CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • JUNE 23, 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 - May 27, 2025
05-27-25 PC MINUTES_DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *SLD2023-07* - Happy Retreat - Preliminary Plan
1. Staff Report.pdf
2. Application.pdf
3. KH Review.pdf
4. Sidewalk Rationale.pdf
5. Plan Set.pdf

4.2 : *Commission Review* - Zoning/Subdivision Ordinance Overhaul Update
1. Staff Report.pdf
2. Use Table.pdf
3. Zoning Districts.pdf
4. Zoning Map.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

Meeting: 06/23/25
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

DRAFT Minutes - May 27, 2025

ATTACHMENTS:

- 05-27-25 PC MINUTES_DRAFT.pdf

CITY OF CHARLES TOWN
PLANNING COMMISSION •
MINUTES MAY 27, 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

James Newman, City Staff - Zoning Administrator

2. APPROVAL OF MINUTES

2.1: Regular Session Minutes of April 28, 2025

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

3. UNFINISHED BUSINESS

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

Staff presentation.

Motion to recommend approval of the bond release

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

4. NEW BUSINESS

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

Commission discussed the option of tabling the request and if the public hearing would be opened both times.

Staff confirmed that yes, it will be advertised again and there will be a chance for the public to be heard now and at the next meeting.

DRAFT

Motion to open Public Hearing:

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

Staff presentation.

Andrew & Heidi Richardson, 46 Burnlea Rd, stated they have an issue with the new street realignments and that it will put traffic onto their road.

Staff explained that Augustine Ave is not connected to Burnlea Rd.

Mr. Richardson stated that the drawing appears if they intend to connect them at some point. Staff confirmed there will be no connection per the approved plan sets for that phase.

Gary Davis, 425 Prospect Ave, wanted to clarify if there would be a vote tonight or not.

Chair Paonessa told him that there would be no vote tonight as the applicant has asked to postpone the request until the next meeting.

Mr. Davis voiced concerns about the quality of work and environmental issues caused by the current developer.

Motion to close public hearing:

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

PC Discussion.

Motion to table SLD2025-06 Huntfield Master Plan Final Plan Amendment until the next Planning Commission Meeting on June 23 at the request of the applicant:

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

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

Staff presentation.

PC Discussion. Questions about density, parking, open space layout in relation to townhomes, and landscaping. Staff provided background on the proposed conditions.

Jim Perry of Elmstreet Development stated they are happy to accept both conditions. He further stated that the trees along Vinton Lane would be set aside as common space to be taken care of by the HOA.

The Commission asked about the distance of parking from townhouses in the northernmost section. Applicant stated that there would be two (2) parking spaces on their individual lots, and the parking lot area in question is for visitors.

DRAFT

The Augustine Ave sidewalk requirement was discussed and the applicant stated it will be on the Preliminary Plan.

Motion to open public hearing:

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

Jerry Franklin of 228 Cassilis Lane, stated that his wife's family owns the property just north of this project and borders the development. He stated they plan to continue farming and the townhouses would be very close. He further discussed the color schemes of the townhouses.

Motion to close public hearing:

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

Motion to approve the sketch plan with the added conditions:

1. That a minimum five (5) ft wide sidewalk be installed along Augustine Avenue
2. The existing tree line along Vinton Lane be kept as a screening buffer, and shall not be removed and for each individual tree that must be replaced, in the same location by the property owner, whether that be the HOA or the developer with a tree of identical species
3. In Phase 5, the townhomes meet the required 200' maximum distance from parking

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

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

Staff presentation.

The Commission discussed the proposed zoning of the parcel.

Dan Murphy of Greenway Engineering spoke regarding the proposal and the owners desire for zoning to General Commercial.

Motion to open public hearing:

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

None

Motion to close public hearing:

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

DRAFT

Motion to recommend approval of the the annexation of 54 Federal Way into the City of Charles Town under the zoning district of General Commercial:

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

4.4 ***Commission Review****: SLD2025-05: Thomfair Self-storage facility completeness review*

Staff presentation.

Lane Tobin, applicant's representative, stated that a shed that is encroaching upon their land has already been discussed with the property owner, and they will be having another meeting regarding how to remedy the situation.

Parking was discussed.

Motion to deem the application as complete:

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

5. ADJOURNMENT

Meeting adjourned at 7:55 pm.

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

DRAFT

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 06/23/25
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Public Hearing: *SLD2023-07* - Happy Retreat - Preliminary Plan

ATTACHMENTS:

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

Preliminary Plan Staff Report

SLD2023-07

Date: For the June 23, 2025 Planning Commission meeting

Applicant: Friends of Happy Retreat Inc., City fo Charles Town Board of Parks and Recreation

Property Owner: Parcel 3-5-6 is owned by Friends of Happy Retreat. Parcel 3-5-6.0001 is owned by the City of Charles Town Board of Parks and Recreation Commission.

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

Proposal: Construction of a parking lot.

Property Location: TD 3 / Map: 5 / Pcl: 6, 6.0001, located on Mordington Avenue.

Current Zoning: Old Town Residential.



PROJECT OVERVIEW

The combined size of the two parcels property is 12.3 acres in size. The applicant has an existing cultural center on site, and is seeking to expand the parking lot.

PLANNING EXTENSION

On April 28, 2025, the Planning Commission voted to approve an extension of the sketch plan approval for a period of one year.

ZONING REVIEW

The property is zoned Old Town Residential (OTR). It is **not** located within the Historic Overlay District.

Setbacks

Parking lots must be at least 5 ft. from property lines and accessed by an access road. Both of these criteria are met.

Lot coverage

Up to 70% of the lot may be developed. The applicant is developing (2.5 acres) 20% of the 12.3 acre site.

Parking

There is no required parking for a cultural center. The applicant is proposing 68 parking spaces, including 4 handicap parking spaces.

Street Connections

There is an existing entrance onto Mordington Avenue. That existing entrance would stay as an entrance lane, and a new exit lane would be built, also connecting to Mordington Avenue. There are 7 access drive standards in the Subdivision Ordinance:

1. *The horizontal alignment of Access Drives shall conform to the requirement for Streets, as stated in Section 1333.02 of this Ordinance.*

   Criteria met.

2. *The horizontal alignment of Access Drives shall be measured along the centerline. Horizontal curves shall be used at all angle changes in excess of two (2) degrees. All curves shall be tangential arcs. The minimum horizontal curve radius shall be seventy five (75) feet.*

   Criteria met.

3. *There shall be no more than two (2) entrances to the same property. Two (2) entrances to the same property must be located a minimum of 150 feet apart, measured from centerline to centerline.*

   This requirement is met. There will be only two access drives for the property. They are more than 150 ft. apart from each other.

4. *No Access Drive shall be constructed closer than 100 feet to the nearest intersection.*

   This requirement is met. The new access drive is more than 100 ft. from the nearest intersection.

5. *Access Drives shall not be located less than fifteen (15) feet from an adjoining property unless used as a shared Access Drive between the two abutting properties. Property owners must record an easement allowing cross access to and from the properties served by the shared Access Drive. The easement must include a joint maintenance agreement defining the responsibilities of the property owners.*

   This requirement is met. The new access drive is more than 15 feet from the nearest adjacent property lines.

6. *Access Drives travel lanes shall have a minimum width of twenty-four (24) feet; however, sufficient design information must be submitted to indicate that the number of travel lanes and width proposed have been designed to accommodate the anticipated traffic to and from the development.*

   This requirements is not met. The road width is approximately 12 feet. However, the new access drive will be an exit only, while the existing access drive will be an entrance only road. The 24 ft. width requirement assumes that the drive will be used for both entrance and exit traffic. The typical roadway section used for this type of road calls for a road width of 10 ft per lane, including curb and gutter. Therefore, the 12 ft. width is sufficient for the purpose of the new access road.

7. *The maximum slope of embankments adjacent to Access Drives shall not exceed 1V:3H unless a retaining wall is used to ensure that the earth is stabilized.*

   Criteria met.

Landscaping

In parking lots with over 25 spaces, there must be one tree shade tree planted per every 10 parking spaces, which the plan meet. Additionally, at least 5% of the parking to must be devoted to interior landscaping. Per the applicant, interior landscape areas within the parking lot are currently shown as 6,580 square feet, totaling 24.9% of the overall parking lot area.

Landscaping is placed to block light from hitting adjacent residences. The applicant has identified three trees to be removed in the course of work, and will be planting at least 44 new trees, plus various bushes and flowers.

These criteria are met.

Buffers

A 6ft. tall opaque buffer is required between residential and non-residential uses. The plans show existing and proposed landscaping which will act as a buffer against lights from vehicles maneuvering within the parking lot.

Lighting

A waiver from light design was approved Jan 22, 2024. Lighting is downlit and shielded; the waiver was for design and mobility.

Stormwater

Kimley-Horn reviewed the plans and has no comments.

Sidewalks

Sidewalks are required for major land developments:

Table 1333.09 – Sidewalk and Parking Requirements for Major Subdivision/Land Developments

Land Use	Average Lot Size	Density du/acre	Sidewalk Requirement Street Frontage	On-street Parking Requirement
Residential	> 30,000 ft²	1.46 or more	None	None
Residential	15,001 ft² – 30,000 ft²	2.90 – 1.45	One side of Street	One side of Street
Residential	12,001 – 15,000 ft²	3 – 5.5	Both sides of Street	Both sides of Street
Residential	< 12,001 ft²	> 5.51	Both sides	Both sides
Commercial	N/A	N/A	Yes	Yes

The use of the property as a Cultural Center is not a 'Commercial' use, however, the intent of the Ordinance is to provide publicly accessible sidewalks when development occurs. The applicant does not propose a sidewalk along Mordington Avenue. A sidewalk is provided along the entrance access drive up to the historic structures.

The applicant has provided a narrative regarding this, which is attached to this report.

CONCLUSION

The application and design are generally in conformance with the Sketch Plan and Code requirements; the applicant has sought a waiver for lighting standards. However, a sidewalk is required along the road frontage and has not been provided.

RECOMMENDATION

Approval subject to the condition:

1. That prior to approval of the Final Plan, the applicant shall either file for a waiver from sidewalk requirements or the plan set shall be revised to include sidewalk along the road frontage of Mordington Avenue.

S/LD Application No. SLD2023-07

SUBDIVISION AND LAND DEVELOPMENT 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 Subdivision and Land Development (S/LD) Application, the Applicant must utilize this form to supply the City with the information prescribed under Section 1332.03 of the Charles Town Subdivision Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's S/LD Application as required by Ordinance Section 1332.03.

1. DATE April 1, 2025

2. APPLICATION TYPE

☐ Minor Subdivision | Final S/LD Plan

☐ Major Subdivision Development*
- Preliminary S/LD Plan and Final Plat

☑ Major Land Development**
- Preliminary S/LD Plan

☐ Major Subdivision and Land Development***
- Preliminary S/LD Plan and Final Plat

*Conventional Subdivision – A Preliminary Plan and Plat Approval and a Final Plan and Plat Approval is required.

**No Division/Merger of Land – A Preliminary Plan and Plat Approval is required for the submission of a building or multiple buildings on one lot where there is no subdivision of land (commonly referred to as a site plan).

***A Preliminary Plan and Plat Approval and a Final Plan and Plat Approval is required for the submission of a building or multiple buildings that will require the merger, adjustment or subdivision of land.

3. APPLICANT'S NAME* Friends of Happy Retreat, Inc. (Walter Washington)

Address: P.O. Box 1427, Charles Town, WV 25414

Telephone Number (304)724-7956 Fax Number (___)

Email Address swwash@comcast.net

4. PROPERTY OWNER'S NAME Charles Town Board of Parks & Recreation Commissioners

Address: 101 E Washington Street, Charles Town, WV 25414

Telephone Number (304)725-2311 Fax Number (___)

Email Address ericketts@charlestownwv.us

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

Property Address: 600 Mordington Avenue, Charles Town, WV

Tax Map # and Parcel: Tax Map #5, Parcel 6 (FOHR); Tax Map #5, Parcel 6.1 (CTBPRC)

Deed Book and Page #: DB 1158, Page 721 (FOHR); DB 1158, Page 718 (CTBPRC)

Property Area in Square Feet or Acres: 12.313 acres total (2.313 acres FOHR, 10 acres CTBPRC)

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

The Happy Retreat facility is a cultural heritage site and currently hosts occasional events on the property. The goal of this project is to create improved access and a permanent parking facility for the site so it is better equipped to hold events on a more frequent basis. No new building structures are proposed as a part of this project, only supporting infrastructure for vehicles and pedestrians, plus the associated earthwork and stormwater management needed for the improvements. The effort is led by Friends of Happy Retreat,which intends to secure funding to construct the project but is coordinating with CTBPRC, which owns 10 acres of the 12.3 acre Happy Retreat facility.

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

Current zoning is Old Town Residential. The site is a historic site and the former home of Charles Washington dating back to the 18th century. It was used as a home by a series of other owners in the intervening years. It is now owned by non-profit Friends of Happy Retreat, Inc. (Parcel 6) and the Charles Town Board of Park and Recreation Commisioners (Parcel 6.1) after a 2015 subdivision and conveyance of the property. It is now being preserved as a cultural heritage site.

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

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

A waiver was pursued for the style of lighting in the parking lot, which, as currently designed, is not the typical acorn-top style light seen in the downtown section of CT. The waiver was approved by the Planning Commission in January of 2024

9. 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

10. 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

11. 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	Approval/Permit Issued	Date of Approval/Issuance
City of Charles Town	6/1/2023	Sketch Plan Approved	7/24/2023
City of Charles Town Utility Board			
Jefferson County Planning and Zoning Department			
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			

12. FEE CALCULATION (Per Fee Schedule) $200 Major LD Application (paid with Sketch Plan)

AMOUNT PAID $200

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

[signature] Date 03/26/2025

Signature of Property Owner (If different than Applicant)

[signature] Date 4/3/25

Please submit an original completed Application and specified number of Plan/Plat (Three (3) copies at 24" x 36", Adobe PDF format, and Five (5) copies at 11" x 17") 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/Conditions:_____

Kimley»Horn

Memorandum

To: Timothy J. Stromberg
Stromberg, Garrigan & Associates
102 E Main Street, Suite 300
Somerset, PA 15501

From: Mark Phillips, P.E.
Diego Carreira

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

Date: June 15, 2025

Subject: Happy Retreat – Site Plan Review – 2nd Submission

This memorandum summarizes our review of the site plan at Happy Retreat (dated October, 2023, prepared by Stromberg, Garrigan & Associates) for parking lot and circulation improvements on approximately 2.5 acres. The site is currently zoned as Old Town Residential (OT-R) per the City of Charles Town Zoning Ordinance dated June 18, 2012 (Rev. July 6, 2020). Kimley-Horn's review did not include conformance with the CTUB and defers comment on the Water and Sanitary Sewer design to the CTUB.

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

Thank you for the opportunity to review these construction drawings. 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

From: Matt Ward
To: James Newman; Mike Stromberg
Cc: walter washington; Alissa Meeks
Subject: Re: Happy Retreat - Preliminary Plan Staff Review
Date: Wednesday, June 18, 2025 11:33:11 AM
Attachments: image001.png

June 18, 2025

Hi James and Alissa –

I write regarding the request for SGA engineer Mike Stromberg to design a sidewalk into the plan set for the Preliminary Site Plan approval that Friends of Happy Retreat and the Parks & Recreation Commission are requesting for the "Exterior Grounds" project (parking lot, internal driveways, ADA accessibility) on City parkland at Happy Retreat.

As all know, this is a unique animal, in that the City, the Parks & Recreation Board, and the nonprofit Friends of Happy Retreat are partnered on this project. A special zoning district was set up for Happy Retreat (Cultural Center), and the City is a key funder and partner on this project. Most of the Exterior Grounds project will be on City land, and will serve the city park system as well as the 2.02 acres owned by the Friends where the Mansion and other outbuildings are located. All of the road frontage where a sidewalk would be placed is city P&R owned property.

In this case, it is not clear that the Subdivision and Land Development Ordinance requires the installation of a sidewalk for this non-commercial, non-residential Cultural Center use at a city park, under code Section 1333.09. Nor do we see that the requirements of Zoning Code Article 1323(X) for the "Cultural Center" zone include a sidewalk requirement.

Further, there has been substantial work by the City and Friends on this sidewalk issue, and the city is taking the lead on that sidewalk facility:

1. In 2023, the Planning Commission mentioned the desire for a sidewalk to be part of this Exterior Grounds upgrade.
2. Stromberg/Garrigan and Friends of Happy Retreat evaluated the sidewalk on the frontage, and determined that:
    a. The grade topography, utility poles, city-installed trees, and stormwater issues associated with a new sidewalk on the Happy Retreat frontage

make for a complicated design.

   b. Installation of a sidewalk on the frontage would create a "worm", a stubbed sidewalk that would connect to no sidewalks on either side of the Happy Retreat property.

3. Friends of Happy Retreat wrote the City to say that it was not able or willing to take responsibility for the sidewalk.
4. The City and Friends of Happy Retreat worked together to identify the costs of designing and engineering the sidewalk. Stromberg-Garrigan gave a proposal that exceeded $100,000 for D&E. Kimley Horn gave a proposal for D&E that is even higher. The amount required for design is not, by any stretch, something that Friends of Happy Retreat could handle.
5. The City decided to pursue this sidewalk design by creating the "West End Connector" project, which would go from the Police Station at South George, through that small neighborhood on Mordington, through the city's Happy Retreat property, through the School Board Property, through Southwest Street, to the downtown. This West End Connector will be integrated with the ongoing Augustine Trail Project, phases 2 & 3.
6. With a unanimous vote by City Council and direction by City management, the City has pursued funding for the design and engineering of the West End Connector. $250,000 was included by Senator Shelley Moore Capito in the FY2025 Transportation Appropriations legislation, which nearly passed Congress in March 2025 before the whole federal process failed.
7. In March/April 2025, the City Council and City management again backed going for this West End Connector funding. In late June 2025, Senator Capito publicly released her FY2026 congressional appropriations priority projects, and this includes $350,000 for the West End Connector. We are hopeful that this is enacted by Congress this year.

In short, a sidewalk on the frontage of this city-owned and operated parcel may be desired but is not, we believe, required. Further, the City has taken the lead on responsibility for designing and engineering this sidewalk under a larger strategy for funding the West End Connector.

We respectfully request that Friends of Happy Retreat be released from the requirement of including a sidewalk in the plan set for this Preliminary Plat Approval, and for future Final Plat Approval.

Thanks Matt Ward

Cc: Mike Stromberg, Walter Washington

Matt Ward
Board Member
Friends of Happy Retreat
Matt.Ward@StrategiesDC.com
202-422.2411
www.HappyRetreat.org

logo

From: James Newman <JNewman@charlestownwv.us>
Date: Wednesday, June 18, 2025 at 10:53 AM
To: Matt Ward <matt.ward@strategiesdc.com>, Mike Stromberg <mstromberg@s-ga.com>
Cc: Phillips, Mark <mark.phillips@kimley-horn.com>, walter washington <swwash@comcast.net>, Alissa Meeks <AMeeks@charlestownwv.us>
Subject: RE: Happy Retreat - Preliminary Plan Staff Review

Hi Matt,

The requirement comes from Table 1333.09 on page 78 of the Subdivision Ordinance. Non-residential uses subject to a major land development application are required to have sidewalks.

James Newman
City Planner, Zoning/Subdivision Administrator, AICP
City of Charles Town, WV
304-724-3251

Disclaimer: This email does NOT constitute a zoning or subdivision determination. To obtain an official determination, please contact the Zoning Administrator.

From: Matt Ward <matt.ward@strategiesdc.com>
Sent: Wednesday, June 18, 2025 10:49 AM
To: James Newman <JNewman@charlestownwv.us>; Mike Stromberg <mstromberg@s-ga.com>
Cc: Phillips, Mark <mark.phillips@kimley-horn.com>; walter washington <swwash@comcast.net>;

Alissa Meeks <AMeeks@charlestownwv.us>
Subject: Re: Happy Retreat - Preliminary Plan Staff Review

James – I am about to type of an email on the sidewalk issue. Before I do, can you help me understand whether a sidewalk on a City-owned park improvement project is a code requirement or otherwise mandatory, or instead reflects the comment from former Planning Commission member Rikki Tyford in 2023 that she would like to see a sidewalk on the plan? Our response on this depends on whether it is a "would like to have" or a "required to have" item. Thanks, Matt

Matt Ward

CEO @ Sustainable Strategies DC
Capitol Crossing, 200 Massachusetts Avenue, NW, Suite 380
Washington, DC 20001
Matt.Ward@StrategiesDC.com
202-422.2411
www.StrategiesDC.com

From: James Newman <JNewman@charlestownwv.us>
Date: Wednesday, June 18, 2025 at 10:42 AM
To: Mike Stromberg <mstromberg@s-ga.com>
Cc: Phillips, Mark <mark.phillips@kimley-horn.com>, Matt Ward <matt.ward@strategiesdc.com>, walter washington <swwash@comcast.net>, Alissa Meeks <AMeeks@charlestownwv.us>
Subject: RE: Happy Retreat - Preliminary Plan Staff Review

Hi Mike,

The Plan Set I have is dated 11/27/2023.

For comment 1: it's a requirement on our checklist and is needed. You can add it as a note on sheet SP101.

For the sidewalk, it'll need a waiver approved by the PC. That application is here: https://cms2.revize.com/revize/charlestownwv/Documents/How%20Do%20I/Forms%20And%20Applications/Planning%20Commission%20Waiver/Waiver%20-%20Application.pdf

I need the revised plan set by noon so I can review it and type p the staff report. The waiver request can go to the PC at their July 15 meeting.

James Newman
City Planner, Zoning/Subdivision Administrator, AICP
City of Charles Town, WV
304-724-3251

Disclaimer: This email does NOT constitute a zoning or subdivision determination. To obtain an official determination, please contact the Zoning Administrator.

From: Mike Stromberg <mstromberg@s-ga.com>
Sent: Wednesday, June 18, 2025 10:31 AM
To: James Newman <JNewman@charlestownwv.us>
Cc: Phillips, Mark <mark.phillips@kimley-horn.com>; Matt Ward <matt.ward@strategiesdc.com>; walter washington <swwash@comcast.net>
Subject: RE: Happy Retreat - Preliminary Plan Staff Review

James-

I'm working through these comments, and trying to get them back to you as soon as I can, I was just travelling from Wednesday last week through late Monday for various projects. However, I want to make sure you were reviewing the latest plans as some of the comments seem like they might reflect a previous version from the set provided at the end of March. For instance, the items in comments 3 and 4 about the site plan number and waiver info are already on the cover sheet.

Also, one clarification: for comment #1, is this just a note you would like added to the plans in order to confirm it? Can the note just be added to the General Notes sheet (SP101) or would you like it directly on the SP500 Improvement Plan?

Separately, Matt Ward will be reaching out to you about the sidewalk along Mordington Ave in comment #7 as this Is an item that had been discussed with the city and FOHR previously and would require a not-insignificant amount of additional design to implement properly, given the frontage conditions and grading along Mordington Ave.

Best,
Mike

Michael Stromberg **Senior Associate** *PE*
Senior Project Engineer
Stromberg/Garrigan & Associates, Inc.
www.s-ga.com
C: 757.777.8017
mstromberg@s-ga.com

From: James Newman <JNewman@charlestownwv.us>
Sent: Wednesday, June 11, 2025 11:16 AM
To: Mike Stromberg <mstromberg@s-ga.com>
Cc: Phillips, Mark <mark.phillips@kimley-horn.com>
Subject: Happy Retreat - Preliminary Plan Staff Review

Hi Mike,

I've finished my review, see attached comments. Nothing major.

James Newman
City Planner, Zoning/Subdivision Administrator, AICP
City of Charles Town, WV
304-724-3251

Disclaimer: This email does NOT constitute a zoning or subdivision determination. To obtain an official determination, please contact the Zoning Administrator.

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning. Beware - This email comes from outside the City of Charles Town.

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning. Beware - This email comes from outside the City of Charles Town.

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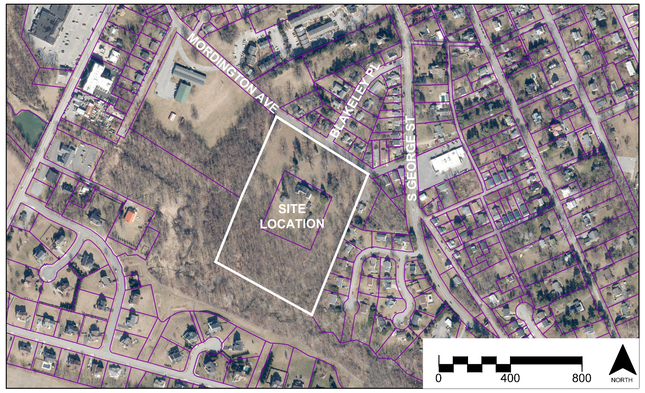
HAPPY RETREAT PARKING LOT & CIRCULATION

Preliminary Land Development Plat SLD2023-07

JEFFERSON COUNTY
600 MORDINGTON AVENUE
CHARLES TOWN, WV 25414
MARCH 2025



VICINITY MAP (2022 AERIAL)
SCALE:1"=400'-0"

SITE INFORMATION:

Current Zoning	OT-R Old Town Residential
Total Area of the Property	12.313 Acres
Total Acreage of the Project/Tract	2.5 Acres
Open Space	N/A
Conservation Easements or other Restrictive Easement	N/A
Stormwater Management Area	0.2 Acres
Remaining Acreage	9.8 Acres
Lot Area	N/A
Gross and Net Density Per Acre	N/A
Right-Of-Ways and Easement	N/A

Charles Town - Complete List of Waiver/Variance

Ordinance	Section of Ordinance	Description of Waiver Or Variance	Date Granted
SUBDIVISION	1333.14(B)3	NON-ACORN-STYLE LIGHTING	01/25/2024

OWNER/APPLICANT:
Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414
(304) 724-7956

OWNER:
Charles Town Board of Parks and Recreation Commissioners
101 E Washington Street
Charles Town, WV 25414

CONSULTANT INFORMATION:

LANDSCAPE ARCHITECT/SITE DEVELOPMENT/LAND PLANNING:

stromberg garrigan associates

Stromberg/Garrigan & Associates
121 Tazewell Street
Norfolk, VA. 23510
(757) 228-1962

SURVEYOR:

THRASHER

The Thrasher Group, Inc.
600 White Oaks Blvd
P.O. Box 940
Bridgeport, WV 26330
(304) 624-4108

"This Preliminary Plan and Plat was approved by the City of Charles Town, on the _____ day of _____, 20_____, subject to any conditions specified hereon. 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 Commission Date

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

_____

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

_____

This property is not in an area designated as a special flood area, as shown on Community Map/Panel Number 136 / 245, Effective date 12/18/2009
.

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

INDEX

Sheet Number	Sheet Title
SP100	COVER SHEET
SP101	GENERAL NOTES & MASTER LEGEND
SP200	SURVEY PLAN
SP201	PROPERTY PLAN
SP202	EXISTING CONDITIONS PLAN
SP300	EROSION & SEDIMENT CONTROL PLAN
SP301	EROSION & SEDIMENT CONTROL DETAILS 1
SP302	EROSION & SEDIMENT CONTROL DETAILS 2
SP400	DEMOLITION PLAN
SP500	SITE IMPROVEMENT PLAN
SP501	HARDSCAPE DETAILS
SP502	SITE EQUIPMENT AND AMENITY DETAILS 1
SP503	SITE EQUIPMENT AND AMENITY DETAILS 2
SP504	SITE EQUIPMENT AND AMENITY DETAILS 3
SP600	GRADING PLAN
SP601	DRIVEWAY HORIZONTAL ALIGNMENT
SP602	DRIVEWAY VERTICAL PROFILE
SP603	VERTICAL PROFILE KEY PLAN
SP604	VERTICAL PROFILE A-A1
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SP606	VERTICAL PROFILE C-C1
SP607	VERTICAL PROFILE D-D1
SP608	VERTICAL PROFILE E-E1
SP609	VERTICAL PROFILE F-F1
SP610	VERTICAL PROFILE G-G1
SP611	VERTICAL PROFILE H-H1
SP612	VERTICAL PROFILE I-I1
SP613	VERTICAL PROFILE J-J1
SP614	VERTICAL PROFILE K-K1
SP700	STORMWATER MANAGEMENT PLAN
SP701	STORMWATER DETAILS 1
SP702	CONVEYANCE VERTICAL PROFILE 1
SP703	CONVEYANCE VERTICAL PROFILE 2
SP800	LIGHTING PLAN
SP801	LIGHTING DETAILS
SP900	SIGNAGE & STRIPING PLAN
SP901	SIGNAGE & STRIPING DETAILS
SP1000	WOODY PLANTING PLAN & SCHEDULE - TREES
SP1001	WOODY PLANTING PLAN & SCHEDULE - SHRUBS
SP1002	HERBACEOUS PLANTING PLAN & SCHEDULE
SP1003	PLANTING DETAILS
SP1004	PLANTING NOTES

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT
TIMOTHY J. STROMBERG
STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS.
VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: FH
CHECKED BY: MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

COVER SHEET

SP100

GENERAL NOTES

1. The proposed plans are based on a survey prepared by The Thrasher Group, Inc., dated 1/2023.
2. All boundaries and property corners on the Preliminary Plat shall be referenced to magnetic meridian and show declination from true north.
3. The Contractor is responsible for hiring a surveyor to stake out locations on site. The Contractor may utilize The Thrasher Group at their own expense or another surveyor of their choice to perform site layout.
4. Contractor is responsible for acquiring appropriate permits to begin construction, including a Land Disturbance Permit from the City of Charles Town.
5. All work shall conform to the approved Final Land Development plans and all applicable federal, state, county and/or local statutes, ordinances, regulations, laws and codes. The Contractor shall take all necessary steps to ensure such compliance at no additional cost to the Owner.
6. The Contractor shall be responsible for notifying the owner and the Landscape Architect of any changes or conditions attached to permits required for construction.
7. The Contractor is responsible for licensing, bonding and insurance as required by applicable regulatory agencies. The Contractor is responsible for all sales, use and capital gains taxes.
8. Prior to commencing any work, the contractor shall schedule a pre-construction meeting with the Landscape Architect & Owner.
9. The Contractor shall obtain Owner's approval for times of day during which construction operations may occur. All construction operations shall occur within times specified by local ordinances.
10. The Contractor shall stockpile all materials and keep equipment within project limits. Stockpiles shall be placed in such a manner as to protect existing conditions, such as utilities, paving, vegetation, etc. Do not stockpile soil or construction materials in a manner that will disrupt access to or use of the active facilities on site.
11. The Contractor shall be fully acquainted with the conditions of the site. The Contractor shall thoroughly examine and be familiar with the drawings and specifications. Should the Contractor find, after visiting the site or during construction, any discrepancies, omissions, ambiguities, or conflicts in or among the Contract Documents or be in doubt as to their meaning, they shall bring these items to the attention of the Landscape Architect for direction prior to commencing work.
12. The Contractor is responsible for keeping all work and related activities within the property line or the designated Limit of Disturbance. All access to the site shall be through the driveway or a rock construction entrance unless otherwise directed. At no time is access, storage, or movement of materials, machinery, or debris to take place outside of the project Limit of Work line or through neighboring sites. Construction access shall be maintained in a condition which will prevent tracking or flowing of sediment onto public rights-of way. The street, sidewalk, and driveway must be cleared of debris, swept, and washed on a daily basis during construction. The Contractor shall keep the site clean and free of trash at all times during construction. The Contractor shall provide a trash receptacle to be used on site during construction and shall remove trash from the site on a daily basis.
13. The Contractor shall provide mock-ups in the field of all vertical and horizontal surfaces for approval by Owner and Landscape Architect prior to construction. All mock-ups shall be preserved so that they can be used for reference during construction. Do not remove mock-ups until construction is complete.
14. Substitutions in products and materials are not permitted without prior written approval by the Landscape Architect.
15. Substitutions in plant material sizes, species, cultivars, and hybrids are not permitted without prior written approval by the Client or Landscape Architect
16. The Contractor is responsible for coordinating with all other trades on the site.
17. The Contractor shall be on site at the time of all materials deliveries.
18. Refer to individual drawings and specific disciplines for further notes.
19. The Contractor shall be responsible for the digging of test holes to verify sub-surface conditions prior to beginning any construction. If sinkholes are found in the field, remediation will be required as specified by the DEP and/or a qualified geotechnical engineering firm. Geotechnical report performed for the site prior to commencement of design can be furnished to the contractor upon request.
20. Maintain a minimum vertical clearance of one (1) foot six (6) inches between crossing of all utility lines unless otherwise noted
21. Upon completion of the project, all excess soil, temporary fencing, erosion control measures, stabilization materials, and other debris shall be removed from the site and disposed of legally. All paved areas, walls, etc. shall be thoroughly washed and cleaned upon completion of the project.
22. Contractor will be responsible for hauling and disposal of any excess soil and other materials unless otherwise instructed by Owner.
23. The Contractor is responsible for determining the exact location of all existing utilities prior to commencing work and shall be fully responsible for any and damages which may be occasioned as a result of the Contractor's failure to exactly locate and preserve any and all utilities. Contact the local utility agency a minimum of 72 hours prior to commencing work.
24. Contractor to call West Virginia One Call 8-1-1 before digging or excavation.

SITE PREPARATION AND EROSION & SEDIMENT CONTROL NOTES

1. Install temporary erosion control measures prior to any land disturbance as required by local codes.
2. The Contractor shall provide erosion control materials around site boundary as necessary. Such materials shall be in place prior to any demolition or clearing and grubbing work and shall remain in place until work is completed.
3. Physical protection barriers should be laid over pavement / wall areas during soil preparation, soil installation, and planting installation.
4. The Contractor shall preserve and protect all existing conditions unless otherwise noted. Methods used to protect existing conditions shall be maintained and replaced if damaged during construction. Promptly repair any damage to existing pavement, driveways, and adjacent facilities caused by construction operations. Any damages, or necessary alterations other than those indicated on the drawings must be repaired and are the responsibility of the Contractor.
5. The Contractor shall inspect all erosion control devices and correct any deficiencies at the end of each work day to ensure their performance. The Contractor shall remove soil trapped by the erosion control fence if the soil level is near the top of the fabric or bulging at any point during construction.
6. No erosion control device shall be removed without prior approval of the Landscape Architect and local inspector.
7. Install tree protection measures as indicated in plans and details around designated trees to remain prior to commencement of any work within 20 feet of existing tree drip lines.
8. Unless otherwise indicated, all vegetative and structural erosion and sediment control practices will be constructed and maintained according to minimum standards and specifications of the West Virginia Erosion and Sediment Control Handbook (3rd edition, 1992) and the City of Charles Town Subdivision and Land Development ordinance.
9. The Contractor shall apply permanent or temporary soil stabilization to all denuded or disturbed areas within 7 days after final grade is reached on any portion of the site. Soil stabilization must also be applied to denuded or disturbed areas which may not be at final grade but which will remain undisturbed for longer than 14 days. Soil stabilization measures include vegetative establishment, mulching, and the early application of gravel base material on areas to be paved.
10. The Contractor shall inspect all erosion control measures periodically and after each runoff producing rainfall event. Any necessary repairs to maintain the effectiveness of the erosion control devices and cleanup of sedimentation are the responsibility of the contractor and shall be made immediately.
11. The Contractor shall limit site access by construction vehicles to entrances protected by a stone construction entrance (VESCH Std. & Spec. 3.02) or an approved comparable control measure. Sediment shall be removed from paved areas on a daily basis.
12. Stockpiles of soil and other erodible materials shall be stabilized or protected with sediment trapping measures. The Contractor is responsible for the temporary protection and permanent stabilization for stockpiles on site as well as for materials transported from the project site.
13. The Contractor shall monitor and take precautions to control dust including (but not limited to) use of water or mulch and control of construction site traffic.
14. Effluent from de-watering operations shall be filtered or passed through an approved sediment trapping device, or both, and discharged in a manner that does not adversely affect adjacent properties, wetlands, waterways or the storm drainage system.
15. The Contractor is responsible for installation and maintenance of any additional control measures necessary to prevent erosion and sedimentation as determined necessary by the plan approving authority.
16. Temporary erosion and sediment control measures are not to be removed until all disturbed areas are stabilized. After stabilization is complete, all measures shall be removed within 30 days. Trapped sediment shall be spread and seeded.

MASTER LEGEND

O/U	EXISTING OVERHEAD UTILITY LINE
SAN	EXISTING SANITARY SEWER LINE
	EXISTING HEDGE/TREE LINE
X X	EXISTING FENCE
	EXISTING UTILITY POLE
	EXISTING GUY POLE/WIRE
E	EXISTING ELECTRIC BOX
	EXISTING SANITARY SEWER CLEANOUT
	EXISTING GAS VALVE
	EXISTING WATER WELL
WM	EXISTING WATER METER
	EXISTING FLAG POLE
	EXISTING SIGN
	EXISTING BUILDING HATCH
LOD	LIMIT OF DISTURBANCE
	CONSTRUCTION FENCE
CFS	COMPOST FILTER SOCK
	TREE PROTECTION FENCE
	REMOVE EXISTING DRIVEWAY
	CLEAR AND GRUB VEGETATION
	EXISTING TREE LOCATION BASED ON FIELD OBSERVATION (CONTRACTOR TO VERIFY LOCATIONS IN FIELD)
	EXISTING TREE LOCATION BASED ON SURVEY
	REMOVE EXISTING TREE
	CONCRETE PAVING
	ASPHALT PAVING
	UNIT PAVER
	CONCRETE CURB
	RETAINING WALL
520	PROPOSED CONTOUR
TW= BW=	TOP OF WALL BOTTOM OF WALL
TC= BC=	TOP OF CURB BOTTOM OF CURB
	STORMWATER CONVEYANCE
	STORMWATER INLET
	STORMWATER OUTLET

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT TIMOTHY J. STROMBERG STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS.
VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: MS
CHECKED BY: TS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

GENERAL NOTES & MASTER LEGEND

SP101

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

N/F
CITY OF CHARLESTOWN
BOARD OF PARKS & REC COMM
TM 5A PAR PARK
DB 1240 PG 252

N/F
BOARD OF EDUCATION
TM 5 PAR 7
DB 179 PG 60

N/F
CITY OF CHARLESTOWN
BOARD OF PARKS & REC COMM
TM 5 PAR 6.1
DB 1158 PG 718

FRIENDS OF HAPPY RETREAT, INC.
TM 5 PAR 6
DB 1158 PG 721

BLAKELEY PL.

MORDINGTON AVE.
(50' R/W)

WV STATE PLANE NORTH ZONE NAD 83

BH-1 EL=511.58
BH-2 EL=527.45
BH-3 EL=521.06
BH-4 EL=532.07
BH-5 EL=518.98
BH-6 EL=525.35
BH-7 EL=513.20
BH-8 EL=519.99
BH-9 EL=515.70
BH-10 EL=522.06

⅝" IRF W/ CAP (ED JOHNSON 866)
⅝" IRF W/ CAP
⅝" IRF
⅝" IRF BENT

THR=533.66
BASEMENT EL=528.60
I FLR FFE=533.79 THR=533.69
BASEMENT FFE=533.27
STAIRWELL
STAIRS
BASEMENT STAIRS
I FLR FFE=540.72
BASEMENT FFE=532.89
BASEMENT STAIRS
BRICK WALKWAY
CISTERN
STONE PORCH
I FLR FFE=536.62 THR=536.88
I FLR FFE=538.11 THR=538.64
I FLR FFE=540.83 THR=540.75
I FLR FFE=540.92 THR=540.76
I FLR FFE=540.90 THR=540.94
I FLR FFE=540.90 THR=540.75
I FLR FFE=540.71 THR=540.72
I FLR FFE=540.90 THR=540.75
PORCH
WASSON
FOUNDATION
HEDGEROW
E&SB

LEGEND/ABBREVIATIONS

- = PROPERTY LINE
- = ADJOINER LINE
- O/U = OVERHEAD UTILITY LINE
- = HEDGE/TREE LINE
- X = EXISTING FENCE
- = MONUMENT FOUND (AS NOTED)
- = UTILITY POLE
- = GUY POLE/WIRE
- E&SB = ELECTRIC BOX
- SS = SANITARY SEWER CLEANOUT
- GV = GAS VALVE
- = WATER WELL
- WM = WATER METER
- = FFE ELEVATION
- = BORE HOLE
- = FLAG POLE
- = SIGN
- = TREE
- = PINE TREE
- IRF = REBAR FOUND (size as noted)
- THR = THRESHOLD ELEVATION
- = BUILDING HATCH
- = HOT MIXED ASPHALT

CONTOUR INTERVAL = 1 FOOT

COORDINATES ARE WEST VIRGINIA STATE PLANE NORTH ZONE NAD 83

ELEVATIONS ARE NAVD 88

40' 0 40' 80'

AARON J. RAWE LICENSED No. 2312 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

Aaron J. Rawe, P.S. 2312

CAD FILE: R:\030\T30-11147.00-Charles Town Happy Retreat-Stromberg Garrigan And Assoc-\Survey\T30-11147 Deeds.dwg LAYOUT: PLOT USER: chris irvine PLOT DATE/TIME: 11/16/2023 1:26 PM

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NO.	BY	DATE	DESCRIPTION

SCALE: 1"=40'	
DRAWN: CI	DATE: 1/2023
CHECKED: AJR	DATE: 1/2023
APPROVED: AJR	DATE: 1/2023
SURVEY DATE: 12/2022	
SURVEY BY: CD, MG	
FIELD BOOK No.:	

THRASHER
600 WHITE OAKS BLVD, P.O. BOX 940
BRIDGEPORT WV 26330
www.thrashereng.com
PHONE (304) 624-4108 FAX (304) 624-7831

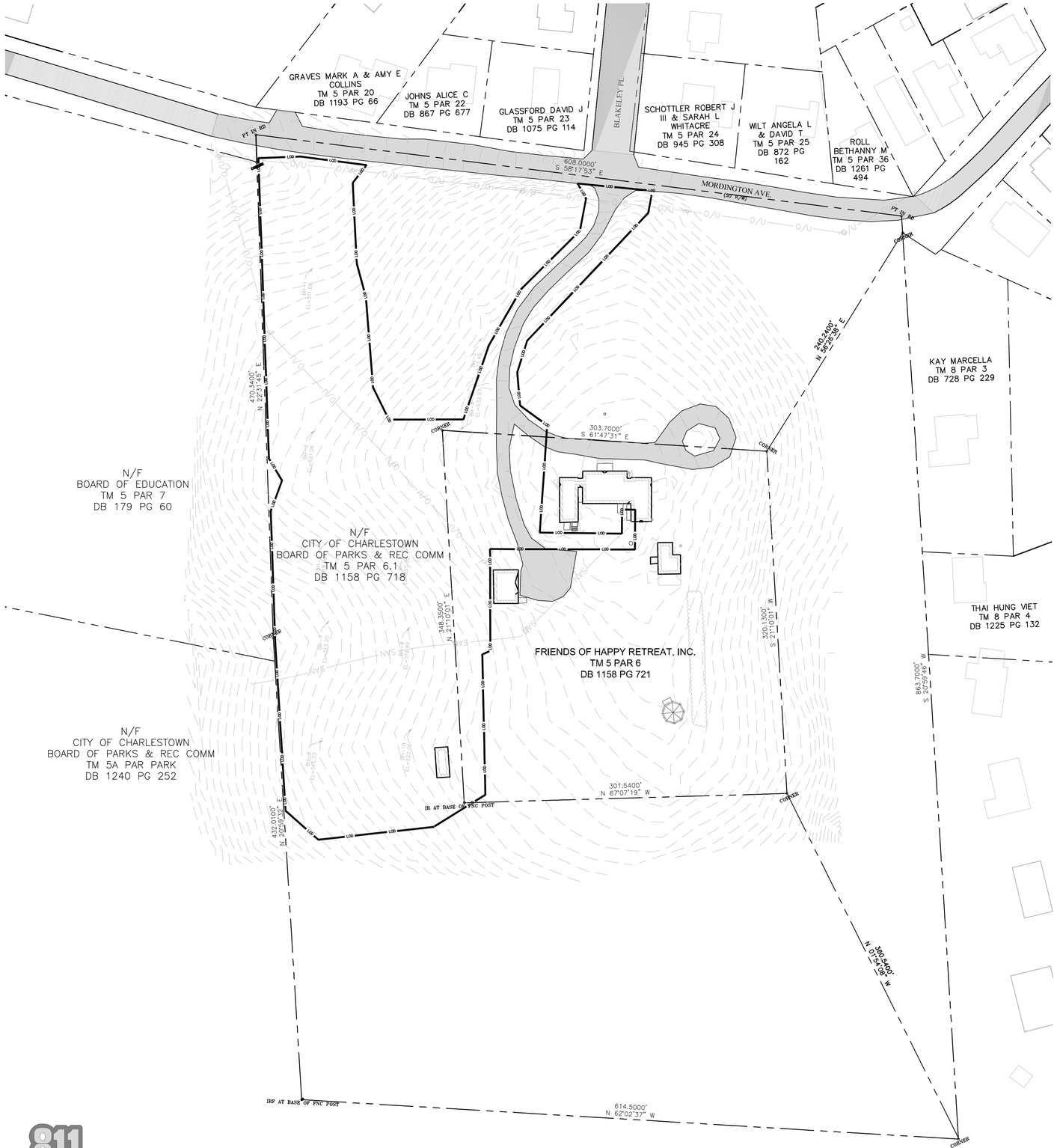
PHASE No.	306
CONTRACT No.	
PROJECT No.	T30-11147

FRIENDS OF HAPPY RETREAT
SURVEY BOUNDARY & BORING LOCATIONS
FOR
STROMBERG GARRIGAN AND ASSOCIATES

SHEET No. 1

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

SP200



NOTES:
1. PROPERTY BOUNDARIES BEYOND THE MAIN SUBJECT PROPERTIES ARE DERIVED FROM JEFFERSON COUNTY GIS DATA AND HAVE NOT BEEN SURVEYED.
2. PARCEL 6.1, OWNED BY THE CHARLES TOWN BOARD OF PARKS AND RECREATION COMMISSIONERS, INCLUDES AN ACCESS EASEMENT CONVEYED TO FRIENDS OF HAPPY RETREAT FOR ACCESS TO THE MAIN FACILITY PROPERTY AND BUILDINGS.

NORTH

50 0 50 100 150

SCALE: 1" = 50' - 0"

811 CALL BEFORE YOU DIG IN WEST VIRGINIA
1-800-245-4848
SN: XXXXX
Know what's below. Call before you dig.

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

NOTE: THE BASE PLAN IS DERIVED FROM A SURVEY GENERATED BY THE THRASHER GROUP, INC., SURVEY DATED 1/2023.

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT
TIMOTHY J. STROMBERG
STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

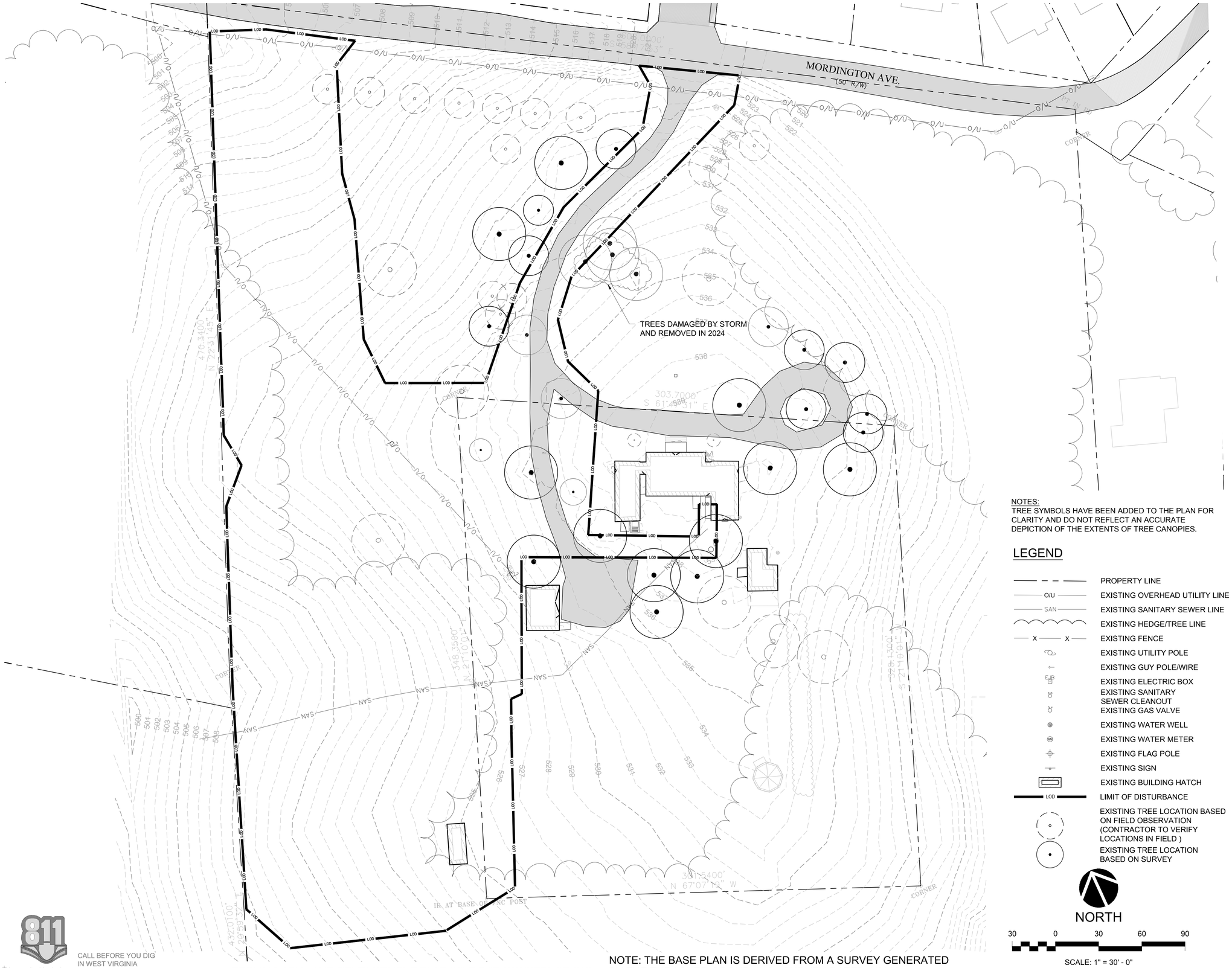
NOTE: DO NOT SCALE FROM DRAWINGS. VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: TS|MS
CHECKED BY: FH
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

PROPERTY PLAN

SP201



NOTES:
TREE SYMBOLS HAVE BEEN ADDED TO THE PLAN FOR CLARITY AND DO NOT REFLECT AN ACCURATE DEPICTION OF THE EXTENTS OF TREE CANOPIES.

LEGEND

- PROPERTY LINE
- O/U — EXISTING OVERHEAD UTILITY LINE
- SAN — EXISTING SANITARY SEWER LINE
- EXISTING HEDGE/TREE LINE
- X — X — EXISTING FENCE
- EXISTING UTILITY POLE
- EXISTING GUY POLE/WIRE
- E,J,B — EXISTING ELECTRIC BOX
- EXISTING SANITARY SEWER CLEANOUT
- EXISTING GAS VALVE
- EXISTING WATER WELL
- EXISTING WATER METER
- EXISTING FLAG POLE
- EXISTING SIGN
- EXISTING BUILDING HATCH
- LOD — LIMIT OF DISTURBANCE
- EXISTING TREE LOCATION BASED ON FIELD OBSERVATION (CONTRACTOR TO VERIFY LOCATIONS IN FIELD)
- EXISTING TREE LOCATION BASED ON SURVEY

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

811 CALL BEFORE YOU DIG IN WEST VIRGINIA 1-800-245-4848 SN: XXXXX
Know what's below. Call before you dig.

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

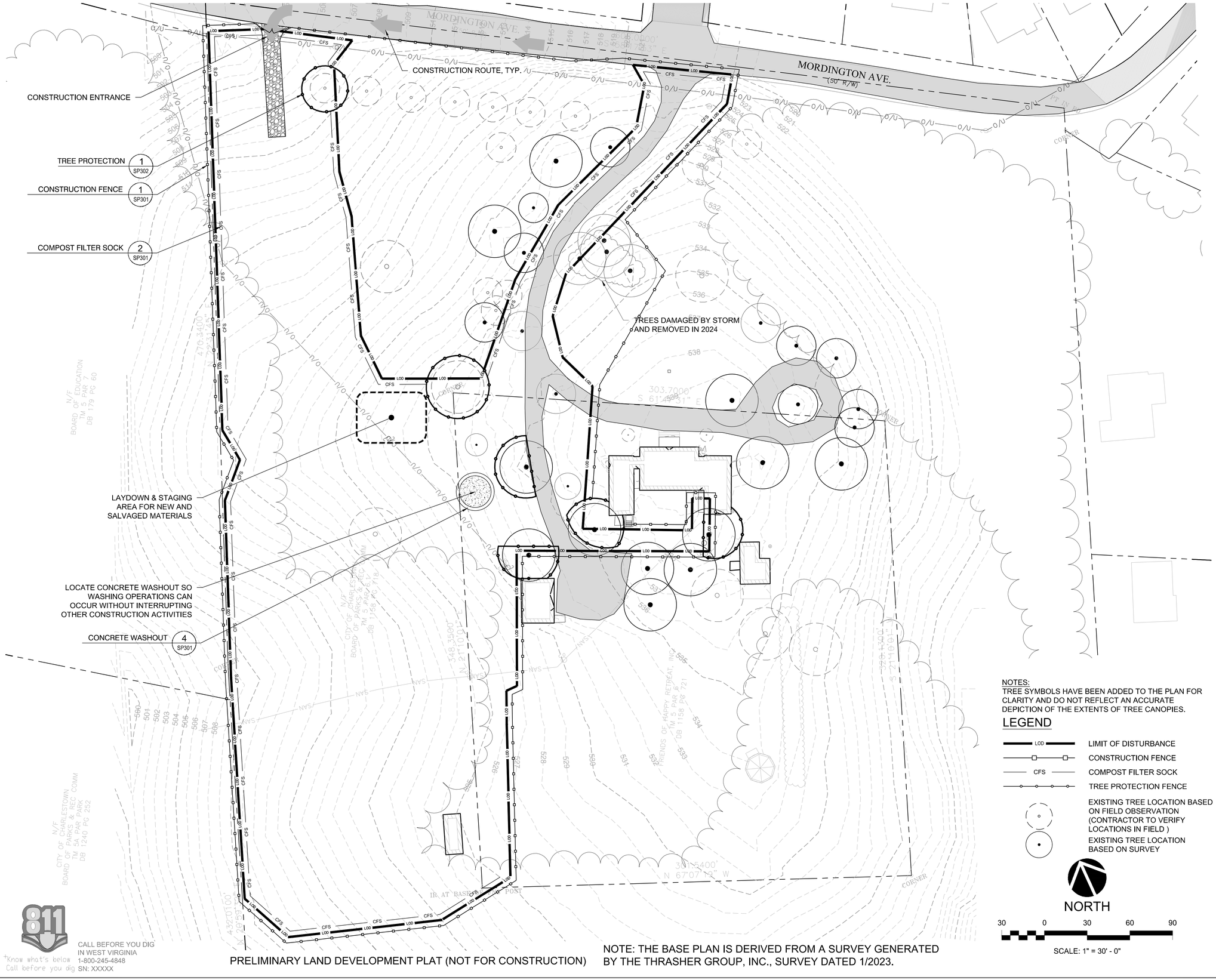
NOTE: DO NOT SCALE FROM DRAWINGS. VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: FH	
CHECKED BY: TS|MS	
JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

EXISTING CONDITIONS PLAN

SP202



NOTES:
TREE SYMBOLS HAVE BEEN ADDED TO THE PLAN FOR CLARITY AND DO NOT REFLECT AN ACCURATE DEPICTION OF THE EXTENTS OF TREE CANOPIES.

LEGEND

- LOD — LIMIT OF DISTURBANCE
- CONSTRUCTION FENCE
- CFS — COMPOST FILTER SOCK
- TREE PROTECTION FENCE
- EXISTING TREE LOCATION BASED ON FIELD OBSERVATION (CONTRACTOR TO VERIFY LOCATIONS IN FIELD)
- EXISTING TREE LOCATION BASED ON SURVEY

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

811 CALL BEFORE YOU DIG IN WEST VIRGINIA 1-800-245-4848 SN: XXXXX
Know what's below. Call before you dig.

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

NOTE: THE BASE PLAN IS DERIVED FROM A SURVEY GENERATED BY THE THRASHER GROUP, INC., SURVEY DATED 1/2023.

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

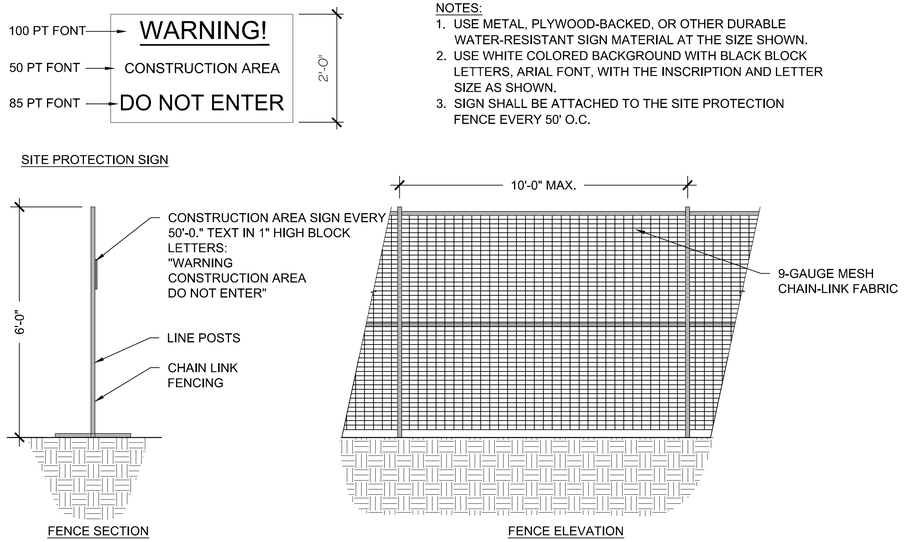
NOTE: DO NOT SCALE FROM DRAWINGS. VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: FH
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

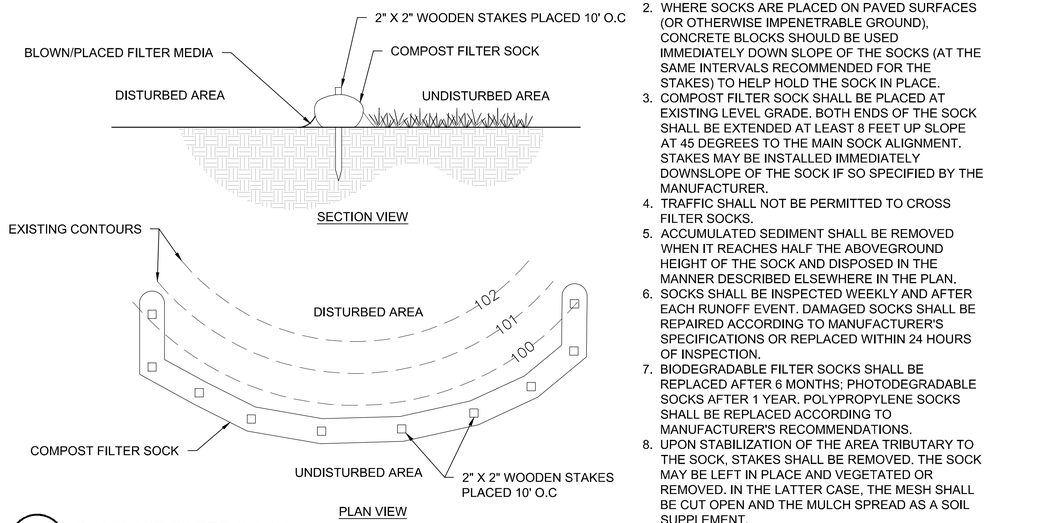
EROSION & SEDIMENT CONTROL PLAN

SP300



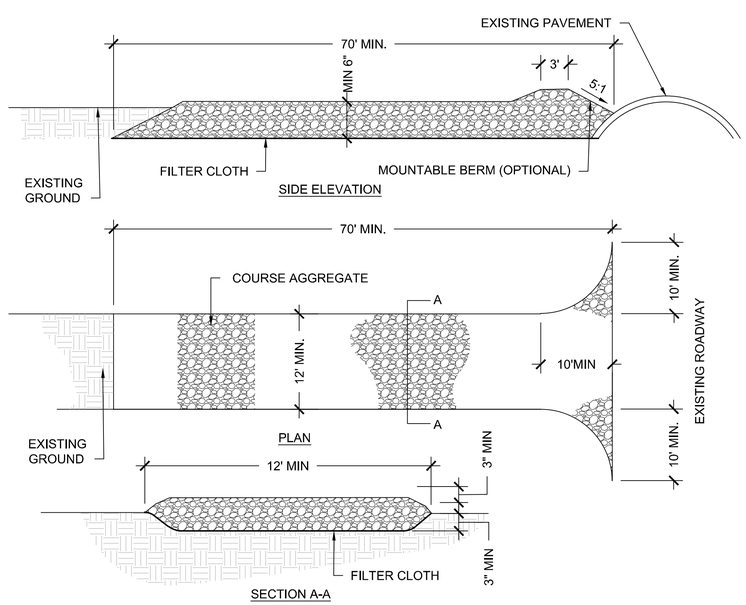
NOTES:
1. USE METAL, PLYWOOD-BACKED, OR OTHER DURABLE WATER-RESISTANT SIGN MATERIAL AT THE SIZE SHOWN.
2. USE WHITE COLORED BACKGROUND WITH BLACK BLOCK LETTERS, ARIAL FONT, WITH THE INSCRIPTION AND LETTER SIZE AS SHOWN.
3. SIGN SHALL BE ATTACHED TO THE SITE PROTECTION FENCE EVERY 50' O.C.

1 CONSTRUCTION FENCE
NOT TO SCALE



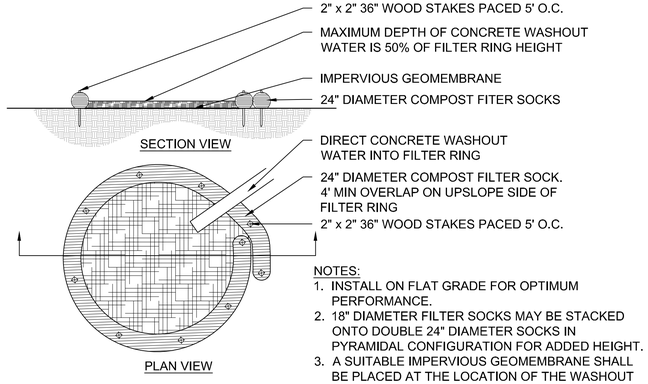
NOTES:
1. COMPOST FILTER SOCK PLACED ON FINISHED SURFACE DO NOT INCLUDE WOOD STAKES.
2. WHERE SOCKS ARE PLACED ON PAVED SURFACES (OR OTHERWISE IMPENETRABLE GROUND), CONCRETE BLOCKS SHOULD BE USED IMMEDIATELY DOWN SLOPE OF THE SOCKS (AT THE SAME INTERVALS RECOMMENDED FOR THE STAKES) TO HELP HOLD THE SOCK IN PLACE.
3. COMPOST FILTER SOCK SHALL BE PLACED AT EXISTING LEVEL GRADE. BOTH ENDS OF THE SOCK SHALL BE EXTENDED AT LEAST 8 FEET UP SLOPE AT 45 DEGREES TO THE MAIN SOCK ALIGNMENT. STAKES MAY BE INSTALLED IMMEDIATELY DOWNSLOPE OF THE SOCK IF SO SPECIFIED BY THE MANUFACTURER.
4. TRAFFIC SHALL NOT BE PERMITTED TO CROSS FILTER SOCKS.
5. ACCUMULATED SEDIMENT SHALL BE REMOVED WHEN IT REACHES HALF THE ABOVEGROUND HEIGHT OF THE SOCK AND DISPOSED IN THE MANNER DESCRIBED ELSEWHERE IN THE PLAN.
6. SOCKS SHALL BE INSPECTED WEEKLY AND AFTER EACH RUNOFF EVENT. DAMAGED SOCKS SHALL BE REPAIRED ACCORDING TO MANUFACTURER'S SPECIFICATIONS OR REPLACED WITHIN 24 HOURS OF INSPECTION.
7. BIODEGRADABLE FILTER SOCKS SHALL BE REPLACED AFTER 6 MONTHS; PHOTODEGRADABLE SOCKS AFTER 1 YEAR. POLYPROPYLENE SOCKS SHALL BE REPLACED ACCORDING TO MANUFACTURER'S RECOMMENDATIONS.
8. UPON STABILIZATION OF THE AREA TRIBUTARY TO THE SOCK, STAKES SHALL BE REMOVED. THE SOCK MAY BE LEFT IN PLACE AND VEGETATED OR REMOVED. IN THE LATTER CASE, THE MESH SHALL BE CUT OPEN AND THE MULCH SPREAD AS A SOIL SUPPLEMENT.

2 COMPOST FILTER SOCK
NOT TO SCALE



NOTES:
1. CONTRACTOR SHALL MAINTAIN/REPLACE STONE MATERIAL AS NEEDED THROUGHOUT CONSTRUCTION CONTRACT TO MAINTAIN MINIMUM THICKNESS DURING USE OF ACCESS DRIVE.
2. A STOCKPILE OF ROCK MATERIAL WILL BE MAINTAINED ON SITE FOR THIS PURPOSE. AT THE END OF EACH CONSTRUCTION DAY, ALL SEDIMENT DEPOSITED ON PUBLIC ROADWAYS WILL BE REMOVED AND RETURNED TO THE CONSTRUCTION SITE.
3. WASHING OF THE ROADWAY IS NOT PERMITTED UNLESS APPROVED BY THE AUTHORITY HAVING JURISDICTION OVER THE PUBLIC ROADWAY IN QUESTION.
4. ROCK CONSTRUCTION ENTRANCE SHALL ONLY BE PLACED AFTER REMOVAL OF EXISTING ASPHALT AT SITE ENTRY POINT.
5. BEFORE EXISTING ASPHALT DEMOLITION AT SITE ENTRANCE AND AFTER FINAL PROPOSED ASPHALT CONSTRUCTION, CONTRACTOR SHALL STILL BE RESPONSIBLE FOR SEDIMENT TRACKED OFF SITE BY CONSTRUCTION VEHICLES.
6. CONTRACTOR SHALL MANUALLY REMOVE ALL EXCESS SEDIMENT FROM WHEELS OF CONSTRUCTION VEHICLES PRIOR TO THEIR EXIT FROM THE SITE, WITH OR WITHOUT ROCK CONSTRUCTION ENTRANCE PRESENT.
7. IF EXCESSIVE AMOUNTS OF SEDIMENT ARE BEING DEPOSITED ON ROADWAY, EXTEND LENGTH OF ROCK CONSTRUCTION ENTRANCE BY 50 FOOT INCREMENTS UNTIL CONDITION IS ALLEVIATED OR INSTALL WASH RACK PER WEST VIRGINIA EROSION & SEDIMENT POLLUTION CONTROL PROGRAM MANUAL STANDARDS.

3 CONSTRUCTION ENTRANCE
1"=1'-0"



NOTES:
1. INSTALL ON FLAT GRADE FOR OPTIMUM PERFORMANCE.
2. 18" DIAMETER FILTER SOCKS MAY BE STACKED ONTO DOUBLE 24" DIAMETER SOCKS IN PYRAMIDAL CONFIGURATION FOR ADDED HEIGHT.
3. A SUITABLE IMPERVIOUS GEOMEMBRANE SHALL BE PLACED AT THE LOCATION OF THE WASHOUT PRIOR TO INSTALLING THE SOCKS. GEOMEMBRANE SHALL BE A MINIMUM OF 30 MILS. REPLACE LINER IF DAMAGED DURING CONSTRUCTION OPERATIONS.

4 CONCRETE WASHOUT
3/8"=1'-0"

stromberg garrigan associates
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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26177 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

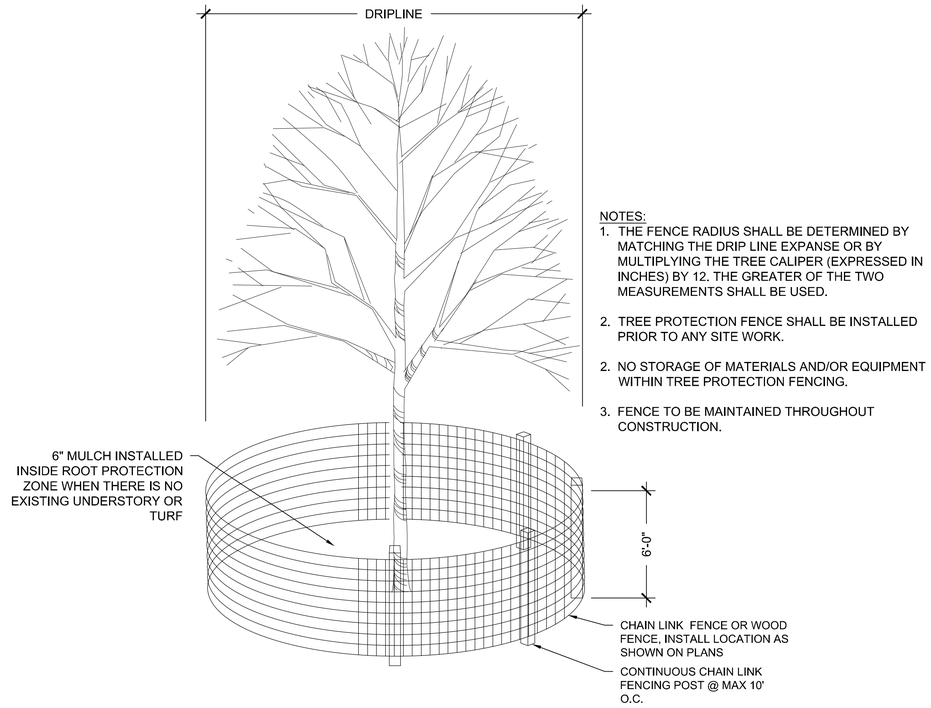
NOTE: DO NOT SCALE FROM DRAWINGS. VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: FH	
CHECKED BY: TS|MS	
JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

EROSION & SEDIMENT CONTROL DETAILS 1

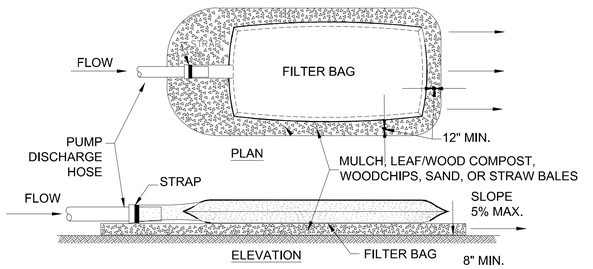
SP301



NOTES:

1. THE FENCE RADIUS SHALL BE DETERMINED BY MATCHING THE DRIP LINE EXPANSE OR BY MULTIPLYING THE TREE CALIPER (EXPRESSED IN INCHES) BY 12. THE GREATER OF THE TWO MEASUREMENTS SHALL BE USED.
2. TREE PROTECTION FENCE SHALL BE INSTALLED PRIOR TO ANY SITE WORK.
2. NO STORAGE OF MATERIALS AND/OR EQUIPMENT WITHIN TREE PROTECTION FENCING.
3. FENCE TO BE MAINTAINED THROUGHOUT CONSTRUCTION.

1 TREE PROTECTION
NOT TO SCALE



1. TIGHTLY SEAL SLEEVE AROUND THE PUMP DISCHARGE HOSE WITH A STRAP OR SIMILAR DEVICE.
2. PLACE FILTER BAG ON SUITABLE BASE (E.G., MULCH, LEAF/WOOD COMPOST, WOODCHIPS, SAND, OR STRAW BALES) LOCATED ON A LEVEL OR 5% MAXIMUM SLOPING SURFACE. DISCHARGE TO A STABILIZED AREA. EXTEND BASE A MINIMUM OF 12 INCHES FROM EDGES OF BAG.
3. CONTROL PUMPING RATE TO PREVENT EXCESSIVE PRESSURE WITHIN THE FILTER BAG IN ACCORDANCE WITH THE MANUFACTURER RECOMMENDATIONS. AS THE BAG FILLS WITH SEDIMENTS, REDUCE PUMPING RATE.
4. REMOVE AND PROPERLY DISPOSE OF FILTER BAG UPON COMPLETION OF PUMPING OPERATIONS OR AFTER BAG HAS REACHED CAPACITY, WHICHEVER OCCURS FIRST. SPREAD THE DEWATERED SEDIMENT FROM THE BAG IN AN APPROVED UPLAND AREA AND STABILIZE WITH SEED AND MULCH BY THE END OF THE WORK DAY. RESTORE THE SURFACE AREA BENEATH THE BAG TO ORIGINAL CONDITION UPON REMOVAL OF THE DEVICE.
5. USE NONWOVEN GEOTEXTILE WITH DOUBLE STITCHED SEAMS USING HIGH STRENGTH THREAD. SIZE SLEEVE TO ACCOMMODATE A MAXIMUM 4 INCH DIAMETER PUMP DISCHARGE HOSE. THE BAG MUST BE MANUFACTURED FROM A NONWOVEN GEOTEXTILE THAT MEETS OR EXCEEDS MINIMUM AVERAGE ROLL VALUES (MARV) FOR THE FOLLOWING:

GRAB TENSILE	250LB	ASTM D-4632
PUNCTURE	150LB	ASTM D-4833
FLOW RATE	70 GAL/MIN/FT ²	ASTM D-4491
PERMITTIVITY (SEC^{-1})	1.2 SEC	ASTM D-4491
UV RESISTANCE	70% STRENGTH @ 500 HOURS	ASTM D-4355
APPARENT OPENING SIZE (AOS)	0.15-0.18 MM	ASTM D-4751
SEAM STRENGTH	90%	ASTM D-4632

6. REPLACE FILTER BAG IF BAG CLOGS OR HAS RIPS, TEARS, OR PUNCTURES, DURING OPERATION KEEP CONNECTION BETWEEN PUMP HOSE AND FILTER BAG WATER TIGHT. REPLACE BEDDING IF IT BECOMES DISPLACED.

2 DEWATERING BAG
NOT TO SCALE

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

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DRAWN BY: FH
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

EROSION & SEDIMENT CONTROL DETAILS 2

SP302

REMOVE/RESURFACE EXISTING DRIVEWAY

TREES DAMAGED BY STORM AND REMOVED IN 2024

REMOVE EXISTING OVERHEAD UTILITY LINE; COORDINATE WITH NEW UNDERGROUND CONNECTION TO AVOID SERVICE INTERRUPTION TO FACILITY.

REMOVE EXISTING UTILITY POLE

CLEAR AND GRUB VEGETATION

MORDINGTON AVE. (50' R/W)

LEGEND

- REMOVE EXISTING DRIVEWAY
- CLEAR AND GRUB VEGETATION
- EXISTING TREE LOCATION BASED ON FIELD OBSERVATION (CONTRACTOR TO VERIFY LOCATIONS IN FIELD)
- EXISTING TREE LOCATION BASED ON SURVEY
- REMOVE EXISTING TREE

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

CALL BEFORE YOU DIG IN WEST VIRGINIA
1-800-245-4848
SN: XXXXX

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

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03/21/2025
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JOB #: 22012
DATE: 03/21/2025
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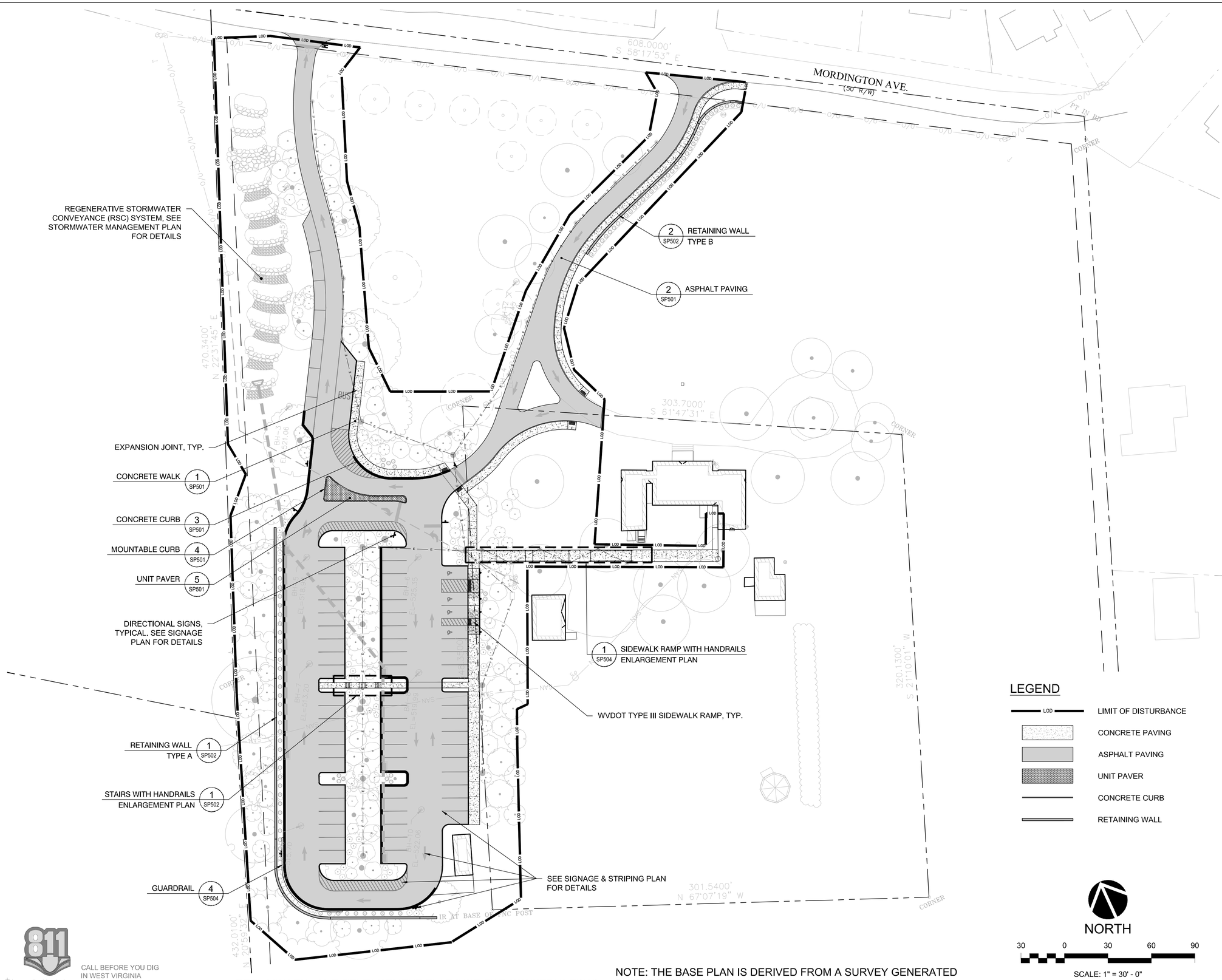
SHEET TITLE:

DEMOLITION PLAN

SP400



LEGEND

- LOD — LIMIT OF DISTURBANCE
- CONCRETE PAVING
- ASPHALT PAVING
- UNIT PAVER
- CONCRETE CURB
- RETAINING WALL

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

811 CALL BEFORE YOU DIG IN WEST VIRGINIA 1-800-245-4848 SN: XXXXX

"Know what's below Call before you dig"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

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STROMBERG/GARRIGAN & ASSOCIATES

TIMOTHY J. STROMBERG — 1536 — LICENSED PROFESSIONAL LANDSCAPE ARCHITECT — STATE OF WEST VIRGINIA

03/21/2025
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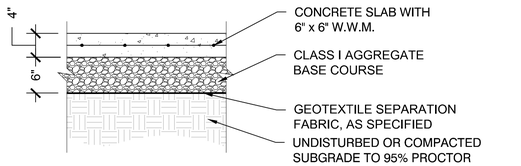
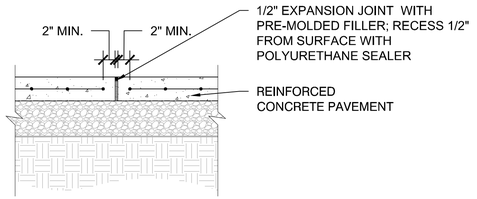
SHEET TITLE:

SITE IMPROVEMENT PLAN

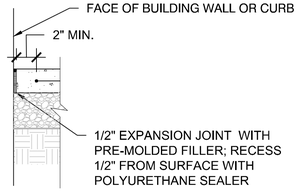
SP500



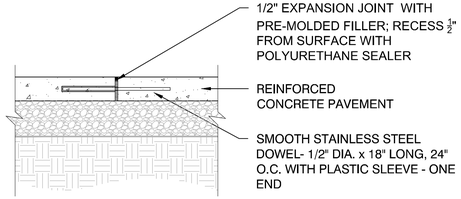
NOTES:
1. PROVIDE A NON-SLIP, LIGHT BROOM FINISH PERPENDICULAR TO TRAFFIC FLOW.
2. SEE SP500 - SITE IMPROVEMENT PLAN FOR EXPANSION JOINTS AND CONTROL JOINTS LOCATION.
3. MAINTAIN MAX. 2.00% CROSS SLOPE ON ALL WALKS.
4. MAINTAIN MAX. 5.00% LONGITUDINAL SLOPE ON ALL WALKS CONSIDERED AS ACCESSIBLE THAT ARE NOT RAMPS.



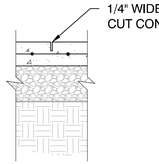
EXPANSION JOINT



EXPANSION JOINT AT VERTICAL

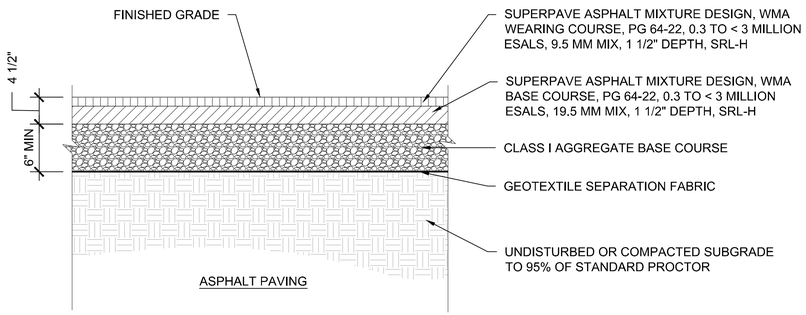


CONSTRUCTION JOINT

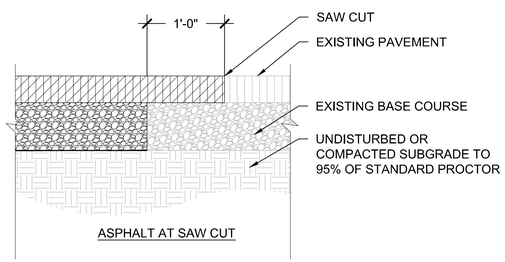


CONTROL JOINT SECTION

1 CONCRETE PAVING
1"=1'-0"

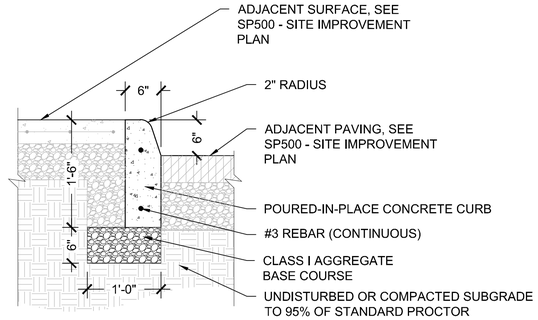


ASPHALT PAVING

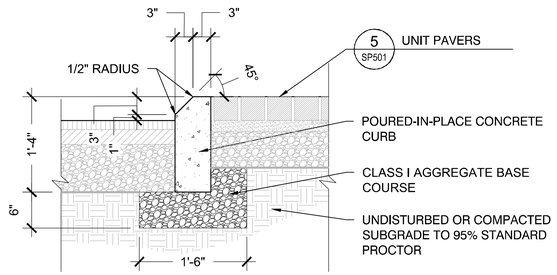


ASPHALT AT SAW CUT

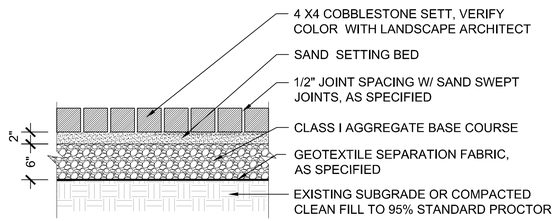
2 ASPHALT PAVING
1"=1'-0"



3 CONCRETE CURB
1"=1'-0"



4 MOUNTABLE CURB
1"=1'-0"



TYPICAL SECTION

5 UNIT PAVER
1"=1'-0"

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03/21/2025
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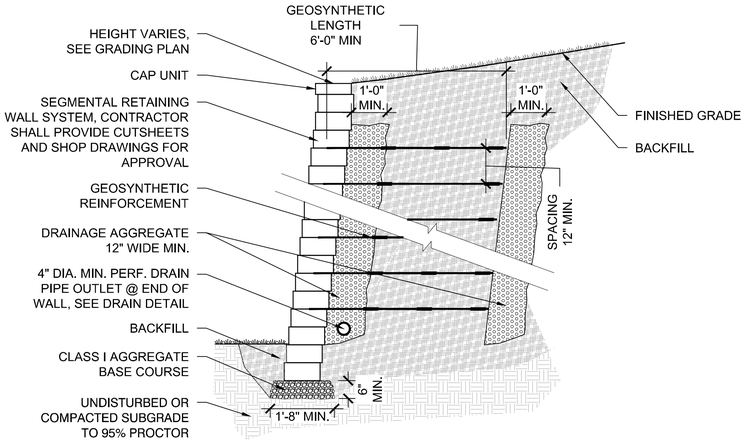
DRAWN BY: FH
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

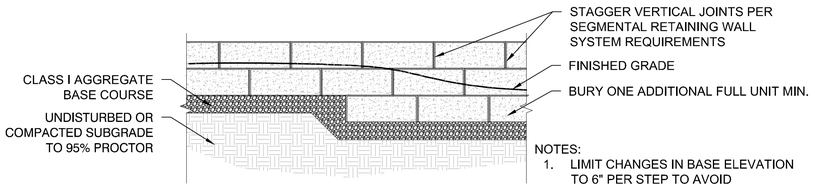
SHEET TITLE:

HARDSCAPE DETAILS

SP501

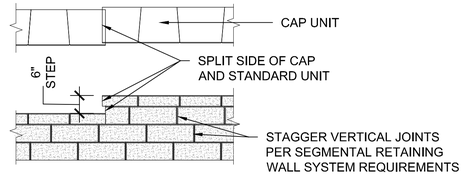


TYPICAL SECTION - REINFORCED RETAINING WALL

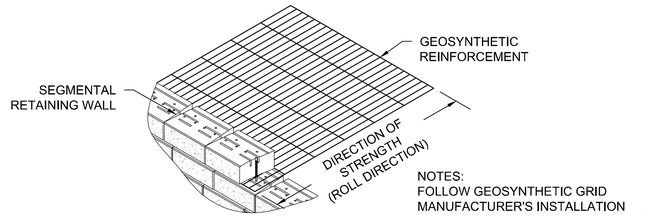


STEPPING BASE DETAIL

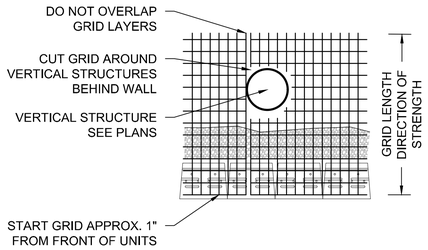
NOTES:
1. LIMIT CHANGES IN BASE ELEVATION TO 6" PER STEP TO AVOID DIFFERENTIAL SETTLEMENT
2. STEP AS NEEDED TO MINIMIZE BURIED UNITS AND MAINTAIN MINIMUM REQUIRED EMBEDMENT.



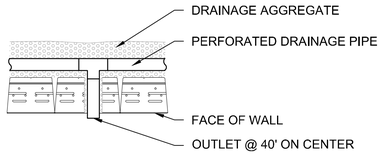
CAPPING DETAIL - PROFILE
STEP AT TOP OF WALL



GEOSYNTHETIC INSTALLATION DETAIL

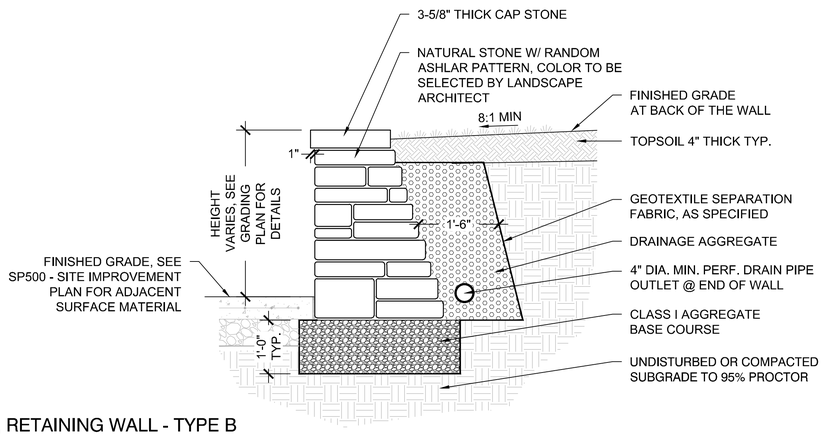


GEOSYNTHETIC INSTALLATION PLAN



DRAIN DETAIL

1 RETAINING WALL - TYPE A
NOT TO SCALE



2 RETAINING WALL - TYPE B
NOT TO SCALE

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

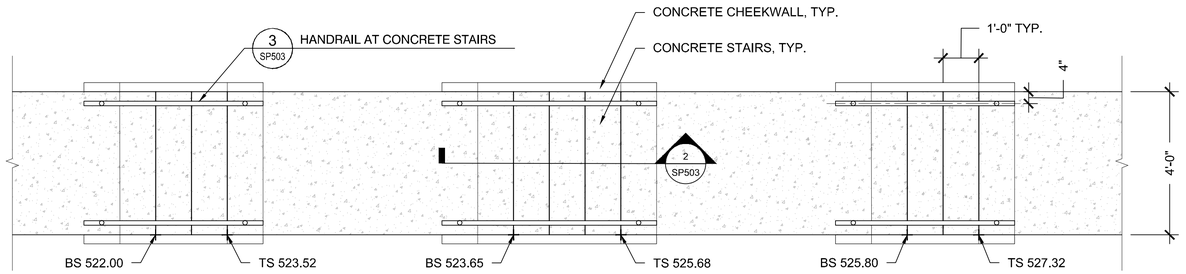
NOTE: DO NOT SCALE FROM DRAWINGS.
VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: FH
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

SITE EQUIPMENT AND AMENITY DETAILS 1

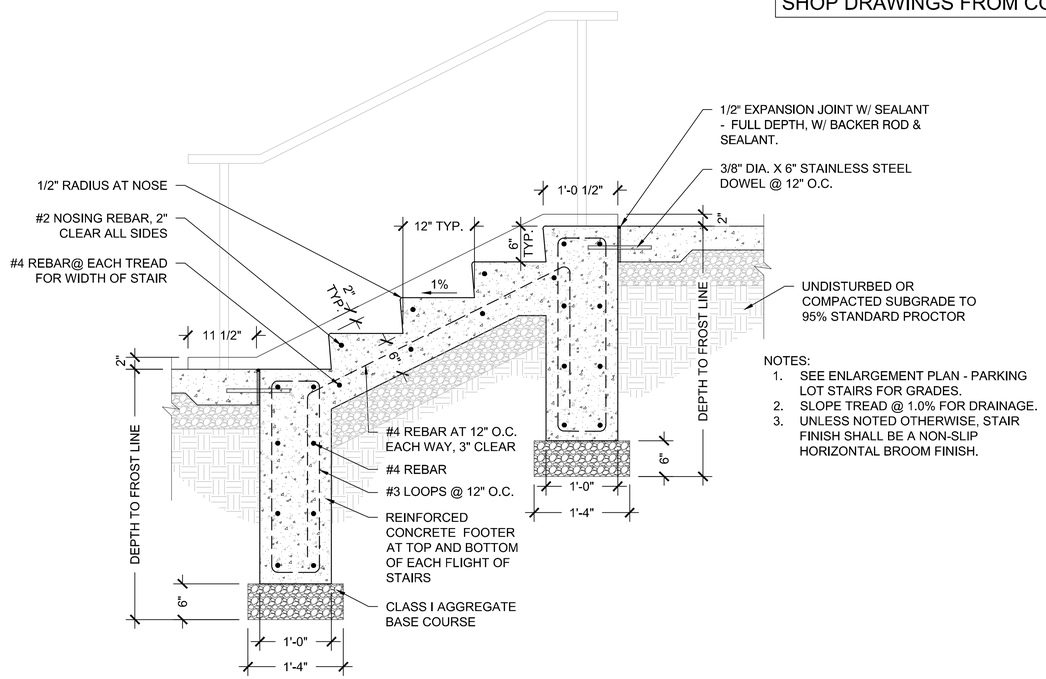
SP502



NORTH

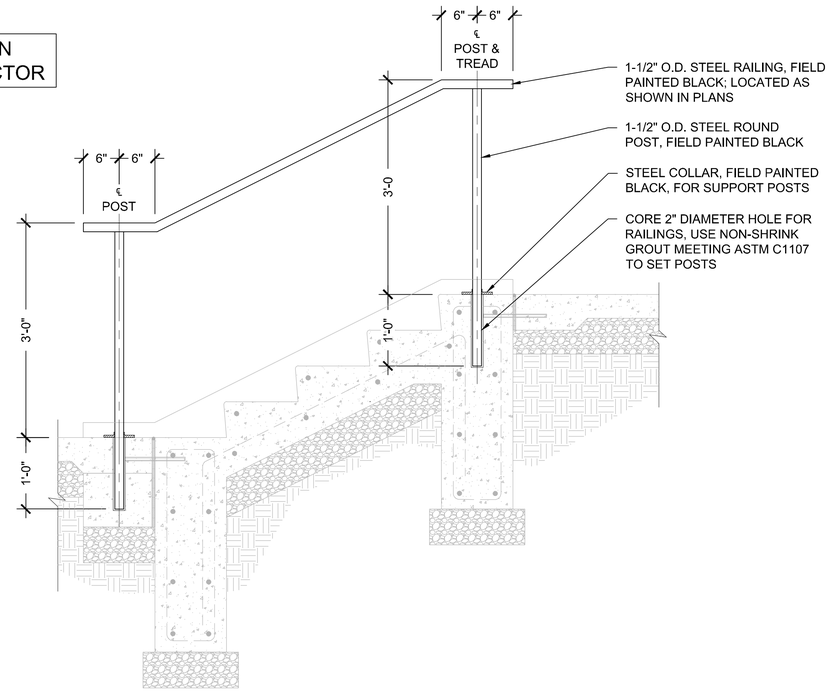
1 ENLARGEMENT PLAN - PARKING LOT STAIRS
1/2"=1'-0"

HANDRAIL REQUIRES FABRICATION
SHOP DRAWINGS FROM CONTRACTOR



NOTES:
1. SEE ENLARGEMENT PLAN - PARKING LOT STAIRS FOR GRADES.
2. SLOPE TREAD @ 1.0% FOR DRAINAGE.
3. UNLESS NOTED OTHERWISE, STAIR FINISH SHALL BE A NON-SLIP HORIZONTAL BROOM FINISH.

2 CONCRETE STAIRS
1"=1'-0"



3 HANDRAIL AT CONCRETE STAIRS
1"=1'-0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
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03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

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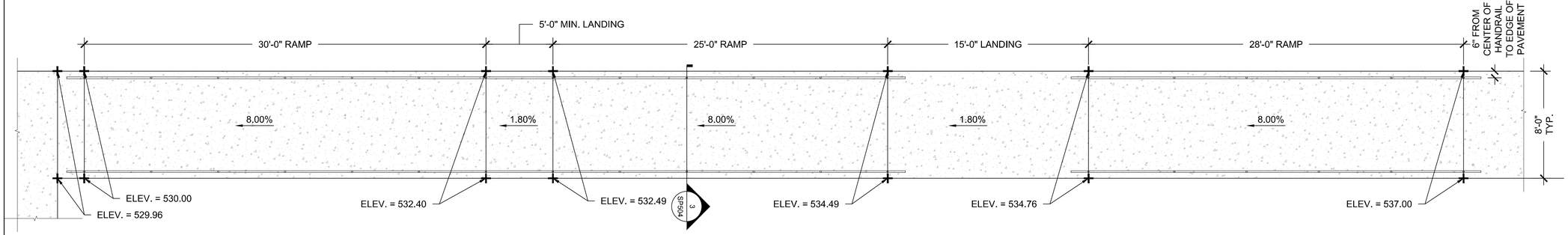
DRAWN BY: HF|FH
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

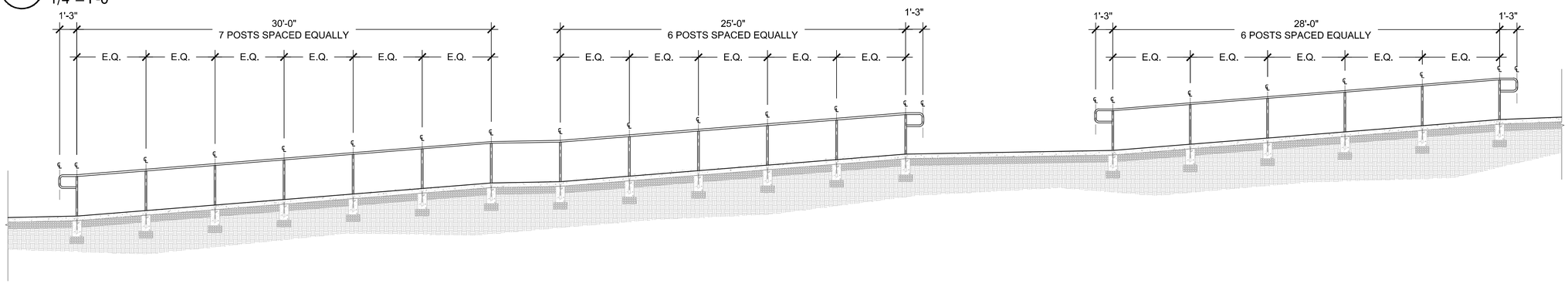
SHEET TITLE:

SITE EQUIPMENT AND AMENITY DETAILS 2

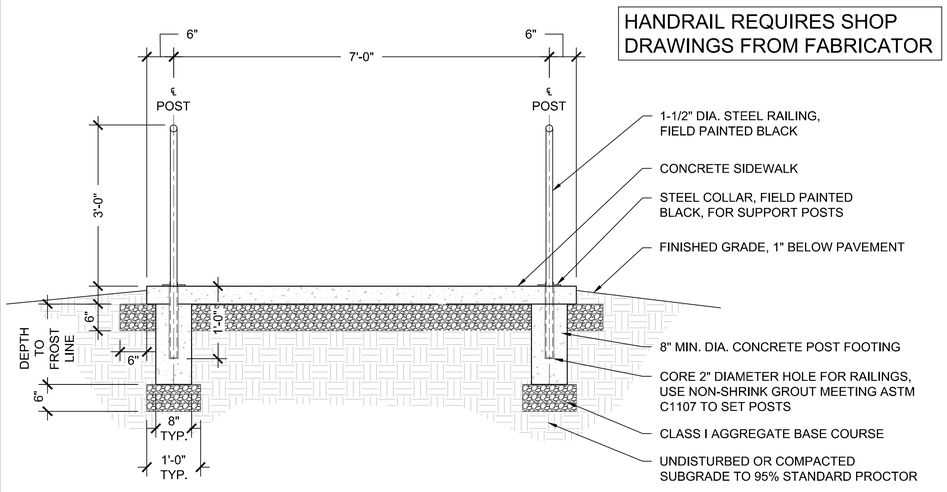
SP503



1 ENLARGEMENT PLAN - SIDEWALK RAMP WITH HANDRAILS
1/4"=1'-0"



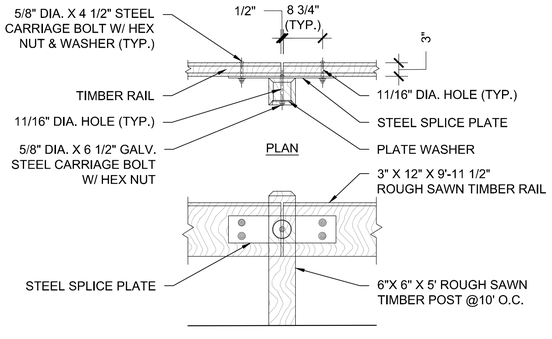
2 RAMP LONGITUDINAL SECTION
1/4"=1'-0"

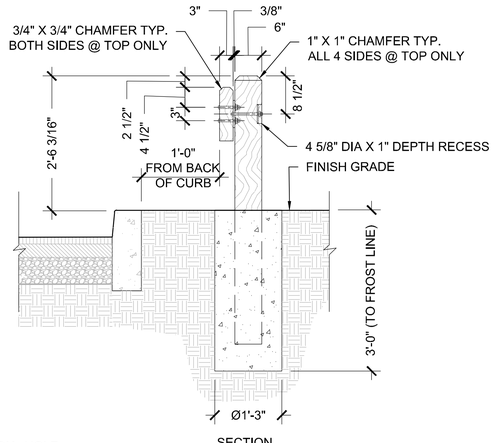


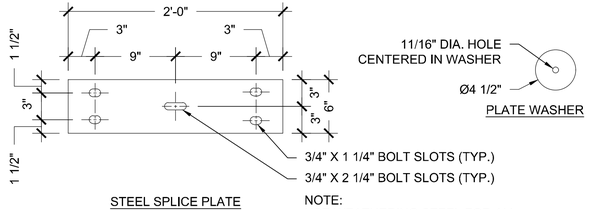
HANDRAIL REQUIRES SHOP DRAWINGS FROM FABRICATOR

1-1/2" DIA. STEEL RAILING, FIELD PAINTED BLACK
CONCRETE SIDEWALK
STEEL COLLAR, FIELD PAINTED BLACK, FOR SUPPORT POSTS
FINISHED GRADE, 1" BELOW PAVEMENT
8" MIN. DIA. CONCRETE POST FOOTING
CORE 2" DIAMETER HOLE FOR RAILINGS, USE NON-SHRINK GROUT MEETING ASTM C1107 TO SET POSTS
CLASS I AGGREGATE BASE COURSE
UNDISTURBED OR COMPACTED SUBGRADE TO 95% STANDARD PROCTOR

3 RAMP CROSS SECTION
3/4"=1'-0"







NOTE:
USE WEATHERING STEEL FOR ALL STRUCTURAL STEEL AND FASTENER HARDWARE AS SPECIFIED.

4 GUARDRAIL DETAILS
NOT TO SCALE

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

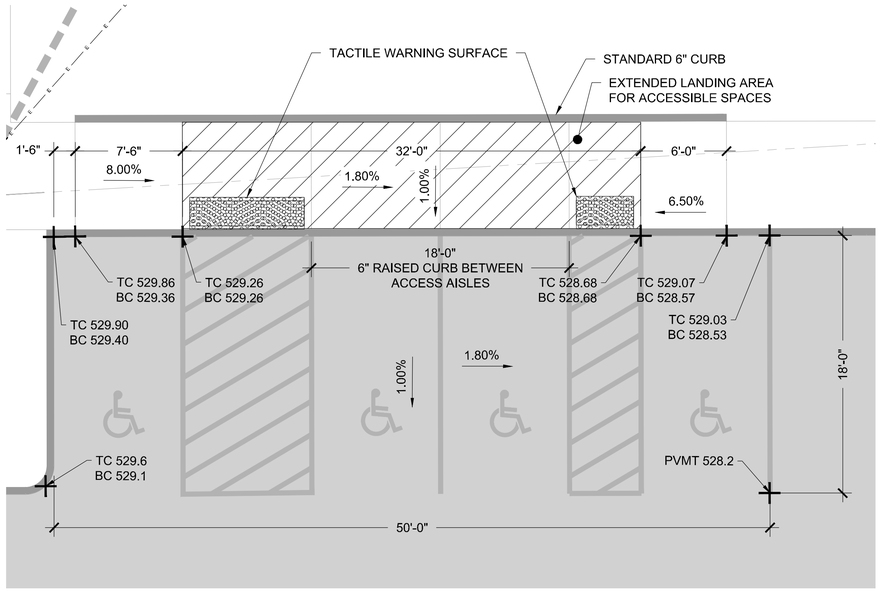
NOTE: DO NOT SCALE FROM DRAWINGS.
VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: FH|HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

SITE EQUIPMENT AND AMENITY DETAILS 3

SP504



1 ADA CURB RAMP ENLARGEMENT
1"=5'-0"

811 know what's below Call before you dig
CALL BEFORE YOU DIG
IN WEST VIRGINIA
1-800-245-4848
SN: XXXXX

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

NOTE: THE BASE PLAN IS DERIVED FROM A SURVEY GENERATED BY THE THRASHER GROUP, INC., SURVEY DATED 1/2023.

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
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P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

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MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

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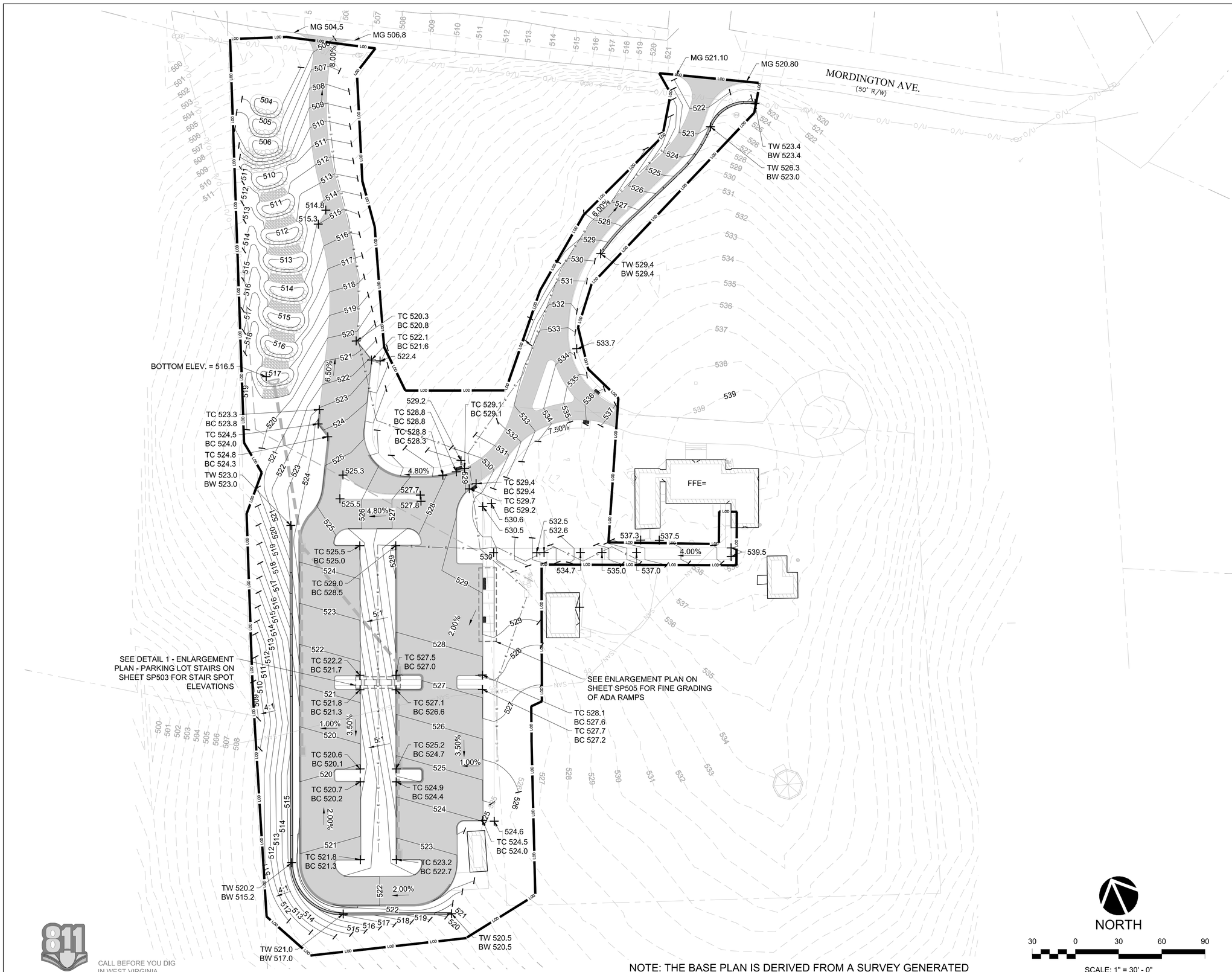
DRAWN BY: HF
CHECKED BY: MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

ENLARGEMENT PLANS

SP505



PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

NOTE: THE BASE PLAN IS DERIVED FROM A SURVEY GENERATED BY THE THRASHER GROUP, INC., SURVEY DATED 1/2023.

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

811 CALL BEFORE YOU DIG IN WEST VIRGINIA 1-800-245-4848 SN: XXXXX
"Know what's below Call before you dig"

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
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P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT TIMOTHY J. STROMBERG STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS.
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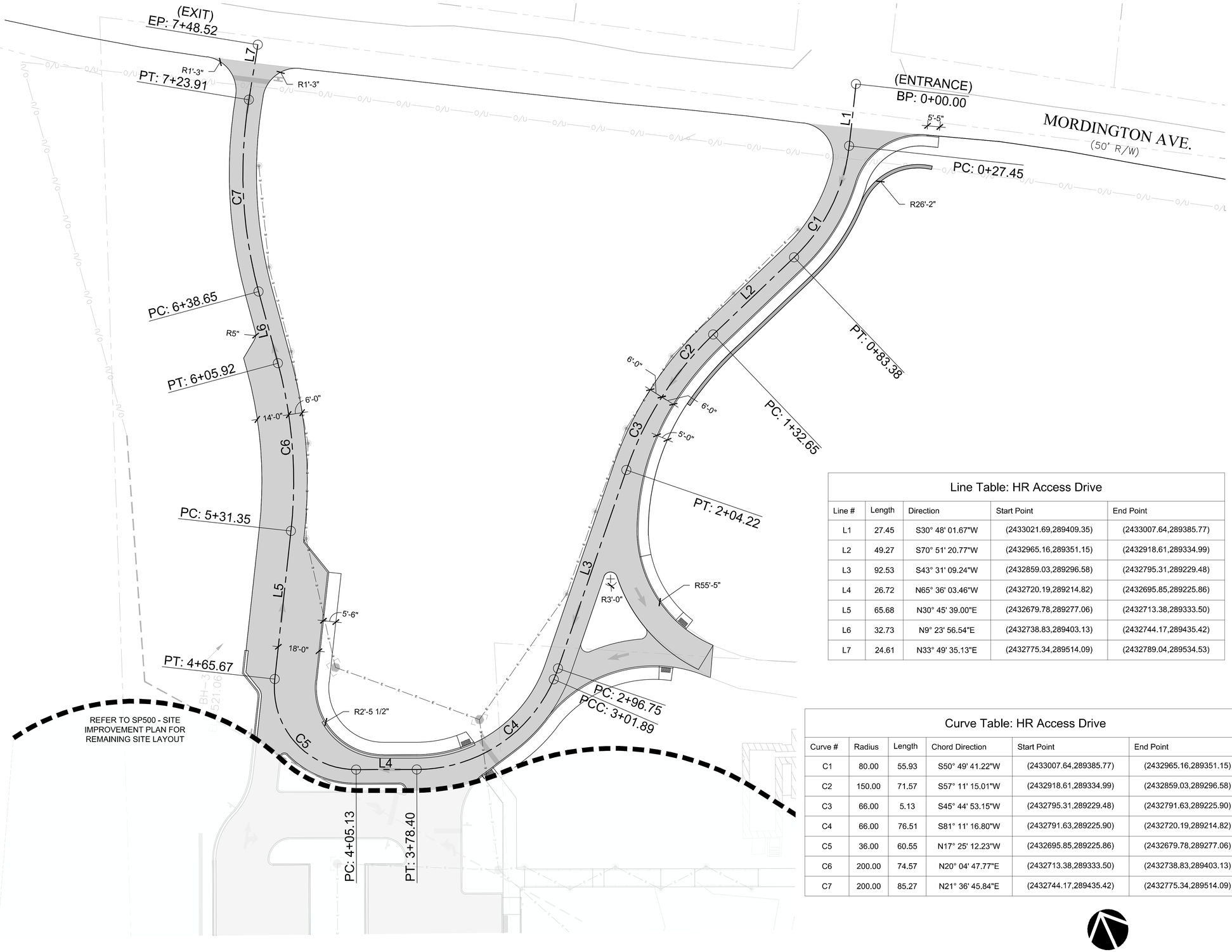
DRAWN BY: HF|FH
CHECKED BY: MS|TS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

GRADING PLAN

SP600



Line Table: HR Access Drive				
Line #	Length	Direction	Start Point	End Point
L1	27.45	S30° 48' 01.67"W	(2433021.69,289409.35)	(2433007.64,289385.77)
L2	49.27	S70° 51' 20.77"W	(2432965.16,289351.15)	(2432918.61,289334.99)
L3	92.53	S43° 31' 09.24"W	(2432859.03,289296.58)	(2432795.31,289229.48)
L4	26.72	N65° 36' 03.46"W	(2432720.19,289214.82)	(2432695.85,289225.86)
L5	65.68	N30° 45' 39.00"E	(2432679.78,289277.06)	(2432713.38,289333.50)
L6	32.73	N9° 23' 56.54"E	(2432738.83,289403.13)	(2432744.17,289435.42)
L7	24.61	N33° 49' 35.13"E	(2432775.34,289514.09)	(2432789.04,289534.53)

Curve Table: HR Access Drive					
Curve #	Radius	Length	Chord Direction	Start Point	End Point
C1	80.00	55.93	S50° 49' 41.22"W	(2433007.64,289385.77)	(2432965.16,289351.15)
C2	150.00	71.57	S57° 11' 15.01"W	(2432918.61,289334.99)	(2432859.03,289296.58)
C3	66.00	5.13	S45° 44' 53.15"W	(2432795.31,289229.48)	(2432791.63,289225.90)
C4	66.00	76.51	S81° 11' 16.80"W	(2432791.63,289225.90)	(2432720.19,289214.82)
C5	36.00	60.55	N17° 25' 12.23"W	(2432695.85,289225.86)	(2432679.78,289277.06)
C6	200.00	74.57	N20° 04' 47.77"E	(2432713.38,289333.50)	(2432738.83,289403.13)
C7	200.00	85.27	N21° 36' 45.84"E	(2432744.17,289435.42)	(2432775.34,289514.09)

NORTH

20 0 20 40 60

SCALE: 1" = 20' - 0"

811 CALL BEFORE YOU DIG IN WEST VIRGINIA 1-800-245-4848 SN: XXXXX
Know what's below. Call before you dig.

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

NOTE: THE BASE PLAN IS DERIVED FROM A SURVEY GENERATED BY THE THRASHER GROUP, INC., SURVEY DATED 1/2023.

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS.
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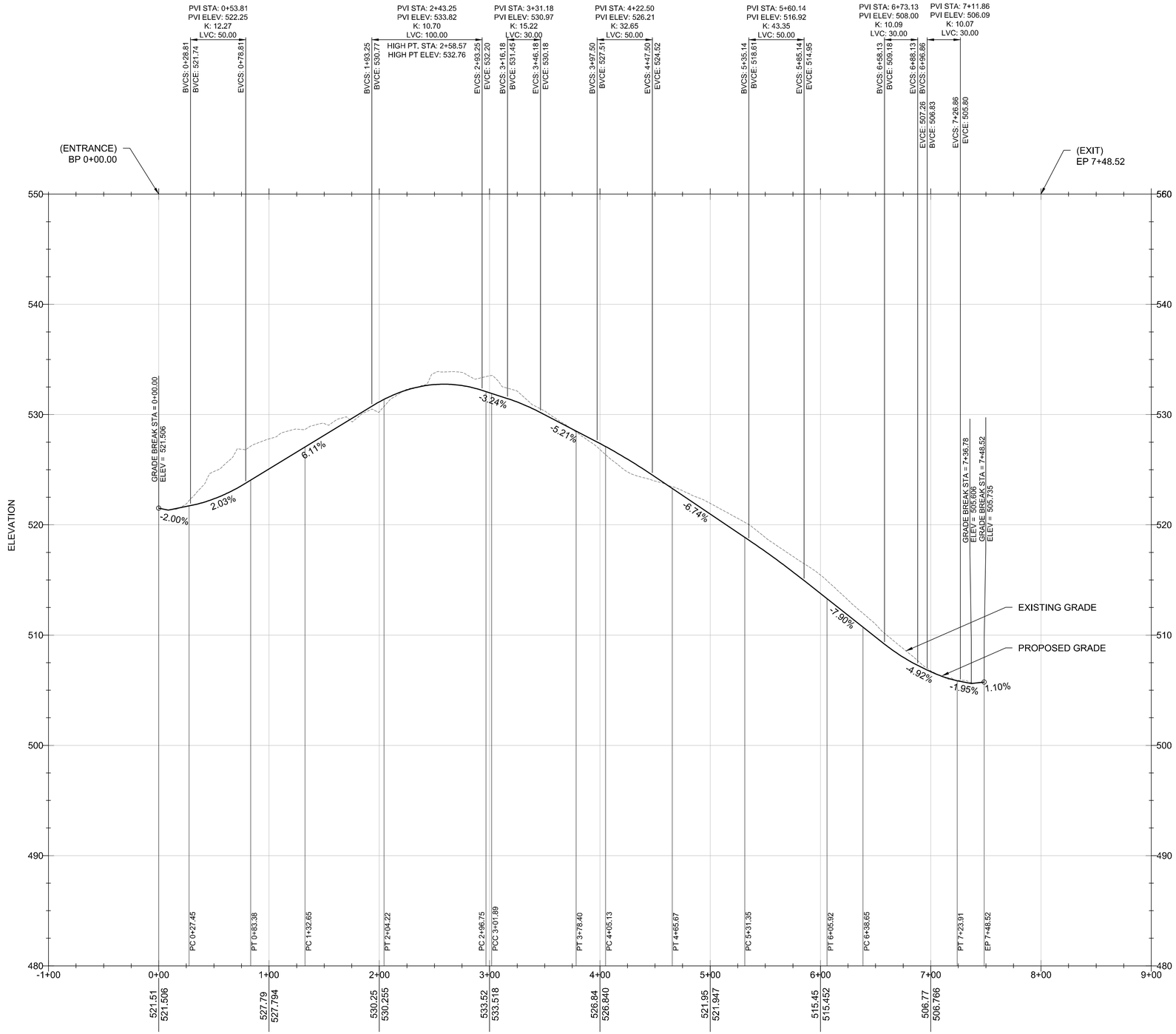
DRAWN BY: MS
CHECKED BY: TS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

DRIVEWAY HORIZONTAL ALIGNMENT

SP601



HORIZONTAL SCALE IN FEET 0 50 100

VERTICAL SCALE IN FEET 0 10 20

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

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03/21/2025
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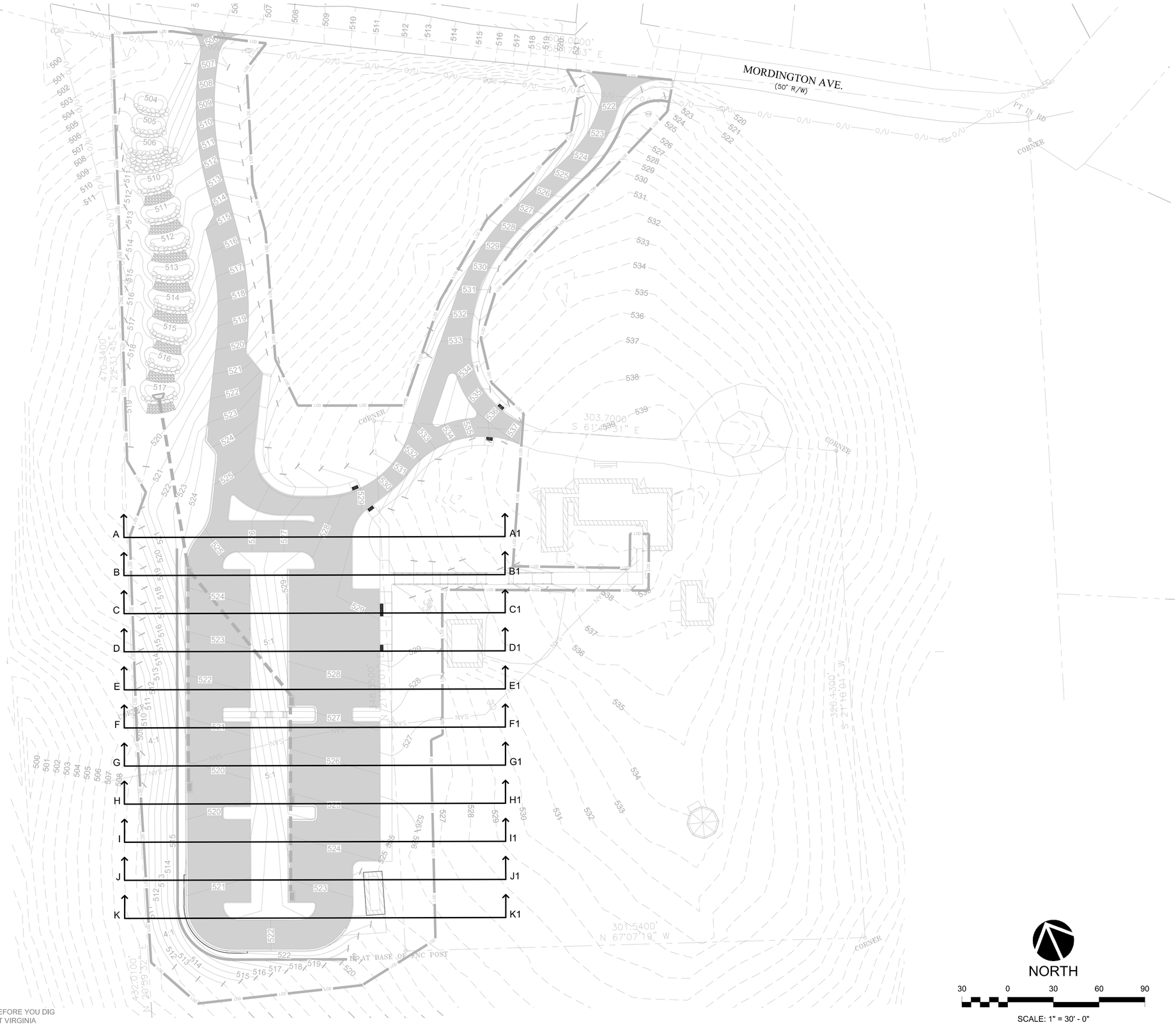
DRAWN BY: MS|FH
CHECKED BY: TS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

DRIVEWAY VERTICAL PROFILE

SP602



PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

811 CALL BEFORE YOU DIG
IN WEST VIRGINIA
1-800-245-4848
SN: XXXXX
Know what's below
Call before you dig

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
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STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT
TIMOTHY J. STROMBERG
STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS.
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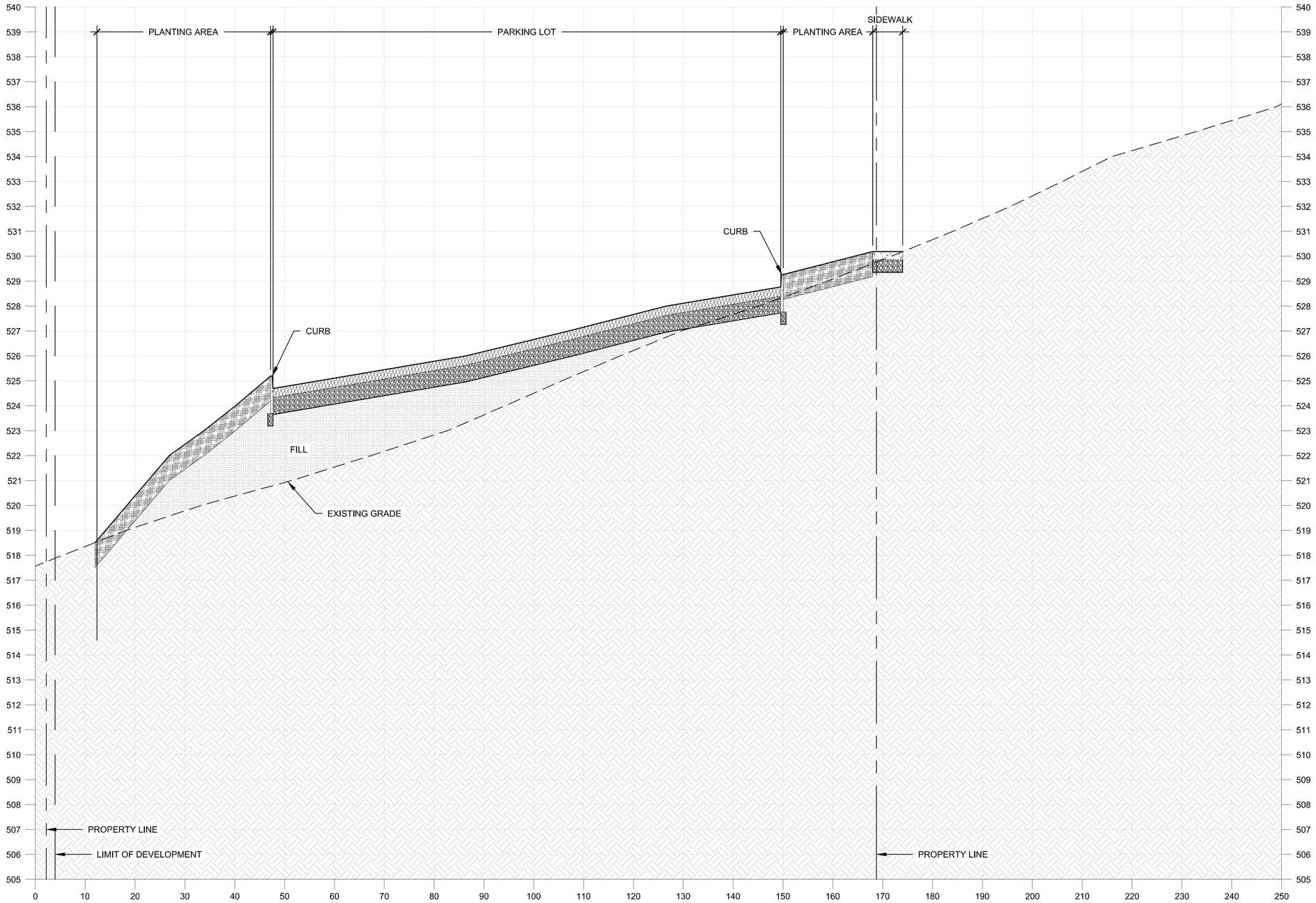
DRAWN BY: HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

VERTICAL PROFILE KEY PLAN

SP603



LEGEND

ASPHALT PAVING	PLANTING SOIL	DRAINAGE AGGREGATE	UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
COMPACTED 2A STONE SUB-BASE	CONCRETE PAVING	FILL	

A SECTION A - A1

2 0 2 4 6 — VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30 — HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
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HAPPY RETREAT PARKING LOT & CIRCULATION

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CHARLES TOWN, WV 25414

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Friends of Happy Retreat
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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT — TIMOTHY J. STROMBERG — STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

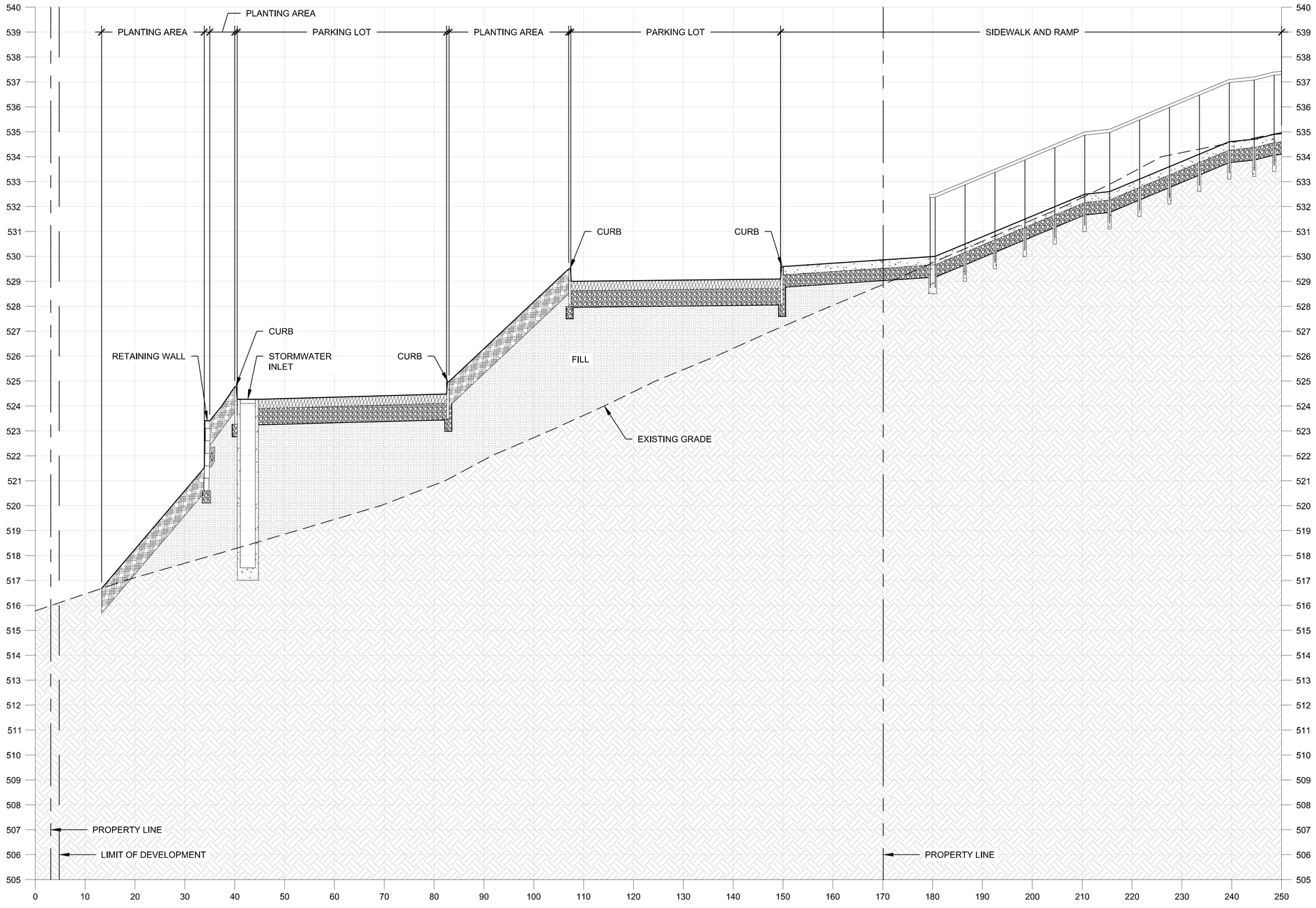
NOTE: DO NOT SCALE FROM DRAWINGS. VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: HF	
CHECKED BY: TS|MS	
JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

VERTICAL PROFILE A-A1

SP604



LEGEND

- ASPHALT PAVING
- PLANTING SOIL
- DRAINAGE AGGREGATE
- UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
- COMPACTED 2A STONE SUB-BASE
- CONCRETE PAVING
- FILL

A SECTION B - B1

2 0 2 4 6 — VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30 — HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT TIMOTHY J. STROMBERG No. 1360 STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

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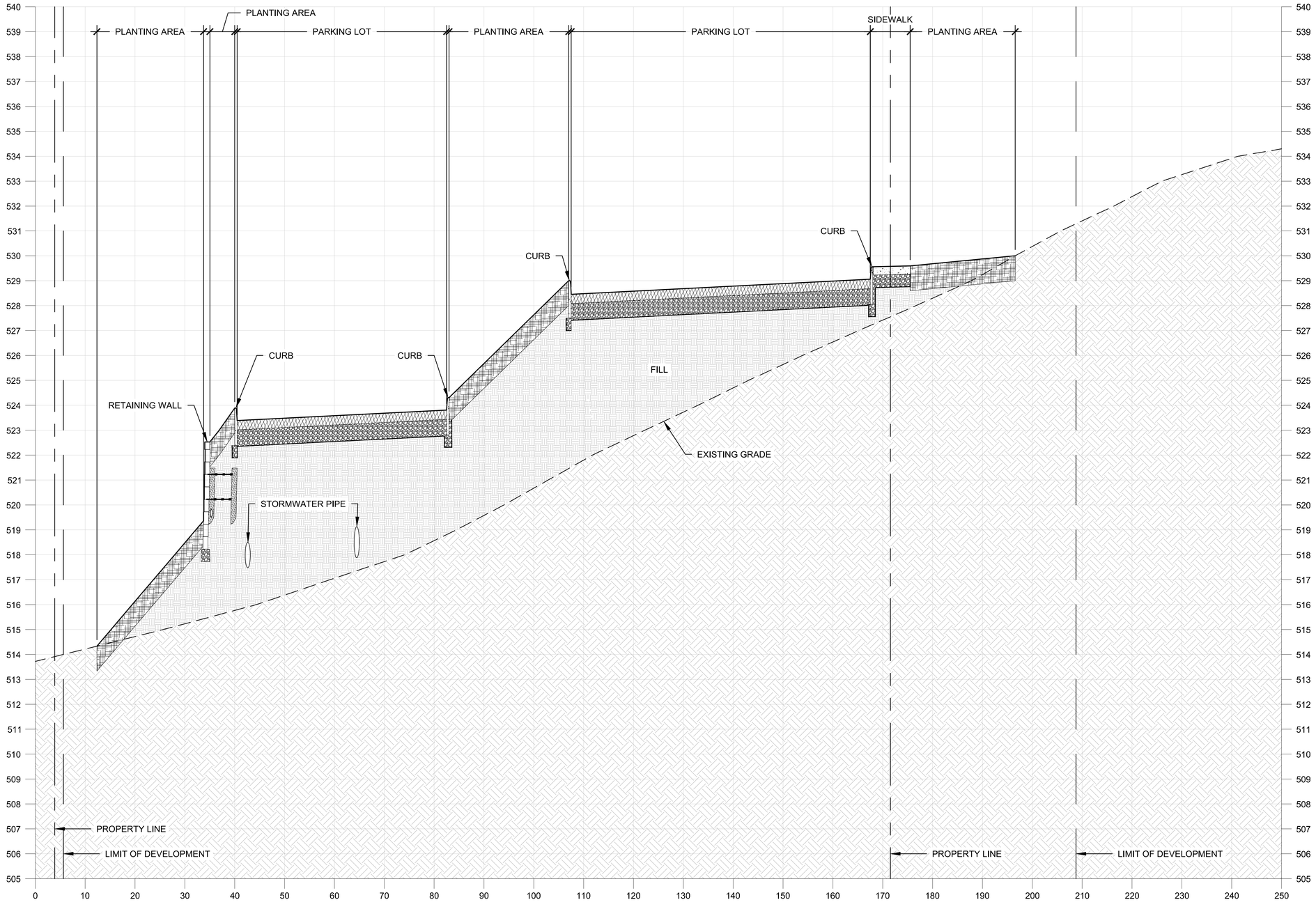
DRAWN BY: HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

VERTICAL PROFILE B-B1

SP605



LEGEND

- ASPHALT PAVING
- PLANTING SOIL
- DRAINAGE AGGREGATE
- UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
- COMPACTED 2A STONE SUB-BASE
- CONCRETE PAVING
- FILL

A SECTION C - C1

2 0 2 4 6

VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30

HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT
TIMOTHY J. STROMBERG
STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

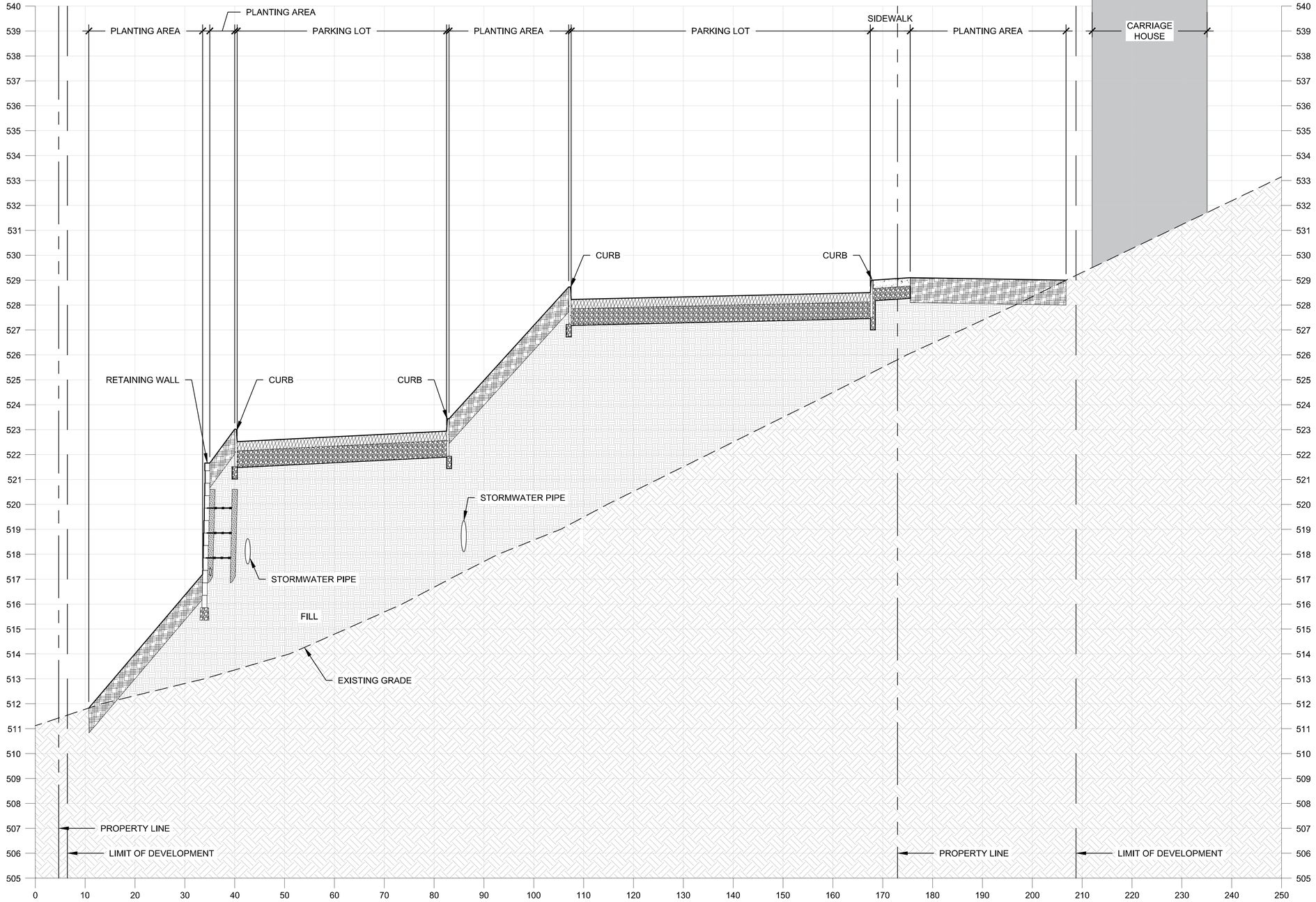
NOTE: DO NOT SCALE FROM DRAWINGS.
VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

VERTICAL PROFILE C-C1

SP606



LEGEND

- ASPHALT PAVING
- PLANTING SOIL
- DRAINAGE AGGREGATE
- UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
- COMPACTED 2A STONE SUB-BASE
- CONCRETE PAVING
- FILL

A SECTION D - D1

2 0 2 4 6 — VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30 — HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
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Friends of Happy Retreat
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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT TIMOTHY J. STROMBERG STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS.
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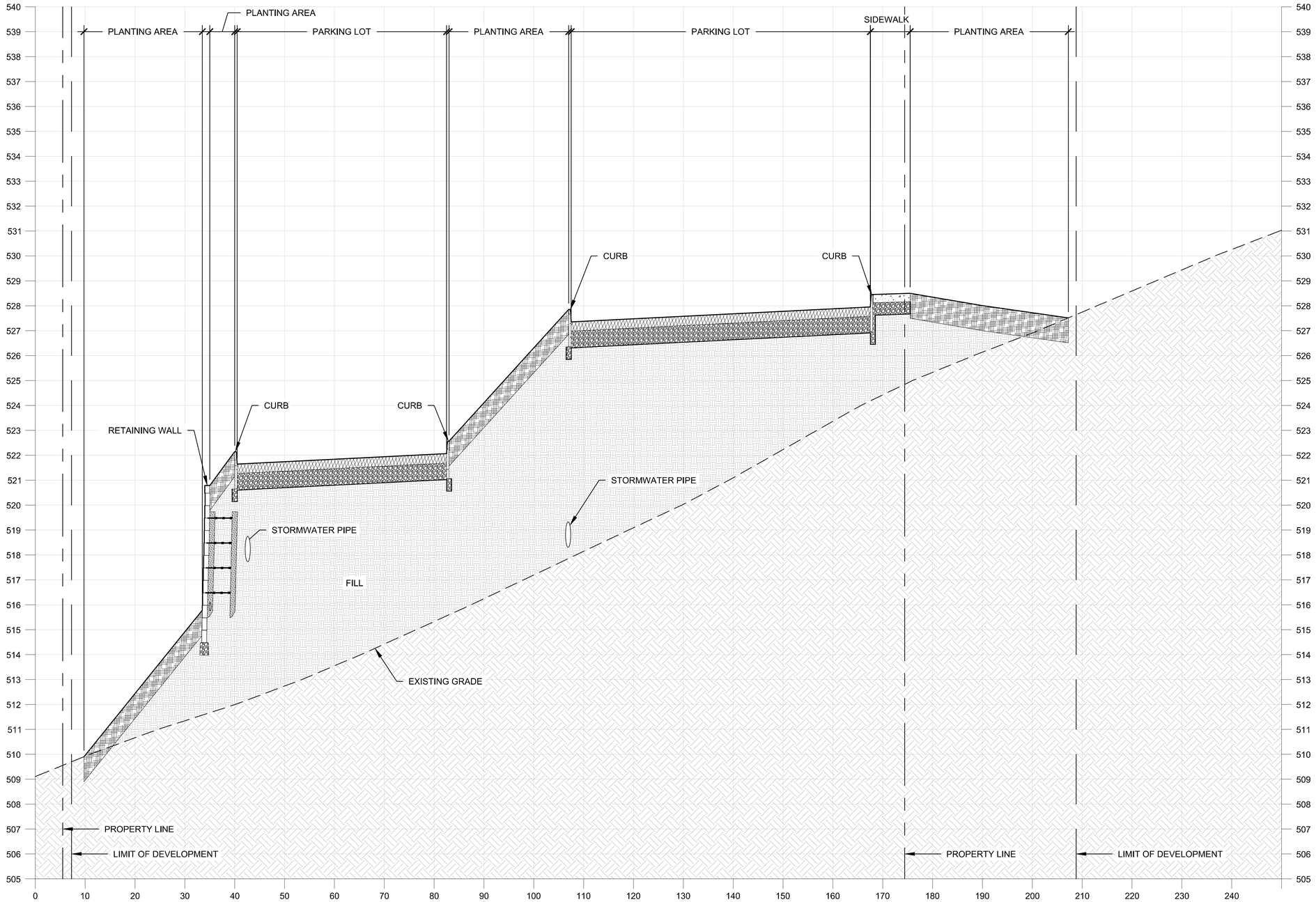
DRAWN BY: HF
CHECKED BY: TSJMS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

VERTICAL PROFILE D-D1

SP607



LEGEND

ASPHALT PAVING	PLANTING SOIL	DRAINAGE AGGREGATE	UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
COMPACTED 2A STONE SUB-BASE	CONCRETE PAVING	FILL	

A SECTION E - E1

2 0 2 4 6 — VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30 — HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
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PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

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STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT — TIMOTHY J. STROMBERG — STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS.
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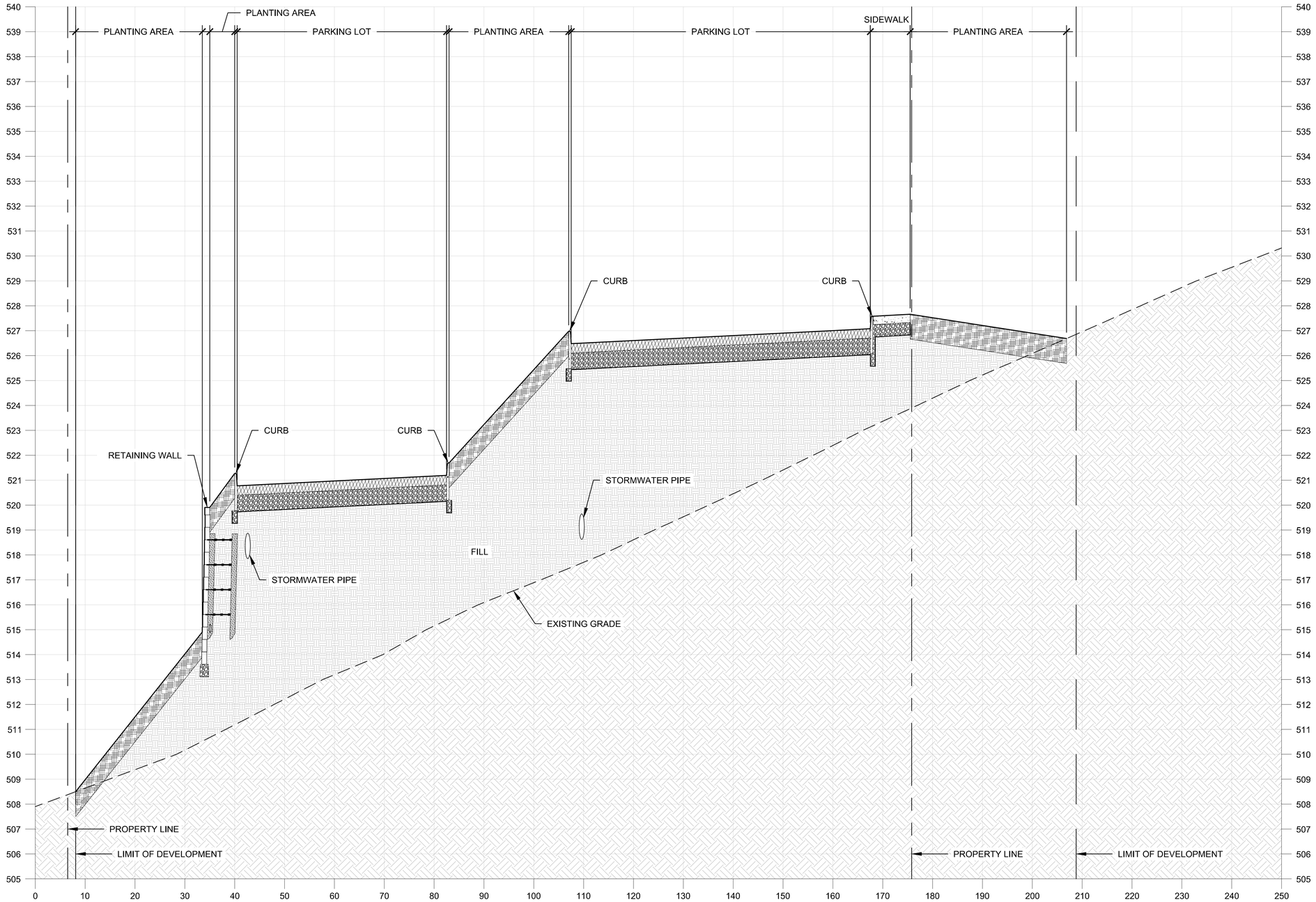
DRAWN BY: HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

VERTICAL PROFILE E-E1

SP608



LEGEND

- ASPHALT PAVING
- COMPACTED 2A STONE SUB-BASE
- PLANTING SOIL
- CONCRETE PAVING
- DRAINAGE AGGREGATE
- FILL
- UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR

A SECTION F - F1

2 0 2 4 6

VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30

HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
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HAPPY RETREAT PARKING LOT & CIRCULATION

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STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT TIMOTHY J. STROMBERG STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

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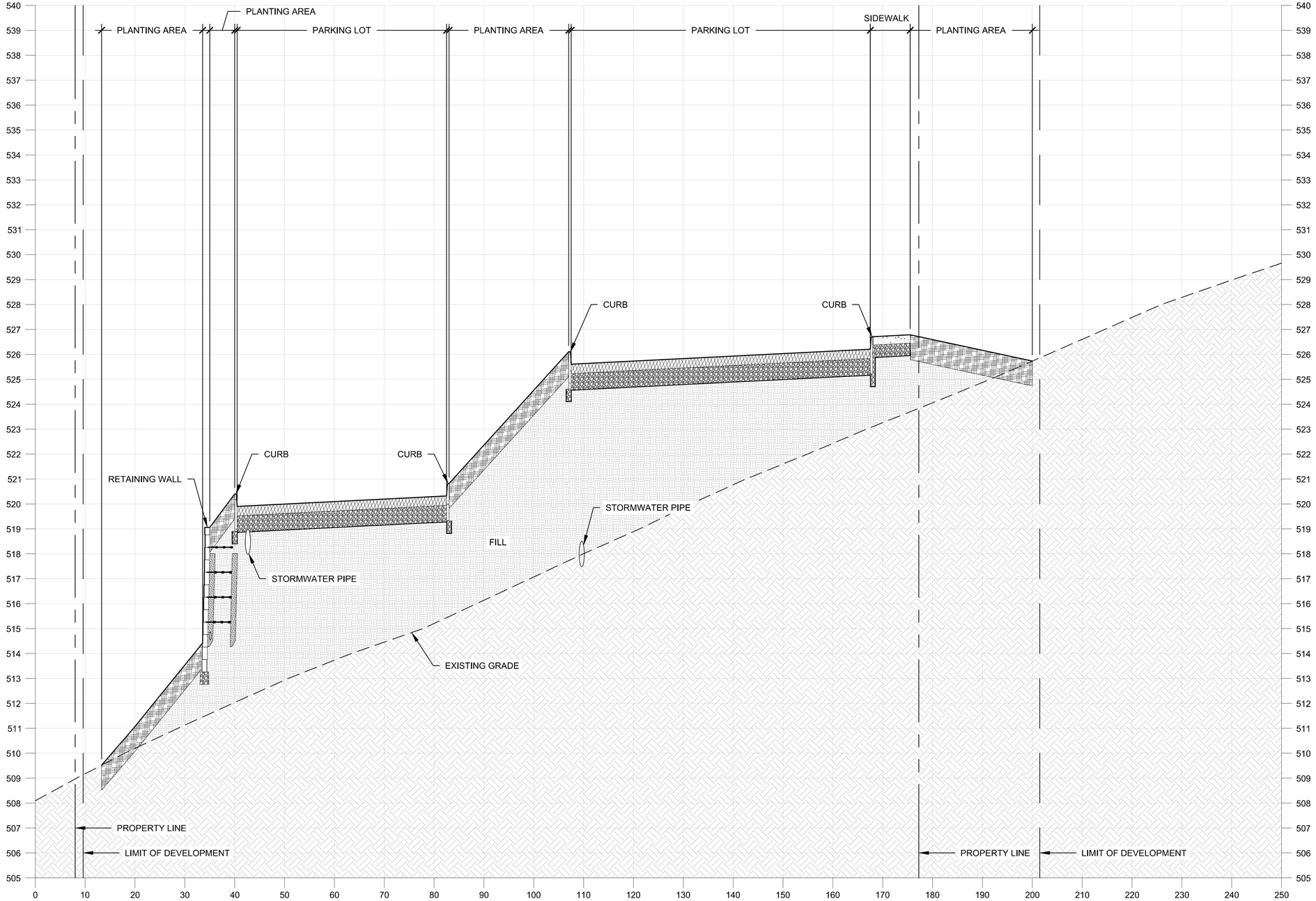
DRAWN BY: HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

VERTICAL PROFILE F-F1

SP609



LEGEND

ASPHALT PAVING	PLANTING SOIL	DRAINAGE AGGREGATE	UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
COMPACTED 2A STONE SUB-BASE	CONCRETE PAVING	FILL	

A SECTION G - G1

2 0 2 4 6 — VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30 — HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

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PROFESSIONAL LANDSCAPE ARCHITECT — TIMOTHY J. STROMBERG — STATE OF WEST VIRGINIA

03/21/2025
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REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS. VERIFY ALL DIMENSIONS ON SITE.

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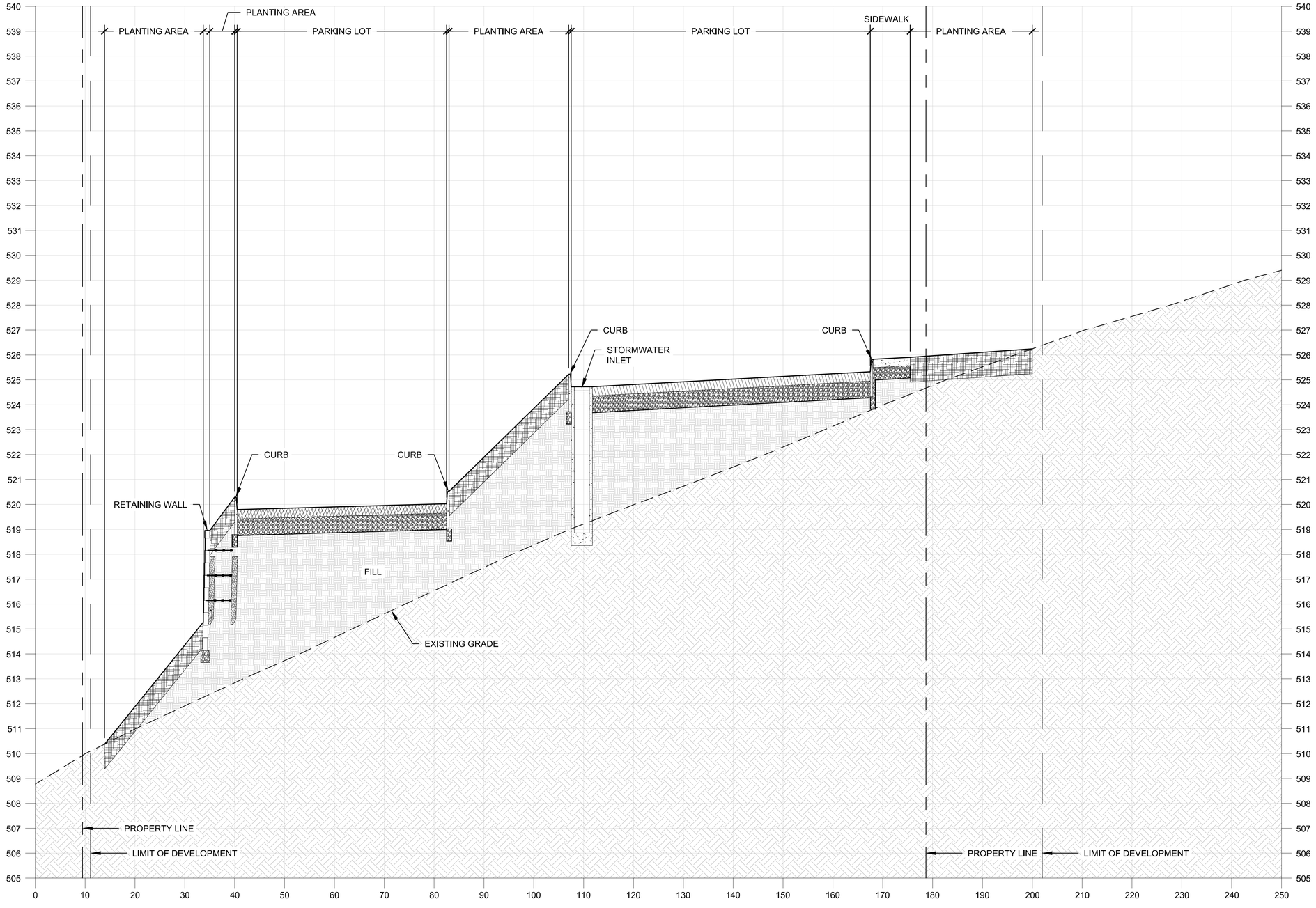
CHECKED BY: TS|MS	
JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

VERTICAL PROFILE G-G1

SP610



LEGEND

- ASPHALT PAVING
- PLANTING SOIL
- DRAINAGE AGGREGATE
- UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
- COMPACTED 2A STONE SUB-BASE
- CONCRETE PAVING
- FILL

A SECTION H - H1

2 0 2 4 6 — VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30 — HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

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CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT — TIMOTHY J. STROMBERG — STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

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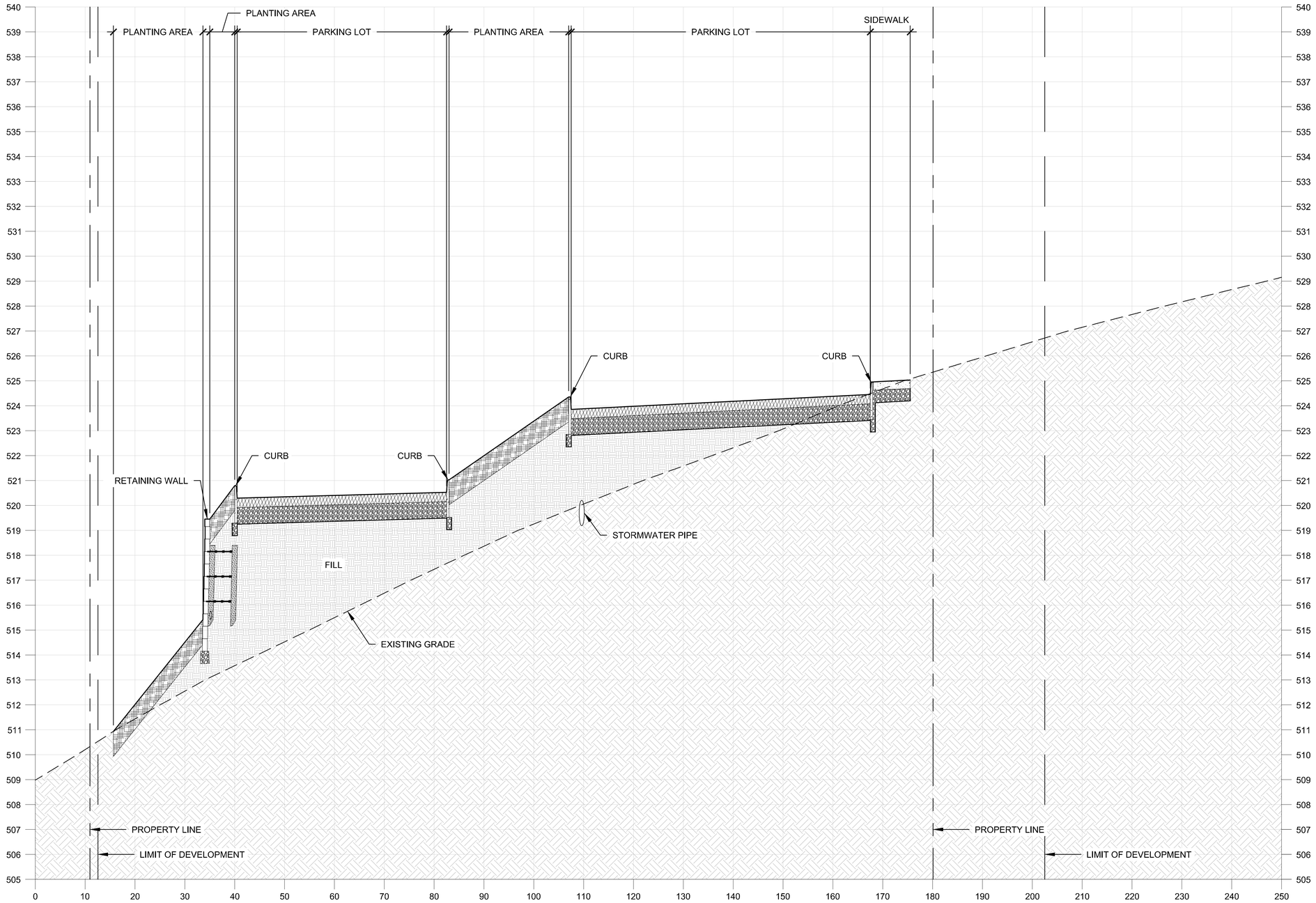
DRAWN BY: HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

VERTICAL PROFILE H-H1

SP611



LEGEND

ASPHALT PAVING	PLANTING SOIL	DRAINAGE AGGREGATE	UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
COMPACTED 2A STONE SUB-BASE	CONCRETE PAVING	FILL	

A SECTION I - I1

2 0 2 4 6 — VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30 — HORIZONTAL SCALE: 1" = 10' - 0"

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CHARLES TOWN, WV 25414

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Friends of Happy Retreat
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STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT — TIMOTHY J. STROMBERG — STATE OF WEST VIRGINIA

03/21/2025
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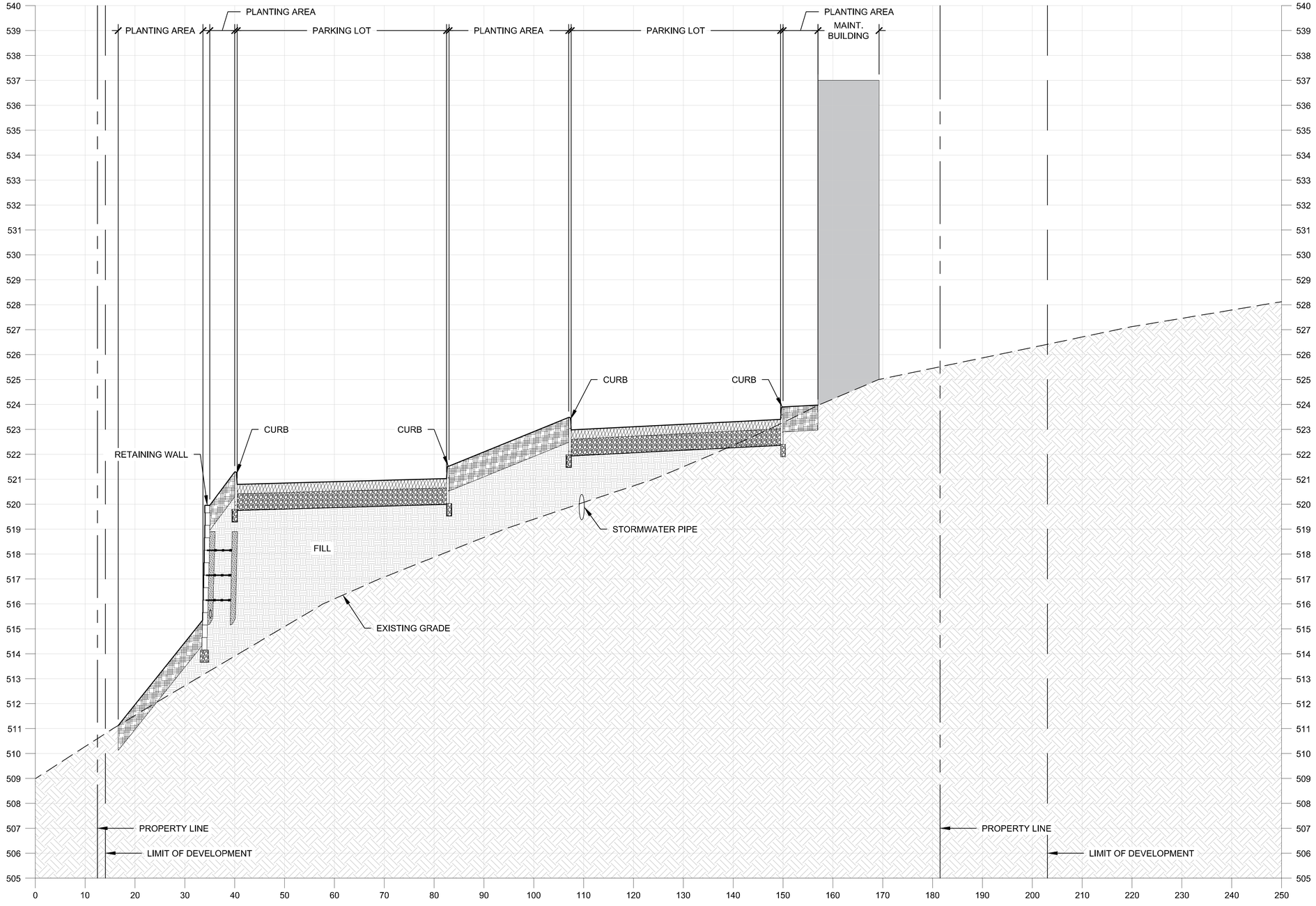
DRAWN BY: HF	
CHECKED BY: TS|MS	
JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

VERTICAL PROFILE I-I1

SP612



LEGEND

ASPHALT PAVING	PLANTING SOIL	DRAINAGE AGGREGATE	UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
COMPACTED 2A STONE SUB-BASE	CONCRETE PAVING	FILL	

A SECTION J - J1

2 0 2 4 6 — VERTICAL SCALE: 1/2" = 1' - 0"

10 0 10 20 30 — HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

REGISTERED LANDSCAPE ARCHITECT
TIMOTHY J. STROMBERG
STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

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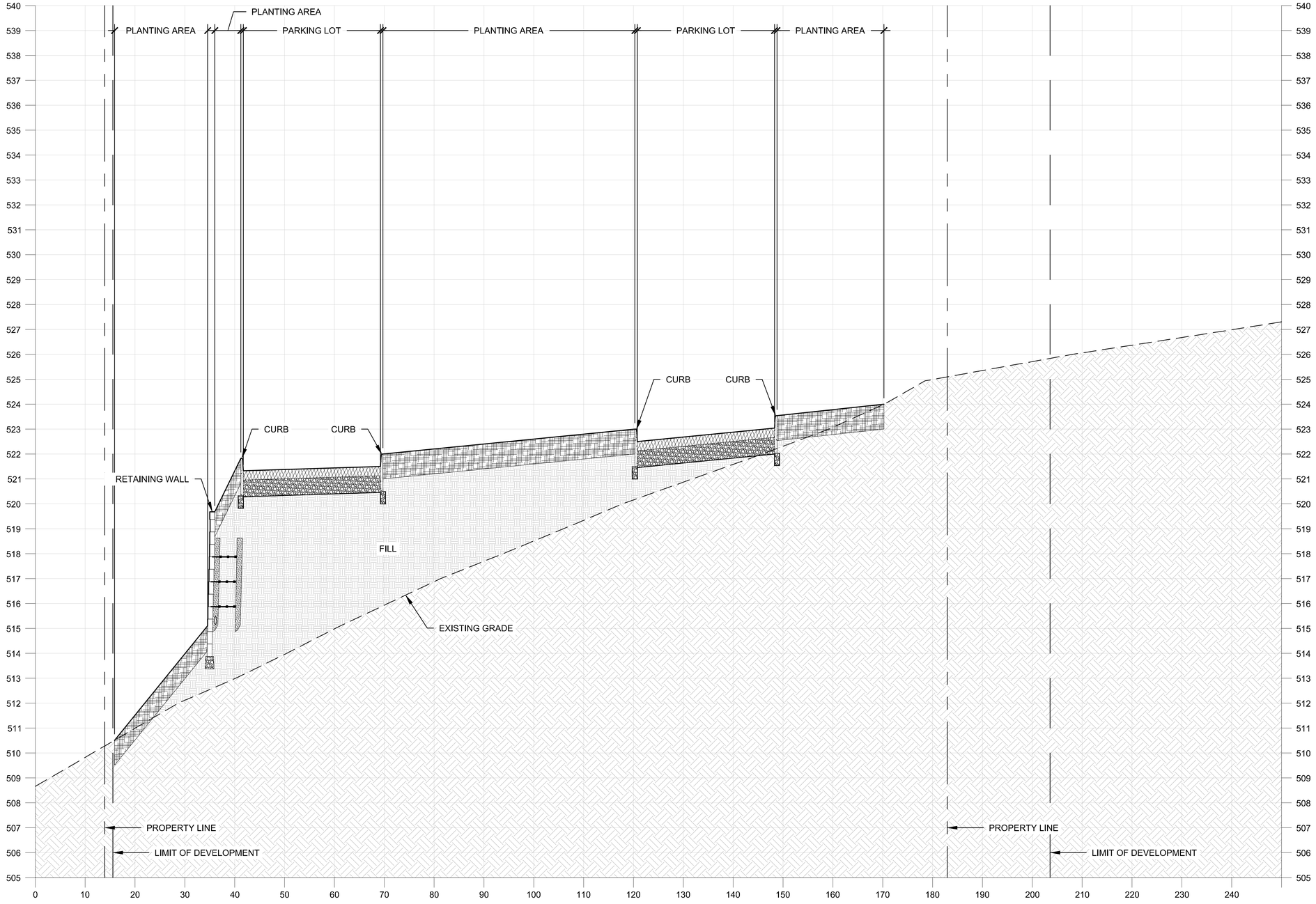
DRAWN BY: HF	
CHECKED BY: TS|MS	
JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

VERTICAL PROFILE J-J1

SP613



LEGEND

ASPHALT PAVING	PLANTING SOIL	DRAINAGE AGGREGATE	UNDISTURBED OR COMPACTED SUBGRADE TO 95% PROCTOR
COMPACTED 2A STONE SUB-BASE	CONCRETE PAVING	FILL	

A SECTION K - K1

VERTICAL SCALE: 1/2" = 1' - 0"

HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

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Friends of Happy Retreat
P.O. Box 1427
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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

TIMOTHY J. STROMBERG — PROFESSIONAL LANDSCAPE ARCHITECT — STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

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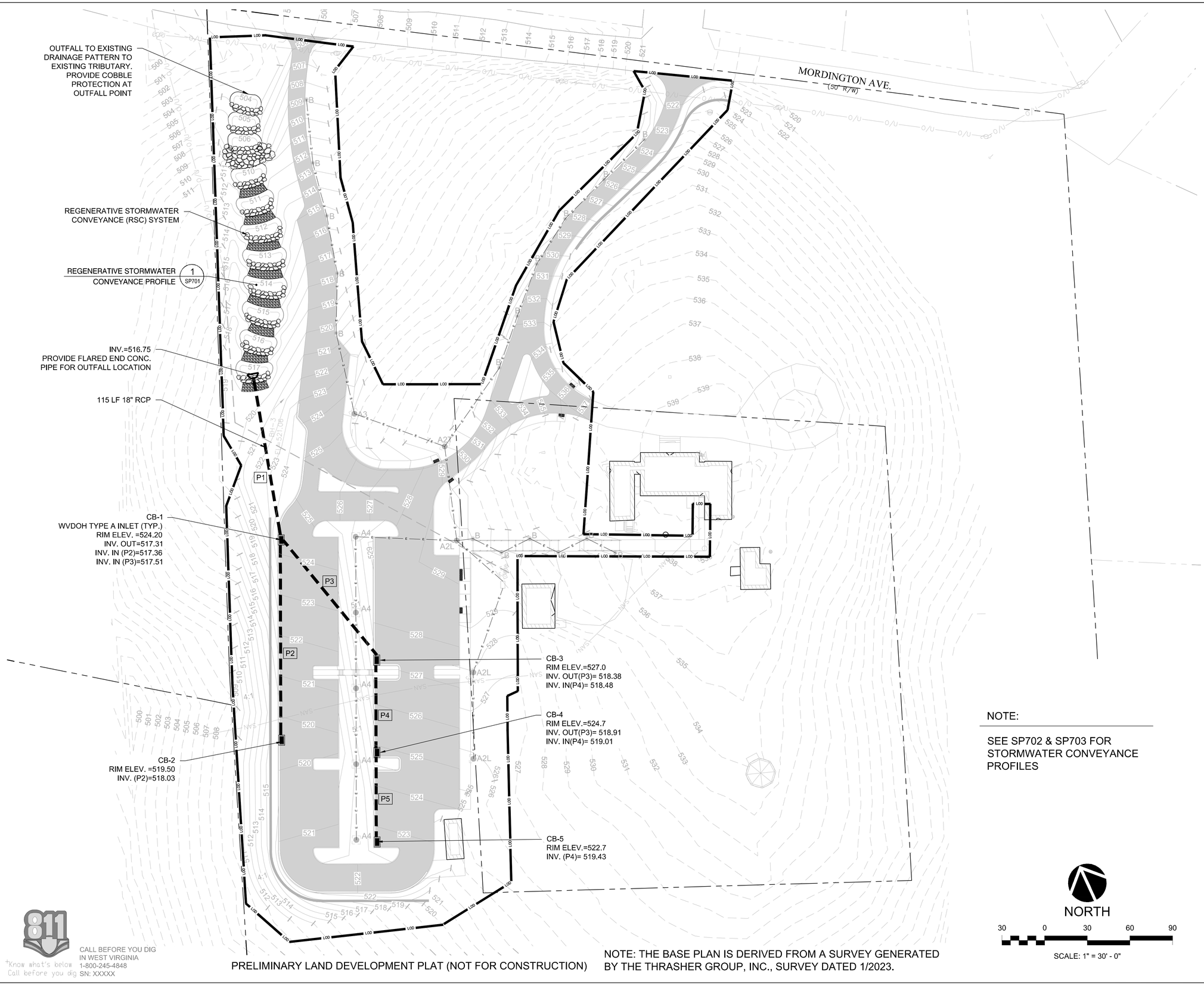
DRAWN BY: HF	
CHECKED BY: TS|MS	
JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

VERTICAL PROFILE K-K1

SP614



NOTE:

SEE SP702 & SP703 FOR STORMWATER CONVEYANCE PROFILES

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

811 CALL BEFORE YOU DIG IN WEST VIRGINIA 1-800-245-4848 SN: XXXXX

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

NOTE: THE BASE PLAN IS DERIVED FROM A SURVEY GENERATED BY THE THRASHER GROUP, INC., SURVEY DATED 1/2023.

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

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OWNER:

Friends of Happy Retreat
P.O. Box 1427
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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

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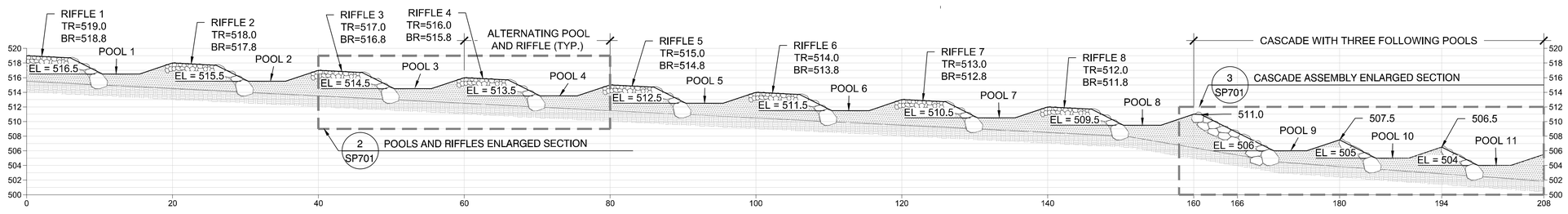
DRAWN BY: HF|FH	
CHECKED BY: TS|MS	
JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

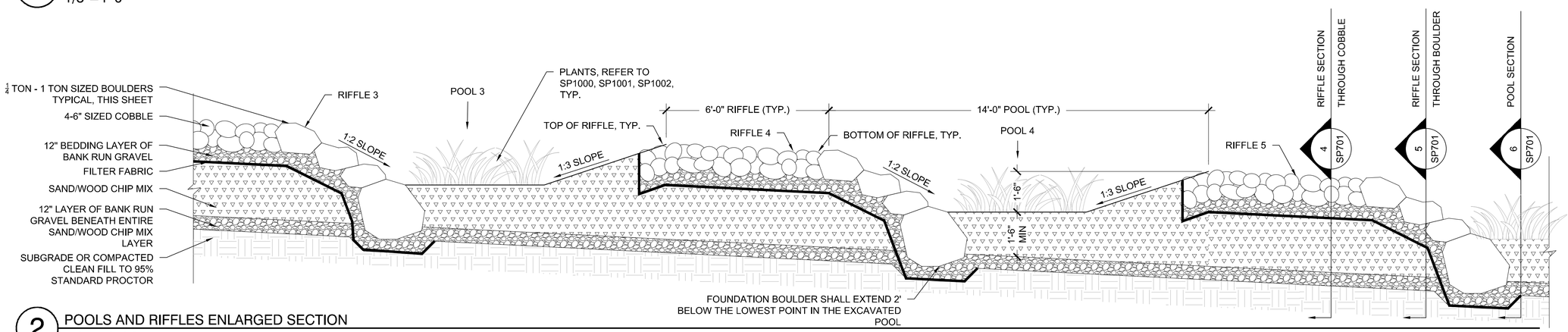
STORMWATER MANAGEMENT PLAN

SP700

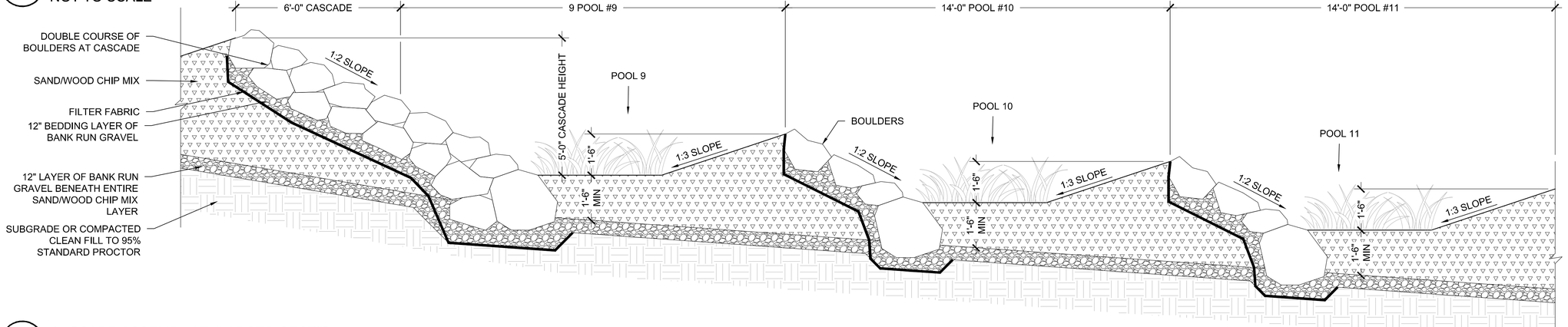


TR = TOP OF RIFFLE
BR = BOTTOM OF RIFFLE

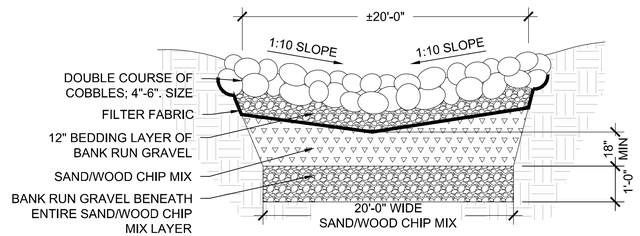
1 REGENERATIVE STORMWATER CONVEYANCE PROFILE
1/8"=1'-0"



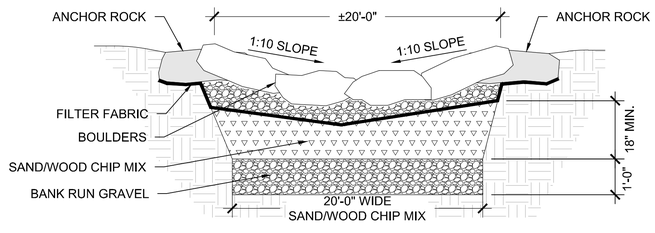
2 POOLS AND RIFFLES ENLARGED SECTION
NOT TO SCALE



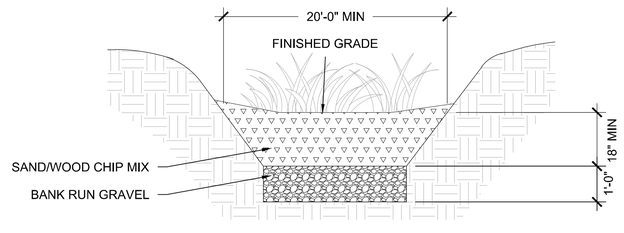
3 CASCADE ASSEMBLY ENLARGED SECTION
NOT TO SCALE



4 RIFFLE SECTION THROUGH COBBLE
NOT TO SCALE



5 RIFFLE SECTION THROUGH BOULDER
NOT TO SCALE



6 POOL SECTION
NOT TO SCALE

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
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PROJECT TITLE:

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STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

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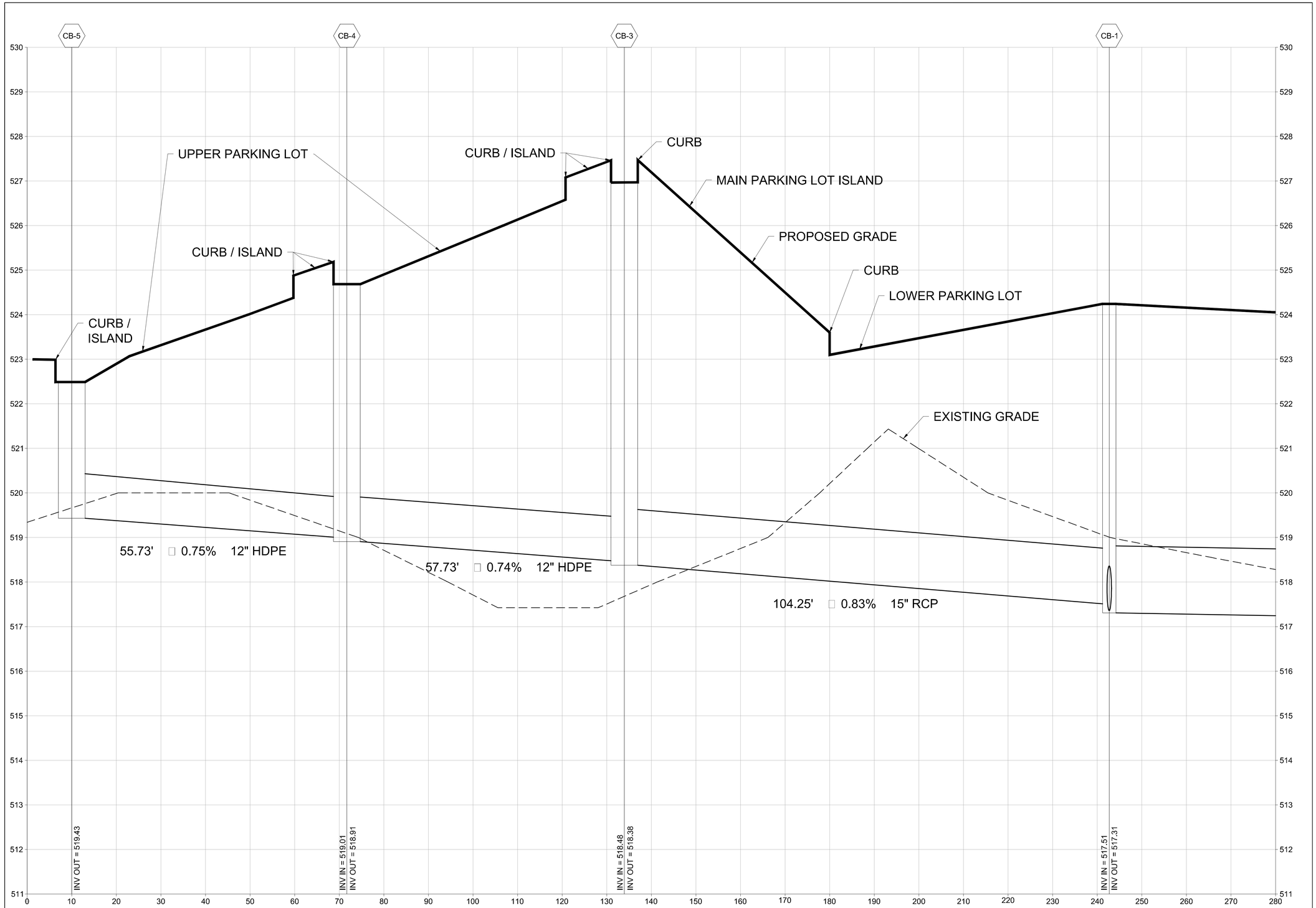
DRAWN BY: HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

STORMWATER DETAILS 1

SP701



1 0 1 2 3

VERTICAL SCALE: 1" = 1' - 0"

10 0 10 20 30

HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

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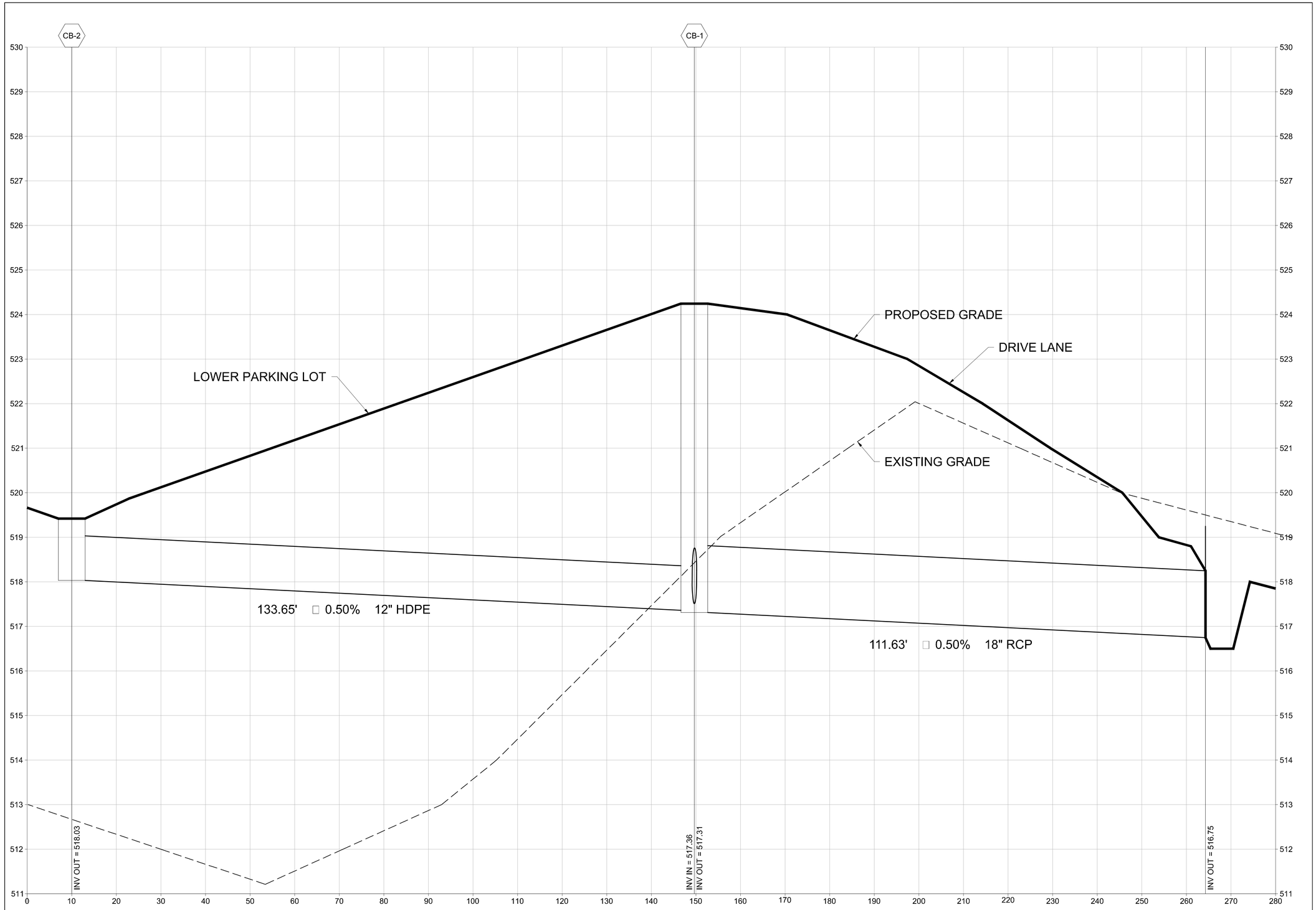
DRAWN BY: HF
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

STORMWATER CONVEYANCE PROFILE 1

SP702



1 0 1 2 3
VERTICAL SCALE: 1" = 1' - 0"

10 0 10 20 30
HORIZONTAL SCALE: 1" = 10' - 0"

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
LANDSCAPE ARCHITECTURE & URBAN DESIGN
553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

MICHAEL P. STROMBERG REGISTERED 26197 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS.
VERIFY ALL DIMENSIONS ON SITE.

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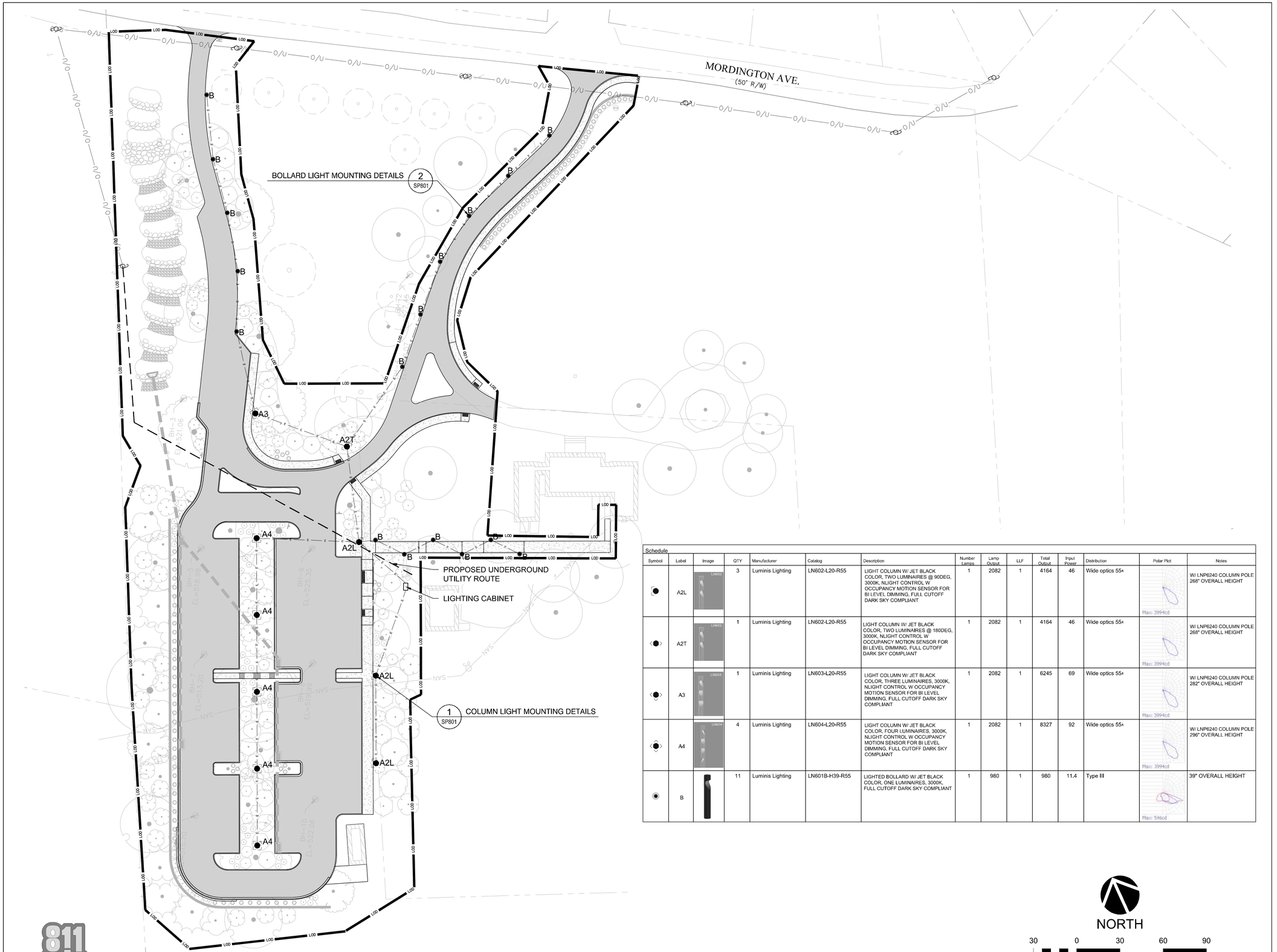
CHECKED BY: TS|MS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

STORMWATER CONVEYANCE PROFILE 2

SP703



Schedule

Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Totall Output	Input Power	Distribution	Polar Plot	Notes
	A2L		3	Luminis Lighting	LN602-L20-R55	LIGHT COLUMN W/ JET BLACK COLOR, TWO LUMINAIRES @ 90DEG, 3000K, NLIGHT CONTROL W OCCUPANCY MOTION SENSOR FOR BI LEVEL DIMMING, FULL CUTOFF DARK SKY COMPLIANT	1	2082	1	4164	46	Wide optics 55x		W/ LNP6240 COLUMN POLE 268" OVERALL HEIGHT
	A2T		1	Luminis Lighting	LN602-L20-R55	LIGHT COLUMN W/ JET BLACK COLOR, TWO LUMINAIRES @ 180DEG, 3000K, NLIGHT CONTROL W OCCUPANCY MOTION SENSOR FOR BI LEVEL DIMMING, FULL CUTOFF DARK SKY COMPLIANT	1	2082	1	4164	46	Wide optics 55x		W/ LNP6240 COLUMN POLE 268" OVERALL HEIGHT
	A3		1	Luminis Lighting	LN603-L20-R55	LIGHT COLUMN W/ JET BLACK COLOR, THREE LUMINAIRES, 3000K, NLIGHT CONTROL W OCCUPANCY MOTION SENSOR FOR BI LEVEL DIMMING, FULL CUTOFF DARK SKY COMPLIANT	1	2082	1	6245	69	Wide optics 55x		W/ LNP6240 COLUMN POLE 282" OVERALL HEIGHT
	A4		4	Luminis Lighting	LN604-L20-R55	LIGHT COLUMN W/ JET BLACK COLOR, FOUR LUMINAIRES, 3000K, NLIGHT CONTROL W OCCUPANCY MOTION SENSOR FOR BI LEVEL DIMMING, FULL CUTOFF DARK SKY COMPLIANT	1	2082	1	8327	92	Wide optics 55x		W/ LNP6240 COLUMN POLE 296" OVERALL HEIGHT
	B		11	Luminis Lighting	LN601B-H39-R55	LIGHTED BOLLARD W/ JET BLACK COLOR, ONE LUMINAIRES, 3000K, FULL CUTOFF DARK SKY COMPLIANT	1	980	1	980	11.4	Type III		39" OVERALL HEIGHT

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

811 CALL BEFORE YOU DIG IN WEST VIRGINIA 1-800-245-4848 SN: XXXXX

Know what's below Call before you dig

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

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PROFESSIONAL LANDSCAPE ARCHITECT TIMOTHY J. STROMBERG 1536 STATE OF WEST VIRGINIA

03/21/2025
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REVISIONS:

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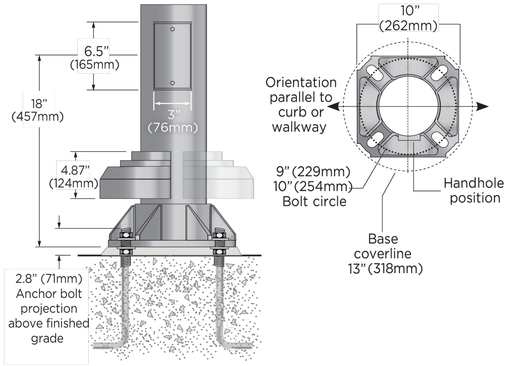
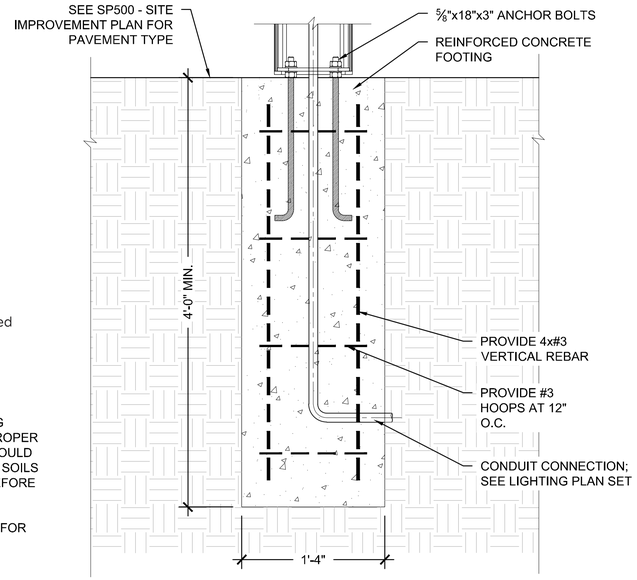
SHEET TITLE:

LIGHTING LOCATION PLAN

SP800



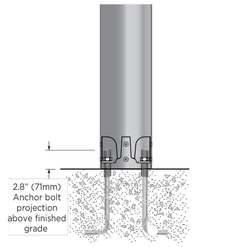
The cast aluminum base plate is secured with a set of (4) 3/4"-10 x 18" lg. galvanized anchor bolts.

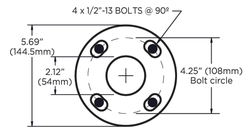


NOTES:
1. AVOID DISTURBING SOILS SURROUNDING FOUNDATION. IF SOILS ARE DISTURBED, PROPER COMPACTION OF SURROUNDING SOILS SHOULD OCCUR AFTER CONSTRUCTION. IF CLAYEY SOILS ARE ENCOUNTERED, NOTIFY ENGINEER BEFORE PROCEEDING.

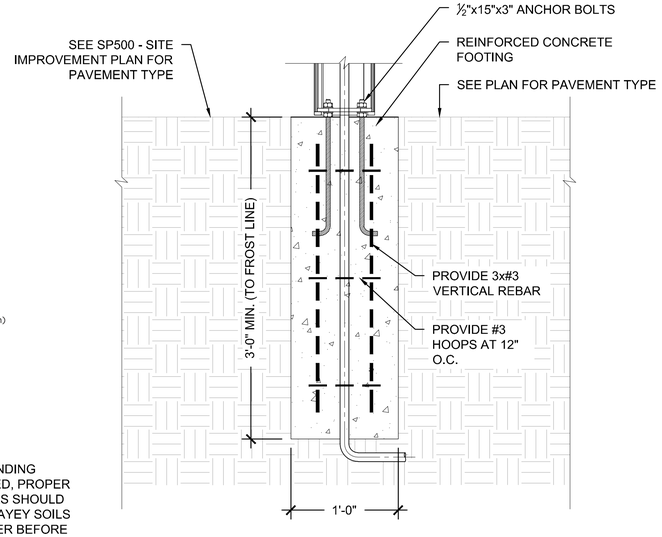
2. CONSULT LUMINIS INSTALLATION GUIDE FOR ADDITIONAL INFORMATION.

1 COLUMN LIGHT MOUNTING DETAILS
NOT TO SCALE





Base is secured with a set of (4) 1/2"-13 x 18" lg. galvanized anchor bolts.



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2 BOLLARD LIGHT MOUNTING DETAILS
NOT TO SCALE

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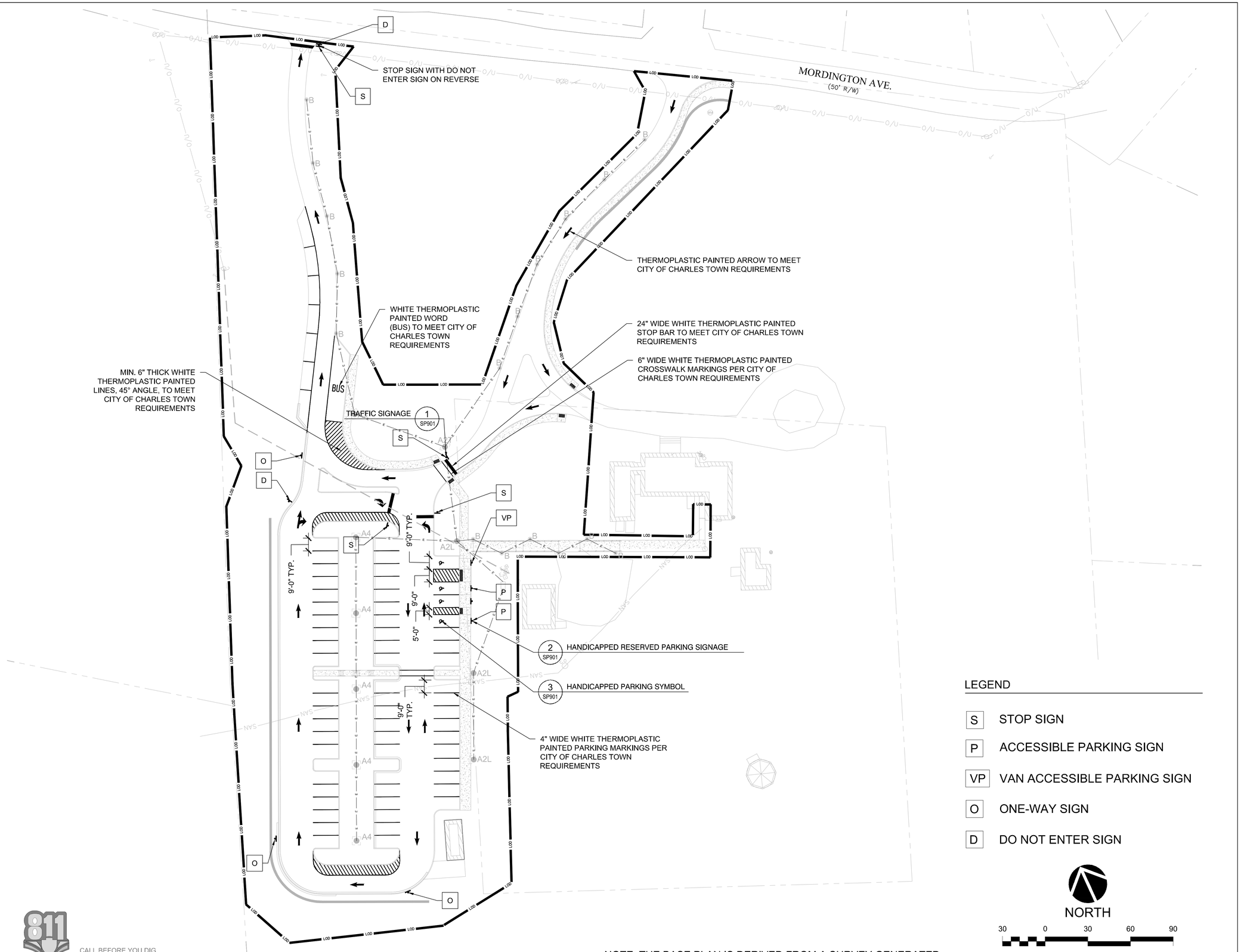
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

LIGHTING DETAILS

SP801



LEGEND

- S — STOP SIGN
- P — ACCESSIBLE PARKING SIGN
- VP — VAN ACCESSIBLE PARKING SIGN
- O — ONE-WAY SIGN
- D — DO NOT ENTER SIGN

NORTH

30 0 30 60 90

SCALE: 1" = 30' - 0"

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PROFESSIONAL LANDSCAPE ARCHITECT TIMOTHY J. STROMBERG 1536 STATE OF WEST VIRGINIA

03/21/2025
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DATE: 03/21/2025
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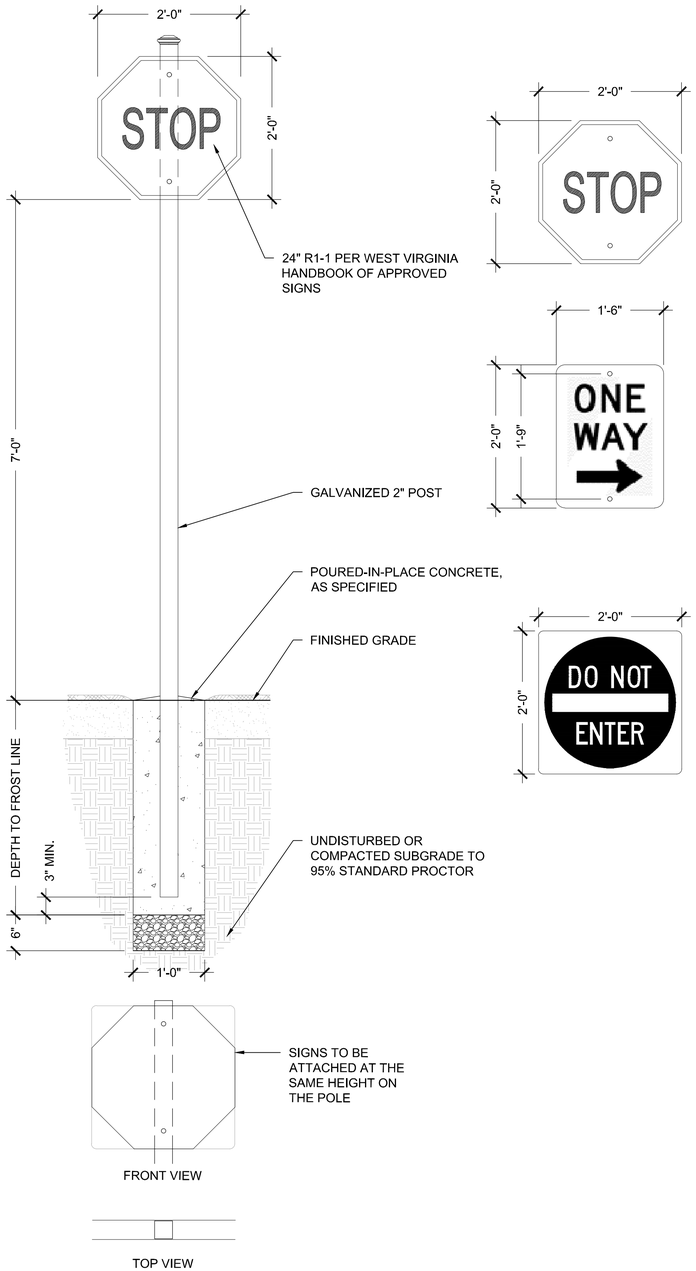
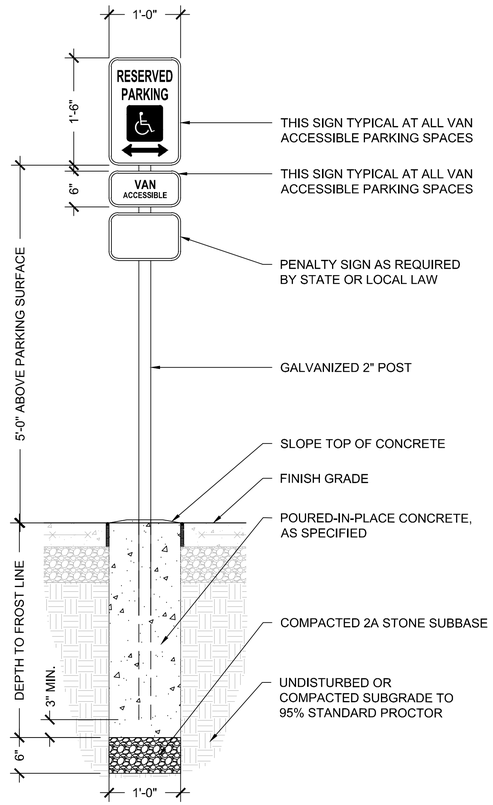
SHEET TITLE:

SIGNAGE & STRIPING PLAN

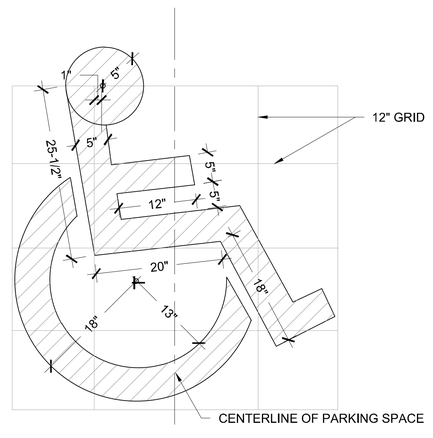
SP900



1 TRAFFIC SIGNAGE
1"=1'-0"



2 HANDICAPPED RESERVED PARKING SIGNAGE
1"=1'-0"



3 HANDICAPPED PARKING SYMBOL
1"=1'-0"

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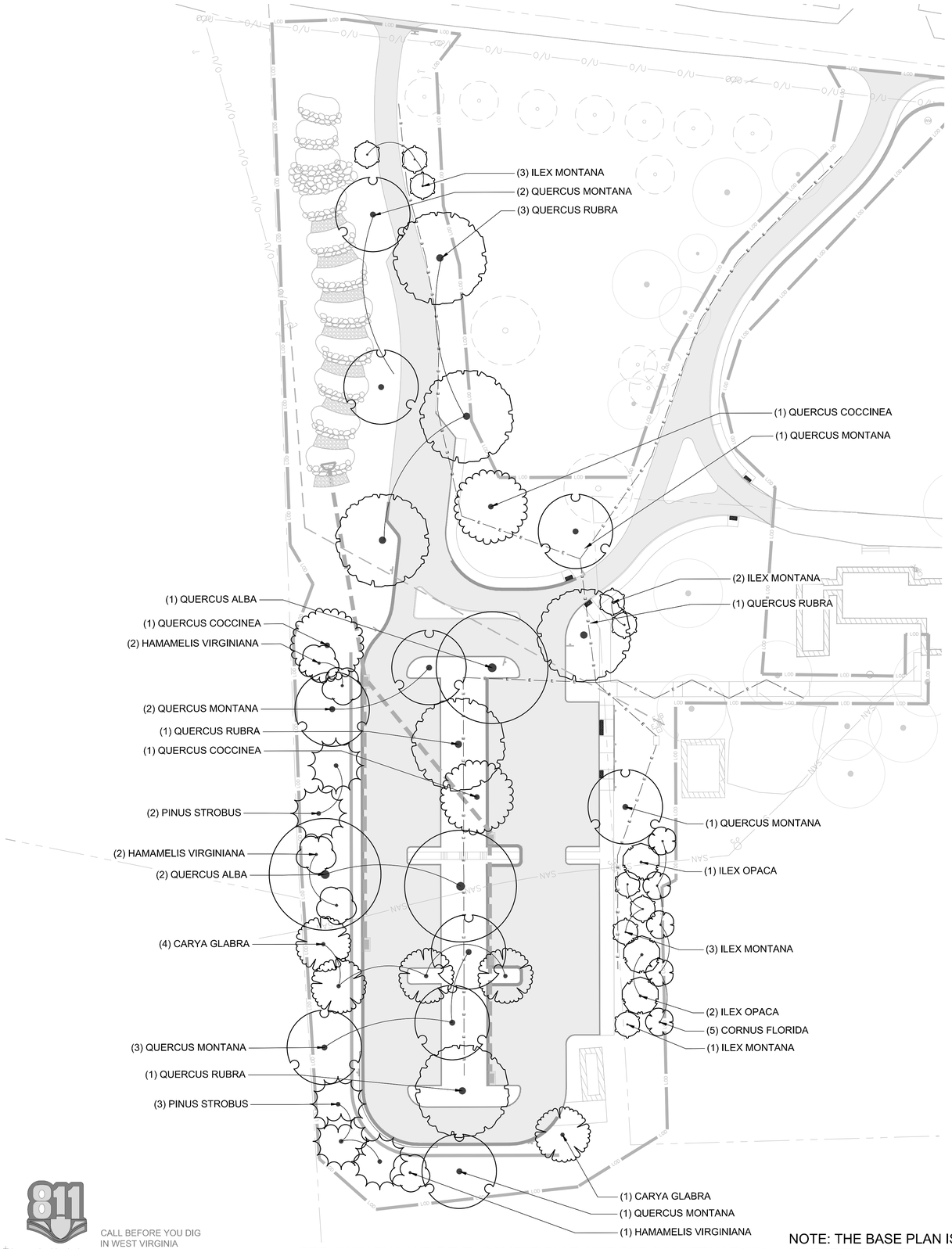
SHEET TITLE:

SIGNAGE & STRIPING DETAILS

SP901



WOODY PLANT SCHEDULE - TREES

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY
	CARYA GLABRA	PIGNUT HICKORY	2" CAL.	5
	CORNUS FLORIDA	FLOWERING DOGWOOD	1" CAL.	5
	HAMAMELIS VIRGINIANA	COMMON WITCH HAZEL	10 GAL.	5
	ILEX MONTANA	MOUNTAIN HOLLY	7 GAL.	9
	ILEX OPACA	AMERICAN HOLLY	10 GAL.	3
	PINUS STROBUS	WHITE PINE	15 GAL.	5
	QUERCUS ALBA	WHITE OAK	3" CAL.	3
	QUERCUS COCCINEA	SCARLET OAK	2" CAL.	3
	QUERCUS MONTANA	CHESTNUT OAK	2" CAL.	10
	QUERCUS RUBRA	RED OAK	2" CAL.	6

FOR PLANTING INSTALLATION NOTES AND PLANTING WARRANTY PERIOD MAINTENANCE SEE SHEET SP1004 - PLANTING NOTES

NORTH

30 0 30 60 90

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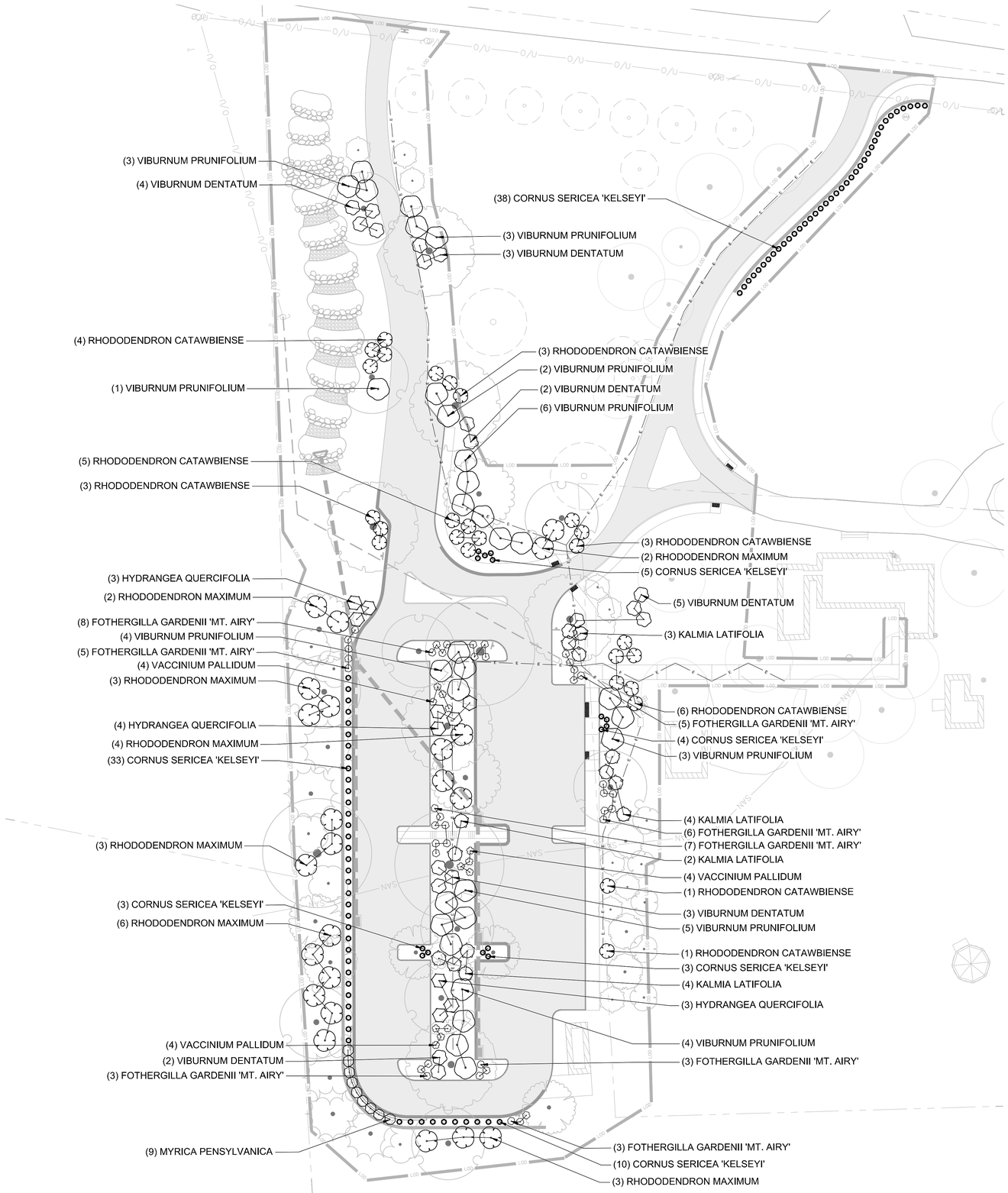
SHEET TITLE:

WOODY PLANTING PLAN & SCHEDULE - TREES

SP1000



WOODY PLANT SCHEDULE - SHRUBS

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY
	CORNUS SERICEA 'KELSEYI'	KELSEY'S DWARF RED TWIG DOGWOOD	3 GAL.	96
	FOTHERGILLA GARDENII 'MT. AIRY'	MT. AIRY DWARF WITCHALDER	3 GAL.	40
	HYDRANGEA QUERCIFOLIA	OAKLEAF HYDRANGEA	5 GAL.	10
	KALMIA LATIFOLIA	MOUNTAIN LAUREL	5 GAL.	13
	MYRICA PENSYLVANICA	NORTHERN BAYBERRY	5 GAL.	9
	RHODODENDRON CATAWBIENSE	CATAWBA RHODODENDRON	5 GAL.	26
	RHODODENDRON MAXIMUM	ROSEBAY RHODODENDRON	7 GAL.	23
	VACCINIUM PALLIDUM	BLUEBERRY	3 GAL.	12
	VIBURNUM DENTATUM	VIBURNUM	7 GAL.	19
	VIBURNUM PRUNIFOLIUM	BLACKHAW VIBURNUM	7 GAL.	31

FOR PLANTING INSTALLATION NOTES AND PLANTING WARRANTY PERIOD MAINTENANCE SEE SHEET SP1004 - PLANTING NOTES

NORTH

30 0 30 60 90

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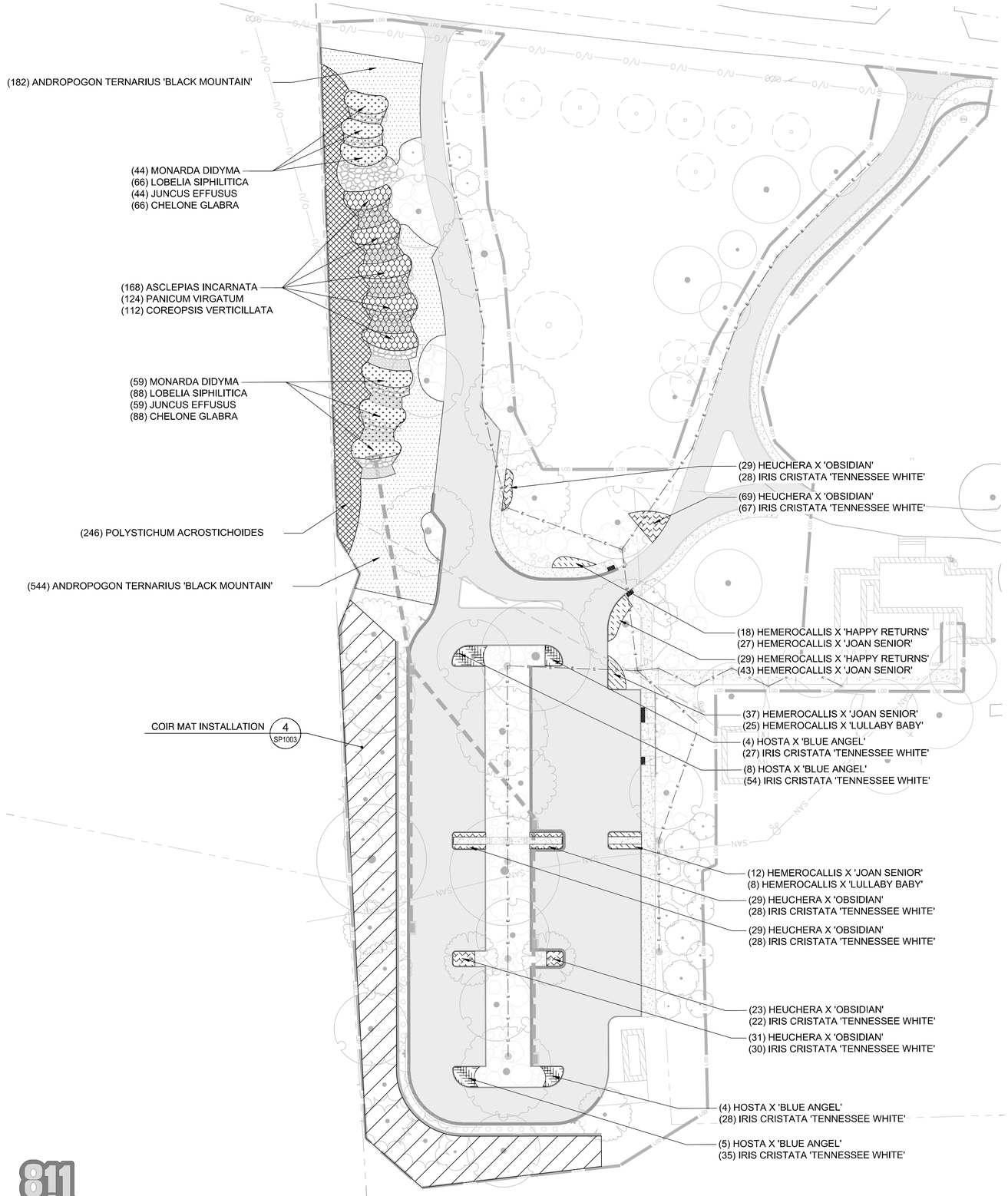
WOODY PLANTING PLAN & SCHEDULE - SHRUBS

SP1001



HERBACEOUS PLANT SCHEDULE

GROUND COVERS	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY
	SUN BULB MIX			256 SF
	HEMEROCALLIS X 'HAPPY RETURNS' HAPPY RETURNS DAYLILY	BULB	40% @ 18" o.c.	48
	HEMEROCALLIS X 'JOAN SENIOR' JOAN SENIOR DAYLILY	BULB	60% @ 18" o.c.	71
	SUN BULB MIX 2			176 SF
	HEMEROCALLIS X 'JOAN SENIOR' JOAN SENIOR DAYLILY	BULB	60% @ 18" o.c.	49
	HEMEROCALLIS X 'LULLABY BABY' LULLABY BABY DAYLILY	BULB	40% @ 18" o.c.	33
	SHADE MIX 1			464 SF
	HOSTA X 'BLUE ANGEL' BLUE ANGEL HOSTA	1 GAL.	70% @ 48" o.c.	22
	IRIS CRISTATA 'TENNESSEE WHITE' TENNESSEE WHITE DWARF CRESTED IRIS	BULB	30% @ 12" o.c.	145
	SHADE MIX 2			649 SF
	HEUCHERA X 'OBSIDIAN' OBSIDIAN CORAL BELLS	1 GAL.	70% @ 18" o.c.	210
	IRIS CRISTATA 'TENNESSEE WHITE' TENNESSEE WHITE DWARF CRESTED IRIS	BULB	30% @ 12" o.c.	203
	STEP POOL MIX 1			1,971 SF
	CHELONE GLABRA WHITE TURTLEHEAD	—	30% @ 24" o.c.	154
	JUNCUS EFFUSUS SOFT RUSH	1 GAL.	20% @ 24" o.c.	103
	LOBELIA SIPHILITICA GREAT LOBELIA	1 GAL.	30% @ 24" o.c.	154
	MONARDA DIDYMA BEE BALM	1 GAL.	20% @ 24" o.c.	103
	STEP POOL MIX 2			2,152 SF
	ASCLEPIAS INCARNATA SWAMP MILKWEED	—	30% @ 24" o.c.	168
	COREOPSIS VERTICILLATA TICKSEED	—	20% @ 24" o.c.	112
	PANICUM VIRGATUM SWITCH GRASS	DEEP PLUG (2X2X5)	50% @ 36" o.c.	125
	ANDROPOGON TERNARIUS 'BLACK MOUNTAIN' BLACK MOUNTAIN SPLITBEARD BLUESTEM	DEEP PLUG (2X2X5)	36" o.c.	726
	POLYSTICHUM ACROSTICHOIDES CHRISTMAS FERN	DEEP PLUG (2X2X5)	48" o.c.	246

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NORTH

30 0 30 60 90

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03/21/2025
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NO.	DATE	REMARKS

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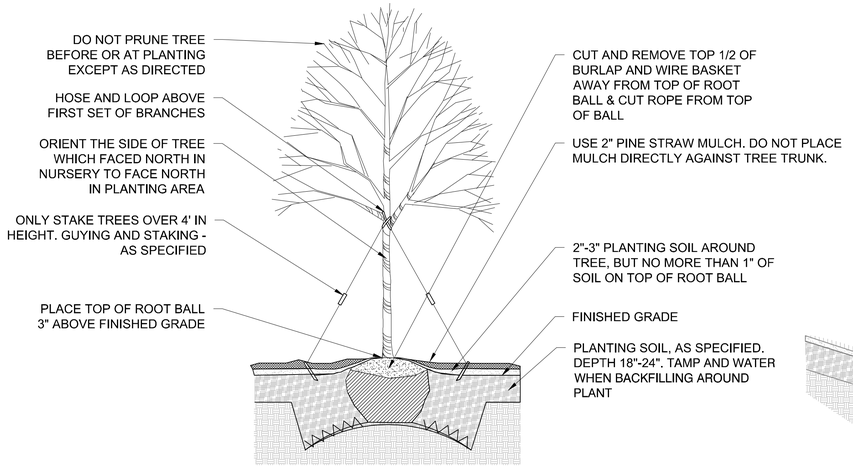
SHEET TITLE:

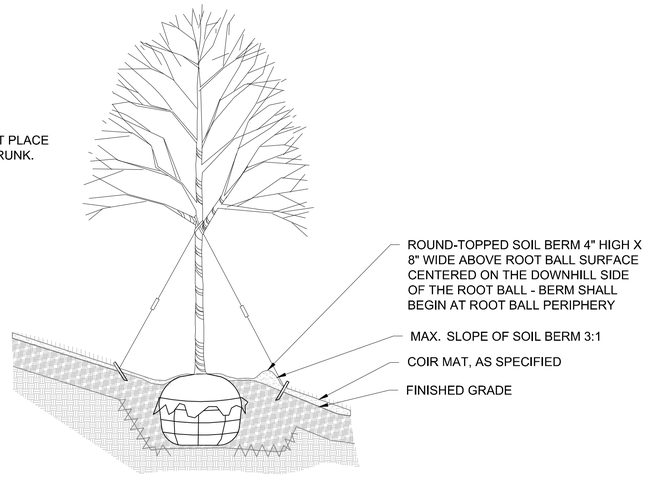
HERBACEOUS PLANTING PLAN & SCHEDULE

SP1002

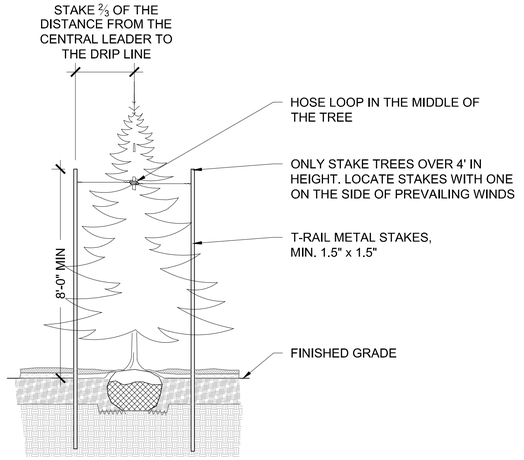


NOTES:
1. INSPECT THE ROOT BALLS FOR EXTRA SOIL COVERING THE TOP OF THE ROOT BALL.
2. ANY SURFACE SOIL ABOVE THE ORIGINAL GRADE OF THE TREE ROOT BALL OR COVERING OR OBSCURING THE FLARE OF THE TREE TRUNK MUST BE REMOVED PRIOR TO PLANTING IN ORDER TO DETERMINE THE SPECIFIED PLANTING DEPTH.
3. ALL BALLED AND BURLAPPED TREES SHALL EXHIBIT THE FLARE OF THE TRUNK AT THE SOIL LINE.
4. TREE ROOT BALLS WITH MORE THAN 4" OF EXTRA SURFACE SOIL WILL BE REJECTED BY THE LANDSCAPE ARCHITECT.
5. ANY SOIL BERMS ADDED SHALL BE BEGIN NO CLOSER THAN THE ROOT BALL PERIPHERY, TO ASSIST IN SLOPE STABILIZATION AND TREE IRRIGATION.
6. CONTRACTOR SHALL REMOVE ALL TRASH AND CONSTRUCTION DEBRIS PRIOR TO BACKFILLING TREE PITS.

1 TREE PLANTING
NOT TO SCALE

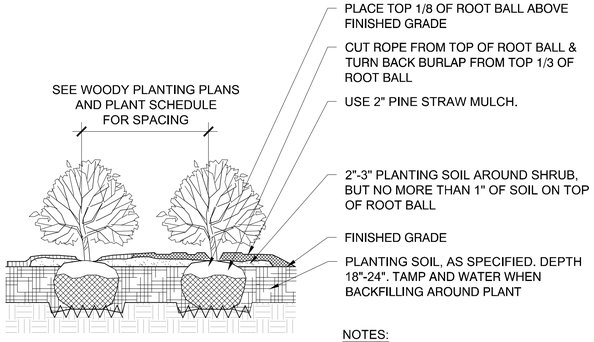


AT SLOPED PLANTING AREAS



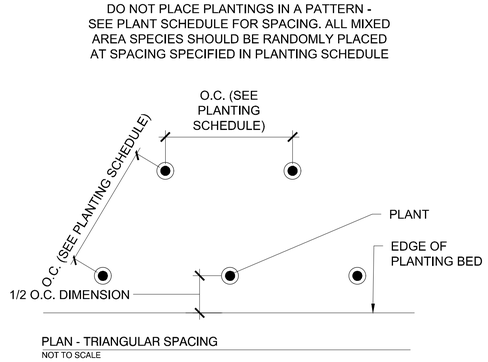
EVERGREEN TREE PLANTING AND STAKING

2 SHRUB PLANTING
NOT TO SCALE

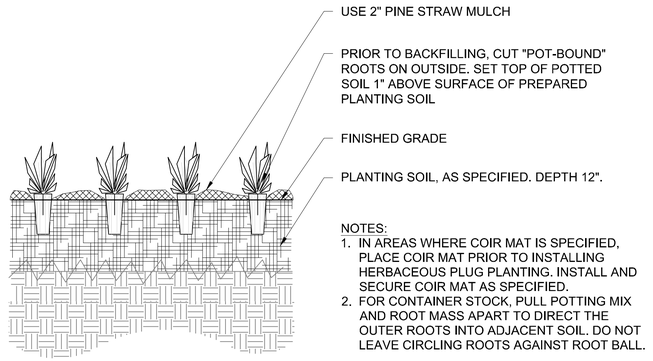


NOTES:
FOR CONTAINER STOCK, PULL POTTING MIX AND ROOT MASS APART TO DIRECT THE OUTER ROOTS INTO ADJACENT SOIL. DO NOT LEAVE CIRCLING ROOTS AGAINST ROOT BALL

3 HERBACEOUS PLANTING
NOT TO SCALE

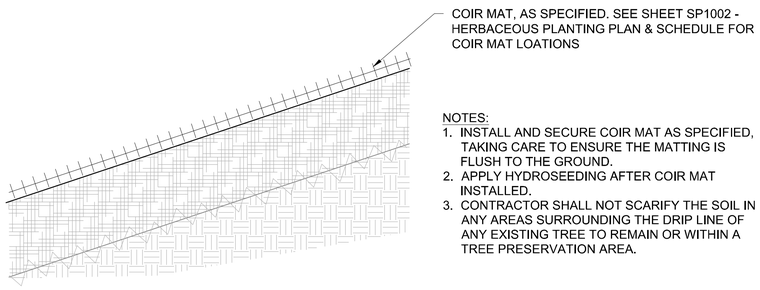


PLAN - TRIANGULAR SPACING
NOT TO SCALE



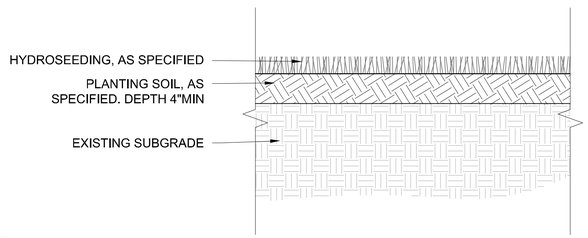
NOTES:
1. IN AREAS WHERE COIR MAT IS SPECIFIED, PLACE COIR MAT PRIOR TO INSTALLING HERBACEOUS PLUG PLANTING. INSTALL AND SECURE COIR MAT AS SPECIFIED.
2. FOR CONTAINER STOCK, PULL POTTING MIX AND ROOT MASS APART TO DIRECT THE OUTER ROOTS INTO ADJACENT SOIL. DO NOT LEAVE CIRCLING ROOTS AGAINST ROOT BALL.

4 COIR MAT INSTALLATION
NOT TO SCALE



NOTES:
1. INSTALL AND SECURE COIR MAT AS SPECIFIED, TAKING CARE TO ENSURE THE MATTING IS FLUSH TO THE GROUND.
2. APPLY HYDROSEEDING AFTER COIR MAT INSTALLED.
3. CONTRACTOR SHALL NOT SCARIFY THE SOIL IN ANY AREAS SURROUNDING THE DRIP LINE OF ANY EXISTING TREE TO REMAIN OR WITHIN A TREE PRESERVATION AREA.

5 HYDROSEEDING
NOT TO SCALE



NOTES:
1. SPRAY HYDROSEEDING MIXTURE OVER THE TOP OF THE OPEN WEAVE MATTING AND DISTURBED TURF/GRASS AREA.

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

stromberg garrigan associates
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553 GREENWOOD AVENUE, JENKINTOWN, PA. 19046
P. 215.357.1541 F. 814.444.0484 WWW.S-GA.COM

PROJECT TITLE:

HAPPY RETREAT PARKING LOT & CIRCULATION

PROJECT ADDRESS:

600 MORDINGTON AVE
CHARLES TOWN, WV 25414

OWNER:

Friends of Happy Retreat
P.O. Box 1427
Charles Town, WV 25414

STAMP:

STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT TIMOTHY J. STROMBERG STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

REVISIONS:

NO.	DATE	REMARKS

NOTE: DO NOT SCALE FROM DRAWINGS. VERIFY ALL DIMENSIONS ON SITE.

DRAWN BY: MZ
CHECKED BY: TS
JOB #: 22012
DATE: 03/21/2025
SCALE: AS SHOWN

SHEET TITLE:

PLANTING DETAILS

SP1003

SOIL SPECIFICATION AND PLACEMENT NOTES

DEFINITIONS

1. Finished Grade: Elevation of finished paved surface or planting soil.
2. Topsoil: Original surface soil or where the most organic matter has accumulated.
3. Planting Soil: Imported soil for planting areas, as specified. See Planting Soil specification for requirements.
4. Bioretention Soil: Specified mix of sand, soil, and compost to best filter stormwater. See Bioretention Soil specification for requirements.
5. Subgrade: Elevation of environmentally impacted soil or imported fill materials intended to receive pavement subbase or planting soil after completed excavation, rough grading, and compaction.
6. Scarify: Loosening and roughening the surface of subgrade layers prior to adding additional soil lifts on top.

SOIL PLACEMENT

1. Remove all vegetation, debris, and rocks larger than two inches (2") as required - to be reviewed on site with Landscape Architect.
2. Prior to placement of any pavements or planting soils, excavation and grading must be complete.
3. Subgrade shall be scarified two to three (2-3) inches to loosen and roughen the surface before adding imported clean/select fill and planting soils. Do not scarify within the dripline of existing trees to remain.
4. Planting soil shall be imported for all planting locations. For all woody plant materials, backfill with imported planting soil.
5. Rake planting soil to a smooth, even surface.

IMPORTED SOIL SPECIFICATIONS

PLANTING SOIL

1. Planting Soil to be fertile, friable, free from subsoil, refuse, roots, heavy or stiff clay, stones larger than 1 inch, contaminants, noxious seeds, sticks, brush, litter and other deleterious substances; suitable for the germination of seeds and the support of vegetative growth.
2. Chemical Requirements of Planting Soil unless otherwise specified, the following are acceptable results for all soil types:

a. pH Range	pH Units	5.0 - 7.0
b. Carbon Nitrogen Ratio	C:N	30:1 MAX.
c. Cation Exchange Capacity	meQ/100g	>8
d. Soluble Salt*	mmhos/cm or dS/m	3.5 or less
e. Organic Matter	% Dry Weight	4-8%

*by electrical conductivity of a 1:1 soil water sample at 25 degrees

3. Physical Requirements for Planting Soil: The texture of the planting soil to be loam, sandy loam to sandy clay loam according to the USDA Textural Triangle, and fall within the following:

a. Gravel 2mm- 25.4mm	% Dry Weight	less than 10%
b. Sand .0625-2 mm	% Dry Weight	20-60 %
c. Silt .002-.05 mm	% Dry Weight	12-50 %
d. Clay < .002 mm	% Dry Weight	20-40 %

4. Compost used in planting soil mixture shall meet the requirements of the US Composting Council "Landscape Architecture/Design Specifications for Compost Use", section "Compost as a Landscape Backfill Mix Component", with the following additional requirements:

   Compost shall be derived of yard waste trimmings and/or source-separated municipal solid waste to produce a fungi-dominated compost. Compost shall not be derived from biosolids or industrial residuals.

5. **Prior to soil delivery, the Contractor shall send a two-gallon sample of the planting soil to an independent testing facility to ensure all requirements described for the imported planting soil mixture are met. Soil test shall include a grain-size analysis of the soil in addition to any needed chemical testing. Soil shall be classified by the testing facility according to the USDA textural triangle. Results of the testing shall be received and submitted to the Landscape Architect to confirm compliance prior to the delivery of any soil to the site.**

SOIL SPECIFICATION AND PLACEMENT NOTES, CONTINUED

SAND/WOOD CHIP MIX

1. Sand/wood chip mix for regenerative stormwater conveyance system shall meet West Virginia Stormwater Management & Design Guidance Manual, section 4.2.7 Regenerative Stormwater Conveyance System (RSC) material specification.

SELECT FILL

1. Select fill shall be a material consisting primarily of clean, fine sands free of any debris or stone over 1" in size.
2. Select fill soils shall be non-plastic, with less than 10% passing a No. 200 sieve and shall contain less than 5% organic content.
3. For the purposes of this work, "clean fill" shall be interchangeable with the term select fill and, unless otherwise indicated, must meet the same requirements under this specification for select fill.

PLANTING INSTALLATION NOTES

1. All delivered and installed plant material shall conform to the American Standards for Nursery Stock. ANSI Z60.1 - 2014.
2. Plant Material Observation: Notify the Landscape Architect of sources of planting materials 14 days in advance of delivery to the site. The Landscape Architect may observe plant material either at place of growth or at site before planting for compliance with requirements for genus, species, variety, cultivar, size, and quality. The Landscape Architect may also observe trees and shrubs further for size and condition of balls and root systems, pests, disease symptoms, injuries, and latent defects and may reject unsatisfactory or defective material at any time during progress of work. Remove rejected plant material immediately from Project site.
3. Do not prune trees and shrubs before delivery. Protect bark, branches, and root systems from sun scald, drying, wind burn, sweating, whipping, and other handling and tying damage. Do not bend or bind-tie trees or shrubs in such a manner as to destroy their natural shape. Provide protective covering of plants during shipping and delivery. Do not drop plants during delivery and handling.
4. Wrap trees and shrubs with burlap fabric over trunks, branches, stems, twigs, and foliage to protect from wind and other damage during digging, handling, and transportation.
5. Deliver plants after preparations for planting areas have been completed and install immediately following the Landscape Architect "Plant Material Observation". If planting is delayed more than six hours after delivery, set plants and trees in their appropriate aspect (sun, filtered sun, or shade), protect from weather and mechanical damage, and keep roots moist.
   - Heel-in bare-root stock. Soak roots that are in less than moist condition in water for two hours. Reject plants with dry roots.
   - Set balled stock on ground and cover ball with soil, peat moss, sawdust, or other acceptable material.
   - Do not remove container-grown stock from containers before time of planting.
   - Water root systems of plants stored on-site deeply and thoroughly with a fine-mist spray. Water as often as necessary to maintain root systems in a moist, but not overly wet condition.
6. Planting Restrictions: Plant during one of the following periods.
   - Spring Planting: March 15th through May 31st
   - Fall Planting: August 20th through October 31st.
7. Weather Limitations: Proceed with planting only when existing and forecasted weather conditions permit planting to be performed when beneficial and optimum results may be obtained.
8. Planting Warranty: Installer agrees to repair or replace plantings and accessories that fail in materials, workmanship, or growth within specified warranty period.

   Failures include, but are not limited to, the following:

   - Death and unsatisfactory growth, except for defects resulting from abuse, lack of adequate maintenance, or neglect by Owner.
   - Structural failures including plantings falling or blowing over.
   - Faulty performance of tree stabilization.

   Planting Warranty Period: From date of Substantial Completion.

   - Trees, Shrubs, Vines, Ornamental Grasses, Ground Covers, Biennials, Perennials, and Other Plants: 12 months.

   Include the following remedial actions as a minimum:

   - Immediately remove dead plants and replace unless required to plant in the succeeding planting season.
   - Replace plants that are more than 25 percent dead or in an unhealthy condition at end of warranty period.
   - A limit of one replacement of each plant is required except for losses or replacements due to failure to comply with requirements.
   - Provide extended warranty for period equal to original warranty period, for replaced plant material.
9. Tree and shrub pits shall be backfilled with imported Planting Soil as specified.
10. Woody plant material container bound roots shall spread out radial to trunk in the prepared hole, making the hole wider where needed to accommodate long roots. Root tips shall be directed away from the trunk. Prune any broken roots removing the least amount of tissue possible.
11. Thoroughly water the planting soil and root ball immediately after planting installation operations for all plant material and surrounding planting soils.
12. After completion of planting, place mulch as specified. Do not place mulch against trunks or stems.
13. Guy lines and stakes shall be removed no earlier than six months and no later than one year after installation.

PLANTING WARRANTY PERIOD MAINTENANCE

1. Contractor shall provide labor to care for trees, shrubs, perennials, ornamental grasses, and groundcovers until work has been substantially completed. Contractor shall provide all maintenance for all plantings to keep the plants in a healthy state and planting areas clean and neat during planting warranty period.
2. Contractor shall provide labor to water trees, shrubs, perennials, ornamental grasses, and lawn areas until work has been substantially completed. Provide all water required to keep soil within and around the installed plant materials at optimum moisture content for plant growth during planting warranty period.
3. Contractor shall restore/reset any plants that have settled or are leaning as soon as the condition is noticed.
4. Contractor shall replace any plant that is defective as defined in the warranty provisions, as soon as the plant decline is obvious during suitable weather and in season for planting. Plants that become defective during the warranty period shall be covered and replaced under the warranty provisions.
5. Contractor shall remove all trash and debris from all planting beds and maintain the bed in a neat and tidy appearance.
6. At the end of the Warranty period, the Landscape Architect shall observe the work and establish that all provisions of the contract are complete, and the planting installation is in compliance with warranty period provisions.

PLANT MATERIAL ACQUISITION

1. Some of the plants specified may have limited commercial availability. The contractor is expected to locate and secure or contract grow all specified plants at the start of mobilization to ensure all specified plants are acquired.

PLANTING STABILIZATION MATERIALS

SEE SHEET SP1002 - HERBACEOUS PLANTING PLAN & SCHEDULE FOR COIR MAT LOCATION. PINE STRAW MULCH SHALL BE PLACED IN ALL OTHER PLANTING LOCATIONS EXCLUDING LAWN / TURF AREAS.

COIR MAT - Coir fiber shall be 100% natural organic product free of chemical additives, obtained from the outer layer of the fruit of the coconut tree. Coir mat shall be weight of 400 g/m², woven with 1"x1" net opening.

PINE STRAW MULCH - Southern Longleaf pine straw mulch, harvested within 1 month of purchase.

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STROMBERG/GARRIGAN & ASSOCIATES

PROFESSIONAL LANDSCAPE ARCHITECT — TIMOTHY J. STROMBERG — STATE OF WEST VIRGINIA

03/21/2025
PRELIMINARY - DO NOT USE FOR CONSTRUCTION

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NO.	DATE	REMARKS

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JOB #: 22012	DATE: 03/21/2025
SCALE: AS SHOWN	

SHEET TITLE:

PLANTING NOTES

SP1004

PRELIMINARY LAND DEVELOPMENT PLAT (NOT FOR CONSTRUCTION)

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 06/23/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Commission Review - Zoning/Subdivision Ordinance Overhaul Update

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Use Table.pdf
- 3. Zoning Districts.pdf
- 4. Zoning Map.pdf

Zoning and Subdivision/Land Development Ordinances Rewrite

Status Report

Date: For the June 23, 2025 Planning Commission work session
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

ISSUE

The City's Zoning and Subdivision and Land Development (SALDO) Ordinances were enacted in 2012. These documents are now over 13 years old, and in need of a complete review and rewrite. To that end the City has hired *Michael Baker International* to work as consultants with the City on this project.

COMMITTEE WORK SINCE LAST UPDATE

The Committee met on May 12 to go over a draft table of uses. A copy of the proposed Article is attached to this report.

The Committee met on June 9 to continue review of uses as well a rough draft of potential zoning categories. A copy of the proposed zoning map and districts is attached to this report.

All attachments are preliminary work and subject to changes. No public hearings or work sessions have yet been arranged.

NEXT STEPS

Staff will work to address the points raised by the Committee prior to its next meeting. There is a meeting prior to the June 23 Planning Commission meeting, set to go over the use table and a rough draft of the first Article of the Subdivision Ordinance.

PRINCIPAL USES [SECTION 1323.04(#)]	
RESIDENTIAL USES [SECTION 1323.04 PARAGRAPH (A)]	
Dwelling/Dwelling Unit	Any Building or structure designed for living quarters for one (1) or more Families or housekeeping units, including manufactured homes that are supported by a permanent foundation. Dwelling units include permanent provisions for living, sleeping, eating, cooking and sanitation, thus providing a complete independent living arrangement.
Dwelling, Multi-Family	A Building containing two (2) or more Dwelling Units and which can be occupied by two (2) or more families.
Dwelling, Single-Family Detached	A Building used by one (1) Family, having only (1) Dwelling Unit and which is not attached to any other building by any means.
Dwelling, Single-Family Detached Conversion	An existing Single-Family Detached Dwelling that has been converted or shall be converted to individual dwellings for more than one (1) family, without substantially altering the exterior of the Building.
Dwelling, Duplex	One of two (2) Buildings arranged or designed as a Dwelling, located on abutting Lots and separated from each other by a solid partition—without openings—extending from the Basement floor to the highest point of the Roof along the dividing Lot line and separated from any other Building or Structures by space on all sides.
Dwelling, Townhouse	A Single-Family Attached Dwelling unit in a row of at least three (3) such units in which each unit has its own front and rear access to the outside, no unit is located over another unit and each is separated from any other unit by one (1) or more vertical common fire-resistant walls.
Dwelling, Single-Family, Manufactured Home	A Single-Family Dwelling constructed entirely in a controlled factory environment, built on a permanent chassis, and designed for use with or without a foundation when attached to required utilities. A Manufactured Home is constructed to meet the Federal Manufactured Home Construction and Safety Standards known as the "HUD code".
Group Residential Home	A facility which is owned, leased or operated by a behavioral health service provider and which: (1) Provides residential services and supervision for individuals who are developmentally disabled or behaviorally disabled; (2) is occupied as a residence by not more than eight individuals who are developmentally disabled and not more than three supervisors or is occupied as a residence by not more than 12 individuals who are behaviorally disabled and not more than three supervisors; (3) is licensed by the Office of Health Facility Licensure and Certification; and (4) complies with the state Fire Commission for residential facilities.
Recovery Residence	A single-family, drug-free, and alcohol-free residential dwelling unit, or other form of group housing, that is offered or advertised by any person or entity as a residence that provides a drug-free and alcohol-free living environment for the purposes of promoting sustained, long-term recovery from substance use disorder.
Temporary Shelter Facility	A facility providing temporary or emergency housing; and social, health, and related services for families and/or individuals eighteen (18) years of age or older, who are without resources and access to shelter.
LODGING USES [SECTION 1323.04 PARAGRAPH (B)]	

Bed and Breakfast	A resident-managed residential Dwelling property where overnight lodging having a maximum of fifteen (15) rooms, all without cooking facilities, are rented to guests daily with the service of providing breakfast to the guests by the proprietor facility. The resident manager must reside on the property and be present at the property for the duration of the stay of guests.
Hotel / Motel	Any facility, building, or buildings publicly or privately owned (including a facility located in a state, county, or municipal park), in which the public may, for a consideration, obtain sleeping accommodations. The term "hotel" includes state, county, and city parks offering accommodations as herein set forth. The term "hotel" does not mean a hospital, sanitarium, extended care facility, nursing home, or university or college housing unit, or any facility providing fewer than three (3) rooms in private homes, not exceeding a total of (10) days in a calendar year, nor any tent, trailer, or camper campsites.
Short-Term Rental, Principal	The Principal Use of a Building (except a Hotel, Motel or Bed and Breakfast) where, for compensation, temporary – i.e., less than thirty consecutive (30) days – lodging is provided for the transient guests and meals are not provided.
CIVIC AND INSTITUTIONAL USES [SECTION 1323.04 PARAGRAPH (C)]	
Cemetery	Land used or intended to be used for the disposal or burial of the deceased, by cremation or in a grave, mausoleum, vault, columbarium, or other receptacle. A cemetery shall not include crematoria, which shall be considered operating in conjunction with a Funeral Home / Mortuary Use as provided for herein.
Event Space	A facility specifically designed to host organized meetings, ceremonies, or programs to benefit, educate, entertain, or promote discourse amongst the residents of the community in a public or private setting. Includes such uses as community centers, auditoriums, civic centers, convention centers, performing arts facilities, public and/or private functional gatherings, and recreation centers.
Government Facility	A publicly owned and operated facility used for government services including administration, operations, maintenance, recreation, and public works.
Library/Museum	A Building open to the general public that houses educational, cultural, artistic, or historic information, resources, and exhibits. Includes such uses as, aquariums, planetariums, and exhibitions. May also include such accessory uses including, but not limited to, theater space, food service, gift shop, and meeting rooms.
Places of Worship	Any building used for the purposes by an established religious organization where such Building is primarily intended to be used as a place of worship. The term includes, but is not necessarily limited to church, temple, synagogue, and mosque. The definition includes supporting uses including rectories, convents, and church-related educational, day care, and recreational facilities, provided that such uses are accessory and located upon the same Lot or directly adjacent to a Lot containing a Place of Worship use.
Police/Fire/EMS	A use from which public safety, and emergency operations and training services are delivered and may include storage space for emergency service vehicles.
School, Post-Secondary Education	Public or private educational facilities providing for post-secondary education that grants associates, bachelors, masters, and/or doctoral degrees. Facilities may be on a larger-scale campus and include significant traffic and parking. May include

	gymnasium, theater, cafeteria, offices, classrooms, athletic facilities, and athletic fields. Does not include Stadium/Arena but may include a Stadium/Arena as an Accessory Use.
School, Pre-K, K-12, and Vocational Education	Public or private educational facilities for pre-school, kindergarten-12th grade education, including vocational educational training. Facilities may be on a larger-scale campus and include significant traffic and parking. May include gymnasium, theater, cafeteria, offices, classrooms, athletic facilities, and athletic fields. Use does not include Stadium/Arena but may include a Stadium/Arena as an Accessory Use.
Stadium/Arena	A building or structure designed or intended for use for spectator sports, entertainment events, expositions, and other public entertainment gatherings. Such uses may or may not include lighting facilities for illuminating the field or stage area, concessions, parking facilities, and maintenance areas.
OPEN SPACE AND RECREATION USES [SECTION 1323.04 PARAGRAPH (D)]	
Agricultural Commercial Enterprise	An accessory use to an Agricultural Operation for the purpose of directly marketing agricultural products in their natural or manufactured state. The term shall include any processing, packaging or other activity performed of the farmer's agricultural products. Examples include but are not limited to farm stands, creameries, pick-your-own operations, product processing, community supported agriculture , Christmas tree farm, etc.
Agritourism	Any lawful activity carried out on a farm or ranch that allows members of the general public for recreational, entertainment, or educational purposes to view or enjoy rural activities.
Community Garden	A space used to grow plants for personal use, education, recreation, community distribution, or beautification by members of the neighborhood community. Community Gardens may be divided into separate plots for cultivation by one or more individuals or may be farmed collectively by members of the group and may include common areas maintained or used by community group members.
Nature Preserve	Areas in which human activities are very limited and where the natural environment is protected from man-made changes by a conservancy or conservation easement. The nature preserve includes woodland preservation, game preserves, and wildlife sanctuaries.
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.
Recreation Facility, Commercial or Private	A privately-owned and operated indoor and/or outdoor facility used for arcade games, swimming, bowling, tennis club, ice or skate rink, track, , course, field throwing, or other similar types of uses in which the patrons pay a fee and/or are members to participate in or view a recreational or

	entertainment physical activity, including activities which include motorized vehicles and the like.
Recreation Facility, Public	A publicly owned facility designed for the preservation of historic or scenic property or recreational use by the general public. Public recreation facilities include Open Space and parks for public access, public parks, public gathering spaces, and publicly owned recreation areas and playgrounds.
HEALTHCARE AND RELATED USES [SECTION 1323.04 PARAGRAPH (E)]	
Continuum of Care Facility	Shall mean the following health care providers or facilities, singularly or consecutively, that provide care for an individual: (A) Assisted Living residence, as regulated and defined by W.Va. Code §16-5D-1 et seq. ; (B) Behavioral Health service, as defined by W.Va. Code §16-2D-2(7); (C) Hospice, as regulated and defined by W.Va. Code §16-5I-1 et seq. of this code; (D) Hospitals, as regulated and defined by W.Va. Code §16-5B-1 et seq.; (E) Home Health agency, as regulated and defined by W.Va. Code §16-2C-1 et seq.; (F) Skilled Nursing Facility/Nursing Home, as regulated and defined by W.Va. Code §16-5C-1 et seq.; and (G) Emergency Medical Service Agency, as defined by W.Va. Code §16-4C-1 et seq.
Family Child Care Home	A West Virginia Department of Health and Human Services registered facility where services are performed by a caregiver for a part of a day outside the child's home in relation to the child's physical, emotional, psychological, social, and personal needs. Responsibility for the care and protection of the child are delegated by the parent and assumed by the caregiver. A Family Child Care Home shall be registered and licensed ot operate under the authority of W. Va. Code §49-2-121.
Hospital	A West Virginia-licensed Health Care Facility providing inpatient and outpatient medical care and health services to the community on a twenty-four (24) hour per day basis. These services may be located in one Building or clustered in several Buildings, one of which shall provide emergency services, and may include additional hospital-affiliated Accessory Uses such as laboratories, in- and out-patient facilities, training facilities, medical offices, staff sleeping quarters (but not full-time residences), food service, heliports, pharmacies, laundry facilities, florists, vendors of medical equipment, , and gift shops.
Long-Term Care / Nursing Home Facility	A West Virginia licensed Health Care Facility that provides rehabilitative, restorative, and/or ongoing skilled nursing care to patients and residents in need of assistance with activities of daily living. Long-term care facilities include nursing homes, rehabilitation facilities, in-patient behavioral health facilities, and long-term chronic care hospitals.
Medical Clinic (Urgent Care)	A healthcare facility that provides outpatient care services including routine checkups, vaccinations, and treatments for various health issues. Medical Clinics can be stand-alone practices, affiliated with hospitals, or part of larger healthcare systems.
Medical Office	A room or group of rooms used for conducting the affairs of a businesses engaged in offering or providing medical, dental, psychological, physical therapy, or other health-related

	diagnostic services to clients both on-site and in separate location.
Mental Health Facility	A facility that provides inpatient or outpatient care and treatment for individuals experiencing mental health conditions, and may offer a range of services including diagnosis, therapy, medication management, and support for recovery.
Residential Care Facility	Any group of seventeen (17) or more residential apartments, however named, which are part of a larger independent living community, for the express or implied purpose of providing residential accommodations, personal assistance and supervision on a monthly basis to seventeen (17) or more persons who are or may be dependent upon the services of others by reason of physical or mental impairment or who may require limited and intermittent nursing care but who are capable of self-preservation and are not bedfast. Each apartment in a residential care community shall be at least three hundred square feet in size, have doors capable of being locked and contain at least: (1) One bedroom; (2) one kitchenette that includes a sink and a refrigerator; and (3) one full bathroom that includes a bathing area, toilet and sink. Services utilizing equipment which requires auxiliary electrical power in the event of a power failure may not be used unless the residential care community has a backup power generator.
ALCOHOL PRODUCTION USES [SECTION 1323.04 PARAGRAPH (F)]	
Brewery	Any person manufacturing, otherwise producing, importing, or transshipping nonintoxicating beer or nonintoxicating craft beer for sale at wholesale to any licensed distributor. Brewer or manufacturer may be used interchangeably throughout this article. A brewer may obtain only one brewer's license for its nonintoxicating beer or nonintoxicating craft beer.
Distillery	A West Virginia Alcohol Beverage Control Commission licensed establishment where alcoholic liquor other than wine or beer is manufactured or in any way prepared. For the purposes of this Ordinance, "manufactured" means to distill, rectify, ferment, brew, make, mix, concoct, process, blend, bottle, or fill an original package with any alcoholic liquor.
Hemp Infused Drinks	Any drink, typically a seltzer, soda, or mocktail, containing hemp-derived cannabinoids, terpenes, or adaptogens. Common cannabinoids in these beverages include CBD and THC, and other minor cannabinoids such as CBN and CBG. Adaptogens include functional ingredients like lion's mane mushrooms or similar ingredients.
Micro-brewery / Micro-winery / Micro-distillery	A facility for the production, packaging and sampling of alcoholic beverages—including beer, wine, cider, mead, and distilled liquors—for retail or wholesale distribution, for sale or consumption on- or off -premises, and which produces no more than 10,000 gallons of such beverages per year and no more than twenty-five (25) percent of raw agricultural products used in production may originate from outside this state is used in distillation. It may include a restaurant (i.e., Eating Place), tasting room and retail space to sell the product on site. "Nanobreweries" shall be included under this definition.
Mini-distillery	An establishment where in any year no more than 50,000 gallons of alcoholic beverages is manufactured with no less than twenty-five (25) percent of raw agricultural products being produced by the owner of the mini-distillery on the

	premises of that establishment, and no more than twenty-five (25) percent of raw agricultural products originating from any source outside this state: *Provided,* That the maximum allotted production amounts shall not exceed the annual incremental production limitations provided for pursuant to the West Virginia State Retail Liquor License Act, W.Va. Code §60-3A.
Brewpub	A place of manufacture of nonintoxicating beer or nonintoxicating craft beer owned by a resident brewer, subject to federal and state regulations and rules, a portion of which premises is designated for retail sales of nonintoxicating beer or nonintoxicating craft beer by the resident brewer owning the brewpub. May as an accessory include the retail sales of related merchandise and food items.
COMMERCIAL BUSINESS USES [SECTION 1323.04 PARAGRAPH (F)]	
Adult Entertainment	Any commercial establishment, including but not limited to Adult Book Stores, Adult Motion Picture Theaters, Adult Mini-Motion Picture Theaters, Adult Entertainment Cabaret, or other adult entertainment establishments, in which is offered for in-person enjoyment and/or for sale ten (10) percent or more of its stock in trade, movies, books, magazines, or other periodicals or other media which are distinguished or characterized by their emphasis on nudity or sexual conduct, or activities which if presented in live presentation would constitute adult entertainment.
Animal Hospital / Veterinarian	A use where the practice of veterinary medicine and veterinary technology is performed by a registered veterinary technician. May have ancillary use of a kennel for boarding or offering up animals for adoption.
Automobile Car Wash	A Building or Structure designed and used primarily for the automatic, semiautomatic, or handwashing, drying, polishing, and vacuuming of automobiles.
Automobile Repair and/or Towing Service	A business involving the repair and/or towing services for automobile vehicles. Repair services include minor and heavy repair services including engine rebuilding, bodywork, repair and replacement of cooling, electrical, fuel and exhaust systems, brake adjustments, relining and repairs, wheel alignment and balancing, suspension systems, and other mechanical and non-mechanical elements of Vehicles.
Automobile Sales and Rental Service	A commercial facility that offers automobiles, trucks, and/or limousines for sale; rent, , or lease for specific periods of time.
Casino	Establishments primarily engaged in operating gambling facilities that offer table wagering games along with other gambling activities like slot machines. The use may include short-term lodging in Hotel facilities and may also offer a variety of amenities, including food and beverage services, entertainment,
Child Care Center	Any West Virginia Department of Health and Human Service licensed and regulated business providing nonresidential child care for seven (7) or more children for all or part of a day. The term "child care center" includes: • Child Care Centers • Family Day Care Facilities • Nursery Schools • Preschools (Pre K) including Head Start Programs - that are not part of a Public or Private School A child care center does not include: a kindergarten, preschool or school education program operated by a public or private

	school accredited by the West Virginia State Department of Education.
Commercial Equipment and Supply (See attached Table 1323.##, Typical Commercial Equipment and Supply Uses)	A Use involving the large-scale sale of goods to residents or businesses within the region. The goods or merchandise sold may be of the same type or a variety of types and typically occupy a space greater than five thousand (5,000) square feet. This Use may include bulk sales and typically involves frequent commercial vehicle and consumer traffic. This Use is primarily located indoors but may also include accessory outdoor storage of goods. This includes such uses as those listed in Table 1323.##, Typical Commercial Equipment and Supply Uses and prohibits the manufacturing of such products. In the event a specific Commercial Equipment and Supply use is not identified in Table 1323.##, the Zoning Administrator shall have the authority to review the proposed use and the Applicant shall submit to said Administrator such additional information as the Zoning Administrator deems necessary to render an opinion on its permissibility
Community Service	A public or not-for-profit service or activity undertaken to advance the welfare of citizens in need that provides administrative assistance services, and food and goods distribution to private citizens.
Convenience Store	Any retail store with a wide mix of goods typically used daily, including household goods, prepared and made-to-order foods, personal health items, cosmetics, candy, and tobacco products, and may include the sale of motor vehicle products the dispending of fuel. The use does not include a Grocery Store.
Craftsman Artisan Workshop	A use conducted for the generation of revenue entirely within a commercial building or mixed-use building, or in an accessory structure located on the same lot as the principal commercial or mixed-use building. The use must be limited to low intensity uses that produce, repair and/or sell a product, but can be operated in such a way that they do not adversely affect adjacent properties. Said use shall employ no more than ten (10) employees.
Drinking Place	Any established, except Brewpub, licensed and permitted location under the West Virginia Alcohol Beverage Control Commission to brew and sell alcoholic beverages, including beer, wine, and liquor for on-site consumption.
Drive-Through Only Facility	A facility or structure designed to allow drivers to remain in their vehicles during an activity on the site. Drive-through only facilities serve as the principal use of the site.
Electronic Cigarette / Vaporizer Store / Smoking Places	A business establishment for which: (A) more than eighty (50) percent of the Gross Floor Area (GFA) is dedicated to the storage, mixing, display, on-site consumption, and/or retail sale of electronic cigarette devices, nicotine-enriched solutions, and/or liquid products that are manufactured for Use with electronic cigarettes; and (B) the sale of tobacco products for on-site consumption yields at least seventy-five (75) percent of gross revenues, including such Uses as hookah lounges.
Entertainment Assembly	A facility, other than a Stadium/Arena or Adult Entertainment use, for holding events, indoors or outdoors, to which members of the public are invited with or without charge. Events may include theatrical performances; live music performances;

	dances, balls; shows or exhibitions; or live or broadcasted wrestling, boxing/sparring matches, or other sporting events.
Event Venue	The commercial use of a Building and related facilities for the purpose of leasing the same on a temporary basis for private functions, meetings, cultural or celebratory events or gatherings, family events or gatherings, artistic, educational, and similar functions. Food must be provided by a licensed caterer. The facility may also include on-site kitchen facilities. This use shall not include and, by this definition specifically excludes functions that are solely outdoor music performances or concerts, and uses that meet the definition of Assembly, Private Club, or Places of Worship.
Farmers Market	Shall be defined as the following: (1) A traditional farmers market in which two (2) or more vendors gather to sell farm and food products directly to consumers at a fixed location; (2) An on-farm market or farm stand run by an individual producer that sells farm and food products; (3) An online farmers market in which two (2) or more vendors collectively market farm and food products and retain ownership of those products until they are sold; (4) A consignment farmers market in which two (2) or more vendors deliver their own farm and food products to a common location maintained by a third party that markets the vendors' products and receives a percentage share of the profits from sales, with the individual vendor retaining ownership of the farm and food product until it is sold. A consignment farmers market may be mobile or in a stationary location; (5) A mobile farmers market; or (6) An area within a fair or festival at which farm and food products are sold.
Funeral Home / Mortuary	A West Virginia Board of Funeral Service Examiners licensed place of business devoted to the care, preparation, and arrangements for the transporting, embalming, funeral, burial, or other disposition of a deceased person. A funeral establishment can include a licensed crematory, and visitation rooms and administrative offices.
General Retail Service (See attached Table 1323.##, Typical Retail Uses)	A category of retail uses having a Gross Floor Area (GFA) of [####] square feet or greater and outdoor sales limited to no more than twenty (25) percent of the indoor GFA of the retail Use. General retail includes such Uses as those listed in Table 1323.##, Typical Retail Uses. In the event a specific Office Use is not identified in Table 1323.##, the Zoning Administrator shall have the authority to review the proposed use and the Applicant shall submit to said Administrator such additional information as the Zoning Administrator deems necessary to render an opinion on its permissibility
Grocery Store	A commercial business establishment dedicated to the retail sale of fresh and/or frozen meat, seafood, poultry, fruits, and vegetables; and dairy and bakery products. The use does not include Convenience Store.
Kennel	A non-residential use involving any structure, pen or area primarily devoted to the breeding, boarding, and training of dogs, cats or similar domestic animals.
Massage Establishment	A place of business wherein Massage Therapy is practiced, with a physical site or premise, including mobile sites, licensed as required by this article, in which licensed massage

	therapists are employees or contractors practicing massage therapy on clients.
Medical Cannabis Dispensary	A person, corporation, partnership, association, trust, or other entity, or any combination thereof, which holds a permit issued by the West Virginia Department of Health Bureau for Public Health to dispense medical cannabis as defined and regulated by the West Virginia Medical Cannabis Act and the provisions contained in §60A-1-101 *et seq*. of the W.Va. Code. The term does not include a health care medical cannabis organization as defined in W.Va. Code §16A-13-1 et seq.
Medical Cannabis Grower/Processor	A person, including a natural person, corporation, partnership, association, trust, or other entity, or any combination thereof, which holds a permit issued by the West Virginia Department of Health Bureau for Public Health to grow/process medical cannabis as defined and regulated by the West Virginia Medical Cannabis Act and the provisions contained in §60A-1-101 *et seq*. of the W.Va. Code. The term does not include a health care medical cannabis organization as defined in W.Va. Code §16A-13-1 et seq.
Mixed-Use Building	A Mixed-Use Building integrates residential and non-residential uses within the same Building where non-residential Uses are required on the first floor of the Building and Multi-family Dwelling Unit(s) are permitted on the upper floor(s). These Buildings shall comply with all standards for non-residential Buildings plus the following supplemental Use regulations: a. Non-residential uses permitted on first floor: (1) Civic and Institutional Uses. (2) Retail Uses. (3) Services Uses. (4) Office Uses. b. Uses permitted on upper floor(s): (1) Multi-Family Dwelling. (2) Any permitted Office Use, Civic, Institutional, and Service uses.
Outdoor Sales	A Use involving the sale of goods or merchandise to businesses and/or the general public, where the majority of the goods are stored or displayed outdoors. Outdoor Sales include such uses as: the sale and rental of automobiles, equipment, trucks, trailers, boats, and recreational vehicles; and the outdoor sale of Building materials, landscape materials, and garden supplies.
Pet Grooming	A business that provides grooming and hygiene services for pets, typically dogs and cats, or similar domestic animals.
Private Club	An association, organized and operated on a nonprofit basis for dues-paying members, , the premises of which is restricted to members and their guests,. Food, meals and beverages may be served on such premises, May have ancillary dining space and cooking facilities.
Restaurant w/Drive Through	A public restaurant whose business features the sale of quickly prepared or ready-to-eat foods, primarily for takeout, as opposed to a restaurant that prepares food to order primarily for in-house consumption. Has a drive-through.
Restaurant w/o Drive Through	An establishment selling prepared foods for on-premises consumption and carry-out. Includes such uses as, cafes, coffee shops, diners, delis, fast-food establishments, lunch counters, and cafeterias. Does not have a drive-through. Eating Places,

	which do not include Brew Pubs, may sell alcoholic beverages, including beer, wine, and liquor for on-site consumption as permitted through the West Virginia Alcohol Beverage Control Commission.
Self-Storage Facility	Property designed and used for the purpose of renting or leasing individual storage space to occupants who are to have access to such space for the purpose of storing personal property. No occupant shall use a self-service storage facility for residential purposes.
Tattoo/Piercing Parlor	Establishments primarily in the business of applying lettering, art, and other images with permanent and semi-permanent inks, paints, pigments, or piercings to the body of patrons. Acupuncture and other similar uses shall constitute Medical Offices as defined in this Ordinance.
Video Lottery or Gaming Establishment	An establishment at which any form of gambling of chance is permitted or played, including "video lottery" machines licensed by the West Virginia Lottery Commission pursuant to W.Va. Code § 29-22B, but excluding establishments that only sell lottery tickets. These uses occupy less physical space than a Casino and offer a limited set of gambling/games of chance, and may offer limited food and drink options as an ancillary use.
Wellness, Health, and Fitness Center	An establishment that is equipped and arranged to provide instruction, services, or activities which improve or affect a person's physical condition by physical exercise or provide relaxation services. Wellness, Health and Fitness Center establishments include, but are not limited to, establishments containing high-intensity uses, including fitness centers where the predominant use of floor space involves the use of exercise equipment or weights; or other indoor recreation establishments used for activities, including basketball, martial arts for adults, handball, paddleball, racquetball, squash, tennis, rock climbing, soccer, or volleyball; other establishments used for exercises including aerobics, exercise dance, youth martial arts, Pilates, or yoga studios; and therapeutic or relaxation service establishments including tanning salons, spas, bathhouses, isolation flotation tanks, or meditation facilities.
EMPLOYMENT USES [SECTION 1323.04 PARAGRAPH (G)]	
General Office Uses (See Table 1323.##, Typical Office Uses)	A category of Uses for businesses that involve the transaction of affairs and/or the training of a profession, service, industry, or government. Patrons of these businesses usually have set appointments or meeting times; the businesses do not typically rely on walk-in customers. Office Uses include those listed in Table 1323.0#, Typical Office Uses. In the event a specific Office Use is not identified in Table 1323.##, the Zoning Administrator shall have the authority to review the proposed use and the Applicant shall submit to said Administrator such additional information as the Zoning Administrator deems necessary to render an opinion on its permissibility
Data Center	A facility or group of facilities that: (A) Consists of one or more parcels in this state, along with the buildings, substations and other infrastructure, fixtures, and personal property located on the parcels; (B) Is owned, operated, or leased by an entity or affiliated group of entities; (C) Is used to house and operate equipment that receives, stores, aggregates, manages, processes, transforms, retrieves,

	researches, or transmits data; or that is necessary for the proper operation of equipment that receives, stores, aggregates, manages, processes, transforms, retrieves, researches, or transmits data; (D) Has a critical IT load of fifty (50) megawatts or higher; and (E) Is placed into service on or after July 1, 2025.
Planned Center, Commercial	A combination of professional offices, commercial uses, retail and service uses, and technology uses located within a planned development. Such development is intended to be designed to provide for a related group of activities, which are functionally integrated relative to land uses, vehicular and pedestrian circulation, and the arrangement of buildings and structures.
Neighborhood Shopping Center	A commercial development having its primary use providing retail services that is typically designed in a straight-line strip configuration.
INFRASTRUCTURE USES [SECTION 1323.04 PARAGRAPH (H)]	
Essential Utilities and Equipment	Underground or overhead electrical, gas, communications not regulated by the federal communications commission, water and sewage systems, including pole structures, towers, wires, lines, mains, drains, sewers, conduits, cables, fire alarm boxes, public telephone structures, police call boxes, traffic signals, hydrants, regulating and measuring devices and the structures in which they are housed, and other similar equipment accessories in connection therewith. Essential utility equipment is recognized in three categories: (1) Local serving; (2) Nonlocal or transmission through the county or municipality; and (3) Water and sewer systems, the activities of which are regulated, in whole or in part, by one or more of the following state agencies: (A) Public service commission; or (B) Department of environmental protection; or (C) The Department of Health.
Park and Ride Lot	A designated parking area where commuters can leave their vehicles to then utilize public transportation to complete their trip to a destination.
Taxi Service	An establishment that provides transportation services for hire at a premium fare on a dedicated, nonscheduled, charter basis that is not conducted on a regular route and in a current licensed and registered vehicle
Transit Facility	Any motor bus, rapid transit, or other ground transportation system having as its primary purpose the regularly scheduled movement of passengers and goods through fixed route, shared ride, non-medical assistance, or medical assistance transportation services between locations within the territorial boundaries of a regional transit authority, including all Rights-of-Way, rolling stock, equipment, machinery, terminals, buildings, administration and maintenance and repair facilities, and supporting parking energy facilities, that are reasonably necessary for the comfort and accommodation of the users of transit facilities; or any combination of the foregoing.
Wireless Communications Facilities	Equipment at a fixed location that enables wireless communications between user equipment and a communications network, including:

	(A) Support structures and equipment associated with wireless communications; and (B) Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration.
Wireless Communications Facilities, Small Wireless Communications, Inside the Public Rights-of-Way	A Wireless Communications Facility that meets both of the following qualifications: (A) Each antenna could fit within an imaginary enclosure of no more than six (6) cubic feet; and (B) All other wireless equipment associated with the facility is cumulatively no more than twenty-eight (28) cubic feet in volume. For the purposes of Wireless Communications Facilities, Right-of-Way shall mean the area on, below, or above a public roadway, highway, street, sidewalk, alley, utility easement, or similar property, but not including a federal interstate highway.
Wireless Communications Facilities, Small Wireless Communications, Outside the Public Rights-of-Way	A Wireless Communications Facility that meets both of the following qualifications: (A) Each antenna could fit within an imaginary enclosure of no more than six (6) cubic feet; and (B) All other wireless equipment associated with the facility is cumulatively no more than twenty-eight (28) cubic feet in volume. For the purposes of Wireless Communications Facilities, Right-of-Way shall mean the area on, below, or above a public roadway, highway, street, sidewalk, alley, utility easement, or similar property, but not including a federal interstate highway.
ACCESSORY USES [SECTION 1323.05]	
Accessory Dwelling Unit	A secondary dwelling unit established in conjunction with and clearly subordinate to a principal dwelling unit, whether part of the same structure as the principal dwelling unit, or as a detached structure on the same lot.
Accessory Solar Energy System	A solar collection system used to capture solar energy, convert it to electrical energy or thermal power and supply said power primarily for on-site use.
Cemetery (as an Accessory Use to a Place of Worship)	Land used or intended to be used for the disposal or burial of the deceased, by cremation or in a grave, mausoleum, vault, columbarium, or other receptacle. A cemetery shall not include crematoria, which shall be considered operating in conjunction with a Funeral Home / Mortuary Use as provided for herein.
Carport	A covered space, open on three or more sides, used for the storage in which automobiles, boats, campers, trailers or other similar items within said Structure, , and is accessory to the property's Principal Use.
Detached Garage	An enclosed building used for the storage in which automobiles, boats, campers, trailers or other similar items within said building, is placed on a permanent foundation and is accessory to the property's Principal Use.
Drive-Through Facility	A facility that provides or dispenses products or services, through an attendant or an automated machine, to persons remaining in vehicles that are in designated stacking aisles. A Drive-Through Facility is accessory to primary Service or Commercial Uses, such as a financial institution, personal service shop, retail store, eating establishment, convenience

	store, etc. In these guidelines, a drive-through facility does not include a car wash, parking garage kiosks, or gas pump islands.
Electric Vehicle Charging Station	A privately owned or publicly accessible parking space that is served by Electric Vehicle charging equipment for the purpose of transferring electric energy to a battery or other energy storage device in an Electric Vehicle. An Electric Vehicle Charging Level shall be defined as the standard indicator of electric force or voltage at which an Electric Vehicle is recharged.
Heliport / Vertiport	A use where one or more helicopters and unmanned aerial systems may land/take-off and be stored. Such use may also include support services such as fueling and maintenance equipment, passenger terminals and storage hangars.
Home Occupation, Major	A business, profession, occupation, or trade conducted for financial gain or profit and located entirely within a residential dwelling or within a detached private garage located on a residential lot. A home occupation is accessory, incidental, and secondary to the use of the dwelling for residential purposes and does not change the residential character or appearance of the dwelling or detached garage. Major Home Occupations require Board of Zoning Appeals approval and entail occupations that will generate greater impacts (e.g., traffic, noise, odors, glare, etc.) than what is typical of the neighborhood within which the Home Occupation is to be conducted. The Board of Appeals shall consider the following factors when evaluating a Major Home Occupation Use: (1) The business activity shall be compatible with the residential use of the property and surrounding residential uses. (2) The business shall employ no employees other than family members residing in the dwelling. (3) There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature. (4) There shall be no outside appearance of a business use, including, but not limited to, parking, signs or lights. (5) The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference, including interference with radio or television reception, which is detectable beyond the property upon which the use is conducted. (6) The business activity may not generate any solid waste or sewage discharge in volume or type which is not normally associated with residential use in the neighborhood. (7) The business may not involve any illegal activity.
Home Occupation, Minor	A business, profession, occupation, or trade conducted for financial gain or profit and located entirely within a residential dwelling or within a detached private garage located on a residential lot. A home occupation is accessory, incidental, and secondary to the use of the dwelling for residential purposes and does not change the residential character or appearance of the dwelling or detached garage. Minor Home Occupations require the submission and approval of a Zoning Permit issued by the Zoning Administrator and entail occupations that involve no customer, client or patient traffic, whether vehicular or pedestrian, pickup, delivery or

	removal functions to or from the premises, in excess of those normally associated with residential use.
Outdoor Dining	As defined and regulated under Article 907 of the City Code.
Outdoor Display and Sales	See Codified Ordinance Section ABC.D.
Swimming Pool (Private)	Any structure intended for swimming, recreational bathing, or wading that contains water over twenty-four (24) inches (610 mm) deep. It includes in-ground, above-ground, and on-ground pools, as well as hot tubs, spas, and fixed-in-place wading pools.
Short-Term Rental, Accessory	The Accessory Use of a Building (except a Hotel, Motel or Bed and Breakfast) where, for compensation, temporary – i.e., less than thirty consecutive (30) days – lodging is provided for the transient guests and meals are not provided. Also, known as "Vacation Rental by Owner (VRBO)".
TEMPORARY USES [SECTION 1323.06]	
Model Home and/or Subdivision Sales Office	A Building Structure used for the temporary conduct of the sales of dwelling units proposed for construction and sale within an approved subdivision.
Temporary Construction Site Trailer	A portable Manufactured Home or industrialized housing type Structure used only for office facilities or for storage of construction-related equipment or materials.
Temporary Outdoor Event and/or Retail Sales	A Temporary Outdoor Event and/or Retail Sales such as a carnival, circus, Street celebration, race, bazaar, market, procession, assemblage, temporary sales tents (e.g., fireworks, flowers, etc.) or other similar outdoor event. Such events may be on a Street, Open Space, or other public space in which public access is wholly or partially restricted. The event may include the sale of goods.

Table 1323.##, Typical Commercial Equipment and Supply Uses.

Bottled Gas (such as propane) Sales and Supply
Heating & Air Conditioning Supply, Sales and Service
Building Materials, Hardware, and Lumber Supply Machine Sales and Rental
Cabinet Supply (display only)
Electrical Supply
Plumbing Sales and Service
Farm Equipment and Supply Wholesale Trade

Table 1323.##, Typical Retail Uses.

Typical Neighborhood Retail Uses	Typical General Retail Use
Antique Shop	Appliance Sales
Apparel, Shoes, and/or Accessory Store	Automotive Supply (no service)
Small Appliance Store	Computer Software Sales and Leasing
Art Gallery and Sales	Department Store
Art and/or Education Supplies Bakery with no distribution	Firearms Sales and Service
Beer/Wine/Liquor Sales	Food Stores
Bicycle and Accessory Sales	Medical Supply Store
Book &/or Video Store	Motorcycle and Motor Scooter Sales, limited outdoor display
Butcher Shop	Nursery
Camera and Photo Supply Store	Outdoor Recreation Equipment
China and/or Glassware	
Coin and/or Philatelic Store	
Craft Store	
Discount Variety Store (e.g., dollar stores or five and dime stores)	
Drug and/or Cosmetics Store, except Medical Marijuana Dispensary	
Electronics Sales	
Fabric and Sewing Supply Store	
Florist	
Framing Shop	
Furrier Shop, no storage	
Garden Supply and/or Nursery	
Gift, Novelty and Souvenir Shop	
Hardware Store	
Home Furnishings and Accessories	
Jewelry and/or Gem Store	
Luggage and/or Leather Goods	
Magazine and/or Newspaper Store	
Music and/or Musical Instruments	
Neighborhood Food Store	
Office Machines and Supply	

Optical Goods Paint and Wallpaper Store Pet and/or Pet Supplies Shop Secondhand sales of any item permitted for sale new Specialty Food (Candy, Fish, Produce, Prepared Foods, etc.) Sporting Goods Stationery and Paper Store Toy and/or Baby Supplies	

Table 1323.##, Typical Office Uses.

Architecture/Engineering/Design	News Agency
Broadcasting, Recording, and Sound Studio	Public Relations and Advertising
Charitable Institutions	Property Development
Computer Programming and Support	Real Estate and Apartment Finders
Consulting	Research and Development
Detective Services	Research Agency
Educational Services (tutor and testing)	Support Offices for other uses
Employment Agency	Surveying
Financial and Insurance	Training Center
Legal Services	
Management Services	

Draft Districts and Purpose Statements

Version Date: 05.30.25

Overview

This document is a companion to the proposed zoning map. It outlines the proposed draft districts and their purpose statements for review by the Zoning Committee. The draft districts and purpose statements were crafted to align closely with the existing zoning to minimize creating nonconformities. Changes were made when appropriate based on the Charles Town Comprehensive Plan Future Land Use Map and character area analysis. Following the purpose statements is a section that compares the existing zoning districts to the proposed zoning districts for reference. Any text in red in the purpose statements is text that has been added to the existing purpose statements and text in blue has been modified from the existing purpose statements.

Note: This document only includes base zoning districts (not overlay zoning districts).

Purpose Statements

Residential Low Density (R-3)

The purpose of the R-3 District is to provide ~~for~~ locations for single-family residential development on lots which contain a minimum of 20,000 square feet. The larger lot size in relation to other residential districts of the Town affords a lower overall density and more individual open space.

Residential Medium-High Density (R-15)

The purpose of the R-15 District is to provide ~~for~~ locations for moderate and high density residential development through a variety of housing types.

Neighborhood Residential (NR)

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. It is the intent of the zoning classification to allow mixed development on undeveloped land and, where applicable as may be further described in this Ordinance, the Redevelopment of specific parcels within the City. ~~The NR District applies to parcels or tracts larger than five (5) acres.~~ 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.

Old Town Residential (OT-R)

The purpose of the OT-R District is to recognize existing and older residential neighborhoods within the City of Charles Town that are characterized as having smaller Lots, smaller Setbacks, and traditional grid Street pattern. ~~and access by Street or alley~~. These provisions for the OT-R District are designed to protect the character of these residential neighborhoods while permitting their

maintenance and improvement. These ~~standards~~ provisions also seek to encourage sensitively designed infill in keeping with the existing character of the OT-R District. To maintain the scale and design of Buildings currently existing in OT-R District, it is important the scale and design of surrounding Buildings be taken into consideration when proposing additions and new Buildings. The OT-R District also promotes interaction among activities located within the entire Old Town District area, which includes both the OT-R and OT-C District. The purpose of such interaction is to further enhance business vitality, reduce vehicular traffic, increase access to and the use of transit services, provide employment opportunities for residents close to home, ensure the compatibility among and between residential and downtown Commercial Uses, and ensure the appearance and effects of Buildings and Uses are harmonious with the character of the area in which they are located by:

1. Preserving and restoring the overall character of the Zoning District;
2. Promoting a balance of land Uses;
3. Promoting the opportunity for people to work, interact, shop, dine, and utilize business and public services in the vicinity of their residences;
4. Promoting a positive pedestrian environment in the Zoning District;
5. Facilitating integrated physical design;
6. Promoting a high level of design quality; and
7. Facilitating development proposals responsive to current and future market conditions

Old Town Center (OT-C)

Note: Modifications made to rename OT-MUC to OT-C.

The purpose of the OT-C District is to recognize the diversity of existing Uses and provide for a wide range of Uses in a manner that strengthens Charles Town's urban core, contributes to its historic character, minimizes impacts on adjacent land Uses, and provides connections to annexed properties. ~~The OT-C District shall include the areas formerly consisting of NC, OR, GC, CBD, and I Districts. The OT-C District will accommodate the Uses previously allowed in the individual districts because the OT-MUC District is designed to provide the flexibility and variety in one Zoning District that was previously provided by five districts.~~ The OT-C District ~~furthermore~~ fosters an ~~greater~~ opportunity for creative Infill Development and Redevelopment by encouraging a mix of Uses compatible with existing and neighboring properties and providing housing and business Uses in locations where City services are available. The intent is also to encourage interaction among activities located within the OT-C District, to enhance business vitality, reduce vehicular traffic, increase access to and the use of transit services, provide employment opportunities for residents close to home, ensure the compatibility with each of the Commercial and residential Uses, ensure that the appearance and effects of Buildings and Uses are harmonious with the character of the area in which they are located by:

1. Allowing a diversity of Uses in close proximity in the OT-C District within a limited area, including residential, retail, office, and industrial;
2. Preserving and restoring the overall character of the OT-C District;
3. Promoting a balance of land Uses;

4. Promoting the opportunity for people to work, interact, shop, dine, and utilize business and public services in the vicinity of their residences;
5. Providing opportunities for the development of affordable housing;
6. Providing opportunities for a mixture of Uses in the same Building;
7. Promoting a positive pedestrian environment in the OT-C District;
8. Facilitating integrated physical design;
9. Promoting a high level of design quality;
10. Encouraging the development of flexible space for small and emerging businesses;
11. Facilitating development proposals responsive to current and future market conditions; and
12. Encouraging the development of Open Spaces and Parks within the OT-C District to accommodate workers, residents, pedestrians, and shoppers.

Gateway Commercial (GT)

Note: Modifications made to rename NC to GT.

The purpose of the GT District is to provide for necessary Commercial Uses of a convenient nature within residential areas. It is intended to create an attractive, well-designed entrance into the Town that provides for a suitable area for a mixture of retail, commercial and residential uses to serve the surrounding areas and the Town as a whole. The regulations which apply within the GT District are designed to encourage the formation and continuance of a stable, healthy and compatible environment for Uses that are located so as to provide nearby residential areas with convenient shopping and service facilities; reduce traffic congestion and avoid the development of "strip" business. The residential character of the area surrounding GT District shall be of primary consideration. Development objectives of the GT District include:

1. Attractive, tree-lined Streets, which emphasize and encourage walking and bicycling as well as efficient automobile transit, to serve the commercial developments. In such neighborhoods, the Sidewalk will be setback from the Street aligning with any existing sidewalks; and
2. Commercial Buildings designed in a manner which encourages pedestrian-scale activity on the Street, by placing main entrances facing the Street, and reducing the dominance of parking facilities as a prominent visual street feature. Where possible, parking lots should be placed to the rear or to the side of Buildings. ~~Article 1333, Site Planning and Design Specifications, of the Charles Town Subdivision and Land Development Ordinance provides further Site design standards.~~

General Commercial (GC)

The purpose of the GC District 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 and sewer service. The businesses proposed include retail, wholesale, and some light processing operations.

Enterprise (EN)

The Enterprise (EN) district is established to foster a dynamic and thriving business environment that encourages economic growth, innovation, and job creation. This district is designed to support a diverse range of commercial activities, including offices, retail, light manufacturing, and technology-based enterprises. This is accomplished by:

1. Providing a flexible set of development regulations that aims to attract new businesses, facilitate the expansion of existing enterprises, and promote sustainable development practices.
2. Prioritizing high-quality infrastructure, efficient transportation networks, and access to essential services to ensure a conducive environment for business operations.
3. Focusing on reducing the impact of business and commercial activities on immediately surrounding residential and mixed-use properties.

Urban Reserve (UR)

The 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.~~; and~~

~~Parcels in the UR District may not be subdivided. An approved rezoning to any other Zoning District authorized by this Ordinance, or as amended, is necessary prior to subdivision or further development of such parcels or undertaking Uses other than the Uses existing thereon at the time of annexation. The rezoning request must be compatible with the goals and policies of the Charles Town Comprehensive Plan and must be accompanied by the Sketch Plan as specified under the Charles Town Subdivision and Land Development Ordinance~~

Comparison of Existing Zoning Districts to Proposed Zoning Districts

Existing Zoning District	Proposed Zoning District
Residential Low Density (R-3)	Residential Low Density (R-3)
Residential Medium-High Density (R-15)	Residential Medium-High Density (R-15)
Neighborhood Residential (NR)	Neighborhood Residential (NR)
Old Town Residential (OT-R)	Old Town Residential (OT-R)
Old Town Mixed Use Commercial (OT-MUC)	Old Town Center (OT-C)
Neighborhood Commercial (NC)	Gateway Commercial (GT)
General Commercial (GC)	General Commercial (GC)
-	Enterprise (EN)
Urban Reserve (UR)	Urban Reserve (UR)

Legend

Charles Town Boundary

Urban Growth Boundary

Historic Overlay

Flood Zones

0.2% Annual Chance Flood Hazard

1% Annual Chance Flood Hazard

Zoning Districts

Jefferson County Jurisdiction

Urban Reserve (UR)

Residential Low Density (R-3)

Residential Medium-High Density (R-15)

Old Town Residential (OT-R)

Neighborhood Residential (NR)

Old Town Center (OT-C)

Gateway Commercial (GT)

General Commercial (GC)

Enterprise (EN)

0 0.5 1 Miles

Charles Town Zoning Map Version 5.30.25

City of Charles Town, West Virginia