



Jefferson County
Board of Zoning Appeals Agenda
Thursday, December 11, 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/83873934546>
Phone Option (Dial by Location): 301-715-8592 / Meeting ID: 838 7393 4546

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: November 13, 2025

Public Hearing – Administer Oath

Agenda Item #1 File #: 25-33-ZV and 25-34-ZV

The applicant is requesting a variance from the following Sections in order to install a drive through lane for a proposed Dunkin Donuts.

Request #1: Variance from Section 4.16 of the Zoning Ordinance (amended 07/25/1993) to reduce the front drive aisle and parking setback from 15' to 1.29' (25-33-ZV).

Request #2: Variance from Section 4.11 of the Zoning Ordinance (amended 07/25/1993) to eliminate the required landscaping along Flowing Springs Road (25-34-ZV).

Applicant: Capstone Realty III, LLC / attn.: Tilak Patel

Project Info: B33 Jefferson Crossing LLC / Attn: Alex Banchemo, Owner

112 Flowing Springs Rd, Charles Town, WV

Parcel ID: 02000800240001; Size: .8 acres;

Zoning District: Residential-Light Industrial-Commercial

Zoning Administrator Report

- a. Monthly Zoning Certificate Activity Report

Legal Update

- a. Discussion with possible deliberative session of the following pending lawsuits:
 1. Jefferson County Circuit Court Case #CC-19-2022-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: November 13, 2025

1. Variance from Section 5.7B. Owners: Donald and Karen Nichols. File #25-31-ZV.