SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, August 18, 2025 6:00 p.m. TOWN HALL 104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order: 6:00 p.m.

Commissioners Present:

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

Rebecca Parmesano

Commissioners Absent:

None

2. Approval of Previous Months' Minutes - July 21, 2025

Motion to approve July 21, 2025 Meeting Minutes: Madge Morningstar/2nd Roger Munro. No Discussion. All Aye.

3. Visitors

Jim Auxer

4. Conflicts of Interest

None

5. Staff Report

None

6. Applications

a. 25-14 306 West German Street

Revised Application to install an old board and batten $12 \times 20 \log$ cabin in parking area near Back Alley.

Motion to approve application: 25-14 Rebecca Parmesano/2nd Linus Bicker. No Discussion. All Aye.

b. 25-16 103 Ray Street

Build new addition on back on existing home.

Motion to reject application 25-16 as lot does not meet minimum requirements per Title 9 Section 508 Required Lot Area, Lot Width, and Yards in Residential Districts: Rebecca Parmesano/ 2nd James Gatz. No Discussion. All Aye.

c. 25-19 141 West German Street

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, August 18, 2025 6:00 p.m. TOWN HALL 104 NORTH KING STREET, SHEPHERDSTOWN

Hang store signage

Motion to approve application 25-19: Roger Munro/2nd Linus Bicker. No Discussion. All Aye.

d. 25-21 407 East German Street

Placement & hook up of 1-2 120-gallon propane tanks on west side of house.

Motion to approve application 25-21: Rebecca Parmesano/2nd Linus Bicker. No Discussion. All Aye.

7. Continuing Business

None

8. New Business

a. Discuss Update to Title 9-503:

The commissioners discussed updating Title 9 Section 503- Uses Permitted in the (R-1) low density district. Linus Bicker will request on behalf of the Planning Commission that Town Council provide financial support to the Planning Commission to hire a subject matter expert or attorney to revise the ordinance to allow for accessory dwelling units.

b. Town Run Watershed- request to post informational signs about the watershed on privately owned property and in town parks. Referred by Town Council to the Planning Commission and Parks and Recreation Committee:

The commissioners requested the Town Run Watershed organization file a formal sign permit application for the six requested signs.

c. 110 College Street –update on the developer's request that the Board of Zoning Appeals review the Planning Commission's decisions:

The commissioners advised that if J.L. Moore applied to build a home with the square footage of less than 1,500 square feet, the application would be rejected, and a formal appeal could be filed with the Board of Zoning and Appeals. Additionally, if the application was received prior to the deadline for the September Planning Commission meeting, the Planning Commission would hold a special meeting to reject the application.

9. Adjournment

Motion to adjourn at 7:35 p.m. Rebecca Parmesano/2nd Linus Bicker.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Friday, September 5, 2025 5:30 p.m. TOWN HALL 104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order: 5:40p

Commissioners Present:

Linus Bicker, Ebonée Helmick, Madge Morningstar, Roger Munro

Commissioners Absent:

James Gatz (Mayor), Rebecca Parmesano

2. Visitors:

None

3. Conflicts of Interest:

None

4. Applications

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

Request to build a 1302 square foot first floor fully finished with a 1302 square foot unfinished basement.

Motion to reject application 25-12 as the application does not meet the minimum 1,500 square feet required by Title 9 Section 503 Permitted Uses in R-1 (low density) District: Madge Morningstar/2nd Linus Bicker. No Discussion. All Aye.

4. Adjournment:

Motion to adjourn meeting at 5:47p.m: Ebonée Helmick/ 2nd Linus Bicker/ All Aye

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.
This received HLC approval.
6. To Be Reviewed By Historic Landmarks Commission
x Planning Commission
Completed By:Gino E. Sisco
Date:09/08/2025
Approved By:
Date:



for Certificate of Appropriateness

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

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

Applicant's name:	Eric Citron						
(Must be Property Ov	vner)						
Mailing address:	53 W Colonia	l Hwy, #4					
	Hamilton				VA	20159	
	Ci	ty			State	Zip	
Telephone:	(301) 366 - 73	378	_Email:	bobiesbh	@gmail.com		
Street address of pro	posed work:	101 Ray Street					
Lot Number/Legal De (if no address exists)	escription:						
Current Zoning: Note: Reference this	map for zoning (Classifications.	_Current	Land Use:			
Description of Work:							
Project Category: 1							
(see descriptions on next	page)						
Contractor Performir	ng the Work:	Gramajo's Inc.					
Contractor's Business License:		08279796					
A copy of the contractor's	Shepherdstown bu	isiness license or lice	nse applic	ation MUST be	e attached.		



for Certificate of Appropriateness

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

Check all the areas that apply:

Catego	ory I-	Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels,
		signs, fences, non-permanent storage sheds and other minor changes.
<u>X</u>	PHOTO	OGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at
reason	able sc	ales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of
the str	ucture,	etc.) are needed.
<u>X</u>	MATE	RIAL AND COLOR SAMPLES for exterior finishes
Catego	<u>ry II-</u> D	riveways, decks, carports, porch enclosures and window, roof, or siding replacement.
<u>Catego</u>	ory III-	New construction of and/or additions to residential, commercial, and industrial structures.
(Catego	ories II	and III):
	SITE PL	\overline{AN} 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
	MATER	IAL AND COLOR SAMPLES for exterior finishes
	ELEVAT	IONS, drawings indicating height of proposed structures, materials, and window and door
		arrangements.
	ZONINO	<u>GINFORMATION</u> 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.
Catego	ry IV- D	Demolitions or Relocation of a Structure:
	Historic	designation of structures to be demolished (documents available in Town Hall)
(Comple	te 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 Cate	gories	<u>:</u>
·	Copy o	f general contractor's Shepherdstown business license or license application.



for Certificate of Appropriateness

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:	14 July 2025	Signature: _ (Owner) Print Name:		C.F. Citron		
				F. Citron		
For Office I	Jse:					
Zoning	Officer Comments			Fee Paid		
				Date Paid		



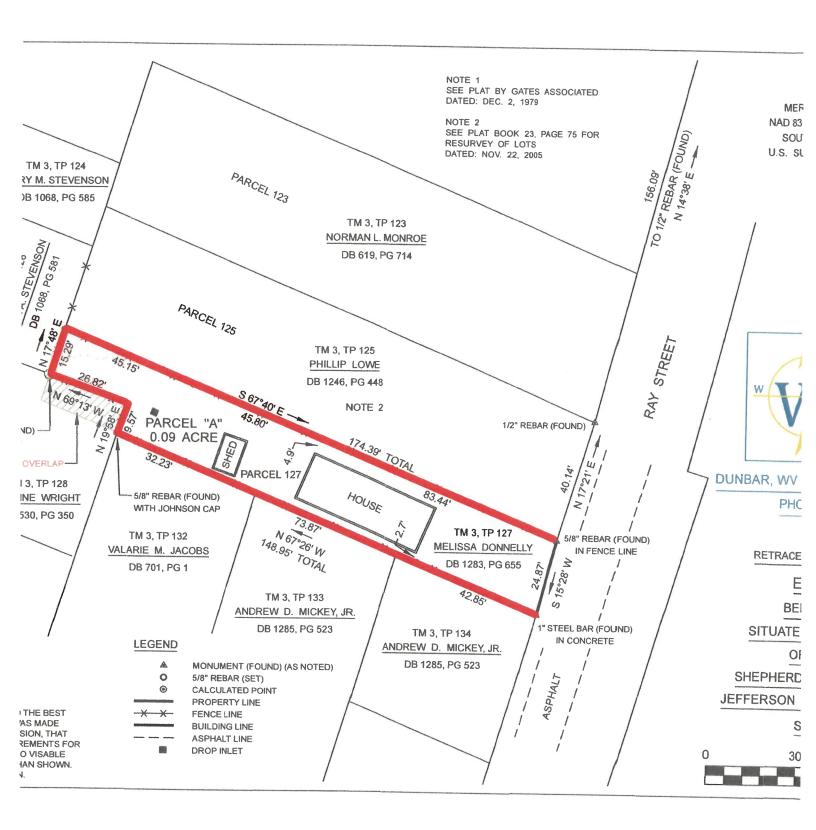
for Certificate of Appropriateness

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.

	Category I:
/	\$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.
	Category II:
	\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.
	Category III:
	\$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).
	Category IV:
	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):
	 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





902.

Application for Project Permit

Application # ZS - 18 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-

Applicant's Name:	Eric Citron						
(Must be Property Ow	ner)						
Mailing Address:	Idress: 53 W Colonial Hwy, #4						
	Hamilton				VA	20159	
	Cit	ty			State	Zip	
Telephone:	(301) 366 - 73	378	_Email	bobiesbh@	gmail.com		
Street Address of Pro	posed Work:	101 Ray Street					
Current Zoning:	R-1		_Curren	t Land Use:	Residential		
Note: Reference this r	nap 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 p	page)						
Contractor Performing	g the Work:	Gramajo's Inc.					
Contractor's Business License:		08279796					
A copy of the contractor's	Shepherdstown bu	siness license or lice	nse applio	ation MUST be	attached.		



Application for Project Permit

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

Application # 25-18

Check all the areas that apply:

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. X MATERIAL AND COLOR SAMPLES for exterior finishes Category III- 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 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 structures to be demolished (documents available in Town Hall) Complete description of structures to be demolished in the application of structures to be demolished to demolished. At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.	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.
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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.	Cost estimates and property appraisals for applications seeking exemptions from Chapter 12-
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.	Floodplain provisions.
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.	Category IV- Demolitions or Relocation of a Structure:
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.	
At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.	
structures fifty (50) years or older.	
All Categories:	
	All Categories:
. Copy of general contractor's Shepherdstown business license or license application.	



Application for Project Permit

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 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: 14 July 2025	Signature: _	C. P. Citron
	(Owner) Print Name:	Eric F. Citron
For Office Use:		
Permit Number:		
Zoning Officer Comments:		Fee Paid & US.00 -Credit Card
		Date Paid 7116125



Application for Project Permit

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.

	Category I:
✓	\$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.
	Category II:
	\$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.
	Category III:
	\$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).
	Category IV:
	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):
	 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)

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.
4. Issues Identified: None
5. Staff Analysis and Recommended Action: approval
Fences require an HLC recommendation to approve or deny this request by the Planning Commission.
6. To Be Reviewed By Historic Landmarks Commission
x_ Planning Commission
Completed By:Gino E. Sisco
Date:09/04/2025
Approved By:
_



25-22

Application for Fence Permit

104 N King St FO 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 Moi	ris & 1/120	uboth Kenha	art
(Must be Property C		,		
Street Address of P	roposed Fence: 219	8 South D	uke	
Mailing Address:	PO Box 93			
o	•		WV	25443
	Shepherds.		State	Zip
Telephone:	804-886-931	Email	TheViolets	@gmail.com
Description of World n height (total to will have	k: Wood privacy (1) Solid boar "Seneca" top:	fence, rear of d construct s (see bro	property: not ion w/ lattice chure). Will f	usible to public top. 2 gates. Daint black.
Cost Estimate:	\$3,334	- -		00.00
Contractor Perform	ing the Work:	ederick 9	Tence Comp	bany
Contractor's Busine A copy of the contracto	ess License: r's Shepherdstown business	ceipt atta	ication MUST be attached.	
	provide the following:			
reasonable scales, of the structure, etc.) and the structure structure, etc.) and the structure structure, and the structure structure, etc.) and the structure structure structure, etc.) and the structure structure structure, etc.) and the structure s	are needed. <u>ND COLOR SAMPLES</u> fo required. See sample s	ture to be altered (or exterior finishes site plan (link to dia ries (lot lines), existi nting.	again, clearly labeled i gram) Specifically, the	TES (clearly labeled), at n terms of which side of see drawings shall include: cant planting (if work will
	/	(Applicant)	Trabath Ren	abact





Application Number 25 - 22

PLEASE PRINT OR TYPE CLEARLY

Application for Certificate of Appropriateness & Project Permit

Corporation of Shepherdstown, West Virginia

Contractor's Business License #:

Should you have any questions regarding this application, please contact: **Andy Beall** (Phone 304-876-6858, E-Mail <u>abeall@shepherdstown.us</u>)

Applicant's Name: Charles Morris & Elizabeth Reinhar (Must be Property Owner) Mailing Address: Po Box 933 **Day Time Telephone Number:** E-Mail Address: Street Address of Proposed Work: 218 South Lot Number/Legal Description: (If no address exists) **Current Zoning: Current Land Use:** Note: See zoning maps at Town Hall for correct zoning classification Project Category (Descriptions on Next Page): **Contractor performing work:**

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



Application Number ________

Application for Project Permit

(Checklist of Required Information for Applications)

structures fifty (50) years or older.

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
<u>Category II-</u> Driveways, decks, carports, porch enclosures and window, roof or siding replacement.
<u>Category III-</u> 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



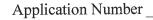
All Categories:

Application Number 25 - 22

Checklist of Required Information for Applications Continued

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. Owner's Signature: Rembout Print Name: Elizabeth Rembart Date: 8/21/25 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. Fee Paid 8 2125 Zoning Officer Comments:







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):

Catagora	г.
1 STAGORY	٠.

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

Category II:

Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.

\$100.00

Category III:

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.

Category IV:

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):

- 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)

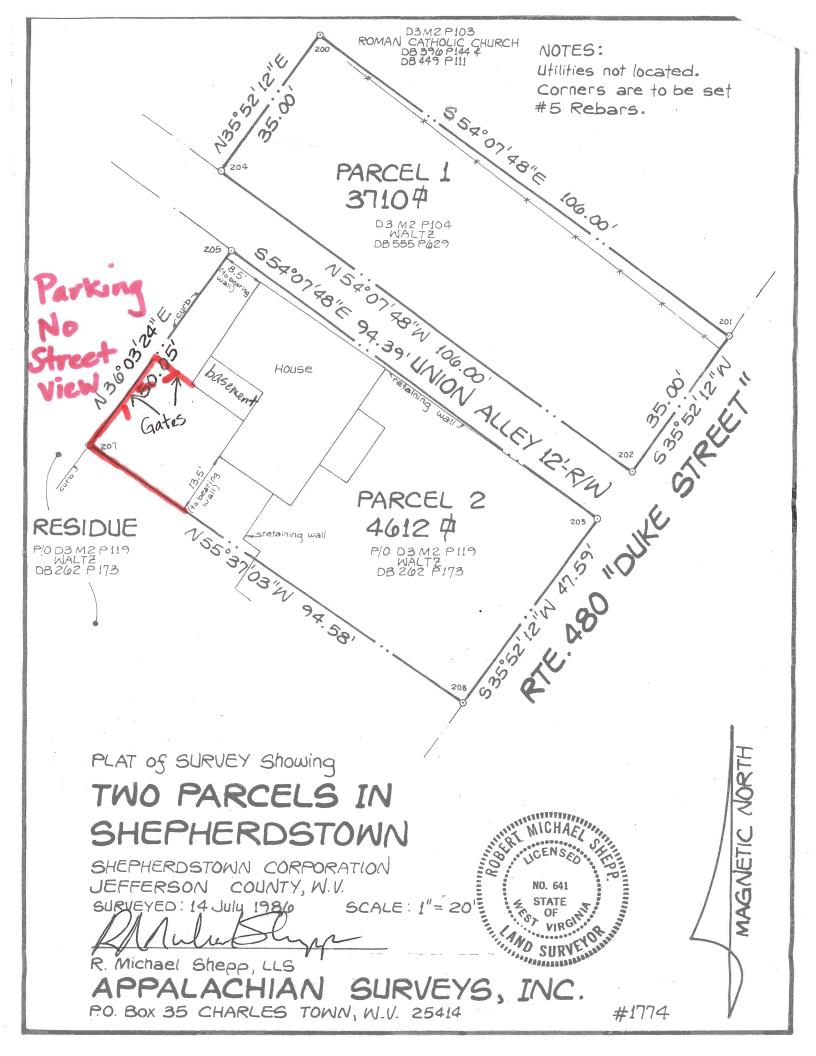
\$500.00

Contributing Structures (≥ 50 years old)

Certificate of Appropriateness Advertisement Fee:

\$15





OWNER(S) NAME:	LIZ REINHAF

DRAWING:

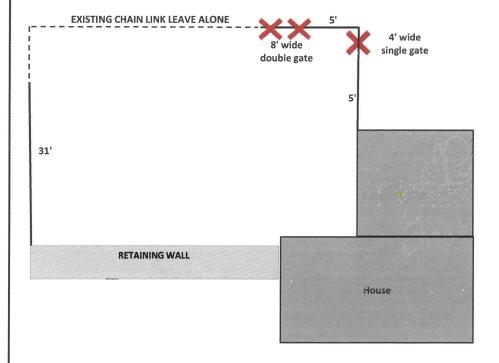
OWNER TO GO OVER LOCATION OF FENCE & GATES WITH FOREMAN

Owner Initials



Contholic 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 hauf 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).

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.







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



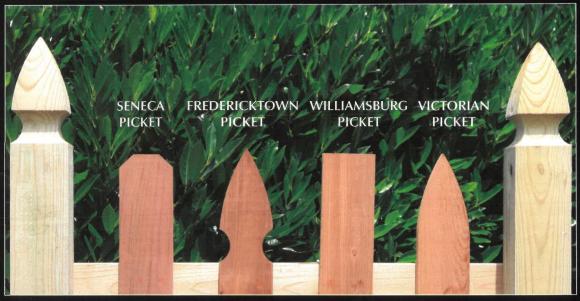
Fredericktown Picket



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: Nicole Stoneberger 25-24
2. Project Address: 107 South Princess Street
3. Project Description: Business sign.
4. Issues Identified: None
5. Staff Analysis and Recommended Action: We recommend approval of the sign.
6. To Be Reviewed By Historic Landmarks Commission
x_ Planning Commission
Completed By:Gino E. Sisco
Date:09/08/2025
Approved By:
Data



28-24

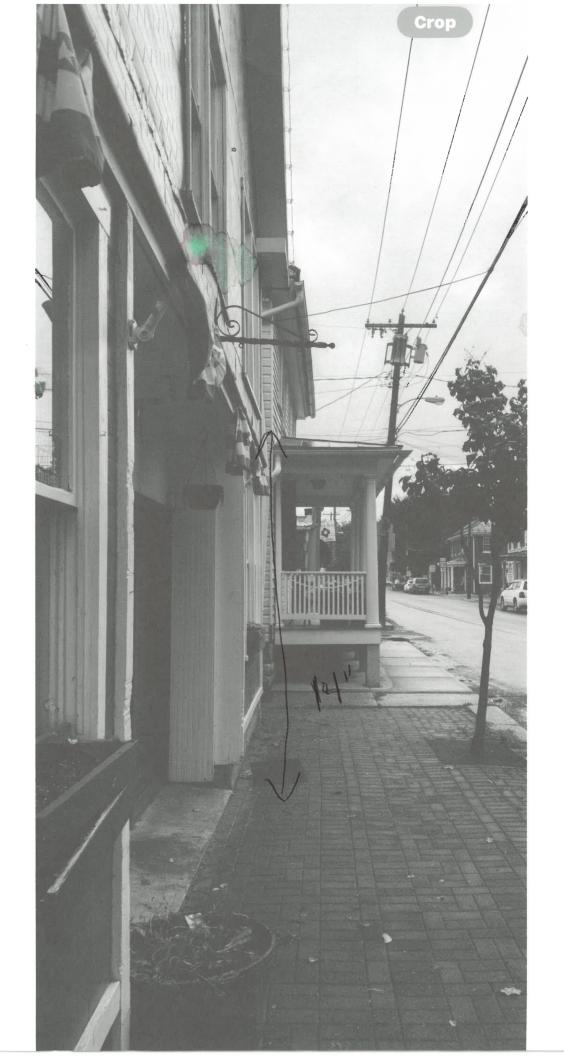
Application for Sign Permit

PO Box 248 (for mailing) Shepherdstown, WV 25443

	ds to be submitted to Town Hall for approval of any signage. Please reference <u>Title</u>
9, Section-210.	
Name of applicant: (include name of business	MICOLE STOMEBERGER / OTOMEYE KUBLIC
Mailing address:	1214 W. Kinel St.
	Stephenostonic by 25-443
	City State Zip
Telephone:	Lee1-242-8963 Email Stoneys Passe Outlook. Conf
Street address of pro	
Telephone:	Læ1-242-8963 Email: Stoneysiere outlock. Com
(Please initial each incomplete Total square Linear width Total square Drawing or Drawing or Drawing or Drawing or Drawing or Bottom of s	ion being accepted you are required to provide the following: dicating it has been provided) e footage of all existing signs on building h of storefront in feet e footage of proposed sign(s) picture of building showing placement of sign(s) picture of sign(s) with dimensions & material composition picture of bracket or method of mounting sign ign is required to be a minimum 7ft above sidewalk of sign may not extend closer than 3ft from curb face
the above premises by to determine complian	I information herein provided is true and accurate. I hereby authorize the inspection of authorized agents of the Shepherdstown Planning Commission at any reasonable time nee with Commission's approval. Application must be signed by owner or his/her agent. Turk Signature: (Applicant)
If you are a tenant, you This must be done prior Date:	w must obtain the owner's signature acknowledging and approving the proposed work. Signature: (Owner) Print Name: ACISTER ORTELING









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).

Mailing address:			
	City	State	Zip
Telephone:	UPI-242-89U3 En	nail:	
Street address of pro	pposed work: 107 S · Pr	rincess St, Shep	herdstown, LWZS4
Lot Number/Legal De (if no address exists)	escription:		
Current Zoning: Note: Reference this	<u>Map</u> for zoning Classifications.	rrent Land Use:	
Description of Work	Painerinis France	Doon Bon	Busing
Project Category: (see descriptions on next			
Contractor Performi	ng the Work:		



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 ($1/4$ " =
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.



for Certificate of Appropriateness

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

Application # 25-24

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.

Signature: 4

(Owner)
Print Name:

For Office Use:

Date:

Zoning Officer Comments

Fee Paid \$15.00

Date Paid SUSUSS







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 Historic Landmarks Commission
Planning Commission
Completed By:Gino E. Sisco
Date:09/04/2025
Approved By:
Date:





PLEASE PRINT OR TYPE CLEARLY

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 aheall@shepherdstown.us)

Applicant's Name: ALLEN + TERESA MESIKE (Must be Property Owner)	
Malling Address: POBUX 3040 SHEPHERUSSTOWN	
Day Time Telephone Number: 305 505 72/2 OR 72/3	
E-Mail Address: SEGONEHO @ AOL, COM	
Street Address of Proposed Work: 206 EAST H16H ST SH6EP.	
Lot Number/Legal Description: 457 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 SINE, CREATE NEW SIMILAR WALK WAY ON WEST SIDE OF HOUSE (SIDEWALD TO BACK PATIO) VSING STONE PAVEIRS. WALKVAY TO BE (APPROXIMATELY) 44-45# WIL	is- k
Cost Estimate: #3,000 Project Category (Descriptions on Next Page):	
Contractor performing work: SELF	
Contractor's Business License #:	

A capy 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 26 -

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.

PHOTO labeled) which s	Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes. OGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly , at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of ide of the structure, etc.) are needed. RIAL 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
MATE	and HI): LAN 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 RIAL AND COLOR SAMPLES for exterior finishes TIONS, drawings indicating height of proposed structures, materials, and window and door arrangements GINFORMATION 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
Comple At least	Demolitions: designation of structures to be demolished (documents available in Town Hall) te description of structure(s) or part(s) of structure(s) to be demolished. one (1) structural report by a certified structural engineer. Applies to demolition requests for



All Caregories:

Application Number 25 . 28

Checklist of Required Information for Applications Continued

Copy of general con	ntractor's Shepherdstown business license or license application.
Section 9-905 Remedies and pena	<u>lties</u>
Planning and Zoning Title has been entire premise in or upon which vio contractor or any other person who or premises in or upon which such v	lding or premises in or upon which a violation of any provision of the committed or shall exist, or the leasee or tenant of an entire building or lation has been committed or shall exist, or the agent, architect, building commits, takes part or assists in any violation or who maintains any building violation shall exist, shall be guilty of a misdemeanor and shall be punished (100) dollars. Each and every day that such violation continues may
Please read the following paragrap	oh carefully and sign.
all information herein provided is premises by authorized agents of order to determine compliance wi	d in the checklist on the back of this application. I hereby certify that true and accurate. I hereby authorize the inspection of the above the Shepherdstown Planning Commission at any reasonable time in ith the Commission's approval. I understand that my presence at the mg is required. Application must be signed by owner or his/her agent.
Date: AUG 75,25	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:





Application	n Number		
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THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

Category 1:		
downspouts	cts such as murals, awnings, porch railings, window boxes, sat , patios, sidewalks, hardscaping, signs, fences, storage sheds (r ges and permit extensions.	tellite dishes, solar panels, gutters & not attached to the ground) and other \$50.00
Category II	:	
Window rep	lacement, ronf replacement, siding replacement, porch enclusi	ure, driveways, carports, and decks.
		\$100.00
Category 11	<u>1:</u>	
New constru	ection of and/or additions to residential, commercial, and indus	strial structures.
		\$300 + \$0.50 per sq. ft
New constru	ection of garages & other accessory buildings (permanently att	ached to the ground).
		\$50 + \$0.10 per sq. ft.
Category IV	<u>L</u>	
relocation of	or Relocation of a Structure : Removal of any building feature far structure to new location. For either project, the applicant is application):	are(s) or razing of any structure(s) or must submit the following in writing (in
	son for the demolition/relocation (including historic document	ation).
3. Desi 4. Evic	cribe the structure's condition in detail. cribe the proposed reuse of the site, including full drawings of lence of relevant funding or financial concerns. eframe for project	new structure & landscaping.
\$50.00	Accessory Buildings	
\$150.00	Non-Contributing Structures (< 50 years old)	
\$500.00	Contributing Structures (≥ 50 years old)	



EAST HIGH ST

SIDEWALK

"BEFORE" EAST HIGH FENCE EXISTING PATTO SHED

NA

EAST HIGH ST

SIDEWALK

HOUSE HIGH

LOUSE
ATT

206 EAST
HIGH

PATTO

SHED



EXISTING
WALKWAY
206 EAST HIGH





PAVERS LAID OUT



EXAMPLE OF PAVERS



PAVERS (NATURAL STONE)