

ANNUAL REPORT FOR PLANNING AND ZONING

FY 2024 (July 1, 2023 – June 30, 2024)

West Virginia Code §8A-2-11, “Planning Commission's Powers and Duties” states that a planning commission is required to “make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction”.

To that end, the following is an overview of the major activities undertaken over the past fiscal year by the Jefferson County Office of Planning and Zoning, Planning Commission, and Board of Zoning Appeals, prepared by the Office of Planning and Zoning and approved to be forwarded to the County Commission of Jefferson County by the Planning Commission on August 13, 2024.



FY 2024 Annual Report for Planning and Zoning (July 1, 2023 – June 30, 2024)

Attached is an electronically generated report of all applications submitted and reviewed within FY2024. This data is being provided as a part of the Annual Report from the Planning Commission and Offices of Planning and Zoning to the County Commission as required by State Law. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings: **17 Meetings**

Comprehensive Plan Work Sessions: **15 Work Sessions**

Comprehensive Plan Public Input Meetings: **4 Public Meetings**

Subdivision Regulations Text Amendments **1**

#STA24-01 Proposed Amendment to Division 24.300 of the Jefferson County Subdivision and Land Development Regulations, “Waivers” to add a Public Hearing requirement.
PC PH held 4/09/24; referred to County Commission; CC Public Hearing 6/27/24.

Zoning Ordinance Text Amendments **None**

Zoning Map Amendments/Rezoning **2**

#24-1-Z Petition for a to rezone a 20.2-acre portion of the Sunnyside Industrial Park from Industrial-Commercial to Residential-Light Industrial-Commercial is consistent with the 2035 Comprehensive Plan. Owner/Applicant: Cochran Mill Road, LLC (Lots 6 and 7). Property Location: two vacant lots located off Kanawha Lane within Sunnyside Industrial Park, south of Wheatland Road, west of the Norfolk Southern railroad tracks; Parcel ID: 06001200120006 and 06001200120007; Combined acreage: approximately 20.2 acres; Zoning District: Industrial-Commercial.
PC Discussion and Recommendation that that the requested Zoning Map Amendment for these two parcels of Sunnyside Industrial Park to Residential-Light Industrial-Commercial is consistent with the Envision Jefferson 2035 Comprehensive Plan.
CC Public Hearing held 06-06-24; ZMA File #24-1-Z approved unanimously.

#23-5-Z Petition for a Zoning Map Amendment to rezone the subject parcels from Rural to Residential Growth (RG); Owner: Arcadia Land Inc.; Property Location: Vacant parcels, which are a part of the Harvest Hills Subdivision, located east of the intersection of Flowing Springs Rd and Brass Harness Drive. Tax District: Shepherdstown (09), Tax Map: 24; Parcels: 12 & 13; comprised of 94.63 acres (P12) and 257.62 acres (P13). Zoning District: Rural.
PC Discussion and Recommendation that that the requested Zoning Map Amendment for the Harvest Hills/Arcadia properties to Residential Growth is not consistent with the Envision Jefferson 2035 Comprehensive Plan. Request withdrawn prior to CC Public Hearing.

Concept Plan Public Workshop **6**

#24-12-SD A Concept Plan for the Birdhill Subdivision consisting of a Major Residential Subdivision with 720 lots (324 single family detached and 396 attached townhome lots)

and associated infrastructure.

Property Owner/Applicant: Jefferson Orchards Inc.;

Property Location: Vacant parcel located .35 miles northeast of the intersection of Charles Town Road and Kearneysville Pike, Kearneysville;

Size: 195.52 acres; Zoning District: Residential Growth

Public Workshop 5/07/24: PC approved a motion (6 for/1 opposed) to approve the request as presented, conditioned upon the proffers made by the applicant including fencing, additional access to the common open space area, and that the recreational areas will be detailed on the Preliminary Plat for Phase I.

- #24-1-SP** Concept Plan for Hunter Valley Apartments for approximately 138 1-2 bedroom apartments with associated parking.
Property Owner/Applicant: ILA Properties, Inc.;
Property Location: SW Side of RT 115, Kearneysville, WV; Size: 12.8 acres; Zoning District: Residential/Light Industrial/Commercial.
Public Workshop 4/09/24; PC approved a motion (6 for/1 opposed) to authorize the applicant to proceed with their Site Plan with stipulations discussed [related to the single boulevard entrance redesign required by the WV DOH; acknowledging that they will not be providing vehicular interconnectivity; and the option of a pedestrian connection to the church property].
- #22-3-SP** Concept Plan for the Church of the Ascension for a Minor Site Development proposal consisting of four phases, including a 12,000 sq ft proposed Church and 6,000 sq ft proposed Fellowship Hall.
Property Owner/Applicant: Church Of The Ascension;
Property Location: SE corner of Border Road and Bunkhouse Rd, Kearneysville;
Size: 20.49 acres; Zoning District: Rural.
Public Workshop 09/12/23; PC approved a motion to approve the Concept Plan as presented.
- #23-8-SP** Concept Plan for Valley Storage Shepherdstown Expansion for the expansion of the existing self-storage facility.
Owner/Applicant: Todd Snook; Property Location: 1744 Shepherd Grade Road, Shepherdstown; Size: 10.07 acres; Zoning District: Rural
Public Workshop 08/08/23; the PC approved a motion to approve the Concept Plan with the proffers related to added landscaping and slats in fencing.
- #22-6-SP** Amended Concept Plan for Canter Hollow Apartments (fka Miller Station Apartments); redesign of previously approved project (08-09-22) to consist of approximately 20 multi-family (apartment) buildings with approximately 150 units, associated parking, stormwater management facilities, and signage.
Applicant/Property Owner: Cantor Hollow, LLC;
Property Location: Captain Chews Trace;
Combined Size: 10 acres; Zoning District: Residential/Light Industrial/Commercial
Public Workshop 07/25/23; the PC approved a motion to accept the Amended Concept Plan as presented with the previous conditions.
- #23-14-SD** Concept Plan for the Orchard Springs Major Residential Subdivision consisting of approximately 146 single-family homes and 122 townhouses.
Applicant/Property Owner: Alharmoosh Development Group LLC;
Property Location: 257 and 263 Ridge Road, Shenandoah Junction
Size: 75.17 and 1.05; Zoning District: Residential Growth.

Public Workshop 07/11/23; the PC approved a motion made a motion to approve the Concept Plan as presented with the condition of the applicant speaking with the DOH regarding a walking path across Warm Springs Road to T.A. Lowry Elementary School.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: **11 meetings**
Zoning Appeal of Administrative Decision: **1 (withdrawn)**

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 69 Total (31 Subdivision & 38 Site Plan)
Information Request Forms (IRFs) -- general inquiries from the public: 149 Total
Zoning and Land Development Fees Collected: \$ 136,171

PLANNING COMMISSION MEMBERS – FY 2024

1. Mike Shepp, President (term expires 03/31/27)
2. Aaron Howell, Vice President (term expires 3/31/26)
3. Wade Louthan, Secretary (term expires 03/31/25)
4. Steve Stolipher (County Commission Liaison, 2021 - 2024)
5. Donnie Fisher (term expires 03/31/26)
6. Jack Hefestay (term expires 03/31/25)
7. J Ware (term expires 03/31/25)
8. Tim Smith (term expires 3/31/26)
9. Cara Keys (term expires 3/31/27)
10. Matt Knott (term expired 03/31/24)

BOARD OF ZONING APPEALS MEMBERS – FY 2024

1. J. Tyler Quynn, Chair (term expires 01/01/26)
2. Matt McKinney, Vice Chair (term expires 01/01/27)
3. Jacob Harris, Secretary (term expires 01/01/27)
4. David Wiegand (term expires 01/01/26)
5. Steven Guier (term expires 1/1/25)
6. Mikala Shremshock (through 01/01/26), alternate
7. Two vacant alternate positions, one expires January 1, 2025 and one expires 2027

DEPARTMENTS OF PLANNING & ZONING STAFF – FY 2022

1. Alexandra Beaulieu, Zoning Administrator/Deputy Director
2. Jennifer M. Brockman, AICP, Chief County Planner
3. Luke Seigfried, County Planner
4. Jennilee Hartman, Zoning Clerk
5. Michelle Evers, Planning Clerk (March 2023 – May 2024)
6. Shenandoah Olsen, Summer Intern (Summer 2023 and 2024)
7. Joe Guttman, Summer Intern (Summer 2023)

Regional Transportation Planning Meetings	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	7/17/23; 8/21/23; 9/18/23; 10/16/23; 11/20/23; 12/28/23; 1/29/24; 2/12/24; 3/18/24; 4/15/24; 5/20/24; 6/17/24
EPTA Committee Meetings	8/10/23; 8/15/23; 10/24/23; 12/15/23
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	08/16/23; 10/18/23; 01/17/24; 03/20/24; 05/15/24
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Congestion Management Plan (CMP)	11/7/23; 02/21/24; 05/08/24
WV DOH/Regional Planners Roundtable	05/01/24
WVDOT EV public meeting (HEPMPO Region)	02/29/24
WV Ethics Commission Ethics & Open Meetings Act Training	2/13/24 & 2/15/24

Local/Regional/State Planning Related Meetings	
WV APA Chapter Meeting	9/12/23; 11/2/23
WV APA Legislative Committee Meetings (ZOOM)	8/4/23; 9/15/23; 10/6/23; 12/1/23; 2/2/24; 5/3/24; 6/7/24
WV APA Professional Development/Membership Committee	1/30/24
Jefferson County CVB Tourism Summit	4/17/24
6th Mountain State Land Use Academy/WV APA Annual Meeting	5/21/24 & 5/22/24
Safe Water Harpers Ferry/ Elks Run Watershed Meeting (WV Rivers)	7/26/23; 12/12/23; 3/3/24
Moulton Park Ribbon Cutting	8/22/23
Aquatic Feasibility Study Stakeholder Group	8/30/23
Eastern Panhandle GIS Users Meeting	9/28/23
Jefferson Co. Dev. Authority (JCDA) Tour of Meat Processing Facility	11/13/23
On-line webinar (Interstate Commission on the Potomac River Basin)	1/19/24
Planning Webcast Series (Community Resilience & Trails as Resilient Infrastructure)	3/21/24; 3/22/24

<i>2045 Comprehensive Plan Update Meetings</i>	
Presentation to AACAJC	07/05/23
Existing Land Use Map Review with Ranson Staff	07/10/23
Existing Land Use Map Review with Harpers Ferry Staff	07/52/23
Existing Land Use Map Review with Bolivar Staff	07/13/23
Existing Land Use Map Review with Charles Town Staff	07/14/23
Existing Land Use Map Review with Shepherdstown Staff	07/17/23
29 th African American Cultural & Heritage Festival	08/19/23
70 th County Fair <i>2045 Comprehensive Plan</i> Booth	08/21-8/25/23
<i>2045 Comprehensive Plan</i> Agricultural Public Input Meeting	09/13/23
<i>2045 Comprehensive Plan Update</i> 2 nd Public Input Meeting	09/18/23
Mapping the Future of Jefferson County <i>2045 Comprehensive Plan</i> 3 rd Public Input Meeting	01/23/24
Jefferson County <i>2045 Comprehensive Plan</i> 4 th Public Input Meeting	05/13/24

Planning and Zoning DFY 2024 Annual Report
07/01/2023 - 06/30/2024

Type	Project Number	Creation Date	Owner Name	Location	Status	Description	Plat Book	Page
	23-8-CUP	9/29/2023	DOVE TRACY J & MARKETA	Flowing Acres Drive, Charles Town	Closed	Request by Tracy Dove dba Charles Town Car Storage for a CUP to operate a Commercial Storage facility for a nonresidential car storage facility for up to 28 vehicles.	26	594
	23-9-CUP	10/6/2023	Jeremy and Tiffany Martin	104 WINEBRENNER RD, SHEPHERDSTOWN	Closed	Request by Earthworx General Contracting Services, LLC for a CUP to operate a Contractor with Outdoor Storage business to allow storing construction equipment on an outdoor gravel pad.		
	23-10-CUP	11/15/2023	BLUE IRIS LLC & BLUE TULIP LLC - Sharon Hallinan	217 DEER TRL, SHEPHERDSTOWN	Closed	Request by Songbird House Assisted Living Residence for a CUP to operate a Nursing or Retirement Home for up to 16 residents with up to four (4) caregivers/employees.		
	24-1-CUP	1/2/2024	MCCLAIN WILLIAM J & KRISTEN E	374 LOOKOUT MOUNTAIN CT, HARPERS FERRY	Closed	Request for a CUP to operate a firearms business from an existing dwelling unit; applicant anticipates approximately 10-20 customers/month; no employees other than the residents of the property.		
	24-2-CUP	1/24/2024	BALDWIN MARK R & JENNIFER A	1163 GARDNERS LN, SHEPHERDSTOWN	Closed	Request by Songbird House Assisted Living Residence for a CUP to operate a Nursing or Retirement Home; providing homecare in an existing dwelling unit for up to 32 residents; with up to four (4) caregivers/employees; no new structures are proposed.		
	24-3-CUP	1/24/2024	BERNDT ERIK W & CHERYL A	River Rd, Shepherdstown, WV	Withdrawn	Request for a CUP to operate a tree service business (Contractor with Outdoor Storage); proposing a 40' x 60' pole building on a 125' x 150' gravel pad to be used for employee parking/equipment storage; up to 10 employees; no customers to the property.		
	24-4-CUP	3/1/2024	Mark D. Stolipher and Paul Michael Chapman Trust	261 BERRY HILL FARM LN, and 2998 WITHERS LARUE RD; and 653 FRANKLINTOWN RD; and 322 SCOOTER LN; SUMMIT POINT	Open	Request for a Conditional Use Permit to operate the Franklinton Farm Solar Project; consisting of an 80-megawatt solar energy facility on 502 acres, including solar modules, a new substation, and a 20MW Battery Energy Storage System (BESS) to connect with the existing 138-kilovolt overhead electrical transmission line in the SE corner of the Project area.		
	24-5-CUP	6/24/2024	GLOBAL ENVIRONMENTAL & REMEDIATION LLC - Raymond Johnson	Middleway Pike, Charles Town, WV 25414	Open	Conditional Use Permit application - Contractor with Outdoor Storage		
	24-6-CUP	6/28/2024	Carter & Maple Properties, LLC - Kevin Cueller	Carter Ave, Harpers Ferry, WV 25425	Open	Request to establish a special event facility on the adjoining lot to the existing Bakerton Market.		
					Category Total:	9		
Easements	23-2-E	8/2/2023	BROWN CINDY M	2765 TROUGH RD, SHEPHERDSTOWN	Closed	Brown (Conservation Easement) Amendment		
	23-3-E	9/19/2023	WILLIS GARY W & GLORIA E	599 N CHILDS RD, KEARNEYSVILLE	Open	Willis (Conservation Easement)		
	23-4-E	9/25/2023	Cavalier Farm, LLC.	2095 SHEPHERDSTOWN PK HARPERS FERRY	Open	Cavalier Farm (Vacating Easement)		
	23-5-E	10/5/2023	ASPEN POOL FARM LLC	1378 TROUGH RD, SHEPHERDSTOWN	Open	Farmland Conservation Easement		

	23-6-E	12/19/2023	AMERICAN BATTLEFIELD TRUST	1901 TROUGH RD, SHEPHERDSTOWN	Open	Far Away Farm (Conservation Easement)		
	24-1-E	3/19/2024	Adam Link III	Flowing Springs Road, Shenandoah Junction, WV	Open	The proposed Farmland Protection Easement tract is 127.15 acres.		
	24-2-E	4/29/2024	CANTOR HOLLOW LLC Andy Shuckra	CAPTAIN CHEWS TRACE, CHARLES TOWN, WV 25414	Open	Easement Plat for Utilities	26	736
					Category Total:	7		
Merger or Boundary Line Adjustment	23-17-M	7/19/2023	Clifton 1834 LLC	2088 LEWISVILLE RD, SUMMIT POINT	Closed	BLA of 2.1815 to be merged from parcel 1 to parcel 20	26	619
	23-18-M	7/20/2023	Lutman Land Development - David Lutman	Regent Rd, Charles Town, WV	Closed	BLA of 1.54 acres from Parcel 19.31 to parcel 19.30	26	628
	23-19-M	8/2/2023	CLAWSON BARRY L ET UX	649 SYCAMORE RD, HARPERS FERRY	Closed		26	623
	23-20-M	8/3/2023	REDDINGTON QUINTINA B & MATTHEW S	414 KIDWILER RD, HARPERS FERRY	Closed	Merger of 22.8768 from parcel 2 to 2.3	26	673
	23-21-M	8/9/2023	SHADY GROVE HOLDINGS II LLC	562 BERRYVILLE PIKE, CHARLES TOWN	Open	BLA of .709 ac from Parcel 9 to Parcel 5		
	23-22-M	9/22/2023	BEARUP CHRISTOPHER & HEATHER	6740 KABLETOWN RD, CHARLES TOWN	Open	BLA of 1.1899 acres from parcel 14 to parcel 14.3		
	23-23-M	9/26/2023	Lutman Land Development - David Lutman	8706 LEETOWN RD, KEARNEYSVILLE	Closed	BLA of 8.66 ac from Parcel 20 to Parcel 21	26	678
	23-24-M	10/10/2023	Barbara Bell	JOHN RISSLER RD, CHARLES TOWN	Closed	BLA of 1.046 ac from Lot M to Lot N		
	23-25-M	10/20/2023	DEAL RICHARD B JR & YOCENCIA L	3685 RIVER RD, SHEPHERDSTOWN	Closed	BLA of three merger areas: 1) .07 ac from Lot 2B to Lot 2C 2) .03 ac from Lot 2C to Parcel 18 3) .43 from Lot 2B to Parcel 18	26	667
	23-26-M	10/25/2023	Linda Faye Gibson	Border Road, Kearneysville	Open	BLA of 0.4143 ac from Lot 12.15 to 12.4 and BLA of 0.7061 ac from Lot 12.4 to 12.15		
	23-27-M	11/7/2023	Horus West Virginia 1, LLC - Braden Houston	6740 KABLETOWN RD/ 15750 CHARLES TOWN RD, CHARLES TOWN	Open	BLA of ~240 acres from Parcel 14 to Parcel 1. The BLA will result in the creation of a 2.3028 acre lot for the new substation.	27	89
	23-28-M	11/13/2023	HOFFMAN CHRIS M ET AL	622 ANN LEWIS RD, CHARLES TOWN	Open	BLA of 1.9973 acres from Parcel 7 to Parcel 7.8		
	23-28-M	11/13/2023	HOFFMAN CHRIS M ET AL	508 ANN LEWIS RD, CHARLES TOWN	Open	BLA of 1.9973 acres from Parcel 7 to Parcel 7.8		
	23-29-M	11/15/2023	SLUSHER DANIEL K & JUDY	280 N CHILDS RD, KEARNEYSVILLE	Open	Boundary Line Adjustment between Parcel 1.7 (Lot A) and Parcel 1.4 (Lot B)		
	23-30-M	11/15/2023	CANTOR HOLLOW LLC Andy Shuckra	CAPTAIN CHEWS TRCE, CHARLES TOWN	Closed	Consolidation of the Miller Station Nonresidential Subdivision into a single parcel.	26	736
	23-31-M	12/4/2023	CYNTHIA L PIFER ET AL CYNTHIA L PIFER	Pifer Lane, Charles Town	Closed	BLA of .0553 ac from Lot 10B to Lot 10A; and, to relocate a portion of the platted septic reserve area.	26	711
	23-32-M	12/12/2023	SUSANNE & JAMES KOENIG	247 LAKEVIEW DR, HARPERS FERRY	Closed	SEC 32 Lot# 8-9 KEYES FERRY ACRES Consolidating		
23-33-M	12/14/2023	MUSSI ELIZABETH A	403 RIVERSIDE DR, HARPERS FERRY	Open	BLA of .0231 ac from Lot 722 to Lot 721	27	97	
23-34-M	12/27/2023	WHITE DAWN	49 BOYER LN, SUMMIT POINT	Closed	BLA of 0.950 ac from Parcel 3 to Parcel 3.1	26	726	

	24-1-M	1/5/2024	BOWERS WALTER W ET AL	266 HENKLE MOORE RD, HARPERS FERRY	Open	BLA of .06237 ac from parcel 25 to parcel 26	27	95
	24-2-M	1/12/2024	Johnnie Parkin	Steamboat Run Rd, SHEPHERDSTOWN	Open	LT #1A-2A STEAMBOAT RUN		
	24-3-M	1/25/2024	KEARNS AMEE	14806 LEETOWN RD, KEARNEYSVILLE	Open	BLA of 0.8215 ac from parcel 20 to parcel 18		
	24-4-M	2/16/2024	JEFFERSON GROUP LLC	1508 CLOVERDALE RD STE 100, CHARLES TOWN	Open	BLA of 3.1460 from parcel 07 to parcel 10	27	86
	24-5-M	2/28/2024	JANSSEN KEITH B-TR	6864 ENGLE MOLERS RD, SHEPHERDSTOWN	Open	BLA of .26 acres from Parcel 6.1 to Parcel 6.4	27	42
	24-6-M	3/6/2024	CHITTAL DANIEL R & SARAH M	4464 LEETOWN RD SUMMIT POINT	Open	BLA of 3 acres from Parcel Lot 5 (residue) to Lot 6		
	24-7-M	3/19/2024	MARY JEAN LIGHT	237 STEPTOE ST, SUMMIT POINT	Open	BLA of .3701 acres from Parcel 36 to Parcel 35	27	94
	24-8-M	3/27/2024	OWENS DONALD C	3032 SUMMIT POINT RD, SUMMIT POINT	Open	BLA of 0.0833 ac from Parcel 26 to Parcel 24	27	84
	24-9-M	5/21/2024	BAIRD JAMES N & DEBRA J	6474 MIDDLEWAY PIKE, KEARNEYSVILLE, WV 25430	Open	Merging 0.3071 acres from Parcel 3.3 to Parcel 3.1		
	24-10-M	6/6/2024	MOORES BILLY KAYE II TR	108 LIBBY LN, KEARNEYSVILLE, WV 25430	Open	Adjusting the boundary lines of Parcels 5 and Parcel 15 while retaining the density rights of the existing 199 acre tract (currently parcel 5)		
	24-11-M	6/7/2024	DUNCAN HOMES LLC	64 RUBY ST LOT 1, SHENANDOAH JUNCTION, WV	Open	Boundary Line Adj. between Lots 1 & 2		
	24-12-M	6/10/2024	HORTON MARTIN C	66 ROCK LN, HARPERS FERRY, WV 25425	Open	Consolidation of Lots 44 & 45 & a BLA of 1.6462 acres from Parcel 5.6 to Parcel 120.		
					Category Total:	34		
Planning Commission Variance (1979 ZO)	23-3-PCV	7/18/2023	RODERICK PLANES LLC - Maurice Gladhill	Aspen Green Subdivision, Charles Town	Open	Request by applicant Roderick Planes, LLC. for a variance from Article 6; Section 6.3 of the 1979 Subdivision Ordinance for an extension to January 11, 2026.		
	24-1-PCV	1/22/2024	Beallair Homes, LLC - Robert Wormald	BEALLAIR MANOR DR, Harpers Ferry	Open	Variance request from Section 8.1d of the 1979 Subdivision Ordinance to extend the requirement to bond & record the final plat for Beallair, Phase 4B from 3-11-24 to 6-9-24.		
	24-2-PCV	2/16/2024	BEALLAIR COMMUNITY CONSERVANCY INC - Robert Wormald	480 BEALLAIR MANOR DR, CHARLES TOWN	Open	Variance request from Section 11.2.e.1 of the 1979 Subdivision Ordinance to waive the required screening and landscaping for the proposed pool and community center property located within the Beallair development to serve the residents.		
					Category Total:	3		
	23-20-PCW	7/11/2023	SIDEWINDER ENTERPRISES LLC	1 GRACE ST, KEARNEYSVILLE	Open	Waiver from Section 20.20 to allow a proposed 4-lot subdivision to process as a minor.		
	23-21-PCW	7/25/2023	CHURCH OF THE ASCENSION ANGLICAN TR	Border Road, Keanersville	Open	Waiver request from section 10.7, App B / Section 2.2.K to remove the requirement of a sidewalk along the front of the property at this time. A easement for a future sidewalk will be provided on the site plan		
	23-22-PCW	9/18/2023	Jack Payne	247 SABER DR, CHARLES TOWN	Open	Waiver request from Section 21.402 to allow a six (6) foot tall privacy fence to remain within a platted drainage easement.		
	23-23-PCW	10/3/2023	KE Colonial, LLC - Rick Fink	South of Higbee Lane, Shepherdstown	Open	Waiver from Section 24.112.C to allow a 1-year extension to prepare a Preliminary Plat for Colonial Hills Phase 3B based on Concept Plan approval on October 12, 2021.		

**Planning
Commission
Waiver**

23-25-PCW	10/24/2023	DONNA BENT	1332 BILLMYER MILL RD, SHEPHERDSTOWN	Open	Waiver from Section 20.201 A.2 to allow the applicant to utilize an existing 40' access easement instead of the required 50' access easement for the creation of 2 lots.		
23-4-FPA	10/2/2023	TODD D BANKS & TAYLOR BISHOP	5994 FLOWING SPRINGS RD, SHENANDOAH JUNCTION	Open	Request for a Final Plat Amendment to lift the single family restriction to allow for the construction of an Accessory Dwelling Unit for use by a family member (Note DB632/PG363).		
24-1-PCW	12/19/2023	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	Waiver from 20.203A.2a of the Subdivision Regulations to waive the requirement of a Concept Plan for a proposed Asphalt Plant.		
24-2-PCW	1/23/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	Waiver from 20.203A.2a of the Sub. Regs to waive the requirement of a Concept Plan for a proposed Concrete Plant; and, from Section 20.203B to allow the proposed Plant to process as a modified Site Plan.		
24-3-PCW	1/23/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	Waiver from Section 20.203B of the Subdivision Regulations to allow the proposed Asphalt Plant to process as a modified Site Plan.		
24-5-PCW	1/23/2024	DALB INC - Kevin Steeley	73 INDUSTRIAL BLVD, KEARNEYSVILLE	Open	Waiver request from Section 22.208 and Appendix B Section 10.6 to remove the requirement of a sidewalk along the frontages of the property.		
24-6-PCW	1/24/2024	BOSWELL RICHARD III & MELISSA A	149 PLEASANT ACRES CT, KEARNEYSVILLE	Open	Request for waiver from Section 20.201B2 of the Subdivision Regulations, pertaining to the 5-year Family Transfer requirement		
24-7-PCW	2/9/2024	DLGA LLC - David Butcher	2282 SUMMIT POINT RD, SUMMIT POINT	Withdrawn	Waiver request from Section 24.108C to extend the maximum vesting period for a Concept Plan of two years.		
24-8-PCW	2/20/2024	ROLLING RIDGE FOUNDATION INC	671 FLOC WAY, HARPERS FERRY	Open	Waiver from Section 20.203 of the Sub. Regs that requires the proposed project to process as a Minor Site Development.		
24-9-PCW	2/20/2024	SUSQUEHANNA PROPERTIES LLC - Doug Porter	21 BELLA CT, CHARLES TOWN	Open	Waiver from Section 20.201 A.2, which requires all lots in Minor Subdivision to have motor vehicle access via a 50' access easement; to permit using an existing 30' access easement.		
24-10-PCW	3/19/2024	Timothy and Heather Runion	LANDON WAY, Kearneysville	Closed	Waiver from Section 20.201 of the Sub. Regs. to waive the width of the required 50' Access Easement and to be considered as a Minor Subdivision with more than 5 lots on the easement (for a total of 9 lots).		
24-11-PCW	4/2/2024	Devil's Due Distillery - Wylie McDade	315 JAMES BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	Waiver from Section 10.5A of the Subdivision Regulations to allow a gravel parking area as opposed to an asphalt/concrete (paved) parking lot for public use to allow for the expansion of the existing Devil's Due Distillery.		
24-12-PCW	4/2/2024	Devil's Due Distillery - Wylie McDade	315 JAMES BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	Waiver from Section 2.3B.6 of the Subdivision Regulations to allow a concrete apron entrance as opposed to the required asphalt apron to allow for the expansion of the existing Devil's Due Distillery.		
24-13-PCW	4/12/2024	P F K LLC - Peter Kubic	Stone Pillar Lane, , WV	Closed	Waiver from Section 20.201B.3 of the Subdivision Regulations to reduce the required access width of Stone Pillar Lane from 50' to 30' for a proposed three lot Family Transfer Subdivision.		
24-14-PCW	4/16/2024	JEFFERSON ORCHARDS INC.	Kearneysville Pike, KEARNEYSVILLE, WV 25430	Open	Request for a Waiver from Article 21, Section 21.101A, which requires the blocks shall not, in most instances, exceed six lots in length on one side of the street.		

24-15-PCW	4/16/2024	JEFFERSON ORCHARDS INC.	Kearneysville Pike, KEARNEYSVILLE, WV 25430	Closed	Request for a Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less.		
24-16-PCW	4/16/2024	JEFFERSON ORCHARDS INC.	Kearneysville Pike, KEARNEYSVILLE, WV 25430	Withdrawn	Waiver from Section Article 24, Section 24.113.B.10 of the Subdivision Regulations, to request to waive the Phase I Archaeological Survey requirement for Preliminary Plats.		
24-17-PCW	4/25/2024	DONLEY SAMUEL J JR	4368 ENGLE MOLERS RD, HARPERS FERRY, WV 25425	Closed	Waiver request from Sect. 20.201A2 which requires a 50' access easement, to be allowed to use existing 20' access.		
24-18-PCW	5/17/2024	Michael Nick	1195 SUMMIT POINT RD, SUMMIT POINT, WV 25446	Closed	Waiver Request from Section 20.201A of the Subdivision Regs to reduce the required access width from 50' to 40' for a proposed 3-lot minor subdivision.		
24-19-PCW	5/21/2024	CLG ENTERPRISES LLC - Chris Livingston	465 SHIPLEY SCHOOL RD, HARPERS FERRY, WV 25425	Closed	Waiver from Section 20.203B.2 of the Subdivision Regs that requires the proposed project to process as a Minor Site Development. The project consists of operating a food truck on the subject property.		
24-20-PCW	5/21/2024	ISAAC WALTON LEAGUE - James Butler	10435 LEETOWN RD, KEARNEYSVILLE, WV 25430	Closed	Waiver from Section 20.203B.2 of the Subdivision Regulations that requires the proposed project to process as a Minor Site Development. The project consists of the removal and replacement of the existing dams on the subject property.		
24-21-PCW	5/24/2024	Devil's Due Distillery - Wylie McDade	315 JAMES BURR BLVD, KEARNEYSVILLE, WV 25430	Open	Waiver from Section 2.2K.3 of the Subdivision Regulations to allow a gravel walkway area, as opposed to concrete; and, to allow the walkway grade to be greater than 5% (but not more than 10%) for public use to allow for the expansion of the existing Devil's Due Distillery.		
24-22-PCW	6/6/2024	NICHOLAS WILSON ET AL	640 WAR ADMIRAL BLVD, CHARLES TOWN, WV 25414	Closed	Waiver from Section 10.5 of the Subdivision Regulations to allow a gravel parking lot (vs asphalt/concrete), for public use for a proposed brewpub. (BCL Properties – File #24-5-SP).		
24-23-PCW	6/14/2024	Dalton Whitaker	2648 KABLETOWN RD	Open	Waiver of Section 21.402D of the Subdivision Regulations to allow an existing fence within a proposed 50' wide access easement.		
				Category Total:	28		
23-5-SP	7/24/2023	LANDIS TIMOTHY R & MARLA B	248 HARVEST CT, HARPERS FERRY, WV 25425	Withdrawn	New Telecommunications Tower consisting of a 100' wireless telecommunications tower with a 50' x 50' compound.		
23-9-SP	8/11/2023	FONTANA PARK HOLDINGS, LLC	209 EASTLAND DRIVE, CHARLES TOWN, WV 25414	Open	The proposed use of the site is an indoor/outdoor recreational facility with sports fields, indoor courts, and indoor high-school sized lap pool.		
23-10-SP	8/28/2023	BEALLAIR COMMUNITY CONSERVANCY INC - Ed Wormald	480 BEALLAIR MANOR DR, CHARLES TOWN, WV 25414	Open	Beallair Pool and Club House		
23-11-SP	11/29/2023	HF HILLTOP LLC & SWAN HILL TOP OPERATING PARTNERS LLC	400 E RIDGE ST, HARPERS FERRY, WV 25425	Open	Hotel Project - Historic Harpers Ferry Reviewed by Jefferson County DEPZ in accordance with agreement with State Economic Development Authority		
23-12-SP	12/19/2023	DALB INC - Kevein Steeley	73 INDUSTRIAL BLVD, KEARNEYSVILLE	Bonding	The project consists of an 11,940 sq ft expansion to the existing facility.		

Site Plan	24-1-SP	1/29/2024	ILA Properties, Inc - Joshbeen Grewal	SW Side of RT 115, Kearneysville, WV	Open	Concept Plan for Hunter Valley Apartments; Approximately 138 1-2 bedroom apartments with associated parking.		
	24-2-SP	3/4/2024	Mark D. Stolipher and Paul Michael Chapman Trust	261 BERRY HILL FARM LN, and 2998 WITHERS LARUE RD; and 653 FRANKLINTOWN RD; and 322 SCOOTER LN; SUMMIT POINT	Open	The proposal is to operate the Franklinton Farm Solar Project; consisting of an 80-megawatt solar energy facility on 502 acres, including solar modules, a new substation, and a 20MW Battery Energy Storage System (BESS) to connect with the existing 138-kilovolt overhead electrical transmission line in the SE corner of the Project area.		
	24-3-SP	4/2/2024	Devil's Due Distillery - Wylie McDade	315 JAMES BURR BLVD, KEARNEYSVILLE, WV 25430	Open	Expansion of the Devil's Due Distillery		
	24-5-SP	5/17/2024	NICHOLAS WILSON ET AL (BCL Properties)	640 WAR ADMIRAL BLVD, CHARLES TOWN, WV 25414	Open	A Concept Plan for a Minor Site Development for the construction of a new structure to be used as a brewpub, a pavilion, and associated parking.		
	500-10	6/17/2024	340 RAINBOW LLC	3557 BERRYVILLE PIKE, CHARLES TOWN, WV 25414	Closed	Automotive Repair Business		
	23-3-EGP	8/31/2023	JEFFERSON COUNTY COMMISSION	235 SAM MICHAELS LN, SHENANDOAH JUNCTION	Open	Early Grading		
	S96-10	9/11/2023	FIRST BAPTIST CHURCH OF RANSON TRUSTEES	614 LONE OAK RD, RANSON	Closed	Site Plan for expansion to church building: Phase 1 = 3,200 SF classrooms Phase 2 = 6,500 SF sanctuary		
	23-4-NSP	9/21/2023	FIRST BAPTIST CHURCH OF RANSON TRUSTEES	614 LONE OAK RD, RANSON, WV 25438	Closed	The addition of two ramps to the existing sanctuary. Ramp #1 = 80 sf, Ramp #2 = 56 sf		
	23-5-NSP	10/10/2023	CORUM PETER S	3988 KEARNEYSVILLE PIKE, SHEPHERDSTOWN	Closed	No Site Plan Sketch re: parking lot		
	24-1-NSP	1/9/2024	340 RAINBOW LLC - Robert Forgale	3511 BERRYVILLE PIKE, CHARLES TOWN	Closed	No Site Plan review for a proposed deck		
	24-2-NSP	3/15/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	No Site Plan Sketch submitted pursuant to PC approval (24-2-PCW) for proposed concrete plant.		
	24-3-NSP	3/15/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Open	Waiver from 20.203A.2a of the Subdivision Regulations to waive the requirement of a Concept Plan for a proposed Asphalt Plant.		
	24-4-NSP	4/4/2024	NATIONAL HUMANE EDUCATION SOCIETY - Frank Fox	3731 BERRYVILLE PIKE STE 100, CHARLES TOWN, WV 25414	Closed	(2) 8'x40' shipping containers for temporary storage		
	24-5-NSP	5/8/2024	DALB INC - Kevin Steeley	73 INDUSTRIAL BLVD, KEARNEYSVILLE, WV 25430	Open	NSP evaluation: the project consists of expanding an existing loading area and a parking lot to accommodate 19 new parking spaces.		
	24-6-NSP	5/17/2024	RECREATIONAL ADVENTURES CAMPGROUNDS LLC	343 CAMPGROUND RD, HARPERS FERRY, WV 25425	Closed	To install a roof over an existing deck.		
	24-7-NSP	5/22/2024	SUMMIT POINT AUTOMOTIVE RESEARCH CETNER LLC	10 JEFFERSON CIRCUIT RD, SUMMIT POINT, WV 25446	Closed	Deck Replacement: Remove 960 sf deck; replace 813 sf deck.		
					Category Total:	20		
	Special	23-2-SE	8/28/2023	SULLIVAN BARBARA B	Bakerton Road, Harpers Ferry	Closed	Request for a Special Exception Permit for an Off-Premise Sign for Bakerton Market	

Special Exception Permit	24-1-SE	3/19/2024	SHIRLEY LINDA M ET AL	4529 MIDDLEWAY PIKE, KEARNEYSVILLE	Open	Request for a Special Exception Permit to allow a second Accessory Dwelling Unit for a family member in accordance with Section 8.15 of the Zoning Ord.		
					Category Total:	2		
Minor Plat Change	23-9-MPC	8/30/2023	Beallair Homes, LLC - Ed Wormald	Beallair Manor Dr, Charles Town	Closed	Beallair Subdivision Phase 2 - Minor Plat Change to remove the trails/walkways.	26	669
	23-10-MPC	9/21/2023	D.R. Horton, Inc. - Brian Georg	Centergate Dr, Charles Town	Closed	Minor Plat to revise storm easements and dedicate a water easement on Lots 165-169 and Open Space Parcel C	26	661
	23-11-MPC	10/10/2023	OLSON KENNETH J - Kenneth Olson	205 STONE CHIMNEY RD, HARPERS FERRY	Closed	Relocate the existing septic reserve area.		
	23-13-MPC	11/30/2023	FLOWING SPRINGS ROAD LLC	Flowing Springs Road, Charles Town	Closed	Revising the SWM Pond #1 outlet structure, adding model home notes based on BZA approval and associated temporary parking lot, adding the new property line and owner from the minor subdivision of the land.	26	601
	24-2-MPC	2/12/2024	SUTPHIN LINCOLN	3809 KABLETOWN RD, CHARLES TOWN	Closed	Rissler-Alvarez Lot 3 Septic Relocation		
					Category Total:	5		
	23-21-SD	7/10/2023	KENNETH L & GLENVILLE L SHADE	Sulphur Springs Rd, Middleway, WV	Open	Proposed 1 lot Family Transfer and Residue	26	692
	23-22-SD	7/31/2023	Donna C Bent	1326 Billmyer Mill Rd, Shepherdstown	Open	BLA from Parcel 5.6 to 5.7; creation of Lots 1-Residue, 2, & 3 under 5.7D.3 of the Zoning Ordinance		
	23-23-SD	8/9/2023	STOLIPHER NANCY C	225 STRAITHMORE FARM LN, CHARLES TOWN	Open	proposing 4 lots and a Residue		
	23-24-SD	8/25/2023	NEWKIRK SANDRA L & SUSAN P MCGRAW TR	849 SHADE TREE LN, SHENANDOAH JUNCTION	Open	1 Lot and a residue		
	23-25-SD	8/28/2023	LOWE ANDREW D W	7620 SHEPHERDSTOWN PIKE, SHEPHERDSTOWN	Open	Resubdivision of North Thirty, Lot 1 into Lots 1A and 1B (residue)	26	665
	23-26-SD	8/28/2023	LOWE ANDREW D W	7766 SHEPHERDSTOWN PIKE, SHEPHERDSTOWN	Open	Resubdivision of North Thirty, Lot 3 into Lots 3A and 3B (residue) and an easement deed	26	664
	23-27-SD	9/7/2023	Eric & Michele Stewart	BOWERS RD, KEARNEYSVILLE	Open	Family Transfer MSD creating 2 lots and a residue		
	23-28-SD	9/22/2023	Lutman Land Development - Dave Lutman	Regent Road, Charles Town	Closed	2 lots and a residue	26	660
	23-29-SD	10/16/2023	MARCUS RONALD E	6997 KABLETOWN RD, CHARLES TOWN	Open	Minor Subdivision to create lots 1, 2 & 3-Residue		
	23-30-SD	10/31/2023	ELMWOOD FIELDS & FORESTS LLC	Flowing Springs Road, SHENANDOAH JUNCTION	Open	Lot 1 and Lot 2 (residue)		
	23-31-SD	12/13/2023	Townhome Rental, LLC	Charles Town Road, Kearneysville	Open	Rocky Ridge Phase 2 Subdivision - 54 Townhome Lots		
	23-32-SD	12/21/2023	LUTMAN PROPERTIES LLC	8464 LEETOWN RD, KEARNEYSVILLE	Open	Leetown 1: 4-lot minor subdivision / Cluster Subdivision (Section 5.7D.2 of the Zoning Ordinance)	26	690
	23-33-SD	12/21/2023	LUTMAN PROPERTIES LLC	8554 LEETOWN RD, KEARNEYSVILLE	Open	Leetown 2: 4-lot minor subdivision / Cluster Subdivision (Section 5.7D.2 of the Zoning Ordinance)	26	691
	24-1-SD	1/10/2024	LUTMAN DAVID W - David Lutman	155 SUNNYSIDE LN, SHENANDOAH JUNCTION	Closed	2 lots and a residue	27	43
24-2-SD	1/10/2024	Lutman Land Development	Lewisville Rd, Summit Point	Open	1 lot and residue	27	88	

Subdivision	24-3-SD	1/10/2024	Lutman Land Development	Lewisville Rd, Summit Point	Closed	1 lot and residue	27	85
	24-4-SD	1/23/2024	MCCREERY DEVIN P ET AL	TURNER RD, SHEPHERDSTOWN	Open	Creation of Lots 1 - 3 per Section 5.7D.1.		
	24-5-SD	1/26/2024	BOHON TINA & DANIEL	274 WILLINGHAM RD, CHARLES TOWN	Closed	2 lots and a residue	26	709
	24-6-SD	2/9/2024	SUSQUEHANNA PROPERTIES LLC - Douglas Porter	45 BELLA CT, CHARLES TOWN	Open	1 lot and a residue		
	24-7-SD	4/1/2024	DR Acquisitions, LLC - Matt Stare	Charles Town Road, Charles Town, WV 25414	Open	Final Plat - Phase 1B includes: Townhome Lots 49 thru 72;; Detached SF Lots: 15-32 and 167-173	27	99
	24-8-SD	2/26/2024	BRADY ROBERT L & LOUISE M	RIDGE RD, SHEPHERDSTOWN	Open	MSD to create one lot and a residue	27	17
	24-9-SD	3/5/2024	Michael & Paula Roll	Southerly Lane, Charles Town	Open	Creation of Lots 2A & 2B as a family transfer.		
	24-10-SD	3/13/2024	HARDY FRANK E & DIANE L	77 AMERICAN PRIDE LN, KEARNEYSVILLE	Open	Creation of Lot B1 and B2-Residue		
	24-11-SD	3/18/2024	THOMPSON ALTHA R & MINDY L-TRS	WHITMER RD, SHENANDOAH JUNCTION	Open	Thompson Family Transfer, Lot 2-Residue and Lot 3		
	24-12-SD	3/25/2024	JEFFERSON ORCHARDS INC.	Kearneysville Pike, KEARNEYSVILLE	Open	The Concept Plan proposes 720 residential single-family lots (324 single-family detached and 396 single-family attached of varying widths).		
	24-13-SD	5/6/2024	CAVALIER FARM LLC - Trish Sanderson	2043 SHEPHERDSTOWN PIKE, HARPERS FERRY, WV 25425	Open	Creation of Lots 1-3 (Residue)		
	24-14-SD	5/8/2024	Huyett Road Development LLC - Doug Lance	Huyett Road, Charles Town, WV 25414	Open	Creation of 5 total lots plus a BLA to Parcel 20		
	24-15-SD	5/16/2024	ELEVATION PROPERTIES, LLC	1208 GARDNERS LN, SHEPHERDSTOWN, WV 25443	Open	Create 2 lots and a residue per 5.7D.3		
	24-16-SD	5/20/2024	Lutman Land Development, LLC	80 HYDE PARK LN, CHARLES TOWN, WV 25414	Open	Lots 1, 2, & 3 (Residue)		
	24-17-SD	5/30/2024	LUTMAN DAVID W	157 SUNNYSIDE LN, SHENANDOAH JUNCTION, WV 25442	Open	Creation of two lots, an FT lots and a residue		
	24-18-SD	6/7/2024	MICKEY G WARREN	276 ROPER NORTH FORK RD, CHARLES TOWN, WV 25414	Open	Creation of a two lot minor subdivision.		
	24-19-SD	6/24/2024	ATKINSON WILLIAM G & LAURIE J	1212 RIVER RD, SHEPHERDSTOWN, WV 25443	Open	Final Plat showing a resubdivision of Tract No. 2, Whitcher Subdivision; to create FT Lots 4, 5, and 6 -Residue.		
						32		
	Redline Revision	23-8-RR	10/10/2023	FLOWING SPRINGS ROAD LLC	Flowing Springs Road, Charles Town	Open	Revising the SWM Pond #1 outlet structure, adding model home notes based on BZA approval and associated temporary parking lot, adding the new property line and owner from the minor subdivision of the land.	
24-3-RR		2/1/2024	DR Acquisitions, LLC - Matt Stare	Charles Town Road, Charles Town	Open	Revised Model Home lots to add 174 and TH 21, modified storm structures, E&S revisions per Jefferson County.		
24-4-RR		3/27/2024	D.R. Horton Capital Division - Keegan Waters	GUMSPRING DR, CHARLES TOWN	Open	Modified grading plans to adjust grades for Bioswales 7 and 8.		
					Category Total:	3		
	23-3-FPA	8/3/2023	New Hope Farm Inc	187 BRUCETOWN RD, KEARNEYSVILLE, WV 25430	Closed	New Hope Farm, Lot 4 (amendment to access)		

Final Plat Amendment	23-5-FPA	10/19/2023	TOWNHOMES RENTAL LLC	4115 CHARLES TOWN RD, KEARNEYSVILLE	Open	Rocky Ridge - change to the County line.		
					Category Total:	2		
	23-35-ZC	7/7/2023	CHERNOV ROMAN B	451 SHENANWOOD DR, HARPERS FERRY	Closed	Bed and Breakfast (owner-occupied short term rental)		
	23-36-ZC	8/2/2023	COLLIER MARTIN P & KIBONG LEE	133 WATERSIDE DR, HARPERS FERRY	Closed	Accessory Dwelling Unit: In-law Suite		
	23-37-ZC	7/19/2023	B33 JEFFERSON CROSSING II LLC	186 FLOWING SPRINGS RD, CHARLES TOWN	Closed	Change in Tenant		
	23-38-ZC	7/27/2023	SUSO 2 ALABAMA LP - Stelios Mourtzakis	108 PATRICK HENRY WAY, CHARLES TOWN	Closed	Shopping Center: Change in Tenant (Adagio Academy of Performing Arts) Dance studio		
	23-39-ZC	8/11/2023	REDDINGTON QUINTINA B & MATTHEW S	414 KIDWILER RD, HARPERS FERRY	Closed	Agricultural Use: Farm Distillery, Agricultural Event Facility, and Pick Your Own Farm Products		
	23-40-ZC	8/11/2023	Nicholas Russo and Alice Davenport	1899 TROUGH RD, SHEPHERDSTOWN	Closed	QRF Solutions K9; Kennel - Dog Training Operation to include basic obedience training and scent detection training.		
	23-41-ZC	8/15/2023	PG CAPPELLA LLC - Pasquale Colandrea	130 E BURR BLVD, KEARNEYSVILLE	Closed	Change in tenant		
	23-42-ZC	8/16/2023	ADCOCK PROPERTIES LLP	25 TROY DR STE 100, CHARLES TOWN	Closed	Change in Tenant: Drive Pros to Charles Town Auto		
	23-43-ZC	8/18/2023	LOWELL KATHRYN AMY & SUSAN ANNE MADISON	18 MOONRIDGE LN, HARPERS FERRY	Closed	Bed and Breakfast: owner occupied short term rental		
	23-44-ZC	8/28/2023	SCHNITZIUS SUZAN	50 MOSBY DR, HARPERS FERRY	Closed	Bed and Breakfast: Owner occupied short term rental		
	23-45-ZC	8/30/2023	BELKOT HOLLY & DAVID F PHELAN JR	79 FEATHERBED LN, HARPERS FERRY	Closed	Short Term Rental		
	23-46-ZC	9/20/2023	CORUM PETER S	3988 KEARNEYSVILLE PIKE, SHEPHERDSTOWN	Closed	Day Care Facility, Large: Hours of Operation 8 am to 8 pm; Number of Children: 30; Number of Employees: 5; Number of Parking Spaces: 10		
	23-47-ZC	10/5/2023	MCKEE JOHN D & CYNTHIA E	237 TEL FARM LN, KEARNEYSVILLE	Closed	Add standby generator, associated concrete pad, and utility equipment to existing AT&T Equipment area. There will be no change in the size or height of the tower or antennas.		
	23-48-ZC	10/12/2023	West Virginia American Water Company - Tony Witt	150 E BURR BLVD STE 200, KEARNEYSVILLE	Closed	Change in Ownership/Tenant: Professional Office		
	23-49-ZC	10/19/2023	Skyview Property Management, LLC	1086 TUSCAWILLA DR, CHARLES TOWN	Open	The Paddock - Short term Rental		
	23-50-ZC	10/20/2023	VIEW MOUNTAIN FARM LLC	673 OLD SHENNANDALE RD; 1371 MYERSTOWN RD; 2646 KABLETOWN RD; 28 DUTCH HILL RD; CHARLES TOWN	Closed	Solar Energy Facility Concept Plan for the Rippon Energy Facility on approximately 878-acres consisting of solar modules, a new substation to connect the solar facility with the electric grid, and underground utilities.		
	23-51-ZC	11/9/2023	DSP Shepherdstown Tavern LLC aka Rumsey Tavern	233 LOWE DR, SHEPHERDSTOWN	Closed	DSP Shepherdstown Tavern LLC dba Rumsey Tavern		
	23-52-ZC	11/16/2023	Tianxia, LLC - Tain Feng Zhou	91 SARATOGA DR STE B, CHARLES TOWN	Closed	Jefferson Crossing, Lot 3, Shopping Center. Change in Tenant: Indoor Play Facility with arcade game machines.		
	23-53-ZC	11/30/2023	Summit Point Raceway Associates, Inc. - Chris Otto	155 Gasoline Alley Units 1 & 2, Summit Point	Closed	Accessory Use: Fitness Center *change in use / change in tenant in Units 1 and 2		

**Zoning
Certificate**

23-55-ZC	12/7/2023	SUMMIT POINT VENTURES LLC - Jim Bradury	500 MOTORSPORTS PARK CIR, SUMMIT POINT	Closed	Change in Land Use: Kennel: K-9 training to include Explosive Detector Dogs (EDD's) Storage of Firearms Permitted as an Accessory Use		
23-56-ZC	12/8/2023	BAIHLY EUNSOOK K	47 MORNING CALM LN, HARPERS FERRY	Open	ADU		
23-57-ZC	12/12/2023	Katherine Wong	1447 LAKESIDE DR, HARPERS FERRY	Closed	Short Term Rental		
23-58-ZC	12/20/2023	WEBB CAPRICE	35 WESTRIDGE LAKE LN, HARPERS FERRY	Open	Wild and Wonderful Silos Short Term Rental (STR)		
24-1-ZC	1/22/2024	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC - Chris Otto	103 GASOLINE ALY UNIT 27, SUMMIT POINT	Closed	Accessory Use: Classroom and Office Space *Change in use Units #27 & 28 (classroom); Unit #29 (office); Unit #30-31 (mat room)		
24-2-ZC	1/26/2024	BANKS T NEILL & KENNA	3343 SHEPHERDSTOWN PIKE, SHENANDOAH JUNCTION	Closed	Telecommunication Tower Modification: Generator w/ 4' x 10' concrete pad.		
24-3-ZC	1/30/2024	MADDEX SQUARE HOSPITALITY LLC - Nik Mody	70 MADDEX SQUARE DR, SHEPHERDSTOWN	Open	Hotel with 51 guest rooms and limited breakfast; 12 to 15 employees; 58 parking spaces, including 3 ADA.		
24-4-ZC	1/30/2024	499 HALLTOWN LLC - Brittany Newman	499 HALLTOWN RD, HARPERS FERRY	Closed	Nonconforming Use: Change in Owner & Land Use (real estate office)		
24-5-ZC	2/8/2024	SUMMIT POINT AUTOMOTIVE RESEARCH CETNER LLC	770 HARDESTY RD, SUMMIT POINT	Closed	Existing Telecommunications Tower: Verizon remove (6) RRHs and ancillary equipment; and, to install (3) antennas and ancillary equipment and groundwork.		
24-6-ZC	2/15/2024	KITA LLC	43 RULAND RD STE A, KEARNEYSVILLE	Open	Two Rivers Armory, Too: Change in Tenant - Manufacturing, Limited & Retail Limited Sale of Federal Firearms & gunsmithing		
24-7-ZC	2/22/2024	MELLOTT PAMELA J	147 POSSUM TROT LN, KEARNEYSVILLE	Closed	Accessory Dwelling Unit: Family Member		
24-8-ZC	2/26/2024	SBABA LLC	15 TUSCAWILLA DR, CHARLES TOWN	Closed	Change in Tenant: Dream Driven Properties *Nonconforming Use / Section 4.3		
24-9-ZC	2/26/2024	MADDEX SQUARE INVESTORS LLC	91 MADDEX SQUARE DR, SHEPHERDSTOWN	Closed	Maddex Square Shopping Center Change in Tenant: Rose Nails		
24-10-ZC	3/13/2024	WEEREN R SCOTT & ELLEN K - Ellen Weeren	20 RIVER FOREST LN, HARPERS FERRY	Open	Bed & Breakfast: Owner Occupied		
24-2-ABC	3/15/2024	SHENANDOAH VALLEY HOLDINGS LLC - Wylie McDade	315 JAMES BURR BLVD, KEARNEYSVILLE	Closed	Devil's Due Distillery		
24-11-ZC	3/19/2024	ROLLING RIDGE FOUNDATION INC	671 FLOC WAY, HARPERS FERRY	Open	Waiver from Section 20.203 of the Subdivision Regulations that requires the proposed project to process as a Minor Site Development.		
24-12-ZC	4/9/2024	NEW HOPE FARM INC	187 BRUCETOWN RD, KEARNEYSVILLE, WV 25430	Closed	Accessory Use to existing Hunting Club - sale of firearms to club members and guests.		
24-13-ZC	4/3/2024	GODDARD LAURA	Falcon Ridge Drive, Charles Town, WV 25414	Closed	Mountain View Polo: hosting practices 3x/week from June - August; 6 - 12 students per session (1-2 hours). Private Lessons, Tuesday - Sunday, June through August, daylight hours.		
24-14-ZC	4/9/2024	MCKEE CYNTHIA E	237 TEL FARM LN, KEARNEYSVILLE, WV 25430	Closed	Equipment Modifications to an existing telecommunication tower.		

24-15-ZC	4/9/2024	8332 MARTINSBURG PIKE LLC - Brad Fulton	8332 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Closed	Change In Use / Change in Ownership Former Shepherdstown Sheetz (Gas Station) change in use to University Vape & Tobacco (Retail)		
24-16-ZC	4/11/2024	OWENS MICHAEL K ET AL	11945 LEETOWN RD, KEARNEYSVILLE, WV 25430	Closed	Cell Tower Modifications: Remove 12 existing antennas and install 9 new antennas.		
24-17-ZC	4/15/2024	FISHER MATTHEW D-TR & ROWAN CASTRODALE-TR	402 ELK RUN ESTATES DR, HARPERS FERRY, WV 25425	Closed	Accessory Dwelling Unit : In-law Suite		
24-18-ZC	4/19/2024	WHITAKER CARRIE	364 STARKEYS LNDG, SHEPHERDSTOWN, WV 25443	Closed	Home Occupation, Level 1: ApotheCarrie Herbal		
24-20-ZC	4/29/2024	SBABA LLC - Praveen Khurana	9 TUSCAWILLA DR, CHARLES TOWN, WV 25414	Closed	Growing Tree Learning Center (Day Care Center, Large); Providing childcare for up to 24 kids with 9 employees.		
24-21-ZC	5/2/2024	SUSO 2 ALABAMA LP	96 PATRICK HENRY WAY, CHARLES TOWN, WV 25414	Closed	Temporary sale of state legal fireworks from a 20' x 40' tent. A 10' x 20' storage container/pod will be provided for overstock.		
24-22-ZC	5/2/2024	B33 JEFFERSON CROSSING II LLC	188 FLOWING SPRINGS RD, CHARLES TOWN, WV 25414	Closed	Temporary sale of state legal fireworks from a 20' x 40' tent.		
24-24-ZC	6/4/2024	WALKER SARAH E ET AL	67 GRANNY SMITH LN, KEARNEYSVILLE, WV 25430	Closed	Modifications to an existing cell tower to include the removal and replacement of antennas, etc.		
24-25-ZC	6/10/2024	KOSKO EMIL M JR	5071 MIDDLEWAY PIKE, KEARNEYSVILLE, WV 25430	Closed	Wine Down Vineyard: Farm Winery to grow and process wine. Sales will be open to the general public.		
24-26-ZC	6/11/2024	STILES FAMILY PARTNERSHIP #2	1234 MYERSTOWN RD, CHARLES TOWN, WV 25414	Open	Farm Vacation Enterprise: five lodging units		
				Category Total:	48		
23-24-ZV	7/7/2023	WALL STREET PARTNERS WV1 LLC - Timothy Haymaker	45 AMANDA CT, HARPERS FERRY, WV 25425	Closed	Variance request from Section 104.A.2 to allow an attached business sign to be installed in a location that faces an adjoining residential property.		
23-25-ZV	7/26/2023	WEIMER ADRANETTA I	50 WILD DOGWOOD LN, HARPERS FERRY	Closed	Variance request from Section 9.7 to reduce the side setback from 12' to 8' along the southern property line for a proposed 28' x 35' detached garage.		
23-26-ZV	7/27/2023	Daniel Shelton	25 BON AIRE DR, SHEPHERDSTOWN	Closed	Variance request from Section 5.4(b) (Zoning Ordinance as amended 07/15/93) to reduce the rear setback from 20' to 15' along the northern property line for a proposed deck and screened in porch (325 sq ft total).		
23-27-ZV	8/14/2023	TENNANT SHARON M - Sharon Tennant	323 WOODCOCK AVE, SHEPHERDSTOWN	Closed	Variance request from Section 9.7 to reduce the side setback along the northern property line from 6' to 4' and the rear setback along the eastern property line from 6' to 4' for a proposed 160 sf shed.		
23-28-ZV	8/21/2023	FLOWING SPRINGS ROAD, LLC - WILLIAM REILLY	Flowing Springs Rd, Shenandoah Junction	Closed	Variance request from Section 8.10 to allow placement of a staffed model home sales office on Lots 36 & 37 of the Stonecrest Subdivision.		
23-29-ZV	8/21/2023	WOLFE CHARLES G JR & SHELLY J	1223 N CHILDS RD, KEARNEYSVILLE	Closed	Variance request from Section 5.7B of the Zoning Ordinance (amended 09/28/06) to reduce the front setback along the eastern property line from 40' to 17' for a 30' x 30' detached garage; and Section 9.6C to allow an accessory structure in the required front yard.		
23-30-ZV	8/28/2023	SULLIVAN BARBARA B	Bakerton Road, Harpers Ferry	Closed	Variance request from Section 10.5A.4 to reduce the front setback from 25' to 8' for an Off-Premise Sign; and Section 10.5A.5 to allow an Off-Premise Sign to be located closer than 100' to an intersection.		

**Zoning
Variance**

23-31-ZV	8/30/2023	Elevation Properties LLC	1208 GARDNERS LN, SHEPHERDSTOWN	Closed	Variance request from Section 5.7D.2.b.i(b) to allow the required 50% green space to be allocated on each of the individual lots within the cluster subdivision (applicant is proposing a maximum of four 5-acre lots).		
23-32-ZV	9/5/2023	CHARLES TOWN BURR PARK STATION LLC	60 WAR ADMIRAL BLVD, KEARNEYSVILLE, WV 25430	Closed	Variance request from Section 10.4B.2 to increase the permitted freestanding business sign height from 35' to 65'. The subject request is to allow an existing freestanding sign that was previously approved at the increased height of 65' to be relocated on the subject parcel for the Liberty/Circle K gas station.		
23-33-ZV	9/28/2023	CEBULSKI DAVID M	476 DEERFIELD VILLAGE DR, SHEPHERDSTOWN, WV 25443	Closed	Variance request from Section 5.4B of the Zoning Ord. (as amended 11/07/02) to reduce the rear setback along the eastern property line from 20' to 16' for an 18' x 8' deck.		
23-34-ZV	10/3/2023	Nicholas Russo and Alice Davenport	1899 TROUGH RD, SHEPHERDSTOWN, WV 25443	Closed	Variance from Section 8.4 to reduce the distance requirement from 300' to 150' for a proposed kennel that includes an outdoor training area.		
23-35-ZV	10/10/2023	CORUM PETER S	3988 KEARNEYSVILLE PIKE, SHEPHERDSTOWN, WV 25443	Closed	Variance request from Section 10.4.B.4 to allow a Freestanding Business Sign to be installed in a location that faces an adjoining residential property.		
23-36-ZV	10/23/2023	CHAPPUIS GUY P M	28 BENSON DR, HARPERS FERRY, WV 25425	Open	Variance request from Section 9.7 to reduce the front setback along Mahoney Drive from 20' to 2'; and, to reduce the rear setback along the eastern property line from 12' to 2' for a 12' tall fence.		
23-37-ZV	10/30/2023	SNYDER STEPHEN P & KATIE MCELROY- WOODRUM - STEPHEN SNYDER	38 MARCUM LN, HARPERS FERRY, WV 25425	Open	Variance request from Appendix B to reduce the non-residential side setback requirement from 50' to 8' along the northern property line for a 12' x 28' shed to be used for equipment storage related to an existing landscaping business (Snyder's Property Squad, LLC).		
23-38-ZV	11/17/2023	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY, WV 25425	Open	Variance request from Section 5.6B to reduce the distance requirement for Industrial Uses from 1,000' to 300' along the southern property line to allow for the construction of an asphalt plant accessory to the quarry operation.		
24-1-ZV	12/27/2023	CORBETT DEBRA R	HUYETT RD, CHARLES TOWN, WV 25414	Open	Variance request from Section 5.7D.2.b.i(b) to allow the required 50% green space to be allocated on each of the individual lots within the cluster subdivision (applicant is proposing a maximum of five lots).		
24-2-ZV	12/28/2023	BEALLAIR HOMES LLC	101 CLAYMONT HILL ST, CHARLES TOWN, WV 25414	Open	Variance request from Appendix A to reduce the rear setback from 20' to 18' for an existing 20' wide screened in porch.		
24-3-ZV	1/2/2024	MILLVILLE QUARRY INC	165 BRADSTONE LN, HARPERS FERRY	Closed	Variance request from Section 5.6B to reduce the distance requirement for Industrial Uses from 1,000' to 400' to allow for the construction of an concrete plant accessory to the quarry operation.		
24-4-ZV	1/2/2024	DR ACQUISITIONS LLC	Charles Town Road, Charles Town	Open	Variance request from Section 8.10 to allow placement of a staffed model home sales office on Lot 174 and Townhome Lot 21 of the Kings Crossing Subdivision.		
24-5-ZV	1/3/2024	MCCLAIN WILLIAM J & KRISTEN E	374 LOOKOUT MOUNTAIN CT, HARPERS FERRY	Open	Variance request from Section 4.6B to eliminate the 75' distance requirement along the north, east, and south boundary lines to operate a homebased federal firearms business from an existing dwelling unit.		

24-6-ZV	1/24/2024	BERNDT ERIK W & CHERYL A	River Rd, Shepherdstown	Withdrawn	Variance request from the following: 1. Appendix B and Section 4.11E to utilize existing vegetation in lieu of a planted buffer along the front, side, and rear property lines. 2. Appendix B to eliminate the building setbacks and landscaping requirements along the internal property line between Parcels 7 & 7.1 (common ownership).		
24-7-ZV	1/29/2024	DALB INC - Kevin Steeley	73 INDUSTRIAL BLVD, KEARNEYSVILLE	Open	Variance request from Appendix B and Section 4.11 to eliminate the required street tree and landscaping buffer to allow for the expansion of an existing commercial facility.		
24-8-ZV	2/9/2024	BLACK JEFFREY K	353 MARIE DR, CHARLES TOWN	Open	Request to reduce the side setback from 8' down to 3' for a 12' x 35' storage shed.		
24-9-ZV	2/14/2024	Joshua Madar	74 SADDLEBRED LN, KEARNEYSVILLE	Open	Variance request from Section 5.7B of the Zoning Ordinance (amended 05/01/03) to reduce the rear setback from 50' to 5' for a 12' x 24' (288 sf) accessory structure.		
24-10-ZV	2/16/2024	BEALLAIR COMMUNITY CONSERVANCY INC - Mike Wiley	494 BEALLAIR MANOR DR, CHARLES TOWN	Open	Variance request from Section 4.11A and App. B to eliminate the required street trees along Plantation Lane & Beallair Manor Dr.		
24-11-ZV	2/29/2024	BEALLAIR COMMUNITY CONSERVANCY INC - Mike Wiley	494 BEALLAIR MANOR DR, CHARLES TOWN	Open	Variance request from Appendix B to eliminate the required parking lot setbacks along Plantation Lane and Beallair Manor Drive.		
24-12-ZV	2/28/2024	FARRELL JULIA & JAMES D	312 POTOMAC RIDGE LN, SHEPHERDSTOWN	Open	Variance from Section 5.7B of the Zoning Ordinance (amended 05/01/03) to reduce the front setback from 40' to 20'; and, Section 9.6C to allow an accessory structure within the required front yard.		
24-13-ZV	3/27/2024	TRAYWICK THOMAS E & DEBRA M	647 AVON BEND RD, CHARLES TOWN	Open	Variance from Section 9.6C to allow an accessory structure within the required front yard; and, Section 9.7 to reduce the front setback along the southern property line for a detached garage.		
24-14-ZV	3/29/2024	GRACE BAPTIST CHURCH - Christine Barnes	4272 CHARLES TOWN RD, KEARNEYSVILLE	Open	Landscaping		
24-16-ZV	5/16/2024	Frank and Elizabeth Casaleno	214 KILLIAN LN, CHARLES TOWN, WV 25414	Open	Variance request from Section 5.4B of the Zoning Ord., to reduce the rear setback from 20' to 15' for a 12' x 16' deck.		
24-17-ZV	5/16/2024	Thomas and Ann Morgan	20 SHENANDOAH CROSSING DR, CHARLES TOWN, WV 25414	Open	Variance from Appendix A to reduce the side setback along the eastern property line from 5' to 3' for a deck.		
24-18-ZV	5/20/2024	KITE JEFFREY D & ALITA R	655 MASON DR, HARPERS FERRY, WV 25425	Open	Request from Section 9.7 to reduce the front setback from 20' to 8' along the southern property line (Natalie Lane) to construct a covered porch.		
24-19-ZV	5/24/2024	Devil's Due Distillery - Wylie McDade	315 JAMES BURR BLVD, KEARNEYSVILLE, WV 25430	Open	Variance from Section 4.11/ Appendix B to eliminate the landscaping requirements, the parking/drive aisle setbacks, and the building setbacks for the internal lot line to allow for the expansion of the Devil's Due Distillery facility.		
24-20-ZV	5/30/2024	HARDY FRANK & DIANE	43 AMERICAN PRIDE LN, KEARNEYSVILLE, WV 25430	Open	Variance from Appendix A to reduce the front setback along the southern property line for an existing detached access structure; and, Section 9.6C to allow an accessory structure within the required front yard.		

	24-21-ZV	5/30/2024	JENKINS WESTLEY A & REBEKAH N WALSH- JENKINS	289 MACOUGHTRY DR, KEARNEYSVILLE, WV 25430	Open	Variance from Appendix A to reduce the front setback along the western property line for an existing shed and lean-to, and a proposed pool; and, Section 9.6C to allow an accessory structure within the required front yard.		
	24-22-ZV	5/31/2024	DONLEY SAMUEL J JR	4368 ENGLE MOLERS RD, HARPERS FERRY, WV 25425	Open	Variance from Appendix A to reduce the required setbacks in order to allow the existing structures (two sheds) for a proposed minor subdivision.		
	24-23-ZV	6/14/2024	LOWE NICHOLAS P	272 NO NAME LN, KEARNEYSVILLE, WV 25430	Open	From Section 9.7 to reduce the side setback from 12' to 4' for a 16' x 8' deck.		
	24-24-ZV	6/24/2024	Global Environmental & Remediation LLC (Raymond Johnson) - Raymond Johnson	Middleway Pike, Charles Town, WV 25414	Open	Variance request to modify the landscaping requirements for a contractor's office.		
					Category Total:	39		
Zoning Map Amendment	24-1-Z	4/25/2024	COCHRAN MILL ROAD LLC - Matt Cochran	KANAWHA LN, CHARLES TOWN, WV 25414	closed	Rezoned 20.2 acres from Industrial-Commercial to Residential-Light Industrial-Commerical		
					Category Total:	1		
					Grand Total:	233		