



**Jefferson County**  
**Board of Zoning Appeals**  
**Thursday, December 10, 2015, 2:00 p.m.**

Members  
Tyler Quynn, Chair  
Jeffrey Bannon, Vice Chair  
Christy Huddle  
Matt Knott  
Ted Schiltz  
Jeff Bresee, Alternate  
Craig Foster, Alternate

The Jefferson County Board of Zoning Appeals will meet in the Charles Town Library Conference Room located at 200 East Washington Street, at the side entrance on Samuel Street, in Charles Town, West Virginia.

Unless otherwise noted, all requests are pursuant to the Zoning & Land Development Ordinance.

1. Approval of the minutes from the November 12, 2015 meeting.
2. Swearing in of members of the public intending to provide testimony.
3. An Appeal of the Acting Zoning Administrator's determination to enforce a 2013 Memorandum, which restricted shipping containers from being used as residential accessory structures. Appellant: Brian Billey. Location: Lot 1, William Parker Minor Subdivision, 46 Hinton Ridge Rd, Middleway. District: 07; Map: 27; Parcel: 4.1; Size: 2.38 ac; Zone: R; File: AP15-03.
4. **Withdrawn by applicant.** Variance from Section 10.4C to reduce the setback of 25' to 17' to replace the existing freestanding sign. Owner: United Methodist Church Trustees. Location: 289 Potomac Ave. Shenandoah Junction. District: 02; Map: 1A; Parcel: 62; Size: .21 ac; Zone: V; File: ZV15-28.
5. Variance from Section 9.7 and Appendix A to reduce the front setback on S. Church St. from 20' to 7' for a 12'x15' breezeway, a 25' x 28' attached garage with a 5' x 25' attached porch. Owner: Elena Mestre and Eric Hyman. Location: 110 Fairmont Ave. Shepherdstown. District: 09; Map: 8B; Parcel: 48; Size: .25 ac; Zone: RG; File: ZV15-29.
6. Director's Report.
  - a) Monthly Zoning Certificate Activity Report
7. Legal Update.
  - a) William Neufeld Pending Litigation CA #14-C-394
  - b) Shenandoah Air Conditioning & Heating Inc. Pending Litigation CA #15-P-73
  - c) Whistling Farms Bed & Breakfast Litigation CA # 15-C-209 (possible executive session)
8. Discussion with possible deliberative session and signing of draft findings/decisions.

Meeting Date: 10/22/15, 11/12/15 meetings. (*see agenda for full item description*)

  - a) The Middleway Volunteer Fire Company (MVFC) is requesting the following: (a) Request for a Special Exception for an outdoor advertising sign per Sec. 10.5. The sign will be located on a parcel adjacent to the MVFC (File: SE15-01); and, (b) Variance from Sec. 10.4G & App A to reduce the front setback from 40' to 25' for an outdoor advertising sign for MVFC and, (c) Variance from Sec. 9.6C to allow the sign in the required front yard (File ZV15-25). Property owner: M. Edwards, Sr.
  - b) Variance from Sec. 9.7 and App A to reduce the side setback from 15' to 10' for an addition to a single family residence. Owner: Brett and Anne Basham. File: ZV15-26.
  - c) Variance from Sec. 4.11A, 5.6D.1, and 5.8C.2, and App B to eliminate the required landscape buffer and the parking & drive aisle setbacks for the internal lot lines proposed on the Jefferson Business Park Associates, LLC Minor Subdivision PC File #15-18 (formerly Alex Chevrolet site). Owner: John Good, Manager, Jefferson Business Park Assoc. File: ZV15-27.