



**Jefferson County**  
**Board of Zoning Appeals**  
**Thursday, July 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.

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**Approval of Minutes: June 27, 2019**

**Public Hearing – Administer Oath**

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**ITEM #1 FILE #: 19-14-ZV**

Request: Variance from Section 4.9 to decrease the site distance requirement from 35' to 5'; and, Section 10.4B.3 to reduce the required front setback from 25' to 5' for a 2' x 12' monument sign along Martinsburg Pike (Route 45) and the proposed entrance to Seneca Crossing.

Owner: SAB Real Estate 2

Parcel Info: 8272 Martinsburg Pike, Shepherdstown, WV  
Parcel ID: 09008A00190000; 09008A00210000; 09008A00230000 Size: 3.56 combined ac;  
Zone: Residential- Light Industrial- Commercial

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**ITEM #2 FILE #: 19-16-ZV**

Request: Variance from Section 10.4B.2 to increase the permitted freestanding nonresidential sign height from 35' to 65'.

Applicant: Holtzman Oil Corp

Owner: EPIC at Burr Park, LLC

Parcel Info: Burr Industrial Park Subdivision, Lots 16A and 16B, Vacant. Southeast corner of Wiltshire Rd and War Admiral Blvd. Charles Town WV  
Parcel ID: 02000100690000 and 02000100690001; Size: 5.02 ac combined; Zone: Industrial Commercial

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**ITEM #3 FILE #: 19-17-ZV**

Request: Variance from Appendix B and Section 4.11E to allow the proposed modified planting standard from a previous variance for lots within the Burr Industrial Park which was granted in 2016 (ZV16-14); and from Section 8.9A.10 to allow the street tree standard in lieu of the required 50' landscape buffer strip for lots along or .5 miles from a limited access highway.

Applicant: Holtzman Oil Corp

Owner: EPIC at Burr Park, LLC

Parcel Info: Burr Industrial Park Subdivision, Lots 16A and 16B, Vacant. Southeast corner of Wiltshire Rd and War Admiral Blvd. Charles Town WV  
Parcel ID: 02000100690000 and 02000100690001; Size: 5.02 ac combined; Zone: Industrial Commercial

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**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: June 27, 2019

1. Variance from Section 9.6C & 9.7. Owners: Frank and Sandy Kovach. File: 19-11-ZV
  2. Variance from Appendix B. Owners: Saint James Lutheran Church. File: 19-12-ZV.
  3. Variance from Appendix B. Owners: Fellowship Bible Church. File: 19-13-ZV.
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