



Jefferson County
Board of Zoning Appeals Agenda
Thursday, April 24, 2025 at 2:00 p.m.

Members
Tyler Quynn, Chair
Matthew McKinney, Vice Chair
Jacob Harris, Secretary
David Wiegand
Mikala Shremshock
Elliot Kletter, Alternate
Keith Selmer, Alternate

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/89280319523>
Phone Option (Dial by Location): 301-715-8592 / Meeting ID: 892 8031 9523

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.

Approval of Minutes: Approval of the March 27, 2025 Minutes

Public Hearing – Administer Oath

Item # 1 File #: 25-12-ZV

Request: Variance from Appendix A to reduce the rear setback from 20' to 15' for a 9' x 23' covered patio.

Parcel Owner: Christian and Manuela Steppat

Parcel Info: Magnolia Springs Subdivision, Lot 204
114 Gatehouse Place, Charles Town, WV

Parcel ID: 02010F02040000; Property Size: 0.17 ac; Zoning District: Residential Growth

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: March 27, 2025

1. Variance from Section 4.11 and Appendix B to eliminate the required landscaping along the southwestern property line for a proposed contractor with outdoor storage business (File #24-7-SP). Property Owner: Carpe Diem Omada, LLC. File #25-8-ZV.
2. Variance from Section 5.7D.2.b.i (b) to allow the required 50% green space to be allocated on two lots within the Harvest Meadows cluster subdivision. Parcel Owner: Billy Kaye Moores, Tr./William Fulk Lane, LLC. File #25-9-ZV.
3. Variance from Section 9.7 to reduce the rear setback from 50' to 30' for a proposed accessory structure. Property Owner: Christopher and Jamie Kerkstra. File #25-10-ZV.

4. Variance from Section 4.11 and Appendix B to eliminate the required street trees and landscaping buffer along the perimeter of the property for a proposed brewpub (File #24-5-SP). Property Owners: Nicholas Wilson, Karen Dowd Wilson, Katie Main, and Ryan Main. File #25-11-ZV.
5. Request for a Conditional Use Permit to establish a homebased federal firearms business from an existing dwelling unit. The proposed land use designation as listed in Appendix C is *Retail Sales and Service, General*. Applicant anticipates up to 10 customers per month. No employees other than the residents of the property. No signs are proposed. Property Owner: JR Arms, LLC / Attn: Richard Cluff. File #25-3-CUP.