

May 2025 Town Council Packet

SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES

Wednesday, April 9, 2025

6:30 p.m.

TOWN HALL

104 NORTH KING STREET

1. Call to Order

Mayor Gatz, Cheryl Roberts, Marty Amerikaner, Marcy Bartlett, Linus Bicker, Shannon Thomas

Staff Present: Amy Boyd, Woody Coe, Chief King, Gino Sisco

Visitors Present: See attached sign-in sheet

2. Approval of Town Council Meeting Minutes of March 12 and 24, 2025 – Moved to approve by M. Amerikaner, seconded by C. Roberts. Unanimous.

3. Ongoing Business

a. Volunteer Appointments

Board of Zoning Appeals

Historic Landmarks Commission – Moved by S. Thomas, seconded by M. Bartlett, to appoint Ashely Reynolds. Unanimous.

Jefferson County Development Authority Board of Directors – Moved by C. Roberts, seconded by M. Bartlett to approve the nomination of Phil Baker-Shenk be forwarded on to the JCDA. Unanimous.

b. Town Council Member Appointment – There was consensus to accept applications until the end of the month, and schedule a special meeting to interview applicants, with the goal of appointing a new TC member by the next (May) meeting .

c. Task Force on Town Banners and Hometown Heros Banners – Update

d. Shepherdstown Funded Spring Events - Update

e. Staff Reports- in packet

f. Status of Grant-Funded Projects

Green Infrastructure Projects

Shepherdstown Heritage Education Grant (Formally 2024 Survey and Planning Grant)

g. Town Financial Status

i. 2025 Budget Revisions and 2026 Budget Planning

ii. Update on Water and Sanitary Board FY 26 Budgets

- h. Review and Approval of Town Expenditures- Moved by M. Amerikaner, seconded by M. Bartlett. Unanimous.
- i. 2024 Comprehensive Plan Status -- Update
- j. Town Council Meeting Policy – reviewed. It will be followed with adjustments as necessary.

4. New Business

- a. Event Requests
 - i. July 4th Parade – Moved by M. Amerikaner, seconded by S. Thomas. Unanimous.
 - ii. Liability Insurance – Discussion of coverage for town sponsored vs. non-town sponsored events – clarification from the insurance company will be requested
- b. Requests for Support
 - i. Black Policy Day -- \$1,500 – Moved by C. Roberts, seconded by M. Bartlett. Unanimous.
 - ii. Canal Town Partnership – Annual Dues \$500 – Moved by S. Thomas, second by M. Amerikaner. Unanimous.
 - iii. Jefferson County Parks and Recreation Contributions for Fireworks - \$2,000 – Moved by M. Amerikaner, seconded by M. Bartlett. Unanimous.
- c. Sidewalk Repair Grant – Saunders-Meske – Moved by S. Thomas, seconded by L. Bicker. Unanimous.
- d. Preliminary proposal to amend Town Events Ordinance reduce advance time for submitting an application from 30 days to 2 weeks) – Discussion
- e. River Road Development (Kalathas Property) - Update
- f. Mill Street Property (O’Hurley Property) – Executive Session (Exception 6-9A-4(b)(9)) – Moved by S. Thomas, seconded by L. Bicker, to enter Executive Session at 9:22 a.m.
Motion by M. Amerikaner, seconded by S. Thomas, to come out of Executive Session at 9:50 p.m. Unanimous.

5. Reports of Committees, Commissions and Boards

Review of draft and/or approved minutes of the following committees, commissions and boards that have met since the Town Council meeting was held on March 12, 2025

- a. Age Friendly Shepherdstown Committee – M. Amerikaner discussed the potential use of EPTA for residents.
- b. Finance Committee
- c. Historic Landmarks Commission
- d. Parks and Recreation Committee
- e. Planning Commission
- f. Public Works Committee

- g. Tree Commission
- h. Water and Sanitary Boards

7. Mayor's Report

8. Motion to adjourn at 9:52 p.m. by C. Roberts, seconded by L. Bicker.

DRAFT

**Special Town Council Minutes
Tuesday, April 15, 2024
6:30 p.m.
Town Hall
104 North King Street**

1. Called to Order at 6:35 p.m.
Mayor Gatz, Marty Amerikaner, Cheryl Roberts, Marcy Bartlett, Linus Bicker, Shannon Thomas
Staff Present: Amy Boyd, Gino Sisco
Visitors Present: See attached sign-in sheet
2. Public comment period to consider any objections to the levy rates –
There were no comments submitted verbal or in writing.
3. Laying of the Levy for FY 2026 – with a letter of conditional approval from the WV State Auditor's Office received, there was a Motion to approve by M. Bartlett, second by C. Roberts. Unanimous.
4. Status of FY 2025 Budget - Discussed list of revisions to be presented.
5. FY 2026 Budget Development
6. A follow-up meeting has been scheduled for Friday, April 18 at 12:30 p.m.
7. Adjournment at 8:25 p.m. – Motion to approve by M. Bartlett, seconded by S. Thomas. Unanimous.

Special Town Council Meeting Minutes

Tuesday, April 29, 2025

6:30pm

Town Hall (and on Zoom)

1. Call to Order: 6:35pm

Council member attendees: Mayor Gatz, Marty Amerikaner, Shannon Thomas, Linus Bicker, Cheryl Roberts, Marcy Bartlett

Staff: Gino Sisco

Visitors: Jim Auxer, Nancy Stewart, Mark Kohut, Greg Welter, Carrie Blessing

Zoom attendees: Harriet Pearson, Chris Stroeck,

2. Selection of New Town Council Members for Vacancy- Remainder of term

a. Community Members Questions for Candidates- there were none sent in via email. Jim Auxer asked one question for candidates to answer.

b. Council Member Questions for Candidates: Mayor Gatz requested that Council members ask no more than 2 questions. Each candidate (Carrie Blessing, Nancy Stewart, Greg Welter) had an opportunity to reply to each question asked by TC members.

c. Council Discussion and Vote:

i. Marty moved and Marcy seconded that we move into Executive Session for the discussion. Mayor Gatz clarified that under WV Code 6-9A-4(b)(2)(A), such a deliberation is an appropriate exception to the Open Meetings Act. The Vote was unanimously in favor. We entered Executive Session at 7:45 and exited at 8:05 (Cheryl moved, Shannon seconded)

ii. The vote of Council was conducted as follows:

1. Marcy moved and Cheryl seconded the motion to conduct a vote of TC members to select a candidate to fill the open, unexpired TC term. Vote to proceed was unanimous.

2. Each TC member announced her/his vote. The votes were as follows:

a. For Carrie Blessing: (4) Cheryl Roberts, Linus Bicker, Shannon Thomas, Marcy Bartlett

b. For Nancy Stewart: (2) James Gatz, Marty Amerikaner

c. For Greg Welter: (0)

Carrie Blessing won the vote and will assume the open seat upon being sworn in.

3. Mayor's Report:

- a. Mayor Gatz noted the upcoming May 2 debut of "First Friday" events in town organized by Experience Shepherdstown.
- b. He also reported that the new Comprehensive Plan is almost ready for TC to review, and he expects that it will be on the agenda for our May meeting.
- c. Last, he asked Marty to discuss a survey form regarding resident's interest in a shuttle bus service in and around Shepherdstown. Marty noted that the survey form grew out of a collaboration between the Shepherd Age Friendly University committee, our Age Friendly Shepherdstown Committee and the head of the Eastern Panhandle Transportation Agency. The purpose is simply to assess area residents' interest in and likelihood of making use of a shuttle bus service to and from various places in and near town if such a service is ultimately feasible to create. To maximize access to the survey by area residents, it will be distributed via several email lists, (including the Town's) and the link will be posted on the Town's website.

4. Adjournment: 8:40 pm: Linus moved, Shannon Second

TO: Members of Town Council and Recorder
FROM: James Gatz, Mayor
Cc: Gino Sisco
Date: May 9, 2025
Subject: Proposed Amendments to the Town Special Events Ordinance

Please see the attached proposed amendments to Chapter 8, Title 8 of Town Code, “Special Events Ordinance.” We will have the first reading of the proposed amendments at the May 14 Town Council meeting.

Brief Description

The amendment is designed to reduce the required timeframe for submitting a special event application from 30 days to 14 days prior to the planned event. Residents have expressed strong concerns that the 30-day timeframe is unnecessarily burdensome such that it effectively discourages community members from planning public assemblies and events in the town.

Background Information

The current ordinance prohibits individuals from conducting or participating in any special event in town (such as a parade, public assembly, or special event) without having a written permit for the event issued by the Town. The ordinance requires applicants requesting a Special Event Permit to submit a completed application at least 30 days prior to the event. The current ordinance provides detailed requirements and spells out specific procedures that must be used regarding obtaining an event permit, including that Town Department heads must review the applications and present their recommendations to the Town Council which may approve or disapprove the application.

The proposed amendment would simplify the application process for event sponsors by requiring them to submit a completed application at least 14 days prior to the event (rather than 30 days as required in the current ordinance). The amendments would also authorize Town Council to designate an official of its choosing, such as the Town Administrator, to approve or disapprove applications if needed. The designee clauses will enable the Council to ensure the Town will be able to review and authorize or disapprove application timely.

AN ORDINANCE TO ENACT
CHAPTER 8, TITLE 8 OF THE CODE OF SHEPHERDSTOWN
AS THE SPECIAL EVENTS ORDINANCE

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Title 8 of the Code of Shepherdstown is hereby amended by adding Chapter 8, entitled the “Special Events Ordinance” to establish the application for a special events permit. Accordingly, Chapter 8, Title 8 of the Code of Shepherdstown shall read as follows:

TITLE 8

Chapter 8 – Special Events Ordinance

Section 8-801 – Definitions:

As used in this Chapter, the following terms have the following meanings:

- (a) “Aggrieved Person” shall mean a person who can demonstrate a specific, personal and legal interest in the final decision of an application for a permit issued under this ordinance, as distinguished from a general interest, such as is the concern of all members of the community, and which interest would be specifically and personally prejudiced by the decision or benefited by its reversal.
- (b) “Applicant” shall mean the authorized agent of the sponsor who completes the application and acts as a primary contact for the special event.
- (c) “Application fee” shall mean the non-refundable fee, as determined by the Shepherdstown Town Council, payable by applicant for the review of a special events application.
- (d) “Annual Event” shall mean an event recurring each year at approximately the same date and time, which has previously complied with the permit requirements.
- (e) “Town Funded Event” shall mean an event for which the Corporation of Shepherdstown engages full financial responsibility.
- (f) “Town Co-Funded Event” shall mean an event for which the Corporation of Shepherdstown provides a portion of financial support as determined by the Shepherdstown Town Council.

- (g) “Town Services” shall mean those services provided by various departments of the Corporation of Shepherdstown, which may include, but are not limited to police protection, placement and removal of barricades and collection of refuse.
- (h) “Closed Route” shall mean a route along or across a public right of way on which nonemergency vehicular traffic is not permitted to proceed for the entire duration of a special event.
- (i) “Event Participants” shall mean a person or persons in attendance at an event, including, but not limited to, spectators, vendors, event staff, Town staff and any others present for the purpose of the event.
- (j) “Farmer’s Market” shall mean an organized group that utilizes a street or parking lot to sell merchandise, food items and various agriculturally related items or products.
- (k) “Parade” shall mean any march, demonstration, procession or motorcade consisting of people, animals or vehicles, or a combination thereof, upon the streets, sidewalks or other public areas within the Town with an intent or likely effect of attracting public attention and interfering with, or having a tendency to interfere with, the normal flow or regulation of pedestrian or vehicular traffic upon the streets, sidewalks or other public property
- (l) “Permit” shall mean written permission for assembly, parade, or use of public facilities issued pursuant to this Chapter.
- (m) “Processional Event” shall mean any event that is non-stationary and continues in a processional manner through town, such as a parade, march, race, etc., and requires the closure of multiple streets or multiple blocks on the same street.
- (n) “Public Assembly” shall mean any meeting, march, demonstration, picket line, rally, or gathering of 25 or more persons for a common purpose as a result of prior planning that affects or may reasonably be expected to affect the normal flow or regulation of pedestrian or vehicular traffic upon the streets or other public facility, other than a park or recreational building or facility.
- (o) “Public Facility” shall mean a building, structure, place or other location or area which a person may seek to utilize for purposes other than the normal and usual governmental operations of the Town, but excludes a public park and recreational facility.
- (p) “Rental Fee” shall mean a fee for the use of Town-owned property for an event, which may or may not include provisions for utilities.
- (q) “Rolling Closure Route” shall mean a street, sidewalk, trail, walkway or other right-of-way which is closed to accommodate an event, where, as the event passes, the right-of-way is reopened for general public use.
- (r) “Special Event” shall mean any activity or event, such as a parade, entertainment or sporting event, street closure, farmers market, public demonstration or assembly,

amusement, cultural recognition, festival, street fair or any other situation where there is need for the control of traffic and crowds or prevention of crime and which is usually scheduled in advance, allowing for planning or required police services prior to the event.

- (s) “Spontaneous Public Event” shall mean any unplanned or unannounced coming together of people, animals or vehicles in a peaceful parade or public assembly which is not contemplated beforehand by any participant therein and which is caused by or in response to unforeseen circumstances or events occasioned by news or affairs coming into public knowledge within five (5) days of such parade or public assembly.

Section 8-802 – Permit Required:

The Town Council hereby finds as follows:

- 1) It shall be unlawful for any person to conduct or participate in any parade, public assembly or special event unless a written permit has been issued in accordance with the provisions of this ordinance.
- 2) The provisions of this permit shall not apply to the following:
 - a) Spontaneous public events;
 - (i) Written notice shall be provided to the Shepherdstown Police Department for any Spontaneous Public Event at least ~~forty-eight~~ twenty-four (24) hours prior to said Spontaneous Public Event.
 - b) Recreational activities, including jogging or walking, which do not require closing of public streets or other rights-of-way and that do not interfere with, or have a tendency to interfere with, the normal use of any public property in a place open to the general public;
 - c) Funeral processions;
 - d) Students going to and from school classes or participating in educational activities, provided that such conduct is under the immediate direction and supervision of proper school authorities;
 - e) The United States Army, Navy, Marine Corps, Coast Guard, or any other branch or organization under the direction of the United States Armed Forces; the military forces of West Virginia or the police and fire

division of the Corporation of Shepherdstown, Jefferson County, or State of West Virginia, acting in official capacity;

f) A governmental agency/agencies acting within the scope of its functions;
or

g) Town owned property under the regulation and maintenance of Jefferson County Parks and Recreation.

- 3) Applicants requesting a Special Event Permit are required to submit a completed Application for Special Event Permit, along with a twenty-five dollar (\$25.00) non-refundable application fee payable to the Corporation of Shepherdstown for review and processing, at least ~~fourteen thirty~~ (1430) ~~calendar~~ days prior to the date of proposed event. Other fees may be applicable, in accordance with Title 809.
- 4) All applications must be received by the Corporation of Shepherdstown, either by mail, electronic mail, ~~fax~~ or delivery in-person, no later than ~~fourteen thirty~~ (1430) ~~calendar~~ days before the proposed event.
- 5) The application must be filled out, in its entirety, and shall provide all relevant information, including but not limited to, alternatives for location, route, date, and time.
- 6) As a condition of the Special Event Application, all applicants are responsible for providing a specific and accurate representation of the proposed event so that the Corporation of Shepherdstown may accurately identify the required level of services, including but not limited to, Police, Emergency Services and Public Works.
- 7) Preferred Routes may be suggested by the Town for parades and some other processional events, and applicants are asked to review and consider these routes. The Town reserves the right to adjust the routes when conditions or events create a situation in which a preferred or requested route is unavailable.
- 8) The Town reserves the right to deny any permit application sponsored or affiliated with a person or organization not in good standing with the Town, specifically in regards to outstanding fees, taxes, or other obligations.

- 9) Events are required to conform to all ~~other~~ applicable Town ordinances and policies, including but not limited to, signage, zoning, noise and nuisance ordinances.

Section 8-803 – Issuance or Denial of Permit:

- (a) All applications will be reviewed by the applicable Town department heads (Chief of Police, Planning Department, Public Works, Town Administrator, etc.) and forwarded to Town Council or designee for final approval. The Town may set any conditions and fees for service or deposits, in accordance with policy, with the understanding that all conditions and fees must be satisfied within seven ~~fifteen~~ (7) calendar days prior to the event.
- (b) Upon review of comments, concerns and recommendations of applicable Department Heads, the Town Administrator or designee shall present a final recommendation to the Town Council or its designee, and Council or its designee may approve the permit if the event is determined to be unlikely to endanger the public health, welfare or safety and applying the following criteria:
1. The time, duration, route and size of the event will not unreasonably interrupt the safe and orderly movement of vehicular or pedestrian traffic or the normal use of public property in a place open to the general public; and
 2. The time, duration, route, size and proposed activities of the event will not be scheduled to overly burden any one neighborhood or street on a consistent basis or cause or tend to cause an unreasonable disturbance to adjacent property owners or tenants including, but not limited to, noise, light and traffic; and
 3. The event is not of such a nature that it will require diversion of so great a number of police and fire/EMS personnel to properly police the line of movement in the areas contiguous thereto as to impair the normal protection of the remainder of the Town; and
 4. The applicant has, where appropriate, designated monitors sufficient to control the orderly conduct of the event in conformity with such permit; and
 5. The conduct of the event will not unduly interfere with the proper fire, ambulance and police protection or service to the remainder of the Town or is

likely to unreasonably disrupt other public services and protection normally provided to the Town; and

6. The event will not interfere with another event for which a permit has been granted or cause irreconcilable interference with previously approved or scheduled construction, maintenance or other activities; and
 7. The event proposed will not violate, and will conform, with all applicable Federal, State and local regulations and laws governing the proposed event; and
 8. If alcoholic beverages will be served at the event, the applicant must comply with all applicable provisions of the State Code and local ordinances pertaining to serving and consumption of alcoholic beverages. Additionally:
 - (i) the applicant may be required to demonstrate that adequate measures have or otherwise will be taken to ensure the safety of persons who may have become impaired or intoxicated at the event; and
 - (ii) the applicant may be required to demonstrate that adequate measures have or otherwise will be taken to ensure that underage persons are not served or permitted to consume alcoholic beverages at the event; and
 - (iii) no permit shall be issued to any applicant where alcohol is to be served upon any property or in any facility where alcohol is otherwise prohibited by any other statute.
- (c) For special events or public assemblies, such as a Farmer's Market ~~or monthly reservation~~, held on a regular or recurring basis at the same location, an application for an annual permit covering all such assemblies may be filed with the Town Administrator or designee at least ~~sixty-fourteen~~ (1460) days prior to the first scheduled event. The application will then follow the heretofore described review and approval process.
- (d) If two or more applications are submitted requesting a permit for events to be held at the same time and place, the application first filed shall be first considered, and will be granted if it meets all requirements of this ordinance

- (e) In the event that ~~the~~ any application is denied by Town Council, or its designee, the Town Administrator or designee will promptly ~~notify~~mail to the applicant in writing by mail, email or hand delivery a notice of action which will contain of the reasons for denial and ~~notify the applicant~~ of the right to appeal pursuant to Section 8-806.
- (f) Nothing in this ordinance shall permit the Town Council, or designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of views expressed.
- (g) The Town Council, Administrator, or designee, ~~under the direction of the Town Council~~, may authorize the conduct of an event on a date, at a time, at a place or over a route, different from that originally proposed. Any applicant desiring to accept an alternate permit shall file a written notice of acceptance with the Town Administrator or designee. Any alternate permit shall conform to all requirements of this ordinance and shall have the same effect as any other permit issued therein.

Section 8-804 – Compliance; Penalties:

~~Each~~very person or organization to whom a permit is issued under this ordinance shall substantially comply with all permit terms and conditions and with all applicable laws and ordinances. The person heading or leading the event shall carry the permit upon his or her person at all times during the conduct of the event, and shall show the permit when requested to do so. Any violation of this Ordinance will be punishable by a fine of up to \$500.00.

Section 8-805 – Revocation of Permit:

- (a) The Town Administrator or designee, with or without order of Town Council, shall have the authority to revoke any permit issued to this article if any information supplied by the applicant is discovered to be substantially false or intentionally misleading or if any term, condition, restriction or limitation of the permit has been substantially violated and if there is any continued violation of the terms, conditions, restrictions or limitations after the applicant on anyone working in concert with the applicant has been notified, in writing or otherwise, of a violation of the permit by a representative of the Corporation of Shepherdstown or an appropriate law enforcement official.
- (b) The Town Administrator, or designee, with or without order of Town Council, shall have the authority to alter or cancel an event at any time due to unforeseen

circumstances. If the event is cancelled by the Corporation of Shepherdstown due to unforeseen circumstances, permit application rental fees will be reimbursed and fees for Town services will be ~~prorated and~~ refunded, based on services rendered prior to notification of the cancellation. Any expenses incurred by the applicant relating to the event will not be the liability of the Corporation of Shepherdstown. The application fee is non-refundable.

- (c) The Town Administrator₁ or designee₁ may authorize the refund of any rental fees or other fees for Town services not utilized in the event that the applicant is unable to hold or conduct the event due to inclement weather or ~~some an~~ other cause not within the applicant's control. ~~The request for such refund must be received by the Town Administrator₁ or designee₁ within seven ten (7/10) days of the scheduled event date.~~ The application fee is non-refundable.

Section 8-806 – Appeal:

- (a) Any aggrieved person, having been denied a permit under the terms and conditions of this ordinance, or by the revocation of a permit after one has been issued, may present an amended request, which will be reviewed as a new request and must meet all heretofore conditions and deadlines
- (b) The decision of the Town Administrator₂ or designee₂ may be appealed to the Shepherdstown Town Council and the decision of the Shepherdstown Town Council may be appealed to the Circuit Court of Jefferson County, in accordance with the laws of the State of West Virginia.
- (c) In any appeal under this section, the Corporation of Shepherdstown shall have the burden of demonstrating that the denial of the permit was justified under the terms and conditions of this ordinance.

Section 8-807 – Public Conduct During Parades, Demonstrations and Assemblies:

- (a) No person shall unreasonably hamper, obstruct, impede or interfere with any event or with any person, vehicle or animal participating or used in an event for which a permit has been issued in accordance with the provision of this ordinance.

- (b) No driver of a vehicle shall drive between the vehicles, persons or animals comprising a parade, special event, public assembly or funeral procession except when otherwise directed by a police officer. This shall not apply to authorized emergency vehicles.
- (c) The Chief of Police, or his or her designee, shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along the public streets or rights-of-way constituting a part of the route of a parade, demonstration or assembly. The Chief of Police, or his designee, shall post signs to such effect and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.
- (d) Loud speakers and/or amplification devices are prohibited unless specifically approved as part of the Permit Application.

Section 8-808 – Indemnification and Insurance Requirements:

- (a) The applicant shall indemnify and hold harmless the Corporation of Shepherdstown, its officers, agents, employees and volunteers from any and all claims, causes of actions, penalties, losses, expenses (including reasonable attorney's fees) and any other liability for injuries or damages to persons or property resulting from the special event which occurred by the omissions or authorized acts of the applicant
- (b) If the Town incurs any costs as a result of the applicant's failure to comply with any provisions, or if the Town property is destroyed or damaged by reason of a special event, the applicant shall reimburse the Town for its actual costs, including the actual repair or replacement cost of the property. The Town may retain any deposit or portion thereof as full or partial reimbursement for any such damage.
- (c) General liability insurance coverage, in the amount of \$1 million per instance and \$2 million aggregate, may be required before an event and maintained throughout the duration of the event, including set-up and dismantle periods. The Corporation of Shepherdstown is to be named as an additional insured.
- (d) The Town reserves the right to recommend a higher amount of required insurance depending on the proposed activity.
- (e) Requested use of rights-of-way or property owned by entities or persons other than the Corporation of Shepherdstown may require additional approvals, conditions or indemnification and insurance. The Corporation of Shepherdstown shall contact state and county agencies when necessary. Approval of private property owners for use of rights-of-ways and property is the sole responsibility of the applicant.

- (f) No applicant shall be required to comply with the insurance requirement of this section if the activity proposed for the special event is protected by the First Amendment to the United States Constitution and the applicant produces evidence that complying with the insurance provision is impossible or so financially burdensome that it would preclude the special event from occurring.
- (g) All events are subject to the requirement to successfully pass all fire, life safety and building safety inspections when applicable

Section 8-809 – Fees:

- (a) Fees may be assessed on events which require additional Town services as follows:
 - 1. Police Fees--\$35 per hour or partial hour worked, per officer.
 - 2. Public Works--\$9 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up and \$150 per hour for equipment
- (b) Additional fees for Town Service may be waived for all Town--Funded Events and Town Co--Funded Events
- (c) Application Fee--\$25 per application, with each date constituting one application in the event of a recurring event except that a single multi-day event (example—an event taking place on a Friday and -the immediately following Saturday) shall be considered one event.
- (d) The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council, or its designee.

Section 8-810 – Severability:

If any part of provision of this Chapter or the application thereof to any person or circumstances is held invalid, the remainder of the Chapter, including the application of such part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Chapter are severable.

First Reading: _____

Second Reading: _____

Adopted: _____

Mayor

Recorder

Oath of Office

**State of West Virginia,
County of Jefferson,
Corporation of Shepherdstown**

I, Martin Amerikaner, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, Martin Amerikaner, do solemnly swear that I will faithfully discharge and perform the duties of Recorder for the Corporation of Shepherdstown, to the best of my skill and judgment, and according to law, so help me God.

RECORDER

State of West Virginia,
County of Jefferson,
Corporation of Shepherdstown

The above oath was signed before me as a notary, this 14th day of March 2025.

NOTARY

(Seal)

My commission expires:

Oath of Office

**State of West Virginia,
County of Jefferson,
Corporation of Shepherdstown**

I, Carrie Blessing, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia.

I, Carrie Blessing, do solemnly swear that I will faithfully discharge and perform the duties of Town Council for the Corporation of Shepherdstown, to the best of my skill and judgment, and according to law, so help me God.

TOWN COUNCIL

State of West Virginia,
County of Jefferson,
Corporation of Shepherdstown

The above oath was signed before me as a notary, this 14th day of May 2025.

NOTARY

(Seal)

My commission expires:

From: Jack Childers <jackchilderslpc@yahoo.com>
Sent: Monday, February 10, 2025 2:37 PM
To: Amy Boyd <clerk@shepherdstown.us>
Cc: Linus Bicker <linus4towncouncil@gmail.com>
Subject: Application for Board of Zoning Appeals

Amy Boyd:

On the suggestion of Linus Bicker, I am submitting the following application for the Board of Zoning Appeals:

Name: Jack Childers
Address: 103 E. New St., PO Box 69, Shepherdstown, WV 25443
email address: JackChildersLPC@yahoo.com

Occupation: Licensed Professional Counselor in WV and VA

Which Board/Commission would you like to serve on?: Zoning Appeals

Background and Education: Masters in Clinical Psychology

Please describe your experience and special training you may have that apply to this board/commission: I have never served in this capacity before.

How did you hear about this board/commission: Linus Bicker

Please provide two personal or professional references: Linus Bicker, 803-931-6185; Adam Thomas, 304-2836691

Thank you for your consideration.

Jack Childers

Jack Childers, LPC
VA and WV Licensed Professional Counselor
WV Counseling Board Lead Ethics Investigator
304-671-1356
217 South Duke Street
PO Box 69
Shepherdstown, WV 25443

TO: Members of Town Council and Recorder
FROM: James Gatz, Mayor
Cc: Gino Sisco
Date: May 9, 2025
Subject: Draft Updates to Town Council Meeting Procedures

Please see the attached proposed update to the Town Council Meeting Procedures which provides a process for selecting date/times for Special or Emergency Town Council meetings.

We will discuss the draft update at the upcoming Town Council meeting, and we will have time to make adjustments as needed over the coming weeks.

DRAFT - Town Council Meeting Procedures

This document provides rules / procedures for Town Council meetings as described in Town Ordinances and in town procedures.

Time and Place of Town Council Meetings

Regular Town Council Meetings -- Convened at 6:30 p.m. ET on the second Wednesday of each month. The meetings are open to the public and broadcast live via Zoom. Recordings are posted on the Town Website following the meeting.

Special Town Council Meeting – Special meetings may be called by the Mayor, the Presiding Officer of Council (such as the Recorder) in event of a mayoral vacancy, or by a vote of at least three (3) members of the Council. A Special Meeting may be convened only to address matters that arise between regular meetings and require action by the Council before the next regularly scheduled meeting. Notices of special meetings must be given to the Mayor, the Recorder, and all Council members at least three (3) business days prior to the meeting date. In addition, the Mayor and/or others who call a special meeting will request input from the Mayor all Council members about their availability and, based on input received, will schedule such meetings to accommodate the availability of at least a quorum of the membership.

Town Council Meeting Agendas

The Town Clerk will prepare a written agenda for all scheduled Town Council meetings, in consultation with the Mayor, including agenda items submitted by the Mayor, the Recorder, and Town Council members. Agenda items submitted by the public are reviewed by the Mayor prior to being put on a draft agenda.

Town Council meeting agendas must be posted for the public as required by the West Virginia Open Meeting Act. This includes posting the agenda on the Town Hall window and on the Shepherdstown.gov website at least three (3) days prior to the scheduled meeting. Revised agenda must be made available at least two (2) days prior to the scheduled meeting.

Presiding Officer

The Mayor is the presiding officer of all Town Council meetings. As such, the Mayor calls the meeting to order and preserves decorum and enforces the meeting rules.

In the absence of the Mayor, the Recorder will take the chair and assume all duties as appointed the Mayor. In the absence of both the Mayor and the Recorder, and where there

is a quorum in attendance, the present members will elect the chair and that member will assume the duties appointed to the Mayor.

The Presiding Officer shall introduce or cause to be introduced each item on the Council agenda prior to a motion, debate, and vote on the item.

Papers to be Introduced at Council Meetings

The Mayor, Recorder, and members of the Council must notify the Town Clerk of any items for placement on an agenda by Noon ET on the Wednesday one week prior to Town Council meeting date, including all materials and all Committee meetings, reports, and other documents, to be distributed to the Town Council in preparation for the meeting.

The Town Clerk will distribute a draft written agenda and all submitted materials to the Mayor, Recorder, and Town Council by COB on the Friday preceding the Town Council meeting. These materials will also be posted on the Town website and distributed to local press outlets immediately after being distributed to the Mayor, Recorder and Town Council.

The Mayor, Recorder and Town Council may provide additional information for sharing with the Town Council no later than 12:00 ET (Noon) one (1) day prior to the Town Council meeting. The Town Clerk will distribute any such additional information in paper format to the Mayor, Recorder, and Town Council members immediately prior to the Town Council meeting.

The Mayor, Recorder and any member of the Town Council may introduce or submit any ordinance, documentation, committee report or communication during any regular meeting, regardless of whether the item was included in the Town Council meeting packet. Unless it is determined to be an emergency item, official action on any item presented in this manner is prohibited until proper placement on the next Town Council agenda.

Order of Business at Regular Meetings

The order of business for each regular meeting is:

- A. Call to Order
- B. Approval of Minutes
- C. Public Comments
- D. Reports (Staff, Committees)
- E. Unfinished Business
- F. New Businesses
- G. Appointments to Committees/Commissions/Boards
- H. Approval of Expenditures / Payments
- I. Mayor Report

J. Adjournment

The Presiding Officer may order that any agenda item be repositioned as to provide for a more efficient meeting.

Minutes

The Recorder is responsible for developing written minutes of all Town Council meetings. The Recorder may work with Town staff to develop the written minutes and may use electronic recordings and electronic transcription to assist in developing the minutes. No remarks, voting explanations or words spoken in debate by the Mayor, the Recorder, or any Town Council member may be reproduced in the minutes except by unanimous consent of the members of the Council present.

Voting

The Mayor and Recorder may cast votes on matters before the Town Council, except as described in the section below on Abstaining from Voting.

The Mayor, and others who are Presiding Officer in the absence of the Mayor, may choose to vote only when needed as a tie breaker.

Abstaining from Voting

No member shall vote on any question before the Town Council if they have a direct or immediate interest on the topic under consideration, other than as a resident of the Town of Shepherdstown. No member may abstain from voting without, prior to discussion, having stated their reason for not participating and having obtained a ruling from the presiding officer excusing them from doing so.

Staff Report

Town Hall

Town Audit

The financial audit for Fiscal Year 2024 is still anticipated to be completed by June 2025.

Painting Town Owned Buildings

The Town issued a Request for Proposals (RFP) for exterior and interior painting, roof repair, and general maintenance for the Train Station, Market House, and Town Hall. Although no proposals were initially received through the public advertisement, we subsequently reached out directly to qualified contractors. As a result, two proposals have been submitted and are currently under review.

Historic Landmarks Commission and Planning Commission Permitting

Town Administrator Gino Sisco has been the point person for processing permit requests this month including Historic Landmarks Commission Certificates of Appropriateness and Planning Commission project permits.

- The permits requests have been for a range of projects including new construction on College Street, signs for new businesses, sheds, decks, patios, and porches.
- In processing permit requests, he has conducted several pre-application conferences to help residents prepare for the permitting process. The President of the Planning Commission has attended some of these meetings as well.

This process has generally been smooth.

Town Flower Bed Maintenance and Snow Removal RFP

This week Town Hall released an RFP for flower bed maintenance and snow removal.

- The RFP will run until June 9, 2025, after that a contractor will be hired to maintain flower beds and provide snow removal.
- It is possible that we split the landscaping and snow removal portions to ensure the Town receives great service for each task.

Finance Director and Finance Software

- The RFP for Enterprise Software is being drafted now.
- Town staff are also drafting job descriptions for the Finance Director and the Special Projects staff position (who will assist with planning and enforcement issues) for the approval of the Personnel Committee.

Wastewater, Water and Streets

Water/Sewer Leaks / Issues

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) Shepherd Grade Rd.- Water Main break- Apr 5
- 3) German St.- Sewer backup and main break-Apr 17-Apr 22
- 4) Bavarian Inn hydrant addition- (awaiting parts)
- 5) Whale of a wash- Service line leak- Customers side- Apr 27

Water plant/Wastewater plant

Water plant-

- Hydrant Flushing and Testing to start Apr 14- May 19
- Floc Motor and gear box installed
- Shepherd Glen Apts Meter and vault installed

Wastewater plant-

- Cress Creek pumpstation
- 16-inch valve arrived

Lead and Copper rule

We have developed and submitted a “Galvanized requiring replacement” plan.

Lead and Copper sampling to begin June 2025

Streets

High Street Storm drain repair scheduled

German Street Flower Bed Mulching and Maintenance

Trash/Recycling/Yard waste

Glass- 10 tons

Trash – 48 Tons collected in the month of Mar

Recycling- 12 Tons collected in the month of Mar

Yard Waste- 10 loads

Water Distribution Project Update (Mecklenburg Heights/Mill) Update:

99 percent complete. Working with SES on a punchout list

New Hires in Public Works/Water/Wastewater

Sewer OIT Passed his class 2. Water and Sewer OITs will be class one operators by Nov 2025

Green Infrastructure Project

Contracted with Kimely-Horn engineering for the engineering phase of the following two projects, both of which are being implemented by the State Region 9 office and are funded with a grant from the Chesapeake Bay Trust.

- 1) High Street “Bioswale” project adjacent to the Shepherd University Fairfax Field ball park (project completion date in July)
- 2) Mill Street stormwater control “Rain Garden” and related work located directly north of High Street. (projected completion date of early September)

Comprehensive Heritage Education Program

The Town has contracted with the Mills Group to assess the needs of property owners in town regarding ownership and maintenance of historic properties and to various types of materials – including on-line resources – and a training curriculum to be used by the Historic Landmarks Commission and the town to better inform and educate the property owners and other interested parties. The Town recently posted and distributed an on-line survey to residents that is the initial stage of the assessment process.

Police Department



Shepherdstown.Police.Department

Michael L. King, Chief of Police

Post Office Box 237 - 104 N. King St.
Shepherdstown, West Virginia
25443

Office (304) 876-6036 Fax (304) 876-7198

April 2025 report,

Attached are the calls for service for the month as well as the calls outside of the Shepherdstown jurisdiction that we assisted the Jefferson County Sheriff's Office with.

Noteworthy calls;

Officers responded to a call for shots fired at the railroad overpass. A person and his children were on the riverbank below the railroad overpass when the suspect above them yelled "watch this" and fired several shots from a handgun down towards the river. The suspect then fled south on the railroad tracks and was last observed in the area of High St. He has not been identified.

Officers responded to an attempted break-in on Ray St. A male was captured on video camera at the back door of the residence possibly trying to gain entry. The video was not very good for identification purposes and only revealed a general description. That general description was also very similar to the call on the railroad overpass.

The Shepherdstown Police Department also hosted visits from several schools for tours and some interaction with the officers. Over 100 students participated in the tours.

Sincerely
Michael King
Chief of Police

Shepherdstown Police Department

Monthly Statistics Report

Reporting Period: April 2025

Summary of Activities

Category	Total
Directed Patrol	258
Traffic Stop	82
Watkin	0
Alarm / Alarm Bank	1
Road Patrol	13
Foot Patrol	43
Follow Up	4
Vandalism	1
Panic Alarm / Hold Up	1
Social Event Law	3
Open Door	1
Citizen Assist	17
Warrant Service	1
Domestic Violence	1
Public Service	2
Drug Activity	1
Out of Car	5
Home Invasion	1
MVA No Invol	1
Suspicious Person	1
Suspicious Activity	1
Building Check	77
Shootings In Progress	1
Reckless Driver	1
Welfare Check	2
EMS Assist	3
Vehicle Fire	1
Trespassing	3
Assault	1
Theft In Progress / NIP	1
Missing Person	1
Canine Service	1
Parking Complaint	4
Threat	2
Abandoned Vehicle	1
Fire Assist	1
Destruction of Property (DOP)	2
Traffic Hazard	1
Found Property	1

Traffic Enforcement

Category	Total
Traffic Citations	22
Traffic Warning (Written)	66

Overall Summary

Total Calls for Service: 545

Calls in County	April2025
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Traffic Hazard	1
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Threat	2
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Suspicious Activity	1
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Missing Person	1
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Welfare Check	2
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Alarm Panic/ Hold Up	1
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Alarm	1
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Citizen Assist	2
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Domestic Violence	1
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Home Invasion	1
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Total Calls	13
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Total Calls- 545

In Town-532 97.61%

Out of Town- 13 2.38%

Corporation of Shepherdstown							
FY25 Budget vs Actuals							
Through March 31, 2025							
	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
299	Carryover		\$ 240,000			\$0	
301	Taxes Ad Valorem	\$ 231,599	\$ 239,731	\$ 239,731	\$230,253	(\$9,478)	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar)
301-06	Supplemental Taxes	\$ 23,100	\$ 23,100	\$ 17,325	\$0	(\$17,325)	These are additional Property Taxes that are collected on reassessed values of properties throughout the year
303	Gas & Oil Severance Tax	\$ 9,000	\$ 20,000	\$ 20,000	\$5,636	(\$14,364)	Annual distribution from WV for Gas and Oil mining taxes imposed on businesses (Distribution occurs in October)
304	Utility Tax	\$ 56,000	\$ 56,000	\$ 42,000	\$67,788	\$25,788	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 85,000	\$ 83,000	\$ 62,250	\$75,885	\$13,635	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 180,000	\$ 185,000	\$ 138,750	\$144,559	\$5,809	Quarterly tax assessed on the sale of Wine, Liquor, and Private Clubs by WV
307	Animal Control Tax	\$ 400	\$ 400	\$ 300	\$192	(\$108)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 140,000	\$ 300,000	\$ 225,000	\$174,895	(\$50,105)	Monthly Tax assessed on local hotels, motels, and short term rentals
314	Sales Tax	\$ 540,000	\$ 560,000	\$ 280,000	\$318,368	\$38,368	Quarterly 1% sales tax collected by WV on sales within Shepherdstown limits (Distributions received in Oct, Jan, Apr, and Jul)
320	Fines, Fees, and Court Costs	\$ 53,255	\$ 57,000	\$ 42,750	\$53,112	\$10,362	
321	Parking Violations	\$ 20,795	\$ 30,000	\$ 22,500	\$14,463	(\$8,037)	
325	Business Licenses	\$ 23,000	\$ 20,000	\$ 15,000	\$11,112	(\$3,888)	
326	Building Permits	\$ 6,500	\$ 4,000	\$ 3,000	\$2,218	(\$782)	
328	Franchise Tax	\$ 7,500	\$ 9,000	\$ 4,500	\$5,316	\$816	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 10,000	\$ 7,000	\$ 5,250	\$0	(\$5,250)	Fees assessed by WV on commercial vehicles using the roads in The State (Usually collected monthly, but they are sporadic)
342	Parking Meters	\$ 113,125	\$ 120,000	\$ 90,000	\$113,423	\$23,423	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,661	\$ 45,000	\$ 33,750	\$38,782	\$5,032	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,297	\$ 175,000	\$ 131,250	\$149,188	\$17,938	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 2,100	\$ 0	\$ 0	\$165,767	\$165,767	\$135,767 received from WV for "Path Project" and \$30k received from Jeff Co Comm. for "Bike Path"
374	Payroll Reimbursement	\$ 0	\$ 1,095,600	\$ 821,700	\$0	(\$821,700)	Payroll Reimbursement from Water/Sewer Departments for their payrolls
376	Gaming Income	\$ 124,635	\$ 110,000	\$ 82,500	\$71,407	(\$11,093)	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 67,200	\$ 80,000	\$ 60,000	\$170,053	\$110,053	
381	Misc. Reimbursements	\$ 2,625	\$ 2,000	\$ 1,500	\$555	(\$945)	
382	Refunds and Rebates	\$ 12,915	\$ 10,000	\$ 7,500	\$8,403	\$903	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,178	\$ 34,000	\$ 25,500	\$28,201	\$2,701	Monthly recycling collection revenue
397	Video Lottery	\$ 309,586	\$ 240,000	\$ 180,000	\$225,332	\$45,332	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 358	\$ 350	\$ 263	\$18,038	\$17,775	\$15,104 from Market House Accident on 11/11/23
	Total Revenues	\$ 2,273,829	\$ 3,746,181	\$ 2,552,319	\$ 2,092,948	(\$459,371)	Change is so much because of reimbursement from water/sewer

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
409	Mayor's Office - 409	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 1,500	\$ 500	(\$1,000)	
104	FICA	\$ 151	\$ 151	\$ 113	\$ 38	(\$75)	
111	Telephone	\$ 970	\$ 970	\$ 728	\$ 40	(\$688)	
226	Liability Insurance	\$ 100	\$ 100	\$ 75	\$ 0	(\$75)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 3,221	\$ 2,416	\$ 578	(\$1,838)	
410	City Council -410	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 4,500	\$ 4,875	\$375	
104	FICA	\$ 450	\$ 450	\$ 338	\$ 373	\$35	
226	Liability /Workers Comp Insurance	\$ 250	\$ 250	\$ 188	\$ 0	(\$188)	Workers Comp
	Total Council	\$ 6,700	\$ 6,700	\$ 5,025	\$ 5,248	\$223	
87							
411	City Recorder	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,125	\$ 750	(\$375)	
104	FICA	\$ 115	\$ 115	\$ 86	\$ 57	(\$29)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 48	\$ 0	(\$48)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,259	\$ 807	(\$452)	
141							
416	Police Judges - 416	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 8,900	\$ 6,675	\$ 2,253	(\$4,423)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 8,900	\$ 6,675	\$ 2,253	(\$4,423)	
435	Regional Dev Authority - 435	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,100	\$ 1,439	\$ 0	\$ 0	\$0	Annual Bill from Regional Development Authority (Didn't see anything post to this account in FY24 however)
	Total Regional Dev. Authority	\$ 1,100	\$ 1,439	\$ 0	\$ 0	\$0	
437	Planning & Zoning - 437	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
103	Salaries	\$ 80,000	\$ 80,500	\$ 60,375	\$ 67,130	\$6,755	
104	FICA	\$ 6,169	\$ 6,169	\$ 4,627	\$ 5,112	\$485	
105	Group Insurance	\$ 12,600	\$ 14,364	\$ 10,773	\$ 7,496	(\$3,277)	
106	Retirement	\$ 8,000	\$ 8,000	\$ 6,000	\$ 5,668	(\$332)	
211	Telephone	\$ 2,625	\$ 2,000	\$ 1,500	\$ 0	(\$1,500)	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
218	Postage	\$ 105	\$ 105	\$ 79	\$ 10	(\$69)	
220	Advertising/Legal Publications	\$ 370	\$ 1,000	\$ 750	\$ 239	(\$511)	
221	Training & Education	\$ 300	\$ 300	\$ 225	\$ 0	(\$225)	
222	Dues & Subscriptions	\$ 105	\$ 105	\$ 79	\$ 0	(\$79)	
209	Professional Services	\$ 6,300	\$ 21,300	\$ 15,975	\$ 7,770	(\$8,205)	legal costs, added potential engineer to assist with Planning project
226	Insurance & Bonds	\$ 2,100	\$ 2,000	\$ 1,500	\$ 1,017	(\$483)	Workers Comp
230	Contracted Services	\$ 0	\$ 0	\$ 0	\$ 1,645	\$1,645	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 894	\$894	

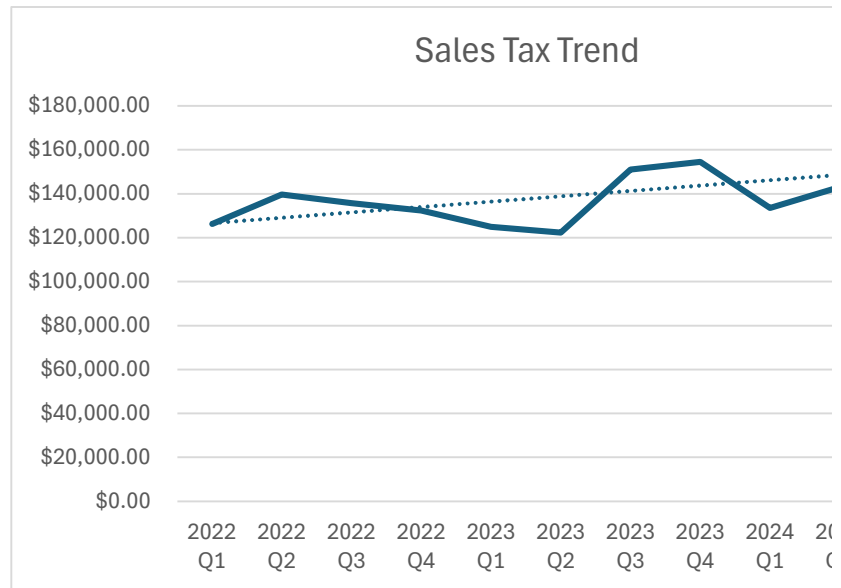
	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	Total Planning and Zoning	\$ 118,674	\$ 135,843	\$ 101,882	\$ 96,981	(\$4,901)	
438	Elections - 438	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
103	Salaries	\$ 500	\$ 0	\$ 0	\$ 0	\$0	
222	Departmental Supplies	\$ 4,000	\$ 0	\$ 0	\$ 0	\$0	
223	Total Elections	\$ 4,500	\$ 0	\$ 0	\$ 0	\$0	No election in FY 25
440	City Hall - 440	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
103	Salaries	\$ 124,440	\$ 161,173	\$ 120,880	\$ 98,779	(\$22,101)	
104	FICA	\$ 10,695	\$ 12,330	\$ 9,247	\$ 7,469	(\$1,778)	
105	Group Insurance	\$ 17,606	\$ 19,500	\$ 14,625	\$ 16,835	\$2,210	
106	Retirement	\$ 7,350	\$ 7,497	\$ 5,623	\$ 5,829	\$206	
108	Overtime/Extra Help		\$ 4,000	\$ 3,000	\$ 0	(\$3,000)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 7,350	\$ 5,000	\$ 3,750	\$ 7,018	\$3,268	
213	Utilities	\$ 8,500	\$ 8,600	\$ 6,450	\$ 7,037	\$587	
214	Travel	\$ 0	\$ 2,000	\$ 1,500	\$ 0	(\$1,500)	
215	R&M Building & Grounds	\$ 2,100	\$ 2,100	\$ 1,575	\$ 2,726	\$1,151	
216	R&M Equipment	\$ 2,100	\$ 2,100	\$ 1,575	\$ 719	(\$856)	
218	Postage	\$ 2,500	\$ 2,500	\$ 1,875	\$ 2,000	\$125	
219	Building & Equipment Rental	\$ 800	\$ 250	\$ 188	\$ 528	\$340	Mail Machine
221	Training and Education	\$ 2,000	\$ 1,500	\$ 1,125	\$ 1235	\$110	
220	Advertising/Legal Publications	\$ 500	\$ 500	\$ 375	\$ 939	\$564	
222	Dues & Subscriptions	\$ 5,000	\$ 1,000	\$ 750	\$ 2,026	\$1,276	dues for technical/IT applications have been budgeted here but should be moved to computer software line
223	Professional Services	\$ 22,507	\$ 25,000	\$ 18,750	\$ 39,251	\$20,501	Some of the expenses paid from this line should be in line 353
224	Audit Costs	\$ 8,000	\$ 8,000	\$ 6,000	\$ 11,016	\$5,016	Yearly Audit Costs
226	Insurance & Bonds	\$ 18,300	\$ 20,000	\$ 15,000	\$ 24,700	\$9,700	Workers Comp and liability insurance
230	Contracted Services	\$ 35,436	\$ 30,000	\$ 22,500	\$ 29,600	\$7,100	Gusto Payroll Fees and Dana Fogle CPA fees
341	Departmental Supplies	\$ 19,100	\$ 15,000	\$ 11,250	\$ 16,122	\$4,872	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT		\$ 15,000	\$ 11,250	\$ 16,652	\$5,402	IT subscriptions like adobe, zoom, quickbooks, etc; moving into correct line
	Total City Hall	\$ 294,284	\$ 343,050	\$ 257,287	\$ 290,481	\$33,193	Even though appears to be an increase reflects lines that are underbudgeted in the current year
444	Contributions/Transfers-444	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
568	Contributions - Community Grants		\$ 15,000	\$ 11,250	\$ 18,865	\$7,615	Mural, CATF Donation, and Shepherdstown Heritage Education Project
568-1	Fire Dept		\$ 4,700	\$ 3,525	\$ 7,098	\$3,573	
	Total Contributions/Transfers		\$ 19,700	\$ 14,775	\$ 25,963	\$11,188	
699	Contingencies-699	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
566	Merit	\$ 0	\$ 19,763	\$ 14,822	\$ 0	(\$14,822)	Placeholder for 2% salary increase, accounts for w/s reimbursement
	COLA		\$ 30,121	\$ 22,591	\$ 0	(\$22,591)	3.2% to match inflation, accounts for w/s reimbursement
566	Unexpected Contingencies	\$ 0	\$ 25,000	\$ 18,750	\$ 0	(\$18,750)	
	Total Contingencies	\$ 0	\$ 74,884	\$ 56,163	\$ 0	(\$56,163)	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
700	Police Department - 700	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
103	Salaries	\$ 450,000	\$ 445,000	\$ 333,750	\$ 413,242	\$79,492	Inlcudes Parking Enforcement and Admin Support
104	FICA	\$ 35,000	\$ 40,545	\$ 30,409	\$ 31,023	\$614	
105	Group Insurance	\$ 79,840	\$ 92,000	\$ 69,000	\$ 64,962	(\$4,038)	
106	Retirement	\$ 30,000	\$ 30,000	\$ 22,500	\$ 14,427	(\$8,073)	
108	Overtime/Extra Help		\$ 85,000	\$ 63,750	\$ 0	(\$63,750)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 12,600	\$ 10,000	\$ 7,500	\$ 5,734	(\$1,766)	
213	Utilities	\$ 6,563	\$ 5,000	\$ 3,750	\$ 3,191	(\$559)	
215	R&M Building & Grounds	\$ 5,950	\$ 15,000	\$ 11,250	\$ 0	(\$11,250)	Inlcudes repair of front counter
216	R&M Equipment	\$ 6,000	\$ 4,000	\$ 3,000	\$ 50,199	\$47,199	Purchase of tasers (should this be moved to departmental supplies)
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 10,500	\$ 6,754	(\$3,746)	
218	Postage	\$ 2,100	\$ 2,100	\$ 1,575	\$ 1234	(\$341)	
219	Building & Equipment Rental		\$ 0	\$ 0	\$ 0	\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 750	\$ 0	(\$750)	
221	Training & Education	\$ 4,000	\$ 4,000	\$ 3,000	\$ 3,441	\$441	
222	Dues & Subscriptions	\$ 420	\$ 0	\$ 0	\$ 0	\$0	
223	Professional Services	\$ 17,670	\$ 17,000	\$ 12,750	\$ 3,007	(\$9,743)	Law Firm Fees
226	Insurance & Bonds	\$ 104,500	\$ 65,000	\$ 48,750	\$ 60,361	\$11,611	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,250	\$ 5,000	\$ 3,750	\$ 5,764	\$2,014	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 2,588	\$ 12,961	\$10,374	Magistrate and Tek Advisors hitting here (Tek should be moved to 353)
235	Police Remittance Fees	\$ 1,113	\$ 6,000	\$ 4,500	\$ 6,905	\$2,405	
307	Bank Charges	\$ 500	\$ 0	\$ 0	\$ 0	\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,210	\$ 26,408	\$ 9,894	(\$16,513)	Purchase for replacment counter, Cabinets
343	Police Gas/Fuel	\$ 15,000	\$ 20,000	\$ 15,000	\$ 14,005	(\$995)	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 3,750	\$ 2,899	(\$851)	Mostly for new officers
353	Computer Software/IT	\$ 15,530	\$ 15,000	\$ 11,250	\$ 8,194	(\$3,056)	Software costs, Tek Advisors Etc
	Total Police Dept	\$ 850,696	\$ 919,305	\$ 689,479	\$ 718,197	\$28,718	
750	Streets - 750	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
103	Salaries	\$ 64,260	\$ 66,000	\$ 49,500	\$ 97,503	\$48,003	
104	FICA	\$ 8,160	\$ 5,100	\$ 3,825	\$ 7,386	\$3,561	
105	Group Insurance	\$ 16,000	\$ 23,000	\$ 17,250	\$ 16,490	(\$760)	
106	Retirement	\$ 4,000	\$ 4,000	\$ 3,000	\$ 4,582	\$1,582	
211	Telephone	\$ 787	\$ 500	\$ 375	\$ 462	\$87	
213	Utilities	\$ 25,200	\$ 25,000	\$ 18,750	\$ 20,138	\$1,388	
215	R&M Buildings & Grounds	\$ 39,100	\$ 2,000	\$ 1,500	\$ 34,458	\$32,958	\$20k in O'Hurley Expenses
216	R&M Equipment	\$ 216	\$ 1,500	\$ 1,125	\$ 5,355	\$4,230	
217	R&M Auto	\$ 7,000	\$ 5,000	\$ 3,750	\$ 7,484	\$3,734	
220	Advertising/Legal Publications/Postage	\$ 500	\$ 250	\$ 188	\$ 0	(\$188)	
221	Training & Education	\$ 255	\$ 255	\$ 191	\$ 0	(\$191)	
226	Insurance & Bonds	\$ 17,382	\$ 17,000	\$ 12,750	\$ 15,636	\$2,886	Workers Comp and Liability Insurance
230	Contracted Services	\$ 0	\$ 40,000	\$ 30,000	\$ 55,048	\$25,048	Includes Tree Maintenance (\$27,470 invoice to Pave Maxx hit here in Jan)
341	Departmental Supplies	\$ 10,450	\$ 15,000	\$ 11,250	\$ 23,698	\$12,448	
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 5,625	\$ 4,419	(\$1,206)	
345	Uniforms	\$ 7,000	\$ 5,000	\$ 3,750	\$ 2,998	(\$752)	
	Total Streets	\$ 207,810	\$ 217,105	\$ 162,829	\$ 295,658	\$ 132,829	

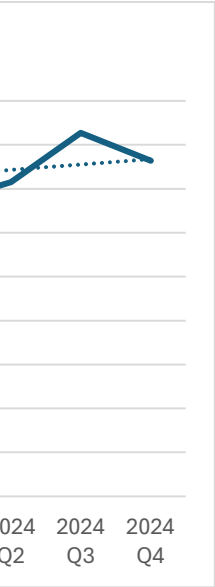
	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
800	Sanitation-800	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
103	Salaries	\$ 65,280	\$ 75,000	\$ 56,250	\$ 123,050	\$66,800	
104	FICA	\$ 5,151	\$ 5,800	\$ 4,350	\$ 9,356	\$5,006	
105	Group Insurance	\$ 41,820	\$ 10,000	\$ 7,500	\$ 5,996	(\$1,504)	
106	Retirement	\$ 4,080	\$ 5,000	\$ 3,750	\$ 8,030	\$4,280	
216	R&M Equipment	\$ 8,505	\$ 15,000	\$ 11,250	\$ 0	(\$11,250)	
217	R&M Auto	\$ 7,500	\$ 10,000	\$ 7,500	\$ 7,173	(\$327)	
218	Postage	\$ 5,000	\$ 5,000	\$ 3,750	\$ 0	(\$3,750)	
220	Advertising	\$ 100	\$ 100	\$ 75	\$ 0	(\$75)	
221	Training & Education	\$ 400	\$ 400	\$ 300	\$ 0	(\$300)	
226	Insurance & Bonds	\$ 10,980	\$ 35,000	\$ 26,250	\$ 810	(\$25,440)	Workers Comp
230	Contracted Services	\$ 25,000	\$ 20,000	\$ 15,000	\$ 25,887	\$10,887	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 3,850	\$ 10,000	\$ 7,500	\$ 15,059	\$7,559	
343	Auto Supplies	\$ 12,000	\$ 12,000	\$ 9,000	\$ 2,699	(\$6,301)	
345	Uniforms	\$ 3,000	\$ 3,000	\$ 2,250	\$ 3,083	\$833	
349	001-Landfill	\$ 50,200	\$ 28,400	\$ 21,300	\$ 21,362	\$62	Landfill Fees
349	002-Recycling	\$ 11,550	\$ 15,000	\$ 11,250	\$ 12,211	\$961	Recycling Fees
353	Software/IT	\$ 11,367	\$ 12,000	\$ 9,000	\$ 465	(\$8,535)	Intuit, Tek Advisors Etc
	Total Sanitation	\$ 265,783	\$ 261,700	\$ 196,275	\$ 235,180	\$38,905	
806	Water & Sewer-806	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
103	Salaries	\$ 0	\$ 798,600	\$ 598,950	\$ 0	(\$598,950)	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 0	\$ 62,000	\$ 46,500	\$ 0	(\$46,500)	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 0	\$ 170,000	\$ 127,500	\$ 2,067	(\$125,433)	
106	Retirement	\$ 0	\$ 65,000	\$ 48,750	\$ 0	(\$48,750)	Retirement is being recorded in Due To/From Account Instead of here
	Total Water & Sewer		\$ 1,095,600	\$ 821,700	\$ 2,067	(\$819,633)	Water and Sewer will reimburse for these expenses
900	Parks and Rec - 900	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
103	Salaries	\$ 10,700	\$ 7,000	\$ 5,250	\$ 0	(\$5,250)	
104	FICA	\$ 1,050	\$ 536	\$ 402	\$ 0	(\$402)	
105	Group Insurance	\$ 2,315	\$ 1,677	\$ 1,258	\$ 2,499	\$1,241	
106	Retirement	\$ 210	\$ 200	\$ 150	\$ 0	(\$150)	
213	Utilities	\$ 400	\$ 250	\$ 188	\$ 126	(\$61)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 5,000	\$ 3,750	\$ 3,905	\$155	
216	R&M Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
226	Insurance & Bonds	\$ 1,050	\$ 1,137	\$ 853	\$ 2,241	\$1,388	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 5,000	\$ 2,000	\$ 1,500	\$ 0	(\$1,500)	
343	Auto Supplies	\$ 5,125	\$ 2,000	\$ 1,500	\$ 855	(\$645)	
459	Capital Outlay-Equipment	\$ 10,000	\$ 10,200	\$ 7,650	\$ 63,337	\$55,687	Purchase of Playground Equipment that wasn't budgeted
	Total Parks and Rec	\$ 40,850	\$ 30,000	\$ 22,500	\$ 72,962	\$50,462	
901	Visitor's Bureau - 901	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
567	Contributions	\$ 73,500	\$ 150,000	\$ 112,500	\$ 93,509	(\$18,991)	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 0	\$ 120,000	\$ 120,000	\$ 176,157	\$56,157	Market House Renovation (\$22,735 in Market House invoices hit here in Jan)
	Total Visitor's Bureau	\$ 73,500	\$ 270,000	\$ 232,500	\$ 269,667	\$37,167	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
916	Library 916	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 21,600	\$ 16,200	\$ 14,400	(\$1,800)	Monthly Contribution from Shepherdstown to the library of \$1,800
	Total Library	\$ 21,600	\$ 21,600	\$ 16,200	\$ 14,400	(\$1,800)	
381	Total Expenses	\$ 1,877,697	\$ 3,410,726	\$ 2,586,965	\$ 2,030,441	(\$556,524)	
382							
383	Surplus or (Deficit)					97,154	Transfer to Capital Outlay
	True Surplus or (Deficit)					(66,547)	True Defecit after removing grant income and payroll reimbursement lines from above

Year	Amount
2022 Q1	\$126,197.78
2022 Q2	\$139,715.75
2022 Q3	\$135,723.74
2022 Q4	\$132,391.51
2023 Q1	\$124,904.38
2023 Q2	\$122,386.91
2023 Q3	\$150,989.81
2023 Q4	\$154,452.32
2024 Q1	\$133,469.00
2024 Q2	\$142,986.38
2024 Q3	\$165,515.52
2024 Q4	\$152,760.00



<https://www.wvtreasury.com/Transparency/Revenue-Distributions>



Corporation of Shepherdstown

Balance Sheet

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,137,998.07
RESTRICTED FUNDS	243,919.69
RESTRICTED FUNDS ICS ACCOUNTS	3,166.48
Undeposited Funds	617.98
Total Bank Accounts	\$5,386,142.22
Accounts Receivable	
General Funds A/R	88,873.13
Total Accounts Receivable	\$88,873.13
Other Current Assets	
Other Current Assets	22,294.83
Total Other Current Assets	\$22,294.83
Total Current Assets	\$5,497,310.18
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,495,159.52
Total Fixed Assets	\$5,495,159.52
Other Assets	
Beneficial Interest in Assets Held by Others	46,921.94
Due from Market House Legal Settlement	15,104.00
Total Other Assets	\$62,025.94
TOTAL ASSETS	\$11,054,495.64
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	21,658.08
Total Accounts Payable	\$21,658.08
Credit Cards	
213 Purchase Card Payable	55,712.68

Corporation of Shepherdstown

Balance Sheet

As of March 31, 2025

	TOTAL
Total Credit Cards	\$55,712.68
Other Current Liabilities	
140.01 DO-RHBT Payments Subsequer	-16,718.00
140.02 DO - Change in Proportionate	-8,014.00
140.3 DO - Difference in Earnings	-2,180.00
140.5 DO - Change in Assumptions	-9,009.00
2104 PEIA Payable	4,356.00
250.10 Net OPEB Liability	12,909.00
260 Accrued Compensated Absences	52,132.51
280.10 DI-Different Expected/Actual I	16,467.00
280.30 DI-Changes/Differences Prop. S	19,665.00
280.40 DI - Changes in Assuptions	32,798.00
280.5 DI-Reallocation of Opt. Out	95.00
290.50 Restricted for Equipment	96,206.00
292.30 PPA-2017 RHBT Payment	-10,335.00
Child Support	544.61
Christmas Club	-140.00
Due to (from) Coal Severance	-9,806.99
Due to (from) Sewer	-448,465.18
Due to (from) Water	-611,345.06
Garnishments	1,865.51
Gen Fund Other Current Liab.	72,133.53
Payroll Liabilities	21,251.66
VALIC Retirement Payable	17,163.03
Total Other Current Liabilities	\$ -768,426.38
Total Current Liabilities	\$ -691,055.62
Total Liabilities	\$ -691,055.62
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	5,994,418.33
Reserved Funds in Operating Account	111,277.28
Restricted Funds in Operating Acct	26,277.61
Retained Earnings	327,155.72
Net Income	85,499.32
Total Equity	\$11,745,551.26
TOTAL LIABILITIES AND EQUITY	\$11,054,495.64

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Corporation of Shepherdstown							
Transaction Detail by Account							
April 5 - May 8, 2025							
	Date	Transaction Type	Num	Name	Memo/Description	Split	Amount
GENERAL FUNDS BANKING							
101.011 General Operating Funds 6209							
	04/09/2025	Expense		Transfer	TRANSFER FROM X6209 TO X6217 INC TO OPR 1.31	Due to (from) Water	-376,188.00
	04/09/2025	Expense		Transfer	TRANSFER FROM X6209 TO X8626 CORP TO OPR 1.31	Due to (from) Sewer	-21,601.00
	04/09/2025	Bill Payment (Check)	23547	Ecological Services LLC	Streets Contracted Services	201 General Funds A/P:Accounts Payable, Vendor	-4,740.00
	04/09/2025	Bill Payment (Check)	23548	Viking Tree Service LLC		201 General Funds A/P:Accounts Payable, Vendor	-2,700.00
	04/09/2025	Bill Payment (Check)	23549	Gino Sisco	Reimbursement for Best Buy Purchase	201 General Funds A/P:Accounts Payable, Vendor	-28.60
	04/10/2025	Bill Payment (Check)	23557	Corporation of Shepherdstown	Wate Bill for Town Hall	201 General Funds A/P:Accounts Payable, Vendor	-876.34
	04/10/2025	Bill Payment (Check)	23551	C & O Canal Trust	Annual Dues	201 General Funds A/P:Accounts Payable, Vendor	-500.00
	04/10/2025	Bill Payment (Check)	23553	Arthur J. Auxer, III	Magistrate Services	201 General Funds A/P:Accounts Payable, Vendor	-240.00
	04/10/2025	Bill Payment (Check)	23555	Jefferson County Emergency Communications	PD CAD Mobile Data	201 General Funds A/P:Accounts Payable, Vendor	-145.44
	04/10/2025	Bill Payment (Check)	23550	Kable Excavating	Stone for Streets	201 General Funds A/P:Accounts Payable, Vendor	-1,061.75
	04/10/2025	Bill Payment (Check)	23552	Jefferson County Parks and Recreation	Donation	201 General Funds A/P:Accounts Payable, Vendor	-2,000.00
	04/10/2025	Bill Payment (Check)	23554	D. Frank Hill, III, Municipal Judge	9 Arraignments in March	201 General Funds A/P:Accounts Payable, Vendor	-360.00
	04/10/2025	Bill Payment (Check)	23556	United Way of the Eastern Panhandle	Teen Court Remittance	201 General Funds A/P:Accounts Payable, Vendor	-190.00
	04/22/2025	Bill Payment (Check)	23565	Fogle Accounting and Consulting	Accounting Services	201 General Funds A/P:Accounts Payable, Vendor	-1,083.34
	04/22/2025	Bill Payment (Check)	23569	Mosca Design	Hometown heroes banners	201 General Funds A/P:Accounts Payable, Vendor	-6,300.00
	04/22/2025	Bill Payment (Check)	23568	Eastern Panhandle Regional Planning and Development Council	Comprehensive plan update	201 General Funds A/P:Accounts Payable, Vendor	-22,800.00
	04/22/2025	Bill Payment (Check)	23567	The Mills Group LLC	Shepherdstown Heritage Education Project	201 General Funds A/P:Accounts Payable, Vendor	-11,914.33
	04/22/2025	Bill Payment (Check)	23559	Sheri L. Ruffner	Refund of court fees per court ruling	201 General Funds A/P:Accounts Payable, Vendor	-125.00
	04/22/2025	Bill Payment (Check)	23560	Trevor W. Owens	Refund of court fees per court ruling	201 General Funds A/P:Accounts Payable, Vendor	-530.00
	04/22/2025	Bill Payment (Check)	23561	Peterson Lesperance	Refund of court fees per court ruling	201 General Funds A/P:Accounts Payable, Vendor	-190.00
	04/22/2025	Bill Payment (Check)	23562	Thomas J. Rupp	Refund of court fees per court ruling	201 General Funds A/P:Accounts Payable, Vendor	-520.00
	04/22/2025	Bill Payment (Check)	23563	Marc W. Hutzell	Refund of court fees per court ruling	201 General Funds A/P:Accounts Payable, Vendor	-165.00
	04/22/2025	Bill Payment (Check)	23564	SmartBill	Water/Sewer/Refuse Billing Software	201 General Funds A/P:Accounts Payable, Vendor	-544.50
	04/22/2025	Bill Payment (Check)	23566	Potomac Edison Company	Streets, Town Hall, and Parks Power Bill	201 General Funds A/P:Accounts Payable, Vendor	-641.16
	04/22/2025	Bill Payment (Check)	23558	Cole M. Paar	Refund of court fees per court ruling	201 General Funds A/P:Accounts Payable, Vendor	-655.00
	04/23/2025	Bill Payment (Check)	23570	Ecological Services LLC	Streets Contracted Services	201 General Funds A/P:Accounts Payable, Vendor	-885.00
	04/24/2025	Bill Payment (Check)	23571	Potomac Edison Company	Streets Lighting	201 General Funds A/P:Accounts Payable, Vendor	-1,827.67
	04/28/2025	Bill Payment (Check)	23572	Ligush Cleaning Service	Town Hall Cleaning Services	201 General Funds A/P:Accounts Payable, Vendor	-800.00
	04/30/2025	Bill Payment (Check)	23573	D. Frank Hill, III, Municipal Judge	Police Judge March and April Payments	201 General Funds A/P:Accounts Payable, Vendor	-400.00
	04/30/2025	Bill Payment (Check)	23576	Teresa Nicole Saunders-Meske	Sidewalk Repair Grant	201 General Funds A/P:Accounts Payable, Vendor	-2,084.60
	04/30/2025	Bill Payment (Check)	23575	Ecological Services LLC	Streets Contracted Services	201 General Funds A/P:Accounts Payable, Vendor	-4,800.00
	04/30/2025	Bill Payment (Check)	23574	Shepherdstown Public Library	Contributions	201 General Funds A/P:Accounts Payable, Vendor	-3,600.00
	05/01/2025	Bill Payment (Check)	23579	D. Frank Hill, III, Municipal Judge	Police Judge May Payment	201 General Funds A/P:Accounts Payable, Vendor	-200.00
	05/01/2025	Bill Payment (Check)	23577	Tek Advisors	Town Hall IT Services	201 General Funds A/P:Accounts Payable, Vendor	-1,511.36
	05/01/2025	Bill Payment (Check)	23578	Shepherdstown Public Library	Contribution	201 General Funds A/P:Accounts Payable, Vendor	-1,800.00
	05/02/2025	Expense	April 2025	WV Treasury	Police Remittance Fees	700.235 Police Remittance Fees2	-620.00
	05/05/2025	Bill Payment (Check)	23580	Jefferson County CVB	50% Hotel/Motel Tax	201 General Funds A/P:Accounts Payable, Vendor	-6,024.86
	05/06/2025	Bill Payment (Check)	23581	West Virginia Municipal League	Annual Dues	201 General Funds A/P:Accounts Payable, Vendor	-551.16
	05/06/2025	Bill Payment (Check)	23582	Stephenson Equipment, Inc.	Streets R&M Building and Grounds	201 General Funds A/P:Accounts Payable, Vendor	-124.97
	05/08/2025	Bill Payment (Check)	23585	Corp. of Shepherdstown	April Water Bill for Town Hall	201 General Funds A/P:Accounts Payable, Vendor	-438.17
	05/08/2025	Bill Payment (Check)	23584	WVU Land Use Clinic	Draft comprehensive plan	201 General Funds A/P:Accounts Payable, Vendor	-3,000.00
	05/08/2025	Bill Payment (Check)	ACH Payment	Pitney Bowes Bank, Inc. Purchase Power	Postage	201 General Funds A/P:Accounts Payable, Vendor	-403.88
	05/08/2025	Bill Payment (Check)	23583	Assessor of Jefferson County	Mobile Home Permit/Decals for Lots 2 and 14	201 General Funds A/P:Accounts Payable, Vendor	-4.00
Total for 101.011 General Operating Funds 6209							-\$ 485,175.13
101.50 Payroll Checking 0471							
	04/10/2025	Expense		Bureau for Child Support		Child Support	-168.46
	04/10/2025	Check	23540	JSB	PPE: 4/4/2025 Christmas Club	Christmas Club	-180.00
	04/21/2025	Check	23541	JSB	PPE: 4/18/2025 Christmas Club	Christmas Club	-180.00
	04/30/2025	Bill Payment (Check)	23542	WV-Mountaineer Flexible Benefits	Employee Benefits	201 General Funds A/P:Accounts Payable, Vendor	-1,537.42
	05/01/2025	Bill Payment (Check)	ACH Payment	SmartBill	Water/Sewer/Refuse Billing Software	201 General Funds A/P:Accounts Payable, Vendor	-1,634.85
	05/06/2025	Check	23543	JSB	PPE: 05/02/2025 Christmas Club	Christmas Club	-180.00

[illegible]

Meeting Agenda Request Form

104 N King St

PO Box 248

Shepherdstown, WV 25443

304-876-2312



Contact Information:

- Name: Christy Hagerty
- Title: Library Director
- Organization: Shepherdstown Public Library
- Phone: 304-876-2783
- Email: director@sheplibrary.org
- Physical Address: 145 Higbee Lane

Date Requested:

- Meeting Date: April 9, 2025

Subject:

(Suggested wording to be put on the agenda)

Christy Hagerty, director of Shepherdstown public library will be presenting information about the library regarding programs, usage, importance to the community and budget.

Brief Statement on Action Requested:

(What action is being requested of the Town Council?)

Budget increase to help continue to grow our resources to the community.

Narrative Description of Presentation/Request:

(Include background information)

The Shepherdstown public library has increased usage over the past two years by 30%. To help maintain and grow all that we do for our community we are requesting an increase in funding by 20%

Is this a funding request? Yes X No

If yes, what amount? \$ Increase funding by 20%

Supporting Documentation:

- Attach supporting documents for the request (or documentation in support of denial).
- If no supporting documentation, please explain:

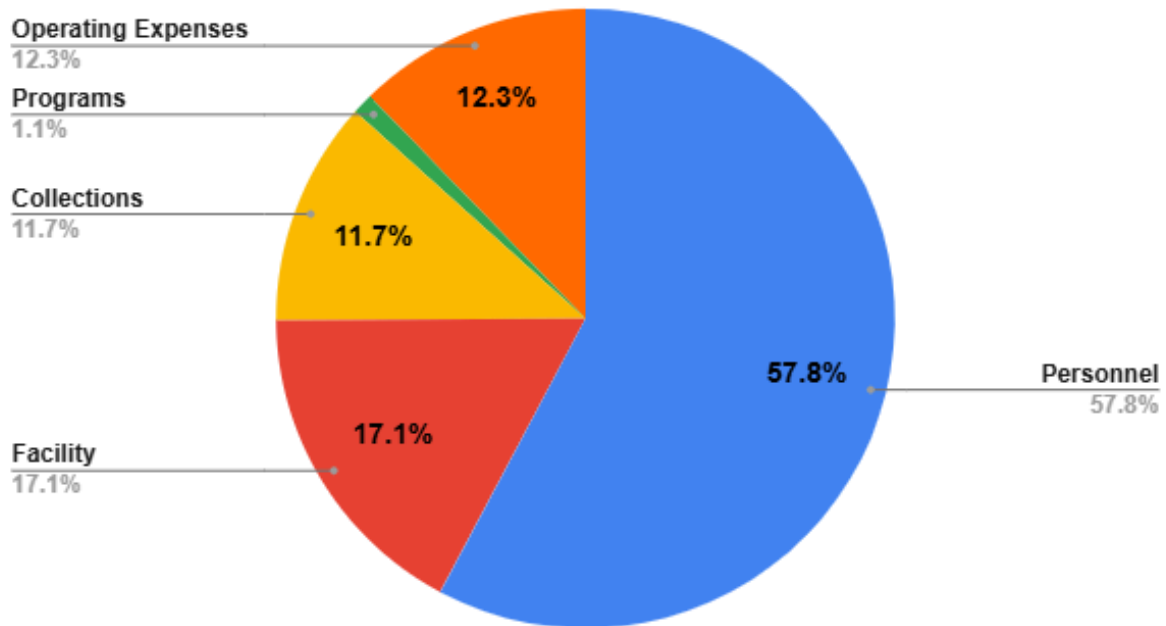
Signature: Christy Hagerty

Date: March 25, 2025

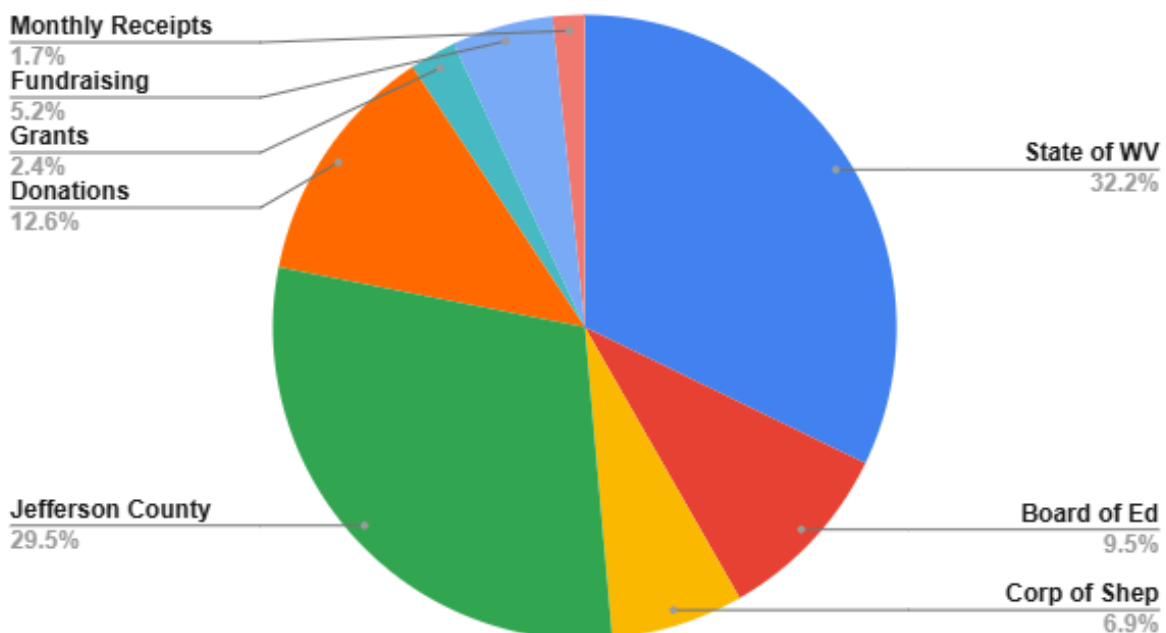


145 Higbee Lane, Shepherdstown, WV 25443 | 304-876-2783 | sheplibrary.org
Christy Hagerty, Director | sheplibrary.org

SPL Expenses Forecast FY25



SPL Income Forecast FY25





SHEPHERDSTOWN PUBLIC LIBRARY

Director Christy Hagerty

SHEPLIBRARY.ORG





Mission
To provide a variety of
resources, services and
programming to engage
and educate our
community.



SHEPLIBRARY.ORG

2025

COLLABORATIVE PARTNERS



- Age Friendly Shepherdstown
- SAIL
- PVAS
- Shepherdstown Elementary School
- North Jefferson Elementary School
- Shepherdstown Daycare
- Shepherd University
- WVU Medicine
- Potomac Mecklenberg Garden Club
- Town Run Watershed
- WVU Extension
- JCPRC
- Jefferson county landmarks commission
- Shepherdstown Police Department
- Shepherdstown Fire Department
- Bee City



GOOD NEWS

February 2025

- 63 programs, 18% increase
- 1196 attended, 23% increase
- 8,829 materials circulated, 24% increase
- Daily visits 2,750, 12% increase
- 130 volunteer hours

For the year so far

- 10% increase new library cards
- 30% in circulation of materials
- 110% in program attendance





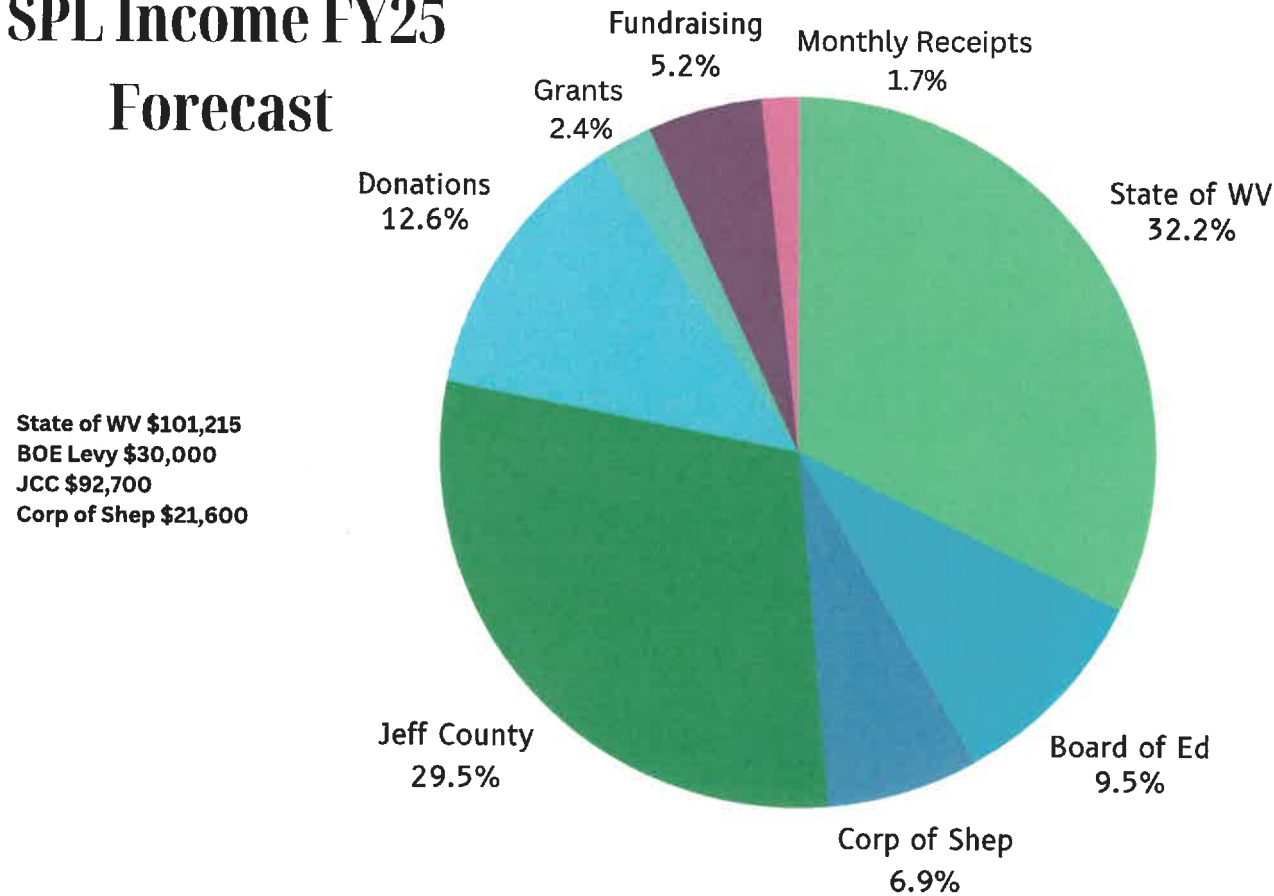
OUR LIBRARY



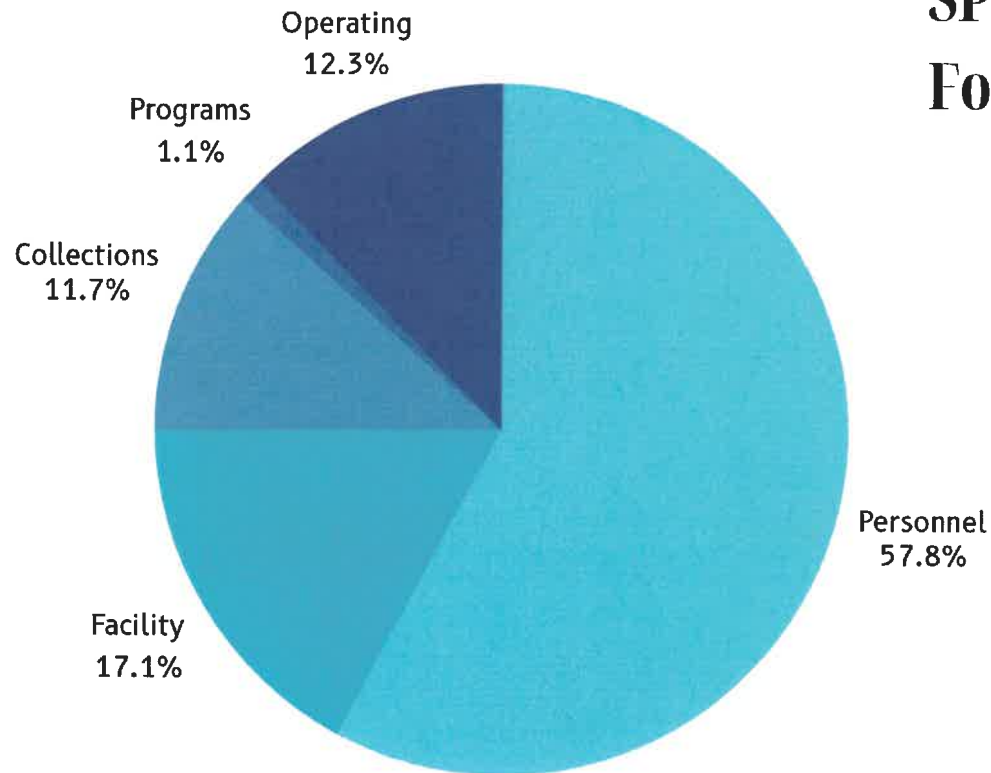
In 1971 the Corp. of Shepherdstown created an ordinance establishing a public library and to provide for its operation, maintenance and support.

We have several support groups. FOSL, SPLF, and the Nourishing Literacy Giving Circle. Donations fill about 20% of our budget needs.

SPL Income FY25 Forecast



SPL Expenses Forecast FY25





Shepherdstown

- SERVES 20,000
- BUDGET OF \$314,470
- 1 LOCATION
- 6 STAFF, ONLY 1 FT
- FY24 PROGRAMS 549
- 10,934 ATTEND



Morgantown

- SERVES 105,000
- BUDGET OF \$2,374,543
- 5 LOCATION
- 29 FT STAFF
- FY24 PROGRAMS 599
- 11,149 ATTEND



LIBRARY FUTURE

Our five year strategic plan includes increases in programming, increase in new resources for the community, and general increase in use of the library. All of which would benefit from additional staff. Which would require an increase in funding.





ASK DAY PROCLAMATION



ASK DAY PROCLAMATION FOR A GOVERNOR, MAYOR, OR CITY COUNCIL

WHEREAS, the epidemic of gun violence is plaguing our nation's children and claiming five lives a day; and

WHEREAS, gun violence is the leading cause of death among children in the United States; and

WHEREAS, the ASK (Asking Saves Kids) campaign encourages parents to add one more safety question to conversations before their child visits others homes, "Is there an unlocked gun in your home?" and

WHEREAS, asking this simple question before sending your child to another home could help save your child's life; and

WHEREAS, the hope is that asking will become a common health and safety question; offering a real immediate solution that all Americans can adopt to help protect their families and children from injury and death; and

WHEREAS, the power of the ASK campaign is that it brings together all Americans concerned with the welfare of children, including gun owners, and makes the solution to gun violence a discussion about public safety and good parenting; and

WHEREAS, the first day of summer, the season in which kids typically spend more time at home or the homes of friends and family, is designated as National ASK Day;

BE IT RESOLVED, that the **Town** of Shepherdstown therefore does hereby proclaim June 21, 2024 to be "ASK Day" and calls upon the people of **Shepherdstown** to recognize this special observance with appropriate ceremonies and activities.

DATE

MAYOR

TOWN RECORDER

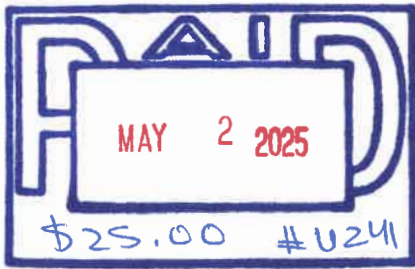


Hi Amy:

Here's an event application for a little parade the Bee Line March anniversary wants to hold on July 19.

Don't know if it fits best in the council's May or June meeting.

Thanks,
Peter Smith



-Po

Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted. Applications are due to the Office of the Town Administrator no later than 30 days prior to the proposed special event.**

Event Title Bee Line March reenactors' parade

Event Date July 19, 2025

Event Sponsor Group of civic and historical organizations

Secondary Date _____

Organizer's Contact Information

Name: Peter Smith

Cell: 304-579-9114

Address: 1212 Steamboat Run Road

Email pvsmit1@comcast.net

Alt. Phone 304-876-1139

Event Information

Requested Area(s) ☒ City Streets/Sidewalks _____ Sidewalks only _____ Other _____

Kearneysville Pike/Duke St. from Morgan's Grove Park to Fairmont St.; Fairmont to King St. ; King St. to German St.

Location of Event

Attach route for processional events. Be precise when indicating location.

Event Hours c. 3:00 pm until 3:30 pm Set up start time NA Clean up end time NA

****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants 40-80 Spectators ?

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

Recorder _____ Amount Due _____ Amount Paid _____ Insurance Provided _____ Council Agenda _____
Permit No. _____ Conditions Attached? _____

Event Information

Answer the following questions, in full, and attach any additional information

Name of Event Bee Line March reenactors' parade

Brief Description of Event: See attached explanation

Has your organization held this event in the past? No
When and Where? _____

Is the event a fundraiser? No

Will you require assistance from Fire/EMS? No (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? Yes (additional fees apply) How many units? ? Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? No What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? No

Will alcohol No or food No be served?
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? No Are you charging admission No?
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets X or intersections X be blocked? Requires police department assistance.
List streets and/or intersections Fairmont St. from Duke to King; King from Fairmont to German.

Public Works assistance needed? No Street Sweeping _____ Barricades or fencing Material _____ (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? Only at McMullan Hall Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? No What and where? _____
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? No

What and where? _____
Check with Parking for costs and arrangements

I Peter Smith shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of the Rotary Club of Shepherdstown (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature *Peter Smith* Date 05/02/2025

Title Rotary Club of Shepherdstown board member

FEE SCHEDULE

Application Fee--\$25

Police Fees--\$35 per hour or partial hour worked, per officer.

Fire/EMS--\$35 per hour or partial hour worked, per firefighter and \$100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--\$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up

Additional fees for Town Service may be waived for all Town Funded Events and Town Co-Funded Events

*** The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council***

**Addendum to Special events application for
July 19, 2025, Bee Line March reenactors parade**

BRIEF DESCRIPTION OF EVENT. This will be a one-time event, to occur at the end of a day-long Bee Line March reenactors' encampment event at Morgan's Grove Park on July 19, 2025.

Starting at about 3 pm, the reenactors, led by a fife and drum corps and followed by however many members of the public want to join in, will march from the park northeast on Kearneysville Pike/Duke Street to Fairmont Street.

They will turn east on Fairmont, go two blocks to King Street, and then walk north on King Street until they reach the corner of German Street.

At German Street, their plan is to disperse around the town, station themselves in small groups on street corners, and engage citizens and visitors in discussions about the Bee Line March and the Revolutionary War until about 5 pm.

At about 5 pm, they will gather on the McMurrin Hall lawn for a presentation about the Bee Line March and the Revolutionary War. Welsh Sound will provide a simple sound system for this presentation. After that, Mary Ellen Diaz will feed them dinner at Alma Bea's restaurant, and they will return to the park to stay overnight there.

TRAFFIC CONTROL. The Jefferson County Sheriff's Reserve has agreed to provide traffic control on Kearneysville Pike from Morgan's Grove Park to Fairmont. It's been agreed there should be no need to close that road for this parade; instead, the reenactors and followers will confine themselves to one lane of traffic and Sheriff's Reserve officers will keep the other lane open and keep traffic flowing upon it.


We've spoken with Shepherdstown Police Chief King, and he is prepared to have his Department provide traffic control on Fairmont and King streets. There, we envision that the parade will proceed much as the Elementary School's Story Walk Parade has done over the years, with a minimum of disruption.

INSURANCE CERTIFICATE. The Rotary Club of Shepherdstown, which is acting as the fiscal agent for all this year's Bee Line March activities, is also providing insurance coverage for these activities. The Club receives general liability insurance coverage through a blanket Rotary liability insurance policy that covers all active Rotary clubs in the United States. This policy is renewed every year effective July 1. Because of this schedule, it is not possible to provide an up-to-date Certificate of Liability Insurance for any event occurring after July 1 in any year until the annual renewal process is completed. This takes place during June, typically during the last two weeks of the month. At that time, the Rotary Club of Shepherdstown will provide the Corporation of Shepherdstown with an updated Certificate naming the Corporation as Additional Insured. In the meantime, a copy of our current Certificate accompanies this request form.

Bee Line March reenactors' parade

July 19, 2025--about 3:00 to 3:30 pm



 Parade route.

 At about 5:00, reenactors will hold a brief ceremony on the steps of McMurrin Hall



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05-01-2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant Group Inc 811 Madison Ave Toledo OH 43604	CONTACT NAME: Macy Gorrell / Sara Humphries	
	PHONE (A/C, No, Ext): 419-259-2710 FAX (A/C, No): 419-255-7557	
	E-MAIL ADDRESS: Rotary@hylant.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Westchester Surplus Lines Insurance Company	10172
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

Insured
All Active US Rotary Clubs & Districts

Attn: Risk Management Dept.
1560 Sherman Avenue
Evanston, IL 60201-3698

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		G73578917003	7/1/2024	7/1/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		G73578917003	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTIONS \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is cause in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

CANCELLATION

Corporation of Shepherdstown WV
PO Box 248
Shepherdstown, WV 25443
2025 4th of July parade

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

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Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted.** Applications are due to the Office of the Town Administrator no later than 30 days prior to the proposed special event.

Event Title FIRST FRIDAY Event Date 6 JUN 2025
Event Sponsor TOWN + EXPERIENCE SHEPHERDSTOWN Secondary Date _____

Organizer's Contact Information

Name: SHANNON THOMAS Cell: 651-329-7063
Address: PO BOX 1563 Shepherdstown WV 25443
Email: Shanpur@gmail.com Alt. Phone _____

Event Information

Requested Area(s) ☒ City Streets/Sidewalks ☐ Sidewalks only ☐ Other

Location of Event McMurrin Lawn and King Street
Attach route for processional events. Be precise when indicating location.

Event Hours 5pm until 7pm Set up start time 4pm Clean up end time 8:00 pm
****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants _____ Spectators _____

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Planning: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Fire: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Public Works <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional
Town Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional	Town Council: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditional

Recorder _____ Amount Due _____ Amount Paid _____ Insurance Provided _____ Council Agenda _____
Permit No. _____ Conditions Attached? _____

Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted.** Applications are due to the Office of the Town Administrator no later than 30 days prior to the proposed special event.

Event Title FIRST FRIDAY Event Date 1 AUG 2025
Event Sponsor TOWN + EXPERIENCE SHEPHERDSTOWN Secondary Date _____

Organizer's Contact Information

Name: SHANNON THOMAS Cell: 651-329-7063
Address: PO BOX 1563 Shepherdstown WV 25443
Email Shanpur@gmail.com Alt. Phone _____

Event Information

Requested Area(s) ☒ City Streets/Sidewalks _____ Sidewalks only _____ Other _____

Location of Event McMurrin Lawn and King Street
Attach route for processional events. Be precise when indicating location.

Event Hours 5pm until 7pm Set up start time 4pm Clean up end time 8:00 PM
****NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.

Anticipated Attendance (per day): Participants _____ Spectators _____

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: _____ Approved _____ Denied _____ Conditional	Planning: _____ Approved _____ Denied _____ Conditional
Fire: _____ Approved _____ Denied _____ Conditional	Public Works _____ Approved _____ Denied _____ Conditional
Town Manager: _____ Approved _____ Denied _____ Conditional	Town Council: _____ Approved _____ Denied _____ Conditional

Recorder _____ Amount Due _____ Amount Paid _____ Insurance Provided _____ Council Agenda _____
Permit No. _____ Conditions Attached? _____

Event Information

Answer the following questions, in full, and attach any additional information

Name of Event FIRST FRIDAY

Brief Description of Event: Live Music + giant games,
ice cream truck, possible other tents/businesses

Has your organization held this event in the past? Yes

When and Where? May 2025 same space

Is the event a fundraiser? No

Will you require assistance from Fire/EMS? No (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? No (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? No What and where? _____ Hazmat items must be attended constantly.

Will you be providing private security? No

Will alcohol No or food Yes be served? Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? Yes Are you charging admission No? Check with B&O Licensing to obtain additional licenses and tax information.

Will streets YES or intersections No be blocked? Requires police department assistance.

List streets and/or intersections King St btwn German + Old Queen Alley

Public Works assistance needed? No Street Sweeping No Barricades or fencing Material yes (additional fees apply)—Council reserves right to assign additional units at applicant cost

cones OK
Will you be using loudspeakers or amplification devices? Yes

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Yes What and where? Shade screen on McMurrin Steps
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? bagged meters
What and where? on German - free parking after 4pm
Check with Parking for costs and arrangements

Indemnification

I N/A shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of (Town sponsored event) (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than \$1 million per instance and \$2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature Shanille Date 6 May 2025

Title President, Experience Shepherdstown

Event Information

Answer the following questions, in full, and attach any additional information

Name of Event FIRST FRIDAY

Brief Description of Event: Live Music + giant games,
ice cream truck, possible other tents/businesses

Has your organization held this event in the past? Yes

When and Where? May 2025 same space

Is the event a fundraiser? No

Will you require assistance from Fire/EMS? No (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? No (additional fees apply) How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? No What and where? _____ Hazmat items must be attended constantly.

Will you be providing private security? No

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cones OK
Will you be using loudspeakers or amplification devices? Yes

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Yes What and where? Shade screen on McMurrin Steps
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? bagged meters
What and where? on German - free parking after 4pm
Check with Parking for costs and arrangements

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I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature Shanille Date 6 May 2025
Title President, Experience Shepherdstown

Committee: Shepherdstown Historic Landmarks Commission

Meeting Date: April 14, 2025

In Attendance: Carmen Slater (CS), Rebecca Bicker (RB), Tom Mayes (TM), Ashley Reynolds (AR)

In Absentia: Keith Alexander, Chair

In Audience: Jim Auxer- former mayor of Shepherdstown
Matthew Brinkley- 109 N Princess St
Karene Motivans- 213 W High St

1. **Call to Order:** Call to order by Carmen Slater at 6:00PM
2. **Approval of Prior Month's Minutes:** No minutes presented for HLC approval.
3. **Visitor's comments:**
 - a. Karene discussed that she is selling her property. The retaining wall facing Duke St is not within the property lines and there are at least 2 mill wheels on the property that the HLC should ensure stay on the property. Karene proposed the HLC keep an inventory of items such as the mill wheels in Shepherdstown. Karene also discussed May being Historic Preservation month as well as the HLC's "Demolition by Neglect" policy in the Guidelines.
4. **Conflicts of Interest:** None noted.
5. **Applications:**
 - a. **25-06 109 N Princess St-** Applicant discussed the plan and that 2 trees have been removed to date. Key requests include removal of ponds and trees and adding a playground (temporary structure) and shed (permanent structure). AR questioned if there are any fountains in the ponds to be removed, noting none. CS inquired on the shed's wood material, applicant noted that it is LP SmartSide. TM inquired of the shed's foundation material, noting it will be gravel. TM inquired about the shed's roof material, applicant noted he was not sure. Motion by RB to table the application until the May 2025 meeting where material samples can be presented. TM seconded. No comment. All in favor. None opposed.
 - b. **25-07 126 W German St-** Applicant not in attendance.
 - c. **25-08 115 E German St-** Applicant not in attendance.
 - d. **25-10 407 E German St-** Applicant noted that due to a waste line leak the exterior decking was damaged and requires replacement. The footprint will match the existing but the key components requested for approval include 1) Replace 8'5" x 12' deck, back stairs, seating plus privacy screen with Trex or similar product. Deck will be raised 12" from grade and 2) two posts will be added to backdoor roof for support.
 - a. Awning posts- TM moved to approve the wood awning posts with or without decoration in accordance with page 40 of the Guidelines. RB seconded. No comment. All in favor. None opposed.
 - b. Deck, steps, and privacy screen- TM noted that the use of Trex decking is unapproved. The Applicant inquired about the appeals process. TM moved to approve the use of wood materials in accordance with page 39 of the Guidelines. RB seconded. RB seconded. No comment. All in favor. None opposed.
6. **Workshop Sessions:** none.
7. **Ongoing business:** CS to resend Community Engagement & Public Support presentation to HLC.
8. **New Business:** To be discussed in May 2025 meeting with the HLC Chair in attendance.
9. **Adjournment:** Meeting adjourned at 6:49PM.

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING

Monday, April 21, 2025
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order: 6:03pm

2. Approval of Previous Months' Minutes:

- a. March 17, 2025 Meeting Minutes- Motion to approve minutes with amendment to include second by Rebecca Parmesano on the motion to defer application 25-05 to the May 2025 Planning Commission Meeting: Linus Bicker / 2ND James Gatz/ All Aye

3. Visitors:

- a. Jim Auxer
- b. Steve Pearson

4. Conflicts of Interest:

- a. None

5. Staff Report:

- a. Gino Sisco and Ebonée Helmick provided an update to the Planning Commission on the proposed Motivan/Wallace Minor Subdivision Pre-Application meeting held on Thursday, April 3, 2025.

6. Applications:

- a. 25-09- Motivan/Wallace Minor Subdivision
- b. Motion to approve Application 25-09 Motivan/Wallac Minor Subdivision: Madge Morningstar / 2nd James Gatz / No Discussion / All Aye

7. Continuing Business:

- a. Continued Discussion of 2025 Comprehensive Plan
 - i. The Planning Commission continued to review the Comprehensive Plan document and agreed to incorporate minor edits and a priority matrix. The edits will be completed by Monday, April 28, 2025. The

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING

Monday, April 21, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

updated document will be forwarded to Marcus Carnegie of Thrasher
who will incorporate graphics.

- ii. Motion to move the 2025 Comprehensive Plan document to the
Shepherdstown Town Council for review and approval with completed
edits and graphics: Ebonée Helmick / 2nd Rebecca Parmesano / No
Discussion / All Aye

- b. Review of Shepherdstown PUD Ordinance

- i. Deferred until next meeting May 19, 2025, meeting

8. New Business: None

- 9. Adjournment:** Motion to adjourn Rebecca Parmesano / 2nd by Linus Bicker @
7:57pm

Shepherdstown Tree Commission Draft Minutes
Saturday, April 10, 2025
Town Hall

Members present: Linus Bicker, James Dillon, Charlotte Baker-Shenk
(Absent: Robin McGrorty)

Visitors: Jim Auxer, Jamie Byron (arrived later)

Linus called the meeting to order at 6:06 pm.

Approval of March 15 Minutes

James moved to approve the draft Tree Commission minutes of March 15, 2025.
No objections noted. Unanimous approval.

Public Comments: Jim wants to make sure the Commission understands that the Arbor Day celebration is really important for Shepherdstown and asked about Commission plans. It was noted that planting of a bald cypress was already on our agenda. Later, before leaving, Jim affirmed the work of the Commission.

Unfinished Business

Review pending and completed tree actions—Tree Action Log

James noted that the sugar maple #369 at town hall needs root collar excavation. **James** will check for any presence of bark beetles, then we'll treat if needed. James thinks we can save the tree; recommends 30 gal water 3-4 times over the summer.

Linus will order gator bags for this sugar maple and the other newly planted trees.

#73 red bud near JSB – Viking is removing it. We agreed to replace with fringe tree closer to driveway entrance. Plan also plant another fringe tree on other side of entrance.

#202 S.Church –will plant fringe tree, which is on the tree planting list.

New Street (no tag) Elise & Marty Baach– pruning work is done.

Tree well at Entler: Linus will review bid for brick work from Ecological Solutions. (~\$880)

The additional new pruning work on Mill & High St (#1061, 1062) has not yet been done.
Viking proposal was approved.

Vendor work timeline: Jamie confirmed that the new trees will be planted starting the week of April 12th. He has also been completing the basic pruning on German Streete.

Viking finished the complex pruning work this past week, including the Cullison Park hazard trees and Amerikaner maple tree. James notices that maples on West German seem to be in decline. Arborists will continue to monitor. Discussion occurred that could be soil issue and/or the fact that sugar maples are not well suited for urban environments. Red maples also have ph preferences that are less conducive to those locations and can lead to chlorosis.

105 and 108 W Washington – Linus has Viking's proposal for pruning where rubbing against structure or need electric lines clearance. Not yet done.

102 N. Duke –Jamie assessed and reported that these trees are healthy.

Update on New Tree purchases

Jamie reported that he was able to get a hophornbeam from Sunny Meadow. He noted that American hornbeam is more picky but beautiful. Hophornbeams are more resilient and tolerant. The Tree Commission decided to plant two of those species on East German in front of the Good Shop. Will put the American hornbeam across from the Yellow Brick Bank building. The Tree Commission decided to add a second fringe tree at JBS road entrance on either side of the bank entrance to create a balanced aesthetic.

Linus needs to hear back from Jamie about tree availability from Sunny Meadows before asking Viking to take out the Good Shop trees. But Viking can do the removal at Tony's now.

Treatment of Emerald Ash Borer (EAB)

Commission approved Shawn Walked proposal for EAB treatment of ash trees in Cullison Park. Charlotte will contact Shawn.

Arbor Day Event

Linus noted that the Forest Service usually gives the town a new tree each year for May Day. Linus has been coordinating with WV Forestry to attend and is waiting on an update. The Bald Cypress given by the Forestry Service last year is in the care of James Dillon and will be planted as well. Discussion occurred to have a planting event on Apr 26th at Riverfront Park.

Mulch and Clean Up in Tree Boxes

Lori Robertson expressed concerns about the aesthetic condition of the street tree wells and associated flower beds in town. She recommended hiring Brandon Hayden from GreenIsGreat 304-620-0956 for this work since there have been historic problems with town staff doing it. James has worked with Brandon on Sage Place and affirmed his skills. James agreed to meet with him (about cutting back the liriopse and mulching appropriately). Charlotte agreed to email the mayor and town staff making this recommendation while also clarifying that although the Commission does not see box maintenance as part of Commission work, it does impact soil and tree health. So proper maintenance does affect the success of our work. Long range, we hope to use more ground covers to reduce need for mulch.

Approved Species List

James and Jamie working on it. Will have ready in July.

Arborscope Database

Jamie will add in all of the pruning work he's done to the database and see if Robin is willing to add the work that Viking has completed. **James** volunteered to do this updating regularly during our meetings in the future. Tree Commission discussed renewing Arborscope license on July 2

Long-range Strategy: Brief discussion occurred for long-term tree canopy management plan: planting and removal. There was a general desire for more color on German St and an idea presented to create a "watch list" of trees that may be in decline so can act proactively.

Soil in Tree Wells

Observation that some wells are very small (have grates); most are medium-sized wells, some larger. Consensus that that it would work better to plant **ground covers** instead of needing so much mulch. Possible ground covers: sweet woodruff, green creeping Jenny (not the yellow one) that allows other plants to get through; Robin's plantain, pussy toes, Pennsylvania sedge, violets, wild strawberry (*Fragaria virginiana*). **Jamie & James** will work on a list of possible ground covers. **Charlotte** will pot up some of what is used at Shepherd Village to experiment with and see what works well in town. We agreed that "soil health" should be on agenda for next meeting.

New Business

102 N Duke St—observation of redbud indicates it's in good health, so no action needed.

Adjourn

Meeting adjourned at 8:20pm.

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

April 24, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Board Members Present:

Water: Mr. Gatz, Ms. Bartlett, Mr. Bresland, Mr. Eggleston, Ms. Kemnitzer

Sanitary: Mr. Gatz, Mr. Heyser, Mr. Keller

3. Visitors: Mr. Auxer

3. Minutes of March 27 Meeting

Approved by Sanitary Board

Approved by the Water Board with the addition of Mr. Gatz being present for the Water Board.

4. Flow and Quality Reports from Staff

All quality standards are met. Flow statistics are larger because of the installation of a more accurate meter at one large customer. A meter upgrade at Shepherd Glen Apartments will be completed in May.

5. Financial Reports

a. Budget v Actuals for 2024/2025 – Both Boards asked staff to provide more current numbers. It is difficult to monitor revenues and spending because the monthly reports are two or months behind.

b. Balances in Reserve Accounts – The Boards asked again for the finance reports to include activity and balances in the reserve accounts.

c. Status of Bond Payments – The Water Board thanked the staff for getting the excess funds associated with Bond 03-B returned to the department. The Board asked what account the dollars had been deposited into. Staff will report back on that question.

b. Discussion of Plans and Budgets for 2025/2026 – Mr. Coe gave an extensive briefing on the proposed budget for the Water and Sanitary Departments. Major changes from prior years include increase in revenue due to new customers and the improved accuracy of the meter at a second large user, cost sharing of upgrades to the Town's financial management through hiring of a Chief Financial Officer and installation of new financial management software; and study of extending wastewater service to protect Town Run and assist new customers.

Vote: Water Board approved the budget as proposed.

Vote: Sanitary Board approved the budget as proposed.

8. Unfinished Business

a. Update on Water Distribution System Construction – The Water Board asked if the Water Working Capital Reserve was used in paying for the additional cost associated with the project. Staff will report back on this.

b. Hydrant Report – progress continues to meet the new State requirements.

9. Next Meetings May 22 and June 25 at 6 pm

10. Adjournment

TOWN OF SHEPHERDSTOWN
PROCLAMATION 05-2025
A RESOLUTION HONORING ERWIN AND CAROL ASAM

WHEREAS, Erwin and Carol Asam, founders of the Bavarian Inn in Shepherdstown, West Virginia, have been significant and influential figures in our community;

WHEREAS, the Bavarian Inn, having hosted an estimated 1,000,000 overnight guests and over 5,000,000 dining guests since 1977, has contributed greatly to the economic vitality of our town, and generated substantial revenue for the community;

WHEREAS, Erwin and Carol Asam have demonstrated a commitment to civic engagement, actively participating in local events, supporting community initiatives, and serving on various boards and committees;

WHEREAS, Erwin and Carol Asam helped establish the Erwin Asam Scholarship Fund at Shepherd University to encourage future business leaders to stay and work in our community, and;

WHEREAS, the positive impact of the Bavarian Inn has been felt by residents and visitors alike;

NOW, THEREFORE, BE IT RESOLVED, that the Shepherdstown Town Council hereby expresses its sincere gratitude and appreciation to Erwin and Carol Asam for their exemplary hospitality and role in making our community a welcoming destination for travelers and visitors;

BE IT FURTHER RESOLVED, that the Shepherdstown Town Council declares May 15, 2025, as "Erwin and Carol Asam Day" in recognition of their significant impact and dedication to our community, and;

Presents a copy of this resolution to Erwin and Carol Asam as a testament to our appreciation and admiration for their contributions;

ADOPTED this 14th day of May, 2025.

ATTEST:

Mayor of Shepherdstown

Town Recorder



Age-Friendly Shepherdstown Action Plan August 2022



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CORPORATION OF SHEPHERDSTOWN

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

August 23, 2022

Gaylene Miller, State Director
AARP West Virginia
300 Summers Street, Suite 400
Charleston, WV 25301

Dear Ms. Miller,


On behalf of the Corporation of Shepherdstown, I'm very happy to write this letter in support of the Action Plan developed by our Age Friendly Shepherdstown Advisory Board. The plan is based on a thorough assessment process which involved both survey and in-person listening sessions, careful data analysis, and thoughtful development of plans for addressing the key needs identified in the assessment.

Both our Town Council and I have reviewed the Action Plan, and we are in full agreement that the Plan proposes important projects to enhance "livability" for town residents of all ages and abilities. Further, the Plan aligns well with our overall goals for town development, and with key themes within our Comprehensive Plan.

On behalf of Shepherdstown as a whole, I'd like to voice my appreciation for the good work done by the Advisory Board and for the support provided to this effort by Shepherdstown Area Independent Living (SAIL), our town's organizational member of the Village-to-Village network that supports seniors' efforts to "age in place."

We look forward to working hard towards achieving the goals presented in the Plan and note with some pride that- as noted in the report below- we have already made progress on several of them!

Sincerely,


Arthur J. Auxer, III, Mayor
Shepherdstown WV



Shepherdstown Area Independent Living

August 24, 2022

Gaylene Miller, State Director AARP West Virginia
300 Summers St., Suite 400
Charleston, WV 25301

Dear Ms Miller,

The Board of SAIL (Shepherdstown Area Independent Living) strongly supports the concept of the Age Friendly Movement and enthusiastically endorses the specific goals stated in Shepherdstown's Action Plan to make our town as Age Friendly as possible.

SAIL is an organization of 120+ senior citizens dedicated to keeping its members actively engaged in our community and in our own homes as long as possible. An excellent example of SAIL's involvement in our community is the leadership role our members have taken in initiating this effort and developing it as it has moved forward.

SAIL further pledges its continuing commitment to the goals stated in the Action Plan to make Shepherdstown, WV a more age-friendly community as well as a safe place for people of all ages with a range of disabilities to navigate. We look forward to being part of a community partnership with the town to make the goals of this Action Plan a reality.

Sincerely,

Marianne Alexander, President
SAIL (Shepherdstown Area Independent Living)

Age-Friendly Shepherdstown Action Plan

Community Profile

Shepherdstown, West Virginia is “a true blend of amazing history and modern wonders” (Shepherdstown Visitors Center website). Recognized as West Virginia’s oldest town *and* voted as “one of America’s Coolest Small Towns” (Budget Travel), Shepherdstown is located 90 minutes from the Washington DC and Baltimore Maryland metropolitan areas. This friendly, “beautiful and charming” (Travelers Today) historic university town offers rich music, theater, and cultural offerings in a close-to-nature setting. Budget Travel described Shepherdstown as a “picturesque town. . . [with a] hip coffee culture.” Current Shepherdstown, with its “cool shops, bars, and restaurants” (Washingtonian) has a rich history.

History

Excerpted from a *Brief History and Walking Tour* revised by James C. Price and Harold Snyder in 1998 and by Jerry Thomas and Robbye Horowicz in 2011 and 2014

Colonial settlers began their migration into the northern end of the Shenandoah Valley in the early 1700s. . . . The colony of Virginia began issuing Valley land grants in the 1730s, but settlers in the area of what became Shepherdstown had arrived earlier, perhaps before 1720. In 1734, Thomas Shepherd took up a tract of 222 acres on the south side of the Potomac [River], along the Falling Spring Branch, now known as Town Run. More than twenty natural springs feed Town Run before it enters the south end of town. The Run rarely floods and never runs dry; it meanders through backyards, under houses, across alleys and beneath five streets before it rushes into the Potomac. . . .

The town contributed liberally to the cause of American Independence. Its cemeteries contain at least thirty-eight Revolutionary veterans, a measure of the town’s military involvement. Citizens also supplied clothing, wagons, saddles and other items for military use. . . .

On December 3, 1787, a historical moment during the critical days of the early republic, James Rumsey conducted a successful trial of a steamboat. A large gathering of townspeople and notables witnessed the event from the banks and bluffs of the Potomac River. . . . In addition to Rumsey's ingenuity, Shepherdstown's early records reveal impressive examples of wit, learning, and culture. West Virginia's first newspaper (*The Potowmack Guardian and Berkeley Advertiser*) and first book (*The Christian Panoply*) were published here in the 1790s. A number of schools had been started before the Revolution, including an English school and a German school, and the first academy in what became West Virginia opened shortly afterwards. . . . The free school movement in Virginia led to the establishment of two free schools in town in 1848. One still stands on the southeast corner of Princess and New Streets. The first school for black students is believed to have operated from c.1867 to 1883 on Brown's Alley, between W High and W German Streets.

Because Shepherdstown provided a convenient stopover for wagon masters and other sojourners, many taverns and inns sprang up. In addition to food, drink, and lodging, these establishments provided horse racing, gambling, cockfighting, and other entertainments for the weary travelers and interested townspeople. . . .

The 1790s brought many changes. The first post office in what became West Virginia opened in 1793. By 1794, Welsh's brickyard operated along Town Run on the south side of Washington Street between Princess and King. . . . Houses for the brickyard workers, known as Fossett Row, still stand on W High Street. Black workers, both [enslaved] and free, lived at each end of German Street, Little Philadelphia on the west and Angel Hill on the east. By 1857, nearly 100 [enslaved individuals] lived in Shepherdstown.

The arrival of the Chesapeake and Ohio Canal in the 1830s and the opening of a Shepherdstown lock eased connections downriver to Georgetown, lowering the cost of shipping agricultural products to the seaboard. Later the canal also opened the way west to Cumberland, Maryland. . . . In 1879 the Shenandoah Valley Railroad arrived in Shepherdstown, introducing a powerful new dynamic of development that turned the town away from the river. . . . Over the course of the mid-19th century, western wheat shipped by rail to eastern markets brought

an end to local wheat cultivation. Apple growing became a new specialty of the area. . . .

As a border town on the Potomac shaped by the culture and institutions of the Old South, including slavery, Shepherdstown faced trying and tragic times during the [Civil] War. . . . After the Battle of Antietam, September 17, 1862, General Robert E. Lee's infantry retreated south across the Potomac at Pack Horse Ford. In one of the most consequential moments of its history, Shepherdstown provided care for 5000 to 8000 casualties. The wounded and dying filled nearly every house, building, church, alley, and street. The Battle of Shepherdstown, September 19-20, added to the carnage, leaving 162 men, including 63 Confederates and 99 Federals and many additional wounded. . . .

In the post war period, Shepherdstown served as the county seat because of changing political fortunes and war damage to the courthouse in Charles Town. . . . Though Shepherdstown lost the county seat, it found a new future as a college town, a role in keeping with its long-standing devotion to education. . . . At first Shepherd [State Normal School] provided primarily secondary education, but gradually collegiate courses were added. From this seed Shepherd University grew. From its beginning the school helped shape the town, providing educational and employment opportunities and cultural attractions. Today, the East Campus occupies about one-third of the town proper, and the West Campus takes up a large area just northwest of the corporate limits. . . .

Most of the town has been designated as a Historic District on the National Register of Historic Places. From time to time (notably in 1912) fire destroyed important buildings, but the rows of 18th and 19th century houses remain remarkably intact, likely the best-preserved assemblage of buildings of this vintage in the state. . . .

In 1924, the C&O Canal closed, and the state road commission built a new road through the town, signaling the arrival of the Good Roads Movement and the advance of the automobile. The canal enjoyed something of a 20th century renaissance after it became the Chesapeake and Ohio Canal National Historic Park in 1971. . . .

Today's Shepherdstown retains the ambiance of an earlier time, but local folks are not content to live in a museum. They make the most of the town's historic heritage, preserving the old buildings by adapting them to new uses including many shops, restaurants, and venues for artists, crafts[people], and musicians. Shepherd University's rich program of cultural events, including an innovative summer festival of contemporary plays [The Contemporary American Theatre Festival], adds to the attraction that makes the town a tourist destination. In the spirit of cooperative work towards making Shepherdstown an Age-Friendly Community, Shepherd University opens its modern Wellness Center to all residents, and recently signed on to the Silver Sneakers program, which promotes wellness for older adults.

Community Character

Downtown Shepherdstown is the heart and soul of the community. As a vital part of the economic, cultural, social, and historic fabric of the town, the downtown area is viewed by residents as the single most important part of the larger community. Downtown Shepherdstown has a unique character as a retail and artistic hub in the context of an historic setting. The town is serious about protecting local green spaces. It is home to six parks, and all buildings in the historic district are required to maintain considerable green space as part of the property. Further, it has maintained its designation by the Arbor Day Foundation as a "Tree City USA" member for over 21 years.

Greater Shepherdstown is defined not only by its downtown hub, its focus on education and the arts, and its historic nature, but also by the beauty of the natural landscape that surrounds it. Part of a network of Canal Towns because of its proximity to a Chesapeake and Ohio Canal and path, Shepherdstown is a tourist attraction for those interested in biking, hiking, white-water rafting, climbing, birding, and gardening. It is home to an impressive array of environmentally-focused organizations and events including the Potomac Valley Audubon Society, the National Conservation Training Center, the American Conservation Film Festival, Solar Holler, Panhandle Earth Day, Freedom's Run, Sacred Roots Herbal Sanctuary, Save Our Soil, and Sky Truth.

For a small town, Shepherdstown is surprisingly non-parochial. This is due in part to the close relationship between Shepherd University and the Shepherdstown Community. The university's strong music programs provide regular high-quality, open-to-community events and sponsor a Masterworks Chorale comprised of both students and community members. In addition, the Lifelong Learning Program, the Robert Byrd Center, the Appalachian Studies Center, and the Stubblefield Institute, all housed at Shepherd University, provide rich opportunities for educational and cultural experiences. The non-parochial nature of Shepherdstown may also be related to the fairly large number of residents who are not native to Shepherdstown or even to West Virginia. The town is a unique combination of rural and urban, young and old, locals and newcomers. The town's proximity to Washington, DC and Baltimore, Maryland, with Amtrak stations located less than 10 miles away as well as nearby access to the MARC (Maryland Rail Commuter Train), enables individuals to come and go to nearby cities frequently.

Demographics

Based on 2000-2020 data, the population of Shepherdstown, including approximately 900 students residing on Shepherd University campus, is 1,911. Because of the large number of university students, the median resident age is 21.3 years compared to the West Virginia median age of 42.9 years. Seven and a half percent of residents are under the age of 18; 55.7% are between the ages of 18 and 24; 15% are from 25 to 44; 14.1% are from 45 to 64; and 7.6% are 65 years of age or older. The gender makeup of the town is 46.5% male and 53.5% female. The town is predominantly white (83.9%). Black residents make up 9.4% of the population, Hispanics represent 2.9%, and those of two or more races make up 2.4%. It is important to add that the Corporation of Shepherdstown serves as the "hub" of the greater Shepherdstown area (zip code 25443), and many of the almost 7500 residents within this area, all of whose mailing address is "Shepherdstown," consider themselves Shepherdstown residents, though they do not reside within the Corporation's limits.

The estimated median Shepherdstown household income in 2019 was \$47, 932. The estimated median house or condo value in 2019 was \$316,292, compared to \$124,600 in West Virginia. The 2019 cost of living index in Shepherdstown was

172.3 which is considered very high. The U.S. average is 100. The percentage of residents living in poverty in 2019 was 12.2% (7.7% for White Non-Hispanic residents, 16.9% for Black residents, 100% for Hispanic residents and those of two or more races). In November 2020, the unemployment rate was 4%, compared to 5.7% in West Virginia. The biggest employer in Shepherdstown is Shepherd University, providing 19% of jobs.

Age-Friendly Work in Shepherdstown

Shepherdstown is on the leading edge of efforts in West Virginia to make communities livable for people of all ages and abilities. It is home to Shepherdstown Area Independent Living (SAIL), West Virginia's first member of the national Village to Village Movement. It is also home to Shepherd Village, West Virginia's first cohousing community. It has a strong, active Lifelong Learning Program in partnership with Shepherd University. In 2018, Shepherdstown became the second community in the state to become a part of the World Health Organization and AARP's Network of Age-Friendly Cities and Communities.

Prior to the acceptance of Shepherdstown into the network of Age-Friendly Cities and Communities, the Shepherdstown Accessibility Committee endeavored to make the town increasingly accessible. The Accessibility Committee, with representatives from Town Council, SAIL, Shepherdstown Visitor's Center, Shepherd University, Shepherd Village, the Rotary Club, and the community at large, made good progress as it worked with Town Council to install curb cuts at many intersections throughout town. Also, the committee worked with the Shepherdstown Historic Planning Commission to ensure that future property renovations in town would be approved only if they were both historically appropriate *and* if they met or exceeded accessibility guidelines set by the Americans with Disabilities Act (ADA).

In addition, Accessibility Committee members worked with Shepherd University in creating safe, walkable community access to campus buildings, including a specially designated community walkway access on the West Campus, featuring overhead lighting and safety handrails. Also, at the committee's request, the

university installed safety paint stripes on the steps of buildings frequently used by community members.

Further, the Accessibility Committee worked on the development of an informational brochure for local business and property owners. The brochure outlines details on how to make structures accessible for people of all ages and abilities. Finally, the Accessibility Committee led to the application for Shepherdstown to join the WHO/AARP Network of Age-Friendly Cities and Communities.

Core People Guiding the Work

Upon our acceptance into the Age-Friendly Network, we formed an Advisory Board consisting of most of the same people who had worked with the Accessibility Committee. At this time, those people include the following:

Linda Spatig, Immediate Past President of SAIL (Shepherdstown Area Independent Living)

Steve Ayraud, Shepherd University Lifelong Learning Advisory Board Member

Marcy Bartlett, Shepherd Village resident and former board member, Shepherd University

Lifelong Learning Advisory Committee member

Steve Bartlett, Shepherd Village resident

Shelley Shaffer, Shepherd University, Director of Facilities Management

Marty Amerikaner, Shepherdstown Town Council member, Parks and Recreation Committee

member. SAIL member

Jack Young, SAIL founder and Board of Directors Member emeritus

Susan Kern, SAIL Board of Directors

Steve Pearson, Experience Shepherdstown (our local Visitor's Center), editor of The Observer,

owner, Shepherdstown Opera House

Key Community Partnerships

Our primary community partners are the Shepherdstown Town Council, SAIL, Shepherd Village, Shepherd University, and Experience Shepherdstown. Other groups with whom we are working include the Shepherdstown Parks and Recreation Committee, especially committee chair and Town Council member, Cheryl Roberts; the Shepherdstown Business Association who kindly allowed us to join one of their meetings in order to conduct a listening session; local business Evolve, especially co-owners Jan Hafer and Elise Bach, who gave us free use of their facility to host a community listening session; and the Asbury United Methodist Church whose members arranged a listening session for us at the local Clarion Hotel.

Assessment Tools and Sample

For our community needs assessment, we used two data collection strategies recommended by AARP— listening sessions and an online survey. Five listening sessions were conducted in spring and summer 2019, with Shepherd Village residents, SAIL members, greater Shepherdstown community members, Asbury Church members, and Shepherdstown business owners. A total of 50-60 individuals, ages eight and over, participated in the audio-taped sessions which were conducted by Linda Spatig, Past President of SAIL, Past Chair of Age-Friendly Shepherdstown Advisory Board, and trained expert in focus group interviewing. The listening sessions focused on the eight domains of livability identified by the AARP - housing; outdoor spaces and buildings; transportation and streets; health and wellness; social participation, inclusion and education opportunities; volunteering and civic engagement; job opportunities; and community information.

The online survey, designed and tabulated by AARP, was open from mid-December 2019, through the end of February 2020. A total of 356 individuals, 95% of whom are white, completed the survey. The respondents were relatively senior in age (bimodal ages—68 and 70) and well-educated, with 54% having received a graduate or professional degree and another 30% having completed a college degree and graduate study. They were relatively new to the Shepherdstown area, the majority having moved here in the last ten years. About 60% lived outside the town limits, with 40% living in town. Seventy-three percent

of the respondents identified as female, 27% as male. The majority (63%) were married; with 15% widowed. Most respondents' incomes (68%) ranged from \$50,000 to greater than \$150,000.

Other Data We Used

At the request of Town Council members, in addition to data generated by the listening sessions and online survey, we used information from Shepherdstown Corporation's most recent Comprehensive Plan. The plan, an update of the 2001 Comprehensive Plan, was the result of a twelve-month process that began in August 2013. The plan expresses the community's visions and goals as well as both short and long-term strategies to meet those goals. The plan addresses six areas including land use and community characters; economic development and tourism; public services and infrastructure; natural and environmental resources; historic preservation; and intergovernmental coordination.

Limitations of our Methods

A methodological limitation was difficulty in recruiting local business owners to participate in the listening sessions. The head of the local business association kindly allowed us to use part of one of their monthly meetings for the purpose of a listening session. Unfortunately, the attendance at the meeting was low, as has been common for some time, and of the few people attending, two had already participated in the general community listening session held downtown the previous week. Further, our Advisory Board representative from the local business community regrettably resigned during the pandemic this past year. She was struggling to keep her business operating and did not have time for other commitments.

Introduction to the Action Plan

Vision

We envision Shepherdstown, our quaint and delightfully quirky historic hometown, as an accessible, life-enhancing town where people of all ages and abilities can thrive and participate actively in community life.

Mission

Our mission is to increase Shepherdstown's livability for residents and attractiveness for visitors. We will collaborate with diverse community stakeholders to strengthen communication among us, explore public transportation possibilities, improve our public green spaces and enhance access and mobility options such as bike paths, handrails, and safer sidewalks.

Value Statement

Age-Friendly Shepherdstown's value priority is to support the Town's overall values by focusing on their applicability to people of all ages and abilities.

- Outdoor activities and green spaces: We are proud of our parks, green space requirements, and easy access to outdoor recreation. An Age-Friendly priority is to maximize accessibility to and utilization of these places and activities by people of all ages and abilities.
- Historic Preservation: Shepherdstown is the oldest town in West Virginia and is proud of its historic buildings and associated heritage. An Age-Friendly priority is to encourage and facilitate prioritization of safety and accessibility to historic sites for people of all ages and abilities.
- Tourism: Tied to the historic and green space themes noted above, Shepherdstown is proud of how attractive the area is to tourists, and our economy is intimately tied to tourism. An Age-Friendly priority is to support activities and programs that are of interest to tourists of all ages and abilities, and to facilitate the accessibility and safety measures required for a diverse tourism environment.

- Communication: One value commonality, as revealed through our data collection, is a desire for greater communication within the Town about key Town issues and activities. An Age-Friendly priority is to promote new communication methods within the town.
- Arts and Education: For a small town, Shepherdstown demonstrates a high level of commitment to, and benefit from, the arts and educational programs that are available in the community. An Age-Friendly priority is to encourage and support arts and educational programs that are of interest to people of all ages and abilities, as well as safe and reliable access to those activities by all.

Community Assessment

As was noted earlier, the Committee made use of both *listening sessions* and a *survey* format to collect the data needed for assessing the community's goals and priorities regarding the process of making Shepherdstown a more fully Age-Friendly town.

Listening sessions

Five listening sessions were conducted in the spring and summer of 2019. These were held with key constituency groups, including:

- a. Members of SAIL (Shepherdstown Area Independent Living, which is part of the Village to Village Movement and a key partner in the Age-Friendly effort)
- b. Shepherdstown business owners
- c. Residents of Shepherd Village, a co-housing community within the town, which aims "to create a close-knit neighborhood that will support aging in place, staying actively engaged in life and enjoying deep friendships" (Shepherd Village Website).
- d. Asbury United Methodist Church, a primarily African American church in Shepherdstown.
- e. An open session for all members of the community.

Results: Respondents spoke favorably about living in Shepherdstown, often mentioning the benefits of a small community with an abundance of educational, cultural, and social activities and opportunities. That said, five areas of concern were identified by participants across the groups:

1. Lack of **public transportation** (raised in all five groups, with much interest in some kind of shuttle or circulator bus system)
2. Need for improved **sidewalks, alleys, bike and pedestrian paths** (raised in all five groups, with special concerns raised by residents at both east and west ends of town)
3. Need for better **communication** about town events and activities (raised in 4 groups)
4. Need for more **mixed-income and accessible housing** (raised in four groups)
5. Desire for more **public green spaces** (raised in four groups)

Survey

The AARP Age-Friendly Online Community Survey was open from mid-December, 2019, through the end of February, 2020. A total of 356 individuals, 95% of whom are white, completed the survey. The respondents are relatively senior in age (bimodal ages – 68 and 70), and well-educated, with 54% having received a graduate or professional degree and another 30% having completed a college degree and graduate study. They are relatively new to greater Shepherdstown, the majority having moved here in the last 10 years. About 60% live outside the town limits, with 40% living in town. Seventy-three percent of the respondents identified as female, 27% as male. The majority (63%) are married; with 15% widowed. Most respondents' incomes (68%) range from \$50,000 to greater than \$150,000.

Results: Key results are presented here; the full, 68-page report is available upon request. We focus on items for which there was convergence of results; items with widely divergent responses are not reported or discussed. Respondents expressed strong positive views of Shepherdstown as a livable community, with 88% rating the town as an excellent, very good, or good place for people to live as they age. Further, the majority of respondents (70%) hope to stay here permanently. For those who foresee a possible future relocation, seeking better health care

facilities is the main reason. For a large majority (93%) it is very important to live independently at home as they age. Also, there were strong positive ratings on social engagement. Most respondents are socially connected in the community with (87%) reporting daily or multiple times per week contact with family, friends, or neighbors and over 70% rarely or never feeling lonely or a lack of companionship. Further, most respondents rated Shepherdstown as excellent, very good, or good on providing opportunities for volunteering.

Respondents had less favorable views about getting around in the community. Sidewalks were rated fair or poor by 75% and pedestrian and bike paths were rated fair or poor by 87%. Also, 78% gave a fair or poor rating on “audio and visual pedestrian crossings.” Ratings of public transportation are similarly low, with 92% rating it as fair or poor.

Ratings related to access to community information also were low. The majority of respondents gave fair or poor ratings on an item asking about “access to community information in one central source” and one about “clearly displayed community information with large lettering.”

Community Assessment Conclusion

It is heartening that so much of the assessment results, from both the listening sessions and the survey were positive or favorable in nature. Further, the identification of concerns- particularly those that emerged within both of our assessment methods, provided guidance for our Advisory Board in terms of the key themes and desired action items discussed within the Action Plan described below.

Action Plan

Preface

As a preface to discussing our Action Plan, a few comments are offered here for context. First, it is important, we believe, to note again that the non-student population of the Corporation of Shepherdstown hovers around 1000. As a small

community, we make this point to emphasize that we have proportionately fewer resources of all kinds than the larger communities that are more typical within the Age-Friendly Network. Our partners care deeply about Age-Friendly issues, and we take pride in our ongoing efforts in these areas, while also accepting that our small size requires us to focus on key priorities.

Second, it is worth noting that Covid has had a significant impact on the writing of this plan. The data collection process described above was completed prior to the pandemic's outset but writing the plan was delayed as we faced challenges tied to the health crisis. However, the community has been making ongoing progress on several of our short- and intermediate-term goals during this writing delay. Thus, our timeline may be a bit unusual, since we include what were, at the time, several shorter-term goals that we have already made progress on, even as work on the written Action Plan was delayed.

It is worth noting, too, that during the last two years, a new medical facility associated with West Virginia University has opened just on the edge of our town limits, while a new, modern public library building opened in late July of this year. These developments are significant for the quality of life of our residents and are important contributions to our age-friendly goals.

Our Action Plan is organized around key themes that emerged from our data collection. In discussing them, we tie each to the World Health Organization (WHO)/Age-Friendly Domain(s) to which it relates.

THEME 1: COMMUNICATION

The first theme that emerged was a perceived need for better communication within the town, and particularly between the town government and town residents. We understood this need to reflect residents' desire to be more fully informed about the issues being discussed by town governing bodies, as well as for better communication about upcoming events in the community.

WHO Domains: Communication and Information, Social Participation

GOAL 1: IMPROVE COMMUNICATION FROM THE TOWN TO RESIDENTS.

a) Develop a process of communicating directly to all residents who would like to receive more information from the town government.

b) Continually work to increase resident awareness of and enrollment into the program.

ACTION: To address residents' desire for more communication from the Town we agreed that a new email list would be proposed to Town Council. Residents would be asked to indicate their interest in participating, and thus be able to "opt in" to the list. This list would then serve as one important vehicle for the Town to communicate directly with residents.

TIME FRAME:

a) Part "a" was considered a *Short-Term Goal* since there was relatively little cost or planning needed to achieve it. In late 2020, a member of the Age-Friendly Advisory Board who serves on the Shepherdstown Town Council introduced a proposal for the email list to the Council, establishing a method to invite people to join and "ground rules" for the list. The proposal was passed by Council, and the new list was initiated in early 2021.

b) Part "b" is ongoing and involves periodic invitations to residents to join the list. Letters to the local newspaper, comments at Council meetings and reminders sent to residents are all methods that can be used to promote enrollment.

OUTCOME: Over the last year, messages have been sent out regularly – approximately one per week – and informal feedback from residents has indicated a great deal of appreciation for the new flow of information. We currently have approximately 500 active email addresses on our Town List.

FOLLOWUP PLAN: We want to recruit more residents to the email list; We will use reminders in other town mailings (e.g. water bills) and news releases to encourage enrollment.

GOAL 2: ESTABLISH A METHOD TO INFORM VISITORS AND RESIDENTS ABOUT TOWN ACTIVITIES, PARKS AND AREA ATTRACTIONS, AND LOCAL BUSINESSES.

PLANNED ACTION: In discussions about communication, our Age-Friendly Shepherdstown Advisory Board focused in part on the importance of tourism to Shepherdstown, and the potential value of a new communication vehicle for informing tourists as well as area residents about upcoming activities, ongoing

attractions, and local businesses. Based in part on a web search, we found that informational kiosks in central, public locations were frequently found in small communities such as ours. We agreed that such a kiosk, designed to fit with Shepherdstown's historic architecture and ambiance and to address the lighting and readability needs of all age groups, would be a valuable contribution to the town.

TIME FRAME: The kiosk project is considered an intermediate-term project. A tentative design has been developed, and several possible locations have been identified. Remaining challenges include obtaining funding for the kiosk, finalizing the design details, obtaining bids from qualified craftspeople, and working with Town government on approval for the final site. We have one very promising potential source for funding, and have one bid so far from a reputable blacksmith in town.

THEME 2: NON-VEHICULAR MOBILITY AND SAFETY

The second theme that emerged from our community assessment was a perceived need for improvements to existing infrastructure intended to promote safety, accessibility, and enjoyment of public spaces, including walking paths, bike routes, sidewalks, building accessibility, crosswalks, and alleys. The complexity involved in addressing each of these needs necessarily puts them into the intermediate and long-range categories, but we identified sequential steps we could undertake in the short-term as we work towards achieving the goals tied to this important theme.

WHO Domains: Outdoor Spaces and Buildings, Transportation, Social Participation, Health Services and Community Support

GOAL 1: CREATION OF NEW BIKE AND WALKING PATHS

PLANNED ACTIONS:

- a. **BIKE PATH FROM TOWN TO MORGAN'S GROVE PARK:** The Town has recently finalized the funding and obtained the State Highway Department approvals needed to construct a new bike path connecting our downtown area with Morgan's Grove Park, which has a scenic, near-one-mile walking

path around its perimeter and is the largest park in greater Shepherdstown. A start date for construction has not yet been announced, but we are hopeful that it will be within several months.

TIME FRAME: Short-to-intermediate term, depending on construction schedule being established.

- b. **NEW BIKE AND PEDESTRIAN ROUTES CONNECTING TOWN PARKS AND OTHER SITES:** Members of our Age-Friendly Shepherdstown Advisory Board have created maps of possible new bike routes within and around the Town that would connect our parks, while avoiding state-controlled roads or high traffic streets. Progress on these plans will require input and approval from the Town Police Department, Public Works Committee, and Shepherd University (because part of one route involves biking through the campus). Since creation of the bike routes will not involve new construction, the costs involved are anticipated to be minimal (e.g. several new signs and markings along the routes to identify them to riders and drivers, where appropriate, as bike routes).

TIME FRAME: Intermediate; while the actual creation of the routes would be relatively inexpensive and could be quickly accomplished, the detailed planning and approval process has not begun. Most likely this would be a full year process.

- c. **WALKING PATH IN CULLISON PARK:** The Shepherdstown Parks and Recreation Committee is currently seeking bids for a proposed new multi-modal walking path that will encircle the largest park within the town's corporate limits and connect it to a nearby park via a dirt trail through a beautiful, wooded area. The trail is planned to include a post-and-rope hand assist to encourage utilization by people who need some assistance while walking as well as several benches for those who might want to rest along the path. Plans for the path's construction will require review and approval by Town Council.

TIME FRAME: Intermediate-term. It will take a few months to finalize path design, obtain needed bids and then work with the chosen company on

construction time schedule. We have tentative approval from the Town for required funds to build at least the initial phase of this trail.

GOAL 2: IMPROVED PEDESTRIAN SAFETY AND ACCESSIBILITY WITHIN THE TOWN

PLANNED ACTIONS:

- a. CURB CUTS: The Town, along with the State Highway Department, has been systematically working to install new ADA compliant curb cuts at all significant intersections within the Corporation. A multi-year project, the second “installment” was completed by the State in early March.

TIME FRAME: Most key curb cuts in the downtown area have been completed; others will be scheduled by the town as needed

- b. SIDEWALK IMPROVEMENTS: As a historic town, Shepherdstown features both brick and concrete sidewalks. Our community assessment data revealed significant concern from residents about inconsistent maintenance and resulting safety hazards on sidewalks throughout Town (Note: A Town Ordinance clarifies that sidewalk maintenance is the responsibility of property owners, while enforcement of the Ordinance is the responsibility of the Town).

The Town has recently completed a survey of sidewalk conditions throughout the town and sent notices to property owners whose sidewalks were deemed problematic, informing them of required improvements and a timeline for compliance. The Town has also allocated money to re-fund a program to assist property owners with the costs of sidewalk repair when such assistance is requested.

The Public Works committee of the Town is exploring possible grant opportunities to supplement needed funding to improve existing sidewalks and to extend several sidewalks from their current termination sites.

TIME FRAME: We anticipate that these recent steps by the Town will accelerate improvements in sidewalks, but we also expect that it will be an intermediate-to-long range project to achieve full compliance with the needed improvements.

- c. **PUBLIC BUILDING ACCESSIBILITY:** We will complete an assessment of Town buildings to establish which buildings do not have at least minimal assistive devices (e.g. handrails or signage providing directions to an accessible entrance) and then work with the Town on processes to foster compliance with ADA requirements.

TIME FRAME: The assessment is a short-term goal, to be completed within six months. More challenging may be fostering compliance from building owners; this will likely be an intermediate to long-range process tied to discussions aimed at fostering cooperative agreements, legal requirements, and possibly securing funding to assist some property owners.

- d. **LIGHTING:** Another safety concern raised in listening sessions concerned a perceived need for additional lighting in several sections of town. Intersections, alley ways and several sections of sidewalks were seen as inadequately lighted, particularly by the older residents. Last year, the Town began a study of street lighting which was focused on possibly adopting LED lighting along our streets. This has proved somewhat controversial, and currently the study has been “tabled.”

PLANNED ACTIONS:

Our first goal is to promote renewed interest in the lighting study, with a wider focus upon identifying all areas where additional lighting would serve the safety needs of the community, while concurrently working to problem-solve with residents who have concerns about specific approaches to adding lights in public spaces. The follow-up goal is to see appropriate types and levels of lighting added to public areas identified as needing it, in a manner that is responsive to residents’ concerns and consistent with the Town’s historic heritage.

TIME FRAME: The time frame for the first goal may be short-term, since the study process can be re-initiated by the Public Works committee with a simple vote of the committee, if it is persuaded that there is community support for this activity and that any plans to add lighting will be take a problem-solving approach to working with residents’ concerns.

The follow-up goal is likely to require a more Intermediate to long-term time horizon. Public discussion will almost certainly generate concerns from some

residents. Careful consideration, and a problem-solving, consensus-oriented approach will be required, followed by the potentially time-consuming processes of decision making by the Town in terms of design and funding of new lighting plans.

THEME 3: NEED FOR PUBLIC TRANSPORTATION

Another priority for many is development of a public transportation option for residents who are unable to drive, walk, or bike to important destinations such as the new medical center, social or educational events in town or on campus, and the shopping complex located just outside of town limits.

WHO Domains: Transportation, Social Participation, Respect and Social Inclusion

Goal 1: DEVELOPMENT OF PUBLIC TRANSPORTATION FOR TOWN RESIDENTS

PLANNED ACTIONS

- a. Discussions with Eastern Panhandle Transit Authority (EPTA):
The EPTA is the public transportation agency in this area of West Virginia. It is already contracted to provide scheduled bus service around the Shepherd University campus for students and staff. One possible action on this goal would be to develop a cooperative agreement whereby those same buses expand their routes to allow Town residents to go to designated stops during specified hours. It is also plausible that a new route might be developed that connects Shepherdstown with other population and service centers. A preliminary phone conversation between EPTA and an Age-Friendly Shepherdstown representative suggested that EPTA was interested in exploring these ideas. Covid interrupted further planning; we plan to resume that work in the near future.

TIME FRAME: This planning process will likely be intermediate in terms of a timeline. Much will depend on the EPTA's flexibility in terms of their bus routes, their ability to do estimates of demand for these services and the potential for cooperation with Shepherd University regarding existing University bus routes

and schedules. Approval of routes and necessary funding would also need to be approved by Town committees and by Town Council.

- b. Currently, Shepherdstown Area Independent Living (SAIL) offers a service for members whereby volunteers are available to drive members to nearby locations such as doctors' offices, grocery stores, and other necessary places. It is possible that such an effort could be expanded to include one or two regularly scheduled routes to pick up members and others and bring them to a limited number of specific locations such as the shopping area and medical center located just outside Town limits. This change would require extensive discussion by SAIL leadership concerning issues such as availability of volunteers, liability, funding and likely demand/usage of such a service.

TIME FRAME: As a preliminary idea originating withing this Advisory Board as we develop the Action Plan, and thus not yet discussed with SAIL leadership, this possible action would best be considered intermediate to long-term, most likely being considered only after other options such as the planning with EPTA and Shepherd University were exhausted.

THEME 4: DEVELOPMENT OF GREEN SPACES

The fourth theme that emerged from our community assessment data was a desire for more and improved public "green spaces" in town. Ideas within this theme are closely tied to hoped-for improvements in the town's parks, as well as development of newer green areas for public gatherings and enjoyment. Shepherdstown is proud of its designation as a "Tree City USA", and it is consistent with the town's Comprehensive Plan to work continually on improvements to the community's parks and outdoor spaces.

WHO Domain: Outdoor Spaces and Buildings

GOAL 1: IMPROVEMENTS TO AND INCREASED AMOUNT OF PUBLIC GREEN SPACE IN SHEPHERDSTOWN

PLANNED ACTIONS:

- a. The Shepherdstown Parks and Recreation Committee recently completed a survey of community residents to assess their priorities for the Town's parks. The highest priority identified was additional or improved walking paths. As noted earlier, the Parks and Recreation Committee is actively working to develop a new walking path in the largest park in town.

TIME FRAME: Intermediate; see discussion of "walking paths" under Theme 2 above.

- b. A second need identified by community residents is for public restrooms within the town park system. The Parks and Recreation Committee has begun work towards responding to that need by submitting a grant application to provide funding for a restroom facility in one of our parks.

TIME FRAME: Intermediate-to-long term. The Town will likely not learn about the grant application referred to above until 2023. Additional funding opportunities will be sought in the meantime. Design, location, construction, and maintenance issues tied to the facility will require approval from several town committees.

- c. Another desire for age-friendly green spaces in the parks is to update the playground equipment at each location to include more modern equipment accessible to all ages and abilities. The Parks and Recreation Committee shares this concern and is looking to access new funding sources to make those equipment improvements.

TIME FRAME: Intermediate; as with other infrastructure improvements, the challenge is to secure necessary funding, either through grants or reallocations within the Town's budget. As funding is secured, new equipment installations need to be approved by Town committees (e.g., public works, finance).

- d. Residents noted a desire for additional green space in the central downtown area. Since the Town is small, space in this area is quite limited. There have been preliminary discussions about possible spaces to convert into small new town park areas. Possible locations

that have been discussed include a) an expansion of “Library Park”- the smallest in our system- to include a green space behind the building that might serve as a “town center” and b) a cooperative project with Shepherd University to enhance a current green space into a more developed park area. Both are very preliminary ideas that need significant further review.

TIME FRAME: This is likely to be a longer-term project, involving significant discussions within the community, followed by detailed planning, committee reviews, and construction for any approved project(s).

THEME 5: NEED FOR ADDITIONAL MIXED-INCOME AND ACCESSIBLE HOUSING

The fifth theme that emerged from our data centered on a perceived need for more mixed-income housing and high-quality assisted living facilities in the community. As a small town with a significant historic district within the corporation limits, there is limited space for new housing and the existing housing is relatively expensive compared to other communities in the region. Further, relatively few housing structures within the town are of the one-story design that maximizes accessibility for those with mobility challenges.

WHO Domain: Housing

GOAL 1: SEEK FUNDING AND PARTNERS TO PROMOTE BUILDING MIXED INCOME AND ACCESSIBLE HOUSING IN THE GREATER SHEPHERDSTOWN COMMUNITY

PLANNED ACTIONS:

- a. While the need for lower cost and more accessible housing is clear, it's less obvious what concrete steps our group can take to address the concern. At the present time, our key actions in this area will be focused on a) keeping abreast of possible funding initiatives focused on supporting low- and mixed- income housing and assess availability of mixed income housing in town; b) pursuing opportunities for development of high-quality assisted living facilities in the greater Shepherdstown area; and c) seeking consultation from communities as

well as advocacy organizations and developers that have been addressing these issues.

TIME FRAME: Long-term; this is a significant, long standing structural problem in our community, and likely to take extensive research and sustained attention over a period of years if real progress is to be made.

WHO Domain: Health Services and Community Supports

As noted in the introduction to our Action Plan, a new medical facility (WVU Medicine Shepherdstown Office Building) opened in town during the period of working on this Action Plan. Although a facility such as this was mentioned as a community need in listening sessions, the survey data did not highlight this need, and thus it was not identified within one of our “themes.” However, a representative of Age-Friendly Shepherdstown met with the regional director of the WVU medical system to promote the idea of a local medical facility. We are thrilled that the facility is operational, and we include an item here in our Action Plan focused on “next steps” that we’d like to see regarding the facility.

GOAL 1: PROMOTE THE DEVELOPMENT OF AN URGENT CARE COMPONENT TO THE WVU MEDICAL FACILITY

GOAL 2: PROMOTE ACCESS TO A WIDER RANGE OF SPECIALISTS AT THE WVU MEDICAL FACILITY

PLANNED ACTIONS:

- a. Consult with administrative leaders of the WVU Medical facility to explore the plausibility of devoting a greater portion of each day to “walk in” visits and to scheduling additional WVU specialists to work periodically in the facility.

TIME FRAME: Intermediate. Scheduling meetings with WVU Medical administration is more of a short-term goal, but it is likely to take longer to put together needs assessment data in support of these actions.

Domain Specific Charts:

Domain: *Communication and Information*

Our Theme	Goal	Action(s)	Responsibility	Time Frame
Communication	Improve Communication from Town to Residents	Develop Town Email List	Town Council	Short-term: Approved and initiated Winter, 2021
		Encourage additional enrollment in Town Email List	Town Council	Ongoing
	Establish Method to Inform Visitors and Residents re: Parks, Activities, Attractions	Design, Construct, Install and Maintain Kiosk in a Town Center Location	Age-Friendly Advisory Board, Public Works, Town Council	Intermediate: (planning and installation) Ongoing: keeping posted information current

Domain: *Outdoor Spaces and Buildings*

Our Theme	Goal	Action(s)	Responsibility	Time Frame
Non-vehicular Mobility and Safety	New Bike and Walking Paths	Bike Path to Morgan's Grove Park	Town Council	Short-to-Intermediate
		New Bike And Pedestrian Routes Connecting Parks and Other Sites	Age-Friendly Advisory Board, Public Works Committee, Shepherd University Buildings and Grounds, Town Council	Intermediate
		Walking Path in Town Park	Town Council, Shepherdstown Parks and Recreation Committee	Short-to-Intermediate
	Improved Pedestrian Safety and Accessibility	Curb Cuts	Mayor, Town Council, State Highway Dept	Short-to-Intermediate
		Sidewalk Improvements	Mayor, Town Council, Public Works Committee	Intermediate-to-Long Range
		Public Building Accessibility	Age-Friendly Shepherdstown Advisory Board, Mayor, Town Council,	Intermediate-to-Long Range

			Building Owners	
		Downtown Lighting	Age-Friendly Shepherdstown Advisory Committee, Public Works, Town Council, Mayor,	Intermediate-to-Long Term
Development of New Green Spaces	Improvements To and Development of New Green Spaces in Town	Improvements to existing parks: 1. Walking Path in Town Park (Described above)	Town Council, Shepherdstown Parks and Recreation Committee	Short- to-intermediate
		2. New Restroom(s) in Parks	Parks and Rec Committee, Public Works, Town Council, Mayor	Intermediate-to-Long Term
		3. Updated Equipment in Parks	Parks and Recreation Committee, Finance Committee, Mayor	Short- to-Intermediate Term
		4. New Green Spaces	Age-Friendly Shepherdstown Advisory Board, Parks and Recreation, Grants Committee, Mayor, Town Council	Long Term

Domain: *Transportation*

Our Theme	Goal	Action(s)	Responsibility	Time Frame
Need for Public Transportation	Development of Public Transportation for Residents	Work with Eastern Panhandle Transit Authority (EPTA) to Configure New Routes Through Town	Age-Friendly Shepherdstown Advisory Board, EPTA, Planning Commission, Police Department, Mayor, Town Council	Intermediate-to-Long Term
		Shepherdstown Area Independent Living (SAIL) Development of Transportation Options	Age-Friendly Shepherdstown Advisory Board, SAIL	Intermediate

Domain: *Housing*

Our Theme	Goal	Action(s)	Responsibility	Time Frame
Need for Mixed Income and Accessible Housing	Seek Funding and Partners to Promote Building of Accessible, Mixed Income Housing in the Shepherdstown Area	Learn about Related Funding Opportunities, Seek Consultation	Age-Friendly Shepherdstown Advisory Board, Grants Committee,	Long Term
	Seek Funding and Partners to Promote Building of High-Quality Assisted Living Facilities in the Shepherdstown Area	Learn about Related Funding Opportunities, Seek Consultation	Age-Friendly Shepherdstown Advisory Board, Grants Committee,	Long Term

Domain: *Social Participation*

Our Theme	Goal	Action(s)	Responsibility	Time Frame
Need for Public Transportation	Development of Public Transportation for Residents	Work with Eastern Panhandle Transit Authority (EPTA) to configure new routes through Town	Age-Friendly Shepherdstown Advisory Board, EPTA, Planning Commission, Police Department, Mayor, Town Council	Intermediate-to-Long Term
Communication	Improve Communication from Town to Residents	Develop Town Email List	Town Council	Short-term: Approved and initiated Winter, 2021
		Encourage Additional Enrollment in Town Email List	Town Council	Ongoing
	Establish Method to Inform Visitors and Residents re: Parks, Activities, Attractions	Design, Construct, Install and Maintain Kiosk in a Town Center Location	Age-Friendly Advisory Board, Public Works, Town Council	Intermediate: (planning and installation) Ongoing: keeping posted information current

Domain: *Respect and Social Inclusion*

Our Theme	Goal	Action(s)	Responsibility	Time Frame
Need for Public Transportation	Development of Public Transportation for Residents	Work with Eastern Panhandle Transit Authority (EPTA) to Configure New Routes Through Town	Age-Friendly Shepherdstown Advisory Board, EPTA, Planning Commission, Police Department, Mayor, Town Council	Intermediate-to-Long Term
		Shepherdstown Area Independent Living (SAIL) Development of Transportation Options	Age-Friendly Shepherdstown Advisory Board, SAIL	Intermediate

Domain: *Health Services and Community Supports*

Our Theme	Goal	Action(s)	Responsibility	Time Frame
N/A	Promote the Development of an Urgent Care Component to the WVU Medical Facility	Consult with Administrative Leaders of the WVU Medical Facility	Age-Friendly Shepherdstown Advisory Board	Intermediate
	Promote Access to a Wider Range of Specialists at the WVU Medical Facility.	Consult with Administrative Leaders of the WVU Medical Facility	Age-Friendly Shepherdstown Advisory Board	Intermediate



CORPORATION OF SHEPHERDSTOWN

2025
COMPREHENSIVE PLAN

DRAFT

ACKNOWLEDGEMENTS

The Town of Shepherdstown is grateful to have had a wide-ranging team assist in the development of this 2025 Comprehensive Plan. It has taken a truly united and community-based effort to bring this document to life.

We thank the residents of Shepherdstown, including the greater Shepherdstown community, and each of the entities and individuals below for offering their perspective, time, and commitment to ensuring Shepherdstown has a clear path forward for the decade ahead.

Shepherdstown Planning Commission (Appointed Members)

Ebonee Helmick, Madge Morningstar, Roger Munro, Rebecca Parmesano (Staff: Andy Beall)

Citizen Review Committee

Phil Baker-Shenk, Marty Amerikaner, Michael Athey, Nancy Craun, Heidi Hanrahan, Bill Howard, Jim King, Jonathan Moss, Karene Motivans, Leah Rampy, Lois Turco, Greg Welter

Additional Support

The Thrasher Group, Inc.

The Eastern Panhandle Regional Planning and Development Council (Region 9)
Professor Jesse Richardson, West Virginia University School of Law, Land Use and Sustainable Development Law Clinic

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INTRODUCTION

INTRODUCTION

Founded in 1762, Shepherdstown is celebrated as a warm and welcoming small town, nestled along the Potomac River in Jefferson County, West Virginia. Shepherdstown offers a charming mix of locally owned shops, unique boutiques, music and visual arts, and a variety of restaurants, making it a popular destination for residents and visitors alike. The town is the home of Shepherd University and has a strong interest in education and current events. With its deep historical roots, the town played a significant role in American history, particularly during the American Revolution and the Civil War eras. The town is surrounded by breathtaking natural beauty, including its iconic Town Run, the Potomac River, scenic rural vistas, parks, and outdoor recreation opportunities. Its proximity to Washington, D.C. -- just an hour's drive away -- gives residents the perfect balance of small-town living and easy access to the nation's capital. Shepherdstown is forward-thinking, embracing responsible growth and new opportunities while preserving its unique character.

This 2025 Comprehensive Plan ("Plan" or "2025 Plan") serves as a roadmap for the Town, providing a clear direction for the town's future and a reasonable number of goals and actionable strategies for achieving those goals. The Plan is particularly important in balancing Shepherdstown's desire to preserve its historical character and cultural vibrancy with opportunities for thoughtful development. Based on resident and community input and guided by state requirements, the Plan serves as a blueprint for shaping the town's future while honoring its unique identity.

Vision for Shepherdstown

The 2025 Plan is centered on a core vision statement that articulates what the town is now and what it strives to achieve between now and 2035. The vision statement was developed by the Planning Commission with input provided by residents of the greater Shepherdstown area.

Vision Statement

Shepherdstown will be the cultural hub of the WV Eastern Panhandle while continuing to cherish our historic treasures, natural beauty, and small-town riverside charm.

Goals

The following goals form the framework for achieving the Town's vision over the coming decade.

1. Promote Shepherdstown's economic prosperity and cultural vibrancy. (EC)
2. Preserve, protect, restore, and complement Shepherdstown's historic attributes. (H)

3. Conserve natural resources and preserve green spaces using orderly and cohesive planning and zoning while supporting growth and development in the greater Shepherdstown area. (LU)
4. Administer a range of high-quality and affordable services for residents, businesses, and visitors. (PS)

Specific implementation strategies envisioned for each goal are listed and described below.

Plan Implementation

Successfully implementing this Plan will require dedicated action and oversight by the Town governing body, that is, the Mayor and Town Council. As such, the Mayor and Town Council will be responsible for ensuring that the 2025 Plan's vision statement, goals, and implementation strategies are pursued diligently, with ongoing evaluation and adjustments over the coming decade to meet the Town's evolving needs and priorities.

The Mayor and Town Council will integrate the Plan's vision, goals and implementation strategies into the town's Annual Operating and Capital Improvement budgets.

In addition, the Mayor and Town Council will produce semi-annual reports that will keep residents informed of the decisions made and actions taken to implement the 2025 Plan. Town leadership will also convene public meetings to highlight key learnings and results and obtain resident input on any new strategies and funding allocations related to the Plan's goals.

COMMUNITY OVERVIEW

Community Overview

The Town of Shepherdstown had an estimated population of approximately 1,539 residents in 2024, which is unchanged from the population reported in the 2020 census. This official population count includes students residing at Shepherd University during the 2020 census.

The ethnicity of residents, including students, is estimated to be approximately 73% White, 25% Black, and 2% Hispanic and Other. The impact of Shepherd University students on the town's demographics is also reflected in that more than 65% of the population is within the age category 18-24 years. About 5% of residents are under 18, and about 20% are between 25-64. Notably, the cohort of Shepherdstown residents ages 65+ is estimated to have increased by nearly 5 percentage points between 2015 and 2023. That cohort comprises about 12% of the town's total population.

With an estimated median age of only 22.3 years, Shepherdstown is among the State of West Virginia's "youngest" towns. The median age data point is rooted in the reality that a sizable portion of Town residents are students attending Shepherd University; other college towns in the State, such as Morgantown, also have low median ages. The young median age of the Town residents is notable considering the median age is lower than that of Jefferson County residents (a median of 41.7 years) and of the State of West Virginia overall (a median of 42.9 years).

The average household income is estimated to be \$92,571, and the town's poverty rate is estimated at slightly less than 7%. The income of the residents of the dormitories is not included.

The town includes an estimated 349 households, with an average of 2 residents per household. Approximately 60% of residents own their homes, and 40% rent their residences. These data points do not include dormitories.

While the town population has remained steady, Jefferson County, which surrounds Shepherdstown, has experienced significant population growth in recent years. The County's population grew from approximately 53,000 in 2010 to approximately 60,000 in 2024.

Availability and Affordability of Housing in Shepherdstown

The Town contains approximately 450 housing units, including single-family homes, rowhouses, duplexes, and apartments and dormitories within multi-unit buildings. The number of in-town units has decreased in the past three to five years, while the overall cost of in-town housing has increased significantly.

It is estimated that the number of all types of in-town housing units declined from 2015 to 2023. Over that period, the portion of housing units that were stand-alone single-family or

townhomes/row houses increased by 20 percentage points (from 52.7 percent to 72.9 percent of all units). Conversely, apartments decreased by 18 percentage points (from 44.2 percent of all units in 2015 to only 26 percent in 2023).

The Town has not completed an overall survey of housing quality, but it is believed that while many housing units in town are of high quality, some do not meet current standards. The Town has adopted the International Building Maintenance Code, but there has been limited enforcement of the code.

The cost of housing in Shepherdstown has increased for owners and renters alike over the past years. The availability of affordable housing is limited. It is estimated that the median in-town home sales price increased a full 47% between 2015 and 2023 – the average sale price was \$323,300 in 2015 and \$474,500 in 2023. Similarly, the gross cost of in-town rental units increased by 35% from 2015, when the median rental cost was \$854 per month, to 2023, when the median rental cost was \$1,152. It is notable that while housing prices in Shepherdstown remain high relative to nearby areas, they are reasonable when compared to other towns in the region, including those in Virginia and nearby Maryland.

There are very few undeveloped parcels in town that will accommodate new housing units. While developable land is scarce, there are residential lots large enough to accommodate additional new housing, such as accessory dwelling units and smaller structures suited for affordable housing.

In addition, the Growth Management Boundary clearly contains significant amounts of open space and developable land that is well suited for new housing units, including affordable single-family and rental housing units.

Shepherdstown Land Profile

The Town of Shepherdstown is about 230 acres (0.4 square miles).

The uses of parcels located within Shepherdstown have been unchanged from 2014 to 2025, except for land that was annexed over that time. See Figure 1, which displays the current land uses throughout the town.

- Residential parcels are mostly single-family units, with a few multi-family developments. These parcels include about 36% (79 acres) of land within the Town boundaries. The average size of single-family housing lots is 0.23 acres. The residential lots are found throughout Town but are primarily clustered within walking distance to German Street.
- Land used for public and institutional purposes makes up about 39% (90 acres) of all real estate in the town. This category is located throughout the town, with much of it in the middle area.

- Land used for mixed commercial/residential purposes comprises about 3% (5 acres) of land within town, with many of these parcels located in the downtown area.
- Land that is used for purely commercial purposes comprises 9% (19 acres) of all parcels within the town boundaries. These parcels are in the south-central section of town near the railroad lines and in the north-central area on North Duke Street adjacent to Shepherd University.
- Land used for Open Space and under Conservation accounts for 12.6 acres within town. This category of land adjoins the Shepherd Village and Sage Place Commons subdivisions. The land was designated as Open Space as part of the Planned Unit Development zoning as part of those two subdivisions.
- Vacant land accounts for about 9.6 acres within the town. The vacant land is primarily along the Potomac River.

The town is surrounded by breathtaking natural beauty, scenic rural vistas, parks, and outdoor recreation opportunities

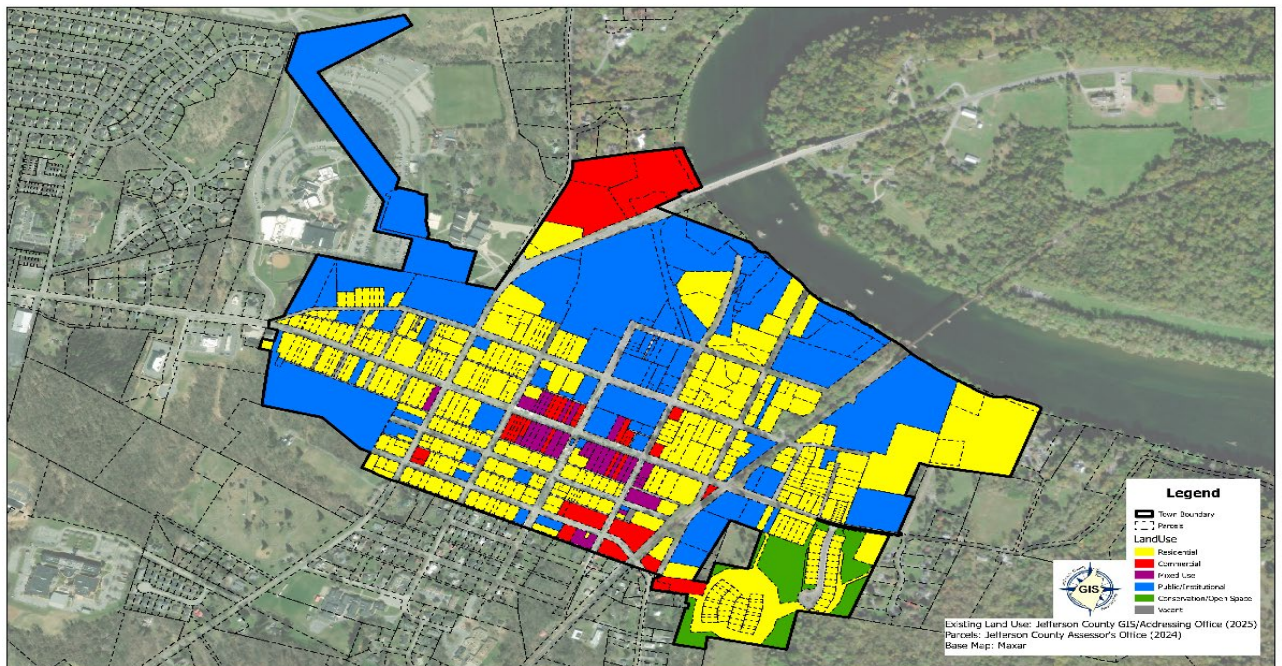


Figure 1: This map shows Shepherdstown's current land use.

Source: [https://www.shepherdstown.gov/media/Comp%20Plan%20Files/Shepherdstown%20-%20Land%20Use%20Map%20\(1\)%20\(1\).pdf](https://www.shepherdstown.gov/media/Comp%20Plan%20Files/Shepherdstown%20-%20Land%20Use%20Map%20(1)%20(1).pdf)

Land Use Zoning within Shepherdstown

Shepherdstown's zoning categories have remained unchanged over the past decade, except for the addition of the Planned Unit Development zoning category, which was first established in 2007. The Shepherd Village and Sage Place neighborhoods were the first two neighborhoods developed under the PUD beginning in 2016. See the Town's seven zoning categories listed in Table 1. Figure 2 displays a map of current zoning throughout the town.

Notably, much of the property in Town, including the publicly owned parcels like the Shepherd University campus, is exempt from Town zoning.

Table 1 – Zoning within Shepherdstown

Zoning Category	Description	Acres	Percent of Total Land in Shepherdstown
R-1: Low Density Residential District	This zoning is primarily meant for single-family residential neighborhoods.	98.2	44%
R-2: Medium Density Residential District	This zoning provides “an attractive, pleasant living environment at a sufficient density to maintain a high standard of physical maintenance and the optimum utilization of land appropriate for residential use.”	5.2	2%
R-3: Residential Commercial District	This category encompasses the central business uses that are core to Shepherdstown. It complements and is meant to preserve the historic setting of the town.	7.1	3%
C: Commercial District	This category provides a heavy commercial center for the town. Stores and facilities are grouped, and attention is given to pedestrian and vehicular circulation, including off-street parking and loading.	14.2	6%
P-R: Park-Residential District	This category includes single-family dwellings on large lots. It is also used to provide a transition to the Conservation Open Space District.	12.1	5%
COS: Conservation Open Space District	This category is for permanent open space to preserve natural beauty, protect natural resources, prevent	20.7	9%

	erosion, and safeguard the health of the population by limiting development on slopes, floodplains, and other areas.		
PUD: Planned Unit Development	This is a category in which developers are given greater flexibility to meet overall design, density, and land use goals, including environmental sustainability goals, without following more conventional zoning requirements.	27.3	9%
PUB: Public	This is town-owned property.	2.4	1%
SUB: Shepherd University	This is property owned by Shepherd University	44.2	20%

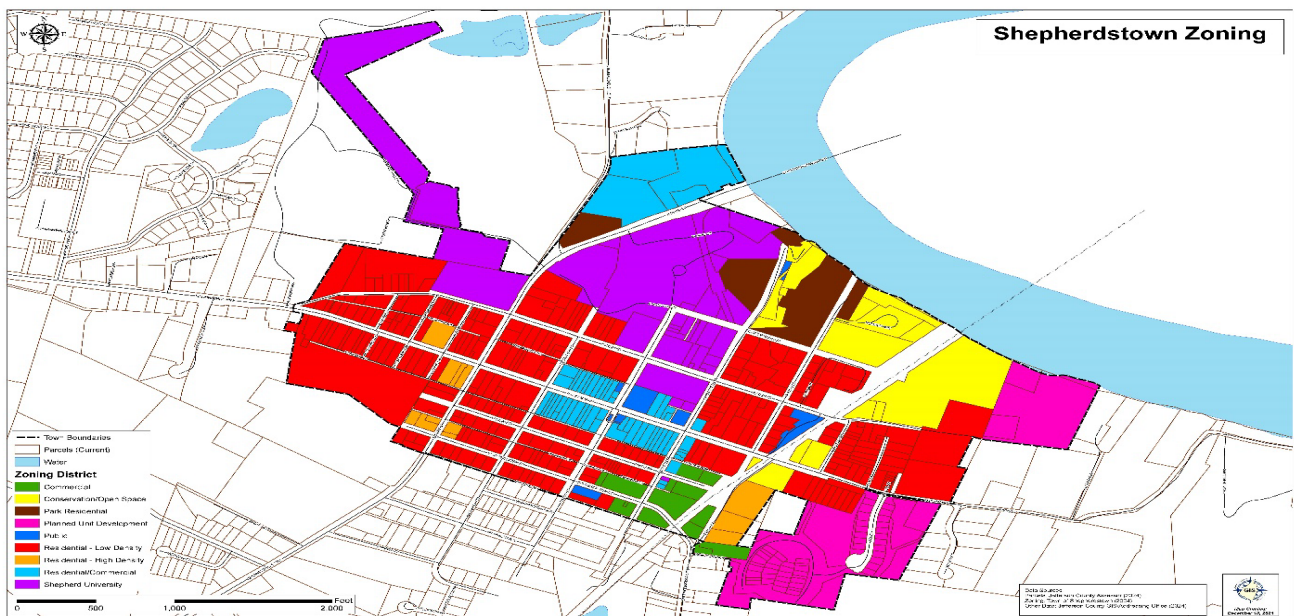


Figure 2: This map shows Shepherdstown's current zoning.

Source: https://www.shepherdstown.gov/media/Comp%20Plan%20Files/2024_Zoning%20Map.pdf

Roadways and Transportation

A significant portion of Shepherdstown's roadways are regional highways owned and maintained by the State of West Virginia that bring local and commuter traffic, intermodal traffic and congestion to the town. Consistent with plans presented in the 2014 Comprehensive Plan, the town intends to retain the core features of the in-town roadways that are important to the town's character while planning a future with a clear emphasis on ensuring residents have access to transportation options. This approach will involve activities such as increasing access to public transportation services and creating greenway trails, which enhance the town's walkability and decrease the number of residents relying on their automobiles. The town is also focused on the need for promoting alternative highway traffic routes, adequate parking in areas downtown, and increasing traffic and pedestrian safety.

Shepherdstown Growth Management Boundary Area

The Shepherdstown "Growth Management Boundary" (GMB) refers to a planning designation applicable to 11,524 acres of mostly rural land that surrounds the Town. The Town requested that the land be designated under the authority of Chapter 8, Article 6, Section 4a of West Virginia State Code, and the Jefferson County Commission officially approved the GMB designation in April 2014.

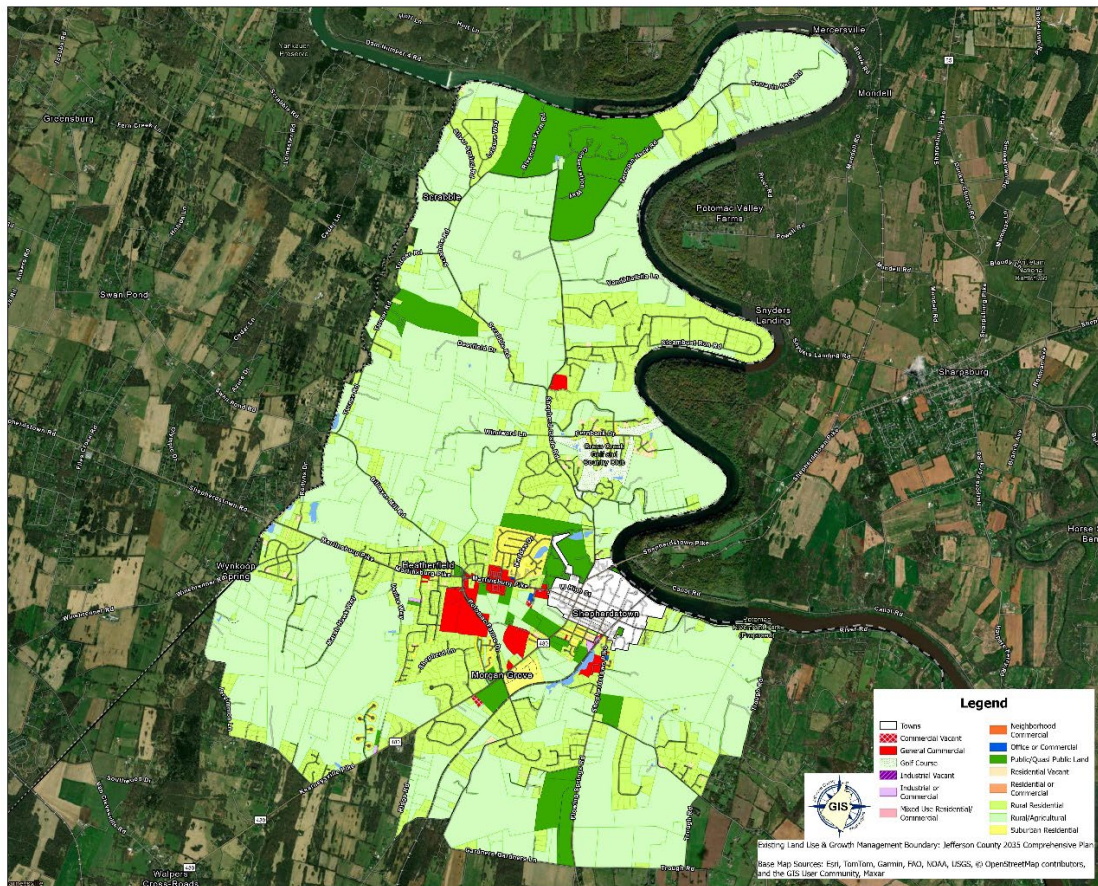


Figure 3: This map depicts the geographic extent of Shepherdstown's adopted Growth Management Boundary that was agreed to and approved by Jefferson County in April 2014.

Source: [https://www.shepherdstown.gov/media/Comp%20Plan%20Files/Shepherdstown%20ELU%20Draft%2017x22%20\(002\).pdf](https://www.shepherdstown.gov/media/Comp%20Plan%20Files/Shepherdstown%20ELU%20Draft%2017x22%20(002).pdf)

The Town cited three goals for creating the GMB:

- 1) To provide a manageable area for the future growth of the Town within the framework of existing infrastructure necessary for the transition from rural to urban land use.
- 2) To preserve and maintain agricultural and forested areas of importance for Town planning and development; and
- 3) To facilitate County objectives for coordination with Town planning.

Shepherdstown sees its Growth Management Boundary as a tool to preserve the natural beauty and environment that surrounds the town while enabling managed growth that is needed to attract and house new residents. The GMB could also provide a tax base to support the services needed for town residents and residents of adjacent and nearby areas.

As stated by the Town's application for the GMB designation, "The Corporation of Shepherdstown needs to create a GMB to manage urbanization in a fashion complementary to the character of the town.... This GMB will establish an area of balance between growth and development and the need to preserve open space and critical environmental and natural resources."

Now, in 2025, the Town of Shepherdstown continues to aspire to use applicable planning and land management tools and strategies to ensure that the future development within the GMB area will balance the need for economic growth with the preservation of the area's beautiful rural landscapes, pristine streams and wetlands, and magnificent natural features. Development within the GMB should also be in keeping with the Town's historic character and intrinsic charm.

Importantly, West Virginia State Code at Chapter 8, Article 6, Section 4a also established new, streamlined annexation procedures applicable only to municipalities such as Shepherdstown that have designated boundary areas.

Since the designation of the Shepherdstown GMB area, Jefferson County has approved development within the GMB area, including housing and commercial developments along gateway corridors immediately outside town and along Highway 45, Highway 480, and Highway 230, without meaningful input from Shepherdstown.

Major Developments Since the Adoption of the Shepherdstown 2014 Comprehensive Plan

Several notable development-related changes have occurred in the greater Shepherdstown area since the adoption of the Shepherdstown 2014 Comprehensive Plan.

2016

- The Maddex Farm residential development, located outside of town but adjacent to the western town boundary, was expanded.

2018

- The Shepherd Village subdivision was developed. This development is the town's first "Planned Unit Development." Shepherd Village is a 55+¹ co-housing development comprising 30 duplex and triplex units located on the eastern edge of the town.
- The Town was accepted into AARP's Network of Age-Friendly Communities.
- The Town annexed the following three properties:
 - Shepherd University property comprises a resident student dormitory (one parcel containing 2.21 acres).
 - The Bavarian Inn Resort property on the west end of town overlooking the Potomac River (three parcels containing 9.98 acres).
 - The "Kalathas" property, undeveloped property on the east edge of town overlooking the Potomac River (three contiguous and adjacent parcels totaling 8.3 acres).

2019

- The Sage Place Commons subdivision was developed. This is a 55+ community comprising 20 housing units within 10 duplex buildings located adjacent to the Shepherd Village subdivision on the eastern edge of the town.
- The Town received donated land to expand the "Princess Street Boat Launch" Riverfront Park.

2020

- The COVID-19 pandemic began and had a significant negative impact on the quality of life of residents and the local economy for more than 3 years.

¹ Under the Fair Housing Act, at least 80% of the units in a 55+ development must house a least one resident who is 55 years of age or older.

- The town received \$250,000 in Coronavirus Aid Relief, and Economic Security Act program to cover COVID-19-related expenses, including personal protective equipment, cleaning supplies, and employee overtime due to the pandemic.
- The town received \$800,000 under the American Rescue Plan Act. The Town chose to use the full amount received to make extensive upgrades to the town's water and wastewater plants, which serve greater Shepherdstown.
- Shepherdstown Shares was established by residents of Greater Shepherdstown to assist residents and business establishments during the COVID-19 pandemic.

2021

- The Bavarian Inn Resort expanded its core restaurant to include the new Bavarian Brothers Brew Pub.
- Two hotels, the Quality Inn and the Clarion Hotel, are closed. These establishments were immediately outside of Town.
- Several new commercial developments were constructed immediately outside of Town. The developments are located along Highway 45 (Martinsburg Pike) gateway connector. They include the WVU Medicine East Medical Center, two major gas stations with convenience stores, and other commercial establishments.

2022

- The Shepherdstown Public Library closed its downtown location in the historic Shepherdstown Market House and relocated to a new facility outside of Town.

2023

- The Jefferson County School Board announced plans to build a new elementary school approximately 2 miles outside of Shepherdstown but within the GMB. The elementary school is scheduled to open in fall 2025.
- The historic Shepherdstown Opera House, located in downtown Shepherdstown, was restored and reopened as a performing arts and entertainment venue.
- The historic Christ Reformed United Church disbanded and was closed. The church donated the historic church building and other property located on East German Street to the Contemporary American Theater Festival (CATF). CATF plans to convert the buildings into space for administrative offices and a performance venue.
- Shepherdstown was bequeathed about 4 acres near the intersection of Mill Street and Highway 230 to be converted into a town park. The property was donated by the Estate of Jay Hurley.
- The Town Run Watershed group was established, and Shepherdstown was designated as a "Bee City" by Bee City USA.

2024

- Shepherdstown expanded its water service provision to the Mecklenburg Heights neighborhood in the GMB. It also made improvements to services, including fire hydrant services, to homes on North Mill Street within town with funding from a U.S. Army Corps of Engineers grant.
- The Town worked with the State to develop a sidewalk project along Highway 480 outside of town. The sidewalk will connect the Shepherdstown Middle School property with Morgan Grove Park. The Town received a Congressionally Directed Spending grant, which it transferred to the State Department of Transportation for the project. The State plans to start construction of the sidewalk in mid-2025.
- The Town awarded up to \$6,000 for Shepherd University Professor Sonya Evanisko to direct students in creating a significant public mural on the Alma Bea Restaurant building at the Washington Street entrance to Town.
- The Town completed its \$250,000 renovation of its historic Market House. In 2023, it awarded a 10-year lease (requiring payment of \$1 per year in rent) to the Jefferson County Convention and Visitors Bureau, which has agreed to house a visitor center with space for community events in downtown Shepherdstown.

Process for Developing the 2025 Plan

The Shepherdstown Planning Commission, along with dozens of leaders and Shepherdstown residents as well as residents of the greater Shepherdstown area, developed this 2025 Comprehensive Plan over a 20-month period from mid-2023 through early 2025.

The Planning Commission has made a concerted effort to ensure that the 2025 plan is clear and will serve as a helpful guide for community planning and decision-making. This document presents a renewed Vision Statement and articulates overarching goals that, together, provide a helpful framework and context for the Plan's strategies and the direction for the town's future.

The 2025 Plan intentionally builds upon many components of the 2014 Comprehensive Plan. This Plan highlights and puts renewed emphasis on many strategies originally presented in the 2014 plan. It also includes many strategies to address an array of important current issues facing the town that align with the 2025 Plan Vision and Goals.

A significant component of the town's approach to developing this 2025 Plan involved reviewing and identifying 2014 plan strategies that remain relevant, considering the town's current needs and vision for the future. Much of the review was managed by the "Comprehensive Plan Review Steering Committee" (CRC), which was appointed by the Town Council in 2022. The CRC implemented a thorough 16-month review involving over 1,100 person-hours. It scrutinized each of the 2014 Plan's elements to parse those that remained relevant in 2025, to identify relative priorities going forward, and to rework any 2014 strategies that needed updating. Throughout this process, the CRC interviewed dozens of Town leaders, residents, and subject matter experts, and reviewed public records to develop a holistic understanding of the situation with each strategy.

Starting in July 2024, the Planning Commission conducted its independent review of the 2014 plan strategies, including a review of CRC notes and recommendations, to identify areas of the 2014 plan that remained relevant and should be considered among the highest priorities in the 2025 plan.

The Planning Commission hosted a public input session at the War Memorial Building in Fall 2024 to gather input from residents on their ideas, opinions, and priorities for the Town's future. More than 75 people attended. The session featured the launch of an online resident survey, which remained open to the public over a one-week period and resulted in upwards of 375 responses. Finally, the Planning Commission also crafted an overarching Vision Statement for the 2025 Comprehensive Plan and four key underlying goals that together will serve as a framework for town residents and leaders in implementing the plan in the coming years. The Planning Commission used results of the public input session and the survey when crafting the vision and goals, and in validating the prioritization of elements to be presented in the 2025 plan.

GOAL

1

**PROMOTE ECONOMIC PROSPERITY
& CULTURAL VIBRANCY**

2025 Comprehensive Plan Goals and Implementation Strategies

The following pages provide more information on each of the four goals and associated strategies.

GOAL 1 – Promote Economic Prosperity & Cultural Vibrancy (EC)

In recent years, the Town economy has been driven primarily by tourism, education, and outdoor recreation. Importantly, the Town recognizes the value of arts and cultural resources and understands the relationship of a sustainable and successful arts and cultural atmosphere to the overall quality of life and vibrancy those resources bring to the community from an economic and social perspective.

Goal 1 Implementation Strategies

Subcategory 1A: Enhance Marketing Efforts to Attract Residents and Tourists and Support Local Businesses

EC1: Market Shepherdstown as a Destination and Highlight its Local Businesses – Increase collaborations among the Town government, local businesses, and civic groups to market Shepherdstown and its unique offerings. Sponsor artistic, cultural, and live music events to attract shoppers and visitors. Engage with the Jefferson County Convention & Visitors Bureau, area festival and event sponsors, and other stakeholders to amplify these efforts.

EC2: Highlight Shepherdstown as a Tourist and Outdoor Recreation Destination – Develop a tourist marketing plan for the town with input from all sectors of the Shepherdstown community that examines existing tourism related sites, historic resources, outdoor recreation activities, and businesses in the area, with accompanying recommendations and materials for a marketing and promotions package for Shepherdstown.

EC3: Coordinate Promotion of the C&O Canal Towpath Trail – Continue to work with the National Park Service and the Canal Towns Partnership to promote Shepherdstown to hikers and bicyclists traveling on the C&O Canal Towpath Trail.

EC4: Increase the Town Social Media Presence – Develop and implement a robust social media presence to increase Shepherdstown's visibility and engagement, including such social media platforms as Facebook and Instagram.

Subcategory 1B: Provide Direct Support to New and Existing Businesses in Shepherdstown

EC5: Institute Mentoring and Entrepreneurship Programming for Local Businesses – Develop business mentoring and entrepreneurship programming to assist local businesses and encourage local entrepreneurs to start up new businesses in town. Encourage local businesses to host Shepherd University students as interns with the potential for future full-time employment.

EC6: Develop and Implement a Long-Term Action Plan to Expand and Promote Shepherdstown's Arts and Culture – Develop a multi-year action plan to assist with the development, promotion, and expansion of artistic and cultural businesses and events in Shepherdstown.

Subcategory 1C: Enact Town Policies in Support of Downtown Businesses

EC7: Expand Parking Capacity – Assess options to expand the availability of parking downtown, including such strategies as converting existing vacant lots into parking areas, using pocket-parking, developing a multi-level parking structure, and using angled parking.

EC8: Develop a Town-wide Comprehensive Parking Strategy – Work with local businesses and organizations to develop a comprehensive parking strategy that includes such features as online mapping and directions for parking, a parking pass program for visitors, potential visitor-friendly policies for parking enforcement, and appropriate signage that identifies destinations and parking areas in Town.

EC9: Strengthen Partnerships Between the Town and Shepherd University – Create greater constructive collaboration between the Town and Shepherd University, particularly with the goal of strengthening and growing the creative arts community in Shepherdstown and increasing student engagement.

EC10: Study Availability of Local Lodging – Analyze the availability of lodging, including short-term / vacation rentals, in the greater Shepherdstown area to identify gaps in the availability of rooms at the relevant market price points and amenity levels to accommodate the needs of a wide range of tourists.

EC11: Promote the Use of Financial Incentives for the Use or Redevelopment of Vacant and Underutilized Commercial Structures – Use such strategies as rent subsidies, state and federal tax incentives, and other means to encourage the use of existing vacant or underutilized commercial structures for new or expanding businesses.

Subcategory 1D: Support Development of Affordable Housing in Town

EC12: Incentivize Affordable Housing Development – Explore strategies that include revising the Town’s zoning ordinances to enable density bonuses for housing developments in town and in the GMB that set aside a minimum threshold of dwelling units to be made available at price points that are affordable for working families and the creative community.

EC13: Take Action to Allow Accessory Housing, Including Accessory Dwelling Units – Authorize property owners to develop accessory housing units, including Accessory Dwelling Units, on lots in residential areas in town to increase affordable housing and diversify housing options. Update Town zoning ordinances to establish clear standards for size, design, and placement while preserving neighborhood character. Streamline permitting and authorize financial and other types of incentives to encourage the development of accessory dwelling units. Permitting accessory dwellings in established single-family residential neighborhoods can provide a wide range of benefits to the community.

EC14: Repurpose Underused Sites, Such as Vacant Buildings or Lots, For Affordable Housing to Maximize Land Use and Revitalize Neglected Areas – Update the town’s zoning ordinances and streamline town development permitting to enable and encourage adaptive reuse projects. Partner with developers and nonprofits to convert underused and vacant buildings and lots into mixed-use or residential uses, including affordable housing units. Leverage existing infrastructure to reduce costs and enhance community connectivity.

GOAL 2

**PRESERVE, PROTECT, RESTORE, &
COMPLEMENT HISTORIC ATTRIBUTES**

GOAL 2 – Preserve, Protect, Restore, and Complement Historic Attributes (H)

As West Virginia's oldest town, the preservation of the Town's historic architectural resources and landmarks has been one of the town's most important goals for many years. Nearly the entire town and some nearby areas are designated as a local historic district and listed as a National Register Historic District. The community has worked to preserve the Town's architectural heritage by renovating and adaptively reusing many historical structures. As the Town looks to the future, historic preservation remains a key element of the quality of life that the residents of Shepherdstown hold in high regard.

Goal 2 Implementation Strategies

Subcategory 2A: Sponsor and Promote Programs to Assist Property Owners in Preserving Shepherdstown's Historic Properties

H1: Support Historic Preservation – Consider providing financing, such as a revolving loan fund or other mechanism, to assist residents in preserving and restoring historic properties, including commercial structures, located in the Shepherdstown Historic District, or named in the National Register of Historic Places. Also, promote the use of federal and state tax credits for restoring these structures.

H2: Encourage the Reuse of Underutilized Historic Properties – Explore opportunities for assisting owners of underutilized historic properties located in town and in the greater Shepherdstown area to transform these properties into economic opportunities, thoughtfully incorporating themes of culture, nature, or history where appropriate.

H3: Use Illustrated Architectural and Site Development Standards in Shepherdstown – Develop and adopt illustrated architectural and site development standards that are consistent with the Town's vision for the aesthetic and physical characteristics of new development.

Subcategory 2B: Educate Residents and Property Owners about Historic Preservation

H4: Produce Educational Materials, Resources, and Workshops on Historic Preservation – Develop a comprehensive public outreach program, materials, and resources for owners of historic properties to explain the design guidelines, development review process, and maintenance techniques, holding workshops to provide this information on a regular and targeted basis.

Subcategory 2C: Enact New Town Policies to Better Protect Shepherdstown's Historic Properties

H5: Implement Capital Improvement Planning and a Project Review Policy – Adopt a policy that requires the Town to assess the impact of its construction projects and capital investments on historic properties.

H6: Demolition by Neglect Ordinance – Adopt a “demolition by neglect” ordinance to apply to contributing structures in the historic district to prevent property owners from allowing contributing structures to fall into disrepair. The ordinance should require the Town to monitor historic buildings in the historic district and take note of structural issues and material deterioration and inform the property owners of any issues.

GOAL 3

CONSERVE NATURAL RESOURCES AND PRESERVE
GREEN SPACES WHILE SUPPORTING GROWTH AND
DEVELOPMENT IN THE GREATER SHEPHERDSTOWN AREA

GOAL 3 – Conserve Natural Resources and Preserve Green Spaces while Supporting Growth and Development in the Greater Shepherdstown Area (LU)

Shepherdstown government must be well equipped to guide and manage development in Town and in the GMB area in a manner that is compatible with Shepherdstown's unique character, respects the environment, and builds upon the Town's identity. The community recognizes and accepts that growth and change will continue to occur. The community has expressed a desire for development in Town and the GMB area to occur in a manner that respects the history, identity, and soul of Shepherdstown.

The significant natural and environmental resources in the GMB that comprises the greater Shepherdstown area are closely guarded by the community. Town residents embrace environmental assets such as the Town Run and Potomac River for their intrinsic values, the contributions they make to residents' quality of life, and for their ability to draw visitors to enjoy the region's natural beauty. The community understands that the forests, farm fields, waterways, and the flora and fauna all around the Town are irreplaceable, must be protected, and conserved.

Shepherdstown should pursue annexation of land within the GMB area, and other strategies, as appropriate, to ensure a balanced approach to development that honors the preservation of open space and natural resources. Shepherdstown should protect the rural character of the town and surrounding areas, including the gateway transportation corridors leading into Town. Annexation can provide significant opportunities for the Town to shape the pathways into Town, maintain appropriate uses of nearby parcels, and increase Town revenue if judiciously pursued.

Goal 3 Implementation Strategies

Subcategory 3A: Proactively Advocate for Appropriate Development in Areas Surrounding Shepherdstown

LU1: Support Greenway Corridors on Roads leading to Town – Develop a greenway corridor plan in coordination with Jefferson County. Use the Town ordinances to require the dedication of designated greenway corridors in conjunction with new development, and act to secure easements or donations of land for the preservation of greenway corridors.

LU2: Promote the Use of Conservation Subdivision Design Techniques – Encourage the use of techniques typically used in conservation subdivisions (also known as cluster developments) which minimize individual lot size and protect open space in new residential developments.

LU3: Prohibit Mass Grading and Clear-Cutting – Prohibit mass grading and clear-cutting in areas within residential developments. Encourage Jefferson County to adopt policies to regulate these activities as well.

LU4: Oppose Environmentally Damaging Industrial Development – Oppose the construction or development of any heavy industrial or intense resource extraction ventures in the area. Ensure that the Town's land use ordinances prohibit uses that negatively impact environmental resources.

LU5: Preserve Oversized Stream and Wetland Buffers – Implement buffer regulations along perennial streams and around wetland features to minimize the impact of development on these natural features. Establish incentives to preserve wetlands.

LU6: Strengthen and Improve West Virginia Annexation Laws – Advocate to strengthen and modernize State annexation laws in favor of sound and rational municipal growth strategies.

LU7: Enact Zoning that Aligns With Shepherdstown Growth Plans Throughout the GMB – For all parcels within the GMB, work with Jefferson County to enact future land use and zoning designations that align with the Town's growth plans.

LU8: Create a Land Conservation Plan – Work with the Land Trust for the Eastern Panhandle, the Conservation Fund, and the Jefferson County Farmland Protection Board to develop and implement a local land resources conservation plan that identifies priority areas and parcels located outside of Shepherdstown for permanent protection, with a focus on working farms and forests, land with prime agricultural soils, and undeveloped properties in important watershed areas.

LU9: Preserve Historically Significant Landscapes – Work with stakeholders to develop and support a plan to preserve parcels outside of Town where the Battle of Shepherdstown occurred as permanently protected park land.

LU10: Preserve Farmland – Encourage and work with local agricultural producers to donate farmland conservation easements on their working farms with the goal of guaranteeing continued use of the farms for this vital purpose.

LU11: Protect Landscapes Along the Potomac River – Work with Jefferson County, Washington County, Maryland, and local conservation organizations to protect the scenic beauty and environmental quality of the lands along the Potomac River through the acquisition of scenic easements and conservation easements on lands that, if developed, could significantly alter the landscape of the river through the area.

LU12: Protect Scenic Byways – Work with the West Virginia Department of Transportation, Hagerstown/Eastern Panhandle Metropolitan Planning Organization, and Jefferson County to establish and protect Scenic Byways along major roads in rural areas leading to town.

Subcategory 3B: Use Annexation to Expand Shepherdstown's Boundaries

LU13: Strategic Annexation Plan – Create a Shepherdstown strategic annexation plan that identifies developed commercial and residential areas that are adjacent or near the town limits that may benefit from annexation into Shepherdstown. The plan should include analyses of the costs and benefits of annexation for each identified area, timelines for the initiation of the annexation process for each area, the most appropriate annexation method for each area, and plans for the provision of municipal services to newly annexed areas, including methods of financing such services. Following the adoption of the plan, the Town should immediately begin implementing the plan and revise it as necessary to reflect changing circumstances over the life of the plan.

LU14: Update Town Annexation Policies – Review the Town Annexation Policy to ensure that it provides maximum flexibility in the town's review and decision-making concerning proposed annexation of GMB parcels.

Subcategory 3C: Enact Shepherdstown Ordinances in Anticipation of Annexations by Shepherdstown

LU15: Establish Conservation Subdivision Regulations – Amend the Town's development ordinance to require the use of "conservation subdivisions" (also known as cluster developments with significant amounts of open space) in the rural fringe of the community to promote the preservation of working farms, forests, and other significant natural resources, while fostering development that is integrated with the context of the landscape in which it is situated.

LU16: Revise Development Ordinances to Accommodate New Growth – Review the Town's ordinances to ensure they will be sufficient to address growth in the area outside of the town's traditional core area.

LU17: Encourage Traditional Development Patterns – Require that new residential subdivisions located near the town's core area are platted with a physical layout that is consistent with the Town's neighborhood patterns, including street layouts and widths, lot configurations, and other similar characteristics.

LU18: Identify Growth and Annexation Impacts on Public Services – Evaluate proposed annexations and proposals for residential and commercial developments to ensure that the level of services provided to current town residents will not be negatively impacted by the development or annexation. Where negative impacts are identified, require mitigation, or create service expansion plans, and identify funding to maintain current service levels.

Subcategory 3D: Improve Shepherdstown's Existing Zoning and Land Use Ordinances

LU19: Require an Environmental Review as Part of the Town's Review of Proposed Developments – Require property developers to submit an existing conditions survey as part of their development proposals to identify critical natural features. Work with developers to protect these critical areas.

LU20: Evaluate Building Code Regulations – Assess the potential for adoption of the West Virginia State Building Code (or other building codes) and, if needed, partner with Jefferson County to provide administration and enforcement of a building code to ensure that construction complies with appropriate life, safety, and energy efficiency standards.

LU21: Assess Review Processes for New Development – Examine Town policies and procedures for its review of proposed developments to ensure that no unnecessary obstacles are present that may discourage investment in the community, and to ensure an adequate level of technical review and public input. Examples of this type of policy to be reviewed include submittal and review schedules; development review and permitting fees; the level of detail required for preliminary or conceptual development plans; and the number of hearings required for development approval and the types of approvals that may be granted administratively.

LU22: Expand the Town's Adequate Public Facilities Ordinances – Amend the Town's Adequate Public Facilities ordinance to require the Town to consider the future availability of fundamental public services (such as fire and police service, sanitation, street maintenance and parks), in its review of development proposals, to ensure that adequate services will be available and affordable for future residents.

LU23: Implement the Tree Canopy Plan in Town – Implement the recommendations of the Jefferson County Urban Tree Canopy Plan in town and in the GMB.

GOAL

4

ADMINISTER A RANGE OF HIGH QUALITY
AND AFFORDABLE SERVICES FOR
RESIDENTS, BUSINESSES, AND VISITORS

GOAL 4 – Administer a Range of High Quality and Affordable Services for Residents, Businesses, and Visitors (PS)

Shepherdstown residents enjoy many Town services that contribute to the quality of life and improve the overall livability of the community. To maintain trust in local government and ensure Shepherdstown remains an appealing place to live, visit, and conduct business, it is essential that the Town government provide efficient and effective services that align with community needs and expectations.

The parks and outdoor recreation resources found in Town and throughout the greater Shepherdstown area have a significant role in enhancing the quality of life for residents and for visitors who come to take advantage of the abundant opportunities that exist in the area. The variety of local parks and recreation resources is extensive given the community's size. The community should continue to leverage these assets to maintain and expand the parks and recreational activities available to residents and visitors.

Shepherdstown residents would like to maintain the features of the Town transportation network that give the community its unique character and create new transportation options that give residents true choice for moving about town, whether on foot, by bicycle, or by car. Residents envision that Shepherdstown will continue to be a highly walkable and accessible town. Many of the Town's aspirations for transportation put significant focus on ensuring that pedestrians and bicyclists can move easily in and around town, and where automobiles are only one of several forms of transportation that need to be accommodated.

Moving forward, the town should take an integrated approach to evaluating its actions, whether in terms of development activity occurring in Town or how it provides services, to ensure it is on the path of sustainability and protecting the environment.

Goal 4 Implementation Strategies

Subcategory 4A: Public Safety Services

PS1: Establish Annual Fire Department Funding – Shepherdstown should commit to providing annual financial contributions to the Shepherdstown Volunteer Fire Department for the provision of fire and EMS services to guarantee the long-term sustainability of the department, promote economic development, ensure public safety, and allow the department to develop long range plans for equipping, maintaining, and staffing fire protection and EMS services.

PS2: Include the Fire Department in the Town's Development Review Process – Include the Shepherdstown Volunteer Fire Department in Town development reviews to ensure that necessary considerations for the provision of fire protection are incorporated into development plans.

Subcategory 4B: Capital Budgeting

PS3: Use Capital Budgeting for Town Facilities Management and Equipment Replacement Planning – The Town should develop and use capital budgeting techniques. This approach will include implementing a plan to manage Town-owned property that addresses the long-term capital maintenance needs for town buildings and facilities, and funds the improvements and maintenance activities in accordance with the plan. Also, develop and implement a capital equipment replacement plan to ensure that equipment is replaced in keeping with equipment lifecycle guidelines and local needs.

Subcategory 4C: Provision of Services

PS4: Partner with West Virginia and Jefferson County to Expand Access to Public Services – The Town should partner with the State of West Virginia and Jefferson County to expand the availability of county services, including county offices, in the local area. Making services available locally would be helpful for residents.

Subcategory 4D: Water and Wastewater Services

PS5: Use Capital Improvement Planning for the Shepherdstown Water and Wastewater Services – Develop and implement long-range capital improvement plans to guide strategic investments in the maintenance and growth of the public water supply and wastewater collection and treatment systems.

PS6: Develop and Regularly Update the Shepherdstown Water and Wastewater Service Area Plans – Regularly update the Town water and wastewater system plan that defines existing service areas and establishes future service areas in town and in the GMB area.

PS7: Enhance Public Information and Outreach About the Town Water and Wastewater Services – The Town should provide Shepherdstown Water and Wastewater Service customers with regularly scheduled and timely updates on the status of improvements to the water and wastewater systems, including promoting the environmental benefits of the town's wastewater treatment plant and the quality of the town's municipal water system.

Subcategory 4E: Parks and Recreation Services

PS8: Develop a Parks and Recreation Master Plan – Develop and implement a Town parks and recreation master plan to identify and address community needs for park facilities and recreational programs.

PS9: Expand Access to Recreational Opportunities on Shepherd University Campus – Explore opportunities to partner with Shepherd University to allow residents of Shepherdstown to access on-campus recreational facilities and programs.

PS10: Build Connections Between Shepherdstown Parks on the River – Provide direct pedestrian connections between Riverfront Park and the James Rumsey Monument.

PS11: Maintain Morgan's Grove as a Public Park – Consider working with the Jefferson County Parks and Recreation Commission, the Shepherdstown Community Club, and other local sports and community groups to permanently establish Morgan's Grove as a public park.

PS12: Develop Neighborhood Parks – Work with Jefferson County and other stakeholders to identify and acquire strategically located properties in the greater Shepherdstown area for the development of parks and recreational amenities for active and passive recreation, so that such facilities are located within 1/8 to 1/4 mile of each home in the greater Shepherdstown area.

PS13: Improve Princess Street River Access – Develop and implement a plan to make better use of the Town Riverfront Park, including the Potomac River access on Princess Street. The plan should address accessibility upgrades and dedicated funding for maintenance and upkeep.

PS14: Refurbish and Use the Tobacco Warehouse Building – Renovate and use the Tobacco Warehouse building for a needed resource, such as a community-oriented paddle sports facility or other community needs.

PS15: Support the Development of a Regional Bicycle and Pedestrian Plan – Work with the West Virginia Department of Transportation, appropriate agencies in the State of Maryland, regional planning entities, and local governments in the region to develop a regional bicycle and pedestrian plan.

PS16: Establish and Improve Bicycle and Pedestrian Routes Between Parks and Neighborhoods – Develop and implement a plan to connect all Shepherdstown area parks (in town and surrounding areas) so that they are within convenient walking and bicycling distances from neighborhoods. Develop a signage system to identify the locations of parks and preferred walking and biking routes to access them.

PS17: Establish and Improve Bicycle and Pedestrian Routes from Shepherdstown and Area Parks, Schools, and Shopping – Collaborate with West Virginia Department of Transportation and Jefferson County to improve bicycle and pedestrian connections between the core areas of town, parks, schools, medical facilities, and shopping areas outside of town.

Subcategory 4F: Transportation Services

PS18: Improve Pedestrian Safety in Town – Identify opportunities to improve pedestrian safety in Town by using such methods as pedestrian warning signage and high visibility pedestrian crosswalks (i.e., pedestrian safety regarding sidewalks, crosswalks, alleys, traffic signage, and so forth)

PS19: Analyze Options for Rerouting of Highway Traffic Away from Shepherdstown's Core Area – Consider options for rerouting heavy truck traffic from Shepherdstown's historic core area to reduce congestion and improve safety.

PS20: Expand the Availability of Transportation, Including Direct Public Transit Connections to the MARC Train – Explore opportunities to expand the availability of public transportation to serve the greater Shepherdstown area.

PS21: Expand Bus Routes – Work with Eastern Panhandle Transit Authority (EPTA) or other transportation providers to establish direct bus connections between Shepherdstown and the Duffields MARC Train station.

Subcategory 4G: Establish New Sustainable Services

PS22: Establish a Program for Harvesting Rainwater for Irrigation – Develop and promote a rainwater harvesting program for residential and commercial properties.

PS23: Generate Renewable Energy on Town Property – Prepare a feasibility analysis for the installation of renewable energy collection facilities on town-owned property.

PS24: Create Electric Vehicle Infrastructure – Explore opportunities to install electric vehicle charging stations adjacent to public on-street parking spaces or in town-owned parking lots. Encourage private property owners to do the same.

PS25: Divert Food Waste from Landfills – Collect food waste from both residential and commercial sources for composting so that the waste is diverted from the general solid waste stream.

APPENDIX A

Appendix A – Financing and Prioritization of Action Steps

Recommendation	Reference Page #	Responsible Party	Recommended Partners	Potential Funding Source
Goal 1: Promote Economic Prosperity & Cultural Vibrancy				
Subcategory 1A: Enhance Marketing Efforts to Attract Residents and Tourists and Support Local Businesses	22	Town	Experience Shepherdstown; Local Businesses; Town Service Organizations; Jefferson County Convention and Visitors Bureau (JCCVB)	General Fund; Grants
EC1: Market Shepherdstown as a Destination and Highlight its Local Businesses	22	Town	JCCVB	General Fund; JCCVB
EC2: Highlight Shepherdstown as a Tourist and Outdoor Recreation Destination	22	Town	Experience Shepherdstown; JCCVB	General Fund; JCCVB
EC3: Coordinate Promotion of the C&O Canal Towpath Trail	22	Town	JCCVB; Canal Town Partnership	JCCVB; Canal Town Partnership
EC4: Increase the Town Social Media Presence	23	Town	Experience Shepherdstown; JCCVB	General Fund
Subcategory 1B: Provide Direct Support to New and Existing Businesses in Shepherdstown	23	Town	Local Banks and Lenders	Grants; Private Lenders; General Fund
EC5: Institute Mentoring and Entrepreneurship Programming for Local Businesses	23	Town	Shepherd University; Local Businesses; Jefferson County Schools	TBD

Recommendation	Reference Page #	Responsible Party	Recommended Partners	Potential Funding Source
EC6: Develop and Implement a Long-Term Action Plan to Expand and Promote Shepherdstown's Arts and Culture	23	Town	Shepherd University; Contemporary American Theater Festival, and other arts-focused non-profits	General Fund; Grants
Subcategory 1C: Enact Town Policies in Support of Downtown Businesses	23	Town	WV Small Business Development Center; Jefferson County Development Authority	TBD
EC7: Expand Parking Capacity	23	Town	TBD	General Fund
EC8: Develop a Town-wide Comprehensive Parking Strategy	23	Town	Hagerstown Eastern Panhandle Metropolitan Planning Organization (HEPMPO)	General Fund
EC9: Strengthen Partnerships between the Town and Shepherd University	23	Town	Shepherd University	TBD
EC10: Study Availability of Local Lodging	23	Town	JCCVB	TBD
EC11: Promote the Use of Financial Incentives for the Use or Redevelopment of Vacant and Underutilized Commercial Structures	23	Town	Jefferson County Development Authority	General Fund; Grants
Subcategory 1D: Support Development of Affordable Housing in Town	24	Town	Local Developers	Grants
EC12: Incentivize Affordable Housing Development	24	Town	Local Developers	TBD
EC13: Take Action to Allow Accessory Housing Development	24	Town	N/A	TBD

Recommendation	Reference Page #	Responsible Party	Recommended Partners	Potential Funding Source
EC14: Repurpose underused sites, such as vacant buildings or lots, for affordable housing to maximize land use the revitalize neglected areas	24	Town	Private Sector	TBD
Goal 2: Preserve, Protect, Restore, and Complement Historic Attributes				
Subcategory 2A: Sponsor and Promote Programs to Assist Property Owners in Preserving Shepherdstown's Historic Properties	26	Town	Historic Shepherdstown; WV Historic Preservation	Grants
H1: Support Historic Preservation	26	Town	Historic Shepherdstown; WV Historic Preservation	Grants
H2: Encourage the Reuse of Underutilized Historic Properties	26	Town	Local Developers	TBD
H3: Use Illustrated Architectural and Site Development Standards	26	Town	Historic Shepherdstown; WV Historic Preservation	Grants
Subcategory 2B: Educate Residents and Property Owners about Historic Preservation	26	Town	Mills Group	General Fund
H4: Produce Educational Materials, Resources, and Workshops on Historic Preservation	26	Town	Historic Shepherdstown; WV Historic Preservation	Grants, General Fund
Subcategory 2C: Enact New Town Policies to Better Protect Shepherdstown's Historic Properties	27	Town	N/A	General Fund
H5: Implement Capital Improvement Planning and Project Review	27	Town	N/A	General Fund
H6: Demolition by Neglect Ordinance	27		N/A	General Fund

Recommendation	Reference Page #	Responsible Party	Recommended Partners	Potential Funding Source
Goal 3: Conserve Natural Resources and Preserve Green Spaces while supporting growth in Greater Shepherdstown Area				
Subcategory 3A: Proactively Advocate for Appropriate Development in Areas Surrounding Shepherdstown	29	Town	Jefferson County Foundation; Jefferson County Farmland Protection Board;	N/A
Subcategory 3B: Use Annexation to Expand Shepherdstown's Boundaries	31	Town	Jefferson County, Local Residents	General Fund
Subcategory 3C: Enact Shepherdstown Ordinances in Anticipation of Annexations by Shepherdstown	31	Town	West Virginia School of Law Land Use Clinic	N/A
Subcategory 3D: Improve Shepherdstown's Existing Zoning and Land Use Ordinances	32	Town	West Virginia School of Law Land Use Clinic; Smart Growth America	N/A
Goal 4: Administer a Range of High-Quality and Affordable Services for Residents, Businesses, and Visitors				
Subcategory 4A: Public Safety Services	34	Town	Jefferson County Public Safety Department	General Fund
Subcategory 4B: Capital Budgeting	35	Town	N/A	N/A
Subcategory 4C: Provision of Services	35	Town	N/A	General Fund
Subcategory 4D: Water and Wastewater Services	35	Town	WV Rural Water;	General Fund

Recommendation	Reference Page #	Responsible Party	Recommended Partners	Potential Funding Source
Subcategory 4E: Parks and Recreation Services	36	Town	Jefferson County Department of Parks and Recreation; Jefferson County Commission	General Fund
Subcategory 4F: Transportation Services	37	Town	HEPMPO; EPTA	General Fund
Subcategory 4G: Establish New Sustainable Services	37	Town	Town Run Watershed	General Fund

APPENDIX B

Appendix B – State Requirements for Local Comprehensive Plans

Shepherdstown and other local governments across the State are required to develop new Comprehensive Plans (or update existing plans) every 10 years. State law requires comprehensive plans to address several mandatory components. The table below lists the 13 mandatory and 4 optional components and indicates the specific Shepherdstown 2025 Plan goal(s) where each is addressed.

Mandatory Components	Goal 1 – Promote Shepherdstown’s Economic Prosperity and Cultural Vibrancy	Goal 2 – Preserve, Protect, Restore, and Complement Shepherdstown’s Historic Attributes	Goal 3 – Conserve Natural Resources and Preserve Green Spaces while Supporting Growth and Development in the Greater Shepherdstown Area	Goal 4 – Administer a range of High- Quality and Affordable Services for Residents, Businesses, and Visitors
Land Use			X	
Housing	X			
Transportation				X
Infrastructure	X	X	X	X
Public Services				X
Rural		X	X	X
Recreation	X			
Economic Development	X	X	X	
Community Design	X	X	X	
Preferred Development Areas			X	
Renewal and/or Redevelopment	X	X	X	
Financing	X		X	X
Historic Preservation		X		
OPTIONAL COMPONENTS				
History		X		
Environmental	X		X	X
Tourism	X	X	X	
Safety				X

