



**Jefferson County**  
**Board of Zoning Appeals Agenda**  
**Thursday, February 27, 2025 at 2:00 p.m.**

Members  
Tyler Quynn, Chair  
Matthew McKinney, Vice Chair  
Jacob Harris, Secretary  
David Wiegand  
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/82800081243>  
Phone Option (Dial by Location): 301-715-8592 / Meeting ID: 828 0008 1243

**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 January 23, 2025 Minutes**

**Public Hearing – Administer Oath**

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**Item # 1      File #: 25-1-SE and 25-6-ZV**

Request #1: Request for a Special Exception for a Billboard Sign.

Request #2: a) Variance from Section 10.5B.1 to increase the sign face limitation from 300 square feet to 600 square feet; and, to allow two messages per sign face.  
b) Variance from Section 10.5B.3: to reduce the distance requirement from a public right-of-way from 300' to 50'.

Parcel Info: Chris Tyler and Donna Hoffman, property owners  
Vacant parcel located to the east of 2162 Berryville Pike, Charles Town, WV  
Parcel ID: 06010A00210000; Property Size: .52 ac; Zoning District: Rural

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**Item # 2      File #: 25-7-ZV**

Request: Variance from Section 4.16 and Section 5.6D of the Zoning Ordinance (as amended 11/30/89), to reduce the setback requirements from all property lines.

Parcel Info: Jefferson Rentals, LLC  
Vacant lot on the SW corner of W Burr Blvd. and James Burr Blvd., Kearneysville, WV  
Parcel ID: 02000100160017; Property Size: 3.44 ac; Zoning District: Industrial Commercial

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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: January 23, 2025**

1. Variance from Section 9.7 to reduce the rear setback from 12' to 8' to replace an existing 12' x 60' mobile home with a 16' x 60' mobile home. Property Owner: Richard A Shiflett Et Al / Attn: William Shiflett, Jr. File #25-1-ZV.
2. Variance from Appendix B and Section 4.11 to eliminate the required landscape buffer for a proposed 12,000 sf warehouse (Site Plan File #24-8-SP). Property Owner: Jefferson Rentals, LLC. File #25-2-ZV.
3. Request for a Conditional Use Permit to establish the following land uses: a Convenience Store (dba The Country Store); and, an Automobile Repair, Sales and Service (dba RC Auto Service). Property Owner: Corey Ramey. File #25-1-CUP.
4. Request for a Conditional Use Permit to establish a federal firearms business to include retail sales and gunsmithing in accordance with the Alcohol, Tobacco, Firearms and Explosives (ATF) approvals. Property Owner: Nicholas Russo & Alice Davenport. File #25-2-CUP.
5. Variance from Section 11.1 to reduce the required number of parking spaces from 25 to 10 for a proposed Nursing Home operating as an Assisted Living Facility for up to 16 residents. Variance from Section 4.10 waive the requirement of a site plan for the installation of a parking lot for a proposed Nursing Home operating as an Assisted Living Facility for up to 16 residents. Property Owner: Blue Iris, LLC / Attn: Sharon Hallinan. Files #25-3-ZV & #25-5-ZV.
6. Variance from Section 9.7 to reduce the rear setback from 50' to 15' for a 16' x 32' accessory structure. Property Owner: Elody & Chris Mackey. File #25-4-ZV.