

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, January 5, 2026
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN
Join Zoom

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

Meeting ID: 860 6712 0451

Passcode: 818383

1. Call to Order:

2. Approval of Previous Months' Minutes: December 8, 2025

3. Visitors:

4. Conflicts of Interest:

5. Applications:

25-40 – 101 West German Street

Sign Permit Application – Business Sign above the front door

6. Workshop Sessions:

None

7. Ongoing Business:

- a. Update and feedback on Mills Group materials

8. New Business:

- a.

9. Adjournment:

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, December 8, 2025

6:00 p.m.,

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Tom Mayes (TM), Commissioner Cheryl Brown (CB), Commissioner Ashley Reynolds (AR), Commissioner Rebecca Bicker (RB), Town Administrator Gino Sisco, Intern Tabatha Delphi, Mayor James Gatz (JG).

In absentia: None noted.

In audience: Jim Auxer (JA), Brannon Hamilton (contractor) (BH), Paul Farrell (211 E High), Michael Nickerson (MN), Stephanie Unger.

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners, made introduction of new historic preservation intern, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** No changes noted, minutes approved as submitted.
3. **Visitors:**
4. **Conflicts of Interest:** None noted.
5. **Applications:**

25-38- 211 E High Street Renovations

Homeowner discussed project plan. Plan is to replace fencing and building shutters.

- **Exterior Work-** CB inquired about if the shutters are original to the building. BH notes that the existing shutters are not but are so old that they are unrepairable. TM inquired if they will be replaced in-kind with wood. BH says that the only modification will be to lengthen the upper shutter, which do not currently fit window length. KA moved to approve replacement of existing shutters in accordance with Guidelines on PG 48 “Shutters”, Sections A-D. All in favor. None opposed. Passed.
- **Fence Permit Application-** BH described the fence as semi-temporary, with the proposed replacement 5’ tall, black aluminum, and 2”x2” posts. KA noted the necessity of considering the relative dimensions to the adjoining property. CB asked about visibility between properties. BH noted that wooden fences are visible against property, noted lack of cast metal availability for fencing. AR noted that the interior and side placement of fence will have less impact on historic integrity. TM inquired about height of fence, noting that zoning limits fencing over 4’, raised issue of cast metal substitution. BH noted difficulties for

fence installation on specific terrain of 211 E High Street. JA recommended a local blacksmith for the project. KA recommends that the commission considers approving a recommendation to the planning commission that the homeowners explore cast iron over proposed aluminum, as a preliminary step. TM raises wood as an alternative, compatible with adjoining property. BH noted the need for timely work but said that he will do further research. CB noted that the black aluminum keeps visibility of adjoining mill property, more than wood. TM inquired about the longevity and acceptability of proposed fence. BH noted that the proposed fence is in use on historic properties elsewhere. Homeowner inquired on whether the fence was in question or a specific side. KA confirmed that the public-facing side was the priority. TM moved to recommend to the planning commission that the installation of a 5' aluminum fence would not be appropriate at this location and invited the contractor to consult with another qualified fence builder in town (as amended). AR asked for confirmation of timeline. Homeowner notes proposed cast iron as prohibitively expensive. KA notes that the priority is the proposed height and materials. BH confirms feasibility of newly proposed height. KA proposes that TM rephrase his motion based on newly proposed height. TM notes the importance of material continuity. CB proposes that a temporary fence be installed until permanent change is made. BH rejects feasibility of project, considering available labor and expense. CB seconded motion by TM. All in favor. None opposed. Passed.

25-39_– 104 West New Street Shepherd Burial Ground Renovations

Representative from Historic Shepherdstown discussed the current project plan. Plan is to renovate iron gate (gate and hinge, not posts) and stone foundation including stone steps.

- a. Gate renovation.** KA inquires on visible impact of proposed solution. MN states that none would be visible, other than an increased gap between gate doors which would be necessary for function and for prohibiting further deterioration. TM thanked MN for his continued commitment to the property, expressed concern on cutting into the original materials of the gate, noted hinge is original, suggested that a supportive base be inserted instead. MN stated that the proposed solution is the most feasible, as other options are not cost-effective and would put strain on contributing materials. MN noted the longevity of proposed solution. TM inquired about stone step support, noted that proposed work on steps might alleviate strain on gate. KA noted concerns on the necessity of gate renovation considering the currently mild unalignment, suggested work on hinges instead. TM suggested that the motion for gate renovation and step renovation be considered together.
- b. Step renovation.** CB inquired on the necessity of prioritizing the proposed steps over sidewalk steps. KA agreed on the importance of sidewalk steps but

prioritized the cemetery steps, considering the contributing gate. TM inquired on archaeological methods employed in the project, considering proposed depth of excavation. JG noted the importance of balancing community perspectives with historic standards, as well as the appropriateness of extensive time and planning, considering the hallowed nature of the site. TM agreed. CB inquired on the feasibility of grant acquisition of project. KA recommended consulting with the state preservation office. TM agreed, emphasized that the site will be an example for town preservation, recommended extensive planning be put to renovation. TM asked if the town would be willing to withdraw application. Confirmed by Mayor Gatz, Town withdrew application, pending further study.

6. Workshop Sessions: None.

7. Ongoing Business

- **Comments on the Heritage Education Plan-** KA asked commissioners to review SHPO comments. TM noted the need to communicate benefits of Historic District to residents, suggested a webpage devoted to this. KA noted the importance of expanding the curriculum component of the plan. JG concurred with TM's suggestion of clear communication with town, suggested that the commission specify expected deliverables. AR suggested deeper collaboration with Mills Group, suggested inviting Mills Group to next meeting. KA suggested meeting again within the month.
- **Mills Group Survey** - status of survey is still unknown.

8. New Business

- Presentation of letter from David Abbruzzi – AR will invite Abbruzzi to next meeting.
- Evaluation of Shepherdstown CLG – pursuant to the SHPO request, the town will obtain resumes and credentials of previous HLC committee members and data on attendance. KA requested assistance with the process.
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9. Adjournment: TM moved to adjourn at 7:41 p.m. AR seconded. All in favor. None opposed. Passed.



25-40

Application for Sign Permit

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

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

Name of applicant: Jordan Gainer Bloom Mediterranean
(include name of business)

Mailing address: 225 old lectown pk.
Kearneysville WV 25430
City State Zip

Telephone: 571-318-7418 **Email:** mjsdelicafe@gmail.com

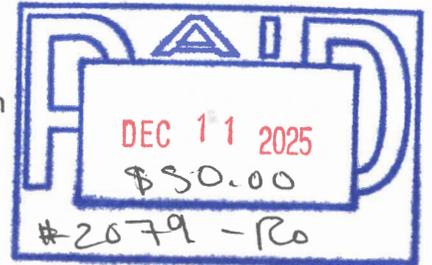
Street address of proposed work: 101 W. German

Telephone: — **Email:** mjsdelicafe@gmail.com

Prior to your application being accepted you are required to provide the following:

(Please initial each indicating it has been provided)

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



Hanging Sign(s) only:

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

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

Date: 12/11/25

Signature: [Signature]
(Applicant)

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

Date: 12/11/25

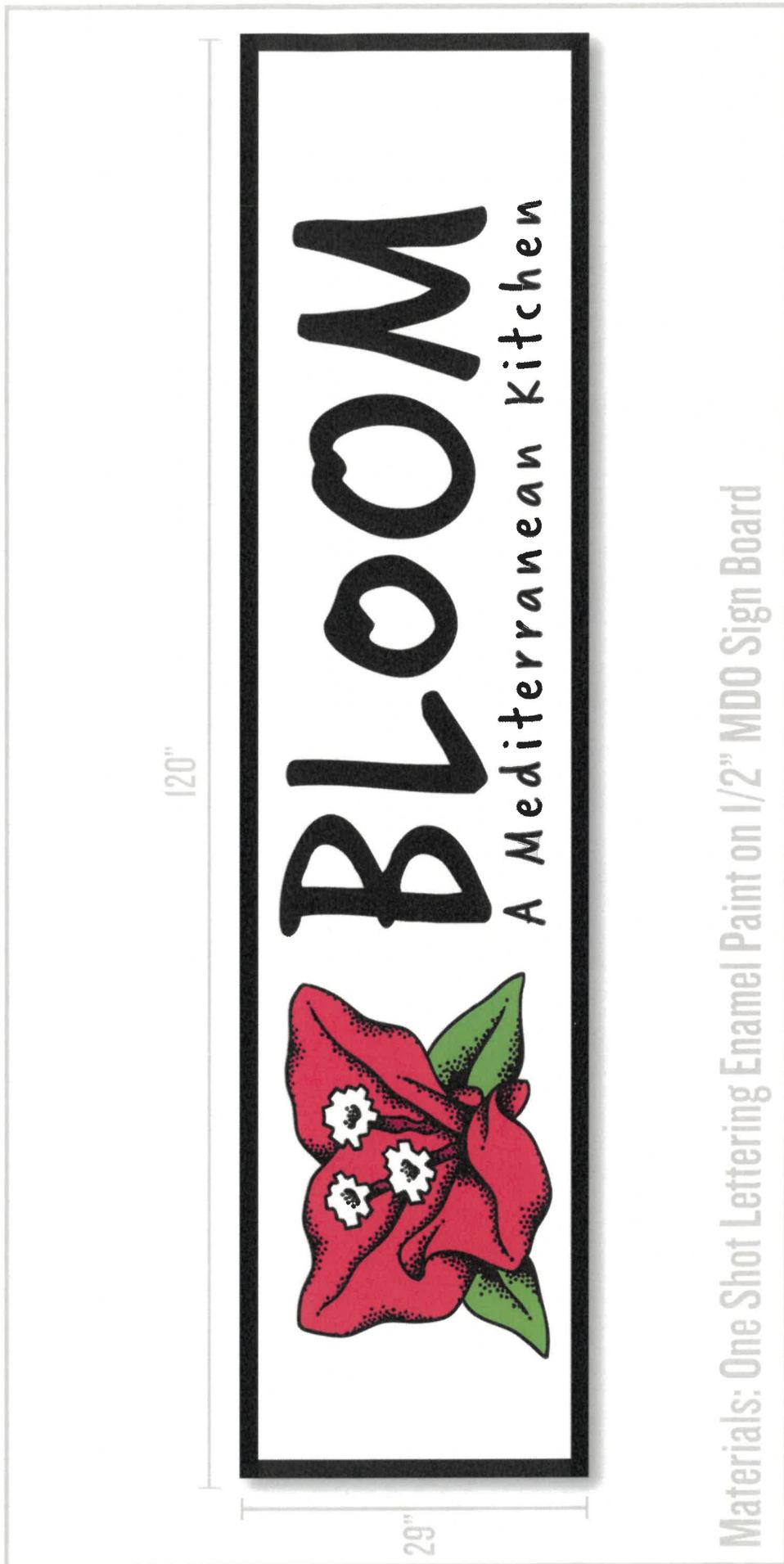
Signature: Jimmy Van Metre
(Owner)
Print Name: [Signature]



304 • 279 • 6792
shane@theotherplacesigns.com

PROOF

Bloom - Shepherdstown, WV



Materials: One Shot Lettering Enamel Paint on 1/2" MDO Sign Board

The colors on this proof sheet may vary slightly from the final painted product due to differences in painting processes, monitor calibration, and other factors inherent in the production workflow.

The designs on this proof sheet, finalized or not, are confidential and may not be used by other businesses or individuals without my explicit consent.

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