



JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 East Washington Street, 2nd Floor
Charles Town, West Virginia 25414

File #: 25-3-CUP
Mtg. Date: 3/27/25 3/27/25
Fee Paid: \$ 375

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Application for a Conditional Use Permit

Project Name

JR Arms, LLC

Property Owner Information

Name: Richard A Cluff II

Business Name: _____

Mailing Address: 161 Shannon Hill Lane Charles Town, WV 25414

Phone Number: (207) 229-8548 Email: rich@jrarms.us

Applicant Information

Name: Richard A Cluff II

Business Name: JR Arms, LLC

Mailing Address: 161 Shannon Hill Lane Charles Town, WV 25414

Phone Number: (207) 229-8548 Email: rich@jrarms.us

Consultant Information

Name: N/A

Business Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Physical Property Details

Physical Address: 161 Shannon Hill Lane Charles Town, WV 25414

Parcel ID: (Tax District / Map No. / Parcel No.) 0002 0012 0000 Parcel: 02002200020012 (jth)

Parcel Size: 3 Acres Project Size 1 acre Deed Book: 8141339 (jth) Page No: 668- 378 (jth)

Zoning District (please check one)

☐ Residential Growth (RG)

☐ Industrial Commercial (I-C)

☒ Rural (R)*

☐ Residential-Light Industrial-Commercial (R-LI-C)

☐ Village (V)

☐ Neighborhood Commercial (NC)

☐ General Commercial (GC)

☐ Highway Commercial (HC)

☐ Light Industrial (LI)

☐ Major Industrial (MI)

☐ Planned Neighborhood Development (PND)

☐ Office/Commercial Mixed-Use (OC)

Provide the Land Use Designation (see Appendix C of the Zoning Ordinance).

Retail Sales and Service, General (jth)

For properties in the Rural Zoning District:

Is property located on a primary or secondary road?

☐ Yes ☒ No

Name of Road/Route Number: Shannon Hill Lane

Provide a detailed description of the proposed business (include information such as hours of operation, anticipated employee and/or customer visits, etc. A site sketch is required to be included with the application, delineating existing and proposed structures and parking areas, proposed signs, proposed landscaping, etc.

Since October 2023, I have been running this business from my home in Ranson, which involves selling ammunition and firearms and facilitating firearm transfers for customers. My operations are modest, averaging less than 70 firearms transactions annually, which equates to approximately six transactions per month with my hours being by appointment. Given this level of activity, I anticipate minimal traffic at the new location.

Provide a detailed response to the following questions to show how the proposed business complies with the criteria in Section 6.3 of the Zoning Ordinance. Feel free to attach a separate sheet with responses.

1. How is the proposed use compatible with the goals of the adopted Comprehensive Plan (Section 6.3A.1)?

Please see attached

2. How is the proposed use compatible in intensity and scale with the existing and potential land uses on surrounding properties? How will the proposed project mitigate potential threat to public health, safety, and welfare (Section 6.3A.2)?

Please see attached

3. Describe how the proposed site development will be designed such that the use will not hinder nor discourage the appropriate development and use of adjacent land and buildings (Section 6.3A.3).

Please see attached

4. Neighborhood character and surrounding property values shall be safeguarded by requiring implementation of the landscaping buffer requirements found in Appendix B and Section 4.11 of this Ordinance (Section 6.3A.4).

☒ I am aware of the landscaping buffer requirements and will adhere to them.

☐ I am aware of the landscaping buffer requirements; however, I may seek a variance to modify them.

5. Commercial and Industrial Uses shall be in conformance with Section 8.9 of the Zoning Ordinance.

☒ I am aware of the standards outlined in Section 8.9 of the Zoning Ordinance and will be in compliance.

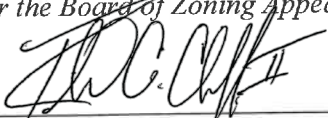
6. For properties in the Rural zoning district, roadway adequacy shall be assessed by the Comprehensive Plan's Highway Road Classification Map. If a rural parcel is not shown as commercial on the Future Land Use Guide or does not front on a primary or secondary road (as identified in the Comprehensive Plan), the applicant shall submit trip generation data, including Average Daily and Peak Hour trips, for the Board of Zoning Appeals to review in conjunction with the Highway Problem Areas Map when determining roadway adequacy for the proposed use (Section 6.3A.6).

☒ Trip Generation Data Attached

☐ Not Applicable

The information given is correct to the best of my knowledge. Property Owner Signature Required.

By signing this application, I grant permission for County staff to walk onto the subject property to take photos for the Board of Zoning Appeals staff reports.



2/18/2025

Property Owner Signature

Date

Property Owner Signature

Date



How is the proposed use compatible with the goals of the adopted Comprehensive Plan (Section 6.3A.1)?

The proposed use of the property as a small retail firearms business aligns with the Envision Jefferson 2035 Comprehensive Plan in the following ways:

- **Support for Small-Scale Rural Business Development**

The Comprehensive Plan encourages economic diversification in rural areas by promoting small, low-impact businesses that serve local needs. This business provides firearms sales, ammunition, and transfer services to the community while maintaining a low customer volume (approximately six-ten transactions per month, by appointment only). This ensures minimal disruption to surrounding properties and aligns with the county's vision for sustainable rural economic growth.

- **Minimal Impact on Infrastructure and Traffic**

The business operates on an appointment-only basis, significantly reducing vehicle traffic and eliminating the need for additional infrastructure investments. There will be no large-scale retail operations, no frequent deliveries, and no need for high-capacity parking, ensuring that the property maintains its rural character while supporting a viable business use.

- **Public Safety and Regulatory Compliance**

The secure handling and sale of firearms directly align with the Comprehensive Plan's public safety goals. The business operates in full compliance with federal and state firearm regulations.

- **Preservation of Rural Character**

The business does not require structural modifications, increased signage, or commercial-scale development, ensuring that the existing rural landscape remains intact. Additionally, as an appointment-based business, noise and activity levels will remain negligible, preventing any negative impact on neighboring properties.

How is the proposed use compatible in intensity and scale with the existing and potential land uses on surrounding properties? How will the proposed project mitigate potential threat to public health, safety, and welfare (Section 6.3A.2)?

The proposed use of the property as a small-scale retail firearms business is compatible in intensity and scale with the surrounding rural land uses due to the following factors:

1. Low Traffic and Operational Intensity
 - a. The business operates on an appointment-only basis, averaging six transactions per month, which is significantly lower in intensity than a traditional retail establishment.
 - b. There is no increase in heavy traffic, large customer gatherings, or frequent deliveries that could disrupt neighboring properties.
2. Minimal Structural or Land Use Changes
 - a. The business will be conducted within an existing structure without significant modifications, preserving the rural character of the area.
 - b. There will be no need for large signage, excessive lighting, or outdoor displays, ensuring that the property retains its residential or agricultural appearance.
3. Consistency with Nearby Uses
 - a. Surrounding properties are primarily residential or agricultural, and the business model does not introduce any incompatible industrial or high-traffic commercial activities.
 - b. The business primarily serves local firearm owners, hunters, and sportsmen, making it consistent with rural community needs.

To ensure public safety and compliance, the business will implement the following safeguards:

1. Strict Compliance with Federal and State Firearm Regulations
 - a. All firearm sales and transfers will follow ATF (Bureau of Alcohol, Tobacco, Firearms, and Explosives) regulations, including background checks and record-keeping requirements.
 - b. Secure firearm storage will be maintained per state and federal guidelines, preventing unauthorized access or theft.
2. Security Measures to Prevent Unauthorized Access
 - a. The premises will be equipped with a locked, secured storage area for firearms and ammunition, ensuring that no products are accessible to the public outside of appointments.
 - b. The property will have industry standard surveillance systems in place to deter theft or unauthorized entry.
3. Traffic and Noise Control
 - a. Customer visits are by appointment only, ensuring that vehicle traffic remains well below levels that could impact neighboring properties.
 - b. No outdoor firearm use, testing, or demonstrations will occur on-site, maintaining a quiet, low-impact environment.
4. Community and Law Enforcement Coordination
 - a. The business will maintain open communication with local law enforcement to ensure compliance with all safety and zoning requirements.

Describe how the proposed site development will be designed such that the use will not hinder nor discourage the appropriate development and use of adjacent land and buildings (Section 6.3A.3).

The proposed site development for the small retail firearms business will not hinder or discourage the appropriate development and use of adjacent land and buildings. The following measures will be taken:

1. Minimal Physical Changes to the Property

- The business will operate within an existing structure, with no major external modifications that could alter the rural character of the area.
- There will be no large-scale commercial signage, parking lots, or excessive lighting that could impact nearby properties.

2. Low-Traffic, Business Model

- The business averages six-ten transactions per month, ensuring customer visits are infrequent.
- There will be no significant increase in traffic that could interfere with future development or neighboring residential and agricultural uses.

3. Preservation of Rural Character and Privacy

- No outdoor activities, shooting ranges, or product displays will take place, maintaining a quiet and unobtrusive presence.
- The existing natural landscaping and tree cover will be unaltered for business purposes
- Any necessary security enhancements (e.g., cameras, alarms) will be designed to be discreet and non-intrusive.

4. Protection of Future Development Opportunities

- The business does not involve large-scale construction or rezoning, ensuring that surrounding properties retain their development potential for residential or agricultural use.
- Since the business does not require new public infrastructure, it will not place a burden on county resources or hinder future land use planning efforts.

5. Compliance with All Local and State Regulations

- The business will adhere to all zoning and permitting requirements to ensure compliance with rural development guidelines.
- Any required buffer zones, setbacks, or screening measures will be implemented as needed to preserve the integrity of adjacent properties.

List of adjoining property owners:

MILTON RONALD R & SANDRA K
227 SHANNON HILL LN
CHARLES TOWN, WV 25414

RINER AIRAKA R & JACOB A
857 MOUNT HAMMOND LN
CHARLES TOWN, WV 25414

GABBERT JOSEPH C & DIANE L
266 SHANNON HILL LN
CHARLES TOWN, WV 25414

MILTON PENNY S
745 MOUNT HAMMOND LN
CHARLES TOWN, WV 25414

For properties in the Rural zoning district, roadway adequacy shall be assessed by the Comprehensive Plan's Highway Road Classification Map. If a rural parcel is not shown as commercial on the Future Land Use Guide or does not front on a primary or secondary road (as identified in the Comprehensive Plan), the applicant shall submit trip generation data, including Average Daily and Peak Hour trips, for the Board of Zoning Appeals to review in conjunction with the Highway Problem Areas Map when determining roadway adequacy for the proposed use (Section 6.3A.6).

1. Highway Road Classification and Location Context

- The proposed business is located in the Rural Zoning District, and the closest Average Annual Daily Traffic (AADT) reporting point (Kabletown Rd just off of Charles Town Rd) is approximately 2.5 miles away, with an AADT of 1,747 vehicles per day.
- The property does not front on a primary or secondary road as identified in the Comprehensive Plan's Highway Road Classification Map.
- As required by Section 6.3A.6, trip generation data is provided below to assess roadway adequacy.

2. Estimated Trip Generation Data

The business operates by appointment only, averaging six to ten transactions per month. Based on this model:

- Average Daily Trips (ADT):
 - Assuming a maximum of two customer trips per transaction (arrival and departure), this results in an estimated 12-20 vehicle trips per month.
 - This equates to an average of less than 1 trip per day, which is negligible in comparison to the 1,747 AADT reported 2.5 miles away.
- Peak Hour Trips (PHT):
 - Given the low customer volume and controlled scheduling, peak hour traffic is expected to be no more than one vehicle at a time.
 - The business does not create rush-hour congestion or increase roadway strain.

3. Impact on Roadway Adequacy

- The estimated traffic impact is minimal and does not contribute significantly to congestion or roadway degradation.
- No modifications to existing road infrastructure, driveways, or access points are required.
- The property's rural setting and appointment-based operations ensure that traffic remains well below thresholds that would require additional roadway improvements or mitigation measures.