# CITY OF CHARLES TOWN
## PLANNING COMMISSION
## AGENDA • AUGUST 25, 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 - July 28, 2025
07-28-25 PC MINUTES_DRAFT.pdf

**3. UNFINISHED BUSINESS**

**4. NEW BUSINESS**

4.1 : **Public Hearing:** *SLD2024-03:* Preliminary Plan for 231 N. Samuel St.
2025-06-09 Plan Set.pdf

4.2 : **Public Hearing:** *WV2025-01* - Waiver Request - 231 N. Samuel St.

**5. ADJOURNMENT**

**6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:**

**https://www.charlestownwv.us/government/agendas_minutes.php**

**Planning Commission**
101 East Washington Street
Charles Town, WV 25414

**SCHEDULED**

**AGENDA ITEM (ID # )**

Meeting: 08/25/25
Department: Planning Commission
Category: Report
Initiator:

## DRAFT Minutes - July 28, 2025

**ATTACHMENTS:**

- 07-28-25 PC MINUTES_DRAFT.pdf

# CITY OF CHARLES TOWN
**PLANNING COMMISSION •**
**MINUTES JULY 28, 2025**

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

**101 E Washington Street, Charles Town, WV 25414**

## 1. CALL TO ORDER

Present: Jessica Derr – Acting Chair
Jeff Hynes
Kevin Long

Ann Paonessa – Absent
Zakk Dunning - Absent

James Newman, City Staff - Zoning Administrator

## 2. APPROVAL OF MINUTES

### 2.1: Regular Session Minutes of June 23, 2025

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Long |
| **SECONDER:** | Hynes |
| **AYES:** | Derr, Hynes, Long |

## 3. UNFINISHED BUSINESS

**None**

## 4. NEW BUSINESS

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

Staff presentation.

Commission discussed the garden structure overlapping the two properties.

Applicant Lane Tobin: Discussed the property line issue with the garden shed. In talks with adjacent property owners about shed status. As for the site, both commercial parcels will be merged.

Motion to open Public Hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Long |
| **SECONDER:** | Hynes |
| **AYES:** | Derr, Hynes, Long |

DRAFT

Mr. Stephens, adjoining property owner, spoke regarding his concerns with the backfill, elevation, drainage, etc. He also spoke about the lighting and traffic and how it will affect the neighborhood.

Jeff & Jackie Walker: Spoke regarding the issues they've already seen and heard at the site and how it's been a disturbance. Ms. Walker further stated she is not opposed to the project if they adhere to the rules and regulations. She stated that they may need to move due to the development site. They further stated they need a contact to call when an issue arises.

Motion to close public hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hynes |
| **SECONDER:** | Long |
| **AYES:** | Derr, Hynes, Long |

Mr. Tobin stated he does not know what will be allowed to go on at the storage units and that they will do everything they can to comply with all the rules and requirements.

Motion to approve the sketch plan:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Long |
| **SECONDER:** | Hynes |
| **AYES:** | Derr, Hynes, Long |

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

REQUESTED TO BE REMOVED FROM AGENDA BY APPLICANT. Chair agreed to the request.

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

Staff presentation.

Commission discussed which bonds will be released. It was confirmed that it will only be for the land disturbance bond. Items under the performance bond were discussed.

Applicant Michael Hummel was present virtually.

Motion to open Public Hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hynes |
| **SECONDER:** | Long |
| **AYES:** | Derr, Hynes, Long |

Keith Veler, resident of Norborne Glebe and HOA member, spoke regarding what items would be included in the land disturbance bond. He further stated that during the recent storms there was a water running between the townhomes in Sec 15 and the single-family homes in Sec 10A. He further spoke about the dirt road at the end of Barksdale that people are using to get to Candlewood and the residents would like a barricade installed up for the safety of the children on the playground.

Katelyn Barton, resident of Solstice Way spoke regarding drainage issues. She elaborated on the drainage issues between Solstice Way and Telluride Way. She stated she had seen some work being done on the drains.

DRAFT

Motion to close Public Hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Long |
| **SECONDER:** | Hynes |
| **AYES:** | Derr, Hynes, Long |

The Commission the project, land disturbance, flooding, water management and other requirements.

Co-Applicant Mark Flynn (attending virtually) spoke regarding the drainage and the stormwater management systems and how they are designed to work.

Staff explained that all of the concerns being expressed regarding drainage are handled with the Performance Bond, not the Land Disturbance Bond.

Motion to recommend approval of the Bond Release for land disturbance only to City Council:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Long |
| **SECONDER:** | Hynes |
| **AYES:** | Derr, Hynes, Long |

## 5. ADJOURNMENT

Meeting adjourned at 7:45 pm.

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hynes |
| **SECONDER:** | Long |
| **AYES:** | Derr, Hynes, Long |

DRAFT

**Planning Commission**
101 East Washington Street
Charles Town, WV 25414

**SCHEDULED**

Meeting: 08/25/25
Department: Planning Commission
Category: Report
Initiator:

## AGENDA ITEM (ID # )

### Public Hearing: *SLD2024-03:* Preliminary Plan for 231 N. Samuel St.

**ATTACHMENTS:**

- 2025-06-09 Plan Set.pdf




VANNOSTRAND ARCHITECTS
29 E. MAIN STREET, STE 4
P.O. BOX 572
BUCKHANNON, WV
304-473-0555 26201

# YOUSSEF PROPERTIES

213 NORTH SAMUEL STREET
CHARLES TOWN, WV 25414

| rev | date | description |
|---|---|---|
| | | |

STATE OF WEST VIRGINIA
JAMES BRYSON VANNOSTRAND
NO. 398
REGISTERED ARCHITECT

| | |
|---|---|
| job: | 24070586 |
| drawn: | DCS |
| checked: | BVN |
| date: | 5/28/2025 |
| scale: | AS SHOWN |

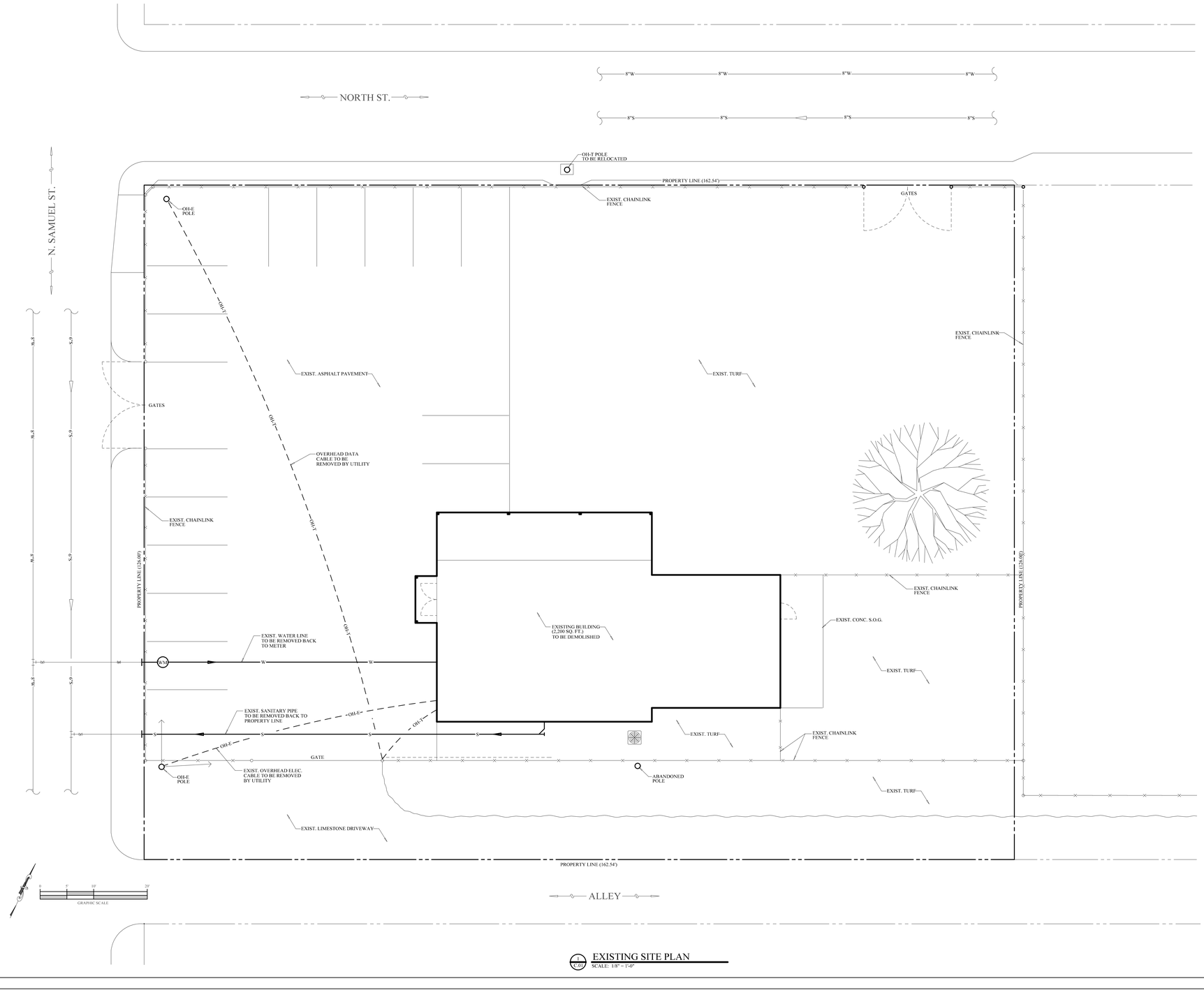
SHEET
C.00
1 OF 4

## EXISTING SITE NOTES

1. ALL STRUCTURES WITHIN PROPERTY LINE TO BE REMOVED, INLCUDING PAVEMENT, BUILDING, FENCING AND LANDSCAPING.
2. EXISTING CONCRETE SIDEWALKS AND CURBS OUTSIDE OF THE PROPERTY LINE ARE TO BE REMOVED, WHERE NOTED ON THE PLANS.
3. EXISTING PHARMACY BUILDING TO REMAIN IN OPERATION UNTIL BUILDING #1 IS CONSTRUCTED AND FUNCTIONAL.
4. ...
5. ...
6. ...
7. ...

## SITE UTILITY ABBREVIATION LEGEND

| | |
|---|---|
| W | WATER PIPING |
| WM | WATER METER |
| S | SANITARY PIPING |
| SS | STORMWATER PIPING |
| DS | DOWNSPOUT |
| UT | UNDERGROUND VOICE/DATA CONDUIT & CABLE |
| UE | UNDERGROUND ELECTRICAL CONDUIT & CABLE |
| OH-T | OVERHEAD VOICE/DATE CABLE |
| OH-E | OVERHEAD ELECTRICAL CABLE |
| XMFR | ELECTRICAL TRANSFORMER - PAD MOUNTED |




C.01 EXISTING SITE PLAN
SCALE: 1/8" = 1'-0"


VANNOSTRAND ARCHITECTS
29 E. MAIN STREET, STE 4
P.O. BOX 572
BUCKHANNON, WV
304-473-0555 26201


YOUSSEF PROPERTIES
213 NORTH SAMUEL STREET
CHARLES TOWN, WV 25414

| rev | date | description |
|---|---|---|

STATE OF WEST VIRGINIA
JAMES BRYSON VANNOSTRAND
NO. 3198
REGISTERED ARCHITECT

| | |
|---|---|
| job: | 24070586 |
| drawn: | DCS |
| checked: | BVN |
| date: | 5/28/2025 |
| scale: | AS SHOWN |

SHEET
C.01
2 OF 4

## SITE PLAN NOTES

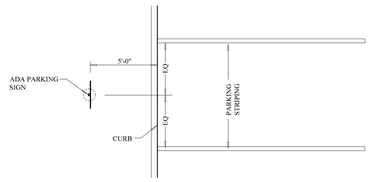
1. RAMP SLOPES SHALL NOT BE STEEPER THAN 1:12 UNLESS OTHERWISE SHOWN OR SPECIFIED.
2. SIDEWALKS THAT TERMINATE AT A VEHICULAR WAY SHALL HAVE A DETECTABLE WARNING SURFACE, 2'-0" WIDE, 6" FROM RAMP EDGES.
3. NORMAL GUTTER FLOW LINE AND PROFILE SHALL BE MAINTAINED THROUGH THE RAMP AREAS, UNLESS NOTED OTHERWISE.
4. ALL PARKING STALL AND LOADING ZONE MARKINGS TO BE 3" WIDE STROKE TRAFFIC PAINT.
5. ALL LAWN AREAS TO BE GRADED SMOOTH, SEEDED, AND MULTCHED WITH STRAW.
6. ALL NEW CONC. SIDEWALKS TO BE 4,000 PSI, BROOM FINISH, 4" THICK W/ 6x6 WWF, OVER 4" STONE. INSTALL CRACK CONTROL JOINTS 6'-0" O.C. (MAX.) AND CONSTRUCTION JOINTS 24'-0" O.C. (MAX.), U.N.O.
7. ALL NEW PAVING TO BE 1 1/2" ASPHALT WEARING COURSE, 2 1/2" BASE COURSE, 2" CRUSHER RUN STONE, 6" #3 LIMESTONE OVER COMPACTED SUBGRADE.
8. CONCRETE DUMPSTER PAD TO BE 4,000 PSI, BROOM FINISH, 6" THICK W/ #4 REBAR, 24" O.C. EA. WAY.
9. REMOVE ALL EXISTING SOIL, CONCRETE, ASPHALT AND OTHER ITEMS AS REQUIRED TO INSTALL NEW SIDEWALKS, VEHICLE PARKING AREAS, STRUCTURES, AND REGRADED LAWNS. LEGALLY DISPOSE OF ALL REMOVED MATERIAL OFF-SITE.
10. ...
11. ...

## ZONING

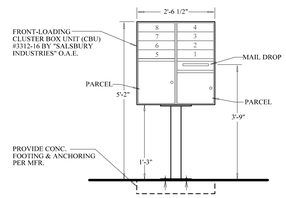
| ITEM | DESCRIPTION | VALUE | MINIMUM | REMARKS |
|---|---|---|---|---|
| ZONE: | OLD TOWN - MIXED USE COMMERCIAL | | | |
| SINGLE PARCEL: | 162.54' x 126.00' | 20,480 SQ.FT. | | |
| BUILDING 1: | FRONT YARD | 4' | 0' | ... |
| | SIDE YARD | 15' | 0' | ... |
| BUILDING 2: | FRONT YARD | 7' | 0' | ... |
| | SIDE YARD | 5' | 0' | ... |
| MAX. LOT COVERAGE | | | | 90.0% OF LOT |
| PROPOSED LOT COVERAGE | | | | 83.6% OF LOT |
| LOT COVERAGE | BUILDING 1 + 2 | 6,035 SQ. FT. | ... | 29.5% OF LOT |
| IMPERVIOUS SURFACE | WALKS,PARKING & DRIVE LANES | 11,079 SQ. FT. | ... | 54.1% OF LOT |
| LANDSCAPE: | TURF | 3,366 SQ.FT. | ... | 16.4% OF LOT |
| FENCE/SCREEN | ALONG ALLEY AT RESIDENTIAL LOTS | ... | ... | PROVIDED |
| DUMPSTER | FULL ENCLOSURE | ... | ... | PROVIDED |
| MAIL CLUSTER | ... | ... | ... | PROVIDED |

## PARKING

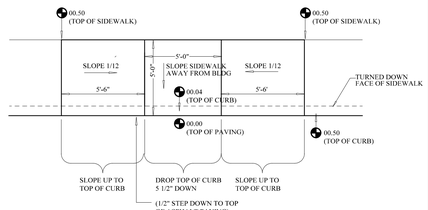
| ITEM | DESCRIPTION | VALUE | PARKING FACTOR | PARKING STALLS |
|---|---|---|---|---|
| ZONE: | OLD TOWN MIXED-USE COMMERCIAL | | | |
| SINGLE PARCEL: | 162.54' x 126.00' | 20,480 SQ.FT. | | |
| BUILDING 1: | 1st FLOOR - PHARMACY | 937 SQ. FT. | 4.9/1,000 SQ.FT. | 5 |
| | 2nd FLOOR - (2) APARTMENTS | 1,200 SQ. FT. | 1.2/DWELLING | 3 |
| BUILDING 2: | 1st FLOOR x (3) GENERAL OFFICE | 4,680 SQ.FT. | 2.84/1,000 SQ.FT. | 14 |
| | 2nd FLOOR - (4) APARTMENTS | 4,680 SQ.FT. | 1.2/DWELLING | 5 |
| TOTAL | ... | ... | ... | 27 REQUIRED / 26 PROVIDED |
| | ON-STREET PARKING | 4 | 1/10th OF TOTAL | 3 |
| ... | ... | ... | ... | 29 TOTAL PROVIDED |



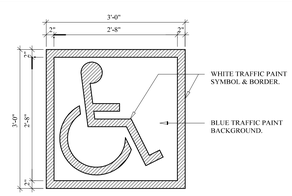

C.02/1 PARKING STALL
SCALE: NTS




C.02/2 MAIL PEDISTAL UNIT ELEVATION
N.T.S.

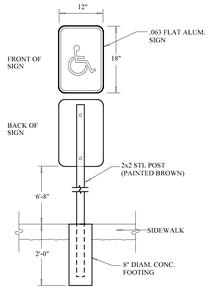



C.02/3 CURB RAMP PLAN
SCALE: NTS

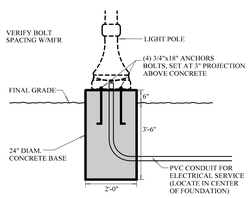



NOTE:
1) ALL STROKES TO BE 2" WIDE.
2) PROVIDE TWO (2) COATS OF TRAFFIC PAINT.
3) LOCATE SYMBOL AT CENTER OF STALL WHERE SHOWN ON SITE PLAN.

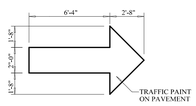
C.02/4 PAVEMENT SIGN
N.T.S.




C.02/5 ACCESSIBILITY PARKING SIGN
N.T.S.




C.02/6 LIGHT STANDARD FOUNDATION
SCALE: NTS




C.02/7 TRAFFIC FLOW ARROW
SCALE: NTS




C.02/8 SITE PLAN
SCALE: 1/8" = 1'-0"

VANNOSTRAND ARCHITECTS
29 E. MAIN STREET, STE 4
P.O. BOX 572
BUCKHANNON, WV
304-473-0555 26201

YOUSSEF PROPERTIES
213 NORTH SAMUEL STREET
CHARLES TOWN, WV 25414

| rev | date | description |
|---|---|---|

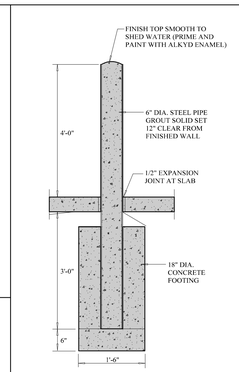
STATE OF WEST VIRGINIA — JAMES BRYSON VANNOSTRAND — NO. 3898 — REGISTERED ARCHITECT

| | |
|---|---|
| job: | 24070586 |
| drawn: | DCS |
| checked: | BVN |
| date: | 5/28/2025 |
| scale: | AS SHOWN |

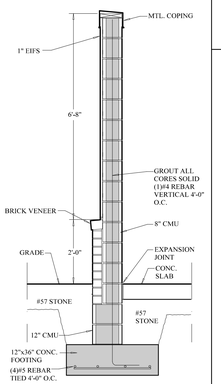
SHEET
C.02
3 OF 4

## SITE UTILITY NOTES

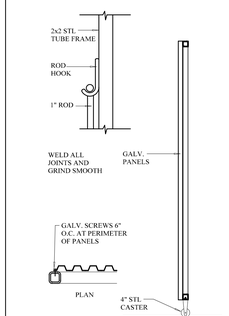
1. NEW DATA SERVICE CABLES TO BE INSTALLED 2'-0" (MIN.) UNDERGROUND FROM UTILITY POLE TO DEMARC AT BUILDING. CONDUIT TO BE SCHED. 40 PVC WITH SOLVENT FITTINGS - SEE "E" DWGS.
2. NEW UNDERGROUND ELECTRICAL CONDUIT TO BE INSTALLED 2'-4" (MIN) BELOW FINAL GRADE. CONDUIT TO BE SCHED. 40 PVC WITH SOLVENT FITTINGS - SCHED. 80 PVC WHERE ABOVE GRADE. SEE "E" DWGS.
3. NEW UNDERGROUND SANITARY PIPING TO BE SDR 35 PVC, INSTALLED 2'-0" (MIN.) BELOW FINAL GRADE. COORDINATE UTILITY CROSSINGS AND MAINTAIN 12" MIN. CLEARANCE. SEE "P" DWGS.
4. NEW UNDERGROUND WATER PIPING TO BE HDPE, INSTALLED 3'-0" (MIN.) BELOW FINAL GRADE, AND BEDDED WITH 6" LIMESTONE SAND. INSTALL WARNING TAPE AND TRACER WIRE. UTILITY TO INSTALL METERS. SEE "P" DWGS.
5. NEW CONC. LIGHTING FIXTURE FOUNDATION AND CONDUITS. SEE "E" DWGS.
6. STORMWATER PIPE TO DISCHARGE AT FACE OF CURB.
7. ...



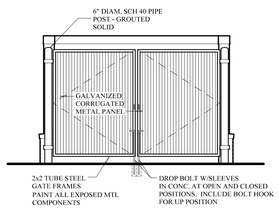

3 / C.03 BOLLARD DETAIL
N.T.S.

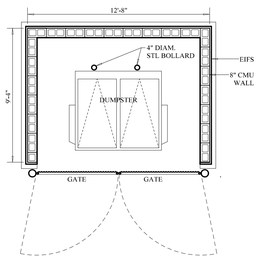



1 / C.03 ENCLOSURE WALL
N.T.S.

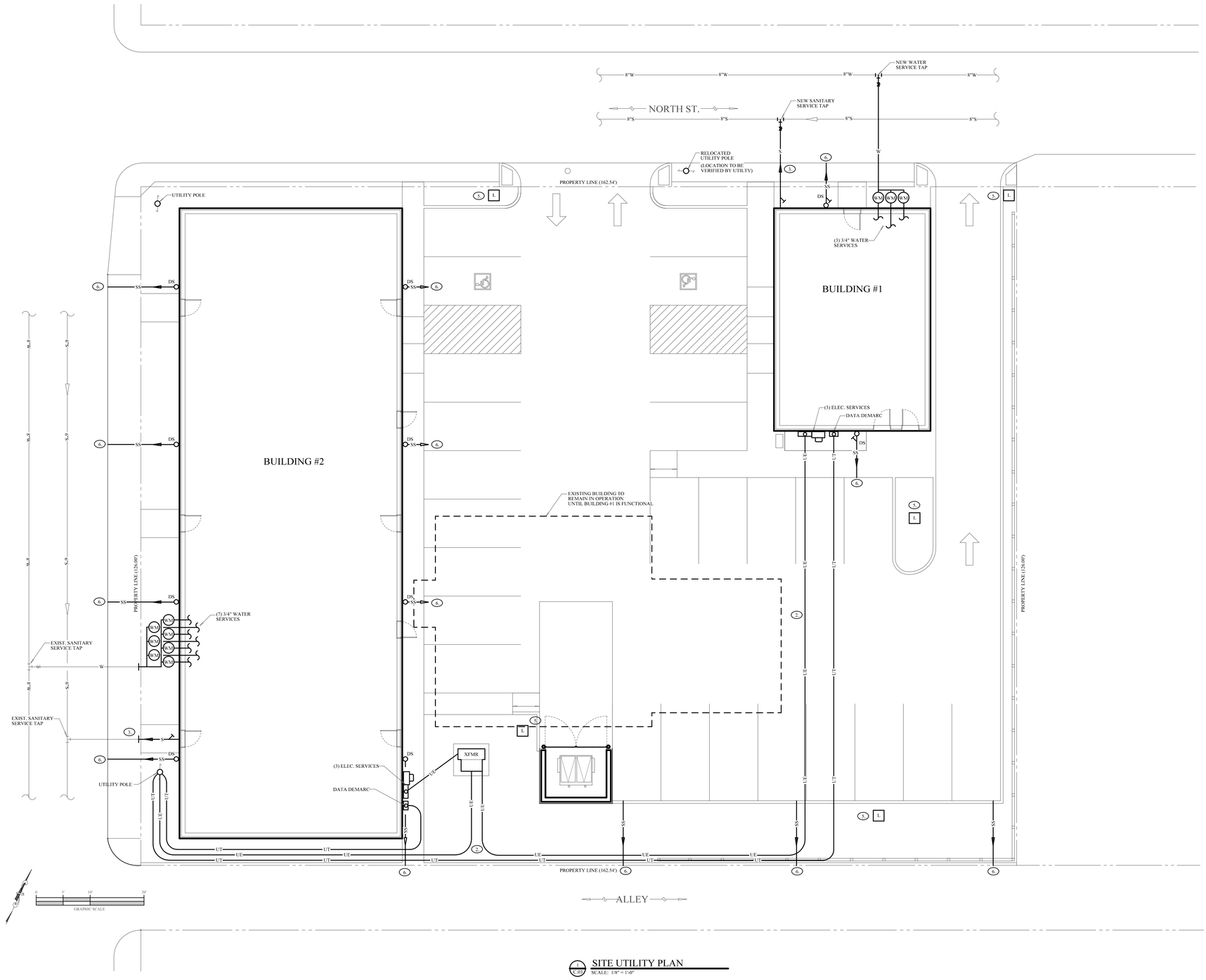



4 / C.03 GATE DETAIL
N.T.S.




2 / C.03 DUMPSTER ENCLOSURE
SCALE: 1" = 10'-0"




1 / C.03 SITE UTILITY PLAN
SCALE: 1/8" = 1'-0"

VANNOSTRAND ARCHITECTS
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# YOUSSEF PROPERTIES

213 NORTH SAMUEL STREET
CHARLES TOWN, WV 25414

| rev | date | description |
|---|---|---|

STATE OF WEST VIRGINIA — JAMES BRYSON VANNOSTRAND — NO. 3938 — REGISTERED ARCHITECT

| | |
|---|---|
| job: | 24070586 |
| drawn: | DCS |
| checked: | BVN |
| date: | 5/28/2025 |
| scale: | AS SHOWN |

SHEET
C.03
4 OF 4

**Planning Commission**
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/25/25
Department: Planning Commission
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## Public Hearing: *WV2025-01* - Waiver Request - 231 N. Samuel St.

**ATTACHMENTS:**