



Jefferson County
Board of Zoning Appeals
Thursday, March 24, 2016, 2:00 p.m.

Members
Tyler Quynn, Chair
Jeffrey Bannon, Vice Chair
Christy Huddle
Matt Knott
Ted Schiltz
Jeff Bresee, Alternate
Craig Foster, Alternate

The Jefferson County Board of Zoning Appeals will meet in the Charles Town Library Conference Room located at 200 East Washington Street, at the side entrance on Samuel Street, in Charles Town, West Virginia.

Unless otherwise noted, all requests are pursuant to the Zoning & Land Development Ordinance.

1. Approval of the minutes from the February 25, 2016 meeting.
2. Swearing in of members of the public intending to provide testimony.
3. Variance request by United Methodist Church from Section 10.4C to reduce the required setback of 25' to 0' to allow for the replacement of the existing freestanding sign. File: ZV16-03
4. Variance request by United Methodist Church from the following:
 - a) Section 4.10A to waive the requirement of a site plan for the installation of a 1000 square foot gravel parking lot. File: ZV16-04
 - b) Appendix B to reduce the front parking setback from 15' to 0'. File: ZV16-04Owner: United Methodist Church Trustees. Location: 289 Potomac Ave. Shenandoah Junction.
District: 02; Map: 1A; Parcel: 62; Size: .21 ac; Zone: V; File: ZV16-03 and ZV16-04.
5. Variance from Section 4.11A.1 and Appendix B to reduce the side and rear setback from 50' to 25'; and, to eliminate the required residential landscape buffer to allow for the construction of a proposed 37,500 square foot self-storage facility. Owner: CTSS, LLC. Location: 257 Keyes Ferry Rd., Charles Town, District: 02; Map: 9; Parcel: 8.3; Size: 3.2 ac; Zone: RLIC; File: ZV16-06.
6. Variance from Appendix B to reduce the rear setback from 50' to 25' for the existing bowling alley to accommodate a proposed lot line adjustment. Owner: LSCG Fund LLC. Applicant: CTSS, LLC. Location: Portion of 107 Keyes Ferry Rd., Charles Town, District: 02; Map: 9; Parcel: 8.1; Size: 4.59 ac; Zone: RLIC; File: ZV16-05.
7. Director's Report.
 - a) Monthly Zoning Certificate Activity Report
8. Legal Update.
 - a) Whistling Farms Bed & Breakfast Litigation CA # 15-C-209 (possible executive session)
9. Discussion with possible deliberative session and signing of draft findings/decisions.

Meeting Date: 12/10/15, 01/28/16 and 02/25/16 meetings. (*see agenda for full item description*)

 - a) An Appeal of the Acting Zoning Administrator's determination to enforce a 2013 Memo, which restricted shipping containers from being used as residential accessory structures. Appellant: Brian Billey. File: AP15-03.
 - b) Variance from Sec. 9.7 and App. A to reduce the front setback on S. Church St. from 20' to 7' for a 12'x15' breezeway, a 25' x 28' attached garage with a 5' x 25' attached porch. Owner: Elena Mestre and Eric Hyman. File: ZV15-29.

- c) Variance request from Sec. 8.2 to reduce the distance requirement for barns from the 75' to 47'.
Applicant: Jessica Howard. Owner: Joann Conte. File: ZV16-01.
- d) Postponed from the 01/28/16 meeting. Variance request from Sec. 4.11A.2, 4.11E and App. B to remove the side and rear landscape/screening buffer for a private, commercial warehouse/garage.
Owner: Daniel McGinn.