



Charleston Board of Zoning Appeals

AGENDA

8:30 a.m., Thursday, December 9, 2021

City Service Center Conference Room · 915 Quarrier Street

I. Items for Review

VAR-21-2998

Application of Christ Church United Methodist requesting a fence height variance in order to install a 6 ft fence in the front yard of the property located at **1221 Quarrier Street**.

VAR-21-2999

Application of Charleston Hospital, Inc. requesting a variance of the number, size, and type of signs in order to install wall and freestanding signs at a part-time emergency department on the property located at **333 Laidley Street**.

CUP-21-0215

Application of Jody Driggs on behalf of Heavenly Hops requesting a conditional use permit in order to operate a restaurant and brewery on the property located at **180 Summer Street**.

CUP-21-0216

Application of Josie Boytek requesting a conditional use permit in order to operate a salon on the property located at **1215 Quarrier Street**.

II. Approval of minutes for the October 14, 2021 hearing.



**Board of Zoning Appeals
PUBLIC HEARING NOTICE**

Case Description

VAR-21-2998: Application of Christ Church United Methodist requesting a fence height variance in order to install a 6 ft fence in the front yard of the property located at **1221 Quarrier Street**.

The file (including the application, site plan and other supporting documentation) is available for your inspection online at <https://charlestonwv.civicclerk.com/>. If you have questions, email lori.brannon@cityofcharleston.org or call 304-348-8105.

Hearing Details

WHEN: 8:30 a.m.
Thursday, December 9, 2021

WHERE: City Service Center Conference Room
915 Quarrier Street

Public Participation

Anyone who wishes to comment on the case described above is encouraged to do so in one of the following ways:

1. Send a written statement to lori.brannon@cityofcharleston.org. These statements will become a part of the record and will be shared with members of the Board prior to the hearing.
2. Speak directly to the Board by joining the meeting.

As a matter of general policy these proceedings will not be transcribed by the Board. Anyone wishing a legal transcript must provide a court reporter at his/her own expense.

Board of Zoning Appeals
Application for Variance

BZA # _____

Hearing Date: _____

Applicant Information	Property Information
Name: Christ Church United Methodist	Address: 1221 Quarrier Street
Address: 1221 Quarrier Street Chas.	Tax Map and Parcel: See Attachment
Phone: 304-342-0192	Zoning District:
Agent Name, Address and Phone Number: (if other than applicant) Dayton Carpenter, PE CCUM Building Supervisor 304-382-3068	Property Owner and Mailing Address: (if other than applicant) SAME

INSTRUCTIONS: This application must be typed or legibly printed and filed with the Planning Department in person or by mail to 915 Quarrier Street, Suite 1 Charleston, WV 25301. The following items must accompany this application:

- ✓ 1. a site plan drawn to scale;
- ✓ 2. a list of the owners, with their mailing addresses, of the properties within a 100 foot radius of the property for which the variance is being sought; and **Baptist Temple & Jefferson Place**
- ✓ 3. \$125.00 filing fee in the form of cash, personal check or money order made payable to the City of Charleston.

You are also encouraged to submit any additional information, including photographs, elevations, testimonials or other documentation which may support your application. You or your representative must be present at the scheduled public hearing in order to present your request and answer questions.

THE PLANNING DEPARTMENT WILL NOT ACCEPT INCOMPLETE APPLICATIONS.

A variance is a method by which a property owner receives permission to vary from the development standards established in the Zoning Ordinance governing such matters as building location, building dimensions, setback requirements, placement and quantity of parking, landscaping, signage, and other features included in site design. Please describe your variance request.

CCUM requests permission to construct a 6' high dark bronze or black aluminum fence around our Quarrier Street Garden and Bell Tower. The fence will match the 6' high fence around the CCUM Playground at 107 Morris Street.

Applicable Section(s) of the Zoning Ordinance _____

Please describe the proposed work to be done on the property.

The 6' high aluminum fence will be constructed from the 1954 Education Building and travel eastward (approximately 7' from sidewalk) parallel to Quarrier Street to the Morris Street side of the Bell Tower and terminate at the corner of the 1971 Main Church Building. There will be two locked gates with provisions for emergency egress in the event of fire also per the State Fire Marshal regulations.

IMPORTANT: According to Section 8A of the Code of the State of West Virginia and Section 29-040 of the City of Charleston's Zoning Ordinance, the Board of Zoning Appeals may grant a variance if and only if **ALL** of the following four criteria can be satisfied:

- 1.) The variance, if granted, will not adversely affect the public health, safety and welfare or the rights of adjacent property owners or residents; and,
- 2.) The variance arises from special conditions or attributes which pertain to the property for which a variance is being sought and which were not created by the person or entity seeking the variance; and,
- 3.) The variance, if granted, would eliminate an unnecessary hardship and permit a reasonable use of the land; and,
- 4.) The variance, if granted, will allow the intent of the Zoning Ordinance to be observed and substantial justice done.

1.) If granted, your variance must not adversely affect the public health, safety and welfare or the rights of adjacent property owners or residents. For example, public safety cannot be compromised by limiting access for emergency vehicles, and neighboring property owners must not be hindered in the use their properties in any manner permitted in the Zoning Ordinance. If your variance request is granted, how will others in the area be affected?

The CCUM Bell Tower houses a Columbarium at the base of the tower. The Garden is a Prayer Garden. Permission to enter the Prayer Garden and the Columbarium will be controlled by Christ Church United Methodist. CCUM is concerned with the safety concerns when family visit their loved ones in the Columbarium. Former Gov. Underwood and his wife are interested in the columbarium.

2.) Your request must arise from special conditions or attributes which pertain to the subject property and which you did not create. The size, shape and topography of your lot are examples of the physical conditions which may satisfy this criterion. In comparison with other properties in the vicinity and under the same zoning regulations, what is unusual or different about the subject property?

The subject property has become a haven for street people and drug addicts. Human excrement and trash/garbage are cleaned up on a regular basis (Problem during COVID). Sexual acts including intercourse during the day. The copper ground wires were cut and stolen from the Bell Tower Lightning Protection system. Person resulted in \$7,500 insurance claim for damages to the Bell Tower Entrance. It is no longer a safe space.

3.) An unnecessary hardship is neither personal nor financial in nature. In this application, an unnecessary hardship is a problem created by some feature of the land which prevents the owner from making reasonable use of the property as permitted by the Zoning Ordinance. The following three questions help to determine if there is an unnecessary hardship with regard to your property.

Without a variance, are you deprived of all beneficial use of your land? Without a fence, the Prayer Garden is an unsafe place for members of our congregation - especially children. The homeless urinate on the walls of the Bell Tower. Access must be limited to prevent open drug use and sexual acts on the premises.

Is your situation due to unique circumstances that are not shared by other land in the district?

The Prayer Garden is approximately 8' below grade and has a partial roof over benches. The homeless sleep and seek shelter during inclement weather. Safety issues and property damages have necessitated this variance request.

Would approval of your variance request alter the essential character of the surrounding neighborhood or community?

No. In fact, the church architect after the 1969 fire recommended a 6' high concrete wall. The fence will be more aesthetic and limit accessibility to improve safety and limit property damage.

Visually, the public will be able to see the Prayer Garden and entrance to the Columbarium in the Bell Tower.

4.) The general purpose and intent of the Zoning Ordinance of the City of Charleston is to protect and promote the public health, safety, convenience, morals and general welfare. For more specific information in regard to the scope and intent of the Zoning Ordinance, please see Section 1-020 as well as the section from which you are requesting this variance. Will approval of the variance allow the intent of the Zoning Ordinance to be observed?

Most definitely. As stated above, the fence will improve public health, safety, convenience, morals and general welfare.

Substantial justice is the idea that a standard of fairness has been satisfied according to the substance of the law. Does your variance request represent the least deviation from the Zoning Ordinance necessary to achieve an outcome that is fair to both you and to your community?

The current ordinance requires a 4' high fence which can be easily climbed by homeless people. The 6' high fence on the CCUM playground has eliminated vandalism and stolen playground which was experienced at the previous playground across Morris Street.

I hereby affirm that all of the statements and information contained in or filed with this application are true and correct to the best of my knowledge.

Signature A. Dwyer Carpenter, P.E. Date 10/25/21
Agent - CCUM Building Supervisor

Planning Department Use Only	
The following is a list of related cases:	
The following is a list of zoning ordinance violations, building code violations and enforcement actions relating to the subject property:	
Application reviewed by:	
Action: ☐ Approved ☐ Rejected	
If approved, were there any specific conditions or limitations imposed by the BZA?	
Planning Official Signature and Title	Date



**Board of Zoning Appeals
PUBLIC HEARING NOTICE**

Case Description

VAR-21-2999: Application of Charleston Hospital, Inc. requesting a variance of the number, size, and type of signs in order to install wall and freestanding signs at a part-time emergency department on the property located at **333 Laidley Street**.

The file (including the application, site plan and other supporting documentation) is available for your inspection online at <https://charlestonwv.civicclerk.com/>. If you have questions, email lori.brannon@cityofcharleston.org or call 304-348-8105.

Hearing Details

WHEN: 8:30 a.m.
Thursday, December 9, 2021

WHERE: City Service Center Conference Room
915 Quarrier Street

Public Participation

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1. Send a written statement to lori.brannon@cityofcharleston.org. These statements will become a part of the record and will be shared with members of the Board prior to the hearing.
2. Speak directly to the Board by joining the meeting.

As a matter of general policy these proceedings will not be transcribed by the Board. Anyone wishing a legal transcript must provide a court reporter at his/her own expense.

 Board of Zoning Appeals
Application for Variance

BZA # _____

Hearing Date: _____

Applicant Information	Property Information
Name: Charleston Hospital Inc d/b/a Saint Francis Hospital	Address: Same
Address: 333 Laidley St Charleston, WV 25301	Tax Map and Parcel: District 11 - Map 9 - Parcel 10
Phone: 304.347.6500	Zoning District: CBD
Agent Name, Address and Phone Number: (if other than applicant) Aaron B. Alexander, General Counsel 304.766.3520	Property Owner and Mailing Address: (if other than applicant)

INSTRUCTIONS: This application must be typed or legibly printed and filed with the Planning Department in person or by mail to 915 Quarrier Street, Suite 1 Charleston, WV 25301. The following items must accompany this application:

1. a site plan drawn to scale;
2. a list of the owners, with their mailing addresses, of the properties within a 100 foot radius of the property for which the variance is being sought; and
3. \$125.00 filing fee in the form of cash, personal check or money order made payable to the City of Charleston.

You are also encouraged to submit any additional information, including photographs, elevations, testimonials or other documentation which may support your application. You or your representative must be present at the scheduled public hearing in order to present your request and answer questions.

THE PLANNING DEPARTMENT WILL NOT ACCEPT INCOMPLETE APPLICATIONS.

A variance is a method by which a property owner receives permission to vary from the development standards established in the Zoning Ordinance governing such matters as building location, building dimensions, setback requirements, placement and quantity of parking, landscaping, signage, and other features included in site design. **Please describe your variance request.** Three requests.

1. Establishment of new part-time emergency department entrance sign on Washington St. (variance as to size and use of LED screen)
2. Re-establish signage on side of building housing new part-time emergency department (variance as to number of signs)
3. Establish TV screen on side of building housing new part-time emergency department near walk-in entrance (variance as to video screen)

Applicable Section(s) of the Zoning Ordinance Table 24-080.01 and section 24-050(p)

Please describe the proposed work to be done on the property. Saint Francis Hospital plans to establish a Type B Emergency Department in old full-time emergency department space. In order to ensure clear communication regarding the open or closed status to individuals seeking emergency medical treatment, the work would be as follows

1. Replace current access sign with new backlit sign with Thomas Health System logo, "EMERGENCY" and LED screen displaying "OPEN" or "CLOSED" and referencing hours of operation. Location of sign is mid-block on Wash St E just east of Wash St entrance.
2. Placement of "Thomas Health System" w/logo on Wash. St. E. side of west building; same over walk-in entrance; and backlit "EMERGENCY" signage on Wash. St. E. side of eastern drive-under canopy.
3. Placement of 75" TV screen on Wash. St. E. side of building under eastern canopy next to emergency walk-in entrance.

IMPORTANT: According to Section 8A of the Code of the State of West Virginia and Section 29-040 of the City of Charleston's Zoning Ordinance, the Board of Zoning Appeals may grant a variance if and only if **ALL** of the following four criteria can be satisfied:

- 1.) The variance, if granted, will not adversely affect the public health, safety and welfare or the rights of adjacent property owners or residents; and,
- 2.) The variance arises from special conditions or attributes which pertain to the property for which a variance is being sought and which were not created by the person or entity seeking the variance; and,
- 3.) The variance, if granted, would eliminate an unnecessary hardship and permit a reasonable use of the land; and,
- 4.) The variance, if granted, will allow the intent of the Zoning Ordinance to be observed and substantial justice done.

1.) If granted, your variance must not adversely affect the public health, safety and welfare or the rights of adjacent property owners or residents. For example, public safety cannot be compromised by limiting access for emergency vehicles, and neighboring property owners must not be hindered in the use their properties in any manner permitted in the Zoning Ordinance. If your variance request is granted, how will others in the area be affected? The requested signage will be placed on the Washington St. E. side of a single building of the superbloc hospital campus.

Only neighbors across Wash. St. will be able to view the signage. Design and placement of the entrance sign will not impair visibility in any manner beyond current landscaping and signage, but will be higher than current signage. Addition of the LED screen with static "Open/Closed" with hours of operation should not create distraction to drivers. Lighting of all signs will not be such that it creates an offensive or overwhelming brightness or any perceivable change to overall light in the area. The TV screen placement is under a canopy next to a doorway in an effort to minimize visibility to Washington St traffic.

2.) Your request must arise from special conditions or attributes which pertain to the subject property and which you did not create. The size, shape and topography of your lot are examples of the physical conditions which may satisfy this criterion. In comparison with other properties in the vicinity and under the same zoning regulations, what is unusual or different about the subject property? This is a superbloc property with a single entity, Thomas Health, operating an acute care hospital so there are not multiple owners, businesses or entities directly on property affected by these requests.

All surrounding properties with direct lines of vision to the requested signage are non-residential commercial real estate whose operations are distinct in terms of industry (healthcare) so there is little chance of creating confusion in services. It is the unique services that creates the need for the variance: emergency healthcare services on a part-time basis, a concept existing in many other areas of the country, but the first of its kind in West Virginia. The need to ensure individuals seeking emergency care do not waste valuable time in trying to access services that are unavailable due to scheduled periods of open/closed operations.

3.) **An unnecessary hardship is neither personal nor financial in nature.** In this application, an unnecessary hardship is a problem created by some feature of the land which prevents the owner from making reasonable use of the property as permitted by the Zoning Ordinance. The following three questions help to determine if there is an unnecessary hardship with regard to your property.

Without a variance, are you deprived of all beneficial use of your land? Other than potential confusion for those seeking services, no.

Is your situation due to unique circumstances that are not shared by other land in the district?

Please see above comments regarding unique purpose (acute care hospital) and specialty service (part-time emergency department).

Would approval of your variance request alter the essential character of the surrounding neighborhood or community? We do not see the requests as altering the essential character, but moving back to similar character when

the emergency department operated on a full-time basis.

4.) The general purpose and intent of the Zoning Ordinance of the City of Charleston is to protect and promote the public health, safety, convenience, morals and general welfare. For more specific information in regard to the scope and intent of the Zoning Ordinance, please see Section 1-020 as well as the section from which you are requesting this variance. Will approval of the variance allow the intent of the Zoning Ordinance to be observed?

From a safety standpoint, the requests help ensure appropriate utilization of an emergency health service and prevent unnecessary delays in the delivery of care.

Substantial justice is the idea that a standard of fairness has been satisfied according to the substance of the law. Does your variance request represent the least deviation from the Zoning Ordinance necessary to achieve an outcome that is fair to both you and to your community? The goal of the design was to utilize technology that would

be effective in providing the needed flexibility while communicating essential information.

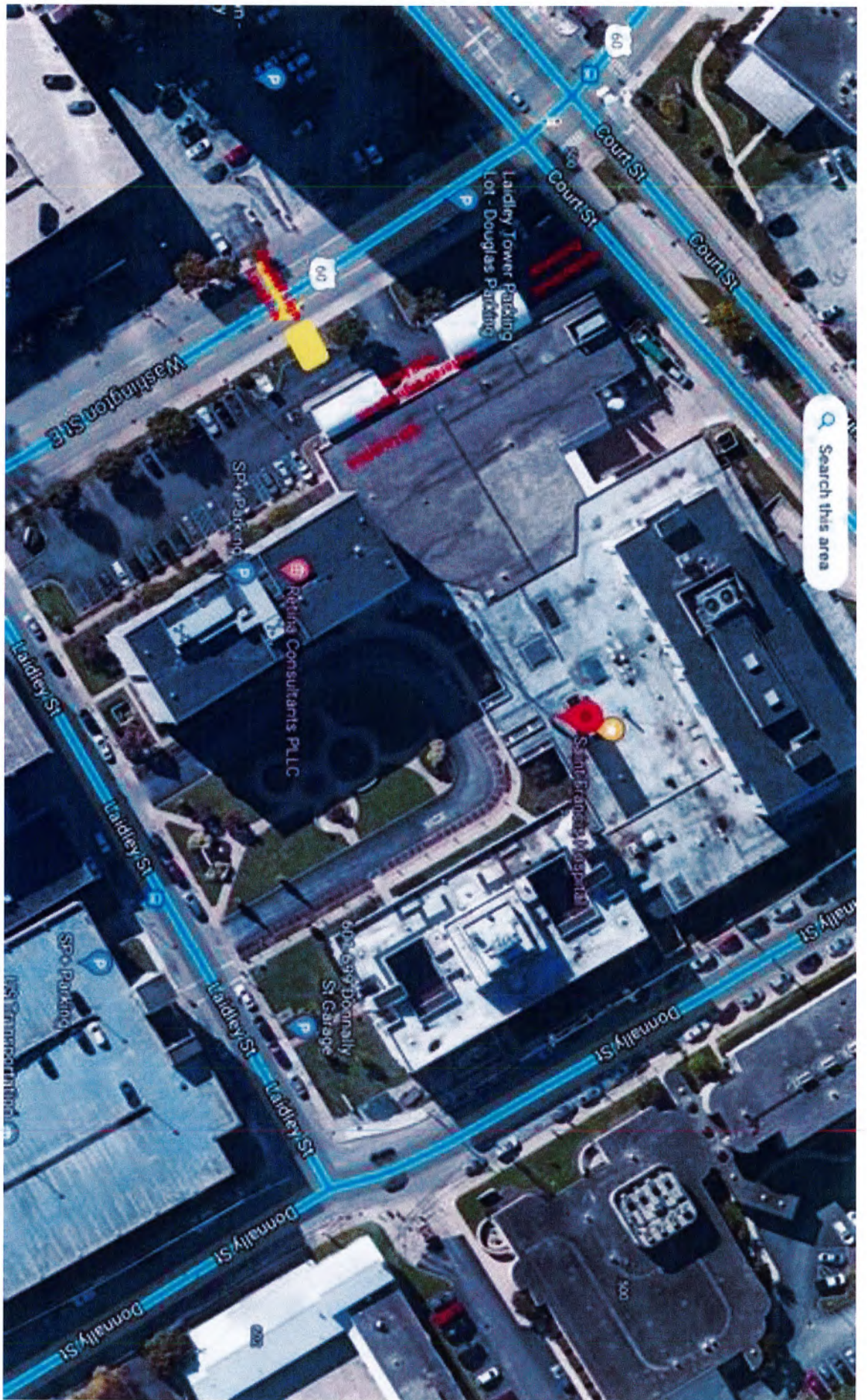
I hereby affirm that all of the statements and information contained in or filed with this application are true and correct to the best of my knowledge.

Signature

Date

10/28/2021

Planning Department Use Only	
The following is a list of related cases:	
The following is a list of zoning ordinance violations, building code violations and enforcement actions relating to the subject property:	
Application reviewed by:	
Action: ☐ Approved ☐ Rejected	
If approved, were there any specific conditions or limitations imposed by the BZA?	
Planning Official Signature and Title	
Date	







Illuminated Cabinet w/ Backed Up Acrylic Metal Face

Thomas Health-Charleston - Internally Illuminated all welded aluminum construction sign cabinet. Illumination is long life, high output fluorescent tubes with electronic low voltage transformers. Face is constructed of aluminum with holes for letters routed through. Acrylic graphics will be cut to fit and installed behind routed holes. All exterior parts of this product are rustproof and are designed for exterior applications in all weather conditions.

Face Color: ■ 268 ■ 7698 ■ 186
 Graphics Color: White
 Cabinet Color: ■ 268 ■ 7698 ■ 186
 Letter Height: T= 9.6in E= 9.75in S= 6in

Total Square Ft. 107.76 sq. ft

Power Control
Includes On/Off switch, Voltage Amperage Tag and optional Photo Electric Eye

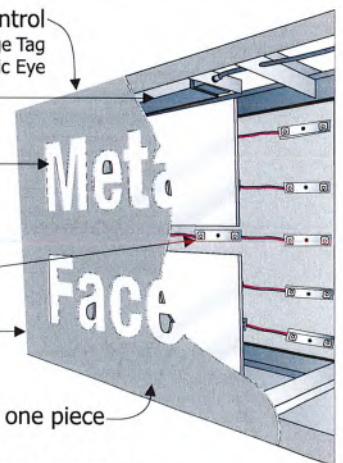
Electronic Ballast
Mounted in the top of the sign

Acrylic "Backed Up" letters
Letters are through of the face and the holes backed up with acrylic. Color can be applied to the front of the acrylic prior to installing behind face

Illumination
Bright, durable and long lasting LEDs

Cabinet Construction
All aluminum welded frame and skin with stainless steel fasteners
Skin is acid etched and painted with acrylic polyurethane finish

Face and Retainer one piece



PARIS SIGNS®

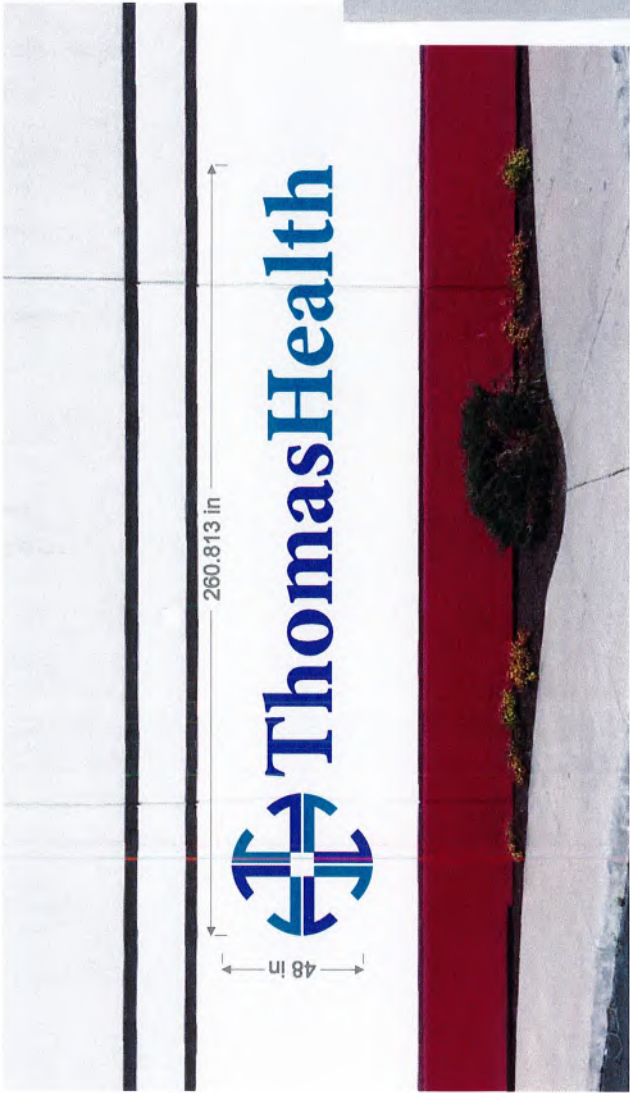
Tel. (800) 863-0107
www.parissigns.com

(304) 522-7503

Fax: (304) 522-7505

Client Approval: _____ / _____ Customer Signature / Date, Required Prior to Production

Please review artwork carefully, any changes made after signing may result in additional charges. All Artwork created by Paris Signs is property of Paris Signs until sign or artwork is purchased by customer.



Acrylic Letters and Logos

Bryan Boyd Creative Group - Solid CNC Cut Acrylic Letters or Logos CNC cut from solid acrylic sheet. Aluminum threaded studs are epoxy glued into holes routed into backs for mounting.

Letter Height: T=22.6" O=15.6"
T=7" O=4.87"

Letter Face Color: 268
Letter Return Color: 268

7698
7698

Threaded Aluminum Studs
Glued in back of letter for mounting

Acrylic Letter
CNC cut acrylic letter

Acrylic Letter

PARIS SIGNS

Tel. (800) 863-0107
www.parissigns.com

(304) 522-7503

Fax: (304) 522-7505

Client Approval: ☒ / _____ Customer Signature / Date, Required Prior to Production.
Please review artwork carefully, any changes made after signing may result in additional charges.



Face Lit Letters on Raceway

Thomas Health-Charleston - Internally Illuminated Letters/Logo mounted to a aluminum electrical raceway to simplify installation and contain all electrical components. Illumination is provided with safe, long life and low voltage LEDs. Translucent impact resistant acrylic faces to shine bright at night. All parts of this product are rustproof and are designed for exterior applications in all weather conditions.

- Face Color: ■ 186
Trim Cap Color: ■ Black
LED Color: ■ Red
Return Color: ■ Black
Letter Height: E=24in
Raceway Color: ■ SW 7527 Nantucket Dune

Raceway Height: 10 Inches

Total Square Ft. 35.56 sq. ft

PARIS SIGNS

Tel. (800) 863-0107
www.parissigns.com

(304) 522-7503

Fax: (304) 522-7505

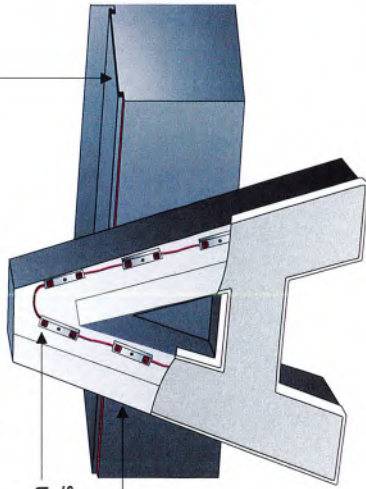
Client Approval: ☒ _____ / _____ Customer Signature / Date, Required Prior to Production.

Please review artwork carefully, any changes made after signing may result in additional charges. All Artwork created by Paris Signs is property of Paris Signs until sign or artwork is purchased by customer.

Wire Raceway Mount
Aluminum enclosure for electrical components and wire connections under a hinged watertight lid. Connects all letters together to simplify installation. Includes On/Off switch, Voltage Amperage Tag and optional Photo Electric Eye

Illumination
Bright, durable and long lasting LEDs

Letter
Translucent Acrylic Face with Plastic Trimcap for attaching to sealed all aluminum letter with stainless steel fasteners







**Board of Zoning Appeals
PUBLIC HEARING NOTICE**

Case Description

CUP-21-0215: Application of Jody Driggs on behalf of Heavenly Hops requesting a conditional use permit in order to operate a restaurant and brewery on the property located at **180 Summer Street**.

The file (including the application, site plan and other supporting documentation) is available for your inspection online at <https://charlestonwv.civicclerk.com/>. If you have questions, email lori.brannon@cityofcharleston.org or call 304-348-8105.

Hearing Details

WHEN: 8:30 a.m.
Thursday, December 9, 2021

WHERE: City Service Center Conference Room
915 Quarrier Street

Public Participation

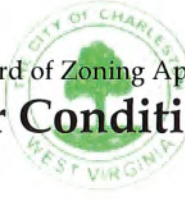
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Board of Zoning Appeals

Application for Conditional Use Permit



CU # _____

Hearing Date: _____

Applicant Information	Property Information
Name: Heavenly Hops, LLC	Address: 180 Summers Street, Charleston, WV 25301
Address: 38 Carriage Road, Charleston, WV 25314	Tax Map and Parcel:
Phone: 304-549-6431	Zoning District:
Agent Name, Address and Phone Number: (if other than applicant) Jody S. Driggs 2 Roller Road, Charleston WV 25314 (304) 549-4036	Property Owner and Mailing Address: (if other than applicant)

IMPORTANT: This application must be typed or legibly printed and filed with the Planning Department in person or by mail to 915 Quarrier Street, Suite 1 Charleston, WV 25301. The following items must accompany this application: 1) a site plan drawn to scale; 2) a list of the owners, with their mailing addresses, of the properties within a 250 foot radius of the property for which the variance is being sought; 3) \$125.00 filing fee in the form of a check or money order made payable to the City of Charleston. You are also encouraged to submit any additional information, including photographs, elevations, testimonials or other documentation, which may support your application. You or your representative must be present at the scheduled public hearing in order to present your request and answer questions. THE PLANNING DEPARTMENT WILL NOT ACCEPT ANY INCOMPLETE APPLICATIONS.

Please describe the proposed use. Include information such as the activities to be conducted on the site, hours these activities will be conducted, and any other data pertinent to the proposed use. If the proposed use is a business, please attach a list of the officers and their contact information. The location will be utilized as a micro brewery in downtown Charleston, to be known as Fife Street Brewing. We will be open 7-days a week (except for certain holidays, etc.) from 11am to 10 pm. We will be serving food from the location, and will be brewing beer for distribution at the location as well. We expect to use a portion of Brawley Walkway for an outdoor seating area as weather permits to provide additional seating, serving as an enhancement to the urban environment and as a compliment to the renovations currently being completed at Slack Plaza. Owners and officers of the company are as follows:

Derek and Lisa Godwin - 38 Carriage Road, Charleston, WV 25314

Josh and Kristen Dodd - 1018 Summit Drive, Charleston, WV 25302

Jody and Rachel Driggs - 2 Roller Road, Charleston, WV 25314

Applicable Section(s) of the Zoning Ordinance _____

Does the proposed use comply with the conditions set forth in the Zoning Ordinance? _____

YES

Please describe any proposed work to be done on the property. We will be utilizing the outdoor space for seating for the brewery. Thus, we will be putting tables and chairs outside in the area, as well as installing removable fencing and planters to separate the general public from the dining area. We will coordinate with the appropriate agencies regarding the design and detailing of the outdoor space to comply with applicable regulations relative to alcoholic beverages on the premises.

We will be performing significant improvements to the interior of the property, ranging from upgrade of the electrical and mechanical infrastructure to support the equipment requirements of the brewery, kitchen, and dining areas, to comprehensive interior finish improvements to the currently empty shell. Exterior envelope improvements will include replacement of all storefront and glazing along the Summers Street and Brawley

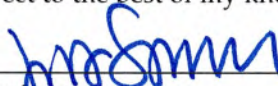
Walkway facades. Several bays of the Brawley Walkway storefront will be converted to operable sliding systems to create an open-air experience and further animate the urban core with vibrant assembly and retail experience. While conceptual in nature, proposed improvements are illustrated in the attached renderings.

If your request for a conditional use permit is granted, how will others in the area be affected? We believe we will be enhancing the downtown area by providing a unique dining experience not offered anywhere else in Charleston, and the addition of a new micro brewery in the Capitol City is critical to the city's identity as an experience-based, destination place. Fife Street Brewing will elevate the urban experience in the immediate Brawley Walkway and Summers Street district. The business use and hours of operation are in keeping with other businesses in the district, including Black Sheep brewery and restaurant one block to the north. The outdoor seating areas are being coordinated with the City and will be sensitive to the pedestrian axis that connects the Capitol Street corridor to the plaza, mall, and Civic Center to the west, maintaining sufficient width for pedestrian traffic load and accessibility needs.

Will your request devalue the property of others in the vicinity by altering land use characteristics or diminishing the marketable value of adjacent land and structures or increasing congestion on public streets? No, there will be no reduction in value. We believe there will actually be an increase the value of the properties in the vicinity. We have met with local businesses in the vicinity and they are fully supportive of Fife Street Brewing in this location.

Is your request consistent with the purposes and intent of the Zoning Ordinance of the City of Charleston? _____
YES

I hereby affirm that all of the statements and information contained in or filed with this application are true and correct to the best of my knowledge.



Signature

10.27.2021

Date

Planning Department Use Only	
The following is a list of related cases:	
The following is a list of zoning ordinance violations, building code violations and enforcement actions relating to the subject property:	
Application reviewed by:	
Action: ☐ Approved ☐ Rejected	
If approved, were there any specific conditions or limitations imposed by the BZA?	
Planning Official Signature and Title	Date





















Security & Operations Plan

Application for Conditional Use Permit

Fife Street Brewing

(Name of Business)

Fife Street Food Menu Draft

Appetizers

Popcorn. Trio of flavors including Salt and Vinegar, Kettle Corn, and Truff Hot Sauce. (Options: JQ Dickenson Bourbon Salt, Buffalo, smoked maple.)

Hummus. Classic and Pineapple-Sriracha hummus with pita, olives, and fruit.

Meat+Cheese. 3 Cured Meats and 3 handpicked Cheeses with stone-ground mustard and crackers. Perfect companion to the hummus plate.

Chip+Dip. Kettle chips with caramelized onion dip.

Mediterranean Quinoa Salad. Trim-Color Quinoa, tomatoes, red onion, sweet peppers, and olives dressed with lemon and topped with feta.

Watermelon Salad. Watermelon, green apple, avocado, red onion, cilantro, and lime juice.

Grilled Cheese w/ Chips

Quartet. Cheddar, Gruyere, Muenster, and American cheese on Charleston Sourdough.

Veg. Grilled peppers and onions, spinach, and Muenster cheese on Olive Levan.

Kim-Cheese. Fresh Mozzarella and Kim-Chi on Honey-Whole-Wheat.

Crack Chicken. Scoop of Buffalo Chicken Dip grilled between Cheddar and Pepperjack on White bread.

Pork and Pickle. Soprasetta, Dill pickles, and dijon mustard on Charleston Sourdough.

Black Friday. Roasted Turkey, spinach, Muenster cheese, and Cranberry-Mayo on honey-whole-wheat.

Beerfest. Angelo's Italian Sausage, grilled peppers and onions, and stoneground mustard on white

Vegan cheese and gluten free bread available.

Submittal Requirements

Exterior Site Plan indicating the location of the following:

- | | |
|---------------------------------|------------------------|
| ✓ Entrances/exits | ✓ Exterior lighting |
| n/a Parking area, if applicable | ✓ Surveillance cameras |

Interior Floor Plan indicating location of the following:

- | | |
|------------------------------|----------------------------------|
| ✓ Bar | ✓ Food service/preparation areas |
| ✓ Fixed seating | ✓ Movable seating |
| n/a Stage and/or DJ platform | n/a Dance floor, if applicable |
| ✓ Security personnel | ✓ Interior cameras |

Description of Operations

Please provide a narrative description of the business operations, including the type and frequency of entertainment to be provided.

Fife Street Brewing will be a community and family focused brewery and taproom, with daily food service during all hours of operation. All beer served in house will be brewed and produced on-premise. We will provide live entertainment 1-2 nights per week – entertainment will mostly be acoustic style bands providing background music. We do not anticipate any ticket sales or cover charges for entertainment events.

Hours of Operation

11am – 10pm 7-days a week

Full meal service must be available during normal meal times, and snacks/appetizers must be available during all other operating hours. Please provide a narrative description of the business's plans for food service. Include as an attachment the menu to be offered, and written agreements with any restaurant, off-site kitchen, or delivery service.

Food service will be available during all operating hours, from 11:00am to 10:00pm. All food will be prepared on-premise. Food from external restaurants will not be served. The menu will focus on small plate appetizes and sandwiches, providing a casual dining experience to complement the house craft beers. Traditional table-side servers and hosts will not be utilized, as we are implementing a casual, walk-up ordering system to encourage patrons to socialize and meet others in the community. The proposed Fife Street Food menu is attached. There will be no off-site kitchen, external restaurant, or delivery service agreements.

Responsibilities of the Establishment

Please initial after each statement indicating understanding and acknowledgement of responsibilities of the business owner.

Provide an adequate number of management staff, security personnel, and employees to effectively manage the establishment.

JTD (*initial*)

Use reasonable measures to provide a safe and clean environment for guests and employees.

JTD (*initial*)

Maintain both the interior and exterior of the establishment in a safe, well-maintained condition that is inviting to the public.

JTD (*initial*)

Ensure all managers, bartenders, and servers complete the Professional Server Certification Corporation's On-Premises Responsible Serving Course. Copies of staff certification must be kept on site and made available to City staff upon request.

JTD (*initial*)

Security Personnel

Please initial after each statement indicating understanding and acknowledgement of responsibilities of the business owner.

A minimum one of security personnel shall be provided for every 35-50 patrons during any time when entertainment is provided on the premises. It is the responsibility of the establishment to monitor and adjust the number of security personnel provided based on business operations.

JTD (*initial*)

The approximate locations of security personnel must be shown on the floor plan submitted with this application. Security personnel should be stationed in strategic locations throughout the establishment to ensure adequate oversight and management of the entire premises.

JTD (*initial*)

Security staff should be easily identifiable to customers. Apparel clearly identifying security personnel is recommended. Other equipment recommended for security personnel includes flashlight, manual counter, black light, and a communication device.

JTD (*initial*)

Security personnel should be stationed at all points of entry into the establishment in order to check IDs, enforce establishment dress codes when applicable, ensure that alcoholic beverages do not enter or leave the establishment, and to deny entry to anyone who has been barred from the establishment or is obviously intoxicated.

JTD (*initial*)

Additional security personnel should be positioned strategically around the establishment to monitor the crowd, identify patrons who are becoming unruly or visibly over-intoxicated, and maintain open walkways.

JTD (*initial*)

Last Call Process

Last call occurs at least 30 minutes prior to closure.

Entertainment is terminated and house lights are turned up 15 minutes prior to closure.

Customers are asked to leave the business 10 minutes prior to closure.

Security personnel should assist in the dispersal of customers from the premises and prevent loitering in the vicinity of the establishment.

JTD (*initial*)

Addressing Customers with Bad Behavior/Over-consumption

In the event that security personnel determines that there is a need to address a customer who is over-intoxicated or behaving badly, the following protocols should be undertaken:

1. Immediately and discreetly explain the rules to the customer and then promptly enforce the rule. If possible and appropriate, separate the customer from any group. It is the responsibility of security personnel to assess the situation to determine if a warning is appropriate prior to taking corrective action.
2. Notify the bar and wait staff that they are not to serve the customer any additional alcoholic beverages. In the event that the customer is observed with an alcoholic beverage, the customer should be asked to leave the premises.
3. If the customer is not violent or aggressive, provide the customer time to collect their belongings and pay any open tabs. If necessary, escort the customer out of the

premises. It may be appropriate to allow the customer to close a tab once outside of the establishment.

JTD (*initial*)

Employees are not to serve alcohol to any person who shows signs of being visible intoxicated, nor should any such person be allowed to enter the establishment. If a patron is “cut off” by a staff member, all other staff members are to be notified immediately. If a patron is too impaired to leave safely, the establishment will make reasonable efforts to arrange transportation on his or her behalf.

JTD (*initial*)

Emergency Contact Information

Please list responsible parties to contact in case of emergency. Include name, cell phone number, and email address.

John Query, Taproom Manager
304-389-9807
john@fifestreetbrewing.com

Derek Godwin, Partner
304-549-6431
derek@fifestreetbrewing.com

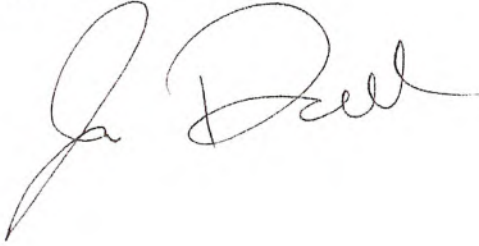
Jody Driggs, Partner
304-549-4036
jody@fifestreetbrewing.com

Joshua Dodd, Partner
304-941-8269
josh@fifestreetbrewing.com

ACKNOWLEDGEMENT

I have read and understand the policies, procedures, and standards expected of myself, my staff and my establishment. By signing below, I acknowledge that I understand and will abide by this Security & Operations Plan.

Signature:

A handwritten signature in black ink, appearing to read 'J Dodd', written in a cursive style.

Print Name:

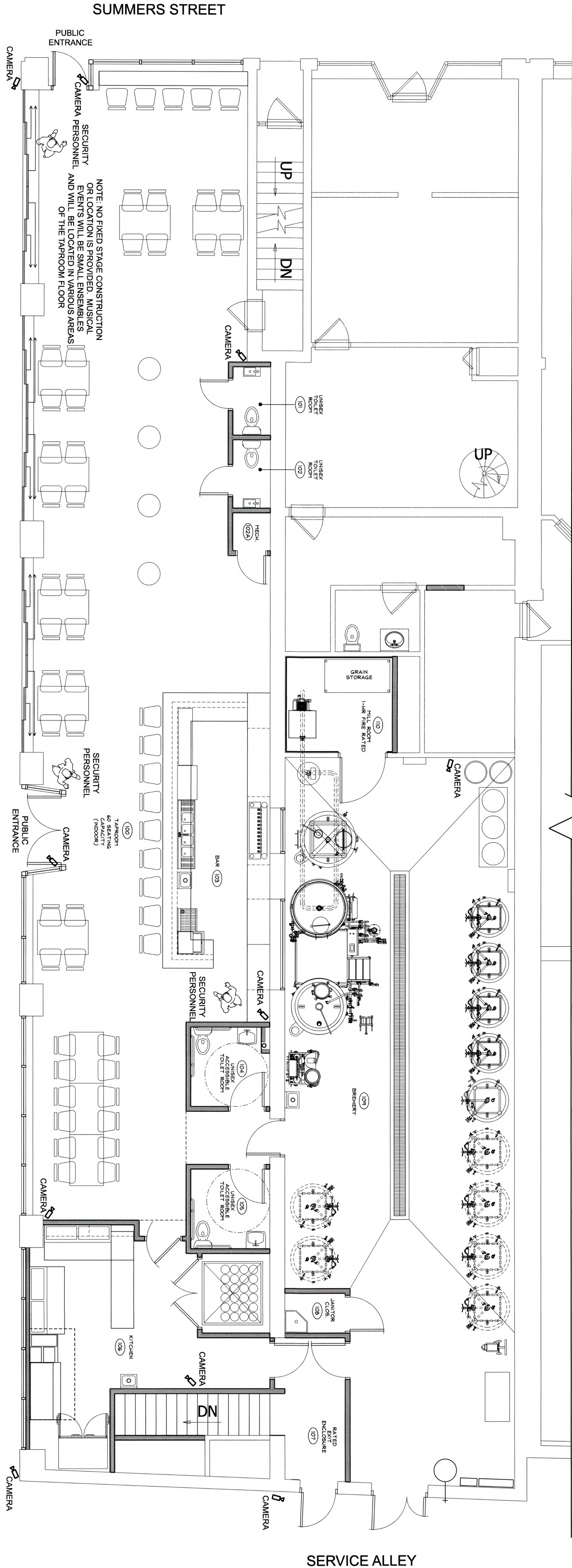
Joshua Dodd

Title:

Partner

Date:

10/20/21

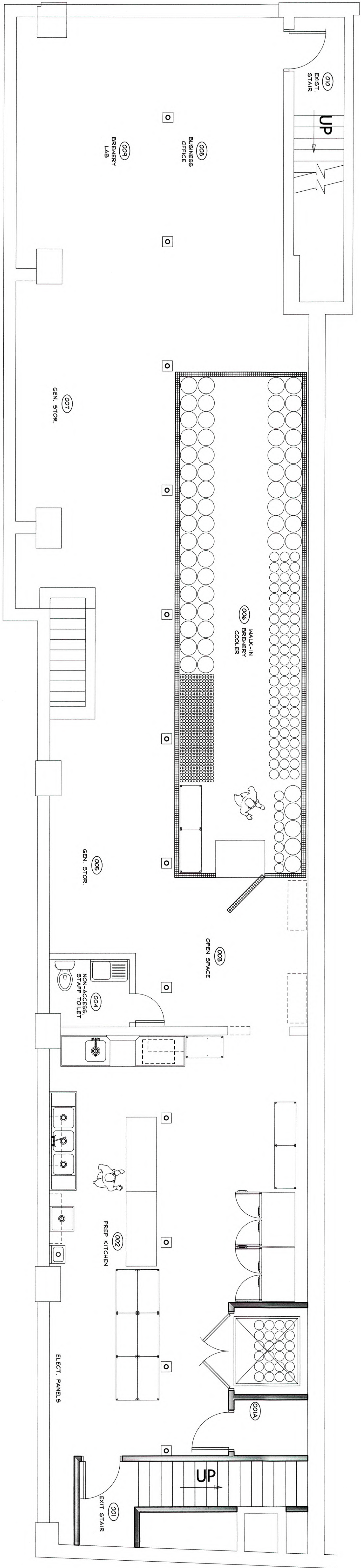


FIRST FLOOR PLAN

SCALE: 1/4" = 1'-0"

BRAWLEY WALKWAY

NOTE: EXTERIOR LIGHTING IN THE FORM OF HISTORIC ACORN PEDESTRIAN LIGHT POLES AND OVERHEAD STRING LIGHTS WILL REMAIN



BASEMENT FLOOR PLAN

SCALE: 1/4" = 1'-0"



**Board of Zoning Appeals
PUBLIC HEARING NOTICE**

Case Description

CUP-21-0216: Application of Josie Boytek requesting a conditional use permit in order to operate a salon on the property located at **1215 Quarrier Street**.

The file (including the application, site plan and other supporting documentation) is available for your inspection online at <https://charlestonwv.civicclerk.com/>. If you have questions, email lori.brannon@cityofcharleston.org or call 304-348-8105.

Hearing Details

WHEN: 8:30 a.m.
Thursday, December 9, 2021

WHERE: City Service Center Conference Room
915 Quarrier Street

Public Participation

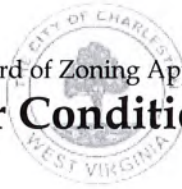
Anyone who wishes to comment on the case described above is encouraged to do so in one of the following ways:

1. Send a written statement to lori.brannon@cityofcharleston.org. These statements will become a part of the record and will be shared with members of the Board prior to the hearing.
2. Speak directly to the Board by joining the meeting.

As a matter of general policy these proceedings will not be transcribed by the Board. Anyone wishing a legal transcript must provide a court reporter at his/her own expense.

Board of Zoning Appeals

Application for Conditional Use Permit



CU # _____

Hearing Date: _____

Applicant Information	Property Information
Name: <u>Josie Boytek</u>	Address: <u>1215 Quarrier St., Charleston, WV</u>
Address: <u>P.O. Box 591 Cedar Grove WV 25039</u>	Tax Map and Parcel:
Phone: <u>304 688 5893</u>	Zoning District:
Agent Name, Address and Phone Number: (if other than applicant)	Property Owner and Mailing Address: (if other than applicant)

IMPORTANT: This application must be typed or legibly printed and filed with the Planning Department in person or by mail to 915 Quarrier Street, Suite 1 Charleston, WV 25301. The following items must accompany this application: 1) a site plan drawn to scale; 2) a list of the owners, with their mailing addresses, of the properties within a 250 foot radius of the property for which the variance is being sought; 3) \$125.00 filing fee in the form of a check or money order made payable to the City of Charleston. You are also encouraged to submit any additional information, including photographs, elevations, testimonials or other documentation, which may support your application. You or your representative must be present at the scheduled public hearing in order to present your request and answer questions. THE PLANNING DEPARTMENT WILL NOT ACCEPT ANY INCOMPLETE APPLICATIONS.

Please describe the proposed use. Include information such as the activities to be conducted on the site, hours these activities will be conducted, and any other data pertinent to the proposed use. If the proposed use is a business, please attach a list of the officers and their contact information. _____

It will be a small hair salon.
by appointment only M-F 8am - 2pm
currently 1 stylist with long term plans of up to 3 stylists
each stylist would see - 2 clients each day

Applicable Section(s) of the Zoning Ordinance _____

Does the proposed use comply with the conditions set forth in the Zoning Ordinance? yes

Please describe any proposed work to be done on the property. Floors replaced, walls
painted, updating the space for salon use.

If your request for a conditional use permit is granted, how will others in the area be affected? _____

No one will be affected. It will be a small, well kept and maintained space, with very little traffic. I typically see 1-2 clients per day.

Will your request devalue the property of others in the vicinity by altering land use characteristics or diminishing the marketable value of adjacent land and structures or increasing congestion on public streets? _____

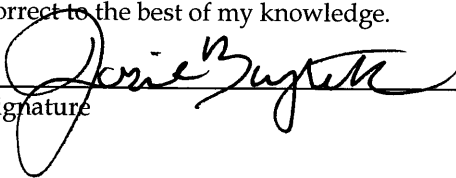
Absolutely not.

Is your request consistent with the purposes and intent of the Zoning Ordinance of the City of Charleston? _____

yes.

I hereby affirm that all of the statements and information contained in or filed with this application are true and correct to the best of my knowledge.

Signature



Date

10/27/21

Planning Department Use Only

The following is a list of related cases:

The following is a list of zoning ordinance violations, building code violations and enforcement actions relating to the subject property:

Application reviewed by:

Action: ☐ Approved ☐ Rejected

If approved, were there any specific conditions or limitations imposed by the BZA?

Planning Official Signature and Title

Date





