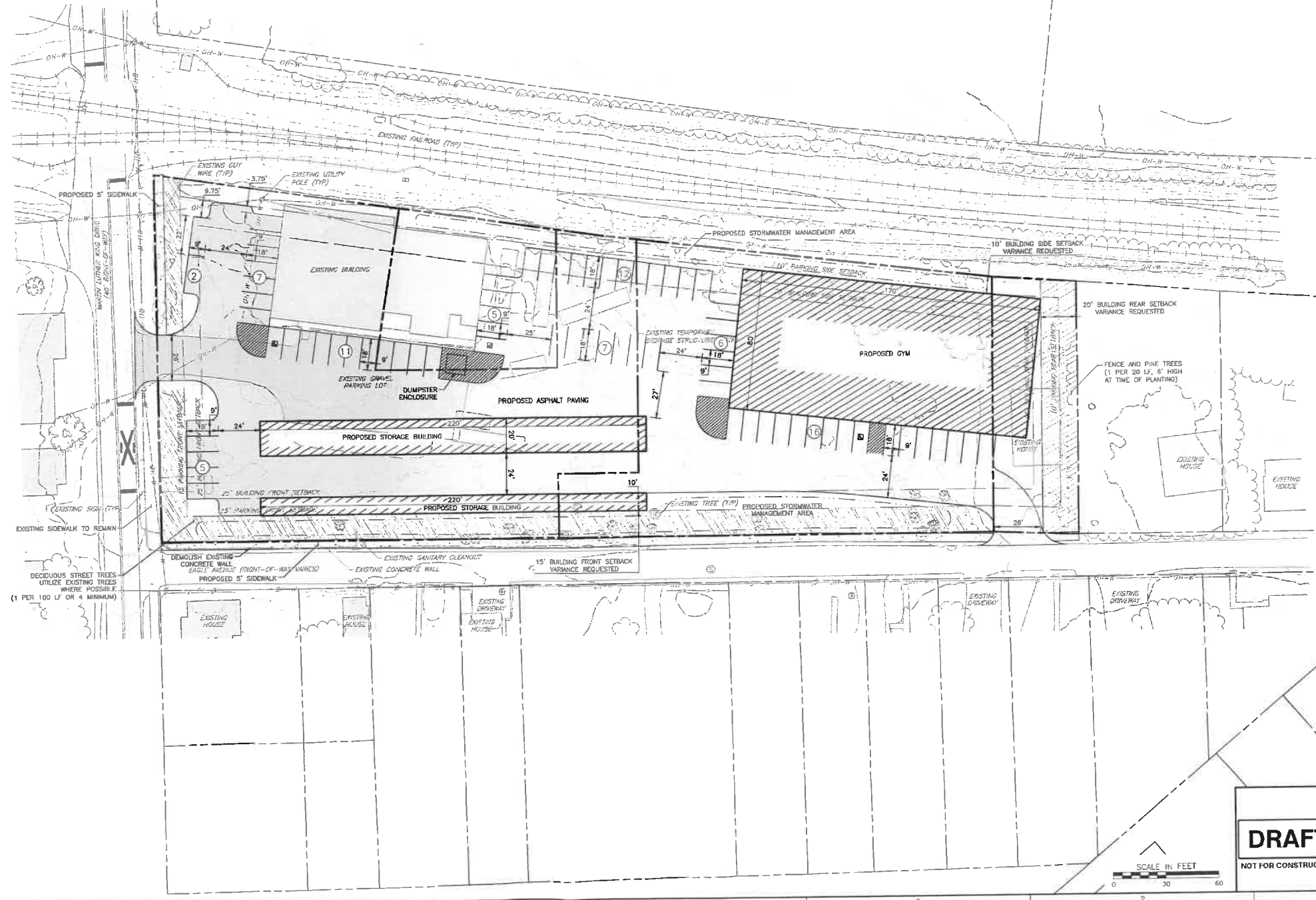




LEGEND	
	SUBJECT PROPERTY LINE
	ADJOINING PROPERTY LINE
	EXISTING SETBACK
	EXISTING CONTOUR (MAJOR)
	EXISTING CONTOUR (MINOR)
	EXISTING ROAD (PAVED)
	EXISTING CONCRETE
	EXISTING STRUCTURE
	EXISTING VEGETATION
	EXISTING FENCE LINE
	EXISTING RAILROAD TRACKS
	EXISTING OVERHEAD WIRES
	EXISTING UTILITY POLE
	EXISTING LIGHT POLE
	EXISTING SANITARY MANHOLE
	EXISTING VALVE
	EXISTING CATCH BASIN
	EXISTING SIGN
	EXISTING METER
	EXISTING TREE

- REFERENCE**
- HORIZONTAL SURVEY DATUM = NSRS 2011 WV STATE PLANE COORDINATES (NORTH ZONE).  
VERTICAL SURVEY DATUM = NAVD 88 (GEOID16).
  - EXISTING TOPOGRAPHIC AND PLANIMETRIC INFORMATION SHOWN IS BASED UPON SURVEY PERFORMED BY CIVIL & ENVIRONMENTAL CONSULTANTS, INC. IN JULY 2024.
  - THE SUBJECT PROPERTY BOUNDARIES SHOWN ARE BASED ON PLAT INFORMATION DATE 11/20/2018 AND PROPERTY CORNERS LOCATED IN JULY 2024. ADJACENT PROPERTIES ARE APPROXIMATE BASED ON TAX DATA. CEC HAS NOT PERFORMED A BOUNDARY SURVEY OF THE SUBJECT OR ADJACENT PARCELS.





**Yellow** is changes from 1<sup>st</sup> submission

## **Sec. 24.106 Minor Site Plan Concept Plan – Submission**

A. Submission. The applicant is responsible for submitting an application and all supporting documents to the Office of Planning and Zoning. It shall be accompanied by the fee for concept plan review.

B. Submission Contents. The submission shall contain the following elements in the number of copies indicated by staff.

1. General location. A map or aerial photograph showing an area of 500 feet around the property. Zoning boundaries shall be located on this document. **See below.**

2. Concept Plan. A Concept Plan shall be submitted in accordance with the content and formatting guidelines provided in Appendix A, Plan & Plat Standards. Show or note if all features are addressed.

- **Contour lines - shown**
- **Woods – shown**
- **Watercourses – not applicable**
- **Hillsides – N/A - see contour lines**
- **Prominent rock outcroppings – not applicable**
- **Sinkholes – not applicable**
- **Quarries – not applicable**
- **See also USGS Map below**

3. Zoning Information. This shall include:

- a. Determination of the zoning district in which the proposed site plan project is situated. **(See application)**
- b. Density calculations. **(Not applicable – not residential)**
- c. Site resource map. (See definition)
  - **Not a hillside development**
  - **Slopes of less than 10%**
  - **No riparian buffer requirements**
  - **Property is not in a floodplain**
  - **See also USGS Map below**
- d. Use designations for all adjoining and confronting parcels.
  - **All properties to the north, east, and south are all residential. The property to the west is farmland.**

4. Proposal Description. This shall be a written description of the proposal with general identification of the number of dwelling units or floor area proposed, commentary, zoning, and development option selected if the development is multifamily residential.

- As approved by the Board of Zoning Appeals on December 12, 2024, the applicant is maintaining the existing office building and existing indoor storage that is used by the applicant for his rental and construction business. On the second level there are two rental units that are roughed out for construction that will be completed in the future. These two rentals will both have three bedrooms and two bathrooms. The proposed new land use categories: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. Property will have access from Martin Luther King JR. Ave. (MLK)/Route 51 and Eagle Avenue.

5. Traffic Impact Data. This shall include:

- ADT figures for the adjoining or accessible State road. AADT is 7,748
- Trip generation figures based on the following table

USE	PEAK HOUR	AVERAGE DAILY
Townhouse	0.6	7.0 per d.u.
Mobile Home	0.6	5.0 per d.u.
Light Industrial	1.2	5.5 per 1000 s.f.
Industrial Park	0.99	7.0 per 1000 s.f.
Warehousing	1.63	4.9 per 1000 s.f.
Mini-warehousing	0.29	2.8 per 1000 s.f.
Office	2.82	17.7 per 1000 s.f.
Small Shopping Center	15.51	118.0 per 1000 s.f.
Convenience Market	54.80	625/1000 leasable s.f.

Use	Square Footage	Aver. Daily Traffic Count
2 Apartments	N/A	14
Office	2,800	49.56
Self-storage (mini-warehousing)	9,000	25.2
Gym	13,600	199.8 *
Small Shopping Center	3,500	413
Total		701.56

\* Land Use: 492 Health/Fitness Club was used for the trip generation from the ITE manual. An ADT of 14.8 per 1,000 sq. ft. As described in detail in the application submitted to the Board of Zoning Appeals for the December 12, 2024, meeting, this use is for a private training gym for a youth basketball camp and is not open to memberships like a health or fitness club. The square footage is large because there is a full-size regulation basketball court inside, which is not reflective of the low intensity of the use. No typical land designation and by extension, ITE trip generation adequately captures the fact that this is a low use facility. In a given day, not more than 30 students are at the facility in a given day.

c. Nearest key intersection that will serve the proposed project. A “key intersection” is defined as any intersection with a primary or secondary highway as classified by the current Comprehensive Plan.

- Intersection of Summit Point Road at WV 51 (Washington St)

d. “Highway Problem Areas” according to the current Comprehensive Plan that falls within a one-mile radius of the project.

- Intersection of Summit Point Road at WV 51 (Washington St)

e. If a use is not listed in the table above, the most current edition of the Institute of Transportation Engineers Trip Generation Manual or Handbook shall be referenced to determine appropriate trip generation figures.

6. In the event trip generation in the peak hour exceeds 100 or the limitation designated in the most current DOH Traffic Engineering Directive, a traffic study will be required which includes generators, etc. or unless the West Virginia Division of Highways has created an agreement with the applicant to provide site access improvements that are typically required by a traffic study, the traffic study shall not be required. This type of study should be performed by a traffic engineering consultant. The effect of phasing the subdivision shall be cumulative. The traffic study or a letter from the West Virginia Division of Highways outlining the proposed improvements shall be received with the first submission of the site plan.

7. Agency Reviews. The reviewing agencies shall conduct reviews of the proposed concept plan. Agency comments shall be received by the Department fourteen (14) days prior to the scheduled public workshop. The applicant shall distribute the concept plan to all reviewing agencies no later than 7 days after the review. Reviewing agencies are found in Sections 23.203 and 23.204. Applicant shall provide copy of letter sent to outside agencies to the Office of Planning and Zoning within seven (7) days of submission of Concept Plan. If any review agency failed to respond, they shall be deemed by these Regulations to have approved the plan.

- Will send notices within 7 days of submission of Concept Plan.

8. Other Data. Any other data or information the applicant believes will assist in the review.

**Required Parking Spaces as Approved by the Board of Zoning Appeals**

**24-8-CUP**

<b>Use and Square Footage</b>	<b>Parking Ratio</b>	<b>Total Number of Spaces Required</b>
Office – 2,800 sq. ft.	1 space per 300 sq. ft.	9 spaces
Office – 3,500 sq. ft.	1 space per 300 sq. ft.	11 spaces*
Private Gym – 13,600 sq. ft.	3 spaces per 1,200 sq. ft	34
Retail – 3,500 sq. ft.	1 space per 277 sq. ft.	12 spaces*
Self-Storage – 9,000 sq. ft	3 at the office plus 1 per employee	4 spaces
Apartment	1.5 spaces per unit	4 spaces
<b>Total Spaces Required for All Uses</b>		<b>63 spaces</b>
<b>Total Spaces Provided</b>		<b>71 spaces</b>

\*These uses occupy the same area of the building. Only one of the uses can occur at a time. Adding both numbers into the total spaces required would amount to double counting.

**Distance Requirements as Approved by the Board of Zoning Appeals**

**24-40-ZV**

<b>Distance Requirement</b>		
<i>Direction</i>	<i>Required Distance (ft)</i>	<i>Provided Distance (ft)</i>
South (MLK/Route 51)	75	112
East (Eagle Avenue)	75	49
North (Abandoned house)	75	40
West (Railroad tracks)	75	76

**Setback Requirements as Approved by the Board of Zoning Appeals**

**24-40-ZV**

<b>Setback Requirement</b>		
<i>Direction</i>	<i>Required Distance (ft)</i>	<i>Provided Distance (ft)</i>
South (MLK/Route 51)	25	25
East (Eagle Avenue)	25	15
North (Abandoned house)	25	20
West (Railroad tracks)	25	10

**Buffer Requirements as Approved by the Board of Zoning Appeals**

**23-41-ZV**

<b>Buffer Requirement</b>		
<i>Direction</i>	<i>Required Buffer</i>	<i>Provided Buffer</i>
North (Abandoned house)	20-40 buffer consisting of: <ul style="list-style-type: none"><li>• 1 row of evergreens planted every 10 feet with a minimum height of 6 feet</li><li>• Solid fence with a height of 6 feet</li><li>• 1 row of evergreen trees planted every 20 feet with a minimum height of 6 feet</li></ul>	20-foot buffer consisting of: <ul style="list-style-type: none"><li>• Solid fence with a height of 6 feet</li><li>• One row of pine trees every 20 feet</li></ul>
West (Railroad tracks)	10-foot-wide screened buffer of: <ul style="list-style-type: none"><li>• 1 pine or deciduous tree planted every 50 feet with a minimum height of 6 feet</li><li>• 1 ornamental tree planted every 50 with a minimum height of 4 feet</li><li>• 3 shrubs per every 25 feet.</li></ul>	None provided along railroad tracks.

9. Other Reviews. Any other staff or agency reviews of the plans. **N/A**

10. Adjoining Property. The applicant must provide an accurate list of all properties and owners' addresses adjoining the subject property. The adjoiners and Homeowner's Associations shall be notified by staff of the date of the workshop.

- **See below.**



Zoning Designation

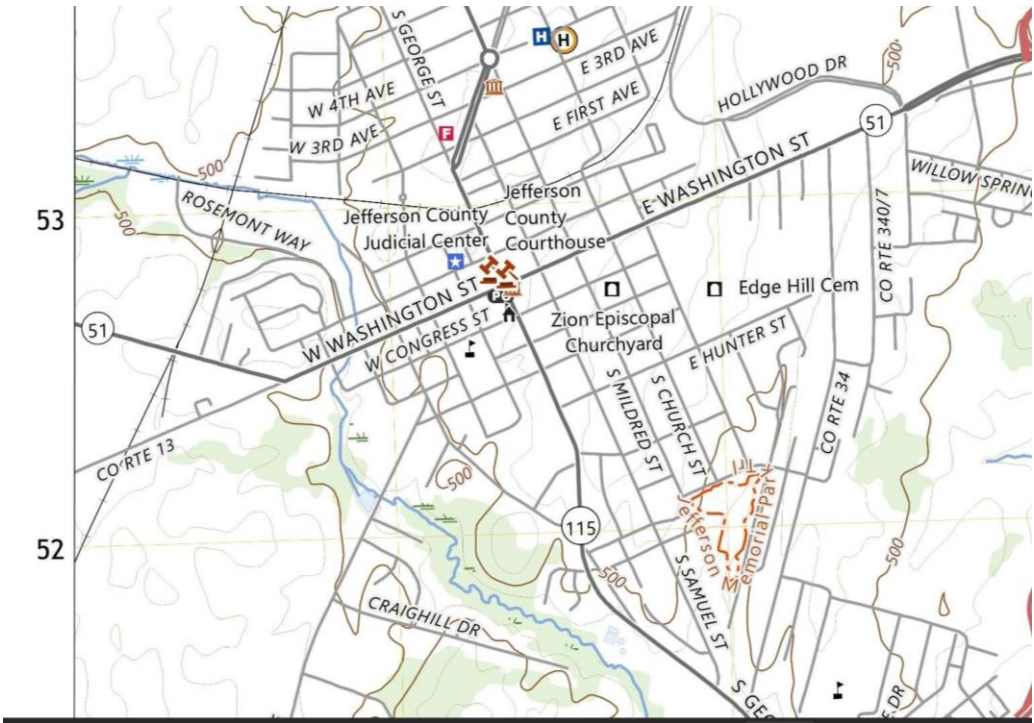
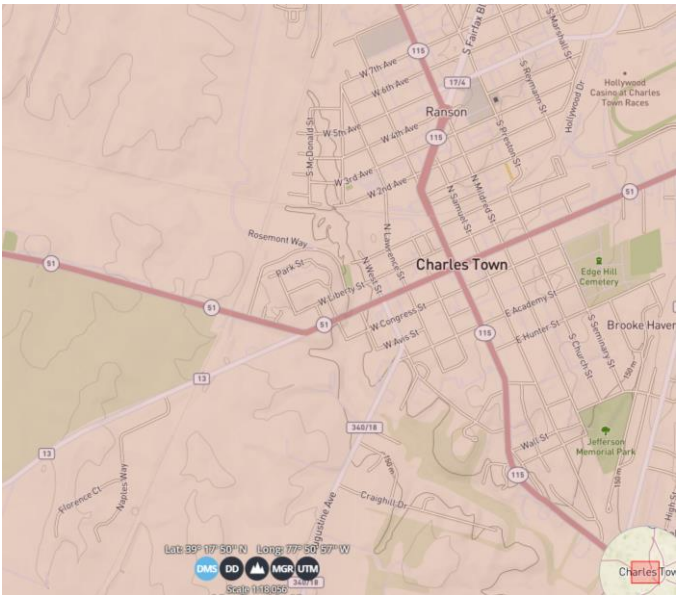
Residential Growth



Residential Growth

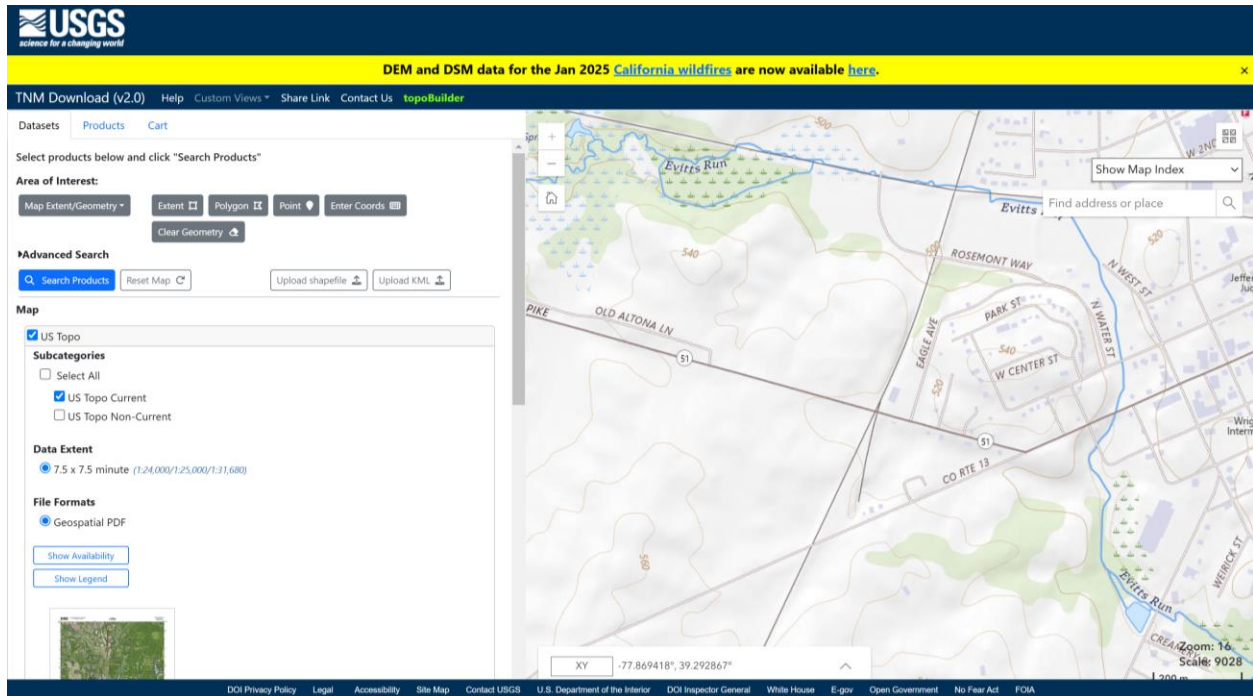


USGS Maps



## Site Resources

### 20 Foot Contours



### 2 Foot Contours

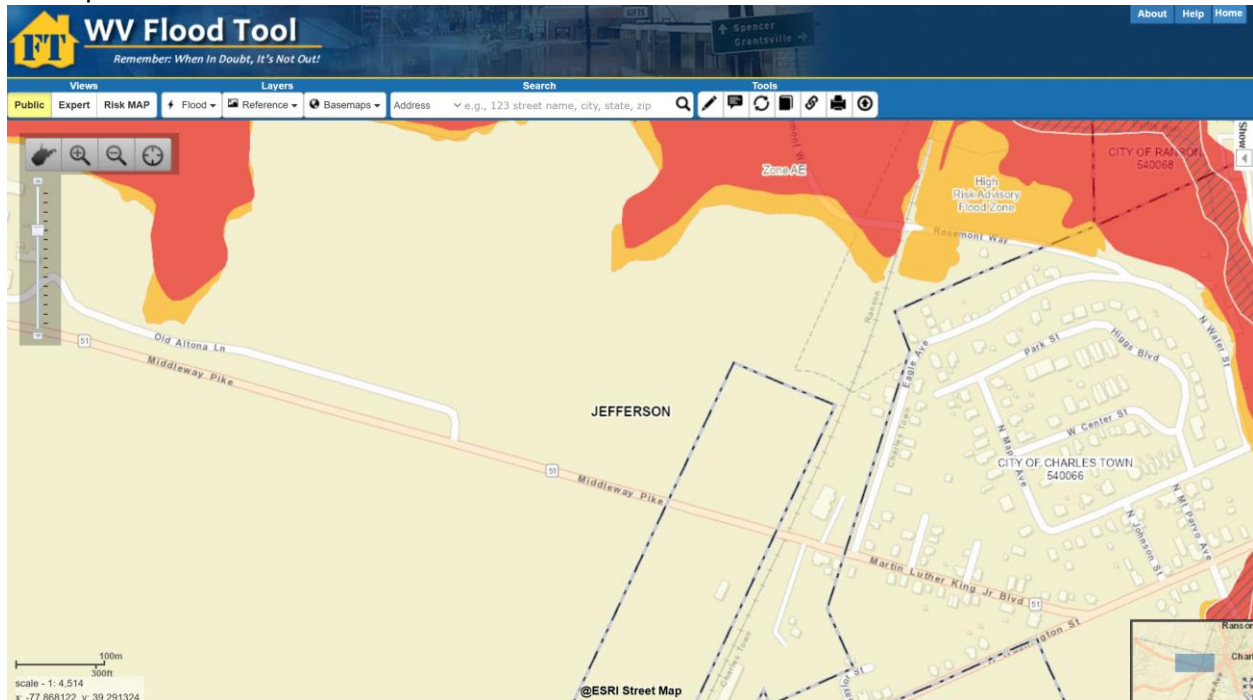




## Existing Conditions



## Floodplain

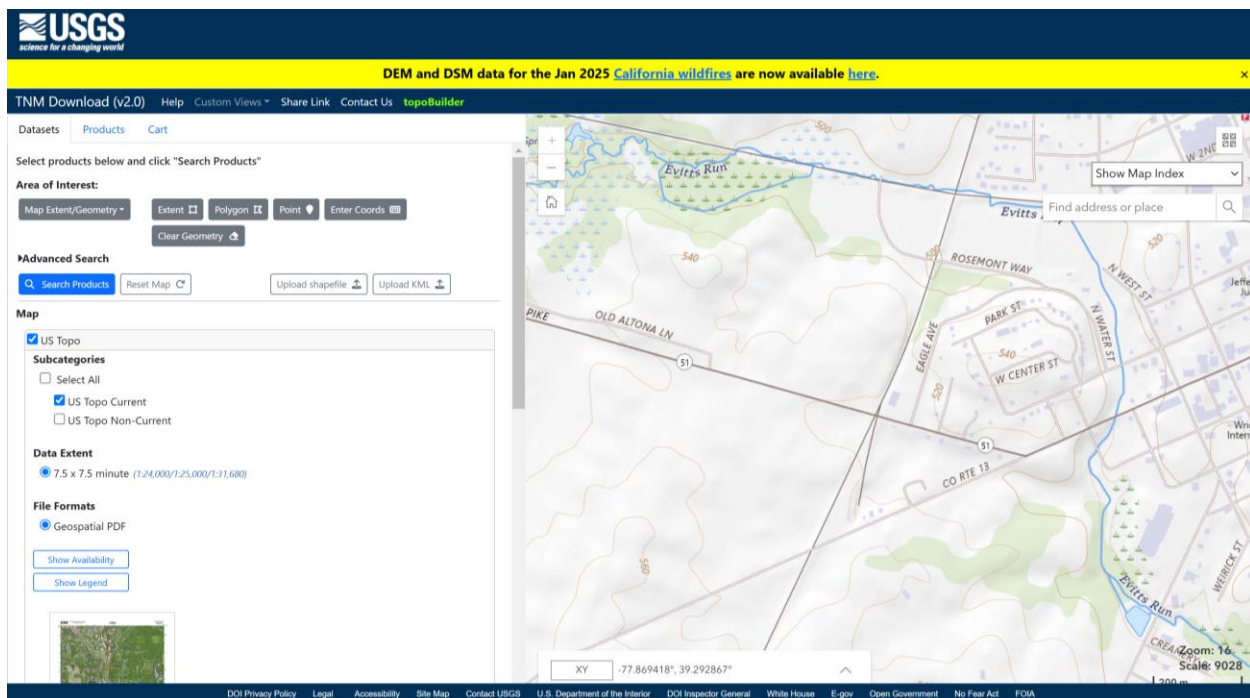


Site resource map. (See definition)

- Does not meet requirements of Section 22.504, Protection of Resources
- Not a hillside development - slopes are less than 10%
- No riparian buffer requirements
- Property is not in a floodplain – see map above
- See also USGS Map – see map above
- Existing conditions – see map above
- Contour lines – see map above
- Woods – None - see existing conditions map above
- Watercourses – not applicable – see floodplain map above
- Hillsides – N/A - see contour lines map above
- Prominent rock outcroppings – not applicable
- Sinkholes – not applicable
- Quarries – not applicable

## USGS TOPO

## 20 Foot Contours



## 2 Foot Contours



## Adjoiners

Owner	# and Street	City, State, Zip
JOHNSON CURTIS	1009 ARCHER RD	KEARNEYSVILLE, WV 25430
BALLARD LINDA D ET AL	72 LOUISA BEALL LN	CHARLES TOWN, WV 25414
MAO JOHN	1207S GEORGE ST UNIT B	CHARLES TOWN, WV 25414
DOWNING JULIA M	605 EAGLE AVE	CHARLES TOWN, WV 25414
PEREZ CARLOS J J	609 EAGLE AVE	CHARLES TOWN, WV 25414
R & D INVESTMENTS LLC	605 BALTIMORE ST	MARTINSBURG, WV 25401
MAO SHUK FAN	1207S GEORGE ST UNIT B	CHARLES TOWN, WV 25414
SMITH HENRY	338S ORANGE AVE	BREA, CA 92821
BERRY JOHN E IV	213W 7TH AVE	RANSON, WV 25438
CORDING ROBERT G & MEAGAN L SUDICKY	11078 MIDDLEWAY PIKE	CHARLES TOWN, WV 25414
DAVENPORT HENRY B III	PO BOX 27	CHARLES TOWN, WV 25414