

**Meeting Minutes**  
**Jefferson County Board of Zoning Appeals**

1 Meeting Date: November 13, 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: Dave Wiegand, Member; and, Keith Semler, Alternate; were present in  
6 person. Tyler Quynn, Chair; Mikala Shremshock, and Elliott Kletter;  
7 Alternate were in attendance via ZOOM.  
8 Board Members Absent: Matt McKinney, Vice Chair, was absent with notice.  
9 Staff Members Present: Andy Beall, Zoning Administrator; Steven Groh, Assistant Prosecuting  
10 Attorney; Jennilee Hartman, Zoning Clerk

11 Mr. Semler moved to call the meeting to order at 2:08 pm. Mr. Quynn called for a vote, which  
12 carried unanimously.

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

14 **Approval of Minutes: October 23, 2025**

15 Mr. Wiegand moved to approve the minutes. Mr. Quynn called for a vote, which carried  
16 unanimously.

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

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

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

21 Project Info: Donald and Karen Nichols, Owner  
22 121 Breezy Acres Ct. Charles Town, WV  
23 Parcel ID: 06000900070005; Size: 2.70 acres; Zoning District: Rural

24 Mr. Donald Nichols, owner, was present to represent the request.

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

26 Mr. Nichols explained the nature of the request to the Board.

27 Mr. Quynn opened the public comment portion of the hearing. No members of the public provided  
28 testimony. Mr. Quynn closed the public comment portion of the hearing.

29 Mr. Semler moved to approve variance request #25-31-ZV with the condition that the applicants are  
30 bound by their testimony. Mr. Wiegand seconded the motion. Mr. Quynn called for a vote, which  
31 carried unanimously.

32 **Legal Update**

33 a. Discussion with possible deliberative session of the following pending lawsuits:

34 1. Jefferson County Circuit Court Case #CC-19-2022-C-141 (RE: Rippon Solar Energy  
35 Facility / File 22-9-CUP) Rockwell v. JCBZA

36 2. Jefferson County Circuit Court Case # CC-19-2024-C-14 (RE: Jeremy Martin, Tiffany  
37 Martin and Earthworx General Contracting Services, LLC v. Jefferson County Board of  
38 Zoning Appeals

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

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

3 **Meeting: October 23, 2025**

4 1. Variance from Section 8.15.A(a). Owners: Matt and Laura Knott. File #25-29-ZV.

5 2. Variance from Section 3.2G. Applicant: Rippon Energy Facility, LLC. Owners:  
6 Clarence E Hough Et Al, View Mountain Farm LLC, and TCE Rippon Land Company  
7 LL. File #25-30-ZV.

8 No Findings were provided.

9 **Zoning Administrator Report**

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

11 1. Monthly Zoning Certificate Activity Report. The Report was included in the Agenda packet.

12 2. Approval of 2026 Board of Zoning Appeals Meeting Dates

13 Mr. Wiegand moved to approve the calendar as presented. Ms. Shremshock seconded the  
14 motion, which carried unanimously.

15 Mr. Wiegand moved to adjourn the meeting at 2:18 pm. Mr. Quynn called for a vote, which carried  
16 unanimously.