



Jefferson County
Board of Zoning Appeals Agenda
Thursday, November 13, 2025 at 2:00 p.m.

Members
Tyler Quynn, Chair
Matthew McKinney, Vice Chair
Mikala Shremshock, Secretary
David Wiegand
Elliot Kletter, Alternate
Keith Semler, 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/86452134096>
Phone Option (Dial by Location): 301-715-8592 / Meeting ID: 864 5213 4096

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: October 23, 2025

Public Hearing – Administer Oath

Agenda Item #1 File #: 25-31-ZV

Request: Variance from Section 5.7B of the Zoning Ordinance (amended 07/25/1993) to reduce the rear setback from 50' to 15' for a 40' x 30' accessory structure.

Project Info: Donald and Karen Nichols, Owner
121 Breezy Acres Ct.

Parcel ID: 06000900070005; Size: 2.70 acres; Zoning District: Rural

Zoning Administrator Report

- a. Monthly Zoning Certificate Activity Report
- b. Approval of 2026 Board of Zoning Appeals Meeting Dates

Legal Update

- a. Discussion with possible deliberative session of the following pending lawsuits:
 1. Jefferson County Circuit Court Case #CC-19-2022-C-141 (RE: Rippon Solar Energy Facility / File 22-9-CUP) Rockwell v. JCBZA
 2. 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: October 23, 2025

1. Variance from Section 8.15.A(a). Owners: Matt and Laura Knott. File #25-29-ZV.
2. Variance from Section 3.2G. Applicant: Rippon Energy Facility, LLC. Owners: Clarence E Hough Et Al, View Mountain Farm LLC, and TCE Rippon Land Company LL. File #25-30-ZV.

Draft Meeting Minutes
Jefferson County Board of Zoning Appeals

1 Meeting Date: October 23, 2025
2 Meeting Location: County Commission Meeting Room
3 Located on the main level of the Jefferson County Government Complex
4 393 N. Lawrence Street, Charles Town, WV 25414
5 Board Members Present: Tyler Quynn, Chair; Matt McKinney, Vice Chair; Dave Wiegand,
6 Member; Keith Semler, Alternate; and, Elliott Kletter; Alternate were
7 in attendance in person.
8 Board Members Absent: Mikala Shremshock was absent with notice.
9 Staff Members Present: Andy Beall, Zoning Administrator; Steven Groh, Assistant Prosecuting
10 Attorney; Jennilee Hartman, Zoning Clerk; and Patti Richardson,
11 Planning Clerk

12 Mr. McKinney moved to call the meeting to order at 2:03 pm. Mr. Quynn called for a vote, which
13 carried unanimously.

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

15 **Approval of Minutes: September 25, 2025**

16 Mr. McKinney moved to go into deliberative session at 2:06 pm to discuss the minutes. Mr. Wiegand
17 seconded the motion, which carried unanimously.

18 Mr. McKinney moved to come out of deliberative session at 2:19 pm. Mr. Wiegand seconded the
19 motion, which carried unanimously.

20 Mr. McKinney moved to approve the minutes with the following edits:

- 21 • Page 2, Line 18: beginning with the sentence, “Mr. Wiegand questioned...”; strike all
22 sentences from Lines 18 through 25.
- 23 • Page 2, strike Lines 32 through 36; including the sentence that begins with “Mr. McKinney
24 stated his objection to doing so.”
- 25 • Page 2, Line 39: change *Quynn* to *Semler*.
- 26 • Page 2, strike Lines 40 through 42.
- 27 • Page 3, strike Lines 1 through 7.

28 Mr. Quynn called for a vote, which carried unanimously.

29 Ms. Hartman swore in members of the public who indicated they would be providing testimony.

30 **Agenda Item # 1 File #25-29-ZV**

31 Request: Variance from Section 8.15.A(a) to increase the maximum size of an Accessory
32 Dwelling Unit from 1,700 sf to 1,984 sf.

33 Project Info: Matt and Laura Knott, Owner
34 2374 Bakerton Rd., Harpers Ferry, WV
35 Parcel ID: 04000300330001; Size: 12.65 acres; Zoning District: Rural

36 Mr. Matt Knott, owner, and Mr. Paul Raco with P.J. Raco Consulting, LLC were present to
37 represent the request.

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

39 Mr. Raco and Mr. Knott explained the nature of the request to the Board.

40 Mr. Quynn opened the public comment portion of the hearing. No members of the public provided
41 testimony. Mr. Quynn closed the public comment portion of the hearing.

1 Mr. McKinney moved to approve variance request #25-29-ZV with the condition that the applicants
2 are bound by their testimony. Mr. Kletter seconded the motion. Mr. Quynn called for a vote, which
3 carried four in support and one in opposition (Semler).

4 **Agenda Item # 2 File #25-30-ZV**

5 Request: Variance from Section 3.2G to allow the applicant to request an additional extension for
6 an approved Conditional Use Permit to operate a Solar Energy Facility. The current
7 Conditional Use Permit is set to expire on December 7, 2025. The applicant is
8 requesting an additional nine (9) month extension from this expiration date. The
9 Conditional Use Permit was issued for approximately 737-acres of the 878-acre Rippon
10 Energy Facility. The proposal consisted of a 99MW solar electric generating facility,
11 which would have consisted of solar modules, a new substation to connect the solar
12 facility with the electric grid, and underground utilities. The project site has existing
13 high voltage power lines running through the property. (File 22-9-CUP).

14 Applicant: Rippon Energy Facility, LLC

15 Parcel Info: Bullskin LLC, Property Owner – This property has been removed from the project.
16 673 Old Shennandale Rd, Charles Town WV; Parcel ID: 06001100090000; Lot Size:
17 133.75 / Project Size: 106.52 ac; Zoning District: Rural

18 Parcel Info: Clarence E Hough Et Al, Property Owner
19 Vacant parcel located west of the property addressed as 957 Myerstown Rd,
20 Charles Town, WV; Parcel ID: 06001000030001; Lot Size: 108.66 ac / Project Size:
21 99.84 ac; Zoning District: Rural

22 Parcel Info: View Mountain Farm LLC, Property Owner
23 28 Dutch Hill Rd, Charles Town, WV; Parcel ID: 06002100060000; Lot Size: 101.6 ac
24 / Project Size: 97.01 ac; Zoning District: Rural

25 Parcel Info: TCE Rippon Land Company LLC, Property Owner
26 2646 Kabletown Rd, Charles Town, WV; Parcel ID: 06002100050000; Lot Size: 174.6 ac
27 / Project Size: 165.52 ac; Zoning District: Rural

28 Parcel Info: TCE Rippon Land Company LLC, Property Owner
29 Vacant parcel located east of the property addressed as 28 Dutch Hill Rd, Charles Town,
30 WV; Parcel ID: 06002100070000; Lot Size: 89.39 ac / Project Size: 86.07 ac; Zoning
31 District: Rural

32 Parcel Info: TCE Rippon Land Company LLC, Property Owner
33 Vacant parcel located east of the property addressed as 2646 Kabletown Rd, Charles
34 Town, WV; Parcel ID: 06002200050001; Lot Size: 232 ac / Project Size: 169.15 ac;
35 Zoning District: Rural

36 Parcel Info: Stanley W Jr & Katherine B Dunn, Property Owner - This property has been removed from
37 the project. 1371 Myerstown Rd, Charles Town, WV; Parcel ID: 06001000050000; Lot
38 Size: 366 ac / Project Size: 12.27 ac; Zoning District: Rural

39 Mr. Sam Gulland and Mr. Brian Kusiak with Rippon Energy Facility, LLC were present on behalf
40 of the property owners to represent the request.

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

42 Mr. Gulland and Mr. Kusiak explained the nature of the request to the Board.

43 Mr. Quynn opened the public comment portion of the hearing.

- 1 Mr. Christopher Stiles spoke in support of the request.
- 2 Mr. Bob Aitcheson, Ms. Krista Edwards, Mr. Robert Waltz, Mr. William Baty, and Ms. Tina Held
- 3 spoke in opposition to the request.
- 4 Mr. Quynn closed the public comment portion of the hearing.
- 5 Mr. Gulland provided rebuttal to the opposing arguments.
- 6 Mr. McKinney moved to approve variance request #25-30-ZV with the condition that the applicants
- 7 are bound by their testimony. Mr. Wiegand seconded the motion. Mr. Quynn called for a vote, which
- 8 carried four in support and one in opposition (Kletter).

9 **Legal Update**

- 10 a. Discussion with possible deliberative session of the following pending lawsuits:
- 11 1. Jefferson County Circuit Court Case #CC-19-2022-C-141 (RE: Rippon Solar Energy
- 12 Facility / File 22-9-CUP) Rockwell v. JCBZA
- 13 2. Jefferson County Circuit Court Case # CC-19-2024-C-14 (RE: Jeremy Martin, Tiffany
- 14 Martin and Earthworx General Contracting Services, LLC v. Jefferson County Board of
- 15 Zoning Appeals

16 Mr. Groh stated there has been no action on the items noted above.

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

18 **Meeting: September 25, 2025**

- 19 1. Variance from Section 3.2G to extend Wild Hill Solar Project CUP #22-5-CUP.
- 20 Applicant: Elawan Energy. Owners: Clarence & Donna Hough, T. Todd & Susan
- 21 Hough, and Charles & Marie Hough (Life). File #25-27-ZV.
- 22 2. Variance from Section 9.7. Owners: Clarence & Donna Hough, T. Todd & Susan
- 23 Hough, and Charles & Marie Hough (Life). File #25-27-ZV.

24 A copy of the Findings will be provided to the Chair.

25 **Zoning Administrator Report**

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

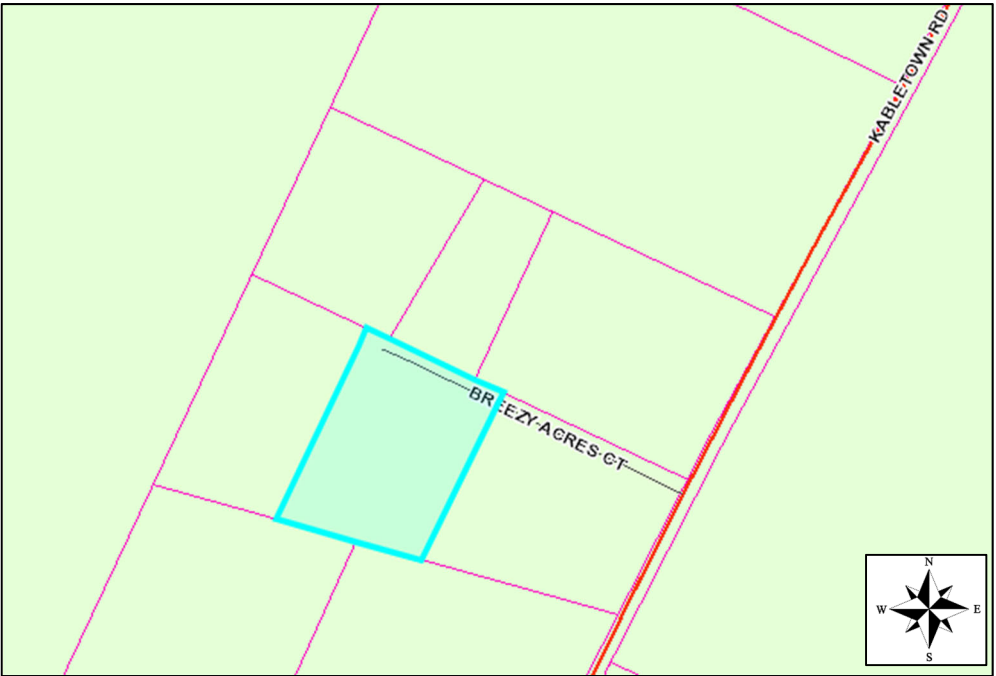
- 27 1. Monthly Zoning Certificate Activity Report. The Report was included in the Agenda packet.
- 28 2. Mr. Beall provided an update regarding the pending Solar Energy Facility text amendment to
- 29 the Zoning Ordinance, which was presented at the September 23rd Planning Commission
- 30 Meeting.

31 Mr. Wiegand moved to adjourn the meeting at 3:43 pm. Mr. Quynn called for a vote, which carried

32 unanimously.

Staff Report
 Jefferson County Board of Zoning Appeals
 November 13, 2025
25-31-ZV Nichols Variance Request

Item #1: Variance from Section 5.7B of the Zoning Ordinance (amended 07/25/1993) to reduce the rear setback from 50' to 15' for a 40' x 30' accessory structure.

Owner:	Donald and Karen Nichols
Parcel Information & Zoning District:	<p style="text-align: center;">121 Breezy Acres Ct. Parcel ID: 06000900070005; Size: 2.70 acres; Zoning District: Rural</p> 
History:	01/25/1996: Karen Nichols Family Transfer, Lot B (recorded Deed Book 823, Page 227)
Waivers/Variations:	None
Approved Activity:	Residential
Site Visit Conducted:	No

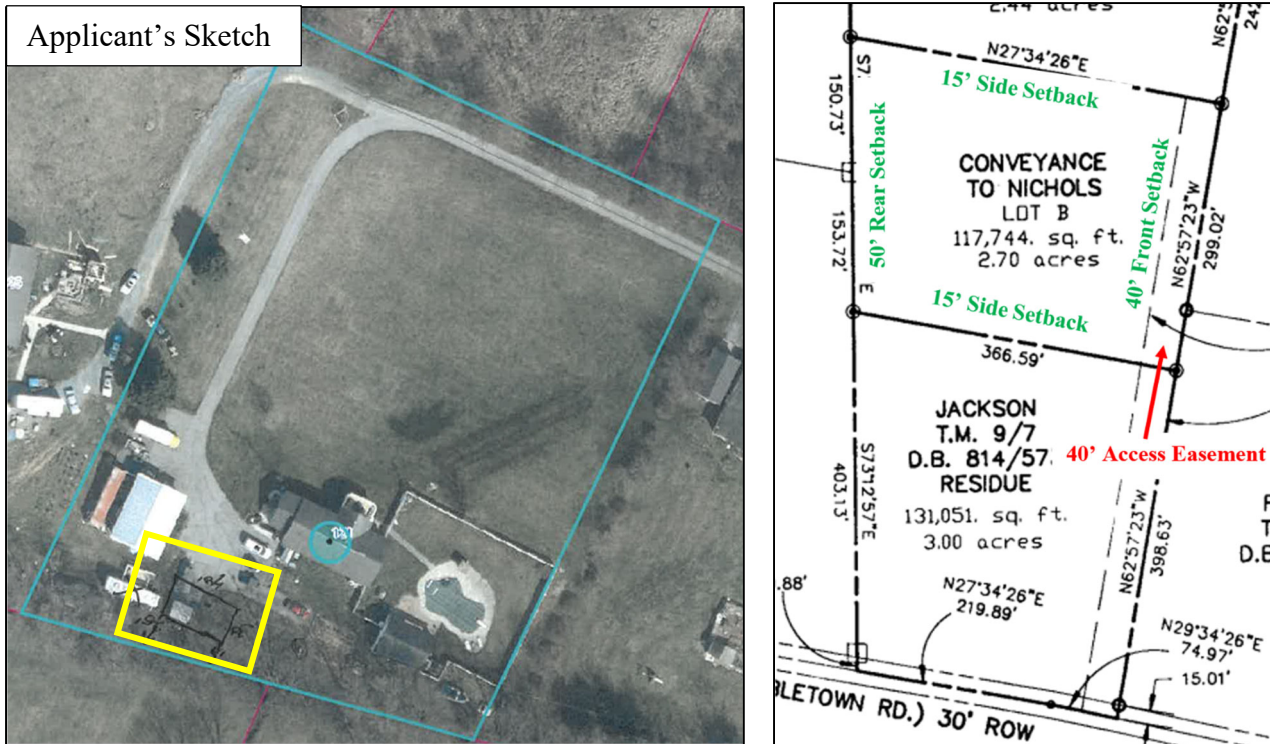
Staff Overview

The subject parcel is designated as Lot B of the Karen Nichols Family Transfer, which was recorded on January 25, 1996, in Deed Book 823, Page 227. The required setbacks for the subject lot are: 40' Front, 15' Side, and **50' 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.

The applicant is requesting a variance from Section 5.7.B to reduce the rear setback from 50' to 15' for the construction of a 40' x 30' accessory structure. The configuration of the parcel is such that the primary structure is situated to the rear of the lot. The applicant represents in the application that the adjoining property owners to the West and South have signed a statement of consent.

Staff Report
Jefferson County Board of Zoning Appeals
November 13, 2025
25-31-ZV Nichols Variance Request



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 changing 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
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 business may be operated from the accessory structure without further evaluation from the Office of Planning and Zoning.

Staff Report
 Jefferson County Board of Zoning Appeals
 November 13, 2025
25-31-ZV Nichols Variance Request

Section of Ordinance to be Considered:

SECTION 5.7 Rural District

(b) Minimum Lot Area, Lot Width and Yard Requirements

Minimum lot sizes, lot width, and yard requirements are as follows for principal permitted uses. For any residential use that complies with the Development Review System, the setbacks and lot shall be as outlined in Article 5.4(b).

	<u>Lot Area</u>	<u>Lot Width</u>	<u>Front Yard Depth</u>	<u>Side Yard Depth</u>	<u>Rear Yard Depth</u>
Dwellings	40,000 sq. ft.	100	40	15	50
Churches	2 acres	200	50	50	50
Schools, Grades K-4	10 acres +	500	100	100	100
Schools, Grades 5-8	20 acres +	500	100	100	100
Schools, Grades 9-12	30 acres +	500	100	100	100
Hospitals	10 acres	500	100	100	100
Other permitted uses	40,000 sq. ft.	100	40	50	50



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 #: 25-31-2V
 Mtg. Date: 11-13-25
 Fee Paid: \$ 150-

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Zoning Variance Application

Variations 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: Donald L Nichols Jr and Karen
 Business Name: _____
 Mailing Address: 121 Breezy Acres Ct., Charles Town, WV 25414
 Phone Number: 240-309-5420 Email: Stragalee@aol.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

Vacant Lot:

Physical Address: 121 Breezy Acres Ct., Charles Town, WV 25414
 Parcel ID: (Tax District / Map No. / Parcel No.) 06-Kabletown, 9 0007 0005 00002.70
 Parcel Size: 2.70 AC Deed Book: 00926 Page No: 00534

Zoning District (please check one)

- | | |
|---|---|
| <input 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 checked="" 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

RECEIVED

22
 SEP 09 2025 *gt*

Date Received:

JEFFERSON COUNTY PLANNING
 ZONING & ENGINEERING

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:

40' L x 30' DEEP

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

Front Setback

Side Setback

Rear Setback

Reduction from 50' to 15'

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.

SEE ATTACHMENT

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?

SEE ATTACHMENT

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

SEE ATTACHMENT

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

SEE ATTACHMENT

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.

Donald Lee Nichols 9-21-2023 Karen Wick 9/21/2025
Property Owner Signature Date Property Owner Signature Date

ANSWER TO QUESTION

- 1. Adjacent property to the south, up hill will benefit from privacy and have no concerns. The property to the west belongs to my daughter who's garden will benefit from any potential run off, and more than enough permeable ground is between the proposed structure and her reside.**
- 2. Seeking to place an accessory structure (garage) behind the house to preserve the front elevation aesthetics.**
- 3. Preserving the front elevation aesthetics is beneficial to my property as well as my daughters and has no negative impact on the south property.**
- 4. All affected properties agree the proposed improvement location is ideal.**

**Office of Planning and Zoning
116 East Washington Street, 2nd Floor
Charles Town, WV 25414**

May 27, 2025

To whom it may concern,

We have no issues with the proposed Structure (garage) to property located at 121 Breezy Acres Ct., Charles Town being the West and South to this property we have signed and dated this letter to show we don't have any problems with this proposal.

Signatures and Date

**Jason & Chasity Harich (West Side)
125 Breezy Acres Ct.
Charles Town, WV 25414**

Jason Harich 6/1/25
Chasity Harich

**Skinner (South Side)
2487 Myerstown Rd
Charles Town, WV 25414**

[Signature]
09/21/2025



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 November 13, 2025 Board of Zoning Appeals Meeting

Date of Memo: November 6, 2025

- 1) Next regular meeting scheduled for **Thursday, December 11, 2025**
 - Deadline for submission was Friday, November 7, 2025.
- 2) Zoning Certificate Activity Report – attached
- 3) Solar Text Amendment - Engineering is currently reviewing potential changes to the Subdivision & Land Development Regulations. A draft will be ready for the January 2026 Planning Commission meeting.



2026 MEETING SCHEDULE
JEFFERSON COUNTY BOARD OF ZONING APPEALS

Board of Zoning Appeals meetings are held in the County Commission Meeting Room located in the main level of the Jefferson County Government Complex (entrance on east side of the building)

New Address: 393 N. Lawrence Street in Charles Town, West Virginia at 2:00 p.m.

Scheduled Meetings

Thursday, January 22, 2026

Thursday, February 26, 2026

Thursday, March 26, 2026

Thursday, April 23, 2026

Thursday, May 28, 2026

Thursday, June 25, 2026

Thursday, July 23, 2026

Thursday, August 27, 2026

Thursday, September 24, 2026

Thursday, October 22, 2026

Thursday, November 12, 2026*

Thursday, December 10, 2026*

*Meeting dates have been modified in observance of the Thanksgiving and Christmas Holidays.

The required zoning variance request form signed by the legal property owner, supporting documentation and applicable fees must be submitted to the office by close of business on the Submission Deadline date in order for the request to be sufficiently review and noticed in the Spirit of Jefferson. For all other applications please contact the office for the Submission Deadline date.

Changes in the time or location of the meeting shall be noticed on the County's website at www.jeffersoncountywv.org. Note: if the President of the County Commission or the Chair of the Board of Zoning Appeals determines that weather conditions make travel unsafe for the public, County offices may close and/or the Board of Zoning Appeals meeting may be cancelled. Please check the County's website for possible meeting updates during inclement weather.

Agenda items that have been deferred due to a cancellation will be rescheduled. Per the Board's Rule of Procedure, no additional newspaper notice shall be given. All signs must remain posted on the respective properties until the rescheduled meeting date. Please call the office or check the County's website for the rescheduled meeting date.



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

November 2025
Zoning Certificate Activity Report

File # 25-39-ZC
Request: Modifications to an Existing Nonconforming Use - Telecommunications Tower
Property Owner: Summit Point Automotive Research Center, LLC
Tower Owner: American Tower Corporation / Attn: Joseph Blotner
Applicant: Smartlink Group / Attn: Chris Bireley
Parcel Information: 770 Hardesty Road, Summit Point, WV 25446
Parcel ID: 06001700030000; Size: 60.99 acres; Zoning District: Rural
Deed Book: 1321; Page: 261; Site Plan File: S10-07
Date of Issuance: 10/15/2025

File # 25-40-ZC
Request: New Signage – Hair Cuttery
Property Owner: B33 Jefferson Crossing, LLC / Attn: Alex Banchero
Applicant: SignGraphx / Attn: C.P. Leopold
Parcel Information: 71 Jefferson Crossing Way, Suite A, Charles Town, WV 25414
Parcel ID: 02000800240009 Size: 1.17 acres; Zoning District: Residential-Light
Industrial-Commercial; Deed Book: 1317; Page: 500; Site Plan File: 04-06
Date of Issuance: 10/28/2025

File # 25-42-ZC
Request: Short Term Rental
Property Owner: Michael and Melissa Pine
Applicant: River Haven, LLC
Parcel Information: Shannondale Subdivision, Section 4B, Lot #8
206 Rover Haven, Harpers Ferry, WV 25425
Parcel ID: 06008A00880000; Size: .63 acres;
Zoning District: Rural; Deed Book: 1344; Page: 179
Date of Issuance: 10/15/2025

File # 25-43-ZC
Request: Short Term Rental
Property Owner: Deb & Alex Properties / Attn: Alexander and Deborah Madison
Applicant: Shannondale Chalet
Parcel Information: Shannondale Subdivision, Section 30F, Lot #7-8
1030 Shannondale Road, Harpers Ferry, WV 25425
Parcel ID: 06006L00370000; Size: 1.44 acres;
Zoning District: Rural; Deed Book: 1334; Page: 436
Date of Issuance: 10/28/2025

File # 25-44-ZC
Request: Blue Ridge Apartments - Eight (8) Units - Nonconforming Use*
Property Owner: Jeanette Ramsey
Applicant: Blue Ridge Apartments
Parcel Information: Blue Ridge Acres Subdivision, Section RC1, Lots #39-42
847 Country Club Drive, Harpers Ferry, WV 25425
Parcel ID: 04012C00510000; Size: .83 acres;
Zoning District: Rural; Deed Book: 541; Page: 301
Date of Issuance: 10/22/2025

Zoning Certificate Activity Report

November 2025

Page 2 of 2

File # **25-45-ZC**
Request: Change in Use – Warehousing to Manufacturing
Property Owner: TEMA North America LLC / Attn: Nicola Busatta
Applicant: TEMA North America LLC / Attn: Jason Allamong
Parcel Information: Burr Business Park, 395 Steeley Way, Kearneysville, WV 25430
Parcel ID: 02000101200000; Size: 6.25 acres;
Zoning District: Industrial-Commercial; Property Ownership and Boundary Line
Adjustment (Deed Book: 1272; Page: 202); Site Plan Files: S18-01 & 21-7-SP;
Redline Revision Files: 23-7-RR & 24-2-RR;
Date of Issuance: 10/23/2025

File # **25-46-ZC**
Request: Modifications to an Existing Nonconforming Use - Telecommunications Tower
Property Owner: Victor Rushizky Et Al / Attn: Matthew Rushizky
Applicant: Smartlink Group / Attn: Samantha Streb
Parcel Information: 8428 Shepherdstown Pike, Shepherdstown, WV 25443
Parcel ID: 09000900040000; Size: 205.97 acres
Zoning District: Rural; Will Book: 35; Page: 677; Site Plan File #S97-4
Date of Issuance: 10/28/2025

File # **25-47-ZC**
Request: Modifications to an existing Telecommunications Tower (water tower)
Property Owner: West Virginia American Water Company
Applicant: Amentum / Attn: Tootie Hudgins
Parcel Information: 307 W. Burr Boulevard, Kearneysville, WV 25430
Parcel ID: 02000100950000; Size: .38 acres;
Zoning District: Industrial Commercial;
Deed Book: 1319; Page: 250; Plat Book: 12; Page: 21F
Date of Issuance: 10/28/2025

File # **25-48-ZC**
Request: Modifications to an existing Telecommunications Tower
Property Owner: T. Neill and Kenna Banks
Applicant: Amentum / Attn: Tootie Hudgins
Parcel Information: 3343 Shepherdstown Pike, Shenandoah Junction, WV 25442
Parcel ID: 09002300220000; Size: ~105 acres;
Zoning District: Rural; Deed Book: 1173; Page: 233;
PC File #01-39 (new telecommunications facility)
Date of Issuance: 10/28/2025

File # **25-50-ZC**
Request: New Signage – Buffalo Wild Wings GO
Property Owner: B33 Jefferson Crossing, LLC / Attn: Alex Banchemo
Applicant: Baer Sign Service LLC. / Attn: Mike McEntire
Parcel Information: 114 Flowing Springs Road, Charles Town, WV 25414
Parcel ID: 02000800240001 Size: .8 acres;
Zoning District: Residential-Light Industrial-Commercial;
Deed Book: 1238; Page: 324; Site Plan File: S96-03; 25-1-NSP (parking lot redesign)
Change in Tenant: 25-15-ZC
Date of Issuance: 10/28/2025
