



**Jefferson County**  
**Board of Zoning Appeals Agenda**  
**Thursday, October 24, 2024 at 2:00 p.m.**

Members  
Tyler Quynn, Chair  
Matthew McKinney, Vice Chair  
Jacob Harris, Secretary  
David Wiegand  
Stephen Guier  
Mikala Shremshock, Alternate

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**Meeting Location:** County Commission Meeting Room  
Located in the lower level of the Charles Town Library (entrance on Samuel Street)  
200 East Washington Street, Charles Town, WV 25414

**Broadcast Information:** ZOOM Meeting Link: <https://us02web.zoom.us/j/88035694394>  
Phone Option (Dial by Location): 301-715-8592 / Meeting ID: 880 3569 4394

**Note:** *The County does not transcribe meeting proceedings. Any party desiring a meeting transcript is responsible for providing a stenographer at their own expense.*

**All requests are pursuant to the Zoning & Land Development Ordinance.**

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**Approval of Minutes:**

- **Reconsideration of the August 22, 2024 minutes**
- **Approval of the September 26, 2024 and October 4, 2024 minutes**

**Public Hearing – Administer Oath**

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**Item #1 File #: 24-7-CUP**

**Request:** Request for a Conditional Use Permit to expand Executive Emergency Lighting’s business operations. The applicant is proposing to expand an existing emergency vehicle outfitting and retrofitting professional office, which is designated as a Contractor with Outdoor Storage (see Article 2). The proposal consists of constructing a new 1,200 square foot building to house vehicles and a workshop for the outfitting work.

**Parcel Info:** Executive Emergency Lighting LLC / Attn: Raymond Muth, Property Owner  
Wilmoth Construction Subdivision, Lot 1, 21 Southpaw Lane, Shepherdstown, WV  
Parcel ID: 09014BWAT10000; Property Size: 2.4 ac; Project Size: 1.4 ac; Zoning District: Rural

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**Item #2 File #: 24-32-ZV**

**Request:** Variance from Section 4.6D & Section 8.2 to reduce the distance requirement along the eastern property line from 50’ to 12’ for a 24’x 30’ barn.

**Parcel Info:** Reiner Castilla Casillo & Lourdes Castillo Santana, Property Owners  
Duncan Minor Subdivision, Lot 2, 414 Kearneysville Pk., Kearneysville, WV  
Parcel ID: 07000300290002; Size: 1 acres; Zoning District: Rural

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**Item #3 File #: 24-33-ZV and 24-34-ZV**

**Request #1:** Variance from Section 9.7 to reduce the rear setback from 12’ to 6’ for a 12’ x 20’ accessory structure (Shed #1).

**Request #2:** Variance from Section 9.7 to reduce the rear setback from 12’ to 6’ for a 12’ x 20’ accessory structure (Shed #2).

**Parcel Info:** Mark Johnson, Property Owner  
3292 Old Leetown Pike, Ranson, WV  
Parcel ID: 02000500050000; Size: 1.4 acres; Zoning District: Rural

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**Item #4 File #: 24-35-ZV and 24-36-ZV**

Request #1: Variance from Section 9.7 to reduce the side setback from 15' to 6' for a 24' x 32' accessory structure (Shed #1).

Request #2: Variance from Section 9.7 to reduce the side setback from 15' to 5' for an existing 12' x 30' accessory structure (Shed #2).

Parcel Info: Joseph Delauter, Property Owner

58 Keala Dt., Charles Town, WV

Parcel ID: 06002100010006; Size: 2.86 acres; Zoning District: Rural

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**Item #5 File #: 24-37-ZV and 24-38-ZV**

Request #1: Variance from Appendix B to reduce the side setbacks for Buildings #1 and # 2 from 25' to 5' for a proposed interior property line of a boundary line adjustment with Parcel 142.

Request #2: Variance from Appendix B to eliminate the site developments standards pertaining to landscaping and parking & drive aisle setbacks for a proposed interior property line of a boundary line adjustment with Parcel 142.

Parcel Info: MC2 Properties LLC / Mark Cerasi, Property Owner

Building #1: 272 James Burr Blvd, Kearneysville, WV

Building #2: 65 Steeley Way, Kearneysville, WV

Parcel ID: 02000101410000; Size: 1.29 acres; Zoning District: Industrial Commercial

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**Zoning Administrator Report**

- a. 2025 Board of Zoning Appeals Meeting Schedule
- b. Monthly Zoning Certificate Activity Report

**Legal Update**

- a. Discussion with possible deliberative session of the following pending lawsuits:
  1. Jefferson County Circuit Court Case #CC-19-2022-C-141 (RE: Rippon Solar Energy Facility / File 22-9-CUP) Rockwell v. JCBZA
  2. Jefferson County Circuit Court Case # CC-19-2024-C-14 (RE: Jeremy Martin, Tiffany Martin and Earthworx General Contracting Services, LLC v. Jefferson County Board of Zoning Appeals
- b. Discussion with possible deliberative session and signing of draft Findings/Decisions.

**Meeting: September 26, 2024**

1. Variance from App. A. Owners: David Brown and Michelle Mitchell-Brown. File: 24-30-ZV.
2. Variance from Sec. 8.17B.1. Owner: Jeanette M. Hawk. Applicant: David Schneider. Files: 24-31-ZV.