

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

AGENDA

Monday, November 10, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

Zoom

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

1. Call to Order:

2. Approval of Previous Months' Minutes: October 13, 2025

3. Visitors:

4. Conflicts of Interest:

5. Applications:

25-18 – 101 Ray Street

Fence Permit Application – Install a six-foot fence surrounding the property except for the front of the property that has an existing fence.

25-32 – 205 North Duke Street

Fence Permit Application – Construction of a six-foot privacy fence for protection of private pool from deer intrusion and to restrict accidental access to children.

25-33 – 213 West High Street

Construction of six-foot board fence, addition of three gates for existing picket fence, and addition of black wire to existing fence.

25-37 – 335 West German Street

Installation of 121 feet of gutter protection, 12 feet of existing gutter height will be adjusted, adding two gutter elbows, and one flexible ground spout.

6. Workshop Sessions:

None

7. Ongoing Business:

- a. Report on the status of Princess Street Empire Property

8. New Business:

- a. New Meeting Schedule
- b. Discussion of Draft Education Materials
- c. Feedback on Preservation Materials

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Monday, November 10, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

9. Adjournment:

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, October 13, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Ashley Reynolds (AR), Commissioner Carmen Slater (CS), Commissioner Cheryl Brown (CB), Commissioner Rebecca Bicker (RB), and Commissioner Tom Mayes (TM)

In absentia: Architectural Consultant Jim King (JK)

In audience: Rebecca Parmesano: 25-27 and 25-28 East Washington St and East German St, Richard Stricker and Sage/Chloe Jacobson: 25-29 217 South Duke Street, Bernie Somers and Lori Robertson: 25-30 320 West High Street, Gino Sisco, Town Administrator, Historic Shepherdstown Commissioners: Yocenia Deal, Stephanie Uncher, and Jerry Boch, former Mayor Jim Auxler.

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** September 2025 – no proposed changes. Approved without vote in accordance with Roberts Rules Simplified.
3. **Visitor Comments:** None outside of applications and workshops.
4. **Conflicts of Interest:** None noted.
5. **Applications:**

25-26-B (118 East German St) Aaron Rohrer – not in attendance

25-27 and 25-28 (East Washington St and East German St) Kay Shultz

Application Summary- Sign Permit – Locating a Town Run Watershed sign.

Discussion- Commercial Signage page 63 of guidelines. Commissioners noted that the sign on East German Street in terms of placement should not impact the cemetery's sense of place by its placement and the placement of the sign should be positioned as such that the drivers going in the opposite direction of the sign do not see the blank sign back. Commissioners also noted that the East Washington Street sign's size compared to the signs already existing is quite large and should be planned to be placed in a manner not to detract from the town run's view. KA moved to recommend for approval by the planning commission application 25-27 and 25-28 in accordance with guidelines on page 63. No seconding is required as this is a recommendation only.

25-29 (217 South Duke Street) Chloe Jacobson

Application Summary- Sign Permit – New business sign for Poke Around Tattoo to be located by the front door of the business in the same place as the previous business sign was located.

Discussion- Commercial Signage page 63 of guidelines. KA moved to recommend for approval by the planning commission application 25-29 in accordance with guidelines on page 63. No seconding is required as this is a recommendation only.

25-30 (320 West High Street) Bernadine Somers

Application Summary- Fence Project – Extending current fencing located at 320 West High Street to encompass the entire pre-school playground. Sample provided.

Discussion- PG 68 of the guidelines part A under fences states “see Shepherdstown Zoning Ordinance (9.803(d)) for fence requirements such as allowable height, configuration, and placement. All fences in the Historic District are subject to review by the Planning Commission.” Preferred materials are wood, stone, brick, or metal. Current front fence is black metal. KA moved to recommend for approval by the planning commission application 25-30 wood fence in accordance with PG 68 of the Guidelines part A “Fences”. No seconding is required as this is a recommendation only.

6. Workshop Sessions: None

7. Ongoing Business:

- **Jerry Bock from Historic Shepherdstown Commission & Museum**
 - Handout provided of ongoing activities and how HLC will coordinate with the Organization going forward. **See attachment.**
- **Market House Signage**
 - Discussion- Based on site visit, the HLC noted that the signage change should have been brought to the HLC’s attention by the Corp. Sign does not adhere to the guidelines page 63 paragraph A has not been adhered to if over 50 years old when removed. Potential intern project to research age of sign? Additionally, the HLC believes that Title 9 page 29 does not align with the sign on the Market House building. The Town Administrator noted that under title 9 the government has unilateral authority in this situation (owning the building and making the sign decision without approval). The HLC acknowledged this legality but noted that it would love for the Public Library sign to be returned to the building. The HLC noted that they would like more collaboration on future endeavors like this and asked, “what can we do to make this happen?”
- **101 S. Princess Street**
 - Discussion- A site visit was held on 10/6/25 by HLC to address the question, “what to recommend to the homeowner for the unapproved door, transom, sidelights, and reveal, as installed, with the original materials no longer existing?” TM pointed to guidelines on page 62 A in regards to noncompliance with the guidelines specifically as it relates to the transom above the door, the door’s reveal/threshold setback, and the sidelights. TM noted that the building’s other entrances have similar transoms to the one removed, which are still existing. To be compliant with the Guidelines the homeowner should replace the improper transom with a wood transom constructed by a craftsman to match the other doors’ transom. The door’s reveal and sidelights will also need to be rebuilt by a craftsman in the original footprint and style in wood. The door/screen door that was replaced was not historically significant, but the replacement door as installed is not compliant, the new door that replaces it will still need to be approved by the HLC at that time.

- **Demolition by Neglect Ordinance** – not discussed
- **Timing of Monthly Meetings and Agenda Packets from Town to HLC** – Wednesday before the meeting was agreed for materials.

8. New Business:

- Town of Shepherdstown request for input on paint color for painting the Town Market House exterior, doors, and trim.
 - Keep as-is.

9. Adjournment: KA moved to adjourn at 7:09p.m. RB seconded. All in favor. None opposed. Passed.



Historic Shepherdstown Commission – 10/13/2025 HLC Meeting

The mission of the Historic Shepherdstown Commission is to:

- Promote wider recognition of the historical assets of Shepherdstown through cultural and educational programs
- Provide stewardship of the landmark Entler Hotel and Museums and the Shepherd Cemetery
 - 14 small business offices, Entler Reception Room & Gardens, Rumsey Boat Replica
- Preserve Shepherdstown's heritage, its historic landmarks and a record of the contributions of its people (Archives)
- Obtain and exhibit artifacts and documents of historical value (Museum acquisitions)

Recent Activities (December 2024 to present)

Holiday Tour of Historic Houses of Worship – December 2024

Speaker Series: March: Pam Parziale, Pottery Making in the Shepherdstown Area

April: Tim Hodges & Brian LaMaster, History of the Kentucky Rifle

May: Doug Perks, The Bee Line March

September: Lynn Pechuekonis, Early Roots of the Black Community in Harpers Ferry

September: Wallace Guslar, Longrifles Made by the Sheetz Family and Others

October: Robert Ambrose, French & Indian War Story at Fort Frederick

Historic Shepherdstown Museum – open weekends April-October plus December

Kentucky (Sheetz) Rifles Exhibit – partnership with the Kentucky Rifle Foundation

Bee Line March 250th Anniversary Celebrations – contributing partner

Remodeling at the Entler

2025 Holiday Ornament – Fireman's Hall

Participation in Shepherdstown parades and community events (upcoming example: BooFest)

New Board Members and Leadership – President Stephanie Unger, Vice President Yocencia Deal

New Administrator (Suprena Mills) hired and trained

Current Projects

Self-sustaining through memberships, donations, office and reception rentals, fundraisers and grants

In addition to Museum operations & 2026 Speaker Series:

Benedum Grant Projects:

- Restoration of 35-star American Flag
- **Historic Markers Program**
- Upgrades at the Historic Shepherdstown Museum
- **2026 Shepherdstown Historic Preservation Awards**

New Waysides for Shepherdstown:

- **Princess Street Landing**
- **Rumsey Park**

Shepherdstown Historic Markers Program (2025-2026)

Steps to starting the program:

- Organize our group/team (Jerry Bock, Greg Coble, Doug Perks)
- Partnering with the Historic Landmarks Commission
- Research on similar programs in other communities
- Budgeting, timeline
- Design of the markers
- Specifics of the program - how people apply, information involved, cost
- Vendor to make the markers
- Marketing the program
- Rollout of the program
- On-going administration of the program





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

Application # 25-18

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.



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-18

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: 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

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>
	<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

City

VA

State

20159

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

Application # 25-18

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

Check all the areas that apply:

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☒ 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

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☐ 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



Application for Project Permit

Application # 25-18

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

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Please read the following paragraph carefully and sign.

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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

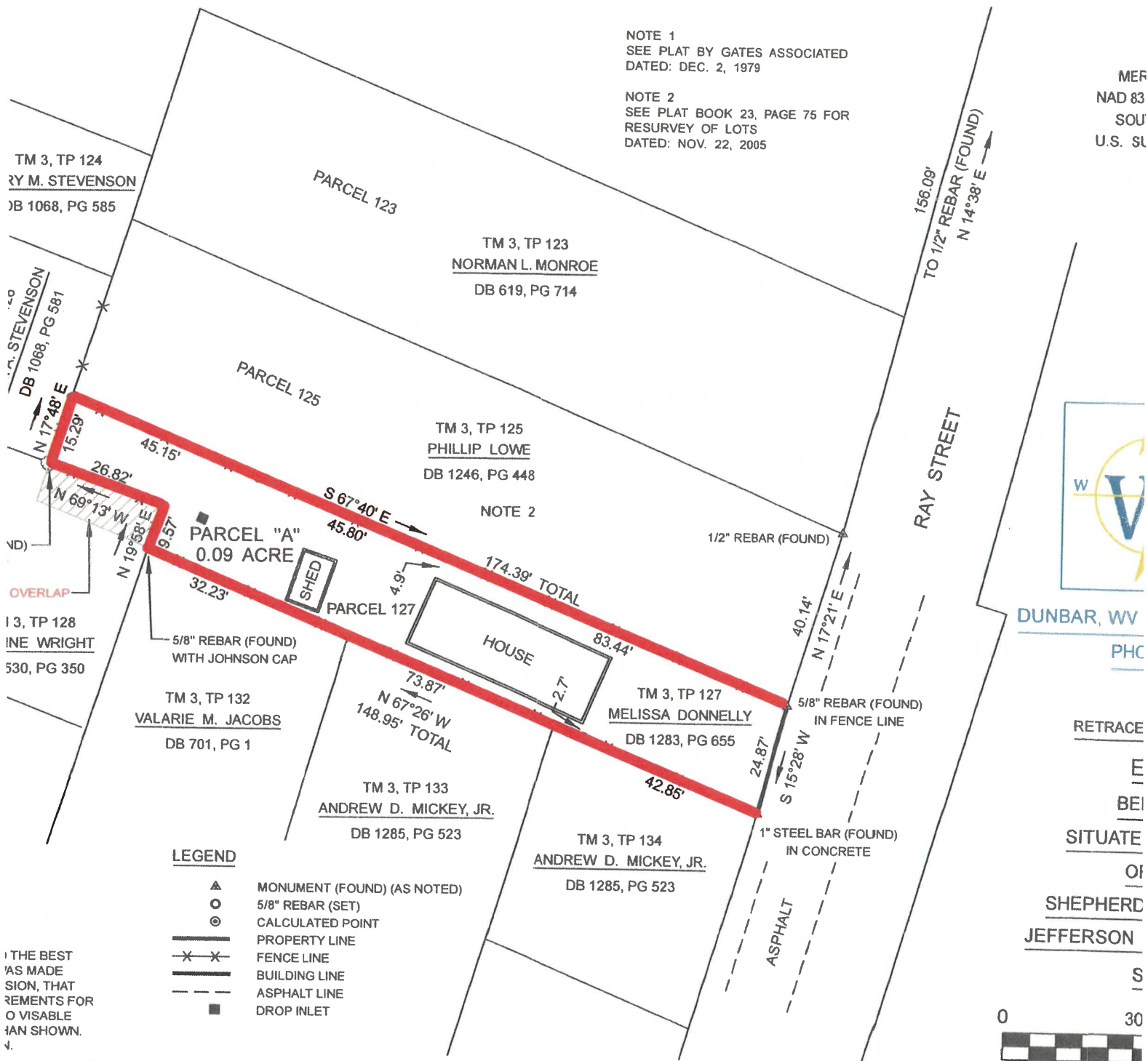
Application # 25-18

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

Application Fees

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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>
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	<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>



MC Fence And Deck*"Family Owned. Professionally Operated"*

MHIC # 147913

28 S Wisner Street Frederick, MD 21701

www.MCFenceAndDeck.com Phone: (240) 559-4315

FENCE AGREEMENT

Date: 21-May-2025

100% Financing
Available

BUYER'S NAME: ERIC CITRON

STREET: 101 RAY STREET

CITY: SHEPHERDSTOWN

ST: WV

ZIP: 25443

PHONE: 301-366-7378

CELL: 617-821-6006

E-MAIL: CHRIS@OPSTRLLC.COM ECITRON@GMAIL.COM

M.C. Fence and Deck LLC Proposes to Furnish and Install:

☒ Fence ☐ Permit needed? ☐ Yes ☒ No

Type: PTP WOOD

Style: FLATBOARD 1X6 W/ CAP BOARD

Approximate Ln. Ft.: 375'

Height: 6FT

Post Size: 4X4 Gate Post Size: NA

Post Cap: BL ACK Gate Post Cap: NA

Posts to be set 24"-30" depth or to refusal
and drypacked with concrete

Fence to have 3 Horizontal Runners

Fence to have 1X6 Boards or Pickets

Board or Picket Spacing to be PRIVACY

Fence Top to be ☒ Flat ☐ Arched ☐ Dip

Fence to have 1X4 Cap Board

Fence to have NA Fascia on finished side

Finished side of fence to face ☐ In ☒ OutFence to contour with ☒ Grade Or ☐ Step and Level**Gates**

Single Gate(s): Qty H W

Qty H W

Style: ☐ Arch ☐ Dip ☒ Flat

Double Gate(s): Qty H W

Qty H 0 W 0

Style: ☐ Arch ☐ Dip ☒ Flat

Removal 52' feet of existing fence

Haul Away 52' feet of existing fence

Clearing of fence line 0 feet

Notes: ** REMOVE EXISTING 10 METAL OLD LINE POSTS + 52' OF CHAIN LINK IN REAR AND HAUL

**INSTALL 375' OF PTP 1X6 FLATBOARD PRIVACY FENCING AROUND REMAINING PROPERTY 6FT TALL

**SET ALL POSTS 24-30" DEEP IN CONCRETE

ALL DISCOUNTS APPLIED *\$35 per hole charge may apply for any "hard digging" (ex. Solid rock/rubble)*

Total Price	
Deposit with Order	
Progress Payment	
Due on Completion	

Financing Options Available12 Months No Interest= OR
60 Months at Est. \$ per Month
(with Approved Credit)

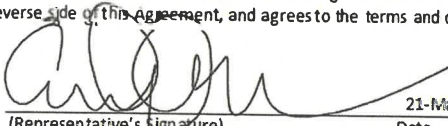
Work to Begin 3-4 WEEKS Estimated Completion Date SAMEDAY

This projection is contingent upon obtaining approved financing, permits, H.O.A. and other conditions beyond Seller's control.

Estimate valid for 30 days for purpose of acceptance by the buyer. A 3.5% surcharge may be added to the total for Credit Card Payment

Buyer agrees to pay for the goods, services and installation referred to above in accordance with the terms of this Agreement.

Buyer acknowledges that before Buyer signed this Agreement, Seller submitted the Agreement to Buyer with all blank spaces filled in and that Buyer had a reasonable opportunity to examine it and that thereafter a legible executed and completed copy thereof was delivered to Buyer. Buyer has read and understands both the front and reverse side of this Agreement, and agrees to the terms and conditions as set forth herein.


(Representative's Signature) 21-May-2025ANDREW CAROGLANIAN
(Representative's Printed Name) 21-May-2025
Date

Buyers (Signature) _____ Date _____

Approved By MC Fence (Signature) _____ Date _____

BUYER'S RIGHT TO CANCEL: If this Agreement was solicited at a residence and you do not want the goods or service, you, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction.

DISTRIBUTION: WHITE: Office Copy - YELLOW: Customer's Copy

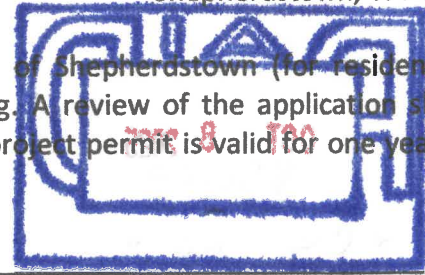
WE ACCEPT



2832

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: ROBERT KELLER
(Must be Property Owner)

Street Address of Proposed Fence: 205 N. DUKE ST.

Mailing Address: 205 N. DUKE ST.
SHEPHERDSTOWN WV 25443
City State Zip

Telephone: 304-839-5915 Email ROCKYMARSH@GMAIL.COM

Description of Work: CONSTRUCTION OF A 6ft PRIVACY FENCE FOR PROTECTION FROM DEER INTRUSION AND ACCIDENTAL ACCESS BY CHILDREN OR OTHERS

Cost Estimate: \$8275.00

Contractor Performing the Work: McCORMICK FENCE

Contractor's Business License: 304-606-676-3283 2181.02

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 NATURAL WOOD

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.

Approx 20' Setback from property boundaries

Date: 10/6/2025

Signature: Robert L Keller
(Applicant)

Print Name: ROBERT L. KELLER

Plot Plan revised 2022.dwg



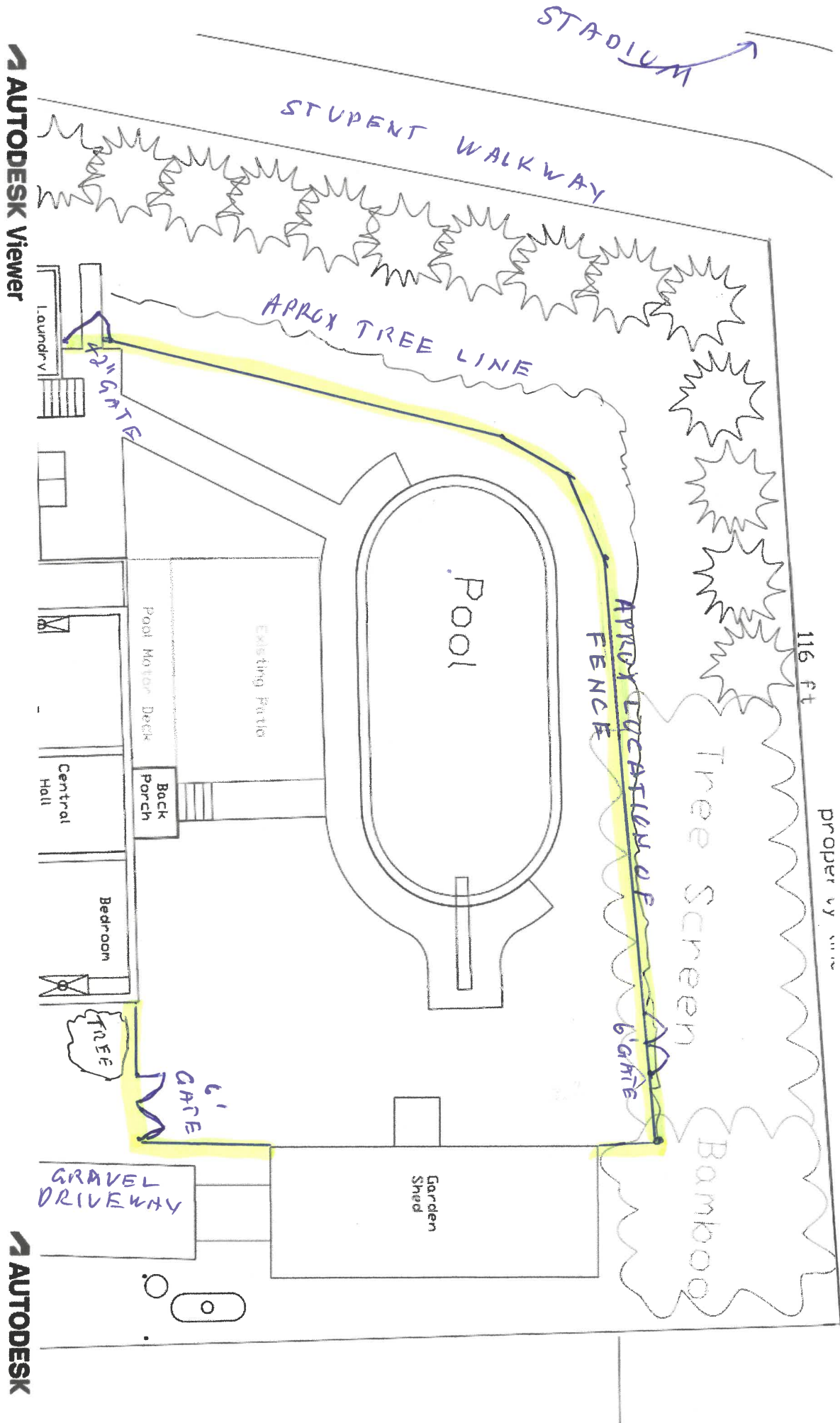
AUTODESK

CONSTRUCTION
SITE
SEE DETAILED
VIEW

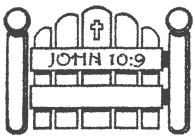
ACCURATE DWG TAKEN FROM PLOT SURVEY

Plot Plan revised 2022.dwg

DETAILED VIEW OF
BACKYARD AND
PROPOSED FENCE



SCALE 1" ~ 14.5'



McCormick's Fence
129 McCormick Lane
Martinsburg, WV 25404
mccormicksfence@yahoo.com

304-267-4787

JOB ESTIMATE

PHONE

(304) 839-5915

DATE

Sept 13, 2025

JOB NAME/LOCATION

9:00 AM

TO Bob Keller
205 North Duke St
Shepherdstown WV

B DESCRIPTION:

175' - 6" wood Privacy All material Treated

1 - 6" X 4" Walk Gate

2 - 6" X 6" DIB Gates

6 6" X 6" X 9' GATE POST

20 - 4" X 4" X 9' Line-End-Corner Post

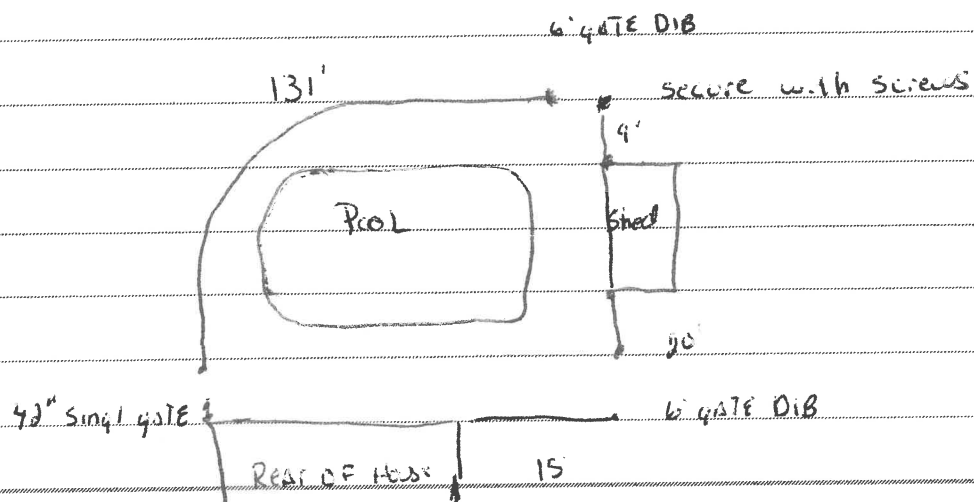
All POST TO HAVE BLACK CAPS

All POST SET IN CONCRETE

Privacy material - Timber # 8275.00

Barrel & Better material - Timber # 9130.00

DUE UPON COMPLETION



THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE.
IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL
PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH
MAY BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE
WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED
JOB COST

ESTIMATED
BY

R. McCormick

Discussion of Fence Purpose and Construction Details

The main purposes for the fence are:

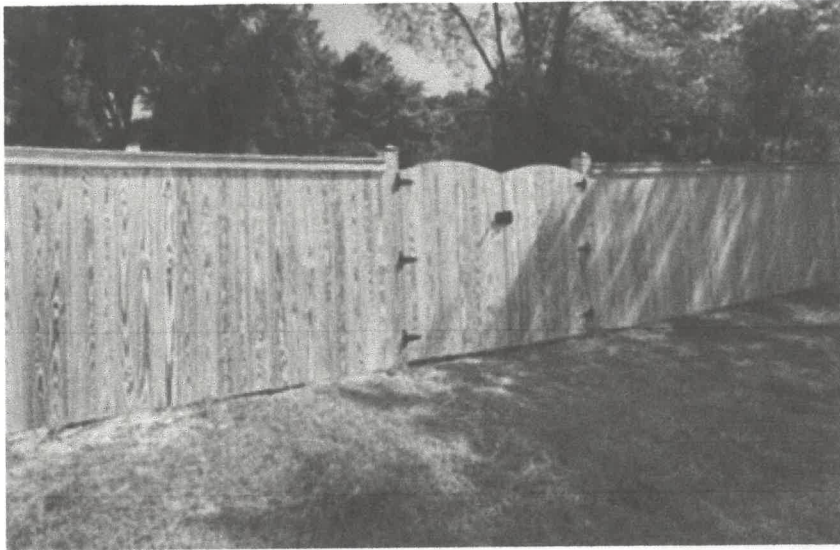
- 1) Prevention of accidental intrusion by neighboring children.
- 2) Prevention of continued destruction of pool covers by deer.
- 3) Privacy issues brought on by the adjacent Stadium and University walkway.

A 6ft high wooden fence will solve all 3 problems listed above. It will block access to children and deer for safety and eliminate the privacy issue caused by existing sight distance from the Stadium and Walkway next door.

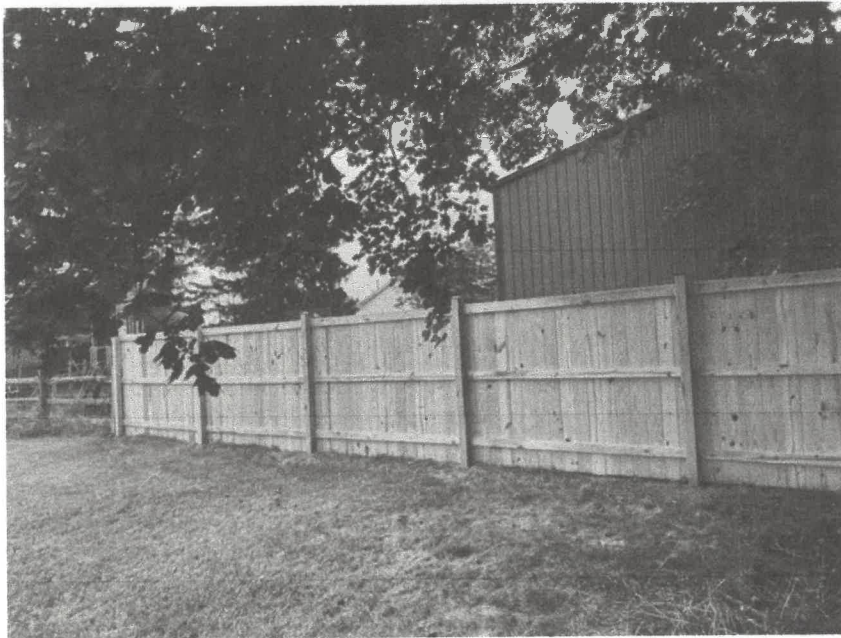
The fence is intended to block access to the pool located in the back yard of Wingert Cottage located at 205 N Duke St. The fence will not be visible from Duke Street and will be shielded by shrubbery from the adjacent university and other properties. At no place will it be closer than about 20 ft to the nearest property line.

It is to consist of vertical salt cured wooden boards nailed to cross members between 4 inch posts set in concrete. The fence will have an attractive top cap with matching cross trim to give it a finished look. The fence is to be all natural wood. Running posts are to be 4 inches and gate posts 6 inches capped by plastic caps. The gates will have a pleasing rounded top. The front side of the fence is intended to face the pool. The back side which differs only by 3 cross members, will face the University property but will be mostly hidden by existing plantings and shrubbery.

Please see the attached photos.



ALL NATURAL
SALT CURED
WOOD FINISH
FRONT



REAR

SAMPLE BOARD AVAILABLE
IF NEEDED 6'X5"X $\frac{3}{4}$ "

VIEWS OF 3 SIDES WHERE FENCE
GOES



AT ENTRANCE BESIDE
SHED FACING
EAST

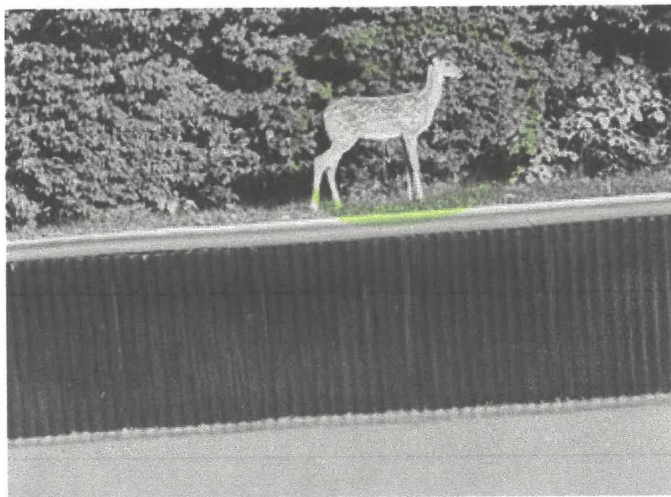
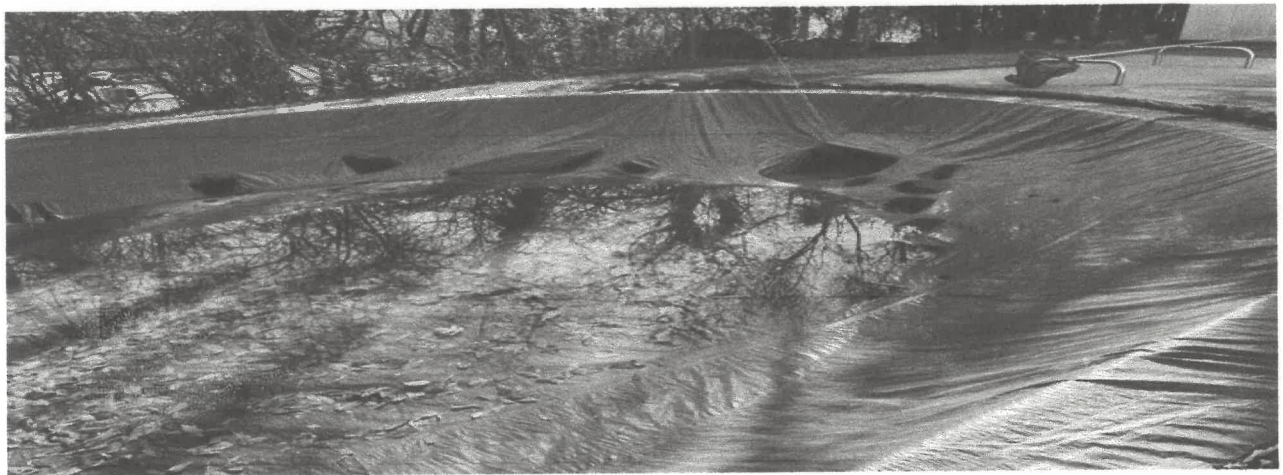
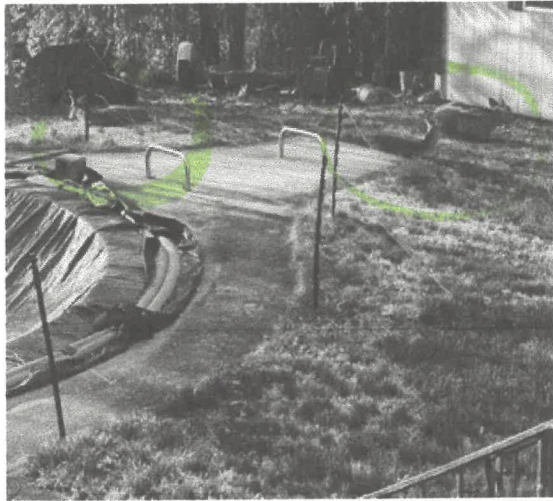


STANDING IN FRONT
OF SHED FACING
NORTH

NOTE ELECTRIC
FENCE IN ATTEMPT
TO PROTECT AGAINST
DEER



STANDING AT NORTH
END OF POOL LOOKING
SOUTH AT SHED



YEARLY DAMAGE TO POOL COVER
BY MULTIPLE DEER LIVING HERE
AND IN ADJACENT YARDS



25-33

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: JACK CHILDERS + AMY CHILDERS
(Must be Property Owner)

Street Address of Proposed Fence: 213 W. HIGH ST.

Mailing Address: PO BOX 69
SHEPHERDSTOWN WV 25443
City State Zip

Telephone: 304 671 1356 **Email:** JACKCHILDERSLPC@ya.hoo.com

Description of Work: See attached list

Cost Estimate: \$15,285.10

Contractor Performing the Work: LEON FENCE

Contractor's Business License: 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: 10/14/25

Signature: [Signature]
(Applicant)

Print Name: JACK CHILDERS.

Childers Application for Fence Permit

Description of work

1. Addition of six foot board fence. See Exhibit A for style of fence. See exhibits B. and C. for fence placement. Fence to extend from corners B-C-D-E-F-G. Corner G is at the end of the existing picket fence.
2. Addition of three gates to complete existing front picket fence. See Exhibit B for gate placement. Gates to be built to originally planned design as shown in Exhibit D.
3. Addition of black wire to existing 3-board fence. Placement is from corners A to B as shown in Exhibits B and C. See Exhibit E for picture of this fence.

Shepherdstown Fencing Regulations

Fencing regulations for Shepherdstown are covered in Section 9-803 of the planning and zoning ordinances.

Section 9-803(I)a. stresses that an acceptable purpose of fencing is “for the provision of security for both public and private safety.” This is a significant reason for the request of the six-foot fence along Duke Street. The property owners have experienced trespassing onto the property from Duke Street. This is a security risk to the owners. As well, the owners have a 23-foot tall arial apparatus in the yard, which would be hazardous were passersby to access via Duke Street and engage with. A six foot fence along Duke Street would mitigate both of these safety risks.

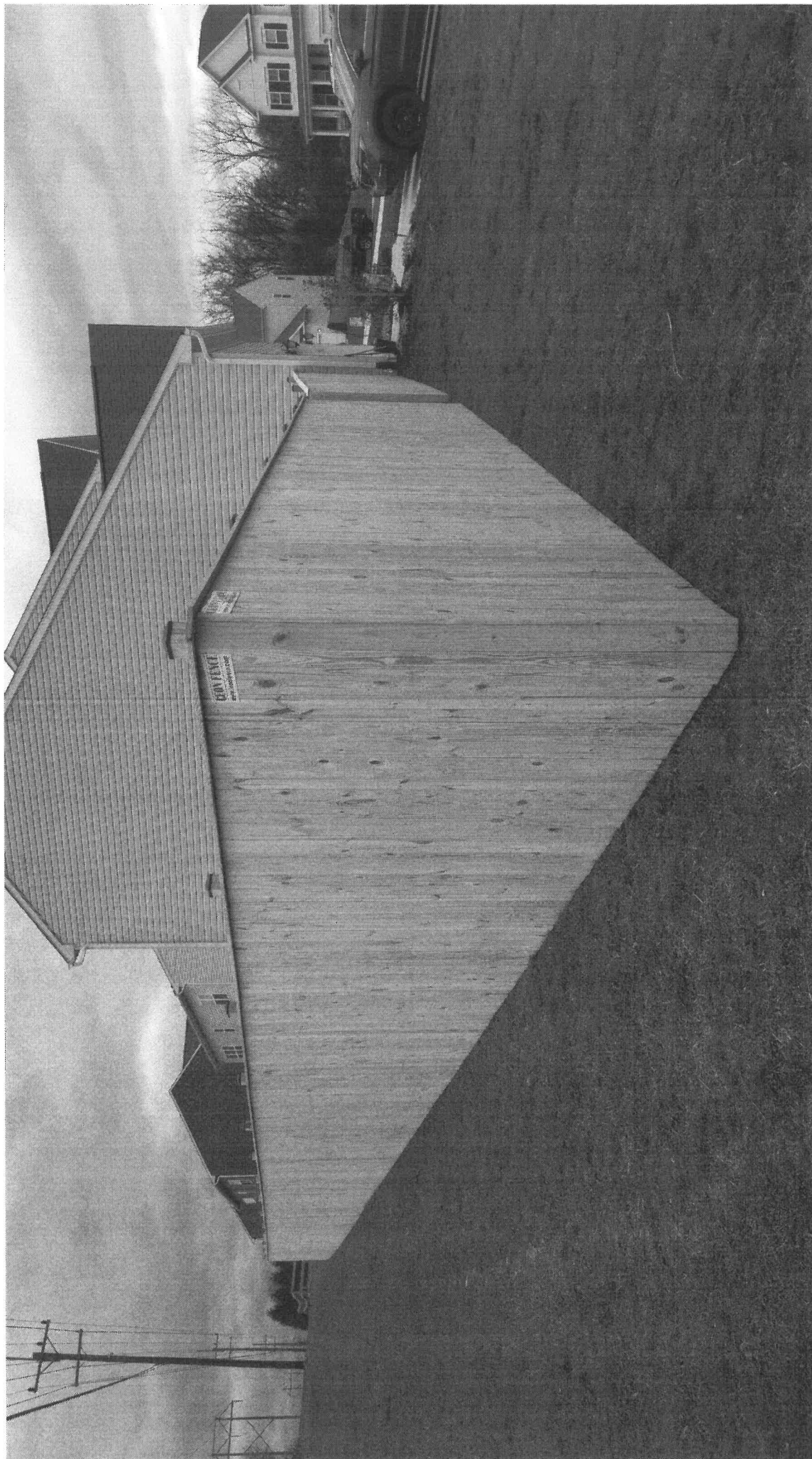
Section 9-803(I)b asserts that a rationale for fencing is to “achieve a measure of privacy.” A six foot fence along Duke Street is also desired to screen out the very busy and loud traffic on Duke Street.

Section 9-803(I)c describes fencing regulations as serving the purpose of affording “views into historic properties for everyone passing on a public way.” The owner’s fencing proposal would in no way impact this. Passersby on High Street will continue to have unobstructed views of the house and grounds over the 3 1/2 foot picket fence along the entire 209 foot length of the High Street frontage.

The owners wish to note that the property consists of two lots, the one being the lot the house is located on, and the other, along Duke Street, being a vacant lot. The property owners are, in fact, NOT proposing any fencing at all along the western boundary of the building lot.

All of the diagrams shown in Section 9-803(VI) outlining fencing regulations for various lot configurations show lots with houses on them. There does not appear to be fencing regulations that apply to vacant lots.

EXHIBIT A



Sales Rep Catalino

**Leon Fence
Deck, & Patios**
www.leonfence.com
202-409-1949
Fence Estimate Sheet

Valid for 14 days

Hassle Free
No Third Parties

Family owned & operated

Licensed & Insured
WV060574

Name: Jack Childers

Date: 9-18-2025

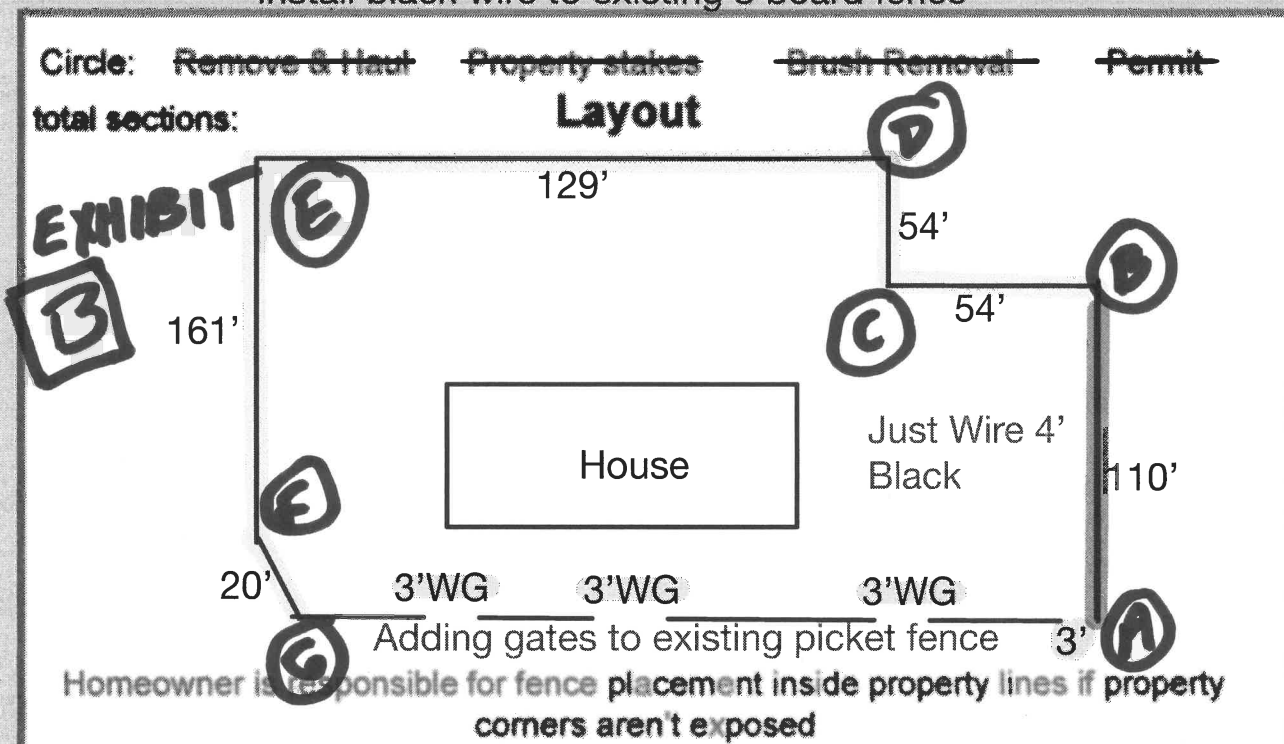
Address: 213 West. High Street

Phone #: 304-671-1356

City, State: Sheperdstown, WV 25443

Email: Jackchilderslpc@yahoo.com

Extra Notes: Customer to clear bushes from fence line ~ 183.
Install (3) 3' Wide Gates on existing fence
Install black wire to existing 3 board fence



Notes: Leon Fence is responsible for getting public utilities marked, however customer is responsible for any damage on unmarked private utilities (well lines, pool pipes, electric lines, sewage lines, sprinklers, etc) Leon Fence is not responsible for yard damage or driveway marks. All fences to have a 1 year LABOR warranty ONLY!

Option 1

Material: Wood PT

Height: 6' 3'

Style: 1x4 PT Privacy/ Space Picket

Concrete per post: 80lbs

Total Footage: 418' / 12' / 110'

Investment Total:

Option 2

Material:

Height:

Style:

Concrete per post:

Total Footage:

Investment Total:

Estimated start date: 4-6 Weeks

8 % CASH discount available
5 % military discount available
18 month financing available

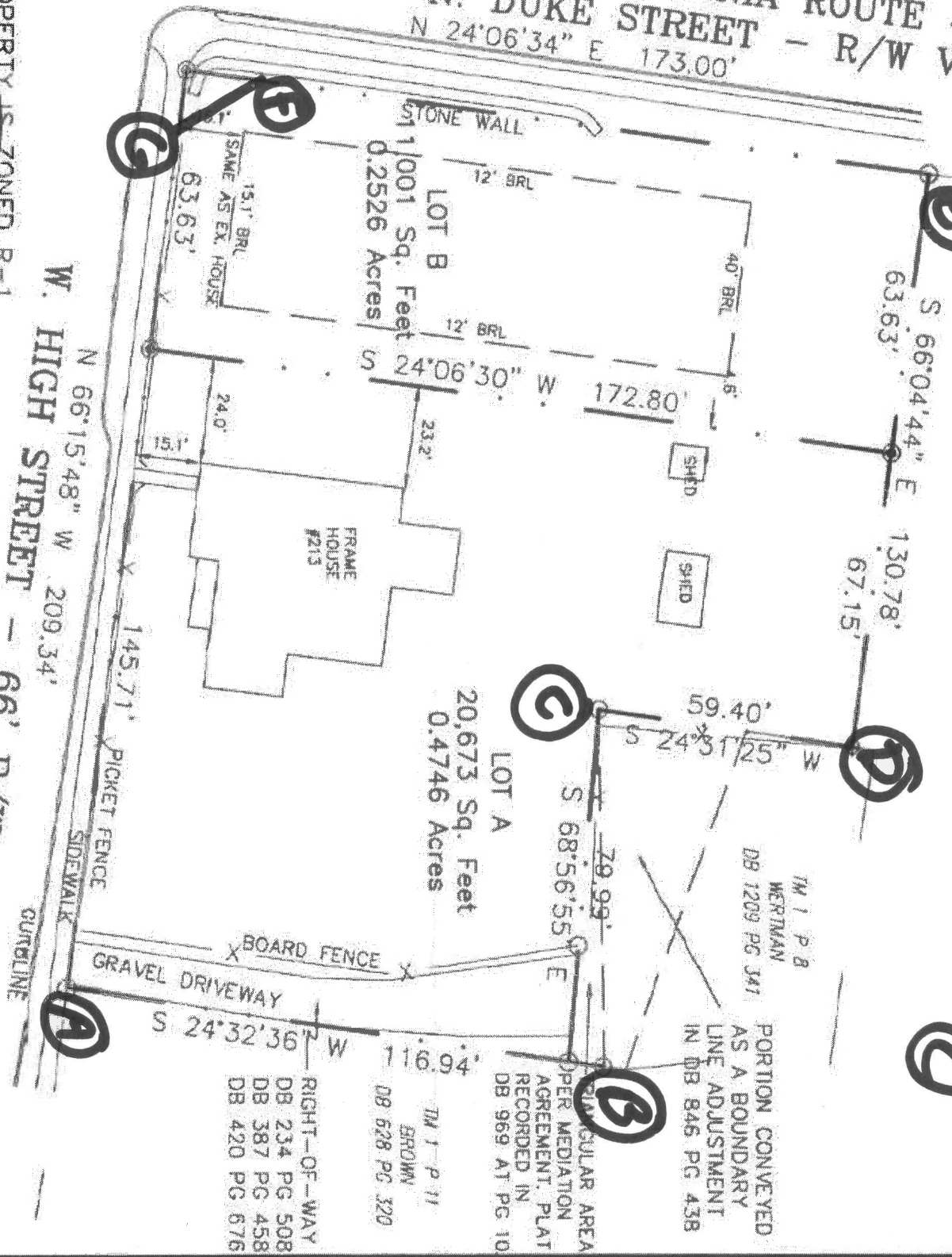
Accepted by Customer:

Date:

WEST VIRGINIA ROUTE 480
N. DUKE STREET - R/W VARIES
N 24°06'34" E 173.00'

TM 1 P 9
10
DB 905 PG 286

EXHIBIT



W. HIGH STREET - 66' R/W
N 66°15'48" W 209.34'

PROPERTY IS ZONED R-1
PROPOSED LOT LINE IN A FLOOD HAZARD AREA
PER 6/27/00041, EFFECTIVE 12/18/2009.

brigh MLS
FINAL PLAT OF SUBDIVISION
LOT A & LOT B

EXHIBIT 3: ELEVATION

NOT TO SCALE

CREDIT:

WALLACE/MOTIVANS

MOTIVANS/WALLACE
9.5.17

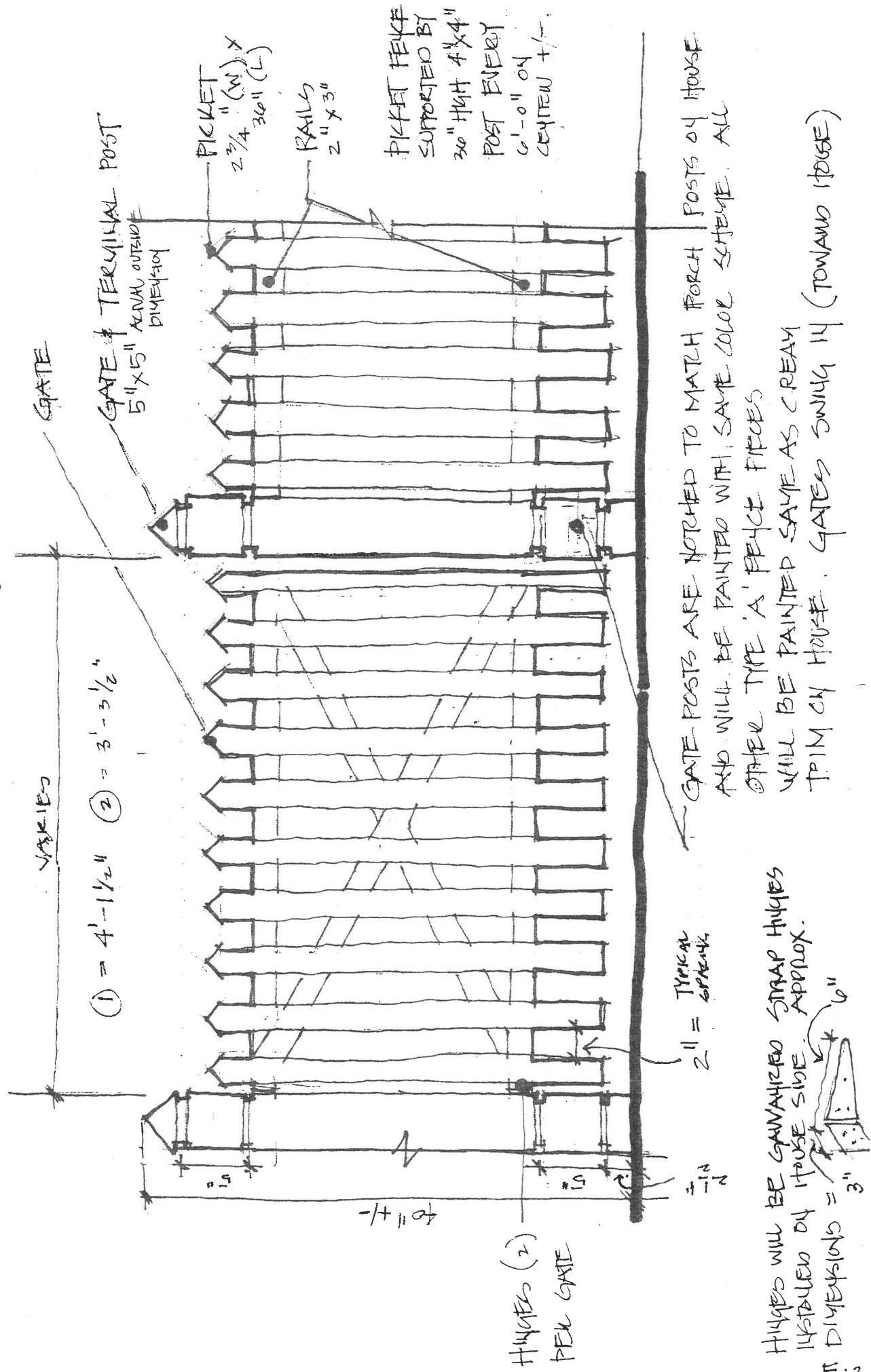




EXHIBIT 7



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV060574

CLASSIFICATION:

SPECIALTY
LANDSCAPING
FENCING
DECKS

LEON ENTERPRISES LLC
DBA LEON FENCE
196 CAMPAIGN LANE
HEDGESVILLE, WV 25427

DATE ISSUED

MAY 12, 2025

EXPIRATION DATE

MAY 12, 2026

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



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



Business License Application

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

Please complete this application for a municipal Business License for Shepherdstown. Licenses renew annually in July. The certificate you will receive needs to be displayed along with other licenses. Notice: A business license will not be renewed/issued if you are in violation of any Town ordinance or have outstanding accounts (i.e. utility bills, parking tickets, building permits). Reference fee schedule for amount due and to the Municipal sales tax.

Legal name of business & DBA: Leon Enterprises LLC DBA Leon Fence
Type of business: Construction

Type of ownership?

☐ Sole Proprietor ☐ S-Corporation
☐ LLC ☐ Cooperative
☒ Limited Liability Corp (LLC) ☐ Nonprofit Corp
☐ Corporation ☐ Other _____

Business street address: 196 Campaign Lane

Mailing address: _____
(Business)

Hedgesville WV 25427
City State Zip

Telephone: 202-409-1949 **Email:** leonfence@gmail.com
(Business)

Business owner's name: Francisco Leon

Mailing address: 196 Campaign Lane
(Owner's)

Hedgesville WV 25427
City State Zip

Telephone: 202-409-1949 **Email:** leonfence@gmail.com
(Owner's)

Please indicate those that apply and include a copy of the current license/permit:

☒ WV contractor/trade license: # _____
☐ WV state business license: # _____
☐ Jeff County Health Dept permit: # _____
☐ WVABC license: # _____

Date: 10/06/2025

Signature: 

Fee paid: _____



Application Number 25 - 37

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: Brett Sinning - Sr. Manager License/Compliance | LeafFilter North, LLC
(Must be Property Owner)

Mailing Address: 1595 Georgetown Road Hudson, OH 44236

Day Time Telephone Number: (216) 306-1006

E-Mail Address: lhpermitting@leafhome.com

Street Address of Proposed Work: 335 West German Street Shepherdstown, WV 25443

Lot Number/Legal Description: 1 Lt German St
(If no address exists)

Current Zoning: R-1 **Current Land Use:** Single Family Residence

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

Description of Work: Installation of 121 feet of gutter protection, 12 feet of existing gutter height modification, 2 gutter elbows, and 1 flexible groundspout

Cost Estimate: \$4,363 **Project Category** (Descriptions on Next Page): Category I

Contractor performing work: LeafFilter North, LLC

Contractor's Business License #: Application Attached

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 - 37

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 25-37

Checklist of Required Information for Applications Continued

All Categories:

See attached 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: 10/14/25

Owner's Signature: _____

Print Name: Brett Sinning - Sr. Manager License/Compliance | LeafFilter North, LLC

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	<u>\$15.00</u>
Date Paid	<u>10-20</u>



Application Number 28.37

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):

X	<p><u>Category I:</u></p> <p>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 style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;">\$300 + \$0.50 per sq. ft.</p> <p>New construction of garages & other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;">\$50 + \$0.10 per sq. ft.</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> <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 <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p>
<p>Certificate of Appropriateness Advertisement Fee: \$15</p>	

LeafFilter® Order Sheet

Customer Stevenson City Shepherdstown State WV Job # HGR08206

Gutter Profile: K-Style  Half-Round  Fascia 

LeafFilter Profile: Core  Modular  Versa 

	0-12 ft.	12.1 ft. - 24 ft.	Over 24 ft.
Story:	1st	2nd	3rd
Left Side of Home			
Right Side of Home			
Front of Home		<u>33</u>	
Rear of Home		<u>88</u>	
Garage			
Other			
Total		<u>121</u>	
R & R Total		<u>12</u>	

Core: White Beige Clay Gray
LeafFilter Color
Modular & Versa: White Clay Bronze

Existing Gutter Color white

Gutter Opening Width: 4" 4.5" 5" 5.5" 6" 7" 8"

Total Footage 121 (Partial: Yes ☒ No ☐)

Clean, Seal, Reinforce _____ ft. (circle if CSR Only)

of Inside Corners 0 # of Outside Corners 0

Existing Protection: Yes ☒ No ☐ Type: _____

Fastener Types Hidden Hangers Spikes / T Straps / Wedges / Rival Straps / Rival Bar / Sickle & Shank / Fascia Hanger / T-Wedge _____ Ft.

Spring Clips Required: Yes ☒ No ☐ Color: _____

Roof Types Asphalt Shingle ☒ Metal ☐ Tile / Slate

Flat Roof / Wood Shake / Other _____

Extensions Needed: ☒ Yes -or- No ☐ Footage: 2x3 ft.
Flex. Groundspout Needed: Yes ☒ -or- No ☐ Units: _____

Size	2"x3"	3"x4"	3" Round	4" Round
1)				
2)				
3)				
4)				
5)				
6)				

of A elbows _____ # of B elbows _____

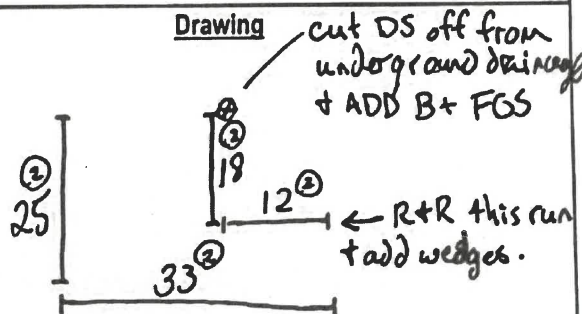
Spout Saver Quantity _____

Ladders: 8' 10' 24' 28' 32' 40' Other _____
(Review Measurements above)

Walkboards: Yes No

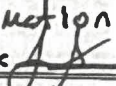
Obstructions: _____

Drawing



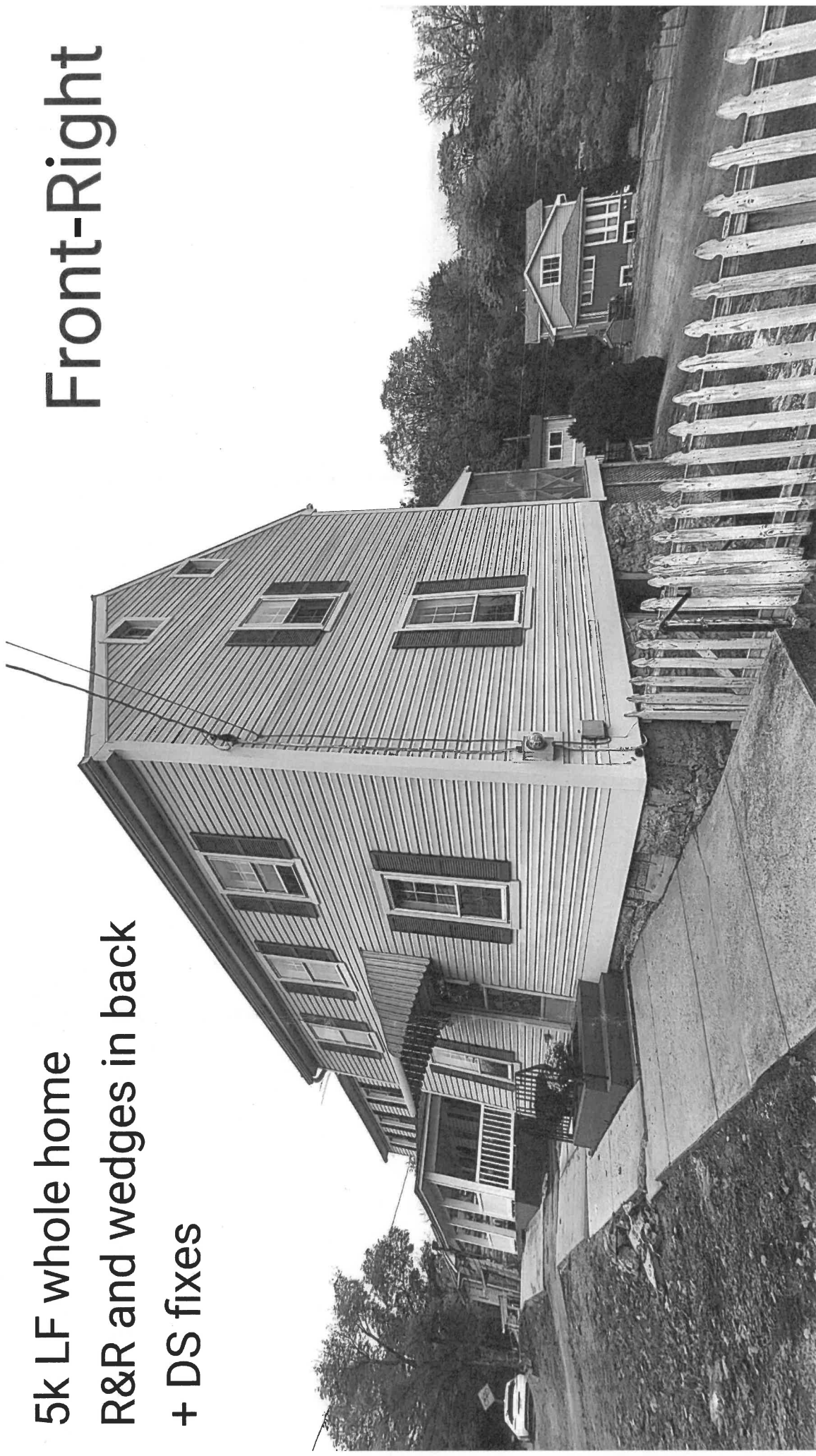
change B elbow to now flow towards (Front of House) sidewalk.

Notes:

*customer confirmation of work order x 

5k LF whole home
R&R and wedges in back
+ DS fixes

Front-Right



Change this B elbow
to now flow towards
sidewalk



Front-Left



Back-Left



Cut this DS off from
underground drainage
then add B elbow + FGS



LeafFilter Job Number: HGR08206

Lowe's Installation Services/IME Work Order Number: 39410329

Anticipated Installation Date: 11/6/25

Anticipated Arrival Window: 8-12

WELCOME TO THE LEAFFILTER FAMILY!

To help us better serve you, please take a moment to fill out this verification form for accuracy.

What method of payment do you plan on using at time of installation?

☐ ACH (e-Check using routing/account number)

☒ Credit or Debit Card    

☐ LAC/Available Credit Line \$ _____

☒ Job Amount \$ 4363

☒ Total \$ 4363

☒ Customers Initials: JS

PAYMENT INSTRUCTIONS

**ALL PAYMENTS MUST BE SUBMITTED AT TIME OF INSTALLATION
TO ACTIVATE YOUR WARRANTY FOR ANY TYPE OF SERVICE**

**All payments are to be submitted through Lowe's.
LeafFilter will not directly accept payments of any kind.**

**LOWE'S PROMOTIONAL OFFERS CANNOT BE COMBINED.
ONLY ONE PROMOTION PER CUSTOMER.**

You will be contacted by email and/or phone in a timely manner to submit your payment through the Lowe's online portal.

LOWE'S ONLINE PORTAL:

www.lowes.com/u/register

IMPORTANT PHONE NUMBERS:

Lowe's Installation Services: (877) 477-1115

Lowe's Advantage Credit: (800) 444-1408

**ALL PAYMENTS MUST BE SUBMITTED TO
LOWE'S BY THE END OF THE DAY OF COMPLETION.**

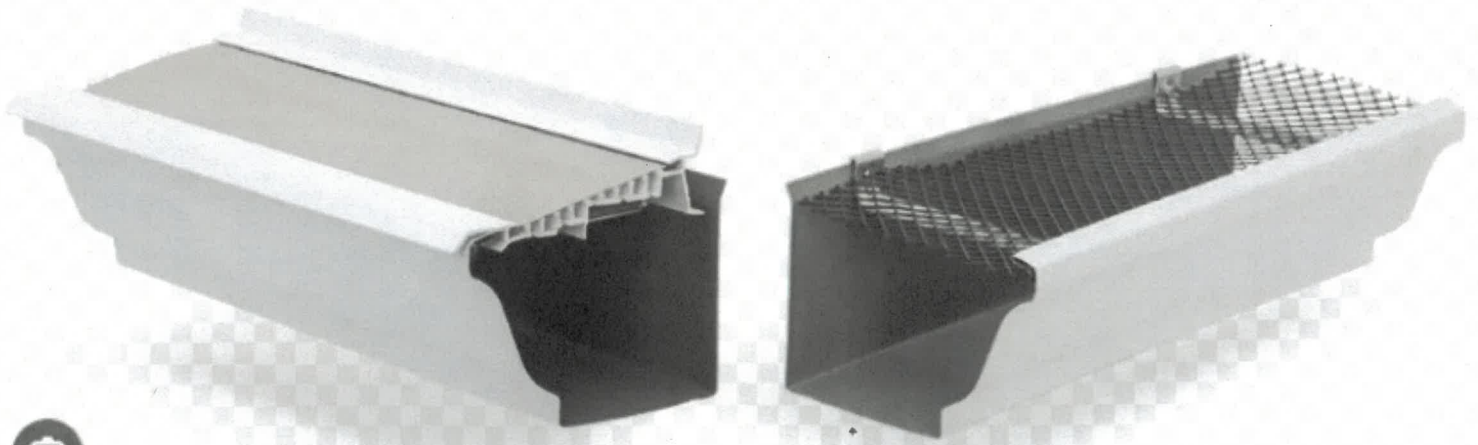
Sales Representative (Print): Christopher McKinley Date: 10/13/25

Customer Signature: Lamie Stevenson Date: 10/13/2025

Additional Comments: _____



LeafFilter Gutter Guards



940 x 328