



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, West Virginia 25414

File #: 21-1-CUP  
R'cvd Date: 3 / 1 / 21  
Mtg. Date: 3 / 25 / 21  
Fee Paid: \$ 300-  
Staff Int.: ght

Email: [zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

Phone: (304) 728-3228  
Fax: (304) 728-8126

Application for a Conditional Use Permit

Project Name

0 Cloverdale Road

Property Owner Information

Name: Kristen Stolipher  
Business Name: West Group Holding LLC  
Mailing Address: 53 Star Sign Lane Mail ☐ Yes  
Phone Number: 304-283-0614 Email Response: Response: ☒ No

Applicant Information

Name: Jeff Whitten  
Business Name: Jefferson Group LLC  
Mailing Address: 212 N. George St, Suite 100, Charles Town WV 25414 Mail ☐ Yes  
Phone Number: 304-724-5564 Email Response: [jwhitten@jeffconst.com](mailto:jwhitten@jeffconst.com) Response: ☒ No

Engineer(s), Surveyor(s), or Consultant(s) Information

Name:   
Business Name:   
Mailing Address:   
Phone Number:   
Email Response:   
Mail ☐ Yes  
Response: ☐ No

Physical Property Details

Physical Address: 0 Cloverdale Rd, Charles Town WV 25414  
Tax District: 2-Charles Town Map No: 16 Parcel No: 02 1600100000000  
Parcel Size: 25324 Sq.Ft. Deed Book: 978 1244 ght Page No: 36 8 ght

Zoning District (please check one)

|                               |                                   |                                     |   |   |  |
|-------------------------------|-----------------------------------|-------------------------------------|---|---|--|
| Residential<br>Growth<br>(RG) | Industrial<br>Commercial<br>(I-C) | Rural*<br>(R)                       | Residential-<br>Light Industrial-<br>Commercial<br>(R-LI-C) | Village<br>(V)                                  | Neighborhood<br>Commercial<br>(NC)         |
| <input type="checkbox"/>      | <input type="checkbox"/>          | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                    | <input type="checkbox"/>                        | <input type="checkbox"/>                   |
| General<br>Commercial<br>(GC) | Highway<br>Commercial<br>(HC)     | Light<br>Industrial<br>(LI)         | Major<br>Industrial<br>(MI)                                 | Planned<br>Neighborhood<br>Development<br>(PND) | Office/<br>Commercial<br>Mixed-Use<br>(OC) |
| <input type="checkbox"/>      | <input type="checkbox"/>          | <input type="checkbox"/>            | <input type="checkbox"/>                                    | <input type="checkbox"/>                        | <input type="checkbox"/>                   |

\* For properties in the Rural Zoning District:

Is property located on a primary or secondary road?

☒ Yes ☐ No

Name of Road and/or Route Number: Cloverdale Rd

State the proposed land use as listed in Appendix C and provide a description of the proposed use.

Property to be used for storage of tools and equipment and as the home office in the future. We intend to use the second as a residence

\* Contractor with Outdoor Storage per 03/01/21 email gtt

Please provide any information or known history regarding this property.

Property was originally used as a bar/private club, then used for operation of business and storage

Please respond in detail to the following questions to show how the proposed project complies with the criteria located in Section 6.3 of the Zoning Ordinance:

1. How is the proposed use compatible with the goals of the adopted Comprehensive Plan? *Section 6.3A.1*

It is compatible because of the growth pressure planned for that area

2. How is the proposed use compatible in intensity and scale with the existing and potential land uses on surrounding properties? How will the proposed project mitigate potential threat to public health, safety, and welfare? *Sec. 6.3A.2*

Land use is commercial/residential which is compatible with our use and poses no threat to public health, safety and welfare

3. Describe how the proposed site development will be designed such that the use will not hinder nor discourage the appropriate development and use of adjacent land and buildings. *Section 6.3A.3*

Property will be used for storage of tools and equipment as well as future home office and not hinder nor discourage development and use of adjacent land and buildings

4. Neighborhood character and surrounding property values shall be safeguarded by requiring implementation of the landscaping buffer requirements found in Appendix B and Section 4.11 of this Ordinance. *Section 6.3A.4*

☒ I am aware of the landscaping buffer requirements and will adhere to them.

☐ I am aware of the landscaping buffer requirements; however, I may be seeking a variance to modify them.

5. For properties in the Rural zoning district, roadway adequacy shall be assessed by the Comprehensive Plan's Highway Road Classification Map. If a rural parcel is not shown as commercial on the Future Land Use Guide or does not front on a Principal Arterial, Minor Arterial, or Major Collector road (as identified in the Comprehensive Plan), the applicant shall submit trip generation data, including Average Daily and Peak Hour trips, for the Board of Zoning Appeals to review in conjunction with the Highway Problem Areas Map when determining roadway adequacy for the proposed use. *Section 6.3A.6*

☐ Applicable (Trip Generation Data attached)

☒ Not Applicable

The information given is correct to the best of my knowledge. Original Signature Required.

Kristen Stalipher 3/1/21  
Property Owner Date

\_\_\_\_\_  
Property Owner Date





dale Road

Cloverdale Road

1508





Building frontage = 40' long

10'-0"

JEFFERSON  
CONSTRUCTION

2'-6"



21-1-CUP - Sign Sketch