CITY OF CHARLES TOWN
BOARD OF ZONING APPEALS
AGENDA • JULY 15, 2025

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

I. CALL TO ORDER

II. DETERMINATION OF QUORUM

III. APPROVAL OF MINUTES

III.1 : DRAFT May 20, 2025 Minutes
Draft Minutes.pdf

IV. APPROVAL OF FINDINGS OF FACTS AND CONCLUSIONS OF LAW

IV.1 : SE2025-01 : Somerset Blvd - Self-Storage Facility
SE2025-01 Findings of Fact.pdf

V. PUBLIC HEARINGS

V.1 : **BA2025:02** - 525 S. Samuel St. - Variance
1. Staff Report.pdf
2. Application.pdf
3. Layout.pdf
4. Design.pdf
5. Floor Plan.pdf

VI. CONTINUED CASES

VII. OTHER BUSINESS

VIII. ADJOURNMENT

IX. 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: 07/15/25
Department: Board of Zoning Appeals
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT May 20, 2025 Minutes

ATTACHMENTS:

- Draft Minutes.pdf

CITY OF CHARLES TOWN

BOARD OF ZONING APPEALS

MINUTES • MAY 20, 2025

BZA Meeting **COUNCIL CHAMBERS** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Locke Wysong, Chair
Christopher Cox
Jim Thomas
Anita Finkelstein

Staff: James Newman, Zoning Administrator
Stephanie Grove, Attorney
Wendy Schutz, Permit Technician, attended virtually

2. DETERMINATION OF QUORUM

3. APPROVAL OF MINUTES

3.1: Minutes – April 23, 2025

RESULT:	**Approved**
MOVER:	Cox
SECONDER:	Thomas
AYES:	Cox, Thomas, Finkelstein, Wysong

4. APPROVAL OF FINDINGS OF FACTS AND CONCLUSTIONS OF LAW

4.1: BA2025-01: 412 S Lawrence St.

Motion to approve the findings of facts and conclusions of law:

RESULT:	**Approved**
MOVER:	Cox
SECONDER:	Finkelstein
AYES:	Cox, Thomas, Finkelstein, Wysong

5. PUBLIC HEARINGS

5.1: SE2025-01: Somerset Boulevard – Self Storage Facility

Staff presentation

DRAFT

Applicant representative, Lane Tobin, Civil Environmental Consultants, was present and spoke. He stated the owner will be merging the two parcels into one as part of the site plan process.

There was some discussion amongst the Board members regarding the paint colors and buffering.

The Board also discussed the lighting requirements. Staff explained that lighting is covered during the site plan review process. There was discussion regarding the plantings for the barrier and making sure they take root. Staff explained plantings will be part of a site plan approval process and the bond will also take care of the plantings.

Mr. Michael Robert Stevens, adjacent property owner, spoke. He discussed the fill dirt that was placed there in the past. He stated that there has always been a water drainage issue in that area. He is mostly concerned with drainage, lighting, the 24-hour access and trash that will accumulate on the property.

Mr. Jefferey Lott, of Margaret Ct, stated his outbuilding is approximately 4' over the property line and he has been maintaining the property for a while. He was originally told that nothing was to be built on that parcel, so he wasn't concerned when the outbuilding was placed 4' over the property line. He also stated he is concerned about the lighting issue as well.

Applicant Lane Tobin then stated the lighting will comply with all zoning regulations and he further stated that there will be curbs that catch the runoff and go into a storm water pond. He then stated that he will put something in the plans regarding the buffers and maintenance of the vegetation.

Motion to enter deliberation at 7:22 pm

RESULT:	**Approved**
MOVER:	Cox
SECONDER:	Thomas
AYES:	Cox, Thomas, Finkelstein, Wysong

Motion to resume at 7:35 pm

RESULT:	**Approved**
MOVER:	Thomas
SECONDER:	Cox
AYES:	Cox, Thomas, Finkelstein, Wysong

Motion to approve SE2025-01 subject to conditions:

1. All structures will be painted to blend into the natural landscaping.

DRAFT

2. The buffer adjacent to residential uses shall be at least 20 ft in width, and shall have evergreen vegetation and a minimum 6ft tall opaque fence.

3. Shall be developed in substantial conformance with the associated sketch plan, subject to any required changes approved by the Planning Commission.

RESULT:	**Approved**
MOVER:	Cox
SECONDER:	Thomas
AYES:	Cox, Thomas, Finkelstein, Wysong

6. CONTINUED CASES

None.

7. OTHER BUSINESS

None.

8. ADJOURNMENT

Adjournment at 7:38 pm

RESULT:	**Approved**
MOVER:	Thomas
SECONDER:	Finkelstein
AYES:	Cox, Thomas, Finkelstein, Wysong

DRAFT

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

Meeting: 07/15/25
Department: Board of Zoning Appeals
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

SE2025-01 : Somerset Blvd - Self-Storage Facility

ATTACHMENTS:

- SE2025-01 Findings of Fact.pdf

BEFORE THE BOARD OF ZONING APPEALS
OF THE CITY OF CHARLES TOWN, WEST VIRGINIA

In re: Docket No. BA 2025-01 – Application for Special Exception by Somerset LLC

FINDINGS OF FACT, CONCLUSIONS OF LAW, & DECISION

This matter came before the Board of Zoning Appeals at its general meeting held on the 20th day of May, 2025, for public hearing upon the application for a special exception filed by Somerset LLC (hereinafter the "Applicant"). The subject real property is owned by the Applicant. Board members present were Chairman C. Locke Wysong, Jr., James Thomas, Jr., Christopher Cox, and Anita Finkelstein, being a quorum. Also present were the City's Zoning/Subdivision Administrator, James Newman, and the City's legal counsel, Stephanie Grove. Permit Technician Wendy Schutz attended virtually.

From a review of the record and confirmation by staff upon request, the Board found that proper notice was given of this hearing by publication and posting of the subject real property in accorddance with the Charles Town Zoning Ordinance.

The Applicant came before the Board requesting a Special Exception Use Permit pursuant to **Sections 1321.11 (D), 1322.09, and Table 1322.04 of the Zoning Ordinance** to allow a self-storage facility on the lots. The subject real property consists of a two parcels located in the Neighborhood Commercial (NC) District, designated as Tax Parcel COM 5 and 44 on Tax Map 16A in Charles Town Corporation having a street address of Somerset Boulevard.

The Board first heard the presentation of the City's Zoning/Subdivision Administrator, James Newman, who reviewed the contents of the written report of the City's staff, a copy of which is contained in the Agenda Packet for the meeting and made part of the record in this matter.

Mr. Newman explained the basis of staff's recommendation of approval with conditions, noting that the special exception that the Applicant seeks would allow for the placement of a self-storage facility on the lots, which use is permitted by special exception in the zoning district. Mr. Newman recommended approval with the condition that the Applicant paint all structure in earth tones to blend into the natural landscaping, that a buffer of at least 20 ft in width, comprised of evergreen vegetation and a minimum 6 ft tall opaque fence be placed adjacent to residential uses, and that the project be developed in substantial conformance with the associated sketch plan, subject to any required changes approved by the Planning Commission.

The Board had no questions for Mr. Newman.

The Applicant's representative, Lane Tobin of Civil Environmental Consultants, next was sworn and testified. Mr. Tobin indicated that the two parcels would be merged to one parcel during the site plan process. Additionally, Mr. Tobin indicated that the Applicant would comply with the buffering and landscaping requirements and provided some history on the zoning classification of the properties.

The Board then discussed the conditions related to the color of the buildings and buffering. Mr. Tobin indicated that he would need to discuss the earth tone requirements with the property owner.

The Board also discussed the lighting requirements. Mr. Newman explained that lighting is covered during the site plan review process, Board members expressed concerns about ensuring that the plantings for the barrier took root. Mr. Newman responded that the plantings will be included in the site plan approval process and would also be required to be covered by the project's bond with the City.

The Board next opened the hearing for public comment.

Mr. Michael Robert Stevens, an adjacent property owner, was sworn and testified. He

discussed the fill dirt that was placed on the property in the past. Mr. Stevens testified that there has always been a water drainage issue in that area and is mostly concerned with drainage, lighting, the 24-hour access and trash that will accumulate on the property.

Next, Mr. Jeffrey Lott, of Margaret Ct., was sworn and testified. He stated that his outbuilding is approximately four (4) feet over the property line and that he has been maintaining the property for a while. Mr. Lott testified that he was originally told that nothing was to be built on that parcel, and as a result, he wasn't concerned when the outbuilding was placed over the property line. Mr. Lott also indicated that he was concerned about the lighting but was generally not opposed to the project.

The Applicant's representative offered rebuttal testimony and indicated that the project's lighting will comply with all applicable zoning and planning regulations. He further testified that curbs will be placed to catch the runoff and divert it to the storm water pond. Finally, Mr. Tobin offered that that the Applicant would include measures concerning maintenance of the vegetative buffers in the plans submitted for Planning Commission approval.

Upon completion of the taking of testimony and argument, the Board closed the public hearing and adjourned into executive session for deliberation.

After completing its deliberation and returning to open session, by motion duly made by Board member Cox and seconded by Board member Thomas, the Board determined, by a vote of four (4) in favor and zero (0) opposed, that the application for Special Use Exception Permit for a self-storage facility be approved, subject to conditions.

FINDINGS OF FACT

The Board hereby finds as follows:

1. The proposed use will not materially endanger the public health or safety or

constitute a public nuisance if located where proposed and developed according to the plans and information submitted and approved. Storage units are generally a quiet use with a low traffic impact. The City requires buffers and has lighting standards to mitigate the visual impact of the development.

2. The Use will not substantially diminish the value of Adjacent Property. Adjacent uses are include billiards hall/restaurant to the north, landscape supply company to the east, residential units to the southeast and south, a home improvement store to west and a gas station to the northwest.

3. The location and character of the Use, if developed according to the plans and information approved, will be in harmony with proximate land Uses, and consistent with the purposes of the Zoning District. This proposed use is surrounded by a mix of residential and commercial uses, and with proper buffering and lighting standards, can fit in nicely with the neighborhood. The use is a low-impact, low traffic one, especially compared to the adjacent gas station and home improvement store uses.

4. The written report of Staff methodically details precise reasons why the Special Use Exception Permit should be granted in accord with the requirements of 1321.11(D)(3) of the Zoning Ordinance, which written report has been carefully reviewed and considered by the Board, and the Board hereby adopts such reasons in their entirety and incorporates the same herein.

CONCLUSIONS OF LAW

Based upon the foregoing findings and for the reasons stated herein and based upon staff's recommendations, testimony presented, information contained in the Agenda Packet, and the discussion on the record, the Board, by a vote of four (4) in favor and zero (0) opposed determines that the Applicant's requested Special Use Exception Permit satisfies the requirements

of Section 1321.11(D)(3) of the Zoning Ordinance and should be granted, subject to the following conditions: 1) All structures be painted to blend in with the natural landscaping; 2) the buffer adjacent to residential uses shall be at least twenty (20) feet in width and shall have evergreen vegetation and an opaque fence that is a minimum of six (6) feet in height; and 3) that the project shall be developed in substantial conformance with the associated sketch plan, subject to any required changes approved by the Planning Commission.

WHEREFORE, the Board hereby GRANTS WITH CONDITIONS the Special Use Exception Permit to allow for a self-storage facility on the lots identified as COM5 and 44 on Tax Map 16A in the Charles Town Corporation. This Decision is entered as of the date set forth below. Any person adversely affected by this Order may appeal same by Petition to the Circuit Court of Jefferson County within thirty (30) days of receipt hereof.

Entered

C. Locke Wysong, Jr., Chairman

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

Meeting: 07/15/25
Department: Board of Zoning Appeals
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

BA2025:02 - 525 S. Samuel St. - Variance

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Layout.pdf
- 4. Design.pdf
- 5. Floor Plan.pdf

Variance Request
BA2025-02

Date: For the July 15, 2025 Board of Zoning Appeals Meeting
Applicant: George Childs
Property Owner: George Childs
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Location: 525 S. Samuel St., Tax District 3/Map 3/Parcel 50



OVERVIEW

The applicant is requesting a variance from rear and side yard setbacks, in order to place a garage with second-floor living space.

ZONING

The property and all adjacent ones are zoned Old Town Residential.

OLD TOWN RESIDENTIAL ZONING DISTRICT

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

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)

DETAILS

The property is a 0.48 acre parcel with a single family detached house and a few outbuildings. The applicant proposes to build a two-car garage with living space above.

Proposed structure size:

Width: 28 ft.
Length (front to rear wall): 34 ft. --- Front porch length: 10 ft.
Area (without porch): 952 sq. ft.
Height: 28 ft.

PROPOSED LAYOUT



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 proposed variance will not adversely affect pubic health, safety, or welfare. It may be a visual nuisance to adjacent property owners given its scale and size; however, the architectural design utilizes materials commonly found in single-family home construction: vinyl siding, shingled roof, and a covered porch. It does not appear as a typical accessory structure, and is in keeping with the residential design of the neighborhood.

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 self-created hardship. It is common within the City to have garages fronting onto alleyways; in this case, the structure will have the garage doors face the alley while the front porch faces the adjacent neighbors at 527 S. Samuel St.

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

The applicant contends that the reduced setbacks will allow for a better flow of natural light into the rear of their home compared to having the garage placed within the required setbacks. The lack of a garage is not a hardship, nor is the lack of living space above said garage.

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

The purpose of the OT-R District is to

"recognize existing and older residential neighborhoods within the City … that are characterized as having smaller Lots, smaller Setbacks... These provisions for the OT-R District are designed to protect the character of these residential neighborhoods while permitting their maintenance and improvement… it is important the scale and design of surrounding Buildings be taken into consideration when proposing additions and new Buildings."

The proposed variance is in keeping with the residential character and allowing smaller setbacks.

CONCLUSION

The applicant is seeking the following variances:

	Required	Requested	Variance
Rear setback	20 ft.	10 ft.	10 ft.
Side Setback	10 ft.	5 ft.	5 ft.

RECOMMENDATION

Approval

BZA Variance No. _____

Board of Zoning Appeals

Application for a Variance

FEE: $410

1. SIGNATURES
   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.

2. MATERIALS
   A plat or building location survey of the subject property drawn to scale (see requirements below on Page 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.

3. PERMITS
   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.

4. PUBLIC HEARING
   A variance requires a public hearing to be held before the Board.

BZA Variance No. _____

Definition of a Variance

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.

Criteria

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.

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 June 18 2025
2. APPLICANT'S NAME* George Childs
   Address: 525 S Samuel St Charles Town
   Telephone Number (240) 418 9572
   Email Address Ccarolinechilds5@gmail.com
3. PROPERTY OWNER'S NAME George & Caroline Childs
   Address: 525 S. Samuel St. Charles Town WV 25414
   Telephone Number (240) 418 9572
   Email Address Ccarolinechilds5@gmail.com
4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)
   Property Address: 525 S. Samuel St. Charles Town WV 25414
   Tax Map # and Parcel(s): #3 0050 0000 0000
   Property Area in Square Feet or Acres: _____
5. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:
   There is an existing single family home on the property. Work to be complete in back yard
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.)
   Detached 2 car garage with upstairs living space

*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.)

Detached 2 car garage to include upstairs living space

8. DESCRIPTION OF THE VARIANCE REQUEST:

Requested variance to build 10 ft off of back property line (alley) and 5 ft off side of property line.

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

2018

10. DECRIBE HOW THE REQUEST IS CONSISTENT WITH THE PURPOSE AND INTENT OF THE CITY OF CHARLES TOWN ZONING ORDINANCE:

This is a request to build closer to property boundary line. 10 ft from rear of property and 5 ft from side.

11. WOULD THE VARIANCE ADVERSELY AFFECT THE PUBLIC HEALTH, SAFETY OR WELFARE, OR THE RIGHTS OF ADJACENT PROPERTY OWNERS OR RESIDENTS?

We have spoken with neighbors on shared alley to confirm request will not have adverse affect and is consistent with existing properties on 500 block.

BZA Variance No. _____

12. 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:

Existing rear entry garages on shared ally often touch property line. We request 10ft setback from rear and 5ft from side. Side will have parking pad awning.

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

We request the variance to provide more distance from existing structure and proposed unit to preserve natural light entering rear of existing structure.

14. HOW WOULD THE VARIANCE ALLOW THE INTENT OF THE ZONING ORDINANCE TO BE OBSERVED AND SUBSTANTIAL JUSTICE DONE?

This request should have no negative impact due to shared alley easement and parking pad with south neighbors.

15. HAS THE PROPERTY BEEN THE SUBJECT OF ANY COURT ACTION?

☑ No

☐ Yes (Please specify nature of all proceedings and current status and attach any documents showing court decisions, etc.)

BZA Variance No. _____

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
25-437	garage	pending	

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 6-18-2025

Signature of Owner(s) (If different than Applicant) _____ Date 6-18-2025

Please submit an original completed application to the following:

At City Hall:

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

Or

Via Mail:

Zoning Administrator
City of Charles Town
PO BOX 14
Charles Town, WV 25414

BZA Variance No. _____

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

BZA Hearing Date:_____ Decision:_____

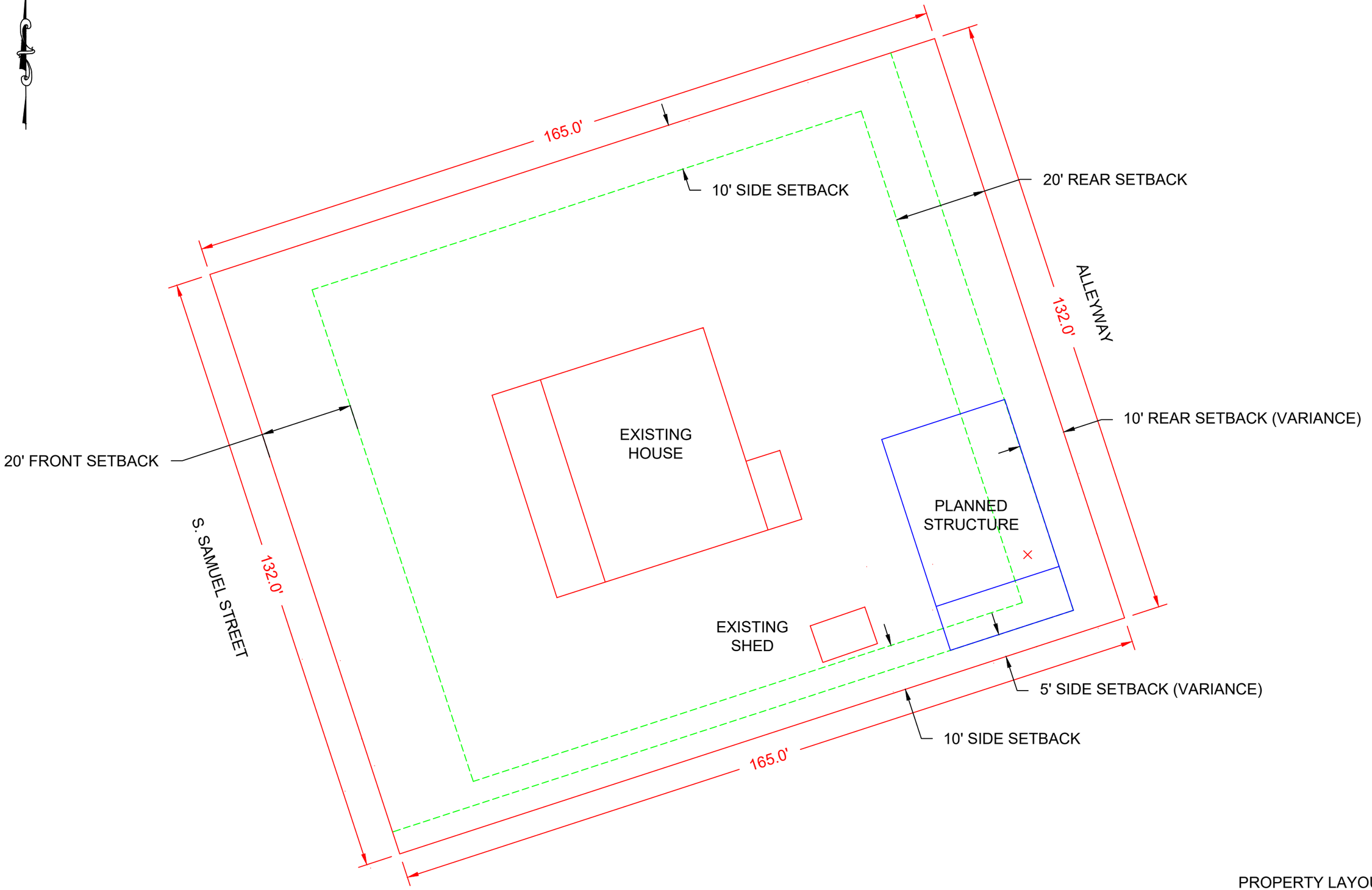
Comments:_____

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PROPERTY LAYOUT

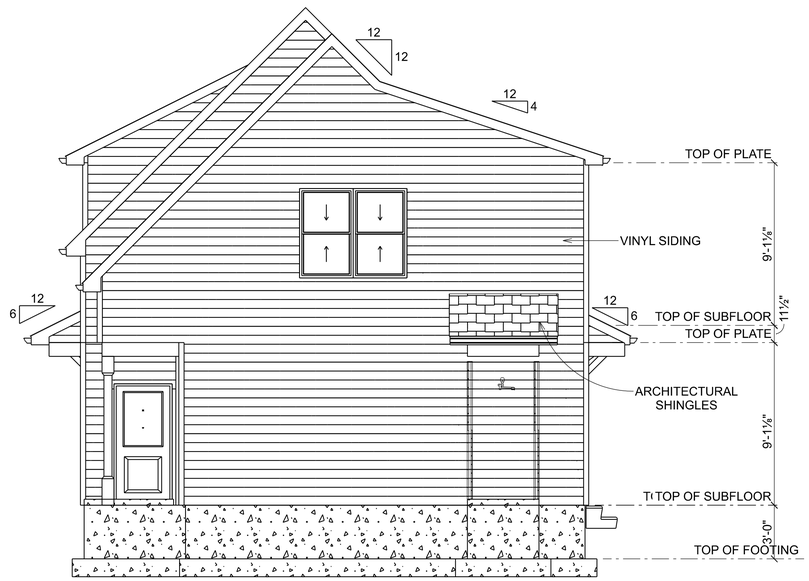
525 S. SAMUEL STREET
CHARLES TOWN, WV 25414



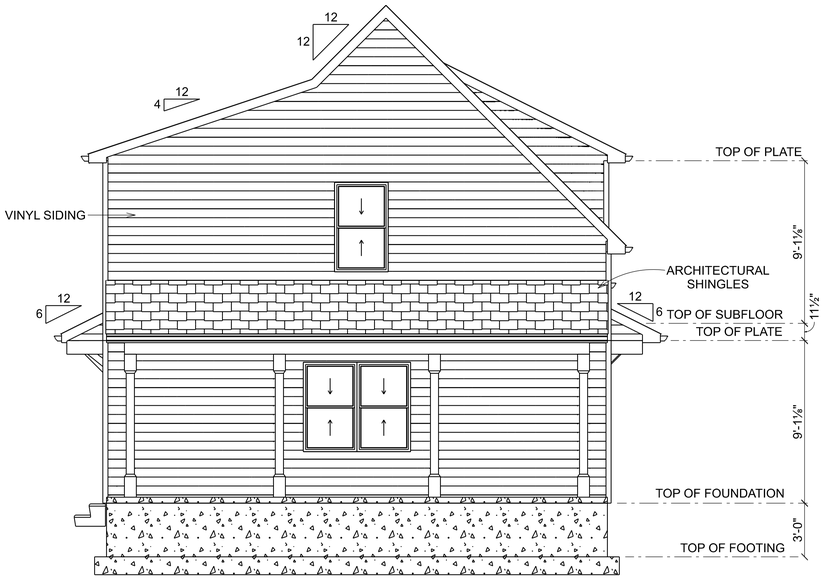
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SCALE: 1/4" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"

MICHAEL W. LUBINSKY
REGISTERED
25910
STATE OF
WEST VIRGINIA
PROFESSIONAL ENGINEER
6.10.25

PAGE: 1/6

ENGINEER: Michael W. Lubinsky, P.E.
P.E. # 25910

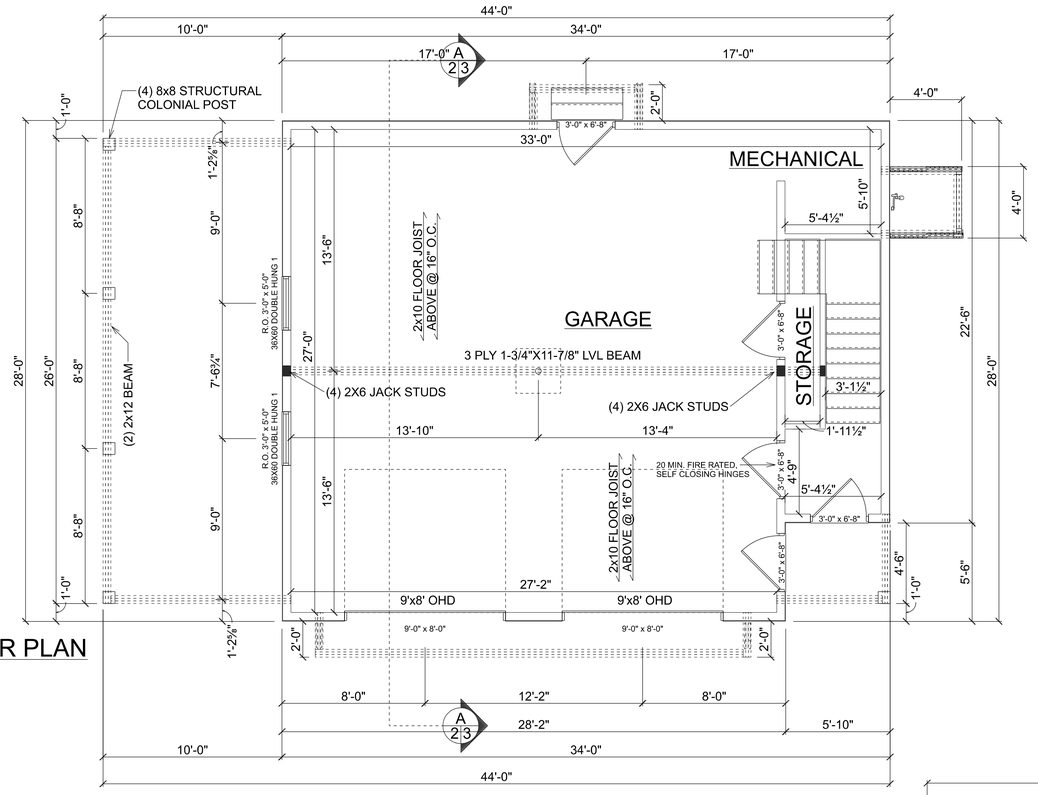
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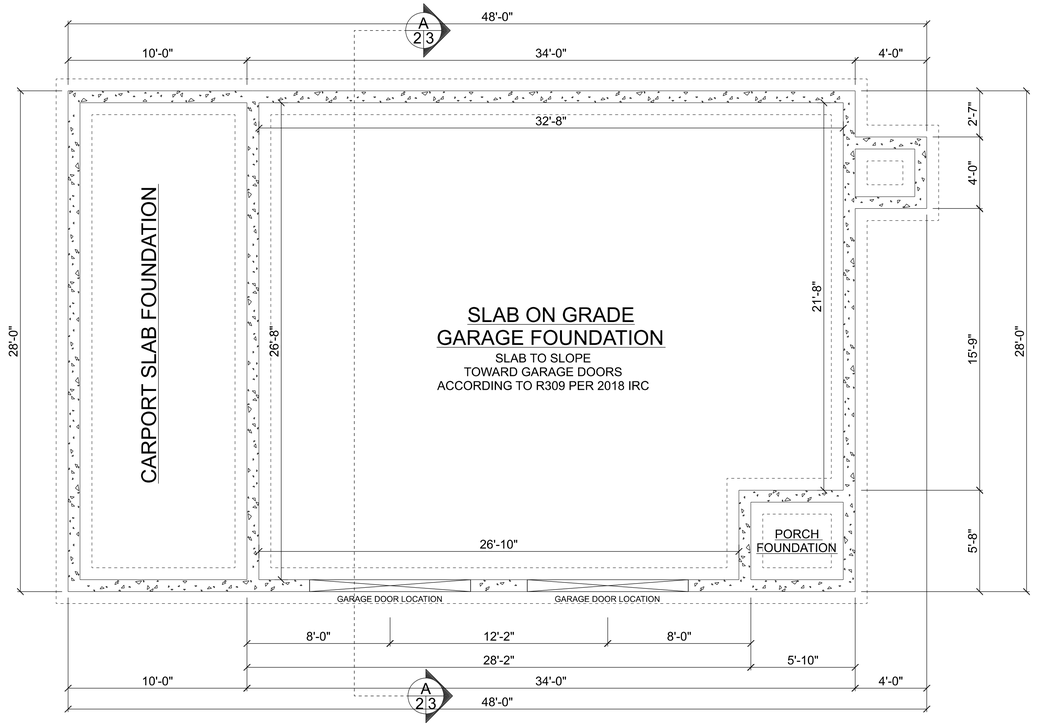
Rockdale Drafting, LLC
516 Cleveland Avenue, Suite 2B
Phone: (717)504-9953
Mobile/Text: (717)809-0828
barry@rockdaledrafting.com
www.rockdaledrafting.com

ROCKDALE DRAFTING LLC

GEORGE & CAROLINE CHILDS
525 SOUTH SAMUEL ST.
CHARLESTOWN
WV
25414
PHONE: 240-418-9572
FAX:
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FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"



FOUNDATION PLAN
SCALE: 1/4" = 1'-0"



SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

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STATE OF
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6.10.25

PAGE: 2/6

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