CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • AUGUST 24, 2026

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : DRAFT July 23, 2026 minutes
07-23-2026 PC MINUTES_DRAFT.pdf

2.2 : DRAFT July 27, 2026 minutes
07-27-2026 PC MINUTES_DRAFT.pdf

3. UNFINISHED BUSINESS

3.1 : *Commission Review:* SLD2026-02 - Huntfield Phases 9 & 11 - Sketch Plan Completeness Review
1. Staff Report.pdf
2. Plan Set.pdf
3. Tree Save details.pdf
4. Huntfield Master Plan.pdf
5. Huntfield Composite Schematic 1.pdf

4. NEW BUSINESS

4.1 : *Commission Review*: SLD2026-03 - Prospect Place - Completeness Review
1. Staff Report.pdf
2. Application.pdf
3. Comment Response.pdf
4. Wetlands Survey.pdf
5. COA Signed.pdf
6. COA Discussion Plan.pdf
7. Proposed Sketch Plan.pdf

5. ADJOURNMENT

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

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

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/24/26
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT July 23, 2026 minutes

ATTACHMENTS:

- 07-23-2026 PC MINUTES_DRAFT.pdf

CITY OF CHARLES TOWN
PLANNING COMMISSION •
SPECIAL MEETING MINUTES
July 23, 2026

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Ann Paonessa
Zakhary Dunning
Jeff Hynes – Attended Virtually

Jess Derr - Absent
Kevin Long - Absent

James Newman, City Staff – Zoning Administrator
Stephanie Grove, City Attorney – Attended Virtually

2. APPROVAL OF MINUTES
No minutes to approve.

3. UNFINISHED BUSINESS

3.1: Continuation of Public Hearing: SLD2026-01 Langlet Farm South – Sketch Plan

Staff presentation.

Commission discussion.

The applicant gave a brief overview of the project and explained how it met and exceeded the requirements of the conditions of annexation.

Commission discussion of the proffers, open space requirements, and parking for the open space.

Motion to go into Executive Session to receive legal advice on the application:

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

Commissioner Paonessa declared the meeting back of out Executive Session.

DRAFT

Motion to approve the sketch plan subject to conditions:

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

Conditions:

1. A narrative on how the developer will meet the Conditions of Annexation must be submitted to City Staff.

2. The amenities in the proposed parks shall be completed no later than the issuance of the 157th Certificate of Occupancy issued for the development of the Single-Family Detached and Townhome dwelling units.

4. NEW BUSINESS

None

5. ADJOURNMENT

Motion to adjourn:

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

Meeting adjourned at 7:27 pm.

DRAFT

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 08/24/26
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT July 27, 2026 minutes

ATTACHMENTS:

- 07-27-2026 PC MINUTES_DRAFT.pdf

CITY OF CHARLES TOWN

PLANNING COMMISSION •
MINUTES JULY 27, 2026

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Jessica Derr – Acting Chair
Kevin Long
Zakhary Dunning
Jeff Hynes

Ann Paonessa - Absent

James Newman, City Staff – Zoning Administrator

2. APPROVAL OF MINUTES

2.1: Regular Session Minutes of June 23, 2026

Motion to approve the meeting minutes with the correction of Zakk's name spelling:

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

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

Staff presentation.

The applicants, Danny Murphy from Greenway Engineering and Mark Flynn with H2 Land, were present and stated the electric company easements are already in place. Regarding the Gore-Doubs-Goose Creek power line expansion project, Mr. Flynn stated that the transmission may be quite tall so as to reduce the overall number of poles, and that he was told the power companies would only operate within their easement. He also stated that he has not heard anything about said companies wanting to acquire any land within Norborne Glebe. It was stated that the power line project will affect the existing residents of Barksdale Drive more than the new section.

Commission comments about the stormwater runoff plan. Staff explained that the drainage from the easement could lead to water flowing onto private property, per the plans set. It was further explained that this was the design element for an emergency spillway.

The applicant explained that they met with the homeowners to discuss the issue, and explained to the Commission the way the drainage easement works.

DRAFT

Staff stated that the 3rd party engineering firm that reviewed the plans agreed that it meets the requirements of the stormwater regulations.

Further discussion regarding the drainage of runoff water on the site.

Motion to open the Public Hearing:

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

Robin Thomas spoke regarding the clearing of the property on the western border. She stated she is very involved with what is going on with the power lines. She stated they are supposed to stay within the current easement and that is why they are using monopoles; and made comments about the electromagnetic frequency of the increased power lines. She further stated that the noise from the power lines is disturbing. She further stated the site blasting is very disturbing.

Jackie Cline of 558 Eastland Dr stated her concerns regarding blasting, effects of the development on her well, septic, and house. She wants to know if something is in place for if something gets damaged, who is to be held responsible. She stated the tree line may be taken out and that's the only buffer between her backyard and the new houses. She had questions regarding who did the reviews for the development. She also wanted to know if the developers have spoken with the board of directors for the Eastland neighborhood. She further stated she would love to see green space in that area.

Robert Vincent of 85 Foxhall Road stated he will be impacted by the development. He inquired how the city can run the water through a private subdivision that is in the county. He stated he reviewed his subdivision covenants, and he doesn't see an easement. He did commend Arcadia for their outreach. He stated his concerns regarding the run-off water into the Eastland Lake. He further stated that the city will receive lawsuits.

Motion to close the Public Hearing:

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

Mark Flynn stated that the developers will drill in the morning and blast in the afternoon. Sirens are to sound off when they do the blasting. If there were any issues, people need to call the State Fire Marshal's office. He talked about the stormwater conveyance system.

Danny Murphy further stated that the tree line will be staying as a buffer.

The Commission explained that there is a 3rd party engineering firm that reviews all the plans for the city and must advise if the plans conform to city standards.

Commission discussion about stormwater runoff, notification requirements for new lots and the impact of the electric line improvements.

Motion to approve SLD2025-02 subject to a condition:

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

Condition: The developer shall notify lot purchasers about the First Energy Gore-Doubs-Goose Creek Improvement Project, for lots adjacent to the powerline easement.

DRAFT

4.2: Public Hearing: *TXA2026-01: – Amending the Zoning Use Table for uses in the Old Town Mixed Use Commercial Zoning District*

Staff presentation.

Commission discussion regarding the uses and how it the amendment will affect the future use of non-conforming properties. The NAPA Auto Parts Store at 213 E. North St. was discussed as being retail and not auto service.

Motion to open the Public Hearing:

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

No comments.

Motion to close the Public Hearing:

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

Motion to recommend approval of the amendment to City Council, with the exclusion of NAPA Auto Parts from the list of "Existing Automobile Related Uses In District":

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

4.3: Commission Review: *SLD2026-02: – Huntfield Phases 9 & 11 Sketch Plan – Completeness Review*

Staff presentation.

Commission discussion of the tree preservation dn open space areas, and other components of the Master Plan. Brief discussion of adjacent cemetery parcel.

Applicant Matt Stare spoke regarding the concerns of the commissioners.

The Commission discussed issues they had about the proposal and its conformance with the Master Plan.

Motion to table the project until after speaking with the city attorney:

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

DRAFT

4.4: Commission Review: *BR2026-05: – Augustine Manor Phase 1 – Bond Initiation*

Staff presentation.

Motion to recommend approval of the bond initiation in the amount of $13,392,400.64:

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

4.5: Commission Review: *BR2026-06: – Thomfair Self-Storage – Bond Initiation*

Staff presentation.

Discussion about the approved variance for the site and the lighting requirements.

Motion to recommend approval of the bond initiation in the amount of $1,519,818.82:

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

5. ADJOURNMENT

Motion to adjourn:

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

Meeting adjourned at 8:41 pm.

DRAFT

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 08/24/26
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

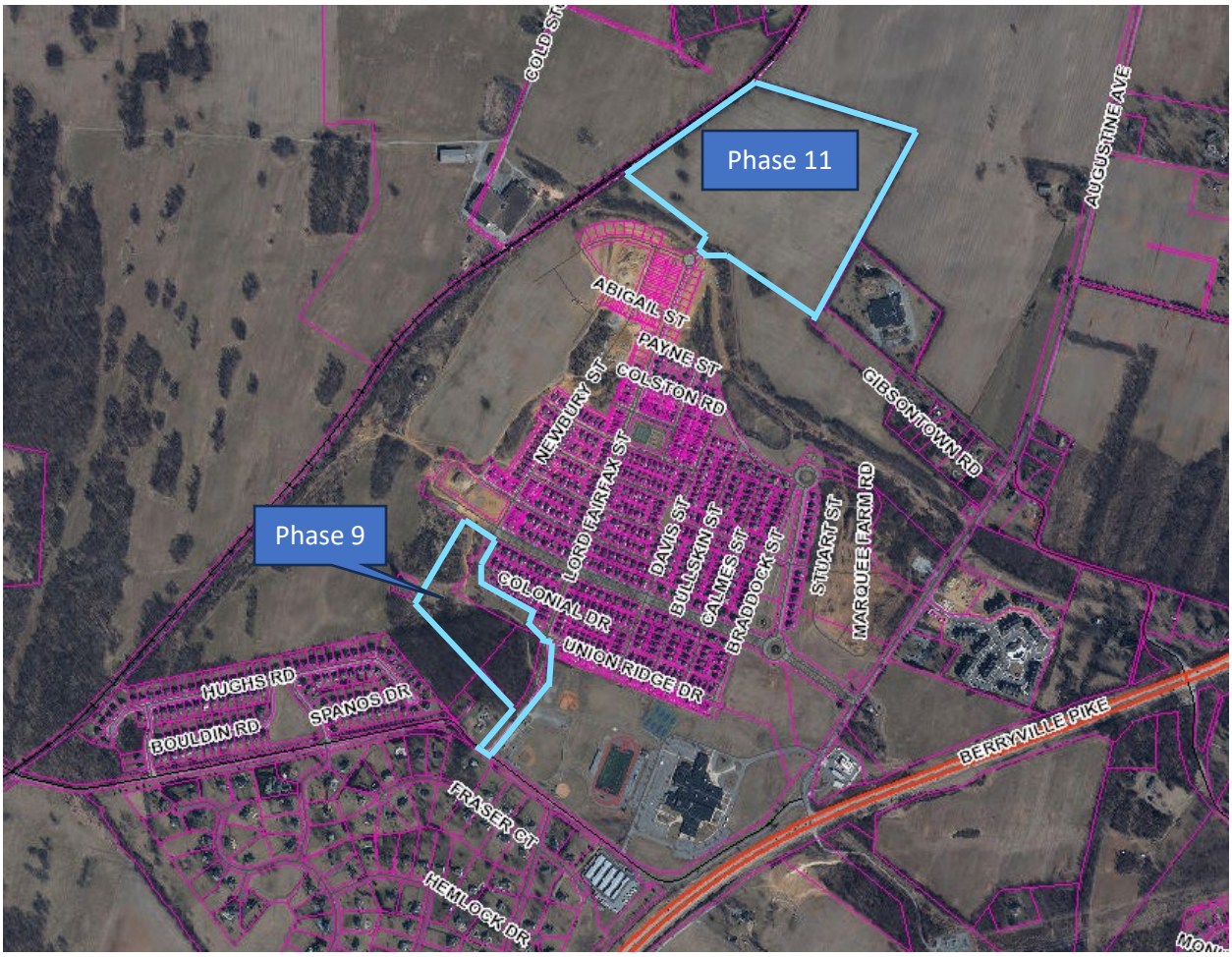
Commission Review: SLD2026-02 - Huntfield Phases 9 & 11 - Sketch Plan Completeness Review

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Plan Set.pdf
- 3. Tree Save details.pdf
- 4. Huntfield Master Plan.pdf
- 5. Huntfield Composite Schematic 1.pdf

Sketch Plan Completeness Review
SLD2026-02

Date: For the August 24, 2026 Planning Commission meeting
Applicant: DR Acquisitions LLC
Property Owner: DR Acquisitions LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Major Subdivision and Land Development.
Property Location: TD 03 / Map: 11 / Pcl 1
Current Zoning: Neighborhood Residential



PROJECT OVERVIEW

The development of 18.16 acres for 74 single-family detached lots in Phase 9, and 48.25 acres for 92 single-family detached and 93 townhomes in Phase 11.

ZONING REVIEW

The property is zoned Neighborhood Residential (NR).

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. The purpose of the name information is to provide for contact points when sending out mailed notice; that information is accessible to staff and the public via the Jefferson County GIS Office.

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

Provided.

f. Current zoning and total area of the property

Provided. Neighborhood Residential zoning.

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

Per the applicant, Phase 9 has a Net Buildable Area of 12.08 acres, and a density of 6.1 units per acre. Phase 11 has a Net Buildable Area of 32.91 acres, and a density of 7.9 units per acre. Maximum permitted density is 10 units an acre (!6 units an acre for townhomes per the Conditions of Annexation).

h. Available utilities

Water and sewer are available through the Charles Town Utility Board, and electric is available through FirstEnergy/Potomac Edison.

i. All existing sanitary sewer facilities and combined sewer facilities
Utility layout to be provided at Preliminary Plan stage. The existing pipe locations in surrounding streets are provided.

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

k. Existing covenants
None.

l. General layout of any proposed number of Lots, average Lot sizes and any proposed commercial uses, including any associated parking. Include proposed height of structures.
Provided. Typical single-family detached lot size is proposed to be 8,701 sq. ft. Typical townhome lot size is proposed to be 2,100 sq. ft. Both exceed the minimum lot size and lot width requirements.

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

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
Provided. Phase 9 will have 6.08 acres dedicated to right-of-way. Phase 11 will have 13.07 acres dedicated to right-of-way, 2.27 acres dedicated to stormwater management, and 9.76 acres dedicated to open space.

o. The proposed number of dwelling units of each type in each in the total development
Provided. Phase 9: 74 SFD. Phase 11: 92 SFD, 93 townhomes.

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. Sidewalks are provided on both sides of interior roads.

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.
No open space proposed in Phase 9, open space is proposed in Phase 11 at 9.76 acres.

s. The location of environmentally sensitive land to be included in common open space.
None are identified. No portion of the Phases are within a FEMA identified floodway.

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
None proposed. None required by the Zoning or Subdivision Ordinances between existing and proposed residential uses. The Master Plan for the neighborhood provides for an Open Space Tree Save area, which is provided for in the Phase 9 plan area.

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

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

x. Any other information requested by the Subdivision Administrator in order for the Subdivision Administrator to make an accurate determination.
None required.

CONDITIONS OF ANNEXATION
The Phases both lie within Zone 2, which has a requirement for driveways: A 25 ft minimum driveway (as measured from the back edge of the sidewalk to the front of garage) is required for all front loading units, whether attached or detached.

At the time of the approval of the latest revisions to the COA (August 19, 2024), Phase 11 was identified as Phase 4. Item 8.S. of the COA requires that:

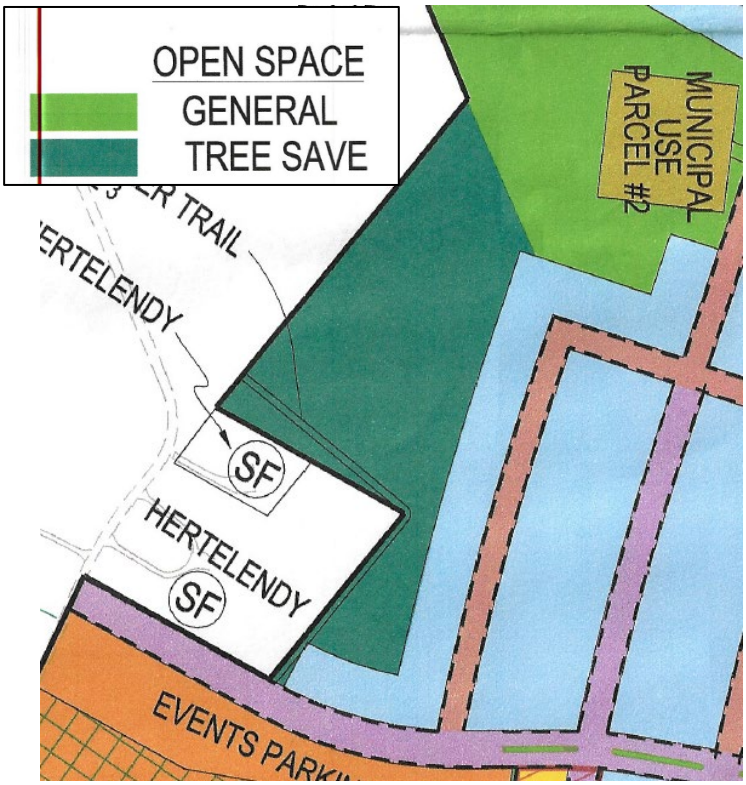
s) Huntfield will submit a "Master Schematic Plan", to City Planning Commission prior to applicable approvals for Phase 4 of the development that incorporate the "Neo Traditional and new Urbanist Concepts" and an exhibit illustrating the location, total land area and public accessibility of proposed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

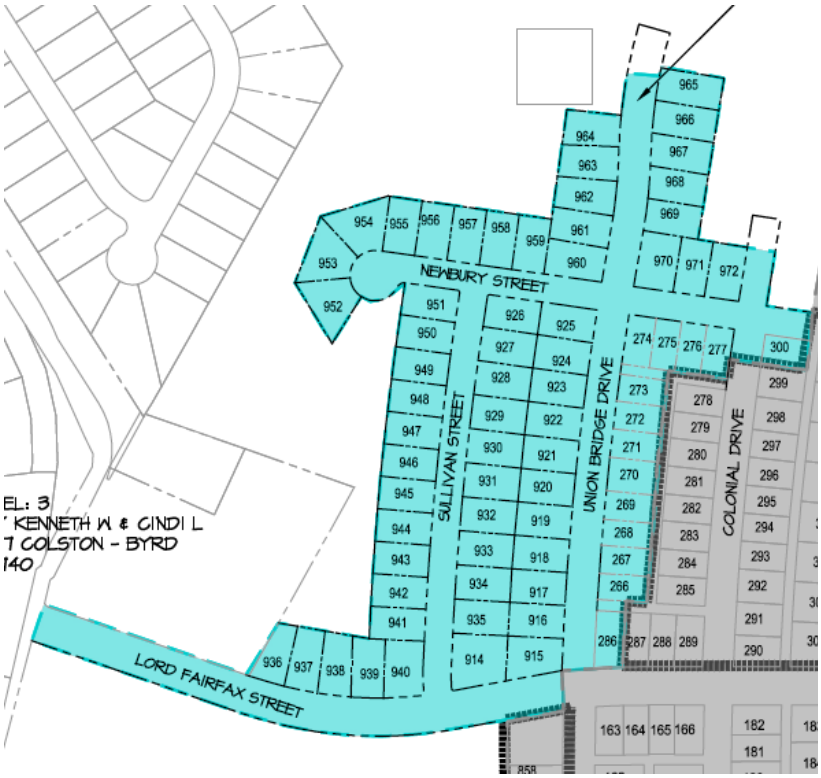
No ‘Master Schematic Plan’ has been submitted as part of this sketch application; only the standard sketch plan requirements and fees have been submitted. If the intention of the Master Schematic Plan is to ensure compliance with the COA and Sketch Plan requirements, all those can be met via the standard plan review process.

The applicant contends that the existing Master Plan covers this requirement, and the Master Plan changes approved on Feb. 10, 2026 also account for this plan request.

MASTER PLAN

The approved Master Plan shows an area adjacent to Phase 9 being set aside for tree preservation. The proposed plan has four lots (952-955) which cut into that:





The applicant has chosen to convert 2.78 acres from general open space to ‘Tree Save’ area to make up for the four lots and cul-de-sac that will encroach into the ‘Tree Save’ area. Given the general lack of existing tree cover on the site, the conversion of 2.78 acres from open fields to tree preservation will have a negligible impact on the overall amount of grassy open space available to residents; the additional trees will act as visual and sound buffer for residents, and provide for wildlife habitat. The Master Plan does show a small connection area between Lord Fairfax St. and the tree preservation area, which is not reflected on the plan set, nor is it reflected in the ‘Huntfield Composite Schematic 1’, plan set, which covers all development south of the railroad tracks.

Per the 'Huntfield Overall Schematic Plan', both 'General Open Space' and 'Tree Save' fall under the category of 'Open Space'. The intent of the Open Space area is to provide for areas of active and passive recreation.

Per the 'Huntfield Composite Schematic 1' the description of 'Open Space' further specifies that the dedicated open space parcels include the 'existing tree save preservation' area.

The proposed plan would take approximately 2 acres of tree save and convert it to housing, while converting 2.78 acres from general open space to tree save.

PLANNING COMISSION

The Commission reviewed this item at their July 27, 2026 meeting, and voted to table action to get clarity from the City Attorney on how the proposed changes would impact the Master Plan.

CONCLUSION

The sketch plan meets the requirements of being a complete application as provided for in Subdivision Ordinance Section 1332.03.C.2.C. The applicant has addressed all comments at this stage except for the requirement about submitting a 'Master Schematic Plan' per the proffers, the purpose of which can be met during the standard plan review process.

The Planning Commission should vote to deem the sketch plan complete, so that it may move to the public hearing phase and further sketch plan review.

SKETCH PLAN
HUNTFIELD PHASES 9 & 11

CHARLES TOWN CORPORATION

JEFFERSON COUNTY, WV

OVERALL GENERALIZED LAND USE SUMMARY

THE FOLLOWING SUMMARY / DENSITY IS PER APPROVED - SCHM 2003-0003 - HUNTFIELD, COMPOSITE SCHEMATIC 1 DATED:5/28/2003

Use	Required	Provided
Site Area	Min. 5 Acres	998.8 Total Acres
Existing		
Composite Schematic 1		313.3 Acres
Proposed:		
Residential (includes rights of way)	499.4 Acres	612.9 Acres
Dedicated School Parcels		74.1 Acres
Municipal Use Parcels		12.9 Acres
Active Community Centers		14.7 Acres
Open Space (Includes open space medians)	149.8 Acres	228.2 Acres
Additional Open Space Provided in School Site		38.5 Acres
Commercial (Includes 44 Live/Work Units) *See "Commercial" Section of this document	99.9 Acres	26.1 Acres

Items Required in the Zoning Ordinance	*HUNTFIELD – Overall Composite Schematic Item Submitted*
Parcels 5 acres or larger	*998.8 Acres*
Mix of uses	*Mixed-Use Development*
Compatible with surrounding uses	*Compatible with existing subdivisions*
50% of total area to be residential	*Required: 499.4 Acres* *Provided: 612.9 Acres includes ROW* ** An additional 74.1 acres not counted towards the Residential Area Requirements has been provided for school facilities* **An additional 12.9 acres not counted towards the Residential Area has been provided in Municipal Use Parcels* **An additional 14.7 acres not counted towards the Residential Area has been provided by parcels designated as Active Community Centers*
15% of area (less streets, sidewalks & drainage) in open space	*Required: 149.8 Acres* *Provided: 228.2 Acres includes open space medians* **An additional 38.5 acres of open space not counted towards the open space requirements is provided within the School Site*
Not less than 10% in office/retail * Includes 44 Live/Work Units	*Required: 99.9 Acres* *Provided: 26.1 Acres* **See "Commercial" Section of this document*
Residential Lots Provided	*1,283 Single Family* *692 Townhomes* *381 Multi-Family* *900 Age-Restricted SFD Lots (Washington Homes)* *44 Live/Work (Counted as Commercial Area)* *3,200 Total Dwelling units*

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

NOTE:

THE ZONING YIELD PER THE APPROVED PROFFER AMENDMENT #3 (APPROVED 8/19/24) ALLOWS A 3,200 RESIDENTIAL UNITS OF SINGLE FAMILY DETACHED, SINGLE FAMILY ATTACHED AND MULTI-FAMILY.

LAND USE SUMMARY FOR PHASES 9 & 11

PHASE - 9

GROSS AREA	= ±18.16 AC / ±791,328 SF
1. LESS SENSITIVE AREAS	= N/A
2. LESS ROW	= ±6.08 AC
3. LESS SWM	= N/A
*NET BUILDABLE LAND AREA	= ±12.08 AC

74 TOTAL LOTS

74 - SFD

COMMON OPEN SPACE AREAS = N/A

PHASE - 11

GROSS AREA	= ±48.25 AC / ±2,101,845
1. LESS SENSITIVE AREAS	= N/A
2. LESS ROW	=±13.07 AC
3. LESS SWM	= ±2.27 AC
*NET BUILDABLE LAND AREA	= ±32.91 AC

185 TOTAL LOTS

92 - SFD (SINGLE FAMILY DETACHED UNITS)

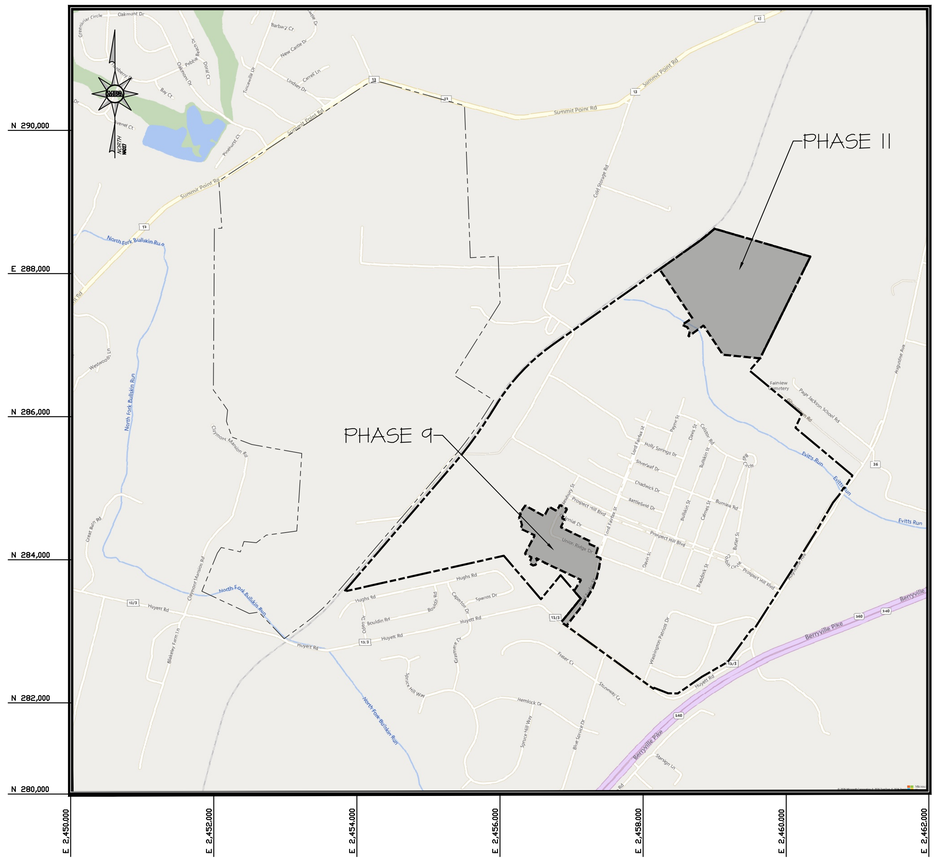
93 - SFA (SINGLE FAMILY ATTACHED UNITS)

COMMON OPEN SPACE AREAS = ±9.76 AC

*NOTES

NET BUILDABLE LAND AREA - WHEN DETERMINING THE ALLOWED DENSITY FOR ANY GIVEN LOT IN THE CITY, THE NET BUILDABLE LAND AREA OF THE SITE IS USED. NET BUILDABLE LAND AREA, FOR THE PURPOSE OF DETERMINING THE ALLOWED DWELLING UNITS FOR A SITE, SHALL BE CALCULATED BY SUBTRACTING AREAS WHERE BUILDING IS PROHIBITED OR SUBJECT TO SIGNIFICANT RESTRICTIONS FROM THE GROSS LOT AREA. THE AREA REMAINING AFTER THESE EXCLUSIONS FROM THE GROSS LOT AREA REPRESENTS THE NET BUILDABLE LAND AREA. THE FOLLOWING SHALL BE DEDUCTED FROM THE GROSS LOT AREA TO DETERMINE NET BUILDABLE LAND AREA:

1. SENSITIVE AREAS INCLUDING: TYPE I, II, III AND IV WETLANDS, RIPARIAN BUFFERS, FLOODPLAIN AREA, AND SINKHOLES;
2. PUBLIC RIGHT-OF-WAYS AND PUBLIC EASEMENTS, AND PRIVATE STREETS AND ACCESS CORRIDORS; AND
3. AREAS DEDICATED TO STORMWATER MANAGEMENT.



VICINITY MAP

SCALE : 1"= 1000'

1000 0 1000 2000 3000

Scale 1" = 1000'

OWNER / DEVELOPER

DR AQUISITIONS, LLC

225 AMENIAN OAK DRIVE

FREDERICK, MD, 21701

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET
2	NOTES & DETAILS
3	OVERALL PLAN
4	SKETCH PLAN (PHASE 9) – 1
5	SKETCH PLAN (PHASE 9) – 2
6	SKETCH PLAN (PHASE 11) – 1
7	SKETCH PLAN (PHASE 11) – 2

APPLICATION #	ASSOCIATED PROJECT	STATUS	APPROVAL DATE
	HUNTFIELD, PHASE 1 SCHEMATIC	APPROVED	2/11/2002
STPL 2002-0001	HUNTFIELD, PHASE 1 (SITE PLAN)	APPROVED	6/24/2002
SBRD 2002-0001	HUNTFIELD, PHASE 1 RECORD PLAT	APPROVED	7/29/2002
RPOC 2003-0001	HUNTFIELD, PHASE 1 (RECORD PLAT CORRECTION)	APPROVED	Recorded 9/9/03
	HUNTFIELD, REVISED PHASE 1&2A SCHEMATIC	APPROVED	10/22/2002
SPAM 2003-001	HUNTFIELD, PHASE 1 REVISED (SITE PLAN AMMENDMENT)	APPROVED	5/28/2003
SBDR 2003-0001/RPAM 2003-0001	HUNTFIELD, PHASE 1 REVISED (RECORD PLAT AMMENDMENT)	APPROVED	6/16/2003
SCHM 2003-0003	HUNTFIELD, COMPOSITE SCHEMATIC 1	APPROVED	5/28/2003
SPAM 2003-0002	HUNTFIELD, PHASE 1 BLOCK 1 REVISION (SITE PLAN AMMENDMENT)	APPROVED	10/27/2003
RPAM 2003-0002	HUNTFIELD, PHASE 1 BLOCK 1 REVISION (RECORD PLAT AMMENDMENT)	APPROVED	10/27/2003
STPL 2003-0001	HUNTFIELD, PHASE 2A (SITE PLAN)	APPROVED	5/28/2003
SBRD 2003-0002	HUNTFIELD, PHASE 2A RECORD PLAT	APPROVED	3/30/2004
SCHM 2003-0001	HUNTFIELD, PHASE 2B SCHEMATIC	APPROVED	2/24/2003
STPL 2003-0006	HUNTFIELD, PHASE 2B (SITE PLAN)	APPROVED	8/5/2004
SBRD 2004-0002	HUNTFIELD, PHASE 2B SECTION 1A RECORD PLAT	APPROVED	5/24/2004
SBRD 2004-0002	HUNTFIELD, PHASE 2B SECTION 1B RECORD PLAT	APPROVED	10/25/2004
STPL 2003-0009	HUNTFIELD, PHASE 3A (SITE PLAN)	APPROVED	5/24/2004
SBRD 2004-0003	HUNTFIELD, PHASE 3A SECTION 1 RECORD PLAT	APPROVED	5/24/2004
SBRD 2004-0003	HUNTFIELD, PHASE 3A SECTION 2 RECORD PLAT	APPROVED	6/28/2004
STPL 2004-0006	HUNTFIELD, PHASE 3B (SITE PLAN)	APPROVED	5/22/2006
STPL 2009-0005	HUNTFIELD, PHASE 3A BLOCK 29 REVISION	APPROVED	12/18/2009
STPL 2024-0005	HUNTFIELD, PHASE 3B REVISION	APPROVED	08/26/2024
SLD 2025-07	HUNTFIELD, PHASE 4 (SITE PLAN)	APPROVED	01/28/2026

NOTES:

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

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REV. NO.	REVISION	DATE
#1	REVISED PER CITY OF CHARLES TOWN COMMENTS	7/24/26

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HUNTFIELD
(PHASES 9 & 11)
SKETCH PLAN
CITY OF CHARLES TOWN, WV

JOB NO.: 23593	DRAWN BY: CDS
SCALE: AS SHOWN	DESIGN BY: CDS
DATE: 04/06/26	REVIEW BY: TDH
SHEET: 1 OF 7	

SHEET TITLE

COVERSHEET

SHEET NUMBER

1

GENERAL NOTES

1. THIS SET OF DRAWINGS PERTAINS TO PHASES 9 & 11 OF HUNTFIELD, WHICH CONSISTS OF A TOTAL COMBINED SITE AREA OF ±66.41 ACRES.(PHASE 9 = 18.16 AC / PHASE 11 = 44.25 AC)

2. PHASE 9 CONTAINS, 74 SFD LOTS RESIDENTIAL LOTS. (14 LOT ARE APPROVED WITH SECTION 2B PLANS DATED:10/27/04

3. PHASE 11 CONTAINS, 92 SFD LOTS AND 93 SFA LOTS FOR A COMBINED TOTAL OF 185 RESIDENTIAL LOTS.

4. REFERENCE WAS MADE TO THE SCHEMATIC PLAN "HUNTFIELD OVERALL COMPOSITE SCHEMATIC PLAN" (SCHM 2004-0002) APPROVED APRIL 12, 2005. NOTE THAT THE "HUNTFIELD COMPOSITE SCHEMATIC" IS COMPOSED OF SEVERAL SITE PLANS. THIS SET OF PLANS PERTAINS TO A SMALL SECTION OF THE SCHEMATIC. THESE PLANS SHALL BE IN CONFORMANCE WITH THE APPROVED SCHEMATIC PLAN & ALL ZONING REQUIREMENTS INCLUDING THOSE MODIFIED IN THE HUNTFIELD PROFFERS. ALL OPEN SPACE, RESIDENTIAL, AND COMMERCIAL REQUIREMENTS SHALL CORRESPOND TO THOSE SET FORTH IN THE SCHEMATIC.

5. THE PROPERTY DELINEATED HEREON IS A PORTION OF PARCEL 1, AS SHOWN ON CHARLES TOWN CORPORATION TAX ASSESSMENT MAP 11, DEED BOOK 1263 PAGE 99, WHICH IS LOCATED AMONG THE LAND RECORDS OF JEFFERSON COUNTY

6. BOUNDARY INFORMATION, SHOWN HEREON, WAS OBTAINED FROM A PLAT SHOWING HUNTFIELD, LC PROPERTY AS RECORDED IN THE OFFICE OF THE CLERK OF THE COUNTY COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA, IN PLAT BOOK 19, PAGE 49.

7. TOPOGRAPHIC INFORMATION WAS OBTAINED FROM APPALACHIA SURVEY OF WEST VIRGINIA, LLC. BASIS FOR SURVEY WAS NAD'27-NAVD'88 AND FIELD VERIFIED BY MRA, INC.

8. THE PROPERTY SHOWN HEREON WAS ACQUIRED BY DR ACQUISITIONS AS RECORDED IN THE OFFICE OF THE CLERK OF THE COMMISSION OF JEFFERSON COUNTY, WEST VIRGINIA IN DEED BOOK 1263, PAGE 99.

9. THE HOMEOWNER'S ASSOCIATION INC. WILL BE RESPONSIBLE FOR THE MAINTENANCE OF STORM WATER DETENTION/DRAINAGE FACILITIES AND EASEMENTS. IN ADDITION THEY SHALL BE RESPONSIBLE FOR MAINTENANCE OF SIDEWALKS & STREET LIGHTS. THE WEST VIRGINIA DEPARTMENT OF HIGHWAY IS NOT RESPONSIBLE FOR MAINTENANCE OF SIDEWALKS AND STREET LIGHTS. ALL CONSTRUCTION SHALL CONFORM TO CURRENT CITY OF CHARLES TOWN, WVDOH AND SANITATION AUTHORITY STANDARDS AND SPECIFICATIONS.

10. THE APPROVAL OF THESE PLANS SHALL IN NO WAY RELIEVE THE DEVELOPER OR HIS AGENT OF ANY LEGAL RESPONSIBILITY WHICH MAY BE REQUIRED BY THE CODE OF WEST VIRGINIA OR ANY OTHER ORDINANCE ENACTED BY THE CITY OF CHARLES TOWN.

11. ALL UNDERGROUND UTILITIES WITHIN STREET RIGHT-OF-WAYS SHALL BE INSTALLED TO THE REQUIRED DISTANCE BEYOND THE RIGHT-OF-WAY LINE PRIOR TO THE INSTALLATION OF ANY SUBBASE MATERIAL, CURB AND GUTTER, OR SIDEWALK.

12. THESE PLANS MAKE NO REPRESENTATION AS TO SUBSURFACE CONDITIONS AND THE PRESENCE OF SUBSURFACE WATER OR THE NEED FOR SUBSURFACE DRAINAGE FACILITIES. ANY WELLS OR SEPTIC FIELDS WITHIN THE LIMITS OF THE SITE WILL BE ABANDONED IN PLACE.

13. ACCORDANCE WITH STATE AND LOCAL HEALTH DEPARTMENT REQUIREMENTS AND REGULATIONS PRIOR TO RECORD PLAT APPROVAL. THE SECTION DELINEATED HEREON CONTAINS NO KNOWN ARCHEOLOGICAL OR HISTORICAL LANDMARKS.

14. FINAL HOUSE AND ACCESSORY LOCATIONS ARE SUBJECT TO APPROVAL AT BUILDING PERMIT SUBMISSION.

15. PARKING FOR THIS SITE PLAN WILL BE IN COMPLIANCE WITH ALL REQUIRED REGULATIONS.

16. WETLAND INFORMATION OBTAINED FROM WETLAND DELINEATION REPORT PREPARED BY GREENHORNE AND O'MARA, INC. DATED JULY 14, 2000.

17. THE OWNER/DEVELOPER SHALL BE RESPONSIBLE FOR MAINTAINING ALL IMPROVEMENTS AND AREAS UNTIL CONVEYANCE OF THE IMPROVEMENTS TO THE HOME OWNERS ASSOCIATION OR OTHER ENTITY. UPON RELEASE FROM THE ASSOCIATED PERFORMANCE RELATED BOND OR OTHER FORM OF SURETY BOND POSTED WITH THE CITY OR COUNTY, ALL OPEN SPACE PARCELS, ALLEYS, AND OTHER COMMON ELEMENTS SHALL BE CONVEYED TO HUNTFIELD COMMUNITY ASSOCIATION, INC AT WHICH TIME THE ASSOCIATION SHALL BE RESPONSIBLE FOR THE UPKEEP OF SUCH PARCELS. REFERENCE ARTICLE IV, SECTION 4.1, 4.2 AND 4.3 OF THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS FOR THE HUNTFIELD COMMUNITY ASSOCIATION, INC , WHICH WAS RECORDED FEBRUARY 14, 2003 IN DEED BOOK 970 AT PAGE 154.

18. ALL STREETS SHOWN WITHIN THIS PLAN WITH THE EXCEPTION OF LORD FAIRFAX STREET ARE DEFINED AS LOCAL ROADS PER THE CRITERIA LISTED IN SECTION 1333.02 OF THE SUBDIVISION / LAND DEVELOPMENT ORDINANCE.

APPROVED DEVIATIONS & WAIVERS

WAIVERS AND DEVIATIONS
APPROVED PER DEVELOPMENT PLAN & PLAT APPROVED JUNE 16, 2021
RZNG–21–013 & LDPP–21–025.

DEVIATIONS
. 5.5.2f – SETBACKS FOR PRINCIPAL BUILDINGS SHALL BE SHOWN IN TABLE 11–TABLE14 AND/OR TABLE 22 AND TABLE 23. DEVIATION TO ALLOW 7' 2" SIDE SETBACKS FOR THE SINGLE–FAMILY UNITS PROPOSED IN T3.

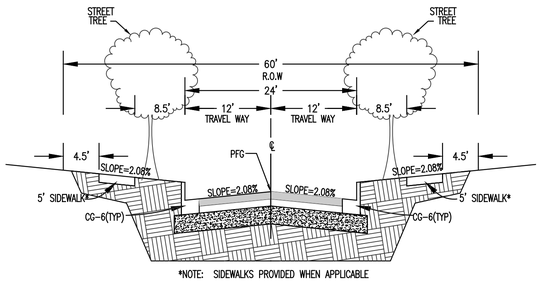
WAIVERS
3.5.4. – BLOCKS ADJACENT TO UNDEVELOPED LAND, AREAS UNSUITABLE FOR DEVELOPMENT, OR PRE–EXISTING INCOMPLETE BLOCKS MAY BE EXEMPT FROM BLOCK FACE LENGTH AND BLOCK PERIMETER REQUIREMENTS BY ADMINISTRATIVE WAIVER IN ACCORDANCE WITH 1.5.3. WAIVER TO ALLOW FOR BLOCKS ADJACENT TO UNDEVELOPED OR UNSUITABLE LAND TO BE EXEMPT FROM BLOCK PERIMETER AND BLOCK FACE LENGTH REQUIREMENTS.

SECONDARY STREETS
TYPICAL SECTION - (NO PARKING)

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

(NOT TO SCALE)



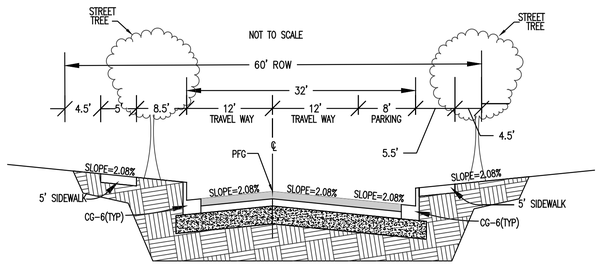
*NOTE: SIDEWALKS PROVIDED WHEN APPLICABLE

SECONDARY STREETS
TYPICAL SECTION - (PARKING ONE SIDE)

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

(NOT TO SCALE)

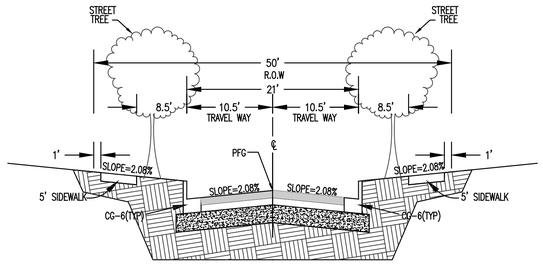


TERTIARY STREETS
TYPICAL SECTION - (NO PARKING)

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

(NOT TO SCALE)

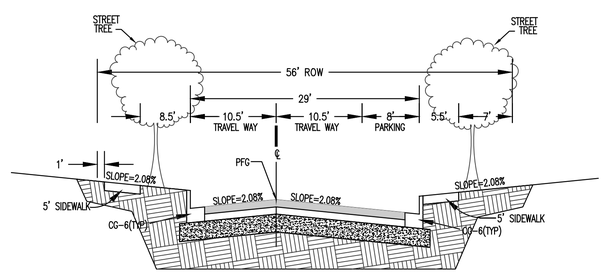


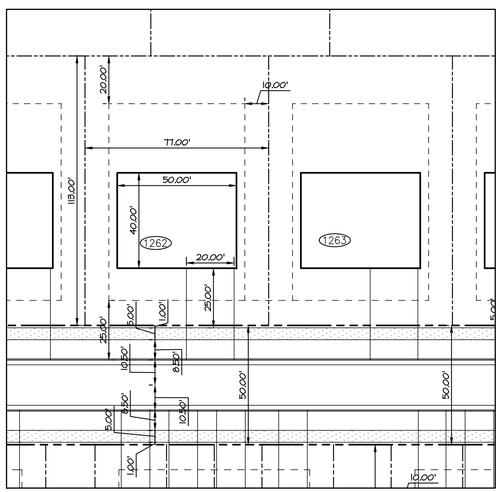
TERTIARY STREETS
TYPICAL SECTION - (PARKING ONE SIDE)

FOR ILLUSTRATIVE PURPOSES ONLY

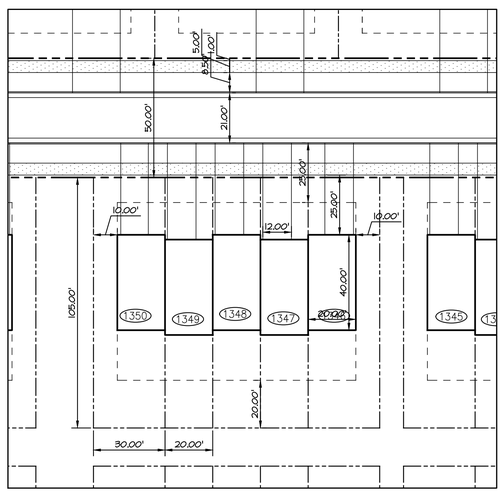
FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

(NOT TO SCALE)





TYPICAL SINGLE FAMILY DETACHED LOT DETAIL
SCALE: 1"=30'



TYPICAL SINGLE FAMILY ATTACHED LOT DETAIL
SCALE: 1"=30'

ZONING INFORMATION

DISTRICT – NR (NEIGHBORHOOD RESIDENTIAL)

MODIFIED AS SET FORTH IN THE PROFFERS FOR THE HUNTFIELD DEVELOPMENT IN "LETTER OF CLARIFICATION / HUNTFIELD PROFFER STATEMENT DATED MARCH 28, 2002" & THE AMENDMENT TO THE HUNTFIELD PROFFERS DATED MAY 3, 2004, PROFFER AMENDMENT #2 DATED 8/1/05 AND PROFFER AMENDMENT #3 DATED 8/19/24

PROPOSED USES
SFD – SINGLE FAMILY DETACHED UNITS
SFA – SINGLE FAMILY ATTACHED UNITS (TOWNHOUSES)

NOTES:
1) PER "LETTER OF CLARIFICATION/HUNTFIELD PROFFER STATEMENT" DATED MARCH 28, 2002:
   a) MINIMUM LOT WIDTH SHALL BE REDUCED TO 50 FEET AT THE STREET.
   b) MINIMUM LOT AREA SHALL BE REDUCED TO 5,000 SQUARE FEET.
   c) FRONT YARD SETBACK SHALL BE 25 FEET FROM THE EDGE OF PAVEMENT.
   d) ENCROACHMENT WITHIN THE FRONT YARD SETBACK SHALL BE NO MORE THAN 30% OR 8.34 FEET. (NOTE: THE 30% VALUE APPEARS TO BE A TYPOGRAPHICAL ERROR IN THE PROFFERS THAT SHOULD BE 33%.)
   e) SIDE YARD SETBACKS SHALL BE REDUCED TO 5 FEET MINIMUM.
   f) NO SETBACK FROM THE PROPERTY LINE FOR ACCESSORY STRUCTURES SHALL BE REQUIRED.
   g) MINIMUM PAVING WIDTH SHALL BE 24 FEET.
2) PER THE CITY OF CHARLES TOWN ZONING ORDINANCE, MAXIMUM AREA OCCUPIED BY ACCESSORY STRUCTURES TO BE LESS THAN 25% OF THE REAR YARD. ACTUAL AREA OCCUPIED BY ACCESSORY STRUCTURE WILL BE BASED ON FINAL SELECTION OF TOWNHOME PRODUCT.
3) PER THE CITY OF CHARLES TOWN ZONING ORDINANCE, IMPERVIOUS SITE AREA NOT TO EXCEED REQUIREMENTS SHOWN IN THE TABLE BELOW. ACTUAL IMPERVIOUS SITE AREA TO BE BASED ON FINAL SELECTION OF AND SFD HOUSE TYPES.
4) MAX HEIGHT NOT TO EXCEED 3 STORIES OR 45 FT PER THE AMENDED HUNTFIELD PROFFERS DATED 8/19/24. ACTUAL HEIGHT BASED ON FINAL SELECTION OF HOUSE TYPE.
5) PER THE AMENDED HUNTFIELD PROFFERS DATED MAY 3, 2004, FRONT LOADING GARAGES MAY BE USED FOR NOT MORE THAN 40% OF THE TOTAL NUMBER OF GARAGES PROPOSED IN THE DEVELOPMENT.

SFD Units
** indicates items modified in proffers - see notes*

*Lot Size	Required	Provided
Min (sf)	5,000	> Minimum
*Lot Width		
Min (ft)	50'	> Minimum
Impervious Site Coverage		
Max. Gross Site Area Covered (%)	70%	*See note 3*
*Max Height		
Not to Exceed (stories/ft)	3/45	*See note 4*
*Front Setbacks	25'	25'
*Side Setbacks	5'	5'
Rear Setbacks	20'	20'
*Accessory Structures - See note 2		
No Setback Requirements - see note 1 (f).		
Corner Lots		
Shall have 2 fronts, 1 side, and 1 rear yard.		

SFA Units (Town homes)
** indicates items modified in proffers - see notes*

*Lot Size	Required	Provided
Min (sf)	1,600 SF	> Minimum
*Lot Width		
Min (ft)	16'	20'
Impervious Site Coverage		
Max. Gross Site Area Covered (%)	80%	*See note 3*
*Max Height		
Not to Exceed (stories/ft)	3/45	*See note 4*
*Front Setbacks	25'	25'
*Side Setbacks (at the end of each row)	10'	10'
Rear Setbacks	20'	20'
*Accessory Structures - See note 2		
No Setback Requirements - see note 1 (f).		

PHASE - 9
(±791,328 SF / ±18.16 AC)
74 TOTAL LOTS
74 - SFD

PHASE - 11
(±2,101,845 SF / ±48.25 AC)
185 TOTAL LOTS
92 - SFD
93 - SFA

Total Parking (Phase 9)	Required	Provided
	148	183
*Min. Parking per SFD (2 Spaces / Unit) (74) Units	148	148
**Min. Parking per SFA (1.8 Spaces / Unit) (-) Units	-	-
On-Street Parking	-	35

Total Parking (Phase 11)	Required	Provided
	351	408
*Min. Parking per SFD (2 Spaces / Unit) (92) Units	184	184
**Min. Parking per SFA (1.8 Spaces / Unit) (93) Units	167	186
On-Street Parking	-	38

NOTES:
*ASSUMES (2) PARKING SPACES PER DRIVEWAY
**ASSUMES (1) PARKING SPACE PER DRIVEWAY AND (1) PER GARAGE

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REV NO.	REVISION	DATE
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HUNTFIELD
(PHASES 9 & 11)
SKETCH PLAN
CITY OF CHARLES TOWN, WV

JOB NO.: 23593	DRAWN BY: CDS
SCALE: AS SHOWN	DESIGN BY: CDS
DATE: 04/06/26	REVIEW BY: TDH
SHEET: 2 OF 7	

SHEET TITLE
NOTES & DETAILS

SHEET NUMBER
2

NORTH
NAD83

TD: 03 / MAP: II / PARCEL: 0003
OWNERSHIP: WINCHESTER GOLD STORAGE CO INC
OWNER ADDRESS: O PO BOX 45
CITY, STATE, ZIP: WINCHESTER , VA , 22601
LEGAL DESCRIPTION: 142.67A BYRD COLD STORAGE
DEED BOOK/PAGE: 452/0015

TD: 3 / MAP: II / PARCEL: 2
OWNERSHIP: DR ACQUISITIONS LLC
LEGAL DESCRIPTION: 481.25 AC TRACT B- BYRD
DEED BOOK/PAGE: 1263/99

TD: 03 / MAP: II / PARCEL: 0001
OWNERSHIP: DR ACQUISITIONS LLC
OWNER ADDRESS: 225 ARMENIAN OAK DR STE 101
CITY, STATE, ZIP: FREDERICK , MD , 217017091
LEGAL DESCRIPTION: 265.34 AC TRACT A - BYRD
DEED BOOK/PAGE: 1263/99

SWM

PHASE 9

PROPERTIES WITHIN 100' PROXIMITY OF PHASE 9

TD: 03 / MAP: II / PARCEL: ONIT
OWNERSHIP: DR ACQUISITIONS LLC
OWNER ADDRESS: 225 ARMENIAN OAK DR STE 101
CITY, STATE, ZIP: FREDERICK , MD , 217017091
LEGAL DESCRIPTION: .52 AC TRACT A - BYRD
DEED BOOK/PAGE: 1263/99

TD: 02 / MAP: 15 / PARCEL: 0003
OWNERSHIP: RINDONE SALVATORE J
OWNER ADDRESS: 2009 HUYETT RD
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: .88 AC SINGHAS- PHALEN
DEED BOOK/PAGE: 1216/183

TD: 03 / MAP: IID / PARCEL: PARK
OWNERSHIP: SPRUCE HILL NORTH HOME OWNERS ASSOCIATION INC
OWNER ADDRESS: 835E WASHINGTON ST
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL: DESCRIPTION: PARK SPRUCE HILL NORTH (1.24AC)
DEED BOOK/PAGE: 1119/462

TD: 03 / MAP: II / PARCEL: 0010
OWNERSHIP: MDH, CHARLES TOWN LLC
OWNER ADDRESS: 786 SPRUCE HILL WAY
CITY, STATE, ZIP: CHARLES TOWN , WV , 254144406
LEGAL DESCRIPTION: 5.49 AC HOWARD
DEED BOOK/PAGE: 1299/457

TD: 2 / MAP: 15 / PARCEL: 3
OWNERSHIP: HERTELENDY KENNETH M & GINDI L
LEGAL DESCRIPTION: 3.51 COLSTON - BYRD
DEED BOOK/PAGE: 874/140

TD: 06 / MAP: 3C / PARCEL: 0041
OWNERSHIP: MOORE THOMAS R III
LEGAL DESCRIPTION: LT #41 SPRUCE HILL
DEED BOOK/PAGE: 1182/520

TD: 06 / MAP: 3C / PARCEL: 0040
OWNERSHIP: DAVIDSON AMBER & MICHAEL
OWNER ADDRESS: 106 FRASER CT
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT #40 SPRUCE HILL
DEED BOOK/PAGE: 1254/528

TD: 06 / MAP: 3C / PARCEL: COMM
OWNERSHIP: SPRUCE HILL ESTATES HOA INC
OWNER ADDRESS: 835E WASHINGTON ST STE 105
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: 40.12 A OPEN SPACE & COMM
DEED BOOK/PAGE: 1031/235

TD: 03 / MAP: IIB / PARCEL: COMM
OWNERSHIP: DR ACQUISITIONS LLC
OWNER ADDRESS: 225 ARMENIAN OAK DR STE 101
CITY, STATE, ZIP: FREDERICK , MD , 217017091
LEGAL DESCRIPTION: 4.24 AC HUNTFIELD (OPEN SPACE)
DEED BOOK/PAGE: 1263/99

TD: 03 / MAP: IIE / PARCEL: PARK
OWNERSHIP: DR ACQUISITIONS LLC
OWNER ADDRESS: 225 ARMENIAN OAK DR STE 101
CITY, STATE, ZIP: FREDERICK , MD , 217017091
LEGAL DESCRIPTION: PARK UNION RIDGE TH-HUNTFIELD
DEED BOOK/PAGE: 1263/99

UNIONRIDGE TOWNHOMES (PHASE 2A-3)

TD: 3 / MAP: II / PARCEL: 6
OWNERSHIP: JEFFERSON COUNTY BOARD OF EDUCATION
LEGAL DESCRIPTION: 58.00 AC BYRD-HUNTFIELD
DEED BOOK/PAGE: 974/140

PHASE 4 REC CENTER

PHASE 2B

PHASE 3E

PHASE 3A

PHASE 3B

PHASE 4

SWM

EX. PHASES

PHASE 5A

PHASE 5B

TD: 3 / MAP: II / PARCEL: I
OWNERSHIP: DR ACQUISITIONS LLC
LEGAL DESCRIPTION: 265.34 AC TRACT A - BYRD
DEED BOOK/PAGE: 1263/99

TD: 3 / MAP: II / PARCEL: 4
OWNERSHIP: DR ACQUISITIONS LLC
LEGAL DESCRIPTION: 26.5 AC
TRACT A - BYRD
DEED BOOK/PAGE: 1263/99

TD: 2 / MAP: 15 / PARCEL: 11
OWNERSHIP: VENTOSA CEMETERY OF GIBSONTOWN
LEGAL DESCRIPTION: 3.5 A.- VENTOSA
DEED BOOK/PAGE: 10

TD: 2 / MAP: 17 / PARCEL: 1
OWNERSHIP: JEFFERSON COUNTY BOARD OF EDUCATION
LEGAL DESCRIPTION: 12 A.- PERRY (SOLAR SCHOOL)
DEED BOOK/PAGE: 385/526

PHASE II

TD: 2 / MAP: 17 / PARCEL: 1
OWNERSHIP: HILL FARM PARTNERS LLC
LEGAL DESCRIPTION: 162.75AC GEORGE SHAULL-HOPKINS
DEED BOOK/PAGE: 1315/620

PROPERTIES WITHIN 100' PROXIMITY OF PHASE II

INTERNAL ABUTTING OWNERS WITHIN 100'

PHASE - 9

LOT # 163 TD: 03 / MAP: IIB / PARCEL: 0163
OWNERSHIP: BEISNER RALPH E III & PAMELA L
OWNER ADDRESS: 228 LORD FAIRFAX ST
CITY, STATE, ZIP: CHARLES TOWN , WV , 254142607
LEGAL DESCRIPTION: LOT 163 HUNTFIELD
DEED BOOK/PAGE: 1371/650

LOT # 164 TD: 03 / MAP: IIB / PARCEL: 0164
OWNERSHIP: FARGO TIFFANY
OWNER ADDRESS: 238 LORD FAIRFAX ST
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LOT 164 HUNTFIELD
DEED BOOK/PAGE: 1167/275

LOT # 165 TD: 03 / MAP: IIB / PARCEL: 0165
OWNERSHIP: BRAMHALL ANESSA D
OWNER ADDRESS: 242 LORD FAIRFAX ST
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LOT 165 HUNTFIELD
DEED BOOK/PAGE: 1042/693

LOT # 278 TD: 03 / MAP: IIB / PARCEL: 0278
OWNERSHIP: KNITH KAHLIL A & JESSICA L
OWNER ADDRESS: 5030 ISTANBUL PL APT 7B
CITY, STATE, ZIP: DALLES , VA , 201845030
LEGAL DESCRIPTION: LT 278 HUNTFIELD
DEED BOOK/PAGE: 1151/450

LOT # 279 TD: 03 / MAP: IIB / PARCEL: 0279
OWNERSHIP: MELDON TERRY
OWNER ADDRESS: 225 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 254144420
LEGAL DESCRIPTION: LT 279 HUNTFIELD
DEED BOOK/PAGE: 1213/266

LOT # 280 TD: 03 / MAP: IIB / PARCEL: 0280
OWNERSHIP: RAIMOND SHANE & JESSICA
OWNER ADDRESS: 209 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT 280 HUNTFIELD
DEED BOOK/PAGE: 1261/343

LOT # 281 TD: 03 / MAP: IIB / PARCEL: 0281
OWNERSHIP: BOSTIAN JENNIFER
OWNER ADDRESS: 199 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT 281 HUNTFIELD
DEED BOOK/PAGE: 1060/21

LOT # 282 TD: 03 / MAP: IIB / PARCEL: 0282
OWNERSHIP: GOSSETT TANYA
OWNER ADDRESS: 187 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 254144448
LEGAL DESCRIPTION: LT 282 HUNTFIELD
DEED BOOK/PAGE: 1322/624

LOT # 283 TD: 03 / MAP: IIB / PARCEL: 0283
OWNERSHIP: FREE MARGARET M
OWNER ADDRESS: 174 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 254144448
LEGAL DESCRIPTION: LT 283 HUNTFIELD
DEED BOOK/PAGE: 1314/723

LOT # 284 TD: 03 / MAP: IIB / PARCEL: 0284
OWNERSHIP: HOUSLEY GREGG M & JENNIFER L CAVASINA-HOUSLEY
OWNER ADDRESS: 164 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 254144448
LEGAL DESCRIPTION: LT 284 HUNTFIELD
DEED BOOK/PAGE: 1216/381

LOT # 285 TD: 03 / MAP: IIB / PARCEL: 0285
OWNERSHIP: MARTINEZ SEVERIANO A JR & KATELYN D JENKINS
OWNER ADDRESS: 151 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT 285 HUNTFIELD
DEED BOOK/PAGE: 1206/238

LOT # 286 TD: 03 / MAP: IIB / PARCEL: 0286
OWNERSHIP: DR ACQUISITIONS LLC
OWNER ADDRESS: 225 ARMENIAN OAK DR STE 101
CITY, STATE, ZIP: FREDERICK , MD , 217017091
LEGAL DESCRIPTION: LT 286 HUNTFIELD
DEED BOOK/PAGE: 1263/99

LOT # 287 TD: 03 / MAP: IIB / PARCEL: 0287
OWNERSHIP: MARTINEZ JOSE R & DANA L
OWNER ADDRESS: 221 LORD FAIRFAX ST
CITY, STATE, ZIP: CHARLES TOWN , WV , 254142608
LEGAL DESCRIPTION: LT 287 HUNTFIELD
DEED BOOK/PAGE: 1250/574

LOT # 288 TD: 03 / MAP: IIB / PARCEL: 0288
OWNERSHIP: CARDOZO EDWIN
OWNER ADDRESS: 231 LORD FAIRFAX ST
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT 288 HUNTFIELD
DEED BOOK/PAGE: 1260/148

LOT # 284 TD: 03 / MAP: IIB / PARCEL: 0284
OWNERSHIP: MESSINA GEORGE JR & RENE K
OWNER ADDRESS: 244 LORD FAIRFAX ST
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT 284 HUNTFIELD
DEED BOOK/PAGE: 1256/446

LOT # 247 TD: 03 / MAP: IIB / PARCEL: 0247
OWNERSHIP: BASS JACK L III & GRACE F
OWNER ADDRESS: 220 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 254144419
LEGAL DESCRIPTION: LT 247 HUNTFIELD
DEED BOOK/PAGE: 1265/363

LOT # 248 TD: 03 / MAP: IIB / PARCEL: 0248
OWNERSHIP: BROWN AMANDA B
OWNER ADDRESS: 228 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT 248 HUNTFIELD
DEED BOOK/PAGE: 1264/341

LOT # 249 TD: 03 / MAP: IIB / PARCEL: 0249
OWNERSHIP: MATTOS ANA ROSARIO & RICARDO
OWNER ADDRESS: 240 COLONIAL DR
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT 249 HUNTFIELD
DEED BOOK/PAGE: 1227/28

LOT # 300 TD: 03 / MAP: IIB / PARCEL: 0300
OWNERSHIP: DR ACQUISITIONS LLC
OWNER ADDRESS: 225 ARMENIAN OAK DR STE 101
CITY, STATE, ZIP: FREDERICK , MD , 217017091
LEGAL DESCRIPTION: LT 300 HUNTFIELD
DEED BOOK/PAGE: 1263/99

LOT # 301 TD: 03 / MAP: IIB / PARCEL: 0301
OWNERSHIP: PEARSON MATTHEW & MARY E
OWNER ADDRESS: 604 PROSPECT HILL BLVD
CITY, STATE, ZIP: CHARLES TOWN , WV , 254145550
LEGAL DESCRIPTION: LT 301 HUNTFIELD
DEED BOOK/PAGE: 1194/490

LOT # 302 TD: 03 / MAP: IIB / PARCEL: 0302
OWNERSHIP: GOLDEN JUDY & CLARA
OWNER ADDRESS: 591 PROSPECT HILL BLVD
CITY, STATE, ZIP: CHARLES TOWN , WV , 25414
LEGAL DESCRIPTION: LT 302 HUNTFIELD
DEED BOOK/PAGE: 1210/50

LOT # 858 TD: 03 / MAP: IIE / PARCEL: 0858
OWNERSHIP: DAN RYAN BUILDERS WEST VIRGINIA LLC
OWNER ADDRESS: 2091 GAITHER RD STE 600
CITY, STATE, ZIP: ROCKVILLE , MD , 208504018
LEGAL DESCRIPTION: 4052 UNION RIDGE TH-HUNTFIELD
DEED BOOK/PAGE: 1216/527

LOTS # 913 & LOT # 914
TD: 03 / MAP: II / PARCEL: 0001
OWNERSHIP: DR ACQUISITIONS LLC
OWNER ADDRESS: 225 ARMENIAN OAK DR STE 101
CITY, STATE, ZIP: FREDERICK , MD , 217017091
LEGAL DESCRIPTION: 265.34 AC TRACT A - BYRD
DEED BOOK/PAGE: 1263/99

PHASE - II

LOT # 481 TD: 03 / MAP: IIF / PARCEL: 0481
OWNERSHIP: DRB GROUP WEST VIRGINIA LLC
OWNER ADDRESS: 2091 GAITHER RD STE 600
CITY, STATE, ZIP: ROCKVILLE , MD , 208504018
LEGAL DESCRIPTION: LOT 481 HUNTFIELD
DEED BOOK/PAGE: 1342/229

LOT # 482 TD: 03 / MAP: IIF / PARCEL: 0482
OWNERSHIP: DRB GROUP WEST VIRGINIA LLC
OWNER ADDRESS: 2091 GAITHER RD STE 600
CITY, STATE, ZIP: ROCKVILLE , MD , 208504018
LEGAL DESCRIPTION: LOT 482 HUNTFIELD
DEED BOOK/PAGE: 1343/654

LOT # 483 TD: 03 / MAP: IIF / PARCEL: 0483
OWNERSHIP: DRB GROUP WEST VIRGINIA LLC
OWNER ADDRESS: 2091 GAITHER RD STE 600
CITY, STATE, ZIP: ROCKVILLE , MD , 208504018
LEGAL DESCRIPTION: LOT 483 HUNTFIELD
DEED BOOK/PAGE: 1341/88

LOT # 484 TD: 03 / MAP: IIF / PARCEL: 0484
OWNERSHIP: DRB GROUP WEST VIRGINIA LLC
OWNER ADDRESS: 2091 GAITHER RD STE 600
CITY, STATE, ZIP: ROCKVILLE , MD , 208504018
LEGAL DESCRIPTION: LOT 484 HUNTFIELD
DEED BOOK/PAGE: 1342/224

OWNERSHIP: WINCHESTER GOLD STORAGE CO INC
LEGAL DESCRIPTION: 142.67A BYRD COLD STORAGE
DEED BOOK/PAGE: 452/15

300 0 300 600 900
Scale 1" = 300'

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ENGINEERS, PLANNERS, SURVEYORS, AND LANDSCAPE ARCHITECTS
205 E HIRST ROAD, SUITE 106
PURCELLVILLE, VA 20132
703-994-4047 x3103
MRAGTA.COM

REV.NO.	REVISION	DATE
#1	REVISED PER CITY OF CHARLES TOWN COMMENTS	7/24/26

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HUNTFIELD
(PHASES 9 & 11)
SKETCH PLAN
CITY OF CHARLES TOWN, WV

JOB NO.: 23593	DRAWN BY: CDS
SCALE: AS SHOWN	DESIGN BY: CDS
DATE: 04/06/26	REVIEW BY: TDH
SHEET: 3 OF 7	

SHEET TITLE
OVERALL

SHEET NUMBER
3

NOTES:

LOTS #s EX.266-277 & EX. 286, WERE PREVIOUS APPROVED WITH PHASE 2B STPL 2003-0006 AND ARE NOW INCORPORATED IN THE PHASE 9

EX. NEWBURY STREET

EX. ALLEY 2B19

EX. 300

EX. COLONIAL DRIVE

EX. ALLEY 2A18

EX. ALLEY 2B18

EX. ALLEY 2C18

EX. LORD FAIRFAX STREET

EX.277 EX.276 EX.275 EX.274 EX. 273 EX.272 EX.271 EX.270 EX.269 EX.268 EX.267 EX.266 EX.286

UNION RIDGE DRIVE

EX. UNION RIDGE DRIVE

NEWBURY STREET

SULLIVAN STREET

LORD FAIRFAX STREET

965 966 967 968 969 970 971 972

964 963 962 961 960

959 958 957 956 955 954 953 952

925 924 923 922 921 920 919 918 917 916 915

926 927 928 929 930 931 932 933 934 935 914

951 950 949 948 947 946 945 944 943 942 941

940 939 938 937 936

±2.78 AC OF GENERAL OPEN SPACE CONVERTED TO TREE SAVE AREA

SEE SHEET #3 FOR LOCATION OF SWM FACILIY ASSOCIATED WITH THIS PHASE & LIST OF ADJACENT OWNERS WITHIN 100' OF PHASE LIMITS

±5.02 AC OF TREE SAVE AREA PER APPROVED SCHM 2003-0003

N40°37'42"W 430.05'

S39°16'43"W 434.25'

MATCHLINE (SEE SHEET 5)

TREE SAVE AREA NOTE:

THE TREE SAVE AREA FOR PHASE 9 IS 6.8 ACRES. THE PROPOSED TREE SAVE AREA SHOWN IS APPROXIMATELY 7.8 ACRES; HOWEVER, IT MAY BE ADJUSTED OR REDUCED AS NECESSARY TO ACCOMMODATE FINAL ENGINEERING DESIGN.

50 0 50 100 150

Scale 1" = 50'

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HUNTFIELD
(PHASES 9 & 11)
SKETCH PLAN
CITY OF CHARLES TOWN, WV

JOB NO.: 23593	DRAWN BY: CDS
SCALE: AS SHOWN	DESIGN BY: CDS
DATE: 04/06/26	REVIEW BY: TDH
SHEET: 4 OF 7	

SHEET TITLE

SKETCH PLAN (PHASE 9) - 1

SHEET NUMBER

4

UNION RIDGE DRIVE

SULLIVAN STREET

NEWBURY STREET

LORD FAIRFAX STREET

FX. HUYETT ROAD

964 963 962 961 960

959 958 957 956 955 954 953 952

925 924 923 922 921 920 919 918 917 916 915

926 927 928 929 930 931 932 933 934 935 914

951 950 949 948 947 946 945 944 943 942 941 940

939 938 937 936

±2.78 AC OF GENERAL OPEN SPACE CONVERTED TO TREE SAVE AREA

±5.02 AC OF TREE SAVE AREA PER APPROVED SCHM 2003-0003

N40°37'47"W 430.05'

N40°31'05"W 799.49'

S38°16'43"W 434.25'

N39°12'15"E 425.48'

MATCHLINE (SEE SHEET 4)

TREE SAVE AREA NOTE:

THE TREE SAVE AREA FOR PHASE 9 IS 6.8 ACRES. THE PROPOSED TREE SAVE AREA SHOWN IS APPROXIMATELY 7.8 ACRES; HOWEVER, IT MAY BE ADJUSTED OR REDUCED AS NECESSARY TO ACCOMMODATE FINAL ENGINEERING DESIGN.

SEE SHEET #3 FOR LOCATION OF SWM FACILITY ASSOCIATED WITH THIS PHASE & LIST OF ADJACENT OWNERS WITHIN 100' OF PHASE LIMITS

50 0 50 100 150

Scale 1" = 50'

NORTH

MRA

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HUNTFIELD
(PHASES 9 & 11)
SKETCH PLAN
CITY OF CHARLES TOWN, WV

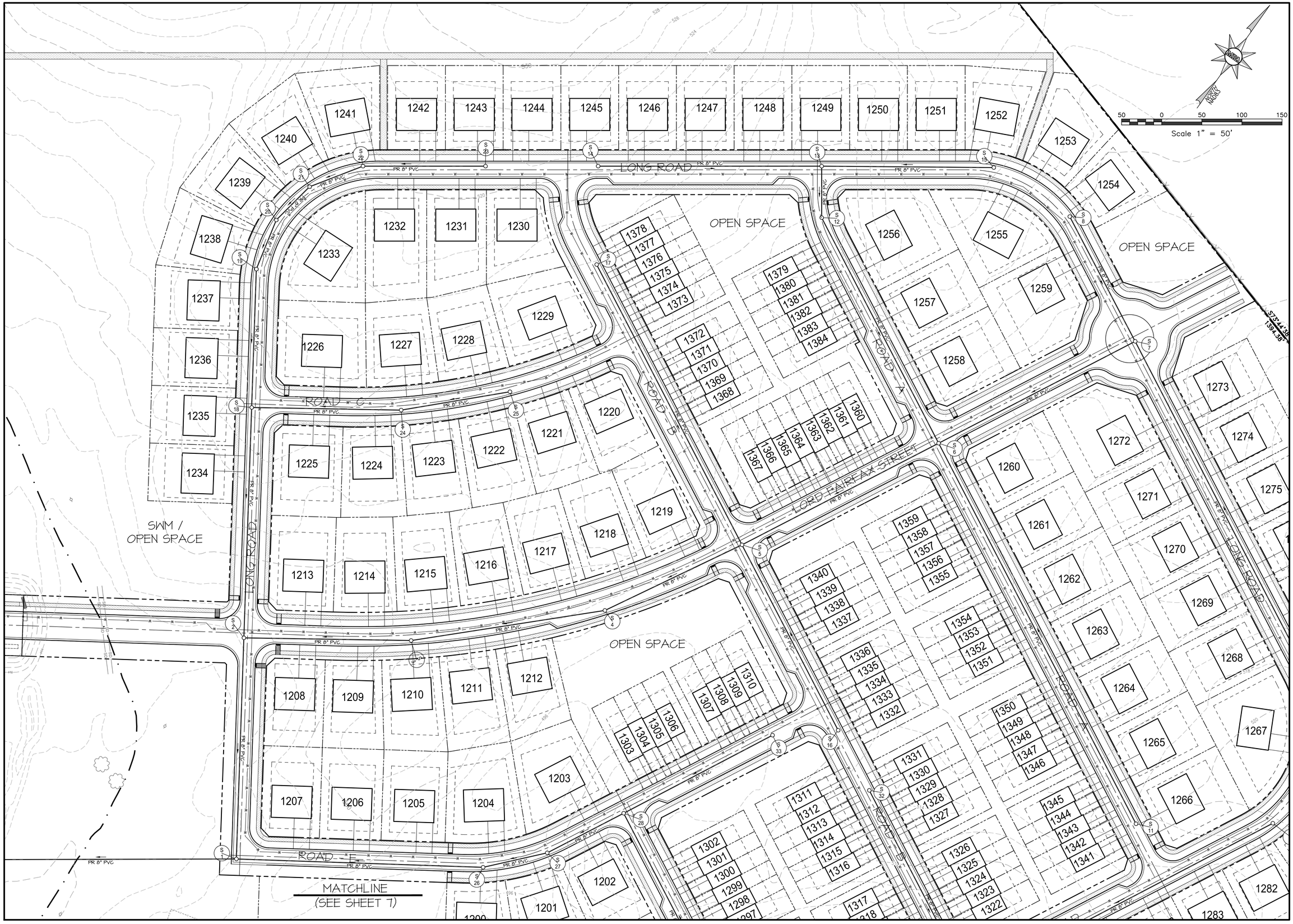
JOB NO.: 23593	DRAWN BY: CDS
SCALE: AS SHOWN	DESIGN BY: CDS
DATE: 04/06/26	REVIEW BY: TDH
SHEET: 5 OF 7	

SHEET TITLE

SKETCH PLAN (PHASE 9) - 2

SHEET NUMBER

5



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HUNTFIELD
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CITY OF CHARLES TOWN, WV

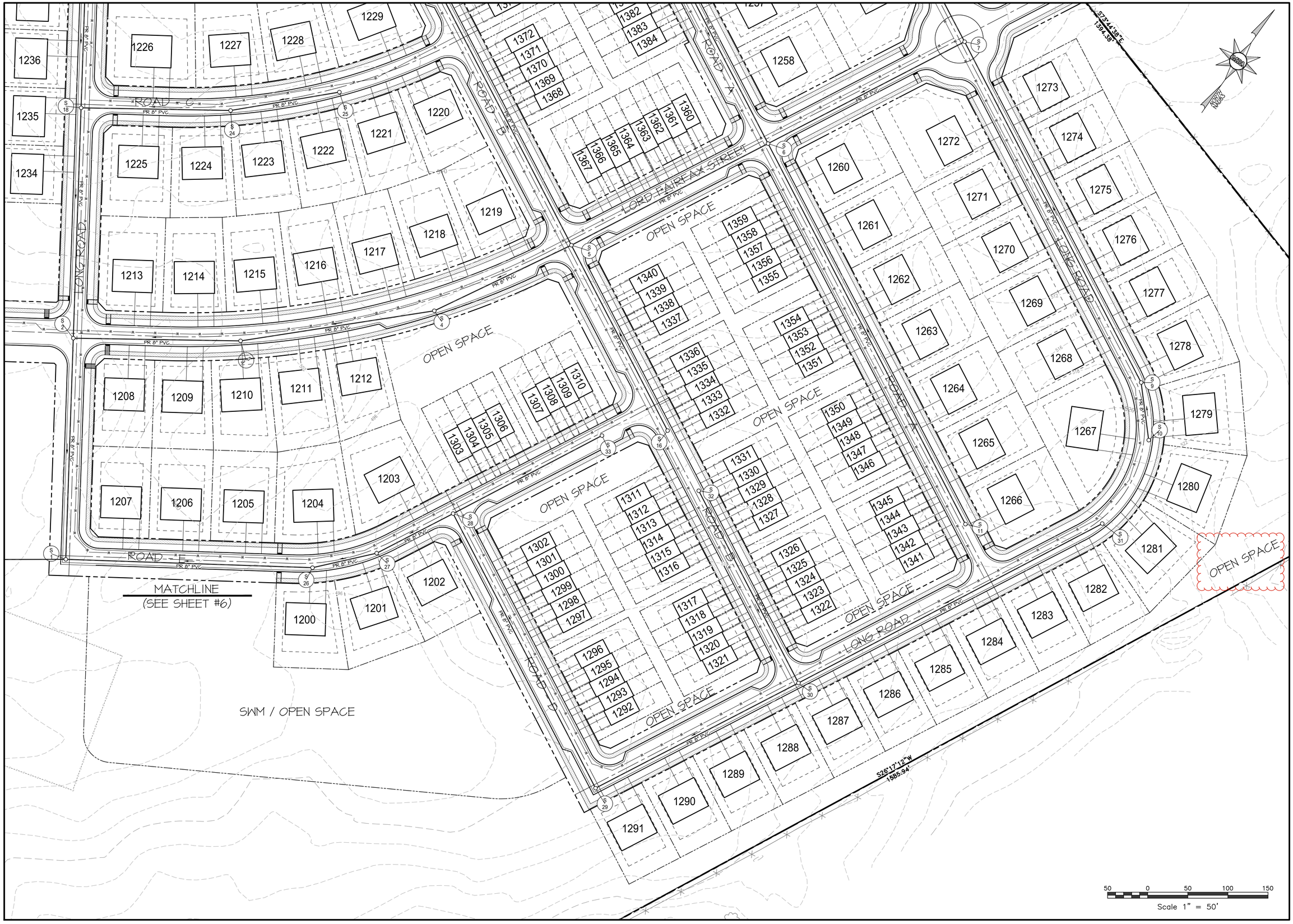
JOB NO.: 23593	DRAWN BY: CDS
SCALE: AS SHOWN	DESIGN BY: CDS
DATE: 04/06/26	REVIEW BY: TDH
SHEET:	6 OF 7

SHEET TITLE

SKETCH PLAN (PHASE 11) - 1

SHEET NUMBER

6



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SKETCH PLAN
CITY OF CHARLES TOWN, WV

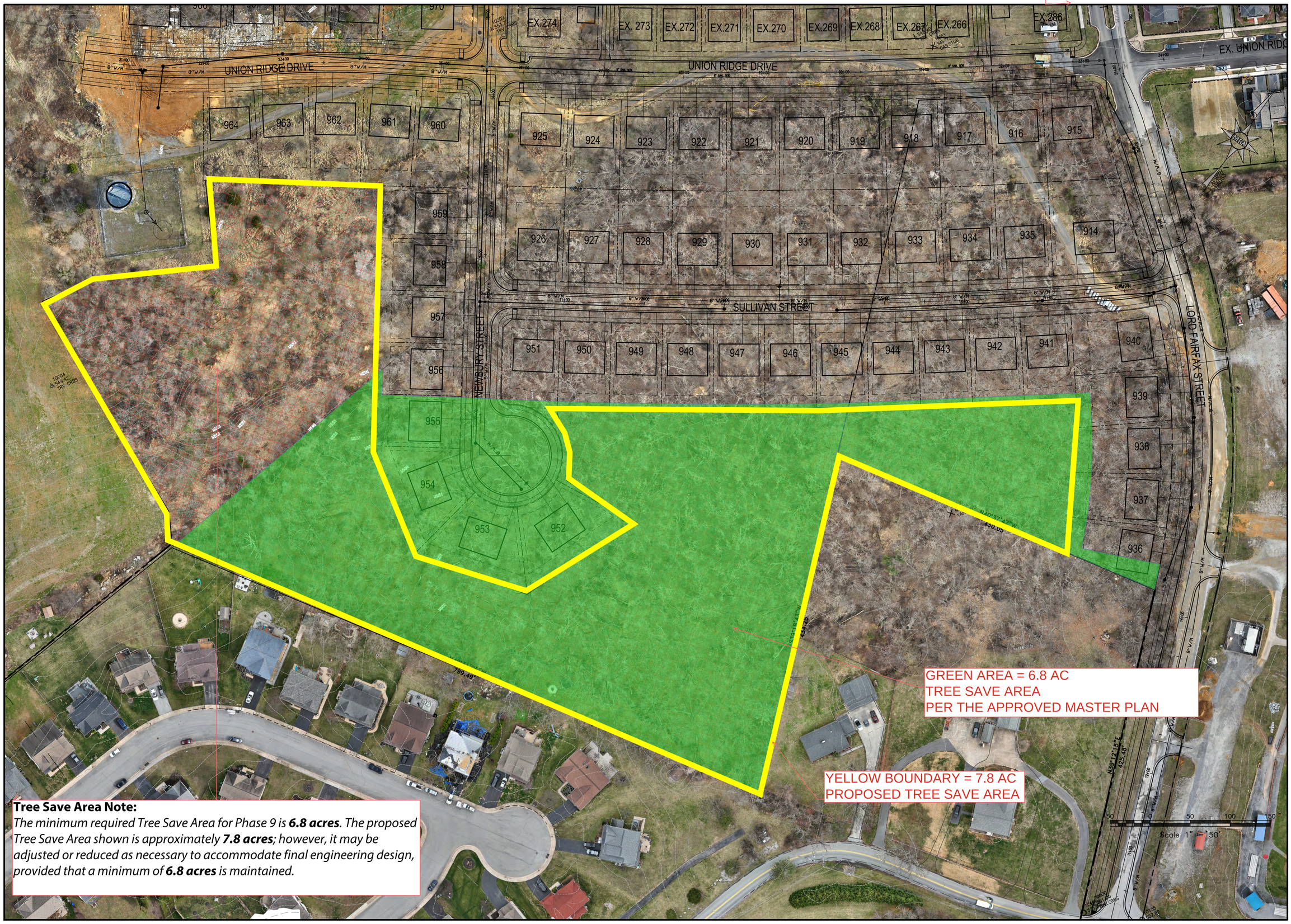
JOB NO.: 23593	DRAWN BY: CDS
SCALE: AS SHOWN	DESIGN BY: CDS
DATE: 04/06/26	REVIEW BY: TDH
SHEET: 7 OF 7	

SHEET TITLE

SKETCH PLAN (PHASE 11) - 2

SHEET NUMBER

7



Tree Save Area Note:
*The minimum required Tree Save Area for Phase 9 is **6.8 acres**. The proposed Tree Save Area shown is approximately **7.8 acres**; however, it may be adjusted or reduced as necessary to accommodate final engineering design, provided that a minimum of **6.8 acres** is maintained.*

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DATE

REVISION

REV NO.

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HUNTFIELD
(PHASES 9 & 11)
SKETCH PLAN
CITY OF CHARLES TOWN, WV

JOB NO.: 23593	DRAWN BY: CDS
SCALE: AS SHOWN	DESIGN BY: CDS
DATE: 04/06/26	REVIEW BY: TDH
SHEET: 5 OF 7	

SHEET TITLE

SKETCH PLAN (PHASE 9) - 2

SHEET NUMBER

5

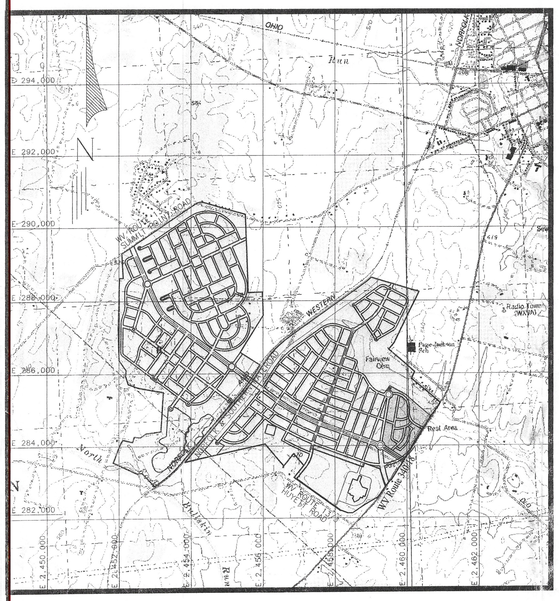
SCHEMATIC PLAN
HUNTFIELD - OVERALL COMPOSITE SCHEMATIC
TAX MAP 11, PARCEL 1 & PARCEL 2
HUNTFIELD, L.C. - DEED BOOK 949 PAGE 203
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WV

OWNER / DEVELOPER

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

VICINITY MAP

SCALE : 1"= 2000'



SBRD 2004-0003	Huntfield Phase 3A Section 1 Record Plat	Approved	5/24/2004
SBRD 2004-0003	Huntfield Phase 3A Section 2 Record Plat	Approved	6/28/2004
STPL 2004-0006	Huntfield Phase 3B (Site Plan)	In Review	
STPL 2004-0007	Huntfield Phase 3C (Site Plan)	In Review	

SCHEMATIC PLAN REQUIREMENTS AND SUBMISSION

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

Table 1

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

LAND AREA

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

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

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

SURROUNDING LAND USE AND EXISTING STREETS

Surrounding Land Use

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

Existing Streets

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

NATURAL FEATURES

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

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

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

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

ZONING REQUIREMENTS

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

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

Items Required in the Zoning Ordinance	*HUNTFIELD – Overall Composite Schematic Item Submitted*
Parcels 5 acres or larger	*998.8 Acres*
Mix of uses	*Mixed-Use Development*
Compatible with surrounding uses	*Compatible with existing subdivisions*
50% of total area to be residential	*Required: 499.4 Acres* *Provided: 612.9 Acres includes ROW* ** An additional 74.1 acres not counted towards the Residential Area Requirements has been provided for school facilities* **An additional 12.9 acres not counted towards the Residential Area has been provided in Municipal Use Parcels* **An additional 14.7 acres not counted towards the Residential Area has been provided by parcels designated as Active Community Centers*
15% of area (less streets, sidewalks & drainage) in open space	*Required: 149.8 Acres* *Provided: 228.2 Acres includes open space medians* **An additional 38.5 acres of open space not counted towards the open space requirements is provided within the School Site*
Not less than 10% in office/retail * Includes 44 Live/Work Units	*Required: 99.9 Acres* *Provided: 26.1 Acres* **See "Commercial" Section of this document*
Residential Lots Provided	*1,203 Single Family* *692 Townhomes* *381 Multi-Family* *600 Age-Restricted SFD Lots (Washington Homes)* *44 Live/Work (Counted as Commercial Area)* *3,200 Total Dwelling Units*

Items Required in the Zoning Ordinance	*HUNTFIELD – Overall Composite Schematic Item Submitted*
Number of lots: land area in sq. ft. / 10,000 *Note: For Townhome developments, each five (5) acres developed as townhouses constitutes 1 lot	*Required: 4,351 Lots Maximum* *Provided: 2,523 Lots* *Townhome Acreage = 74.6 acres* *Equivalent # Townhome Lots = 74.6 acres/5 = 15 Lots* *Total # Lots = (3,200 Units – 692 Townhomes) + 15 Equivalent # Townhome Lots = 2,523 Lots* *Number of Lots: 43,507,728 sq. ft. / 10,000 = 4,351 Lots*
Overall Maximum Residential Density *Note: For Townhome developments, each five (5) acres developed as townhouses constitutes 1 lot	*Required: Not to exceed 10 Units / Acre* *Provided: 2.5 Units/Acres* *Townhome Acreage = 74.6 acres* *Equivalent # Townhome Lots = 74.6 acres/5 = 15 Lots* *Total # Lots = (3,200 Units – 692 Townhomes) + 15 Equivalent # Townhome Lots = 2,523 Lots* *Overall density: 2,523 Lots / 998.8 Acres = 2.5 Units/Acres*
Maximum Density - Multi-Family	*Required:* not exceed 20 units per acre *Provided: 13.8 units/acre* *381 Units / 27.6 Acres =13.8 units/acre*
Maximum Density - Townhomes	*Required:* not exceed 10 units per acre *(modified per Huntfield proffers to 16 units/acre)* *Provided: 9.3 units/acre* *692 Townhomes / 74.5 Total Acres Including ROW = 9.3 Units/Acre*

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

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

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

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

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

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

STATEMENT OF ACCEPTANCE

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

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

INTRODUCTION

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

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

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

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

PARCEL HISTORY

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

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

GENERALIZED LAND USE

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

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

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

Residential Area

This area consists of approximately 612.9 acres, and is projected to be developed with single family detached houses, town homes, and multi-family dwellings. It will also include an Active Adult Community as defined by the Active Adult Community Covenants. Lots sizes will vary throughout the development; however, all lots sizes will be in accordance with the proffers for the Huntfield development. All residential areas meet the density requirements set forth in the Zoning Ordinance except where modified by the Huntfield proffers. An additional 74.1 acres not counted towards the residential requirements has been provided for school facilities, and an additional 12.9 acres have been provided as Municipal Use Parcels. Municipal Use Parcel #1 contains approximately 5.4 acres and is a proposed location for a public administration building and potential train and/or Pan-Tran bus stations. Municipal Use Parcel #4, which contains approximately 3.0 acres, is also a potential location for train and/or Pan-Tran bus stations. Municipal Use Parcel #2 (1.5 acres) contains the water tower, and Municipal Use Parcel #3 (3.0 acres) is proposed as a ball field. Determination of final use of Municipal Parcels will be determined with future site plans. Additional areas also not included in the residential area requirements have been provided in parcels dedicated to Active Community Centers. Active Community Center #1 provides 5.5 acres, #2 provides 6.2 acres, and #3 provides 6.9 acres for a total of 14.7 acres of additional area provided by Active Community Centers. The final use and design of each Active Community Center will be determined at the site plan stage; however, they shall contain, but are not limited to the following: swimming pools, meeting facilities, and recreational facilities. These recreational amenities will be sized appropriately with adequate parking and ancillary support facilities, such as bathrooms, etc.

Commercial

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

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

Open Space

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

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

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

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

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

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

SHEET INDEX

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

Approved:

Scott Coyle 4-12-2005

Planning Commission Date

SCHM 2004-0002

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

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

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

LICENSED LANDSCAPE ARCHITECT #519 STATE OF WEST VIRGINIA

Cover Sheet & Narrative

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

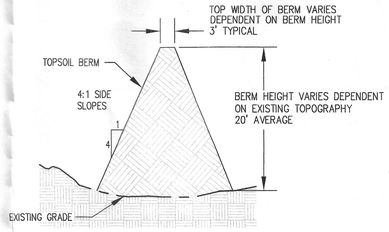
DATE: NOVEMBER 2004
SCALE: AS SHOWN C.I. N/A

SHEET 1 OF 5

PREL-20107

TYPICAL SECTION
RAILROAD BERM

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

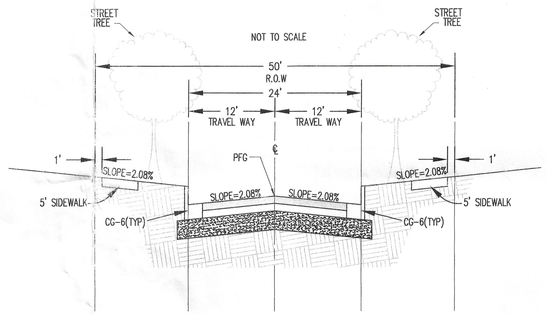


TYPICAL SECTION
TERTIARY STREETS - ACTIVE ADULT COMMUNITY

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

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

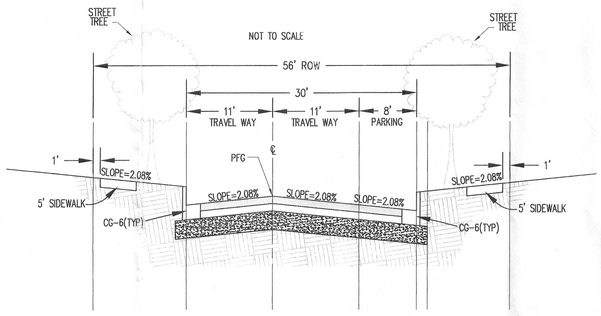


TYPICAL SECTION
TERTIARY STREETS (STANDARD DETAIL)

FOR ILLUSTRATIVE PURPOSES ONLY

FINAL SECTION DETAILS TO BE APPROVED DURING SITE PLAN REVIEW

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



TRAFFIC CIRCULATION & ANALYSIS

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

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

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

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

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

PLAN STATUS

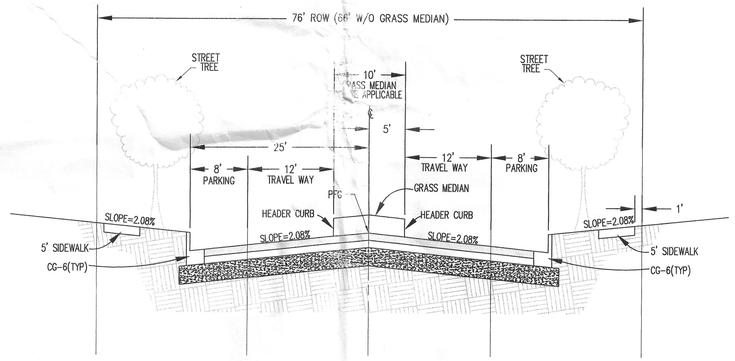
DATE	DESCRIPTION
11-29-04	FIRST SUBMISSION
12-14-04	SECOND SUBMISSION – ADDRESSED CITY COMMENTS
12-17-04	THIRD SUBMISSION – ADDRESSED SECOND SET OF CITY COMMENTS
01-04-05	FOURTH SUBMISSION – ADDRESSED VERBAL COMMENTS RECEIVED FROM CITY
02-10-05	FINAL SUBMISSION – ADDRESSED COMMENTS RECEIVED AT JANUARY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

TYPICAL SECTION
SECONDARY STREETS

FOR ILLUSTRATIVE PURPOSES ONLY

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

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

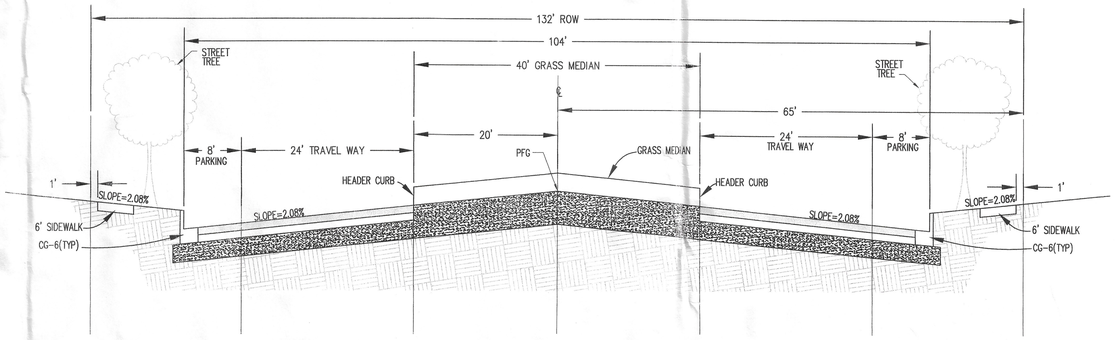


TYPICAL SECTION
PRIMARY STREET

FOR ILLUSTRATIVE PURPOSES ONLY

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

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



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

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

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DAVID E. LEMLOCK
REGISTERED
#15151
STATE OF
WEST VIRGINIA
PROFESSIONAL ENGINEER
02-10-05

STATUS & TYPICAL SECTIONS

HUNTFIELD

OVERALL COMPOSITE SCHEMATIC

CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

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

SHEET
2
OF
5

PREL-20107

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

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

LEGEND

ROADS
- PRIMARY
- SECONDARY
- TERTIARY

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

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

- COMMERCIAL
- COMMERCIAL (VILLAGE CENTER)
- SCHOOL SITE

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

NOTES:

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

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

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

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

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

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

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

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

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

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

SHEET 3 OF 5

PREL-20107

PARCELS AFFECTED BY THIS SCHEMATIC

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

DIST.	MAP	PARCEL	LOT	REFERENCE DB/PG	ZONING
CTC	11A	CMR1	A	949/203	NR
CTC	11A	CMR2	B	949/203	NR
CTC	11A	114	114		NR
CTC	11A	115	115		NR
CTC	11A	116	116		NR
CTC	11A	117	117		NR
CTC	11A	118	118		NR
CTC	11A	119	119		NR
CTC	11A	120	120		NR
CTC	11A	121	121		NR
CTC	11A	122	122		NR
CTC	11A	123	123		NR
CTC	11A	124	124		NR
CTC	11A	125	125		NR
CTC	11A	126	126		NR
CTC	11A	127	127		NR
CTC	11A	128	128		NR
CTC	11A	129	129		NR
CTC	11A	130	130		NR
CTC	11A	131	131		NR
CTC	11A	132	132		NR
CTC	11A	133	133		NR
CTC	11A	134	134		NR
CTC	11A	135	135		NR
CTC	11A	136	136		NR
CTC	11A	137	137		NR
CTC	11A	138	138		NR
CTC	11A	139	139		NR
CTC	11A	140	140		NR
CTC	11A	141	141		NR
CTC	11A	142	142		NR
CTC	11A	143	143		NR
CTC	11A	144	144		NR
CTC	11A	145	145		NR
CTC	11A	146	146		NR
CTC	11A	147	147		NR
CTC	11A	148	148		NR
CTC	11A	149	149		NR
CTC	11A	150	150		NR
CTC	11A	151	151		NR
CTC	11A	152	152		NR
CTC	11A	153	153		NR
CTC	11A	154	154		NR
CTC	11A	155	155		NR
CTC	11A	156	156		NR
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CTC	11A	165	165		NR
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CTC	11A	173	173		NR
CTC	11A	174	174		NR
CTC	11A	175	175		NR
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CTC	11A	189	189		NR
CTC	11A	190	190		NR
CTC	11A	COM	2A		NR
CTC	11A	PARK	2B		NR
CTC	11A	PARK	2C		NR
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CTC	11A	228	228		NR
CTC	11A	229	229		NR
CTC	11A	230	230		NR
CTC	11A	231	231		NR
CTC	11A	232	232		NR
CTC	11A	233	233		NR

PARCELS AFFECTED BY THIS SCHEMATIC

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

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

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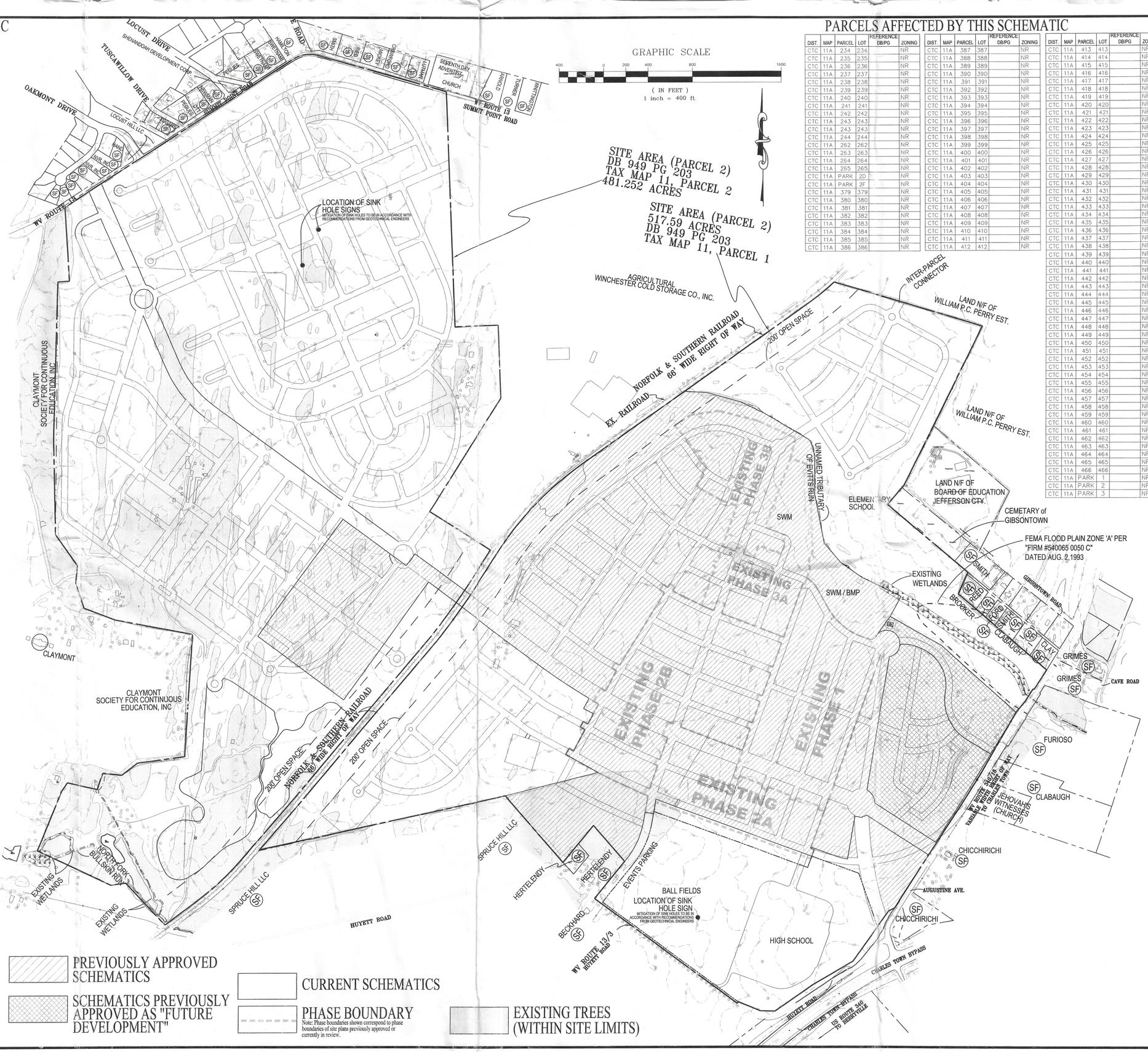
CTC	11A	451	451		NR
CTC	11A	452	452		NR
CTC	11A	453	453		NR
CTC	11A	454	454		NR
CTC	11A	455	455		NR
CTC	11A	456	456		NR
CTC	11A	457	457		NR
CTC	11A	458	458		NR
CTC	11A	459	459		NR
CTC	11A	460	460		NR
CTC	11A	461	461		NR
CTC	11A	462	462		NR
CTC	11A	463	463		NR
CTC	11A	464	464		NR
CTC	11A	465	465		NR
CTC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

GRAPHIC SCALE

400 0 200 400 800 1600

(IN FEET)
1 inch = 400 ft.



PREVIOUSLY APPROVED SCHEMATICS

SCHEMATICS PREVIOUSLY APPROVED AS "FUTURE DEVELOPMENT"

CURRENT SCHEMATICS

PHASE BOUNDARY
Note: Phase boundaries shown correspond to phase boundaries of site plans previously approved or currently in review.

EXISTING TREES (WITHIN SITE LIMITS)

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

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

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

Overall Schematic Comparison, Existing Topography & Environmental Features

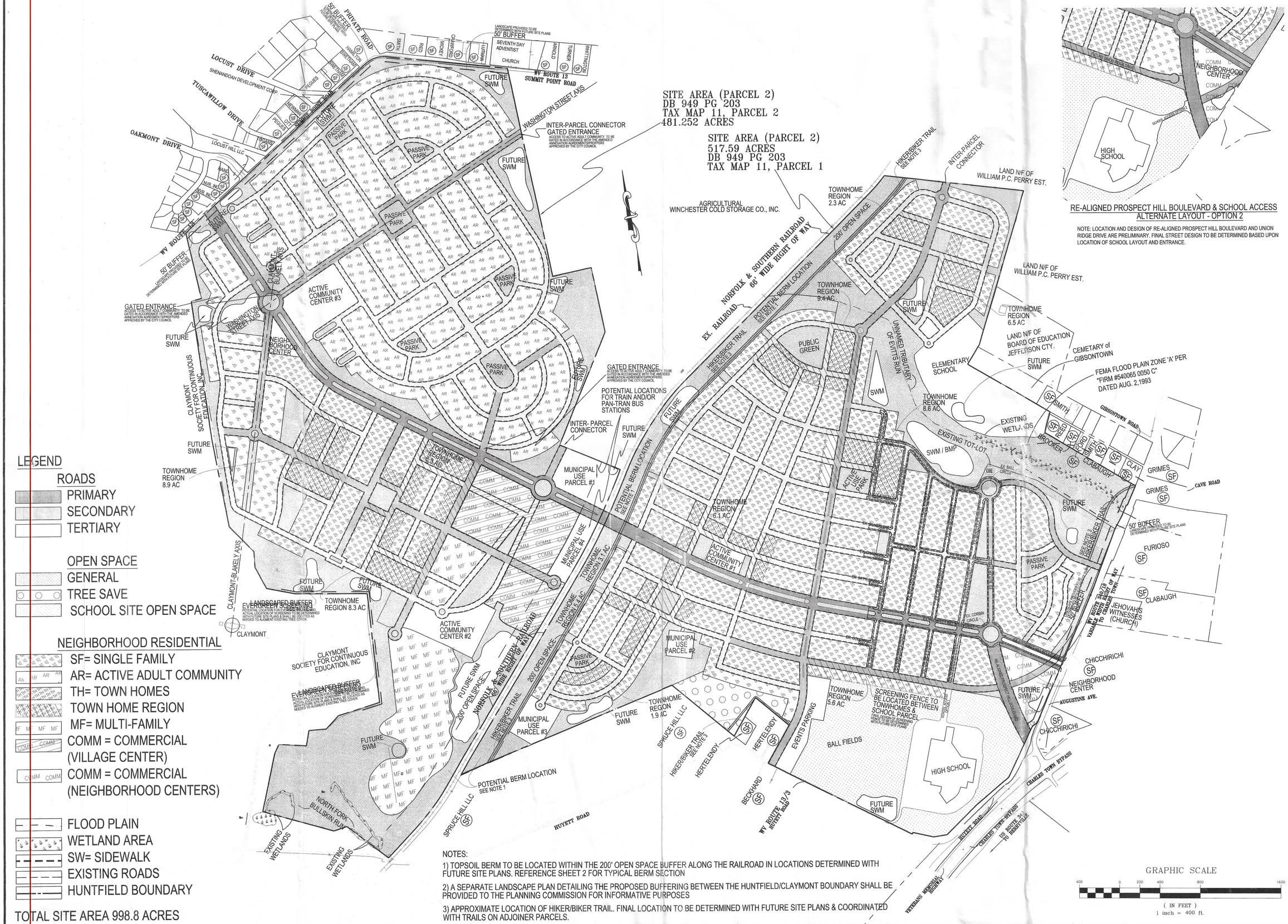
OVERALL COMPOSITE SCHEMATIC

HUNTFIELD
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

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

SHEET 4 OF 5

PREL-20107



No.	DATE	REVISIONS
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11-29-04
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600 PEGASUS COURT - SUITE 101 WINCHESTER, VIRGINIA 22602
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Overall Site Conditions

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

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

SHEET 5 OF 5

PREL-20107

SCHEMATIC PLAN
HUNTFIELD - COMPOSITE SCHEMATIC 1
ENCOMPASSES PHASE 1, 2A, 2B, & FUTURE SECTIONS
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WV



VICINITY MAP
SCALE : 1"= 2000'

OWNER / DEVELOPER

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

INTRODUCTION

This description and the accompanying illustrative graphics are a part of the Huntfield – Composite Schematic 1 for The Neighborhood Residential zoning of Huntfield. This schematic includes the previously approved schematics plans for Phase 1, 2A, 2B-& future sections. This schematic plan will supercede those previously approved for the Huntfield development. Development shall be in conformance with this plan. However lot lines are show for illustrative purposes only and the final lot configuration will be determined at site plan stages.

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

- Schematic Plan Requirements and Submission
- Land Area
- Surrounding Land Use and Existing Streets
- Natural Features
- Zoning Requirements
- Generalized Land Use
- Circulation, Open Space

PARCEL HISTORY

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

Application #	Project Name & Phase	Status	Approval Date
	Phase I, Huntfield	Approved	6/24/2002
	Phase I Schematic	Approved	2/11/2002
	Revised Phase 1&2A Huntfield Schematic	Approved	10/22/02
SPAM 2003-001	Huntfield, Phase 1 Revision	Second Submission	
STPL 2003-0001	Phase 2A	Second Submission	
SCHM 2003-0001	Phase 2B Schematic	Approved	2/24/2003

SCHEMATIC PLAN REQUIREMENTS AND SUBMISSION

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

Table 1

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

LAND AREA

The total area of Huntfield, Composite Schematic 1 within the City is 313.3 acres.
This area includes the previous schematic plans as follows:
Phase 1 – 83 Acres
Phase 2A – ~~77 Acres~~ 24 Acres
Phase 2B – 58.9 Acres
The existing parcels making up this land are south of the Norfolk and Southern Railroad)

Total north of Norfolk and Southern Railroad = *483.279* Acres
Total south of Norfolk and Southern Railroad = *517.416* Acres
1000.695 Acres

SURROUNDING LAND USE AND EXISTING STREETS

Surrounding Land Use

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

Existing Streets

Existing streets include Summit Point Road (WV Rte.13*)*, Route *340/18*, and Route *13/1* (Huyett Road).
Currently under construction and or built are Prospect Boulevard, Braddock Street, Burnlea Road, Colston Road and Calmes Street previously approved with the Huntfield Phase 1 construction plans.

NATURAL FEATURES

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

The property has no real prominent features. The site is relatively flat and open through the middle of the property with a wooded area to the west. It has areas of woods, areas of dense thick brush and some high open areas.
The North Fork of the Bullskin Run crosses the property on the southwest and the drain of an unnamed wet weather stream crosses the east of the property.

ZONING REQUIREMENTS

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

Table 2

Items Required in the Zoning Ordinance	*HUNTFIELD – Phase 1 Revised Item Submitted*
Parcels 5 acres or larger	*313.3 Acres*
Mix of uses	*Residential low, medium, office/retail*
Compatible with surrounding uses	*Compatible with existing subdivisions*
50% of total area to be residential	*Required: 156.7 Acres Provided – 229.7 Acres includes alleyways and parcels designated as Residential but shown as Future Development.*
15% of area (less streets, sidewalks & drainage) in open space	*Required: 47.0 Acres Provided – 51.5 Acres*
Not less than 10% in office/retail	*Required: 31.3 Acres Provided – 32.1 Acres:*
Residential Lots Provided	*676 Single Family Detached* *206 Townhomes* *882 Total Dwelling units*
Number of lots: land area in sq. ft. / 10,000	*Maximum – 1,364 Proposed - 882*
Overall maximum density not more than 10/acre	*Overall density: lots/Acres = 2.2 lots/Acre* *676 SF + (24.2 Acres of Townhomes / 5) = 681 units* *681/313.3 = 2.2 lots/Acre*
Multi-family not exceed 20 units per acre	*No multi-family units planned*
Townhouses not exceed 10 units per acre	*206 Townhomes Proposed on 24.2 Total Acres including ROW 8.5 Units per Acre*

Minimum distance requirements, in accordance with "Letter of Clarification/Huntfield Proffer Statement" dated March 28, 2002, are as follows:

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

Townhomes will conform to Section 8.1 of the City of Charles Town Zoning.

Table 3

Use	Required	Provided
Site Area	Min. 5 Acres	313.3 Total Acres
Existing – Phase 1		83 Acres
Existing – Phase 2A		~~77 Acres~~ 24 Acres
Existing – Phase 2B		58.9 Acres
Proposed ~~Future Sections~~		~~94.4 Acres~~
Residential (includes rights of way)	156.7 Acres	229.7 Acres
Open Space	47.0 Acres	51.5 Acres
Commercial	31.3 Acres	32.1 Acres

GENERALIZED LAND USE

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

Table 4

Use	Required	Provided
Site Area	Min. 5 Acres	313.3 Total Acres
Existing – Phase 1		83 Acres
Existing – Phase 2A		~~77 Acres~~ 24 Acres
Existing – Phase 2B		58.9 Acres
Proposed ~~Future Sections~~		~~94.4 Acres~~
Residential (includes rights of way)	156.7 Acres	229.7 Acres
Open Space	47.0 Acres	51.5 Acres
Commercial	31.3 Acres	32.1 Acres

Single family area

This area consists of approximately 313.3 acres. This area is projected to be developed with single family detached houses and town homes with varying lot sizes. The lots sizes will be in accordance with the proffers for the Huntfield development.

Commercial

The commercial areas shown have revised from those shown on previous schematic plans. Those areas no longer designated as will revert to future development.

Open Space

Huntfield will meet or exceed the zoning ordinance standard for open space. This will involve approximately 51.5 acres of open space and recreational areas.

Huntfield, Composite Schematic 1 will allocate the approximately 51.5 acres of open space. This consists of dedicated open space parcels totaling approximately 46.8 Acres with the remaining area located with in the right of way. The dedicated parcels will contain a Recreation facility, existing tree save preservation, active use park and a public green.

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

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

Traffic Circulation

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

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

FOR LISTING OF AFFECTED PARCELS PLEASE SEE SHEET 3

SHEET INDEX

1. COVER SHEET & NARRATIVE
2. CIRCULATION & OPEN SPACE
3. SCHEMATIC COMPARISON
4. OVERALL SITE CONDITIONS

FINAL APPROVED COPY

STATEMENT OF ACCEPTANCE

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

DAVID K. ULERICK V.P. FOR LAND DEVELOPMENT FOR HUNTFIELD, LC
8614 WESTWOOD CENTER DRIVE SUITE 900
VIENNA, VA 22182
703-442-8992

Approved:

Planning Commission — Date
SCHM 2003-003

REVISIONS

No.	DATE	DESCRIPTION
	4/17/03	FINAL CORRECTIONS FOR APPROVAL
	5/5/03	OPEN SPACE & COMMERCIAL REV PER TND STANDAR
	5/15/03	REVISED OPEN SPACE LOCATIONS
	5/29/03	REVISIONS PER PLANNING COMMISSION MEETING

PLAN DATE: 4/4/03, 4/17/03, 5/5/03, 5/15/03, 5/29/03

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

DAVID E. LEWIS BLOCK, JR. #15137 REGISTERED LANDSCAPE ARCHITECT STATE OF VIRGINIA PROFESSIONAL 5/29/03

Cover Sheet & Narrative

HUNTFIELD
COMPOSITE SCHEMATIC 1
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: MARCH 2003
C.I. N/A
SCALE: AS SHOWN

SHEET 1 OF 4

PREL-20023

CLAYMONT SOCIETY FOR CONTINUOUS EDUCATION, INC

FUTURE VILLAGE CENTER UNDER THE TRADITIONAL NEIGHBORHOOD DEVELOPMENT
ROAD LAYOUT PER LEE QUILL PLAN
SHOWN FOR ILLUSTRATIVE PURPOSES ONLY

CHARLES TOWN CORP. M11 P2
LAND OF HUNTFIELD, LC
DEED BOOK 949 PAGE 203
482.04646 ACRES +/-
(20,997,944 SQ.FT.+/-)

AGRICULTURAL

AGRICULTURAL

WINCHESTER COLD STORAGE CO., INC.

SITE AREA
313.3 ACRES

AGRICULTURAL

NORFOLK & SOUTHERN RAILROAD
66' WIDE RIGHT OF WAY

FUTURE 200' OPEN SPACE

NORFOLK & SOUTHERN RAILROAD
66' WIDE RIGHT OF WAY

NORFOLK & SOUTHERN RAILROAD
66' WIDE RIGHT OF WAY

EX. RAILROAD

FUTURE SWM

FUTURE 200' OPEN SPACE

FUTURE 200' OPEN SPACE

SPRUCE HILL LLC
SF

TOWNHOME REGION 6.2 AC

PUBLIC GREEN

TOWNHOME REGION 9.4 AC

AGRICULTURAL

ACTIVE RECREATION FACILITY

POSSIBLE FUTURE TRANSPORTATION CONNECTION

CHARLES TOWN CORP. M11 P1
LAND OF HUNTFIELD, LC
DEED BOOK 949 PAGE 203
517.41527 ACRES +/-
(22,538,609 SQ.FT.+/-)

FUTURE SWM

ACTIVE USE PARK

UNNAMED TRIBUTARY OF EVITTS RUN

TOWNHOME REGION 8.6 AC

SWM / BMP

AGRICULTURAL

LAND N/F OF WILLIAM P.C. PERRY EST.

LAND N/F OF WILLIAM P.C. PERRY EST.

SPRUCE HILL LLC
SF

TREE SAVE

HERTELENDY
SF

HERTELENDY
SF

BECKHARD
SF

POSSIBLE FUTURE TRANSPORTATION CONNECTION

WV ROUTE 13/3
HUYETT ROAD

CEMETARY of GIBSONTOWN

LAND N/F OF JEFFERSON CTY. BOARD OF EDUCATION

EX. BALL CIRCLE

EXISTING WETLANDS

SF SMITH

SF REED

BROOKER SF

SF FORD

SMITH SF

CLABAUGH SF

CLAY SF

GIBSONTOWN ROAD

GRIMES SF

GRIMES SF

"POSSIBLE SCHOOL SITE" BOUNDED BY FUTURE ROAD CONNECTION (AGRICULTURAL)

EX. CORBIN CIRCLE

FUTURE DEVELOPMENT

FUTURE DEVELOPMENT

FUTURE DEVELOPMENT

FUTURE TRANSPORTATION CONNECTION

POSSIBLE FUTURE TRANSPORTATION CONNECTIONS

EX. CHARLES TOWN BOULEVARD

EX. CHARLES TOWN BOULEVARD

VETERANS MEMORIAL HIGHWAY

HUYETT ROAD

CHARLES TOWN BYPASS

CHARLES TOWN BYPASS

US ROUTE 340 TO BERRYVILLE

SF CHICCHIRICHI

AUGUSTINE AVE.

CHICCHIRICHI SF

WV ROUTE 340/18 VARIABLE WIDTH RIGHT OF WAY TO CHARLES TOWN

JEHOVAH'S WITNESSES (CHURCH)

SF CLABAUGH

SF FURIOSO

CAVE ROAD

LEGEND

ROADS
- PRIMARY
- FUTURE PRIMARY
- SECONDARY
- FUTURE SECONDARY
- TERTIARY

OPEN SPACE
- GENERAL
- ACTIVE RECREATION FACILITY
- TREE SAVE

NEIGHBORHOOD RESIDENTIAL
- SF= SINGLE FAMILY
- TH= TOWN HOMES
- TOWN HOME REGION
- COMM = COMMERCIAL ✳
- WETLAND AREA
- SW= SIDEWALK
- EXISTING ROADS
- HUNTFIELD BOUNDARY

TOTAL SITE AREA 313.3 ACRES

✳ COMMERCIAL AREAS MAY CONVERT TO MIXED USE (RETAIL/OFFICE/CIVIC AND/OR INSTITUTIONAL) IF THE PROPERTY IS REZONED TO TRADITIONAL NEIGHBORHOOD DEVELOPMENT

GRAPHIC SCALE
300 0 150 300 600 1200
(IN FEET)
1 inch = 300 ft.

No.	DATE	REVISIONS DESCRIPTION
	4/17/03	FINAL CORRECTIONS FOR APPROVAL
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	5/15/03	REVISED OPEN SPACE LOCATIONS
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CIRCULATION & OPEN SPACE
HUNTFIELD
COMPOSITE SCHEMATIC 1
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: MARCH 2003
C.I. N/A
SCALE: 1"=300'

SHEET 2 OF 4

PREL-20023

PARCELS AFFECTED BY THIS SCHEMATIC

DISTR	MAP	PARCEL	LOT	REFERENCE	ZONING DISTRICT
CTC	11	1		DB 949/203	Neighboorhood Residential
CTC	11A	1	1	DB 966/353	Neighboorhood Residential
CTC	11A	2	2		Neighboorhood Residential
CTC	11A	3	3	DB 966/353	Neighboorhood Residential
CTC	11A	4	4	DB 966/353	Neighboorhood Residential
CTC	11A	5	5	DB 966/353	Neighboorhood Residential
CTC	11A	6	6	DB 966/353	Neighboorhood Residential
CTC	11A	7	7	DB 966/353	Neighboorhood Residential
CTC	11A	8	8	DB 966/353	Neighboorhood Residential
CTC	11A	9	9	DB 969/199	Neighboorhood Residential
CTC	11A	10	10	DB 969/199	Neighboorhood Residential
CTC	11A	11	11	DB 969/199	Neighboorhood Residential
CTC	11A	12	12	DB 969/199	Neighboorhood Residential
CTC	11A	13	13	DB 969/199	Neighboorhood Residential
CTC	11A	14	14	DB 970/615	Neighboorhood Residential
CTC	11A	15	15	DB 970/615	Neighboorhood Residential
CTC	11A	16	16	DB 970/615	Neighboorhood Residential
CTC	11A	17	17	DB 970/615	Neighboorhood Residential
CTC	11A	18	18	DB 970/615	Neighboorhood Residential
CTC	11A	19	19	DB 970/615	Neighboorhood Residential
CTC	11A	20	20		Neighboorhood Residential
CTC	11A	21	21		Neighboorhood Residential
CTC	11A	22	22		Neighboorhood Residential
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CTC	11A	97	97	DB 966/533	Neighboorhood Residential
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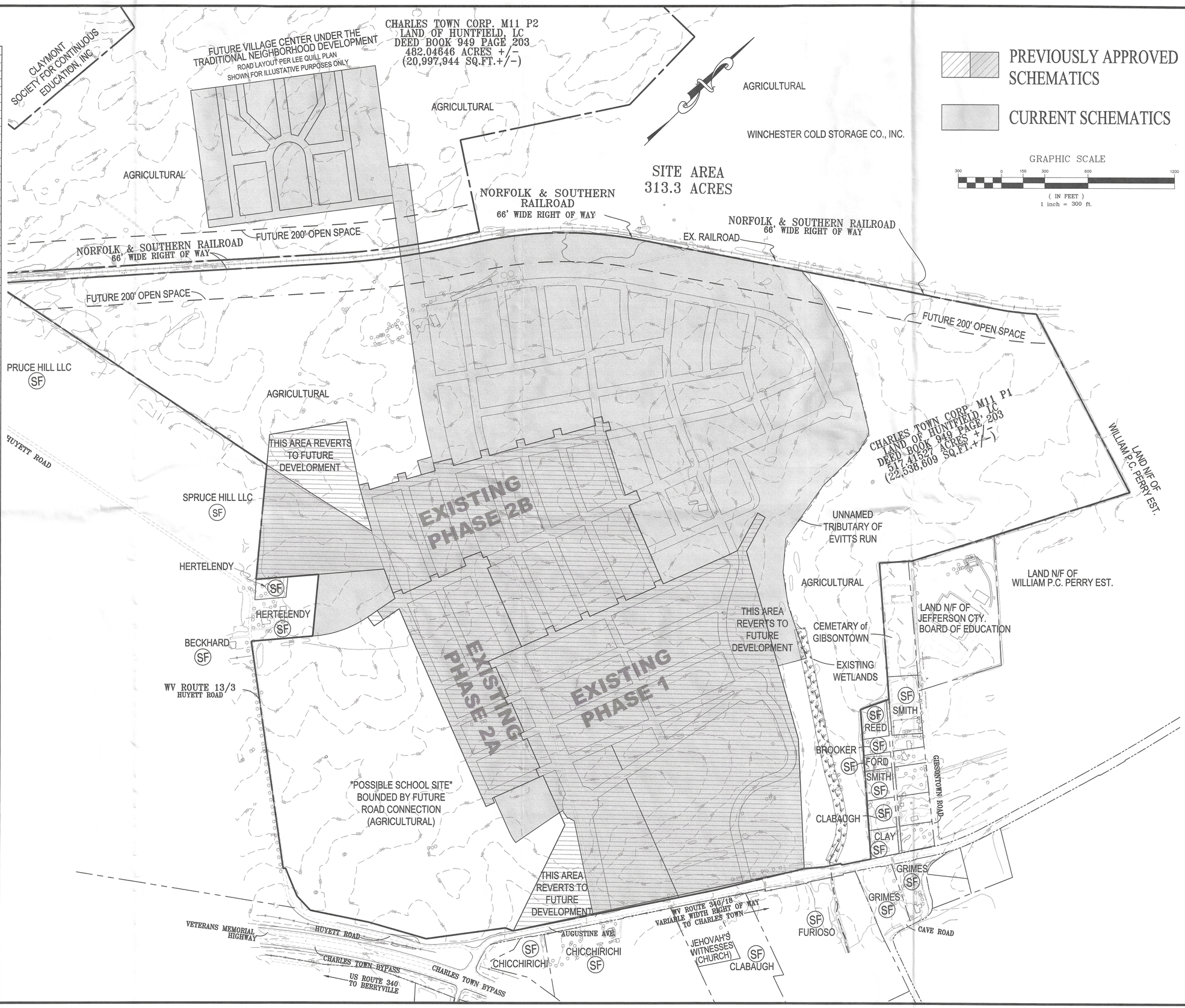
CTC	11A	111	111		Neighboorhood Residential
CTC	11A	112	112		Neighboorhood Residential
CTC	11A	113	113		Neighboorhood Residential
CTC	11A	PARK	D+E		Neighboorhood Residential
CTC	11A	COM1	C		Neighboorhood Residential
CTC	11A	COM2	F		Neighboorhood Residential
CTC	11A	CMR1	A		Neighboorhood Residential
CTC	11A	CMR2	B		Neighboorhood Residential



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REVISIONS

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DANIEL E. LELLOCK REGISTERED #15137 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER 5/29/03

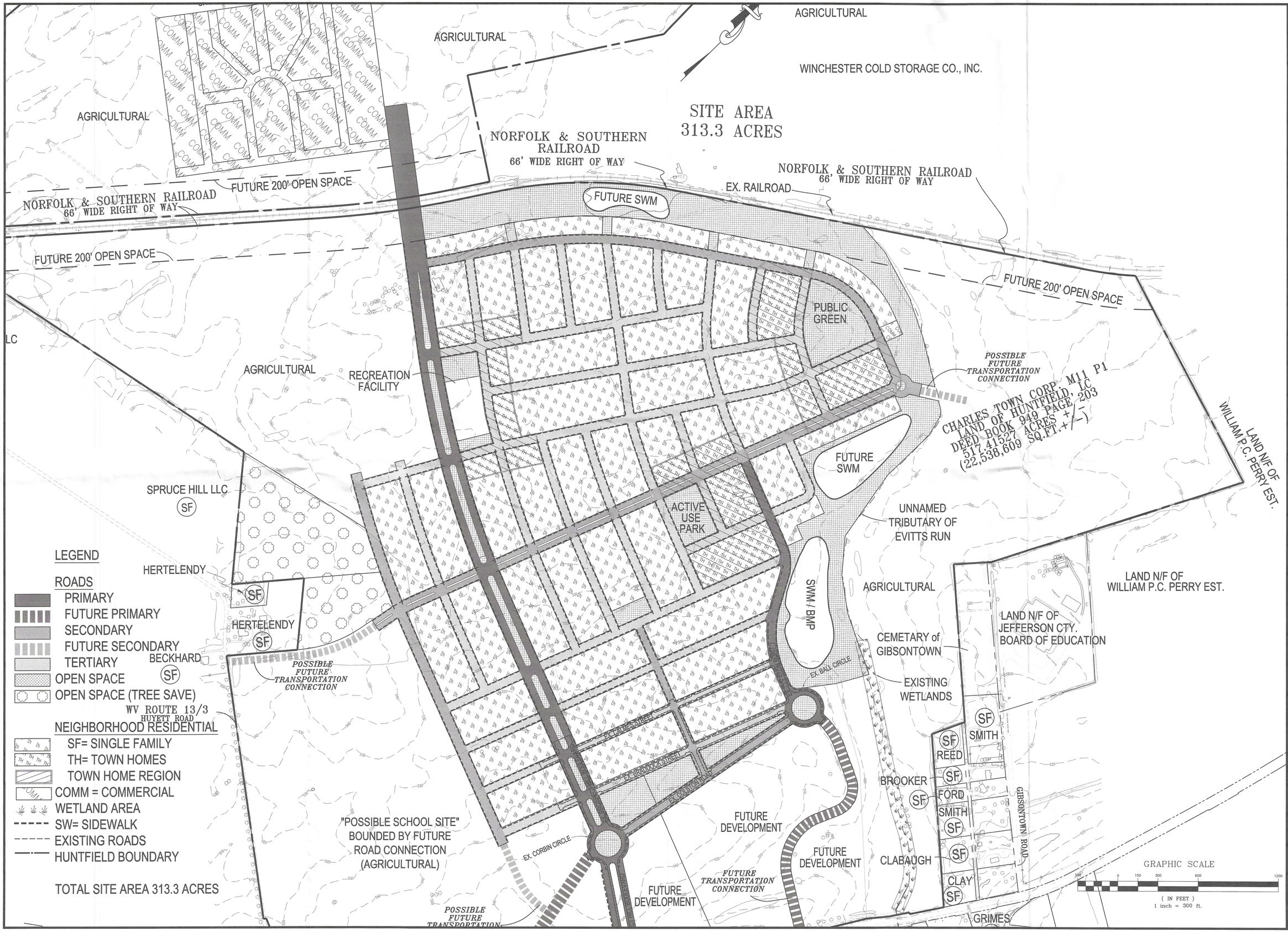
Overall Schematic Comparison

HUNTFIELD
COMPOSITE SCHEMATIC 1
CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: MARCH 2003
SCALE: 1"=300' C.I. = 2'

SHEET 3 OF 4

PREL-20023



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REVISIONS

PLAN DATE
4/4/03
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LILLOCK
REGISTERED
#15137
STATE OF WEST VIRGINIA
PROFESSIONAL ENGINEER

Overall Site Conditions

HUNTFIELD
COMPOSITE SCHEMATIC 1

CHARLES TOWN CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: MARCH 2003
SCALE: 1"=300' C.I. = 2'

SHEET 4 OF 4

PREL-20023

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 08/24/26
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Commission Review: SLD2026-03 - Prospect Place - Completeness Review

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Comment Response.pdf
- 4. Wetlands Survey.pdf
- 5. COA Signed.pdf
- 6. COA Discussion Plan.pdf
- 7. Proposed Sketch Plan.pdf

Sketch Plan Completeness Review

SLD2026-03

Date: For the August 24, 2026 Planning Commission meeting
Applicant: CSP Prospect I LLC
Property Owner: First Charles Town Group Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Major Subdivision and Land Development.
Property Location: TD 03 / Map: 15 / Pcls 1.6, 1.7, 9.2, 9.12, 9.13, 9.22
TD 02/ Map 10 / Pcls 9.16 (in Jefferson County, to be annexed)
Current Zoning: Neighborhood Residential (NR) and General Commercial (GC)

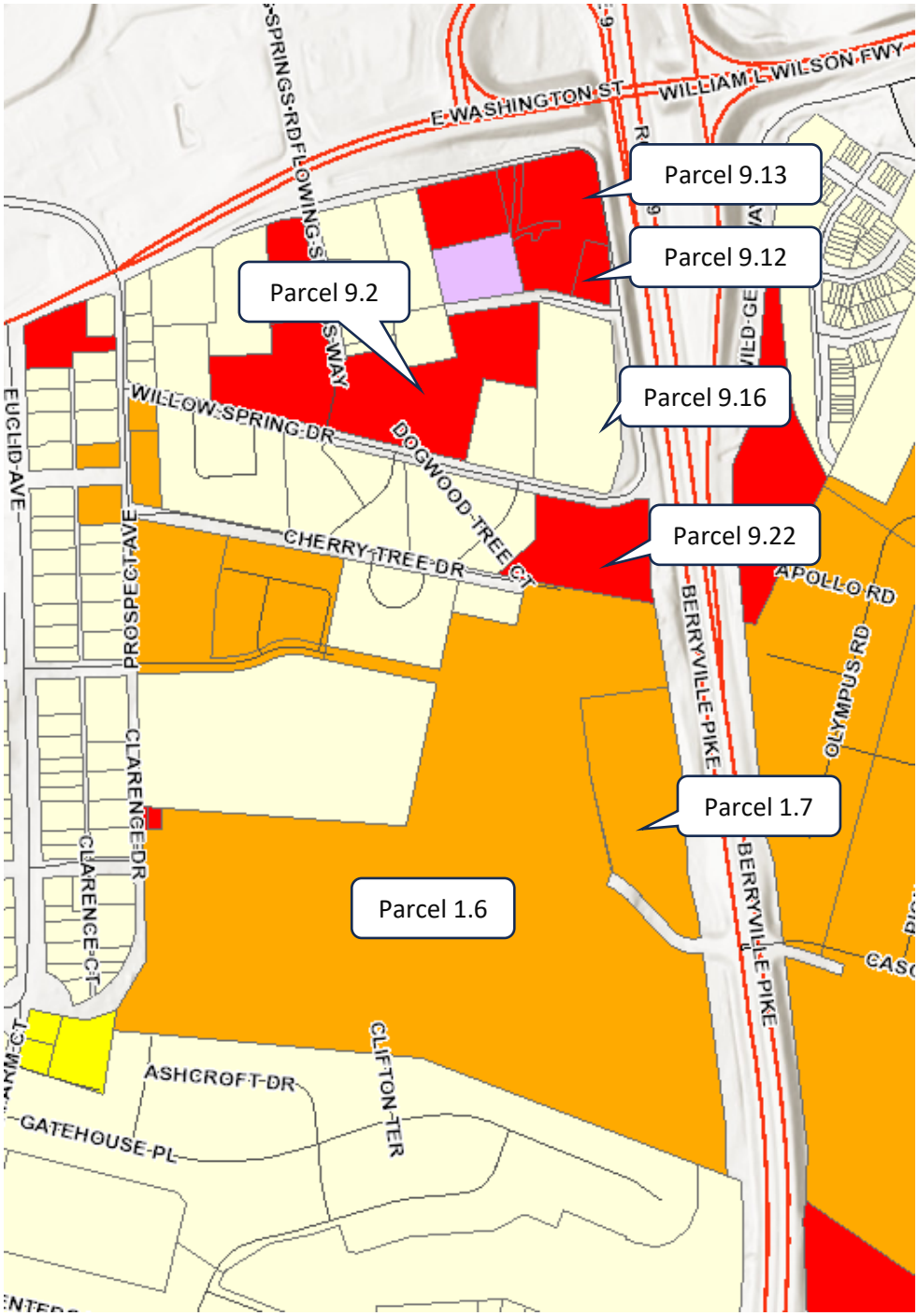


PROJECT OVERVIEW

The development of 79 acres split across seven parcels for 288 apartments, 174 townhomes, 51 single family detached homes, and 19.4 acres of commercial space.

ZONING REVIEW

The properties are zoned Neighborhood Residential (NR) and General Commercial (GC). One property (parcel 9.16) has not yet been annexed into the City.



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. The northern parcels (all zoned General Commercial except for parcel 9.16) are referred to as the Willow Springs Retail' and is also identified as Phase 2. The southern portion is referred to as 'Prospect Place', and is also identified as Phase 1.

f. Current zoning and total area of the property
Partially Provided. The properties within the City's jurisdiction are identified as Neighborhood Residential and General Commercial zoning. Parcel 9.16 is in the County but it's current zoning classification is not provided. Per the County GIS office it's zoned Residential/Light Industrial/Commercial.

g. Maximum and proposed density based on the Net Buildable Land Area
Provided. Net buildable land area for the Neighborhood Residential parcels is 39.93 acres. Maximum permitted density is based on the proposed residential use:

A. For multifamily use the maximum density is 20 units/acre; the proposed multifamily density for this site is 7.2 units/acre. 288 units are proposed, up to 496 could be allowed.

B. For single family detached and townhome uses, the maximum density is 10 units/acre; the proposed density for this site is 5.6 units/acre. 225 units are proposed, up to 993 could be allowed.

h. Available utilities
Water and sewer are available through the Charles Town Utility Board (CTUB), and electric is available through FirstEnergy/Potomac Edison.

i. All existing sanitary sewer facilities and combined sewer facilities
Utility layout to be provided at Preliminary Plan stage. The plan set cover page acknowledged existence of CTUB service easements

j. Depict location or statement of proposed water and sewer supply and other utility improvements.
Utility layout to be provided at Preliminary Plan stage. The plan set cover page acknowledged existence of CTUB service easements and pipes.

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. Per Sheet 6, the average lot sizes are:

Single Family Detached Home: 6,000 sq. ft. lot size on a 60 x 100 ft. lot.

Townhome Villa-Style: 2,800 sq. ft. on a 28 x 100 ft. lot.

Townhome standard style: 2,000 sq. ft. on a 20 x 100 ft. lot.

m. Statement of total acreage of the tract being subdivided or developed, including the Net Buildable Land Area
Provided. 79 acres of land with 39.93 acres net buildable acres, spread over seven parcels.

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

**Approximate Acreages - Checklist Section 1332.04(E).2.n.		
Area / Use	**Square Feet**	**Acres**
Common Open Space	310,002	7.12
Multi-Family (Apartments)	453,322	10.41
Residential Lot Area (Townhouse)	443,418	10.18
Residential Lot Area (Single-Family Detached)	314,814	7.23
Commercial Lot Area (excludes propsed SWM)	217,816	5.00
Prospect Place Right-of-Ways (To be conveyed to City)	545,168	12.52
Stormwater Management Area	281,448	6.46
Sensitive Natural Areas (wetlands & floodplain)	0	0.00
Willow Springs Development (Per Annex)	629,878	14.46
Cherry Tree Residue - Not Part of Project	245,341	5.63
Total	3,441,207	79.00
Will vary with final engineering design.		

Applies to Prospect Place Property (NR zoned) **AND Willow Springs Retail (GC zoned)

o. The proposed number of dwelling units of each type in each in the total development
Provided: 174 townhomes, 51 single family detached, and 288 apartments.

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.
See Cover Sheet note E.2.Q. Sidewalks to be provided on both sides of streets in the single family detached and townhome areas. For the apartments, sidewalks are to be provided between the structures and their parking lots. For the Commercial lots, sidewalks to be set when the applicable site plan is filed. The plan set does show sidewalks on both sides of the road throughout the southern 'Prospect Place' portion, which includes the apartments.

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.
A minimum of three acres of active recreational space is required. Among the proffer requirements is language calling for commercial grade playground equipment and a shade sail location. The shade sail location is identified, and will have to be the area where the commercial grade playground equipment is installed.

The applicant states that will be provided at the intersection of Roads C and I, and that additional playground equipment will be provided in the open space near the cul-de-sac of road D.

A pool is required as part of the apartment community. The applicant states the pool will be located in the courtyard of one of the apartment structures.

s. The location of environmentally sensitive land to be included in common open space.
None are identified. No portion of the property is within a FEMA identified floodway.

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
None proposed. None required between existing and proposed residential uses. Will be required for the Commercial pad site.

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

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

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

The 2040 Comprehensive Plan calls for these parcels to be used for Mixed Use Commercial:

"*Provide for necessary commercial uses of a convenient nature within residential areas. These plans encourage the formation and continuance of stable, healthy, and compatible environments that are located to provide nearby residential areas with convenient shopping and service facilities, reduce traffic congestion, and avoid the development of strip malls.*" – page 74.

The proposed use mixture is in conformance with the Comprehensive Plan.

CONDITIONS OF ANNEXATION
The properties are subject to Conditions of Annexation approved by City Council on Dec 29, 2025. The following stipulations apply to the plan review process:

A. Overall Requirements
1. Up to 288 apartment units may be built Applicant proposes 288 such units.
2. Up to 225 single family detached and townhome units may be built. Applicant proposes 225 such units.
3. Up to three developable commercial lots of approximately six acres (but no less than five acres) are required along the frontage of U.S. Rte. 340. Applicant proposes two commercial lots with a total of five acres.

B. Planning and Zoning: Evaluation Criteria 1
1A. *Safety and Walkability*: The Petitioner will develop and integrated pedestrian sidewalk network on the site and where practical attempt to provide pedestrian connectivity to adjoining properties.

1*A. Entry level and/or age targeted housing: 10-12 acres will be committed to rental apartment units.*

Applicant has not specified exact acreage county for the apartments but will provide the maximum number of units permitted by the Conditions of Annexation

1A. *Infrastructure – Applicant must provide the necessary roads and storm water management facilities.*

Applicant agrees to provide such infrastructure.

1A. *Beautification – Developer shall include in the engineered plans the burial of all utility wires within the development parcels and include sufficient landscaping including the planting of tree where appropriate in the preserved open space. The Petitioner will provide street lighting.*

Detailed engineering plans are to be provided at the Preliminary Plan stage.

1A. Parks, Trails, Greenspace, and Recreation: Each development within the Property will provide for open space and recreation designed to conform to the requirements of the NR zoning classification of the City, as applicable. Within the Property, the Petitioner will use reasonable efforts to maximize the amount of open space on the property were practical. The Petition will look for reasonable opportunities to create useable recreational space and amenities that are compatible with the project uses.

The plan set has less open space than the concept plan submitted as part of the rezoning/annexation process. The applicant states that the concept plan was for discussion only, and that the provided plan set meets the NR open space requirements.

1D. Transportation Planning…Any site plan submissions or the Property shall include an internal road network that will connect to existing Cherry Tree Road and Willow Springs Drive and the Route 340/9 bypass….All new non-state roads shall be accepted by the City.

This has been provided.

C. Economic Growth – Evaluation Criteria 2

This section is about the annexation process for parcel 9.16, which requires approval of the Conditions of Annexation and approval of the Site Plan.

D. Affordable Housing – Evaluation Criteria 3

There may be developed up to 288 units of residential rental apartments. The apartment community shall offer a 10% Preferred Employer Rental Discount Program, with 50% off Amenity Fees and 100% of the application fee credited upon move-in.

The only mention of this is on sheet 4, where a portion of the Proffer agreement is provided.

E. Protection of Resources – Evaluation Criteria 4

With Petitioner's initial engineering plan submittal for the 57.8 acres Prospect Place portion of the development, the Petitioner will provide a new and second copy of the U.S. Army Corps of Engineers Jurisdictional Determination of the property.

The applicant's engineering firm has met with the Corps and will have a new Determination ready by time of Preliminary Plan submission.

F. Municipal Infrastructure – Evaluation Criteria 5

The Property will be served by CTIB for water and sewer services.

The applicant has amended their plan set to meet this requirement.

G. Fiscal Impact – Evaluation Criteria 6

1. *The development shall be subject to Neighborhood Residential zoning standards, with Neighborhood Commercial sues occupying the frontage along Route 340/9 bypass.*

   The zoning standards requirement is met. Uses to be determined at time of commercial pad plan submission.

2. *The total number of residential units may not exceed 225 units of single family attached and detached units, and 288 rental apartments.*

   This requirement is met. 225 townhomes and single family detached home, and 288 apartments are proposed.

3. *The Sketch Plan to be approved shall include approval of a retail/commercial redevelopment plan for the General Commercial Willow Spring Retail properties…The final engineering plan may be permitted in and constructed in multiple phases.*

   This requirement is met.

   …

8. The successful annexation of 31 Maple Drive into the City and zoned General Commercial.

   The applicant must submit an annexation agreement prior to the preliminary plan application being approved.

…

10. *Developer agrees to restrict all left turn movements from the intersection exiting the development onto northbound Rt 340/9.*

    To be determined at the Preliminary Plan review.

11. *Developer shall design the commercial/retail center site plan with appropriate street sections, access routes, and logistics to accommodate delivery truck and commercial traffic that will serve the commercial tenants. A commercial truck access and turning radius analysis shall be included in a traffic study as part of the Preliminary Plan submittal…*

    To be provided with the Preliminary Plan and Traffic Impact Study.

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.

There is some discrepancy between the plans used as a discussion point in the COA negotiations and the submitted sketch plan. Those discrepancies are:

1. **Unit type/count/location**: The discussion draft plans had 80 single family homes, 101 townhomes, and 240 apartments. The proposed sketch plan has 51 single family homes, 174 townhomes, and 288 apartments. Additionally, the discussion plans had all the single family homes in the center and western part of the residential development, while the revised plan has them in the western end and the southern end.

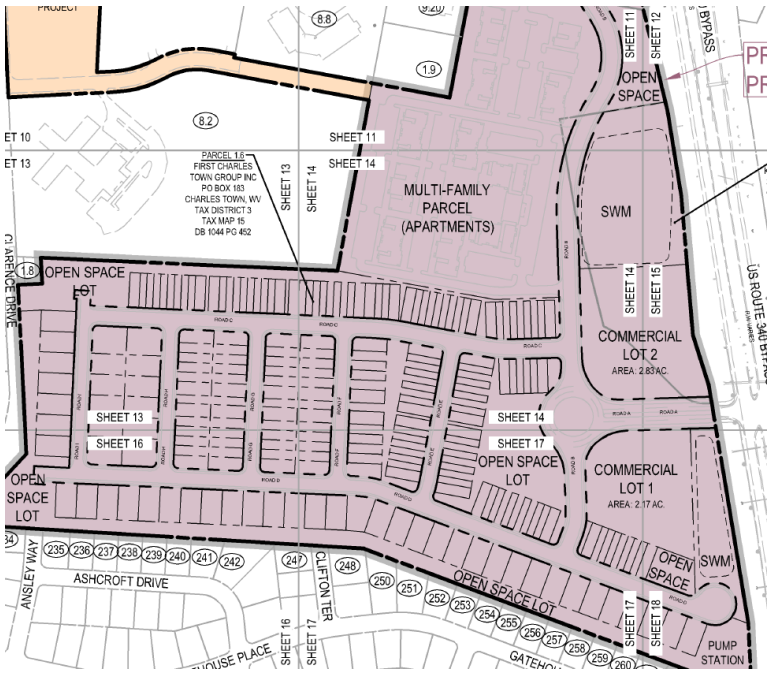
2. **Open Space**: the central open space adjacent to the roundabout has been cut in size, with more units around it. The discussion draft layout had 28 townhomes while the proposed ketch layout had 35 townhomes. See image below.

3. **Commercial Space**: The discussion plan set had six acres of commercial space on three sites, while the proposed sketch plan has five acres on two sites, with one site converted over entirely to stormwater management.

COA Discussion Layout



Sketch Plan Layout



The Planning Commission should vote to determine the application is complete. If deemed complete, a public hearing would be scheduled for the September 28, 2026 meeting.

The Planning Commission may vote to deem an application complete or incomplete.

MAJOR SUBDIVISION AND LAND DEVELOPMENT APPLICATION

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

1. SUBMISSION DATE July 17, 2026

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

3. FEES

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

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

4. SUBMITTAL PACKAGE

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

Received 8-4-2026 City of C.T.

Fee Schedule

1. BASE FEES

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

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

2. APPLICATION FEES

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

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

3. LEGAL NOTICE FEES

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

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

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

4. ADDITIONAL FEES

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

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

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

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

3. APPLICANT'S NAME* CSP Prospect I, LLC

Address: 59 Franklin Street, Annapolis MD 21401

Telephone Number (301) 758-4541

Email Address [redacted]

4. PROPERTY OWNER'S NAME First Charles Town Group, Inc. ; Carol F Kable Et

Address: P.O. Box 183 & P.O. Box 547 Charles Town, WV 25414 336 Rosemont Charles Town, WV 254

Telephone Number (304.) 725-9797

Email Address [redacted]

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

Property Address: Cherry Tree Drive & Willow Springs

Tax Map # and Parcel: Tax Maps 10 & 15, Parcels 1.6, 1.7, 9.2, 9.12, 9.13, 9.16, 9.22

Property Area in Square Feet or Acres: 79 Acres

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

6. FEE CALCULATION (Per Fee Schedule)

BASE: Sketch Plan = $300

APPLICATION: > 3 Residential Units = $500

288 Apartments = $14,400; 225 SFD/SFA = $11,2

Commercial/industrial = $700; Escrow = $2,000

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

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

MAILING TYPE: $25

LEGAL AD $25

SIGNAGE: $10

AMOUNT DUE: $ 31,210.00

7. DESCRIPTION OF PROJECT AND PROPOSED USE(S) OF THE PROPERTY:
Mixed Use Residential & Commercial Community, in accordance with the NR zoning c
requirements. Areas of Residential Use are proposed to be a mix of Single Family Att
Detached products, with an Apartment component. As anticipated by the Comprehens
the proposed roundabout and internal right-of-ways will connect to U.S. Route 340 - V
including extensions of and connections to Cherry Tree Drive and Willow Springs Driv

8. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:
Combination of vacant land and commercial uses

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

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
2025-13	Annexation for Prospect Place	Approved/Recorded	11/28/2025

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

☑ No

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

_____

_____

_____

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

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

APPLICANT CERTIFICATION

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

Signature of Applicant _____ Date 07/29/26

Signature of Property Owner (If different than Applicant) _____ Date 07/29/2026

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

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

Receipt No._____

Subdivision Administrator Approval/Denial:_____ Date:_____

Planning Commission Approval/Denial:_____ Date:_____

Comments/Conditions:_____

INTEGRITY
FEDERAL SERVICES

August 19, 2026

James Newman
City Planner
Zoning/Subdivision Administrator
City of Charles Town
101 E. Washington St.
Charles Town, WV 25414

Re: Project Name: Prospect Place – SLD2026-03
INTEGRITY Project: 2665-0205

Dear Mr. Newman:

The following is in response to your comments dated August 11, 2026:

Comment 1: Please provide a typical lot layout for each residential unit type.

Response: Typical lot layout details have been added for each unit type. See Sheet 6 of 18.

Comment 2: Please specify what the difference is, if any, between a townhome unit and a single-family 'villa' unit.

Response: These are both single-family attached products. The difference is the unit width and associated lot size. The Townhouse unit is proposed to be 20' wide, and the Villa unit is proposed to be 28' wide. See typical lot layout details found on Sheet 6 of 18.

Comment 3: Note E.2.h states that water and sewer service is available through the Charles Town Utility Board but E.2.j. states water will be provided by WV American Water. This property is within the CTUB service area and must be serviced by CTUB. This also contravenes the Conditions of Annexation, which require the use of CTUB for water and sewer.

Response: CTUB is the intended water provider. This has been updated.

Comment 4: The Conditions of Annexation state that the applicant will provide for open space and recreation in conformance with the Neighborhood Residential Zoning Requirements. 35 townhomes are shown around the common open space lot adjacent to the traffic circle but only 28 were shown on the concept plan. This has resulted in less open space on that parcel. The open space there may be further reduced by tree buffering or landscaping/physical barriers to ensure the space is safe for play.

Response: Any draft plans shared with city staff prior to the official submission on 8/4/2026 were preliminary in nature, and for discussion purpose only. The plan officially submitted on 8/4/2026 is to be the Concept Plan for the site.

The Neighborhood Residential (NR) Zoning Requirements for Open Space will be met for the site. The Table titled *"Neighborhood Residential Land Use Mix Requirements"* on Sheet 6 of 18 details the NR requirement vs provided acreages.

Comment 5: The locations of the required amenities of the COA (pool, playground equipment and shade sail) are not provided. Please show the general area for the pool and playground equipment; the City acknowledges the specific details may change as the preliminary plan is developed. Note E.2.r on the Cover Sheet mentions the requirement to provide such amenities, but the proposed locations need to be provided.

Response: The locations of the amenities have been labeled on the plan. See sheets 7-18 of 18. Amenities are not labeled on the Overall, sheet 6.

The pool is to be located in the courtyard of the large "U" shaped building at the center of the apartments. The pool is restricted to the apartment use only, in conformance with the COA.

The playground with shade sail will be provided in the northwest open space area at the intersection of Roads "C" and "I". Additional playground equipment will be located in the southeast open space area along Road "D", adjacent to Commercial Lot 1.

Comment 6: Please include the Conditions of Annexation on this and all future plan sets for this site.

Response: The Conditions of Annexation have been added to the Plan Set as Sheets 3-5 of 18. The following sheet numbers have been updated to reflect this addition.

Comment 7: Commercial Lot 5 appears to be just parking lots. Is there a reason the parking lot is on its own parcel rather than shared with a commercial use?

Response: The building in the southeast corner of Lot 5 was bisected by the lot 5/lot 6 boundary line. This has been revised to include the entire building and associated parking on Lot 5.

Comment 8: Under note E.2.l, the northern end of commercial development 'Willow Springs Commercial' is only shown for 'informational purposes.' However, the Conditions of Annexation, under 'Fiscal Impact – Evaluation Criteria 3' states that the Sketch Plan to be approved by the Planning Commission shall include approval of a retail/commercial redevelopment plan for General Commercial Willow Spring Retail properties located along Willow Springs Drive. Please amend the sketch plan to be approved for development purposes, rather than a general concept for information

only purposes. The sketch plan will guide the layout of development for the site as a whole.

Response: The note "shown for informational purposes" has been removed from E.2.I.

Comment 9: Utility easements are shown. Are there any utility pipes (water/sewer) currently on the site?

Response: Yes, water and sewer utilities are located within the identified easements.

Addendum Items – Notes for future plan submissions:

Comment A1: Please know that Parcel TD: 02 / Map: 10 / Pcl: 0009.0016 is located within Jefferson County and has not been annexed into the City's jurisdiction.

The Conditions of Annexation (signed Dec. 29, 2025) state that the applicant will submit an Annexation Application subject to:

A. Approval of the revised Conditions of Annexation (completed Dec. 29, 2025)
B. Approval of the site plan. (sketch plan is set to go to the Planning Commission at a later date)

The annexation documents will need to be submitted prior to Preliminary Plan.

Response: Acknowledged – An Annexation Application will be submitted prior to Preliminary Plan.

Comment A2: A new, 2nd copy of the U.S. Army Corps of Engineers Jurisdictional Determination for the property is required prior to submittal of the Preliminary Plan, per the 'Protection of Resources Evaluation Criteria #4.

Response: Acknowledged – An updated USACE Jurisdictional Determination will be submitted prior to Preliminary Plan.

Please feel free to contact me at 304-725-8456 or by email at bperry@ifs-ae.com if you should have any further questions.

Sincerely,

Integrity Federal Services, Inc. (INTEGRITY)



Brooke Perry
Planning Manager

g:\project\general\2665-0205 Prospect Place Subdivision\Admin\3-Correspondence\Sent\2026-08-XX City_2nd Submission\2026-08-14_comment response ltr.docx

GREENWAY ENGINEERING

151 Windy Hill Lane
Winchester, VA 22602

August 19, 2026

CSP Prospect I, LLC
59 Franklin Street
Annapolis, MD 21401

Attn: Peter Zadoretzky, Manager

Re: Prospect Place – Wetland Study Results

On March 20, 2026, a wetland delineation was performed on subject parcels identified by Jefferson County Tax Map Numbers 19-03-0015-0001-0007 and 19-03-0015-0001-0006, totaling approximately 63 acres. There were no regulated Waters of the United States (WOTUS) identified onsite. Federal confirmation of the delineation was requested through the U.S. Army Corps of Engineers (COE).

On June 15, 2026, Greenway Engineering met onsite with COE project manager Abigail Vipperman. Ms. Vipperman agreed with Greenway Engineering's delineation and confirmed the site lacked any federal or state regulated wetlands or streams.

A Jurisdictional Determination letter from the COE is currently being processed and will be issued as final confirmation of the delineation.

Please reach out with any questions. I am available at 540-662-4185 or aweir@greenwayeng.com.

Sincerely,
Greenway Engineering

Alexis A. Weir
Environmental Scientist

City of Charles Town

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

Resolution 2025-13

AN AMENDMENT TO THE CONDITIONS OF ANNEXATION FOR PROSPECT PLACE

WHEREAS, The City of Charles Town annexed property (71.361 acres) owned by Charles Town Limited Partnership, VI; First Charles Town Group, Inc.; Maria V. Weese and Richard W. Weese; Harry M. Kable and Carol F. Kable; and Larry R. Fritts, Sr. on February 20, 2007(collectively, the "Owners"); and

WHEREAS, The City of Charles Town and Charles Town Limited Partnership VI, First Charles Town Group, INC., Richard W. Weese and Maria V. Weese, Harry M. Kable and Carol F. Kable and Larry R. Fritts, Sr. negotiated Conditions of Annexation; and

WHEREAS, The Owners have entered into a Purchase and Sale Agreement with Conduit Street Partners, LLC (the "Developer"), for the undeveloped portions of Prospect Place.

Additionally, First Charles Town Group has also entered into a Purchase and Sale Agreement for the following additional adjacent parcels located within the City of Charles Town that, together with Prospect Place, will be the subject of a comprehensive site plan filing with the City of Charles Town, pending resolution of this Amendment to the Conditions of Annexation for Prospect Place.

The additional parcels, collectively referred to as "Willow Springs Retail Properties" include:

31 Maple Tree Drive (4.12 ac) (the subject of a proposed Annexation Agreement) Parcel 19-02-0010-009-0016

551 Willow Springs Drive (2.92 ac) Parcel 19-02-0015-0009-0013

"Maple Tree Drive" (.54 ac) Parcel 19-03-0015-0009-0012

"Willow Springs Drive" (6.88 ac) Parcel 19-03-0015-0009-0002

Comprising Approximately 14.46 acres.

The Developer has asked that the Conditions of Annexation be amended;

EXHIBIT 1

As Attachment to Resolution #2025-13

AMENDED AND RESTATED
CONDITIONS FOR ANNEXATION FOR PROSPECT PLACE

This annexation comprises the properties of Maria V. Weese, (Charles Town Magisterial District, Map IOA, Parcels 117, 118 and 1 19); Harry M. Kable and Carol F. Kable, husband and wife, and Larry R. Fritts, Sr. (Charles Town Magisterial District, Map 10, Parcel 1.7); Charles Town Limited Partnership VI, a West Virginia Limited Partnership (Charles Town Magisterial District, Map 10, Parcel 9.6); and First Charles Town Group, Inc., a West Virginia Corporation (Charles Town Magisterial District Map 10, Parcel 1.6), hereinafter referred to as "the Property" or "the Annexed Territory". The titled owners of the Property agree for themselves, their successors, grantees and assigns, to the following amended and restated conditions of annexation if the Property is annexed into and becomes a part of the Municipality of Charles Town, (the property has already been annexed into the City of Charles Town) hereinafter referred to as "the City" or as "Charles Town."

The purpose of this amended annexation agreement is to restore the zoning classification for the Property back to Neighborhood Residential, in place of the current General Commercial zoning classification that was the result of the 2008 amended annexation agreement dated November 17, 2008. In conformance with Table 1322.04 of the Zoning Ordinance of the City of Charles Town, WV, amended Sept 06, 2024, the Property will be developed into three separate and distinguishable areas of development:

a) An area of approximately 10-12 acres comprised of rental apartment housing units of up to 288 dwelling units maximum.

b) An area of approximately 35 acres comprised of a mix of single family attached and detached market rate residences, not to exceed 225 dwelling units.

c) Up to (3) developable commercial building lots comprising an area of approximately six (6), but no less than five (5), acres on the frontage of the Property along the Route 340/9 bypass shall contain non-residential Neighborhood Commercial uses and satisfy the 10% requirement of the Neighborhood Residential zone reserved for Neighborhood Commercial non-residential uses.

Impact statements pertaining to the City of Charles Town Annexation Policy Evaluation Criteria, and all proposed voluntary contributions, submitted as conditions of annexation, are as follows:

PLANNING & ZONNG COMPLIANCE - EVALUATION CRITERIA #1:
Evaluation Criteria IA — Comprehensive Plan

This annexation has been and remains consistent with the City of Charles Town Comprehensive Plan per the following:

Chapter 3 — Charles Town's Vision for the Future

- Commerce and Industry — At the time the property was re-zoned from Neighborhood Residential to General Commercial in 2008, WVDOH had approved a signalized

intersection at the entrance to the Property and the Route 340/9 bypass. Since that time, WVDOH has stated that they will no longer allow a signalized intersection for access, which is an essential requirement for any type of significant commercial use on the Property. As set forth above and as conceptually depicted on Exhibit _A_, attached, the Property will have Neighborhood Commercial non-residential uses along the Route 340/9 frontage of the Property, which will accommodate and be compatible with the adjacent residential development. The proposed residential apartment rental project referred to above will also generate Business and Occupation Taxes for the City on all the rental income collected.

- Safety and Walkability — Safety and walkability will be greatly enhanced by the Petitioner's plan to re-direct and extend Willow Springs Road through the development which will connect to the 340/Route 9 Bypass. The extended Willow Springs Drive will literally connect Prospect Place to the rest of the City of Charles Town and promote the interconnectivity goals outlined in the Master Plan. Additionally, the Petitioner will develop an integrated pedestrian sidewalk network on the site and where practical attempt to provide pedestrian connectivity to adjoining properties. The portions of the current Willow Springs Drive right of way that will no longer be in service once the new Willow Springs Drive extension is completed will be conveyed to First Charles Town Group, its successors and assigns, as part of the redevelopment plan for the Willow Springs commercial development.

- Entry level and/ or age targeted housing — As mentioned hereinabove, approximately 10-12 acres of the Property will be committed to rental apartment units. This type of naturally affordable housing is desperately needed to serve the existing and future residents who have been shut out of the for-sale residential market due to the onset of the most recent adverse national economic forces.

- Jobs — During development of the property and the construction of buildings and individual units, the development of the Property will provide jobs in the local construction trades and spur local positive economic impacts by the use and consumption of equipment, materials and related services. Upon completion of the projects, the Property's commercial component will provide long term employment opportunities.

- Infrastructure — The Petitioners are providing the infrastructure for the Property's development by building the necessary roads and storm water management facilities. Sewer and water service for the development of the Property will be from the City of Charles Town Utility Board.

- Beautification — Developer shall include in the engineered site plans the burial of all utility wires within the development parcels and include sufficient landscaping, including the planting of trees where appropriate in the preserved open spaces. If the development requires any off-site road extensions to be constructed, the Petitioner will, if required, provide street lighting for and along such road extensions in accordance with City requirements.

- Parks, Trails, Greenspace, and Recreation — Each development within the Property will provide for open space and recreation designed to conform to the requirements of the NR zoning classification of the City, as applicable. Within the Property, the Petitioner will use reasonable efforts to maximize the amount of open space on the property where practical. The Petitioner will look for reasonable opportunities to create usable recreational space and amenities that are compatible with project uses.

The Developer shall install at no cost to the City the following amenities:

1. Commercial grade playground equipment that serves the following age-groups (6-23 months, 2-5 years, 5-12 years). The playground shall meet ADA and ASTM compliance standards that feature ramps and transfer stations with accessible access to the playground area. Playground surfacing shall consist of ADA accessible engineered wood fiber, rubber mulch, or pour-in place rubber surfacing, with the goal of facilitating inclusive play opportunities. Developer shall provide a shaded area consisting of a shade sail or similar design, which shall be included as part of the amenity.
2. A recreational pool facility will be included as part of the apartment community and shall be designed, permitted and constructed within 2 years after the issuance of the initial building permits for the apartment project.
3. No less than 3 acres of useable land for active recreational space, and which the playground equipment may include the commercial grade playground noted above. The space may be separated into multiple parcels to achieve open, active play areas, trails, and other usable and active spaces.

Evaluation Criteria 1B — Urban Zoning

The zoning classification of Neighborhood Residential as requested with this amended annexation agreement, is appropriate, and will promote urban development on the Property, ensuring orderly future growth that is consistent with the Charles Town growth policy with the planned commercial component of the development satisfying the NC non-residential commercial use of the Neighborhood Residential zoning classification.

Evaluation Criteria I C — Contiguous Location

The Property satisfies the requirements of the West Virginia Code and is contiguous to the existing corporate limits on East Washington Street. This annexation would annex into the city beginning at East Washington Street those portions of WV Route 51, and Prospect Avenue (WV 340/9) between the Property and the existing corporate limits. *(The property is already annexed into the City)*

Evaluation Criteria ID — Transportation Planning

This annexation amendment is compatible with the City's efforts to coordinate land use and transportation planning and to avoid adverse traffic impacts on the community. To this end, the Petitioners agree to the following:

Any site plan submissions for the Property shall include an internal road network that will connect to existing Cherry Tree Road and Willow Springs Drive and the Route 340/9 bypass. The portions of the current Willow Springs Drive right of way that will no longer be in service once the new Willow Springs Drive extension is completed to the Route 340/9 bypass will be conveyed to First Charles Town Group, its successors and assigns, as part of the redevelopment plan for the Willow Springs commercial development.

All new non-state roads shall be accepted by the City to service the eventual users, residents and tenants of the road network.

The Developer will work with the applicable transit authority to provide appropriate bus stop designations within the development, if requested to do so by the applicable entity.

ECONOMIC GROWTH - EVALUATION CRITERIA

As a condition of the Amended and Restated Conditions of Annexation for Prospect Place, Developer agrees to submit for annexation to the City, subject to the City's approval and acceptance, the following parcel:

31 Maple Tree Drive (4.12 ac). Parcel 19-02-0010-009-0016

Annexation of 31 Maple Tree Drive is conditioned upon the

following:

1) **Approval and execution by the City of Charles Town of the Amended and Restated Conditions of Annexation for Prospect Place.**
2) **Approval of Petitioner's site plan consistent with the Amended and Restated Conditions of Annexation for Prospect Place, which site plan shall include the proposed redevelopment of the following Willow Springs Drive commercial parcels owned by First Charles Town Group and under a Purchase and Sale Agreement by Developer:**

    a. **31 Maple Tree Drive (4.12 acres)**
    b. **551 Willow Spring Drive (2.92 acres) and Maple Tree Drive (.54 acres)**
    c. **Willow Springs Drive (6.88 acres)**

AFFORDABLE HOUSNG - EVALUATION CRITERIA#3:

Within the Annexed Territory, as set forth hereinabove, there may be developed up to 288 units of residential rental apartment housing. The apartment community shall offer a 10% Preferred Employer Rental Discount Program for West Virginia public employees to include Jefferson County and Charles Town municipal employees, subsidiary public service workers to include local first responders and EMS personnel, employees of the Jefferson County Schools, and nurses and allied health professionals of the local hospital/emergency services community. Employees classified under this category, with proof of valid employment, shall also receive a 50% off Amenity Fees, and 100% of the application fee shall be credited upon move-in.

PROTECTION OF RESOURCES - EVALUATION CRITERIA#4:

All known environmental features, including, but not limited to, sinkholes, floodplain, wetland, natural waterways, natural drainage ways, and woodlands shall be identified on individual site plans. Any disturbance of environmental features shall be limited unless it is demonstrated that all city, county, state and federal regulations are complied with.

With the Petitioner's initial engineering plan submittal for the 57.8 acres Prospect Place portion of the development, the Petitioner will provide a new and second copy of the U.S. Army Corps of Engineers Jurisdictional Determination for the property as well as a statement as to the status and location of any other regulated environmentally sensitive areas on the property, if any, and how these, and any Jurisdictional Areas (if any) will be addressed by the proposed development of the project.

MUNICIPAL INFRASTRUCTURE AND SERVICES - EVALUATION CRITERIA

The Property will be served by the Charles Town Utility Board for water and sewer services.

FISCAL IMACT - EVALUATION CRITERIA

This annexation amendment will provide a positive fiscal impact from the residences that will locate within the Annexed Area through substantial increased Business and Occupation tax collections. This will include the commercial development as well as the residential rental development of the project.

The following new terms and conditions shall also apply to the development of Prospect Place:

1. The development shall be subject to the City's current Neighborhood Residential zoning standards, with the Neighborhood Commercial uses occupying the area along the frontage of the Route 340/9 bypass.
2. The total number of residential units proposed for the site may not exceed 225 units of single family attached and detached residential units; and not to exceed 288 rental residential rental apartment units.
3. The Sketch Plan to be approved by the Planning Commission shall include approval of a retail/commercial redevelopment plan for the General Commercial Willow Spring Retail properties located along Willow Springs Drive (the "Willow Springs Retail Development"). The approved final engineering plans may be permitted and constructed in multiple phases at the discretion of the Developer.
4. In support of the effort to secure the construction of the Willow Springs Retail Properties, the City shall restrict issuance of building and/or grading permits for any of the existing buildings, including any proposed additions or new construction, occurring within the boundary of the Willow Springs Retail Properties, unless in conformance with the Sketch Plan as approved and/or amended by the Planning Commission and/or City Council.
5. The properties for non-residential development shall follow the designs of the sketch plan, subject to change by the Planning Commission.
6. At commencement of any portion of construction of the Prospect Place site plan, Developer shall 1) show evidence to the City of a contract with a retail broker for the Willow Spring Retail Properties portion of the site plan, and
   2) Developer shall erect a prominent leasing sign along the Willow Springs Retail Properties frontage along Washington Street or the Route 9/340 bypass
7. The Developer shall construct the Willow Springs Drive extension from the Route 340/9 bypass entrance at Prospect Place, to the existing Willow Springs Drive, including a connection to Cherry Tree Road, coincident with the construction of the residential development and the multifamily apartment development; ,
8. The successful annexation of 31 Maple Tree Drive into the City of Charles Town and zoned General Commercial (GC) as described herein,
9. A voluntary financial proffer, payable at issuance of building permits, of $2,722. for every residential single family and/or townhome unit, and $925 for every multifamily rental apartment unit, that may be used by the City to fund any of its future capital needs, and
10. Developer agrees to restrict all left turn movements from the intersection exiting the development onto northbound Rt 340/9.
11. Developer shall design the commercial/retail center site plan with appropriate street sections, access routes, and logistics to accommodate delivery truck and commercial traffic that will serve the commercial tenants. A commercial truck access and turning radius analysis shall be included in a traffic study as part of the Preliminary Plan submittal that supports the roadway design for the commercial components.

12. The apartment community shall offer a 10% Preferred Employer Rental Discount Program for West Virginia Public Employees and municipal employees and hospital/ emergency services workers as noted above in the Affordable Housing Criteria #3.

These Amended Conditions of Annexation are expressly contingent upon the successful annexation of 31 Maple Tree Drive (Parcel 19-02-0010-009-0016) into the municipal limits of Charles Town. In the event that the Charles Town City Council does not vote to approve the Maple Tree Drive petition for annexation, the terms and conditions of this amended agreement shall remain in effect and continue to be valid. Furthermore, to retain the validity of these amended conditions, the Developer commits to actively participate in, and support the legal defense of, the annexation petition in the event that the Jefferson County Commission fails to grant approval of the Maple Tree Drive annexation request.

All of the above voluntary contributions offered in this document as amended and restated conditions of this annexation shall be binding to all of the above-described property that is annexed into the City of Charles Town. The property owners shall ensure that these restrictions are conveyed with the property to all future assigns and/or transferees of all or any party of the subject property, excluding land given to the City of Charles Town, West Virginia Department of Transportation, or other local, state or federal government entity. These amended and restated conditions of annexation shall be fully enforceable.

END OF AGREEMENT

SIGNATURE PAGE FOLLOWS

DATED this 29 day of December, 2025

CHARLES TOWN CITY COUNCIL

By: _____
Michael George
Its: Mayor

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON

The foregoing instrument was acknowledged before me this 29 day of December, 2025, by Michael George, Mayor of the City of Charles Town, West Virginia.

My Commission Expires: June 12, 2030

Carolyn M Vezzosi
Notary Public
Printed Name: Carolyn M. Vezzosi

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Carolyn M. Vezzosi
City of Charles Town
101 E. Washington St
Charles Town, WV 25414
My Commission Expires June 12, 2030

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Carolyn M. Vezzosi
City of Charles Town
101 E. Washington St
Charles Town, WV 25414
My Commission Expires June 12, 2030

OWNERS

By: Maria V. Weese
Maria V. Weese

By: Harry M. Kable
Harry M. Kable

By: Carol F. Kable
Carol F. Kable

By: Maria V. Weese
Charles Town Limited Partnership VI
Its: General Partner

By: Robert Adelman
First Charles Town Group, Inc
Its: PRESIDENT

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON

The foregoing instrument was acknowledged before me this 22nd day of December, 2025, by the above named Owners, each acting in their respective capacities.

My Commission Expires: March 1, 2026

Autumn R Smith
Notary Public
Printed Name: Autumn Renee Smith

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
AUTUMN RENEE SMITH
230 Chessie Lane Harpers Ferry, WV25425
My Commission Expires March 1, 2026

DATED this 28th day of November, 2025

OWNER

By: Larry R Fritts Sr
Larry R. Fritts, Sr.

STATE OF FLORIDA

COUNTY OF MANATEE

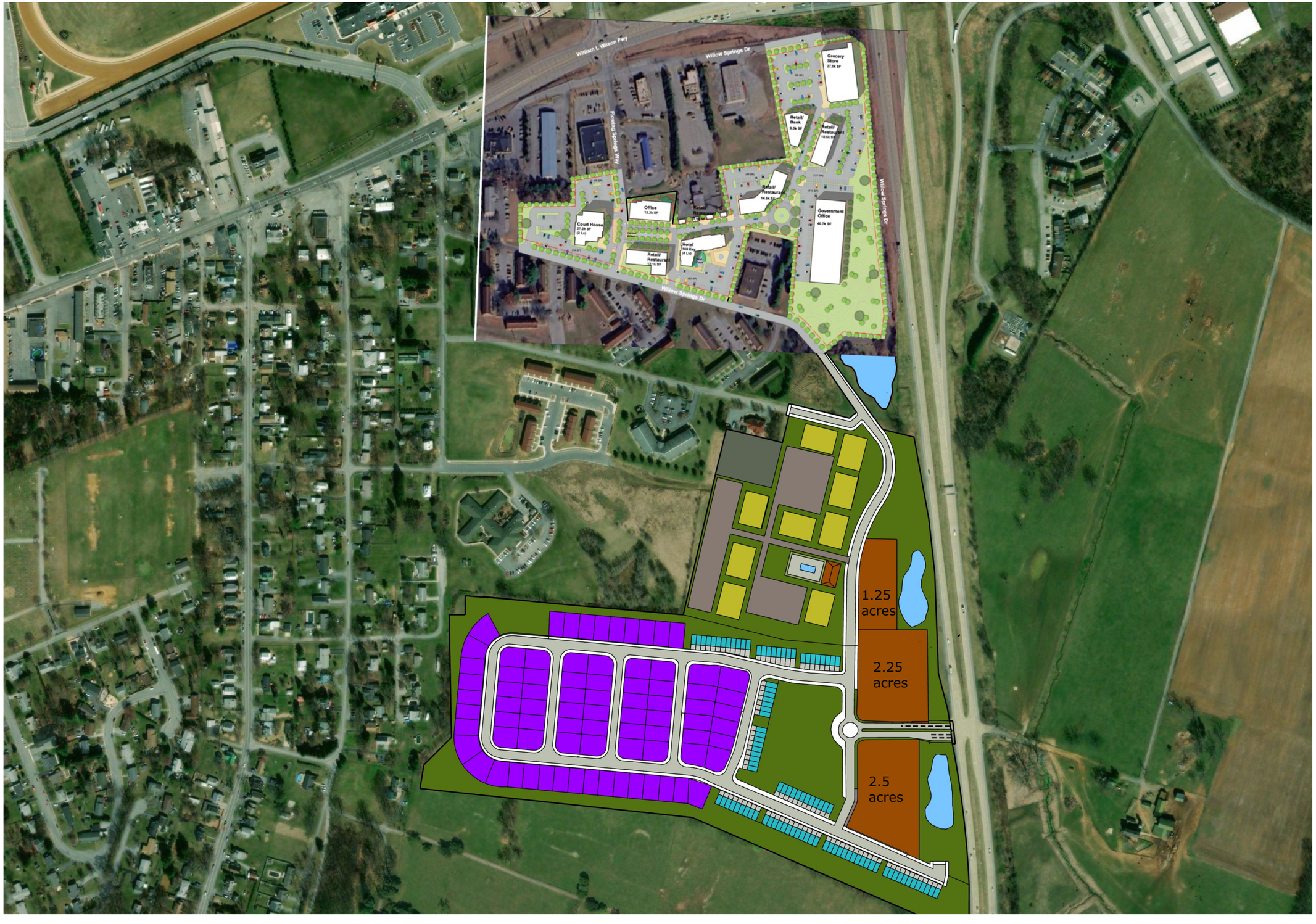
The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization this 28th day of November, 2025, by Larry R. Fritts, Sr., who is personally known to me or produced WVDL:0954977 as identification.

My Commission Expires: October 19, 2029

Caitlin Lipke
Notary Public, State of Florida
Printed Name: Caitlin Lipke

NOTARY PUBLIC STATE OF FLORIDA
CAITLIN LIPKE
Commission # HH 732895
Expires October 19, 2029

EXHIBIT A



PROPOSED DENSITY

WILLOW SPRINGS:
- -75,000 SF RETAIL
- -12,000 SF OFFICE
- -27,200 SF TBD
- -40,700 GOVT OFFICE
- -100 KEY HOTEL

PROSPECT PLACE
- -1.25 acre NC LOT
- -2.25 acre NC LOT
- -2.50 acre NC LOT

240 RENTAL APARTMENTS
101 TOWNHOMES
80 SINGLE FAMILY HOMES

PROSPECT PLACE / WILLOW SPRINGS RETAIL

SKETCH PLAN FOR
PROSPECT PLACE
CITY OF CHARLES TOWN, WV
TAX MAPS 10 & 15
PARCELS 1.6, 1.7, 9.2, 9.12, 9.13, 9.16, 9.22

D.B./PG.1044/452, 801/449, 953/563, 929/313, 867/66, 948/260 & P.B./PG. 15/25

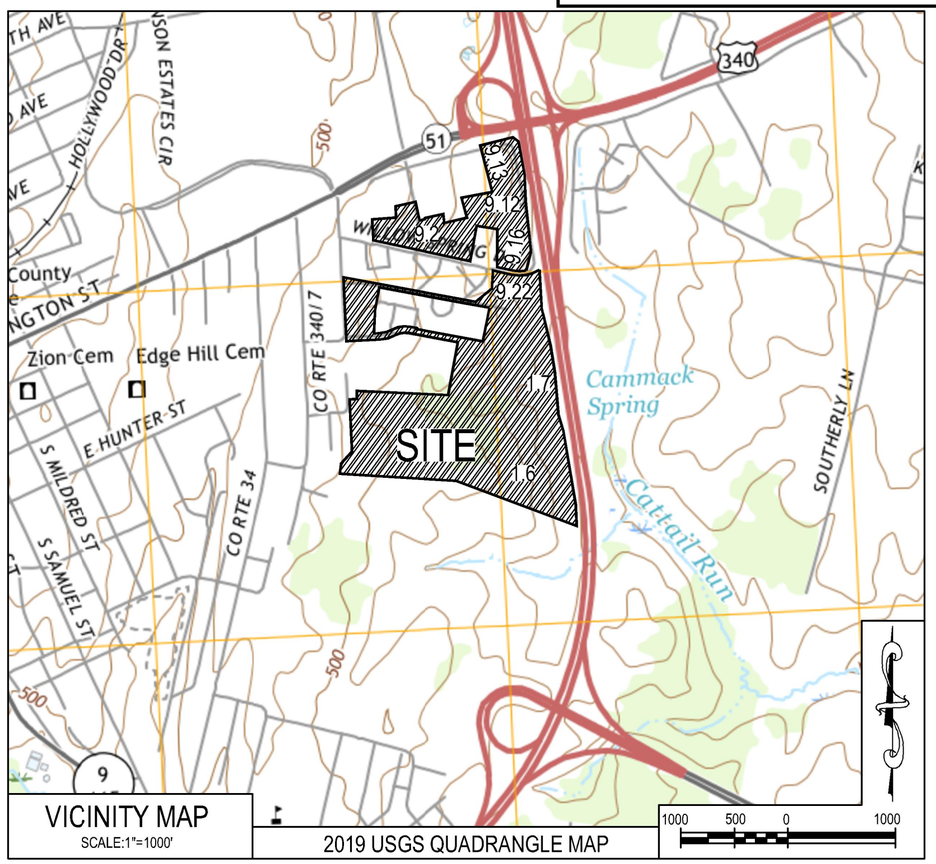
OWNER #1 (PARCEL 1.6, 9.2, 9.12, 9.13, 9.16, 9.22)
FIRST CHARLES TOWN GROUP, INC.
P.O. BOX 183 & 547
CHARLES TOWN, WV 25414

OWNER #2 (PARCEL 1.7)
CAROL F KABLE ET AL
336 ROSEMONT WAY
CHARLES TOWN, WV 25414

APPLICANT
CSP PROSPECT I, LLC
59 FRANKLIN STREET
ANNAPOLIS, MD 21401

SHEET INDEX

1. COVER SHEET AND NOTES
2. OVERALL EXISTING PARCEL MAP
3-5. CONDITIONS OF ANNEXATION
6. OVERALL SKETCH PLAN
7-18. CONCEPTUAL PLAN



VICINITY MAP
SCALE:1"=1000'

2019 USGS QUADRANGLE MAP

SKETCH PLAN CHECKLIST NOTES PER SECTION 1332.04, SKETCH PLAN REQUIREMENTS

E.2.a. Existing conditions obtained from aerial imagery, GIS data, and boundary and topographic surveys for parcels 1.6, 1.7, and 9.22. Perimeter boundary information shown hereon is based on record survey data and GIS data from various sources.

E.2.b. See Sheets 6-18 for arrangement of land uses. Proposed land uses include single-family detached, single family attached, multi-family, commercial, parks/open space and associated improvements.

E.2.c. See this sheet for a Vicinity Map. Map is 2019 USGS Quadrangle Map.

E.2.d. The Project is comprised of principally two development phases/parts. The first phase/part is the Prospect Place (NR zoned) acreage , comprised principally of residential uses and some highway-oriented Neighborhood Commercial (NC) uses. The second phase/part is the Willow Springs Retail Properties (GC zoned) which will be predominately retail and commercial uses per the GC district.

E.2.e. See title block for date, creator of plan and address. See this Sheet for Owner / Applicant information.

E.2.f. The Prospect Place parcels are zoned, Neighborhood Residential (NR) and consists of 64.54 acres, more or less. The Willow Springs Retail parcels are zoned General Commercial (GC) and consist of 14.46 acres, more or less for a total of 79.00 acres, more or less. The total project area for Prospect Place is proposed to be 58.91 acres, more or less which excludes the "Cherry Tree Residue". See Sheet 6.

E.2.g. See Net Buildable Land Area Calculation Table on Sheet 6 for maximum and proposed densities based on the net buildable land area.

E.2.h. Public water and sanitary sewer service is available through the Charles Town Utility Board (CTUB). Electric service is available from Potomac Edison.

E.2.i. The Prospect Place phase will be served by a pump station located in the SE corner of the property and from there connect by force main to existing CTUB gravity sanitary main. The Willow Springs Retail Properties phase shall be serviced by existing CTUB sewer infrastructure.

E.2.j. Prospect Place (NR) will be serviced by new public water and sewer utilities constructed on site. Prospect Place sewer will be gravity to a proposed new pump station located in the southeastern area of the property and then pumped to an existing CTUB gravity main. Prospect Place new water service is proposed to be provided by a connection to CTUB. All Prospect Place new water and sewer shall be located in road rights-of-way or utility easements as will be determined at the final development planning phase. Public water and sewer presently exists for the Willow Springs Retail portion as existing public water and sewer, servicing existing uses. The existing utilities will be repurposed for new uses, as appropriate.

E.2.k. Private Prospect Place HOA documents for the residential portion and POA documents for the retail/commercial portion of the project shall be prepared and recorded at time of plat recordation. Presently certain conditions for uses including but not limited to use types, use densities, proffers and fees, among other things, is outlined in Charles Town Resolution 2025 -13 Amendment to the Conditions of Annexation for Prospect Place. This document is referenced to on Sheets 3-5 as the "COA".

E.2.l. See Sheets 6 – 18 for Willow Springs Retail Properties and Prospect Place lot layouts. Building types, sizes and heights shall be defined in a later development plan entitlement phase for Willow Springs Properties. Parking for the Willow Springs Retail properties shall be provided on predominantly surface parking lots associated with the commercial or retail use and shall be no less than code or more based on the TBD specific uses. Prospect Place residential and commercial lots shall generally consist of the following:
- 288 garden style apartment units generally provided in 3 story (but not to exceed 4 story) walk up build ings.
- 114 townhouse units are proposed as part of this application.
  - Average lots are 20'x100' and are 2,000 sf.
  - Townhomes may be up to 3-stories with an approximate height not to exceed 35'.
- 60 single family attached "villa" units are proposed as part of this application
  - Average lots are 28'x100' and are 2,800 sf.
  - Townhomes may be up to 3-stories with an approximate height not to exceed 35'.
- 51 single-family detached units are proposed as part of this application.
  - Average lots are 60'x100' and are 6,000 sf.
  - Single-family homes may be up to 3-stories with an approximate height not to exceed 35'.
- 2 commercial/retail lots consisting of 5 acres total are proposed as part of this application. This satisfies the 10% commercial requirement for NC zone uses within the NR zoning district for Prospect Place, per the amended COA's. Parking for the 2 commercial/retail lots will be provided on surface parking lots with the number of parking spaces determined at final site plan. The proposed stormwater management areas shown on the Prospect Place property are not included in the 5 acres of commercial land area for NC zone uses.
- Parking for residential units will be provided on-lot and offsite through on-street parking. Commercial parking will be determined at site plan for the specific commercial lots and future uses.

E.2.m. The total acreage of the tracts being subdivided is 55.78± acres for parcel 1.6, 5.00± acres for parcel 1.7, 3.76± acres for parcel 9.22, 6.88± acres for parcel 9.2, 0.54± acres for parcel 9.12, 2.92± acres for parcel 9.13, 4.12± acres for parcel 9.16, for a total of 79.00+/- acres..
- The Prospect Place developments Net Build Land Area is 39.93+/- acres.

E.2.n. See Approximate Acreages Table on Sheet 6.

E.2.o. Residential units are only proposed for the Prospect Place property and will generally consist of 174 single family attached units (114 - 20' Townhomes and 60 - 28" attached villas), 51 single family detached units and 288 garden apartment units. Mix and type of units are subject to change at final site plan but in no case shall the unit mix or maximum allowable of unit types exceed the approved units and mix type established in Charles Town Resolution 2025 -13 Amendment to the Conditions of Annexation for Prospect Place, which allows for 288 apartments and 225 single family attached and detached units.

E.2.p. Locations of proposed and existing roads to be incorporated in the Willow Springs Retail Properties portion and the Prospect Place portion are shown on Sheets 6 -18. In addition, the Prospect Place property shall acquire approval for a non-signalized entrance off of and onto existing Route 340/9 which connection is in accordance with the Charles Town Comprehensive Plan.

E.2.q. Sidewalks for the Prospect Place property shall be provided on both sides of the streets in the areas of the townhomes and the single family detached homes. Sidewalks will be provided along the fronts of the garden apartments between the buildings and their associated surface parking lots. For Willow Springs Retail Properties, sidewalks will be provided along each lot's public street frontage and on-property as may be required by each individual use which shall be determined at final site plan.

E.2.r. The development will provide passive open space throughout the property. See Approximate Acreages Table on Sheet 6 for additional information. Additionally and in accordance with the requirements of Charles Town Resolution 2025 -13 Amendment to the Conditions of Annexation for Prospect Place, commercial grade playground equipment, playground surfaces, including shaded areas will be included as part of the Prospect Place improvements. Also, a pool facility shall be constructed within 2 years after the issuance of the first building permit(s) for the apartment building.

E.2.s. There are no environmental sensitive areas within the Common Open Space.

E.2.t. No Modifications, Waivers, Variances, Special Exceptions and/or Conditional Uses have been requested.

E.2.u. No buffers are required/proposed within the residential development. Buffers will be provided on the commercial properties to buffer between the commercial and residential uses in the NR zoning district.

E.2.v. All parking tabulations for Willow Springs Retail Properties and the two (2) Prospect Place commercial/retail lots shall be determined at final plan when uses for same have been specifically determine but in no case shall they be less that as required by Code.

E.2.w. This development will not include any bonus factors.

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1. 08/11/2026 - ADDRESSING CITY OF CHARLES TOWN COMMENTS

COVER SHEET AND NOTES

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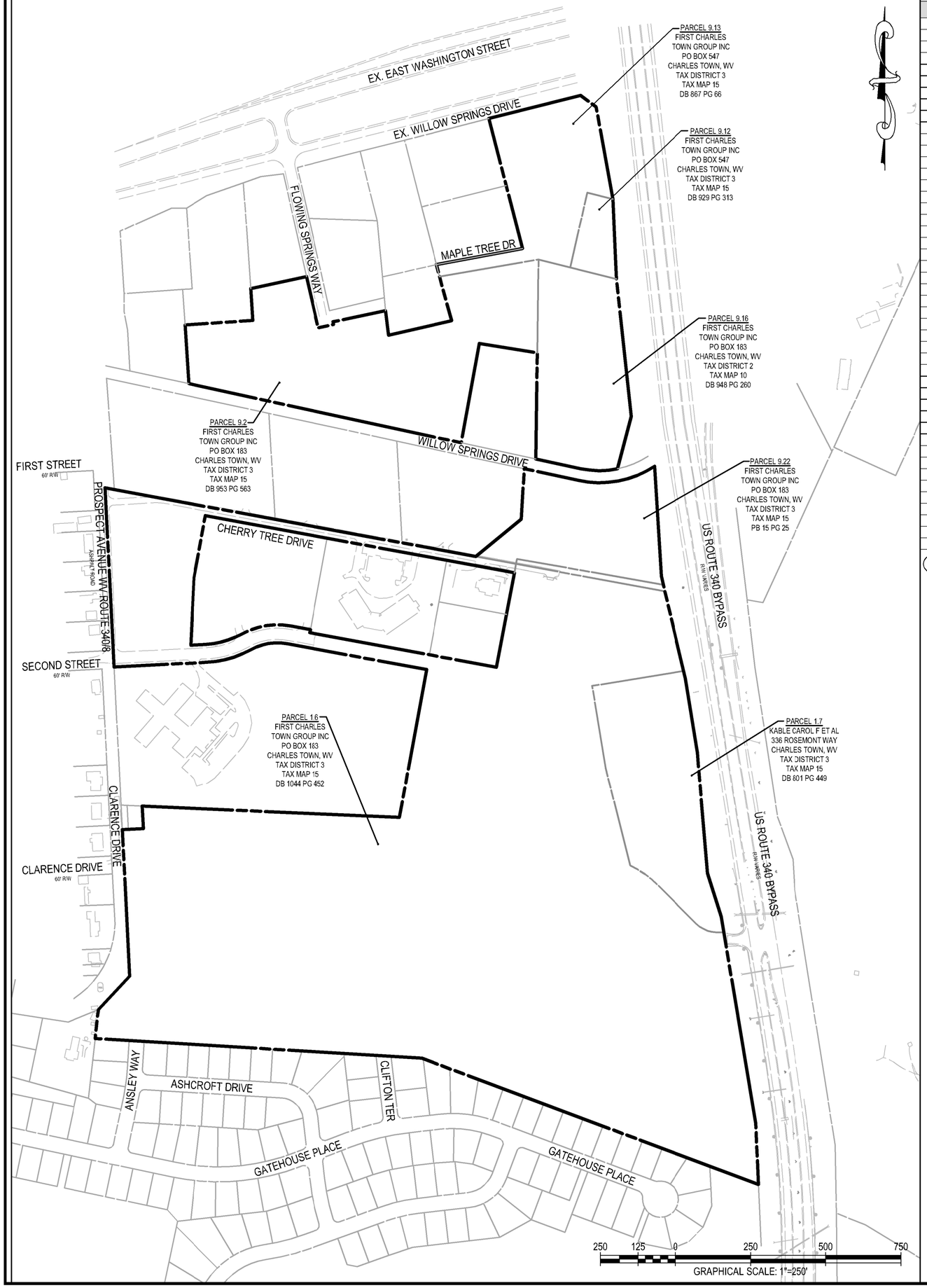
CT FILE # SLD2026-03

SCALE:	HORIZ.: AS NOTED VERT.: N/A
DATE:	JULY, 2026
JOB:	2665-0205
DRAWN: BJS	CHECK: JPG
CADD: SKETCH PLAN.DWG	
NCS: N/A	
SHEET:	1 OF 18



ADJACENT PROPERTY OWNER INFORMATION

Parcel	Owner Name	Owner Address	District	Tax Map	Zoning District
1.8	CITY OF CHARLES TOWN	832 S GEORGE STREET, CHARLES TOWN WV 25414	3	15	GENERAL COMMERCIAL
1.9	TRI-STATE INVESTMENT PROPERTIES LLC	PO BOX 1, KEARNEYSVILLE, VA 25430	3	15	JEFFERSON COUNTY
8.2	SHENANDOAH RE LLC	551 5TH AVE RM 2500, NEW YORK, NY 10176	2	10	JEFFERSON COUNTY
8.5	JAMISON FLOYD R & JOYCE G	91 DEVONSHIRE DRIVE, CHARLES TOWN, WV 25414	3	15	RESIDENTIAL LOW DENSITY
8.8	CHARLES TOWN LIMITED PARTNERSHIP V	PO BOX 547, CHARLES TOWN, WV 25414	2	10	JEFFERSON COUNTY
9.4	CHARLES TOWN REAL ESTATE LLC	1116 MUSKET LN, MECHANICSBURG, PA 17050	2	10	JEFFERSON COUNTY
9.5	KARMA 4U HOSPITALITY GROUP INC	7503 RED HILL DRIVE, SPRINGFIELD, VA 22153	2	10	JEFFERSON COUNTY
9.6	CHARLES TOWN LIMITED PARTNERSHIP VI	PO BOX 547, CHARLES TOWN, WV 25414	3	15	NEIGHBORHOOD RESIDENTIAL
9.8	CHARLES TOWN LTD	PO BOX 547, CHARLES TOWN, WV 25414	2	10	JEFFERSON COUNTY
9.9	CHARLES TOWN LTD II	PO BOX 547, CHARLES TOWN, WV 25414	2	10	JEFFERSON COUNTY
9.14	CHARLES TOWN LTD III	PO BOX 547, CHARLES TOWN, WV 25414	2	10	JEFFERSON COUNTY
9.15	TRI-STATE INVESTMENT PROPERTIES LLC	PO BOX 1, KEARNEYSVILLE, VA 25430	2	10	JEFFERSON COUNTY
9.17	40 FLOWING SPRINGS REALTY LLC	PO BOX 1159, DEERFIELD, IL 60015	3	15	GENERAL COMMERCIAL
9.18	MCTAWS LIMITED PARTNERSHIP	11949 ROBINWOOD DRIVE, HAGERSTOWN, MD 21741	2	10	JEFFERSON COUNTY
9.19	FIRST CHARLES TOWN GROUP INC	PO BOX 183, CHARLES TOWN, WV 25414	2	10	JEFFERSON COUNTY
9.20	TRI-STATE INVESTMENT PROPERTIES LLC	PO BOX 1, KEARNEYSVILLE, VA 25430	2	10	JEFFERSON COUNTY
9.23	AIKENS INVESTMENTS LTD PTN	PO BOX 2468, WINCHESTER, VA 22604	2	10	GENERAL COMMERCIAL
9.24	STORE MASTER FUNDING XIV LLC	PO BOX 4069, MARYVILLE, TN 37802	2	10	JEFFERSON COUNTY
9.25	FIRST CHARLES TOWN GROUP INC	PO BOX 183, CHARLES TOWN, WV 25414	2	10	JEFFERSON COUNTY
9.26	FIRST CHARLES TOWN GROUP INC	PO BOX 183, CHARLES TOWN, WV 25414	3	15	GENERAL COMMERCIAL
9.27	FIRST CHARLES TOWN GROUP INC	PO BOX 183, CHARLES TOWN, WV 25414	3	15	GENERAL COMMERCIAL
234	AYRES TRAVIS A	71 ANSLEY WAY, CHARLES TOWN WV 25414 1053	2	10F	JEFFERSON COUNTY
235	WALKER DUSTIN W	11 ASHCROFT DR, CHARLES TOWN WV 25414 1048	2	10F	JEFFERSON COUNTY
236	BLOCH ROCHELLE E	23 ASHCROFT DR, CHARLES TOWN WV 25414 1048	2	10F	JEFFERSON COUNTY
237	TRUJILLO BRYAN L & LESNY B	37 ASHCROFT DR, CHARLES TOWN WV 25414 1048	2	10F	JEFFERSON COUNTY
238	ADZAHA GEORGE Y &	51 ASHCROFT DR, CHARLES TOWN WV 25414 1048	2	10F	JEFFERSON COUNTY
239	STOLECKI JEREMY M & MICHELLE KHAU	65 ASHCROFT DR, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
240	RHODES HARRY B	79 ASHCROFT DR, CHARLES TOWN WV 25414 1048	2	10F	JEFFERSON COUNTY
241	ABELL CHARLES M JR & HYE YOUNG CHANG	91 ASHCROFT DR, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
242	GAZMEN PRINZ J T & KRIZTINE S	101 ASHCROFT DR, CHARLES TOWN WV 25414 1046	2	10F	JEFFERSON COUNTY
247	LU XIANG	39 CLIFTON TER, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
248	SIMMERS LAUREN R	34 CLIFTON TER, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
250	TUBBS NANCY J	293 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
251	LU XIANG	39 CLIFTON TER, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
252	CACERES ELVER S	319 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
253	NGUYEN SI V & TRANG L	331 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
254	MORANO LISA A	345 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
255	BRYANT DAVID C	359 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
256	THOMAS SAMUEL D	THOMAS SAMUEL D	2	10F	JEFFERSON COUNTY
257	MOREY PETER C & ROWAN S	385 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
258	FORMOSA BREANNA C	397 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
259	MARSOF REAL STATES LLC	618 SAVILE ROW TER, PURCELLVILLE, VA 20132	2	10F	JEFFERSON COUNTY
260	ZAMORA FERNANDO A & SHANNON A WISNIEWSKI	423 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
261	WARREN JAKOB T & BREANNA J	439 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
262	PANIAGUA PACHECO RANULFO A & CAROLINA A D	445 GATEHOUSE PL, CHARLES TOWN, WV 25414	2	10F	JEFFERSON COUNTY
OPS1	D R HORTON INC	137 MITCHELLS CHANCE RD STE 300, EDGEWATER, MD 21037	2	10F	JEFFERSON COUNTY

(1) — ADJACENT PROPERTY OWER PARCEL/REFERENCE NUMBER

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REVISIONS

1. 08/11/2026 - ADDRESSING CITY OF CHARLES TOWN COMMENTS

OVERALL EXISTING PARCEL MAP

PROSPECT PLACE SKETCH PLAN

CITY OF CHARLES TOWN, WEST VIRGINIA
TAX MAPS 10 & 15, PARCELS 1.6, 1.7, 9.2, 9.12, 9.13, 9.16, & 9.22
D.B./PG. 1044/452, 801/449, 953/563, 929/313, 867/66, 948/260 & P.B./PG. 15/25

CT FILE # SLD2026-03

SCALE:	HORIZ.: 1" = 250' VERT.: N/A
DATE:	JULY, 2026
JOB:	2665-0205
DRAWN: BJS	CHECK: JPG
CADD: SKETCH PLAN.DWG	
NCS: N/A	
SHEET:	2 OF 15

City of Charles Town

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

Resolution 2025-13

AN AMENDMENT TO THE CONDITIONS OF ANNEXATION FOR PROSPECT PLACE

WHEREAS, The City of Charles Town annexed property (71.361 acres) owned by Charles Town Limited Partnership, VI; First Charles Town Group, Inc.;
Maria V. Weese and Richard W. Weese; Harry M. Kable and Carol F. Kable; and Larry R. Fritts, Sr. on February 20, 2007(collectively, the "Owners"); and

WHEREAS, The City of Charles Town and Charles Town Limited Partnership VI, First Charles Town Group, INC., Richard W. Weese and Maria V. Weese, Harry M. Kable and Carol F. Kable and Larry R. Fritts, Sr. negotiated Conditions of Annexation; and

WHEREAS, The Owners have entered into a Purchase and Sale Agreement with Conduit Street Partners, LLC (the "Developer"), for the undeveloped portions of Prospect Place.

Additionally, First Charles Town Group has also entered into a Purchase and Sale Agreement for the following additional adjacent parcels located within the City of Charles Town that, together with Prospect Place, will be the subject of a comprehensive site plan filing with the City of Charles Town, pending resolution of this Amendment to the Conditions of Annexation for Prospect Place.
The additional parcels, collectively referred to as "Willow Springs Retail Properties" include:

31 Maple Tree Drive (4.12 ac) (the subject of a proposed Annexation Agreement) Parcel 19-02-0010-009-0016

551 Willow Springs Drive (2.92 ac)
Parcel 19-02-0015-0009-0013

"Maple Tree Drive" (.54 ac)
Parcel 19-03-0015-0009-0012

"Willow Springs Drive" (6.88 ac) Parcel 19-03-0015-0009-0002

Comprising Approximately 14.46 acres.

The Developer has asked that the Conditions of Annexation be amended;

EXHIBIT 1

As Attachment to Resolution #2025-13

AMENDED AND RESTATED
CONDITIONS FOR ANNEXATION FOR PROSPECT PLACE

This annexation comprises the properties of Maria V. Weese, (Charles Town Magisterial District, Map IOA, Parcels 117, 118 and 1 19); Harry M. Kable and Carol F. Kable, husband and wife, and Larry R. Fritts, Sr. (Charles Town Magisterial District, Map 10, Parcel 1.7); Charles Town Limited Partnership VI, a West Virginia Limited Partnership (Charles Town Magisterial District, Map 10, Parcel 9.6); and First Charles Town Group, Inc., a West Virginia Corporation (Charles Town Magisterial District Map 10, Parcel 1.6), hereinafter referred to as "the Property" or "the Annexed Territory". The titled owners of the Property agree for themselves, their successors, grantees and assigns, to the following amended and restated conditions of annexation if the Property is annexed into and becomes a part of the Municipality of Charles Town, (the property has already been annexed into the City of Charles Town) hereinafter referred to as "the City" or as "Charles Town."

The purpose of this amended annexation agreement is to restore the zoning classification for the Property back to Neighborhood Residential, in place of the current General Commercial zoning classification that was the result of the 2008 amended annexation agreement dated November 17, 2008. In conformance with Table 1322.04 of the Zoning Ordinance of the City of Charles Town, WV, amended Sept 06, 2024, the Property will be developed into three separate and distinguishable areas of development:

a) An area of approximately 10-12 acres comprised of rental apartment housing units of up to 288 dwelling units maximum.

b) An area of approximately 35 acres comprised of a mix of single family attached and detached market rate residences, not to exceed 225 dwelling units.

c) Up to (3) developable commercial building lots comprising an area of approximately six (6), but no less than five (5), acres on the frontage of the Property along the Route 340/9 bypass shall contain non-residential Neighborhood Commercial uses and satisfy the 10% requirement of the Neighborhood Residential zone reserved for Neighborhood Commercial non-residential uses.

Impact statements pertaining to the City of Charles Town Annexation Policy Evaluation Criteria, and all proposed voluntary contributions, submitted as conditions of annexation, are as follows:

PLANNING & ZONNG COMPLIANCE - EVALUATION CRITERIA #1:
Evaluation Criteria 1A — Comprehensive Plan

This annexation has been and remains consistent with the City of Charles Town Comprehensive Plan per the following:

Chapter 3 — Charles Town's Vision for the Future

- Commerce and Industry — At the time the property was re-zoned from Neighborhood Residential to General Commercial in 2008, WVDOH had approved a signalized

intersection at the entrance to the Property and the Route 340/9 bypass. Since that time, WVDOH has stated that they will no longer allow a signalized intersection for access, which is an essential requirement for any type of significant commercial use on the Property. As set forth above and as conceptually depicted on Exhibit _A_, attached, the Property will have Neighborhood Commercial non-residential uses along the Route 340/9 frontage of the Property, which will accommodate and be compatible with the adjacent residential development. The proposed residential apartment rental project referred to above will also generate Business and Occupation Taxes for the City on all the rental income collected.

- Safety and Walkability — Safety and walkability will be greatly enhanced by the Petitioner's plan to re-direct and extend Willow Springs Road through the development which will connect to the 340/Route 9 Bypass. The extended Willow Springs Drive will literally connect Prospect Place to the rest of the City of Charles Town and promote the interconnectivity goals outlined in the Master Plan. Additionally, the Petitioner will develop an integrated pedestrian sidewalk network on the site and where practical attempt to provide pedestrian connectivity to adjoining properties. The portions of the current Willow Springs Drive right of way that will no longer be in service once the new Willow Springs Drive extension is completed will be conveyed to First Charles Town Group, its successors and assigns, as part of the redevelopment plan for the Willow Springs commercial development.

- Entry level and/ or age targeted housing — As mentioned hereinabove, approximately 10-12 acres of the Property will be committed to rental apartment units. This type of naturally affordable housing is desperately needed to serve the existing and future residents who have been shut out of the for-sale residential market due to the onset of the most recent adverse national economic forces.

- Jobs — During development of the property and the construction of buildings and individual units, the development of the Property will provide jobs in the local construction trades and spur local positive economic impacts by the use and consumption of equipment, materials and related services. Upon completion of the projects, the Property's commercial component will provide long term employment opportunities.

- Infrastructure — The Petitioners are providing the infrastructure for the Property's development by building the necessary roads and storm water management facilities. Sewer and water service for the development of the Property will be from the City of Charles Town Utility Board.

- Beautification — Developer shall include in the engineered site plans the burial of all utility wires within the development parcels and include sufficient landscaping, including the planting of trees where appropriate in the preserved open spaces. If the development requires any off-site road extensions to be constructed, the Petitioner will, if required, provide street lighting for and along such road extensions in accordance with City requirements.

- Parks, Trails, Greenspace, and Recreation — Each development within the Property will provide for open space and recreation designed to conform to the requirements of the NR zoning classification of the City, as applicable. Within the Property, the Petitioner will use reasonable efforts to maximize the amount of open space on the property where practical. The Petitioner will look for reasonable opportunities to create usable recreational space and amenities that are compatible with project uses.

The Developer shall install at no cost to the City the following amenities:

1. Commercial grade playground equipment that serves the following age-groups (6-23 months, 2-5 years, 5-12 years). The playground shall meet ADA and ASTM compliance standards that feature ramps and transfer stations with accessible access to the playground area. Playground surfacing shall consist of ADA accessible engineered wood fiber, rubber mulch, or pour-in place rubber surfacing, with the goal of facilitating inclusive play opportunities. Developer shall provide a shaded area consisting of a shade sail or similar design, which shall be included as part of the amenity.
2. A recreational pool facility will be included as part of the apartment community and shall be designed, permitted and constructed within 2 years after the issuance of the initial building permits for the apartment project.
3. No less than 3 acres of useable land for active recreational space, and which the playground equipment may include the commercial grade playground noted above. The space may be separated into multiple parcels to achieve open, active play areas, trails, and other usable and active spaces.

Evaluation Criteria 1B — Urban Zoning

The zoning classification of Neighborhood Residential as requested with this amended annexation agreement, is appropriate, and will promote urban development on the Property, ensuring orderly future growth that is consistent with the Charles Town growth policy with the planned commercial component of the development satisfying the NC non-residential commercial use of the Neighborhood Residential zoning classification.

Evaluation Criteria I C — Contiguous Location

The Property satisfies the requirements of the West Virginia Code and is contiguous to the existing corporate limits on East Washington Street. This annexation would annex into the city beginning at East Washington Street those portions of WV Route 51, and Prospect Avenue (WV 340/9) between the Property and the existing corporate limits. *(The property is already annexed into the City)*

Evaluation Criteria ID — Transportation Planning

This annexation amendment is compatible with the City's efforts to coordinate land use and transportation planning and to avoid adverse traffic impacts on the community. To this end, the Petitioners agree to the following:

Any site plan submissions for the Property shall include an internal road network that will connect to existing Cherry Tree Road and Willow Springs Drive and the Route 340/9 bypass. The portions of the current Willow Springs Drive right of way that will no longer be in service once the new Willow Springs Drive extension is completed to the Route 340/9 bypass will be conveyed to First Charles Town Group, its successors and assigns, as part of the redevelopment plan for the Willow Springs commercial development.

All new non-state roads shall be accepted by the City to service the eventual users, residents and tenants of the road network.

SCALE: HORIZ.: N/A VERT.: N/A
DATE: JULY, 2026
JOB: 2865-0205
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CADD: SKETCH PLAN.DWG
NCS: N/A
SHEET: 3 OF 18

CONDITIONS OF ANNEXATION

PROSPECT PLACE SKETCH PLAN

CITY OF CHARLES TOWN, WEST VIRGINIA
TAX MAPS 10 & 15, PARCELS 1.6, 1.7, 9.2, 9.12, 9.13, 9.16, & 9.22
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The Developer will work with the applicable transit authority to provide appropriate bus stop designations within the development, if requested to do so by the applicable entity.

ECONOMIC GROWTH - EVALUATION CRITERIA

As a condition of the Amended and Restated Conditions of Annexation for Prospect Place, Developer agrees to submit for annexation to the City, subject to the City's approval and acceptance, the following parcel:

31 Maple Tree Drive (4.12 ac). Parcel 19-02-0010-009-0016

Annexation of 31 Maple Tree Drive is conditioned upon the

following:

1) **Approval and execution by the City of Charles Town of the Amended and Restated Conditions of Annexation for Prospect Place.**
2) **Approval of Petitioner's site plan consistent with the Amended and Restated Conditions of Annexation for Prospect Place, which site plan shall include the proposed redevelopment of the following Willow Springs Drive commercial parcels owned by First Charles Town Group and under a Purchase and Sale Agreement by Developer:**

   a. **31 Maple Tree Drive (4.12 acres)**
   b. **551 Willow Spring Drive (2.92 acres) and Maple Tree Drive (.54 acres)**
   c. **Willow Springs Drive (6.88 acres)**

AFFORDABLE HOUSNG - EVALUATION CRITERIA#3:

Within the Annexed Territory, as set forth hereinabove, there may be developed up to 288 units of residential rental apartment housing. The apartment community shall offer a 10% Preferred Employer Rental Discount Program for West Virginia public employees to include Jefferson County and Charles Town municipal employees, subsidiary public service workers to include local first responders and EMS personnel, employees of the Jefferson County Schools, and nurses and allied health professionals of the local hospital/emergency services community. Employees classified under this category, with proof of valid employment, shall also receive a 50% off Amenity Fees, and 100% of the application fee shall be credited upon move-in.

PROTECTION OF RESOURCES - EVALUATION CRITERIA#4:

All known environmental features, including, but not limited to, sinkholes, floodplain, wetland, natural waterways, natural drainage ways, and woodlands shall be identified on individual site plans. Any disturbance of environmental features shall be limited unless it is demonstrated that all city, county, state and federal regulations are complied with.

With the Petitioner's initial engineering plan submittal for the 57.8 acres Prospect Place portion of the development, the Petitioner will provide a new and second copy of the U.S. Army Corps of Engineers Jurisdictional Determination for the property as well as a statement as to the status and location of any other regulated environmentally sensitive areas on the property, if any, and how these, and any Jurisdictional Areas (if any) will be addressed by the proposed development of the project.

MUNICIPAL INFRASTRUCTURE AND SERVICES - EVALUATION CRITERIA

The Property will be served by the Charles Town Utility Board for water and sewer services.

FISCAL IMACT - EVALUATION CRITERIA

This annexation amendment will provide a positive fiscal impact from the residences that will locate within the Annexed Area through substantial increased Business and Occupation tax collections. This will include the commercial development as well as the residential rental development of the project.

The following new terms and conditions shall also apply to the development of Prospect Place:

1. The development shall be subject to the City's current Neighborhood Residential zoning standards, with the Neighborhood Commercial uses occupying the area along the frontage of the Route 340/9 bypass.
2. The total number of residential units proposed for the site may not exceed 225 units of single family attached and detached residential units; and not to exceed 288 rental residential rental apartment units.
3. The Sketch Plan to be approved by the Planning Commission shall include approval of a retail/commercial redevelopment plan for the General Commercial Willow Spring Retail properties located along Willow Springs Drive (the "Willow Springs Retail Development"). The approved final engineering plans may be permitted and constructed in multiple phases at the discretion of the Developer.
4. In support of the effort to secure the construction of the Willow Springs Retail Properties, the City shall restrict issuance of building and/or grading permits for any of the existing buildings, including any proposed additions or new construction, occurring within the boundary of the Willow Springs Retail Properties, unless in conformance with the Sketch Plan as approved and/or amended by the Planning Commission and/or City Council.
5. The properties for non-residential development shall follow the designs of the sketch plan, subject to change by the Planning Commission.
6. At commencement of any portion of construction of the Prospect Place site plan, Developer shall 1) show evidence to the City of a contract with a retail broker for the Willow Spring Retail Properties portion of the site plan, and
   2) Developer shall erect a prominent leasing sign along the Willow Springs Retail Properties frontage along Washington Street or the Route 9/340 bypass
7. The Developer shall construct the Willow Springs Drive extension from the Route 340/9 bypass entrance at Prospect Place, to the existing Willow Springs Drive, including a connection to Cherry Tree Road, coincident with the construction of the residential development and the multifamily apartment development; ,
8. The successful annexation of 31 Maple Tree Drive into the City of Charles Town and zoned General Commercial (GC) as described herein,
9. A voluntary financial proffer, payable at issuance of building permits, of $2,722. for every residential single family and/or townhome unit, and $925 for every multifamily rental apartment unit, that may be used by the City to fund any of its future capital needs, and
10. Developer agrees to restrict all left turn movements from the intersection exiting the development onto northbound Rt 340/9.
11. Developer shall design the commercial/retail center site plan with appropriate street sections, access routes, and logistics to accommodate delivery truck and commercial traffic that will serve the commercial tenants. A commercial truck access and turning radius analysis shall be included in a traffic study as part of the Preliminary Plan submittal that supports the roadway design for the commercial components.

12. The apartment community shall offer a 10% Preferred Employer Rental Discount Program for West Virginia Public Employees and municipal employees and hospital/ emergency services workers as noted above in the Affordable Housing Criteria #3.

These Amended Conditions of Annexation are expressly contingent upon the successful annexation of 31 Maple Tree Drive (Parcel 19-02-0010-009-0016) into the municipal limits of Charles Town. In the event that the Charles Town City Council does not vote to approve the Maple Tree Drive petition for annexation, the terms and conditions of this amended agreement shall remain in effect and continue to be valid. Furthermore, to retain the validity of these amended conditions, the Developer commits to actively participate in, and support the legal defense of, the annexation petition in the event that the Jefferson County Commission fails to grant approval of the Maple Tree Drive annexation request.

All of the above voluntary contributions offered in this document as amended and restated conditions of this annexation shall be binding to all of the above-described property that is annexed into the City of Charles Town. The property owners shall ensure that these restrictions are conveyed with the property to all future assigns and/or transferees of all or any party of the subject property, excluding land given to the City of Charles Town, West Virginia Department of Transportation, or other local, state or federal government entity. These amended and restated conditions of annexation shall be fully enforceable.

END OF AGREEMENT

SIGNATURE PAGE FOLLOWS

DATED this 29 day of December, 2025

CHARLES TOWN CITY COUNCIL

By: _____
Michael George
Its: Mayor

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON

The foregoing instrument was acknowledged before me this 29 day of December, 2025, by Michael George, Mayor of the City of Charles Town, West Virginia.

My Commission Expires: June 12, 2030

_____
Notary Public
Printed Name: Carolyn M. Vezzosi

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Carolyn M. Vezzosi
City of Charles Town
101 E. Washington St
Charles Town, WV 25414
My Commission Expires June 12, 2030

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Carolyn M. Vezzosi
City of Charles Town
101 E. Washington St.
Charles Town, WV 25414
My Commission Expires June 12, 2030

OWNERS

SHEET: 4 OF 18
NCS: N/A
CADD: SKETCH PLAN.DWG
DRAWN: BJS | CHECK: JPG
JOB: 2665-0205
DATE: JULY, 2026
SCALE: HORIZ.: N/A VERT.: N/A

CONDITIONS OF ANNEXATION

PROSPECT PLACE SKETCH PLAN

CITY OF CHARLES TOWN, WEST VIRGINIA
TAX MAPS 10 & 15, PARCELS 1.6, 1.7, 9.2, 9.12, 9.13, 9.16, & 9.22
D.B./PG. 1044/452, 801/449, 953/563, 929/313, 867/66, 948/260 & P.B./PG. 15/25

CT FILE # SLD2026-03

1. 08/11/2026 - ADDRESSING CITY OF CHARLES TOWN COMMENTS

REVISIONS

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By: Maria V. Weese
Maria V. Weese

By: Harry M. Kable
Harry M. Kable

By: Carol F. Kable
Carol F. Kable

By: Maria V. Weese
Charles Town Limited Partnership VI
Its: General Partner

By: Peter Dalmas
First Charles Town Group, Inc
Its: PRESIDENT

STATE OF WEST VIRGINIA

COUNTY OF JEFFERSON

The foregoing instrument was acknowledged before me this 22nd day of December, 2025, by the above named Owners, each acting in their respective capacities.

My Commission Expires: March 1, 2026

Autumn R Smith
Notary Public
Printed Name: Autumn Renee Smith

OFFICIAL SEAL
STATE OF WEST VIRGINIA
NOTARY PUBLIC
AUTUMN RENEE SMITH
230 Chessie Lane Harpers Ferry, WV 25425
My Commission Expires March 1, 2026

DATED this 28th day of November, 2025

OWNER

By: Larry R Fritts Sr
Larry R. Fritts, Sr.

STATE OF FLORIDA

COUNTY OF MANATEE

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization this 28th day of November, 2025, by Larry R. Fritts, Sr., who is personally known to me or produced WVDL:0954977 as identification.

My Commission Expires: October 19, 2029

Caitlin Lipke
Notary Public, State of Florida
Printed Name: Caitlin Lipke

NOTARY PUBLIC STATE OF FLORIDA
CAITLIN LIPKE
Commission # HH 732895
Expires October 19, 2029

SCALE: HORIZ.: N/A VERT.: N/A
DATE: JULY, 2026
JOB: 2665.0205
DRAWN: BJS CHECK: JPG
CADD: SKETCH PLAN.DWG
NCS: N/A
SHEET: 5 OF 18

CONDITIONS OF ANNEXATION

PROSPECT PLACE SKETCH PLAN

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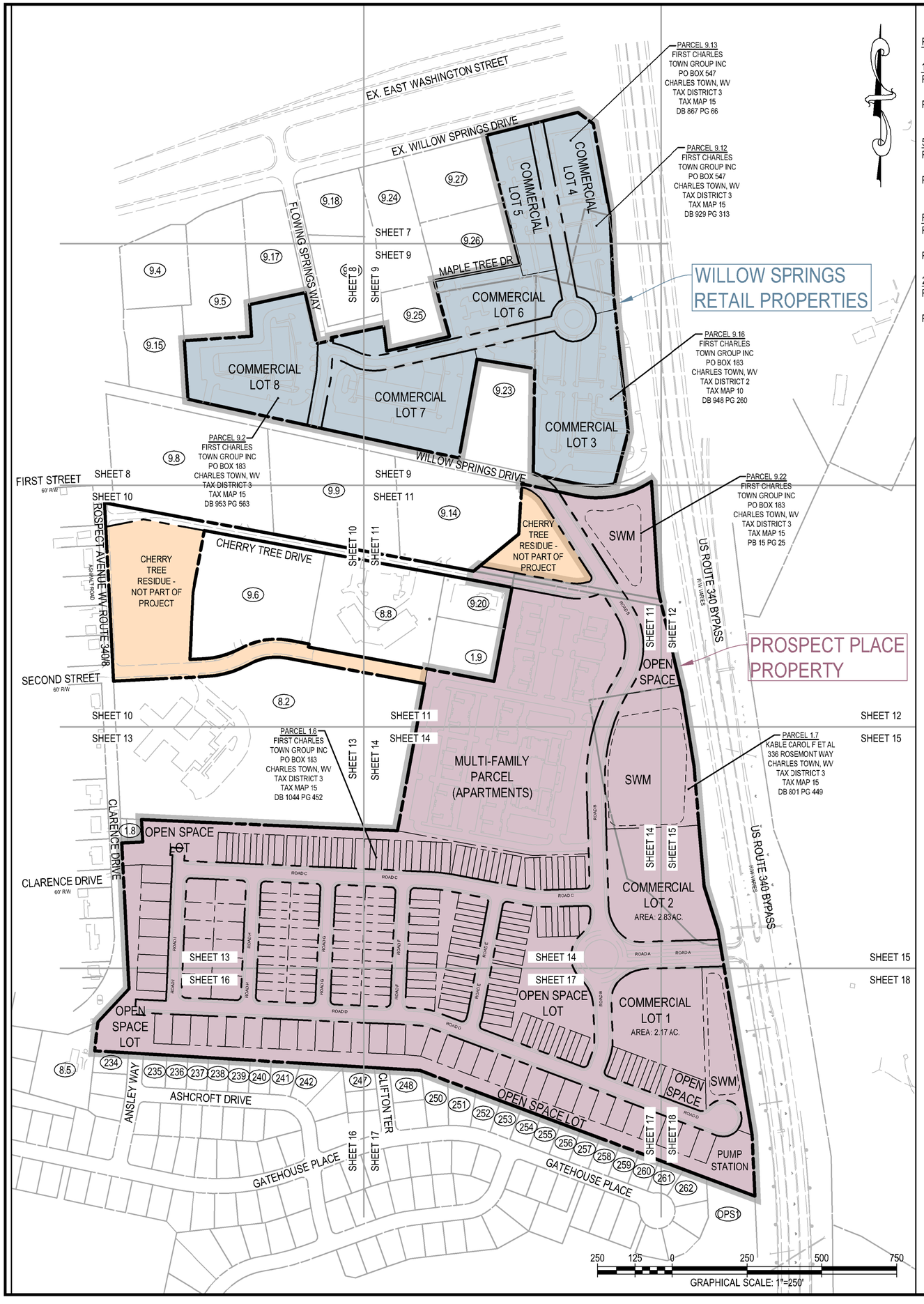


PARKING TABULATIONS:

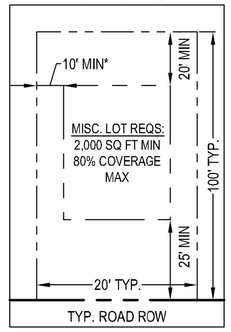
174 TOWNHOME/VILLA LOTS
REQUIRED: 314 SPACES
1.8 SPACES PER DWELLING UNIT
PROVIDED: 696 SPACES
VIA 2 GARAGE & 2 DRIVEWAY PER UNIT

51 SINGLE FAMILY DETACHED LOTS
REQUIRED: 102 SPACES
2.0 SPACES PER DWELLING UNIT
PROVIDED: 204 SPACES
VIA 2 GARAGE & 2 DRIVEWAY PER UNIT

RECREATIONAL VEHICLE PARKING
REQUIRED: 9
1 SPACE PER 50 T0TAL REQUIRED SPACES
PROVIDED: 9 SPACES

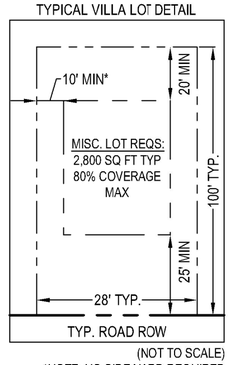
288 MULTI-FAMILY UNITS
REQUIRED: 346 SPACES
1.2 SPACES PER DWELLING UNIT
PROVIDED: 425 SPACES

TYPICAL TOWNHOME LOT DETAIL



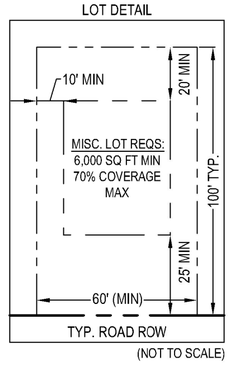
(NOT TO SCALE)
*NOTE: NO SIDE YARD REQUIRED FOR LOT LINES THAT COINCIDES WITHIN SHARED WALLS

TYPICAL VILLA LOT DETAIL



(NOT TO SCALE)
*NOTE: NO SIDE YARD REQUIRED FOR LOT LINES THAT COINCIDES WITHIN SHARED WALLS

TYPICAL SINGLE FAMILY HOME LOT DETAIL



(NOT TO SCALE)

*Dwelling Units by Type - Checklist Section 1332.04(E).2.o.	
Townhomes	114 Units
Villas	60 Units
Single Family Detached	51 Units
Multi-Family	288 Units

*Applies to the Prospect Place Property (NR zoned) development only
COA allows for 288 Apartments & 225 single family attach and detached units

*Density Checklist Section - 1332.04(E).2.g.	
Section 1322.08.(B).4.a. - Multi Family	
Maximum Based on NBLA	1,739,489 / 3,500 = 497 Units
Proposed	288 Units
Section 1322.08.(B).4.b. - Single Family	
Maximum Based on NBLA	1,739,489 / 1,750 = 994 Units
Proposed	225 Units
Table 1322.08 - Multi Family	
Maximum (20 Units Per Acre)	799 Units
Proposed	288 Units
Table 1322.08 - Single Family	
Maximum (10 Units Per Acre)	399 Units
Proposed	225 Units

*Applies to the Prospect Place Property (NR zoned) development only
COA allows for 288 Apartments & 225 single family attach and detached units

	*Net Buildable Land Area Calculation - Checklist Section 1332.04(E).2.g.		
	Area / Use	Square Feet	Acres
1	Parcel 1.6 Gross Land Area	2,429,852	55.78
2	Parcel 1.6 (Cherry Tree Residue - Not Part of Project)	191,980	4.41
3	Parcel 1.6 Net Land Area (1-2)	2,237,872	51.37
4	Parcel 1.7 Gross Land Area	217,800	5.00
5	Parcel 9.22 Gross Land Area	163,677	3.76
6	Parcel 9.22 (Cherry Tree Residue - Not Part of Project)	53,361	1.23
7	Parcel 9.22 Net Land Area (5-6)	110,316	2.53
8	**Total Gross Land Area (Excluding Cheery Tree Residue)**	**2,565,988**	**58.91**
9	Right-of-Ways (To be conveyed to City)	545,168	12.52
10	Stormwater Management Area	281,448	6.46
11	Sensitive Natural Areas (wetlands & floodplain)	0	0.00
12	**Net Buildable Land Area (NBLA) (8 less 9, 10, 11)**	**1,739,372**	**39.93**

*Applies to the Prospect Place Property (NR zoned) development only

**Approximate Acreages - Checklist Section 1332.04(E).2.n.		
Area / Use	Square Feet	Acres
Common Open Space	310,002	7.12
Multi-Family (Apartments)	453,322	10.41
Residential Lot Area (Townhouse)	443,418	10.18
Residential Lot Area (Single-Family Detached)	314,814	7.23
Commercial Lot Area (excludes propsed SWM)	217,816	5.00
Prospect Place Right-of-Ways (To be conveyed to City)	545,168	12.52
Stormwater Management Area	281,448	6.46
Sensitive Natural Areas (wetlands & floodplain)	0	0.00
Willow Springs Development (Per Annex)	629,878	14.46
Cherry Tree Residue - Not Part of Project	245,341	5.63
Total	3,441,207	79.00
Will vary with final engineering design.		

Applies to Prospect Place Property (NR zoned) **AND Willow Springs Retail (GC zoned)

*Common Open Space Calculations - Checklist Section 1332.04(E).2.x. Section 1322.08(B).3.		
	Square Feet	Acres
Required (10% of Total Gross Land Area=Item 8 above)	256,599	5.89
Proposed ("Common Open Space" from above table)	310,002	7.12

*Applies to the Prospect Place Property (NR zoned) development only
See NBLA Calculation Table and Approximate Acreages Tables above for source

*Neighborhood Residential Land Use Mix Requirements				
	Requirement		Provided	
Use	%	Acres	%	Acres
Residential	50	29.45	47.22	27.81
Commercial*	10	5.89	8.49	5.00
Open Space	10	5.89	12.08	7.12
Compliant per the COA - "Approximately 6, but no less than 5 Acres."				

*Applies to the Prospect Place Property (NR zoned) development only

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REVISIONS
1. 08/11/2026 - ADDRESSING CITY OF CHARLES TOWN COMMENTS

OVERALL SKETCH PLAN

PROSPECT PLACE SKETCH PLAN

CITY OF CHARLES TOWN, WEST VIRGINIA
TAX MAPS 10 & 15, PARCELS 1.6, 1.7, 9.2, 9.12, 9.13, 9.16, & 9.22
D.B./PG. 1044/452, 801/449, 953/563, 929/313, 867/66, 948/260 & P.B./PG. 15/25

CT FILE # SLD2026-03

SCALE: HORIZ.: 1" = 250' VERT.: N/A
DATE: JULY, 2026
JOB: 2665-0205
DRAWN: BJS CHECK: JPG
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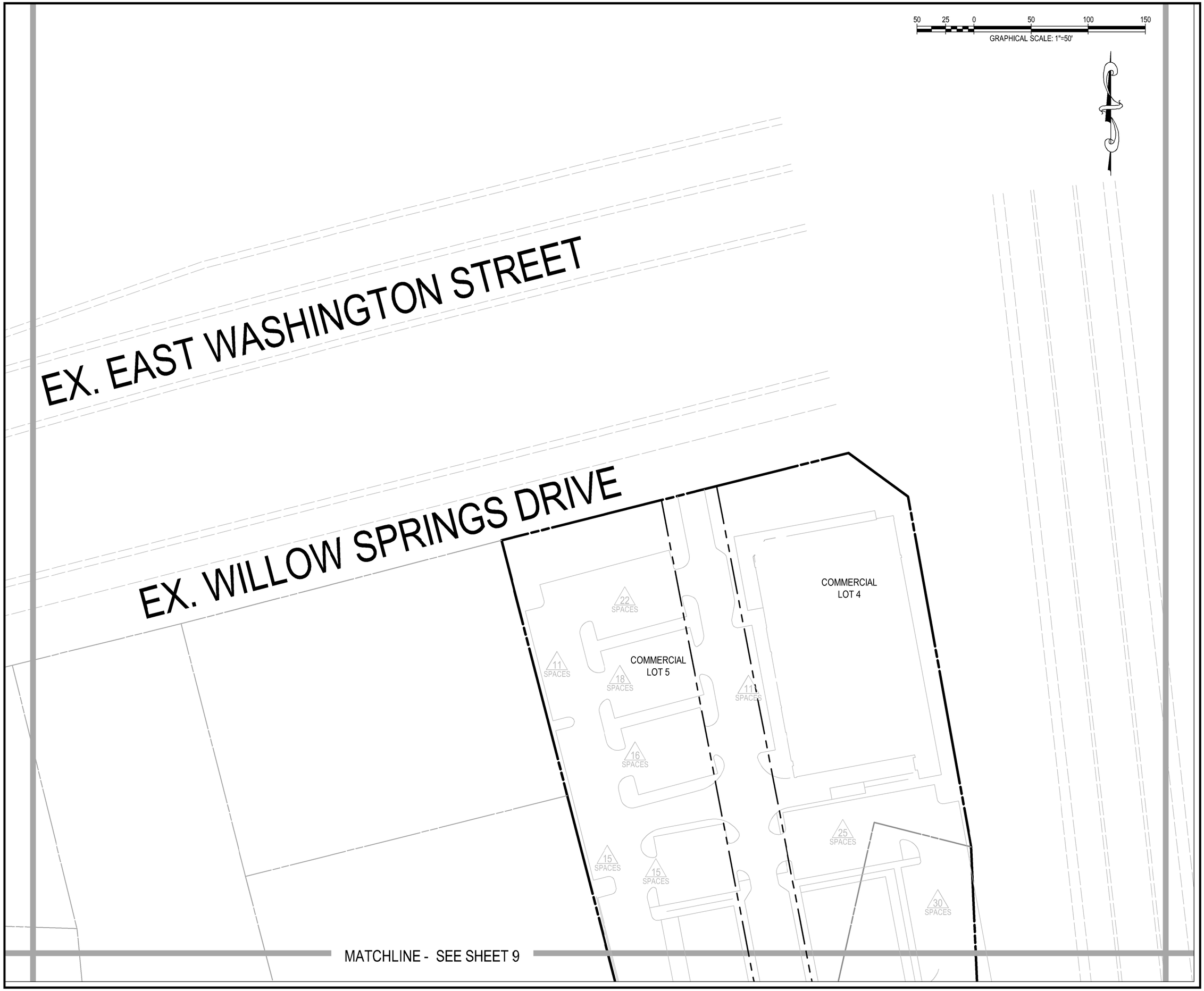
SHEET: 6 OF 18



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CONCEPTUAL PLAN

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CT FILE # SLD2026-03

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JOB:	2665-0205
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CADD: SKETCH PLAN.DWG	
NCS: N/A	
SHEET:	7 OF 18

G SPRINGS WAY

5 SPACES

24 SPACES

10 SPACES

12 SPACES

COMMERCIAL
LOT 8

13 SPACES

18 SPACES

7 SPACES

6 SPACES

13 SPACES

MATCHLINE - SEE SHEET 9

COMMERCIAL
LOT 7

21 SPACE

REET

MATCHLINE - SEE SHEET 10

50 25 0 50 100 150

GRAPHICAL SCALE: 1"=50'

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CONCEPTUAL PLAN

PROSPECT PLACE
SKETCH PLAN

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DATE:	JULY, 2026
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DRAWN: BJS	CHECK: JPG
CADD: SKETCH PLAN.DWG	
NCS: N/A	
SHEET:	8 OF 18

MATCHLINE - SEE SHEET 7

MAPLE TREE DR

GRAPHICAL SCALE: 1"=50'

50 25 0 50 100 150

COMMERCIAL LOT 5

COMMERCIAL LOT 4

COMMERCIAL LOT 6

COMMERCIAL LOT 7

COMMERCIAL LOT 3

MATCHLINE - SEE SHEET 8

WILLOW SPRINGS DRIVE

EX. 40' R/W

MATCHLINE - SEE SHEET 11

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CITY OF CHARLES TOWN, WEST VIRGINIA

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SCALE:	HORIZ.: 1" = 50' VERT.: N/A
DATE:	JULY, 2026
JOB:	2665-0205
DRAWN: BJS	CHECK: JPG
CADD: SKETCH PLAN.DWG	
NCS: N/A	
SHEET:	9 OF 18

REET

MATCHLINE - SEE SHEET 8

50 25 0 50 100 150
GRAPHICAL SCALE: 1"=50'

PROSPECT AVENUE WV ROUTE 340/8

ASHPALT ROAD

EX. 50' R/W

CHERRY TREE DRIVE

EX. 50' R/W

EX. ACCESS EASEMENT D.B. 763 PG. 717

CHERRY TREE RESIDUE - NOT PART OF PROJECT

MATCHLINE - SEE SHEET 11

STREET

R/W

EX. 60' ACCESS EASEMENT P.B. 24 PG. 72

EX. 50' ACCESS EASEMENT

MATCHLINE - SEE SHEET 13

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SCALE:	HORIZ.: 1" = 50' VERT.: N/A
DATE:	JULY, 2026
JOB:	2665-0205
DRAWN: BJS	CHECK: JPG
CADD: SKETCH PLAN.DWG	
NCS: N/A	
SHEET:	10 OF 18

MATCHLINE - SEE SHEET 9

GRAPHICAL SCALE: 1"=50'
50 25 0 50 100 150

CHERRY TREE
RESIDUE - NOT
PART OF PROJECT

MATCHLINE - SEE SHEET 10

MATCHLINE - SEE SHEET 12

EX. 10'
WATERLINE
EASEMENT
D.B. 1016
PG. 698

EX. 30' PERMANENT
UTILITY EASEMENT
D.B. 1178 PG. 552

ROAD B

EX. 30' PERMANENT
UTILITY EASEMENT
D.B. 1178 PG. 552

EX. 50' ACCESS EASEMENT

25 SPACES
20 SPACES
20 SPACES
30 SPACES
30 SPACES
30 SPACES
30 SPACES
30 SPACES

MULTI-FAMILY
PARCEL
(APARTMENTS)
AREA: 10.41 AC.

OPEN
SPACE
LOT

SWM

MATCHLINE - SEE SHEET 14

INTEGRITY
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DRAWN: BJS	CHECK: JPG
CADD: SKETCH PLAN.DWG	
NCS: N/A	
SHEET:	11 OF 18

INTEGRITY
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SKETCH PLAN

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DATE: JULY, 2026
JOB: 2665-0205
DRAWN: BJS | CHECK: JPG
CADD: SKETCH PLAN.DWG
NCS: N/A
SHEET: 12 OF 18

GRAPHICAL SCALE: 1"=50'
150 100 50 0 25 50

MATCHLINE - SEE SHEET 15

US ROUTE 340 BYPASS
R/W VARIES

POTOMAC EDISON EASEMENT D.B. 1178 PG. 552
X. 40'

MATCHLINE - SEE SHEET 11

OPEN SPACE LOT

SWM

MATCHLINE - SEE SHEET 10

EX 60' RW

EX. FRONTIER COMM. EASEMENT
D.B. 877 PG. 173

CLARENCE DRIVE

CE DRIVE
' R/W

OPEN
SPACE
LOT

PLAYGROUND AREA
WITH SHADE SAIL

EX. 30' PERMANENT
UTILITY EASEMENT
D.B. 1178 PG. 552

EX. PERMANENT UTILITY
AND ACCESS EASEMENT
D.B. 1190 PG. 709

EX. 30' PERMANENT
UTILITY EASEMENT
D.B. 1178 PG. 552

ROAD C

ROAD I

ROAD H

ROAD G

MATCHLINE - SEE SHEET 14

MATCHLINE - SEE SHEET 16

50 25 0 50 100 150
GRAPHICAL SCALE: 1"=50'

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SEAL:

REVISIONS

1. 08/11/2026 - ADDRESSING CITY OF CHARLES TOWN COMMENTS

CONCEPTUAL PLAN

PROSPECT PLACE
SKETCH PLAN

CITY OF CHARLES TOWN, WEST VIRGINIA
TAX MAPS 10 & 15, PARCELS 1.6, 1.7, 9.2, 9.12, 9.13, 9.16, & 9.22
D.B./PG. 1044/452, 801/449, 953/563, 929/313, 867/66, 948/260 & P.B./PG. 15/25

CT FILE # SLD2026-03

SCALE:	HORIZ.: 1" = 50' VERT.: N/A
DATE:	JULY, 2026
JOB:	2665-0205
DRAWN: BJS	CHECK: JPG
CADD: SKETCH PLAN.DWG	
NCS: N/A	
SHEET:	13 OF 18

50 25 0 50 100 150

GRAPHICAL SCALE: 1"=50'

MATCHLINE - SEE SHEET 11

MULTI-FAMILY
PARCEL
(APARTMENTS)

AREA: 10.41 AC.

POOL AREA
(APARTMENT USE ONLY)

30 SPACES
10 SPACES
40 SPACES

SWM

ROAD B

MATCHLINE - SEE SHEET 13

MATCHLINE - SEE SHEET 15

ROAD C

ROAD C

COMMERCIAL
LOT 2

AREA: 2.83 AC.

ROAD F

ROAD E

OPEN
SPACE
LOT

ROAD A

MATCHLINE - SEE SHEET 17

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SHEET:	14 OF 18

MATCHLINE - SEE SHEET 12

SWM

MATCHLINE - SEE SHEET 14

US ROUTE 340 BYPASS

R/W VARIES

EX. 48

COMMERCIAL
LOT 2
AREA: 2.83 AC.

ROAD A

MATCHLINE - SEE SHEET 18

50 25 0 50 100 150

GRAPHICAL SCALE: 1"=50'

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SHEET:	15 OF 18

MATCHLINE - SEE SHEET 13

ROAD I

ROAD H

ROAD G

ROAD D

POOL

OPEN SPACE LOT

ANSLEY WAY

ASHCROFT DRIVE

GATEHOUSE PLACE

MATCHLINE - SEE SHEET 17

50 25 0 50 100 150

GRAPHICAL SCALE: 1"=50'

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SHEET:	16 OF 18

MATCHLINE - SEE SHEET 14

ROAD F

ROAD E

ROAD D

OPEN SPACE LOT

ROAD B

COMMERCIAL LOT 1

AREA: 2.17 AC.

MATCHLINE - SEE SHEET 16

CLIFTON TER

OPEN SPACE LOT

MATCHLINE - SEE SHEET 18

GATEHOUSE PLACE

50 25 0 50 100 150

GRAPHICAL SCALE: 1"=50'

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SHEET:	17 OF 18

MATCHLINE - SEE SHEET 15

COMMERCIAL
LOT 1
AREA: 2.17 AC.

SWM

PLAYGROUND AREA

MATCHLINE - SEE SHEET 17

ROAD D

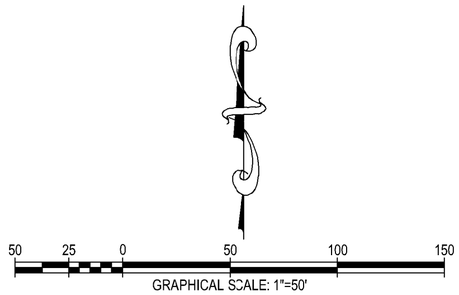
PUMP
STATION

OPEN SPACE
LOT

EX. 30" CMP

EX. 18" CMP

EX. 18" CMP



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