



**Jefferson County**  
**Board of Zoning Appeals Special Meeting**  
**Thursday, August 9, 2018, 2:00 p.m.**

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

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.

The purpose of this Special Meeting is to address items from the regularly scheduled July 26, 2018 Board of Zoning Appeals meeting that were postponed due to the lack of a quorum.

1. Approval of Minutes – June 28, 2018
2. Swearing in of members of the public intending to provide testimony
3. Public Hearing. Variance from Section 5.7D3 to allocate two of the remaining development rights to the newly created non-residue lot in the proposed Rider Minor Subdivision. Property Owner: Cynthia B. Rider. Property Location: 195 Vance Road, Shepherdstown, WV. Tax District: Shepherdstown (09); Tax Map: 9; Parcel 22; Size: 100.36 acres; Zone: Rural. File: ZV18-09.
4. Public Hearing. Variance from Section 4.11B and Appendix B: to eliminate the landscape buffer that is required for a proposed 8,750 sf storage building, a 45,000 sf warehouse, and employee parking lot as follows: eliminate the buffer along the northern boundary of the subject parcel and the remaining perimeter of subject parcel where it is not currently landscaped, other than a small area along the 45,000 sq. ft. proposed building. (PC File #S18-04). Property Owner: Universal Forest Products Eastern Division Inc. Property Location: 249 16th Ave., Ranson, WV. Tax District: Charles Town (02); Tax Map: 7; Parcel: 11.6 (A & B); Size 30 ac; Zone: Industrial Commercial. File: ZV18-10.
5. Acting Zoning Administrator Report
  - a. Monthly Zoning Certificate Activity Report
6. 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: June 28, 2018
    - i. Appeal of the Zoning Administrator's Determination regarding the applicability of Section 4.4C pertaining to the proposed Magnolia Springs Subdivision and the Belvedere House which is listed on the National Register of Historic Places. File: AP18-01.
    - ii. Request for a Special Exception Permit for a 6' W x 10' L Electronic Sign, which is to replace an existing 6' x 10' sign, to be affixed to an existing supporting structure approximately 25' in height. Property Owner: Bolivar International Pentecostal Church of Christ. File: SE18-01.