



**Jefferson County**  
**Board of Zoning Appeals**  
**Thursday, April 25, 2019 at 2:00 p.m.**

Members  
Tyler Quynn, Chair  
Jeffrey Bannon, Vice Chair  
Deirdre Catterton  
Matthew McKinney  
Leeds Corbin

Meeting Location: Charles Town Library Conference Room, 200 East Washington Street, Charles Town, WV  
Unless otherwise noted, all requests are pursuant to the Zoning & Land Development Ordinance.

---

**Approval of Minutes: March 28, 2019**

**Public Hearing – Administer Oath**

---

**-REQUEST TO POSTPONE UNTIL MAY 23, 2019-**

**ITEM #1 FILE #: 19-1-CUP – Postponed From February 28, 2019 and March 28, 2019**

Request: Request for a Conditional Use Permit for an existing Drive-Through, Fast Food Restaurant (McDonald's) to replace and upgrade the exterior menu boards with digital menu boards.

Applicant: Tracey Diehl, Expedite The Diehl

Parcel Info: McDonald's Corporation

31 Maddex Square Dr, Shepherdstown, WV

Parcel ID: 09008C00680000; Size: 0.88 ac; Zone: Residential-Light Industrial-Commercial

---

**ITEM #2 FILE #: 19-7-ZV**

Request: Variance from Section 4.18 to allow a staffed model home on Lot 68 within Beallair Subdivision, Phase II.

Applicant: Same as Owner

Parcel Info: Beallair Homes, LLC

NE corner of Beallair Manor Dr., and Claymont Hill St., Charles Town, WV

Parcel ID: 04010A00680000; Size: .21 ac; Zone: Residential Growth

---

**Zoning Administrator Report**

- a. Monthly Zoning Certificate Activity Report

**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: March 28, 2019

1. Variance from Sec. 5.7B. Owner: John and Dawn Grinstead. File: 19-1-ZV
2. Variance from Sec. 5.6D. Owners: Paul and Donna Ashbaugh. File: 19-2-ZV
3. Variance from Sec. 8.17B.1. Owners: Danielle LaRock and Johnathon Carnill. File: 19-3-ZV.
4. Variance from Sec. 4.10A. Owners: Danielle LaRock and Johnathon Carnill. File: 19-4-ZV.
5. Variance from Sec. 5.7B. Owners: Mark & Elaine Boyd. File: 19-5-ZV.



**Minutes**  
**Jefferson County Board of Zoning Appeals**

- 1 Meeting Date: March 28, 2019  
2 Meeting Location: Charles Town Library Conference Room  
3 200 East Washington Street, Charles Town, West Virginia  
4 Board Members Present: Tyler Quynn, Chair; Deirdre Catterton, and Leeds Corbin  
5 Members absent: Jeffrey Bannon, Vice Chair, and Matthew McKinney (with notification)  
6 Staff members present: Alexandra Beaulieu, Zoning Administrator; Nathan Cochran, Assistant  
7 Prosecuting Attorney; and Jennilee Hartman, Zoning Clerk.  
8 All requests are pursuant to the Jefferson County Zoning and Land Development Ordinance.

9 Ms. Catterton moved to call the meeting to order at 2:00 pm, which carried unanimously. Mr. Quynn  
10 explained to the public how the meeting would be conducted.

11 **Approval of Minutes: January 24, 2019**

12 Ms. Catterton moved to approve the minutes as presented. Mr. Quynn called for a vote, which  
13 carried two (2) in support (Mr. Quynn and Ms. Catterton) and one (1) recusal, as Mr. Corbin was not  
14 present for the January meeting.

15 Mr. Quynn stated that the agenda would be reorganized as follows: Files 19-1-CUP, 19-1-ZV, 19-2-  
16 ZV, 19-5-ZV, and then 19-3-ZV and 19-4-ZV simultaneously.

17 **Public Hearing – Administer Oath**

18 Ms. Hartman swore in members of the public who indicated they would be providing testimony.  
19 Ms. Beaulieu stated the applicant requested a postponement of this item until the next meeting.

20 ITEM #1 FILE #: 19-1-CUP – Postponed From February 28, 2019

21 Request: Request for a Conditional Use Permit for an existing Drive-Through, Fast Food  
22 Restaurant (McDonald's) to replace and upgrade the exterior menu boards with  
23 digital menu boards.  
24 Applicant: Tracey Diehl, Expedite The Diehl  
25 Parcel Info: McDonald's Corporation  
26 31 Maddex Square Dr, Shepherdstown, WV  
27 Parcel ID: 09008C00680000; Size: 0.88 ac; Zone: Residential-Light Industrial-  
28 Commercial

29 Ms. Catterton moved to postpone File 19-1-CUP until the Board's May meeting, which carried  
30 unanimously. Note: Under the Zoning Administrator's Report this motion was corrected to postpone  
31 the item until April 25, 2019.

32 ITEM #2 FILE #: 19-1-ZV – POSTPONED FROM FEBRUARY 28, 2019

33 Request: Variance from Section 5.7B to reduce the rear setback from 50' to 20' for a 31' x 57'  
34 inground pool and surrounding concrete patio.  
35 Applicant: Same as Owner  
36 Parcel Info: John and Dawn Grinstead  
37 33 Eldridge Ln, Charles Town, WV,  
38 Parcel ID: 06000900190021; Size: 2.08 ac; Zone: Rural

39 Mr. John Grinstead, owner, was present to address the Board. Ms. Beaulieu provided an overview  
40 of her staff report to the Board. Mr. Grinstead explained the nature of the request and noted that he  
41 had submitted a letter of support from his neighbor. Mr. Grinstead addressed the Board's questions.

1 Mr. Quynn opened the public hearing. There was no public comment. Mr. Quynn closed the public  
2 hearing.

3 Ms. Catterton moved to approve the variance as requested. Mr. Corbin seconded the motion, which  
4 carried unanimously.

5 ITEM #3      FILE #: 19-2-ZV – POSTPONED FROM FEBRUARY 28, 2019

6 Request:      Variance request from the following: Section 5.6D to reduce the perimeter setbacks  
7                      from 25' to 1' for an existing 7' tall fence (proposed parcel 35); and, to reduce the  
8                      side setback from 25' to 21' for an existing 75' tall cell tower (proposed parcel 36).  
9                      The purpose of the request is to allow for a boundary line adjustment between  
10                     parcels 35 and 36.

11 Applicant:    Same as Owner

12 Parcel Info:   Paul & Donna Ashbaugh

13                      121 and 125 Ashland Woods Dr., Harpers Ferry, WV

14                      Parcel ID: 02002100350000 and 02002100360000; Size: 2 and 95 ac; Zone: Rural

15 Mr. Paul Ashbaugh, owner, was present to address the Board. Ms. Beaulieu provided an overview of  
16 her staff report to the Board explaining that the purpose of the variance was to accommodate a  
17 boundary line adjustment to allow for the sale of the resulting 40,000 square foot lot shown in the  
18 sketch. Ms. Beaulieu noted that all of the structures relevant to the request have existed on the  
19 property for many years and the proposal did not appear to create a negative impact to the current  
20 property owner or the prospective purchaser. Mr. Ashbaugh noted that no additional building could  
21 be erected near the proposed merger area due to the existing Appalachian Trail easement. Mr. Quynn  
22 opened the public hearing. There was no public comment. Mr. Quynn closed the public hearing.

23 Mr. Corbin moved to approve the variance as requested. Ms. Catterton seconded the motion, which  
24 carried unanimously.

25 ITEM #4      FILE #: 19-5-ZV

26 Request:      Variance from Section 5.7(b) to reduce the front setback from 40' to 5' for a 20' x 21'  
27                      accessory structure.

28 Applicant:    Same as Owner

29 Parcel Info:   Mark & Elaine Boyd

30                      12615 Leetown Rd, Kearneysville, WV

31                      Parcel ID: 07000800020018; Size: 1.53 ac; Zone: Rural

32 Mr. Mark and Elaine Boyd, owners, were present to address the Board. Ms. Beaulieu provided an  
33 overview of her staff report to the Board. Mr. Boyd explained the nature of the request and  
34 addressed the Board's questions. Mr. Quynn opened the public hearing. There was no public  
35 comment. Mr. Quynn closed the public hearing.

36 Mr. Corbin moved to approve the variance as requested. Ms. Catterton seconded the motion, which  
37 carried unanimously.

38 Items 19-3-ZV and 19-4-ZV were heard simultaneously; however, the Board took action on each  
39 application separately.

40 ITEM #5      FILE #: 19-3-ZV

41 Request:      Variance from Section 8.17B.1 to reduce the required acreage for a six (6) site  
42                      campground from 10 acres to six (6) acres.

43 Applicant:    Same as Owner

Board of Zoning Appeals

March 28, 2019

Page 3 of 4

1 Parcel Info: Danielle LaRock and Johnathon Carnill  
2 Vacant parcel on the northwest corner of River Rd and Cedar Ridge Ln,  
3 Shepherdstown, WV,  
4 Parcel ID: 09001000070000; Size: 6.06 ac; Zone: Rural

5 ITEM #6 FILE #: 19-4-ZV

6 Request: Variance from Section 4.10A to waive the requirement of a site plan to process a six  
7 (6) site campground.

8 Applicant: Same as Owner

9 Parcel Info: Danielle LaRock and Johnathon Carnill  
10 Vacant parcel on the northwest corner of River Rd and Cedar Ridge Ln,  
11 Shepherdstown, WV,  
12 Parcel ID: 09001000070000; Size: 6.06 ac; Zone: Rural

13 Ms. Danielle LaRock and Mr. Johnathon Carnill, owners, were present to address the Board. Ms.  
14 Beaulieu provided an overview of her staff reports to the Board noting that a campground is a  
15 principal permitted use in the rural zoning district. Ms. Beaulieu first addressed the request to  
16 reduce the minimum acreage, noting that when the campground text amendment was drafted, the  
17 County Commission determined it would be appropriate to allow an applicant to request such a  
18 reduction on a case by case basis. Ms. Beaulieu noted that the requested density of six (6) camp  
19 sites on six acres is a lower density than what the Subdivision Regulations would permit. Ms.  
20 Beaulieu provided an overview of the second request, to waive the requirement of a site plan. She  
21 stated that should the Board grant the request, the applicants would still be required to obtain  
22 approvals from any outside agencies such as the Health Department and the Division of Highways.

23 Ms. LaRock and Mr. Carnill provided the Board with a packet that outlined their proposal entitled  
24 Tiny Haven. Ms. LaRock noted that of the six units proposed, only two were likely to be occupied  
25 by non-family members. The applicants stated that the campground would have guidelines that  
26 included quiet hours and the required 180-day occupancy limitation. They further explained that  
27 they would follow all environmental laws, install landscaping and fencing as a buffer along the  
28 perimeter of the property, and noted that the units would utilize composting toilets with septic  
29 systems. The applicants stated that they did not believe the traffic would be significantly increased  
30 as their intent is to rent spaces to tenants who wish to stay for the full 180 days. The applicants  
31 answered various questions by the Board. Mr. Quynn opened the public hearing.

32 Wayne Bavry, George Baker, Christine Marshall, Richard Nickell, Bill Lichliter, Neil Barkus, John  
33 Knoll, Brian Miller, Chris Colbert, and Chris Stroeck spoke in opposition to both the requests. The  
34 local residents were primarily concerned that the tiny home proposal would turn into a permanent  
35 mobile home park, which is not a permitted use in the rural zoning district. Additional concerns  
36 were raised about the proposed density, the lack of a buffer, poor existing road conditions and  
37 increased traffic, infrastructure and sanitation issues, impact on surrounding property values, and a  
38 general concern that the applicants would not adhere to the required 180-day occupancy restriction.

39 In their rebuttal, Ms. LaRock and Mr. Carnill addressed the neighbors' concerns pertaining to  
40 complying with setbacks by explaining that each unit is typically 160 square feet and therefore, it  
41 would not be an issue to meet the required setbacks. Ms. LaRock also stated that the site would be  
42 adequately buffered so the visual impact to the neighbors should be minimal. Ms. Beaulieu  
43 confirmed Mr. Quynn's inquiry that per zoning, a mobile home would be permitted to locate on the  
44 property and that it appeared the subject parcel did possess development rights to be subdivided

1 into three (3) lots and each lot could have a dwelling unit and an In-Law Suite. Ms. Beaulieu noted  
2 that such a subdivision could process administratively.

3 Mr. Quynn closed the public hearing.

4 Ms. Catterton moved to go into deliberative session at 3:47 p.m. Mr. Corbin seconded the motion,  
5 which carried unanimously. Ms. Catterton moved to come out of deliberative session at 4:38 p.m.  
6 Mr. Corbin seconded the motion, which carried unanimously.

7 Ms. Catterton moved to deny variance request #19-4-ZV to waive the requirement of a site plan as  
8 the applicants failed to demonstrate a hardship that wasn't created by the applicants; and, that a  
9 failure to process a site plan could adversely affect the health, safety and welfare of the public. Mr.  
10 Corbin seconded the motion, which carried unanimously.

11 Mr. Corbin moved to approve variance request #19-3-ZV to reduce the required acreage for a  
12 campground from ten (10) acres to six (6) acres with the condition that the campground is limited to  
13 six (6) camp sites. Mr. Cochran clarified that the motion was to allow for a maximum of six (6) camp  
14 sites, which the Board confirmed. Ms. Catterton seconded the motion, which carried unanimously.

15 Mr. Quynn requested that the applicants come forward and reiterated that the Board had approved  
16 their request for a campground with six (6) sites and not for a mobile home park or tiny home park.  
17 Mr. Quynn further advised that the campground could only operate once they had processed a site  
18 plan. The applicants acknowledged that they understood the proceedings.

#### 19 **Zoning Administrator Report**

20 a. Monthly Zoning Certificate Activity Report. This report was provided in the packet.  
21 Ms. Beaulieu stated that in reference to the postponement of File #19-1-CUP, she had  
22 inadvertently referenced the May meeting, as opposed to the Board's April meeting, and that  
23 the motion would need to be modified. Ms. Catterton modified her original motion to reflect  
24 postponement until the April meeting. Mr. Corbin seconded the modified motion, which  
25 carried unanimously. Ms. Beaulieu noted for the record that the Board's next meeting would  
26 be April 25, 2019.

#### 27 **Legal Update**

28 a. Possible executive session on the following pending lawsuits. None.

29 b. Discussion with possible deliberative session and sign of draft Findings/Decisions

30 Meeting: January 24, 2019

31 1. Variance from Sec. 4.3H. Owner: Peggy Ann Triplett Foundation. Applicant: Michael  
32 Smith. File: ZV18-22.

33 2. Variance from Sec. 9.6B. Owners: Daniel Beans. File: ZV18-23.

34 Mr. Quynn signed the above referenced Findings.

35 Ms. Catterton moved to adjourn the meeting at 4:44 pm. Mr. Corbin seconded the motion, which  
36 carried unanimously.

**From:** [Zoning](#)  
**To:** "Tracey Diehl "  
**Cc:** "Tara Puntasecca/ Expedite the Diehl"  
**Subject:** RE: 19-1-CUP McDonald's Request - Staff Report  
**Date:** Wednesday, April 17, 2019 1:15:00 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)

---

Good afternoon,

I will relay your request to the Board to postpone the McDonald's Conditional Use Permit until May 23.

Alex

Alexandra Beaulieu  
Zoning Administrator  
Jefferson County Office of Planning and Zoning  
[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)  
304-728-3228

---

**From:** Tracey Diehl [mailto:[tracey@expeditethediehl.com](mailto:tracey@expeditethediehl.com)]  
**Sent:** Wednesday, April 17, 2019 11:33 AM  
**To:** Zoning <[Zoning@jeffersoncountywv.org](mailto:Zoning@jeffersoncountywv.org)>  
**Cc:** 'Tara Puntasecca/ Expedite the Diehl' <[Tara@expeditethediehl.com](mailto:Tara@expeditethediehl.com)>  
**Subject:** RE: 19-1-CUP McDonald's Request - Staff Report

Hi Alex,

McDonalds has asked to be on the May meeting. I just spoke with your office and I was told that would be May 23. Can you please confirm the meeting is May 23? I will wait to hear from you after that when it's finalized and you have quorum at a later date?

Sincere Regards,

Tracey Diehl  
Owner

 **Expedite The Diehl LLC**  
**Office 614/828.8215**  
**Fax 206/350.1097**

**CONFIDENTIALITY NOTICE:** The information contained in this communication is confidential, and is intended only for the use of the recipient(s) named above. You are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, to any other party, is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer system. If you have any questions concerning this message, please contact sender. If this email was sent to you in error, do not forward it to others, or include others in your email traffic to reply. Dissemination and or distribution of this email to anyone other than the sender is prohibited unless you are the purchaser of this information.





Staff Report  
 Jefferson County Board of Zoning Appeals  
 April 25, 2019

**Beallair Variance Request (#19-7-ZV)**

	<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-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>
Zoning Variances:	<p>BZA approved the following variances:</p> <p>07-19-12: 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: Reduce the rear setback from 20' to 3' to construct a deck.</p> <p>04-28-16: Reduce the rear setback from 20' to 10' to construct a deck (ZV16-09).</p> <p>07-28-16: Reduce rear setback from 20' to 12' for Lots 112, 127, and 128 (ZV16-12).</p> <p>07-28-16: Allow a staffed model home on Lot 111 (ZV16-13).</p> <p>10/27/16: Allow a staffed model townhome on Lot 51 (ZV16-21).</p> <p>03/23/17: Allow a staffed model townhome on Lots 50-67 (ZV17-02).</p> <p>09/28/17: Reduce front setback from 25' to 10' along Clover Lea Way for Lots 50-67 (ZV17-14).</p> <p>09/28/17: Reduce the 25' front setback to the following: to 10' along the southern boundary for Lots 283-289; to 10' along the eastern boundary for Lot 283; to 10' along the northern boundary for Lots 290-296; 10' along the eastern boundary for Lot 296; to 10' along the southern boundary for Lots 297-304; to 18' along the eastern boundary for Lot 297 (ZV17-15).</p> <p>09/27/18: Reduce the rear setback from 20' to 18' to allow for the inadvertent encroachment of a home under construction (ZV18-14).</p>
Approved Activity:	Single-Family Residence

**RELEVANT INFORMATION:**

**Previous Case History**

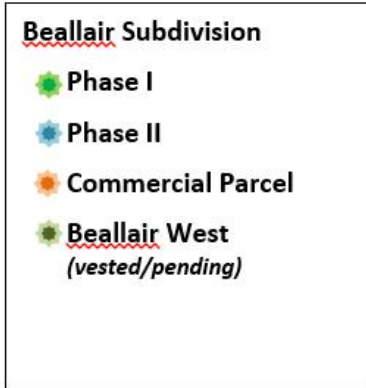
An overview of the Beallair Case History is as follows:

- 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  
April 25, 2019  
**Beallair Variance Request (#19-7-ZV)**

Beallair Subdivision Phasing



**STAFF EVALUATION OF REQUEST**

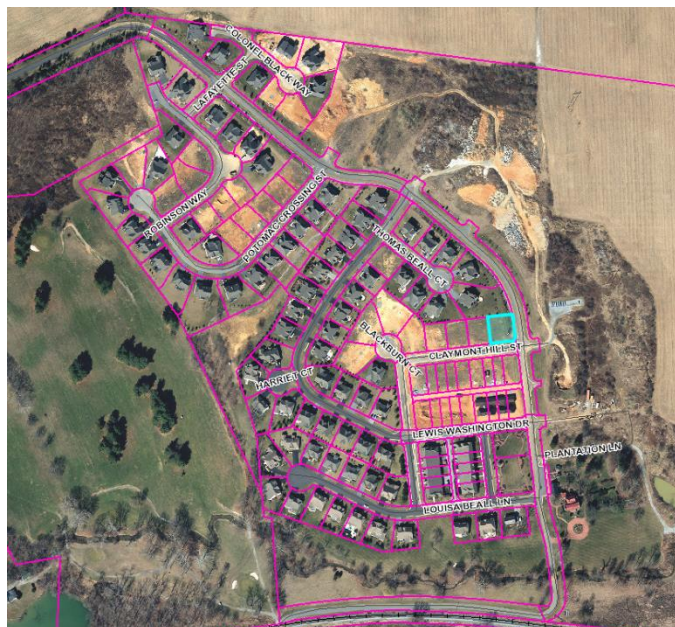
Summary of Request and Purpose of Ordinance Requirements

The applicant is requesting a variance from Section 4.18 to allow a staffed or unstaffed model home on Lot 68 within Beallair Subdivision, Phase II.

The purpose of the restriction to locate model homes to the first lot on either or both sides of any road/right-of-way that enters the subdivision is to limit the amount of non-residential traffic coming in and out of the subdivision and minimize impact on adjacent homes.

Unique characteristics of property

The subject parcel, Lot 68, is located in Phase II of the Beallair Subdivision. While technically situated interior to the development, Lot 68 is located off the main thoroughfare, Beallair Manor Drive. The proposed model home site is also adjacent to the series of townhome units which the Board approved in March of 2017 to be used as staffed model homes as well.



Staff Report  
Jefferson County Board of Zoning Appeals  
April 25, 2019  
**Beallair Variance Request (#19-7-ZV)**

Impact on adjacent properties

As the majority of the surrounding lots are vacant, impact on adjacent property owners is expected to be minimal.

Feasibility of complying with the ordinance by other means

The Zoning Ordinance allows for staffed model homes to be located within a subdivision if a variance is approved by the Board.

Conditions of Approval

Should the Board choose to approve this request, possible conditions of approval include:

1. No conditions of approval have been identified.

**SECTION OF ORDINANCE TO BE CONSIDERED:**

Section 4.18 Model Homes/Sales Offices

Model homes with a staffed sales office for sales exclusively within the residential subdivision that they are located are permitted provided that they are contained on the first lot on either or both side of any road/right-of-way that enter the subdivision; provided also that they are so designated on the preliminary and final plats during the subdivision process.

Model homes with a staffed sales office in any other location within the subdivision needs to be approved or denied by the Zoning Board of Appeals after a 15 day public hearing.

Model homes without staffed sales offices are permitted internally within the subdivision.  
[AMENDED BY ACT OF THE COUNTY COMMISSION, EFFECTIVE OCTOBER 14, 1999]



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washington Street, P.O. Box 338  
Charles Town, WV 25414

File Number: 19-7-2V  
Staff Initials: JH  
Fees Paid (\$100 or \$150): \$900-

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

Variations 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  
Mailing Address: 5283 Corporate Drive, Suite 300, Frederick, MD 21703  
Phone Number: 301-695-6614 Email: Robert.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: Robert.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 Email: Todd.abe@wormald.com

Physical Property Details

Physical Address: Beallair Manor Drive & Lafayette Street, Lot 68  
City: Charles Town State: WV Zip Code: 25414  
Tax District: Harpers Ferry Map No: 10A Parcel No: 3-2-34 60  
Parcel Size: 28.3 acres Deed Book: 975; 977 Page No: 635; 490 & 495

Zoning District (please check one)

Grid of zoning districts with checkboxes: Residential Growth (RG) [checked], Industrial Commercial (IC), Rural (R), Residential-Light Industrial-Commercial (R-LI-C), Village (V), Neighborhood Commercial (NC), General Commercial (GC), Highway Commercial (HC), Light Industrial (LI), Major Industrial (MI), Planned Neighborhood Development (PND), Office/Commercial Mixed-Use (OC).

RECEIVED

MAR 29 2019

JEFFERSON COUNTY PLANNING, ZONING & ENGINEERING

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: 5.4b (1) (pg 52) 4.18 4/3/19 gll

**Briefly describe the nature of the variance request:**

To permit single family detached staffed or unstaffed model home Phase 2, lot 68. See plat.

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

Front Setback  Side Setback  Rear Setback  Reduction From \_\_\_\_\_ to \_\_\_\_\_

**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:**

The variance granting will not impact the general public.

**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?**

The model is sold, we are offering a new style

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

Existing model was sold. We need to offer a new model.

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

We submit that this request will uphold the basic intent of the ordinance and merely represents a reasonable accommodation for future development within the community of Beallair in Jefferson County.

**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.

\* Separate page \* gll 4/3/19  
Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

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

**Notification Requirements (to be completed by staff)**

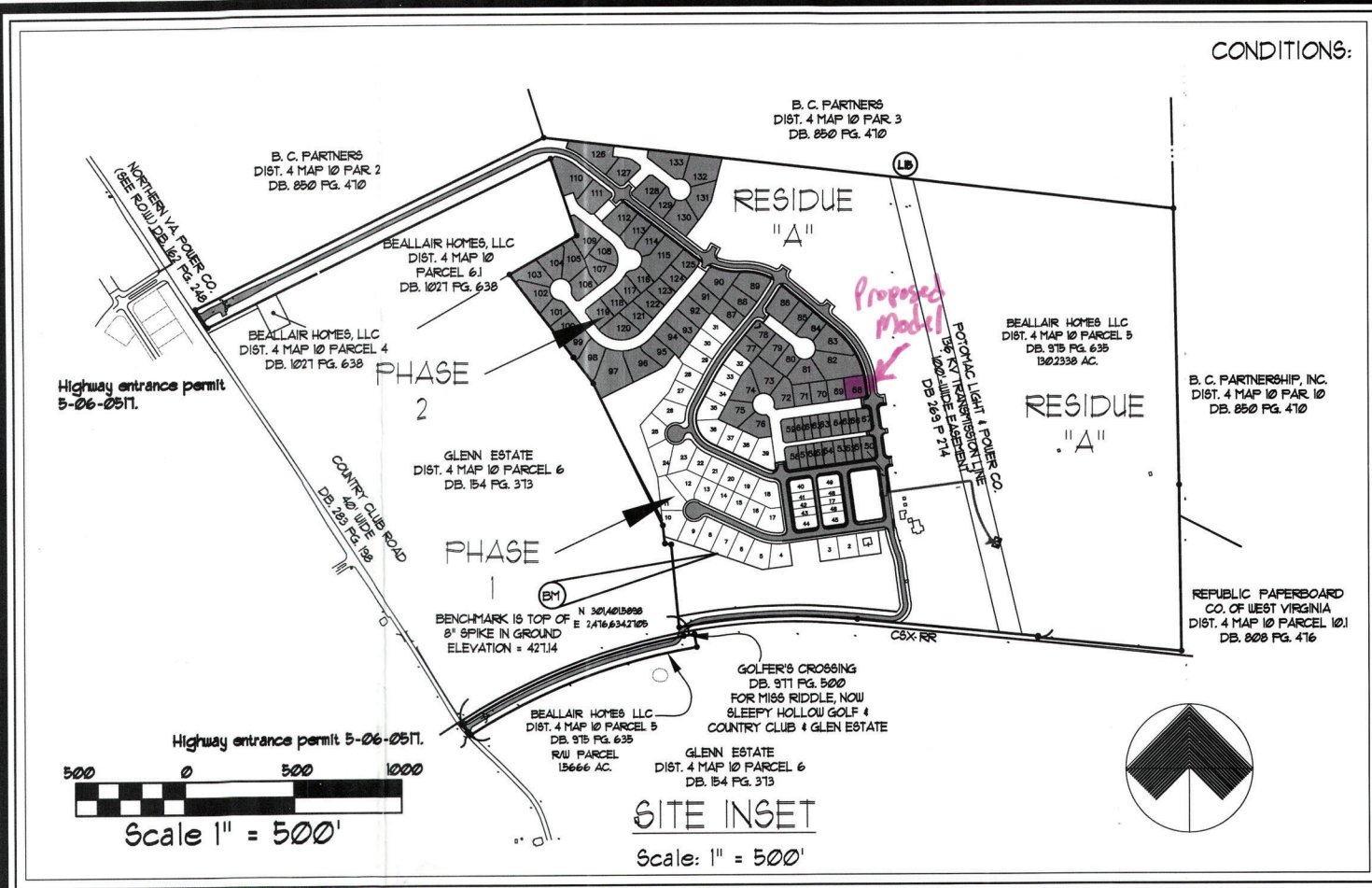
Notice of a public hearing for an appeal shall be advertised in a newspaper having general circulation in the County at least 15 days before the hearing. The subject property shall be posted conspicuously by a zoning notice no less than 28" x 22" in size, at least 15 days before the hearing (pursuant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

04/25/19  
Date of Public Hearing

04/10/19  
Advertising Date

04/10/19  
Placard Posting Date





**CONDITIONS:**

Each parcel shown on this plat shall be restricted to a single-family residence, only, unless otherwise approved by the Planning Commission in conformance with the prevailing County Land Development laws.

All lots within this subdivision are prohibited from constructing private on-site sewage disposal (septic systems) and private on-site wells.

Typically, building setbacks are 25' front, 20' rear and 12' side. Exceptions to the 25' front setbacks are: lot 13 = 26', lot 14 = 26', lot 15 = 30', lot 81 = 29', lot 82 = 49', lot 83 = 30', lot 102 = 20', lot 103 = 15', lot 104 = 48.5', lot 105 = 50', lot 114 = 25', lot 115 = 30', lot 130 = 20', lot 132 = 25'.

In accordance with the 1988 Jefferson County Zoning Ordinance Section 4.18, model homes with a staffed sales office for sales exclusively within this subdivision are permitted provided that they are contained on the first lot on either or both sides of any road/right-of-way that enter the subdivision; provided also that they are so designated on the preliminary and final plats during the subdivision process. Model homes with a staffed sales office in any other location within the subdivision needs to be approved or denied by the board of zoning appeals after a 15 day public hearing. Model homes without staffed sales offices are permitted internally within the subdivision.

On July 28, 2016, the BZA approved a variance to allow a staffed or unstaffed single family detached model home on lot #11.

On March 23, 2017, the BZA approved a variance (ZVT-02) to allow a staffed or unstaffed model townhomes on lots 50-67 to limit the number of models to one or so (at any one point).

Townhouse (a.k.a. "Villa") setbacks are 25' front and 20' rear. Exceptions to the 12' side setbacks are all attached townhouse units which have 0' side setbacks. See Jefferson County Zoning Ordinance Art. 9 for other setback exceptions.

All internal subdivision roads, Stormwater Management parcels, parks and greenpace parcels to be owned and maintained by a Homeowners Association (HOA). HOA membership is required. HOA must be established as soon as 50% of the lots are sold. The HOA is also responsible for maintenance of Landscape Easements. Upon establishment of the HOA, The Jefferson County Commission shall be petitioned by the HOA to adopt an animal leash law.

The developed lots of this project are not in a 100-yr flood plain per FIRF Map 540065 0035C dated 2 Aug. 1993. Lots are in Zone C on said map. FEMA 100-yr Flood Plain is as delineated on this plat.

All permanent lot corner markers (unless susceptible to destruction by subdivision improvements grading) and permanent monuments shall be in place prior to the conveyance of individual lots. All other lot corner markers shall be in place prior to the final release of the construction bond. Lot corners will consist of 24" long by 5/8" diameter sections of steel rod suitable for magnetic detection. Certification of such shall be provided by a West Virginia Licensed Land Surveyor.

A blanket easement shall be given to the appropriate Utility Companies in all subdivision right-of-ways for the purpose of constructing and maintaining public utilities. Additionally, each lot in Phase 2 shall have a 10'-wide Drainage and Utility Easement along all lot lines except that attached single-family lots (Lots 50-67) do not have easements along common lot lines.

As per Phase 1, Model Home/Sales Office (either staffed or unstaffed) to be placed on lots #2 and #45.

Lot #1 has an existing house on it.

Highway entrance permit 5-06-0517.  
Health Department permit 15,936.

Lot access is limited to interior subdivision roads only.

Minimum Lot Area (MLA) and Area Per Dwelling Unit (ADU) requirements of the Jefferson County Zoning and Development Review Ordinance have been achieved to by this subdivision plan. See Sheet 4 for Computation.

The following variances and/or requests have been approved by the Jefferson County Planning and Zoning Commission. See JCPC Subdivision file for specific Variance Request details.

Section	Description	Date Approved
82A5	RIGHT-OF-WAY WIDTH	3-25-2003
82A7	PAVEMENT WIDTH	3-25-2003
82A11	INVERTED CROWN ON ONE-WAY DRIVES	3-25-2003
82B1	CURB AND GUTTER	3-25-2003
82B4	GUTTERS	3-25-2003
83C1B	ON-SITE PARKING SPACES	3-25-2003
83C1A	Finished road width of rear access drives shall be 15'	3-25-2003
83C1B	No curbs will be provided along rear access drives	3-23-2004
83C1C	No sidewalks will be provided on the one-way rear access drives.	3-23-2004
83C1D	Right-of-way for rear alley frontage where there are no sidewalks required, will be located 25' from the edge of pavement.	3-23-2004
83C5A	No buffer screening will be provided between common areas and adjoining properties with single-family detached residences	3-23-2004
63	12-Month extension of time to process Final Plat	9-12-2006

Future Right-of-Ways shown on this set of plans are tentative and subject to subsequent review of Preliminary and Final Plats of future phases.

drawn by COLIN J. MITCHELL PROJECT MANAGEMENT 1400 Eagle Molars Road Harpers Ferry WV 25425 304-876-3930 (fax: 304-876-3000)

REVISION A BY BEALLAIR HOMES, LLC

**SHEET INDEX**

COVER	SHEET 1 OF 1
OVERVIEW	SHEET 2 OF 1
LOTS	SHEET 3 OF 1
PARKLAND	SHEET 4 OF 1
CURVE AND LINE TABLES	SHEET 5 OF 1
EASEMENT INFORMATION	SHEET 6 OF 1
EASEMENT INFORMATION	SHEET 6A OF 1
EASEMENT INFORMATION	SHEET 7 OF 1

THE PURPOSE OF THIS MINOR PLAT CHANGE IS TO REVISE AND UPDATE THE LOCATIONS OF DRAINAGE AND UTILITY EASEMENTS TO COINCIDE WITH REDLINE PRELIMINARY PLAT REVISION AND AS-BUILT CONDITIONS.

REVISION A BY BEALLAIR HOMES, LLC

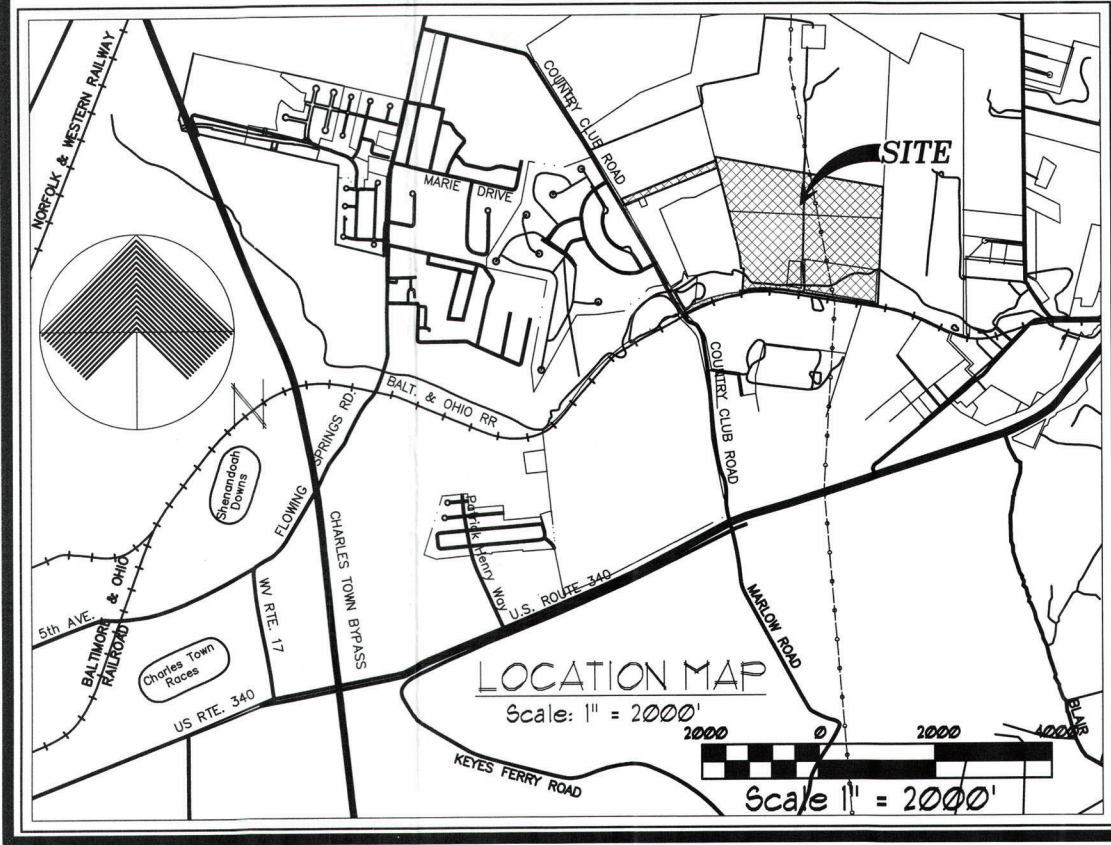
THE PURPOSE OF THIS MINOR PLAT CHANGE IS TO REVISE THE COMBINED ACCESS, DRAINAGE AND UTILITY EASEMENT ON LOT 103

REVISION A BY BEALLAIR HOMES, LLC

THE PURPOSE OF THIS MINOR PLAT CHANGE IS TO REVISE LOT SETBACKS AND ADDING VERBIAGES PERMITTING MODEL HOMES WITHIN PHASE 2.

REVISION A BY BEALLAIR HOMES, LLC

THE PURPOSE OF THIS MINOR PLAT CHANGE IS TO REVISE LOT SETBACKS.



**LOCATION MAP**  
Scale: 1" = 2000'

**STATEMENT OF ACCEPTANCE**  
The Owner and Developer, by signing this plat, agree to abide by all conditions, terms and specifications provided hereon.

EDWARD E. WORMALD \_\_\_\_\_ Date \_\_\_\_\_

I, Michael T. Wiley, a West Virginia Professional Land Surveyor, do hereby certify, to the best of my knowledge and belief, that this sealed plat is accurate, complete and reasonably meets or exceeds minimum acceptable surveying standards and those state and/or county code provisions applicable on this date. This Subdivision complies with the Jefferson County Subdivision Regulations, Section 81b.6 for closure within 1:15:00.

MICHAEL T. WILEY, P.E., P.S.  
WV Surveyor No. 1044  
for Beallair Homes, LLC  
WV COA 14-5636 \_\_\_\_\_ Date \_\_\_\_\_

REVISIONS

Date	Description
10/02/06	Per JCPC Checklist
05/15/2014	MINOR PLAT CHANGE A
05/23/2016	MINOR PLAT CHANGE A
08/23/2016	MINOR PLAT CHANGE A
08/16/2017	MINOR PLAT CHANGE A

FINAL PLAT showing  
Lots 50 - 133 and Residue Parcel A

**BEALLAIR - PHASE 2**

HARPERS FERRY MAGISTERIAL DISTRICT  
Map 10 Parcels 32-34  
Deed Book 97B Page 635 and  
Deed Book 97T Page 490 & 495  
JEFFERSON COUNTY, WV  
JUNE 2006

JEFFERSON COUNTY PLANNING COMMISSION

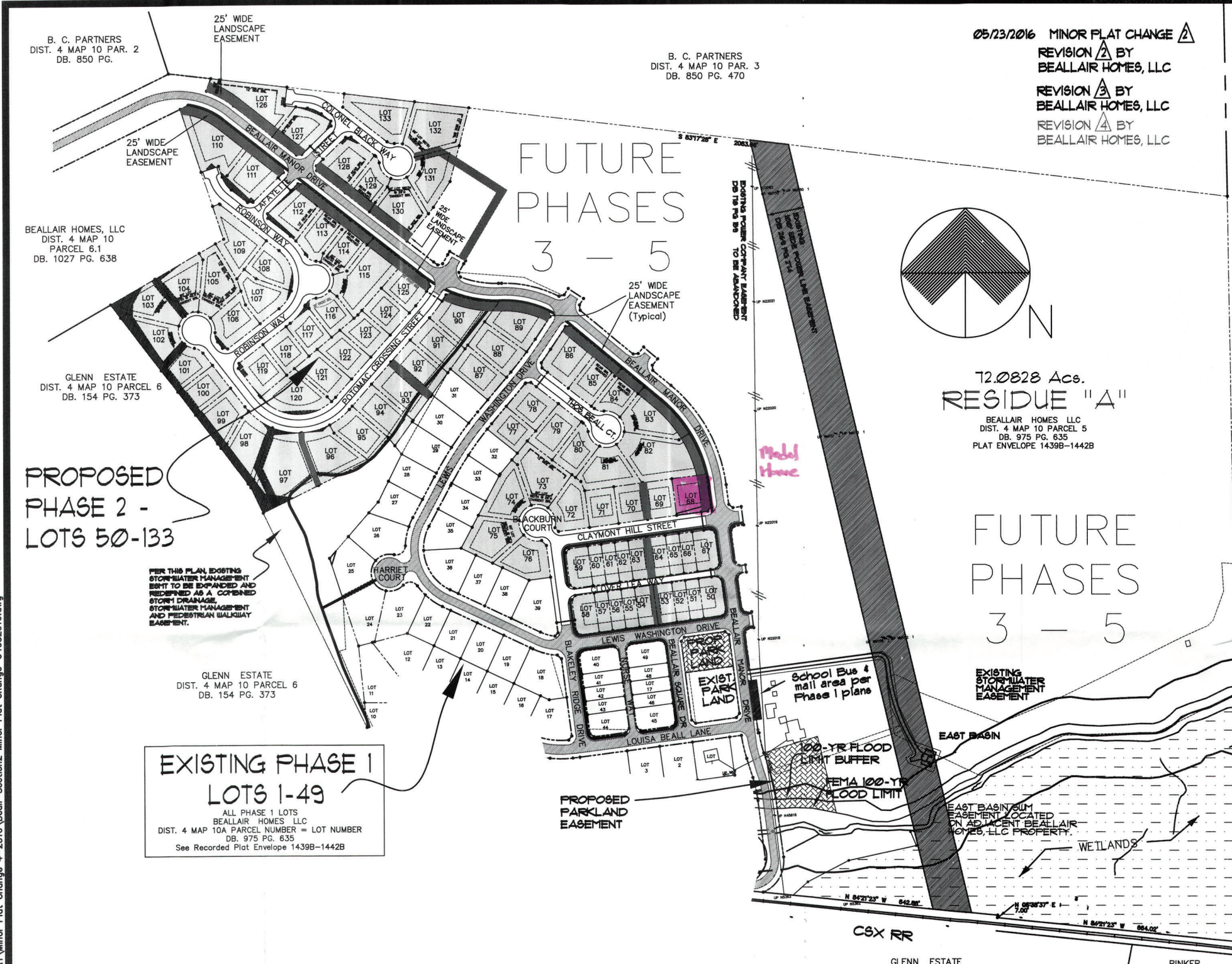
BY \_\_\_\_\_ DATE \_\_\_\_\_

OWNER/DEVELOPER:  
**BEALLAIR HOMES, LLC**  
5283 CORPORATE DRIVE, SUITE 300  
FREDERICK, MARYLAND 21703  
301-695-6614

SURVEYOR:  
MICHAEL T. WILEY, P.E., P.S.  
WV PROFESSIONAL SURVEYOR NO. 1044  
for  
BEALLAIR HOMES, LLC  
5283 CORPORATE DRIVE, SUITE 300  
FREDERICK, MARYLAND 21703  
301-695-6614

SHEET 1 OF 7

Project: Sep 07, 2004 at 1:37 PM  
S:\New Business\PHASE 1 PLANS 9-1-04\BEALLAIR SECT 2 COVER.dwg



B. C. PARTNERS  
DIST. 4 MAP 10 PAR. 2  
DB. 850 PG.

B. C. PARTNERS  
DIST. 4 MAP 10 PAR. 3  
DB. 850 PG. 470

05/23/2016 MINOR FLAT CHANGE  
REVISION BY  
BEALLAIR HOMES, LLC  
REVISION BY  
BEALLAIR HOMES, LLC  
REVISION BY  
BEALLAIR HOMES, LLC

BEALLAIR HOMES, LLC  
DIST. 4 MAP 10  
PARCEL 6.1  
DB. 1027 PG. 638

GLENN ESTATE  
DIST. 4 MAP 10 PARCEL 6  
DB. 154 PG. 373

PROPOSED  
PHASE 2 -  
LOTS 50-133

FOR THIS PLAN, EXISTING  
STORMWATER MANAGEMENT  
SHALL BE EXPANDED AND  
REDESIGNED AS A COMBINED  
STORM DRAINAGE,  
STORMWATER MANAGEMENT  
AND PEDESTRIAN WALKWAY  
EASEMENT.

GLENN ESTATE  
DIST. 4 MAP 10 PARCEL 6  
DB. 154 PG. 373

**EXISTING PHASE 1  
LOTS 1-49**  
ALL PHASE 1 LOTS  
BEALLAIR HOMES, LLC  
DIST. 4 MAP 10A PARCEL NUMBER = LOT NUMBER  
DB. 975 PG. 635  
See Recorded Plat Envelope 1439B-1442B

72.0828 Acs.  
**RESIDUE "A"**  
BEALLAIR HOMES, LLC  
DIST. 4 MAP 10 PARCEL 5  
DB. 975 PG. 635  
PLAT ENVELOPE 1439B-1442B

FUTURE  
PHASES  
3 - 5

GLENN ESTATE  
DIST. 4 MAP 10 PARCEL 6  
DB. 154 PG. 373

RINKER  
DIST. 4 MAP 10 PARCEL 8.6  
DB. 886 PG. 201

B. C. PARTNERSHIP, INC.  
DIST. 4 MAP 10 PAR. 10  
DB. 850 PG. 470

REPUBLIC PAPERBOARD  
CO. OF WEST VIRGINIA  
DIST. 4 MAP 10 PARCEL 10.1  
DB. 808 PG. 476

**SHEET INDEX**

COVER	SHEET 1 OF 1
OVERVIEW	SHEET 2 OF 1
LOTS	SHEET 3 OF 1
PARKLAND	SHEET 4 OF 1
CURVE AND LINE TABLES	SHEET 5 OF 1
EASEMENT INFORMATION	SHEET 6 OF 1
EASEMENT INFORMATION	SHEET 6A OF 1
EASEMENT INFORMATION	SHEET 1 OF 1

**SYMBOL KEY**

UNLESS LABELED OTHERWISE,  
ALL CORNERS SHOWN AS ○  
ARE TO BE SET 5/8" REBARs  
PER NOTE ON SHEET 1.

CONCRETE MONUMENTS ARE SHOWN:  
CONC. MON. ○

**LEGEND**

Subdivision Boundary Line	-----
Lot Boundary Line	-----
Adjoiner Boundary Line	-----
Easement Boundary Line	-----
Centerline	-----
Fence Line	-x-x-
Existing Utility Pole	○
Building Setback Limit Line	-----

**REVISIONS**

Date	Description
10/10/2006	Per JCPC Checklist
05/15/2014	MINOR FLAT CHANGE
05/23/2016	MINOR FLAT CHANGE
08/23/2016	MINOR FLAT CHANGE
08/16/2017	MINOR FLAT CHANGE

**DRIVEWAY  
CULVERT CHART**

SWALE SECTION permitted on:

- Lot 72-76
- Lot 79-82
- Lot 84-105
- Lot 106 on Potomac Crossing
- Lot 109-110
- Lot 111 on Lafayette
- Lot 112 on Lafayette
- Lot 119 on Potomac Crossing
- Lot 126
- Lot 128 on Lafayette
- Lot 132-133.

All other Lot Frontages require a  
15" CMP (or 13"x11" CMPA) Culvert,  
or approved equivalent.

OWNER/DEVELOPER:  
**BEALLAIR HOMES, LLC**  
5283 CORPORATE DRIVE, SUITE 300  
FREDERICK, MARYLAND 21703  
301-695-6614

SURVEYOR:  
MICHAEL T. WILEY, P.E., P.S.  
WV PROFESSIONAL SURVEYOR NO. 1044  
for  
**BEALLAIR HOMES, LLC**  
5283 CORPORATE DRIVE, SUITE 300  
FREDERICK, MARYLAND 21703  
301-695-6614

FINAL PLAT showing  
Lots 50 - 133 and Residue Parcel A  
**BEALLAIR - PHASE 2**  
HARPERS FERRY MAGISTERIAL DISTRICT  
Map 10 Parcels 3.2-3.4  
Deed Book 975 Page 635 and  
Deed Book 977 Page 490 & 495  
JEFFERSON COUNTY, WV  
JUNE 2006

Plotted: Aug 15, 2017 at 2:05pm S:\CIVIL\New Business\BEALLAIR\PHASE 2\FINAL PLAT\Minor Plat Change 4-2016\Beall-Section2 Minor Plat Change-04052016.dwg

REVISION BY  
**BEALLAIR HOMES, LLC**  
drawn by  
**COLIN J. MITCHELL**  
PROJECT MANAGEMENT  
1488 Engle Mollers Road  
Harpers Ferry, WV 25425  
304-876-9390 (fax: 304-876-3088)

B. C. PARTNERS  
DIST. 4 MAP 10 PAR 2  
DB. 850 PG. 410

B. C. PARTNERS DIST. 4 MAP 10 PAR 3  
DB. 850 PG. 410

05/23/2016 MINOR PLAT CHANGE A

REVISION A BY  
BEALLAIR HOMES, LLC

S 83°17'28" E 2083.66'  
NOTE: MODEL HOME SALES OFFICE  
ON LOTS 2 & 45.

LOT 1 HAS AN EXISTING  
STONE DWELLING.

REVISION A BY  
BEALLAIR HOMES, LLC

REVISION A BY  
BEALLAIR HOMES, LLC

72.0828 Acs.  
RESIDUE "A"  
BEALLAIR HOMES, LLC  
DIST. 4 MAP 10 RESIDUE "A"  
DB. 919 PG. 635

REVISIONS	
Date	Description
10/10/2006	Per JCPC Checklist
05/15/2014	MINOR PLAT CHANGE A
05/23/2016	MINOR PLAT CHANGE A
08/16/2017	MINOR PLAT CHANGE A

IN ACCORDANCE WITH THE 1988 JEFFERSON COUNTY ZONING ORDINANCE SECTION 4.18, MODEL HOMES WITH A STAFFED SALES OFFICE FOR SALES EXCLUSIVELY WITHIN THIS SUBDIVISION ARE PERMITTED PROVIDED THAT THEY ARE CONTAINED ON THE FIRST LOT ON EITHER OR BOTH SIDE OF ANY ROAD/RIGHT-OF-WAY THAT ENTER THE SUBDIVISION PROVIDED ALSO THAT THEY ARE SO DESIGNATED ON THE PRELIMINARY AND FINAL PLATS DURING THE SUBDIVISION PROCESS. MODEL HOMES WITH A STAFFED SALES OFFICE IN ANY OTHER LOCATION WITHIN THE SUBDIVISION NEEDS TO BE APPROVED OR DENIED BY THE BOARD OF ZONING APPEALS AFTER A 15 DAY PUBLIC HEARING. MODEL HOMES WITHOUT STAFFED SALES OFFICES ARE PERMITTED INTERNALLY WITHIN THE SUBDIVISION.

ON JULY 28, 2016, THE BZA APPROVED A VARIANCE TO ALLOW A STAFFED OR UNSTAFFED SINGLE FAMILY DETACHED MODEL HOME ON LOT #11.

ON JULY 28, 2016, THE BZA APPROVED A VARIANCE TO ALLOW A STAFFED OR UNSTAFFED SINGLE FAMILY DETACHED MODEL HOME ON LOT #11.

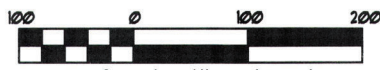
NOTE: THERE ARE NO OFFSITE MAN-MADE STRUCTURES WITHIN 200' DOWNSTREAM OF ANY PIPE OUTFALL.

**SYMBOL KEY**

UNLESS LABELED OTHERWISE, ALL CORNERS SHOWN AS ARE TO BE SET 5/8" REBARs PER NOTE ON SHEET I.  
CONCRETE MONUMENTS ARE SHOWN: CONC. MON.

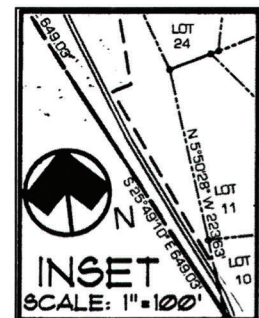
BEALLAIR HOMES, LLC  
DIST. 4 MAP 10  
PARCEL 6J  
DB. 1021 PG. 638

GLENN ESTATE  
DIST. 4 MAP 10 PARCEL 6  
DB. 54 PG. 313



Scale 1" = 100'

PROPOSED LOTS FOR PHASE 2 (Lots 50-133) are shown shaded.  
Proposed Road Right-of-Way Widths are:  
COLONEL BLACK WAY = 50', Cul-De-Sac (CDS) = 100'  
LAFAYETTE STREET = 50'  
ROBINSON WAY = 50' MINIMUM  
POTOMAC CROSSING STREET = 50', CDS = 100' DIA.  
THOMAS BEALL COURT = 50', CDS = 100' DIA.  
CLAYMONT HILL STREET = 50'  
BLAKELEY RIDGE DRIVE = 50'  
BLACKBURN COURT = 50', CDS = 100' DIA.  
CLOVER LEA WAY = 20'



SEE INSET AT LEFT FOR CONTINUATION.

SURVEYOR:  
MICHAEL T. WILEY, P.E., P.S.  
BY PROFESSIONAL SURVEYOR NO. 1044  
BEALLAIR HOMES, LLC  
5283 CORPORATE DRIVE, SUITE 300  
FREDERICK, MARYLAND 21703  
301-635-6614

EXISTING PHASE I  
LOTS 1-49

ALL ADJOINING PHASE I LOTS:  
BEALLAIR HOMES, LLC  
DIST. 4 MAP 10A PARCEL NUMBER = LOT NUMBER  
DB. 919 PG. 635  
See Recorded Plat Envelope 1439B-1442B

FINAL PLAT showing  
Lots 50 - 133 and Residue Parcel A  
**BEALLAIR - PHASE 2**  
HARPERS FERRY MAGISTERIAL DISTRICT

SEE SHEET 4 OF 7 FOR CONTINUATION

Map 10 Parcels 32-34  
Deed Book 915 Page 635 and  
Deed Book 911 Page 490 & 495  
JEFFERSON CO., WV  
JUNE 2006  
SHEET 3 OF 7

Plotted: Aug 15, 2017 at 2:03pm  
S:\CIVIL\New Business\BEALLAIR\PHASE 2\FINAL PLAT\Minor Plat Change 4-2016\Beall-Section2\Minor Plat Change-04052016.dwg

drawn by  
COLIN J. MITCHELL  
PROJECT MANAGEMENT  
1488 Eagle Movers Road  
Harpers Ferry, WV 25425  
304-616-3350 (fax) 304-616-3088

REVISION A BY  
BEALLAIR HOMES, LLC

Model Home

RESIDUE "A"

RESIDUE "A"

RESIDUE "A"

RESIDUE "A"

RESIDUE "A"

RESIDUE "A"

RESIDUE "A"

RESIDUE "A"

RESIDUE "A"



# 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

---

## Zoning Administrator's Report Board of Zoning Appeals Meeting April 25, 2019

### 1) Text Amendments:

- On April 9, 2019 the Planning Commission, in accordance with Article 12 of the Zoning Ordinance, adopted into their work plan a request from Tina Reddington to initiate a text amendment to create provisions to allow event facilities to process.
- The Planning Commission created a volunteer committee to prepare an RFQ for the Subdivision Regulations and Zoning Ordinance updates. The committee is comprised of Mike Shepp, Donnie Fisher, and Steve Stolipher with Wade Louthan as an alternate.
  - On April 9, 2019, the Planning Commission recommended that the RFQ go before the County Commission for consideration.

### 2) Upcoming BZA meeting

- The next regular meeting is scheduled for **May 23, 2019** (deadline for submissions is Monday, April 29, 2019)



# 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

---

## Zoning Administrator's Report Board of Zoning Appeals Meeting April 25, 2019

### 1) Text Amendments:

- On April 9, 2019 the Planning Commission, in accordance with Article 12 of the Zoning Ordinance, adopted into their work plan a request from Tina Reddington to initiate a text amendment to create provisions to allow event facilities to process.
- The Planning Commission created a volunteer committee to prepare an RFQ for the Subdivision Regulations and Zoning Ordinance updates. The committee is comprised of Mike Shepp, Donnie Fisher, and Steve Stolipher with Wade Louthan as an alternate.
  - On April 9, 2019, the Planning Commission recommended that the RFQ go before the County Commission for consideration.

### 2) Upcoming BZA meeting

- The next regular meeting is scheduled for **May 23, 2019** (deadline for submissions is Monday, April 29, 2019)