

# SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, July 14, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET

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

25-16            103 Ray Street  
Construction of addition to existing structure

25-17            501 E. German Street  
Installation of chain link fence

6. **Workshop Sessions:**
7. **Ongoing Business:**
8. **New Business:**
9. **Adjournment:**

# 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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 25-16

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

Applicant's name: Jaime Disterhaupt  
(Must be Property Owner)

Mailing address: 103 Bay St.  
Shepherdstown City WV State 25443 Zip

Telephone: 352-219-2784 Email: jaime.disterhaupt@gmail.com

Street address of proposed work: 103 Bay St.

Lot Number/Legal Description: 3-0125  
(if no address exists)

Current Zoning: R-1 Current Land Use: Resident

Note: Reference this map for zoning Classifications.

Description of Work: Build a new addition on back of existing home.

Project Category: 111  
(see descriptions on next page)

Contractor Performing the Work: Jhawn Wolford / Modern Renovations LLC.

Contractor's Business License: WV 055761

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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 25-16

Check all the areas that apply:

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

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

MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

**(Categories II and III):**

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

Gross & net land area of property

Setback from property boundaries

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

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

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

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

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

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

*Blend in with what's there.*

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

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

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

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

**All Categories:**

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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 25-13

## Remedies and penalties

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

## Please read the following paragraph carefully and sign.

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

Date: \_\_\_\_\_

Signature: *Jamie Distenkaupt*  
(Owner)  
Print Name: Jamie Distenkaupt.

For Office Use:

Zoning Officer Comments

Fee Paid  
Date Paid



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 25-16

## Application Fees

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

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



JOB NAME: Jamie D.  
COMPANY: Modern Renovations LLC  
LOCATION: 103 Bay St.

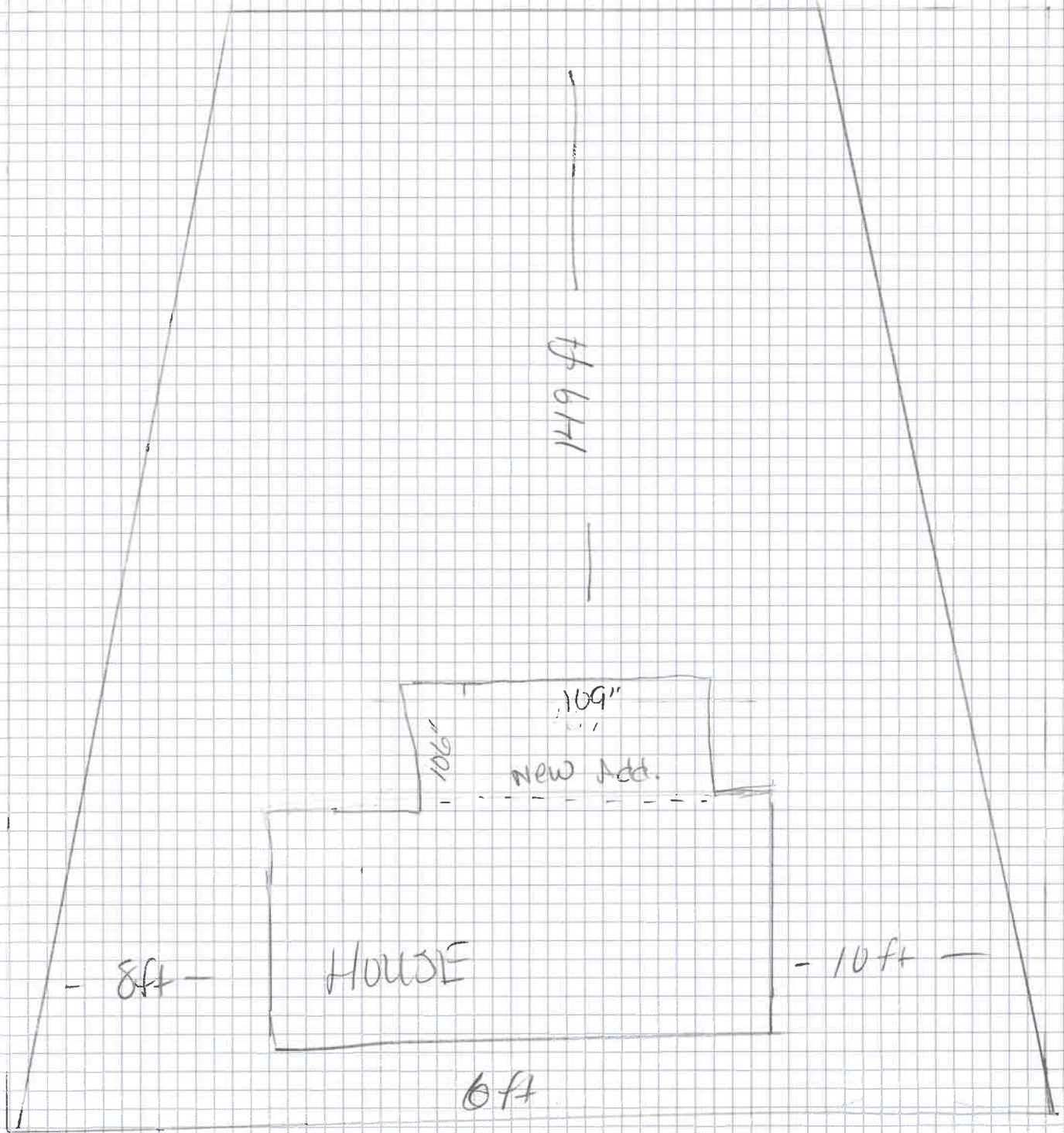


LUMBER

SALESPERSON: Shawn  
PHONE #: 304-596-1339  
EMAIL: modernrenovations

STORE #:

Set backs.



**WE'RE MORE THAN JUST LUMBER!**

METAL & SHINGLE ROOFING

VINYL, METAL & CONCRETE SIDING

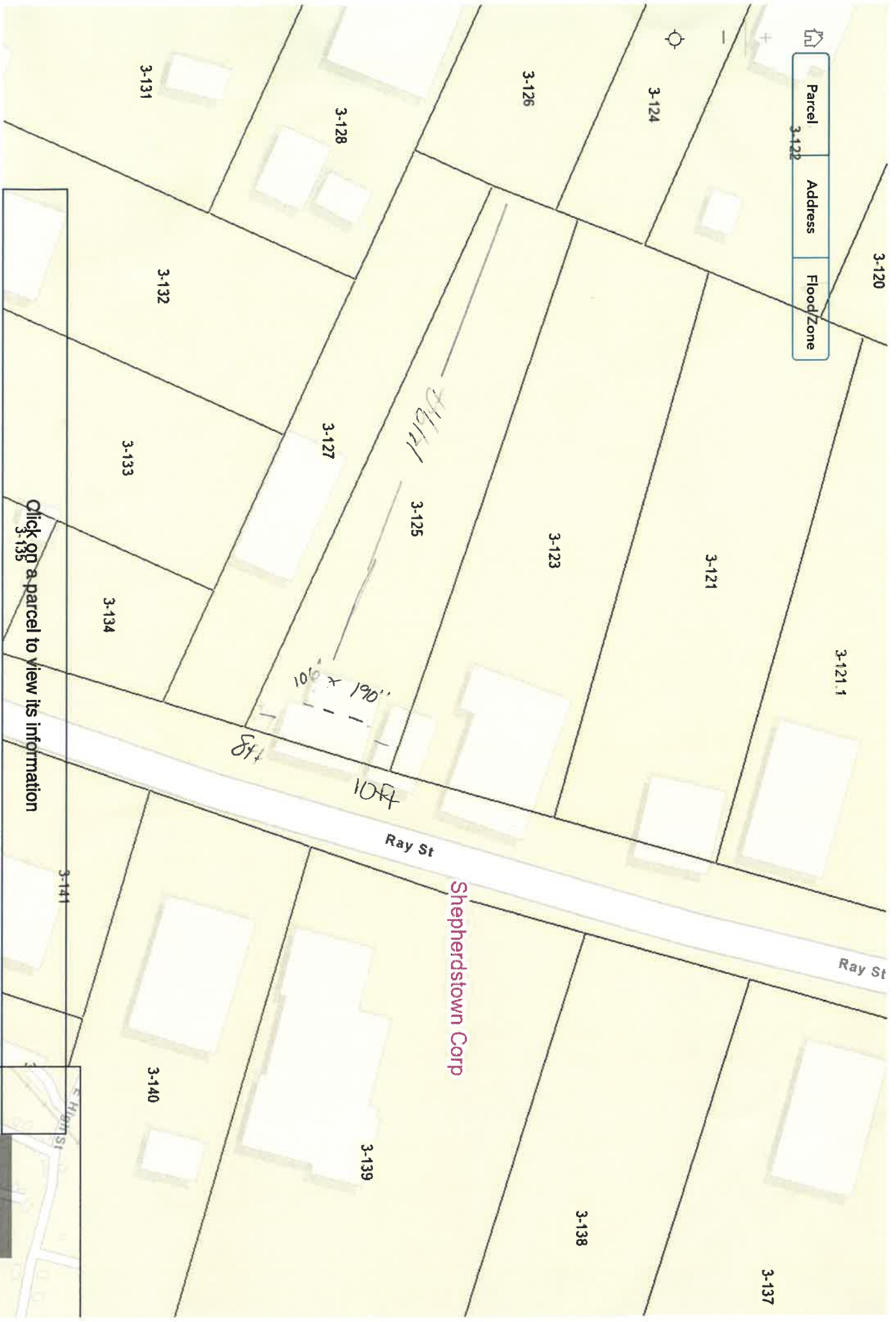
COMPOSITE DECKING & RAILING

CABINETS & COUNTER TOPS

ENGINEERED LUMBER

INSULATION, DRYWALL & TRIM

Parcel	Address	FloodZone
3-122		



Click on a parcel to view its information

*Jennie D.*  
 108 Ray St.



Scale - 1: 564  
 39.429500, -77.799104  
 (39.429540, -77.800089)



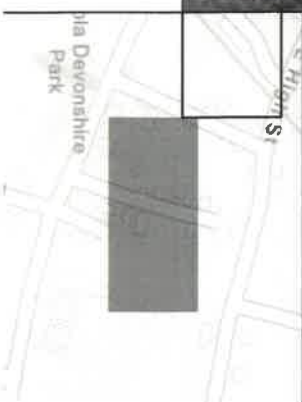
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(39.429510, -77.800100)

10 m



Parcel: 3-122  
Address:  
Eject Zone:

Click on a parcel to view its information





# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV055761

**CLASSIFICATION:**

GENERAL BUILDING  
SPECIALTY

MODERN RENOVATIONS LLC  
808 N QUEEN STREET  
MARTINSBURG, WV 25404

DATE ISSUED

EXPIRATION DATE

JANUARY 15, 2025

JANUARY 15, 2026

Authorized Signature

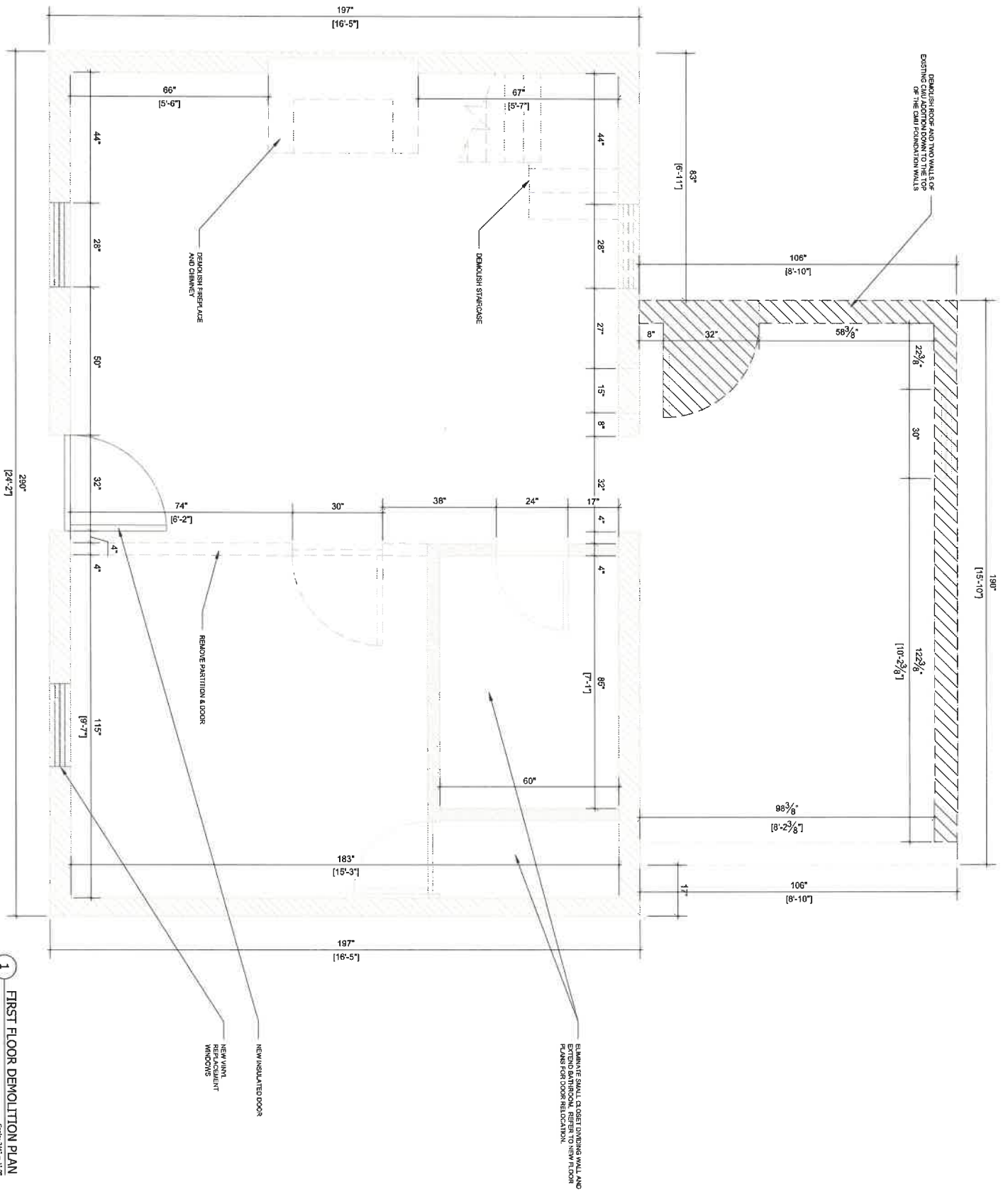
Chair, West Virginia Contractor  
Licensing Board



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







1 FIRST FLOOR DEMOLITION PLAN  
 SCALE: 3/8" = 1'-0"

DESCRIPTION

DATE: \_\_\_\_\_  
 PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

118 Augusta Ln  
 Henderson, WV 25927  
 Jimkn@jbrk.com  
 304.671.1892

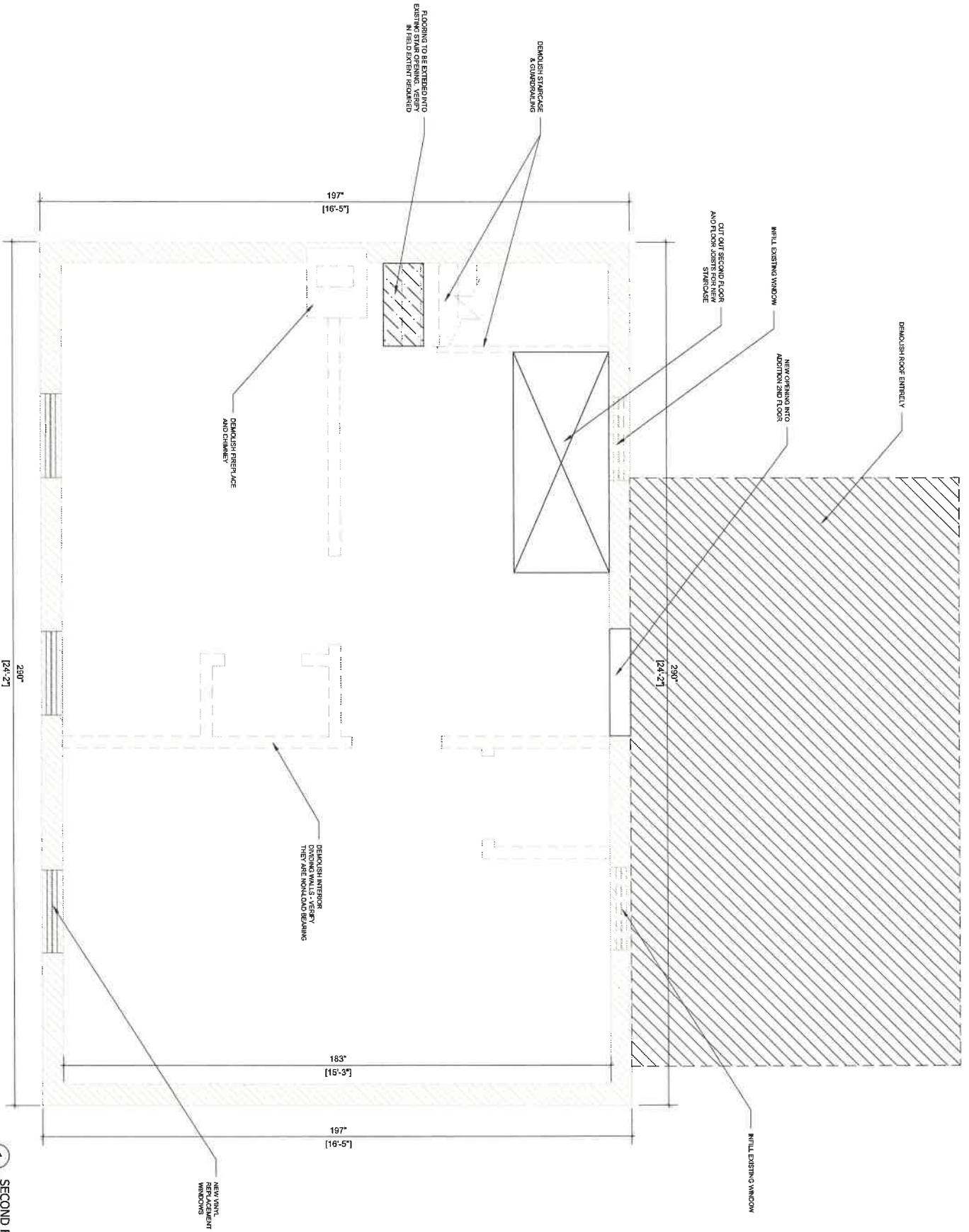
**JBRK**  
 DRAFTING

Disterhaupt Residence  
 103 Ray Street  
 Shepherdstown, WV



**Modern RENOVATIONS**

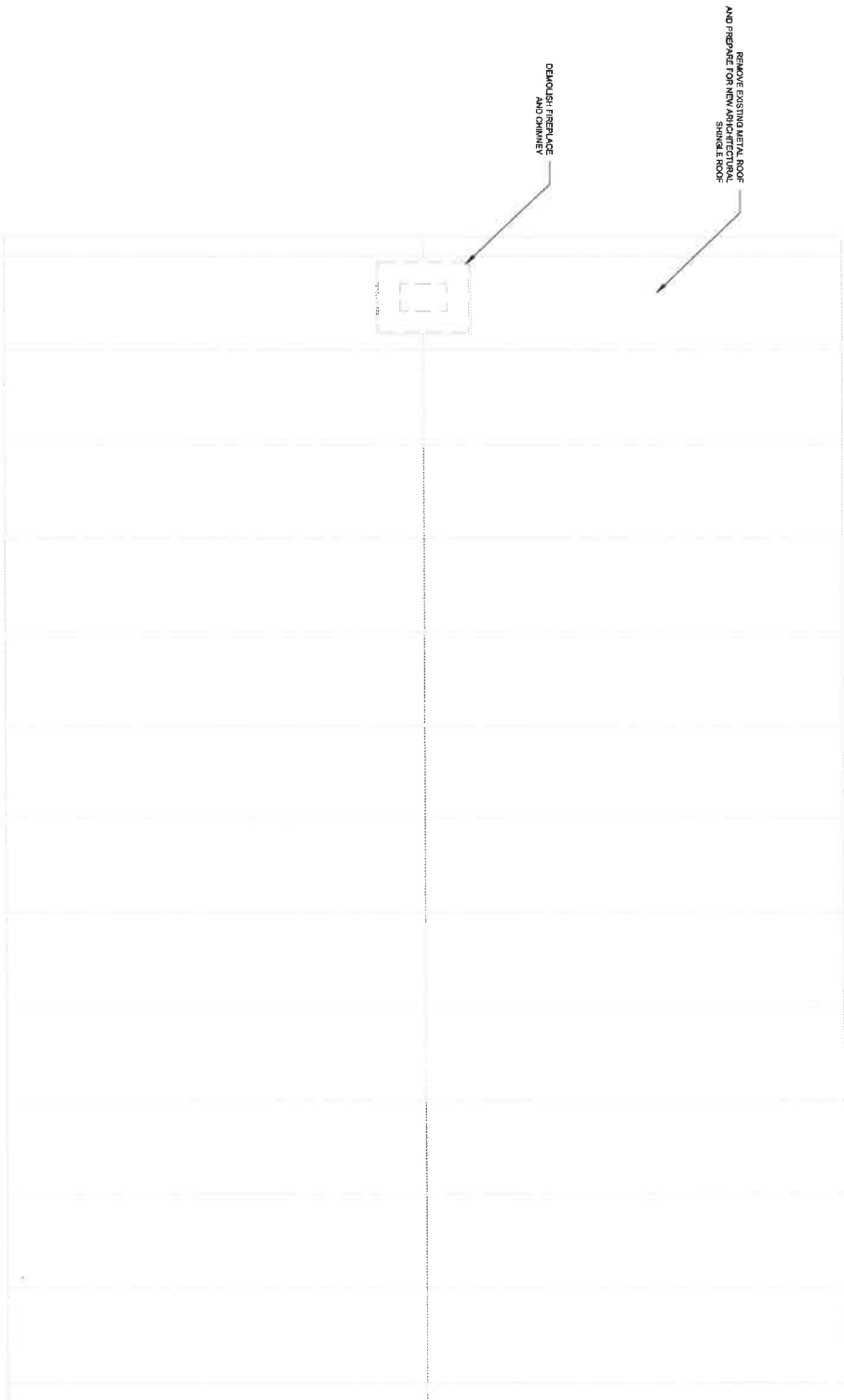
808 N. Clarks Street  
 Martinsburg, WV 25404  
 304.591.1338

D1.01



1 SECOND FLOOR DEMOLITION PLAN  
 SCALE: 3/8" = 1'-0"

 <p>608 N. Quaker Street        Martinsburg, WV 25404        304-699-1339</p> <p>D1.02</p>	<p>Disterhaupt Residence        103 Ray Street        Shepherdstown, WV</p>	 <p>119 Arapahoe Ln.        Hedgerow, WV 25427        jku@jkbk.com        304-671-1882</p>	<table border="1"> <tr> <th>#</th> <th>DATE</th> </tr> <tr> <td>1</td> <td>JUN 6 2025</td> </tr> </table>	#	DATE	1	JUN 6 2025	<p>DESCRIPTION</p> <p>PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL</p>
#	DATE							
1	JUN 6 2025							



1

ROOF DEMOLITION PLAN

Scale: 3/4" = 1'-0"

DESCRIPTION

#	DATE	DESCRIPTION
1	JUN 06 2025	PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

**JBK**  
DRAFTING

118 Mountain Ln  
Hedgesville, WV 25427  
James@jbdrafting.com  
304-450-1392

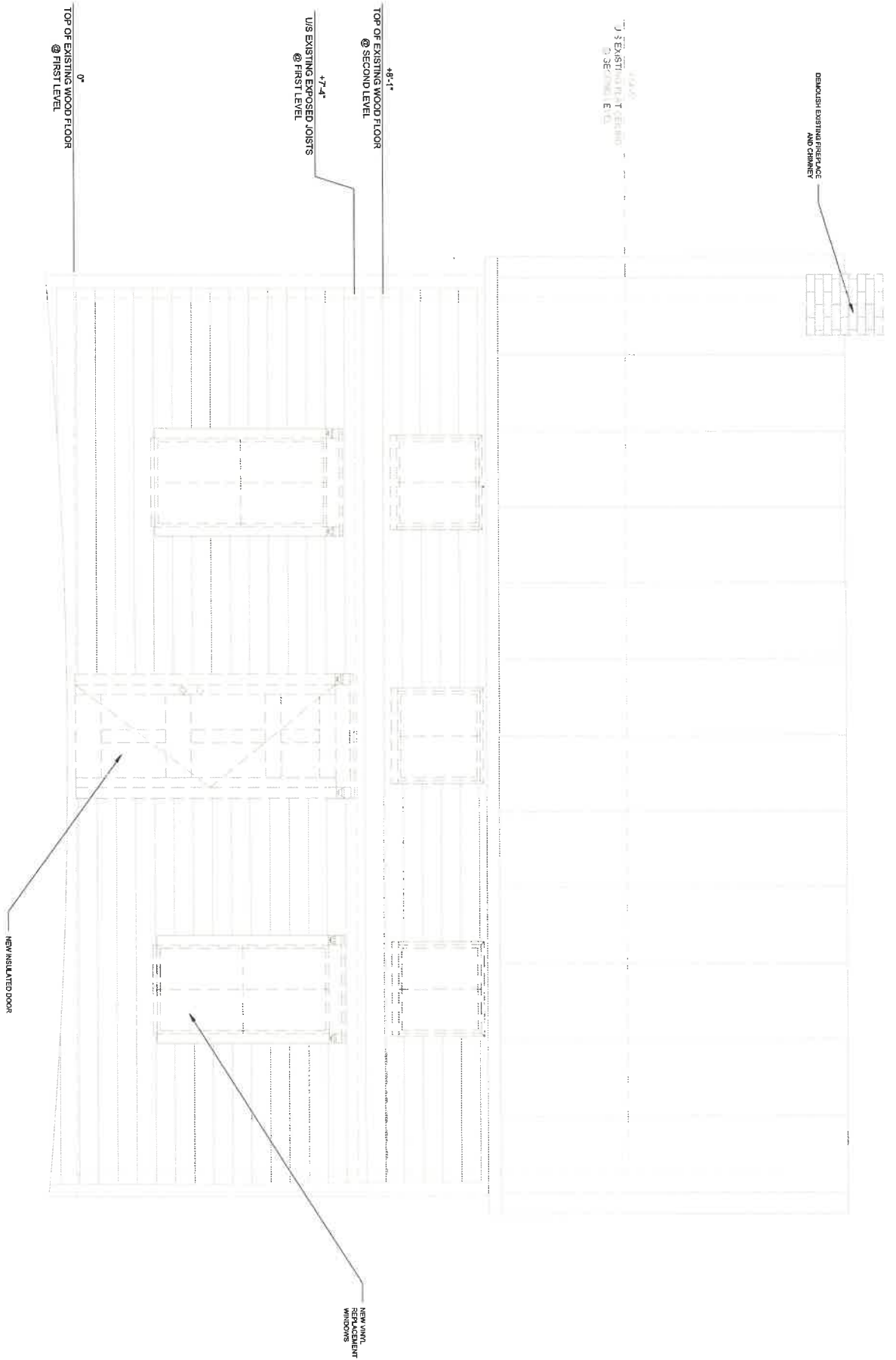
Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV

**Modern RENOVATIONS**

800 N. Oliver Street  
Martinsburg, WV 25404  
304-450-1392

D1.03





1 FRONT (SE) ELEVATION DEMOLITION  
Scale 3/4" = 1'-0"

DESCRIPTION

#	DATE	DESCRIPTION
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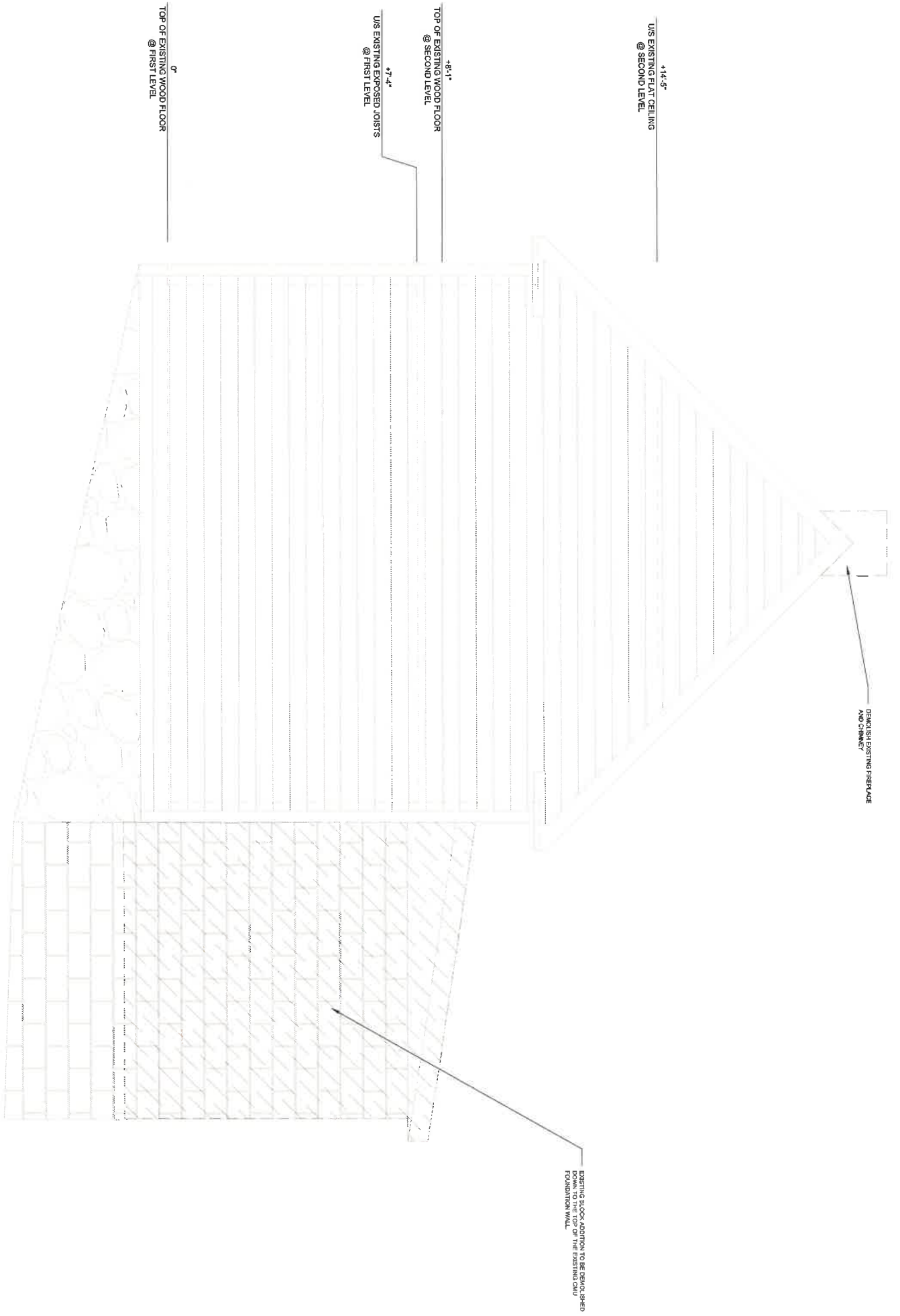
**JBK**  
DRAFTING

119 Argyle Ln  
Hedgesville, WV 26427  
James@jkbkdwg.com  
304-437-1882

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV

**Modern RENOVATIONS**

808 N. Queen Street  
Martinsburg, WV 25404  
304-688-1339



1 RIGHT (NE) ELEVATION DEMOLITION  
SCALE: 3/4" = 1'-0"

DESCRIPTION

DATE	DESCRIPTION
JUN 5 2025	PLMPIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

**JBK**  
DRAFTING

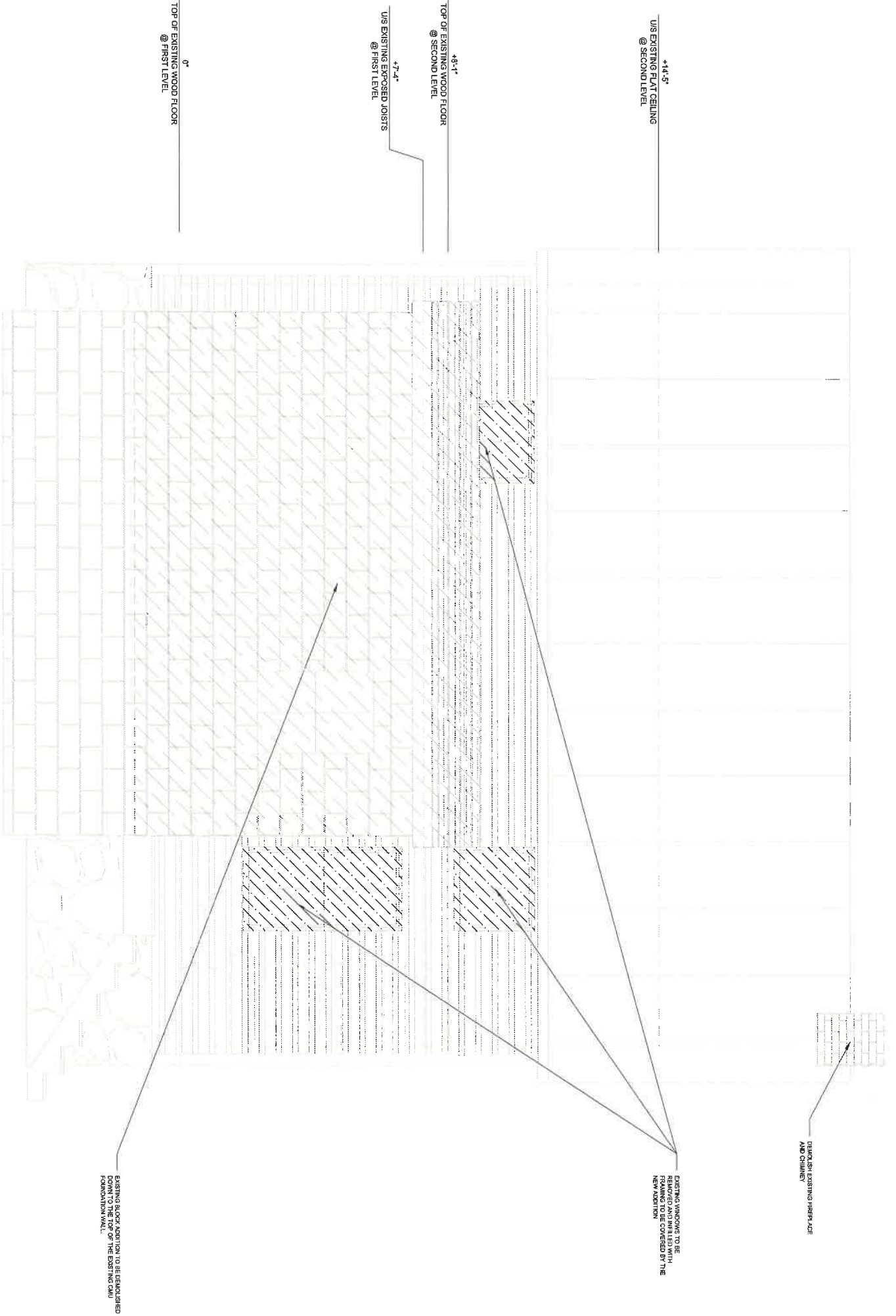
118 Amigdale Ln.  
Hedgesville, WV 25427  
James@jkbk.com  
304.671.1892

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV

**Modern RENOVATIONS**

808 W. Queen Street  
Martinsburg, WV 25404  
304.589.1339

D2.02



**1** REAR (NW) ELEVATION DEMOLITION  
Scale: 3/4" = 1'-0"

DESCRIPTION

DATE	BY	DESCRIPTION

118 Augusta Ln  
Hedgesville, WV 25427  
jimm@jimbk.com  
304.674.1892

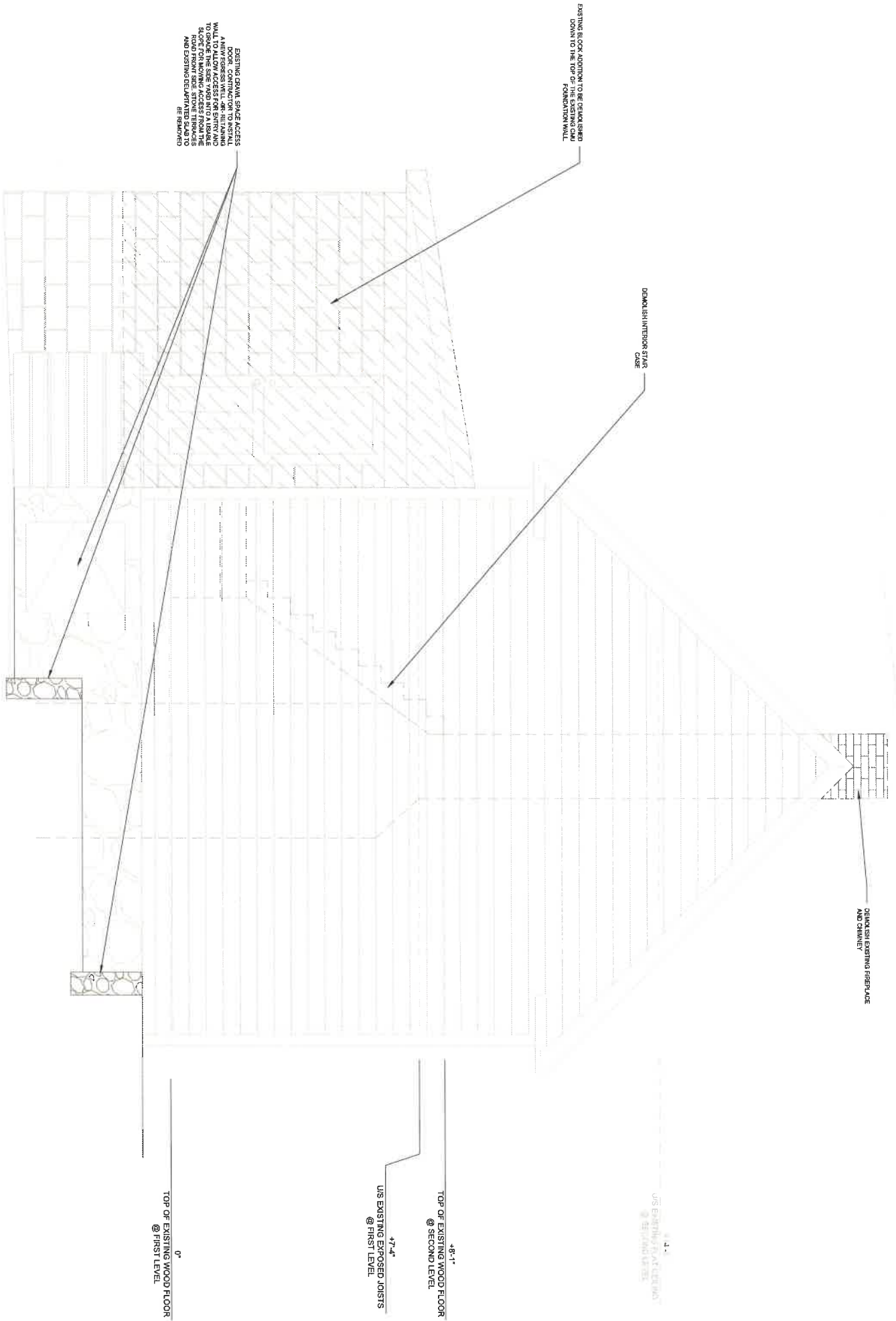
**JBK**  
DRAFTING

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV

**Modern RENOVATIONS**

806 N. Clear Street  
Martinsburg, WV 25401  
304-698-1399

**D2.03**



1 LEFT (SW) ELEVATION DEMOLITION  
Scale: 3/8" = 1'-0"

DESCRIPTION

#	DATE	DESCRIPTION
1	JLM	PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

119 Angellia Ln  
Hedgesville, WV 25427  
james@jbrk.com  
304-521-1892

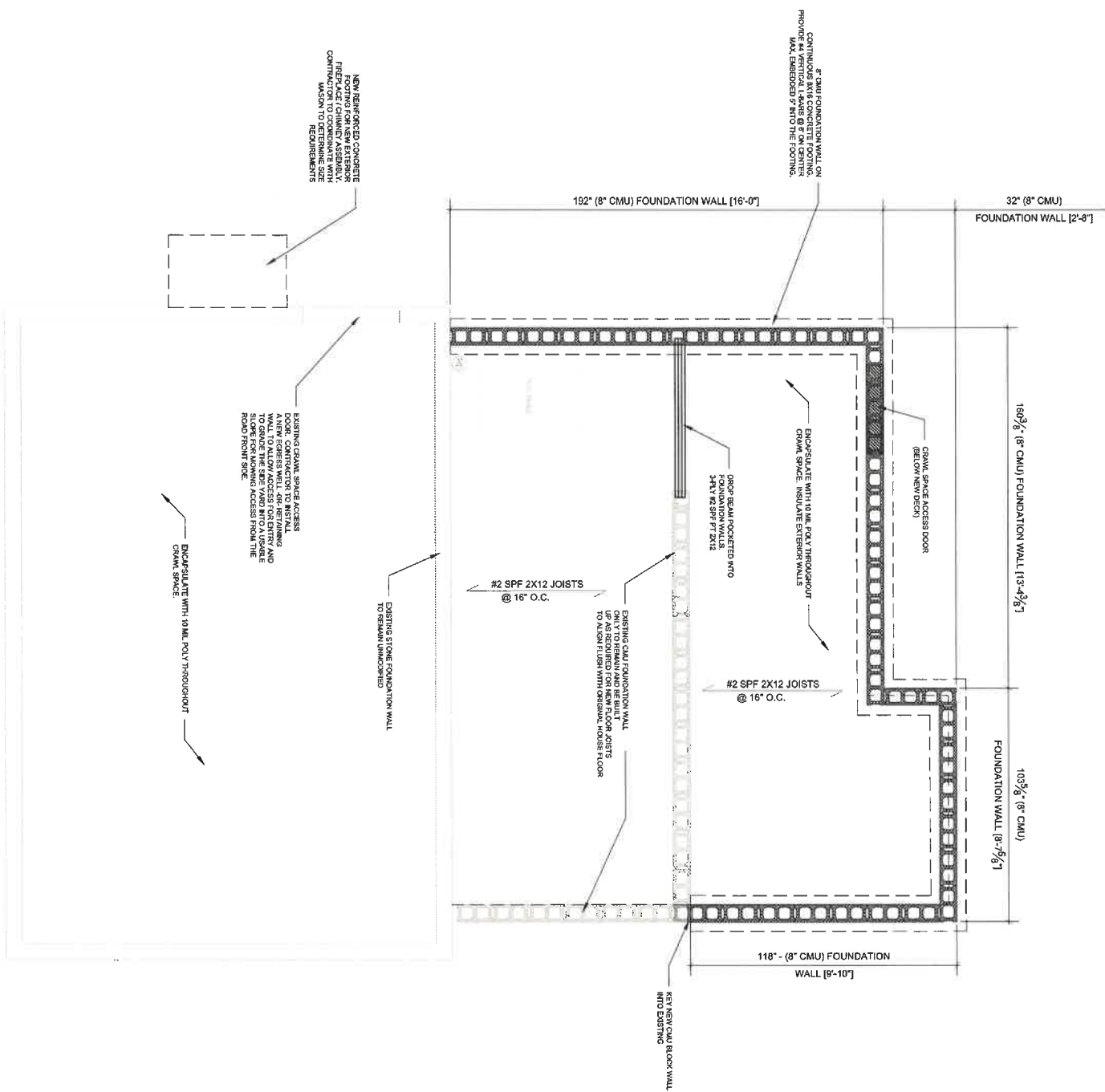
**JBRK**  
DRAFTING

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV

608 N. Capitol Street  
Martinsburg, WV 25405  
304-628-1339

**Modern RENOVATIONS**

D2.04



**LIFE SAFETY**  
 SMOKE DETECTOR  
 CARBON MONOXIDE DETECTOR  
 RADON PIPE FIT

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

DESCRIPTION	
DATE	PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL
JUN 5 2025	
1	

**JBK**  
 DRAFTING

119 Augusta Ln  
 Hedgemoor, WV 25427  
 janne@jokedrafting.com  
 304-671-1882

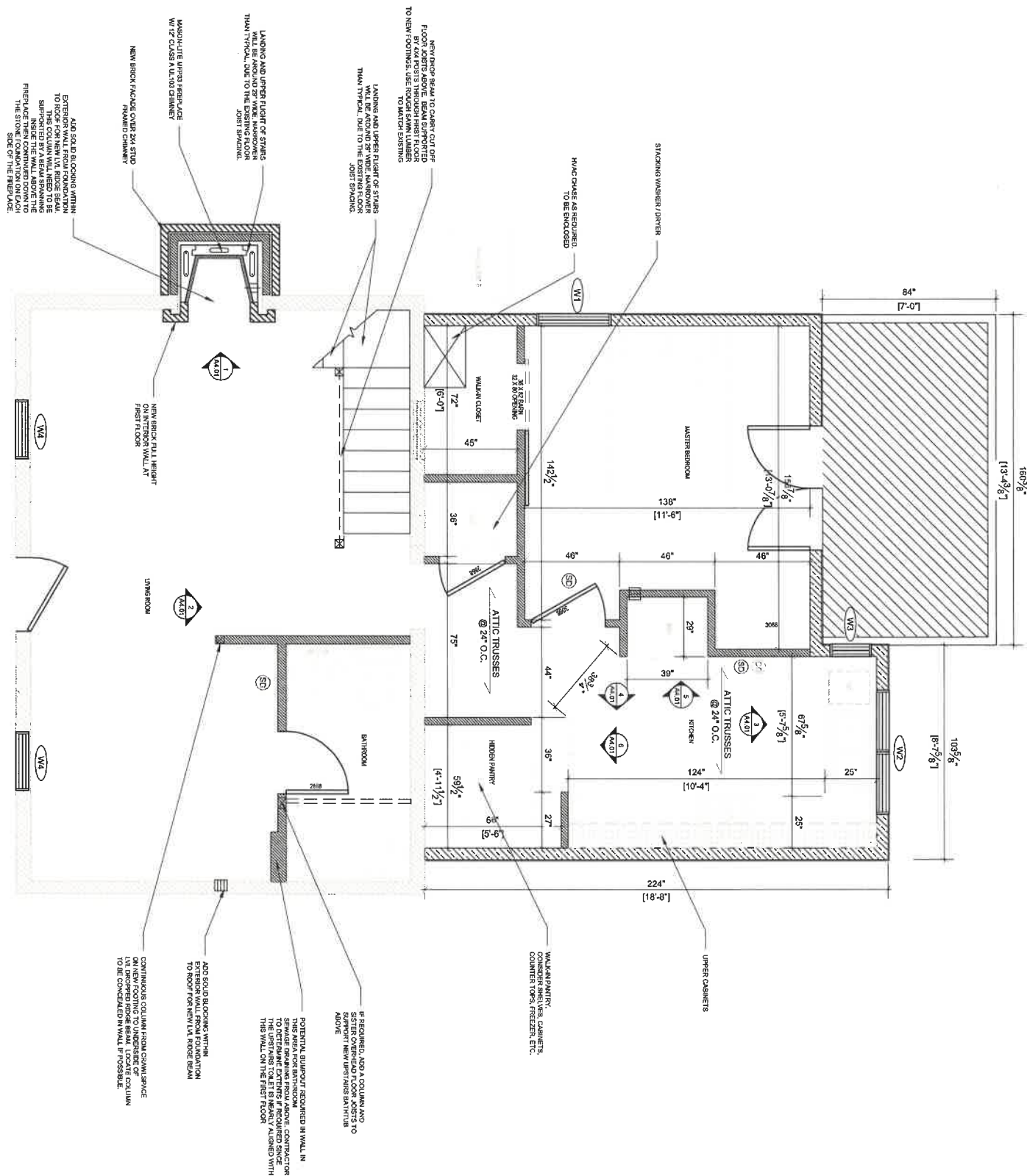
Disterhaupt Residence  
 103 Ray Street  
 Shepherdstown, WV

**Modern RENOVATIONS**

608 N. Clarks Street  
 Martinsburg, WV 25404  
 304-689-1339

A1.01





1 FIRST FLOOR PLAN

SCALE: 1/2" = 1'-0"

**LIFE SAFETY**

SMOKE DETECTOR

CARBON MONOXIDE DETECTOR

RADON PIPE

DESCRIPTION

DATE: JUNE 2025

PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

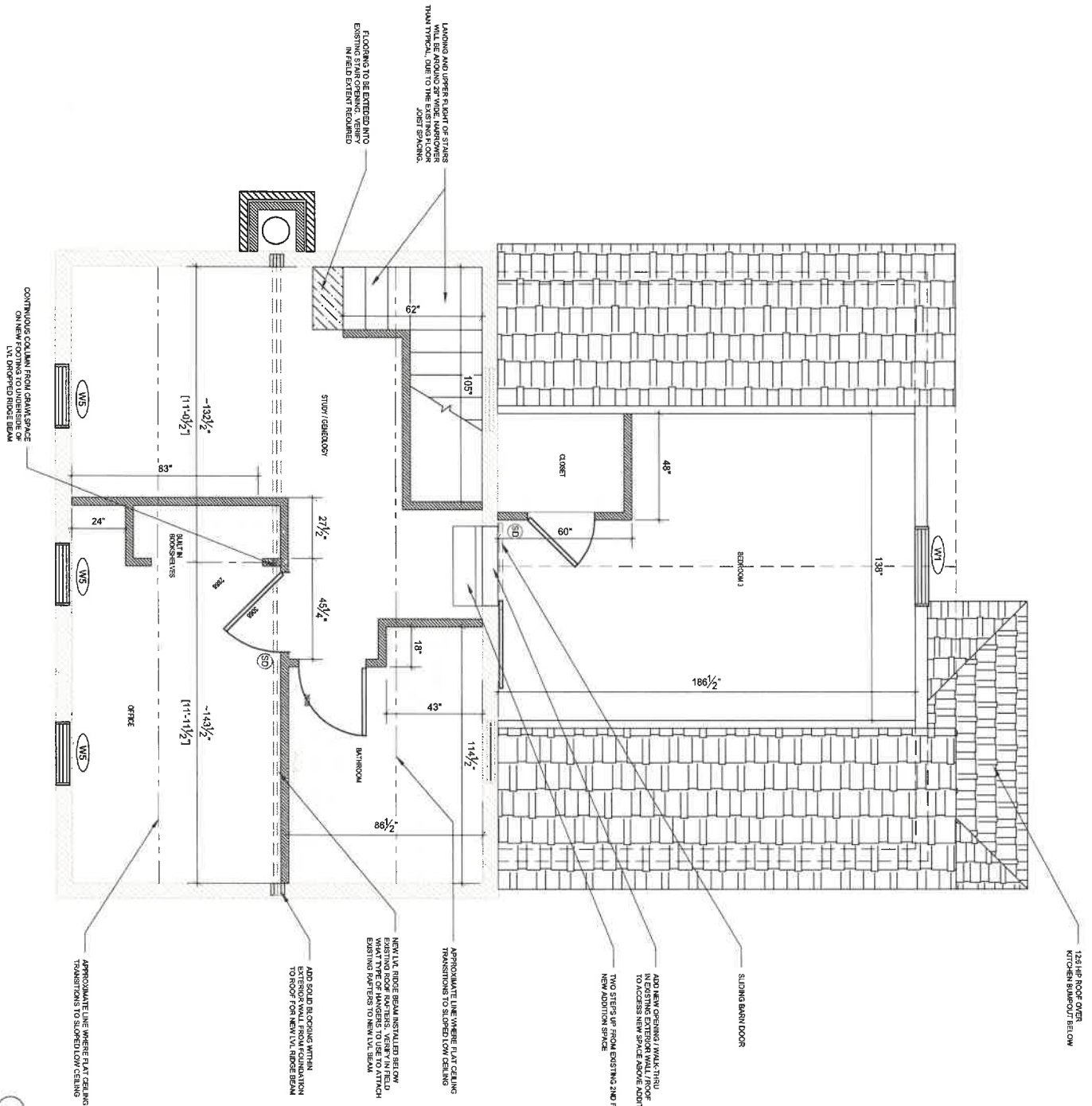


116 Angelle Ln  
Hedgesville, WV 25427  
junoed@outlook.com  
304.571.1892

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV



305 N. Queen Street  
Martinsburg, WV 25404  
304.589.1339



125 HIP ROOF OVER KITCHEN BUREAU BELOW

**LIFE SAFETY**  
 SMOKE DETECTOR  
 CARBON MONOXIDE DETECTOR  
 RADON PPE / ETC

**1 SECOND FLOOR PLAN**

Scale: 1/2" = 1'-0"

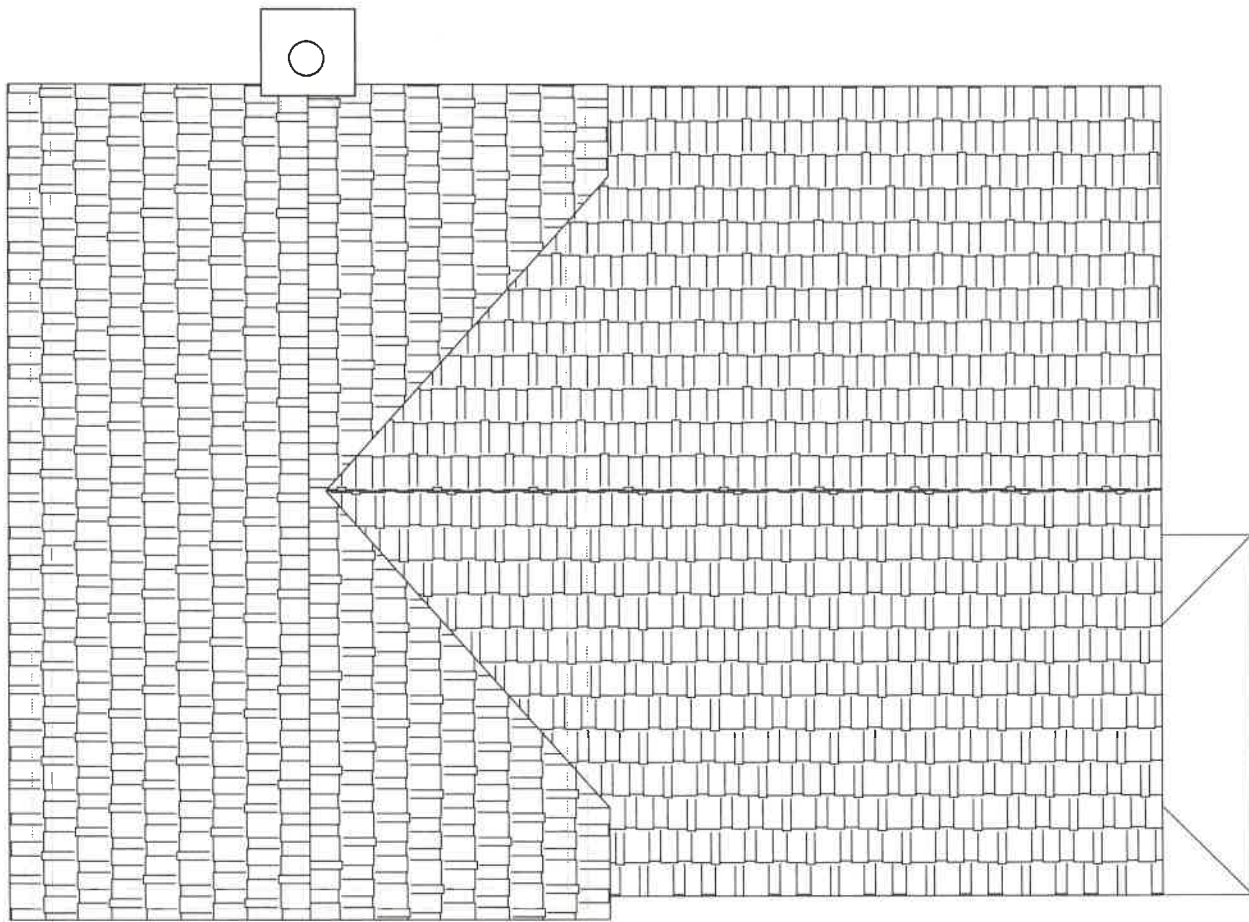
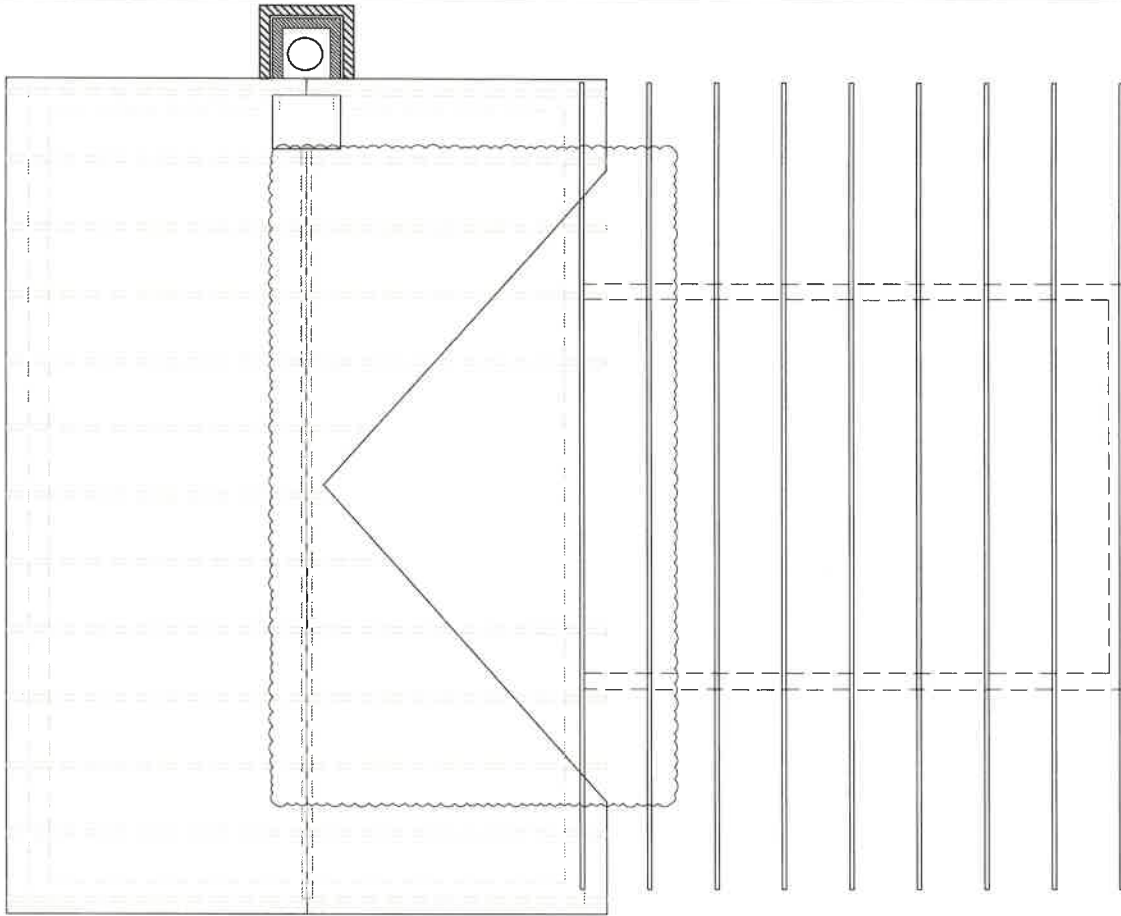
DESCRIPTION	
DATE	JUNE 5, 2025
PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL	

**JBK DRAFTING**  
 118 Amganda Ln  
 Hedgesville, WV 25427  
 304-427-1992  
 jame@jbedrafting.co

**Disterhaupt Residence**  
 103 Ray Street  
 Shepherdstown, WV

**Modern RENOVATIONS**  
 304-963-1030  
 801 N. Queen Street  
 Harrisonburg, VA 22804

A2.02



1 ROOF PLAN

Scale: 1/2" = 1'-0"

DESCRIPTION

PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV

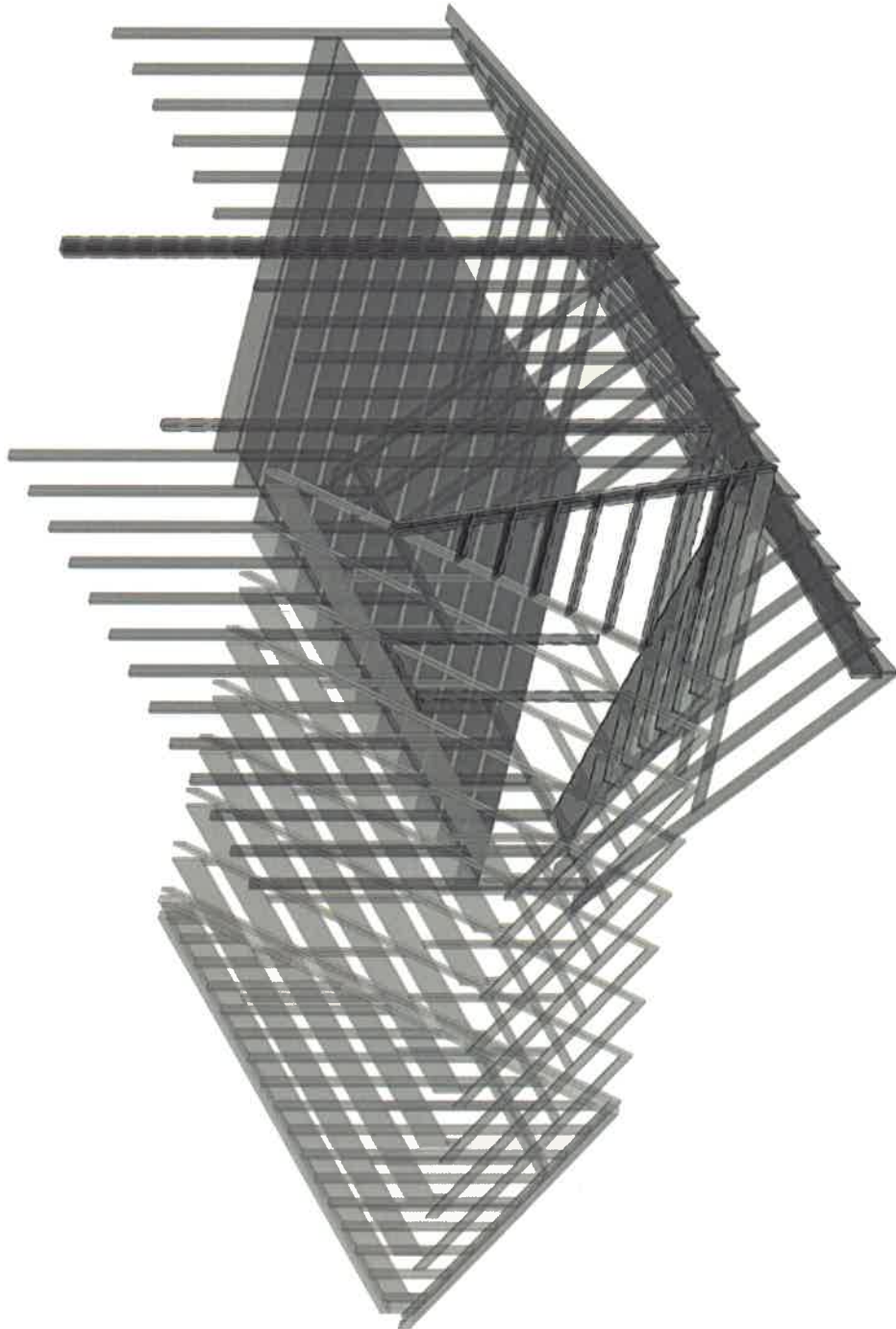
119 Argyle Ln  
Hedgesville, WV 25427  
james@jbrk.com  
304.671.1892



804 N. Queen Street  
Martinsburg, WV 25404  
304.639.1338

A2.03





Disterhaupt Residence  
 103 Ray Street  
 Shepherdstown, WV

119 Augusta Ln  
 Heidelberg, WV 25427  
 janne@jdbk.com  
 304-671-1592



#	DATE
1	JUN 6 2025

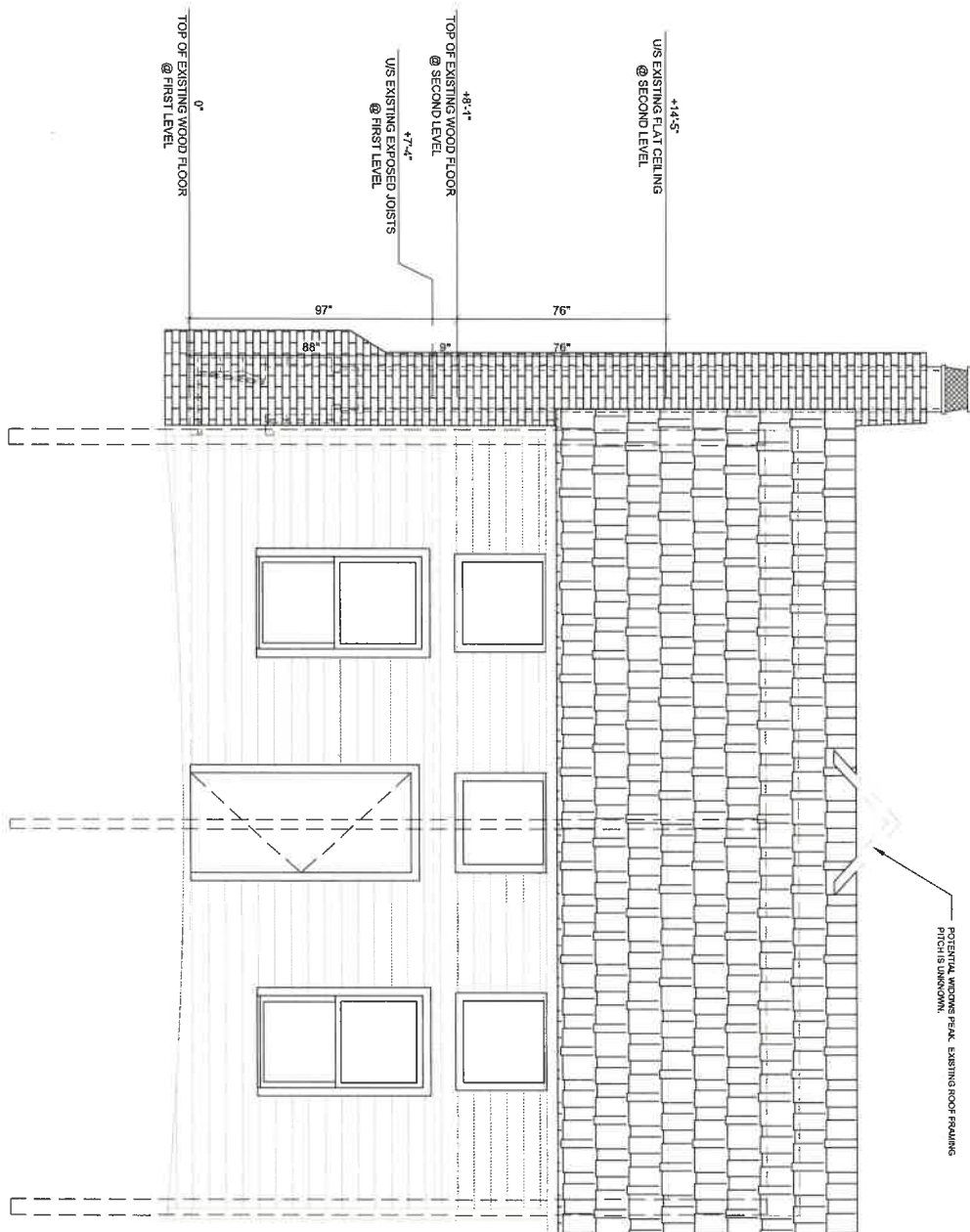
PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

DESCRIPTION



303 N. Owen Street  
 Martinsburg, WV 25404  
 304-689-1339

A2.04

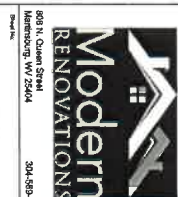


1

FRONT (SE) ELEVATION

Scale: 1/2" = 1'-0"

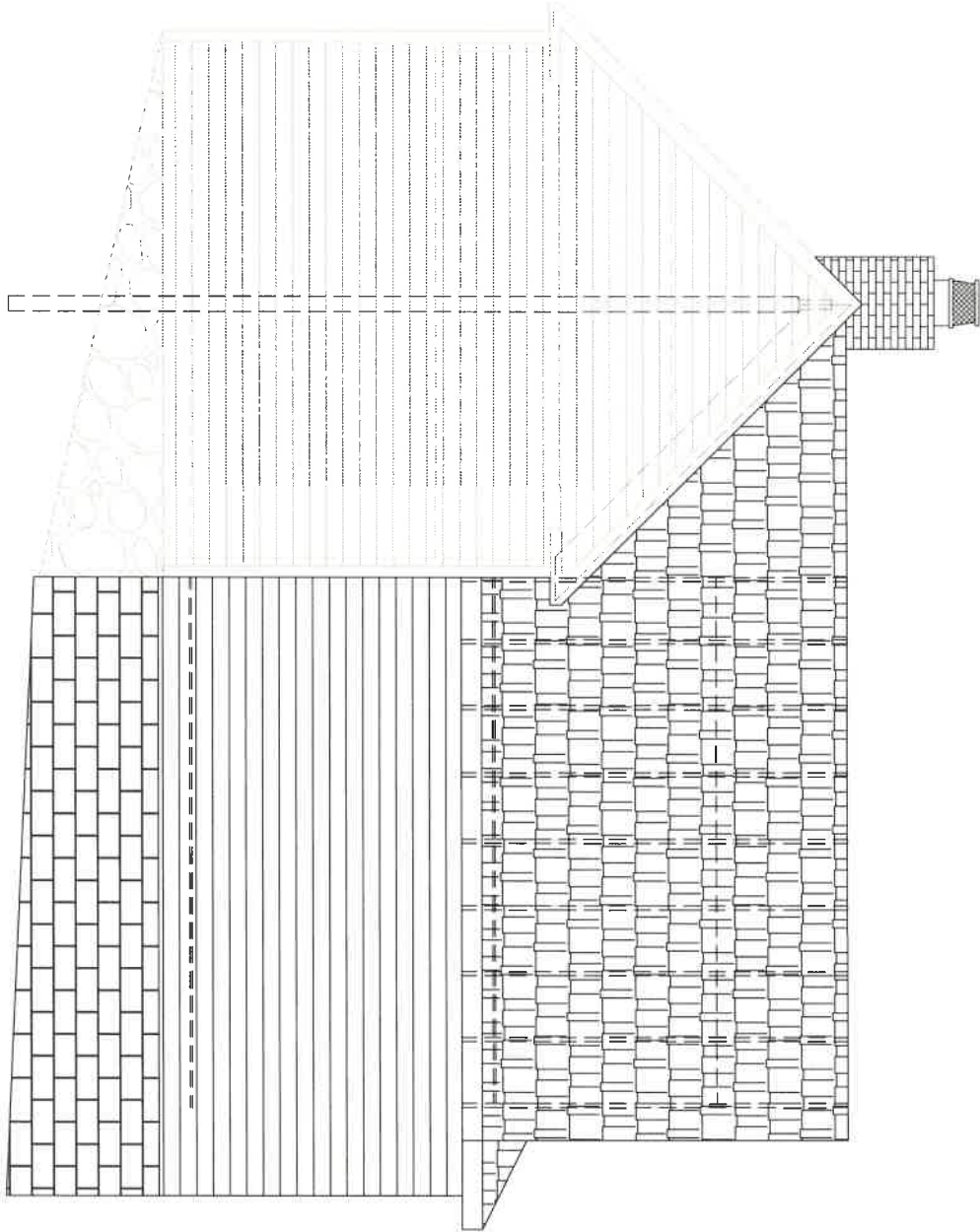
Disterhaupt Residence  
 103 Ray Street  
 Shepherdstown, WV



A3.01



DATE		DESCRIPTION
#	DATE	
1	JUN 6 2025	PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL



1 LEFT (NE) ELEVATION

SCALE: 1/2" = 1'-0"

DESCRIPTION

#	DATE	DESCRIPTION
1	JUN 5 2025	PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

118 Ambridge Ln  
Hedgesville, WV 25427  
Jimka@jpbkdrafting.com  
304.671.1892

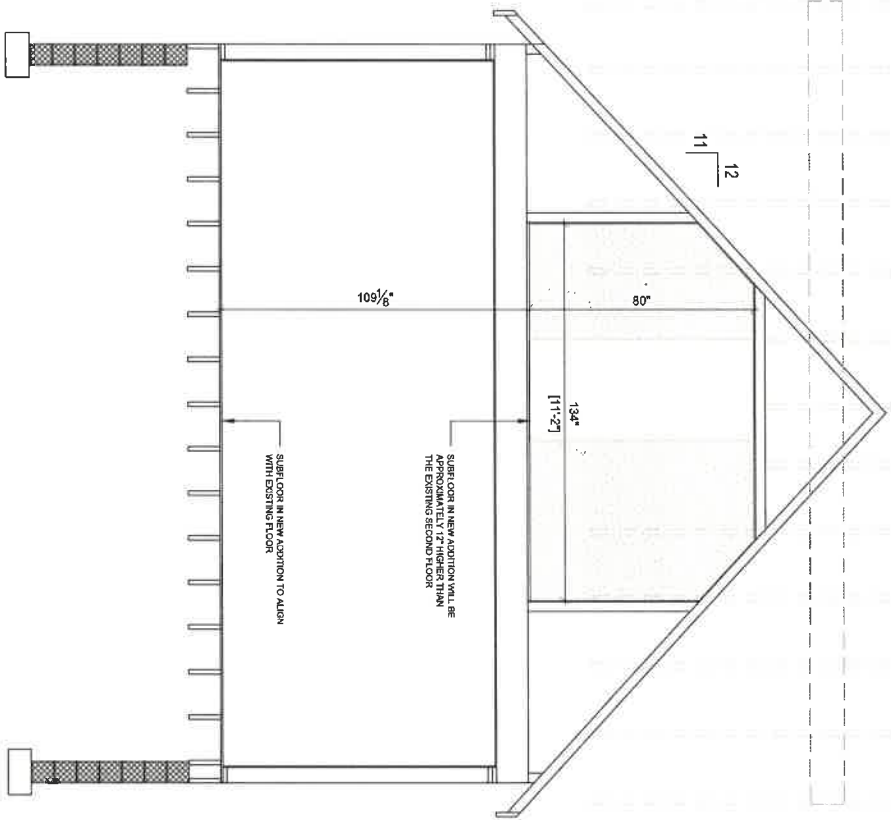
**JBK**  
DRAFTING

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV

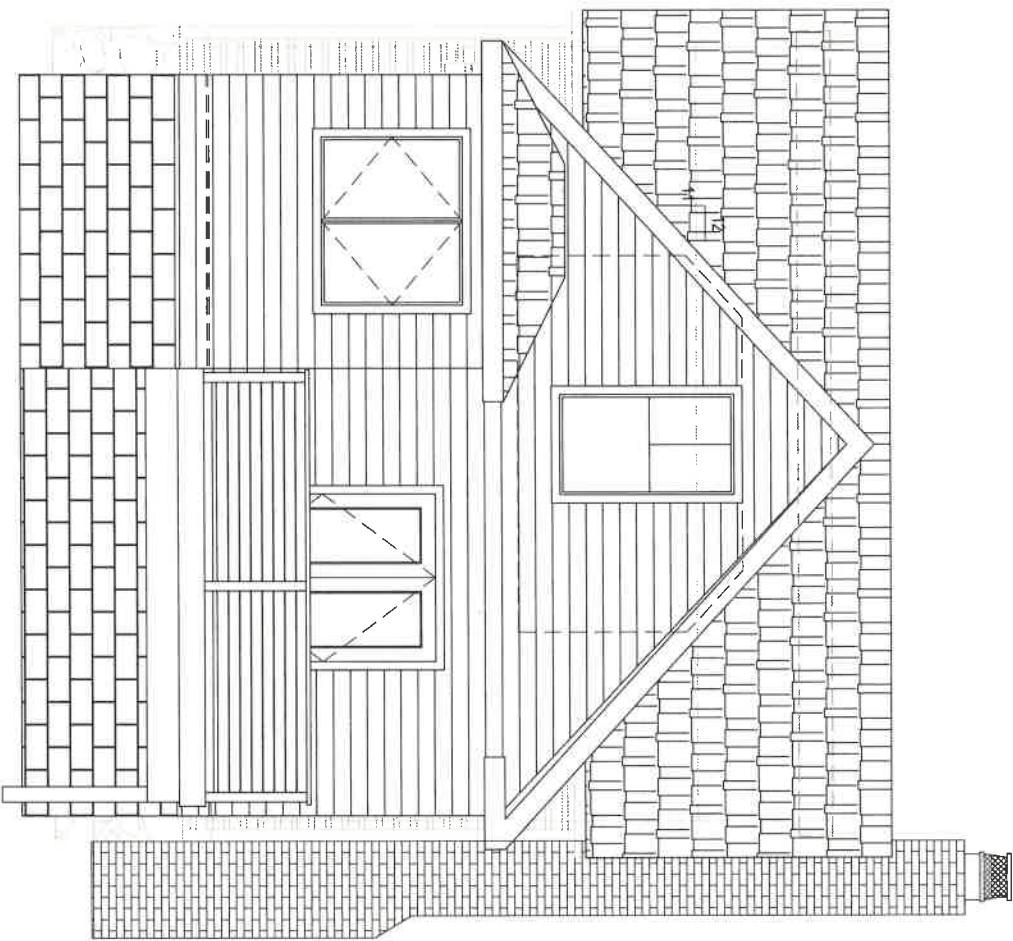
Modern RENOVATIONS

608 N. Clanton Street  
Martinsburg, WV 25404  
304.588.1339

A3.02



2 ADDITION WALL SECTION  
Scale: 1/2" = 1'-0"



1 BACK (NW) ELEVATION  
Scale: 1/2" = 1'-0"

DESCRIPTION

#	DATE	DESCRIPTION
1	JUN 2025	PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

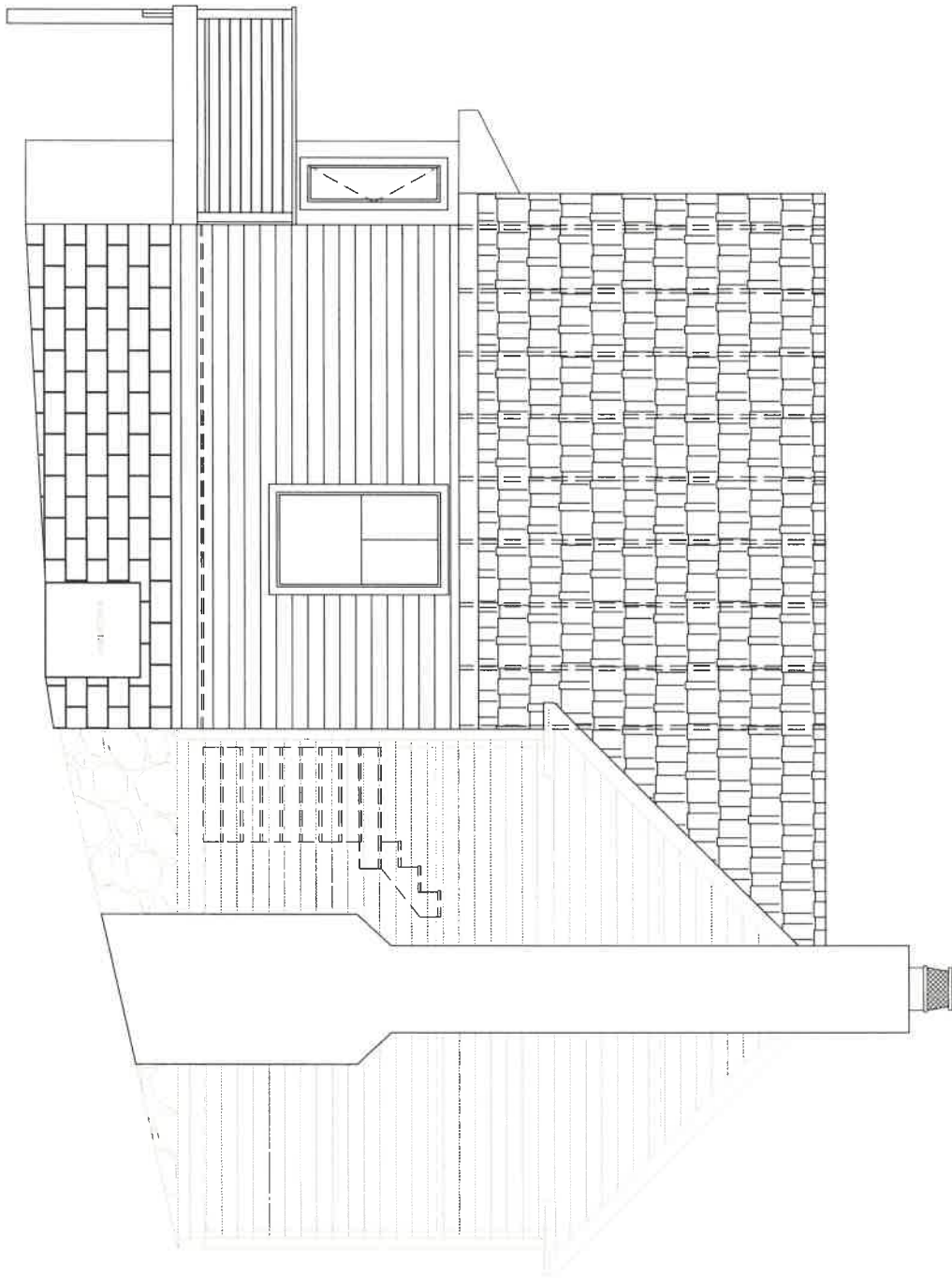


116 Angulate Ln  
Hedgesville, WV 25427  
304-457-1882  
james@jbkdraftingco.com

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV



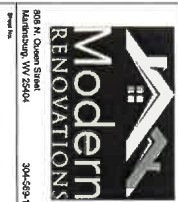
808 N. Queen Street  
Martinsburg, WV 25404  
304-865-1339



1 RIGHT (SW) ELEVATION

Scale: 1/2" = 1'-0"

Disterhaupt Residence  
 103 Ray Street  
 Shepherdstown, WV



808 N. Queen Street  
 Martinsburg, WV 25404  
 304-526-1339

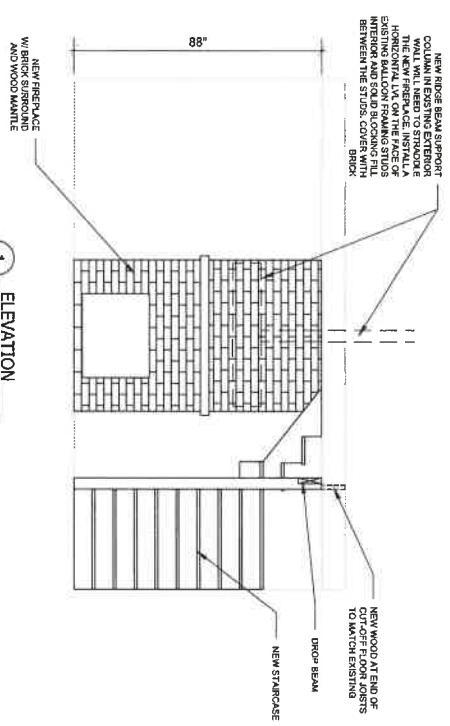
A3.04



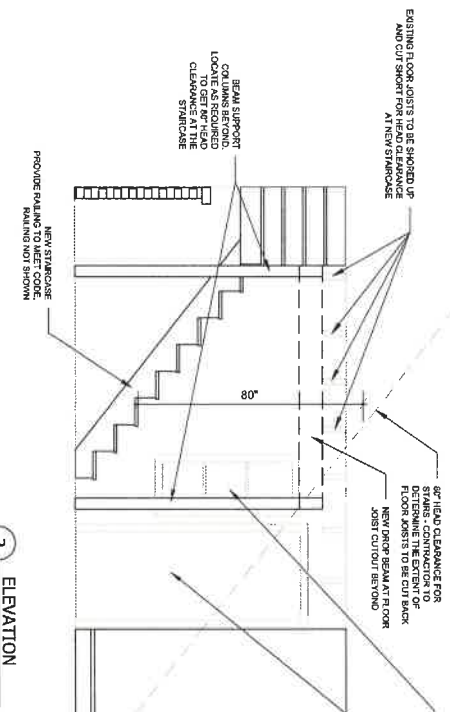
113 Augusta Ln  
 Hedgesville, WV 25427  
 Jimkn@jbkdwg.com  
 304-471-1892

DATE		DESCRIPTION
#	DATE	
1	JUN 6 2025	PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL

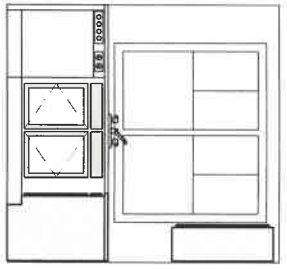




1 ELEVATION  
Scale: 1/2" = 1'-0"

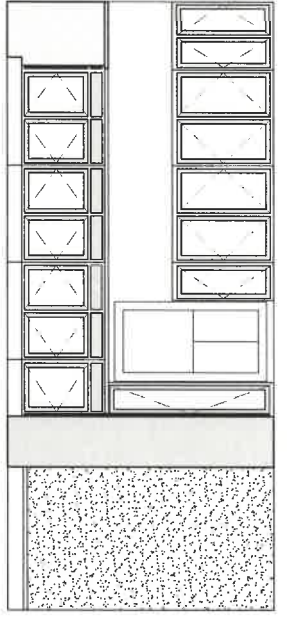


2 ELEVATION  
Scale: 1/2" = 1'-0"



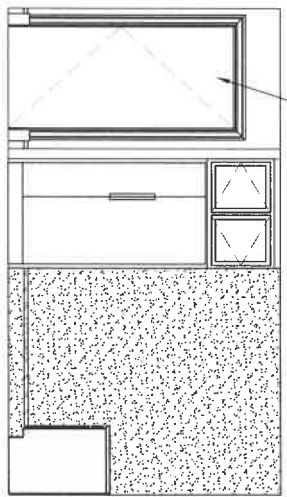
1 ELEVATION  
Scale: 1/2" = 1'-0"

PROVIDE EXISTING SHOWN FOR DESIGN INTENT ONLY. FINAL DESIGN IS BY OTHERS



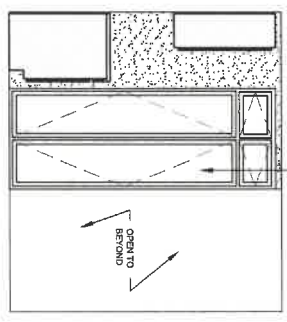
4 ELEVATION  
Scale: 1/2" = 1'-0"

PROVIDE EXISTING SHOWN FOR DESIGN INTENT ONLY. FINAL DESIGN IS BY OTHERS



5 ELEVATION  
Scale: 1/2" = 1'-0"

PROVIDE EXISTING SHOWN FOR DESIGN INTENT ONLY. FINAL DESIGN IS BY OTHERS



6 ELEVATION  
Scale: 1/2" = 1'-0"

PROVIDE EXISTING SHOWN FOR DESIGN INTENT ONLY. FINAL DESIGN IS BY OTHERS

DESCRIPTION

DATE	DESCRIPTION
JUN 6 2025	PERMIT DRAWINGS - ISSUED FOR JEFFERSON COUNTY APPROVAL



113 Argyle Ln  
Hedgesville, WV 26047  
james@jbkdrafting.com  
304.627.1892

Disterhaupt Residence  
103 Ray Street  
Shepherdstown, WV



808 N. Clark Street  
Martinsburg, WV 25404  
304.891.1233



25-17

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

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

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

**Applicant's name:**

*(Must be Property Owner)* **Tonica and Barbara Thomas**

**Mailing address: PO Box 155, Shepherdstown, WV 25443**

City State Zip

**Telephone: Email: 703.371.7938/ [58bobbieT@gmail.com](mailto:58bobbieT@gmail.com)**

**Street address of proposed work: 501 E. German St, Shepherdstown WV 25443**

**Lot Number/Legal Description:**

*(if no address exists)*

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

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

**Description of Work: Installation of chain link fence on property borders.**

**Project Category: CAT-1**

*(see descriptions on next page)*

**Contractor Performing the Work: Long Fence**

**Contractor's Business License: #1506040**

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

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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Check all the areas that apply:

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

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

MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

**(Categories II and III):**

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

surroundings), street & parking lighting.

Gross & net land area of property

Setback from property boundaries

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

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

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

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

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

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

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

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

Complete description of structure(s) or part(s) of structure(s) to be demolished.  At least one (1)

structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50)



25-17

years or older.

**All Categories:**

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

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

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



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

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

**Remedies and penalties**

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

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

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

Date: Signature: *Tonica Y Thomas / June 18, 2025*

(Owner)

Print Name: **Tonica Thomas**

For Office Use:

Zoning Officer Comments Fee Paid

\$65.00 #0012

Date Paid

6/25/25

- R

25-17

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

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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

### Application Fees

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

	<p><b><u>Category I:</u></b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><b><u>Category II:</u></b></p> <p><b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><b><u>Category III:</u></b></p> <p><b>\$300 + \$0.50 per sq ft</b> - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p><b>\$50 + \$0.10 per sq ft</b> - New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p>

	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ul style="list-style-type: none"><li>• Reason for the demolition/relocation (including historic documentation).</li><li>• Describe the structure’s condition in detail.</li><li>• Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li><li>• Evidence of relevant funding or financial concerns.</li><li>• Timeframe for project</li></ul> <p><b>\$50.00</b> - Accessory Buildings <b>\$150.00</b> - Non-Contributing Structures (&lt; 50 years old) <b>\$500.00</b> - Contributing Structures (≥ 50 years old)</p>
	<p><b>\$15</b> – Certificate of Appropriateness Fee</p>

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

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

(800) 486-4283

MHIC #9615, #9615-01, #9615-02  
DC #2116



Job No. \_\_\_\_\_

Order No. \_\_\_\_\_

Customer No. \_\_\_\_\_

Date 5-9-2025



Long Fence Company, Inc.  
1910 Betson Court • Odenton, Maryland 21113  
Ph: (301) 261-3444 • Ph: (410) 793-0600 • Fax: (301) 261-0643  
www.longfence.com



BUYER'S NAME: Barbara Thomas

STREET: 501 E German St

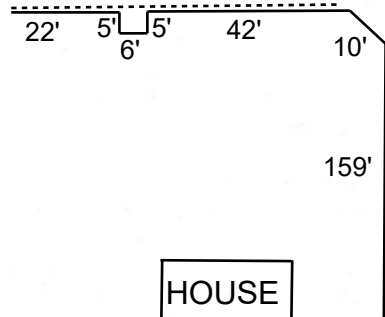
CITY: Shepherdstown ST: WV ZIP 25443

COUNTY: Jefferson MAP Page/Grid \_\_\_\_\_

HM PH: \_\_\_\_\_ WK PH. MR. \_\_\_\_\_  
CELL: 703-371-7938 MS. \_\_\_\_\_

E-MAIL: 58bobiet@gmail.com LEAD #: 25RM1736

Long Fence Company, Inc. (herein called Seller) proposes to furnish materials, labor and equipment to install:



Approximately 249' of 4' high with top rail and bottom coil wire Chain Link Fence.  
 The fabric is 2.5" mesh 11.5 gauge Galvanized fabric. The top rail is to be  1 3/8" o.d.  1 5/8" o.d.  
 The line post(s) are to be  1 5/8" o.d.  2" o.d. The terminal post(s) are to be 2" o.d.  
 There is/are to be none single gate(s) approximately \_\_\_\_\_ wide x \_\_\_\_\_ high. There is/are to be double drive gate(s) approximately none wide x \_\_\_\_\_ high. The gate(s) post(s) are 2 1/2" o.d.  
 All posts are to be set approximately 30-36 " in the ground and secured with a  concrete collar  mechanical anchors.  
 Seller ( will)  will not take down and haul old fence of approximately \_\_\_\_\_ feet.  
 Seller ( will)  will not obtain all permit(s).  
 Buyer to supply Seller with copy of house plat. (For permit use only.) N/A  
 Property pins exposed?  yes  no Buyer to stake?  yes  no Order survey?  yes  no  
 Additional options: Customer to meet with crew on first day of installation to review layout.  
 \*Customer is responsible for property lines and placement of the fence, and any private utilities.  
 \*\*Customer is responsible for clearing fence lines of obstacles, trees, vegetation, etc. prior to installation.  
~~Gates to be custom built and installed approximately 5-7 days after fence is installed, yard to remain secure.~~

Estimated Monthly Investment	
_____	Per Month
_____	With Approved Credit

Additional Information or Remarks:	Total Contract Price	
*ALL DISCOUNTS HAVE BEEN APPLIED INCLUDING ONLINE COUPON.	Deposit With Order	\$5,586
	Due on Day Materials are Delivered	\$1,862
	Due on Day of Substantial Completion	\$1,862
	And/or Balance Financed	

Work to begin approximately 4-6 weeks. Work to be completed approximately 1-2 days.  
 This projection is contingent upon obtaining approved financing, permits, H.O.A., and other conditions beyond Seller's control.

Estimate valid for 30 days for purpose of acceptance by the buyer.  
 Buyer agrees to pay for the goods, services and installation referred to above in accordance with the terms of this Agreement.  
 Buyer acknowledges that before Buyer signed this Agreement, Seller submitted the Agreement to Buyer with all blank spaces filled in and that buyer had a reasonable opportunity to examine it and that thereafter a legible executed and completed copy thereof was delivered to Buyer. Buyer has read and understands both the front and reverse sides of this Agreement, and agrees to the terms and conditions as set forth herein.

Long Fence Company, Inc.

Buyer(s)

\_\_\_\_\_  
(Sales Representative's Signature) (Signature) Date

Josh Lohman 1506040  
Sales Representative's Printed Name License No. (Signature) Date

**BUYER'S RIGHT TO CANCEL:** You the buyer may cancel this transaction at any time prior to midnight of the 5th business day after the date of this transaction, or midnight of the 7th business day after the date of this transaction if you are 65 years of age or older. If you cancel within the time period noted above, the seller may not keep any of your cash down payment.



**ENTIRE AGREEMENT** This Agreement sets forth the entire Agreement between the parties. Any and all prior agreements, warranties, oral discussions, or representations made by either party are superseded by this Agreement. **NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.**

**WARRANTY:** The work will be performed in compliance with industry standards and guaranteed against defects in materials and workmanship for one year from the date of substantial completion. This warranty does not cover damage resulting from accident, unreasonable use, neglect, alteration, acts of God or any other causes not arising out of defects in materials or workmanship. In addition, Seller will provide labor at no cost to the original owner for replacement of materials considered defective by the manufacturer under the terms and conditions of the manufacturer's limited warranty. This warranty is not extended to owner provided products. Unless otherwise stated in the manufacturer's warranty terms and conditions the product warranty is non-transferable. The seller's warranty is non-transferable.

**MATCHING EXISTING PRODUCTS:** Unless Buyer provides the Seller with specific information on available source of supply of existing roofing, siding, and other building materials, Seller will use its best efforts to provide matching products from current inventory.

**TIMELINESS OF PAYMENT:** Failure to meet payment schedule may result in suspension of the work. Buyer expressly grants the Seller a time extension to compensate for time lost resultant from non-payment. If the balance is not paid upon substantial completion, Buyer agrees to pay all costs of collection including attorney's fees in the amount of 30% of the balance owed. Interest shall accrue on any unpaid balance at the rate of 1.5% per month. Solely at the Seller's option, any action brought by either party resulting from performance of this contract, or breach thereof, may be resolved through mediation.

**MATERIALS:** Unless otherwise noted, lumber is pressure treated #2 Pine, graded in compliance with the S.P.I.B. Inherent wood and composite characteristics including, but not limited to warping, checking, bowing, knot holes, wane, rough edges, stamps, markings, and variances in color and board width are not cause for rejection by Buyer. Gate framing lumber is not treated. Chain link materials are in compliance with CLFMI standards.

**WORKMANSHIP:** Deck boards are not pre-drilled. Manufacturers' recommended fasteners are used. They reduce but do not eliminate mushrooming. Buyer acknowledges that free-standing deck construction will include, to the extent determined necessary by Seller, attachment to the building wall for lateral support. Unless expressly noted, Seller shall select the method of addressing slopes and changes in grades. Fence boards will not be custom sized to eliminate gaps created by uneven terrain.

**SURVEY:** Buyer is solely responsible for the determination of property lines. A plat provided by the Buyer cannot be considered sufficient information to prevent misalignment or encroachment on neighboring properties. Seller make no claim that its representative are qualified to interpret survey plats. Buyer agrees to indemnify and hold harmless Seller from any resulting claims if Buyer does not obtain a property survey.

**UNDERGROUND UTILITIES:** Seller will call the Miss Utility service to mark public lines prior to starting the work. Seller accepts no responsibility and shall be indemnified and held harmless by Buyer from liability for damages to private underground utilities and obstructions including, but not limited to electronic fences, pool equipment, drain systems, sprinkler heads, irrigation, plumbing, propane, electrical, septic or other supply or discharge lines. Buyer is solely responsible for marking obstructions that may interfere with the work.

**DISTURBANCE CREATED BY THE WORK:** Buyer is solely responsible for transplanting or protecting shrubs or other vegetation within five feet of the proposed fence line or within fifteen feet of any portion of the proposed deck/patio that are intended to be unaffected by the performance of the work. Replacement value for any landscaping or plants outside of the limit noted above, that are damaged by the Seller shall be limited to the cost of the item without consideration for associated labor. Sodding, seeding, removal of spoils, lawn restoration and house siding replacement are specifically excluded from the scope of work. Seller's use of Buyer's driveway for purposes of accessing the work site is hereby granted. Seller shall be indemnified and held harmless by Buyer from liability for damages to driveway by trucks or equipment.

**PERMITS AND COVENANTS:** Seller will comply with all local requirements for building permits, inspections, and zoning. Buyer is to obtain Home Owners Association or other requisite approval for the work, and hold harmless Seller in the event of conflict with a restrictive covenant. Buyer is to advise Seller in writing within 10 days of the date of this contract if any restriction exists.

**FINAL PAYMENT DUE UPON SUBSTANTIAL COMPLETION:** Buyer agrees to consider the contract substantially complete when Buyer has beneficial use of the product or final inspection is granted when required by local code. The Buyer may arrange to meet with an authorized representative during regular business hours to review the work. Seller's quality control superintendent shall make final determination of substantial completion and compliance with standards of quality and workmanship. Buyer's issuance of final payment or execution of completion certificate or charge authorization for the work may not be withheld for warranty service subsequent to the Seller's determination of substantial completion. Buyer waives any claim of consideration for loss of time, inconvenience, loss of use of premises, nuisance, or other consequential damages arising out of the performance of the contract.

**POWDER COATED IRON PRODUCTS:** Baked-on polyester finish outperforms regular paint applications. Steel products exposed to the environment are prone to rust. Required touch up will be performed during the installation. Subsequently, some maintenance will be necessary. It is recommended that the integrity of the coating be inspected periodically and that any exposed areas be repaired by Buyer with a rust inhibiting paint.

**SELLER'S LIABILITY:** The commencement and completion dates are approximate. They are subject at all times to the effect of the weather, floods, emergencies, deliveries or materials, strikes, acts of God, approval of financing, permits, and Home Owners Association, and any other condition beyond Seller's direct control. Such events do not constitute abandonment and are not included in calculating time frames for payment or performance. Seller makes no warranties, express or implied, as to the products' merchantability or fitness for any particular purpose.

**ADDITIONAL WORK:** The contract price stated herein includes only the items described in this Agreement. Any extra work requested by Buyer shall be charged in addition to such contract price. Seller shall advise Buyer of the additional charge prior to the commencement of any extra work. Costs for replacement or concealed members of the existing structure that are exposed during construction and found to be deteriorating, damaged, or not up to current codes are not included in this contract price. Unless expressly noted, electrical work, lighting and other fixtures including, but not limited to those that may be required at the time of final inspection are not included in this contract price. Unless expressly noted, excavations in excess of 48" for deck support post footings if unsuitable soil conditions are encountered are not included in this contract price.

**NON COMPLETION OF AGREEMENT:** In the event Buyer prevents Seller from performing the work or otherwise breaches this Agreement after Buyer's right to rescission has expired, Buyer shall be responsible for all cost associated with preparation and/or partial performance of the work including, but not limited to materials, fabrication, labor, permits, surveys and 15% of the contract price as an administrative fee. The administration fee is waived, except for costs associated with surveys and filing fees, only if the cancellation is caused by lack of availability of financing or disapproval by homeowner's association or other permitting authority.

**SECURITY DEFAULT:** Buyer hereby grants Seller a security interest in the goods sold hereunder to secure all obligations of Buyer to Seller under this Agreement. Seller shall have all the rights of a secured party under the Uniform Commercial Code.

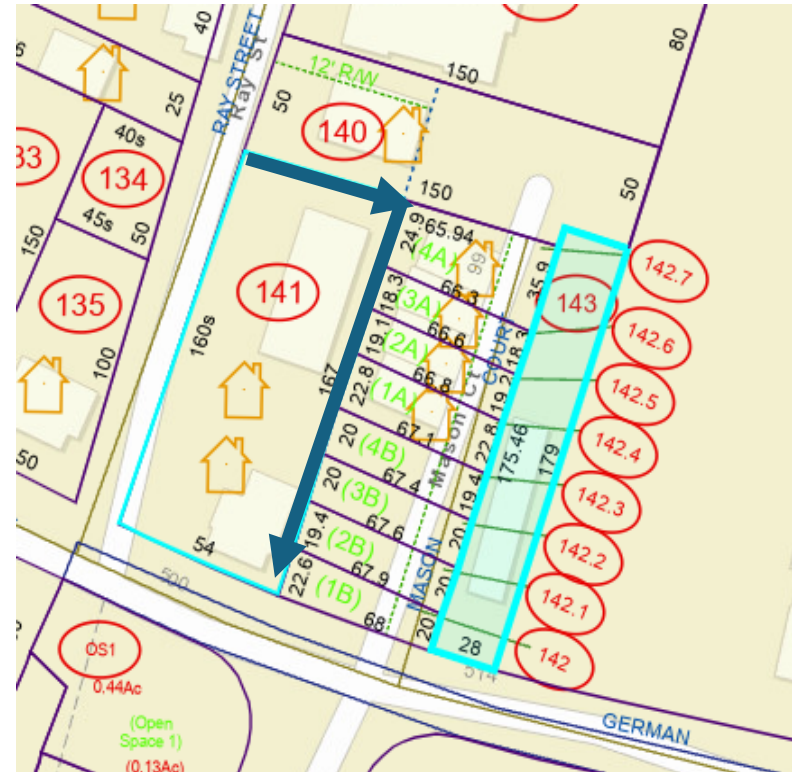
**DISPUTE RESOLUTION:** Buyer and Seller waive claims against each other for consequential or punitive damages arising out of, or relating to, this Agreement. At the Seller's sole option, any controversy or claim arising out of this Agreement, or the breach thereof, shall be settled by mediation.

**METHOD OF PAYMENT:** Payment hereunder may be made by cash or the transaction may be financed. If Seller is unable to arrange such financing, Buyer shall have 15 days after notice to elect to pay cash; otherwise, this Agreement will be canceled and any money paid to Seller will be refunded.

**USE OF SIGNS AND PHOTOGRAPHS:** In consideration of \$10.00, which is incorporated into the contract price, Seller and its representatives are hereby authorized to mount and prominently display a Long Fence sign on the completed installation; and further, to photograph the work and Buyer's property. Seller shall have ownership of the photographs. Seller retains the right to create, display, reproduce and distribute the photographs and all derivative works thereof, in all media, in perpetuity.

**ALL HOME IMPROVEMENT CONTRACTORS MUST BE LICENSED BY THE MARYLAND HOME IMPROVEMENT COMMISSION. IF YOU HAVE ANY QUESTIONS, CONTACT THE MARYLAND HOME IMPROVEMENT COMMISSION, 500 NORTH CALVERT STREET, BALTIMORE, MARYLAND 21202-3651 AT (410) 230-6309.**

Black color vinyl coated chain link fence project: Installation on the 1/4 acres property located at the corner of East German St and Ray St, Shepherdstown WV.

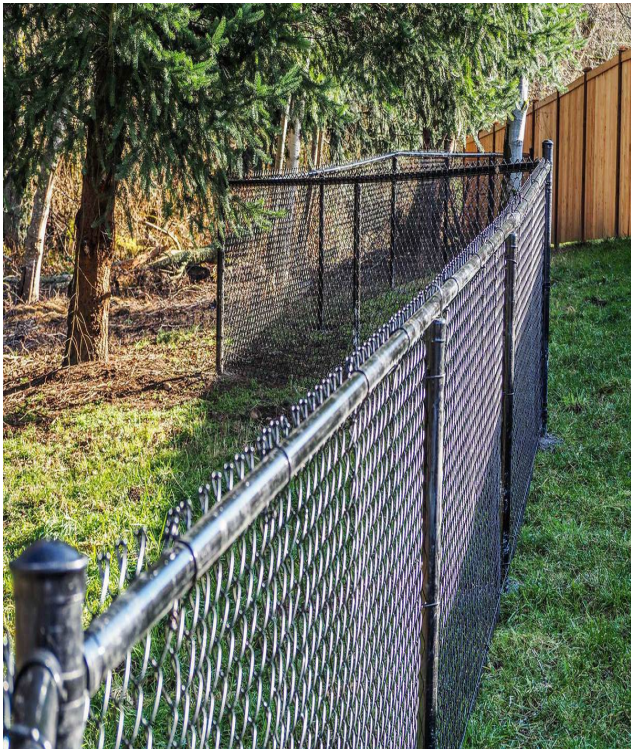


← = Fence Placement\*



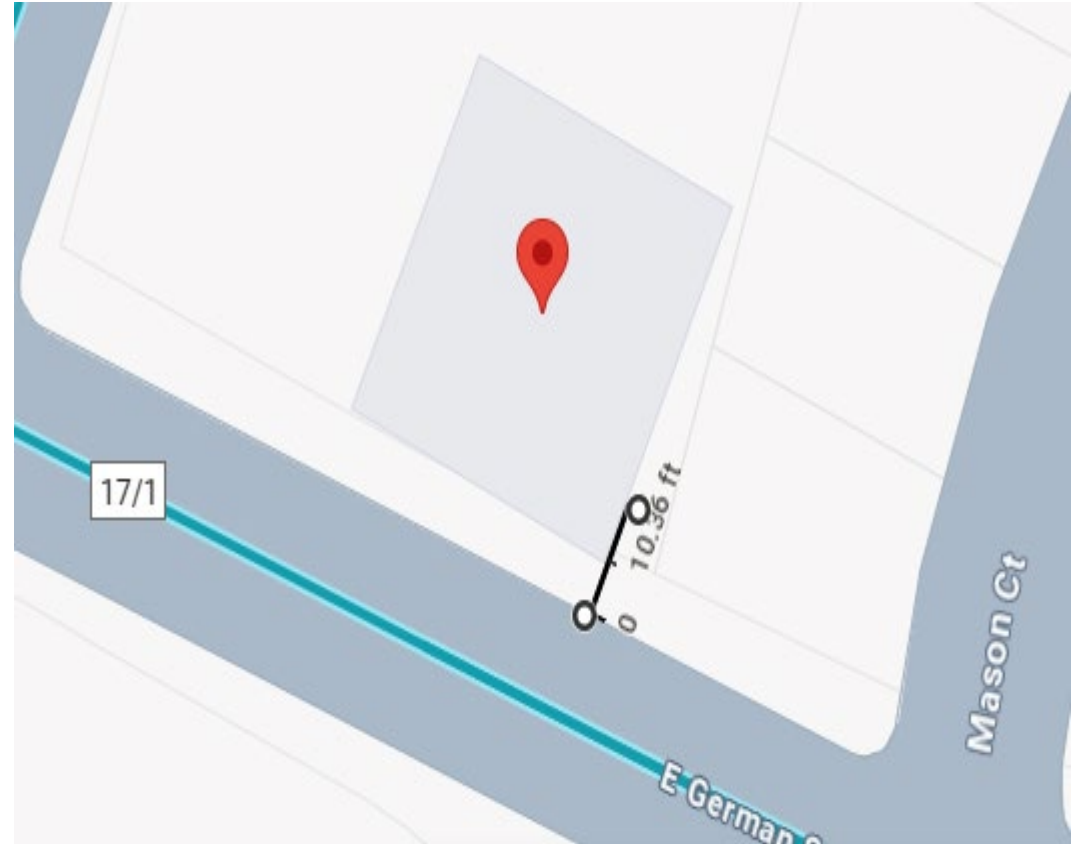
Approximately 249 feet of 4 ft high with top and bottom rail coil wire 2.5 inch mesh/11.5 gauge black vinyl coated galvanized material. Terminal post will be at 2 ft distance.

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A 12-inch easement will be left at the outside property line connecting 501 E German St and the properties located on Mason Ct. Fence line will begin approximately 10.36 ft from the access roadway.





A 12-inch easement will be left at the outside property line connecting 501 E German St/100 Ray St and the properties located on 102 Ray St. Fence line will begin approximately 10.6 ft from the access roadway.

