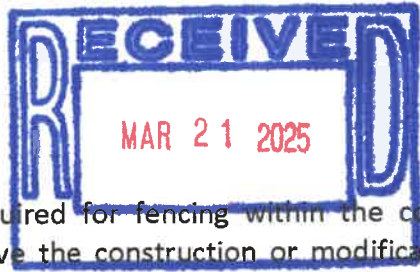


25-08



# Application for Fence Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

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

**Applicant's Name:** Mary Lowe (Emmanuel Spanos)  
(Must be Property Owner)

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

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

**Telephone:** 304-870-4830 **Email:** Lets eat@pcnagiotas.com

**Description of Work:** Cell# 304-839-6616  
304-919-5198

**Fence for** Patio, white Vinyl, with posts in flower pots  
\$500

**Cost Estimate:** \$500

**Contractor Performing the Work:** Emmanuel Spanos

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

## Project Category I - provide the following:

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

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

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

☐ Setback from property boundaries

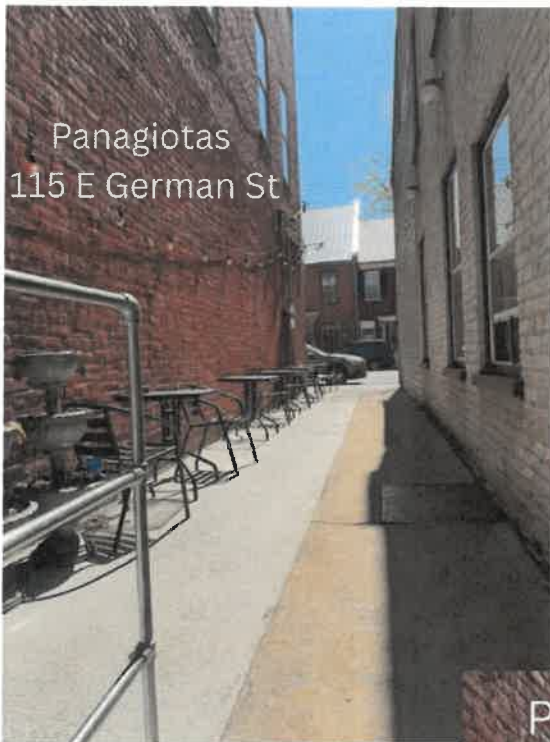
**Date:** 3/13/25 **Signature:** Emmanuel Spanos

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

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

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

25-08



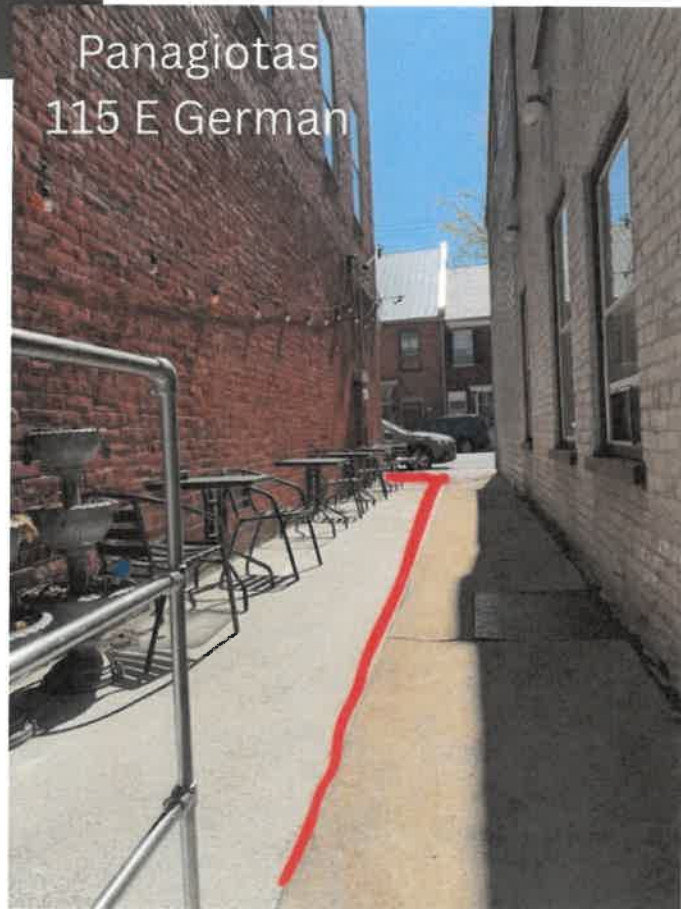
Before



The Red Line, represents where the lattice fence will go



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



After

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

80-54

107 E

German

Building

Picture of →

Red Clearer Brown

W/ Setbacks  
or fence —  
to property lines

White Vinyl →  
lattice

White Vinyl →  
lattice

metal  
hand rail

Gate with  
latches  
(2ft min.)

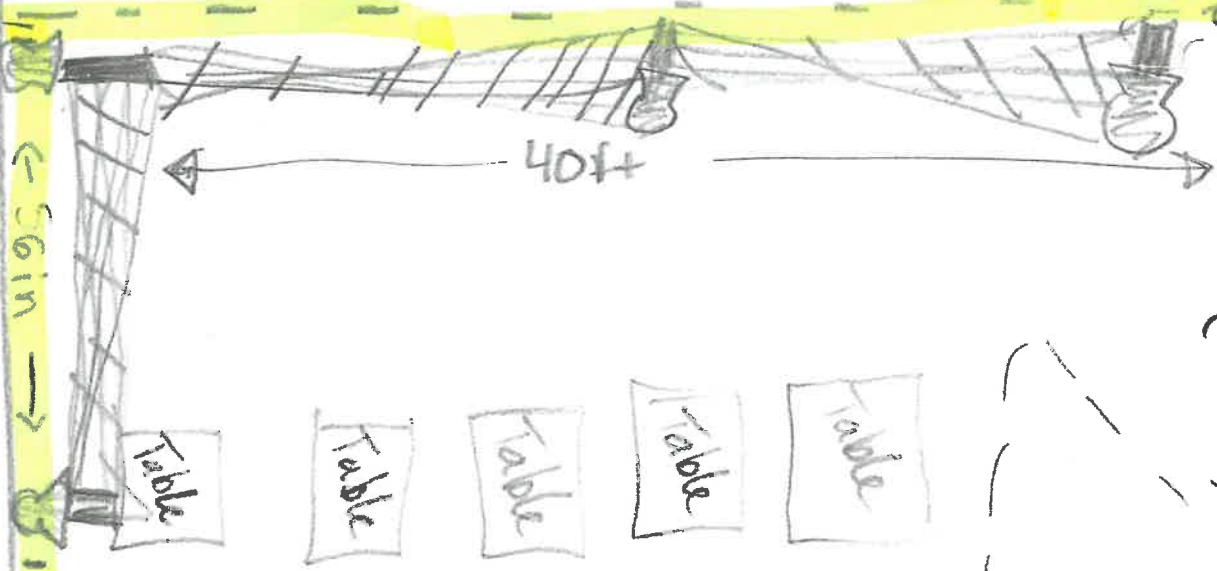
Door

115 E German

Pangloss

Building

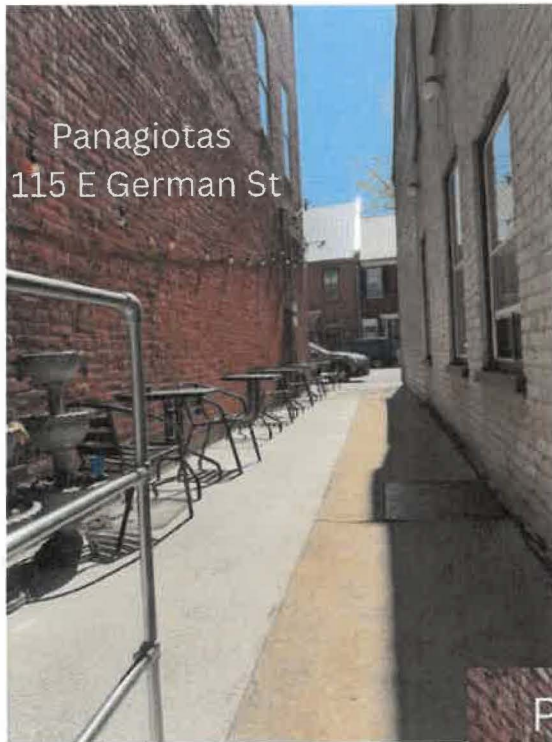
White  
vase with  
post. white lattice  
4ft tall



Side walk

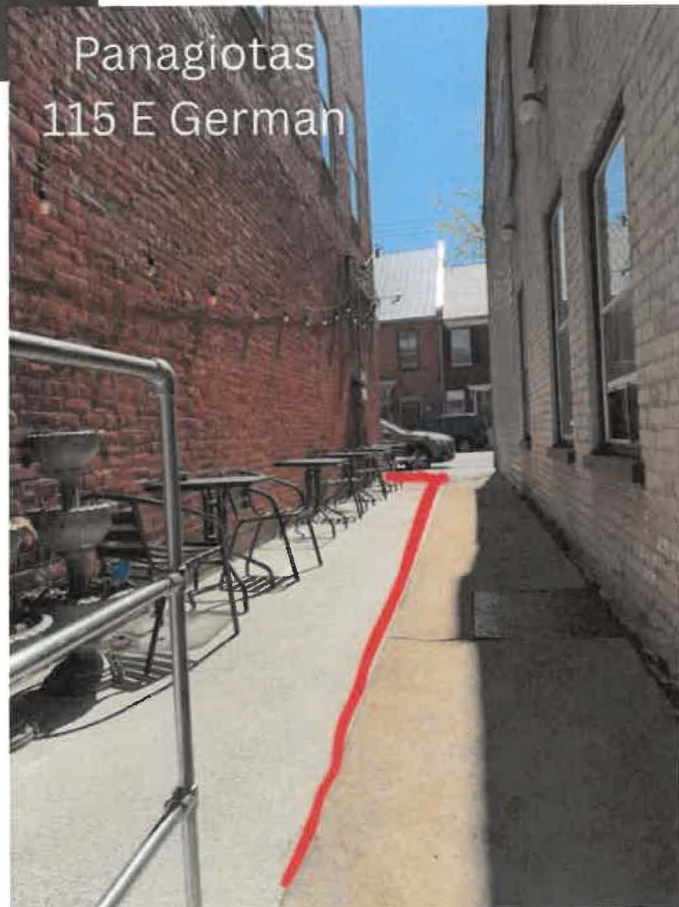
(Ally)

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

metal  
hand rail

Gate with  
latch  
(2ft min.)

White Vinyl →  
lattice

White Vinyl →  
lattice

40ft

(Ally)

Side walk

Table

Table

Table

Table

Table

White  
vase with  
post. white lattice  
4ft tall

Door

115 E German

Pangloss

Building



# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Application # 25-14

Shepherdstown, WV 25443

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

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

**Mailing Address:**  
PO Box 615 Shepherdstown WV 25443

City

State

Zip

**Telephone:** 703-673-8116

**Email**  
turkameron@gmail.com

**Street Address of Proposed Work:** 306 W  
German St

**Current Zoning:** R-1

**Current Land Use:** Residential

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

## Description of Work:

Purchase, deconstruct, move and install an old german style, white pine, 12x14 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. Pls see pictures

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

**Contractor Performing the Work:** Owner, Kameron Turner

**Contractor's Business License:** Owner, Kameron Turner

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

Check all the areas that apply:

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

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



# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Application #

25-14

Shepherdstown, WV 25443

**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:**

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

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





# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Application # 25-14

Shepherdstown, WV 25443

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

## Remedies and penalties

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

## Please read the following paragraph carefully and sign.

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

Date: 5/19/25

(Owner)

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

Print Name: Kameron Turner

For Office Use:

Permit Number: \_\_\_\_\_

Zoning Officer Comments:

Fee Paid 87.40  
Date Paid 6/6/25



# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Application #

25-14

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, signs, 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)



## Application for Project Permit

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





## Application for Project Permit

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







## 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

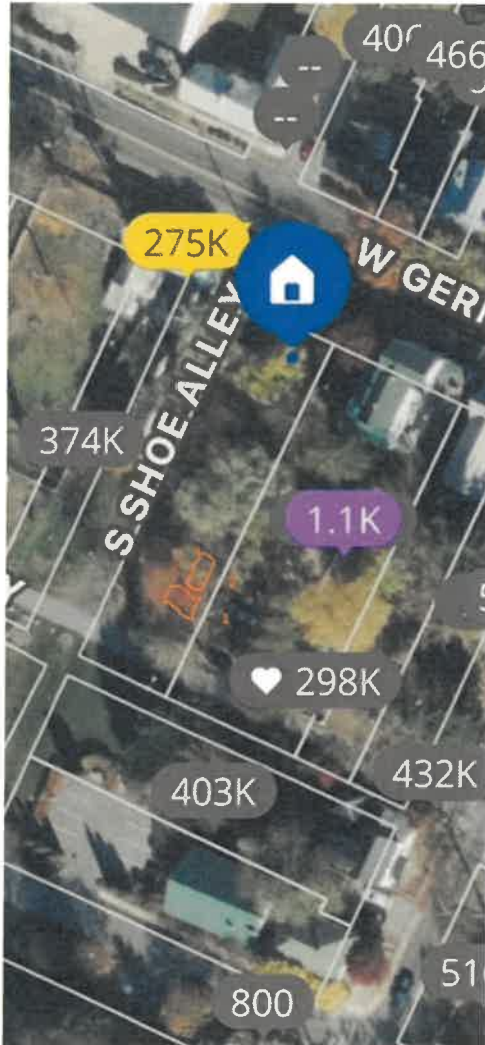
PO Box 248 (for mailing)

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)





25-15

**Application for Sign Permit**104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

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

**Name of applicant:** Tre Lapole, Tooth & Nail Tattoo  
(include name of business)

**Mailing address:** 133 W. German Street Suite 100  
Shepherdstown W.V. 25443  
City State Zip

**Telephone:** 304-820-9990 **Email:** tre.tattooer@yahoo.com <sup>preferred contact</sup>

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

**Telephone:** 304-820-9990 **Email:** toothnailtattoo@gmail.com

**Prior to your application being accepted you are required to provide the following:***(Please initial each indicating it has been provided)*

- ☒ Total square footage of all existing signs on building - no existing signage
- ☒ Linear width of storefront in feet - 47 Feet
- ☒ Total square footage of proposed sign(s) - 3.67 ft<sup>2</sup>
- ☒ Drawing or picture of building showing placement of sign(s)
- ☒ Drawing or picture of sign(s) with dimensions & material composition
- ☒ Drawing or picture of bracket or method of mounting sign

**Hanging Sign(s) only:**

- ☒ Bottom of sign is required to be a minimum 7ft above sidewalk
- ☒ Outer edge of sign may not extend closer than 3ft from curb face

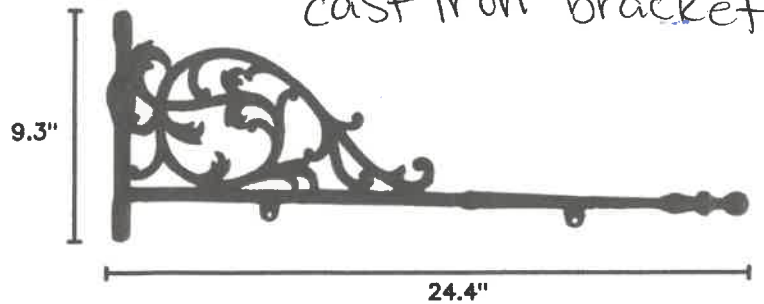
I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

**Date:** April 1st, 2025**Signature:** [Signature]  
(Applicant)

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

**Date:** April 1st, 2025**Signature:** [Signature]  
(Owner)**Print Name:** John Shank

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

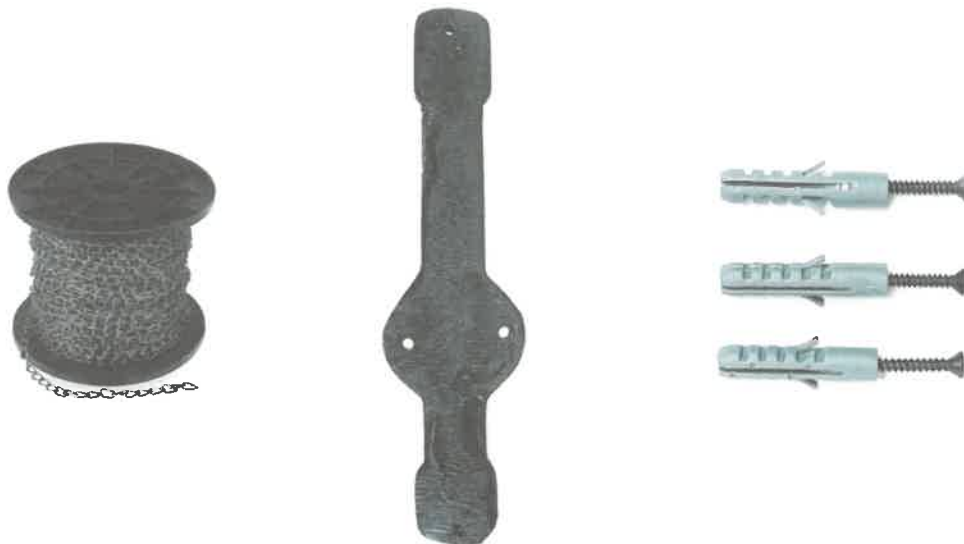


**Desired Placement Of Sign On Building**  
(our storefront is within the dotted lines)



**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.





Application Number 24 - 03

## Application for Certificate of Appropriateness & Project Permit

### Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:

Andy Beall (Phone 304-876-6858, E-Mail [abeall@shepherdstown.us](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Kenneth Postalwait  
(Must be Property Owner)

Mailing Address: 3550 Aux. Airport Rd.  
Sequin, Wv 25855

Day Time Telephone Number: 830 660-6790

E-Mail Address: rhawk61@gmail.com

Street Address of Proposed Work: 102 College

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

Current Zoning: Residential Current Land Use: Residential

Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: Install new metal roof

24 gauge Antique Silver

Porch covering (partial North/West sides)

Cost Estimate: 4800<sup>00</sup> Project Category (Descriptions on Next Page): \_\_\_\_\_

Contractor performing work: Ken Postalwait

Contractor's Business License #: \_\_\_\_\_

A copy of the contractor's Shepherdstown business license or license application **MUST** be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop work order on the project.



Application Number \_\_\_\_\_ - \_\_\_\_\_

**Application for Project Permit**  
**(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

**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.

**Category IV-** Demolition or Relocation of a Structure

**(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. (SAMPLE ATTACHED)

\_\_\_\_\_ 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:**

\_\_\_\_\_ 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.





Application Number \_\_\_\_\_ - \_\_\_\_\_

**Checklist of Required Information for Applications Continued**

**All Categories:**

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

**Section 9-905 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.

**Please read the following paragraph carefully and sign.**

Attach documents specified in the checklist on the back 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 in order 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: 1-6-2024

Owner's Signature: Ken Postalwait

Print Name: Ken Postalwait

**Fees shall be paid 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.**

Zoning Officer Comments:

Fee Paid \$564.00

Date Paid 1/8/24

+ CC#



Application Number \_\_\_\_\_ - \_\_\_\_\_

**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

*Please check all boxes that may apply (Application Fees Due Upon Submittal):*

<b><u>Category I:</u></b>  Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.  <b>\$50.00</b>
<b><u>Category II:</u></b>  Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.  <b>\$100.00</b>
<b><u>Category III:</u></b>  New construction of and/or additions to residential, commercial, and industrial structures.  <b>\$300 + \$0.50 per sq. ft.</b>  New construction of garages & other accessory buildings (permanently attached to the ground).  <b>\$50 + \$0.10 per sq. ft.</b>
<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):  <ol style="list-style-type: none"><li>1. Reason for the demolition/relocation (including historic documentation).</li><li>2. Describe the structure's condition in detail.</li><li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li><li>4. Evidence of relevant funding or financial concerns.</li><li>5. Timeframe for project</li></ol> <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>Certificate of Appropriateness Advertisement Fee:</b>  <b>\$15</b>

# Receipt

**Payment processed succesfully!** Thank You for your Payment. Please print this receipt for your records. An email receipt will be sent if you have provided your email.

## Your payment receipt.

Dear KENNETH POSTALWAIT,

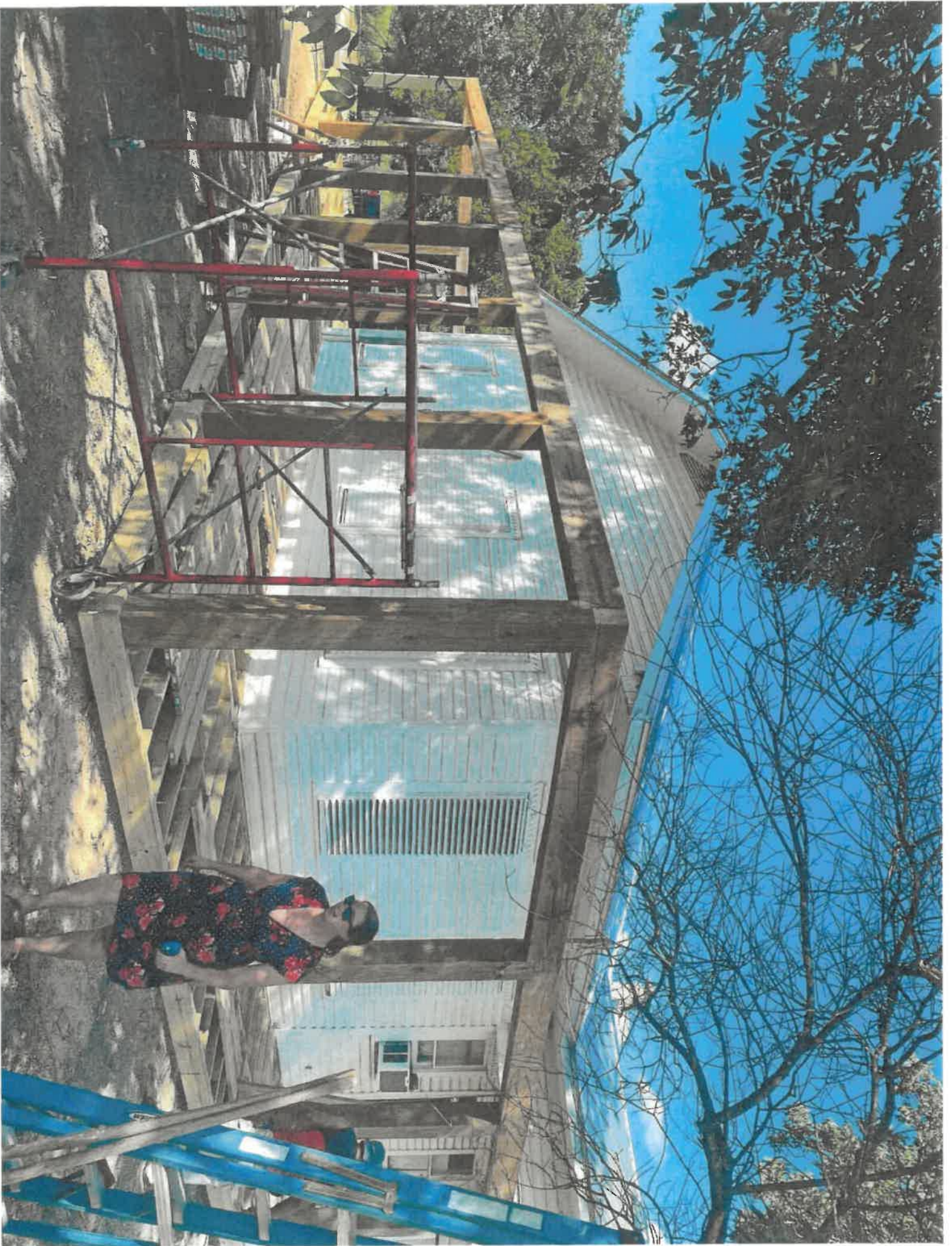
Thank You for your payment.

### Payment Details

Transaction Amount :	\$566.00
Processing Fee:	\$15.56
Total Amount:	\$581.56
Authorization Code:	6181894
Transaction Date:	1/8/2024 3:39:20 PM
Card Holder :	KENNETH POSTALWAIT
Card :	VISA ending with 8794

*Please allow 48-72 hours for your payment to post. Please contact us at in case of questions.*

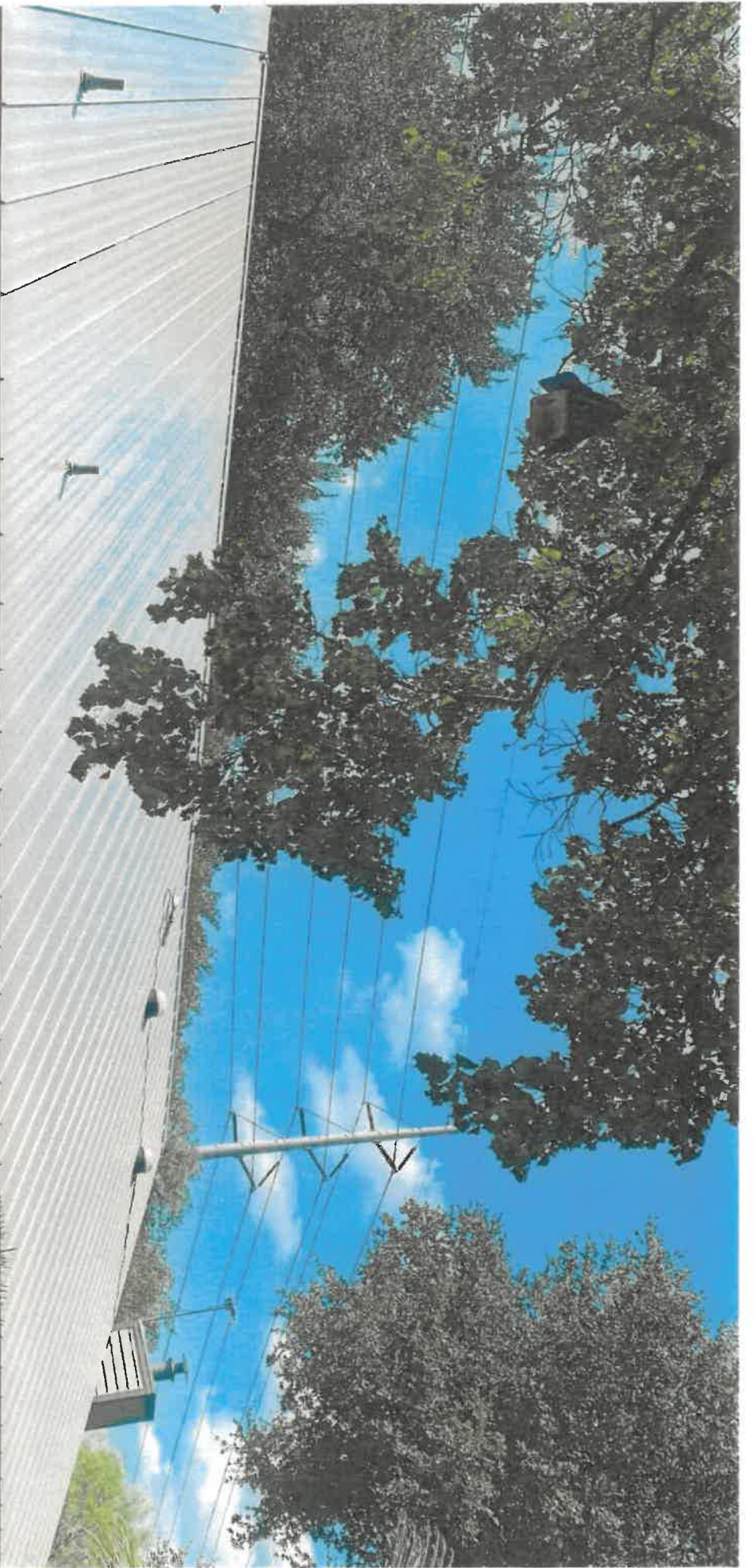














NEW METAL ROOF

True Rough Sawn  
2x6 pine

8x8 posts  
10'

8"x11"

8"x8" post

12'

18"x  
24" deep  
Cement  
anchor  
footer

9'6" x 26' w 6" overhang



Cedar

Fence

roughly

line

8"x8" Post 10' oc

30'

Street View

College Street

24 gauge standing seam roof on new porch and house "antique silver"

2x6 rough sawn pine batt strip 18" oc

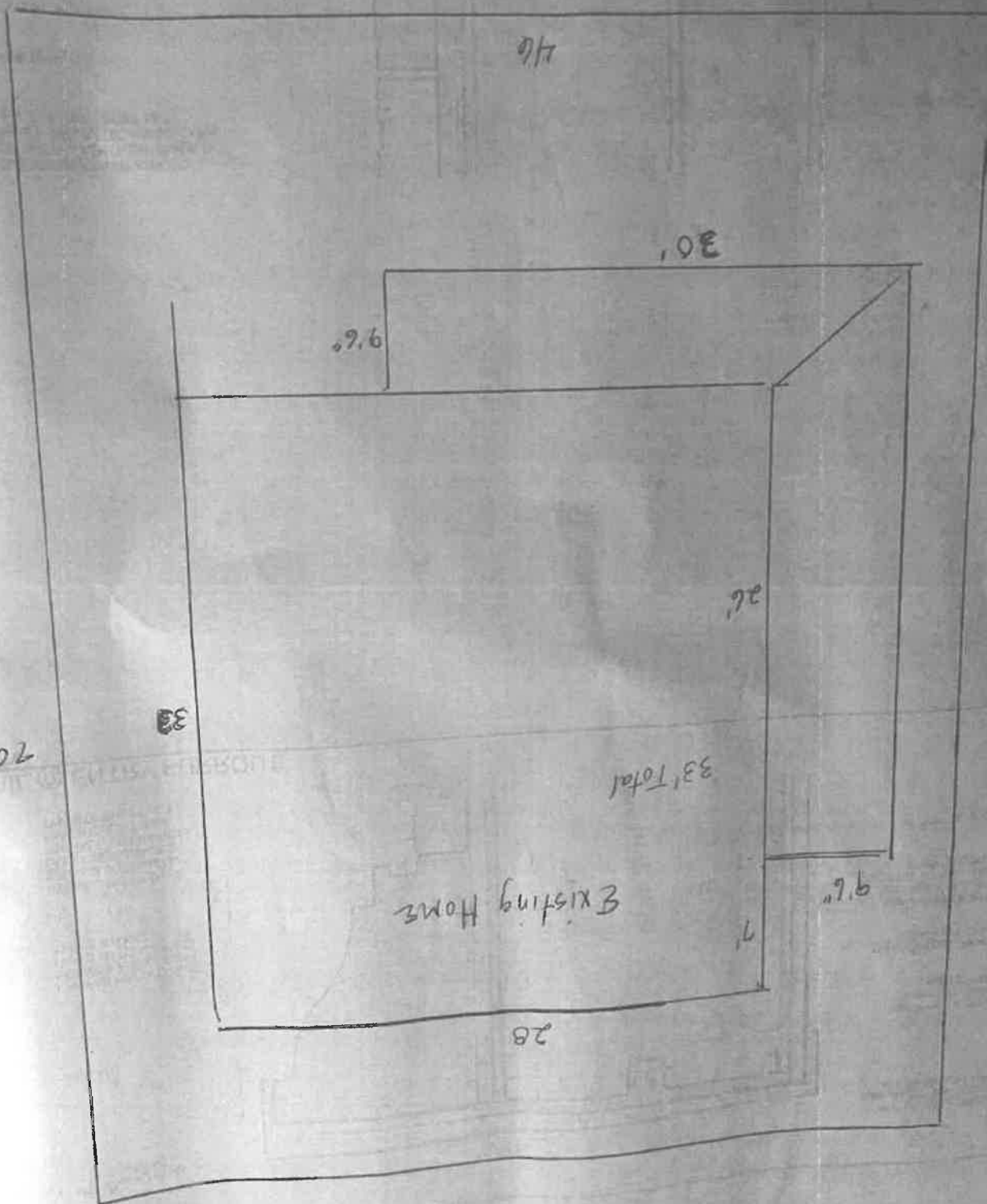
6"x6" Rough Sawn Pine rafters 4' oc

8"x12" Pine Header Beams

12"x12" post

German Street





**SHEPHERDSTOWN PLANNING COMMISSION MINUTES**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, May 19, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order: 6:01pm**

**2. Approval of Previous Months' Minutes:**

- a. April 21, 2025, Meeting Minutes – Motion to approve minutes: James Gatz/ 2<sup>nd</sup> Linus Bicker/ All Aye

**3. Visitors:**

- a. None

**4. Conflicts of Interest:**

- a. None

**5. Applications:**

- a. **25-05**                      310 W. German Street

Motion to approve application 25-05: Rebecca Parmesano/ 2<sup>nd</sup> Roger Monroe/  
All Aye

- b. **25-06**                      109 North Princess Street

Installation of 8 x 8 wooden shed to be constructed on site and to be painted white  
and black in color to match existing house.

Motion to approve application 25-06 with amendment to install shed three feet from  
property line: Rebecca Parmesano/ 2<sup>nd</sup> Linus Bicker/ All Aye

- c. **25-07**                      126 West German Street

Installation of Business Sign

Motion to approve application 25-07: Roger Monroe/2<sup>nd</sup> Linus Bicker/ All Aye

- d. **25-08**                      115 East German Street

Installation of white vinyl fence for patio.

# SHEPHERDSTOWN PLANNING COMMISSION MINUTES

## REGULAR MEETING AND PUBLIC HEARING

Monday, May 19, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

Application removed from the agenda. Application will be reviewed by Historic Landmarks Commission to receive a Certificate of Appropriateness.

- e. **25-11** 72 Shepherd Village Circle

Install screened -in back porch.

Motion to approve application 25-11 after verification of lot setbacks and open space requirements by Shepherdstown Planning staff: Linus Bicker/ 2<sup>nd</sup> James Gatz/ All Aye

- f. **25-12** 110 College Street

New Home Construction

Motion to reject application 25-12. Lot does not meet Title 9 lot size standards: Rebecca Parmesano/ 2<sup>nd</sup> James Gatz/ All Aye

- g. **25-13** 329 West German Street

Installation of Solar panels

Motion to approve application 25-13: Linus Bicker/ 2<sup>nd</sup> Roger Monroe/ All Aye

- h. **24-03** 102 College Street

Install new metal roof, porch covering (previously approved)

Motion to defer application to June 16, 2025 Planning Commission Meeting: Linus Bicker/2<sup>nd</sup> Roger Monroe/ All Aye

### 6. Staff Report:

- a. Gino Sisco and Ebonée Helmick provided the Planning Commission with an update on the proposed landscape design for the property located at 107 New Street.

### 7. Continuing Business:

- a. Review of Shepherdstown PUD Ordinance: Mayor James Gatz is coordinating a formal review of the Town's ordinances with WVU Law Clinic. The Planning Commission will be notified of the process to review the Title 9- Planning and Zoning Ordinance.

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, May 19, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

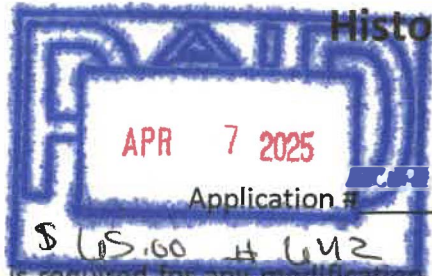
**8. New Business:**

- a. None

**9. Adjournment:**

- a. Motion to adjourn meeting: Linus Bicker/ 2<sup>nd</sup> Rebecca Parmesano/ All Aye





# 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 Spinos  
(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 Spinos

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

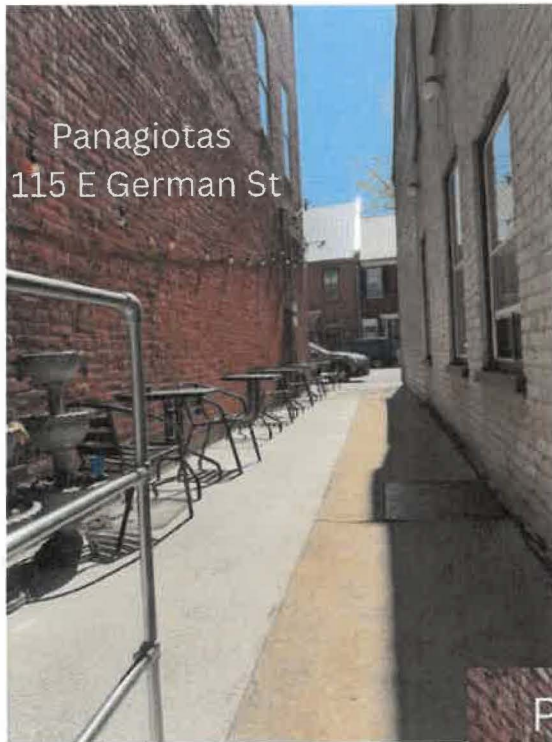
For Office Use:

Zoning Officer Comments

Fee Paid 65.00

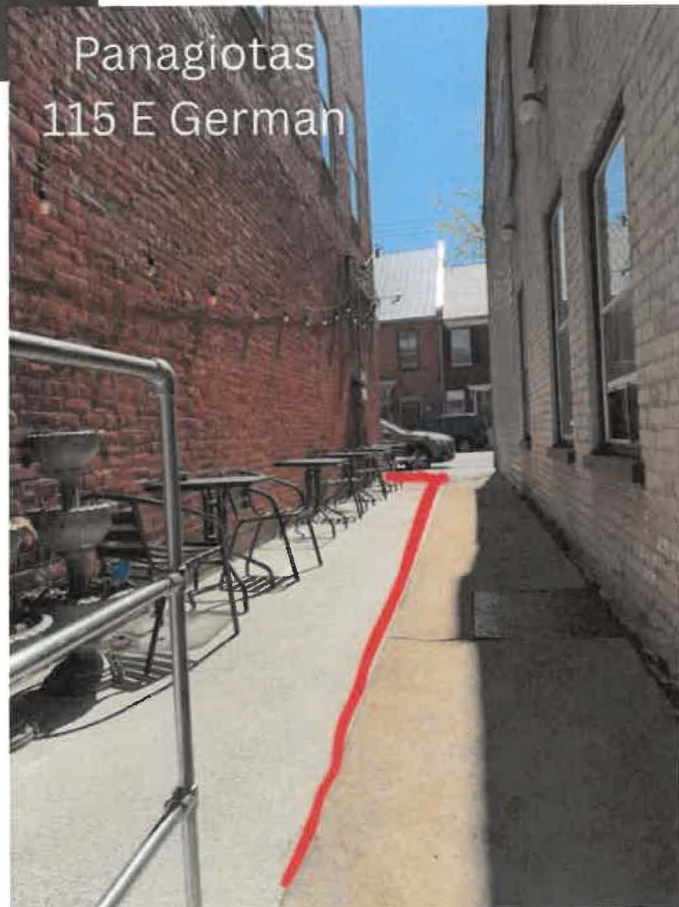
Date Paid 04/07/25

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

metal  
hand rail

Gate with  
latch  
(2ft min.)

Door

Building

115 E German

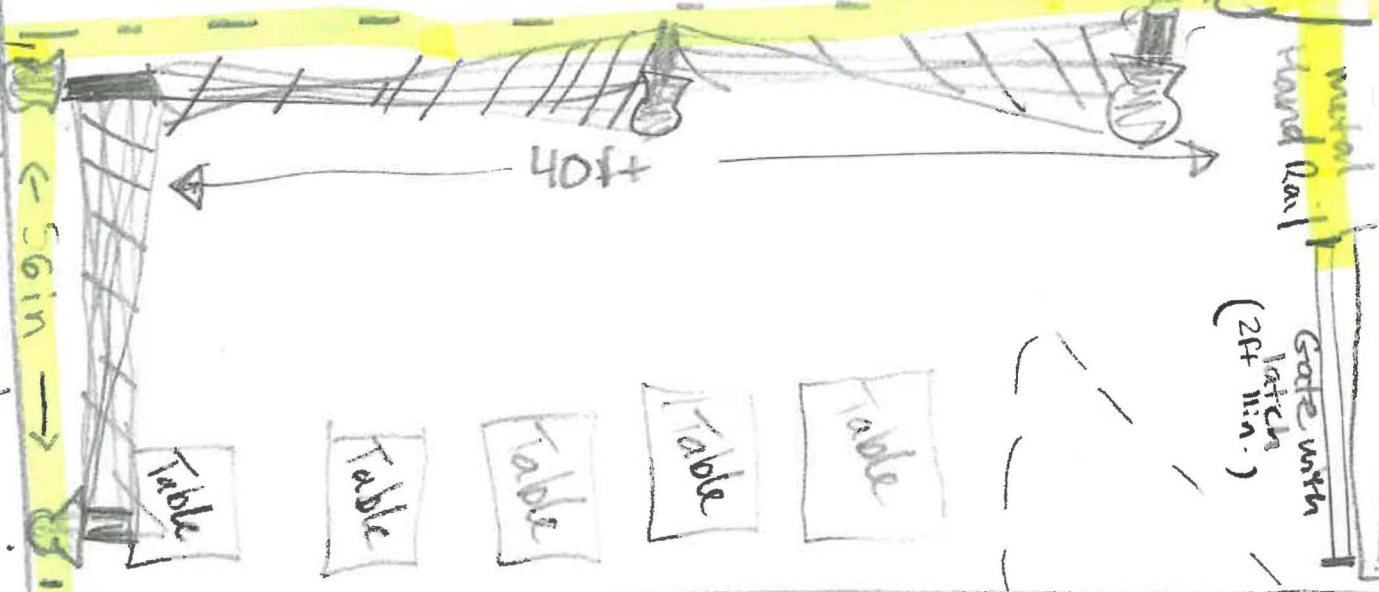
Pangloss

White Vinyl →  
lattice

White Vinyl →  
lattice

(Ally)

Side walk



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 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: 5.28.25

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

(Owner)

Print Name: Barrion 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





## Application for Project Permit

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





## Application for Project Permit

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

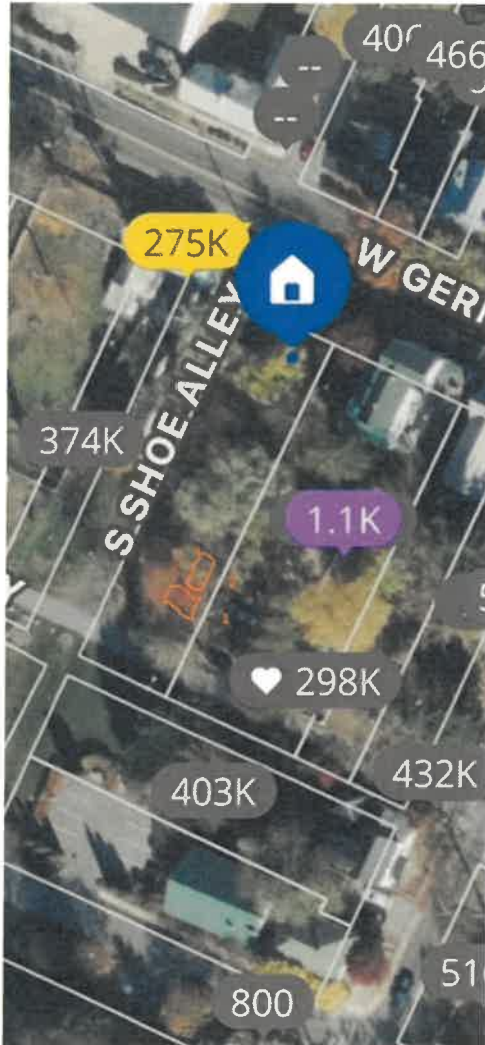
PO Box 248 (for mailing)

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: 140a 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: John M. Shank  
(Owner)  
Print Name: 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

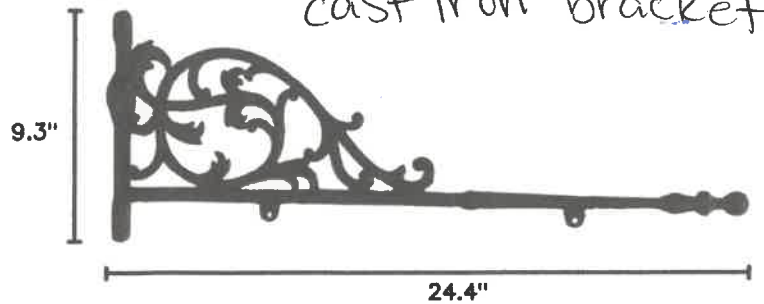
104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

## 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

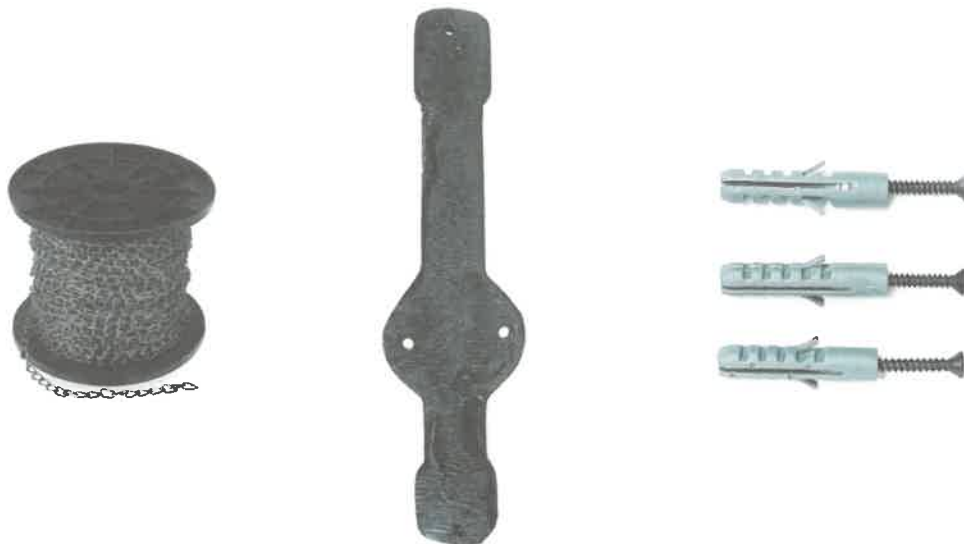


**Desired Placement Of Sign On Building**  
(our storefront is within the dotted lines)



**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.







Application Number 24 - 03

## Application for Certificate of Appropriateness & Project Permit

### Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:

Andy Beall (Phone 304-876-6858, E-Mail [abeall@shepherdstown.us](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Kenneth Postalwait  
(Must be Property Owner)

Mailing Address: 3550 Aux. Airport Rd.  
Sequin, Wv 25855

Day Time Telephone Number: 830 660-6790

E-Mail Address: rhawk61@gmail.com

Street Address of Proposed Work: 102 College

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

Current Zoning: Residential Current Land Use: Residential

Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: Install new metal roof

24 gauge Antique Silver

Porch covering (partial North/West sides)

Cost Estimate: 4800<sup>00</sup> Project Category (Descriptions on Next Page): \_\_\_\_\_

Contractor performing work: Ken Postalwait

Contractor's Business License #: \_\_\_\_\_

A copy of the contractor's Shepherdstown business license or license application **MUST** be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop work order on the project.



Application Number \_\_\_\_\_ - \_\_\_\_\_

**Application for Project Permit**  
**(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

**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.

**Category IV-** Demolition or Relocation of a Structure

**(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. (SAMPLE ATTACHED)

\_\_\_\_\_ 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:**

\_\_\_\_\_ 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.



Application Number \_\_\_\_\_ - \_\_\_\_\_

**Checklist of Required Information for Applications Continued**

**All Categories:**

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

**Section 9-905 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.

**Please read the following paragraph carefully and sign.**

Attach documents specified in the checklist on the back 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 in order 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: 1-6-2024

Owner's Signature: Ken Postalwait

Print Name: Ken Postalwait

**Fees shall be paid 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.**

Zoning Officer Comments:

Fee Paid \$564.00

Date Paid 1/8/24

+ CC#



Application Number \_\_\_\_\_ - \_\_\_\_\_

**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

*Please check all boxes that may apply (Application Fees Due Upon Submittal):*

	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
	<p><b><u>Category III:</u></b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <p><b>\$50.00</b>      Accessory Buildings  <b>\$150.00</b>      Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b>      Contributing Structures (≥ 50 years old)</p>
<p><b>Certificate of Appropriateness Advertisement Fee:</b> <span style="float: right;"><b>\$15</b></span></p>	



# Receipt

**Payment processed succesfully!** Thank You for your Payment. Please print this receipt for your records. An email receipt will be sent if you have provided your email.

## Your payment receipt.

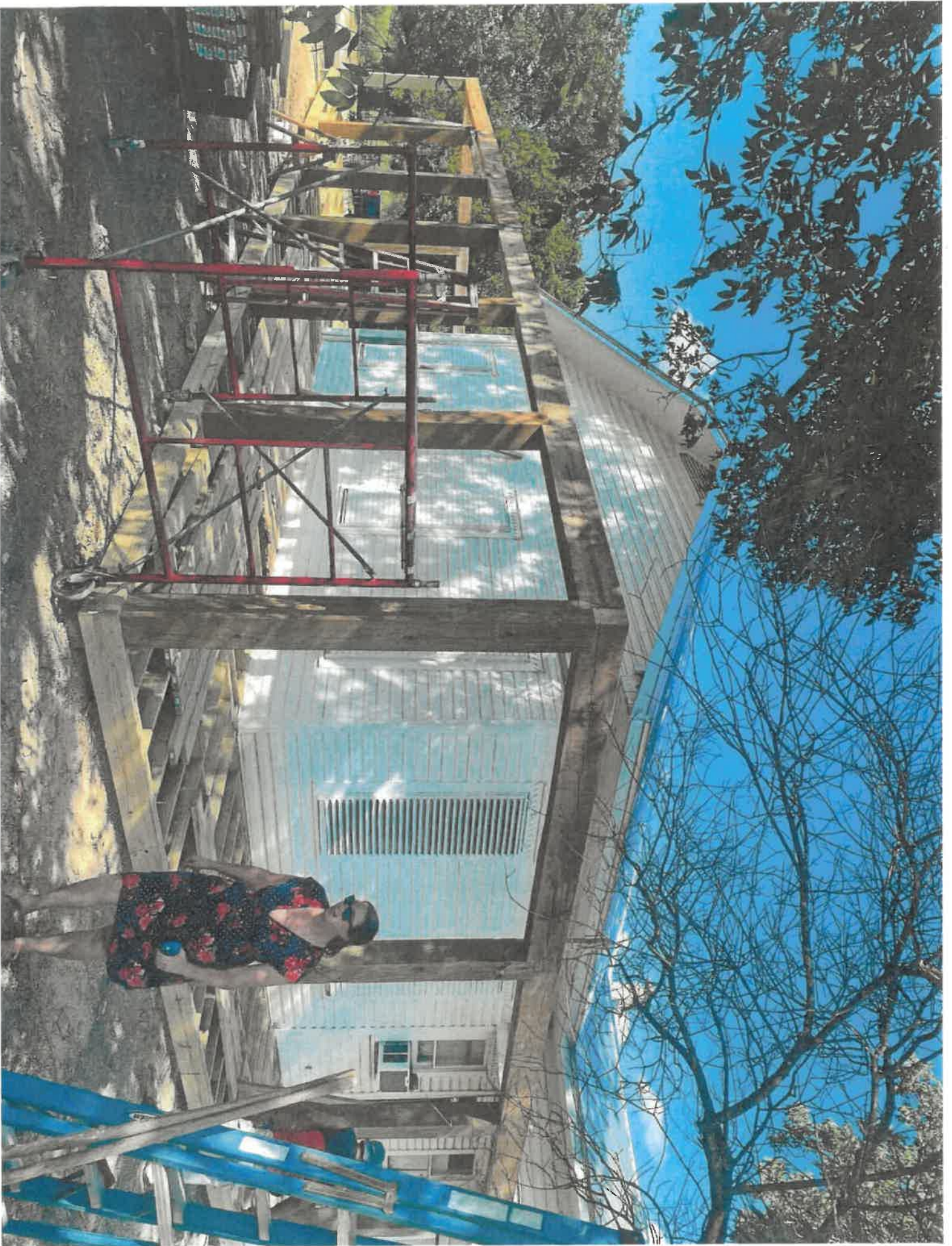
Dear KENNETH POSTALWAIT,

Thank You for your payment.

### Payment Details

Transaction Amount :	\$566.00
Processing Fee:	\$15.56
Total Amount:	\$581.56
Authorization Code:	6181894
Transaction Date:	1/8/2024 3:39:20 PM
Card Holder :	KENNETH POSTALWAIT
Card :	VISA ending with 8794

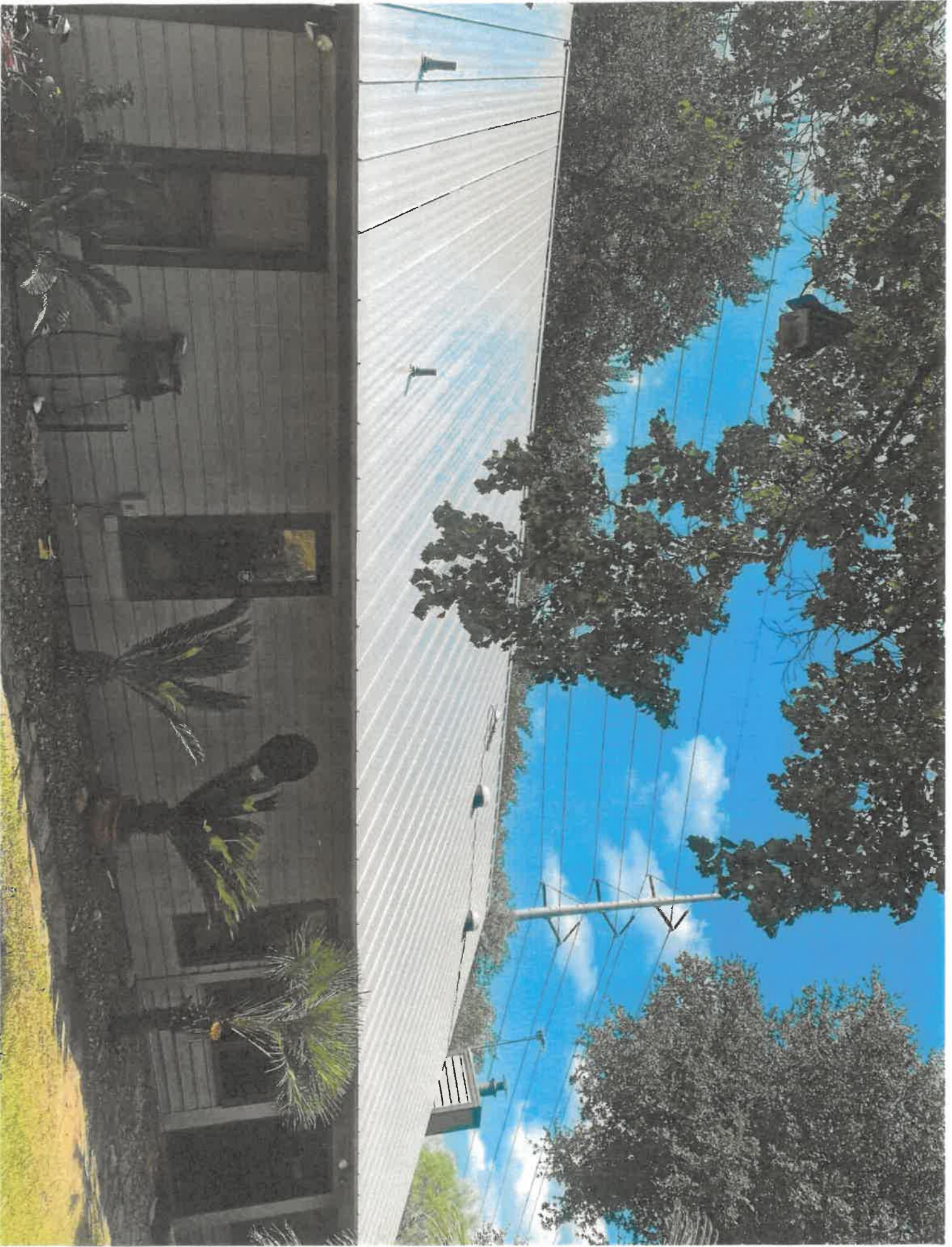
*Please allow 48-72 hours for your payment to post. Please contact us at in case of questions.*













NEW METAL ROOF

True Rough Sawn  
2x6 pine

8x8 posts  
10'

8"x11"

8"x8" post

12'

18"x  
24" deep  
Cement  
anchor  
footer

9'6" x 26' w 6" overhang

Cedar

Fence

roughly

line

8"x8" Post 10' oc

30'

Street View

College Street

24 gauge standing seam roof on new porch and house "antique silver"

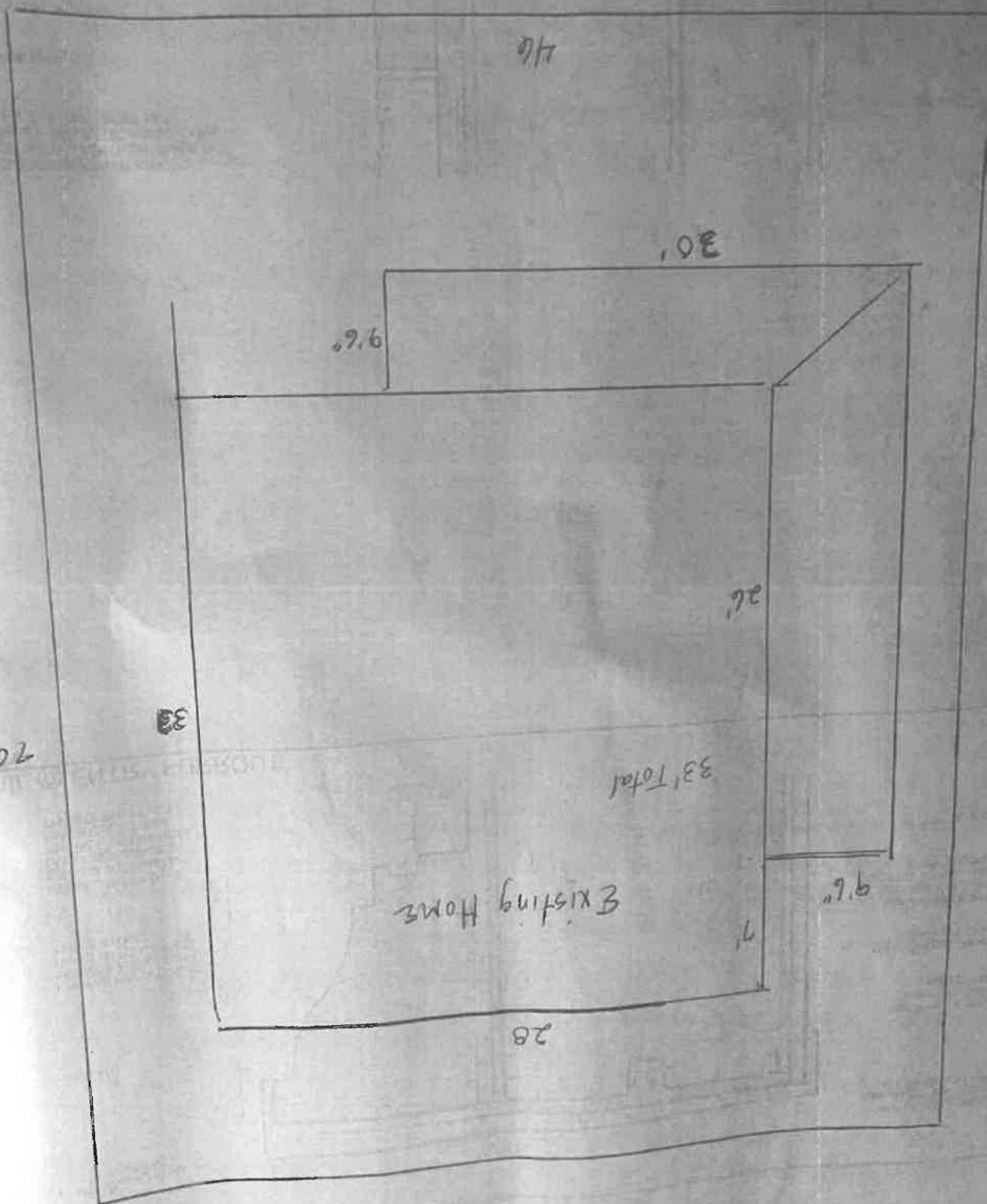
2x6 rough sawn pine batt strip 18" oc

6"x6" Rough Sawn Pine rafters 4' oc

8"x12" Pine Header Beams

12"x12" post

German Street





**SHEPHERDSTOWN PLANNING COMMISSION MINUTES**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, May 19, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**8. New Business:**

- a. None

**9. Adjournment:**

- a. Motion to adjourn meeting: Linus Bicker/ 2<sup>nd</sup> Rebecca Parmesano/ All Aye



# 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:

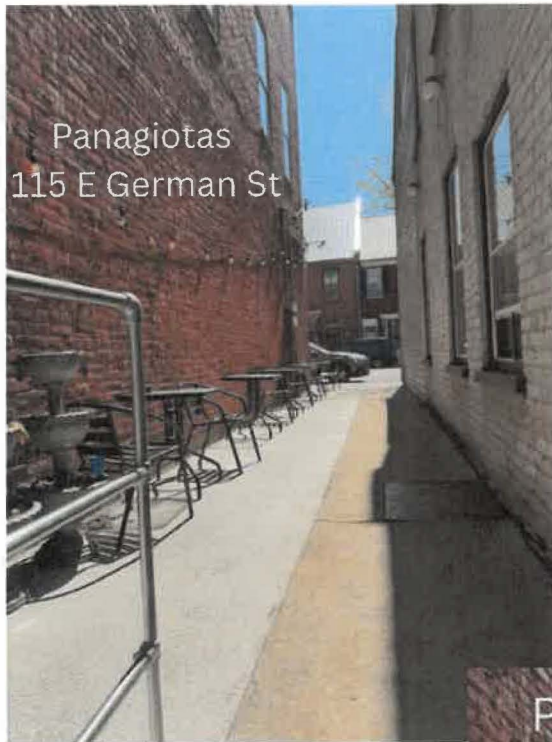
Zoning Officer Comments

Fee Paid 65.00

Date Paid 04/07/25

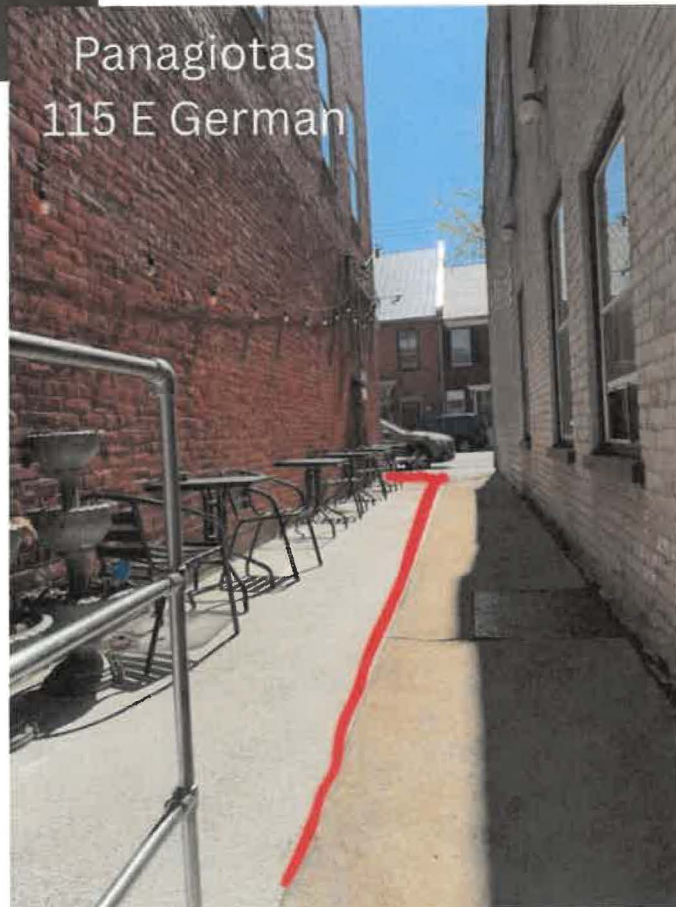


25-08



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

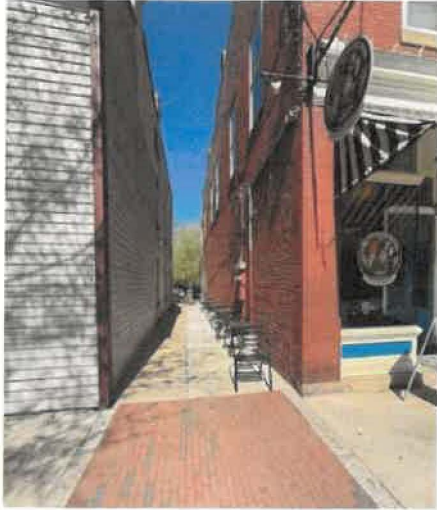


Panagiotas  
115 E German St



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

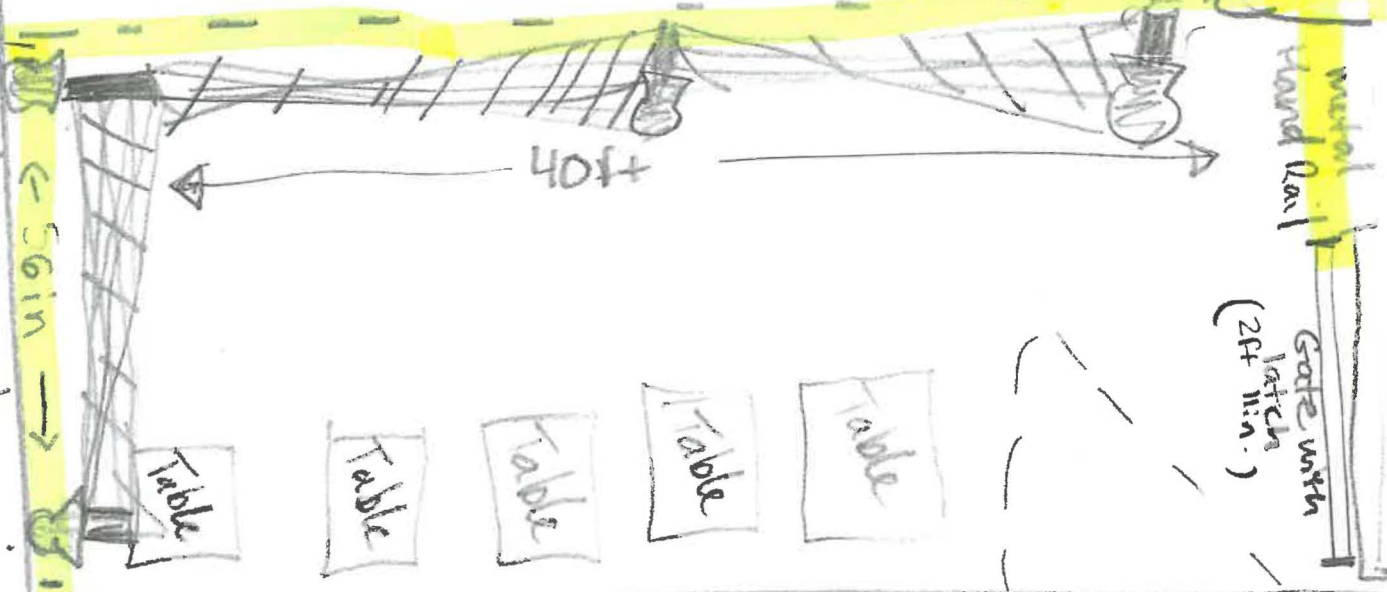
Picture of →  
M/ Seabirds  
or leave →  
to people  
1000

White Vinyl →  
lattice

White Vinyl →  
lattice

(Ally)

Side walk



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

104 N King St

PO Box 248 (for mailing)  
Shepherdstown, WV 25443

Application #

25-14

### 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:

5.28.25

Signature:

(Owner)

Print Name:

Barrion 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







## Application for Project Permit

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





## Application for Project Permit

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

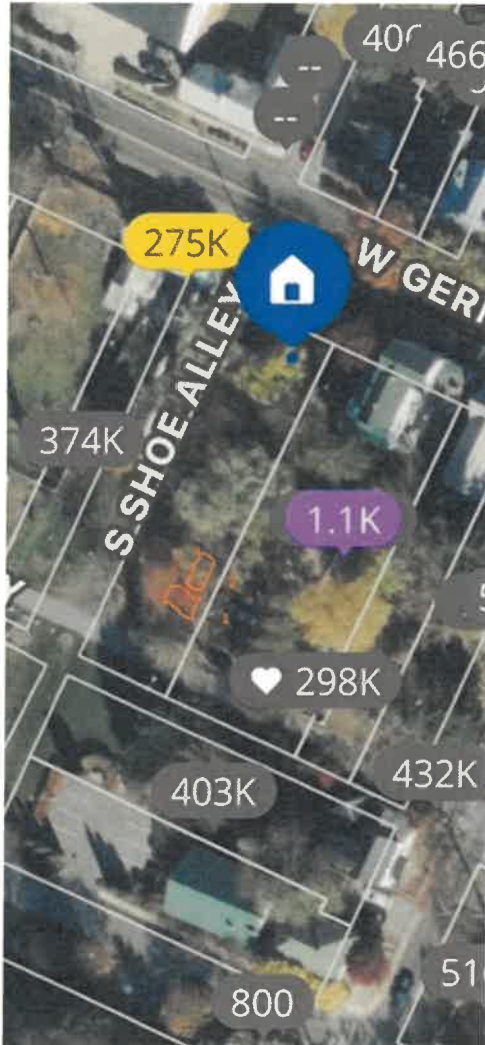
PO Box 248 (for mailing)

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: 1400 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: John M. Shank  
(Owner)  
Print Name: 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

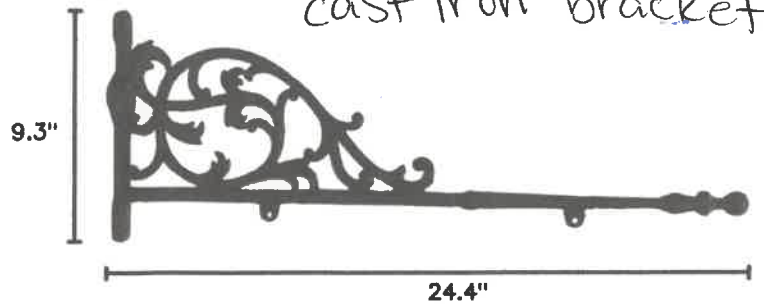
104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

## 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

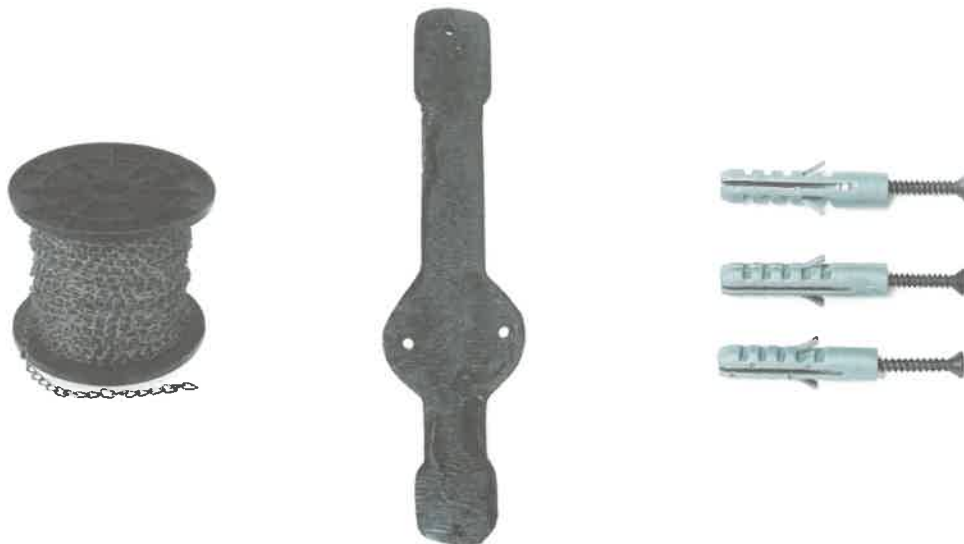


**Desired Placement Of Sign On Building**  
(our storefront is within the dotted lines)



**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.







Application Number 24 - 03

## Application for Certificate of Appropriateness & Project Permit

### Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:

Andy Beall (Phone 304-876-6858, E-Mail [abeall@shepherdstown.us](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Kenneth Postalwait  
(Must be Property Owner)

Mailing Address: 3550 Aux. Airport Rd.  
Sequin, Wv 25855

Day Time Telephone Number: 830 660-6790

E-Mail Address: rhawk61@gmail.com

Street Address of Proposed Work: 102 College

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

Current Zoning: Residential Current Land Use: Residential

Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: Install new metal roof

24 gauge Antique Silver

Porch covering (partial North/West sides)

Cost Estimate: 4800<sup>00</sup> Project Category (Descriptions on Next Page): \_\_\_\_\_

Contractor performing work: Ken Postalwait

Contractor's Business License #: \_\_\_\_\_

A copy of the contractor's Shepherdstown business license or license application **MUST** be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop work order on the project.



Application Number \_\_\_\_\_ - \_\_\_\_\_

**Application for Project Permit**  
**(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

**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.

**Category IV-** Demolition or Relocation of a Structure

**(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. (SAMPLE ATTACHED)

\_\_\_\_\_ 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:**

\_\_\_\_\_ 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.



Application Number \_\_\_\_\_ - \_\_\_\_\_

**Checklist of Required Information for Applications Continued**

**All Categories:**

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

**Section 9-905 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.

**Please read the following paragraph carefully and sign.**

Attach documents specified in the checklist on the back 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 in order 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: 1-6-2024

Owner's Signature: Ken Postalwait

Print Name: Ken Postalwait

**Fees shall be paid 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.**

Zoning Officer Comments:

Fee Paid \$564.00

Date Paid 1/8/24

+ CC#



Application Number \_\_\_\_\_ - \_\_\_\_\_

**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

*Please check all boxes that may apply (Application Fees Due Upon Submittal):*

	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
	<p><b><u>Category III:</u></b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <p><b>\$50.00</b>      Accessory Buildings  <b>\$150.00</b>      Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b>      Contributing Structures (≥ 50 years old)</p>
<p><b>Certificate of Appropriateness Advertisement Fee:</b> <span style="float: right;"><b>\$15</b></span></p>	



# Receipt

**Payment processed succesfully!** Thank You for your Payment. Please print this receipt for your records. An email receipt will be sent if you have provided your email.

## Your payment receipt.

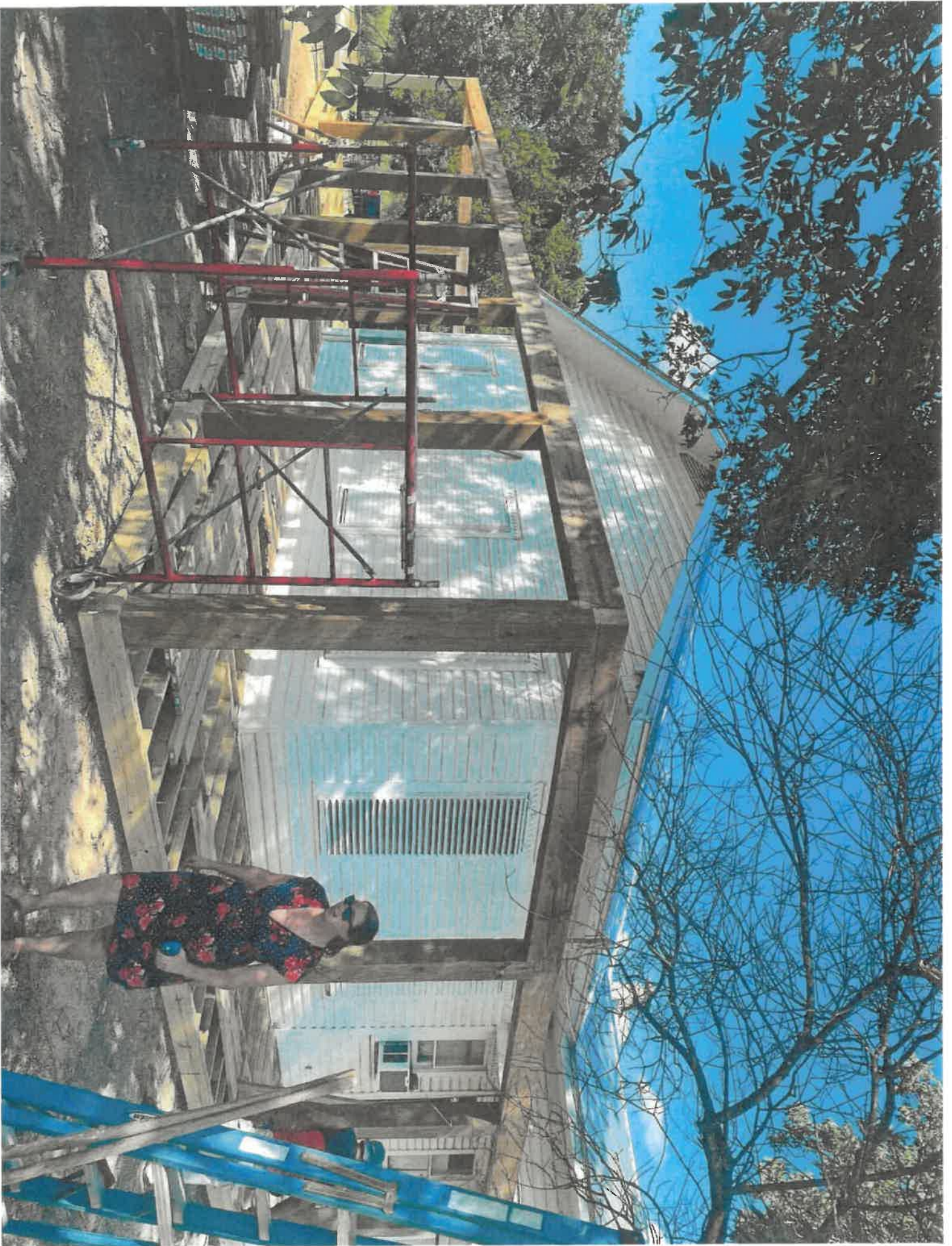
Dear KENNETH POSTALWAIT,

Thank You for your payment.

### Payment Details

Transaction Amount :	\$566.00
Processing Fee:	\$15.56
Total Amount:	\$581.56
Authorization Code:	6181894
Transaction Date:	1/8/2024 3:39:20 PM
Card Holder :	KENNETH POSTALWAIT
Card :	VISA ending with 8794

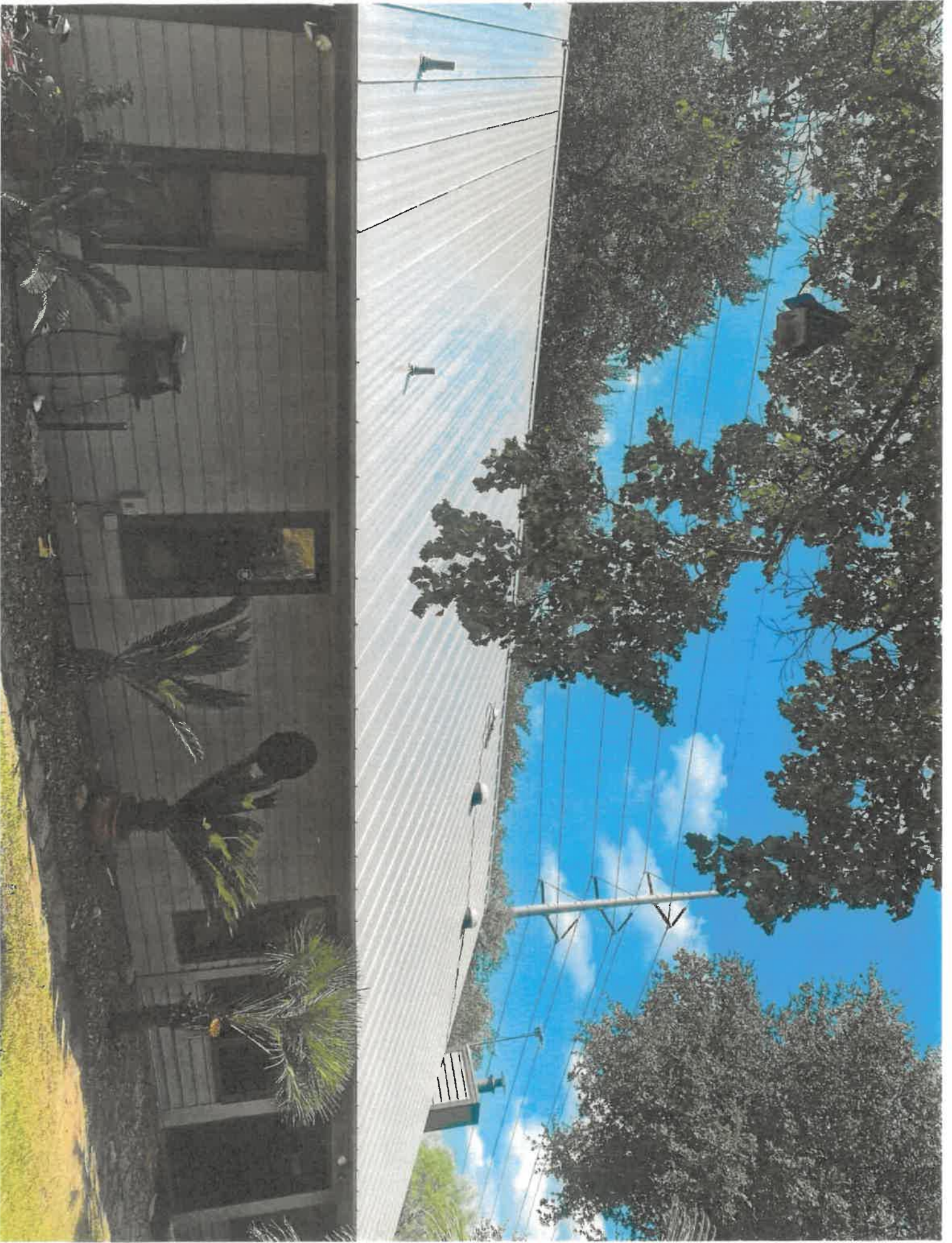
*Please allow 48-72 hours for your payment to post. Please contact us at in case of questions.*













NEW METAL ROOF

True Rough Sawn  
2x6 pine

8x8 posts  
10'

8" x 1"

8" x 8" post

12'

18" x  
24" deep  
Cement  
anchor  
footer

9' 6" x 26" w 6" overhang

Cedar

Fence

property

line

8"x8" Post 10' oc

30'

Street View

College Street

24 gauge standing seam roof on new porch and house "antique silver"

2"x6 rough sawn pine batt strip 18" oc

6"x10" Rough Sawn Pine rafters 4' oc

8"x12" Pine Header Beams

12"x12" post

German Street

