



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application# 25-14 Revised

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

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

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

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

Street address of proposed work: 306 W. German

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

Current Zoning: R1 Current Land Use: residential  
Note: Reference [this map](#) for zoning Classifications.

Description of Work: 14x16

Description of work: build a post and beam 12x20 accessory building with a 6ft poach. White pine board and batten construction, Metal corrugated roof, sash wood windows, and while pine door.

Project  
(see descriptions on next page)

Contractor Performing the Work: owner Kameron Turner

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

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)  
Shepherdstown, WV 25443

Application # \_\_\_\_\_

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 *see pics*

**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 *see pics*

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

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

Dwelling density- net (residential application only)

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

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

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

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

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

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

**All Categories:**

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

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)

Shepherdstown, WV 25443

Application # \_\_\_\_\_

### Remedies and penalties

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

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

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

Date:

8.7.25

Signature:  
(Owner)

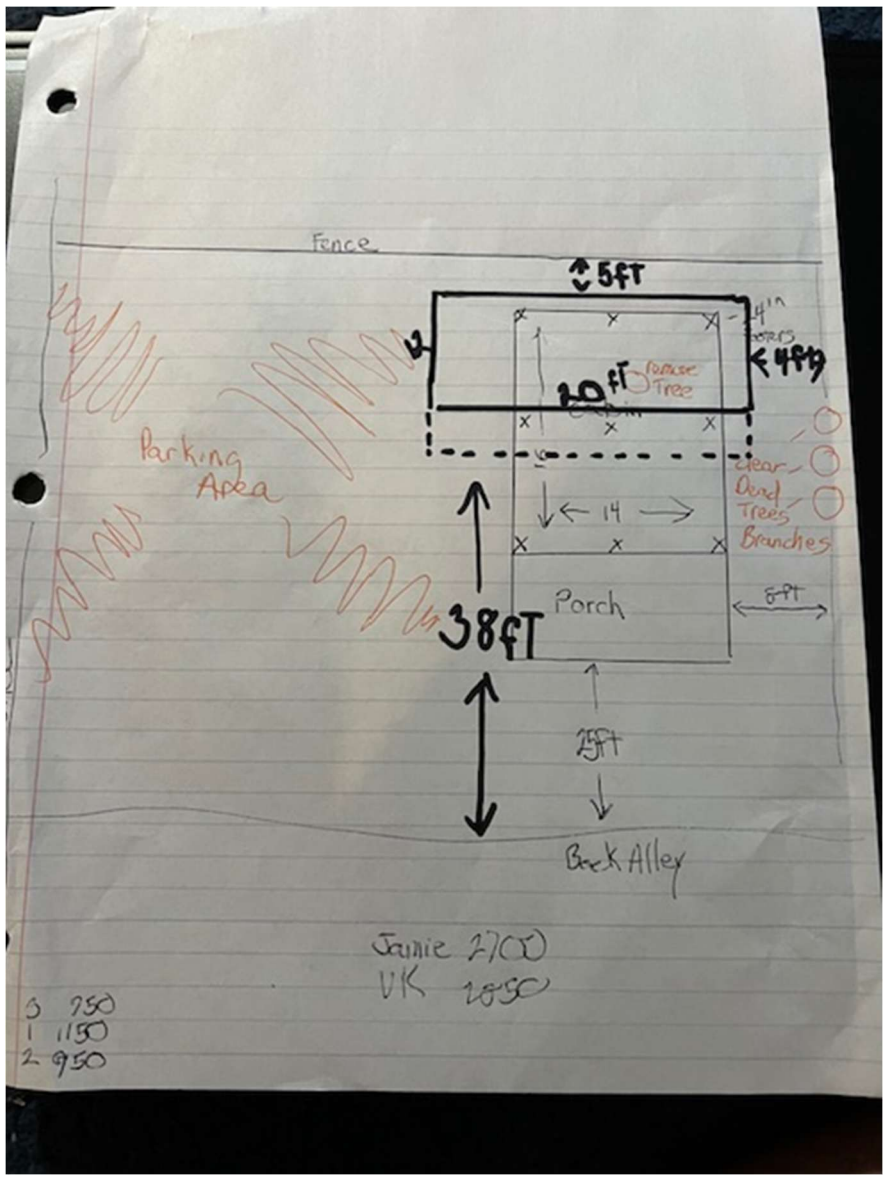
Print Name:

Kameron Turner

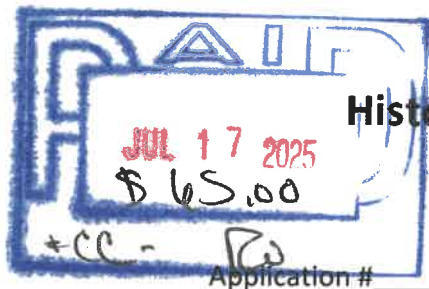
For Office Use:

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 # 25-19

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:** Chloë Kissinger John Shank (owner)  
(Must be Property Owner)

**Mailing address:** 101 S. Red Hill Rd.  
Martinsburg WV 25401  
City State Zip

**Telephone:** 304.582.0490 **Email:** Chloekissinger@gmail.com

**Street address of proposed work:** 141 W. German Street

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

**Current Zoning:** \_\_\_\_\_ **Current Land Use:** \_\_\_\_\_  
Note: Reference [this map](#) for zoning Classifications.

**Description of Work:**  
store signage/hanging

**Project Category:** Category 1  
(see descriptions on next page)

**Contractor Performing the Work:** N/A

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



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Application # \_\_\_\_\_

Check all the areas that apply:

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

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

MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

**(Categories II and III):**

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

Gross & net land area of property

Setback from property boundaries

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

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

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

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

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

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

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

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

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

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

**All Categories:**

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



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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Application # \_\_\_\_\_

## Remedies and penalties

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## 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: 7.15.2025

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

For Office Use:

Zoning Officer Comments

Fee Paid \$US.00  
cc  
Date Paid 7/17/25





# Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St  
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Application # \_\_\_\_\_

### 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.**

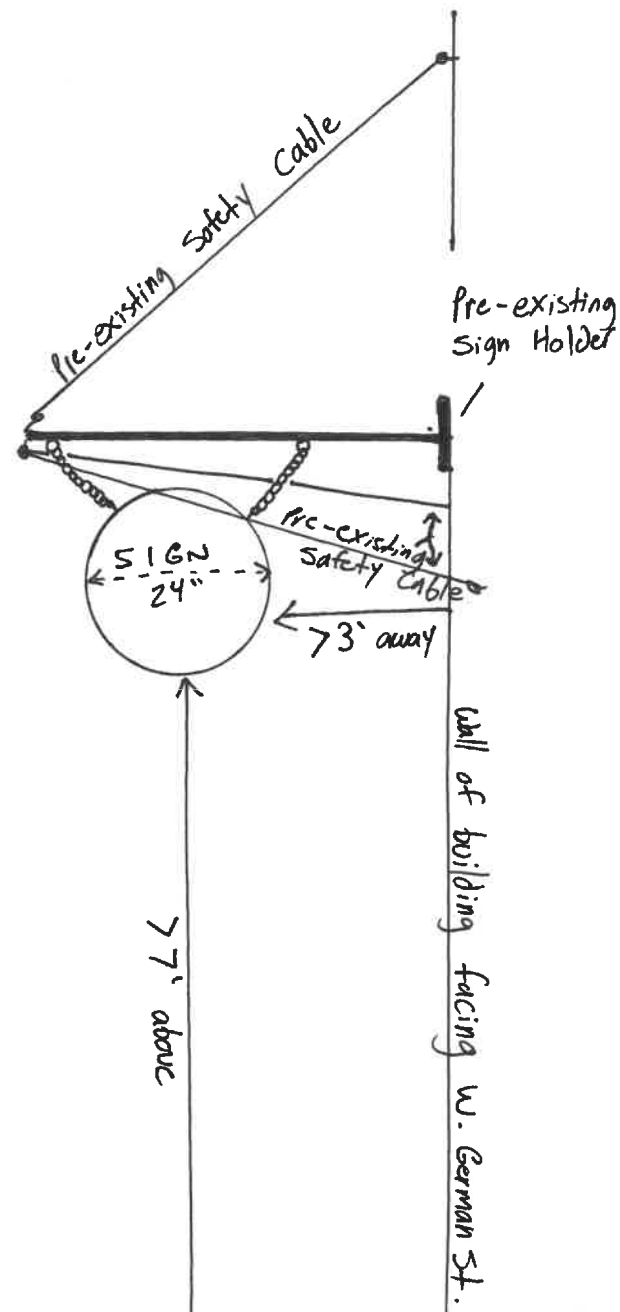
	<p><b><u>Category I:</u></b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit 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>



# Sand and Pine Co. Sign (Hanging)

- > 24" diameter painted wood sign made of pine wood.
- > Sign will be hung from a pre-existing sign bracket attached to current business.
- > Two eye hole bolts are screwed and glued in place and have a weight capacity of 75lbs per bolt.
- > Locking carabiners will be utilized with a medium-duty chain (3/16") to ensure sign is secure at all times.

- > No existing signs on building.
- > Linear width of storefront = 15 feet
- > Total square footage of sign = 3.1416 feet





# Historic Landmarks Commission's Application for Certificate of Appropriateness

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Application # 25-20

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Applicant's name: WILL AND ANNE MILLER  
(Must be Property Owner)

Mailing address: PO Box 971  
SHEPHERDSTOWN WV 25443  
City State Zip

Telephone: 304 876 9476 Email: \_\_\_\_\_

Street address of proposed work: 203 WEST GERMAN STREET

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

Current Zoning: RESIDENTIAL Current Land Use: RESIDENTIAL  
Note: Reference [this map](#) for zoning Classifications.

Description of Work: ~~1. PAINT ROOF (COLORMATCH TO BENJAMIN MOORE FOREST GREEN 2047-10)~~  
2. PAINT FASCIA AND SOFFITS (COLORMATCH TO BMOORE WHITE N632)  
3. REPLACE GUTTERS (WHITE HALF ROUND)  
6" GUTTERS  
4" DOWNPIPES

Project Category: I  
(see descriptions on next page)

Contractor Performing the Work: 1 & 2 RAFFERTY COATINGS  
3 L.R. WILSON SEAMLESS GUTTERS

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



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Application # 25-20

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Application # 25-20

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Date: 8/1/2025

Signature: William R Miller  
(Owner)

Print Name: WILLIAM R. MILLER

For Office Use:

Zoning Officer Comments

Fee Paid  
  
Date Paid



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Application # \_\_\_\_\_

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	<p><b>\$15</b> – Certificate of Appropriateness Fee</p>

Super White

OC-152

OC-152

X N632

White

OC-151

OC-151

Brilliant White

OC-150

OC-150

Decorator's White

OC-149

OC-149



Super White  
Super Blanco  
Super Blanc

OC-152 = PM-1

OC-152

White  
Blanco  
Blanc

OC-151 = PM-2

OC-151

Brilliant White  
Blanco Brillante  
Blanc Brillant

OC-150 = PM-4

OC-150

Decorator's White  
Blanco Decorador  
Blanc Décorateur

OC-149 = PM-3

OC-149



United States/Estados Unidos:  
For assistance 1-855-PAINT-02 Para asistencia  
Canada:

For assistance 1-855-PAINT-02 Pour obtenir de l'aide  
Color chip may differ slightly from actual paint. El chip de color  
puede diferir ligeramente de la pintura real. La couleur des  
échantillons peut différer légèrement de la peinture en contenant.

CMR 06/2022