

Morgan County Planning Commission
Meeting Minutes
Morgan County Commission Meeting Chambers
January 28, 2020 – 7:00 p.m.

I. OPEN MEETING

Meeting was opened at 7:01 p.m.

Members present: Jack Soronen, Scott Swaim, Susan Parker, Eric LaRue, George Didawick, Wayne Omph, Ken Reed, Lori Hansroth, Carl Cowgill, Robert White

Members absent: Justin Andrews

Others present: Amy Schumaker, County Planning/GIS Director, Alex Moore, County Planning/GIS Technician, and Alma Gorse, former County Planning Director. See attached sign-in sheet.

II. ELECTION OF OFFICERS

Floor was opened for nominations for President and Vice President of the Morgan County Planning Commission.

On an Eric LaRue/ Susan Parker motion, Jack Soronen was nominated for President of the Morgan County Planning Commission for 2020. Motion Carried.

On a Wayne Omph/ George Didawick motion, Scott Swaim was nominated for Vice President of the Morgan County Planning Commission for 2020. Motion Carried.

III. MEETING MINUTES

On a S. Parker motion, the Morgan County Planning Commission unanimously approved the January 28, 2020 meeting minutes.

III. MORGAN COUNTY SUBDIVISION REGULATIONS
MINOR SUBDIVISION – EXEMPTIONS
WAIVER REQUEST

Property Owner: Christopher Haldeman & Alisa Stine
Dbas Phoenix Rising Tax Services
1833 Valley Road
Berkeley Springs, WV 25411
Bath District, Map 7, Parcel 35
0.362 acres

Property owner is seeking approval of a division of land through Section 3.2 Minor Subdivision. Exemptions to separate a business from a residence. Subdivision plat has been completed. Due to the lot size of the business lot, some of the Commercial requirements cannot be met such as setback requirements and buffering.

Waiver Request: Waiver of the Commercial Improvement Location Permit requirements for projects less than 2,000 square feet except for plans showing vicinity map, scale, north arrow, existing utilities, signage, and new public sewer and water hookups shown.

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Prepared by A. Schumaker

December 30, 2019

Property Owner is seeking a waiver of the commercial Improvement Location Permit Ordinance Article 4 requirements.

Waiver request: Applicant is requesting a waiver Commercial Improvement Location Permit Ordinance Article 4.

Project History:

Property is described as Parcel B, Bath District, Map 7, Parcel 35 – 0.326 acres.

Property has an existing residence and detached garage.

May, 2019 – a commercial building permit was issued to renovate the existing garage into a small tax office business. All renovations are interior with the exception of enclosing the existing garage door with a regular door for entry. A bathroom has been added, rest is open office space. The business shares an existing driveway with the residence.

Business side of property:

WV Division of Highways (WVDOH) has been contacted regarding an entrance permit for the business. Minor paved aprons will be required by the property owner.

Warms Springs Public Service District is requiring a separate tap for the sewage hookup to the business.

Berkeley Springs Water Department –Not sure if separate tap is required.

The parking area in front of the office will be expanded by installing gravel. Parking area is for approximately 4 cars.

A small sign will be installed at the front of the property, outside of the WVDOH right of way.

Requesting a waiver of the Commercial Improvement Location Permit Ordinance Article 4 requirements for projects less than 2,000 square feet except for plans showing vicinity map, scale, north arrow, existing utilities, signage, and new public sewer and water hookups shown. An approved entrance permit, water and sewer approval will be submitted and shown on the plat as well as existing segments and documentation.

Residence side of property:

The residence has been rented out and the current renters are now interested in purchasing the home. The property owner would like to keep the tax office separate from the house. At this time, no renovations are being done to the house.

The property is eligible for Exemptions, but due to the reduction of the business lot it is not possible to be compliant with all the commercial regulations.

Findings of Facts/Conclusions:

Requirements prior to stamped approval of the division of land plat:

WV Division of Highways approved entrance permit.

This entrance permit approval will include an access easement agreement between both property owners.

The plat should contain notations of any access and/or utility easements if required.

Approved Waiver Request and date of action must be noted on the plat.

On a Lori Hansroth/Susan Parker motion, the Morgan County Planning Commission approved the waiver of the Commercial Improvement Location Permit Ordinance requirements for projects less than 2,000 square feet specifically the buffering and setback requirements. Motion Carried.

On a Susan Parker/Eric LaRue motion, The Morgan County Planning Commission moves to approve the subdivision upon receipt of water and sewer permits, highway entrance permit, and an easement for the driveway. Motion Carried.

IV. DISCUSSION TOPICS

Route 522 Bypass Update

Planning member and Chamber of Commerce Director Lori Hansroth PROVIDED ~~stated~~ gave an update on the Route 522 Bypass. The update included details about the environmental study, the initial study had been taken and updated. There would be a meeting held in February with the Warm Springs Watershed Association to discuss the environmental study with the public.

V. ADJOURNMENT

On a Scott Swaim/Eric LaRue motion, the meeting adjourned at 7:29 p.m.