



**Jefferson County**  
**Board of Zoning Appeals Agenda**  
**Thursday, December 12, 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/82100625912>  
Phone Option (Dial by Location): 301-715-8592 / Meeting ID: 821 0062 5912

**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: Approval of the October 24, 2024 Minutes**

**Public Hearing – Administer Oath**

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**Item #1 File #: 24-2-SE & 24-39-ZV**

Request #1: Request for a Special Exception Permit for an 8' tall (24 square foot) Electronic Sign.  
Request #2: Variance from Section 10.7H to reduce the distance requirement of a freestanding sign from the southern and northern property line.  
Request #3: Variance from Section 10.4B to allow a freestanding sign to face a property that contains a residence to the north & south.  
Parcel Info: Middleway Volunteer Fire Company Inc. / Attn: Mike Mood, Applicant  
110 Dark Hill Road, Kearneysville, WV  
Parcel ID: 07002400020000; Property Size: 6.11 ac; Zoning District: Rural

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**Item #2 File #: 24-3-SE**

Request: Request for a Special Exception Permit to convert an existing Accessory Dwelling Unit for a family member into a rental unit.  
Parcel Info: Julia Reynes, Property Owner  
Potomac Ridge Subdivision, Lot 7, 386 Potomac Ridge Lane, Shepherdstown, WV  
Parcel ID: 09001000090017; Property Size: 3.01 ac; Zoning District: Rural

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**Item #3 File #: 24-8-CUP, 24-40-ZV, & 24-41-ZV**

Request #1: Request for a Conditional Use Permit to establish the following land use categories: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new building(s) and will be expanding the existing parking lot. All new signage will be in accordance with Article 10.  
Request #2: Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.  
Request #3: Variance from Appendix B and Section 4.11 to reduce the landscaping and buffer requirements for the proposed mixed-use project.  
Consultant: Seth Rivard  
Parcel Info: Mark Roper, Property Owner  
11065 Middleway Pike and 600 Eagle Ave, Charles Town, WV  
Parcel IDs: 02001100130000, 02001100130001, 02001100140000, and 02001100120001  
Project Size: ~2.2 acres; Zoning District: Residential Growth

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### **Zoning Administrator Report**

- a. 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: October 24, 2024**

1. Request for a Conditional Use Permit to expand Executive Emergency Lighting's business operations. Property Owner: Executive Emergency Lighting LLC / Attn: Raymond Muth. File #24-7-CUP.
2. Variance from Section 4.6D & Section 8.2. Property Owner: Reiner Castilla Casillo & Lourdes Castillo Santana. File #24-32-ZV
3. Variance from Section 9.7. Property Owner: Mark Johnson. File #24-33-ZV & #24-34-ZV.
4. Variance from Section 9.7. Property Owner: Joseph Delauter. File #24-35-ZV & #24-36
5. Variance from Appendix B. Property Owner: MC2 Properties LLC / Mark Cerasi. File #24-37-ZV & #24-38-ZV **WITHDRAWN**.