CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • JULY 28, 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 June 23, 2025 minutes
Draft Minutes.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing:** *SLD2025-05* - Thomfair Self-Storage Facility - Sketch Plan
1. Staff Report.pdf
2. Application.pdf
3. KH Review.pdf
4. Plan Set.pdf

4.2 : **Public Hearing:** *BR2025-07* - Huntfield Phase 5A - Bond Release
1. Staff Report.pdf
2. Application.pdf
3. KH Review.pdf
4. 2007-11-12 Construction Plan Review.pdf
5. 2007-11-14 State Permit.pdf
6. 2008-05-09 CTUB Review.pdf
7. 2009-02-17 Review Letter.pdf
8. 2009-02-24 Reduction Confirmation.pdf
9. 2016-05-05 Replacement Bond.pdf

4.3 : **Public Hearing:** *BR2025-08* - Norborne-Glebe Phases 9, 10A- Bond Release
1. Staff Report.pdf
2. Application.pdf
3. KH Review.pdf
4. Prop cert.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: 07/28/25
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

DRAFT June 23, 2025 minutes

ATTACHMENTS:

- Draft Minutes.pdf

CITY OF CHARLES TOWN

PLANNING COMMISSION •
MINUTES JUNE 23, 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 May 27, 2025

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

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

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

Staff presentation.

Commission discussed ownership of the parcels and the requirements as the Board of Parks & Recreation owns part of the land.

Applicant Walter Washington, President of Friends of Happy Retreat, spoke about the project.

Matt Ward spoke about funding and the project history. He spoke regarding the West-End connector sidewalk program which will come up to Happy Retreat. Spoke about the Zoning Ordinance and need for the Board of Parks and Recreation to work with the City on installing sidewalks.

DRAFT

Motion to open Public Hearing:

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

No comments.

Motion to close public hearing:

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

Motion to approve the application subject to the condition

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

There was some deliberation about if the project is a typical Commercial project and if the sidewalk rule applies. There was also discussion regarding the West-End sidewalk project. It was agreed to be consistent with other applicants and have them either do the sidewalk or ask for the waiver.

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

4.2 Commission Review: *Zoning/Subdivision Ordinance Overhaul Update*

Staff gave an update on the overhaul.

5. ADJOURNMENT

Meeting adjourned at 7:23 pm.

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

DRAFT

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/28/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *SLD2025-05* - Thomfair Self-Storage Facility - Sketch Plan

ATTACHMENTS:

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

Sketch Plan Review
SLD2025-05

Date: For the July 28, 2025 Planning Commission Meeting
Applicant: Somerset LLC.
Property Owner: Somerset LLC.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Location: Tax District 3/Map 16A/Parcels COM5 & 44



PROJECT OVERVIEW

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

ZONING HISTORY

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

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

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

BOARD OF ZONING APPEALS

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

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

ZONING REVIEW

Setbacks

Required in Neighborhood Commercial:
Front: 5 ft.
Sides: 10 ft (20 when adjacent to a residential use or zoning district).
Rear: 15 ft.

All setback requirements are met.

"*A minimum of 75% of the net buildable area of the property must be comprised of non- residential, commercial uses*"

This requirement is met; the only proposed use is a commercial use.

Density

Not applicable.

Lot coverage

NC has no required open space for commercial uses, though there is an 90% maximum lot coverage for commercial uses. Per the applicant, impervious surfaces will cover just under 69% of the site, meeting the criteria.

Parking

No dedicated parking is proposed. There is no vehicle-storage lot shown, and no office for employees and customers to require parking.

Access Drives

Access drives are required to be a minimum of 24 ft. wide, which is met.

Sidewalks

6ft wide sidewalk proposed in front of site adjacent to road. Meets Ordinance requirements.

Easements

None shown.

Buffers
Buffers are required between all non-residential and residential uses; residences are to the rear and east side of the property. The Board of Zoning Appeals conditioned approval of the use on two buffering standards:

1. All structures will be painted to blend into the natural landscaping.
2. The buffer adjacent to residential uses shall be at least 20 ft in width, and shall have evergreen vegetation and a minimum 6ft tall opaque fence.

Lighting
Lighting is not required to be shown on a sketch plan. Additional review will be performed for the Preliminary Plan.

Stormwater
The City's Engineering firm has no comments at this stage. Additional review will be performed for the Preliminary Plan. They will be connecting into the adjacent detention ponds and facilities.

COMPREHENSIVE PLAN
The 2040 Comprehensive Plan identifies these parcels as *General Commercial* in both the 10 yr. and 25 yr. future land use maps. The purpose of *General Commercial* is:

The purpose of the General Commercial Future Land Use classification is to provide locations for businesses of a more general nature that may not be found in a neighborhood and can be served with adequate water, sewer, gas, and electric service. The businesses proposed in this Comprehensive Plan update include retail, wholesale, and some light processing operations. These uses tend to be very auto centric.

It will be important for the Charles Town community (residents, visitors, and investors alike) to strongly consider the City's small town, historical significance of building and site design. New commercial development should strongly consider and be encouraged to deliver commercial products that uphold the City's small town and historical character and encourage walkable communities. -pg. 75 of the Comprehensive Plan

CONCLUSION
The applicant seeks to develop two lots for the establishment of a self-storage facility. The use was approved by Board of Zoning Appeals with conditions designed to ensure a strong buffer between the use and adjacent residences. The project conforms to the requirements of the Comprehensive Plan.

The applicant is in talks with the owners of 51 Margaret Court about the issue of the garden shed overlapping property lines.

RECOMMENDATION

Approval of the sketch plan.

MAJOR SUBDIVISION AND LAND DEVELOPMENT APPLICATION

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

1. SUBMISSION DATE 04/15/2025

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

3. FEES

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

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

4. SUBMITTAL PACKAGE

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

Fee Schedule

1. BASE FEES

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

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

2. APPLICATION FEES

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

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

3. LEGAL NOTICE FEES

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

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

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

4. ADDITIONAL FEES

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

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

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

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

3. APPLICANT'S NAME* Thomfair LLC

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

Telephone Number (304)283-2601

Email Address johnthomas1602@comcast.net

4. PROPERTY OWNER'S NAME Somerset LLC

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

Telephone Number (304)283-2601

Email Address johnthomas1602@comcast.net

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

Property Address: Somerset Boulevard

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

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

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

6. FEE CALCULATION (Per Fee Schedule)

BASE: $300

APPLICATION: $700 + $2,000 escrow

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

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

MAILING TYPE: $25

LEGAL AD $25

SIGNAGE: $10

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

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

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

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

The existing lots are vacant and zoned Neighborhood Commercial.

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

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

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

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

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

☒ No

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

_____

_____

_____

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

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

APPLICANT CERTIFICATION

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

Signature of Applicant _____ Date 4/16/25

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

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

Receipt No._____

Subdivision Administrator Approval/Denial:_____ Date:_____

Planning Commission Approval/Denial:_____ Date:_____

Comments/Conditions:_____

_____

_____

_____

Kimley»Horn

Memorandum

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

From: Mark Phillips, P.E.
Diego Carreira

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

Date: April 21, 2025

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

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

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

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

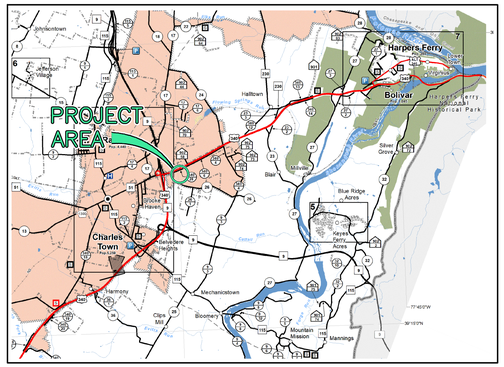
KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

THOMFAIR STORAGE UNITS
SKETCH PLAN

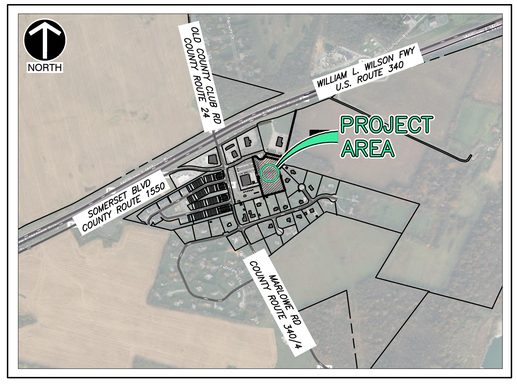
CITY OF CHARLES TOWN, JEFFERSON COUNTY, WV
APRIL 2025

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



NORTH

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



VICINITY MAP
SCALE IN FEET
0 1000 2000

JEFFERSON COUNTY – COMPLETE LIST OF WAIVERS/VARIANCES (TABLE 1.2-2)			
ORDINANCE	SECTION OF ORDINANCE	DESCRIPTION OF WAIVER OR VARIANCE	DATE GRANTED
ZONING	SECTION 1322.04	SPECIAL EXCEPTION FOR STORAGE UNITS NEIGHBORHOOD COMMERCIAL (SE2025-01SELFSTORAGE FACILITY)	05/20/2025

GENERAL INFORMATION:

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

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

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

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

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

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

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

   PROVIDED:
   NONE

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

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

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

10. HISTORIC USE OF SITE:
    RESIDENTIAL & FARM

11. CURRENT ZONING OF SITE:
    NEIGHBORHOOD COMMERCIAL

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

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

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

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

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

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

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

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

PLAN REPRODUCTION WARNING

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

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

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

WEST VIRGINIA 811 CALL BEFORE YOU DIG!

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

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

DRAFT

REVISION RECORD

NO	DATE	DESCRIPTION

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

Civil & Environmental Consultants, Inc.

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

COVERSHEET

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

DRAWING NO.:
C000
SHEET 1 OF 3

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

NORTH

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

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

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

SOMERSET BLVD
MUNICIPALITY MAINTAINED

EXISTING 8" SANITARY SEWER LIINE

EXISTING 12" WATERMAIN

MARLOWE ROAD
(COUNTY ROAD 340/4)

EXISTING STORMWATER STRUCTURE (TYP.)

EXISTING 20' STORM DRAINAGE EASEMENT

EXISTING 20' STORM DRAINAGE EASEMENT

5' FRONT SETBACK

EXISTING 50' ACCESS EASEMENT TO BE ABANDONED

10' SIDE SETBACK

20' SIDE SETBACK

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

AKA: TRACTOR SUPPLY

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

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

EXISTING GRAVEL AND EXCESS MILLING/DEBRIS

PROPERTIES TO BE MERGED

EXISTING PAVED DRIVE

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

ENCROACHMENT OF FENCE AND SHED ONTO SUBJECT PARCEL

SOMERSET LLC
PARCEL ID: 19-03-016A-0044-0000
TAX MAP/PARCEL: 16A-44
DEED BOOK/PAGE:1130/249
USE: COMMERCIAL (CITY OF CHARLES TOWN)
LOT 15 WINDMILL CROSSING

10' SIDE SETBACK

32.00'

EXISTING 32' INGRESS/ EGRESS EASEMENT

WINDMILL CROSSING BUSINESS COMMUNITY ASSOCIATION INC
PARCEL ID: 19-03-016A-0SWM-0000
TAX MAP/PARCEL: 16A-SWM
DEED BOOK/PAGE:1120/316
USE: RESIDENTIAL (CITY OF CHARLES TOWN)

EXISTING REGIONAL SWM FACILITY

20' REAR SETBACK

LOTT JEFFREY A & JACQUELINE E
PARCEL ID: 19-04-011C-0007-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:849/699
USE: RESIDENTIAL (JEFFERSON COUNTY)

SIRBAUGH DEBORAH K - LIFE
PARCEL ID: 19-04-011C-0003-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:1239/128
USE: RESIDENTIAL (JEFFERSON COUNTY)

FISH CLAUDIA
PARCEL ID: 19-04-011C-0004-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:1170/496
USE: RESIDENTIAL (JEFFERSON COUNTY)

STEVENS MICHAEL R & CATHERINE M
PARCEL ID: 19-04-011C-0005-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:979/187
USE: RESIDENTIAL (JEFFERSON COUNTY)

MARGARET CT

LEGEND

- EXISTING PROPERTY LINE
- EXISTING EASEMENT LINE
- 385 EXISTING INDEX (MAJOR) CONTOUR
- 387 EXISTING INTERMEDIATE (MINOR) CONTOUR
- EXISTING ROADWAY CENTERLINE
- EXISTING EDGE OF PAVEMENT
- EXISTING STRUCTURE
- EXISTING PAVEMENT MARKING
- EXISTING DETENTION POND
- EXISTING DITCH
- SAN EXISTING SEWER LINE
- ST EXISTING STORMWATER STRUCTURE

Line Table		
Line #	Length	Direction
L1	44.170	N72° 40' 01.08"E
L2	22.550	S65° 46' 44.92"E
L3	53.020	N33° 15' 09.08"E
L4	258.560	S76° 10' 11.92"E
L5	99.720	S13° 27' 10.08"W
L6	53.740	S41° 42' 03.08"W
L7	302.230	S17° 39' 01.92"E
L8	149.800	S74° 35' 38.08"W
L9	567.940	N15° 30' 40.92"W
L10	305.679	S76° 48' 17.08"W
L11	567.940	N15° 30' 40.92"W

Curve Table			
Curve #	Length	Radius	Delta
C1	140.130	58.000	138.4284

SCALE IN FEET
0 40 80

DRAFT

REFERENCE NOTE

1. ALL EXISTING FEATURES SHOWN WERE OBTAINED FROM PUBLICLY AVAILABLE SOURCES ON JANUARY 13, 2025 AND AN UNMANNED AERIAL DRONE SURVEY CONDUCTED BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. IN FEBRUARY 2025. NO FIELD OR BOUNDARY SURVEYS HAVE BEEN CONDUCTED BY CEC AT THIS TIME.
2. THIS CONCEPT MAKES NO CLAIM TO REPRESENT ALL UTILITIES OR EASEMENTS. FURTHER RESEARCH AND COORDINATION WILL BE REQUIRED.

REVISION RECORD

NO	DATE	DESCRIPTION

Civil & Environmental Consultants, Inc.
786 Foxcroft Ave.
Martinsburg, WV 25401
Ph: 304.808.7600
www.cecinc.com

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

EXISTING CONDITIONS

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

DRAWING NO.: C100

SHEET 2 OF 3

P:\340-0001\347-909\-CADD\Dwg\C101\347909-C101-EXISTING.dwg[1] LS:4/8/2025 - dmosley - LP: 5/21/2025 10:43 AM

NORTH

LEGEND

- EXISTING PROPERTY LINE
- EXISTING EASEMENT LINE
- 385 EXISTING INDEX (MAJOR) CONTOUR
- 387 EXISTING INTERMEDIATE (MINOR) CONTOUR
- EXISTING ROADWAY CENTERLINE
- EXISTING EDGE OF PAVEMENT
- EXISTING STRUCTURE
- EXISTING PAVEMENT MARKING
- EXISTING DETENTION POND
- EXISTING DITCH
- SAN EXISTING SEWER LINE
- ST EXISTING STORMWATER STRUCTURE
- PROPOSED ROADWAY CENTERLINE
- PROPOSED ROAD AND PARKING AREA
- PROPOSED DITCH

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

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

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

SOMERSET BOULEVARD
(COUNTY ROUTE 1550)

30' AUTOMATIC EXIT GATE

5' FRONT SETBACK

PROPOSED 6' SIDEWALK (TYP) TO EXTEND ALONG PROPERTY LINE

30' SLIDING ENTRANCE GATE WITH KEYPADS

10' SIDE SETBACK

PROPOSED STORAGE BUILDING
12,400 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

PROPOSED STORAGE BUILDING
10,950 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

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

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

20' SIDE SETBACK

PROPOSED STORAGE BUILDING
12,600 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

MARLOWE ROAD
(COUNTY ROAD 340/4)

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

EXISTING PAVED DRIVE

24.00'

PROPOSED STORAGE BUILDING
14,400 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

SOMERSET LLC
PARCEL ID: 19-03-016A-0044-0000
TAX MAP/PARCEL: 16A-44
DEED BOOK/PAGE:1130/249
USE: COMMERCIAL (CITY OF CHARLES TOWN)
LOT 15 WINDMILL CROSSING

10' SIDE SETBACK

PROPOSED STORAGE BUILDING
14,000 SQ. FT.
BUILDING HEIGHT WILL NOT EXCEED 3 STORIES

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

LOTT JEFFREY A & JACQUELINE E
PARCEL ID: 19-04-011C-0007-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:849/699
USE: RESIDENTIAL (JEFFERSON COUNTY)

WINDMILL CROSSING BUSINESS COMMUNITY ASSOCIATION INC
PARCEL ID: 19-03-016A-OSWM-0000
TAX MAP/PARCEL: 16A-SWM
DEED BOOK/PAGE:1120/316
USE: RESIDENTIAL (CITY OF CHARLES TOWN)

EXISTING DETENTION POND

20' REAR SETBACK

PERIMETER SECURITY FENCE

10' LANDSCAPING SCREENING BUFFER

SIRBAUGH DEBORAH K - LIFE
PARCEL ID: 19-04-011C-0003-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:1239/128
USE: RESIDENTIAL (JEFFERSON COUNTY)

FISH CLAUDIA
PARCEL ID: 19-04-011C-0004-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:1170/496
USE: RESIDENTIAL (JEFFERSON COUNTY)

STEVENS MICHAEL R & CATHERINE M
PARCEL ID: 19-04-011C-0005-0000
TAX MAP/PARCEL: 4-11C
DEED BOOK/PAGE:979/187
USE: RESIDENTIAL (JEFFERSON COUNTY)

SCALE IN FEET
0 40 80

DRAFT

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REVISION RECORD

NO	DATE	DESCRIPTION

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

Civil & Environmental Consultants, Inc.

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

SKETCH PLAN

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

DRAWING NO.: C200

SHEET 3 OF 3

\\ cecinc.com \ global \ Projects \ 340-000 \ 347-909 - CMDI (Dwg) (CIVIL) \ Dwg \ 347909-CIVIL-C200-SITE LAYOUT.dwg [4] 5/13/2025 - dmosby) - LP: 5/21/2025 1:11 PM

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/28/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *BR2025-07* - Huntfield Phase 5A - Bond Release

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. KH Review.pdf
- 4. 2007-11-12 Construction Plan Review.pdf
- 5. 2007-11-14 State Permit.pdf
- 6. 2008-05-09 CTUB Review.pdf
- 7. 2009-02-17 Review Letter.pdf
- 8. 2009-02-24 Reduction Confirmation.pdf
- 9. 2016-05-05 Replacement Bond.pdf

Bond Release Request
BR2025-07

Date: For the July 28, 2025 Planning Commission Meeting
Applicant: DR Acquisitions
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond release of $63,878

Huntfield Phase 5A



BACKGROUND
The applicant is requesting a bond release of the **performance and land disturbance bonds.** The Final Plat was approved by the City in May 2008, with a bond reduction approved in February 2009.

Bond amount: $63,878.

PHASE HISTORY

The approved plan set was crafted by Urban Engineering, with a construction plan date of August 28, 2007 (approved by the City May 2008). The property developer at that time was Huntfield L.C.

The bond initiation in the amount of $597,187.20 was approved on March 24, 2008 by the Planning Commission. The development owner at that time was Greenvest LC.

A bond reduction to the lower the bond amount to $63,877.55 was approved on February 23, 2009 by the Planning Commission. The development owner was still Greenvest LC. The main comments during the City/3rd party review pertained to stormwater management systems.

In May 2016 the bonded amount was transferred to NVR MS Cavalier Huntfield LLC.

In September 2021 the bonded amount was transferred to DR Acquisitions.

KIMLEY-HORN REVIEW

Upon review of the request the City's 3rd party engineering firm, Kimley-Horn, they provided the following comments:

1. It was observed that the sidewalks extending around Corbin Circle and Ball Circle were not constructed to the extents of the approved plan set based on a site visit conducted on July 1, 2025.

2. It was observed that a curb ramp between Corbin Circle and Lot 613 was not constructed.

3. It was observed that the driveway for Lot 619 was constructed in an alternative location along the future road extension.

4. It was observed that sidewalks not depicted in the plans were constructed on both sides of the future road extension.

Kimley-Horn was only able to observe above-ground construction and compare it to the approved plan sets. Due to the lack of an as-built, they are unable to conform to what extent underground work has been built, and are thus unable to recommend either explicit approval or denial of the request. The applicant does not have any as-bults for this section as they were only involved in the construction of houses as opposed to the infrastructure. There is no City record of an as-built for this Phase.

BOND COMMITTEE

The Bond Committee reviewed this item at their July 11, 2025 meeting. The Committee recommends denial of the bond release. This recommendation is based off of the lack of information from an as-built.

STAFF RECOMMENDATION

There is no recommendation, as there is not enough information to determine the level of completion for the project.

The Commission may recommend approval, denial, or table action to the next meeting.

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☐ Bond Initiation – No application fee

☐ Bond Reduction – No application fee

☐ Bond Extension – No application fee

☒ Bond Release – Application Fee: $60

2. FEES

Third-party review fees are assessed separately for each application, and will be sent to the applicant. All fees must be paid prior to approval.

3. PUBLIC NOTICE

Only bond release applications require a public hearing, which is held by the Planning Commission. City Council approval is still required.

4. APPLICATION REQUIREMENTS

Please submit one application set with supporting materials in paper, and one copy in PDF format.

1. DATE 5/15/25

2. PROJECT NAME Huntfield · Phase 5A ·

Address Corner of Town ·

3. APPLICANT'S NAME* DR Acquisitions

Address 7945 Wormans Mill Rd. Frederick MD. 21701

Telephone Number (304) 433-1718

Email Address awolf@dmrder.com

4. PROPERTY OWNER'S NAME DR Acquisitions

Address 7945 Wormans Mill Rd. Frederick MD 21701

Telephone Number (304) 433-1718

Email Address awolf@dmrder.com ·

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

5. DESCRIPTION OF REQUEST:

Full release ·

6. A) CURRENT BOND AMOUNT $ $63,878.00

B) PROPOSED BOND AMOUNT $

C) CHANGE IN BONDED AMOUNT $

7. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.

8. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date

9. <u>BOND RELEASE</u> – SUPPLEMENTAL MATERIALS REQUIRED:

A. Copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements.

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

Continued on next page.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. **For private roadways**, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond.

Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate.

G. **Landscaping Surety** is required to ensure the landscaping shown on a Major S/LD plan is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which ever is greater.

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 Article 1335 of the S/LD Ordinance.

Signature of Applicant _____ Date 5/20/25

Signature of Property Owner (If different than Applicant) _____ Date 5/20/25

Please submit an original completed application to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

Kimley»Horn

Memorandum

To: Joseph W. Johnson, P.E.
Urban Engineering & Associates, Inc.
7712 Little River Turnpike
Annandale, VA 22003

From: Mark Phillips, P.E.
Diego Carreira
Paul Gonzalez

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

Date: July 03, 2025

Subject: Huntfield Phase 5A Bond Release Review

This memorandum summarizes our review of the Bond Release request for the Huntfield Residential Phase 5A Development (dated 08/28/2007 prepared by Urban Engineering & Associates, Inc). Using the Final Subdivision/Land Development Plat, site visit observations, and the approved plans by Urban Engineering & Associates, Inc., and the respective bond release application, we have the following comments:

1. It was observed that the sidewalks extending around Corbin Circle and Ball Circle were not constructed to the extents of the approved plan set based on a site visit conducted on July 1, 2025.
2. It was observed that a curb ramp between Corbin Circle and Lot 613 was not constructed.
3. It was observed that the driveway for Lot 619 was constructed in an alternative location along the future road extension.
4. It was observed that sidewalks not depicted in the plans were constructed on both sides of the future road extension.

Note that the Bond Release review does not constitute a formal inspection of work or quality review. Only an observation of visible quantities and available information from the approved plans data.

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

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

VIEW Engineering

November 12, 2007

Ref. No.: 56007634

Mr. Jeremy Camp, City Planner
City of Charles Town
City Hall, P.O. Box 14
Charles Town, West Virginia 25414

Re: Huntfield Phase 5A
Construction Plans and Profiles

Dear Jeremy:

We have completed our review of the sheets (Sheets 4, 5, 9) resubmitted by Urban Ltd. on October 26, 2007 for the above referenced project. All previous comments have been satisfactorily addressed and we have no further comments.

We recommend approval of these plans based on the assumption there are no other review agencies with pending comments.

Please feel free to call if you have any questions regarding this project.

Sincerely,

Larry E. Herrington
Project Manager

EUA/

cc: Natasha Schmidt, P.E., Urban Engineering, Inc. (via fax 540-450-0210)

VIEW Engineering
400 Professional Drive, Suite 380
Gaithersburg, MD 20879 USA
Tel: 301-840-1030 • Fax: 301-948-9258
Web site: www.view-engineering.com

VEOLIA WATER
Solutions & Technologies

N:\CHARLES TOWN WV\56007634 Huntfield Phase 5A\B. Correspondence\Outgoing\Huntfield 5A 11-12-07.doc

PWSID#: WV3301905

State of West Virginia

OFFICE OF ENVIRONMENTAL HEALTH SERVICES

CAPITOL and WASHINGTON STREETS, 1 DAVIS SQUARE, SUITE 200 CHARLESTON, WEST VIRGINIA 25301
TELEPHONE 304-558-2981

PERMIT

PROJECT: (Sewer and Water) Huntfield Phase 5A

PERMIT NO.: 17,774

LOCATION: Charles Town COUNTY: Jefferson DATE: 11-14-2007

THIS IS TO CERTIFY that after reviewing plans, specifications, application forms, and other essential information that

City of Charles Town
105 South George Street
Charles Town, West Virginia 25414

is hereby granted approval to: install approximately 1,066 LF of 8" sewer line and necessary manholes. Also, install approximately 1,198 LF of 8" water line and all necessary valves and appurtenances.

Facilities are to serve 16 residential customers (16 single family dwellings) in Huntfield, Phase5A.

NOTE: **This permit is contingent upon: 1) All new water line being disinfected, flushed and bacteriologically tested, prior to use; and 2) Maintaining a minimum ten (10) feet horizontal separation between sewer and water lines and a minimum 18" vertical separation between crossing sewer and water lines, with the water line to be installed above the sewer line.**

The Environmental Engineering Division of the **OEHS-Kearneysville District Office** (304) 725-9453, is to be notified when construction begins.

Validity of this permit is contingent upon conformity with plans, specifications, application forms, and other information submitted to the West Virginia Bureau for Public Health.

FOR THE DIRECTOR

William S. Herold, Jr., P.E., Assistant Manager
Infrastructure and Capacity Development
Environmental Engineering Division

WSH:emt

pc: Urban Engineering & Associates
Katheryn Emery, P.E., DEP
James W. Ellars, P.E.
Amy Swann, PSC
Jefferson County Health Department
OEHS-EED Kearneysville District Office

CHARLES TOWN UTILITY BOARD
PUBLIC WORKS SUPERINTENDENT
MEMORANDUM
304-283-1068

Date: May 9, 2008

TO: Katie See

FROM: Butch Goff

RE: Water and Sewer Lines Huntfield Phase 5a and 5b Inspections

The following are my comments on the above project as installed

Water Main from Station 10+00 to 16+00 passed and services from the main to curb stop for Lots 613 through 619 in Phase 5a. In Phase 5b, from Station 16+00 to 17+00 also passed up to and including to the curb of Lot 44.

Sewer tested and passed from existing B2 to B3 and B3 to B4. Also vacuum tested sewer manholes B3 and B4. Services from the main to the curb stop for Lots 613 through 619 also passed in Phase 5a. In Phase 5b, Lot 44 was inspected and passed adjacent to Manhole B4.

By Fax to D.L. Morgan
876-6930
Attention: Al

CHESTER ENGINEERS
400 Professional Drive – Suite 380 – Gaithersburg, MD 20879
301.840.1030 – www.chesterengineers.com - Fax-301.948.9258

VIA EMAIL

February 17, 2009

Chester Ref. No.: 09-5242-GB 013
(56008052)

Ms. Katie See, Associate Planner
City of Charles Town
City Hall, P.O. Box 14
Charles Town, West Virginia 25414

Re: Huntfield Phase 5A (Lots 613 thru 628)
Bond Reduction

Dear Katie:

We conducted a field inspection to review the work completed for Phase 5A of the Huntfield Subdivision. We met in the field with Travis R. Witmer (Developer) on 02/03/09.

At the time of the assessment, it was noted that some inlets require debris removal, steps added to storm drain structures, steps repositioned, and structures modified to allow accessibility in structure number 7, 8, 9 and 10. Please note that in all structures, the distance to the first step and subsequent steps must comply with Charles Town construction standards. We further expand on these areas of major concern below.

Some areas of major concern are outlined below.

- Step elevation: Essentially the first step in storm drain structures was too low. Typically the step should be about one foot from the bottom of the rim.
- Step alignment: The steps need to be in a single vertical column. The steps in many cases were misaligned and in one case there were steps in all four quadrants of the structure.
- Steps being recessed: Steps need to be easily accessible and visible from the surface. There were several instances where the steps were located on a structure so far out of alignment that the steps were not visible from the surface. The standard manhole step is 8.5 to 9 (+/-) inches deep. Using Maryland State Highway Standard No. 383.92, the step that is 12-7/8 inches deep may be an option in some cases. The next sentence may not be necessary.
- Steps over a pipe: Steps cannot be located over a large diameter pipe. Vertical spacing of the steps needs to be at 1'-3" with the bottom step approximately 2'-0" from the bottom of the structure and not over a pipe.

All structures should be reviewed to determine the location of the first step. Since the water and sewer lines have been inspected and the bond has been released by the City, further investigation was deemed not necessary.

Storm Drain System – As-Built Drawings cannot be verified as Developer and the Engineer had an agreement to produce them one time at the end of the bond release. We defer to City if this acceptable for this bond reduction. Other issues with the storm drain structures are noted above. Chester did not enter any structures, so the condition, alignment and/or cleanliness of the pipes were not reviewed as part of the site visit. We recommend that the City's Utility staff use their CCTV system to review the storm drain pipes prior to acceptance. Our recommendation for bond reduction assumes that the City staff does not find any deficiencies with the pipes.

For the most part, concrete curb and gutter does not seem to have any chipped gutter or curb. Since the repair work needs to be done is very minimal and based on the field visit, we recommend that the original Bond surety value of $597,187.20 be reduced to $63,877.55. This value represents the remaining construction cost, plus 20% vs. 10% administration/contingency required by the city ordinance.

Although the quantities are correct for the bond reduction, we believe that an agreement between the developer and the city should be in place to rectify damaged infrastructure prior to approval of this bond reduction request. If this agreement is in place, we see no reason not to release this reduction in bond.

Please contact us if you have any questions regarding this project. Thank you.

Sincerely,

Sathish Arjunan, P.E
Project Engineer

cc: Travis Witmer, Huntfield LC (twitmer@Greenvest.com)

City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

February 24, 2009

Mr. Travis Witmer
twitmer@greenvest.com
Greenvest LC
8614 Westwood Center Dr.
Suite 900
Vienna, VA 22182

CHAIRMAN

Donald Clendening

PLANNING COMMISSION

Kevin Long

Mark Meredith

Mark Reinhart

Mark Roper

STAFF

Katie See

Re: Bond Reduction Request – Approval Confirmation
Huntfield Phase 5A

Dear Mr. Witmer:

The purpose of this letter is to provide you with written confirmation that on February 23, 2009 the Charles Town Planning Commission approved your request to reduce the required bond amount for Phase 5A of the Huntfield Development. The bond reduction request for Phase 5A was approved from $597,187.20 to $63,877.55. These funds must be maintained until such time that the Planning Commission approves a final release of the bonded funds. At such time, please contact me to schedule a final zoning and engineering inspection of the site.

Please contact me at 725-2311, extension 244 if you have any questions.

Sincerely,

Katie See
Associate Planner

CITY OF CHARLES TOWN, WEST VIRGINIA
PERFORMANCE BOND

BOND NO. 41346510	DATE BOND EXECUTED: 05/12/2016
PRINCIPAL(S)/CO-PRINCIPAL(S) (Legal Name(s), Status, and Business Address(es) and Telephone Number(s) NVR MS Cavalier Huntfield, LLC 11700 Plaza America Drive Suite 310 Reston, VA 20190 (703) 649-5100 (Hereinafter "Principal" whether one or more than one)	TYPE OF ORGANIZATION: (Check One) ( ) Individual ( ) Partnership (X) Limited Liability Corporation ( ) Corporation ( ) Other (Specify) _____ STATE OF INCORPORATION OF ORGANIZATION: Delaware
SURETY(IES): (Names and Business Address(es) and Telephone Number(s)) Platte River Insurance Company 115 Glastonbury Blvd., Suite 5 Glastonbury, CT 06033 (888) 244-3880 (Hereinafter "Surety" whether one or more than one)	SUM OF BOND Sixty Three Thousand Eight Hundred Seventy Eight Million(s): XXX; Thousand(s): X63; Hundred(s): 878 DATE OF AGREEMENT: May 5, 2016 PLAN NAME: Huntfield Phase 5A PLAN NO: Any and all revisions of such plans:

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal and Surety hereto recite and declare that:

1. We are held and firmly bound to the oblige, the City of Charles Town, West Virginia (hereinafter called "City"), in the sum written above in lawful money of the United States of America, to be paid to the City, its successors or assigns, for the payment whereof Principal(s), Co-Principal(s) and Surety(ies) bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by this Bond.

PERFORMANCE AGREEMENT

FOR SITE PLANS

This Agreement, made and entered into this 5th day of May, 2016 by and between

NVR MS Cavalier Huntfield, LLC

(hereinafter called "Developer"); and

THE CITY COUNCIL OF THE CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA, a body politic (hereinafter called "Council").

WHEREAS, in consideration of the approval by the City of the plat, plans, and profiles of the Site Plan known as "Huntfield Phase 5A" designated as application number N/A, and any and all revisions thereof however such revisions may be re-designated (the "Plans"), and the City not requiring the following work to be completed prior to the approval of the said Site Plan, the Developer, its successors and assigns agrees to complete the following work within N/A months from the date hereof:

1. To construct all physical improvements as shown on the approved Plans and in accordance with applicable provisions of the City of Charles Town Subdivision and Zoning Ordinances governing such Plans (with Ordinances to take precedence over Plans in the event of conflict), including, but not limited to, the placement of survey monuments, the construction of an adequate storm drainage and storm water management system both on the subject property and on adjacent properties as needed, the construction of vehicle and pedestrian travel ways in accordance with current standards of the City, and the submission of as-built plans for all such improvements; and
2. To provide adequate supervision on the project site during the installation of all required improvements and a responsible superintendent or foreman together with one (1) set of approved Plans on the project site at all times when work is being performed; and
3. To construct the improvements in such a manner that they will be reasonably acceptable to the applicable property owners' Association or such other entity that will be responsible for the permanent operation and maintenance of the improvements, to make prompt application to the City and the Association or such other entity for acceptance of such improvements, and diligently to pursue and carry out all actions reasonably necessary to achieve such acceptance; and
4. To maintain dust control on the project site at all times; and
5. To provide for the adequate control of erosion and sedimentation by temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading, and construction; and
6. To provide and maintain convenient, safe, unobstructed, all-weather access to all those premises which are occupied by owners or occupants other than the Developer or its agents, until such premises are accessible via travel ways that have been built in accordance with the Plans as approved by the City and accepted for permanent maintenance and operation by the

said Association or other entity and promptly to repair any deterioration or damage to completed work for which partial but not complete reduction in the amount of the security has been approved; and

7. To install all traffic warning and regulatory signs and devices required by the approved Plans during construction and to maintain said signs and devices in an operable condition until the (a) travel-ways have been accepted for maintenance and operation by the said Association or other entity or the subsequent owners of all the property abutting the travel-ways or (b) City is otherwise satisfied regarding the provisions for permanent maintenance. All traffic signs shall be kept in proper position, clean, and legible at all times. Damaged signs shall be replaced immediately. Special care shall be taken to see that weeds, shrubbery, construction materials, and snow are not allowed to obscure the face of any sign; and
8. To maintain control on the project site at all times so that mud is not tracked out of the project by vehicle tires and deposited on adjacent streets of the state system, or such other travel ways as may be adjacent to the project site; and
9. To completely control and prevent any untreated stormwater from discharging from any stormwater management facility installed or constructed on the property. Stormwater management construction inspection shall utilize the final approved plans and specification for compliance. In addition, the inspection shall comply with Section 1334.02, Erosion and Sediment Control Standards.

It is agreed and understood that final approval of completed work can only be given by the Subdivision Administrator of the City of Charles Township, Jefferson County, West Virginia, after inspection by the staff of the City of Charles Town or a Professional Engineer.

It is agreed and understood that in the event the Developer shall default in its obligations under this Agreement and it becomes necessary for the City to institute legal proceedings to enforce compliance with said obligations or to obtain reimbursement for costs incurred in fulfilling said obligations on behalf of the Developer, the Developer shall pay all reasonable attorney's fees and all other costs that may reasonably be incurred.

Developer hereby provides security in the form of a **cash escrow** deposit in the amount of $ N/A , which funds are to be made available to the City upon default or breach of any of the terms and conditions of this Agreement by the Developer. The said deposit is delivered herewith by certified check or cashiers check (issued by a bank satisfactory to the County), receipt of which is hereby acknowledged by the City. Such amount shall be placed in an escrow account with the City Accounting Manager until drawn upon by the City or returned to Developer as provided herein and in the Bonding Policy of the City of Charles Town, West Virginia. All interest accruing on this account shall be paid to the same party to whom the principal is paid, except that, in any event, five percent (5%) of any interest accrued may be retained by the Treasurer to cover the cost of administering the account. The Developer hereby ratifies and reaffirms its agreement that the said funds deposited as cash escrow are available to the City on default of this Agreement. This paragraph shall not be construed in any manner as a waiver of any right of the City to enforce the obligations of this Agreement against the Developer or its successors and assigns.]

[OR]

Developer hereby provides security in the form of a **[Letter of Credit] [Corporate Surety Bond]** in the amount of $ 63 878 - , which funds are to be made available to the City upon default or breach of any of the terms and conditions of this Agreement by the Developer. Such [Bond] [Letter of Credit] Numbered 41346510 is attached hereto and made a part hereof, and the Developer hereby ratifies and reaffirms its agreement that the said funds represented by the [Bond] [Letter of Credit] are available to the City on default of this Agreement. This paragraph shall not be construed in any manner as a waiver of any right of the City to enforce the obligations of this Agreement against the Developer, its successors and assigns.]

If the [Bond] [Letter of Credit] provided to the City pursuant to the preceding paragraph becomes not an acceptable form of surety or security, whether as a result of the failure of the issuing [Bank] [Surety Company] to achieve and maintain the rating required by the City's duly adopted Bonding Policy or as a result of any other failure of such [Bond] [Letter of Credit] to satisfy any of the other criteria established by said Bonding Policy for acceptable forms of surety or security, then the Developer shall, upon request of the Subdivision Administrator, promptly provide a substitute surety or security satisfactory to the City. Failure of the Developer to furnish such substitute surety or security within sixty (60) days after the Administrator mails such request to the Developer by certified mail with return receipt requested shall constitute a default and a failure to perform in accordance with this Agreement and a failure to discharge its obligations under this Agreement, such that the City may, thereafter, without further notice, call upon such [Bond] [Letter of Credit] for payment in accordance therewith.

The undersigned warrants that this Agreement is made and executed pursuant to authority properly granted by the [partnership agreement] [charter, bylaws and action of the Board of Directors] [articles of organization, operating agreement or majority vote of the members] of the Developer.

IN WITNESS WHEREOF, the Developer has caused its name and seal to be affixed hereto, by Michael Geeman, its duly authorized representative.

[PRINT NAME OF PERSON SIGNING FOR DEVELOPER]
Michael Geeman
~~Attorney~~

Developer: NVR MS Cavalier Huntfield LLC

[TYPE OR PRINT NAME OF DEVELOPER]

By: _____ (SEAL)

[SIGNATURE]

Title: Authorized Person

[TYPE OR PRINT]

COMMONWEALTH OF ~~WEST~~ VIRGINIA
COUNTY OF _____, to wit: FAIRFAX

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that Michael Geeman as Authorized Person of NVR MS Cavalier Huntfield LLC, whose name is signed to the foregoing Agreement, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this 8th day of July, 2016.

My commission expires:

Sept 30 2016

Registration Number:

7230860

Melissa J. Weaver
Notary Public

MELISSA J. WEAVER
NOTARY PUBLIC
REG # 7230860
MY COMMISSION EXPIRES
9/30/2016
COMMONWEALTH OF VIRGINIA

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the City has caused this Agreement to be executed, under seal, in its behalf, and its seal affixed.

APPROVED AS TO FORM:

THE CITY COUNCIL OF

CHARLES TOWN, WEST VIRGINIA

By: _____ (seal)

Name: Peggy A. Smith

Title: Mayor

COMMONWEALTH OF WEST VIRGINIA

COUNTY OF Jefferson, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that Peggy A Smith as ,on behalf of the CITY COUNCIL OF THE CITY OF CHARLES TOWN, WEST VIRGINIA, whose name is signed to the foregoing Agreement, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this 17th day of August 20 16.

My commission expires:

12/4/2020

Notary Public: _____

Registration Number:

309339

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/28/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *BR2025-08* - Norborne-Glebe Phases 9, 10A- Bond Release

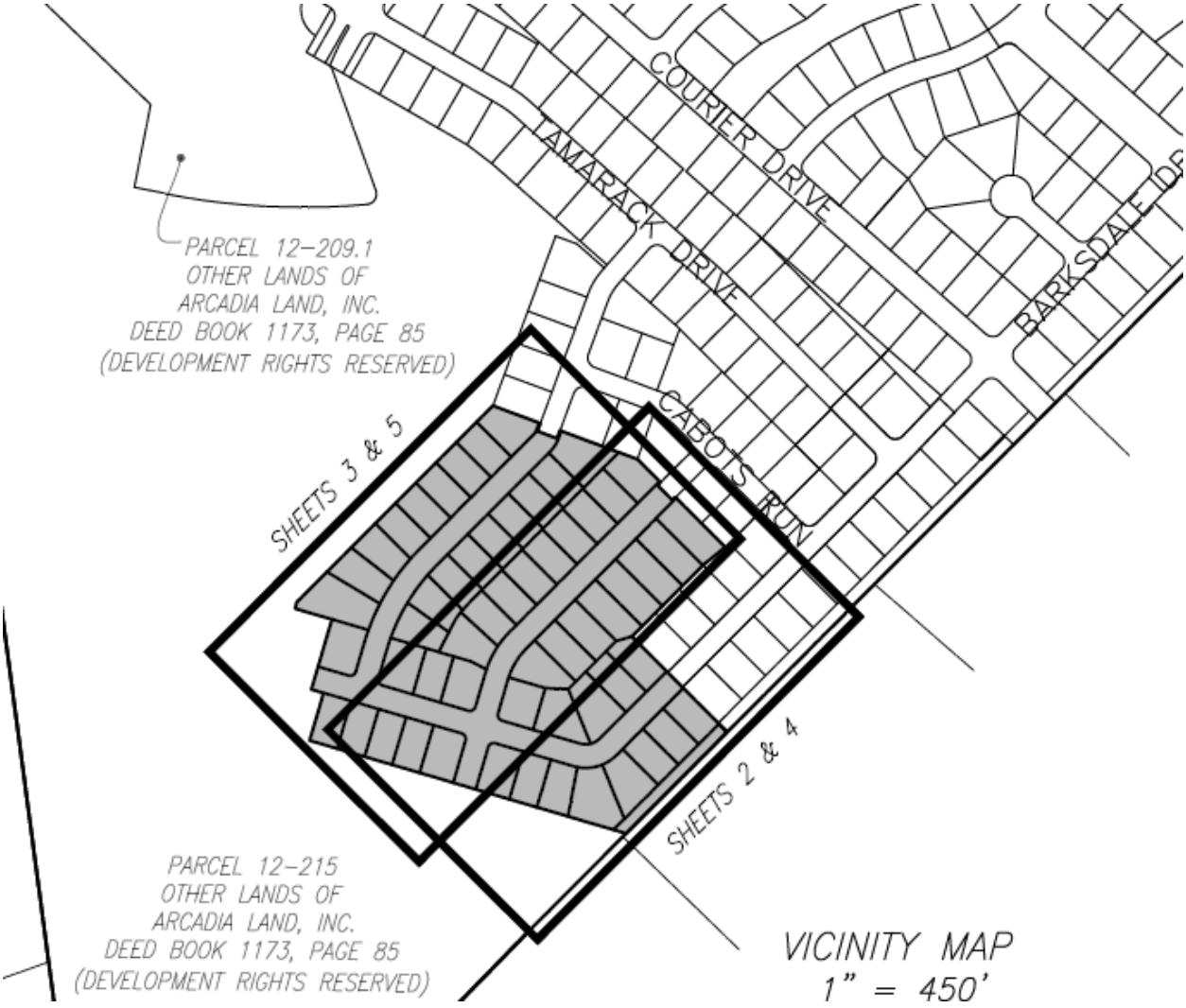
ATTACHMENTS:

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

Bond Release Request
BR2025-08

Date: For the July 28, 2025 Planning Commission Meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond release of $152,918.17

Norborne Glebe Phases 9 & 10A



BACKGROUND
The applicant is requesting a bond release of the **land disturbance bond.** The Final Plat was approved by the City in May 2023.

Land Disturbance Bond: $152,918.17

KIMLEY-HORN REVIEW

Upon review of the request the City's 3rd party engineering firm, Kimley-Horn, has determined that the bond release includes details for the installation of 24 street lights, but only 21 have been installed; those comments pertain to the performance bond. They had no comments for the land disturbance bond.

BOND COMMITTEE

The Bond Committee reviewed this item at their July 11, 2025 meeting. The Committee recommends approval of the bond release. Kimley-Horn's comments about the three missing streetlights were acknowledged; however, there are light pollution complaints received from residents of the community and the lack of three lights was not deemed to be detrimental.

The applicant has acknowledged that the site is over-lit and is working on plan revisions to reduce the lighting to that which was installed in the field. Similar work was done for Phase 14B. To that end, they are only requesting approval of the land disturbance bond.

STAFF RECOMMENDATION

Recommend **approval** of the land disturbance bond request.

The Commission may recommend approval, denial, or table action to the next meeting.

RECEIVED
JUN 24 2025
BY:

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

- ☐ Bond Initiation – No application fee
- ☐ Bond Reduction – No application fee
- ☐ Bond Extension – No application fee
- ☒ Bond Release – Application Fee: $60

2. FEES

Third-party review fees are assessed separately for each application, and will be sent to the applicant. All fees must be paid prior to approval.

3. PUBLIC NOTICE

Only bond release applications require a public hearing, which is held by the Planning Commission. City Council approval is still required.

4. APPLICATION REQUIREMENTS

Please submit one application set with supporting materials in paper, and one copy in PDF format.

1. DATE JUNE 10, 2025

2. PROJECT NAME NORBORNE GLEBE - PHASES 9 + 10A

Address

3. APPLICANT'S NAME* ARCADIA LAND, INC

Address 108 NORTH GEORGE STREET, 2ND FLOOR, CHARLES TOWN, WV. 25414

Telephone Number (703) 771-8000

Email Address gendler@arcadiacompanies.com

4. PROPERTY OWNER'S NAME SAME AS APPLICANT

Address

Telephone Number ( )

Email Address

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

5. DESCRIPTION OF REQUEST:

REQUESTING THE RELEASE OF THE LAND DISTURBANCE BOND & THE PERFORMANCE BOND FOR NORBORNE GLEBE PHASES 9 + 10A

6. A) CURRENT BOND AMOUNT $ LDB - $152,918.17 PB - $430,013.25

B) PROPOSED BOND AMOUNT $ LDB RELEASED ϕ REMAINS / PB RELEASED ϕ REMAINS

C) CHANGE IN BONDED AMOUNT $ LDB $\$ < 152,918.17 >$ PB $\$ < 430,013.25 >$

7. PARCEL INVENTORY: (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
3-12-209			
3-12-212			
3-12-215			

8. PARCEL HISTORY: (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date
SLD-2021-05.	NORBORNE GLEBE	PHASE 9 $ 10A	10/13/22

9. **BOND RELEASE – SUPPLEMENTAL MATERIALS REQUIRED:**

A. Copies of inspection and test reports if work was inspected and tested by a third-party inspector.

B. Certification that all bonded Improvements, have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual.

C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements.

D. A letter from a Professional Engineer or Professional Land Surveyor certifying that property corners and Monuments have been set as required under this Ordinance.

Continued on next page.

E. Documentation of acceptance by WVDOH for public roadways and rights-of-way, or a maintenance and indemnification agreement and bond approved by the Planning Commission for public roadways that have been completed in accordance with WVDOH standards but which, due to factors other than their quality of construction, are not eligible for acceptance by WVDOH.

F. **For private roadways**, a letter of acceptance by the entity responsible for maintenance and a Latent Defects Indemnification Agreement and Bond.

   Before a Performance Agreement and surety for private roadway construction shall be released, a Latent Defects Indemnification Agreement and Bond shall be provided by the applicant/Developer and approved by the Planning Commission. The guarantee provided by such Agreement and Bond must be for a period of two (2) years following the date of performance bond release, and must be in an amount equal to no less than 5% of the original performance bond estimate.

G. **Landscaping Surety** is required to ensure the landscaping shown on a Major S/LD plan is maintained for one (1) year. The one (1) year shall start from the date at which the surety for the site has been released, with the exception of this landscaping surety. The landscaping surety amount shall not be less than $5,000.00 or 10% of the total landscaping cost for the project, which ever is greater.

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 Article 1335 of the S/LD Ordinance.

Signature of Applicant [signature] Date 6/10/2025

* As: Treasurer

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

Kimley»Horn

Memorandum

To: Mr. Gary Endler
Arcadia Land, Inc.
108 N George St, 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.
Diego Carreira

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

Date: June 30, 2025

Subject: Norborne Glebe Phases 9 & 10A Bond Release Review

This memorandum summarizes our review of the Bond Release request for the Norborne Glebe Residential Phases 9 & 10A (dated May 20, 2024 prepared by H2 Land Company.) for a Bond Release of $1,679,755.40. Using the Final Subdivision/Land Development Plat, site visit observations, and the As-Built plans by Morris & Ritchie Associates, and the respective bond release application, we have the following comments:

1. Please depict in the As-built plans the 24 lightpoles included in the bond release estimate.
2. It was observed that only 21 of the 24 light poles were installed based on a site visit conducted on June 25, 2025. Please confirm if the additional light poles will be placed.

Note that the Bond Release review does not constitute a formal inspection of work or quality review. Only an observation of visible quantities and available information from As-Built data.

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

KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Project Manager
Associate

GREENWAY ENGINEERING

151 Windy Hill Lane
Winchester, VA 22602

June 11, 2025

Arcadia Land, Inc.
108 North George Street
2nd Floor
Charles Town, WV 25414

Attn: Gary Endler

Re: Norborne Glebe Subdivision, Phase 9

Dear Mr. Endler:

With this letter I hereby certify that the proposed property corners of the Norborne Glebe subdivision, Phase 9, have been set as required per the recorded subdivision plat.

Sincerely,
Greenway Engineering, Inc.

Christopher Blair, PLS
Director of Land Surveying

GREENWAY ENGINEERING

151 Windy Hill Lane
Winchester, VA 22602

June 11, 2025

Arcadia Land, Inc.
108 North George Street
2nd Floor
Charles Town, WV 25414

Attn: Gary Endler

Re: Norborne Glebe Subdivision, Phase 10A

Dear Mr. Endler:

With this letter I hereby certify that the proposed property corners of the Norborne Glebe subdivision, Phase 10A, have been set as required per the recorded subdivision plat.

Sincerely,
Greenway Engineering, Inc.

Christopher Blair, PLS
Director of Land Surveying