

# Morgantown Planning Commission



## REGULAR MEETING PACKET

**Thursday, July 9, 2020**

**6:30 p.m.**

**By Electronic Means**

### **Planning Commissioners:**

Peter DeMasters, 6<sup>th</sup> Ward  
President

Carol Pyles, 7<sup>th</sup> Ward  
Vice-President

Sam Loretta, 1<sup>st</sup> Ward

Tim Stranko, 2<sup>nd</sup> Ward

William Blosser, 3<sup>rd</sup> Ward

Bill Petros, 4<sup>th</sup> Ward

Michael Shuman, 5<sup>th</sup> Ward

AJ Hammond, Admin.

Ronald Dulaney, City Councilor

### **Development Services Department**

Christopher M. Fletcher, AICP, Director

John Whitmore, AICP, Senior Planner

# Planning Commission Electronic Means Meeting Announcement

## Confirming Member Access:

As a preliminary matter, this is **Morgantown Planning Commission President Peter DeMasters**. Permit me to confirm that all Planning Commissioners and persons anticipated on the agenda are present and can hear me.

- Planning Commissioners, when I call your name, please respond in the affirmative.

*State each members' name:*

- Vice-President Carol Pyles
- Commissioner Sam Loretta
- Commissioner Tim Stranko
- Commissioner William Blosser
- Commissioner Bill Petros
- Commissioner Michael Shuman
- Council Member Ronald Dulaney
- Commissioner AJ Hammond

- Staff, when I call your name, please respond in the affirmative.

*State each staff members' name:*

- Chris Fletcher, Director of Development Services

## Introduction to Electronic Means Meeting:

Good Evening. This meeting of the **Morgantown Planning Commission** is being conducted by electronic means consistent with the West Virginia Open Governmental Proceedings Act and the guidance of the West Virginia Ethics Commission due to the current State of Emergency given the outbreak of COVID-19.

In order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, we have been advised and directed to suspend public gatherings. In keeping with that direction, and the authority provided by the Open Governmental Proceedings Act and the Ethics Commission guidance allowing the conduct of public meetings by electronic means so long as the public is able to observe the meeting, this meeting is being conducted by remote electronic participation and in-person attendance by the public is not permitted.

This meeting will include a public comment portion concerning matters not on the agenda and public hearings for each of the cases listing on this evening's agenda. Members of the public will be permitted to comment during these portions by submitting comments in writing or by speaking during their designated time, if they have signed up to do so prior to the start of the meeting. Even if members of the public do not provide comment, participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves.

For this meeting, the **Planning Commission** is convening by **Cisco Webex video and telephone conference** as posted on the City's Website identifying how the public may join.

Please note that this meeting is being recorded, and that some attendees are participating by video conference.

# Planning Commission Electronic Means Meeting Announcement

Accordingly, please be aware that other people may be able to see you and your video feed, and that you take care not to “screen share” your computer. Anything that you broadcast may be captured by the recording.

All supporting materials that have been provided members of this body are available on the City’s website with the Planning Commission meeting packet unless otherwise noted. The public is encouraged to follow along using the posted agenda.

## Meeting Business Ground Rules

Before we turn to the first item on the agenda, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- Please remember to mute your phone or computer when you are not speaking.
- Please remember to wait to be recognized by the President before speaking and to speak clearly and in a way that helps generate accurate minutes.
- For any response, please wait until the President yields the floor to you and state your name before speaking.
- If Planning Commissioners wish to engage in colloquy with other members, please do so through the President, taking care to identify yourself.

The Planning Commission conducts business in the following order:

- (1) There will be a general public comment portion when anyone who wishes to address the Planning Commission may do so, but only on matters that are not on the agenda. I will first read, or have read, all written comments submitted, and will then review the list of public commenters who have signed up by the meeting start time. Once I have a list of all public commentators, I will call on each by name. All speakers will be limited to five (5) minutes. If members of the Planning Commission have any questions of the speaker, that time will not be counted toward the speaker’s five (5) minutes. Public speakers must state their name and address for the record. Speakers are notified that irrelevant comments or comments of a personal nature or personal attacks may result in the speaker forfeiting their opportunity to participate in the general public comment portion.
- (2) We review, amend, and approve minutes of the previous meeting.
- (3) We consider any Unfinished Business from previous meetings.
- (4) We move on to New Business items. First, we introduce the item and the Planning Division representative presents the Staff Report.
- (5) Next, we ask the petitioner to make a presentation. Planning Commissioners may ask the petitioner questions at that time. To ensure an accurate record and to aid the preparation of meeting minutes, presenters and Planning Commissioners must first be recognized by the President and state your name before proceeding.

## Planning Commission Electronic Means Meeting Announcement

- (6) I will then open a Public Hearing to hear testimony in support of, or in opposition to, the request. Rules regarding public testimony are as follows:
- (a) I will first read, or have read, all written comments submitted, and will then review the list of public commenters who have signed up by the meeting start time.
  - (b) Once I have a list of all public commentators, I will call on each by name. All speakers will be limited to five (5) minutes. If members of the Planning Commission have any questions of the speaker, that time will not be counted toward the speaker's five (5) minutes.
  - (c) Public speakers must state their name and address for the record. All comments must be addressed to the Commission. Speakers are notified that irrelevant comments or comments of a personal nature or personal attacks may result in the speaker forfeiting their opportunity to participate in the public hearing.
  - (d) If there is a large number of speakers, including many who are part of groups or organizations, I may, to avoid repetitive comments, elect to ask for a representative to speak on behalf of the group or organization.
  - (e) I may elect to recognize the applicant/agent at the end of the public hearing to provide rebuttal or additional comments, which will be limited to five (5) minutes. If members of the Commission have any questions of the applicant/agent, that time will not be counted toward the applicant's/agent's five (5) minutes.
- (7) After all testimony is heard, I will declare the Public Hearing closed and no further public comment will be permitted. At that time, no one in the audience may speak again unless a Planning Commissioner asks a question. If someone is asked a question, they must first be recognized by the President and identify themselves once again before answering.
- (8) Next, the Planning Commission will discuss and take action on the application.
- (9) Because this public meeting is being conducted by remote electronic participation and to ensure accurate meeting minutes each vote taken during this meeting will be conducted by roll call vote.
- (10) Uncivil, unruly, and/or disruptive behavior at any time during this meeting is prohibited and will result in removal from this public meeting.

Thank you for your consideration and respect for these proceedings and the opinions of all meeting participants.



# MORGANTOWN PLANNING COMMISSION

July 9, 2020  
6:30 p.m.  
By Electronic Means

**President:**

Peter DeMasters, 6<sup>th</sup> Ward

**Vice-President:**

Carol Pyles, 7<sup>th</sup> Ward

**Planning Commissioners:**

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William Blosser, 3<sup>rd</sup> Ward

Bill Petros, 4<sup>th</sup> Ward

Michael Shuman, 5<sup>th</sup> Ward

Ronald Dulaney, City Council

AJ Hammond, City Admin.

*If you need an accommodation, please contact 304-284-7431 or TDD 304-284-7512*

City buildings remain partially closed to the public to protect public health during the COVID-19 pandemic. Personal attendance at this meeting will not be permitted. The public may participate in the public portions through the following Cisco WebEx videoconference access methods:

Meeting Link: <https://cityofmorgantown.my.webex.com/meet/cityofmorgantown>

Meeting Number: 793 734 477

Phone: 408-418-9388

Access Code: 793 734 477

All members of the public may view the meeting on Channel 15 and by streaming hosted on the City's website at [www.morgantownwv.gov](http://www.morgantownwv.gov). If you do not wish to speak at the meeting, please view it by these methods to conserve capacity on the videoconference.

Any person wishing to speak at the meeting may sign up by completing the form available at: <http://morgantownwv.gov/FormCenter/Public-Comment-Sign-Up-Sheet-14/Public-Comment-Form-Morgantown-Planning--77>. Another option to speak during a public comment portion is by providing their name, phone number they will use to participate, and the specific Case Number and/or General Public Comments listed on the Planning Commission's agenda on which they would like to speak by texting or calling 304-906-7843. You may sign up to speak at any time until the meeting begins. Additionally, the public may submit written comments for the public hearing portions of the meeting by sending an email to the Development Services Department at [bmcdonald@morgantownwv.gov](mailto:bmcdonald@morgantownwv.gov). In the email, please use the subject line "Public Comment PC 07/09/2020" and indicate in the body of the email the specific Case Number you wish to address and if you would like your comment to be read aloud during the public hearing portion for that case.

## AGENDA

- I. **CALL TO ORDER AND ROLL CALL**
- II. **GENERAL PUBLIC COMMENTS** – concerning matters not on the agenda
- III. **MATTERS OF BUSINESS**
  - A. Approval of the June 11, 2020 minutes.
- IV. **UNFINISHED BUSINESS:** None.
- V. **NEW BUSINESS:**
  - A. **MNS20-05 / Eakes / 372-376 Kenmore Street:** Request by Craig Eakes for minor subdivision approval of property located at 372 and 376 Kenmore Street. Seventh Ward Tax District, Tax Map 7, Parcels 192 and 193; R-1, Single-Family Residential District.

**Development Services**  
Christopher Fletcher, AICP  
Director

**Planning Division**  
John Whitmore, AICP  
Senior Planner

389 Spruce Street  
Morgantown, WV 26505  
304.284.7431



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**VII. OTHER BUSINESS**

**A. Committee Reports**

- Traffic Commission
- Other Committees

**B. Staff Comments**

**VIII. FOR THE GOOD OF THE COMMISSION**

**IX. ADJOURNMENT**

*If you need an  
accommodation,  
please contact  
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TDD 304-284-7512*

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# MORGANTOWN PLANNING COMMISSION

## MINUTES

6:30 p.m.

June 11, 2020

By Electronic Means

**COMMISSIONERS PRESENT:** Peter DeMasters, William Blosser, Ronald Dulaney, AJ Hammond, Sam Loretta, Bill Petros, Carol Pyles, Michael Shuman, Tim Stranko

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** Christopher M. Fletcher, AICP

**I. CALL TO ORDER/ROLL CALL:** DeMasters called the meeting to order at 6:30 p.m. and read the explanation of the how the Planning Commission conducts business by electronic means and rules for public comments.

**II. GENERAL PUBLIC COMMENTS:** None.

**III. MATTERS OF BUSINESS:**

**A.** Approval of the May 14, 2020 meeting minutes. Stranko moved to approve as presented; seconded by Petros. The motion carried unanimously. Loretta abstained due to his absence.

**IV. UNFINISHED BUSINESS:** None.

**V. NEW BUSINESS:**

**A. MNS20-04 / McLaughlin / 448 East Brockway Avenue:** Request by Sandra McLaughlin for minor subdivision approval of property located at 448 East Brockway Avenue. Second Ward Tax District, Tax Map 35, Parcels 52 and 55; R-1A, Single-Family Residential District.

Fletcher presented the Staff Report and noted the petitioner was unable to attend and asked staff to represent the petition.

There being not comments or questions by the Commission, DeMasters asked if there was anyone present to speak in favor of or in opposition to the petitioner. Fletcher confirmed no one had signed up prior to the meeting to speak. There being no public comments, DeMasters as for staff's recommendation, which was read by Fletcher.

DeMasters asked if there was any discussion. There being none, he asked for a motion.

Stranko moved to approve MNS20-04 subject to Staff conditions; seconded by Shuman. The motion carried unanimously.

**B. TX20-03 / Administrative / Wiles Hill Gateway Overlay District:** Administrative request to amend Sections 1329.02 and 1331, and create Article 1358 WHOD, Wiles Hill Gateway Overlay District of the Planning and Zoning Code as they relate to the Wiles Hill Gateway Overlay District recommended in the Future Study Area No. 5 Plan dated October 8, 2019.

Fletcher presented the Staff Report. DeMasters asked if there was any discussion.

Petros asked about accessory dwellings and setbacks. Fletcher noted that if the accessory dwelling unit is detached from the principal building then it will need to meet related accessory structure setback requirements, like a shed or a detached garage.

Stranko inquired about provisions with regard to retaining walls. He understands that what we are trying to avoid the monolithic twenty-foot-tall retaining wall, so each retaining wall section cannot be more than five feet tall, is that correct? Fletcher responded in the affirmative.

There being no further comments or questions by the Commission, DeMasters asked if there was anyone present to speak in favor of or in opposition to this text amendment. Fletcher confirmed no one had signed up prior to the meeting to speak. However, staff received two emails, which Fletcher read into the record.

From Richard Dumas, 444 Overhill Street. "I would like to express my support for the proposed plans for The Wiles Hill Gateway Overlay District. This overlay district has come about as a result of the city's most recent Comprehensive Plan (Special Study Area 5). I would also like to thank the city staff, Planning Commission, stakeholders and community members who have invested uncounted hours in the development of a plan which balances the needs and desires of the neighborhood, stakeholders and the city. Respectfully submitted."

From Bette Garrett, 36 Highland Avenue. "First of all, let me say that the map that was enclosed with your letter is horrible. The lines delineating the location of the subject site are barely visible. The streets are not labeled. Mostly it just means that development and developers are continuing to crawl up Wiles Hill and eradicate and established neighborhood with longtime residents. I've lived in my home for 34 years. As a single woman, it took a lot of hard work and a lot of sacrifice to have a house and pay off the mortgage. I've spent many thousands on maintenance of my house which is over 100 years old. This is a neighborhood. Yes, some of the homes are rentals, but they've been occupied by the same persons for five to ten years. So now your developments want to demolish a part of the Wiles Hill neighborhood. I could have a six or even four-story building occupied by rowdy students across the street from me?! You will probably go ahead with development as you have already planned and not pay a bit of attention, consideration, or care to this letter. Based on past performance, the Commission has usually sided with developers. I see this meeting as nothing more than a formality. Just a rubber stamp. Sincerely yours."

There being no further public comments, DeMasters asked if there were any comments from Commissioners.

Stranko wanted to address Ms. Garrett's email noting that everyone cares about the concerns that she has, which is the reason why we convened this process. He thinks the practical effect of this proposal is exactly the opposite of what Ms. Garrett assumes. He thanked her for her comments but disagrees with her judgement.

Loretta asked if we had heard anything from Mr. Metheny. Fletcher stated staff has been in regular working contact with Mr. Metheny and the Wiles Hill Neighborhood Working Group. Fletcher noted nothing would lead him to believe that Mr. Metheny would be in opposition to it.

Fletcher would characterize their conversations over the entire time and most recently as being positive. Staff did not receive any formal communication of support or opposition.

Petros wanted to applaud staff and homeowners in Wiles Hill, as well as Mr. Metheny in working this out. A tremendous amount of work has been done and it looks like a beautiful plan. Petros noted that he did have concerns regarding accessory dwelling units. He feels we will be setting a precedent for the rest of Morgantown.

Dulaney thanked Fletcher and his staff as well as the constituents of Wiles Hill that participated in this process. He also thanked Mr. Metheny for his patience and willingness to go through this process and work through this with the community. Regarding the accessory dwelling unit, this is a good opportunity to “pilot” that again. If regulated well this could be a very useful tool to provide affordable housing.

Stranko noted he agreed with Dulaney’s comments. He stated that we have two options. To protect the Wiles Hill neighborhood and to motivate redevelopment.

There being no further comments or questions by the Commission, DeMasters asked for staff’s recommendation, which was read by Fletcher.

Stranko moved to forward to City Council the proposed planning and zoning code amendment as described in addendum B with a recommendation that City Council enact; seconded by Loretta. The motion passed unanimously.

**VI. OTHER BUSINESS**

**A. Committee Reports**

- Traffic Commission Report: None.
- Other Committees: None.

**B. Staff Comments: None.**

At approximately 7:10 William Blosser noted that he was in attendance and that he had been on video conference all evening. He appeared in the Webex video conference as “user” instead of his name. He confirmed the votes he cast for both addenda items were “aye.” He apologized for not noted he presence when the roll call was taken.

**VII. FOR THE GOOD OF THE COMMISSION: None.**

**VIII. ADJOURNMENT: 7:14 p.m.**

MINUTES APPROVED:

COMMISSION SECRETARY:

\_\_\_\_\_  
Christopher M. Fletcher, AICP

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# MORGANTOWN PLANNING COMMISSION

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Ronald Dulaney, City Council

AJ Hammond, City Admin.

## **STAFF REPORT**

**CASE NO:** MNS20-05 / Eakes / 372-376 Kenmore Street

**REQUEST and LOCATION:**

Request by Craig Eakes for minor subdivision approval of property located at 372 and 376 Kenmore Street.

**TAX MAP NUMBER (s) and ZONING DESCRIPTION:**

Tax District 15, Tax Map 7, Parcels 192 and 193; R-1, Single-Family Residential District.

**SURROUNDING ZONING:**

R-1, Single-Family Residential District.

**BACKGROUND and ANALYSIS:**

The petitioner seeks to subdivide Parcels 192 and 193 into one (1) parcel for the purpose of razing and removing both existing single-family dwellings and constructing one new single-family dwelling. Addendum A of this report illustrates the location of the subject site.

Both Parcels 192 and 193 have sixty (60) foot frontages along Kenmore Street and each are approximately 9,733.2 square feet in area. The proposed consolidation would result in a single parcel having frontage of 120 feet and approximately 19,466.4 square feet in area, which exceed the R-1 District frontage (70 feet) and area (7,200 square feet) requirements.

**STAFF RECOMMENDATION:**

Staff recommends approval of the minor subdivision as requested with the following conditions:

1. That at least one (1) of the existing principal buildings must be razed and removed to ensure a nonconforming parcel is not created by this subdivision approval that would otherwise establish a parcel containing two (2) principal buildings, which is prohibited in Section 1329.02 of the Planning and Zoning Code for "Principal Uses."
2. That the petitioner submits at least three (3) original final plat documents, including all access/utility easements, signed and sealed by a surveyor licensed in the State of West Virginia for the Planning Commission President's signature; and, that the final plat is recorded at the Monongalia County Courthouse within thirty (30) days of receiving the executed plat; OR,

**Development Services**

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Director

John Whitmore, AICP  
Senior Planner

**Planning Division**

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3. That, in accordance with Article 1363.02(B)(3) of the City's Planning and Zoning Code, the petitioner place the following covenant notation on the recorded deeds for the subject parcels and submit a certification of its recording to the Planning Division:

"For planning and zoning purposes, the lot described herein shall be considered as part and parcel of the adjacent lot owned by <Insert Owners Names> pursuant to deeds recorded at Deed Record Book No. <Insert Deed Book>, Page <Insert Deed Page> in the Office of the Clerk of the County Commission of Monongalia County. The real estate described herein shall not be considered a separate parcel of real estate for land use, development, conveyance or transfer of ownership, without having first obtained the expressed approval of the Morgantown City Planning Commission. This restriction shall be a covenant running with the land."

Enclosure: Application and accompanying exhibits

**Development Services**

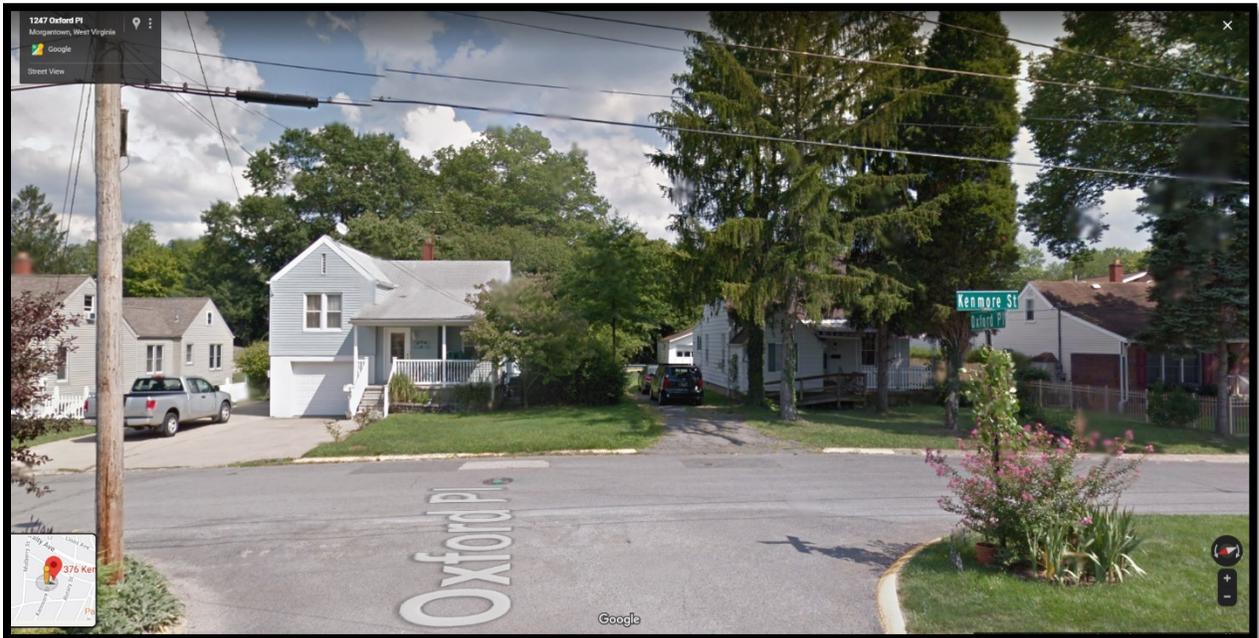
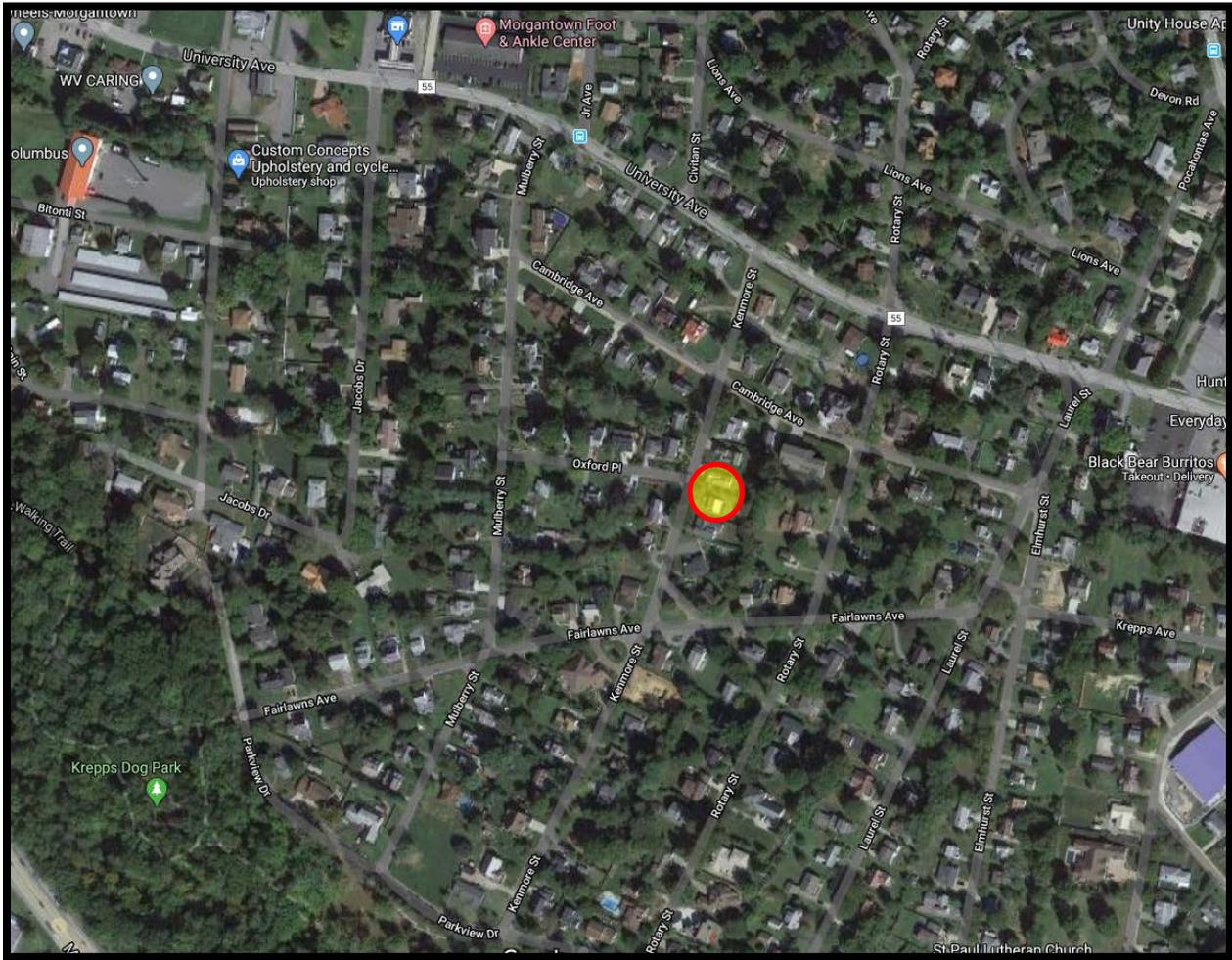
Christopher Fletcher, AICP  
Director

John Whitmore, AICP  
Senior Planner

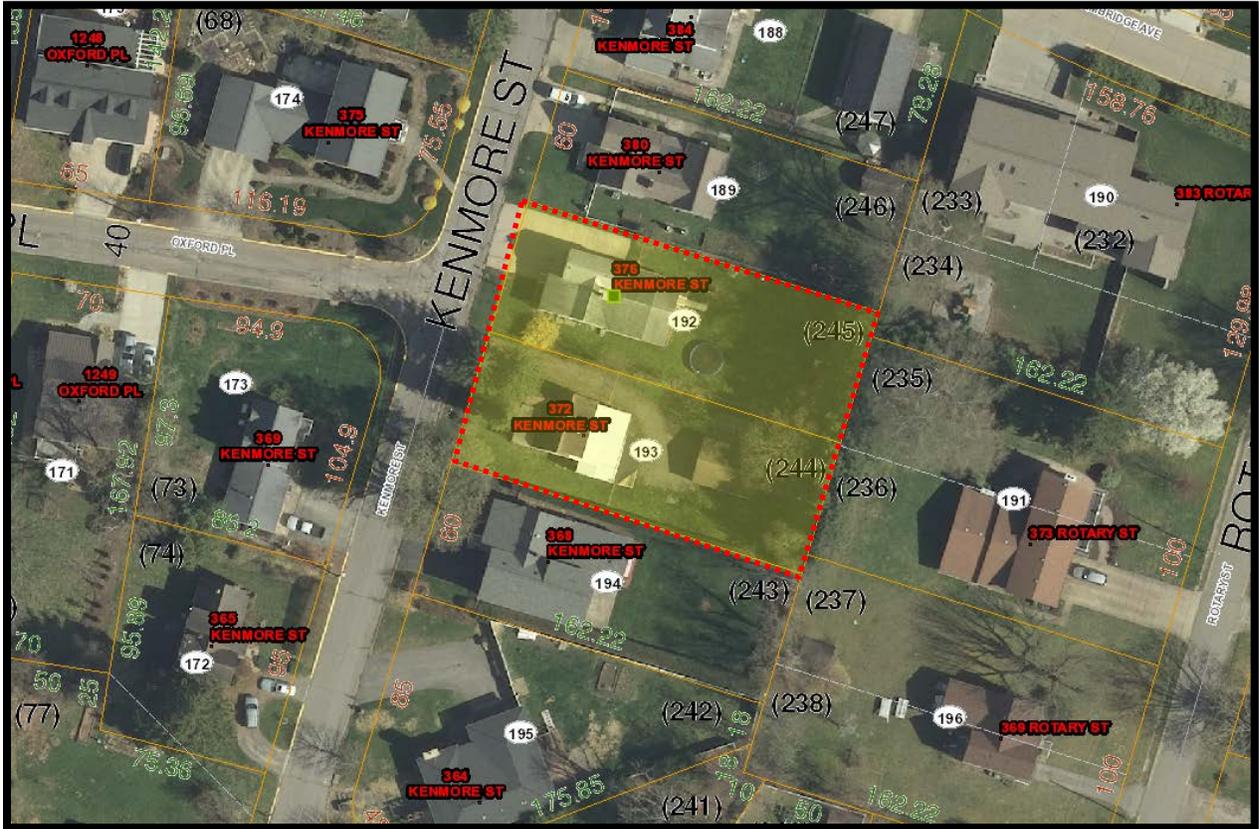
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**STAFF REPORT ADDENDUM A**  
**MNS20-05 / Eakes / 372-376 Kenmore Street**



**STAFF REPORT ADDENDUM A**  
**MNS20-05 / Eakes / 372-376 Kenmore Street**





## APPLICATION FOR MINOR SUBDIVISION

A Minor Subdivision of property includes the creation of up to four (4) parcels or the consolidation of existing parcels via survey plat or approved deeded covenants, but does not involve the extension of off-site facilities (streets, etc.) or the dedication of a portion of the site for public use.

(PLEASE TYPE OR PRINT IN BLACK INK)

FEE: \$75.00 [Z-MNS]

I. APPLICANT			
Name:	Craig D. Eakes	Phone:	412-559-7558
Mailing Address:	504 Saint Andrews Drive	Mobile:	412-559-7558
	Street Morgantown WV 26508	Email:	craigdeakes@gmail.com
	City State Zip		
II. AGENT / CONTACT INFORMATION			
Name:		Phone:	
Mailing Address:		Mobile:	
	Street	Email:	
	City State Zip		
Mailings –	Send all correspondence to (check one): <input checked="" type="checkbox"/> Applicant OR <input type="checkbox"/> Agent/Contact		
III. PROPERTY			
Owner:	Jennifer Taylor	Phone:	
Mailing Address:	7911 Reflection Cove Drive Apt 207	Mobile:	
	Street Fort Myers FL 33907	Email:	
	City State Zip		
IV. SITE			
Street Address (if assigned):	372 Kenmore Street, Morgantown, WV 26505	Tax Map No(s):	7
	376 Kenmore Street, Morgantown, WV 26505		
Zoning:	R-1 Single Family Residential	Parcel No(s):	192 & 193
Subdivision Description, including areas (sq. ft.) of proposed parcel(s):			
Are there any Variances from the Subdivision Regulations anticipated: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, to what extent is a variance necessary?			

## APPLICATION FOR MINOR SUBDIVISION

### V. PLAT

Preliminary Plat submission – A Minor Subdivision Application must also include one (1) preliminary plat illustrating:

- (a) Existing and proposed property boundaries, property boundary dimensions, and square footage.
- (b) A letter of service availability and approval from the Morgantown Utility Board.

Final Plat submission – Upon approval by the Planning Commission, three (3) sealed Final Plat surveys must be submitted to the Planning Office and meet the following standards:

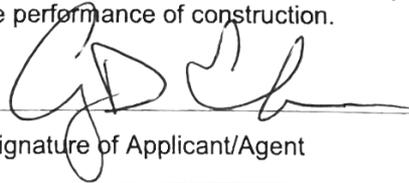
- (a) Drawn to a scale of one inch (1") equals fifty feet (50') or larger;
- (b) Date of preparation, north arrow, and scale;
- (c) Legal description;
- (d) Applicant/owner name and address;
- (e) Existing zoning;
- (f) Legend;
- (g) Vicinity map;
- (h) Existing and proposed utility lines and easements;
- (i) Certification by a registered land surveyor, licensed in the State of West Virginia, that the dimension and bearings are accurately delineated with a seal and signature;
- (j) Location, shape, exterior dimensions of each existing building on the site(s);
- (k) Location and dimensions of paved surfaces including sidewalks and curb cuts, and of all abutting streets;
- (l) Location of springs, streams, other water bodies, and areas subject to flooding;
- (m) Floodplain designation making reference to pertinent FEMA Firm Community Panel Number;
- (n) Approval signature block allowing space for President of Morgantown Planning Commission;
- (o) Other items as deemed necessary by Planner Director or City Engineer.

**Please note that all approved minor subdivision plats must be filed with the Monongalia County Tax Office within thirty (30) days of approval. Plats not filed within thirty (30) days will be considered invalid by the City of Morgantown and will require a new application.**

### VIII. ATTEST

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

Craig D. Eakes



6/22/20

Type/Print Name of Applicant/Agent

Signature of Applicant/Agent

Date



## Morgantown Utility Board

278 Greenbag Road Post Office Box 852 Morgantown, WV 26507-0852

Phone: 304.292.8443 Email: [mubmail@mub.org](mailto:mubmail@mub.org) Website: [mub.org](http://mub.org)

June 22, 2020

MNS20-05

Annelee Boyle and Craig Eakes  
504 St. Andrews Street  
Morgantown, WV 26508

**Re: Water, Sanitary Sewer and Storm Sewer Availability  
Seventh Ward, Tax Map 7, Parcels 192 & 193 ~ Kenmore Street**

Dear Annelee & Craig,

This will confirm that water, sanitary sewer, and storm sewer service is available to the above referenced property. Storm sewer service is as-cost and will require an estimate. Note that we are unable to certify whether the depth/elevation and/or size of the existing MUB facilities are adequate to serve the proposed structure. We will evaluate such adequacy upon receipt of additional details describing the design of the proposed structure along with a property plat showing the proposed structure to be served.

In addition to the above costs and in accordance with our PSC-approved rate schedule, tap fees will be charged for each domestic service connection requested. The tap fee for water service is \$700.00 (3/4-inch or less); \$1,000.00 (1-inch); \$1,500.00 (1 1/2-inch); \$2,000.00 (2-inch) per meter setting. All water services larger than 2-inch are installed on an as-cost basis. The tap fee for sewer service is \$700.00 per structure. The PSC requires that we install the utility service line to the property line of the premises being served for the cost of these tap fees and further requires that a single and separate customer service line be provided for each structure being served.

A Stormwater Permit Application will be required for your project along with a review and approval of your Storm Water Management Plan by MUB. **Note that this would be required prior to construction and/or development of the site.** Note also that a structural stormwater management control facility would be required as a part of any Stormwater Management Plan.)

In order to help us serve you better, please bring this letter with you when applying for new service, along with any additional property information available.

If you have any questions regarding this matter, please call me at (304) 292-8443. Thank you in advance for your kind cooperation.

Sincerely,

MORGANTOWN UTILITY BOARD

Brandon Stickley  
Engineering Technician