



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

File #: 23-8-CUP  
 R'cvd Date: 09/29/23  
 Mtg. Date: 10/26/23  
 Fee Paid: \$ 300-  
 Staff Int.: gja

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

Phone: (304) 728-3228

**Application for a Conditional Use Permit**

**Project Name**

**Charles Town Car Storage**

**Property Owner Information**

Name: Tracy Dove  
 Business Name: Charles Town Car Storage  
 Mailing Address: 428 Flowing Acres Rd, Charles Town, WV 25414 Mail  Yes  
 Phone Number: 443 695 1013 Email Response: tracydove@hotmail.com Response:  No

**Applicant Information**

Name: Tracy Dove  
 Business Name: \_\_\_\_\_  
 Mailing Address: 428 Flowing Acres Rd, Charles Town, WV 25414 Mail  Yes  
 Phone Number: 443 695 1013 Email Response: tracydove@hotmail.com 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: 428 Flowing Acres Rd **Lot 1 (vacant lot) Dove Minor Subdivision (jth)**  
 Tax District: 02 (jth) Map No: 4D Parcel No. 001100000000  
 Parcel Size: 10 acres **4.6 acres\*** Deed Book: ~~1205-~~ 1271 (jth) Page No: 74 **614 (jth)**

**Zoning District (please check one) \*1 ac for proposed business**

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 checked="" 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:  Yes  No (jth)  
 Is property located on a primary or secondary road?

Name of Road and/or Route Number: Flowing Acres Rd

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

Attachment

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

None

**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*

Beucase my use fits in line with Jefferson County growth maps and repurposes already existing infrastructure to support urban growth without sprawl or change to the agricultural landscape.

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*

All surrounding properties are residential; single family homes, new construction. The impact will be minimal, as it is on 10 acres and uses already existing structures. Only cars will be stored, so no impact to the street traffic, and parking is long-term so low volume on the property.

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*

There is no site development visible to adjacent land - the building has existed for decades. It will, however, get a nice paint job and some nice landscaping, including more trees to mitigate any occasional sounds from the building.

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.**



Property Owner

Sept. 28, 2023

Date

Property Owner

Date

# Conditional Use Permit Application

## Charles Town Car Storage

Dear Jefferson County zoning Board, dear Neighbors,

With this writing, We, Tracy and Marketa Dove, would like to explain the request for a change of use of our property on 428 Flowing Acres Rd in Charles Town, WV.

I have an existing building on my property that measures 140' x 60' and is situated more than 75 feet from all property lines. I am proposing a modest vehicle storage facility for cars and other regular vehicles.

Firstly, I don't intend on altering my property that would decrease the visual beauty of my land or in any way infringe upon my neighbors; I will actually be making cosmetic improvements to a building and landscape which is already there. This project is for long-time storage of up to 28 vehicles that would be stored in fenced cells in the building that measure 20' x 10'. This means no RVs, dump trucks, or any other vehicle that cannot fit in the 10' x 20' area. There will be no work performed on the premises – this is for minimally intrusive storage of vehicles only – no personal items.

Please see the attached renderings of the building. In general, it will receive a gentle make-over; the exterior will be painted a natural tone of green, and the front and back doors – currently rusting and white – will be replaced with graceful roll-up doors controlled by motors and the access to this will be monitored by a security system. Each vehicle owner will have a unique code to open the door and cameras will monitor the inside and outside of the building. The flow would be entering from the south side, and leaving from the north side.

Access will be at the crest of the road Flowing Acres to insure excellent visibility for entrance and exit. A modest fence will be built along the road.

Historically, this building did already house Buehler Electric Company, where they stored and repaired their vehicles. Before that, it was a horse ring. The rest of the land was fallow. My wife and I bought this land in 2017 and since then have done extensive clean-up of the building and re-introducing independent small-scale farming. This is very much a boutique business only and is not intended to grow beyond the confines of the building itself.

Thank you,

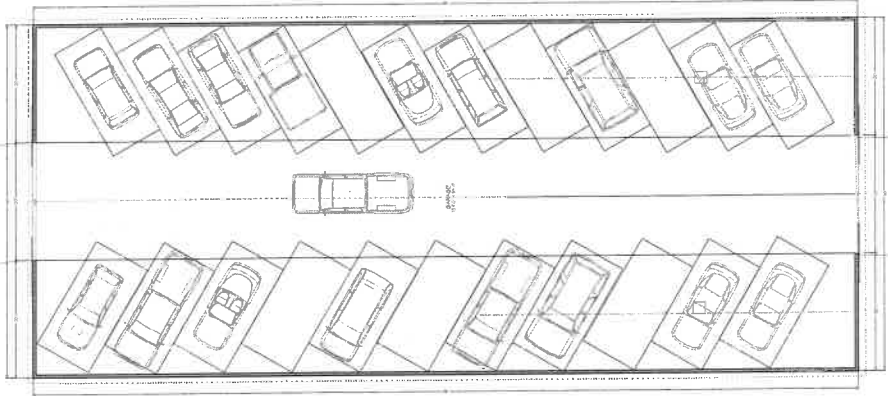
Tracy and Marketa Dove

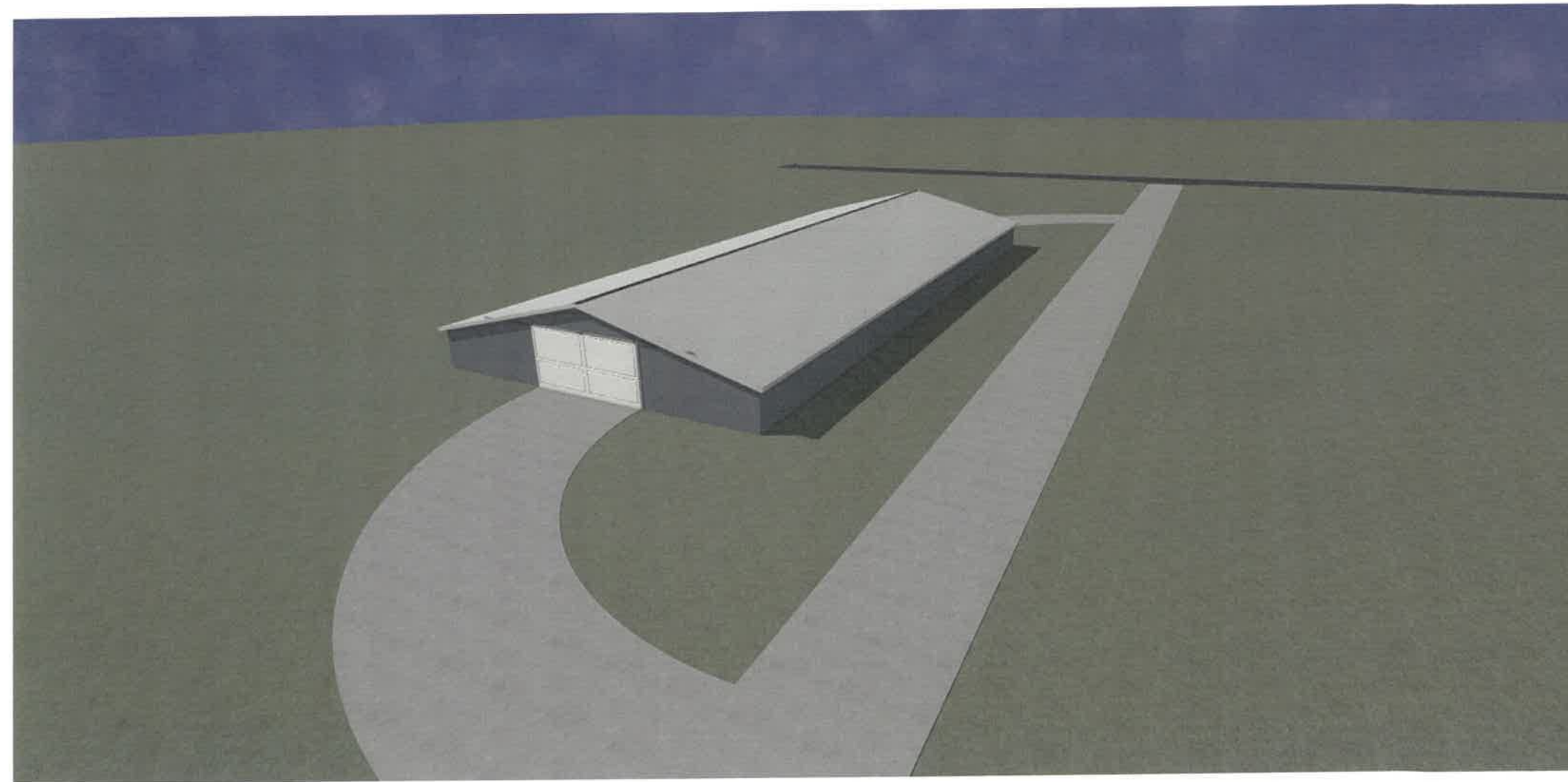
A handwritten signature in blue ink, appearing to be a stylized representation of the names Tracy and Marketa Dove.



CURRENT ENTRANCE STATUS







Ownershi\_1 CAMBRIDGE MHC LLC  
OWNER\_ADDR 10221 RIVER RD 59831  
CITYNAME POTOMAC  
STATE MD  
ZIP 20859

Ownershi\_1 TODD MICHAEL J  
OWNER\_ADDR 216 PORTER WAY  
CITYNAME CHARLES TOWN  
STATE WV  
ZIP 25414

Ownershi\_1 PRINTZ AMBER  
OWNER\_ADDR 208 PORTER WAY  
CITYNAME CHARLES TOWN  
STATE WV  
ZIP 25414

Ownershi\_1 LUNCEFORD ALYCE K  
OWNER\_ADDR 192 PORTER WAY  
CITYNAME CHARLES TOWN  
STATE WV  
ZIP 25414

Ownershi\_1 PHARES SHIRLEY A  
OWNER\_ADDR 180 PORTER WAY  
CITYNAME CHARLES TOWN  
STATE WV  
ZIP 25414

Ownershi\_1 MOORE JOHN R & PAULA J  
OWNER\_ADDR 166 PORTER WAY