

Meeting Minutes
Jefferson County Board of Zoning Appeals

1 Meeting Date: May 22, 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, were in attendance in person.
7 Board Members Absent: Jacob Harris, Secretary and Mikala Shremshock were absent with
8 notice. Elliott Kletter, Alternate was absent without notice
9 Staff Members Present: Andy Beall, Zoning Administrator, Steve Groh, Legal Counsel, and Colin
10 Uhry, Planning & Zoning Clerk

11 Mr. McKinney 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: April 24, 2025**

15 Mr. McKinney 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 #: 25-13-ZV**

18 Request: Variance from Section 9.7 to reduce the front setback from 20' to 14' for a handicap
19 ramp.

20 Parcel Info: Robert & Alice Hill-Murray, property owners
21 Shannondale Subdivision, Section 13F, 233 Sourmash Road, Harpers Ferry, WV
22 Parcel ID: 06006E01680000; Size: .65 acres; Zoning District: Rural

23 Mr. Thomas Ashley, contractor, was present to address the Board.

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

25 Mr. Ashley explained the nature of the request to the Board.

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

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

31 **Agenda Item # 2 File #: 25-14-ZV**

32 Request: Variance from Appendix A to reduce the front setback along a proposed access
33 easement along the southern property line for an existing detached accessory structure;
34 and Section 9.6C to allow an accessory structure within the required front yard.

35 Parcel Info: Russell and Krishna Carroll, property owners
36 1146 S. Childs Rd., Kearneysville, WV
37 Parcel ID: 07002400060012; Size: ~7.8 acres (after merger); Zoning District: Rural

38 Mr. Paul Raco with P.J. Raco Consulting LLC was present to address the Board.

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

40 Mr. Raco explained the nature of the request to the Board.

1 Mr. Quynn opened the public comment portion of the hearing. No members of the public provided
2 testimony. Mr. Quynn closed the public comment portion of the hearing.

3 Mr. McKinney moved to approve the request (25-14-ZV), with the condition that the applicant is
4 bound by their testimony. Mr. Quynn called for a vote, which carried unanimously.

5 **Zoning Administrator Report**

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

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

8 **Legal Update**

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

10 1. Jefferson County Circuit Court Case #CC-19-2022-C-141 (RE: Rippon Solar Energy
11 Facility / File 22-9-CUP) Rockwell v. JCBZA

12 Mr. Groh made note that the case can be removed from further Agendas going forward.

13 2. Jefferson County Circuit Court Case # CC-19-2024-C-14 (RE: Jeremy Martin, Tiffany
14 Martin and Earthworx General Contracting Services, LLC v. Jefferson County Board of
15 Zoning Appeals

16 No update was provided.

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

18 **Meeting: April 24, 2025**

19 1. Variance from Appendix A. Property Owners: Christian and Manuela Steppat.
20 File #25-12-ZV.

21 No Findings were provided to the Board.

22 Mr. McKinney moved to adjourn the meeting at 2:38 pm. Mr. Quynn called for a vote, which carried
23 unanimously.