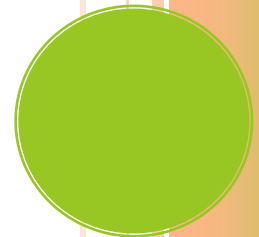


ANNUAL REPORT FOR PLANNING AND ZONING

FY 2016 (July 1, 2015 – June 30, 2016)

An overview of the major activities undertaken over the past fiscal year by the Jefferson County Departments of Planning and Zoning, Planning Commission, and Board of Zoning Appeals.

8/9/2016



Annual Report for Planning and Zoning

FY 2016 (July 1, 2015 – June 30, 2016)

PROJECTS UNDERTAKEN

PLANNING COMMISSION ITEMS		
Planning Commission Meetings: 16 Total		
Subdivision Regulations Text Amendments		2 Total
		Status
STA15-04	Replace Section 7.3 Campground Requirements with a new Division 8.0 regarding Campgrounds Regulations; add Definitions	CC Public Hearing 1/21/16; Work Session scheduled for 8/3/16
STA15-05	Major and Minor Site Plan and Subdivision Processes (Multiple Sections of the Subdivision Regulations), including making Final Plats an administrative process.	Adopted 12/17/15; effective 01/01/16
Zoning Ordinance Text Amendments		5 Total
		Status
ZTA14-02	Mass Event Regulations – on-going; PC held second Public Hearing on 12-08-15; CC postponed future Public Hearing until Summer 2016 at their 2/4/16 meeting.	Pending CC PH TBD
ZTA15-01	Appendix C, Principal Permitted Uses Table; Change Cultural Facility from “Not Permitted” (NP) to “Permitted” (P) in Residential Growth.	Adopted 10-01-15
ZTA15-02	New Article 8, Section 8.17 Campgrounds; new Definitions; Amendments to Appendix C, Principal Permitted Uses	CC Public Hearing 1/21/16; Work Session scheduled for 8/18/16
ZTA15-03	Article 12 Zoning Map and Text Amendments	Adopted 03-17-16
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process; increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	PC Public Hearing 05-17-16; referred to CC at 07-21-16 meeting; Workshop scheduled for Sept. 2016

Long Range Planning:		Status
No long range projects this Fiscal Year		
Major Site Plans or Subdivisions (PC) 2 Total		Status
15-09	Breckenridge East, Phase 1A (Lots 10-22 & Residue) Final Plat Public Hearing The project consists of 13 single family lots on 67.67 acres. The property is located along Old County Club Rd, southeast of the intersection with Flowing Springs Rd.	PC Approval 8/11/15
16-01	Daniels Forest Subdivision -- Final Plat Public Hearing The project consists of dividing the 101+ acre parcel into two (2) lots. The property is located on both the west and east side of Route 17 (Flowing Springs Road) at its intersection with Route 22 (Job Corp Road).	PC Approval 2/23/16
Concept Plan (Public Workshop before PC) 4 Total		Status
S15-03	Advance Auto Parts, 475 Euclid Avenue, Charles Town Minor Site Plan with Concept Plan -- 6,912 square foot new retail Automotive Parts sales and warehouse establishment with associated parking.	Approved 8/11/15
S15-04	Dollar General Store, Middleway Minor Site Plan with Concept Plan -- 9,100 sq. ft. new structure for 7,310 square foot retail store, plus stockroom, and parking.	Approved 8/11/15
S15-05	Shepherdstown Public Library, Lowe Drive adjacent to the Clarion Hotel and Conference Center Minor or Major Site Plan with Concept Plan -- construction of a new 13,500 square foot public library building and associated parking.	Approved 10/13/15
S16-01	Charles Town Self Storage, Keyes Ferry Rd, Charles Town Minor Site Plan with Concept Plan -- construction of a new 37,500 square foot self-storage facility to be located to the east of an existing storage facility	Approved 4/12/16
Waiver/Variance from Sub. Regulations (PC) 7 Total		Status
PCW15-02	Primax Properties, LLC , applicant/Martin and Brenda Lookingbill, owner; future Advance Auto Parts, 475 Euclid Avenue, Charles Town Waiver from Section 21.202(B) and 22.208 requiring the installation of a sidewalk along Euclid Avenue.	Disapproved 8/11/15

PCW15-03	Amy Secrist, applicant, Route 230/Shepherdstown Pike, formerly site of Big Arm Bar & Grill, Shepherdstown Waiver from Appendix B, Sections 2.5(M) and 9.5 requiring off-street parking to be paved; propose to utilize the existing gravel parking lot for the proposed reuse of the vacant building for a private school (Morgan Academy).	Approved 10/13/15
PCV15-04	DR Acquisitions, LLC, owner, Wilderness Court, Sheridan Estates subdivision Variance from the 1979 Subdivision Ordinance, Section 8.2.a.14 requesting a reduction in the requirement for diameter of a cul-de-sac from 80' to 65'.	Approved 11/10/15
PCW16-01	Daniel Zappe, 1195 Chestnut Hill Road Waiver from Section 21.104.B.1 requiring a 3:1 depth to width ratio to allow the property owner to subdivide his lot to create two legal lots where Route 9 divides his parcel	Approved 2/9/16
PCW16-02	Jefferson County Development Authority, Parcels: 102 & 103 Waiver from Section 21.402D requiring that no permanent encroachments, structures or fences be placed within any easement area. The applicant is proposing to install shrubs and a chain link fence in the water easement and sewer easement in two separate locations on the site.	Approved 4/12/16
PCW16-03	Uvilla United Methodist Church Waiver from Appendix B, Section 2.3 (B) requiring that a non-residential subdivision entrance apron be constructed of WWF reinforced 3,000 psi Portland cement concrete. The applicant is proposing to utilize the existing asphalt entrance apron and is also asking for a waiver from the entrance width limit requirement	Approved 6/14/16
PCW16-04	John R. & Judy L. Shea, Owner, Summit Point Waiver from Section 20.201(A) 2 requiring lots in the Rural District to access a road right-of way having a width of 50'	Approved 6/14/16
Zoning Map Amendments/Rezoning Requests (PC) 2 Total		Status
Z15-01 (continued from FY15)	Twin Oaks Subdivision, LLC, Peter Corum and J. Edward Slonaker, owners, Morgan Grove Market Change from Rural (R) to Neighborhood Commercial (NC)	PC found ZMA <u>not</u> consistent with Comp Plan 8/11/15; CC approved 9/3/15
Z15-02	Charles M. Carter, owner/Harry Catrow, applicant, Martinsburg Pike (Route 45) Change from Rural (R) to General Commercial (GC)	PC found ZMA consistent with Comp Plan 9/8/15; CC approved 9/17/15

BOARD OF ZONING APPEALS ITEMS		
Board of Zoning Appeals Meetings: 12 Total		
Zoning Variance Requests (BZA)		27 Total
		Status
ZV15-15	Uvilla United Methodist Church Variance from Sec. 4.11A.1 and Appendix B to waive the front, side and rear landscaping/buffer that is required for the addition of a Fellowship Hall.	Approved 7/16/15
ZV15-16	Bryan & Kelli LaBombard Variance from Sec. 5.4B to reduce the side setback from 12' to 3' and the rear setback from 20' to 10' for a 12' x 20' accessory structure.	Approved 7/16/15
ZV15-17	Middleway Conservancy Association, Inc Seasonal Use Permit for The Battle of Smithfield Anniversary Re-enactment from August 28 – 30, 2015. The event is to consist of a re-enactment of civil war camp life, drills and other educational activities.	Approved 7/16/15
ZV15-18	Cross Point Church of God, South Childs Rd Variance from Sec. 4.10A to waive the site plan for a 40' x 35' addition.	Approved 8/27/15
ZV15-19	Karen Valentine, 384 Potomac Ridge Ln, Shepherdstown Variance from Sec. 5.7B & 9.6C to the front setback from 40' to 14' for a 24' x 32' garage.	Approved 8/27/15
ZV15-20	Locust Hill HOA Inc. -- Locust Hill Subdivision Common Area (Parcel A) Variance from Sec. 4.10A to waive the site plan; and, App B to reduce the front parking setback from 15' to 0' for a 25' x 120' parking pad	Approved 8/27/15
ZV15-21	Jeffrey Schneider, 277 Country Rd., Harpers Ferry Variance request from Sec. 9.6C to allow an accessory structure in the required front yard; and, Sec. 9.7 to reduce the front setback from 25' to 10' to construct a 25' x 28' garage.	Approved 9/24/15
ZV15-22	Loretta Holdaway, 294 Red Bird Ln., Harpers Ferry Variance request from Sec. 9.5B to permit a fence taller than 6' to remain 6" from the property line.	Approved with conditions 9/24/15
ZV15-23	Burr Industrial Park, Lot 41, 81 Variance from Sections 4.11.A.2, 4.11E and Appendix B to remove the side and rear landscaping requirements.	Approved 10/22/15
ZV15-24	Adam Sperry, 120 Wind Shear Dr., Charles Town, Variance from Sec. 5B.1 to reduce rear setback from 20' to 15' for a 10' x 18' deck.	Approved 10/22/15

ZV15-25 And SE15-01	Marshall Edwards, Sr./ Middleway Volunteer Fire Company Variance from Sec. 10.4G & App. B to reduce the front setback from 40' to 25' for the sign; and, from Sec. 9.6C to allow the sign in the required front yard; and Special Exception for an outdoor advertising sign per Sec. 10.5.	Approved 10/22/15
ZV15-26	Brett and Anne Basham Variance from Sec. 9.7 & App A to reduce side setback from 15' to 10' for an addition to the existing home.	Approved 11/12/15
ZV15-27	Jefferson Business Park Association, LLC, Chevrolet Drive Variance from App B & Sec. 4.11A, 5.6D.1, and 5.8C.2 to reduce the rear building setback from 50' to 37' for an existing building; and, to eliminate the required internal landscape buffer and the internal building, parking and drive aisle setbacks.	Approved 11/12/15
ZV15-28	United Methodist Church Trustees, Shenandoah Junction Variance from Sec. 10.4C to reduce the setback of 25' to 15' to replace the existing freestanding sign.	Approved 12/10/15
ZV15-29	Elena Mestre and Eric Hyman, 110 Fairmont, Shepherdstown Variance request from Sec. 9.7 and Appendix A to reduce the front setback on Church St. from 20' to 7' for a 12' x 15' breezeway, a 25' x 28' attached garage with a 5' x 25' attached porch	Approved 12/10/15
ZV16-01	Joann Conte/Jessica Howard, 148 David Court, Kearneysville Variance from Sec. 8.2 to reduce the distance requirement for barns from the 75' to 47'.	Approved 1/28/16
ZV16-02	Daniel McGinn, Owner, Burr Business Park, Lot 11 Variance from Sec. 4.11A.2, 4.11E & App B to remove the side and rear landscape/screening buffer for a private commercial warehouse/garage.	Approved 2/25/16
ZV16-03	United Methodist Church Trustees, Shenandoah Junction Variance request from Sections 10.4.C to reduce the setback of 25' to 0' to replace an existing freestanding sign	Approved 3/24/16
ZV16-04	United Methodist Church Trustees, Shenandoah Junction Variance from Sec. 4.10A and Appendix B to waive the requirement of a site plan and to reduce the setback for a gravel parking lot to 0'.	Approved 3/24/16
ZV16-05	CTSS, LLC, Keyes Ferry Road Variance from App B to reduce the rear setback from 50' to 25' for the existing bowling alley to accommodate a proposed lot line adjustment.	Approved 3/24/16
ZV16-06	LSCG Fund 11 Lanes, LLC, Keyes Ferry Road Variance from Sec. 4.11A.1, Sec. 4.11E.1 and App B to reduce the side and rear setback from 50' to 25'; and, to eliminate the required residential landscape buffer.	Approved 3/24/16

ZV16-07	Decker Holding, LLC, Owner/Kubic Enterprises, Applicant Lots 2 and 3, Burr Business Park Variance from Sec. 4.11A.2 and App. B to eliminate the landscaping, parking, drive aisle and building setback requirements for the interior lot line between Lots 2 & 3; and, to reduce the landscape buffer along the side of Lot 3 and the rear of Lots 2 and 3.	Approved 4/28/16
ZV16-08	Christopher & Victoria Dudash, Owner, 444 Cattail Run Rd Variance from Sec. 5.7B to reduce the rear setback from 50' to 35' for the construction of 40' x 60' garage	Approved 4/28/16
ZV16-09	Yin Xu, Owner/Brick Street Construction., Applicant, 33 Lousia Beall Lane, Variance from 5.4B to reduce the rear setback from 20' to 10' to construct a deck	Approved 4/28/16
SU16-01	Middleway Conservancy Association, Inc (multiple property owners) Seasonal Use Permit for The Battle of Smithfield Anniversary Re-enactment from August 12-14, 2016. The event is to consist of a re-enactment of civil war camp life, drills and other educational activities	Approved 5/26/16
ZV16-11	Bret Skirvin, Site Enhancement Services, Inc., Applicant Primax Properties, LLC, Owner, Future Advanced Auto Parts, Corner of Washington and Euclid St. Charles Town Variance from Sec. 10.4B to increase the maximum square footage of two proposed business signs from 144 sq. ft. to 264 sq. ft. (Washington St.) and from 192 sq. ft. to 264 sq. ft. (Euclid Ave.); and, to allow signage to face a residential property	Disapproved increase in size; Approved facing residential property 6/23/16
Conditional Use Permit (CUP) Applications (BZA) 1 Total		Status
CP15-02 (continued from FY15)	David & Laura Humphreys, owners, 290 Falling Springs Rd., Shepherdstown Whistling Wind Farm 3-unit (5 bedrooms) Bed & Breakfast	Approved 7/16/15
Zoning Appeal of Administrative Decision (BZA) 1 Total		Status
AP15-03	Brian Billey – Appeal of an administrative determination to enforce a 2013 memorandum which restricted shipping containers from being used as residential accessory structures.	Zoning Administrator's Determination Upheld

PLANNING & ZONING STAFF ITEMS		
Pre-Proposal Conference (PPC) Meetings: 35 Total (20 Subdivision & 15 Site Plan)		
Information Request Forms (IRFs -- general inquiries from the public; generally provided written responses): 245 Total		
Zoning and Land Development Fees Collected: \$20,298.61		
Zoning Certificates (Staff)		50 Total
		Status
See page 12 for detailed list of Zoning Certificates.		48 Issued; 0 Pending; 1 Withdrawn; 1 Terminated 0 denied
Minor Site Plans (Staff)		12 Total
		Status
S13-07	River Riders, Inc. – Minor Full Site Plan with Concept Plan. 24,800 sq. ft. expansion to existing all-inclusive family adventure resort.	Approved 08/17/15 Appr. Redline 04/11/16
S14-02	St. James Lutheran Church – Limited Site Plan	Pending
S15-01	Trustees of Uvilla United Methodist Church of the Baltimore Annual Conference – Minor Site Plan – 2,860 sq. ft. expansion to include fellowship hall, kitchen, & vestibule.	Approved 03/08/16
S15-02	Kent Cartridge – Minor Site Plan with Concept Plan – 20,000 sq. ft. expansion to include 2 restrooms and a warehouse.	Approved 09/09/15
S15-03	Advanced Auto Store – Minor Site Plan with Concept Plan – 7,000 sq. ft. new structure for retail auto parts store and parking.	Approved 04/21/16
S15-04	Dollar General Store (Middleway) – Minor Site Plan with Concept Plan – 9,100 sq. ft. new structure for retail and parking.	Approved 11/09/15
S15-06	Burr Business Park Lot 41 6,000 sf commercial bldg.	Approved 11/03/15 Appr. Redline 06/08/16
S15-07	Burr Business Park Lot 40 2,400 sf warehouse & office	Approved 10/28/15
S15-08	Burr Business Park Lot 11 10,492 sf private museum	Approved 03/01/16

S16-01	Charles Town Self Storage, Keyes Ferry Rd, Charles Town Minor Site Plan Construction of a new 37,500 square foot self-storage facility to be located to the east of an existing storage facility.	Concept Plan approved 4/12/16; Site Plan pending
S16-02	Burr Business Park, Lots 2 & 3 Apple Valley Waste Construction of 21,200 sf warehouse & office	Approved 05/11/16
Minor Subdivisions (Staff)		21 Total
Status		
15-04 (continued from FY 15)	Estate of Frances L. Lloyd Minor Subdivision -- Lots 1, 2 & 3 (Res)	Approved 07-14-15
15-06 (continued from FY 15)	Robert A. & Esther M. Wolfrey Minor Subdivision -- Lots 1, 2 & 3 (Res)	Approved 07-09-15
15-08 (continued from FY 15)	Bohrer Minor Subdivision -- Lots 1, 2 & 3 (Res)	Approved 08-14-15
15-10 (continued from FY 15)	Edwards Minor Subdivision -- Lots 1 & 2 (Res)	Approved 09-14-15
15-11	Milton Minor Subdivision -- Lots 1-4	Approved 10-19-15
15-12	Isenhardt Minor Subdivision -- Lots 1 & 2	Approved 09-14-15
15-13	Smith Minor Subdivision Family Transfer -- Lots 1 & 2 (Res)	Approved 09-11-15
15-14	Stokes Estate Minor Subdivision -- Lots 1, 2 & 3 (Res)	Approved 09-25-15
15-15	James and Barbara Rowan Minor Subdivision – 1 Lot and a Residue	Approved 12-03-15
15-16	John Hessenauer, Jr. Minor Subdivision – 1 Lot and a Residue	Approved 12-12-15
15-17	Timothy Grim and Brenda Turner-Grim - 2 Lots and a Residue	Approved 12-23-15
15-18	Jefferson Business Park Associates, LLC (Alex Chevrolet Building) – 2 Lots and a Residue	Pending
15-19	James Gibson – 1 Lot and a Residue	Pending
15-20	Lawrence Elmer Vickers, Jr. – 1 Lot and a Residue	Approved 01-14-16
16-01	Daniel's Forest – 1 Lot and a Residue	Approved 02-23-16

16-02	Billie Garde – 1 Lot and a Residue	Approved 06-09-16
16-03	D'Angelo MSD -- Lot 1 & Lot 2 (Res) to be Merged	Approved 07-06-16
Boundary Line Adjustments (Staff) 19 Total		Status
10-02-15	Wilber Alger, Jr. – Middle of the Way Real Estate	Approved
10-16-15	Samuel Donley, Jr – Samuel Donley, III	Approved
10-16-15	Harry and Mary Morgan - George and Mary Harris	Approved
10-29-15	Burr Business Park Lots 11 and 12	Approved
11-17-15	Oak Meadow, LLC – Oak Meadow, LLC	Approved
11-23-15	Sylvia and Brian Stephens – Sylvia and Brian Stephens	Denied; recommended applicant apply before the PC
11-24-15	Keith Janssen – Edward and Helen Moore	Pending (applicant placed on hold)
01-04-16	Richard and Barbara Nickell – Michael and Susan Carroll	Approved
01-19-16	Julia Garvin	Approved
02-14-16	John Hessenauer, Jr. – Jeanne & Donald Norris	Approved
03-03-16	Gregory & Amy Byrne “Trussell’s Addition”	Approved
03-21-16	Jackson Woods Subdivision – Tolling of the Bond	Pending
03-23-16	William Knighten	Approved
03-29-16	Eric and Ana Brown – Leslie Williams	Approved
04-12-16	Harpers Ferry Holdings	Approved
04-29-16	Daniel & Jenny Hunter – Pigs, Inc., A Sanctuary	Approved
05-09-16	David & Darlene Woolwine – James & Susan Donoghue-Rick	Approved
05-11-16	S. Wayne and Vicki D’Angelo	Approved
06-14-16	Aubrey and Debora Henry	Approved

ITEMS REQUIRING COMMISSION ATTENTION		Status
ZTA14-02	Mass Event Regulations (Zoning Ordinance Text Amendment) PC held second Public Hearing on 12-08-15 and forwarded to CC for action	CC postponed future PH until Summer 2016 (2/4/16)
ZTA15-02	New Article 8, Section 8.17 Campgrounds; new Definitions; Amendments to Appendix C, Principal Permitted Uses	CC Public Hearing 1/21/16; Work Session scheduled for August 2016
ZTA16-01	Replace nontraditional zoning ordinance with a traditional zoning ordinance by eliminating the DRS/LESA CUP Process (Articles 6 and 7) and replace it with a traditional Principal Permitted and Conditional Use process; increase the density provisions of the Rural Zoning Cluster Development in Section 5.7; amend various sections related to rural land use throughout the Ordinance	PC Public Hearing 05-17-16; referred to CC at 07-21-16 meeting; Workshop scheduled for 9/1/16
WV DOH US 340 South Improvement Study Workshop/ Public Hearing	Informational Workshop/Public Hearing: Tuesday, August 30, 2016 Council Chambers of Charles Town City Hall 5:00 PM to 8:00 PM Open House Format/Informational (reps from WVDOH and FHWA) 8:00PM to 10:00PM Public Hearing. Focus: Preferred Alternative (4A) and the Supplemental Draft Environmental Impact Statement for proposed 5 mile project, constructing a 4-lane divided highway to complete the 2 lane gap section	Envision Jefferson 2035 recommends a Small Area Plan for this area once the Record of Decision is published by the DOH
PROPOSED PROJECTS/UNDERWAY		Status
ZTA16-___	Planning Commission's #1 priority text amendment: Revise landscape regulations in Zoning Ordinance.	TBD
ZTA16-___	Historic Landmarks' Commission Revise Zoning Ordinance to implement Envision Jefferson 2035 recommendations regarding Historic Resource Demolition and Adaptive Reuse.	TBD

PLANNING COMMISSION MEMBERS – FY 2016

1. Mike Chapman, President (term expires 03/31/17)
2. Wade Louthan, Vice President (term expires 03/31/19)
3. Donnie Fisher, Secretary (term expires 03/31/17)
4. Richard (Dick) Childs (term expires 03/31/17)
5. Clifford (Gene) Taylor (term expires 03/31/18)
6. Steve Stolipher (term expires 03/31/18)
7. Gary Phalen (term expires 03/31/19)
8. J Ware (term expires 03/31/19)
9. Eric Bell, County Commission Liaison

BOARD OF ZONING APPEALS MEMBERS – FY 2016

1. J. Tyler Quynn, Chair (term expires 01/01/17)
2. Jeffrey C. Bannon, Vice Chair (term expires 01/01/19, reappointed)
3. Christy Huddle (term expires 01/01/18)
4. Matt Knott (term expires 01/01/17)
5. Ted Schiltz (term expires 01/01/18)
6. Jeffrey Bresee, Alternate (term expires 01/01/18)
7. Craig Foster, Alternate (term expires 01/01/17)

DEPARTMENTS OF PLANNING AND ZONING STAFF – FY 2016

1. Jennifer M. Brockman, AICP – Director of Planning and Zoning /
Acting Zoning Administrator
2. A. David Simon, County Planner training for Zoning Administrator
(part year)
3. Alexandra Beaulieu, Office/Project Manager
4. Jennilee Hartman, Zoning Clerk
5. Rhonda Greenholtz, Planning Clerk
6. Christine Chalmers, Office Clerk

Zoning Certificates Issued		50 Total	Approval Date
ZC15-07	CHARLES J. BROWN – OWNER; SHERYL GRAY - APPLICANT Change in Tenant to continue business, established in 1988, consisting of general retail sale of clothing, groceries, sporting goods, tobacco/tobacco products, smoking accessories, guns/ammunition and beer. 15949 Charles Town Road; Charles Town, West Virginia 25414 Zone: Rural		7/14/15
ZC15-23	SHENANDOAH PROFESSIONAL CENTER, INC. – OWNER/ WILT’S FRUIT STAND – APPLICANT Outdoor Fruit Stand 36 Bakerton Road; Harpers Ferry, West Virginia 25425 Zone: Residential-Light Industrial-Commercial		7/24/15
ZC15-24	SHENANDOAH PROFESSIONAL CENTER, INC. – OWNER DAND E. NOVELTIES – APPLICANT Ice Cream Sales from truck parked on property. 36 Bakerton Road; Harpers Ferry, West Virginia 25425 Zone: Residential-Light Industrial-Commercial		7/6/15
ZC15-27	WVW GENERAL PARTNERSHIP, MICHAEL R. SKIGEN, CPA - OWNER DAN ALLER & MARK GRUNER / D&M ENTERPRISES – APPLICANT Expand number of outdoor table spaces for existing Halltown Flea Market from currently approved 21 spaces to 70 total spaces. Jefferson Business Center; 197 Halltown Road Zone: Residential-Light Industrial-Commercial		7/29/15
ZC15-29	CSX TRANSPORTATION / OWNER CONTACT: HDR, INC. – CONTACT: AUBYN WILLIAMS, AICP Installation of a 60’ Positive Train Control (PTC) tower within CSX right-of-way. Shenandoah Junction - Jefferson County, WV Zone:Rural		7/29/15
ZC15-30	STEVEN H. LASHLEY- OWNER/APPLICANT Accessory Agricultural Dwelling Unit. 273 Job Corps Road; Shenandoah Junction, WV 25442 Zone: Rural		7/6/15
ZC15-36	GILBERT A. MOBLEY, SR. / OWNER CARL C. WEBSTER & CONNIE D. KITTS / APPLICANTS Antiques/Crafts/Collectables Shop with retail sales/indoor storage merchandise and an Open-Air Flea Market with thirty-six (36) rental spaces, and a 2,000 sq. ft. exterior retail space. 6468 Charles Town Road; Kearneysville, West Virginia 25430 Zone: Rural		7/9/15

ZC15-37	AMERICAN TOWERS, LLC, OWNER (EMILY HANNON) ADVANTAGE ENGINEERS, APPL. (ANDREW SWANEKAMP) Property contains existing 360' self-support tower. T-Mobile to install one (1) microwave dish at 275'; one (1) ODU; one (1) LMR-400 cable and one new IDU in an existing cabinet. No height increase or ground disturbance is proposed for this use. 17435 Raven Rock Road; Charles Town, West Virginia 25414 Zone: Rural	7/22/15
ZC15-38	DAVID & LAURA HUMPHREYS – OWNERS/APPLICANTS Bed & Breakfast consisting of three units (5 bedrooms). 290 Falling Springs Road; Shepherdstown, West Virginia 25443 Zone: Residential-Growth	7/24/15
ZC15-39	WVA 340 LLC c/o UNIWEST COMMERCIAL REALTY, OWNER (LINDA L. LYONS) SMI SIGN SYSTEMS, INC, APPL. (DECHIELE HUNTSBERRY) Replace existing channel neon letters mounted with LED channel letters mounted to raceway to read "Great Wall". 176 Flowing Springs Road; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	7/30/15
ZC15-40	WVA 340 LLC c/o UNIWEST COMMERCIAL REALTY, OWNER (LINDA L. LYONS) "SPIRIT OF HALLOWEEN", APPLICANT (TED ROSER) Operation of Seasonal Halloween Retail Shop from August – mid-November 2015 for the sale of Halloween costumes and décor. 186 Flowing Springs Road; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	7/31/15
ZC15-41	JOHN DARNALL ET AL TRUSTEES, OWNER VERIZON WIRELESS, APPLICANT (PHIL STETLER) Verizon Wireless to install 3 remote radio heads; 3 distribution boxes; and 3 new hybriflex cables at 155'. No additional height increase to tower or ground disturbance. 3343 Shepherdstown Pike; Shenandoah Junction, WV 25442 Zone: Rural	8/4/15
ZC15-42	KENNETH L. WILT, OWNER VERIZON WIRELESS, APPLICANT (PHIL STETLER) Verizon Wireless to install 3 remote radio heads; 3 distribution boxes 163.0'; and 3 hybriflex cables. No additional height increase to tower or ground disturbance. 543 Mission Road North; Charles Town, West Virginia 25442 Zone: Rural	8/13/15
ZC15-43	HOT SPOT CT REAL ESTATE, LLC – OWNER; 1012 EAST WASHINGTON STREET, LLC, APPLICANT (MICHAEL SHIELDS) Pawn Shop Services 314 Prospect Avenue; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	9/1/15

ZC15-44	<p>RE-ENACTMENT ACTIVITIES and PUBLIC PARKING (multiple properties)/MIDDLEWAY CONSERVANCY ASSOCIATES, INC – PETER FRICKE, APPLICANT</p> <p>The Battle of Smithfield Anniversary Re-enactment. A three-day (72 hour) re-enactment of civil war camp life, drills and other educational activities in the Rural and Village Zoning Districts. Seasonal Use Permit (#ZV15-17) approved by the BZA on 7/16/15 (with conditions). Certificate valid for this event from August 28 – 30, 2015.</p> <p>Zone: Rural & Village</p>	8/27/15
ZC15-45	<p>PERMELYNN of WESTCHESTER, INC. c/o KIMCO REALTY CORP. – OWNER/TIMOTHY KUCHAR- APPLICANT</p> <p>Temporary sale of rugs and blankets conducted from a 24' long covered trailer with an attached 10' x 20' shade canopy. Dates of operation: September 11th to Oct 12, 2015</p> <p>96 Patrick Henry Way; Charles Town, West Virginia 25402</p> <p>Zone: Residential-Light Industrial-Commercial</p>	9/2/15
ZC15-46	<p>GEORGE W. & MARY L. RUSHIZKY, OWNERS</p> <p>VERIZON WIRELESS, APPLICANT (BEN PELLETTIER)</p> <p>Property contains existing 200.1' self-support telecommunications tower. Verizon Wireless to install 6 new antennas at 128.0'; 6 new RRHs; 6 new RET cables; 3 Distribution Boxes; and 1 1-5/8" Hybrid. No height increase or ground disturbance is proposed for this use.</p> <p>8422 Shepherdstown Pike; Shepherdstown, West Virginia 25443</p> <p>Zone: Rural</p>	9/10/15
ZC15-47	<p>DAVID & LAURA HUMPHREYS – OWNERS / APPLICANTS</p> <p>Farm Vacation Enterprise providing lodging and meals in three (3) lodging units consisting of five bedrooms.</p> <p>290 Falling Springs Road; Shepherdstown, West Virginia 25443</p> <p>Zone: Residential-Growth</p>	10/1/15
ZC15-48	<p>MARK ODELL– OWNER; RIVER VIEW DEFENSE, LLC / STEVEN SHEARD, CEO – APPLICANT; 340 DEFENSE GUN SHOP / CONTACT: MARK PANTALONE - APPLICANT</p> <p>Operate a Gun Shop as a Federal Firearm Licensed Dealer at an existing Shooting Range site. No modification to property.</p> <p>459 Berryville Pike; Summit Point, West Virginia 25446</p> <p>Zone: Industrial-Commercial</p>	9/21/15
ZC15-49	<p>ESTATE OF ALICE S. GLENN, OWNER (MARSHALL GLENN II)</p> <p>VERIZON WIRELESS, APPLICANT (BEN PELLETTIER)</p> <p>Property contains existing 81'.0" self-support telecommunications silo. Verizon Wireless to install 3 Remote Radio Heads at 73'.0", 3 Distribution Boxes and 3 Hybridflex Cables. No height increase or ground disturbance is proposed for this use.</p> <p>178 Golf Course Drive; Charles Town, West Virginia 25414</p> <p>Zone: Residential-Growth</p>	10/15/15

ZC15-50	BLUE RIDGE COUNTRY CLUB, INC., OWNER; GEORGE R. MOXLEY, APPLICANT Second floor expansion for a meeting room to replace Club House previously destroyed by fire. 935 Persimmon Pear Road; Harpers Ferry, West Virginia 25425 Zone: Rural	10/13/15
ZC15-52	Stephen Smith – Owner/Applicant Temporary use of 2 existing c-containers for storage of materials related to the construction of a home with a valid Building Permit. 198 Kelcar Dr.; Summit Point, WV 25446 Zoned: Rural	10/21/15
ZC15-53	Consolidated Investments (Kevin Hayward), Owner Halltown Mill (Martin Weller), Applicant Replacement of existing baghouse with a new baghouse. Zoned: Industrial-Commercial	10/19/15
ZC15-54	SBABA, LLC – Owner; David Silveous – Applicant Christmas tree sales from Nov. 23 to Dec. 23, 2015. 21 Tusawilla Drive, Charles Town, WV 25414 Zoned: Residential Growth.	11/16/15
ZC15-55	Sunnyside Limited Partnership (Barbara Huyett) – Owner T-Mobile – Applicant Wireless facility co-location; 844 Wheatland Road, Charles Town Zoned: Industrial-Commercial	11/24/15
ZC15-56	James and Gina Helms – Owners/Applicant Home Occupation, Level I. Operation of an internet based business from home that deals in the on-line sale of tactical gear delivered via drop shipment to the customer. Low volume customer visits to residence for short durations. No manufacturing, storage of inventory, or retail sales on premises. 317 Stratus Drive; Kearneysville, West Virginia 25430 Zone: Rural	1/20/16
ZC15-57	Dr. Benjamin and Dr. Michelle Byers, Owner/Applicant State licensed spay/neuter clinic for dogs and cats to be located in existing stone accessory structure. 1517 Billmyer Rd; Shepherdstown, WV 25443 Zoned: Rural	1/4/16
ZC16-01	David Waddell – Owner/Applicant; Champion Auto, Inc. Classic Automobile Storage and Dealership 118 Amanda Court; Harpers Ferry, WV 25425 Zoned: Residential Light Industrial Commercial	2/3/16
ZC16-02	Leslie Cromer, Owner, Majestic Reins Stables, LLC Convert office trailer to farm caretaker residential unit. 4937 Shepherdstown Pike, Shenandoah Junction, WV 25442 Zoned: Rural	2/3/16

ZC16-03	Jefferson Business Park Association, LLC, Owner Wade Johnson – Applicant Collision Repair Facility to include an existing paint booth. 1 Chevrolet Drive, Charles Town, WV 25414 Zoned: Residential-Light Industrial-Commercial.	3/9/16
ZC16-04	WVA340 LP (M. Collier) – Owner; Jefferson Crossing II – Lot 8 Doctor’s Office / Podiatrist. 44 Trifecta Place, Unit 200, Charles Town, WV 25414 Zoned: Residential-Light Industrial-Commercial	3/4/16
ZC16-05	WVA340 LP (M. Collier) – Owner; Jefferson Crossing II – Lot 8 Insurance Agency 44 Trifecta Place, Unit 200, Charles Town, WV 25414 Zoned: Residential-Light Industrial-Commercial	3/4/16
ZC16-06	Rodney Kidwell – Owner Insurance Agency to include two illuminated signs. 35 Halltown Road, Harpers Ferry, WV 25425 Zoned: Residential-Light Industrial-Commercial	3/4/16
ZC16-07	7-Eleven, Inc. Store #20685 – Owner Change in Tenant 7364 Martinsburg Pike, Shepherdstown, WV 25443 Zoned: Residential-Growth	3/8/16
ZC16-08	Amy Secrist – Owner; Morgan Academy Private school catering to up to 60 students. Shepherdstown Pike, Shepherdstown, WV 25443 Zoned: Residential Growth	3/10/16
ZC16-09	Kenneth Wilt – Owner Telecommunications tower improvements. 524 Mission Road, North; Harpers Ferry, WV 25425 Zoned: Rural	3/25/16
ZC16-10	American Towers, LLC Telecommunications tower improvements. 17435 Ravens Rock Road, Charles Town, WV 25414 Zoned: Rural	4/7/16
ZC16-12	GEORGE W. RUSHIZKY, OWNER; US CELLULAR, BRIAN CRAWFORD – APPLICANT Property contains existing 200.0'(±) self-support telecommunications tower. US Cellular to reinforce existing gusset plates and replace diagonal brace bolts at 60'-66.7' elevation 8428 Shepherdstown Pike; Shepherdstown, West Virginia 25443 Zone: Rural	4/13/16
ZC16-13	JEFFERSON UTILITIES, INC. – OWNER/AT&T MOBILITY - JOSE PUGEDA – APPLICANT AT&T Mobility will replace 3 existing antennas with 3 new antennas; & 3 new radio head units on an existing 158.0' water tower antenna. 426 Oak Lee Drive; Ranson, West Virginia 25438 (Water Tower) Rural	5/5/16

ZC16-14	GORDON HOCKMAN – OWNER/APPLICANT Construction of a 20' x 50' wood-frame building and attached deck, on the pad site of a recently demolished structure, for the seasonal sale of farm produce and cold storage of produce. 8033 Charles Town Road; Kearneysville, West Virginia 25430 Zone: Industrial-Commercial	5/5/16
ZC16-15	JOSE F. OSORIO – OWNER/APPLICANT Rodeo/ Calf Roping/ Bull Wrestling/ Horse Racing Event with approved parking for up to 100 spectator vehicles; permitted as "Agricultural Tourism". Bi-Monthly Event to be hosted from May to November (annually). 1196 Van Clevesville Road; Kearneysville, West Virginia 25430 Zone: Rural	5/2/16
ZC16-16	MIDDLEWAY CONSERVANCY ASSOCIATION, INC- PETER FRICKE – APPLICANT (multiple property owners for re-enactment activities and public parking) A three-day re-enactment of civil war camp life, drills and other educational activities in the Rural and Village Zoning Districts. Seasonal Use Permit (#SU16-01) was approved by the BZA on 5/26/16. Certificate is valid for this event from 8/12 – 8/14/16. Zone: Village & Rural	6/6/16
ZC16-17	GEORGE W. RUSHIZKY – OWNER/AT&T MOBILITY -- ADAM KNUBEL – APPLICANT Property contains existing 200.0'(±) self-support telecommunications tower. AT&T to remove/relocate/install wireless communications antennas, RRH's and associated support equipment on existing antenna mount at 146' and install associated support equipment at ground level and on existing LTE cabinet on existing equipment pad. 8428 Shepherdstown Pike; Shepherdstown, West Virginia 25443 Zone: Rural	5/23/16
ZC16-18	RODNEY W. KIDWELL – OWNER/ JASON HAHN - APPLICANT Retail Sales to include Harley Davison apparel, Justice Bros. products and AMS oil products. 35 Halltown Road; Harpers Ferry, West Virginia 25425 Zone: Residential-Light Industrial-Commercial	5/24/16
ZC16-19	DECISIVE COMMUNICATIONS, INC. – OWNER/APPLICANT Office cubicles and a warehouse for Telecommunication Equipment, to include fiber, conduit and cable TV materials. 147 Edmond Road; Charles Town, West Virginia 25414 Zone: Industrial-Commercial	5/24/16
ZC16-20	WVA 340, LLC – OWNER/ ANDREW H. SAIKIN - APPLICANT Temporary sale of legal fireworks from an 8' x 45' sea-container sales stand. June 8, 2016 - July 8, 2016; 9:00 a.m.-10:00 p.m. daily. (Location: Martins Grocery Store Parking Lot) 186 Flowing Springs Road; Charles Town, West Virginia 25414 Zone: Residential- Light Industrial-Commercial	5/24/16

ZC16-21	ROBERT BIGGS, JR. & LISA M. BIGGS – OWNERS/RG BIGGS EXCAVATING - APPLICANT Landscaping Business to include limited excavating work. 7067 Flowing Springs Road; Shenandoah Junction, WV 25442 Zone: Rural	5/24/16
ZC16-22	B. JEANNE KOZAK & L. DANIEL PECK – OWNERS/ WILLIAM MOON - APPLICANT Insurance Agency. Will use existing sign on road. 8354 Martinsburg Pike, Unit 6;Shepherdstown, WV 25442 Zone: Residential-Light Industrial-Commercial	5/24/16
ZC16-23	HOT SPOT CT REAL ESTATE LLC (BRENT JACKSON), OWNER/APPLICANT Pawn Shop 1012 East Washington Street; Charles Town, WV 25442 Zone: Residential-Light Industrial-Commercial	5/24/16
ZC16-24	JEFFERSON UTILITIES, INC., OWNER; SHENANDOAH PERSONAL COMMUNICATIONS, LLC, (SHENTEL), APPLICANT (JUSTIN BLANSET) Property contains existing 125' tall Water Tower antenna site. Shentel to install 6 new 2.5GHz antennas at 118'; 3 microwave dish antennas and equipment inside existing Water Tower compound, per plans and code. Proposed modification requires no ground disturbance or electrical work. 426 Oak Lee Drive; Ranson, West Virginia 25430 Zone: Rural	6/24/16
ZC16-25	GYPSY FLEA MARKET - KEVIN DROST, OWNER; AMERICAN PROMOTIONAL EVENTS dba TNT FIREWORKS (VANESSA HIXON), APPLICANT Temporary sale of legal fireworks in a 20' x 40' tent and storage container. June 18, 2016 –July 6, 2016, from 9:00 a.m.- 9:00 p.m. 154 Wolfcraft Lane; Charles Town, WV 25414 Zone: Residential-Light Industrial-Commercial	6/15/16
ZC16-26	PERMELYNN OF WESTCHESTER, INC., OWNER/ AMERICAN PROMOTIONAL EVENTS dba TNT FIREWORKS - VANESSA HIXON, APPLICANT Temporary sale of legal fireworks in a 20' x 40' tent and storage container. June 27, 2016 –July 06, 2016, 9:00 a.m.-10:00 p.m. Tent removal no later than July 09, 2016. (Walmart Parking Lot) 96 Patrick Henry Way; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	6/29/16
ZC16-27	RAI PROPERTIES, LLC – OWNER /CC'S NAILS – APPLICANT Nail Salon / Personal Services 43 Ruland Road, Suite G; Kearneysville, West Virginia 25430 Zone: Industrial-Commercial	6/22/16

ZC16-28	PERMELYNN OF WESTCHESTER, INC., OWNER; WHOLESale FIREWORKS ENTERPRISES, LLC (LYNETTE WHITE), APPLICANT Temporary sale of legal fireworks conducted from a 20' x 50' tent. June 27, 2016 –July 04, 2016, 9:00 a.m.-10:00 p.m. Tent removal no later than July 09, 2016. (Walmart Parking Lot) 96 Patrick Henry Way; Charles Town, West Virginia 25414 Zone: Residential-Light Industrial-Commercial	6/24/16
Terminated Zoning Certificate Applications		
ZC15-51	EUGENE AND SARAH ABELOW, OWNERS/APPLICANT Increase number of residential rental units by three – from current 10 units to proposed 13 units. 1585 Gardners Lane; Shepherdstown, West Virginia 25443 Zone: Rural	Terminated due to insufficient information
Withdrawn Zoning Certificate Applications		Date Withdrawn
ZC16-11	CHRISTOPHER DUDASH – OWNER / APPLICANT Cottage Industry. Office area (20' x 30') to be located within a detached 40' x 60' structure. 444 Cattail Run Road; Charles Town, West Virginia 25414 Zone: Rural	Withdrawn by Applicant / April 08, 2016
Denied Zoning Certificates		Denial Date
None		