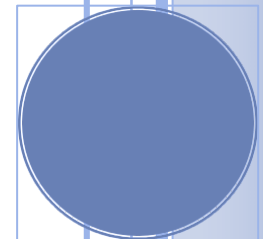


ANNUAL REPORT FOR PLANNING AND ZONING

FY 2020 (July 1, 2019 – June 30, 2020)

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 July 14, 2020.



FY 2020 Annual Report for Planning and Zoning (July 1, 2019 – June 30, 2020)

Attached is an electronically generated report of all applications submitted and reviewed within FY2020. 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 (4 by ZOOM)**

Subdivision Regulations Text Amendments **1**

Greenway Subdivision Regulations Reorganization and Amendments underway

Zoning Ordinance Text Amendments **4**

#ZTA19-01: Zoning Ordinance Text Amendment to revise Article 2 Definitions; Section 8.14 Rural Reception/Event Facility; and Appendix C to create a process to allow special event facilities in the Rural, Residential Growth, and Village zoning districts.

PC PH 7/9/19; CC PH 9/19/19; PC reviewed 11/12/19; CC approved as revised 11/21/19

#ZTA19-02: Zoning Ordinance Text Amendment to revise Appendix C: Principle Permitted and Conditional Uses Table to change the provision for Churches in the IC Zone from Not Permitted (NP) to a Conditional Use (CU).

PC PH 7/9/19; CC PH 8/29/19; Approved 9/19/19

#ZTA19-03: Zoning Ordinance Text Amendment to allow Solar Energy Facilities in the Rural District.

PC Committee formed; PC PH 6/2/20; Discussion and Recommendation to CC 6/23/20

#ZTA19-04: Petition to request that the PC consider a Zoning Ordinance Text Amendment to allow Commercial Cemeteries in the Rural zoning district

PC added to their work plan 5/5/20

Zoning Map Amendments/Rezoning **1**

Zoning Map Amendment petition by property owner Murall Limited Partnership for a property located near the Jefferson and Berkeley County lines; currently zoned Rural/requesting General Commercial zoning; designated as Tax District: Middleway (07); Tax Map: 2; Parcel: 1.3; Size: 5.68 acres.

PC review and recommendation 11/12/19; Approved by CC 1/30/20

Major Subdivision Concept Plan Public Workshop **1**

#19-7-SD Rocky Ridge Major Residential Subdivision, including 132 townhouse units, a mini storage facility (four units 260' long, varying depth) and a boat and RV parking area on 16.6 acres.

PC accepted the Concept Plan as submitted with some recommendations 7/9/19

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: **12 meetings (3 by ZOOM)**

Zoning Appeal of Administrative Decision: **none this year**

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 51 Total (24 Subdivision & 27 Site Plan)

Information Request Forms (IRFs) -- general inquiries from the public: 141 Total

Zoning and Land Development Fees Collected: **\$ 67,329.28**

Planning and Zoning FY 2020 Annual Report

7/1/2019 - 6/30/2020 (Generated 7/1/2020)

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	19-2-CUP	9/23/2019	BURR PARK LLC	73 EDMOND RD STE 2, KEARNEYSVILLE, WV	Closed	Request for a Conditional Use Permit to operate a Church that includes office space, meeting rooms and services for approximately 120 attendees. Applicant will utilize the existing parking and signage on site.
	19-3-CUP	9/30/2019	WHEATLANDS PROPERTY MANAGEMENT LLC - Jesse Morgan	2153 BERRYVILLE PIKE, CHARLES TOWN, WV	Closed	Request for a Conditional Use Permit to operate a Restaurant associated with the existing farm brewery, including construction of an addition to the existing structure and a 35 space parking lot.
	20-1-CUP	2/3/2020	Potomac Crossroads Counseling, LLC - Kenneth Lowe	4781 Kearneysville Pike, Shepherdstown, WV	Closed	Request to operate a Medical/Dental/Optical Office and/or Professional Office to operate a counseling facility with approximately eight therapists that meet with not more than eight clients during one appointment time.
	20-2-CUP	3/2/2020	CHARLES A II & VIRGIE A MOORE	194 HUYETT RD, CHARLES TOWN, WV	Closed	Request for a Conditional Use Permit to operate a Nonprofit Commercial Use consisting of an outreach ministry to serve the community by offering free clothing, food, financial assistance, etc.
	20-3-CUP	4/29/2020	EISNER GARY A ET AL - Gary Eisner	76 BELLEVIEW LN, CHARLES TOWN, WV	Closed	Request for a Conditional Use Permit to establish a homebased federal firearms business to include limited gunsmithing located in the existing garage, primarily internet based; proposed land use is listed in Appendix C: Custom Manufacturing.
	20-4-CUP	6/22/2020	GREEN MONSTAH FIREARMS, LLC - RICHALIE DEMAINE	79 REHOBOTH LN, SUMMIT POINT, WV	Open	Request for a Conditional Use Permit to establish a homebased federal firearms business to include limited gunsmithing from an existing dwelling unit, primarily internet based; proposed land use is listed in Appendix C: Custom Manufacturing.
					Type Total:	6
				Category Total:	6	
Easements	19-2-E	9/9/2019	Harry & Carol Kable	336 Rosemont Way, Charles Town, WV	Closed	Permanent Easement Norfolk Southern
	19-3-E	11/14/2019	CASE LINDA W-TR - Linda Case	1735 LLOYD RD, CHARLES TOWN, WV	Closed	49.8905 ac Conservation Easement to WV Land Trust
	19-4-E	12/4/2019	WILLARD HENRY A III & JOHN B	1502 RIVER RD, SHEPHERDSTOWN, WV	Closed	92.952 acre Farmland Protection Easement (includes the 3 acre residential dwelling area)
	19-5-E	12/6/2019	MAGAHA T L SONS INC	7924 MIDDLEWAY PIKE, CHARLES TOWN, WV	Closed	14.545 acre Farmland Protection Easement
	19-6-E	12/27/2019	CASE LINDA - TR & POTOMAC VALLEY AUDOBON SOCIETY INC	1469 LLOYD RD, CHARLES TOWN, WV	Closed	12.75 acre Conservation Easement PVAS to WV Land Trust
	19-7-E	3/6/2020	T.L. Magaha & Sons, Inc.	7924 Middleway Pike, Charles Town, WV	Closed	Proposed 280.599 ac Battlefield Easement - withdrawn
	20-1-E	5/15/2020	MAGAHA T L SONS INC	7924 MIDDLEWAY PIKE, CHARLES TOWN, WV	Closed	Magaha Lot 2R Lot 4; 175.827 ac Farmland Protection Easement
				Type Total:	7	
				Category Total:	7	
Merger or Boundary Line Adjustment	19-21-M	7/15/2019	JC2017 LLC	Greenbriar Lots 1 & 2	Closed	0.22 acre merger
	19-22-M	8/8/2019	David and Mary Wright	South Childs Road	Closed	To dissolve previously approved the Bowman Minor Subdivision (PC File #08-27).
	19-23-M	8/20/2019	RICHARDSON REBECCA A	1036 HIDDEN HOLLOW DR, KEARNEYSVILLE	Closed	Lots 36 & 39, Section 3, Hidden River Farm; 0.8207 acre merger
	19-24-M	9/10/2019	PARKER PAUL C & DENISE A	328 PALOMINO PL, CHARLES TOWN, WV	Closed	merged Lots 80 & 81, Spring Valley Hunt and Country Club Subdivision - Claymont Court Section One
	19-25-M	9/17/2019	KALLENBORN JAMES P & RAKEL R BOISVERT	Wide Horizon Blvd	Closed	Lots 10 and 11 RIVER BEND Section Part 3, HIDDEN RIVER - already merged - need to process MSD
	19-26-M	9/18/2019	Seneca Crossing, LLC.	Shepherdstown, WV	Closed	merged 40 townhome lots on 4.48 acres for redivision as a 3 lot non-residential subdivision (Seneca Crossing South)
	19-27-M	9/20/2019	PANGLE WAYNE	340 KELLY DR, HARPERS FERRY, WV	Closed	Boundary Line Adjustment to consolidate Lots 1-3 and 8-10 into one 2.029 acre parcel.
	19-28-M	9/23/2019	CTCF, LLC - Ott	470 HALLTOWN RD, HARPERS FERRY, WV	Closed	0.0305 acre merger between Lots 8 and 9 of Lucus Extension to Halltown.
	19-29-M	11/1/2019	BURNS BESSIE M	1238 LLOYD RD, SUMMIT POINT, WV	Closed	33.37 acre merger between Tax Map 12 Parcels 5 & 5.1 Kabletown District
	19-30-M	11/6/2019	Jason Gray - Nada Santmier	1619 BOWERS RD, KEARNEYSVILLE, WV	Closed	0.0058 acre merger - Lot 6 & Lot 7, Opequon Forest Park 1
	19-31-M	11/27/2019	CASE LINDA W-TR	1735 LLOYD RD, CHARLES TOWN, WV	Closed	Boundary Line Adjustment associated with conservation easement.
	19-32-M	12/10/2019	CROGHAN JOHN T & EDITH C - EST	1930 BAKERTON RD, HARPERS FERRY, WV	Closed	1.0 acre merger Lot 2 & Residue, Croghan Tract "Peacher's Mill"
	19-33-M	12/27/2019	Mitchell Levendusky and Deborah Santucci	192 Scarlet Oak Dr, Harpers Ferry, WV	Closed	Merger of Lots 7, 8, 9 and 17 of Section XII, Keyes Ferry Subdivision
	20-1-M	1/8/2020	David Lutman	Musgrove Minor Subdivision, Buckingham Lane	Closed	0.78 acres between Lots 1 & 2 Musgrove Minor Subdivision
	20-2-M	1/13/2020	WILLIAMSON TIMOTHY G	525 WREN LN, HARPERS FERRY, WV	Open	Lots 28 & 29, Section 21-J, Shannondale
	20-3-M	2/21/2020	Charles Town Burr Park Station, LLC	Wiltshire Road, WV	Open	Merger of Burr Industrial Park, Lots 16A and 16B
	20-4-M	4/23/2020	David & Kimberly Powell, III and Michael Oehlsen	249 & 277 Ryans Glen Dr, Charles Town, WV	Closed	2,554 sq ft merger Lots 10 & 11 Ryans Glen Subdivision
	20-5-M	6/3/2020	Roger & Sherley Channing and William & Carolyn Beck	691 MISSION RIDGE DR, HARPERS FERRY, WV	Open	Lots 19, 20 & 21 Mission Ridge
	20-6-M	6/29/2020	Richard Kroll and Charlotte Bennett Bufton	7583 LEETOWN RD, KEARNEYSVILLE, WV	Open	0.24 acre merger between Lots 1 & 2 P to C Conveyance of Charlotte Bennett Bufton
				Type Total:	19	
				Category Total:	19	
Miscellaneous Fees	19-11-Q	7/12/2019	N/A		Closed	Zoning Map
	19-12-Q	8/5/2019	PLOTNER JARROD C & SHANNONS	4 BELMEADE WAY, SHEPHERDSTOWN, WV	Closed	The Point, Lot 1 MPC Septic Reserve Relocation
	19-13-Q	8/30/2019	David and Mary Wright	South Childs Road, Kearneysville, WV	Closed	Minor Plat Change Septic Reserve Relocation
	19-14-Q	9/23/2019	KEEGAN CHARLES E JR ET AL	Wildflower Lane, Shepherdstown	Closed	Minor Plat Change Septic Reserve Relocation
	19-15-Q	10/24/2019	ALLINGER TY B & BRANDY L	41 LOUISE CT, CHARLES TOWN, WV	Closed	Lot 17 Sec. II, Schaeffers Crossroads; Septic Reserve Relocation
	19-16-Q	10/25/2019	Crofts at Shepherdstown Homeowners Association - Peter Corum	Shepherdstown, WV	Withdrawn	Addition of Security Gate and Control Box at the Crofts
	19-17-Q	11/4/2019	FREY CHRISTOPHER J JR	Meandering Lane, Kearneysville, WV	Closed	Minor Plat Change Lot 1 Sledobnick Child to Parent plat; relocate septic reserve
	19-18-Q	12/10/2019	MCGEE CIVIL CONSTRUCTION LLC	306 JAMES BURR BLVD, KEARNEYSVILLE, WV 25430	Closed	McGee Civil Construction redline revision to relocate structure, etc. S18-07 Lot 40 Expansion

	20-1-Q	1/8/2020	Lutman Land Development, LLC	Lot 1, Musgrove Minor Subdivision, Buckingham Lane	Closed	Minor Plat Change; drainfield and well relocation
	20-2-Q	2/6/2020	CHANNING ROGER J & SHERLEY A	691 MISSION RIDGE DR, HARPERS FERRY, WV	Closed	Final Plat Amendment to lift the Single Family restriction from Lot 20 of the Mission Ridge Subdivision (PC File #03-03) for the purpose of building an in-law suite above a detached garage.
	20-3-Q	2/11/2020	DESAI MANISH B	3507 MISSION RD, HARPERS FERRY, WV	Closed	Request for an ABC Determination
					Type Total:	11
					Category Total:	11
Planning Commission Variance (1979 Subdiv Ord)	20-1-PCV	3/6/2020	Roderick Planes, LLC. - Maurice Gladhill	Aspen Green Subdivision Phase IIB	Closed	Requesting a 2 year extension from the 1979 Subdivision Ordinance Article 6; Section 6.3
	20-2-PCV	5/7/2020	Roderick Planes, LLC, Maurice Gladhill (as Managing Partner)	Aspen Greens Subdivision Phase IIB	Open	Variance from Section 8.2.c. to allow for grading before Final Plat approval, recording & then bonding.
	20-3-PCV	5/12/2020	Beallair Homes, LLC.	Community of Beallair Subdivision Phase 4A	Open	Requesting a 2 year extension from the 1979 Subdivision Ordinance Article 6; Section 6.3
					Type Total:	3
					Category Total:	3
Planning Commission Waiver	19-11-PCW	7/18/2019	BOYD LARRY H & DONNA K - Larry and Donna Boyd	303 WILLINGHAM RD, CHARLES TOWN, WV	Closed	Request to waive the Preliminary Plat requirement for an Archaeological Study for Ancient Oaks Cluster Subdivision.
	19-12-PCW	7/22/2019	KURZ EDWARD S JR & FRANCES H	25 FOXWOOD FARM DR, KEARNEYSVILLE, WV	Closed	Request to waiver Section 20.201A.2 that requires a 50' access easement, for both entrances off of Middleway Pike.
	19-13-PCW	7/24/2019	Epic at Burr Park, LLC.	Wiltshire Road, Burr Park	Closed	Request to waive Section 22.208A and Appendix B Section 10.6 that requires sidewalks along the road right-of-way (Wiltshire Road and War Admiral Boulevard) for non-residential site development.
	19-14-PCW	8/19/2019	Bradley Askin	WV 115 (Old Charles Town Rd)	Closed	Request to waive Section 20.201A(2) which requires all lots in minor residential subdivisions to have motor vehicle access via a 50' access easement, provided that the access easement serves no more than 5 lots (Minerva Court is proposed to serve 10 lots and to serve two minor subdivisions.)
	19-15-PCW	8/20/2019	SAB Real Estate 2, LLC. (ROCS)	Martinsburg Pike (WV 45)	Closed	Request to waive Section 20.102B to allow for site grading to commence prior to site plan approval.
	19-16-PCW	8/27/2019	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	MOTORSPORTS PARK CIRCLE, SUMMIT POINT	Closed	Request to waive Section 21.402.D to allow two freestanding signs within the planned 10' sidewalk easement.
	19-17-PCW	11/1/2019	Rahil Nawhz, II	Hite Road	Closed	Request to waive Section 20.201 and 20.202(C) to change the existing ROW Entrance to this property due to the location of the septic reserve.
	19-18-PCW	11/19/2019	TOWNHOMES RENTAL LLC	4115 CHARLES TOWN RD, KEARNEYSVILLE, WV	Closed	Request to waive Section 24.113B.10, Article 24 that requires a Phase I Archaeological Study.
	20-1-PCW	2/12/2020	WILSON MICHAEL C & ALLA A	225 AMNESTY WAY, SHEPHERDSTOWN, WV	Closed	Request to waive Section 20.201A(2) to be permitted to utilize an existing 30' easement (Amnesty Way) to access a proposed two additional lots for a total of 6 lots. DENIED
	20-2-PCW	4/14/2020	WILSON MICHAEL C & ALLA A	225 AMNESTY WAY, SHEPHERDSTOWN, WV	Closed	Resubmittal of request to waive Section 20.201A(2) to be permitted to utilize an existing improved 30' easement (Amnesty Way) to access a proposed two additional lots for a total of 6 lots. Approved
	20-3-PCW	6/23/2020	FEDERAL GROUP INC	233 LOWE DR, SHEPHERDSTOWN, WV	Open	Request to waive Sections 21.402D and Appendix B, Section 2.2H which requires a non-residential subdivision to have a 60' road right-of-way rather than an easement (Appendix B) and states that no permanent encroachments, structures, fences or landscaping shall be allowed to be located in any easement area (21.402D)
					Type Total:	11
					Category Total:	11
Site Plan	18-06-S	12/6/2019	SAB Real Estate 2, LLC. - Jason Roach	Martinsburg Pike, Shepherdstown WV	Closed	Major Site Plan for the Martinsburg Pike ROCS Site Plan Application #18-06-S, consisting of a 6,000 sq. ft. gas station with convenience store, including 5 fuel islands and 10 gas pumps: Approved 3/26/20
	19-4-S	7/1/2019	EPIC at Burr Park, LLC.	Holtzman Oil Corp. Wiltshire Road	Open	Site Plan Burr Business Park Lot 16 to include a 4,760 S.F. Convenience Store building with fueling stations, truck parking, drive aisles, and associated infrastructure
	19-5-S	7/10/2019	MC2 PROPERTIES LLC	272 JAMES BURR BLVD, KEARNEYSVILLE, WV	Open	Site Plan for Burr Business Park Lot 41 expansion to include an 8,000 S.F. storage building with additional asphalt parking, and expanded chain link fence.
	19-6-S	9/25/2019	FELLOWSHIP BIBLE CHURCH-TR'S - Richard Beddow	160 DANIEL RD, SHENANDOAH JUNCTION, WV	Open	Site Plan for Phase 1B & 1D Fellowship Bible Church
	19-7-S	10/24/2019	Kelly McGee; McGee Civil Construction, LLC	Steeley Way, Kearneysville, WV	Open	Site Plan for Burr Business Park Lots 27 and 28 (for a warehouse building, storage building, drive aisles and parking areas with associated utilities)
	19-8-S	11/18/2019	TOWNHOMES RENTAL LLC	4115 CHARLES TOWN RD, KEARNEYSVILLE, WV	Open	Joint Review with Subdivision: Site Plan for storage facility with various unit sizes (approx. 61,100 sq/ft total), RV and boat storage and a stormwater facility.
	15-5-SP	12/18/2019	Shepherdstown Public Library	Low Drive extended, Shepherdstown, WV	Open	Site Plan for new library facility
	13-07-SP	2/27/2020	Harpers Ferry Holding, LLC. - Mathew Knott	408 Aldstads Hill Rd., Harpers Ferry, WV	Open	Redline Revision for Maintenance Shed and Bus Parking
	20-1-SP	2/5/2020	Arcland - Noah Merkhams	107 KEYES FERRY RD, CHARLES TOWN, WV	Open	Site Plan for Parking for RV storage
	20-2-SP	2/14/2020	Shenandoah Valley Holdings LLC	315 JAMES BURR BLVD, KEARNEYSVILLE, WV	Open	The construction of a distillery building, drive aisles, parking areas with associated drainage structures SWM facilities, and utilities.
	20-3-SP	2/21/2020	Krop Properties, LLC.	War Admiral Boulevard	Open	Site Plan for the construction of a store, playground, congregation area, drive aisles and parking areas with associated drainage structures, SWM facilities and utilities.
	20-4-SP	2/25/2020	Richard and Phillip Childs	Corner of S. Childs & Leetown Roads	Open	Proposed AT&T 195 ft monopole cell tower with 6 Antennas and a 3,600 square foot fenced compound on the ground.
	14-02-SP	3/6/2020	ST. JAMES LUTHERAN CHURCH	4328 SHEPHERDSTOWN PIKE, SHENANDOAH JUNCTION, WV	Open	Site Plan for a paved parking lot
	05-09-SP	4/2/2020	SEBBAHI REAL ESTATE LLC	multiple suites 99 Cary Lu Circle	Open	Revised Site Plan (redline revision) for Old 340 Business Center include the construction of two flex-use buildings, mini storage, boat and rv parking/storage driveway, parking lot and SWM Facility
					Type Total:	14
				Category Total:	14	
Special Exception Permit	19-1-SE	9/3/2019	M E CHURCH - SOUTH - Charlotte Bennett	11133 LEETOWN RD, KEARNEYSVILLE, WV 25430	Closed	Request for a Special Exception Permit to allow a 91" (long) x 21 3/4" (high) electronic sign to remain affixed to the existing Leetown United Methodist Church Sign.
					Type Total:	1
				Category Total:	1	
	19-13-SD	8/13/2019	WALLS WALTER ET AL	879 KEARNEYSVILLE PIKE, KEARNEYSVILLE, WV	Closed	Lot 1 Residue & Lot 2
	19-14-SD	8/28/2019	KNIGHTEN WILLIAM A JR - William Knighten	Kearneysville Pike, Shepherdstown, WV	Closed	Lots 1, 2, and 3-Residue.
	19-15-SD	9/6/2019	MARRONE PATRICK L & BETH	1032 OLD CAVE RD, CHARLES TOWN, WV	Closed	3 Lots & Residue
	19-12-SD	7/15/2019	AUTOMATED MERCHANDISING SYSTEMS INC	255 W BURR BLVD, KEARNEYSVILLE, WV	Open	To subdivide existing Lot 19/20 within Burr Industrial Park into Lot 19 and Lot 20.
	17-20-SD	7/26/2019	BOYD LARRY H & DONNA K	303 WILLINGHAM RD, CHARLES TOWN, WV	Open	Major Residential 8-Lot Cluster Subdivision (Ancient Oaks)
	18-05-SD	8/13/2019	Magnolia WV, LLC.	Between Citizen's Way and Belvedere Farm Court, Charles Town	Open	Final Plat Magnolia Springs Subdivision, Phase 1 (94 of 300 Lots)

Subdivision	18-25-SD	9/19/2019	Seneca Crossing, LLC.	Martinsburg Pike, Shepherdstown WV	Open	3 Lot Non Residential Major Subdivision	
	19-16-SD	11/8/2019	BEALLAIR HOMES LLC	Beallair Manor Drive, Charles Town, WV	Open	Beallair Subdivision Phase 4A Preliminary Plat Showing Lots 134-159 & Residue Parcel A	
	19-17-SD	12/30/2019	B.C. Partners, Inc.	corner of US 340 and Old Country Club Road (WV 24)	Open	Concept Plan for Country Club Commons, a proposed Major Non-Residential Subdivision with 4 lots and a public street for future commercial pad-users.	
	92-14-SD	1/3/2020	N/A		Closed	94 file input into MyGov for Pennoni Roger Harris	
	05-27-SD	11/14/2019	WINDMILL CROSSING HOME OWNERS ASSOCIATION INC		Closed	Import Paper to Digital File for Bob with Piedmont	
	05-41-SD	1/24/2020	Beallair Homes, LLC.	Beallair Manor Drive, Charles Town, WV	Open	Redlined Revision Preliminary Plat/Minor Plat Change to Final Plat to change townhouse lots to small SF detached lots	
	20-1-SD	2/20/2020	Roderick Planes, LLC. - Maurice Gladhill	Corner of Flowings Springs Road (WV17) and Old Country Club Road (WV 24)	Open	Preliminary Plat Phase IIB (Lots 47-85), 39 Single Family Residences + Residue with Access through existing Phase IIA entry	
	06-41-SD	3/6/2020	The Federal Group, Inc. - Ken Lowe	233 Lowe Dr., Shepherdstown, WV	Open	Preliminary Plat Redline creating 3 lots and Phase 1 Final Plat	
	20-2-SD	3/6/2020	MAGAHA T L SONS INC - MAGAHA T L SONS INC	7924 MIDDLEWAY PIKE, CHARLES TOWN, WV	Closed	Minor Subdivision/Merger creating lots 2R, 3, 4 and 5	
	20-3-SD	3/24/2020	Robert & Nancy Tabb	1885 Drake Lane, Kearneysville, WV	Closed	MSD creating Lot 3B and Lot 3 Residue	
	20-4-SD	4/13/2020	A, Bradley Askin, Tr	Minerva Court	Closed	Lots 3-Residue, 4 & 5 Rentier Bradacious Revocable Trust Minor Subdivision	
	20-5-SD	4/13/2020	A, Bradley Askin, Tr	Minerva Court	Closed	Lots 6, 7, & 8-Residue Rentier Bradacious Revocable Trust Minor Subdivision	
	20-6-SD	5/1/2020	H&G Catrow Contracting, Inc. - Harry & Garnett Catrow	443 Sandpiper Ln., Shepherdstown, WV	Open	Catrow Minor Subdivision Lots 3A & 3B	
	20-7-SD	5/15/2020	Lutman Land Development	Quinn Lea Road	Open	Lutman Family Transfer Parcels 4A and 4B MSD	
	20-8-SD	5/15/2020	Lutman Land Development	Old Cave Road (WV 36), Charles Town, WV	Open	Lots 1-5 Residue Strider Cluster Subdivision	
	20-9-SD	5/28/2020	WALLS RAY E & NORA L & DORIS MECHANICK - LIFE - Nora L. Walls	274 VAN CLEVESVILLE RD, KEARNEYSVILLE, WV	Open	Combined MSD Lots 1, 2, & 3- Residue and Merger Plat	
					Type Total:	22	
					Category Total:	22	
	Zoning Certificate	19-19-ZC	7/2/2019	BURR PARK LLC - Vincent Petti	73 EDMOND RD STE 4, KEARNEYSVILLE, WV	Closed	To increase the occupancy of the existing Day Care Center, Large from 12 children to 30 children.
		19-20-ZC	7/17/2019	JEFFERSON UTILITIES INC - Lee Snyder	307 W BURR BLVD, KEARNEYSVILLE, WV	Closed	To remove nine antennas and to install eight new antennas and four RRUs on the existing water tower.
		19-21-ZC	7/17/2019	JEFFERSON UTILITIES INC	307 W BURR BLVD, KEARNEYSVILLE, WV	Closed	Install three new antennas, relocate six RRH from the ground to the tank, add three new RRH to the tank, remove 18 coax lines and add four new HFC.
		19-22-ZC	7/26/2019	Jennifer Deal	124 PLEASANT ALY, SUMMIT POINT, WV	Closed	A three room Bed and Breakfast per Section 8.3; Dog friendly.
19-23-ZC		8/7/2019	BANKS T NEILL & KENNA	3343 SHEPHERDSTOWN PIKE, SHENANDOAH JUNCTION, WV	Closed	Remove 12 antennas and install six new antennas to an existing 197' self supporting cell tower / Co-located Telecommunications Facility.	
19-24-ZC		8/16/2019	SUNNYSIDE LIMITED PARTNERSHIP	844 WHEATLAND RD, CHARLES TOWN, WV	Closed	Swapping antennas	
19-25-ZC		8/22/2019	LEFEVRE THOMAS E	237 TEL FARM LN, KEARNEYSVILLE, WV	Closed	Replace six antennas on an existing 199' telecommunication facility.	
19-26-ZC		8/29/2019	Elizabeth Hendricks	5388 SHEPHERDSTOWN PIKE, SHENANDOAH JUNCTION, WV	Closed	Rural Event/Reception Facility, Small	
19-27-ZC		9/4/2019	GARZA ROBERT C & DELIA M	10101 LEETOWN RD, KEARNEYSVILLE, WV	Closed	Convert remaining portion of the existing barn into 18 additional dog kennels for a total of 2800 sf., including a 300 sf Public Grooming facility. Five additional gravel parking spaces will be added.	
19-28-ZC		9/25/2019	BREEDEN RONALD L JR & ROBIN A	4827 BOWERS RD, KEARNEYSVILLE, WV	Closed	Accessory Dwelling Unit: In-Law Suite for Family Member	
19-29-ZC		9/26/2019	LEFEVRE THOMAS E	237 TEL FARM LN, KEARNEYSVILLE, WV	Closed	Tower equipment modification (antennas) on an existing 199' telecommunication facility.	
19-30-ZC		10/21/2019	WILT KENNETH L	539 MISSION RD N, HARPERS FERRY, WV	Closed	Installation of new antennas and associate equipment	
19-31-ZC		10/21/2019	Tri-State Investment Properties - Chris Hill	248 CHERRY TREE DR, CHARLES TOWN, WV	Closed	To operate a Large Day Care Center with approximately 50 children ages 6 weeks to 5 years old.	
19-32-ZC		11/7/2019	JEFFERSON REALTY LLC	4843 MIDDLEWAY PIKE STE 100, KEARNEYSVILLE, WV	Closed	A 41" (H) x 75" (W) Electronic Sign on an existing Freestanding Sign structure	
19-33-ZC		11/8/2019	KITA LLC	43 RULAND RD STE F, KEARNEYSVILLE, WV	Closed	Commercial Use: Chinese foot massage, cleaning and aromatherapy	
19-34-ZC		11/8/2019	Brian Renzella	75 SYBIL CT, SHEPHERDSTOWN, WV	Closed	Home Occupation, Level 1: Cosmetic Tattooing	
19-35-ZC		11/15/2019	ANNA S TAYLOR - ANNA TAYLOR	397 FRUIT HILL LN, SHEPHERDSTOWN, WV	Closed	Cottage Industry: Web and Graphic Design Business in a detached garage	
19-37-ZC		12/2/2019	LOCK BRYAN S & THERESA S	Charles Town Road, Harpers Ferry, WV	Closed	Accessory Dwelling Unit: In-Law Suite	
19-36-ZC		12/23/2019	S & T GROUP LLC	Subway, 7670 MARTINSBURG PIKE STE 3, SHEPHERDSTOWN, WV	Open	Replace face of 4'x16' sign; remove/replace 2'x8' sign. Replacement is ACM panel w/ routed PVC lettering.	
19-38-ZC		12/30/2019	DDS LLP	1453 N MILDRED ST, RANSON, WV	Open	Leasing of this existing structure for Automobile Repair, Sales and Service, while their structure is rebuilt	
20-1-ZC		1/21/2020	KITA LLC	59 RULAND RD STE D, KEARNEYSVILLE, WV	Closed	Professional Office - Edward Jones Financial Advisors	
20-2-ZC		1/23/2020	Rock Spring Church - Michael Lowrey	114 Poor Farm Rd, Kearneysville, WV	Closed	Addition of six classrooms for expansion of church preschool and daycare	
20-4-ZC		1/29/2020	GLADSTONE LAWRENCE E & ALISA A	961 CHERRY RUN RD, HARPERS FERRY, WV	Closed	Cottage Industry: Pottery Studio	
20-3-ZC		1/31/2020	Daniel Gainsburg	26 Maddex Square Dr, Shepherdstown, WV	Closed	Removing "Rite Aid" signs and adding "Walgreens" signage.	
20-5-ZC		2/11/2020	MULLEN ROBERT S & CHRISTINE M	4893 CHARLES TOWN RD STE 101, KEARNEYSVILLE, WV	Closed	Change in Nonconforming Use: Customize headstones	
20-6-ZC		2/11/2020	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	770 HARDESTY RD, SUMMIT POINT, WV	Closed	The removal/replacement of antennas on an existing telecommunications tower	
20-7-ZC		2/26/2020	SEBBAHI REAL ESTATE LLC	99 CARY LU CIR STE 105, HARPERS FERRY, WV	Closed	Shopping Center: Change in tenant	
20-8-ZC		3/13/2020	POTOMAC VALLEY AUDUBON SOCIETY INC	1469 LLOYD RD, CHARLES TOWN, WV	Closed	Nature Center and Preserve; main office for Potomac Audubon Society; indoor space for programs related to the Preserve with an associated parking lot	
20-9-ZC		3/16/2020	BAILEY JOSHUA T	21 TROTGING WAY, CHARLES TOWN, WV	Closed	Day Care Center, Small operated from the home with up to five children. No employees.	
20-10-ZC		4/10/2020	Matthew Rushizky	8428 SHEPHERDSTOWN PIKE, SHEPHERDSTOWN, WV	Closed	Shentel / NBC, LLC Addition of six antennas and six radio heads at 155' of a 200' existing tower.	
20-11-ZC	4/22/2020	N/A	331 Marlow Rd, Charles Town, WV	Closed	Construction of Accessory Dwelling Unit - In-Law Suite		
20-12-ZC	5/4/2020	Summit Community Bank	88 Somerset Blvd, Charles Town, WV	Closed	Change in Ownership (Previously MVB Bank - Site Plan File #S06-05)		
20-13-ZC	5/20/2020	Roger Channing	691 Mission Ridge Road, Harpers Ferry, WV	Closed	Accessory Dwelling Unit - In-Law Suite		
20-14-ZC	5/28/2020	SUSO 2 ALABAMA LP	96 PATRICK HENRY WAY, CHARLES TOWN, WV	Closed	Temporary sale of state legal fireworks: 20' x 40' temporary tent and a 10' x 20' storage container: 6/20/20 to 07/05/20 from 9:00 am to 10:00 pm. Removal: 07/10/20		
20-15-ZC	5/28/2020	SAIGURU LLC	106 JEFFERSON TERRACE RD, CHARLES TOWN, WV	Open	Temporary sale of state legal fireworks: 30' x 50' temporary tent and a 10' x 20' storage container: 06/24/20 to 07/05/20 from 9:00 am to 12:00 am. Removal: 07/10/20		

	18-32-ZC	6/5/2020	Mary Schreyer	5437 Charles Town Rd, Kearneysville, WV	Closed	Approval to continue non-conforming use. The existing convenience store (formerly Sheetz) is a nonconforming use located on a nonconforming lot; <u>subject to the provisions of Section 4.3</u>
	20-16-ZC	6/5/2020	The Kentland Foundation, Inc - Jack Walker	98 Somerset Village Blvd, Charles Town, WV	Closed	Temporary sale of legal fireworks: 8' x 40' temporary stand; 06/19/20 to 07/10/20 from 9:00 am to 10:00 pm.
	20-17-ZC	6/5/2020	Mohammad Murtaza - Mohammad Murtaza	14840 Charles Town Rd, Charles Town, WV	Closed	Professional Office - satellite office for small law firm. Will be used to meet clients a few times a month. Law office will have no more than two employees <u>at the office.</u>
					Type Total:	38
					Category Total:	38
Zoning Map Amendment	19-1-Z	10/30/2019	Murall Limited Partnership	Route 115, Kearneysville, WV	Open	Petition for a Map Amendment to rezone from Rural to General Commerical.
					Type Total:	1
					Category Total:	1
Zoning Variance	19-16-ZV	7/1/2019	EPIC at Burr Park, LLC - Andre Fontaine	Wiltshire Road	Closed	Variance request from Section 10.4B.2 to increase the permitted freestanding nonresidential sign height from 35' to 65'.
	19-17-ZV	7/1/2019	EPIC at Burr Park, LLC - Andre Fontaine	Wiltshire Road	Closed	Variance from Section 4.11E to reduce the required side and rear landscape buffer to allow the proposed modified planting standard.
	19-22-ZV	8/27/2019	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	Motorsports Park Circle, Summit Point, WV	Closed	Variance request from Section 10.4B.3 to reduce the front setback from 25' to 1' for a 96" (length) x 48" (width) x 7'4" (height) freestanding sign (Motorsports Park Circle-West Entrance).
	19-23-ZV	8/27/2019	SUMMIT POINT AUTOMOTIVE RESEARCH CENTER LLC	Motorsports Park Circle, Summit Point, WV	Closed	Variance request from Section 10.2C to allow for a 96" (length) x 48" (width) x 7'4" (height) freestanding sign in the required right-of-way (Motorsports Park Circle-East Entrance).
	19-24-ZV	8/30/2019	GALLUP MICHAEL & JENNIFER HILLMANN	4174 FLOWING SPRINGS RD, SHENANDOAH JUNCTION, WV	Closed	Variance from Section 4.10A to waive the requirement of a site plan for a dog kennel and associated parking lot; and Section 11.1B to allow for a modified parking standard.
	19-25-ZV	9/3/2019	Leroy Delauder	762 WILTSHIRE RD, KEARNEYSVILLE, 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 20' to 3' for a 12' x 20' shed.
	20-1-ZV	1/3/2020	Newman Sisk	Border Road and Southard Lane, Kearneysville, WV	Closed	Variance from Section 9.7 to reduce the side setback from 15' to 0' to convert an accessory structure into a residential dwelling unit; and, to reduce the rear setback from 50' to 28' to allow for a 36' x 44' attached garage.
	19-18-ZV	7/18/2019	QUYNN PATRICIA A	7017 FLOWING SPRINGS RD, SHENANDOAH JUNCTION, WV	Open	Variance from Appendix A to reduce the side setback from 15' to 0' for an existing 15' x 28' garage.
	19-20-ZV	7/29/2019	Seneca Crossing LLC	Martinsburg Pike, Shepherdstown, WV	Open	Variance from Section 10.2C to allow a 9' (horizontal/long) x 8' (high) x 2' (wide) subdivision/monument sign in the right-of-way (McClaine Way).
	19-21-ZV	7/29/2019	Seneca Crossing, LLC	Martinsburg Pike, Shepherdstown, WV	Open	Variance from Section 10.4B.3 to reduce the front setback from 25' to 15' for a 9' (horizontal/long) x 2' (wide) x 27" (high) base of a monument sign.
	19-26-ZV	9/12/2019	BARGER PRESTON L & TANA S D	188 Wide Horizon BLVD, Kearneysville, WV	Open	Variance from Section 9.6B to reduce the rear setback from 24' to 12' for an existing 24' x 12' accessory structure.
	19-27-ZV	9/12/2019	BARGER PRESTON L & TANA S D	188 Wide Horizon BLVD, Kearneysville, WV	Open	Variance from Section 9.6B to reduce the rear setback from 45' to 12' for a 45' x 40' inground swimming pool including the surrounding concrete.
	19-28-ZV	9/24/2019	Jefferson County Development Authority	McGee Civil Construction Lots 27 and 28 Steeley Way	Open	Variance from Section 4.11A.2 & 4.11E.1 and Appendix B to reduce the landscaping buffer between Lots 27 and 28 in the Burr Industrial Park; and to allow for a 50' unscreened buffer along the rear property line of both lots.
	19-29-ZV	9/25/2019	Keith Cranford - Keith Cranford	corner of Euclid Ave and First St, Charles Town	Open	Variance from Appendix A to reduce the side setback from 8' to 4' for an existing 40' x 44' garage to be converted into a house.
	19-30-ZV	9/30/2019	CUSTER PAMELA & THOMAS L II	1906 KABLETOWN RD, CHARLES TOWN, WV	Open	Variance from Section 9.7 to reduce the side setback from 12' to 1' for a 24' x 30' accessory structure.
	19-31-ZV	9/30/2019	WHEATLANDS PROPERTY MANAGEMENT LLC	2153 BERRYVILLE PIKE, CHARLES TOWN, WV	Open	Variance from Section 4.10A to waive the requirement of processing a site plan for a 35 space parking lot with drive aisles and sidewalks which will support a proposed Restaurant (File 19-3-CUP).
	19-32-ZV	10/21/2019	Seneca Crossing LLC - Eric Lewis	50 Maclaine Way, Shepherdstown, WV	Open	Variance from Section 4.11A.2, 4.11E and Appendix B to reduce the landscape buffer from 10' to 0' on the southern boundary of Lot 1 and to retain an unscreened landscape buffer on the northern boundary of Lot 2; and to install a 6' privacy fence between Lots 1 and 2 in lieu of the required buffer.
	19-33-ZV	10/22/2019	BEALLAIR HOMES LLC	Beallair Manor Drive, Charles Town, WV	Open	Variance from Section 5.4B.1 and Appendix A to reduce the rear setbacks from 20' to 15'; the front setbacks from 25' to 20'; and the side setback from 12' to 10' for the proposed Phase 3A Lots 134-159.
	19-34-ZV	10/22/2019	BEALLAIR HOMES LLC	Beallair Manor Drive, Charles Town, WV	Open	Variance from Appendix A to reduce the side setback from 5' to 2'; and, the rear setback from 20' to 10' to allow for the construction of a 10' x 16' deck on Villa Lots 50-67 (Phase 2) and Villa Lots 283-304 (Phase 3).
	19-35-ZV	11/14/2019	I&K FARM LLC	5437 CHARLES TOWN RD, KEARNEYSVILLE, WV	Open	Variance from Section 10.4B.3 to reduce the front setback from 25' to 5' along Route 480 and along Route 115 for a 20' tall Freestanding Sign with a 5' (W) x 8' (H) sign face.
	19-36-ZV	11/15/2019	COSTELLO JOSEPH D & CHRISTINA R POLEN	115 LEYLAND LN, HARPERS FERRY, WV	Open	Variance from Section 5.7B and 9.6C to reduce the front setback from 40' to 22' for a 24' x 41' accessory structure.
	19-37-ZV	12/13/2019	SAB REAL ESTATE 2 LLC	8272 MARTINSBURG PIKE, SHEPHERDSTOWN	Open	Variance from Sections
	19-38-ZV	1/3/2020	Richard Childs	Leetown Road, Summit Point, WV 25446	Open	Variance from Section 4B.7.J.2a to increase the height restriction for a telecommunications tower from 100' to 199'.
	20-2-ZV	1/29/2020	JULIAN MICHAEL A & PEGGY S	27 LACE LEAF WAY, CHARLES TOWN, WV	Closed	Variance from Appendix A to reduce the two front setbacks from 20' to 19' and 13' respectively and the side setback from 8' to 7' to complete the construction of a home with an attached garage.
	20-3-ZV	1/29/2020	GRAHAM ROBERT L & NANCY J	1191 TUSCAWILLA DR, CHARLES TOWN, WV	Closed	Variance from Section 9.7 to reduce the side setback from 8' to 4' for a 24' x 24' attached garage.
	20-4-ZV	2/4/2020	Lutman Land Development, LLC - David Lutman	Old Cave Road, Charles Town, WV	Closed	Variance from 5.7D.2.b.(b) - Request to allow the 50% green space to be allocated on each of the individual lots within the cluster.
	20-6-ZV	3/2/2020	WALKER TERRY L & MARGARET R	10179 LEETOWN RD, KEARNEYSVILLE, WV	Closed	Variance to reduce the side setback from 15' to 1' along the northern boundary to replace a 24' x 24' detached garage that was destroyed by fire.
	20-7-ZV	3/2/2020	Shepherdstown Public Library	Lowe Drive extended, Shepherdstown, WV	Closed	Variance from Section 4.11 and Appendix B to allow a 50' unscreened buffer in lieu of the required planted landscaping per Standard Detail M-53; and Section 4.6 to reduce the distance requirement from 75' to 40' from the front property line.
	20-8-ZV	3/2/2020	LOWE KENNETH F JR-REV TRUST - Kenneth Lowe	4781 KEARNEYSVILLE PIKE, SHEPHERDSTOWN, WV	Closed	Variance from section 4.6B to reduce the distance requirement from 75' to 50' along the western boundary (rear) and from 75' to 25' along the northern boundary (right side); and from Appendix B to reduce the commercial building setback from 25' to 20' along the northern boundary (right side); and to reduce the parking setback from 4' to 0' along the western (rear) and northern (right side) boundaries to allow for the operation of Potomac Community Center (File #20-1-CUP).

20-9-ZV	3/5/2020	MOORE CHARLES A II & VIRGIE A	194 HUYETT RD, CHARLES TOWN, WV	Closed	Variance from Section 4.6B and Appendix B to reduce the distance requirement from 75' to 0' on all sides; to reduce the setbacks from 25' to 0' on the eastern property line and 25' to 20' on the northern property line (front); and to reduce the parking setback from 4' to 0' along the western property line for Church Without Walls Ministries of Jefferson County to process in an existing residence
20-10-ZV	3/27/2020	William Hoak	675 Jefferson Orchard Rd, Kearneysville, WV	Closed	Reduction from 50' rear setback to 38' for a 12' x 12' deck
20-11-ZV	4/15/2020	Matthew Gorsuch	901 Marsh Hawk Way, Shepherdstown, WV	Closed	Variance from Section 5.7(b) [ZO in effect in 2004] to reduce the front setback from 40' to 34.8' for an existing house that was built within the setback area.
20-12-ZV	4/27/2020	Rolling Ridge Foundation, LLC / Friends Wilderness Center	305 Friends Way, Harpers Ferry, WV	Closed	Variance request from Section 4.10 to waive the requirement to process a Site Plan for a proposed campground.
20-13-ZV	4/27/2020	Jocelyn Stokes	170 Hensel Dr, Shepherdstown, WV 25443	Closed	Variance request from Section 5.4(b) [ZO in effect in 1990] to reduce side setback from 12' to 10' for a 10' x 22' deck.
20-15-ZV	5/4/2020	MURTAZA MOHAMMAD	14840 CHARLES TOWN RD, CHARLES TOWN, WV	Closed	Variance from Sections 4.6, and Appendix B for the following: to reduce the side setback from 25' to 6.5' on the western boundary line; and, to reduce the distance requirement from 75' to 32' on the eastern boundary line.
20-17-ZV	5/4/2020	270 LLC - Lee Snyder	270 INDUSTRIAL BLVD, KEARNEYSVILLE, WV	Closed	Variance from Section 8.9A.8 to reduce the setback requirement from 75' to 20' to replace an existing above ground propane tank with a new 30,000 gallon above ground fuel tank.
20-16-ZV	5/4/2020	MOORE CHARLES A II & VIRGIE A	194 HUYETT RD, CHARLES TOWN, WV	Open	Variance from Section 10.2 to reduce the front setback and to allow a freestanding business sign to face a residence.
20-18-ZV	5/4/2020	SMITH RODNEY K & STACY L	EARLE RD, CHARLES TOWN, WV	Closed	Variance from Section 9.7 to reduce the Rear setback from 50' to 15' for the construction of a 3,400 square foot new home and a 45' x 16' foot in-ground swimming pool with surrounding concrete.
20-19-ZV	5/9/2020	EISNER GARY A ET AL - Gary Eisner	76 BELLEVIEW LN, CHARLES TOWN, WV	Open	variance from Section 4.6B to reduce the distance requirement from 75' to 50'
20-21-ZV	5/18/2020	LANDIS TODD & NANCY T	423 CROSSWINDS DR, CHARLES TOWN, WV	Open	Variance request from Section 5.4(b) for a reduction of the rear setback requirement from 20' to 10' for the construction of a 12' x 10' deck.
20-22-ZV	5/29/2020	Scott and Kelly Meisenzahl - Scott and Kelly Meisenzahl	473 Spyglass Hill Drive, Charles Town, WV	Open	Variance request from Section 5.4(b) [of 2003 Zoning Ordinance] to reduce the rear setback from 20' to 10' for the purpose of constructing a 14' x 12' sunroom.
18-18-ZV	6/5/2020	Mary Schreyer	5437 Charles Town Rd, Kearneysville, WV	Closed	In accordance with Section 4.3H, variance request to reestablish a nonconforming use. The applicant is requesting to reinstall two (2) fuel pump islands that were removed at the request of the WV DEP.
20-23-ZV	6/16/2020	I&K FARM LLC	5437 Charles Town Rd, Kearneysville, WV	Open	Variance from Section 4.3H to increase the permitted fuel pumps from two (2) islands to four (4) islands.
20-24-ZV	6/22/2020	GREEN MONSTAH FIREARMS, LLC - RICHALIE DEMAINE	79 REHOBOTH LN, SUMMIT POINT, WV	Open	Variance from Sections 4.6B to reduce the 75' distance requirement to 50' along the rear property line for the purpose of operating a homebased federal firearms business from an existing dwelling unit (see Conditional Use Permit File #20-4-CUP).
19-19-ZV	7/29/2019	GARZA ROBERT C & DELIA M	10045 LEETOWN RD, KEARNEYSVILLE, WV	Withdrawn	WITHDRAWN 08-14-19 - Variance from Section 4.10 to waive the requirement of a site plan to install a maximum 1,600 square foot gravel parking lot for the purpose of adding 18 stalls to expand the operations of the existing dog kennel (Tri-State Pet Care).
20-14-ZV	5/1/2020	Patrick Shunney	11426 Leetown Road, Kearneysville, WV	Withdrawn	Variance request from Section 9.7 to reduce side setback from 8' to 4' for a detached garage.
20-20-ZV	5/12/2020	GRAHAM BRYAN & JENNIFER BLIMLINE	32 SCOTT DR, SHEPHERDSTOWN, WV	Withdrawn	Variance from Sections 9.5B and 9.7 to allow an 8' privacy fence to be located 12" from the eastern property line.
				Type Total:	47
				Category Total:	47
				Grand Total:	181

Regional Transportation Planning Meetings	
Eastern Panhandle Transit Authority (EPTA) Board and Safety Committee Meetings EPTA Audit Bid Opening	7/15/19; 8/19/19; 9/16/19; 10/3/19; 10/21/19; 11/18/19; 12/16/19; 1/13/20; 2/10/20; 3/15/20; 3/19/20 (phone); 4/20/20 (ZOOM); 5/18/20 (ZOOM); 6/10/20; (ZOOM) 6/15/20 (ZOOM)
EPTA Transit Development Plan (TDP) Stakeholder Meetings	9/24/19; 12/9/9; 4/30/20; 6/9/20 (ZOOM)
Regional Division of Highways/Planners Roundtable Meetings	9/25/19; 2/26/20
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	8/21/19; 10/16/19; 1/15/20; 3/18/20; 5/20/20 (ZOOM);
MARC Public Hearing	9/7/19
HEPMPO US Bike Route 11 Public Meeting	12/4/19; 2/27/20

Regional/State Planning Related Meetings	
Maryland APA Chapter 2019 State Conference	10/6/19 - 10/8/19
Envision Jefferson 2035 Comp Plan presentation to JCDA Board	10/10/19
Safe Water Conservation Collaborative Meeting	12/18/19; 3/26/20 (ZOOM); 5/28/20 (ZOOM); 6/25/20 (ZOOM)
2019 West Virginia State Auditor's Training Seminar, Martinsburg	10/3/19
Chamber of Commerce Legislative Recap	6/11/20 (ZOOM)

PLANNING COMMISSION MEMBERS – FY 2020

1. Mike Shepp, President (term expires 03/31/21)
2. Donnie Fisher, Vice President (term expires 03/31/23)
3. Wade Louthan, Secretary (term expires 03/31/22)
4. Steve Stolipher (term expires 03/31/21)
5. Ron Thomas (term expires 03/31/23)
6. Ray Bruning (*resigned 6/24/20*)
7. Jack Hefestay (term expires 03/31/22)
8. J Ware (term expires 03/31/22)
9. Ralph Lorenzetti, CC Liaison (term expires 12/31/2020)

BOARD OF ZONING APPEALS MEMBERS – FY 2020

1. Jeffrey C. Bannon, Chair (term expires 01/01/22)
2. J. Tyler Quynn, Vice Chair (term expires 01/01/23)
3. Deirdre Catterton, Alternate (term expires 01/01/21)
4. Matt McKinny (term expires 01/01/21)
5. Leeds Corbin (01/01/23)

DEPARTMENTS OF PLANNING & ZONING STAFF – FY 2020

1. Jennifer M. Brockman, AICP, County Planner
2. Alexandra Beaulieu, Zoning Administrator
3. Jennilee Hartman, Zoning Clerk
4. Rachael Burke, Planning Clerk