

Minutes
Jefferson County Board of Zoning Appeals

1 Meeting Date: July 27, 2017

2 Meeting Location: Charles Town Library Conference Room
3 200 East Washington Street, Charles Town, West Virginia

4 Board members present: Tyler Quynn, Chair; Jeffrey Bannon, Vice Chair; Jeff Bresee, and
5 Ted Schiltz.

6 Absent members: Matt Knott (with notification)
7 Deirdre Catterton, Alternate (without notification)

8 Staff members present: Alexandra Beaulieu, Zoning Administrator and
9 Rhonda Greenholtz, Planning Clerk

10 All requests are pursuant to the Jefferson County Zoning and Land Development Ordinance.

11 Mr. Schiltz moved to call the meeting to order at 2:00 p.m. The motion carried unanimously.

12 Mr. Quynn explained to the public how the meeting would be conducted.

13 1. Approval of the June 22, 2017 meeting minutes.

14 Mr. Bresee moved to approve the June 22, 2017 minutes. Mr. Quynn called for a vote, which
15 carried unanimously.

16 2. Ms. Greenholtz swore in members of the public who indicated they would be providing
17 testimony.

18 3. Variance request from Section 9.7 and Appendix A to reduce the front setback from 20' to 12'
19 along both South King Street and the unimproved portion of Fairmont Avenue to allow for the
20 construction of a new home. Property Owner: Bernard DeMartini and Terry Tucker. Location:
21 Vacant lot on the corner of South King St. and unimproved Fairmont Ave. Shepherdstown, WV.
22 Tax District: Shepherdstown (09); Tax Map: 8B; Parcel 41; Size: .196 acres; Zone: Residential
23 Growth. File: ZV17-13.

24 Mr. Bernard DeMartini, applicant, was present to address the Board. Ms. Beaulieu delivered
25 an overview of the staff report and addressed questions from the Board. Mr. DeMartini briefly
26 explained the nature of the request to the Board. Mr. Quynn opened the public hearing. There
27 was no public comment. Mr. Quynn closed the public hearing.

28 Mr. Schiltz moved to approve the variance request from Section 9.7 and Appendix A. Mr.
29 Quynn called for a vote, which carried unanimously.

30 4. Zoning Administrator's Report

31 a. Monthly Zoning Certificate Activity Report. This report was provided to the Board in the
32 mailed packet.

33 Ms. Beaulieu reported on the status of pending text amendments and stated the next BZA
34 meeting would be August 24, 2017.

35 5. Legal Update.

36 a. Possible executive session on the follow pending lawsuits: None.

37 b. Discussion with possible deliberative session and signing of draft findings/decisions.

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- 1 i. Variance from Section 4.11A(1) & 4.11D and Appendix B. Owner/Applicant: Dr. Craig
2 Bush, Pastor, Grace Baptist Church. File: ZV17-10.
- 3 ii. Variance from Sec. 5.4(B) [of the Zoning and Land Development Review Ordinance, as
4 amended 11/07/02] Owner: Collis Holdings, LLC and F Squared, LLC. File: ZV17-11.
- 5 iii. Variance from Section 9.7. Owner: Patricia Dunn. File: ZV17-12.
- 6 iv. Request by applicant, The Middleway Conservancy Association Inc., for a Seasonal Use
7 Permit for “Reenactment of the Battle of Smithfield Crossing” to operate from
8 September 8-10, 2017. File: SU17-01(A – I).
- 9 Ms. Beaulieu provided the Board with a draft copy of the Findings for each request.
- 10 Mr. Bannon moved to adjourn the meeting at 2:13 p.m. Mr. Quynn called for a vote, which carried
11 unanimously.