



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

File #: 23-5-CUP
R'cvd Date: 05 / 01 / 23
Mtg. Date: 05 / 25 / 23
Fee Paid: \$ 750.00
Staff Int.: jth

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Application for a Conditional Use Permit

Project Name

Property Owner Information

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

Applicant Information

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

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

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

Physical Property Details

Physical Address: _____
Tax District: _____ Map No: _____ Parcel No: _____
Parcel Size: _____ Deed Book: _____ Page No: _____

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: _____

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

Please provide any information or known history regarding this property.

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*

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*

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*

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. Commercial and Industrial Uses shall be in conformance with Section 8.9 of the Zoning Ordinance.

☐ I am aware of the standards outlined in Section 8.9 of the Zoning Ordinance and will be in compliance.

6. 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. Property Owner Signature Required.



4.26.2023

Property Owner

Date

Property Owner

Date

Planning Department

From: Mike Nalepa <mnalepa@streettrafficstudies.com>
Sent: Thursday, April 27, 2023 8:05 AM
To: Trevor M. Frederick
Subject: RE: Valley Storage-Shepherdstown

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Trevor,

Existing 48,000 s.f.	Daily = 70 trips	AM = 2 in/2 out 4 total	PM = 3 in/4 out 7 total
Proposed 19,373 s.f.	Daily = 28 trips	AM = 1 in/1 out 2 total	PM = 1 in/2 out 3 total
Total 67,373 s.f.	Daily = 98 trips	AM = 3 in/3 out 6 total	PM = 4 in/6 out 10 total

Let me know if you need anything more.

Thanks,

Mike

From: Trevor M. Frederick <TFrederick@fsa-inc.com>
Sent: Wednesday, April 26, 2023 11:08 AM
To: Mike Nalepa <mnalepa@streettrafficstudies.com>
Subject: Valley Storage-Shepherdstown

Mike,

Can you run me some trip generation numbers for the following?

We are proposing 19,373 SF of new self-storage space on an existing storage site. The existing storage space is 48,000 SF.

I need the following:

- ADT (new/existing)
- AM peak/PM peak (new/existing)

Can you get to me by Monday (5/1)?

Thanks,

Trevor Frederick PE
Vice President

FREDERICK, SEIBERT & ASSOCIATES, INC.

CIVIL ENGINEERING | LAND SURVEYING | LANDSCAPE ARCHITECTURE

128 S. Potomac St, Hagerstown, MD 21740

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ZONING DATA

ZONING DISTRICT	R - RURAL DISTRICT
MAX. BUILDING HEIGHT	75 FT.
MAX. IMPERVIOUS COVERAGE	80 %
MINIMUM BUILDING SETBACKS:	
FRONT	25 FT.
SIDE	25 FT.
REAR	25 FT.
MINIMUM PARKING/DRIVE AISLE SETBACKS:	
FRONT	15 FT.
SIDE	10 FT.
REAR	10 FT.
MINIMUM BUFFER YARD:	
FRONT/SIDE/REAR	75 FT.
PROPOSED USE	STORAGE, COMMERCIAL (CONDITIONAL USE)


SITE DATA

TAX MAP - GRID - PARCEL	19-09-0003-0020-0001
LIBER / FOLIO	1213/336
AREA SUMMARY:	
PARCEL	10.07 AC.
DISTURBED AREA	<1.0 AC.
EXISTING IMPERVIOUS	2.9 AC.
PROPOSED IMPERVIOUS	3.5 AC. (35%)
BUILDING SUMMARY:	
PROPOSED	19,373 SF
HEIGHT	20 FT
PROPOSED USE	STORAGE, COMMERCIAL (CONDITIONAL USE)
HOURS OF OPERATION	9 AM - 5 PM; MON-WED, FRIDAY; 9 AM-12 PM SATURDAY
EMPLOYEE SUMMARY	TBD
WATER & SEWER USAGE:	
WATER PROVIDED	JEFFERSON UTILITIES, INC
SEWER PROVIDED	PRIVATE, ON LOT SEPTIC
SITE LIGHTING	EXISTING BUILDING MOUNTED
SITE SIGNAGE	EXISTING GROUND MOUNTED
ADDRESS ASSIGNMENT	1744 SHEPHERD GRADE ROAD, SHEPHERDSTOWN, WV 25443
WAIVER AND/OR VARIANCE	N/A
FEMA PANEL #	54037C0035E DATED 12/18/2009

PARKING, LOADING & BICYCLE DATA

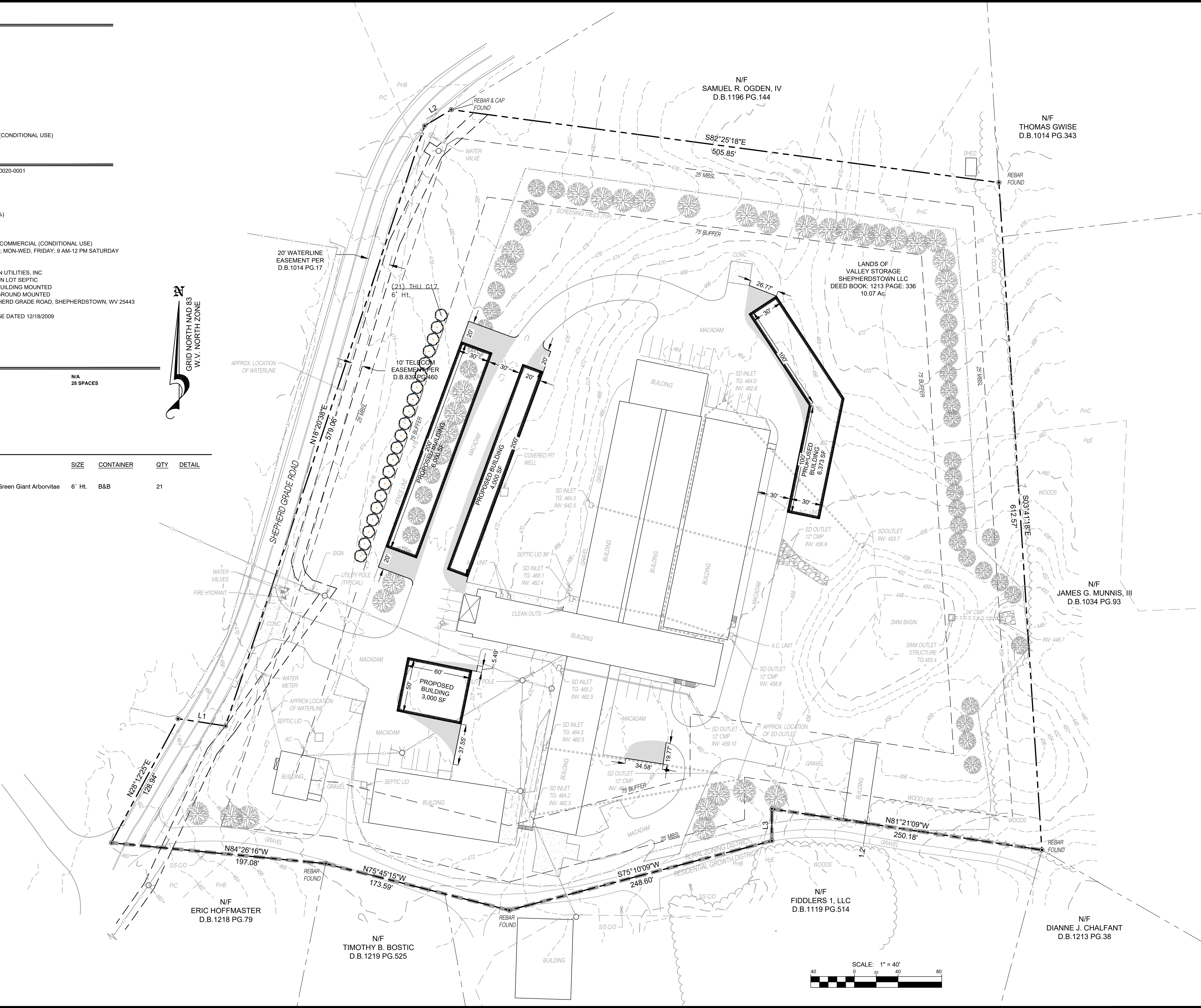
TOTAL REQUIRED SPACES	N/A
TOTAL PROVIDED PARKING SPACES	28 SPACES

PLANT SCHEDULE

TREES	CODE	BOTANICAL / COMMON NAME	SIZE	CONTAINER	QTY	DETAIL
	THU G17	Thuja occidentalis 'Green Giant' / Green Giant Arborvitae	6' Ht.	B&B	21	

GRID NORTH NAD 83
W.V. NORTH ZONE

P:\SHARED FOLDERS\PROJECTS\19-09-0003-0020-0001\19-09-0003-0020-0001_SHEETS\PLANNING_2023-04-29



FS&P
FREDERICK SEBERT & ASSOCIATES, INC.
CIVIL ENGINEER • SURVEYOR • LANDSCAPE ARCHITECTS • LAND PLANNERS

NOT FOR CONSTRUCTION

VALLEY STORAGE - SHEPHERDSTOWN
SITUATE AT 1744 SHEPHERD GRADE ROAD
SHEPHERDSTOWN, WV 25443
JEFFERSON COUNTY, WEST VIRGINIA
VALLEY STORAGE SHEPHERDSTOWN, LLC
1825 HOWELL ROAD, SUITE 4, HAGERSTOWN, MD 21740

PROJECT NO.	7509.3
DWN BY	TMF
DATE	03.29.2023
PROJECT MANAGER	TMF
EMAIL	tfrederick@sa-inc.com
PROPERTY INFORMATION	19-09-0003-0020-0001
SCALE	1" = 40'
SHEET TITLE	CONCEPT PLAN

C-101
SHEET 01 OF 01