

# **SHEPHERDSTOWN TOWN COUNCIL MEETING AGENDA**

Wednesday, July 9, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

Join Zoom

<https://us06web.zoom.us/j/83977473546?pwd=FLhby8R2Uy5maMX0uiKitrNb5uS8sL.1>

Meeting ID: 839 7747 3546

Passcode: 977227

## **1. Call to Order**

## **2. Approval of Minutes**

- a. Town Council Meeting Minutes of June 9 and 11, 2025

## **3. Public Comment Period**

- a. Persons who have registered to address Town Council

## **4. Public Hearing**

- a. Second Reading – Amendment to Special Events Ordinance (reducing required time for submitting an application for an event permit from 30 days to 14 days in advance of the event)
- b. Second Reading of 2025 Comprehensive Plan Draft

## **5. Ongoing Business**

- a. Staff Reports
- b. Town Financial Status
  - i. Review and Approval of 05/31/25 Budget vs. Actual Financial Reports
  - ii. Review and Approval of Town Expenditures
- c. Town Hall Interns Program

## **6. New Business**

- a. Event Request – Freedom’s Run
- b. Draft Policy for Art-Enhanced Public Benches by Local Artists in Shepherdstown
- c. Directional Markings for Bike Path on High Street

## **7. Reports of Committees, Commissions, and Boards**

Review of draft and/or approved minutes from meetings held since June 11, 2025

- Age Friendly Shepherdstown Committee
- Finance Committee
- Historic Landmarks Commission
- Parks and Recreation Committee
- Planning Commission
- Public Works Committee
- Tree Commission
- Water and Sanitary Boards

## **8. Mayor's Report**

Documents referenced or acted upon in these minutes are included in the meeting packet and available at [www.shepherdstown.gov](http://www.shepherdstown.gov).

**Special Town Council Meeting  
Re: 2025 Comprehensive Plan Public Hearing  
Monday, June 9, 2025  
6:30 p.m.  
Shepherdstown Community Club/War Memorial Building  
102 East German Street**

1. Call to Order and Opening of Public Hearing at 6:34 p.m.
2. Council Present: Mayor Gatz, Marty Amerikaner, Shannon Thomas, Linus Bicker, Marcy Bartlett (via Zoom)  
Council Absent: Cheryl Roberts  
Staff Present: Amy Boyd, Gino Sisco  
Visitor's: See attached
3. Mayor Gatz explained that the Planning Commission has forwarded the 2025 Draft Comprehensive Plan to the Town Council. Upon receipt of the Plan, the next step in the process is a public hearing to receive public comment.
4. Public Comment
  - Written comments (3) were read by S. Thomas
  - Comments from attendees – Jan Hafer and Harriet Pearson
5. Closing of Public Hearing and Adjournment at 6:49 p.m.

## **SHEPHERDSTOWN TOWN COUNCIL MEETING MINUTES**

Wednesday, June 11, 2025 – 6:30 p.m.

Town Hall – 104 North King Street

### **1. Call to Order at 6:34 p.m.**

2. Members Present: Mayor Gatz, Marty Amerikaner, Marcy Bartlett (via Zoom), Shannon Thomas and Carrie Blessing

Members Absent: Cheryl Roberts, Linus Bicker

Visitors Present: See attached sign-in sheet

Zoom Attendees: See attached sign-in sheet

### **2. Approval of Minutes**

- a. Town Council Meeting Minutes of April 29 and May 14, 2025. Moved to approve by S. Thomas, seconded by M. Amerikaner, approved as amended. Unanimous.

### **3. Public Comment Period**

- a. Persons who have registered to address Town Council

### **4. Public Hearing**

- a. Second Reading – Amendment to Special Events Ordinance (reducing required time for submitting an application for an event permit from 30 days to 14 days in advance of the event) Moved to table by S. Thomas, second by M. Amerikaner. Unanimous.
- b. First Reading of 2025 Comprehensive Plan Draft – The proposal was not rejected. This will move on for the second reading.

### **5. Ongoing Business**

- a. Volunteer Appointments
- i. Board of Appeals – Jack Childers and Ashleigh Sanders – Moved to approve by C. Blessing, second by S. Thomas. Unanimous.
- b. Town Council Meeting Policy – Update/Discussion Moved by S. Thomas, second by M. Amerikaner, approve as modified. Unanimous.
- c. Staff Reports - enclosed



Documents referenced or acted upon in these minutes are included in the meeting packet and available at [www.shepherdstown.gov](http://www.shepherdstown.gov).

d. Town Financial Status

- i. Revisions to the Town of Shepherdstown FY 2025 Operating Budget – Resolution
- ii. FY 25 Budget Amendment Q4 – Resolution – Moved by M. Bartlett, second by C. Blessing to approve. Unanimous.
- iii. April 30, 2025 Budget vs. Actual Financial Reports were reviewed.
- iv. Review and Approval of Town Expenditures – Moved by S. Thomas, second by C. Blessing, to approve. Unanimous.

e. Town Hall Interns Program – Moved by M. Amerikaner, second by M. Bartlett to approve. Unanimous.

f. Status of Financial System RFP – will extend the dates and repost

g. Status of Landscaping RFP – will extend the dates and repost

h. Status of Search for Finance Director

i. Status of Search for Project Manager and Planning Specialist

## 6. New Business

a. Town Communications Plan – Michael Chalmers provided a handout explaining his role.

b. Proclamation Thanking Joannie Moossy and Team re: Pride Parade – Motion by S. Thomas, second by C. Blessing, to approve. Unanimous.

c. Private Outdoor Designated Areas (PODA) – discussion S. Thomas suggested creating a Taskforce to further this along. Mayor Gatz suggested a more informal body (i.e. volunteers from Experience Shepherdstown). S. Thomas suggested broader representation.

d. Requests for Support

a. Experience Shepherdstown – Moved to approve by M. Amerikaner, seconded by C. Blessing. Unanimous.

b. Contemporary American Theater Festival – Moved to approve by S. Thomas, second by M. Amerikaner. Unanimous.

c. Beeline March – Moved to approve by C. Blessing, seconded by S. Thomas. Unanimous.

d. Rosehill Cemetery – Moved to approve by M. Amerikaner, seconded by C. Blessing. Unanimous.

## 7. Reports of Committees, Commissions, and Boards

Review of draft and/or approved minutes from meetings held since May 14, 2025

- Age Friendly Shepherdstown Committee

- Finance Committee

- Historic Landmarks Commission

- Parks and Recreation Committee

Documents referenced or acted upon in these minutes are included in the meeting packet and available at [www.shepherdstown.gov](http://www.shepherdstown.gov).

- Planning Commission
- Public Works Committee
- Tree Commission
- Water and Sanitary Boards

#### **8. Mayor's Report**

**Moved to adjourn at 9:56 p.m. by M. Amerikaner, seconded by S. Thomas. Unanimous.**

DRAFT

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

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

TITLE 8

Chapter 8 – Special Events Ordinance

Section 8-801 – Definitions:

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

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

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

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

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

Section 8-802 – Permit Required:

The Town Council hereby finds as follows:

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

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

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

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

Section 8-803 – Issuance or Denial of Permit:

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

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

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



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

#### Section 8-804 – Compliance; Penalties:

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

#### Section 8-805 – Revocation of Permit:

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

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

- (c) The Town Administrator, ~~or designee,~~ may authorize the refund of any rental fees or other fees for Town services not utilized in the event that the applicant is unable to hold or conduct the event due to inclement weather or ~~some an~~ other cause not within the applicant's control. ~~The request for such refund must be received by the Town Administrator, or designee, within seven ten (710) days of the scheduled event date.~~ The application fee is non-refundable.

#### Section 8-806 – Appeal:

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

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

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

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

Section 8-808 – Indemnification and Insurance Requirements:

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

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

Section 8-809 – Fees:

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

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Section 8-810 – Severability:

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

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Recorder

**AN ORDINANCE TO ADOPT  
THE 2025 COMPREHENSIVE PLAN IN ACCORDANCE WITH CHAPTER 8A,  
ARTICLE 3 OF THE CODE OF THE STATE OF WEST VIRGINIA.**

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

WHEREAS the title of this Ordinance is the Corporation of Shepherdstown, West Virginia 2025 Comprehensive Plan Ordinance. The purpose of this Ordinance is for the lawful adoption of the aforesaid Comprehensive Plan, which was presented to the Town Council by the Planning Commission on May 14, 2025, as required by W. Va. Code, § § 8A-3-7. The 2025 Comprehensive Plan is incorporated by reference.

WHEREAS, W. Va. Code § 8A-3-4 sets forth the mandatory components of a comprehensive plan. The Town is required to consider its goals and objectives in the areas of land use, housing, transportation, infrastructure, public services, rural areas, recreation, economic development, community design, preferred development areas, renewal and/or redevelopment, financing, and historic preservation.

WHEREAS, the Town Council finds that the 2025 Comprehensive Plan meets the specific requirements of W. Va. Code § 8A-3-4.

ACCORDINGLY, this Ordinance, adopted by a majority of the Town Council with a quorum present, and proper notice having been given as required by W. Va. Code § 8A-3-7, adopts the 2025 Comprehensive Plan of the Corporation of Shepherdstown.

References: W. Va. Code § 8A-3-4; W. Va. Code § 8A-3-7.

First Reading: June 11, 2025

Second Reading:

Adopted:

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Mayor

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Recorder

## **Comprehensive Plan Comments for June 9, 2025**

**Greg Welter**  
**80 Shepherd Village Circle**  
**Shepherdstown, WV**  
**May 26, 2025**

### **Comments and suggested edits for the draft Shepherdstown 2025 Comprehensive Plan**

First, I want to commend those who have worked on the draft plan in their having produced a very readable, useful and implementable document. Hopefully the suggestions that I make below will add to its utility.

**Page 2** - I'd suggest adding the specific issuance date of the plan (that is, include month and day) so as to differentiate different versions of the document. **RESPONSE: THE TOWN COUNCIL WILL APPROVE THE FINAL VERSION; THERE IS NO NEED TO REFER TO EARLIER DRAFTS.**

**Page 11** - The bullet sentence "Vacant land accounts for about 9.6 acres within the town. The vacant land is primarily along the Potomac River" doesn't seem consistent with the Figure 1 map directly below. **RESPONSE: WE REMOVED THE SENTENCE, "THE VACANT LAND IS PRIMARILY ALONG THE POTOMAC RIVER."**

The text in the legend box in Figure 1 is difficult to read. It is not distinct and is small. Perhaps the central image in the figure could be moved left to make more room for the legend box. Transferring from a larger image might make the text more distinct. (This comment also applies to Figures 2 and 3.)  
**RESPONSE: WE ARE NOT ABLE TO INSERT ADDITIONAL FIGURES INTO THE FINAL DRAFT.**

**Page 15** - I think the intent of the third sentence would be better conveyed with the subjects reversed. "To facilitate ~~County~~ Town objectives for coordination with ~~Town~~ County planning." **RESPONSE: THAT IS A QUOTE FROM THE TOWN'S DOCUMENTATION WHEN IT CREATED THE GBM. WE DID NOT MAKE THE TEXT CHANGE.**

**Page 24** - In EC13 title, change the word "Lots" to "Units" **RESPONSE: WE MADE THIS MINOR EDIT.**

I suggest adding one more implementation strategy. “EC15. Intentional planning effort to maximize the beneficial reuse or redevelopment of the soon to be vacated school buildings in the Town.” **RESPONSE: WE ARE NOT ABLE TO ADD NEW STRATEGIES TO THE PLAN AT THIS STAGE IN THE PROCESS.**

**Page 26** - Under the Subcategory 2A subhead, I suggest inserting a new figure depicting the extent of the Historic District, and locating any named structures/properties currently listed in the National Register of Historic Places. **RESPONSE: WE ARE NOT ABLE TO INSERT ADDITIONAL FIGURES INTO THE FINAL DRAFT.**

**Page 29** - I suggest adding one sentence to the third paragraph of the introduction. “In addition to or in lieu of annexation, it is essential that the Town have meaningful and effective input into County decision-making regarding approaches to the Town in the GMB.” **RESPONSE: WE ARE NOT ABLE TO ADD NEW STRATEGIES TO THE PLAN AT THIS STAGE IN THE PROCESS.**

**Page 30** - In the LU6 title, I suggest substituting the words “effectively sized” rather than “oversized.” **RESPONSE: WE MADE THIS MINOR EDIT.**

**Page 34** - Correct the line format in the fifth line of the first paragraph.

Under PS1, I’d suggest adding a figure depicting the location of the SVFD and showing the geographic area that it is generally assigned to serve. **RESPONSE: WE ARE NOT ABLE TO INSERT ADDITIONAL FIGURES INTO THE FINAL DRAFT.**

**Page 35** - Modify the title for PS2 to read: “Include the Fire Department in the Town’s **and the County’s** Development Review Processes **RESPONSE: WE ARE NOT ABLE TO ADD NEW STRATEGIES TO THE PLAN AT THIS STAGE IN THE PROCESS.**

Under Subcategory 4D, I suggest inserting two figures depicting the areal extent of the current service areas of the Town water distribution system and wastewater collection system. (I would not include showing the actual pipes, pumping stations or other assets,...just the current geographic extent of service.) **RESPONSE: WE ARE NOT ABLE TO INSERT ADDITIONAL FIGURES INTO THE FINAL DRAFT.**

I’d also suggest a street map inside the Town limits showing which streets are maintained by the Town and which by the state. **RESPONSE: WE ARE NOT ABLE TO INSERT ADDITIONAL FIGURES INTO THE FINAL DRAFT.**

**Page 36** - Under subcategory 4E, insert a figure showing the parks owned by the Town and reasonably nearby parks owned by the County, as well as Morgan Grove Park and



the C&O Canal. These aren't parks, but I'd also locate on the map the public library and the NCTC, as they are valuable cultural resources for the town. **RESPONSE: WE ARE NOT ABLE TO INSERT ADDITIONAL FIGURES INTO THE FINAL DRAFT.**

**Page 37** - Consider the following two additions.

PS25 – Consider plans for conversion of existing street lighting fixtures to “Dark Sky” friendly LED fixtures, with appropriate shielding as needed in individual cases to prevent unwanted fugitive light into homes. **RESPONSE: WE ARE NOT ABLE TO ADD NEW STRATEGIES TO THE PLAN AT THIS STAGE IN THE PROCESS.**

PS26 – Assess the feasibility of relocating overhead power and communication wiring to underground, perhaps in certain sections of the town if not throughout. **RESPONSE: WE ARE NOT ABLE TO ADD NEW STRATEGIES TO THE PLAN AT THIS STAGE IN THE PROCESS.**

**Page 41** – Is identification of a private business (“The Mills Group”) appropriate for this table? I suspect that this entity is an appropriate partner, but there may need to be a competitive procurement for that service. **RESPONSE: WE REMOVED THE REFERENCE TO THE MILLS GROUP AND ADDED THE HISTORIC LANDMARKS COMMISSION, HISTORIC SHEPHERDSTOWN, AND THE STATE.**

**Sue Kemnitzer**

**05/27/2025**

Suggested Change to the May 2025 Draft of the Corporation of Shepherdstown  
Comprehensive Plan

Submitted by Sue Kemnitzer 5/27/2025.

Page 19 first paragraph.

Reasons for the suggestion:

1. The paragraph in the draft plan sounds like we are extending new service to Mecklenburg Heights rather than upgrading existing service.
2. The reader should know that fire protection was the main purpose for both neighborhoods.
3. The Federal Infrastructure bill of 2021 paid for 62% of the cost and the department's reserve accounts covered 48%.

*Suggested Replacement Paragraph*

*The Shepherdstown Water Department replaced existing lines with larger ones to Mecklenburg Heights and North Mill Street neighborhoods, plus added new fire hydrants. This increase in water pressure and hydrants greatly improves fire protection. The project was financed by a \$ 1.668 million grant from the Federal government's Infrastructure Investment and Jobs Act of 2021, and \$1.013 million from the Water Department's reserve accounts.* **RESPONSE: WE UPDATED THE DRAFT TEXT WITH THIS VERSION.**

Thanks, Sue Kemnitzer

**Marcy Bartlett**

**May 14, 2025**

Thank you, Planning Commission and other contributors to the 2025 Shepherdstown Comprehensive Plan. It is a document that will guide us in the years to come. Just a few last comments.

1. Page 16. This section seems to end rather abruptly, seeming to cite a GMB problem without the Town's action plan to address it. Suggestion to add another paragraph to the effect "The Corporation of Shepherdstown is making concerted efforts to participate earlier, more frequently, and with more community members with all Jefferson County Commission and Planning Commission meetings to provide the Town's voice in how the GMB is protected with well-developed plans. **RESPONSE: WE INSERTED THIS TEXT AS SUGGESTED.**

2. Page 19. Replace first bullet with "The Shepherdstown Water Department replaced existing water lines with larger ones to Mecklenburg Heights and North Mill Street neighborhoods and added new fire hydrants. This increase in water pressure and hydrants greatly improved fire protection in both neighborhoods. The project was financed by a \$ 1.668 million grant from the Federal government's Infrastructure Investment and Jobs Act of 2021, and \$1.013 million from the Water Department's reserve accounts. (Courtesy of Sue Kemnitzer) **RESPONSE: WE INSERTED THE TEXT AS SUGGESTED BY SUE KEMNITZER.**

3. Just a comment on the separator pages. Any chance you can remove a lot of the color that makes printing the full document costly. **RESPONSE: THANK YOU. WE ARE NOT ABLE TO MAKE THIS CHANGE AT THIS STAGE IN THE PROCESS.**



# CORPORATION OF SHEPHERDSTOWN

2025  
COMPREHENSIVE PLAN

DRAFT



# ACKNOWLEDGEMENTS

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

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

## Shepherdstown Planning Commission (Appointed Members)

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

## Citizen Review Committee

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

## Additional Support

The Thrasher Group, Inc.

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

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# INTRODUCTION

# INTRODUCTION

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

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

## Vision for Shepherdstown

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

### Vision Statement

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

### Goals

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

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

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

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

## Plan Implementation

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

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

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

# COMMUNITY OVERVIEW

# Community Overview

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

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

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

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

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

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

## Availability and Affordability of Housing in Shepherdstown

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

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

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

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

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

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

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

## Shepherdstown Land Profile

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

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

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



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

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

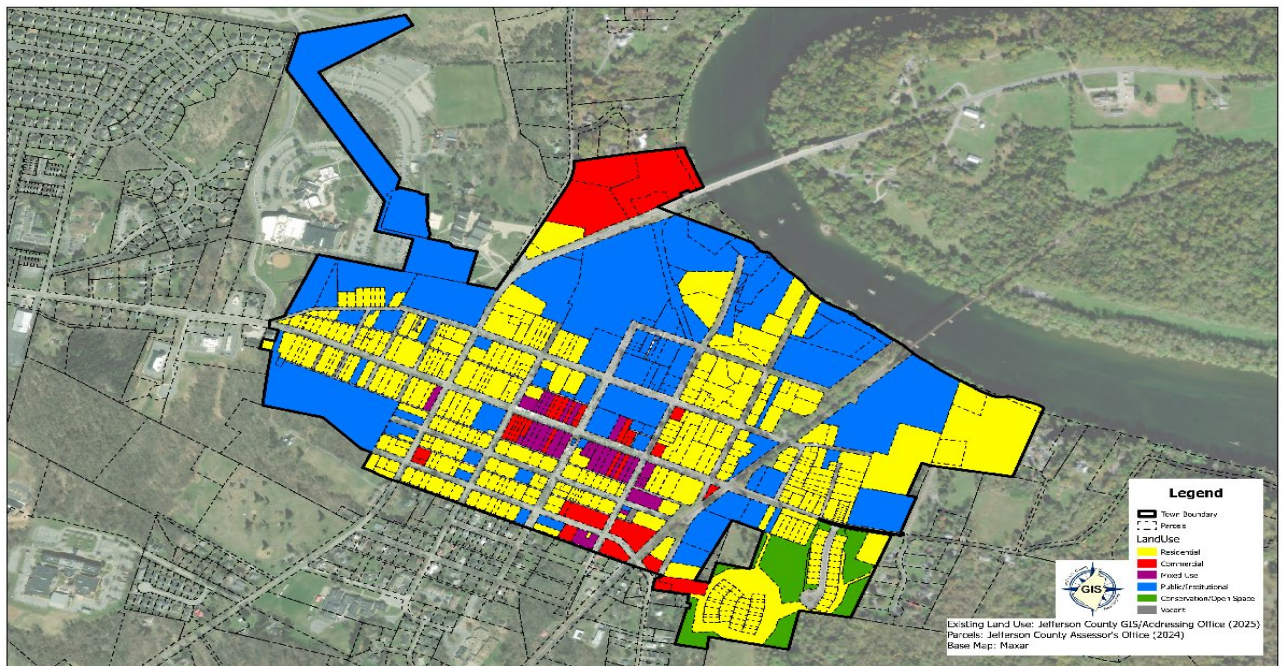


Figure 1: This map shows Shepherdstown's current land use.

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

## Land Use Zoning within Shepherdstown

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

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

**Table 1 – Zoning within Shepherdstown**

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



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

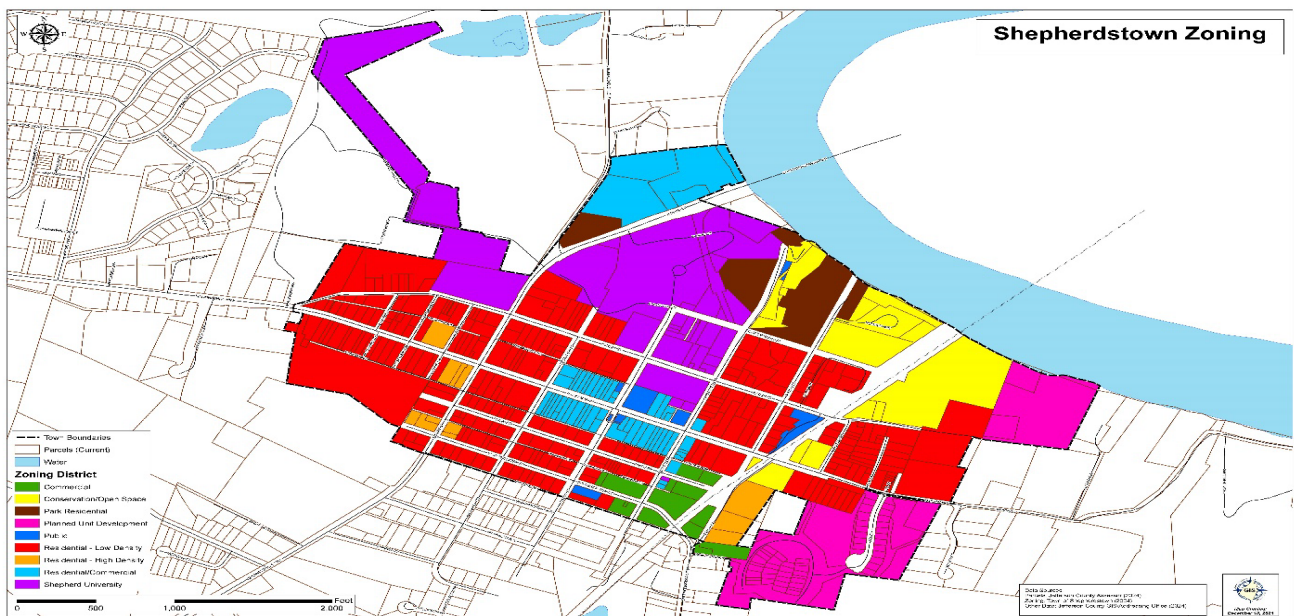


Figure 2: This map shows Shepherdstown's current zoning.

Source: [https://www.shepherdstown.gov/media/Comp%20Plan%20Files/2024\\_Zoning%20Map.pdf](https://www.shepherdstown.gov/media/Comp%20Plan%20Files/2024_Zoning%20Map.pdf)

## Roadways and Transportation

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

### Shepherdstown Growth Management Boundary Area

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

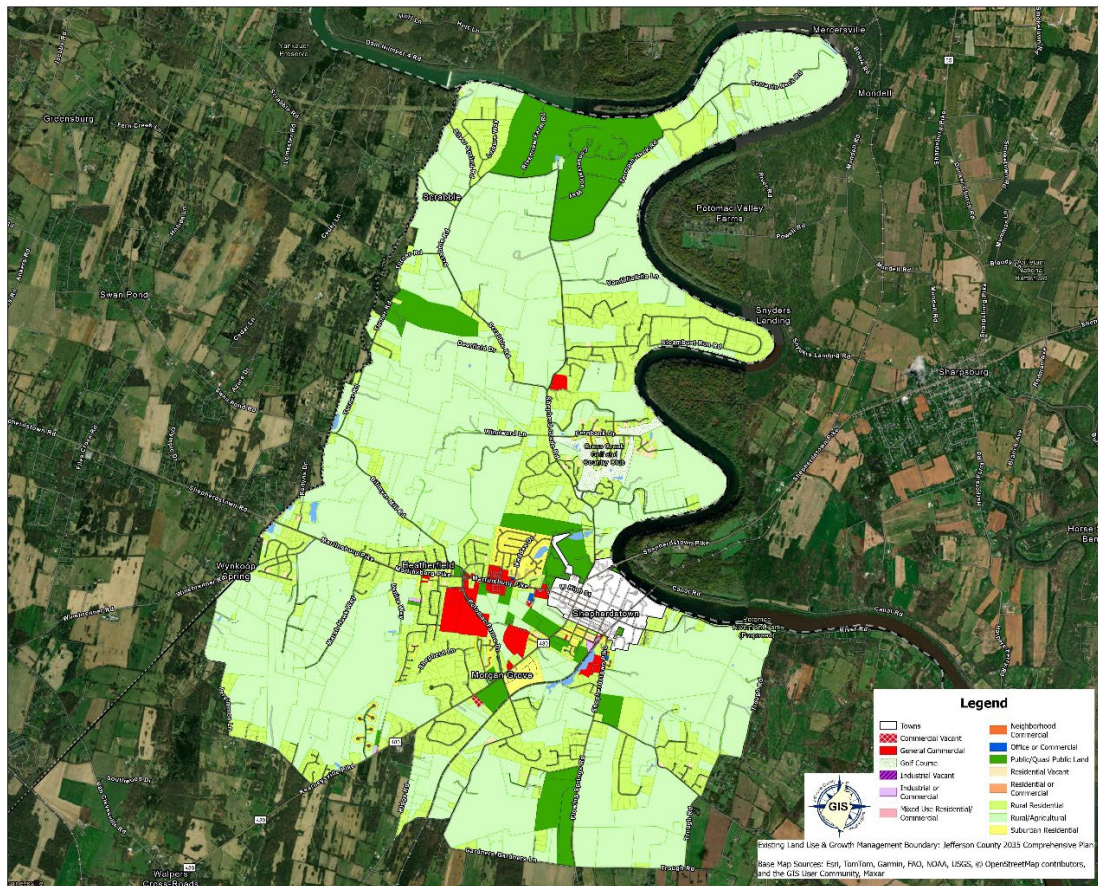


Figure 3: This map depicts the geographic extent of Shepherdstown's adopted Growth Management Boundary that was agreed to and approved by Jefferson County in April 2014.

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

### **The Town cited three goals for creating the GMB:**

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

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

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

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

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

Since the designation of the Shepherdstown GMB area, Jefferson County has approved development within the GMB area, including housing and commercial developments along gateway corridors immediately outside town and along Highway 45, Highway 480, and Highway 230, without meaningful input from Shepherdstown. The Corporation of Shepherdstown is making concerted efforts to participate earlier, more frequently, and with more community members with all Jefferson County Commission and Planning Commission meetings to provide the Town's voice in how the GMB is protected with well-developed plans.



# Major Developments Since the Adoption of the Shepherdstown 2014 Comprehensive Plan

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

## 2016

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

## 2018

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

## 2019

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

## 2020

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

- The COVID-19 pandemic began and had a significant negative impact on the quality of life of residents and the local economy for more than 3 years.
- The town received \$250,000 in Coronavirus Aid Relief, and Economic Security Act program to cover COVID-19-related expenses, including personal protective equipment, cleaning supplies, and employee overtime due to the pandemic.
- The town received \$800,000 under the American Rescue Plan Act. The Town chose to use the full amount received to make extensive upgrades to the town's water and wastewater plants, which serve greater Shepherdstown.
- Shepherdstown Shares was established by residents of Greater Shepherdstown to assist residents and business establishments during the COVID-19 pandemic.

## 2021

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

## 2022

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

## 2023

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

## 2024

- ~~Shepherdstown expanded its water service provision to the Mecklenburg Heights neighborhood in the GMB. It also made improvements to services, including fire hydrant services, to homes on North Mill Street within town with funding from a U.S. Army Corps of Engineers grant. The Shepherdstown Water Department replaced existing lines with larger ones to Mecklenburgh Heights and North Mill Street neighborhoods, plus added new fire hydrants. This increase in water pressure and hydrants greatly improves fire protection. The project was financed by a \$1.668 million grant from the Federal government's Infrastructure Investment and Jobs Act of 2021, and \$1.013 million from the Water Department's reserve accounts.~~
- 
- The Town worked with the State to develop a sidewalk project along Highway 480 outside of town. The sidewalk will connect the Shepherdstown Middle School property with Morgan Grove Park. The Town received a Congressionally Directed Spending grant, which it transferred to the State Department of Transportation for the project. The State plans to start construction of the sidewalk in mid-2025.
- The Town awarded up to \$6,000 for Shepherd University Professor Sonya Evanisko to direct students in creating a significant public mural on the Alma Bea Restaurant building at the Washington Street entrance to Town.
- The Town completed its \$250,000 renovation of its historic Market House. In 2023, it awarded a 10-year lease (requiring payment of \$1 per year in rent) to the Jefferson County Convention and Visitors Bureau, which has agreed to house a visitor center with space for community events in downtown Shepherdstown.

# Process for Developing the 2025 Plan

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

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

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

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

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

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



# GOAL

# 1

**PROMOTE ECONOMIC PROSPERITY  
& CULTURAL VIBRANCY**

# 2025 Comprehensive Plan Goals and Implementation Strategies

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

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

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

### Goal 1 Implementation Strategies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Subcategory 1D: Support Development of Affordable Housing in Town

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

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

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



# GOAL 2

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

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

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

### Goal 2 Implementation Strategies

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

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

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

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

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

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

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

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

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

# GOAL 3

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



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

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

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

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

### Goal 3 Implementation Strategies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# GOAL

# 4

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



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

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

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

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

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

### Goal 4 Implementation Strategies

#### Subcategory 4A: Public Safety Services

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

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

### Subcategory 4B: Capital Budgeting

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

### Subcategory 4C: Provision of Services

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

### Subcategory 4D: Water and Wastewater Services

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

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

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

## Subcategory 4E: Parks and Recreation Services

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

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

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

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

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

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

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

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

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

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



## Subcategory 4F: Transportation Services

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

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

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

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

## Subcategory 4G: Establish New Sustainable Services

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

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

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

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

# APPENDIX A

## Appendix A – Financing and Prioritization of Action Steps

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

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

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

Recommendation	Reference Page #	Responsible Party	Recommended Partners	Potential Funding Source
<b>H6:</b> Demolition by Neglect Ordinance	27		N/A	General Fund
<b>Goal 3:</b> Conserve Natural Resources and Preserve Green Spaces while supporting growth in Greater Shepherdstown Area				
<b>Subcategory 3A:</b> Proactively Advocate for Appropriate Development in Areas Surrounding Shepherdstown	29	Town	Jefferson County Foundation; Jefferson County Farmland Protection Board;	N/A
<b>Subcategory 3B:</b> Use Annexation to Expand Shepherdstown's Boundaries	31	Town	Jefferson County, Local Residents	General Fund
<b>Subcategory 3C:</b> Enact Shepherdstown Ordinances in Anticipation of Annexations by Shepherdstown	31	Town	West Virginia School of Law Land Use Clinic	N/A
<b>Subcategory 3D:</b> Improve Shepherdstown's Existing Zoning and Land Use Ordinances	32	Town	West Virginia School of Law Land Use Clinic; Smart Growth America	N/A
<b>Goal 4:</b> Administer a Range of High-Quality and Affordable Services for Residents, Businesses, and Visitors				
<b>Subcategory 4A:</b> Public Safety Services	34	Town	Jefferson County Public Safety Department	General Fund
<b>Subcategory 4B:</b> Capital Budgeting	35	Town	N/A	N/A
<b>Subcategory 4C:</b> Provision of Services	35	Town	N/A	General Fund
<b>Subcategory 4D:</b> Water and Wastewater Services	35	Town	WV Rural Water;	General Fund

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

# APPENDIX B



## Appendix B – State Requirements for Local Comprehensive Plans

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

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



July 2025

## **Staff Report**

### **Town Hall**

#### **Town Audit**

The auditors are in the final stages of completing the Fiscal Year 2024 audit, and the report is expected to be delivered by July 15.

#### **Painting Town Owned Buildings**

The Town issued a Request for Proposals (RFP) for exterior and interior painting, roof repair, and general maintenance for the Train Station, Market House, and Town Hall. We have completed our review and have submitted follow-up questions for the bidders.

### **Wastewater, Water and Streets**

#### **Water/Sewer Leaks / Issues**

- 1) Bon Aire- Hydrant valve leaking- (awaiting parts)
- 2) Bon Aire service line leak 5/5
- 3) German St – Sewer backup 5/10
- 4) Bav inn hydrant complete 5/16
- 5) Princess St- water line leak 6/16
- 6) German St.- 2 inch water main break 6/27

#### **Water plant/Wastewater plant**

Water plant-

- Chemical usage up due to river conditions

Wastewater plant-

- Cress Creek pumpstation
- 16 inch valve installed

July 2025

### **Lead and Copper rule**

The “Galvanized requiring replacement” plan has been updated June 2025

Sample plan complete

### **Streets**

Fix street signs

Paving

Mowing Trimming Weeding

Parade Prep

Clean street drains

Church St extended reconstructing the storm water issue

### **Trash/Recycling/Yard waste**

Glass- 10 tons

Trash – 48 Tons collected in the month of June

Recycling- 12 Tons collected in the month of June

Yard Waste- 15 loads

### **New Park Property**

O’Hurley’s – 6 lots remain to be clean and cleared.

### **PATH Project update (Kenny Shipley)**

June 2025- path project. Chapman is currently finalizing the plans that we viewed during the May meeting. Once the plans are finalized, they will submit them to the state for final approval.



## *Shepherdstown Police Department*

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Michael L. King, Chief of Police

Post Office Box 237 – 104 N. King St.  
Shepherdstown, West Virginia 25443  
Office (304) 876-6036 Fax (304) 876-7198

June 2025 report,

Attached is a list of police service calls for the month of June 2025. A total of 466 police service calls include 17 assists for the Jefferson County Sheriff's Office. That is 3.6% of the calls being an assist to another agency.

The assist calls are typically an emergency type of call, or a "back-up" type of call where 2 officers are required due to the nature of the call. These type of calls were alarms, motor vehicle accidents with injury, panic alarms, and suspicious persons etc. It should be noted that all of the agencies in Jefferson have an MOU to reciprocate with that type of service on some of our calls.

**Note Worthy Events:**

On 6/14/25 officers prepared for and staffed a very large Rally in Town. The estimates were the attendance was at about 1,000 with the organizers advising that their count was 1400. [This is one of the largest "Rallies" the town has experienced. There were no problems to report at the event.

This month the officers have been dealing with one individual in town on many occasions, as many as four a day. He is being served with numerous trespass notices from business owners as well as residences. He does not appear to be a danger to anyone, but quite an undesirable person at many locations in town and outside of town.

On 6/28/25 all officers worked the Street Fest Event. Only one vehicle was towed prior to the event. One person was transported from the event after he passed out and possibly suffered a broken hand. One very intoxicated male fell 2 times and officers had a sober friend remove him from the event. The storm caused a very quick closure to the event.

On 6/30/25 Officer Kelvington submitted his resignation as a full-time officer. He will be staying on as part-time for special events and to assist with some training. Officer Kelvington's dedication and professionalism will be greatly missed.

Sincerely,

Michael L. King

Chief of Police



Corporation of Shepherdstown								
FY25 Budget vs Actuals								
Through May 31, 2025								
	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
299	Carryover		\$ 240,000	\$ 240,000			\$0	
301	Taxes Ad Valorem	\$ 231,599	\$ 239,731	\$ 239,731	\$ 239,731	\$251,204	\$11,473	Property Taxes (Collections are heavy in Aug/Sep and Feb/Mar) This was running at \$25k over budget last month but Mar collections were low (\$72k collected in Feb/Mar of last year vs \$54k collected in Feb/Mar of this year)
301-06	Supplemental Taxes	\$ 23,100	\$ 23,100	\$ 23,100	\$ 21,175	\$0	(\$21,175)	These are additional Property Taxes that are collected on reassessed values of properties throughout the year
303	Gas & Oil Severance Tax	\$ 9,000	\$ 20,000	\$ 20,000	\$ 20,000	\$5,636	(\$14,364)	Annual distribution from WV for Gas and Oil mining taxes imposed on businesses (Distribution occurs in October)
304	Utility Tax	\$ 56,000	\$ 56,000	\$ 56,000	\$ 51,333	\$86,882	\$35,548	Monthly Utility Taxes assessed on all utilities
305	B&O Tax	\$ 85,000	\$ 83,000	\$ 83,000	\$ 62,250	\$85,171	\$22,921	Quarterly tax assessed on First Energy Only
306	Liquor Tax	\$ 180,000	\$ 185,000	\$ 185,000	\$ 138,750	\$146,650	\$7,900	Quarterly tax assessed on the sale of Wine, Liquor, and Private Clubs by WV
307	Animal Control Tax	\$ 400	\$ 400	\$ 400	\$ 367	\$197	(\$170)	Fees for dog tags collected by Jefferson County
308	Hotel/Motel Tax	\$ 140,000	\$ 300,000	\$ 300,000	\$ 275,000	\$215,335	(\$59,665)	Monthly Tax assessed on local hotels, motels, and short term rentals
314	Sales Tax	\$ 540,000	\$ 560,000	\$ 560,000	\$ 420,000	\$473,225	\$53,225	Quarterly 1% sales tax collected by WV on sales within Shepherdstown limits (Distributions received in Oct, Jan, Apr, and Jul)
320	Fines, Fees, and Court Costs	\$ 53,255	\$ 57,000	\$ 57,000	\$ 52,250	\$58,044	\$5,794	
321	Parking Violations	\$ 20,795	\$ 30,000	\$ 30,000	\$ 27,500	\$16,533	(\$10,967)	
325	Business Licenses	\$ 23,000	\$ 20,000	\$ 20,000	\$ 18,333	\$11,595	(\$6,739)	
326	Building Permits	\$ 6,500	\$ 4,000	\$ 4,000	\$ 3,667	\$4,691	\$1,025	
328	Franchise Tax	\$ 7,500	\$ 9,000	\$ 9,000	\$ 6,750	\$8,022	\$1,272	Quarterly Tax assessed by Shepherdstown on Comcast Cable
330	Interstate/International Registration Plan	\$ 10,000	\$ 7,000	\$ 7,000	\$ 6,417	\$0	(\$6,417)	Fees assessed by WV on commercial vehicles using the roads in The State (Usually collected monthly, but they are sporadic)
342	Parking Meters	\$ 113,125	\$ 120,000	\$ 120,000	\$ 110,000	\$138,591	\$28,591	Includes Parking Meter and Parking Permit Revenue
345	Rent and Concession Revenue	\$ 45,661	\$ 45,000	\$ 45,000	\$ 41,250	\$51,882	\$10,632	Monthly rent from the Water and Sewer Departments (\$1,800 each)
350	Refuse Collection	\$ 175,297	\$ 175,000	\$ 175,000	\$ 160,417	\$182,456	\$22,039	Monthly refuse collection revenue
368	Contributions from Other Entities	\$ 2,100	\$ 0	\$ 0	\$ 0	\$207,887	\$207,887	\$135,767 received from WV for "Path Project", \$30k received from Jeff Co Comm. for "Bike Path", \$42k Green Streets
374	Payroll Reimbursement	\$ 0	\$ 1,095,600	\$ 1,095,600	\$ 1,004,300	\$0	(\$1,004,300)	Payroll Reimbursement from Water/Sewer Departments for their payrolls
376	Gaming Income	\$ 124,635	\$ 110,000	\$ 110,000	\$ 100,833	\$88,720	(\$12,113)	Monthly Tax assessed by WV on gaming revenue in The State
380	Interest Income - Operating Account	\$ 67,200	\$ 80,000	\$ 80,000	\$ 73,333	\$203,653	\$130,319	
381	Misc. Reimbursements	\$ 2,625	\$ 2,000	\$ 2,000	\$ 1,833	\$555	(\$1,278)	
382	Refunds and Rebates	\$ 12,915	\$ 10,000	\$ 10,000	\$ 9,167	\$9,503	\$337	Quarterly Rebate from WV Purchasing Card
391	Recycling Program	\$ 34,178	\$ 34,000	\$ 34,000	\$ 31,167	\$34,842	\$3,676	Monthly recycling collection revenue
397	Video Lottery	\$ 309,586	\$ 240,000	\$ 240,000	\$ 220,000	\$285,545	\$65,545	Weekly Tax assessed by WV on Video Lottery Games
399	Miscellaneous Revenue	\$ 358	\$ 350	\$ 350	\$ 321	\$23,358	\$23,037	\$15,104 from Market House Accident on 11/11/23, \$5k from WV vs Pfizer Legal Settlement
	<b>Total Revenues</b>	<b>\$ 2,273,829</b>	<b>\$ 3,746,181</b>	<b>\$ 3,746,181</b>	<b>\$ 3,096,144</b>	<b>\$ 2,590,178</b>	<b>(\$505,966)</b>	Change is so much because of reimbursement from water/sewer

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
409	Mayor's Office - 409	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
101	Salary	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,833	\$ 500	(\$1,333)	
104	FICA	\$ 151	\$ 151	\$ 151	\$ 138	\$ 38	(\$100)	
111	Telephone	\$ 970	\$ 970	\$ 970	\$ 889	\$ 40	(\$849)	
226	Liability Insurance	\$ 100	\$ 100	\$ 100	\$ 92	\$ 0	(\$92)	Workers Comp
	Total Mayor's Office	\$ 3,221	\$ 3,221	\$ 3,221	\$ 2,953	\$ 578	(\$2,374)	
410	City Council -410	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
101	Salaries	\$ 6,000	\$ 6,000	\$ 6,000	\$ 5,500	\$ 6,375	\$875	
104	FICA	\$ 450	\$ 450	\$ 450	\$ 413	\$ 488	\$75	
226	Liability /Workers Comp Insurance	\$ 250	\$ 250	\$ 550	\$ 504	\$ 0	(\$504)	Workers Comp
	Total Council	\$ 6,700	\$ 6,700	\$ 7,000	\$ 6,417	\$ 6,863	\$446	
87								
411	City Recorder	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
101	Salaries	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,375	\$ 875	(\$500)	
104	FICA	\$ 115	\$ 115	\$ 115	\$ 105	\$ 67	(\$38)	
226	Liability /Workers Comp Insurance	\$ 64	\$ 64	\$ 64	\$ 59	\$ 0	(\$59)	Workers Comp
	Total Recorder	\$ 1,679	\$ 1,679	\$ 1,679	\$ 1,539	\$ 942	(\$597)	
141								
416	Police Judges - 416	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
223	Professional Services	\$ 8,900	\$ 8,900	\$ 8,900	\$ 8,158	\$ 2,853	(\$5,306)	One Municipal Court Judge and one prosecutor
	Total Police Judges	\$ 8,900	\$ 8,900	\$ 8,900	\$ 8,158	\$ 2,853	(\$5,306)	
435	Regional Dev Authority - 435	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
222	Dues & Subscriptions	\$ 1,100	\$ 1,439	\$ 1,439	\$ 1,439	\$ 1,439	\$0	Annual Bill from Regional Development Authority (Didn't see anything post to this account in FY24 however)
	Total Regional Dev. Authority	\$ 1,100	\$ 1,439	\$ 1,439	\$ 1,439	\$ 1,439	\$0	
437	Planning & Zoning - 437	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
103	Salaries	\$ 80,000	\$ 80,500	\$ 75,200	\$ 68,933	\$ 67,130	(\$1,803)	
104	FICA	\$ 6,169	\$ 6,169	\$ 6,169	\$ 5,655	\$ 5,112	(\$543)	
105	Group Insurance	\$ 12,600	\$ 14,364	\$ 14,364	\$ 13,167	\$ 9,285	(\$3,882)	
106	Retirement	\$ 8,000	\$ 8,000	\$ 8,000	\$ 7,333	\$ 5,668	(\$1,665)	
211	Telephone	\$ 2,625	\$ 2,000	\$ 2,000	\$ 1,833	\$ 0	(\$1,833)	
214	Travel	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
218	Postage	\$ 105	\$ 105	\$ 105	\$ 96	\$ 10	(\$86)	
220	Advertising/Legal Publications	\$ 370	\$ 1,000	\$ 1,000	\$ 917	\$ 177	(\$740)	
221	Training & Education	\$ 300	\$ 300	\$ 300	\$ 275	\$ 0	(\$275)	
222	Dues & Subscriptions	\$ 105	\$ 105	\$ 105	\$ 96	\$ 0	(\$96)	
209	Professional Services	\$ 6,300	\$ 21,300	\$ 21,300	\$ 19,525	\$ 14,358	(\$5,167)	legal costs, added potential engineer to assist with Planning project
226	Insurance & Bonds	\$ 2,100	\$ 2,000	\$ 2,000	\$ 1,833	\$ 1,243	(\$590)	Workers Comp
230	Contracted Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
341	Departmental Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,139	\$1,139	



	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
353	Computer Software / Tech	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	<b>Total Planning and Zoning</b>	<b>\$ 118,674</b>	<b>\$ 135,843</b>	<b>\$ 130,543</b>	<b>\$ 119,664</b>	<b>\$ 104,122</b>	<b>(\$15,542)</b>	
<b>438</b>	<b>Elections - 438</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 5/31/25</b>	<b>FY 25 Actuals Thru 5/31/25</b>	<b>Over/(Under) Budget Thru 5/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 500	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
222	Departmental Supplies	\$ 4,000	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
223	<b>Total Elections</b>	<b>\$ 4,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$0</b>	No election in FY 25
<b>440</b>	<b>City Hall - 440</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 5/31/25</b>	<b>FY 25 Actuals Thru 5/31/25</b>	<b>Over/(Under) Budget Thru 5/31/25</b>	<b>Notes and Explanations</b>
103	Salaries	\$ 124,440	\$ 161,173	\$ 161,173	\$ 147,742	\$ 124,917	(\$22,825)	
104	FICA	\$ 10,695	\$ 12,330	\$ 12,330	\$ 11,303	\$ 9,452	(\$1,851)	
105	Group Insurance	\$ 17,606	\$ 19,500	\$ 21,500	\$ 19,708	\$ 20,117	\$408	
106	Retirement	\$ 7,350	\$ 7,497	\$ 7,797	\$ 7,147	\$ 7,726	\$579	
108	Overtime/Extra Help		\$ 4,000	\$ 4,000	\$ 3,667	\$ 0	(\$3,667)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 7,350	\$ 5,000	\$ 9,000	\$ 8,250	\$ 8,289	\$39	
213	Utilities	\$ 8,500	\$ 8,600	\$ 10,000	\$ 9,167	\$ 8,511	(\$656)	
214	Travel	\$ 0	\$ 2,000	\$ 2,000	\$ 1,833	\$ 0	(\$1,833)	
215	R&M Building & Grounds	\$ 2,100	\$ 2,100	\$ 3,800	\$ 3,483	\$ 3,107	(\$377)	
216	R&M Equipment	\$ 2,100	\$ 2,100	\$ 2,100	\$ 1,925	\$ 845	(\$1,080)	
218	Postage	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,292	\$ 3,000	\$708	
219	Building & Equipment Rental	\$ 800	\$ 250	\$ 850	\$ 779	\$ 704	(\$75)	Mail Machine
221	Training and Education	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,375	\$ 1235	(\$140)	
220	Advertising/Legal Publications	\$ 500	\$ 500	\$ 1,200	\$ 1,100	\$ 1,667	\$567	
222	Dues & Subscriptions	\$ 5,000	\$ 1,000	\$ 1,450	\$ 1,329	\$ 1,744	\$415	dues for technical/IT applications have been budgeted here but should be moved to computer software line
223	Professional Services	\$ 22,507	\$ 25,000	\$ 50,000	\$ 45,833	\$ 51,050	\$5,216	Some of the expenses paid from this line should be in line 353
224	Audit Costs	\$ 8,000	\$ 8,000	\$ 12,000	\$ 11,000	\$ 11,664	\$664	Yearly Audit Costs
226	Insurance & Bonds	\$ 18,300	\$ 20,000	\$ 42,000	\$ 38,500	\$ 41,358	\$2,858	Workers Comp and liability insurance
230	Contracted Services	\$ 35,436	\$ 30,000	\$ 57,850	\$ 53,029	\$ 58,734	\$5,705	Gusto Payroll Fees and Dana Fogle CPA fees
341	Departmental Supplies	\$ 19,100	\$ 15,000	\$ 20,000	\$ 18,333	\$ 21,532	\$3,199	Office Supplies, Cleaning Supplies, Town Uniform Laundry Services, Etc
353	Computer Software/IT		\$ 15,000	\$ 20,000	\$ 18,333	\$ 22,057	\$3,724	IT subscriptions like adobe, zoom, quickbooks, etc; moving into correct line
	<b>Total City Hall</b>	<b>\$ 294,284</b>	<b>\$ 343,050</b>	<b>\$ 443,050</b>	<b>\$ 406,129</b>	<b>\$ 397,710</b>	<b>(\$8,420)</b>	Even though appears to be an increase reflects lines that are underbudgeted in the current year
<b>444</b>	<b>Contributions/Transfers-444</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 5/31/25</b>	<b>FY 25 Actuals Thru 5/31/25</b>	<b>Over/(Under) Budget Thru 5/31/25</b>	<b>Notes and Explanations</b>
566	Contributions/Transfers to Other Funds		\$ 313,739	\$ 13,739	\$ 12,594	\$ 0	(\$12,594)	Transfer to Capital Reserve Fund
568	Contributions - Community Grants		\$ 15,000	\$ 15,000	\$ 13,750	\$ 51,049	\$37,299	Mural, CATF Donation, and Shepherdstown Heritage Education Project, Hometown Heroes Banners
568-1	Fire Dept		\$ 4,700	\$ 4,700	\$ 4,308	\$ 7,098	\$2,790	
	<b>Total Contributions/Transfers</b>		<b>\$ 333,439</b>	<b>\$ 33,439</b>	<b>\$ 30,652</b>	<b>\$ 58,148</b>	<b>\$27,495</b>	
<b>699</b>	<b>Contingencies-699</b>	<b>FY24 Budget Approved</b>	<b>FY25 Budget Approved</b>	<b>FY25 Budget Rev 1</b>	<b>FY25 Budget Thru 5/31/25</b>	<b>FY 25 Actuals Thru 5/31/25</b>	<b>Over/(Under) Budget Thru 5/31/25</b>	<b>Notes and Explanations</b>
566	Merit	\$ 0	\$ 19,763	\$ 0	\$ 0	\$ 0	\$0	Placeholder for 2% salary increase, accounts for w/s reimbursement
	COLA		\$ 30,237	\$ 0	\$ 0	\$ 0	\$0	3.2% to match inflation, accounts for w/s reimbursement
566	Unexpected Contingencies	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0	\$0	
	<b>Total Contingencies</b>	<b>\$ 0</b>	<b>\$ 75,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$0</b>	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
700	Police Department - 700	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
103	Salaries	\$ 450,000	\$ 445,000	\$ 445,000	\$ 407,917	\$ 491,234	\$83,317	Inlcudes Parking Enforcement and Admin Support
104	FICA	\$ 35,000	\$ 40,545	\$ 40,545	\$ 37,166	\$ 36,850	(\$316)	
105	Grop Insurance	\$ 79,840	\$ 92,000	\$ 92,000	\$ 84,333	\$ 80,474	(\$3,860)	
106	Retirement	\$ 30,000	\$ 30,000	\$ 30,000	\$ 27,500	\$ 17,848	(\$9,652)	
108	Overtime/Extra Help		\$ 85,000	\$ 85,000	\$ 77,917	\$ 0	(\$77,917)	Overtime is not being broken out separately but is being included in Salary line (This had not been previously separated from Salaries before FY25)
211	Telephone	\$ 12,600	\$ 10,000	\$ 10,000	\$ 9,167	\$ 6,819	(\$2,347)	
213	Utilities	\$ 6,563	\$ 5,000	\$ 5,000	\$ 4,583	\$ 4,159	(\$424)	
215	R&M Building & Grounds	\$ 5,950	\$ 15,000	\$ 15,000	\$ 13,750	\$ 0	(\$13,750)	Inlcudes repair of front counter
216	R&M Equipment	\$ 6,000	\$ 4,000	\$ 4,000	\$ 3,667	\$ 30,990	\$27,323	Purchase of tasers (should this be moved to departmental supplies)
217	R&M Auto	\$ 14,000	\$ 14,000	\$ 14,000	\$ 12,833	\$ 7,328	(\$5,505)	
218	Postage	\$ 2,100	\$ 2,100	\$ 2,100	\$ 1,925	\$ 1723	(\$202)	
219	Building & Equipment Rental		\$ 0	\$ 0	\$ 0	\$ 0	\$0	
220	Advertising/Legal Publications	\$ 1,000	\$ 1,000	\$ 1,000	\$ 917	\$ 0	(\$917)	
221	Training & Education	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,667	\$ 3,441	(\$226)	
222	Dues & Subscriptions	\$ 420	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
223	Professional Services	\$ 17,670	\$ 17,000	\$ 17,000	\$ 15,583	\$ 6,841	(\$8,743)	Law Firm Fees
226	Insurance & Bonds	\$ 104,500	\$ 65,000	\$ 65,000	\$ 59,583	\$ 73,269	\$13,686	Workers Comp and Liability Insurance
229	Court Costs and Damages	\$ 5,250	\$ 5,000	\$ 5,000	\$ 4,583	\$ 5,250	\$667	
230	Contracted Services	\$ 3,450	\$ 3,450	\$ 3,450	\$ 3,163	\$ 17,553	\$14,390	Magistrate and Tek Advisors hitting here (Tek should be moved to 353)
235	Police Remittance Fees	\$ 1,113	\$ 6,000	\$ 6,000	\$ 5,500	\$ 8,480	\$2,980	
307	Bank Charges	\$ 500	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
341	Departmental Supplies	\$ 35,210	\$ 35,210	\$ 35,210	\$ 32,276	\$ 10,734	(\$21,542)	Purchase for replacment counter, Cabinets
343	Police Gas/Fuel	\$ 15,000	\$ 20,000	\$ 20,000	\$ 18,333	\$ 18,379	\$46	
345	Uniforms	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,583	\$ 3,589	(\$995)	Mostly for new officers
353	Computer Software/IT	\$ 15,530	\$ 15,000	\$ 15,000	\$ 13,750	\$ 8,566	(\$5,184)	Software costs, Tek Advisors Etc
	<b>Total Police Dept</b>	<b>\$ 850,696</b>	<b>\$ 919,305</b>	<b>\$ 919,305</b>	<b>\$ 842,696</b>	<b>\$ 833,526</b>	<b>(\$9,170)</b>	
750	Streets - 750	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
103	Salaries	\$ 64,260	\$ 66,000	\$ 130,000	\$ 119,167	\$ 116,771	(\$2,396)	
104	FICA	\$ 8,160	\$ 5,100	\$ 10,000	\$ 9,167	\$ 8,844	(\$322)	
105	Group Insurance	\$ 16,000	\$ 23,000	\$ 23,000	\$ 21,083	\$ 20,428	(\$655)	
106	Retirement	\$ 4,000	\$ 4,000	\$ 7,000	\$ 6,417	\$ 5,561	(\$855)	
211	Telephone	\$ 787	\$ 500	\$ 700	\$ 642	\$ 1,022	\$381	
213	Utilities	\$ 25,200	\$ 25,000	\$ 25,000	\$ 22,917	\$ 21,608	(\$1,308)	
215	R&M Buildings & Grounds	\$ 39,100	\$ 2,000	\$ 40,000	\$ 36,667	\$ 37,570	\$903	\$20k in O'Hurley Expenses
216	R&M Equipment	\$ 216	\$ 1,500	\$ 9,000	\$ 8,250	\$ 7,212	(\$1,038)	
217	R&M Auto	\$ 7,000	\$ 5,000	\$ 9,000	\$ 8,250	\$ 7,518	(\$732)	
220	Advertising/Legal Publications/Postage	\$ 500	\$ 250	\$ 250	\$ 229	\$ 0	(\$229)	
221	Training & Education	\$ 255	\$ 255	\$ 255	\$ 234	\$ 0	(\$234)	
226	Insurance & Bonds	\$ 17,382	\$ 17,000	\$ 20,000	\$ 18,333	\$ 18,914	\$581	Workers Comp and Liability Insurance
230	Contracted Services	\$ 0	\$ 40,000	\$ 70,000	\$ 64,167	\$ 63,613	(\$554)	Includes Tree Maintenance (\$27,470 invoice to Pave Maxx hit here in Jan)
341	Departmental Supplies	\$ 10,450	\$ 15,000	\$ 30,400	\$ 27,867	\$ 24,308	(\$3,559)	
343	Auto Supplies	\$ 7,500	\$ 7,500	\$ 7,500	\$ 6,875	\$ 5,292	(\$1,583)	
345	Uniforms	\$ 7,000	\$ 5,000	\$ 5,000	\$ 4,583	\$ 3,489	(\$1,095)	
	<b>Total Streets</b>	<b>\$ 207,810</b>	<b>\$ 217,105</b>	<b>\$ 387,105</b>	<b>\$ 354,846</b>	<b>\$ 342,151</b>	<b>(\$12,695)</b>	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
800	Sanitation-800	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
103	Salaries	\$ 65,280	\$ 96,600	\$ 126,600	\$ 116,050	\$ 150,141	\$34,091	
104	FICA	\$ 5,151	\$ 5,800	\$ 5,800	\$ 5,317	\$ 11,414	\$6,097	
105	Group Insurance	\$ 41,820	\$ 10,000	\$ 10,000	\$ 9,167	\$ 7,428	(\$1,738)	
106	Retirement	\$ 4,080	\$ 5,000	\$ 5,000	\$ 4,583	\$ 10,036	\$5,452	
216	R&M Equipment	\$ 8,505	\$ 15,000	\$ 15,000	\$ 13,750	\$ 0	(\$13,750)	
217	R&M Auto	\$ 7,500	\$ 10,000	\$ 10,000	\$ 9,167	\$ 7,418	(\$1,749)	
218	Postage	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,583	\$ 0	(\$4,583)	
220	Advertising	\$ 100	\$ 100	\$ 100	\$ 92	\$ 0	(\$92)	
221	Training & Education	\$ 400	\$ 400	\$ 400	\$ 367	\$ 0	(\$367)	
226	Insurance & Bonds	\$ 10,980	\$ 35,000	\$ 35,000	\$ 32,083	\$ 990	(\$31,093)	Workers Comp
230	Contracted Services	\$ 25,000	\$ 20,000	\$ 20,000	\$ 18,333	\$ 25,887	\$7,553	Reimbursement to Bavarian Inn for Trash Service Per Annexation Agreement
341	Departmental Supplies	\$ 3,850	\$ 10,000	\$ 10,000	\$ 9,167	\$ 16,973	\$7,806	
343	Auto Supplies	\$ 12,000	\$ 12,000	\$ 12,000	\$ 11,000	\$ 3,169	(\$7,831)	
345	Uniforms	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,750	\$ 3,819	\$1,069	
349	001-Landfill	\$ 50,200	\$ 28,400	\$ 28,400	\$ 26,033	\$ 27,797	\$1,763	Landfill Fees
349	002-Recycling	\$ 11,550	\$ 15,000	\$ 15,000	\$ 13,750	\$ 15,507	\$1,757	Recycling Fees
353	Software/IT	\$ 11,367	\$ 12,000	\$ 12,000	\$ 11,000	\$ 571	(\$10,429)	Intuit, Tek Advisors Etc
	<b>Total Sanitation</b>	<b>\$ 265,783</b>	<b>\$ 283,300</b>	<b>\$ 313,300</b>	<b>\$ 287,192</b>	<b>\$ 281,148</b>	<b>(\$6,043)</b>	
806	Water & Sewer-806	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
103	Salaries	\$ 0	\$ 798,600	\$ 798,600	\$ 732,050	\$ 0	(\$732,050)	Salaries are being recorded in Due To/From Account Instead of here
104	FICA	\$ 0	\$ 62,000	\$ 62,000	\$ 56,833	\$ 0	(\$56,833)	FICA is being recorded in Due To/From Account Instead of here
105	Group Insurance	\$ 0	\$ 170,000	\$ 170,000	\$ 155,833	\$ 2,067	(\$153,767)	
106	Retirement	\$ 0	\$ 65,000	\$ 65,000	\$ 59,583	\$ 0	(\$59,583)	Retirement is being recorded in Due To/From Account Instead of here
	<b>Total Water &amp; Sewer</b>		<b>\$ 1,095,600</b>	<b>\$ 1,095,600</b>	<b>\$ 1,004,300</b>	<b>\$ 2,067</b>	<b>(\$1,002,233)</b>	Water and Sewer will reimburse for these expenses
900	Parks and Rec - 900	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
103	Salaries	\$ 10,700	\$ 7,000	\$ 7,000	\$ 6,417	\$ 0	(\$6,417)	
104	FICA	\$ 1,050	\$ 536	\$ 536	\$ 491	\$ 0	(\$491)	
105	Group Insurance	\$ 2,315	\$ 1,677	\$ 1,677	\$ 1,537	\$ 3,095	\$1,558	
106	Retirement	\$ 210	\$ 200	\$ 200	\$ 183	\$ 0	(\$183)	
213	Utilities	\$ 400	\$ 250	\$ 250	\$ 229	\$ 147	(\$82)	
215	R&M Buildings & Grounds	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,583	\$ 3,905	(\$679)	
216	R&M Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
226	Insurance & Bonds	\$ 1,050	\$ 1,137	\$ 1,137	\$ 1,042	\$ 2,739	\$1,697	Workers Comp and Liability Insurance
341	Departmental Supplies	\$ 5,000	\$ 2,000	\$ 2,000	\$ 1,833	\$ 900	(\$933)	
343	Auto Supplies	\$ 5,125	\$ 2,000	\$ 2,000	\$ 1,833	\$ 1,128	(\$705)	
459	Capital Outlay-Equipment	\$ 10,000	\$ 10,200	\$ 60,200	\$ 55,183	\$ 63,337	\$8,154	Purchase of Playground Equipment that wasn't budgeted
	<b>Total Parks and Rec</b>	<b>\$ 40,850</b>	<b>\$ 30,000</b>	<b>\$ 80,000</b>	<b>\$ 73,333</b>	<b>\$ 75,251</b>	<b>\$1,918</b>	
901	Visitor's Bureau - 901	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
567	Contributions	\$ 73,500	\$ 150,000	\$ 150,000	\$ 137,500	\$ 104,324	(\$33,176)	50% of Hotel/Motel Tax Collections
460	Construction in progress	\$ 0	\$ 120,000	\$ 150,000	\$ 150,000	\$ 176,157	\$26,157	Market House Renovation (\$22,735 in Market House invoices hit here in Jan)
	<b>Total Visitor's Bureau</b>	<b>\$ 73,500</b>	<b>\$ 270,000</b>	<b>\$ 300,000</b>	<b>\$ 287,500</b>	<b>\$ 280,481</b>	<b>(\$7,019)</b>	

	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
916	Library 916	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Rev 1	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
567	Contributions	\$ 21,600	\$ 21,600	\$ 21,600	\$ 19,800	\$ 19,800	\$0	Monthly Contribution from Shepherdstown to the library of \$1,800
	Total Library	\$ 21,600	\$ 21,600	\$ 21,600	\$ 19,800	\$ 19,800	\$0	
381	Total Expenses	\$ 1,877,697	\$ 3,746,181	\$ 3,746,181	\$ 3,446,619	\$ 2,407,079	(\$1,039,541)	
382								
383	Surplus or (Deficit)						533,575	Transfer to Capital Outlay
	True Surplus or (Deficit)						327,755	True Defecit after removing grant income and payroll reimbursement lines from above

# Corporation of Shepherdstown

## Balance Sheet As of May 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
106 Petty Cash	440.00
GENERAL FUNDS BANKING	5,109,478.97
RESTRICTED FUNDS	245,545.60
RESTRICTED FUNDS ICS ACCOUNTS	3,217.81
Undeposited Funds	617.98
<b>Total Bank Accounts</b>	<b>\$5,359,300.36</b>
Accounts Receivable	
General Funds A/R	88,900.52
<b>Total Accounts Receivable</b>	<b>\$88,900.52</b>
Other Current Assets	
150.00 Net OPEB Asset	19,086.00
Other Current Assets	46,554.17
<b>Total Other Current Assets</b>	<b>\$65,640.17</b>
<b>Total Current Assets</b>	<b>\$5,513,841.05</b>
Fixed Assets	
General Fixed Assets (Gov-Wide)	5,478,314.36
<b>Total Fixed Assets</b>	<b>\$5,478,314.36</b>
Other Assets	
Beneficial Interest in Assets Held by Others	53,343.10
Due from Market House Legal Settlement	15,104.00
<b>Total Other Assets</b>	<b>\$68,447.10</b>
<b>TOTAL ASSETS</b>	<b>\$11,060,602.51</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
General Funds A/P	3,167.75
<b>Total Accounts Payable</b>	<b>\$3,167.75</b>
Credit Cards	
213 Purchase Card Payable	50,068.25

# Corporation of Shepherdstown

## Balance Sheet As of May 31, 2025

	TOTAL
<b>Total Credit Cards</b>	<b>\$50,068.25</b>
Other Current Liabilities	
140.02 DO - Change in Proportionate	-1,320.00
140.5 DO - Change in Assumptions	-2,695.00
2104 PEIA Payable	4,356.00
260 Accrued Compensated Absences	52,132.51
280.10 DI-Different Expected/Actual I	11,110.00
280.20 DI-Difference Proj/Actual Earn	318.00
280.30 DI-Changes/Differences Prop. S	13,022.00
280.40 DI - Changes in Assuptions	10,648.00
290.50 Restricted for Equipment	96,206.00
292.30 PPA-2017 RHBT Payment	-9,588.00
Child Support	544.61
Christmas Club	-140.00
Due to (from) Coal Severance	-9,806.99
Due to (from) Sewer	-394,912.37
Due to (from) Water	-792,256.07
Garnishments	1,865.51
Gen Fund Other Current Liab.	70,543.53
Payroll Liabilities	22,142.14
VALIC Retirement Payable	17,163.03
<b>Total Other Current Liabilities</b>	<b>\$ -910,667.10</b>
<b>Total Current Liabilities</b>	<b>\$ -857,431.10</b>
<b>Total Liabilities</b>	<b>\$ -857,431.10</b>
Equity	
290 Investment in Gen. Fixed Assets	5,200,923.00
Fund Balance	6,211,937.83
Reserved Funds in Operating Account	-17,377.18
Retained Earnings	337,367.10
Net Income	185,182.86
<b>Total Equity</b>	<b>\$11,918,033.61</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$11,060,602.51</b>

### Note

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

Corporation of Shepherdstown						
Transaction Detail by Account						
June 7 - July 3, 2025						
	Date	Transaction Type	Num	Name	Memo/Description	Amount
GENERAL FUNDS BANKING						
101.011 General Operating Funds 6209						
	06/10/2025	Bill Payment (Check)	23611	Jefferson Co. Solid Waste Authority	Landfill Fees	-1,517.75
	06/10/2025	Check	23610	Jefferson County CVB	Hotel Motel Tax for Visitors Center	-2,222.96
	06/12/2025	Bill Payment (Check)	23612	Shepherdstown Visitor's Center dba Experience Shepherdstown	Community Grant	-3,200.00
	06/12/2025	Bill Payment (Check)	23613	Shepherd Village HOA	Refund of Deposit for Sage Place	-4,500.00
	06/18/2025	Bill Payment (Check)	23614	Ecological Services LLC	Streets Contracted Service	-3,024.00
	06/18/2025	Bill Payment (Check)	23615	Jefferson County Emergency Communications	PD Contracted Service	-145.44
	06/23/2025	Bill Payment (Check)	23616	Potomac Edison Company	Electric Bill	-617.85
	06/24/2025	Bill Payment (Check)	23617	Charles Town Heating & Air Conditioning	City Hall Repair	-151.00
	06/26/2025	Bill Payment (Check)	23618	Jefferson County CVB	Hotel Motel Tax for Visitors Center	-6,544.55
	07/01/2025	Bill Payment (Check)	23624	Christine Barnes	PD Uniform Patches	-76.00
	07/01/2025	Bill Payment (Check)	23623	Charles Town Heating & Air Conditioning	City Hall Repair	-300.00
	07/01/2025	Bill Payment (Check)	23622	Viking Tree Service LLC	Streets Contracted Service	-4,200.00
	07/01/2025	Bill Payment (Check)	23627	Tek Advisors	City Hall IT Service	-1,570.76
	07/01/2025	Bill Payment (Check)	23619	Jefferson County CVB	Hotel Motel Tax for Visitors Center	-9,366.49
	07/01/2025	Bill Payment (Check)	23626	Oracle Elevator	Quarterly Maintenance Fee	-583.54
	07/01/2025	Bill Payment (Check)	23620	D. Frank Hill, III, Municipal Judge	July Municipal Judge Fee	-200.00
	07/01/2025	Bill Payment (Check)	23625	Potomac Edison Company	Streets Electric Bill	-1,827.67
	07/01/2025	Bill Payment (Check)	23621	Shepherdstown Public Library	Monthly Contribution	-1,800.00
	07/02/2025	Bill Payment (Check)	23629	Michael Chalmers	Work completed within the Communication Director Role	-1,700.00
	07/02/2025	Bill Payment (Check)	23631	Shepherdstown Visitor's Center dba Experience Shepherdstown	Community Grant	-13,050.00
	07/02/2025	Bill Payment (Check)	23630	J.C. Kunkle & Associates, A.C.	FY24 Compilation Fee	-8,300.00
	07/02/2025	Bill Payment (Check)	23632	The Bavarian Inn	Jan - Mar Trash Service Reimbursement	-7,413.18
	07/02/2025	Bill Payment (Check)	23628	Michael Chalmers	Work completed within the Communication Director Role	-1,700.00
Total for 101.011 General Operating Funds 6209						-\$ 74,011.19
101.50 Payroll Checking 0471						
	06/18/2025	Check	23548	JSB	PPE: 06/13/2025 Christmas Club	-180.00
	07/01/2025	Bill Payment (Check)	23549	WV-Mountaineer Flexible Benefits	Employee Benefits	-1,664.30
	07/02/2025	Check	23550	JSB	PPE: 06/27/2025 Christmas Club	-180.00
Total for 101.50 Payroll Checking 0471						-\$ 2,024.30
Total for GENERAL FUNDS BANKING						-\$ 76,035.49
RESTRICTED FUNDS						
103 Customer Deposit Accounts 3194						
	06/26/2025	Check	199	Hannah Ruffner	Water Account Deposit Refund	-92.77
	06/26/2025	Check	200	Kierra Anderson	Water Account Deposit Refund	-92.77
Total for 103 Customer Deposit Accounts 3194						-\$ 185.54
Total for RESTRICTED FUNDS						-\$ 185.54
213 Purchase Card Payable						
	06/08/2025	Expense	5623	Intuit	Software Fee	251.45
	06/10/2025	Expense	5623	Waste Management Inc	Sewer Sludge and Landfill Dumping Fees	3,295.44
	06/12/2025	Expense	5623	Cintas Corporation	Uniform Fees	597.31
	06/17/2025	Expense	5623	T-Mobile	Town Hall, Streets, Water, and Sewer Telephone Bill	535.27
	06/19/2025	Expense	5623	Oldcastle APG	Mulch Tip Fee	250.00
	06/19/2025	Expense	5623	Frontier	Phone Line at Market House	127.40
	06/23/2025	Expense	5623	Kershner Controls	Sewer Parts	4,605.00
	06/24/2025	Expense	5623	Waste Management Inc	Sewer Sludge and Landfill Dumping Fees	2,042.18
	06/25/2025	Expense	5623	Griffith Energy Services, Inc. (gasoline)	Gasoline for Town Hall, Parks, PD, Water, and Sewer	2,285.72
	06/25/2025	Expense	5623	Miss Utility of West Virginia Inc	Message Fees	71.30
	06/25/2025	Expense	5623	Griffith Energy Services, Inc. (diesel)	Diesel for Sanitation, Streets, Sewer, and Water	1,433.59
	06/25/2025	Expense	5623	WV DHHR Bureau for Public Health	Water Testing	69.00
	06/25/2025	Expense	5623	WV DHHR Bureau for Public Health	Water Testing	20.00
	06/26/2025	Expense	5623	Cintas Corporation	Uniform Fees	507.17
	06/26/2025	Expense	5623	Cintas Corporation	Uniform Fees	529.01
Total for 213 Purchase Card Payable						\$ 16,619.84



# Special Events Application

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

Event Title Freedoms Run

Event Date Oct 5 2025

Event Sponsor Eastern Area Health Education Center

Secondary Date

## Organizer's Contact Information

Name: Mark Cucuzzella

Cell: 304-268-8813

Address: 138 N Tamarac Dr Shepherdstown

Email afrundoc@gmail.com

Alt. Phone

## Event Information

Requested Area(s) X City Streets/Sidewalks \_\_\_ Sidewalks only \_\_\_ Other

Location of Event Ram Stadium - German Street loop for kids run

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

Event Hours 7 am until 1 pm Set up start time 6 am Clean up end time 2pm

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

Anticipated Attendance (per day): Participants 800 Spectators 200

## Office Use Only

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

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

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

# Event Information

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

**Name of Event** Freedoms Run

**Brief Description of Event:** Running Event

Same routes as 2024

Has your organization held this event in the past? yes

When and Where? since 2009

Is the event a fundraiser? yes

Will you require assistance from Fire/EMS? yes (additional fees apply) How many units? 1 (we will arrange thru the county)  
Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? yes (additional fees apply)  
How many units? traffic control for 11am kids run  
Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? yes What and where? tents at Midway Field Fri Eve Oct 4  
Hazmat items must be attended constantly.

Will you be providing private security? no

Will alcohol \_\_\_\_\_ or food X be served?  
Additional approvals may be necessary through the ABCA or Health Department.

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

Will streets X or intersections X be blocked? **Requires** police department assistance.

List streets and/or intersections 11am kids run requires traffic control/awareness on the loop from kings st to high st to princess turn up German St to Duke St. Right on High back to the Stadium

Public Works assistance needed? \_\_\_\_\_ Street Sweeping \_\_\_\_\_ Barricades or fencing

Material \_\_\_\_\_ (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loud speakers or amplification devices? portable PA system at the start on King Street

Continued on next page

Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? yes What and where? tents at Midway Field  
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? \_\_\_\_\_  
What and where? \_\_\_\_\_  
Check with Parking for costs and arrangements

Indemnification

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

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

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

Signature Mark Cucuzzella Date June 8

Title Race Director

## **Fee Schedule**

Application Fee--\$25

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

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

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






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

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

# Freedom's Run 5k Course

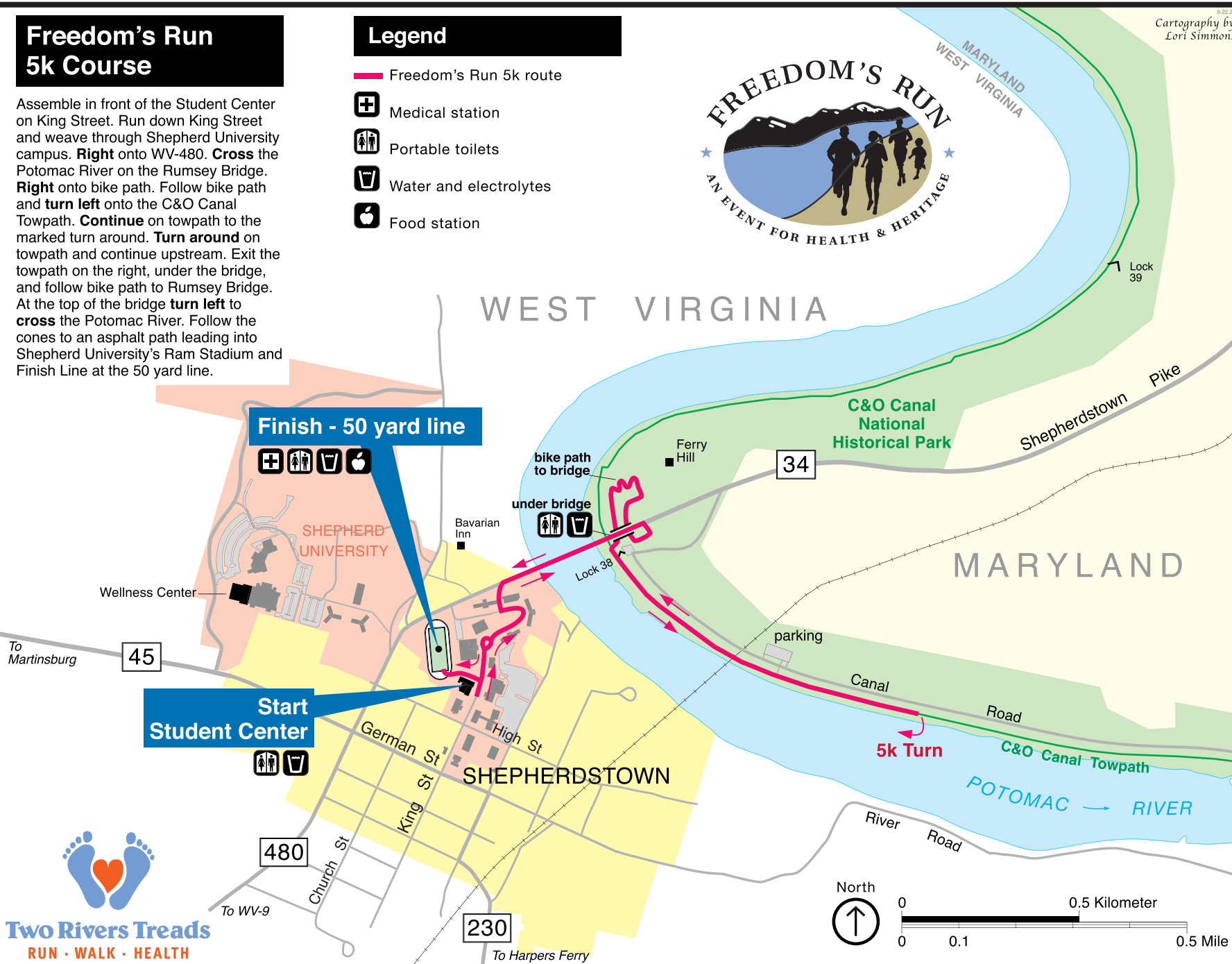
Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn left** onto the C&O Canal Towpath. **Continue** on towpath to the marked turn around. **Turn around** on towpath and continue upstream. Exit the towpath on the right, under the bridge, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to **cross** the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

## Legend

-  Freedom's Run 5k route
-  Medical station
-  Portable toilets
-  Water and electrolytes
-  Food station



Cartography by  
Lori Simmons



## 10k Course

Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn right** (upstream) onto the C&O Canal Towpath. **Continue** on towpath to the marked turn around. **Turn around** on towpath and continue downstream. Under the Rumsey Bridge, exit the towpath on the left, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to **cross** the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

## Legend

Freedom's Run 10k route



Medical station



Portable toilets



Water and electrolytes



Food station

## Finish - 50 yard line



SHEPHERD UNIVERSITY

Wellness Center

Bavarian Inn

SHEPHERDSTOWN

## Start Student Center



480

To WV-9

45

German alley

High St

Church St

King St

230

To Harpers Ferry

bike path to bridge

under bridge



Lock 38

Canal Road

parking

C&O Canal Towpath  
POTOMAC RIVER

Ferry Hill

34

Shepherdstown Pike

C&O Canal National Historical Park

Lock 39

MARYLAND  
WEST VIRGINIA

WEST VIRGINIA

C&O Canal Towpath

10k Turn



Canal Mile 75



Two Rivers Treads  
RUN • WALK • HEALTH



North








0 0.1 0.5 Kilometer  
0 0.1 0.5 Mile

Cartography by Lori Simmons

## Half Marathon Course

Assemble in front of the Student Center on King Street. Run down King Street and weave through Shepherd University campus. **Right** onto WV-480. **Cross** the Potomac River on the Rumsey Bridge. **Right** onto bike path. Follow bike path and **turn left** onto the C&O Canal Towpath. **Left** on Millers Sawmill Road. **Left** on Harpers Ferry Road. **Right** on Branch Avenue. **Right** on trail then follow directions on trail. Enter road near Burnside Bridge. Continue and turn **left** on Branch Avenue. **Left** on Harpers Ferry Road. **Right** on Millers Sawmill Road. **Right** (upstream) on the C&O Canal Towpath. Exit the towpath on the right, under the bridge, and follow bike path to Rumsey Bridge. At the top of the bridge **turn left** to **cross** the Potomac River. Follow the cones to an asphalt path leading into Shepherd University's Ram Stadium and Finish Line at the 50 yard line.

## Legend

- Half marathon route
-  Medical station
-  Portable toilets
-  **Station Name in red**  
Water and electrolytes
-  Food station
-  Half marathon mile marker

0 0.5 1 Kilometer  
0 0.5 1 Mile





# Policy for Art-Enhanced Public Benches by Local Artists in Shepherdstown

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(DRAFT)

## PURPOSE

To enhance the aesthetic and cultural value of Shepherdstown by installing public benches decorated with original artwork created by local artists, while ensuring proper procurement, maintenance, and replacement.

## PROCUREMENT

### 1. Bench Procurement

- a. Benches will be built or procured independently from the art enhancement process.
- b. The Public Works Committee will determine annually the number of new or replacement benches to be acquired under this program, guided by:
  - The number and location of existing art-enhanced benches
  - Condition of existing art-enhanced benches
  - Distribution of other benches in town
  - Available funding
- c. All benches must be durable, weather-resistant, and suitable for public use.

### 2. Funding

- a. Funding for procurement, installation, maintenance, and replacement may come from any combination of town budget allocations, grants, or community sponsorships.
- b. Sponsorships from local businesses and individuals are encouraged. However, benches must not be used as overt advertisements.

### 3. Artist Selection

- a. Local artists will be selected through an open call for submissions.
- b. A selection committee appointed by the Mayor will evaluate submissions based on artistic merit, thematic relevance, and feasibility.
- c. Designs containing offensive or divisive content will not be approved.

d. Selected artists will sign an agreement outlining project terms, deadlines, and quality standards.

e. The town reserves the right to decline any submission at its discretion, provided the decision does not violate applicable law.

f. The mayor will be the final approving official of the proposed designs.

#### **4. Art Enhancement Process**

a. Artists will enhance benches according to approved designs and specifications.

b. Artwork must be applied using weather-resistant, durable materials to ensure longevity in outdoor conditions.

### **INSTALLATION**

#### **1. Location Selection**

a. The Public Works Committee will identify appropriate bench locations.

b. Coordination with the Parks and Recreation Committee is required for any benches to be installed in parks.

c. Locations will be chosen for visibility, accessibility, and pedestrian use.

d. Benches must be placed at a safe distance from curbs and intersections.

e. All placements must comply with applicable laws and regulations.

#### **2. Installation Process**

a. Installation / placement will be performed by Public Works staff or a qualified contractor.

### **MAINTENANCE**

#### **1. Regular Inspections**

a. Benches will be inspected regularly by Public Works or a designated contractor to assess condition and identify needed repairs.

#### **2. Repair and Maintenance**

a. The town, through the Public Works Committee, will coordinate for the maintenance of the benches to include cleaning, touch-ups, and resealing as necessary to preserve the artwork.

b. Benches that are damaged or no longer represent the artistic or civic standards of the town may be promptly removed.

c. Benches will be replaced if they become structurally unsound, severely damaged, or if the artwork has significantly deteriorated.

d. Proposals for replacement benches will follow the same review and selection process as original installations.



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4161 Piedmont Parkway  
Suite 370, Greensboro, NC 27410  
phone: (800) 331-8118  
[www.ennisflint.com](http://www.ennisflint.com)

DESCRIPTION:

**9'4" FHWA Shared Lane Symbol**

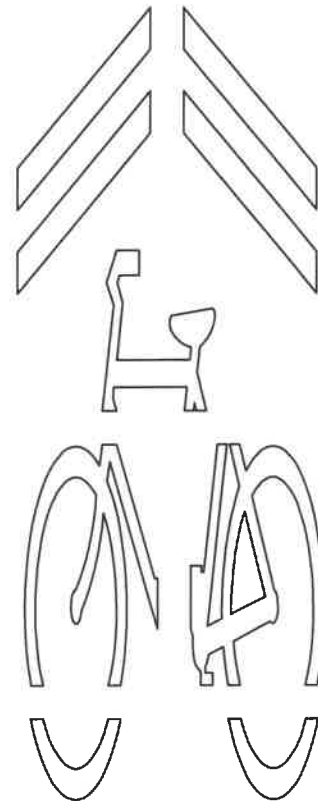
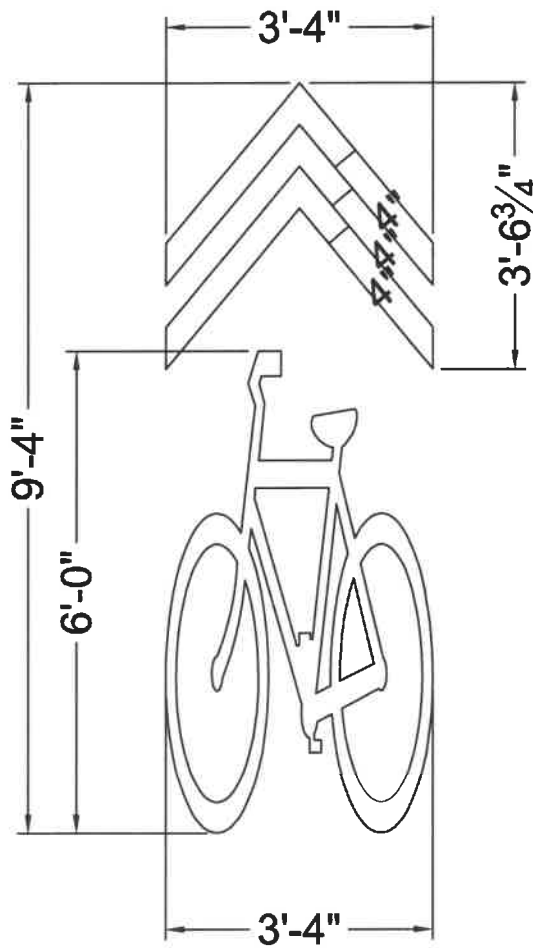
DESIGN #:

**PM600833L**

DESIGNER: **AP**

DATE: **10/23/18**

## PACK ASSEMBLY INSERT





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**DESCRIPTION:**

**6' X 2' STRAIGHT ARROW**

PM Design #:

**PM602005**

DESIGNER: **GBR**

DATE: **7/1/19**

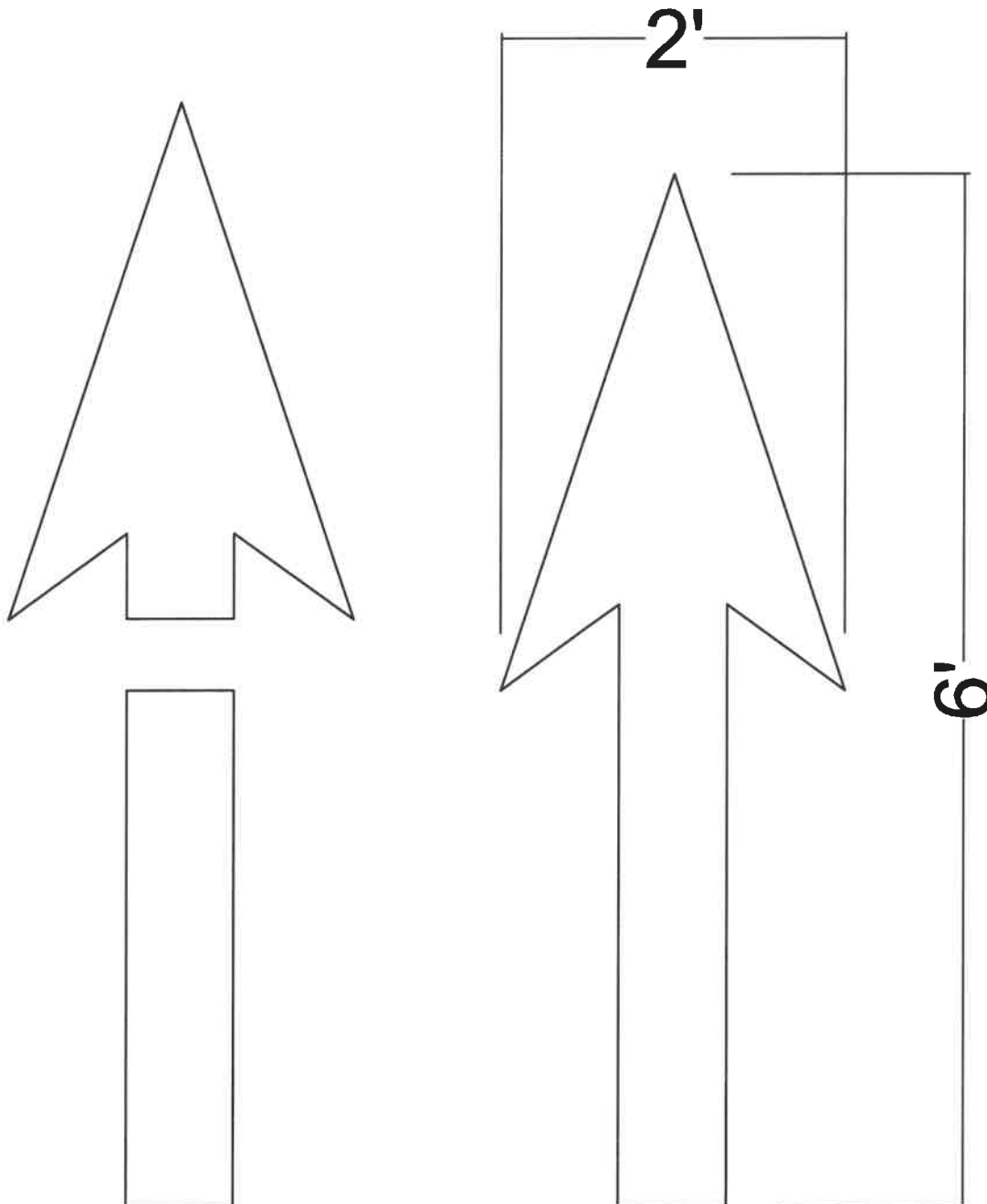
## PACK ASSEMBLY INSERT

HT SKU #s:

**HT895284 (90 mil)**

**HT894178 (125 mil)**

**PM603199 (125 mil)**





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fax: (336) 475-7900  
[www.ennisflint.com](http://www.ennisflint.com)

DESCRIPTION:

**4'8"x3'6" BIKE LN ARW RIGHT  
TURN**

DESIGN #:

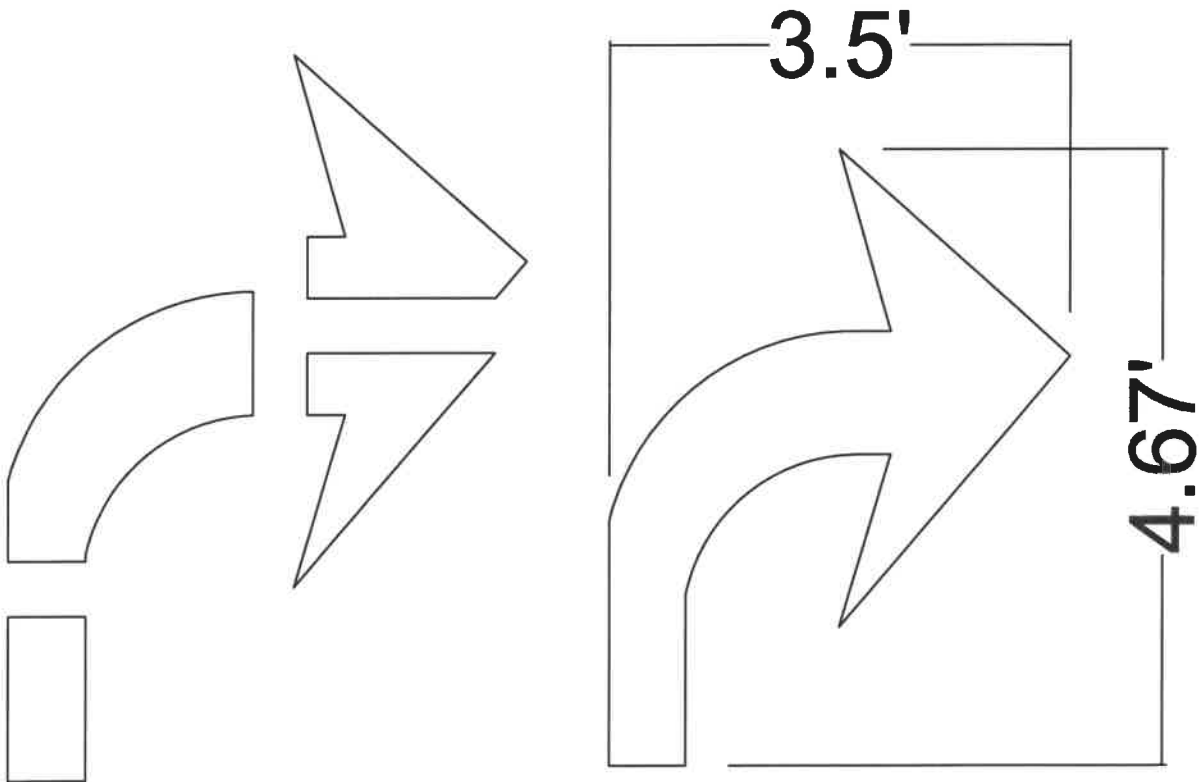
**PM6902756R**

DESIGNER: **JBS**

DATE:

**1/9/15**

## PACK ASSEMBLY INSERT





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fax: (336) 475-7900  
www.ennisflint.com

DESCRIPTION:

**BIKE LN ARW LEFT TURN**

DESIGN #:

**PM602756L**

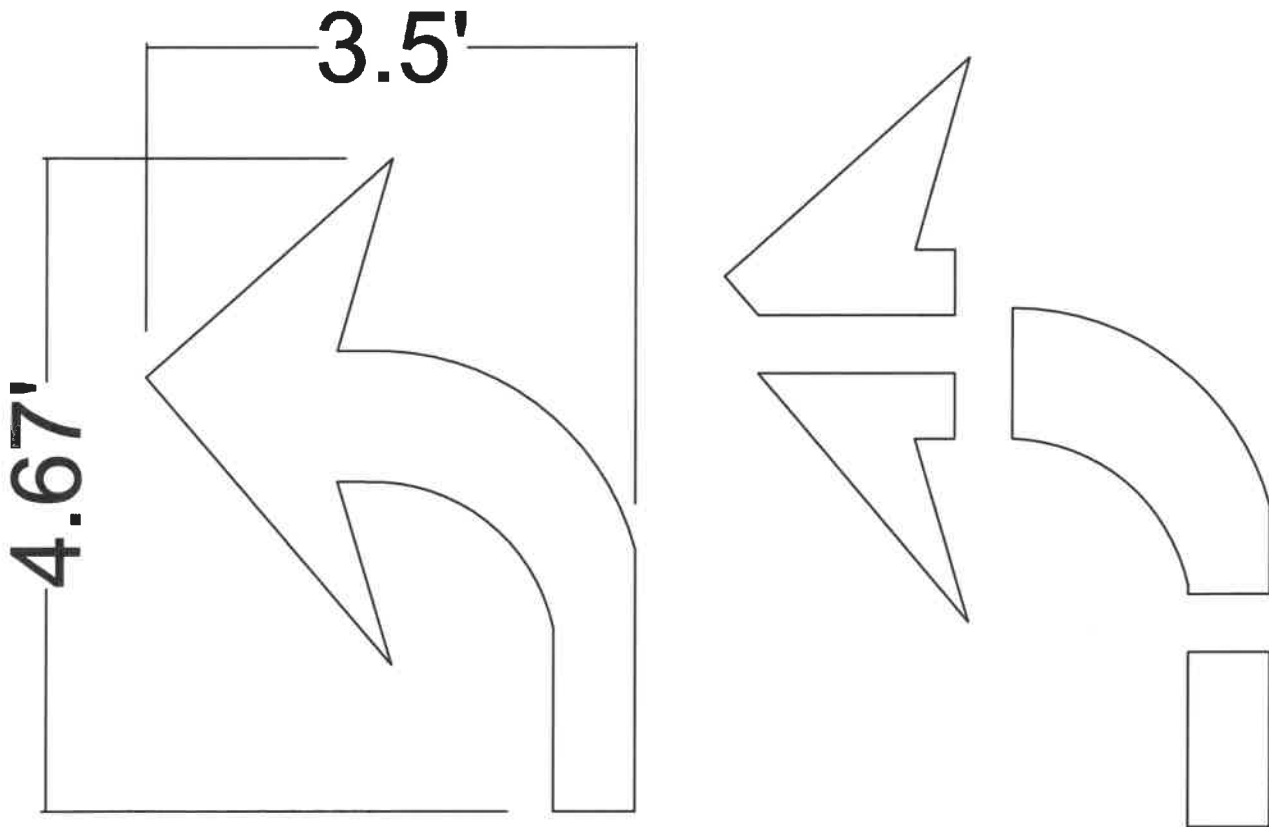
DESIGNER:

**JBS**

DATE:

**8/29/19**

## PACK ASSEMBLY INSERT





## Age-Friendly Shepherdstown

### MINUTES

June 18, 2025

Attending: Marty Amerikaner, Charlotte Baker-Shenk, Jan Hafer, Stacey Kendig, and Linda Spatig

1. We unanimously approved minutes from May meeting.
2. Old Business
  - a. Bike Route. Marty and Mayor Gatz are in the process of communicating about the purchase of sharrows for the bike route. Stacey and Marty agreed to reschedule their meeting with SU administration to be sure everyone is in agreement about where the route signs will be posted on campus. The SU part of the route will likely not be available for use until the fall, when construction is completed on King Street. However, we may want to go ahead and place sharrows and road signs on the other parts of the route such as High Street and the part of King St. that is not under construction.
  - b. Hearing Accessibility. Jan agreed to draft wording about the importance of hearing accessibility when public meetings are held in venues other than Town Hall. She will prepare a draft by June 21.
  - c. Fall Prevention. No new developments.
  - d. EPTA Shuttle Survey. Linda reported there were over 300 survey responses. The data have been tabulated by the computer survey program we used. We will discuss the findings more thoroughly at a later meeting, but a quick review of them suggested strong support for pursuing an EPTA shuttle bus service in Shepherdstown.
3. New Business
  - a. Age-Friendly Action Plan. Linda said there are two tasks to undertake. One is to prepare a report detailing our progress on achieving goals and objectives that comprise our current action plan, in effect since 2022. That report is due in September. Linda agreed to begin drafting the report as soon as possible. The second task is to assess and revise the current action plan.

We began with a discussion of the current action plan. We plan to continue the discussion in the July meeting.

4. Next Meeting. **July 16, 1:30pm, Zoom**

# SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, June 9, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET

**In attendance:** Chair Keith Alexander (KA), Carmen Slater (CS), Rebecca Bickler (RB), Tom Mayes (TM)

**In absentia:** Jim King, Jefferson County Historic Landmarks Commission

**In audience:** Emmanuel Spanos (25-08), Kameron Turner (25-14), Valerie and Tre Lapole (25-15), Nicholas Landon (contractor) & Lauren and Jason McAlee (314 N Princess St. workshop), Jim Auxler (former Mayor of Shepherdstown)

**1. Call to Order:** Call to order at 6:01

**2. Approval of Minutes:** May 12, 2025: No comment, minutes automatically approved in accordance with Robert's Rules.

**3. Visitors:** No comments

**4. Conflicts of Interest:** None noted.

**5. Applications:**

**25-08** 115 E. German Street

Fence for patio: Applicant summarized the project noting 1 modification to original application to change the fence material from vinyl to wood lattice. The applicant inquired as to a requirement to paint or stain the fence. CS noted that the choice is of the applicant. Page 68 of guidelines references "Fences" zoning ordinance 9.802(d), now 9.803 (d), which states, "the regulations guide construction of fences to preserve the distinctive character and integrity of the Historic District and surrounding properties. Fence design should be compatible with the house scale and design." CS and TM noted that the fence will require coping and framing finishing to ensure that the finished fence reflects the Historic District. TM noted that he would encourage 1 consistent paint color for the fence post supports, posts, fencing lattice and coping. RB noted that she does not view this application as falling under the purview of the HLC, only the planning commission. TM moved to approve application 25-08 in accordance with pg. 68 paragraph A "Fences" with the condition that the entire project be painted one solid color with the appropriate coping added to frame the lattice throughout the entirety of the wood structure. If HLC approval is not necessary, the HLC encourages the planning commission to approve the application. CS seconded. All in favor. None opposed. Passed.

**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.: Applicant summarized the project. Guidelines page 31 note that this application should be considered new construction. New Construction page 56 of guidelines considerations: Scale (A): New construction 17'h vs current building 27'h. Square footage of new construction is just over 200sq ft compared to 1,150sq ft of the residence. 12'w x 14' d vs. residence 25'w x 32'd. Design (B): log in line with existing residence. Location (C): back of lot as is traditional. Materials (D): Log with traditional pressed steel infrastructure to overlay with lime mortar along with a low density foam on the inside (KA noted to ensure any spray foam is concealed fully on the exterior). Stone Foundation will be poured concrete with a veneer on the piers and actual stone in between the piers. KA noted that a plaque should be placed on the 'new construction' designating it as unique and separate from the existing residence. CS moved to approve application 25-14 placement of reconstructed log cabin/shed on the rear of 306 W German St according to guidelines pg. 56 with a plaque stating where the building originated and the fact that it was moved. TM noted that the approval is also in accordance with the guidelines on pg. 31 A "Relocation - Moving Buildings" into Shepherdstown as well. TM seconded. All in favor. None opposed. Passed.

**25-15 133 West German Street**

Business Sign: Applicant summarized the project. Commercial Signage page 63 of guidelines. CS inquired if the sign will be the same on each side and the applicant noted it will be. RB moved to approve application 25-15 in accordance with guidelines on page 63 stipulating that the sign is installed in the existing mounting holes in the building and displays on both sides. KA seconded. All in favor. None opposed. Passed.

**6. Workshop Sessions:** 314 North Princess Street – Garage Project: Demolition page 31 of guidelines. New Construction page 56 of guidelines.

Applicant summarized the project: *Demolition of Garage*- There is an active spring that runs under the garage foundation and empties into the river. The integrity of the building has been compromised due to this and the height of the garage blocks the sun's ability to dry some of the water retained on the lot causing issues with the residence as well. TM and CS inquired of the date of construction of the garage and the applicant noted that they are not entirely sure, but estimate based on the materials that the garage was built in the late 70s. TM, CS and KA all noted that the demolition of the garage as planned is in accordance with pg 31 of the guidelines. *New Construction of Garage*- the Stone Toll-Bridge platform/abutment is the proposed site of the newly constructed garage. Applicant noted that the original wooden bridge was burned down during the Civil War and then rebuilt but demolished in the 1930s. The abutment that remains is iron pinned, not mortared and there are no cap stones. Garage footprint as proposed would be built to the front of the platform (street side) leaving 12-15' on the rear (river side) of the platform and 8-10' on the left and right. The use of the building will be a home office and 1 car garage. There is no other location on the lot to accommodate the new construction due to the grade/river proximity with the exception of the middle of the

front yard in front of the residence. CS noted that the scale as planned (24' H x 28' W x 25' D) seems to dwarf the existing residence especially given the placement on the lot. Applicant noted that as all sides can be visible (from Princess St, from the bridge to Sharpsburg, from the boat ramp launch point) and as such the plan is to build the structure itself with historical materials to maintain the historic feel as there is no true 'front' of the house. TM inquired about the possibility to build the garage as an addition to the home. The applicant noted that the grading would make it prohibitive. Due to the complexity of the proposed building site being historic in and of itself, the HLC will walkthrough the property to help with assessment on 6/17/25 at 6PM (CS and RB) and 6/23/25 at 6PM (TM KA and AR).

**7. Ongoing Business:** Tabled to July 2025 meeting.

**8. New Business:** None.

**9. Adjournment:** CS moved to adjourn, TM seconded. Adjourned 7:28pm.

DRAFT

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

Monday, June 16, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order: 6:02p**

Commissioners Present:

Linus Bicker, James Gatz (Mayor), Ebonee Helmick, Madge Morningstar, Roger Munro

Commissioners Absent:

Rebecca Parmesano

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

- a. May 19, 2025, Meeting Minutes – Motion to approve previous month's minutes: Roger Munro/ 2<sup>nd</sup> Linus Bicker/ All Aye

**3. Visitors:**

- a. Jim Auxer

**4. Conflicts of Interest: None**

**5. Applications**

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

Motion to approve application 25-08: Linus Bicker/ 2<sup>nd</sup> James Gatz/ All Aye

- b. **25-14** 306 West German Street- Purchase, deconstruct, move and install an old German style, white pine, 14 x 16 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.

Motion to approve application 25-14:

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

Motion to approve application 25-14:

SHEPHERDSTOWN PLANNING COMMISSION MINUTES  
REGULAR MEETING AND PUBLIC HEARING

Monday, June 16, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

6. Staff Report:
  - a. Update on hiring for P&Z position.
  
7. Continuing Business a. Review of Shepherdstown PUD Ordinance
  - a. b. 24-03 102 College Street Install new metal roof, porch covering (previously approved)  
  
Motion to defer application until July 2025 meeting:
  
8. New Business
  - a. TC Comp Plan Review update. Meeting July 9<sup>th</sup> to discuss
  - b. Discuss benches on sidewalks and which ordinance governs business and home owners .
  
9. Adjournment 6:40p



# **Corporation of Shepherdstown**

## **Minutes for Meeting of the Water and Sanitary Board**

June 26, 2025 6 pm

Town Hall 104 N. King Street

### **1. Call to Order**

### **2. Members Present**

**Water Board:** Mr. Gatz, Ms. Bartlett, Mr. Bresland, Mr. Shelton, and Ms. Kemnitzer

**Sanitary Board:** Mr. Gatz, Mr. Heyser, and Mr. Keller

### **3. Visitors**

Alexis L. Davy, REHS/RS, Sanitarian Supervisor, Jefferson County Health Department

Representatives of Shepherd University

Jim Auxer, Kay Shultz, Greg Welter

### **4. Minutes of May 29 Meeting**

Vote to Approve by Sanitary Board – Postponed to next meeting

Vote to Approve by Water Board - Approved

### **5. Flow and Quality Reports from Staff**

Flow volume for the Water Department is highly elevated. Staff recommend undertaking an investigation into leaks in the system. They request authorization to spend up to \$10,000 to identify the causes.

Vote by Water Board: Approval of expenditure up to \$10,000 for a leak detection study.

### **6. Financial Reports**

- a. Budget v Actuals for 2024/2025
- b. Balances in Reserve Accounts
- c. Status of Bond Refund – Refunds totaling \$91100.26 were deposited into the Water operating account on April 23, 2025.
- d. Plans for yearend audits and preparation of the annual Public Service Commission Reports – work is underway by the Decker accounting firm.

## **7. Unfinished Business**

- a. Recommendations on drinking water chlorination systems – Our consulting engineer is still working on his recommendation. The report will be available for the next meeting.
- b. Hydrant Report – Four new hydrants were put into service.
- c. Study of Septic Systems in our Watershed

Alexis L. Davy, REHS/RS, Sanitarian Supervisor, Jefferson County Health Department explained the role of her department. Members of the Sanitary Board urged that the Health Department work more closely with our Sanitary Department to find opportunities to bring septic users onto our sewer system. They also asked for help from the Health Department to develop methods for obtaining grants to finance these projects.

## **8. New Business**

- a. Sludge Press Service – postponed because different solutions will be pursued.
- b. Lead and Copper Sampling July/August – sample testing will take place in July.
- c. Shepherd University Building Step 2 Application – Staff recommended that the application in its amended form be approved.

Vote: Water Board approved

Vote: Sanitary Board approved

**9. Next Meetings July 24 and August 28 at 6 pm**

**10. Adjournment**