



**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning and Zoning**  
**Office of Planning and Zoning**  
 116 East Washington Street, 2<sup>nd</sup> Floor  
 P.O. Box 716  
 Charles Town, West Virginia 25414

File #: CUP 19-2-CUP  
 Mtg. Date: 10/24/19  
 Fee Paid: \$ 350.00  
 Staff Int.: gt

Email: [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org) Phone: (304) 728-3228  
 Fax: (304) 728-8126

**Application for a Conditional Use Permit**

Conditional Use Permit process is outlined in Article 6 of the Zoning Ordinance

**Project Name**

Ascension Church

**Property Owner Information**

Name: Burr Park LLC  
 Business Name: 90 1st Management Group LLC  
 Mailing Address: 71 Edmond Rd, Ste 7, Kearneysville, WV Mail  Yes  
 Phone Number: 304-724-6777 Email Response: Donnie@RPSwv.com Response:  No

**Applicant Information**

Name: Ascension Church  
 Business Name: 73 Edmond Rd Suite 203, Kearneysville WV 25430  
 Mailing Address: Tanie Guy Mail  Yes  
 Phone Number: 304 930 1161 Email Response: admin@ascensionwv.org Response:  No

**Engineer(s), Surveyor(s), or Consultant(s) Information**

Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Mail  Yes  
 Phone Number: \_\_\_\_\_ Email Response: \_\_\_\_\_ Response:  No

**Physical Property Details**

Physical Address: 73 Edmond Rd, ste 2(3), Kearneysville, WV 25430  
 Tax District: Select a District 02 Map No: 1 Parcel No. 86  
 Parcel Size: 1.53 Ac. Deed Book: 1063 Page No: 723

**Zoning District (please check one)**

Residential Growth (RG)	Industrial Commercial (I-C)	Rural* (R)	Residential-Light Industrial-Commercial (R-LI-C)	Village (V)	Neighborhood Commercial (NC)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Commercial (GC)	Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (OC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RECEIVED**

\* For properties in the Rural Zoning District:  
 Is property located on a primary or secondary road?  Yes  No

Name of Road and/or Route Number: N/A

JEFFERSON COUNTY PLANNING,  
 ZONING & ENGINEERING

**Sketch Plan (see cover sheet for description)**

Attached

**A list of all adjacent and confronting property owners (see cover sheet for description)**

Attached

**State the proposed land use as listed in Appendix C and provide a description of the proposed use.**

*Industrial - Commercial -  
Church offices; Meeting rooms; Sunday Services*

*(more attached)*

**Please provide any information or known history regarding this property.**

*Constructed ≈ 15 yrs prior; clear span construction with fire-rated drywall.*

**Please respond (in detail) to the following statements located in Section 6.3 of the Zoning Ordinance:**

1. The proposed use is compatible with the goals of the adopted Comprehensive Plan. *Section 6.3A.1*

*Yes.*

2. The proposed use is compatible in intensity and scale with the existing and potential land uses on the adjoining and confronting properties, and poses no threat to public health, safety, and welfare. *Section 6.3A.2*

*Yes.*

3. The proposed site development shall be such that the use will not hinder nor discourage the appropriate development and use of adjacent land and buildings. *Section 6.3A.3*

*Yes.*

4. Neighborhood character and surrounding property values shall be safeguarded by requiring implementation of the landscaping buffer requirements found in Appendix B and Section 4.11 of this Ordinance. *Section 6.3A.4*

I am aware of the landscaping buffer requirements and will adhere to them.

I am aware of the landscaping buffer requirements; however, I may be seeking a variance to modify them.

5. For properties in the Rural zoning district, roadway adequacy shall be assessed by the Comprehensive Plan's Highway Road Classification Map. If a rural parcel is not shown as commercial on the Future Land Use Guide or does not front on a Principal Arterial, Minor Arterial, or Major Collector road (as identified in the Comprehensive Plan), the applicant shall submit trip generation data, including Average Daily and Peak Hour trips, for the Board of Zoning Appeals to review in conjunction with the Highway Problem Areas Map when determining roadway adequacy for the proposed use. *Section 6.3A.6*

Applicable (Trip Generation Data attached)

Not Applicable

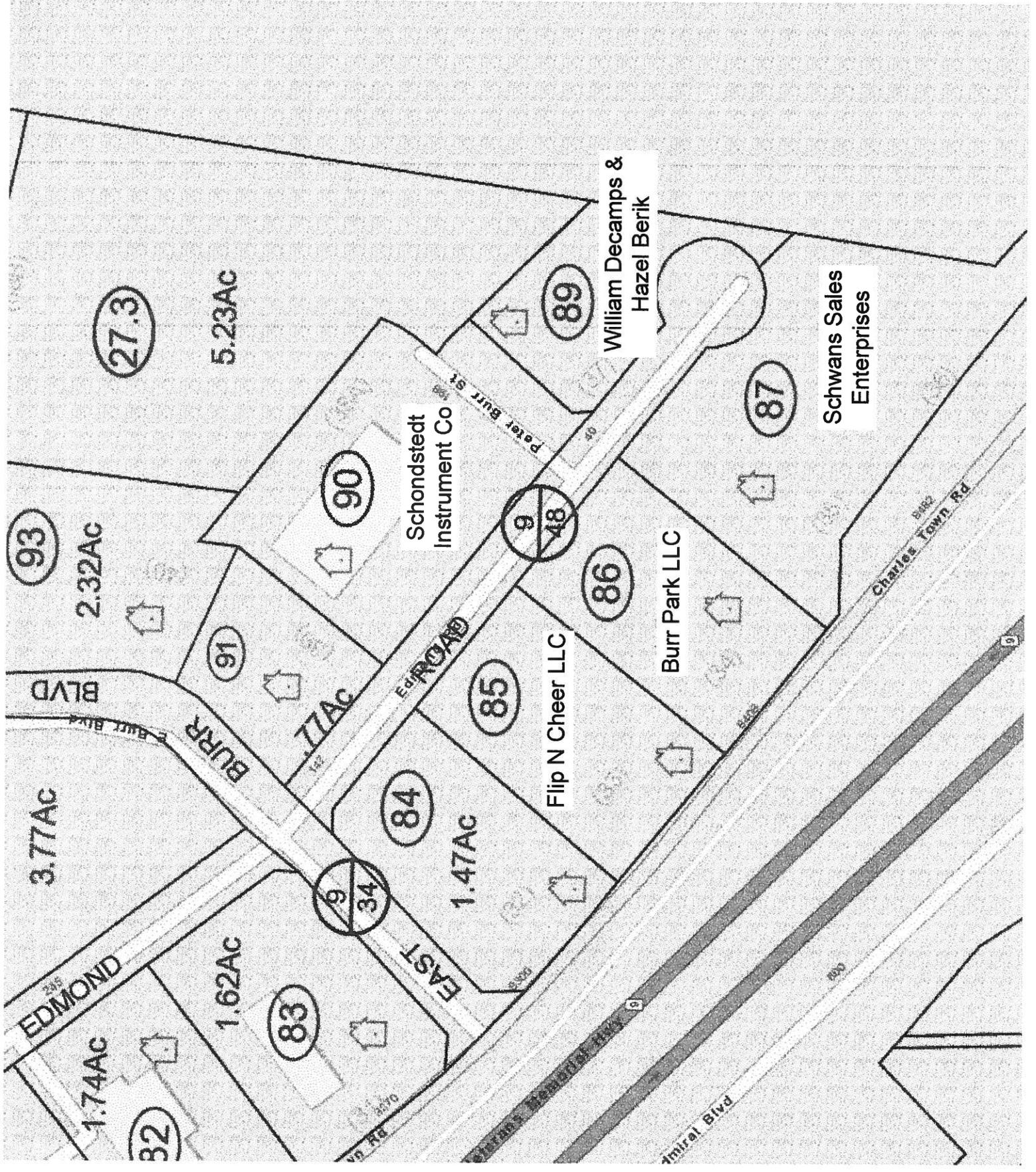
**The information given is correct to the best of my knowledge. Original Signature Required.**

*[Signature]*  
Property Owner

*8/29/2019*  
Date

Property Owner

Date



27.3

5.23AC

93

2.32AC

90

Schondstedt  
Instrument Co

89

William Decamps &  
Hazel Berik

87

Schwans Sales  
Enterprises

9/48

86

Burr Park LLC

BLVD

BURR

ROAD

85

Flip N Cheer LLC

Charles Town Rd

3.77AC

91

9/34

84

1.47AC

86

Burr Park LLC

EDMOND

1.62AC

83

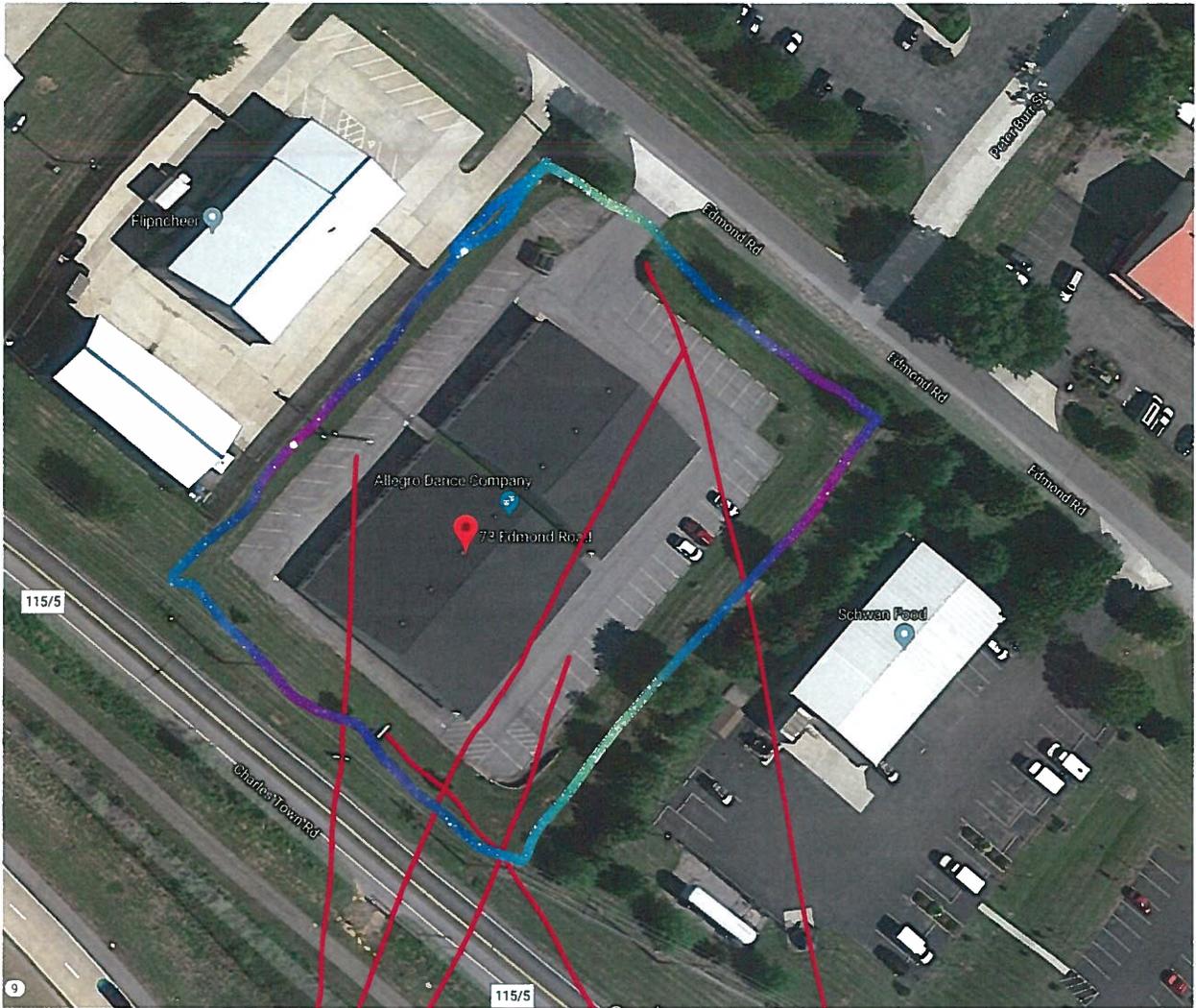
EAST

1.74AC

82

Charles Memorial Hwy

Admiral Blvd



Parking  
50 – spaces  
2 are handicap

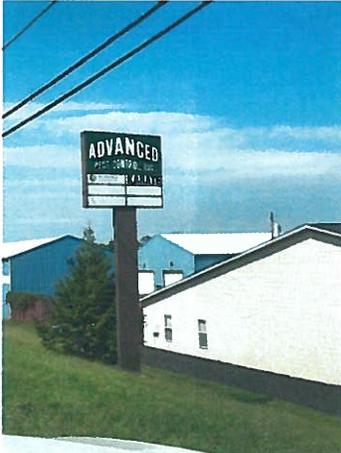
Signage  
(Existing)

## Proposed Use....

Church of the Ascension is planning to use the leased space for church offices, meeting rooms and Sunday services. We estimate being able to seat 120 people in the sanctuary space for Sunday services (pending approval of plans by building department).

In checking with the zoning office parking requirements for a church is one space per 5 people. There currently are 50 spaces for this location which more than meets the anticipated 24 spaces needed. Two of which are designated handicap van accessible spaces. Other tenants also have use of these parking spaces (Synergy, Child Care Center, Allegra School of Dance and 1<sup>st</sup> Management (Landlord).

This location already has existing signage which has space available for us to use. Pictures showing the existing signage are included.



*Figure 1 Charles Town Rd Signage*



*Figure 2 Signage on Edmond Rd entering property*