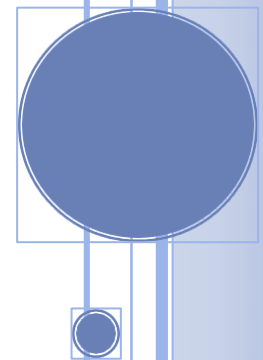


ANNUAL REPORT FOR PLANNING AND ZONING

FY 2021 (July 1, 2020 – June 30, 2021)

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 10, 2021.



FY 2020 Annual Report for Planning and Zoning (July 1, 2020 – June 30, 2021)

Attached is an electronically generated report of all applications submitted and reviewed within FY2021. 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: **12 Meetings**

Subdivision Regulations Text Amendments **1**

Subdivision Regulations Reorganization and Amendments – revisions on hold

Zoning Ordinance Text Amendments **5**

#ZTA20-01: Zoning Ordinance Text Amendment to create provisions to allow Commercial Cemeteries to process as a Conditional Use in the Rural zoning district and a Principal Permitted Use in the RLIC and IC zoning districts.
PC PH 9/8/20; recommendation to CC 10/13/20; CC PH 12/3/20; CC disapproved 12/17/20

#ZTA20-02: Zoning Ordinance Text Amendment to change the classification for Drive-Through Restaurants in the Residential-Light Industrial-Commercial (RLIC) zoning district from Conditional Use (CU) to Permitted Use (P).
PC PH 10/13/20; recommendation to CC 10/13/20; CC PH 12/3/20; CC approved 12/17/20

#ZTA19-03: Zoning Ordinance Text Amendment to allow Solar Energy Facilities to process as a Principal Permitted Use and/or a Conditional Use in the various zoning districts (sent back to PC by CC).
PC PH 2/9/21; recommendation to CC 2/23/21; Approved 4/13/21

#ZTA21-01: Planning Commission added to their work plan Zoning Ordinance Text Amendments related to Short-Term Rentals at their 6/8/21 PC Meeting

#ZTA21-02: Planning Commission added to their work plan Zoning Ordinance Text Amendments related to Reducing Setbacks in the Residential Growth Zoning District at their 6/8/21 PC Meeting

- #20-1-Z:** Zoning Map Amendment: Planning Commission review and recommendation regarding whether the petition for a Zoning Map Amendment by property owner James W Van Evera III (et al) to rezone 5.4 ac, of the total 22.17 ac subject parcel, from Residential Growth to Residential-Light Industrial-Commercial is consistent with the *2035 Comprehensive Plan*. Property Owner: James W Van Evera III Et Al.; Property Location: 7948 Middleway Pike, Shepherdstown, WV.
PC review and recommendation to the CC that the requested rezoning is consistent with the Envision Jefferson 2035 Comprehensive Plan 11/10/20; CC PH 12/3/20; Approved 12/17/20.
- #20-2-Z:** Zoning Map Amendment: Planning Commission review and recommendation regarding whether the petition for a Zoning Map Amendment by property owner Chris Livingston, Dead Rock Contractor Services to rezone 0.88 acres (total of Parcels: 23 and 27), from Residential Growth to General Commercial is consistent with the *2035 Comprehensive Plan*. Property Owner/Applicant: Chris Livingston, Dead Rock Contractor Services. Property Location: Vacant parcel located immediately north of the intersection of Shipley Road and US Route 340. Tax District: Harpers Ferry (04); Map: 9; Parcels: 23 & 27.
PC review and recommendation to the CC that the requested rezoning is consistent with the Envision Jefferson 2035 Comprehensive Plan 2/9/21; CC PH 2/18/21; Approved 3/4/21.
- #21-1-Z:** Zoning Map Amendment: Planning Commission review and recommendation regarding whether the petition for a Zoning Map Amendment by Applicant: Bob Franks, Sheetz, Inc to rezone 2.5 acres of a 4.42 acre site from Rural to Highway Commercial is consistent with the *2035 Comprehensive Plan*. Property Owner: Guy Chicchirichi. Property Location: NE of Augustine Ave. and Rt 340 intersection in Charles Town. Tax District: Charles Town (02); Tax Map: 16; Parcel: 1.
PC review and recommendation to the CC that the requested rezoning is consistent with the Envision Jefferson 2035 Comprehensive Plan 3/9/21; CC PH 3/18/21; Approved 3/18/21.
- #21-2-Z:** Zoning Map Amendment: Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the subject 238.9-acre (based on a survey) property from Rural to Light Industrial (43.7 acres) and Residential Growth (195.2 acres) is consistent with the *2035 Comprehensive Plan*. Owner/Applicant: Mark Ralston, Jefferson Orchards Inc. Property Location: two vacant parcels located east of Route 480 (Kearneysville Pike) and one mile north of the Route 9 interchange. Tax District: Middleway (07); Map: 3; Parcels: 29 and 35. Combined acreage: +/- 238.9 acres. Zoning District: Rural.
PC review and recommendation to the CC that the requested rezoning is not consistent with the Envision Jefferson 2035 Comprehensive Plan, however there have been major changes of economic, fiscal or social nature within the area involved which were not anticipated when the Comprehensive Plan was adopted and these changes have substantially altered the basic characteristics of the area. 5/11/21; CC PH 6/3/21; Approved 6/3/21.

- #20-4-SP:** Smartlink, LLC. AT&T 199 ft. monopole Cell Tower (195' monopole with a 4' lighting rod) which will include 6 antennas and a 3,600 sq. ft. fenced compound on a vacant parcel located on the corner of South Childs Road and Leetown Road.
PC accepted the Concept Plan as submitted with a recommendation to include a landscape buffer 10' wide and 6' tall along the sides that face S. Childs Road and Leetown Road and that an easement be established for the fall zone of the monopole tower.
- #20-7-SP:** Concept Plan for a Shepherdstown Professional Center (a Major Nonresidential Site Development) consisting of one two-story building with 5,100 sf retail space (first floor) and 5,100 office space (second story); one 6,000 sf single-story building divided into six (6) 1,000 sf retail/office units and associated parking spaces and signage. Property Owner: Rankin Properties, LLC. Property Location: Vacant parcel on the NE corner at the intersection of Potomac Farms Dr. and Kearneysville Pike (Route 480); Size: 3.56 acres; Zoning District: General Commercial.
Public Workshop 11/10/20; PC accepted the Concept Plan as submitted as complete with no conditions.
- #20-18-SD:** Concept Plan for the re-subdivision of Lot 28 Summit View Estates into three (3) total lots and the required 224 acres of associated green space on adjacent Parcels 6 & 7, under Section 5.7D.2 Cluster Provisions. Property Owner: Hy-Crest Farms, LLC. Property. Property Location: Summit View Estates, Lot 28 Located at the end of Keith Dr.; Size: 8.5 acres; Zoned: Rural.
Public Workshop 11/10/20; PC accepted the Concept Plan as submitted as complete with no conditions.
- #20-9-SP:** Concept Plan for the Stiles Agriculture Enterprises, Agricultural Event Center, and Farm Vacation Enterprises. The proposal consists of an Agricultural Event Center for up to 800 guests and Farm Vacation Lodging with up to five (5) units (or more, if Ordinance allows) with associated parking and signage. Property Owner: Stanley and Barbara (deceased) Stiles. Property Location: 118 Goshen Arrabon Ln, Charles Town, WV. Tax District: Kabletown (06); Tax Map: 21; Parcel: 4; Size: 17 acres; Zoning District: Rural.
Public Workshop 1/12/21; PC accepted the Concept Plan as submitted with the condition that should the WV Division of Highways (DOH) require a traffic study that the applicant will comply.
- #20-10-SP:** Concept Plan for the Shepherdstown Sheetz (Store 160). The project is a Gas Station, Large to consist of a 6,100 sq. ft. Convenience Store with drive-thru, five (5) fueling islands with canopy, car wash, new roadway, upgraded to traffic signal for Martinsburg Pike, open space, stormwater management areas, the construction of associated utilities, plus associated parking spaces and signage. Owner: James W Van Evera III et al. Developer: Bob Franks, Sheetz Inc. Property Location: 7948 Martinsburg Pike, Shepherdstown WV. Tax District: Shepherdstown (09); Tax Map: 8; Parcels: 13, 15.2 and portions of Parcels: 10.2 and 14. Total Project Size: 5.4 acres; Zoning District: Residential-Light Industrial-Commercial.
Public Workshop 2/9/21; PC accepted the Concept Plan as submitted with no conditions.

- #21-1-SP:** Concept Plan for the Road Runner Wrecker Service, Inc. The proposal for the Road Runner Wrecker Service (salvage yard) consists of the following: Sidewalks, curbs, scale house, car crusher, decommissioning rack, 2 AST's, 54 (9' x 40') storage containers, 181 proposed parking spaces with 12.5 acres of gravel (includes existing gravel/paved area to be renovated) and 2.6 acres of proposed paving. Owner/Applicant: DLGA, LLC; David & Lisa Butcher. Property Location: 2282 Summit Point Road, Summit Point; Tax District: Kabletown (06); Map: 16; Parcel 10; Total Project Size: 25 acres; Zoning District: Rural.
Public Workshop 5/11/21; PC accepted the Concept Plan as submitted.
- #21-8-SD:** A Concept Plan for the King's Crossing Subdivision. The Proposal consists of a Major Residential Subdivision with 404 lots (175 SFD and 229 SSD) and associated infrastructure. Owner/Applicant: DR Acquisitions LLC. Property Location: West of Charles Town Rd, next to St. James Catholic Church Charles Town WV 25414. Tax District Charles Town (02); Map 17; Parcel 22. Total Project Size: 86 acres. Zoning District: Residential Growth. File: 21-8-SD.
Public Workshop 5/11/21; PC accepted the Concept Plan as submitted.
- #21-3-SP:** A Concept Plan for the Wild Hill Solar Energy Facility. The Proposal consists of the construction of a 92.5-megawatt alternating current solar energy facility with a substation connecting to the existing overhead electrical transmission line. The project will be developed across six contiguous parcels comprised of approximately 841 acres owned by five separate property owners: Zigler, Inc., Clarence & Donna S. Hough, Charles L. & Marie S. Hough, T. Todd & Susan B Hough, John Samuel & Alice J. Rissler Estate, and Clarence & Donna S. Hough. . Tax District: Kabletown (06); Map 4/Parcel 9, Map 11; Parcels 7.1 & 8; Map 5; Parcels 1 & 6; and Tax District: Charles Town (02); Map 16; Parcel 18. Developer: Wild Hill Solar, LLC an indirect subsidiary of EDF Renewables, Inc.;
Public Workshop 6/8/21; PC accepted the Concept Plan as submitted.
- #21-4-SP:** Concept Plan for the Charles Town Sheetz Store (a Major nonresidential Site Development). The proposal consists of Gas Station, Large, including a 5,437 sq. ft. convenience store with drive-thru, 5 fueling islands with canopy, new roadway, open space, stormwater management areas and the construction of associated utilities. Owner: Guy Chicchirichi; Developer: Bob Franks, Sheetz Inc. Property Location: Northeast corner of US 340 and Augustine Avenue intersection, Charles Town. Tax District: Charles Town (02); Tax Map: 16; Parcel: 1. Total Project Size: 2.5 acres portion of a 4.42 acre site; Zoning District: Highway Commercial .
Public Workshop 6/8/21; PC accepted the Concept Plan as submitted.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: 12 meetings
Zoning Appeal of Administrative Decision: none this year

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 92 Total (49 Subdivision & 43 Site Plan)
Information Request Forms (IRFs) -- general inquiries from the public: 131 Total
Zoning and Land Development Fees Collected: \$ 116,886.21

PLANNING COMMISSION MEMBERS – FY 2021

1. Mike Shepp, President (term expires 03/31/24)
2. Donnie Fisher, Vice President (term expires 03/31/23)
3. Wade Louthan, Secretary (term expires 03/31/22)
4. Steve Stolipher (County Commission Liaison, 2021)
5. Ron Thomas (term expires 03/31/23)
6. Matt Knott (term expires 03/31/24)
7. Jack Hefestay (term expires 03/31/22)
8. J Ware (term expires 03/31/22)
9. Shane Roper (term expires 3/31/23)
10. Ralph Lorenzetti (County Commission Liaison, 2020)

BOARD OF ZONING APPEALS MEMBERS – FY 2021

1. J. Tyler Quynn Chair (term expires 01/01/22)
2. Deidre Catterton, Vice Chair (term expires 01/01/24)
3. Leeds Corbin, (term expires 01/01/23)
4. Matt McKinny (term expires 01/01/21)
5. Steven Guier (term expires 01/01/22)
6. Jeff Bannon (through 12/31/20)
7. Two vacant alternate positions, one expires January 1, 2022 and one expires 2024

DEPARTMENTS OF PLANNING & ZONING STAFF – FY 2021

1. Jennifer M. Brockman, AICP, County Planner
2. Alexandra Beaulieu, Zoning Administrator
3. Jennilee Hartman, Zoning Clerk
4. Rachael Burke, Planning Clerk (through Oct 2020)
5. Alice Johns, Planning Clerk (start Feb 2021)

Regional Transportation Planning Meetings	
Eastern Panhandle Transit Authority (EPTA) Board and Safety Committee Meetings	7/20/20; 8/4/20; 8/17/20; 9/21/20; 10/19/20; 11/5/20 (safety); 11/16/20; 12/14/20; 1/11/21; 2/8/21; 3/15/21; 3/19/21 (safety) ; 4/19/21; 5/17/21
Martinsburg Pike Corridor (University Dr to Alt 45) Discussion	7/9/2020; 2/4/21; 3/25/21 (in person/ all day); 3/26/21 (a.m.); 5/18/21; 5/15/21
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	8/19/2020; 10/21/20; 1/20/21; 3/17/21; 5/19/21
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Long Range Transportation Plan	1/27/21; 6/23/21
WV DOH/Regional Planners Roundtable	3/31/21
Loudoun County Route 9 Safety and Operational Study regional input meeting	11/6/21
WV51/W. Washington Street, traffic safety, pedestrian mobility improvements plan	3/4/21; 4/8/21; 5/3/21
WV DOH/Regional Planners Roundtable	3/31/21

Regional/State Planning Related Meetings	
Potomac Basin Comprehensive Water Resource Plan (Virtual Meetings)	8/14/20; 8/21/20; 9/11/20
WV APA Chapter Transition Leadership Meetings	8/25/20; 9/2/20; 9/15/20; 9/29/20; 10/27/20; 11/17/21; 12/3/21 (Chapter); 1/14/21; 2/17/21; 2/5/21 (Chapter); 4/27/21; 5/25/21;
WV APA participation in Mid-Atlantic Consortium reception as a part of APA National Conference	5/6/21
Safe Water Conservation Collaborative Meeting	9/1/20; 10/1/20; 4/29/21; 6/29/21
Mid-Atlantic Planning Collaboration Land Use Planning Webinar Series	11/5/21; 11/10/21; 11/12/21; 11/24/21; 12/1/21; 12/8/21; 12/15/21; 12/17/21
Jefferson County Multi-Jurisdictional Hazard Mitigation Plan Annual Review	1/19/21
Jefferson County Parks and Recreation Infrastructure Committee	1/27/21
WV APA Strategic Planning Effort	3/16/21; 4/8/21; 4/20/21; 5/13/21
APA Chapter Presidents Council	2/4/21; 2/18/21; 2/19/21; 5/13/21
Land Use Planning Webinars	1/14/21; 1/21/21; 2/24/21; 5/11/21

Planning and Zoning FY 2021 Annual Report
7/1/2020 to 6/30/2021

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	20-5-CUP	7/30/2020	I&K FARM LLC	5409 CHARLES TOWN RD, KEARNEYSVILLE, WV 25430	Open	Request for a Conditional Use Permit for Valley Used Cars to operate an Automobile Repair, Sales, and Service business utilizing the existing structures and parking areas.
	20-6-CUP	7/31/2020	MAIN ANDREW W & NARIMAN N	Lewisville Road, Summit Point, WV 25446	Open	Request for a Conditional Use Permit for Teyta's Treats to operate as a Restaurant.
	20-7-CUP	8/31/2020	Bret de Pedro - Bret de Pedro	Summit Point Road, Summit Point, WV 25446	Open	Request for a Conditional Use Permit to operate an Automotive Repair, Sales and Service.
	20-8-CUP	10/2/2020	STEVENS NANCY E	1122 DUNCAN RD, HARPERS FERRY, WV 25425	Closed	Request by River Chase Wedding Venue for a Conditional Use Permit to operate a Special Event Facility consisting of hosting up to 15 wedding receptions and other events per year with a
					Type Total:	4
Easements	20-2-E	10/28/2020	MAGAHA T L SONS INC	EARLE RD, CHARLES TOWN, WV 25414	Open	Magaha Easement - Farmland Conservation Easement, Phase 3
	21-3-E	5/12/2021	SNYDER WILLIAM N & MARY S	839 MCCORMACK LN, CHARLES TOWN, WV	Open	306.674 acre Farmland Preservation Easement
					Type Total:	2
Merger or Boundary Line Adjustment	20-7-M	7/10/2020	MILTON JAMES NEVIN	8554 SUMMIT POINT RD, CHARLES TOWN, WV 25414	Open	Boundary Line Adjustment of 16.82 acres from Parcel 30.2 to Parcel 30.
	20-8-M	7/16/2020	SNYDER RODNEY J	116 WILDWOOD FARM LN, SHENANDOAH JUNCTION, WV 25442	Open	BLA between Parcels 4, 4.1, and 4.2
	20-9-M	7/20/2020	LUTMAN LAND DEVELOPMENT LLC - DAVID LUTMAN	389 HACKNEY LN, CHARLES TOWN, WV 25414	Open	.04 acre BLA between Parcel 89 and 109
	20-10-M	7/23/2020	LLD LLC - Dave Lutman	Old Cave Road, Charles Town, WV 25414	Closed	BLA between Lots 1 - 5 Strider Cluster Subdivision
	20-11-M	7/24/2020	CAGE LLC	171 EUCLID AVE, CHARLES TOWN, WV 25414	Open	BLA between Lots 11 and 12, Euclid Avenue
	20-12-M	7/28/2020	KNOLL CLIFFORD H & HILLARY BANACHOWSKI	1799 PERSIMMON LN, SHEPHERDSTOWN, WV 25443	Open	1799 Persimmon Lane & Lot 4 Residue
	20-13-M	8/10/2020	MCCRACKEN DORIS E - TR	1457 AVON BEND RD, CHARLES TOWN, WV 25414	Open	Lots 2005 & 2006 Section 20 Avon Bend
	20-14-M	8/31/2020	FLEMING ANDREW P & SARAH	345 SHVEDA WAY, SHEPHERDSTOWN, WV 25443	Open	BLA between Family Parcel 1 and Lot 4
	20-15-M	9/3/2020	LOCK BRYAN S & THERESA S	20449 CHARLES TOWN RD, HARPERS FERRY, WV 25425	Open	To merge 5.6172 acres from parcel 56 (Hott) to parcel 47 (Lock)
	20-16-M	10/2/2020	RINALDI-ALT BEVERLY	339 WHITE DOGWOOD RD, HARPERS FERRY, WV 25425	Open	Keyes Ferry Acres Consolidation Deed - no plat required.
	20-17-M	11/4/2020	TOWNHOMES RENTAL LLC	4115 CHARLES TOWN RD, KEARNEYSVILLE, WV 25430	Open	Boundary line adjustment of three parcels into two. *A portion of the BLA crosses into Berkeley County*
	20-18-M	11/12/2020	LUTMAN PROPERTIES LLC	2 JOELENES WAY, SHENANDOAH JUNCTION	Open	Lutman-Lutman BLA (Lots 1 and 2)
	20-19-M	11/12/2020	LUTMAN PROPERTIES LLC	104 JOELENES WAY, SHENANDOAH JUNCTION	Open	Lutman-Lutman BLA (Lots 3 and 5)
	20-20-M	12/3/2020	CRAWFORD KAREN L	212 LOCUST KNOLL DR, CHARLES TOWN, WV 25414	Open	Boundary line adjustment between Parcels 4.2 and 4.6
	20-21-M	12/28/2020	HY-CREST FARMS LLC - Arnold Dailey	END OF KEITH DR SUMMIT VIEW ESTATES	Open	Boundary line adjustment between Lots 27 & 28
	17-20-M	5/18/2021	ROMAN RAFAEL A III - RAFAEL ROMAN	150 AVON BEND RD, CHARLES TOWN, WV 25414	Open	.02 acre merger from Rafael Roman (Parcel 19.19) to Mark Cerasi (Parcel 14)
	21-11-M	4/2/2021	HENRY JAMES S & JENNIFER L	85 ROUND OAK LN KEARNEYSVILLE, WV	Closed	Tabb Henry BLA
21-12-M	4/12/2021	PTM, L.P. - Joseph S. Sheetz	Lots 13 /14 Burr Business Park Kearneysville, WV	Closed	Deed of consolidation from PTM LP to PTM LP.	
21-13-M	4/26/2021	SWARTZ RANDAL S & MELISSA S	1717 PERSIMMON LN SHEPHERDSTOWN, WV	Open	Swartz-Swartz BLA	

**Planning and Zoning FY 2021 Annual Report
7/1/2020 to 6/30/2021**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
	21-14-M	4/29/2021	BURCH PAULA - Thomas Burch	935 BOX FACTORY RD SUMMIT POINT, WV	Open	Burch Boundary Line Adjustment
	21-15-M	4/30/2021	Lutman Land Development - Dave Lutman	492 TUSCAWILLA DR CHARLES TOWN, WV	Closed	BLA between two lots owned by Lutman Land Development, LLC in the Tuscawilla Hills Subdivision
	21-16-M	5/7/2021	OAK MEADOW LLC	42 WAGON TRAIL RD HARPERS FERRY, WV	Open	Merging a portion of Lot 9 into Lot 8 and the remainder of Lot 9 into Lot 10
	21-17-M	5/17/2021	Jefferson Orchard, Inc. - M Ralston	Kearneysville Pike (WV 480) and Northport Ave Ranson, WV	Open	Merger/BLA of a portion of Roxul property in Ranson with Jefferson Orchard property
	21-18-M	5/17/2021	Jefferson Utilities Inc. Stephanie Reel	Cobalt Lane Charles Town, WV	Open	Merger/BLA from LK Land Holdings LLC to Jefferson Utilities Inc.
	21-19-M	5/27/2021	VAN EVERA JAMES W III ET AL	7948 MARTINSBURG PIKE SHEPHERDSTOWN, WV	Open	Merger of portions of lots for Shepherdstown/Martinsburg Pike Sheetz lot
	21-20-M	6/22/2021	BARLOW HAROLD S	215 TWISTED OAK LN, SHEPHERDSTOWN, WV	Open	Proposed BLA between Parcels 10 and 10.7
	21-21-M	6/23/2021	Vacant parcel across from 4115 Charles Town Rd	Kearneysville, WV	Open	BLA between Berkeley County Parcel 7 (Murrall Limited Partnership) & Jefferson County Parcel 1.1 (F2L3 Developers)
					Type Total:	27
Miscellaneous Fees	20-4-Q	7/30/2020	LUTMAN LAND DEV.	770 S CHILDS RD, KEARNEYSVILLE, WV 25430	Closed	Laycock, Lot 2 MPC: Relocating septic reserve area
	20-5-Q	8/17/2020	Christopher & Kimberly Purvis	30 Balsam Ct., Charles Town, WV 25414	Closed	Minor Plat Change: Relocating the septic reserve
	20-6-Q	9/21/2020	N/A		Open	Printed Map for GIS of Subdivisions
	20-7-Q	9/30/2020	N/A		Closed	24x36 zoning map
	20-9-Q	12/8/2020	MCGAUGHEY SHANNA E & JOEL M	2138 SMITH RD, CHARLES TOWN, WV 25414	Open	Lift the single family restriction for Lot 8 in the Smith Mountain Subdivision for the purpose of constructing a detached accessory dwelling unit for a family member
	21-7-Q	5/14/2021	SAB REAL ESTATE 2 LLC	8310 MARTINSBURG PIKE SHEPHERDSTOWN, WV	Closed	ABC Letter for ROCS convenience store and gas station
	21-8-Q	6/14/2021	WHISNER CANTON E	1491 SHIRLEY RD SUMMIT POINT, WV	Open	Minor Plat Change: modify easement location and setbacks.
	21-9-Q	6/14/2021	Troy Mann & Debra Ann Napier	MISSION RD HARPERS FERRY, WV	Open	Mann Napier Septic Reserve Change
	21-10-Q	6/16/2021	NORTOM INVESTMENTS LLC	69 CLENDENING DR, KEARNEYSVILLE, WV	Open	No Site Plan review
	21-11-Q	6/17/2021	Lutman Land Development - Dave Lutman	0.3 miles west of Summit Pt Rd & Washington Street, Charles Town	Open	Lift single family restriction from Trough Bend, Lot 1 for an attached in-law suite.
	21-12-Q	6/28/2021	Nicole Picciotto	Lot 1 Elmwood Farm Peaceful Breeze Ln Shepherdstown, WV	Open	Lift SF Restriction Peaceful Breeze Ln
						Type Total:
	20-4-PCW	7/16/2020	VARIETY PROPERTIES LLC - BRET HALE	25 MA AND PA PKWY, KEARNEYSVILLE, WV 25430	Open	Waiver from Section 20.201A(2) to reduce the required access easement width from 50' to 40' for a proposed two lot minor subdivision.
	20-5-PCW	8/18/2020	ILA Properties, LLC. - Joshbeen Grewal	4115 CHARLES TOWN RD, KEARNEYSVILLE, WV 25430	Open	Waiver from Appendix B Sect. 2.5I driveway slope
	20-6-PCW	9/15/2020	SIRBAUGH TAMMY & LARRY	45 EDWARDS CASTLE CT, CHARLES TOWN, WV 25414	Open	Waiver from Section 20.201B3, that requires access via a 50' access easement (File # 20-6-PCW) to access via a state road.
	20-7-PCW	9/21/2020	Butler Family Investments, LLC.	Old Country Club Rd Charles Town, WV 25414	Open	Waiver from Section 20.201A to have direct access to Old Country Club Road, without a 50' access easement to the residue property.
	20-8-PCW	9/22/2020	Kenneth F. Lowe Revocable Trust - Kenneth Lowe, Jr.	Lowe Drive, Shepherdstown, WV	Open	Waiver from Section 20.201 to process as a Minor Subdivision for 6 duplexes, on 2 parcels.

Planning and Zoning FY 2021 Annual Report
7/1/2020 to 6/30/2021

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Planning Commission Waiver	20-9-PCW	10/5/2020	BURKETT ERNEST L & APRIL A	10668 LEETOWN RD, KEARNEYSVILLE, WV 25430	Open	Waiver from Section 20.201A.2 to use 40' access for minor subdivision.
	20-10-PCW	10/19/2020	RANKIN PROPERTIES LLC - Christopher Rankin	POTOMAC FARM DRIVE, SHEPHERDSTOWN, WV 25443	Open	Waiver from Section 20.204 to process a Minor Site Plan with a Concept Plan instead of a Major Site Plan for the Shepherdstown Professional Center (File: 20-7-SP).
	20-11-PCW	10/20/2020	FIDDLERS 1 LLC	54 FIDDLERS WAY, SHEPHERDSTOWN, WV	Open	Waiver from Section 20.201A.2 to allow for a two (2) lot subdivision, which will create a total of six (6) lots on the existing access easement (Fiddlers Way).
	20-12-PCW	11/16/2020	DAVID ACLY	SOUTHEAST CORNER OF King Lear Dr and Stratford Lane, Avon Bend Subdivision	Open	Waiver from Section 20.201 to allow the creation of an additional three lots as a minor subdivision instead of processing a major subdivision.
	20-13-PCW	11/16/2020	Margaret Link (Estate)	French Road, Shenandoah Junction	Open	Waiver from Section 20.201 to allow the creation of an additional five lots as a minor subdivision as opposed to a processing a major subdivision.
	21-9-PCW	4/20/2021	Margaret Hoffman - Margaret Hoffman	Round Rock Lane Charles Town, WV	Open	Utilize an existing 30' R/W to Route 25/7 instead of needing to widen the said R/W to 50.'
	21-10-PCW	6/4/2021	VAN EVERA JAMES W III ET AL - James Van Evera	7948 MARTINSBURG PIKE SHEPHERDSTOWN, WV	Open	Waiver to alter the existing process for plan review and approval in order to begin site grading prior to full site plan approval.
	21-11-PCW	6/22/2021	Lutman Land Development - David Lutman	Summit Point Rd Charles Town, WV	Open	Waiver of Section 2.3.A.3 "Single Entrance Requirement" is a request to utilize a single entrance for Milton's Landing Subdivision
	21-12-PCW	6/22/2021	Lutman Land Development - David Lutman	Summit Point Rd Charles Town, WV	Open	Waiver of Section 22.206.B to exceed the maximum number of lots permitted on a Cul-de-Sac and to exceed the maximum 800-foot requirement.
						Type Total:
Site Plan	20-5-SP	7/31/2020	FEDERAL GROUP INC	233 LOWE DR, SHEPHERDSTOWN, WV 25443	Open	Clarion Hotel Site - VA Parking Lot Expansion
	20-6-SP	9/2/2020	Jefferson County Development Authority	Lots 13 & 14 Burr Business Park James Burr Boulevard	Open	Proposed transfer depot and trailer storage with a 2,400 SF office building.
	20-7-SP	9/25/2020	RANKIN PROPERTIES LLC - Christopher Rankin	POTOMAC FARM DRIVE, SHEPHERDSTOWN, WV 25443	Open	Professional Center to consist of one 2-story building with a 5,100 sf retail space (first floor) and 5,100 office space (second story); one 6,000 sf single-story building divided into six (6) single-story building 1,000 sf retail/office spaces and parking and signage.
	20-8-SP	10/23/2020	SUDHIR RANA	James Burr Blvd, Kearneysville, WV 25430	Open	Construction of three warehouses totalling 28,740 sq ft with a 200 sq ft office in each structure and related parking.
	20-9-SP	11/25/2020	STILES STANLEY E & BARBARA R	118 GOSHEN ARRABON LN, CHARLES TOWN, WV 25414	Open	Agricultural Event Center for up to 800 guests and Farm Vacation Lodging up to 5 units with associated parking and signage.
	20-10-SP	12/21/2020	VAN EVERA JAMES W III ET AL	7948 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Open	Gas Station, Large including a 6,100 sq. ft. Convenience Store with drive-thru, five (5) fueling islands with canopy, car wash, new roadway, upgraded to traffic signal for Martinsburg Pike, and related site improvements, parking spaces, and signage
	21-2-SP	4/7/2021	JEFFERSON COUNTY DEV AUTHORITY	JAMES BURR BLVD, KEARNEYSVILLE	Open	Slonakers Custom Paving
	21-3-SP	4/19/2021	Six parcels comprised of approximately 841 acres owned by five property owners	between Roper North Fork Rd, Old Shennandale Rd, Kabletown Rd, Uinta Farm Lane south of Charles Town, WV	Open	Wild Hill Solar Energy Facility on approximately 841 acres of leased land across six parcels to connect to the existing 138k overhead elec transmission line.
	21-4-SP	4/23/2021	Guy Chicchirichi	NE corner of US 340 and Augustine Ave Charles Town, WV	Open	Augustine Ave Sheetz (Gas Station, Large)
	21-5-SP	5/27/2021	Epic at Burr Park LLC - Andre Fontaine	NE corner of Wiltshire/W Burr Blvd KEARNEYSVILLE, WV	Open	Two flex use buildings, drive aisles, and parking (Lots 17A & 17B Ph 1 Burr Industrial Park)
	21-6-SP	6/30/2021	Rexroat - Cindy Rexroat	191 MEYERSTOWN RD CHARLES TOWN, WV	Open	Weddings and group gatherings, farm vacation enterprise, lodging for guests, pick your own crop, bed and breakfast, possible future expansion
					Type Total:	11
	20-10-SD	7/10/2020	FRENCH CHARLES R ET AL	6803 FLOWING SPRINGS RD, SHENANDOAH JUNCTION, WV 25442	Open	Family Transfer
	20-11-SD	7/14/2020	James and Mary Kallenborn - James Kallenborn	Hidden River Farm River Bend Rd & Wide Horizon Blvd	Open	Minor Subdivision: Resubdivision of lots 10 and 11 in Hidden River Farm
	20-12-SD	8/24/2020	GOODE MICHAEL C TR	487 MILL LN, CHARLES TOWN, WV 25414	Open	2 lot minor subdivision

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Subdivision	20-13-SD	9/1/2020	SHENANDOAH PROPERTIES WV LLC - Vincent and Alicia Secatello	3495 OLD LEETOWN PIKE, RANSON, WV 25438	Open	2 Lots + Residue (MSD)
	20-14-SD	9/4/2020	SILLS STEPHANIE N	329 BORDER RD, KEARNEYSVILLE, WV 25430	Open	Stephanie Silks MSD, Lot 2-Residue and Lot 3
	20-15-SD	9/10/2020	Magnolia WV, LLC.	Between Euclid Ave and Citizen's Way	Open	Phase 3: Proposed 97 single family lots plus Residue.
	20-16-SD	9/10/2020	VARIETY PROPERTIES LLC - William Walls	25 MA AND PA PKWY, KEARNEYSVILLE, WV 25430	Open	2 lot MSD
	20-17-SD	9/18/2020	RAI PROPERTIES LLC	130 E BURR BLVD, KEARNEYSVILLE, WV 25430	Open	2 lot Minor Commercial Subdivision
	20-18-SD	9/25/2020	HY-CREST FARMS LLC - Arnold Dailey	KEITH DR, SUMMIT POINT, WV 25446	Open	Subdivision of Lot 28 in Summit View Estates into 3 new lots.
	20-19-SD	9/25/2020	BRIAN AND ANGELA WILT	JOHN BROWN FARM RD, HARPERS FERRY, WV 25425	Open	Lot 1, 2 and 3-Residue MSD
	20-20-SD	10/19/2020	SIRBAUGH TAMMY & LARRY	45 EDWARDS CASTLE CT, CHARLES TOWN, WV 25414	Closed	Proposed 3 lot MSD.
	20-21-SD	10/26/2020	BOYD LARRY H & DONNA K	Ancient Oaks Court, Charles Town, WV 25414	Closed	Family Transfer Lots 5, 6, 7 and Lot 8-Residue
	20-22-SD	11/6/2020	TIFFANY E LAWRENCE ET AL	Martinsburg Pike, Shepherdstown, WV 25443	Closed	MSD of one lot and a residue (2 total lots).
	20-23-SD	11/12/2020	LUTMAN LAND DEVELOPMENT LLC - DAVID LUTMAN	2751 ENGLE MOLERS RD, HARPERS FERRY, WV 25425	Closed	LLD Uvilla Cluster MSD: 4 total lots
	20-24-SD	11/13/2020	BML, LLC - BRANT LOWE	1967 KEARNEYSVILLE PIKE, SHEPHERDSTOWN, WV	Open	Project consists of a boundary line adjustment and the creation of 3 total lots.
	21-12-SD	4/8/2021	New Hope Farm, Inc. - New Hope Farm	419 Pheasant Run Drive Kearneysville, WV	Open	Lot 1 (Residue) & Lots 2-5
	21-13-SD	4/8/2021	New Hope Farm, Inc. - New Hope Farm	503 Pheasant Run Drive Kearneysville, WV	Open	Lots 6 - 9 and Lot 10 (Residue)
	21-14-SD	4/12/2021	DBA ACLY ENTERPRISE - David Acly	Hyde Park Lane Charles Town, WV	Open	Lots C-3 (Residue), C-4, and C-5
	21-15-SD	4/12/2021	David Lutman - David Lutman	French Road Shenandoah Junction, WV	Closed	Creation of 4 total lots and a boundary line adjustment of ~24 acres.
	21-16-SD	4/23/2021	James Gibson	Shepherdstown Pike (WV 230) Harpers Ferry, WV	Open	MSD of Lots 1 and 2-Residue
	21-17-SD	5/21/2021	GROVE ALTON R & BARBARA J	14024 LEETOWN RD KEARNEYSVILLE, WV	Open	Grove Family Transfer - MSD Lots 1 & 2
	21-18-SD	5/24/2021	Magnolia WV, LLC.	Belvedere Farm Ct Charles Town, WV	Open	Magnolia Springs Phase 2 (Lots 192 - 296 Open Space parcels A & B) Final Plat
	21-19-SD	5/26/2021	BML, LLC - Brant Lowe	1963 KEARNEYSVILLE PIKE, SHEPHERDSTOWN, WV 25443	Open	MSD of Lot 1-Residue, and 3-4
	21-20-SD	5/27/2021	DuBois Living Trust - Dubois Living Trust	Persimmon Lane Shepherdstown, WV	Open	Dubois MSD - Lot A and Lot B - Residue
	21-21-SD	5/28/2021	Ernest Hunter, et. al. - Ernest Hunter	4469 Charles Town Road, Kearneysville, WV	Open	Hunter Hills Major Subdivision: 642 lots including townhouse & single family detached lots
	21-22-SD	5/28/2021	Lutman Land Development - David Lutman	0.3 miles west of Summit Pt Rd & Washington Street, Charles Town	Open	Milton's Landing Major Subdivision: 51 single family detached (including 1 existing home)
17-06-SD	6/23/2021	KE Colonial, LLC	Lowe Drive, Shepherdstown, WV	Open	Colonial Hills 3A Townhouse Development (Rev 3 -- prior versions before MGO)	
					Type Total:	27
	20-18-ZC	7/1/2020	NORTOM INVESTMENTS LLC - ROBERT MALONEY	69 CLENDENING DR, KEARNEYSVILLE, WV 25430	Closed	Office Space for the Veterans Administration, Veteran Health Administration, and Office of Emergency Management for approximately 45 employees, with up to 60 during a disaster; warehouse space for general storage or supplies.
	20-19-ZC	8/11/2020	JORDAN AND CHLOE BUTTS	6433 MARTINSBURG PIKE, SHEPHERDSTOWN, WV 25443	Closed	Agricultural Special Event Facility Wedding Venue. Operating weekends. Approximately 100 grass parking spaces.
	20-20-ZC	8/21/2020	RUSHIZKY GEORGE W & MARY L - Matthew Rushizky	8428 SHEPHERDSTOWN PIKE, SHEPHERDSTOWN, WV 25443	Closed	AT&T Replace antennas on an existing tower.
	20-21-ZC	9/3/2020	AMERICAN TOWERS INC	17340 POPPY RD, BLUEMONT, VA 20135	Closed	Proposed work on the existing 364' nonconforming tower: 1) Remove (2) existing radios. 2) Install new pipe mount. 3) Install (2) pair fiber & coax cables on existing waveguide ladder using 8 hole grommets. 4) Install (1) new radio on horizontal port on dish. 5) Install (1) new radio on vertical. Port on dish. 6) Complete closeouts.
	20-22-ZC	9/2/2020	Road Runner Wrecker Service, Inc. - David Butcher	2282 Summit Point Rd, Summit Point, WV 25446	Closed	Road Runner Wrecker Service Change in Owner - nonconforming salvage and recycling yard
	20-23-ZC	9/4/2020	KROP PROPERTIES LLC	640 WAR ADMIRAL BLVD, CHARLES TOWN, WV 25414	Open	To operate Retail Sales
	20-24-ZC	9/11/2020	KYPER RONALD J	1060 OLD CAVE RD, CHARLES TOWN, WV 25414	Postponed	Accessory Dwelling Unit: Personal Use
	20-25-ZC	9/18/2020	ROGER LEE SHELTON AND MICHELLE KRASSOWSKI	1339 JOHN BROWN FARM RD, HARPERS FERRY, WV 25425	Open	Home Occupation, Level 2: Pet Sitting/Doggie Daycare and Internet Pet Supply Business. Including owner's dogs, pet sitting is limited to a six (6) dog total. No kennels permitted. Relocation of existing dog sitting business (See ZC10-08).

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Zoning Certificate	20-26-ZC	9/30/2020	Cristhian Torrico-Caceres	358 JEFFERSON AVE, CHARLES TOWN, WV 25414	Open	Day Care Center, Large: A facility: (1) licensed by the state, if applicable; (2) providing care for six or more children or adults who do not reside in the facility, are present primarily during daytime hours, and do not regularly stay overnight; and (3) which may include some instruction. To operate Monday - Friday. One employee. Up to 4 parking spaces.
	20-27-ZC	11/4/2020	B33 Jefferson Crossing LLC	91 SARATOGA DR STE D, CHARLES TOWN, WV 25414	Closed	Shopping Center: change in tenant to nail salon
	20-28-ZC	12/21/2020	JEFFERSON UTILITIES INC	307 W BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	Project consists of swapping six antennas/relocating three (3) existing antennas; removing six RRHs, and installing nine (9) RRHs for a co-located telecommunications facility on an existing 160' water tank.
	20-29-ZC	12/21/2020	RAI PROPERTIES LLC	130 E BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	Medical Office: In-home intermittent skilled services by nursing, rehab, and social workers to address the post acute need of patients recently discharged or experiencing declining health.
	21-14-ZC	4/2/2021	BAJADA NICHOLAS & ERIN N F	321 PEACE RIDGE RD, HARPERS FERRY, WV 25425	Closed	Peace Ridge Gardens Center for Sustainable Agriculture: 60' x 60' barn for summer school program and adult programming; weekend classes; produce sales 2-days/week on farm; agricultural accessory dwelling unit.
	21-15-ZC	4/12/2021	G&S Properties	179 E BURR BLVD UNIT N KEARNEYSVILLE, WV	Closed	Change In Tenant: Retail Sales and Services, General / Medical Cannabis Dispensary
	21-16-ZC	4/15/2021	KIDWELL RODNEY W	35 HALLTOWN RD HARPERS FERRY, WV	Closed	Change in Tenant: Real Estate Brokerage Office. Operation: Monday-Friday, 9:00 am to 5:00 pm. Employees: 5 people
	21-17-ZC	4/16/2021	STRUVE DAVID L & VALERIE C	357 HAPPY RETREAT LN CHARLES TOWN, WV	Closed	Accessory Dwelling Unit: In-Law Suite
	21-18-ZC	4/22/2021	AMERICAN TOWERS INC	17340 POPPY RD BLUEMONT, VA	Closed	Modifications to existing telecommunications tower site to include: installation of a generator
	21-19-ZC	4/22/2021	KENTLAND FOUNDATION INC - Jack Walker	98 SOMERSET BLVD CHARLES TOWN, WV	Closed	Temporary sale of legal fireworks: two 8' x 40' temporary stands (06/01/21 to 07/31/21)
	21-20-ZC	4/23/2021	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	770 HARDESTY RD SUMMIT POINT, WV	Closed	Existing Telecommunications Tower: AT&T to install additional cabinet, concrete pad, diesel generator, 6 antennas, 6 future antennas, and RRHs.
	21-21-ZC	4/30/2021	HARPERS FERRY HOLDINGS LLC MATT KNOTT	1816 POTOMAC ST HARPERS FERRY, WV	Closed	Expansion of a Nonconforming Campground: up to 11 campsites, 950 sq ft structure for events. *Total campsites after issuance: 44 sites
	21-22-ZC	5/4/2021	ORTEZ SANTOS I C & TAYDE R RAMIREZ	677 MILLVILLE RD MILLVILLE, WV	Open	Ice Cream Stand: Operation Monday to Sunday from 8:00 am to 11:00 pm. Two employees.
	21-23-ZC	5/4/2021	GALLUP MICHAEL & JENNIFER HILLMANN	4174 FLOWING SPRINGS RD, SHENANDOAH JUNCTION, WV	Closed	Cottage Industry: Dog Kennel (up to 6 dogs)
	21-24-ZC	5/7/2021	SUSO 2 ALABAMA LP	96 PATRICK HENRY WAY CHARLES TOWN, WV	Closed	Temporary sale of state legal fireworks from a 20' x 40' tent. Proposed daily operation 06/15/21 through 07/05/21, 9:00 a.m. to 10:00 p.m. Tent to be removed from the property no later than July 10, 2021. A 10' x 20' storage container/pod will be provided for overstock
	21-25-ZC	5/10/2021	JD LAND HOLDINGS INC - Randie Lawson	362 W BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	Change in Tenant: Commercial Use (Fitness Center) 45 existing parking spaces
	21-26-ZC	5/18/2021	Carter and Blair Dubois	Persimmon Lane Shepherdstown, WV	Open	Home Occupation Level 2: Appraisal Office with 2 employees
	21-27-ZC	5/18/2021	LEFEVRE THOMAS E	237 TEL FARM LN KEARNEYSVILLE, WV	Closed	Tower equipment modification (antennas) on an existing 196' telecommunication facility.
	21-28-ZC	5/26/2021	ESPINOSA KRISTEN R	6485 SUMMIT POINT RD CHARLES TOWN, WV	Closed	Accessory Dwelling Unit (In-Law Suite) (Varinace to lift SF restriction received)
	21-29-ZC	6/9/2021	Richard and Phillip Childs	S. Childs Road Kearneysville, WV	Open	AT&T is proposing to build a 195ft monopole Cell tower which will include 6 Antennas and a 3,600 square foot fenced compound on the ground.
	21-30-ZC	6/16/2021	SHANNONDALE ENTERPRISES, INC	1329 LAKESIDE DR HARPERS FERRY, WV	Closed	Nonconforming Use - Change in Owner
21-31-ZC	6/22/2021	340 RAINBOW LLC - Rob Frogale	3511 BERRYVILLE PIKE CHARLES TOWN, WV	Closed	Change in Owner: Nonconforming Use: Mobile Home Park for four (4) mobile homes	
				Type Total:	30	
	20-25-ZV	7/20/2020	LEE JOSEPH R - JOSEPH LEE	206 MEADOW BLUFF LN, KEARNEYSVILLE, WV 25430	Open	Variance from Section 9.6C and 9.7 to reduce the front setback from 40' to 20' to construct a single-family dwelling unit.
	20-26-ZV	7/24/2020	CAGE LLC	171 EUCLID AVE, CHARLES TOWN, WV 25414	Open	Variance from Section 9.7 to reduce the side setback for proposed Lot 11A from 8' to 5.4'; to reduce the front setback for proposed Lot 12A from 20' to 2.8' to allow for a proposed boundary line adjustment.
	20-27-ZV	8/4/2020	ASBURY METHODIST CHURCH TRUSTEES	4257 KEARNEYSVILLE PIKE, SHEPHERDSTOWN, WV 25443	Open	30x40 steel building for storage
	20-28-ZV	8/21/2020	PAUL LANCE A & MICHELLE L	70 KILLIAN LN, CHARLES TOWN, WV 25414	Open	Variance from Section 5.4B to reduce the side setback from 12' to 8' and the rear setback from 20' to 8' for a 12' x 16' (192 sf) accessory structure.

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Zoning Variance	20-29-ZV	8/24/2020	PURVIS CHRISTOPHER M & KIMBERLY A - Kimberly Purvis	30 BALSAM CT, CHARLES TOWN, WV 25414	Open	Variance from Section 5.4B of the Zoning Ordinance (amended 05/11/03) to reduce the side setback from 12' to 7' and the rear setback from 20' to 11' for a 12' x 20' (240 sf) accessory structure.
	20-30-ZV	8/31/2020	NEUBAUER SHARON A	59 SWEARINGEN WAY, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 5.4B to reduce the rear setback from 20' to 11' for a 16' wide deck.
	20-31-ZV	8/31/2020	Lutman Land Development	2751 ENGLE MOLERS RD, HARPERS FERRY, WV 25425	Open	Variance from Section 5.7D.2.b.i(b) to allow the required 50% green space to be allocated on four of the proposed lots within the cluster.
	13-37-ZV	9/22/2020	RAI Group 41, LLC - Jim Ruland	130 & 150 E. Burr Blvd, Kearneysville, WV 25430	Closed	Variance request from Section 4.11A for a reduction of the required parking and access drive setbacks from 10' to 0'; and from Section 5.6D.5 for a reduction of the required landscape buffer between two commercial uses from 10' to 0', for the purpose of subdividing Parcel 93 (referred to as Lot 41) to create two individual commercial lots (Lots 40 and 41).
	20-32-ZV	9/25/2020	HDW LLC	104 MADDEX SQUARE DR, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 10.4B.3 to reduce the front setback from 25' to 1.5' for a 64" W x 84" H (35 sf) double-sided monument sign.
	20-33-ZV	9/30/2020	HDW LLC	104 MADDEX SQUARE DR, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 4.6B.2 to reduce the distance requirement from 75' to 65' along the rear property line for an 8' x 12' (96 sf) accessory structure.
	20-34-ZV	10/5/2020	DERRICK NICHOLAS E & MEGAN R	300 BROOKLINE DR, CHARLES TOWN, WV 25414	Withdrawn	Variance from Section 5.4B (01/10/2002 Zoning Ordinance) to reduce the side setback from 12' to 6' to allow for the construction of a stairway from an existing second-story deck to a proposed 20' x 26' concrete slab.
	20-35-ZV	10/9/2020	PAIGE SHARON L & WAVERLY T	14 STILES WAY, RANSON	Open	Variance from Section 5.4B to reduce the rear setback from 20' to 11' for a 10' x 20' deck.
	20-36-ZV	10/15/2020	HERBERT HOWARD	60 BRENTWOOD CT, HARPERS FERRY, WV 25425	Open	Variance from Section 9.7 to reduce the north side setback from 25' to 6' for a 14' x 28' accessory structure.
	20-37-ZV	10/16/2020	HANIGAN KEVIN M & TINA M SINNETT	33 JENNY LIND DR, HARPERS FERRY, WV 25425	Open	Variance from Section 5.4B and Section 9.6C (Zoning Ordinance, as amended 10/4/90) to reduce the front setback from 25' to 2' for a 42' x 20' in ground pool and surrounding concrete.
	17-11-ZV	10/30/2020	COLLIS HOLDINGS, LLC	DEERFIELD VILLAGE RD, SHEPHERDSTOWN, WV 25443	Closed	Variance from Section 5.4B to reduce the rear setback from 20' to 8' to construct a 12' x 12' deck.
	20-38-ZV	11/4/2020	RADUNS JAMES & DEIRDRE EYCHNER	647 NEW MEADOW DR, KEARNEYSVILLE, WV 25430	Closed	Variance from Section 9.7 to reduce the side setback from 15' to 10' and the rear setback from 50' to 13' for a 12' x 20' accessory structure.
	20-39-ZV	11/12/2020	MARGIE AND SCOTT BROWN	45 BRIAR PATCH LN, HARPERS FERRY, WV 25425	Closed	Variance from Section 9.7 to reduce the front setback from 20' to 16' and the rear setback from 12' to 7' for a 16' x 18' addition to the existing house.
	20-40-ZV	11/13/2020	POTOMAC EDISON COMPANY	1320 OLD COUNTRY CLUB RD, CHARLES TOWN, WV	Closed	Request to increase the height restriction from 100' to 150' for a telecommunications tower (Section 4B.7J.2.a)
	21-16-ZV	4/9/2021	Chad and Kimberly McGarrah	711 APPLE CROSS RD HARPERS FERRY, WV	Open	Variance from Section 9.6C to allow accessory structure in the required front yard; and Section 9.7 to reduce the front setback from 25' to 2' for a 10' x 20' accessory structure (shed).
	21-17-ZV	4/16/2021	BEAHM NORMAN A & CHARLOTTE K	382 MISSION RD HARPERS FERRY, WV	Closed	Variance from Appendix A to reduce the minimum lot size from 40,000 sf to 16,800 sf to allow for the creation of a lot to be donated to the Mission Tabernacle Holiness Church for the purpose of creating an overflow parking area.
	21-18-ZV	4/20/2021	SUTTON FRANCIS N III & LISA M	178 DEVONSHIRE DR CHARLES TOWN, WV	Closed	Variance from Section 5.4B of the Zoning Ord., as amended 07/15/93, to reduce the rear setback from 20' to 10' for a 12' x 16' accessory structure (shed).
	21-19-ZV	4/20/2021	BOUNDS HERMAN JR & ROBIN A	43 KILLIAN LN CHARLES TOWN, WV	Closed	Variance from Section 5.4B of the Zoning Ord., as amended on May 1, 2003, to reduce the rear setback from 20' to 5' for a 12' x 24' in-ground pool.
	21-20-ZV	4/26/2021	WHISNER CANTON E	1491 SHIRLEY RD SUMMIT POINT, WV	Closed	Variance from Section 9.6C to allow an accessory structure (barn) in the required front yard; Section 8.2 to reduce the distance requirement from 50' to 10'; and Appendix A to reduce the front setback from 40' to 10' for a 64' x 40' barn.
	21-21-ZV	4/28/2021	DAVIS RANDOLPH S & MELINDA L	Sydney Cir. Harpers Ferry, WV	Closed	Variance from Section 9.6C to allow an accessory structure in the required front yard; and Section 9.7 to reduce the front setback from 25' to 10' for a 30' x 50' accessory structure.
21-22-ZV	4/29/2021	Guy Chicchirichi	Augustine Ave. Charles Town, WV	Closed	Variance from Section 8.9A.9 to eliminate the requirement to provide a 60' easement along a limited access highway; Section 8.9A.10 to eliminate the landscape buffer requirement along a limited access highway for a proposed Large Gas Station (Sheetz).	
21-23-ZV	4/30/2021	Stepping Stones Cottages, LLC - Doreen Schaffner	Bower Road Kearneysville, WV	Closed	Variance from Section 9.7 to reduce the side setback from 6' to 2' for a 12' x 16' accessory structure.	

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	21-24-ZV	4/30/2021	DR Acquisitions LLC - Matt Powell	Vacant Lot West of Charles Town Road, Charles Town, WV	Closed	Variance request from Appendix A to reduce the side setback from 12' to 10' for all single family lots in the proposed King's Crossing subdivision (approximately 175 single family lots)
	21-25-ZV	5/4/2021	PHELPS BOBBI L & TYLER W	109 JOHNS CT CHARLES TOWN, WV	Closed	Variance from Section 9.7 to reduce the side setback from 6' to 1' for a 12' x 32' accessory structure.
	21-26-ZV	6/28/2021	YEAGER BARBARA & THOMAS - BARBARA YEAGER	157 VICTORIA LN CHARLES TOWN, WV	Open	Variance from Section 5.4B of the Zoning Ordinance, as amended on May 1, 2003, to reduce the side setback from 12' to 10' and the rear setback from 20' to 10' for a 38' x 30' in-ground pool.
					Type Total:	29
Planning Commission Variance (1979 ZO)	20-4-PCV	10/8/2020	ESPINOSA KRISTEN R	6485 SUMMIT POINT RD, CHARLES TOWN, WV 25414	Open	Variance from Section 2.1(b) of the 1979 Subdivision Ordinance to lift the single family restriction to allow for an In-Law Suite.
	20-5-PCV	12/22/2020	BEALLAIR HOMES LLC	BEALLAIR MANOR DRIVE	Open	Request to extend the deadline for final plat recordation from 01/11/2021
					Type Total:	2
Zoning Map Amendment	20-1-Z	10/22/2020	VAN EVERA JAMES W III ET AL	7948 MARTINSBURG PIKE, SHEPHERDSTOWN, WV	Closed	Request to rezone 5.4 acres from RG to RLIC.
	20-2-Z	12/28/2020	Dead Rock Contractor Services, LLC - Chris Livingston	ShIPLEY School Road east of ShIPLEY Elementary School	Open	Request to rezone the parcels from Residential Growth to General Commercial.
	21-2-Z	4/8/2021	Jefferson Orchards Inc - MARK RALSTON	Kearneysville Pike Kearneysville, WV	Open	To rezone two vacant parcels from Rural to: Light Industrial: 43.7 acres Residential Growth: 195.2 acres
					Type Total:	3
					Grand Total:	160