



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

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

Meeting Location: County Commission Meeting Room
Located in the main level of the Jefferson County Government Complex
(entrance on East side of the building)
393 N. Lawrence Street, Charles Town, WV 25414

Broadcast Information: ZOOM Meeting Link: <https://us02web.zoom.us/j/84985419523>
Phone Option (Dial by Location): 301-715-8592 / Meeting ID: 849 8541 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: June 26, 2025

Public Hearing – Administer Oath

Agenda Item # 1 File #25-19-ZV

Request: Variance from Appendix A to reduce the rear setback from 20' to 8' for a 12' x 40' deck.

Project Info: Carolina Moncada, property owner
152 Atkinson Street, Shenandoah Junction, WV
Stonecrest Subdivision, Lot 39
Parcel ID: 02003A00390000; Size: 0.16 acres; Zoning District: Residential Growth

Agenda Item # 2 File #25-2-SE

Request: Request for a Special Exception Permit to allow an off-premises sign for Rumsey Place.

The applicant is requesting the following deviations:

1. A deviation from Section 10.2C to allow the proposed sign to be located within a platted right-of-way.
2. A deviation from Section 10.4B.4 to allow the proposed sign to face a residence.
3. A deviation from Section 10.5A.2 to reduce the distance between signage from 300' to 125'.
4. A deviation from Section 10.5A.4 to reduce the front setback from 25' to 17' along Kearneysville Pike.

Project Info: Federal Group Inc. / Attn: Tripp Lowe
Vacant Parcel (right-of-way to 233 Lowe Drive), Shepherdstown, WV
Parcel ID: 09000800240003; Size: 1.02 acres;
Zoning District: Residential – Light Industrial - Commercial

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-19-2024-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: June 26, 2025

1. Variance from Appendix B to reduce the required setback from 50' to 15' along the southern property line and from 50' to 30' along the western property line for a 60' x 30' accessory structure (garage). Property Owner: Trustee of the Congregation of the Mission Tabernacle Church. File #25-15-ZV.
2. Variance from Appendix B to reduce the front parking and drive aisle setback from 15' to 0' for an existing parking lot. Property Owner: Trustee of the Congregation of the Mission Tabernacle Church. File #25-16-ZV.