

Corporation of Shepherdstown
Staff Input Form
For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: Tonica and Barbara Thomas 25-17

2. Project Address: 501 East German Street

3. Project Description: Siding and Gutter replacement

4. Issues Identified: Vinyl siding

5. Staff Analysis and Recommended Action: Depending on the information received from owner and contractor we would recommend approval. Samples are provided and will be available for review at the HLC meeting.

6. To Be Reviewed By ☒ Historic Landmarks Commission
☐ Planning Commission

Completed By: Gino E. Sisco

Date: 09/04/2025

Approved By: _____

Date: _____



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-17

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

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

Applicant's name: Barbara Thomas
(Must be Property Owner)

Mailing address: 501 E. German St
Shepherdstown WV 25443
City State Zip

Telephone: 703-371-7938 Email: _____

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: _____

Note: Reference this map for zoning Classifications.

Description of Work:

Project Category: Siding + Gutter Replacement
(see descriptions on next page)

Contractor Performing the Work: Roof Top Designs LLC

Contractor's Business License: Attached

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application #

25-17

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

Remedies and penalties

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

Please read the following paragraph carefully and sign.

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

Date:

8/26/2025

Signature:

(Owner)

Print Name:

Barbara Thomas

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 #

28-17

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.**

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

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

Application # 25-17

104 N King St
PO Box 248 (for mailing)
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) 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

CORPORATION OF SHEPHERDSTOWN
Jefferson County, West Virginia

LICENSE #

2026-005,001

6/27/25

ISSUED TO:

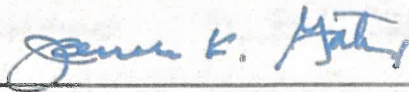
\$76.00

ROOF TOP DESIGNS, LLC
11601 EDMONSTON ROAD
BELTSVILLE MD 20705

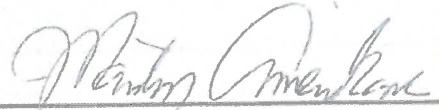
| <u>ACCOUNT#</u> | <u>YEAR ENDING</u> | <u>EFF. DATE</u> | <u>EXP. DATE</u> | <u>FILING FEE</u> |
|-----------------|--------------------|------------------|------------------|-------------------|
|-----------------|--------------------|------------------|------------------|-------------------|

| | | | | |
|---------|------|---------|---------|--------|
| 7084-04 | 2026 | 7/01/25 | 6/30/26 | \$1.00 |
|---------|------|---------|---------|--------|

| <u>LICENSE TYPE(S)</u> | <u>AMOUNT</u> | <u>DESCRIPTION</u> |
|------------------------|---------------|--------------------|
| 67 | \$75.00 | General Contractor |



Mayor



Recorder

Authorized to operate the business indicated by payment of fee, for a period of one year, from July 1, 2025 to June 30, 2026.

Corporation of Shepherdstown


Town Clerk



**MUNICIPAL
LICENSE**

2025 – 2026

WV061683



An Exceptional Way to Create Lasting Beauty



Alside

— CHARTER OAK PREMIUM VINYL SIDING —

CHARTER OAK® . . . GIVE YOUR HOME A BEAUTIFUL NEW LOOK

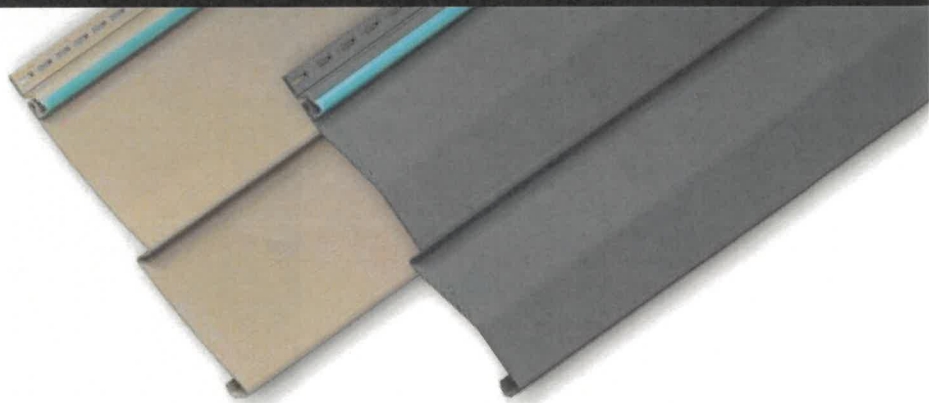
with one of the most advanced vinyl sidings you can buy. Outstanding beauty begins with exceptional product quality and superior craftsmanship from Alside, a trusted brand for more than 75 years.



A PREMIER HOME EXTERIOR

Refined style, outstanding performance and a lifetime of protection – that's the power of Charter Oak Premium Vinyl Siding. Featuring a wide range of architectural colors in the timeless beauty of clapboard and handcrafted old-world charm of dutch lap, Charter Oak makes it easy to achieve custom elegance for your home.

If you like the idea of having more free time and less home maintenance, you will appreciate Charter Oak. It recreates the beauty of freshly painted wood siding, but without the worries of rotting, splitting or insect damage. An occasional rinse with a garden hose will remove most airborne dust and dirt to restore the like-new appearance.



QUALITY YOU CAN COUNT ON

Made to be the best. And made to last. That's what you can count on when you choose Charter Oak Premium Vinyl Siding. With architectural precision, outstanding durability and strength, every panel delivers uncompromising quality for your home. Plus you have the assurance that comes with Alside's lifetime limited warranty.*

Make your first choice the best choice . . . Charter Oak Premium Vinyl Siding.

MADE WITH PREMIUM RAW MATERIALS

Developing a tough, durable and beautiful vinyl siding such as Charter Oak requires the technical skills of a chemical process engineer and the visual sensibilities of an architect. That's because the premium vinyl used in Charter Oak is more than just a simple vinyl resin. It's a specially formulated compound, with each ingredient chosen to add specific benefits to the final product.

PureStrength vinyl resin gives Charter Oak its basic strength and weather resistance. It prevents moisture infiltration from rain and humidity, so panels won't rot, warp, shrink or swell. The result is low-cost, easy-care maintenance.

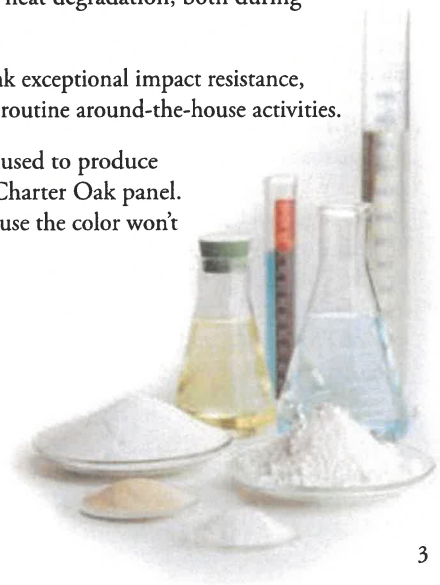
Ti-Shield titanium dioxide helps prevent ultraviolet degradation, so even hot summer sun won't damage Charter Oak's beautiful surface.

StayRight vinyl stabilizers also help prevent heat degradation, both during manufacturing and after installation.

TrueShield impact modifiers give Charter Oak exceptional impact resistance, helping to prevent denting and dinging from routine around-the-house activities.

DesignersChoice pigment concentrates are used to produce beautiful high-performance color for every Charter Oak panel. You'll never have to stain or paint again, because the color won't wash away.

Charter Oak. Technically, it's beautiful.

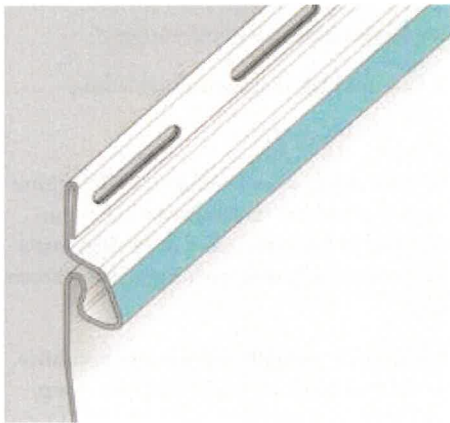


CHARTER OAK'S TRIBEAM® SYSTEM

Designed for Superior Performance

INNOVATIVE TRIBEAM SYSTEM PROVIDES IMPRESSIVE PANEL RIGIDITY AND SUPERIOR WIND RESISTANCE

Charter Oak's lasting beauty isn't a result of just blending premium raw materials. Product engineers have created an exceptional design for Charter Oak that provides greater rigidity and resistance to high winds.



The unique TriBeam system fortifies Charter Oak's rigidity, helping to ensure straight course lines and even walls, on both new and existing homes. The result is a markedly superior installation with the built-in strength to ensure an enduring beautiful appearance.

The TriBeam illustration above shows another feature that's especially important if you live in an area where high winds are common. It's a rolled-edge nail hem that gives Charter Oak its increased strength to resist the force of intense winds. This high-performance panel has been tested to withstand negative windload resistance per ASTM D5206 and meets or exceeds the industry standard for windload performance.



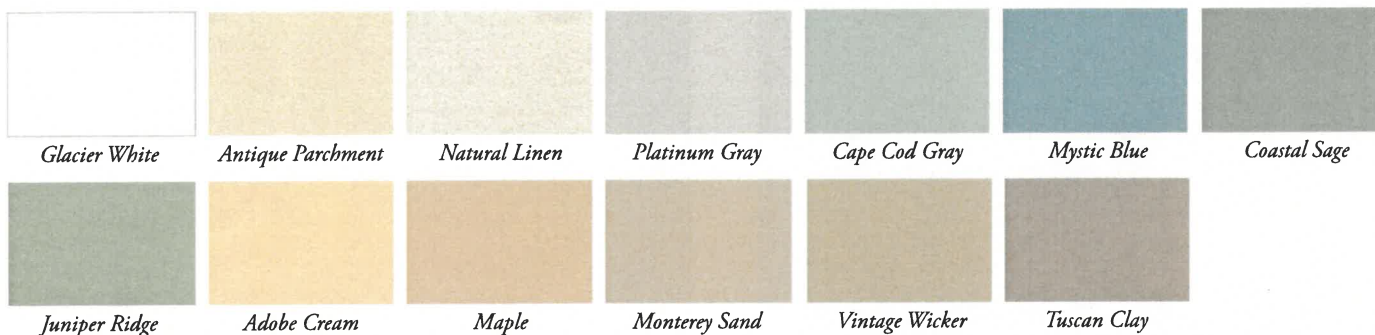
EXPRESS YOURSELF *with* ON-TREND COLORS

Richer Colors Tailored to Your Style

CHOOSING COLOR FOR YOUR HOME HAS NEVER BEEN EASIER

From Deep Espresso to Laguna Blue, the line-up of architectural colors doesn't shy away from bold and beautiful. Mix and match complementary shades for a look that is fresh and serene or combine more than one shade to bring richness and sophistication to your home.

STANDARD COLOR COLLECTION



ARCHITECTURAL COLOR COLLECTION



Note: Colors may be slightly different from their appearance in this brochure. Make final color selections using actual product samples. Color availability may vary by market. See your Alside Sales Representative for details.



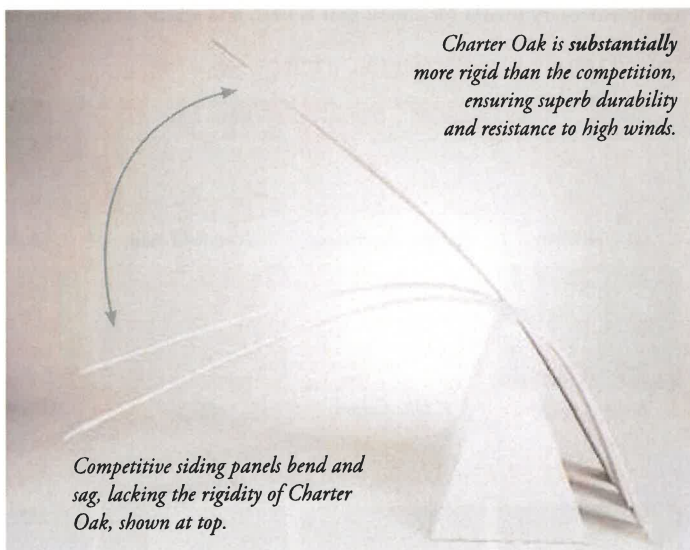
Our darker siding colors are fortified with ChromaTrue® technology for superior color retention. This advanced copolymer compound provides long-term color stability and better performance on darker colors.

THE ART OF THE MIX

There's no need to settle for siding and trim that almost match. Alside's ColorConnect® Color Matching System offers smart solutions for every design approach. ColorConnect standards have been painstakingly applied to select Alside products to ensure you are making tasteful color choices with enduring aesthetic value and the custom look you desire.

Whether it's a rich color that draws your eye to an interesting architectural detail, or neutral hues applied to a historic home, the Alside ColorConnect Color Matching System helps you successfully match the color of your siding with other Alside exterior products and accessories.





BEAUTIFULLY RESILIENT AGAINST SAGGING

Charter Oak is substantially more rigid than the competition. Rigidity, as with Charter Oak panels, is important for long-lasting performance and resistance to bending and sagging. Your home will have a beautifully uniform finish that stands the test of time.

A MORE SUSTAINABLE CHOICE

The home that protects you can also help protect the environment. As a durable product with a long service life, vinyl siding such as Alside's has been shown in a cradle-to-grave Life Cycle Assessment study commissioned by the Polymeric Exterior Products Association (formerly the Vinyl Siding Institute) to have a smaller environmental footprint relative to competing materials." And because it never needs to be painted, vinyl siding also helps prevent paint, stain and other maintenance-related products from being released to the environment.



DID YOU KNOW for nearly two decades vinyl siding has been a leading choice for exterior cladding on new single-family homes. This broad appeal stems not only from its beauty, durability and easy upkeep, but also from the fact that vinyl siding adds value to homes.

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: Eric Citron 25-18

2. Project Address: 101 Ray Street

3. Project Description: Install of a six-foot fence surrounding the property except for the front of the property that already has an existing fence.

4. Issues Identified: None

5. Staff Analysis and Recommended Action: Need samples or clear description of the style and color of fence. Without examples we are unable to provide a recommendation.

Fences require an HLC recommendation to approve or deny this request by the Planning Commission.

6. To Be Reviewed By ___x___ Historic Landmarks Commission

_____ Planning Commission

Completed By: _____ Gino E. Sisco_____

Date: _____ 09/04/2025_____

Approved By: _____

Date: _____



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-18

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

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

Applicant's name: Eric Citron
(Must be Property Owner)

Mailing address: 53 W Colonial Hwy, #4
Hamilton VA 20159
City State Zip

Telephone: (301) 366 - 7378 **Email:** bobiesbh@gmail.com

Street address of proposed work: 101 Ray Street

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

Current Zoning: _____ **Current Land Use:** _____

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

Description of Work:

Project Category: 1
(see descriptions on next page)

Contractor Performing the Work: Gramajo's Inc.

Contractor's Business License: 08279796

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 #

25-18

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.

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

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



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Application # 25-18

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

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: 14 July 2025

Signature: E. F. Citron
(Owner)

Print Name: Eric F. Citron

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid



Historic Landmarks Commission's Application for Certificate of Appropriateness

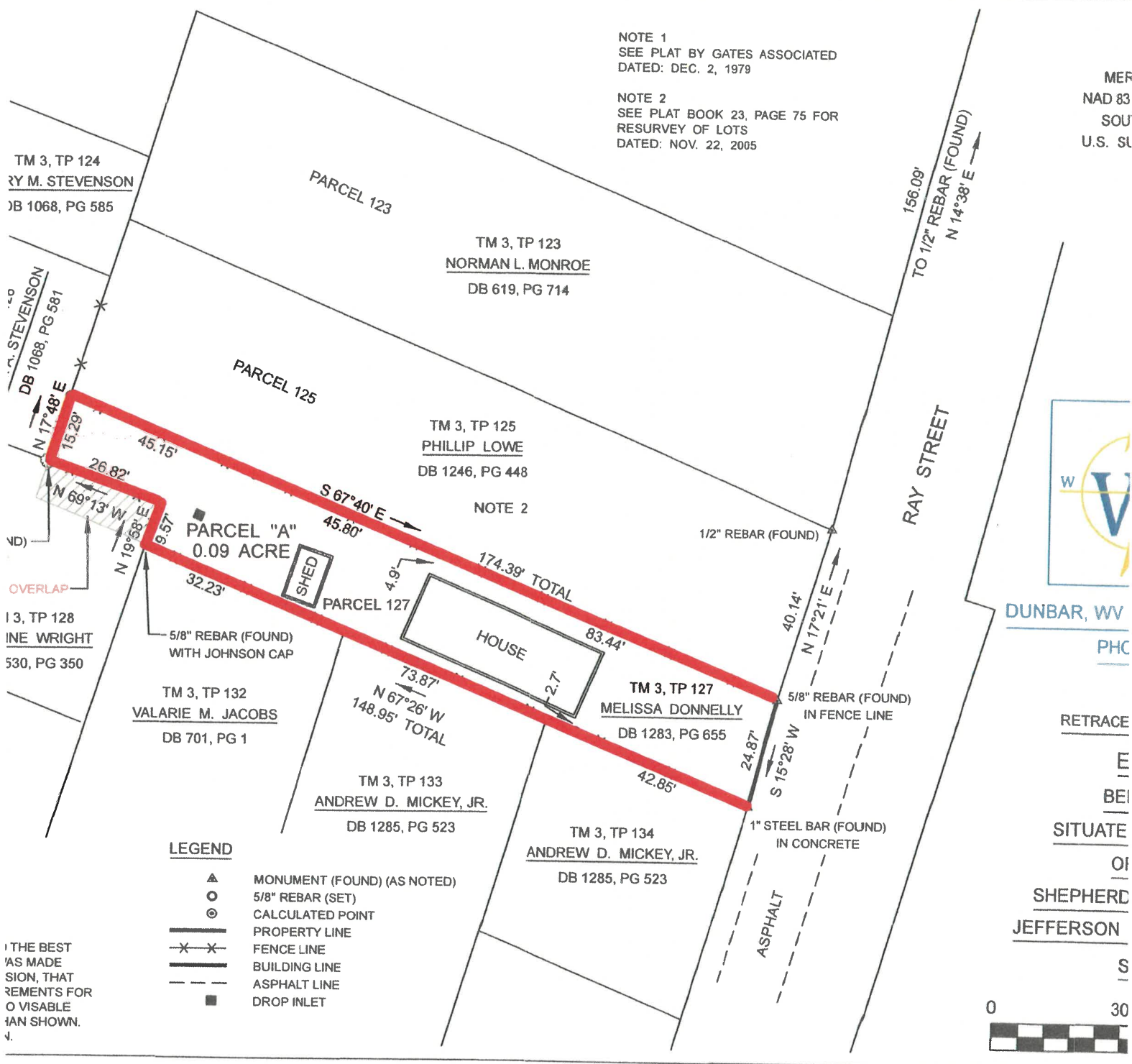
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104 N King St
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Application Fees

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| | |
|---|--|
| ✓ | <p><u>Category I:</u></p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> |
| | <p><u>Category II:</u></p> <p>\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> |
| | <p><u>Category III:</u></p> <p>\$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p>\$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).</p> |
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| | <p>\$15 – Certificate of Appropriateness Fee</p> |





Application for Project Permit

Application # 25-18

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

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

Applicant's Name: Eric Citron
(Must be Property Owner)

Mailing Address: 53 W Colonial Hwy, #4
Hamilton VA 20159
City State Zip

Telephone: (301) 366 - 7378 **Email** bobiesbh@gmail.com

Street Address of Proposed Work: 101 Ray Street

Current Zoning: R-1 **Current Land Use:** Residential
Note: Reference [this map](#) for zoning Classifications.

Description of Work:

A six foot fence will be installed surrounding the property following the plat.
There is currently a fence at the front of the property which will stay in place.

Project Category: 1
(see descriptions on next page)

Contractor Performing the Work: Gramajo's Inc.

Contractor's Business License: 08279796

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



Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-18

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Application for Project Permit

Application # 25-18

104 N King St
PO Box 248 (for mailing)
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Date: 14 July 2025

Signature: E. F. Citron
(Owner)

Print Name: Eric F. Citron

For Office Use:

Permit Number: _____

Zoning Officer Comments:

Fee Paid \$ 65.00
-Credit Card
Date Paid 7/16/25



Application for Project Permit

Application # 25-18

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

Application Fees

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

| | |
|---|--|
| ✓ | <p><u>Category I:</u></p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> |
| | <p><u>Category II:</u></p> <p>\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> |
| | <p><u>Category III:</u></p> <p>\$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p>\$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).</p> |
| | <p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: 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">• Reason for the demolition/relocation (including historic documentation).• Describe the structure's condition in detail.• Describe the proposed reuse of the site, including full drawings of new structure & landscaping.• Evidence of relevant funding or financial concerns.• Timeframe for project <p>\$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)</p> |

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: Charles Morris and Elizabeth Reinhart 25-22

2. Project Address: 218 South Duke Street

3. Project Description: Install of wood privacy fence, rear of property, not visible to public. Solid board construction with lattice top, with two gates and posts will have Seneca tops (refer to examples) color of fence will be black. Examples are in the physical packet as it could not be scanned.

4. Issues Identified: Color is a concern as it may be inconsistent with the Town style.

5. Staff Analysis and Recommended Action: Would request the applicant present the color of the fence and come with other color options. If color is approved by HLC would support that HLC recommend approval to Planning Commission.

Fences require an HLC recommendation to approve or deny this request by the Planning Commission.

6. To Be Reviewed By ☒ Historic Landmarks Commission

☐ Planning Commission

Completed By: Gino E. Sisco

Date: 09/04/2025

Approved By: _____

Date: _____



25-22

Application for Fence Permit

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

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

Applicant's Name: Charles Morris & Elizabeth Reinhart
(Must be Property Owner)

Street Address of Proposed Fence: 218 South Duke

Mailing Address: PO Box 933

Shepherdstown
City

WV
State

25443
Zip

Telephone: 304-886-9314 **Email:** 76Violets@gmail.com

Description of Work: Wood privacy fence, rear of property, not visible to public. 6' in height (total). Solid board construction w/ lattice top. 2 gates. posts will have "Seneca" tops (see brochure). Will paint black.

Cost Estimate: \$3,334

Contractor Performing the Work: Frederick Fence Company

Contractor's Business License: receipt attached

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

Project Category I - provide the following:

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

MATERIAL AND COLOR SAMPLES for exterior finishes

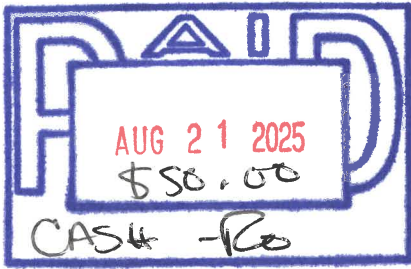
SITE PLAN is required. See sample site plan (link to diagram) Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

Setback from property boundaries

Date: 8/21/25

Signature: Elizabeth Reinhart
(Applicant)

Print Name: Elizabeth Reinhart





Application Number

25 - 22

Application for Certificate of Appropriateness & Project Permit

Corporation of Shepherdstown, West Virginia

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

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

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Charles Morris & Elizabeth Reinhart
(Must be Property Owner)

Mailing Address: PO Box 933, Shepherdstown

Day Time Telephone Number: 304-886-9314

E-Mail Address: 76violets@gmail.com

Street Address of Proposed Work: 218 South Duke Street

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

Current Zoning: _____ Current Land Use: _____

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

Description of Work: We had a very damaged chain link fence we removed and would like to install wooden privacy fence in back yard. Project is not visible to public - no street view. No alley view as the only property adjacent is a parking lot for apartments at 220 S. Duke. Fence details in Fence permit application.

Cost Estimate: \$3,334 Project Category (Descriptions on Next Page): 1 (fence)

Contractor performing work: Frederick Fence Company

Contractor's Business License #: _____

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



Application Number

28 - 02

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

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

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

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

MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

Category IV- Demolition or Relocation of a Structure

(Categories II and III):

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

Gross & net land area of property

Setback from property boundaries

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

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

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

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

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

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

Category IV- Demolitions:

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

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

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



Application Number

28 - 22

Checklist of Required Information for Applications Continued

All Categories:

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

Copy of receipt enclosed

Section 9-905 Remedies and penalties

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

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist on the back of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time in order to determine compliance with the Commission's approval. **I understand that my presence at the assigned application review meeting is required.** Application must be signed by owner or his/her agent.

Date: 8/21/25

Owner's Signature:

Elizabeth Reinhart

Print Name:

Elizabeth Reinhart

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit will be applied.

Zoning Officer Comments:

Fee Paid

\$65.00

Date Paid

8/21/25



Application Number

28-22

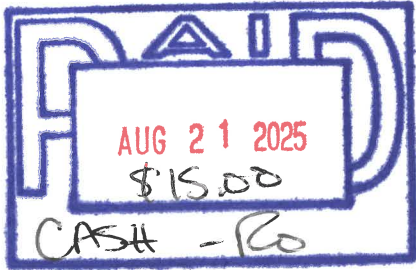


THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

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

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



D3 M2 P103
ROMAN CATHOLIC CHURCH
DB 396 P144 &
DB 449 P111

NOTES:

Utilities not located.

Corners are to be set
#5 Rebars.

PARCEL 1 3710

D3 M2 P104
WALTZ
DB 555 P629

Parking
No
Street
View

RESIDUE

P/O D3 M2 P119
WALTZ
DB 262 P173

PARCEL 2 4612

P/O D3 M2 P119
WALTZ
DB 262 P173

PLAT of SURVEY Showing

TWO PARCELS IN SHEPHERDSTOWN

SHEPHERDSTOWN CORPORATION
JEFFERSON COUNTY, W.V.

SURVEYED: 14 July 1986

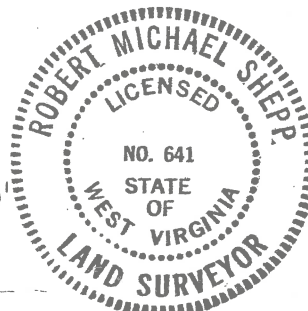
SCALE: 1" = 20'

R. Michael Shepp

R. Michael Shepp, LLS

APPALACHIAN SURVEYS, INC.

P.O. Box 35 CHARLES TOWN, W.V. 25414



MAGNETIC NORTH

#1774

OWNER(S) NAME: LIZ REINHART

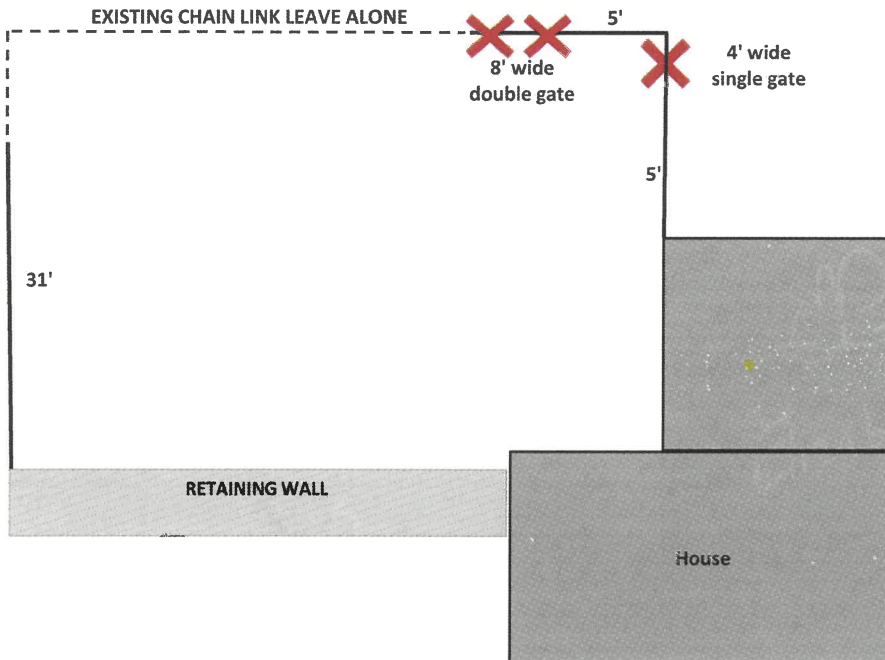
DRAWING: OWNER TO GO OVER LOCATION OF FENCE & GATES WITH FOREMAN

Owner Initials



Catholic Church

parking lot for
apartments @ 220 S. Duke



not to scale

DISCLAIMERS

- Customer responsible for boundary lines and fence location and will confirm start and stop points with foreman at start of installation.
- Property Pins are the best way to ensure property boundaries. A plat/survey can be used but the Homeowner is responsible for any subsequent consequences.
- Frederick Fence does not haul away dirt or rocks. Customer to indicate to foreman location to spread or pile dirt.
- Frederick Fence is not responsible for damage to underground sprinklers, dog fences, or private utilities.
- No refunds or returns on special order materials (Includes Vinyl, Aluminum, & Steel Fence).

Frederick
FENCECO.

EST. 1982

THE RIGHT CHOICE SINCE 1982



Enhance the enjoyment,
privacy, security and
investment value of
your home with our custom
made wooden, aluminum,
vinyl, and ornamental steel
fencing and gates.



1505 Tilco Drive • Frederick, MD 21704 • 301-663-4000 • www.frederickfence.com

Privacy Fencing



Board and Batten



Solid Board with Spindle Top



Board on Board



Stockade



Pressure Treated Pine Solid Board



Cedar Solid Board

Picket Fencing



Williamsburg Picket with Dip



Space Board Picket



Fredericktown Picket with Dip



Seneca Picket

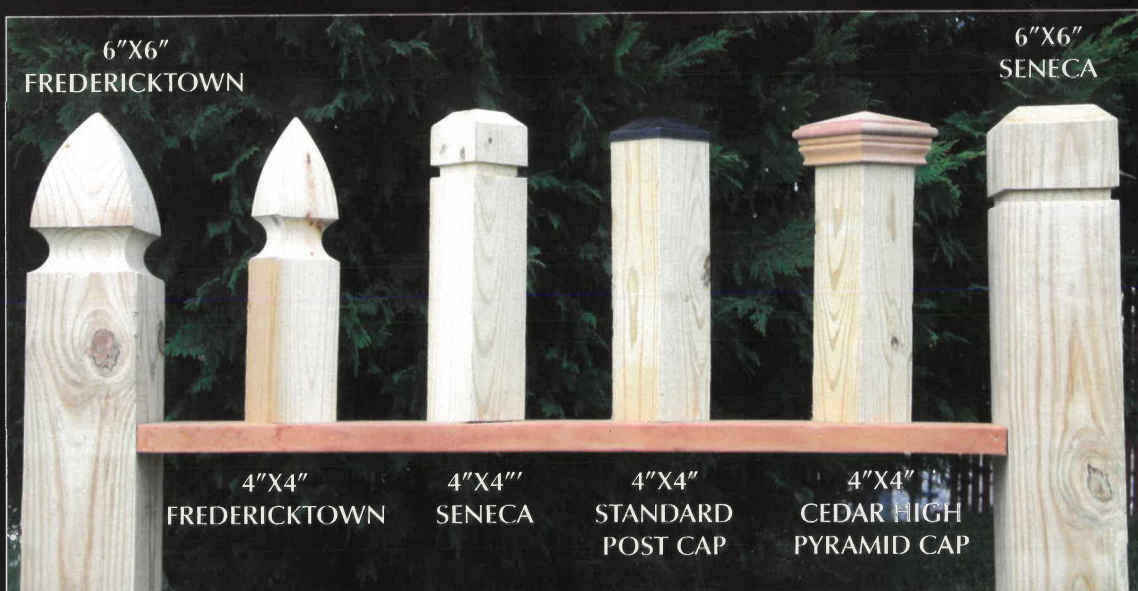


Fredericktown Picket



Victorian Picket

Post and Picket Selections



Since 1982, we've served our residential and commercial customers with the highest quality fencing products, superbly installed at a reasonable price. Our commitment to quality service – outlined in The FenceCo Difference™ – assures your satisfaction and has earned us thousands of referral customers over the years. From concept to completion, our innovative team of designers and builders – most of whom have been with us for 10 or more years – will ensure the construction of a fence that will grant you immediate satisfaction and lasting pleasure.

Split Rail Fencing



3-Rail Split Rail



3-Rail Double Gate



4-Rail Split Rail



2-Rail Split Rail



3-Rail with Double Picket Gate



Split Rail with Picket Gate

Estate and Paddock Fencing



Custom 6-Board Estate



3-Board Paddock



4-Board Paddock



Custom 5-Board Paddock



6-Board Estate



3-Board Paddock

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: Edith Thompson 25-23 407 East German Street
2. Project Address: 407 East German Street
3. Project Description: Install two 120 gallon above-ground propane cylinders to service a backup heater. This is replacing an existing propane storage system.
4. Issues Identified: Location of propane tanks to be considered as they will be visible from the street. Also consider setbacks if applicable.
5. Staff Analysis and Recommended Action: Recommend HLC approval as long as setbacks and visibility from public sidewalk and road are addressed.
6. To Be Reviewed By ☒ Historic Landmarks Commission
☐ Planning Commission

Completed By: Gino E. Sisco

Date: 09/04/2025

Approved By: _____

Date: _____



Application for Project Permit

Application #

25-23

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

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

Applicant's Name:

Edith Thompson

(Must be Property Owner)

Mailing Address:

407 East German St,

Shepherdstown

City

WV

State

25443

Zip

Telephone:

Email

Street Address of Proposed Work:

407 East German St, Shepherdstown WV
25443

Current Zoning:

Current Land Use:

Note: Reference this map for zoning Classifications.

Description of Work:

Install two 120 gallon above ground propane cylinders
to service a backup heater.

Project Category:

(see descriptions on next page)

Contractor Performing the Work:

Thompson Gas LLC

Contractor's Business License:

Payment Receipt Attached

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



Application for Project Permit

Application #

25-23

104 N King St
PO Box 248 (for mailing)
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) 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.gov

(2)120 gallon
propane tanks
at gas stub out



Corporation of Shepherdstown
Staff Input Form
For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: Nicole Stoneberger 25-24

2. Project Address: 107 South Princess Street

3. Project Description: Business sign and repaint of front door. Front door will be a color change from red to dark green. Example provided by applicant.

4. Issues Identified: None

5. Staff Analysis and Recommended Action: We recommend approval of the sign (which will then be sent to Planning) as well as approval for front door color change as color is consistent with the building.

6. To Be Reviewed By ☒ Historic Landmarks Commission
_____ Planning Commission

Completed By: _____ Gino E. Sisco_____

Date: _____ 09/04/2025 _____

Approved By: _____

Date: _____



28-24

Application for Sign Permit



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

Name of applicant:
(include name of business)

Nicole Stoneyberger / Stoney's Pub LLC

Mailing address:

1216 W. Ketch St.
Shepherdstown City WV 25443

Telephone:

681-242-8963 Email Stoney's Pub @ outlook.com

Street address of proposed work:

107 S. Princess St.

Telephone:

681-242-8963 Email Stoney's Pub @ outlook.com

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

- ☐ Total square footage of all existing signs on building
- ☐ Linear width of storefront in feet
- ☐ Total square footage of proposed sign(s)
- ☐ Drawing or picture of building showing placement of sign(s)
- ☐ Drawing or picture of sign(s) with dimensions & material composition
- ☐ Drawing or picture of bracket or method of mounting sign

Hanging Sign(s) only:

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

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

Date:

2-12-18

Signature:
(Applicant)

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

Date:

08/12/25

Signature:
(Owner)
Print Name:

ALESTER CORTELLING





WHISKEY • WINE

STONEY'S

~~RAW BAR~~

Pub

←→
36"

↑ 24"
✓

Crop





Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-24

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: Alexis C. C. C.

(Must be Property Owner)

Mailing address: _____

City

State

Zip

Telephone: 681-242-8963

Email: _____

Street address of proposed work: 107 S. Princess St, Shepherdstown, WV 25443

Lot Number/Legal Description: _____

(if no address exists)

Current Zoning: _____

Current Land Use: _____

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

Description of Work: JUST PAINTING FRONT DOOR ~~BUNGALOW~~

Project Category: _____

(see descriptions on next page)

Contractor Performing the Work: _____

Contractor's Business License: _____

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application # 25-24

Check all the areas that apply:

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

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

 MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

(Categories II and III):

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

 Gross & net land area of property

 Setback from property boundaries

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

 Existing & proposed accessory structures.

 Existing & proposed street right-of-way & entrance

 Sidewalk, handicap access, Category IV only

 MATERIAL AND COLOR SAMPLES for exterior finishes

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

 ZONING INFORMATION shall be defined in the application as required:

 Dwelling density- net (residential application only)

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

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

Category IV- Demolitions or Relocation of a Structure:

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

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

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

All Categories:

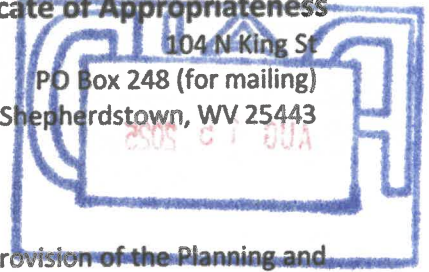
 . Copy of general contractor's Shepherdstown business license or license application.



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-24

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



Remedies and penalties

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

Please read the following paragraph carefully and sign.

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

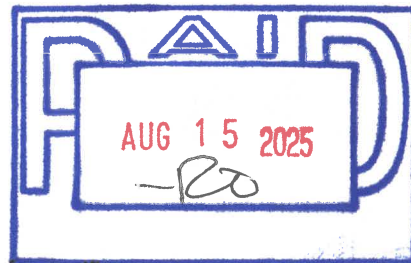
Date: 08/12/25

Signature: [Signature]
(Owner)
Print Name: ALESTER DATELIN

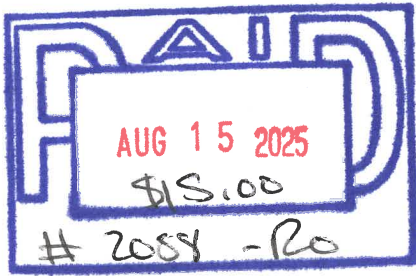
For Office Use:

Zoning Officer Comments

Fee Paid \$15.00
Date Paid 8/15/25



Please reference Title 9 of Town Ordinance for specifics
Please contact Gino Sisco, Town Administrator, with any questions. (304) 283-0528 •
gsisco@shepherdstown.gov



Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: Allen and Teresa Meske 25-25

2. Project Address: 206 East High Street

3. Project Description: Replace and widen current walkway and create new similar walkway using stone pavers. Physical example of paver will be available.

4. Issues Identified: None

5. Staff Analysis and Recommended Action: We recommend HLC approval. Planning Commission should consider green space and rainwater runoff.

6. To Be Reviewed By ___x___ Historic Landmarks Commission

_____ Planning Commission

Completed By: _____ Gino E. Sisco_____

Date: _____09/04/2025_____

Approved By: _____

Date: _____



TO USE FOR DRAFT

Application Number 25 - 25

Application for Certificate of Appropriateness & Project Permit

Corporation of Shepherdstown, West Virginia

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

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

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: ALLEN + TERESA MESKE
(Must be Property Owner)

Mailing Address: PO Box 3040 SHEPHERDSTOWN

Day Time Telephone Number: 305 505 7212 OR 7213

E-Mail Address: SEGONE40 @AOL.COM

Street Address of Proposed Work: 206 EAST HIGH ST SHEP.

Lot Number/Legal Description: LOT 3-14
(If no address exists)

Current Zoning: RESIDENTIAL Current Land Use: SAME

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

Description of Work: REPLACE + WIDEN CURRENT WALKWAY
TO EAST SIDE, CREATE NEW SIMILAR WALK-
WAY ON WEST SIDE OF HOUSE (SIDEWALK
TO BACK PATIO) USING STONE PAVERS.
WALKWAY TO BE (APPROXIMATELY) 44-45" WIDE

Cost Estimate: \$3,000 Project Category (Descriptions on Next Page): 1

Contractor performing work: SELF

Contractor's Business License #: _____

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



Application Number

25 - 28

Application for Project Permit

(Checklist of Required Information for Applications)

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

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

1

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

MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

Category IV- Demolition or Relocation of a Structure

(Categories II and III):

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

Gross & net land area of property

Setback from property boundaries

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

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

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

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

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

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

Category IV- Demolitions:

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

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

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



Application Number

25 28

Checklist of Required Information for Applications Continued

All Categories:

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

Section 9-905 Remedies and penalties

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

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist on the back of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time in order to determine compliance with the Commission's approval. I understand that my presence at the assigned application review meeting is required. Application must be signed by owner or his/her agent.

Date:

AUG 25, 25

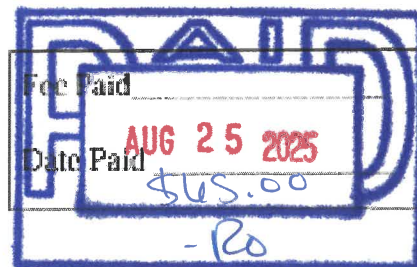
Owner's Signature:

Print Name:

ALLEN E MESKE

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit will be applied.

Zoning Officer Comments:



+\$50.00
check #3576
+cash \$15.00




Application Number _____

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

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

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



EAST HIGH ST

SIDEWALK

"BEFORE"

HOUSE
AT
206 EAST
HIGH

EXISTING WALKWAY

FENCE

EXISTING
PATIO

FENCE

FENCE

SHED

N
A

EAST HIGH ST

SIDEWALK

"AFTER"

PROPOSED WALKWAY

HOUSE
AT
206 EAST
HIGH

WIDENED
WALKWAY

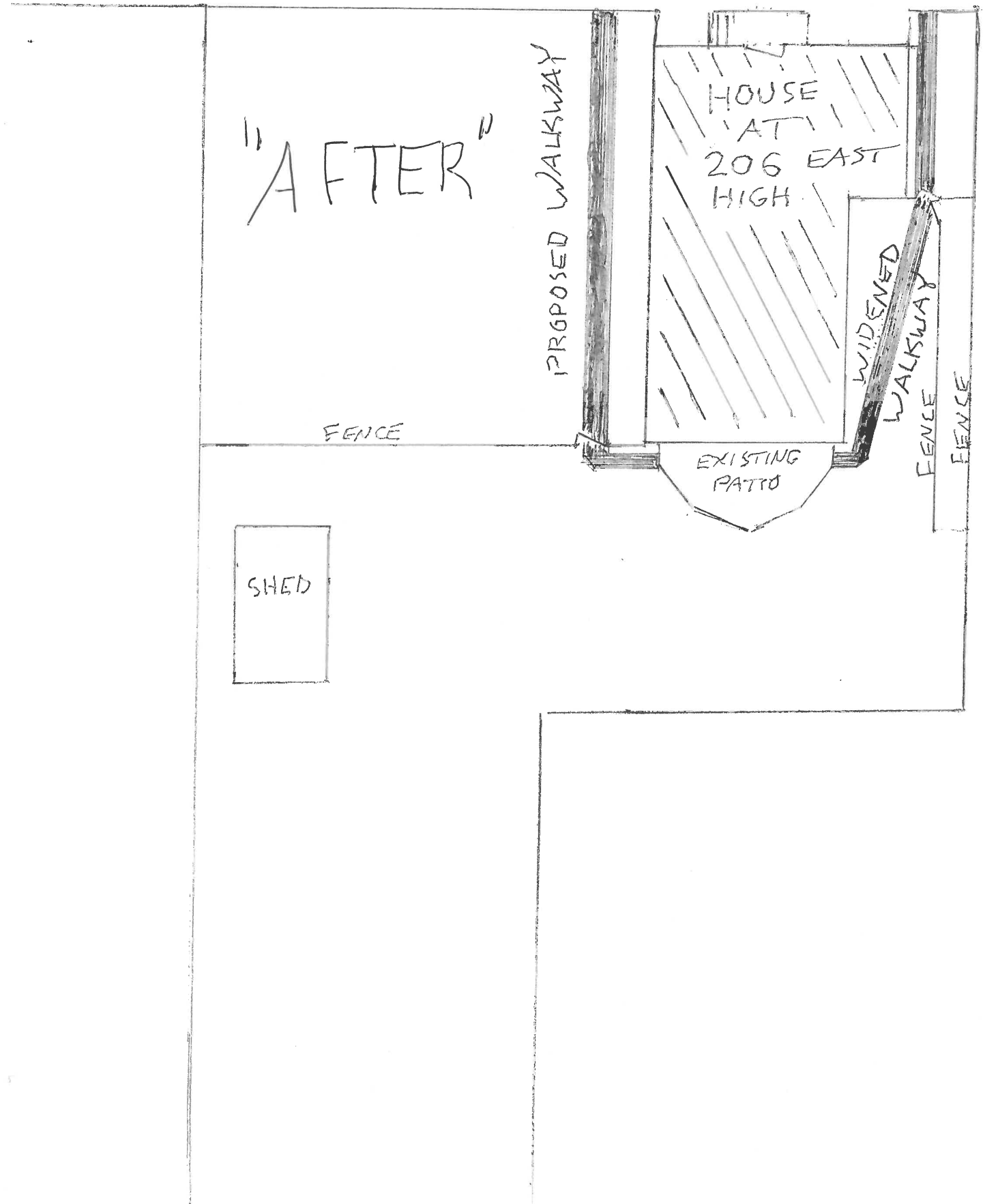
FENCE

EXISTING
PATIO

FENCE

FENCE

SHED





EXISTING
WALKWAY
206 EAST HIGH





PAVERS LAID
OUT



EXAMPLE OF PAVERS



PAVERS
(NATURAL STONE)

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: Rebecca Phipps 25-26
2. Project Address: 205 Rocky Street
3. Project Description: Window replacement
4. Issues Identified: Applicant did not provide specific examples of the windows that will be used. Applicant did include a catalog of windows but did not directly identify the window type.
5. Staff Analysis and Recommended Action: We recommend HLC approval so long as applicant identifies a window from the catalog that will be approved by HLC.
6. To Be Reviewed By ☒ Historic Landmarks Commission
_____ Planning Commission

Completed By: _____ Gino E. Sisco _____

Date: _____ 09/04/2025 _____

Approved By: _____

Date: _____



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-26

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: Rebecca Phipps
(Must be Property Owner)

Mailing address: P.O. Box 845
Shepherdstown WV 25443
City State Zip

Telephone: 304.876.0298 Email: beckyphipps502@gmail.com

Street address of proposed work: 205 Rocky St.

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

Current Zoning: Red Current Land Use: Residential

Note: Reference this map for zoning Classifications.

Description of Work: window replacement

Project Category: II
(see descriptions on next page)

Contractor Performing the Work: Jim Schmitt

Contractor's Business License: copy of business license to follow

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 # 25-24

Check all the areas that apply:

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

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

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

(Categories II and III):

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

☐ Gross & net land area of property

☐ Setback from property boundaries

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

☐ Existing & proposed accessory structures.

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

☐ Sidewalk, handicap access, Category IV only

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

☐ Dwelling density- net (residential application only)

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

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

Category IV- Demolitions or Relocation of a Structure:

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

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

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

All Categories:

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-24

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

Application Fees

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

| |
|--|
| <p><u>Category I:</u></p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> |
| <p><u>Category II:</u></p> <p>\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> |
| <p><u>Category III:</u></p> <p>\$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p>\$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).</p> |
| <p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: 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">• Reason for the demolition/relocation (including historic documentation).• Describe the structure's condition in detail.• Describe the proposed reuse of the site, including full drawings of new structure & landscaping.• Evidence of relevant funding or financial concerns.• Timeframe for project <p>\$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)</p> |
| <p>\$15 – Certificate of Appropriateness Fee</p> |



Historic Landmarks Commission's Application

for Certificate of Appropriateness

104 N King St.

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-26

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: 8.4.2025

Signature: Rebecca Phipps
(Owner)

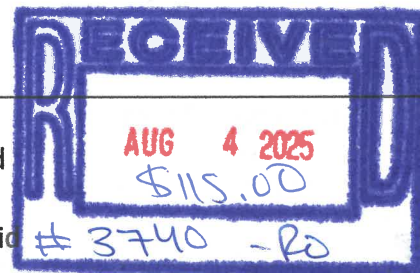
Print Name: Rebecca Phipps

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid



25-26

CORPORATION OF SHEPHERDSTOWN
Jefferson County, West Virginia

LICENSE #

2026-004,954

6/26/25

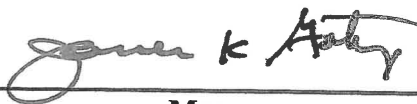
\$76.00

ISSUED TO:

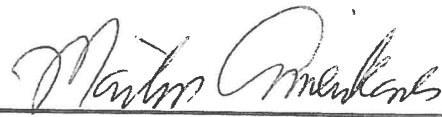
SCHMITT CONSTRUCTION COMPANY
P.O. BOX 428
SHEPHERDSTOWN WV 25443-0428

| <u>ACCOUNT#</u> | <u>YEAR ENDING</u> | <u>EFF. DATE</u> | <u>EXP. DATE</u> | <u>FILING FEE</u> |
|-----------------|--------------------|------------------|------------------|-------------------|
| 3280-00 | 2026 | 7/01/25 | 6/30/26 | \$1.00 |

| <u>LICENSE TYPE(S)</u> | <u>AMOUNT</u> | <u>DESCRIPTION</u> |
|------------------------|---------------|--------------------|
| 67 | \$75.00 | General Contractor |



Mayor



Recorder

Authorized to operate the business indicated by payment of fee, for a period of one year, from July 1, 2025 to June 30, 2026.

Corporation of Shepherdstown


Town Clerk



**MUNICIPAL
LICENSE**

2025 – 2026

010282

25-26



Windows

Double Hung Windows

by Ply Gem



25-26



Double Hung Window Benefits

Double hung windows have two movable sash, one at the top and one at the bottom, that slide up and down to open and close. Both sash tilt in to easily clean both window surfaces from inside the home. Double hung windows offer flexible ventilation utilizing the bottom, top, or both sash. A favorite window style among homeowners, the double hung window has a timeless design that complements vertical arrangements and enhances any architectural style.

25-26



IDEAL FOR MULTI-STORY HOMES

Both sashes tilt in for easy in-home cleaning of the interior and exterior, making double-hung windows an excellent choice for multi-story homes.



OPTIMIZED SPACE

Double hung windows open flush with the wall and won't obstruct exterior walkways and patios.



CROSS VENTILATION

Utilize both the upper and lower sash for cross ventilation, allowing fresh air to enter through the bottom sash and warm air to escape through the top sash.



Available Double Hung Windows

Ply Gem offers a wide selection of double hung windows for new construction and replacement applications. Discover the series with the installation, colors and energy-efficient options required to complete your project.



25-26



Impact Resistance, New Construction

MIRA Series Windows

The warmth and beauty of a wood window, with the durability and weather resistance of aluminum, aluminum-clad MIRA series windows are designed with superior craftsmanship and one-of-a-kind details.

Material: ○ ○ ○ +43
Aluminum-Clad Wood



Impact Resistance, New Construction

Classic Series Windows

With a timeless design and dependable quality, vinyl Classic Series windows offer a wide variety of styles and options, making it an ideal choice for a new home.

Material: ○ ○ ○
Vinyl



Replacement

East Premium Series Windows

Precision crafted and beautifully detailed, East Premium series vinyl replacement windows offer the exclusive features that deliver the superior performance and unique charm replacement projects deserve.

Material: ○ ○ ○ +7
Vinyl



25-26

Replacement

East Pro Series
Windows

Remarkably designed, East Pro Series windows offer a variety of vinyl window styles with helpful features for a window replacement project. Choose from advanced glass to stylish options to make each home project unique.

Material: ○ ○ ○ +7
Vinyl

Replacement

East 2000 Series
Windows

Designed with today's residential construction in mind, vinyl East 2000 Series windows combine performance, energy efficiency and value in a complete window line that will beautifully renovate housing projects.

Material: ○ ○ ○ +2
Vinyl



25-26

Custom Windows That Transform a Home

Ply Gem offers customized solutions to help build the ideal window for your needs. Choose distinctive windows with unique colors, hardware, grilles, and energy-efficient glass that homeowners desire, and that will make your project stand out from the rest.

Double Hung Window Materials

Ply Gem Double Hung windows are made with high-quality materials to ensure long-lasting performance, appealing aesthetics, and simplified installation for any new construction or home renovation project.



VINYL

[Learn More](#)



ALUMINUM CLAD

[Learn More](#)

25-26

Interior East Premium Series Double Hung Window with Colo

[Learn More](#)



25-24

FAQs

Looking For Help with Double Hung Windows?

Which products offer hurricane protection/impact glass options?

Are double hung windows more efficient than single hung windows?

Are there different screen options?

Are Ply Gem products ENERGY STAR compliant?

Related Articles

25-26

WINDOWS, SIDING

Framing the Future: Ply Gem® Windows and Mastic® Siding Power Habitat Wake's Builders Blitz 2025

From May 8–16, 2025, Cornerstone Building Brands, the presenting sponsor of Habitat for Humanity of Wake County's Builders Blitz, provided Ply Gem® 1500 windows and Mastic® siding to help bring five new homes to life in just seven days. These trusted exterior products—known for their durability, energ...

DESIGN & DECOR IDEAS, WINDOW

Window and Door Selection that Home to the Outdoors.

Recent trends indicate that homeowners are increasingly preferring homes that maximize light and offer a connection to their outdoor spaces, while maintaining a consistent interior throughout the year. Selecting the right style window and door can help a house achieve

25-26

Finding The Ply Gem Portfolio of Brands is Easy!

Whether you're a homeowner looking for a professional to help with installation or a pro interested in purchasing Ply Gem brands and product lines, we've got you covered.

HOW TO BUY

25-24

Sign Up For Updates



BRANDS

FOR PROS

ABOUT US



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25-26

4800 Series Windows

PLY GEM

4700 Series Windows

Impact Resistance | New Construction | Aluminum

Choose aluminum 4700 series windows for an ideal balance of aesthetics, value and performance for new home projects. Window styles designed for impact resistance in coastal areas are available for increased protection against strong storms.

INTERIOR COLOR OPTIONS



STANDARD EXTERIOR COLOR OPTIONS



HOW TO BUY



Geometric Windows

25-26

PLY GEM

Classic Series Windows

Impact Resistance | New Construction | Vinyl

With a timeless design and dependable quality, vinyl Classic Series windows offer a wide variety of styles and options, making it an ideal choice for a new home.

INTERIOR COLOR OPTIONS



STANDARD EXTERIOR COLOR OPTIONS



HOW TO BUY

25-24



FEATURES

STYLE

GLASS

GRILLES

HARDWARE

LITERATURE

Complimentary Products

25-24



IMPACT RESISTANCE, NEW CONSTRUCTION

Classic Sliding Patio Door

The Classic sliding patio door is the perfect choice for new homes when wanting bright, open living spaces, energy-saving thermal performance, and the beauty of low-maintenance vinyl.

Product: ○ ○ ○ +3
Doors



IMPACT RESISTANCE, NEW CONSTRUCTION

1500 Vinyl Collection Windows

Trust 1500 Vinyl Collection windows to deliver all the benefits of durable, low-maintenance vinyl with all the options needed to customize your new home projects. Best-selling styles now available with durable coextruded black finishes for both interiors and exteriors.

Product: ○ ○ ○ +6
Windows



IMPACT RESISTANCE, NEW CONSTRUCTION

1500 Vinyl Collection Sliding Patio Door

Make outdoor living areas more welcoming with the 1500 Vinyl Collection Sliding Patio Door. Crafted of quality vinyl, it provides excellent thermal efficiency and is virtually maintenance-free. Now available with durable coextruded black interior and exterior finishes.

Product: ○ ○ ○ +6
Doors

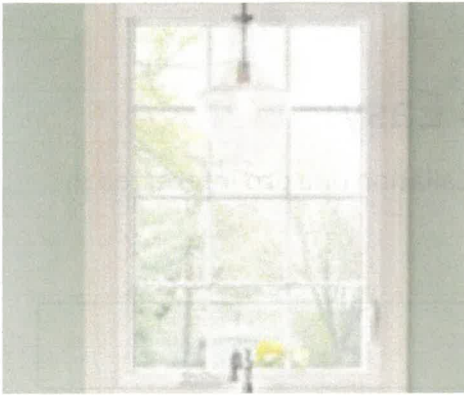


25-24



Customers Also Viewed

25-24



REPLACEMENT

East 5100 Series Windows

East 5100 series windows include stylish vinyl casement and awning windows that combine the best of form and function along with excellent energy efficiency for your remodel project.

Material: ○ ○ ○ +4
Vinyl



IMPACT RESISTANCE, NEW CONSTRUCTION

4700 Series Windows

Choose aluminum 4700 series windows for an ideal balance of aesthetics, value and performance for new home projects. Window styles designed for impact resistance in coastal areas are available for increased protection against strong storms.

Material: ○ ○ ○ +1
Aluminum



NEW CONSTRUCTION

5000 Series Windows

If you are looking for casement and awning windows, vinyl 5000 Series windows are the choice for you. With a variety of styles, sizes and configurations, you will find the perfect combination for new home construction.

Material: ○ ○ ○ +3
Vinyl



25-24

Finding The Ply Gem Portfolio of Brands is Easy!

Whether you're a homeowner looking for a professional to help with installation or a pro interested in purchasing Ply Gem brands and product lines, we've got you covered.

HOW TO BUY

Sign Up For Updates



BRANDS

FOR PROS

ABOUT US



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