# CITY OF CHARLES TOWN

**BOARD OF ZONING APPEALS**
**AGENDA • NOVEMBER 17, 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**

3.1 : DRAFT September 15, 2026 Minutes
Minutes.pdf

**4. APPROVAL OF FINDINGS OF FACTS AND CONCLUSIONS OF LAW**

**5. PUBLIC HEARINGS**

**6. CONTINUED CASES**

**7. OTHER BUSINESS**

7.1 : 2027 Meeting Calendar
2027-Board-of-Zoning-Appeals-DRAFT.pdf

**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: 11/17/26
Department: Board of Zoning Appeals
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## DRAFT September 15, 2026 Minutes

**ATTACHMENTS:**

- Minutes.pdf

# CITY OF CHARLES TOWN

**BOARD OF ZONING APPEALS**

**MINUTES • September 15, 2026**

**BZA Meeting** **COUNCIL CHAMBERS** **7:05 PM**

101 East Washington Street, Charles Town, WV 25414

## 1. CALL TO ORDER

**Present:** Locke Wysong
Christopher Cox – attended virtually
Anita Finkelstein

Jim Thomas - absent

**Staff:** James Newman, Zoning Administrator

## 2. DETERMINATION OF QUORUM

## 3. APPROVAL OF MINUTES

3.1: **DRAFT** Minutes – June 16th, 2026

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Cox |
| **SECONDER:** | Finkelstein |
| **AYES:** | Cox, Finkelstein, Wysong |

## 4. APPROVAL OF FINDINGS OF FACTS AND CONCLUSTIONS OF LAW

4.1: **BA2026-01** –Wall Street Lots - Variance

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Finkelstein |
| **SECONDER:** | Cox |
| **AYES:** | Cox, Finkelstein, Wysong |

4:2: **BA2026-02** – Federal Way - Variance

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Finklestein |
| **SECONDER:** | Cox |
| **AYES:** | Cox, Finkelstein, Wysong |

## 5. PUBLIC HEARINGS

None.

DRAFT

**6. CONTINUED CASES**

None.

**7. OTHER BUSINESS**

None.

**8. ADJOURNMENT**

Adjournment at 7:07 pm

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Finklestein |
| **SECONDER:** | Cox |
| **AYES:** | Cox, Finkelstein, Wysong |

DRAFT

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

Meeting: 11/17/26
Department: Board of Zoning Appeals
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2027 Meeting Calendar

**ATTACHMENTS:**

- 2027-Board-of-Zoning-Appeals-DRAFT.pdf

# CITY OF CHARLES TOWN

Department of Community Development
Division of Planning & Zoning

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us


## 2026 MEETING SCHEDULE OF THE CITY OF CHARLES TOWN BOARD OF ZONING APPEALS

Meetings are held in the Council Chambers at City Hall, at 101 East Washington Street, at 7pm., on the 3rd Tuesday of every month unless otherwise specified.

| **Scheduled Meetings** | **Submission Deadline** |
|---|---|
| Tuesday January 19, 2027 | Tuesday, December 1, 2026 |
| *Wednesday, February 17, 2027* | Monday, January 4, 2027 |
| **Tuesday, March 16, 2027** | Monday, February 1, 2027 |
| Tuesday, April 20, 2027 | Monday, March 1, 2027 |
| Tuesday, May 18, 2027 | Thursday, April 1, 2027 |
| **Tuesday, June 15, 2027** | Monday, May 3, 2027 |
| Tuesday, July 20, 2027 | Tuesday, June 1, 2027 |
| Tuesday, August 17, 2027 | Thursday, July 1, 2027 |
| **Tuesday, September 21, 2027** | Monday, August 2, 2027 |
| Tuesday, October 19, 2027 | Wednesday, September 1, 2027 |
| Tuesday, November 16, 2027 | Friday, October 1, 2027 |
| **Tuesday, December 21, 2027** | Monday, November 1, 2027 |
| Tuesday, January 18, 2028 | Wednesday, December 1, 2027 |

**Bold dates** - These are the BZA's minimum quarterly meeting dates. If additional business is required to be conducted, the other dates are available.

*Italicized* date - Indicates this meeting is not on the regularly scheduled meeting date.

Legal ads are published in the newspaper *Spirit of Jefferson.*

DRAFT