

Conditional Use Permit Application

The requirements for a Conditional Use Permit are outlined in Article 6, Section 6.3 of the Jefferson County Zoning and Land Development Ordinance.

While not required, all applicants are encouraged to schedule a Pre-Proposal Conference with the Office prior to the submission of a Conditional Use Permit application.

Please submit the following documents:

☒ Conditional Use Permit Application Form (attached) with application fee

- Application Fee: \$250 + \$50/acre

☒ Site Sketch

- Show location of proposed building(s) / additions to existing buildings
- Show location of proposed parking area
- Show location of proposed access
- Show location of proposed sign(s)
- Show topography, natural features, etc.
- Show existing vegetation and/or location of proposed landscaping

☐ Narrative (optional)

- Description of the proposed land use. May include information pertaining to hours of operation, number of employees, number of customers, etc.
- Traffic characteristics – type and frequency of traffic (i.e. both existing traffic and level of traffic that would be generated by proposed land use.
- Any other relevant information.

☒ List of adjoining property owners and mailing addresses

- This includes the properties located across any road, right-of-way, or easement. The Jefferson County Court House is the source for property owner information.

Note: Approval of a Conditional Use Permit, with or without conditions, allows the proposed land use only. Further processing may be required (i.e. site plan).

A Conditional Use Permit shall become void eighteen (18) months after the date of issuance if the construction or use for which the permit was issued has not commenced. A one-time extension of this time frame may be granted by the Board of Zoning Appeals after evaluation of the hardship involved with noncompliance of this regulation. The length of time extended shall be at the discretion of the Board of Zoning Appeals and shall not exceed eighteen (18) months. (Section 3.2G)

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AUG 29 2022



JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 East Washington Street, 2nd Floor
P.O. Box 716
Charles Town, West Virginia 25414

File #: 22-7-CUP
R'cvd Date: 8/29/22
Mtg. Date: 09/22/22
Fee Paid: \$ 400-
Staff Int.: gt

Email: zoning@jeffersoncountywv.org

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

Application for a Conditional Use Permit

Project Name

Property Owner Information

Name: Crossroads Church Trustees
Business Name: Crossroads Church
Mailing Address: 950 Foxcroft Ave. Martinsburg, WV 25401
Phone Number: 3042601341 Email Response: dustinbrown@xrchurch.net Mail ☐ Yes
Response: ☒ No

Applicant Information

Name: KOLAWOZ OSTROM E
Business Name: KINCHOM VENTURES LLC
Mailing Address: 202 Foxcroft Avenue Martinsburg WV 25401
Phone Number: 240 476 0741 Email Response: gemini124@gmail.com Mail ☒ Yes
Response: ☐ No

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

Name: Butch Cazin
Business Name: Long + Foster
Mailing Address: _____
Phone Number: _____ Email Response: butch@buthcazin.com Mail ☐ Yes
Response: ☐ No

Physical Property Details

Physical Address: 7595 Martinsburg Pike
Tax District: 09 Map No: 7B Parcel No. 1
Parcel Size: 8.000 2.69ac Deed Book: 1145 Page No: 692

Zoning District (please check one)

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

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

See attached gti

Please provide any information or known history regarding this property.

PROPERTY WAS PREVIOUSLY USED AS A CHURCH WITH THE CROSS ROAD CHURCH

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 THE PROPOSED USE IS COMPATIBLE WITH ADOPTED CP IN THE FOLLOWING WAYS: IT ALLOWS FOR GROWTH OF THE AREA WITHOUT ANY FURTHER UNDUE BURDEN TO THE COMMUNITY. THE NEW PROPOSED USE LESSENS TRAFFIC, PROVIDES MUCH NEEDED SERVICE TO THE COMMUNITY.

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

PROPOSED USE WILL SUBVINE TRAFFIC IN THE SENSE THAT NO PROLONGED PARKING OR HEAVY PARKING BURDEN THAT OCCURRED WITH THE CHURCH. PROPOSED USE IS FOR URGENT CARE

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

THE PROPOSED BRINGS NO FURTHER UNDUE BURDEN COMPARED TO PREVIOUS USE - THE TRAFFIC BURDEN, NOISE BURDEN WILL BE VIRTUALLY ELIMINATED COMPARED TO PREVIOUS CHURCH USE.

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.



Property Owner

8/26/22

Date

Property Owner

Date

Addendum To Conditional Use Permit Application

Dear County Official/Council,

To Whom It May Concern

The commercial property on 7595 Martinsburg Pike, shepherdstown wv is under contract for our purchase. The current proposal is to use this building for a medical practice in the form of an urgent care. This is a service that is not currently available in the community and we will love to serve the community in this way.

In comparison to previous use of property, there will be no traffic burden in the parking lot and adjoining community due to the quick nature of patient visits with urgent care. In our current medical office there has never been any traffic issues in the 6years we have owned the practice.

The proposed practice will employ over 4 -5 employees to start. At the outset we will expect 10 to 15 patients per day. And when fully operational we expect 30 to 40 patients a day. Proposed hours of operation are 9am to 7pm daily.

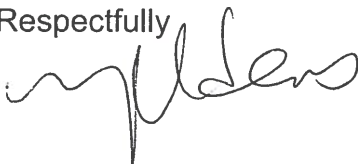
Further we intend to rent out retail spaces to other specialist medical practices and allied medical ventures.

Now previous occupancy of this property was for religious purposes. The crossroad church occupied the space as upward of 1,000 members which brought an undue traffic burden to the community. This burden persists for the entire duration of church service which spans many days of the week.

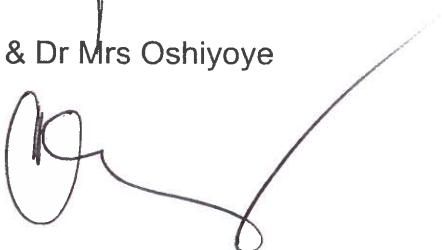
Signage for the building will be similar to what is currently there.

Our 5 year plan is to expand the building to accommodate tenants.

Respectfully



Dr & Dr Mrs Oshiyoye



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AUG 29 2022

JEFFERSON COUNTY PLANNING
ZONING & ENGINEERING

My Map



User Notes:

Map created on August 29, 2022

Owner(s):

No Parcel Selected

Address:

No Parcel Selected

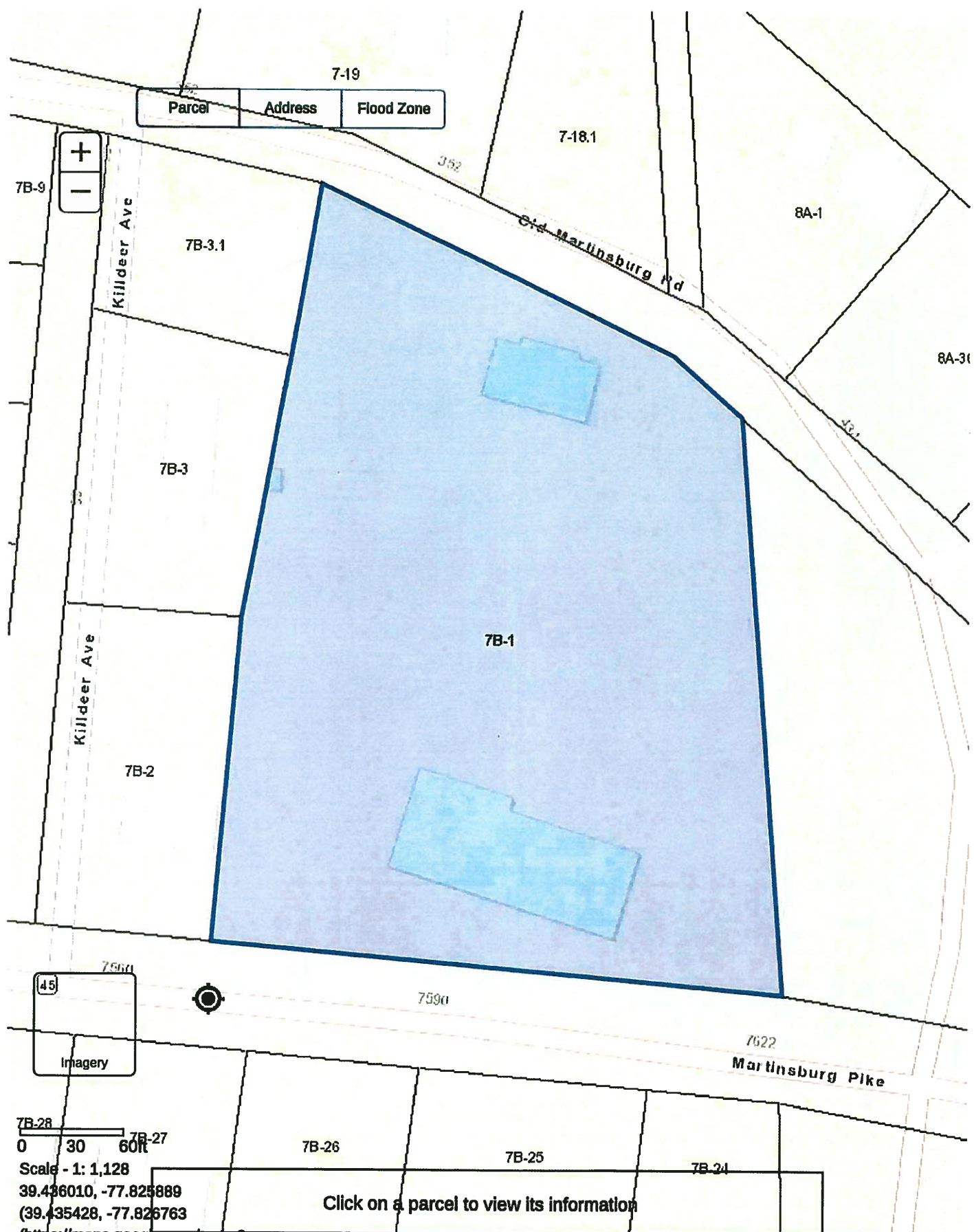
Class Type:

No Parcel Selected

Legal Description:

No Parcel Selected





WV Real Estate Assessment Data



[About](#)
[New Search](#)
[Structure Drawing](#)

Parcel ID 19-09-0078-0001-0000 **Tax Year** 2022 **County** Jefferson **Date** 6/27/2022
Root PID 19090078000100000000

Property Owner and Mailing Address

Owner(s) CROSSROADS CHURCH TRUSTEES
Mailing Address SHEPHERDSTOWN, WV 25443

Property Location

Physical Address 7595 MARTINSBURG PIKE
E-911 Address See end of report for listing of multiple E-911 addresses for this parcel
Parcel ID 19-09-0078-0001-0000
County 19 - Jefferson
District 9 - Shepherdstown District
Map [0078](#) (Click for PDF tax map)
Parcel No. 0001
Parcel Suffix 0000
Map View Link <https://mapwv.gov/parcel/?pid=19-09-0078-0001-0000>

General Information

Tax Class	Book / Page	Deeded Acres	Calculated Acres	Legal Description
3	1145 / 692	1.000	-	GANO
3	1145 / 692	1.000	-	2.69 A., GANO
		2.69		

Cost Value

Dwelling Value \$170,800
Other Bldg/Yard Values \$1,017,320
Commercial Value ---

Appraisal Value

Land Appraisal \$112,700
Building Appraisal \$1,188,100
Total Appraisal \$1,300,800

Building Information

Property Class R - Residential
Land Use 620 - Religious
Sum of Structure Areas 2,790
of Buildings (Cards) 2

Card	Year Built	Stories	CG	Architectural Style	Exterior Wall	Basement Type	Square Footage (SFLA)	Building Value
2	1980	1	2P	Conventional	Brick	Full	2,790	\$170,800
							2,790	\$170,800

Map View Link <https://mapwv.gov/parcel/?pid=19-09-0078-0001-0000>

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Card	Year Built	Attic	Fuel	Heat System	Heat/AC	Bedrooms	Full Baths	Half Baths	Total Rooms
2	1980	None	Electric	Electric	Central A/C	3	2	1	7
						3	2	1	7

Other Building and Yard Improvements

Bldg/ Card #	Line	Type	Year Built	CG	Units	Size	Area	Replace Cost	Adjusted Replace Cost
1	1	Church Exempt	1964	22	1	40x60	2,400	\$149,140	\$269,640
1	2	Church Exempt	1987	22	1	x	4,648	\$413,540	\$747,680
						2	7,048	\$562,680	\$1,017,320

Flood Zone Information

Learn more at [WV Flood Tool](#)

Acres (c.)	Risk	
2.69	Low	This parcel appears not to be within any identified flood hazard zone.

Sales History

[Learn More](#)