

Conditional Use Permit Application

The requirements for a Conditional Use Permit are outlined in Article 6, Section 6.3 of the Jefferson County Zoning and Land Development Ordinance.

While not required, all applicants are encouraged to schedule a Pre-Proposal Conference with the Office prior to the submission of a Conditional Use Permit application.

Please submit the following documents:

- ☒ Conditional Use Permit Application Form (attached) with application fee
 - ☒ Application Fee: \$250 + \$50/acre
- ☒ Site Sketch
 - ☒ Show location of proposed building(s) / additions to existing buildings
 - ☒ Show location of proposed parking area
 - ☒ Show location of proposed access
 - ☒ Show location of proposed sign(s)
 - ☒ Show topography, natural features, etc.
 - ☒ Show existing vegetation and/or location of proposed landscaping
- ☒ Narrative (optional)
 - ☐ Description of the proposed land use. May include information pertaining to hours of operation, number of employees, number of customers, etc. *Bus Stop*
 - ☐ Traffic characteristics – type and frequency of traffic (i.e. both existing traffic and level of traffic that would be generated by proposed land use) *more Business for Store*
 - ☒ Any other relevant information. *Clause in parent handbook*
- ☒ List of adjoining property owners and mailing addresses
 - ☐ This includes the properties located across any road, right-of-way, or easement. The Jefferson County Court House is the source for property owner information.

Note: Approval of a Conditional Use Permit, with or without conditions, allows the proposed land use only. Further processing may be required (i.e. site plan).

A Conditional Use Permit shall become void eighteen (18) months after the date of issuance if the construction or use for which the permit was issued has not commenced. A one-time extension of this time frame may be granted by the Board of Zoning Appeals after evaluation of the hardship involved with noncompliance of this regulation. The length of time extended shall be at the discretion of the Board of Zoning Appeals and shall not exceed eighteen (18) months. (Section 3.2G)



JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 East Washington Street, 2nd Floor
P.O. Box 716
Charles Town, West Virginia 25414

File #: 22-8-CUP
R'cvd Date: 9/30/22
Mtg. Date: 10/27/22
Fee Paid: \$ 350.
Staff Int.: JH

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Application for a Conditional Use Permit

Project Name Pathway Childcare

Property Owner Information

Name: Alice Chapman
Business Name: Pathway Childcare
Mailing Address: 15943 Charles Town Rd Charles Town WV 25414 Mail ☒ Yes
Phone Number: 304-270-8329 Email Response: pathwayc3@gmail.com Response: ☐ No

Applicant Information

Name: Alice Chapman
Business Name: Pathway Childcare
Mailing Address: 15943 Charles Town Rd Charles Town WV 25414 Mail ☒ Yes
Phone Number: 681-252-4484 Email Response: pathwayc3@gmail.com Response: ☐ No

Engineer(s), Surveyor(s), or Consultant(s) Information

Name: _____
Business Name: _____
Mailing Address: _____ Mail ☐ Yes
Phone Number: _____ Email Response: _____ Response: ☐ No

Physical Property Details

Physical Address: 15943 Charles Town Rd Charles Town WV 25414
Tax District: Charles Town District Map No: 19A Parcel No: 2.4
Parcel Size: 1.706 acres Deed Book: 1101 Page No: 192

Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (I-C)	Rural* (R)	Residential- Light Industrial- Commercial (R-LI-C)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/ Commercial Mixed-Use (OC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* For properties in the Rural Zoning District:

Is property located on a primary or secondary road?

☒ Yes ☐ No

Name of Road and/or Route Number: Charles Town Rd 115 South
of "Old Route 9"

State the proposed land use as listed in Appendix C and provide a description of the proposed use.

To change House into Childcare facility; playground area. We be childcare for 12 children to start, will expand to up to 32 children in the future. Will provide childcare and Before & After School care. Please provide any information or known history regarding this property. Previously owned by Donald & Marlene Ricketts

Please respond in detail to the following questions to show how the proposed project complies with the criteria located in Section 6.3 of the Zoning Ordinance:

1. How is the proposed use compatible with the goals of the adopted Comprehensive Plan? Section 6.3A.1 I am zoned

Rural, and I believe what I propose to do will be a great addition to this Comprehensive Plan. Rural area never have enough childcare. There are large communities near me with little or no childcare options.

2. How is the proposed use compatible in intensity and scale with the existing and potential land uses on surrounding properties? How will the proposed project mitigate potential threat to public health, safety, and welfare? Sec. 6.3A.2

There is a store "Charlie Brown's" already existing and a Solar farm coming soon. It will provide much needed childcare needed school District. There is potential threat to public health safety or welfare

3. Describe how the proposed site development will be designed such that the use will not hinder nor discourage the appropriate development and use of adjacent land and buildings. Section 6.3A.3

The Development of this childcare facility will provide much needed help needed in the community. It is located on 1.706 acres not on main highway completely fenced in with natural tree barriers.

4. Neighborhood character and surrounding property values shall be safeguarded by requiring implementation of the landscaping buffer requirements found in Appendix B and Section 4.11 of this Ordinance. Section 6.3A.4

☒ I am aware of the landscaping buffer requirements and will adhere to them.

☒ I am aware of the landscaping buffer requirements; however, I may be seeking a variance to modify them.

5. For properties in the Rural zoning district, roadway adequacy shall be assessed by the Comprehensive Plan's Highway Road Classification Map. If a rural parcel is not shown as commercial on the Future Land Use Guide or does not front on a Principal Arterial, Minor Arterial, or Major Collector road (as identified in the Comprehensive Plan), the applicant shall submit trip generation data, including Average Daily and Peak Hour trips, for the Board of Zoning Appeals to review in conjunction with the Highway Problem Areas Map when determining roadway adequacy for the proposed use. Section 6.3A.6. I will have 6 family dropping of

Children between 6 to 830 AM to pickup between 3-6 PM Mon-Friday
2 staff entering exiting also
☐ Applicable (Trip Generation Data attached)

☒ Not Applicable

The information given is correct to the best of my knowledge. Original Signature Required.

Alice Chapman 10/11/2022
Property Owner Date

Property Owner

Date



Alice Chapman <pathwayc3@gmail.com>

Proposed land use

3 messages

Alice Chapman <pathwayc3@gmail.com>
To: Alice Chapman <pathwayc3@gmail.com>

Tue, Sep 27, 2022 at 2:57 PM

I am proposing that my land and home be used to house pathway Child Care facility. Location 15943 Charlestown road Charlestown West Virginia 25414. We will service local families for their child care needs whether it be preschool or before and after school care. Our hours of operation will be 6:00 a.m. to 5:30 p.m. Monday through Friday. We share the right away with Charlie Brown's store which is already a designated bus stop which will not be a nuisance for the store they do not open until 8:30 9:00 a.m. every morning. All our children will be on the bus by 8:20 so there is no problem with the morning interfering with their business. This will also bring more Business two Charlie Brown store with parents wanting to pick up milk bread eggs etc on their way home. To me it's definitely a win-win situation. I will be servicing six families 12 children total to begin with I am seeking a conditional use for up to 32 children and two staff members. Most children will be dropped off from 6:00 a.m. to 8:30 a.m. and then again picked up in between the hours of 3:00 p.m. to 5:30 p.m. latest pick up would be 6:00 p.m. . There will be no midday drop offs or pickups unless it's a necessity such as sick child or child being dropped off late due to doctor's appointment etc. We also have added in our parent handbook that apparent must abide by the rule of safe driving entering and exiting of Charlie Brown's store parking lot and entering our property. We also added in our handbook that Charlie Brown store is not responsible for anything including lost stolen or any incidents or accidents on their property. That all liability falls solely on pathway child care facility.

Alice Chapman <pathwayc3@gmail.com>
To: Alice Chapman <pathwayc3@gmail.com>

Tue, Sep 27, 2022 at 3:03 PM

Within the next year we will be adding a home to this property. Due to the fact that I'm giving up my home to turn it in to the daycare facility.

[Quoted text hidden]

Alice Chapman <pathwayc3@gmail.com>
To: Alice Chapman <pathwayc3@gmail.com>

Tue, Sep 27, 2022 at 3:05 PM

We will be adding a sign at the end of our driveway a 4ft 9 inches x 20ft sign which will not be a nuisance to the public or any property near us

On Tue, Sep 27, 2022, 2:57 PM Alice Chapman <pathwayc3@gmail.com> wrote:

[Quoted text hidden]

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



September 20, 2022

Alice Chapman

15943 Charles Town Rd.
Charles Town WV, 25614

Dear Alice,

I have evaluated the integrated pest management plan you submitted to my office according to the criteria below. My comments concerning your plan are as follows:

- ☒ No changes are necessary.
- ☐ The policy statement was not included.
- ☐ The pest management objectives were not included.
- ☐ A method for educating building occupants was not included.
- ☐ The inspection activities were not specified.
- ☐ The monitoring activities were not specified.
- ☐ The evaluation methods were not specified.
- ☐ A system for notification of employees and parents was not specified.

The rules for Integrated Pest Management Programs in Schools and Child Care Centers state that each child care shall maintain an Integrated Pest Management file. This file must contain the following items: (1) the integrated pest management plan, (2) monitoring diagrams of the facility, (3) Pest Surveillance Data Sheets, (4) treatment records of the facility, including a floor plan indicating treatment locations, (5) labels of pesticide products used at the facility, and (6) copies of safety data sheets for pesticide products used.

Also, please note that pesticide applications are only to be made by certified pesticide applicators or registered technicians working under their supervision. No pesticides, including those purchased at a retail store, are to be applied by child care staff unless properly licensed with the WVDA. Please be advised any noncompliance could result in penalties of up to \$1000 per violation.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer L. Shivley".

Jennifer L. Shivley
Compliance Assistance Specialist
Pesticide Regulatory Programs
304-558-2209 Office
304-206-0679 Work Cell
Jshivley@wvda.us

Entrance Permit Application

PLEASE PRINT LEGIBLY

Sent
9/14/2022
(AC)

DATE APPLIED FOR: 9/14/2022

COUNTY: Jefferson

OWNER/DEVELOPER NAME: Pathway Childcare Center
Alice Chapman

ROUTE NO: 115 South 101st Rd

PHONE NO: 304 270 8329

ADDRESS OF APPLICANT: 15943 Charles Town Rd Charles Town
WV 25414

EMAIL ADDRESS: pathwayc3@gmail.com

EXACT LOCATION OF APPROACH (Please be specific. Example: East side of John Doe Road, 1.25 miles north of Jane Doe Road): Coming on to 115 South 101st Rd from Charlie
Brown's Store (House behind store shared right away)

NOTE: Property owner must stake location of approach or approaches out in field with blue and gold ribbon.

TYPE OF APPROACH:

	(Please mark)	WIDTH (16' - 20')
Private	<input checked="" type="checkbox"/>	
Commercial	<input type="checkbox"/>	min 25'
Minor Subdivision	<input type="checkbox"/>	
Major Subdivision	<input type="checkbox"/>	min 25'
Heavy Equipment	<input type="checkbox"/>	
Miscellaneous (state purpose)	<input type="checkbox"/>	

REQUIRED DOCUMENTATION

PRIVATE APPROACH (See A for required documentation)

COMMERCIAL APPROACH (See B for required documentation)

SUBDIVISION (Minor - See C for required documentation, Major - See D for required documentation)

HEAVY EQUIPMENT (See E for required documentation)

MISCELLANEOUS (See F for required documentation)

22-8-cvp

FID	TAX_YEAR	PARID	Ownership	OWNER_ADDR
8476	2022	02 19A0002000000000	WHITE RICHARD A SR & SHERYL L	15939 CHARLES TOWN RD
8477	2022	02 19A0001000000000	BROOKS MELODY	15887 CHARLES TOWN RD
8478	2022	02 19A000200030000	BROWN CHARLES J SR	15949 CHARLES TOWN RD
8479	2022	02 19A000200010000	BURKE GEORGE & ANN S ROWE	48 PRIVATE CT
8486	2022	02 19A000200040000	CHAPMAN ALICE	15943 CHARLES TOWN RD
8497	2022	02 190001000000000	HIGH HORIZONS FARM INC	336 ROSEMONT WAY

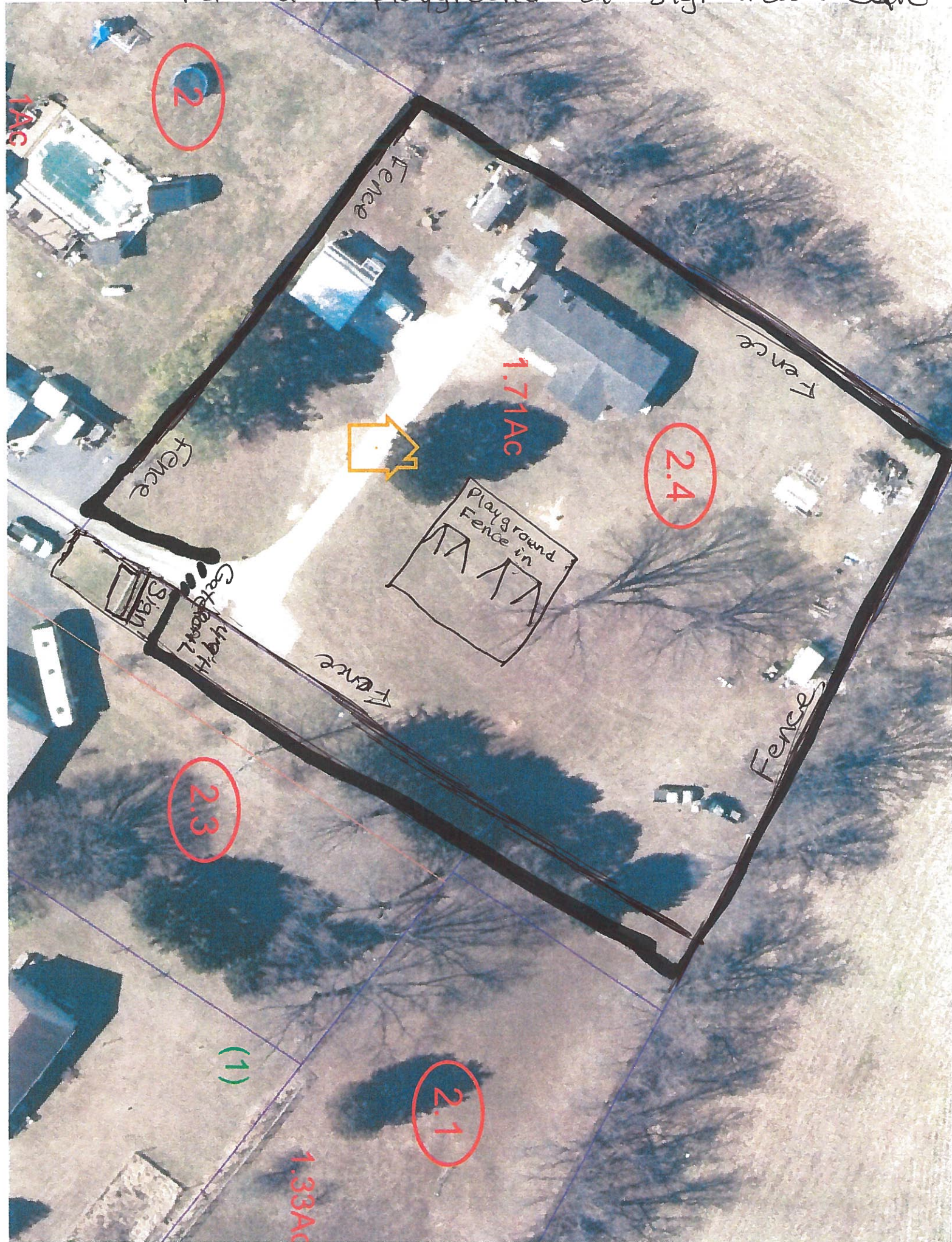
RECEIVED

SEP 30 2022

JEFFERSON COUNTY PLANNING
ZONING & ENGINEERING

CITYNAME	STATE	ZIP	DEED_BOOK	DEED_PAGE
CHARLES TOWN	WV	25414	634	423
CHARLES TOWN	WV	25414	1143	737
CHARLES TOWN	WV	25414	620	439
BUNKER HILL	WV	25413110	1121	712
CHARLES TOWN	WV	25414	1101	192
CHARLES TOWN	WV	25414	1208	227

Fence line & playground near sign in - gate





Alice Chapman <pathwayc3@gmail.com>

Fence

1 message

Alice Chapman <alichap20@gmail.com>

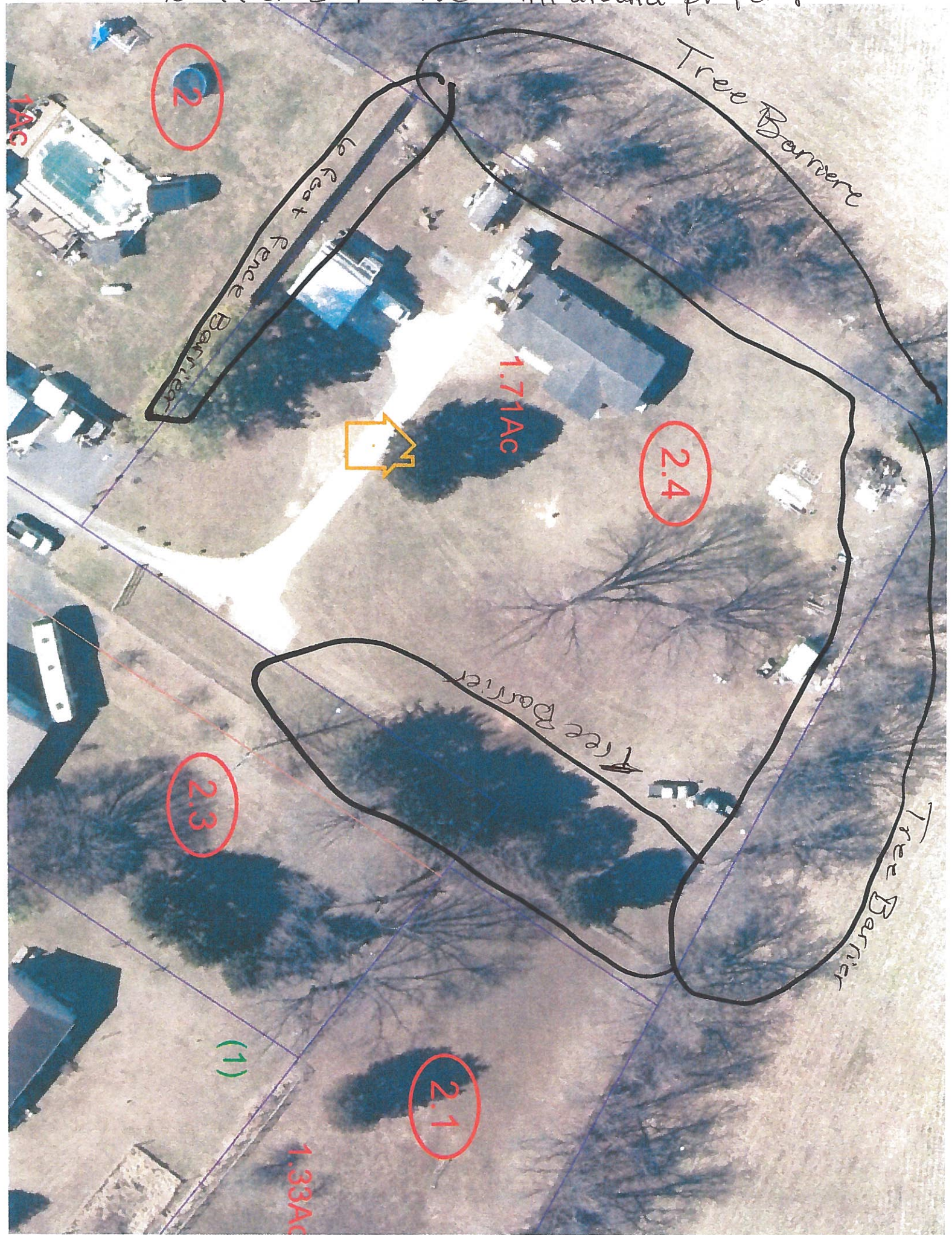
To: Alice Chapman <pathwayc3@gmail.com>

Tue, Sep 27, 2022 at 11:26 AM



IMG_20220927_112342171_HDR.jpg
7959K

100' x 100' 2' Parcel Hill around property



parking spaces



2

1Ac

1.71Ac

2.4

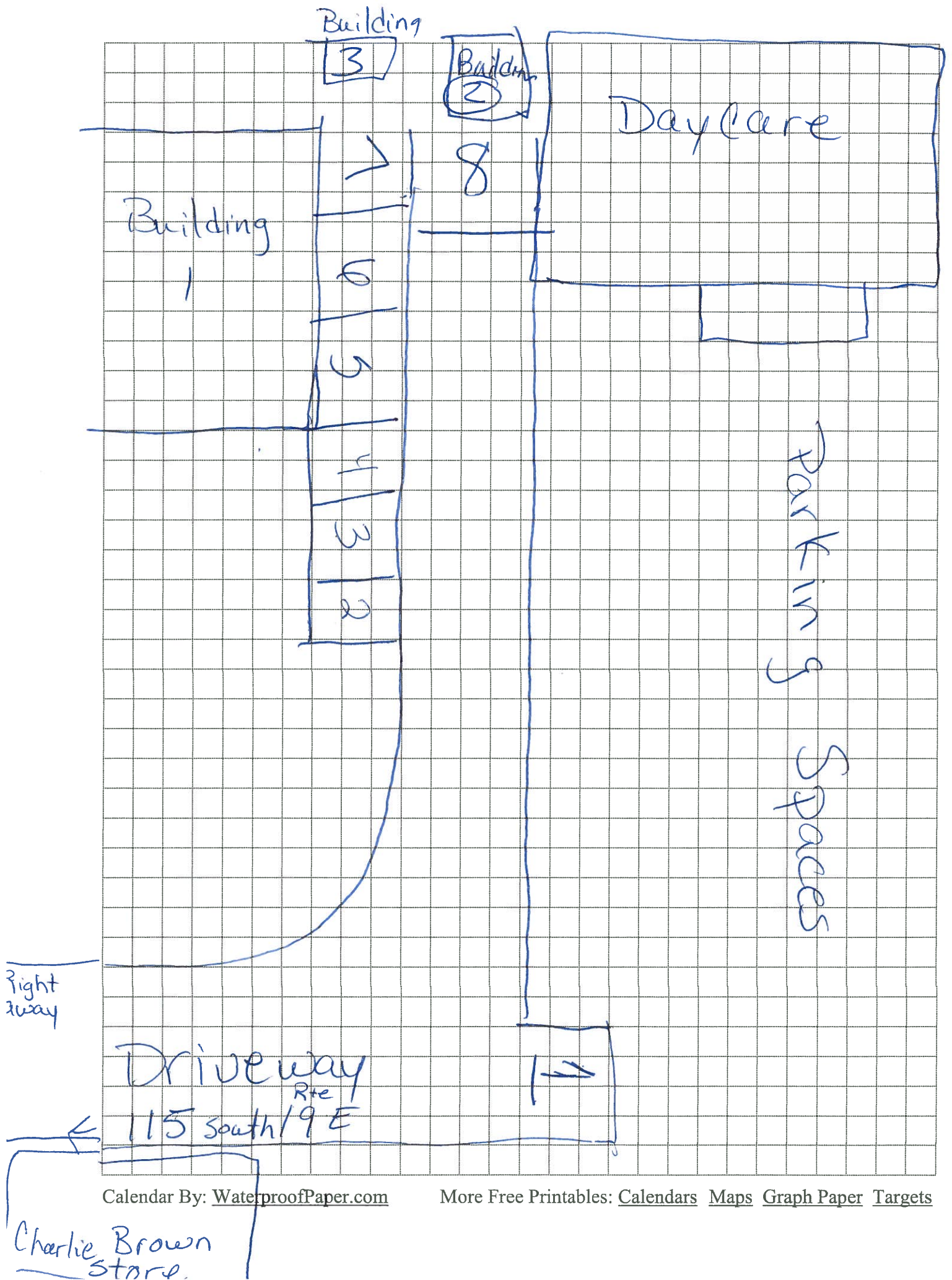
Parking
2

2.3

(1)

2.1

1.33Ac



Childcare building, Building 1-15 &



Entry 2. Exit to main Highway/Right away



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