



**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 20-2  
 Mtg. Date: 3/26/20  
 Fee Paid: \$ 300.00  
 Staff Int.: SH

Email: 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** Church Without Walls Ministries of Jefferson County

**Property Owner Information**

Name: Virgie Moore  
 Business Name: Church Without Walls Ministries of Jefferson County  
 Mailing Address: 170 Huyett Road, Charles Town, WV 25414 Mail  Yes  
 Phone Number: 304-839-8491 Email Response: scwvm@gmail.com Response:  No

**Applicant Information**

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

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

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

**Physical Property Details**

Physical Address: 194 Huyett Road, Charles Town  
 Tax District: Kabletown (06) Map No: 13 Parcel No. 4  
 Parcel Size: .48 ac. Deed Book: 1041 Page No: 176

**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 type="checkbox"/>    | <input checked="" 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"/>         |

\* 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: Huyett Road / State Route 13/3

**RECEIVED**

**MAR 02 2020**

**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.**

See Attached Description  
Non profit commercial use

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

Property is childhood/family home of Applicant and 9 other siblings since 1953. Applicant became owner of Property in 2007.

**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**

The Proposed use is compatible. The rural landscape will be preserved and enhanced to be suitable for the lifestyles of the community

**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**

Proposed use will pose no threat to public health, safety or welfare of adjoining properties. The utmost respect and privacy will be upheld for residents in the community.

**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**

Proposed site will definitely not hinder/discourage development and use of adjacent land and buildings with its intended use and purpose.

**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**

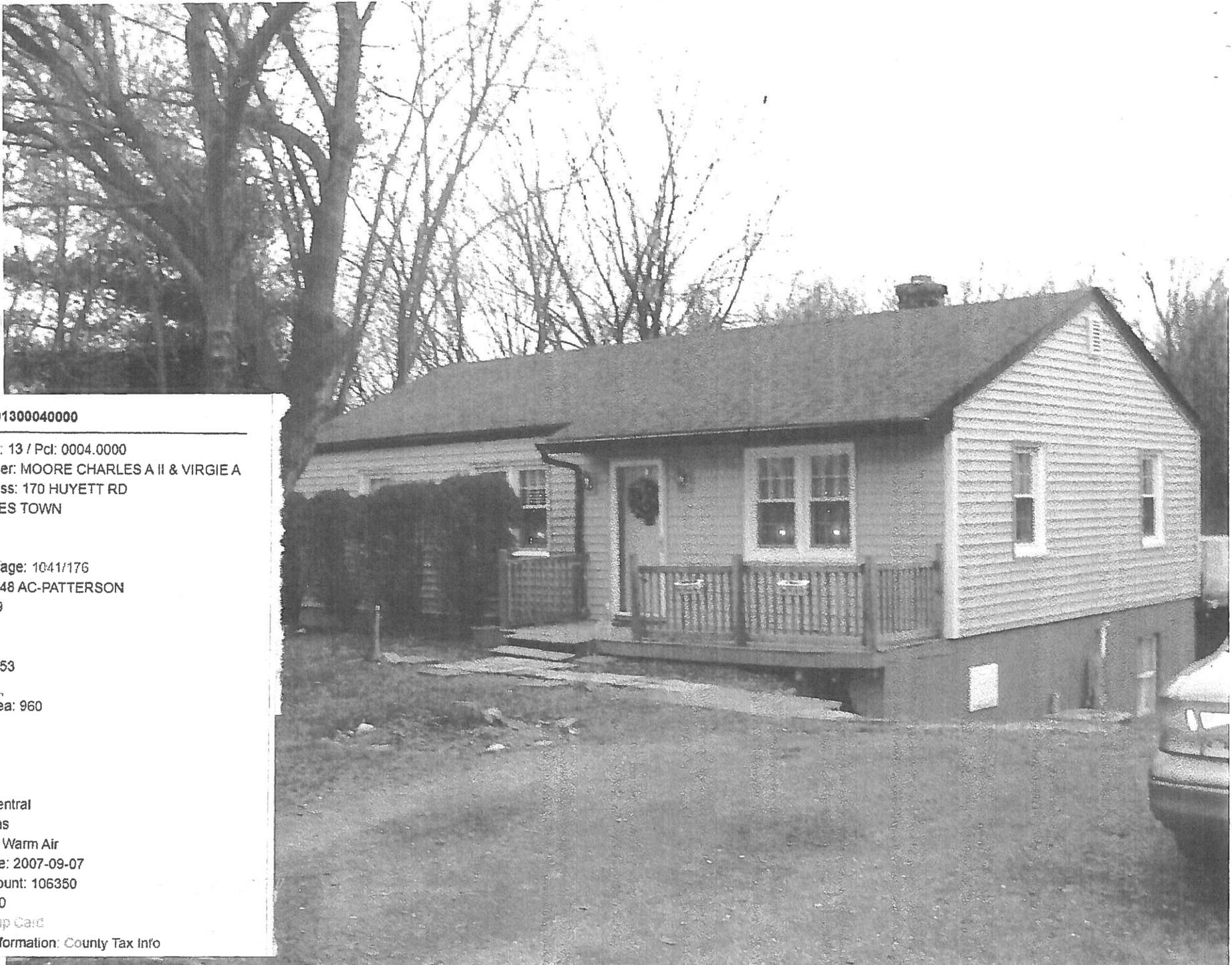
Applicable (Trip Generation Data attached)

Not Applicable

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

Terrie Moore 2/29/20  
Property Owner Date

Terrie Moore 2/29/20  
Property Owner Date



Street  
Light  
Located  
on  
pole.

Parcel: 06001300040000

TD: 06 / Map: 13 / Pci: 0004.0000  
Deeded Owner: MOORE CHARLES A II & VIRGIE A  
Owner Address: 170 HUYETT RD  
City: CHARLES TOWN  
State: WV  
Zip: 25414  
Deed Book/Page: 1041/176  
Description: .48 AC-PATTERSON  
Lot Size: 0.49  
Tax Class: 3  
Living Unit: 1  
Year Built: 1953  
Stories: 1  
First Floor Area: 960  
Rooms: 6  
Bedrooms: 3  
Full Baths: 1  
Half Baths: 0  
Heat Type: Central  
Fuel Type: Gas  
Heat System: Warm Air  
Last Sale Date: 2007-09-07  
Last Sale Amount: 106350  
Tax Year: 2020  
Map Card: Map Card  
County Tax Information: County Tax Info

194 Huyett Road - Proposed Location of ministry

APPLICATIONS COMPLETED AND MAILED TO THE FOLLOWING:

OFFICE OF STATE FIRE MARSHALL 2/27/20

WV DEPARTMENT OF HIGHWAYS (ENTRANCE PERMIT) 2/27/20

HEALTH DEPARTMENT – N/A DISTRIBUTION OF NON-PERISHABLE ITEMS ONLY  
NO MEAL PREPARATION

REQUEST FOR WAIVER OF APPLICATION RELATED TO C.U.P., VARIANCE, AND/OR  
BUILDING PERMIT SUBMITTED TO COUNTY COMMISSION ON 2/27/20 FOR  
INCLUSION ON MARCH 5<sup>TH</sup> AGENDA

INITIAL PRE-PROPOSAL CONFERENCE WITH ZONING HELD ON WEDNESDAY,  
FEBRUARY 26<sup>TH</sup>.

PROPOSED USE OF LAND/BUILDING

AS STATED IN THE CONFERENCE, CHURCH WITHOUT WALLS MINISTRIES OF  
JEFFERSON COUNTY IS A NON-PROFIT OUTREACH MINISTRY THAT WILL SERVE  
THE COMMUNITY BY OFFERING FREE CLOTHING, FOOD, FINANCIAL ASSISTANCE  
AND OTHER IMPORTANT NEEDS. WE WILL BE PARTNERING WITH OTHER  
MINISTRIES, CHURCHES AND AGENCIES TO HELP THOSE IN NEED. THE MINISTRY  
WILL BE OPENED TO INDIVIDUALS AND FAMILIES. THERE WILL BE AT LEAST 2  
VOLUNTEERS.

THERE IS AMPLE SPACE FOR STANDARD PARKING, 1 SPACE PER 400 SQ FT FLOOR  
SPACE. PARKING WILL BE ON GRAVEL AND GRASS AREA IN THE FRONT, REAR  
AND SIDE OF BUILDING.

CHURCH WITHOUT WALLS MINISTRIES' PREVIOUS LOCATION WAS IN THE  
MARTINSBURG, WV AREA. THE MINISTRY IS LICENSED TO DO BUSINESS IN THE  
STATE OF WV. (LICENSE AND NON-PROFIT CERTIFICATE ARE ATTACHED).

# State of West Virginia



## Certificate

*I, Betty Ireland, Secretary of State of the State of West Virginia, hereby certify that*

**CHURCH WITHOUT WALLS MINISTRIES, INC.**

**Control Number: 76143**

has filed its application for "Certificate of Incorporation" in my office according to the provisions of the West Virginia Code. I hereby declare the organization to be registered as corporation from its effective date of May 19, 2005 until a certificate of dissolution has been filed with Secretary of State.

Therefore, I hereby issue this

### CERTIFICATE OF INCORPORATION



*Given under my hand and the Great Seal of the State of West Virginia on this day of May 19, 2005*

*Betty Ireland*

*Secretary of State*

**WEST VIRGINIA  
STATE TAX DEPARTMENT  
BUSINESS REGISTRATION  
CERTIFICATE**

ISSUED TO:  
**CHURCH WITHOUT WALLS MINISTRIES INC  
120 & 122 W MARTIN ST  
MARTINSBURG, WV 25401-3231**

**BUSINESS REGISTRATION ACCOUNT NUMBER: 1003-8694**

This certificate is issued on: 08/16/2010

*This certificate is issued by  
the West Virginia State Tax Commissioner  
in accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner. \_\_\_\_\_

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

## LIST OF ADJOINING PROPERTIES

APPLE BLOSSOM DEVELOPMENT

RESIDENTIAL

LOCATED AT HUYETT ROAD AND APPLE BLOSSOM ROAD

PEMBROKE GROVE DEVELOPMENT

RESIDENTIAL

LOCATED AT SUMMIT POINT ROAD AND PEMBROKE WAY @ HUYETT ROAD

SPRING VALLEY DEVELOPMENT

RESIDENTIAL

LOCATED AT SUMMIT POINT ROAD AND PAINT WAY

## TRAFFIC CHARACTERISTICS – TRAFFIC FLOW

TRAFFIC VARIES AT DIFFERENT HOURS OF THE DAY

MON-FRI

7 AM – 9 AM FREQUENT (SCHOOL AND WORK TRAFFIC)

9 AM – 3 PM INFREQUENT (REGULAR TRAFFIC)

3 PM – 5 PM FREQUENT (SCHOOL AND WORK TRAFFIC)

5 PM – 7 AM INFREQUENT (REGULAR TRAFFIC)

SAT – SUN

INFREQUENT TRAFFIC (REGULAR TRAFFIC)

THERE WILL NO SCHOOL TRAFFIC FLOW DURING SCHOOL CLOSINGS

PROPOSED HOURS OF OPERATION FOR NON-PROFIT WILL BE AS FOLLOWS:

TUESDAYS & THURSDAYS 9 AM – 1 PM

SATURDAYS 10 AM – 2 PM

Apple Blossom

Spring Valley



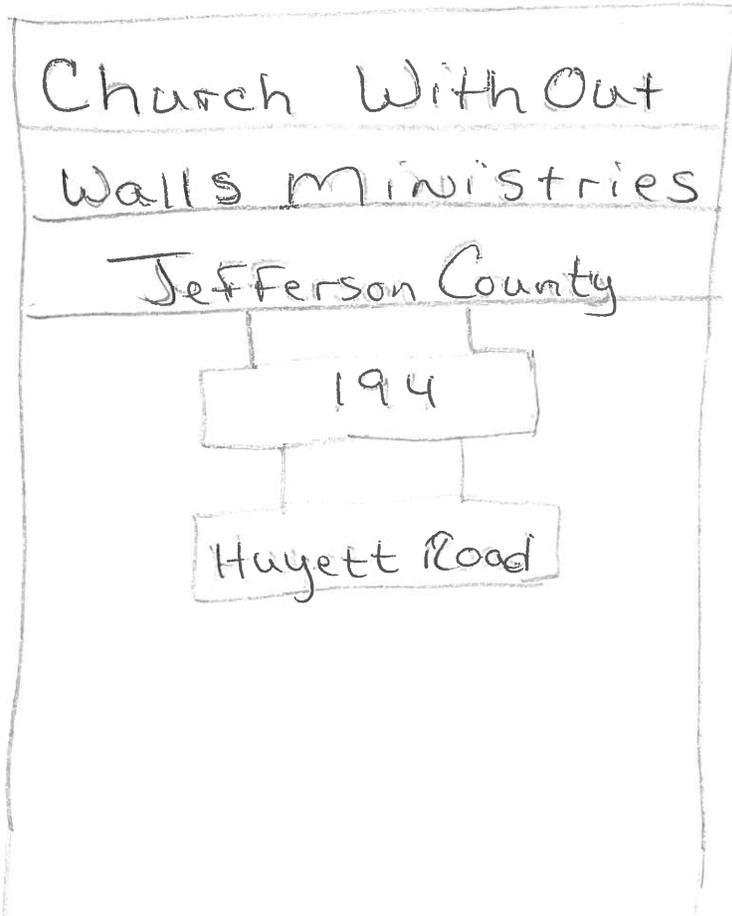
Pombrake Creek

Parking Areas: front + side of 15149  
Gravel/Grass



## SIGN INFORMATION

THERE WILL BE A SIGN POSTED IDENTIFYING THE MINISTRY (SEE BELOW). THIS SIGN WAS MADE BY THE BOY SCOUTS OF AMERICA AS THEIR EAGLE PROJECT WHICH UPON APPROVAL AND COMPLETION OF ALL REQUIREMENTS THEY WILL BE ABLE TO VISIT THE LOCATION TO INSTALL.



### Dimensions

60" wide  
30" high

### Color

White background  
with yellow  
and purple  
Lettering!

Sign will be Placed Required distance  
From highway away from the ministry  
building! Sign is available for viewing.

\* Sign would be placed to right of Bldg.



