

Minutes
Jefferson County Zoning Board of Appeals

- 1 Meeting Date: October 27, 2016
- 2 Meeting Location: Charles Town Library Conference Room
3 200 East Washington Street, Charles Town West Virginia
- 4 Board members present: Jeffrey Bannon, Matt Knott, Christy Huddle, Ted Schiltz,
5 Jeffrey Bresee, Alternate
- 6 Absent members: Tyler Quynn, Chair; Craig Foster, Alternate (with notification)
- 7 Staff members present: Alexandra Beaulieu, Zoning Administrator; Roger Goodwin, Director of
8 Engineering, Planning, Zoning; Stephanie Hunt, County Administrator; Lydia
9 Lehman, Assistant Prosecuting Attorney; and, Jennilee Hartman, Zoning Clerk
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- 11 All requests are pursuant to the Jefferson County Zoning and Land Development Ordinance.
- 12 Mr. Bannon presided over the meeting in Mr. Quynn's absence.
- 13 Ms. Huddle moved to call the meeting to order at 2:00 p.m. Mr. Bresee seconded the motion, which
14 carried unanimously.
- 15 1. Report from Roger Goodwin, Director of Engineering, Planning, and Zoning and Stephanie Hunt,
16 County Administrator, regarding recent consolidation of various departments, including Planning
17 and Zoning, into single department (per request by Mr. Jeffrey Bannon on 09-22-16).
- 18 Mr. Goodwin presented a brief report on the County Commission initiated consolidation of
19 the Departments of Engineering, Planning, Zoning, and GIS. Mr. Goodwin and Mrs. Hunt
20 addressed questions from the Board.
- 21 2. Approval of the minutes from the September 22, 2016 meeting.
- 22 Ms. Huddle moved to approve the September 22, 2016 minutes. Mr. Bannon suggested an edit
23 to Page 3, Line 35, to change the word *present* to *request*, which was accepted by Ms. Huddle.
24 Mr. Bannon called for a vote on the amended minutes, which carried 4 in support and 1 recusal
25 (Mr. Schiltz was absent from this meeting).
- 26 3. Swearing in of members of the public intending to provide testimony.
- 27 Ms. Hartman swore in members of the public who indicated they would be providing testimony.
- 28 4. Variance request from Section 5.7(b) to reduce the side setback from 15' to 8' for a 24' x 30'
29 pole building. Property Owner: Michael Coffman. Location: 98 Franklinton Rd., Summit
30 Point. District: Kabletown (06); Map: 19A; Parcel: 26.4; Size: 2 ac; Zone: Rural;
- 31 Mr. Michael Coffman, owner, and Ms. Peggy Burcker, aunt, were present to address the Board.
32 Ms. Beaulieu provided an overview of the staff report, noting that the applicant had obtained a
33 letter of support from the neighbor most affected by the request. Mr. Coffman and Ms. Burcker
34 answered questions from the Board. Mr. Bannon called for public comment. There was no
35 public comment.
- 36 Mr. Knott moved to approve the request. The motion carried unanimously.
- 37 5. Variance request from Section 4.18 to allow a staffed model townhome on Lot 51, which
38 is located within the interior of the subdivision. Property Owner: Beallair Homes, LLC.
39 Location: Beallair Subdivision, Lot 51, fronting on Lewis Washington Dr. & Clover Lea
40 Way, Charles Town. District: Harpers Ferry (04); Map: 10A; Parcel: RESB / 50; Size:
41 .09 ac; Zone: Residential Growth; File: ZV16-21.

- 1 Mr. Todd Abe, representative for Beallair Homes, LLC, was present to address the Board.
2 Ms. Beaulieu provided an overview of the staff report. Mr. Bannon questioned the feasibility
3 of complying with the Ordinance if the variance were not granted. Ms. Beaulieu confirmed
4 that a staffed model townhome would not be permitted on any other lot within the subdivision.
5 Mr. Abe addressed the Board questions. Mr. Bannon called for public comment. There was
6 no public comment.
- 7 Ms. Huddle moved to approve the request. The motion carried unanimously.
- 8 6. Variance request by Bernadine Somers on behalf of Morgan Academy from Section 10.4C
9 to reduce a setback for an existing sign from 25' to 6'. Property Owner: Amy Secrist;
10 Property Location: 8505 Shepherdstown Pk., Shepherdstown. District: Shepherdstown (09);
11 Map: 8; Parcel: 37; Size: 13.5 ac; Zone: Residential Growth; File #ZV16-22.
- 12 Ms. Bernadine Somers and Ms. Lori Robertson were present to address the Board.
13 Ms. Beaulieu provided an overview of the staff report. Ms. Beaulieu noted that the current
14 sign did not appear to negatively impact sight distance. Ms. Somers apologized to the Board
15 for installing the sign without obtaining a building permit and explained that they were
16 unaware that one was required for the current sign. Mr. Bannon called for public comment.
17 There was no public comment.
- 18 Mr. Bresee moved to approve the request. The motion carried unanimously.
- 19 7. Zoning Administrator's Report.
- 20 a) Monthly Zoning Certificate Activity Report
- 21 Ms. Beaulieu updated the Board on the status of pending amendments. Ms. Beaulieu noted that
22 the next meeting would be held on November 10, 2016.
- 23 8. Legal Update. Ms. Lehman did not have any information for the Board.
- 24 a) Possible executive session on pending lawsuits: None.
- 25 b) Discussion with possible deliberative session and signing of draft findings/decisions.
- 26 Meeting date September 22, 2016:
- 27 i. Variance request by The Bavarian Inn from Section 4.6B.2. File #ZV16-17
28 ii. Variance request by McGee Civil Construction, LLC from Sections 4.11A.2,
29 4.11E.1, 4.11J, 5.6D.1 & App B. File #ZV16-18
30 iii. Variance request by David Leighton from Section 9.7. File #ZV16-19
- 31 Ms. Huddle informed the Board that she would be resigning from the Board. Ms. Huddle stated
32 her last meeting would be in November.
- 33 Ms. Huddle moved to adjourn the meeting at 2:37 p.m. The motion carried unanimously.