



JEFFERSON COUNTY, WEST VIRGINIA  
 Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
 116 East Washington Street, 2<sup>nd</sup> Floor  
 Charles Town, West Virginia 25414

File #: 26-6-ZV  
 Mtg. Date: 03/26/26  
 Fee Paid: \$ \$150

Email: [zoning@jeffersoncountywv.org](mailto: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: Elliot A Kletter  
 Business Name: Pine Run Ranch LLC  
 Mailing Address: 500 Febury Rd Kearneysville WV 25430  
 Phone Number: 304 582 9525 Email: [REDACTED]

**Applicant Contact Information**

Applicant Name: Elliot A Kletter Same as owner:   
 Business Name: Cedar Hill Storage LLC  
 Mailing Address: 500 Febury Rd Kearneysville WV 25430  
 Phone Number: 304 582 9525 Email: [REDACTED]

**Consultant Information**

Consultant Name: \_\_\_\_\_  
 Business Name: N/A  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Physical Property Details**

Physical Address: Face lot will have new address subdivided from: [REDACTED] Vacant Lot:   
 Parcel ID: (Tax District / Map No. / Parcel No.) middleway/M-2/3  
 Parcel Size: 116.02 Deed Book: 1302 Page No: 405

**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

Date Received: Received via email 02/20/26 (jth)

\*\*The email address has been redacted to protect the privacy of the applicant.

**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: on the west side of the property bordering the neighborhood I would like to keep the 75' set back but place the required privacy screening (reference M-53) within the 75' buffer, along with the natural native trees. Additionally rear and east sides to be reduced to 10' since they border my property.

If this request is for a setback variance, please check the following: Section 4.11 & Appendix B (jth)

Front Setback       Side Setback       Rear Setback      Reduction from 75' to 10'

**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.

The privacy screening on the west side of the project area will only add density for the neighboring homes. The rear and east side <sup>(south)</sup> setback variance reduction requests will not affect anyone.

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?

This request allows for maximum usable space within the 7-acre project area. The surrounding property is not owned by anyone else so these setbacks hinder space that is otherwise wasted.

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

This will maximize privacy screening, as well as usable space within the 7-acre project area.

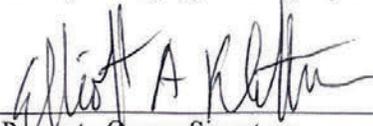
How will granting this variance allow the intent of the Zoning Ordinance to be observed and substantial justice done?

This is a unique request since all surrounding properties in this case are owned by the same owner.

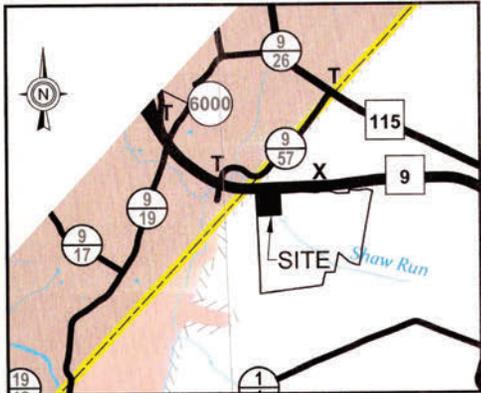
I authorize the Planning and Zoning staff to revise the application/sketch on my behalf. I understand that said revisions will be discussed with me prior to revising the application/sketch.

**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.

 2/17/2026  
Property Owner Signature      Date

Property Owner Signature      Date



VICINITY MAP SCALE: 1" = 2000'

AREA TABLE	
EXISTING PARCEL	± 116.1185 ACRES
LOT 1	± 7.0169 ACRES
RESIDUE	± 109.1016 ACRES



ALPHA ASSOCIATES, INC.  
535 W. KING STREET  
MARTINSBURG, WV 25401  
PHONE: 304-264-0051  
www.thinkALPHAfirst.com

JEFFERSON COUNTY - COMPLETE LIST OF WAIVERS/VARIANCES (TABLE 1.2-2)

ORDINANCE	SECTION OF ORDINANCE	DESCRIPTION OF WAIVER OR VARIANCE	DATE GRANTED
NONE REQUESTED		NONE	

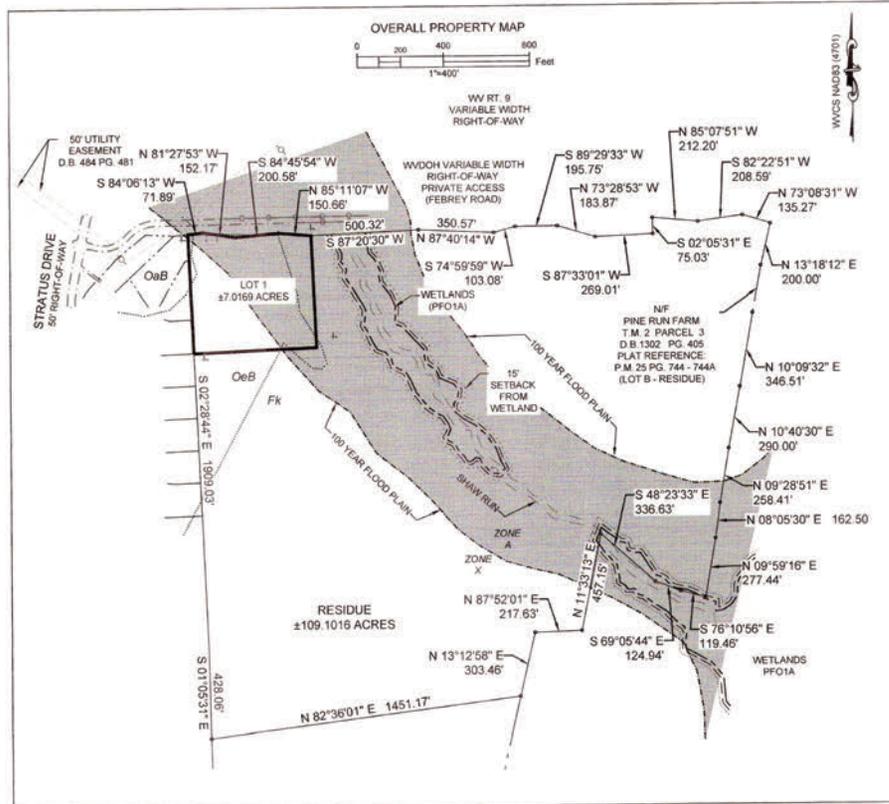
NOTES:

- THE INTENT OF THIS SUBDIVISION IS TO CREATE A 7.0169 ACRE LOT FOR COMMERCIAL USE. THE ENTIRE RESIDUE ±109.1016 ACRES HAS NOT BEEN SURVEYED WITH THIS PLAT.
- THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND MAY BE SUBJECT TO RECORDED OR UNRECORDED RIGHT-OF-WAYS, EASEMENTS, RESTRICTIONS OR EXEMPTIONS NOT SHOWN HEREON.
- THIS PARCEL IS LOCATED ON FEMA MAP # 54037C0136E, EFFECTIVE DATE 12/18/2009. THE AREA DESIGNATED IN ZONE "X" IS AN AREA DETERMINED TO BE OUTSIDE THE 0.2% CHANCE FLOODPLAIN ZONE "A", IS DETERMINED TO BE WITHIN THE 100-YEAR FLOOD ZONE.
- THIS PROPERTY IS LOCATED AT 500 FEBREY ROAD, KEARNEYVILLE, WV, 25430
- WEST VIRGINIA DOH PERMIT NO. 0X-X0X0-0X0X.
- THE PARENT PROPERTY IS ZONED: RURAL.
- THE SETBACKS ARE AS FOLLOWS:  
FRONT: 45' SIDE: 15' REAR: 50'
- MAX BUILDING HEIGHT = 45'
- THE MINIMUM LOT SIZE FOR A WELL & SEPTIC SYSTEM IS 20,000 SF.
- PUBLIC WATER ARE AVAILABLE FOR THESE PROPERTIES AND WILL BE PROVIDED BY BERKELEY COUNTY PUBLIC SERVICE WATER DISTRICT & BERKELEY COUNTRY PUBLIC SERVICE SEWER DISTRICT.
- THE SOILS SURVEY OF JEFFERSON COUNTY, WEST VIRGINIA INDICATES A SEASONAL HIGH WATER TABLE ON A PORTION OF THE PARCELS HEREON (SOILS: OaB, OaB, Fk) AND THEREFORE BASEMENT CONSTRUCTION IS NOT RECOMMENDED IN THOSE AREAS.

SOILS:

OaB - OAKLET SILT LOAM, 3 TO 8 PERCENT SLOPES, DEPTH TO WATER TABLE MORE THAN 80"  
OaB - OAKLET SILT LOAM, 3 TO 8 PERCENT SLOPES, VERY ROCKY, DEPTH TO WATER TABLE MORE THAN 80"  
Fk - FUNKSTOWN SILT LOAM, 0 TO 3 PERCENT SLOPES, DEPTH TO WATER TABLE MORE THAN 80"

- A BLANKET EASEMENT IS GRANTED TO THE APPROPRIATE PUBLIC UTILITIES IN ALL ROAD RIGHT-OF-WAY FOR CONSTRUCTION AND MAINTENANCE OF WATER AND SEWER LINES.
- ALL RESIDENTIAL AND NON-RESIDENTIAL BUILDING LOTS SHALL HAVE A STABILIZED CONSTRUCTION ENTRANCE INSTALLED PRIOR TO BEGINNING CONSTRUCTION ON THE LOT.
- NO STRUCTURES, FENCES, OR LANDSCAPING SHALL BE LOCATED IN THE EASEMENTS.
- FOR DRIVEWAYS THAT REQUIRE A CULVERT FOR DITCH DRAINAGE, THE MINIMUM CULVERT SIZE SHALL BE 15" IN DIAMETER.
- WETLANDS EXIST ON THE RESIDUE PARCEL AND ARE SHOWN HEREON PER THE NATIONAL WETLAND INVENTORY BY GRAPHIC PLOTTING ONLY. THERE IS A 30' BUFFER AROUND THESE WETLANDS. THERE SHALL BE NO DISTURBANCE OF WETLANDS OR BUFFER AREAS WITHOUT APPROVAL FROM USACE AND WVDEP.
- FEBREY ROAD IS A PART OF THE WVDON RT. 9 PROVIDES INGRESS/EGRESS TO 500 FEBREY ROAD AND HAS A VARIABLE WIDTH RIGHT OF WAY.



JEFFERSON COUNTY, WEST VIRGINIA

OFFICE OF PLANNING & ZONING DATE: \_\_\_\_\_

ACCEPTANCE STATEMENT:  
THE OWNER, IN SIGNING THIS PLAT, AGREES TO ABIDE BY ALL CONDITIONS, TERMS AND SPECIFICATIONS PROVIDED HEREON.

ELLIOT KLETTER DATE: \_\_\_\_\_

I, RICHARD A COLEBANK, A WEST VIRGINIA LICENSED PROFESSIONAL SURVEYOR, DO HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT THIS SEALED PLAT IS ACCURATE, COMPLETE AND REASONABLY MEETS OR EXCEEDS MINIMUM ACCEPTABLE SURVEYING STANDARDS AND THOSE STATE AND/OR COUNTY CODE PROVISIONS APPLICABLE ON THIS DATE. THE RELATIVE POSITIONAL ACCURACY OF THE SURVEY, BASED UPON GPS MEASUREMENTS, IS WITHIN ACCEPTED LIMITS. THIS SUBDIVISION COMPLIES WITH THE JEFFERSON COUNTY SUBDIVISION REGULATIONS, SECTION 1.4(7) FOR PERIMETER BOUNDARY CLOSURE OF 1:7500 OR BETTER.

*Richard A Colebank* 12.31.24  
RICHARD A COLEBANK, P.S. #1076 DATE: \_\_\_\_\_



PLAT OF MINOR SUBDIVISION

FOR  
PINE RUN RANCH, L.L.C.

MIDDLEWAY DISTRICT  
T.M. 2 PAR. 3 D.B. 1302 PG. 405  
JEFFERSON COUNTY, WEST VIRGINIA

OWNER/DEVELOPER:  
PINE RUN RANCH, LLC.

ADDRESS:  
273 EQUESTRIAN CIRCLE  
SHERANDOAH JUNCTION,  
WV 25442

PHONE: \_\_\_\_\_

ATTN:  
ELLIOT KLETTER

PROJ. NO.: 2408079 00  
DATE: 12/09/2024

SHEET NO.:

1 OF 2

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