



**Jefferson County**  
**Board of Zoning Appeals**  
**Thursday, August 22, 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: July 25, 2019**

**Public Hearing – Administer Oath**

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**ITEM #1 FILE #: 19-18-ZV**

Request: Variance from Appendix A to reduce the side setback from 15' to 0' for an existing 15' x 28' garage.  
Owner: Howard and Patricia Quynn  
Parcel Info: Howard and Patricia Quynn Minor Subdivision, Lot 5,  
7017 Flowing Springs Rd, Shenandoah Junction, WV  
Parcel ID: 09001700040012; Size: 1.29 ac; Zone: Rural

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**ITEM #2 FILE #: 19-19-ZV - WITHDRAWN**

Request: Variance from Section 4.10 to waive the requirement of a site plan to install a maximum 1,600 square foot gravel parking lot and from Appendix B to reduce the required parking setback from 15' to 5'. The parking is required as part of the applicant's proposal to convert an existing barn to increase the number of stalls available as part of an existing dog kennel (Tri-State Pet Care).  
Applicant: Andrea Garza, Tri State Pet Care, LLC  
Owner: Robert C & Delia M Garza  
Parcel Info: 10045 Leetown Rd, Kearneysville WV  
Parcel ID: 07001400070000; Size: 24.25 ac; Zone: Rural

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**ITEM #3 FILE #: 19-20-ZV**

Request: Variance from Section 10.2C to allow a 9' (horizontal/long) x 2' (wide) x 8' (high) subdivision/monument sign in the right-of-way (McClaine Way).  
Owner: Seneca Crossing LLC  
Parcel Info: Vacant parcel approx. 530' West of the Shepherd University campus entrance located on Martinsburg Pike, Shepherdstown WV  
Parcel ID: 09000800500000; Size: 4.5 ac; Zone: Residential-Light Industrial-Commercial

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**ITEM #4 FILE #: 19-21-ZV**

Request: Variance from Section 10.4B.3 to reduce the front setback from 25' to 15' for a 9' (horizontal/long) x 2' (wide) x 27" (high) base of a monument sign.  
Applicant: Berkeley Medical Center  
Owner: Seneca Crossing LLC  
Parcel Info: Vacant parcel approx. 530' West of the Shepherd University campus entrance located on Martinsburg Pike, Shepherdstown WV  
Parcel ID: 09000800500000; Size: 4.5 ac; Zone: Residential-Light 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.

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

Meeting: July 25, 2019

1. Variance from Sec. 4.9 & 10.4B.3. Owner: SAB Real Estate 2. File: 19-14-ZV
2. Variance from Sec. 10.4B.2 Owner: EPIC at Burr Park, LLC. Applicant: Holtzman Oil Corp. File: 19-16-ZV.
3. Variance from App. B, Sec. 4.11E & 8.9A.10. Owner: EPIC at Burr Park, LLC. Applicant: Holtzman Oil Corp. File: 19-17-ZV.