



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.

DRAFT Meeting Minutes
Jefferson County Board of Zoning Appeals

- 1 Meeting Date: June 26, 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; Mikala Shremshock, David Wiegand, and Keith
6 Semler, Alternate, were in attendance in person. Elliott Kletter,
7 Alternate was in attendance via ZOOM
8 Board Members Absent: Matthew McKinney was absent without notice.
9 Staff Members Present: Andy Beall, Zoning Administrator and Colin Uhry, Planning & Zoning Clerk

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

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

13 **Election of Officer (Secretary)**

14 Mr. Wiegand moved to nominate Ms. Shremshock for the position of Secretary for the Board of
15 Zoning Appeals. Mr. Quynn called for a vote, which carried unanimously.

16 **Approval of Minutes: May 22, 2025**

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

18 **Agenda Item # 1 File #: 25-15-ZV**

19 Request: Variance from Appendix B to reduce the required setback from 50' to 15' along the
20 southern property line and from 50' to 30' along the western property line for a 60' x
21 30' accessory structure (garage).

22 Project Info: Trustee of the Congregation of the Mission Tabernacle Church, property owner
23 25 Tabernacle Ln, Harpers Ferry, WV
24 Parcel ID: 02021A00090002; Size: .81 acres; Zoning District: Rural

25 **Agenda Item # 2 File #: 25-16-ZV**

26 Request: Variance from Appendix B to reduce the front parking and drive aisle setback from
27 15' to 0' for an existing parking lot.

28 Project Info: Trustee of the Mission Tabernacle Holiness Church, property owner
29 Vacant parcel on Tabernacle Ln, Harpers Ferry, WV
30 Parcel ID: 02021A00140001; Size: .36 acres; Zoning District: Rural

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

32 Mr. Justin Mobley and Mr. Samuel Snow with the Mission Tabernacle Church were present to
33 address the Board.

34 Mr. Beall provided an overview of the staff report for 25-15-ZV to the Board.

35 Mr. Mobley explained the nature of both the requests to the Board.

36 Mr. Quynn questioned the ownership of the access easement in relation to the proposed parking lot.

37 Mr. Beall provided an overview of the staff report for 25-16-ZV to the Board.

38 Mr. Quynn opened the public comment portion of the hearing. No members of the public provided
39 testimony. Mr. Quynn closed the public comment portion of the hearing.

- 1 Mr. Quynn questioned why the church did not process a site plan for the existing parking lot.
- 2 Mr. Mobley explained the organization had no knowledge of needing to process a site plan.
- 3 Ms. Shremshock questioned who utilizes the parking lot outside of normal church hours.
- 4 Mr. Mobley explained adjoining property owners take advantage of the parking.
- 5 Ms. Shremshock moved to approve the request to reduce the required setback from 50' to 15' along
- 6 the southern property line and from 50' to 30' along the western property line for a 60' x 30'
- 7 accessory structure (25-15-ZV) with the condition that the applicant is bound by their testimony.
- 8 Mr. Quynn called for a vote, which carried unanimously.
- 9 Ms. Shremshock moved to approve the request to reduce the front parking and drive aisle setback
- 10 from 15' to 0' for an existing parking lot (25-16-ZV) with the condition that the applicant is bound
- 11 by their testimony. Mr. Quynn called for a vote, which carried unanimously.

12 **Zoning Administrator Report**

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

- 14 1. Monthly Zoning Certificate Activity Report. The Report was included in the Agenda packet.
- 15 2. Mr. Beall provided the Board with an update regarding a possible text amendment to the
- 16 Zoning Ordinance, which was further discussed at the July 8, 2025 Planning Commission
- 17 Meeting.

18 **Legal Update**

- 19 a. Discussion with possible deliberative session of the following pending lawsuits:
 - 20 1. Jefferson County Circuit Court Case #CC-19-2022-C-141 (RE: Rippon Solar Energy
 - 21 Facility / File 22-9-CUP) Rockwell v. JCBZA
 - 22 No update was provided.
 - 23 2. Jefferson County Circuit Court Case # CC-19-2024-C-14 (RE: Jeremy Martin, Tiffany
 - 24 Martin and Earthworx General Contracting Services, LLC v. Jefferson County Board of
 - 25 Zoning Appeals
 - 26 No update was provided.
- 27 b. Discussion with possible deliberative session and signing of draft Findings/Decisions.

28 **Meeting: April 24, 2025**

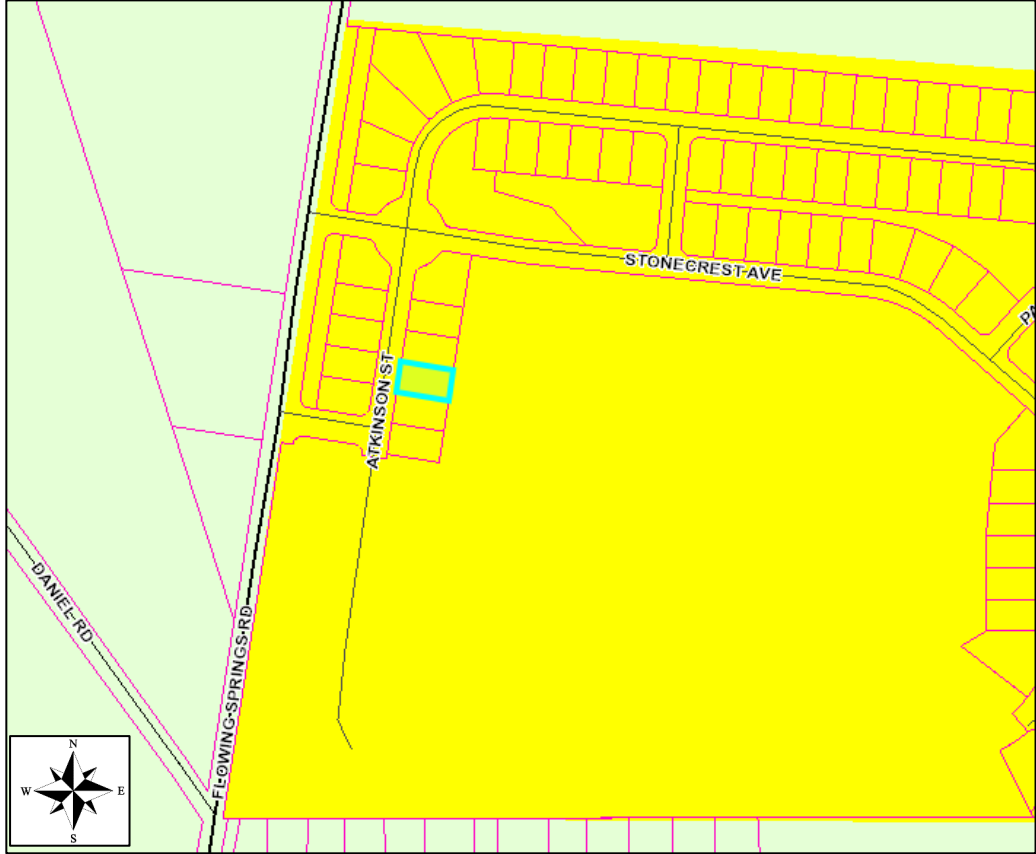
- 29 1. Variance from Section 9.7. Property Owners: Robert & Alice Hill-Murray.
- 30 File #25-13-ZV.
- 31 2. Variance from Appendix A. Property Owners: Russell and Krishna Carroll.
- 32 File #25-14-ZV.
- 33 No Findings were provided to the Board.

34 Mr. Wiegand moved to adjourn the meeting at 2:30 pm. Mr. Quynn called for a vote, which carried

35 unanimously.

Staff Report
 Jefferson County Board of Zoning Appeals
 July 24, 2025
25-19-ZV Moncada Variance Request

Item #1 Variance from Appendix A to reduce the rear setback from 20' to 8' for a 12' x 40' deck.

Owner/Applicant:	Carolina Moncada
Parcel Information and Zoning District:	Stonecrest Subdivision, Lot 39, 152 Atkinson St, Shenandoah Junction, WV Parcel ID: 02003A00390000; Size: .16 acres Zoning District: Residential Growth
	
History:	08/21/23: Stonecrest Subdivision, Section 1 (Recorded PB 26/PG 601) 02/26/24: Stonecrest Subdivision Minor Plat Change (Recorded PB 26/PG 713)
Waivers/Variances:	None
Approved Activity:	Single Family Residence
Site Visit Conducted:	No.

Staff Overview

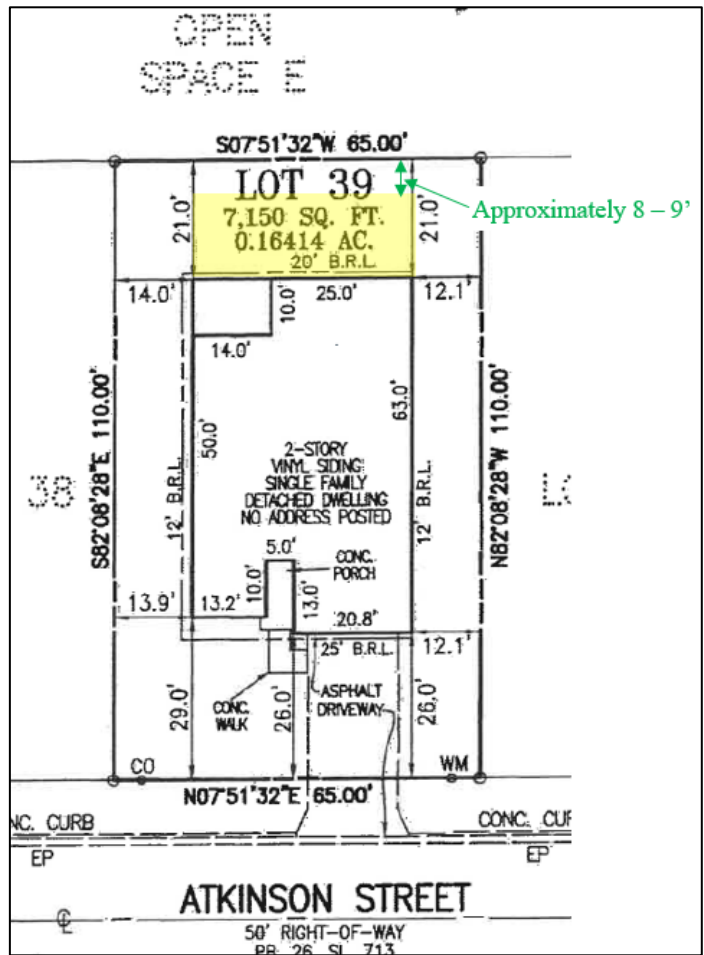
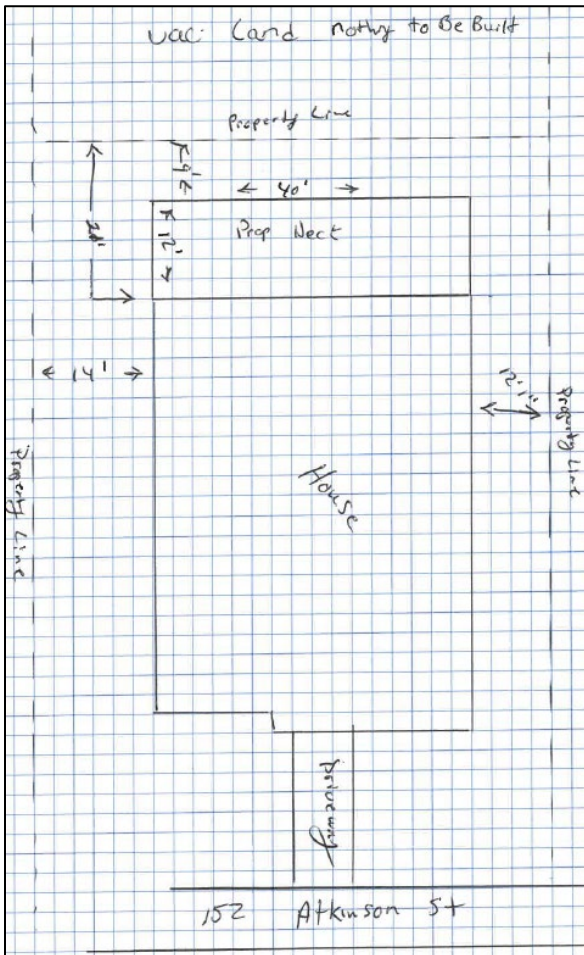
The subject parcel is designated as Lot 39 of the Stonecrest Subdivision, which was recorded on August 21, 2023 as part of Phase I. In accordance with Appendix A of the Zoning Ordinance, the required setbacks in the RG district for single family detached dwellings on public water and sewer are 25' Front, 12' Side, and **20' Rear**.

The applicant is requesting to construct a 12' D x 40' L deck which will extend to approximately 8'-9' from the rear (eastern) property line.

Staff Report
 Jefferson County Board of Zoning Appeals
 July 24, 2025
25-19-ZV Moncada Variance Request

It should be noted that the subject parcel backs up against the 36.14 acre residual parcel of the Stonecrest Subdivision, Phase 1, thus further marginalizing the effects of a rear setback reduction on the adjacent property to the rear.

The purpose of a rear setback requirement is to reduce the impact that a land use might have on an adjacent property; to allow adequate space between a structure and a property line so that maintenance of the structure is feasible; to maintain adequate separation between structures for fire prevention purposes; and to allow room for utility easements.



Pursuant to [WV Code Chapter §8A-7-11](#) and Article 2 of the [Jefferson County Zoning Ordinance](#), a variance is defined as "...a deviation from the minimum standards of the zoning ordinance and shall not involve permitting land uses that are otherwise prohibited in the zoning district nor shall it involve change the zoning classifications of a parcel of land."

Pursuant to [WV Code Chapter §8A-7-11](#) and Article 6, Section 6.2 of the [Zoning Ordinance](#), the Board shall consider the following criteria and shall grant a variance if it finds that the variance:

1. Will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
2. Arises from special conditions or attributes which pertain to the property for which a variance is sought and which were not created by the person seeking the variance;
3. Would eliminate an unnecessary hardship and permit a reasonable use of the land; and

Staff Report
 Jefferson County Board of Zoning Appeals
 July 24, 2025
25-19-ZV Moncada Variance Request

4. Will allow the intent of the Zoning and Land Development Ordinance to be observed and substantial justice done.

Conditions of Approval

Should the Board choose to approve this request, possible conditions of approval include:

1. No conditions of approval have been identified.

SECTION OF ORDINANCE TO BE CONSIDERED:

APPENDIX A: RESIDENTIAL SITE DEVELOPMENT STANDARDS TABLE^{27, 32, 42}

Zoning District	Land use	Land Use Subtype	Min Lot Area (MLA) sq. ft.***	Area per Dwelling Unit (ADU) sq. ft.	Min Lot Width	Max Building Height*	Setbacks			
							Front	Side	Street Side	Rear
Residential Growth (RG)	Single Family Detached Dwelling	Public/Central water and sewer	6,000	10,000	N/A	40	25	12	15	20
		Public/Central water or sewer	20,000	N/A	N/A	"	"	"	"	"
		No Public/Central water or sewer	40,000	N/A	N/A	"	"	"	"	"
	Small Lot Single-Family Detached Dwelling	Public/Central water and sewer	3,200	7,500	35	40	20****	5	10	20
	Duplex Dwelling Unit	Public/Central water and sewer	3,200	7,500	N/A	40	25	15**	15	20
		Public/Central water or sewer	N/A	10,000	N/A	"	"	"	"	"
	Townhouse Dwelling ⁴²	Public/Central water and sewer	1,400	3,500	N/A	40	25	12**	15	20
	Multi-Family Dwelling (See Section 4.12)	Public/Central water and sewer	20,000	2,000	N/A	40	25	12**	15	30
	Single-Family Dwelling with setbacks not previously stipulated by Planning Commission	Over 40,000 sq. ft.	N/A	N/A	N/A	40	25	12	‡	12
		30,000 sq. ft. to 40,000 sq. ft.	N/A	N/A	N/A	40	20	10	‡	12
Under 30,000 sq. ft.		N/A	N/A	N/A	40	20	8	‡	12	
Rural (R) (See Sec. 5.7)	Dwellings		40,000	N/A	100	45	40	15	‡	50
		Over 2 acres	N/A	N/A	N/A	45	40	15	‡	50
	Single-Family Dwelling with setbacks not previously stipulated by Planning Commission	40,000 sq. ft. to 2 acres	N/A	N/A	N/A	45	25	12	‡	12
		30,000 sq. ft. to 39,999 sq. ft.	N/A	N/A	N/A	45	20	10	‡	12
		Under 30,000 sq. ft.	N/A	N/A	N/A	45	20	8	‡	12
	Cluster Subdivision									See RG District



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 #: 25-19-ZV
 Mtg. Date: 07.24.25
 Fee Paid: \$ 150.00

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Zoning Variance Application

Variances from the Zoning and Land Development Ordinance must comply with Article 8A-7-11 of the WV State Code. A variance is a deviation from the minimum standards of the Ordinance and shall not involve permitting land uses that are otherwise prohibited in the zoning district, nor shall it involve changing the parcel's zoning classification.

Property Owner Information

Owner Name: Carolina moncada
 Business Name: _____
 Mailing Address: 152 Atkinson St Shenandoah Junction WV 25442
 Phone Number: 571-648-8731 Email: carolina.moncada@pfgc.com

Applicant Contact Information

Applicant Name: _____ Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Consultant Information

Consultant Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Physical Address: 152 Atkinson St Shenandoah Junction WV 25442 Vacant Lot:
 Parcel ID: (Tax District / Map No. / Parcel No.) 02 00030009 0000
 Parcel Size: 7150 sqF / 0.16414 ac Deed Book: 1308 Page No: 674

Zoning District (please check one)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Residential Growth (RG) | <input type="checkbox"/> General Commercial (GC) |
| <input type="checkbox"/> Industrial Commercial (I-C) | <input type="checkbox"/> Highway Commercial (HC) |
| <input type="checkbox"/> Rural (R)* | <input type="checkbox"/> Light Industrial (LI) |
| <input type="checkbox"/> Residential-Light Industrial-Commercial (R-LI-C) | <input type="checkbox"/> Major Industrial (MI) |
| <input type="checkbox"/> Village (V) | <input type="checkbox"/> Planned Neighborhood Development (PND) |
| <input type="checkbox"/> Neighborhood Commercial (NC) | <input type="checkbox"/> Office/Commercial Mixed-Use (OC) |

Is there a Code Enforcement action pending in relation to this property? Yes No

Date Received:

RECEIVED

JUN 23 2025

Briefly describe the nature of the request (include the dimensions of the proposed structure, if applicable):

Section of the Zoning Ordinance pertaining to this request: 12' x 40' Deck Back Yard is on A Slope,
* Appendix A (jth)

If this request is for a setback variance, please check the following:

Front Setback Side Setback Rear Setback Reduction from 20' to 8'

Required Sketch: Provide a sketch showing the shape and location of the lot indicating all roads, rights of way, and easements. Show the location of the intended construction or land use indicating building setbacks (i.e. the distance of the structure from all property lines), size, and height. Identify all existing buildings, structures, or land uses on the property. The sketch should show the full extent of the property.

Required Responses: Each of the following questions must be answered in detail. The Board will evaluate your request based on the answers provided (attach a separate sheet of paper if necessary).

Explain why granting the variance will NOT adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents.

It has no consequences for the surrounding community, safety wise does not compromise safety standards such as fire safety, don't affect traffic, air/water quality and welfare.

In what way does this request arise from special conditions or attributes, which pertain to the property for which a variance is sought and which were not created by the person seeking the variance?

The backyard is in a slope

How will granting this variance eliminate an unnecessary hardship and permit a reasonable use of the land?

by building the deck, I can use my backyard for recreation.

How will granting this variance allow the intent of the Zoning Ordinance to be observed and substantial justice done?

It has no adverse impact on public interest and it's maintaining the neighborhood character.

I authorize the Planning and Zoning staff to revise the application/sketch on my behalf. I understand that said revisions will be discussed with me prior to revising the application/sketch.

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

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

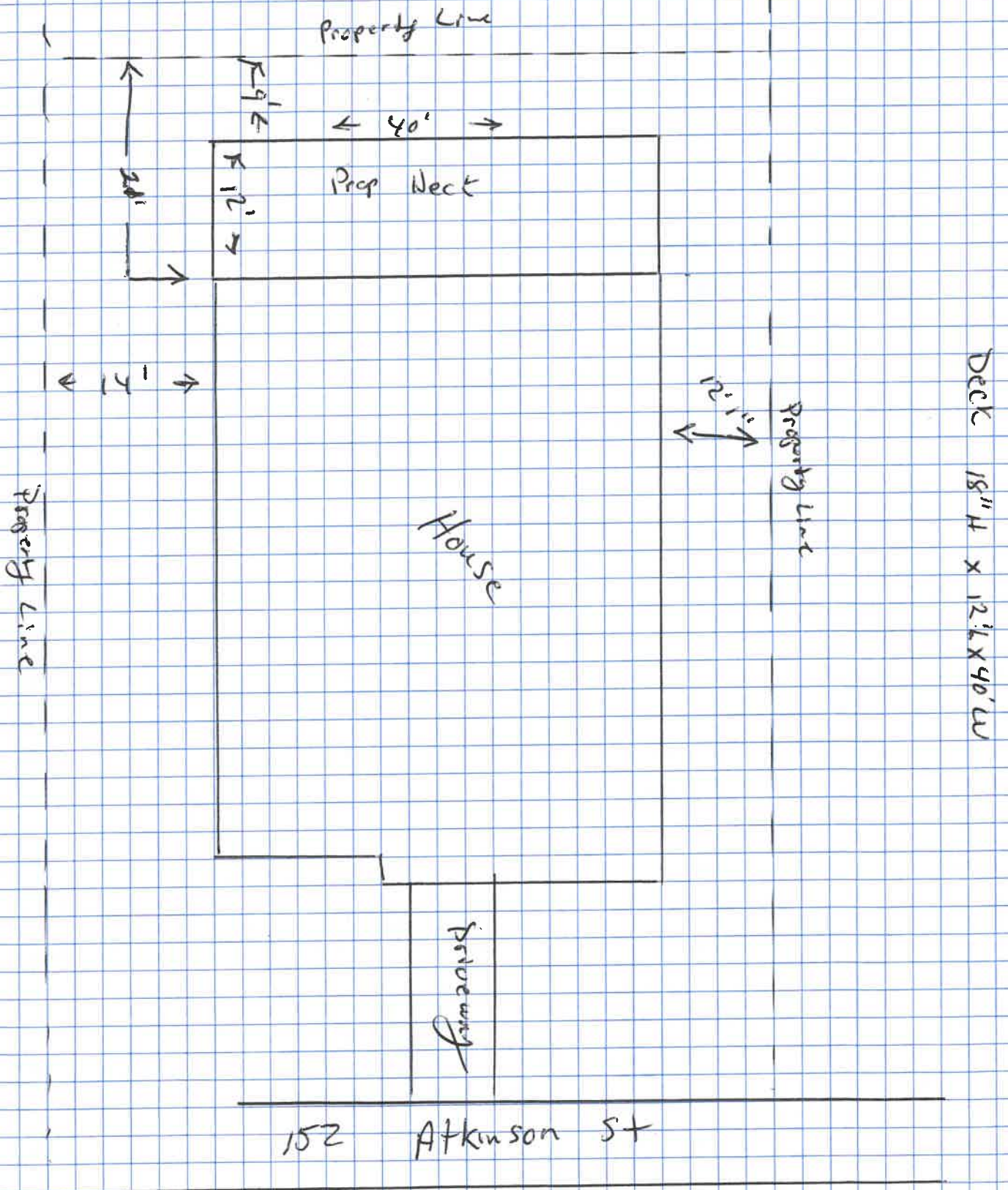
Creeper
Property Owner Signature

6/18/25
Date

Property Owner Signature

Date

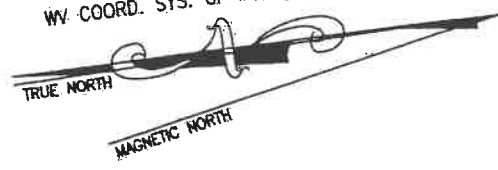
vac. Land nothing to be Built



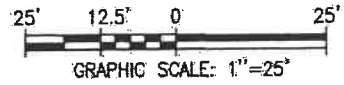
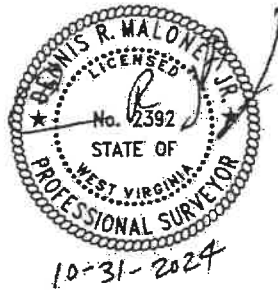
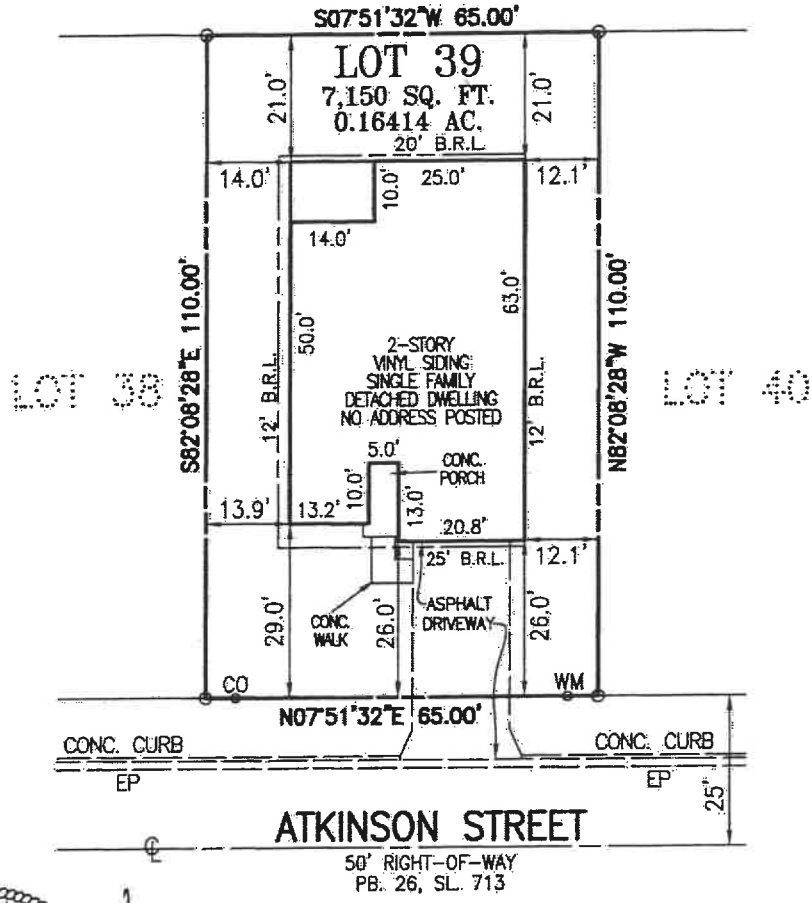
LEGEND:

- B.R.L. — BUILDING RESTRICTION LINE
- EP — EDGE OF PAVEMENT
- CO. — SANITARY SEWER CLEANOUT
- CONC. — CONCRETE
- WM — WATER METER
- CV — CULVERT

WV COORD. SYS. OF 1983, NORTH ZONE



OPEN
SPACE E



NOTES:

1. TITLE REPORT WAS NOT FURNISHED, THEREFORE ALL UNDERLYING EASEMENTS MAY NOT BE SHOWN HEREON.
2. THE BOUNDARY INFORMATION WAS TAKEN FROM EXISTING LAND RECORDS.
3. PROPERTY CORNERS WERE SET WITH THIS SURVEY.
4. THIS IS FOR CONSTRUCTION REVIEW ONLY, NOT A BOUNDARY SURVEY.
4. THE PROPERTIES SHOWN ON THIS PLAT ARE LOCATED IN FLOOD ZONE X (UNSHADED), AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD, ACCORDING TO COMMUNITY PANEL 54037C0130E OF THE FEMA FLOOD INSURANCE RATE MAP FOR JEFFERSON COUNTY, WEST VIRGINIA, DATED DECEMBER 18, 2009.

PLAT SHOWING
**HOUSE LOCATION
SURVEY**
ON
**LOT 39
STONECREST
SUBDIVISION
SECTION 1**

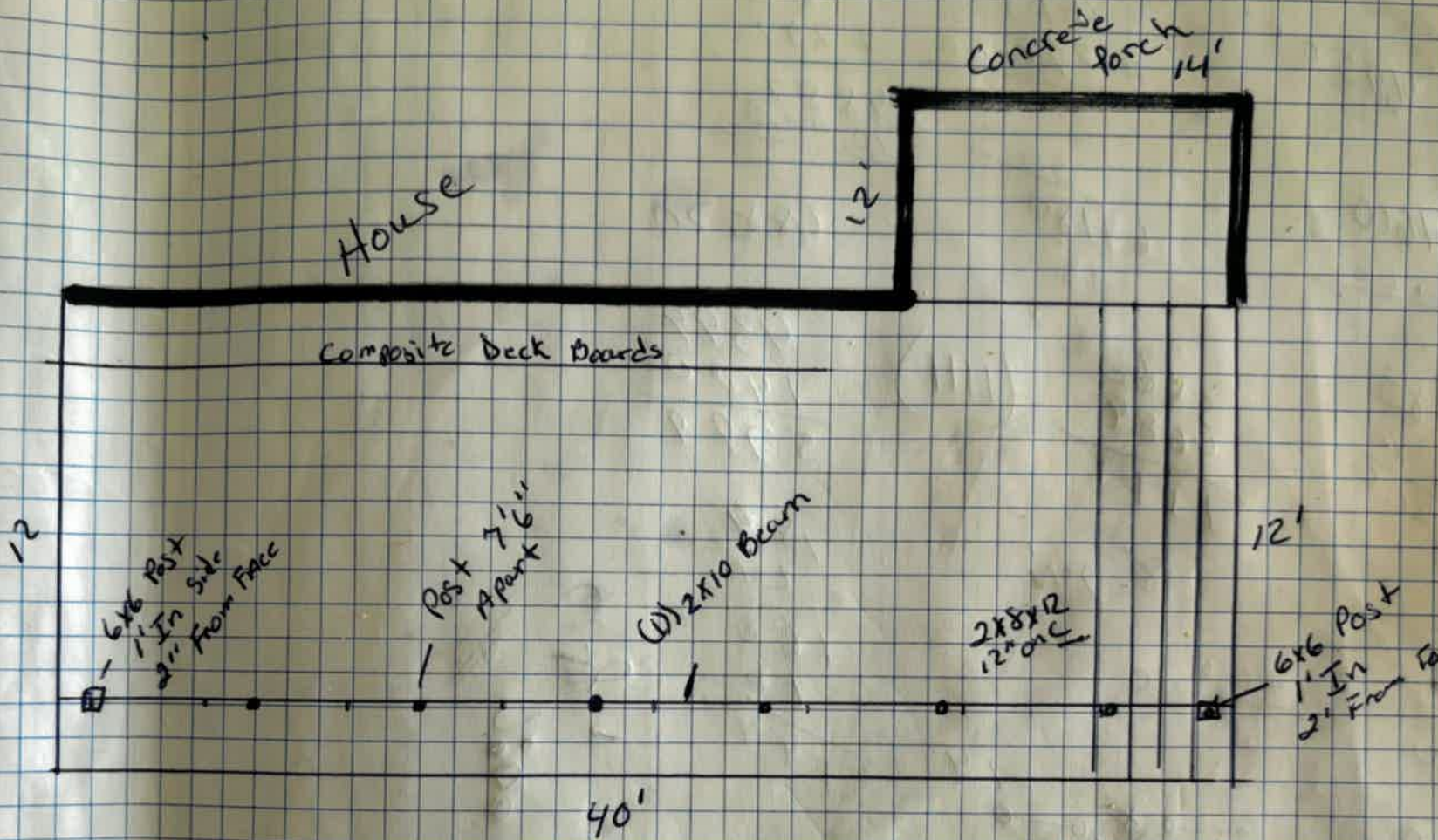
PB. 26, SL. 713
CHARLES TOWN DISTRICT
JEFFERSON COUNTY, WEST VIRGINIA
SCALE: 1" = 25' DATE: OCT. 31, 2024



4501 Daly Drive
Chantilly, VA 20151
Phone: 703-263-1900
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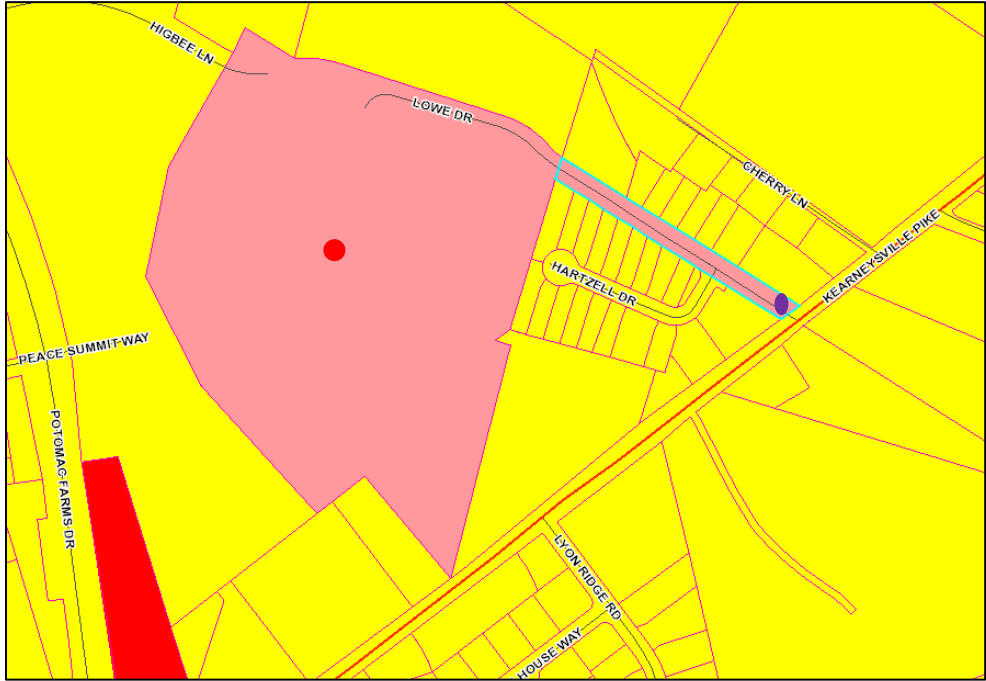
Staff Report
 Jefferson County Board of Zoning Appeals Meeting
 July 24, 2025

**Rumsey Place – Off-Premises Sign
 Special Exception Request (File #25-2-SE)**

Item #2 Request for a Special Exception Permit to allow an off-premises sign for Rumsey Place.

The applicant is requesting the following deviations:

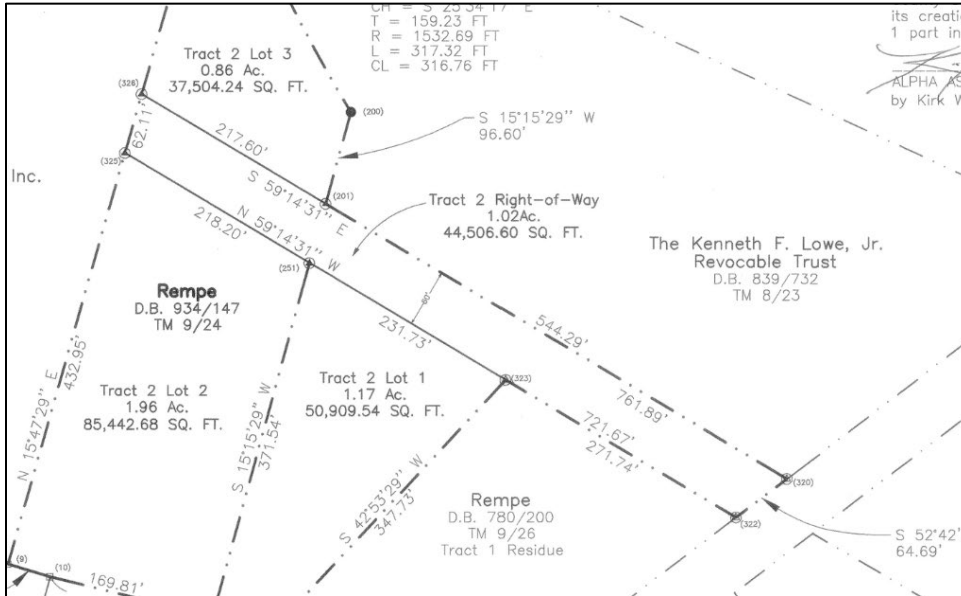
1. A deviation from Section 10.2C to allow the proposed sign to be located within a platted right-of-way.
2. A deviation from Section 10.4B.4 to allow the proposed sign to face a residence.
3. A deviation from Section 10.5A.2 to reduce the distance between signage from 300’ to 125’.
4. A deviation from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

Owner/Applicant:	Federal Group Inc. / Attn: Tripp Lowe
Consultant:	P.J. Raco Consulting, LLC / Attn: Paul Raco
Parcel Info & Zoning District:	<p>Vacant parcel (right-of-way to 233 Lowe Drive), Shepherdstown, WV Parcel ID: 09000800240003; Size: 1.02 ac Zoning District: Residential - Light Industrial - Commercial</p>  <p style="text-align: center;">● Proposed Sign Location ● Rumsey Place Location</p>
Surrounding Properties:	Zoning Map Designation: North, East, South: Residential Growth; and, West: Residential - Light Industrial – Commercial;
History:	10/19/1996: Conditional Use Permit issued for the Clarion Hotel and Conference Center (File: Z96-5) 11/17/2000: Rempe Minor Subdivision (Plat Book 18, at Page 30) 07/24/2020: Kensington Subdivision, Phase 1 (Plat Book 26, at Page 109) 03/16/2023: Subject parcels were rezoned from Residential Growth to Residential - Light Industrial - Commercial
Waivers/Variances:	None
Site Visit Conducted:	No

Staff Report
 Jefferson County Board of Zoning Appeals Meeting
 July 24, 2025
**Rumsey Place – Off-Premises Sign
 Special Exception Request (File #25-2-SE)**

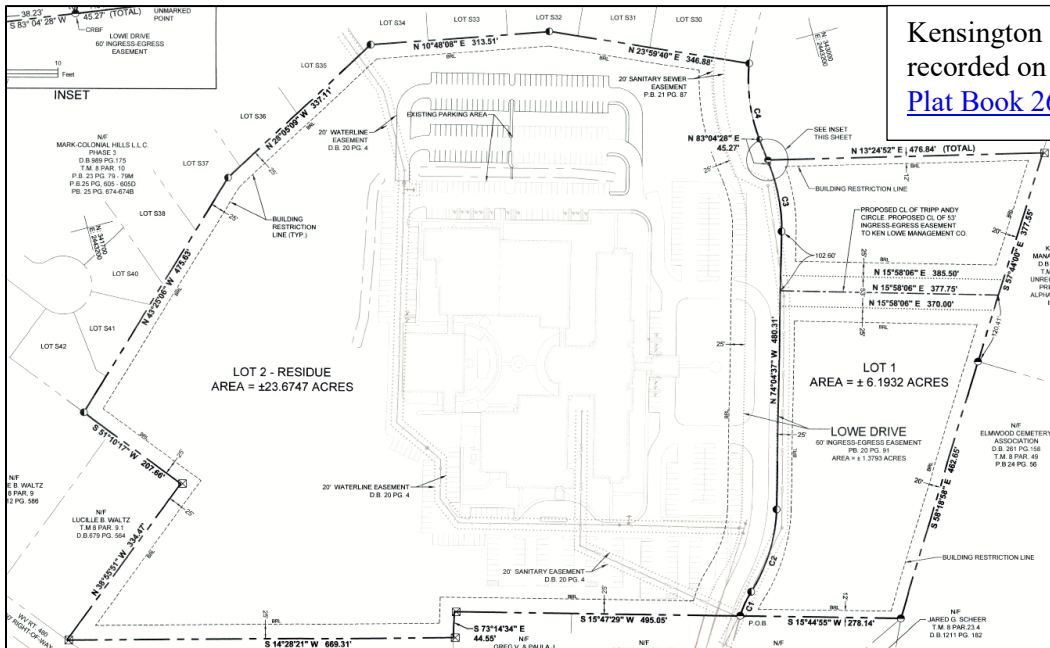
Background

Parcel 24.3 is comprised of 1.02 acres and is designated as a 60' wide right-of-way (Lowe Drive).



Rempe Minor Subdivision,
 recorded on 11/17/00 in
[Plat Book 18, at Page 30](#)

Parcel 10.9 is comprised of 23.6 acres and is the former location of the Clarion Hotel and Conference Center. On September 19, 1996, the subject parcel was granted a Conditional Use Permit for a Federal Training Center, which was operated within the Clarion Hotel and Conference Center (File Z96-5). In July of 2020, the property owner processed a subdivision plat to divide a 6.19-acre lot (Lot 1) for future development.



Kensington Subdivision, Phase 1
 recorded on 07/24/2020 in
[Plat Book 26, at Page 109 & 109A](#)

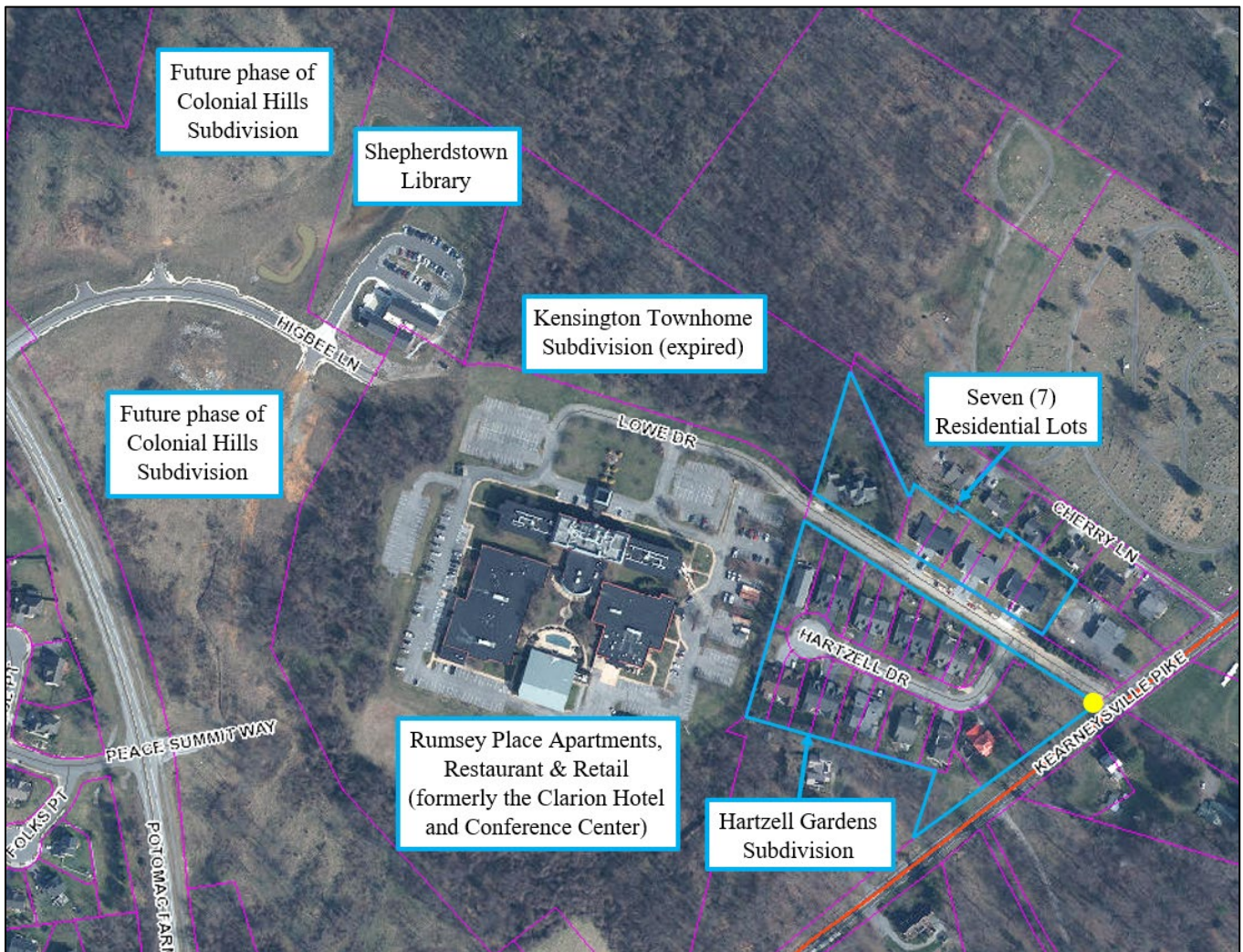
On March 16, 2023 the County Commission approved a request to rezone the subject parcels from Residential Growth to Residential-Light Industrial-Commercial to allow the property owner to expand the permitted uses of the existing commercial structure.

Staff Report
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July 24, 2025

**Rumsey Place – Off-Premises Sign
Special Exception Request (File #25-2-SE)**

On May 9, 2023 a zoning certificate was issued to the property owner to change the use from Hotel and Conference Center and Federal Training Facility (Clarion Hotel) to multi-family (Rumsey-80 apartments), government offices, professional offices, retail space (currently Christian Caine Jewelers), restaurant and taverns, and basketball/sport academy.

Below is an image depicting the properties that access (or will be accessing) Lowe Drive. Based on past approvals, Lowe Drive will eventually connect the Higbee Lane thus functioning as a connector road between Kearneysville Pike (Route 480) and Potomac Farm Drive (Route 45 Alternate).



Staff Overview

The applicant, Federal Group Inc., is requesting to install a 6’ high (13) square foot freestanding sign on the subject parcel, located at the intersection of Lowe Drive and Kearneysville Pike. As the sign is proposed to be located on a separate parcel from “Rumsey Place” (for which the proposed sign will advertise), pursuant to Section 10.5 of the Zoning Ordinance, the sign is classified as an Off-Premises Sign and requires a Special Exception Permit.

**Rumsey Place – Off-Premises Sign
Special Exception Request (File #25-2-SE)**

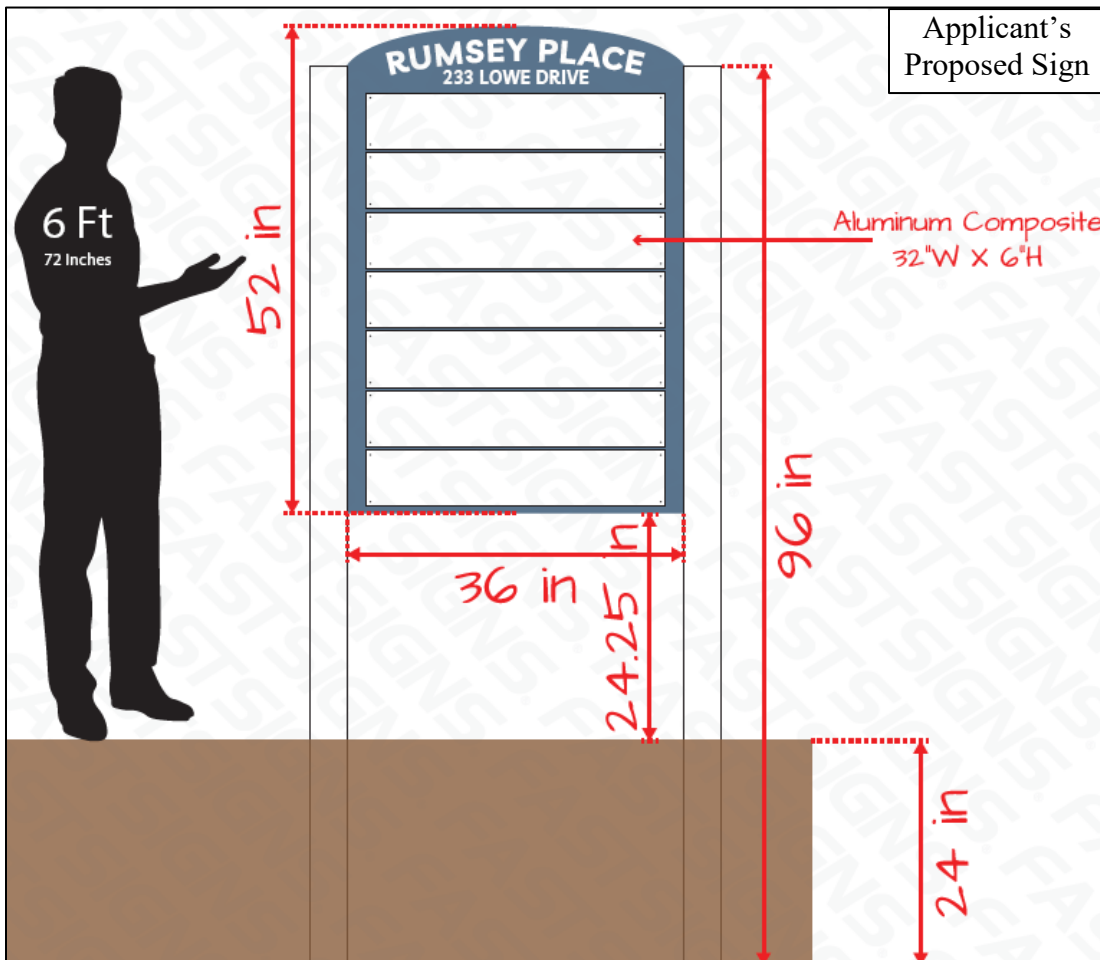
Article 2 of the Zoning Ordinance defines an Off-Premises Sign as: *A sign structure which directs attention to a business, commodity, service, or entertainment not necessarily conducted, sold, or offered upon the premises where such a sign is located.*

The purpose of Article 10 is to “...regulate all exterior signs and interior signs placed for exterior observance so as to protect property values and the character of the County. Any sign placed on land or on a building for the purposes of identification or for advertising a use conducted therein or thereon shall be deemed to be accessory and incidental to such land, building, or use.”

Off-Premises Signs essentially become the principal or primary use of the property as the business for which they are advertising is not located on the same property. Pursuant to Section 10.5A, Off-Premises Signs require processing a Special Exception Permit before the Board of Zoning Appeals in accordance with the procedures of Section 6.5. The Board’s role in evaluating a Special Exception Permit Application for an Off-Premises Sign is to determine if such a sign conforms to existing state law and does not have a negative effect on the neighborhood or intent of the Zoning Ordinance (see Section 6.5B).

Staff is not aware of any state laws, including regulations under the WV Division of Highways, which would prohibit placement of the sign in the proposed location.

The applicant has indicated that the purpose of the proposed sign is to increase awareness for Rumsey Place and to direct traffic accordingly.



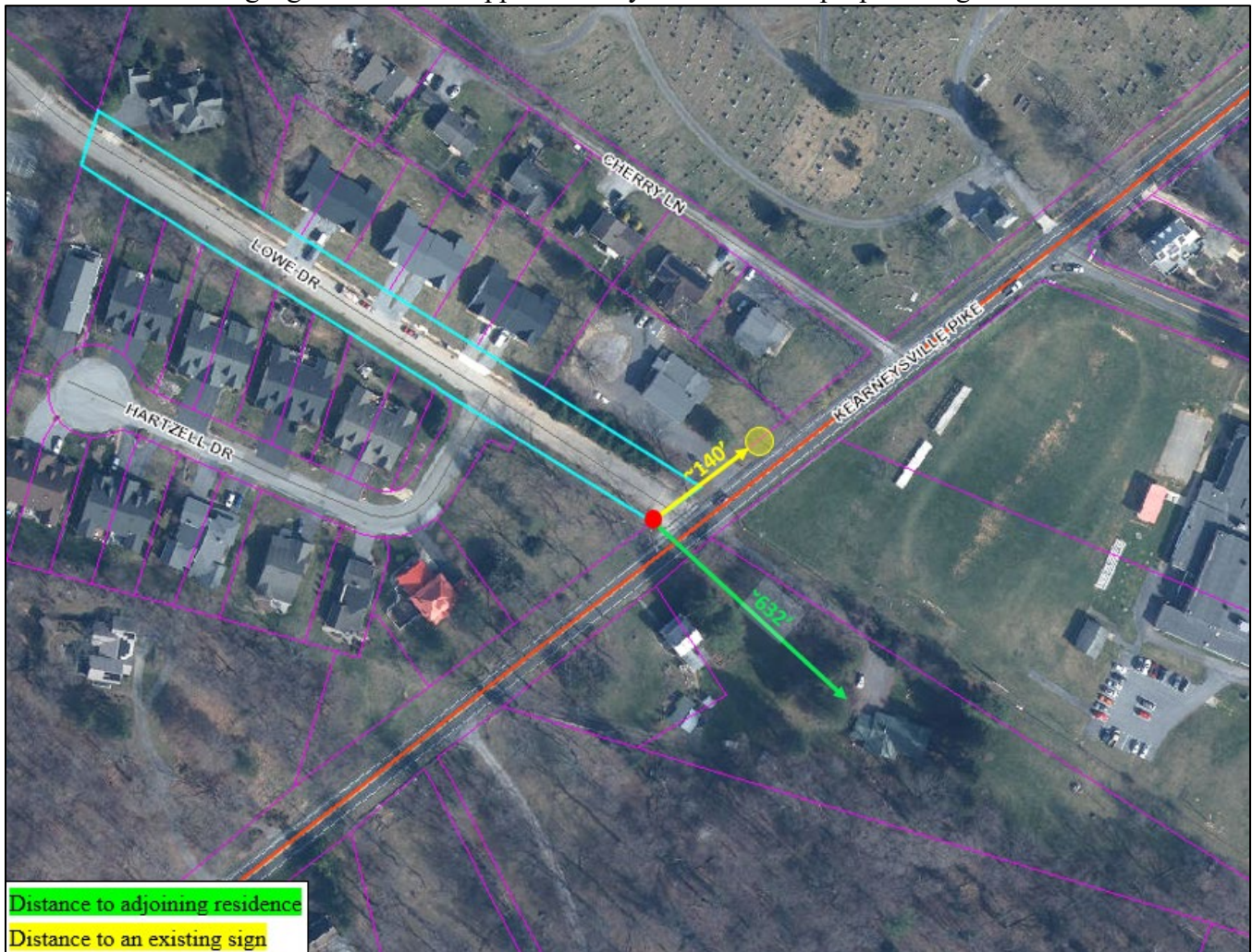
Staff Report
Jefferson County Board of Zoning Appeals Meeting
July 24, 2025

**Rumsey Place – Off-Premises Sign
Special Exception Request (File #25-2-SE)**

As part of this application 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 as the entirety of the Lowe Drive parcel at the location of the proposed sign is 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.

The dwelling on the adjoining parcel to the SE (across Kearneysville Pike) is approximately 630' from the proposed sign location while their driveway is located approximately 80' from the proposed sign location. The existing sign to the NE is approximately 140' from the proposed signs' location.



Staff Report
Jefferson County Board of Zoning Appeals Meeting
July 24, 2025
**Rumsey Place – Off-Premises Sign
Special Exception Request (File #25-2-SE)**



Figure 2 View travelling southbound on Kearneysville Pike



Figure 3 Entrance to Lowe Drive

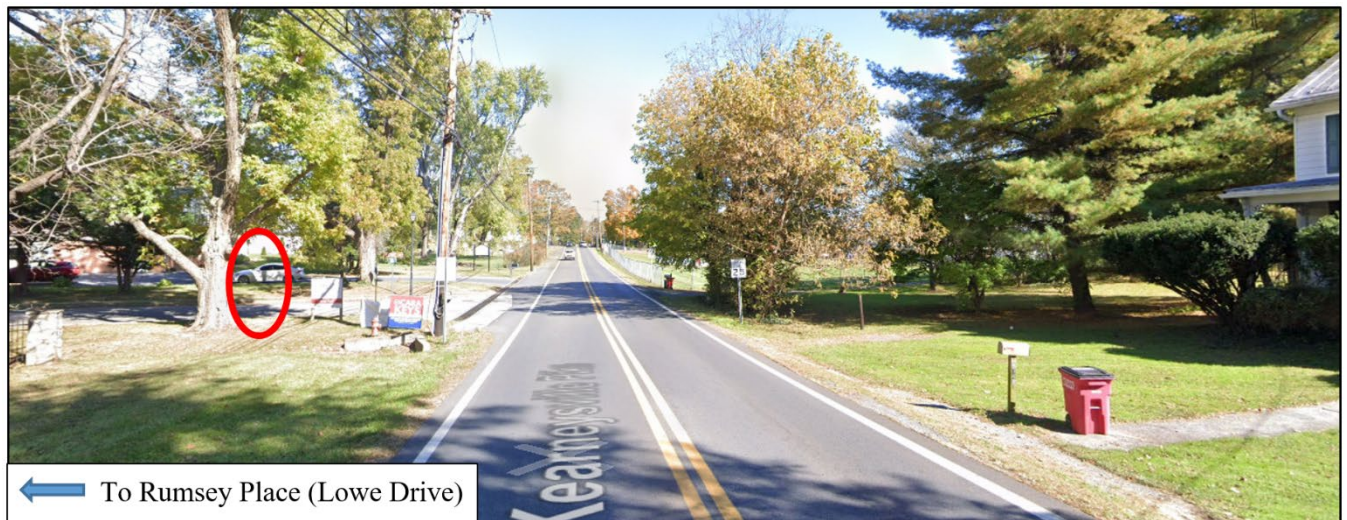


Figure 1 View travelling eastbound Kearneysville Pike

Staff Report
Jefferson County Board of Zoning Appeals Meeting
July 24, 2025

**Rumsey Place – Off-Premises Sign
Special Exception Request (File #25-2-SE)**

A key purpose of the front yard setback requirement is to ensure that any future right-of-way expansion or future utility placement will not be obstructed by structures built too close to a road, as well as to ensure that traffic visibility is not impaired for drivers along the right-of-way.

At this point in time, staff is unaware of any plans to expand this section of Kearneysville Pike. In order to ensure that the sign is located in an unencumbered and visible location, it will need to be located closer to the WVDOH right-of-way area than the required 25’.

Conditions of Approval

Should the Board choose to approve this request, possible conditions of approval include:

1. Approval of the Special Exception Permit and deviation requests are limited to the subject Rumsey Place sign.

SECTION OF ORDINANCE TO BE CONSIDERED:

ARTICLE 10

Section 10.2 General Provisions³⁶

It is intended that the placement of a particular sign will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. It is also intended that in areas proposed for new development, that signs placed will be harmonious in color, form and proportions to its surroundings.

- A. No sign shall be erected, hung, or placed in any district except as provided in this Ordinance.
- B. No sign erected before the enactment of this Ordinance shall be structurally altered or moved except in accordance with this Ordinance.
- C. No signs, other than subdivision signs approved by the Planning Commission, shall be located in the right-of-way of any road or on any slope or drainage easement for such road or within any stormwater, drainage, or utility easement.^{2, 17, 21, 23, 36}
- D. No sign shall be permitted which imitates or which resembles an official traffic control device, railroad sign or signal, or which hides from view or interferes with the effectiveness of an official traffic control device or any railroad sign, signal, or traffic sight lines.
- E. No sign which implies the need or requirement of stopping or this existence of danger shall be displayed.
- F. No sign shall be placed on rocks, trees, or on poles maintained by public utilities.
- G. No sign shall be permitted which becomes unsafe or endangers the safety of the building, premises, or persons and unless maintained in a good general condition.
- H. No sign shall be permitted which contains statements, words or pictures of an obscene, indecent, or immoral character.
- I. Illuminated signs shall be so constructed as to avoid glare or reflection of any portion of an adjacent highway or residential building.
- J. Animated signs, as defined by Section 2.2, are prohibited.
- K. Inflatable signs, as defined by Section 2.2, are prohibited. Residential, seasonal lawn decorations are exempt from this provision.³⁶
- L. Vehicle signs, as defined by Section 2.2, are prohibited per Section 4.4J.³⁶

Staff Report
Jefferson County Board of Zoning Appeals Meeting
July 24, 2025

**Rumsey Place – Off-Premises Sign
Special Exception Request (File #25-2-SE)**

Section 10.4 Signs Requiring a Zoning Certificate³⁶

Business and outdoor advertising signs in all zoning districts shall require a Zoning Certificate before placement on any property or building.² Sign types are defined in Section 2.2.

A. Attached Business Signs

1. The total area of the sign shall be no more than two square feet for each foot in length of the frontage of the building.³⁶
2. Attached business signs shall not be attached to the side of the building that faces an adjoining residence.^{32, 35, 36}
3. In addition to the provisions herein, electronic signs shall conform to the criteria outlined in Section 10.7.³⁶

B. Freestanding Business Signs³⁶

Freestanding business signs related to the subject land use are permitted, provided:

1. The lot frontage is at least 40 feet.
2. One freestanding sign per street frontage is permitted. The total area for any sign or signs on one supporting structure shall not exceed 100 square feet and the maximum height of the sign structure shall not exceed 35 feet.
3. Freestanding business signs shall be located in such a manner that no part of the supporting structure is less than 25 feet from the street right-of-way, and that no part of the sign is closer than five feet to the right-of-way.
4. Freestanding business signs shall not face an adjacent residence.
5. Properties which consist of more than one land use shall be required to use a pylon sign. One pylon sign is permitted on each street frontage.^{8, 32, 35}
6. In addition to the provisions herein, electronic signs shall conform to the criteria outlined in Section 10.7.

Section 10.5 Signs Requiring a Special Exception Permit

The following signs shall require processing a Special Exception Permit before the Board of Zoning Appeals pursuant to Section 6.5. Any deviation from the provisions of this section shall require consideration and approval by the Board as part of the Special Exception application.

A. Off-Premises Signs

Signs approved by the Board shall adhere to the following:

1. Off-Premises Signs shall not exceed 60 square feet and shall be no more than 25 feet in height.
2. When located in the commercial/industrial zoning districts, there shall be a minimum of 300 feet between signs.
3. When located in the Rural/residential zoning districts, there shall be 1,000 feet between signs.
4. Off-Premises Signs shall comply with front yard setback provisions in the districts in which they are permitted.
5. Off-Premises Signs shall not be located closer than 300 feet to an intersection on a dual or proposed dual highway or within 100 feet of any other intersection; however, signs may be affixed to or located adjacent to a building at such intersections in such a manner as not to materially cause any greater obstruction of vision than caused by the building itself. No business sign shall be so located to obstruct the vision of traffic using entrance ways, driveways, or any public road intersection.
6. In addition to the provisions herein, electronic signs shall also conform to the criteria outlined in Section 10.7.



JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 East Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

File #: SE 25 - 2
 Mtg. Date: 7/24 / 25
 Fee Paid: \$ 150
 Staff Int.: CAU

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Application for a Special Exception

The Special Exception process is outlined in Article 6 of the Zoning Ordinance. See Supplemental Handout for additional information.

Type of Special Exception

Accessory Dwelling Unit Off-Premises Sign Special Event Facility

Property Owner Information

Name: Federal Group Inc
 Business Name: _____
 Mailing Address: 233 Lowe Drive, Shepherdstown, WV 25443 Mail Yes
 Phone Number: 304.676-8256 Email Address: pjraco.consulting@gmail.com Response: No

Applicant Information

Name: Tripp Lowe
 Business Name: Federal Group Inc
 Mailing Address: Same Mail Yes
 Phone Number: c/o Paul 3046768256 Email Address: paul.pjraco.consulting@gmail.com Response: No

Engineer(s), Surveyor(s), or Consultant(s) Information

Name: Paul J Raco
 Business Name: P.J. Raco Consulting, LLC
 Mailing Address: P.O. Box 548, Charles Town, WV 25414 Mail Yes
 Phone Number: 304/676-8256 Email Address: pjraco.consulting@gmail.com Response: No

Physical Property Details

Physical Address: 233 Lowe Drive, Shepherdstown, WV 25443
 Tax District: Shepherdstown Map No: 8 Parcel No. 24.3
 Parcel Size: 1.02 +/- Acres Deed Book: 967 Page No: 723

Zoning District (please check one)

Residential Growth (RG) <input type="checkbox"/>	Industrial Commercial (I-C) <input type="checkbox"/>	Rural (R) <input type="checkbox"/>	Residential-Light Industrial-Commercial (R-LI-C) <input type="checkbox"/>	Village (V) <input type="checkbox"/>	Neighborhood Commercial (NC) <input type="checkbox"/>
General Commercial (GC) <input type="checkbox"/>	Highway Commercial (HC) <input type="checkbox"/>	Light Industrial (LI) <input type="checkbox"/>	Major Industrial (MI) <input type="checkbox"/>	Planned Neighborhood Development (PND) <input type="checkbox"/>	Office/Commercial Mixed-Use (OC) <input type="checkbox"/>

Sketch Plan (see Supplemental Handout for description) Attached

The information given is correct to the best of my knowledge.

Tripp Lowe
 Property Owner _____ Date _____

 Property Owner _____ Date _____

Off-Premises Signs – Supplemental Requirements

Jefferson County Zoning and Land Development Ordinance, as amended December 2, 2021

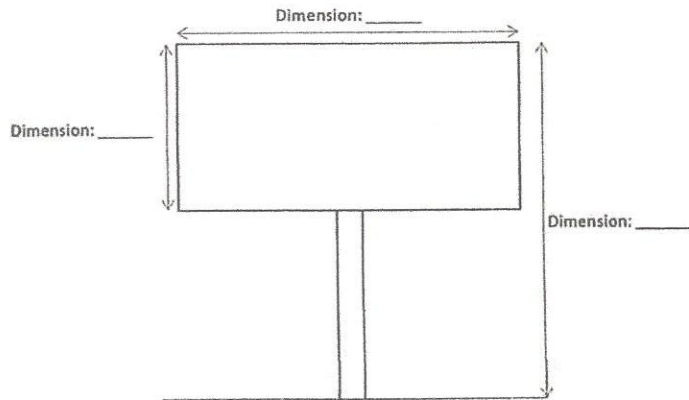
The requirements for an Off-Premises Sign, including a Billboard sign, are established in Article 10 of the Zoning Ordinance. As noted in this Article, it is intended that the placement of a particular sign will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. It is also intended that in areas proposed for new development, that signs placed will be harmonious in color, form and proportions to its surroundings. Per Section 10.5, all Off-Premises Signs and Billboard signs shall process a Special Exception before the Board of Zoning Appeals prior to the issuance of a building permit.

Section 10.2 - General Provisions for Signs

- a) No signs, other than subdivision signs approved by the Planning Commission, shall be located in the right-of-way of any road or on any slope or drainage easement for such road or within any stormwater, drainage, or utility easement.
- b) No sign shall be permitted which imitates or which resembles an official traffic control device, railroad sign or signal, or which hides from view or interferes with the effectiveness of an official traffic control device or any railroad sign, signal, or traffic sight lines.
- c) No sign which implies the need or requirement of stopping or the existence of danger shall be displayed.
- d) No sign shall be placed on rocks, trees, or on poles maintained by public utilities.
- e) No sign shall be permitted which becomes unsafe or endangers the safety of the building, premises, or persons and unless maintained in a good general condition.
- f) No sign shall be permitted which contains statements, words or pictures of an obscene, indecent, or immoral character.
- g) Illuminated signs shall be so constructed as to avoid glare or reflection of any portion of an adjacent highway or residential building.
- h) Animated signs, as defined by Section 2.2, are prohibited.
- i) Inflatable signs, as defined by Section 2.2, are prohibited. Residential, seasonal lawn decorations are exempt from this provision.
- j) Vehicle signs, as defined by Section 2.2, are prohibited per Section 4.4J.

Location and Dimensions of Sign

Provide a sketch depicting the shape of the entire lot, adjacent roads and existing structures. Show the location of the proposed sign and the distance to each property line. If known, include an image of the proposed sign. Provide the following dimensions:



Property Information:

Applicant Name(s): TRIPP LOWE

Property Owner Name(s): FEDERAL GROUP, Inc

Physical Address: 233 Lowe Drive, Shepherdstown, WV 25443

Parcel ID: Shep DISTRICT MAP & Parcel 243 Zoning District: Residential / Light Industrial / Commercial

Type of Sign and requirements (defined per Section 2.2):

Sign, Off-Premises "A sign structure which directs attention to a business, commodity, service, or entertainment not necessarily conducted, sold, or offered upon the premises where such sign is located."

1. Off-Premises Signs shall not exceed 60 square feet and shall be no more than 25 feet in height.
2. When located in the commercial/industrial zoning districts, there shall be a minimum of 300 feet between signs.
3. When located in Rural/residential zoning districts, there shall be 1,000 feet between signs.
4. Off-Premises Signs shall comply with front yard setback provisions in the districts in which they are permitted.
5. Off-Premises Signs shall not be located closer than 300 feet to an intersection on a dual or proposed dual highway or within 100 feet of any other intersection; however, signs may be affixed to or located adjacent to a building at such intersections in such a manner as not to materially cause any greater obstruction of vision than caused by the building itself. No business sign shall be so located to obstruct the vision of traffic using entrance ways, driveways, or any public road intersection.
6. In addition to the provisions herein, electronic signs shall also conform to the criteria outlined in Section 10.7.

Sign, Billboard "A structure on which is portrayed information which directs attention to a business commodity, service or entertainment not necessarily related to the other uses permitted on the premises upon which the structure is located."

1. No billboard sign face shall exceed a total of 300 square feet in surface area including trim, nor shall it contain more than one message per sign face.
2. No billboard shall exceed 35 feet in height.
3. No billboard shall be closer to any public highway right-of-way than 300 feet.
4. Placement of a billboard must be in a location that is within 800 feet of an existing business.
5. There shall be a minimum of 1000 feet between billboards.
6. A billboard shall be no closer than 500 feet from church, school, or cemetery.

I certify that the sign shall adhere to Section 10.2 and 10.5 of the Zoning Ordinance, as noted above.

TRIPP LOWE
Property Owner Signature

06/18/25
Date



JEFFERSON COUNTY, WEST VIRGINIA

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228

File Number: _____

I authorize the Planning and Zoning staff to make any necessary revisions to the enclosed submission, if required for processing. I understand that said revisions will be discussed with me prior to content modification.

Applicant PRINTED Name:

TRIPP Lowry

Applicant Signature:

[Handwritten Signature]

Contact Number:

304/676-8256

Paul

Date:

6/17/25

Jefferson County Board of Zoning Appeals
Special Exception
Section 10.5.A.
Off Premise Sign
Lowe Drive
June 18, 2025

Brief Description

The Federal Group owns two properties which include this 60' wide parcel that contains Lowe Drive that leads back to the second parcel which formally housed the Clarion Hotel and Conference Center that was utilized by the Federal Government for Training and Federal Retreats. During COVID, the facility closed, and the property was Rezoned to the Mixed Use District in order to be repurposed and redeveloped. The property was approved to be converted into Apartments and several commercial uses including Christian Caine Jewelry Showroom and Retail Sales, a Basketball Academy, Event Center, Fitness Center, Government Offices, Restaurants, Lounge, Realty Firm and General Offices.

When it was the Clarion Conference Center which was utilized privately by the Federal Agencies, a Sign on Lowe Drive was not needed. Now that the property has been redeveloped into a Mixed Use complex, it is important to have a small sign on the main road in order to draw attention to where customers need to turn off of Route 480.

While technically, this sign's location qualifies under the definition for an Off Premise Sign that needs to process a Special Exception, the sign is actually on the adjacent ROW property owned by the Federal Group. There has been a sign placed for both the Basketball Camp and Christian Caine Jewelry Store in the same location where this sign will be located, the new sign will contain panels for all of the businesses in the facility. It will also allow for the other two signs' removal.

As shown on the attached renderings and schematics, the sign face will be two sided and will be 13 sq. ft. (3' x 4.33'). It will be mounted on two 4" x 4" posts and will be approximately 6' high from grade. It will include slats for the different uses on the property. It will not have internal lights but may include solar lights on the ground upwardly directed towards the sign. The purpose of the sign and lights is to preserve safety on Route 230 by alerting traffic of the upcoming turn into Lowe Drive if going to the businesses on site.

Off Premise Signs need to be approved by the BZA noting and deviations from the Sign Provisions.

Article 10, Section 10.5.A. Signs, Off-Premises. A sign structure which directs attention to a business, commodity, service, or entertainment not necessarily conducted, sold, or offered upon the premises where the sign is located.

Again, technically, this sign qualifies as such, but please note that this is the Federal Group's fee simple owned Right of Way property that serves the adjacent subject facility.

1. Off Premises Signs shall not exceed 60 square feet and shall be no more than 25 feet in height.

This proposed sign will be two sides of 13 sq. ft. on each side for a total of 26 sq. ft. and the sign will be under 7' high.

2. When located in the commercial/industrial zoning districts there shall be a minimum of 300 feet between signs.

This provision is more intended for directional and advertisement signs, but there is a sign approximately 125' away which is an on premise business sign for the business on the neighboring property across Lowe Drive. The proposed sign if of similar style as this other small business sign.

3. When located in the Rural Residential Districts, there shall be 1,000 feet between signs. N/A
4. Off-Premises Signs shall comply with front yard setback provisions in the district which they are permitted.

The required front setback to this sign from Route 480 is 25'. This sign will comply.

5. Off-Premises Signs shall not be located closer than 300 feet to an intersection on a dual highway. N/A
6. In Addition to the provisions herein, electronic signs shall also conform to the criteria outlined in Section 10.7. N/A

Other Sign Provisions that need to be deviated:

Section 10.2.C. No signs in a ROW.

In this case, the entire property is technically a ROW, so this needs to be included in the Special Exception.

Section 10.4.B.4. Signs cannot face a Residence.

In this case, the sign will face the Park in the neighboring Hartzell Gardens Subdivision and the Business across Lowe Drive. While these are not residences, the property next to the Park is a Residence, so should be included in the Special Exception.

Front Setback of 25'.

In this case, the tree in the pictures is approximately 26' from the Route 480 Utility Pole line. The Christian Caine sign in the picture is approximately 17' from the Route 480 Utility Pole line and is in line with the neighboring business' sign across Lowe Drive shown in the pictures. So, the request would be to a minimum of 17' to locate the sign in the same place as the Christian Caine sign, or a maximum of 22' to avoid the tree.

Special Exceptions for signs can allow for deviations from the Sign Provisions, the Staff suggested that the Applicant proceed with the Special Exception for the Off-Premises Sign with the following deviations:

1. Sign allowed to face a Residence.
2. Sign that is within 300' of another sign.
3. Sign in a ROW.
4. Sign less than 25' from the edge of Route 480 ROW.

Special Exceptions for Off-Premises Signs need to be approved by the Board of Zoning Appeals under Section 6.5.B. of the Zoning Ordinance if the sign '...does not have negative effect on the neighborhood and meets the intent of the ordinance.'

In this case there has been signs posted for several years after Covid and with the redevelopment of the Federal Group Property, the Applicant would like to put these signs on one sign in the same area. It will be white and other muted colors and may have limited solar lighting facing the sign. It will be similar in style to the other business sign on the property north of this site across Lowe Drive. See pictures of proposed location and in relationship to the other business sign.

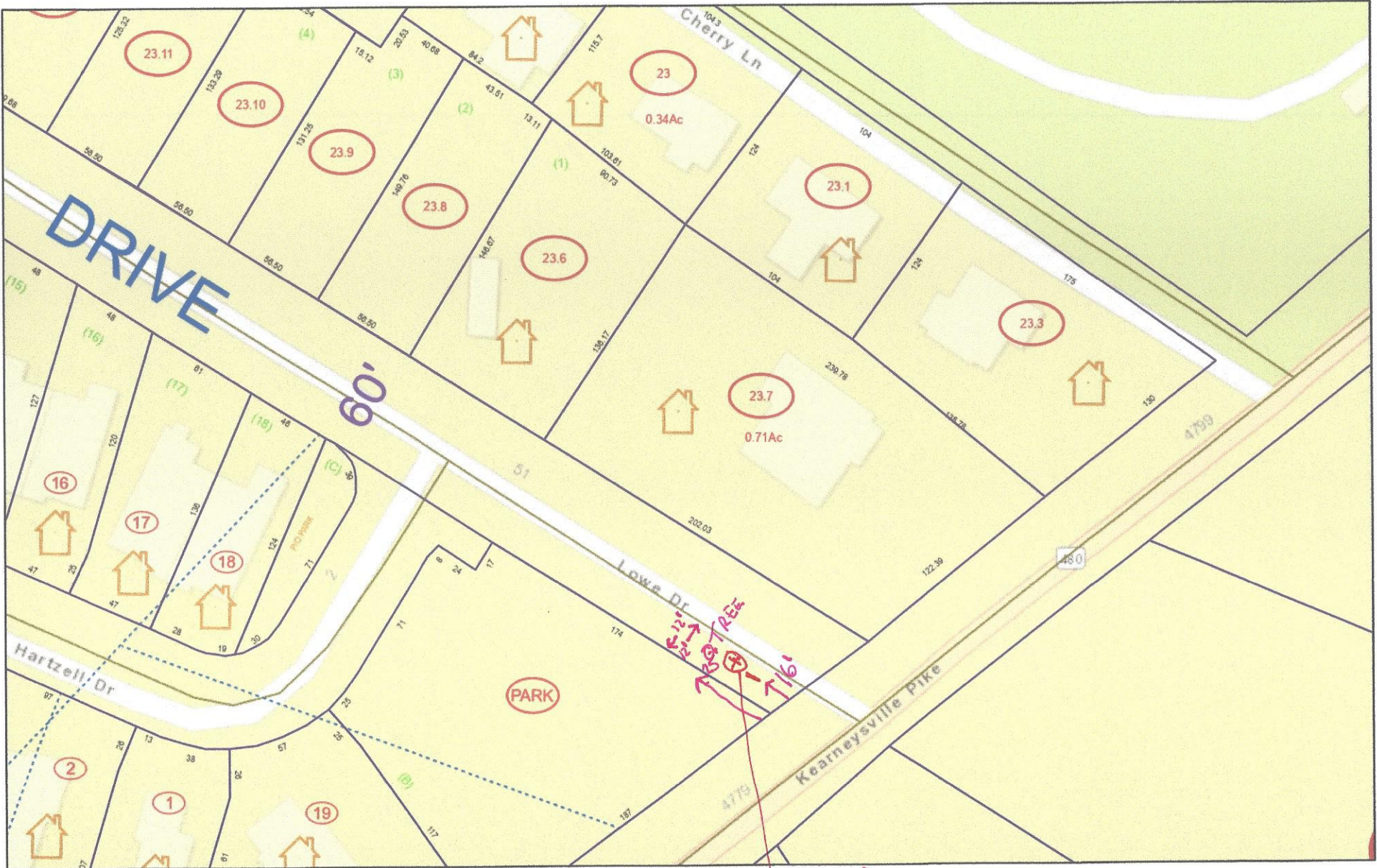
Regarding the 'Intent of the Ordinance', Section 10.5 of the sign provisions allow signs that:

“It is intended that the placement of a particular sign will be appropriate to the land, building, or use to which they are appurtenant and be adequate, but not excessive, for the intended purpose of identification or advertisement. It is also intended that in areas proposed for new development, that signs placed will be harmonious in color, form and proportions to its surroundings.”

In this case, the size of the facility is one of the largest Mixed-Use Facilities in the County and the sign is only proposed to be a six foot, two sided 13 square foot sign that indicates all of the approximate ten uses on the adjacent property. It is located on the property that serves the property with various uses. It easily meets the qualifications of 'adequate, but not excessive.' It is also proposed to be harmonious in color, form and proportions to the surroundings as it replaces other signs totaling more square footage and is similar to the business sign in the neighborhood. The proposed location will be equal distance of 12' between the Lowe Drive Curb and 12' to the Property line.

Accordingly, the applicant respectfully asks for the Special Exception for the proposed sign noting the deviations of being located in a Right of Way; Facing a Residence (though not directly); and within 300 feet of another sign (though that one is for an on premise business).

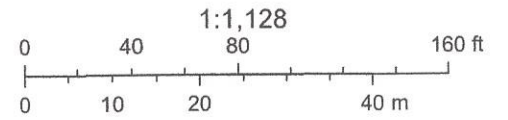
Viewer Map



June 9, 2025

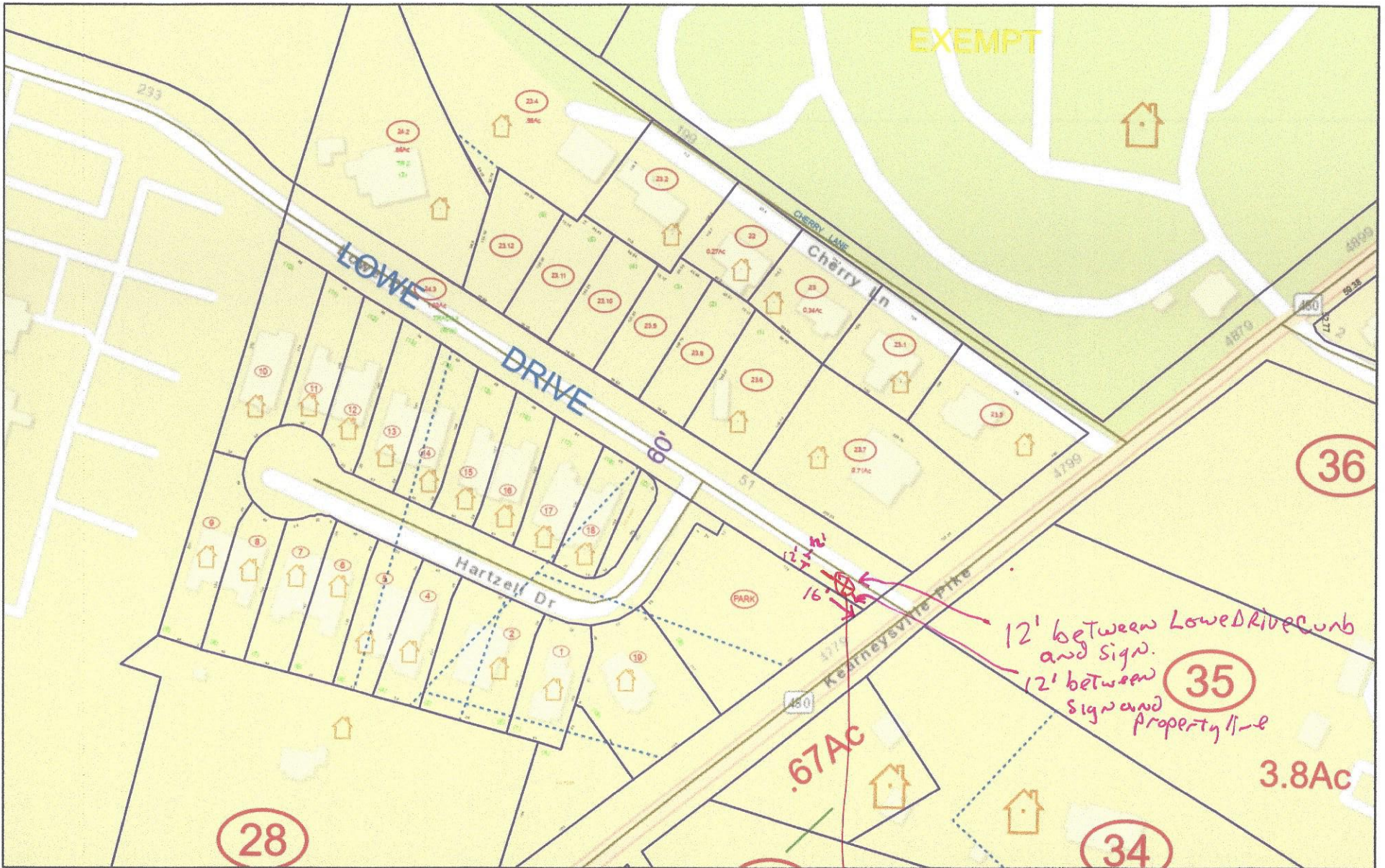
Psh blink

proposed sign



WashCo MD, VITA, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

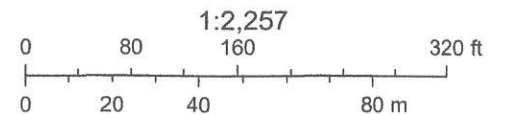
Viewer Map



June 9, 2025

*Push
6/17/25*

*proposed sign
To be 16' to 22'
from RT 480
ROW*



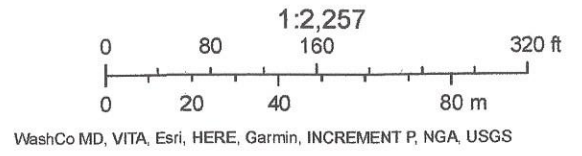
WashCo MD, VITA, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Viewer Map



May 12, 2025

*PSA
6/17/25*



Viewer Map

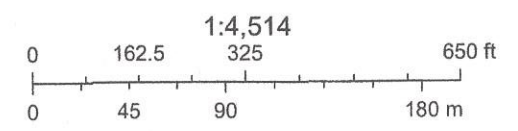


June 9, 2025

Mixed-use facility

Sign

PSR 6/17/25



Maxar

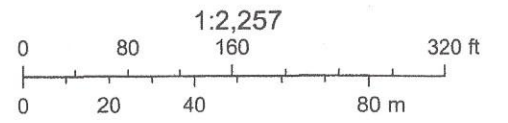
Viewer Map



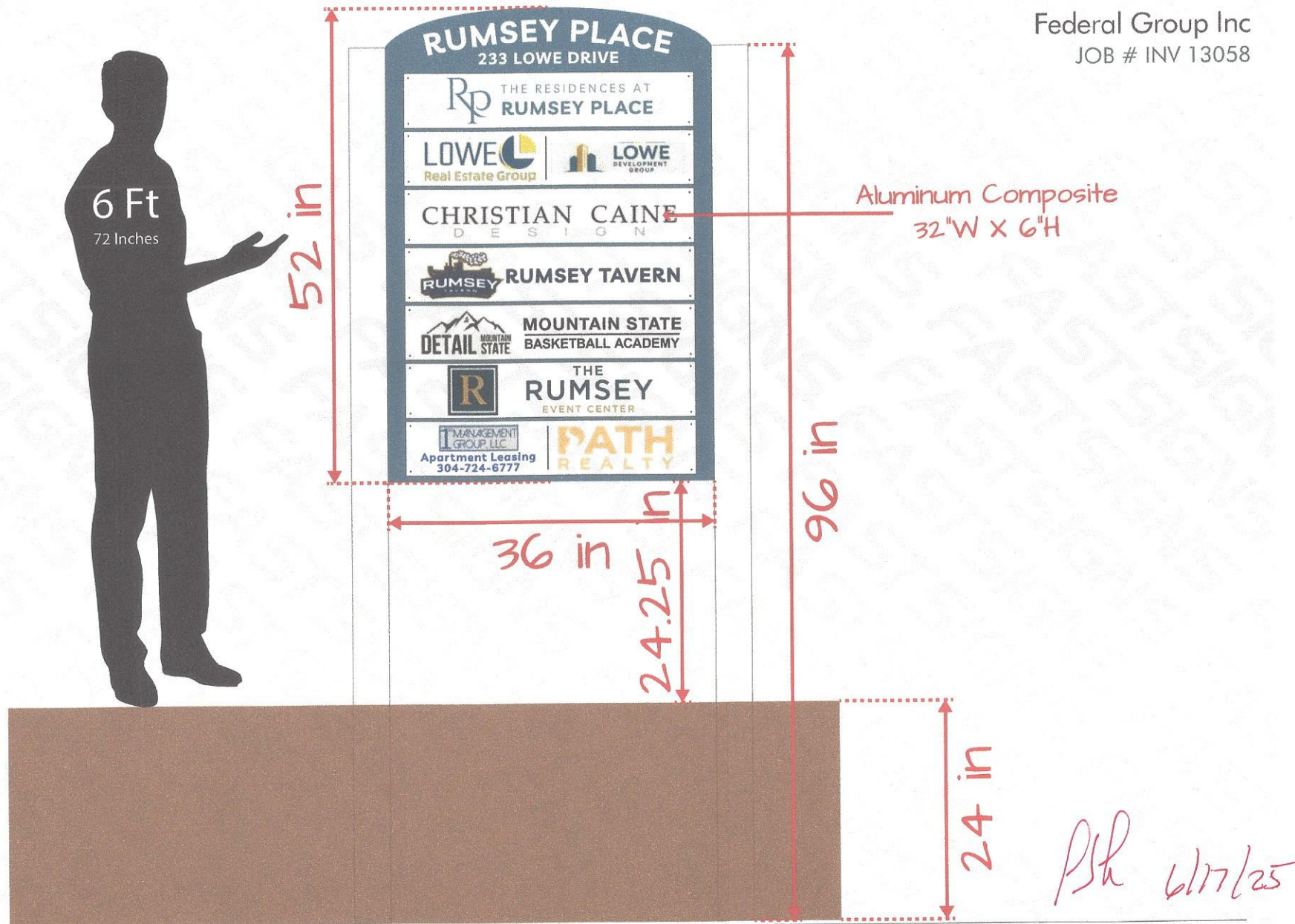
June 9, 2025

Psh blinks

proposed sign

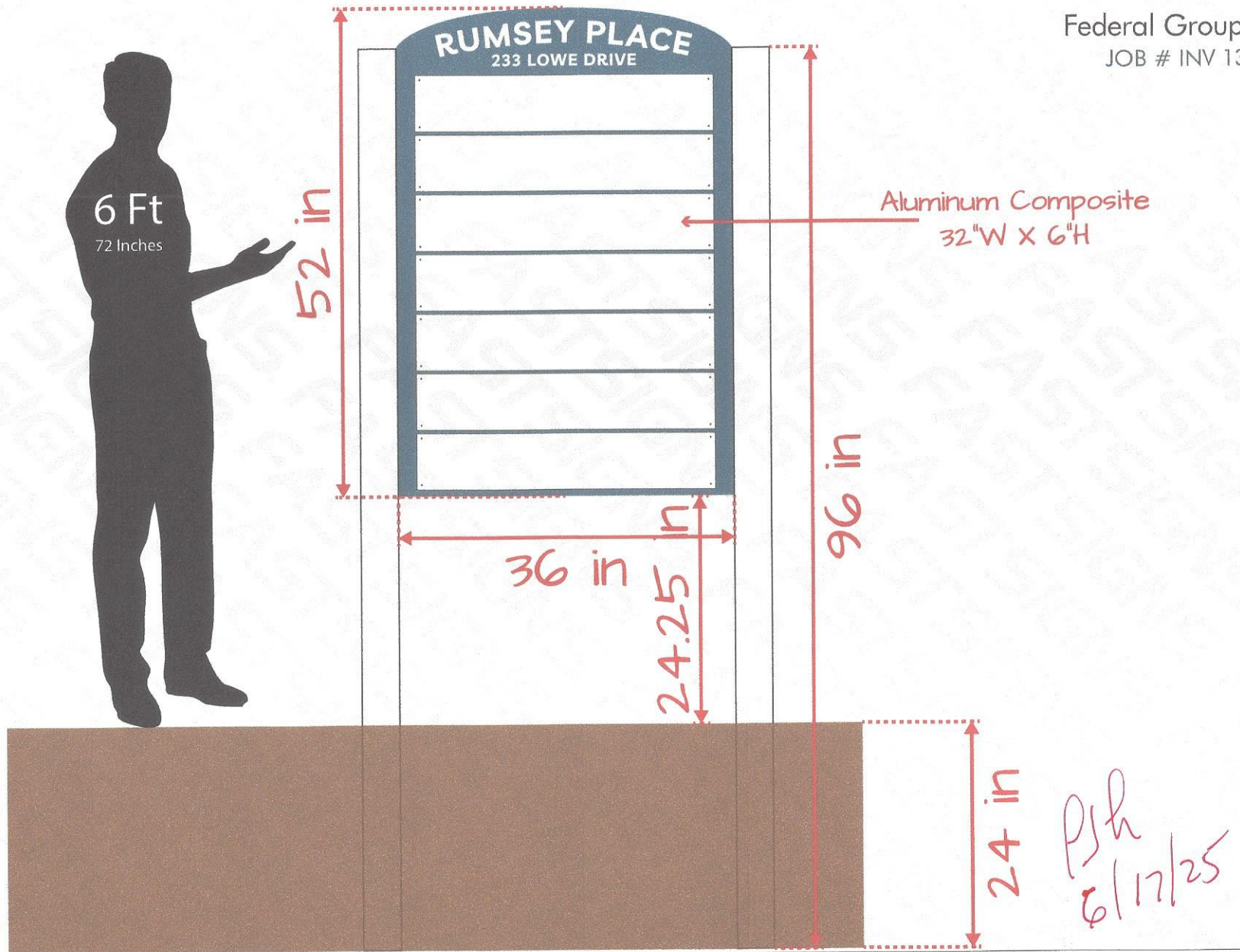


Maxar



MOUNTING METHOD / HARDWARE: Attached to (2) 4"x4"x8' square posts driven into the ground 24" BOTTOM OF SIGN TO GROUND: Lorem ipsum
SIGN MATERIAL / FINISH: 1/2" MDO finished with a vinyl face and dibond panels attached per tenants SITE ADDRESS: 233 Lowe Drive, Shepherstown
WV 25443

SIGN DIMENSIONS: 36"W X 52"H SQUARE FEET: 13 SqFt DATE: 04/17/2025



MOUNTING METHOD / HARDWARE: Attached to (2) 4"x4"x8' square posts driven into the ground 24" BOTTOM OF SIGN TO GROUND: Lorem ipsum

SIGN MATERIAL / FINISH: 1/2" MDO finished with a vinyl face and dibond panels attached per tenents. SITE ADDRESS: 233 Lowe Drive, Shepherstown WV 25443

SIGN DIMENSIONS: 36"W X 52"H SQUARE FEET: 13 SqFt DATE: 04/17/2025

Sign ↓ will be rotated to face North and South to face both lanes of Route 480

Federal Group Inc
JOB # INV 13058



****NOT TO SCALE****
USE AS CONCEPT OF PLACEMENT
AND NOT ACTUAL SIZE COMPARISON

PR 6/17/25

MOUNTING METHOD / HARDWARE: Attached to (2) 4"x4"x8' square posts driven into the ground 24" BOTTOM OF SIGN TO GROUND: Lorem ipsum

SIGN MATERIAL / FINISH: 1/2" MDO finished with a vinyl face and dibond panels attached per tenents SITE ADDRESS: 233 Lowe Drive, Shepherstown WV 25443

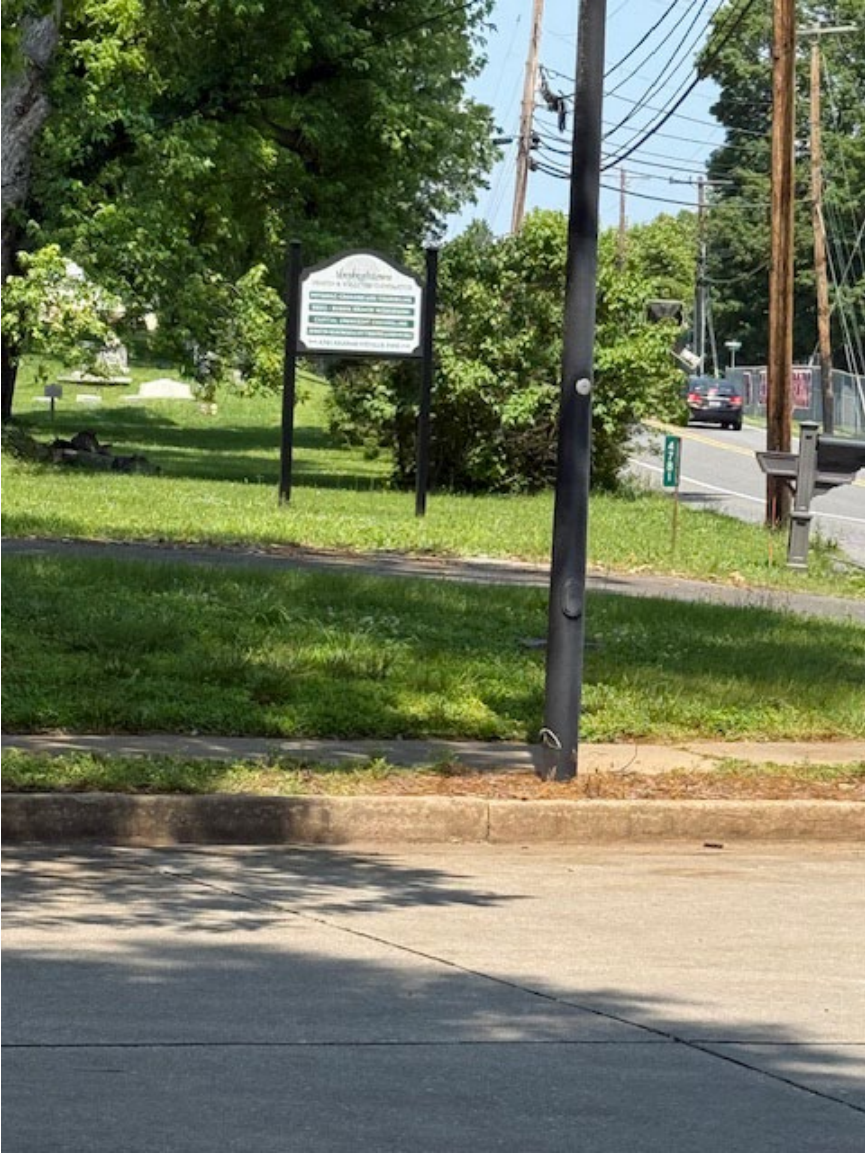
SIGN DIMENSIONS: 36"W X 52"H SQUARE FEET: 13 SqFt DATE: 04/17/2025

DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE PRINTED ARTWORK COLORS ARE NOT ALWAYS REPRESENTATIVE OF FINAL PRODUCT COLORS. PLEASE REFER TO SPECIFICATIONS OR CONTACT FASTSIGNS FOR ADDITIONAL INFORMATION. THIS DRAWING IS THE PROPERTY OF FASTSIGNS OF WINCHESTER. THE BORROWER AGREES THAT IT SHALL NOT BE REPRODUCED, COPIED OR DUPLICATED IN ANY WAY WITHOUT EXPRESS WRITTEN PERMISSION.

25-2-SE Lowe (Off Premise Sign) Images



25-2-SE Lowe (Off Premise Sign) Images





Jefferson County, West Virginia

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, 2nd Floor

Charles Town, WV 25414

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Zoning Administrator's Report
July 24, 2025 Board of Zoning Appeals Meeting

Date of Memo: July 17, 2025

- 1) Next regular meeting scheduled for **August 28, 2025**
 - Deadline for submission was Friday, July 25, 2025.
- 2) Zoning Certificate Activity Report – attached
- 3) At the July 8, 2025 Planning Commission meeting, staff was directed to proceed with drafting a text amendment of the Solar Energy Facilities Ordinance. The overall goals are to limit permitted zoning districts, increase buffer requirements, and add site plan provisions.



Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 E. Washington Street, 2nd Floor
Charles Town, West Virginia 25414
www.jeffersoncountywv.org

July 2025
Zoning Certificate Activity Report

File # **25-30-ZC**
Request: Shopping Center: Change in Tenant and Attached Signage
Property Owner: The Kentland Foundation / Attn: Leo Walker
Applicant: Riverside Interiors / Attn: Conor Roche
Parcel Information: Somerset Village, 80 Somerset Boulevard, Charles Town, WV
Parcel ID: 02000900080007; Size: 15.07 acres
Zoning District: Residential-Light Industrial-Commercial;
Deed Book: 700; Page: 61
Date of Issuance: 07/16/2025

File # **25-32-ZC**
Request: Accessory Dwelling Unit: In-Law Suite
Property Owner: Steven Lashley
Parcel Information: Garrott Minor Subdivision, Lot 1*, 273 Job Corp Road, Shenandoah Junction, WV
Parcel ID: 02000300110000; Size: 10.10 ac; Zoning District: Rural
Deed Book: 846 / Page: 200;
*Single family restriction lifted on 07/08/25 per #25-2-FPA.
Date of Issuance: 07/15/2025
