



**Jefferson County**  
**Board of Zoning Appeals**  
**Thursday, October 26, 2017 2:00 p.m.**

Members  
Tyler Quynn, Chair  
Jeffrey Bannon, Vice Chair  
Matt Knott  
Ted Schiltz  
Jeff Bresee  
Deirdre Catterton, Alternate

The Jefferson County Board of Zoning Appeals will meet in the **Jefferson County Maintenance Building Conference Room located at 128 Industrial Blvd, Kearneysville, West Virginia 25430.**

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

1. Approval of the minutes from the September 28, 2017 meeting.
2. Swearing in of members of the public intending to provide testimony.
3. Postponed from the September 28, 2017 meeting. Variance from Section 5.4(b) to reduce the front setback for the townhome lots from 25' to 10' along a one-way alley (Clover Lea Way). Owner: Beallair Homes, LLC. Location: Beallair Subdivision, Lots 50 – 67 fronting on Lewis Washington Dr. & Claymont Hill St. & utilize Clover Lea Way for their access. District: Harpers Ferry (04); Map: 10A; Parcel: RESB / 50; Combined acreage: ~3.00 ac; Zone: Residential Growth; File: ZV17-14.
4. Postponed from the September 28, 2017 meeting. Variance from Section 5.4(b) to reduce the front setback from 25' to 10' along the southern boundary for Lots 283 through 289; to reduce the front setback from 25' to 10' along the eastern boundary for Lot 283; to reduce the front setback from 25' to 10' along the northern boundary for Lots 290 through 296; to reduce the front setback from 25' to 10' along the eastern boundary for Lot 296; to reduce the front setback distance from 25' to 10' along the southern boundary for Lots 297 through 304; and to reduce the front setback distance from 25' to 18' along the eastern boundary for Lot 297. Owner: Beallair Homes, LLC. Location: Beallair Subdivision. District: Harpers Ferry (04); Map: 10A; Parcel: RESA; Current acreage: ~72 ac; Zone: Residential Growth; File: ZV17-15.
5. Postponed from the September 28, 2017 meeting. Request for a Conditional Use Permit to add tobacco, beer, and wine sales to the existing Dollar General as a Retail Sales, Limited land use. Owner: SAGA Holdings, LLC. Applicant: Dolgencorp, LLC. Location: 4735 Middleway Pike, Kearneysville, WV 25430. District: Middleway (07); Map: 19; Parcel: 16.6; Size: 1.59 ac; Zone: Rural; File: CUP17-04.
6. Request for a Conditional Use Permit to allow for a propane distribution facility to consist of two (2) 30,000 gallon propane storage tanks for distribution to residential, commercial, and industrial properties; a 2,500 square foot structure to house an office, a warehouse and retail sales area; vehicle tank storage area; and associated customer/employee parking. Blossman Gas intends to employ approximately 20 people. Owner: Jefferson County Development Authority. Applicant: Blossman Gas. Location: Burr Industrial Park, Lot 12, fronts along War Admiral Blvd., Kearneysville, WV 25430. District: Charles Town (02); Map: 1; Parcel: 65; Size: 2.31 acres; Zone: Industrial-Commercial. File: CUP17-05.
7. Zoning Administrator's Report
  - a. Monthly Zoning Certificate Activity Report
8. Legal Update
  - a. Possible executive session on the following pending lawsuits: None.
  - b. Discussion with possible deliberative session and signing of draft findings/decisions.  
Meeting September 28, 2017
    - i. Variance from Sec. 9.7. Owners: Russell & Janet Lloyd. File: ZV17-16.



Minutes  
Jefferson County Board of Zoning Appeals

1 Meeting Date: September 28, 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; Ted Schiltz and  
5 Deirdre Catterton, Alternate

6 Absent members: Jeff Bresee and Matt Knott (with notification)

7 Staff members present: Alexandra Beaulieu, Zoning Administrator, Nathan Cochran, Assistant  
8 Prosecuting Attorney and Jennilee Hartman, Zoning Clerk

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

10 Mr. Bannon presided over the meeting. Mr. Quynn moved to call the meeting to order at 2:00 p.m.  
11 The motion carried unanimously.

12 1. Approval of the July 27, 2017 meeting minutes.

13 Mr. Quynn moved to approve the July 27, 2017 minutes. Mr. Schiltz seconded the motion, which  
14 carried three (3) in support and one (1) abstention (Ms. Catterton did not attend the July meeting).

15 2. Ms. Hartman swore in members of the public who indicated they would be providing testimony.

16 3. Variance request from Section 5.4(b) to reduce the front setback for the townhome lots from 25'  
17 to 10' along a one-way alley (Clover Lea Way). Owner: Beallair Homes, LLC. Location:  
18 Beallair Subdivision, Lots 50 – 67 fronting on Lewis Washington Dr. & Claymont Hill St. &  
19 utilize Clover Lea Way for their access. District: Harpers Ferry (04); Map: 10A; Parcel: RESB /  
20 50; Combined acreage: ~3.00 ac; Zone: Residential Growth; File: ZV17-14.

21 Ms. Beaulieu informed the Board that the applicant had requested a postponement of this item  
22 due to a scheduling conflict. This item was postponed until the October 26, 2017 meeting.

23 4. Variance from Section 5.4(b) to reduce the front setback from 25' to 10' along the southern  
24 boundary for Lots 283 through 289; to reduce the front setback from 25' to 10' along the eastern  
25 boundary for Lot 283; to reduce the front setback from 25' to 10' along the northern boundary  
26 for Lots 290 through 296; to reduce the front setback from 25' to 10' along the eastern boundary  
27 for Lot 296; to reduce the front setback distance from 25' to 10' along the southern boundary for  
28 Lots 297 through 304; and to reduce the front setback distance from 25' to 18' along the eastern  
29 boundary for Lot 297. Owner: Beallair Homes, LLC. Location: Beallair Subdivision. District:  
30 Harpers Ferry (04); Map: 10A; Parcel: RESA; Current acreage: ~72 ac; Zone: Residential  
31 Growth; File: ZV17-15.

32 Ms. Beaulieu informed the Board that the applicant had requested a postponement of this item  
33 due to a scheduling conflict. This item was postponed until the October 26, 2017 meeting.

34 The Board agreed to hear Item #6 Russell and Janet Lloyd (ZV17-16) prior to Item #5 Dollar General  
35 Conditional Use Permit (CUP17-04).

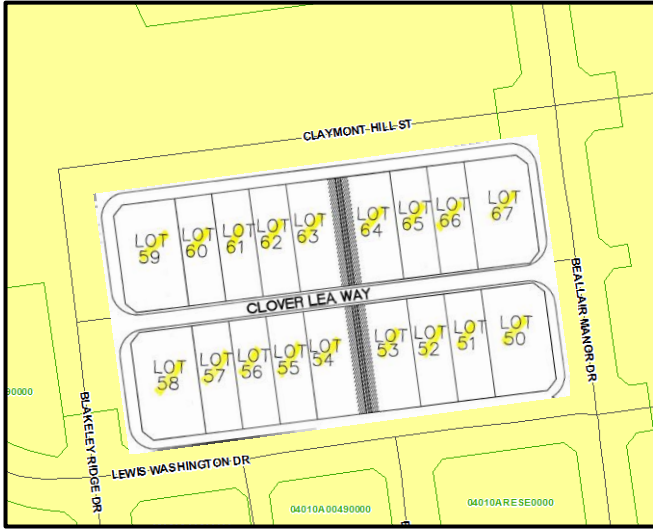
36 5. Variance from Section 9.7 to reduce the side setback from 8' to 1' to construct a 28' x 30'  
37 attached garage. Owners: Russell & Janet Lloyd. Location: Tuscawilla Hills Subdivision,  
38 Lot 66, 1210 Tuscawilla Dr, Charles Town. District: Charles Town (02); Tax Map: 11A;  
39 Parcel: 4; Size: .328 ac; Zone: Residential Growth; File: ZV17-16.

- 1 Mr. Russell Lloyd, owner, and daughter, Ms. Shelly Gustines, were present to address the Board.  
2 Ms. Beaulieu presented the staff report, noting that a letter of support had been provided by the  
3 neighbor most impacted by the request, and addressed questions from the Board. Mr. Lloyd  
4 answered questions from the Board. Mr. Bannon opened the public hearing. Ms. Rebecca Burns,  
5 neighbor, spoke in support of the request. Mr. Bannon closed the public hearing.
- 6 Mr. Quynn moved to approve the variance from Section 9.7, as requested, based upon the  
7 testimony received. Mr. Bannon called for a vote, which carried unanimously.
- 8 6. Request for a Conditional Use Permit to add tobacco, beer, and wine sales to the existing  
9 Dollar General as a Retail Sales, Limited land use. Owner: SAGA Holdings, LLC. Applicant:  
10 Dolgencorp, LLC: Location: 4735 Middleway Pike, Kearneysville, WV 25430. District:  
11 Middleway (07); Map: 19; Parcel: 16.6; Size: 1.59 ac; Zone: Rural; File: CUP17-04.
- 12 As the applicant was not in attendance the Board unanimously agreed to continue this item until  
13 the October 26, 2017 meeting. Mr. Cochran noted for the record that there were no members of  
14 the public present for this request.
- 15 7. Zoning Administrator's Report
- 16 a. Monthly Zoning Certificate Activity Report. This report was provided to the Board in the  
17 mailed packet.
- 18 Ms. Beaulieu reported on the status of pending text amendments.
- 19 b. Notice of Ethics and Open Meetings Training offered by the Jefferson County Commission  
20 Wednesday, October 18, 2017 at 7:00 PM – Charles Town Library Meeting Room
- 21 Ms. Beaulieu drew the Board's attention to the Ethics and Open Meetings Training Notice  
22 included in the packet.
- 23 Ms. Beaulieu stated the next BZA meeting would be October 26, 2017.
- 24 8. Legal Update.
- 25 a. Possible executive session on the follow pending lawsuits: None.
- 26 b. Discussion with possible deliberative session and signing of draft findings/decisions.  
27 Meeting June 22, 2017
- 28 i. Variance from Sec. 9.7 & App. A. Owner: Bernard DeMartini & Terry Tucker.  
29 Mr. Cochran provided the Board with a draft copy of the Findings for the request.
- 30 Mr. Schiltz informed the Board that he would not be attending the October and November meetings.
- 31 Mr. Quynn moved to adjourn the meeting at 2:17 p.m. Mr. Bannon called for a vote, which carried  
32 unanimously.

Staff Report  
 Jefferson County Board of Zoning Appeals Meeting  
 September 28, 2017

**Beallair Variance Request (#ZV17-14)**

Item #3: Variance from Section 5.4(b) to reduce the front setback from 25' to 10' along Clover Lea Way for Lots 50-67.

APPLICANT:	Beallair Homes, LLC
OWNER:	Beallair Homes, LLC
DEVELOPER:	Same as Applicant
CONSULTANT:	Piedmont Design Group
PROPERTY LOCATION:	Beallair Subdivision, Phase 2, fronting Lewis Washington Dr. & Claymont Hill St. (homes accessed via Clover Lea Way), Charles Town
LEGAL DESCRIPTION & ZONING DISTRICT:	<p style="text-align: center;">Tax District: Harpers Ferry (04); Tax Map: 10A; Parcel: RESB / 50          Size: ~3.00 ac. combined; Zone: RG</p> 
SURROUNDING PROPERTIES:	Zoning Map Designation: <i>North:</i> RG <i>South:</i> RG <i>East:</i> RG <i>West:</i> RG
SUBDIVISION HISTORY: Planning Commission Approvals	09/14/04: PC approved Final Plat for Beallair Phase I (#02-36) 10/24/06: PC approved Final Plat for Beallair Phase II (#05-41) 02/26/08: PC approved CIS for Beallair West (#07-30) 10/27/09: PC approved Final Plat (#08-21)
SUBDIVISION VARIANCE(S):	03/25/03: PC approved the following variances: <ul style="list-style-type: none"> <li>• Reduce finished road width from 20' to 15' for one-way rear access drives w/ no shoulders;</li> <li>• No curb &amp; gutter in alleys; or, the one-way rear access drives;</li> <li>• Allow an inverted crown for drainage in one-way rear access drives;</li> <li>• Allow two (2) side-by-side, on-site parking spaces;</li> <li>• Reduce ROW width from 50' to 44' in the main road passing through the TND villa areas; and,</li> <li>• Reduce one-way rear access drives from 50' to 20' to serve the garages.</li> </ul> 03/23/04: PC approved the following variances: <ul style="list-style-type: none"> <li>• Min. finished road width from 24' to 15' for rear access drives;</li> <li>• No curbs included with the rear access drives;</li> </ul>

Staff Report  
 Jefferson County Board of Zoning Appeals Meeting  
 September 28, 2017

**Beallair Variance Request (#ZV17-14)**

	<ul style="list-style-type: none"> <li>• No sidewalks on the one-way rear access drives;</li> <li>• A reduction from 3' to 2.5' for the back of the curb from the edge of the pavement;</li> <li>• No buffer screening between common areas &amp; adjoining single family lots.</li> </ul> <p>09/12/06: PC approved a variance to extend the 24-month provision for a period of 12 months to 09/12/07.</p> <p>08/26/08: PC approved a variance to extend the 24-month provision for a period of 12 months to 08/26/09.</p>
<p>ZONING VARIANCES:</p>	<p>07-19-12: BZA approved a variance to reduce the rear setback from 20' to 17' for the construction of a 12' x 16' screened porch. (ZV12-24).</p> <p>07-24-14: BZA approved a variance to reduce the rear setback from 20' to 3' to construct a deck.</p> <p>04-28-16: BZA approved a variance to reduce the rear setback from 20' to 10' to construct a deck (ZV16-09).</p> <p>07-28-16: BZA approved a variance to reduce rear setback from 20' to 12' for Lots 112, 127, and 128 (ZV16-12).</p> <p>07-28-16: BZA approved a variance to allow a staffed model home on Lot 111 (ZV16-13).</p> <p>10/27/16: BZA approved a variance to allow a staffed model townhome on Lot 51 (ZV16-21).</p> <p>03/23/17: BZA approved a variance to allow a staffed model townhome on Lots 50-67 (ZV17-02)</p>
<p>APPROVED ACTIVITY:</p>	<p>Townhomes (lots 50 – 67)</p>

**RELEVANT INFORMATION:**

**1. Previous Case History**

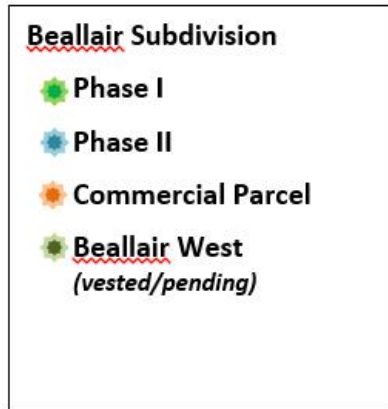
An overview of the Beallair Case History is as follows:

- Beallair Phase I, Lots 1-49 & Residue Parcels A, B, C, D & E. Recorded: 12/08/04 (Plat Bk: 21; Pg: 54)
- Beallair Phase II, Lots 50-133, Residue Parcel A. Recorded: 01/16/07 (Plat Bk: 23; Pg: 91)
  - A minor plat change to revise and update drainage areas, Recorded: 06/19/14 (Plat Bk: 25; Pg: 457)
- Final Plat of Commercial Parcel 1, Plantation Ln & Parcel A. Recorded: 01/25/10 (Plat Bk: 25; Pg: 184)
- Minor Plat Change to revise utility easements (Plat Bk: 25, Pg: 563)
- Minor Plat Change to revise setbacks (Plat Bk: 25, Pg: 589)
- Minor Plat Change to revise setbacks (Plat Bk: 25, PG: 641)

The remaining lots to be platted from Beallair Subdivision and the Beallair West Subdivision are currently vested under the County Commission's subdivision extension policy, which extends the vesting until July 1, 2020. At such time the developer of both sections of Beallair will be required to plat a portion of each section in order to keep the files valid.

Staff Report  
Jefferson County Board of Zoning Appeals Meeting  
September 28, 2017

**Beallair Variance Request (#ZV17-14)**



**2. Staff Evaluation of Request**

a. Purpose of ordinance requirements

The purpose of setback requirements is to reduce the impact that a land use might have on adjacent properties, to allow adequate space between a structure and a property line so that maintenance of the structure is feasible, to maintain adequate separation between structures for fire prevention purposes, and to allow room for utility easements.

The primary purpose of a front yard setback is to ensure that any future right-of-way expansion or future utility placement will not be obstructed by structures built too close to a road, as well as to ensure that sight visibility is not impaired for drivers along the right-of-way. Right-of-way expansion is not a factor in this subdivision because these are privately maintained roads in a subdivision.

b. Character of area/Impact on adjacent properties

The subject parcels and the surrounding area are zoned Residential Growth. Beallair is a partially complete subdivision comprised of fairly small lots containing single family detached homes and attached townhouse units. The historic Beallair Mansion serves as a community Clubhouse.

These lots have not yet been constructed; therefore, there is no negative impact on adjacent properties.

c. Feasibility of complying with the ordinance by other means

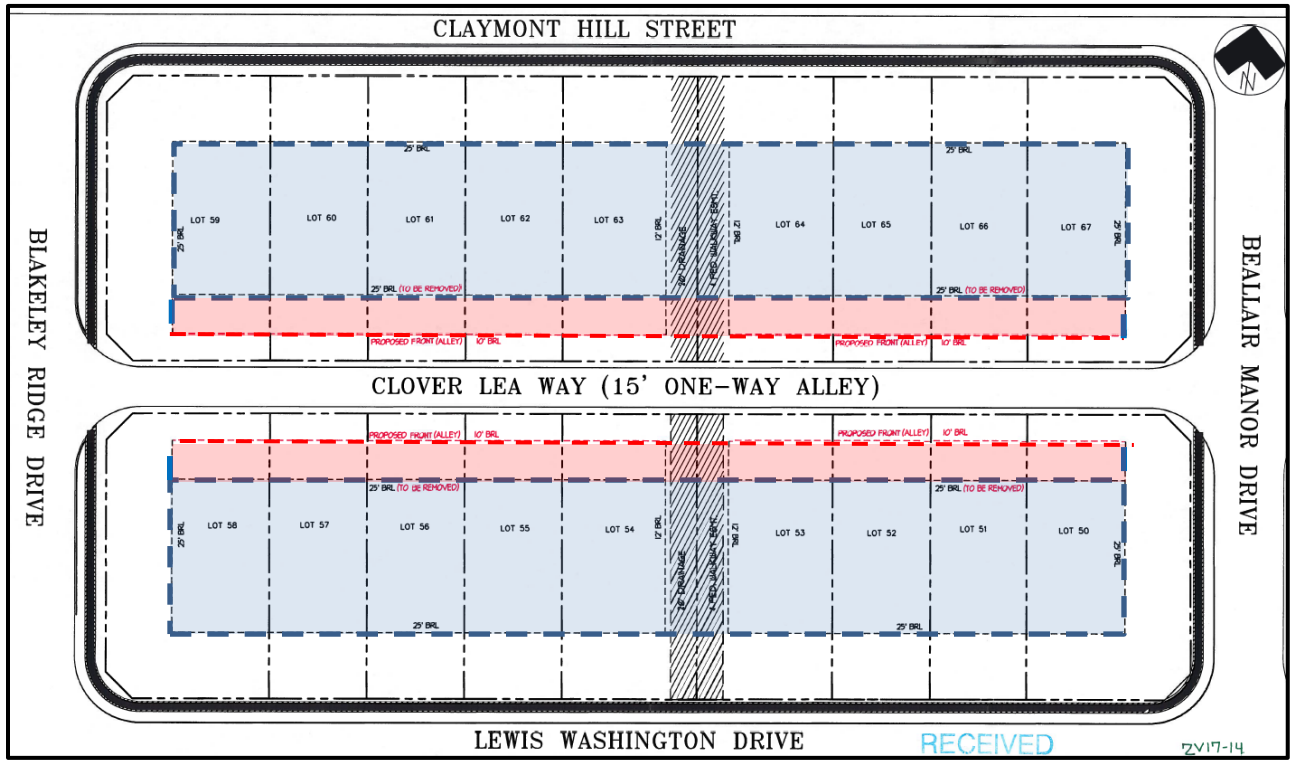
The current request is to reduce the front setback distance from 25' to 10' along Clover Lea Way for Lots 50 - 67. A front setback of 25' has been applied to the boundary lines along Claymont Hill Street, Clover Lea Way, and Lewis Washington Drive; as well as to the boundary lines along Blakeley Ridge Drive and Beallair Manor Drive for Lots 50, 58, 59, & 67.

The applicant is requesting to reduce the front setback requirements for the boundary lines along Clover Lea Way to accommodate reasonable parking garage space (see image below).

Because homes have not yet been constructed, it is feasible to comply with the requirements of the Zoning Ordinance.

Staff Report  
 Jefferson County Board of Zoning Appeals Meeting  
 September 28, 2017

**Beallair Variance Request (#ZV17-14)**



*\*The area shaded in blue indicates the current, approved setback of 25'; the red-dotted line reflects the proposed, reduced setback to 10'.*

**3. Conditions of Approval**

No conditions of approval are identified for this variance request.

**SECTION OF ORDINANCE TO BE CONSIDERED:**

**SECTION 5.4b Residential Growth District - Height And Yard Requirements**

[AMENDED TWICE BY ACT OF THE COUNTY COMMISSION, EFFECTIVE SEPT. 13, 1990 AND SEPT. 1, 2006]

Development Type	Minimum Lot Area (MLA) Area per Dwelling Unit (ADU)	Required Yards	Maximum Building
Townhouse	1,400 sq. ft. MLA	<b>25 ft. front</b>	40 ft.
Public/Central water and sewer	3,500 sq. ft. ADU	12 ft. side (exterior side) 20 ft. rear	



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338

Charles Town, WV 25414

File Number: # ZV17-14
Staff Initials: CJC
Fees Paid (\$100 or \$150): \$100.00

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Zoning Variance Request

Variances from the Zoning and Land Development Ordinance must comply with Article 8A-7-11 of the WV State Code. A variance is a deviation from the minimum standards of the ordinance and shall not involve permitting land uses that are otherwise prohibited in the zoning district, nor shall it involve changing the zoning classification of a parcel of land.

Property Owner Information

Name: Beallair Homes LLC (Phase 2)
Mailing Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703
Phone Number: 301-695-6614 Email: Ed.Wormald@wormald.com

Applicant Contact Information

Name: Beallair Homes LLC
Mailing Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703
Phone Number: 301-695-6614 Email: Ed.Wormald@wormald.com

Applicant Registered Engineer(s), Surveyor(s), or Consultant(s)

Name: Piedmont Design Group
Mailing Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703
Phone Number: 301-695-6614 ext 132 Email: todd.abe@wormald.com

Physical Property Details

Physical Address: Beallair Manor Drive & Clover Lea Way, Lot 50 - 67
City: Charles Town State: WV Zip Code: 25414
Tax District: Harpers Ferry Map No: 10 Parcel No: 3.2 - 3.4
Parcel Size: 28.3 acres Deed Book: 975; 977 Page No: 635; 490 & 495

Zoning District (please check one)

Residential Growth (RG) [checked]
Industrial Commercial (IC)
Rural (R)
Residential-Light Industrial-Commercial (R-LI-C)
Village (V)
Neighborhood Commercial (NC)
General Commercial (GC)

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AUG 24 2017

JEFFERSON COUNTY PLANNING, ZONING & ENGINEERING

Place Received Date Stamp Here

Highway Commercial (HC)
Light Industrial (LI)
Major Industrial (MI)
Planned Neighborhood Development (PND)
Office/Commercial Mixed-Use (OC)

On a separate sheet of paper, provide a sketch showing the shape and location of the lot indicating all roads, rights of way, and easements. Show the location of the intended construction or land use indicating building setbacks (i.e. the distance of the structure from all property lines), size, and height. Identify all existing buildings, structures, or land uses on the property. The sketch should show the full extent of the property. Sign and date the sketch.

Is there a Code Enforcement action pending in relation to this property?  Yes  No

Reference the section of the Zoning Ordinance pertaining to this request: 1988 Jefferson Zoning Ordinance sect 5.4B.3

*Briefly describe the nature of the variance request:*

See applicant response letter included with this submission, Response 1

*If this request is for a setback variance, please check one of the following:*

Front Setback  Side Setback  Rear Setback  Reduction From 25 to 10

*Please explain why granting the variance will NOT adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents:*

See applicant response letter included with this submission, Response 2

*In what way does this request arise from special conditions or attributes which pertain to the property for which a variance is sought and which were not created by the person seeking the variance?*

See applicant response letter included with this submission, Response 3

*How will granting this variance eliminate an unnecessary hardship and permit a reasonable use of the land?*

See applicant response letter included with this submission, Response 4

*How will granting this variance allow the intent of the Zoning Ordinance to be observed and substantial justice to be done?*

See applicant response letter included with this submission, Response 5

*Original signature is required. If additional signatures are necessary, please attach a separate piece of paper.*

*By signing this application, I give permission for the Departments of Planning and Zoning staff to walk onto the subject property, if necessary, in order to take photos for the Board of Zoning Appeals staff reports. The information given is correct to the best of my knowledge.*

  
Signature of Property Owner

8/23/17  
Date

Signature of Property Owner

Date

*Notification Requirements (to be completed by staff)*

Notice of a public hearing for an appeal shall be advertised in a newspaper having general circulation in the County at least 15 days before the hearing. The subject property shall be posted conspicuously by a zoning notice no less than 28" x 22" in size, at least 15 days before the hearing (pursuant to the Zoning and Land Development Ordinance Section 3.4A(3)(b)).

SEPTEMBER 28 2017

Date of Public Hearing

SEPTEMBER 13 2017

Advertising Date

SEPTEMBER 13 2017

Placard Posting Date

#ZV17-14

Ms. Alexandra Beaulieu, Office/Project Manager  
Jefferson County Department of Planning and Zoning  
August 24, 2017

**Zoning Variance Request  
Applicant Response Letter  
Phase 2**

1 - Due to a substantial front-to-rear grade differential across several of the townhouse Lots 50-67, additional steps and stoops are required in the garages and impinge on the available garage parking space. Therefore, to accommodate a revised townhouse garage extension, we are hereby requesting a reduction to the required front BRL from 25' to 10', which occurs on the alley side of the townhouse lots.

2 - The variance request applies only to lots within the variance request, which are surrounded by private community streets and undeveloped property under the control of the applicant. The request does not change the intention of the need to place BRL's on the lots, only the dimensions thereof. Thus, there is no adverse effect on the public safety, health or welfare by reducing one component of the setback.

3 - As previously mentioned, site topographic conditions force the redesign and lengthening of townhouse garages to accommodate a reasonable parking space within due to encroachments created by the required stoop and steps to accommodate the grade changes. The topographic conditions are a feature not created by the applicant, but rather one which the applicant is attempting to overcome its negative impacts.

4 - Utilizing the current setbacks would create a less than desirable garage parking space dimension if the current foundation design is held, and thus affecting the marketability of the units. In addition, reducing the BRL only affects adjoining alley sides of the townhouse units or a parking area, neither of which are unfavorable to adjoining units or residents, especially if considering that most alley-served townhouse designs have garage to garage separations on alleys as little as 20', versus our proposed design at 40' minimum.

5 - Reducing the BRL's on the alleys will not negatively impact the integrity of the project design, adjoining units or residents, and still meets the intent of the Zoning Ordinance in that separation of building features (i.e. garages) is still achieved even with a reduced setback.



Beallair Homes, LLC &  
Piedmont Design Group

08/24/17





BEALLAIR MANOR DR

OLD COUNTRY CLUB ROAD  
TO ROUTE 340

PHASE 2  
TOWNHOUSE  
LOTS 50 - 61



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AUG 29 2017

JEFFERSON COUNTY PLANNING,  
ZONING & ENGINEERING

JEFFERSON COUNTY, WV  
AUGUST 2017

BZA VARIANCE REQUEST LOCATION SKETCH FOR  
BEALLAIR PHASE 2 - TOWNHOUSE LOTS  
HARPERS FERRY MAGISTERIAL DISTRICT NO. 4

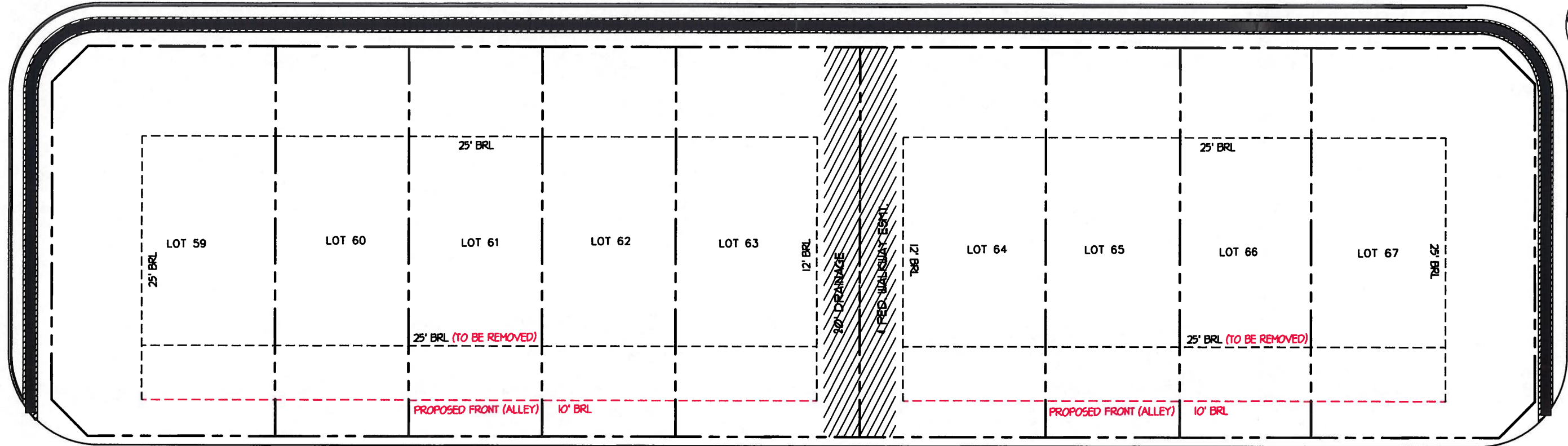


2V17-14

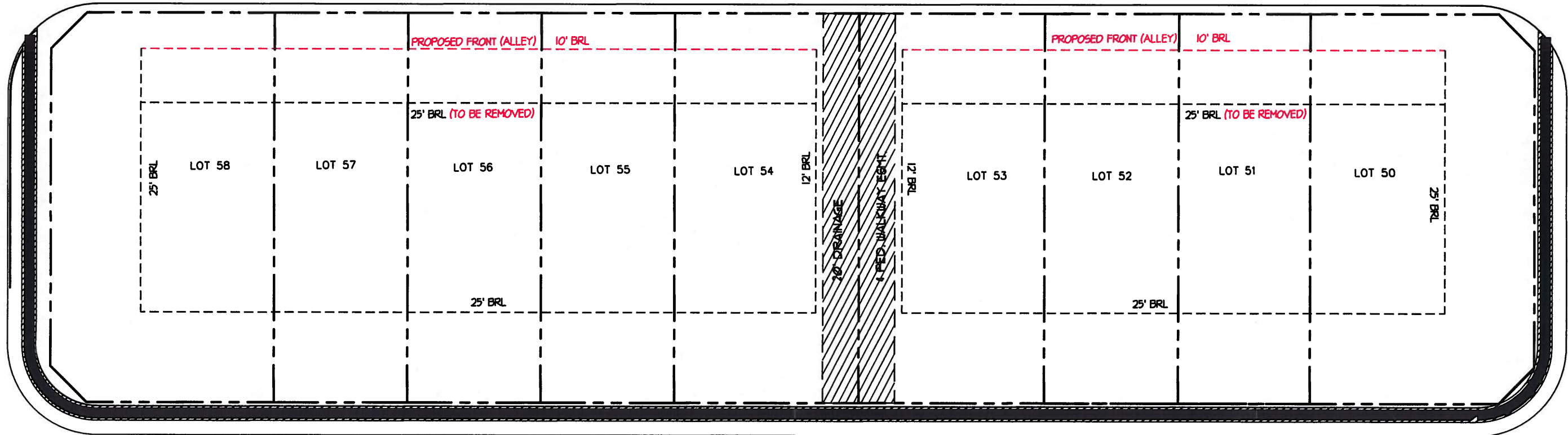
BEALLAIR  
HOMES,  
LLC.

5225 Corporate Drive, Suite 300  
Frederick, MD 21703  
301.678.6644

CLAYMONT HILL STREET



CLOVER LEA WAY (15' ONE-WAY ALLEY)



LEWIS WASHINGTON DRIVE

BZA VARIANCE REQUEST EXHIBIT FOR  
**BEALLAIR PHASE 2 - TOWNHOUSE LOTS 50-67**  
 HARPERS FERRY MAGISTERIAL DISTRICT NO. 4

RECEIVED

AUG 29 2017



JEFFERSON COUNTY PLANNING  
ZONING & ENGINEERING

ZV17-14  
 BEALLAIR  
 HOMES,  
 LLC.

5283 Corporate Drive, Suite 300  
 Frederick, MD 21703  
 301.645.6614

JEFFERSON COUNTY, WV  
 AUGUST 2017

Scale 1" = 30'



BLAKELEY RIDGE DRIVE

BEALLAIR MANOR DRIVE



Staff Report  
 Jefferson County Board of Zoning Appeals Meeting  
 September 28, 2017

**Beallair Phase 3 Variance Request (#ZV17-15)**

	<p>03/23/04: PC approved the following variances:</p> <ul style="list-style-type: none"> <li>• Min. finished road width from 24' to 15' for rear access drives;</li> <li>• No curbs included with the rear access drives;</li> <li>• No sidewalks on the one-war rear access drives;</li> <li>• A reduction from 3' to 2.5' for the back of the curb from the edge of the pavement;</li> <li>• No buffer screening between common areas &amp; adjoining single family lots.</li> </ul> <p>09/12/06: PC approved a variance to extend the 24-month provision for a period of 12 months to 09/12/07.</p> <p>08/26/08: PC approved a variance to extend the 24-month provision for a period of 12 months to 08/26/09.</p>
<p>ZONING VARIANCES:</p>	<p>07-19-12: BZA approved a variance to reduce the rear setback from 20' to 17' for the construction of a 12' x 16' screened porch. (ZV12-24).</p> <p>07-24-14: BZA approved a variance to reduce the rear setback from 20' to 3' to construct a deck.</p> <p>04-28-16: BZA approved a variance to reduce the rear setback from 20' to 10' to construct a deck (ZV16-09).</p> <p>07-28-16: BZA approved a variance to reduce rear setback from 20' to 12' for Lots 112, 127, and 128 (ZV16-12).</p> <p>07-28-16: BZA approved a variance to allow a staffed model home on Lot 111 (ZV16-13).</p> <p>10/27/16: BZA approved a variance to allow a staffed model townhome on Lot 51 (ZV16-21).</p> <p>03/23/17: BZA approved a variance to allow a staffed model townhome on Lots 50-67 (ZV17-02)</p>
<p>APPROVED ACTIVITY:</p>	<p>Townhomes (lots 283 - 304)</p>

**RELEVANT INFORMATION:**

**1. Previous Case History**

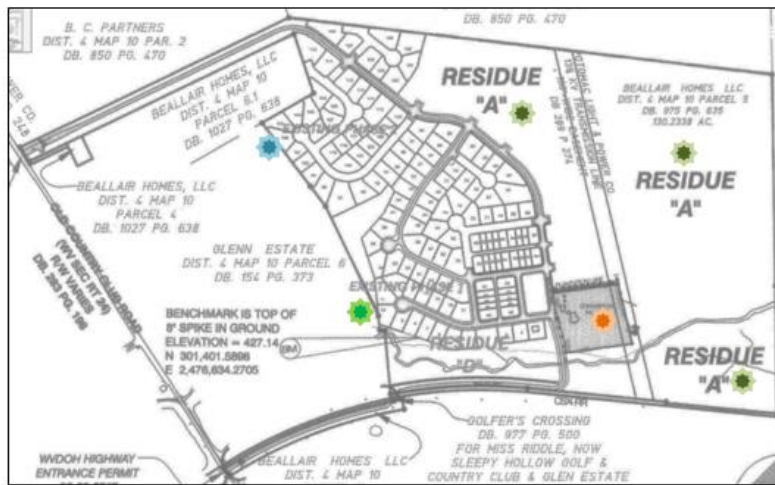
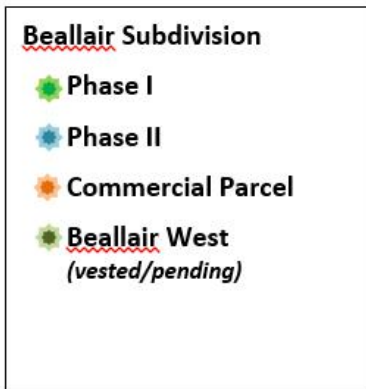
An overview of the Beallair Case History is as follows:

- Beallair Phase I, Lots 1-49 & Residue Parcels A, B, C, D & E. Recorded: 12/08/04 (Plat Bk: 21; Pg: 54)
- Beallair Phase II, Lots 50-133, Residue Parcel A. Recorded: 01/16/07 (Plat Bk: 23; Pg: 91)
  - A minor plat change to revise and update drainage areas, Recorded: 06/19/14 (Plat Bk: 25; Pg: 457)
- Final Plat of Commercial Parcel 1, Plantation Ln & Parcel A. Recorded: 01/25/10 (Plat Bk: 25; Pg: 184)
- Minor Plat Change to revise utility easements (Plat Bk: 25, Pg: 563)
- Minor Plat Change to revise setbacks (Plat Bk: 25, Pg: 589)
- Minor Plat Change to revise setbacks (Plat Bk: 25, PG: 641)

The remaining lots to be platted from Beallair Subdivision and the Beallair West Subdivision are currently vested under the County Commission's subdivision extension policy, which extends the vesting until July 1, 2020. At such time the developer of both sections of Beallair will be required to plat a portion of each section in order to keep the files valid.

Staff Report  
Jefferson County Board of Zoning Appeals Meeting  
September 28, 2017

**Beallair Phase 3 Variance Request (#ZV17-15)**



**2. Staff Evaluation of Request**

a. Purpose of ordinance requirements

The purpose of setback requirements is to reduce the impact that a land use might have on adjacent properties, to allow adequate space between a structure and a property line so that maintenance of the structure is feasible, to maintain adequate separation between structures for fire prevention purposes, and to allow room for utility easements.

The primary purpose of a front yard setback is to ensure that any future right-of-way expansion or future utility placement will not be obstructed by structures built too close to a road, as well as to ensure that sight visibility is not impaired for drivers along the right-of-way. Right-of-way expansion is not a factor in this subdivision because these are privately maintained roads in a subdivision.

b. Character of area/Impact on adjacent properties

The subject parcels and the surrounding area are zoned Residential Growth. Beallair is a partially complete subdivision comprised of fairly small lots containing single family detached homes and attached townhouse units. The historic Beallair Mansion serves as a community Clubhouse.

These lots have not yet been constructed; therefore, there is no negative impact on adjacent properties.

c. Feasibility of complying with the ordinance by other means

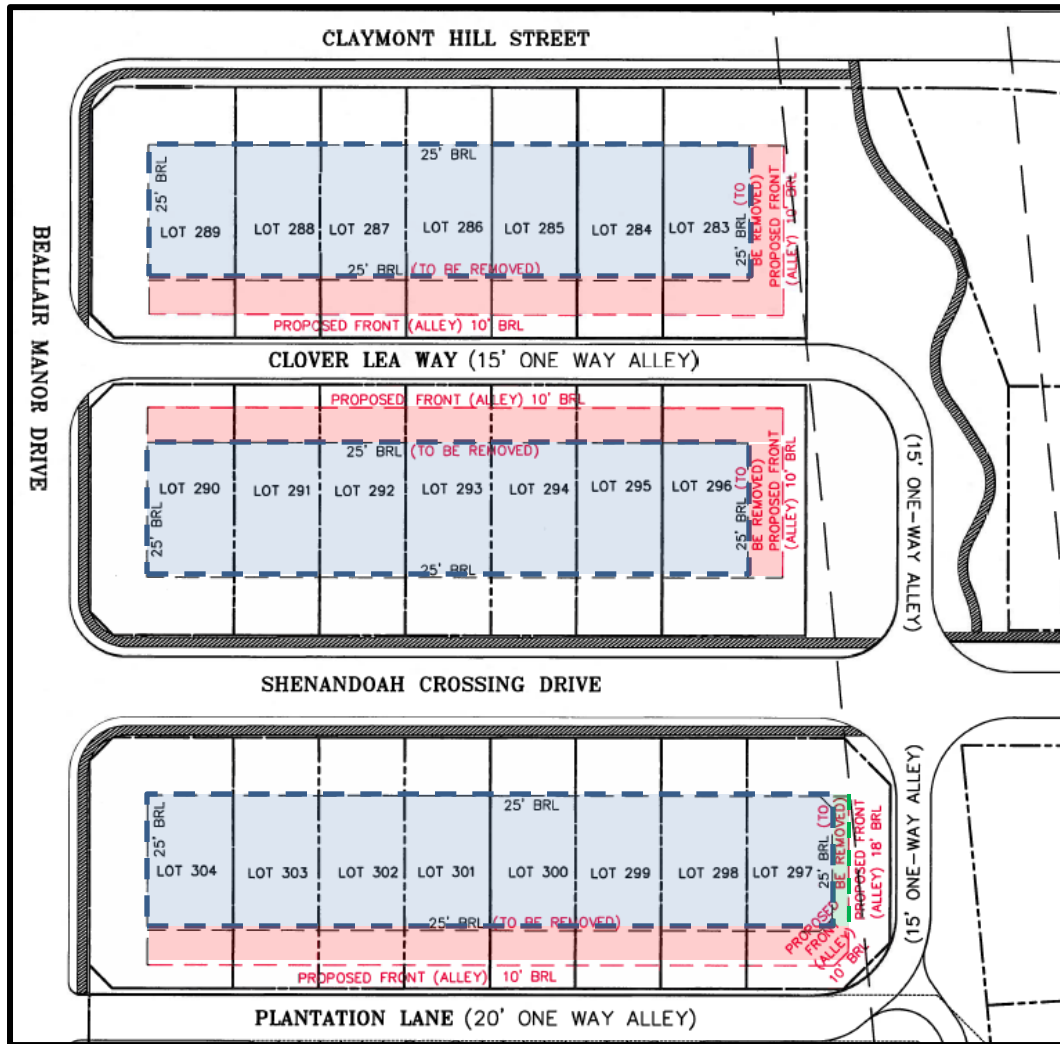
The current request is to reduce the front setback distance from 25' to 10' along the southern boundary for Lots 283 through 289; to reduce the front setback from 25' to 10' along the eastern boundary for Lot 283; to reduce the front setback from 25' to 10' along the northern boundary for Lots 290 through 296; to reduce the front setback from 25' to 10' along the eastern boundary for Lot 296; to reduce the front setback distance from 25' to 10' along the southern boundary for Lots 297 through 304; and to reduce the front setback distance from 25' to 18' along the eastern boundary for Lot 297.

The applicant is requesting to reduce the front setback requirements to accommodate reasonable parking garage space.

The referenced Lots have not yet been platted and the homes have not yet been constructed; therefore, it is feasible to comply with the setbacks required by the Ordinance.

Staff Report  
 Jefferson County Board of Zoning Appeals Meeting  
 September 28, 2017

**Beallair Phase 3 Variance Request (#ZV17-15)**



*\*The area shaded in blue indicates the current, approved setback of 25'; the red-dotted line reflects the proposed, reduced setback to 10'. The green dotted line reflects the reduced setback to 18' for Lot 297.*

**3. Conditions of Approval**

No conditions of approval are identified for this variance request.

**SECTION OF ORDINANCE TO BE CONSIDERED:**

**SECTION 5.4b Residential Growth District - Height And Yard Requirements**

[AMENDED TWICE BY ACT OF THE COUNTY COMMISSION, EFFECTIVE SEPT. 13, 1990 AND SEPT. 1, 2006]

Development Type	Minimum Lot Area (MLA) Area per Dwelling Unit (ADU)	Required Yards	Maximum Building
Townhouse	1,400 sq. ft. MLA	<b>25 ft. front</b>	40 ft.
Public/Central water and sewer	3,500 sq. ft. ADU	12 ft. side (exterior side) 20 ft. rear	



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning
116 East Washington Street, P.O. Box 338
Charles Town, WV 25414

File Number: ZV17-15
Staff Initials: AB
Fees Paid (\$100 or \$150): \$100.00

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Zoning Variance Request

Variances from the Zoning and Land Development Ordinance must comply with Article 8A-7-11 of the WV State Code. A variance is a deviation from the minimum standards of the ordinance and shall not involve permitting land uses that are otherwise prohibited in the zoning district, nor shall it involve changing the zoning classification of a parcel of land.

Property Owner Information

Name: Beallair Homes LLC (Phase 3)
Mailing Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703
Phone Number: 301-695-6614 Email: Ed.Wormald@wormald.com

Applicant Contact Information

Name: Beallair Homes LLC
Mailing Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703
Phone Number: 301-695-6614 Email: Ed.Wormald@wormald.com

Applicant Registered Engineer(s), Surveyor(s), or Consultant(s)

Name: Piedmont Design Group
Mailing Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703
Phone Number: 301-695-6614 ext 132 Email: todd.abe@wormald.com

Physical Property Details

Physical Address: Beallair Manor Drive & Clover Lea Way, Lot 283-296 and Beallair Manor Drive & Shenandoah Crossing Dr., Lot 297-304
City: Charles Town State: WV Zip Code: 25414
Tax District: Harpers Ferry Map No: 10 Parcel No: 3.2 - 3.4
Parcel Size: 28.3 acres Deed Book: 975; 977 Page No: 635; 490 & 495

Zoning District (please check one)

Residential Growth (RG) [checked]
Industrial Commercial (IC)
Rural (R)
Residential-Light Industrial-Commercial (R-LI-C)
Village (V)
Neighborhood Commercial (NC)
General Commercial (GC)

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Highway Commercial (HC)
Light Industrial (LI)
Major Industrial (MI)
Planned Neighborhood Development (PND)
Office/Commercial Mixed-Use (OC)

Revised + Replaced with corrected information
Place Received Date Stamp Here



On a separate sheet of paper, provide a sketch showing the shape and location of the lot indicating all roads, rights of way, and easements. Show the location of the intended construction or land use indicating building setbacks (i.e. the distance of the structure from all property lines), size, and height. Identify all existing buildings, structures, or land uses on the property. The sketch should show the full extent of the property. Sign and date the sketch.

Is there a Code Enforcement action pending in relation to this property?  Yes  No

Reference the section of the Zoning Ordinance pertaining to this request: 1988 Jefferson Zoning Ordinance sect 5.4B.3

*Briefly describe the nature of the variance request:*

See applicant response letter included with this submission, Response 1

*If this request is for a setback variance, please check one of the following:*

Front Setback  Side Setback  Rear Setback  Reduction From 25 to 10

*Please explain why granting the variance will NOT adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents:*

See applicant response letter included with this submission, Response 2

*In what way does this request arise from special conditions or attributes which pertain to the property for which a variance is sought and which were not created by the person seeking the variance?*

See applicant response letter included with this submission, Response 3

*How will granting this variance eliminate an unnecessary hardship and permit a reasonable use of the land?*

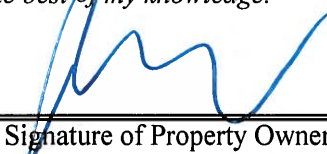
See applicant response letter included with this submission, Response 4

*How will granting this variance allow the intent of the Zoning Ordinance to be observed and substantial justice to be done?*

See applicant response letter included with this submission, Response 5

*Original signature is required. If additional signatures are necessary, please attach a separate piece of paper.*

*By signing this application, I give permission for the Departments of Planning and Zoning staff to walk onto the subject property, if necessary, in order to take photos for the Board of Zoning Appeals staff reports. The information given is correct to the best of my knowledge.*

 8/23/17  
Signature of Property Owner Date

\_\_\_\_\_  
Signature of Property Owner Date

*Notification Requirements (to be completed by staff)*

Notice of a public hearing for an appeal shall be advertised in a newspaper having general circulation in the County at least 15 days before the hearing. The subject property shall be posted conspicuously by a zoning notice no less than 28" x 22" in size, at least 15 days before the hearing (pursuant to the Zoning and Land Development Ordinance Section 3.4A(3)(b)).

SEPTEMBER 28, 2017  
Date of Public Hearing

SEPTEMBER 13, 2017  
Advertising Date

SEPTEMBER 13, 2017  
Placard Posting Date

Ms. Alexandra Beaulieu, Office/Project Manager  
Jefferson County Department of Planning and Zoning  
August 29, 2017

**Zoning Variance Request  
Applicant Response Letter  
Phase 3**

1 - Due to a substantial front-to-rear grade differential across several of the townhouse Lots 289-304, additional steps and stoops are required in the garages and impinge on the available garage parking space. Therefore, to accommodate a revised townhouse garage extension, we are hereby requesting a reduction to the required front BRL from 25' to 10', which occurs on the alley side of the townhouse lots. Exception to the requested reduction to 10' is the East side of Lot 297 only, which has an existing Power Line Easement. To prevent overlapping restrictions, we request the BRL reduction from 25' to 18' in this area.

2 - The variance request applies only to lots within the variance request, which are surrounded by private community streets and undeveloped property under the control of the applicant. The request does not change the intention of the need to place BRL's on the lots, only the dimensions thereof. Thus, there is no adverse effect on the public safety, health or welfare by reducing one component of the setback.

3 - As previously mentioned, site topographic conditions force the redesign and lengthening of townhouse garages to accommodate a reasonable parking space within due to encroachments created by the required stoop and steps to accommodate the grade changes. The topographic conditions are a feature not created by the applicant, but rather one which the applicant is attempting to overcome its negative impacts.

4 - Utilizing the current setbacks would create a less than desirable garage parking space dimension if the current foundation design is held, and thus affecting the marketability of the units. In addition, reducing the BRL only affects adjoining alley sides of the townhouse units or a parking area, neither of which are unfavorable to adjoining units or residents, especially if considering that most alley-served townhouse designs have garage to garage separations on alleys as little as 20', versus our proposed design at 40' minimum.

5 - Reducing the BRL's on the alleys will not negatively impact the integrity of the project design, adjoining units or residents, and still meets the intent of the Zoning Ordinance in that separation of building features (i.e. garages) is still achieved even with a reduced setback.

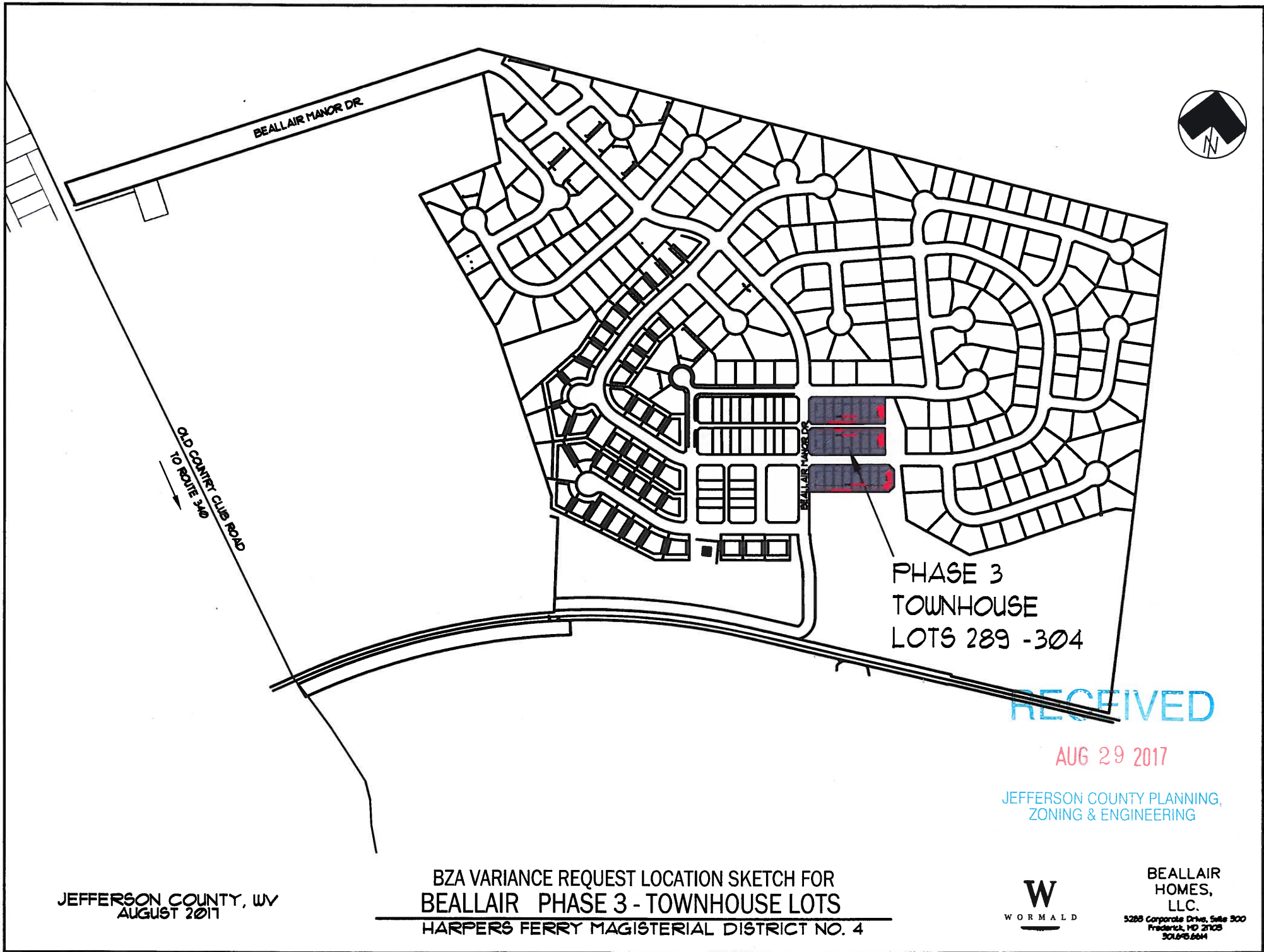
Beallair Homes, LLC &  
Piedmont Design Group

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JEFFERSON COUNTY PLANNING,  
ZONING & ENGINEERING





JEFFERSON COUNTY, WV  
AUGUST 2017

BZA VARIANCE REQUEST LOCATION SKETCH FOR  
**BEALLAIR PHASE 3 - TOWNHOUSE LOTS**  
 HARPERS FERRY MAGISTERIAL DISTRICT NO. 4



BEALLAIR  
HOMES,  
LLC.  
3288 Corporate Drive, Suite 300  
Frederick, MD 21702  
301.675.6644

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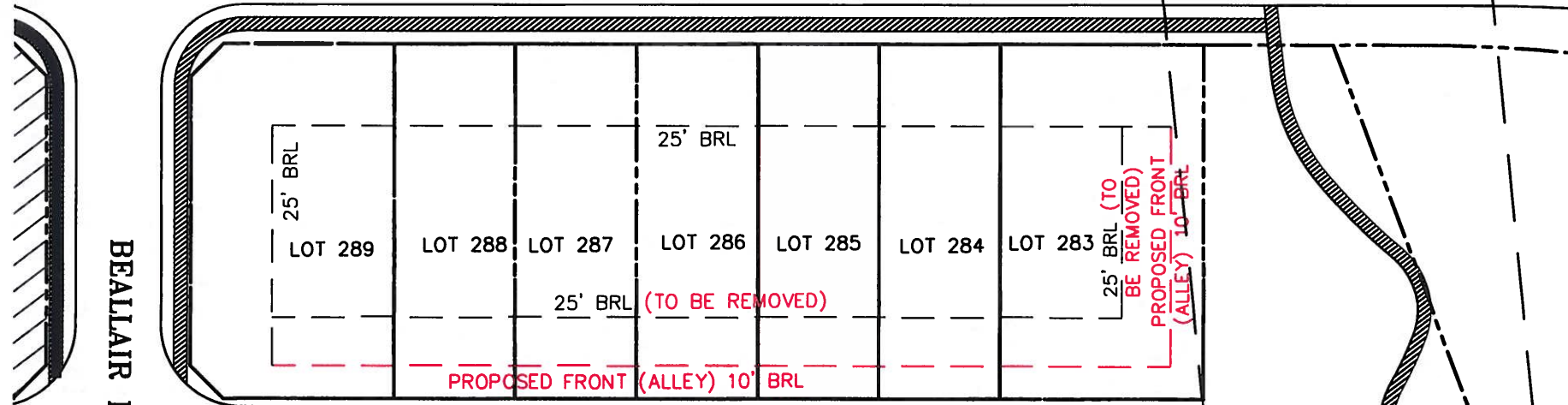
AUG 29 2017

JEFFERSON COUNTY PLANNING,  
ZONING & ENGINEERING

ZV17-15

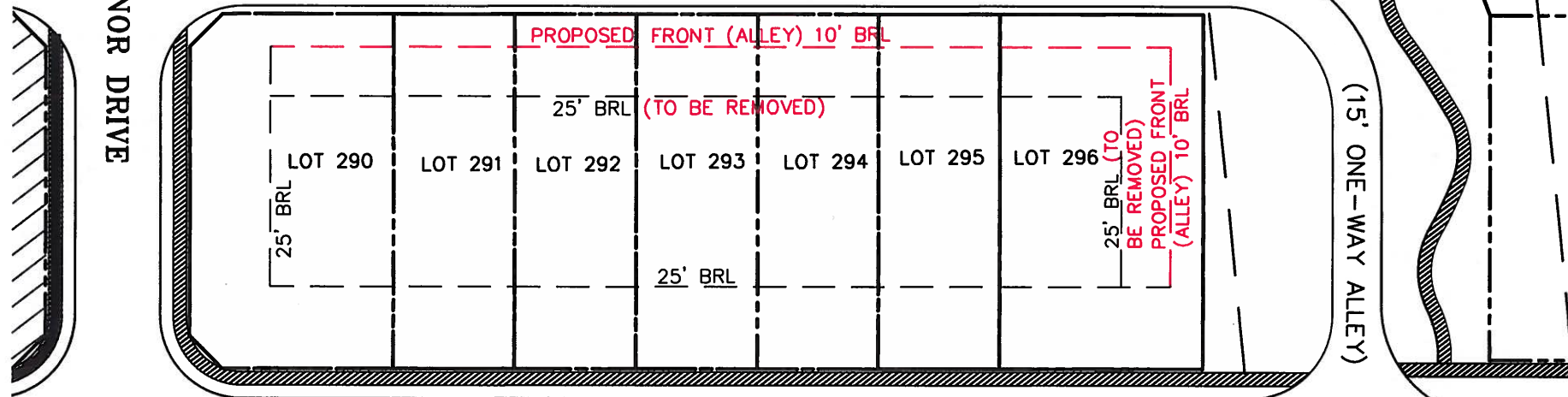


CLAYMONT HILL STREET



BEALLAIR MANOR DRIVE

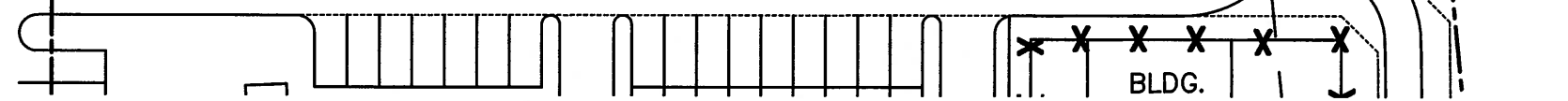
CLOVER LEA WAY (15' ONE WAY ALLEY)



SHENANDOAH CROSSING DRIVE



PLANTATION LANE (20' ONE WAY ALLEY)



JEFFERSON COUNTY, WV  
AUGUST 2017

Scale 1" = 50'



BZA VARIANCE REQUEST EXHIBIT FOR  
**BEALLAIR PHASE 3 - TOWNHOUSE LOTS 289-304**  
 HARPERS FERRY MAGISTERIAL DISTRICT NO. 4

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JEFFERSON COUNTY PLANNING,  
ZONING & ENGINEERING

2V17-15



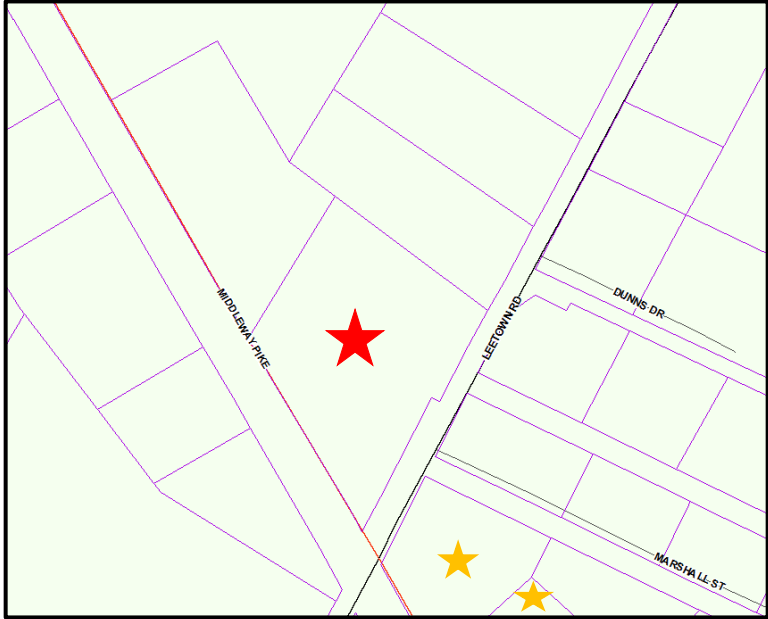
BEALLAIR  
HOMES,  
LLC.

5283 Corporate Drive, Suite 300  
Frederick, MD 21703  
301.645.6614

Staff Report  
 Jefferson County Board of Zoning Appeals Meeting  
 September 28, 2017

**Dolgencorp, LLC (Dollar General - Middleway)  
 Conditional Use Permit Request (#CUP17-04)**

Item #5 Request for a Conditional Use Permit to add tobacco, beer, and wine sales to the existing Dollar General Store #16066. The proposed land use is Retail Sales, Limited.

Applicant:	Dolgencorp, LLC
Owner:	SAGA Holdings, LLC
Developer:	N/A
Consultant:	N/A
Property Location:	4735 Middleway Pike, Kearneysville, WV
Legal Description & Zoning District:	<p style="text-align: center;">District: Middleway (07); Map: 19; Parcel: 16.6          Size: 1.59 acres; Zone: Rural</p>  <p style="text-align: center;">★ These parcels were rezoned to General Commercial in 2017.</p>
Surrounding Properties:	<p style="text-align: center;">Zoning Map Designation:  <i>North: Rural South: Rural/General Commercial</i>  <i>East: Rural West: Rural</i></p>
Approved Use:	Condition Use Permit #CP14-02 was issued on March 25, 2015 to operate a 9,100 square foot retail store, to include public restrooms, merchandise storage, storefront and pole signage, and an asphalt parking lot that will accommodate the required 40 parking spaces, plus drive aisles.
Waivers/Variances:	On March 26, 2015 the BZA approved a reduction in parking spaces from 40 to 30 spaces (#ZV15-06); and, to allow freestanding sign, to be located less than the required 1000' from the existing signs along Middleway Pk (#ZV15-07).

Staff Report  
Jefferson County Board of Zoning Appeals Meeting  
September 28, 2017

**Dolgencorp, LLC (Dollar General - Middleway)  
Conditional Use Permit Request (#CUP17-04)**

Summary of Request and Purpose of Ordinance Requirements

The applicant is requesting a Conditional Use Permit for the land use “Retail Sales, Limited” for the purpose of adding tobacco, beer, and wine sales to the existing Dollar General store.

The existing Dollar General store (#16066) was approved as a Conditional Use on March 25, 2015. The initial request did not include the sale of alcohol in their proposal and now the applicant is requesting to add the sale of tobacco, beer, and wine to their approval.

Property Description

The subject parcel is located at the intersection of Middleway Pike and Leetown Road in a location supporting a combination of commercial and residential uses.

Impact on adjacent properties

A Dollar General store already exists on site; therefore, the addition of the sale of tobacco, beer, and wine would likely have minimal impact on adjacent properties.

Conditional Use Permit Process

On March 16, 2017 the County Commission adopted a text amendment which eliminated the LESA/ CUP process and replaced with a new CUP Process which requires a public hearing before the Board of Zoning Appeals. Below are the general standards from Section 6.3 of the Zoning Ordinance which the BZA shall consider when reviewing a CUP Application.

“The Board of Zoning Appeals shall have the authority over the issuance or denial of a conditional use permit for uses listed as “Conditional Uses (CU)” in each zoning district. The Board shall have the authority to impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed conditional use permit:”

The following General Standards shall be considered in approving or denying the CUP:

**1. The proposed use is compatible with the goals of the adopted Comprehensive Plan.**

The applicant has addressed this criteria in their application.

The referenced parcel is shown as future mixed use residential/commercial on the Envision Jefferson 2035 Comprehensive Plan’s Future Land Use Guide and is located within the County’s Preferred Growth Area. Staff concurs that the proposed use is compatible with the goals of the adopted Comprehensive Plan.

**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.**

The applicant has addressed this criteria in their application.

A previous Conditional Use Permit was issued on March 25, 2015 to allow a Dollar General store to operate at the referenced location. The Dollar General store, which received site plan approval in November 2015, has been constructed and is currently operating. The current request is to include the sale of tobacco, beer, and wine as part of their inventory and merchandising; therefore, it appears that the proposed use is compatible in intensity and scale with the existing and potential land uses on the adjoining and confronting properties, and does not appear to pose any threat to public health, safety, and welfare.

Staff Report  
Jefferson County Board of Zoning Appeals Meeting  
September 28, 2017

**Dolgencorp, LLC (Dollar General - Middleway)  
Conditional Use Permit Request (#CUP17-04)**

- 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.**

The applicant has addressed this criteria in their application.

All site development was completed under the previously approved Conditional Use Permit (CU14-02). There is no site development proposed as part of the current request.

- 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.**

As noted above, there is no site development proposed; therefore, no landscaping or buffering will be required as part of this request.

- 5. Commercial and Industrial Uses shall be in conformance with Section 8.9 of this Ordinance.**

As part of the Conditional Use Permit application, the applicant was informed of this criteria and shall comply with this standard.





**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 17-04  
 Mtg. Date: 09/28/17  
 Fee Paid: \$ \_\_\_\_\_  
 Staff Int.: Ctc

Email: [zoning@jeffersoncountywv.org](mailto: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**

Dollar General Store #16066

**Property Owner Information**

Name: SAGA Holdings, LLC c/o Anil Suwal  
 Business Name: \_\_\_\_\_  
 Mailing Address: 203 Fairfield Dr., Winchester, VA 22602 Mail  Yes  
 Phone Number: 540-352-3159 Email Response: ..... anilsuwal@gmail.com Response:  No

**Applicant Information**

Name: Dolgencorp, LLC  
 Business Name: Dollar General Store #16066  
 Mailing Address: 100 Mission Ridge, Attn: Tax Dept. Goodlettsville, TN Mail  Yes  
 Phone Number: 615-855-4000 Email Response: \_\_\_\_\_ Response:  No  
 Tax-beerandwinelicense 37072  
 @dollargeneral.com

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

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

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 AUG 29 2017

**Physical Property Details**

Physical Address: 4735 Middleway Pike, Keameysville, WV 25430  
 Tax District: \_\_\_\_\_ Map No: \_\_\_\_\_ Parcel No: \_\_\_\_\_  
 Parcel Size: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Page No: \_\_\_\_\_

JEFFERSON COUNTY PLANNING,  
 ZONING & ENGINEERING

**Zoning District (please check one)**

Residential Growth (RG) <input type="checkbox"/>	Industrial Commercial (I-C) <input type="checkbox"/>	Rural* (R) <input checked="" type="checkbox"/>	Residential-Light Industrial-Commercial (R-LI-C) <input type="checkbox"/>	Village (V) <input type="checkbox"/>	Neighborhood Commercial (NC) <input type="checkbox"/>
General Commercial (GC) <input type="checkbox"/>	Highway Commercial (HC) <input type="checkbox"/>	Light Industrial (LI) <input type="checkbox"/>	Major Industrial (MI) <input type="checkbox"/>	Planned Neighborhood Development (PND) <input type="checkbox"/>	Office/Commercial Mixed-Use (OC) <input type="checkbox"/>

\* For properties in the Rural Zoning District:  
 Is property located on a primary or secondary road?  Yes  No

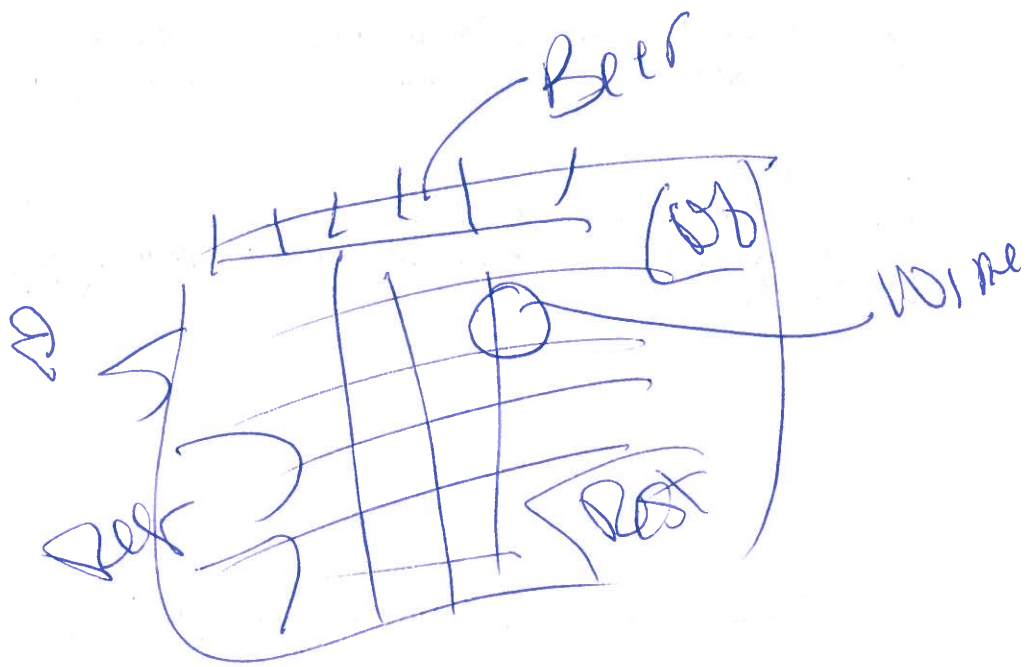
Name of Road and/or Route Number: Route 51 in Middleway

Find out exactly how much B/W -  
and where -

Trish Keenan - (Space/Store Planning)

Ken Harper - Merch

email them that you have cop



Sketch Plan (see cover sheet for description)

Attached

A list of all adjacent and confronting property owners (see cover sheet for description)

Attached

Please provide any information or known history regarding this property.

Plot of land owned by CD DG Middleway, LLC and rented by Dolgen Corp, LLC

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

Yes - General Retail Merchandise with tobacco and beer & wine sales. - boost economy.

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

Existing building w/ general retail merchandise. Dolgen Corp LLC is only adding new product of 8 linear feet of assorted Beer & Wine

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

Existing Building - on a parcel of land that adheres to all Jefferson County guidelines.

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)

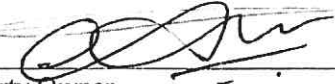
Landlord needs to be sent via FedEx with Return label

Not Applicable

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

  
Property Owner

7/27/17  
Date

  
Property Owner

7/27/17  
Date

on behalf of Dolgen Corp LLC





JEFFERSON COUNTY, WEST VIRGINIA  
DEPARTMENTS OF PLANNING AND ZONING

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**CONDITIONAL USE PERMIT**

**DOLLAR GENERAL - MIDDLEWAY WV  
FILE #CP14-02**

This is to certify that effective March 26, 2015, the property described below has been granted a Conditional Use Permit.

Project Name: Dollar General – Middleway WV

Owner: Wilbur A. Alger Jr.  
Business Address: P.O. Box 445, Bunker Hill WV 25413  
Telephone Number: 304-264-6633

Developer: Cross Development, LLC  
Business Address: 17430 Campbell Road, Suite 225, Dallas, TX 75252  
Telephone Number: 765-215-1444

Property Location: Northwest corner of Leetown Road (Route 1) and  
Middleway Pike (Route 51), Kearneysville, WV

Tax Reference: District: Middleway (07); Map: 19A; Parcel: 16.6

Deed Reference: Book: 1163; Page: 299

Zoning District: Rural

Parcel Size: 1.59 acres

Approved Use: A 9,100 square foot retail store, to include public restrooms, merchandise storage, storefront and pole signage and an asphalt parking lot that will accommodate the required 40 parking spaces, plus drive aisles.

On March 26, 2015 the Board approved a variance request to reduce the required number of parking spaces from 40 to 30 spaces (ZV15-06); and, to permit a freestanding sign to be located less than the required 1000' from the existing signs along Route 51 (ZV15-07).

The developer agreed to the following conditions at the Compatibility Assessment Meeting that was held on January 9, 2015.

1. Adhere to all Jefferson County Stormwater Management standards, which will not permit the rate of runoff to increase.
2. Prepare a photometric drawing as a part of the site plan including specifications for full cut-off lighting; statements documenting that the exterior parking lot lights are turned off

one hour after closing (approximately 10:00 p.m.), while the security lights surrounding the building would remain on; consider placement of street trees in a manner which would take in to consideration the possibility of screening any lighting.

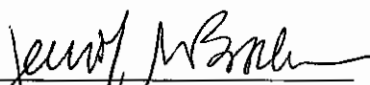
3. Utilize on-site well and septic systems.
4. If the well construction impacts neighboring wells in any way, the applicant shall work with the neighbors to mitigate the issue.
5. Conform with the West Virginia Board of Health requirements regarding the spacing between all wells and their septic system prior to Site Plan approval.
6. Pursue the option of using Shepherd students for a "salvage assessment" prior to soil disturbance.
7. Conform with the requirements of the local fire department and the state fire marshal regarding whether sprinklers are be required.
8. Pursue the option of installing a dry hydrant on site with the local fire company.

Pursuant to Article 7.6F of the Jefferson County Zoning and Land Development Ordinance the Board of Zoning Appeals, at its regularly scheduled meeting on January 22, 2015, imposed the following conditions as found in the approved Findings of Fact and Conclusions of Law signed February 26, 2015 (attached):

- a. The applicant is bound by his testimony.
- b. The applicant is bound by the resolved issues from the Compatibility Assessment Meeting.
- c. The applicant will consider the feasibility of a second entrance onto Leetown Road.
- d. The applicant will offer adjacent property owners a water quality well test to establish a baseline, and if the construction should negatively impact the adjoining wells the applicant will attempt to mitigate such problems.

In the event that construction has not commenced by September 26, 2016, eighteen months from date of signature, said permission will expire unless an extension is granted. Extensions must be formally requested of the Jefferson County Department of Zoning, for consideration by the Board of Zoning Appeals, prior to the expiration date. (See Jefferson County Zoning and Land Development Ordinance, revised January 1, 2015, Article 3, Section 3.2G.

This Permit in no way relieves the Owner/Developer from any requirements of the Jefferson County Ordinances unless the relevant waivers/variances are granted by the appropriate County authority.

  
Jennifer M. Brockman, AICP  
Acting Zoning Administrator  
Director of Planning and Zoning

March 26, 2015  
Date



## **Section 6.2 Variances<sup>32</sup>**

The Board of Zoning Appeals shall consider requests for variances from the terms of the Ordinance.<sup>23</sup>

- A. The Board shall approve a variance request if the Board finds that a variance:
  1. Will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
  2. Arises from special conditions or attributes which pertain to the property for which a variance is sought and which were not created by the person seeking the variance;
  3. Would eliminate an unnecessary hardship and permit a reasonable use of the land; and
  4. Will allow the intent of the Zoning and Land Development Ordinance to be observed and substantial justice done.<sup>17, 21</sup>
- B. The owner or authorized representative of the owner of the property which is the subject of a variance request shall complete and sign forms provided for this purpose by the Board, and shall pay the associated fees. The variance request shall be filed with the Board in the Office of Planning and Zoning.
- C. Notification for a variance must be conducted according to the requirements of Section 6.1B.
- D. A public hearing must be conducted according to the requirements of Section 6.1C and such hearing may be continued according to the requirements of Section 6.1D.

## **Section 6.3 Conditional Use Permit<sup>32</sup>**

The Board of Zoning Appeals shall have the authority over the issuance or denial of a conditional use permit for uses listed as "Conditional Uses (CU)" in each zoning district. The Board shall have the authority to impose such reasonable conditions and restrictions as are directly related to and incidental to the proposed conditional use permit.<sup>2, 32</sup>

- A. The Board shall consider each Conditional Use Permit request that is filed in accordance with this Ordinance and the procedural requirements of the Board of Zoning Appeals. The Board may require reasonable conditions or special requirements which allows for the proper integration of the proposed uses into the community and are directly related to and incidental to the proposed conditional use permit. The following General Standards shall be considered in approving or denying the CUP:
  1. The proposed use is compatible with the goals of the adopted Comprehensive Plan.
  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.
  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.
  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.
  5. Commercial and Industrial Uses shall be in conformance with Section 8.9 of this Ordinance.
  6. 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 BZA to review in conjunction with the Highway Problem Areas Map when determining roadway adequacy for the proposed use.

- B. The owner or authorized representative of the owner of the property for which the Conditional Use Permit is being requested shall complete and sign forms provided for this purpose by the Board, and shall pay the associated fees. The Conditional Use Permit request shall be filed with the Board at the Office of Planning and Zoning.
- C. Staff will notify the adjacent and confronting property owners of the date, time, and location of the Public Hearing by registered mail. Notification for a Conditional Use Permit must be conducted according to the requirements of Section 6.1B.
- D. A public hearing must be conducted according to the requirements of Section 6.1C and such hearing may be continued according to the requirements of Section 6.1D.
- E. If there are no negative public comments received by the Board, the Board shall issue the Conditional Use Permit but may require reasonable conditions.

#### **Section 6.4 Seasonal Uses<sup>5, 7, 32</sup>**

Seasonal uses must be approved by the Board of Zoning Appeals pursuant to a public hearing according to the requirements of Section 6.1C. Newspaper notification requirements of Section 6.1B apply. Seasonal uses cannot be approved for longer than one year at a time.<sup>17, 21, 23</sup>

#### **Section 6.5 Special Exception Uses<sup>26, 32</sup>**

- A. Special Exception uses listed in this section may be approved by the Board of Zoning Appeals following a public hearing.
  - 1. The public hearing shall be conducted according to the requirements of Section 6.1C.
  - 2. Such hearing may be continued according to the requirements of Section 6.1D.
  - 3. The public hearing is subject to the notification requirements of Section 6.1B.
- B. The following uses may be approved as a Special Exception:
  - 1. Outdoor advertising signs including billboards. The Board of Zoning Appeals shall determine if such a sign conforms to existing State law and does not have a negative effect on the neighborhood or intent of this Ordinance.<sup>17, 21</sup>

Middleway, WV Dollar General Jefferson County Conditional Use Permit Adjoining  
Property Owners

*Applicant: Josh Allen Cross Development, LLC*

List of Adjoining Property Owners:

<b>Parcel ID</b>	<b>Name</b>	<b>Address</b>
	John D McKee 244 Tel Farm Ln. Kearneysville, WV 25430	
	Middle-of-the-Way Real Estate LTD PO Box 445 Bunker Hill, WV 25413	
<b>Across Leetown Rd.</b>		
	Larry R. & Judy C. Weatherholtz 7872 Leetown Rd. Kearneysville, WV 25430	
	Lee S II & Melissa A. Mackey 11 Marshall St. Kearneysville, WV 25430	
	Jefferson Reality, LLC 62 Orchard Drive Ranson, WV 25438	
1. 19A00130000000	Toronta P Goodman & Robert W. White PA – <b>Property Sold 11/03/14</b>	PO Box 1325 Winchester,

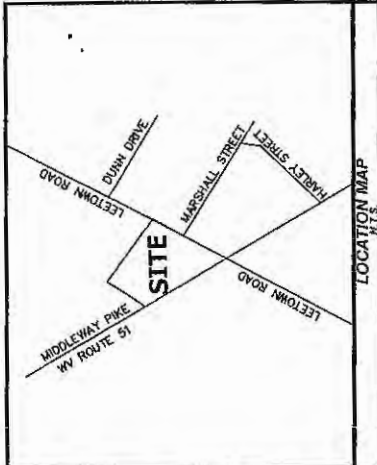
**Across Middleway Pike**

Juanita E White  
4650 Middleway Pike  
Kearneysville, WV 25430

Maurice M & Crystal T. Cato  
222 Harry Shirley Rd.  
Kearneysville, WV 25430

Patrick D Riley & Susan L Williams  
8713 Leetown Rd.  
Kearneysville, WV 25430

Franklin D & Janet G Harding  
4995 Middleway Pike  
Kearneysville, WV 25430



**DEVELOPMENT INFORMATION:**

**DEVELOPER:** CHRS DEVELOPMENT LLC  
 10000 DUNN DRIVE, SUITE 123  
 DALLAS, TX 75223

**ENGINEER:** 18 BELLEVUE ENGINEERING, LLC  
 P.O. BOX 181441  
 DALLAS, TEXAS 75218  
 PHONE NO. 972-448-8811  
 FAX NO. 972-448-8811

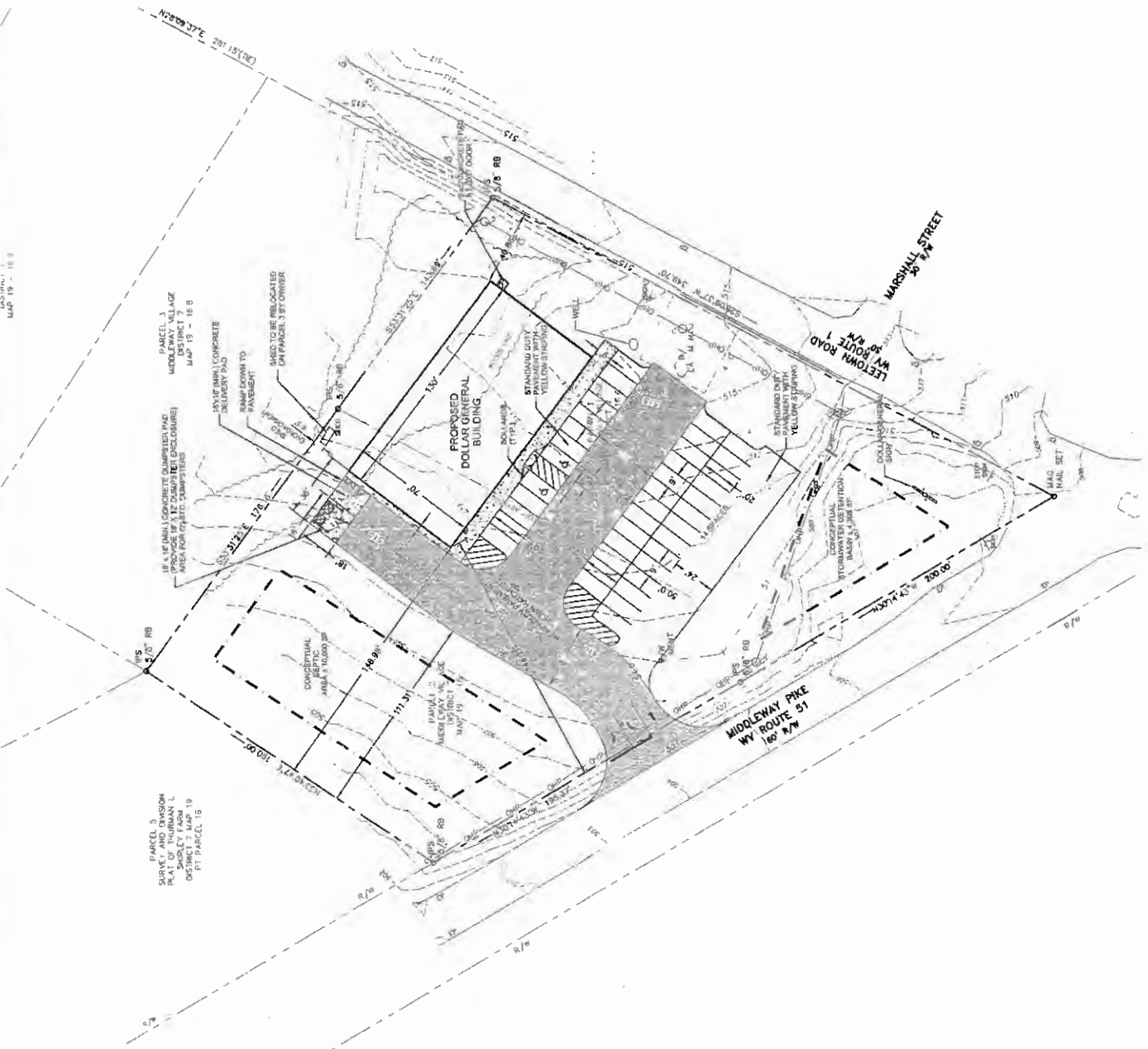
**TAX PARCEL:** PARCELS 1, MIDDLEWAY VILLAGE DIST. 2 (2004-18-18)  
 PARCELS 2, MIDDLEWAY VILLAGE DIST. 2 (2004-18-18)  
 LOT SIZE: 4.28 ACRES (COMBINED)

**ZONING INFORMATION:** RURAL / COMMERCIAL

**NOTES:**  
 1. ALL MIDDLEWAY VILLAGE BARBECODED PLAT SETBACKS WILL APPLY AS RECORDED IN PLAT BOOK 1, PAGE 17.  
 2. A SIGNAGE VARIANCE WILL BE REQUESTED.  
 3. A SIGNAGE VARIANCE WILL BE REQUESTED.  
 4. THIS PLAN WILL ABIDE BY ALL REQUIREMENTS AS SET FORTH IN APPLICABLE COMMERCIAL SITE GREATER THAN 1.5 ACRES.  
 5. ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS.  
 6. ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS.  
 7. ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS.  
 8. ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS.  
 9. ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS.  
 10. ALL UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS.

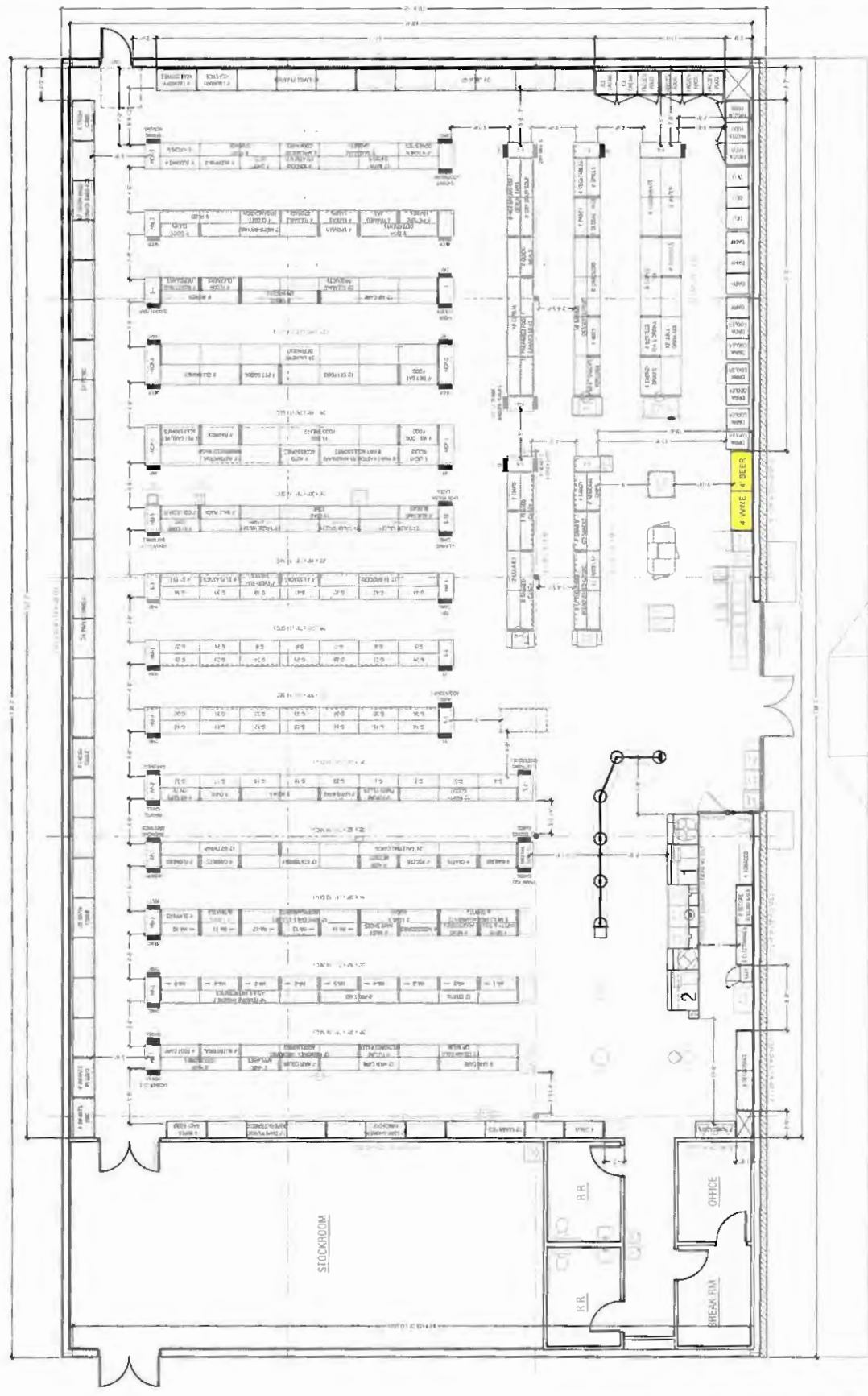
**LEGEND**

ADDRESS	ROADWAY
SETBACK LINE	RIGHT OF WAY
H.O. PAVEMENT	EXISTING CONCRETE
NEW CONCRETE	EXISTING CURTAIN LINE
EXISTING POWER POLE, OVERHEAD ELECTRIC LINE AND GUY WIRE	FENCE LINE (WOOD OR CHAINLINK)
EXISTING WATER MAIN AND MANHOLE	EXISTING WATER MAIN WITH VALVE
EXISTING GAS MAIN	EXISTING TELEPHONE LINE
EXISTING TREES	FLOOD ZONE
PROPERTY LINE & IRON PIN FOUND OR SET	





<b>DOLLAR GENERAL</b>	
PRELIMINARY	BY
DATE	(1)
	(2)
DRAWING HISTORY	
DATE	BY
01/08/16	SEH
DATE	BY
01/13/16	SEH
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
PROJECT TYPE	NEW
PLAN TYPE	BTS-C
LAYOUT DATE	DG16-7
STORY NAME	STANDARD
PERIOD DATE	02/15/16
BASES CLOSE DATE	7,368
TOTAL SQ FT	9,221
CEILING HEIGHT	OPEN
FLOOR HEIGHT	11'-0"
SEASONALITY	176
SALES	\$2,060,000
STORE NUMBER	16066
ADDRESS	4735 MIDDLEWAY PIKE
CITY	KEARNEYSVILLE
STATE	MO
ZIP	64650
STORE PLANNING HOTLINE (615) 855-4192	

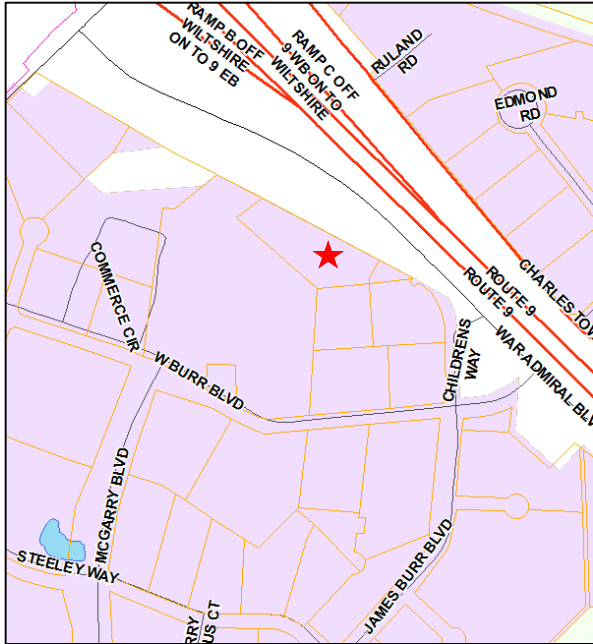




Staff Report  
 Jefferson County Board of Zoning Appeals Meeting  
 October 26, 2017

**Blossman Gas**  
**Conditional Use Permit Request (#CUP17-05)**

Item #6 Request for a Conditional Use Permit to allow for a propane distribution facility to consist of two (2) 30,000 gallon propane storage tanks for distribution to residential, commercial, and industrial properties; a 2,500 square foot structure to house an office, a warehouse and retail sales area; vehicle tank storage area; and associated customer/employee parking. Blossman Gas intends to employ approximately 20 people.

Applicant:	Blossman Gas
Owner:	Jefferson County Development Authority
Developer:	N/A
Consultant:	N/A
Property Location:	Burr Industrial Park, Lot 12, fronts along War Admiral Blvd Kearneysville, WV 25430
Legal Description & Zoning District:	<p>District: Charles Town (02); Map: 1; Parcel: 65          Size: 2.31 acres; Zone: Industrial-Commercial</p> 
Surrounding Properties:	<p style="text-align: center;">Zoning Map Designation:</p> <p><i>North:</i> Industrial-Commercial      <i>South:</i> Industrial-Commercial  <i>East:</i> Industrial-Commercial      <i>West:</i> Industrial-Commercial</p>
Approved Use:	Burr Industrial Park, Phase 1 (Lots 1-44) Industrial-Commercial (88-68)
Waivers/Variances:	07/26/16: BZA approved a variance to reduce building setback requirements for commercial/industrial uses within the Park to 25' for all vacant JCDA lots; to reduce the landscape buffer for commercial/industrial sites adjacent to commercial/industrial uses; to allow a modified planting standard; and to reduce the parking and drive aisle setbacks for a proposed industrial use (ZV16-14).

Staff Report  
Jefferson County Board of Zoning Appeals Meeting  
October 26, 2017

**Blossman Gas**  
**Conditional Use Permit Request (#CUP17-05)**

**Summary of Request and Purpose of Ordinance Requirements**

Section 5.6B of the Zoning Ordinance lists several heavy industrial land uses which are required to process a Conditional Use Permit. Item 3 from the list is “Petroleum products refining or storage”. The applicant’s proposal to install two 30,000 gallon propane storage tanks for distribution requires processing a Conditional Use Permit for review and approval by the Board of Zoning Appeals.

**Property Description**

The subject parcel is Lot 12 in the Burr Industrial Park, Phase 1 (PC File #88-68). This phase was recorded on March 1, 1990 (Plat Book: 10; Page: 10). A revised plat was subsequently recorded on May 16, 1994 (Plat Book 12; Page 21), which increased the size of the parcel to 6.50 acres. In January of 1995 the parcel’s acreage was significantly reduced to the current 2.31 acres through eminent domain by the West Virginia Department of Transportation, Division of Highways. This transfer inadvertently left the parcel landlocked. While the parcel physically fronts a DOH right-of-way (War Admiral Boulevard) it was not granted an access point. The applicant is working with the Division of Highways to obtain approval for access off War Admiral Boulevard and has provided a graphic depicting the proposed entrance (see below).



**Impact on adjacent properties**

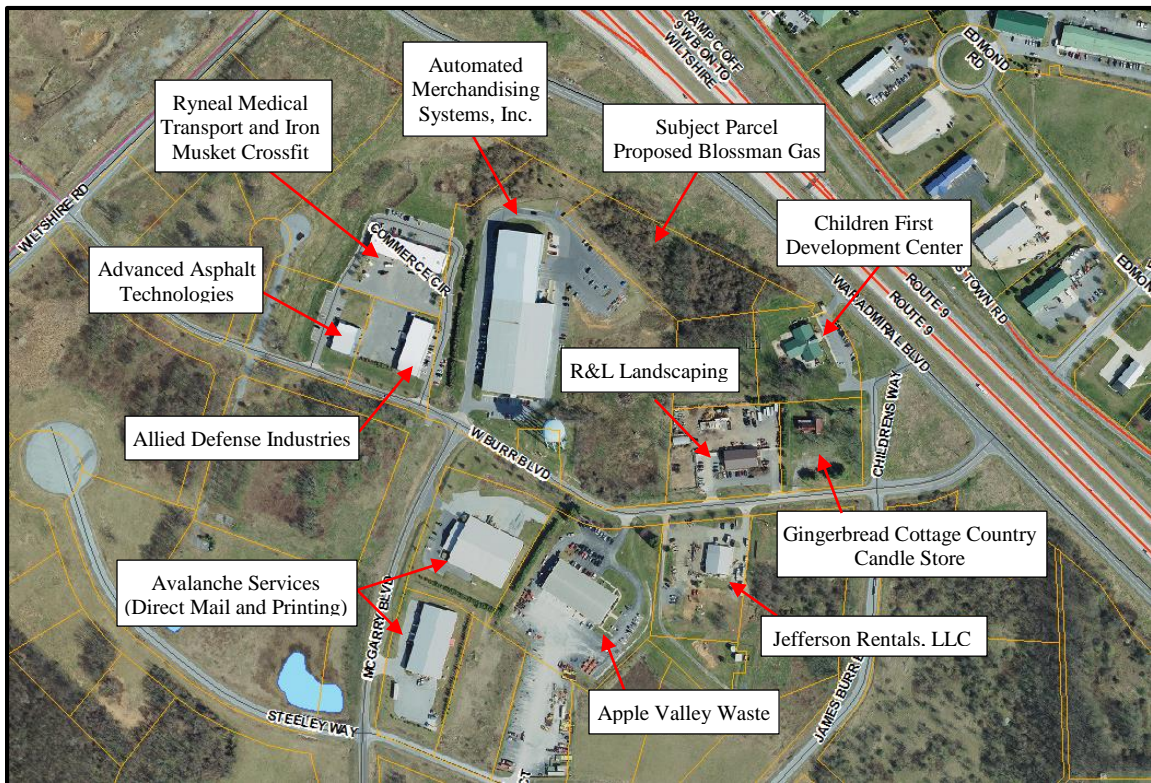
Section 4.6 of the Zoning Ordinance requires that industrial uses be located at least 200 feet from an institution for human care. Lot 4 (Parcel 16.5) is the Children First Child Development Center; therefore, the 200 foot setback applies to Lot 12.

The impact on adjacent properties is expected to be minimal. The most significant impact Staff has recognized is the access. The lot is currently landlocked and depending upon where the access is approved, there could be an impact on adjacent parcels in the Park. However, the impact is not anticipated to be greater than another use that could locate to the park.



Staff Report  
Jefferson County Board of Zoning Appeals Meeting  
October 26, 2017

**Blossman Gas**  
**Conditional Use Permit Request (#CUP17-05)**



**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.**

The applicant has addressed this criteria in their application.

Based on the information provided, the proposed site development will not hinder nor discourage the appropriate development and use of adjacent land and buildings. Typically the only time additional, more restrictive site development standards are triggered is when an industrial use is proposed adjacent to a residential use, a historic structure, or, as in the instance of this proposal, an institution for human care or school.

**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.**

The applicant has addressed this criteria in their application.

The subject parcel was part of a blanket variance request in July of 2016 which reduced the required side and rear landscaping standards from 20' to 10' and to allow a modified planting standard; and to allow existing vegetation in lieu of the aforementioned modified planting standard.

Landscaping is required and will be subject to review and approval by the Office of Planning and Zoning.

**5. Commercial and Industrial Uses shall be in conformance with Section 8.9 of this Ordinance.**

As part of the Conditional Use Permit application, the applicant was informed of this criteria and shall comply with this standard.



**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 17-05  
 Mtg. Date: 10/26/17  
 Fee Paid: \$ 400.00  
 Staff Int.: gjt

Email: [zoning@jeffersoncountywv.org](mailto: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**

Blossman Gas

**Property Owner Information**

Name: Jefferson County Development Authority  
 Business Name: for Blossman Gas  
 Mailing Address: P. O. Box 237, Charles Town, WV 25414 Mail  Yes  
 Phone Number: 304-728-3255 Email Response: john@jcda.net/janejones@jcda.net Response:  No

**Applicant Information**

Name: Jefferson County Development Authority  
 Business Name: for Blossman Gas  
 Mailing Address: P. O. Box 237, Charles Town, WV 25414 Mail  Yes  
 Phone Number: 304-728-3255 Email Response: john@jcda.net/janejones@jcda.net Response:  No

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

Name: n/a  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Mail  Yes  
 Phone Number: \_\_\_\_\_ Email Response: \_\_\_\_\_ Response:  No

**Physical Property Details**

Physical Address: PT LT 12 PHASE 1 BURR INDUSTRIAL PARK  
 Tax District: Charles Town (02) Map No: 1 Parcel No: 65  
 Parcel Size: 2.31 ac Deed Book: 1036 Page No: 607

**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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

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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.

Petroleum products refining or storage. Blossman Gas is proposing to build a propane distribution facility.

Please provide any information or known history regarding this property.

Property is located in the Burr Business Park, Phase I

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 property is located in the Burr Business Park which is designated for commercial/industrial uses.

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

The property is located in the Burr Business Park which is designated for commercial/industrial uses and will be surrounded by similar uses.

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

The property is located in the Burr Business Park which is designated for commercial/industrial uses and will be surrounded by similar uses.

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

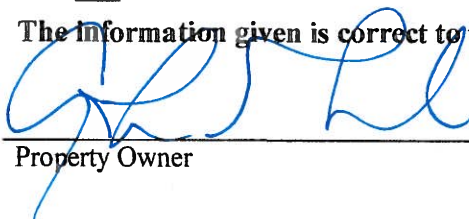
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The information given is correct to the best of my knowledge.

Original Signature Required



10/2/17

Property Owner

Date

Property Owner

Date

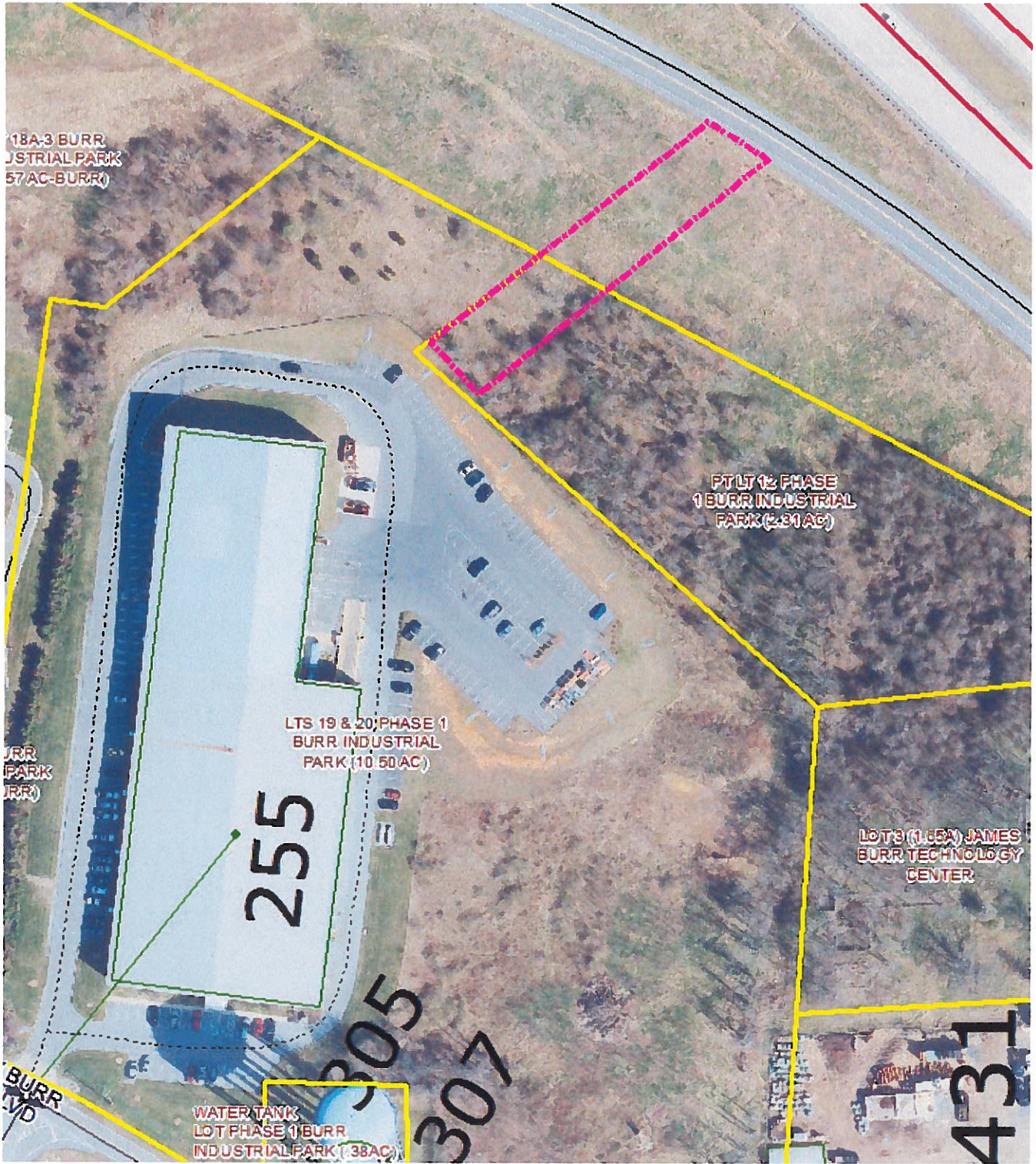
## Narrative

Blossman Gas proposes to purchase lot 12 (Phase 1) the Burr Business Park to construct a building of approximately 2500 sq ft. The facility will house an office, warehouse, and retail space. In addition, Blossman Gas will also have 2 propane storage tanks of approximately 30,000 gallons each on site. They will distribute propane to the residential, commercial, and industrial marketplace. Blossman Gas intends to employ approximately 20 people which will include office personnel, retail sales staff and CDL drivers.

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## Alexandra Beaulieu

---

**From:** John Reisenweber <[john@jcda.net](mailto:john@jcda.net)>  
**Sent:** Friday, October 06, 2017 4:04 PM  
**To:** Alexandra Beaulieu  
**Subject:** \*\*\*BULK\*\*\* Fwd: Burr Ind Park Lot 12 Access Entrance

Alex

Here is an exhibit the GIS office did to show where the entrance would go.  
Obviously this would push the tanks a little east.

Thanks  
John

Sent from my iPhone

Begin forwarded message:

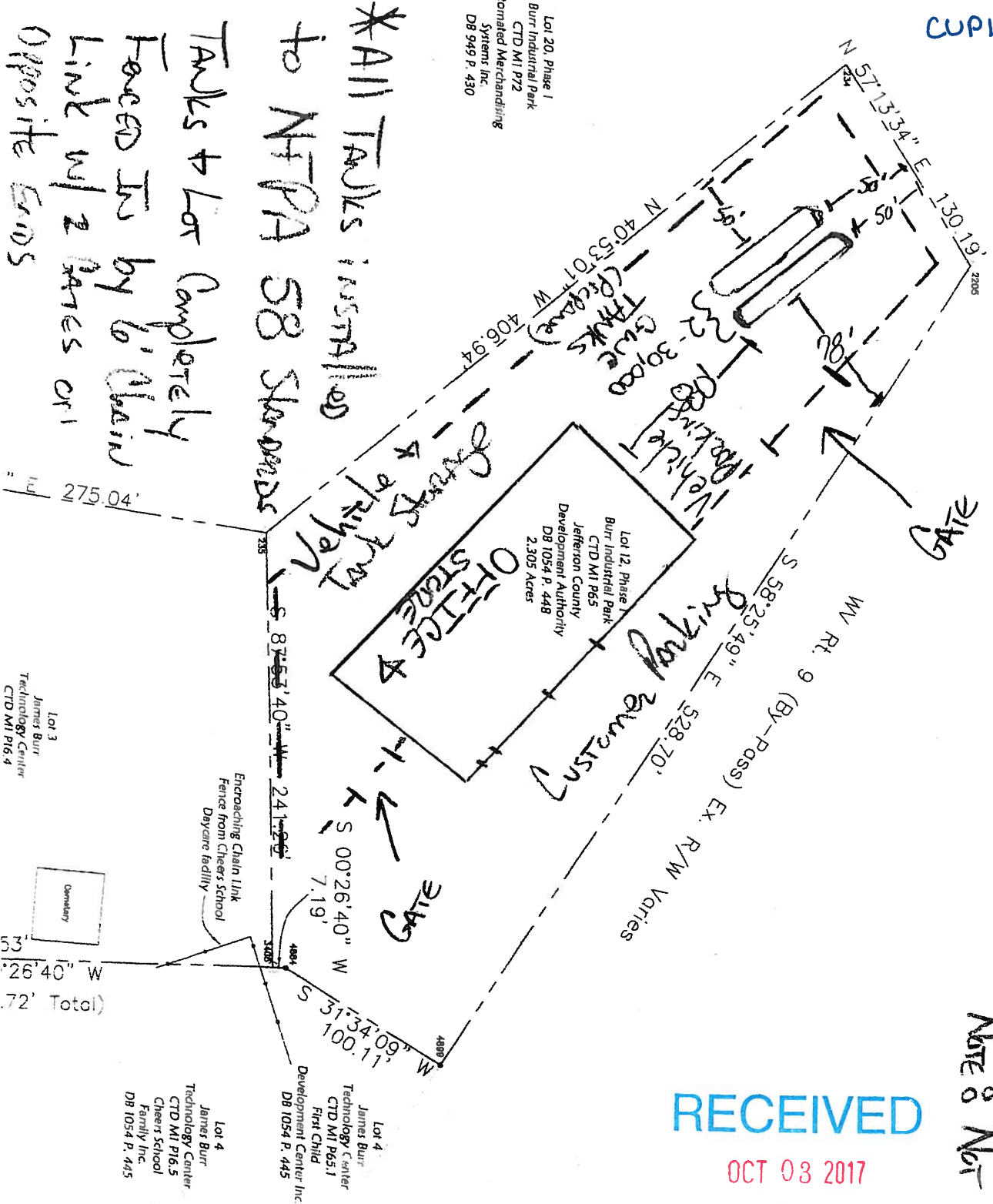
**From:** "Jessica Gormont" <[jgormont@jeffersoncountywv.org](mailto:jgormont@jeffersoncountywv.org)>  
**To:** "John Reisenweber" <[john@jcda.net](mailto:john@jcda.net)>  
**Subject:** Burr Ind Park Lot 12 Access Entrance

Hey John,

Here is the photo you requested.

Jessica Gormont, GISP  
GIS Analyst  
Jefferson County GIS/Addressing Office  
Phone: 304-724-8986

Lot 20, Phase 1  
 Burr Industrial Park  
 CTD MI P72  
 Automated Merchandising  
 Systems, Inc.  
 DB 949 P. 430



\*ALL TASKS installed  
 to NFPA 58 Standards  
 Tanks to Lot Completely  
 Fenced In by 6' Chain  
 Link w/ 2 Gates on  
 Opposite Ends

Office Building  
 Customer Parking  
 Trucks (20 Trucks)

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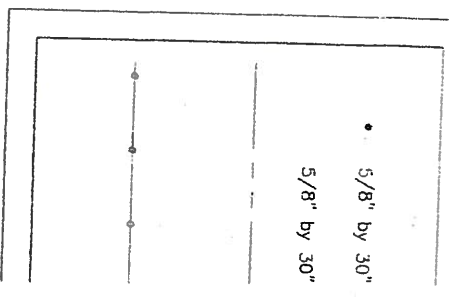
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Note: Not To Scale

1" = 18' APPROXIMATELY

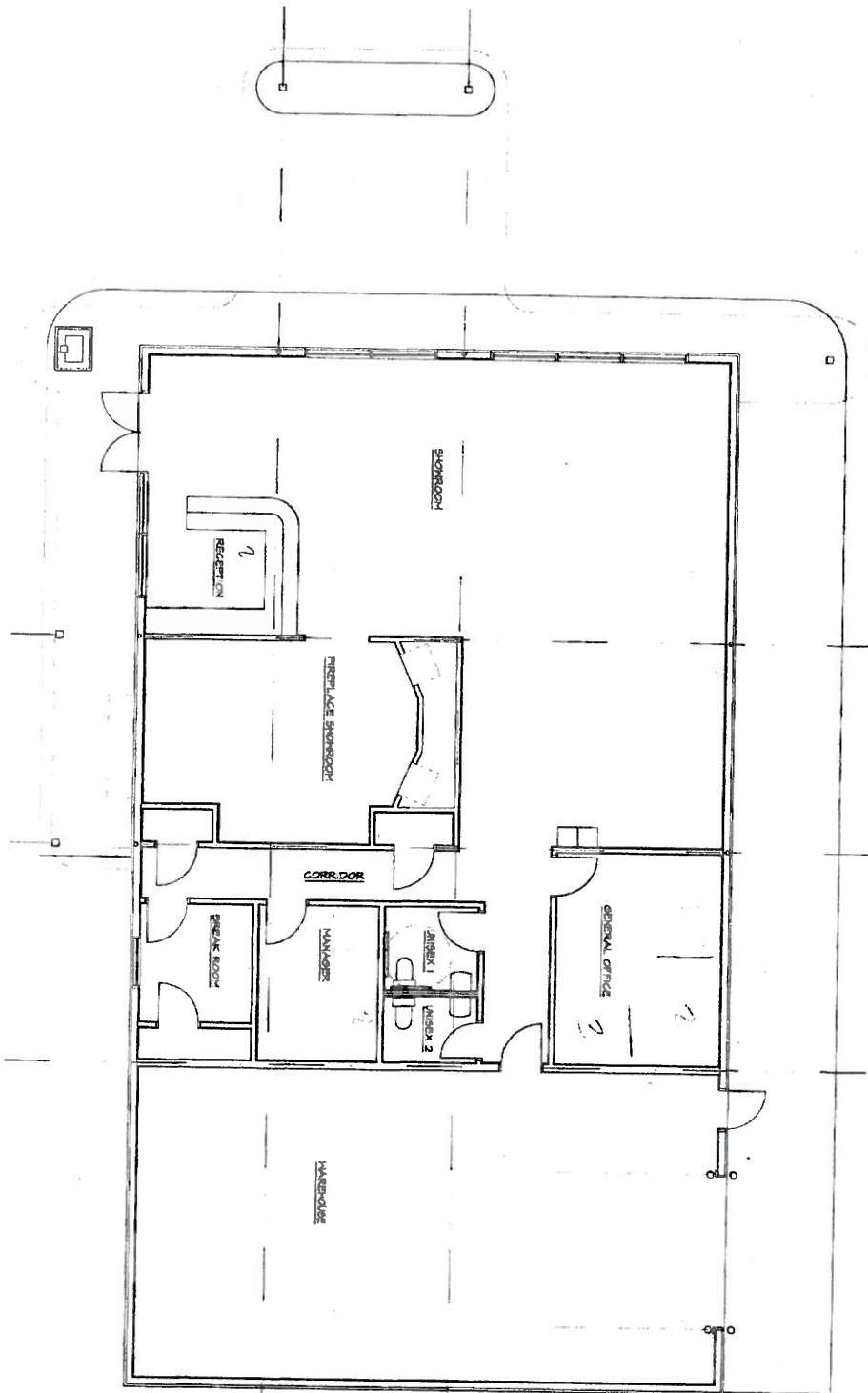
Notes:  
 1. Property corners are set unless otherwise



LEG

FLOOR PLAN

SCALE 1/4" = 1'-0"



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1

28 APR 17

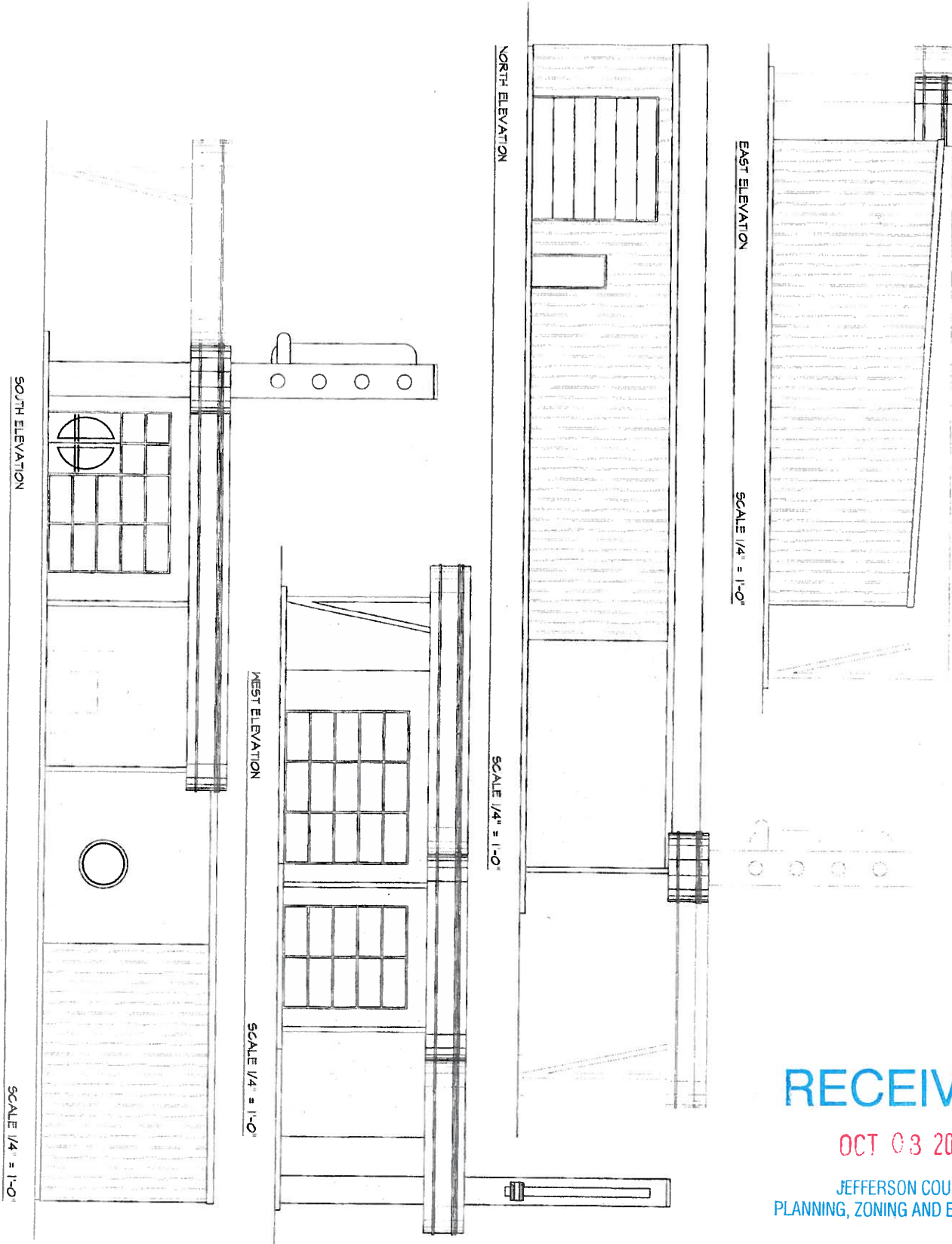
**blossman gas**

DISPLAY STORAGE BUILDING FOR BLOSSMAN GAS COMPANY  
SPARTANBURG HIGHWAY - HENDERSONVILLE - NORTH CAROLINA  
CAROLINA SPECIALTIES CONSTRUCTION, LLC

**Design Group**  
ARCHITECTURAL & INTERIOR DESIGN

Member American Institute of Architects  
118 FIFTH AVENUE WEST  
HENDERSONVILLE, NC 28792  
828-692-4891





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2

20 APR 17

**blossman gas**  
 DISPLAY STORAGE BUILDING FOR BLOSSMAN GAS COMPANY  
 SPARTANBURG HIGHWAY - HENDERSONVILLE - NORTH CAROLINA  
 CAROLINA SPECIALTIES CONSTRUCTION, LLC

**Design Group**  
 ARCHITECTURE & INTERIOR DESIGN  
 Member American Institute of Architects  
 118 Fifth Avenue West  
 Hendersonville, NC 28792  
 828-692-4891



**Property is not within 200 Feet of any Historic Structure**

**Adjoining Property Owners to Lot 12, Burr Industrial Park**

*Automated Merchandising Systems, Inc. (02 1007200000000)*  
255 W. Burr Boulevard, Kearneysville, WV 25430

*Jefferson County Development Authority (02 1001600040000)*  
P. O. Bo 237, Charles Town, WV 25414

*Cheers School Family, Inc. (02 1001600050000)*  
Children First Child Development Center  
95 Childrens Way, Kearneysville, WV 25430

**The following properties are across War Admiral & Route 9**

*RAI Properties LLC (02 1001600150000)*  
P. O. Box 790, Charles Town, WV 25414

*James Young, Sr. (02 1007900000000)*  
410 Deep Wood Trail, Shepherdstown, WV 25443

*S&G Plumbing Inc. (02 1008000000000)*  
P. O. Box 407, Kearneysville, WV 25430

*Kubic Enterprises (02 1008100000000)*  
241 Edmond Road, Kearneysville, WV 25430

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# 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, WV 25414

Email: [zoning@jeffersoncountyv.wv.org](mailto:zoning@jeffersoncountyv.wv.org)

Phone: (304) 728-3228

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**Zoning Administrator's Report  
Board of Zoning Appeals Meeting  
October 26, 2017**

**1) Pending Zoning Ordinance and Subdivision Regulation Amendments**

• **Pending amendments:**

a) Historic Preservation

- i. On July 11, 2017 the Planning Commission held a Public Hearing. The Planning Commission made additional revisions on 09-12-17 and directed Staff to work with Legal on finalizing the amendment. It is anticipated that the revised draft will go before the Planning Commission on November 14.

b) Signage

- i. Staff is researching sign regulations to begin amend the County's current sign regulations. A Work Session is scheduled with the Planning Commission for November 28 to review industry standards.

**2) Upcoming BZA meeting**

- Due to the Thanksgiving Holiday, the next regular meeting is scheduled for **November 9, 2017** (deadline for submissions was Friday, 10-13-17)



# JEFFERSON COUNTY, WEST VIRGINIA

## Office of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor

P.O. Box 716

Charles Town, West Virginia 25414

Email: [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228

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### MEMORANDUM

TO: Board of Zoning Appeals Members  
CC: Engineering & Building Permits Offices  
FROM: Alexandra Beaulieu, Zoning Administrator  
DATE: October 20, 2017  
SUBJECT: October Zoning Certificate Activity Report

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#### ISSUED ZONING CERTIFICATES

#ZC17-34 Nancy and Charles Stevens  
Issued: October 06, 2017  
Proposal: Bed and Breakfast per Section 8.3  
Location: 1122 Duncan Rd, Harpers Ferry WV 25425  
Zone: Rural

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#### PENDING ZONING CERTIFICATES

#ZC17-33 American Towers, LLC  
Issued: TBD  
Proposal: Co-locate weather monitoring equipment on existing tower, and ground-level support equipment.  
Location: Raven Rock, 17340 Poppy Road, Bluemont, VA 20170  
Zone: Rural

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