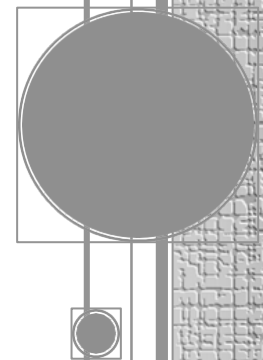


ANNUAL REPORT FOR PLANNING AND ZONING

FY 2025 (July 1, 2024 – June 30, 2025)

West Virginia Code §8A-2-11, “Planning Commission's Powers and Duties” states that a planning commission is required to “make an annual report to the appropriate governing body concerning the operation of the planning commission and the status of planning within its jurisdiction”.

To that end, the following is an overview of the major activities undertaken over the past fiscal year by the Jefferson County Office of Planning and Zoning, Planning Commission, and Board of Zoning Appeals, prepared by the Office of Planning and Zoning and approved to be forwarded to the County Commission of Jefferson County by the Planning Commission on August 12, 2025.



FY 2024 Annual Report for Planning and Zoning (July 1, 2024 – June 30, 2025)

Attached is an electronically generated report of all applications submitted and reviewed within FY2024. This data is being provided as a part of the Annual Report from the Planning Commission and Offices of Planning and Zoning to the County Commission as required by State Law. The items below reflect actions of the Planning Commission and Board of Zoning Appeals in this same time period and related meetings attended by Planning and Zoning staff.

PLANNING COMMISSION ITEMS

Planning Commission Meetings:	18 Meetings
Comprehensive Plan Work Sessions:	2 Work Sessions
Comprehensive Plan Public Input Meetings:	3 Public Meetings
Subdivision Regulations Text Amendments	1
<p>#STA24-01 Proposed Amendment to Division 24.300 of the Jefferson County Subdivision and Land Development Regulations, “Waivers” to add a Public Hearing requirement. <i>PC PH held 4/09/24; referred to County Commission; CC Public Hearing 6/27/24.</i></p>	
Zoning Ordinance Text Amendments	None
Zoning Map Amendments/Rezoning	2
<p>#24-2-Z Petition for a Zoning Map Amendment to rezone the subject parcels of the Media Farm Property from Rural to Residential Growth was found to be consistent with the <i>Envision Jefferson 2035 Comprehensive Plan</i>. Owner/Applicant: Harvest Homes, LLC. Property Location: three properties southwest of the Flowing Springs Road & Daniel Road intersection; Parcel ID: 02000400110000, 02000400110001, & 02000400130000; Combined acreage: approximately 126.4 acres by Tax Map, 127.6 acres by Deed; Zoning District: Rural. <i>PC Discussion and Recommendation that that the requested Zoning Map Amendment for these three parcels of the Media Farm Properties to Residential Growth is consistent with the 2045 Comprehensive Plan.</i> <i>PC Meeting held 11-12-24; ZMA File #24-2-Z to recommend consistency unanimously.</i></p>	
<p>#25-1-Z Petition for a Zoning Map Amendment to rezone the subject parcel of the Daniel’s Forest Property from Rural to Residential Growth was found to be consistent with the <i>2045 Comprehensive Plan</i>.; Owner: IG Totonji Holding, LLC; Property Location: Vacant 31.48 acre lot located on the Southwest corner of Flowing Springs Road and Zoar Lane. Parcel ID: 02000300090004; Acreage: 31.48 acres Zoning District: Rural. <i>PC Discussion and Recommendation that that the requested Zoning Map Amendment for the IG Totonji Holding, LLC/Golden Eagle Group, Inc properties to Residential Growth is consistent with the 2045 Comprehensive Plan.</i> <i>PC Meeting held 06-10-25; ZMA File #25-1-Z to recommend consistency 5 in favor, 2 opposed.</i></p>	

- #24-5-SP** Concept Plan for the BCL Properties Brewpub for a Minor Site Development project that contains more than 5,000 square feet of gross floor area (GFA). The proposal includes construction of a new structure to be used as a brewpub, a pavilion, and association parking.
Property Owner/Applicant: Nicholas Wilson, Karen Dowd Wilson, Katie Main, and Ryan Main
Property Location: 640 War Admiral Blvd, Charles Town, WV;
Size: 4.70 acres; Zoning District: Industrial-Commercial.
Public Workshop 07/09/22; PC approved a motion to approve the Concept Plan as presented.
- #24-6-SP** Mountain Pure Concept Plan for a Major Site Development. The proposal consists of the following: Phase 1: a 304,000 square foot water bottling facility with associated parking on a proposed 30-acre parcel; and, Phase 2: a 696,000 square foot water bottling facility with associated parking on a proposed 66-acre parcel. The proposal will include the required stormwater management facilities.
Property Owner/Applicant: Sidewinder Enterprises, LLC.
Property Location: 1 Grace Street, Kearneysville, WV;
Size: ~260 acres; Zoning District: Industrial-Commercial.
Public Workshop 11/12/24; PC approved a motion to deny the Concept Plan as presented.
Public Workshop 03/25/25; PC approved a motion to deny the Concept Plan as presented.
- #25-3-SD** Harvest Meadows Concept Plan for a Major Subdivision. The proposal consists of a Major Residential Subdivision with 62 lots and associated infrastructure.
Property Owner/Applicant: Billy Kaye Moores, II.
Developer: William Fulk Lane, LLC
Property Location: 235 William Fulk Lane, Kearneysville, WV
Size: ~211 acres; Zoning District: Rural.
Public Workshop 03/25/25; PC approved a motion to authorize the Concept Plan to proceed to the Preliminary Plat stage.
- #25-4-SD** The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure.
Property Owner/Applicant: Harvest Homes, LLC.
Property Location: 4001 Engle Molers Road, Harpers Ferry, WV;
Size: ~100 acres; Zoning District: Rural.
Public Workshop 03/25/25; PC approved a motion to authorize the Concept Plan to proceed to the Preliminary Plat stage.
- #25-5-SD** The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure.
Property Owner/Applicant: Harvest Homes, LLC.
Property Location: 261 Media Farm Lane, 278 Media Farm Lane, 391 Media Farm Lane, Ranson, WV.
Size: ~126 acres; Zoning District: Residential Growth
Public Workshop 03/25/25; PC approved a motion to authorize the Concept Plan to proceed to the Preliminary Plat stage.

#25-1-SP The proposal consists of establishing the following land use: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new buildings and the expansion of the existing parking lot. Property Owner/Applicant: Mark Roper
 Property Location: 11065 Middleway Pike, Charles Town, WV;
 Size: 2.142 acres; Zoning District: Residential Growth.
Public Workshop 04/08/25; PC approved a motion to approve the Concept Plan as presented.

#25-2-SP The proposal consists of constructing a 100' x 100' building for a construction company, an employee parking area, and an outdoor equipment storage. Property Owner/Applicant: Raymond & Susan Johnson
 Developer: Global Environmental & Remediation, LLC
 Property Location: 7367 Middleway Pike, Charles Town, WV
 Size: 6.03 acres; Zoning District: Rural.
Public Workshop 04/08/25; PC approved a motion to approve the Concept Plan as presented.

BOARD OF ZONING APPEALS (BZA) ITEMS

Board of Zoning Appeals Meetings: **12 meetings**

Zoning Appeal of Administrative Decision: **1 (pending)**

PLANNING & ZONING STAFF ITEMS

Pre-Proposal Conference (PPC) Meetings: 78 Total (35 Subdivision, 37 Site Plan, & 5 other)

Information Request Forms (IRFs) -- general inquiries from the public: 137 Total

Zoning and Land Development Fees Collected: \$ 343,244

PLANNING COMMISSION MEMBERS – FY 2025

1. Mike Shepp, President (term expires 03/31/27)
2. Aaron Howell, Vice President (term expires 3/31/26)
3. Wade Louthan, Secretary (term expires 03/31/28)
4. Cara Keys (joined County Commission, last meeting 11/12/24, County Commission Liaison 01/02/25)
5. Donnie Fisher (term expires 03/31/26)
6. Jack Hefestay (joined County Commission, last meeting 11/12/24)
7. Steve Stolipher (County Commission Liaison, last meeting 11/12/24)
8. J Ware (term expires 03/31/28)
9. Tim Smith (term expires 3/31/26)
10. Bruce Chrisman (first meeting 2/25/25, term expires 03/31/27)
11. Daniel Hayes (first meeting 2/25/25, term expires 03/31/28)

BOARD OF ZONING APPEALS MEMBERS – FY 2024

1. J. Tyler Quynn, Chair (term expires 01/01/26)
2. Matt McKinney, Vice Chair (term expires 01/01/27)
3. Jacob Harris, Secretary (resigned from Board 05/19/25)
4. David Wiegand (term expires 01/01/26)
5. Steven Guier (resigned from Board 12/12/24)
6. Mikala Shremshock (through 01/01/28), former alternate, now member
7. Keith Semler (term expires 01/01/27), alternate
8. Elliott Kletter (term expires 01/01/28), alternate
9. One vacant Board member position, expiring 01/01/27
10. One vacant alternate position, expiring 01/01/26

DEPARTMENTS OF PLANNING & ZONING STAFF – FY 2022

1. Alexandra Beaulieu, Zoning Administrator/Deputy Director (resigned September 2024)
2. Mason Carter (Interim Zoning Administrator December 2024-March 2025)
3. Andy Beall, Zoning Administrator (hired March 2025)
4. Jennifer M. Brockman, AICP, Chief County Planner (retired December 2024)
5. Luke Seigfried, County Planner (Promoted to Chief County Planner April 2025)
6. Jennilee Hartman, Zoning Clerk
7. Colin Uhry, Planning and Zoning Clerk (Hired September 2024)
8. Shenandoah Olsen, Summer Intern (Summer 2024)
9. Charles Cain, Summer Intern (Summer 2025)

Regional Transportation Planning Meetings	
Eastern Panhandle Transit Authority (EPTA) Board Meetings	07/15/24, 08/19/24, 09/16/24, 10/28/24, 11/18/24
EPTA Committee Meetings	08/28/24, 10/30/24
Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO) Technical Advisory Committee (TAC) Meetings	08/21/24
West Virginia Infrastructure Hub team Workshop	8/1/24

Local/Regional/State Planning Related Meetings	
WV APA Chapter Meeting	9/10/24
WV APA Legislative Committee Meetings (ZOOM)	7/19/24, 8/2/24, 9/6/24, 10/3/24, 11/7/24, 1/2/25, 2/6/25, 3/6/25, 4/3/25, 5/1/25
WV APA Professional Development/Membership Committee	9/25/24
Jefferson Co. Dev. Authority (JCDA) Interdepartmental Meeting	5/30/25

<i>2045 Comprehensive Plan Update Meetings</i>	
Planning Commission Public Hearing	08/27/24
County Commission Public Hearing	12/04/24

Planning and Zoning Quarterly Report
07/01/2024 - 09/30/2024 (Generated 10/21/2024)

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	24-7-CUP	9/23/2024	Raymond M & Kerry F Muth Jr	21 SOUTHPAW LANE, SHEPHERDSTOWN, WV 25443	Open	Request for a Conditional Use Permit to expand Executive Emergency Lighting's business operations. The applicant is proposing to expand an existing emergency vehicle outfitting and retrofitting professional office, which is designated as a Contractor with Outdoor Storage (see Article 2). The proposal consists of constructing a new 1,200 square foot building to house vehicles and a workshop for the outfitting work.
	24-8-CUP	11/12/2024	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Closed	Request for a Conditional Use Permit to establish the following land use categories: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new building(s) and will be expanding the existing parking lot. All new signage will be in accordance with Article 10.
	25-1-CUP	12/10/2024	Corey Ramy	4360 Sulphur Springs Road, Kearneysville, WV 25430	Closed	Request for a Conditional Use Permit to establish the following land uses: a Convenience Store (dba The Country Store); and, an Automobile Repair, Sales and Service (dba RC Auto Service). The proposal includes continuing the use of the existing grocery store and establishing an auto repair business within an existing metal-frame building. The applicant intends on consolidating the subject parcels to expand the parking area for the proposed land uses. All new signage will comply with Article 10.
	25-2-CUP	12/12/2024	Nicholas Russo & Alice Davenport	1899 Trough Road, Shepherdstown, WV 25443	Closed	Request for a Conditional Use Permit to establish a federal firearms business to include retail sales and gunsmithing in accordance with the Alcohol, Tobacco, Firearms and Explosives (ATF) approvals. The proposal consists of utilizing a 1 acre portion of the 10 acre tract. The land use will be conducted from the existing dwelling unit and the accessory structure. The land use will operate by appointment only. No new structures or signage are proposed as part of this application. The proposed land use designations as listed in Appendix C are Retail Sales and Service, General and Custom Manufacturing, as defined in Article 2.
	25-3-CUP	2/13/2025	Richard Cluff	161 Shannon Hill Lane Charles Town, WV 25414	Open	Request for a Conditional Use Permit to operate a firearms business from an existing dwelling unit (proposed land use designation as listed in Appendix C of the Zoning Ordinance: Retail Sales and Service, General). All firearms related business will be by-appointment only. No employees other than the residents of the property. No business signs are proposed.
						Category Total:
Easements	24-3-E	9/19/2024	KEITH B JANSSEN	6864 Engle Molders Road, Shepherdstown, WV 25443	Open	Conservation easement with the Land Trust of the Eastern Panhandle, two properties
	24-4-E	12/4/2024	John Aldis	4911 River Road, Shepherdstown, WV 25443	Open	Conservation easement with the Land Trust of the Eastern Panhandle
	25-1-E	3/5/2025	ILA Properties, Inc.	Southwest Side of US Route 115, Kearneysville, WV 25430	Open	Utility Easement Plat
					Category Total:	
Merger or Boundary Line Adjustment	24-13-M	7/16/2024	DIANA M SEMON	120 Potomac Valley Court, Harpers Ferry WV 25425	Open	BLA of .328 acres from Parcel 84 to Parcel 82; and to vacate a previously platted 30' access easement (see DB 879/PG718)
	24-14-M	8/26/2024	JOHN P MILTON	917 Mount Hammon Lane, Charles Town, WV 25414	Open	Boundary line adjustment between Parcels 2.4 and 2.5
	24-15-M	9/4/2024	CAVALIER FARM LLC - TRISH SANDERSON	2043 Shepherdstown Pike, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment
	24-16-M	10/1/2024	Keith Janssen	6864 Engle Molders Road, Shepherdstown, WV 25443	Open	Editing previous boundary line adjustment
	24-17-M	10/4/2024	Potomac Valley Audubon Society, Inc	1735 Lloyd Road, Charles Town, WV 25414	Open	BLA of 1735 Lloyd Road
	24-18-M	10/18/2024	Clifton 1834, LLC	2088 Lewisville Road, Summit Point, WV 25446	Closed	BLA of 2088 Lewisville Road
	24-19-M	10/24/2024	Jeffrey L & Robin A Smith	819 S George Street, Charles Town, WV 25414	Open	BLA 819 S George Street
	24-20-M	10/31/2024	Neal Randell & Amanda Reed	51 Mockingbird Lane, Shepherdstown, WV 25443	Open	BLA of 51 Mockingbird Lane
	24-21-M	11/6/2024	Suzette Snyder & John Heinz, JR	136 Hite Road, Kearneysville, WV 25430	Open	BLA of 136 Hite Road
	24-22-M	11/13/2024	Kevin Steeley	Earle Road, Charles Town ,WV 25414	Open	BLA of empty lot along Earle Road
	24-23-M	11/14/2024	Judy Weese	185 Shepherd Lane, Shepherdstown, WV 25443	Open	Boundary Line Adjustment and Easement for Weese Property
	25-1-M	1/13/2025	Hy-Crest Farms, LLC	1694 S Childs Road, Kearneysville, WV 25430	Open	Boundary Line Adjustment for Hy-Crest Farms
	25-2-M	1/14/2025	James Gibson	35 Needwood Farm Lane, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment and Minor Plat Change for Gibson Family Conveyance
25-3-M	1/22/2025	Michael D Rood	78 Scarlet Oak Drive, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for Michael Rood	

	25-4-M	1/22/2025	Carol A Dyall	161 Bliss Road, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for Carol Dyall
	25-5-M	1/22/2025	James R Kinley et al.	2048 Hinton Road, Kearneysville, WV 25430	Open	Boundary Line adjustment between Kinley Family and Robert Gruber
	25-6-M	1/26/2025	Linda C Renaud	405 Spring Creek Lane, Shepherdstown, WV 25443	Closed	Boundary Line Adjustment for Spring Creek Lane property and adjoining parcels
	25-7-M	1/31/2025	Cynthia and Donald Clipp	Lots 37 & 38 on Wild Cherry Tree Lane, Harpers Ferry, WV 25425	Open	Consolidation of Clipp Property
	25-8-M	2/3/2025	Halten Holdings, LLC	314 Mount Vista Trail, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for River View Park Section 1
	25-9-M	2/12/2025	Mark Bender	125 Worchester Lane, Kearneysville, WV 25430	Open	Boundary Line Adjustment between Mark Bender (Grantee) abd Frederik and Joanna Ferrell (Grantor)
	25-10-M	2/12/2025	Allen Ziegler	228 White Dogwood Road, Harpers Ferry, WV 25425	Open	Merger of two Ziegler Properties on White Dogwood Road
	25-11-M	2/21/2025	Shawn E Craig	5136 Middleway Pike, Kearneysville, WV 25430	Open	Merger of 3.18 acres from Parcel 29 to Parcel 30
	25-12-M	2/24/2025	Erik W & Cheryl A Berndt	1227 River Road, Shepherdstown, WV 25443	Open	Boundary Line Adjustment of 1.384 acres from Parcel 7.1 to Parcel 7
	25-13-M	3/3/2025	Edward M Robyn K Fowler	4344 Mission Road, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment of 2.7250 acres from Parcel 12.2 to 12.10
					Category Total:	
Miscellaneous Fees	24-14-Q	11/7/2024	John Sengewalt		Closed	Copies of Jefferson County General Highway Map (two, 24x36 inch maps) and Jefferson County Parks and Trails Map
	24-16-Q	N/A	N/A	N/A	Closed	Birdhill Subdivision Printoff
	24-17-Q	N/A	N/A	N/A	Closed	Solar Map Printoff
	25-1-Q	1/3/2025	Wormald Home Construction, LLC	5283 Corporate Drive, Suite 300, Frederick, MD 21703	Closed	Sign for corner of Colonel Black/Lafayette payment
	25-2-Q	1/17/2025	N/A	256 Halltown Road, Harpers Ferry, WV 25425	Closed	Copies of Site Plan S04-06 (Eackles-Spencer and Norton Funeral Home)
	25-3-Q	2/5/2025	N/A	N/A	Closed	Map of Rose Hill Cemetery
	25-4-Q	2/27/2025	N/A	Damon McArthur	Closed	Maps
	24-7-ABC	12/5/2024	Sarah Kane	798 E Washington Street, Charles Town, WV 25414	Closed	Change in Tenant
					Category Total:	
	24-23-PCW	7/15/2024	HENRY & RACHELL DUVALL	2648 Kabletown Road, Charles Town, WV 25414	Closed	Waiver from the requirements of Section 21.401 and 21.402.D of the Subdivision Regulations to allow an existing fence within the required 50' access easement of a proposed minor subdivision
	24-24-PCW	7/19/2024	STANDARD LAND COMPANY LLC	Peregrine Road, Harpers Ferry, WV 25425	Closed	Waiver from the requirements of Section 20.203B of the Subdivision Regulations that requires the proposed project to process as a Minor Site Development. The project consists of the installation of a crane/bungee area affixed to a 400 sf slab, a 320 sf storage container, a 1,225 sf registration kiosk, a 75 sf floating dock, and a 216 sf staircase. The proposal will also include various walking paths, gravel drive aisles, grass & gravel parking, and signage.
Planning Commission Waiver	24-25-PCW	8/20/2024	TOWNHOME RENTAL LLC	4113 Charles Town Road, Kearneysville, WV 25430	Open	Waiver from Section 24.118 of the Subdivision Regulations to extend the timeframe to bond and record the final plat for Phase 2 of the Rocky Ridge Subdivision to December 31, 2024.
	24-26-PCW	8/21/2024	WILLIAM EUGENE CRUM	Doe Walk Lane, Kearneysville, WV 25430	Open	Waiver request from Section 20.201B of the Subdivision Regulations to reduce the required access easement width of Doe Walk Lane from 50' to 40' and to allow more than five lots to access Doe Walk Lane for a proposed two lot minor subdivision.
	24-27-PCW	10/2/2024	Sunnyside Investments, LLC	Wheatland Road, WV	Open	Waiver on 2 year approval for concept plan
	24-28-PCW	10/21/2024	Jefferson County Parks & Recreation	1123 Bloomery Road, Charles Town, WV 25414	Open	Waiver to allow the opening of the park property prior to processing a Concept Plan and Site Plan and prior to initiating any improvements on the property
	25-1-PCW	11/26/2024	Cavalier Investments, LLC	Morning Star Drive, Harpers Ferry, WV 25425	Open	Waiver request from a 50' access easement to a 30' access easement. Waiver request to allow more than 5 lots to use access easement. Waiver request to allow property to be subdivided into p to 4 additional lots for a total of 5 lots.
	25-2-PCW	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Waiver from Appendix B, Section 10.6 and Section 2.2.K to remove the requirement of a sidewalk along West Burr Boulevard and James Burr Boulevard.
	25-4-PCW	1/22/2025	Billy Kaye Moores II - Trust	235 William Fulk Lane, Kearneysville, WV 25430	Open	Waiver from Article 24, Section 24.113.B.10 of the Subdivision Regulations, to request to waive the Phase I Archaeological Survey requirement for Preliminary Plats.
	25-5-PCW	1/24/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Closed	Waiver from Section 2.3A.3 of the Subdivision Regulations to reduce the required road width surface from 24' to 20' for a proposed 20-lot residential subdivision (Hallmark Glen File #25-4-SD).
	25-6-PCW	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	Waiver from Section 2.3A.3 of Appendix B of the Subdivision Regulations to allow for the use and development of one entrance due to limited frontage of the property and the proposed 99 lot installation.
	25-7-PCW	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	Waiver from Section 2.2.G of Appendix B and Section 22.206.B.2 the Subdivision Regulations to allow a proposed 99 lot installation to utilize two primary, disconnected, cul-de-sacs that allows more than 24 lots to be served.

	25-8-PCW	1/24/2025	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development (Site Plan File #25-1-SP).
	25-9-PCW	2/28/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Open	Waiver for the road width of the Hallmark Glen Subdivision
	25-10-PCW	3/14/2025	S&N Properties, LLC	256 Halltown Road, Harpers Ferry, WV 25425	Open	Waiver from Section 20.201C.2 of the Subdivision Regulations to allow a proposed two-lot nonresidential subdivision to utilize an existing access/drive aisle as opposed to a county grade road.
	25-11-PCW	3/17/2025	Randall R & Marta Conrad, Paige & Anthony Wenner	195 Vidon Farm Lane, Shepherdstown, WV 25443	Open	Waiver from Section 20.201A of the Subdivision Regulations to reduce the required access width from 50' to 20' for a proposed family transfer minor subdivision
	25-12-PCW	3/17/2025	DR Acquisitions, LLC	Somerset Blvd, Charles Town, WV 25414	Open	Waiver from Article 21, Section 21.101A, which requires the blocks shall not, in most instances, exceed six lots in length on one side of the street.
	25-13-PCW	3/18/2025	DR Acquisitions, LLC	Somerset Blvd, Charles Town, WV 25415	Open	Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. The applicant is requesting to reduce the lot width from 80' to 65'.
	25-14-PCW	3/28/2025	Kolan Investment, LLC	7595 Martinsburg Pike, Shepherdstown, WV 25443	Open	Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development.
						Category Total:
Planning Commission Variance (1979 ZO)	24-3-PCV	8/30/2024	DAWN WHITE	49 Boyer Lane, Summit Point, WV 25446	Open	Variance from Section 2.1B of the 1979 Subdivision Ordinance (parent to child exemption) to lift the single family restriction to allow for a detached Accessory Dwelling Unit (In-Law Suite) pursuant to Section 8.15A of the Zoning Ordinance.
	25-1-PCV	1/17/2025	Rancho El Mayoral, LLC	1196 Van Clevesville Road, Kearneysville, WV 25430	Closed	Variance from Note 14 of Plat Book 14 Page 54 to allow the residue and two proposed lots access off of Van Clevesville Road for a proposed three lot minor subdivision.
						Category Total:
Final Plat Amendment	24-4-FPA	8/21/2024	STEVE & MAUREEN LANASMOLKE	415 Potomac Ridge Lane, Shepherdstown, WV 25443	Open	Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #9 on Final Plat PB 25 PG 85A. (File#24-5-FPA)
	25-1-FPA	3/31/2025	James Glass & Daniel Dillow	152 Independence Lane, Summit Point, WV 25446	Open	Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #4 on the Clear Field Subdivision Final Plat (PB 19/PG 59B).
						Category Total:
Site Plan	24-5-RR	8/19/2024	COLONIAL HILLS LLC	127 Avon Bend, Charles Town, WV 25414	Open	1. Revise layout from previously approved 61 townhouse lots to 45 villa Lots. 2. Revise road horizontal and vertical alignments to accommodate villa Product. 3. Revise grading based on new road horizontal and vertical alignments, Villa product and drainage patterns. 4. Revise water, sanitary and storm drainage system as required by revised Horizontal and vertical layout. 5. Minor revisions to erosion and sediment control plan. 6. Minor revision to landscaping to coordinate with new layout.
	24-6-RR	11/22/2024	Flowing Springs Road, LLC	Flowing Springs Road, Charles Town, WV 25414	Open	Reline Revision #2 of Stonecrest Subdivision, continuation of 24-11-SD & 23-8-RR
	24-7-RR	11/22/2024	Mark Cerasi	65 Steeley Way, Kearneysville, WV 25430	Open	Redline Revision for Burr Lot 41 Expansion (19-5-5)
	24-8-RR	11/26/2024	David Lutman	118 Florence Court, Charles Town, WV 25414	Open	Redline Revision for Milton's Landing Subdivision
	25-1-RR	3/17/2025	D.R. Horton Capital Division	Gumspring Drive, Charles Town, WV 25414	Open	Redline revision 5 to remove bioswales 4, 7, & 8 and expand bioretention basins A1 & C.
	24-6-SP	9/27/2024	SIDEWINDER ENTERPRISES LLC - SEAN MASTERSON	1 Grace Street, Kearneysville, WV 25430 340 OLD SHENNANDALE RD 1343 ROPER NORTH FORK RD	Open	Concept Plan for a Major Site Plan (water bottling facility).
	24-7-SP	11/20/2024	Carpe Diem Omada, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	A 3,500 S.F. commercial building and associated infrastructure. Relocation of platted drainage area.
	24-8-SP	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Proposed warehouse structure for equipment and rental item storage in support of existing operations on adjacent lot. Will include necessary infrastructure and storm water controls.
	25-1-SP	1/24/2025	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	The proposal consists of establishing the following land use: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new buildings and the expansion of the existing parking lot.
	25-2-SP	2/5/2025	Global Environmental & Remediation, LLC	Parcel located north of Middleway Pike and Shirley Road intersection, Charles Town, WV 25414	Open	The proposal consists of constructing a 100' x 100' building for a construction company, an employee parking area, and an outdoor equipment storage.
	24-8-NPS	10/30/2024	Love 4 Golf, LLC	278 Saint Andrews Drive	Closed	Existing platform is approximately 2600 square feet. Proposed covered area is an additional approximately 450 square feet of new disturbed ground and will be a total of 540 square feet (30' x 18') of enclosure.

	25-1-NSP	1/8/2025	B33 Jefferson Crossing, LLC	114 Flowing Springs Road, Carles Town, WV 25414	Open	Dunkin Donuts Drive Thru
					Category Total:	
Subdivision	24-20-SD	7/16/2024	DEBBY K & SAMUEL L COCHRAN	719 Mission Road, Harpers Ferry, WV 25425	Open	Creation of Lot 2B and 2C - Residue
	24-21-SD	7/19/2024	EDGAR C & NANCY S PUGH JR	2353 Terrapin Neck Road, Shepherdstown WV 25443	Open	Creation of six FT lots and a residue parcel
	24-22-SD	8/12/2024	SHENANDOAH SALES & SERVICE INC - DAVID TABB	107 Tabb Lane, Harpers Ferry, WV 25425	Open	Creation of three residential lots and one commercial lot (Lot 1).
	24-23-SD	8/14/2024	DEVIN MCCREERY	Turner Road, Shepherdstown, WV 25443	Open	Minor Subdivision to create Family Transfer Lots 2-12
	24-24-SD	8/23/2024	PETER KUBIC	241 Edmond Road, Kearneysville, WV 25430	Open	Family Transfer Minor Subdivision Lots C-1 Residue; C-2, and C-3
	24-25-SD	8/26/2024	TIMOTHY S & STEPHANIE S BOWLES	211 Border Road, Kearneysville, WV 25430	Open	Lots 3-A and 3-B - Family Transfer Minor Subdivision
	24-26-SD	8/27/2024	DR ACQUISITIONS LLC - MATT STARE	Charles Town Road, Charles Town, WV 25414	Open	Final Plat - Phase 2 includes:
	24-27-SD	9/6/2024	LINDA M SHIRLEY ET AL	4529 Middleway Pike, Kearneysville, WV 25430	Open	Creation of 1 lot and a residue
	24-28-SD	9/16/2024	LUTMAN LAND DEVELOPMENT	Middleway Pike, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-30-SD	9/27/2024	JUSTIN CONRAD STONE - JUSTIN STONE	228 Kenwood Lane, Harpers Ferry, WV 25425	Open	Final Plat Family Transfer
	24-31-SD		HENRY'S CONSTRUCTION LLC - JAMES HENRY	Whitmer Road, Shenandoah Junction, WV 25442		Proposed subdivision of Lot A & B on lands owned by Henry's Construction LLC
	24-32-SD	10/2/2024	Michael Nick & Marco Bustamante	1195 Summit Pint Road, Summit Point, WV 25446	Open	Creation of 3 lots
	24-33-SD	10/3/2024	Jacob & Anna Binkley	1177 Whitmer Road, Shenandoah Junction, WV 25442	Open	Creation of 3 lots
	24-34-SD	11/12/2024	Spunich Irrevocable Trust	Empty lot along Dutch Hill Road	Open	Creation of 3 lots via Family Transfer
	24-35-SD	12/6/2024	Gary Donley	3624 Engle Molers Road, Harpers Ferry, WV 25425	Open	Creation of 2 lots
	24-36-SD	12/12/2024	Jose Osorio	1196 Van Clevesville Road, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-37-SD	12/18/2024	Daniel Derito	105 Burch Meadow Lane, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-38-SD	12/18/2024	Lewis & Jennifer Allen	2703 Berryville Pike, Charles Town, WV 25414	Open	Creation of 3 lots
	24-39-SD	12/20/2024	David Lutman	Empty Lot adjacent to 1700 S Childs Road, Kearneysville, WV 25430	Open	Creation of 3 lots
	25-1-SD	1/13/2025	Katherine B & Stanley W Dunn, Jr.	2646 Kabletown Road, Charles Town, WV 25414	Open	Creation of 2 lots
	25-2-SD	1/13/2025	Amy Martin	5092 Paynes Ford Road, Kearneysville, WV 25430	Open	Creation of 2 lots
	25-3-SD	1/22/2025	Billy Kaye Moore II - Trust	108 Libby Lane, Kearneysville, WV 25430	Open	This project will be a cluster subdivision, of single-family homes, totaling 62 units. The property is
	25-4-SD	1/24/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Open	The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure.
	25-5-SD	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure.
	25-6-SD	1/27/2025	Thomas E & Kathleen C Knock	3561 Bowers Road, Kearneysville, WV 25430	Open	Creation of 2 lots, Family Transfer
	25-7-SD	2/4/2025	George R & Edna C Enos	21 Anglers Ride Drive, Harpers Ferry, WV 25425	Open	Family transfer from grandparents to granddaughter
	25-8-SD	2/28/2025	Jefferson Orchards, Inc.	Kearneysville Pike, Kearneysville, WV 25430	Open	Creation of 5 lots
	25-9-SD	3/3/2025	William Eugene Crum	Doe Walk Lane, Kearneysville, WV 25430	Open	Creation of 2 lots
	25-10-SD	3/11/2025	Timothy & Karen Carroll	680 Trough Road, Shepherdstown, WV 25443	Open	Creation of 2 lots, Family Transfer
	25-11-SD	3/12/2025	Julie B & Merl D Nesselrodte	680 Trough Road, Shepherdstown, WV 25443	Open	Creation of 2 lots, Family Transfer
	24-9-MPC	7/8/2024	LUTMAN LAND DEVELOPMENT - DAVE LUTMAN	92 Taliesen Way, Kearneysville, WV 25430	Closed	Leetown 2 MSD Lot 3 (septic)
	24-10-MPC	9/18/2024	TRI STATE IMPROVEMENTS LLC - CHRISTOPHER HILL	Pending Assignment, Haple Hill Lane, Harpers Ferry, WV 25425	Open	Minor Plat Change to move septic reserve for proposed house and garage.
	24-11-MPC	11/13/2024	Daniel & Tina Bohon	274 Willingham Road, Charles Town, WV 25414	Open	Minor Plat Change for realignment & vacation of part of 50' Access Easement
Zoning Certificate	24-12-MPC	11/26/2024	David Lutman	118 Florence Court, Charles Town, WV 25414	Open	Easement minor plat change for Lot 13 of Milton's Landing
	24-13-MPC	12/13/2024	Kenneth & Tracey Barnhart	2842 Warm Springs Road, Shenandoah Junction, WV 25442	Open	Revision of approved septic system from project 23-6-MPC
					Category Total:	
	24-27-ZC	7/10/2024	DUANE C & REBECCA DUNN	230 Macoughtry Drive, Kearneysville, WV 25430	Closed	Accessory Dwelling Unit for a family member (detached in-law suite).
	24-28-ZC	7/12/2024	CABLE HOLDCO EXCHANGE V LLC	512 Sandpiper Lane, Shepherdstown, WV 25443	Closed	Dish proposes to install (3) antennas (3) frames. (8) RRU's. (11) OVP, and (1) hybrid cable, and ground work
	24-29-ZC	7/22/2024	JOSEPH A & SHELBY M HERBERT	1122 Duncan Road, Harpers Ferry, WV 25425	Closed	Short term rental: The Moler Cottage on the Potomac Land Use 2 Farm Vacation Enterprise approved for up to five (5) units/lodges.
	24-19-ZC	7/26/2024	DENNY WARD	950 Wild Turkey Road, Harpers Ferry, WV 25425	Closed	Wild Turkey Ridge - Short Term Rental Five lodging units on each of the four tracts (twenty lodging units total).

Zoning Map Amendment	24-2-Z	10/9/2024	Harvest Homes, LLC	261 Media Farm Lane, Ranson, WV 25438	Open	Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the 127 +/- acre Media Farm Property from Rural(R) to Residential Growth (RG) is consistent with the 2035 Comprehensive Plan.
						Category Total:
Zoning Variance	24-25-ZV	7/1/2024	CARTER & MAPLE PROPERTIES LLC - KEVIN CUELLER	Carter Avenue, Harpers Ferry, WV, 25425	Open	Variance request from Section 8.14B.1.a to reduce the minimum lot size for the proposed use from 5 acres to .63 acres and Section 8.14B.1.b to reduce the number of required parking spaces.
	24-26-ZV	7/23/2024	JOSEPH A & SHELBY M HERBERT	1122 Duncan Road, Harpers Ferry, WV 25425	Open	Variance from Section 8.17B.1 to reduce the minimum lot size of a proposed five (5) unit campground from 10 acres to 5.92 acres.
	24-27-ZV	7/23/2024	JOSEPH A & SHELBY M HERBERT	1122 Duncan Road, Harpers Ferry, WV 25425	Open	Variance from Section 8.17B.1 to reduce the minimum lot size of a proposed four (4) unit campground from 10 acres to 3 acres.
	24-28-ZV	7/26/2024	FELLOWSHIP BIBLE CHURCH	160 Daniel Road, Shenandoah Junction, WV 25442	Open	Variance from Appendix B to reduce the side setback & unscreened buffer area along the eastern property line for an addition to an accessory structure and the installation of a driveway.
	24-29-ZV	7/26/2024	HAZELTON STEPHANIE L & DALE A SANNAUSKAS	50 VALENTINE CT, SHEPHERDSTOWN, WV 25443	Open	Variance from Section 5.7B of the Zoning Ordinance (as amended 05/01/03) to reduce the rear setback from 50' to 5' for a 66' x 40' accessory structure (detached garage).
	24-30-ZV	8/23/2024	DAVID BROWN & MICHELLE MITCHELL-BROWN	229 Bethany Lane, Charles Town, WV 25414	Open	Variance request from Appendix A to reduce the rear setback from 50' to 4' along the southern property line for a 15' x 25' accessory structure (greenhouse).
	24-31-ZV	8/26/2024	LEE V & JEANETTE M HAWK	328 Harry Shirley Road, Kearneysville, WV 25430	Open	Variance from Section 8.17B.1 to reduce the minimum lot size of a proposed 10 unit campground from 10 acres to 6.3 acres.
	24-32-ZV	9/24/2024	CASTILLA CASTILLO REINIER & SANTANA LOURDES CASTILLO	414 Kearneysville Pike, Kearneysville, WV 25430	Open	Variance from Section 4.6D & Section 8.2 to reduce the distance requirement along the eastern property line from 50' to 12' for a 24' x 30' barn.
	24-33-ZV	9/26/2024	MARK R JOHNSON	3292 Old Leetown Pike, Ranson, WV 25438	Open	Variance from Section 9.7 to reduce the rear setback from 12' to 6' for a 12' x 20' (240 sf) accessory structure.
	24-34-ZV	9/26/2024	MARK R JOHNSON	3292 Old Leetown Pike, Ranson, WV 25438	Open	Variance from Section 9.7 to reduce the rear setback from 12' to 6' for a 12' x 20' (240 sf) accessory structure.
	24-35-ZV	9/26/2024	ANGELA J & JOSEPH F DELAUTER	58 Kaela Court, Charles Town, WV 25414	Open	Variance from Section 9.7 to reduce the side setback from 15' to 5' for a 12' x 20' (240 sf) accessory structure.
	24-36-ZV	9/26/2022	ANGELA J & JOSEPH F DELAUTER	59 Kaela Court, Charles Town, WV 25414	Open	Variance from Section 9.7 to reduce the side setback from 15' to 5' for a 12' x 20' (240 sf) accessory structure.
	24-37-ZV	9/26/2024	DURATRAC FLOORING LLC - MARK CERASI	64 Steeley Way, Kearneysville, WV 25430 272 James Burr Boulevard, Kearneysville, WV 25430	Open	Eliminate buffer, parking standards, and drive isle
	24-38-ZV	9/27/2024	DURATRAC FLOORING LLC - MARK CERASI	65 Steeley Way, Kearneysville, WV 25430 272 James Burr Boulevard, Kearneysville, WV 25430	Open	Adjust 25' setback between buildings
24-39-ZV	10/21/2024	Middleway Volunteer Fire Company, Inc.	110 Dark Hill Road, Kearneysville, WV 25430	Open	Variance from Section 10.7H to reduce the distance requirement of a freestanding sign from 200' to 110' from the southern property line; and, 100' to the northern property line. Variance from Section 10.4B to allow a freestanding sign to face a property that contains a residence to the north & south.	
24-40-ZV	11/25/2024	Mark Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.	
24-41-ZV	11/25/2024	Mark Roper	11066 Middleway Pike, Charles Town, WV 25414	Open	Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.	
25-1-ZV	11/15/2024	William Shiffet	41 Prospect Avenue, Charles Town, WV 25414	Open	Variance from Section 9.7 to reduce the rear setback from 12' to 8' to replace an existing 12' x 60' mobile home with a 16' x 60' mobile home.	
25-2-ZV	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Closed	Variance from Appendix B and Section 4.11 to eliminate the required landscape buffer for a proposed 12,000 sf warehouse (Site Plan File #24-8-SP).	
25-3-ZV	12/18/2024	Blue Iris, LLC & Blue Tulip, LLC	1163 Gardners Lane, Shepherdstown, WV 25443	Closed	Variance from Section 11.1 to reduce the required number of parking spaces from 25 to 10 for a proposed Nursing Home operating as an Assisted Living Facility for up to 16 residents (#25-3-ZV).	
25-4-ZV	12/19/2024	Chris & Elody Mackey	335 Acorn Circle, Harpers Ferry, WV 25425	Closed	Variance from Section 9.7 to reduce the rear setback from 50' to 12' for a 16' x 32' accessory structure.	

**Planning and Zoning Quarterly Report
10/01/2024 - 12/31/2024 (Generated 5/8/2025)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	24-8-CUP	11/12/2024	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Closed	Request for a Conditional Use Permit to establish the following land use categories: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new building(s) and will be expanding the existing parking lot. All new signage will be in accordance with Article 10.
	25-1-CUP	12/10/2024	Corey Ramy	4360 Sulphur Springs Road, Kearneysville, WV 25430	Closed	Request for a Conditional Use Permit to establish the following land uses: a Convenience Store (dba The Country Store); and, an Automobile Repair, Sales and Service (dba RC Auto Service). The proposal includes continuing the use of the existing grocery store and establishing an auto repair business within an existing metal-frame building. The applicant intends on consolidating the subject parcels to expand the parking area for the proposed land uses. All new signage will comply with Article 10.
	25-2-CUP	12/12/2024	Nicholas Russo & Alice Davenport	1899 Trough Road, Shepherdstown, WV 25443	Closed	Request for a Conditional Use Permit to establish a federal firearms business to include retail sales and gunsmithing in accordance with the Alcohol, Tobacco, Firearms and Explosives (ATF) approvals. The proposal consists of utilizing a 1 acre portion of the 10 acre tract. The land use will be conducted from the existing dwelling unit and the accessory structure. The land use will operate by appointment only. No new structures or signage are proposed as part of this application. The proposed land use designations as listed in Appendix C are Retail Sales and Service, General and Custom Manufacturing, as defined in Article 7.
					Category Total:	3
Easements	24-4-E	12/4/2024	John Aldis	4911 River Road, Shepherdstown, WV 25443	Open	Conservation easement with the Land Trust of the Eastern Panhandle
					Category Total:	1
Merger or Boundary Line Adjustment	24-16-M	10/1/2024	Keith Janssen	6864 Engle Mollers Road, Shepherdstown, WV 25443	Open	Editing previous boundary line adjustment
	24-17-M	10/4/2024	Potomac Valley Audubon Society, Inc	1735 Lloyd Road, Charles Town, WV 25414	Open	BLA of 1735 Lloyd Road
	24-18-M	10/18/2024	Clifton 1834, LLC	2088 Lewisville Road, Summit Point, WV 25446	Closed	BLA of 2088 Lewisville Road
	24-19-M	10/24/2024	Jeffrey L & Robin A Smith	819 S George Street, Charles Town, WV 25414	Open	BLA 819 S George Street
	24-20-M	10/31/2024	Neal Randell & Amanda Reed	51 Mockingbird Lane, Shepherdstown, WV 25443	Open	BLA of 51 Mockingbird Lane
	24-21-M	11/6/2024	Suzette Snyder & John Heinz, JR	136 Hite Road, Kearneysville, WV 25430	Open	BLA of 136 Hite Road
	24-22-M	11/13/2024	Kevin Steeley	Earle Road, Charles Town, WV 25414	Open	BLA of empty lot along Earle Road
	24-23-M	11/14/2024	Judy Weese	185 Shepherd Lane, Shepherdstown, WV 25443	Open	Boundary Line Adjustment and Easement for Weese Property
				Category Total:	8	
Miscellaneous Fees	24-14-Q	11/7/2024	John Sengewalt		Closed	Copies of Jefferson County General Highway Map (two, 24x36 inch maps) and Jefferson County Parks and Trails Map
	24-16-Q	N/A	N/A	N/A	Closed	Birdhill Subdivision Printoff
	24-17-Q	N/A	N/A	N/A	Closed	Solar Map Printoff
	24-7-ABC	12/5/2024	Sarah Kane	798 E Washington Street, Charles Town, WV 25414	Closed	Change in Tenant
				Category Total:	4	
Planning Commission Waiver	24-27-PCW	10/2/2024	Sunnyside Investments, LLC	Wheatland Road, WV	Open	Waiver on 2 year approval for concept plan
	24-28-PCW	10/21/2024	Jefferson County Parks & Recreation	1123 Bloemery Road, Charles Town, WV 25414	Open	Waiver to allow the opening of the park property prior to processing a Concept Plan and Site Plan and prior to initiating any improvements on the property
	25-1-PCW	11/26/2024	Cavalier Investments, LLC	Morning Star Drive, Harpers Ferry, WV 25425	Open	Waiver request from a 50' access easement to a 30' access easement. Waiver request to allow more than 5 lots to use access easement. Waiver request to allow property to be subdivided into p to 4 additional lots for a total of 5 lots.
	25-2-PCW	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Waiver from Appendix B, Section 10.6 and Section 2.2.K to remove the requirement of a sidewalk along West Burr Boulevard and James Burr Boulevard.
				Category Total:	4	
Planning Commission Variance (1979 ZO)	24-3-PCV	8/30/2024	DAWN WHITE	49 Boyer Lane, Summit Point, WV 25446	Open	Variance from Section 2.1B of the 1979 Subdivision Ordinance (parent to child exemption) to lift the single family restriction to allow for a detached Accessory Dwelling Unit (In-Law Suite) pursuant to Section 8.15A of the Zoning Ordinance.
				Category Total:	1	
Final Plat Amendment	24-4-FPA	8/21/2024	STEVE & MAUREEN LANASMOLKE	415 Potomac Ridge Lane, Shepherdstown, WV 25443	Open	Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #9 on Final Plat PB 25 PG 85A. (File#24-5-FPA)
					Category Total:	1
	24-6-RR	11/22/2024	Flowing Springs Road, LLC	Flowing Springs Road, Charles Town, WV 25414	Open	Reline Revision #2 of Stonecrest Subdivision, continuation of 24-11-SD & 23-B-RR
	24-7-RR	11/22/2024	Mark Cerasi	65 Steeley Way, Kearneysville, WV 25430	Open	Redline Revision for Burr Lot 41 Expansion (19-5-5)

Site Plan	24-8-RR	11/26/2024	David Lutman	118 Florence Court, Charles Town, WV 25414	Open	Redline Revision for Milton's Landing Subdivision
	24-7-SP	11/20/2024	Carpe Diem Omada, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	A 3,500 S.F. commercial building and associated infrastructure. Relocation of platted drainage area.
	24-8-SP	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Proposed warehouse structure for equipment and rental item storage in support of existing operations on adjacent lot. Will include necessary infrastructure and storm water controls.
	24-8-NPS	10/30/2024	Love 4 Golf, LLC	278 Saint Andrews Drive	Closed	Existing platform is approximately 2600 square feet. Proposed covered area is an additional approximately 450 square feet of new disturbed ground and will be a total of 540 square feet (30' x 18') of enclosure.
				Category Total:	6	
Subdivision	24-32-SD	10/2/2024	Michael Nick & Marco Bustamante	1195 Summit Pint Road, Summit Point, WV 25446	Open	Creation of 3 lots
	24-33-SD	10/3/2024	Jacob & Anna Binkley	1177 Whitmer Road, Shenandoah Junction, WV 25442	Open	Creation of 3 lots
	24-34-SD	11/12/2024	Spunich Irrevocable Trust	Empty lot along Dutch Hill Road	Open	Creation of 3 lots via Family Transfer
	24-35-SD	12/6/2024	Gary Donley	3624 Engle Mollers Road, Harpers Ferry, WV 25425	Open	Creation of 2 lots
	24-36-SD	12/12/2024	Jose Osorio	1196 Van Clevesville Road, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-37-SD	12/18/2024	Daniel Derito	105 Burch Meadow Lane, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-38-SD	12/18/2024	Lewis & Jennifer Allen	2703 Berryville Pike, Charles Town, WV 25414	Open	Creation of 3 lots
	24-39-SD	12/20/2024	David Lutman	Empty Lot adjacent to 1700 S Childs Road, Kearneysville, WV 25430	Open	Creation of 3 lots
	24-11-MPC	11/13/2024	Daniel & Tina Bohon	274 Willingham Road, Charles Town, WV 25414	Open	Minor Plat Change for realignment & vacation of part of 50' Access Easement
	24-12-MPC	11/26/2024	David Lutman	118 Florence Court, Charles Town, WV 25414	Open	Easement minor plat change for Lot 13 of Milton's Landing
	24-13-MPC	12/13/2024	Kenneth & Tracey Barnhart	2842 Warm Springs Road, Shenandoah Junction, WV 25442	Open	Revision of approved septic system from project 23-6 MPC
				Category Total:	11	
Zoning Certificate	24-41-ZC	10/7/2024	Josephine Ball	219 Knott Road, Charles Town, WV 25414	Open	Cottage Industry. Chiropractor
	24-42-ZC	10/9/2024	Steve Lana & Maureen Smolke	415 Potomac Ridge Lane, Shepherdstown, WV 25443	Closed	Accessory Dwelling Unit: In-Law Suite
	24-43-ZC	10/9/2024	Dawn & Jason White	49 Boyer Lane, Summit Point, WV 25446	Closed	Accessory Dwelling Unit: In-Law Suite
	24-44-ZC	10/10/2024	B33 Jefferson Crossing II, LLC	186 Flowing Springs Boulevard, Charles Town, WV 25414	Closed	Shopping Center - Change in Tenant
	24-46-ZC	10/16/2024	Kimberly & Jonathan Shoemaker	193 Scarlet Oak Drive, Harpers Ferry, WV 25425	Closed	Short Term Rental
	24-47-ZC	10/16/2024	Bridge 33 Capital, LLC	182 Flowing Springs Boulevard, Charles Town, WV 25414	Open	Shopping Center - Change in Signage for Sherwin Williams
	24-48-ZC	11/22/2024	Jefferson County Parks and Recreation Commission	1123 Bloemery Road, Charles Town, WV 25414	Open	Institutional Use - Park
	24-49-ZC	11/4/2024	Love 4 Golf, LLC	278 Saint Andrews Drive, Charles Town, WV 25414	Closed	Golf Course Accessory Use - Driving Range and Teaching Facility
	24-50-ZC	11/6/2024	Ann-Sofie Jespersen & Nicole Barden	126 Marcum Lane, Harpers Ferry WV 25425	Closed	Short Term Rental
	24-52-ZC	11/22/2024	Franklinton Farm, LLC	Various properties along Franklinton Road, Berry Hill Farm Lane, and Scooter Lane	Open	Solar Energy Facility
	24-53-ZC	11/26/2024	Kenneth Wilt	543 Mission Road N, Harpers Ferry, WV 25425	Open	Modification to an existing Telecommunications Tower Site: Installation of a Generator
	24-54-ZC	12/2/2024	Blue Iris, LLC & Blue Tulip, LLC	1163 Gardners Lane, Shepherdstown, WV 25443	Closed	Nursing or Retirement Home (Assisted Living Facility)
	24-55-ZC	12/4/2024	Flowing Springs Farm, LLC	Various properties along Job Corps Road, Old Country Club Road, and Shepherdstown Pike	Open	Solar Energy Facility
	24-56-ZC	12/5/2024	E. Sarah Kane	798 E. Washington Street, Charles Town, WV 25414	Closed	Change in Tenant - Nonconforming Use: Restaurant / Bar
	24-57-ZC	12/20/2024	Victor & Matthew Rushizky et al.	8428 Shepherdstown Pike, Shepherdstown, WV 25443	Closed	Modification to an existing Nonconforming Use - 200' Telecommunications Tower
				Category Total:	15	
Zoning Map amendment	24-2-Z	10/9/2024	Harvest Homes, LLC	261 Media Farm Lane, Ranson, WV 25438	Open	Planning Commission review and recommendation to the County Commission regarding whether the petition for a Zoning Map Amendment to rezone the 127 +/- acre Media Farm Property from Rural(R) to Residential Growth (RG) is consistent with the 2035 Comprehensive Plan.
				Category Total:	1	
Zoning Variance	24-39-ZV	10/21/2024	Middleway Volunteer Fire Company, Inc.	110 Dark Hill Road, Kearneysville, WV 25430	Open	Variance from Section 10.7H to reduce the distance requirement of a freestanding sign from 200' to 110' from the southern property line; and, 100' to the northern property line. Variance from Section 10.4B to allow a freestanding sign to face a property that contains a residence to the north & south.
	24-40-ZV	11/25/2024	Mark Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.
	24-41-ZV	11/25/2024	Mark Roper	11066 Middleway Pike, Charles Town, WV 25414	Open	Variance from Appendix B and Section 4.6 to reduce the setback and distance requirements for the proposed mixed-use project.
	25-1-ZV	11/15/2024	William Shifflet	41 Prospect Avenue, Charles Town, WV 25414	Open	Variance from Section 9.7 to reduce the rear setback from 12' to 8' to replace an existing 12' x 60' mobile home with a 16' x 60' mobile home.
	25-2-ZV	12/4/2024	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Closed	Variance from Appendix B and Section 4.11 to eliminate the required landscape buffer for a proposed 12,000 sf warehouse (Site Plan File #24-8-SP).

25-3-ZV	12/18/2024	Blue Iris, LLC & Blue Tulip, LLC	1163 Gardners Lane, Shepherdstown, WV 25443	Closed	Variance from Section 11.1 to reduce the required number of parking spaces from 25 to 10 for a proposed Nursing Home operating as an Assisted Living Facility for up to 16 residents (#25-3-ZV).
25-4-ZV	12/19/2024	Chris & Elody Mackey	335 Acorn Circle, Harpers Ferry, WV 25425	Closed	Variance from Section 9.7 to reduce the rear setback from 50' to 12' for a 16' x 32' accessory structure.
25-5-ZV	12/27/2024	Blue Iris, LLC & Blue Tulip, LLC	1163 Gardners Lane, Shepherdstown, WV 25443	Closed	Variance from Section 4.10 to waive the requirement of a site plan for the installation of a parking lot for a proposed Nursing Home operating as an Assisted Living Facility for up to 16 residents (#25-5-ZV).
				Category Total:	8
				Grand Total:	63

**Planning and Zoning Quarterly Report
1/1/2025 - 3/31/2025 (Generated 5/8/2025)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Conditional Use Permit	25-3-CUP	2/13/2025	Richard Cluff	161 Shannon Hill Lane Charles Town, WV 25414	Open	Request for a Conditional Use Permit to operate a firearms business from an existing dwelling unit (proposed land use designation as listed in Appendix C of the Zoning Ordinance: Retail Sales and Service, General). All firearms related business will be by-appointment only. No employees other than the residents of the property. No business signs are proposed.
					Category Total:	1
Easements	25-1-E	3/5/2025	ILA Properties, Inc.	Southwest Side of US Route 115, Keameysville, WV 25430	Open	Utility Easement Plat
					Category Total:	1
Merger or Boundary Line Adjustment	25-1-M	1/13/2025	Hy-Crest Farms, LLC	1694 S Childs Road, Kearneysville, WV 25430	Open	Boundary Line Adjustment for Hy-Crest Farms
	25-2-M	1/14/2025	James Gibson	35 Needwood Farm Lane, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment and Minor Plat Change for Gibson Family Conveyance
	25-3-M	1/22/2025	Michael D Rood	78 Scarlet Oak Drive, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for Michael Rood
	25-4-M	1/22/2025	Carol A Dyall	161 Bliss Road, Harpers Herry, WV 25425	Open	Boundary Line Adjustment for Carol Dyall
	25-5-M	1/22/2025	James R Kinley et al.	2048 Hinton Road, Keanreysville, WV 25430	Open	Boundary Line adjustment between Kinley Family and Robert Gruber
	25-6-M	1/26/2025	Linda C Renaud	405 Spring Creek Lane, Shepherdstown, WV 25443	Closed	Boundary Line Adjustment for Spring Creek Lane property and adjoining parcels
	25-7-M	1/31/2025	Cynthia and Donald Clipp	Lots 37 & 38 on Wild Cherry Tree Lane, Harpers Ferry, WV 25425	Open	Consolidation of Clipp Property
	25-8-M	2/3/2025	Halten Holdings, LLC	314 Mount Vista Trail, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment for River View Park Section 1
	25-9-M	2/12/2025	Mark Bender	125 Worchester Lane, Kearneysville, WV 25430	Open	Boundary Line Adjustment between Mark Bender (Grantee) abd Frederik and Joanna Ferrell (Grantor)
	25-10-M	2/12/2025	Allen Ziegler	228 White Dogwood Road, Harpers Ferry, WV 25425	Open	Merger of two Ziegler Properties on White Dogwood Road
	25-11-M	2/21/2025	Shawn E Craig	5136 Middleway Pike, Kearneysville, WV 25430	Open	Merger of 3.18 acres from Parcel 29 to Parcel 30
	25-12-M	2/24/2025	Erik W & Cheryl A Berndt	1227 River Road, Shepherdstown, WV 25443	Open	Boundary Line Adjustment of 1.384 acres from Parcel 7.1 to Parcel 7
	25-13-M	3/3/2025	Edward M Robyn K Fowler	4344 Mission Road, Harpers Ferry, WV 25425	Open	Boundary Line Adjustment of 2.7250 acres from Parcel 12.2 to 12.10
					Category Total:	13
Miscellaneous Fees	25-1-Q	1/3/2025	Wormald Home Construction, LLC	5283 Corporate Drive, Suite 300, Frederick, MD 21703	Closed	Sign for corner of Colonel Black/Lafayette payment
	25-2-Q	1/17/2025	N/A	256 Halltown Road, Harpers Ferry, WV 25425	Closed	Copies of Site Plan S04-06 (Eackles-Spencer and Norton Funeral Home)
	25-3-Q	2/5/2025	N/A	N/A	Closed	Map of Rose Hill Cemetery
	25-4-Q	2/21/2025	N/A	Damon McArthur	Closed	Maps
				Category Total:	4	
Planning Commission Waiver	25-4-PCW	1/22/2025	Billy Kaye Moores II - Trust	235 William Fulk Lane, Kearneysville, WV 25430	Open	Waiver from Article 24, Section 24.113.B.10 of the Subdivision Regulations, to request to waive the Phase I Archaeological Survey requirement for Preliminary Plats
	25-5-PCW	1/24/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Closed	Waiver from Section 2.3A.3 of the Subdivision Regulations to reduce the required road width surface from 24' to 20' for a proposed 20-lot residential subdivision (Hallmark Glen File #25-4-SD).
	25-6-PCW	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	Waiver from Section 2.3A.3 of Appendix B of the Subdivision Regulations to allow for the use and development of one entrance due to limited frontage of the property and the proposed 99 lot installation.
	25-7-PCW	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	Waiver from Section 2.2.G of Appendix B and Section 22.206.B.2 the Subdivision Regulations to allow a proposed 99 lot installation that utilizes two primary, disconnected, cul-de-sacs that allows more than 24 lots to be served
	25-8-PCW	1/24/2025	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development (Site Plan File #25-1-SP)
	25-9-PCW	2/28/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Open	Waiver for the road width of the Hallmark Glen Subdivision
	25-10-PCW	3/14/2025	S&N Properties, LLC	256 Halltown Road, Harpers Ferry, WV 25425	Open	Waiver from Section 20.201C.2 of the Subdivision Regulations to allow a proposed two-lot nonresidential subdivision to utilize an existing access/drive aisle as opposed to a county grade road.
	25-11-PCW	3/17/2025	Randall R & Marta Conrad, Paige & Anthony Wenner	195 Vidon Farm Lane, Shepherdstown, WV 25443	Open	Waiver from Section 20.201A of the Subdivision Regulations to reduce the required access width from 50' to 20' for a proposed family transfer minor subdivision
	25-12-PCW	3/17/2025	DR Acquistions, LLC	Somerset Blvd, Charles Town, WV 25414	Open	Waiver from Article 21, Section 21.101A, which requires the blocks shall not, in most instances, exceed six lots in length on one side of the street
	25-13-PCW	3/18/2025	DR Acquistions, LLC	Somerset Blvd, Charles Town, WV 25415	Open	Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. The applicant is requesting to reduce the lot width from 80' to 65'
	25-14-PCW	3/28/2025	Kolan Investment, LLC	7595 Martinsburg Pike, Shepherdstown, WV 25443	Open	Waiver from Section 2.5 of the Subdivision Regulations to reduce the depth of a parking space from 20' to 18' for a proposed commercial development
				Category Total:	10	

Planning Commission Variance (1979 ZO)	25-1-PCV	1/17/2025	Rancho El Mayoral, LLC	1196 Van Clevesville Road, Kearneysville, WV 25430	Closed	Variance from Note 14 of Plat Book 14 Page 54 to allow the residue and two proposed lots access off of Van Clevesville Road for a proposed three lot minor subdivision.
						Category Total:
Final Plat Amendment	25-1-FPA	3/31/2025	James Glass & Daniel Dillow	152 Independence Lane, Summit Point, WV 25446	Open	Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a family member. See Note #4 on the Clear Field Subdivision Final Plat (PB 19/PG 59B).
						Category Total:
Site Plan	25-1-NSP	1/8/2025	B33 Jefferson Crossing, LLC	114 Flowing Springs Road, Charles Town, WV 25414	Open	Dunkin Donuts Drive Thru
	25-1-SP	1/24/2025	Mark E Roper	11065 Middleway Pike, Charles Town, WV 25414	Open	The proposal consists of establishing the following land use: Storage, Commercial (self-storage units); Retail Sales and Service, General (a private gym); Retail Sales, Limited; Convenience Store, Limited; Professional Office. The applicant is proposing to construct new buildings and the expansion of the existing parking lot.
	25-2-SP	2/5/2025	Global Environmental & Remediation, LLC	Parcel located north of Middleway Pike and Shirley Road intersection, Charles Town, WV 25414	Open	The proposal consists of constructing a 100' x 100' building for a construction company, an employee parking area, and an outdoor equipment storage.
	25-1-RR	3/17/2025	D.R. Horton Capital Division	Gumspring Drive, Charles Town, WV 25414	Open	Redline revision 5 to remove bioswales 4, 7, & 8 and expand bioretention basins A1 & C.
					Category Total:	4
Subdivision	25-1-SD	1/13/2025	Katherine B & Stanley W Dunn, Jr.	2646 Kabletown Road, Charles Town, WV 25414	Open	Creation of 2 lots
	25-2-SD	1/13/2025	Amy Martin	5092 Paynes Ford Road, Kearneysville, WV 25430	Open	Creation of 2 lots
	25-3-SD	1/22/2025	Billy Kaye Moore II - Trust	108 Libby Lane, Kearneysville, WV 25430	Open	This project will be a cluster subdivision, of single-family homes, totaling 62 units. The property is approximately 219 acres and will have stormwater management areas.
	25-4-SD	1/24/2025	Harvest Homes, LLC	4001 Engle Molars Road, Harpers Ferry, WV 25425	Open	The proposal consists of a Major Residential Subdivision with 20 lots and associated infrastructure.
	25-5-SD	1/24/2025	Harvest Homes, LLC	261, 391, 278 Media Farm Lane, Ranson WV 25438	Open	The proposal consists of a Major Residential Subdivision with 99 lots and associated infrastructure.
	25-6-SD	1/27/2025	Thomas E & Kathleen C Knock	3561 Bowers Road, Kearneysville, WV 25430	Open	Creation of 2 lots, Family Transfer
	25-7-SD	2/4/2025	George R & Edna C Enos	21 Anglers Ride Drive, Harpers Ferry, WV 25425	Open	Family transfer from grandparents to granddaughter
	25-8-SD	2/28/2025	Jefferson Orchards, Inc.	Kearneysville Pike, Kearneysville, WV 25430	Open	Creation of 5 lots
	25-9-SD	3/3/2025	William Eugene Crum	Doe Walk Lane, Kearneysville, WV 25430	Open	Creation of 2 lots
	25-10-SD	3/11/2025	Timothy & Karen Carroll	680 Trough Road, Shepherdstown, WV 25443	Open	Creation of 2 lots, Family Transfer
	25-11-SD	3/12/2025	Julie B & Meri D Nesselrodte	680 Trough Road, Shepherdstown, WV 25443	Open	Creation of 2 lots, Family Transfer
					Category Total:	11
Zoning Certificate	25-1-ZC	1/17/2025	Cheri Petropouleas	811 Willow Spring Drive, Charles Town, WV 25414	Withdrawn	Creation of 9' by 7' sign for Mountain View Diner
	25-2-ZC	1/27/2025	Standard Land Company, LLC	Peregrine Lane, Harpers Ferry, WV 25425	Closed	Bungee Jumping Facility and Sign Zoning Certificate for Old Standard Quarry
	25-3-ZC	2/3/2025	Sunnyside Limited Partnership	845 Wheatland Road, Charles Town, WV 25414	Closed	Tower modifications: Remove three (3) antennas and four (4) surge suppressions; and, Replace six (6) antennas and nine (9) radios; and, Add one (1) surge suppression
	25-4-ZC	2/3/2025	Clifton 1834, LLC	2088 Lewisville Road, Summit Point, WV 25446	Closed	Accessory Dwelling Unit: In-law suite
	25-5-ZC	3/4/2025	Summit Point Automotice Research Center, LLC	155 Gasoline Aly, Unit 24, Summit Point, WV 25446	Closed	Change in Tenant: Retail Sales and Service, General to include the sale and storage of controlled training aids.
	25-6-ZC	2/27/2025	Thomas Jeppesen	528 John Brown Farm Road, Harpers Ferry, WV 25425	Open	Accessory Dwelling Unite: In-law suite
	25-7-ZC	3/21/2025	The Ambika Group, LLC	4332 William L Wilson Freeway, Harpers Ferry, WV 25425	Open	Change in Tenant for Hilltop Trader - Retail Sales
	25-8-ZC	3/27/2025	Charles Town Real Estate	811 Willow Spring Drive, Charles Town, WV 25414	Open	Change in Owner/Tenant from Mountain View Diner to Charles Town Family Diner
					Category Total:	8
Zoning Variance	25-6-ZV	1/15/2025	Chris Tyler	Empty lot along 340 realignment	Open	a) Variance from Section 10.5B.1 to increase the sign face limitation from 300 square feet to 600 square feet; and, to allow two messages per sign face. b) Variance from Section 10.5B.3: to reduce the distance requirement from a public right-of-way from 300' to 50'.
	25-7-ZV	1/24/2025	Jefferson Rentals, LLC	James Burr Boulevard, Kearneysville, WV 25430	Closed	Variance from Section 4.16 and Section 5.6D of the Zoning Ordinance (as amended 11/30/89), to reduce the setback requirements from all property lines.
	25-8-ZV	1/31/2025	Carpe Diem Omada, LLC	James Burr Boulevard, Kearneysville, WV 25430	Open	Variance from Section 4.11 and Appendix B to eliminate the required landscaping along the southwestern property line for a proposed contractor with outdoor storage business (File #24-7-SP).
	25-9-ZV	2/6/2025	Billy Kaye Moore II - Trust	108 Libby Lane, Kearneysville, WV 25430	Open	Variance from Section 5.7D.2.b.i (b) to allow the required 50% green space to be allocated on two lots within the Harvest Meadows cluster subdivision
	25-10-ZV	2/14/2025	Christopher & Jamie Kerkstra	2410 Warm Springs Road, Shenandoah Junction, WV 25442	Open	Variance from Section 9.7 to reduce the rear setback from 50' to 30' for a proposed accessory structure.
	25-11-ZV	2/20/2025	Nicholas Wilson et al	640 War Admiral Boulevard, Charles Town, WV 25414	Open	Waiver from Section 4.11 and Appendix B to eliminate the required street trees and landscape buffer.
	25-12-ZV	3/17/2025	Christian and Manuela Steppat	114 Gatehouse Place, Charles Town, WV 25414	Open	Variance from Appendix A to reduce the rear setback from 10' to 15' for a 9' x 23' covered patio.
					Category Total:	7

Special Exception Permit	25-1-SE	1/15/2025	Chris Tyler	Empty lot along 340 realignment	Open	Special Exception for construction of billboard
					Category Total:	1
					Grand Total:	62

**Planning and Zoning Quarterly Report
4/1/2025 - 6/30/2025 (Generated 7/16/2025)**

Type	Project Number	Creation Date	Owner Name	Location	Status	Description
Easements	25-2-E	4/3/2025	Trish Sanderson	Empty lot at the end of Morning Star Drive to Hostler Road, Harpers Ferry, WV 25425	Closed	Adjust location of easement located on Morning Star Drive
	25-3-E	4/22/2025	Kevin & Leslie Steeley	43 Locust Knoll Drive, Charles Town, WV 25414	Closed	Revised Access Easement plat across the Steeley FT MSD (25-17-SD)
	25-4-E	6/27/2025	Ralph B Moler	721 Old Rider Road, Harpers Ferry, WV 25425	Open	Conservation Easement for 721 Old Rider Road
				Category Total:	3	
Merger or Boundary Line Adjustment	25-14-M	4/7/2025	Clifton 1834, LLC	2320 Lewisville Road, Summit Point, WV 25446	Open	Lot Consolidation for Clifton 1834, LLC
	25-15-M	4/28/2025	Deborah Burns (Grantor) and Jennifer Potocnak & Martin Sulsky (Grantee)	322 Moonstone Drive, Kearneysville, WV 25430	Open	Adjustment of lot lines for 322 and 346 Moonstone Drive properties
	25-16-M	5/8/2025	Meghan O'Sullivan	128 Sprouse Lane, Harpers Ferry, WV 25425	Open	BLA to Sprouse Lane properties
	25-17-M	5/19/2025	Barry A & Jody M Swaldo	449 Jenkins Hill Road, Charles Town, WV 25414	Open	BLA between Gontarek-Christian residue parcel and Swaldo lot 7 parcel
	25-18-M	6/16/2025	Trustees of the Shannondale Springs Chapel	3868 Mission Road, Harpers Ferry, WV 25425	Open	BLA of lots 2 (residue) and 1 for Shannondale Springs Chapel
	25-19-M	6/23/2025	Keith Crim	306 Withers Larue Road, Summit Point, WV 25446	Open	BLA of lot 1 (Parcel 1.3) to the area adjacent to neighboring property (Parcel 1.4)
				Category Total:	6	
Miscellaneous Fees	25-5-Q	5/12/2025	Harold Barlow	N/A	Closed	Copy of White Rock HD Approval Plat
	25-6-Q	5/28/2025	Matt Knott	N/A	Closed	Road renaming, purchase of a 2-way installed road sign
				Category Total:	2	
Planning Commission Waiver	25-15-PCW	4/21/2025	Russel & Krishna Carroll	1146 S Childs Road, Kearneysville, WV 25430	Closed	Waiver from Section 20.201.B.3 to reduce the required access easement width from 50' to 40' for a proposed family transfer minor subdivision.
	25-16-PCW	25-16-PCW	Harry & Garnett Catrow	Lot 3 of the Mecklenburg Height Subdivision, Shepherdstown, WV 25443	Closed	Waiver from Section 20.201A.2 of the Subdivision Regulations to allow two proposed family transfer minor subdivisions to utilize an existing 40' right of way and existing private road as opposed to developing a county grade road.
	25-17-PCW	5/16/2025	Trustees of the Rock Spring Church	114 Poor Farm Road, Suite 101, Kearneysville, WV 25430	Closed	Waiver from Section 20.203B.1 of the Subdivision Regulations that requires the proposed project to process as a Limited Site Plan. The project consists of the installation of an additional 3,950 sq/ft metal building shell for the expansion of an existing classroom.
	25-18-PCW	5/20/2025	DR Acquisitions, LLC	Vacant lot along Somerset Blvd	Closed	Waiver from Article 21, Section 21.101A, which requires the blocks shall not, in most instances, exceed six lots in length on one side of the street.
	25-19-PCW	5/20/2025	DR Acquisitions, LLC	Vacant lot along Somerset Blvd	Closed	Waiver from Article 21, Section 21.104A, which requires the minimum frontage shall be the minimum lot width for the Zoning District or 80 feet, whichever is less. The applicant is requesting to reduce the lot width from 80' to 65'.
	25-20-PCW	5/22/2025	Trustees of the Mission Tabernacle Church	Tabernacle Lane, Harpers Ferry, WV 25428	Open	Waiver from Section 20.203B.2 of the Subdivision Regulations that requires the proposed project to process as a Limited Site Plan. The project consists of the installation of a 14,861 sq/ft gravel parking lot.
	25-21-PCW	6/5/2025	Alharmoosh Development Group, LLC	263 Ridge Road, Shenandoah Junction, WV 25442	Open	Waiver from Section 24.112.C of the Subdivision Regulations to extend the timeframe to submit a sufficient Preliminary Plat for the Orchard Springs Subdivision to July 11, 2026.
	25-22-PCW	6/17/2025	Harvest Homes, LLC	4001 Engle Molers Road, Harpers Ferry, WV 25425	Open	Waiver from Section 20.102B of the Subdivision Regulations to allow site grading to commence prior to site plan approval for the proposed Hallmark Glen Subdivision (File: 25-4-SD).
					Category Total:	8
Final Plat Amendment	25-2-FPA	5/19/2025	Steven & Paulette Lashley	273 Job Corps Road, Shenandoah Junction, WV 25442	Open	Request for a Final Plat Amendment to lift the single family restriction for a detached accessory dwelling unit for a farm caretaker. See Note #3 on the Garrot Minor Subdivision Final Plat (PB 9/Pg 26).
				Category Total:	1	
Site Plan	25-2-NSP	4/14/2025	Todd Wilt	N/A	Closed	No site plan for fairgrounds to establish a grandstand, 700 feet of additional roof
	25-3-NSP	6/24/2025	Animal Welfare Society of Jefferson County	23 Poor Farm Road, Kearneysville, WV 25430	Closed	No Site Plan to assess changes to property for establishment of a patio
	25-4-NSP	6/27/2025	Tri-State Pets	10045 Leetown Road, Kearneysville, WV 25430	Closed	No Site Plan (NSP) for a 15' x 30' addition to an approved kennel/grooming business
	25-3-SP	4/21/2025	Michelle Sudduth	284 Edgewood School Road, Shenandoah Junction, WV 25442	Open	Agricultural Special Event Facility Concept Plan
	25-4-SP	6/16/2025	Kingdom Ventures, LLC	7595 Martinsburg Pike, Shepherdstown, WV 25443	Open	Site development for renovating a vacant church into medical offices and a small pharmacy
	25-2-RR	6/4/2025	Beallair Homes, LLC	Vacant lots along Beallair Manor Drive, Charles Town, WV 25414	Open	Redline revision of Beallair Phase 4B to include/ edit walking trails
	25-3-RR	6/12/2025	Smartlink, LLC	41 S Childs Road, Kearneysville, WV 25430	Open	Redline Revision for Entrance: AT&T is proposing to build a 195ft monopole Cell tower which will include 6 Antennas and a 3,600 square foot fenced compound on the ground.
				Category Total:	7	
Subdivision	25-12-SD	4/8/2025	Norman & Lora Corbin	2751 Engle Molers Road, Harpers Ferry, WV 25425	Open	One lot and residue minor subdivision
	25-13-SD	4/10/2025	Michael & Sandra Donahue	Vacant lot along John Brown Road, Harpers Ferry, WV 25425	Open	One lot and residue minor subdivision
	25-15-SD	4/17/2025	Lynn & Brown Truslow	6731 Scrabble Road, Shepherdstown, WV 25443	Open	One lot and residue family transfer minor subdivision
	25-16-SD	4/21/2025	Larry & Tammy Sirbaugh	180 Sussex Lane, Charles Town, WV 25414	Open	One lot and residue family transfer minor subdivision

Subdivision	25-17-SD	4/18/2025	Kevin & Leslie Steeley	Vacant lot accessing off of Earle Road and Summit Point Road, Charles Town, WV 25414	Open	Three lot and residue family transfer minor subdivision
	25-18-SD	4/25/2025	DR Acquisitions, LLC	Vacant lot south of Somerset Boulevard, Charles Town, WV 25414	Open	The proposal consists of a total of 495 residential units and eight (8) commercial lots with associated infrastructure.
	25-19-SD	5/15/2025	Angela Kable	Vacant lot east of 986 & 976 Earle Road, Charles Town, WV 25414	Open	One lot and residue minor subdivision
	25-20-SD	5/16/2025	Jefferson Orchards, Inc	195.52 acres vacant lot east of Keanreysville Pike, Charles Town, WV 25414	Open	Preliminary Plat, Phase 2: the proposed site improvements are the construction of 81 Single-Family Detached Homes, 84 Townhomes, 36 Villas, SWM Facilities, Roads and Public Utilities.
	25-21-SD	6/4/2025	Tammy & Randolph Robinson	8816 Middleway Pike, Charles Town, WV 25414	Open	One lot and residue family transfer minor subdivision
	25-22-SD	6/9/2025	Flowing Springs Road, LLC	Vacant lot to the east of Flowing Springs Road, Charles Town, WV 25414	Open	Final Plat of Stonecrest Subdivision Section 2, including lots 42-61, 149-250, open spaces A, E, & F, SWM area A & B, and appropriate infrastructure
	25-23-SD	6/16/2025	S&N Properties, LLC	256 Halltown Road, Harpers Ferry, WV 25425	Open	One lot and residue minor subdivision
	25-24-SD	6/18/2025	Cochran Mill Road, LLC	Eastern vacant property at the south end of Kanawha Lane, Charles Town, WV 25414	Open	Five lot minor subdivision
	25-25-SD	6/23/2025	Roberto Obong & Catherine Kemmerling	1960 Bloomery Road, Charles Town, WV 25414	Open	Four lots and residue minor subdivision
	25-26-SD	6/25/2025	Russell & Krishna Carroll	1146 S Childs Road, Kearneysville, WV 25430	Open	One lot and residue family transfer minor subdivision
				Category Total:	15	
Zoning Certificate	25-9-ZC	4/3/2025	B33 Jefferson Crossing, LLC	188 Flowing Springs Road, Charles Town, WV 25414	Closed	Temporary Sale of Legal Fireworks at B33 Jefferson Crossing
	25-10-ZC	4/9/2025	Jordan & Chloe Butts	590 Winebrenner Road, Shepherdstown, WV 25443	Closed	Agricultural Event Facility
	25-11-ZC	4/11/2025	Sweet Beginnings Properties, LLC	59 Beverly Place, Harpers Ferry, WV 25425	Closed	Short Term Rental
	25-12-ZC	4/11/2025	Chapel at Rippon Village	2518 Berryville Pike, Charles Town, WV 25414	Closed	Change in Owner - Church
	25-13-ZC	4/15/2025	Bruce Kaiser	12 Steptoe Street, Summit Point, WV 25446	Closed	Bed & Breakfast
	25-14-ZC	4/24/2025	Cynthia McKee	244 Tel Farm Lane, Keanreysville, WV 25430	Closed	Modifications to an Existing Nonconforming 199' Telecommunications Tower Site - Generator
	25-15-ZC	5/8/2025	B33 Jefferson Crossing, LLC	114 Flowing Springs Road, Charles Town, WV 25414	Closed	Change in Tenant: Buffalo Wild Wings GO
	25-16-ZC	5/9/2025	B33 Jefferson Crossing, LLC	115 Flowing Springs Road, Charles Town, WV 25414	Closed	Change in Tenant: Dunkin Donuts
	25-17-ZC	5/9/2025	Suso 2 Alabama LP	96 Patrick Henry Way, Charles Town, WV 25414	Closed	Temporary Sale of Legal Fireworks
	25-18-ZC	5/9/2025	Saiguru, LLC	106 Jefferson Terrace Road, Charles Town, WV 25414	Closed	Freestanding Business Sign: Motel 6
	25-19-ZC	5/12/2025	Cynthia McKee	244 Tel Farm Lane, Keanreysville, WV 25430	Closed	Modifications to an Existing Nonconforming 199' Telecommunications Tower Site
	25-20-ZC	5/14/2025	West Virginia American Water Company	426 Oak Lee Drive, Ranson, WV 25438	Closed	Equipment modifications to an existing 125' Tall Water Tank / Co-Located Telecommunications Facility Equipment Modifications
	25-21-ZC	5/19/2025	David & Maria Gibson	3784 Mission Road, Harpers Ferry, WV 25425	Closed	Accessory Dwelling Unit: In-Law Suite
	25-22-ZC	5/23/2025	Frances Morgan	1373 Summit Point Road, Summit Point, WV 25446	Closed	Accessory Dwelling Unit: In-Law Suite
	25-23-ZC	5/28/2025	Daniel Dillow & James Glass	152 Independence Lane, Summit Point, WV 25446	Closed	Accessory Dwelling Unit: In-Law Suite
	25-24-ZC	5/29/2025	Kenneth & Tracey Barnhart	2842 Warm Springs Road, Shenandoah Junction 25442	Closed	Accessory Dwelling Unit: Agricultural / Caretaker
	25-25-ZC	5/29/2025	KITA, LLC	59 Ruland Road, Suites K & L, Keanreysville, WV 25430	Closed	Shopping Center (Change in Tenant) : The Little Treehouse Play Zone
	25-26-ZC	5/30/2025	Alvin & Cynthia Brown	2190 Hite Street, Keanreysville, WV 25430	Closed	Modifications to an Existing Nonconforming 300' Telecommunications Tower Site
	25-27-ZC	6/4/2025	Summit Point Automotive Research Center, LLC	770 Hardesty Road, Summit Point, WV 25446	Closed	Modifications to an Existing Nonconforming 199.6' Telecommunications Tower Site
	25-28-ZC	6/9/2025	Standard Land Company, LLC	Quarry Lake near the intersection of Olympic Way & Millville Road, Harpers Ferry, WV 25425	Closed	Commercial Use: Inflatable Water Park
25-29-ZC	6/10/2025	SUSO 2 Alabama, LP	118 Patrick Henry Way, Charles Town, WV 25414	Closed	Change in Tenant - Restaurant	
				Category Total:	21	
Zoning Variance	25-13-ZV	4/18/2025	Robert & Alice Hill-Murray	233 Sourmash Road, Harpers Ferry, WV 25425	Open	Variance from Section 9.7 to reduce the front setback from 20' to 14' for a handicap ramp.
	25-14-ZV	4/21/2025	Russell & Krishna Carroll	1146 S Childs Road, Kearneysville, WV 25430	Open	Variance from Appendix A to reduce the front setback from 40' to 25' along a proposed access easement along the southern property line for an existing detached accessory structure; and Section 9.6C to allow an accessory structure within the required front yard.
	25-15-ZV	5/22/2025	Trustees of the Mission Tabernacle Church	25 Tabernacle Lane, Harpers Ferry, WV 25425	Open	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).
	25-16-ZV	5/22/2025	Trustees of the Mission Tabernacle Church	Vacant Lot across from 25 Tabernacle Lane, Harpers Ferry, WV 25425	Open	Variance from Appendix B to reduce the front parking and drive aisle setback from 15' to 0' and for an existing parking lot.
	25-17-ZV	6/5/2025	SUSO 2 Alabama, LP	60 & 32 Patrick Henry Way, Charles Town, WV 25414	Open	Variance request to remove parking spaces so the site has less than the ordinance requires.
	25-18-ZV	6/5/2025	SUSO 2 Alabama, LP	61 & 32 Patrick Henry Way, Charles Town, WV 25414	Open	Variance request to reduce setbacks so the site has less than the ordinance requires.
	25-19-ZV	6/18/2025	Carolina Moncada	152 Atkinson Street, Shenandoah Junction, WV 25442	Open	Variance from Appendix A to reduce the rear setback from 20' to 8' for a 12' x 40' deck.
				Category Total:	7	

Zoning Appeal	25-1-AP	4/11/2025	Sidewinder Enterprises, LLC	1 Grace Street, Kearneysville, WV 25430	Open	Appeal of an Administrative Decision: Motion by Planning Commission of March 12, 2025 to reject the Concept Plan.
					Category Total:	1
Minor Plat Changes	25-1-MPC	4/8/2025	Carpe Diem Omada, LLC	Lot 39 of the Burr Industrial Park located on James Burr Boulevard, Charles Town, WV 25414	Open	Drainage Easement Vacation & Creation at Burr Lot 39
					Category Total:	1
Special Exception Permit	25-2-SE	6/18/2025	Federal Group, Inc	Lowe Drive, Shepherdstown, WV 25443	Open	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.
					Category Total:	1