

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING

Monday, December 15, 2025
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order:

2. Approval of Previous Months' Minutes:

- a. November 17, 2025, Meeting

3. Visitors:

4. Conflicts of Interest:

5. Applications:

- a. 25-16 103 Ray Street
Board of Zoning Appeals approved the variance.
- b. 25-36 200 South Duke Street
Stormwater abatement project at St Agnes Catholic Church
- c. 25-38 211 East High Street
Fence Permit – Replace black temporary fence with black aluminum permanent fence.

6. Continuing Business:

7. New Business:

- a. Keith Alexander, President of the Historic Landmarks Commission –
Discussion of the value of Historic Preservation
- b. Report from Town Council

8. Discuss Executive Summary

9. Adjournment:

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

Monday, November 17, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

Executive Summary:

The Planning Commission reviewed four applications at its meeting last night. Two applications for building a porch in shepherd village were deferred at the applicant's request. A second application for building a fence was deferred due to the applicant's absence. The application for a fence at High and Duke was approved a, with the Commission noting that the unique conditions on Duke Street, a heavily traveled corridor, made safety and quality of life considerations paramount and ultimately outweighed aesthetic concerns, even though the decision may be viewed as controversial. The Commission also considered a stormwater mitigation proposal from St. Agnes Church, which raised procedural questions because it wasn't clear if this type of project appears in Title 9 as requiring Planning Commission approval. Members also expressed concern about potential unintended impacts on neighboring properties and the need for review by an independent engineering firm selected by the Town. The Commission voted to defer the matter pending a legal opinion from the Mayor and Town Attorney regarding jurisdiction and a technical review by a second engineering firm to assess the project's appropriateness and potential effects.

Continuing Business included increasing the time between HLC and PC meetings to two weeks (by accepting HLC's offer to move to the first Monday of each month), and updates to the Title 9 revision and staff hiring processes.

New business included confirming the status of planning commission members and discussing their responsibilities for granting earlier public access to the meeting during winter months, taking meeting minutes, creating an executive summary, reporting from town council and attending county planning commission meetings.

1. Call to Order: 6:36 pm

Commissioners Present:

Linus Bicker, Madge Morningstar, James Gatz (Mayor), Rebecca Parmesano

Commissioners Absent:

Ebonee Helmick, Lauren Chapalee

2. Approval of Previous Months' Minutes:

a. October 20, 2025, Meeting

Motion to approve October 20, 205 Meeting Minutes: Linus Bicker/2nd Rebecca Parmesano
/ All Aye

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

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TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

3. Visitors:

Sue Kimnitzer & Greg Welter (from St. Agnes Church community RE: application 15-36)

4. Conflicts of Interest:

None

5. Applications:

- a. **25-18** 101 Ray Street

Install a six-foot fence around the property except for the front of the property that has an existing fence.

Moved to future meeting agenda due to applicant not present.

- b. **25-32** 205 North Duke Street

Construction of a six-foot privacy fence for protection of private pool from deer intrusion and to restrict accidental access to children.

Motion to approve application 25-32: Rebecca Parmesano / 2nd Madge Morningstar / All Aye

- c. **25-33** 213 West High Street

Construction of six-foot board fence, addition of three gates for existing picket fence, and addition of black wire to existing fence

Motion to approve application 25-32: Linus Bicker / 2nd Rebecca Parmesano/

Discussion: The proposed project meets the guidelines except for (possibly) the historical preservation perspective, as the new fence would be partially visible behind the shrubbery and historic stone wall along Duke Street. Safety and privacy concerns along this busy road seem to outweigh the relatively minimal impact the fence would have on the viewshed.

Motion to approve application 25-32: Linus Bicker / 2nd Rebecca Parmesano/ All Aye

- d. **25-34** 48 Shepherd Village Circle

Remove old rails and replace with screened porch consistent with other screened porches in Shepherd Village.

Moved to January meeting agenda at applicant's request due to meeting started late.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

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e. **25-35** 30 Shepherd Village Circle

Construct a screened porch consistent with other screened porches in Shepherd Village.

Moved to January meeting agenda at applicant's request due to meeting started late.

f. **25-36** 200 South Duke Street

Modification of the existing storm structures. Installation of a new underground storm network and minor grading activities.

Motion to approve application 25-36: Rebecca Parmesano / 2nd Linus Bicker

Discussion: James Gatz voiced concerns about this project causing unexpected stormwater runoff issues, citing similar past projects which were approved and later found to have problems. James suggested the town seek a 2nd opinion from a qualified engineer. Rebecca Parmesano voiced her opinion that the work of the qualified engineers at Thrasher could be trusted. Sue Kemnitzer offered to share written approval from the State of West Virginia, which includes the professional assessment of a qualified engineer. James voiced concerns that neither of these parties considered the project from the perspective of the town's best interests. Madge voiced concerns that there is no clear process for the planning commission to review stormwater mitigation plans, or the stormwater aspect of construction plans. Linus voiced concerns that it is not clear if the planning commission has jurisdiction over stormwater runoff issues.

Motion to postpone review of this application: James Gatz/ 2nd Linus Bicker

Discussion: All present members of the planning commission worked to plan a 3-steps for postponing a decision and continuing timely review of this application.

- The mayor and/or staff representative (Gino Sisco) will meet with Chazz Printz and/or Ryan Simonton (attorneys) to clarify the planning commission's jurisdiction, roles and responsibilities on storm water related projects
- The mayor and/or staff representative (Gino Sisco) will seek a review of the proposed project by a qualified engineer (probably through Ghosh Engineers, a WV consulting engineering firm specializing in the design and construction administration of water and wastewater systems).
- A special planning commission meeting will be held to determine and/or complete the remaining steps of the decision making process for application 25-36. Applicant will be invited to attend this meeting. If for any reason applicant is unable to attend, a representative from the planning commission will follow up to communicate the next steps and/or decision.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

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Motion to amend the motion to postpone review of this application to include the three step process: James Gatz/ 2nd Linus Bicker / No Discussion/ All Aye

6. Continuing Business:

a. Updates to Planning Commission Meeting Date

To allow more time between the Historic Landmarks Commission (HLC) meetings and the Planning Commission meeting, the HLC will change their schedule from the 2nd Monday to the 1st Monday of each month. Staff representative, Gino Sisco, will confirm this change with HLC and ensure the town calendar is updated with the new schedule, beginning in January 2025.

b. Title 9 Revisions.

Town council is working to procure services for reviewing and revising the Title 9 from a law and design firm. It is too soon to know exactly how the planning commission will be involved in the process, but the goal is to have opportunities for dynamic, inclusive and welcoming discussions. During the December meeting we plan to discuss the of topics we are seeking more guidance and clarification for, including signage, PUD ordinance and stormwater management.

c. New Staff Person

Search for and hiring of new staff person is still in process.

7. New Business:

a. Current status of commissioners

We discussed that the planning commission may have between 5 and 7 members. Roger Munro recently stepped down. We currently have 6 members. There is room for one more, but we are not required to fill that position.

b. Public access prior to the meeting

Madge requested the doors be open earlier than 5:45, now that it is darker and colder, as guests and applicants who travel on foot to the meeting often arrive sooner and wait outside. Madge and Linus agreed to work together toward providing earlier public access to the meeting room.

c. Executive Summary of Meeting Minutes

James requested that the key points and highlights of each planning commission meeting be presented at the top of the meeting minutes document to facilitate review and discussion by town council.

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d. Additions to regular meeting agenda

Beginning in December, "Report from Town Council" will be a regularly recurring item on the planning commission agenda.

Also in December, "Discuss Executive Summary" will be added as a regularly recurring item at the end of agenda (just before "Adjournment"), to allow all member to comment on the drafting of this section on the minutes.

e. Roles and Responsibilities of Planning Commissioners

- Taking Notes and Creating Minutes

Ebonee (President) has been fulfilling this role. Some members presumed this was a temporary fulfillment of a task Andy Beall used to perform, which a new staff person would take over. Gino clarified that this would not be the case and that this would now permanently be the responsibility of the planning commission. Rebecca offered take notes and create the meeting minutes document, beginning in December.

- Attending and Reporting on County Planning Commission (PC) Meetings

There was general agreement that it would benefit Shepherdstown if a member of our planning commission (remotely) attended County PC meetings. Rebecca shared that she used to do this but stopped, as they spent the majority of the meeting time in a private session. We discussed it still might be useful, if only to keep us apprised of the agenda and so they knew that a representative from our commission was logged in. We agreed to continue this discussion at a future meeting. If/when we have a representative attend the county's PC meetings, it would make sense to add "Report from County Planning Commission" to the agenda for the following town PC meeting.

8. Adjournment:

Motion to adjourn meeting at 8:45 pm: Linus Bicker/ 2nd James Gatz

**BEFORE THE BOARD OF ZONING APPEALS
OF THE TOWN OF SHEPHERDSTOWN**

RE: The Appeal of Jamie Disterhaupt and Modern Renovations
103 Ray Street (Tax Map 3-125)
Shepherdstown, West Virginia

DECISION AND ORDER

This matter came before the Board of Zoning Appeals at a public hearing on November 13, 2025 at Town Hall, 104 King Street, Shepherdstown, West Virginia. Notice of the hearing was duly published and a copy was read into the record.

This was a first hearing and an appeal from the Planning Commission. The type of relief sought is a request for a variance to the R1 zoning regulation stipulating one side yard of at least 12 feet if the lot is not accessible by a rear public alley. The bond for the appeal has been paid by the Appellant.

The Planning Commission considered the Appellant's application (Project Permit No. 25-16) on August 18, 2025 and voted to deny the Appellant's request for a project permit to construct an addition on the back of an existing single-family home on the lot known as Tax Map 3-125 located at 103 Ray Street. The lot is zoned R-1 (Low Density Residential). The adverse action of the Planning Commission was based upon its finding that the lot does not meet minimum requirements per Section 9-508 of the Ordinance, "Required Lot Area, Lot Width, and Yards in Residential Districts."

The Appellants are Jamie Disterhaupt, owner of the property, and Modern Renovations, the company contracted to construct the addition. The notice of appeal to the Board and the decisions of the Planning Commission were shared with the Board and are incorporated herein, along with all exhibits and other documents filed with the Board in support of the appeal.

Present and participating were the following Board members:

- Jonathan Wertman, Chairperson
- Carolyn Rodis
- Nancy Stewart
- Jack Childers
- Ashleigh Sanders

A quorum being present, the Board of Zoning Appeals proceeded to make inquiry into whether the Appellant is an aggrieved person or persons entitled to pursue the appeal in accord with the Rules of the Board of Zoning Appeals. Upon inquiry, and there being no objection, the Board determined that the Appellant has standing to proceed with the appeal.

Upon inquiry by the Chairperson, and the polling of all present Board members, no Board member has any known conflict of interest. Upon inquiry by the Chairperson, and the polling of Board members, all Board members have visited the site in question.

The Board then proceeded to public hearing. All present were duly sworn. Modern Renovations was represented by Shawn Wolford, James Knipe and Larry DeMarco, who all appeared in person. The other Appellant, Jamie Disterhaupt, also appeared in person. Neither Appellant appeared with counsel.

James Knipe testified that the planned addition will be narrower than the existing home on the lot, and that the width of the existing home will not be changing. Mr. Knipe could not speak to the specific measurements of the side yard setbacks or the width of the existing home. Upon inquiry by the Board, Mr. Knipe stated that he could not verify the setback distances provided to the Board in a hand drawing of the lot with the existing home and planned addition. Jamie Disterhaupt testified that she is the owner of the property and acknowledged that the side yard on the right side of the property is very narrow.

Following the statements of the Appellants, the Chairperson opened the floor to others who wished to speak. Edith Thompson, resident at 407 E. German Street, and Margaret Osborne, resident at 110 Ray Street, both expressed support for renovating the property at 103 Ray Street as a step towards revitalizing the neighborhood and making it attractive for families. Ms. Thompson also testified that she estimated there to be less than 3 feet between the existing home on 103 Ray Street and the garage of the neighbor at 105 Ray Street. She also testified that the home at 103 Ray Street required renovations to be livable. Larry DeMarco of Modern Renovations testified that the existing home at 103 Ray Street does not meet the side yard requirements of Section 9-508 of the Ordinance, and that the new addition, by being narrower than the existing home, will be farther from the side lot line.

Thereupon a motion was made and seconded to close the public hearing. The motion passed unanimously, and the Board proceeded to deliberate and to discuss Findings of Fact and Conclusions of Law in open session.

After consideration of the foregoing, the Board makes the following Findings of Fact:

I. FINDINGS OF FACT

1. The Appellants have standing and their request was denied by the Shepherdstown Planning Commission.
2. The lot located at Tax Map 3-125 is zoned R-1 (low density residential).
3. The lot located at Tax Map 3-125 is 44 feet (528 inches) wide according to the West Virginia Property Viewer Tool.
4. The existing home on the lot located at Tax Map 3-125 was built in 1900 and measures 290 inches wide by 197 inches deep. The proposed addition to the back of that home is 190 inches wide by 106 inches deep.

5. The position of the existing home on the lot located at Tax Map 3-125 has resulted in side yards that are less than 12 feet wide.
6. The lot located at Tax Map 3-125 is not accessible by a rear public alley.
7. The Planning Commission only denied Project Permit No. 25-16 due to specific side yard requirements as found in Section 9-508 of the Ordinance.
8. The lot at 103 Ray Street is similar in size to other lots on Ray Street.
9. The proposed addition would be consistent with the style of the current home and would positively contribute to the revitalization of the neighborhood.

The requirement for granting a variance are set out in Section 9-1008 of the Ordinance. The Board reviewed the requirements, and after consideration, found that the appeal meets those requirements beyond a reasonable doubt. Specifically:

- There is an extraordinary circumstance of the existing home being over 100 years old and positioned on a lot that is only 44 feet wide.
- The variance is necessary for the preservation of substantial property rights possessed by other properties in the vicinity of 103 Ray Street.
- Authorizing a variance will not be of substantial detriment to adjacent property and will not materially impair the public interest.
- The specific circumstances of this variance are not of a general and recurrent nature.

II. CONCLUSIONS OF LAW

1. An "Aggrieved" or "Aggrieved Person" means a person who:
 - i. Is denied by the planning commission, in whole or in part, the relief sought in any application or appeal; or
 - ii. Has demonstrated that he or she will suffer a peculiar injury, prejudice or inconvenience beyond that which other residents of the municipality may suffer. Article VII (B) Board of Zoning Appeals Rules.
2. There being no opposition and it appearing that the Appellant is an aggrieved person, the Appellant has standing to proceed with the Appellants' appeal.
3. The applicable standard of proof is beyond a reasonable doubt as per the Ordinance.
4. The Ordinance Sections involved in this appeal are Sections 9-508, 9-1008 and 9-1009. These sections have been reviewed and considered in their entirety by the Board in reaching its decision.

5. The Board finds that the Appellants, Jamie Disterhapt and Modern Renovations, have demonstrated beyond a reasonable doubt that the requirements of the Shepherdstown Ordinance pertaining to variances have been met, and that the appeal of the Appellant should be granted.

III. RULING

The appeal for a variance is granted without restrictions or conditions.

The Appellant shall be immediately given notice of this decision and shall be provided with a copy thereof.

Enter: 12 | 2 | 25


Jonathan Wertman, Chairperson



CORPORATION OF SHEPHERDSTOWN

104 NORTH KING STREET
P.O. BOX 248
SHEPHERDSTOWN, WEST VIRGINIA 25443-0248
TEL: (304) 876-2312
FAX: (304) 876-1473

NOTICE OF DECISION

Date: August 18, 2025

Re: Application for Project Permit No. 25-16

Jamie Disterhaupt
103 Ray Street
Shepherdstown, WV 25443

Jamie Disterhaupt,

Please be advised the Shepherdstown Planning Commission meeting in regular session on Monday August 18, 2025, voted to deny your request for a project permit to construct a new addition on the back of an existing single-family dwelling located at 103 Ray Street in Shepherdstown, WV. The Commission based its decision upon the following:

FINDING OF FACTS:

1. The application was complete, filed in a timely manner and all fees were paid,
2. The existing dwelling at 103 Ray Street is zoned R-1 (Low Density Residential).
3. The application requested approval to construct a new addition on the back of an existing single-family dwelling located at 103 Ray Street in Shepherdstown, WV.
4. *At its regular meeting of August 18, 2025, the Planning Commission reviewed the application, referred to §9-508 of the Title 9 Planning and Zoning Ordinance and*

voted unanimously to deny the application based on a failure to comply with the required minimum lot area, lot width, and yards in residential districts.

Please be advised that in accordance with Title 9, §9-508, you have the right to appeal this determination with the Board of Zoning Appeals.

Should you have any questions regarding this decision, please feel free to call the Corporation of Shepherdstown at 304-876-2312 or contact me directly at gsisco@shepherdstown.gov.

Respectfully,



Gino E. Sisco
Town Administrator
Acting Planning and Zoning Administrator



Board of Appeals Hearing Request

Application # 25-16
104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

To be completed by applicant or their legal agent. Town staff and Board of Appeals members cannot give advice on the substance of your appeal. Only aggrieved persons may file an appeal. Please reference Title 9, Section-1006.

Property address for which appeal is being made: 103 Ray St. Shepherdstown WV 25443

Applicant's name: Shawn Wolford / Modern Renovations

Mailing address: 408 N Queen St.
Martinsburg City WV State 25404 Zip
304-596-1339 Email: modernrenovations8@gmail.com

Telephone: _____

Owner's name: Jamie Disterhaupt
(if not the Applicant)

Mailing address: 103 Ray St
Shepherdstown City WV State 25443 Zip
352-219-2784 Email: Jamie.Disterhaupt@gmail.com

Telephone: _____

State your request with specifics:

Type of appeal:
(Please indicate)

- ☒ Variance *(setback variance)*
☐ Continuation of non-conforming use
☐ Special Exception
☐ Decision of Planning Commission

Aggrieved person status:
(Please indicate)

- ☒ A person who has been denied by the Planning Commission in whole or in part, the relief sought in any application or appeal
☐ A person who will suffer peculiar injury, prejudice or inconvenience beyond that which other residents of the municipality may suffer

Date: 9-3-2025

Signature: _____
(Applicant)
Print Name: Shawn Wolford

Date: _____

Signature: _____
(Owner)
Print Name: Jamie Disterhaupt

Please reference Title 9 of Town Ordinance for more specifics
Please contact Gino Sisco, Town Administrator, with any questions. (304) 283-0528 •
gsisco@shepherdstown.gov



Board of Appeals Hearing Request

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application # 25-16

Definitions

Variance

The Planning Commission correctly applied the ordinance requirements to your request; however, you request a variance from the requirements of the ordinances.

Special Exception

The Planning Commission correctly applied the ordinance requirements to your request; however, the ordinance allows for a special exception in R-1 and R-2 districts. They are listed in Section 9-505 of the Planning and Zoning Ordinance.

Continuation of non-conforming use

Any lawful use of land or structures existing at the time of the adoption of Planning and Zoning Ordinance or subsequent amendment to the ordinances may be continued with limitations.

Appeal of decision of the Planning Commission

You disagree with the Planning Commission's decision. You feel the Planning Commission erred in applying the ordinance to your requests.

For Office Use:

Zoning Officer Comments:

N/A

Bond Paid

Date Paid

Please reference Title 9 of Town Ordinance for more specifics
Please contact Gino Sisco, Town Administrator, with any questions. (304) 283-0528 •
gsisco@shepherdstown.gov



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-16
104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

This application is required for any modification of structures within the Shepherdstown Historic District. The purpose of this application is to protect the integrity of the exterior architectural features of structures in the designated Historic District. Reference this map to see if you live within the Historic District. A review of this application shall be approved or rejected by the Historic Landmarks Commission (HLC). For projects modifying structural square footage, an approved Certificate of Appropriateness is required prior to this being forwarded to the Planning Commission for their review for the issuance of a project permit. Project permits are only valid for one year from the date of issuance. **Please reference Title 9, Section-309).**

Applicant's name: Jaime Disterhaupt
(Must be Property Owner)

Mailing address: 103 Ray St.
Shepherdstown WV 25443
City State Zip

Telephone: 352-219-2784 **Email:** jaime.disterhaupt@gmail.com

Street address of proposed work: 103 Ray St.

Lot Number/Legal Description: 3-0125
(if no address exists)

Current Zoning: R-1 **Current Land Use:** Resident

Note: Reference this map for zoning Classifications.

Description of Work: Build a new addition on back of existing home.

Project Category: 111
(see descriptions on next page)

Contractor Performing the Work: Shawn Wolford / Modern Renovations LLC.

Contractor's Business License: WV 0557101
A copy of the contractor's Shepherdstown business license or license application MUST be attached.



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application # 25-16

Check all the areas that apply:

Category I- **Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.**
PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

X MATERIAL AND COLOR SAMPLES for exterior finishes

Category II- **Driveways, decks, carports, porch enclosures and window, roof, or siding replacement.**

Category III- **New construction of and/or additions to residential, commercial, and industrial structures.**

(Categories II and III):

X SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

 Gross & net land area of property

 Setback from property boundaries

 Existing & proposed topography (only if regrading of the property is required)

 Existing & proposed accessory structures.

 Existing & proposed street right-of-way & entrance

 Sidewalk, handicap access, Category IV only

X MATERIAL AND COLOR SAMPLES for exterior finishes

 ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements.

 ZONING INFORMATION shall be defined in the application as required:

 Dwelling density- net (residential application only)

 Flood plain designation if any (mapping available in Town Hall)

 Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions.

Category IV- **Demolitions or Relocation of a Structure:**

 Historic designation of structures to be demolished (documents available in Town Hall)

 Complete description of structure(s) or part(s) of structure(s) to be demolished.

 At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

All Categories:

 . Copy of general contractor's Shepherdstown business license or license application.



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-16
104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9-905.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with the Commission's approval. **I UNDERSTAND THAT MY PRESENCE AT THE ASSIGNED APPLICATION REVIEW MEETING IS REQUIRED.** Application must be signed by owner or his/her agent.

Date: _____

Signature: _____

(Owner)

Print Name: James Distenheft

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid

Please reference Title 9 of Town Ordinance for specifics

Please contact Andy Beall with any questions. (304) 876-6858 • abeall@shepherdstown.us



Historic Landmarks Commission’s Application for Certificate of Appropriateness

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application # 25-16

Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

	<p><u>Category I:</u></p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><u>Category II:</u></p> <p>\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><u>Category III:</u></p> <p>\$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p>\$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).</p>
	<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ul style="list-style-type: none">• Reason for the demolition/relocation (including historic documentation).• Describe the structure’s condition in detail.• Describe the proposed reuse of the site, including full drawings of new structure & landscaping.• Evidence of relevant funding or financial concerns.• Timeframe for project <p>\$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)</p>
	<p>\$15 – Certificate of Appropriateness Fee</p>

Application # 25-16

This application is required for projects within the corporate limits of Shepherdstown (both in and out of the Historic District), that involve modifications to structural square footage. Examples include decks, porches, driveways, carports, accessory structures, and new construction of and/or additions to residential, commercial, and industrial structures. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. **Please reference Title 9, Section-902.**

Applicant's Name: Jaime Distechaupt
(Must be Property Owner)

Mailing Address: 103 Bay St.

Shepherdstown
City

WV State 25443 Zip

Telephone: 352-219-2784 **Email:** jaime.distechaupt@gmail.com

Street Address of Proposed Work: 103 Bay St.

Current Zoning: 3-0125 **Current Land Use:** Resident

Note: Reference this map for zoning Classifications.

Description of Work: Build a new addition on back of home.

Project Category: 111
(see descriptions on next page)

Contractor Performing the Work: Shawn Wolford / Modern Renovations LLC.

Contractor's Business License: WV 057761

A copy of the contractor's Shepherdstown business license or license application MUST be attached.



Application for Project Permit

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application # 25-16

Check all the areas that apply:

Category I- **Minor Projects** such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.

☐ PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

Category II- **Driveways, decks, carports, porch enclosures and window, roof, or siding replacement.**

Category III- **New construction of and/or additions to residential, commercial, and industrial structures.**

(Categories II and III):

☒ SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

☐ Gross & net land area of property

☐ Setback from property boundaries

☐ Existing & proposed topography (only if regrading of the property is required)

☐ Existing & proposed accessory structures.

☐ Existing & proposed street right-of-way & entrance

☐ Sidewalk, handicap access, Category IV only

☒ MATERIAL AND COLOR SAMPLES for exterior finishes

☐ ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements.

☐ ZONING INFORMATION shall be defined in the application as required:

☐ Dwelling density- net (residential application only)

☐ Flood plain designation if any (mapping available in Town Hall)

☐ Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions.

Category IV- **Demolitions or Relocation of a Structure:**

☐ Historic designation of structures to be demolished (documents available in Town Hall)

☐ Complete description of structure(s) or part(s) of structure(s) to be demolished.

☐ At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

All Categories:

☐ . Copy of general contractor's Shepherdstown business license or license application.

Please reference Title 9 of Town Ordinance for specifics

Please contact Andy Beall with any questions. (304) 876-6858 • abeall@shepherdstown.gov



Application for Project Permit

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application # 25-16

Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9-905.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with the Commission's approval. **I UNDERSTAND THAT MY PRESENCE AT THE ASSIGNED APPLICATION REVIEW MEETING IS REQUIRED.** Application must be signed by owner or his/her agent.

Date: _____

Signature: Jaime Distenheft
(Owner)

Print Name: Jaime Distenheft

For Office Use:

Permit Number: _____

Zoning Officer Comments:

Fee Paid

Date Paid

Please reference Title 9 of Town Ordinance for specifics

Please contact Andy Beall with any questions. (304) 876-6858 • abeall@shepherdstown.gov



Application for Project Permit

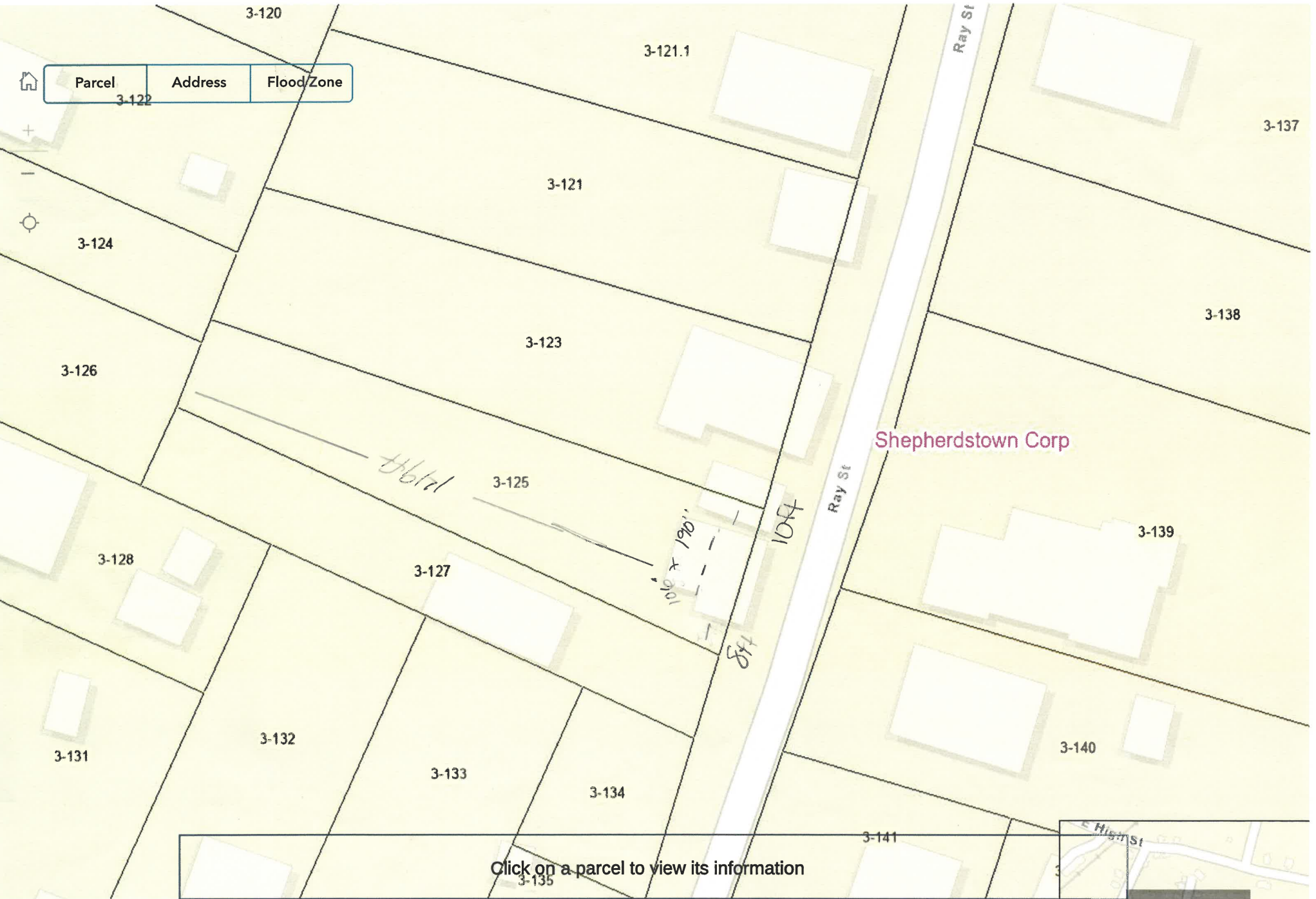
Application # 25-16

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

	<p><u>Category I:</u></p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><u>Category II:</u></p> <p>\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><u>Category III:</u></p> <p>\$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p>\$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).</p>
	<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ul style="list-style-type: none">• Reason for the demolition/relocation (including historic documentation).• Describe the structure’s condition in detail.• Describe the proposed reuse of the site, including full drawings of new structure & landscaping.• Evidence of relevant funding or financial concerns.• Timeframe for project <p>\$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)</p>

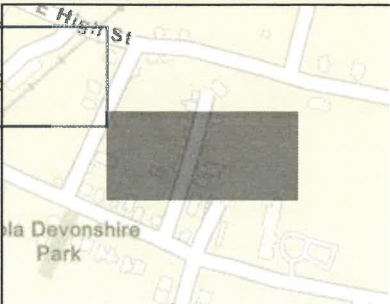


Parcel	Address	Flood/Zone
3-122		

Shepherdstown Corp

Click on a parcel to view its information

Jimmie D.
103 Ray St.





3-122

3-121.1

3-121

3-124

3-126

3-123

3-125

3-128

3-127

Shepherdstown Corp

3-139

-129

3-131

3-132

3-133

3-134

3-140

3-141

3-142.7

3-135

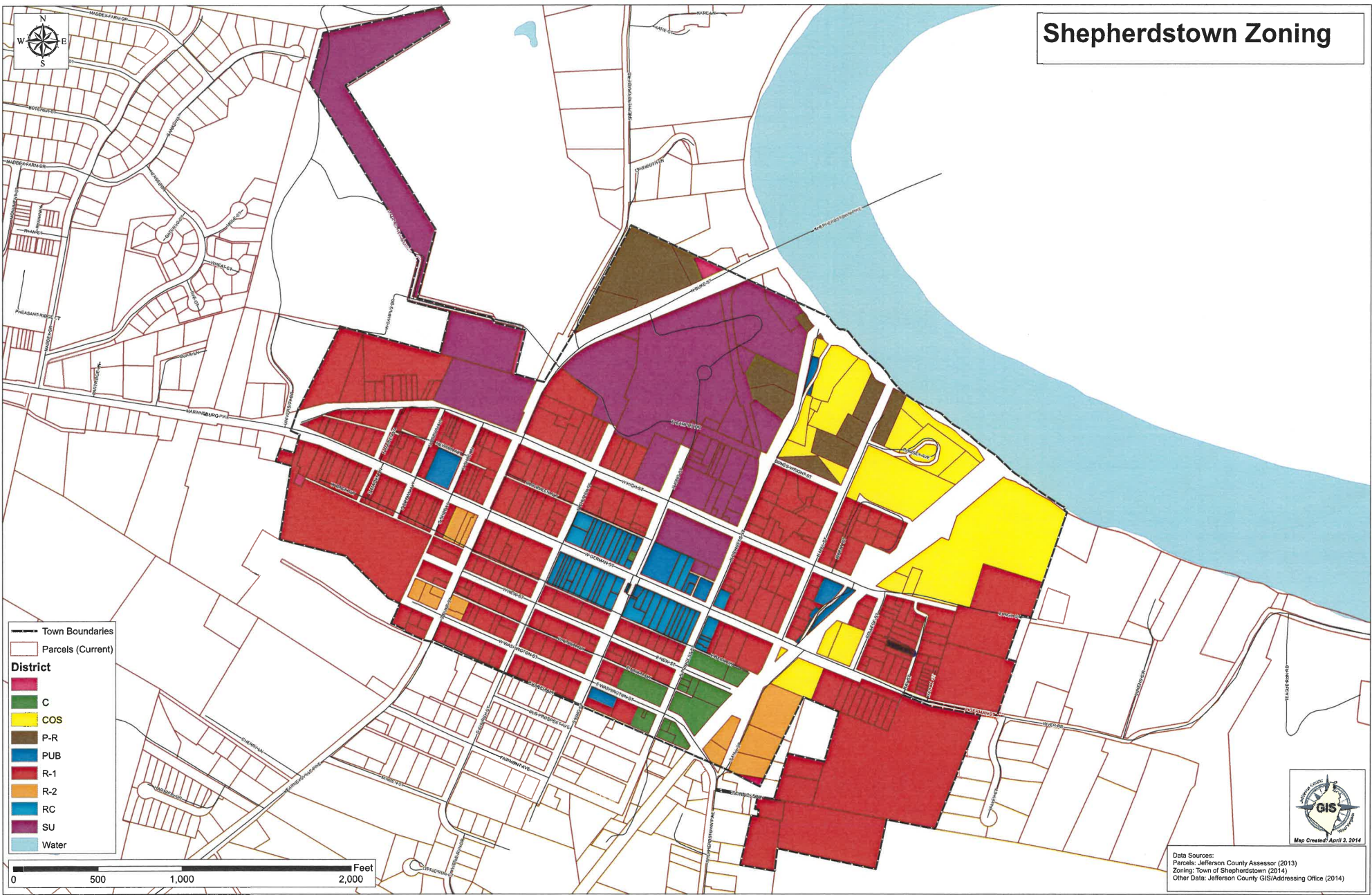
Click on a parcel to view its information

10 m

Scale - 1: 564
39.429386, -77.799253
(39.429493, -77.800109)

ola Devonshire
Park

Shepherdstown Zoning



Parcel ID

19-10-0003-0125-0000

Tax Year

2024

County

Jefferson

Date

6/10/2025

Root PID

19100003012500000000

Property Owner and Mailing Address

Owner(s)

LOWE PHILLIP & SUSAN REICHEL

Mailing Address

PO BOX 284, SHEPHERDSTOWN, WV 25443

Property Location

Physical Address

103 RAY ST

E-911 Address

103 RAY ST SHEPHERDSTOWN WV 25443

Parcel ID

19-10-0003-0125-0000

County

19 - Jefferson

District

10 - Shepherdstown Corp

Map

0003

(Click for PDF tax map)

Parcel No.

0125

Parcel Suffix

0000

Map View Link

https://mapwv.gov/parcel/?pid=19-10-0003-0125-0000

General Information

Tax Class	Book / Page	<u>Deeded Acres</u>	<u>Calculated Acres</u>	Legal Description
4	1246 / 448	0.160	0.14	1 LT-RAY'S ADDITION
			0.14	

Cost Value

Appraisal Value

Dwelling Value	\$57,000	Land Appraisal	\$115,600
Other Bldg/Yard Values	\$0	Building Appraisal	\$57,000
Commercial Value	---	Total Appraisal	\$172,600

Building Information

Property Class

R - Residential

Land Use

101 - Residential 1 Family

Sum of Structure Areas

844

of Buildings (Cards) 1

Card	Year Built	Stories	CG	Architectural Style	Exterior Wall	Basement Type	Square Footage (SFLA)	Building Value
1	1900	2	1P	Conventional	Frame	Crawl	844	\$57,000
							844	\$57,000

Card	Year Built	Attic	Fuel	Heat System	Heat/AC	Bedrooms	Full Baths	Half Baths	Total Rooms
1	1900	None	Electric	Electric	Central	3	1		5
						3	1		5

Flood Zone Information				Learn more at WV Flood Tool
Acres (c.)	Risk			
0.14	Low	This parcel appears not to be within any identified flood hazard zone.		

Sales History							Learn More
Sale Date		Price	Sale Type	Source Code	Validity Code	Book	Page
7/31/2020		\$120,000	Land and Buildings	4	0	1246	448
3/1/2005		\$115,000	Land and Buildings	4	0		
9/1/2002		\$52,000	Land and Buildings	4	0		
7/1/1999		\$33,185	Land and Buildings	4	0		
3/1/1994		\$26,550	Land and Buildings	4	0		

Parcel History									
Tax Year	Tax Class	Owner	Owner Address	Book/ Page	Legal Description	Land	Building	Total	
2024	4	LOWE PHILLIP & SUSAN REICHEL	PO BOX 284, SHEPHERDSTOWN, WV 25443	1246/ 448	1 LT-RAY'S ADDITION	\$115,667	\$57,000	\$172,667	
2023	4	LOWE PHILLIP & SUSAN REICHEL	PO BOX 284, SHEPHERDSTOWN, WV 25443	1246/ 448	1 LT-RAY'S ADDITION	\$115,667	\$57,000	\$172,667	

Tax Year	Tax Class	Owner	Owner Address	Book/ Page	Legal Description	Land	Building	Total
2022	4	LOWE PHILLIP & SUSAN REICHEL	21 SOUTH PAW LN, SHEPHERDSTOWN, WV 25443	1246/ 448	1 LT-RAY'S ADDITION	\$57,833	\$41,000	\$98,833
2021	4	HARDING DEBORA & DOMINIC A VALENTINE	PO BOX 159 SHEPHERDSTOWN , WV 25443	1091 / 474	1 LT-RAY'S ADDITION	\$57,833	\$36,833	\$94,667
2020	4	HARDING DEBORA & DOMINIC A VALENTINE	PO BOX 159, SHEPHERDSTOWN, WV 25443	1091/ 474	1 LT-RAY'S ADDITION	\$53,000	\$41,167	\$94,167
2019	4	HARDING DEBORA & DOMINIC A VALENTINE	PO BOX 159, SHEPHERDSTOWN, WV 25443	1091/ 474	1 LT-RAY'S ADDITION	\$53,000	\$41,167	\$94,167
2018	4	HARDING DEBORA & DOMINIC A VALENTINE	PO BOX 159, SHEPHERDSTOWN, WV 25443	1091/ 474	1 LT-RAY'S ADDITION	\$48,167	\$40,333	\$88,500
2017	4	HARDING DEBORA & DOMINIC A VALENTINE	PO BOX 402, SHEPHERDSTOWN, WV 25443	1091/ 474	1 LT-RAY'S ADDITION	\$48,167	\$40,333	\$88,500
2016	4	HARDING DEBORA & DOMINIC A VALENTINE	PO BOX 402, SHEPHERDSTOWN, WV 25443	1091/ 474	1 LT-RAY'S ADDITION	\$48,167	\$41,000	\$89,167
2015	4	HARDING DEBORA & DOMINIC A VALENTINE	PO BOX 402, SHEPHERDSTOWN, WV 25443	1091/ 474	1 LT-RAY'S ADDITION	\$48,167	\$38,500	\$86,667
Show/Hide Parcel History Prior to 2015								



A. Settlement Statement (HUD-1)

B. Type of Loan

1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> RHS	3. <input type="checkbox"/> Conv. Unins.	6. File No. CT25-04-2071	7. Loan No.	8. Mortgage Insurance Case No.
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv Ins.				

C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)*" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. Name & Address of Borrower: Jamie Distenhaupt 6 Ayr Street Southwest Leesburg, VA 20175		E. Name & Address of Seller: Phillip Lowe and Susan Reichel 8005 Exodus Drive Gaithersburg, MD 20882		F. Name & Address of Lender:	
G. Property Location: 103 Ray Street Shepherdstown, WV 25443 1 LT-RAY'S ADDITION		H. Settlement Agent: Briel PC Attorneys Place of Settlement: 115 West Congress Street Charles Town, WV 25414		I. Settlement Date: 04/22/2025 Funding Date: 04/22/2025 Disbursement Date: 04/22/2025	

J. Summary of Borrower's Transaction

100. Gross Amount Due from Borrower	
101. Contract sales price	\$185,000.00
102. Personal property	
103. Settlement charges to borrower (line 1400)	\$6,761.00
104.	
105.	
Adjustment for items paid by seller in advance	
106. City/Town Taxes	
107. County Taxes	
108. Assessments	
109.	
110. Ambulance Fee 04/22/2025 to 06/30/2025	\$7.29
111.	
112.	
120. Gross Amount Due from Borrower	\$191,768.29
200. Amount Paid by or in Behalf of Borrower	
201. Deposit	
202. Principal amount of new loan(s)	\$8,000.00
203. Existing loan(s) taken subject to	
204.	
205.	
206.	
207.	
208.	
209. Adjustments for items unpaid by seller	
210. City/Town Taxes	
211. County Taxes 01/01/2025 to 04/22/2025	\$885.92
212. Assessments	
213.	
214.	
215.	
216.	
217.	
218.	
219.	
220. Total Paid by/for Borrower	\$8,885.92
300. Cash at Settlement from/to Borrower	
301. Gross amount due from borrower (line 120)	\$191,768.29
302. Less amounts paid by/for borrower (line 220)	\$8,885.92
303. Cash	\$182,882.37
From <input type="checkbox"/> To Borrower	

K. Summary of Seller's Transaction

400. Gross Amount Due to Seller	
401. Contract sales price	\$185,000.00
402. Personal property	
403.	
404.	
405.	
Adjustment for items paid by seller in advance	
406. City/Town Taxes	
407. County Taxes	
408. Assessments	
409.	
410. Ambulance Fee 04/22/2025 to 06/30/2025	\$7.29
411.	
412.	
420. Gross Amount Due to Seller	\$185,007.29
500. Reductions in Amount Due to Seller	
501. Excess deposit (see instructions)	
502. Settlement charges to seller (line 1400)	\$10,019.26
503. Existing loan(s) taken subject to	
504. Payoff of First Mortgage Loan	
505. Payoff of Second Mortgage Loan	
506.	
507. WV 2.5% Tax Withholding-Phillip Lowe	\$3,250.00
508. Susan Reichel	\$44,102.11
509. Phillip Lowe	\$126,750.00
Adjustments for items unpaid by seller	
510. City/Town Taxes	
511. County Taxes 01/01/2025 to 04/22/2025	\$885.92
512. Assessments	
513.	
514.	
515.	
516.	
517.	
518.	
519.	
520. Total Reduction Amount Due Seller	\$185,007.29
600. Cash at Settlement to/from Seller	
601. Gross amount due to seller (line 420)	\$185,007.29
602. Less reductions in amounts due seller (line 520)	\$185,007.29
603. Cash	
To <input checked="" type="checkbox"/> From Seller	

The Public Reporting Burden for this collection of information is estimated at 35 minutes per response for collecting, reviewing, and reporting the data. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. No confidentiality is assured; this disclosure is mandatory. This is designed to provide the parties to a RESPA covered transaction with information during the settlement process.

Settlement Charges

700. Total Real Estate Broker Fees		Paid From Seller's Funds at Settlement	
Division of commission (line 700) as follows:			
701.	\$4,625.00 to Coldwell Banker Premier		
702.	\$4,625.00 to The Real Broker LLC		
703.	Commission paid at settlement		
704.	Broker Fee to The Real Broker LLC		
705.	Broker Fee to Coldwell Banker Premier		
800.	Items Payable in Connection with Loan		
801.	Our origination charge		
802.	Your credit or charge (points) for the specific interest rate chosen	(from GFE #1)	
803.	Your adjusted origination charges	(from GFE #2)	
804.	Appraisal fee	(from GFE #A)	
805.	Credit report	(from GFE #3)	
806.	Tax service	(from GFE #3)	
807.	Flood certification	(from GFE #3)	
808.			
809.			
810.			
811.			
900.	Items Required by Lender to be Paid in Advance		
901.	Daily interest charges from 04/22/2025 to 05/01/2025	(from GFE #10)	
902.	Mortgage insurance premium	(from GFE #3)	
903.	Homeowner's insurance	(from GFE #11)	
904.			
1000.	Reserves Deposited with Lender		
1001.	Initial deposit for your escrow account	(from GFE #9)	
1002.	Homeowner's insurance		
1003.	Mortgage insurance		
1004.	Property taxes		
1005.			
1006.			
1007.	Aggregate Adjustment \$0.00		
1100.	Title Charges		
1101.	Title services and lender's title insurance	(from GFE #4)	
1102.	Settlement or closing fee to Briel PC Attorneys		
1103.	Owner's title insurance to Stewart Title Guaranty Company	(from GFE #5)	\$679.00
1104.	Lender's title insurance to Stewart Title Guaranty Company		
1105.	Lender's title policy limit \$		
1106.	Owner's title policy limit \$185,000.00		
1107.	Agent's portion of the total title insurance premium to Tillogic Group, LLC \$577.15		
1108.	Underwriter's portion of the total title insurance premium to Stewart Title Guaranty Company \$101.85		
1109.	Title Exam Review Fee to Briel PC Attorneys	\$200.00	
1110.	CPL Premium Charge to Old Republic or Stewart		
1111.	Attorney's Closing/Settlement Fees to Briel PC Attorneys		
1112.	Release prep/processing/tracking to Briel PC Attorneys	\$650.00	\$600.00
1113.	Courier/Overnight Fee to Briel PC Attorneys		
1114.	Title Review Fee (Commitment) to Tillogic Group, LLC	\$125.00	
1200.	Government Recording and Transfer Charges		
1201.	Government recording charges	(from GFE #7)	\$32.00
1202.	Deed \$32.00 Mortgage \$ Release \$ to Jefferson County Clerk's Office		\$12.00
1203.	Transfer taxes	(from GFE #8)	
1204.	City/County tax/stamps Deed \$906.50 Mortgage \$ to Jefferson County Clerk's Office		
1205.	State tax/stamps Deed \$427.00 Mortgage \$ to Jefferson County Clerk's Office		\$906.50
1206.	Recording Fee (Power of Attorney) to Jefferson County Clerk's Office \$12.00		\$427.00
1300.	Additional Settlement Charges		
1301.	Required services that you can shop for	(from GFE #6)	
1302.			
1303.			
1304.	2024 1ST & 2ND HALF TAXES to Jefferson County Sheriff's Tax Office		\$2,862.76
1305.	Ambulance Fees to Jefferson County Commission - Ambulance Fee		\$191.00
1306.			
1307.			
1308.			
1309.			
1310.			
1400.	Total Settlement Charges (enter on lines 103, Section J and 502, Section K)	\$6,761.00	\$10,019.26

See signature addendum

SELLER'S AND/OR PURCHASER'S/BORROWER'S STATEMENT

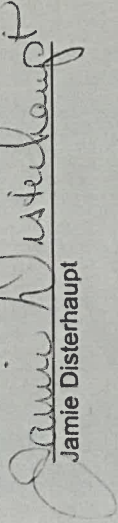
I have carefully reviewed the Closing Disclosure Form, HUD Settlement Statement and/or ALTA Statement, and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the form/statement.

Buyer and Seller understand that the tax proratons and/or the amount collected for payment of the current period are based on the tax rates and class available at the time of closing, which may be from the prior tax year. If the tax bill is issued after closing and is higher than what was withheld from the Seller and/or Buyer, the appropriate party will be notified and is responsible for any shortage and must immediately pay the amount due.

Seller agrees to forward the next tax bill to Buyer immediately upon receipt of it from the tax office. Buyer understands the next tax bill, even though in the name of the Seller, is the responsibility of the Buyer and that the tax amount may be higher than the previous year due to a tax rate and/or class change.

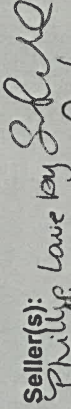
Seller understands any payoff figure(s) shown on the form/statement are figures supplied by the Seller's lender(s) and if figures are inaccurate or a shortage occurs, the seller agrees to immediately pay the amount due.

Purchaser(s)/Borrower(s):



Jamie Disterhaupt

Date: 04/22/2025

Seller(s):


~~his Attorney in fact~~
Phillip Lowe by Susan Reichel, his Attorney-In-Fact

Date: 04/22/2025

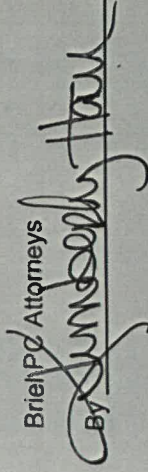

Susan Reichel

Date: 04/22/2025

The Closing Disclosure Form, HUD Settlement Statement and/or ALTA Statement, which I have prepared, are together a true and accurate account of this transaction, and I have caused or will cause the funds to be disbursed in accordance therewith.

Settlement Agent:

Brien PD Attorneys



Date: April 22, 2025

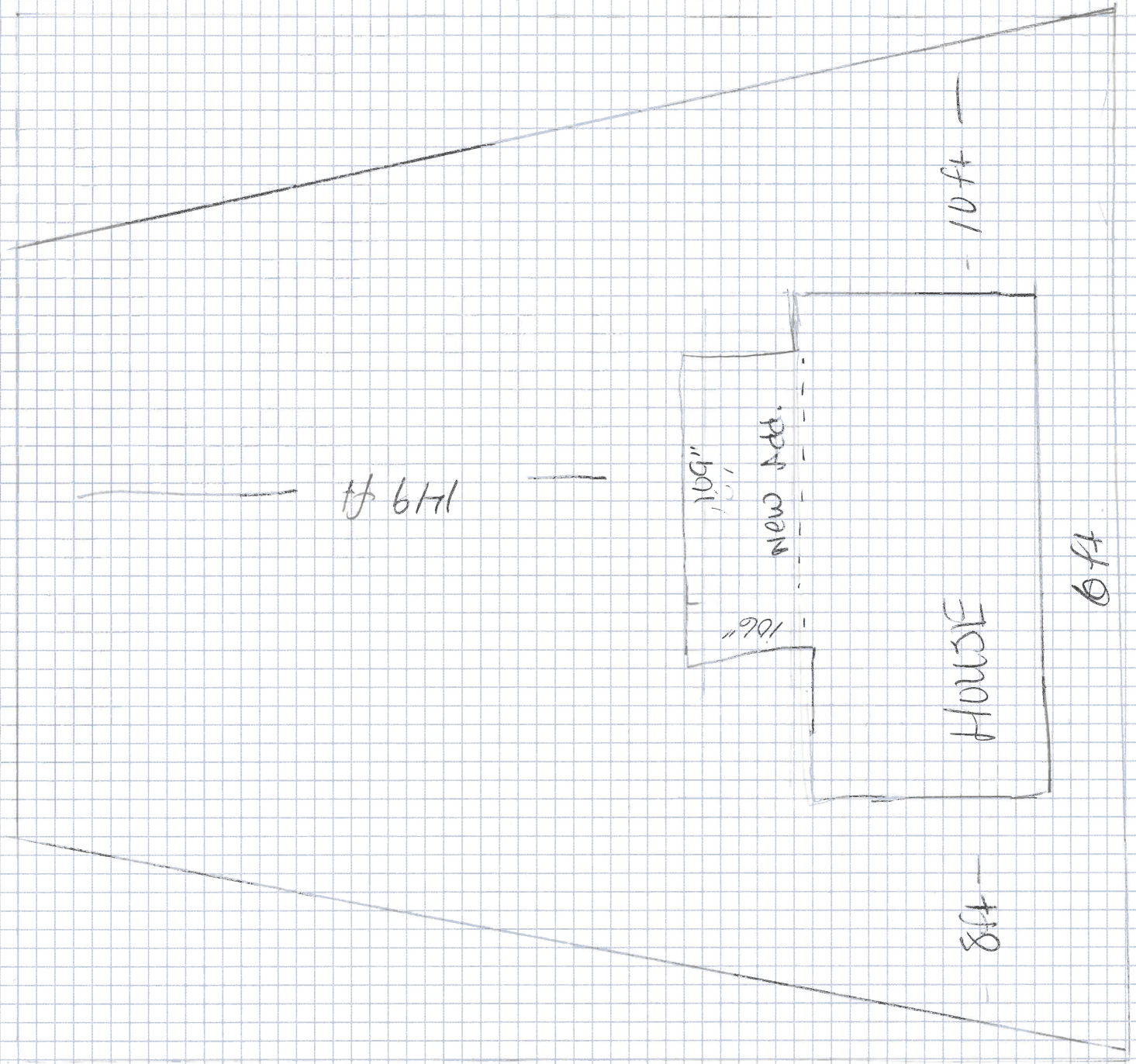
WARNING: It is a crime to knowingly make false statements to the United States on this or any other similar form. Penalties upon conviction can include a fine or imprisonment. For details see: Title 18 U.S. Code Section 1001 and Section 1010.

JOB NAME: *Janie D.*
COMPANY: *Macken Renovations LLC*
LOCATION: *103 Ray St.*



SALESPERSON: *Shawn* STORE #:
PHONE #: *304-596-1339*
EMAIL: *modernrenovations*

Set backs



WE'RE MORE THAN JUST LUMBER!

- | | | | | | |
|----------------------------|-----------------------------------|--------------------------------|----------------------------|----------------------|-------------------------------|
| METAL &
SHINGLE ROOFING | VINYL, METAL &
CONCRETE SIDING | COMPOSITE DECKING
& RAILING | CABINETS &
COUNTER TOPS | ENGINEERED
LUMBER | INSULATION,
DRYWALL & TRIM |
|----------------------------|-----------------------------------|--------------------------------|----------------------------|----------------------|-------------------------------|

GENERAL NOTES

This plan was designed and drafted BY JMK Drafting LLC to meet average conditions and codes in the State of West Virginia at the time it was designed. Because codes and requirements can change and may vary from jurisdiction to jurisdiction, JMK cannot warrant compliance with any specific code or regulation. Consult your local building official to determine the applicability of these plans for your specific site and application. It is the responsibility of the purchaser and/or builder of this plan to see that the structure is built in strict compliance with all governing municipal codes (city, county, state and federal). The purchaser and/or builder of this plan releases the designer from any claims or lawsuits that may arise during the construction of this structure or anytime thereafter.

If the contractor or sub-contractor, in the course of their work, finds any discrepancies between the plan and the physical conditions of the site or structure, or any errors in the plans or specifications, it shall be their responsibility to immediately inform JMK, who will promptly verify and if necessary correct the working drawings. Any work done after such discovery will be done at the contractor's expense.

DESIGN LOADS:
Ultimate design wind speed: 115 mph
Exposure Category: B
Seismic Design Category: A

Floor:	Roof:	Ceiling:
40 psf. live	30 psf. live	10 psf. live
15 psf. dead	10 psf. dead	5 psf. dead

Soil bearing Capacity – 1500 psf.

Live loads, dead loads, wind loads, snow loads, lateral loads, seismic zoning and any specialty loading conditions will need to be confirmed before construction and adjustments to plans made accordingly. See your local building officials for verification of your specific load data, zoning restrictions and site conditions.

- CONCRETE AND FOUNDATIONS:
- All foundation walls and slabs on grade shall be 3000 PSI (28-day compressive strength concrete), unless noted otherwise.
 - All interior slabs on grade shall bear on 4" compacted granular fill with 8 mil. polyethylene vapor barrier underneath.
 - Provide proper separation and control joints as per local requirements.
 - All 36" x 36" x 18" concrete piers to have (3) #5 rods each way.
 - All 48" x 48" x 24" concrete piers to have (4) #5 rods each way.
 - Foundation walls are not to be backfilled until properly braced.
 - Verify depth of frost footings with your local codes.
 - Provide termite protection as required by HUD minimum property standards.
 - Foundation bolts must be anchored to sill plate with 5/8" bolts embedded 15" in concrete walls.
 - For window openings in conc. wall, provide #5 bars @4" o.c. (two total) w/2" clearance from top & sides of o.p.g. for jamb & lintel reinforcing. Extend reinforcing a minimum of 2' past opening edges.

- STEEL:
- All structural steel for beams and plates shall comply with ASTM specification A-36.
 - All structural steel for steel columns shall comply with ASTM specification A-53 Grade B or A-501.
 - All reinforcing steel for concrete shall comply with ASTM specification A-615 Grade 60.
 - Provide steel shims in all beam pockets.
 - Steel columns are to be 3" I.D. (inside diameter) unless noted otherwise.

FRAMING MEMBERS:
Unless noted otherwise, all framing lumber shall have the following characteristics:

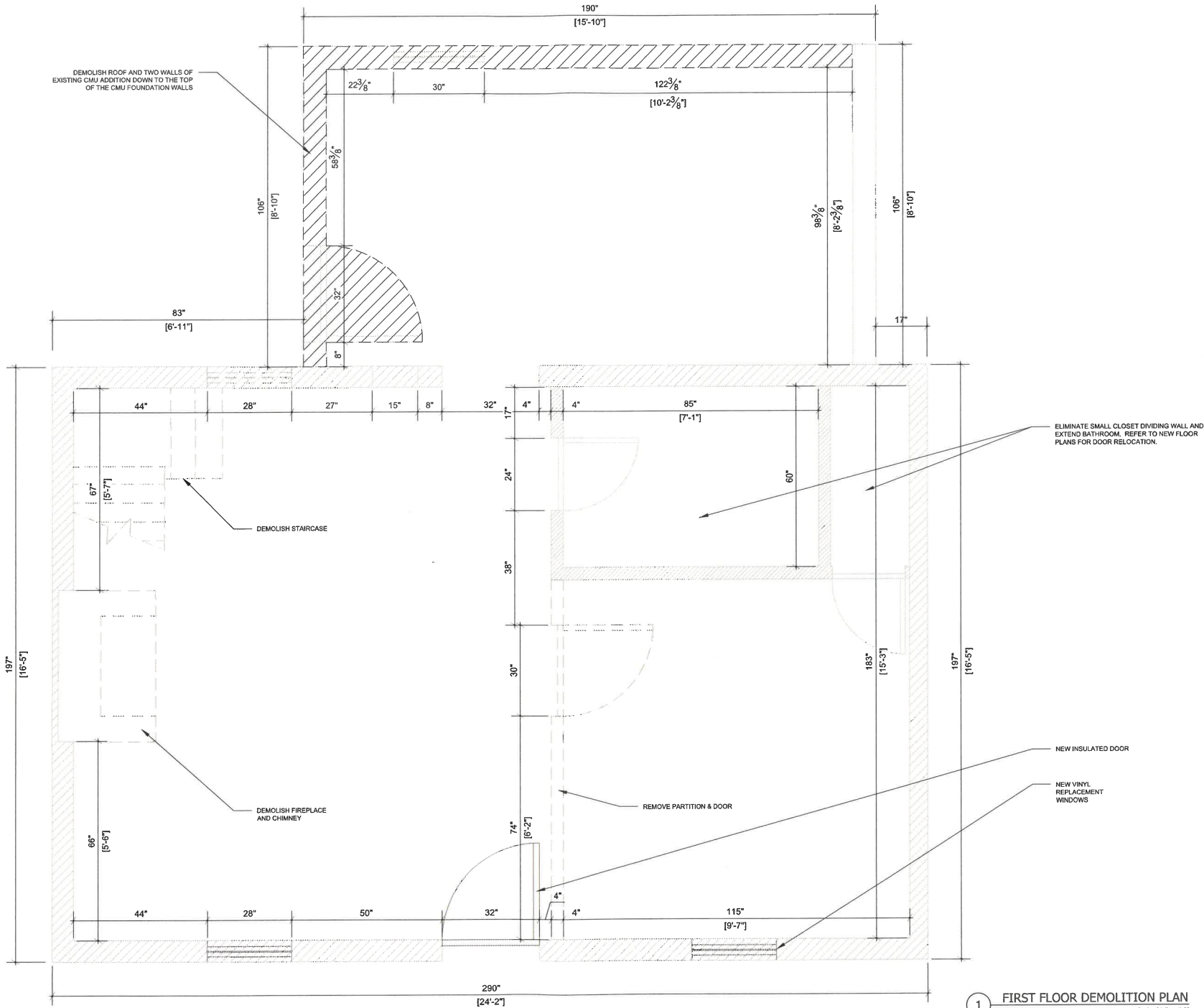
Fb = 1,000 psi Fv = 75 psi E = 1,400,000 psi

- Contractor to confirm the size, spacing and stress characteristics of all framing and structural members to meet your local code requirements.
- Wall bracing method assumed as CS-NBS. Since braced wall line spacing and braced wall panel calculations vary by location, purchaser will need to consult a local professional for specific wall bracing calculations and diagrams.
- Hole sizes and locations in Glulam or Laminated Veneered Lumber (LVL) members are to be confirmed by a professional engineer.
- Any structural or framing members not indicated on the plan are to be sized by contractor.
- Double floor joists under all partition walls, unless noted otherwise.
- All subflooring is assumed to be 3/4" thick, glued & nailed.
- All exterior walls are dimensioned to outside of 1/2" sheathing.
- Calculated dimensions take precedence over scaled dimensions.
- All angled walls on floor plans are at 45 degree angle, unless otherwise noted. Laterally unsupported walls 12'-0" high or higher shall be 2x6 and balloon framed unless noted otherwise.
- Unless noted otherwise, above all openings that are:
 - (1) Load bearing and less than or equal to 3 ft. use 4x6.
 - (2) Load bearing and more than 3 ft. use (2) 2x12 with 1/2" Plywood between.
 - (3) Non-load bearing and less than or equal to 6 ft. use 4x6.
 - (4) Non-load bearing and more than 6 ft. use (2) 2x12 with 1/2" Plywood between.
 - (5) All exterior openings use (2) 2x12 with 1/2" Plywood between.
- All trusses to be engineered by truss manufacturer according to the loading indicated on this plan.
- All exterior corners shall be braced in each direction with let-in diagonal bracing or plywood.
- Place (1) row of 1" x 3" cross-bridging on all spans over 8'-0" and (2) rows of 1" x 3" cross-bridging on all spans over 16'-0".
- Collar ties are to be spaced 4'-0" o.c.
- All purlins and bidders are to be 2x6's, unless noted otherwise.
- Any hip or valley rafters over a 28'-0" span are to be Laminated Veneer Lumber (LVL).

- MISC. NOTES:
- Prefabricated fireplaces and flues are to be U.L. approved and installed as per manufacturer's specifications.
 - All materials, supplies and equipment to be installed as per manufacturer's specifications and per local codes and requirements.
 - Provide proper insulation for all plumbing.
 - 1/2" water-resistant drywall around showers, tubs and whirlpools.
 - 1/2" drywall on interior walls and ceilings.
 - 5/8" type "X" fire code drywall on garage walls and ceilings.
 - When no brand is specified Windows are called out by glass size only.
 - In dwelling units, where the top of the sill of an operable window opening unit is located less than 24 inches above the finished floor and greater than 72 inches above the finished grade, fall protection must comply with R312.2.1
 - Window opening control devices on windows serving as a required emergency escape and rescue shall comply with ASTM F2090.
 - Windows, if not noted, are assumed to be casements.
 - Window header heights are 6'-8" unless noted otherwise.
 - Header heights are labeled to bottom of arched transoms.
 - Confirm window openings for your local egress requirements and minimum light and ventilation requirements.
 - Headroom at stairs shall have a minimum clearance of 6'-8" high.
 - Provide proper handrails at stairs per local codes.
 - The mechanical and electrical layouts are suggested only. Consult your mechanical and electrical contractors for exact specifications, locations and sizes.
 - Log fuel to rear of ridge as necessary.
 - Provide proper wiring for all electrical appliances, mechanical equipment and whirlpools per manufacturer's specifications.
 - Air conditioner locations may vary depending on restrictive covenants and codes.



Scale - 1: 564
39.429461, -77.799170
(39.429510, -77.800100)



1 FIRST FLOOR DEMOLITION PLAN
Scale: 3/4" = 1'-0"

DESCRIPTION



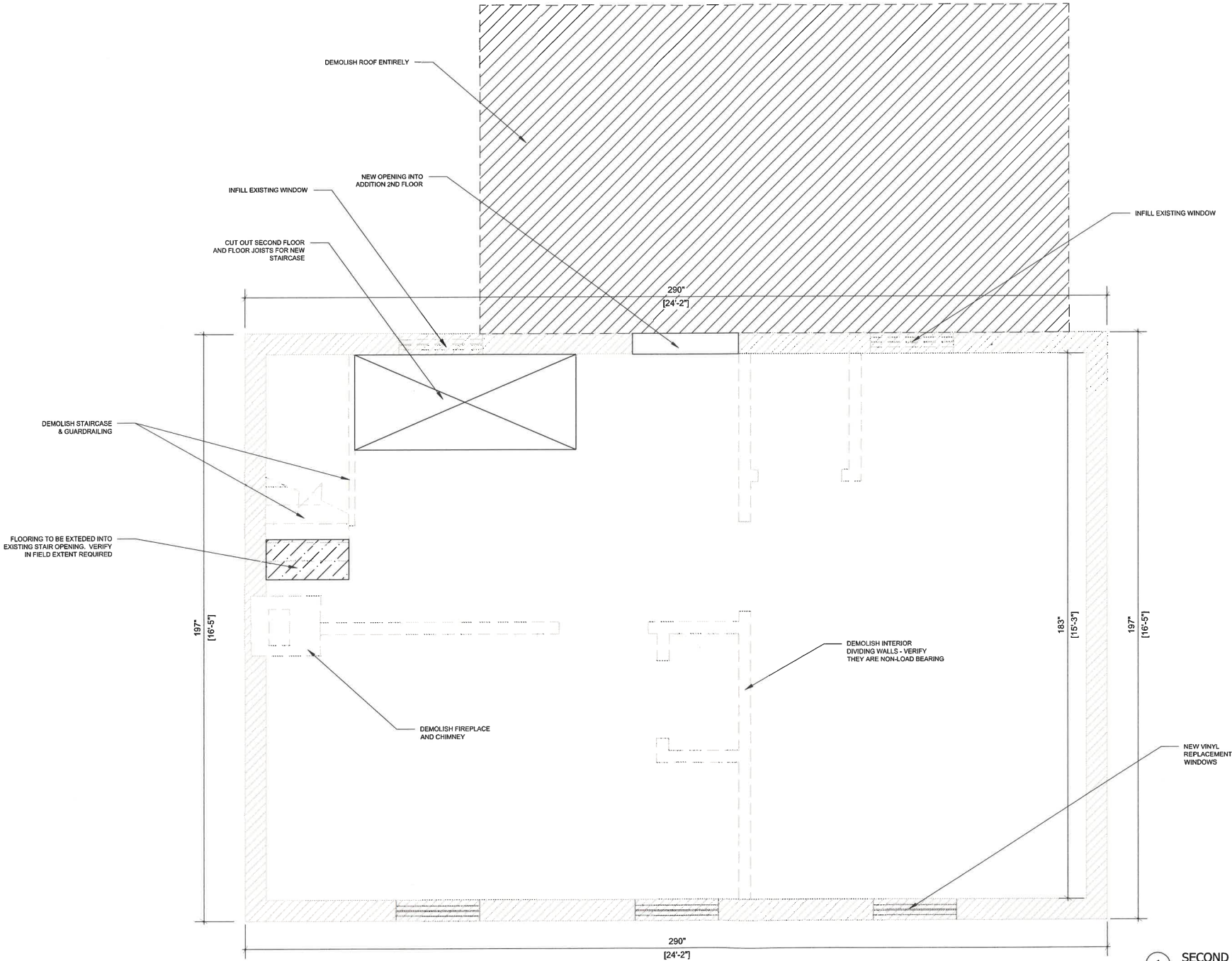
118 Amgallia Ln
Hedgesville, WV 25427
James@jkdrafting.co
304-671-1992

Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



808 N. Queen Street
Martinsburg, WV 25404
304-569-1339

D1.01



1 SECOND FLOOR DEMOLITION PLAN
Scale: 3/4" = 1'-0"

DESCRIPTION



118 Anngalda Ln
Hedgesville, WV 25427
James@jkdrafting.co
304-671-1992

Disterhaupt Residence
103 Ray Street
Shepherdstown, WV

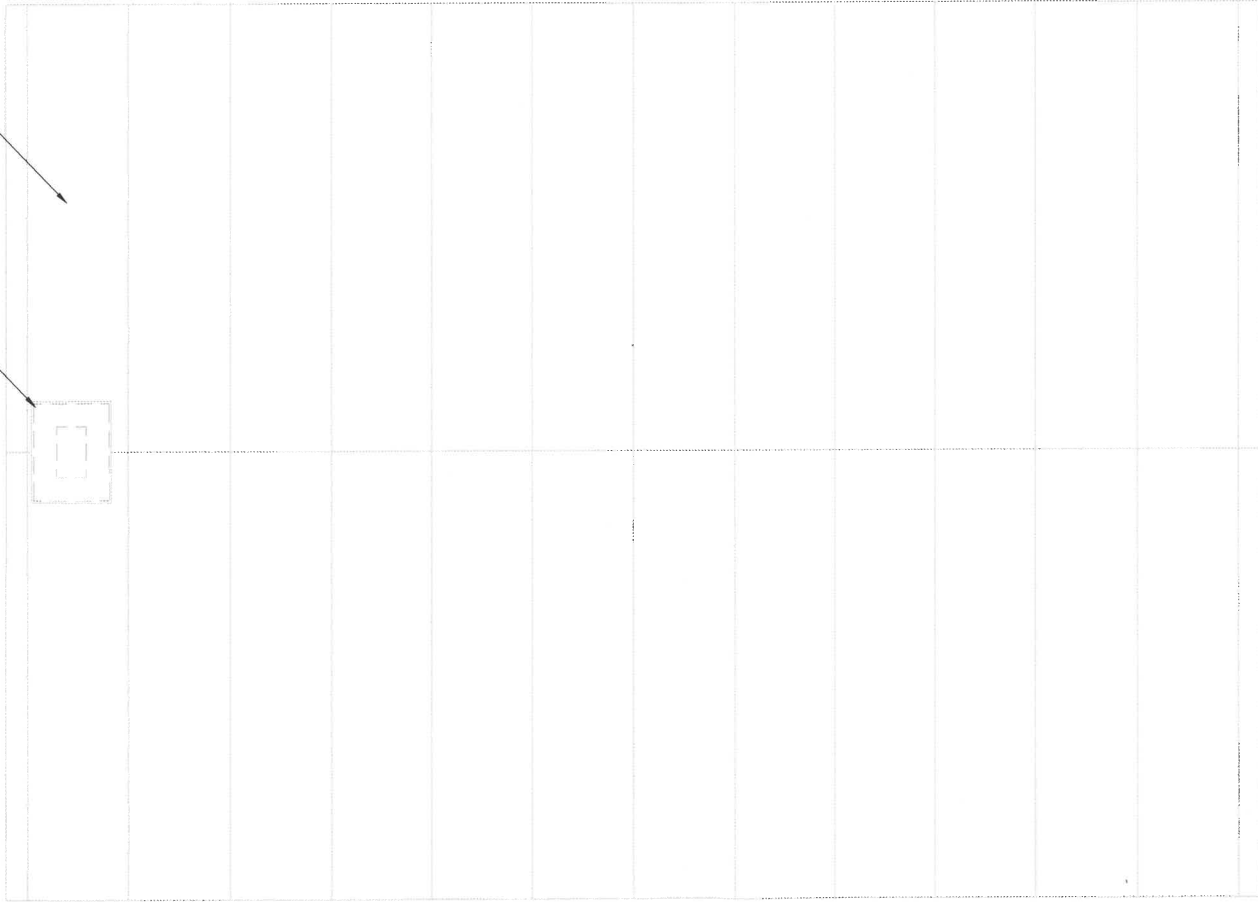


806 N. Queen Street
Martinsburg, WV 25404
304-668-1339

D1.02

REMOVE EXISTING METAL ROOF
AND PREPARE FOR NEW ARCHITECTURAL
SHINGLE ROOF

DEMOLISH FIREPLACE
AND CHIMNEY



1 ROOF DEMOLITION PLAN
Scale: 3/4" = 1'-0"



118 Anngalids Ln
Hedgesville, WV 25427

James@jbkdrafting.co
304-671-1982

Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



808 N. Queen Street
Martinsburg, WV 25404

304-569-1339

Sheet No:

D1.03

DESCRIPTION

DATE

1 JUNE 2025

PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

[illegible]

1 RIGHT (NE) ELEVATION DEMOLITION
Scale: 3/4" = 1'-0"

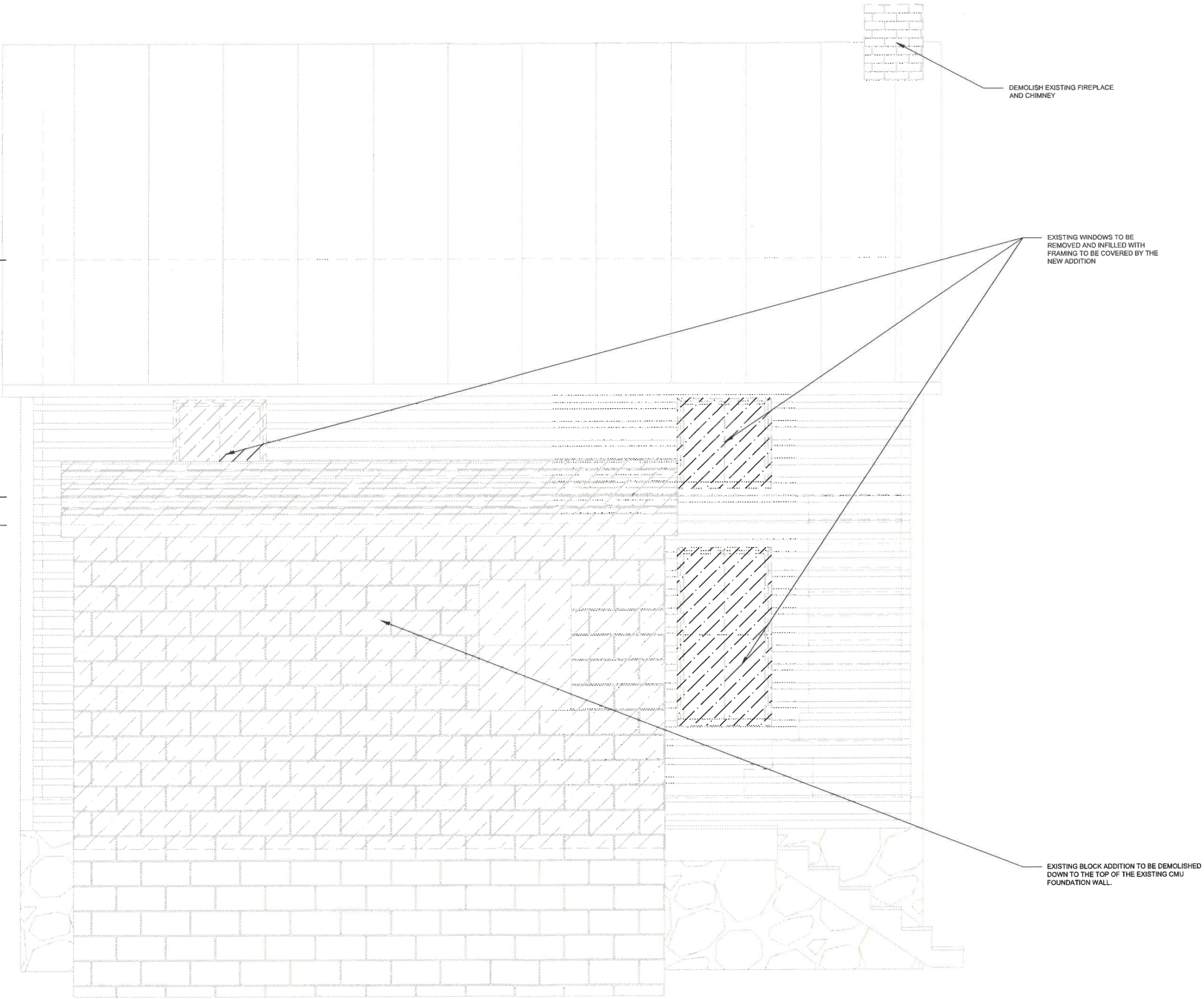
[illegible]

+14'-5"
U/S EXISTING FLAT CEILING
@ SECOND LEVEL

+8'-1"
TOP OF EXISTING WOOD FLOOR
@ SECOND LEVEL

+7'-4"
U/S EXISTING EXPOSED JOISTS
@ FIRST LEVEL

0"
TOP OF EXISTING WOOD FLOOR
@ FIRST LEVEL



1 REAR (NW) ELEVATION DEMOLITION
Scale: 3/4" = 1'-0"

DESCRIPTION



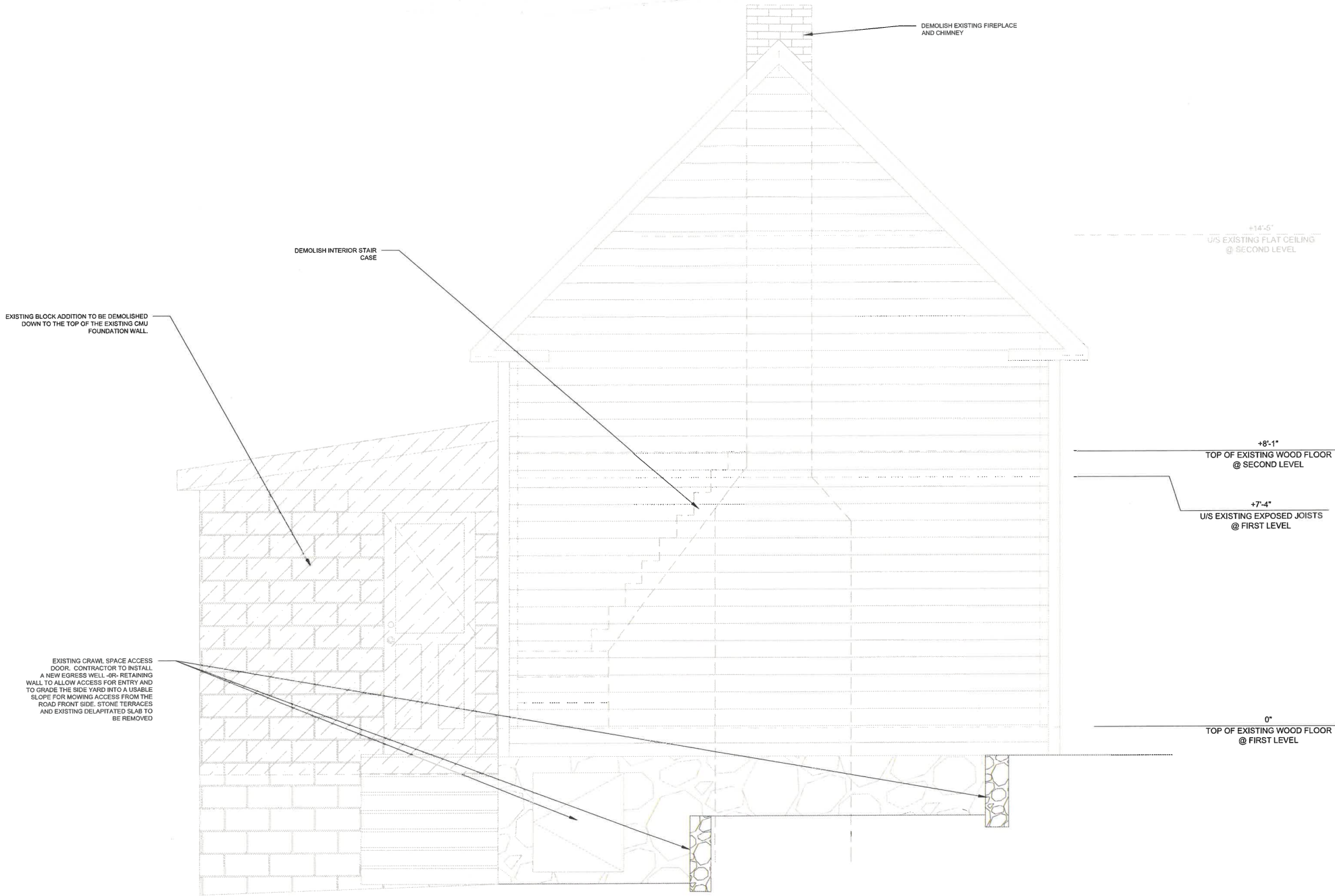
116 Anngalside Ln
Hedgesville, WV 25427
James@jbkdrafting.co
304-671-1992

Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



808 N. Queen Street
Martinsburg, WV 25404
304-569-1339

D2.03



1 LEFT (SW) ELEVATION DEMOLITION
Scale: 3/4" = 1'-0"

DESCRIPTION



118 Angelika Ln
Hedgesville, WV 25427
James@jbkdrafting.co
304-671-1992

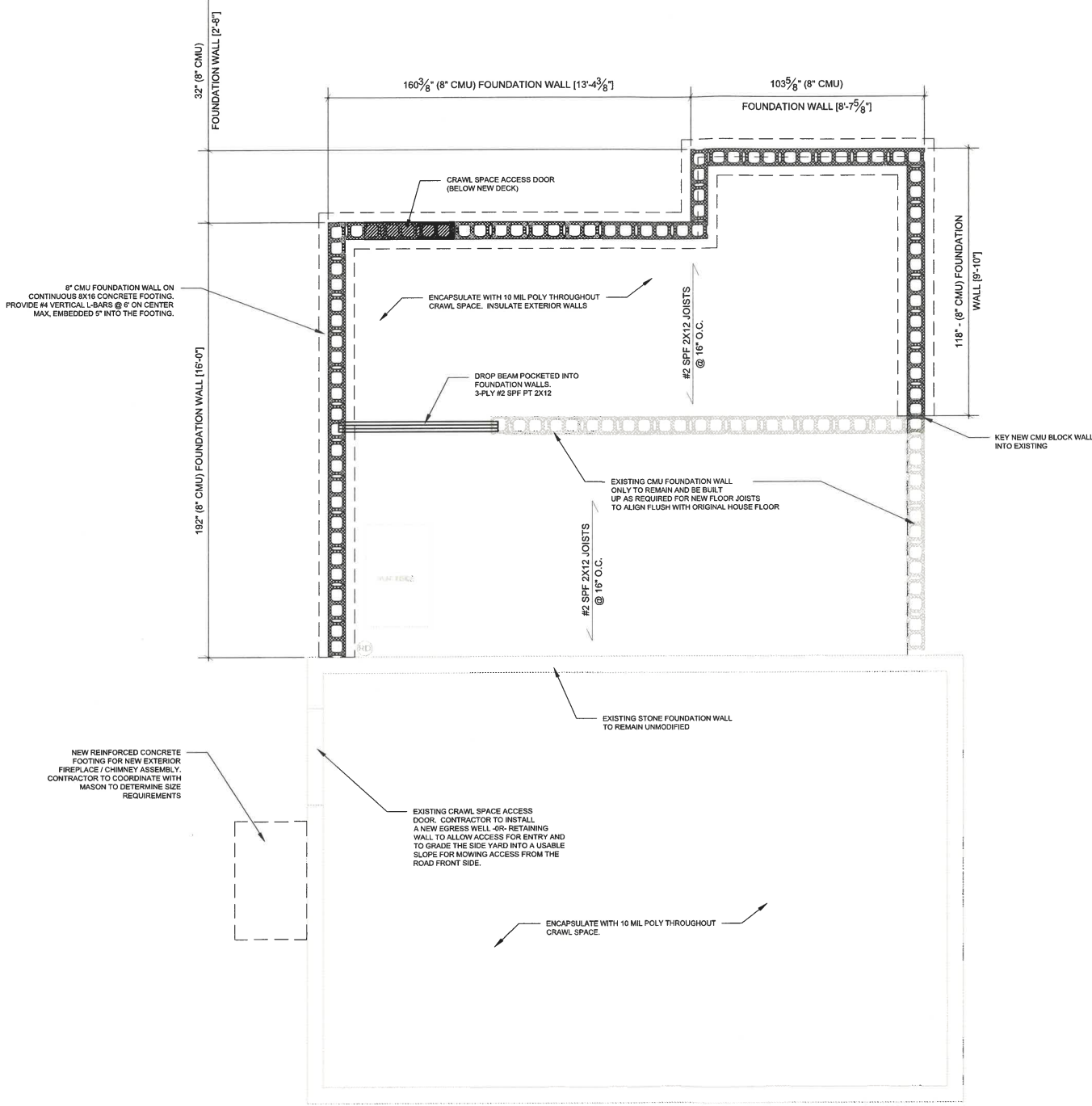
Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



806 N. Queen Street
Martinsburg, WV 25404
304-569-1339

Sheet No:

D2.04



LIFE SAFETY

SMOKE DETECTOR 
-all devices to be interconnected

CARBON MONOXIDE DETECTOR 
RADON PIPE 

DESCRIPTION



118 Amalgida Ln
Hedgesville, WV 25427

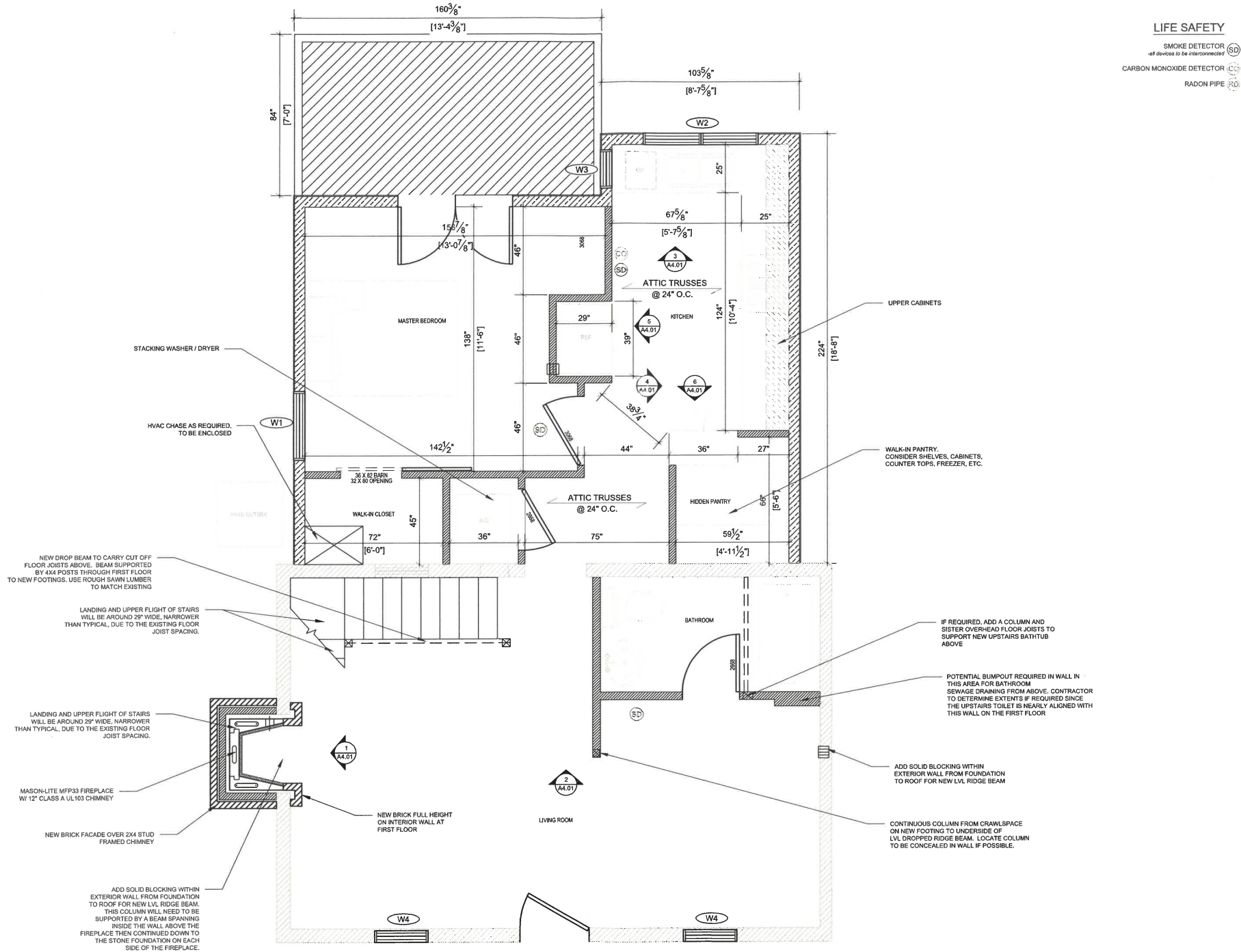
James@jbkdrafting.co
304-671-1992

Disterhault Residence
103 Ray Street
Shepherdstown, WV



808 N. Queen Street
Martinsburg, WV 25404

304-569-1339



LIFE SAFETY

- SMOKE DETECTOR
- CARBON MONOXIDE DETECTOR
- RADON PIPE

DESCRIPTION



118 Amgallida Ln.
Hedgesville, WV 25427

James@jbkdrafting.co
304-471-1992

Disterhault Residence
103 Ray Street
Shepherdstown, WV



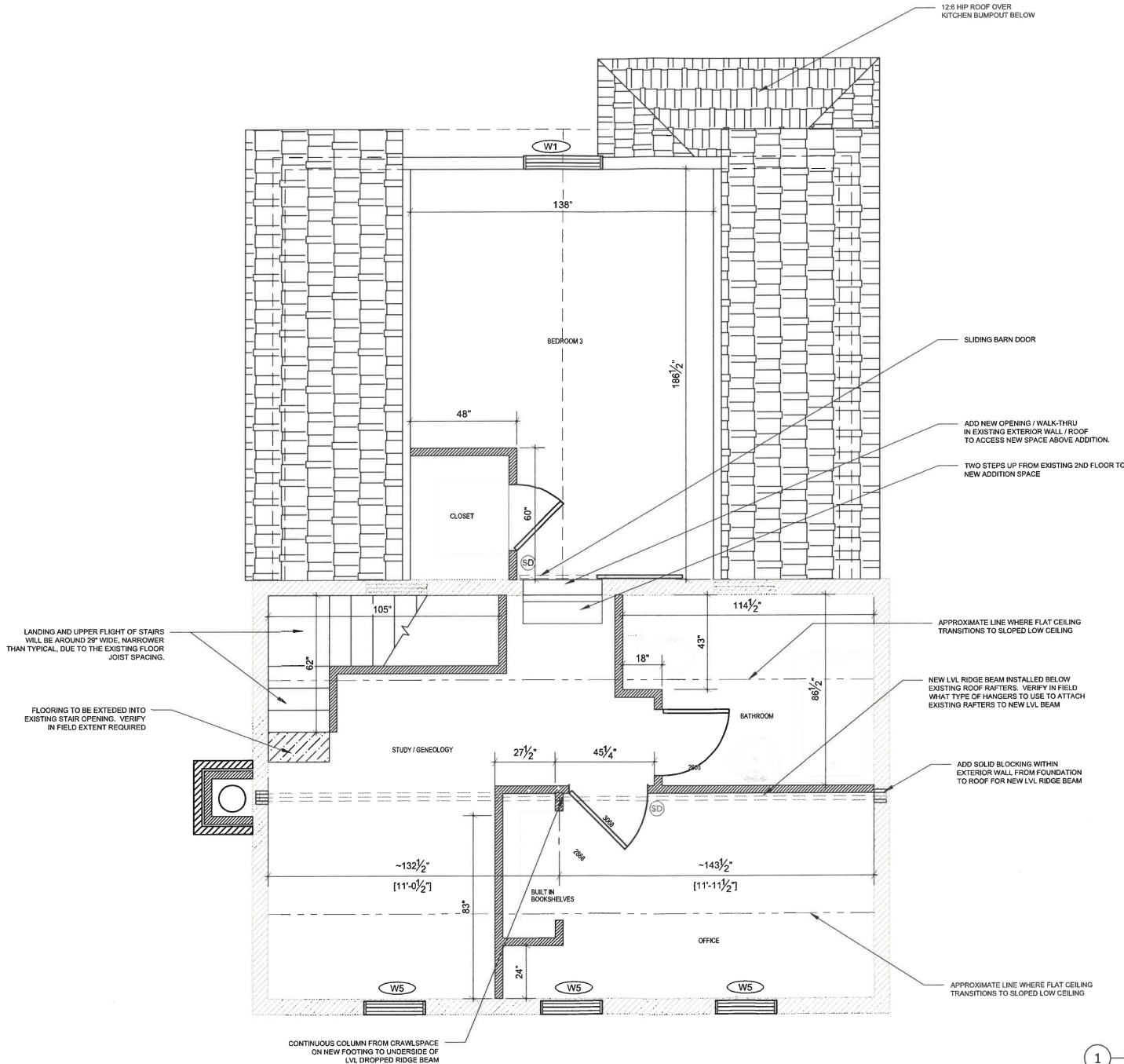
808 N. Queen Street
Martinsburg, WV 25404

304-569-1339

A2.01

1 FIRST FLOOR PLAN

Scale: 1/2" = 1'-0"



LIFE SAFETY

SMOKE DETECTOR
-all devices to be interconnected

CARBON MONOXIDE DETECTOR

RADON PIPE

DESCRIPTION

DATE
JUNE 1 2025

JBK
DRAFTING

118 Angalgide Ln
Hedgesville, WV 25427

James@jbkdrafting.co
304-671-1992

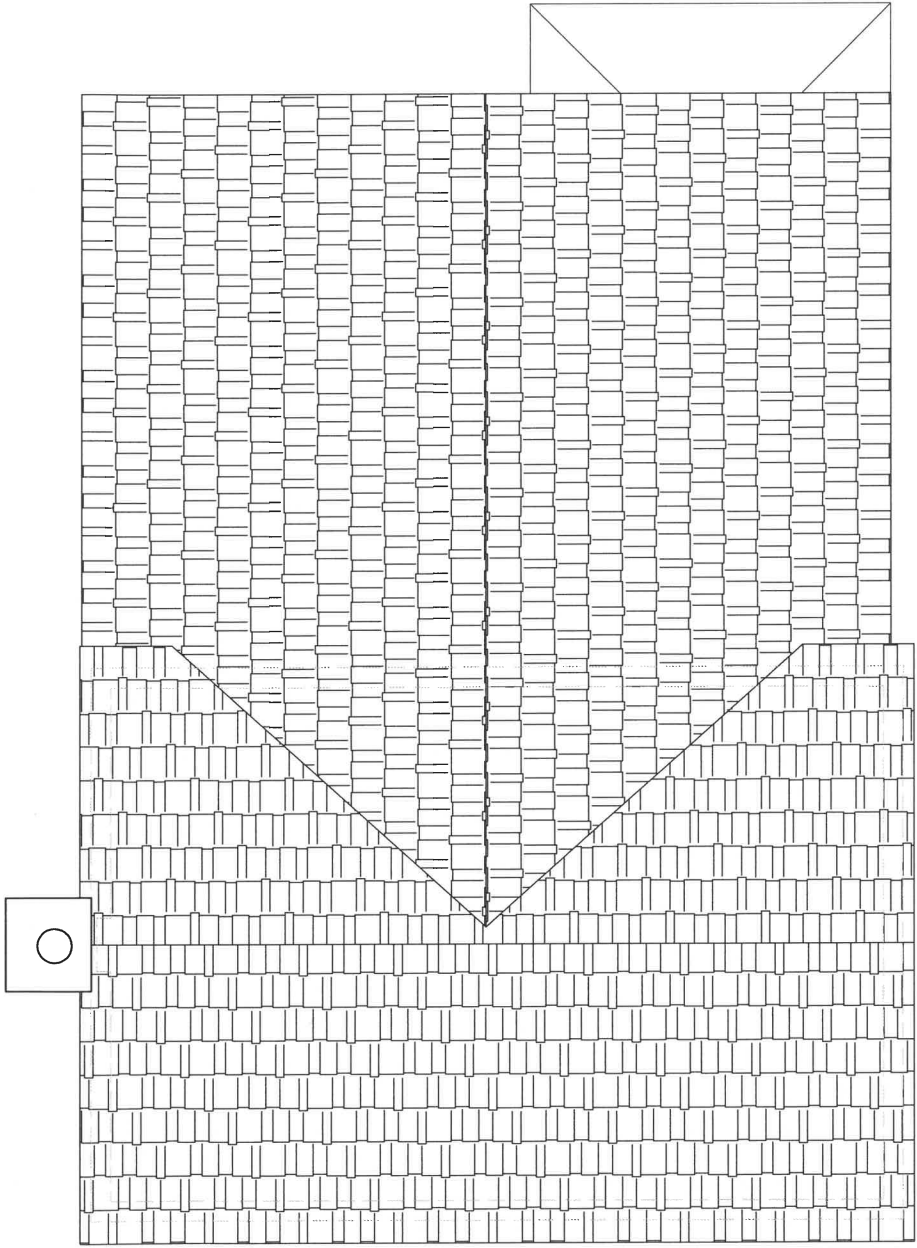
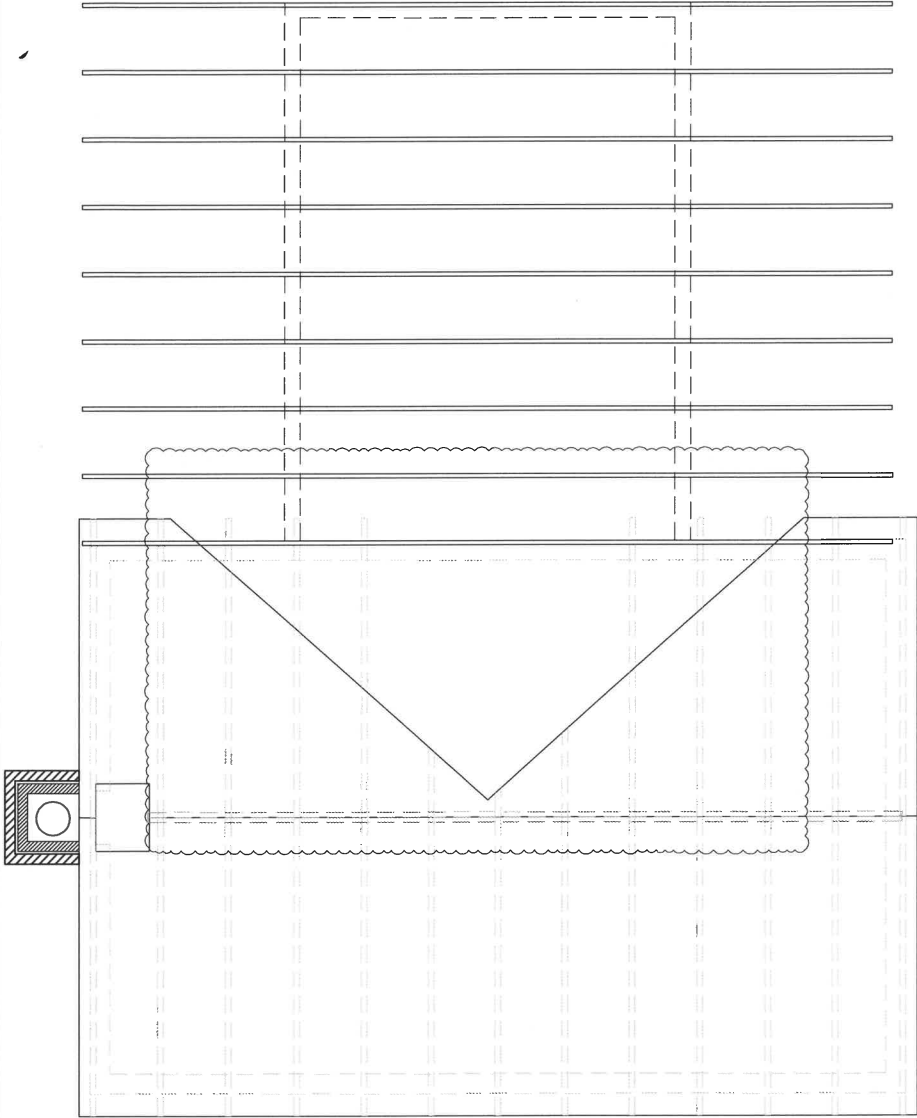
Disterhault Residence
103 Ray Street
Shepherdstown, WV

Modern
RENOVATIONS

808 N. Queen Street
Martinsburg, WV 25404

304-569-1339

Sheet No:



1 ROOF PLAN

Scale: 1/2" = 1'-0"



808 N. Queen Street
Martinsburg, WV 25404
304-569-1339
Sheet No:

Disterhaupt Residence
103 Ray Street
Shepherdstown, WV

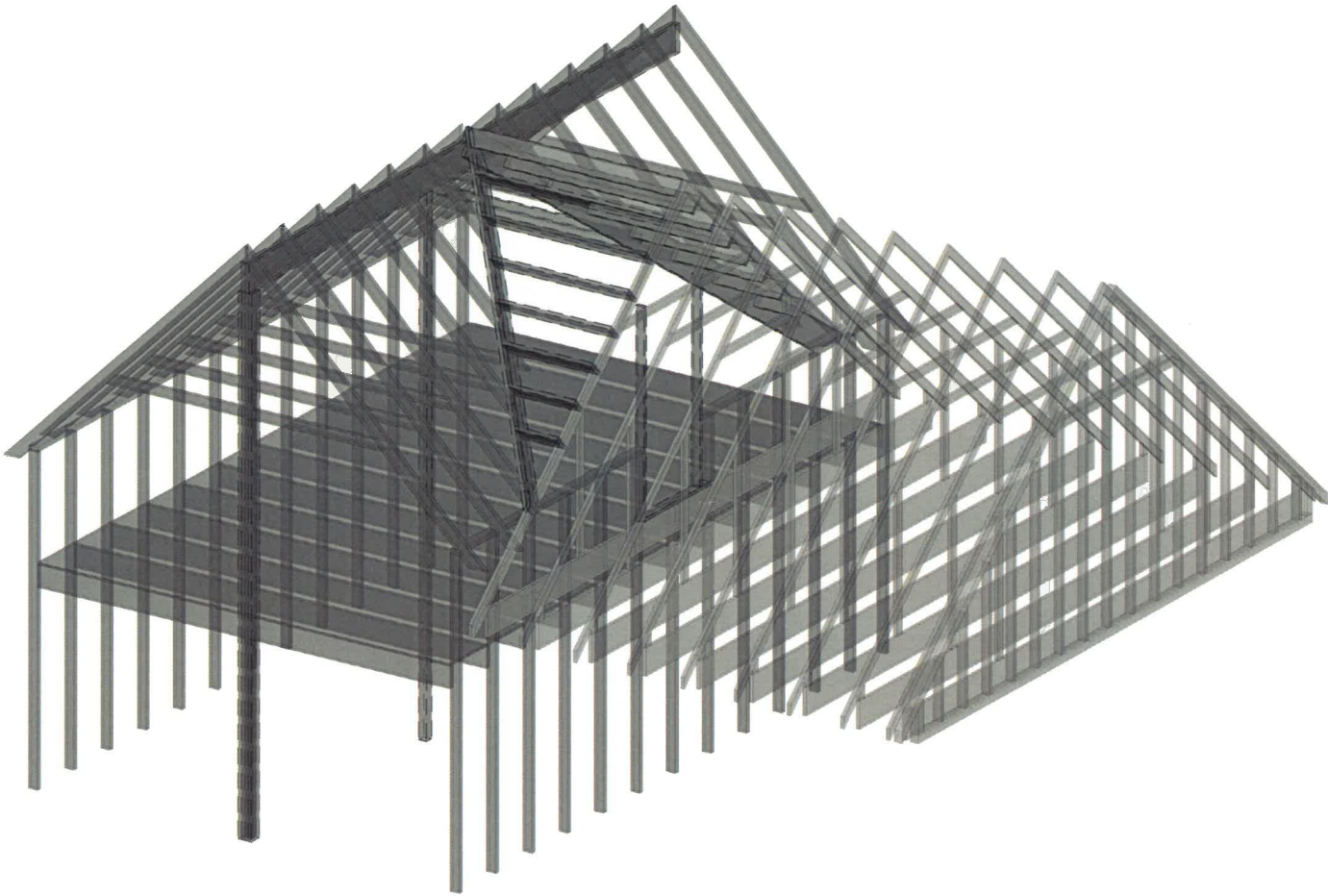


116 Amigalida Ln
Hedgesville, WV 25427
James@jbkdrafting.co
304-671-1992

DESCRIPTION

DATE
1
6/6/2025

JBK PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL



DESCRIPTION

DATE
JUN
2025
1

PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL



118 Amgallida Ln
Hedgesville, WV 25427

James@jbkdrafting.co
304-471-1892

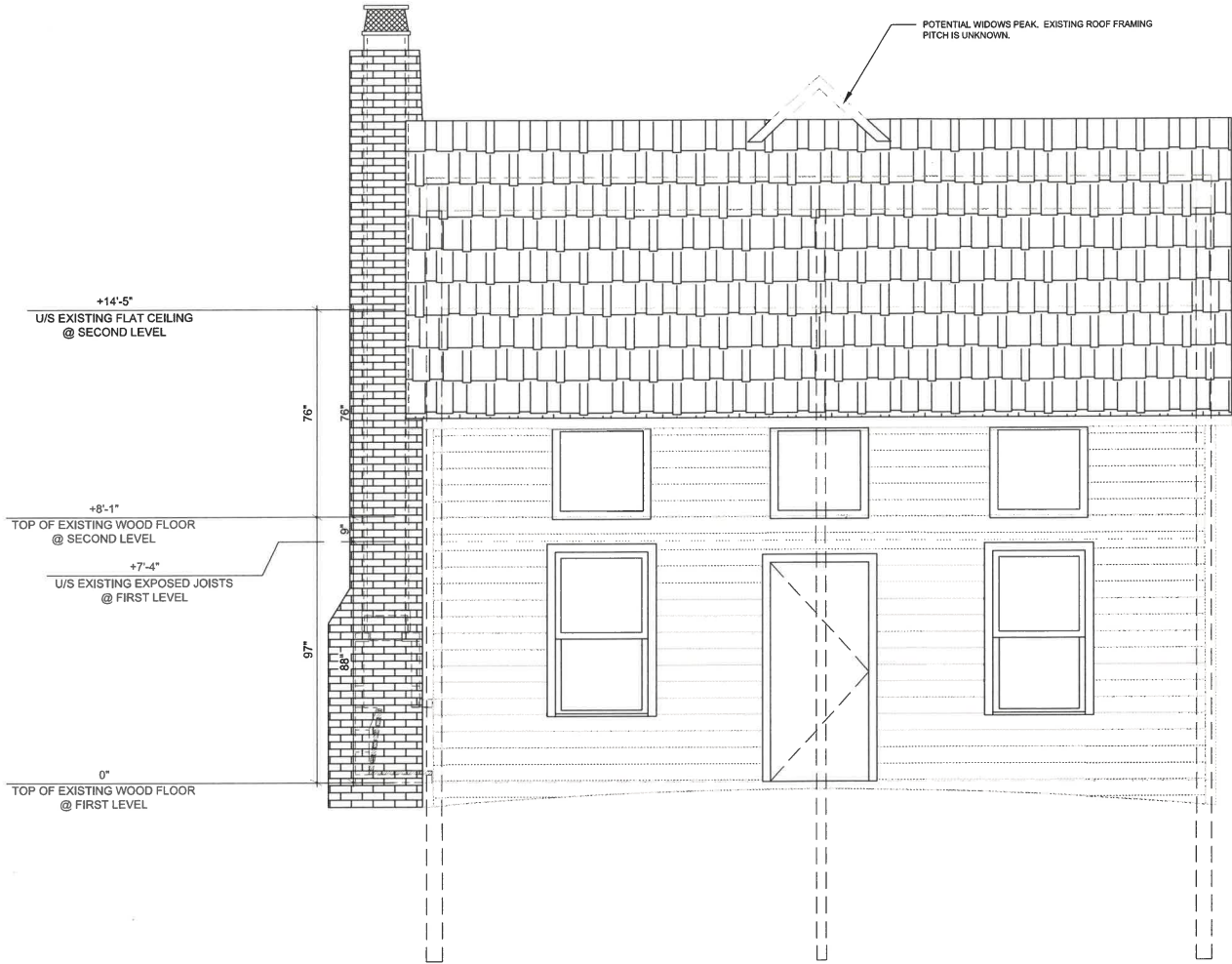
Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



808 N. Queen Street
Martinsburg, WV 25404

304-569-1339

A2.04



1 FRONT (SE) ELEVATION
Scale: 1/2" = 1'-0"

DESCRIPTION



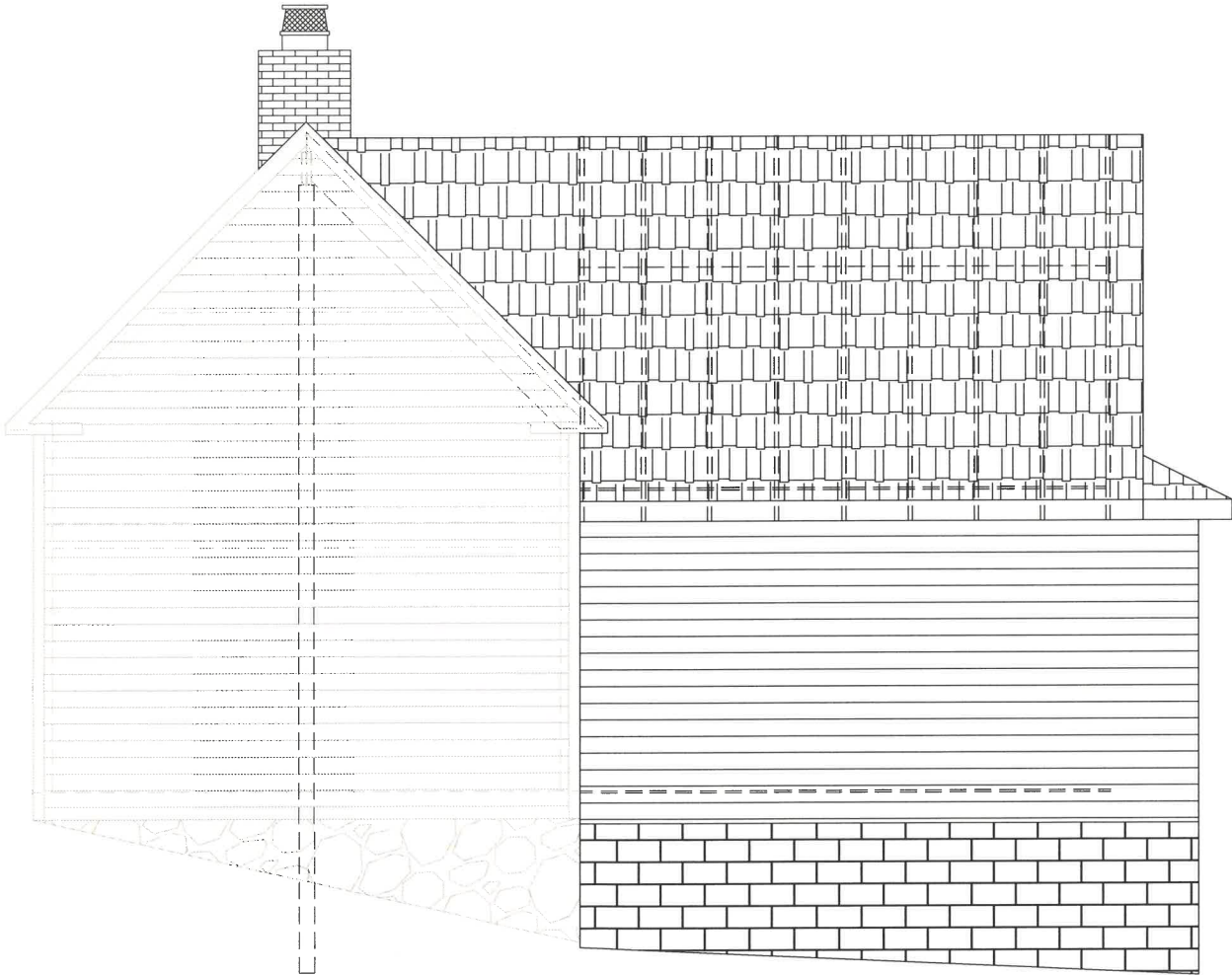
118 Anngalida Ln
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Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



808 N. Queen Street
Martinsburg, WV 25404
304-569-1339

A3.01



1 LEFT (NE) ELEVATION
Scale: 1/2" = 1'-0"

DESCRIPTION

DATE
JUNE 1, 2025

PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

JBK
DRAFTING

118 Amalgida Ln
Hedgesville, WV 25427

James@jbkdrafting.co
304-671-1992

Disterhaupt Residence
103 Ray Street
Shepherdstown, WV

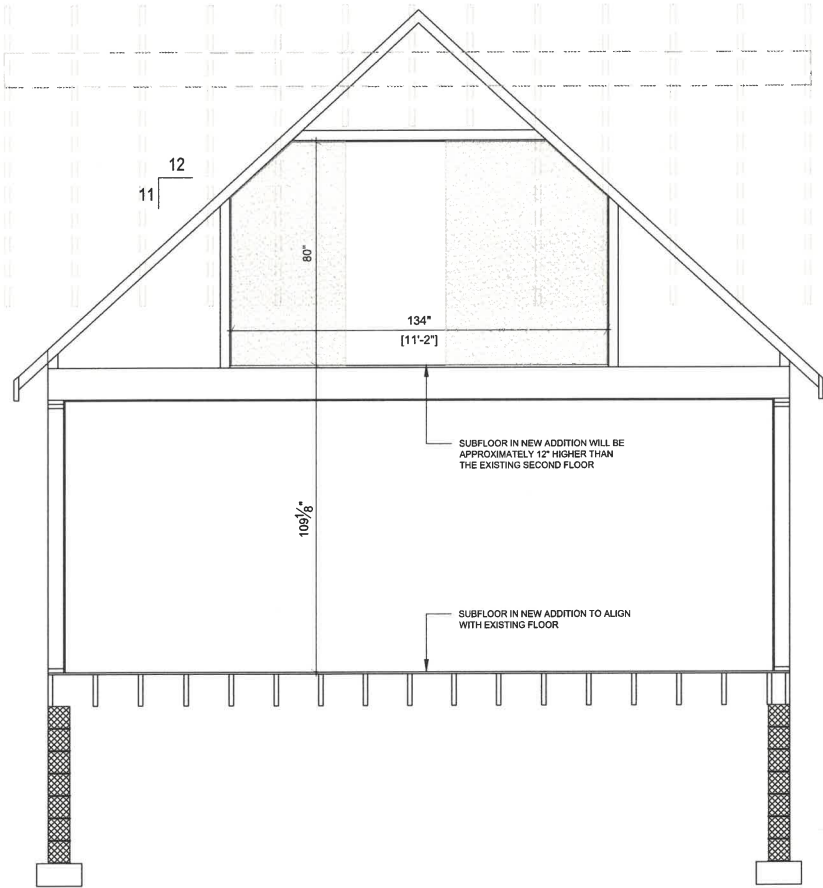
Modern
RENOVATIONS

808 N. Queen Street
Martinsburg, WV 25404

304-569-1339

Sheet No:

A3.02



2 ADDITION WALL SECTION
Scale: 1/2" = 1'-0"



1 BACK (NW) ELEVATION
Scale: 1/2" = 1'-0"

DESCRIPTION



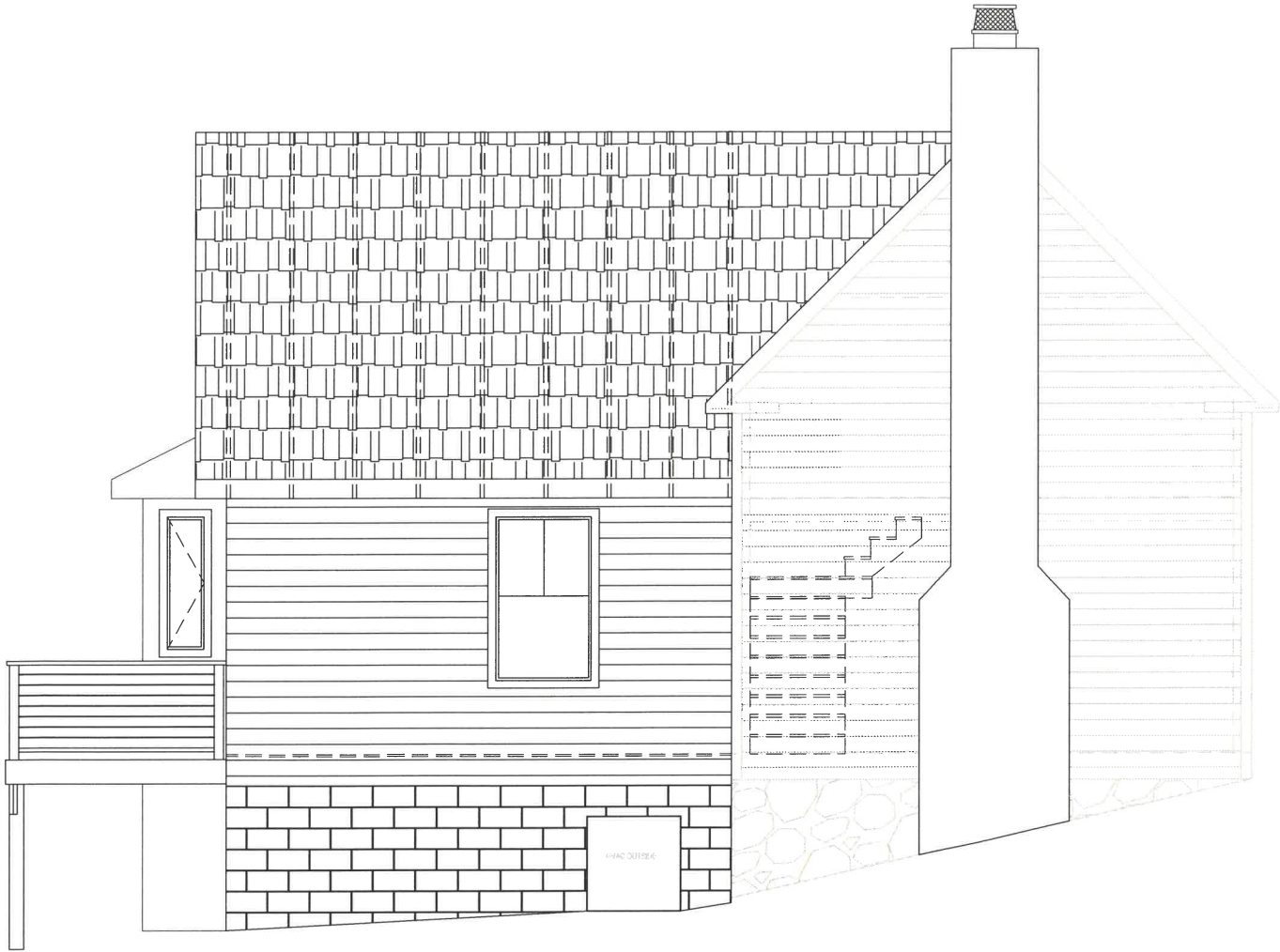
118 Angakids Ln
Hedgesville, WV 25427
James@jbkdrafting.co
304-671-1992

Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



808 N. Queen Street
Martinsburg, WV 25404
304-569-1339

A3.03



1 RIGHT (SW) ELEVATION
Scale: 1/2" = 1'-0"



118 Angalids Ln
Hedgesville, WV 25427
James@jhdrafting.co
304-671-1992

Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



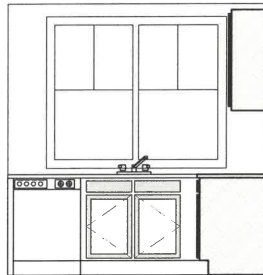
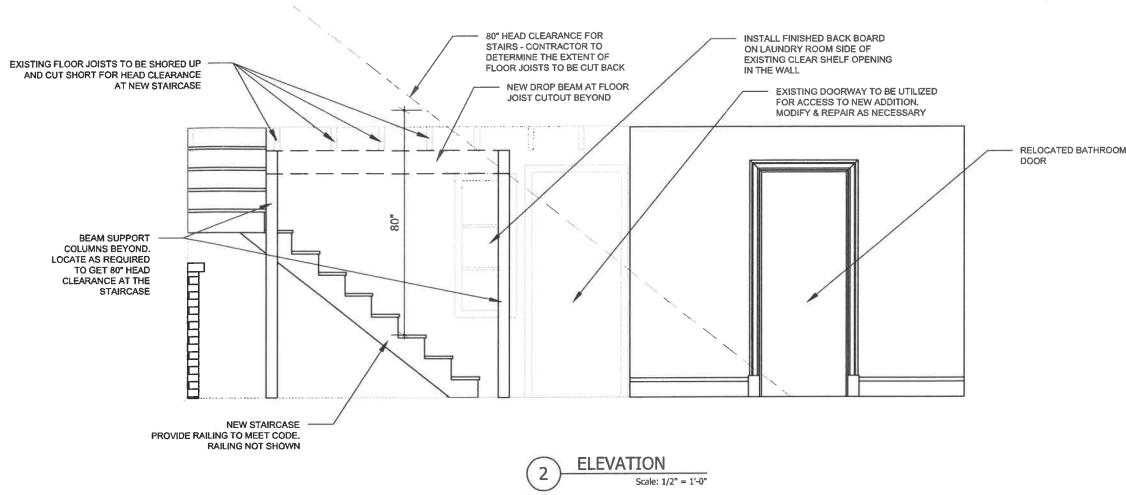
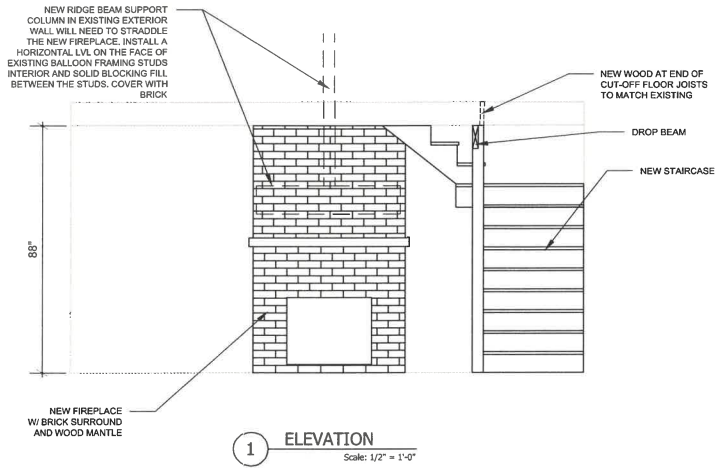
808 N. Queen Street
Martinsburg, WV 25404
304-569-1339
© 2024 MR

A3.04

DESCRIPTION

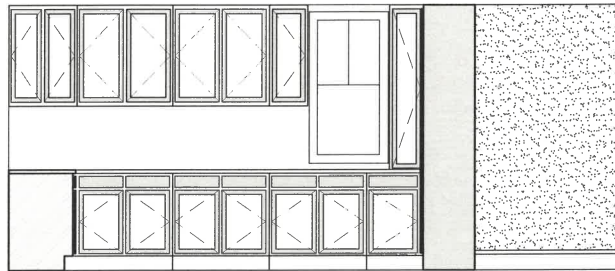
DATE

JUNE 2025
1
PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL



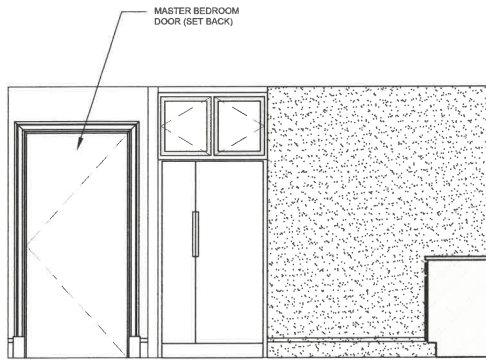
3 ELEVATION
Scale: 1/2" = 1'-0"

KITCHEN ELEVATIONS SHOWN FOR DESIGN INTENT ONLY. FINAL KITCHEN DESIGN IS BY OTHERS



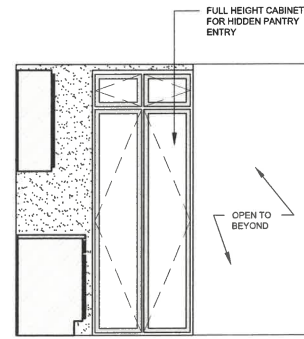
4 ELEVATION
Scale: 1/2" = 1'-0"

KITCHEN ELEVATIONS SHOWN FOR DESIGN INTENT ONLY. FINAL KITCHEN DESIGN IS BY OTHERS



5 ELEVATION
Scale: 1/2" = 1'-0"

KITCHEN ELEVATIONS SHOWN FOR DESIGN INTENT ONLY. FINAL KITCHEN DESIGN IS BY OTHERS



6 ELEVATION
Scale: 1/2" = 1'-0"

KITCHEN ELEVATIONS SHOWN FOR DESIGN INTENT ONLY. FINAL KITCHEN DESIGN IS BY OTHERS

DESCRIPTION



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Disterhaupt Residence
103 Ray Street
Shepherdstown, WV



808 N. Queen Street
Martinsburg, WV 25404
304-569-1339

A4.01

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, December 8, 2025

6:00 p.m.,

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Tom Mayes (TM), Commissioner Cheryl Brown (CB), Commissioner Ashley Reynolds (AR), Commissioner Rebecca Bicker (RB), Town Administrator Gino Sisco, Intern Tabatha Delphi, Mayor James Gatz (JG).

In absentia: None noted.

In audience: Jim Auxer (JA), Brannon Hamilton (contractor) (BH), Paul Farrell (211 E High), Michael Nickerson (MN), Stephanie Unger.

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners, made introduction of new historic preservation intern, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** No changes noted, minutes approved as submitted.
3. **Visitors:**
4. **Conflicts of Interest:** None noted.
5. **Applications:**

25-38- 211 E High Street Renovations

Homeowner discussed project plan. Plan is to replace fencing and building shutters.

- **Exterior Work-** CB inquired about if the shutters are original to the building. BH notes that the existing shutters are not but are so old that they are unrepairable. TM inquired if they will be replaced in-kind with wood. BH says that the only modification will be to lengthen the upper shutter, which do not currently fit window length. KA moved to approve replacement of existing shutters in accordance with Guidelines on PG 48 "Shutters", Sections A-D. All in favor. None opposed. Passed.
- **Fence Permit Application-** BH described the fence as semi-temporary, with the proposed replacement 5' tall, black aluminum, and 2"x2" posts. KA noted the necessity of considering the relative dimensions to the adjoining property. CB asked about visibility between properties. BH noted that wooden fences are visible against property, noted lack of cast metal availability for fencing. AR noted that the interior and side placement of fence will have less impact on historic integrity. TM inquired about height of fence, noting that zoning limits fencing over 4', raised issue of cast metal substitution. BH noted difficulties for

fence installation on specific terrain of 211 E High Street. JA recommended a local blacksmith for the project. KA recommends that the commission considers approving a recommendation to the planning commission that the homeowners explore cast iron over proposed aluminum, as a preliminary step. TM raises wood as an alternative, compatible with adjoining property. BH noted the need for timely work but said that he will do further research. CB noted that the black aluminum keeps visibility of adjoining mill property, more than wood. TM inquired about the longevity and acceptability of proposed fence. BH noted that the proposed fence is in use on historic properties elsewhere. Homeowner inquired on whether the fence was in question or a specific side. KA confirmed that the public-facing side was the priority. TM moved to recommend to the planning commission that the installation of a 5' aluminum fence would not be appropriate at this location and invited the contractor to consult with another qualified fence builder in town (as amended). AR asked for confirmation of timeline. Homeowner notes proposed cast iron as prohibitively expensive. KA notes that the priority is the proposed height and materials. BH confirms feasibility of newly proposed height. KA proposes that TM rephrase his motion based on newly proposed height. TM notes the importance of material continuity. CB proposes that a temporary fence be installed until permanent change is made. BH rejects feasibility of project, considering available labor and expense. CB seconded motion by TM. All in favor. None opposed. Passed.

25-39_– 104 West New Street Shepherd Burial Ground Renovations

Representative from Historic Shepherdstown discussed the current project plan. Plan is to renovate iron gate (gate and hinge, not posts) and stone foundation including stone steps.

- a. Gate renovation.** KA inquires on visible impact of proposed solution. MN states that none would be visible, other than an increased gap between gate doors which would be necessary for function and for prohibiting further deterioration. TM thanked MN for his continued commitment to the property, expressed concern on cutting into the original materials of the gate, noted hinge is original, suggested that a supportive base be inserted instead. MN stated that the proposed solution is the most feasible, as other options are not cost-effective and would put strain on contributing materials. MN noted the longevity of proposed solution. TM inquired about stone step support, noted that proposed work on steps might alleviate strain on gate. KA noted concerns on the necessity of gate renovation considering the currently mild unalignment, suggested work on hinges instead. TM suggested that the motion for gate renovation and step renovation be considered together.
- b. Step renovation.** CB inquired on the necessity of prioritizing the proposed steps over sidewalk steps. KA agreed on the importance of sidewalk steps but

prioritized the cemetery steps, considering the contributing gate. TM inquired on archaeological methods employed in the project, considering proposed depth of excavation. JG noted the importance of balancing community perspectives with historic standards, as well as the appropriateness of extensive time and planning, considering the hallowed nature of the site. TM agreed. CB inquired on the feasibility of grant acquisition of project. KA recommended consulting with the state preservation office. TM agreed, emphasized that the site will be an example for town preservation, recommended extensive planning be put to renovation. TM asked if the town would be willing to withdraw application. Confirmed by Mayor Gatz, Town withdrew application, pending further study.

6. Workshop Sessions: None.

7. Ongoing Business

- **Comments on the Heritage Education Plan-** KA asked commissioners to review SHPO comments. TM noted the need to communicate benefits of Historic District to residents, suggested a webpage devoted to this. KA noted the importance of expanding the curriculum component of the plan. JG concurred with TM's suggestion of clear communication with town, suggested that the commission specify expected deliverables. AR suggested deeper collaboration with Mills Group, suggested inviting Mills Group to next meeting. KA suggested meeting again within the month.
- **Mills Group Survey** - status of survey is still unknown.

8. New Business

- Presentation of letter from David Abbruzzi – AR will invite Abbruzzi to next meeting.
- Evaluation of Shepherdstown CLG – pursuant to the SHPO request, the town will obtain resumes and credentials of previous HLC committee members and data on attendance. KA requested assistance with the process.
-

9. Adjournment: TM moved to adjourn at 7:41 p.m. AR seconded. All in favor. None opposed. Passed.

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 25-36
2. Project Address: 200 South Duke Street
3. Project Description: Modification of the existing storm structures. Installation of a new underground storm network and minor grading activities.
4. Issues Identified: More research by a qualified engineer.
5. Staff Analysis and Recommended Action: This project requires extensive analysis by an engineer.
6. To Be Reviewed By _____ Historic Landmarks Commission
 __X__ Planning Commission

Completed By: _____ Gino E. Sisco_____

Date: _____ 11/12/2025_____

Approved By: _____

Date: _____



Application for Project Permit

Application # 25-36

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

This application is required for projects within the corporate limits of Shepherdstown (both in and out of the Historic District), that involve modifications to structural square footage. Examples include decks, porches, driveways, carports, accessory structures, and new construction of and/or additions to residential, commercial, and industrial structures. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. [Please reference Title 9, Section-902](#).

Applicant's Name: Diocese of Wheeling - Charleston
(Must be Property Owner)

Mailing Address: PO Box 1603
Shepherdstown WV 25443
City State Zip

Telephone: 304-876-6436 **Email** office@stagnesshepherdstown.org

Street Address of Proposed Work: 200 S Duke St. Shepherdstown WV, 25443

Current Zoning: R-1 **Current Land Use:** Residential
Note: Reference [this map](#) for zoning Classifications.

Description of Work: Modification of the existing storm structures. Installation of a new underground storm network and minor grading activities.

Project Category: III
(see descriptions on next page)

Contractor Performing the Work: To be provided once bid is awarded

Contractor's Business License: To be provided once bid is awarded
A copy of the contractor's Shepherdstown business license or license application MUST be attached.



Application for Project Permit

Application # 25-36

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

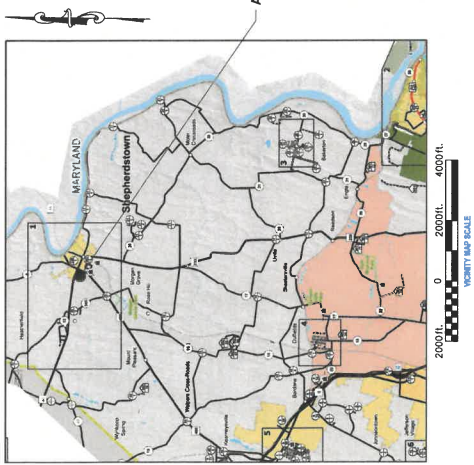
Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

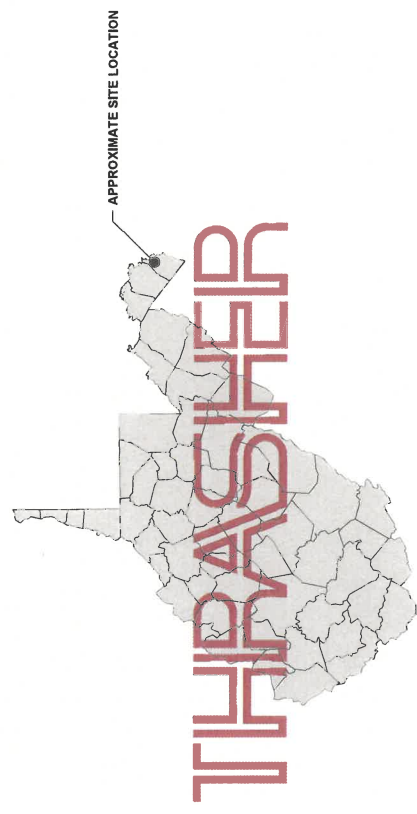
<p><u>Category I:</u></p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
<p><u>Category II:</u></p> <p>\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
<p><u>Category III:</u></p> <p>\$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p>\$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).</p>
<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ul style="list-style-type: none">Reason for the demolition/relocation (including historic documentation).Describe the structure's condition in detail.Describe the proposed reuse of the site, including full drawings of new structure & landscaping.Evidence of relevant funding or financial concerns.Timeframe for project <p>\$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)</p>

ST. AGNES CATHOLIC CHURCH
STORMWATER MANAGEMENT IMPROVEMENTS
T25-11034
SHEPHERDSTOWN, WV
SEPTEMBER 2025

SHEET INDEX	
SHEET	DESCRIPTION
CO.01	COVER
CO.02	GENERAL NOTES
C1.01	EXISTING CONDITIONS
C1.02	PROPOSED IMPROVEMENTS
C2.01	SITE & UTILITY PLAN
C2.02	STORMWATER PROFILES
C3.01	LANDSCAPING PLAN
C4.01-C4.06	DETAILS



APPROXIMATE SITE LOCATION



THRASHER

REVISION NUMBER	REVISED SHEETS	BY	DATE	DESCRIPTION

EXISTING INFORMATION SOURCES

BENCHMARK
HORIZONTAL - NAD 83 WEST VIRGINIA STATE PLANE, NORTH ZONE, US SURVEY FOOT
VERTICAL - NAVD 83 (GEOID 2011), US SURVEY FOOT
(<http://www.dnr.wv.gov>)
ROAD DESIGNATIONS OBTAINED FROM WV-DOH
WEST VIRGINIA 811
(<http://www.wv811.com>)
CONTRACTOR SHALL NOTIFY THE ONE-CALL SYSTEM OF THE INTENDED EXCAVATION OR DEMOLITION NOT LESS THAN FORTY-EIGHT (48) HOURS PRIOR TO THE BEGINNING OF SUCH WORK, AND NOT MORE THAN TEN (10) WORK DAYS PRIOR TO THE BEGINNING OF SUCH WORK.
CALL 811.COM/811IN-YOUR-STATE

CONTACTS

CLIENT'S CONTACT
ST. AGNES CATHOLIC CHURCH
100 WHITE OAK BLVD.
ATLANTA, GA 30329
(404) 875-6408

BRIDGEPORT, WV OFFICE
100 WHITE OAK BLVD.
ATLANTA, GA 30329
(404) 875-6408
PO BOX 940

ENGINEER
THE THRASHER GROUP
ATTN: MICHAEL THRASHER, P.E.
(301) 688-7211

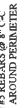
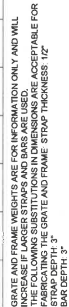
PLAN REPRODUCTION WARNING

THESE PLANS ARE INTENDED TO BE CANNOTED LINES. THEY ARE NOT TO BE USED FOR CONSTRUCTION. REFER TO THE GRAPHIC SCALE. THESE PLANS HAVE BEEN CREATED FOR FULL COLOR PLOTTING. ANY SET OF THESE PLANS THAT IS NOT PLOTTED IN FULL COLOR SHALL NOT BE CONSIDERED ADEQUATE FOR CONSTRUCTION PURPOSES.
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RICHARD HOVATTER, WV P.E. #18460

<p> </p> <p> ASME AMERICAN SOCIETY OF MECHANICAL ENGINEERS 345 E. 57th St., 10th Floor New York, NY 10022-4178 Tel: 212/512-2000 Fax: 212/512-2100 E-mail: info@asme.org Web: www.asme.org </p>	<p> </p> <p> ANS AMERICAN NUCLEAR SOCIETY 515 North Dearborn Street Chicago, IL 60610-5412 Tel: 312/562-2000 Fax: 312/562-2100 E-mail: info@ans.org Web: www.ans.org </p>	<p> </p> <p> ASHRAE AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@ashrae.org Web: www.ashrae.org </p>	<p> </p> <p> ASCE AMERICAN SOCIETY OF CIVIL ENGINEERS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@asce.org Web: www.asce.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive Gaithersburg, MD 20878-2146 Tel: 301/981-3800 Fax: 301/981-3899 E-mail: info@aseet.org Web: www.aseet.org </p>	<p> </p> <p> ASEET AMERICAN SOCIETY OF ENVIRONMENTAL ENGINEERS AND TECHNICIANS 1801 Alexander Bell Drive </p>
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CONSTRUCTION DETAIL - SKEWED PIPE



Corporation of Shepherdstown
Staff Input Form
For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 25-38

2. Project Address: 211 East High Street

3. Project Description: Fence Permit – Replace black temporary fence with black aluminum permanent fence.

4. Issues Identified: Fence height is greater than 4 feet at 5 feet tall. There are several ordinances related to fencing height:

Title 9, Section 9-803, III states that:

Proportions. The height of the fence and the size of the various members (rails, posts, pickets, finials, caps, braces, gates, and panels) and the spacing between pickets, rails, and posts shall be appropriate to the style of fence chosen. Is the height of this design taller than standard at 5 feet?

Title 9, Section 9-803, VI states that:

Side fence height is limited to 4 feet tall.

Proposed fencing is aluminum. There are ordinances that address fencing material:

Title 9, Section 9-803-III states that:

Materials. Fences should be built of materials that comply with the requirements of Section 9-902-IV.

Section 9-902-IV is the architectural section for approval of project permits. In this case the Historic Landmarks Commission recommended that the fence material be changed to iron from aluminum.

5. Staff Analysis and Recommended Action: Approval with the changes recommended by the HLC.

6. To Be Reviewed By _____ Historic Landmarks Commission

__X__ Planning Commission

Completed By: Gino E. Sisco

Date: 12/09/2025

Approved By: _____

Date: _____



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-38

This application is required for any modification of structures within the Shepherdstown Historic District. The purpose of this application is to protect the integrity of the exterior architectural features of structures in the designated Historic District. Reference [this map](#) to see if you live within the Historic District. A review of this application shall be approved or rejected by the Historic Landmarks Commission (HLC). For projects modifying structural square footage, an approved Certificate of Appropriateness is required prior to this being forwarded to the Planning Commission for their review for the issuance of a project permit. Project permits are only valid for one year from the date of issuance. [Please reference Title 9, Section-309](#)).

Applicant's name:

Tammy Chinchek

(Must be Property Owner)

Mailing address:

211 E. High St
Shepherdstown
City

WV
State

Zip

Telephone:

703-304-0868

Email:

Street address of proposed work:

Lot Number/Legal Description:

(if no address exists)

Current Zoning:

Current Land Use:

Note: Reference [this map](#) for zoning Classifications.

Description of Work:

Replace Damaged black shutters with same wood
New black shutters, repaint front door black, replace
black temp fence with black permanent fence.

Project Category:

(see descriptions on next page)

Door- Sherwin Williams Semi-gloss
Black

Contractor Performing the Work:

James Neil Diversified Serv

Contractor's Business License:

A copy of the contractor's Shepherdstown business license or license application MUST be attached.



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-38

Check all the areas that apply:

Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.

☒ **PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES** (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

☒ **MATERIAL AND COLOR SAMPLES** for exterior finishes

Category II- Driveways, decks, carports, porch enclosures and window, roof, or siding replacement.

Category III- New construction of and/or additions to residential, commercial, and industrial structures.

(Categories II and III):

☐ **SITE PLAN** is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

☐ Gross & net land area of property

☐ Setback from property boundaries

☐ Existing & proposed topography (only if regrading of the property is required)

☐ Existing & proposed accessory structures.

☐ Existing & proposed street right-of-way & entrance

☐ Sidewalk, handicap access, Category IV only

☐ **MATERIAL AND COLOR SAMPLES** for exterior finishes

☐ **ELEVATIONS**, drawings indicating height of proposed structures, materials, and window and door arrangements.

☐ **ZONING INFORMATION** shall be defined in the application as required:

☐ Dwelling density- net (residential application only)

☐ Flood plain designation if any (mapping available in Town Hall)

☐ Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions.

Category IV- Demolitions or Relocation of a Structure:

☐ Historic designation of structures to be demolished (documents available in Town Hall)

☐ Complete description of structure(s) or part(s) of structure(s) to be demolished.

☐ At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

All Categories:

☐ Copy of general contractor's Shepherdstown business license or license application.



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 28-38

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9-905.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with the Commission's approval. **I UNDERSTAND THAT MY PRESENCE AT THE ASSIGNED APPLICATION REVIEW MEETING IS REQUIRED.** Application must be signed by owner or his/her agent.

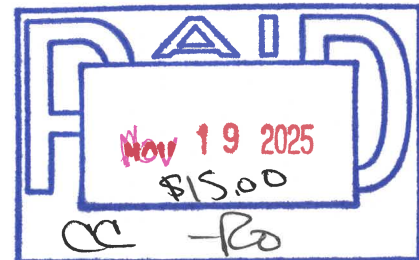
Date: 11-12-25

Signature: [Signature]
(Owner)
Print Name: _____

For Office Use:

Zoning Officer Comments

Fee Paid \$15.00
Date Paid 11/19/25





Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-38

Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

	<p><u>Category I:</u></p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><u>Category II:</u></p> <p>\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><u>Category III:</u></p> <p>\$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p>\$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).</p>
	<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ul style="list-style-type: none">• Reason for the demolition/relocation (including historic documentation).• Describe the structure's condition in detail.• Describe the proposed reuse of the site, including full drawings of new structure & landscaping.• Evidence of relevant funding or financial concerns.• Timeframe for project <p>\$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)</p>
	<p>\$15 – Certificate of Appropriateness Fee</p>

Equal Louver Exterior Real Wood Shutters (Per Pair), w/ Aluminum Shutter Caps, Black



42 customer reviews

Item No.: RW101LV12X31BLH





Application # 25-38

Application for Fence Permit

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

This application is required for fencing within the corporate limits of Shepherdstown (for residents and businesses), that involve the construction or modification to fencing. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. Please reference Title 9, Section-803.

Applicant's Name: Tammy Chipcheck
(Must be Property Owner)

Street Address of Proposed Fence: 211 E. High St

Mailing Address: 211 E. High St
Shepherdstown WV
City State Zip

Telephone: 703-304-0868 Email _____

Description of Work:
Left perimeter of home property line remove black temporary fence and replace with black Aluminum permanent fence

Cost Estimate: 8,320

Contractor Performing the Work: James Neil Diversified Service

Contractor's Business License: _____
A copy of the contractor's Shepherdstown business license or license application MUST be attached.

Project Category I - provide the following:

☒ PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

☒ MATERIAL AND COLOR SAMPLES for exterior finishes

☒ SITE PLAN is required. See sample site plan (link to diagram) Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

_____ Setback from property boundaries

Date: 11-12-25

Signature: [Signature]
(Applicant)
Print Name: _____



Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-38

This application is required for projects within the corporate limits of Shepherdstown (both in and out of the Historic District), that involve modifications to structural square footage. Examples include decks, porches, driveways, carports, accessory structures, and new construction of and/or additions to residential, commercial, and industrial structures. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. [Please reference Title 9, Section-902](#).

Applicant's Name:

(Must be Property Owner)

Tammy Chicheck

Mailing Address:

211 E. High St

Shepherdstown
City

WV
State

Zip

Telephone:

703-304-0868

Email

Street Address of Proposed Work:

211 High St

Current Zoning:

Current Land Use:

Note: Reference [this map](#) for zoning Classifications.

Description of Work:

Replace shutters, replace fence, repaint front door.

Project Category:

1

(see descriptions on next page)

Contractor Performing the Work:

JND Services

Contractor's Business License:

A copy of the contractor's Shepherdstown business license or license application MUST be attached.



Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # _____

Check all the areas that apply:

Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.

_____ PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

_____ MATERIAL AND COLOR SAMPLES for exterior finishes

Category II- Driveways, decks, carports, porch enclosures and window, roof, or siding replacement.

Category III- New construction of and/or additions to residential, commercial, and industrial structures.

(Categories II and III):

_____ SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

_____ Gross & net land area of property

_____ Setback from property boundaries

_____ Existing & proposed topography (only if regrading of the property is required)

_____ Existing & proposed accessory structures.

_____ Existing & proposed street right-of-way & entrance

_____ Sidewalk, handicap access, Category IV only

_____ MATERIAL AND COLOR SAMPLES for exterior finishes

_____ ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements.

_____ ZONING INFORMATION shall be defined in the application as required:

_____ Dwelling density- net (residential application only)

_____ Flood plain designation if any (mapping available in Town Hall)

_____ Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions.

Category IV- Demolitions or Relocation of a Structure:

_____ Historic designation of structures to be demolished (documents available in Town Hall)

_____ Complete description of structure(s) or part(s) of structure(s) to be demolished.

_____ At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

All Categories:

_____ . Copy of general contractor's Shepherdstown business license or license application.

Please reference [Title 9](#) of Town Ordinance for specifics

Please contact Andy Beall with any questions. (304) 876-6858 • abeall@shepherdstown.gov



Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # _____

Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9-905.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with the Commission's approval. **I UNDERSTAND THAT MY PRESENCE AT THE ASSIGNED APPLICATION REVIEW MEETING IS REQUIRED.** Application must be signed by owner or his/her agent.

Date: _____

Signature: _____

(Owner)

Print Name: _____

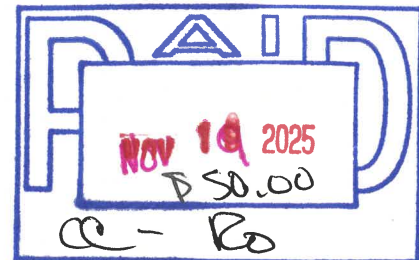
For Office Use:

Permit Number: _____

Zoning Officer Comments:

Fee Paid \$50.00

Date Paid 11/19/25





Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # _____

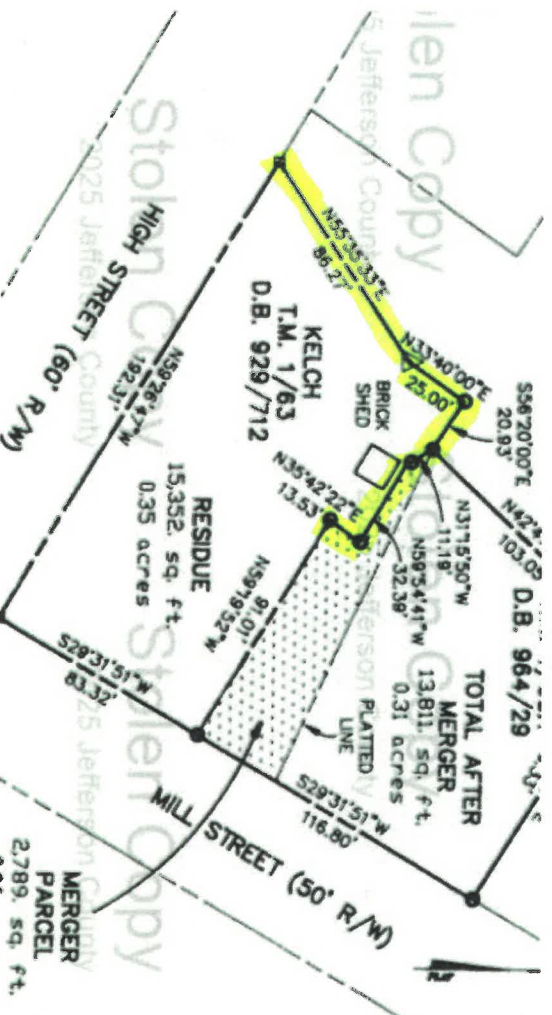
Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

	<p><u>Category I:</u></p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><u>Category II:</u></p> <p>\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><u>Category III:</u></p> <p>\$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p>\$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).</p>
	<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ul style="list-style-type: none">• Reason for the demolition/relocation (including historic documentation).• Describe the structure's condition in detail.• Describe the proposed reuse of the site, including full drawings of new structure & landscaping.• Evidence of relevant funding or financial concerns.• Timeframe for project <p>\$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)</p>

X

Plat for 211 E High St.pdf



Fence location

(highlighted area) 180 ft approx

18" off of property line. Remove Top of
Fence, Replace with New Perimeter

Freedom Providence 5-ft H x 8-ft W Black Aluminum Decorative Spaced picket Fence panel

Item #384436 | Model #73003515

[Shop Freedom](#)

[Shop the Collection](#)

★★★★☆ 3.8



8



Viewed 10/27/2025

[More Recents](#)

