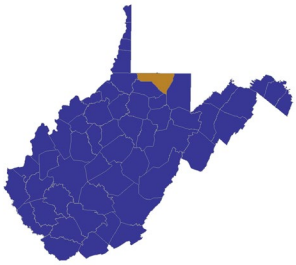
MCPC
MONONGALIA COUNTY
PLANNING COMMISSION

243 High Street, Rm 026
Morgantown, WV 26505
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Planning Commissioners:

Matthew Ridgway PE, President

Vince Putkowski, Vice President

Jeff Arnett, County Commissioner

Joe Panico

Joe Kaehler

Darin Glitz

Marc Bowers

Mary Ann Folz

Parker Grimes

PLANNING STAFF:
Director of Planning:
Andrew Gast-Bray, AICP

County Planner:
Patricia Booth, AICP

Regular Meeting
November 12, 2025
6:00 pm
In-Person/Via Tele-Conference

AGENDA

I. Call to Order and Roll Call

II. Approval of Minutes – MCPC President
A. Action on Absences (Aug 13, 2025)
B. Action on Minutes (Aug 13, 2025)

III. Public Hearings

Case DSI 003-2025: A proposal to consider a Development of Significant Impact review for the property legally described as Morgan Tax Map 4D parcels 7 and 8 located on the southeast corner of Chestnut Ridge Rd and Northwestern Ave. The applicant is proposing to install 1 five-story apartment complex with 50 one-bed units. This is in conjunction with a Variance request.

IV. Public Comments/Questions

V. Work Session – Proposed Sunflower Village

VI. Financial/Administrative Report - Planning Director

VII. Announcements/Communications

VIII. Sub-Committees Updates – MCPC President

Personnel Committee: Putkowski, Ridgway, Arnett
Comprehensive Plan Committee: Hawkins
Zoning Committee: Kaehler, Panico, Hawkins
Budget Committee: Putkowski, Kaehler

IX. New Business – Change in Health Care for Staff

X. Old Business

XI. Adjournment

MEMORANDUM

MONONGALIA COUNTY PLANNING COMMISSION

To: The Monongalia County Planning Commission

From: Andrew Gast-Bray, AICP, Director of Planning

Date: October 22, 2025

Subject: Request for site plan approval of a Development of Significant Impact by the CMC Malone for property legally described as Parcels 7 and 8, Tax Map 4D of the Morgan District.

Meeting: November 12, 2025

I. REQUEST:

The applicant is requesting approval of a development of significant impact (DSI) in order to develop the site with 1 five story apartment complex with 50 one-bed units. (See Exhibit A).

Location:

Current Owner: Star, LLC
Address: 950 and 953 Chestnut Ridge Rd, Morgantown, WV 26505
Legal Description: Parcel 7 and 8, Tax Map 4D of the Morgan District

II. RELEVANT PRIOR COUNTY ACTIONS:

On July 24, 2019 the County Commission approved to rezone Parcels 7 and 8 of Morgan Tax Map 4D from R-1 (single family residential) to R-4 (high density residential).

On September 11, 2019, the Mon County Planning Commission approved DSI 002-2019 for construction of 36 one-bed units onsite.

On September 15, 2021, Star LLC was approved for an extension of DSI 002-2029 due to the Morgantown Utility Board not granting approval of the stormwater management plan due to ongoing stormwater extensions and upgrading in the general area. The extension was for a period of 2 years until September 11, 2023 at which point either the Land use Permit must have been issued and active or the DSI must be reapplied for. Star LLC chose to let the extension lapse without pursuing an LUP.

On October 10, 2025 agent Scott Copen submitted an application for the DSI. While the application was complete, Mr. Copen requested to make minor changes to the submitted items after submission. An addendum, which did not materially change the application but clarified items like the handicap parking, was submitted on October 14, 2025.

III. BACKGROUND INFORMATION:

A. Size of Site: Approx. 39,160 sq ft (0.89 acres)

B. Zoning District: High Density Residential (R-4)
C. Existing Vegetation: Both parcels had previously been developed: one with a single family residence (Par 8) and one with a single family residence and 4 unit apartment building (Par 7). These have since been removed.
D. Community Character of Immediate Vicinity: Mixture of high and low density residential with a smattering of commercial.

IV. REVIEW OF APPLICATION:

Pursuant to Section 2300.07 of the West Run Planning District Zoning Ordinance, no land within the zoned planning districts of Monongalia County shall be developed or altered for the purpose of constructing buildings or establishing uses without first having received site plan approval from either the Planning Office, the Planning Commission, or the Board of Zoning Appeals. It shall be the duty of the Planning Official, or his/her designee, in conjunction with other appropriate departments and agencies, to perform complete and thorough review of all plans submitted to the Planning Office.

Developments of Significant Impact (DSI) are those that have a broader impact. Residential projects of 12 to 99 dwelling units are defined as a DSI. The Planning Commission shall consider the following standards concerning applications that are defined as a DSI:

1. Purpose of the R-4 District (§1250.01): In Compliance.

   The West Run High Density Residential District (R-4) is created to provide for apartment, townhouse, condominium and other high density residential and other compatible uses where public water, sewer, and suitable roadway networks are available, near employment centers, and possessing other characteristics which make high densities appropriate and desirable.

   The applicant is proposing a multi-family structure.

2. Permitted Uses (§1250.02): In Compliance.

   The following uses and structures shall be permitted in the West Run High Density Residential District:

   A. Uses permitted in the West Run Medium Density Residential District (R-3) shall be permitted in the West Run High Density Residential District (R-4).
   B. Multi-family dwellings or apartment buildings
   C. Assisted living and other residential treatment facilities up to the maximum density permitted by the State of West Virginia and permitted by the provisions of this Ordinance.

   The construction of a multifamily structure containing 50 units is a permitted use within the R-4 District. Construction of between 12 and 99 units requires review by the Planning Commission via a Development of Significant Impact (this application and staff report).

3. Permitted Accessory Uses (§1250.03): In Compliance.

The following accessory uses and structures shall be permitted in the West Run High Density Residential District (R-4) provided they are incidental and subordinate in height, area, bulk and extent to the principal use. Accessory structures shall not be erected prior to the erection of a principal building or use.

A. Detached garages and storage buildings for use of residents
B. Private swimming pools, health clubs, meeting facilities, and recreational facilities for the use of the residents.
C. Required off-street parking
D. Any other use, which the Board of Zoning Appeals determines is one customary, and incidental to the principal permitted use of the property.

No accessory structures are requested.

4. Residential Density – Multi-Family Residential (§1250.05): In Compliance.

Multi-Family Residential
A. Maximum of 8 structures with a maximum of 80 bedrooms per acre. *See TA 001- 2016*

Based on the plans submitted, with 0.89 (39,160 sq ft) acres of land, the applicant is allowed a maximum of 7.12 (7 rounding down) structures with a max of 71.2 (71 rounding down) beds. The site plan shows one building with 50 one-bed units. This would put the project at a total of 50 bedrooms, well below the max (70.42% of the max).

5. Height (§1250.05): In Compliance.

B. Height.
1. The height of the principal structure shall not exceed 5 stories or 50 feet whichever is less.
2. Structures of 4 or 5 stories, or exceeding 40 feet, shall be constructed with independent fire detection and suppression systems.

Based on the plans submitted, the proposed buildings will be 4 stories of habitable floor. The overall height is 60 feet, however, this is a split level building, and each level is no more than 50 feet high where living space is concerned. (see Exhibit B).

6. Lot Requirements (§1250.05): In Compliance.

1. Size. 25000 SF minimum.
2. Width. 200 feet minimum.

For construction purposes, the two parcels shall be combined into one development site. The site consists of 0.89 acres with 240 feet of width.

7. Lot Disturbance Standards – Minimum Yard Setbacks (§1250.05): In Compliance.

A. Front yard shall have a minimum depth of 20 feet.
B. Rear yard shall have a minimum depth of 40 feet.
C. Side yards shall have a minimum width of 10 feet.

D. Parking Lot/drive aisle setbacks shall have a minimum depth of 5 feet.

The site plan outlines the required front and side yard setbacks. As the site is a corner spot, per Graphic 2250.39, the site consists of only side and front yard setbacks. The site plan also meets the 5 foot minimum drive aisle setback.

8. Required Parking (§2500.04): **Compliance to be determined. Condition Requested**

Required Parking

Specific Use	Multiplier	Proposed	Required Spaces
Dwelling, Multi-family	1 bedroom unit/1 spaces per unit	50 1-bedroom units	50 Spaces
		Total	**50 Spaces**

According to the site plan submitted, the Applicant is providing 54 parking spaces for the units. This is above the required amount but below the max of 115% which is 57 spots. The parking stalls are also condensed by 1 foot from ten to nine feet. Therefore, the applicant has applied for a Variance (VAR) to be heard by the Board of Zoning Appeals on November 19, 2025. This DSI will be conditionally approved provided the VAR is also approved at the BZA meeting.

Staff is recommending one condition:

Prior to the issuance of the Land Use Permit, the Applicant shall submit and be approved for a variance to the landscaping setback and parking.

9. Required Landscaping (§2550.02): **Compliance to be determined. Condition Requested**

New nonresidential and/or multi-family development adjacent to single-family residential property (existing or zoned) shall provide a landscape buffer yard ten (10) feet wide planted with five medium to large trees and fifteen (15) shrubs per 100 linear feet of buffer yard between the nonresidential or multi-family uses and single-family residential uses (See Graphic 2550.06.01).

According to the landscaping plan submitted, the Applicant is providing a mixture of bushes and trees around the exterior of the project site. Additionally, all areas not delineated as structures, parking or travel ways are required to be grassed over unless otherwise delineated (see Exhibit A). However, the applicant is required to have a ten foot landscape buffer to the north side of the property as the parcels to the north are zoned R-1 (Single Family Residential).

The applicant wishes to reduce this landscape buffer to 5 feet, coinciding with the parking setback. Therefore, the applicant has applied for a Variance (VAR) to be heard by the Board of Zoning Appeals on November 19, 2025. This DSI will be conditionally approved provided the VAR is also approved at the BZA meeting. The proposed decrease in landscaping buffer will still include additional non-landscaped green space adjacent to the

road which is not permitted to be landscaped as it is part of DOH right of way. Additionally, the rest of the lot will be meeting or exceeding the requirements for landscaping.

Staff is recommending prior to the issuance of the Land Use Permit, the Applicant shall submit and be approved for a variance to the landscaping setback and parking.

10. Signs: In Compliance.

    The Monongalia County West Run Planning District Zoning Ordinance does not provide any regulations for signage.

    At this time a sign has not been proposed as part of the project.

11. Building plans and elevations illustrating construction, alteration, materials, textures and colors: In Compliance.

    The applicant did provide building plans and elevations for the apartment buildings included material types. It will be similar in style to The Malone across the street which was previously approved by the MCPC.

12. Lighting and Illumination: In Compliance.

    The applicant stated that no outdoor lighting would be used as part of this development.

13. Drainage and Stormwater Management (§2650.01): In Compliance

    For project disturbing over 1 acre, a WVDEP permit must be applied for. All drainage and stormwater systems shall be designed and built in accordance with the WVDEP standards. In the case of this area, Stormwater Management is handled by WV DEP.

    The Applicant has submitted a proposed stormwater management plan as part of their application to WV DEP which has been approved as Permit WV0115924. The Applicant has submitted a proposed stormwater management plan as part of their application and will also be grading the site in such a manner to ensure stormwater is not directed onto adjacent properties.

    The Applicant will have access to City Stormwater. MUB has sent a letter of availability for stormwater facilities. Detailed review of the project and any necessary adjustments will be made prior to execution of the installation.

    In previous DSI 003-2024 they were upgrading the stormwater system from Willowdale to the project site across the road. With this DSI, the applicant will be updating the rest of the stormwater system adjacent to Northwestern Avenue up to Chestnut Ridge Road.

14. Water Facilities (§2650.01): In Compliance

The Applicant will have access to City Water. MUB has sent a letter of availability for water facilities. Detailed review of the project and any necessary adjustments will be made prior to execution of the installation.

15. Sewerage Facilities (§2750.01): In Compliance

    The Applicant will have access to City Sewer. MUB has sent a letter of availability for sewer facilities. Detailed review of the project and any necessary adjustments will be made prior to execution of the installation.

16. Fire Protection: **Compliance to be determined. Condition Requested**

    Approval of fire protection is contingent on documentation provided by the applicant from the State Fire Marshal prior to issuance of a Certificate of Compliance.

    Staff is recommending that prior to the issuance of the Certificate of Compliance, the Applicant shall submit documentation from the State Fire Marshal indicating approval of the site plan and floor plan in regard to fire protection.

17. Access: In Compliance

    Access is currently being provided via an existing driveway from the prior structures on site.

18. Traffic Generation: In Compliance

    For uses which, in the opinion of the Planning Official, may create excessive negative traffic impacts on existing public rights-of-way in the immediate vicinity that serve the use, the Planning Official may require a Traffic Impact Analysis on current and future traffic flows, at the applicant's expense. The Planning Commission may also table consideration of a development and require the applicant to prepare and submit a Traffic Impact Analysis. If the study indicates that the projected traffic impact of the use would result in a two (2) full letter grade decline in the existing Level of Service of any public right-of-way directly serving the use, such finding may be considered sufficient grounds for denial of the project, or a requirement that sufficient improvements be made to said streets, at the applicant's expense, or that the project be reduced in size and scope to the point where no such negative impact on the Level of Service results.

    Per the 9th Edition ITE Trip Generation Report:

Use	Daily Trips	Peak PM In	Peak PM Out
Apartment (DU)	333	20	11

    In the opinion of the Director of Planning, a traffic analysis was not required for this project and submitted as part of the application. Note: In tandem with the stormwater system repair/replacement proposed in Section 13, the applicant has worked with staff on a proposed sidewalk from property to Willowdale along Northwestern and the repair of the street where this work is being performed. In addition, the project site will have access to

public transportation via the Mountain Line Transit. Therefore, this will only be a minor impact.

In previous DSI 003-2024 for the project across the street the applicant was doing a sidewalk along the north side of Northwestern along the project site and crossing to the south side and continuing to Willowdale. With this DSI, applicant will instead be installing a continuous sidewalk on the southern side of Northwestern Avenue from Chestnut Ridge Road to Willowdale and forgo the sidewalk adjacent to the other project site. WV DOH agrees in principle with the proposed scope of the project and associated infrastructure improvements, which include installation of sidewalk and new storm culverts along Northwestern Ave. A traffic impact study has been requested to determine any additional improvements needed, which may include pedestrian accommodations. WVDOH reserves the right to review plans for conformity with WVDOH standards and specifications prior to construction.

V. RECOMMENDATION:

Staff recommends APPROVAL to the Planning Commission in order to develop the site with 1 multifamily structure of 50 one-bed units on the subject property with the following conditions:

A. Prior to the issuance of the Land Use Permit, the Applicant shall submit and be approved for a variance to the landscaping, setbacks, and parking.

B. Prior to the issuance of the Land Use Permit, the Applicant shall submit and be approved for provision of sewer line and sidewalk.

C. Prior to the issuance of the Certificate of Compliance, the Applicant shall submit documentation from the State Fire Marshal indicating approval of the site plan and floor plan in regards to fire protection.

VI. PLANS REVIEWED:

A. Proposed Site Plan by Scott Copen, CRE, dated October 8, 2025
B. Existing Conditions by Scott Copen, CRE, dated October 8, 2025
C. Grading Plan by Scott Copen, CRE, dated October 8, 2025
D. Landscaping Plan by Scott Copen, CRE, dated October 8, 2025
E. Parking Plan by Scott Copen, CRE, dated October 8, 2025
F. Erosion and Sediment Control Plan by Scott Copen, CRE, dated October 8, 2025
G. Floor Plans by Omni Architects, submitted October 10, 2025
H. Building Elevations by Omni Architects, submitted October 10, 2025

VII. ATTACHMENTS:



Exhibit A: Site plan showing building location, parking and landscaping.





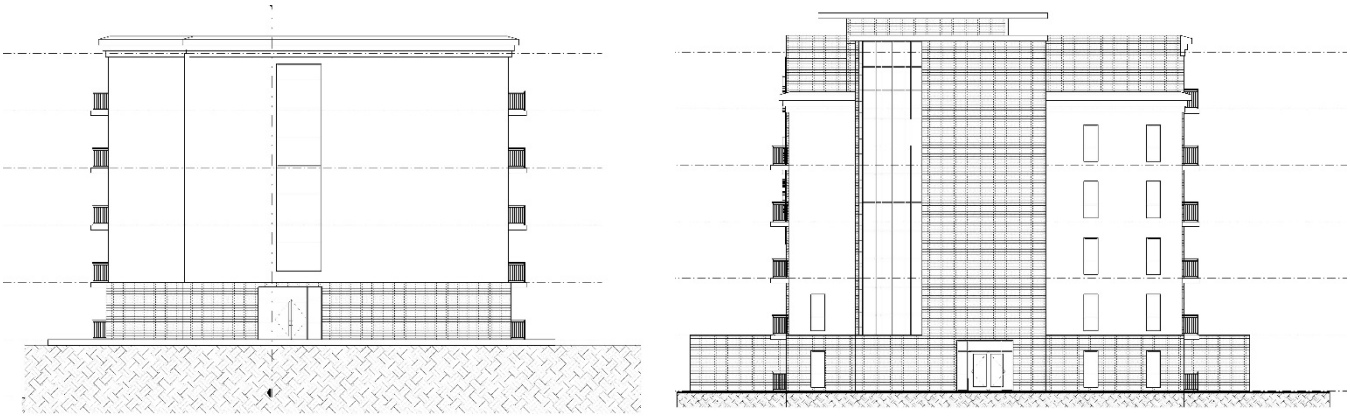


Exhibit B: Elevations of the building

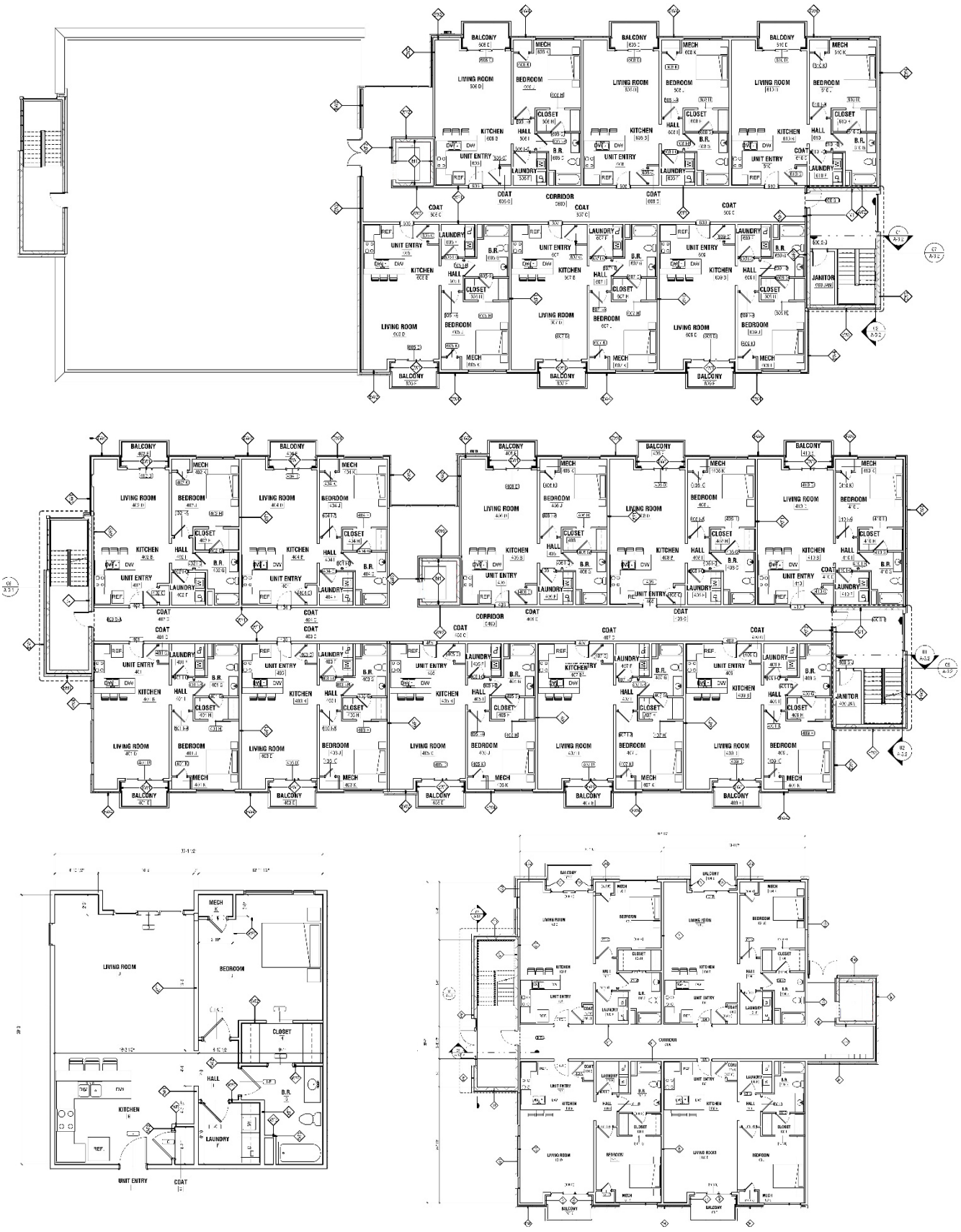


Exhibit C: Floor Plans. From top to bottom: Floor 6, Example of floor 5 through 2, Example of typical floor plan per unit, and Floor 1