

Advertise One Time: Thursday, March 5, 2026

### Jefferson County Board of Zoning Appeals Public Hearing

Meeting Date & Time: March 26, 2026 at 2:00 p.m.

Meeting Location: County Commission Meeting Room located in the main level of the Jefferson County Government Complex (entrance on east side of the building)  
393 N. Lawrence Street in Charles Town, West Virginia

#### All requests are pursuant to the Jefferson County Zoning Ordinance

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**File #: 26-1-CUP and #26-6-ZV**

Request #1: Request for a Conditional Use Permit to establish a self-storage business that includes U-Haul, camper, boat rentals on 8 acres of a 116.02 acres parcel. The land use will include the construction of an office, multiple self-storage units, and a parking area for the storage of recreational vehicles, campers, and boats. The applicant anticipates operation 7-days a week. The site will also include an outdoor wash and dumping area and security fencing and cameras. The proposed land use designation as listed in Appendix C is *Storage, Commercial and Mobile Home, Boat, and Trailer Sales*. Signage shall conform with Article 10 of the Zoning Ordinance.

Request #2: Variance from Section 4.11 and Appendix B to allow a modified landscape buffer that includes existing vegetation in lieu of the required landscape buffer along the western property line; and, to allow a 10' wide unscreened buffer in lieu of the 75' distance requirement and the planted landscape buffer along the proposed eastern and southern property line.

Applicant: Elliott Kletter, Cedar Hill Storage, LLC

Parcel Info: Pine Run Ranch, LLC, property owner  
500 Febrey Road, Kearneysville, WV 25430  
Parcel ID: 07000200030000; Project Size: 8 acres; Parcel Size: 116.02 ac; Zoning District: Rural

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**File #: 26-2-CUP**

Request: Request for a Conditional Use Permit to establish a home-based federal firearms business that intends on leasing or selling firearms and provides custom gunsmithing services. The use will be conducted from the existing dwelling unit on an appointment basis. The applicant anticipates no more than five customer/delivery trips per month. No signs are proposed. The proposed land use designation as listed in Appendix C is *Custom Manufacturing and Retail Sales and Service, General*, as defined in Article 2.

Applicant: Suttles, LLC

Parcel Info: Gregory Suttles, property owner  
786 Best Road, Harpers Ferry, WV 25425  
Parcel ID: 04000300090002; Project Size: <1 acre; Parcel Size: 2.04 acres; Zoning District: Rural

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**File #: 26-7-ZV**

Request: Variance from Section 8.17B.1 to reduce the minimum required acreage to operate a campground from ten acres to 1.92 acres for the purpose of establishing a campground comprised of four campsites.

Applicant: River and Trail Outfitters, Inc / Attn: John Gonano

Parcel Info: Pamerla Wagoner and Shannon Lepsic, property owners  
199 Bloomery Rd., Charles Town, WV 25414  
Parcel ID: 02001900190000; Parcel Size: 1.92 acres; Zoning District: Rural

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Office of Planning & Zoning files may be reviewed during regular business hours or you may view online at [www.jeffersoncountywv.org](http://www.jeffersoncountywv.org).

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Questions or Comments may be directed to 116 E. Washington St., Charles Town, WV 25414, [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org) or call 304-728-3228.

Written submissions to the Board must be received no later than one week prior to the meeting for inclusion in the agenda packet that is posted online.

Any party desiring a transcript of these proceedings will be responsible for providing a stenographer at their own expense.

By Order of the Jefferson County Board of Zoning Appeals  
Matt McKinney, Chair