



Jefferson County
Board of Zoning Appeals
Thursday, February 22, 2018

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

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

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

1. Election of Officers.
2. Approval of Minutes – December 14, 2017
3. Public Hearing. Variance request from Appendix B to reduce the front setback from 40' to 9' to construct the exterior stairs; and, to reduce the front setback from 40' to 14' for the construction of the proposed Jefferson County Convention and Visitors Bureau building expansion. Property Owner: Jefferson County Commission. Applicant: Jefferson County Convention and Visitors Bureau (JCCVB). Location: 37 Washington Ct. Harpers Ferry. Tax District: Harpers Ferry (04); Tax Map: 7; Parcel: 33; Size: .64 ac; Zone: Rural; File: ZV18-01.
4. Public Hearing. Variance request from Section 4.11A.1 & Appendix B to allow a 50' unscreened buffer along the boundary lines for the proposed site for the purpose of constructing three (3) mobile unit classrooms as part of the approved Vocational and/or Training Facility for Adults. Property Owner: SPARC LLC. Applicant: Ryan Perks with Gordon. Property Location: 201 Motorsports Park Circle, Summit Point. Tax District: Kabletown (06); Tax Map: 17; Parcel: 2; Size: ~415 ac; Zone: Rural; File: ZV18-02.
5. Public Hearing. Variance request from Section 5.7D.3 to subdivide more than 3 lots within a 5-year timeframe. Applicant is proposing to subdivide a total of 5 lots via the minor subdivision process. Owner: Steven Knott & Margret Ogg. Applicant: David Lutman. Location: Southwest intersection of River Rd & Knott Rd. District: Shepherdstown (09); Map: 11; Parcel: 13; Size: 37 ac; Zone: Rural; File: ZV18-03.
6. Zoning Administrator Report
 - a. Monthly Zoning Certificate Activity Report
7. Legal Update
 - a. Possible executive session on the following pending lawsuits. None.
 - b. Discussion with possible deliberative session and sign of draft Findings/Decisions
Meeting: December 14, 2017
 - i. Special Exception for an outdoor advertising sign for Grace Episcopal Church. Property Owner: Karen Ashby-Bowers & Larry Bowers. File: SE17-01.
 - ii. Variance from Sections 10.4F & G for signage for Grace Episcopal Church. Property Owner: Karen Ashby-Bowers & Larry Bowers. File: SE17-18.
 - iii. Variance from Sec. 5.7(b). Property Owner: Brian and Angela Wilt. File: ZV17-19
 - iv. Variance from Section 4.11A.1 & Appendix B. Property Owner: SPARC. File: ZV17-20.
 - v. Variance from Section 9.7. Property Owner: Alicia McCormick. File: ZV17-21.
 - vi. Request for a CUP for Starbuck's. Property Owner: Kentland Foundation, Inc. File: CUP17-06.