



**Jefferson County**  
**Board of Zoning Appeals Agenda**  
**Thursday, March 26, 2026 at 2:00 p.m.**

Members  
Matthew McKinney, Chair  
David Wiegand, Vice Chair  
Mikala Shremshock, Secretary  
Tyler Quynn  
Elliott Kletter  
Keith Semler, Alternate

**Meeting Postponed to April 9, 2026 at 2:00 pm**

**Due to upcoming maintenance work in the County Commission Meeting Room, this meeting has been postponed until Thursday, April 9, 2026 at 2:00 pm. The meeting location and ZOOM information will remain the same. The public comment period for the items listed below has been extended to 5:00 pm on April 2, 2026.**

**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/83983712642>  
Phone Option (Dial by Location): 301-715-8592 / Meeting ID: 839 8371 2642

**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: February 26, 2026**

**Public Hearing – Administer Oath**

**Agenda Item #1      File #: 26-1-CUP and #26-6-ZV**

Request #1: Request for a Conditional Use Permit to establish a self-storage business that includes U-Haul, camper, boat rentals on 8 acres of a 116.02 acres parcel. The land use will include the construction of an office, multiple self-storage units, and a parking area for the storage of recreational vehicles, campers, and boats. The applicant anticipates operation 7-days a week. The site will also include an outdoor wash and dumping area and security fencing and cameras. The proposed land use designation as listed in Appendix C is *Storage, Commercial and Mobile Home, Boat, and Trailer Sales*. Signage shall conform with Article 10 of the Zoning Ordinance.

Request #2: Variance from Section 4.11 and Appendix B to allow a modified landscape buffer that includes existing vegetation in lieu of the required landscape buffer along the western property line; and, to allow a 10' wide unscreened buffer in lieu of the 75' distance requirement and the planted landscape buffer along the proposed eastern and southern property line.

Applicant: Elliott Kletter, Cedar Hill Storage, LLC

Parcel Info: Pine Run Ranch, LLC, property owner

500 Febrey Road, Kearneysville, WV 25430

Parcel ID: 07000200030000; Project Size: 8 acres; Parcel Size: 116.02 ac; Zoning District: Rural

---

**Agenda Item #2      File #: 26-2-CUP**

**Request:** Request for a Conditional Use Permit to establish a home-based federal firearms business that intends on leasing or selling firearms and provides custom gunsmithing services. The use will be conducted from the existing dwelling unit on an appointment basis. The applicant anticipates no more than five customer/delivery trips per month. No signs are proposed. The proposed land use designation as listed in Appendix C is *Custom Manufacturing and Retail Sales and Service, General*, as defined in Article 2.

**Applicant:** Suttles, LLC

**Parcel Info:** Gregory Suttles, property owner

786 Best Road, Harpers Ferry, WV 25425

Parcel ID: 04000300090002; Project Size: <1 acre; Parcel Size: 2.04 acres; Zoning District: Rural

---

**Agenda Item #2      File #: 26-7-ZV**

**Request:** Variance from Section 8.17B.1 to reduce the minimum required acreage to operate a campground from ten acres to 1.92 acres for the purpose of establishing a campground comprised of four campsites.

**Applicant:** River and Trail Outfitters, Inc / Attn: John Gonano

**Parcel Info:** Pamela Wagoner and Shannon Lepsic, property owners

199 Bloomery Rd., Charles Town, WV 25414

Parcel ID: 02001900190000; Parcel Size: 1.92 acres; Zoning District: Rural

---

**Discussion and Possible Action:** To amend the Rules of Procedure pertaining to public comment. Continuation from February 26, 2026 discussion.

**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-19-2025-P-174 (RE: Rippon Solar Energy Facility / File 25-30-ZC) Aitcheson v. JCBZA - Appeal
- b. Discussion with possible deliberative session and signing of draft Findings/Decisions.

**Meeting: February 26, 2026**

- 1. Request to extend the Global Environmental Conditional Use Permit. Owner: Global Environmental & Remediation LLC. File# 24-5-CUP.