

**AGENDA**  
**Jefferson County Board of Zoning Appeals**  
**Thursday, October 20, 2011, 3:00 p.m.**

1. Approval of the minutes from the September 15, 2011 meeting.
2. Variance request by property owner, Hawthorn Associates, LLC, c/o Harry F. Byrd III, from Section 4.10 of the Zoning and Land Development Ordinance to waive the requirement of a site plan for improvements associated with a Bed and Breakfast facility with up to 30 receptions per year. Property location: 629 Hawthorn Avenue, Summit Point, West Virginia. District: Kabletown; Map: 16; Parcel: 13; Size: 230.7 acres; Zoned: Rural; File: #ZV11-29.
3. Variance request by property owner, Richard T. Potter, from Section 9.7 of the Zoning and Land Development Ordinance, to reduce the side setback distance from 8' to 42" to allow for a 24' x 30' addition onto an existing house. Property location: 659 Jefferson Avenue; Charles Town, West Virginia. District: Charles Town; Map: 10B; Parcel: 21; Size: 7500 sq. ft.; Zoned: Residential-Growth; File: #ZV11-30.
4. Director's Report.
5. Legal Update.
6. Vote on written decisions from prior Board of Zoning Appeals meetings.
7. Correspondence.