



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 #: 23-1-CUP  
R'cvd Date: 01/03/23  
Mtg. Date: 01/26/23  
Fee Paid: \$ 1,150  
Staff Int.: gt

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

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

**Application for a Conditional Use Permit**

**Project Name**

"The Quarry" a special event facility

**Property Owner Information**

Name: Alexis Bonnell & Kerian McManus

Business Name: \_\_\_\_\_

Mailing Address: 144 Quarry Run Road, Harpers Ferry, WV 25425

Phone Number: 703-888-6314 Email Response: alexisbonnell@gmail.com Mail ☒ Yes  
Response: ☐ No

**Applicant Information**

Name: Alexis Bonnell

Business Name: \_\_\_\_\_

Mailing Address: 144 Quarry Run Road, Harpers Ferry, WV 25425

Phone Number: 703-888-6314 Email Response: alexisbonnell@gmail.com Mail ☒ Yes  
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: 144 Quarry run Road, Harpers Ferry, West Virginia, 25425

Tax District: 04 Map No: 0004 Parcel No. 0008

Parcel Size: 21.14 acres Deed Book: 1232 Page No: 524

**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)

☐

General  
Commercial  
(GC)

☐

Highway  
Commercial  
(HC)

☐

Light  
Industrial  
(LI)

☐

Major  
Industrial  
(MI)

☐

Planned  
Neighborhood  
Development  
(PND)

☐

Office/  
Commercial  
Mixed-Use  
(OC)

☐

\* 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: Engle Switch Road (Minor Collector Road)

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

Small event venue, special event facility, please see additional included description

**Please provide any information or known history regarding this property.**

Was a working quarry, currently in a rural area mainly surrounded by farms and residential properties. The property is our home as well as a location where we occasionally host airbnb guests in our primary residence and have applied and recieved appropriate appraols from the county for that purpose.

**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 because the primary use will remain residential and the business aspect will remain compatible in scale and intensity with the rural environment. This supports economic, recreation, tourism, and other goals of the comprehensive plan, please see additional attached information.

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*

This will be a small event venue only, with limited use in a given year expected around 15 occasions. It will adhere to all local noise restrictions. Porta potties will be provided and regularly maintained. Cars will be generally limited to approximately 30 vehicles or small group transport will be required.

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*

Small event use would not change the character of local or adjacent development or use of adjacent land and buildings. The use would not change the experience of the property physically nor impede nieghbors current use or future use of their properties.

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

12/30/22

Date



Property Owner

12/30/22

Date

**Project Business Name: *The Quarry***

I am requesting to utilize our unique property for a small event venue, and conditional use as a special event facility, to host special occasions, moments, and memories for people. This might include small weddings, family picnics or reunions, bereavement service location, wedding proposals, scout troops, rehearsal dinners, corporate retreats or other small and constrained gatherings.

This would be made available by advance booking only. There would be no open and public access. All events would have to be pre-arranged and meet event requirements.

**Event requirements:**

- All events must be completed by noise ordinance hours and adhere to previously agreed attendee and vehicles limits.
- All events must provide a timeline that clearly indicates a flow of events that respects hours of operation and noise restrictions
- Expected hours of events would be 11am-9pm, 10 pm max *but will comply w/ local ordinance*
- All events must meet noise ordinance restrictions
- The only full-time employees would be the residence owners. However a local special event venue creates a unique partnership with local caterers, photographers, florists and other event specialty companies in the area.
- Other other staff required would be provided by the event planning and vendors like caterers.
- All waste must be placed in the provided dumpster or removed at the end of the event.
- Events will not be accepted that are expected to be overly boisterous, as an example there will be no bachelor or bachelorette parties.

**Event numbers:**

I expect most events to be between 10-50 people, with a few events each year that are between 50-100, no event will exceed 125 people. I expect an average of about 15 events per year.

I plan to restrict car access to approximately 30 vehicles, and have dedicated parking at the bottom of my property away from neighbors to accommodate this. I will encourage any event that expects to require transport of more than 30 cars to use small rental transport like party buses to reduce the traffic on our site.

In the instance of a larger event, I can use an alternative upper gate entrance which is direct access from Engle Switch Road onto my property, removing the need for any guest to drive on a road shared with neighbors.

All event elements will occur at the lower end of my property, which has no direct neighbor adjacency, to further limit any disruption.

I am happy to add any trees, or fencing that is preferred or requested by my adjacent neighbors and their specific property that lessens any perceived or real impact on them.

I have already planted over 300+ trees (Green Giants) along my fence line that are approx 4-5' in height.

I will not have any permanent signage on the main road, outside of no trespassing signs. On the day of an event, temporary directional signage only will be used in order to limit any disruption to a neighbor. I will provide my direct contact information to all neighbors to ensure that they can reach me in the instance of any concern.

Events would use the outdoor beach, picnic and dock areas. There is a flat space where a temporary tent can be erected. Additionally, a small empty converted garage can be used in the event of bad weather.

I will provide permanent porta potties on site and will have them serviced weekly. So there is no strain on the residential plumbing.

I am not proposing any new buildings and propose to utilize grass parking.

I will ensure adherence to all relevant set-backs and ensure Neighborhood character and surrounding property values shall be safeguarded by requiring implementation of the landscaping buffer requirements as well as potentially cover the cost and construction of reasonable neighbor preferred additional screens if appropriate.

**Trip Generation Calculations:**

We understand that Engle Switch Road is classified as a Minor Collector Road, and thus have used the attached Trip Generation approach (see later document in package) to estimate that our average trip generation rate would be calculated for our average size event which we expect to be 25-50 people, but are calculating for the purpose of over-estimation an event capacity of our preferred max which is 125 people. Our calculation according to document guidance we found attached is to calculate the following:

75% event capacity max = 93

Wedding party and vendor early arrival (more than 1 hour before ceremony)= 10% = 9

93-9= 84

Assume 2 guest per vehicle which is approximately 42 vehicles.

Trip generation is an average of .3, which means that those 42 vehicles would be distributed over the arrival hour in .3 spread.

NOTE- We generally expect far smaller events AND to limit cars to 30 max in most event circumstances, so our numbers will be far lower than this.

In the instance of an event with around 100 attendees, if traffic was a concern, we could utilize both the main entrance road, as well as our field private entrance to disperse the traffic off the road at 2 times the speed.

**How is the property currently used:**

The property is currently our primary residence and occasionally we rent out our basement on Airbnb and have obtained the zoning approvals to do so.

**Any known information/history regarding this property:**

This property was previously a working rock quarry, until it was sold for private use, the property was split up into Rural-zoned parcels with residential use. This parcel is approximately 21 acres and in the middle of it is the rock quarry lagoon which is filled with water.

I applied for zoning permission to airbnb my basement and do so occasionally.

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

The proposed use is compatible because the primary use will remain residential and the business aspect will remain compatible in scale and intensity with the rural environment.

We believe we can contribute to the comprehensive plan and vision for Jefferson County in a few main areas:

1. Economic Development, Employment, and Infrastructure (includes Transportation & Tourism)
  - a. We believe this will contribute to the local business community relevant to special events including driving hotel and overnight bookings at local accommodation, business with photographers, caterers, transport, florist, and other local specialty providers. We plan on

maintaining a “preferred list of vendors” that are located in Jefferson County. These businesses all employ critical local talent. We also believe that success will mean part-time roles at our location for local talent as well. We of course will contribute to local, state and appropriate tax revenues, and most of all, these special events are amazing opportunities to introduce tourists especially local but also others to the amazing beauty and bounty of the Jefferson County area.

## 2. Cultural and Natural Resources, and Recreation

- a. The Quarry is an incredibly beautiful natural resource where special event participants can take part in recreation activities where appropriate like canoeing, fishing, swimming etc. It is important to us to use this opportunity to both share access with others to this amazing location while being mindful and intentional about limiting the imposition on surrounding neighbors and protecting its ecology. We have already opened access upon request to our neighbors to the Quarry far more than previous owners to ensure more can enjoy its beauty while maintaining our rights as property owners.
- b. We believe we meet Goal 8.6.c perfectly which is focused on: *Provide more alternatives to promote rural tourism and rural land uses.*
- c. *Goal 9.1.A . Increase awareness of public and private recreational opportunities that are available to visitors and residents of Jefferson County.*
- d. *Goals 14/15.1.A Identify and implement ways to balance accessibility to, and awareness of, historic sites with privacy and property rights of landowners.*

## 3. Conservation and maintaining Rural land use.

- a. Our approach to the special event facility allows us to maintain the unique landscape of the Quarry as well as maintain the special open rural land footprint without adding any additional disruption or development.

Additionally, in the Additional Information Sections that follow, please see a letter I mailed to all of my neighbors on January 3rd in hopes that I can continue to be available and open to constructive dialog and feedback to ensure that our pursuit of this dream of ours does not negatively impact our neighbors.

Thank you for your consideration. I hope we can in a small way, contribute to the local economy and further fulfill people's experience in our Wild and Wonderful West Virginia!

### **Additional Information**

**Sketch:** Included See next pages:

**Trip Calculation Approach Description**

**Adjoining Properties Per Tax Map:**

**Copy of Letter sent to my neighbors:**

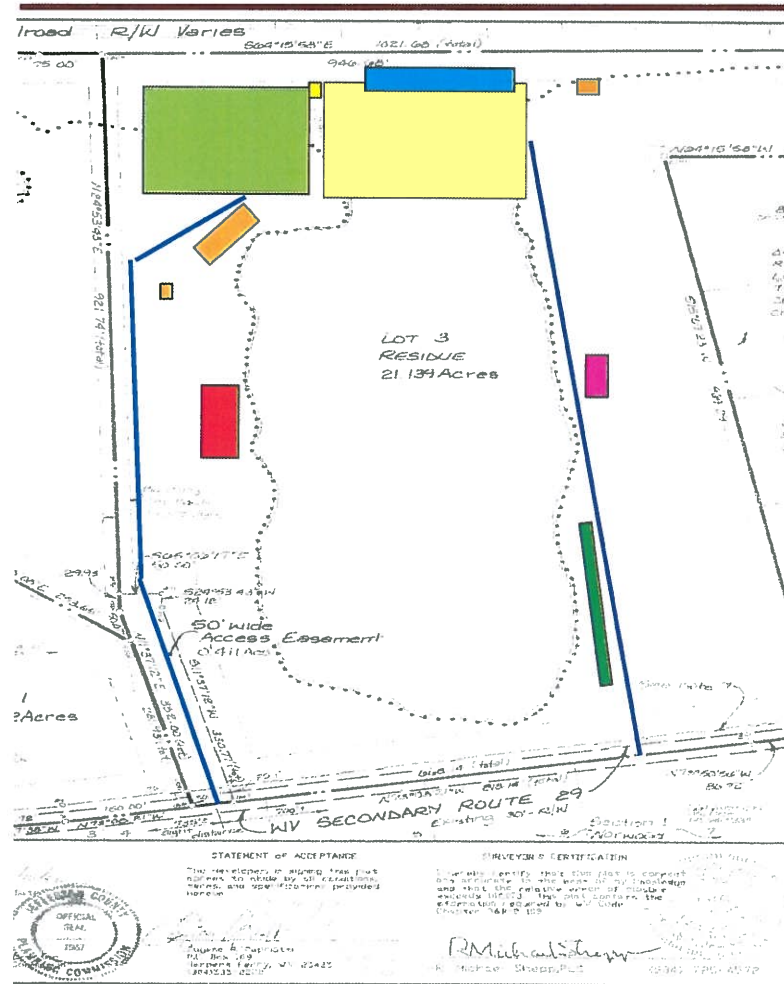
Sketch

## The Quarry

### Suggested Land use layout

#### Legend Sketch:

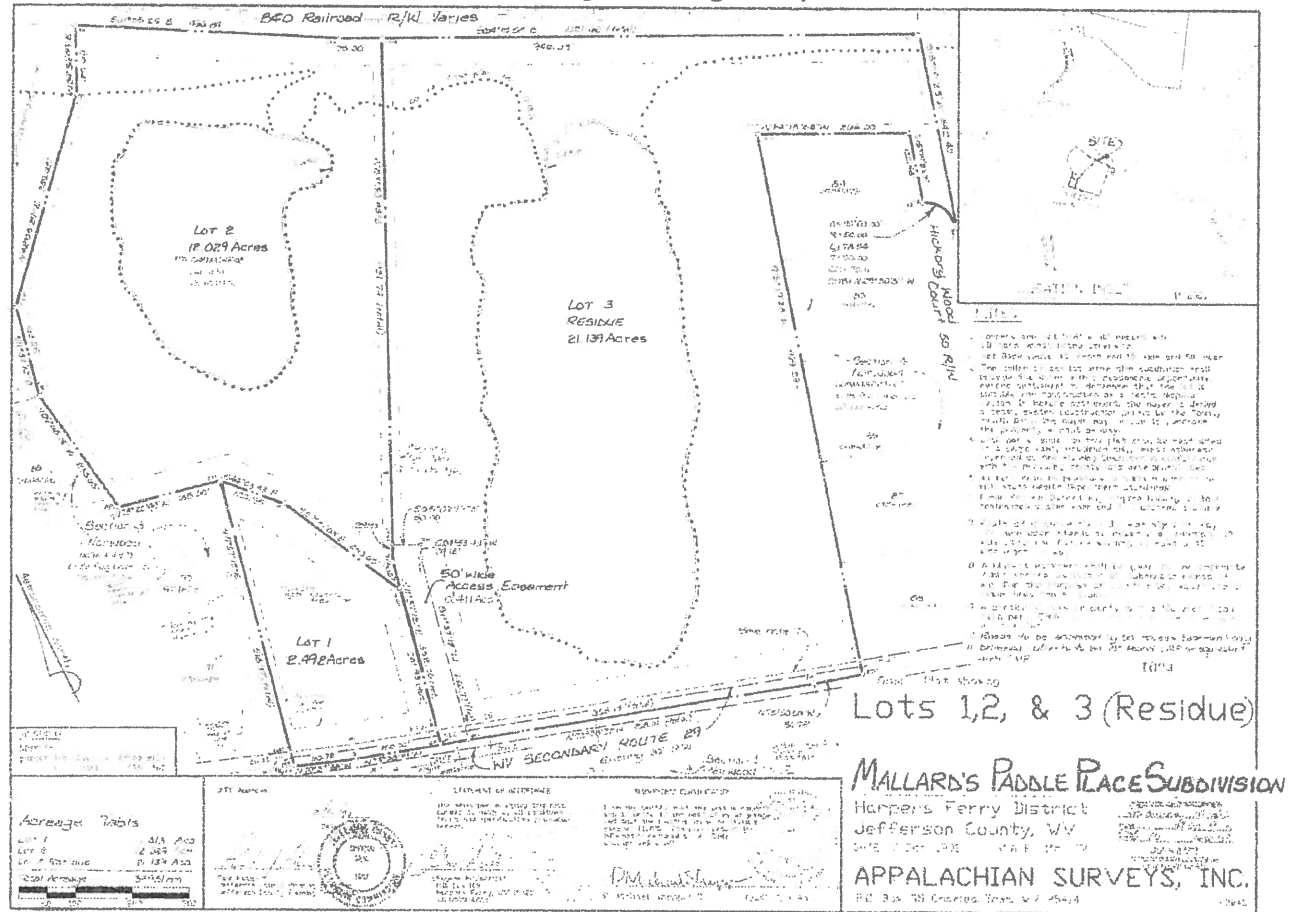
- Yellow**- proposed event space (includes picnic, beach, docks)
- Aqua**- 100 year old concrete gravel hopper
- Dark Green**- Proposed Event Parking (34+ spaces)
- Red**- Primary Residence (Not available for event)
- Orange**- Sheds, Outbuildings (Private not for event use)
- Hot Pink**- In case of inclement weather shelter (24x32' finished garage)
- Blue**- Main road in
- Purple**- Alternative Road, at gate break, (on my property only)
- Bright green**- overflow parking, additional 25 spaces if required, cars park facing quarry to not have lights bother neighbors, do not expect to need to use
- Brown**- Railroad at back/bottom of property
- Bright Yellow**- Porta Potties
- Setbacks**- As per indicated on official Plat



## Platt Zoom in

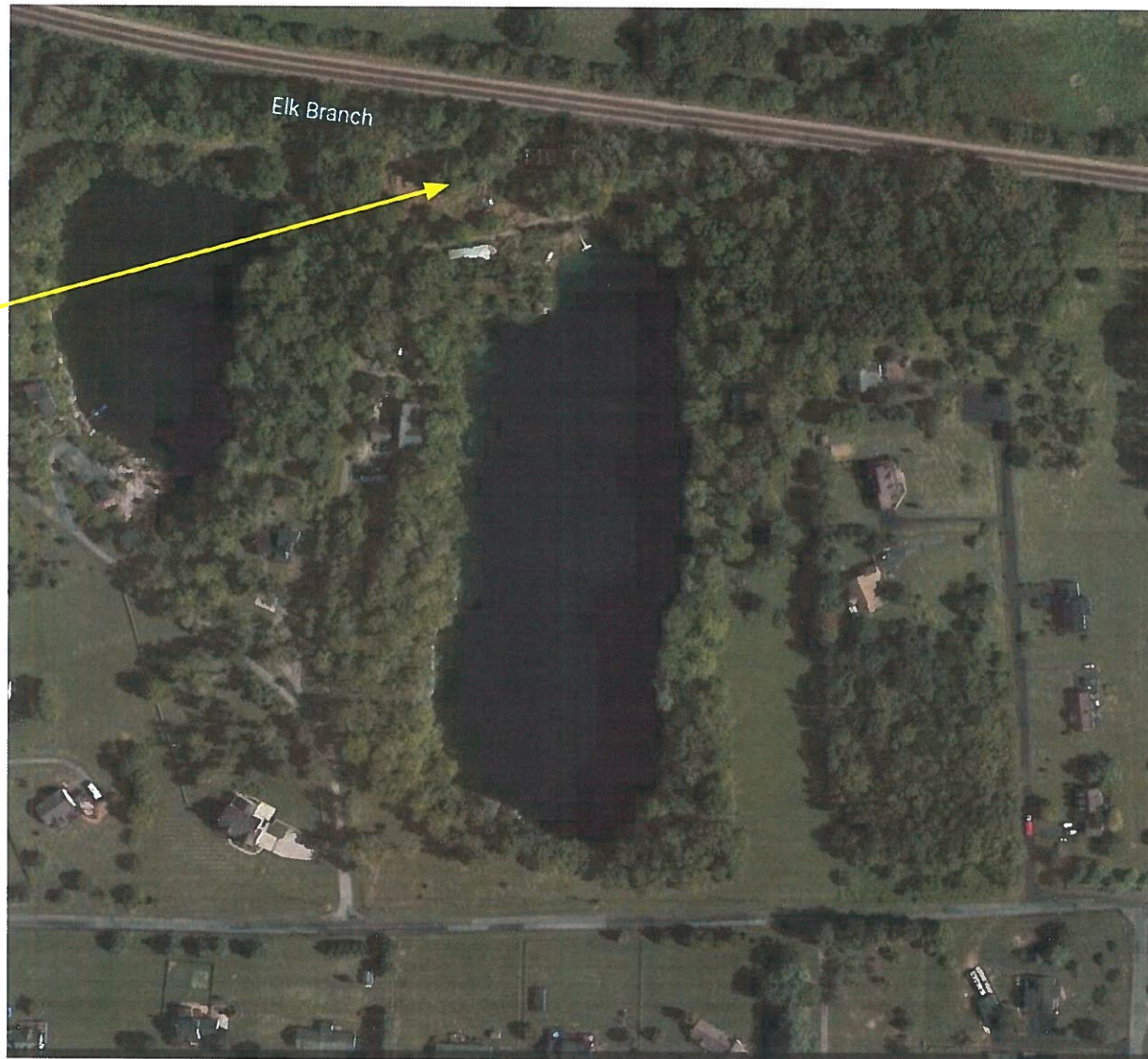


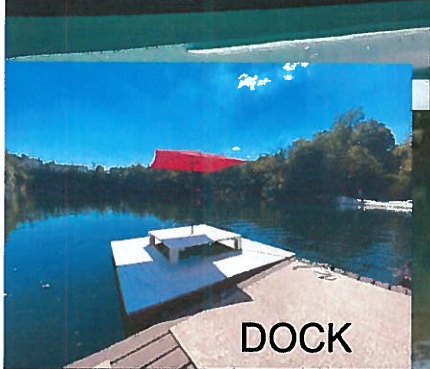
## Platt Zoomed out, with Neighboring Properties



While this is an older Google Earth shot, most of the trees and other topography are consistent.

This area has been a bit more cleared for greater parking ease.





DOCK



Beach cabana (repurposed run-in shed)

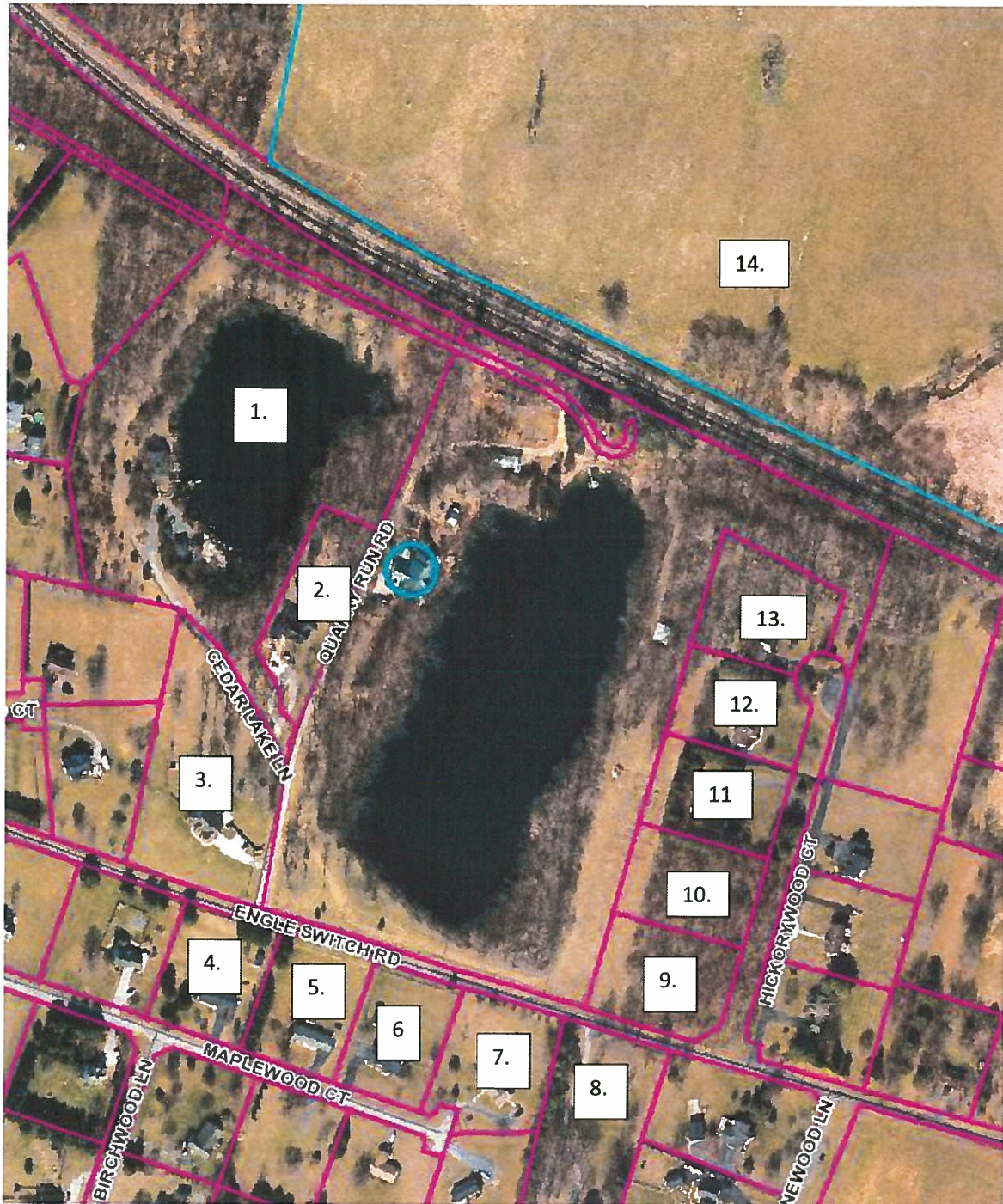


Beach



Picnic Area and old Gravel Hopper

adjoining properties



**Adjoining Properties Per Tax Map:**

1. Pamela Underhill Living Trust  
P.O. Box 709  
Harpers Ferry, WV 25425
2. Douglas Keefer & Wesley Godfrey-  
Keefer  
24 Cedar Lake Lane  
Harpers Ferry, WV 25425
3. Matthew and Denise Cockerham  
21 Quarry Run Road  
Harpers Ferry, WV 25425
4. Mark & Christine Whitmore  
185 Maplewood Court  
Harpers Ferry, WV 25425
5. Madonna Ashley  
223 Maplewood Court  
Harpers Ferry, WV 25425
6. Patrick & Michelle Hopwood  
251 Maplewood Court  
Harpers Ferry, WV 25425
7. Karen Miller  
277 Maplewood Court  
Harpers Ferry, WV 25425
8. Eric & Joanne Cembrook  
396 Engle Switch Road  
Harpers Ferry, WV 25425
9. Richard & Alicia Pierce  
39 Hickorywood Court  
Harpers Ferry, WV 25425
10. Bradley & Joselyn Woodcock  
47 Hickorywood Court  
Harpers Ferry, WV 25425
11. Elisa Ballard  
91 Hickorywood Court  
Harpers Ferry, WV 25425
12. Maria & Caleb Skowronski  
107 Hickorywood Court  
Harpers Ferry, WV 25425
13. Henry & Gloria Lee  
143 Hickorywood Court  
Harpers Ferry, WV 25425
14. Springdale Farm, LLC  
P.O. Box 1140  
Inwood, WV 25428

Dear Valued Neighbor,

1/2/23

Kerian and I have been so blessed to find our home in West Virginia. We have found the Quarry to be an incredible place to heal and celebrate special moments. We also were lucky enough to witness others' special moments over the past challenging three years at the Quarry including some friends' marriage proposals and a small wedding and elopement of our close friends over the last few years. As well as a few bereavement services for friends and members of the local community who had lost loved ones and who asked to do the service at our property. We hope that those times were never a source of headache or bother for you.

We always strive to be the best of neighbors and to be the type of people you can reach out to with any concern or complaint and we will try to do the right thing.

In that spirit, I wanted to reach out and let you know of a dream I am pursuing, and to encourage you to let me know if you have any concerns, or requests as I look to appropriately navigate this. Both to continue to be a great neighbor and citizen of Jefferson County.

I would like to be able to invite more people to create and share special moments at the Quarry. This might include small weddings/elopements, family reunions, remembrance services, scout troupe events, picnics, etc. (small events)

These events would adhere to all noise guidance and hour restrictions, as well as vehicle number restrictions. My thought right now is I expect to cap the number of events per year to around 15.

This is first and foremost Kerian's and my home, and we are both employed full-time, so this would be a small occasional opportunity to share our space and would not be created to replace our normal work, nor become a site that was open to the public or constant use.

As I put my plan together, if you are interested, I am happy to take your consult, advice and great ideas. I again, simply love the magic of sharing this very special place and am looking to find a structured way to pursue that, while not infringing on any of the delight you take in your properties as my neighbor.

Formalizing this will include my requesting the county for a conditional permit to allow this as a use of my property. The process will include me posting a temporary notice sign, a notice in the local paper as well as a certified letter to each of you as my neighbors.

I felt it was important that I be the first one you hear about my dream from and please let me know if you have any concerns, and if you are supportive, any letter to that effect would mean the world to me.

Most of all, I hope this letter finds you well and that you are happy and thriving. Feel free to email me at [alexisbonnell@gmail.com](mailto:alexisbonnell@gmail.com) or text me at 703-888-6314 if you have thoughts, insights and advice.

Best,  
Alexis

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

2000 Ashford  
97 Hickory Court  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Alaina & Caleb Brown  
1075 Hickory Court  
Harpers Ferry, WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

modern Ashby  
225 Maplewood Court  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Karen Miller  
272 Maplewood Court  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Paul & Family  
10 W. 5th  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

patrick & michelle Harwood  
251 Maplewood Court  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Eric & Jamie Cornbuck  
371 Eagle Smith Road  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Doug, Wes, & Family  
24 Cedar Lake Lane  
Harpers Ferry, WV 25425

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144 Quarry Run Road  
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Inwood, WV 25428

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Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Michael & Allen Price  
39 Hickory Court  
Harpers Ferry, WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Matt & Denise  
21 Quarry Run Road  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

B/A & Gloria Lee  
143 Hickorywood Court  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Bridley & Jocelyn Woodcock  
47 Hickorywood Court  
Harpers Ferry WV 25425

A. Bonnell & K. McManus  
Temple Asset Management  
144 Quarry Run Road  
Harpers Ferry, WV 25425

Mark & Christine Whitmore  
185 Maplewood Court  
Harpers Ferry WV 25425

# Estimating Trip Generation and Distribution for a Wedding Venue



By Mike Spack

February 13, 2018

10th Edition Trip Generation Manual, trip gen special occasion, Trip Generation, tripgeneration.org, wedding venue

By Mike Spack, PE, PTOE

Kent Harbert from the Colorado DOT reached out to me wondering if we have trip generation data for wedding venues. We don't, but we've estimated trip generation for a couple of wedding venues and I emailed our rough process to Kent. Kent ran with it and put together the draft guideline below for use in Colorado.

**Why am I sharing this with my readers?** I want to share this with you as it's a good process to think through for estimating trip generation at special events. I would however, like to get your thoughts on calculating trip generation data for special events.

1. **What Do You Think?** Kent and I would like to hear from you if you have thoughts on the guideline. Please add your thoughts to the comment section.
2. **Wedding Venue Data.** If you have trip generation data for wedding venues, please email data to me at [mspark@spackconsulting.com](mailto:mspark@spackconsulting.com) and we'll add it to our free [TripGeneration.org](http://TripGeneration.org) dataset. I'd like to share your data with Kent and the rest of the world.

*From Kent Harbert, Colorado DOT:*

*The ITE Trip Generation Guide does not include a land use category for wedding venues. It is, therefore, desirable to establish a standard methodology to project the trip generation rates and the trip distribution assumptions. The following is proposed:*

## **Trip Generation**

*A wedding is a single event at a pre-established time. All of the wedding party and wedding guests will be in attendance at the ceremony. Therefore, the trip generation rate will be based on the capacity of the area within the venue to be used for the ceremony*

*Typically, a wedding party will rent a venue with a capacity near the size of their wedding. Estimate that 75% of the venue capacity will be the typical size used for trip generation.*

*Estimate that the wedding party and vendors represent 10% of those attending the wedding and that they arrive more than one hour before the ceremony. The remaining 90% will arrive during the one-hour period before the ceremony.*

Many of the wedding guests travel together as couples, families or groups of friends. Assume there will be 2 to 2.5 guests per vehicle.

Using the above factors gives a range of 0.27 to 0.33 for the trip generation factor as a function of the venue capacity. Use an average rate of 0.30 with 100% entering.

If the venue does not include a reception area use the same 0.30 rate for the exiting trips. If the venue has a reception area the exiting traffic will be dispersed over a few hours. Use a rate of 0.12 ( $0.30 \times 40\%$ ) for the peak hour of exiting vehicles.

### **Trip Distribution**

Trip distribution for a wedding venue is not like other land uses where the traffic in one direction plus the traffic in the opposite direction totals to 100% of the design hour volume. For a wedding venue the majority of the traffic can be to and from one direction for one wedding and to and from the other direction for a different wedding. The two distributions need to be analyzed separately, not averaged.

### **Free Trip Generation Data at TripGeneration.org**

At **Spack Consulting**, we collect local data on many, if not most, of our traffic studies. And we make that data available to you for free. This living document now includes over 10,500 hours of data and allows you to see the full 24-hour data collected. Go to **TripGeneration.org** to download the raw data we've collected.

**Interested in helping us collect trip generation data?** We have a limited supply of **COUNTcam 2 traffic video recorders** that we lend to companies to collect traffic data, and make available on **TripGeneration.org**. If you would like to use a camera to collect your next turning movement count and participate in our trip generation data collection, please contact us at [sales@countingcars.com](mailto:sales@countingcars.com).



**Mike Spack, PE, PTOE**

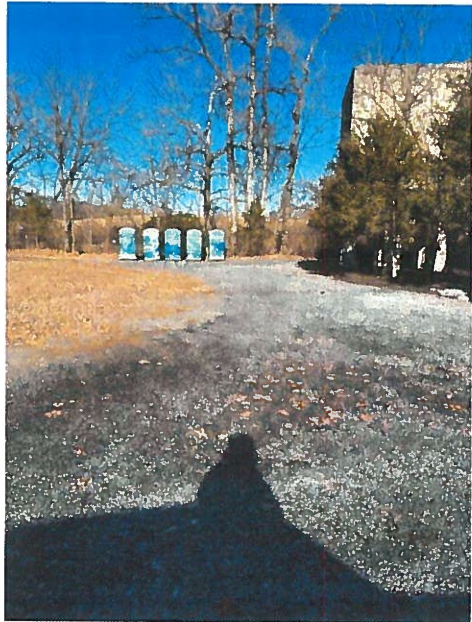
Mike is the founder of Spack Enterprise and creative force and principal writer behind MikeOn Traffic.

He is the recognized industry leader of traffic studies and traffic data collection. He is also the author of numerous industry leading guides used by transportation professionals around the world and presenter for Traffic Corner Tuesday webinars.



Resource: <http://www.spackconsulting.com/estimating-trip-generation-distribution-wedding-venue/>

Main Parking Area



## 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 *no new buildings*
  - Show location of proposed parking area *done*
  - Show location of proposed access *done*
  - Show location of proposed sign(s) *none*
  - Show topography, natural features, etc. *done*
  - Show existing vegetation and/or location of proposed landscaping *grass, shrubs, etc.*
- ☒ **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**
  - 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)