



Jefferson County
Board of Zoning Appeals
Thursday, March 26, 2020 at 2:00 p.m.

Members
Jeffrey Bannon, Chair
Tyler Quynn, 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.

Notice of Cancellation

In light of recent federal and state emergency declarations regarding the COVID-19 virus, the Jefferson County County Commission held an emergency meeting on March 17, 2020 and voted to temporarily close all County Offices to the public until April 1, 2020.

Employees are available to assist the public by email and by phone.

As a result of this decision,

the 03-26-2020 Board of Zoning Appeals Meeting is cancelled.

The following advertised items will be heard at the next available meeting at a date to be determined.

Please email zoning@jeffersoncountywv.org with any questions or comments.

Approval of Minutes: February 27, 2020

Public Hearing – Administer Oath

ITEM #1 FILE #: 20-6-ZV

Request: Variance to reduce the side setback from 15' to 1' along the northern boundary to replace a 24' x 24' detached garage that was destroyed by fire.

Owner: Terry and Margaret Walker

Parcel Info: 10179 Leetown Rd, Kearneysville, WV

Parcel ID: 07001400060001; Size: 17.93 acres; Zoning District: Rural

ITEM #2 FILE #: 20-2-CUP

Request: Request by Church Without Walls Ministries of Jefferson County for a Conditional Use Permit to operate a Nonprofit Commercial Use. The subject application is a proposal to operate an outreach ministry to serve the community by offering free clothing, food, financial assistance, etc. The ministry would also focus on outreach projects to benefit youth and senior citizens. Proposed hours of operation would be Tuesdays and Thursdays, 9:00 a.m. – 1:00 p.m.; and Saturdays, 10:00 a.m. – 2:00 p.m. There will be a minimum of two volunteers per shift. A 5' (wide) x 2.5' (high) freestanding sign face is proposed to be located west of the existing structure (if facing the structure, the sign would be to the right). Parking requirements will be met on-site.

Applicant: Church Without Walls Ministries of Jefferson County

Owner: Charles A II & Virgie A Moore

Parcel Info: 194 Huyett Rd, Charles Town, WV

Parcel ID: 06001300040000; Size: .50 acres; Zoning District: Rural

ITEM #3 FILE #: 20-9-ZV

Request: Variance from Section 4.6B and Appendix B to reduce the distance requirement from 75' to 0' on all sides; to reduce the setbacks from 25' to 0' on the eastern property line and 25' to 20' on the northern property line (front); and, to reduce the parking setback from 4' to 0' along the western property line for Church Without Walls Ministries of Jefferson County (File: 20-2-CUP) to operate in an existing residence. No new structures or additions are proposed.

Applicant: Church Without Walls Ministries of Jefferson County
Owner: Charles A II & Virgie A Moore
Parcel Info: 194 Huyett Rd, Charles Town, WV
Parcel ID: 06001300040000; Size: .50 acres; Zoning District: Rural

ITEM #4 FILE #: 20-7-ZV

Request: Variance from Section 4.11 and Appendix B to allow a 50' unscreened buffer (where achievable) in lieu of the required planted landscaping per Standard Detail M-53; and Section 4.6 to reduce the distance requirement from 75' to 40' from the front property line.

Owner: Shepherdstown Public Library
Parcel Info: Lowe Dr. (to be extended), Shepherdstown, WV
Parcel ID: 09000800110000; Size: 4.33 acres; Zoning District: Residential Growth

ITEM #5 FILE #: 20-8-ZV

Request: Variance from Section 4.6B to reduce the distance requirement from 75' to 50' along the western boundary (rear) and from 75' to 25' along the northern boundary (right side); and from Appendix B to reduce the commercial building setback from 25' to 20' along the northern boundary (right side); and to reduce the parking setback from 4' to 0' along the western (rear) and northern (right side) boundaries to allow for the operation of Potomac Crossroads Counseling per File #20-1-CUP.

Applicant: Kathy Morotti, Potomac Crossroads Counseling, LLC
Owner: Kenneth F. Lowe Jr., Rev Trust
Parcel Info: 4781 Kearneysville Pike, Shepherdstown, WV
Parcel ID: 09000800230007; Size: .71 acres; Zoning District: 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 signing of draft Findings/Decisions

Meeting: January 23, 2020

1. Variance from Section 9.7. Owner: Newman Sisk, Jr.. File: 20-1-ZV.
2. Variance from Appendix A. Owner: Michael and Peggy Julian. File: 20-2-ZV.
3. Variance from Section 9.7. Owner: Robert Graham. File: 20-3-ZV.
4. Variance from Section 5.7D.2.b.i(b). Owner: Lutman Land Development, LLC. File: 20-4-ZV
5. Request by Potomac Crossroads Counseling for a Conditional Use Permit to operate a Medical/Dental/Optical Office and/or Professional Office. Owner: Kenneth F. Lowe Jr., Rev Trust. Applicant: Kathy Morotti, Potomac Crossroads Counseling. File: 20-1-CUP.