



CITY OF CHARLES TOWN

PLANNING COMMISSION

AGENDA • MARCH 25, 2024

**Commission/Board
Meeting**

CITY HALL

7:00 PM

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. WORK SESSION

: TXA2023-01 Mobile Food Vendors

1. [Report.pdf](#)

: TXA2023-09 Neighborhood Residential Use Changes

1. [Report.pdf](#)

3. CALL TO ORDER

4. APPROVAL OF MINUTES

21. : Draft February 26, 2024 minutes will be available at the April meeting.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

: *Commission Review*: BR2024-02 - Norborne Glebe Phases 10B-13 Bond Initiation

1. [Staff Report.pdf](#)

2. [Land Disturbance Application.pdf](#)

3. [Land Disturbance Estimate.pdf](#)

4. [KH All bonds review.pdf](#)

5. [Performance Bond Application.pdf](#)

6. [Performance Bond Estimate.pdf](#)

7. [KH Performance Bond review.pdf](#)

: **Public Hearing**: SLD2023-11 - WVU Medicine Parcel and Boundary Adjustment

1. [Staff Report.pdf](#)

2. [Application.pdf](#)

3. [Plans.pdf](#)

: **Public Hearing**: ZMA2024-01 - WVU Medicine Rezoning Request

1. [Staff Report.pdf](#)

2. [Application.pdf](#)

3. [Plan.pdf](#)

: *Commission Review*: SLD2024-01 - WVU Medicine Sketch Plan Completeness Review

1. [Staff Report.pdf](#)

2. [Application.pdf](#)

3. [Plans.pdf](#)

[4. KH Comments.pdf](#)

: **Public Hearing:** TXA2023-06 - Minor/Major Subdivision/Land Development Requirements

[1. Report.pdf](#)

: **Public Hearing:** TXA2024-03 - Infill Development Requirements

[1. Report.pdf](#)

7. ADJOURNMENT

8. 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

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

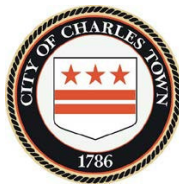
SCHEDULED

AGENDA ITEM (ID #)

TXA2023-01 Mobile Food Vendors

ATTACHMENTS:

- [1. Report.pdf](#)



Text Amendment Staff Report
Mobile Food Vendors
TXA2023-01

Date: For the March 25, 2024 Planning Commission Special Work Session

Applicant: City of Charles Town

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

Proposal: Subdivision and Land Development Ordinance Text Amendment

OVERVIEW

Mobile food vendors are not listed in Zoning Ordinance *Table 1322.04 Zoning District Use Table* as a permitted use, and are not currently allowed in the City except by Special Event permit. This text amendment will add use standards for mobile food trucks to the City's Zoning Ordinance.

CITY COUNCIL

At their November 6, 2023 meeting, Council requested that this item be brought to the Planning Commission for review and set up for a future public hearing.

PLANNING COMMISSION

This latest draft was brought to the Planning Commission for their January 30, 2024 work session. The Commission asked that City parks explicitly be allowed to host food trucks, and requested additional information on location parking restrictions.

LOCATION RESTRICTIONS

Notes:

100 Block of S. Samuel St. – Potentially 10 parking spaces available, no handicap spaces or fire hydrants. Two-way road. With 5 potential spaces on each side, if food trucks had to occupy two parking spaces that would allow for 4 food trucks (2 on each side of the road).

100 Block of N Samuel St. – Potentially 16 spaces available, no handicap spaces or fire hydrants. Two-way road. With 8 potential spaces on each side, if food trucks had to occupy two parking spaces that would allow for 8 food trucks (4 on each side of the road).

100 Block of N. Charles St. Potentially 11 parking spaces available, one handicap parking spot. The 9 available spaces include the required buffer from the handicap spot. No fire hydrants. One-way road. Parking is not evenly divided on the street, but could host a minimum of 4 food trucks if each truck required two spaces.

PROPOSED TEXT

The proposed language will be inserted into the Zoning Ordinance Article 1323 *Supplemental Regulations* as entry (L).

(L) Mobile Food Vendor

In addition to the other applicable requirements of the City of Charles Town, Mobile Food Vendors shall also be governed by the following provisions:

1. General Guidelines

- a. Mobile Food Vendors shall only operate during specified hours of 7am to 7pm, Monday-Sunday. Food trucks are permitted to operate at different hours from these, subject to approval of a Special Activity Permit.
- b. Only food and non-alcoholic drinks may be sold by the Mobile Food Vendor.
- c. In order to operate in the City of Charles Town, Mobile Food Vendors:
 - (1) Shall obtain all applicable health department and State Fire Marshal permit(s) before applying for a City Business License and Mobile Food Vendor Application.
 - (2) May not operate until all approvals are obtained through the City of Charles Town.
 - (3) Shall keep their Health Permit and Business License in plain sight for the public to view.
- d. Food trucks are not permitted to set up seating, tents, or other items in such a manner as to negatively impact public safety. Sidewalks, handicap parking spaces, access ramps and stairs, and building entrances and exits, may not be blocked or have access impaired by a mobile food vendor. Sidewalks shall be considered blocked if there are 4 feet or less of room for passage.
- e. Any electricity generators required for a Mobile Food Vendors located in the public right-of-way shall be self-contained and self-provided. Vendors shall not draw on public utilities from a public source without written authorization from the City. No utility cable shall be extended on or across any City street or sidewalk.

2. Location

- a. Mobile Food Vendors are only permitted to operate in the locations as designated by the Zoning Ordinance, City Council, or Special Activity Permit. Parking and location spaces are not reserved for specific vendors.
- b. Within the public right-of-way, mobile food vendors may only locate in parking spaces along the 100 block of N. Charles Street, the 100 block of N. Samuel Street, and the 100 block of S. Samuel Street.
- c. Mobile food vendors may operate at City park properties and other public lands

owned by the City, subject to approval of a mobile food vendor permit and the City Manager.

- d. Parking a mobile vending unit on private commercially zoned property is permitted if notarized written permission is given from the property owner, and such authorization is included with the application.
- e. Food trucks are permitted to operate at other locations beyond those specified in subsections b and c above, subject to approval of a Special Activity Permit.
- f. A Mobile Food Vendor is not permitted to park:
 - (1) Within 15 feet of any bus stop zone,
 - (2) Within 15 feet of a pedestrian crosswalk or intersection,
 - (3) Within 15 feet of a handicapped parking space.,
 - (4) Within any loading zone or other area where vehicles are prohibited to park.
 - (5) Within the public right-of-way in any residential zoning district in the City of Charles Town when not in use.
 - (6) Additionally, it is not permitted to be parked on any street of Charles Town when not in use in accordance with these regulations.

3. Advertisement and Signage

- a. Signage may be imprinted on the exterior body of a licensed mobile food establishment, and may additionally include the use of an attached or detached menu board. This is the only signage permitted.
- b. No banners or balloons may be attached to a mobile food unit or otherwise located on the mobile food site. No flashing or blinking or strobe lights are allowed.

4. Noise

- a. No Mobile Food Vendors shall make or cause to be made any unreasonable or excessive noise. No amplified music or announcements are permitted.
- b. All generators must operate at a level of sixty-five (65) decibels or lower when measured from a distance of fifteen (15) feet.

5. Waste Material Disposal

- a. All waste shall be removed and disposed of daily by the Mobile Food Vendor.
- b. No liquid or solid waste may be discharged from the Mobile Food Unit.
- c. Public trash receptacles shall not be used for disposal of waste that is directly generated by the Mobile Food Unit, such as grease, food scraps, food packaging material, and other waste products.
- d. Receptacles for the disposal of waste materials or other litter must be provided for customers.

6. Approval Process:

- a. The Zoning Administrator shall approve the issuance of a Mobile Food Vending License only if the application is complete, complies with the requirements of this Ordinance,

including applicable Health Department approvals, City Business License and provided the application is accompanied by the required fee.

7. Fees:

- a. An application fee shall accompany each application. See the City of Charles Town Fee Schedule for the amount.

DEFINITION

Proposed amendment to Zoning Ordinance Article 1325 *Definitions*, would define the use as:

MOBILE FOOD VENDOR – A food service establishment that is self-propelled or otherwise designated to be movable from place to place, including but not limited to a licensed, motorized vehicle, mobile kitchen, cart, stand, or tent, and which operates temporarily on a premise where food items are sold to the general public.

ZONING USE TABLE

The Zoning Use Table would be modified to read:

CHARLES TOWN ZONING ORDINANCE DISTRICT USE TABLE Key: P – Permitted Use S – Special Exception Use PA – Permitted Accessory Use SA – Special Exception Accessory Use		ZONING DISTRICTS						
		Residential Low Density	Residential Medium-High Density	Neighborhood Residential	Neighborhood Commercial	General Commercial	Old Town Mixed Use Commercials	Old Town Residential
ITE Code	Land Use	R-3	R-15	NR	NC	GC	OT-MUC	OT-R
RETAIL USES (ITE CODES 800 – 899)								
	Mobile Food Vendor			P	P	P	P	

Recall that parking a mobile vending unit on private commercially zoned property is permitted if notarized written permission is given from the property owner, and such authorization is included with the application. The use of a food truck is only permitted on select City streets and on commercial zoned property with owner authorization. Neighborhood Residential requires that 10% of its development include commercial spaces, and those commercial lots would be allowed to have a food truck.



Planning Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

SCHEDULED

AGENDA ITEM (ID #)

TXA2023-09 Neighborhood Residential Use Changes

ATTACHMENTS:

- [1. Report.pdf](#)



Neighborhood Residential Use Mix Review

Date: For the March 25, 2024 Planning Commission Special Work Session

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

ISSUE

While the NR zoning district allows for some recreational uses by-right (such as parks, tennis courts, gym), the only retail use permitted is a convenience store open 15-16 hours/day. That is the sole commercial use allowed at all, either by-right or with a special exception. Additionally, the only office use allowed at all is a government office building. The requirement for Neighborhood Commercial (NC) uses does not specify that such uses must be commercial in nature, and must be corrected.

PURPOSE

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.

CITY COUNCIL

On September 5, 2023, City Council unanimously voted to refer this item to the Planning Commission for discussion and eventual public hearing.

PLANNING COMMISSION

The Commission reviewed this item at their October 23, 2023 work session. The Commission requested staff modify the language about NC Use requirements in NR zoning, and requested some modifications to permitted uses.

The Commission reviewed this item at their November 27, 2023 meeting. The Commission discussed removal of reference to Neighborhood Commercial, and to simplify by stating that the required 10% to be *non-residential* uses. They asked staff to provide a comparison of the R15, NR, NC Districts.

The Commission reviewed this item at their January 30, 2024 meeting. The Commission asked staff to prepare a matrix of uses with definitions and status in the NR district.

NEIGHBORHOOD RESIDENTIAL

Purpose: 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.

POTENTIAL USES

Proposed use changes are based on the intent of the district.

NOTE: Uses not defined in our Code take their definitions from the Institute of Transportation Engineers manual (per City Code regulations) **unless otherwise specified.**

Red Text in the NR column is the staff proposed use permission level: P = permitted by-right, S= Special Use Permit required, blank = not permitted at all.

TABLE 1322.04, Zoning District Use Table

ITE CODE	USE	NR
090	Park-and-Ride Lot Not defined. Proposed definition: PARK AND RIDE LOT – Park and ride lots, with bus or other public or shared transportation service areas used for the transfer of people between private vehicles and buses or other public or shared transportation. They usually contain a bus shelter, a parking lot and circulation area for buses or other public or shared transportation, as well as circulation areas for private motor vehicles. In addition to park and ride, passengers may also be dropped off. Note: Definition slightly modified from the ITE definition, to include passenger/shared transportation, to broaden the category beyond just buses and private cars.	
210	Single-Family Detached Housing DWELLING, SINGLE-FAMILY DETACHED – A Building containing only a Dwelling Unit surrounded by Yards or other open area on the same Lot and not occupied by more than one single Family.	P
*	Duplex DWELLING, DUPLEX – A Building located on two Lots and containing two individual Dwelling Units that are attached, but on separate Lots.	P
	Go to next page	P

*	Dwelling, Two Family DWELLING, TWO-FAMILY – A Building located on one Lot containing not more than two Dwelling Units, arranged one above the other or side-by-side.	
220	Apartment Multi-Family Dwelling DWELLING, MULTI-FAMILY – A Building containing three or more Dwelling Units. Note: Apartment not defined. Propose replacing with Multi-family.	P
230	Residential Condominium/Townhouse DWELLING, TOWNHOUSE – One of a series of three or more attached Dwelling Units separated from one another by continuous vertical party walls without openings from Basement floor to roof, with each Dwelling Unit occupied by only one single Family.	P
240	Mobile Home Park MOBILE HOME PARK – A Lot or tract of land used or intended to accommodate Mobile Homes for residential purposes with adequate public or community water and sewerage service meeting Health Department standards. A Mobile Home Park does not include Mobile Home sales lots, on which unoccupied Mobile Homes are parked for inspection or sale, and does not include parks for the temporary parking for camping or recreational purposes of Travel Trailers or Motor Homes or sales lots for the same. See the Charles Town Subdivision and Land Development Ordinance for additional information and requirements regarding Mobile Home Parks.	
251	Senior Adult Housing – Detached Not defined in our Code: SENIOR ADULT HOUSING, DETACHED – Senior adult detached housing consists of detached independent living developments, including retirement communities, age-restricted housing, and active adult communities. These developments may include amenities such as gold courses, swimming pools, security,	P
252	Senior Adult Housing – Attached Not defined in our Code: SENIOR ADULT HOUSING, ATTACHED – Senior adult housing consists of attached independent living developments, including retirement communities, age-restricted housing, and active adult communities. These developments may include limited social or recreational services. However, they generally lack centralized dining and on-site medical care facilities. Residents in these communities live independently, are typically active (requiring little to no medical supervision) and may or may not be retired.	P
253	Congregate Care Facility Not defined in our Code: CONGREGATE CARE FACILITY – Independent living developments that provide centralized amenities such as dining, housekeeping, transportation, and organized social/recreational activities. Limited medical services (such as nursing and dental care) may or may not be provided. The residents may contract additional medical or personal services.	S

254	Assisted Living Not defined in our Code: ASSISTED LIVING – These complexes are residential settings that provide either routine general protective oversight or assistance with activities necessary for independent living to mentally or physically limited persons. They commonly have separate living quarters for residents, and services include dining, housekeeping, social and physical activities, medication administration, and transportation.	S
255	Continuing Care Retirement Community Not defined in our Code: CONTINUING CARE RETIREMENT COMMUNITY – A complex that provides multiple elements of senior adult living. These combine aspects of independent living with increased care, as lifestyle needs change with time. Housing options may include various combinations of senior adult housing-detached and senior adult housing-attached, congregate care, assisted living and skilled nursing care – aimed at allowing the residents to live in one community as their medical needs change. The communities may also contain special services such as medical, dining, recreational, and some limited supporting retail facilities. These communities are usually self-contained villages.	S
*	Adult Day Care Center ADULT DAY CARE CENTER – A facility that provides non-medical care for seven (7) or more adult persons on a less than 24-hour basis and that is duly licensed by the State of West Virginia and approved to operate as an adult day care center by all appropriate authorities.	S
*	Child Care Center CHILD CARE CENTER – A private home-based establishment enrolling six (6) or fewer children where tuition, fees, or other forms of compensation for the care of the children is charged, and which is licensed by the State of West Virginia and approved to operate as such an establishment.	S
*	Detached Garage or carport, provided it does not exceed 500 sq. feet.	PA
	Guest Quarters Not defined in our Code. Proposed definition is from Fredericksburg VA GUEST QUARTERS -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	PA
	Group Home GROUP HOME – A facility that: 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 (8) individuals who are developmentally disabled and not more than three (3) supervisors, or is occupied as a residence by not more than twelve (12) individuals who are behaviorally disabled and not more than three (3) supervisors;	

	3. Is licensed by the West Virginia Department of Health and Human Resources; 4. Complies with the State Fire Code for residential facilities.	
*	Home Occupation, Minor HOME OCCUPATION – A business, profession, occupation, or trade conducted for financial gain or profit and located entirely within a residential Dwelling, or within a detached Residential Garage. Such Use is accessory, incidental, and secondary to the Use of the Dwelling for residential purposes and does not change the residential purposes and does not change the residential character or appearance of the Dwelling or detached Residential Garage.	PA
*	Home Occupation, Major HOME OCCUPATION – A business, profession, occupation, or trade conducted for financial gain or profit and located entirely within a residential Dwelling, or within a detached Residential Garage. Such Use is accessory, incidental, and secondary to the Use of the Dwelling for residential purposes and does not change the residential purposes and does not change the residential character or appearance of the Dwelling or detached Residential Garage.	SA
*	Swimming Pool (Private) SWIMMING POOL – Any Structure intended for swimming or recreational bathing that contains water over 24 inches deep. This includes in-ground, aboveground, and on-ground Swimming Pools, hot tubs, and spas.	PA
310	Hotel Not defined in our Code: HOTEL- A place of lodging that provides sleeping accommodations and supporting facilities such as restaurants, cocktail lounges, meeting and banquet rooms or convention facilities, limited recreational facilities (pool, fitness room), and/or other retail and service shops.	
311	All Suites Hotel Not defined in our Code: HOTEL, ALL SUITES – A place of lodging that provides sleeping accommodations, a small restaurant and lounge, and small amounts of meeting space. Each suite includes a sitting room and separate bedroom; limited kitchen facilities are provided within the suite.	
312	Business Hotel Not defined in our Code: HOTEL, BUSINESS – A place of lodging aimed towards business travelers. These hotels provide sleeping accommodations and other limited facilities, such as a breakfast buffet bar and afternoon beverage bar (no lunch or dinner is served and no meeting facilities are provided). Each unit is a single large room. Business hotels provide very few or none of the supporting facilities provided at a hotel or all suite hotel, and are usually smaller in size. Generally located in a suburban area.	

320	Motel Not defined in our Code: MOTEL – A place of lodging that provides sleeping accommodations and often a restaurant. Motels generally offer free on-site parking and provide little or no meeting space and few (if any) supporting facilities	
*	Bed and Breakfast Inns BED AND BREAKFAST INN – Any Owner-occupied residential Dwelling, or Accessory Structure which is part of the owner occupied property, in which rooms are rented to paying guests on an overnight basis with not more than one (1) meal served daily, the entire service to be included in one (1) stated price. Such facility is not a Home Occupation for purposes of this Ordinance.	SA
411	City Park Not defined in our Code. Staff drafted: CITY PARK: Parkland owned and operated by the City.	P
412	County Park Not defined in our Code. Staff drafted: COUNTY PARK – Parkland owned and operated by Jefferson County, West Virginia.	P
413	State Park Not defined in our Code. Staff drafted: STATE PARK – Parkland owned and operated by the State of West Virginia.	P
416	Campground/Recreational Vehicle Park Not defined in our Code: CAMPGROUND/RECREATIONAL VEHICLE PARK - Recreational sites that accommodate campers, trailers, tents, and recreational vehicles on a transient basis. They provide a variety of facilities, often including restrooms with showers, recreational facilities (such as a swimming pool), laundromat facilities, and a convenience store.	
430	Golf Course Not defined in our Code: GOLF COURSE – A recreational location offering 9, 18, 27, and 36 hole courses, or a similar configuration. Some sites may also have driving ranges, and clubhouses with a pro shop, restaurant, lounge, and banquet facilities. Includes municipal golf courses. Does not include miniature golf.	S
431	Miniature Golf Course Not defined in our Code: MINIATURE GOLF COURSE – Consists of one or more individual putting courses. They may include limited game rooms or refreshment services. This is a stand-alone facility and not part of a larger recreational facility	S
432	Golf Driving Range Not defined in our Code: GOLF DRIVING RANGE – Outdoor facilities containing driving tees for golfers to practice. These facilities may also provide individual or group lessons. May include a pro-shop and/or refreshment facilities.	

433	Batting Cages Not defined in our Code: BATTING CAGES – Recreational facilities which consist of one or more individual batting cages. They may contain game rooms and/or refreshment services.	S
438	Billiard Hall Not defined in our Code. Definition taken from Merriam-Webster and modified: BILLIARD HALL – A facility used to play billiards, also known as a poolhall. Generally provides dining or refreshment facilities	S
435	Multipurpose Recreational Facility Not defined in our Code: MULTIPURPOSE RECREATIONAL FACILITY – A facility containing two or more of the following uses combined at one site: miniature golf, batting cages, video arcades, bumper cars/vehicles, go-carts, golf driving ranges, and similar recreational facilities. Refreshment areas may also be provided	S
437	Bowling Alley Not defined in our Code: BOWLING ALLEY – A recreational facility that includes bowling lanes. A small lounge, restaurant and/or snack bar, video games, and billiards table may also be available.	S
440	Adult Cabaret (Adult Uses) ADULT ENTERTAINMENT CABARET – A public or private establishment that is licensed to serve food and/or alcoholic beverages, which features topless dancers, strippers, male or female impersonators, or similar entertainers.	
441	Live Theater Modified from existing Theater definition. THEATER, LIVE – A Building or part of a Building devoted to showing live dramatic, musical, or other performances.	
443/444	Movie Theater Not defined in our Code: THEATER, MOVIE – A facility with a screen or multiple screens up to a maximum of nine (9), audience seating, a lobby, and refreshment stand. Not used for live performances.	
445	Multiplex Movie Theater Not defined in our Code: THEATER, MULTIPLEX MOVIE- A facility with a minimum of ten (10) screens, audience seating, a lobby, and a refreshment stand. Generally has one or more of the following amenities: digital sound, tiered stadium seating, moveable/expandable walls.	
460	Arena Not defined in our Code: ARENA – Large indoor structures in which spectator events are held. These events vary from professional sports to events such as concerts, shows, or religious services.	

464	Roller Skating Rink Not defined in our Code. Definition taken from Merriam-Webster and modified:: RINK, ROLLER SKATING – An enclosure for roller skating. May feature a refreshment area.	
465	Ice Skating Rink Not defined in our Code: RINK, ICE SKATING – Standalone facilities use for ice-skating oriented sports and entertainment. May contain spectator areas, refreshments areas, locker rooms, and arcades.	
473	Casino/Video Lottery Establishment Not defined in our Code. This definition is from ITE and modified to include dining facilities. The ITE definition did not cover full-service casinos. CASINO/VIDEO LOTTERY ESTABLISHMENT – Establishment that provides electronic or manually-controlled slot machines, games of chance, and/or games of skill. These facilities exist for the primary purpose of deriving revenue from gaming operations. May include dinning and refreshment facilities, as well as lodging, and conference spaces.	
480	Amusement Park Not defined in our Code: AMUSEMENT PARK – A recreational facility that contains rides, entertainment, and refreshment stands.	
488	Soccer Complex Not defined in our Code: SOCCER COMPLEX – Outdoor facility used for non-professional soccer games. They may consist of multiple fields. Ancillary amenities include stadium seating, and other recreational activities, such as a fitness trail, ball court, and playground.	S
490	Tennis Courts Not defined in our Code: TENNIS COURT – Indoor or outdoor facilities specifically designed for playing tennis. May be public or private. Generally does not include ancillary uses besides seating.	P
491	Racquet/Tennis Club Not defined in our Code: RACQUET/TENNIS CLUB – Privately owned facilities that primarily cater to racquet sports (tennis, racquetball, or squash – indoor or outdoor). The land use may also provide ancillary facilities, such as swimming pools, saunas, weight rooms, snack bars, retail stores, and/or a clubhouse. These facilities are membership clubs that allow access to the general public for a fee.	S
492	Health/Fitness Club Not defined in our Code: HEALTH/FITNESS CLUB – A privately owned facility that primarily focuses on individual fitness or training. Typically they provide exercise classes; weightlifting, fitness, and gymnastics equipment, spas, locker rooms, and refreshment areas. Ancillary features may include saunas, swimming pools, racquet sport facilities, handball courts, and limited retail. These facilities are membership clubs that may allow access to the general public for a fee.	P

493	Athletic Club Not defined in our Code: ATHLETIC CLUB – Privately owned facilities that offer comprehensive athletic facilities. These clubs typically have one or more of the following: tennis, racquetball, squash, handball, basketball, and volleyball courts; swimming pools, whirlpools, saunas, spas, exercise rooms, and/or weight rooms. They may offer a diversity of competitive team sports activities, as well as social facilities. They facilities are membership facilities that may allow access to the general public for a fee.	P
495	Recreational Community Center Not defined in our Code: RECREATIONAL COMMUNITY CENTER – Stand-alone public facilities similar to an athletic club. These facilities often include classes and clubs for adults and children; a daycare/nursery school; meeting rooms; swimming pools, whirlpools, saunas; tennis racquetballs, handball, basketball, and/or volleyball courts; outdoor and indoor recreation areas; athletic fields; weightlifting and gymnastics equipment; and a refreshment area. A fee may be charged.	S
*	Swimming Pool Facility Not defined in our Code or in ITE. Staff crafted proposed definition: SWIMMING POOL FACILITY – A swimming pool open to the public for free, a fee, or to a fee paying membership. May contain refreshment facilities.	S
520	Elementary School Not defined in our Code: SCHOOL, ELEMENTARY – Educational facility typically serving students from kindergarten through to fifth or sixth grade. Generally includes bus parking, as well as outdoor recreational fields and play areas. Include both private and public facilities.	
522	Middle School/Junior High School Not defined in our Code: SCHOOL, MIDDLE/JUNIOR HIGH – Educational facility serving students who have graduated from elementary school but not yet in high school. Generally includes bus parking, as well as outdoor recreational fields and play areas. Include both private and public facilities.	
530	High School Not defined in our Code: SCHOOL, HIGH – Educational facility serving students who have graduated from middle/junior high school. Generally includes bus parking, as well as outdoor recreational fields and play areas. Include both private and public facilities.	
534/536	Private School (K-12) Not defined in our Code: SCHOOL, PRIVATE – Educational facility that primarily educates kindergarten through eighth grade. They may offer pre-kindergarten classes, as well as extended daycare. Generally includes bus parking, as well as outdoor recreational fields and play areas.	

540	Junior/Community College Not defined in our Code: COLLEGE, JUNIOR/COMMUNITY – Educational facility which offers two-year junior, community, or some technical colleges. Educational programs may exceed two years for certain programs.	
550	University/College Not defined in our Code: COLLEGE/UNIVERSITY – Educational facility offering four-year educational programs. Generally offers a variety of undergraduate, graduate, and postgraduate educational programs.	
*	Technical and Vocational School Not defined in our Code or ITE. Definition from Fredericksburg VA: SCHOOL, TRADE/TECHINCIAL/VOCATIONAL- A facility primarily teaching a usable skill that prepares a person for a job in a trade and meeting any licensing requirements of the State, including barber, cosmetology, mechanical, plumbing, electrical, carpentry, and auto-mechanic trades.	
*	Professional and Management Development Training Center Not defined in our Code or ITE. Definition from N. American Industry Classification System: PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING CENTER - Establishments primarily engaged in offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals through employers' training programs and courses that are customized or modified to meet the special needs of their customers. Common types of services within this sector include: continuing Education (classes, seminars, and conferences), professional development training, quality assurance training, and management development training.	
560/561	Church/Synagogue CHURCH – A Religious Institution.	S
565	Day Care Center DAY CARE CENTER – A private establishment enrolling more than six (6) children where tuition, fees, or other forms of compensation for the care of the children is charged, and which is licensed by the State of West Virginia and approved to operate as such an establishment.	SA P
566	Cemetery CEMETERY -A place used for the permanent internment of dead human bodies or the cremated remains thereof. A Cemetery may be a burial park for earth internments, a mausoleum for vault or crypt internments, a columbarium for cinerary internments, or a combination of one or more thereof.	
571	Prison Not defined in our Code: PRISON – A building or buildings where persons convicted of a crime or who are awaiting trial are confined. May include limited recreational facilities, as well as work areas, dining areas, and office spaces.	
	Go to next page	P

580	Museum Not defined in our Code MUSEUM – A facility offering exhibitions, displays, shows, and/or demonstrations of historical, scientific, artistic, or other cultural significance.	
*	Cultural Center CULTURAL CENTER – A use providing for display, performance, or enjoyment of heritage, history, or the arts. This use allows for the combination of the uses as follows, but is not limited to: museums, art performances, corporate retreats, art galleries, historic interpretation/reenactment, cultural activities, weddings, or interpretive sites, but does not include commercially-operated businesses.	S-P
590	Library Not defined in our Code LIBRARY – Either a public or private facility with shelved books, reading rooms, and sometimes meeting rooms.	P
591	Lodge/Fraternal Organization LODGE/FRATERNAL ORGANIZATION: A private clubhouse with dining and drinking facilities, recreational and entertainment areas, and meeting rooms.	S
610	Hospital HOSPITAL – A licensed and West Virginia accredited institution rendering medical, surgical or convalescent care at least partially on an inpatient basis, including Nursing Homes, homes for the aged and sanatoriums, and treatment centers that serve human patients at least partially on an inpatient basis and partially by outpatient services, particularly emergency care.	
612	(Outpatient) Surgery Center OUTPATIENT SURGEY CENTER – A healthcare facility that provides surgical care without providing overnight accommodations.	
620	Nursing Home NURSING HOME – This item includes rest homes, nursing homes, convalescent homes for children and homes providing chronic and convalescent care; a place that has obtained the necessary licensing requirements in West Virginia which is devoted primarily to the maintenance and operation of facilities for the treatment and care of four (4) or more persons suffering from illness, diseases, deformities or injuries not requiring extensive and/or intensive care that is normally provided in a general Hospital or other specialized Hospital.	
630	Clinic CLINIC – An establishment where patients are admitted for examination and treatment by one or more physicians, dentists, psychologists, social workers, or veterinarians and where patients are not usually lodged overnight.	

640	Animal Hospital/Veterinary Clinic ANIMAL HOSPITAL – A place where animals or pets are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to the hospital use.	P
*	Medical / Dental Lab Not defined in our Code or ITE. Definition from Fredericksburg VA: MEDICAL/DENTAL LAB - A room or group of rooms used for conducting the affairs of a businesses engaged in offering or providing medical, dental, or other health-related diagnostic services to clients both on-site and in separate locations.	
*	Heliport Not defined in our Code or ITE. Definition from Fredericksburg VA: HELIPORT - An area, either on ground level or elevated on a structure, licensed or approved for repetitive helicopter landings and takeoffs on the same parcel of land. The term heliport includes accessory uses and structures such as parking, waiting room, fueling, and maintenance equipment	
710	General Office Building Not defined in our Code OFFICE BUILDING, GENERAL – A building generally housing multiple tenants. It is a location where affairs of businesses, commercial, or industrial organizations, or professional persons or firms are conducted. May include ancillary businesses such as dining or retail.	
714	Corporate Headquarters Building Not defined in our Code, and such a use seems like it can be subsumed into another Office category use.	
715	Single Tenant Building Not defined in our Code OFFICE BUILDING, SINGLE-TENANT – A building containing the offices of a single business or company. Generally contains offices, meeting rooms, and storage facilities. May have ancillary support services such as a cafeteria, gym facilities, and/or a daycare.	P
720	Medical-Dental Office Building Not defined in our Code, and this use seems like it can be subsumed into the Medical/Dental Lab use.	P
730	Government Office Building Not defined in our Code OFFICE BUILDING, GOVERNMENT – A individual building containing government offices. May be local, state, or federal offices.	P
732	United States Post Office Not defined in our Code UNITED STATES POST OFFICE – A federal post office building. Generally contains service windows, post office boxes, and sorting and distribution facilities.	P

733	Government Office Complex Not defined in our Code OFFICE COMPLEX, GOVERNMENT – A series of government office buildings connected by pedestrian walkways. May be local, state, or federal offices.	
735	Judicial Complex Not defined in our Code or ITE. Staff crafted definition: JUDICIAL COMPLEX – An office building or series of office buildings used for judicial proceedings. May include offices, meeting rooms, trial hearing rooms, and detention facilities.	
750	Office Park Not defined in our Code OFFICE PARK – Usually a planned development featuring general office buildings and support services, such as banks, restaurants, and service stations, arranged in a campus-like atmosphere. The development is focused on offices and ancillary service industry businesses.	
760	Research and Development Center RESEARCH AND DEVELOPMENT CENTER – A Building or Buildings, for which an overall Schematic Plan has been approved by the Planning Commission, designed with Open Space and compatible with the adjacent community, to be used for the inquiry and investigation of sources and limited to the basic and applied research phase of the inquiry; not including however, any manufacturing, industrial operations or pilot plant involving machines or operations normally associated with production or assembly lines or the production of goods in quantity above that needed for product testing and evaluation.	
770	Business Park Not defined in our Code BUSINESS PARK – Consists of a group of buildings used for flex-type or incubator businesses. Generally one or two story buildings served by a common roadway system. The tenant space is flexible and may be used for a variety of uses. The rear of the building is usually used as a service entrance. May include office space, retail and wholesale stores, warehousing, restaurants, light-industrial, and scientific research businesses. Average mixture of uses is 30% commercial/office, and 70% industrial/warehouse.	
812	Building Materials and Lumber Store Not defined in our Code BUILDING MATERIALS AND LUMBER STORE – A free-standing building that sells hardware, building materials, and lumber. Generally less than 30,000 sq. ft. May feature an outdoor storage yard.	
813	Free-Standing Discount Superstore Not defined in our Code DISCOUNT SUPERSTORE, FREE-STANDING – This type of store offer a wide arrange of products and services, and has centralized cashiering. It also has a full-service grocery department. May have ancillary support operations, such as gasoline sales, a garden center, and automotive services. Generally open every day, with long operating hours. May be part of a larger retail complex.	

814	Specialty Retail Center Not defined in our Code. Proposed definition taken from Wikipedia: RETAIL CENTER, SPECIALTY - A specialty store is a shop/store that carries a deep assortment of brands, styles, or models within a relatively narrow category of goods. Furniture stores, florists, sporting goods stores, and bookstores are all specialty	P
815	Free-Standing Discount Store Not defined in our Code DISCOUNT STORE, FREE-STANDING – This type of store offer a wide arrange of products and services, and has centralized cashiering. It does not have a full-service grocery department. May have ancillary support operations, such as gasoline sales, a garden center, and automotive services. Generally open every day, with long operating hours. May be part of a larger retail complex.	P
816	Hardware/Paint Store Not defined in our Code. ITE definition is simply “Generally a free-standing store”. This proposed definition is Staff created: HARDWARE/PAINT STORE – A store offering hardware, paint, and other home improvement goods. Generally has a more limited selection of good compared to a building materials and lumber	P
817	Nursery/Garden Center Not defined in our Code. NURSERY/GARDEN CENTER – A free standing building with an outside storage area for planting or landscaping stock. Primarily serves the general public. May have a greenhouse on-site, offices, storage, shipping facilities, and may offer landscaping services.	S
818	Nursery (Wholesale) Not defined in our Code. NURSERY (WHOLESALE) - A free standing building with an outside storage area for planting or landscaping stock. Primarily serves contractors and suppliers. May have a greenhouse on-site, offices, storage, shipping facilities, and may offer landscaping services.	
820	Shopping Center Not defined in our Code. SHOPPING CENTER – An integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. Generally provides on-site parking.	
823	Factory Outlet Center Not defined in our Code. FACTORY OUTLET CENTER – A shopping center that primarily houses factory outlet stores.	
841	Automobile Sales Not defined in our Code. AUTOMOBILE SALES – A dealership, typically located along major arterial streets characterized by abundant commercial development. Leasing and used car sales may also be areas of focus. May offer services and sale of parts.	

843	Automobile Parts Sales Not defined in our Code. AUTOMOBILE PARTS SALES – Facility focused on the sale of automobile parts for maintenance and repair. Material sold may include oil and batteries, and a wide array of automobile parts.	
848	Tire Store Not defined in our Code. TIRE STORE – A business focused on the sale of automobile tires. May offer services such as tire installation and repair. May offer automotive maintenance and repair services. Generally does not have large storage or warehouse areas.	
849	Tire Superstore Not defined in our Code. TIRE SUPERSTORE – Warehouse-style facility focused on selling and installing automobile tires. May offer automotive maintenance and repair services, such as wheel alignment and shock and brake service. Generally has a significant storage area. General bodywork and mechanical repairs are not performed.	
850	Supermarket Not defined in our Code. SUPERMARKET – Free-standing retail store selling an assortment of food, food preparation and wrapping materials, and household goods. They may contain a deli, a bakery, a pharmacy, and other customary services. May be open 24 hours.	
851	Convenience Market (Open 24 Hours) Not defined in our Code. CONVENIENCE MARKET (24 HOURS) – A market which sells convenience goods, magazines, and often prepared food. May sell alcohol. Does not sell or dispense gasoline. Open 24 hours.	
852	Convenience Market (Open 15 – 16 Hours) Not defined in our Code. CONVENIENCE MARKET (15-16 HOURS) – A market which sells convenience goods, magazines, and often prepared food. May sell alcohol. Does not sell or dispense gasoline. Generally open no more than 16 hours a day.	P
853	Convenience Market with Gasoline Pumps Not defined in our Code. CONVENIENCE MARKET (WITH GASOLINE SALES) – A market which sells convenience goods, magazines, and often prepared food. May sell alcohol. May be open 24 hours. Has gasoline and other automotive fuel dispensers.	
854	Discount Supermarket Not defined in our Code. SUPERMARKET, DISCOUNT – A free-standing retail store selling an assortment of food (often in bulk), food preparation and wrapping materials, and household goods, at discounted prices.	S
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857	Discount Club Not defined in our Code. DISCOUNT CLUB - A discount store or warehouse where shoppers pay a membership fee in order to take advantage of discounted prices on a wide variety of items such as food, clothing, tires and appliances; many items are sold in large quantities or bulk. Some sites include on-site fueling pumps.	
859	Liquor Store (including Beer Distributor) Not defined in our Code. Definition taken from Martinsburg: LIQUOR STORE (Including Beer Distributor): Any established licensed and permitted under the West Virginia Alcohol and Beverage Control Administration to sell alcoholic beverages, including beer, wine, and liquor	
860	Wholesale Market Not defined in our Code. WHOLESALE MARKET –Use with large storage and distribution areas for receiving goods and shipping these goods to places such as grocery stores and restaurants. Generally, these markets are characterized by little drive-in business; truck deliveries and pick-up take place at all hours of the day	
861	Sporting Goods Superstore Not defined in our Code. SUPERSTORE, SPORTING GOODS – Free-standing facility which generally offer a variety of customer services and centralized cashiering, and which specialize in the sale of athletic and out-door oriented merchandise. These stores typically maintain long store hours, and are generally open every day of the week	
862	Home Improvement Superstore Not defined in our Code. SUPERSTORE, HOME IMPROVEMENT – Free-standing facility that specializes in the sale of home improvement merchandise. Generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week. May have a garden center	
863	Electronics Superstore Not defined in our Code. SUPERSTORE, ELECTRONICS - Free-standing facility that specializes in the sale of electronics merchandise, and may also offer major home appliances. Generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week.	
864	Toy/Children's Superstore Not defined in our Code. SUPERSTORE, CHILDRENS GOODS/TOYS - Free-standing facility that specializes in the sale of toys and other child-oriented merchandise. Generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week.	
865	Baby Superstore Not defined in our Code. SUPERSTORE, BABY GOODS - Free-standing facility that specializes in the sale of toys and other baby-oriented merchandise. Generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week.	

866	Pet Supply Superstore Not defined in our Code. SUPERSTORE, PET SUPPLY – Free-standing facility which generally offer a variety of customer services and centralized cashiering, and which specialize in the sale of pets and pet oriented merchandise. These stores typically maintain long store hours, and are generally open every day of the week. May have a shelter, and may offer training classes.	
867	Office Supply Superstore Not defined in our Code. SUPERSTORE, OFFICE SUPPLY – Free-standing facility which generally offer a variety of customer services and centralized cashiering, and which specialize in the sale of office merchandise, such as desks, paper, ink, and printers. These stores typically maintain long store hours, and are generally open every day of the week. They may offer services such as labeling, shipping, administrative support, and internet based services.	
868	Book Superstore Not defined in our Code. SUPERSTORE, BOOK – Free-standing facility which generally offer a variety of customer services and centralized cashiering, and which specialize in the sale of books, magazines, periodicals, and other printed goods. These stores typically maintain long store hours, and are generally open every day of the week. They may also have sale of audio/visual goods and toys. They may also have a café.	
869	Discount Home Furnishings Superstore Not defined in our Code. SUPERSTORE, DISCOUNT HOME FURNISHING – Free-standing facility which generally offer a variety of customer services and centralized cashiering. These stores typically maintain long store hours, and are generally open every day of the week. They typically exceed 100,000 sq. ft. in area, and offer an extensive variety of home furnishings and accessories. They may offer ancillary services such as dining facilities or children play area.	
870	Apparel Store Not defined in our Code or in ITE. Definition crafted by staff. APPAREL STORE – A facility specializing in textile sales. May offer a wide range of clothing, or specialize in certain items, such as outdoor apparel.	
879	Arts and Crafts Store Not defined in our Code. ARTS AND CRAFTS STORE – A facility that sells art, art supplies, hobby supplies, framing, décor, and seasonal merchandise. May also offer art and craft classes.	
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880	Pharmacy/Drugstore w/o Drive-Through Window Not defined in our Code. PHARMACY/DRUGSTORE – Retail facility that primarily sells prescription and non-prescription drugs. They may also sell cosmetics, stationary, personal care products, a limited food selection, and general merchandise. They may offer some medical services.	
881	Pharmacy/Drugstore w/Drive- Through Window Not defined in our Code. PHARMACY/DRUGSTORE – Retail facility that primarily sells prescription and non-prescription drugs. They may also sell cosmetics, stationary, personal care products, a limited food selection, and general merchandise. They may offer some medical services.	S
890	Furniture Store Not defined in our Code. FURNITURE STORE – A full-service retail store that specializes in the sale of furniture, and often also carpeting. May include a large storage facility.	
892	Carpet Store Not defined in our Code or in ITE. Definition crafted by staff. CARPET STORE – A retail store specializing in the sale of carpeting, rugs, and other flooring material. May have a large storage	
896	Video Rental Store Not defined in our Code. VIDEO RENTAL STORE – A retail store specializing in the sale or rental of motion-picture goods (such as DVD, Blu-ray, and other home video goods). May also offer video games for rental or sale.	
*	Art Gallery ART GALLERY – A Structure, or part thereof, devoted to the exhibition of visual works of fine art. Art galleries generally include accessory services, such as sale or purchase of displayed works, custom framing or encasement of art works and services related to art appraisal, display, preservation or restoration.	
*	Gift shops and Boutiques Not defined in our Code or in ITE. Definition crafted by staff. BOUTIQUE/GIFT SHOP – A retail shop specializing in a limited and specialized line of goods. Has a small building footprint. May be a free-standing use or located within a larger commercial use/structure.	
*	Farmers Market Not defined in our Code. FARMERS MARKET – A market held in an open area or structure where individual sellers offer goods for sale to the public. Such sellers may set up temporary stalls or tables for the sale of their products. Such sales may involve new and/or used items and may include the sale of fruits, vegetables, and other edible items.	
*	Florist Not defined in our Code or in ITE. Definition crafted by staff. FLORIST – A facility that specializes in selling flowers, and may create arrangements of flowers. May also sell gardening supplies.	P
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*	Photo / Camera Store Not defined in our Code or in ITE. Definition crafted by staff. PHOTO/CAMERA STORE – A facility specializing in the sale of cameras and camera equipment. May offer picture and portraiture services, and offer classes.	
911	Walk-in Bank Not defined in our Code. BANK, WALK-IN – Generally a free-standing structure that provides financial services and products. These facilities generally have a parking lot, and do not have drive-through teller services, though they may contain a non-drive-through automatic teller machine.	P
912	Drive-in Bank Not defined in our Code. BANK, DRIVE-IN – Generally a free-standing structure that provides financial services and products. These facilities generally have a parking lot, and do offer drive-through teller services, including automated teller machines.	S
918	Hair Salon Not defined in our Code. HAIR SALON – Facility offering cosmetic and beauty services, such as hair cutting and styling, skin and nail care, and massage therapy. May also contain spa facilities.	P
931	Quality Restaurant Not defined in our Code. RESTAURANT, QUALITY – Full-service eating establishment, with typical customer duration stay of an hour or more. Generally does not offer breakfast service, and may not offer lunch service. Does offer dinner service. Reservations are generally required. May have lounge or bar facilities.	
932	High-Turnover (Sit-Down) Restaurant Not defined in our Code. RESTAURANT, HIGH-TURNOVER/SIT DOWN – Full service eating establishments, with typical customer duration stay of an hour. Generally offers lunch and dinner service, may also offer breakfast service. May be open 24 hours a day. Typically reservations are not required.	
933	Fast-Food Restaurant w/o Drive-Through Window RESTAURANT, FAST-FOOD – An establishment whose principal business is the sale of pre-prepared or rapidly prepared food directly to the customer in a ready-to- consume state for consumption either within the Restaurant Building or off premises.	
934	Fast-Food Restaurant with Drive-Through Window RESTAURANT, FAST-FOOD – An establishment whose principal business is the sale of pre-prepared or rapidly prepared food directly to the customer in a ready-to- consume state for consumption either within the Restaurant Building or off premises.	

935	Fast-Food Restaurant with Drive-Through Window and No Indoor Seating RESTAURANT, FAST-FOOD – An establishment whose principal business is the sale of pre-prepared or rapidly prepared food directly to the customer in a ready-to- consume state for consumption either within the Restaurant Building or off premises.	
936	Coffee/Donut Shop w/o Drive- Through Window Not defined in our Code. COFFEE/DOUGHNUT SHOP – Restaurant that focuses on providing coffee and breakfast foods. May also sell newspapers, books, and music CDs. May offer indoor seating but no indoor table service.	P
937	Coffee/Donut Shop with Drive- Through Window Not defined in our Code. COFFEE/DOUGHNUT SHOP – Restaurant that focuses on providing coffee and breakfast foods. May also sell newspapers, books, and music CDs. May offer indoor seating but no indoor table service.	P
938	Coffee/Donut Shop with Drive- Through Window and No Indoor Seating Not defined in our Code. COFFEE/DOUGHNUT SHOP – Restaurant that focuses on providing coffee and breakfast foods. May also sell newspapers, books, and music CDs. May offer indoor seating but no indoor table service.	P
939	Bread/Donut/Bagel Shop w/o Drive-Through Window Not defined in our Code. BREAD/DOUGHNUT/BAGEL SHOP – Facility specialized in the sale of breads, doughnuts, and bagels as primary products. May offer beverages and limited sale of other foods. Indoor seating may be available, and table service may be provided.	P
940	Bread/Donut/Bagel Shop with Drive-Through Window Not defined in our Code. BREAD/DOUGHNUT/BAGEL SHOP – Facility specialized in the sale of breads, doughnuts, and bagels as primary products. May offer beverages and limited sale of other foods. Indoor seating may be available, and table service may be provided.	P
941	Quick Lube Vehicle Shop Not defined in our Code. QUICK LUBE VEHICLE SHOP – A business where the primary activity is to perform oil change services for vehicles. May also offer ancillary services such as preventative maintenance. Vehicle repair is generally not performed.	
942	Automobile Care Center Not defined in our Code. AUTOMOBILE CARE CENTER – A center which houses numerous businesses that provided automobile-related services. These service may include repair and servicing, upholstery, and stereo installation.	
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943	Automobile Parts and Service Center Not defined in our Code. AUTOMOBILE PARTS AND SERVICE CENTER - Facility focused on the sale of automobile parts for maintenance and repair, and also provide a full array of auto repair services. Material sold may include oil and batteries, and a wide array of automobile parts.	
944	Gasoline/Service Station Not defined in our Code. GASOLINE/SERVICE STATION – Business with a primary focus on fueling vehicles. May offer some ancillary repair services. Sale of goods is limited or non-existent. Does not have a car wash facility.	
945	Gasoline/Service Station with Convenience Market Not defined in our Code. GASOLINE/SERVICE STATION WITH CONVENIENCE MARKET – Business with a primary focus on fueling vehicles. May offer some ancillary repair services. May sell a limited selection of food, beverages, and consumer goods. Does not have a car wash facility.	
946	Gasoline/Service Station with Convenience Market and Car Wash Not defined in our Code. GASOLINE/SERVICE STATION WITH CONVENIENCE MARKET AND CAR WASH – Business with a primary focus on fueling vehicles. May offer some ancillary repair services. May sell a limited selection of food, beverages, and consumer goods. Does have a car wash facility.	
947	Self-Service Car Wash CAR WASH – A Structure containing facilities for both hand and automatic washing of automobiles, which facilities may include the use of a chain conveyor or other method of moving the cars along, and automatic or semiautomatic application of cleaner, brushes, rinse water and heat for drying.	
948	Automated Car Wash CAR WASH – A Structure containing facilities for both hand and automatic washing of automobiles, which facilities may include the use of a chain conveyor or other method of moving the cars along, and automatic or semiautomatic application of cleaner, brushes, rinse water and heat for drying.	
960	DRY CLEANERS Not defined in our Code or ITE. Definition from Fredericksburg VA: DRY CLEANERS– A facility used for cleaning fabrics, textiles, wearing apparel, or articles of any sort by immersion and agitation, or by immersions only, in water or volatile solvents	S
*	Funeral Home/Crematory FUNERAL HOME – A Building used for the preparation of the deceased for burial and the display of the deceased and ceremonies connected therewith before burial or cremation.	
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*	Kenel KENNEL – Any Building or Structure and/or land used, designed, or arranged for housing, boarding, breeding, or care of more than three adult dogs or cats kept or bred for hunting, sale, exhibition, or domestic use or other domestic animals for profit, but not including those animals raised for agricultural purposes.	S
*	Tattoo Parlor Not defined in our Code or ITE. Definition from Martinsburg TATTOO 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	
*	Self-Storage Facility Not defined in our Code or ITE. Definition from Martinsburg SELF-STORAGE FACILITY - Any real property designed and used for the purpose of renting or leasing individual storage space to occupants who are to have access to such facility for the purpose of storing and removing personal property	
*	Outdoor Café Not defined in our Code or ITE. Definition from NACTO: OUTDOOR CAFÉ - An open-air seating area on a public sidewalk provided by a restaurant located on the adjoining property, where restaurant patrons can eat or drink	
*	Parking Facility Not defined in our Code or in ITE. Definition crafted by staff. PARKING FACILITY – A facility where vehicles are kept for storage. Available for the public for free or for a fee	PA
*	Wireless Telecommunication Facilities Not defined in our Code or ITE. Definition from Fredericksburg VA: WIRELESS TELECOMMUNICATION FACILITIES - Equipment at a fixed location that enables wireless communications between user equipment and a communications network, including but not limited to equipment associated with wireless services such as private, broadcast and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul; and radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration	S
*	Essential Utilities and Equipment ESSENTIAL UTILITIES AND EQUIPMENT – This term comprises underground or overhead electrical, gas, communications not regulated by the Federal Communications Commission, water and sewage systems, including poles, towers or pole structures, wires, lines, mains, drains, pumping stations, 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 connections therewith. It does not include Buildings, yards, stations used for storage, repair or processing of equipment or material, and does not include Buildings, yards, stations, or substations for transforming, boosting or switching purposes, where such facilities are constructed on the ground.	P



Planning Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Draft February 26, 2024 minutes will be available at the April meeting.

ATTACHMENTS:



Planning Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Commission Review: BR2024-02 - Norborne Glebe Phases 10B-13 Bond Initiation

ATTACHMENTS:

- [1. Staff Report.pdf](#)
- [2. Land Disturbance Application.pdf](#)
- [3. Land Disturbance Estimate.pdf](#)
- [4. KH All bonds review.pdf](#)
- [5. Performance Bond Application.pdf](#)
- [6. Performance Bond Estimate.pdf](#)
- [7. KH Performance Bond review.pdf](#)

Bond Establishment Request

BR2024-02

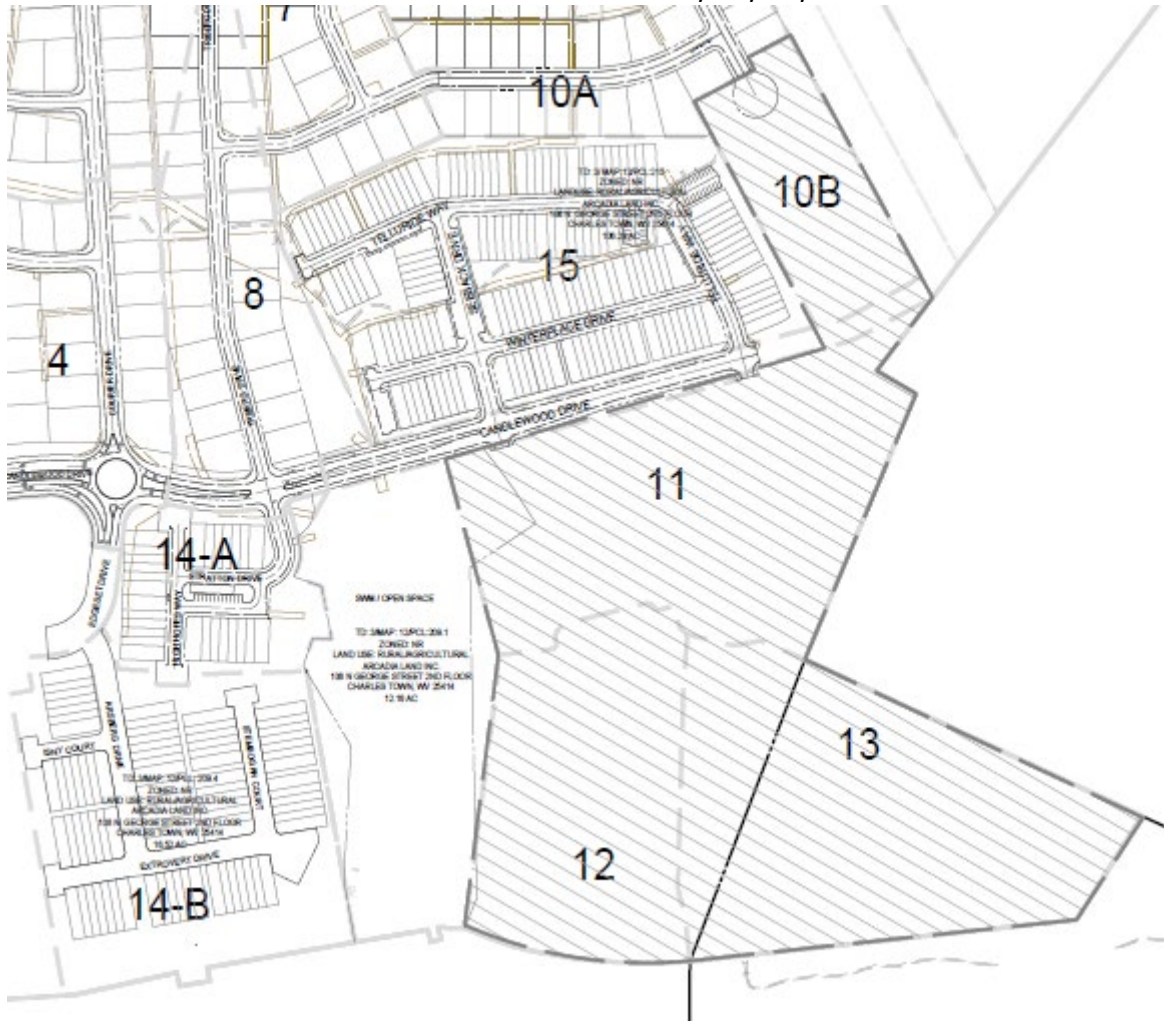
Date: For the March 25, 2024 Planning Commission Meeting

Applicant: Arcadia Land Inc.

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

Proposal: A bond establishment of \$1,079,934.12

Norborne Glebe Phase 10 B, 11, 12, 13



BACKGROUND

The applicant is requesting a bond establishment of the **performance and land disturbance bonds**. The preliminary plan for this phase was approved by the Planning Commission on February 26, 2024.

Performance Bond establishment for Phase 10B **only**: \$1,079,934.12

Land Disturbance Bond for all Phases 10B,11,12,13: \$1,635,228.03

Upon review of the request the City Engineer, Kimley-Horn, has determined that the bond amount is a reasonable assessment of the cost of the project.

BOND COMMITTEE

The Bond Committee reviewed this item at their March 20, 2024 meeting. The Committee recommended approval of the bond initiation request.

STAFF RECOMMENDATION

The City Engineer and City Staff have reviewed the bond reduction request and recommends the bond reduction request be **approved**.

Bond Request No. _____

Norborne Glebe - Phase 10B-13
Land Disturbance Bond



RECEIVED

JAN 31 2024

BY: VB

BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE December 19, 2023

2. APPLICATION TYPE ☒ Bond | Initiation ☐ Bond | Reduction

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 10B-13

Address N/A

4. APPLICANT'S NAME* Arcadia Land, Inc. Attn: Gary Endler

Address 108 N. George Street - 2nd Floor Charles Town, WV 25414

Telephone Number 703-771-8000 Fax Number ()

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME Arcadia Land, Inc. Attn: Gary Endler

Address 108 N George Street - 2nd Floor Charles Town, WV 25414

Telephone Number 703-771-8000 Fax Number ()

Email Address gendler@arcadiacompanies.com

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

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No. _____

6. DESCRIPTION OF REQUESTED INITIATION, REDUCTION, OR RELEASE:

Requesting Bond Amount Establishment for the Performance Bond for Phase 10B-13, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT ⁰ _____

B) PROPOSED BOND AMOUNT \$1,635,228.03 _____

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
3-12	215	1173	85	NR
3-12	216.1	1173	85	NR

9. 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-2013-04	Norborne Glebe Phase 5	Approved	01/14/2014
SLD-2017-05	Norborne Glebe Phase 7-8	Approved	09/25/2018
SLD-2016-01	Norborne Glebe Phase 6	Approved	09/25/2018
SLD-2017-14	Norborne Glebe Phase 14A	Approved	09/25/2018
SLD-2021-02	Norborne Glebe Phase 14B	Approved	02/28/2022
SLD-2021-05	Norborne Glebe Phase 9&10A	Approved	10/13/2022
SLD-2022-03	Norborne Glebe Phase 15	Approved	03/27/2023
SP-2022-06	Norborne Glebe Pool	Approved	07/28/2023
SLD-2022-06	Norborne Glebe Phase 10B-13	Pending	

Bond Request No. _____

10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

- A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.
- B. Certification that all bonded Improvements, other than Improvements accepted by West Virginia Department of Highways (WVDOH), have been completed in accordance with the approved plans, profiles, and specifications and the requirements of any applicable manual. For Improvements to be accepted for maintenance by WVDOH, such Certification shall state that the Improvements have been installed and inspected in accordance with WVDOH's requirements.
- C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts _____ Prepared By _____

- 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.
- 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 in accordance with this Section.
- G. Private Roadway Maintenance Bonds. 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 in accordance with Section 1335.07 (F) of the Subdivision Ordinance.
- H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans 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, whichever is greater.

Bond Request No. _____

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 _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

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

Please also send a copy of the completed Application as well as the As-Built to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Fee: \$ _____ Check No. _____

Receipt No. _____

Site Inspection Date: _____ Inspector: _____

Subdivision Administrator Approval: _____ Date: _____

Engineer Approval: _____ Date: _____

Planning Commission Approval: _____ Date: _____

City Council Approval: _____ Date: _____

Comments: _____

CITY OF CHARLES TOWN

LAND DISTURBANCE BOND UNIT COST LIST AND BOND REDUCTION FORM

This form shall be used to calculate the amount of the bond required to guarantee public improvements to be constructed under the approved Final S/LD Application. This form shall also be used in calculating the amount of bond reductions to be approved by the Planning Commission. **Note:** No bond shall be reduced until completion of at least thirty (30) percent of the physical Improvements secured by the bond.

PROJECT NAME:	Norborne Glebe - Phase 10B, 11,12 &13									
PREPARED BY:	Greenway Engineering									
DATE OF SUBMISSION	19-Dec-23									
BOND ESTIMATE								BOND REDUCTION		City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved	
MOBILIZATION GENERAL										
Mobilization	LS	\$6,250.00	1	\$6,250.00		0.0	\$0.00	0%		
Field Office	EA	\$3,000.00				0.0	\$0.00			
Job Sign	EA	\$1,150.00				0.0	\$0.00			
EROSION & SEDIMENT CONTROL										
Curb Inlet Protection	EA	\$176.80	56	\$9,900.80		0.0	\$0.00	0%		
Grate Inlet Protection	EA	\$200.00	7	\$1,400.00		0.0	\$0.00	0%		
Rock Check Dam	EA	\$150.00	230	\$34,500.00		0.0	\$0.00	0%		
Outlet Protection (18" Thick)	SY	\$210.00	70.00	\$14,700.00		0.0	\$0.00	0%		
Temporary Seeding	SY	\$0.77	88,875	\$68,433.75		0.0	\$0.00	0%		
Permanent Seeding	SY	\$0.77	153,126	\$117,907.02		0.0	\$0.00	0%		
Permanent Sodding	SY	\$3.64	153,126	\$557,378.64		0.0	\$0.00	0%		
Cleaning and Grubbing (Light)	AC	\$6675.00	50	\$333,750.00		0.0	\$0.00	0%		
Silt Fence	LF	\$3.25	5,179	\$16,831.75		0.0	\$0.00	0%		
Sediment Trap	EA	\$3500.00	7	\$24,500.00		0.0	\$0.00	0%		
Level Spreader	SY	\$3500.00		\$0.00		0.0	\$0.00	0%		
Stabilized Construction Entrance	EA	\$2500.00	3	\$7,500.00		0.0	\$0.00	0%		
TOPSOIL REPLACEMENT										
Fine Grading	SY	\$1.01	38,887.10	\$39,275.97		0.0	\$0.00	0%		
Respread Topsoil	CY	\$1.00	6,481.18	\$6,481.18		0.0	\$0.00	0%		
SPECIAL ITEMS										
Sediment Basin	LS			\$0.00		0.0	\$0.00			
Subtotal				\$1,238,809.11						

TOTAL ESTIMATE OF COMPLETED WORK:

TOTAL ESTIMATE OF REDUCTION:

SubTOTAL:	\$1,238,809.11	SubTOTAL:	\$0.00
CONTINGENCIES:	10.0%	CONTINGENCIES:	\$0.00
TOTAL W/ CONTINGENCY:	\$1,362,690.02	TOTAL:	\$0.00
BOND PERIOD:	5 Years	INFLATION:	\$0.00
ANNUAL INFLATION FACTOR:	4.00%	Grand Total:	\$0.00

Grand Total:

\$1,635,228.03

Bond Remaining:

\$1,635,228.03



Memorandum

To: Gary Endler
Attorney
Arcadia Land Inc
108 N George Street – 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

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

Date: February 12, 2024

Subject: Norborne Glebe Phases 10B through 13 Bond Initiation:

This memorandum summarizes our review of the Bond Initiation Application for Norborne Glebe Phases 10B Performance Bond valued at \$1,100,380.64 and the Phase 10B through 13 Land Disturbance Bond valued at \$1,635,288.03 (dated December 19, 2023, prepared by Arcadia Land Inc.). Kimley-Horn's review of this application is limited to the Performance and Land Disturbance Bond Initiation Application provided. Based upon our review, we have the following comments:

1. We request that the Applicant provide an updated Performance Bond Estimate for just Phase 10B to reflect the Project Name in the Application. The values shown in the estimate do not accurately show the work to be done in Phase 10B.

Kimley-Horn recommends that the Applicant address the comment above. Thank you for the opportunity to review this Bond Initiation Application. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

A handwritten signature in dark ink, appearing to read 'Mark Phillips', written over a light gray background.

Mark Phillips, P.E.
Project Manager

Bond Request No. _____

Norborne Glebe - Phase 10B
Performance Bond



BOND REQUEST AND REDUCTION

To assist the Subdivision Administrator in the review of a Bond Request Application, the Applicant must utilize this form to supply the City with the information prescribed under Article 1335 and Section 1332 of the Subdivision and Land Development Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Bond Request Application as required by Ordinance Article 1335.

1. DATE December 19, 2023

2. APPLICATION TYPE ☒ Bond | Initiation ☐ Bond | Reduction

☐ Bond | Reallocation ☐ Bond | Release**

3. PROJECT NAME Norborne Glebe Subdivision - Phase 10B

Address N/A

4. APPLICANT'S NAME* Arcadia Land, Inc. Attn: Gary Endler

Address 108 N. George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703)-771-8000 Fax Number ()

Email Address gendler@arcadiacompanies.com

5. PROPERTY OWNER'S NAME Arcadia Land, Inc, Attn: Gary Endler

Address 108 N George Street - 2nd Floor Charles Town, WV 25414

Telephone Number (703)-771-8000 Fax Number ()

Email Address gendler@arcadiacompanies.com

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

**Requires a Public Hearing and landscaping surety for one year after release

Bond Request No. _____

6. DESCRIPTION OF REQUESTED INITIATION, REDUCTION, OR RELEASE:

Requesting Bond Amount Establishment for the Performance Bond for Phase 10B, Norborne Glebe Subdivision

7. A) CURRENT BOND AMOUNT ⁰ _____

B) PROPOSED BOND AMOUNT \$1,079,934.12 _____

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

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District
3-12	215	1173	85	NR
3-12	216.1	1173	85	NR

9. 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-2013-04	Norborne Glebe Phase 5	Approved	01/14/2014
SLD-2017-05	Norborne Glebe Phase 7-8	Approved	09/25/2018
SLD-2016-01	Norborne Glebe Phase 6	Approved	09/25/2018
SLD-2017-14	Norborne Glebe Phase 14A	Approved	09/25/2018
SLD-2021-02	Norborne Glebe Phase 14B	Approved	02/28/2022
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10. BOND RELEASE ATTACHMENTS.

The following shall be included with this request:

- A. To the extent not previously submitted pursuant to bond reduction request, copies of inspection and test reports if work was inspected and tested by a third-party inspector.
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- C. A copy of the City-approved As-Built Drawings as required for facilities within public rights-of-way or Easements submitted pursuant to Section 1332.10 of this Ordinance.

Date of As-Builts _____ Prepared By _____

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- G. Private Roadway Maintenance Bonds. 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 in accordance with Section 1335.07 (F) of the Subdivision Ordinance.
- H. Landscaping Surety. Surety is required to ensure the landscaping shown on the Major S/LD plans 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, whichever is greater.

Bond Request No. _____

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 _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed Application, 1 digital copy and 1 paper copy of the As-Built Plans (if applicable) to the following:

Subdivision Administrator
City of Charles Town
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Charles Town, WV 25414

Please also send a copy of the completed Application as well as the As-Built to the following:

Hatch/Chester Engineers
Attn: Elizabeth Adamowicz
705 Quince Orchard Road, Suite 310
Gaithersburg, MD 20878

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Fee: \$ _____ Check No. _____

Receipt No. _____

Site Inspection Date: _____ Inspector: _____

Subdivision Administrator Approval: _____ Date: _____

Engineer Approval: _____ Date: _____

Planning Commission Approval: _____ Date: _____

City Council Approval: _____ Date: _____

Comments: _____

CITY OF CHARLES TOWN

PERFORMANCE BOND UNIT COST LIST AND BOND REDUCTION FORM

This form shall be used to calculate the amount of the bond required to guarantee public improvements to be constructed under the approved Final S/LD Application. This form shall also be used in calculating the amount of bond reductions to be approved by the Planning Commission. **Note:** No bond shall be reduced until completion of at least thirty (30) percent of the physical Improvements secured by the bond.

PROJECT NAME:	Norborne Glebe - Phase 10B							
PREPARED BY:	Greenway Engineering							
DATE OF SUBMISSION	12/19/2023, Revised 03/08/2024							
BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
MOBILIZATION GENERAL								
Mobilization	LS	\$6,250.00	1	\$6,250.00	0.0	\$0.00	0%	
Field Office	EA	\$3,000.00			0.0	\$0.00	0%	
Job Sign	EA	\$1,150.00			0.0	\$0.00	0%	
SURVEYING								
Steel Pipe Property Corner Marker Incl. Survey	EA	\$275.00	73	\$20,075.00	0.0	\$0.00	0%	
R.O.W. MONUMENTS SURVEYED IN PLACE								
RM -- 1	EA	\$825.00			0.0	\$0.00	0%	
RM -- 2	EA	\$575.00			0.0	\$0.00	0%	
EARTHWORK EXCAVATION								
Regular Bulk used as Fill	CY	3.86	4,084.00	\$15,764.24	0.0	\$0.00	0%	
Rock, Rip	CY	17.30			0.0	\$0.00	0%	
Rock, Blast	CY	38.48			0.0	\$0.00	0%	
BORROW MATERIAL								
Buy, Load, Haul 10 Mi. Select Material	CY	28.90			0.0	\$0.00	0%	
Fill and Compaction of On-site Borrow	CY	5.95	704.00	\$4,188.80	0.0	\$0.00	0%	
UNSUITABLE MATERIAL								
Load and Haul, 20 mi R/T	CY	\$21.95			0.0	\$0.00	0%	
Dump Charge	CY	37.50			0.0	\$0.00	0%	
Site Grading	SY	0.75			0.0	\$0.00	0%	
CLEAR & GRUB								
Light	AC	6,675.00	9	\$60,075.00	0.0	\$0.00	0%	
Moderate	AC	9,750.00			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Heavy	AC	\$12,250.00			0.0	\$0.00	0%	
Very Heavy	AC	\$14,250.00			0.0	\$0.00	0%	
LANDSCAPING								
Seeding	SY	\$0.77	24,487.00	\$18,854.99	0.0	\$0.00	0%	
Sodding	SY	\$3.64	24,487.00	\$89,132.68	0.0	\$0.00	0%	
PLANTING SHRUBS								
18"	EA	\$40.00			0.0	\$0.00	0%	
24"	EA	\$70.00			0.0	\$0.00	0%	
TREES								
6' – 8' (1-2 in. Caliper)	EA	\$400.00	140	\$56,000.00	0.0	\$0.00	0%	
8' – 10' (2.5-3 in. Caliper)	EA	\$700.00			0.0	\$0.00	0%	
Tree Protection	LF	\$9.00			0.0	\$0.00	0%	
MISCELLANEOUS SITE IMPROVEMENTS								
RETAINING WALLS								
Timber Wall (Less Than 6 ft)	LF	\$325.00			0.0	\$0.00	0%	
Dry Rubble RW-1 (H=6')	LF	\$450.00			0.0	\$0.00	0%	
Mortared Rubble RW-1A (H=6')	LF	\$535.00			0.0	\$0.00	0%	
Concrete Gravity RW-2 (H=6')	LF	\$339.00			0.0	\$0.00	0%	
Concrete Gravity RW-3 (H=6')	LF	\$378.00			0.0	\$0.00	0%	
FENCING								
Std. Fence (H=5') FR-5	LF	\$9.31			0.0	\$0.00	0%	
Farm Fence (H=5') FR-3A	LF	\$10.90			0.0	\$0.00	0%	
Chain Link Fence (H=6')FR 2-B	LF	\$14.52			0.0	\$0.00	0%	
Board Fence (H=6')	LF	\$19.35			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
TOT LOTS								
Tot Lot	EA	\$16,495.00			0.0	\$0.00	0%	
STORM DRAINAGE								
STORM SEWER								
<i>NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill</i>								
Rock Excavation for All Pipe Types								
Less than 1,500 CY (Blasting)	CY	\$110.00			0.0	\$0.00	0%	
More than 1,500 CY (Blasting)	CY	\$90.00			0.0	\$0.00	0%	
Less than 1,500 CY (Hoe Ram)	CY	\$135.00			0.0	\$0.00	0%	
More than 1,500 CY (Hoe Ram)	CY	\$110.00			0.0	\$0.00	0%	
Trench De-watering								
Trench De-watering	LF	\$2.95			0.0	\$0.00	0%	
RCP CLASS III ROUND T & G W/MASTIC								
12" Pipe (RCP III)								
0' – 8' Cut	LF	\$44.50			0.0	\$0.00	0%	
8' – 14' Cut	LF	\$62.50			0.0	\$0.00	0%	
Add cost for Class IV	LF	\$0.85			0.0	\$0.00	0%	
O-Ring	LF	\$5.50			0.0	\$0.00	0%	
15" Pipe (RCP III)								
0' – 10' Cut	LF	\$49.75			0.0	\$0.00	0%	
10' – 16'	LF	\$77.50			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$0.95			0.0	\$0.00	0%	
O-Ring	LF	\$5.50			0.0	\$0.00	0%	
18" Pipe (RCP III)								
0' – 10' Cut	LF	\$50.00			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$80.00			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Add Cost for Class IV	LF	\$2.00			0.0	\$0.00	0%	
O-Ring	LF	\$7.00			0.0	\$0.00	0%	
21" Pipe (RCP III)								
0' – 10' Cut	LF	\$57.50			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$87.50			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$2.75			0.0	\$0.00	0%	
O-Ring	LF	\$13.00			0.0	\$0.00	0%	
24" Pipe (RCP III)								
0' – 10' Cut	LF	\$67.50			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$95.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$3.15			0.0	\$0.00	0%	
O-Ring	LF	\$14.00			0.0	\$0.00	0%	
27" Pipe (RCP III)								
0' – 10' Cut	LF	\$60.00			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$95.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$4.00			0.0	\$0.00	0%	
O-Ring	LF	\$15.00			0.0	\$0.00	0%	
30" Pipe (RCP III)								
0' – 10' Cut	LF	\$82.50			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$125.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$6.00			0.0	\$0.00	0%	
O-Ring	LF	\$17.25			0.0	\$0.00	0%	
33" Pipe (RCP III)								
0' – 12' Cut	LF	\$115.00			0.0	\$0.00	0%	
10' – 18' Cut	LF	\$160.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$6.50			0.0	\$0.00	0%	
O-Ring	LF	\$21.95			0.0	\$0.00	0%	
36" Pipe (RCP III)								
0' – 12' Cut	LF	\$120.00			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
12' – 18' Cut	LF	\$175.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$7.75			0.0	\$0.00	0%	
O-Ring	LF	\$22.75			0.0	\$0.00	0%	
42" Pipe (RCP III)								
0' – 12' Cut	LF	\$140.00			0.0	\$0.00	0%	
12' – 18' Cut	LF	\$200.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$12.00			0.0	\$0.00	0%	
O-Ring	LF	\$35.45			0.0	\$0.00	0%	
48" Pipe (RCP III)								
0' – 12' Cut	LF	\$155.00			0.0	\$0.00	0%	
12' – 18' Cut	LF	\$215.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$12.50			0.0	\$0.00	0%	
O-Ring	LF	\$43.35			0.0	\$0.00	0%	
54" Pipe (RCP III)								
0' – 12' Cut	LF	\$190.00			0.0	\$0.00	0%	
12' – 18' Cut	LF	\$275.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$18.75			0.0	\$0.00	0%	
O-Ring	LF	\$44.45			0.0	\$0.00	0%	
60" Pipe (RCP III)								
0' – 12' Cut	LF	\$225.00			0.0	\$0.00	0%	
12' – 18' Cut	LF	\$335.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$22.50			0.0	\$0.00	0%	
O-Ring	LF	\$48.65			0.0	\$0.00	0%	
ELLIPTICAL PIPE – RCP CLASS III								
23" X 14" (18" Equiv-RCP III)								
0' – 10' Cut	LF	\$75.00			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$110.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$16.45			0.0	\$0.00	0%	
O-Ring	LF	\$43.35			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
30" X 19" (24" Equiv-RCP III)								
0' – 10' Cut	LF	\$90.00			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$130.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$5.95			0.0	\$0.00	0%	
O-Ring	LF	\$43.35			0.0	\$0.00	0%	
38" X 24" (30" Equiv-RCP III)								
0' – 10' Cut	LF	\$120.00			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$167.50			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$8.45			0.0	\$0.00	0%	
O-Ring	LF	\$51.35			0.0	\$0.00	0%	
45" X 29" (36" Equiv-RCP III)								
0' – 10' Cut	LF	\$165.00			0.0	\$0.00	0%	
10' – 16' Cut	LF	\$235.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$11.35			0.0	\$0.00	0%	
O-Ring	LF	\$53.35			0.0	\$0.00	0%	
53" X 34" (42" Equiv-RCP III)								
0' – 12' Cut	LF	\$210.00			0.0	\$0.00	0%	
10' – 18' Cut	LF	\$300.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$15.35			0.0	\$0.00	0%	
O-Ring	LF	\$58.95			0.0	\$0.00	0%	
60" X 38" (48" Equiv-RCP III)								
0' – 12' Cut	LF	\$255.00			0.0	\$0.00	0%	
10' – 18' Cut	LF	\$375.00			0.0	\$0.00	0%	
Add Cost for Class IV	LF	\$18.35			0.0	\$0.00	0%	
O-Ring	LF	\$69.95			0.0	\$0.00	0%	
HDPE PIPE								
8" Pipe					0.0	\$0.00	0%	
0'-8' Cut	LF	\$28.65			0.0	\$0.00	0%	
8'-14' Cut	LF	\$43.15			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
12" Pipe								
0'-8' Cut	LF	\$38.95		\$0.00	0.0	\$0.00	0%	
8'-14' Cut	LF	\$57.75			0.0	\$0.00	0%	
15" Pipe								
0'-8' Cut	LF	\$50.25	681.00	\$34,220.25	0.0	\$0.00	0%	
8'-16' Cut	LF	\$74.85	104.00	\$7,784.40	0.0	\$0.00	0%	
21" Pipe								
0'-8' Cut	LF	\$76.90	84	\$6,459.60	0.0	\$0.00	0%	
8'-16' Cut	LF	\$115.25			0.0	\$0.00	0%	
18" Pipe								
0'-8' Cut	LF	\$66.00	163.00	\$10,758.00	0.0	\$0.00	0%	
8'-16' Cut	LF	\$98.55			0.0	\$0.00	0%	
24" Pipe								
0'-8' Cut	LF	\$76.90	40	\$3,076.00	0.0	\$0.00	0%	
8'-16' Cut	LF	\$115.25			0.0	\$0.00	0%	
30" Pipe								
0'-8' Cut	LF	\$91.33		\$0.00	0.0	\$0.00	0%	
8'-16' Cut	LF	\$137.27	495	\$67,948.65	0.0	\$0.00	0%	
36" Pipe								
0'-8' Cut	LF	\$101.68			0.0	\$0.00	0%	
8'-16' Cut	LF	\$152.33			0.0	\$0.00	0%	
42" Pipe								
0'-8' Cut	LF	\$113.99			0.0	\$0.00	0%	
8'-16' Cut	LF	\$171.00			0.0	\$0.00	0%	
48" Pipe								
0'-8' Cut	LF	\$129.55			0.0	\$0.00	0%	
8'-16' Cut	LF	\$195.66			0.0	\$0.00	0%	
STORM STRUCTURES								
END SECTIONS								
End Section (ES-1), Concrete Pipe Size								
15"	EA	\$485.00		\$0.00	0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
18"	EA	\$565.00		\$0.00	0.0	\$0.00	0%	
21"	EA	\$645.00			0.0	\$0.00	0%	
24"	EA	\$755.00		\$0.00	0.0	\$0.00	0%	
27"	EA	\$1,065.00			0.0	\$0.00	0%	
30"	EA	\$1,195.00		\$0.00	0.0	\$0.00	0%	
36"	EA	\$1,765.00			0.0	\$0.00	0%	
42"	EA	\$1,795.00			0.0	\$0.00	0%	
48"	EA	\$2,135.00			0.0	\$0.00	0%	
54"	EA	\$2,795.00			0.0	\$0.00	0%	
60"	EA	\$3,455.00			0.0	\$0.00	0%	
ENDWALLS								
EW-1(Pre-cast) Round Pipe Size								
15"	EA	\$800.00			0.0	\$0.00	0%	
18"	EA	\$1,337.00			0.0	\$0.00	0%	
24"	EA	\$2,021.00			0.0	\$0.00	0%	
30"	EA	\$2,133.00			0.0	\$0.00	0%	
36"	EA	\$2,366.00			0.0	\$0.00	0%	
EW-1 Cast in Place [Round Pipe Size]								
15"	EA	\$852.00			0.0	\$0.00	0%	
18"	EA	\$1,053.00			0.0	\$0.00	0%	
24"	EA	\$1,495.00			0.0	\$0.00	0%	
30"	EA	\$2,144.00			0.0	\$0.00	0%	
36"	EA	\$2,383.00			0.0	\$0.00	0%	
EW-1A (Pre-Cast) Elliptical Pipe Size								
23" X 14" (18")	EA	\$695.00			0.0	\$0.00	0%	
30" X 19" (24")	EA	\$969.00			0.0	\$0.00	0%	
38" X 24" (30")	EA	\$1,165.00			0.0	\$0.00	0%	
45" X 29" (36")	EA	\$1,445.00			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
53" X 34" (42")	EA	\$1,840.00			0.0	\$0.00	0%	
EW-1A (Cast in Place) Elliptical Pipe Size								
23" X 14" (18")	EA	\$667.00			0.0	\$0.00	0%	
30" X 19" (24")	EA	\$939.00			0.0	\$0.00	0%	
38" X 24" (30")	EA	\$1,247.00			0.0	\$0.00	0%	
45" X 29" (36")	EA	\$1,618.00			0.0	\$0.00	0%	
53" X 34" (42")	EA	\$2,109.00			0.0	\$0.00	0%	
EW-2 (PreCast) Round Pipe Size								
42"	EA	\$5,445.00			0.0	\$0.00	0%	
48"	EA	\$5,695.00			0.0	\$0.00	0%	
54"	EA	\$6,660.00			0.0	\$0.00	0%	
60"	EA	\$7,140.00			0.0	\$0.00	0%	
72"	EA	\$7,990.00			0.0	\$0.00	0%	
84"	EA	\$9,490.00			0.0	\$0.00	0%	
EW-2 (Cast in Place) Round Pipe Size								
42"	EA	\$4,723.00			0.0	\$0.00	0%	
48"	EA	\$6,039.00			0.0	\$0.00	0%	
54"	EA	\$6,972.00			0.0	\$0.00	0%	
60"	EA	\$8,179.00			0.0	\$0.00	0%	
72"	EA	\$10,713.00			0.0	\$0.00	0%	
84"	EA	\$12,288.00			0.0	\$0.00	0%	
(EW-6PC) [Double Pipe] Pipe Size								
2-15"	EA	\$999.00			0.0	\$0.00	0%	
2-18"	EA	\$1,235.00			0.0	\$0.00	0%	
2-24"	EA	\$1,510.00			0.0	\$0.00	0%	
2-30"	EA	\$2,165.00			0.0	\$0.00	0%	
2-36"	EA	\$2,647.00			0.0	\$0.00	0%	

MANHOLES								
BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Standard Brick Manhole Std Frame & Cover (MH-1)								
6' Depth	EA	\$3,750.00			0.0	\$0.00	0%	
Depth below 6'	VF	\$163.00			0.0	\$0.00	0%	
Standard Precast Manhole Std Frame & Cover (MH-2)								
6' Depth	EA	\$3,100.00	4	\$12,400.00	0.0	\$0.00	0%	
Depth below 6'	VF	\$177.00	19.000	\$3,363.00	0.0	\$0.00	0%	
Additional Cost (Amounts in parentheses to be added to the above unit costs)								
Watertight Fr/Cover (Add 110)	EA	\$579.00			0.0	\$0.00	0%	
Heavy Duty Fr/Cover (Add 82)	EA	\$599.00			0.0	\$0.00	0%	
DROP INLETS								
Cast in Place 48"								
Drop Inlet (DI-1) 12" – 24" Pipe0-10 VF	EA	\$3,697.00	2	\$7,394.00	0.0	\$0.00	0%	
Drop Inlet (DI-1A) 12" – 24" Pipe 10-20 VF	EA	\$5,593.00			0.0	\$0.00	0%	
Drop Inlet (DI-2) 12" – 24" Pipe0-10 VF, 10' throat	EA	\$6,911.00			0.0	\$0.00	0%	
Drop Inlet (DI-2A) 12" – 24" Pipe 10-20 VF, 10' throat	EA	\$8,833.00			0.0	\$0.00	0%	
CURB DROP INLETS								
Curb Drop Inlet (DI-3A)								
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	\$4,088.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3AA)								
12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length 2'-6"	EA	\$5,357.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3B & DI-12) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length								
4'	EA	\$4,279.00		\$0.00	0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
6'	EA	\$4,573.00		\$0.00	0.0	\$0.00	0%	
8'	EA	\$4,889.00	6	\$29,334.00	0.0	\$0.00	0%	
10'	EA	\$5,052.00		\$0.00	0.0	\$0.00	0%	
12'	EA	\$5,227.00	4	\$20,908.00	0.0	\$0.00	0%	
16'	EA	\$5,543.00			0.0	\$0.00	0%	
20'	EA	\$5,859.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3BB) 12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length								
4'	EA	\$4,276.00	1	\$4,276.00	0.0	\$0.00	0%	
6'	EA	\$4,848.00		\$0.00	0.0	\$0.00	0%	
8'	EA	\$5,429.00	3	\$16,287.00	0.0	\$0.00	0%	
10'	EA	\$5,732.00	1	\$5,732.00	0.0	\$0.00	0%	
12'	EA	\$6,011.00			0.0	\$0.00	0%	
16'	EA	\$6,296.00			0.0	\$0.00	0%	
20'	EA	\$6,599.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3C) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length								
6'	EA	\$4,013.00		\$0.00	0.0	\$0.00	100%	
8'	EA	\$4,588.00	3	\$13,764.00	0.0	\$0.00	0%	
10'	EA	\$4,893.00			0.0	\$0.00	0%	
12'	EA	\$5,178.00			0.0	\$0.00	0%	
16'	EA	\$5,766.00			0.0	\$0.00	0%	
20'	EA	\$6,339.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3CC) 12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length								
6'	EA	\$4,746.00			0.0	\$0.00	0%	
8'	EA	\$5,293.00			0.0	\$0.00	0%	
10'	EA	\$5,627.00			0.0	\$0.00	0%	
12'	EA	\$5,988.00			0.0	\$0.00	0%	
16'	EA	\$6,772.00			0.0	\$0.00	0%	
20'	EA	\$7,465.00			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Curb Drop Inlet (DI-3D)								
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	\$3,633.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3DD)								
12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length 2'-6"	EA	\$4,367.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3E) 12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length								
4'	EA	\$4,093.00			0.0	\$0.00	0%	
8'	EA	\$4,756.00			0.0	\$0.00	0%	
10'	EA	\$5,724.00			0.0	\$0.00	0%	
12'	EA	\$5,833.00			0.0	\$0.00	0%	
16'	EA	\$6,072.00			0.0	\$0.00	0%	
20'	EA	\$6,709.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3EE) 12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length								
6'	EA	\$7,562.00			0.0	\$0.00	0%	
8'	EA	\$7,869.00			0.0	\$0.00	0%	
10'	EA	\$7,999.00			0.0	\$0.00	0%	
12'	EA	\$8,166.00			0.0	\$0.00	0%	
16'	EA	\$8,471.00			0.0	\$0.00	0%	
20'	EA	\$8,767.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3F) 12"-30" Pipe Inlet Length (Invert Depth (H)=0'-8')								
6'	EA	\$3,765.00			0.0	\$0.00	0%	
8'	EA	\$4,419.00			0.0	\$0.00	0%	
10'	EA	\$4,749.00			0.0	\$0.00	0%	
12'	EA	\$5,085.00			0.0	\$0.00	0%	
16'	EA	\$5,742.00			0.0	\$0.00	0%	
20'	EA	\$6,395.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) =8'-20') Inlet Length								

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
6'	EA	\$8,077.00			0.0	\$0.00	0%	
8'	EA	\$8,288.00			0.0	\$0.00	0%	
10'	EA	\$8,480.00			0.0	\$0.00	0%	
12'	EA	\$8,669.00			0.0	\$0.00	0%	
16'	EA	\$9,047.00			0.0	\$0.00	0%	
20'	EA	\$9,446.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4A) 36"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length								
4'	EA	\$4,868.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4AA) 36"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length								
4'	EA	\$6,817.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length								
6'	EA	\$5,172.00			0.0	\$0.00	0%	
8'	EA	\$5,499.00			0.0	\$0.00	0%	
10'	EA	\$5,698.00			0.0	\$0.00	0%	
12'	EA	\$5,870.00			0.0	\$0.00	0%	
16'	EA	\$6,221.00			0.0	\$0.00	0%	
20'	EA	\$6,571.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) =8'-20') Inlet Length								
6'	EA	\$10,292.00			0.0	\$0.00	0%	
8'	EA	\$10,643.00			0.0	\$0.00	0%	
10'	EA	\$10,810.00			0.0	\$0.00	0%	
12'	EA	\$10,974.00			0.0	\$0.00	0%	
16'	EA	\$11,309.00			0.0	\$0.00	0%	
20'	EA	\$11,669.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length								
8'	EA	\$5,612.00			0.0	\$0.00	0%	
10'	EA	\$5,794.00			0.0	\$0.00	0%	
12'	EA	\$5,968.00			0.0	\$0.00	0%	
16'	EA	\$6,315.00			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
20'	EA	\$6,657.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) =8'-20') Inlet Length								
8'	EA	\$13,371.00			0.0	\$0.00	0%	
10'	EA	\$13,693.00			0.0	\$0.00	0%	
12'	EA	\$14,097.00			0.0	\$0.00	0%	
16'	EA	\$14,712.00			0.0	\$0.00	0%	
20'	EA	\$15,365.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4D)								
36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length 4'	EA	\$4,933.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4DD)								
36"-48" Pipe (Invert Depth (H) =8'-16') Inlet Length 4'	EA	\$9,455.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) =0'-8') Inlet Length								
6'	EA	\$5,267.00			0.0	\$0.00	0%	
8'	EA	\$5,605.00			0.0	\$0.00	0%	
10'	EA	\$5,896.00			0.0	\$0.00	0%	
12'	EA	\$6,233.00			0.0	\$0.00	0%	
16'	EA	\$6,996.00			0.0	\$0.00	0%	
20'	EA	\$7,695.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) =8'-16') Inlet Length								
6'	EA	\$9,165.00			0.0	\$0.00	0%	
8'	EA	\$9,495.00			0.0	\$0.00	0%	
10'	EA	\$9,839.00			0.0	\$0.00	0%	
12'	EA	\$10,167.00			0.0	\$0.00	0%	
16'	EA	\$10,838.00			0.0	\$0.00	0%	
20'	EA	\$11,483.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4F) 36"-48" Pipe Inlet Length (Invert Depth (H)=0'-8')								

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
8'	EA	\$5,877.00			0.0	\$0.00	0%	
10'	EA	\$6,209.00			0.0	\$0.00	0%	
12'	EA	\$6,568.00			0.0	\$0.00	0%	
16'	EA	\$7,259.00			0.0	\$0.00	0%	
20'	EA	\$7,963.00			0.0	\$0.00	0%	
Curb Drop Inlet (DI-4FF) 36"-48" Pipe (Invert Depth (H) =8'-16') Inlet Length								
8'	EA	\$8,866.00			0.0	\$0.00	0%	
10'	EA	\$9,147.00			0.0	\$0.00	0%	
12'	EA	\$9,435.00			0.0	\$0.00	0%	
16'	EA	\$9,997.00			0.0	\$0.00	0%	
20'	EA	\$10,584.00			0.0	\$0.00	0%	
Median Drop Inlets - CIP								
Median Drop Inlet (DI-6A) 12"-24" Pipe Inlet (H=8')	EA	\$4,205.00			0.0	\$0.00	0%	
Median Drop Inlet (DI-6B) 12"-24" Pipe Inlet (H=8')	EA	\$4,267.00			0.0	\$0.00	0%	
Median Drop Inlet (DI-6C) 30"-48" Pipe Inlet (H=10')	EA	\$5,589.00			0.0	\$0.00	0%	
Median Drop Inlet (DI-6D) 30"-48" Pipe Inlet (H=10')	EA	\$5,692.00			0.0	\$0.00	0%	
Median Drop Inlet (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$5,748.00		\$0.00	0.0	\$0.00	100%	
Median Drop Inlet (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$6,338.00			0.0	\$0.00	0%	
Median Drop Inlet (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	\$6,797.00			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
MISCELLANEOUS INLETS								
Ditch Drop Inlet, (DI-5) Type III Tip 12"-42" Pipe Inlet (H=8')	EA	\$5,226.00			0.0	\$0.00	0%	
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	\$4,749.00		\$0.00	0.0	\$0.00	0%	
Add Yard Inlet Apron	THROAT	\$255.00			0.0	\$0.00	0%	
Standard Yard Inlet (YI-3) 12"-48" Pipe (Invert Depth (H)=0'-8') Inlet Length 4'(No Aprons)	EA	\$5,127.00			0.0	\$0.00	0%	
Add Yard Inlet Apron	THROAT	\$255.00			0.0	\$0.00	0%	
CULVERTS								
Single Box Culvert (BC-1A) Fills to 25'								
4' X 4'	LF	\$336.00			0.0	\$0.00	0%	
5' x 5"	LF	\$410.00			0.0	\$0.00	0%	
6' X 6'	LF	\$498.00			0.0	\$0.00	0%	
8' X 8'	LF	\$699.00			0.0	\$0.00	0%	
10' X 10'	LF	\$845.00			0.0	\$0.00	0%	
Double Box Culvert (BC-2b) Fills to 25'								
4' X 4'	LF	\$566.00			0.0	\$0.00	0%	
5' x 5"	LF	\$705.00			0.0	\$0.00	0%	
6' X 6'	LF	\$854.00			0.0	\$0.00	0%	
8' X 8'	LF	\$1,148.00			0.0	\$0.00	0%	
10' X 10'	LF	\$1,411.00			0.0	\$0.00	0%	
Oversized Single Box Culvert (BBC-1) Fills to 25'								

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
12' X 6'	LF	\$1,026.00			0.0	\$0.00	0%	
12' X 8'	LF	\$1,144.00			0.0	\$0.00	0%	
12' X 10'	LF	\$1,239.00			0.0	\$0.00	0%	
12' X 12'	LF	\$1,348.00			0.0	\$0.00	0%	
Triple Box Culvert (BC-3B) Fills to 25'								
4' X 4'	LF	\$779.00			0.0	\$0.00	0%	
5' x 5"	LF	\$965.00			0.0	\$0.00	0%	
6' X 6'	LF	\$1,211.00			0.0	\$0.00	0%	
8' X 8'	LF	\$1,633.00			0.0	\$0.00	0%	
10' X 10'	LF	\$2,488.00			0.0	\$0.00	0%	
Quadruple Box Culvert (BC-4B) Fills to 25'								
4' X 4'	LF	\$987.00			0.0	\$0.00	0%	
5' x 5"	LF	\$1,225.00			0.0	\$0.00	0%	
6' X 6'	LF	\$1,523.00			0.0	\$0.00	0%	
8' X 8'	LF	\$1,497.00			0.0	\$0.00	0%	
10' X 10'	LF	\$2,835.00			0.0	\$0.00	0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box								
4'	EA	\$675.00			0.0	\$0.00	0%	
5'	EA	\$995.00			0.0	\$0.00	0%	
6'	EA	\$1,337.00			0.0	\$0.00	0%	
8'	EA	\$2,489.00			0.0	\$0.00	0%	
10'	EA	\$3,315.00			0.0	\$0.00	0%	
Standard Wing for Oversized Box Culvert(BBC-W) Height of Box								
6'	EA	\$1,351.00			0.0	\$0.00	0%	
8'	EA	\$2,189.00			0.0	\$0.00	0%	
10'	EA	\$3,269.00			0.0	\$0.00	0%	
12'	EA	\$4,763.00			0.0	\$0.00	0%	

MISCELLANEOUS STORM									
BOND ESTIMATE					BOND REDUCTION			City Use Only	
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Connection to Existing Structure									
15"-36" Pipe	EA	\$735.00				0.0	\$0.00	0%	
42"- 60" Pipe	EA	\$1,125.00				0.0	\$0.00	0%	
Casing Pipe, Bore and Jack (3/8" wall)									
22" ID (6"-8" Carrier Pipe)	LF	\$411.00				0.0	\$0.00	0%	
24" ID (10" Carrier Pipe)	LF	\$451.00				0.0	\$0.00	0%	
30" ID (12" Carrier Pipe)	LF	\$569.00				0.0	\$0.00	0%	
Plug Pipe									
6" -12" Pipe	EA	\$142.00				0.0	\$0.00	0%	
15"-36" Pipe	EA	\$323.00				0.0	\$0.00	0%	
42"- 60" Pipe	EA	\$522.00				0.0	\$0.00	0%	
Pavement Edge Pipe									
Standard Pipe Underdrain	LF	\$19.00				0.0	\$0.00	0%	
Riprap									
Dry, Class I, 18"	SY	\$47.87		\$0.00		0.0	\$0.00	0%	
Dry, Class II, 18"	SY	\$51.46				0.0	\$0.00	0%	
Grouted, Class I, 18"	SY	\$69.97				0.0	\$0.00	0%	
Filter Fabric									
Class I	SY	\$3.50				0.0	\$0.00	0%	
Class II	SY	\$3.00				0.0	\$0.00	0%	
Class III	SY	\$2.25				0.0	\$0.00	0%	
Gabions (No excavation)									
Mattress	CY	\$130.00				0.0	\$0.00	0%	
Revetment	CY	\$164.33				0.0	\$0.00	0%	
Wall	CY	\$212.25				0.0	\$0.00	0%	
Paved Ditch (4" Thick)									
Concrete (Non-reinforced)	SY	\$62.00				0.0	\$0.00	0%	
Bituminous Concrete(4")	SY	\$30.00				0.0	\$0.00	0%	
Sodded Ditch									

BOND ESTIMATE						BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION		QUANTITY	EXTENSION	%COMPLETE	% Approved
Sodded Ditch (Incl Fine Grading)	SY	\$9.86				0.0	\$0.00	0%	
STREET CONSTRUCTION									
ROADS AND PARKING									
Soil Stabilization	Inches								
Cement 6%	SY/Inch Depth	\$2.70				0.0	\$0.00	0%	
Depth (in Inches):									
Lime 6%	SY/Inch Depth	\$1.89				0.0	\$0.00	0%	
Depth (in Inches):									
Subbase, Aggregated Material									
Base Type I	SY/Inch Depth	\$1.75	6,557	\$91,798.00		0.0	\$0.00	0%	
Depth (in Inches):		8							
Bituminous Concrete									
Base Course	SY/Inch Depth	\$5.59	6,557	\$109,960.89		0.0	\$0.00	0%	
Depth (in Inches):		3							
Intermediate Course	SY/Inch Depth	\$5.49				0.0	\$0.00	0%	
Depth (in Inches):									
Top Course	SY/Inch Depth	\$5.49	6,557	\$71,995.86		0.0	\$0.00	0%	
Depth (in Inches):		2							
Prime Coat	SY	\$1.10				0.0	\$0.00	0%	
Tack Coat	SY	\$1.10				0.0	\$0.00	0%	
Driveway Restoration									
4" Concrete & 4" Gravel	SY	\$79.95				0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
2" S-5 & 7 6" Gravel	SY	\$31.96			0.0	\$0.00	0%	
Shoulders, Type I								
Aggregated Base, 4" (Sidewalk)	SY	\$11.50	1,680.00	\$19,320.00	0.0	\$0.00	0%	
Concrete Curbing								
Curb & Gutter CG6 & CG7	LF	\$22.50	4,388.00	\$98,730.00	0.0	\$0.00	0%	
Curb Cut, CG-12 Detectable Surf.	EA	\$569.00	7	\$3,983.00	0.0	\$0.00	0%	
Entrances/Driveways								
Commercial Entrance CG-11	SY	\$52.88			0.0	\$0.00	0%	
Commercial Entrance CG-13	SY	\$64.67			0.0	\$0.00	0%	
Residential Driveway Apron	SY	\$51.79			0.0	\$0.00	0%	
Guardrails								
Std. Blocked-out W beam (GR2)	LF	\$42.50			0.0	\$0.00	0%	
Std. W beam, Weak Post GR8	LF	\$28.50			0.0	\$0.00	0%	
Terminal, GR-6 (L=12'-6")	EA	\$2,929.00			0.0	\$0.00	0%	
Terminal, GR-7 (L=6'-3")	EA	\$2,659.00			0.0	\$0.00	0%	
Type I, GR-8 Terminal (L=25')	EA	\$1,399.00			0.0	\$0.00	0%	
Type II, GR-8 Terminal (L=13'-6")	EA	\$695.00			0.0	\$0.00	0%	
Terminal, MB-4 (L=37'-6")	EA	\$3,495.00			0.0	\$0.00	0%	
Type I, MB-5 Terminal (L=27'-1)	EA	\$2,925.00			0.0	\$0.00	0%	
Type II, MB-5 Terminal (L=13'-6)	EA	\$1,675.00			0.0	\$0.00	0%	
Miscellaneous								
Trash enclosure - Brick 6' high	LF	\$325.00			0.0	\$0.00	0%	
Reinforced Concrete Pad 6" to 8"	SY	\$62.00			0.0	\$0.00	0%	
Striping 4" width (VDOT Type	LF	\$2.25			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
B)					0.0	\$0.00	0%	
Concrete Wheel Stops	EA	\$70.00			0.0	\$0.00	0%	
Parking Lot Striping	EA	\$50.00			0.0	\$0.00	0%	
Sign Island	EA	\$850.00			0.0	\$0.00	0%	
Traffic Barricade	LF	\$43.45			0.0	\$0.00	0%	
Street Name Signs	EA	\$435.00	4	\$1,740.00	0.0	\$0.00	0%	
Traffic Control Signs	EA	\$375.00	4	\$1,500.00	0.0	\$0.00	0%	
Street Light (pole, bracket, light)	EA	\$4,285.00	5	\$21,425.00	0.0	\$0.00	0%	
SIDEWALKS AND TRAILS								
Sidewalk								
Concrete 4" w/WWF, No base	SY	\$45.23		\$0.00	0.0	\$0.00	0%	
Bitum. Conc, 2" w/4" Base	SY	\$30.00			0.0	\$0.00	0%	
4" Conc, No Reinf., No Base	SY	\$41.00			0.0	\$0.00	0%	
HANDRAIL								
Handrail 3 Rail 1-1/4" #4 Finish	LF	\$96.50			0.0	\$0.00	0%	
Wood Chip Trail								
Trails(Incl Excavation & Grading) Wood chip, 4' wide	SY	\$17.69			0.0	\$0.00	0%	
Bituminous Trail								
6' to 10' wide	SY	\$49.25		\$0.00	0.0	\$0.00	0%	
CRITICAL SLOPE STABILIZATION								
Paved Flume	SY	\$67.00			0.0	\$0.00	0%	
Stmwtr Conc Channel-Excav	SY	\$7.75			0.0	\$0.00	0%	
ADD Grass Lined-seeded	SY	\$5.37			0.0	\$0.00	0%	
ADD Grass Lined-sodded	SY	\$10.89			0.0	\$0.00	0%	
Outlet Protection								
Non-grouted Riprap 18"	SY	\$52.00		\$0.00	0.0	\$0.00	0%	
Concrete 4"	SY	\$53.50			0.0	\$0.00	0%	

BOND ESTIMATE					BOND REDUCTION			City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	EXTENSION	QUANTITY	EXTENSION	%COMPLETE	% Approved
Level Spreader	SY	\$4.44			0.0	\$0.00	0%	
Struc Streambank Protection								
Non-grouted Riprap 18"	SY	\$58.00			0.0	\$0.00	0%	
Gabions	CY	\$147.00			0.0	\$0.00	0%	
Vegetative Erosion Control								
Sodding incl Fertilizing – Banks	SY	\$7.77			0.0	\$0.00	0%	
Sodding incl Fertilizing – Flat	SY	\$5.36			0.0	\$0.00	0%	
Seeding incl Fertilizing	SY	\$2.44			0.0	\$0.00	0%	
Soding W/Soil Treat & Watering	SY	\$3.25			0.0	\$0.00	0%	
Seeding W/Soil Treat & Watering	SY	\$6.46			0.0	\$0.00	0%	
Straw Mulch w/Tack	SY	\$1.40			0.0	\$0.00	0%	
Jute Mesh	SY	\$1.77			0.0	\$0.00	0%	
SPECIAL ITEMS								
FEMA Processing LOMR/CLOMR	EA	\$7,500.00			0.0	\$0.00	0%	
As Built (Record Drawings)	EA	\$9,500.00	1	\$9,500.00	0.0	\$0.00	0%	
SWM/BMP POND	LS				0.0	\$0.00	0%	
SIGNALIZATION	LS				0.0	\$0.00	0%	
Subtotal				\$943,998.36		\$0.00		

TOTAL ESTIMATE OF COMPLETED WORK:

SubTOTAL:	\$943,998.36
CONTINGENCIES: <u>10.0%</u>	<u>\$94,399.84</u>
TOTAL:	\$1,038,398.20
INFLATION FACTOR: <u>4.0%</u>	<u>\$41,535.93</u>
Grand Total:	\$1,079,934.12

TOTAL ESTIMATE OF REDUCTION:

SubTOTAL:	\$0.00
CONTINGENCIES: <u>\$0.00</u>	<u>\$0.00</u>
TOTAL:	\$0.00
INFLATION :	\$0.00
Grand Total:	\$0.00

Bond Remaining: \$1,079,934.12



Memorandum

To: Gary Endler
Attorney
Arcadia Land Inc
108 N George Street – 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

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

Date: March 12, 2024

Subject: Norborne Glebe Phases 10B Bond Initiation:

This memorandum summarizes our review of the Bond Initiation Application for Norborne Glebe Phases 10B Performance Bond valued at \$1,079,934.12 (dated December 19, 2023, prepared by Arcadia Land Inc.). Kimley-Horn's review of this application is limited to the Performance and Land Disturbance Bond Initiation Application provided. Based upon our review, we have no comments.

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

KIMLEY-HORN & ASSOCIATES, INC.

A handwritten signature in dark ink, appearing to read 'Mark Phillips'.

Mark Phillips, P.E.
Project Manager



Planning Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

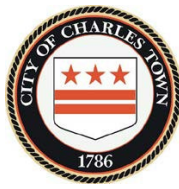
SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *SLD2023-11* - WVU Medicine Parcel and Boundary Adjustment

ATTACHMENTS:

- [1. Staff Report.pdf](#)
- [2. Application.pdf](#)
- [3. Plans.pdf](#)



Boundary Line Adjustment/Parcel Merger Review
SLD2023-11

Date: For the March 25, 2024 Planning Commission meeting

Applicant: Gresham Smith

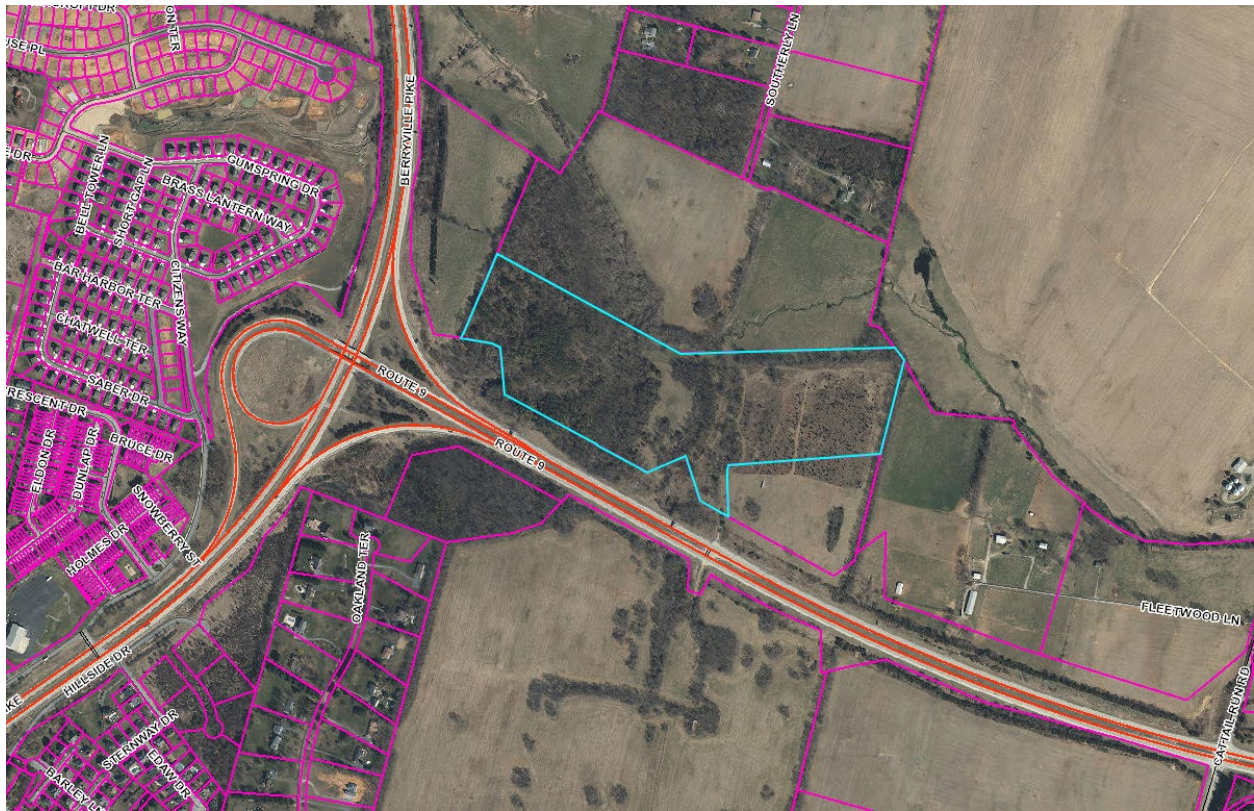
Property Owner: University Healthcare Foundation Inc.

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

Proposal: Major Land Development.

Property Location: U.S. Rte. 9

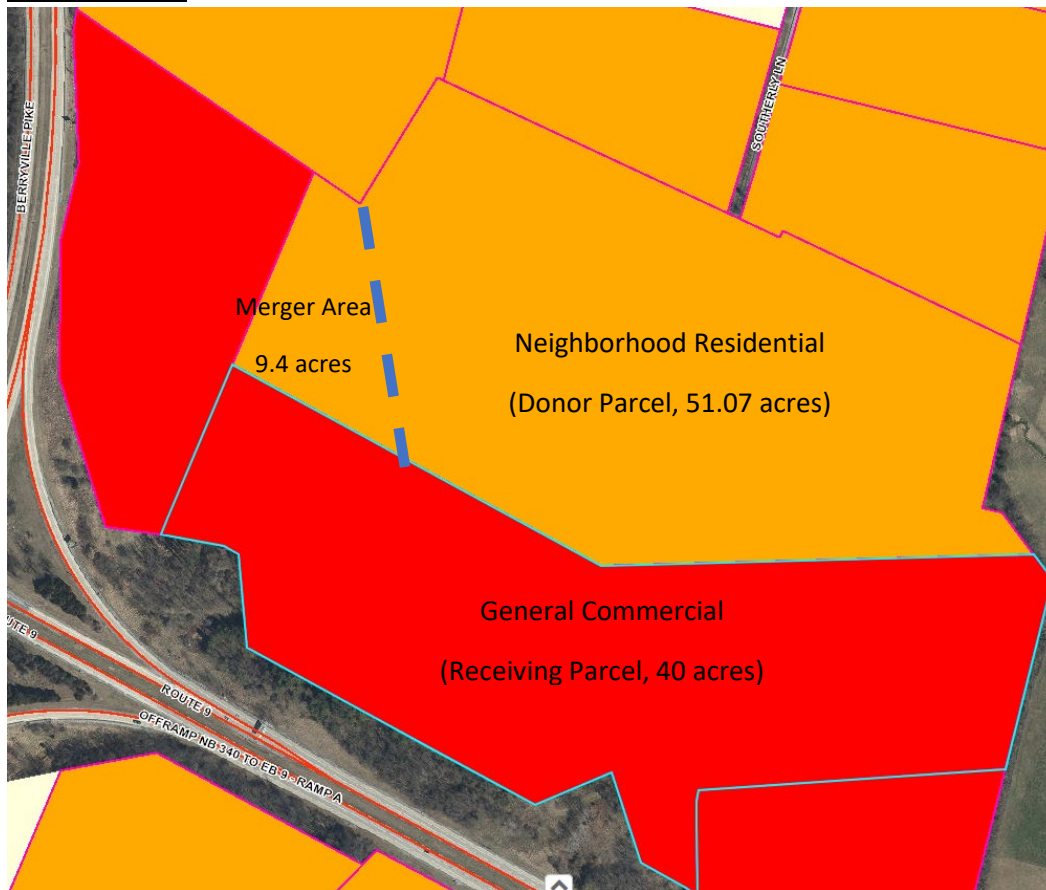
Current Zoning: General Commercial



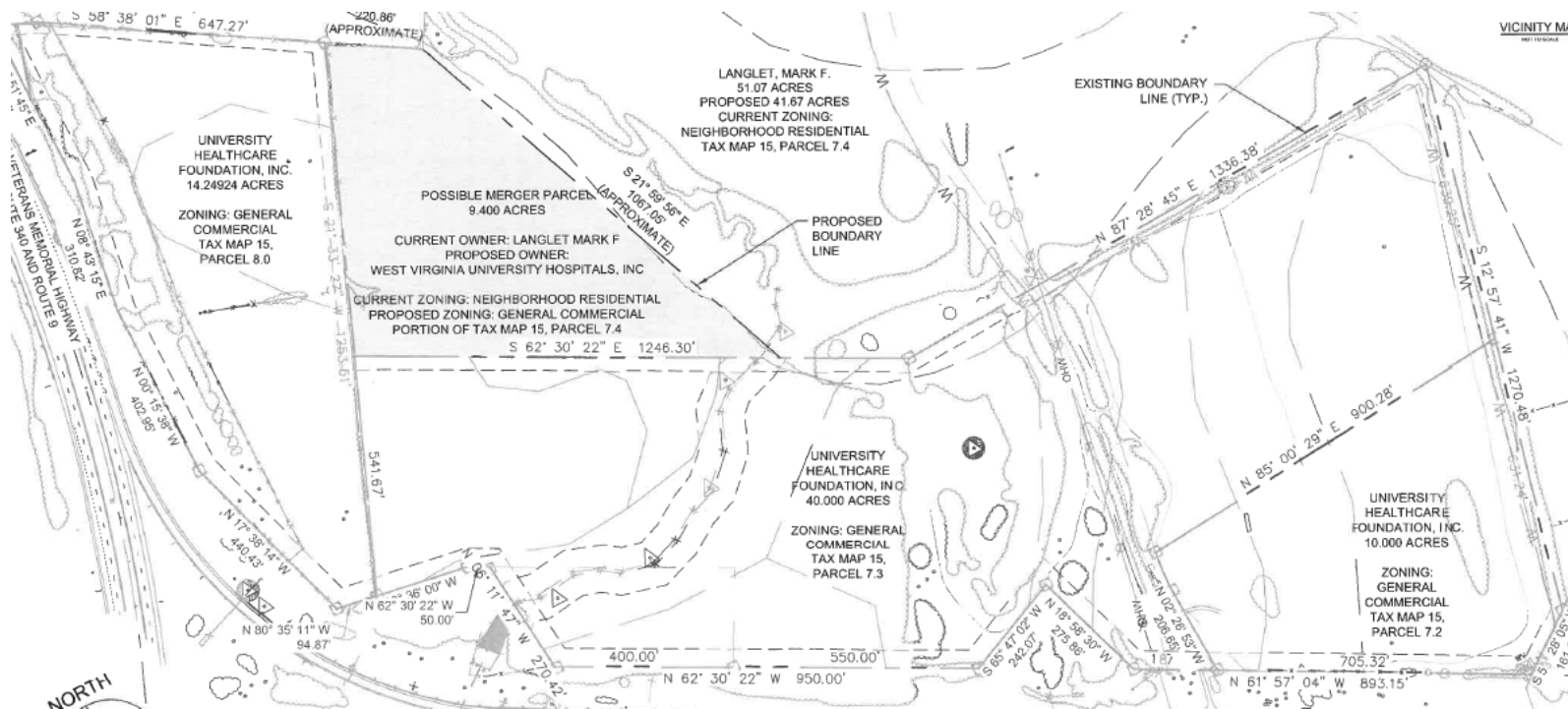
PROJECT OVERVIEW

A request to merge approximately 9.4 acres of land from parcel Tax District 3/Map 15/Parcel 7.4 with parcel Tax District 3/Map 15/Parcel 7.3.

ZONING MAP



PROPOSED MERGER



REVIEW

The donor parcel is Tax Map 15/Parcel 7.4, and is 51.07 acres in size. The proposed merger area is 9.4 acres. The receiving parcel Tax Map 15/Parcel 7.3 is 40 acres in size.

Following the approval of the merger, the donor parcel will be reduced to 41.67 acres and the receiving parcel will be increased to 49.4 acres.

The donor parcel is currently zoned Neighbor Residential. Minimum lot size depends on use, but for a vacant lot it is 18,000 sq. ft./0.4 acres. Even with the parcel merge, the donor parcel will exceed the minimum lot size.

Minimum lot width depends on use; for a vacant parcel it is 100 ft. Even with the parcel merge, the donor parcel will exceed the minimum lot width, which is over 1,000 sq. ft.

The merger will not affect road frontage or access to the donor parcel.

CRITERIA

The Planning Commission may approve the vacation or alteration of the boundary of any Lot or parcel of land established as part of an otherwise valid and properly recorded Final Record Plat provided the following conditions are met:

1. Such vacation or alteration shall not result in the creation of additional buildable Lots;

-This criteria is met. This is a boundary line adjustment, not a division of lots.

2. The revised Final Record Plat shall represent the same general Lot relationships as shown in the original Final Record Plat approved prior to the boundary line adjustment or involve only the relocation or alteration of Streets, Alleys, Easements for public passage, or other public areas with no direct impact to any privately-owned Lot (except Lots owned by the applicant for vacation or alteration);

-This criteria is met.

3. No Easements or utility right-of-way shall be relocated or altered without the express consent of all Persons holding interest therein.

-This criteria is met. This is a boundary line adjustment, and no easements are proposed or shown being modified.

4. A boundary line adjustment, merger, or vacation shall result in Lots which conform to the requirements of this Ordinance and the Charles Town Zoning Ordinance, or in the case of existing non-conforming Lots, does not increase the extent of non-conformance.

-This criteria is met.

CONCLUSION

Applicant proposes to merger 9.4 acres of Neighborhood Residential Zoned land with 40 acres of General Commercial Zoned property. In order to ensure uniform zoning of the property, staff recommend approval subject to a condition.

RECOMMENDATION

Approval subject to a condition:

1. That the merger parcel be rezoned to General Commercial prior to recordation of the merger.

Sketch Plan Application No. _____

**RECEIVED****DEC 15 2023**BY: bs

SKETCH PLAN APPLICATION

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

ARTICLE 1332, SUBDIVISION AND LAND DEVELOPMENT APPLICATION & APPROVAL REQUIREMENTS

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

1. DATE

December 11, 2023

2. APPLICATION TYPE*

☐ Zoning Use Permit, Special Exception Use and Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance

- Submit Three (3) 11" x 17" copies of the Sketch Plan shall be submitted and in Adobe PDF format

☒ Major S/LD Development

- Submit Three (3) 18" x 24" copies of the Sketch Plan shall be submitted and in Adobe PDF format

*There are two types of Sketch Plan submissions:

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

3. APPLICANT'S NAME* University Healthcare Foundation Inc.

Address: 121 Administrative Dr., Suite 200, Martinsburg, WV 25404

Telephone Number () _____ Fax Number () _____

Email Address _____

4. **PROPERTY OWNER'S NAME** Mark F. Lanolet, as Trustee of the Jules F. Lanolet and Marv Lou Lanolet Irrevocable

Address: 544 Lego Drive, Charlottesville, VA 22911

Telephone Number () _____ Fax Number () _____

Email Address _____

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

Property Address: _____

Tax Map # and Parcel: Charles Town Corp District, Part of Tax Map 15, Parcel 7.4,

Deed Book and Page #: Deed Book 1030, Page 343

Property Area in Square Feet or Acres: 9.40 Acres

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

The Applicant is interested in using the 9.40 acres and parcels that is already owns, being Tax Map 10, Parcel 8, and Tax Map 15, Parcel 7.3, to construct a medical office building.

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

The Property is currently vacant land and zoned as "Neighborhood Residential." There is a Petition for Zoning Amendment being filed in conjunction with this Application to change the zoning to "General Commercial." A subsequent Building Development Application is planned for a later time.

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

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

Yes, Applicant anticipates a Zoning Amendment changing the zoning to "General Commercial."

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

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

☒ No

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

Application No.	Project Name and Phase	Status	Approval Date
None.			

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

Owner	# and Street	City, State, Zip
Springfield Partners LLC	412 Keyes Ferry Road	Charles Town, WV 25414
Mark F. Langlet, as Trustee of the Jules F. Langlet and Mary Lou Langlet Irrevocable Trust	544 Lego Drive	Charlottesville, VA 22911

APPLICANT CERTIFICATION

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

Signature of Applicant

Mark F. Langlet, as Trustee of the Jules F. Langlet and Mary Lou Langlet Irrevocable Trust

42D58865E6F34A2...

Signature of Property Owner (If different than Applicant)

Dean Thomas Date 12/8/23

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

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

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

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

Receipt No. _____

Subdivision Administrator Approval: _____ Date: _____

Planning Commission Approval: _____ Date: _____

Comments: _____

OWNER
MARK F. LANGLET
544 LEGO DRIVE
CHARLOTTESVILLE, VA 22911

APPLICANT
WVU Medicine

121 Administrative Drive
Suite 200
Martinsburg, WV 25040

Contact: Scott Mathis
Phone: (304) 260-1453
Email: scott.mathis1@wvumedicine.org

CIVIL ENGINEER
Gresham Smith

222 Second Avenue South
Suite 1400
Nashville, TN 37201

Civil Contact: Rob Whitson, PE
Phone: (615) 770-8312
Email: rob.whitson@greshamsmith.com

ARCHITECT
Gresham Smith

222 Second Avenue South
Suite 1400
Nashville, TN 37201

Architect Contact: Laurel Nee, AIA, NCARB, EDAC
Phone: (704) 944-7989
Email: laurel.nee@greshamsmith.com

LANDSCAPE ARCHITECT
Gresham Smith

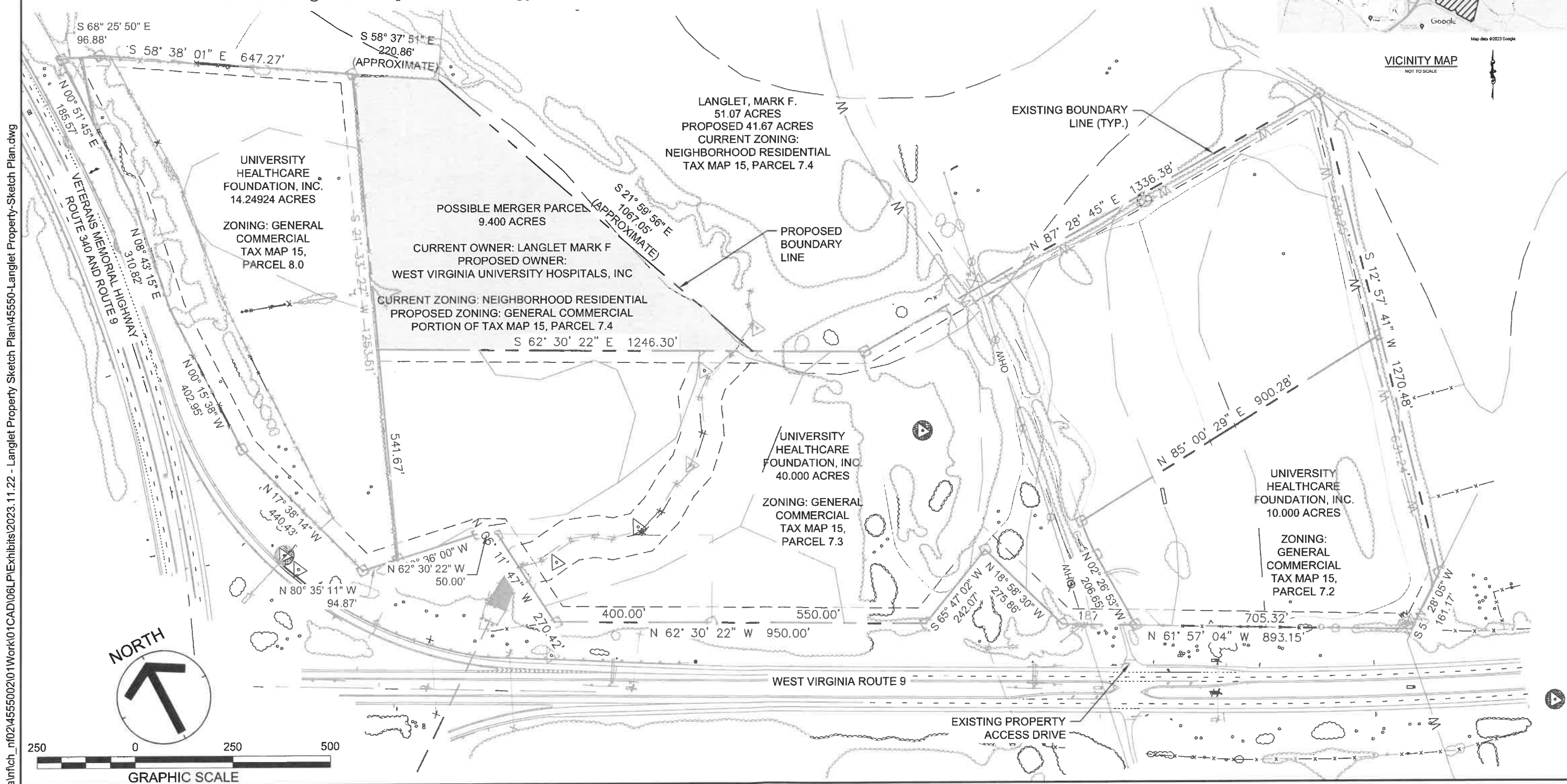
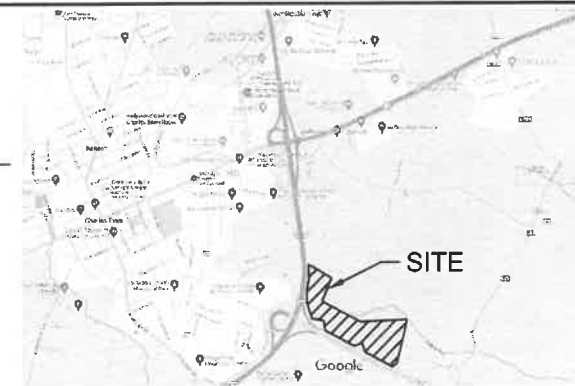
222 Second Avenue South
Suite 1400
Nashville, TN 37201

Landscape Contact: Trey Rudolph
Phone: (615) 770-8148
Email: trey.rudolph@greshamsmith.com

SURVEYOR
TRIAD
TRIAD ENGINEERING, INC.

1075-D Sherman Avenue
Hagerstown, MD 21740

Survey Contact: Ron Bidle, PLS
Phone: (301) 797-6400
Email: rbidle@triadeng.com



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FIGURE NO.: SP1 - SKETCH PLAN
PROJECT NO.: 45550
DATE: 11/28/2023



Planning Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

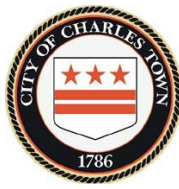
SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: ZMA2024-01 - WVU Medicine Rezoning Request

ATTACHMENTS:

- [1. Staff Report.pdf](#)
- [2. Application.pdf](#)
- [3. Plan.pdf](#)



Zoning Map Amendment
ZMA2024-01

Date: For the March 25, 2024 Planning Commission meeting

Applicant: Gresham Smith

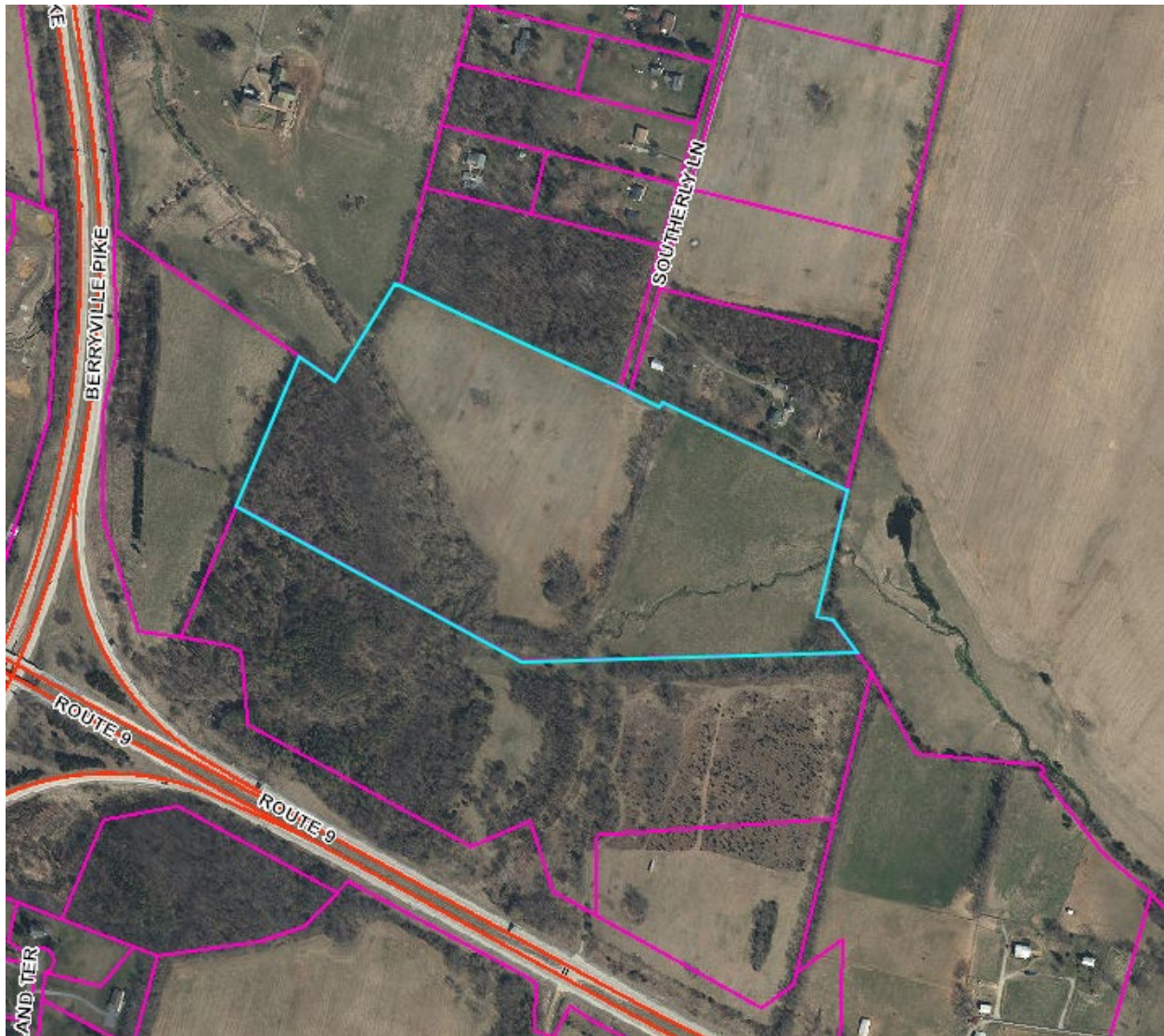
Property Owner: University Healthcare Foundation Inc.

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

Proposal: Rezoning from Neighborhood Residential to General Commercial

Property Location: End of Southerly Lane

Current Zoning: Neighborhood Residential



PROJECT OVERVIEW

A request to rezone approximately 9.4 acres of land from Neighborhood Residential to General Commercial

BERRYVILLE PIKE

ROUTE 9

OFF RAMP NB 340 TO EB 9 RAMP A

Rezoning Area

9.4 acres

Neighborhood Residential

General Commercial

SOUTHERN ST

58° 38' 01" E 647.27' (APPROXIMATE)

UNIVERSITY HEALTHCARE FOUNDATION, INC. 14.24924 ACRES

ZONING: GENERAL COMMERCIAL TAX MAP 15, PARCEL 8.0

POSSIBLE MERGER PARCEL 9.400 ACRES

CURRENT OWNER: LANGLET MARK F
PROPOSED OWNER: WEST VIRGINIA UNIVERSITY HOSPITALS, INC

CURRENT ZONING: NEIGHBORHOOD RESIDENTIAL
PROPOSED ZONING: GENERAL COMMERCIAL
PORTION OF TAX MAP 15, PARCEL 7.4

LANGLET, MARK F. 51.07 ACRES
PROPOSED 41.67 ACRES
CURRENT ZONING: NEIGHBORHOOD RESIDENTIAL
TAX MAP 15, PARCEL 7.4

EXISTING BOUNDARY LINE (TYP.)

PROPOSED BOUNDARY LINE

UNIVERSITY HEALTHCARE FOUNDATION, INC. 40.000 ACRES

ZONING: GENERAL COMMERCIAL TAX MAP 15, PARCEL 7.3

UNIVERSITY HEALTHCARE FOUNDATION, INC. 10.000 ACRES

ZONING: GENERAL COMMERCIAL TAX MAP 15, PARCEL 7.2

NORTH

PURPOSE

The proposed rezoning area is 9.4 acres. The applicant has also applied to merge this acreage with a larger parcel already zoned General Commercial. The applicant desires to build a medical office with parking and roadway improvements on the enlarged and partially rezoned parcel.

CRITERIA

For a rezoning to be approved, two criteria must be met. City Council must find either that:

1. *The amendment is consistent with the City's Comprehensive Plan,*

The Comprehensive Plan describes this area as being for Professional Office and Institutional District. The applicant is rezoning this property as Neighborhood Reconditely does not allow for Medical Office/Medical Use buildings, while General Commercial does. The intent of General Commercial is:

*"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."*

The purpose of the Professional Office and Institutional District in the 2040 Comprehensive Plan is:

*"To enhance the work place environment by **providing for the establishment of offices, medical and other institutional uses**, limited accessory services for workers' convenience and public space. It is intended to **promote attractive office development** projects which are compatible with one another, as well as with adjoining residential areas. A medium to high density residential option is available when such can be achieved through innovative design and include significant natural resource protection. This future land use district is specifically designated to incentivize economic development opportunities and diversify the City's economy and strengthen its tax base to **support** its critical infrastructure and **public service needs**."*

The proposed use of the property and the proposed rezoning are in conformance with the Comprehensive Plan, which calls for medical and office uses in that area.

2. *Or that the amendment is not consistent with the Comprehensive Plan but that there have been major changes of an economic, physical, or social nature within the area involved that were not anticipated when the Comprehensive Plan was adopted and that such major changes have substantially altered the basic characteristics of the area*

The proposed rezoning amendment is in conformance with the Comprehensive Plan.

CONCLUSION

Applicant proposes to rezone 9.4 acres of Neighborhood Residential Zoned land to General Commercial. The application is in conformance with the 2040 Comprehensive Plan and combined with the applicant's proposed boundary line adjustment, will result in a larger single-zoned property to support a medical office use and infrastructure.

RECOMMENDATION

Approval

E-mail: thomas.motes@jacksonkelly.com
Direct Dial No.: (304) 284-4135

December 12, 2023

VIA MAIL

City of Charles Town
C/O Zoning Administrator
101 E. Washington Street
Charles Town, WV 25414

RE: Petition for Zoning Amendment

Mr. Newman:

Enclosed please find the following documents:

- Petition for Zoning Amendment;
- Plat of Subject Property; and
- City of Charles Town Zoning Map with Subject Property Highlighted.

Please let us know if you have any questions upon receipt of this petition. We have also mailed a Sketch Plan Application for subdivision of the parent tract of the property that is the subject of this Petition to the City of Charles Town. Please send all correspondence regarding this Petition to the below addresses.

Thomas Motes, Esq.
3000 Swiss Pine Way, Suite 200
Morgantown, WV 26501

Email: thomas.motes@jacksonkelly.com
Cc: andy.schlimmer@jacksonkelly.com

If you have any questions, please do not hesitate to call.

Very truly yours,



Thomas Motes, Esq.

Enclosures

TM/AS

Petition No. _____



PETITION FOR ZONING AMENDMENT

Fee: \$400

Zoning amendment petitions shall provide the following information:

1. Date December 12, 2023
2. APPLICANT'S NAME* University Healthcare Foundation, Inc., D/B/A WVU Hospitals Foundation East
Address: 121 Administrative Dr., Suite 200, Martinsburg, WV 25404
Telephone Number ()
Email Address _____
3. PROPERTY OWNER'S NAME Mark F. Langlet, Trustee of the Jules F. Langlet and Mary Lou Langlet Irrevocable Trust
Address: 544 Lego Drive, Charlottesville, VA 22911
Telephone Number ()
Email Address _____
4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (list all parcels that apply)
Property Address: N/A
Tax Map # and Parcel(s): Part of Tax Map 15, Parcel 7.4
Deed Book and Page: Deed Book 393, Page 280 (incorrectly identified as Deed Book 1030, Page 343 - said deed is the annexation order)
Property Area in Square Feet or Acres: 9.40 acres
- *Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

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

Included in Attachments. Parcel Identified as
"POSSIBLE MERGER PARCEL."

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

The Applicant proposes to use the 9.40 acres and parcels that it currently owns, being Tax Map 10, Parcel 8, and Tax Map 15, Parcel 7.3, to construct a medical office building.

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

The Property is currently vacant land and zoned as
"Neighborhood Residential."

8. DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY AND REQUESTED ZONING DISTRICT:

The Property will be used to build a medical office building. We are requesting that the Property be zoned "General Commercial."

9. DESCRIBE HOW THE ZONING MAP AMENDMENT WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN:

See Exhibit A, attached.

10. TIME SCHEDULE FOR DEVELOPMENT: (AS APPLICABLE)

Calendar Year 2024.

11. 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
-----------------	------------------------	--------	---------------

Subdivision Application to be submitted at or near the same time as this Petition.

NOTES

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

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

APPLICANT'S 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 1321.12 and relevant provisions of the Charles Town Zoning Ordinance outlining the Zoning Amendment procedures.

Signature of Applicant

Mark F. Langlet, as Trustee of the James F. Langlet and Mary Lou Langlet Irrev Date 12/15/2023

42D58865E6F34A2...

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

Dean Thomas Date 12/18/23

Please submit an original completed petition to the following:

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

FOR CITY USE ONLY

Application Number: _____ Date Petition Received: _____

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

City Council Approval: _____ Date: _____

Comments: _____

EXHIBIT A

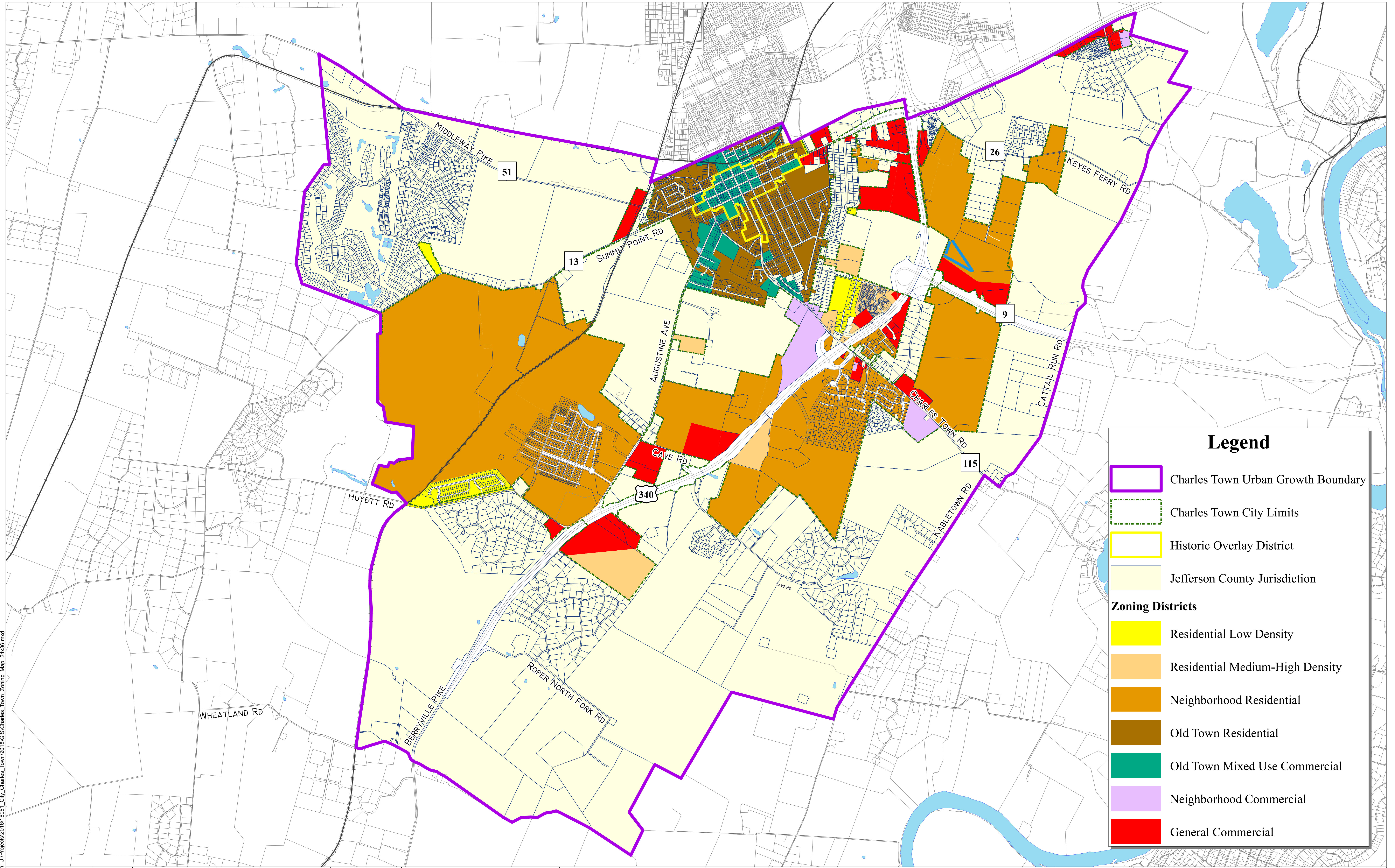
The Zoning Map Amendment will be consistent with the Historically Hip Charles Town 2040 Comprehensive Plan (the “Plan”) by supporting the desired development land use classifications as indicated by the 10-Year Growth Scenario Map (the “Map”). Further, the granting of this Petition for Zoning Amendment will help the City of Charles Town (the “City”) accomplish its objectives by fostering new growth on the edge of the City and expanding its tax base.

According to the Map, the desired Future Land Use Classification for the property that is the subject of this Petition for Zoning Amendment (the “Property”) is Professional Office & Institutional District. The Plan defines the goal of the Professional Office & Institutional District as to “enhance the workplace environment by providing for the establishment of offices, medical and other institutional uses” and to “promote attractive development projects.” The development of a medical office building directly aligns with the City’s long-term vision for land use in the part of the City where the Property is located.

Additionally, the Zoning Amendment supports the objective of the Plan by encouraging growth on the edges of the City. The property targeted by this Zoning Amendment Petition provides for new development on the outer edge of the eastern part of the City, serving as a catalyst for growth to the area within the vicinity of the intersection of Routes 340 and 9.

Finally, the development of a medical office building accomplishes the Plan’s objective of expanding the City’s tax base. The medical office will employ a vast array of professionals – from administrative support staff to medical professionals. Medical service centers offer unique benefits to the locations they are located. Not only do the employees commute to work consistently, but patients also travel to the area for treatment. This increases consumer traffic within the area, prompting more opportunities for other businesses within the area to attract consumers. Also, medical treatment is an in-person service, which is especially appealing for development in a remote work world.

Document Path: U:\Projects\2016\16051_City_Charles_Town\2016\GIS\Charles_Town_Zoning_Map_24x36.mxd



Legend

- Charles Town Urban Growth Boundary
- Charles Town City Limits
- Historic Overlay District
- Jefferson County Jurisdiction
- Zoning Districts**
 - Residential Low Density
 - Residential Medium-High Density
 - Neighborhood Residential
 - Old Town Residential
 - Old Town Mixed Use Commercial
 - Neighborhood Commercial
 - General Commercial

0 0.25 0.5 1 Miles
1: 16,000

PROJECT No. 16051	REVISIONS
JANUARY 15, 2018	
DESIGNED:	
DRAWN: KMB	
CHECKED: JWC	

CHARLES TOWN ZONING MAP

CITY OF CHARLES TOWN,
WEST VIRGINIA

OWNER
MARK F. LANGLET
544 LEGO DRIVE
CHARLOTTESVILLE, VA 22911

APPLICANT
WVU Medicine

121 Administrative Drive
Suite 200
Martinsburg, WV 25040

Contact: Scott Mathis
Phone: (304) 260-1453
Email: scott.mathis1@wvumedicine.org

CIVIL ENGINEER
Gresham Smith

222 Second Avenue South
Suite 1400
Nashville, TN 37201

Civil Contact: Rob Whitson, PE
Phone: (615) 770-8312
Email: rob.whitson@greshamsmith.com

ARCHITECT
Gresham Smith

222 Second Avenue South
Suite 1400
Nashville, TN 37201

Architect Contact: Laurel Nee, AIA, NCARB, EDAC
Phone: (704) 944-7989
Email: laurel.nee@greshamsmith.com

LANDSCAPE ARCHITECT
Gresham Smith

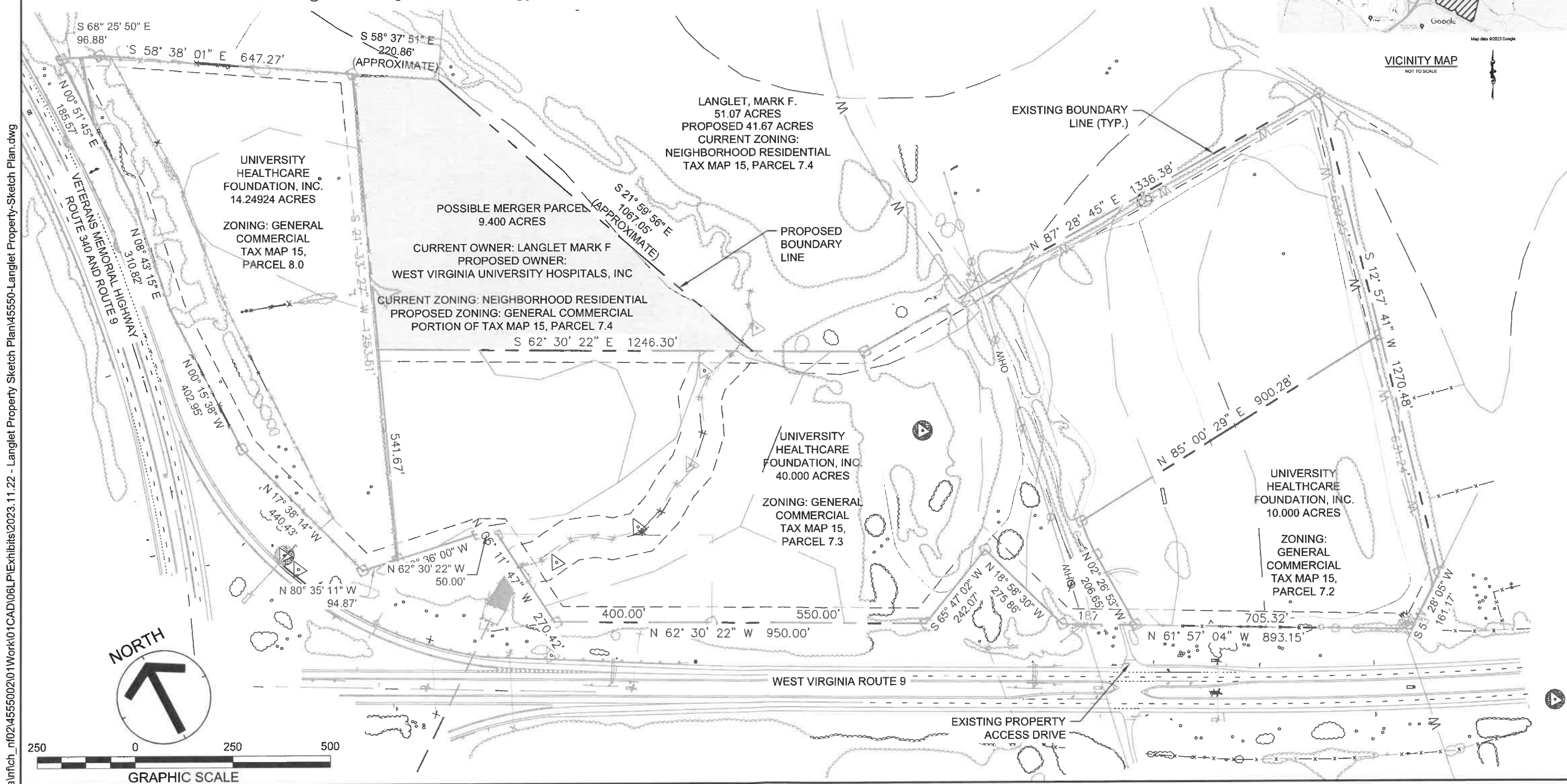
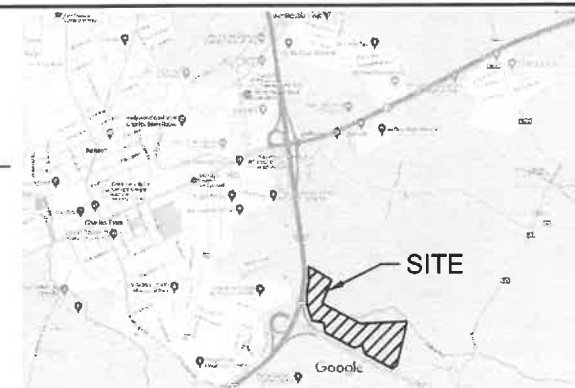
222 Second Avenue South
Suite 1400
Nashville, TN 37201

Landscape Contact: Trey Rudolph
Phone: (615) 770-8148
Email: trey.rudolph@greshamsmith.com

SURVEYOR
TRIAD ENGINEERING, INC.

1075-D Sherman Avenue
Hagerstown, MD 21740

Survey Contact: Ron Bidle, PLS
Phone: (301) 797-6400
Email: rbidle@triadeng.com



\\global.gsp\data\infch_nf02\4555002\01Work\10\CAD\06_LP\Exhibits\2023.11.22 - Langlet Property Sketch Plan\45550-Langlet Property-Sketch Plan.dwg



FIGURE NO.: SP1 - SKETCH PLAN
PROJECT NO.: 45550
DATE: 11/28/2023



Planning Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

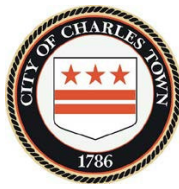
SCHEDULED

AGENDA ITEM (ID #)

Commission Review: SLD2024-01 - WVU Medicine Sketch Plan Completeness Review

ATTACHMENTS:

- [1. Staff Report.pdf](#)
- [2. Application.pdf](#)
- [3. Plans.pdf](#)
- [4. KH Comments.pdf](#)



Sketch Plan Completeness Review
SLD2024-01

Date: For the March 25, 2024 Planning Commission meeting

Applicant: Gresham Smith

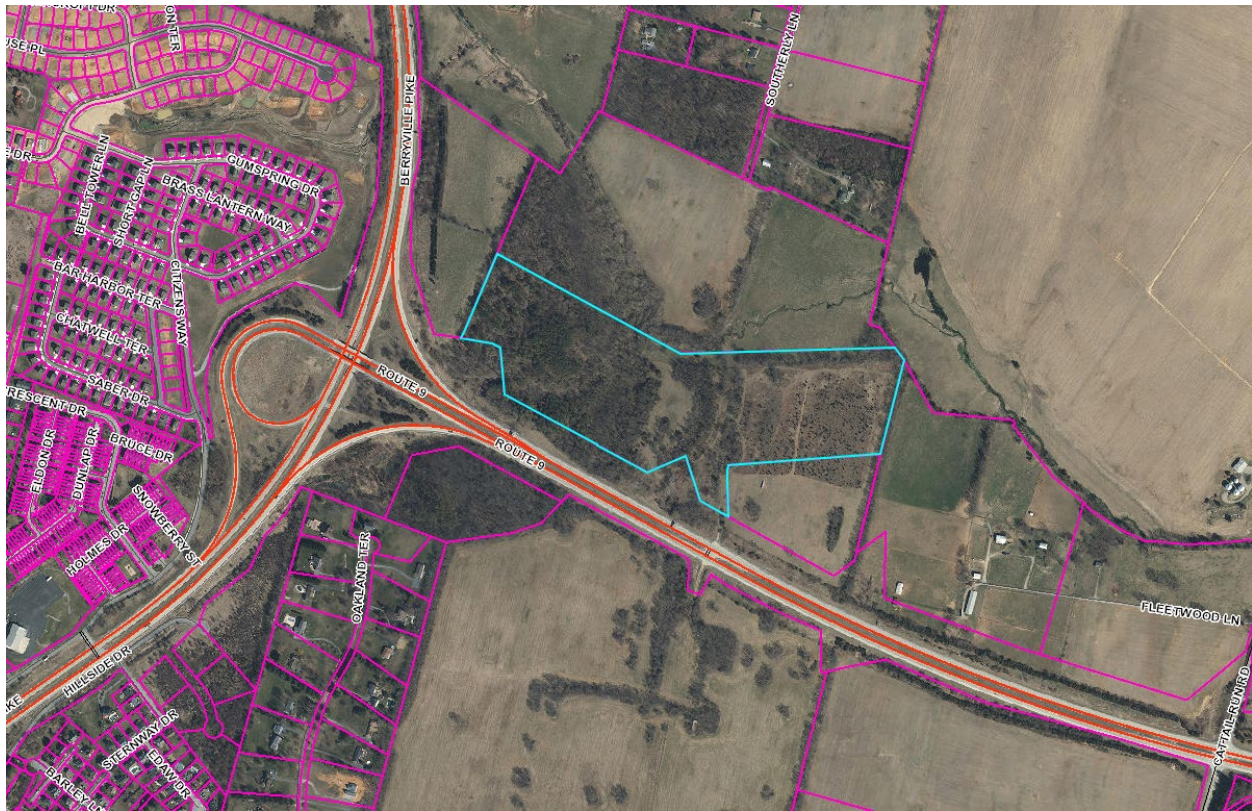
Property Owner: University Healthcare Foundation Inc.

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

Proposal: Major Land Development.

Property Location: U.S. Rte. 9

Current Zoning: General Commercial



PROJECT OVERVIEW

The development of 74.9 acres for a medical office, parking, and new roads.

ZONING REVIEW

The property is zoned General Commercial (GC).

COMPLETENESS REVIEW

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

a. Existing conditions, including boundary lines of the property

Provided.

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

Provided.

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

Provided.

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

Provided.

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

Provided.

f. Current zoning and total area of the property

Provided. General Commercial zoning.

g. Maximum and proposed density based on the Net Buildable Land Area

Not applicable. Commercial development only proposed.

h. Available utilities

Provided.

i. All existing sanitary sewer facilities and combined sewer facilities

Provided.

j. Depict location or statement of proposed water and sewer supply and other utility improvements.

Provided. See plan sheet C201.

k. Existing covenants

None.

l. General layout of any proposed number of Lots, average Lot sizes and any proposed commercial uses, including any associated parking. Include proposed height of structures.

Provided. The building is 3 stories with the bottom level exposed on the west side and only the top 2 levels exposed on the east.

m. Statement of total acreage of the tract being subdivided or developed, including the Net Buildable Land Area

Lot to be subdivided into 7 parcels. No residential component shown on plans.

n. The approximate acreage in common open space, in each use and housing type and in roads, streets or rights-of-way for the total development

See item 'M' above.

o. The proposed number of dwelling units of each type in each in the total development

Not applicable.

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

Provided.

q. The location of sidewalks, trails and crosswalks, as may be applicable.

Provided. Plan shows right-of-way areas. Sidewalk provided on both sides of road.

r. Proposed open space and/or recreation areas, including notes on the plan describing the proposed use, activity area and/or improvement. The amount, approximate boundaries and location of common open space, with the percentage of the total acreage of the site to be placed in common open space.

Provided.

s. The location of environmental sensitive land to be included in common open space.

No environmentally sensitive lands identified.

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

None requested.

u. The location and extent of proposed buffers

Adjacent property is the Springfield/Stone Spring housing development. Buffers will be required between the proposed non-residential office building and new housing currently under construction.

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

Right-of-way width and location has been provided. Parking areas are also shown.

w. Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.

No applicable bonus factors.

x. Any other information requested by the Subdivision Administrator in order for the Subdivision Administrator to make an accurate determination.

None required.

y. Commercial Design Review Standards as required in Section 1333.29, of this article.

To be provided at time of preliminary plan submission.

KIMLEY-HORN

The City's 3rd party engineering firm, Kimley-Horn, has reviewed this application and plan and has no comments at this stage.

ADDITIONAL APPLICATIONS

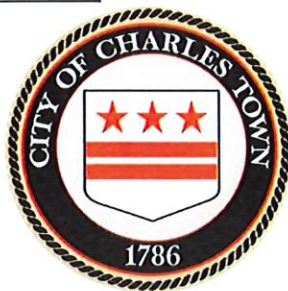
The property owners have also filed for a rezoning application and a property merger application. The requested rezoning is for rezoning the boundary adjustment land from Neighborhood Residential to General Commercial.

CONCLUSION

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

The Planning Commission should vote to determine the application is complete. If deemed complete, a public hearing would be scheduled for April 22, 2024 meeting.

Sketch Plan Application No. _____



SKETCH PLAN APPLICATION

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

ARTICLE 1332, SUBDIVISION AND LAND DEVELOPMENT APPLICATION & APPROVAL REQUIREMENTS

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

1. DATE _____ December 28, 2023

2. APPLICATION TYPE* ☐ Zoning Use Permit, Special Exception Use and Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance
- Submit Three (3) 11" x 17" copies of the Sketch Plan shall be submitted and in Adobe PDF format
- ☒ Major S/LD Development
- Submit Three (3) 18" x 24" copies of the Sketch Plan shall be submitted and in Adobe PDF format

*There are two types of Sketch Plan submissions:

1. For Zoning Use Permit, Special Exception Use and Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance. Submission standards are found in Section 1332.04(D).

2. For a Sketch Plan for a Major S/LD application, submission standards are found in Section 1332.04(E)

3. APPLICANT'S NAME* Gresham Smith - Contact: Rob Whitson
- Address: 222 2nd Ave S, Suite 1400, Nashville, TN 37201
- Telephone Number (615) 770-8312 Fax Number ()
- Email Address rob.whitson@greshamsmith.com
4. PROPERTY OWNER'S NAME University Healthcare Foundation, Inc. - Contact: Brad Freeman
- Address: 2500 Hospital Dr, Martinsburg, WV 25401
- Telephone Number (304) 596-2847 Fax Number ()
- Email Address bradley.freeman.m@wvumedicine.org
5. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (list all parcels that apply)
- Property Address: NE of Highways 9 and 340 interchange
- Tax Map # and Parcel: Charles Town Corp District, Tax Map 15, Parcels 7.2, 7.3, part of 7.4, and 8
- Deed Book and Page #: Book/Page: 1147/325, 1262/140, 1030/343, 1248/348
- Property Area in Square Feet or Acres: 73.65 acres (includes 9.4 acres of adjacent Langlet property)
6. DESCRIPTION OF PROJECT AND PROPOSED USE(S) OF THE PROPERTY:
- Proposed 40,000 SF medical office building,
- along with infrastructure for additional future development
- _____
- _____
- _____
7. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:
- Vacant land / wooded and agriculture
- _____
- _____
- _____

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

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

Not for this application. A separate application is made for rezoning of 9.4 acres from
Neighborhood Residential to General Commercial, to be included in the proposed project property
and zoned consistently.

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

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

☒ No

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

Application No.	Project Name and Phase	Status	Approval Date
None			

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

Owner	# and Street	City, State, Zip
Springfield Partners, LLC	412 Keyes Ferry Road	Charles Town, WV 25414
Mark F. Langlet, as Trustee of the Jules F. Langlet and Mary Lou Langlet Irrevocable Trust	544 Lego Drive	Charlottesville, VA 22911
Thomas W. Newcomer & Kim Yeunshin	P.O. Box 515	Charles Town, WV 25414
Federal Hill Farms, Inc.	1434 Cattail Run Road	Charles Town, WV 25414

APPLICANT CERTIFICATION

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

Signature of Applicant

Neh R. Whiten Date 12/14/2023

Signature of Property Owner (If different than Applicant)

Dean Thomas Date 12/21/23

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

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

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

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

Receipt No. _____

Subdivision Administrator Approval: _____ Date: _____

Planning Commission Approval: _____ Date: _____

Comments: _____



CHARLES TOWN, WEST VIRGINIA
Department of Community Development
 Division of Planning and Zoning
 101 East Washington Street, P.O. Box 14
 Charles Town, West Virginia 25414

File Number: _____

Staff Initials: _____

Fees Paid: _____

Phone: (304) 725-2311 □

Fax (304) 725-1014

<https://goo.gl/KGzDMZ>

Sketch Plan Review Checklist
Amended 2017 Subdivision Ordinance

(please check one) ☒ Major S/LD Application or
☐ Zoning Use Permit, Special Exception Use, or Sketch Plan (requirements found
 in the Supplemental Regulations of the Zoning Ordinance)

Project Name: WVU Medicine Medical Office Building

Property Owner Information

Property Owner:	University Healthcare Foundation, Inc. - Contact: Brad Freeman			
Mailing Address:	2500 Hospital Drive			
City:	Martinsburg	State:	WV	Zip Code: 25401
Phone Number:	(304) 596-2847	Email:	bradley.freeman.m@wvumedicine.org	
Signature:				Date:

Applicant's Registered Engineer or Surveyor or Design Consultant

Name:	Gresham Smith - Contact: Rob Whitson			
Mailing Address:	222 2nd Ave S, Suite 1400			
City:	Nashville	State:	TN	Zip Code: 37201
Phone Number:	(615) 770-8312	Email:	rob.whitson@greshamsmith.com	

Physical Property Details

Physical Address:	NE of Highways 9 and 340 interchange			
City:	Charles Town	State:	WV	Zip Code: 25401
Tax District:	3 - Charles Town Corp District	Map No:	15	Parcel No: 7.2, 7.3, part of 7.4, & 8
Parcel Size:	73.65 total acres	Deed Book:		Page No:
Book/Page: 1147/325, 1262/140, 1030/343, 1248/348				

Zoning of Subject Property			Is the Project to Be:	Is Property In:
Urban Reserve (UR)	Residential Medium-High Density (R-15)	Neighborhood Commercial (NC)	Planned Unit Development (PUD)	Historic Overlay District (HOD)
General Commercial (GC)	Old Town Residential (OT-R)			Floodplain Overlay District (FOD)
Old Town Mixed Use Commercial (OT-MUC)	Neighborhood Residential (NR)			

City Use Only	1st Review	2nd Review	3rd Review	4th Review
Submittal Date				
Zoning Administrator				
City Planner				
GIS/Addressing				
Return Date				

Conditions of Approval (Attach Additional Comments As Needed)

Instructions

1. This checklist is provided as a quick reference guide only. The Consultant/Developer is responsible for reading the regulations and fully complying with all the requirements. All references to the Subdivision Ordinance and Zoning Ordinance are cited for informational purposes only.
2. The checklist shall be completed by the Engineer/Surveyor or Design Consultant and attached to the Sketch Plan review submission.

Required Submittal Information

- ☒ 1 Check for Application Fees
- ☒ 1 Completed Application and Checklist (Signed by owner)
- ☒ 3 Sets of Sketch Plans and Adobe PDF Format

Sub-Section	Ordinance Requirements: (See instructions on page 2)	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
	SUBDIVISION ORDINANCE Section 1332.04, Sketch Plan Requirements							
A	THERE ARE TWO TYPES OF SKETCH PLAN SUBMISSIONS: Sections in Red and Blue are depict the different types.							
A1 and D	For: • Zoning Use Permit • Special Exception Use • Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance The following information shall be provided for Sketch Plan review:							
D1	Three (3) 11" x 17" copies of the Sketch Plan shall be submitted and in Adobe PDF format.							
D2	The Sketch Plan shall be drawn to a 1"=50' scale							
D2	The Sketch Plan must illustrate the following elements in such a way that the Subdivision Administrator or authorized designee can determine if the proposed Subdivision or Land Development meets the criteria of this Ordinance, as applicable:							
D2a	Existing conditions, including boundary lines of the property							
D2b	A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses							
D2c	Vicinity map, north arrow, scale (written and graphic) and date							
D2d	Name of proposed project or other identifying title and date plan was prepared. Name and address of the Engineer, Surveyor, Architect, Landscape Architect, Land Planner or Property Owner who prepared the plan							
D2e	Current zoning and total area of the property							
D2f	Maximum and proposed density							
D2g	Available utilities							
D2h	All existing sanitary sewer facilities and combined sewer facilities							
D2i	Depict location or statement of proposed water and sewer supply and other utility improvements							
D2j	Existing covenants							
D2k	General layout of any proposed number of Lots, average Lot sizes and any proposed commercial uses, including any associated parking. Include proposed height of structures							
D2l	Statement of total acreage of the tract being subdivided or developed							
D2m	Location of proposed Street layout, including connections to adjoining streets or vacant lots							
D2n	The location of sidewalks, trails and crosswalks							
D2o	Proposed open space and/or recreation areas, including notes on the plan describing the proposed use, activity area and/or improvement							
D2p	Any other information requested by the Subdivision Administrator in order for the Subdivision Administrator to make an accurate determination.							
A2 and E	For a Major S/LD Application. The following information shall be provided for Sketch Plan review:	X						
E1	Three (3) 18" x 24" copies of the Sketch Plan shall be submitted and in Adobe PDF format.	X						
E2	The Sketch Plan shall be drawn to a 1"=50' scale	X						
E2	The Sketch Plan must illustrate the following elements in such a way that the Subdivision Administrator or authorized designee can determine if the proposed Subdivision or Land Development meets the criteria of this Ordinance:	X						
E2a	Existing conditions, including boundary lines of the property	X						
E2b	A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses	X						

	Ordinance Requirements: (See instructions on page 2)	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
E2c	Vicinity Map, North arrow, scale (written and graphic) and date	X						
E2d	Names of the abutting owners, adjoining lot lines and structures on abutting lots within 100 feet of the property	X						
E2e	Title of the proposed project; the date, month and year the plan was prepared or revised; the name of the applicant(s), owner(s), and contract owner(s) and the name and address of the Engineer, Surveyor, Architect, Landscape Architect, or Land Planner who prepared the plan, including firm name	X						
E2f	Current zoning and total area of the property	X						
E2g	Maximum and proposed density based on the Net Buildable Land Area	X						
E2h	Available utilities	X						
E2i	All existing sanitary sewer facilities and combined sewer facilities	X						
E2j	Depict location or statement of proposed water and sewer supply and other utility improvements	X						
E2k	Existing covenants	X						
E2l	General layout of any proposed number of Lots, average Lot sizes and any proposed commercial uses, including any associated parking. Include proposed height of structures	X						
E2m	Statement of total acreage of the tract being subdivided or developed, including the Net Buildable Land Area	X						
E2n	The approximate acreage in common open space, in each use and housing type and in roads, streets or rights-of-way for the total development	X						
E2o	The proposed number of dwelling units of each type in each in the total development	X						
E2p	Location of proposed Street layout, including connections to adjoining streets or vacant lots	X						
E2q	The location of sidewalks, trails and crosswalks, as may be applicable	X						
E2r	Proposed open space and/or recreation areas, including notes on the plan describing the proposed use, activity area and/or improvement. The amount, approximate boundaries and location of common open space, with the percentage of the total acreage of the site to be placed in common open space	X						
E2s	The location of environmental sensitive land to be included in common open space	X						
E2t	Notes indicating any modifications, waivers, variances, special exceptions and/or conditional uses that are required	X						
E2u	The location and extent of proposed buffers	X						
E2v	The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels. The location and arrangement of street entrances, driveways and parking areas	X						
E2w	Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed	X						
E2x	Any other information requested by the Subdivision Administrator in order for the Subdivision Administrator to make an accurate determination	X						
Sub-Section	SUBDIVISION ORDINANCE Section 1333.01, General Site Planning and Design Specifications							
D1d	There is no requirement that a Sketch Plan or Preliminary Plat show phasing.							

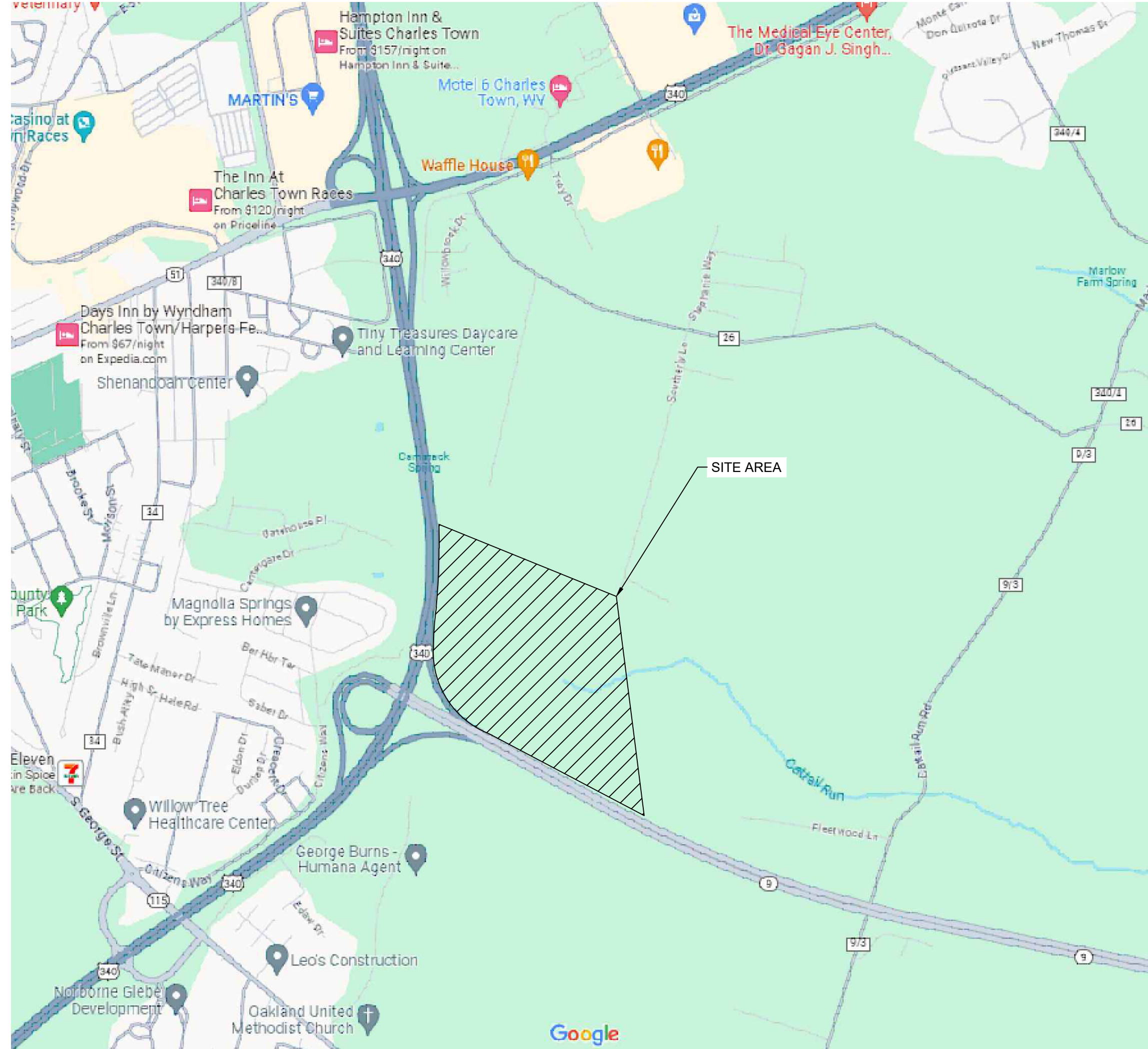
SKETCH PLAN FOR

INTERSECTION OF ROUTE 9 AND 340

JEFFERSON COUNTY

CHARLES TOWN, WV

GRESHAM SMITH PROJECT NO. 45550.02



VICINITY MAP

NOT TO SCALE

OWNER / DEVELOPER



2500 Hospital Drive
Martinsburg, WV 25401
Owner Contact: Brad Freeman
Phone: (304) 596-2847

ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT



222 Second Avenue South
Suite 1400
Nashville, TN 37201

Architect Contact: Laurel Nee, AIA, NCARB, EDAC
Phone: (704) 944-7989
Email: laurel.nee@greshamsmith.com

Civil Contact: Rob Whitson
Phone: (615) 770-8312
Email: rob.whitson@greshamsmith.com

Landscape Architect Contact: Trey Rudolph
Phone: (615) 770-8148
Email: trey.rudolph@greshamsmith.com

SURVEYOR



1075-D Sherman Avenue
Hagerstown, MD 21740
Survey Contact: Ron Bidle, PLS
Phone: (301) 797-6400
Email: rbidle@triaeng.com

Sheet List Table	
Sheet Number	Sheet Title
C000	COVER SHEET
C100	EXISTING CONDITIONS
C101	PROPERTY INFORMATION
C200	OVERALL SITE PLAN
C201	DETAILED SITE PLAN
L200	OVERALL LANDSCAPE PLAN
L201	DETAILED LANDSCAPE PLAN



**Gresham
Smith**

201 South College Street
Suite 1950
Charlotte, NC 28244
704.944.7970

Firm Certification
Nos. 51100 / C-416 / C-2056

GreshamSmith.com



BLUE RIDGE CROSSING -
MEDICAL OFFICE BUILDING

WVU MEDICINE
CHARLES TOWN, WEST VIRGINIA

PRELIMINARY
NOT FOR
CONSTRUCTION

[illegible]

COVER SHEET

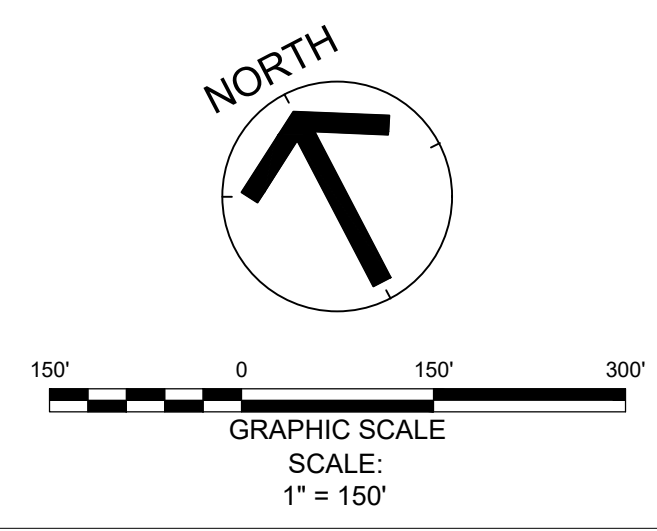
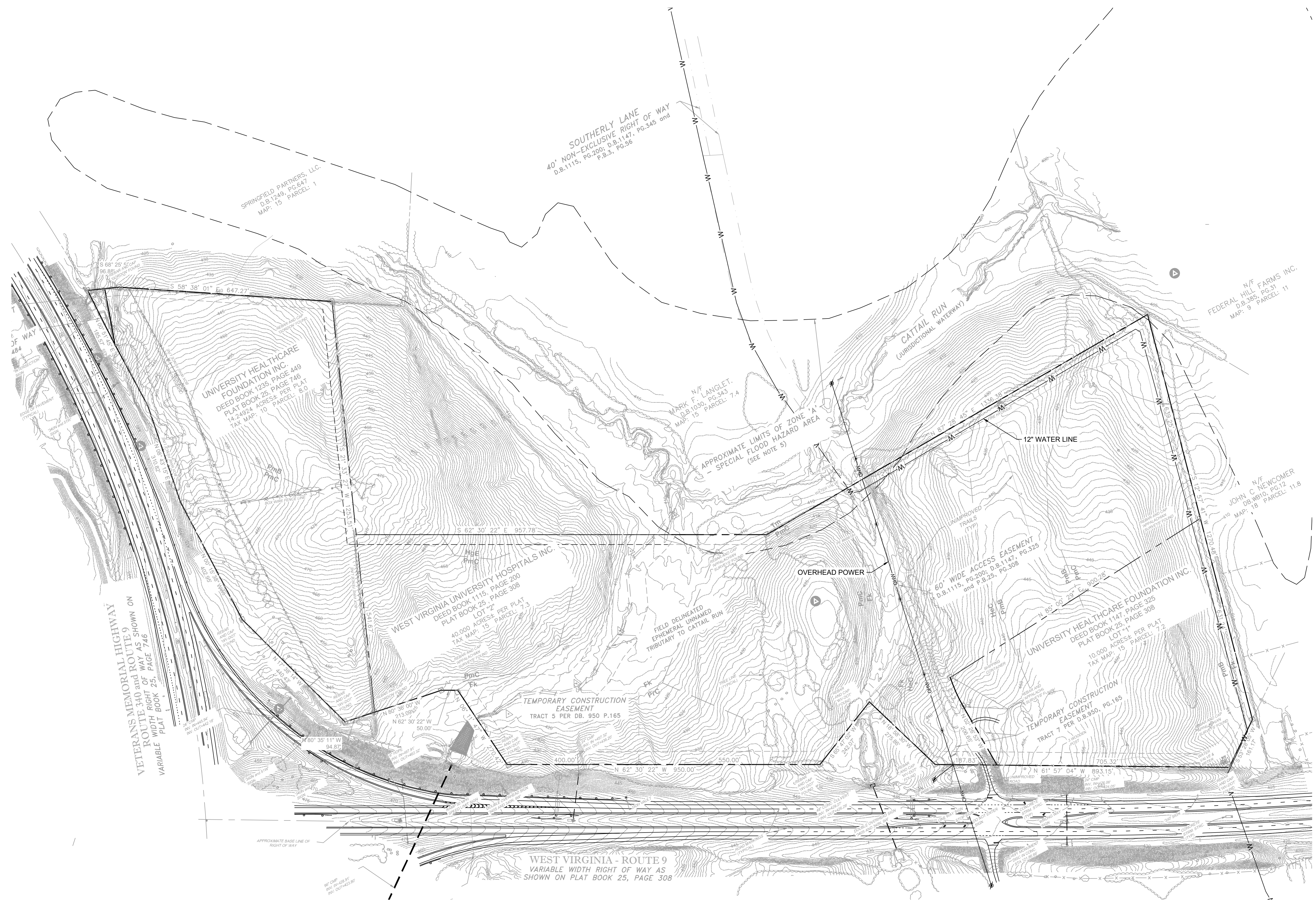
C000

45550.02
1/2/2024

ISSUE DATE:
JANUARY 2, 2024

Drawn By: KL
Checked By: RW
Approved By: RW

12/20/2023 11:15:23 AM
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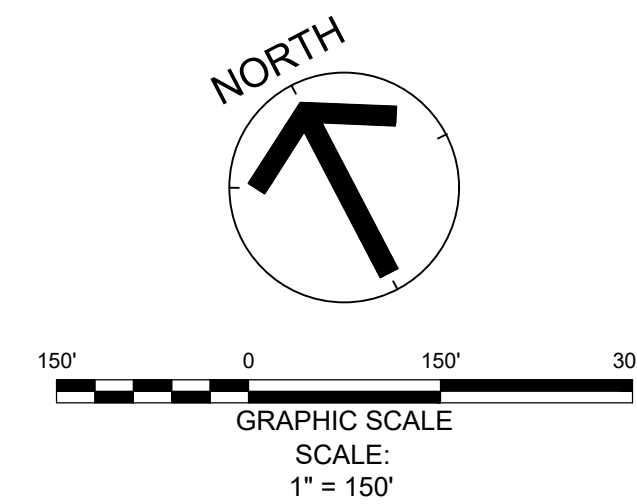
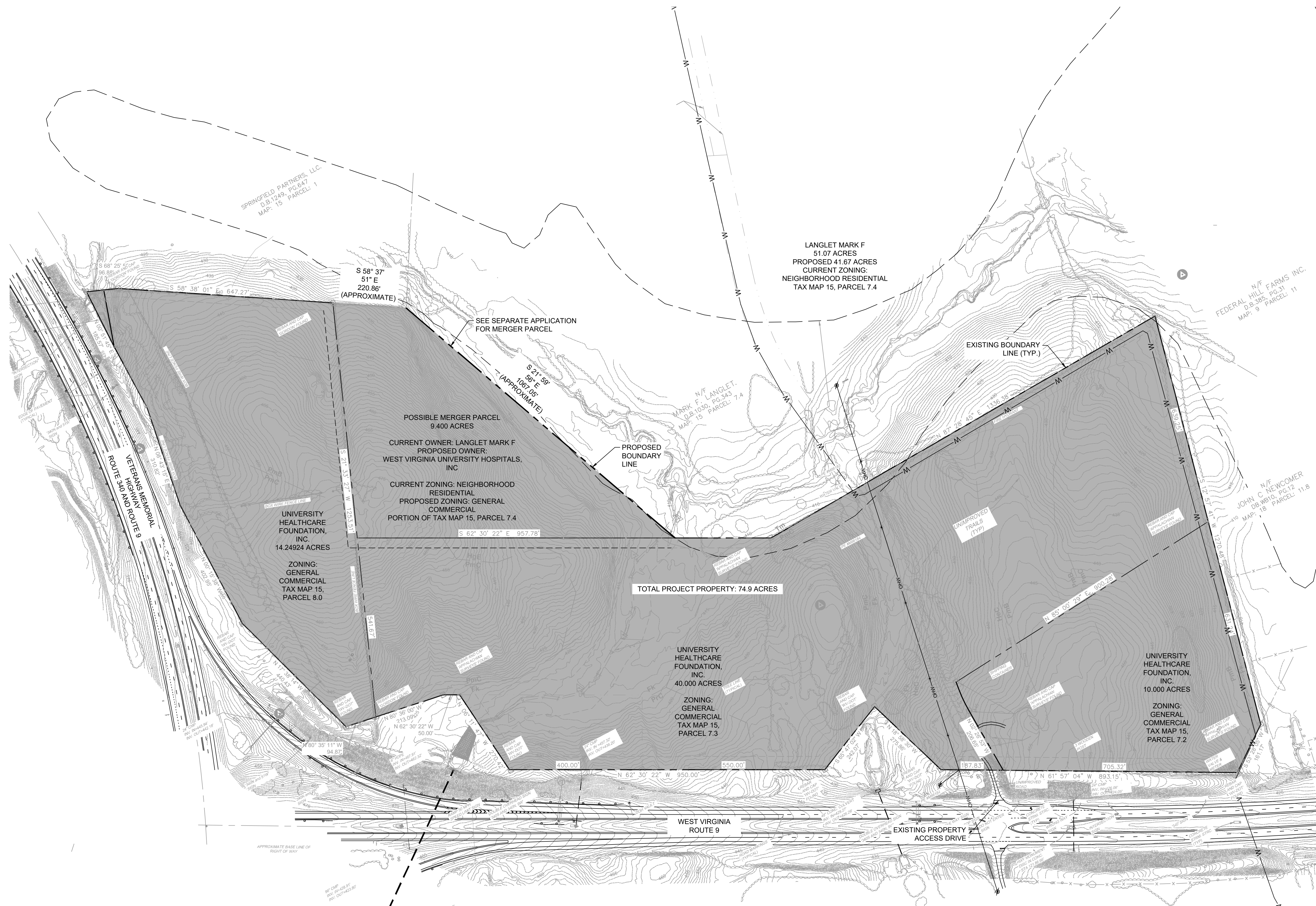
EXISTING CONDITIONS

C100
45550.02
1/2/2024

Drawn By:	KL
Checked By:	RW
Approved By:	RW

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[illegible]

PROPERTY INFORMATION

C101

45550.02
1/2/2024

MAX. LOT COVERAGE: 90 PERCENT
MIN. REQUIRED OPEN SPACE: NO REQUIREMENT
MAX. BUILDING HEIGHT: 55 FT
MAX. STORIES HEIGHT: 5

Approved By: RW



BLUE RIDGE CROSSING -
MEDICAL OFFICE BUILDING

WVU MEDICINE

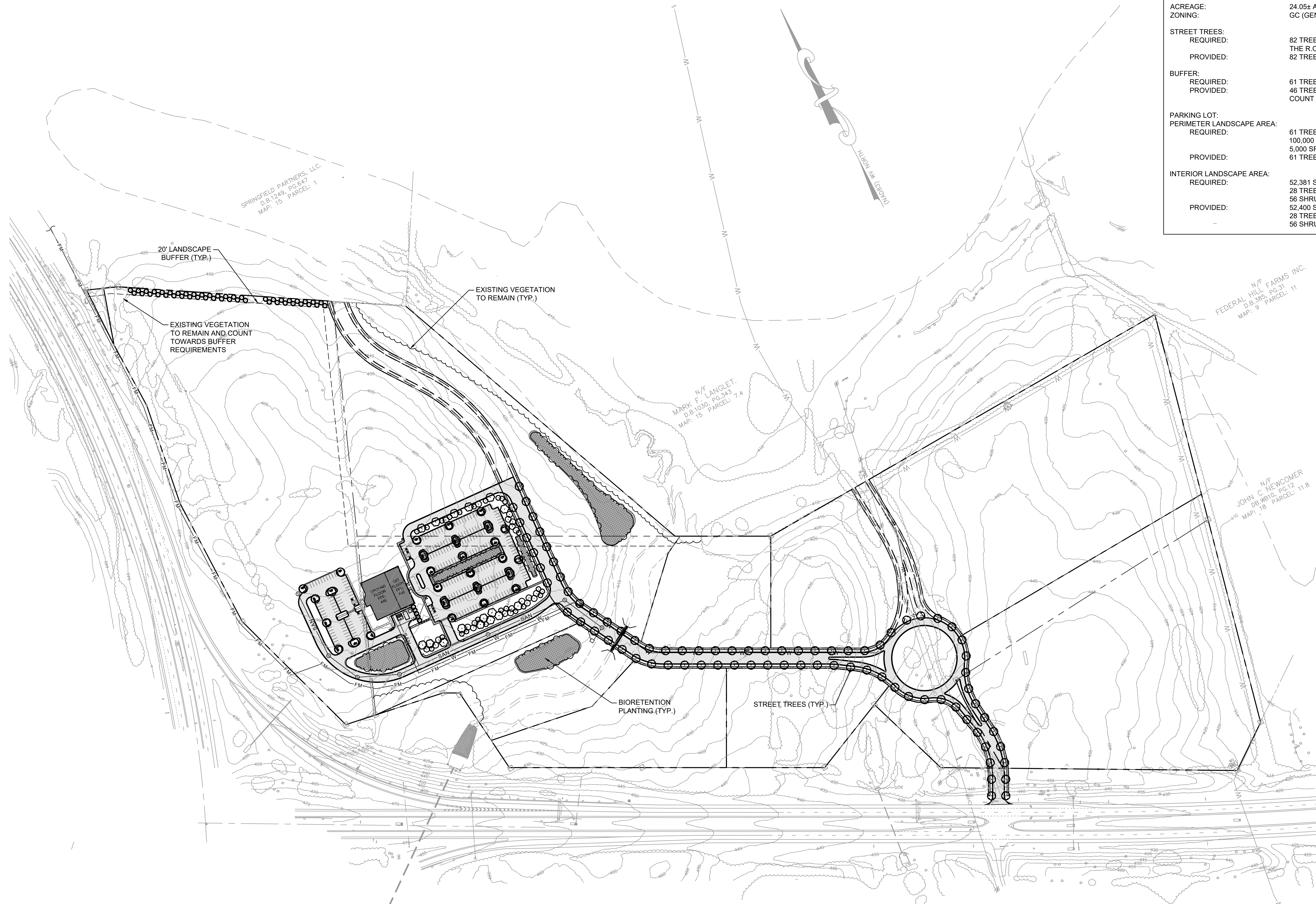
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45550.02
1/2/2024

Drawn By: KL
Checked By: RW
Approved By: RW



LANDSCAPE SITE DATA

ACREAGE:	24.05± AC; 1,047,618± SF (MOB SITE ONLY)
ZONING:	GC (GENERAL COMMERCIAL)
STREET TREES:	
REQUIRED:	82 TREES (1 PER 50 LF ON BOTH SIDES OF THE R.O.W. - 2,040± SF)
PROVIDED:	82 TREES
BUFFER:	
REQUIRED:	61 TREES (1 PER 12 LF- 730± LF)
PROVIDED:	46 TREES (EXISTING VEGETATION TO COUNT TOWARDS BUFFER REQUIREMENTS)
PARKING LOT:	
PERIMETER LANDSCAPE AREA:	
REQUIRED:	61 TREES (1 PER 2,000 SF FOR FIRST 100,000 SF OF IMPERVIOUS AREA, 1 PER 5,000 SF THEREAFTER - 155,835± SF)
PROVIDED:	61 TREES
INTERIOR LANDSCAPE AREA:	
REQUIRED:	52,381 SF (5% OF TOTAL LOT AREA) 28 TREES (1 PER 10 SPACES- 276 SPACES) 56 SHRUBS (2 PER 10 SPACES)
PROVIDED:	52,400 SF (5%) 28 TREES 56 SHRUBS



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BLUE RIDGE CROSSING -
MEDICAL OFFICE BUILDING

WVU MEDICINE
CHARLES TOWN, WEST VIRGINIA

PRELIMINARY
NOT FOR
CONSTRUCTION

[illegible]

OVERALL LANDSCAPE PLAN

L200

45550.02
1/2/2024



Memorandum

To: Rob Whitson
Gresham Smith
222 2nd Ave S, Suite 1400
Nashville, TN 37201

From: Mark Phillips, P.E.

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

Date: January 9, 2024

Subject: WVU-Blue Ridge Crossing Sketch Plan Review

This memorandum summarizes our review of the Sketch Plan for the WVU – Blue Ridge Crossing (dated January 2, 2024, prepared by Gresham Smith) for a proposed medical office building. The site contains 4 parcels; three are currently zoned General Commercial and one is zoned as Neighborhood Residential per the City of Charles Town Zoning Ordinance dated June 18, 2012 (Rev. July 6, 2020). This application proposes a by-right development of approximately 74.9 acres of property.

Kimley-Horn's review of this application is limited to the Sketch Plan and Application provided. Based upon our review, we have no comments as this application is generally in conformance with the Sketch Plan requirements per the City of Charles Town Subdivision and Land Development Ordinance dated June 23, 2012 (Rev. July 1, 2019).

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

KIMLEY-HORN & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Mark Phillips".

Mark Phillips, P.E.
Project Manager, Associate



Planning Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *TXA2023-06* - Minor/Major Subdivision/Land Development Requirements

ATTACHMENTS:

- [1. Report.pdf](#)



TXA2023-06: Minor Subdivision Review

Date: For the March 25, 2024 Planning Commission meeting

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

ISSUE

Current regulations regarding boundary line adjustment and property mergers create a burden on applicants by requiring that they either obtain Planning Commission approval or a waiver. Additionally, the language about constructing a single-family residential home not located within a platted subdivision is unclear and could be construed to require Planning Commission review. These processes can be handled via administrative review by City staff. The addition of duplexes to administrative review may allow for additional development opportunities that would not need to go through a full subdivision process, which takes additional time and funds.

COUNCIL

This item has not been brought to Council.

PLANNING COMMISSION – October 2023

The Commission discussed this item at their October 23, 2023 work session. The Commission requested:

- Remove lot width language
- Look into easement requirements and ability to enforce
- Any potential negative for allowing mergers by multiple owners?
- Do research into zoning boundary adjustments when boundary lines are moved.

PLANNING COMMISSION – November 2023

The Commission reviewed this at their November 27 meeting. Following discussion, this item was sent to the City Attorney for final review. The Attorney provided comments to staff, which have been incorporated into these changes.

PLANNING COMMISSION – January 2024

The Commission reviewed this at their January 30 meeting and suggested minor edits.

PROPOSED LANGUAGE

Proposed changes are in red.

Subdivision and Land Development Ordinance

Section 1332.02 Applicability

- A) Major and Minor Subdivision/Land Developments
- B) 1. Minor Subdivision/Land Development

a. **Division of One Parcel into Two Parcels.** The division of one (1) new parcel from an existing parent tract if, and only if, the new parcel and the residue parent tract will each:

- (i) adjoin an existing Public Street or Road, and
- (ii) satisfy the minimum lot size requirements for the Zoning District in which the land is located.

Only one (1) new parcel plus the residue parent tract may be created from a parent tract existing as of the effective date of this Ordinance pursuant to a Minor Subdivision/Land Development. Any further Subdivision or Development of the new parcel or the residue parent tract will not be a Minor Subdivision/Land Development and must be processed under the Major Subdivision/Land Development provisions of this Ordinance. Such division shall meet the standards of Section 1332.06.

b. **Minor Boundary Line Adjustments.** ~~Minor~~ boundary line adjustments, including transfer of parcels of land to achieve a boundary line settlement, where no new parcels are created. ~~Boundary line adjustments which result in boundary lines crossing zoning districts must be approved by the Planning Commission. Adjustment of a boundary line in excess of twenty-five feet (25') will not be considered a Minor Subdivision/Land Development under this Subsection 1332.02(A)(1)(b) except upon waiver of such limit by the Planning Commission.~~

c. **Merger.** Merger or consolidation of the entirety of two or more contiguous parcels of land ~~owned by the same Person~~. Once merged or consolidated, the new tract shall be a single parcel and any further Subdivision or Development of that tract must comply with this Ordinance.

d. **Residential Construction.** The construction, erection, installation or placement of:

- (i) one (1) single-family residence on a single parcel or Lot or
- (ii) one (1) duplex upon two abutting Lots; provided that,

Any such activity shall not be considered a Land Development subject to Sections 1332.03 through 1332.06, inclusive, of this Ordinance (excepting only the requirements herein for an Improvement Location/Land Disturbance Permit) if the each subject Lot was specifically identified as a separate identical Lot on a Final Plat approved as part of a previously approved Final S/LD Application for a Subdivision/Land Development containing said Lot or each Subject Lot was established as a separate identical Lot at the time of enactment of this Ordinance on June 12, 2012; however, the requirements for an Improvement Location/Land Disturbance Permit, driveway standards, access drive standards, sidewalk and on-street parking standards, and all other requirements and standards of this Ordinance shall apply to such activity.



Planning Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 03/25/24

Department: Planning

Commission

Category: Report

Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *TXA2024-03* - Infill Development Requirements

ATTACHMENTS:

- [1. Report.pdf](#)



TXA2024-03

Infill Development Improvements

Date: For the March 25, 2024 Planning Commission meeting

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

ISSUE

Infill development is characterized by the development of one or a few lots within an existing neighborhood. It is identified in contrast to new greenfield development of a major subdivision.

The current Subdivision and Land Development Ordinance requirements include on-street parking and sidewalks. These requirements can hinder effective infill development, especially requirements that are non-feasible, such as providing improvements on property that the developer may not own.

PLANNING COMMISSION

The Planning Commission discussed this item as part of their January 30, 2024 work session.

The Planning Commission discussed this item as part of their February 26, 2024 work session. The Commissioners recommended the addition of clarifying language, and discussed unintentional conflicts that could be caused by this amendment. Asked Staff to further revise the text.

The amended language would require that infill residential nude commercial/non-residential development provide sidewalks on the subject property, and that they meet off-street parking requirements.

TEXT AMENDMENT

The proposed text amendment is in **red** below:

Subdivision and Land Development Ordinance

Section 1333.09, Sidewalk & On-Street Parking Design Standards

Sidewalk and on-street parking design standards for the City of Charles Town shall be as follows:

(A) Sidewalks and on-street parking shall be provided in accordance with the requirements specified in Table 1333.09. **For in-fill development, provision of on-street parking and sidewalks on the opposite side of the road is not required, though sidewalks and required off-street parking shall be provided on the subject parcel(s) being developed.**

Table 1333.09 will be renamed to **Sidewalk and Parking Requirements for Major Subdivision/Land Developments.**

Table 1333.09 – Sidewalk and Parking Requirements

Land Use	Average Lot Size	Density du/acre	Sidewalk Requirement Street Frontage	On-street Parking Requirement
Residential	> 30,000 ft ²	1.46 or more	None	None
Residential	15,001 ft ² – 30,000 ft ²	2.90 – 1.45	One side of Street	One side of Street
Residential	12,001 – 15,000 ft ²	3 – 5.5	Both sides of Street	Both sides of Street
Residential	< 12,001 ft ²	> 5.51	Both sides	Both sides
Commercial	N/A	N/A	Yes	Yes

*Planning Commission may require sidewalks or on-street parking to ensure continuity of an existing pedestrian access or street pattern.

...

ARTICLE 1336, DEFINITIONS

...

(B) *Defined Words and Terms.* The following terms or words, when capitalized herein, shall be interpreted or defined as indicated:

...

IN-FILL DEVELOPMENT – The development of vacant or under-utilized parcel(s) within existing urban areas that are already largely developed.

NOTE: Proposed definition source: <https://mrsc.org/explore-topics/planning/development-types-and-land-uses/infill-development>