

Meeting Minutes
Jefferson County Board of Zoning Appeals

- 1 Meeting Date: April 24, 2025
2 Meeting Location: County Commission Meeting Room located in the lower level
3 of the Charles Town Library (entrance on Samuel St.)
4 200 East Washington Street, Charles Town, WV 25414
5 Board Members Present: Tyler Quynn, Chair; Matthew McKinney, Vice Chair; David Wiegand,
6 Keith Semler, Alternate, and Elliot Kletter, Alternate were in
7 attendance in person.
8 Board Members Absent: Mikala Shremshock was absent with notice. Jacob Harris, Secretary;
9 was absent without notice
10 Staff Members Present: Andy Beall, Zoning Administrator and Colin Uhry, Planning & Zoning Clerk

11 Mr. Wiegand moved to call the meeting to order at 2:00 pm. Mr. Quynn called for a vote, which
12 carried unanimously.

13 Mr. Quynn reviewed meeting protocol for those in attendance.

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

15 Mr. Wiegand moved to approve the minutes as presented, which carried unanimously.

16 Mr. Uhry swore in members of the public who indicated they would be providing testimony.

17 **Agenda Item # 1 File #: 25-12-ZV**

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

20 Parcel Owner: Christian and Manuela Steppat

21 Parcel Info: Magnolia Springs Subdivision, Lot 204, 114 Gatehouse Place, Charles Town, WV
22 Parcel ID: 02010F02040000; Property Size: 0.17 ac
23 Zoning District: Residential Growth

24 Mr. Christian Steppat, property owner, was present to address the Board.

25 Mr. Beall provided an overview of his staff report to the Board.

26 Mr. Steppat explained the nature of the request to the Board.

27 Mr. Quynn opened the public comment portion of the hearing. No members of the public provided
28 testimony. Mr. Quynn closed the public comment portion of the hearing.

29 Mr. Quynn noted Mr. Steppat would also be required to follow guidelines established by his local
30 Homeowners Association.

31 Mr. McKinney moved for a Summary Approval in accordance with Section 5.7(9) of the Boards'
32 Rules of Procedure (as amended 01/26/23) with the condition that the applicant is bound by their
33 testimony. Mr. Quynn called for a vote, which carried unanimously.

34 **Zoning Administrator Report**

35 Mr. Beall provided the Board with the following information:

36 1. Monthly Zoning Certificate Activity Report. The Report was included in the Agenda packet.

37 **Legal Update**

38 a. Discussion with possible deliberative session of the following pending lawsuits:

- 1 1. Jefferson County Circuit Court Case #CC-19-2022-C-141 (RE: Rippon Solar Energy
2 Facility / File 22-9-CUP) Rockwell v. JCBZA
3 No update was provided.
4 2. Jefferson County Circuit Court Case # CC-19-2024-C-14 (RE: Jeremy Martin, Tiffany
5 Martin and Earthworx General Contracting Services, LLC v. Jefferson County Board of
6 Zoning Appeals
7 No update was provided.

8 b. Discussion with possible deliberative session and signing of draft Findings/Decisions.

9 **Meeting: March 27, 2025**

- 10 1. Variance from Section 4.11 and Appendix B to eliminate the required landscaping along
11 the southwestern property line for a proposed contractor with outdoor storage business
12 (File #24-7-SP). Property Owner: Carpe Diem Omada, LLC. File #25-8-ZV.
13 2. Variance from Section 5.7D.2.b.i (b) to allow the required 50% green space to be
14 allocated on two lots within the Harvest Meadows cluster subdivision. Property Owner:
15 Billy Kaye Moores, Tr./William Fulk Lane, LLC. File #25-9-ZV.
16 3. Variance from Section 9.7 to reduce the rear setback from 50' to 30' for a proposed
17 accessory structure. Property Owner: Christopher and Jamie Kerkstra. File #25-10-ZV.
18 4. Variance from Section 4.11 and Appendix B to eliminate the required street trees and
19 landscaping buffer along the perimeter of the property for a proposed brewpub (File #24-
20 5-SP). Property Owners: Nicholas Wilson, Karen Dowd Wilson, Katie Main, and Ryan
21 Main. File #25-11-ZV.
22 5. Request for a Conditional Use Permit to establish a homebased federal firearms
23 business from an existing dwelling unit. The proposed land use designation as listed in
24 Appendix C is *Retail Sales and Service, General*. Applicant anticipates up to 10
25 customers per month. No employees other than the residents of the property. No signs
26 are proposed. Property Owner: JR Arms, LLC / Attn: Richard Cluff. File #25-3-CUP.

27 No Findings were provided to the Board.

28 Mr. Wiegand moved to adjourn the meeting at 2:12 pm. Mr. Quynn called for a vote, which carried
29 unanimously.