



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 #: 26-2-CUP
 Mtg. Date: 3/26/26
 Fee Paid: \$ 375.

Email: zoning@jeffersoncountywv.org

Phone: (304) 728-3228

Application for a Conditional Use Permit

Project Name

SUTTLES LLC

Property Owner Information

Name: GREGORY SUTTLES JR
 Business Name: SUTTLES LLC
 Mailing Address: 786 BEST RD, HARPERS FERRY, WV 25425
 Phone Number: 904-208-1789 Email: [REDACTED]

Applicant Information

Name: GREGORY SUTTLES JR
 Business Name: SUTTLES LLC
 Mailing Address: 786 BEST RD, HARPERS FERRY, WV 25425
 Phone Number: 904-208-1789 Email: [REDACTED]

Consultant Information

Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details

Physical Address: 786 BEST RD
 Parcel ID: (Tax District / Map No. / Parcel No.) 04000300090002
 Parcel Size: 2.04 ACRES Project Size 1 ACRE Deed Book: 1276 Page No: 430

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) |

Provide the Land Use Designation (see Appendix C of the Zoning Ordinance).

CUSTOM MANUFACTURING / RETAIL SALES + SERVICES, GENERAL

For properties in the Rural Zoning District:

Is property located on a primary or secondary road?

Yes No * ACCESS TO DRIVEWAY FROM BEST RD, PROPERTY IS NOT LOCATED ON BEST RD.

Name of Road/Route Number: BEST RD

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

Provide a detailed description of the proposed business (include information such as hours of operation, anticipated employee and/or customer visits, etc. A site sketch is required to be included with the application, delineating existing and proposed structures and parking areas, proposed signs, proposed landscaping, etc.

SEE ATTACHED "PROPOSED LAND USE DESCRIPTION" AND MAP.

Provide a detailed response to the following questions to show how the proposed business complies with the criteria in Section 6.3 of the Zoning Ordinance. Feel free to attach a separate sheet with responses.

1. How is the proposed use compatible with the goals of the adopted Comprehensive Plan (Section 6.3A.1)?

SUTTLES WC is a small-scale, low-impact commercial use, located off of a secondary road, designed to preserve rural character, minimize traffic, noise and visual impacts, and operate by appt. only.

2. How is the proposed use compatible in intensity and scale with the existing and potential land uses on surrounding properties? How will the proposed project mitigate potential threat to public health, safety, and welfare (Section 6.3A.2)?

LOW-VOLUME, appt only w/ minimal traffic. Public health and safety risks are mitigated by limited hours, secure storage in compliance with all Federal and state regulations, as well as negligible noise or activity affecting neighboring properties.

3. Describe how the proposed site development will be designed such that the use will not hinder nor discourage the appropriate development and use of adjacent land and buildings (Section 6.3A.3).

The proposed use will utilize existing structures w/ no exterior alterations. The use will not discourage development of adjacent properties as it maintains the existing residential and rural character, adding no new conditions for noise or traffic.

4. Neighborhood character and surrounding property values shall be safeguarded by requiring implementation of the landscaping buffer requirements found in Appendix B and Section 4.11 of this Ordinance (Section 6.3A.4).

I am aware of the landscaping buffer requirements and will adhere to them.

I am aware of the landscaping buffer requirements; however, I may seek a variance to modify them.

5. Commercial and Industrial Uses shall be in conformance with Section 8.9 of the Zoning Ordinance.

I am aware of the standards outlined in Section 8.9 of the Zoning Ordinance and will be in compliance.

6. For properties in the Rural zoning district, roadway adequacy shall be assessed by the Comprehensive Plan's Highway Road Classification Map. If a rural parcel is not shown as commercial on the Future Land Use Guide or does not front on a primary or secondary road (as identified in the Comprehensive Plan), the applicant shall submit trip generation data, including Average Daily and Peak Hour trips, for the Board of Zoning Appeals to review in conjunction with the Highway Problem Areas Map when determining roadway adequacy for the proposed use (Section 6.3A.6).

Trip Generation Data Attached

Not Applicable

The information given is correct to the best of my knowledge. **Property Owner Signature Required.**

By signing this application, I grant permission for County staff to walk onto the subject property to take photos for the Board of Zoning Appeals staff reports.


Property Owner Signature

2/19/26
Date


Property Owner Signature

2/19/2026
Date

Proposed Land Use Description

Applicant / Business Owner:

Gregory Suttles

Business Name:

Suttles LLC

Business Address:

786 Best Road
Harpers Ferry, WV 25425

Description of Proposed Use

Suttles LLC will be owned and operated by Gregory Suttles at the above residential address. The business is proposed as a home-based operation and has been formed for the limited purposes of firearms leasing, custom gunsmithing services, and occasional Federal Firearms License (FFL) transfers.

All business activities will be conducted entirely within the existing residence. Business use will be confined to a single interior room, which will house all gun safes, secure storage, tools, and related business equipment. No other areas of the residence or property will be used for business purposes.

The primary use of the property will remain owner-occupied residential, with business activities conducted on a limited and incidental basis.

Traffic Characteristics

Current traffic to the property consists solely of normal residential activity, including the homeowner and resident occupants, as well as occasional mail delivery and county or utility service vehicles.

The proposed business use is not expected to materially alter traffic patterns. Logistics associated with the primary business activity (firearms leasing) will be handled exclusively by the owner using a personal vehicle. The only additional traffic generated by the business would be limited to occasional firearms transfers or gunsmithing deliveries, estimated at one to two deliveries per month at most.

No customer congregation, regular retail hours, or walk-in traffic is anticipated.

Additional Notes

- No exterior business signage will be installed unless expressly required by Jefferson County or another governing authority.
- No modifications to existing structures are proposed.
- No changes to landscaping, grading, vegetation, parking areas, or access points will be made.
- The residential appearance and character of the property will remain unchanged.

Trip Generation Data Estimate

Conditional Use Permit Application | Jefferson County, WV

Applicant / Property Information

Applicant / Business Owner	Gregory Suttles
Business Name	Suttles LLC
Property Address	786 Best Road, Harpers Ferry, WV 25425
Proposed Use	Home-based FFL – Firearms leasing, custom gunsmithing, and occasional FFL transfers
Zoning District	Rural
Road Frontage / Access	Best Road (rural secondary road)

Projected Trip Generation – Proposed Business Use

Trip Type	Frequency	Vehicle Trips (In + Out)	Estimated ADT Added
Owner travel for firearms leasing logistics	Owner's personal vehicle, existing trips	0 additional	0
FFL transfer customers / gunsmithing pickups	1–2 per month (by appointment only)	2 trips per visit (in/out)	< 0.1
Deliveries (UPS/FedEx/carrier)	1–2 per month	2 trips per delivery	< 0.1
Estimated Total Average Daily Trips (ADT) Added			< 1 trip/day



Access Point (to Best Rd)



Parking Area



Suttles LLC



786