

# SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, June 9, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET

1. **Call to Order:**
2. **Approval of Minutes:** May 2025
3. **Visitors:**
4. **Conflicts of Interest:**
5. **Applications:**

**25-08**                      115 E. German Street  
Fence for patio

**25-14**                      306 West German Street  
Purchase, deconstruct, move and install an old German style, white pine, 12 x 14 log cabin in parking area near Back Alley. This log cabin uses the same joint type as the primary house and is very similar in architectural design. Similar door, windows and window location.

**25-15**                      133 West German Street  
Business Sign

6. **Workshop Sessions:** 314 North Princess Street – Garage Project
7. **Ongoing Business:**
8. **New Business:**
9. **Adjournment:**

**Committee:** Shepherdstown Historic Landmarks Commission

**Meeting Date:** May 12, 2025

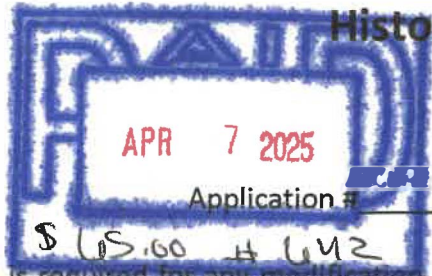
**In Attendance:** Keith Alexander (KA), Carmen Slater (CS), Rebecca Bicker (RB), Ashley Reynolds (AR), Jim King (Jefferson County Historic Landmarks Commission)

**In Absentia:** Tom Mayes

**In Audience:** Lona Lozinski - 25-07 126 W German St  
Justin Morgan and Meredith Houck - 25-06 109 N Princess St  
Emmanuel Spanos - 25-08 115 E German St  
Garry & Michelle Shipley - 25-12 110 College St

1. **Call to Order:** Call to order by KA at 6:00PM
2. **Approval of Prior Month's Minutes:**
  - a. 3/10/25: No comment, minutes automatically approved in accordance with Robert's Rules.
  - b. 4/14/25: No comment, minutes automatically approved in accordance with Robert's Rules.
3. **Visitor's comments:** None.
4. **Conflicts of Interest:** None noted.
5. **Applications:**
  - a. **25-06 109 N Princess St-** Applicant provided the material information for the walls (LP Smartsite), roof (asphalt shingles), windows (metal and glass), and shutters (wood) of the shed along with samples of the siding and roof. KA questioned if the pre-fab shed matched the aesthetic of the other buildings in the town in accordance with page 56 item B of the guidelines. AR inquired if the applicant would be willing to turn the shed 90 degrees so that the window and door does not face the street, applicant noting agreement. Motion by CS approve the application in accordance with page 56 of the Guidelines items A-F with the stipulation that the shed's windows and shutters are made of wood and do not face the street. AR seconded. No comment. All in favor. None opposed.
  - b. **25-07 126 W German St-** RB noted and KA agreed that the sign application does not fall under HLC approval, rather Planning Commission. RB noted that Bistro 112 had a similar fence as requested. CS noted that a wood fence is preferred by the HLC. As such, the HLC advised the applicant to request a refund of the HLC application fee from the Corporation of Shepherdstown.
  - c. **25-08 115 E German St-** KA noted that the fence requested in the application does not fall under HLC approval. As such, the HLC advised the applicant to request a refund of the HLC application fee from the Corporation of Shepherdstown.
  - d. **25-12 110 College St-** Applicant summarized the new construction on the lot. KA noted that new construction falls under pages 57-59 of the Guidelines. After discussion of each aspect of the Guidelines applicable to the application, RB moved to approve the new construction in accordance with page 57-59 of the Guidelines with no caveats. CS seconded. No comment. All in favor. None opposed.
6. **Workshop Sessions:** None. Previously planned workshop was tabled until the June 2025 meeting as it was not in the May meeting's agenda as circulated a week prior to this meeting.
7. **Ongoing business:**
  - a. CS summarized the Community Engagement & Public Support Presentation she and KA attended to HLC noting some activities to be considered for the Shepherdstown HLC to implement including:
    - i. HLC to partner with local realtors to be notified when a property sells in the Shepherdstown Historic District. CS will then reach out to the new homeowner to introduce them to the HLC.
    - ii. HLC to provide historic preservation and rehabilitation awards to Corporation of Shepherdstown residents to show appreciation for their alliance with the HLC. AR to reach out to Historic Shepherdstown Commission and Museum to see if the HLC can partner with their existing awards program.

- iii. Signage designating Shepherdstown Historic District boundaries.
    - iv. Shepherdstown Historic District coloring book and coloring contests to engage the community.
  - b. Mills Group Survey - KA noted that this is still in process and that the HLC may need to formally request an extension from WV SHPO for the September 2025 deadline.
- 8. **New Business:**
  - a. KA noted that the Mayor has approved a summer/fall intern to catalogue town photographs and survey information.
  - b. CS noted that she is resigning from the HLC with September 2025 as her last meeting.
- 9. **Adjournment:** Meeting adjourned at 7:03PM.



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

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

Applicant's name: Emmanuel Spas  
(Must be Property Owner)

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

Telephone: 304 919.5198 Email: LetSect@panagiotas.com

Street address of proposed work: 115 E German St.

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

Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_  
Note: Reference this map for zoning Classifications.

Description of Work:

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

Contractor Performing the Work: Emmanuel Spas

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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-08

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

## Remedies and penalties

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

## Please read the following paragraph carefully and sign.

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

Date: 4/7/25

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

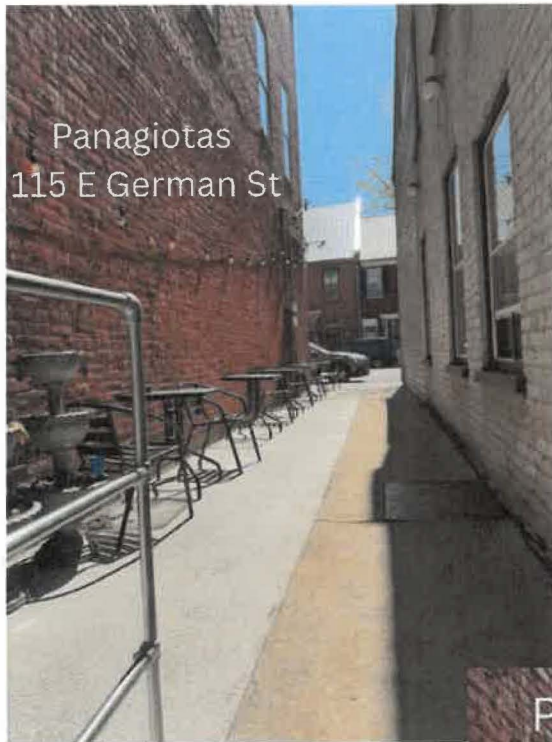
For Office Use:

Zoning Officer Comments

Fee Paid 65.00

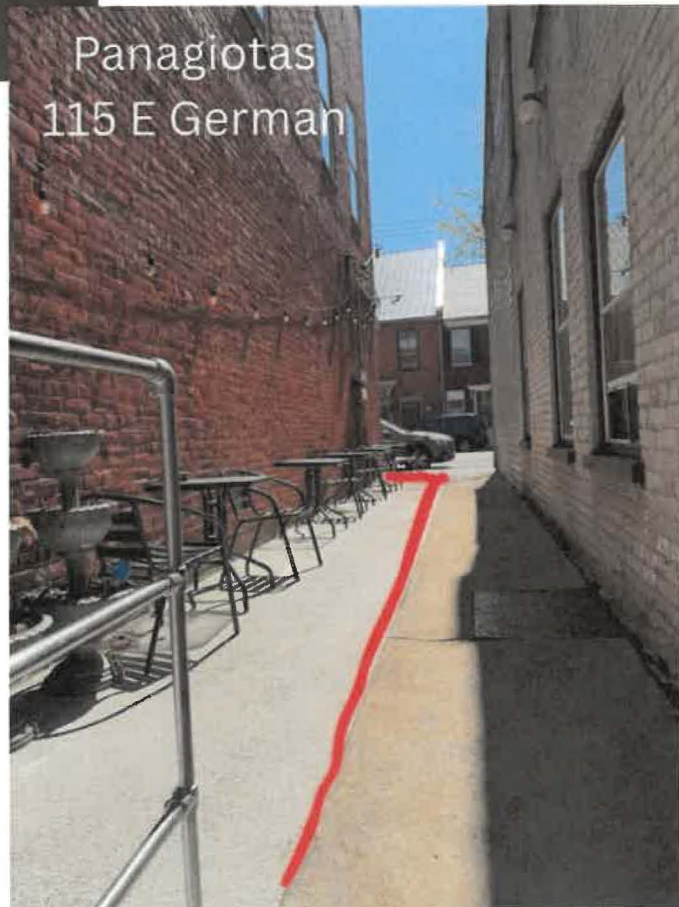
Date Paid 04/07/25

25-08



Panagiotas  
115 E German St

Before



Panagiotas  
115 E German

After



The Red Line, represents  
where the lattice fence will go



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



25-08



Panagiotas  
115 E German St



Gate

25-08



Before



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



Vase with a 4x4  
piece of Wood



After.

Lattice Fence.

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



25-08

107 E

German

Building

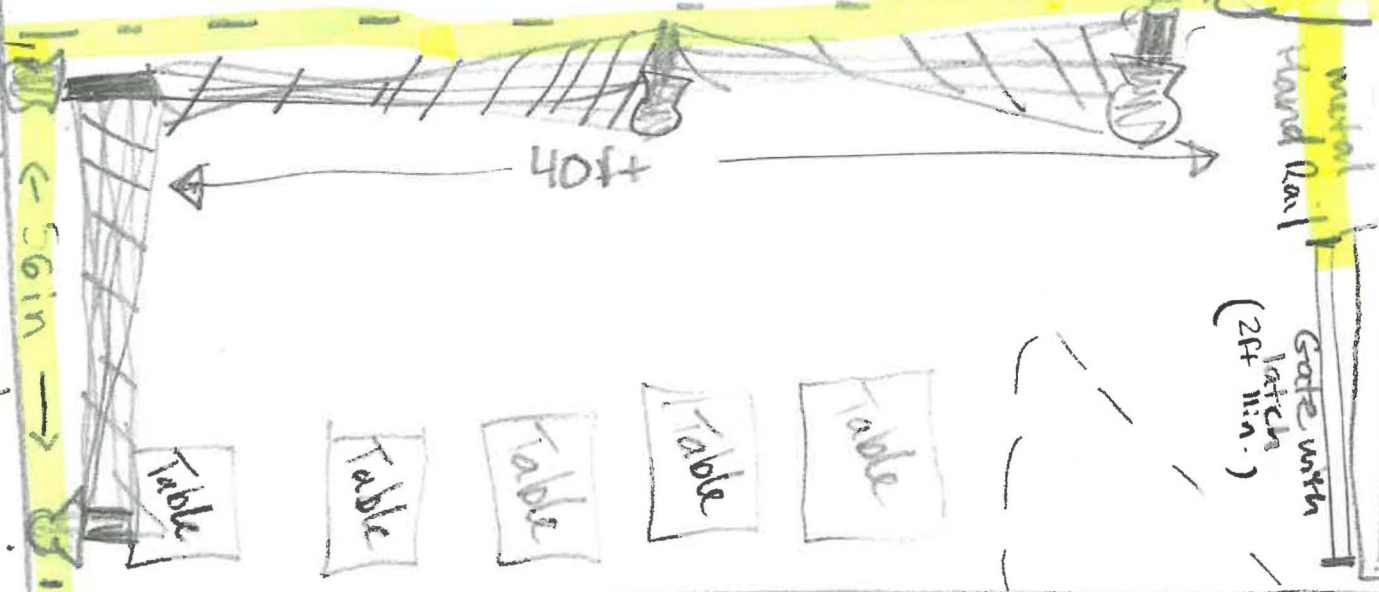
Picture of →  
M/ Seabirds  
or leave →  
to people  
1000

White Vinyl →  
lattice

White Vinyl →  
lattice

(Ally)

Sidewalk



Building

Door

115 E German

Pangloss

White vase with  
post. white lattice  
4ft tall



## Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-14

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

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

Applicant's name: Kameron Turner  
(Must be Property Owner)

Mailing address: PO Box 615  
Shepherdstown WV 25443  
City State Zip

Telephone: 703 693 8116 Email: Turkameron@gmail.com

Street address of proposed work: 306 W. German

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

Current Zoning: R1 Current Land Use: residential  
Note: Reference this map for zoning Classifications.

Description of Work: 14x16  
purchase, deconstruct, move and rebuild old 14x16 white pine log  
cabin. This cabin is in match construction style as primary house.  
Plan to put this accessory building by Back Alley in parking Area. See  
Pic

Project Category: III  
(see descriptions on next page)

Contractor Performing the Work: owner Kameron Turner

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



## Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-14

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

### Remedies and penalties

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

Please read the following paragraph carefully and sign.

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

Date: 5.28.25

Signature: \_\_\_\_\_

(Owner)

Print Name: Barriem Turner

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid

Please reference Title 9 of Town Ordinance for specifics  
Please contact Andy Beall with any questions. (304) 876-6858 • abeall@shepherdstown.us



## Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Application #

25-14

Shepherdstown, WV 25443







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104 N King St

PO Box 248 (for mailing)

Application #

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Shepherdstown, WV 25443





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104 N King St

PO Box 248 (for mailing)

Application #

25-14

Shepherdstown, WV 25443





## Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Application # 25-14

Shepherdstown, WV 25443



Original house joints



# Application for Project Permit

104 N King St

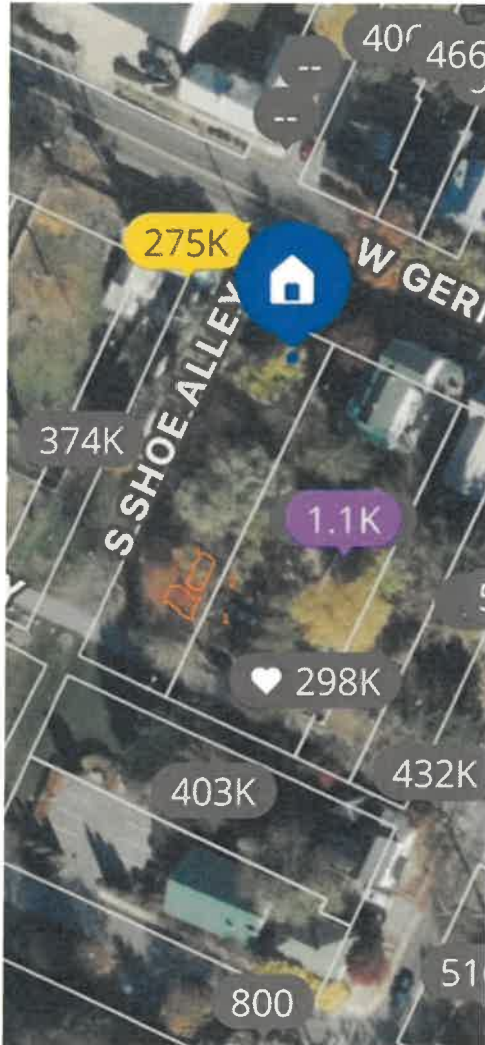
PO Box 248 (for mailing)

Application # 25-14

Shepherdstown, WV 25443

## Placement-

Planning on putting outside of fence in parking area with 2 options for location. 1. Would be facing west, 2<sup>nd</sup> would be facing south. The 2<sup>nd</sup> one would require a tree removal. Either location would meet the required setbacks.







# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Application # 28-14

Shepherdstown, WV 25443



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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-15

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

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

Applicant's name: John M. Shand  
(Must be Property Owner)

Mailing address: P.O. Box 3000  
Shepherdstown WV 25443  
City State Zip

Telephone: 304-876-6580 Email: 146a OK @ Comcast. Net

Street address of proposed work: 133 W. German Street #100 Shepherdstown, WV

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

Current Zoning: RC District Current Land Use: Retail Space

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

Description of Work:  
Mounting a cast iron bracket, and hanging signage for retail business

Project Category: 1  
(see descriptions on next page)

Contractor Performing the Work: \_\_\_\_\_

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





# Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-15

Check all the areas that apply:

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

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

☒ MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

**(Categories II and III):**

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

☐ Gross & net land area of property

☐ Setback from property boundaries

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

☐ Existing & proposed accessory structures.

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

☐ Sidewalk, handicap access, Category IV only

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

☐ Dwelling density- net (residential application only)

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

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

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

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

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

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

**All Categories:**

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





# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-15

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

## Remedies and penalties

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

## Please read the following paragraph carefully and sign.

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

Date:

4/10/25

Signature:

(Owner)

Print Name:

John M. Shank

John M. Shank

For Office Use:

Zoning Officer Comments

Fee Paid 65.00

Date Paid 5-23-25

CC



# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-15

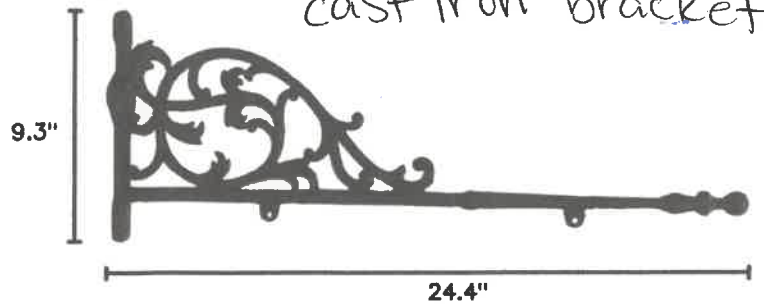
104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

## Application Fees

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

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

**Desired Signage & Dimensions**  
Material - Medium Density Overlay Signboard  
cast iron bracket

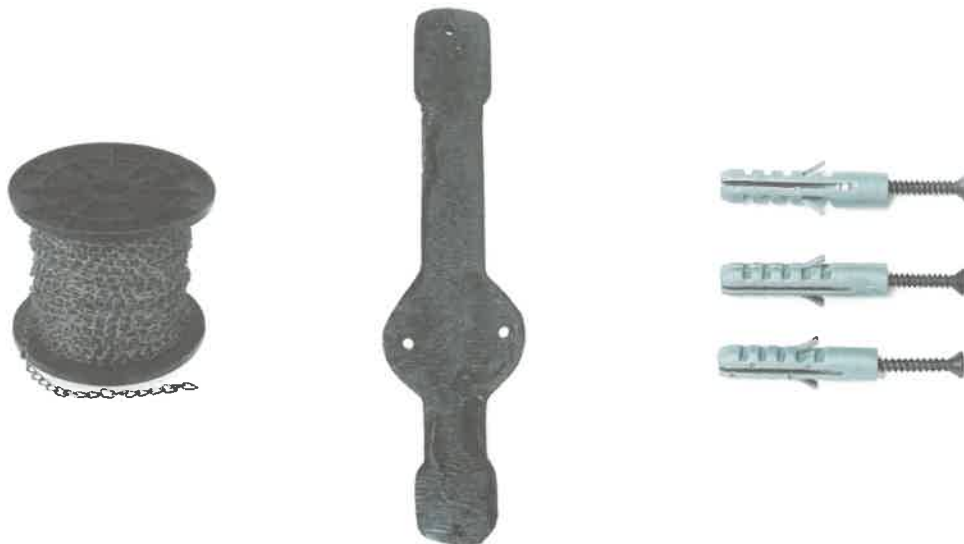


**Desired Placement Of Sign On Building**  
(our storefront is within the dotted lines)



**Intended Method For Mounting Sign:**

Cast-iron metal bracket, with mounting hardware to facilitate a wall mount above our exterior door. Galvanized steel chain will be utilized to hang the sign from the bracket.



Workshop Session: 314 N. Princess Street

# Project Summary

Proposed Garage: 314 N Princess St

We are interested in pursuing a new-construction two-story, one-car garage on the original Stone Toll-Bridge Platform, while preserving the platform. We propose an exterior aesthetic that is consistent with the character of the principal building. As well, there is an old Cinder Block built garage on the property that is currently taking on water while also showing signs of degradation due to debris and rock fall from the abutting hillside. We are interested in demolishing this cinder block garage.

Resources:

[HLC Workshop Materials](#)

[Shepherdstown Historic District Design guidelines](#)

# Materials List

Proposed Garage: 314 N Princess St

- German Lap Siding (wood, painted)
- Metal Roofing
- Wood Construction Doors and Windows
- Clad Windows
- Half Round Gutters
- Wooden Balusters and Floor Boards on Front Porch



Princess St

Merdstown, West Virginia

Google Street View

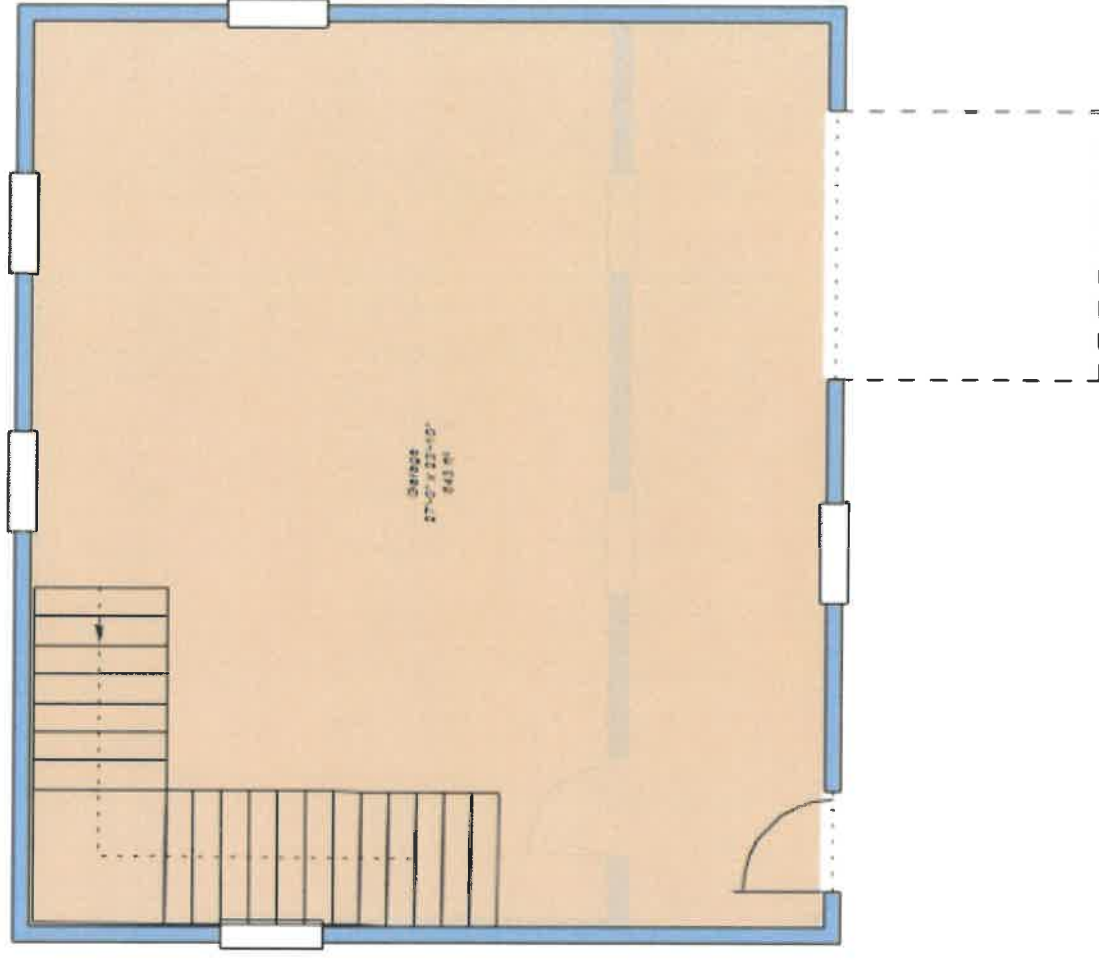
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**German Siding- Wood, Painted.  
Wood Contruction, Clad Windows.  
Half Round Gutters.  
Metal Roof.  
Wooden Balusters & Floor Boards on Front Porch.**



**Jefferson County West Virginia**

Zoom to

German Siding- Wood, Painted.  
 Wood Construction, Clad Windows.  
 Half Round Gutters.  
 Metal Roof.  
 Wooden Balusters & Floor Boards on Front Porch.

