

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.