENT POND THAT RESIDES SOUTH OF TRACTOR SUPPLY ON LOT "16A–SWM". PER THE "STORM WATER MANAGEMENT REPORT – WINDMILL CROSSING BASIN B REVISION" PREPARED BY WILLIAM H. GORDON ASSOCIATES, INC. IN APRIL OF 2011, THE EXISTING POND ACCOUNTS FOR UP TO 90% OF IMPERVIOUS AREA ON THE TWO SUBJECT PARCELS. THE PLANS AND SWM REPORT ARE IN SD–03–01 IN JEFFERSON COUNTY'S RECORDS.

14. FLOODPLAIN INFORMATION:
    THE SITE IS NOT LOCATED WITHIN THE 100–YEAR FLOODPLAIN, OTHERWISE KNOWN AS ZONE "X". (FIRM MAP PANEL 135 OF 245, NUMBER 54037C0137E, DATED 12/18/2009)

15. THE PROPOSED IMPROVEMENTS WILL INCLUDE LANDSCAPING ALONG THE PROPERTY LINES THAT ADJOIN THE SINGLE–FAMILY RESIDENTIAL THAT, A MINIMUM, COMPLIES WITH THE CODIFIED ORDINANCES OF THE CITY OF CHARLES TOWN. FENCING WILL ALSO BE PROVIDED SEPARATELY FOR THE SAFETY OF CUSTOMER AND THE PUBLIC.

16. THE SUBJECT PARCELS ARE UNDER THE COVENANTS OF THE WIND MILL CROSSING BUSINESS COMMUNITY AS RECORDED IN DEED BOOK 1020, PAGE 178.

JEFFERSON COUNTY – COMPLETE LIST OF WAIVERS/VARIANCES
(TABLE 1.2–2)

ORDINANCE	SECTION OF ORDINANCE	DESCRIPTION OF WAIVER OR VARIANCE	DATE GRANTED
ZONING	SECTION 1322.04	SPECIAL EXCEPTION FOR STORAGE UNITS NEIGHBORHOOD COMMERCIAL (SE2025–01SELFSTORAGE FACILITY)	05/20/2025

OWNER/DEVELOPER:
MICHEAL THOMAS
170 JOHN J THOMAS WAY
CHARLES TOWN, WV 25414
OFFICE: (304) 725-2539

ENGINEER/SURVEYOR:
CIVIL & ENVIRONMENTAL CONSULTANTS, INC.
786 FOXCROFT AVENUE
MARTINSBURG, WV 25401
MARC MEZZANOTTE, P.E.
SENIOR PROJECT MANAGER
OFFICE: (304) 848-7525
LUCAS GARDNER, P.E. (ENGINEER OF RECORD)
OFFICE: (304) 848-7164

PLAN REPRODUCTION WARNING

THE PLANS HAVE BEEN CREATED ON ARCH D (24" X 36") SHEETS. FOR REDUCTIONS, REFER TO GRAPHIC SCALE.

THE PLANS HAVE BEEN CREATED FOR FULL COLOR PLOTTING. ANY SET OF THE PLANS THAT IS NOT PLOTTED IN FULL COLOR SHALL NOT BE CONSIDERED ADEQUATE FOR CONSTRUCTION PURPOSES.

WARNING: INFORMATION MAY BE LOST IN COPYING AND/OR GRAY SCALE PLOTTING.

WEST VIRGINIA 811 CALL BEFORE YOU DIG!

WEST VIRGINIA STATE LAW REQUIRES THAT YOU CALL TWO BUSINESS DAYS BEFORE YOU DIG IN THE STATE OF WEST VIRGINIA. IT'S THE LAW!

SITE NAME:	THOMFAIR STORAGE
DEVELOPER/OWNER:	MICHAEL THOMAS
AUTHORITY:	CITY OF CHARLES TOWN, WEST VIRGINIA
ZONING:	NEIGHBORHOOD COMMERCIAL
PROPERTY:	PARCEL ID: 19-03-016A-COM5-0000 19-03-016A-0044-0000
TAX MAP:	16A PARCEL COM5 & 44 DEED BOOK 1130 PAGE 249 DEED BOOK 1130 PAGE 249

DRAFT

REVISION RECORD

NO	DATE	DESCRIPTION

786 Foxcroft Ave.
Martinsburg, WV 25401
Ph: 304.808.7600
www.cecinc.com

Civil & Environmental Consultants, Inc.

THOMFAIR STORAGE UNITS
SOMERSET BLVD, CHARLES TOWN, WV
PARCEL ID: 19-03-016A-COM5-0000 &
19-03-016A-0044-0000
DEED BOOK/PAGE:1130/249

COVERSHEET

DATE:	APRIL 2025
DWG SCALE:	AS SHOWN
PROJECT NO.	347-909
APPROVED BY:	MAM
DRAWN BY:	MSI
CHECKED BY:	CLW

DRAWING NO.:
C000
SHEET 1 OF 3

P:\340-609\347-909\-CAD\Dwg\CIVIL\347909-CIVIL-COVERSHEET.dwg[1] LS(5/21/2025 - dmosby) - LP: 5/21/2025 10:57 AM

NORTH

J D C ENTERPRISES LLC
PARCEL ID: 19-04-0011-0044-0002
TAX MAP/PARCEL: 11-44
DEED BOOK/PAGE:974/376
USE: COMMERCIAL (JEFFERSON COUNTY)

MCLUCKY LLC
PARCEL ID: 19-04-0011-0044-0003
TAX MAP/PARCEL: 11-44
DEED BOOK/PAGE:1045/722
USE: COMMERCIAL (JEFFERSON COUNTY)

A & R CHARLESTOWN LLC
PARCEL ID: 19-03-016A-COM1-0000
TAX MAP/PARCEL: 16A-COM1
DEED BOOK/PAGE:1157/45
USE: COMMERCIAL (CITY OF CHARLES TOWN)

SOMERSET BLVD
MUNICIPALITY MAINTAINED

EXISTING 8" SANITARY SEWER LIINE

EXISTING 12" WATERMAIN

MARLOWE ROAD
(COUNTY ROAD 340/4)

EXISTING STORMWATER STRUCTURE (TYP.)

EXISTING 20' STORM DRAINAGE EASEMENT

EXISTING 20' STORM DRAINAGE EASEMENT

5' FRONT SETBACK

EXISTING 50' ACCESS EASEMENT TO BE ABANDONED

10' SIDE SETBACK

20' SIDE SETBACK

CENTURY PROPERTIES XXIV LIMITED PARTNERSHIP
PARCEL ID: 19-03-016A-COM2-0000
TAX MAP/PARCEL: 16A-COM2
DEED BOOK/PAGE:1115/656
USE: COMMERCIAL (CITY OF CHARLES TOWN)

AKA: TRACTOR SUPPLY

SOMERSET LLC
PARCEL ID: 19-03-016A-COM5-0000
TAX MAP/PARCEL: 16A-COM5
DEED BOOK/PAGE:1130/249
USE: COMMERCIAL (CITY OF CHARLES TOWN)
LOT 14 WINDMILL CROSSING

RION HALL FARM LLC
PARCEL ID: 19-04-0011-0021-0000
TAX MAP/PARCEL: 4-11
DEED BOOK/PAGE:1229/403
USE: FARM (JEFFERSON COUNTY)

EXISTING GRAVEL AND EXCESS MILLING/DEBRIS

PROPERTIES TO BE MERGED

EXISTING PAVED DRIVE

QUINN CLARK W
PARCEL ID: 19-04-011C-0008-0000
TAX MAP/PARCEL: 11C-8
DEED BOOK/PAGE:775/657
USE: RESIDENTIAL

ENCROACHMENT OF FENCE AND SHED ONTO SUBJECT PARCEL

SOMERSET LLC
PARCEL ID: 19-03-016A-0044-0000
TAX MAP/PARCEL: 16A-44
DEED BOOK/PAGE:1130/249
USE: COMMERCIAL (CITY OF CHARLES TOWN)
LOT 15 WINDMILL CROSSING

10' SIDE SETBACK

32.00'

EXISTING 32' INGRESS/ EGRESS EASEMENT

WINDMILL CROSSING BUSINESS COMMUNITY ASSOCIATION INC
PARCEL ID: 19-03-016A-OSWM-0000
TAX MAP/PARCEL: 16A-SWM
DEED BOOK/PAGE:1120/316
USE: RESIDENTIAL (CITY OF CHARLES TOWN)

EXISTING REGIONAL SWM FACILITY

LOTT JEFFREY A & JACQUELINE E
PARCEL ID: 19-04-011C-0007-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:849/699
USE: RESIDENTIAL (JEFFERSON COUNTY)

20' REAR SETBACK

SIRBAUGH DEBORAH K - LIFE
PARCEL ID: 19-04-011C-0003-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:1239/128
USE: RESIDENTIAL (JEFFERSON COUNTY)

FISH CLAUDIA
PARCEL ID: 19-04-011C-0004-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:1170/496
USE: RESIDENTIAL (JEFFERSON COUNTY)

STEVENS MICHAEL R & CATHERINE M
PARCEL ID: 19-04-011C-0005-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:979/187
USE: RESIDENTIAL (JEFFERSON COUNTY)

MARGARET CT

LEGEND

- EXISTING PROPERTY LINE
- EXISTING EASEMENT LINE
- 385 EXISTING INDEX (MAJOR) CONTOUR
- 387 EXISTING INTERMEDIATE (MINOR) CONTOUR
- EXISTING ROADWAY CENTERLINE
- EXISTING EDGE OF PAVEMENT
- EXISTING STRUCTURE
- EXISTING PAVEMENT MARKING
- EXISTING DETENTION POND
- EXISTING DITCH
- SAN EXISTING SEWER LINE
- ST EXISTING STORMWATER STRUCTURE

Line Table		
Line #	Length	Direction
L1	44.170	N72° 40' 01.08"E
L2	22.550	S65° 46' 44.92"E
L3	53.020	N33° 15' 09.08"E
L4	258.560	S76° 10' 11.92"E
L5	99.720	S13° 27' 10.08"W
L6	53.740	S41° 42' 03.08"W
L7	302.230	S17° 39' 01.92"E
L8	149.800	S74° 35' 38.08"W
L9	567.940	N15° 30' 40.92"W
L10	305.679	S76° 48' 17.08"W
L11	567.940	N15° 30' 40.92"W

Curve Table			
Curve #	Length	Radius	Delta
C1	140.130	58.000	138.4284

REFERENCE NOTE

1. ALL EXISTING FEATURES SHOWN WERE OBTAINED FROM PUBLICLY AVAILABLE SOURCES ON JANUARY 13, 2025 AND AN UNMANNED AERIAL DRONE SURVEY CONDUCTED BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. IN FEBRUARY 2025. NO FIELD OR BOUNDARY SURVEYS HAVE BEEN CONDUCTED BY CEC AT THIS TIME.
2. THIS CONCEPT MAKES NO CLAIM TO REPRESENT ALL UTILITIES OR EASEMENTS. FURTHER RESEARCH AND COORDINATION WILL BE REQUIRED.

SCALE IN FEET
0 40 80

DRAFT

REVISION RECORD

NO	DATE	DESCRIPTION

Civil & Environmental Consultants, Inc.
786 Foxcroft Ave.
Martinsburg, WV 25401
Ph: 304.808.7600
www.cecinc.com

THOMFAIR STORAGE UNITS
SOMERSET BLVD, CHARLES TOWN, WV
PARCEL ID: 19-03-016A-COM5-0000 &
19-03-016A-0044-0000
DEED BOOK/PAGE:1130/249

EXISTING CONDITIONS

DATE:	APRIL 2025	DRAWN BY:	MSI
DWG SCALE:	AS SHOWN	CHECKED BY:	CLW
PROJECT NO:			347-909
APPROVED BY:			MAM

DRAWING NO.: C100

SHEET 2 OF 3

P:\340-0001_347-909_CADD\Dwg\CIVIL\347909-CIVIL-C100-EXISTING.dwg[3] LS:4/8/2025 - dmosley - LP: 5/21/2025 10:43 AM

NORTH

LEGEND

- EXISTING PROPERTY LINE
- EXISTING EASEMENT LINE
- 385 EXISTING INDEX (MAJOR) CONTOUR
- 387 EXISTING INTERMEDIATE (MINOR) CONTOUR
- EXISTING ROADWAY CENTERLINE
- EXISTING EDGE OF PAVEMENT
- EXISTING STRUCTURE
- EXISTING PAVEMENT MARKING
- EXISTING DETENTION POND
- EXISTING DITCH
- SAN EXISTING SEWER LINE
- ST EXISTING STORMWATER STRUCTURE
- PROPOSED ROADWAY CENTERLINE
- PROPOSED ROAD AND PARKING AREA
- PROPOSED DITCH

J D C ENTERPRISES LLC
PARCEL ID: 19-04-0011-0044-0002
TAX MAP/PARCEL: 11-44
DEED BOOK/PAGE:974/376
USE: COMMERCIAL (JEFFERSON COUNTY)

MCLUCKY LLC
PARCEL ID: 19-04-0011-0044-0003
TAX MAP/PARCEL: 11-44
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USE: COMMERCIAL (JEFFERSON COUNTY)

A & R CHARLESTOWN LLC
PARCEL ID: 19-03-016A-COM1-0000
TAX MAP/PARCEL: 16A-COM1
DEED BOOK/PAGE:1157/45
USE: COMMERCIAL (CITY OF CHARLES TOWN)

SOMERSET BOULEVARD
(COUNTY ROUTE 1550)

30' AUTOMATIC EXIT GATE

PROPOSED 6' SIDEWALK (TYP) TO EXTEND ALONG PROPERTY LINE

30' SLIDING ENTRANCE GATE WITH KEYPADS

5' FRONT SETBACK

10' SIDE SETBACK

20' SIDE SETBACK

20' REAR SETBACK

PROPOSED STORAGE BUILDING
12,400 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

PROPOSED STORAGE BUILDING
10,950 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

SOMERSET LLC
PARCEL ID: 19-03-016A-COM5-0000
TAX MAP/PARCEL: 16A-COM5
DEED BOOK/PAGE:1130/249
USE: COMMERCIAL (CITY OF CHARLES TOWN)
LOT 14 WINDMILL CROSSING

PROPOSED STORAGE BUILDING
12,600 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

PROPOSED STORAGE BUILDING
14,400 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

SOMERSET LLC
PARCEL ID: 19-03-016A-0044-0000
TAX MAP/PARCEL: 16A-44
DEED BOOK/PAGE:1130/249
USE: COMMERCIAL (CITY OF CHARLES TOWN)
LOT 15 WINDMILL CROSSING

PROPOSED STORAGE BUILDING
14,000 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

24.00'

PERIMETER SECURITY FENCE

10' LANDSCAPING SCREENING BUFFER

CENTURY PROPERTIES XXIV LIMITED PARTNERSHIP
PARCEL ID: 19-03-016A-COM2-0000
TAX MAP/PARCEL: 16A-COM2
DEED BOOK/PAGE:1115/656
USE: COMMERCIAL (CITY OF CHARLES TOWN)

MARLOWE ROAD
(COUNTY ROAD 340/4)

EXISTING PAVED DRIVE

WINDMILL CROSSING BUSINESS COMMUNITY ASSOCIATION INC
PARCEL ID: 19-03-016A-OSWM-0000
TAX MAP/PARCEL: 16A-SWM
DEED BOOK/PAGE:1120/316
USE: RESIDENTIAL (CITY OF CHARLES TOWN)

EXISTING DETENTION POND

RION HALL FARM LLC
PARCEL ID: 19-04-0011-0021-0000
TAX MAP/PARCEL: 4-11
DEED BOOK/PAGE:1229/403
USE: FARM (JEFFERSON COUNTY)

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TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:849/699
USE: RESIDENTIAL (JEFFERSON COUNTY)

SIRBAUGH DEBORAH K - LIFE
PARCEL ID: 19-04-011C-0003-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:1239/128
USE: RESIDENTIAL (JEFFERSON COUNTY)

FISH CLAUDIA
PARCEL ID: 19-04-011C-0004-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:1170/496
USE: RESIDENTIAL (JEFFERSON COUNTY)

STEVENS MICHAEL R & CATHERINE M
PARCEL ID: 19-04-011C-0005-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:979/187
USE: RESIDENTIAL (JEFFERSON COUNTY)

SCALE IN FEET
0 40 80

DRAFT

REFERENCE NOTE

1. ALL EXISTING FEATURES SHOWN WERE OBTAINED FROM PUBLICLY AVAILABLE SOURCES ON JANUARY 13, 2025 AND AN UNMANNED AERIAL DRONE SURVEY CONDUCTED BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. IN FEBRUARY 2025. NO FIELD OR BOUNDARY SURVEYS HAVE BEEN CONDUCTED BY CEC AT THIS TIME.
2. THIS CONCEPT MAKES NO CLAIM TO REPRESENT ALL UTILITIES OR EASEMENTS. FURTHER RESEARCH AND COORDINATION WILL BE REQUIRED.

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NO	DATE	DESCRIPTION

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Ph: 304.808.7600
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THOMFAIR STORAGE UNITS
SOMERSET BLVD, CHARLES TOWN, WV
PARCEL ID: 19-03-016A-COM5-0000 &
19-03-016A-0044-0000
DEED BOOK/PAGE:1130/249

SKETCH PLAN

DATE:	APRIL 2025
DWG SCALE:	AS SHOWN
PROJECT NO:	347-909
DRAWN BY:	MSI
CHECKED BY:	CLW
APPROVED BY:	MAM

DRAWING NO.: C200

SHEET 3 OF 3

\\ceclinc.com\global\Projects\347-909\1-CAD\Dwg\CIVIL\347909-CIVIL-C200-SITE LAYOUT.dwg[4] 5/15/21/2025 - dmosby - LO: 5/21/2025 1:11 PM