

## May 2025 Historic Landmarks Commission Packet



# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-06

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:** Meredith Houck + Matthew Brinkley  
(Must be Property Owner)

**Mailing address:** P.O. Box 298  
Shepherdstown WV 25443  
City State Zip

**Telephone:** 336-420-1931 **Email:** meredithhouck@gmail.com

**Street address of proposed work:** 109 N Princess St

**Lot Number/Legal Description:** \_\_\_\_\_  
(if no address exists)

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

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

**Description of Work:**

**Project Category:** 1  
(see descriptions on next page)

**Contractor Performing the Work:** Morgan Lawn + Services LLC

**Contractor's Business License:** 2025-004,745

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



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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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:**

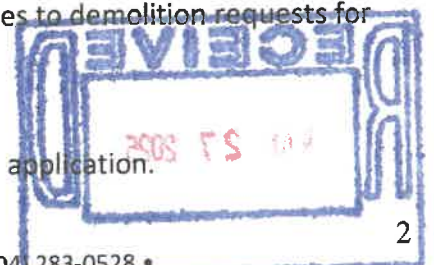
☐ Historic designation of structures to be demolished (documents available in Town Hall)

☐ 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.





# Historic Landmarks Commission's Application for Certificate of Appropriateness

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: March 27, 2025

Signature: Meredith Leigh Hawk  
(Owner)

Print Name: Meredith Leigh Hawk

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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><b><u>Category I:</u></b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><b><u>Category II:</u></b></p> <p><b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><b><u>Category III:</u></b></p> <p><b>\$300 + \$0.50 per sq ft</b> - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p><b>\$50 + \$0.10 per sq ft</b> - New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> 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"> <li>• Reason for the demolition/relocation (including historic documentation).</li> <li>• Describe the structure's condition in detail.</li> <li>• Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>• Evidence of relevant funding or financial concerns.</li> <li>• Timeframe for project</li> </ul> <p><b>\$50.00</b> - Accessory Buildings  <b>\$150.00</b> - Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b> - Contributing Structures (≥ 50 years old)</p>
	<p><b>\$15</b> – Certificate of Appropriateness Fee</p>

**CORPORATION OF SHEPHERDSTOWN**  
**Jefferson County, West Virginia**

LICENSE #

2025-004,745

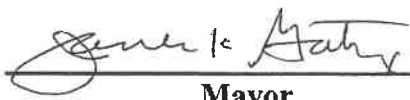
ISSUED TO:

\$21.00

MORGAN LAWN AND SERVICES LLC  
80 VOLUNTEER WAY  
SHEPHERDSTOWN WV 25443

<u>ACCOUNT#</u>	<u>YEAR ENDING</u>	<u>EFF. DATE</u>	<u>EXP. DATE</u>	<u>FILING FEE</u>
2164-00	2025	7/01/24	6/30/25	\$1.00

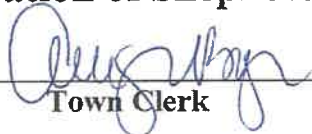
<u>LICENSE TYPE(S)</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
125	\$20.00	General Business

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Recorder

Authorized to operate the business indicated by payment of fee, for a period of one year, from July 1, 2024 to June 30, 2025.

Corporation of Shepherdstown

  
\_\_\_\_\_  
Town Clerk



**MUNICIPAL  
LICENSE**

**2024 – 2025**



**WEST VIRGINIA  
STATE TAX DEPARTMENT  
BUSINESS REGISTRATION  
CERTIFICATE**

ISSUED TO:  
**MORGAN LAWN AND SERVICES LLC  
80 VOLUNTEER WAY  
SHEPHERDSTOWN, WV 25443-0000**

**BUSINESS REGISTRATION ACCOUNT NUMBER: 2260-6024**

This certificate is issued on: 12/3/2013

*This certificate is issued by  
the West Virginia State Tax Commissioner  
in accordance with Chapter 11, Article 12, of the West Virginia Code*

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

## Site Plan for 109 N Princess St Backyard Renovation

### Project Plan

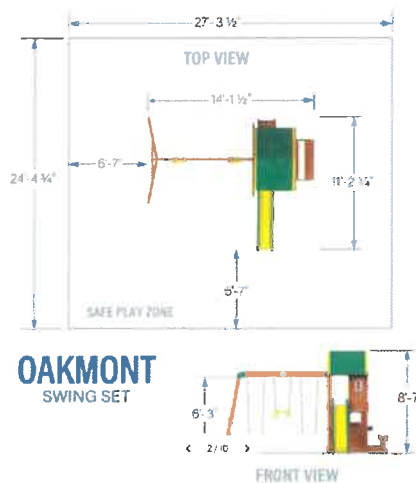
- To remove existing ponds in backyard and create a more functional space that includes a swing set, shed for storage, new sod and landscaping based on the plans shown below.

### Contractor Request

- Permit for constructing the 8x8 wooden shed
- Shed will come primed and ready for paint and will be constructed on site
- Shed will be painted in white and black colors to match the house

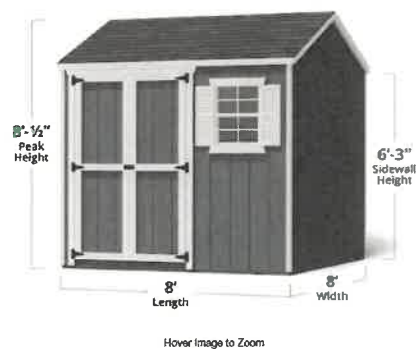
### Contact Info

- Justin Morgan
- 304-676-9537
- morganlawnllc@gmail.com



### 8x8 Value Workshop

64  
SQ. FT.

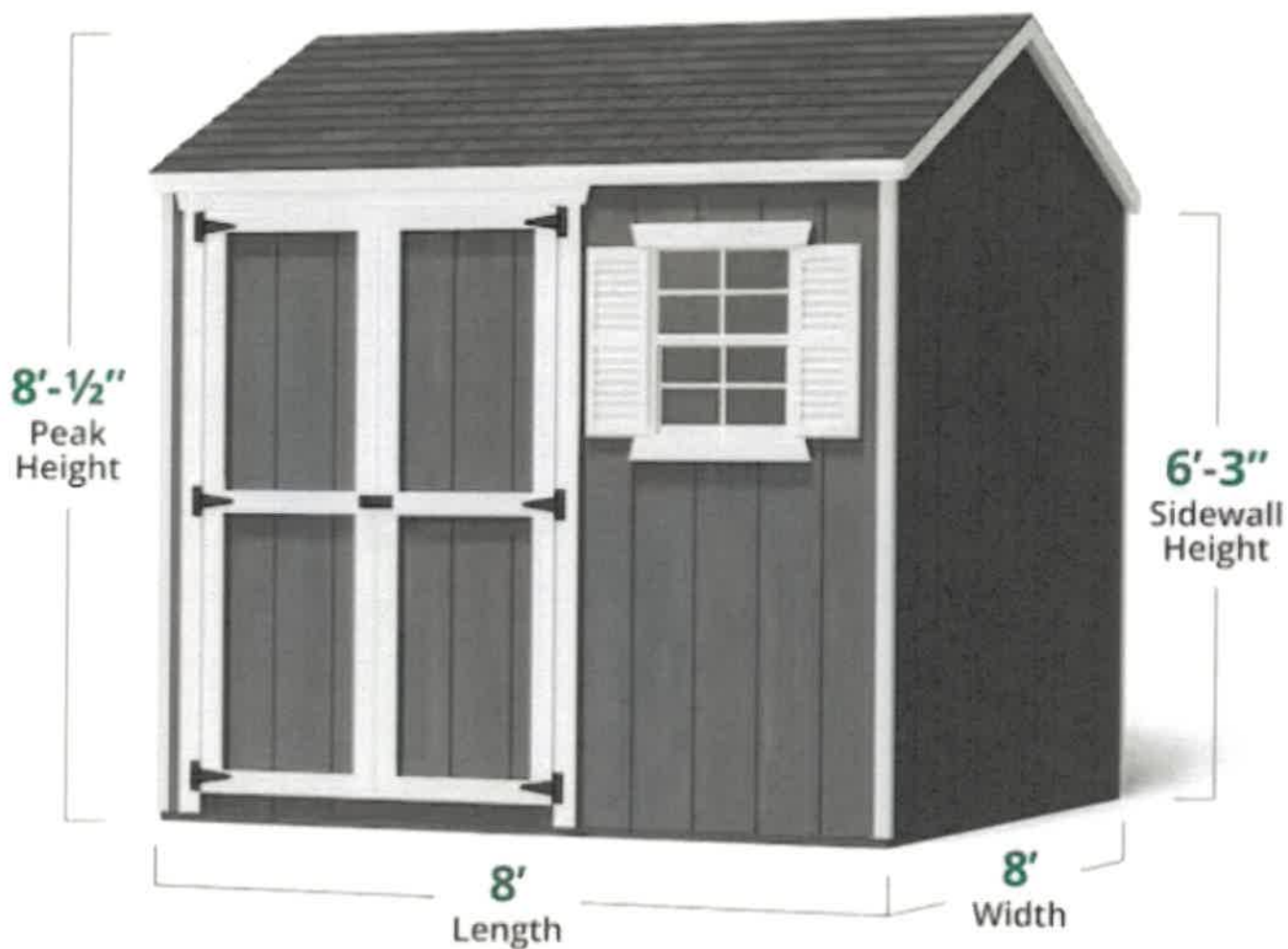




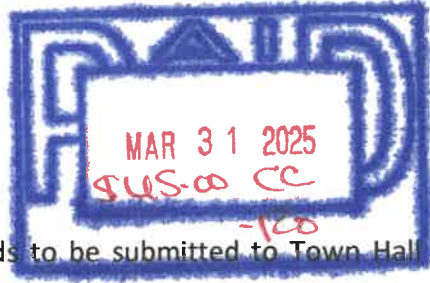
# 8x8

## Value Workshop

64  
SQ. FT.



Hover Image to Zoom



## Application for Sign Permit

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

This application needs to be submitted to Town Hall for approval of any signage. Please reference Title 9, Section-210.

**Name of applicant:** Mohalu Wellness / Troy Lozinski  
(include name of business)

**Mailing address:** 453 Symington Drive

Martinsburg

City

WV

State

25404

Zip

**Telephone:** 814-937-0880

**Email:** Troy.lozinski@gmail.com

**Street address of proposed work:** 126 W. German Street

**Telephone:** N/A

**Email:** N/A

### Prior to your application being accepted you are required to provide the following:

(Please initial each indicating it has been provided)

IML Total square footage of all existing signs on building = 0'

IML Linear width of storefront in feet = 28'

IML Total square footage of proposed sign(s) = 3.75'

IML Drawing or picture of building showing placement of sign(s)

IML Drawing or picture of sign(s) with dimensions & material composition = wood

IML Drawing or picture of bracket or method of mounting sign

### Hanging Sign(s) only:

IML Bottom of sign is required to be a minimum 7ft above sidewalk

IML Outer edge of sign may not extend closer than 3ft from curb face

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 Commission's approval. Application must be signed by owner or his/her agent.

**Date:** 10 March, 2025

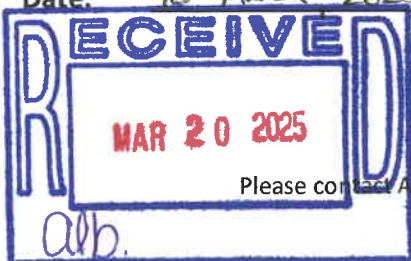
**Signature:** Troy Lozinski  
(Applicant)

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

**Date:** 10 March 2025

**Signature:** Brian P. Romine  
(Owner)

**Print Name:** Brian P. Romine



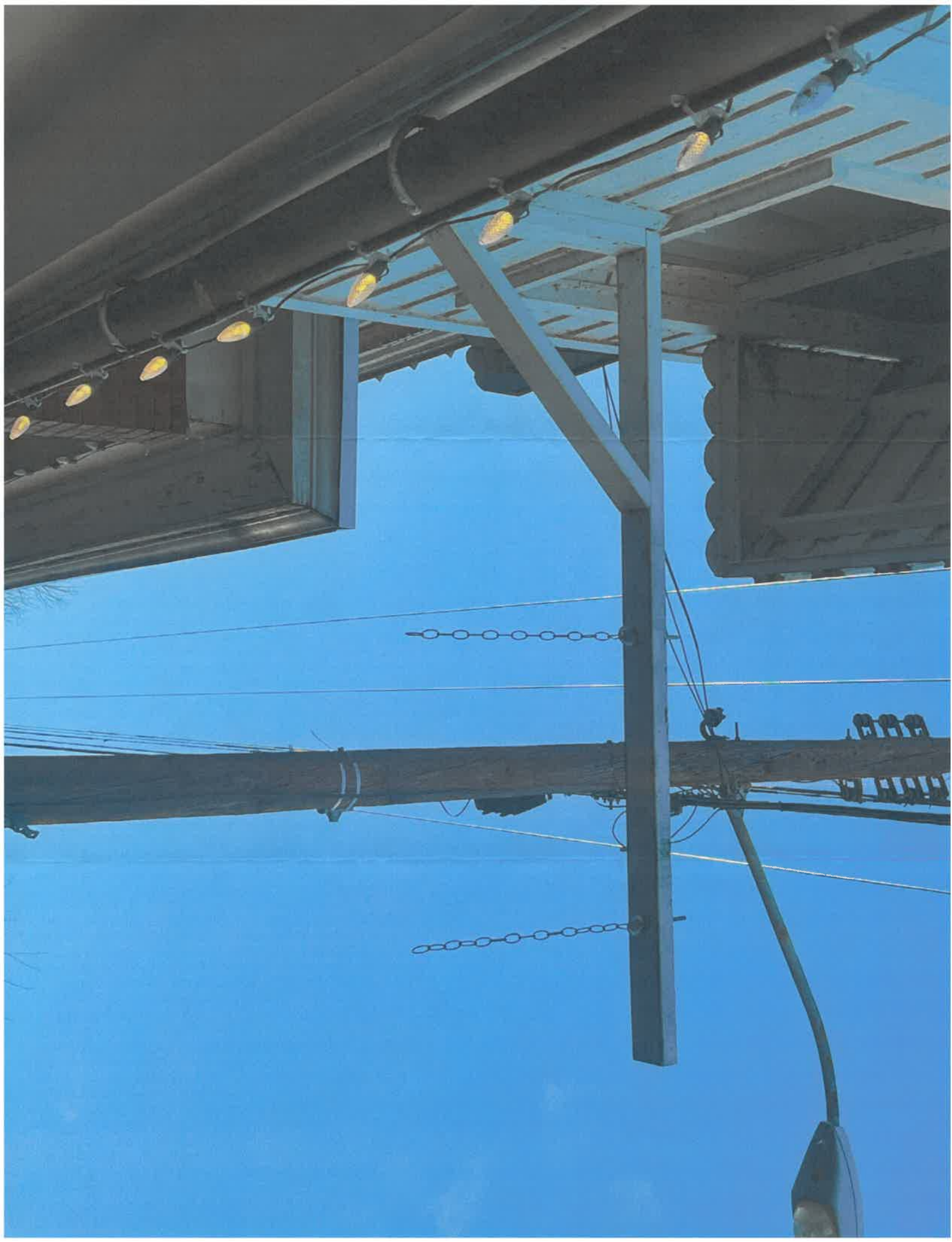
Please reference Title 9 of Town Ordinance for specifics

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

22.91 in

22.91 in



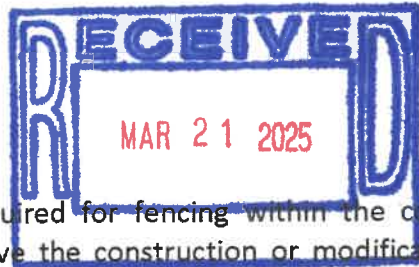








25-08



## 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:** Mary Lowe (Emmanuel Spanos)  
(Must be Property Owner)

**Street Address of Proposed Fence:** 115 E German St.

**Mailing Address:** 174 P.O. Box 301 S King St  
Shepherdstown WV 25443  
City State Zip

**Telephone:** 304-870-4830 **Email:** Lets eat @ pcanagistas.com  
Cell# 304-839-6616

**Description of Work:** 304.919.5198  
Fence for Patio, white Vinyl, with posts in flower pots  
\$500

**Cost Estimate:** \$500

**Contractor Performing the Work:** Emmanuel Spanos

**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

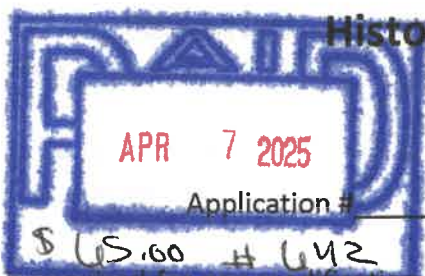
☐ SITE PLAN is required. See sample site plan (link to diagram) Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

☐ Setback from property boundaries

**Date:** 3/13/25

**Signature:** Emmanuel Spanos  
(Applicant)  
**Print Name:** Emmanuel Spanos





# Historic Landmarks Commission's Application for Certificate of Appropriateness

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:** Emmanuel Sparos  
(Must be Property Owner)

**Mailing address:** 115 E German St  
Shepherdstown WV 25443  
City State Zip

**Telephone:** 304 919.5198 **Email:** LetSect@panagiotas.com

**Street address of proposed work:** 115 E German St.

**Lot Number/Legal Description:** \_\_\_\_\_  
(if no address exists)

**Current Zoning:** \_\_\_\_\_ **Current Land Use:** \_\_\_\_\_

Note: Reference this map for zoning Classifications.

**Description of Work:**

**Project Category:** \$500  
(see descriptions on next page)

**Contractor Performing the Work:** Emmanuel Sparos

**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 # \_\_\_\_\_

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

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: 4/7/25

Signature: [Signature]  
(Owner)  
Print Name: Ernest Spanos

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid



# Historic Landmarks Commission's Application for Certificate of Appropriateness

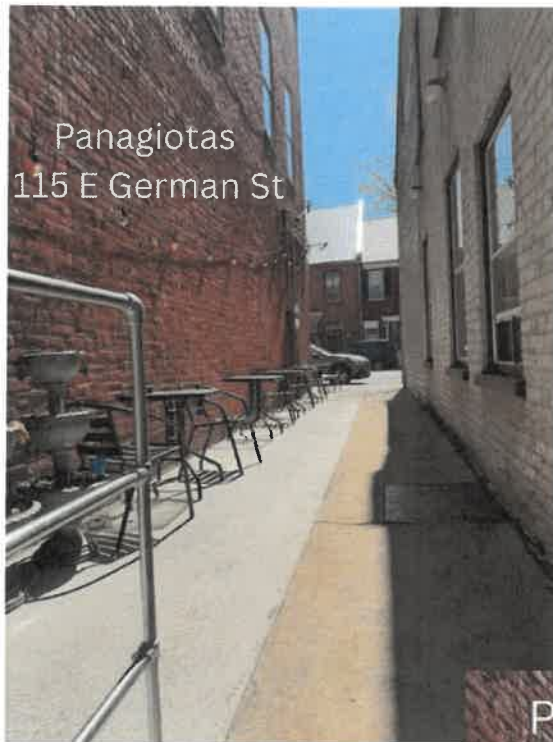
104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

Application # \_\_\_\_\_

## Application Fees

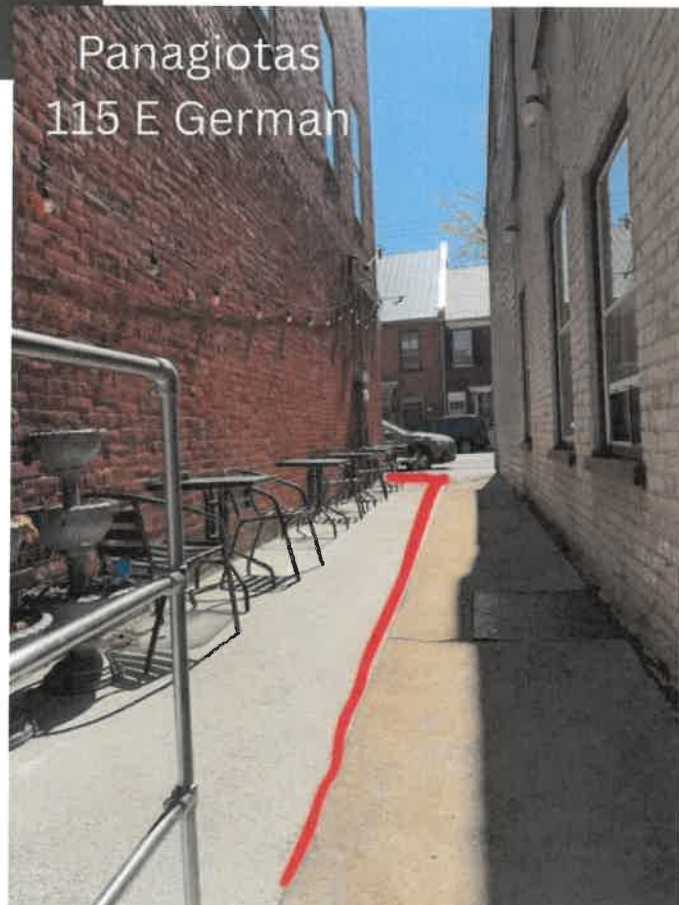
Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of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

	<p><b><u>Category I:</u></b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><b><u>Category II:</u></b></p> <p><b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><b><u>Category III:</u></b></p> <p><b>\$300 + \$0.50 per sq ft</b> - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p><b>\$50 + \$0.10 per sq ft</b> - New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> 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"> <li>• Reason for the demolition/relocation (including historic documentation).</li> <li>• Describe the structure's condition in detail.</li> <li>• Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>• Evidence of relevant funding or financial concerns.</li> <li>• Timeframe for project</li> </ul> <p><b>\$50.00</b> - Accessory Buildings  <b>\$150.00</b> - Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b> - Contributing Structures (≥ 50 years old)</p>
	<p><b>\$15 – Certificate of Appropriateness Fee</b></p>




Panagiotas  
115 E German St

Before



Panagiotas  
115 E German

After

 The Red Line, represents  
where the lattice fence will go



White Vinyl Lattice Fence  
held in place by 4x4 posts,  
cement in flower pots.





Panagiotas  
115 E German St



Gate





Before



115 E German St  
Shepherdstown, WV 25425  
304-870-4830



Vase with a 4x4  
piece of Wood



After.

Lattice Fence.

- will not be on side walk
- Lattice fence is 4ft high
- Will not block ally

Hand Rail

Gate with  
latch  
(2F min.)

Door

115 E German

Pangloss

107 E  
German  
Building

white vinyl → lattice

White Vine →  
lattice

(A) (K)

Sidenote

white  
vase with  
vinyl  
post. white lat + ac  
4ft tall



# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-12

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:** J L Moore Inc  
(Must be Property Owner)

**Mailing address:** P O Box 1355  
Shepherdstown WV 25443  
City State Zip

**Telephone:** 304.279.2208 **Email:** ghshipley@hotmail.com

**Street address of proposed work:** 110 College St

**Lot Number/Legal Description:** \_\_\_\_\_  
(if no address exists)

**Current Zoning:** R1 **Current Land Use:** vacant lot

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

**Description of Work:** Request to build single family residence. Home will consist of a single story and a walkout basement. It will be framed with 2 x 6 walls and consist of 4 bedrooms and 3 baths. It will have a covered front porch and sided in a Hardie Board material in a neutral color.

**Project Category:** III  
(see descriptions on next page)

**Contractor Performing the Work:** J L Moore Inc

**Contractor's Business License:** WV000218

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 # 25-12

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 # 25-12

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: 05.8.2025

Signature: Michelle Shipley  
(Owner)  
Print Name: Michelle Shipley

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid



# Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-12

## 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><b><u>Category I:</u></b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><b><u>Category II:</u></b></p> <p><b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><b><u>Category III:</u></b></p> <p><b>\$300 + \$0.50 per sq ft</b> - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p><b>\$50 + \$0.10 per sq ft</b> - New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> 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"> <li>• Reason for the demolition/relocation (including historic documentation).</li> <li>• Describe the structure's condition in detail.</li> <li>• Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>• Evidence of relevant funding or financial concerns.</li> <li>• Timeframe for project</li> </ul> <p><b>\$50.00</b> - Accessory Buildings  <b>\$150.00</b> - Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b> - Contributing Structures (≥ 50 years old)</p>
	<p><b>\$15</b> – Certificate of Appropriateness Fee</p>





J.L. MOORE

## **110 College St Proposal**

**110 College St Lot: 56x100**

**Single family dwelling: 2259 finished sq ft (4 bed/3bath)**

- One story: First floor finished (1302sq ft)
- Basement: Finished (957sq ft) Unfinished (345sq ft)
- Concrete foundation
- Structure to be framed 2x6 with wood sheeting
- Roof system truss
- Architectural shingles
- Hardie board: neutral color ie. Tan

**Gross and net land area of property**

- House 31x42: 1302sq ft
- Porch 6x24: 144sq ft
- Driveway 12x30: 360sq ft

**=1806 sq ft of impervious surface (68% green space)**

**Set Backs:**

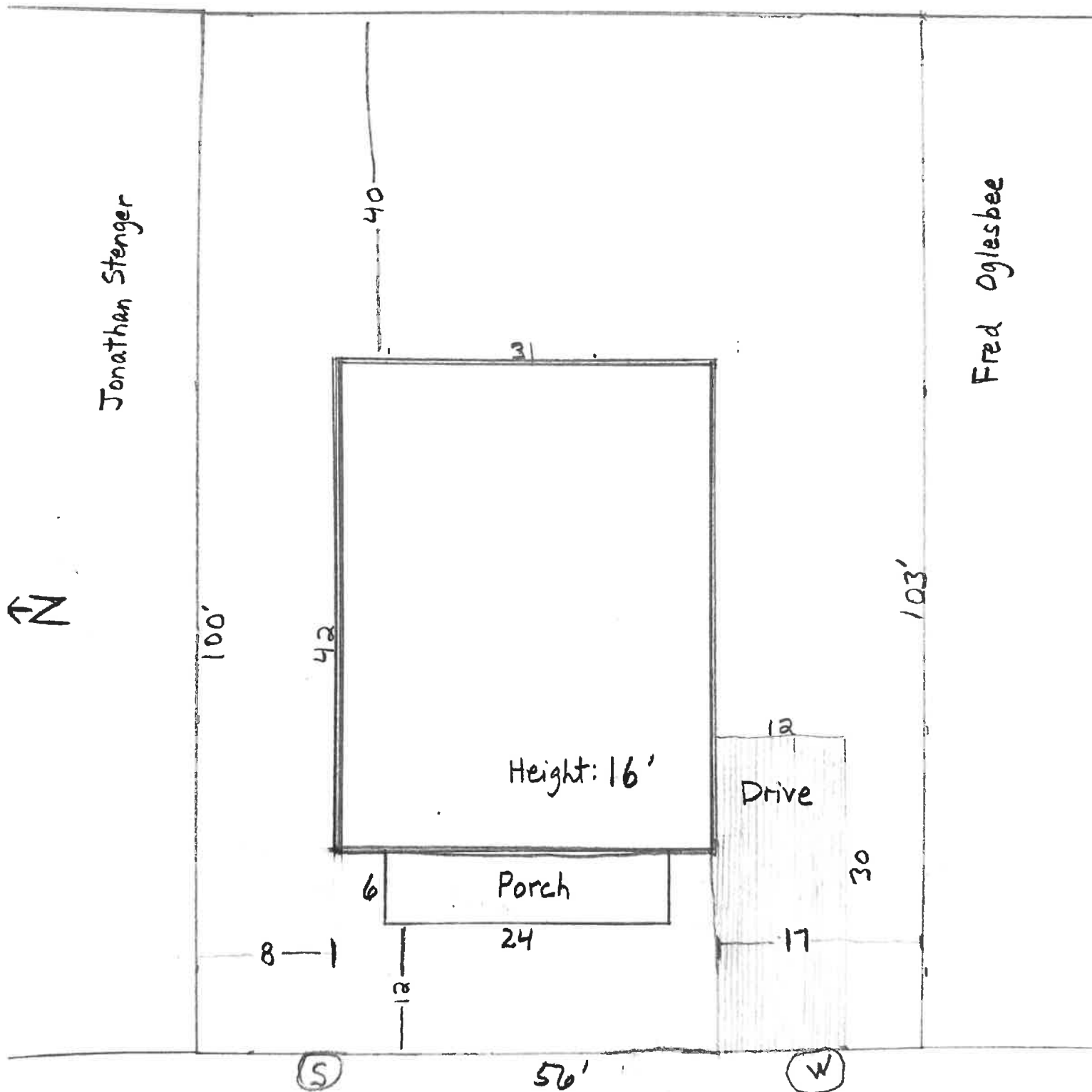
- Front: 12 ft from College St
- Back: 40 ft from back property line
- Left (Stenger): 8ft
- Right (Oglesbee): 17ft

**Total height of house:**

- 16ft

←Z

Fred Oglesbee



College Street

4-29-2025



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: **WV000218**

## CLASSIFICATION:

ELECTRICAL  
GENERAL BUILDING  
HEATING, VENTILATING & COOLING  
MULTIFAMILY  
PLUMBING  
RESIDENTIAL  
SPECIALTY

J L MOORE INC  
DBA J L MOORE INC  
PO BOX 1355  
SHEPHERDSTOWN, WV 25443

## DATE ISSUED

**AUGUST 02, 2024**

## EXPIRATION DATE

**AUGUST 02, 2025**

Authorized Signature

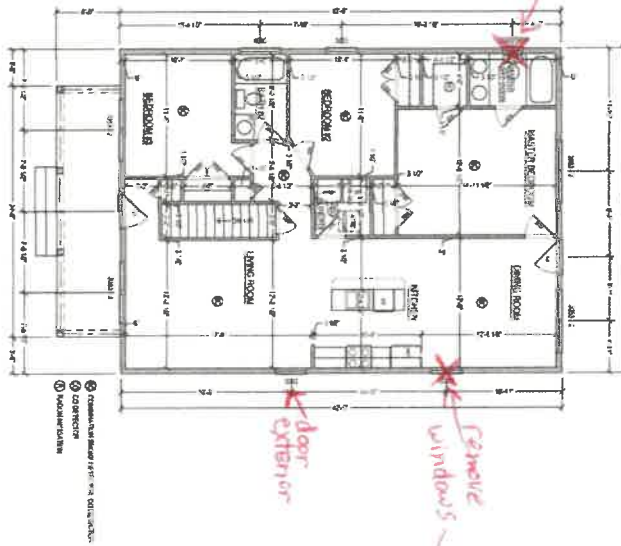
Chair, West Virginia Contractor  
Licensing Board



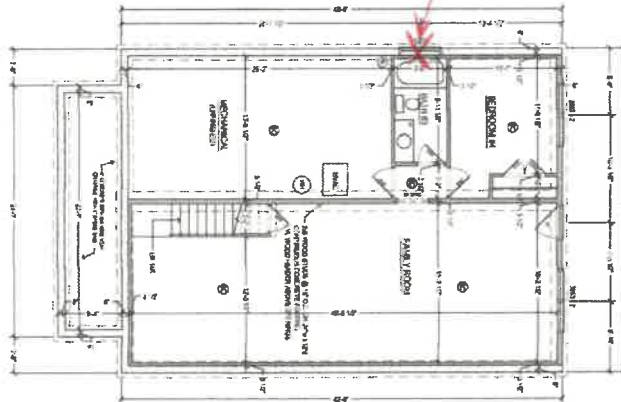
A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

THIS DRAWING IS THE PROPERTY OF THE DRAFTER AND IS NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE DRAFTER.

1 FIRST FLOOR PLAN 1/8" = 1'-0" SCALE



2 FOUNDATION PLAN 1/8" = 1'-0" SCALE



Sheet A-1  
3  
4-21-75



DRAFTING SERVICES

Drawn by  
Checked by  
Rev.  
Date

RESIDENCE FOR:  
J. L. MOORE  
110 COLLEGE STREET  
SHEPHERDSTOWN, WEST VIRGINIA 25443