CITY OF CHARLES TOWN
BOARD OF ZONING APPEALS
AGENDA • JANUARY 21, 2026

BZA Meeting **COUNCIL CHAMBERS** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. DETERMINATION OF QUORUM

3. APPROVAL OF MINUTES

: DRAFT Minutes - November 18, 2025

4. APPROVAL OF FINDINGS OF FACTS AND CONCLUSIONS OF LAW

5. PUBLIC HEARINGS

: **BA2025-04** - 644 S. Samuel St. - Variance request
1. Staff Report.pdf
2. Application.pdf
3. Design.pdf
4. Narrative.pdf

6. CONTINUED CASES

7. OTHER BUSINESS

: Election of Officer - Board Chair

8. ADJOURNMENT

9. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php

Board of Zoning Appeals
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/21/26
Department: Board of Zoning Appeals
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT Minutes - November 18, 2025

ATTACHMENTS:

Board of Zoning Appeals
101 East Washington Street
Charles Town, WV 25414

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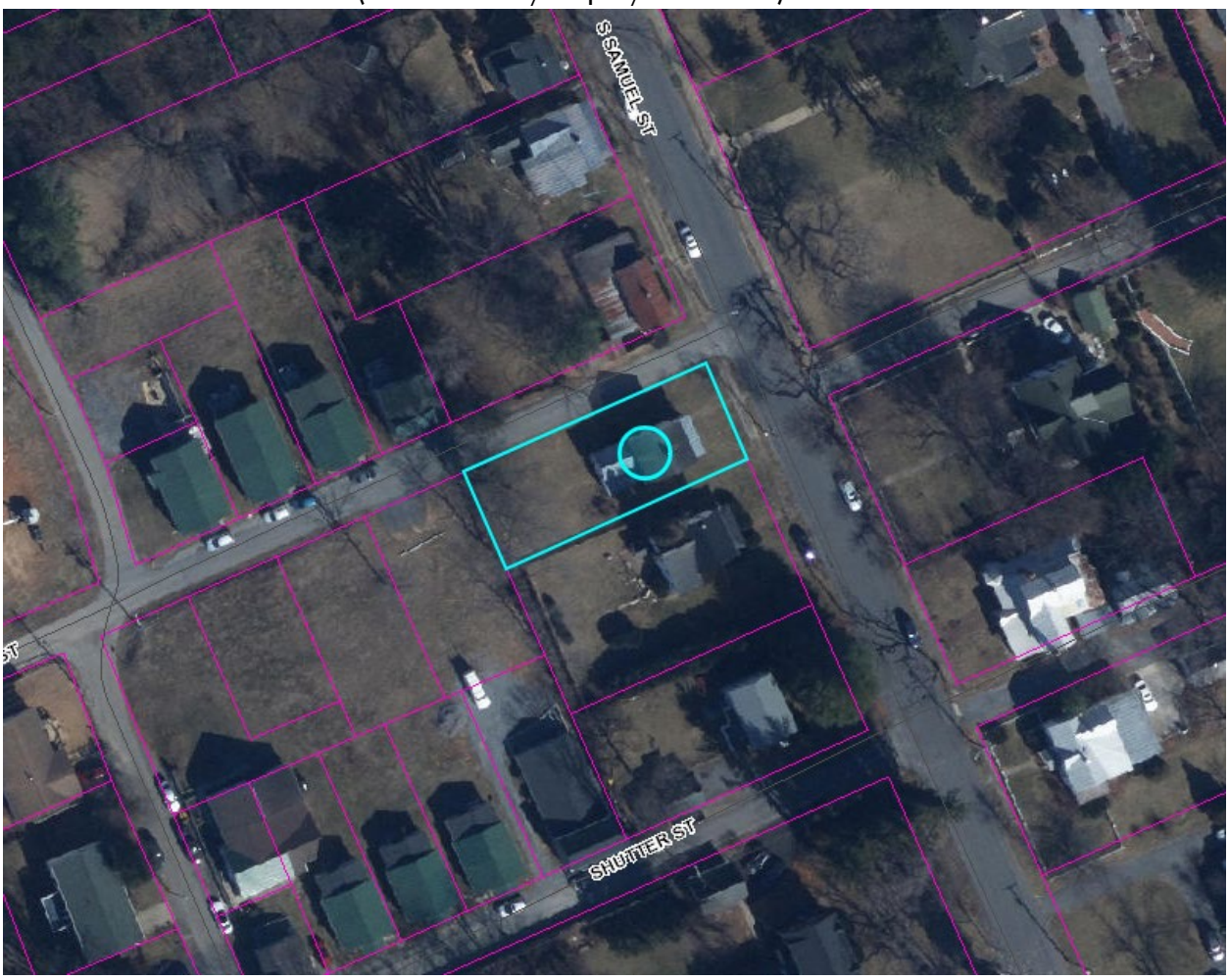
BA2025-04 - 644 S. Samuel St. - Variance request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Design.pdf
- 4. Narrative.pdf

Variance Request
BA-2025-04

Date: For the January 21, 2026 Board of Zoning Appeals meeting
Applicant: Mark Roper
Property Owner: Mark & Arthena Roper
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Location: 644 S. Samuel St. (Tax District 3/Map 6/ Parcel 46)



OVERVIEW
The applicant is requesting a variance from the rear yard setback requirements.

ZONING
This property and all adjacent properties are zoned Old Town Residential. The map on page 4 of this report illustrates the zoning districts of the surrounding properties.

OLD TOWN RESIDENTIAL ZONING DISTRICT

The Zoning Ordinance describes the Old Town Residential (OT-R) District as:

Purpose. The purpose of the OT-R District is to **recognize existing and older residential neighborhoods** within the City of Charles Town that are characterized as having **smaller Lots, smaller Setbacks,** traditional grid Street pattern and access by Street or alley. These provisions for the OT-R District are designed to **protect the character** of these residential neighborhoods while **permitting their maintenance and improvement.** These standards also seek to encourage **sensitively designed infill** in keeping with the existing character of the OT-R District.

To maintain the scale and design of Buildings currently existing in OT- R District, it is important the **scale and design** of **surrounding Buildings** be **taken into consideration when proposing** additions and **new Buildings**. The OT-R District also promotes interaction among activities located within the entire Old Town District area, which includes both the OT-R and Old Town Mixed Use Commercial District.

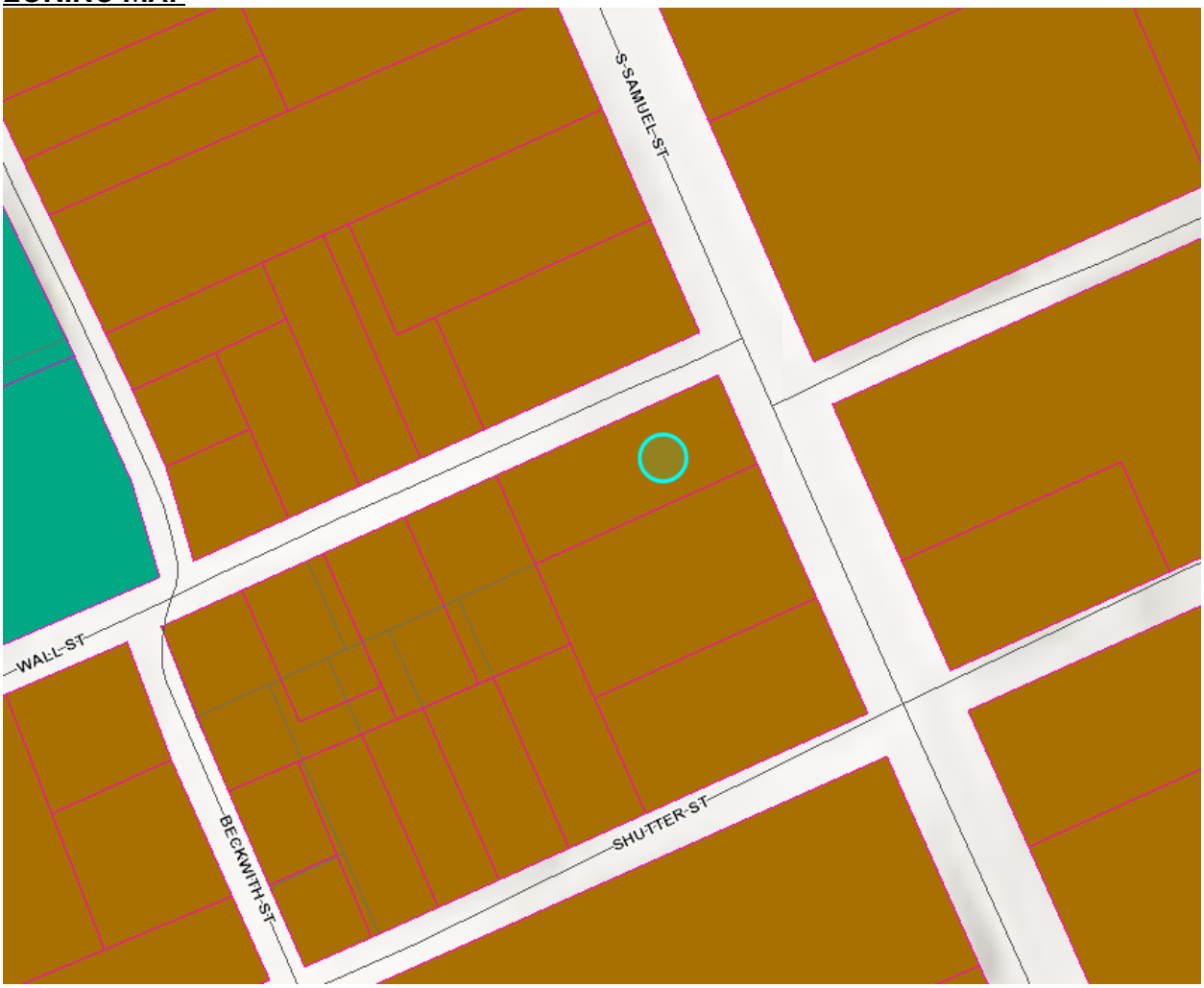
The purpose of such interaction is to further enhance business vitality, reduce vehicular traffic, increase access to and the use of transit services, provide employment opportunities for residents close to home, ensure the compatibility among and between residential and downtown Commercial Uses, and ensure the appearance and effects of Buildings and Uses are harmonious with the character of the area in which they are located by:

1. Preserving and restoring the overall character of the Zoning District;
2. Promoting a balance of land Uses;
3. Promoting the opportunity for people to work, interact, shop, dine, and utilize business and public services in the vicinity of their residences;
4. Promoting a positive pedestrian environment in the Zoning District;
5. Facilitating integrated physical design;
6. Promoting a high level of design quality; and
7. Facilitating development proposals responsive to current and future market conditions

Table 1322.11, OT-R District Bulk and Area Regulations

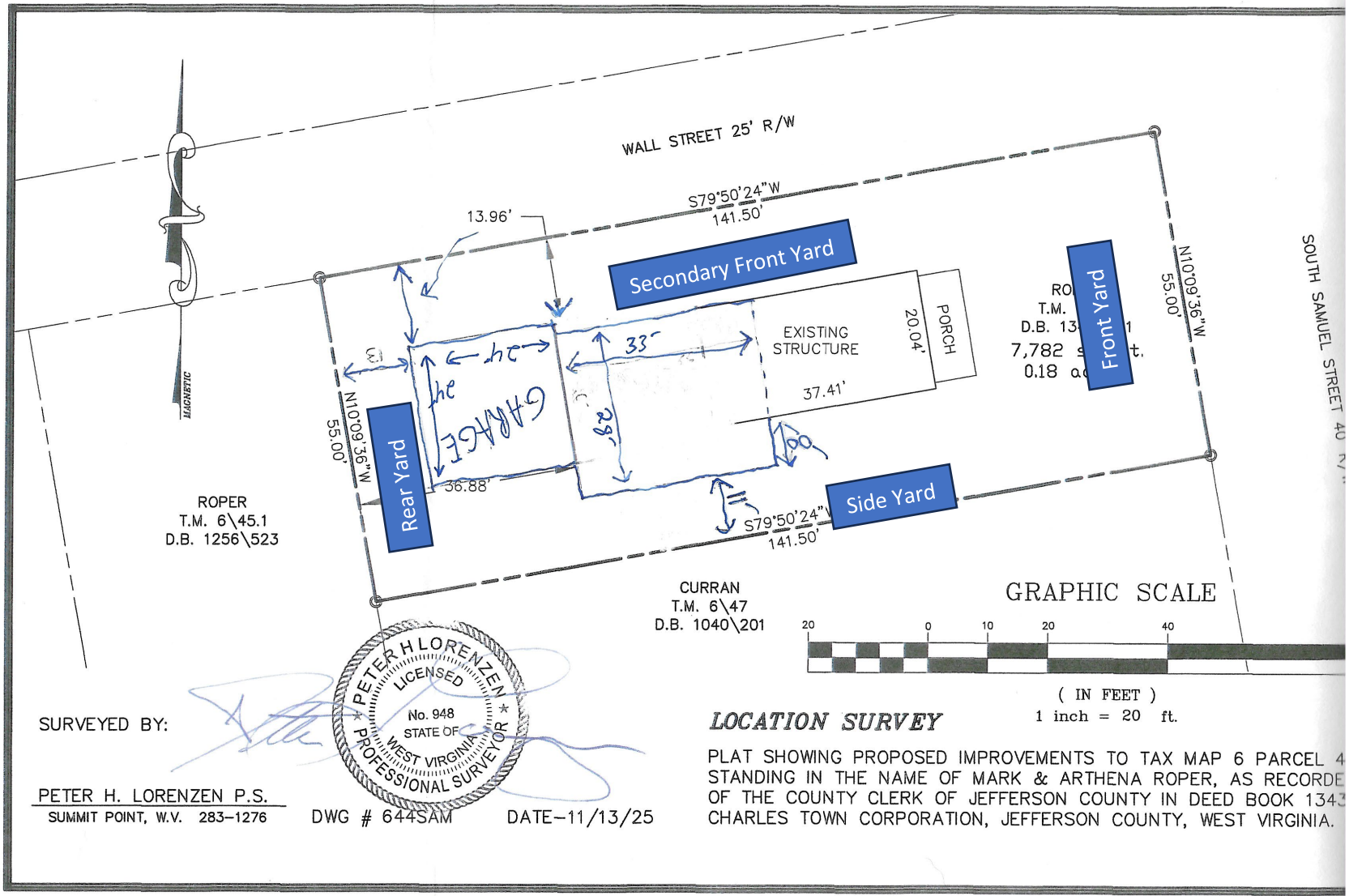
Maximum Density	
Minimum Lot Size	
Existing Lot of Record	No Minimum Lot Size
For Newly Created Lots the Following Standards Shall Apply:	
Single-Family Detached Dwelling	10,000 square feet
Duplex Dwelling	6,000 square feet
Multi-Family Dwelling	20,000 square feet
Townhouse Dwelling	2,000 square feet
Group Home	10,000 square feet
All Other	20,000 square feet
Minimum Lot Width	
Existing Lot of Record	No Minimum Lot Width[3]
Single-Family Detached Dwelling	70 feet
Two-Family Dwelling	80 feet
Duplex Dwelling	40 feet
Multi-Family Dwelling	100 feet
Townhouse Dwelling	18 feet
Group Home	70 feet
All Other	100 feet
Minimum Front Yard Setback	20 feet or Front Setbacks shall vary no more than 10% from the average Setbacks of the three Adjacent Properties to each side.[5]
Minimum Side Yard Setback	10 feet[1]
Minimum Rear Yard Setback	20 feet
Maximum Lot Coverage	70 percent
Minimum Building Height	Minimum = 24 feet or 1.5 stories
Maximum Building Height	35 feet (55 feet for Multi-Family)[2]
Maximum Stories	3 stories (4 stories for Multi-Family)

ZONING MAP



Key:
Brown – Old Town Residential
Green – Old Town Mixed Use Commercial

ISSUE
Required side setback is 20 ft, applicant is requesting a setback of 13 feet. This is seen on the design on the next page. The applicant seeks to build an addition to the existing house. The proposed width of the garage (24 ft) places it 13 ft. from the rear property line.


WALL STREET 25' R/W
S79°50'24"W
141.50'
13.96'
Secondary Front Yard
EXISTING STRUCTURE
20.04'
PORCH
37.41'
33'
28'
N10°09'36"W
55.00'
Rear Yard
36.88'
Front Yard
Side Yard
S79°50'24"W
141.50'
N10°09'36"W
55.00'
SOUTH SAMUEL STREET
MAGNETIC
ROPER
T.M. 6\45.1
D.B. 1256\523
CURRAN
T.M. 6\47
D.B. 1040\201
GRAPHIC SCALE
20 0 10 20 40
(IN FEET)
1 inch = 20 ft.
PETER H LORENZEN
LICENSED
No. 948
STATE OF
WEST VIRGINIA
PROFESSIONAL SURVEYOR
SURVEYED BY:
PETER H. LORENZEN P.S.
SUMMIT POINT, W.V. 283-1276
DWG # 644SAM
DATE-11/13/25
LOCATION SURVEY
PLAT SHOWING PROPOSED IMPROVEMENTS TO TAX MAP 6 PARCEL 4
STANDING IN THE NAME OF MARK & ARTHENA ROPER, AS RECORDE
OF THE COUNTY CLERK OF JEFFERSON COUNTY IN DEED BOOK 1343
CHARLES TOWN CORPORATION, JEFFERSON COUNTY, WEST VIRGINIA.

SITE PHOTOGRPAHS
Taken by Staff on January 6, 2026



View of the front of the property from S. Samuel St.



View of the front and side of the structure from S. Samuel St.



View of the already approved rear addition. Proposed garage to be built to the left of this foundation.

VARIANCES

A variance is a relaxation of the terms of the Zoning Ordinance where the Board of Zoning Appeals makes the findings specified in Zoning Ordinance Section 1321.11; a deviation from the minimum standards of the Zoning Ordinance and shall not involve permitting land Uses that are otherwise prohibited in the Zoning District nor shall it involve changing the Zoning District classification of a parcel of land. W.Va. Code Chapter 8A-7-11.

REVIEW CRITERIA

In order to issue a Variance, the Board must make the following written findings regarding the following:

A. *Will not adversely affect the public health, safety or welfare, or the rights of Adjacent Property Owners or residents;*

The reduction of the rear setback from 20 ft. to 13 ft. will not adversely affect the public health, safety or welfare, or the rights of Adjacent Property Owners or residents.

B. *Arises 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;*

There is no special condition or attribute of the property which necessitate a variance.

Per the applicant:

"The request for the variance arises from the layout of the existing home. As an older home that is getting a significant upgrade for modern living standards while trying to preserve some of the character of the home, there are trade-offs to be made. The current rear addition has probably had 2 or 3 distinct additions with no meaningful flow to the space. To make functional use of the space, the new addition is proposed to have a first-floor bedroom with a full bath and a separate laundry room that will incorporate the principles of first floor living to ensure that aging in place can occur for the owner and future owners. The kitchen will also be of a space that meets modern living accommodations.

To have a functionally useable space, in consideration of the existing home layout, the variance is requested. As noted above, if the garage were detached, no variance would be requested, but the garage could be located 5 feet to the property line, which is much less than the requested variance to a 12-foot setback. Further, a 3-car garage versus a 2-car garage could be built without exceeding the maximum lot coverage. A smaller 2 car-attached garage with a greater rear setback is more appropriate to this lot and neighborhood."

C. *Would eliminate an Unnecessary Hardship and permit a reasonable Use of the land;*

The use of the property for a single family detached home is allowed by-right. If the variance is denied, the garage would have to be no wider than 17 feet if kept attached to the house. This is enough width to fit a vehicle into the parking bay.

Per the applicant:

"*The variance would eliminate an unnecessary hardship and allow for reasonable use of the land. The unnecessary hardship is that the applicant could have a detached garage much closer to the property line than is proposed with a diminished quality in regard to the separation of surrounding structures to allow for light, air, and adequate access. By attaching the garage to the house, there is better utilization of the home space and greater separation from other structures surrounding this lot. Applicant is requesting the minimum setback as necessary*".

The proposed garage is 576 sq. ft. If built as a separate accessory structure the setbacks would be 5 ft. from the side and rear property lines. Applicant proposes a rear setback of 13 ft. rather than 20 ft.

D. *Will allow the intent of the Zoning Ordinance to be observed and substantial justice done.*

The intent of this district is to allow for sensitively designed infill that takes into consideration the surrounding buildings. The variance will allow for a reduced setback of 13 ft., whereas a detached garage could be as close as 5 ft. to a rear or side property line. There is no hardship that would prevent a detached garage on site, but the variance would grant a better design by providing more space from neighboring properties than what is allowed if the garage were detached.

CONCLUSION

The applicant is seeking the following variance:

	Required	**Proposed**	**Variance**
Minimum Side Yard Setback	20 ft.	13 ft.	7 ft.

RECOMMENDATION

Approval

644 S. Samuel

BZA Variance No. _____

Board of Zoning Appeals

Application for Variance

To assist staff in the review of a variance application to the Board of Zoning Appeals (BZA), the applicant must supply all of the information contained in this application form. This application must be signed by **all owners** of the real estate which is the subject of the application. The owners may designate one or more professional agents to represent them in the application process using the spaces provided on this form.

Incomplete applications will be subject to scheduling delay. Applicants are encouraged to meet with staff prior to filing. A public hearing will be scheduled within 45 days of the receipt of a completed application.

Approval of a variance by the BZA does not relieve the applicant from other requirements including, but not limited to, signs, building, zoning and use permits or site plans.

As part of this application, the following must be provided:

1. $150.00 Application Fee.
2. A plat or building location survey of the subject property drawn to scale (see requirements below on Page 3).
3. As applicable, Building Permit, Zoning Permit, and Sign Permit Applications. Site plans (where applicable) may be submitted after the BZA application has been approved at the public hearing.

It is the **applicant's responsibility** to make a good-faith effort to provide the Zoning Administrator, as applicable, with a current list containing the accurate names and mailing addresses of all interested parties. For purposes of this provision, "interested parties" shall mean Landowners of Adjacent Property. The applicant shall provide the addresses in order to comply with Section 1321.10.G of the Zoning Ordinance.

RECEIVED

DEC 03 2025

BY: VB

Legal Notices

The following shall occur at least 15 days prior to the Public Hearing: notice of the hearing shall be advertised by the Board of Zoning Appeals as a Class I legal advertisement in the local newspaper, posting of a sign upon the property, and letters to adjacent and confronting land owners within 100 feet of the subject property.

Definition of a Variance

A variance is a deviation from the minimum standards of the zoning ordinance and shall not involve permitting land uses that are otherwise prohibited in the zoning district nor shall it involve changing the zoning classifications of a parcel of land.

The Charles Town Zoning Ordinance

A relaxation of the terms of the Zoning Ordinance where the Board of Zoning Appeals makes the findings specified in Section 1321.11(E)(3); a deviation from the minimum standards of the Zoning Ordinance and shall not involve permitting land Uses that are otherwise prohibited in the Zoning District nor shall it involve changing the Zoning District classification of a parcel of land. W.Va. Code Chapter 8A-7-11.

The West Virginia State Code

Section 8A-7-11 of the Code of West Virginia further provides that:

The Board of Zoning Appeals shall grant a variance to the Zoning Ordinance if it finds that **all** of the following can be met and the variance:

1. Will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents;
2. Arises 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;
3. Would eliminate an unnecessary hardship and permit a reasonable use of the land; **and**
4. Will allow the intent of the zoning ordinance to be observed and substantial justice done.

BZA Variance No. _____

Plat Requirements

A plat or building location survey must contain the following information in order for the property to be thoroughly evaluated for conformance with all City Ordinances:

1. Plat must be drawn to scale.
2. Name of Engineer, Surveyor, or Architect who prepared plat.
3. Signature and Seal of Engineer, Surveyor, or Architect.
4. Date of plat and dates of any revisions.
5. Legend/Table on plat listing the following:
   a. Zoning of Subject Parcel
   b. Zoning of Subject Parcel
   c. Tax Map and Parcel Number
   d. Parcel Address
   e. Owner/Applicant's name and address
   f. Scale
6. North Arrow.
7. Parcel boundaries showing bearings and distances.
8. Size of parcel.
9. Location and dimensions of all existing and/or proposed buildings including accessory structures and additions.
10. Height and number of stories for all structures, if applicable.
11. Location of existing and/or proposed easements and well and septic where applicable.
12. Location of Floodplain where applicable.
13. Parking spaces/parking lots with calculations showing what is required and proposed, if applicable.
14. All setbacks in table format and drawn on the plat including what is required versus what is existing/proposed.
15. Landscaping as required in the Zoning Ordinance, if applicable.
16. Names of adjacent streets.
17. Tax Map/Parcel numbers and uses for all adjacent parcels, including those across the street/road.
18. List with any documentation of any previously approved variances, special exceptions, appeals, court decisions, conditions, proffers, or waivers granted for the subject property.
19. Any additional items deemed necessary by the Zoning Administrator.

BZA Variance No. _____

1. DATE December 1, 20 25

2. APPLICANT'S NAME* Mark Roper

   Address: 418 S. Samuel St. Charles Town, WV 25414

   Telephone Number (304) 671-5262 Fax Number ( )

   Email Address [redacted]

3. PROPERTY OWNER'S NAME See above.

   Address: _____

   Telephone Number ( ) Fax Number ( )

   Email Address _____

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

   Property Address: 644 S. Samuel St. Charles Town, WV 25414

   Tax Map # and Parcel(s): TD: 3 / Map: 6 / Pcl: 46

   Deed Book and Page #: 1343 / 421

   Property Area in Square Feet or Acres: 7,782 sq. ft.

5. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

   Single family residence. Zoned Old Town Residential

6. DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY: (Include the hours of operation and the activities to be conducted on the site. Be as specific about your proposed use as possible.)

   Retain as single family home.

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

BZA Variance No. _____

7. DESCRIPTION OF ANY PROPOSED WORK TO BE DONE TO THE PROPERTY: (i.e. – building additions, ADA compliance, etc.)

   See attached.

8. DESCRIPTION OF THE VARIANCE REQUEST:

   See attached.

9. LIST THE APPLICABLE SECTION(S) OF THE ZONING ORDINANCE FROM WHICH THE VARIANCE IS REQUESTED:

   See attached.

10. IS THIS REQUEST CONSISTENT WITH THE PURPOSE AND INTENT OF THE CITY OF CHARLES TOWN ZONING ORDINANCE? Why or why not?

    See attached.

11. IN YOUR OPINION, WOULD THE VARIANCE ADVERSELY AFFECT THE PULIC HEALTH, SAFETY OR WELFARE, OR THE RIGHTS OF ADJACENT PROPERTY OWNERS OR RESIDENTS?

    See attached.

See attached.

See attached.

See attached.

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16. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date
N/A			

17. INTERESTED PARTY ADDRESSES, FOR PUBLIC NOTICE (including across street) (Interested parties are defined as adjacent properties within 100 feet).

Owner	# and Street	City, State, Zip
See attached.		

BZA Variance No. _____

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1321 and relevant provisions of the Charles Town Zoning Ordinance outlining the City's Board of Zoning Appeals application and approval procedures.

Signature of Applicant

_____ Date 12-1-25

Signature of Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

Fee: $_____ Check No._____ Receipt No._____

BZA Hearing Date:_____ Decision:_____

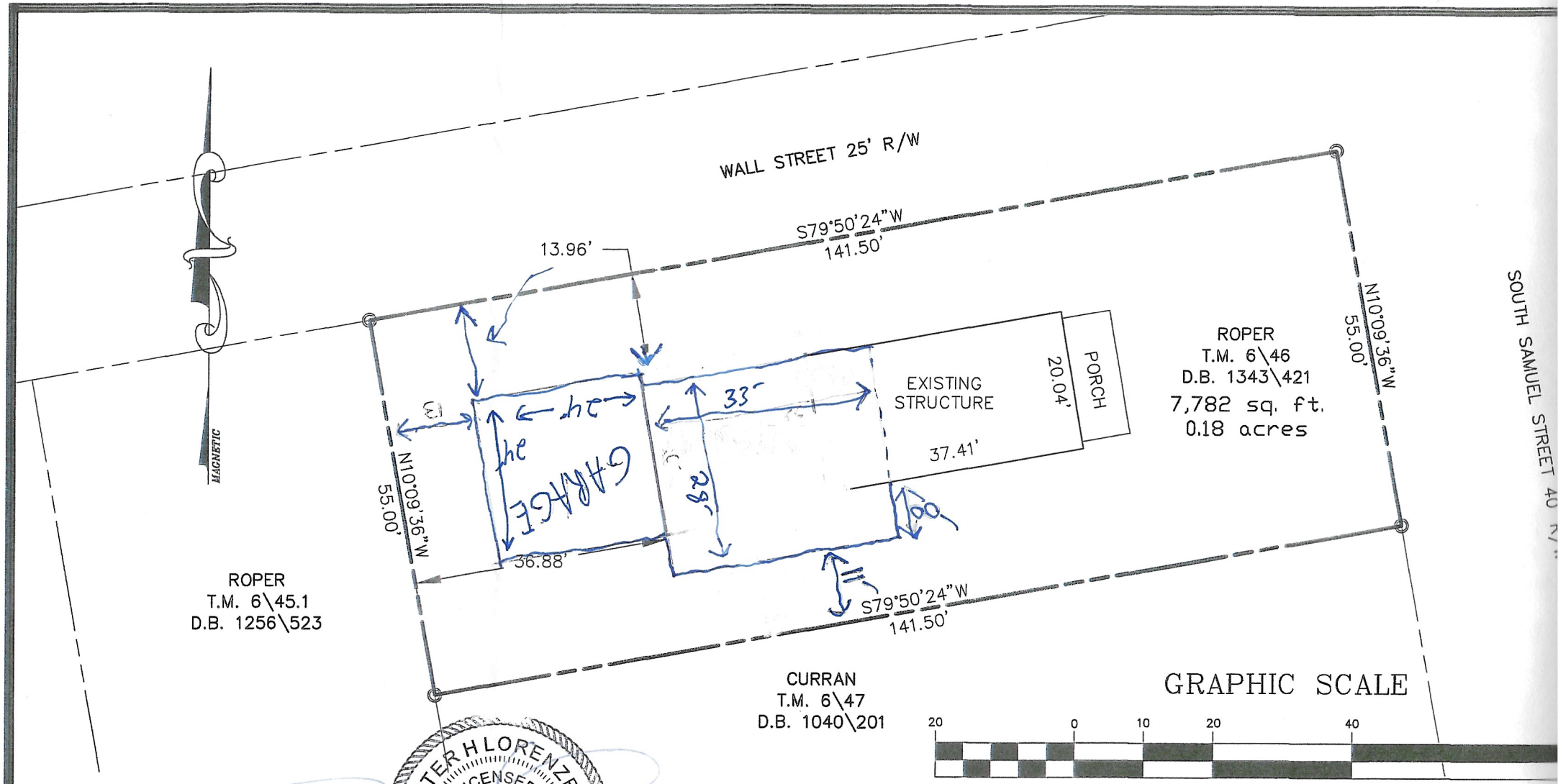
Comments:_____

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PETER H LORENZEN LICENSED No. 948 STATE OF WEST VIRGINIA PROFESSIONAL SURVEYOR

SURVEYED BY:

PETER H. LORENZEN P.S.
SUMMIT POINT, W.V. 283-1276

DWG # 644SAM

DATE-11/13/25

LOCATION SURVEY

PLAT SHOWING PROPOSED IMPROVEMENTS TO TAX MAP 6 PARCEL 4
STANDING IN THE NAME OF MARK & ARTHENA ROPER, AS RECORDE
OF THE COUNTY CLERK OF JEFFERSON COUNTY IN DEED BOOK 134
CHARLES TOWN CORPORATION, JEFFERSON COUNTY, WEST VIRGINIA.

644 S. Samuel St. – Variance Request

7. DESCRIPTION OF ANY PROPOSED WORK TO BE DONE TO THE PROPERTY:

Proposed activity is:

- Removal of an old existing rear addition and adding a new rear addition will be built with a first-floor primary suite with a full bathroom, kitchen, laundry room, and half bath.
- Attached to this addition will be a 24 x 24 garage.
- As proposed, the garage will step forward approximately 2 feet toward Wall Street from the existing house to provide some articulation on the house to not be a continuous flat appearance.
- See images below
- See attached plat.

Area in red to be removed.



General Rendering of proposed changes.



8. DESCRIPTION OF THE VARIANCE REQUEST:

- Applicant is requesting a setback variance to:
    - A 12 feet rear yard setback, which is a reduction of the required 20-foot rear yard setback for the Old Town Residential District.
- To the rear, towards the west, the garage will encroach into the rear setback.

9. LIST THE APPLICABLE SECTION(S) OF THE ZONING ORDINANCE FROM WHICH THE VARIANCE IS REQUESTED:

Standards found in Table 1322.11, OT-R District Bulk and Area Regulations, variance of the minimum rear yard setback of 20 feet.

10. IS THIS REQUEST CONSISTENT WITH THE PURPOSE AND INTENT OF THE CITY OF CHARLES TOWN ZONING ORDINANCE? Why or why not?

The purpose and intent of the zoning ordinance is to have reasonable separation of uses and activity.

As noted above, to the rear, the reduction is to 12 feet from 20 feet. Being that this is a corner lot, if the house were oriented towards Wall Street, the side yard to the west would only need to be 10 feet, which is less than the 12 feet the applicant is providing for the rear setback. Additionally, since this is a corner lot, there is sufficient access to the property in the event of fire or other need for access. The adjacent house to the west facing Wall Street is setback a minimum of 10 feet and is owned by this property owner, which also provides an adequate separation of space.

Further, this proposed addition on this lot has to meet current building code and the home to the rear was constructed within the last 6 months by the applicant and both structures have had to meet modern building codes that are designed to slow the spread of a fire if such an incident were to occur. In newer subdivisions, this is one of the principal reasons that setbacks can be 5 feet on each lot and in this case we have a minimum of 22 feet of spacing between structures.

The granting of the variances will maintain and achieve the purpose and intent of the Zoning Ordinance.

11. IN YOUR OPINION, WOULD THE VARIANCE ADVERSELY AFFECT THE PULIC HEALTH, SAFETY OR WELFARE, OR THE RIGHTS OF ADJACENT PROPERTY OWNERS OR RESIDENTS?

The variance will not impact the public health, safety, welfare and the rights of adjacent property owners and residents. Adequate space and access are still provided between the adjoining properties. The garage is a non-habitable one (1) story structure. A 12-foot setback to the rear or west will not create a situation where a habitable part of the home is closer to the adjacent structure than anticipated in the Zoning Ordinance. Also, this is not a large 2-story addition where residents could “gaze” into the yard of adjacent owners. Granting the waiver will have no net change or impact upon the adjacent property owners, citizens, and residents.

12. IN YOUR OPINION, EXPLAIN HOW THE VARIANCE REQUEST ARISES 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:

The proposed addition is only 13 feet longer than the current home. The proposed addition for the first-floor primary suite with a full bathroom, kitchen, laundry room, and half bath will all fit within the required rear setback. Attaching the 2-car garage does not fit within the setback.

However, if the applicant were to detach the garage from the home, the Charles Town Zoning Ordinance allows the following:

> *"All Accessory Uses and Structures between 144 square feet and 600 square feet in area shall not be located closer than five (5) feet to the side or rear Lot line. Where located along an alley line, the Accessory Use or Structure shall not be located closer than three (3) feet."*

The applicant could have a detached garage that is 5 feet off the property line. The applicant is requesting an attached garage with a 12-foot rear setback, which is nearly 2.5 times larger than that of a detached garage setback. Since the garage is attached it has to meet the principal setback of 20 ft.

The request for the variance arises from the layout of the existing home. As an older home that is getting a significant upgrade for modern living standards while trying to preserve some of the character of the home, there are trade-offs to be made. The current rear addition has probably had 2 or 3 distinct additions with no meaningful flow to the space. To make functional use of the space, the new addition is proposed to have a first-floor bedroom with a full bath and a separate laundry room that will incorporate the principles of first floor living to ensure that aging in place can occur for the owner and future owners. The kitchen will also be of a space that meets modern living accommodations.

To have a functionally useable space, in consideration of the existing home layout, the variance is requested. As noted above, if the garage were detached, no variance would be requested, but the garage could be located 5 feet to the property line, which is much less than the requested variance to a 12-foot setback. Further, a 3-car garage versus a 2-car garage could be built without exceeding the maximum lot coverage. A smaller 2 car-attached garage with a greater rear setback is more appropriate to this lot and neighborhood.

13. IN YOUR OPINION, HOW WOULD GRANTING THE VARIANCE ELIMINATE AN UNNECESSARY HARDSHIP AND PERMIT A REASONABLE USE OF THE LAND?

The variance would eliminate an unnecessary hardship and allow for reasonable use of the land. The unnecessary hardship is that the applicant could have a detached garage much closer to the property line than is proposed with a diminished quality in regard to the separation of surrounding structures to allow for light, air, and adequate access. By attaching the garage to the house, there is better utilization of the home space and greater separation from other structures surrounding this lot. Applicant is requesting the minimum setback as necessary.

14. IN YOUR OPINION, WOULD THE VARIANCE ALLOW THE INTENT OF THE ZONING ORDINANCE TO BE OBSERVED AND SUBSTANTIAL JUSTICE DONE?

Yes. Granting the variance would fulfill the intent of the Zoning Ordinance as detailed in the above narrative. Substantial justice would be achieved since the applicant is requesting a variance that is the minimum possible to make use of the lot.

17. **INTERESED PARTY ADDRESSES, FOR PUBLIC NOTICE**

Owner	# and Street	City, State, Zip
TRAINOR MARGUERITE	636S SAMUEL ST	CHARLES TOWN, WV 25414
CURRAN MARY ELLEN & THERESA A	704S SAMUEL ST	CHARLES TOWN, WV 25414
ANKERS EDWARD A JR - TR	6625 KEYSVILLE RD	KEYMAR, MD 21757
HUYETT JACK R - TR	703S GEORGE ST	CHARLES TOWN, WV 25414

Board of Zoning Appeals
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/21/26
Department: Board of Zoning Appeals
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Election of Officer - Board Chair

ATTACHMENTS: