CITY OF CHARLES TOWN
PLANNING COMMISSION
AGENDA • APRIL 28, 2025

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : Draft minutes - March 24, 2025
Draft Minutes.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *SLD2025-02* - Norborne Glebe Phase 16 - Sketch Plan
1._Staff_Report.pdf
2._Application.pdf
3._Sketch_Plan.pdf
4._KH_Review.pdf
5. Public Comment.pdf
6. 2021-12-06 Plan Set.pdf
7. 2022-03-21 Plan Set.pdf

4.2 : **Public Hearing**: *SLD2025-03* - 231 N. Samuel St. - Sketch Plan
1. Staff Report.pdf
2. Application.pdf
3. Revised Plan Set.pdf
4. KH Review.pdf

4.3 : *Commission Review*: *SLD2025-04* - Vinton-Hayes - Sketch Plan Completeness Check
1. Staff Report.pdf
2. Application.pdf
3. Plan Set.pdf
4. KH Review.pdf

4.4 : *Commission Review*: *SLD2023-07* - Happy Retreat - Sketch Plan Extension Request
1. Staff Report.pdf
2. Application Narrative.pdf

4.5 : *Commission Review*: *BR2025-03* - Norborne Glebe Phase 11 - Bond Initiation
1. Staff Report.pdf
2. Application.pdf
3. Bond Estimate.pdf

4. KH Review.pdf

4.6 : *Commission Review*: *BR2025-04* - Norborne Glebe Phase 12 - Bond Initiation
1. Staff Report.pdf
2. Application.pdf
3. Bond Estimate.pdf
4. KH Review.pdf

4.7 : *Commission Review*: *BR2025-05* - Norborne Glebe Phase 13 - Bond Initiation
1. Staff Report.pdf
2. Application.pdf
3. Bond Estimate.pdf
4. KH Review.pdf

4.8 : *Commission Review*: *BR2025-06* - Huntfield - Bond Extension Request
1. Staff Report.pdf
2. Application.pdf
3. Request Letter.pdf
4. Narrative.pdf
5. Phases Map.pdf
6. Master Bond - United Bank.pdf
7. KH Review.pdf

4.9 : *Staff Update*: Zoning and Subdivision Ordinance Rewrites - Status
1. Report.pdf
2. 2025-04-11 Draft Zoning Ordinance.pdf
3. 2025-04-16 Character Analysis.pdf

5. ADJOURNMENT

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

https://www.charlestownwv.us/government/agendas-and-minutes/

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

Draft minutes - March 24, 2025

ATTACHMENTS:
- Draft Minutes.pdf

CITY OF CHARLES TOWN

PLANNING COMMISSION •
MINUTES March 24, 2025

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Ann Paonessa - Chair
Jessica Derr
Zakhary Dunning
Jeff Hynes
Kevin Long

James Newman, City Staff - Zoning Administrator
Wendy Schutz, Planning & Permit Technician, virtually

2. APPROVAL OF MINUTES

2.1: Regular Session Minutes of February 24, 2025

Commission requested staff correct two errors.

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

3. UNFINISHED BUSINESS

3:1 Commission Review: SLD 2025-01 Huntfield Rec. Center – Final Plan Amendment

Staff gave presentation.

The applicant, Matt Monahan with DRB Group, was present for questions.

PC discussion regarding pedestrian movement in the proposed parking lot, and the proposed four foot high fence surrounding the basketball court.

Matt Monahan discussed the size of the basketball court and distance from road. PC discussion focused on fence height and location, then moved on to pool decking and proposed grass seating area.

Motion to approve the Huntfield Rec. Center Final Plan Amendment with the following conditions:

DRAFT

1) Construction of a fence in excess of 6 ft. in height fence around three (3) sides of the basketball court pending BZA approval (if BZA declines this request, then this condition will be void)
2) The grass seating area on the south side of the pool is to be made into concrete decking.
3) Pool maintenance building to be restored per the approved 2007 plan set.

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

4. NEW BUSINESS

4.1: Public Hearing: *BR2025-01: – Norborne-Glebe Subdivision Phase 14B – Bond Release*

Staff gave presentation.

Applicant Mike Hummel, Arcadia Land, stated they were waiting for First Energy to install the last set of lights. He stated there are two separate bonds, one for the performance bond and one for the land disturbance. Requested approval of the land disturbance bond release, understood the performance bond would have to be tabled.

Motion to open public hearing:

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

Motion to close public hearing:

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

PC discussion. Newman confirmed there are two (2) separate bonds.

Motion to table the Performance Bond until the missing lights are installed:

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

Motion to recommend approval of the release of the Land Disturbance bond in the amount of $123,437:

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

DRAFT

4.2: Commission Review: *BR2025-02 – Stone Spring Phase 2 Bond Reduction*

Staff gave presentation.

Motion to recommend approval of the bond reduction to $1,661,776.74

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

4.3 Commission Review: *SLD2025-02: Norborne-Glebe Phase 16 – Sketch Plan Completeness Review*

Staff presentation.

PC discussion. Question about future potential easement expansion for existing power lines.

The applicant, Mike Hummel, Arcadia Land, stated they have no knowledge of any plans by the electric utility to request additional land for easements. Have been working with neighboring properties and Home Owners Associations to detail plans for this section.

Mr. Hummel further stated that this is the last section of Norborne-Glebe.

Motion to accept the Norborne Glebe Phase 16 Sketch Plan as complete for review

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

4.4 *Commission Review: SLD2025-03: 213 N Samuel St. – Sketch Plan Completeness Review*

Staff gave presentation.

PC discussion. Focus on trash location, buffers, alleyway maintenance.

Motion to accept the 213 N Samuel St Sketch Plan as complete for review

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

5. ADJOURNMENT

Meeting adjourned at 8:09 pm.

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

DRAFT

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

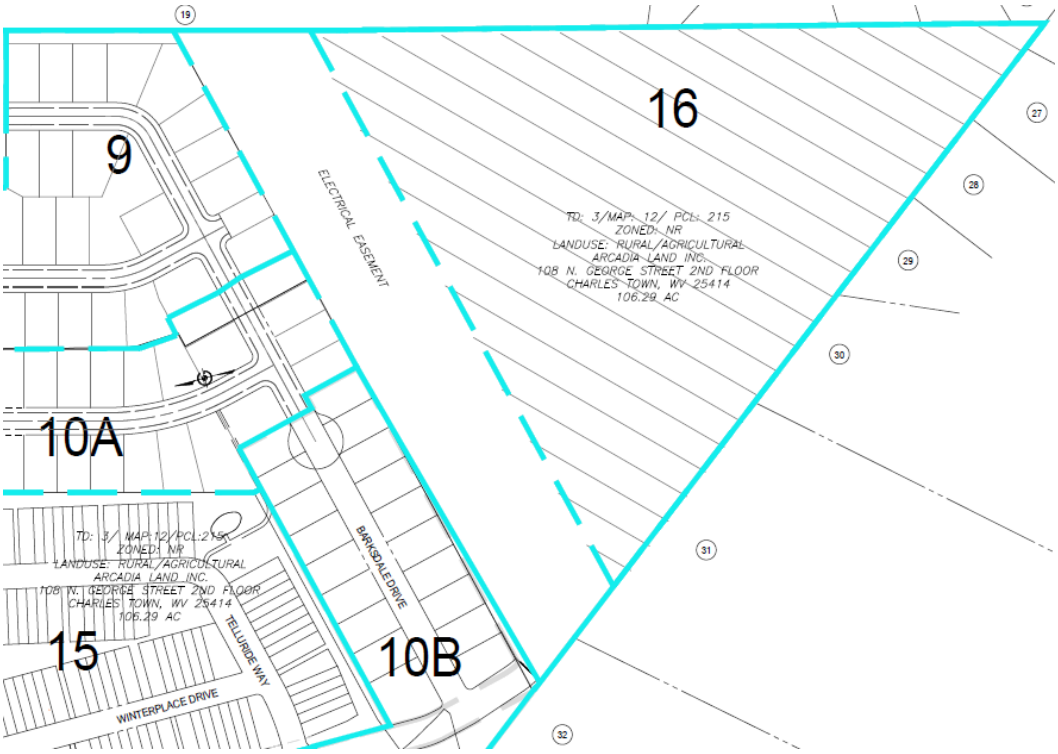
Public Hearing: *SLD2025-02* - Norborne Glebe Phase 16 - Sketch Plan

ATTACHMENTS:

- 1._Staff_Report.pdf
- 2._Application.pdf
- 3._Sketch_Plan.pdf
- 4._KH_Review.pdf
- 5. Public Comment.pdf
- 6. 2021-12-06 Plan Set.pdf
- 7. 2022-03-21 Plan Set.pdf

Sketch Plan
SLD2025-02

Date: For the April 28th 2025 Planning Commission meeting
Applicant: Greenway Engineering
Property Owner: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Major Subdivision and Land Development.
Property Location: Located behind Barksdale Drive, with entrance points from Feldberg Drive and Candlewood Drive. See hashed area below.
Zoning: Neighborhood Residential



PROJECT OVERVIEW

The development of 19.5 acres for 56 single-family residential lots.

SKETCH PLAN COMPLETENESS

The sketch plan was deemed complete by the Planning Commission on March 24, 2025.

WAIVERS

The project received a waiver Section 1333.20.K *Townhouse Development Standards* , requiring "*All electric meters shall be located in the rear of dwelling units, except where a waiver may be granted by the Planning Commission*." The waiver was approved by the Planning Commission on June 27, 2022.

The project received a waiver Section 1333.07.C *Driveway Standards* , requiring "*No Driveway shall be constructed closer than 40 feet to the nearest street intersection*." The waiver was approved by the Planning Commission on March 27, 2023.

ZONING REVIEW

Density

The applicant proposes 56 lots, a density of 3.6 units per acre.

Open Space

Per the zoning requirements, 10% of the property must be open space. A total of 9.35 acres (48%) of open space is provided.

Parking

Required parking for single-family detached homes is 2 spaces per unit. With 56 units, required parking is 112 spaces. Parking will be provided in driveways and garages.

Street Landscaping

Street trees are required for every 50 feet of street frontage. Additional details are required at the preliminary plan phase.

Buffers

Screening buffers between existing and proposed residential development are not required. There is an existing vegetated buffer that the applicant proposes to keep, and to fill in the gaps in that buffer with new plantings. Additional details are required at the preliminary plan phase.

Stormwater

Stormwater control facilities are not required to be shown on a sketch plan; they are required on a preliminary and final plan. The City's Engineering firm, Kimley-Horn, had no comments at this stage about stormwater control facilities.

Utilities

Details on water, sewer, and electric lines are required at the preliminary plan phase.

RECOMMENDATION

The Planning Commission should **approve the sketch plan.**

MAJOR SUBDIVISION AND LAND DEVELOPMENT APPLICATION

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

1. SUBMISSION DATE January 28, 2025_____

2. APPLICATION TYPE ☑ Sketch Plan

☐ Preliminary Plan

☐ Final Plan

3. FEES

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

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

4. SUBMITTAL PACKAGE

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

Fee Schedule

1. BASE FEES

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

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

2. APPLICATION FEES

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

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

3. LEGAL NOTICE FEES

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

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

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

4. ADDITIONAL FEES

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

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

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

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

3. APPLICANT'S NAME* Arcadia Land Inc

Address: 108 N. George St. 2nd Floor

Telephone Number 443-286-2786

Email Address gendler@arcadiacompanies.com

4. PROPERTY OWNER'S NAME Same as above

Address: _____

Telephone Number (_____) _____

Email Address _____

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

Property Address: Located at the end of Candlewood Dr and Barksdale Dr.

Tax Map # and Parcel: Charles Town Corp District 3 Map 12 Parcel 215

Property Area in Square Feet or Acres: 19.50 acres

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

6. FEE CALCULATION (Per Fee Schedule)

BASE: _____

APPLICATION: _____

_____

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

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

MAILING TYPE: $25

LEGAL AD $25

SIGNAGE: $

AMOUNT DUE: $_____

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

An extension of Norborne Glebe Subdivision to include 59 single family homes.

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

Existing use is undeveloped property within a larger subdivision. The current zoning is residential.

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
SLD-2014-04	Norborne Glebe Phase 5-Subdivision Plan	Approved	1/14/2014
SLD-2017-0	Norborne Glebe Phases 7-8 Subdivision Plan	Approved	09/25/2018
SLD-2016-01	Norborne Glebe Phase 6 Subdividion Plan	Approved	09/25/2018
SLD-2017-14	Norborne Glebe Phase 14A Subdivision Plan	Approved	09/25/2018
SLD-2021-02	Norborne Glebe Phase 14B Subdivision Plan	Approved	02/28/2022
SLD-2021-05	Norborne Glebe Phase 9 & 10 Subdivision Plan	Approved	10/13/2022
SLD-2022-03	Norborne Glebe Phase 15 Subdivision Plan	Approved	03/27/2023
SLD-2022-06	Norborne Glebe Phases 10B, 11, 12 &13	Approved	02/27/2024

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

☑ No

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

_____

_____

_____

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

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

APPLICANT CERTIFICATION

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

Signature of Applicant Jason Miller as: Treasurer Date 2/2/2025

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

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

Receipt No._____

Subdivision Administrator Approval/Denial:_____ Date:_____

Planning Commission Approval/Denial:_____ Date:_____

Comments/Conditions:_____

_____

_____

_____

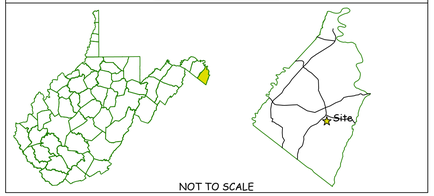
NORBORNE GLEBE

PHASE 16

SKETCH PLAN

CHARLES TOWN CORP, DISTRICT (3) MAP 12- PARCEL 215- DEED BOOK 1173- PAGE 85
CITY OF CHARLES TOWN, WV
ZONED NEIGHBOORHOOD RESIDENTIAL (NR)

GENERAL LOCATION



NOT TO SCALE

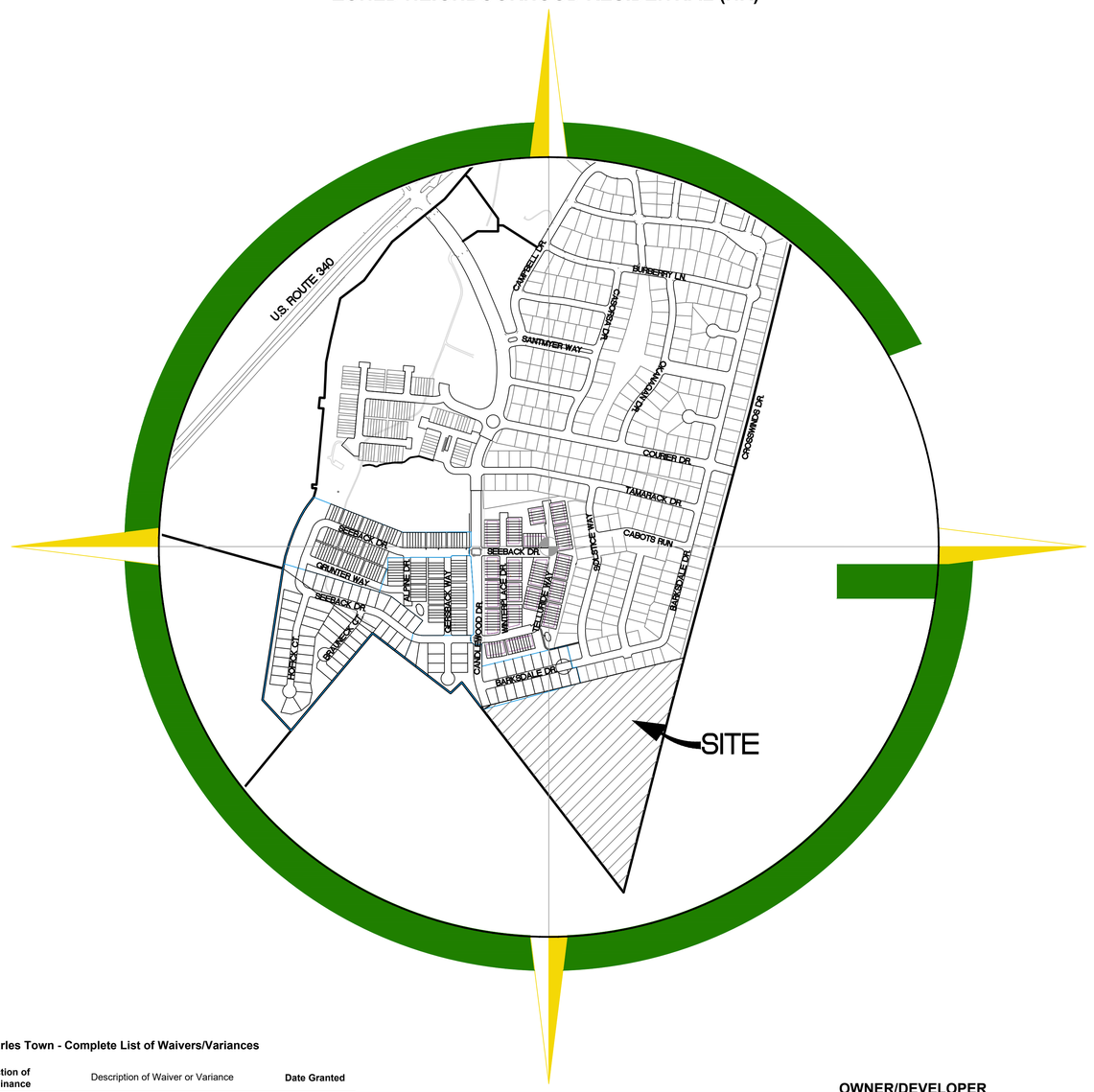
Sheet List Table

Sheet Number	Sheet Title
1	COVER SHEET
2	GENERAL NOTES
3	ADJOINING OWNER INFORMATION AND PHASING KEY
4	SKETCH PLAN
5	TYPICAL ROAD SECTIONS

"This property is in an area designated as a special flood area, as shown on Community Map/panel Number 54037C0138E, Effective date 12/18/2009."

Plan Revisions

Date	Comment
03/24/2025	PER CITY COMMENTS



STATE & LOCAL PERMITS

AGENCY	PERMIT #/APPROVAL DATE
WVDEP	WVR1101047/ XX/XX/XXXX
WVDOH	05-02-0050/ 01/23/2021

CALL "MISS UTILITY"

West Virginia Utility Protection Service at 811 or 1-800-245-4848, 48 hours prior to the start of work. excavators must notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting and have those facilities located by the utility companies prior to commencing excavation. the excavator is responsible for compliance with all county requirements, West Virginia code and regulations.

UTILITY NOTICE REQUIRED

Contractors shall notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators of underground utility lines appear below. These numbers shall also be used to serve in an emergency condition

Water: Charles Town Utility Board
832 S. George Street
Charles Town, WV 25414
(304) 725-2316

Sewer: Charles Town Utility Board
832 S. George Street
Charles Town, WV 25414
(304) 725-2316

Power: Potomac Edison
P.O.Box 3615
Akron, OH 44309
(800) 686-0011

Phone: Frontier Communications
1108 N. Mildred Street
Ranson, WV 25438
(304) 728-8500

Soil Conservation: Office of the County Engineer, Jefferson County
104 E. Washington Street
Charles Town, WV 25414
(304) 728-3228

Charles Town - Complete List of Waivers/Variances

Ordinance	Section of Ordinance	Description of Waiver or Variance	Date Granted
SLDO-CTWV	1333.20	Waiver to allow Electric Meters in the front yard of all Townhomes in the Norborne Glebe subdivision	June 27, 2022
SLDO-CTWV	**1333.07**	**Waiver to allow driveways to be constructed closer than 40' to intersections across from a "T" intersection.**	**Match 27, 2023**

VICINITY MAP

SCALE: 1" = 500'

OWNER/DEVELOPER
ARCADIA LAND, INC
108 N. GEORGE ST. 2ND FLOOR
CHRARLES TOWN, WV 25414
443-286-2786

THE NORBORNE GLEBE SUBDIVISION AND ALL ASSOCIATED DESIGNS SHALL BE IN ACCORDANCE WITH THE ANNEXATION AGREEMENT AND PROFFERS RECORDED FEBRUARY 4, 2002 AND THE RESOLUTION 2007-22 RECORDED MAY 7, 2007.

704 Foxcroft Avenue
Martinsburg, West Virginia 25401
Telephone: (304) 263-8951
Fax: (540) 722-9528
www.greenwayeng.com

GREENWAY ENGINEERING PND 1971

PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV

COVER SHEET

NORBORNE GLEBE PHASE 16
SKETCH PLAN
CHARLES TOWN CORP. DISTRICT (3) MAP 12- PARCEL 215 -DEED BOOK 1173-PAGE 85
CHARLES TOWN, WEST VIRGINIA

DATE: 01/22/2025
SCALE: AS SHOWN
DESIGNED BY: BAS II
FILE NO. 4542A
SHEET 1 OF 5
DWG #

LIST OF SERVICES: CIVIL ENGINEERING I GIS I LAND SURVEYING I ENVIRONMENTAL I ANALYTICAL LABORATORY I QUALITY CONTROL TESTING & INSPECTIONS

GENERAL NOTES

1. Methods and materials used in the construction of the improvements herein shall conform to current Jefferson County Construction Standards and Specifications and/or current WVDOH Standards and Specifications.

2. The Engineer shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures nor for safety precautions and programs in connection with work shown on these plans. The Engineer is not responsible for the contractor's schedules or failure to carry out the work. The Engineer is not responsible for acts or omissions of the contractor, subcontractor, or their agents or employees, or any other person performing portions of the work.

3. The Contractor, Owner or Developer shall be responsible for securing any third party inspection/testing service to insure construction compliance with these plans and specifications. It is Greenway Engineering's recommendation that a third party inspection/testing service be employed to ensure that project is completed and materials installed meet the details and specifications in these plans.

4. The location of existing utilities shown in these plans are taken from existing records and available asbuilt data. It shall be the contractors responsibility to verify the exact horizontal and vertical location of all existing utilities as needed prior to construction. The contractor shall be responsible for the digging of all test holes that may be required, whether recommended or not by these plans, to determine the exact location and elevation of existing utilities. If any conflicts arising from this existing utility verification or if during the course of construction, any object of an unusual nature is encountered, the contractor shall cease work in that area and immediately notify Greenway Engineering at (304) 620-5111 and/or the proper authority. Greenway Engineering or any engineer associated with these plans shall not be responsible or liable for any construction cost that may be associated with the installation or reinstallation any utility or other improvements if not notified of any discrepancies between actual field conditions and the approved plan.

5. The approval of these plans in no way relieve the developer, the contractor, or their agents of any legal responsibility which may be required by the code of West Virginia or any other ordinance enacted by Jefferson County nor does it guarantee the issuance of any required permit by Jefferson County, WVDOH or any other Agency.

6. An approved set of plans and all applicable permits must be available at the construction site at all times during construction. A representative of the developer must be available at all times.

7. The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering public streets, and it is the contractors responsibility to clean streets, allay dust, and to take whatever measures are necessary to insure that public streets are maintained in a clean, mud and dust free condition at all times.

8. The developer will be responsible for any damage to the existing streets and utilities which occurs as a result of his construction project within or contiguous to the existing right-of-way.

9. Warning signs, markers, barricades or flagmen should be in accordance with the State and Federal Manual on Uniform Traffic Control Devices (MUTCD).

10. All unsuitable material shall be removed from the construction limits of the site plan before placing embankment.

11. All pavement sections shown on these approved plans are based on a minimum CBR value of 6 and are for preliminary design only. Final pavement design shall be based upon actual field tested CBR values. The Contractor or Developer shall be responsible for field tests per WVDOH standards to obtain actual CBR values for final design. Final pavement designs will be approved by WVDOH and/or the Owner/Developer, which ever applicable, prior to installation.

12. All springs shall be capped and piped to the nearest storm sewer manholes or curb inlet. The pipe shall be minimum 6" diameter.

13. When grading is proposed within easements of utilities, letters of permission from all involved companies must be provided to Jefferson County & Charles Town Utility Board (CTUB) prior to issuance of grading and/or site development permits.

14. a. Notification shall be given to the Charles Town Utility Board two weeks prior to construction so they can arrange to have a project representative during construction. The District would like to be in the pre-construction project meetings with the contractor.

    b. Notification shall be given to the Charles Town Utility Board prior to construction of water lines. Information should also be obtained from the appropriate authority concerning permits, cut sheets, and connections to existing lines.

15. The Developer and/or Contractor shall be responsible to supply all utility companies with copies of the approved plans and advise them that all grading shall conform to the approved plans, and further that the utility companies shall be responsible for honoring these plans and the finished grades in the installation of their utility lines.

16. All utilities to be located underground.

17. Contractors shall notify operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition.

18. The developer will be responsible for the relocation of any utilities which is required as a result of his project. The relocation should be done prior to construction.

19. All parking lot/street light and dry utility design shall be performed and provided separately by others. All dry utility and or lighting information shown hereon is as specified by others and is included for informational purposes only, as directed by the Owner, Developer and/or public agency requirements. Greenway Engineering has not performed the lighting and/or dry utility design and does not warrant and is not responsible for the degree and/or adequacy of illumination on this project or the adequacy of the dry utility to service the site.

20. All sanitary sewers, water mains and appurtenances shall be constructed in accordance with the current standards and specifications of the Charles Town Utility Board.

21. All stormwater piping and structures shown on these plans are only accurate to the inlet or manhole locations as shown hereon. Detail design of stormwater structures were not provided to Greenway Engineering. Actual pipe alignments will be based upon developed structural shop drawings as provided by the manufacturer. Contractor shall make adjustments to pipe alignments base on provided shop drawings. Greenway Engineering will not be held responsible or liable for any discrepancies or changes caused by the structural design. Contractor may submit shop drawings to Greenway Engineering for review and approval at contractor's expense. Shop drawings will be reviewed for compliance with design plans. The Owner or Developer will be responsible for any redesign as a result of structural shop drawing design.

22. Controlled fills shall be compacted to 95% of maximum density as determined by method "A" per standard proctor AASHTO-T99, ASTM-D698, or VTM-1 as applicable. Density shall be certified by a registered professional engineer and results submitted to Jefferson County, prior to pavement construction. If a geotechnical report has been prepared, it should supersede the requirements in this note.

23. Refer to Geotechnical Engineer for methods, materials and details for construction of all earthwork activities.

24. Any retaining wall 2 ft. or greater in height shall require the issuance of a separate building permit.

25. Construction debris shall be containerized. No less than one litter receptacle shall be provided at the construction site.

26. Greenway Engineering, Inc. (GE) issued this plan set based on project criteria dictated by the client and municipal codes. This plan set is *not* considered complete or appropriate for construction until ALL necessary agencies have given approval AND this plan set is signed and sealed by a licensed professional. Any work, planning, scheduling, material purchases and/or construction prior to approvals and licensed/professional sealing will be performed at the risk of the personnel authorizing work. GE shall be held harmless from any costs, time delay and/or material changes incurred on work started before this plan set receives approvals and seals.

27. This property does not lie in a 100yr floodplain as designated by FEMA for panel 54037C0138E. Map Effective Date: 12/17/2009.

28. No known wetlands have been identified on the subject property.

WVDOH Notes

WV1. All work, construction methods and materials shall conform with the West Virginia Division of Highways "STANDARD SPECIFICATIONS ROADS AND BRIDGES Adopted January 1, 2017" and Supplemental Specifications dated January 1, 2020. All work on this project shall also conform with The Soil Conservation Service Erosion and Sediment Control Regulations and any other state, federal, or local regulations applicable. In the event of conflict between any of these standards, specifications, or plans, the most stringent shall govern.

WV2. All construction shall comply with the latest U.S. Department of Labor Occupational Safety & Health Administration.

WV3. When working on WVDOH right-of-way, all traffic control, whether permanent or temporary, shall be in accordance with "Manual on Temporary Traffic Control for Streets and highways" 2006 Edition as published by WVDOH.

WV4. Design features relating to construction or to regulation, control, and safety of traffic maybe subject to change as deemed necessary by WVDOH.

WV 5. Prior to initiation of work, Contractor shall be responsible for acquiring all necessary WVDOH land use permits for any work on WVDOH right-of-way.

WV 6. If required by the local WVDOH Residency Office, a preconstruction conference must be arranged and held by the engineer and/or developer with the attendance of the contractor, various County agencies, utility companies and WVDOH prior to initiation of work.

WV 7. Contractor shall notify the local WVDOH Residency Office when work is to begin or cease for any undetermined length of time. WVDOH will also require 48 hours notice for any inspection. Please contact the Burlington, WV field office at 304-289-3521.

WV 8. The Contractor will be responsible for maintaining adequate access to the project from the adjacent public roadway through construction and maintenance of a construction entrance in accordance with the Soil Conservation Service Erosion & Sediment Control Handbook. Furthermore, access to other properties affected by this project shall be maintained through construction.

WV 9. Contractor shall ensure adequate drainage is achieved and maintained on the site during and at the end of construction.

WV 10. All water and sewer lines within existing or proposed WVDOH right-of-way are to have minimum 36" cover and, when possible, to be installed under roadway drainage facilities.

WV 11. Any unusual subsurface conditions encountered during the course of construction shall be immediately brought to the attention of the engineer and WVDOH. Work shall cease in that vicinity until an adequate design can be determined by the engineer and approved by WVDOH.

WV 12. All undercut areas and borrow material shall be inspected and approved by WVDOH Inspector prior to placement of fill.

WV 13. All roadway fill, base, subsurface material and backfill of utility/storm sewer trenches shall be compacted in 6" lifts to 98% of theoretical maximum density as determined by AASHTO T-99 Method A, within plus or minus 2% of optimum moisture for the full width of any dedicated street right-of-way. At the direction of WVDOH Inspector density tests performed by a qualified independent agency shall be conducted as required in the WVDOH Road and Bridge Specifications. A copy of all tests shall be submitted to WVDOH prior to final WVDOH approval.

WV 14. WVDOH Standard CD and UD underdrains shall be installed where indicated on these plans and further where determined necessary by WVDOH Inspector.

WV 15. The installation of any entrances and mailboxes within any dedicated street right-of-wayshall meet WVDOH minimum design standards and is the developer's responsibility.

WV 16. If required by the local WVDOH Residency Office, copies of all invoices for materials within any dedicated street right-of-way must be provided to the WVDOH Inspector prior to acceptance of work. Unit and total prices may be obscured.

WV 17. Prior to acceptance by WVDOH of any streets, any required street signage and/or pavement markings must be installed by the developer.

WATER AND SEWER NOTES

1. Easements shall be given to the Charles Town Utility Board for the construction and maintenance of sewer facilities, as depicted herein.

2. Installation and maintenance of water and sewer lines shall be in accordance with the WV Department of Health, the City of Charles Town and the Charles Town Utility Board requirements.

3. Complete water lateral prior to final paving.

4. Water lines to have a minimum of forty-two inches (42") of cover to crown of pipe. Water lines to have seal of the National Sanitation Foundation. Mechanical joints or slip-on joints with rubber gaskets are preferred by the Health Department.

5. Provide concrete thrust blocking at all water line intersections and direction changes.

6. All water mains must be AWWA C900, CL235 PVC. All sanitary sewer to be PVC ASTM 3034 SDR-35 unless otherwise specified.

7. Water easements are to be dedicated to the Charles Town Utility Board.

8. Storm drain easements are to be dedicated to the City of Charles Town.

9. Sanitary sewer and force main easements are to be dedicated to the Charles Town Utility Board.

10. A horizontal separation of at least 10 foot must be maintained between sanitary sewer and potable water lines except when they are crossing. When water and sewer lines cross, the water line shall be at least 18 inches above the sewer line.

Summary of Water Requirements - Charles Town Utility Board, Charles Town, WV

1. All water mains must be AWWA C900, CL235 PVC. Line extensions must have permitted approval prior to installation.
2. All service lines to be minimum 200 PSI PVC or copper. Final Line size will depend on the type of service. The City will not allow any galvanized lines or fittings. A standard shut off valve must be installed on the property side of the meter for the owner's use; the meter valve is for the city use only.
3. All meters, vaults, and crooks will be set at the property line; the CTUB will install the meters.
4. All service lines will be no deeper than 36" at the meter location to allow access to the setter by the meter installers. Deeper service lines may be acceptable if a crossing conflict is encountered or site conditions dictate.
5. The CTUB will supply the meters, setter and boxes. All non-metallic lines will be installed with tracer ribbon. (Located 6" above the newly installed service line with 3" wide detectable tape.)
6. All multi-meter installations, such as a business or apartment complex are to be set in an outside vault, or an accessible mechanical room, and are to be supplied by the owner. These areas are to be inspected prior to the availability of water service.
7. Fire Hydrants must be American Darling Mark B62B 5-1/4" valve opening with 6" base or equal.
8. Valves are to be AWWA C515 gate valves resilient seated opening left. Valve boxes must be screw type Tyler #562S or equal. All valve riser sleeves are to be cast iron with cap. PVC risers to be approved on a use basis by the CTUB Water Representatives.
9. All valves, bends (45's, 22's and 90's), tees and elbows shall have mechanical restraints (such as mega lugs) and thrust blocks.
10. The CTUB must inspect all work. The contractor must give 24-hour notice to the CTUB for an inspection request. The CTUB may request as-built sketches, photos etc. (as back up)
11. All West Virginia Public Service Commission and WV Health Department, rules and regulations, applying to water and sewer must be followed, and all local state and federal permits and approvals must be obtained prior to performing any water or sewer extensions or upgraded work.

Submittals

1. Prior to the installation of any material or equipment on the project supplied by the Contractor, the Contractor shall submit to the City, three (3) copies of all shop drawings, laying schedules, manufacturer specifications, certification and drawings in accordance with the General Conditions. (Water/Sewer) One copy is for the application file. One copy is for the final inspection compliance. One copy is for inspection review or comments to be completed prior to beginning work. A copy of a current WV Contractors License and proof of Liability Insurance must accompany the submittal.

2. City will require as-built drawings and a copy of submittals for all pipe and and appurtenances used on the project. As-builts shall be furnished in both PDF and AutoCAD formats. An O&M Manual containing, at a minimum, all submittals is to be furnished.

Field Copies of Construction Information

The Contractor shall keep a minimum of one (1) complete copy of the Contract construction plans and specifications (including all revisions and addendums), and all shop drawings issued at the project site. All information shall be kept in a neat and good order and shall be made available for the City's Representative to use at his request.

Open Excavation

1. The depth of trenches shall be such that the location of the proposed pipes will conform with the lines and grades shown on the plans. The shape of all trenches above and within the pipe zone, the construction methods employed, the general protections requirements, the general excavation requirements, the general trenching requirements, and the minimum regulations for trench shoring, shall conform with the regulations set forth under OSHA Regulations 29CFR part 1926 650, 651 & 652. No trenching excavation work shall be performed which is not in accordance with those regulations.
2. The shape of the trenches in the "pipe zone" (which shall be construed to be that portion of the trench between the trench bottom and an elevation 1 foot above the top of the pipe) shall conform to the configuration identified as "Typical Bedding" on Pipe Bedding Drawing #1. The contractor is herein advised that if trench widths in the pipe zone exceed the outside diameter of the pipe plus two feet, and if the City determines that such excessive widths will result in a structural loading for which the pipe is not designed, he shall be required to bed the pipe on a concrete cradle at no additional cost.
3. The Contractor shall shape trenches which are located adjacent to existing above ground or underground structures and/or facilities or in other confined areas, so that such structures and facilities are properly protected against damage or disturbance from settlement or displacement. Adequate sheeting, shoring and/or bracing shall be installed and maintained to provide such protection and the Contractor shall be responsible for all damages resulting to such proposed and existing structures, pipelines, and/or facilities as the result of his failure to use and maintain adequate trench wall support, as well as a result of any other construction activities. The bottoms of all trenches shall be excavated to a depth of 6 inches below the bottom of the proposed lines to accommodate the bedding hereinafter specified.

Pipe Installation

1. Before any pipe is installed in trenches, it shall be inspected for damage and the inside of the pipe shall be swabbed to remove loose dirt and foreign objects, No damaged pipe will be permitted to be installed.
2. All pipes shall be installed to the lines and grades shown on the drawings. No pipes shall be constructed in trenches in which water flows or is pooled and, all pipes shall be carefully handled in the ditch to keep the jointing ends and materials free from dirt during installation. During shut down periods and at the end of each day, all open ends of pipe shall be suitably plugged to prevent the inflow of water, dirt, foreign objects, etc.

Pipe Bedding and Pipe Zone Backfill Material

All proposed pipelines shall be supported on stone dust or #10's small diameter stone. The material shall be placed to a minimum depth of 6 inches below the bottom of the pipe and 6 inches above of the top of the pipe. The material shall be placed in the pipe zone in such a manner as to not disturb, displace, or otherwise misalign the installed pipelines.

Backfill Material Above the Pipe Zone

The material used above the pipe zone shall be such that a satisfactory compaction can be made. At no time shall material bigger than 2 inches in diameter be used. But any material used must be approved by the City before hand. After approval, the entire depth within the backfilled area shall be compacted to provide the minimum percentage of density specified for each area of classification.

Special Backfill Material Below the Pipe Zone

Where muck, quicksand, soft clay, swampy or other material is encountered in the trench bottom, which in the opinion of the City is unsuitable for pipe foundation subgrade or backfill, such material shall be removed to a depth satisfactory to the City. The trench shall then be backfilled to grade with acceptable City approved material, mechanically compacted in successive layers.

Ductile Iron Pipe and Fittings

Ductile iron pipe and fittings under this Contract shall be furnished by the Contractor. All pipes will be slip type joint unless otherwise noted and all fittings will be mechanical joint

WATER AND SEWER NOTES (CONT.)

Minimum Pipe Size and System Design

1. The minimum size of water pipe shall be six-inch diameter. This may be increased at the discretion of the City if hydraulic modeling indicates that a larger size is needed to provide pressure and/or fireflow in the area.
2. Dead ends shall be minimized by looping of all mains.
3. Where dead-end mains occur they should be provided with a fire hydrant, for flushing purposes.
4. No flushing device shall be directly connected to any sewer.

Separation of Water Services & Mains from Other Utilities

5 foot horizontal separation from all non-sewer utility lines - electric, phone etc.

Parallel Installation

1. Normal conditions - Water mains shall be laid at least ten feet horizontally from any sanitary sewer, storm sewer or sewer manhole, whenever possible; the distance shall be measured edge-to-edge.
2. Unusual conditions - When local conditions prevent a horizontal separation of 10 feet, a water main may be laid closer to a storm sewer provided that:
   A. The bottom of the water main is at least 18 inches above the top of the sewer
   B. Where this vertical separation cannot be obtained, the water main will be sleeved and all voids will be filled.

Crossings

1. Normal conditions - Water mains crossing house sewers, storm sewers or sanitary sewer shall be laid to provide a separation of at least 18 inches between the bottom of the water main and the top of the sewer, whenever possible.
2. Unusual conditions - When local conditions prevent a vertical separation as described, the following construction shall be used:
3. Water mains passing under sewer shall be protected by providing:
   A. A vertical separation of at least 18 inches between the bottom of the sewer and the top of the water main.
   B. Adequate structural support for the sewers to prevent excessive deflection of the joints and settling on and breaking the water mains;
   C. That the length of the water pipe be centered at the point of crossing so that the joints will be equidistant and as far as possible from the sewer.
   D. Water line shall be sleeved and the void area filled.
4. Sewer manholes - No water pipe shall pass through or come within 5 feet of any part of a sewer manhole.

Private Fire Protection Service

No pipe or fixtures connected with a private fire service served by the CTUB shall be connected with pipes or fixtures supplied with water from any other source.

PVC Pipe and Fittings

No glue joints are to be used within the CTUB water or JCPSD right of way. Onsite sewer laterals are to be schedule 40 PVC Pipe or equivalent.

Fire Hydrants

Hydrants shall be furnished and installed complete where shown on the drawings and as approved by the CTUB. This installation shall be adapted to the location of the hydrant so as to make the best installation possible. (note: hydrants no-more than 500 ft apart)

Service Connections for Water Lines

1. Service connections shall be made as indicated on the Contract Drawings.
2. The Contractor shall furnish all fittings required to make the necessary connections. All service line connections shall be made in the presence of the CTUB representative.

Valves and Boxes

Each valve installed underground shall be equipped with a valve box furnished by the Contractor and installed by the Contractor.

Anchoring and Blocking

1. All bends in excess of 10 deg, plugs, caps, tees, and wyes branches along pipelines shall be adequately blocked or anchored to prevent the lines from pulling apart under pressure (see typical concrete blocking).
2. Lugged fitting and tie rods, clamps collars, restrained joints, and anchoring fittings may be substituted in lieu of blocking after having received the approval of the CTUB. Concrete used for blocking and anchoring pipelines in trenches shall consist of concrete as specified elsewhere in these specifications.

Pressure and Leakage Tests

All pipeline shall be tested by the Contractor according with AWWA and witnessed by the CTUB Representative. The Contractor shall furnish all equipment, apparatus, temporary blocking, pumps, taps and gauges to conduct the tests.

Blow Off

Blow off valves shall not be installed.

ith water from any other source.

TRIP GENERATION DATA

SINGLE FAMILY (**DETACHED**) (210)

UNITS	ADT RATE	ADT	PEAK HOUR RATE	PEAK HOUR TRIPS
56	9.43	556.37	0.70	41.30

*** TAKEN FROM ITE TRIP GENERATION 11 TH EDITION**

LEGEND

EXISTING INTERMEDIATE CONTOUR — 330
EXISTING INDEX CONTOUR — 330
PROPOSED CONTOUR — 400
EXISTING EDGE OF PAVEMENT
PROPOSED EDGE OF PAVEMENT
EXISTING CURB AND GUTTER
PROPOSED CURB AND GUTTER
TRANSITION TO REVERSE CURB
EXISTING TELEPHONE LINE — T
PROPOSED TELEPHONE LINE — T
EXISTING STORM SEWER WITH INLET
PROPOSED STORM SEWER WITH INLET
EXISTING SANITARY SEWER WITH MANHOLE — S
PROPOSED SANITARY SEWER WITH MANHOLE — S
PROPOSED SAN. LAT. CLEANOUT — S
EXISTING ELECTRIC SERVICE — E
PROPOSED ELECTRIC SERVICE — E
EXISTING GAS LINE — G
PROPOSED GAS LINE — G
EXISTING WATERLINE W/ TEE — W
PROPOSED WATERLINE W/ TEE — W
EXISTING FIRE HYDRANT/VALVE/METER
PROPOSED FIRE HYDRANT/VALVE/METER
PROPOSED REDUCER — W
PROPERTY LINE
EXISTING EASEMENT
PROPOSED EASEMENT
PROPOSED CENTERLINE
EXISTING CENTERLINE
EXISTING TREE LINE
FLOW LINE
FENCELINE — X
EXISTING UTILITY POLE/GUIDE WIRE
EXISTING TELEPHONE PEDESTAL
SIGNS
PARKING INDICATOR
INDICATES THE NUMBER OF TYP. PARKING SPACES — 12
HANDICAP PARKING
VEHICLES PER DAY COUNT — 100
PROPOSED BUILDING ENTRANCE
SANITARY MANHOLE IDENTIFIER — 12
STORM DRAIN STRUCTURE IDENTIFIER — 6
EXISTING SPOT ELEVATION — 735.4
PROPOSED SPOT ELEVATION — 735.5
LIGHT POLE

PROJECT NOTES

Zoning and Area Tabulations

Street Address	Candlewood Drive
Parcel Identification No:	03 12021500000000
Zoned	NR (Neighboorhood Reisdential)
Proposed Lots	56 Lots
Total Phase 16 Area	19.550 AC
Lot Area	11.230 AC
Sensitive Areas	0.000 AC
Right-of-Way	3.600 AC
SWM Areas	0.780 AC
Net Building Area (NLBA)	15.170 AC
Max Density Allowed ((NLBA/1750)	378 Lots
Total On-Lot Open Space	5.41 AC
Total Off-Lot Open Space	3.94 AC
Total Open Space	9.35 AC
(Minimum 30%)	48%
Minimum Lot Size	6000 SF
Minimum Lot Width	60 FT
Front Yard Setback	25 FT
Rear Yard Setback	20 FT
Side Yard Setback	10 FT
Maximum Building Height	40 FT
Maximum Building Stories	3 Stories
Required Landscape Plantings:	
Street Trees	1 Tree Per 50 L.F. of Road Frontage See Landscape Sheet for Specifics

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GENERAL NOTES

NORBORNE GLEBE PHASE 16

SKETCH PLAN

CHARLES TOWN CORP. DISTRICT (3) MAP 12- PARCEL 215 -DEED BOOK 1173-PAGE 85

CHARLES TOWN, WEST VIRGINIA

Rev. No.	Date
1	03/24/2025

DATE: 01/22/2025

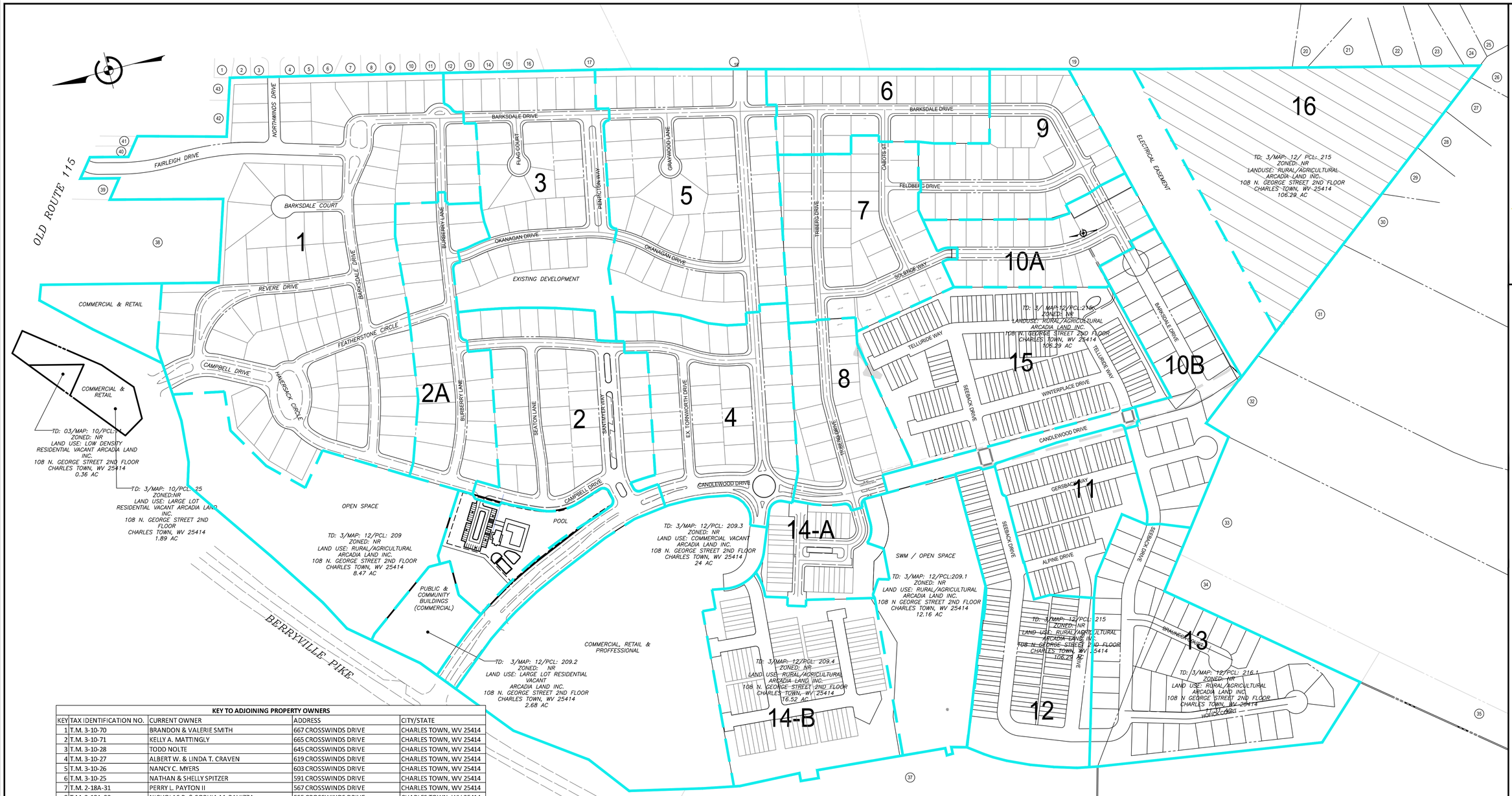
SCALE: AS SHOWN

DESIGNED BY: BAS II

FILE NO. 4542A

SHEET 2 OF 5

DWG #



KEY TO ADJOINING PROPERTY OWNERS

KEY	TAX IDENTIFICATION NO.	CURRENT OWNER	ADDRESS	CITY/STATE
1	T.M. 3-10-70	BRANDON & VALERIE SMITH	667 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
2	T.M. 3-10-71	KELLY A. MATTINGLY	665 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
3	T.M. 3-10-28	TODD NOLTE	645 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
4	T.M. 3-10-27	ALBERT W. & LINDA T. CRAVEN	619 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
5	T.M. 3-10-26	NANCY C. MYERS	603 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
6	T.M. 3-10-25	NATHAN & SHELLY SPITZER	591 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
7	T.M. 2-18A-31	PERRY L. PAYTON II	567 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
8	T.M. 2-18A-30	NICHOLAS P. & SOPHIA M. RAVIZZA	555 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
9	T.M. 2-18A-29	KATHLEEN M. MATTHEWS	539 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
10	T.M. 2-18A-28	DANIEL P. SHANNON	523 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
11	T.M. 2-18A-27	JEDEDIAH J. & SARAH M. TUTTLE	32 MOUNTAINSIDE COURT	HARPERS FERRY, WV 25425
12	T.M. 2-18A-26	MELISSA G. & EUGENE V. KING	489 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
13	T.M. 2-18A-25	RONALD E. & AMARILIZ R. KELLEY	473 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
14	T.M. 2-18A-24	JEFFREY J. KISH	455 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
15	T.M. 2-18A-23	JACK C. MCBRIDE	439 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
16	T.M. 2-18A-22	TODD & NANCY LANDIS	423 CROSSWINDS DRIVE	CHARLES TOWN, WV 25414
17	T.M. 2-18A-SWM	CROSSWINDS HOMEOWNERS ASSOC.	PO BOX 232	CHARLES TOWN, WV 25414
18	T.M. 2-17-22	DR ACQUISITIONS LLC	60 THOMAS DRIVE	FREDERICK, MD 21702
19	T.M. 2-19-1	HIGH HORIZONS FARM INC	336 ROSEMONT WAY	CHARLES TOWN, WV 25414
20	T.M. 2-16-51	TABUENA PHILOMELA & ERNESTO R.H. STUART	111 FOXHALL ROAD	CHARLES TOWN, WV 25414
21	T.M. 2-16-50	JOSEPH V. & JENNIFER R. DAGG	107 FOXHALL ROAD	CHARLES TOWN, WV 25414
22	T.M. 2-16-49	ROBERT M. & BRENDA J. VINCENT	85 FOXHALL ROAD	CHARLES TOWN, WV 25414
23	T.M. 2-16-48	WILLIAM H. & CHRISTINE M. KINGERY	59 FOXHALL ROAD	CHARLES TOWN, WV 25414
24	T.M. 2-16-47	WILLIAM R. & CAROLYN M. LIPSCOMB	43 FOXHALL ROAD	CHARLES TOWN, WV 25414
25	T.M. 2-16-39	DANIEL L. & LINDA A. COLLIE	416 EASTLAND DRIVE	CHARLES TOWN, WV 25414
26	T.M. 2-16-38	RAY & JENNIFER P. KOHLHEPP	448 EASTLAND DRIVE	CHARLES TOWN, WV 25414
27	T.M. 2-16-94	MAURICE SMITH	502 EASTLAND DRIVE	CHARLES TOWN, WV 25414
28	T.M. 2-16-95	RYAN D. & ASHLEY A. VALASEK	550 EASTLAND DRIVE	CHARLES TOWN, WV 25414
29	T.M. 2-16-96	MARTIN E. & JACQUELINE M. CLINE	558 EASTLAND DRIVE	CHARLES TOWN, WV 25414
30	T.M. 2-16-97	ERIC J. & SHERI R. BUTTERSWORTH	590 EASTLAND DRIVE	CHARLES TOWN, WV 25414
31	T.M. 2-16-16.5	PATRICK L. & BETH A. MARRONE	1032 OLD CAVE RD	CHARLES TOWN, WV 25414
32	T.M. 2-16-16.4	PATRICK L. & BETH A. MARRONE	1032 OLD CAVE RD	CHARLES TOWN, WV 25414
33	T.M. 2-16-15	JUNE R. H. & JAMES A. THOMAS, JR	534S SAMUEL STREET	CHARLES TOWN, WV, 25414
34	T.M. 2-16-14.3	JUNE R. H. THOMAS	534S SAMUEL STREET	CHARLES TOWN, WV 25414
35	T.M. 2-16-14.4	JOSEPH M. & EILEEN L. DILLON	1248 OLD CAVE ROAD	CHARLES TOWN, WV 25414
36	T.M. 3-12-216	CHARLES TOWN BOARD OF PARKS AND REC	PO BOX 14	CHARLES TOWN, WV 25414
37	T.M. 3-12-217	BRAD BISHOP	55 FRASER CT	CHARLES TOWN, WV 25414
38	T.M. 3-12-17	PEACH TREE INVESTMENTS LLC	36 BAKERTON ROAD	HARPERS FERRY, WV 25425
39	T.M. 3-12-13	MEGAN C. CURFMAN	14864 CHARLES TOWN ROAD	CHARLES TOWN, WV 25414
40	T.M. 2-17-15	JOSE E. SALMERON	14892 CHARLES TOWN ROAD	CHARLES TOWN, WV 25414
41	T.M. 2-17-16	JOSEPH LEBIDA III	14896 CHARLES TOWN ROAD	CHARLES TOWN, WV 25414
42	T.M. 2-17-18	DAVID L. & CHERYL J. WILT	10199 CHARLES TOWN ROAD	RANSON, WV 25438
43	T.M. 2-17-20	DAVID L. & CHERYL J. WILT	10199 CHARLES TOWN ROAD	RANSON, WV 25438

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ADJOINING OWNER INFORMATION AND PHASING KEY

NORBORNE GLEBE PHASE 16

SKETCH PLAN

CHARLES TOWN CORP. DISTRICT (3) MAP 12- PARCEL 215 -DEED BOOK 1173-PAGE 85
CHARLES TOWN, WEST VIRGINIA

DATE: 01/22/2025

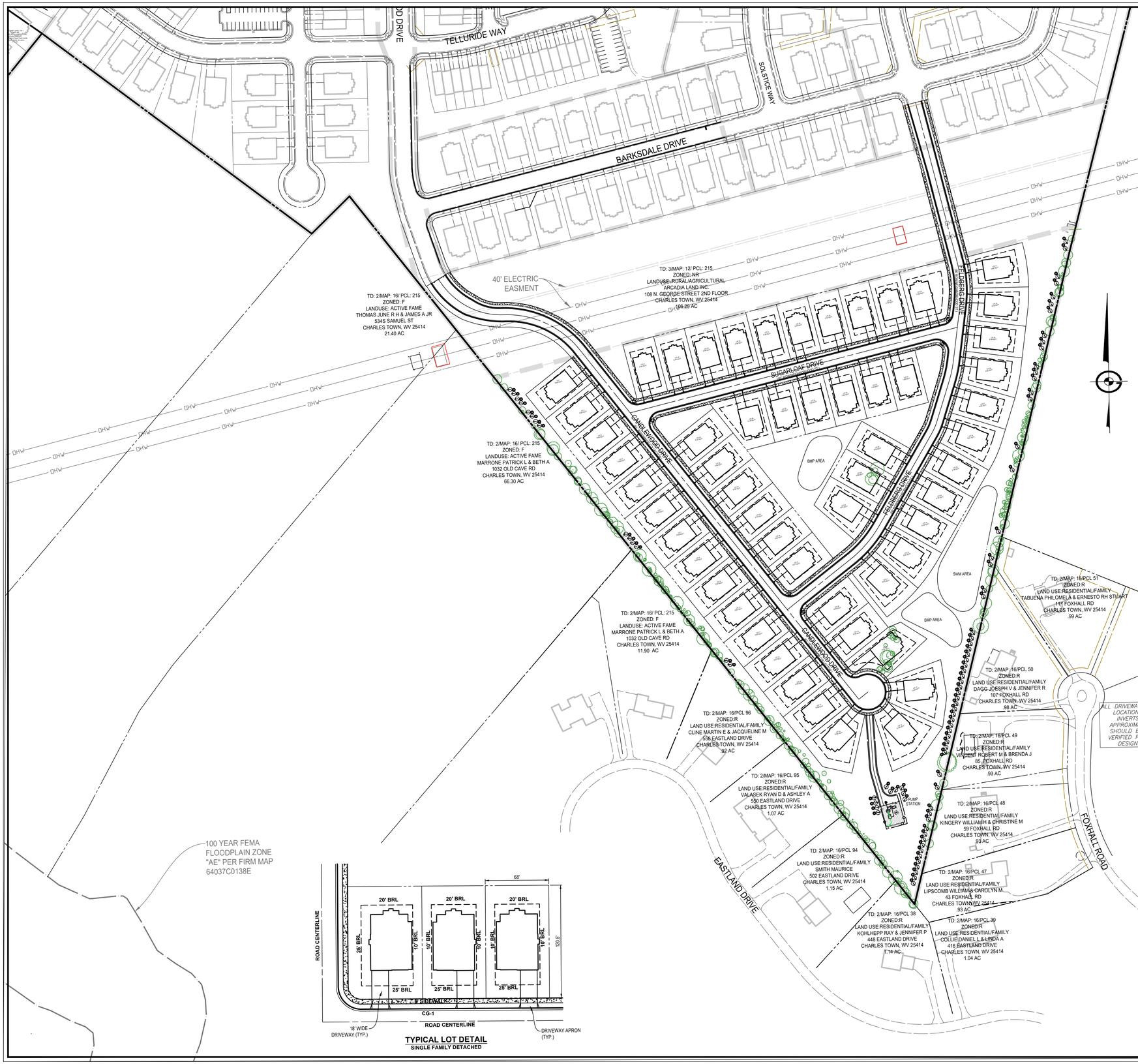
SCALE: 1" = 200'

DESIGNED BY: BAS II

FILE NO. 4542A

SHEET 3 **OF** 5

DWG #



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SKETCH PLAN

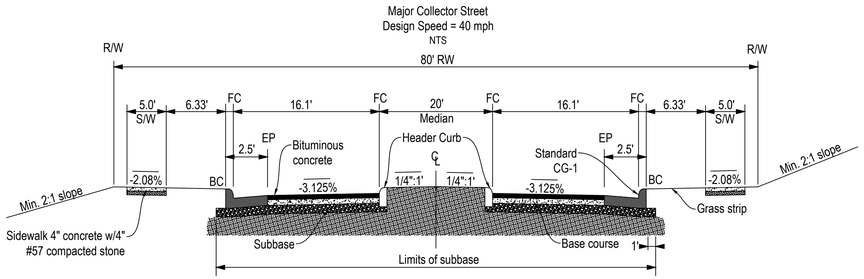
NORBORNE GLEBE PHASE 16

SKETCH PLAN

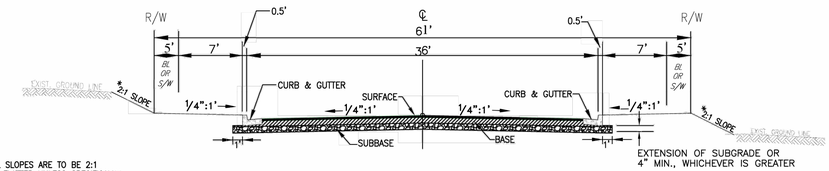
CHARLES TOWN CORP. DISTRICT (3) MAP 12- PARCEL 215 -DEED BOOK 1173-PAGE 85
CHARLES TOWN, WEST VIRGINIA

Rev. No.	Date

DATE: 01/22/2025
SCALE: 1" = 100'
DESIGNED BY: BAS II
FILE NO. 4542A
SHEET 4 OF 5
DWG #



CANDLEWOOD DRIVE STA 33+79.63 TO 38+83.15

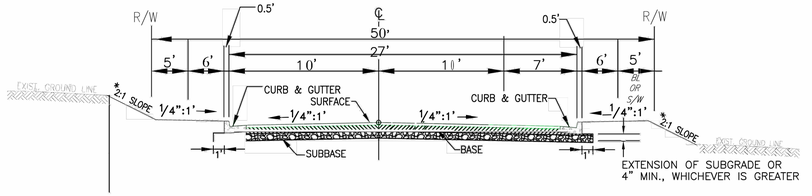


*ALL SLOPES ARE TO BE 2:1 OR FLATTER UNLESS SPECIFICALLY APPROVED BY THE DIRECTOR OF PUBLIC WORKS.

TYPICAL ROADWAY SECTION WITH CURB AND GUTTER

CANDLEWOOD DRIVE STA 38+83.15 TO THE END

TYPICAL SECTION - MINOR COLLECTOR
(1000-2001 VPD)
City of Charles Town



TYPICAL ROADWAY SECTION WITH CURB AND GUTTER

FELDBERG DRIVE AND SUGAR LOAF DRIVE

*ALL SLOPES ARE TO BE 2:1 OR FLATTER UNLESS SPECIFICALLY APPROVED BY THE DIRECTOR OF PUBLIC WORKS.

TYPICAL SECTION - NEIGHBORHOOD STREET
(0-500 VPD)
City of Charles Town

704 Foxcroft Avenue
Martinsburg, West Virginia 25401
Telephone: (304) 263-8951
Fax: (540) 722-8528
www.greenwayeng.com

GREENWAY ENGINEERING
PROUDLY SERVING VIRGINIA & WEST VIRGINIA
OFFICES IN: WINCHESTER, VA & MARTINSBURG, WV

TYPICAL ROAD SECTIONS

NORBORNE GLEBE PHASE 16

SKETCH PLAN

CHARLES TOWN CORP. DISTRICT (3) MAP 12- PARCEL 215 -DEED BOOK 1173-PAGE 85

CHARLES TOWN, WEST VIRGINIA

Rev. No.	Date

DATE: 01/22/2025

SCALE: N/A

DESIGNED BY: BAS II

FILE NO. 4542A

SHEET 5 OF 5

DWG #

Kimley»Horn

Memorandum

To: Mark Flynn
Arcadia Land, Inc.
108 N. George Street, 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

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

Date: February 24, 2025

Subject: Norborne Glebe Phase 16 Sketch Plan Review

This memorandum summarizes our review of the Sketch Plan for the Norborne Glebe Subdivision Phase 16 (dated January 22, 2025, prepared by Greenway Engineering) for an extension to include 59 single family units on a 19.50 acre property. The site is currently zoned Neighborhood Residential.

Kimley-Horn's review of this site is limited to the Final Subdivision Plan and Plat and Application provided. Based upon our review, we have the following comments:

1. This Application generally complies with the Sketch Plan requirements per the City of Charles Town Subdivision and Land Development Ordinance dated June 23, 2012 (Rev. August 19, 2024).

Kimley-Horn has no further comments. Thank you for the opportunity to review this site. In the meantime, please feel free to contact us at 703-870-3631 should you have any questions.

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

From: [redacted]
To: James Newman
Subject: Planning and Zoning Meeting - April 28, 2025
Date: Monday, April 21, 2025 11:03:59 AM

Dear Mr. Newman.

We are in receipt of your letter dated March 28 regarding SLD2025-02: Norborne Glebe Phase 16 Sketch Plan – Arcadia Land Inc.

As residents at 943 Barksdale Dr (Norborne Glebe), we oppose the proposed Phase 16 Sketch Plan.

The current sketch plans are contrary to the information that we were given upon purchasing our residence at 943 Barksdale Dr. At the time of purchase, we were informed by the sales staff (Brad and Melissa) and construction foreman (Adam) that our property line was 160 feet from the current power lines and that any construction on the other side of the power lines would also be at least 160 feet from the power lines. This information is consistent with that provided to our neighbors along Barksdale Dr. The Phase 16 Sketch Plan, as provided, appears to show new lot lines and construction closer than 160 feet to the power lines, opposite our property. The purchase of our home was in anticipation of that mutual 160 ft boundary. This change causes houses to be closer to us than previously explained. This reduces our property value by reducing our unobstructed view of the mountains over the solar field.

To a lesser degree, the plan shows more houses than we were told would be there, so there is an increase housing density, demand on utilities and infrastructure and increases in traffic.

From a health perspective, has the builder ascertained the power transmitted through the existing power lines and anticipated future changes to that capacity? Has the builder had EMF readings taken at distances of 160 feet and at the closest proposed development location? Research articles have shown elevated risk of childhood leukemia where the EMF readings have been above 0.3 uT (micro Tesla's).

Furthermore, with proposed new power line installation or upgrade to support datacenters in Virginia and now West Virginia, does construction with that proximity to the power lines restrict or conflict with proposed upgrades?

In addition, fill dirt from work north of the proposed development has been deposited on the proposed construction site, potentially exacerbating view obstruction by raising construction ground level. We would like assurances that the fill dirt will be removed prior to construction.

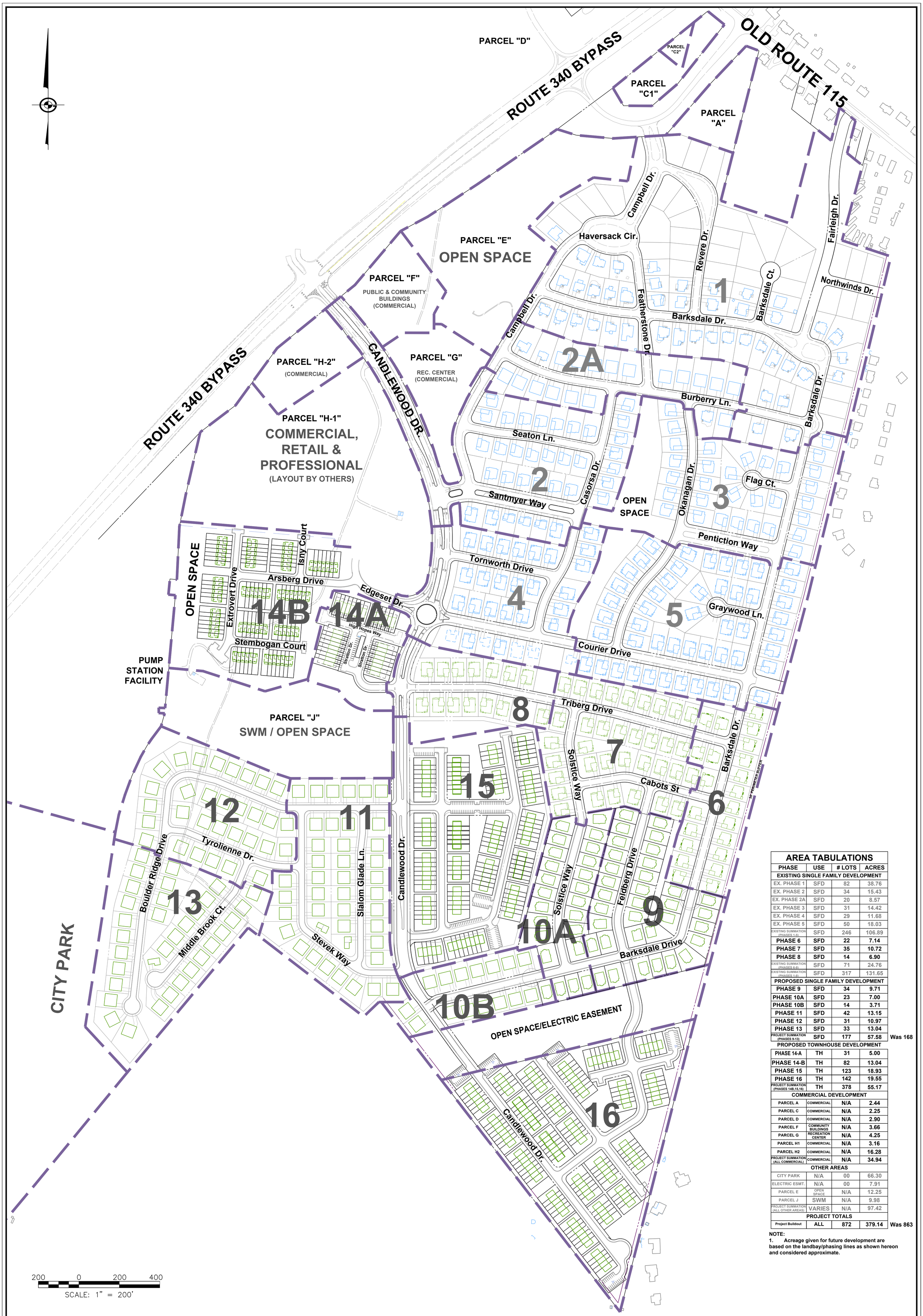
To address a more comprehensive assessment of the proposed changes, please have presenter bring and provide previous development maps for that area that were prior to the current requested sketch plan. Please have them provide current and anticipated power line voltages and frequencies for the high power lines and EMF readings at 160 feet and the distance for the proposed new construction.

I think it is important for the Planning and Zoning Board and the public to have all the details related to the proposed changes.

Thank you.

Brady Burke

Beware - This email comes from outside the City of Charles Town.



AREA TABULATIONS

PHASE	USE	# LOTS	ACRES	
EXISTING SINGLE FAMILY DEVELOPMENT				
EX. PHASE 1	SFD	82	38.76	
EX. PHASE 2	SFD	34	15.43	
EX. PHASE 2A	SFD	20	8.57	
EX. PHASE 3	SFD	31	14.42	
EX. PHASE 4	SFD	29	11.68	
EX. PHASE 5	SFD	50	18.03	
EXISTING SUMMATION (PHASES 1-5)	SFD	246	106.89	
PHASE 6	SFD	22	7.14	
PHASE 7	SFD	35	10.72	
PHASE 8	SFD	14	6.90	
EXISTING SUMMATION (PHASES 6-8)	SFD	71	24.76	
EXISTING SUMMATION (PHASES 1-8)	SFD	317	131.65	
PROPOSED SINGLE FAMILY DEVELOPMENT				
PHASE 9	SFD	34	9.71	
PHASE 10A	SFD	23	7.00	
PHASE 10B	SFD	14	3.71	
PHASE 11	SFD	42	13.15	
PHASE 12	SFD	31	10.97	
PHASE 13	SFD	33	13.04	
PROJECT SUMMATION (PHASES 9-13)	SFD	177	57.58	Was 168
PROPOSED TOWNHOUSE DEVELOPMENT				
PHASE 14-A	TH	31	5.00	
PHASE 14-B	TH	82	13.04	
PHASE 15	TH	123	18.93	
PHASE 16	TH	142	19.55	
PROJECT SUMMATION (PHASES 14B,15,16)	TH	378	55.17	
COMMERCIAL DEVELOPMENT				
PARCEL A	COMMERCIAL	N/A	2.44	
PARCEL C	COMMERCIAL	N/A	2.25	
PARCEL D	COMMERCIAL	N/A	2.90	
PARCEL F	COMMUNITY BUILDINGS	N/A	3.66	
PARCEL G	RECREATION CENTER	N/A	4.25	
PARCEL H1	COMMERCIAL	N/A	3.16	
PARCEL H2	COMMERCIAL	N/A	16.28	
PROJECT SUMMATION (ALL COMMERCIAL)	COMMERCIAL	N/A	34.94	
OTHER AREAS				
CITY PARK	N/A	00	66.30	
ELECTRIC ESMT.	N/A	00	7.91	
PARCEL E	OPEN SPACE	N/A	12.25	
PARCEL J	SWM	N/A	9.98	
PROJECT SUMMATION (ALL OTHER AREAS)	VARIES	N/A	97.42	
PROJECT TOTALS				
Project Buildout	ALL	872	379.14	Was 863

NOTE:
1. Acreage given for future development are based on the landbay/phasing lines as shown hereon and considered approximate.

DATE: DEC 6, 2021
SCALE: 1" = 200'
DESIGNED BY: ABW/RLK
FILE NO. 4542A
SHEET 1 OF 1

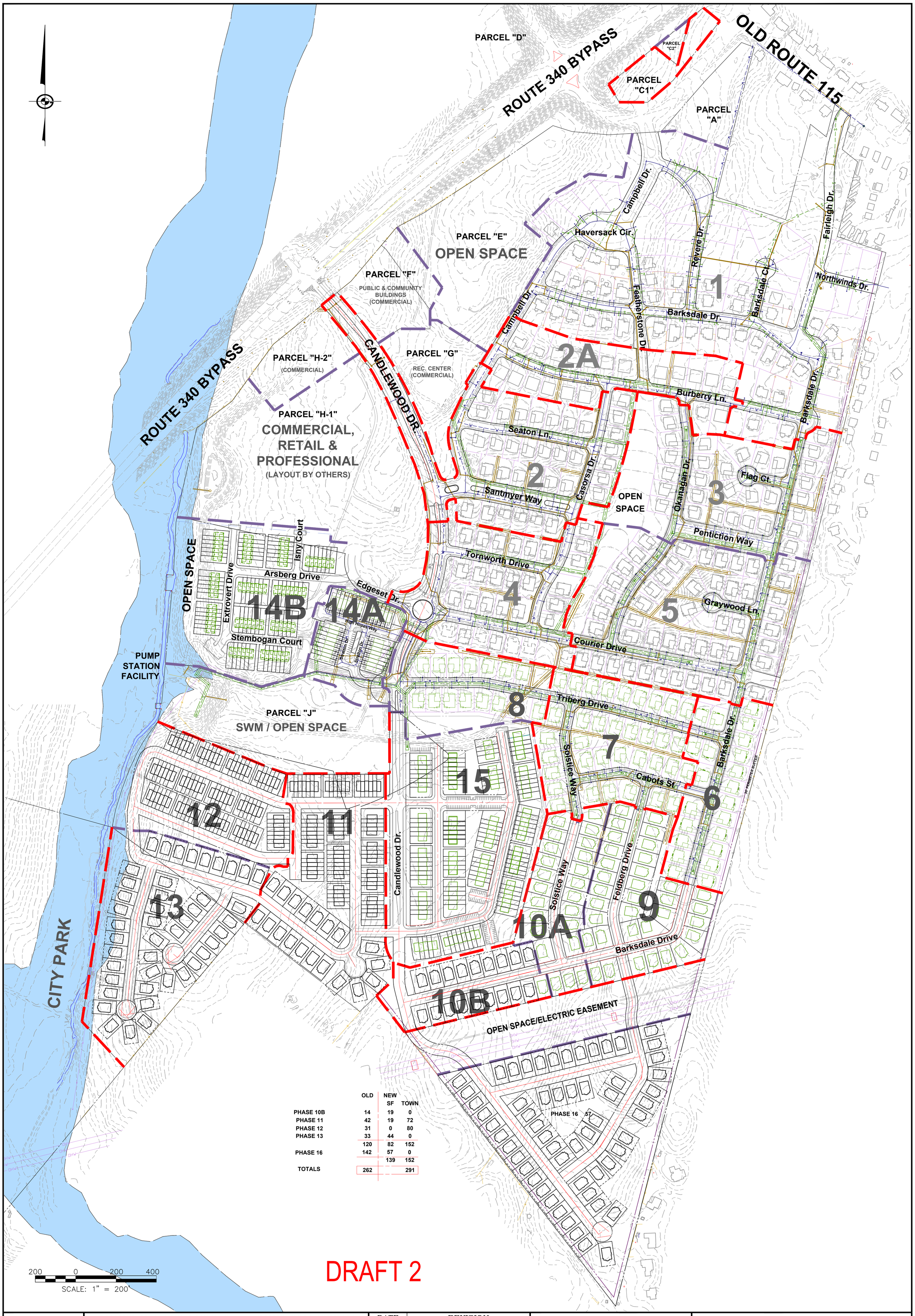
CONCEPTUAL DEVELOPMENT PHASING EXHIBIT

NORBORNE GLEBE

CITY OF CHARLES TOWN
JEFFERSON COUNTY, WV

DATE	REVISION	DATE	REVISION
07/26/2013	CHANGED PH. 11 TO TOWNHOMES	05/08/2015	UPDATE PH. BOUNDARIES PER CURRENT PLANS
07/31/2013	REV. PH. 11 TH LO FOR INCREASED DENSITY	10/07/2016	REV. PH 8-10, 14-16 (SFD to TH)
08/16/2013	REV. PH. 11 TH PER CLIENT COMMENTS	10/03/2017	REV. PHASES 7, 8 & 14A
08/23/2013	UPDATED "PARCEL I" TH LAYOUT	8/10/2020	UPDATED TO INCLUDE FUTURE PHASES
10/17/2013	REV. LAYOUT PHASES 6,8,9 11 & 12	3/16/2021	UPDATE COMMERCIAL PARCELS & ACREAGE
01/28/2014	REV. PHASES 6 THROUGH 15	8/9/2021	UPDATE PHASE 14B
02/16/2014	REV. PHASES 14 & 15	12/6/2021	UPDATE 14A, 9&10A, RD NAMES

GREENWAY ENGINEERING
GREENWAY ENGINEERING INC.
151 WINDY HILL LANE
WINCHESTER, VIRGINIA 22602
T: (540) 662-4185
www.GreenwayEng.com



	OLD	NEW SF	NEW TOWN
PHASE 10B	14	19	0
PHASE 11	42	19	72
PHASE 12	31	0	80
PHASE 13	33	44	0
	120	82	152
PHASE 16	142	57	0
		139	152
TOTALS	262		291

PHASE 16 57

DRAFT 2

DATE: March 14, 2022
SCALE: 1" = 200'
DESIGNED BY: ABW/RLK
FILE NO. 4542A
SHEET 1 OF 1

CONCEPTUAL DEVELOPMENT – ADJUSTMENT EXHIBIT

NORBORNE GLEBE

CITY OF CHARLES TOWN
JEFFERSON COUNTY, WV

DATE	REVISION
3/21/22	DRAFT 2 - ADJUST SINGLE ENTRANCE

GREENWAY ENGINEERING INC.
151 WINDY HILL LANE
WINCHESTER, VIRGINIA 22602
T: (540) 662-4185
www.GreenwayEng.com

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *SLD2025-03* - 231 N. Samuel St. - Sketch Plan

ATTACHMENTS:

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

Sketch Plan Review
SLD2025-03

Date: For the April 28, 2025 Planning Commission meeting
Applicant: US Developers LLC.
Property Owner: US Developers LLC.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Major Land Development.
Property Location: 231 N. Samuel St.
Current Zoning: Old Town Mixed-Use Commercial



PROJECT OVERVIEW

The development of 20,480 sq. ft. (0.4 acres) for a pharmacy and a mixed-use structure, with a combined parking lot.

ZONING REVIEW

The property is zoned Old Town Mixed-Use Commercial (OT-MUC).

COMPLETENESS REVIEW

This item was deemed complete by the Planning Commission at their March 24, 2025 meeting.

Changes since Completeness Review:

1. Added two additional apartments.
2. Reduced impervious coverage by 7%.
3. Removed connection to the alleyway and provides fencing.
4. Reduced parking from 35 to 29 spaces.
5. Moved dumpster location closer from the pharmacy to the mixed-use structure.

Setbacks

Front: 0 ft. or average of three neighboring properties on each side of the property.
Sides: 0 ft (20 ft when adjacent to a residential district).
Rear: 0 ft.

All setback requirements are met.

Density

No maximum density requirements. 6 units will have a density of 15 units per acre on this .4 acre site.

Lot coverage

Permitted maximum lot coverage is 90%. Proposed impervious lot coverage is 83.6%

Parking

Minimum Off-Street Parking is:
-Apartments: 1.2 spaces per unit.
-Pharmacy with drive through: 4.9 spaces per 1,000 sq. ft.
-Commercial uses vary in parking requirements. Using 3 spaces per 1,000 sq. ft. provides a reasonable measure of estimated parking need.

Off-Street Parking requirements based on the proposal:
-Apartments: 8 spaces for 6 units.
-Pharmacy: 5 spaces for 937 sq. ft. of gross floor area.
-Commercial: 15 spaces for 3 units based on 4,680 sq. ft. of gross floor area.

Off-Street total required: 28
Off-Street total provided: 26 in parking lot + 4 on-street parking spaces.

On-Street parking may account for 10% of the required off-street parking. For this project, three on-street parking spaces may be used in place of off-street parking.

A minimum of three spaces are required to be designated for compact car parking; no parking shown is set aside for compact car only spaces.

For parking lots with between 26-50 spaces, two handicap spaces are required. This requirement is met. Both buildings have a handicap parking spot facing them.

Sidewalks

Sidewalks are required along street frontages. The definition of streets incudes alleyways. The applicant does not propose to place a sidewalk along the alleyway. Alleyways historically have not had sidewalks as they serve as an area for the collection of trash, parking vehicles, and loading and unloading goods, rather than being used primarily as a pedestrian thoroughfare.

The plan maintains the existing sidewalks along N. Samuel and North Streets, and provides interior pedestrian access to the site.

Utilities/Easements

Plan set provides existing and proposed water, sewer, and electric utility line locations. Kimley-Horn has advised that a relocated utility pole shown in a sidewalk must be relocated.

Dumpster Pad

A dumpster pad is provided to service both buildings. The plan shows the dumpster screened from view and placed nearer to the mixed-use structure. Additional landscaping details are required at the Preliminary Plan stage.

Drive-through standards:

1. *Drive-thru lanes shall be required for all drive-thru facilities and shall have a minimum width of ten (10) feet along straight segments.*
   -A minimum travel width of 12 ft. is provided. Requirement met.

2. *A minimum of 3 queue spaces per lane*
   -3 queue spaces are shown. Requirement met.

3. *All drive-thru lanes shall be clearly separated from parking spaces, travel aisles, maneuvering areas, and Access Drives.*
   -Requirement met.

4. *The Planning Commission may reduce the minimum stacking distance of drive-thru lanes for uses if it can be demonstrated that the vehicular frequency for the use does not warrant multiple vehicle stacking*

Parking Lot Landscaping

Parking lots must have an island every 10 spaces. This requirement has been met.

Buffers

Buffers are required between all non-residential and residential uses. There are two residence on the opposite side of the alleyway. A 6ft tall fence or evergreen vegetated landscaping will suffice to meet the buffering requirements. A fence is shown adjacent to the alley to act as a permanent screening barrier. Additional details are required at the Preliminary Plan stage.

Lighting
Lighting is not required to be shown on a sketch plan. Additional review will be performed for the Preliminary Plan. Lighting will be required along the roadways and within the parking lot.

Stormwater
The City's Engineering firm has no comments at this stage. Additional review will be performed for the Preliminary Plan.

Connectivity
This corner parcel has access to N. Samuel Street, and North Street. No connection to the alley way is proposed.

Open-Space
Open space is provided adjacent to the alley location. No proposed amenities are shown. If amenities are not provided, then a $500 fee-in-lieu-of per residential unit is required.

COMPREHENSIVE PLAN
The 2040 Comprehensive Plan identifies these parcels as Old Town *Mixed Use Commercial* in both the 10 yr. and 25 yr. future land use maps. The District's purpose is:

*To recognize the diversity of existing Downtown uses and to provide for **a wide range of residential and commercial office, restaurant, hospitality, and retail services** within in the Downtown. This land use designation intends to **strengthen** Charles Town's **urban core**, contribute to its historic character, **minimize impacts on adjacent land uses**, **and be well connected to existing and future land use**s located within the Urban Growth Boundary. Downtown Charles Town is **characterized by typical main street components** found in the Old Town Mixed Use Commercial land use.*
The proposed use of the property is in conformance with the Comprehensive Plan, which calls for:

A. Vertical mixed use, which the applicant proposes to build.
B. Commercial uses of a convenient nature within residential areas, which is met with a mixed-use project.
C. Reduction in traffic congestion by providing residential uses within walking distance of commercial uses.

CONCLUSION
The applicant seeks to redevelop one lot for a pharmacy with 2nd floor apartment, and a two-story mixed-use commercial structure.

RECOMMENDATION
Approval of the sketch plan, subject to a condition:

1. No utility pole may be relocated within the existing sidewalks as shown on the plan set.

RECEIVED
FEB 25 2025
BY:

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 _____

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

3. FEES

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

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

4. SUBMITTAL PACKAGE

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

Fee Schedule

1. BASE FEES

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

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

2. APPLICATION FEES

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

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

3. LEGAL NOTICE FEES

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

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

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

4. ADDITIONAL FEES

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

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

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

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

3. APPLICANT'S NAME* US DEVELOPERS, LLC

Address: 213 N. SAMUEL ST.

Telephone Number (571) 289-5857

Email Address Ay110576@Gmail.Com

4. PROPERTY OWNER'S NAME Adel YOUSSEF

Address: 6805 Hartwood Ln, Centreville, VA 20121

Telephone Number (571) 289-5857

Email Address Ay110576@Gmail.com

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

Property Address: 231 ~~213~~ N. SAMUEL STREET

Tax Map # and Parcel: #2, 76

Property Area in Square Feet or Acres: 20,480 SQ.FT.

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

6. FEE CALCULATION (Per Fee Schedule)

BASE: 300

APPLICATION:

700 Commercial

500 + 50 per res unit x 4

Min escrow $4,000

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: $ 5,760

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

MULTI-USE COMMERCIAL AND APARTMENT
2-STORY

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

PHARMACY 1-STORY

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

NO

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

Application No.	Project Name and Phase	Status	Approval Date

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

☒ No

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

_____

_____

_____

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

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

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date 02/28/2025

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

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

Receipt No._____

Subdivision Administrator Approval/Denial:_____ Date:_____

Planning Commission Approval/Denial:_____ Date:_____

Comments/Conditions:_____

_____

_____

_____



C.00 VICINITY MAP
SCALE: 1" = 50'-0"

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

YOUSSEF PROPERTIES
213 NORTH SAMUEL STREET
CHARLES TOWN, WV 25414

rev	date	description

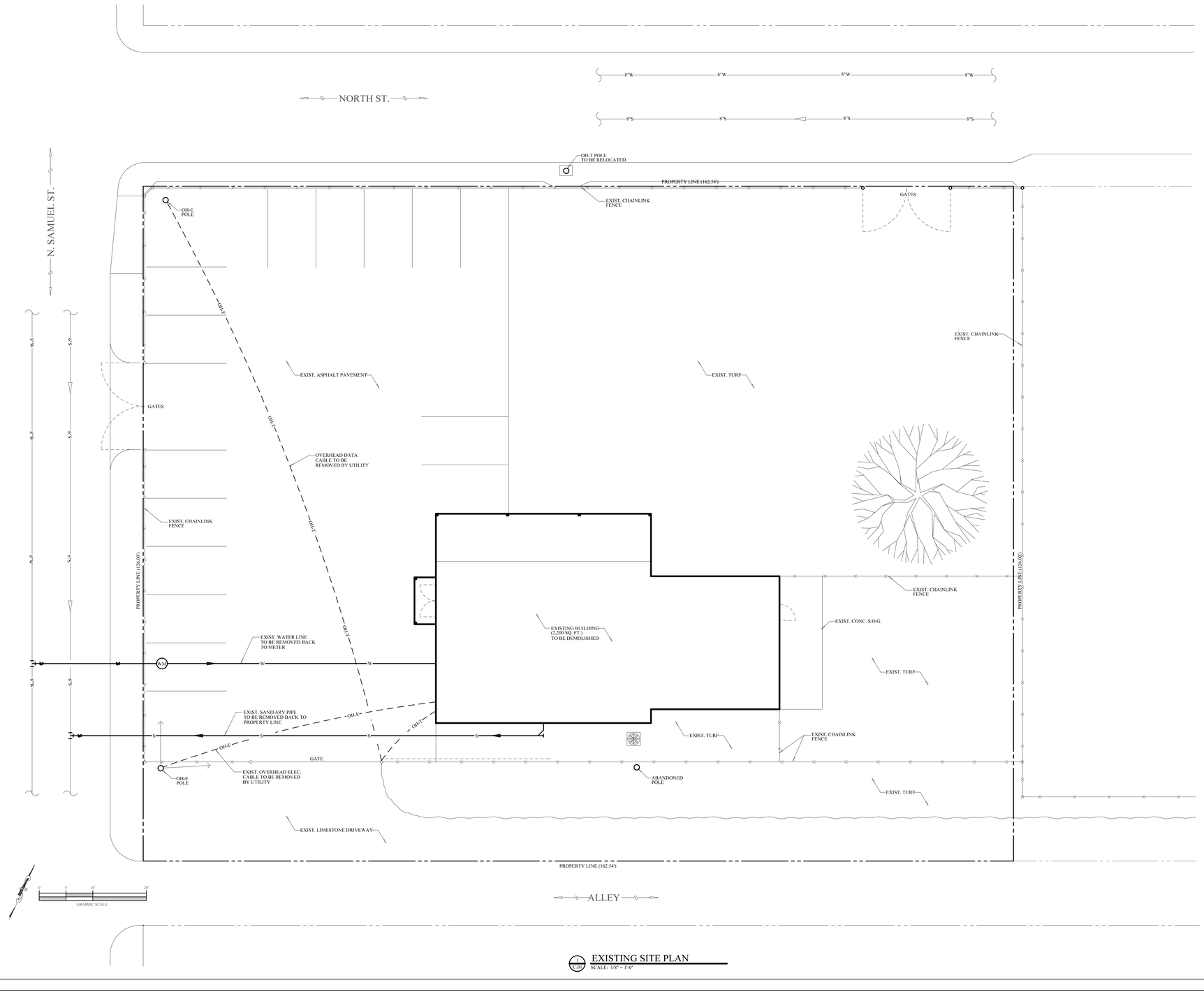
STATE OF WEST VIRGINIA
JAMES BRYSON VANNOSTRAND
NO. 398
REGISTERED ARCHITECT

job:	24070586
drawn:	DCS
checked:	BVN
date:	4/14/2025
scale:	AS SHOWN

SHEET
C.00
1 OF 4

EXISTING SITE NOTES

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



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

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

YOUSSEF PROPERTIES
213 NORTH SAMUEL STREET
CHARLES TOWN, WV 25414

rev	date	description

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

job:	24070586
drawn:	DCS
checked:	BVN
date:	4/14/2025
scale:	AS SHOWN

SHEET
C.01
2 OF 4

SITE PLAN NOTES

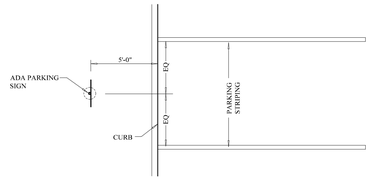
1. RAMP SLOPES SHALL NOT BE STEEPER THAN 1:12 UNLESS OTHERWISE SHOWN OR SPECIFIED.
2. SIDEWALKS THAT TERMINATE AT A VEHICULAR WAY SHALL HAVE A DETECTABLE WARNING SURFACE, 2'-0" WIDE, 6" FROM RAMP EDGES.
3. NORMAL GUTTER FLOW LINE AND PROFILE SHALL BE MAINTAINED THROUGH THE RAMP AREAS, UNLESS NOTED OTHERWISE.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

ZONING

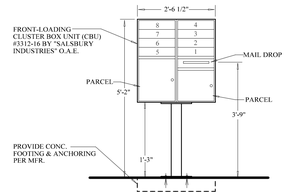
ITEM	DESCRIPTION	VALUE	MINIMUM	REMARKS
ZONE:	OLD TOWN - MIXED USE COMMERCIAL			
SINGLE PARCEL:	162.54' x 126.00'	20,480 SQ.FT.		
BUILDING 1:	FRONT YARD	4'	0'	...
	SIDE YARD	15'	0'	...
BUILDING 2:	FRONT YARD	7'	0'	...
	SIDE YARD	5'	0'	...
MAX. LOT COVERAGE				90.0% OF LOT
PROPOSED LOT COVERAGE				83.6%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

PARKING

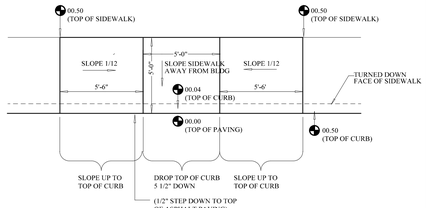
ITEM	DESCRIPTION	VALUE	PARKING FACTOR	PARKING STALLS
ZONE:	OLD TOWN MIXED-USE COMMERCIAL			
SINGLE PARCEL:	162.54' x 126.00'	20,480 SQ.FT.		
BUILDING 1:	1st FLOOR - PHARMACY	937 SQ. FT.	4.9/1,000 SQ.FT.	5
	2nd FLOOR - (2) APARTMENTS	1,200 SQ. FT.	1.2/DWELLING	3
BUILDING 2:	1st FLOOR x (3) GENERAL OFFICE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



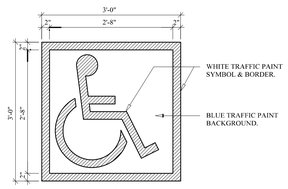
C.02 PARKING STALL
SCALE: NTS



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

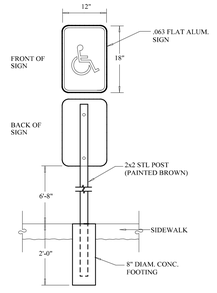


C.02 CURB RAMP PLAN
SCALE: NTS

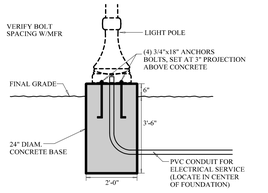


NOTE:
1) ALL STROKES TO BE 2" WIDE.
2) PROVIDE TWO (2) COATS OF TRAFFIC PAINT.
3) LOCATE SYMBOL AT CENTER OF STALL WHERE SHOWN ON SITE PLAN.

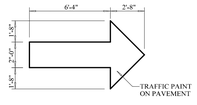
C.02 PAVEMENT SIGN
N.T.S.



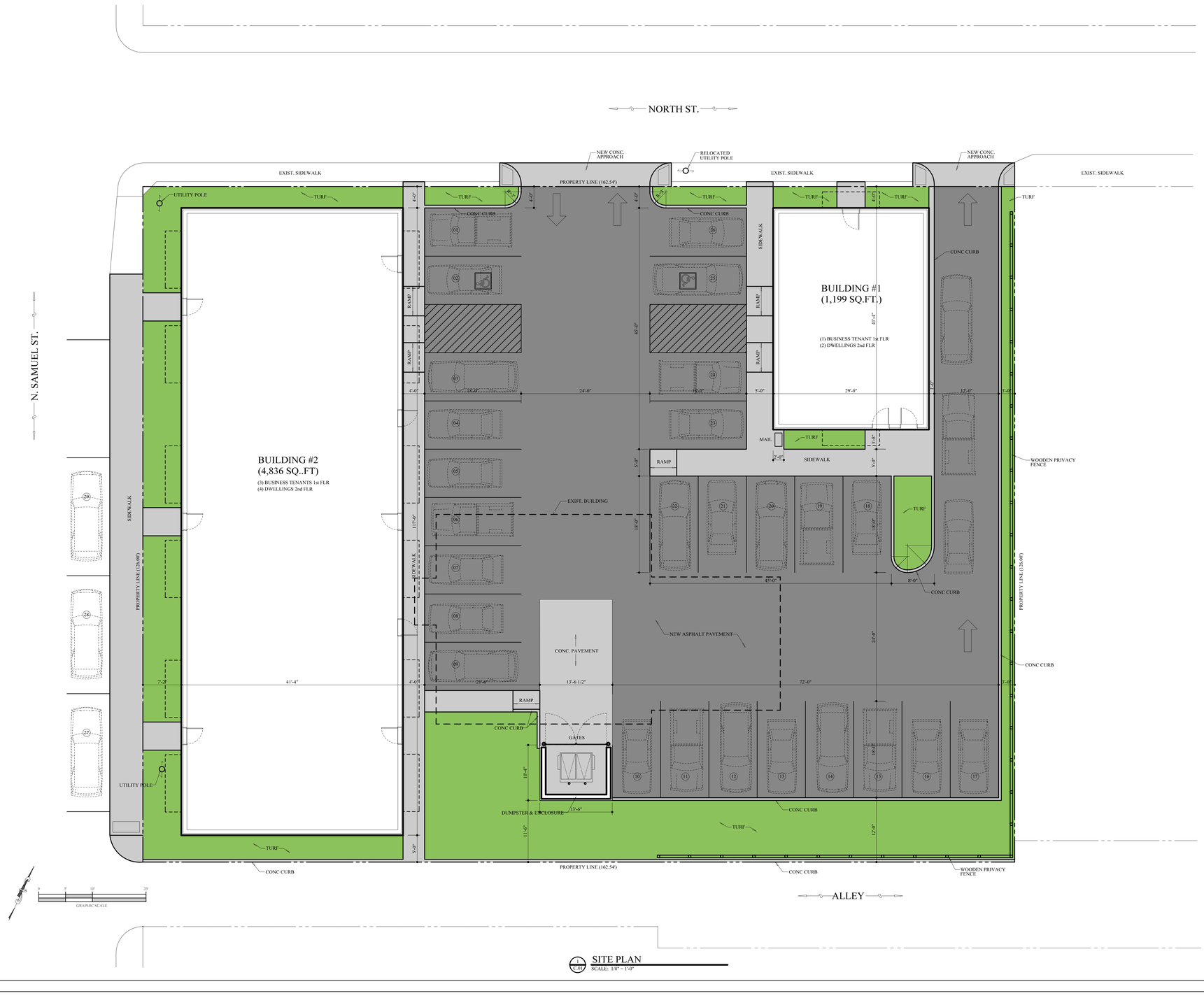
C.02 ACCESSIBILITY PARKING SIGN
N.T.S.



C.02 LIGHT STANDARD FOUNDATION
SCALE: NTS



C.02 TRAFFIC FLOW ARROW
SCALE: NTS



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

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

YOUSSEF PROPERTIES
213 NORTH SAMUEL STREET
CHARLES TOWN, WV 25414

rev	date	description

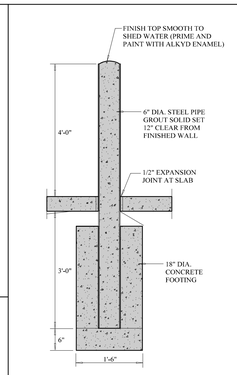
STATE OF WEST VIRGINIA — JAMES BRYSON VANNOSTRAND — NO. 3098 — REGISTERED ARCHITECT

job:	24070586
drawn:	DCS
checked:	BVN
date:	4/14/2025
scale:	AS SHOWN

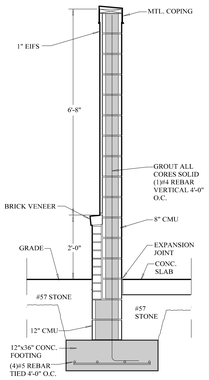
SHEET
C.02
3 OF 4

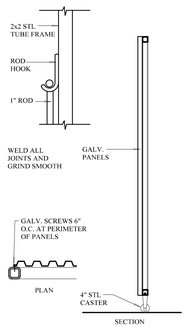
SITE UTILITY NOTES

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



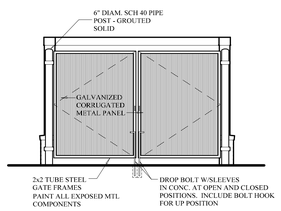
1 / C.03 BOLLARD DETAIL
N.T.S.

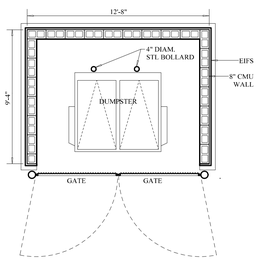




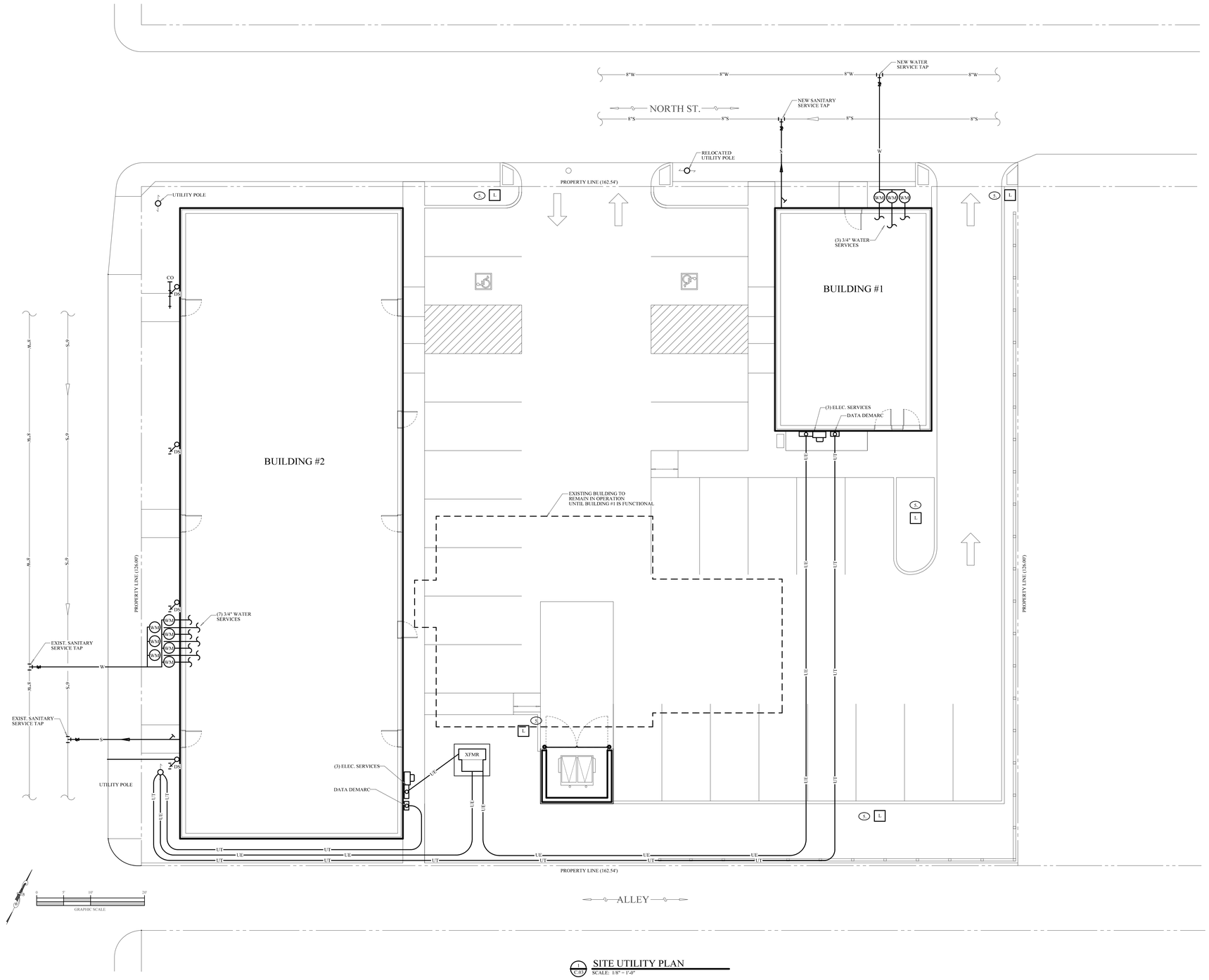
2 / C.03 ENCLOSURE WALL
N.T.S.

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





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



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

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

YOUSSEF PROPERTIES

213 NORTH SAMUEL STREET
CHARLES TOWN, WV 25414

rev	date	description

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

job:	24070586
drawn:	DCS
checked:	BVN
date:	4/14/2025
scale:	AS SHOWN

SHEET
C.03
4 OF 4

Kimley»Horn

Memorandum

To: VanNostrand Architects
29 E. Main Street, Suite 4
Buckhannon, WV 26201

From: Mark Phillips, P.E.
Mason Long, EIT

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

Date: April 18, 2025

Subject: 231 N Samuel St Sketch Plan Review - 2nd Submission

This memorandum summarizes our review of the Sketch Plan for the 231 N Samuel Street Project (dated April, 2025, prepared by VanNostrand Architects) for a proposed development of a pharmacy and office building, with apartments attached on approximately 20,480 square feet. The site is currently zoned Old Town Mixed Use Commercial (OT-MUC) per the City of Charles Town Zoning Ordinance dated June 18, 2012 (Rev. February 18, 2025).

Kimley-Horn's review of this application is limited to the Sketch Plan and Application provided. Based upon our review, we have the following comments on the materials provided on the Sketch Plan:

Comments
Per Section 1333.09 provide a sidewalk along the Alley adjacent to the proposed development. The privacy should be set back at least 1 foot from the back of the sidewalk.
The relocated utility pole on Sheet C.02 along North Street shall not be placed in the sidewalk. It must be placed behind the back of sidewalk to provide a clear pedestrian pathway.

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

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

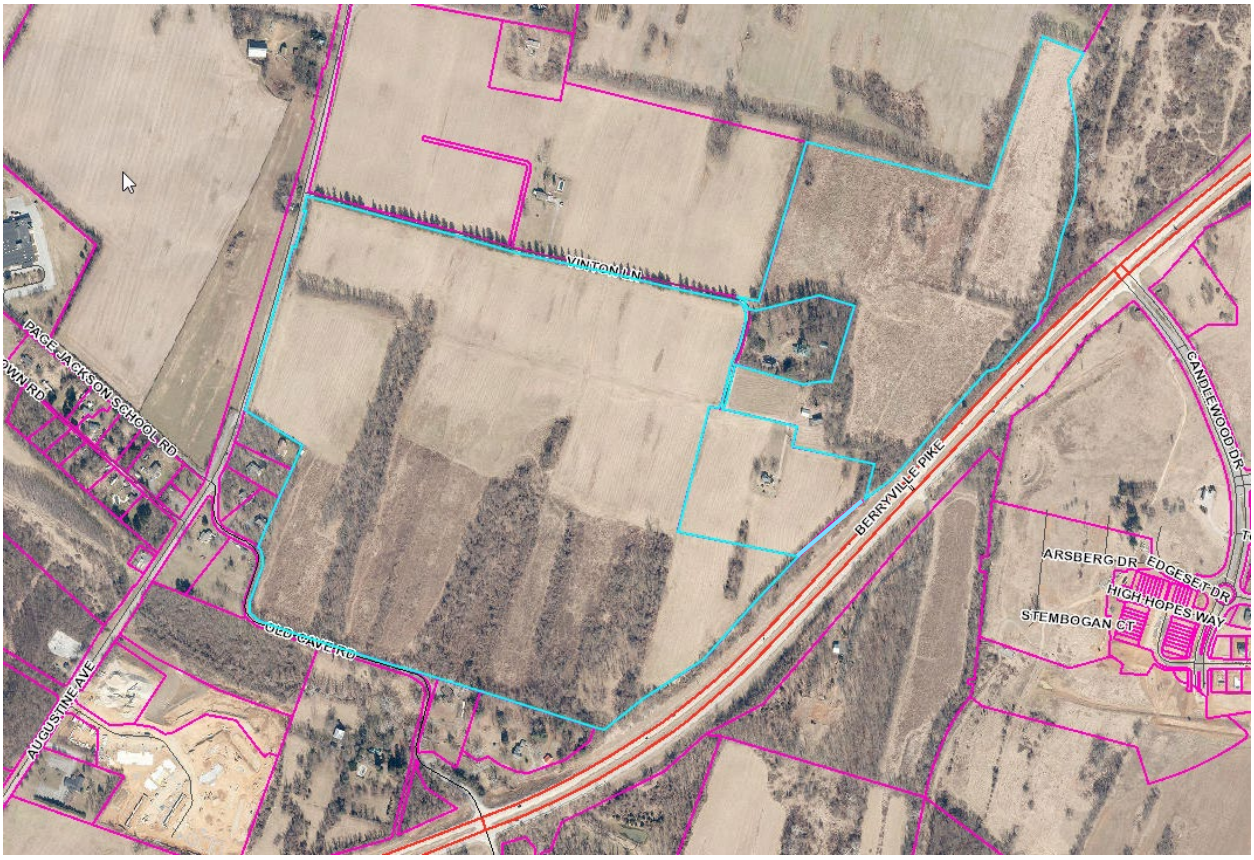
Commission Review: *SLD2025-04* - Vinton-Hayes - Sketch Plan Completeness Check

ATTACHMENTS:

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

Sketch Plan Completeness Review
SLD2025-04

Date: For the April 28, 2025 Planning Commission meeting
Applicant: Elm Street Communities
Property Owner: Roscoe Hayes et al.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Major Land Development.
Property Location: TD 03 / Map: 12 / Pcls 217 & 218.
Current Zoning: Neighborhood Residential



PROJECT OVERVIEW

The development of 180 acres for 595 residential units and 18 acres of commercial sites.

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.

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
Provided. Maximum density in NR Zoning is 10 units per acre. Net buildable land area is 128.6acre. Applicant proposes 595 units, a density of 4.6 units per acre.

h. Available utilities
CTUB will provide water and sewer utilities to site. Utility layout to be provided at Preliminary Plan stage. Electric utilities are available.

i. All existing sanitary sewer facilities and combined sewer facilities
Utility layout to be provided at Preliminary Plan stage.

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. Average single family lot will be a minimum of 6,000 sq ft, townhomes have variable minimum lot size depending on 20 or 24 ft lot width.

m. Statement of total acreage of the tract being subdivided or developed, including the Net Buildable Land Area
Provided. 180 acres of land with 128.6 net buildable acres, spread over two 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
Provided.

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

p. Location of proposed Street layout, including connections to adjoining streets or vacant lots,
Provided. 289 single-family and 306 townhome units.

q. The location of sidewalks, trails and crosswalks, as may be applicable.
Provided. Plan shows right-of-way areas. Sidewalk provided on both sides of interior roads. No sidewalk shown along Augustine Avenue. While Vinton Lane is within the property limits, it is a gravel road that does not provide any access to the proposed development; no sidewalk is proposed along Vinton Lane.

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

s. The location of environmentally sensitive land to be included in common open space.
Lands are identified with dashed line marked 'FEMA', for floodplain/floodway areas.

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

u. The location and extent of proposed buffers
Provided. Additional details on landscaping to be provided at Preliminary Plan phase.

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.

KIMLEY-HORN
The City's 3rd party engineering firm, Kimley-Horn, has reviewed this application and plan. They have two comments, one relating to the traffic impact study (relating to # of dwelling units), and the other relating to provision of a sidewalk along Vinton Lane.

The issue with the traffic impact study is to be addressed no later than at submittal of the preliminary plan. Provision of a sidewalk along Vinton Lane is not required to deem a sketch plan complete, but will be an item of further review for the sketch plan public hearing.

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

The Planning Commission should vote to determine the application is complete. If deemed complete, a public hearing would be scheduled for the May 27, 2025 meeting.

Sketch Plan Application No._____

SKETCH PLAN APPLICATION

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE
ARTICLE 1332, SUBDIVISION AND LAND DEVELOPMENT APPLICATION & APPROVAL REQUIREMENTS

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

1. DATE MARCH 5, 2025

2. APPLICATION TYPE*

☐ Zoning Use Permit, Special Exception Use and Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance
- Submit Three (3) 11" x 17" copies of the Sketch Plan shall be submitted and in Adobe PDF format

☑ Major S/LD Development
- Submit Three (3) 18" x 24" copies of the Sketch Plan shall be submitted and in Adobe PDF format

*There are two types of Sketch Plan submissions:

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

3. APPLICANT'S NAME* Elm Street Communities - Attn. Jim Perry

Address: 1355 Beverly Road, Suite 240 McLean, VA 22101

Telephone Number (703)734-9730 Fax Number ( )

Email Address jperry@elmstreetdev.com

4. PROPERTY OWNER'S NAME Hayes Roscoe A. et al

Address: 245 Vinton Lane, Charles Town, WV 25415

Telephone Number (304)671-1078 Fax Number ( )

Email Address roscoeahayes@yahoo.com

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

Property Address: 632 Vinton Lane, Charles Town, WV 25414

Tax Map # and Parcel: Tax Map#: 12 Parcel#: 0217 & 0218

Deed Book and Page #: Deed Book: 1250 Page#: 338

Property Area in Square Feet or Acres: 180.11

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

The project proposes a Subdivision of Parcels 0217 and 0218. The 180.11 acres of existing farmland will be redeveloped into approximately 285 single family units, 306 townhouse units and a minimum commercial area of 18.1 acres.

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

The property is currently zoned as Urban Reserve. It currently has one residence, farm outbuildings, fallow fields, and wooded areas. Prior use is agriculture

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

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

n/a

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

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

☑ No

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

Application No.	Project Name and Phase	Status	Approval Date
ZMA2024-04	REZONING VINTON-HAYES	APPROVED	DECEMBER 16, 2024

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

Owner	# and Street	City, State, Zip

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

R a Hy Date 3/4/25

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

Owner	# and Street	City, State, Zip

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date 3/7/25

Signature of Property Owner (If different than Applicant)

_____ Date _____

APPLICANT'S CERTIFICATION Continued

Signature of Owners

Alice M. Spickler

Date 3/3/25

Donald Spickler

Date 3/3/25

Joseph R. Gallo

Date _____

APPLICANT'S CERTIFICATION Continued

Signature of Owners

Alice M. Spickler

Date _____

Donald Spickler

Date _____

Joseph R. Gallo

Date 3/3/2025

Property Owners Continued

Name: Alice M. Spickler and Donald Spickler
Co-Trustees of the Alice M. Spickler Living Trust
Address: 4041 Fairway Drive, Medina, OH 44256
Email Address: omnirph@zoominternet.net and im4wvu@zoominternet.net
Phone: 330-421-6476 and 330-421-6475

Signature: _____ Date: 3/3/25
Alice M. Spickler

Signature: _____ Date: 3/3/25
Donald Spickler

Name: Joseph R. Gallo
Address: 80 Ridgewood Road, Unit 205, Township of Washington, NJ 07676
Email Address: joseph.r.gallo@gmail.com
Phone: 201-289-0387

Signature: _____ Date: _____
Joseph R. Gallo

Property Owners Continued

Name: Alice M. Spickler and Donald Spickler
Co-Trustees of the Alice M. Spickler Living Trust
Address: 4041 Fairway Drive, Medina, OH 44256
Email Address: omnirph@zoominternet.net and im4wvu@zoominternet.net
Phone: 330-421-6476 and 330-421-6475

Signature: _____ Date: _____
Alice M. Spickler

Signature: _____ Date: _____
Donald Spickler

Name: Joseph R. Gallo
Address: 80 Ridgewood Road, Unit 205, Township of Washington, NJ 07676
Email Address: joseph.r.gallo@gmail.com
Phone: 201-289-0387

Signature: Joseph R. Gallo Date: 3/3/2025
Joseph R. Gallo

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

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

Receipt No._____

Subdivision Administrator Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

_____

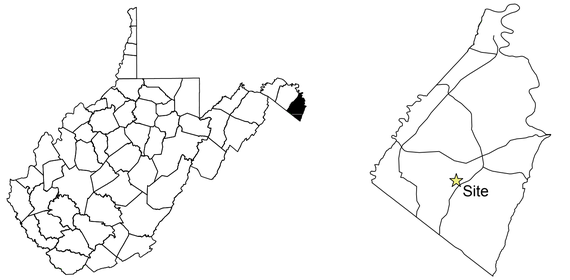
VINTON HAYES

SKETCH PLAN
MAJOR SLD 2025-TBD

CHARLES TOWN CORP. DISTRICT (2) - MAP 12 - PARCEL 0217 & 0218
DEED BOOK 1250 - PAGE 338
CITY OF CHARLES TOWN, WEST VIRGINIA
ZONED NEIGHBORHOOD RESIDENTIAL (NR)

No.	DESCRIPTION	DATE

GENERAL LOCATION



NOT TO SCALE

STATE & LOCAL PERMITS

AGENCY	PERMIT #/APPROVAL DATE

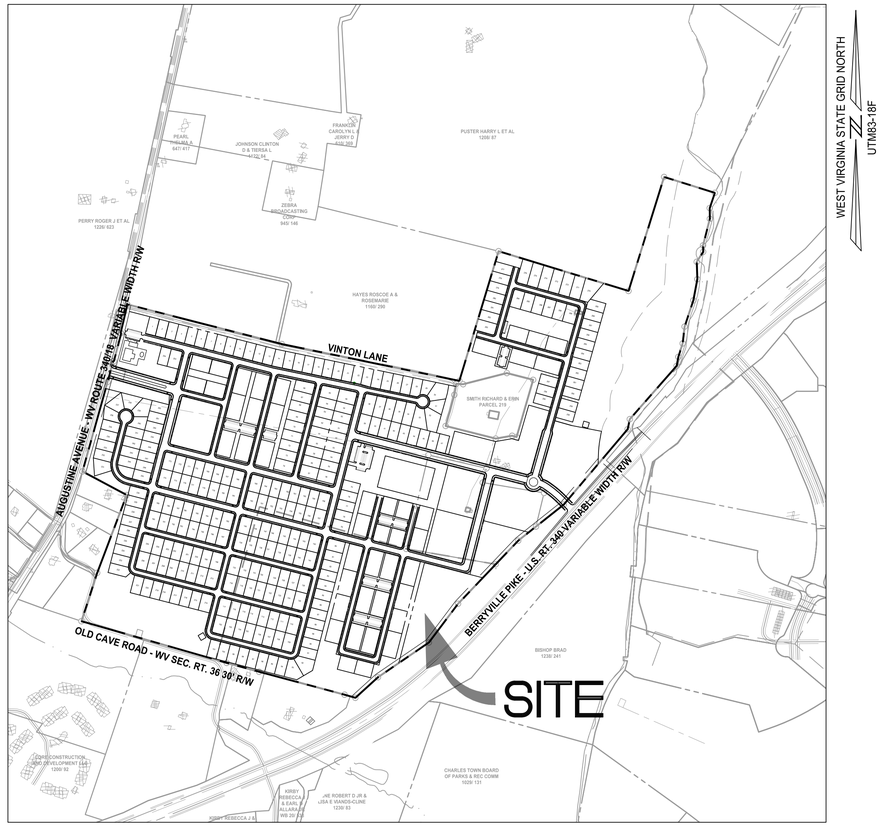
CALL "MISS UTILITY"

MISS UTILITY OF WEST VIRGINIA (MUWV) AT 811 OR 1-800-245-4848, 48 HOURS PRIOR TO THE START OF WORK. EXCAVATORS MUST NOTIFY ALL PUBLIC UTILITY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATING OR BLASTING AND HAVE THOSE FACILITIES LOCATED BY THE UTILITY COMPANIES PRIOR TO COMMENCING EXCAVATION. THE EXCAVATOR IS RESPONSIBLE FOR COMPLIANCE WITH ALL COUNTY REQUIREMENTS, WEST VIRGINIA CODE AND REGULATIONS.

UTILITY NOTICE (AS NEEDED)

Contractors shall notify all public utility operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators of underground utility lines appear below. These numbers shall also be used to serve in an emergency condition.

Water:	Charles Town Utility Board 832 S. George Street Charles Town, WV 25414 (304) 725-2316
Sewer:	Charles Town Utility Board 832 S. George Street Charles Town, WV 25414 (304) 725-2316
Power:	Potomac Edison P.O.Box 3615 Akron, OH 44309 (800) 686-0011
Phone:	Frontier Communications 1108 N. Mildred Street Ranson, WV 25438 (304) 728-8500
Soil Conservation:	Eastern Panhandle Conservation District 151 Aikens Center, Suite 2 Martinsburg, WV 25404 (304) 263-4376



VICINITY MAP

SCALE: 1" = 500'

SHEET INDEX:

SK-1 - SKETCH PLAN COVER SHEET
SK-2 - SKETCH PLAN NOTES
SK-3 - SKETCH PLAN NOTES AND LEGEND
SK-4 - SKETCH PLAN - OVERALL
SK-5 - SKETCH PLAN - 1
SK-6 - SKETCH PLAN - 2
SK-7 - SKETCH PLAN - 3
SK-8 - SKETCH PLAN - 4
SK-9 - SKETCH PLAN - 5
SK-10 - SKETCH PLAN - 6
SK-11 - SKETCH PLAN - 7
SK-12 - SKETCH PLAN - 8
SK-13 - SKETCH PLAN - 9
SK-14 - INSET PLAN - 1
SK-15 - INSET PLAN -2
SK-16 - PHASING PLAN
AMENITY CONCEPTS 1
AMENITY CONCEPTS 2
AMENITY CONCEPTS 3

"This Sketch Plan was approved by the City of Charles Town, on the _____ day of _____ , 20_____ , subject to any conditions specified hereon.

This plan is vested and valid for one (1) year with the possibility of a one (1) year extension per Section 1332.03(C)(2)(F)(5) of the City of Charles Town Subdivision and Land development Ordinance.

All expenses incurred with respect to improvements for all utility services, paving, grading, landscaping, curbs, gutters, sidewalks, road lighting, road signs, flood protection devices, drainage structures and all other improvements that may be required shall be the responsibility of the subdivider and not the City.

_____ _____
Secretary of the Planning Commision Date

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

_____ _____
ELM STREET COMMUNITIES Date
1355 BEVERLY ROAD, SUITE 240
MCLEAN, VIRGINIA, 22101

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

_____ _____
CHRIS LEMON Date
IMEG

ENGINEER
IMEG (CHRIS LEMON)
4601 FORBES BLVD, SUITE 140
LANHAM, MARYLAND, 20706
(301) 276-2339

OWNER
HAYES ROSCOE A. ET AL
245 VINTON LANE
CHARLES TOWN, WEST VIRGINIA, 25415
(304) 671-1078

DEVELOPER
APPLICANT/DEVELOPER
ELM STREET COMMUNITIES (JIM PERRY)
1355 BEVERLY ROAD, SUITE 240
MCLEAN, VIRGINIA, 22101
(703) 734-9730

IMEG
4601 Forbes Boulevard, Suite 140
Lanham, MD 20706 P 240.296.1574
engineering • surveying • land planning

SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

COVER SHEET

SHEET No.

SK-1

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GENERAL NOTES

1. Methods and materials used in the construction of the improvements herein shall conform to current Jefferson County Construction Standards and Specifications and/or current WVDOH Standards and Specifications.
2. The Engineer shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures nor for safety precautions and programs in connection with work shown on these plans. The Engineer is not responsible for the contractor's schedules or failure to carry out the work. The Engineer is not responsible for acts or omissions of the contractor, subcontractor, or their agents or employees, or any other person performing portions of the work.
3. The Contractor, Owner or Developer shall be responsible for securing any third party inspection/testing service to insure construction compliance with these plans and specifications. It is IMEGs recommendation that a third party inspection/testing service be employed to ensure that project is completed and materials installed meet the details and specifications in these plans.
4. The location of existing utilities shown in these plans are taken from existing records and available asbuilt data. It shall be the contractors responsibility to verify the exact horizontal and vertical location of all existing utilities as needed prior to construction. The contractor shall be responsible for the digging of all test holes that may be required, whether recommended or not by these plans, to determine the exact location and elevation of existing utilities. If any conflicts arising from this existing utility verification or if during the course of construction, any object of an unusual nature is encountered, the contractor shall cease work in that area and immediately notify IMEG at (240) 296-1569 and/or the proper authority. IMEG or any engineer associated with these plans shall not be responsible or liable for any construction cost that may be associated with the installation or reinstallation any utility or other improvements if not notified of any discrepancies between actual field conditions and the approved plan.
5. The approval of these plans in no way relieve the developer, the contractor, or their agents of any legal responsibility which may be required by the code of West Virginia or any other ordinance enacted by Jefferson County nor does it guarantee the issuance of any required permit by Jefferson County, WVDOH or any other Agency.
6. An approved set of plans and all applicable permits must be available at the construction site at all times during construction.
7. The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering public streets, and it is the contractors responsibility to clean streets, allay dust, and to take whatever measures are necessary to insure that public streets are maintained in a clean, mud and dust free condition at all times.
8. The developer will be responsible for any damage to the existing streets and utilities which occurs as a result of his construction project within or contiguous to the existing right-of-way.
9. Warning signs, markers, barricades or flagmen should be in accordance with the State and Federal Manual on Uniform Traffic Control Devices (MUTCD).
10. All pavement sections shown on these approved plans are based on a minimum CBR value of 6 and are for preliminary design only. Final pavement design shall be based upon actual field tested CBR values. The Contractor or Developer shall be responsible for field tests per WVDOH standards to obtain actual CBR values for final design. Final pavement designs will be approved by WVDOH and/or the Owner/Developer, which ever applicable, prior to installation.
11. When grading is proposed within easements of utilities, letters of permission from all involved companies must be provided to Jefferson County & Charles Town Utility Board (CTUB) prior to issuance of grading and/or site development permits.
12. a. Notification shall be given to the Charles Town Utility Board two weeks prior to construction so they can arrange to have a project representative during construction. The District would like to be in the pre-construction project meetings with the

    b. Notification shall be given to the Charles Town Utility Board prior to construction of water lines. Information should also be obtained from the appropriate authority concerning permits, cut sheets, and connections to existing lines.
13. The Developer and/or Contractor shall be responsible to supply all utility companies with copies of the approved plans and advise them that all grading shall conform to the approved plans, and further that the utility companies shall be responsible for honoring these plans and the finished grades in the installation of their utility lines.
14. All utilities to be located underground.
15. Contractors shall notify operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition.
16. The developer will be responsible for the relocation of any utilities which is required as a result of his project.
17. All parking lot/street light and dry utility design shall be performed and provided separately by others. All dry utility and or lighting information shown hereon is as specified by others and is included for informational purposes only, as directed by the Owner, Developer and/or public agency requirements. IMEG has not performed the lighting and/or dry utility design and does not warrant and is not responsible for the degree and/or adequacy of illumination on this project or the adequacy of the dry utility to service the site.
18. All sanitary sewers, water mains and appurtenances shall be constructed in accordance with the current standards and specifications of the Charles Town Utility Board.
19. All stormwater piping and structures shown on these plans are only accurate to the inlet or manhole locations as shown hereon. Detail design of stormwater structures were not provided to IMEG. Actual pipe alignments will be based upon developed structural shop drawings as provided by the manufacturer. Contractor shall make adjustments to pipe alignments base on provided shop drawings. IMEG will not be held responsible or liable for any discrepancies or changes caused by the structural design. Contractor may submit shop drawings to IMEG for review and approval at contractor's expense. Shop drawings will be reviewed for compliance with design plans. The Owner or Developer will be responsible for any redesign as a result of structural shop drawing design.
20. Controlled fills shall be compacted to 95% of maximum density as determined by method "A" per standard proctor AASHTO-T99, ASTM-D698, or VTM-1 as applicable. Density shall be certified by a registered professional engineer and results submitted to Jefferson County, prior to pavement construction. If a geotechnical report has been prepared, it should supersede the requirements in this note.
21. Refer to Geotechnical Engineer for methods, materials and details for construction of all earthwork activities.
22. Any retaining wall 2 ft. or greater in height shall require the issuance of a separate building permit.
23. Construction debris shall be containerized. No less than one litter receptacle shall be provided at the construction site.
24. IMEG issued this plan set based on project criteria dictated by the client and municipal codes. This plan set is not considered complete or appropriate for construction until ALL necessary agencies have given approval AND this plan set is signed and sealed by a licensed professional. Any work, planning, scheduling, material purchases and/or construction prior to approvals and licensed/professional sealing will be performed at the risk of the personnel authorizing work. GE shall be held harmless from any costs, time delay and/or material changes incurred on work started before this plan set receives approvals and seals.
25. Each new residential unit developed on the property shall be subject to a voluntary financial payment of $2,500 paid at the time of building permit issuance. These funds may be used by the City to fund any of its future capital needs. The property will be exempt from any future capital improvement fees implemented by the City.
26. The owner/developer will construct on a portion of the property to be dedicated to the City:

    a. Full-sized soccer field
    b. Two (2) pickleball courts

    These improvements will be completed prior to the issuance of the 291st residential building permit for the property. The owner/developer will be exempt from the fee in lieu requirement of section 1333.17.
27. The owner/developer agrees to construct the following onsite private recreation amenities for future residents on the property:

    a. Community Pool
    b. Single Story Bathhouse to include restrooms, changing areas, and lockers
    c. Shade Structure (which may be integrated into the Bathhouse)
    d. Picnic Tables
    e. Grills
    f. Playground

    The improvements will be completed prior to the issuance of the 351st residential building permit for the property.

WVDOH Notes

WV1. All work, construction methods and materials shall conform with the West Virginia Division of Highways "STANDARD SPECIFICATIONS ROADS AND BRIDGES Adopted January 1, 2017" and Supplemental Specifications dated January 1, 2018. All work on this project shall also conform with The Soil Conservation Service Erosion and Sediment Control Regulations and any other state, federal, or local regulations applicable. In the event of conflict between any of these standards, specifications, or plans, the most stringent shall govern.

WV2. All construction shall comply with the latest U.S. Department of Labor Occupational Safety & Health Administration.

WV3. When working on WVDOH right-of-way, all traffic control, whether permanent or temporary, shall be in accordance with "Manual on Temporary Traffic Control for Streets and highways" 2006 Edition as published by WVDOH.

WV4. Design features relating to construction or to regulation, control and safety of traffic may be subject to change as deemed necessary by WVDOH.

WV5. Prior to initiation of work, Contractor shall be responsible for acquiring all necessary WVDOH land use permits for any work on WVDOH right-of-way.

WV6. If required by the local WVDOH Residency Office, a preconstruction conference must be arranged and held by the engineer and/or developer with the attendance of the contractor, various County agencies, utility companies and WVDOH prior to initiation of work.

WV7. Contractor shall notify the local WVDOH Residency Office when work is to begin or cease for any undetermined length of time. WVDOH will also require 48 hours notice for any inspection. Please contact the Burlington, WV field office at 304-289-3521.

WV8. The Contractor will be responsible for maintaining adequate access to the project from the adjacent public roadway through construction and maintenance of a construction entrance in accordance with the Soil Conservation Service Erosion & Sediment Control Handbook. Furthermore, access to other properties affected by this project shall be maintained through construction.

WV9. Contractor shall ensure adequate drainage is achieved and maintained on the site during and at the end of construction.

WV10. All water and sewer lines within existing or proposed WVDOH right-of-way are to have minimum 36" cover and, when possible, to be installed under roadway drainage facilities.

WV11. Any unusual subsurface conditions encountered during the course of construction shall be immediately brought to the attention of the engineer and WVDOH. Work shall cease in that vicinity until an adequate design can be determined by the engineer and approved by WVDOH.

WV12. All undercut areas and borrow material shall be inspected and approved by WVDOH Inspector prior to placement of fill.

WV13. All roadway fill, base, subsurface material and backfill of utility/storm sewer trenches shall be compacted in 6" lifts to 98% of theoretical maximum density as determined by AASHTO T-99 Method A, within plus or minus 2% of optimum moisture for the full width of any dedicated street right-of-way. At the direction of WVDOH Inspector density tests performed by a qualified independent agency shall be conducted as required in the WVDOH Road and Bridge Specifications. A copy of all tests shall be submitted to WVDOH prior to final WVDOH approval.

WV14. WVDOH Standard CD and UD underdrains shall be installed where indicated on these plans and further where determined necessary by WVDOH Inspector.

WV15. The installation of any entrances and mailboxes within any dedicated street right-of-way shall meet WVDOH minimum design standards and is the developer's responsibility.

WV16. If required by the local WVDOH Residency Office, copies of all invoices for materials within any dedicated street right-of-way must be provided to the WVDOH Inspector prior to acceptance of work. Unit and total prices may be obscured.

WV17. Prior to acceptance by WVDOH of any streets, any required street signage and/or pavement markings must be installed by the developer.

No.	DESCRIPTION	DATE

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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

NOTES

SHEET No.

SK-2

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DEVELOPMENT STANDARD

VINTON HAYES			
DEVELOPMENT STANDARDS	**SF**	**ACRES**	
OVERALL PROPERTY AREA	7,845,591	180.11	
NET BUILDABLE LAND AREA (SF DETACHED)[1]			
SF DETACHED PROPERTY AREA (INCLUDING COMMERCIAL AREA)	6,160,275	141.42	
PUBLIC ROW DEDICATION	990,748	22.74	
FLOODPLAIN/WETLANDS	505,637	11.61	
SWM AREA	381,136	8.75	
NET BUILDABLE LAND AREA	4,282,754	98.32	
NET BUILDABLE LAND AREA (SF ATTACHED)[1]			
SF ATTACHED PROPERTY AREA	1,702,062	39.07	
PUBLIC ROW DEDICATION	381,766	8.76	
FLOODPLAIN/WETLANDS	0	0.00	
SWM AREA	0	0.00	
NET BUILDABLE LAND AREA	1,320,296	30.3	
TOTAL NET BUILDABLE LAND AREA	5,603,050	128.6	

DATA TABLE FOR THE NEIGHBORHOOD RESIDENTIAL (NR) DISTRICT				
SEC. 1322.08 BULK & AREA REGULATIONS			**REQUIRED/ ALLOWED**	**PROPOSED**
Maximum Density [1]				
Table 1322.08 (All other residential)			10 Units per acre (Max)	4.6 Units Per Acre
			1,286 Units	595 Units
	Min. % Required	Proposed		
Residential[1]	50%	42%	2,801,525	3,331,187
Commercial	10%	10%	784,559	788,495
Open Space (Entire Community)[9]	10%	22%	560,305	1,226,197
Open Space (SF Attached) [9]	30%	39%	396,089	520,950
SEC. 1322.08 TABLE 1322.04 REGULATIONS			**REQUIRED/ ALLOWED**	**PROPOSED**
TOTAL LOTS				**595**
SINGLE FAMILY LOTS				
Dwelling Units				289
Minimum Lot Size (sf)			6,000	6000
Minimum Lot Width (ft)			60	60
Maximum Lot Coverage (%)	MAX		70	70
TOWNHOME LOTS				
Dwelling Units				306
Minimum Lot Size (sf)				
Interior Lots			2,000	2000
End Lots			2,000	3000
Minimum Lot Width (ft)			18	20
Maximum Lot Coverage (%)	MAX		80	80
BUILDING SETBACKS (Min. ft)				
Front Yard[2]			25	25
Side Yard[3]			10	10
Rear Yard			20	20
Maximum Building Height (ft)			40	40
Maximum Stories [6]	MAX		3 stories	3 Stories

SEC. 1333.23.(J) OFF-STREET PARKING REQUIREMENTS	**RATE**	**REQUIRED**	**PROPOSED**
SINGLE FAMILY (Per du)	2	578	
Off-Street Parking Spaces			578
Additional Street Parking Spaces			324
Total Parking Spaces		**578**	**902**

SEC. 1333.20.(G) OFF-STREET PARKING REQUIREMENTS	**RATE**	**REQUIRED**	**PROPOSED**
Townhome Units	1.8	551	
Off-Street Parking Spaces			544
Additional Street Parking Spaces			136
Total Parking Spaces		**551**	**680**

NOTES

[1] When calculating the density of a development it shall be calculated from the Net Buildable Land Area of all parts of the development in the same Zoning District.

[2] Frontyard setback shall be measured from the face of the curb.

[3] No Side Yard shall be required adjoining any Lot line that coincides with party-wall in an attached Dwelling or other Use.

[4] Section 1322.08(C)1. Corner Lots. A Setback area at least equal to the minimum Front Yard Setback shall be provided along all portions of a Corner Lot abutting any public Street. Except where the applicant is granted an exception under the following provisions for a Front Yard Setback exception with respect to one or more property lines abutting a public Street. The Yard and property line directly opposite (behind) the front facade of the main Building (as reasonably determined by the Zoning Administrator) shall be the designated Rear Yard and rear line, respectively;

[5] Site will comply with open space requirements of Section 1333.20.P.3.

[6] Multi-Family: 55 feet; 4 stories.

[7] Townhouse developments shall meet the requirements of said developments as specified in Section 1333.20 of the Charles Town Subdivision and Land Development Ordinance.

[8] Commercial and office Uses shall meet the minimum requirements of the Neighborhood Commercial District and are excluded from the requirements of Table 1322.08.

[9] Open Space - One or more areas of land and/or bodies of water within a development intended for the use and enjoyment of the residents living within the development. No more than 50% of the required Open Space may be a water body or impervious area. Open Space is calculated as a percentage of the total usable area of land in the development, with the following items excluded in such calculation from both Open Space and the total usable land: Buffer Areas, Streets, Sidewalks, off-Street parking areas, areas dedicated for public use, traditional stormwater management areas, such as stormwater ponds (but stormwater management areas of low impact design, such as bioretention basins (rain gardens) shall be included), and other areas not practically usable by residents.

In a townhouse Development, open space for the Subdivision/Land Development must at least equal 30 percent of the Net Buildable Land Area of the Subdivision/Land Development. To the fullest extent possible, open space for townhouses must be located near the townhomes.

The maximum density (dwelling units per acre) allowed within the NR District shall be determined as follows:

b. The maximum density for all other residential development is determined by dividing the total Net Buildable Land Area in square feet of a parcel or aggregated parcels by one thousand seven hundred and fifty (1,750).

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.

BUILDING HEIGHT – The vertical distance measured from the average elevation of the proposed finished grade at the front of the Building to the highest point of the roof for flat roofs, to the highest deck line of Mansard Roofs, and to the highest mean height between eaves and ridges of the same portion of roof for gable, hip, and gambrel roofs.

PROJECT NARRATIVE

The project is Vinton-Hayes Subdivision, Parcels 217 and 218, and consists of up to 595 Residential Units (289+/- single family detached and 306+/- single family townhouses), approximately18.1 acres of commercial use, and community amenities. The acreage to be developed is approximately 180 acres near the North-West quadrant of the intersection of Old Cave Road and Berryville Pike (US 340) in the City of Charles Town. This property has been rezoned to Neighborhood Residential, which permits the proposed uses. The Sketch Plan applies Neighborhood Residential (Table 1322.08) for the proposed layout as further described below.

No.	DESCRIPTION	DATE

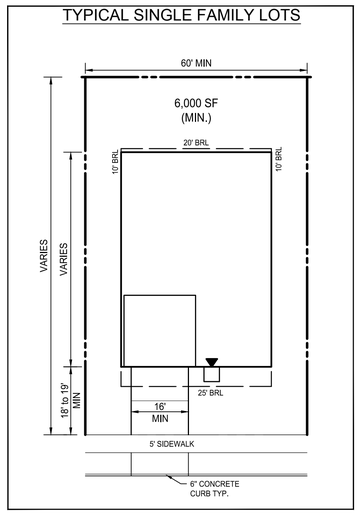
*THE APPLICANT RESERVES THE RIGHT TO INCREASE OR DECREASE THE NUMBER OF PARKING SPACES PROVIDED SO LONG AS THE TOTAL NUMBER OF PARKING SPACES PROVIDED MEETS THE MINIMUM REQUIREMENTS OF THE ZONING ORDINANCE.

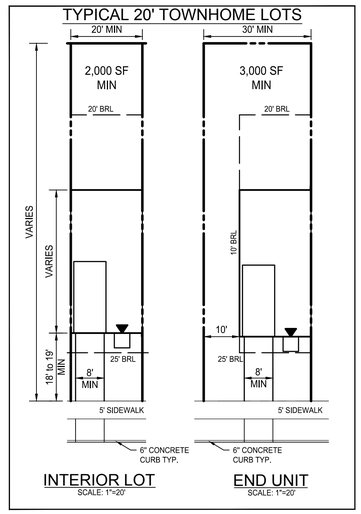
LEGEND

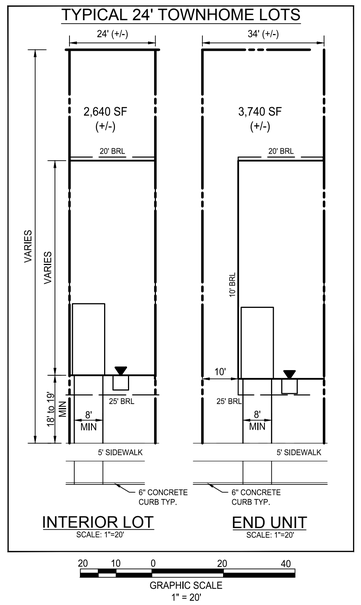
- EX. INDEX CONTOUR MAJOR (260)
- EX. INT. CONTOUR MINOR (258)
- EX. PROPERTY LINE
- EX. ADJACENT PROPERTY LINE
- EX. ROAD CENTERLINE
- EX. FENCE
- EX. GUARDRAIL
- EX. STORM PIPE
- EX. WATERLINE (W)
- EX. SANITARY SEWER
- EX. STORM DITCH
- PROPOSED PROPERTY LINE
- PROPOSED PROPERTY SETBACK
- PROPOSED RIGHT-OF-WAY BOUNDARY
- PROPOSED ROAD CENTERLINE
- PROPOSED BUILDING OUTLINE
- PROPOSED CURB & GUTTER (TRANSITION / REVERSE)
- PROPOSED PARKING LINE
- PROPOSED RETAINING WALL
- PROPOSED STORM PIPE
- PROPOSED WATERLINE
- PROPOSED SANITARY SEWER
- PROPOSED SANITARY FORCE MAIN PIPE
- PROPOSED PARKING COUNT (12)
- PROPOSED STORM MANHOLE
- PROPOSED STORM INLET STRUCTURE
- PROPOSED STORM CURB INLET STRUCTURE
- STREET LIGHT
- PROPOSED SANITARY SEWER MANHOLE
- PROPOSED WATER VALVE
- PROPOSED WATER FITTINGS
- PROPOSED STORMWATER FACILITY
- ACCESSIBLE CURB RAMP

TYPICAL LOT NOTES:

1. ALL DIMENSIONS EXCEPT BRL'S ARE ILLUSTRATIVE IN NATURE AND SUBJECT TO CHANGE.
2. BUILDING FOOTPRINTS ARE ILLASTRASIVE IN NATURE AND SUBJECT TO CHANGE
3. GARAGES SHOWN ARE ILLUSTRATIVE IN NATURE, ARE SUBJECT TO CHANGE, AND ARE OPTIONAL ON ATTACHED UNITS.







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SKETCH PLAN
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DESIGN: AHF
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CHECKED: MWP

SHEET TITLE:

NOTES AND LEGEND

SHEET No.

SK-3

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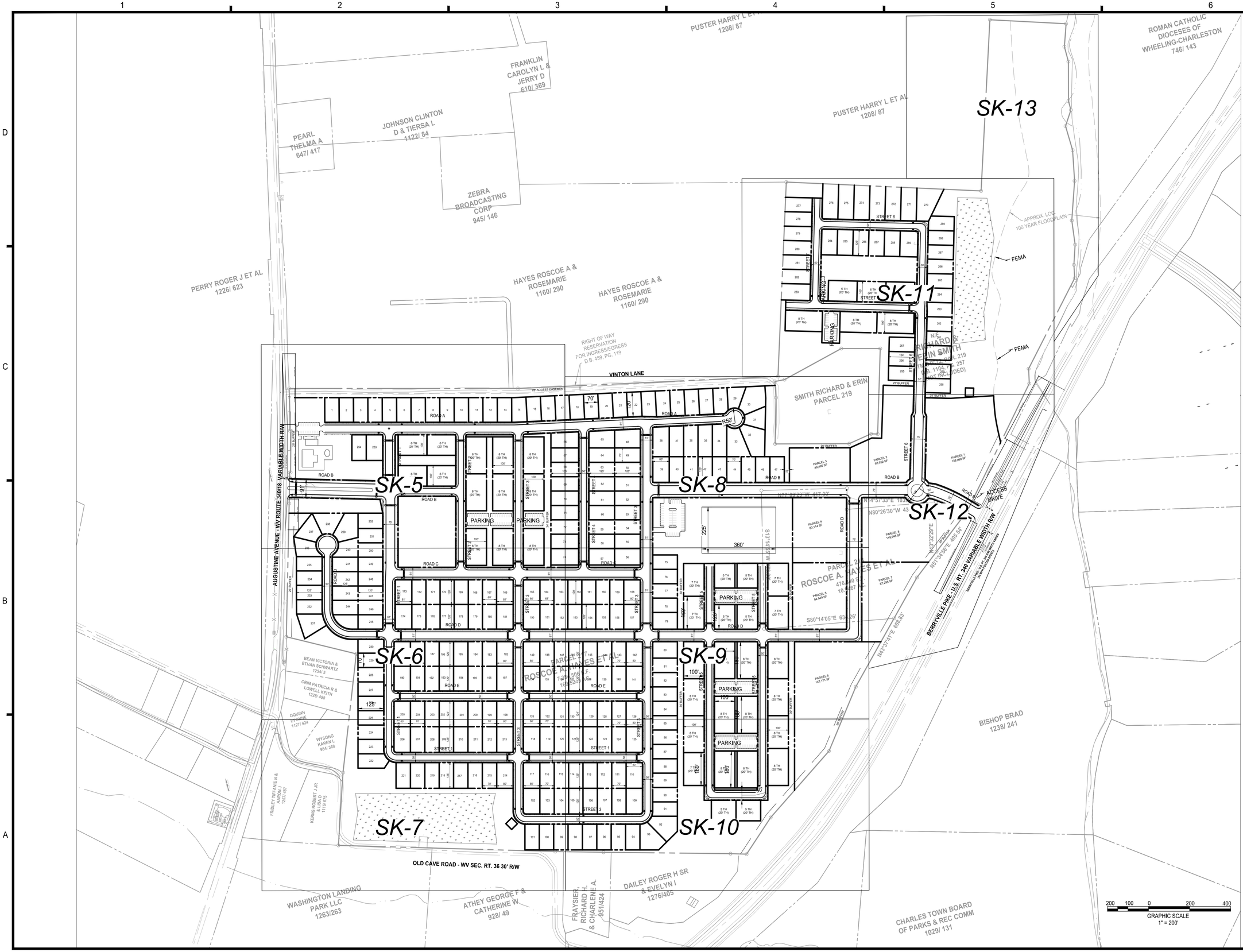

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SHEET TITLE:

OVERALL SKETCH PLAN

SHEET No.

SK-4

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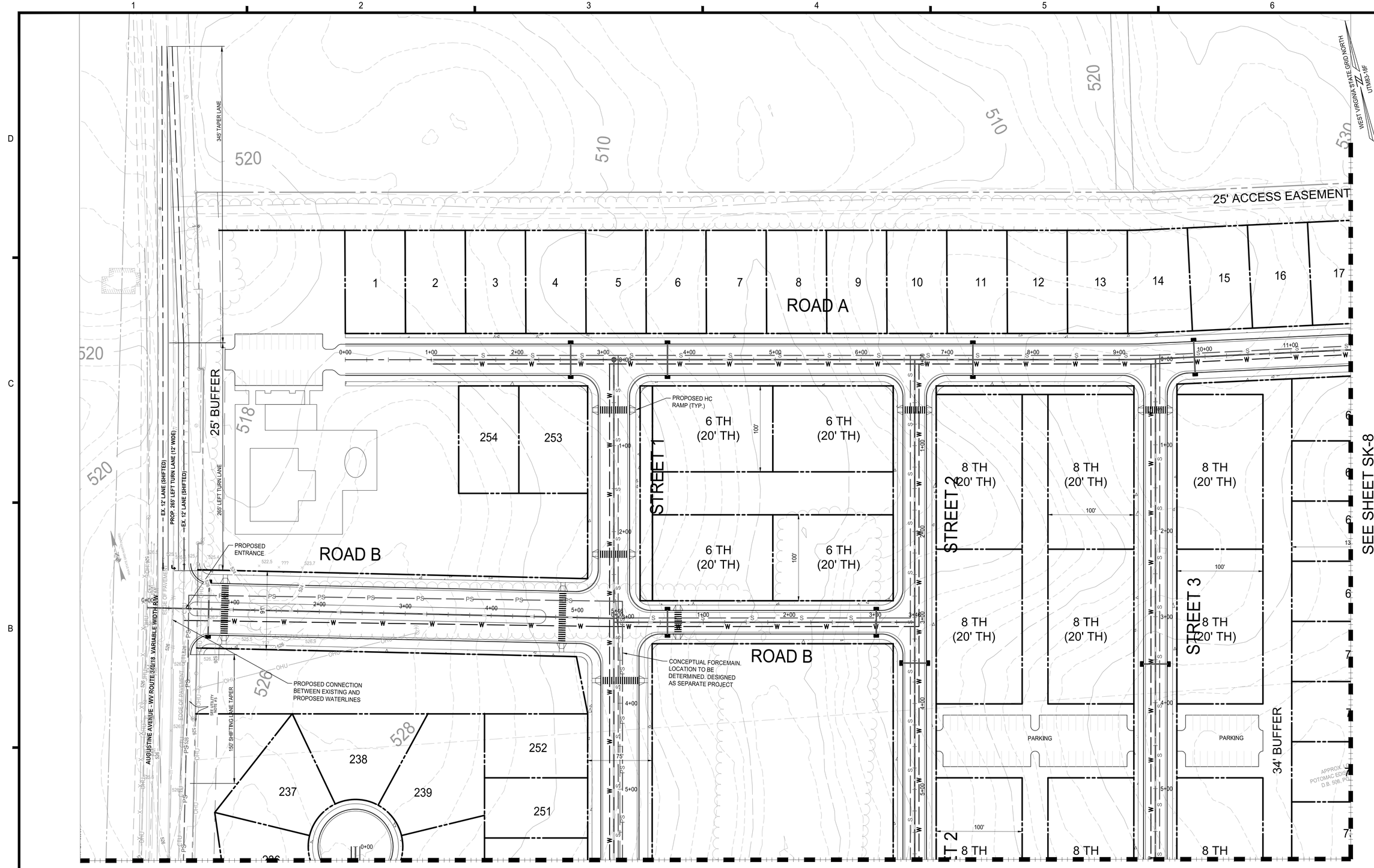

50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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SHEET TITLE:

SKETCH PLAN - 1

SHEET No.

SK-5

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SEE SHEET SK-5

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

CONCEPTUAL FORCEMAIN. LOCATION TO BE DETERMINED. DESIGNED AS SEPARATE PROJECT

ROAD C

ROAD D

ROAD E

STREET 1

STREET 3

(20' TH)

235 234 233 232 231 230 229 228 227 226 225

240 241 242 243 244 245 246 247 248 249 250

173 172 171 170 169 168 167 166 165 164 163

174 175 176 177 178 179 180 181 150 151 152

189 188 187 186 185 184 183 182 149 148 147

190 191 192 193 194 195 196 197 134 135 136

205 204 203 202 201 200 199 198 133 132 131

25' ELECTRIC EASEMENT

APPROX. LOC. EX. OVERHEAD TELEPHONE COMPANY TIE SOUTHEAST ESMT D.B. 330, PG. 537

POTOMAC EDISON POWER POLE

PROPOSED HC RAMP (TYP.)

BEAN VICTORIA & ETHAN SCHWARTZ
1254/ 5

CRIM PATRICIA R & LOWELL KEITH
1228/ 498

OQUINN

PARCEL 217
ROSCOE A. HAYES ET AL
7,384,506 S.F.
169.5249 AC.

522 526 520 520 520

SEE SHEET SK-7

SEE SHEET SK-9

GRAPHIC SCALE
1" = 50'
50 25 0 50 100

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SKETCH PLAN - 2

SHEET No.

SK-6

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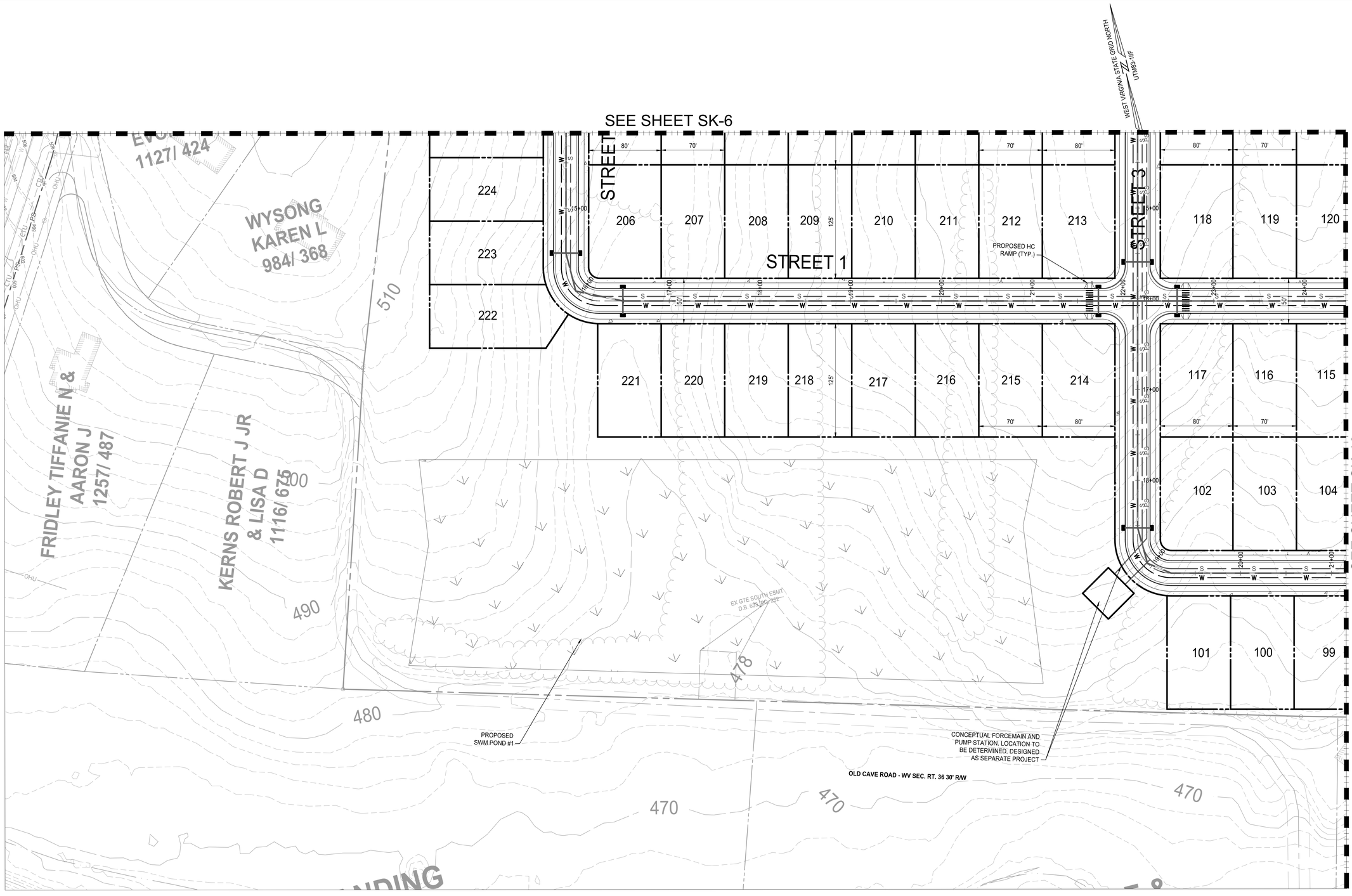

IMEG
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Lanham, MD 20706 P 240.296.1574
engineering • surveying • land planning

SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 3

SHEET No.

SK-7

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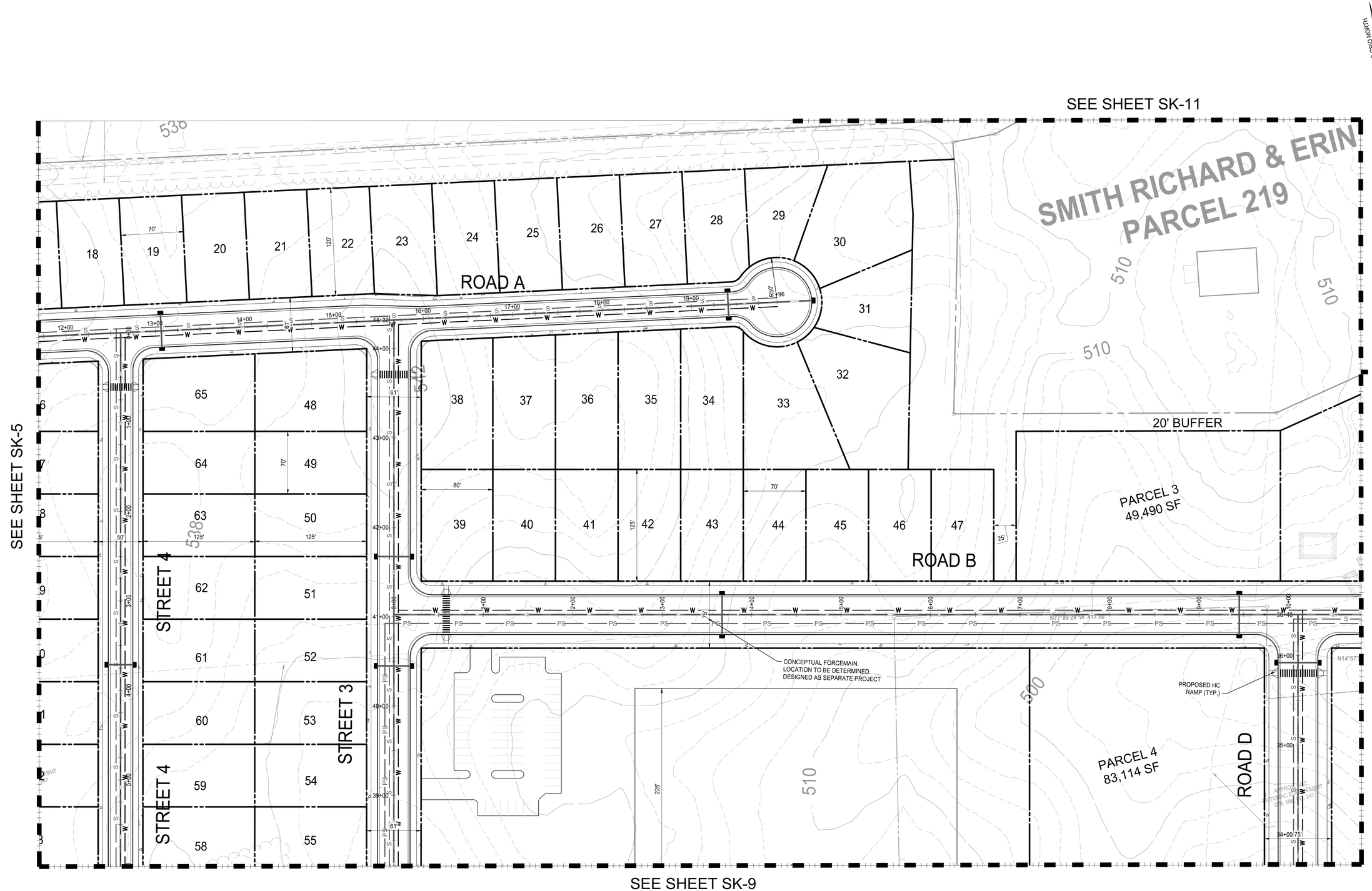

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DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 4

SHEET No.

SK-8

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SEE SHEET SK-8

SEE SHEET SK-6

SEE SHEET SK-12

SEE SHEET SK-10

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

CONCEPTUAL FORCEMAIN.
LOCATION TO BE DETERMINED.
DESIGNED AS SEPARATE PROJECT

ROAD C

ROAD D

ROAD E

STREET 3

STREET 5

STREET 5

30' BUFFER

20' BUFFER

30' BUFFER

PARKING

PARKING

PROPOSED HC RAMP (TYP.)

PARCEL 218
ROSCOE A. HAYES ET AL
476,840 S.F.
10.9467 AC.

PARCEL 5
84,949 SF

PARCEL 6
147,171 SF

S80°14'05"E 634.26'

57 56 75 76 77 78 79

162 161 160 159 158 153 154 155 156 157

146 145 144 143 142 137 138 139 140 141 80 81 82 83 84

130 129 128 127 126

7 TH (20' TH)

5 TH (20' TH)

8 TH (20' TH)

534 530 520 510 500

GRAPHIC SCALE
50 25 0 50 100
1" = 50'

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SKETCH PLAN
VINTON HAYES
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DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 5

SHEET No.

SK-9

P:\Projects\23011\00200\xxxxxx Sketch Plan\C-300 Site Plan.dwg, 4/18/2025 7:58:34 AM, Andrew H. Fraser,

SEE SHEET SK-9

SEE SHEET SK-7

STREET 1

STREET 3

PROPOSED HC RAMP (TYP.)

PARKING

121 122 123 124 125

114 113 112 111 110

105 106 107 108 109

98 97 96 95 94

85 86 87 88 89 90 91 92 93

8 TH (20' TH)

7 TH (20' TH)

8 TH (20' TH)

8 TH (20' TH)

8 TH (20' TH)

8 TH (20' TH)

8 TH (20' TH)

5 TH (20' TH)

5 TH (20' TH)

25' B

470 480 490 500

DAILEY ROGER H SR & EVELYN I

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
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JEFFERSON COUNTY, WV

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DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 6

SHEET No.

SK-10

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SEE SHEET SK-13

STREET 6

STREET 7

STREET 8

STREET 6

277 278 279 280 281 282 283

276 275 274 273 272 271 270

269 268 267 266 265 264 263 262 261 260 259 258

284 285 286 287 288 289

257 256 255

6 TH (20' TH)

8 TH (20' TH)

PARKING

PROPOSED HC RAMP (TYP.)

25' BUFFER

PROPOSED SWM POND #2

CONCEPTUAL PUMP STATION. LOCATION TO BE DETERMINED. DESIGNED AS SEPARATE PROJECT

FEMA

APPROX. LOC. 100 YEAR FLOODPLAIN

APPROX. LOC. POTOMAC EDISON D.B. 508, PG. 23

RICHARD B. ERIN SMITH TM CTC-5-AR-2 D.B. 1454, PG. 257 (NOT INCLUDED)

WEST VIRGINIA STATE GRID NORTH

LITNB-38F

SEE SHEET SK-9

SEE SHEET SK-12

GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
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DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 7

SHEET No.

SK-11

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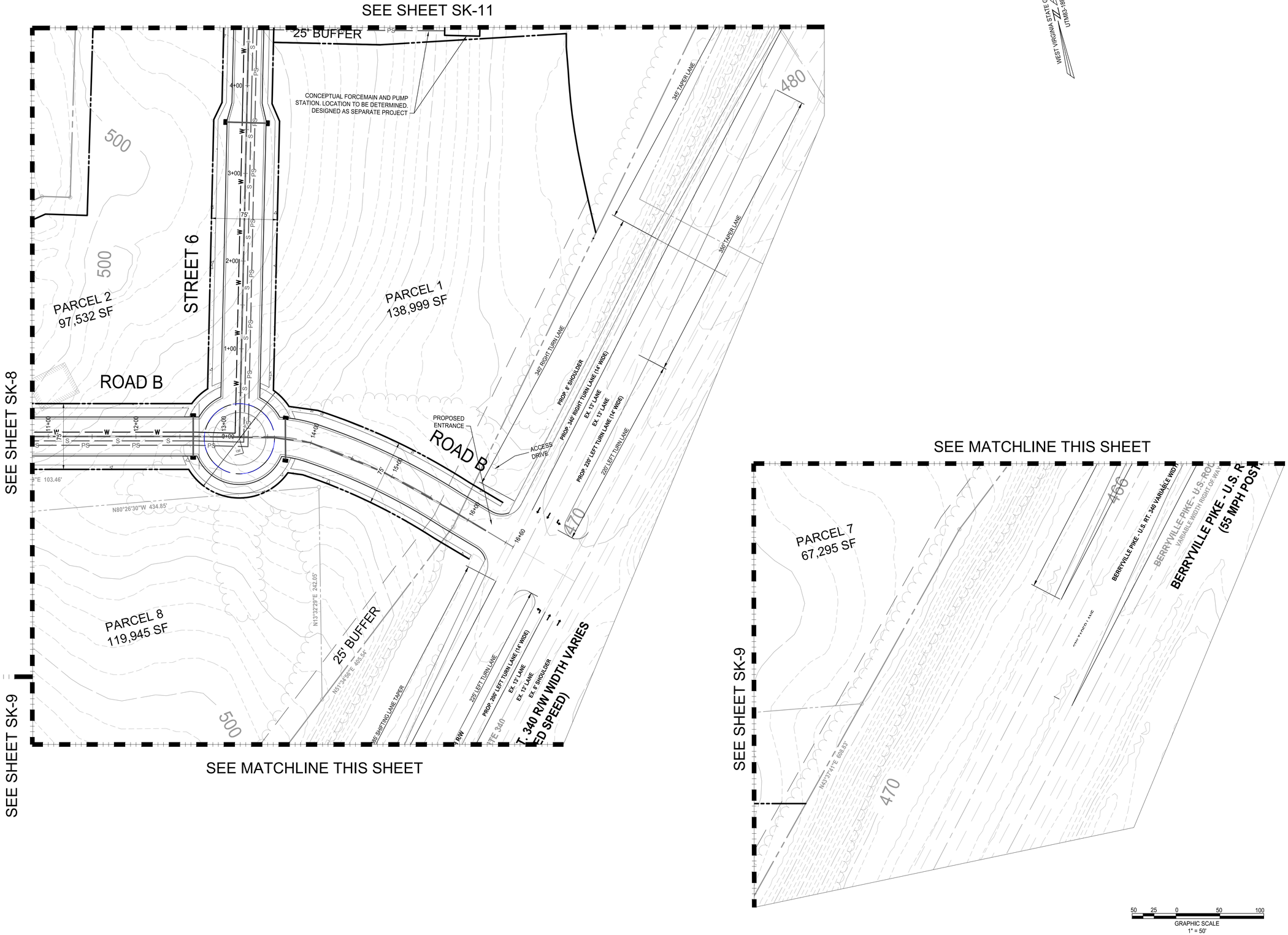

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SKETCH PLAN
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DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 8

SHEET No.

SK-12

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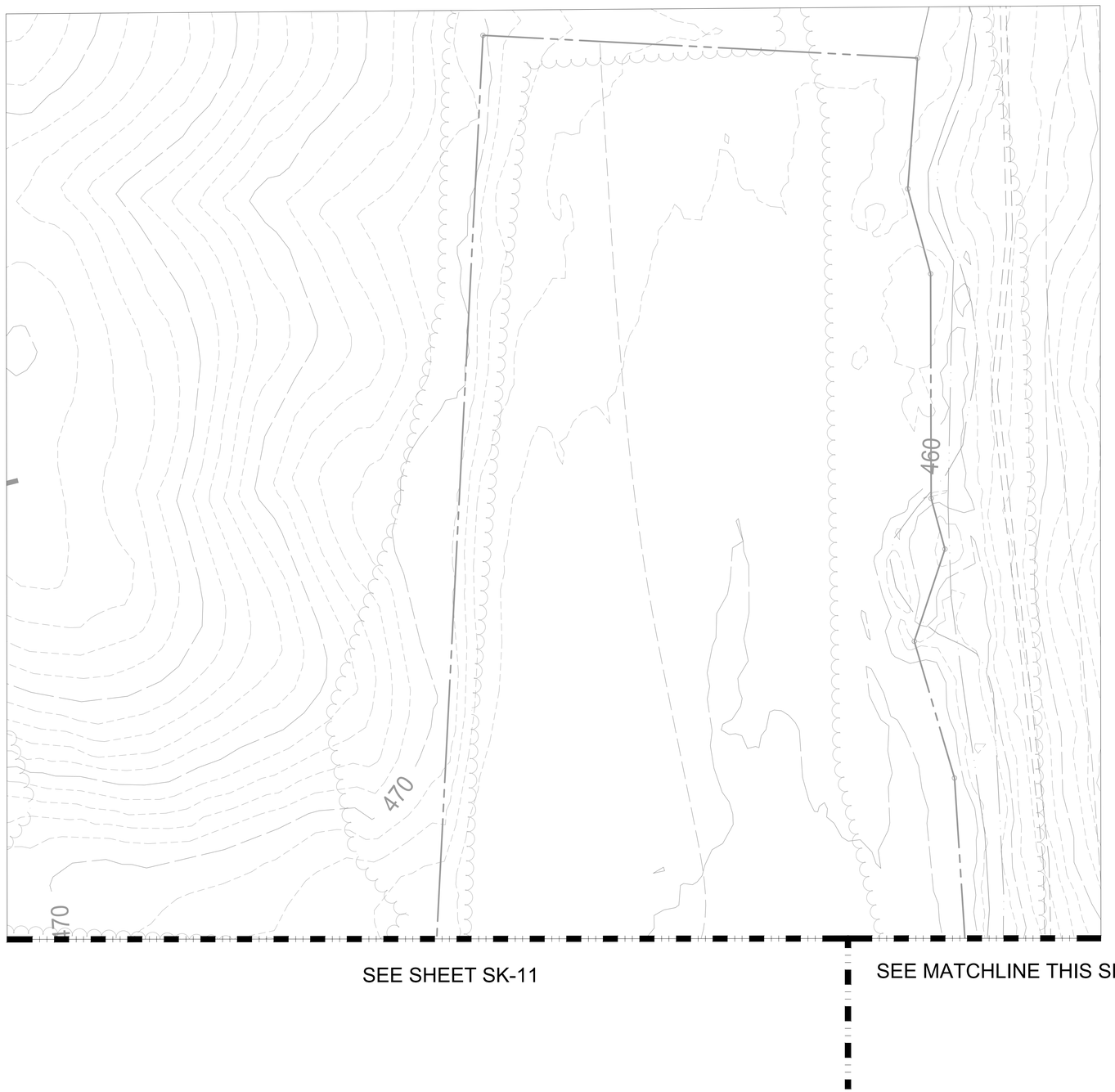
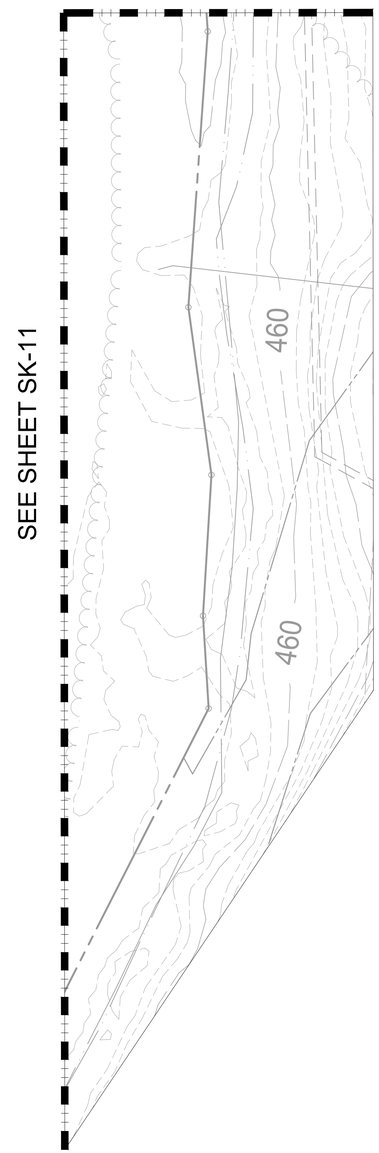


SEE SHEET SK-11

SEE MATCHLINE THIS SHEET



SEE MATCHLINE THIS SHEET



SEE SHEET SK-11

50 25 0 50 100

GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
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JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

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DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

SKETCH PLAN - 9

SHEET No.

SK-13

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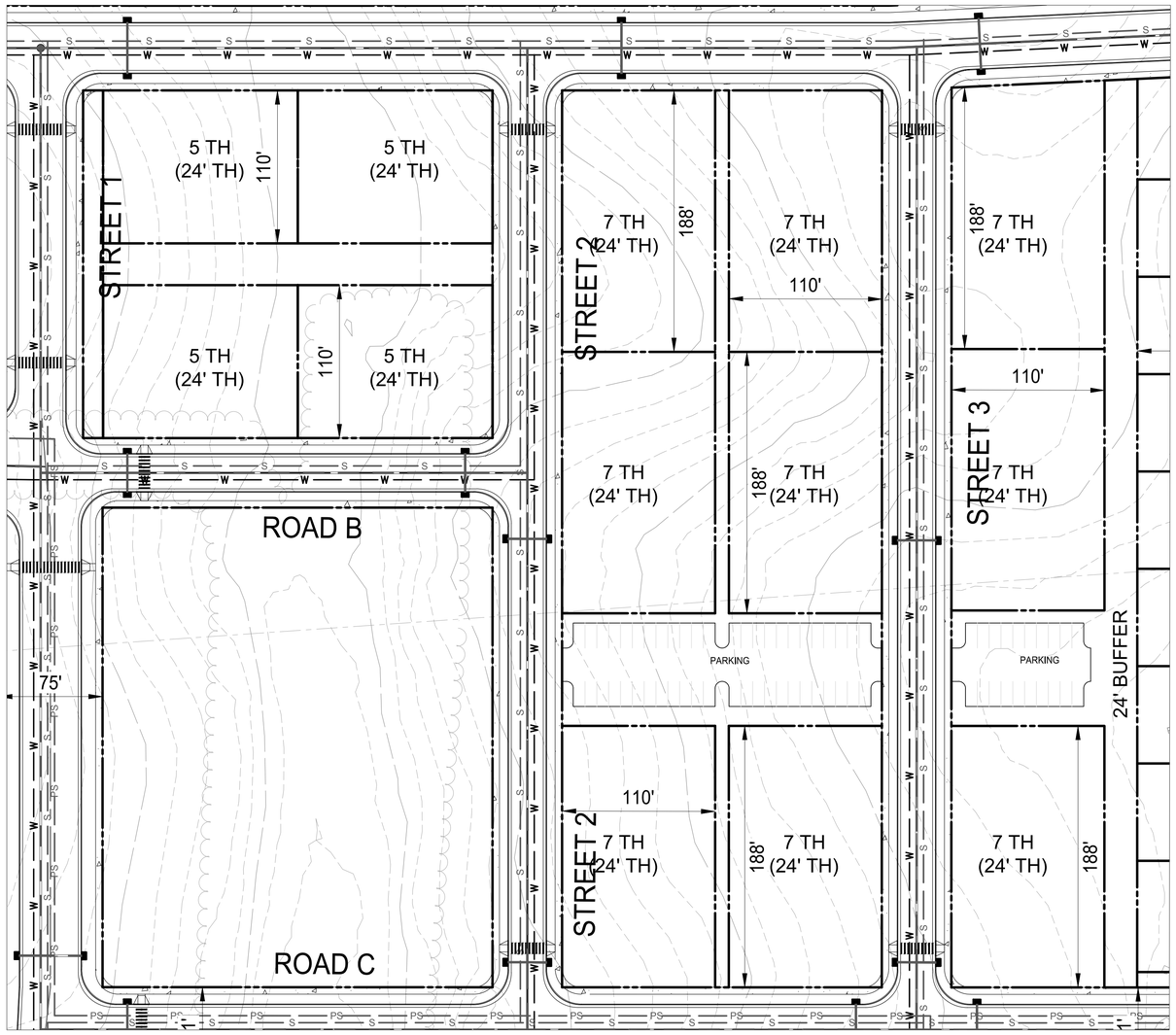

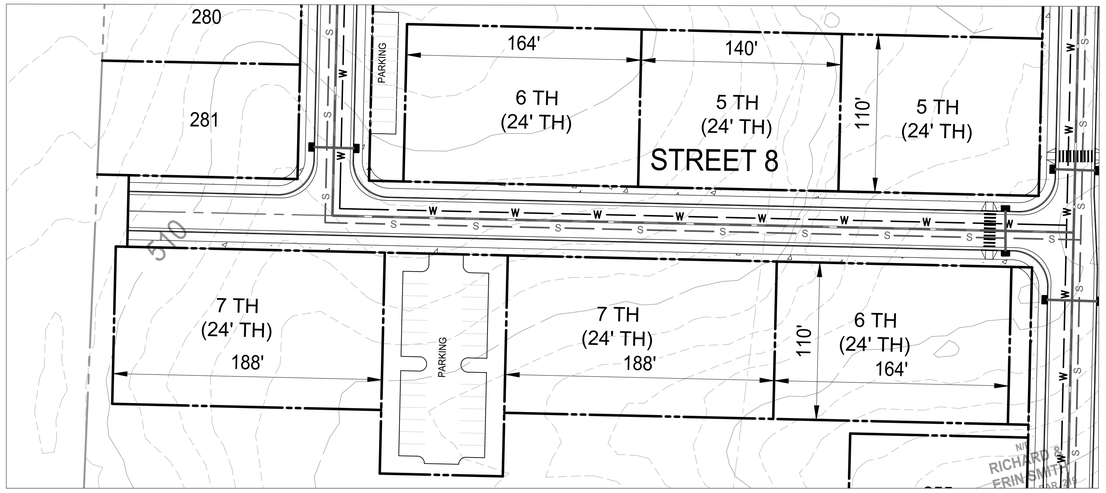

GRAPHIC SCALE
50 25 0 50 100
1" = 50'

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

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SKETCH PLAN
VINTON HAYES
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MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

INSET PLAN - 1

SHEET No.

SK-14

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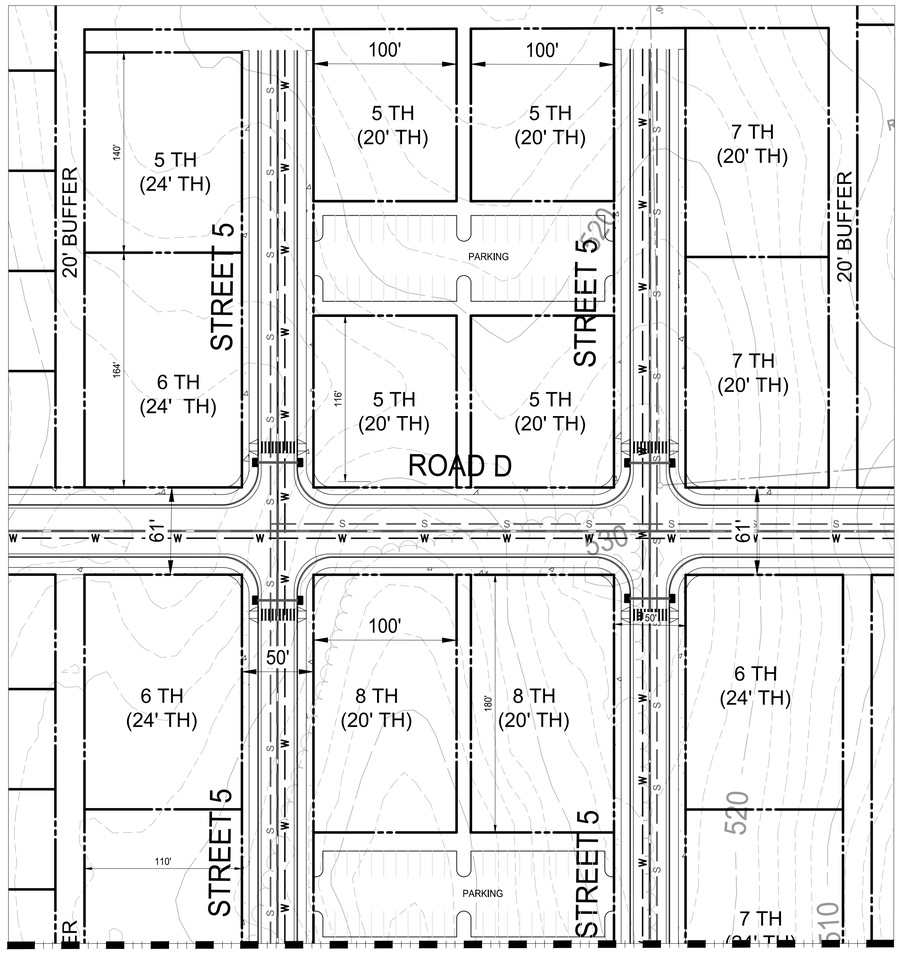

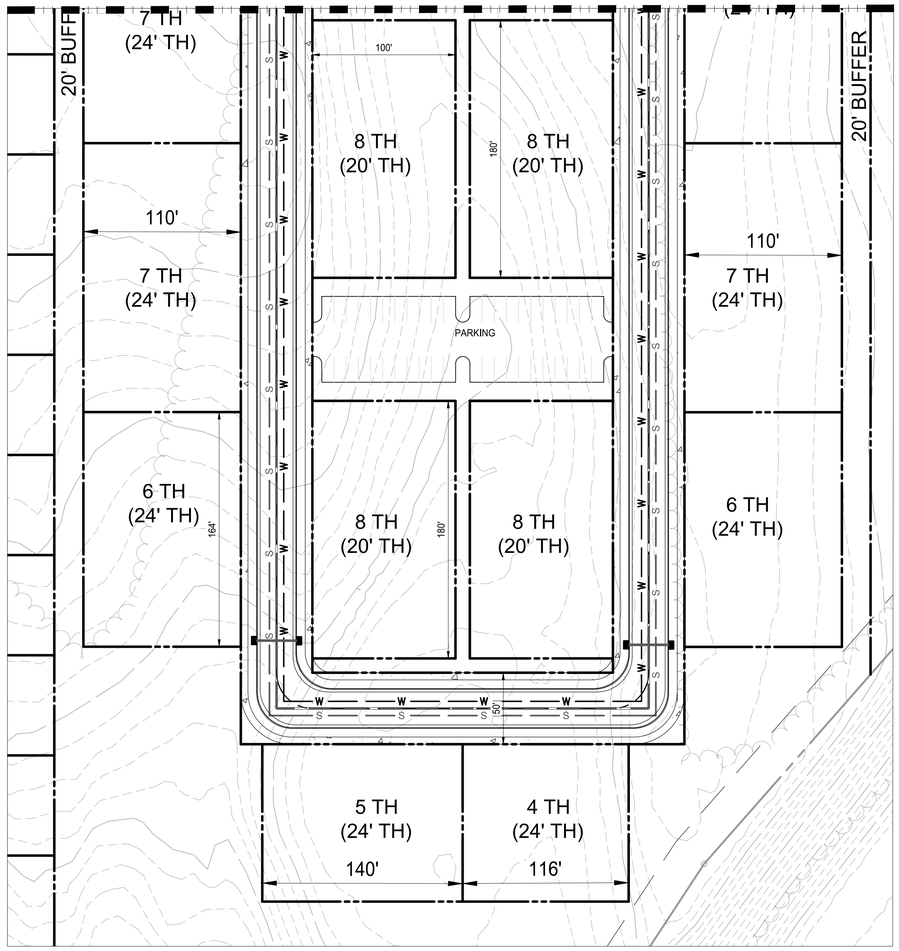

WEST VIRGINIA STATE GRID NORTH
UTMNS-18F

50 25 0 50 100
GRAPHIC SCALE
1" = 50'

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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

INSET PLAN - 2

SHEET No.

SK-15

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WEST VIRGINIA STATE GRID NORTH
UTM83-18F

200 100 0 200 400
GRAPHIC SCALE
1" = 200'

IMEG
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SKETCH PLAN
VINTON HAYES
DEED BOOK: 1250 PAGE #: 338
MAP: 12 PARCEL: 217 & 218
JEFFERSON COUNTY, WV

MARK	DATE	DESCRIPTION

PROJECT No.: 23006358.01
DRAWING No.: 114049
DATE: 4/18/2025
SCALE: AS SHOWN
DESIGN: AHF
DRAWN: AHF
CHECKED: MWP

SHEET TITLE:

PHASING PLAN

SHEET No.

SK-16

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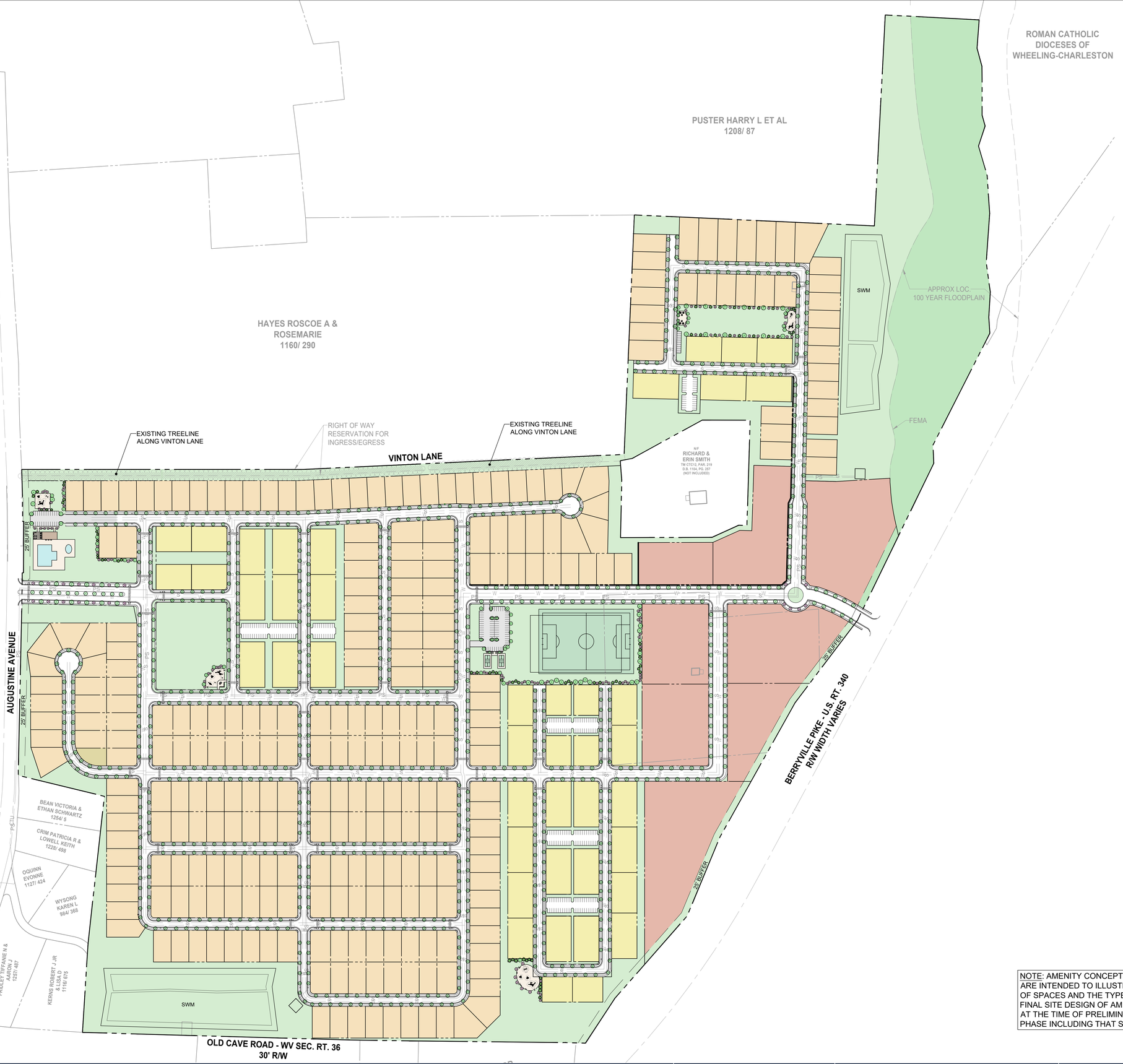


NOTE: AMENITY CONCEPTS ARE CONCEPTUAL IN NATURE AND ARE INTENDED TO ILLUSTRATE THE GENERAL ORGANIZATION OF SPACES AND THE TYPES OF FACILITIES TO BE PROVIDED. FINAL SITE DESIGN OF AMENITY SPACES WILL BE DETERMINED AT THE TIME OF PRELIMINARY S/LD APPLICATION FOR THE PHASE INCLUDING THAT SPACE.

IMEG

Amenity Concepts - Overall Plan

Vinton Farm
Charles Town, West Virginia

150 75 0 150 300
GRAPHIC SCALE
1" = 150'

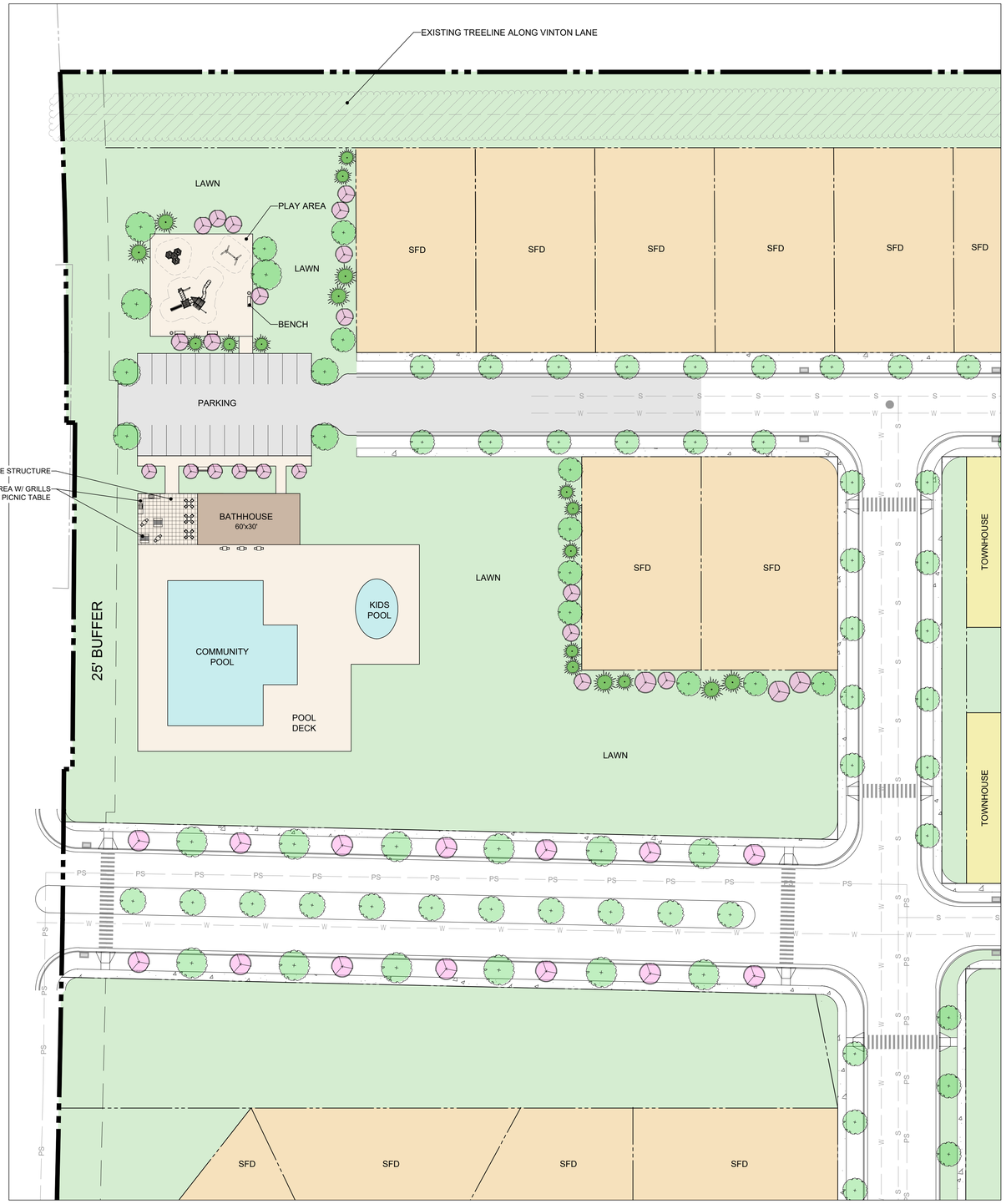
Notes:
1. This conceptual rendering is for illustrative purposes only.
2. Proposed structure dimensions, orientation, and location were determined by others.
3. Imagery obtained from Google Maps.

Date: 04-16-2025

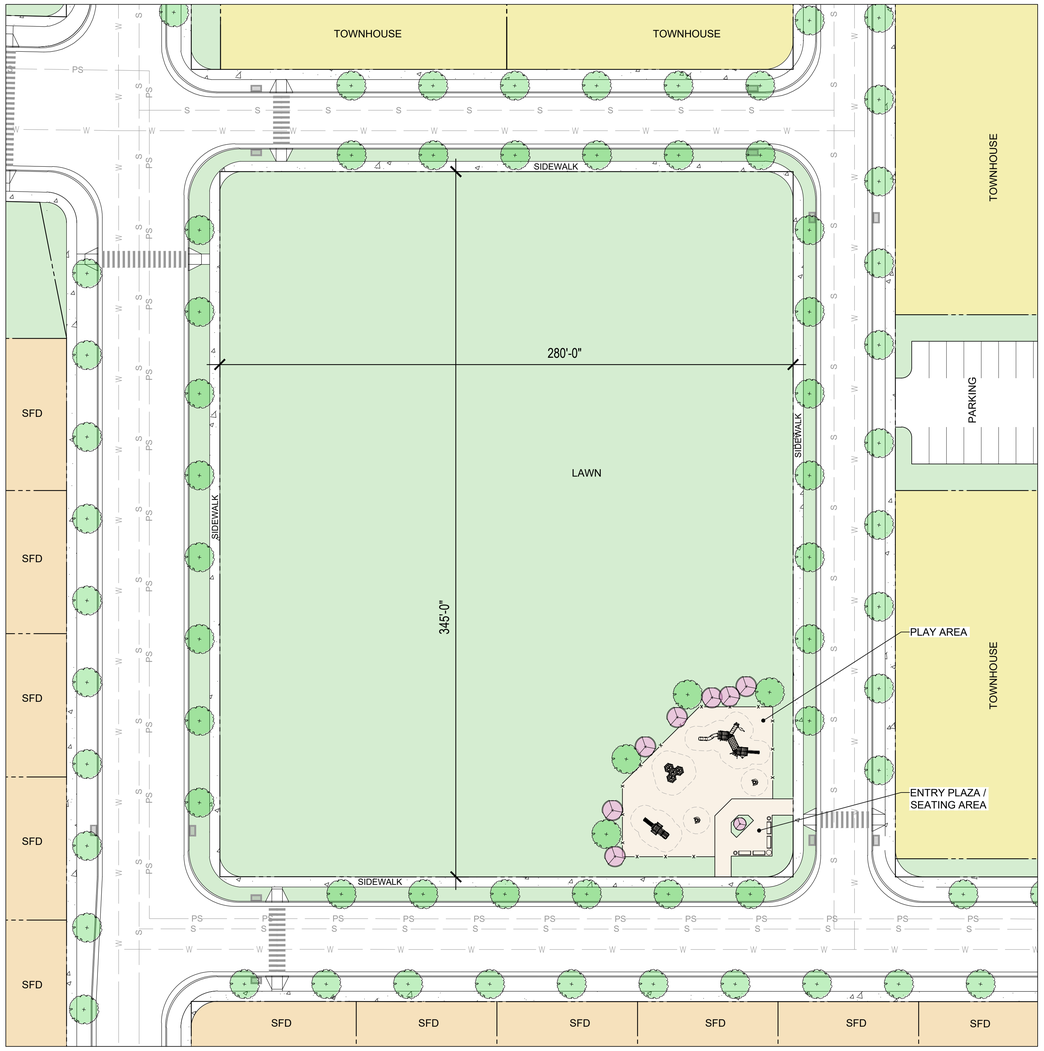
Drawn/Checked: PG/DL

Project #: 23011.00200

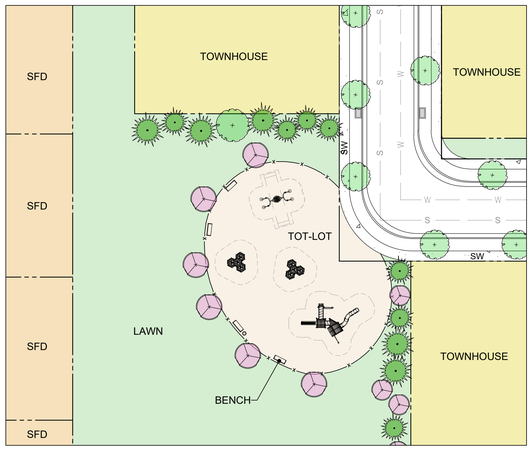
1



PRIMARY RECREATION AREA



CENTRAL SQUARE



SOUTH-EAST TOWNHOUSE

NOTE: AMENITY CONCEPTS ARE CONCEPTUAL IN NATURE AND ARE INTENDED TO ILLUSTRATE THE GENERAL ORGANIZATION OF SPACES AND THE TYPES OF FACILITIES TO BE PROVIDED. FINAL SITE DESIGN OF AMENITY SPACES WILL BE DETERMINED AT THE TIME OF PRELIMINARY S/LD APPLICATION FOR THE PHASE INCLUDING THAT SPACE.

IMEG

Amenity Concepts

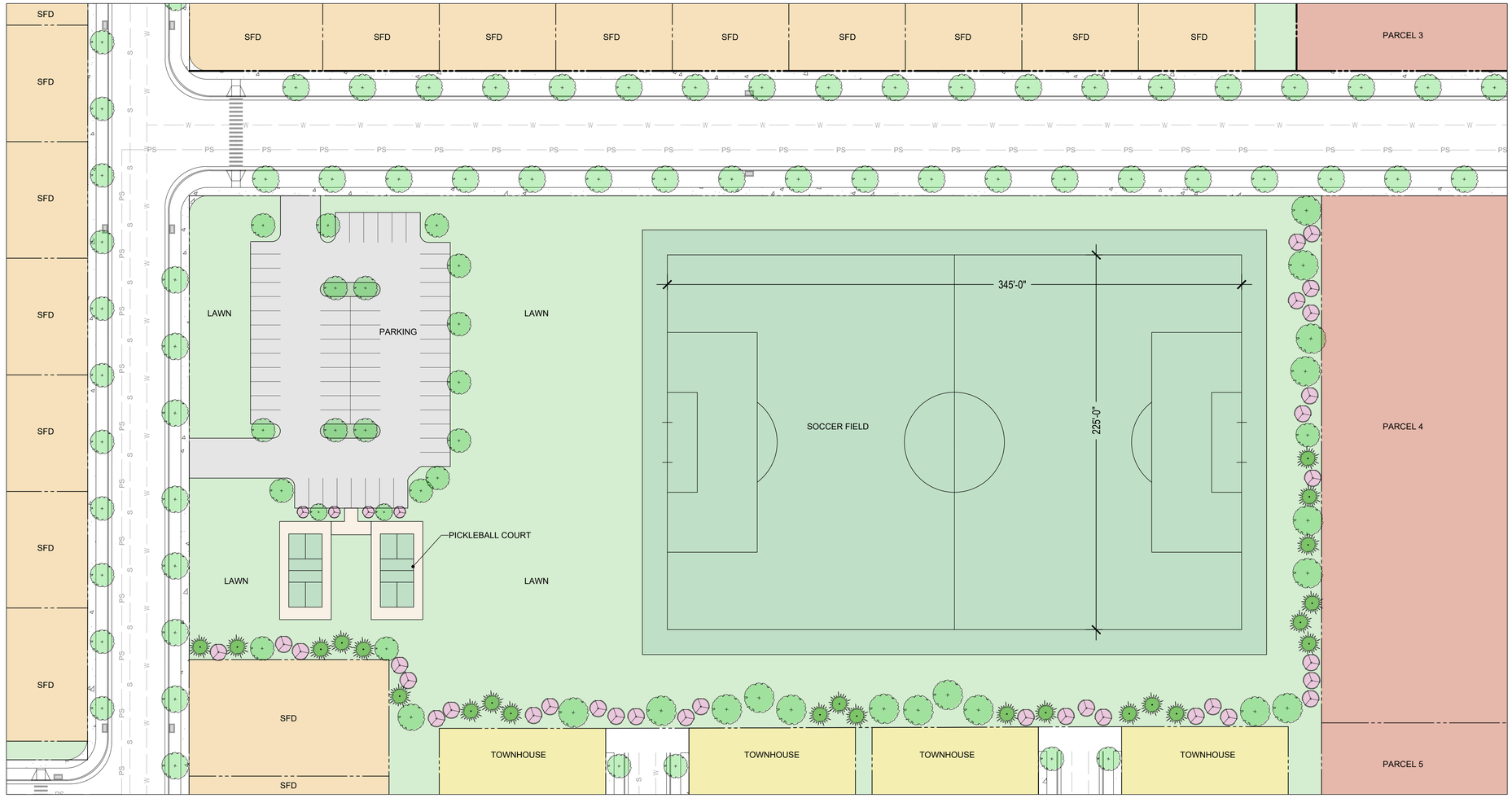
Vinton Farm
Charles Town, West Virginia

30 15 0 30 60
GRAPHIC SCALE
1" = 30'

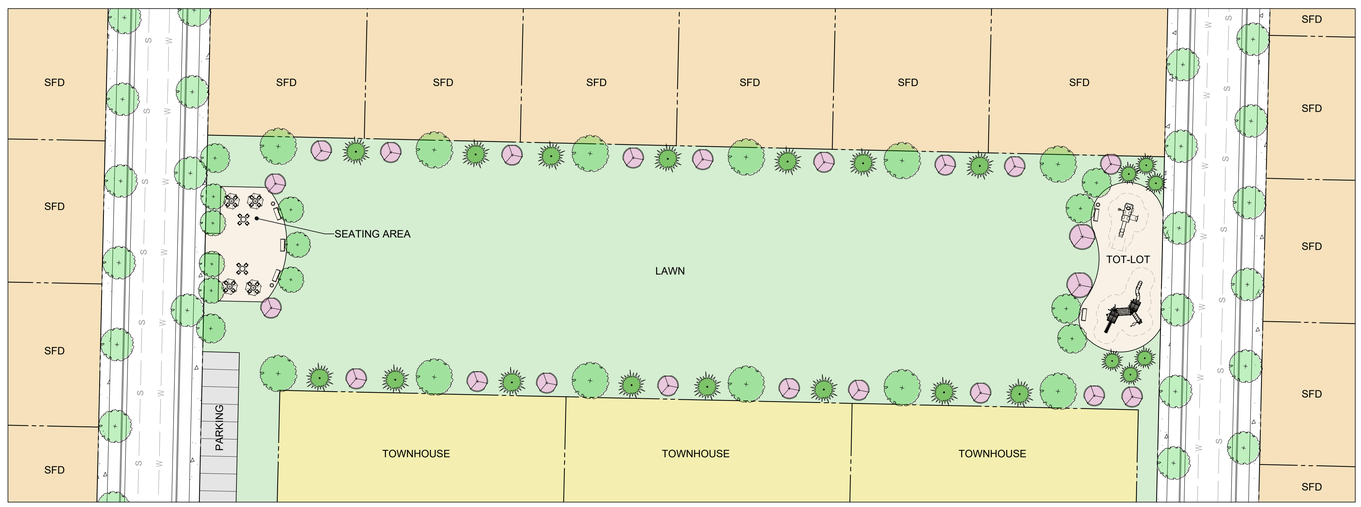
Notes:
1. This conceptual rendering is for illustrative purposes only.
2. Proposed structure dimensions, orientation, and location were determined by others.
3. Imagery obtained from Google Maps.

Date: 04-16-2025
Drawn/Checked: PG/DL
Project #: 23011.00200

2



PUBLIC PARK



NORTH-EAST CORNER

NOTE: AMENITY CONCEPTS ARE CONCEPTUAL IN NATURE AND ARE INTENDED TO ILLUSTRATE THE GENERAL ORGANIZATION OF SPACES AND THE TYPES OF FACILITIES TO BE PROVIDED. FINAL SITE DESIGN OF AMENITY SPACES WILL BE DETERMINED AT THE TIME OF PRELIMINARY S/LD APPLICATION FOR THE PHASE INCLUDING THAT SPACE.

IMEG

Amenity Concepts

Vinton Farm
Charles Town, West Virginia

30 15 0 30 60
GRAPHIC SCALE
1" = 30'

Notes:
1. This conceptual rendering is for illustrative purposes only.
2. Proposed structure dimensions, orientation, and location were determined by others.
3. Imagery obtained from Google Maps.

Date: 04-16-2025
Drawn/Checked: PG/DL
Project #: 23011.00200

3

Kimley»Horn

Memorandum

To: Andrew Fraser
IMEG
4601 Forbes Boulevard, Suite 140, Lanham, MD 20706

From: Mark Phillips, P.E.
Mason Long, EIT

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

Date: April 21, 2025

Subject: Vinton Hayes Sketch Plan and TIS Review – 2nd Submission

This memorandum summarizes our review of the Traffic Impact Study (dated February 26, 2025, prepared by Gorove Slade) and Sketch Plan for the Vinton Hayes Project (dated April, 2025, prepared by IMEG) for a proposed development of 306 townhouses, 289 single family detached units and 18.1 acres of commercial use on approximately 180.11 acres. The site is currently zoned Neighborhood Residential (NR) and General Commercial (GC) per the City of Charles Town Zoning Ordinance dated June 18, 2012 (Rev. February 18, 2025).

Kimley-Horn's review of this application is limited to the Sketch Plan and Application provided. Based upon our review, we have the following comments on the materials provided:

Location	Comment
TIS Page 7, Page 33, Page 34	Number of dwelling units does not match the sketch plan. Please provide an updated "Final" TIS with these changes incorporated.
Sketch Plan Sheet SK-4	We request the Applicant provide a sidewalk along the site frontage with Augustine Avenue and Vinton Lane per Section 1333.09 of the Subdivision and Land Development Ordinance.

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

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager, Associate

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Commission Review: *SLD2023-07* - Happy Retreat - Sketch Plan Extension Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application Narrative.pdf

Sketch Plan Extension Request

SLD2023-07

Date: For the April 28, 2025 Planning Commission meeting

Applicant: Stromberg, Garrigan, and Associates Inc.

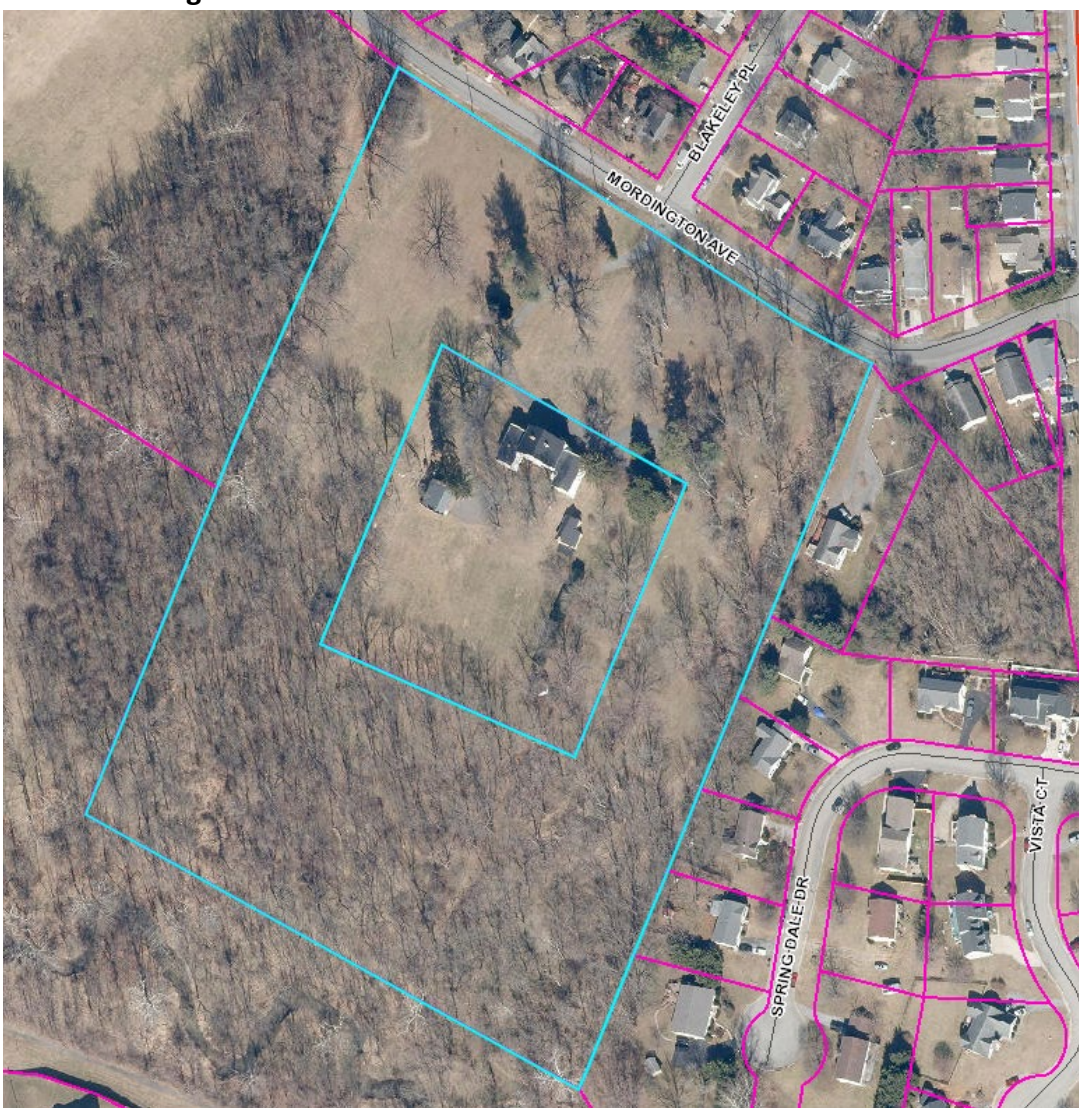
Property Owner: Parcel 3-5-6 is owned by Friends of Happy Retreat. Parcel 3-5-6.0001 is owned by the City of Charles Town Board of Parks and Recreation Commission.

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

Proposal: Construction of a parking lot.

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

Current Zoning: Old Town Residential.



PROJECT OVERVIEW

The property is 12.3 acres in size. The applicant has an existing cultural center on the center parcel, and is seeking to expand the parking lot onto the surrounding larger parcel. This request is for an extension of the vested rights for the sketch plan and associated waivers.

ZONING REVIEW

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

APPLICATION HISTORY

1. June 1, 2023: Sketch Plan application with Happy Retreat signatures received.

2. June 12, 2023: Kimley-Horn and Staff review comments sent to applicant.

3. June 26, 2023: Sketch Plan deemed complete, subject to two conditions:
   A. *The Historic Landmarks Commission be given a complete copy of the application and plans for review and comment.*
   B. *That the item come to the Planning Commission on July 24th, 2023 for a sketch plan public hearing.*

4. July 24, 2023: Planning Commission holds public hearing on the Sketch Plan, approves it.

5. August 14, 2023: Plan set was reviewed by the Historic Landmarks Commission. Commissioners speak in favor of the project.

6. November 1, 2023: Waiver application from lighting standards received, Preliminary Plan and checklist received.

7. December 18, 2023: Kimley-Horn preliminary plan review comments sent to applicant. There were no staff review comments.

8. January 22, 2024: Planning Commission hold public hearing on Waiver, approves it.

9. February 7, 2024: Staff asks Stromberg and Garrigan for an update on Preliminary Plan changes. Michael Stromberg states he is working on a revised plan set, hope to get to Staff in time for the February or March 2024 PC meetings.

10. March 26, 2025: Preliminary Plan application received with Happy Retreat and Parks Board signatures.

ISSUE

Per Subdivision and Land Development Ordinance Section 1332.03.C.2.F.5, "*Approval of the Sketch Plan shall remain valid for one (1) year. Thereafter, approval of the Sketch Plan shall expire, unless the time of approval is extended by the Planning Commission*".

As the sketch plan was approved on July 24, 2023, and no preliminary plan was received by July 24, 2024, the sketch plan is no longer valid.

The applicant is requesting that the Sketch Plan validity be extended by the Planning Commission so that they proceed with the Preliminary Plan public hearing.

WAIVERS

A waiver from the lighting standards was approved. Waivers run with the specific project for which the reduction is requested and shall be vested with the project. If the project is not vested, the waivers expire with that project.

NARRATIVE:

Per the applicant:

"*The primary reason that Friends of Happy Retreat (FOHR) was not able to submit a Preliminary Site Plan application packet within the time of the one-year period of Sketch Plan validity (expiring July 24, 2024) was that the all-volunteer FOHR team was focused on trying to raise the substantial funding required for project construction. FOHR worked closely with the City of Charles Town to develop and submit an application for a congressionally-directed grant from Senator Capito and Senator Manchin.*

Those congressional FY2025 appropriations legislative bills did not emerge from the Congress until August 2024 (after the expiration of the Sketch Plan approval) and, ultimately, those legislative bills failed anyway in March 2025 – so we did not raise the needed construction money, and stalled a bit on our local approval processes.

In September 2024, FOHR joined with Mayor Trainor, City Manager Nissel, and several Councilmembers to host Senator Capito at the Happy Retreat Mansion, and to ask her for funding support in this 2025 year, an effort underway now…We understand that, when approved, that Preliminary Site Plan is valid for 60 months, which gives FOHR and the City time to fundraise and conduct other tasks for ultimate project implementation. Thus, we only need an extension on the Sketch Plan Approval until the Preliminary Site Plan is approved. We hope that this can all occur in April 2025 but, to be prudent, we suggest a three-month extension on the Sketch Plan Approval until the end of June 2025, unless Planning staff or commissioners recommend otherwise."

PUBLIC INPUT

As the Subdivision and Land Development Ordinance has been updated to require a public hearing at the preliminary plan stage, approving the extension request for the sketch plan does not deprive the public of the chance to provide input.

PRELIMINARY PLAN

A hearing will not be advertised for until a revised Preliminary Plan has been received and reviewed by City Staff and the City's 3rd party engineering firm. A Preliminary Plan, once approved, has vested approval rights for 5 years from date of approval.

EXTENSION CRITERIA

The Ordinance does not provide any criteria for granting or denying an extension request. The language of the section on Sketch Plan vested rights states:

Approval of the Sketch Plan shall remain valid for one (1) year. Thereafter, approval of the Sketch Plan shall expire, ***unless the time of approval is extended by the Planning Commission****. If a project starts within the one-year time frame and steady progress is continuous, the Sketch Plan shall be valid for the project. Starting construction shall mean that a Final S/LD Plan has been approved and infrastructure improvements are being install. A Erosion and Sediment Plan and associated surety shall not constitute construction*. (Emphasis added).

RECOMMENDATION

Approval of the request subject to a condition:

1. Approval of the Sketch Plan, its associated waivers, and its attendant vested property rights shall remain valid for one (1) year from date of approval of the extension request.

Friends of Happy Retreat

March 26, 2025

Ann Paonessa
Chair
Planning Commission
City of Charles Town

James Newman
Planner
City of Charles Town

Subject: Request for extension of 7/24/2023 Sketch Plan Approval

Dear Chair Paonessa and Planner Newman –

I write on behalf the non-profit Friends of Happy Retreat (FOHR) to respectfully request an extension of the July 24, 2023 approval by the City of Charles Town Planning Commission of a Sketch Plan for the "Exterior Grounds Upgrade" project that is being jointly conducted by FOHR and the City of Charles Town.

As folks know, the City and FOHR have been in partnership for 20 years now on the endeavor to acquire the 12.2-acre Happy Retreat property, to restore the Mansion and historic outbuildings for use as a community, tourism and events center, and to transform the surrounding lands into a municipal park and recreation area. This effort is well underway and accelerating in progress. FOHR expects to have the Mansion upgraded to a point that it can be a major event center by the end of Summer 2025, with ADA accessibility, a catering kitchen, fully upgraded and ADA accessible bathrooms, fully upgraded electrical and HVAC systems, a new roof, a completed first and second floor restoration, and full restoration of the Octagon, Summer Kitchen / Smokehouse / Enslaved Quarters, and other progress. Beyond historic restoration, Happy Retreat is already vibrant in programming and activities with the annual Craft Beer & Music Festival, the Jazz at Chaz concert series, the Appalachian Chamber Music Orchestra concert series, the Annual Holiday Gala, the Annual Easter Egg Hunt, the offices and activities of the Jefferson County Historical Society, and a variety of other historical, tourism, educational, non-profit, and corporate events.

However, FOHR and this community hub will not succeed or even be viable unless FOHR can utilize Happy Retreat as an event center for corporate, wedding, and organizational rentals and activities, to create revenue streams that can sustain operations and expenses and enable FOHR to hire an Executive Director position to boost the effectiveness of this now-all-volunteer organization. And this simply cannot happen unless there is adequate, ADA-compliant vehicle entry and exit facilities, and a parking lot, designed and implemented in a way that respects the historical fabric of the property, and that is as ecologically sustainable as possible.

FOHR commenced planning for this "Exterior Grounds Upgrade" in 2020, raising $45,000 in private donations to hire a landscape architecture and engineering firm to create master concept plans with significant public, organizational, and City input. This led to the City Council allocating a major grant ($195,000) to FOHR for full design, engineering, permitting, cost estimation, and a contract bid specification package for the Exterior Grounds Upgrade, which is now essentially completed.

As the Exterior Grounds Upgrade straddles both FOHR-owned property (totaling 2.2 acres) and Charles Town Board of Parks & Recreation property (totaling 10 acres), FOHR has coordinated closely with City management, the Parks & Rec Board, the Historic Landmarks Commission, the Planning Commission, and City Council on this development project. As there was a bit of uncertainty regarding the jurisdictional procedures for Planning approvals on a project that is city-owned, the prior submissions to Planning Commission (June 26, 2023 submission of request for Sketch Plan approval; January 22, 2024 request for waiver on certain lighting standards; January 2024 submission of Preliminary Site Plan application), those submissions were signed only by the applicant and landowner FOHR, but not by the landowner Parks & Recreation Board. There has been a mutual decision that, moving forward, all Planning Commission applications will be jointly signed by the two property owners, FOHR and the Parks & Recreation Board.

With respect to FOHR's previous submission in January 2024 of an application packet to the city for a Preliminary Site Plan approval, FOHR pulled that request for Planning Commission review and approval from the January 2024 meeting agenda, in order to address certain questions regarding the plan including stormwater management and other issues and questions that had been raised by the city's engineering firm Kimley-Horn. The revised Prelininary Site Plan application packet that is being submitted now simultaneously with this letter requesting Sketch Plan extension, addresses all those issued raised in early 2024.

On February 27, 2025, FOHR appeared before the Charles Town Parks & Recreation Board regarding the Exterior Grounds Upgrade and addressed issues and suggestions. A motion was adopted unanimously by Parks & Rec that, once issues regarding stormwater management and trees were addressed, that the Parks & Recreation Chair would jointly sign the required Planning Commission submittals with FOHR.

However, as FOHR has proceeded with this project, our vested approval of the Planning Commission's 7/24/2023 Sketch Plan Approval expired, as such approvals only last one year unless extended by the Planning Commission. To the extent the project's waiver of the January 22, 2024 lighting waiver expired with the expiration of the Sketch Plan Approval, the project will need confirmation that, should the Planning Commission approve an extension of the Sketch Plan Approval, that the lighting waiver approval is also so extended.

So, with this letter, FOHR respectfully requests that the Charles Town Parks & Recreation Board join with FOHR in a request for an extension of three months (until the end of June 2025) of the Sketch Plan approval, and that the Planning Commission grants this extension. We do not know which method is most appropriate for the Parks & Recreation Board to join in this letter request; perhaps the Parks & Rec Chair could counter-sign this letter.

Please note that, along with this letter, Friends of Happy Retreat presents to Assistant City Manager Alissa Meeks, City Planner James Newman, and Parks & Recreation Chair Elizabeth Ricketts a full Preliminary Site Plan package for approval, along with memoranda concerning stormwater management and tree issues as requested in February 2025 by the Parks & Recreation Board. The Preliminary Plan application must likewise be counter-signed by the Chair of Parks & Recreation. We hope that the extension of the Sketch Plan, along with the consideration and approval of the Preliminary Site Plan application, can both be placed on the next Planning Commission agenda as soon as is feasible and hopefully April 2025.

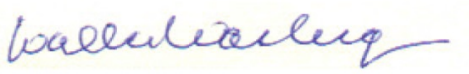
Status of the Project: Over the past two months, FOHR has been engaged with staff, elected, and appointed City officials to address details regarding final design. Previous to that during 2024, FOHR's land planners and engineers at Stromberg-Garrigan Associates were conducting analysis of stormwater facility design and hydrologic modeling in response to requests from the City's plan review firm Kimley-Horn, and responses on those city inquiries are enclosed with the enclosed application packet requesting Preliminary Site Plan review and approval. The current status of this project as of March 26, 2025 is that the project is fully designed and engineered in what we believe is full compliance with City of Charles Town requirements, and ready for Planning Commission Preliminary Site Plan Review (along with extension of Sketch Plan approval).

Reason for Extension Request: The primary reason that FOHR was not able to submit a Preliminary Site Plan application packet within the time of the one-year period of Sketch Plan validity (expiring July 24, 2024) was that the all-volunteer FOHR team was focused on trying to raise the subtstantial funding required for project construction. FOHR worked closely with the City of Charles Town to develop and submit an application for a congressionally-directed grant from Senator Capito and Senator Manchin. Those congressional FY2025 appropriations legislative bills did not emerge from the Congress until August 2024 (after the expiration of the Sketch Plan approval) and, ultimately, those legislative bills failed anyway in March 2025 – so we did not raise the needed construction money, and stalled a bit on our local approval processes. In September 2024, FOHR joined with Mayor Trainor, City Manager Nissel, and several Councilmembers to host Senator Capito at the Happy Retreat Mansion, and to ask her for funding support in this 2025 year, an effort underway now.

Timeline for Going Forward: Happy Retreat is now submitting a full and complete application packet seeking Preliminary Site Plan approval, including plan adjustments and amendments to address questions raised by Kimley-Horn and the City Planner in early 2024, simultaneously with this letter requesting a Sketch Plan approval extension. We understand that, when approved, that Preliminary Site Plan is valid for 60 months, which gives FOHR and the City time to fundraise and conduct other tasks for ultimate project implementation. Thus, we only need an extension on the Sketch Plan Approval until the Preliminary Site Plan is approved. We hope that this can all occur in April 2025 but, to be prudent, we suggest a three-month extension on the Sketch Plan Approval until the end of June 2025, unless Planning staff or commissioners recommend otherwise.

Thank you for your consideration of this request for an extension of the Sketch Plan Approval granted by the Planning Commission on July 24, 2023. And thanks for all the City of Charles Town does as a co-owner of Happy Retreat and key partner for more than a generation now.

Sincerely,



Walter Washington
President, The Friends of Happy Retreat

cc: Assistant City Manager Alissa Meeks; Project engineer Michael Stromberg; Boardmember Matt Ward

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Commission Review: *BR2025-03* - Norborne Glebe Phase 11 - Bond Initiation

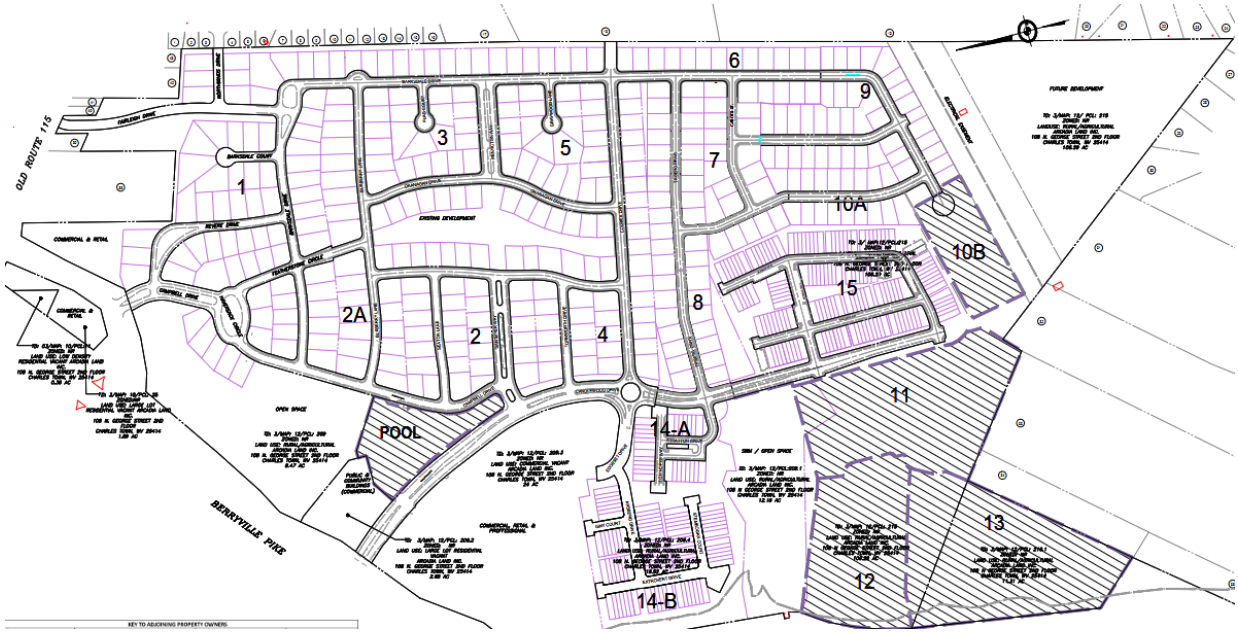
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Bond Estimate.pdf
- 4. KH Review.pdf

Bond Initiation Request
BR2025-03

Date: For the April 28, 2025 Planning Commission meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond initiation in the amount of $1,886,150.95

Norborne Glebe Phase 11



BACKGROUND

The applicant, Arcadia Land Inc., has submitted a bond initiation request for the Norborne Glebe housing development Phase 11. The applicant is requesting a bond initiation in the amount of $1,886,150.95. This amount will cover both performance bond issues (road paving, street lights, etc.) and land disturbance requirements (such as silt fencing).

Bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

BOND COMMITTEE

At their April1 4, 2025 meeting, the City's Bond Committee discussed the application and recommend approval of the proposed initiation.

RECOMMENDATION

The City Engineer and City Staff have reviewed the bond initiation request and recommend the request be **approved.**

Norborne Glebe - Phase 11
Performance Bond

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☑ Bond Initiation – No application fee

☐ Bond Reduction – No application fee

☐ Bond Release – Application Fee: $85

2. FEES

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

3. PUBLIC NOTICE

Only bond release applications require a public hearing.

4. APPLICATION REQUIREMENTS

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

1. DATE January 28, 2025

2. PROJECT NAME Norborne Glebe Subdivision - Phase 11

Address N/A

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

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

Telephone Number (703) 771-8000

Email Address gendler@arcadiacompanies.com

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

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

Telephone Number (703) 771-8000

Email Address gendler@arcadiacompanies.com

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

5. DESCRIPTION OF REQUEST:

Requesting Bond Amount Establishment for the Performance Bond for Phase 11, Norborne Glebe Subdivision

6. A) CURRENT BOND AMOUNT $0

B) PROPOSED BOND AMOUNT $1,886,150.95

C) CHANGE IN BONDED AMOUNT $

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

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
3-12	215	3-12	216.1

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

Application No.	Project Name and Phase	Status	Approval Date
SLD-2013-04	Norborne Glebe Phase 5	Approved	01/14/2014
SLD-2017-05	Norborne Glebe Phase 7-8	Approved	09/25/2018
SLD-2016-01	Norborne Glebe Phase 6	Approved	09/25/2018
SLD-2017-14	Norborne Glebe Phase 14A	Approved	09/25/2018
SLD-2021-02	Norborne Glebe Phase 14B	Approved	02/28/2022
SLD-2021-05	Norborne Glebe Phase 9&10A	Approved	10/13/2022
SLD-2022-03	Norborne Glebe Phase 15	Approved	03/27/2023
SP-2022-06	Norborne Glebe Pool	Approved	07/28/2023
SLD-2022-06	Norborne Glebe Phase 10B-13	Approved	02/27/2024

9. BOND RELEASE – SUPPLEMENTAL MATERIALS REQUIRED:

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

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

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

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

Continued on next page.

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

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

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

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

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant _____ Date 2/7/2025

Asst. Treasurer

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BOND ESTIMATE					BOND REDUCTION						City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	Final Price	QUANTITY COMPLETED (REDUCTION REQUEST)	UNIT COST	PREVIOUS QUANTITY COMPLETED	TOTAL QUANTITY COMPLETED (INCLUDING REDUCTION REQUEST)	EXTENSION	%COMPLETE	%APPROVED
MOBILIZATION GENERAL											
Mobilization	LS	$12,440.00	1	$12,440.00		$0.00		0		0%	
Field Office	EA	$3,490.00		$0.00		$0.00		0		0%	
Job Sign	EA	$1,340.00		$0.00		$0.00		0		0%	
SURVEYING											
Steel Pipe Property Corner Marker Incl. Survey	EA	$320.38	155	$49,658.90		$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE											
RM--1		$825.00		$0.00		$0.00		0		0%	
RM--2		$764.00		$0.00		$0.00		0		0%	
EARTHWORK EXCAVATION											
Regular Bulk used as Fill	CY	$4.50		$0.00		$0.00		0		0%	
Rock, Rip	CY	$51.50		$0.00		$0.00		0		0%	
Rock, Blast	CY	$55.00		$0.00		$0.00		0		0%	
BORROW MATERIAL											
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00		$0.00		$0.00		0		0%	
Fill and Compaction of On-site Borrow	CY	$44.00		$0.00		$0.00		0		0%	
UNSUITABLE MATERIAL											
Load and Haul, 20 mi R/T	CY	$36.56		$0.00		$0.00		0		0%	
Dump Charge	CY	$62.50		$0.00		$0.00		0		0%	
Site Grading	SY	$1.25		$0.00		$0.00		0		0%	
CLEAR & GRUB											
Light	AC	$14,548.50	7.22	$105,040.17		$0.00		0		0%	
Heavy	AC	$26,699.49		$0.00		$0.00		0		0%	
LANDSCAPING											
Seeding	SY	$3.00	21150	$63,450.00		$0.00		0		0%	
Sodding	SY	$8.50	21150	$179,775.00		$0.00		0		0%	
PLANTING SHRUBS											
18"	EA	$70.00		$0.00		$0.00		0		0%	
24"	EA	$90.00		$0.00		$0.00		0		0%	
TREES											
6'-8' (1-2 in. Caliper)	EA	$400.00	146	$58,400.00		$0.00		0		0%	
8'-10' (2.5-3 in. Caliper)	EA	$700.00		$0.00		$0.00		0		0%	
Tree Protection	LF	$11.13		$0.00		$0.00		0		0%	
MISCELLANEOUS SITE IMPROVEMENTS											
Timber Wall (less than 6 ft)	LF	$325.00		$0.00		$0.00		0		0%	
Dry Rubble RW-1 (H=6')	LF	$450.00		$0.00		$0.00		0		0%	
Mortared Rubble RW-1A (H=6')	LF	$535.00		$0.00		$0.00		0		0%	
Concrete Gravity RW-2 (H=6')	LF	$589.50		$0.00		$0.00		0		0%	
Concrete Gravity RW-3 (H=6')	LF	$1,037.50		$0.00		$0.00		0		0%	
FENCING											
Std. Fence (H=5') FR-5	LF	$56.00		$0.00		$0.00		0		0%	
Farm Fence (H=5') FR-3A	LF	$37.50		$0.00		$0.00		0		0%	
Chain Link Fence (H=6') FR 2-B	LF	$62.00		$0.00		$0.00		0		0%	
Board Fence (H=6')	LF	$62.00		$0.00		$0.00		0		0%	
TOTS LOTS											
Tot Lot	EA	$16,495.00	1	$16,495.00		$0.00		0		0%	
STORM DRAINAGE											
STORM SEWER											
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill											
Rock Excavation for All Pipe Types											
Less than 1,500 CY (Blasting)	CY	$110.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Blasting)	CY	$90.00		$0.00		$0.00		0		0%	
Less than 1,500 CY (Hoe Ram)	CY	$220.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Hoe Ram)	CY	$180.00		$0.00		$0.00		0		0%	
Trench De-Watering											
Trench De-Watering	LF	$4.00		$0.00		$0.00		0		0%	
RCP CLASS III ROUND T & G W/MASTIC											
12" Pipe (RCP III)											
0'-8' Cut	LF	$100.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$140.00		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$1.90		$0.00		$0.00		0		0%	
O-Ring	LF	$12.36		$0.00		$0.00		0		0%	
15" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10'-16'	LF	$156.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$1.48		$0.00		$0.00		0		0%	
O-Ring	LF	$8.58		$0.00		$0.00		0		0%	
18" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$160.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$3.20		$0.00		$0.00		0		0%	
O-Ring	LF	$11.20		$0.00		$0.00		0		0%	
21" Pipe (RCP III)											
0'-8' Cut	LF	$115.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$174.80		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$4.40		$0.00		$0.00		0		0%	
O-Ring	LF	$20.80		$0.00		$0.00		0		0%	
24" Pipe (RCP III)											
0'- 10' Cut	LF	$140.00		$0.00		$0.00		0		0%	
10'-16'	LF	$196.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$5.04		$0.00		$0.00		0		0%	
O-Ring	LF	$22.40		$0.00		$0.00		0		0%	
27" Pipe (RCP III)											
0'- 10' Cut	LF	$123.20		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$195.03		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$6.40		$0.00		$0.00		0		0%	
O-Ring	LF	$24.00		$0.00		$0.00		0		0%	
30" Pipe (RCP III)											
0'- 8' Cut	LF	$169.40		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$256.66		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$9.60		$0.00		$0.00		0		0%	
O-Ring	LF	$27.60		$0.00		$0.00		0		0%	
33" Pipe (RCP III)											
0'- 10' Cut	LF	$240.00		$0.00		$0.00		0		0%	
10'-16'	LF	$333.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$13.50		$0.00		$0.00		0		0%	
O-Ring	LF	$45.80		$0.00		$0.00		0		0%	
36" Pipe (RCP III)											
0'-10' Cut	LF	$249.60		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$363.92		$0.00		$0.00		0		0%	

Add Cost for Class IV	LF	$12.40		$0.00			$0.00		0		0%
O-Ring	LF	$36.40		$0.00			$0.00		0		0%
42" Pipe (RCP III)											
0'- 8' Cut	LF	$289.54		$0.00			$0.00		0		0%
8'-14' Cut	LF	$413.46		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$19.20		$0.00			$0.00		0		0%
O-Ring	LF	$56.72		$0.00			$0.00		0		0%
48" Pipe (RCP III)											
0'-10' Cut	LF	$320.52		$0.00			$0.00		0		0%
10'-16'	LF	$442.31		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$20.00		$0.00			$0.00		0		0%
O-Ring	LF	$69.36		$0.00			$0.00		0		0%
54" Pipe (RCP III)											
0' - 10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$541.38		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$30.00		$0.00			$0.00		0		0%
O-Ring	LF	$70.96		$0.00			$0.00		0		0%
60" Pipe (RCP III)											
0'-10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$498.48		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$36.00		$0.00			$0.00		0		0%
O-Ring	LF	$77.84		$0.00			$0.00		0		0%
ELLIPTICAL PIPE - RCP CLASS III											
23"x14" (18" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$278.60		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$41.60		$0.00			$0.00		0		0%
O-Ring	LF	$109.80		$0.00			$0.00		0		0%
30"x19" (24" Equiv- RCP III											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$329.25		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$15.07		$0.00			$0.00		0		0%
O-Ring	LF	$109.79		$0.00			$0.00		0		0%
38"x24" (30" Equiv- RCP III											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$423.78		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$21.38		$0.00			$0.00		0		0%
O-Ring	LF	$129.92		$0.00			$0.00		0		0%
45"x29" (36" Equiv- RCP III)											
0'10' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$526.88		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$25.45		$0.00			$0.00		0		0%
O-Ring	LF	$119.63		$0.00			$0.00		0		0%
1											
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-18' Cut	LF	$528.36		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$38.87		$0.00			$0.00		0		0%
O-Ring	LF	$149.26		$0.00			$0.00		0		0%
60"x38" (48" Equiv- RCP III)											
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-18' Cut	LF	$543.90		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$46.46		$0.00			$0.00		0		0%
O-Ring	LF	$177.11		$0.00			$0.00		0		0%
HDPE PIPE											
8" Pipe											
0'-8' Cut	LF	$50.00		$0.00			$0.00		0		0%
8'-14' Cut	LF	$75.30		$0.00			$0.00		0		0%
12" Pipe											
0'-8' Cut	LF	$67.50		$0.00			$0.00		0		0%
8'-14' Cut	LF	$100.04		$0.00			$0.00		0		0%
15" Pipe											
0'-8' Cut	LF	$87.08	382	$33,264.56			$0.00		0		0%
8'-16' Cut	LF	$129.65		$0.00			$0.00		0		0%
18" Pipe											
0'-8' Cut	LF	$114.33		$0.00			$0.00		0		0%
8'-16' Cut	LF	$170.69	244	$41,648.36			$0.00		0		0%
24" Pipe											
0'-8' Cut	LF	$132.62		$0.00			$0.00		0		0%
8'-16' Cut	LF	$197.61	349	$68,965.89			$0.00		0		0%
30" Pipe											
0'-8' Cut	LF	$157.42		$0.00			$0.00		0		0%
8'-16' Cut	LF	$236.13	603	$142,386.39			$0.00		0		0%
36" Pipe											
0'-8' Cut	LF	$200.00		$0.00			$0.00		0		0%
8'-16' Cut	LF	$298.00		$0.00			$0.00		0		0%
42" Pipe											
0'-8' Cut	LF	$224.20		$0.00			$0.00		0		0%
8'-16' Cut	LF	$334.06		$0.00			$0.00		0		0%
48" Pipe											
0'-8' Cut	LF	$253.35		$0.00			$0.00		0		0%
8'-16' Cut	LF	$377.49		$0.00			$0.00		0		0%
STORM STRUCTURES											
END SECTIONS											
End Sections (ES-1), Concrete Pipe Size											
15"	EA	$1,389.00		$0.00			$0.00		0		0%
18"	EA	$1,583.46		$0.00			$0.00		0		0%
21"	EA	$1,805.14		$0.00			$0.00		0		0%
24"	EA	$2,057.86		$0.00			$0.00		0		0%
27"	EA	$2,345.97		$0.00			$0.00		0		0%
30"	EA	$2,674.40		$0.00			$0.00		0		0%
36"	EA	$3,048.82		$0.00			$0.00		0		0%
42"	EA	$3,558.50		$0.00			$0.00		0		0%
48"	EA	$4,056.69		$0.00			$0.00		0		0%
54"	EA	$4,624.63		$0.00			$0.00		0		0%
60"	EA	$5,272.07		$0.00			$0.00		0		0%
ENDWALLS											
EW-1 (Pre-Cast) Round Pipe Size											
15"	EA	$2,433.00		$0.00			$0.00		0		0%
18"	EA	$2,724.96		$0.00			$0.00		0		0%
24"	EA	$3,051.96		$0.00			$0.00		0		0%
30"	EA	$3,418.19		$0.00			$0.00		0		0%
36"	EA	$3,828.37		$0.00			$0.00		0		0%
EW-1 Cast in Place [Round Pipe Size]											
15"	EA	$2,591.15		$0.00			$0.00		0		0%
18"	EA	$2,902.08		$0.00			$0.00		0		0%
24"	EA	$3,250.33		$0.00			$0.00		0		0%
30"	EA	$3,640.37		$0.00			$0.00		0		0%
36"	EA	$4,077.22		$0.00			$0.00		0		0%
EW-1A (Pre-Cast) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,335.00		$0.00			$0.00		0		0%
30" X 19" (24")	EA	$1,495.20		$0.00			$0.00		0		0%

38 X 24" (30")	EA	$1,879.50		$0.00		$0.00		0		0%	
45 X 29" (36")	EA	$2,105.04		$0.00		$0.00		0		0%	
53" X 34" (42")	EA	$2,791.50		$0.00		$0.00		0		0%	
EW-1A (Cast in Place)Elliptical Pipe Size											
23" X 14" (18")	EA	$1,318.50		$0.00		$0.00		0		0%	
30" X 19" (24")	EA	$1,318.50		$0.00		$0.00		0		0%	
38 X 24" (30")	EA	$2,257.00		$0.00		$0.00		0		0%	
45 X 29" (36")	EA	$2,257.00		$0.00		$0.00		0		0%	
53" X 34" (42")	EA	$3,217.50		$0.00		$0.00		0		0%	
EW-2 (PreCast) Round Size Pipe Size											
42"	EA	$8,324.00		$0.00		$0.00		0		0%	
48"	EA	$9,322.88		$0.00		$0.00		0		0%	
54"	EA	$10,441.63		$0.00		$0.00		0		0%	
60"	EA	$11,694.62		$0.00		$0.00		0		0%	
72"	EA	$12,675.50		$0.00		$0.00		0		0%	
84"	EA	$14,196.56		$0.00		$0.00		0		0%	
EW-2 (Cast in Place) Round Size Pipe Size											
42"	EA	$9,255.50		$0.00		$0.00		0		0%	
48"	EA	$10,366.16		$0.00		$0.00		0		0%	
54"	EA	$11,610.10		$0.00		$0.00		0		0%	
60"	EA	$13,003.31		$0.00		$0.00		0		0%	
72"	EA	$15,747.00		$0.00		$0.00		0		0%	
84"	EA	$17,636.64		$0.00		$0.00		0		0%	
EW-6PC [Double Pipe] Pipe Size											
2-15"	EA	$2,123.00		$0.00		$0.00		0		0%	
2-18"	EA	$2,377.76		$0.00		$0.00		0		0%	
2-24"	EA	$2,663.09		$0.00		$0.00		0		0%	
2-30"	EA	$4,096.00		$0.00		$0.00		0		0%	
2-36"	EA	$4,587.52		$0.00		$0.00		0		0%	
MANHOLES											
Standard Brick Manhole Std Frame & Cover (MH-1)											
6' Depth	EA	$6,048.00		$0.00		$0.00		0		0%	
Depth Below 6'	VF	$230.00		$0.00		$0.00		0		0%	
Standard Precast Manhole Std Frame & Cover (MH-2)		$5,337.00	3	$16,011.00		$0.00		0		0%	
Additional Cost (Amount in parentheses to be added to the above unit costs)											
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00		$0.00		0		0%	
Heavy Duty Fr/ Cover (Add 82)	VF	$599.00		$0.00		$0.00		0		0%	
Drop Inlets											
Cast in Place 48"											
Drop Inlet (DI-1) 12"-24" Pipe0-10 VF	EA	$7,690.00	1	$7,690.00		$0.00		0		0%	
Drop Inlet (DI-1A) 12"-24" Pipe10-20 VF	EA	$7,690.00		$0.00		$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe0-10 VF, 10' throat	EA	$9,458.70		$0.00		$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe10-20 VF, 10' throat	EA	$11,634.20		$0.00		$0.00		0		0%	
Curb Drop Inlets											
Curb Drop Inlet (DI-3A)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$7,460.00		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3AA)											
12"-30" Pipe (Invert Depth (H) =8'-	**EA**	$9,772.60		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3B) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,758.40		$0.00		$0.00		0		0%	
6'	EA	$8,534.24	1	$8,534.24		$0.00		0		0%	
8'	EA	$9,387.66	3	$28,162.98		$0.00		0		0%	
10'	EA	$10,326.43		$0.00		$0.00		0		0%	
12'	EA	$11,359.07	3	$34,077.21		$0.00		0		0%	
16'	EA	$12,494.98		$0.00		$0.00		0		0%	
20'	EA	$13,744.48		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3BB) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,680.82		$0.00		$0.00		0		0%	
6'	EA	$8,448.90	1	$8,448.90		$0.00		0		0%	
8'	EA	$9,293.79	2	$18,587.58		$0.00		0		0%	
10'	EA	$10,223.17	1	$10,223.17		$0.00		0		0%	
12'	EA	$11,245.48		$0.00		$0.00		0		0%	
16'	EA	$12,370.03		$0.00		$0.00		0		0%	
20'	EA	$13,607.03		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3C) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$7,204.61		$0.00		$0.00		0		0%	
8'	EA	$7,925.07		$0.00		$0.00		0		0%	
10'	EA	$8,717.57		$0.00		$0.00		0		0%	
12'	EA	$9,589.33		$0.00		$0.00		0		0%	
16'	EA	$10,548.26		$0.00		$0.00		0		0%	
20'	EA	$11,603.09		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3CC) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$8,573.48		$0.00		$0.00		0		0%	
8'	EA	$9,430.83		$0.00		$0.00		0		0%	
10'	EA	$10,373.91		$0.00		$0.00		0		0%	
12'	EA	$11,411.30		$0.00		$0.00		0		0%	
16'	EA	$12,552.43		$0.00		$0.00		0		0%	
20'	EA	$13,807.68		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3D)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$6,430.11		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3DD)											
12"-30" Pipe (Invert Depth	**EA**	$7,587.53		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3E) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,460.00		$0.00		$0.00		0		0%	
8'	EA	$7,982.20		$0.00		$0.00		0		0%	
10'	EA	$8,540.95		$0.00		$0.00		0		0%	
12'	EA	$9,138.82		$0.00		$0.00		0		0%	
16'	EA	$9,778.54		$0.00		$0.00		0		0%	
20'	EA	$10,463.04		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3EE) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$11,509.34		$0.00		$0.00		0		0%	
8'	EA	$12,314.99		$0.00		$0.00		0		0%	
10'	EA	$13,177.04		$0.00		$0.00		0		0%	
12'	EA	$14,099.44		$0.00		$0.00		0		0%	
16'	EA	$15,086.40		$0.00		$0.00		0		0%	
20'	EA	$16,142.44		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3F) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$6,855.74		$0.00		$0.00		0		0%	
8'	EA	$7,335.64		$0.00		$0.00		0		0%	
10'	EA	$7,849.14		$0.00		$0.00		0		0%	
12'	EA	$8,398.58		$0.00		$0.00		0		0%	
16'	EA	$8,986.48		$0.00		$0.00		0		0%	
20'	EA	$9,615.53		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											

6'	EA	$14,671.28		$0.00			$0.00		0		0%
8'	EA	$15,698.27		$0.00			$0.00		0		0%
10'	EA	$16,797.15		$0.00			$0.00		0		0%
12'	EA	$17,972.95		$0.00			$0.00		0		0%
16'	EA	$19,231.06		$0.00			$0.00		0		0%
20'	EA	$20,577.23		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4A) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4AA) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
6'	EA	$8,802.77		$0.00			$0.00		0		0%
8'	EA	$9,418.96		$0.00			$0.00		0		0%
10'	EA	$10,078.29		$0.00			$0.00		0		0%
12'	EA	$10,783.77		$0.00			$0.00		0		0%
16'	EA	$11,538.64		$0.00			$0.00		0		0%
20'	EA	$12,346.34		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$17,429.48		$0.00			$0.00		0		0%
8'	EA	$18,649.55		$0.00			$0.00		0		0%
10'	EA	$19,955.02		$0.00			$0.00		0		0%
12'	EA	$21,351.87		$0.00			$0.00		0		0%
16'	EA	$22,846.50		$0.00			$0.00		0		0%
20'	EA	$24,445.75		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$9,418.96		$0.00			$0.00		0		0%
10'	EA	$10,078.29		$0.00			$0.00		0		0%
12'	EA	$10,783.77		$0.00			$0.00		0		0%
16'	EA	$11,538.64		$0.00			$0.00		0		0%
20'	EA	$12,346.34		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
8'	EA	$22,417.13		$0.00			$0.00		0		0%
10'	EA	$23,986.33		$0.00			$0.00		0		0%
12'	EA	$25,665.38		$0.00			$0.00		0		0%
16'	EA	$27,461.95		$0.00			$0.00		0		0%
20'	EA	$29,384.29		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4D)											
36"-48" Pipe (Invert Depth (H) =8'16') Inlet Length 4'	EA	$8,279.27		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4DD)											
36"-48" Pipe (Invert Depth (H)	**EA**	$16,392.95		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
6'	EA	$9,016.12		$0.00			$0.00		0		0%
8'	EA	$9,647.25		$0.00			$0.00		0		0%
10'	EA	$10,322.56		$0.00			$0.00		0		0%
12'	EA	$11,045.14		$0.00			$0.00		0		0%
16'	EA	$11,818.30		$0.00			$0.00		0		0%
20'	EA	$12,645.58		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
6'	EA	$15,688.06		$0.00			$0.00		0		0%
8'	EA	$16,786.22		$0.00			$0.00		0		0%
10'	EA	$17,961.26		$0.00			$0.00		0		0%
12'	EA	$19,218.54		$0.00			$0.00		0		0%
16'	EA	$20,563.84		$0.00			$0.00		0		0%
20'	EA	$22,003.31		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4F) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$10,040.36		$0.00			$0.00		0		0%
10'	EA	$10,743.18		$0.00			$0.00		0		0%
12'	EA	$11,495.20		$0.00			$0.00		0		0%
16'	EA	$12,299.87		$0.00			$0.00		0		0%
20'	EA	$13,160.86		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4FF) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
8'	EA	$15,140.86		$0.00			$0.00		0		0%
10'	EA	$16,200.72		$0.00			$0.00		0		0%
12'	EA	$17,334.77		$0.00			$0.00		0		0%
16'	EA	$18,548.20		$0.00			$0.00		0		0%
20'	EA	$19,846.57		$0.00			$0.00		0		0%
Median Drop Inlets - CIP											
Median Drop Inlets (DI-6A) 12"-24"Pipe Inlet (H=8')	EA	$6,032.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6B) 12"-24"Pipe Inlet (H=8')	EA	$6,080.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6C) 30"-48"Pipe Inlet (H=10')	EA	$7,737.50		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6D) 30"-48"Pipe Inlet (H=10')	EA	$7,805.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
MISCELLANEOUS INLETS											
Median Drop Inlets (DI-5) Type III Top 12"-42" Pipe Inlet (H=8')	EA	$6,569.08		$0.00			$0.00		0		0%
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)		$5,969.49		$0.00			$0.00		0		0%
Add Yard Inlet Apron	THROAT	$320.54		$0.00			$0.00		0		0%
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)	EA	$6,444.64		$0.00			$0.00		0		0%
Add Yard Inlet Apron	THROAT	$320.54		$0.00			$0.00		0		0%
Culverts											
Single Box Culvert (BC-1A) Fills to 25'											
4' X 4'	LF	$473.00		$0.00			$0.00		0		0%
5' X 5'	LF	$563.00		$0.00			$0.00		0		0%
6' X 6'	LF	$689.00		$0.00			$0.00		0		0%
8' X 8'	LF	$944.00		$0.00			$0.00		0		0%
10' X 10'	LF	$1,159.00		$0.00			$0.00		0		0%
Double Box Culvert (BC-2b) Fills to 25'											
4' X 4'	LF	$792.40		$0.00			$0.00		0		0%
5' X 5'	LF	$987.00		$0.00			$0.00		0		0%
6' X 6'	LF	$1,195.60		$0.00			$0.00		0		0%
8' X 8'	LF	$1,607.20		$0.00			$0.00		0		0%
10' X 10'	LF	$1,975.40		$0.00			$0.00		0		0%

Oversized Single Box Culvert (BBC-1) Fills to 25'										
12' X 6'	LF	$1,488.50		$0.00		$0.00		0	0%	
12' X 8'	LF	$1,488.50		$0.00		$0.00		0	0%	
12' X 10'	LF	$1,771.50		$0.00		$0.00		0	0%	
12' X 12'	LF	$1,771.50		$0.00		$0.00		0	0%	
Triple Box Culvert (BC-3B) Fills to 25'										
4' X 4'	LF	$1,129.55		$0.00		$0.00		0	0%	
5' X 5'	LF	$1,399.25		$0.00		$0.00		0	0%	
6' X 6'	LF	$1,755.95		$0.00		$0.00		0	0%	
8' X 8'	LF	$2,367.85		$0.00		$0.00		0	0%	
10' X 10'	LF	$3,607.60		$0.00		$0.00		0	0%	
Quadruple Box Culvert (BC-4B) Fills to 25'										
4' X 4'	LF	$1,431.15		$0.00		$0.00		0	0%	
5' X 5'	LF	$1,776.25		$0.00		$0.00		0	0%	
6' X 6'	LF	$2,208.35		$0.00		$0.00		0	0%	
8' X 8'	LF	$2,170.65		$0.00		$0.00		0	0%	
10' X 10'	LF	$4,110.75		$0.00		$0.00		0	0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box										
4'	EA	$926.50		$0.00		$0.00		0	0%	
5'	EA	$1,390.00		$0.00		$0.00		0	0%	
6'	EA	$1,853.50		$0.00		$0.00		0	0%	
8'	EA	$3,426.50		$0.00		$0.00		0	0%	
10'	EA	$4,558.00		$0.00		$0.00		0	0%	
Standard Wing for Box Culvert (BBC-W) Height of Box										
6'	EA	$1,817.00		$0.00		$0.00		0	0%	
8'	EA	$3,007.50		$0.00		$0.00		0	0%	
10'	EA	$4,497.50		$0.00		$0.00		0	0%	
12'	EA	$6,567.00		$0.00		$0.00		0	0%	
MISCELLANEOUS STORM										
Connection to Existing Structure										
15"-36" Pipe	EA	$1,584.00		$0.00		$0.00		0	0%	
42"-60" Pipe	EA	$1,584.00		$0.00		$0.00		0	0%	
Casing Pipe, Bore and Jack (3/8" wall)										
22" ID (6"-8" Carrier Pipe)	LF	$885.71		$0.00		$0.00		0	0%	
24" ID (10" Carrier Pipe)	LF	$971.91		$0.00		$0.00		0	0%	
30" ID (12" Carrier Pipe)	LF	$1,226.20		$0.00		$0.00		0	0%	
Plug Pipe										
6"-12" Pipe	EA	$444.50		$0.00		$0.00		0	0%	
15"-36" Pipe	EA	$444.50		$0.00		$0.00		0	0%	
42"-60" Pipe	EA	$574.50		$0.00		$0.00		0	0%	
Pavement Edge Pipe										
Standard Pipe Underdrain	LF	$20.50		$0.00		$0.00		0	0%	
RipRap										
Dry, Class I, 18"	SY	$82.00		$0.00		$0.00		0	0%	
Dry, Class II, 18"	SY	$82.00		$0.00		$0.00		0	0%	
Grouted, Class I, 18"	SY	$84.00		$0.00		$0.00		0	0%	
Filter Fabric										
Class I	SY	$4.13		$0.00		$0.00		0	0%	
Class II	SY	$4.13		$0.00		$0.00		0	0%	
Class III	SY	$4.13		$0.00		$0.00		0	0%	
Gabions (No excavations)										
Mattress	CY	$237.50		$0.00		$0.00		0	0%	
Revetment	CY	$237.50		$0.00		$0.00		0	0%	
Wall	CY	$237.50		$0.00		$0.00		0	0%	
Paved Ditch (4" Thick)										
Concrete (Non-reinforced)	SY	$94.50		$0.00		$0.00		0	0%	
Bituminous Concrete (4")	SY	$43.50		$0.00		$0.00		0	0%	
Sodded Ditch										
Sodded Ditch(Incl Fine Grading)	SY	$15.03		$0.00		$0.00		0	0%	
STREET CONSTRUCTION										
ROADS AND PARKING										
Soil Stabilization										
Cement 6%	SY/ Inch	$20.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Lime 6%	SY/ Inch	$14.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Subbase, Aggregated Material										
Base Type I	SY/ Inch	$12.95	3720	$385,392.00		$0.00		0	0%	
Depth (in Inches):	Depth	8				$0.00				
Bituminous Concrete										
Base Course	SY/ Inch	$7.00	3720	$78,120.00		$0.00		0	0%	
Depth (in Inches):	Depth	3				$0.00				
Intermediate Course	SY/ Inch	$7.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Top Course	SY/ Inch	$7.00	3720	$52,080.00		$0.00		0	0%	
Depth (in Inches):	Depth	$2.00				$0.00				
Prime Coat	SY	$1.38		$0.00		$0.00		0	0%	
Tack Coat	SY	$1.38		$0.00		$0.00		0	0%	
Driveway Restoration										
4" Concrete & 4" Gravel	SY	$75.00		$0.00		$0.00		0	0%	
2" S-5 & 7 6" Gravel	SY	$29.98		$0.00		$0.00		0	0%	
Shoulders, Type I										
Aggregated Base, 4"	SY	$15.00	1452	$21,780.00		$0.00		0	0%	
Concrete Curbing										
Curb & Gutter CG6 & CG7	LF	$31.50	2760	$86,940.00		$0.00		0	0%	
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00	2	$2,088.00		$0.00		0	0%	
Entrances/ Driveways										
Commercial Entrance CG-11	SY	$87.00		$0.00		$0.00		0	0%	
Commercial Entrance CG-13	SY	$87.00		$0.00		$0.00		0	0%	
Residential Driveway Apron	SY	$1,252.00		$0.00		$0.00		0	0%	
Guardrails										
Std. Blocked-out W beam(GR2)	LF	$53.50		$0.00		$0.00		0	0%	
Std. W beam, Weak Post GR8	LF	$53.50		$0.00		$0.00		0	0%	
Terminal, GR-6 (L=12'-6")	EA	$3,880.50		$0.00		$0.00		0	0%	
Terminal, GR-7 (L=6'-3")	EA	$3,880.50		$0.00		$0.00		0	0%	
Type I, GR-8 Terminal (L=25')	EA	$3,580.50		$0.00		$0.00		0	0%	
Type II, GR-8 Terminal(L=13'-6")	EA	$1,701.00		$0.00		$0.00		0	0%	
Terminal, MB-4 (L=37'-6")	EA	$3,580.50		$0.00		$0.00		0	0%	
Type I, MB-5 Terminal(L=27'-1)	EA	$3,580.50		$0.00		$0.00		0	0%	
Type II, MB-5 Terminal(L=13'-6)	EA	$1,701.00		$0.00		$0.00		0	0%	
Miscellaneous										
Trash enclosure - Brick 6' high	LF	$7,336.50		$0.00		$0.00		0	0%	
Reinforced Concrete Pad 6" to 8"	SY	$150.00		$0.00		$0.00		0	0%	
Striping 4" width (VDOT Type B)	LF	$2.50		$0.00		$0.00		0	0%	
Concrete Wheel Stops	EA	$90.00		$0.00		$0.00		0	0%	
Parking Lot Striping	EA	$50.00	20	$1,000.00		$0.00		0	0%	
Sign Island	EA	$850.00		$0.00		$0.00		0	0%	
Traffic Barricade	EA	$133.50		$0.00		$0.00		0	0%	

Street Name Signs	EA	$594.50	1	$594.50		$0.00		0		0%	
Traffic Control Signs	EA	$512.00	4	$2,048.00		$0.00		0		0%	
Street Light (pole, bracket,light)	EA	$5,938.00	17	$100,946.00		$0.00		0		0%	
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4" w/WWF, No base	SY	$58.50		$0.00		$0.00		0		0%	
Bitum. Conc, 2" w/4" Base	SY	$42.00		$0.00		$0.00		0		0%	
4" Conc, No Reinf., No Base	SY	$58.50		$0.00		$0.00		0		0%	
HANDRAIL											
Handrail 3 Rail 1-1/4" #4 Finish	LF	$143.00		$0.00		$0.00		0		0%	
Wood Chip Trail											
Trails(Incl Excavation &	SY	$77.00		$0.00		$0.00		0		0%	
Grading) Wood chip, 4' wide	SY	$21.00		$0.00		$0.00		0		0%	
Bituminous Trail											
6' to 10' wide	SY	$22.00	69	1518		$0.00		0		0%	
CRITICAL SLOPE STABILIZATION											
Paved Flume	SY	$100.00		$0.00		$0.00		0		0%	
Stmwtr Conc Channel-Excav	SY	$97.00		$0.00		$0.00		0		0%	
ADD Grass Lined-seeded	SY	$19.00		$0.00		$0.00		0		0%	
ADD Grass Lined-sodded	SY	$26.00		$0.00		$0.00		0		0%	
Outlet Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00		$0.00		0		0%	
Concrete 4"	SY	$70.00		$0.00		$0.00		0		0%	
Level Spreader	SY	$5.77		$0.00		$0.00		0		0%	
Struc Streambank Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00		$0.00		0		0%	
Gabions	CY	$255.00		$0.00		$0.00		0		0%	
Vegetative Erosion Control											
Sodding incl Fertilizing –Banks	SY	$9.00		$0.00		$0.00		0		0%	
Sodding incl Fertilizing – Flat	SY	$9.00		$0.00		$0.00		0		0%	
Seeding incl Fertilizing	SY	$3.00		$0.00		$0.00		0		0%	
Soding W/Soil Treat &Watering	SY	$9.00		$0.00		$0.00		0		0%	
Seeding W/Soil Treat &Watering	SY	$3.00		$0.00		$0.00		0		0%	
Straw Mulch w/Tack	SY	$2.00		$0.00		$0.00		0		0%	
Jute Mesh	SY	$2.00		$0.00		$0.00		0		0%	
SPECIAL ITEMS											
FEMA ProcessingLOMR/CLOMR	EA	$10,240.00		$0.00		$0.00		0		0%	
As Built (Record Drawings)	EA	$12,967.50	1	$12,967.50		$0.00		0		0%	
SWM/BMP POND	LS	$0.00		$0.00		$0.00		0		0%	
SIGNALIZATION	LS	$0.00		$0.00		$0.00		0		0%	

EFFECTIVE PERIOD OF BOND (IN MONTHS)	**12**
TOTAL ESTIMATE OF COMPLETED WORK	**$1,648,733.35**
+ 10% CONTINGENCY	**$164,873.34**
GRAND TOTAL	**$1,813,606.69**
FINAL PRICE (+ 4% ANNUAL INTEREST)	**$1,886,150.95**

EFFECTIVE PERIOD OF BOND (IN MONTHS)	
TOTAL BOND REDUCTION REQUEST	**$0.00**
+ 10% CONTINGENCY	**$0.00**
GRAND TOTAL	**$0.00**
FINAL BOND REDUCTION REQUEST (+4% ANNUAL INTEREST)	**$0.00**

TOTAL ESTIMATED - BOND REMAINING	**$1,886,150.95**

Kimley»Horn

Memorandum

To: Mark Flynn
Arcadia Land, Inc.
108 N. George Street, 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

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

Date: April 14, 2025

Subject: Norborne Glebe Phases 11, 12, and 13 Bond Initiation Review

This memorandum summarizes our review of the Bond Initiation request for the Norborne Glebe Subdivision Phases 11, 12, and 13 Bond Initiation Application (dated March 31, 2025, prepared by Greenway Engineering). Using the Final Subdivision Plans and Comment Response Letters provided by the Applicant we have no further comments.

Kimley-Horn finds the Bond Initiation requests to be in conformance with the Plans and recommends approval of the initiation requests.

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

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Commission Review: *BR2025-04* - Norborne Glebe Phase 12 - Bond Initiation

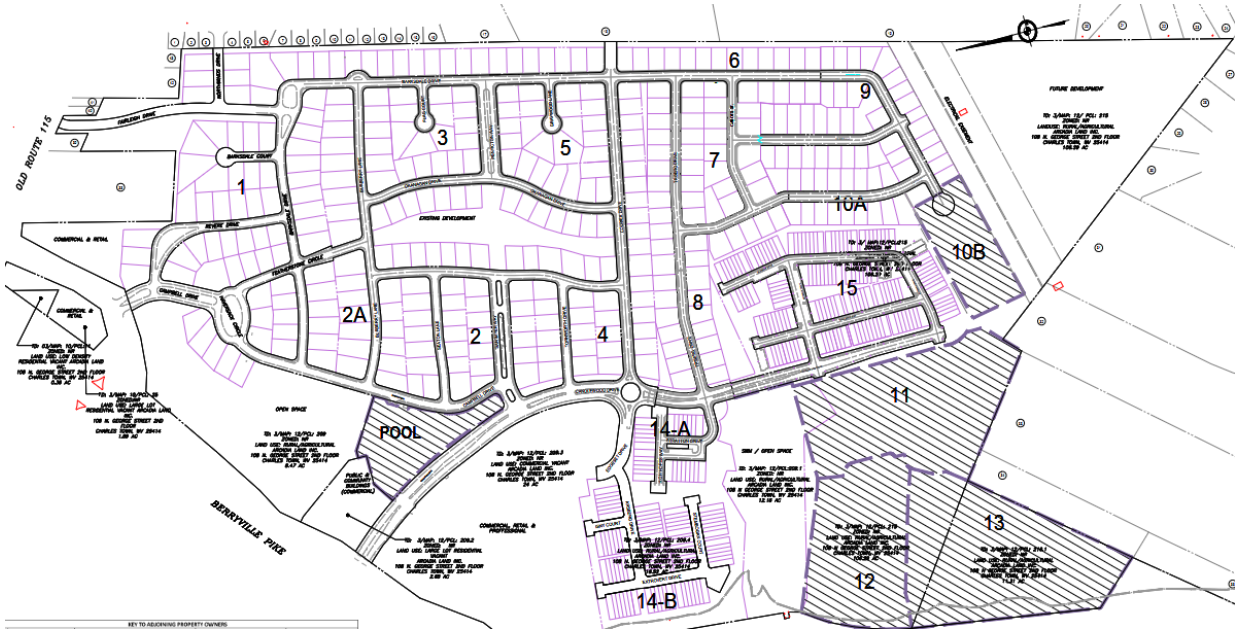
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Bond Estimate.pdf
- 4. KH Review.pdf

Bond Initiation Request
BR2025-04

Date: For the April 28, 2025 Planning Commission meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond initiation in the amount of $2,818,431.50

Norborne Glebe Phase 12



BACKGROUND

The applicant, Arcadia Land Inc., has submitted a bond initiation request for the Norborne Glebe housing development Phase 11. The applicant is requesting a bond initiation in the amount of $2,818,431.50. This amount will cover both performance bond issues (road paving, street lights, etc.) and land disturbance requirements (such as silt fencing).

Bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

BOND COMMITTEE

At their April1 4, 2025 meeting, the City's Bond Committee discussed the application and recommend approval of the proposed initiation.

RECOMMENDATION

The City Engineer and City Staff have reviewed the bond initiation request and recommend the request be **approved.**

Norborne Glebe - Phase 12
Performance Bond

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☑ Bond Initiation – No application fee

☐ Bond Reduction – No application fee

☐ Bond Release – Application Fee: $85

2. FEES

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

3. PUBLIC NOTICE

Only bond release applications require a public hearing.

4. APPLICATION REQUIREMENTS

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

1. DATE January 28, 2025

2. PROJECT NAME Norborne Glebe Subdivision - Phase 12

Address N/A

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

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

Telephone Number (703) 771-8000

Email Address gendler@arcadiacompanies.com

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

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

Telephone Number (703) 771-8000

Email Address gendler@arcadiacompanies.com

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

5. DESCRIPTION OF REQUEST:

Requesting Bond Amount Establishment for the Performance Bond for Phase 12, Norborne Glebe Subdivision

6. A) CURRENT BOND AMOUNT $0

B) PROPOSED BOND AMOUNT $$2,816,299.67

C) CHANGE IN BONDED AMOUNT $0

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

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
3-12	215	3-12	216.1

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

Application No.	Project Name and Phase	Status	Approval Date
SLD-2013-04	Norborne Glebe Phase 5	Approved	01/14/2014
SLD-2017-05	Norborne Glebe Phase 7-8	Approved	09/25/2018
SLD-2016-01	Norborne Glebe Phase 6	Approved	09/25/2018
SLD-2017-14	Norborne Glebe Phase 14A	Approved	09/25/2018
SLD-2021-02	Norborne Glebe Phase 14B	Approved	02/28/2022
SLD-2021-05	Norborne Glebe Phase 9&10A	Approved	10/13/2022
SLD-2022-03	Norborne Glebe Phase 15	Approved	03/27/2023
SP-2022-06	Norborne Glebe Pool	Approved	07/28/2023
SLD-2022-06	Norborne Glebe Phase 10B-13	Approved	02/27/2024

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

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

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

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

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

Continued on next page.

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

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

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

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

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant _____ Date 5/7/2025

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BOND ESTIMATE					BOND REDUCTION						City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	Final Price	QUANTITY COMPLETED (REDUCTION REQUEST)	UNIT COST	PREVIOUS QUANTITY COMPLETED	TOTAL QUANTITY COMPLETED (INCLUDING REDUCTION REQUEST)	EXTENSION	%COMPLETE	%APPROVED
MOBILIZATION GENERAL											
Mobilization	LS	$12,440.00	1	$12,440.00		$0.00		0		0%	
Field Office	EA	$3,490.00		$0.00		$0.00		0		0%	
Job Sign	EA	$1,340.00		$0.00		$0.00		0		0%	
SURVEYING											
Steel Pipe Property Corner Marker Incl. Survey	EA	$320.38	200	$64,076.00		$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE											
RM--1		$825.00		$0.00		$0.00		0		0%	
RM--2		$764.00		$0.00		$0.00		0		0%	
EARTHWORK EXCAVATION											
Regular Bulk used as Fill	CY	$4.50		$0.00		$0.00		0		0%	
Rock, Rip	CY	$51.50		$0.00		$0.00		0		0%	
Rock, Blast	CY	$55.00		$0.00		$0.00		0		0%	
BORROW MATERIAL											
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00		$0.00		$0.00		0		0%	
Fill and Compaction of On-site Borrow	CY	$44.00		$0.00		$0.00		0		0%	
UNSUITABLE MATERIAL											
Load and Haul, 20 mi R/T	CY	$36.56		$0.00		$0.00		0		0%	
Dump Charge	CY	$62.50		$0.00		$0.00		0		0%	
Site Grading	SY	$1.25		$0.00		$0.00		0		0%	
CLEAR & GRUB											
Light	AC	$14,548.50	10.63	$154,650.56		$0.00		0		0%	
Heavy	AC	$26,699.49		$0.00		$0.00		0		0%	
LANDSCAPING											
Seeding	SY	$3.00	21780	$65,340.00		$0.00		0		0%	
Sodding	SY	$8.50	21780	$185,130.00		$0.00		0		0%	
PLANTING SHRUBS											
18"	EA	$70.00		$0.00		$0.00		0		0%	
24"	EA	$90.00		$0.00		$0.00		0		0%	
TREES											
6'-8' (1-2 in. Caliper)	EA	$400.00	93	$37,200.00		$0.00		0		0%	
8'-10' (2.5-3 in. Caliper)	EA	$700.00		$0.00		$0.00		0		0%	
Tree Protection	LF	$11.13		$0.00		$0.00		0		0%	
MISCELLANEOUS SITE IMPROVEMENTS											
Timber Wall (less than 6 ft)	LF	$325.00		$0.00		$0.00		0		0%	
Dry Rubble RW-1 (H=6')	LF	$450.00		$0.00		$0.00		0		0%	
Mortared Rubble RW-1A (H=6')	LF	$535.00		$0.00		$0.00		0		0%	
Concrete Gravity RW-2 (H=6')	LF	$589.50		$0.00		$0.00		0		0%	
Concrete Gravity RW-3 (H=6')	LF	$1,037.50		$0.00		$0.00		0		0%	
FENCING											
Std. Fence (H=5') FR-5	LF	$56.00		$0.00		$0.00		0		0%	
Farm Fence (H=5') FR-3A	LF	$37.50		$0.00		$0.00		0		0%	
Chain Link Fence (H=6') FR 2-B	LF	$62.00		$0.00		$0.00		0		0%	
Board Fence (H=6')	LF	$62.00		$0.00		$0.00		0		0%	
TOTS LOTS											
Tot Lot	EA	$16,495.00		$0.00		$0.00		0		0%	
STORM DRAINAGE											
STORM SEWER											
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill											
Rock Excavation for All Pipe Types											
Less than 1,500 CY (Blasting)	CY	$110.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Blasting)	CY	$90.00		$0.00		$0.00		0		0%	
Less than 1,500 CY (Hoe Ram)	CY	$220.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Hoe Ram)	CY	$180.00		$0.00		$0.00		0		0%	
Trench De-Watering											
Trench De-Watering	LF	$4.00		$0.00		$0.00		0		0%	
RCP CLASS III ROUND T & G W/MASTIC											
12" Pipe (RCP III)											
0'-8' Cut	LF	$100.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$140.00		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$1.90		$0.00		$0.00		0		0%	
O-Ring	LF	$12.36		$0.00		$0.00		0		0%	
15" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10'-16'	LF	$156.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$1.48		$0.00		$0.00		0		0%	
O-Ring	LF	$8.58		$0.00		$0.00		0		0%	
18" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$160.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$3.20		$0.00		$0.00		0		0%	
O-Ring	LF	$11.20		$0.00		$0.00		0		0%	
21" Pipe (RCP III)											
0'-8' Cut	LF	$115.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$174.80		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$4.40		$0.00		$0.00		0		0%	
O-Ring	LF	$20.80		$0.00		$0.00		0		0%	
24" Pipe (RCP III)											
0'- 10' Cut	LF	$140.00		$0.00		$0.00		0		0%	
10'-16'	LF	$196.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$5.04		$0.00		$0.00		0		0%	
O-Ring	LF	$22.40		$0.00		$0.00		0		0%	
27" Pipe (RCP III)											
0'- 10' Cut	LF	$123.20		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$195.03		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$6.40		$0.00		$0.00		0		0%	
O-Ring	LF	$24.00		$0.00		$0.00		0		0%	
30" Pipe (RCP III)											
0'- 8' Cut	LF	$169.40		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$256.66		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$9.60		$0.00		$0.00		0		0%	
O-Ring	LF	$27.60		$0.00		$0.00		0		0%	
33" Pipe (RCP III)											
0'- 10' Cut	LF	$240.00		$0.00		$0.00		0		0%	
10'-16'	LF	$333.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$13.50		$0.00		$0.00		0		0%	
O-Ring	LF	$45.80		$0.00		$0.00		0		0%	
36" Pipe (RCP III)											
0'-10' Cut	LF	$249.60		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$363.92		$0.00		$0.00		0		0%	

Add Cost for Class IV	LF	$12.40		$0.00			$0.00		0		0%
O-Ring	LF	$36.40		$0.00			$0.00		0		0%
42" Pipe (RCP III)											
0'- 8' Cut	LF	$289.54		$0.00			$0.00		0		0%
8'-14' Cut	LF	$413.46		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$19.20		$0.00			$0.00		0		0%
O-Ring	LF	$56.72		$0.00			$0.00		0		0%
48" Pipe (RCP III)											
0'-10' Cut	LF	$320.52		$0.00			$0.00		0		0%
10'-16'	LF	$442.31		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$20.00		$0.00			$0.00		0		0%
O-Ring	LF	$69.36		$0.00			$0.00		0		0%
54" Pipe (RCP III)											
0' - 10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$541.38		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$30.00		$0.00			$0.00		0		0%
O-Ring	LF	$70.96		$0.00			$0.00		0		0%
60" Pipe (RCP III)											
0'-10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$498.48		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$36.00		$0.00			$0.00		0		0%
O-Ring	LF	$77.84		$0.00			$0.00		0		0%
ELLIPTICAL PIPE - RCP CLASS III											
23"x14" (18" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$278.60		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$41.60		$0.00			$0.00		0		0%
O-Ring	LF	$109.80		$0.00			$0.00		0		0%
30"x19" (24" Equiv- RCP III											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$329.25		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$15.07		$0.00			$0.00		0		0%
O-Ring	LF	$109.79		$0.00			$0.00		0		0%
38"x24" (30" Equiv- RCP III											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$423.78		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$21.38		$0.00			$0.00		0		0%
O-Ring	LF	$129.92		$0.00			$0.00		0		0%
45"x29" (36" Equiv- RCP III)											
0'10' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$526.88		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$25.45		$0.00			$0.00		0		0%
O-Ring	LF	$119.63		$0.00			$0.00		0		0%
1											
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-18' Cut	LF	$528.36		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$38.87		$0.00			$0.00		0		0%
O-Ring	LF	$149.26		$0.00			$0.00		0		0%
60"x38" (48" Equiv- RCP III)											
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-18' Cut	LF	$543.90		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$46.46		$0.00			$0.00		0		0%
O-Ring	LF	$177.11		$0.00			$0.00		0		0%
HDPE PIPE											
8" Pipe											
0'-8' Cut	LF	$50.00		$0.00			$0.00		0		0%
8'-14' Cut	LF	$75.30		$0.00			$0.00		0		0%
12" Pipe											
0'-8' Cut	LF	$67.50		$0.00			$0.00		0		0%
8'-14' Cut	LF	$100.04		$0.00			$0.00		0		0%
15" Pipe											
0'-8' Cut	LF	$87.08	379	$33,003.32			$0.00		0		0%
8'-16' Cut	LF	$129.65		$0.00			$0.00		0		0%
18" Pipe											
0'-8' Cut	LF	$114.33	69	$7,888.77			$0.00		0		0%
8'-16' Cut	LF	$170.69		$0.00			$0.00		0		0%
24" Pipe											
0'-8' Cut	LF	$132.62	340	$45,090.80			$0.00		0		0%
8'-16' Cut	LF	$197.61	29	$5,730.69			$0.00		0		0%
30" Pipe											
0'-8' Cut	LF	$157.42	909	$143,094.78			$0.00		0		0%
8'-16' Cut	LF	$236.13		$0.00			$0.00		0		0%
36" Pipe											
0'-8' Cut	LF	$200.00		$0.00			$0.00		0		0%
8'-16' Cut	LF	$298.00		$0.00			$0.00		0		0%
42" Pipe											
0'-8' Cut	LF	$224.20		$0.00			$0.00		0		0%
8'-16' Cut	LF	$334.06		$0.00			$0.00		0		0%
48" Pipe											
0'-8' Cut	LF	$253.35		$0.00			$0.00		0		0%
8'-16' Cut	LF	$377.49		$0.00			$0.00		0		0%
STORM STRUCTURES											
END SECTIONS											
End Sections (ES-1), Concrete Pipe Size											
15"	EA	$1,389.00		$0.00			$0.00		0		0%
18"	EA	$1,583.46		$0.00			$0.00		0		0%
21"	EA	$1,805.14	1	$1,805.14			$0.00		0		0%
24"	EA	$2,057.86		$0.00			$0.00		0		0%
27"	EA	$2,345.97		$0.00			$0.00		0		0%
30"	EA	$2,674.40	3	$8,023.20			$0.00		0		0%
36"	EA	$3,048.82		$0.00			$0.00		0		0%
42"	EA	$3,558.50		$0.00			$0.00		0		0%
48"	EA	$4,056.69		$0.00			$0.00		0		0%
54"	EA	$4,624.63		$0.00			$0.00		0		0%
60"	EA	$5,272.07		$0.00			$0.00		0		0%
ENDWALLS											
EW-1 (Pre-Cast) Round Pipe Size											
15"	EA	$2,433.00		$0.00			$0.00		0		0%
18"	EA	$2,724.96		$0.00			$0.00		0		0%
24"	EA	$3,051.96		$0.00			$0.00		0		0%
30"	EA	$3,418.19		$0.00			$0.00		0		0%
36"	EA	$3,828.37		$0.00			$0.00		0		0%
EW-1 Cast in Place [Round Pipe Size]											
15"	EA	$2,591.15		$0.00			$0.00		0		0%
18"	EA	$2,902.08		$0.00			$0.00		0		0%
24"	EA	$3,250.33		$0.00			$0.00		0		0%
30"	EA	$3,640.37		$0.00			$0.00		0		0%
36"	EA	$4,077.22		$0.00			$0.00		0		0%
EW-1A (Pre-Cast) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,335.00		$0.00			$0.00		0		0%
30" X 19" (24")	EA	$1,495.20		$0.00			$0.00		0		0%

38 X 24" (30")	EA	$1,879.50		$0.00			$0.00		0		0%
45 X 29" (36")	EA	$2,105.04		$0.00			$0.00		0		0%
53" X 34" (42")	EA	$2,791.50		$0.00			$0.00		0		0%
EW-1A (Cast in Place)Elliptical Pipe Size											
23" X 14" (18")	EA	$1,318.50		$0.00			$0.00		0		0%
30" X 19" (24")	EA	$1,318.50		$0.00			$0.00		0		0%
38 X 24" (30")	EA	$2,257.00		$0.00			$0.00		0		0%
45 X 29" (36")	EA	$2,257.00		$0.00			$0.00		0		0%
53" X 34" (42")	EA	$3,217.50		$0.00			$0.00		0		0%
EW-2 (PreCast) Round Size Pipe Size											
42"	EA	$8,324.00		$0.00			$0.00		0		0%
48"	EA	$9,322.88		$0.00			$0.00		0		0%
54"	EA	$10,441.63		$0.00			$0.00		0		0%
60"	EA	$11,694.62		$0.00			$0.00		0		0%
72"	EA	$12,675.50		$0.00			$0.00		0		0%
84"	EA	$14,196.56		$0.00			$0.00		0		0%
EW-2 (Cast in Place) Round Size Pipe Size											
42"	EA	$9,255.50		$0.00			$0.00		0		0%
48"	EA	$10,366.16		$0.00			$0.00		0		0%
54"	EA	$11,610.10		$0.00			$0.00		0		0%
60"	EA	$13,003.31		$0.00			$0.00		0		0%
72"	EA	$15,747.00		$0.00			$0.00		0		0%
84"	EA	$17,636.64		$0.00			$0.00		0		0%
EW-6PC [Double Pipe] Pipe Size											
2-15"	EA	$2,123.00		$0.00			$0.00		0		0%
2-18"	EA	$2,377.76		$0.00			$0.00		0		0%
2-24"	EA	$2,663.09		$0.00			$0.00		0		0%
2-30"	EA	$4,096.00		$0.00			$0.00		0		0%
2-36"	EA	$4,587.52		$0.00			$0.00		0		0%
MANHOLES											
Standard Brick Manhole Std Frame & Cover (MH-1)											
6' Depth	EA	$6,048.00		$0.00			$0.00		0		0%
Depth Below 6'	VF	$230.00		$0.00			$0.00		0		0%
Standard Precast Manhole Std Frame & Cover (MH-2)		$5,337.00	2	$10,674.00			$0.00		0		0%
Additional Cost (Amount in parentheses to be added to the above unit costs)											
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00			$0.00		0		0%
Heavy Duty Fr/ Cover (Add 82)	VF	$599.00		$0.00			$0.00		0		0%
Drop Inlets											
Cast in Place 48"											
Drop Inlet (DI-1) 12"-24" Pipe0-10 VF	EA	$7,690.00	2	$15,380.00			$0.00		0		0%
Drop Inlet (DI-1A) 12"-24" Pipe10-20 VF	EA	$7,690.00		$0.00			$0.00		0		0%
Drop Inlet (DI-2A) 12"-24" Pipe0-10 VF, 10' throat	EA	$9,458.70		$0.00			$0.00		0		0%
Drop Inlet (DI-2A) 12"-24" Pipe10-20 VF, 10' throat	EA	$11,634.20		$0.00			$0.00		0		0%
Curb Drop Inlets											
Curb Drop Inlet (DI-3A)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$7,460.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3AA)											
12"-30" Pipe (Invert Depth (H) =8'-	**EA**	$9,772.60		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3B) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,758.40		$0.00			$0.00		0		0%
6'	EA	$8,534.24	2	$17,068.48			$0.00		0		0%
8'	EA	$9,387.66	5	$46,938.30			$0.00		0		0%
10'	EA	$10,326.43	1	$10,326.43			$0.00		0		0%
12'	EA	$11,359.07		$0.00			$0.00		0		0%
16'	EA	$12,494.98	1	$12,494.98			$0.00		0		0%
20'	EA	$13,744.48		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3BB) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,680.82	1	$7,680.82			$0.00		0		0%
6'	EA	$8,448.90	2	$16,897.80			$0.00		0		0%
8'	EA	$9,293.79	2	$18,587.58			$0.00		0		0%
10'	EA	$10,223.17	1	$10,223.17			$0.00		0		0%
12'	EA	$11,245.48		$0.00			$0.00		0		0%
16'	EA	$12,370.03		$0.00			$0.00		0		0%
20'	EA	$13,607.03		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3C) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$7,204.61		$0.00			$0.00		0		0%
8'	EA	$7,925.07	2	$15,850.14			$0.00		0		0%
10'	EA	$8,717.57		$0.00			$0.00		0		0%
12'	EA	$9,589.33		$0.00			$0.00		0		0%
16'	EA	$10,548.26		$0.00			$0.00		0		0%
20'	EA	$11,603.09		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3CC) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$8,573.48		$0.00			$0.00		0		0%
8'	EA	$9,430.83		$0.00			$0.00		0		0%
10'	EA	$10,373.91		$0.00			$0.00		0		0%
12'	EA	$11,411.30		$0.00			$0.00		0		0%
16'	EA	$12,552.43		$0.00			$0.00		0		0%
20'	EA	$13,807.68		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3D)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$6,430.11		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3DD)											
12"-30" Pipe (Invert Depth	**EA**	$7,587.53		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3E) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,460.00		$0.00			$0.00		0		0%
8'	EA	$7,982.20		$0.00			$0.00		0		0%
10'	EA	$8,540.95		$0.00			$0.00		0		0%
12'	EA	$9,138.82		$0.00			$0.00		0		0%
16'	EA	$9,778.54		$0.00			$0.00		0		0%
20'	EA	$10,463.04		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3EE) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$11,509.34		$0.00			$0.00		0		0%
8'	EA	$12,314.99		$0.00			$0.00		0		0%
10'	EA	$13,177.04		$0.00			$0.00		0		0%
12'	EA	$14,099.44		$0.00			$0.00		0		0%
16'	EA	$15,086.40		$0.00			$0.00		0		0%
20'	EA	$16,142.44		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3F) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$6,855.74		$0.00			$0.00		0		0%
8'	EA	$7,335.64		$0.00			$0.00		0		0%
10'	EA	$7,849.14		$0.00			$0.00		0		0%
12'	EA	$8,398.58		$0.00			$0.00		0		0%
16'	EA	$8,986.48		$0.00			$0.00		0		0%
20'	EA	$9,615.53		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											

6'	EA	$14,671.28		$0.00			$0.00		0		0%
8'	EA	$15,698.27		$0.00			$0.00		0		0%
10'	EA	$16,797.15		$0.00			$0.00		0		0%
12'	EA	$17,972.95		$0.00			$0.00		0		0%
16'	EA	$19,231.06		$0.00			$0.00		0		0%
20'	EA	$20,577.23		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4A) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4AA) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
6'	EA	$8,802.77		$0.00			$0.00		0		0%
8'	EA	$9,418.96		$0.00			$0.00		0		0%
10'	EA	$10,078.29		$0.00			$0.00		0		0%
12'	EA	$10,783.77		$0.00			$0.00		0		0%
16'	EA	$11,538.64		$0.00			$0.00		0		0%
20'	EA	$12,346.34		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$17,429.48		$0.00			$0.00		0		0%
8'	EA	$18,649.55		$0.00			$0.00		0		0%
10'	EA	$19,955.02		$0.00			$0.00		0		0%
12'	EA	$21,351.87		$0.00			$0.00		0		0%
16'	EA	$22,846.50		$0.00			$0.00		0		0%
20'	EA	$24,445.75		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$9,418.96		$0.00			$0.00		0		0%
10'	EA	$10,078.29		$0.00			$0.00		0		0%
12'	EA	$10,783.77		$0.00			$0.00		0		0%
16'	EA	$11,538.64		$0.00			$0.00		0		0%
20'	EA	$12,346.34		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
8'	EA	$22,417.13		$0.00			$0.00		0		0%
10'	EA	$23,986.33		$0.00			$0.00		0		0%
12'	EA	$25,665.38		$0.00			$0.00		0		0%
16'	EA	$27,461.95		$0.00			$0.00		0		0%
20'	EA	$29,384.29		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4D)											
36"-48" Pipe (Invert Depth (H) =8'16') Inlet Length 4'	EA	$8,279.27		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4DD)											
36"-48" Pipe (Invert Depth (H)	**EA**	$16,392.95		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
6'	EA	$9,016.12		$0.00			$0.00		0		0%
8'	EA	$9,647.25		$0.00			$0.00		0		0%
10'	EA	$10,322.56		$0.00			$0.00		0		0%
12'	EA	$11,045.14		$0.00			$0.00		0		0%
16'	EA	$11,818.30		$0.00			$0.00		0		0%
20'	EA	$12,645.58		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
6'	EA	$15,688.06		$0.00			$0.00		0		0%
8'	EA	$16,786.22		$0.00			$0.00		0		0%
10'	EA	$17,961.26		$0.00			$0.00		0		0%
12'	EA	$19,218.54		$0.00			$0.00		0		0%
16'	EA	$20,563.84		$0.00			$0.00		0		0%
20'	EA	$22,003.31		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4F) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$10,040.36		$0.00			$0.00		0		0%
10'	EA	$10,743.18		$0.00			$0.00		0		0%
12'	EA	$11,495.20		$0.00			$0.00		0		0%
16'	EA	$12,299.87		$0.00			$0.00		0		0%
20'	EA	$13,160.86		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4FF) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
8'	EA	$15,140.86		$0.00			$0.00		0		0%
10'	EA	$16,200.72		$0.00			$0.00		0		0%
12'	EA	$17,334.77		$0.00			$0.00		0		0%
16'	EA	$18,548.20		$0.00			$0.00		0		0%
20'	EA	$19,846.57		$0.00			$0.00		0		0%
Median Drop Inlets - CIP											
Median Drop Inlets (DI-6A) 12"-24"Pipe Inlet (H=8')	EA	$6,032.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6B) 12"-24"Pipe Inlet (H=8')	EA	$6,080.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6C) 30"-48"Pipe Inlet (H=10')	EA	$7,737.50		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6D) 30"-48"Pipe Inlet (H=10')	EA	$7,805.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
MISCELLANEOUS INLETS											
Median Drop Inlets (DI-5) Type III Top 12"-42" Pipe Inlet (H=8')	EA	$6,569.08		$0.00			$0.00		0		0%
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)		$5,969.49		$0.00			$0.00		0		0%
Add Yard Inlet Apron	THROAT	$320.54		$0.00			$0.00		0		0%
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)	EA	$6,444.64		$0.00			$0.00		0		0%
Add Yard Inlet Apron	THROAT	$320.54		$0.00			$0.00		0		0%
Culverts											
Single Box Culvert (BC-1A) Fills to 25'											
4' X 4'	LF	$473.00		$0.00			$0.00		0		0%
5' X 5'	LF	$563.00		$0.00			$0.00		0		0%
6' X 6'	LF	$689.00		$0.00			$0.00		0		0%
8' X 8'	LF	$944.00		$0.00			$0.00		0		0%
10' X 10'	LF	$1,159.00		$0.00			$0.00		0		0%
Double Box Culvert (BC-2b) Fills to 25'											
4' X 4'	LF	$792.40		$0.00			$0.00		0		0%
5' X 5'	LF	$987.00		$0.00			$0.00		0		0%
6' X 6'	LF	$1,195.60		$0.00			$0.00		0		0%
8' X 8'	LF	$1,607.20		$0.00			$0.00		0		0%
10' X 10'	LF	$1,975.40		$0.00			$0.00		0		0%

Oversized Single Box Culvert (BBC-1) Fills to 25'										
12' X 6'	LF	$1,488.50		$0.00		$0.00		0	0%	
12' X 8'	LF	$1,488.50		$0.00		$0.00		0	0%	
12' X 10'	LF	$1,771.50		$0.00		$0.00		0	0%	
12' X 12'	LF	$1,771.50		$0.00		$0.00		0	0%	
Triple Box Culvert (BC-3B) Fills to 25'										
4' X 4'	LF	$1,129.55		$0.00		$0.00		0	0%	
5' X 5'	LF	$1,399.25		$0.00		$0.00		0	0%	
6' X 6'	LF	$1,755.95		$0.00		$0.00		0	0%	
8' X 8'	LF	$2,367.85		$0.00		$0.00		0	0%	
10' X 10'	LF	$3,607.60		$0.00		$0.00		0	0%	
Quadruple Box Culvert (BC-4B) Fills to 25'										
4' X 4'	LF	$1,431.15		$0.00		$0.00		0	0%	
5' X 5'	LF	$1,776.25		$0.00		$0.00		0	0%	
6' X 6'	LF	$2,208.35		$0.00		$0.00		0	0%	
8' X 8'	LF	$2,170.65		$0.00		$0.00		0	0%	
10' X 10'	LF	$4,110.75		$0.00		$0.00		0	0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box										
4'	EA	$926.50		$0.00		$0.00		0	0%	
5'	EA	$1,390.00		$0.00		$0.00		0	0%	
6'	EA	$1,853.50		$0.00		$0.00		0	0%	
8'	EA	$3,426.50		$0.00		$0.00		0	0%	
10'	EA	$4,558.00		$0.00		$0.00		0	0%	
Standard Wing for Box Culvert (BBC-W) Height of Box										
6'	EA	$1,817.00		$0.00		$0.00		0	0%	
8'	EA	$3,007.50		$0.00		$0.00		0	0%	
10'	EA	$4,497.50		$0.00		$0.00		0	0%	
12'	EA	$6,567.00		$0.00		$0.00		0	0%	
MISCELLANEOUS STORM										
Connection to Existing Structure										
15"-36" Pipe	EA	$1,584.00		$0.00		$0.00		0	0%	
42"-60" Pipe	EA	$1,584.00		$0.00		$0.00		0	0%	
Casing Pipe, Bore and Jack (3/8" wall)										
22" ID (6"-8" Carrier Pipe)	LF	$885.71		$0.00		$0.00		0	0%	
24" ID (10" Carrier Pipe)	LF	$971.91		$0.00		$0.00		0	0%	
30" ID (12" Carrier Pipe)	LF	$1,226.20		$0.00		$0.00		0	0%	
Plug Pipe										
6"-12" Pipe	EA	$444.50		$0.00		$0.00		0	0%	
15"-36" Pipe	EA	$444.50		$0.00		$0.00		0	0%	
42"-60" Pipe	EA	$574.50		$0.00		$0.00		0	0%	
Pavement Edge Pipe										
Standard Pipe Underdrain	LF	$20.50		$0.00		$0.00		0	0%	
RipRap										
Dry, Class I, 18"	SY	$82.00	46.67	$3,826.94		$0.00		0	0%	
Dry, Class II, 18"	SY	$82.00		$0.00		$0.00		0	0%	
Grouted, Class I, 18"	SY	$84.00		$0.00		$0.00		0	0%	
Filter Fabric										
Class I	SY	$4.13		$0.00		$0.00		0	0%	
Class II	SY	$4.13		$0.00		$0.00		0	0%	
Class III	SY	$4.13		$0.00		$0.00		0	0%	
Gabions (No excavations)										
Mattress	CY	$237.50		$0.00		$0.00		0	0%	
Revetment	CY	$237.50		$0.00		$0.00		0	0%	
Wall	CY	$237.50		$0.00		$0.00		0	0%	
Paved Ditch (4" Thick)										
Concrete (Non-reinforced)	SY	$94.50		$0.00		$0.00		0	0%	
Bituminous Concrete (4")	SY	$43.50		$0.00		$0.00		0	0%	
Sodded Ditch										
Sodded Ditch(Incl Fine Grading)	SY	$15.03		$0.00		$0.00		0	0%	
STREET CONSTRUCTION										
ROADS AND PARKING										
Soil Stabilization										
Cement 6%	SY/ Inch	$20.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Lime 6%	SY/ Inch	$14.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Subbase, Aggregated Material										
Base Type I	SY/ Inch	$12.95	8400	$870,240.00		$0.00		0	0%	
Depth (in Inches):	Depth	8				$0.00				
Bituminous Concrete										
Base Course	SY/ Inch	$7.00	8400	$176,400.00		$0.00		0	0%	
Depth (in Inches):	Depth	3				$0.00				
Intermediate Course	SY/ Inch	$7.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Top Course	SY/ Inch	$7.00	8400	$117,600.00		$0.00		0	0%	
Depth (in Inches):	Depth	$2.00				$0.00				
Prime Coat	SY	$1.38		$0.00		$0.00		0	0%	
Tack Coat	SY	$1.38		$0.00		$0.00		0	0%	
Driveway Restoration										
4" Concrete & 4" Gravel	SY	$75.00		$0.00		$0.00		0	0%	
2" S-5 & 7 6" Gravel	SY	$29.98		$0.00		$0.00		0	0%	
Shoulders, Type I										
Aggregated Base, 4"	SY	$15.00	2420	$36,300.00		$0.00		0	0%	
Concrete Curbing										
Curb & Gutter CG6 & CG7	LF	$31.50	4675	$147,262.50		$0.00		0	0%	
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00	6	$6,264.00		$0.00		0	0%	
Entrances/ Driveways										
Commercial Entrance CG-11	SY	$87.00		$0.00		$0.00		0	0%	
Commercial Entrance CG-13	SY	$87.00		$0.00		$0.00		0	0%	
Residential Driveway Apron	SY	$1,252.00		$0.00		$0.00		0	0%	
Guardrails										
Std. Blocked-out W beam(GR2)	LF	$53.50		$0.00		$0.00		0	0%	
Std. W beam, Weak Post GR8	LF	$53.50		$0.00		$0.00		0	0%	
Terminal, GR-6 (L=12'-6")	EA	$3,880.50		$0.00		$0.00		0	0%	
Terminal, GR-7 (L=6'-3")	EA	$3,880.50		$0.00		$0.00		0	0%	
Type I, GR-8 Terminal (L=25')	EA	$3,580.50		$0.00		$0.00		0	0%	
Type II, GR-8 Terminal(L=13'-6")	EA	$1,701.00		$0.00		$0.00		0	0%	
Terminal, MB-4 (L=37'-6")	EA	$3,580.50		$0.00		$0.00		0	0%	
Type I, MB-5 Terminal(L=27'-1)	EA	$3,580.50		$0.00		$0.00		0	0%	
Type II, MB-5 Terminal(L=13'-6)	EA	$1,701.00		$0.00		$0.00		0	0%	
Miscellaneous										
Trash enclosure - Brick 6' high	LF	$7,336.50		$0.00		$0.00		0	0%	
Reinforced Concrete Pad 6" to 8"	SY	$150.00		$0.00		$0.00		0	0%	
Striping 4" width (VDOT Type B)	LF	$2.50		$0.00		$0.00		0	0%	
Concrete Wheel Stops	EA	$90.00		$0.00		$0.00		0	0%	
Parking Lot Striping	EA	$50.00	14	$700.00		$0.00		0	0%	
Sign Island	EA	$850.00		$0.00		$0.00		0	0%	
Traffic Barricade	EA	$133.50		$0.00		$0.00		0	0%	

Street Name Signs	EA	$594.50	4	$2,378.00		$0.00		0		0%	
Traffic Control Signs	EA	$512.00	5	$2,560.00		$0.00		0		0%	
Street Light (pole, bracket,light)	EA	$5,938.00	22	$130,636.00		$0.00		0		0%	
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4" w/WWF, No base	SY	$58.50		$0.00		$0.00		0		0%	
Bitum. Conc, 2" w/4" Base	SY	$42.00		$0.00		$0.00		0		0%	
4" Conc, No Reinf., No Base	SY	$58.50		$0.00		$0.00		0		0%	
HANDRAIL											
Handrail 3 Rail 1-1/4" #4 Finish	LF	$143.00		$0.00		$0.00		0		0%	
Wood Chip Trail											
Trails(Incl Excavation &	SY	$77.00		$0.00		$0.00		0		0%	
Grading) Wood chip, 4' wide	SY	$21.00		$0.00		$0.00		0		0%	
Bituminous Trail											
6' to 10' wide	SY	$22.00	497	10934		$0.00		0		0%	
CRITICAL SLOPE STABILIZATION											
Paved Flume	SY	$100.00		$0.00		$0.00		0		0%	
Stmwtr Conc Channel-Excav	SY	$97.00		$0.00		$0.00		0		0%	
ADD Grass Lined-seeded	SY	$19.00		$0.00		$0.00		0		0%	
ADD Grass Lined-sodded	SY	$26.00		$0.00		$0.00		0		0%	
Outlet Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00		$0.00		0		0%	
Concrete 4"	SY	$70.00		$0.00		$0.00		0		0%	
Level Spreader	SY	$5.77		$0.00		$0.00		0		0%	
Struc Streambank Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00		$0.00		0		0%	
Gabions	CY	$255.00		$0.00		$0.00		0		0%	
Vegetative Erosion Control											
Sodding incl Fertilizing –Banks	SY	$9.00		$0.00		$0.00		0		0%	
Sodding incl Fertilizing – Flat	SY	$9.00		$0.00		$0.00		0		0%	
Seeding incl Fertilizing	SY	$3.00		$0.00		$0.00		0		0%	
Soding W/Soil Treat &Watering	SY	$9.00		$0.00		$0.00		0		0%	
Seeding W/Soil Treat &Watering	SY	$3.00		$0.00		$0.00		0		0%	
Straw Mulch w/Tack	SY	$2.00		$0.00		$0.00		0		0%	
Jute Mesh	SY	$2.00		$0.00		$0.00		0		0%	
SPECIAL ITEMS											
FEMA ProcessingLOMR/CLOMR	EA	$10,240.00		$0.00		$0.00		0		0%	
As Built (Record Drawings)	EA	$12,967.50	1	$12,967.50		$0.00		0		0%	
SWM/BMP POND	LS	$0.00		$0.00		$0.00		0		0%	
SIGNALIZATION	LS	$0.00		$0.00		$0.00		0		0%	

EFFECTIVE PERIOD OF BOND (IN MONTHS)	**12**
TOTAL ESTIMATE OF COMPLETED WORK	**$2,463,663.90**
+ 10% CONTINGENCY	**$246,366.39**
GRAND TOTAL	**$2,710,030.28**
FINAL PRICE (+ 4% ANNUAL INTEREST)	**$2,818,431.50**

EFFECTIVE PERIOD OF BOND (IN MONTHS)	
TOTAL BOND REDUCTION REQUEST	**$0.00**
+ 10% CONTINGENCY	**$0.00**
GRAND TOTAL	**$0.00**
FINAL BOND REDUCTION REQUEST (+4% ANNUAL INTEREST)	**$0.00**

TOTAL ESTIMATED - BOND REMAINING	**$2,818,431.50**

Kimley»Horn

Memorandum

To: Mark Flynn
Arcadia Land, Inc.
108 N. George Street, 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

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

Date: April 14, 2025

Subject: Norborne Glebe Phases 11, 12, and 13 Bond Initiation Review

This memorandum summarizes our review of the Bond Initiation request for the Norborne Glebe Subdivision Phases 11, 12, and 13 Bond Initiation Application (dated March 31, 2025, prepared by Greenway Engineering). Using the Final Subdivision Plans and Comment Response Letters provided by the Applicant we have no further comments.

Kimley-Horn finds the Bond Initiation requests to be in conformance with the Plans and recommends approval of the initiation requests.

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

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Commission Review: *BR2025-05* - Norborne Glebe Phase 13 - Bond Initiation

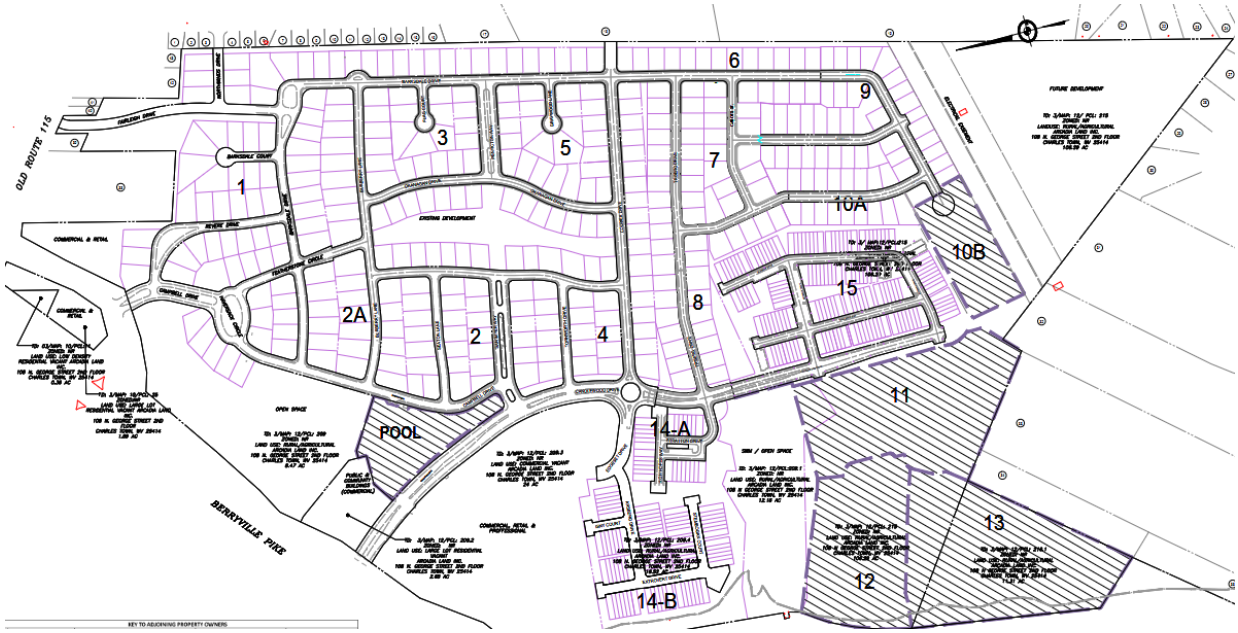
ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Bond Estimate.pdf
- 4. KH Review.pdf

Bond Initiation Request
BR2025-05

Date: For the April 28, 2025 Planning Commission meeting
Applicant: Arcadia Land Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond initiation in the amount of $3,008,819.37

Norborne Glebe Phase 13



BACKGROUND

The applicant, Arcadia Land Inc., has submitted a bond initiation request for the Norborne Glebe housing development Phase 11. The applicant is requesting a bond initiation in the amount of $3,008,819.37. This amount will cover both performance bond issues (road paving, street lights, etc.) and land disturbance requirements (such as silt fencing).

Bonds shall be required for public and other physical Improvements to be constructed under an approved Final S/LD Application. Such Improvements shall include, without limitation, Road, curb, gutter, sidewalk, trails, storm Drainage, traffic signalization and control, water and sanitary sewer infrastructure, and any other site-related Improvements required by the City of Charles Town for vehicular and pedestrian ingress and egress, for public access roadways, for Structures necessary to insure stability of critical slopes, for necessary utilities, and for Stormwater Management Facilities.

BOND COMMITTEE

At their April1 4, 2025 meeting, the City's Bond Committee discussed the application and recommend approval of the proposed initiation.

RECOMMENDATION

The City Engineer and City Staff have reviewed the bond initiation request and recommend the request be **approved.**

Norborne Glebe - Phase 13
Performance Bond

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☑ Bond Initiation – No application fee

☐ Bond Reduction – No application fee

☐ Bond Release – Application Fee: $85

2. FEES

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

3. PUBLIC NOTICE

Only bond release applications require a public hearing.

4. APPLICATION REQUIREMENTS

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

1. DATE January 28, 2025

2. PROJECT NAME Norborne Glebe Subdivision - Phase 13

Address N/A

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

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

Telephone Number (703) 771-8000

Email Address gendler@arcadiacompanies.com

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

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

Telephone Number (703) 771-8000

Email Address gendler@arcadiacompanies.com

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

5. DESCRIPTION OF REQUEST:

Requesting Bond Amount Establishment for the Performance Bond for Phase 11, Norborne Glebe Subdivision

6. A) CURRENT BOND AMOUNT $0

B) PROPOSED BOND AMOUNT $3,008,819.37

C) CHANGE IN BONDED AMOUNT $

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

Tax Map No.	Parcel No.	Tax Map No.	Parcel No.
3-12	215	3-12	216.1

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

Application No.	Project Name and Phase	Status	Approval Date
SLD-2013-04	Norborne Glebe Phase 5	Approved	01/14/2014
SLD-2017-05	Norborne Glebe Phase 7-8	Approved	09/25/2018
SLD-2016-01	Norborne Glebe Phase 6	Approved	09/25/2018
SLD-2017-14	Norborne Glebe Phase 14A	Approved	09/25/2018
SLD-2021-02	Norborne Glebe Phase 14B	Approved	02/28/2022
SLD-2021-05	Norborne Glebe Phase 9&10A	Approved	10/13/2022
SLD-2022-03	Norborne Glebe Phase 15	Approved	03/27/2023
SP-2022-06	Norborne Glebe Pool	Approved	07/28/2023
SLD-2022-06	Norborne Glebe Phase 10B-13	Approved	02/27/2024

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

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

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

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

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

Continued on next page.

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

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

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

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

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant _____ Date 2/7/2025

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

BOND ESTIMATE						BOND REDUCTION					City Use Only
ITEM	UNIT	UNIT COST	QUANTITY	Final Price	QUANTITY COMPLETED (REDUCTION REQUEST)	UNIT COST	PREVIOUS QUANTITY COMPLETED	TOTAL QUANTITY COMPLETED (INCLUDING REDUCTION REQUEST)	EXTENSION	%COMPLETE	%APPROVED
MOBILIZATION GENERAL											
Mobilization	LS	$12,440.00	1	$12,440.00		$0.00		0		0%	
Field Office	EA	$3,490.00		$0.00		$0.00		0		0%	
Job Sign	EA	$1,340.00		$0.00		$0.00		0		0%	
SURVEYING											
Steel Pipe Property Corner Marker Incl. Survey	EA	$320.38	138	$44,212.44		$0.00		0		0%	
R.O.W MONUMENTS SURVEYED IN PLACE											
RM--1		$825.00		$0.00		$0.00		0		0%	
RM--2		$764.00		$0.00		$0.00		0		0%	
EARTHWORK EXCAVATION											
Regular Bulk used as Fill	CY	$4.50		$0.00		$0.00		0		0%	
Rock, Rip	CY	$51.50		$0.00		$0.00		0		0%	
Rock, Blast	CY	$55.00		$0.00		$0.00		0		0%	
BORROW MATERIAL											
Buy, Load, Haul 10 Mi. Select Material	CY	$42.00		$0.00		$0.00		0		0%	
Fill and Compaction of On-site Borrow	CY	$44.00		$0.00		$0.00		0		0%	
UNSUITABLE MATERIAL											
Load and Haul, 20 mi R/T	CY	$36.56		$0.00		$0.00		0		0%	
Dump Charge	CY	$62.50		$0.00		$0.00		0		0%	
Site Grading	SY	$1.25		$0.00		$0.00		0		0%	
CLEAR & GRUB											
Light	AC	$14,548.50	16.4	$238,595.40		$0.00		0		0%	
Heavy	AC	$26,699.49		$0.00		$0.00		0		0%	
LANDSCAPING											
Seeding	SY	$3.00	52301	$156,903.00		$0.00		0		0%	
Sodding	SY	$8.50	52301	$444,558.50		$0.00		0		0%	
PLANTING SHRUBS											
18"	EA	$70.00		$0.00		$0.00		0		0%	
24"	EA	$90.00		$0.00		$0.00		0		0%	
TREES											
6'-8' (1-2 in. Caliper)	EA	$400.00	114	$45,600.00		$0.00		0		0%	
8'-10' (2.5-3 in. Caliper)	EA	$700.00		$0.00		$0.00		0		0%	
Tree Protection	LF	$11.13		$0.00		$0.00		0		0%	
MISCELLANEOUS SITE IMPROVEMENTS											
Timber Wall (less than 6 ft)	LF	$325.00		$0.00		$0.00		0		0%	
Dry Rubble RW-1 (H=6')	LF	$450.00		$0.00		$0.00		0		0%	
Mortared Rubble RW-1A (H=6')	LF	$535.00		$0.00		$0.00		0		0%	
Concrete Gravity RW-2 (H=6')	LF	$589.50		$0.00		$0.00		0		0%	
Concrete Gravity RW-3 (H=6')	LF	$1,037.50		$0.00		$0.00		0		0%	
FENCING											
Std. Fence (H=5') FR-5	LF	$56.00		$0.00		$0.00		0		0%	
Farm Fence (H=5') FR-3A	LF	$37.50		$0.00		$0.00		0		0%	
Chain Link Fence (H=6') FR 2-B	LF	$62.00		$0.00		$0.00		0		0%	
Board Fence (H=6')	LF	$62.00		$0.00		$0.00		0		0%	
TOTS LOTS											
Tot Lot	EA	$16,495.00		$0.00		$0.00		0		0%	
STORM DRAINAGE											
STORM SEWER											
NOTE: All pipe unit prices include trench, excavation, bedding, pipe, & backfill											
Rock Excavation for All Pipe Types											
Less than 1,500 CY (Blasting)	CY	$110.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Blasting)	CY	$90.00		$0.00		$0.00		0		0%	
Less than 1,500 CY (Hoe Ram)	CY	$220.00		$0.00		$0.00		0		0%	
More than 1,500 CY (Hoe Ram)	CY	$180.00		$0.00		$0.00		0		0%	
Trench De-Watering											
Trench De-Watering	LF	$4.00		$0.00		$0.00		0		0%	
RCP CLASS III ROUND T & G W/MASTIC											
12" Pipe (RCP III)											
0'-8' Cut	LF	$100.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$140.00		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$1.90		$0.00		$0.00		0		0%	
O-Ring	LF	$12.36		$0.00		$0.00		0		0%	
15" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10'-16'	LF	$156.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$1.48		$0.00		$0.00		0		0%	
O-Ring	LF	$8.58		$0.00		$0.00		0		0%	
18" Pipe (RCP III)											
0'-10' Cut	LF	$100.00		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$160.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$3.20		$0.00		$0.00		0		0%	
O-Ring	LF	$11.20		$0.00		$0.00		0		0%	
21" Pipe (RCP III)											
0'-8' Cut	LF	$115.00		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$174.80		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$4.40		$0.00		$0.00		0		0%	
O-Ring	LF	$20.80		$0.00		$0.00		0		0%	
24" Pipe (RCP III)											
0'- 10' Cut	LF	$140.00		$0.00		$0.00		0		0%	
10'-16'	LF	$196.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$5.04		$0.00		$0.00		0		0%	
O-Ring	LF	$22.40		$0.00		$0.00		0		0%	
27" Pipe (RCP III)											
0'- 10' Cut	LF	$123.20		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$195.03		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$6.40		$0.00		$0.00		0		0%	
O-Ring	LF	$24.00		$0.00		$0.00		0		0%	
30" Pipe (RCP III)											
0'- 8' Cut	LF	$169.40		$0.00		$0.00		0		0%	
8'-14' Cut	LF	$256.66		$0.00		$0.00		0		0%	
Add cost for Class IV	LF	$9.60		$0.00		$0.00		0		0%	
O-Ring	LF	$27.60		$0.00		$0.00		0		0%	
33" Pipe (RCP III)											
0'- 10' Cut	LF	$240.00		$0.00		$0.00		0		0%	
10'-16'	LF	$333.00		$0.00		$0.00		0		0%	
Add Cost for Class IV	LF	$13.50		$0.00		$0.00		0		0%	
O-Ring	LF	$45.80		$0.00		$0.00		0		0%	
36" Pipe (RCP III)											
0'-10' Cut	LF	$249.60		$0.00		$0.00		0		0%	
10' -16' Cut	LF	$363.92		$0.00		$0.00		0		0%	

Add Cost for Class IV	LF	$12.40		$0.00			$0.00		0		0%
O-Ring	LF	$36.40		$0.00			$0.00		0		0%
42" Pipe (RCP III)											
0'- 8' Cut	LF	$289.54		$0.00			$0.00		0		0%
8'-14' Cut	LF	$413.46		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$19.20		$0.00			$0.00		0		0%
O-Ring	LF	$56.72		$0.00			$0.00		0		0%
48" Pipe (RCP III)											
0'-10' Cut	LF	$320.52		$0.00			$0.00		0		0%
10'-16'	LF	$442.31		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$20.00		$0.00			$0.00		0		0%
O-Ring	LF	$69.36		$0.00			$0.00		0		0%
54" Pipe (RCP III)											
0' - 10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$541.38		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$30.00		$0.00			$0.00		0		0%
O-Ring	LF	$70.96		$0.00			$0.00		0		0%
60" Pipe (RCP III)											
0'-10' Cut	LF	$420.00		$0.00			$0.00		0		0%
10' -16' Cut	LF	$498.48		$0.00			$0.00		0		0%
Add Cost for Class IV	LF	$36.00		$0.00			$0.00		0		0%
O-Ring	LF	$77.84		$0.00			$0.00		0		0%
ELLIPTICAL PIPE - RCP CLASS III											
23"x14" (18" Equiv- RCP III)											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$278.60		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$41.60		$0.00			$0.00		0		0%
O-Ring	LF	$109.80		$0.00			$0.00		0		0%
30"x19" (24" Equiv- RCP III											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$329.25		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$15.07		$0.00			$0.00		0		0%
O-Ring	LF	$109.79		$0.00			$0.00		0		0%
38"x24" (30" Equiv- RCP III											
0'10' Cut	LF	$190.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$423.78		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$21.38		$0.00			$0.00		0		0%
O-Ring	LF	$129.92		$0.00			$0.00		0		0%
45"x29" (36" Equiv- RCP III)											
0'10' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-16' Cut	LF	$526.88		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$25.45		$0.00			$0.00		0		0%
O-Ring	LF	$119.63		$0.00			$0.00		0		0%
1											
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-18' Cut	LF	$528.36		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$38.87		$0.00			$0.00		0		0%
O-Ring	LF	$149.26		$0.00			$0.00		0		0%
60"x38" (48" Equiv- RCP III)											
0'12' Cut	LF	$370.00		$0.00			$0.00		0		0%
10'-18' Cut	LF	$543.90		$0.00			$0.00		0		0%
Add cost for Class IV	LF	$46.46		$0.00			$0.00		0		0%
O-Ring	LF	$177.11		$0.00			$0.00		0		0%
HDPE PIPE											
8" Pipe											
0'-8' Cut	LF	$50.00		$0.00			$0.00		0		0%
8'-14' Cut	LF	$75.30		$0.00			$0.00		0		0%
12" Pipe											
0'-8' Cut	LF	$67.50		$0.00			$0.00		0		0%
8'-14' Cut	LF	$100.04		$0.00			$0.00		0		0%
15" Pipe											
0'-8' Cut	LF	$87.08	1602	$139,502.16			$0.00		0		0%
8'-16' Cut	LF	$129.65		$0.00			$0.00		0		0%
18" Pipe											
0'-8' Cut	LF	$114.33	181	$20,693.73			$0.00		0		0%
8'-16' Cut	LF	$170.69		$0.00			$0.00		0		0%
24" Pipe											
0'-8' Cut	LF	$132.62		$0.00			$0.00		0		0%
8'-16' Cut	LF	$197.61		$0.00			$0.00		0		0%
30" Pipe											
0'-8' Cut	LF	$157.42		$0.00			$0.00		0		0%
8'-16' Cut	LF	$236.13		$0.00			$0.00		0		0%
36" Pipe											
0'-8' Cut	LF	$200.00		$0.00			$0.00		0		0%
8'-16' Cut	LF	$298.00		$0.00			$0.00		0		0%
42" Pipe											
0'-8' Cut	LF	$224.20		$0.00			$0.00		0		0%
8'-16' Cut	LF	$334.06		$0.00			$0.00		0		0%
48" Pipe											
0'-8' Cut	LF	$253.35		$0.00			$0.00		0		0%
8'-16' Cut	LF	$377.49		$0.00			$0.00		0		0%
STORM STRUCTURES											
END SECTIONS											
End Sections (ES-1), Concrete Pipe Size											
15"	EA	$1,389.00	1	$1,389.00			$0.00		0		0%
18"	EA	$1,583.46	1	$1,583.46			$0.00		0		0%
21"	EA	$1,805.14		$0.00			$0.00		0		0%
24"	EA	$2,057.86		$0.00			$0.00		0		0%
27"	EA	$2,345.97		$0.00			$0.00		0		0%
30"	EA	$2,674.40		$0.00			$0.00		0		0%
36"	EA	$3,048.82		$0.00			$0.00		0		0%
42"	EA	$3,558.50		$0.00			$0.00		0		0%
48"	EA	$4,056.69		$0.00			$0.00		0		0%
54"	EA	$4,624.63		$0.00			$0.00		0		0%
60"	EA	$5,272.07		$0.00			$0.00		0		0%
ENDWALLS											
EW-1 (Pre-Cast) Round Pipe Size											
15"	EA	$2,433.00		$0.00			$0.00		0		0%
18"	EA	$2,724.96		$0.00			$0.00		0		0%
24"	EA	$3,051.96		$0.00			$0.00		0		0%
30"	EA	$3,418.19		$0.00			$0.00		0		0%
36"	EA	$3,828.37		$0.00			$0.00		0		0%
EW-1 Cast in Place [Round Pipe Size]											
15"	EA	$2,591.15		$0.00			$0.00		0		0%
18"	EA	$2,902.08		$0.00			$0.00		0		0%
24"	EA	$3,250.33		$0.00			$0.00		0		0%
30"	EA	$3,640.37		$0.00			$0.00		0		0%
36"	EA	$4,077.22		$0.00			$0.00		0		0%
EW-1A (Pre-Cast) Elliptical Pipe Size											
23" X 14" (18")	EA	$1,335.00		$0.00			$0.00		0		0%
30" X 19" (24")	EA	$1,495.20		$0.00			$0.00		0		0%

38 X 24" (30")	EA	$1,879.50		$0.00		$0.00		0		0%	
45 X 29" (36")	EA	$2,105.04		$0.00		$0.00		0		0%	
53" X 34" (42")	EA	$2,791.50		$0.00		$0.00		0		0%	
EW-1A (Cast in Place)Elliptical Pipe Size											
23" X 14" (18")	EA	$1,318.50		$0.00		$0.00		0		0%	
30" X 19" (24")	EA	$1,318.50		$0.00		$0.00		0		0%	
38 X 24" (30")	EA	$2,257.00		$0.00		$0.00		0		0%	
45 X 29" (36")	EA	$2,257.00		$0.00		$0.00		0		0%	
53" X 34" (42")	EA	$3,217.50		$0.00		$0.00		0		0%	
EW-2 (PreCast) Round Size Pipe Size											
42"	EA	$8,324.00		$0.00		$0.00		0		0%	
48"	EA	$9,322.88		$0.00		$0.00		0		0%	
54"	EA	$10,441.63		$0.00		$0.00		0		0%	
60"	EA	$11,694.62		$0.00		$0.00		0		0%	
72"	EA	$12,675.50		$0.00		$0.00		0		0%	
84"	EA	$14,196.56		$0.00		$0.00		0		0%	
EW-2 (Cast in Place) Round Size Pipe Size											
42"	EA	$9,255.50		$0.00		$0.00		0		0%	
48"	EA	$10,366.16		$0.00		$0.00		0		0%	
54"	EA	$11,610.10		$0.00		$0.00		0		0%	
60"	EA	$13,003.31		$0.00		$0.00		0		0%	
72"	EA	$15,747.00		$0.00		$0.00		0		0%	
84"	EA	$17,636.64		$0.00		$0.00		0		0%	
EW-6PC [Double Pipe] Pipe Size											
2-15"	EA	$2,123.00		$0.00		$0.00		0		0%	
2-18"	EA	$2,377.76		$0.00		$0.00		0		0%	
2-24"	EA	$2,663.09		$0.00		$0.00		0		0%	
2-30"	EA	$4,096.00		$0.00		$0.00		0		0%	
2-36"	EA	$4,587.52		$0.00		$0.00		0		0%	
MANHOLES											
Standard Brick Manhole Std Frame & Cover (MH-1)											
6' Depth	EA	$6,048.00		$0.00		$0.00		0		0%	
Depth Below 6'	VF	$230.00		$0.00		$0.00		0		0%	
Standard Precast Manhole Std Frame & Cover (MH-2)		$5,337.00	2	$10,674.00		$0.00		0		0%	
Additional Cost (Amount in parentheses to be added to the above unit costs)											
Watertight Fr/Cover (Add 110)	EA	$579.00		$0.00		$0.00		0		0%	
Heavy Duty Fr/ Cover (Add 82)	VF	$599.00		$0.00		$0.00		0		0%	
Drop Inlets											
Cast in Place 48"											
Drop Inlet (DI-1) 12"-24" Pipe0-10 VF	EA	$7,690.00	2	$15,380.00		$0.00		0		0%	
Drop Inlet (DI-1A) 12"-24" Pipe10-20 VF	EA	$7,690.00		$0.00		$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe0-10 VF, 10' throat	EA	$9,458.70		$0.00		$0.00		0		0%	
Drop Inlet (DI-2A) 12"-24" Pipe10-20 VF, 10' throat	EA	$11,634.20		$0.00		$0.00		0		0%	
Curb Drop Inlets											
Curb Drop Inlet (DI-3A)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$7,460.00		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3AA)											
12"-30" Pipe (Invert Depth (H) =8'-	**EA**	$9,772.60		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3B) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,758.40		$0.00		$0.00		0		0%	
6'	EA	$8,534.24	2	$17,068.48		$0.00		0		0%	
8'	EA	$9,387.66	5	$46,938.30		$0.00		0		0%	
10'	EA	$10,326.43	4	$41,305.72		$0.00		0		0%	
12'	EA	$11,359.07	1	$11,359.07		$0.00		0		0%	
16'	EA	$12,494.98		$0.00		$0.00		0		0%	
20'	EA	$13,744.48		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3BB) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,680.82		$0.00		$0.00		0		0%	
6'	EA	$8,448.90		$0.00		$0.00		0		0%	
8'	EA	$9,293.79		$0.00		$0.00		0		0%	
10'	EA	$10,223.17		$0.00		$0.00		0		0%	
12'	EA	$11,245.48		$0.00		$0.00		0		0%	
16'	EA	$12,370.03		$0.00		$0.00		0		0%	
20'	EA	$13,607.03		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3C) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$7,204.61		$0.00		$0.00		0		0%	
8'	EA	$7,925.07		$0.00		$0.00		0		0%	
10'	EA	$8,717.57	2	$17,435.14		$0.00		0		0%	
12'	EA	$9,589.33		$0.00		$0.00		0		0%	
16'	EA	$10,548.26		$0.00		$0.00		0		0%	
20'	EA	$11,603.09		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3CC) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$8,573.48		$0.00		$0.00		0		0%	
8'	EA	$9,430.83		$0.00		$0.00		0		0%	
10'	EA	$10,373.91		$0.00		$0.00		0		0%	
12'	EA	$11,411.30		$0.00		$0.00		0		0%	
16'	EA	$12,552.43		$0.00		$0.00		0		0%	
20'	EA	$13,807.68		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3D)											
12"-30" Pipe (Invert Depth (H) =0'-8') Inlet Length 2'-6"	EA	$6,430.11		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3DD)											
12"-30" Pipe (Invert Depth	**EA**	$7,587.53		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3E) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
4'	EA	$7,460.00		$0.00		$0.00		0		0%	
8'	EA	$7,982.20		$0.00		$0.00		0		0%	
10'	EA	$8,540.95		$0.00		$0.00		0		0%	
12'	EA	$9,138.82		$0.00		$0.00		0		0%	
16'	EA	$9,778.54		$0.00		$0.00		0		0%	
20'	EA	$10,463.04		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3EE) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$11,509.34		$0.00		$0.00		0		0%	
8'	EA	$12,314.99		$0.00		$0.00		0		0%	
10'	EA	$13,177.04		$0.00		$0.00		0		0%	
12'	EA	$14,099.44		$0.00		$0.00		0		0%	
16'	EA	$15,086.40		$0.00		$0.00		0		0%	
20'	EA	$16,142.44		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3F) 12"-30" Pipe (Invert Depth (H) = 0 '-8') Inlet Length											
6'	EA	$6,855.74		$0.00		$0.00		0		0%	
8'	EA	$7,335.64		$0.00		$0.00		0		0%	
10'	EA	$7,849.14		$0.00		$0.00		0		0%	
12'	EA	$8,398.58		$0.00		$0.00		0		0%	
16'	EA	$8,986.48		$0.00		$0.00		0		0%	
20'	EA	$9,615.53		$0.00		$0.00		0		0%	
Curb Drop Inlet (DI-3FF) 12"-30" Pipe (Invert Depth (H) = 8'-20') Inlet Length											

6'	EA	$14,671.28		$0.00			$0.00		0		0%
8'	EA	$15,698.27		$0.00			$0.00		0		0%
10'	EA	$16,797.15		$0.00			$0.00		0		0%
12'	EA	$17,972.95		$0.00			$0.00		0		0%
16'	EA	$19,231.06		$0.00			$0.00		0		0%
20'	EA	$20,577.23		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4A) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4AA) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
4'	**EA**	$10,020.00		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4B) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
6'	EA	$8,802.77		$0.00			$0.00		0		0%
8'	EA	$9,418.96		$0.00			$0.00		0		0%
10'	EA	$10,078.29		$0.00			$0.00		0		0%
12'	EA	$10,783.77		$0.00			$0.00		0		0%
16'	EA	$11,538.64		$0.00			$0.00		0		0%
20'	EA	$12,346.34		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4BB) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
6'	EA	$17,429.48		$0.00			$0.00		0		0%
8'	EA	$18,649.55		$0.00			$0.00		0		0%
10'	EA	$19,955.02		$0.00			$0.00		0		0%
12'	EA	$21,351.87		$0.00			$0.00		0		0%
16'	EA	$22,846.50		$0.00			$0.00		0		0%
20'	EA	$24,445.75		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4C) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$9,418.96		$0.00			$0.00		0		0%
10'	EA	$10,078.29		$0.00			$0.00		0		0%
12'	EA	$10,783.77		$0.00			$0.00		0		0%
16'	EA	$11,538.64		$0.00			$0.00		0		0%
20'	EA	$12,346.34		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4CC) 36"-48" Pipe (Invert Depth (H) = 8'-20') Inlet Length											
8'	EA	$22,417.13		$0.00			$0.00		0		0%
10'	EA	$23,986.33		$0.00			$0.00		0		0%
12'	EA	$25,665.38		$0.00			$0.00		0		0%
16'	EA	$27,461.95		$0.00			$0.00		0		0%
20'	EA	$29,384.29		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4D)											
36"-48" Pipe (Invert Depth (H) =8'16') Inlet Length 4'	EA	$8,279.27		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4DD)											
36"-48" Pipe (Invert Depth (H)	**EA**	$16,392.95		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4E) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
6'	EA	$9,016.12		$0.00			$0.00		0		0%
8'	EA	$9,647.25		$0.00			$0.00		0		0%
10'	EA	$10,322.56		$0.00			$0.00		0		0%
12'	EA	$11,045.14		$0.00			$0.00		0		0%
16'	EA	$11,818.30		$0.00			$0.00		0		0%
20'	EA	$12,645.58		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4EE) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
6'	EA	$15,688.06		$0.00			$0.00		0		0%
8'	EA	$16,786.22		$0.00			$0.00		0		0%
10'	EA	$17,961.26		$0.00			$0.00		0		0%
12'	EA	$19,218.54		$0.00			$0.00		0		0%
16'	EA	$20,563.84		$0.00			$0.00		0		0%
20'	EA	$22,003.31		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4F) 36"-48" Pipe (Invert Depth (H) = 0'-8') Inlet Length											
8'	EA	$10,040.36		$0.00			$0.00		0		0%
10'	EA	$10,743.18		$0.00			$0.00		0		0%
12'	EA	$11,495.20		$0.00			$0.00		0		0%
16'	EA	$12,299.87		$0.00			$0.00		0		0%
20'	EA	$13,160.86		$0.00			$0.00		0		0%
Curb Drop Inlet (DI-4FF) 36"-48" Pipe (Invert Depth (H) = 8'-16') Inlet Length											
8'	EA	$15,140.86		$0.00			$0.00		0		0%
10'	EA	$16,200.72		$0.00			$0.00		0		0%
12'	EA	$17,334.77		$0.00			$0.00		0		0%
16'	EA	$18,548.20		$0.00			$0.00		0		0%
20'	EA	$19,846.57		$0.00			$0.00		0		0%
Median Drop Inlets - CIP											
Median Drop Inlets (DI-6A) 12"-24"Pipe Inlet (H=8')	EA	$6,032.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6B) 12"-24"Pipe Inlet (H=8')	EA	$6,080.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6C) 30"-48"Pipe Inlet (H=10')	EA	$7,737.50		$0.00			$0.00		0		0%
Median Drop Inlets (DI-6D) 30"-48"Pipe Inlet (H=10')	EA	$7,805.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7A) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
Median Drop Inlets (DI-7B) Type III Top 12"-42" Pipe Inlet (H=10')	EA	$8,548.00		$0.00			$0.00		0		0%
MISCELLANEOUS INLETS											
Median Drop Inlets (DI-5) Type III Top 12"-42" Pipe Inlet (H=8')	EA	$6,569.08		$0.00			$0.00		0		0%
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)		$5,969.49		$0.00			$0.00		0		0%
Add Yard Inlet Apron	THROAT	$320.54		$0.00			$0.00		0		0%
Standard Yard Inlet (YI-1) 12"-48" Pipe (Invert Depth (H)= 0'-8') Inlet Length 4' (No Aprons)	EA	$6,444.64		$0.00			$0.00		0		0%
Add Yard Inlet Apron	THROAT	$320.54		$0.00			$0.00		0		0%
Culverts											
Single Box Culvert (BC-1A) Fills to 25'											
4' X 4'	LF	$473.00		$0.00			$0.00		0		0%
5' X 5'	LF	$563.00		$0.00			$0.00		0		0%
6' X 6'	LF	$689.00		$0.00			$0.00		0		0%
8' X 8'	LF	$944.00		$0.00			$0.00		0		0%
10' X 10'	LF	$1,159.00		$0.00			$0.00		0		0%
Double Box Culvert (BC-2b) Fills to 25'											
4' X 4'	LF	$792.40		$0.00			$0.00		0		0%
5' X 5'	LF	$987.00		$0.00			$0.00		0		0%
6' X 6'	LF	$1,195.60		$0.00			$0.00		0		0%
8' X 8'	LF	$1,607.20		$0.00			$0.00		0		0%
10' X 10'	LF	$1,975.40		$0.00			$0.00		0		0%

Oversized Single Box Culvert (BBC-1) Fills to 25'										
12' X 6'	LF	$1,488.50		$0.00		$0.00		0	0%	
12' X 8'	LF	$1,488.50		$0.00		$0.00		0	0%	
12' X 10'	LF	$1,771.50		$0.00		$0.00		0	0%	
12' X 12'	LF	$1,771.50		$0.00		$0.00		0	0%	
Triple Box Culvert (BC-3B) Fills to 25'										
4' X 4'	LF	$1,129.55		$0.00		$0.00		0	0%	
5' X 5'	LF	$1,399.25		$0.00		$0.00		0	0%	
6' X 6'	LF	$1,755.95		$0.00		$0.00		0	0%	
8' X 8'	LF	$2,367.85		$0.00		$0.00		0	0%	
10' X 10'	LF	$3,607.60		$0.00		$0.00		0	0%	
Quadruple Box Culvert (BC-4B) Fills to 25'										
4' X 4'	LF	$1,431.15		$0.00		$0.00		0	0%	
5' X 5'	LF	$1,776.25		$0.00		$0.00		0	0%	
6' X 6'	LF	$2,208.35		$0.00		$0.00		0	0%	
8' X 8'	LF	$2,170.65		$0.00		$0.00		0	0%	
10' X 10'	LF	$4,110.75		$0.00		$0.00		0	0%	
Standard Wing for Box Culvert (1 Side Only) Height of Box										
4'	EA	$926.50		$0.00		$0.00		0	0%	
5'	EA	$1,390.00		$0.00		$0.00		0	0%	
6'	EA	$1,853.50		$0.00		$0.00		0	0%	
8'	EA	$3,426.50		$0.00		$0.00		0	0%	
10'	EA	$4,558.00		$0.00		$0.00		0	0%	
Standard Wing for Box Culvert (BBC-W) Height of Box										
6'	EA	$1,817.00		$0.00		$0.00		0	0%	
8'	EA	$3,007.50		$0.00		$0.00		0	0%	
10'	EA	$4,497.50		$0.00		$0.00		0	0%	
12'	EA	$6,567.00		$0.00		$0.00		0	0%	
MISCELLANEOUS STORM										
Connection to Existing Structure										
15"-36" Pipe	EA	$1,584.00		$0.00		$0.00		0	0%	
42"-60" Pipe	EA	$1,584.00		$0.00		$0.00		0	0%	
Casing Pipe, Bore and Jack (3/8" wall)										
22" ID (6"-8" Carrier Pipe)	LF	$885.71		$0.00		$0.00		0	0%	
24" ID (10" Carrier Pipe)	LF	$971.91		$0.00		$0.00		0	0%	
30" ID (12" Carrier Pipe)	LF	$1,226.20		$0.00		$0.00		0	0%	
Plug Pipe										
6"-12" Pipe	EA	$444.50		$0.00		$0.00		0	0%	
15"-36" Pipe	EA	$444.50		$0.00		$0.00		0	0%	
42"-60" Pipe	EA	$574.50		$0.00		$0.00		0	0%	
Pavement Edge Pipe										
Standard Pipe Underdrain	LF	$20.50		$0.00		$0.00		0	0%	
RipRap										
Dry, Class I, 18"	SY	$82.00	23.33	$1,913.06		$0.00		0	0%	
Dry, Class II, 18"	SY	$82.00		$0.00		$0.00		0	0%	
Grouted, Class I, 18"	SY	$84.00		$0.00		$0.00		0	0%	
Filter Fabric										
Class I	SY	$4.13		$0.00		$0.00		0	0%	
Class II	SY	$4.13		$0.00		$0.00		0	0%	
Class III	SY	$4.13		$0.00		$0.00		0	0%	
Gabions (No excavations)										
Mattress	CY	$237.50		$0.00		$0.00		0	0%	
Revetment	CY	$237.50		$0.00		$0.00		0	0%	
Wall	CY	$237.50		$0.00		$0.00		0	0%	
Paved Ditch (4" Thick)										
Concrete (Non-reinforced)	SY	$94.50		$0.00		$0.00		0	0%	
Bituminous Concrete (4")	SY	$43.50		$0.00		$0.00		0	0%	
Sodded Ditch										
Sodded Ditch(Incl Fine Grading)	SY	$15.03		$0.00		$0.00		0	0%	
STREET CONSTRUCTION										
ROADS AND PARKING										
Soil Stabilization										
Cement 6%	SY/ Inch	$20.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Lime 6%	SY/ Inch	$14.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Subbase, Aggregated Material										
Base Type I	SY/ Inch	$12.95	7309	$757,212.40		$0.00		0	0%	
Depth (in Inches):	Depth	8				$0.00				
Bituminous Concrete										
Base Course	SY/ Inch	$7.00	7309	$153,489.00		$0.00		0	0%	
Depth (in Inches):	Depth	3				$0.00				
Intermediate Course	SY/ Inch	$7.00		$0.00		$0.00		0	0%	
Depth (in Inches):	Depth					$0.00				
Top Course	SY/ Inch	$7.00	7309	$102,326.00		$0.00		0	0%	
Depth (in Inches):	Depth	$2.00				$0.00				
Prime Coat	SY	$1.38		$0.00		$0.00		0	0%	
Tack Coat	SY	$1.38		$0.00		$0.00		0	0%	
Driveway Restoration										
4" Concrete & 4" Gravel	SY	$75.00		$0.00		$0.00		0	0%	
2" S-5 & 7 6" Gravel	SY	$29.98		$0.00		$0.00		0	0%	
Shoulders, Type I										
Aggregated Base, 4"	SY	$15.00	2275	$34,125.00		$0.00		0	0%	
Concrete Curbing										
Curb & Gutter CG6 & CG7	LF	$31.50	4583	$144,364.50		$0.00		0	0%	
Curb Cut, CG-12 DetectableSurf.	EA	$1,044.00	4	$4,176.00		$0.00		0	0%	
Entrances/ Driveways										
Commercial Entrance CG-11	SY	$87.00		$0.00		$0.00		0	0%	
Commercial Entrance CG-13	SY	$87.00		$0.00		$0.00		0	0%	
Residential Driveway Apron	SY	$1,252.00		$0.00		$0.00		0	0%	
Guardrails										
Std. Blocked-out W beam(GR2)	LF	$53.50		$0.00		$0.00		0	0%	
Std. W beam, Weak Post GR8	LF	$53.50		$0.00		$0.00		0	0%	
Terminal, GR-6 (L=12'-6")	EA	$3,880.50		$0.00		$0.00		0	0%	
Terminal, GR-7 (L=6'-3")	EA	$3,880.50		$0.00		$0.00		0	0%	
Type I, GR-8 Terminal (L=25')	EA	$3,580.50		$0.00		$0.00		0	0%	
Type II, GR-8 Terminal(L=13'-6")	EA	$1,701.00		$0.00		$0.00		0	0%	
Terminal, MB-4 (L=37'-6")	EA	$3,580.50		$0.00		$0.00		0	0%	
Type I, MB-5 Terminal(L=27'-1)	EA	$3,580.50		$0.00		$0.00		0	0%	
Type II, MB-5 Terminal(L=13'-6)	EA	$1,701.00		$0.00		$0.00		0	0%	
Miscellaneous										
Trash enclosure - Brick 6' high	LF	$7,336.50		$0.00		$0.00		0	0%	
Reinforced Concrete Pad 6" to 8"	SY	$150.00		$0.00		$0.00		0	0%	
Striping 4" width (VDOT Type B)	LF	$2.50		$0.00		$0.00		0	0%	
Concrete Wheel Stops	EA	$90.00		$0.00		$0.00		0	0%	
Parking Lot Striping	EA	$50.00		$0.00		$0.00		0	0%	
Sign Island	EA	$850.00		$0.00		$0.00		0	0%	
Traffic Barricade	EA	$133.50		$0.00		$0.00		0	0%	

Street Name Signs	EA	$594.50	2	$1,189.00			$0.00		0		0%
Traffic Control Signs	EA	$512.00	2	$1,024.00			$0.00		0		0%
Street Light (pole, bracket,light)	EA	$5,938.00	25	$148,450.00			$0.00		0		0%
SIDEWALKS AND TRAILS											
Sidewalk											
Concrete 4" w/WWF, No base	SY	$58.50		$0.00			$0.00		0		0%
Bitum. Conc, 2" w/4" Base	SY	$42.00		$0.00			$0.00		0		0%
4" Conc, No Reinf., No Base	SY	$58.50		$0.00			$0.00		0		0%
HANDRAIL											
Handrail 3 Rail 1-1/4" #4 Finish	LF	$143.00		$0.00			$0.00		0		0%
Wood Chip Trail											
Trails(Incl Excavation &	SY	$77.00		$0.00			$0.00		0		0%
Grading) Wood chip, 4' wide	SY	$21.00		$0.00			$0.00		0		0%
Bituminous Trail											
6' to 10' wide	SY	$22.00	146	3212			$0.00		0		0%
CRITICAL SLOPE STABILIZATION											
Paved Flume	SY	$100.00		$0.00			$0.00		0		0%
Stmwtr Conc Channel-Excav	SY	$97.00		$0.00			$0.00		0		0%
ADD Grass Lined-seeded	SY	$19.00		$0.00			$0.00		0		0%
ADD Grass Lined-sodded	SY	$26.00		$0.00			$0.00		0		0%
Outlet Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00			$0.00		0		0%
Concrete 4"	SY	$70.00		$0.00			$0.00		0		0%
Level Spreader	SY	$5.77		$0.00			$0.00		0		0%
Struc Streambank Protection											
Non-grouted Riprap 18"	SY	$87.00		$0.00			$0.00		0		0%
Gabions	CY	$255.00		$0.00			$0.00		0		0%
Vegetative Erosion Control											
Sodding incl Fertilizing –Banks	SY	$9.00		$0.00			$0.00		0		0%
Sodding incl Fertilizing – Flat	SY	$9.00		$0.00			$0.00		0		0%
Seeding incl Fertilizing	SY	$3.00		$0.00			$0.00		0		0%
Soding W/Soil Treat &Watering	SY	$9.00		$0.00			$0.00		0		0%
Seeding W/Soil Treat &Watering	SY	$3.00		$0.00			$0.00		0		0%
Straw Mulch w/Tack	SY	$2.00		$0.00			$0.00		0		0%
Jute Mesh	SY	$2.00		$0.00			$0.00		0		0%
SPECIAL ITEMS											
FEMA ProcessingLOMR/CLOMR	EA	$10,240.00		$0.00			$0.00		0		0%
As Built (Record Drawings)	EA	$12,967.50	1	$12,967.50			$0.00		0		0%
SWM/BMP POND	LS	$0.00		$0.00			$0.00		0		0%
SIGNALIZATION	LS	$0.00		$0.00			$0.00		0		0%

EFFECTIVE PERIOD OF BOND (IN MONTHS)	**12**
TOTAL ESTIMATE OF COMPLETED WORK	**$2,630,086.86**
+ 10% CONTINGENCY	**$263,008.69**
GRAND TOTAL	**$2,893,095.55**
FINAL PRICE (+ 4% ANNUAL INTEREST)	**$3,008,819.37**

EFFECTIVE PERIOD OF BOND (IN MONTHS)	
TOTAL BOND REDUCTION REQUEST	**$0.00**
+ 10% CONTINGENCY	**$0.00**
GRAND TOTAL	**$0.00**
FINAL BOND REDUCTION REQUEST (+4% ANNUAL INTEREST)	**$0.00**

TOTAL ESTIMATED - BOND REMAINING	**$3,008,819.37**

Kimley»Horn

Memorandum

To: Mark Flynn
Arcadia Land, Inc.
108 N. George Street, 2nd Floor
Charles Town, WV 25414

From: Mark Phillips, P.E.

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

Date: April 14, 2025

Subject: Norborne Glebe Phases 11, 12, and 13 Bond Initiation Review

This memorandum summarizes our review of the Bond Initiation request for the Norborne Glebe Subdivision Phases 11, 12, and 13 Bond Initiation Application (dated March 31, 2025, prepared by Greenway Engineering). Using the Final Subdivision Plans and Comment Response Letters provided by the Applicant we have no further comments.

Kimley-Horn finds the Bond Initiation requests to be in conformance with the Plans and recommends approval of the initiation requests.

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

KIMLEY-HORN & ASSOCIATES, INC.

Mark Phillips, P.E.
Project Manager
Associate

Planning Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

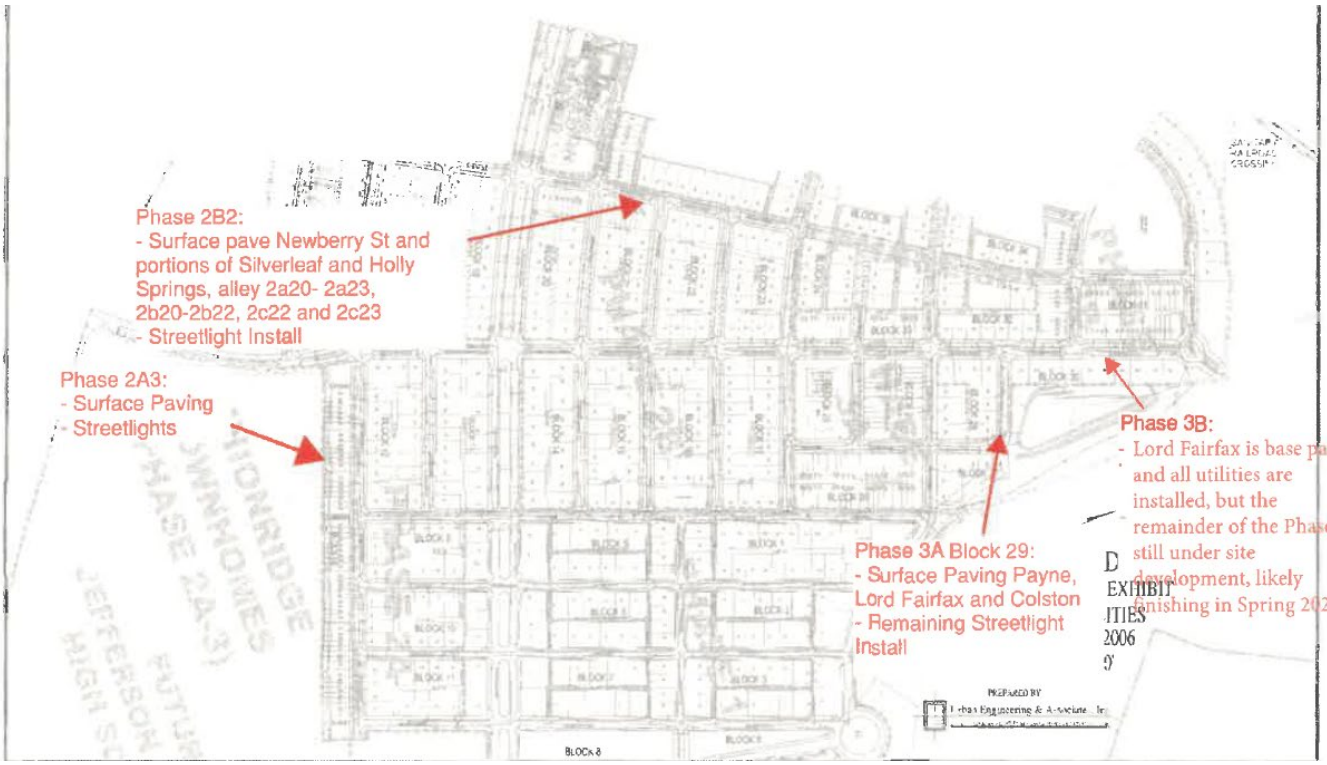
Commission Review: *BR2025-06* - Huntfield - Bond Extension Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Request Letter.pdf
- 4. Narrative.pdf
- 5. Phases Map.pdf
- 6. Master Bond - United Bank.pdf
- 7. KH Review.pdf

Bond Extension Request
BR2025-06

Date: For the April 28, 2025 Planning Commission meeting
Applicant: DR Acquisitions, LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: A bond extension for multiple phases of Huntfield



OVERVIEW: *DR Acquisitions LLC* is seeking a bond extension for multiple phases of development in the Huntfield subdivision. The applicant is specifically requesting an extension of the bonds for phases 2A-3,2B2, 3A, and 3B.

BACKGROUND

On October 13, 2021, "DR Acquisitions LLC" received a letter of credit from United Bank in the amount of $2,188,618.81. This Master Bond covers Phases: 2A-3(Union Ridge), 2B2, 3A, 3A stormwater basin, 5A, and Rec. Center.

The expiration date was set for October 21, 2023, with the condition that it would be automatically extended for six months unless the City objected in writing to that extension. The bonds had a final expiration date of April 13, 2024. The Planning Commission voted on April 22, 2024 to extended the expiratory date to April 13, 2025.

The applicant is seeking a one-year bond extension to April 2026, at which point the bond will hit the maximum extension length of 5 years.

EXTENSION CRITERIA

Section 1335.07.B.2.:

A. Except as provided in this paragraph, no Performance Agreement shall be extended beyond five (5) years from the date of the original Agreement. Thus, if the initial period of completion was 2 years, no more than three (3) extensions, each of one (1) year, shall be granted.

   However, upon recommendation by the Bond Committee, the Planning Commission may, at the request of the owner/Developer submitted prior to the fifth extension, grant extensions beyond the five (5) year limit, provided the Bond Committee determines that such additional extensions are reasonably justified due to the magnitude of the bonded project, the reasonableness of the construction schedule and the diligence of the Developer in carrying out the schedule, a reasonable estimate of the time necessary to satisfy West Virginia Department of Highways public Improvement requirements, and such other factors as may be deemed relevant by the Bond Committee.

B. The owner/Developer can make a formal request to the Planning Commission for an extension of the completion date for a maximum period of one (1) year. The owner/Developer must indicate the reasons and conditions which have prevented completion of the required Improvements. The owner/Developer shall furnish to the Planning Commission an Extension Agreement, the surety's written consent to the extension and an extension of the surety or security.

WORK COMPLETED

Per the applicant, work completed since the previous bond extension in April 2024 has been:

Phases 2A-3 and 3B – Curb repairs, installation of all utilities, stone base and paving of Lord Fairfax St. Construction of homes.

REMAINING WORK

Per the applicant, the following work remains, based on current year dollar amounts:

Phase 2A-3 – Asphalt surface course in the amount of $104,650.00. Estimated completion year: 2025.

Phase 2B-2 - Asphalt surface course, line striping, property corner markings, and streetlight installation to the amount of $142,504.70. Estimated completion year: 2025.

Phase 3A/Stormwater Basin - Asphalt surface course, property corner markings, and streetlight installation to the amount of $74,519.00. Estimated completion year: 2025.

Phase 3B – Install remaining water and sewer lines, stone base and base paving and asphalt surface course for streets, curb and gutter, property corner markings, street sign and streetlight installation, and public walks to the amount of $992,617.00. Estimated completion year: 2027.

The applicant is requesting an extension of certain phases in a Master Bond (2A3, 2B2, 3A, 3A Stormwater), in addition to another phase not covered by the Master Bond (3B). See table on next page:

BOND EXTENSION REQUEST	Phase	Current Amount	Estimated Completion Cost in current dollars (per applicant)
Requested extension, and part of the Master Bond	2A-3	$357,056.46	$104,650.00
	2B-2	$873,056.54	$142,504.70
	3A & 3A Stormwater Basin	$75,439.36	$74,519.00
Sub-totals	**$1,305,552.36 Master Bond select phases**		**$321,673.70**
Requested extension, and not part of the Master Bond	3B	$760,473.07	$992,617.00
TOTAL	**$2,066,025.43 Current bond amount**		**$1,314,290.27 Completion cost**
Part of the Master Bond but not requested for extension	5A	63,878.	Per applicant, work is completed.
	Rec. Center	606,907.46	Per applicant, work to be done by June.
Sub-totals	**$670,785 Bonded but no extension requested**		Not provided.

BOND HISTORY

MASTER BOND SELECT PHASES

2A-3/Union Ridge Townhomes

November 22, 2004: Planning Commission reduces Phase 2A Bond from $4,732,471.89 to $1,552,059.28. The bonds are issued by Bond Safeguard Insurance Co. to Huntfield LC.

November 28, 2006: Planning Commission reduces Phase 2A Performance Bond Instrument 1014104 issued by Lenox Insurance Co. to $230,822. Bond is issued to Huntfield LC.

Bond is later increased to $357,056.46

May 27, 2008: Planning Commission approves re-allocating bonded amount from 2A to 2A-3, reducing the Phase 2A amount while increasing the amount for Phase 2A-3 to $357,056.46.

April 2, 2012: Phase 2A Performance Bond Instrument 1014104 is issued by Lexon Insurance Co. to NVR MS Cavalier Huntfield LLC. Said instrument was previously owned by Huntfield LC, but sold when NVRMS purchased the property in June 2011. **Bond amount is $357,056.46.**

October 13, 2021: A Master Bond Letter of Credit #4832911-63 is issued from United Bank to DR Acquisitions LLC. The portion for this Phase is $357,056.46

April 22, 2024: Planning Commission approves an extension of Master Bond Letter of Credit #4832911-63 from United Bank, extending it to April 13, 2025.

2B-2:

March 28, 2005: Planning Commission approves a bond reduction for Phase 2B Blocks 14-17 from $1,678,938.42 to $908,042.36.

May 27, 2008: Planning Commission approves re-allocating bonded amount from 2B-1 to 2B-2, reducing the Phase 2B-1 amount while increasing the amount for Phase 2B-2 to $873,056.54

April 2, 2012: Phase 2B2 Performance Bond Instrument 1014079 is issued by Lexon Insurance Co. to NVR MS Cavalier Huntfield LLC. Said instrument was previously owned by Huntfield LC, but sold when NVRMS purchased the property in June 2011. Bond amount is $873,056.54.

October 13, 2021: A Master Bond Letter of Credit #4832911-63 is issued from United Bank to DR Acquisitions LLC. **Bond amount is $873,056.54**

April 22, 2024: Planning Commission approves an extension of Master Bond Letter of Credit #4832911-63 from United Bank, extending it to April 13, 2025.

February 18, 2025: City Council approved a bond reduction from $873,056.54 to $268,592.89

3A-Block 29 & 3A Stormwater Basin

March 21, 2007: Planning Commission approves a bond reduction for Phase 3A from $1,658,636.32 to $438,408.25.

April 2, 2012: Phase 3A Performance Bond Instrument 1004711 is issued by Lexon Insurance Co. to NVR MS Cavalier Huntfield LLC. Said instrument was previously owned by Huntfield LC, but sold when NVRMS purchased the property in June 2011. Bond amount is $257,720.35, having been previously reduced.

October 13, 2021: A Master Bond Letter of Credit #4832911-63 is issued from United Bank to DR Acquisitions LLC. The portion for this Phase is $257,720.35 + $30,000 for a stormwater management basin.

April 22, 2024: Planning Commission approves an extension of Master Bond Letter of Credit #4832911-63 from United Bank, extending it to April 13, 2025.

February 18, 2025: City Council approved a bond reduction from $287,720.35 to **$75,439.36**

MASTER BOND – ADDITIONAL PHASES

The following phases are part of the United Bank Master Bond, but the applicant has not specifically requested an approval of their extension:

5A – Applicant states that work has been competed for this phase. Applicant has not yet requested bond release. Current bond amount is $63,878.

Rec. Center – Applicant states that the proposed work should be completed by June. Current bond amount is: $606,907.46

OTHER PHASES

3B – This Phase is separate from the Master Bond.

March 28, 2005: Planning Commission approves a bond reduction from $1,530,907.62 to $760,473.07

SUMMARY

The **total cost of the remaining work** per the applicant is $1,314,290.27

Current bond amount for the selected phases is: $2,066,025.43

The bond cost for the phases not specifically included in the request but which are part of the Master Bond, is $63,878 (5A) & $606,907.46 (Rec. Center)

Current **bond total for all phases**: 2A3, 2B2, 3A/Stormwater, 5A, Rec Center: $2,736,810.43

As no 'remaining cost of Construction' was provided for 5A and the Rec. Center, **the difference between** the **total bonded amount** and the **total estimated cost of construction** is:**$751,735.16**, which is calculated by: Total bonded amount – cost of remaining work – bonded costs for 5A & Rec. Center.

BOND COMMITTEE

The Bond Committee met on April 14, 2025, and recommended that the applicant provide an updated bonding amount using the most recent estimate form crafted by the City.

RECOMMENDATION

Approval of the bond extension request, to include the bonds for phases 5A and the Recreation Center, to be extended until April 13, 2026.

BOND REQUEST AND REDUCTION

1. APPLICATION TYPE :

☐ Bond Initiation – No application fee

☐ Bond Reduction – No application fee

☐ Bond Release – Application Fee: $85

Bond extension

2. FEES

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

3. PUBLIC NOTICE

Only bond release applications require a public hearing.

4. APPLICATION REQUIREMENTS

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

1. DATE 8/20/2025

2. PROJECT NAME Huntfield

Address

3. APPLICANT'S NAME* DR Acquisitions, LLC

Address 7945 Wormans Mill Rd Frederick MD 21701

Telephone Number (301) 433-1718

Email Address awolf@dmrdev.com

4. PROPERTY OWNER'S NAME Same as Applicant.

Address

Telephone Number ( )

Email Address

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

5. DESCRIPTION OF REQUEST:

Request for 2 year extension of bond for Phase 2B2, Phase 2A3, Phase 3A & Phase 3B.

6. A) CURRENT BOND AMOUNT $ 1,817,874.17

B) PROPOSED BOND AMOUNT $

C) CHANGE IN BONDED AMOUNT $

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

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

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

Application No.	Project Name and Phase	Status	Approval Date

9. BOND RELEASE – SUPPLEMENTAL MATERIALS REQUIRED:

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

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

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

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

Continued on next page.

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

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

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

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

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1335 of the S/LD Ordinance.

Signature of Applicant _____ Date 3/21/25

Signature of Property Owner (If different than Applicant)

_____ Date _____

Please submit an original completed application to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Site Inspection Date:_____ Inspector:_____

Planning Commission Approval:_____ Date:_____

City Council Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

DMR ENTERPRISES

7945 Wormans Mill Rd
Frederick, MD. 21701

March 24, 2025

VIA EMAIL
City of Charles Town
Attn. James Newman
City of Charles Town, WV

In RE: Huntfield – Request for Two Year Extension of Bond

Dear Mr. Newman:

At this time we are providing this letter in support of our two-year extension request for the Huntfield subdivision project. On June 23, 2021, DR Acquisitions, LLC, obtained a Letter of Credit ("LOC") for the sum of $2,188,618.81. On October 13, 2021, this LOC was transferred to the City of Charles Town ("City"), as beneficiary, in the same sum.

A bond reduction package was submitted in September of 2023, for Phase 2B2 and 3A. Due to issues surrounding stop sign placements, the bond reduction requests were tabled until placement of the signs were confirmed, and the City granted an extension until April 13, 2025 at that time.

The aforementioned reduction requests for 2B2 and 3A were granted in February of 2025, reducing the bond to $1,317,874.17.

At this time, the following remains to be completed:

- Phase 2B2 - remainder surface paving and streetlight installation, likely to be completed in 2025
- Phase 2A3 - surface paving and streetlight installation, likely to be completed in 2025
- Phase 3A, Block 29 - remainder surface paving and streetlight installation, likely to be completed in 2025
- Phase 3B – Lord Fairfax St. is base paved and all utilities are installed. The remainder of this Phase is still under active site development and will likely be finished in Spring of 2027.

The original time period was insufficient for a project of this scope and size (264 total lots). We have developed these lots at a rate typical for this market except for one pause of approximately twelve (12) months during negotiation with the city of amendment to the proffer agreement. Phase 3B, the last phase of this group, is currently under development, and we expect to sell lots there through 2025. DRB will build through 2026, and we expect to close out this section in Spring 2027. Close out for the other phases should occur this year.

We stand ready to answer any questions regarding this request and the associated time required to complete.

Should you have any questions, please do not hesitate to reach out at awolf@dmrdev.com. Thank you.

Best.

Anne Wolf, Land Assistant

DRAcquisitions

Huntfield Bond Completion Letter

4/23/2025

DR Acquisitions LLC
7945 Wormans Mill Rd
Frederick, MD 21701

James Newman
City Planner, Zoning/Subdivision Administrator
City of Charles Town, WV

Mr. Newman,

Per your request, this letter is to represent the work that has been completed since April of 2024 and what is currently remaining at the Huntfield subdivision in Charles Town, WV for Phases 2B2, 2A3, 3A and 3B.

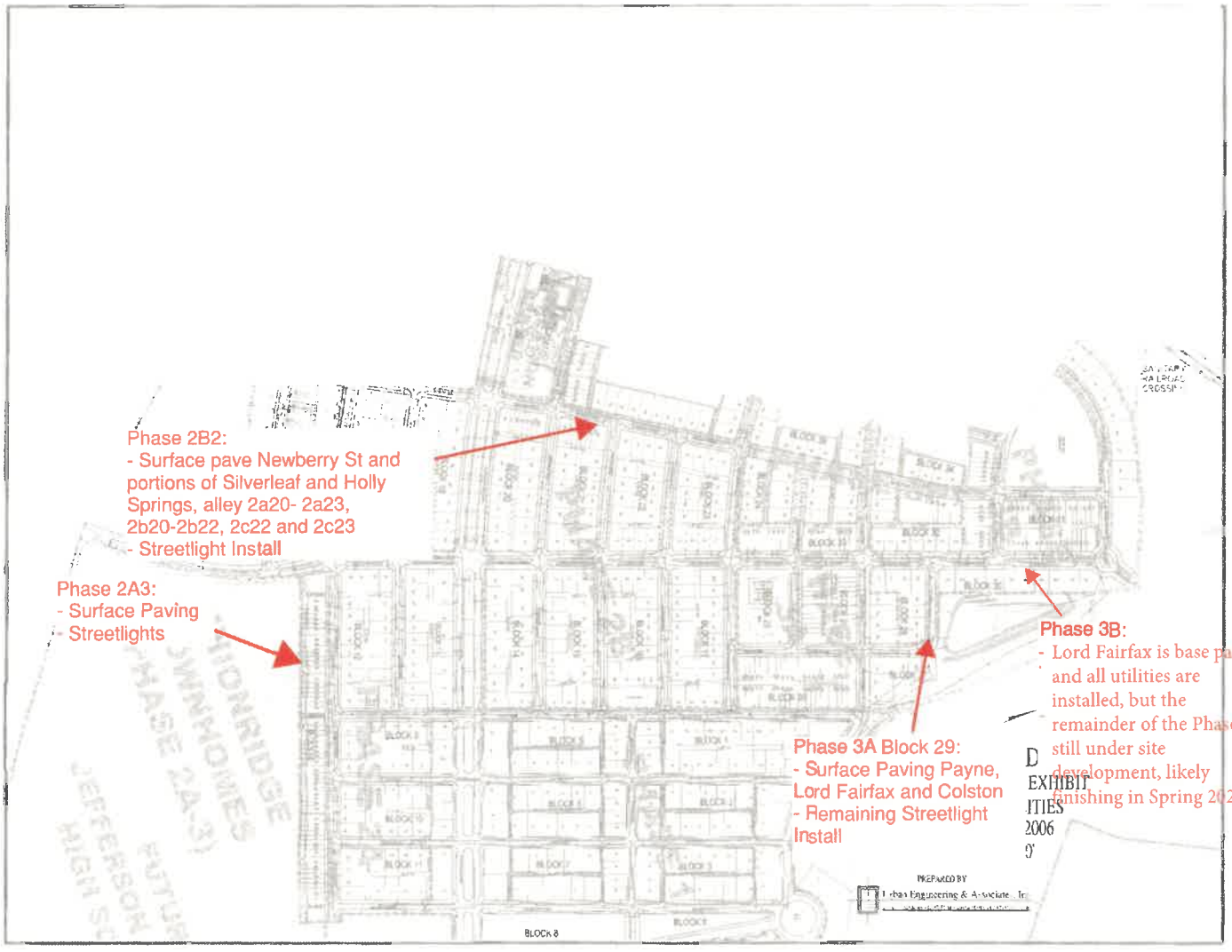
Development work completed by DRA since April 2024 includes curb repairs in Phase 2A3 and in Phase 3B, and specifically all utilities, stone base and paving have been completed for Lord Fairfax Street. Also during the past year, the sole homebuilder DRB Homes, has built homes in Phase 2B2 and Phase 3A.

Work still to be completed by DRA includes the following in Phase 2B, asphalt surface course, line striping, property corners and streetlights which is estimated to be a total of $142,504.70; as well as surface course in 2A3 which is estimated to be $104,650.00; surface course, streetlights and property corners in Phase 3A, estimated at $74,519.00. The remainder of the Phase 3B is still under site development which includes installing the remainder of the water main and services, curb and gutter, stone base, base paving, property corners, streetlights, street signs, public walks and surface course, at an estimated cost of $992,617.00.

Thank you,

Daniel Ebersole, Manager

DR ACQUISITIONS, LLC 7945 Wormans Mill Rd, Frederick, Maryland, 21701 P. 301.788.0703


Phase 2B2:
- Surface pave Newberry St and portions of Silverleaf and Holly Springs, alley 2a20- 2a23, 2b20-2b22, 2c22 and 2c23
- Streetlight Install
Phase 2A3:
- Surface Paving
- Streetlights
Phase 3A Block 29:
- Surface Paving Payne, Lord Fairfax and Colston
- Remaining Streetlight Install
Phase 3B:
- Lord Fairfax is base paved and all utilities are installed, but the remainder of the Phase is still under site development, likely finishing in Spring 2027
EXHIBIT
2006
PREPARED BY
BLOCK 8

UNITED BANK

@ your service™

City of Charles Town
101 East Washington Street
P.O. Box 14
Charles Town, WV 25414

RE: Irrevocable Letter- of- Credit# 4832911-63
AMOUNT: $2,188,618.81

Projects: **Union Ridge Townhomes - 2A-3 (Lots 858-882, 884-891, 893-908, 910-913)**
Huntfield Phase 5A (Lots 613-627)
Huntfield Phase 3A (Lots 379-467)
Huntfield Phase 3A Storm Water Management Basin
Phase 2B-2 (Lots 278-378, 277A, 311A, 347A, 366A)
Recreation Center Sitework

Dear City of Charles Town Council:

By this letter, United Bank, hereby establishes Irrevocable Letter-of-Credit, No. **4832911-63**, and authorizes you to draw on us for the account of DR ACQUISITIONS, LLC up to an aggregate amount of **TWO MILLION ONE HUNDRED EIGHTY-EIGHT THOUSAND SIX HUNDRED EIGHTEEN AND 81/100 U.S. DOLLARS ($2,188,618.81),** subject to the terms and conditions stated herein.

Draws under this Letter-of-Credit are available by your draft presented to our Bank at 14048 Parkeast Circle, Suite 100, Chantilly, Virginia 20151, on or before its expiration on October 13, 2023, and accompanied by the following documents:

1. A certification executed and signed by a duly authorized member of the City Council of City of Charles Town, West Virginia, that DR ACQUISITIONS, LLC has failed to perform its obligation under, and according to, the terms of those certain Performance Bond Agreements, attached hereto and made a part hereof; and

2. The original Letter-of- Credit.

We hereby agree that drafts under and in compliance with the terms of this Letter-of-Credit will be duly honored if presented as aforesaid on or before its expiration on October 13, 2023. However, it is a condition of this Letter of Credit that it will be automatically extended for a single period of six (6) months unless thirty (30) days prior to an expiration date we notify City Council of City of Charles Town, West Virginia, in writing by registered mail, that we elect not to renew this Letter of Credit for such additional period. This Letter-of-Credit shall reach its final expiration date on April 13, 2024..

Except as otherwise stated herein, this credit is subject to the Uniform Commercial Code and shall be construed under the laws of the State of West Virginia. Any draft upon this Letter-of-Credit shall be marked "Drawn under United Bank Letter-of-Credit" for DR ACQUISITIONS, LLC dated October 13, 2021.

Very Truly Yours,

UNITED BANK



Devin McCreery
Market President

Date: October 13, 2021

PERFORMANCE AGREEMENT

This Agreement, made and entered into this __ day of_____, 20____, by and between

DR Acquisitions, LLC
(hereinafter called "Developer"); and

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

WHEREAS, in consideration of the approval by the City of the plat, plans, and profiles of the Site Plan known as "See Exhibit A attached" designated as application number Exhibit A, and any and all revisions thereof however such revisions may be re-designated (the "Plans"), and the City not requiring the following work to be completed prior to the approval of the said Site Plan, the Developer, its successors and assigns agrees to complete the following work within 24 months from the date hereof:

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

regarding the provisions for permanent maintenance. All traffic signs shall be kept in proper position, clean, and legible at all times. Damaged signs shall be replaced immediately. Special care shall be taken to see that weeds, shrubbery, construction materials, and snow are not allowed to obscure the face of any sign; and

8. To maintain control on the project site at all times so that mud is not tracked out of the project by vehicle tires and deposited on adjacent streets of the state system, or such other travel ways as may be adjacent to the project site; and
9. To completely control and prevent any untreated stormwater from discharging from any stormwater management facility installed or constructed on the property. Stormwater management construction inspection shall utilize the final approved plans and specification for compliance. In addition, the inspection shall comply with Section 1334.02, Erosion and Sediment Control Standards.

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

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

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

[OR]

Developer hereby provides security in the form of a **[Letter of Credit] [Corporate Surety Bond]** in the amount of $ 2,188,618.81, which funds are to be made available to the City upon default or breach of any of the terms and conditions of this Agreement by the Developer. Such [Bond] [Letter of Credit] Numbered 4832911-63 is attached hereto and made a part hereof, and the Developer hereby ratifies and reaffirms its agreement that the said funds represented by the [Bond] [Letter of Credit] are available to the City on default of this Agreement. This paragraph shall not be construed in any manner as a waiver of any right of the City to enforce the obligations of this Agreement against the Developer, its successors and assigns.]

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

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

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

[PRINT NAME OF PERSON SIGNING FOR DEVELOPER]

Attorney

Developer: DR ACQUISITIONS, LLC.

[TYPE OR PRINT NAME OF DEVELOPER]

By: _____ (SEAL)

[SIGNATURE]

Title: VP LAND & ACQUISITIONS

[TYPE OR PRINT]

STATE OF ~~WEST VIRGINIA~~ MARYLAND
COUNTY OF WA, to wit:

I, the undersigned Notary Public, in and for the jurisdiction aforesaid, do hereby certify that MATTHEW POWELL as VP LAND & ACQUISITIONS of DAN RYAN BUILDERS, whose name is signed to the foregoing Agreement, appeared before me and personally acknowledged the same in my jurisdiction aforesaid.

GIVEN under my hand and seal this 6 day of OCTOBER, 2021.

My commission expires:

01/27/2024

Notary Registration Number:

N/A

Notary Public

KELLY J. CARR
Notary Public-Maryland
Washington County
My Commission Expires
January 27, 2024

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE]

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

THE CITY COUNCIL OF

APPROVED AS TO FORM:

CHARLES TOWN, WEST VIRGINIA

Daryl Hawkey

By: Robert M Trainor (seal)

Name: Robert M. Trainor

Title: Mayor

STATE OF WEST VIRGINIA

COUNTY OF Jefferson, to wit:

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

GIVEN under my hand and seal this 2 day of November, 2021.

My commission expires:

06/12/2025

Notary Public: Carolyn Vezzosi

Notary Registration Number:

N/A

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Carolyn M. Vezzosi
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414
My Commission Expires June 12, 2025

Huntfield Performance Agreement - EXHIBIT A

Plan	Application Number	Current Amount
Union Ridge Townhomes - 2A-3 (Lots 858-882, 884-891, 893-908, 910-913)	STPL 2009-0002	$ 357,056.46
Huntfield Phase 5A (Lots 613-627)	STPL 2007-0011	$ 63,878.00
Huntfield Phase 3A (Lots 379-467)	STPL 2003-2009	$ 257,720.35
Huntfield Phase 3A Storm Water Management Basin	STPL 2003-2009	$ 30,000.00
Phase 2B-2 (Lots 278-378, 277A, 311A, 347A, 366A)	STPL 2003-0006	$ 873,056.54
Recreation Center Sitework	STPL 2007-0015	$ 606,907.46
		$ 2,188,618.81

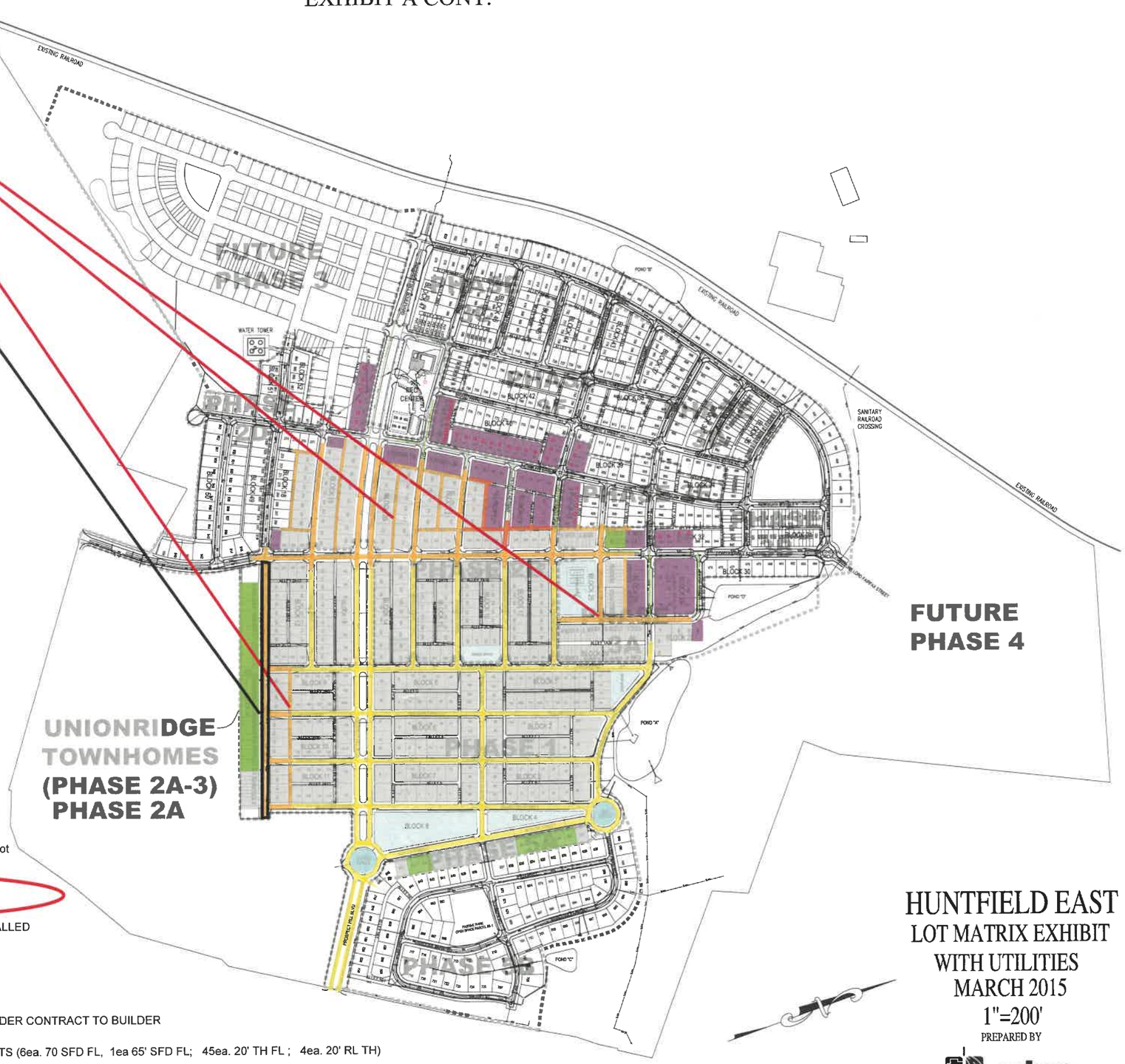
EXHIBIT A CONT.

DRA Site Walk

Future bond reduction will apply to:

- Phases 2A, 2B, and 3A - surface paving & line striping will be completed.

- Phase 2A-3 surface paving will NOT yet be completed (outlined in black).



LEGEND

- STREETS FINAL PAVED AND CONVEYED TO CITY OF CHARLES TOWN *alleys in this area are not shaded, final paved and under HOA maintenance
- STREETS AND ALLEYS BASE PAVED
- SANITARY SEWER MAINS AND LATERALS INSTALLED
- WATER MAIN AND SERVICES INSTALLED
- STORM DRAIN INSTALLED
- GRAY SHADED LOTS = SETTLED OR SOLD / UNDER CONTRACT TO BUILDER
- GREEN SHADED LOTS = REMAINING 1A SFD LOTS (6ea. 70 SFD FL, 1ea 65' SFD FL; 45ea. 20' TH FL ; 4ea. 20' RL TH)
- PURPLE SHADED LOTS = 1B LOTS (11 SFD FL of which 4ea 70' lots rest are 75' ; 52 SFD RL 50' lots; 42 TH RL 20' lots)
- Denotes "NOT RECORDED"
- Common Areas Conveyed to the HOA

HUNTFIELD EAST
LOT MATRIX EXHIBIT
WITH UTILITIES
MARCH 2015
1"=200'

PREPARED BY

urban
Planners Engineers Landscape Architects Land Surveyors

Kimley»Horn

Memorandum

To: DR Acquisitions, LLC
7945 Wormans Mill Road
Frederick, MD 21701

From: Mark Phillips, P.E.

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

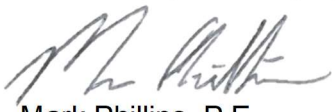
Date: March 31, 2025

Subject: Huntfield Bond Extension Phases: 2B2, 2A3, 3A, 3B

This memorandum summarizes our review of the Bond Extension request for the Huntfield Subdivision Phases 2B2, 2A3, 3A, and 3B Performance Bonds (dated March 24, 2025, prepared by DMR Acquisitions LLC) for an extension of the existing bond amount of $1,317,874.17. Based upon the documents provided and the anticipated completion dates in the Applicant's Request Letter, Kimley-Horn has no comments.

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

KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Project Manager
Associate

Planning Commission
101 East Washington Street
Charles Town, WV 25414

SCHEDULED

Meeting: 04/28/25
Department: Planning Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Staff Update: Zoning and Subdivision Ordinance Rewrites - Status

ATTACHMENTS:

- 1. Report.pdf
- 2. 2025-04-11 Draft Zoning Ordinance.pdf
- 3. 2025-04-16 Character Analysis.pdf

Zoning and Subdivision/Land Development Ordinances Rewrite

Status Report

Date: For the April 28, 2025 Planning Commission work session
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.

ISSUE

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

COMMITTEE

On February 18, 2025, City Council formed the *Zoning/SALDO Rewrite Advisory Committee*, comprised of the following members:

City Officials
Jeff Hynes –Councilmember, and Council liaison to the Planning Commission.
Elizabeth Ricketts – Councilmember
Ann Paonessa – Chair of the Planning Commission
Kevin Long – Planning Commissioner

City Staff
Stephanie Groves – City Attorney
Alissa Meeks – Director of the Community Development Department
James Newman – City Planner, Zoning/SALDO Administrator

Michael Baker International
Troy Truax – Project Lead
Samantha McClean – Project Analyst

PRELIMINARY WORK

City Staff provided comments on both Ordinances to *Michael Baker*, and had initial reviews on March 12th (for the Zoning Ordinance) and March 28th (for the SALDO).

COMMITTEE WORK

The Committee had its inaugural meeting on April 17th, reviewing proposed changes to the first Article of the Zoning Ordinance. Main points of change included:

1. Discussion on exemptions from the Ordinance. Issue not yet settled.
2. Making it clear that the Zoning Administrator is allowed to enforce the Ordinance without having to first get approval from City Council
3. Clarifying application & legal notice deadlines.

A copy of the proposed Article is attached to this report.

LAND USE

Michael Baker presented an early review of the existing land uses within City limits, and potential Future and Use categories, in the form of a *Character Analysis*. A copy of the *Character Analysis* is attached to this report.

NEXT STEPS

Staff will work to address the points raised by the Committee prior to its next meeting, set for early May. The intent of the second meeting is to finalize the draft text for Article 1, set to work on reviewing the first Article of the SALDO, get additional information from the consultant on *Character Analysis,* as well as determining dates and methods for public input.

DRAFT – 11 APR 2025

Zoning Ordinance of the City of Charles Town, WV

Part 13, Articles 1321 -1325 of the Charles Town Code

Enacted:
Effective:

CITY OF CHARLES TOWN ZONING ORDINANCE

PART 13, ARTICLES 1321 – 1325 OF THE CODE OF CHARLES TOWN

CITY OF CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

ACKNOWLEDGEMENTS

City Mayor
Bob Trainor

City Council

James Kratovil, Ward 1
Elizabeth Ricketts, Ward 1
Jeff Hynes, Ward 2
Kevin Tester, Ward 2
Julie Philabaum, Ward 3
Priscilla Rodd, Ward 3
Micheal George, Ward 4
Angie Sugrue, Ward 4

City Planning Commission

Ann Paonessa, Chair
Jeff Hynes, City Council Representative
Zakhary Dunning
Kevin Long
Jessica Derr

Assistant City Manager and Director of Community Development
Alissa J. Meeks

City Planner, Zoning/Subdivision Administrator
James Newman, AICP

City Attorney
Stephanie Grove, Esq.

Zoning Ordinance Task Force

Mayor Trainor
Jeff Hynes, Ward 2
Alissa J. Meeks
James Newman, AICP
Stephanie Grove, Esq.

Technical Consultant
Michael Baker International, Inc.

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ARTICLE 1321 GENERAL ZONING PROVISIONS

Section 1321.01 Short Title

This Ordinance and Ordinances supplemental or amendatory thereto, shall be known and may be cited as the "Zoning Ordinance of the City of Charles Town, West Virginia" and hereinafter referred to as the "Ordinance."

ENACTED:
EFFECTIVE:

Section 1321.02 Purpose

The Charles Town Zoning Ordinance is intended to guide future growth and development by regulating land Uses within the jurisdiction of Charles Town for the improvement of the health, safety, comfort, and general public welfare of Charles Town citizens. This Ordinance complies with West Virginia Code § 8A and has been enacted following a study of the land within the corporate limits of Charles Town, the preparation by the Planning Commission of a report and submission of the same to City Council, and public hearings after public notice, all as required by Article 7 of said § 8A. In addition, this Ordinance works in conjunction with the Charles Town Subdivision and Land Development Ordinance, Part 13 of the Charles Town Code, and is in accordance with the Charles Town Comprehensive Plan. The following items were duly considered in drafting and enacting this Ordinance:

(A) Promoting general public welfare, health, safety, comfort, and morals;

(B) A plan so that adequate light, air, convenience of access, and safety from fire, flood, and other danger is secured;

(C) Ensuring attractiveness and convenience is promoted;

(D) Lessening traffic congestion;

(E) Preserving Historic Landmarks, Sites, Districts, and Structures; and

(F) Promoting the orderly development of land, including providing for the use of land within the City of Charles Town for residential housing of various dwelling types encompassing all basic forms of housing, including single-family and two-family dwellings, and a reasonable range of multifamily dwellings in various arrangements, manufactured housing, provided, however, that this Ordinance shall not be deemed invalid for the failure to provide for any other specific dwelling type.

Section 1321.03 Authority

This Ordinance is enacted pursuant to the authority specified under the West Virginia Code § 8A- 7-1.

Section 1321.04 Jurisdiction

This Ordinance shall apply to all buildings, structures, land, water, and uses within the corporate limits of the City of Charles Town, West Virginia, hereinafter referred to as the "City", except those determined by law to be under the sovereign control of the United States of America, the State of West Virginia, Jefferson County, and the City of Charles Town, and those used for governmental purposes.

Section 1321.05 Applicability

(A) Unless otherwise provided, the Zoning Ordinance applies to:

1. All uses of land, water, or buildings, and structures established hereafter;

2. All alterations or relocations of existing buildings and structures occurring hereafter; and

3. All enlargements of, additions to, changes in, and relocations of existing uses occurring hereafter.

(B) Except as hereinafter specified, no land shall hereafter be used or developed, and no building or part thereof or other structure shall be used, located, erected, constructed, reconstructed, extended, enlarged, converted, or altered, except in conformity with the regulations herein specified for the Zoning District in which it is located. Furthermore, any changes created by a subdivision of land shall also be in conformity with the regulations herein specified for the Zoning District in which it is located, as reviewed and determined by the Zoning Administrator.

(C) Existing buildings, structures and uses that do not comply with the regulations of this Zoning Ordinance may be allowed to continue subject to the provisions of Section 1323(M), Nonconformities, of this Ordinance.

(E) In general, the Subdivision and Land Development Ordinance shall provide design standards and other regulations pertaining to the development of land, whereas, the Zoning Ordinance provides parameters on the Use of land. Both documents correlate with each other to provide the overall regulations that are administered by the Zoning Administrator, Subdivision Administrator, Planning Commission, City Council, and/or Board of Zoning Appeals, as specified in said Ordinances.

(D) Nothing in this Ordinance shall be deemed or construed to void, nullify, abrogate, modify, limit or otherwise adversely affect any right vested under applicable law at the time of enactment of this Ordinance, whether such right arose under a subdivision or land development plan or plat, proffer, condition of annexation, or development agreement proposed by a Person and accepted or approved by the City or any of its departments or commissions or any other source. This Ordinance is not intended to interfere with or abrogate or annul any more restrictive Easements, covenants, building restrictions, or other agreements between parties relating to use or development of land.

Section 1321.06 Interpretation

(A) The regulations specified within this Ordinance shall be considered minimum regulations and shall be applied uniformly to all properties and parcels within the jurisdiction of the City.

(B) Uses not permitted (whether expressly permitted or permitted upon interpretation and classification by the Zoning Administrator as follows) within a Zoning District shall be deemed excluded. The Zoning Administrator, as defined in Section 1321.08(A), shall interpret the classification of all land Uses within the context and intent of this Zoning Ordinance and may issue a decision regarding whether a particular use is permitted or excluded in a Zoning District, all in accordance with Section 1321.08(D)(12) and Section 1322.04 of this Ordinance.

(C) When this Ordinance places a greater restriction than is imposed or required by other provisions of law, or by other rules, regulations, Ordinances, or by private restrictions, covenants, or declarations, the provisions set forth in this Ordinance shall prevail, except where otherwise specifically stated herein. Without limitations of the foregoing, in the event of a conflict between or among the provision of this Ordinance, the City's Subdivision and Land Development Ordinance, and/or any other Codified Ordinance of the City, the conflicting provisions shall be given precedence in the following

order: (1st) the provisions of this Ordinance; (2nd) the provisions of the City's Subdivision and Land Development Ordinance, Part 13 of the City Code; and (3rd) the provisions of the City's other Codified Ordinances with precedence among them given to the provision bearing the latest date of passage.

(D) If there is a conflict between or among the provisions of this Ordinance, the stricter regulation shall apply.

(E) This Ordinance is not intended to abrogate, annul, or otherwise interfere with any easement, covenant, or other private agreement or legal relationship; provided, however, that where the regulations of this Ordinance are more restrictive or impose higher standards or requirements than such easements, covenants, or other private agreements or legal relationships, the regulations of this Zoning Ordinance govern.

Section 1321.07 Severability

Should a court of competent jurisdiction declare any article, section, subsection, or provision of this Ordinance invalid or unconstitutional, this decision shall not affect the validity or constitutionality of this Ordinance as a whole, or any part thereof, other than the part so declared to be invalid or unconstitutional.

Section 1321.08 Administration and Enforcement

(A) Within a reasonable time after the enactment of this Ordinance, and from time to time thereafter as determined appropriate, City Council shall designate and approve a Zoning Administrator. The provisions of this Ordinance shall be administered end enforced by the City's appointed Zoning Administrator. The Zoning Administrator shall act on the Board of Zoning Appeals behalf and, as applicable, the Planning Commission's behalf to carry out the duties set forth in Subsection (D) below.

(B) The Planning Commission shall study zoning, its development, application and relation to public and private development and its relation to other phases of the Comprehensive Plan for development of Charles Town and may, from time to time, submit amendments to these regulations or changes in the Zoning District boundaries to the Mayor and City Council of Charles Town. However, no such amendments or change shall become effective until approved by Council.

(C) All departments, officials, and public employees of the City of Charles Town which are vested with the duty or authority to issue permits or licenses shall issue no permit or license for any Use, Building, or purpose if the same would conflict with the provisions of this Ordinance.

(D) It shall be the duty and the power of the Zoning Administrator to:

1. Receive and examine all applications for Zoning Permits;

2. Issue Zoning Permits only where there is compliance with the provisions of this Ordinance and with other City Ordinances;

3. Following a refusal of a permit, to receive applications for Appeals, Special Exception Use Permits, and Variances, and promptly forward these applications to the Board of Zoning Appeals;

4. Conduct inspections and surveys to determine compliance or noncompliance with the terms of this Ordinance;

5. Issue written stop, cease and desist orders and other written orders for correction of all conditions found to be in violation of provisions of this Ordinance. Such written orders shall

be served upon Owners or Persons deemed by the Zoning Administrator to be violating the terms of this Ordinance;

6. Record and file all applications for Zoning Permits with accompanying plans and documents. All applications, plans and documents shall be a public record except that the Zoning Administrator, pursuant to W. Va. Code § 29B, Freedom of Information, may withhold information pertaining to a pending investigation involving unlawful activity and documents and data exempt from public disclosure;

7. Maintain the official Zoning Map or Maps showing the current Zoning District classification of all land in the City;

8. Bring any matter to the Planning Commission for its action or information;

9. Bring pertinent matters to the Board of Zoning Appeals for its action and information, and provide administrative duties accordingly;

10. Timely revoke and require the return of a void Zoning Permit by notifying the permit holder in writing, stating the reason for the revocation. Zoning Permits shall be revoked for any substantial departure from the approved application, plans, or specifications; refusal or failure to comply with the requirements of applicable federal, state, or local laws; or for false statements or misrepresentations made in securing the permit or certificate. Any permit or certificate which violates this or any Ordinance of the City of Charles Town, or any applicable federal, state, or other local law is void;

11. Upon the request of the Council, the Planning Commission, or the Board of Zoning Appeals, present to such bodies facts, records, or reports which they may request to assist them in making decisions or assist them in any other way as requested;

12. Evaluate and classify proposed land Uses within the context of this Zoning Ordinance as either permitted, permitted with a Special Exception Use Permit, or prohibited; and

13. Create and maintain land use application forms.

(E) *Enforcement*. The Zoning Administrator shall enforce this Ordinance by issuing written stop, cease, and desist orders and other written orders, by withholding Zoning Permits, by seeking an injunction, mandamus, or other judicial action to prevent, correct, or abate unlawful construction, conversion, alteration, occupancy, or Use, and by seeking warrants for prosecution of violators of this Ordinance

1. *Violations*. The Planning Commission and any Person alleging a violation of this Ordinance may file a written complaint with the Zoning Administrator. Upon receipt of a written complaint, the Zoning Administrator shall investigate the matter within fourteen (14) business days and take appropriate action to abate any verified violation. A complete record shall be kept of all written complaints received and the actions taken pursuant thereto.

2. *Remedies*. When any Building or part thereof or other Structure is used, located, erected, constructed, reconstructed, extended, enlarged, converted, or altered, or any land is used or developed, in violation of this Ordinance, or any provision of this Ordinance is otherwise violated, the Planning Commission, Board of Zoning Appeals, or Zoning Administrator may institute action in the Circuit Court of Jefferson County for injunction to restrain the Use conducted in violation of this Ordinance or any other violation of this Ordinance, and/or to direct the Owner or other appropriate Person to remove the subject Structure or Building.

3. *Penalties*. Consistent with § 8A-10-2 of the West Virginia Code, any Person who violates any provision of this Ordinance, including without limitation failure to comply with any stop, cease, and desist or other order issued pursuant to this Ordinance, shall be guilty of a misdemeanor and, upon conviction, shall be punished for each offense by a fine not less than one hundred dollars ($100.00) or more than five hundred dollars ($500.00). Each day the violation continues shall be considered a separate offense. Work carried on in violation of the cancellation of any permit issued under this Ordinance shall also be deemed a violation punishable in the same manner.

[NOTE FOR DISCUSSION; NEED TO DEFINE THE PROCESS FOR ISSUING FINES]

Section 1321.09 Zoning Permits, Fees, and Inspections

(A) A Zoning Permit is a certification of property Use and shall be required for any of the following:

1. Construction, reconstruction, erection, extension, enlargement, conversion, or structural alteration of any Building, structure, including Accessory Structures;

2. Change in Use of an existing Building, Structure, or Accessory Structure to a Use of a different classification;

3. Occupancy and Use of vacant land;

4. Change in the Use of land to a Use of a different classification;

5. Any change in a Legally Nonconforming Use;

6. Any Temporary Uses as defined herein; and

7. Any sale or change in ownership of existing commercial or multifamily buildings or structures.

(B) Undertaking any of the activities listed in Section 1321.09(A) without a Zoning Permit shall be deemed a violation of this Ordinance, provided that this Subsection shall not be construed to apply to a rearrangement of equipment within an existing facility.

(C) A Zoning Permit is issued subject to continued compliance with all requirements and conditions of this Ordinance and other regulations enacted by the City of Charles Town, all as in effect at the time of issuance of the Zoning Permit and may be revoked for noncompliance. The issuance of a Zoning Permit shall not be construed to sanction a variance from the terms of this Ordinance and any Zoning Permit issued that would work to violate this Ordinance, the applicable Building Codes or the Subdivision and Land Use Ordinance shall be void.

(D) The Zoning Administrator shall approve the issuance of a Zoning Permit only if the application complies with the requirements of this Ordinance, and provided that such Zoning Permit shall be conditioned, where necessary, on the approval of the Zoning Administrator, and any other department, committee, or agency concerned, and provided the application is accompanied by the required fee. It shall be the responsibility of the applicant to identify any deviations from the standards and specifications of this Ordinance.

(E) The City Community Development Department shall maintain a record of all Zoning Permits.

(F) The Zoning Administrator shall approve or disapprove the issuance of a Zoning Permit within sixty (60) days of the applicant's filing of a complete application. Failure of the Zoning Administrator to act within sixty (60) days of said period shall automatically be considered an approval of said

Zoning Permit application unless the Zoning Administrator notifies the applicant within said sixty (60) day period that the application is incomplete and/or does not comply with the policies and requirements of applicable approval agencies, and/or that requested revisions to the permit application have not been made. A Zoning Permit shall become void one (1) year after the date of its issuance if the construction or use for which the permit was issued has not commenced.

(G) Permits for a principal use shall encompass any Accessory Uses on the same property provided that such Accessory Uses and associated structures are clearly reflected in the zoning permit application.

(H) *Fees*. All applications for Zoning Permits, petitions to rezone property and variances shall be accompanied by the prevailing fees specified under Section 148.06, Planning and Zoning Services, of the Codified Ordinances of the City of Charles Town, as may be amended from time to time and are incorporated into this Ordinance by reference. There shall be no refund of any fee paid hereunder.

Section 1321.10 Board of Zoning Appeals and Hearing Procedure

(A) A Board of Zoning Appeals is hereby established with membership and appointment provided in accordance with Article 8, § 8A of the West Virginia Code.

(B) *Creation; Appointment; Term of Office; Vacancies; Membership; and Removal of Members*. The Board of Zoning Appeals, consisting of five (5) members, heretofore created under the Charles Town Zoning Ordinance enacted on June 18, 2012, is hereby continued in existence as the Board of Zoning Appeals under this Ordinance. The appointment of members, their terms of office, succession, removal, filling of vacancies, membership, and alternate membership, shall be as provided in Article 8, § 8A of the West Virginia Code.

(C) *General Powers and Duties*. The Board of Zoning Appeals has the following powers and duties:

1. Hear, review and determine Appeals from an order, requirement, decision or determination made by the Zoning Administrator under this Ordinance or rule or regulation adopted pursuant thereto;

2. Hear requests for, and decide whether to grant exceptions to the rules and regulations applicable to a Zoning District, but only in the classes of cases or in particular situations as specified in this Ordinance;

3. Hear requests for, and decide whether to issue, Special Exception Use Permits authorizing Special Exception Uses provided in this Zoning Ordinance for the Zoning District at issue;

4. Hear requests for, and decide whether to grant, Variances to the Zoning Ordinance;

5. Reverse, affirm or modify the order, requirement, decision or determination Appealed from and have all the powers and authority of the Zoning Administrator, or Subdivision Administrator, whichever from which the Appeal was taken;

6. Adopt rules and regulations concerning:

    a. The filing of Appeals, including the process and forms for the Appeal;

    b. Applications and requests for Variances and Special Exception Uses;

    c. The giving of notice; and

d. The conduct of hearings necessary to carry out the Board's duties under the terms of this Ordinance, the Subdivision and Land Development Ordinance, and Article 8, § 8A of the West Virginia Code;

7. Keep minutes of its proceedings;

8. Keep an accurate and complete audio record of all the Board's proceedings and official actions. The audio record shall be kept in a safe manner and be accessible within twenty-four (24) hours of a written request for a period of three (3) years; provided that, executive sessions of the Board of Zoning Appeals conducted for the purpose of deliberation incident to the quasi-judicial function of the Board and/or otherwise conducted in compliance with the Open Governmental Proceedings Act as codified in § 6-9Aof the West Virginia Code need not be audio recorded;

9. Record the vote on all actions taken;

10. Take responsibility for the custody and preservation of all papers and documents of the Board. All minutes and records shall be filed in the office of the Board (i.e., City Community Development Department) and shall constitute public records;

11. With consent from City Council, hire employees necessary to carry out the duties and responsibilities of the Board; provided that, City Council shall set the salaries; and

12. Supervise the fiscal affairs and responsibilities of the Board.

(D) *Meetings*. When there is business to conduct, meetings of the Board of Zoning Appeals shall be held at least quarterly, and more frequently as the Board may determine or at the written request of the Board chairperson, or two (2) or more Board members. All meetings of the Board shall be open to the public, subject to the right of the Board to adjourn into executive session for deliberation in the performance of its quasi-judicial functions and for such other purposes as may be proper under state law. Notice for a special meeting must be in writing, include the date, time and place of the special meeting, and be sent to all members at least two (2) days before the special meeting. Written notice of a special meeting is not required if the date, time and place of the special meeting were set in a regular meeting.

(E) *Witnesses*. The Chair, or in his/her absence, the acting chairperson, may administer oaths and compel the attendance of witnesses. For assistance, in reaching decisions relative to Appeals, Special Exception Uses, or Variances, the Board of Appeals may request testimony at its hearings for purposes of securing technical aid or factual evidence from the Mayor, City Council, or any City Department.

(F) *Appeals to the Board*. Any order, requirement, decision, or determination made by the Zoning Administrator under this Ordinance, or any rule or regulation adopted thereunder, may be appealed to the Board of Zoning Appeals within thirty (30) days of the original order, requirement, decision, or determination against which the Appeal is made. An Appeal shall be filed on forms established by the Zoning Administrator, specify the grounds of Appeal, and otherwise be in accord with the Rules of the Board of Zoning Appeals.

(G) *Hearings by the Board*.

1. *Action Required After Receipt of Application or Appeal*. Following receipt by the Board of Zoning Appeals of a complete application or Appeal, the Board shall:

a. Within ten (10) days of receipt of a complete application or Appeal, set a time for hearing of the application or Appeal, and give notice thereof to the applicant or appellant. The hearing shall be held no later than forty-five (45) days from the date of receipt of the complete application or Appeal. Applicants and appellants may petition for postponement or change of said dates for good cause shown in accord with the Rules of the Board of Zoning Appeals;

b. At least fifteen (15) days prior to the date set for the hearing on the application or Appeal, publish a notice of the date, time and place of the hearing on the application or Appeal as a Class I legal advertisement in compliance with the provisions of West Virginia Code § 59-3-1 et seq., and provide written notice by First Class Mail thereof to the interested parties. The publication area shall be the area covered in the application or Appeal. For purposes of this provision, "interested parties" shall mean Landowners of Adjacent Property. The applicant or appellant shall make a good-faith effort to provide the Zoning Administrator or Subdivision Administrator, as applicable, with a current list containing the accurate names and mailing addresses of all interested parties;

c. Direct Zoning Administrator to provide a hearing notice for posting upon the property upon which the application or Appeal is concerned. The notice shall be posted conspicuously at least fifteen (15) days before the date of the hearing by the applicant;

d. Direct the Zoning Administrator to provide due notice of the hearing to all adjacent and confronting landowners of the subject property, which shall be deemed to include landowners whose property is separated from the subject property only by a street or alley. Adjacent Property owners are identified as properties within one hundred (100) feet of the proposed development or activity. Such notice shall be given at least fifteen (15) days prior to such hearing and shall be given by First Class mail. The failure of any party to receive such notice shall not invalidate any subsequent action taken; and

e. Visit the specific property in question prior to or after the hearing to make proper determination of all applicable facts, but only if the Board determines in its discretion, upon request or upon the Board's own motion, that a site visit is beneficial.

2. *Holding of Hearing; Appearance at Hearing*. The Board, following such action above, shall hold such hearing. At the hearing, any party may appear and be heard in person or by agent or attorney, subject to the rules of the Board, and the prerogative of the Board to determine the standing of any Person to pursue an application or Appeal that has been filed.

3. *Hearing Postponement*.

a. Request for postponement of a scheduled hearing shall be filed in writing with the Board not less than ten (10) days prior to the date of the hearing, and shall be accompanied by a sum of money sufficient to pay the cost of publishing the postponement, certified mail notice to all adjacent and confronting landowners of the subject property, and the rescheduled hearing as a Class I legal advertisement in compliance with the provisions of West Virginia Code § 59-3-1 et seq. The granting of such requests shall be at the discretion of the Board Chairperson.

b. Requests for postponement filed less than (10) days prior to the date of a scheduled hearing, shall, in addition to the other requirements set forth in Subsection (a) above,

including the sum of money sufficient to pay the cost of advertising the postponement and the rescheduled hearing, be supported by an affidavit or declaration of the party making the request or of some other credible person specifying that the scheduled hearing date will impose an extreme hardship or other good cause for postponement. The granting of such request shall be at the discretion of the Board.

c. No more than three (3) postponements shall be granted within any period of ninety (90) days.

4. *Hearing, Continuance*. The Board may continue a hearing at another time and/or date once such hearing has been started; however, the Board shall announce the date and hour of continuance of such hearing while in session. Furthermore, the chairman, or in his absence, the acting chairman may call for a continuance if a quorum is not in place for the meeting. The date and hour shall be agreed to by all parties and announced while in session.

(H) *Staying of Work on Premises When Appeal Taken; Exception*. When an Appeal has been taken and filed with the Board of Zoning Appeals, all proceedings and work on the premises in question shall be stayed unless the official or board from whom or which the Appeal was taken shall certify to the Board of Zoning Appeals that by reason of facts stated in the certificate a stay would cause imminent peril to life or property. If such certificate be filed, proceedings or work on the premises shall not be stayed except by order of the Circuit Court of Jefferson County. Such stay shall not affect further administrative proceedings or engineering or architectural work that does not disturb the real property beyond incidental disturbances necessary to complete engineering work (such as surveying, tests, or core drilling).

(I) *Decision by the Board; Appeal from Decision by the Board*.

1. The Board shall render a written decision containing findings of fact and conclusions of law within thirty (30) days after completion of a public hearing. The Board may announce its decision at the conclusion of the public hearing and authorize the Board Chairperson to execute the written decision once prepared, or it may defer its decision and reconvene within thirty (30) days to further deliberate, vote, and render its written decision.

2. If the Board fails to provide findings of fact and conclusions of law adequate for decision by the Circuit Court of Jefferson County and as a result of the failure, the Circuit Court returns an appealed matter to the Board and dismisses jurisdiction over an applicant's appeal without deciding the matter, whether the court returns the matter with or without restrictions, the Board shall pay any additional costs for court filing fees, service of process and reasonable attorneys' fees required to permit the person appealing the Board's decision to return the matter to the circuit court for completion of the appeal.

3. If the Board fails to render a written decision within thirty (30) days after the hearing, then any party may pursue additional legal remedies to obtain a decision, including, but not limited to, seeking a writ of mandamus.

4. Any Person or Persons aggrieved by any decision of the Board of Zoning Appeals may seek review by certiorari of the same by the Circuit Court of Jefferson County pursuant and subject to Article 9, § 8A of the West Virginia Code by petition filed within thirty (30) days after the filing of the Board's written decision. Nothing herein shall be deemed to limit the right of any Person to seek review by certiorari by said Court pursuant to said Article 9 without first appealing to the Board of Zoning Appeals.

(J) *Disapproval of Application*. If an application or Appeal is denied by the Board of Zoning Appeals, no further action on another application for substantially the same proposal on the same premises shall be taken until after twelve (12) months from the date of such denial.

(K) *Fees*. A filing fee shall accompany each application for an Appeal to the Board pursuant to the requirements specified under Section 1321.09(H) of this Ordinance.

Section 1321.11 Special Exception Uses and Variances

(A) *Special Exception Uses*. Special Exception Uses are Uses that are conditionally permitted in a particular Zoning District. A Special Exception Use may be commenced and carried on only after review by the Board of Zoning Appeals and its issuance of a Special Exception Use Permit. The Board of Zoning Appeals shall consider a request for a Special Exception Use Permit if the requested Use is expressly designated as a Special Exception Use in this Ordinance or interpreted and classified as such by the Zoning Administrator, for the Zoning District in which the subject property is located. The Board of Zoning Appeals shall issue a Special Exception Use Permit (granting the special exception) if the required findings specified in Section 1321.11(D)(3) are made or deny issuance of a permit if all required findings cannot be made. The Board of Zoning Appeals may attach reasonable conditions to the issuance of a Special Exception Use Permit to ensure the Special Exception Use's compatibility with other Uses permitted in the Zoning District. If any conditions required or imposed as part of a Special Exception Use Permit are not maintained or carried out or cease to exist, the Board shall revoke the Special Exception Use Permit and the Use shall thereafter be in violation of this Ordinance.

(B) If the Board cannot make all of the required findings, no Special Exception Use Permit shall be issued. If circumstances change sufficiently that the necessary findings might be met in the future, the Board may rehear a similar application. However, no similar application for the Special Exception Use request may be submitted until after twelve (12) months from the date of denial of the previous application.

[NOTE FOR DISCUSSION; 12 MONTH PERIOD]

(C) A Special Exception Use Permit shall be valid for two (2) years in the event that the use is not acted upon, or a Subdivision and/or Land Development Plan has not received approval.

(D) *Special Exception Use Permit Procedures*.

1. A written application for a Special Exception Use Permit shall be submitted to the Board of Zoning Appeals and Zoning Administrator, which application shall specify the Special Exception Use sought and include all materials required for a Zoning Permit. The administrative staff shall review the application and file a written report with the Board Chairman before the Board reviews the application.

2. The Board shall set and hold a public hearing in accordance with Section 1321.10.

3. In order to issue a Special Exception Use Permit, the Board must make the following written findings regarding the Special Exception Use sought:

    a. The Use will not materially endanger the public health or safety or constitute a public nuisance if located where proposed and developed according to the plans and information submitted and approved;

    b. The Use will not substantially diminish the value of Adjacent Property unless the Use is a public necessity; and

c. The location and character of the Use, if developed according to the plans and information approved, will be in harmony with proximate land Uses, and consistent with the purposes of the Zoning District.

4. If the Board makes the above required findings, a Special Exception Use Permit shall be issued to permit the requested Use, subject however, to any condition stipulated by this Ordinance or determined by the Board to be necessary to ensure that the Use remains compatible with other Uses permitted in the Zoning District and with Adjacent Properties. No Special Exception Use Permit may grant Variances from the requirements of this Ordinance. A Special Exception Use Permit serves as the Zoning Permit for the subject Use and property.

5. *Conditions*. The Board of Zoning Appeals, in issuing Special Exception Use Permits, may attach conditions considered necessary to protect the public welfare and the purposes listed above, including conditions which are more restrictive than those established for other Uses in the same Zoning District. These conditions shall be enforceable by the Zoning Administrator and failure to comply with such conditions shall constitute a violation of this Ordinance and be subject to the penalties described in Section 1321.08(E).

6. *Sketch Plan Approval*. Any Sketch Plan presented in support of an application for a Special Exception Use Permit shall become an official part of the record for said matter. Issuance of a Special Exception Use Permit will bind the Use in accordance with that reflected in the submitted Sketch Plan. Therefore, should a change in the Sketch Plan be required as part of the approval of the Use, the applicant shall revise the Sketch Plan prior to the issuance of the Special Exception Use Permit. Any subsequent change to the Special Use aspects having an effect on the originally approved Sketch Plan shall require the obtainment of another Zoning Permit or Special Exception Use Permit, as the case may be.

(E) *Variance and Exception Procedures*.

1. A written application for a Variance to the Zoning Ordinance shall be submitted to the Board of Zoning Appeals and Zoning Administrator, which application shall specify the standard or requirement from which a Variance is sought. The administrative staff shall review the application and file a written report with the Board Chairman before the Board reviews the application.

2. The Board shall set and hold a public hearing in accordance with Section 1321.10.

3. The Board of Zoning Appeals shall grant the Variance sought if it finds that the Variance:

   a. Will not adversely affect the public health, safety or welfare, or the rights of Adjacent Property Owners or residents;

   b. Arises from special conditions or attributes which pertain to the property for which a Variance is sought and which were not created by the Person seeking the Variance;

   c. Would eliminate an Unnecessary Hardship and permit a reasonable Use of the land; and

   d. Will allow the intent of the Zoning Ordinance to be observed and substantial justice done.

4. If the Board grants a Variance, its actions will be accompanied by its reasons for making the required findings and by its certification that the Variance is the minimum Variance which will make possible the reasonable Use of land, Buildings, or Structures.

5. Exceptions to these rules and regulations as contemplated in Section 1321.10(D)(2) shall be subject to the procedures of this Section 1321.11(E).

6. If the Board denies a Variance, no request for the same or similar Variance by the applicant may be submitted until after twelve (12) months from the date of denial of the previous request.

[NOTE FOR DISCUSSION; 12 MONTH PERIOD]

Section 1321.12 Zoning Amendments

(A) *General*.

1. *Authority*. Pursuant to and in accordance with West Virginia Code § 8A-7-8, § 8A-7-8a, and § 8A-7-9, City Council upon recommendation by the Planning Commission may, by ordinance, amend, supplement, change, modify or repeal this Ordinance and the Zoning District boundaries as reflected on the Zoning Map.

2. *Proposal of Amendments*. Amendments may be initiated by City Council, upon petition of the Planning Commission, or upon petition by the Persons of fifty (50) percent or more of the real property in the area to which the petition relates.

(B) *Amendments by City Council*.

1. Before amending the Zoning Ordinance, the City Council with the advice of the Planning Commission, must find that the amendment is consistent with the City's adopted Comprehensive Plan. If the amendment is inconsistent, then the City Council with the advice of the Planning Commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the Comprehensive Plan was adopted and those changes have substantially altered the basic characteristics of the area.

2. When a proposed amendment to the Zoning Ordinance involves a change in the Zoning Map classification of any parcel of land, or a change to the applicable Zoning Ordinance text regulations that changes the allowed dwelling unit density of any parcel of land, the City Council shall, at least thirty (30) days prior to the enactment of the proposed amendment if there is not an election, or at least thirty (30) days prior to an election on the proposed amendment to the Zoning Ordinance:

   a. Give written notice by certified mail to the landowner(s) whose property is directly involved in the proposed amendment to the Zoning Ordinance; and

   b. Publish notice of the proposed amendment to the Zoning Ordinance in a local newspaper of general circulation in the area affected by the Zoning Ordinance, as a Class II-0 legal advertisement, in accordance with the provisions of Article 3, § 59 of the WV Code.

[NOTE FOR DISCUSSION; DO BOTH CLASS II LEGAL ADS (2) NEED TO BE PUBLISHED 30 DAYS BEFORE THE ENACTMENT]

(C) *Amendments by Petition*.

1. After the enactment of the Zoning Ordinance, the Planning Commission or the owners of fifty (50) percent or more of the real property in the area to which the petition relates may petition to amend the Zoning Ordinance. A petition, when completed, shall be filed with the Zoning Administrator, who will forward the petition to the Planning Commission, or filed with the City Clerk, so that a public hearing date can be established.

   a. Zoning amendment petitions shall provide the following information, except that petitions by the Planning Commission shall exclude petitioner-related information other than identification of the Planning Commission as the petitioner:

      (1) A legal description of the property;

      (2) A scaled map of the property, correlated with the legal description, and clearly showing the property's location;

      (3) The name, address and phone number of the petitioner(s);

      (4) The interest of the petitioner(s) in the property, and if the petitioner(s) is (are) not the Owner(s) of all the real property in the area to which the petition relates, the name and address of the other Owner(s);

      (5) Description of the present Use(s) of the property and existing Zoning District;

      (6) Description of the proposed Use(s) of the property and requested Zoning District;

      (7) Proposed text amendment pursuant to Subsection (D)(4)(b) below;

      (8) Area of the property in square feet and/or acres;

      (9) Time schedule for development;

      (10). Additional exhibits may be required by the Zoning Administrator such as a plot plan or site plan showing existing and proposed Structures, easements, Watercourses, curb cuts and description of the Uses of Adjacent Property that are necessary to describe existing or proposed conditions; and

      (11) Signature(s) of petitioner(s) certifying the accuracy of the required information.

   b. *Application Fee*. An application fee for zoning amendment petitions shall be required according to the City of Charles Town's published Fee Schedule as specified under Section 1321.09(H) of this Ordinance.

2. Within sixty (60) days after a petition to amend the Zoning Ordinance is received by the Planning Commission or the City Council, the Planning Commission and the City Council shall each hold a public hearing after giving public notice according to the following timeline schedule:

Day 1	Petition to Amend ZO Received
Day 15	Notice of PC Public Hearing

Day 30	Planning Commission Public Hearing Held
Day 45	Planning Commission submits its recommendation to Council
Day 45	Notice of Council Public Hearing
Day 60	Council Public Hearing Held

[NOTE FOR DISCUSSION; NEED TO CONFIRM THE TIMEFRAMES GIVEN THAT WE WANT HEARINGS OFR BOTH THE PC AND COUNCIL; §8A-7-9 ONLY REQUIRES ONE HEARING EITHER BY THE PC OR COUNCIL]

3. If the petition to amend the Zoning Ordinance is from the owners of fifty (50) percent or more of the real property in the area, then before amending the Zoning Ordinance, the City Council with the advice of the Planning Commission, must find that the amendment is consistent with the City's adopted Comprehensive Plan. If the amendment is inconsistent, then the City Council with the advice of the Planning Commission, must find that there have been major changes of an economic, physical or social nature within the area involved which were not anticipated when the Comprehensive Plan was adopted and those changes have substantially altered the basic characteristics of the area.

(D) *Planning Commission Hearing and Action*.

1. *Public Hearing*. The Planning Commission shall hold a public hearing on each proposed amendment, whether initiated by City Council, upon petition of the Planning Commission, or upon petition by the Owners of fifty (50) percent or more of the real property in the area to which the petition relates. The Planning Commission shall select a reasonable hour and place for such public hearing, and it shall hold such hearing within thirty (30) days from the date on which the subject petition was filed, or the date of City Council's referral of the amendment, as the case may be.

2. *Notice of Hearing*.

   a. At least fifteen (15) days prior to the scheduled hearing on the proposed amendment, the Zoning Administrator shall:

      (1) Publish a Class II legal advertisement, in accordance with the provisions of West Virginia Code § 59-3-1 et seq., giving notice of the public hearing on the proposed amendment in a local newspaper of general circulation in the area affected by the proposed Zoning Ordinance;

      (2) Give written notice by First Class Mail mail to the Landowner(s) whose property is directly involved in the proposed amendment and to all Landowners of Adjacent Property, including confronting Landowners, to the subject property; Adjacent Property owners are identified as properties within one hundred (100) feet of the proposed zoning amendment; provided that, the failure of any party to actually receive such notice shall not invalidate any subsequent action taken; and

      (3) Ensure that the public notice of the proposed amendment is conspicuously posted at points along the boundary of the affected property sufficient to

notify potentially interested citizens. The affected property shall be posted at least one (1) week prior to the date of the scheduled hearing.

b. Such public notices shall state the date, time and place of the hearing and shall contain a statement regarding the proposed change in regulations or restrictions, or the Zoning District classifications or boundaries of the property. If the proposed amendment would change the Zoning District classification of any property, or the boundaries of any Zoning District, such notice shall contain the legal description and street address or general street location of such property, its present Zoning District classification, and the proposed classification.

3. *Conduct of Hearing*. The hearing shall be conducted, and a record of the proceedings shall be preserved in such manner and according to such procedures as the Planning Commission may from time to time prescribe by rule. Any interested Person or party may appear and be heard at the hearing in person, by agent or by attorney. The Planning Commission may request a report on any proposed amendment from any governmental official or agency, or any other Person. If such a report is made, a copy thereof shall be made available to the applicant and any other interested Persons and shall be available for review in the offices of the Zoning Administrator at least three (3) business days before the date set for the public hearing.

4. *Action by the Planning Commission*.

a. *Recommendations*. Within forty-five (45) days of the public hearing, the Planning Commission shall prepare and adopt its recommendations and shall submit the same in writing, together with a record of the hearing thereon, to City Council. Said recommendation may be for approval, disapproval or approval in part and reasons for the recommendations shall be included as appropriate.

b. *Text Amendments*. When a proposed amendment would result in a change in the text of this Ordinance but would not result in a change of Zoning District classification of any specific property, the recommendation of the Planning Commission shall contain a statement as to the nature and effect of such proposed amendment and determinations as to the following items:

(1) Whether such change is consistent with the intent and purpose of this Ordinance;

(2) Whether such change is consistent with the City's Comprehensive Plan;

(3) The areas which are most likely to be directly affected by such change and in what way they will be affected; and

(4) Whether the proposed amendment is made necessary because of changed or changing social values, new planning concepts or other socio-economic conditions in the areas and Zoning Districts affected.

(E) *City Council Hearing and Action*.

1. *Public Hearing*. Within fifteen (15) days of the receipt of the Planning Commission's recommendations and record, City Council shall hold a public hearing on the subject proposed amendment. City Council shall select a reasonable hour and place for such public hearing.

a. *Notice of Hearing*. At least fifteen (15) days prior to the scheduled hearing on the proposed amendment, City Council shall have notice published and given in the same manner as under Subsection (D)(2) above.

b. *Conduct of Hearing*. The hearing shall be conducted and a record of the proceedings shall be preserved in such manner and according to such procedures as City Council may from time to time prescribe by rule. Any interested Person or party may appear and be heard at the hearing in person, by agent or by attorney. City Council may request a report on any proposed amendment from any governmental official or agency, or any other Person. If such a report is made, a copy thereof shall be made available to the applicant and any other interested Persons and shall be available for review in the offices of the Zoning Administrator at least three (3) business days before the date set for the public hearing.

2. *Action by City Council*. City Council shall consider the proposed amendment and may adopt the same by ordinance pursuant to WV Code § 8A-7-8. In considering the proposed amendment, City Council shall consider, but shall not be bound by, the findings and recommendations of the Planning Commission, as well as comments at its own public hearing. The adoption by City Council of any amendment to this Ordinance or the Zoning District boundaries, if such amendment renders the then existing Zoning Map inaccurate, shall be deemed the concurrent adoption of a revised official Zoning Map that accurately reflects the effect of the amendment, and authorization for the Zoning Administrator to have prepared and certified such revised Zoning Map.

3. *Filing*. After the enactment of a zoning ordinance by City Council, Council shall file the enacted zoning ordinance in the Office of the Clerk of the Jefferson County Commission.

[NOTE FOR DISCUSSION; NEED TO CONFIRM THE CITY'S CURRENT PRACTICE FOR MEETING THE FILING REQUIREMENT ABOVE]

ARTICLE 1322 ZONING DISTRICTS

[UNDER DEVELOPMENT]

ARTICLE 1323 ZONING USES

[UNDER DEVELOPMENT]

ARTICLE 1324 SUPPLEMENTAL REGULATIONS

[UNDER DEVELOPMENT]

ARTICLE 1325 SIGN REGULATIONS

[UNDER DEVELOPMENT]

ARTICLE 1325 DEFINITIONS

[UNDER DEVELOPMENT]

Evaluation of Existing and Future Character Areas

As part of the zoning ordinance process, the City needs to identify where to preserve or alter the existing zoning districts and where to create new context sensitive districts. The City's zoning district boundaries will be developed using a three-step approach that incorporates the existing character with the community's future goals following the model of zoning districts that prioritize character first and use second:

Step 1: Existing Character Areas

Assessing the existing development patterns of the City through a mapping exercise, Michael Baker has defined existing character areas within the City. The purpose of the existing character areas mapping exercise is to establish an understanding of the existing form and use so that it can be compared to the established objectives and goals from previous plans. The existing character areas descriptions and map are included in this document for review.

Step 2: Future Character Areas

Following the creation of the existing character areas map, Michael Baker evaluated whether the City's existing plans' objectives and goals are reflected in the existing character areas of the City. The result of this evaluation guided the future character areas map, which is intended to showcase the desired character throughout the City and identify where changes between the existing character areas and future character areas take place. Both the existing character areas map and the future character areas map utilize a .5-acre grid that allows Michael Baker to asses the development patterns and character of the City without being constrained on a parcel-by-parcel basis. The future character areas mapping activity serves as a precursor to the draft zoning map. The proposed future character areas descriptions and map are included in this document for review.

Step 3: Draft Zoning Map

A draft zoning map will be created for initial review and comment by City staff and the public. This is the next step in the process and is not included in this document. The draft zoning map will be created following review of the future character areas map by the City and Steering Committee.

Existing Character Areas

Overview

The purpose of the existing character areas (ECA) map is to establish an understanding of the existing form and use before considering the proposed form and future zoning districts.

The existing character areas were established through a site tour and desktop GIS analysis. Thirteen existing character areas were identified and defined. These areas are based on existing character form and use and not based on existing zoning or ownership. They include:

<table>
<tr><th>Density/ Intensity</th><th>Residential Areas</th><th>Mixed-Use & Commercial Areas</th><th>Industrial Areas</th><th>Special Areas</th></tr>
<tr><td rowspan="6">Lower
↑
↓
Higher</td><td>Low Density Residential</td><td>Old Town Neighborhood</td><td rowspan="3">Light Industrial</td><td rowspan="2">Open Space & Agriculture</td></tr>
<tr><td>Low Density Residential (Neighborhood)</td><td rowspan="2">Old Town Center</td></tr>
<tr><td>Medium Density Residential</td><td>Parks & Recreation</td></tr>
<tr><td>High Density Residential</td><td rowspan="2">General Commercial</td><td>Infrastructure & Utilities</td><td rowspan="2">Institutional</td></tr>
<tr><td>Old Town Residential</td><td>Heavy Industrial</td></tr>
</table>

Brief Descriptions

Special Areas

- **Open Space & Agriculture:** Areas that are primarily vacant, large open spaces, or are being used for agriculture.
- **Parks & Recreation:** Neighborhood/community or city-wide recreational spaces with passive and/or active recreation.
- **Institutional:** Schools, places of worship, and healthcare campuses.

Residential Areas

- **Low-Density Residential:** Almost exclusively single-family homes on minimum lot sizes of around 15,000 square feet. These areas are distinct from Low-Density Residential (Neighborhood) because they are separate from other residential character areas or not contained within a neighborhood setting.

- **Low-Density Residential (Neighborhood):** Almost exclusively single-family homes on minimum lot sizes of 15,000 square feet with expansive rear yards in neighborhood settings (sometimes with sidewalks).
- **Medium-Density Residential:** Primarily single-family homes on minimum lot sizes of 5,000 square feet with small (5-15 feet front and side yards).
- **High-Density Residential:** A mix of two-family, townhouses, and apartment-style residential.
- **Old Town Residential:** A mix of housing types on varying parcel sizes situated around Old Town. Front yard setbacks are minimal.

Mixed-Use Areas

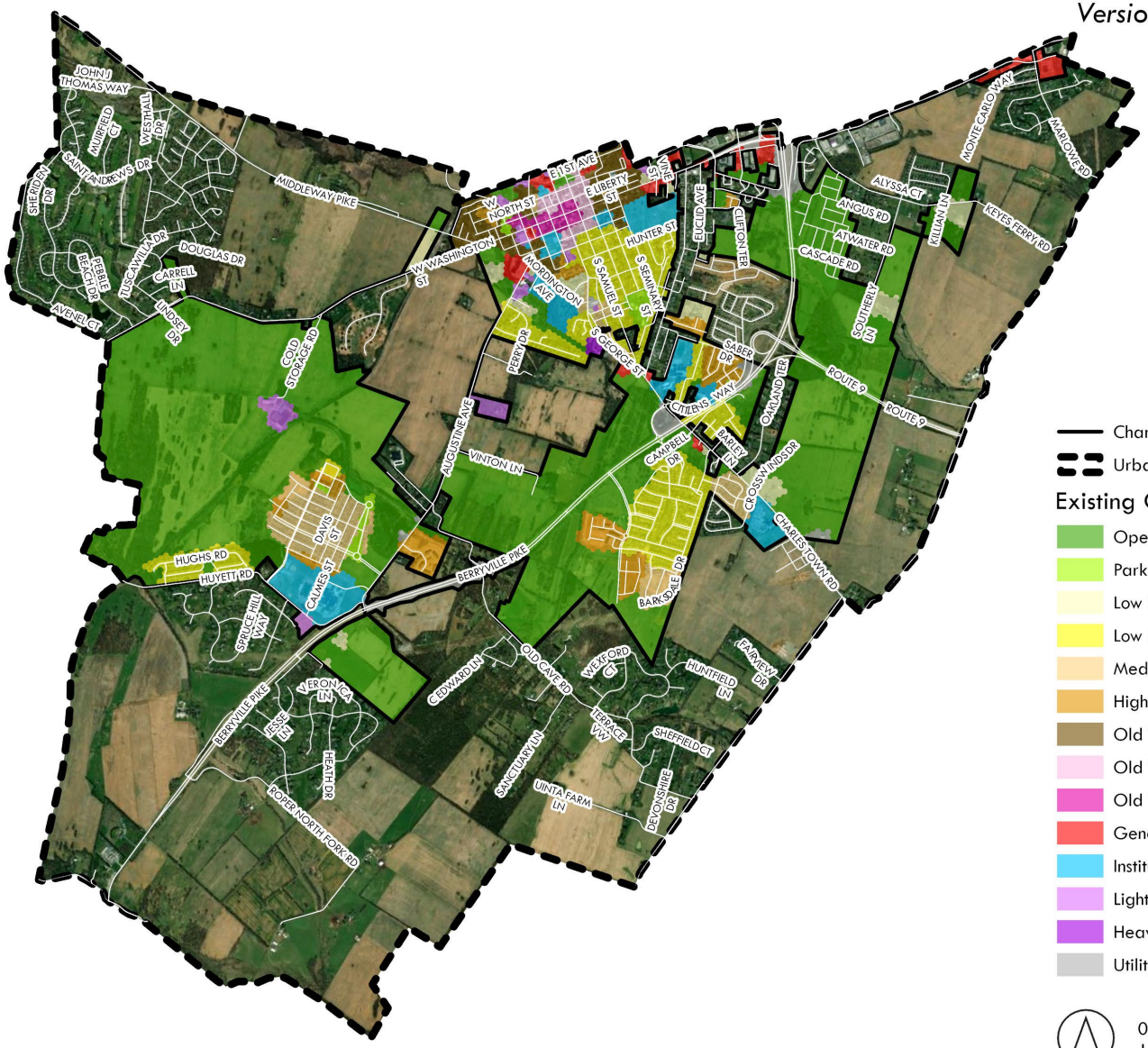
- **Old Town Neighborhood**: Similar to Old Town Center but with a slightly less dense pattern of development (e.g., some "missing teeth", larger building footprints, etc.).
- **Old Town Center:** The core of Charles Town. Dense, main street form with no setbacks. Buildings are mixed-use with retail/service on the ground floor and residential on upper floors.
- **General Commercial:** Auto-oriented commercial often setback from the road with parking in the side and front yards.

Industrial Areas

- **Light Industrial:** Smaller-scale industrial uses include auto mechanics and smaller local warehouses make up the light industrial area.
- **Infrastructure & Utilities:** Areas of road not well connected to other character areas and utility areas.
- **Heavy Industrial:** Wastewater treatment plant area.

City of Charles Town | Existing Character Areas Map

Version 4.17.25



Legend

- Charles Town Boundary
- Urban Growth Boundary

Existing Character Areas

- Open Space & Agriculture
- Parks & Recreation
- Low Density Residential
- Low Density Residential (Neighborhood)
- Medium Density Residential
- High Density Residential
- Old Town Residential
- Old Town Neighborhood
- Old Town Center
- General Commercial
- Institutional
- Light Industrial
- Heavy Industrial
- Utility & Infrastructure

0 0.3 0.6 1.2 Miles

Future Character Areas

Overview

The purpose of the future character areas (FCA) map is to propose what form and development types should occur in Charles Town and where. The map utilizes hexagons, a half-acre each, to create future character areas. After reviewing the FCA map, a future zoning map will be created based on these future character areas. At that time a parcel-by-parcel analysis will occur; the future zoning map will follow parcel lines and street centerlines.

The future character areas were established through a site tour and desktop GIS analysis, as well as applying the goals and objectives from existing planning documents. In essence, the consultant team reviewed the existing character areas and determined if they aligned with the desired goals of the City. Additionally, the consultant team looked at areas with a patchwork of existing forms and determined an appropriate future character area that would create consistency in form and function in the area.

Ten future character areas were created:

<table>
<tr><th>Density/ Intensity</th><th>Residential Areas</th><th>Mixed-Use & Commercial Areas</th><th>Special Areas</th></tr>
<tr><td rowspan="5">Lower
↕
Higher</td><td rowspan="2">Low Density Residential</td><td>Mixed-Use Residential</td><td rowspan="3">Parks, Recreation, & Institutional</td></tr>
<tr><td>Old Town Neighborhood</td></tr>
<tr><td>Medium-High Density Residential</td><td>Old Town Center</td></tr>
<tr><td rowspan="2">Old Town Residential</td><td>Mixed-Use Commercial</td><td rowspan="2">Enterprise</td></tr>
<tr><td>General Commercial</td></tr>
</table>

The following table shows how the existing character areas compare to the future character areas:

Existing Character Area	Future Character Area
Open Space & Agriculture	-
Parks & Recreation	Parks, Recreation, & Institutional
Institutional	
Low-Density Residential	Low-Density Residential
Low-Density Residential (Neighborhood)	
Med-Density Residential	Medium-High Density Residential OR Residential Mixed Use
High-Density Residential	
Old Town Residential	Old Town Residential
Old Town Neighborhood	Old Town Neighborhood
Old Town Center	Old Town Center
General Commercial	General Commercial
	Mixed Use Corridor Enterprise
Light Industrial	
Heavy Industrial	
Utility & Infrastructure	(Integrated into nearby future character area)

Brief Descriptions

Special Areas

- **Parks, Recreation, & Institutional:** Neighborhood/community or city-wide recreational spaces with passive and/or active recreation, including cemeteries. School campuses.
- **Enterprise:** A flexible future character area designed to incentivize economic development opportunities and diversify the City's economy and strengthen its tax base to support its critical infrastructure and public service needs. It could be used for emerging industry uses (e.g., research and development, science and technology centers, etc.), institutional uses, medical uses, or medium to high density residential.

Residential Areas

- **Low-Density Residential:** Almost exclusively single-family homes on minimum lot sizes of around 15,000 square feet. These areas are distinct from Low-Density Residential (Neighborhood) because they are separate from other residential character areas or not contained within a neighborhood setting.
- **Low-Density Residential (Neighborhood):** Almost exclusively single-family homes on minimum lot sizes of 15,000 square feet with expansive rear yards in neighborhood settings (sometimes with sidewalks).

- **Medium-High Density Residential:** Areas for a mix of housing types and lot sizes ranging from single-family homes on 7,000 square foot lots to townhouses and small-scale apartment buildings.
- **Old Town Residential:** Areas within close walking distance of the Downtown. The primary function of the Old Town Residential area is to recognize and preserve the existing older residential neighborhoods within the City that are characterized as having smaller lots, smaller setbacks, traditional grid street pattern and access by street or alley. The preservation of the Old Town residential neighborhoods are vital to promoting interaction among activities located within the Old Town.

Mixed-Use Areas

- **Mixed-Use Residential:** These areas are intended to provide for a mix of housing types and sizes, as well as related services and uses, including compatible and supporting commercial uses and office services. Regarding the mixing of uses, residential uses are predominate and non-residential uses are secondary, supporting the needs of the residential uses.
- **Old Town Neighborhood**: Similar to Old Town Center but with a slightly less dense pattern of development.
- **Old Town Center:** This future character area recognizes the diversity of existing Downtown uses and to provide for a wide range of residential and commercial office, restaurant, hospitality, and retail services within in the Downtown. This land use designation intends to strengthen Charles Town's urban core and contribute to its historic character.
- **Mixed-Use Commercial:** This area encourages 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. The non-descript "anywhere USA" look and feel of strip malls are not desired. This is similar with the Old Town Mixed Use (see page 72) which anticipates buildings pulled up to the front of the street and is a much more pedestrian centric environment. Compatibility and integration with residential character of the area surrounding the mixed use commercial zone shall be of primary consideration.
- **General Commercial:** Auto-oriented commercial often setback from the road with parking in the side and front yards. Area that provides locations for businesses of a more general nature that may not be found in a neighborhood and can be served with adequate water, sewer, gas, and electric service such as retail, wholesale, and some light processing operations.

City of Charles Town | Future Character Areas Map

Version 4.17.25

