

**SHEPHERDSTOWN PLANNING COMMISSION AGENDA**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, January 19, 2026  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order:**

**2. Approval of Previous Months' Minutes:**

- a. December 15, 2025, Meeting

**3. Visitors:**

**4. Conflicts of Interest:**

**5. Applications:**

- a. 25-34            48 Shepherd Village Circle  
Remove old rails and replace them with screened-in porch consistent with other screened-in porches in Shepherd Village.
  
- b. 25-35            30 Shepherd Village Circle  
Construction of a screened-in porch on the current deck consistent with other screened-in porches in Shepherd Village.
  
- c. 25-40            101 West German Street  
Sign permit. HLC recommended approval.

**6. Continuing Business:**

**7. New Business:**

- a. Keith Alexander, President of the Historic Landmarks Commission –  
Discussion of the value of Historic Preservation
- b. Report from Town Council
- c. Selection of Planning Commission President for 2026

**8. Discuss Executive Summary**

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104 NORTH KING STREET, SHEPHERDSTOWN

**9. Adjournment:**

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES  
DRAFT  
REGULAR MEETING AND PUBLIC HEARING**

Monday, December 15, 2025

6:00 p.m.

TOWN HALL

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES  
DRAFT**

**REGULAR MEETING AND PUBLIC HEARING**

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TOWN HALL

**1. Call to Order:** 6:03 pm

Commissioners Present:

Linus Bicker, Lauren Chapalee, James Gatz (Mayor), Ebonee Helmick, Madge Morningstar, Rebecca Parmesano

Commissioners Absent: None

Staff Present: Gino Sisco

Conflicts of Interest: None

**2. Approval of Previous Month's Minutes:**

Motion to approve Regular Meeting Minutes for November 17, 2025: Rebecca Parmesano/ 2nd Linus Bicker/ All Aye

**3. Visitors:**

Greg Welter, Jim Auxer

**4. Applications:**

- a) 25-16 103 Ray St. Lot size does not meet requirements. Variance approved by Board of Zoning Appeals.

Motion to approve application 25-16 with lot size and residence square footage variances from the Board of Zoning of Appeals: Madge Morningstar/ 2nd Linus Bicker. All Ayes. No discussion.

- b) 25-36 Stormwater abatement project at St. Agnes

The town enlisted assistance from GHOSH Engineers and the Town attorney to review the project and determine the jurisdiction of the Planning Commission. A list of questions was given to The Thrasher Group/St. Agnes that needed to be addressed. Forrest Stein (The Thrasher Group) answered all questions posed by council. Clarification was made as to where the captured water would be contained. St. Agnes stated they were responsible for maintaining the site after the work is complete.

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES**  
**DRAFT**  
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Discussion: Planning Commission has jurisdiction, roles and responsibilities on storm water related projects as stated in Title 9 Section 9-215. GHOSH response and St. Agnes' response to council's questions are attached.

Motion to approve: Rebecca Parmesano/ 2nd Linus Bicker. All Ayes

- c) 25-38            211 East High St        Fence Permit 5 ft aluminum fence

HLC opposes the application due to height & materials.

Title 9 specifies appropriate materials and height restrictions. Current application's height and materials do not meet requirements.

Motion to reject application due to not meeting Title 9 requirements: James Gatz/ 2nd Lauren Chapalee. All Ayes No discussion.

5. Continuing Business:

- a) Keith Alexander, President of the Historic Landmarks Commission. -Not Present.
- b) Report from Town Council - No update

6. Discuss Executive Summary:

Town Council has asked committees to submit a synopsis of their monthly meetings. Completed minutes and executive summary will be submitted to Ebonee & Madge for review and they will be sent to Gino and Amy.

7. New Business:

- a) The Planning Commission needs to elect the President and VP for the next year at the January meeting.
- b) The committee member renewal process members was reviewed. Members need to reapply for a position on the Planning Commission after their 3 year term is up.
- c) The Town has hired a consulting firm to review Town Ordinances. The report will be available to the Town Council at the end of January. Title 9 review comments will be forwarded to the Planning Commission by Mayor James Gatz.
- d) Emails for meeting notices will be sent to the Shepherdstown site and personal account.

8. Future agenda items:

- a) Election of officers.

9. Adjournment: 6:54

- a) Motion to adjourn meeting: Madge Morningstar proposed/2nd Linus Bicker

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We have reviewed the St. Agnes Catholic Church stormwater mitigation plans and didn't identify any issues with the design. The proposed improvements are consistent with accepted small-scale stormwater practices and should function as intended.

The plans show defined swales, culvert improvements, outlet protection, and stabilization measures that will help collect and convey runoff without creating downstream impacts. Everything appears appropriately sized for the site, and I don't see anything that would prevent the project from functioning as intended.

The project will be increasing stormwater detention within the basin.

**Jeffery D. Ekstrom, PE**

VICE PRESIDENT



**1 Dunbar Plaza, Suite 200**

**Dunbar, WV 25064**

**O: 304.343.5300 | C: 304.550.1198**

[jeffe@ghosheng.com](mailto:jeffe@ghosheng.com)

**I put the link to the actual page here:**

**[Thrasher Response To Questions](#)**

**SHEPHERDSTOWN PLANNING COMMISSION MINUTES**  
**DRAFT**  
**REGULAR MEETING AND PUBLIC HEARING**  
Monday, December 15, 2025  
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TOWN HALL

This is a copy/paste of the info.

**December 15, 2025**  
**Geno E. Sisco,**  
**Town Administrator Corporation of Shepherdstown**  
**104 North King Street,**  
**P.O. Box 248 Shepherdstown,**  
**WV 25443**

**RE: Project: St. Agnes Stormwater Upgrades Permit: #25-36 Geno,**

The Thrasher Group, Inc. (Thrasher) received the Shepherdstown Planning Commission plan review comments related to the subject project dated December 11, 2025. Below is a description of updates and other actions in response to the comments.

**Comment 1. Does the application address the factors listed in Section 9-215 (attached)?**  
**Response: The application addresses the factors listed in section 9-215 regarding erosion control and stream protection. Please see sheet C2.01 for erosion and sediment controls. Project erosion and sediment controls have been approved under WVDEP NPDES permit WVR113203. Please see attached NPDES approval letter.**

**Comment 2. Where are the construction entrances and what obstacles do they pose to neighbors and local traffic?** **Response: The main entrance to the St. Agnes site will be via West New Street connecting to S Duke St. Please see sheet C2.01 for stabilized construction entrance and material/equipment storage areas.**

**Comment 3. Are pollutants to be contained and disposed of properly?** **Response: Yes, pollutants will be contained and disposed of property in accordance with the conditions of the WV DEP NPDES Construction Stormwater Permit.**

**Comment 4. What is the estimated earth disturbance square footage for the project?**  
**Response: The estimated earth disturbance is 39080 SF.**

**Comment 5. Does the proposed discharge if it is increased by the project affect the Town's compliance with its National Pollutant Discharge Elimination System (NPDES) permit?** **Response: Total site discharge will not be affected by the proposed modifications. Modifications to the existing BMP's require modification of the existing NPDES stormwater permit. Please see attached NPDES approval letter.**

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**Comment 6. Does the proposed discharge if it is increased by the project affect the Town's compliance with the EPA's Total Maximum Daily Loads Water Quality Standards established for the Potomac River Basin? Response: Total site discharge will not be affected by the proposed modifications. The EPA TMDL will not be affected. St. Agnes – Planning Commission Comments Page | 2 of 2 The Thrasher Group, Inc. | [www.thethrasher.com](http://www.thethrasher.com) | 1-800-273-6541**

**Comment 7. Does the project require compliance with Jefferson County drainage practices and/or West Virginia Division of Environmental Protection regulations? Per Article I, Section D.2.b/e, this project is exempt from the Jefferson County stormwater ordinances, as it does not require site or preliminary plat plans and is classified as repair work to an existing stormwater facility. Modifications to the existing BMPs require an amendment to the current NPDES stormwater permit. Please see the attached NPDES approval letter for reference.**

**Comment 8. What is the estimated timeline for construction? Response: Pending selected contractor schedule, construction is to start January 2026 and to be completed no later than June 30th, 2026.**

**Comment 9. What future maintenance of the stormwater system is necessary and/or appropriate? Response: Inspections of the storm manholes and piping are recommended annually or after major storm events to prevent blockages and sediment buildup.**

**If you have any questions or need additional information, please contact me at 304.579.5643 or [fstern@thethrasher.com](mailto:fstern@thethrasher.com).**

**Sincerely,  
THE THRASHER GROUP, INC.**

**Forrest Stern Staff Engineer**

## **Planning Commission Meeting Summary – December 15, 2025**

The meeting was called to order at 6:03 p.m. with all commissioners present and no conflicts of interest reported. November 17, 2025, regular meeting minutes were approved unanimously.

Three applications were considered:

- **Application 25-16 (103 Ray Street):**

The application was approved unanimously with no discussion. A variance was granted by the Board of Zoning Appeals. The Planning Commission approved the application unanimously with no discussion.

- **Application 25-36 (St. Agnes Stormwater Abatement Project):**

The application was approved unanimously. The storm water abatement project was reviewed for the town by Ghosh Engineers who stated it was a sound project. The project was also reviewed by the Town's legal council. Forrest Stein from The Thrasher Group answered questions submitted by the Planning Commission. St. Agnes stated they will be responsible for maintaining the storm water system after the work is complete. The Planning Commission has jurisdiction and responsibilities on storm water related projects as stated in Title 9 Section 9-215.

- **Application 25-38 (211 East High Street – Fence Permit):**

The application was rejected unanimously. The materials (aluminum) and height (5ft) did not meet Title 9 Requirement. The HLC also disapproved the application due to material and height.

Future meetings:

- The next agenda item will include the election of officers.
- Review of the findings from the Town Ordinance review.

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, January 5, 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.

**In absentia:** None noted.

**In audience:** Jordan Gainer (JG), James Gatz

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners and support staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** Language changed from “cast iron” to “iron” fence posts. Minutes approved as amended.
3. **Visitors:**
4. **Conflicts of Interest:** None noted.
5. **Applications:**

**25-40- 101 West German Street**

Homeowner, JG, discussed project plan. Plan is to replace existing business sign.

- KA suggested documenting the existing sign and putting it in the archives of Historic Shepherdstown. AR asked if the existing mounting would be used. Homeowner confirmed it would be. AR moved to approve for recommendation by the planning commission in accordance with the guidelines on PG 63 “Signage,” Sections A-C. All in favor. None opposed. Passed.

1. **Workshop Sessions:**  
None
6. **Ongoing Business:**
  - **Update and feedback on Mills Group materials:** KA confirmed that commissioners reviewed last communication with Mills Group.
7. **New Business:**
  - AR notified commission of the replacement of business sign without permit for building on 112 E. German St,

- New Hire – GM updated commission on the hiring of Karl Musser as Program Manager and Planning and Zoning Specialist.
- High Street Property – KA noted a lack of communication between town committees concerning a fence at the corner of Duke and High Street. TM noted negative feedback from community members. KA suggested clarifying and revising guidelines for HLC responsibilities and purview, increasing communication with planning committee. On property, KA and TM noted that fence may not follow permit approved 2021. GM said he would follow up with contractor and owner. KA suggested a follow-up procedure for approved permits.
- AR noted construction at 338 W. High Street and asked if it had been approved. It had not, according to GS, who committed to investigating the situation.
- CLG – KA asked for assistance gathering CVs. KA said the commission should invite Claire Tryon to a future meeting.
- Gatz suggested inviting David Abruzzi to a future meeting.
- JG asked if the committee could release Heritage Education materials before final product is delivered from Mills Group. TM suggested educational events made in collaboration with Historic Shepherdstown for Preservation Month (May). CB suggested combining this with America 250. AR noted connection between HLC and property values. TM suggested compiling a list of preservation “success stories,” as well as before and after photos. KA said he will get in touch with Historic Shepherdstown to highlight past winners of Preservation Awards.
- Gatz suggested collaborating with a town consultant, especially concerning guidelines on “demolition by neglect.” KA suggested scheduling a meeting between them. TM suggested that the consultant recommend a lawyer to draft the guidelines.

8. **Adjournment:** TM moved to adjourn at 6:58 p.m. All in favor. None opposed. Passed.

**Corporation of Shepherdstown**

**Staff Input Form**

**For the Historic Landmarks and Planning Commissions**

1. Applicant Name and Number: 25-34
  
2. Project Address: 48 Shepherd Village Circle
  
3. Project Description: Remove old rails on doorway and replace with screened porch consistent with other porches in Shepherd Village
  
4. Issues Identified: No issues identified
  
5. Staff Analysis and Recommended Action: Approval. This is not an historic home and is outside of the historic district so there are no HLC considerations. It does not appear that the planned porch violates Title 9 Chapter 8 Section 9-802.
  
6. To Be Reviewed By \_\_\_\_\_ Historic Landmarks Commission  
  \_\_X\_\_ Planning Commission

Completed By: \_\_\_\_\_ Gino E. Sisco\_\_\_\_\_

Date: \_\_\_\_\_ 11/12/2025\_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



Application Number 25-34

## 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](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: LYNN M. STREU (Abby)  
(Must be Property Owner)

Mailing Address: 48 Shepherds Village Circle  
Shepherdstown, WV 25443

Day Time Telephone Number: 571-442-6128

E-Mail Address: lynn.ebee@yahoo.com

Street Address of Proposed Work: same as above

Lot Number/Legal Description: Lot 50 unit B  
(If no address exists)

Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

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

Description of Work: remove old rails and replace  
Build screen porch to spec.  
consistent with other screen porches at sk.

Cost Estimate: \$ 18,300 Project Category (Descriptions on Next Page): II

Contractor performing work: Tim's Contracting

Contractor's Business License #: WV0527601

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 25-34

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

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

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

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

MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

**Category IV-** Demolition or Relocation of a Structure

**(Categories II and III):**

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

Gross & net land area of property

Setback from property boundaries

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

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

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

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

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

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

**Category IV- Demolitions:**

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

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

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



Application Number 28-34

**Checklist of Required Information for Applications Continued**

**All Categories:**

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

**Section 9-905 Remedies and penalties**

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

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

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

Date: 10/15/25

Owner's Signature: [Handwritten Signature]

Print Name: LYNN M. STREU

**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                     
Date Paid OCT 15 2025  
\$115.00  
#302-20



Tim's Contracting LLC  
Shepherdstown: 250-01 WV - WV052761

PROPOSAL NO.
SHEET NO.
DATE 10/8/25

PROPOSAL SUBMITTED TO:	WORK TO BE PERFORMED AT:
NAME Abby Strev	ADDRESS
ADDRESS 48 Shepherdville Cir Shepherdstown WV 25443	DATE OF PLANS
PHONE NO.	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Remove railing and replace w/ BK Alum.

Build screen porch to specs provided

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Dollars (\$18,218.92) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Tim Weighman *[Signature]*

Per

Note — this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Receipt

Shepherdstown licence renewal

**Payment processed successfully!** Thank You for your Payment. Please print this receipt for your records. An email receipt will be sent if you have provided your email.

## Your payment receipt.

Dear TIMS LLC,

Thank You for your payment. Please click the close button to clear your cart and return to the main screen.

### Payment Details

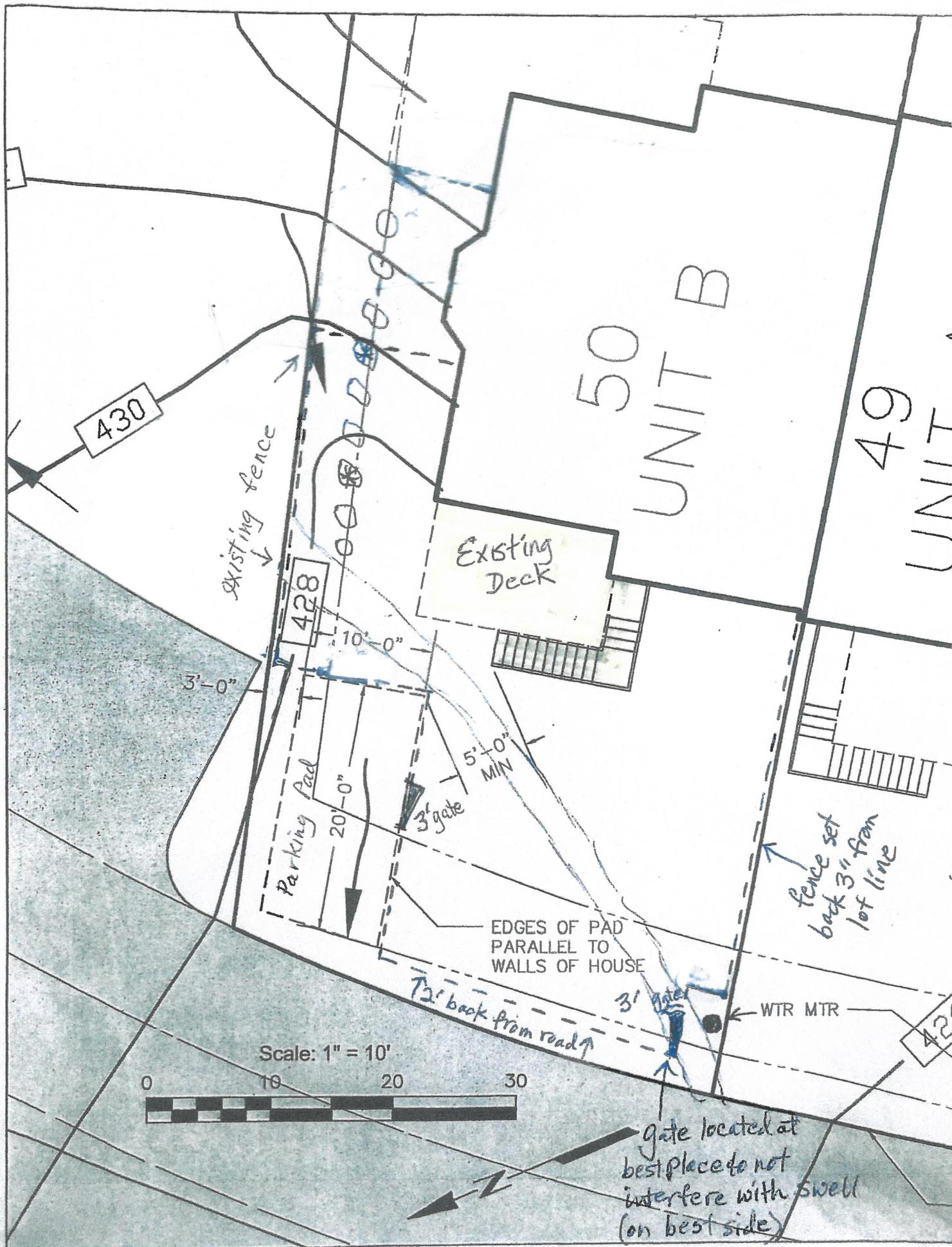
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Account # : 00000000  
Statement # : c3396d83-b0a5-4593-8328-9a9674fd6f60  
Amount : 76.00

Transaction Amount : \$76.00  
Processing Fee: \$2.95  
Total Amount: \$78.95  
Authorization Code: 7459194  
Transaction Date: 10/8/2025 3:20:11 PM  
Card Holder : TIMS LLC  
Card : VISA ending with 8261

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*Please allow 2 - 3 business days for card payments to post to your account. Please contact Shepherdstown at if you need assistance or have any questions.*



⊗ Stepping Stones & Plantings to be added later (in fall)





ADJUST DEPTH OF SIDE EAVE AS REQUIRED TO AVOID EXISTING MECH EQUIP & VENTS

1'-6"

1'-5 3/4" REF

1'-5 3/4" REF

1'-6"

ALIGN END RAFTERS WITH F.O. COLUMN - SEE ARCH DTLs

4x4 P.T. COL (TYP OF 3) - ALIGN W/ EDGE OF HOUSE FRAMING

ADJUST COLUMN LOCATION TO AVOID CONFLICT BETWEEN NEW PORCH & EXIST'G MECH EQUIPMENT.

APPLY RAFTER NEXT TO WALL AS NEEDED TO SECURE ROOF SHEATHING

(2) 2x8 BEAM BELOW (NOT SHOWN) - SEE ARCH DTLs. SUPPORTED @ HOUSE BY HANGERS ATTACHED TO WALL CORNER FRAMING.

EXIST'G F.O. FRAMING

2x6 LEDGER - SEE ARCH DTLs - FASTEN TO WALL STUDS

EXIST'G HOUSE STRUCTURE WALL FRAMING

2x6 BLOCKING BETWEEN RAFTER ENDS  
(2) 2x8 CONTINUOUS BEAM - SEE ARCH DTLs. SISTER 2x8s, FASTEN W/ SCREWS, STAGGER JOINTS

ADJUST SPACING AS NEEDED FOR ALIGNMENT AS NOTED.

2x6 @ 16" O.C. -

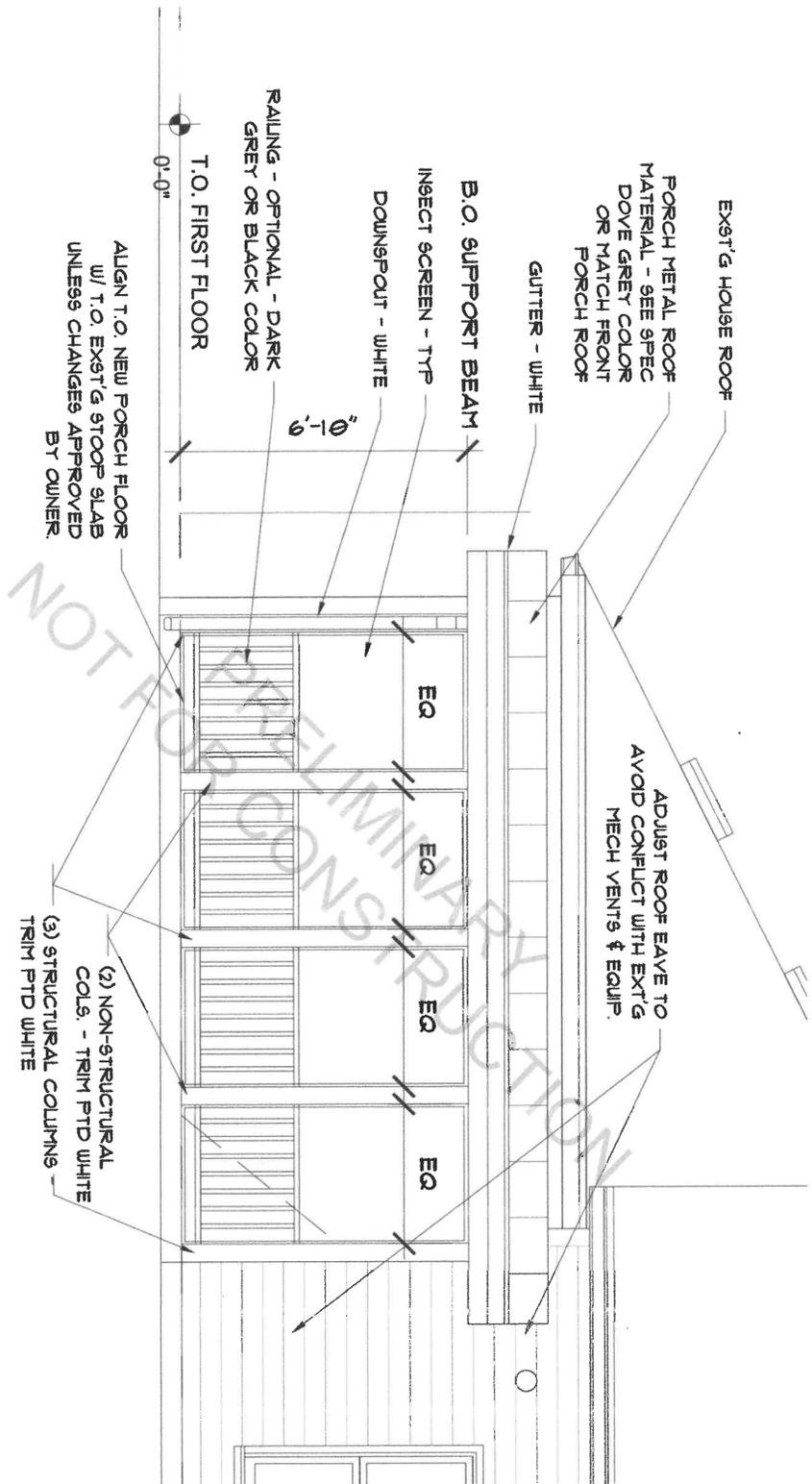
9'-4"

1'-6"

NOT FOR CONSTRUCTION PRELIMINARY

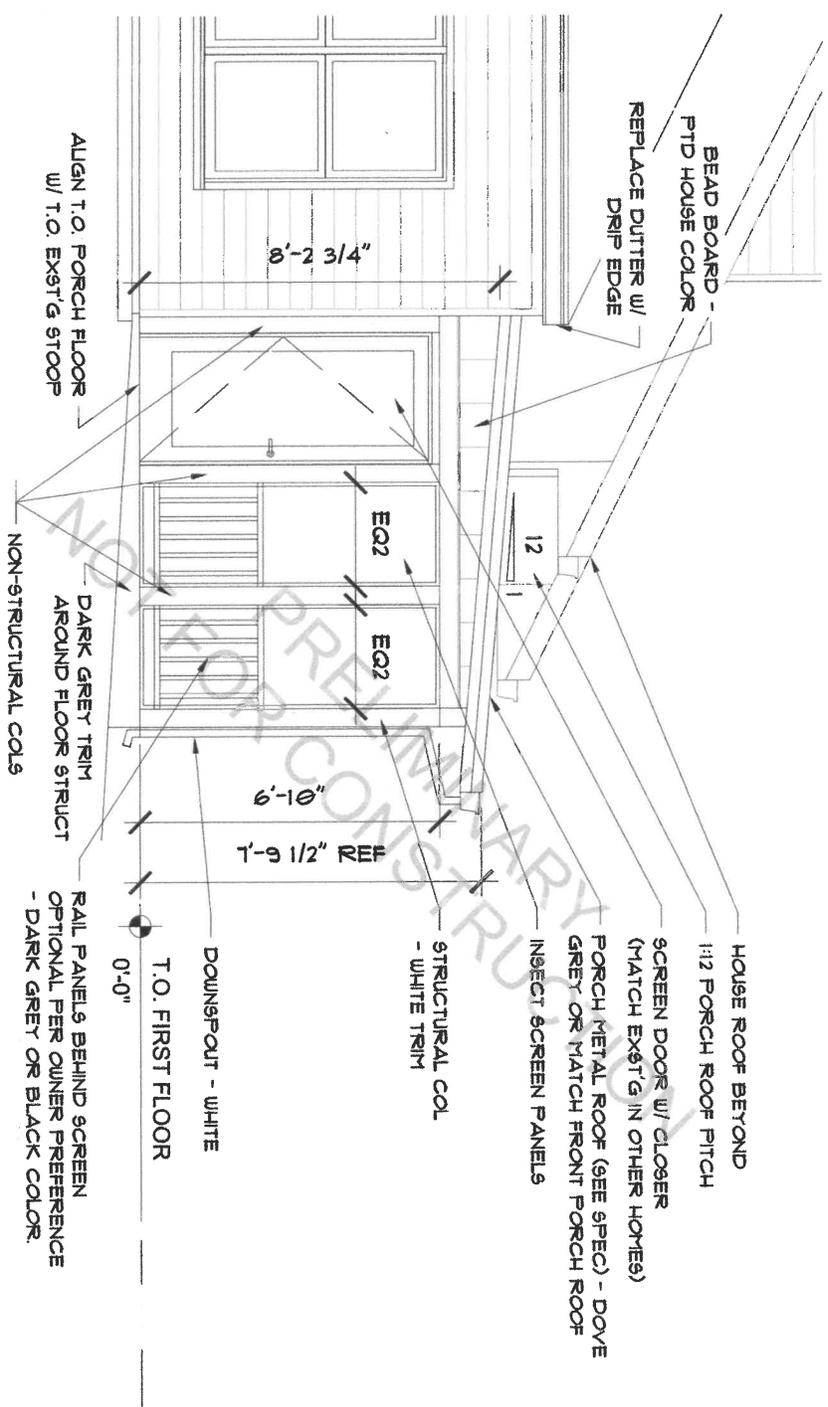
# S1.1 - STRUCTURAL FRAMING PLAN - ROOF

B-UNIT DUPLEX PORCH - MPB - 4/1/2025



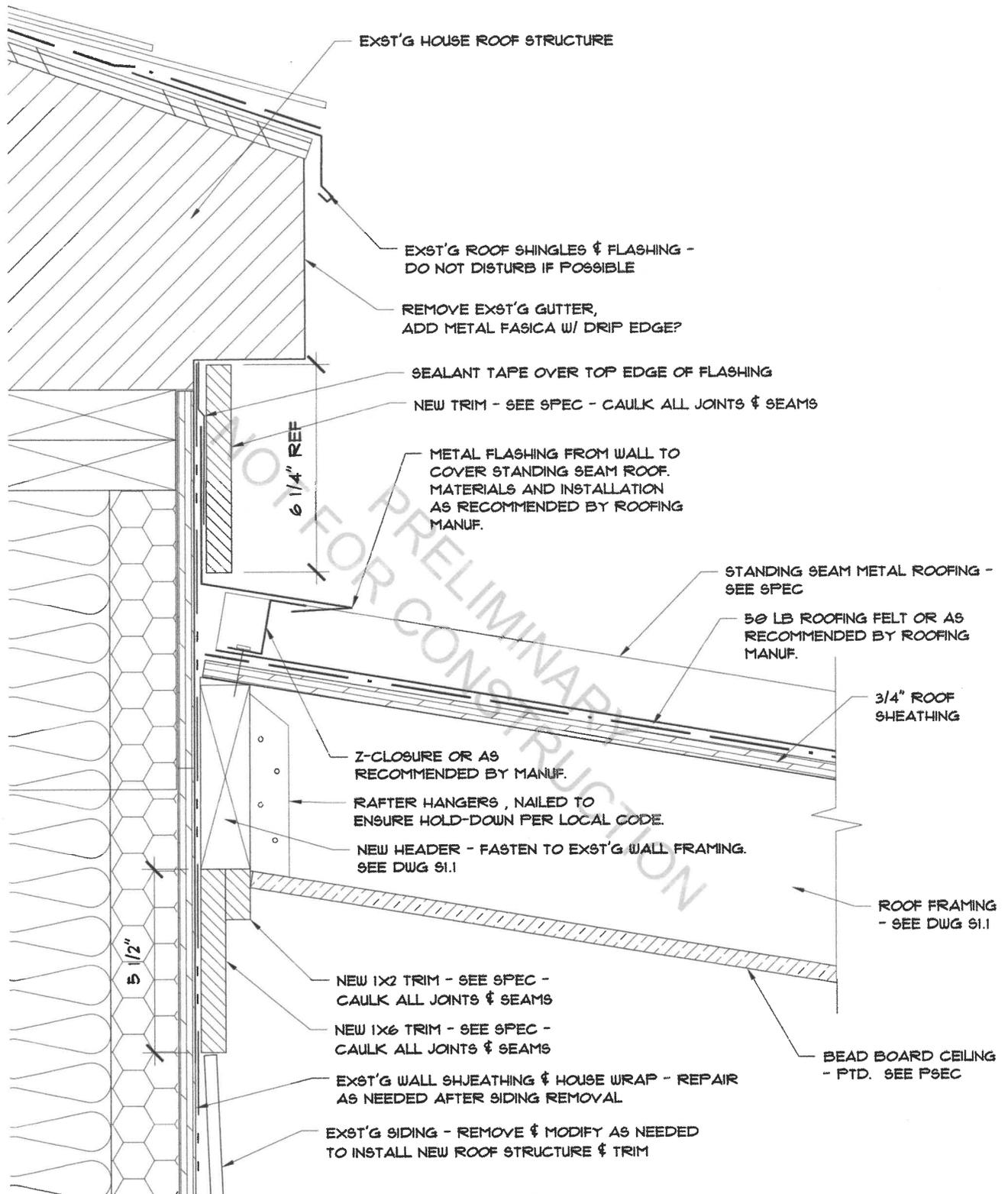
# A2.1 - TERMIN BACK PORCH REAR ELEVATION

MPB - 4/1/2025

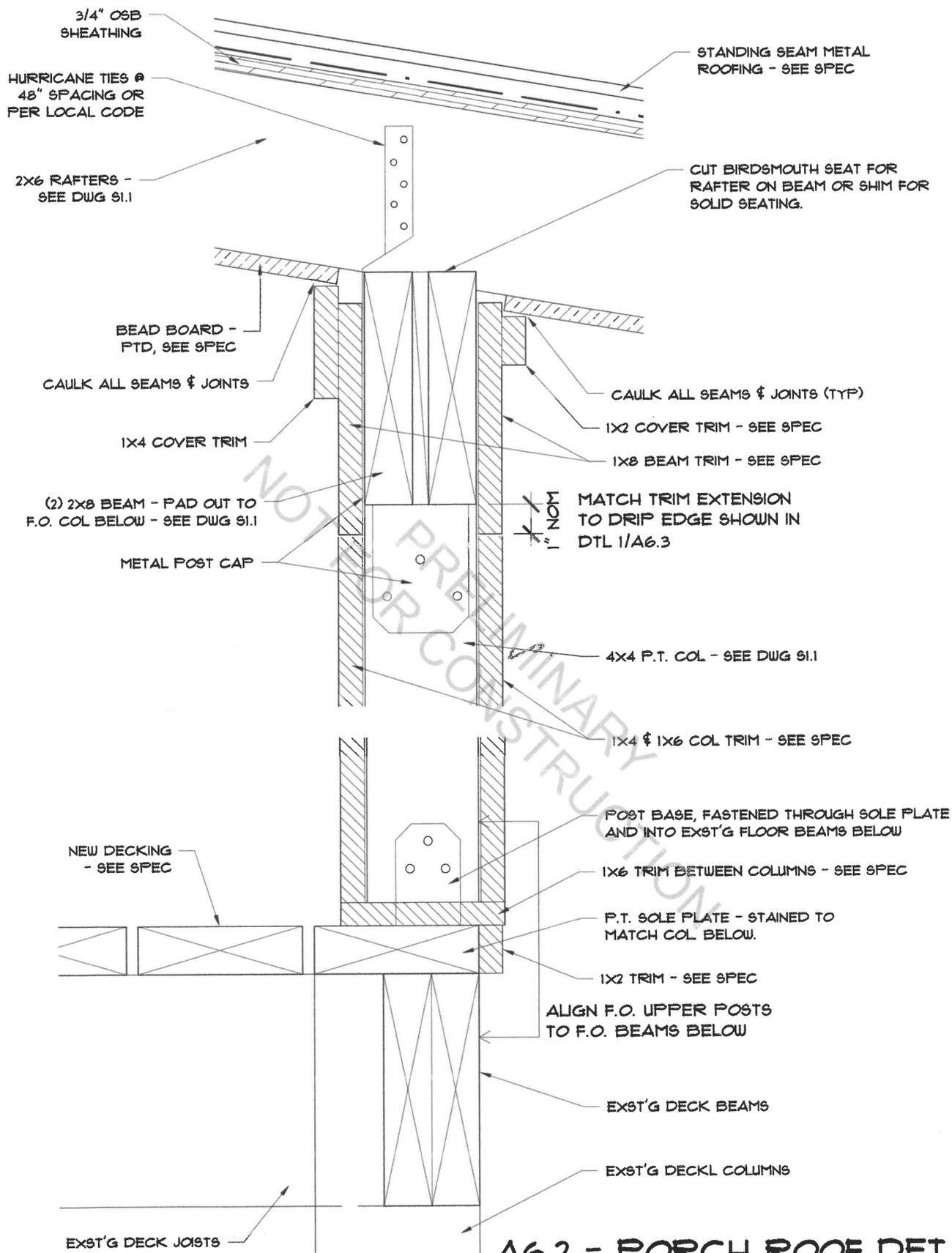


**A2.2 - TERMIN BACK PORCH SIDE ELEVATION**

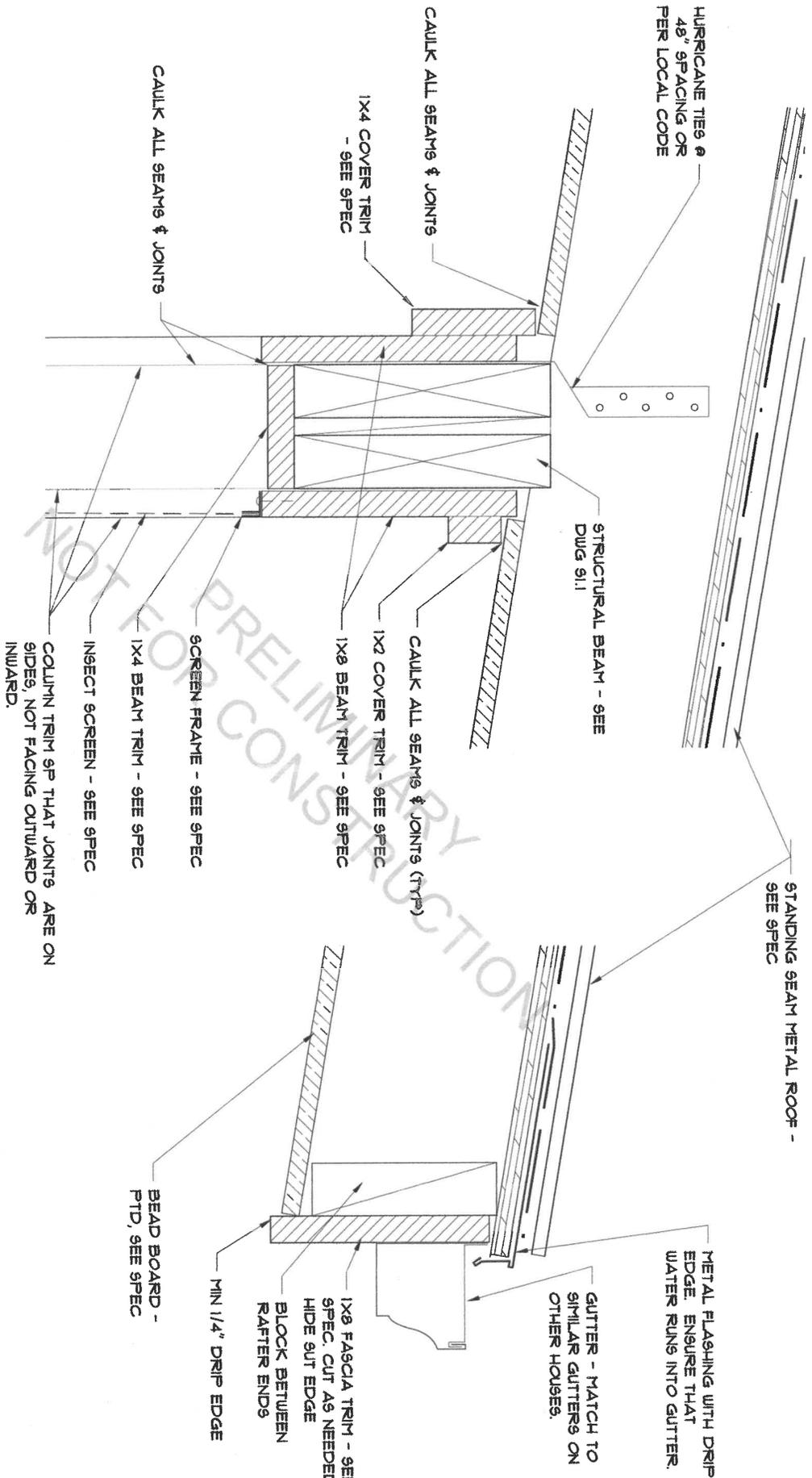
MPB - 4/1/2025



**A6.1 - PORCH ROOF DETAIL @ HOUSE**  
 HIATT BACK PORCH ROOF PROJECT - MPB - 7/18/2024

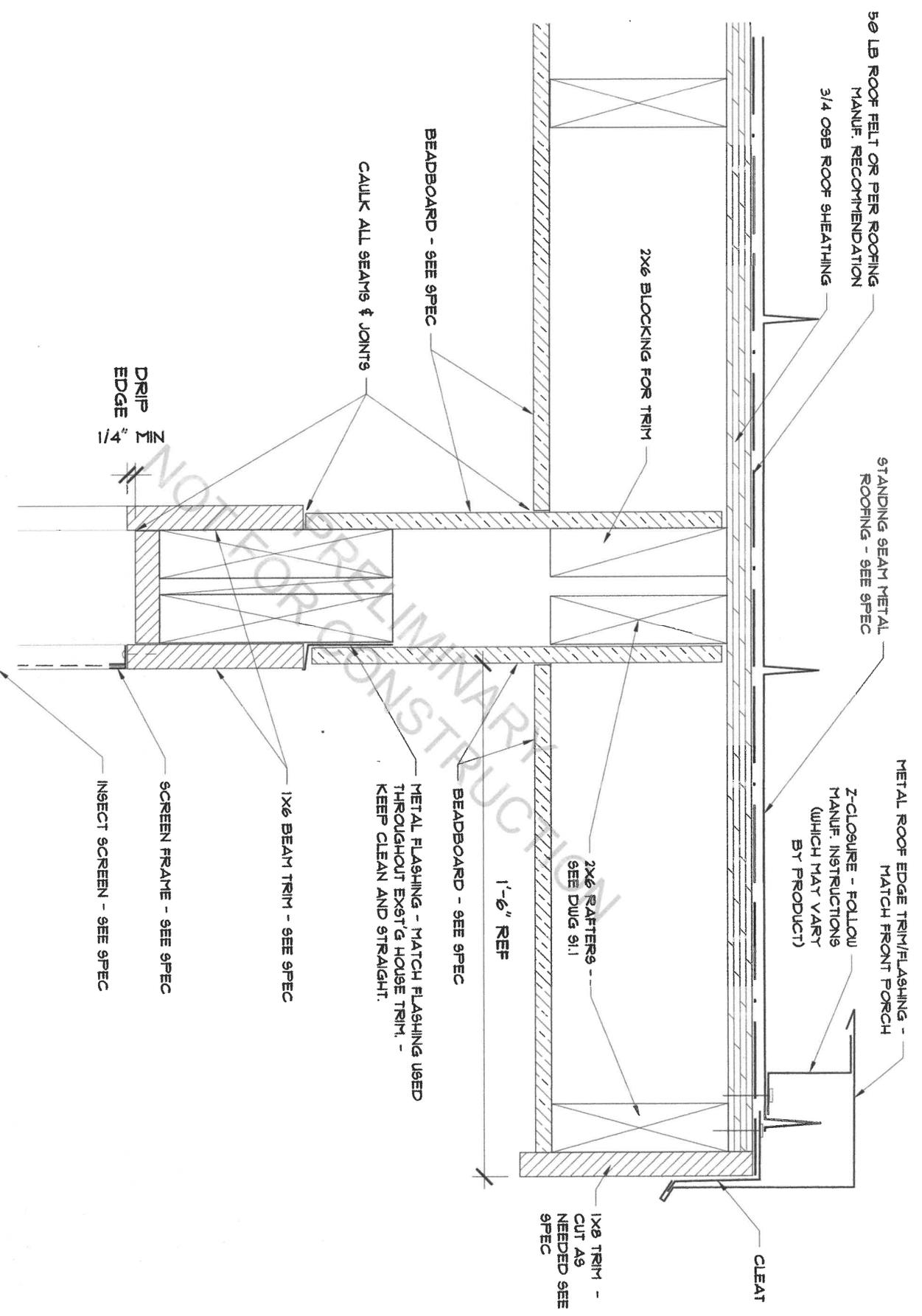


**A6.2 - PORCH ROOF DETAIL**  
 HIATT BACK PORCH ROOF PROJECT -  
 MPB - 7/18/2024



**A6.3 - PORCH ROOF BEAM DETAIL**  
 HIATT BACK PORCH ROOF PROJECT - MPB - 7/18/2024

**A6.4 - PORCH ROOF END DETAIL**  
 HIATT BACK PORCH ROOF PROJECT - MPB - 7/18/2024



## **TERMIN BACK PORCH PROJECT**

**Specifications – Dated 4/8/2025**

### **GENERAL NOTES**

The intention for the project is to match the materials (including finish and color) or existing back porches found throughout Shepherd Village as much as possible. The Contractor should examine existing structures and make an effort to replicate the architecture as a guide to selection of materials, products, finishes, colors.

Suggested specific materials and products to achieve this intent are described below.

The Drawings do not, in general, show actual fasteners such as screws and nails throughout the project. Fasteners are shown only for reference in specific & limited product details. The Contractor should follow fastening instructions per product recommendations and best practices of the construction industry.

### **ROUGH CARPENTRY**

All structural members exposed to the elements or ground contact shall be pressure treated. Member sizing shall be as noted on the Drawings. Any substitutions must be approved by the Owner.

Structural posts in the New Work shall be of pressure treated wood even where they are covered.

All exposed rough carpentry shall be painted with an opaque stain that matches the adjacent existing colors as closely as possible. Where an exact match is not possible, the new stain color should be slightly darker (not lighter) than the existing finish.

### **TRIM**

**PRODUCT** - Trim is called out in the Drawings as '1x2', '1x4', '1x6' or '1x8' as needed. All such trim materials shall be of **LP SmartSide 440 Series – Cedar Texture**. The actual thickness of this product is 0.625, and the widths are typical for the noted nominal dimensions (so 0.625" X 1.5" for a 1x2, 0.625" X 3.5 for a 1x4, and so on).

The Contractor should consult product literature for these products for additional information about available lengths (generally 8 or 12.5 ft long), fastening, storing, etc.

**COLOR** - Unless otherwise noted on the Drawings, all trim shall be painted Bright White – at least 2 coats of good quality latex exterior paint in a Satin or Semi-Gloss finish. Match existing house trim finish as closely as possible.

Some of the trim material may come pre-painted. Verify color match with existing house trim. Most of the trim materials come from the manufacturer pre-primed.

SEALANT - All joints and seams between adjacent pieces of trim shall be sealed using good quality silicone or latex caulk – Bright White. Contractor should consult the trim manufacturer recommendations regarding sealant. Ideally, all sealant shall be installed BEFORE the painting.

### **BEADBOARD (Ceilings & End Fascia)**

Material called out in the Drawings as 'beadboard' shall be **LP SmartSide 38 Series** – Cedar Texture. The actual thickness of this product is 0.354", and is typically available in 4x8 (foot) sheets.

The Contractor should consult product literature for this product for additional information about fastening, storing, etc.

COLOR - Unless otherwise noted on the Drawings, all beadboard shall be painted Bright White – at least 2 coats of good quality latex exterior paint in a Satin or Semi-Gloss finish. Match existing house porch ceilings finish as closely as possible.

SEALANT - All joints and seams between adjacent pieces of trim & beadboard shall be sealed using good quality silicone or latex caulk – Bright White. Contractor should consult the beadboard manufacturer recommendations regarding sealant. Ideally, all sealant shall be installed BEFORE the painting.

### **STANDING SEAM METAL ROOFING**

26-gauge galvalume double lock standing seam roof

Panels width 16 inches

Mechanically fastened

1 – 2 inch tall double locked seams with Kynar painted finish matching front porch roof.

Color : Dove Grey. Verify match with front porch roof (as close as possible).

Example Product : **Western States MS2 Mechanically Seamed**

Roof must be rated for 1:12 minimum pitch.

Contractor should consult with Owner regarding final selection.

The Drawings reflect the standard details for the **Horizon-Loc** product and should be modified per the manufacturer recommended installation and materials of the final product selected.

### **ALTERNATE PRODUCT**

With the permission of the Owner, the **Horizon-Loc** product used on existing front porch may be used instead of the spec above. Horizon-Loc is not warranted for use on porch roofs with pitch less than 3:12, but might be allowed since this is not an interior space, assuming the Owner is willing to accept the added risk of damage to the porch structure and finishes.

## **METAL FLASHING**

Metal flashing used to protect the top edge of trim shall be aluminum or stainless steel, with a drip edge. The visible edge of the flashing must be straight and tight to the trim it is covering. See examples where this has been done on existing house trim as an example. The flashing must be painted to match the trim, preferably pre-painted (powder coated?) and pre 'broken'.

The top edge of all flashing (where it attaches to the wall) must be sealed with tape intended for that purpose (compatible with the house wrap and the metal flashing. The tape should also cover the nail or screw heads fastening the metal flashing to the wall (to prevent water from running behind the metal flashing).

## **GUTTERS**

Gutters and downspouts shall be similar in size, profile and color (white) to those on the existing house.

Roof flashing must be installed to ensure that water from the roof empties into and not behind the gutters (seems obvious, but this has been a problem in some houses at SV in the past).

Water from the house roof should not be collected and then discharged in one location onto the porch roof, creating the potential for a concentrated stream that may overrun the porch gutter. As described in the Drawings, it may be better to remove the existing section of house gutter above the new porch and install fascia that will ensure that water from the roof is discharged evening onto the porch roof. The Contractor shall discuss options with the Owner and determine the best arrangement to ensure all water is conveyed to the ground and does not overrun the gutters.

## **NEW FLOOR MATERIAL & CONSTRUCTION**

Because of the level of grade surrounding the rear of the house, a TBD option must be worked out between the Owner (with input from the HOA) and Contractor. Currently envisioned options are wood framed decking (option 1) or concrete slab (option 2). Whichever option is implemented, the new construction must not:

- a. Disrupt the flow of stormwater in a way that will impact run off onto neighboring properties OR cause groundwater to flow back toward the house foundation.
- b. Damage the existing house foundation
- c. Damage the existing house foundation drainage system.

### **Option 1 – FRAMED DECKING**

All structural members shall be pressure treated and sealed as needed to prevent decay.

DECKING FINISH PRODUCT: **Trex Enhance Basic**

COLOR: Clam Shell (a medium gray)

DIMENSIONS: 5.5" wide x 0.94" thick. Available in lengths of 8', 12' or 16'.

EDGE PROFILE: Grooved

The decking shall be installed according to manufacturer recommendations, including prescribed fasteners.

### **Option 2 – CONCRETE SLAB**

Concrete slab shall be similar in composition, texture and color to that used on the existing home's front porch slab.

The concrete slab shall incorporate column footings under all structural columns supporting the New Work porch roof. The minimum depth of the footing below grade (at the location of the columns) shall be 30".

The exposed edges of the concrete slab shall be trimmed with LP smart-side or TREX trim in a medium grey color (see similar trim on neighbor's back porch).

### **PORCH RAILINGS**

TBD railing product as specified by the Owner. The railing shall be coated or painted black or a dark grey color to reduce visibility of the rail from the exterior (outside the screen)

### **INSECT SCREEN**

Aluminum screen with black coating is preferred. Fiberglass screen may be used if approved by the Owner.

All screening must be taught and flat, without wrinkles.

FRAME – **SCREENZE** screen framing system by Home Improvement Systems, Inc. Color – white. Similar products may be substituted with the permission of the Owner. Submit product literature for approval.

### **SCREEN DOOR**

The exterior door shall have an aluminum frame with white Kynar finish, similar to the storm door to the house (but without the glass panels).

The door shall have a full height insect screen panel (or two panels stacked vertically, similar to the configuration of the storm door on the house).

The door shall have a handle similar to those on the storm door for easy operation by people with limited grip strength (i.e. not a conventional knob).

The door shall be equipped with an automatic closer mechanism similar to those used on the house storm doors.

## **CEILING FAN**

The new ceiling fan shall be as selected by the Owner. An allowance for the fan may be included in the Contractor's bid, the fan may be provided by the Owner, or the fan may be selected by the Owner and purchased by the Contractor and reimbursed on a cost & time basis.

The Contractor's bid shall include all materials and labor for electrical work associated with installation of the fan, including control switches and waterproof switch boxes.

All wiring to the fan shall be concealed in the structure of the porch and house, not run through visible wire mold or conduit. All penetrations of the house sheathing and house wrap shall be sealed to prevent air or water infiltration. Contractor shall avoid excessive removal of wall insulation for installation of the electrical wires (it is understood that some disruption of the insulation may be unavoidable).

All damage to finishes, interior or exterior, shall be repaired, including repainting as needed.

PRELIMINARY

**Corporation of Shepherdstown**

**Staff Input Form**

**For the Historic Landmarks and Planning Commissions**

1. Applicant Name and Number: 25-35
  
2. Project Address: 30 Shepherd Village Circle
  
3. Project Description: Remove old rails on doorway and replace with screened porch consistent with other porches in Shepherd Village
  
4. Issues Identified: No issues identified
  
5. Staff Analysis and Recommended Action: Approval. This is not an historic home and is outside of the historic district so there are no HLC considerations. It does not appear that the planned porch violates Title 9 Chapter 8 Section 9-802.
  
6. To Be Reviewed By \_\_\_\_\_ Historic Landmarks Commission  
  \_\_X\_\_ Planning Commission

Completed By: \_\_\_\_\_ Gino E. Sisco\_\_\_\_\_

Date: \_\_\_\_\_ 11/12/2025\_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



Application Number 25 .35

# Application for 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](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

**Applicant's Name:** WILLIAM & DONNA HIATT  
*(Must be Property Owner)*

**Mailing Address:** 30 SHEPHERD VILLAGE CIRCLE  
SHEPHERDSTOWN, WV 25443

**Day Time Telephone Number:** 304-268-6886

**E-Mail Address:** d.hiatt@me.com

**Street Address of Proposed Work:** 30 SHEPHERD VILLAGE CIRCLE

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

**Current Zoning:** R-1 **Current Land Use:** RESIDENTIAL  
Note: See zoning maps at Town Hall for correct zoning classification

**Description of Work:** CONSTRUCTION OF A SCREENED PORCH UPON  
THE EXISTING DECK & FOLLOWING THE ATTACHED SPECIFICATIONS  
& DRAWINGS. OTHER PORCHES FOLLOWING THE SAME  
DESIGN HAVE ALREADY BEEN BUILT AT SHEPHERD  
VILLAGE

**Cost Estimate:** \$ 23,100 **Project Category** (Descriptions on Next Page): CATEGORY II

**Contractor performing work:** TIM WEIGHMAN  
SHEPHERDSTOWN 250-01

**Contractor's Business License #:** WV052761

**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 order on the project.**



Application Number 25 - 35

**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 - 35

**Checklist of Required Information for Applications Continued**

**All Categories:**

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

**Section 9-905 Remedies and penalties**

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

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

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

Date: 14 Oct 2025

Owner's Signature:

DONNA K HIATT

Print Name: W. E. HIATT, JR.

Zoning Officer Comments:

**PAID**  
OCT 15 2025  
Fee Paid \$115.00  
Date Paid #2141-20

10115125



# Receipt

Shepherdstown licence renewal

**Payment processed successfully!** Thank You for your Payment. Please print this receipt for your records. An email receipt will be sent if you have provided your email.

## Your payment receipt.

Dear TIMS LLC,

Thank You for your payment. Please click the close button to clear your cart and return to the main screen.

### Payment Details

Account # :	00000000
Statement # :	c3396d83-b0a5-4593-8328-9a9674fd6f60
Amount :	76.00
Transaction Amount :	\$76.00
Processing Fee:	\$2.95
Total Amount:	\$78.95
Authorization Code:	7459194
Transaction Date:	10/8/2025 3:20:11 PM
Card Holder :	TIMS LLC
Card :	VISA ending with 8261

*Please allow 2 - 3 business days for card payments to post to your account. Please contact Shepherdstown at if you need assistance or have any questions.*

Tim's Contracting LLC  
Shepherdstown 250-01 WV-WV052761

PROPOSAL NO.
SHEET NO.
DATE 10/8/25

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME Bill & Donna Hiatt	ADDRESS
ADDRESS 30 Shepherd's Village Cir Shepherdstown, WV 25443	DATE OF PLANS
PHONE NO.	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of \_\_\_\_\_

- remove decking & deck rails
- replace decking w/ trex
- replace rails w/ blk metal rails
- build screen porch to spec. provided

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \$23,100

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_) with payments to be made as follows. TBD

permits fees on Homeowner

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Tim Weighman

Per \_\_\_\_\_

Note — this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date 14 Oct 2025

Signature Donna Hiatt

Signature W.S. Hiatt

## **HIATT BACK PORCH PROJECT**

**Specifications – Dated 09/04/2025**

### **GENERAL NOTES**

The intention for the project is to match the materials (including finish and color) or existing back porches found throughout Shepherd Village as much as possible. The Contractor should examine existing structures and make an effort to replicate the architecture as a guide to selection of materials, products, finishes, colors. The roof form is a shed roof (sloping in one direction), not hipped as in other back porches.

Suggested specific materials and products to achieve this intent are described below.

The Drawings do not, in general, show actual fasteners such as screws and nails throughout the project. Fasteners are shown only for reference in specific & limited product details. The Contractor should follow fastening instructions per product recommendations and best practices of the construction industry.

### **ROUGH CARPENTRY**

All structural members exposed to the elements shall be pressure treated. Member sizing shall be as noted on the Drawings. Any substitutions must be approved by the Owner.

Structural posts in the New Work shall be of pressure treated wood even where they are covered.

All exposed rough carpentry shall be painted with an opaque stain that matches the adjacent existing colors as closely as possible. Where an exact match is not possible, the new stain color should be slightly darker (not lighter) than the existing finish.

### **TRIM**

**PRODUCT** - Trim is called out in the Drawings as '1x2', '1x4', '1x6' or '1x8' as needed. All such trim materials shall be of LP **SmartSide 440 Series – Cedar Texture**. The actual thickness of this product is 0.625, and the widths are typical for the noted nominal dimensions (so 0.625" X 1.5" for a 1x2, 0.625" X 3.5 for a 1x4, and so on).

The Contractor should consult product literature for these products for additional information about available lengths (generally 8 or 12.5 ft long), fastening, storing, etc.

**COLOR** - Unless otherwise noted on the Drawings, all trim shall be painted Bright White – at least 2 coats of good quality latex exterior paint in a Satin or Semi-Gloss finish. Match existing house trim finish as closely as possible.

Some of the trim material may come pre-painted. Verify color match with existing house trim. Most of the trim materials come from the manufacturer pre-primed.

SEALANT - All joints and seams between adjacent pieces of trim shall be sealed using good quality silicone or latex caulk – Bright White. Contractor should consult the trim manufacturer recommendations regarding sealant. Ideally, all sealant shall be installed BEFORE the painting.

### **BEADBOARD (Ceilings & End Fascia)**

Material called out in the Drawings as 'beadboard' shall be **LP SmartSide 38 Series** – Cedar Texture. The actual thickness of this product is 0.354", and is typically available in 4x8 (foot) sheets.

The Contractor should consult product literature for this product for additional information about fastening, storing, etc.

COLOR - Unless otherwise noted on the Drawings, beadboard ceiling and soffits shall be painted Bright White – at least 2 coats of good quality latex exterior paint in a Satin or Semi-Gloss finish. Match existing house porch ceilings finish as closely as possible. Beadboard roof end fascia shall be painted to match color of the house.

SEALANT - All joints and seams between adjacent pieces of trim & beadboard shall be sealed using good quality silicone or latex caulk – Bright White. Contractor should consult the beadboard manufacturer recommendations regarding sealant. Ideally, all sealant shall be installed BEFORE painting.

### **STANDING SEAM METAL ROOFING**

26-gauge galvalume double lock standing seam roof

Panels width 16 inches

Mechanically fastened

1 – 2 inch tall double locked seams with Kynar painted finish matching front porch roof.

Color : Dove Grey. Verify match with front porch roof (as close as possible).

Example Product : Western States MS2 Mechanically Seamed

Roof must be rated for 1:12 minimum pitch.

Contractor should consult with Owner regarding final selection.

The Drawings reflect the standard details for the **Horizon-Loc** product and should be modified per the manufacturer recommended installation and materials of the final product selected.

## **METAL FLASHING**

Metal flashing used to protect the top edge of trim shall be aluminum or stainless steel, with a drip edge. The visible edge of the flashing must be straight and tight to the trim it is covering. See examples where this has been done on existing house trim as an example. The flashing must be painted to match the trim, preferably pre-painted (powder coated?) and pre 'broken'.

The top edge of all flashing (where it attaches to the wall) must be sealed with tape intended for that purpose (compatible with the house wrap and the metal flashing. The tape should also cover the nail or screw heads fastening the metal flashing to the wall (to prevent water from running behind the metal flashing).

## **GUTTERS**

Gutters and downspouts shall be similar in size, profile and color to those on the existing house.

Roof flashing must be installed to ensure that water from the roof empties into and not behind the gutters (seems obvious, but this has been a problem in some houses at SV in the past).

Water from the house roof should NOT be collected and then discharged in one location onto the porch roof, creating the potential for a concentrated stream that may overrun the porch gutter. As described in the Drawings, it may be better to remove the existing section of house gutter above the new porch and install fascia that will ensure that water from the roof is discharged evenly onto the porch roof. The Contractor shall discuss options with the Owner and determine the best arrangement to ensure all water is conveyed to the ground and does not overrun the gutters.

## **NEW DECKING**

PRODUCT: **Trex Enhance Basic**

COLOR: ~~Clam Shell~~ (a medium gray) *pebble Grey?*

DIMENSIONS: 5.5" wide x 0.94" thick. Available in lengths of 8', 12' or 16'.

EDGE PROFILE: Grooved

The decking shall be installed according to manufacturer recommendations, including prescribed fasteners.

## **PORCH RAILINGS**

The Contractor shall remove the existing railings from the deck, reusing the materials where possible.

Where new railing is needed, the Contractor shall locate a railing product which matches the style and material of those used on back porches throughout the Shepherd Village community

(neighboring houses). The Contractor shall provide images and dimensions of the most suitable product to the Owner for approval before purchase or installation.

### **STAIR RAILS**

The Contractor shall remove the existing wood railings from the stairs and dispose of them off site or as directed by the Owner. New railings shall be metal, black.

The Contractor shall locate a railing product which matches the style and material of those used on back porches throughout the Shepherd Village community (neighboring houses). The Contractor shall provide images and dimensions of the most suitable product to the Owner for approval before purchase or installation.

### **INSECT SCREEN**

Aluminum screen with black coating is preferred. Fiberglass screen may be used if approved by the Owner.

All screening must be taught and flat, without wrinkles.

FRAME – **SCREENEZE** screen framing system by Home Improvement Systems, Inc. Color – white. Similar products may be substituted with the permission of the Owner. Submit product literature for approval.

### **SCREEN DOOR**

The exterior door shall have an aluminum frame with white Kynar finish, similar to the storm door to the house (but without the glass panels).

The door shall have a full height insect screen panel (or two panels stacked vertically, similar to the configuration of the storm door on the house).

The door shall have a handle similar to those on the storm door for easy operation by people with limited grip strength (i.e. not a conventional knob).

The door shall be equipped with an automatic closer mechanism similar to those used on the house storm doors.

### **CEILING FAN**

The new ceiling fan shall be as selected by the Owner. An allowance for the fan may be included in the Contractor's bid, the fan may be provided by the Owner, or the fan may be selected by the Owner and purchased by the Contractor and reimbursed on a cost & time basis.

The Contractor's bid shall include all materials and labor for electrical work associated with installation of the fan, including control switches and waterproof switch boxes.

All wiring to the fan shall be concealed in the structure of the porch and house, not run through visible wire mold or conduit. All penetrations of the house sheathing and house wrap shall be sealed to prevent air or water infiltration. Contractor shall avoid excessive removal of wall insulation for installation of the electrical wires (it is understood that some disruption of the insulation may be unavoidable).

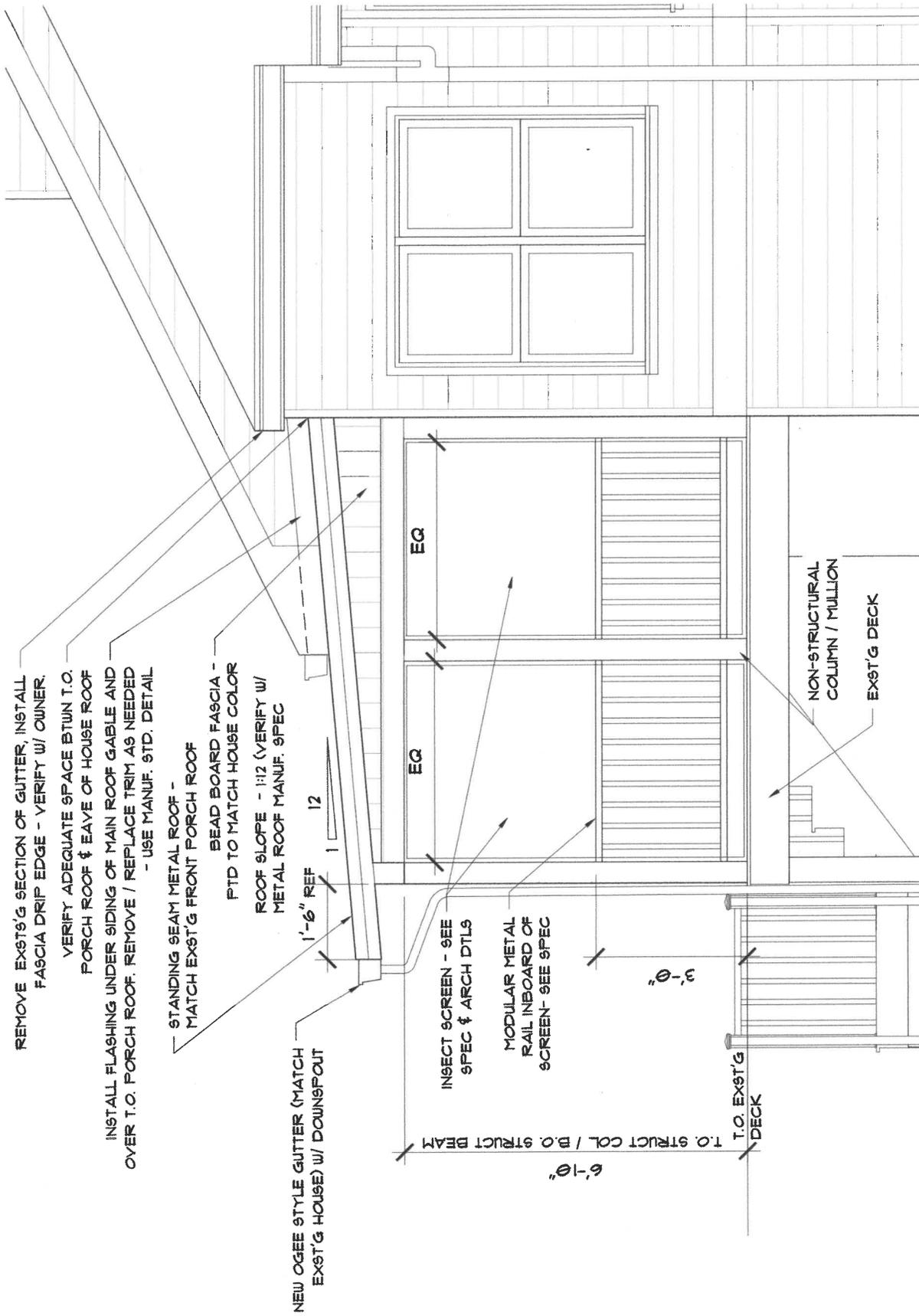
All damage to finishes, interior or exterior, shall be repaired, including repainting as needed.

Screen on bottom of existing deck  
with @ 1/2" strips on framework  
to keep bugs from entering  
from beneath

(I have done this  
on multiple other  
units)

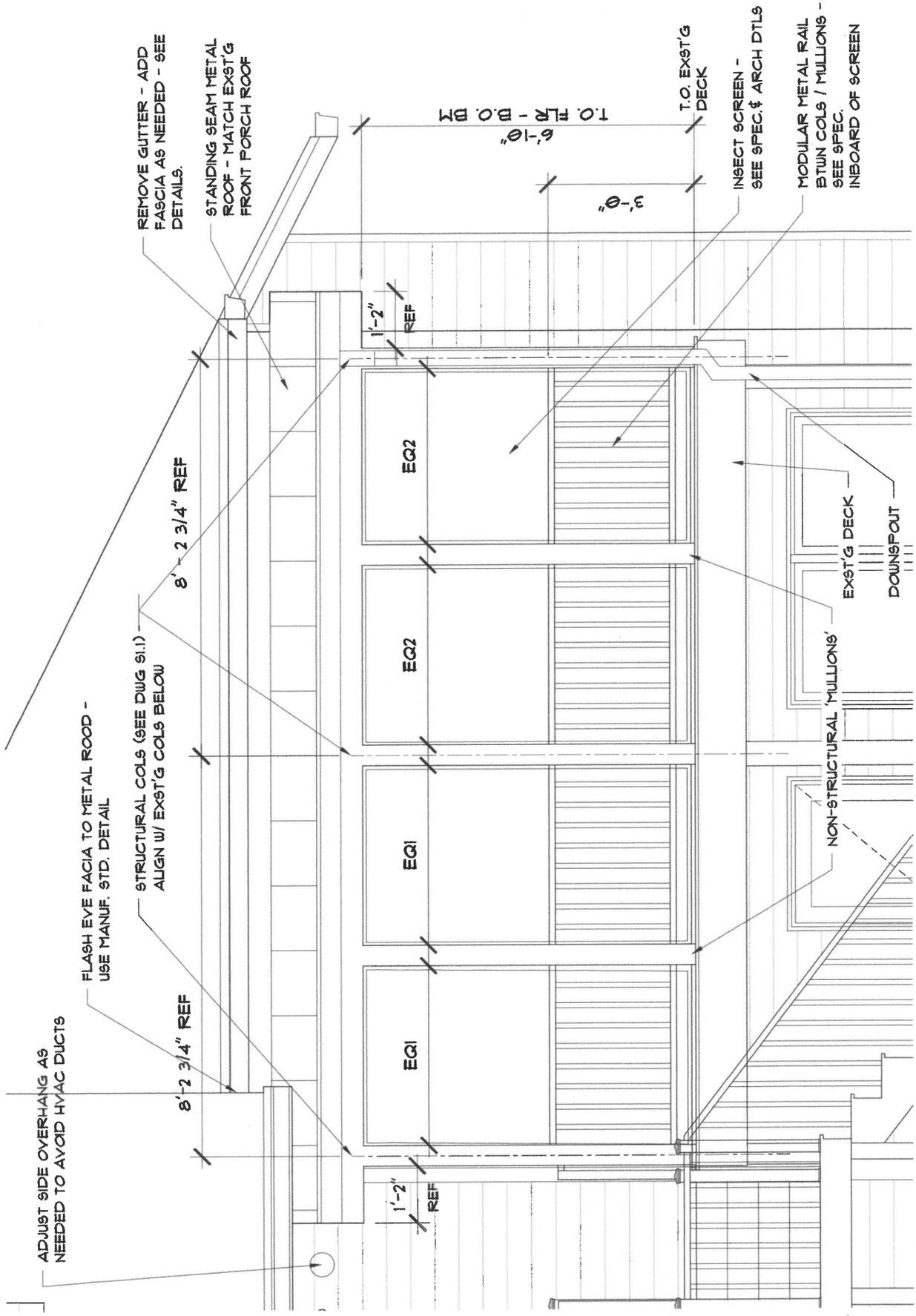
Use same Alum. blk screen as porch



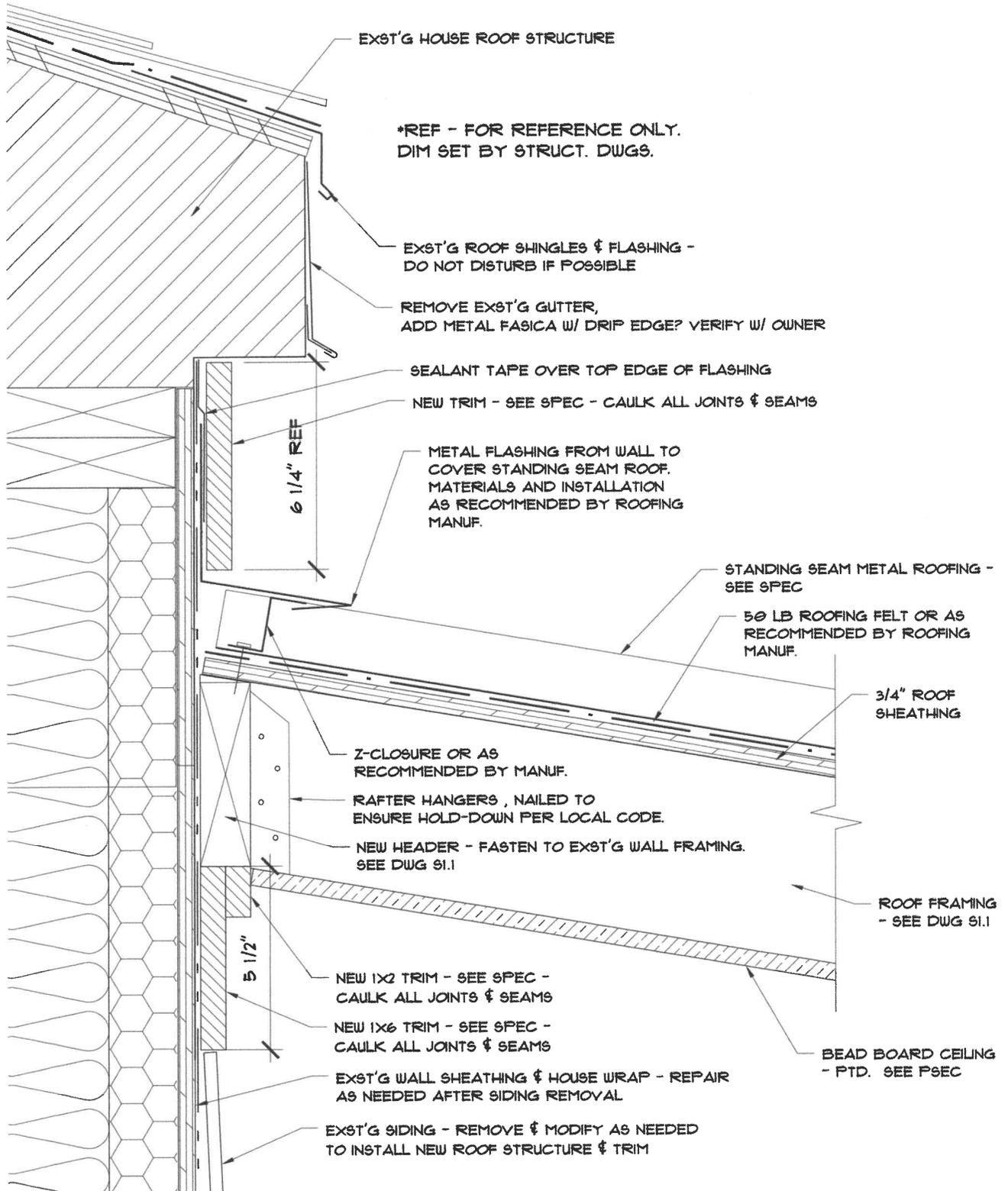


## A2.1 - SIDE ELEVATION

C-UNIT TRIPLEX BACK PORCH ROOF PROJECT - MPB - 9/4/2025

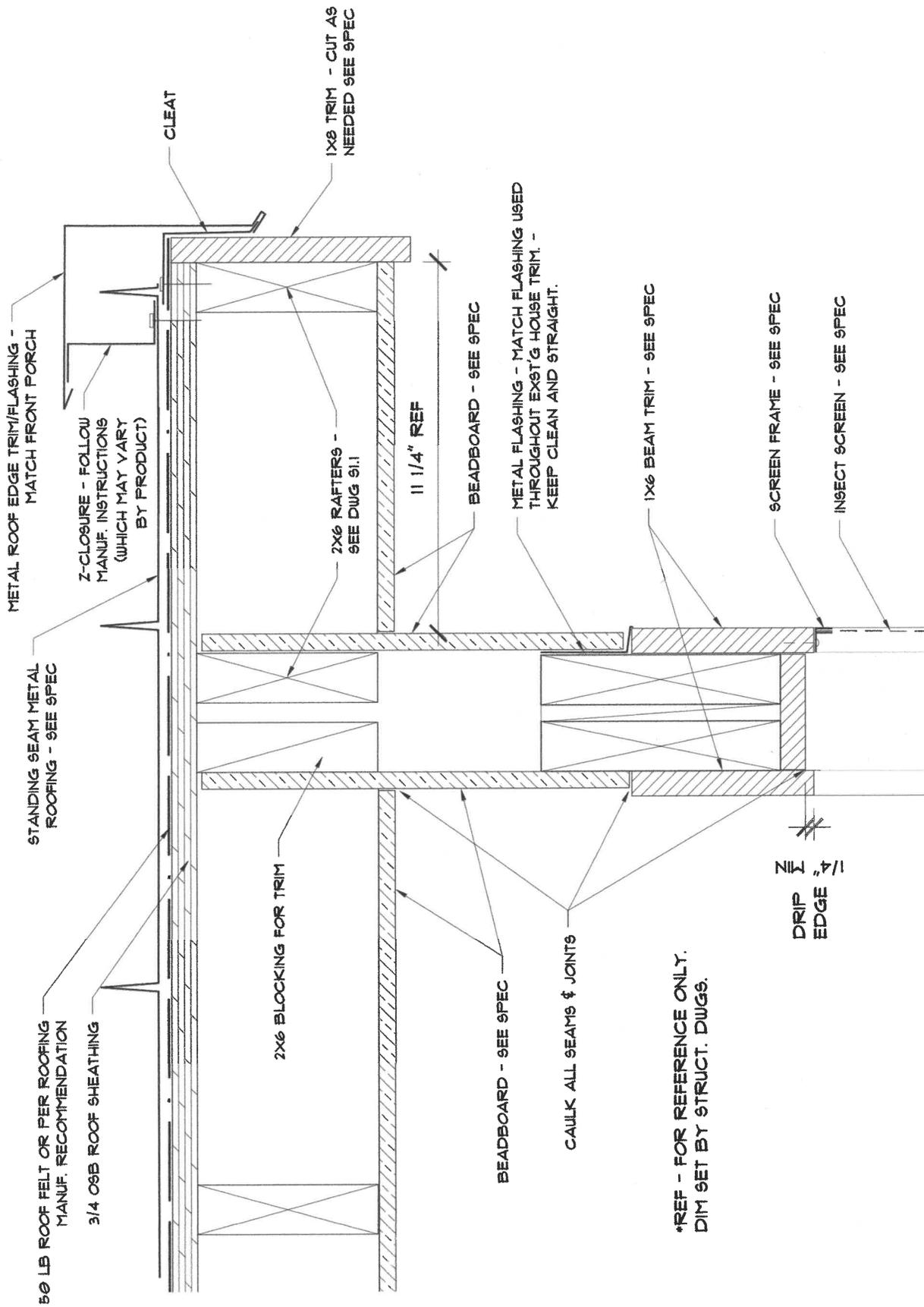


**A2.2 - REAR ELEVATION**  
**C-UNIT TRIPLEX BACK PORCH ROOF PROJECT - MPB - 9/4/2025**

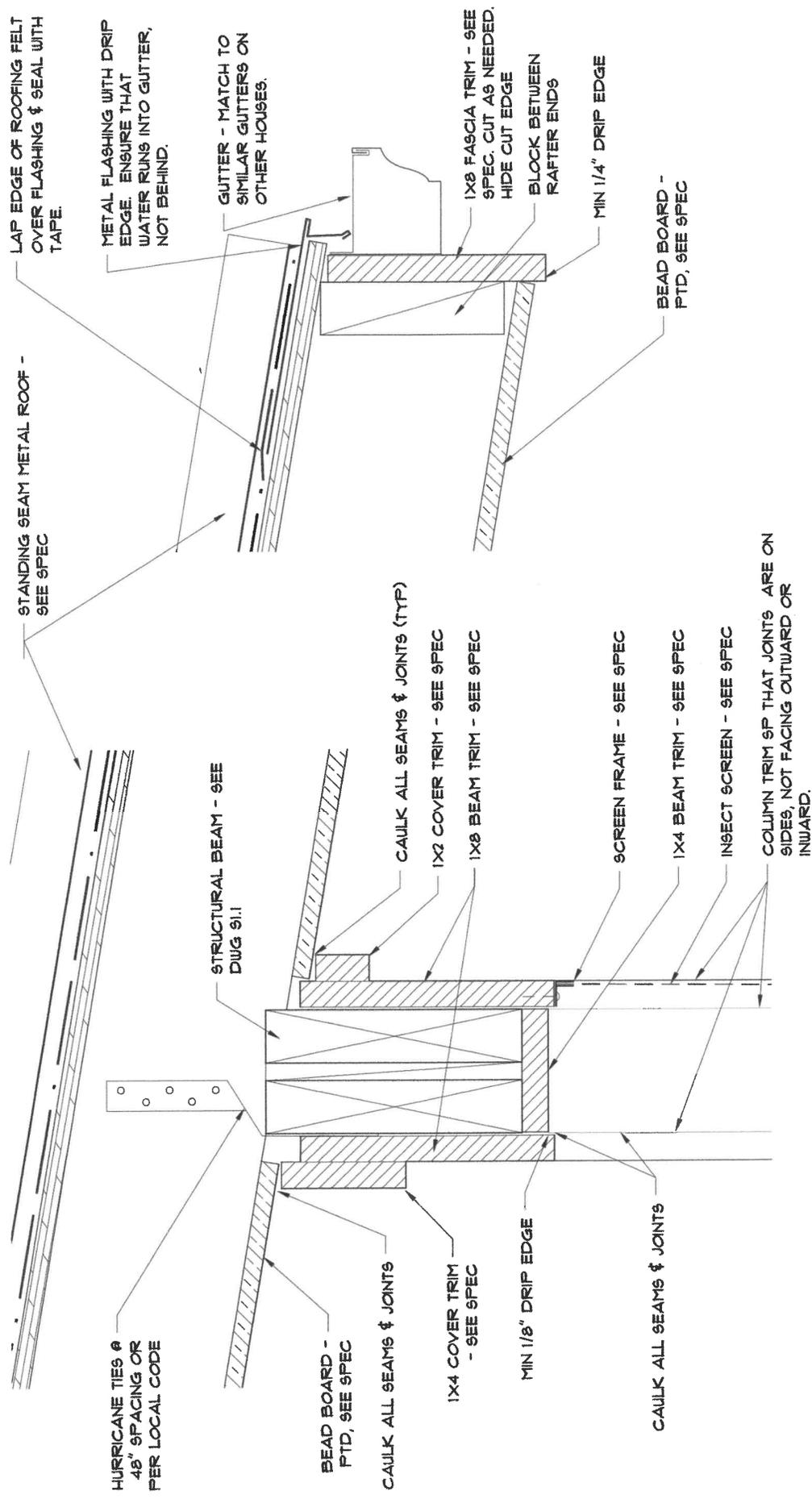


## A6.1 - PORCH ROOF DETAIL @ HOUSE

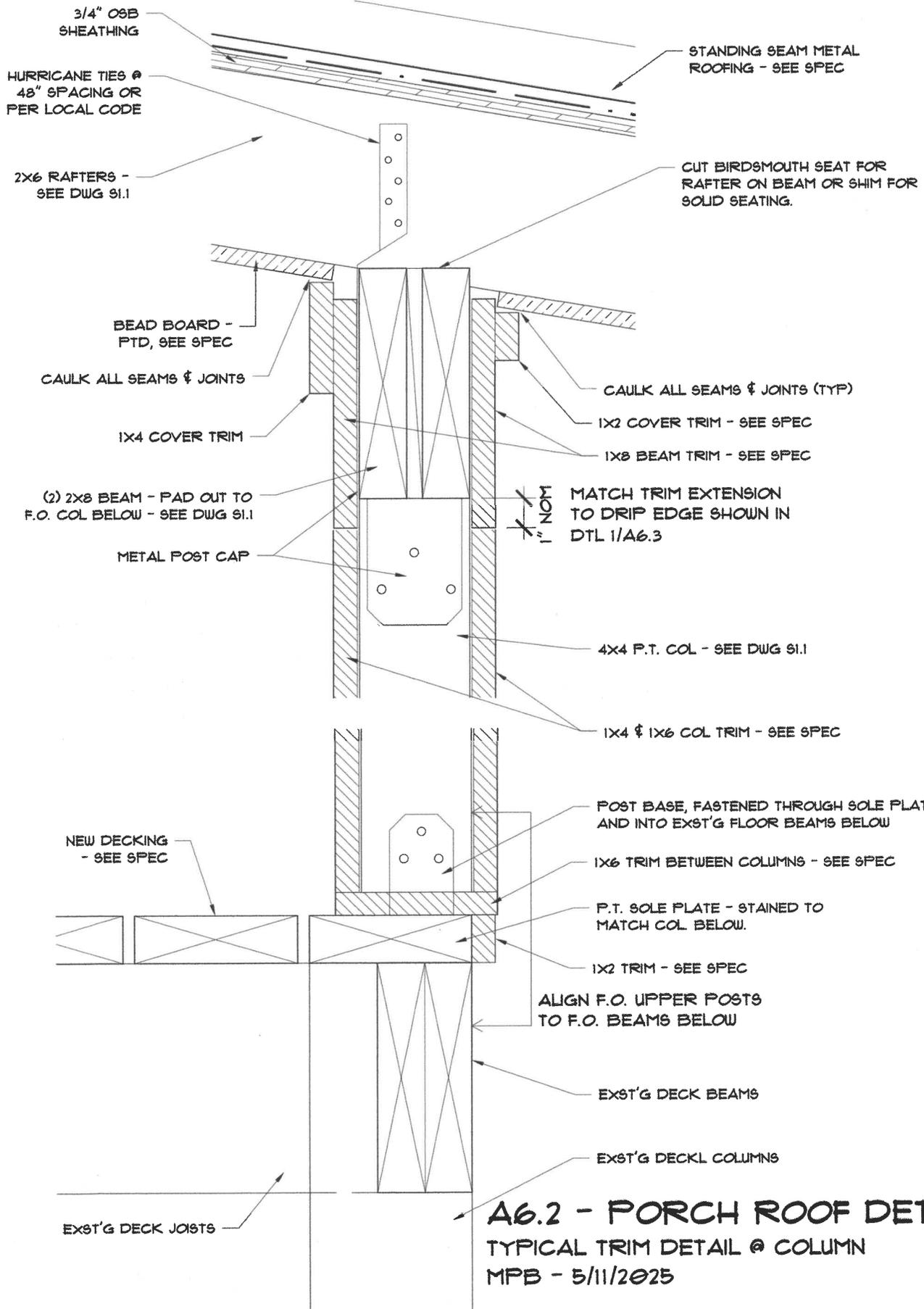
C-UNIT TYPICAL ROOF RAKE - MPB - 7/18/2024



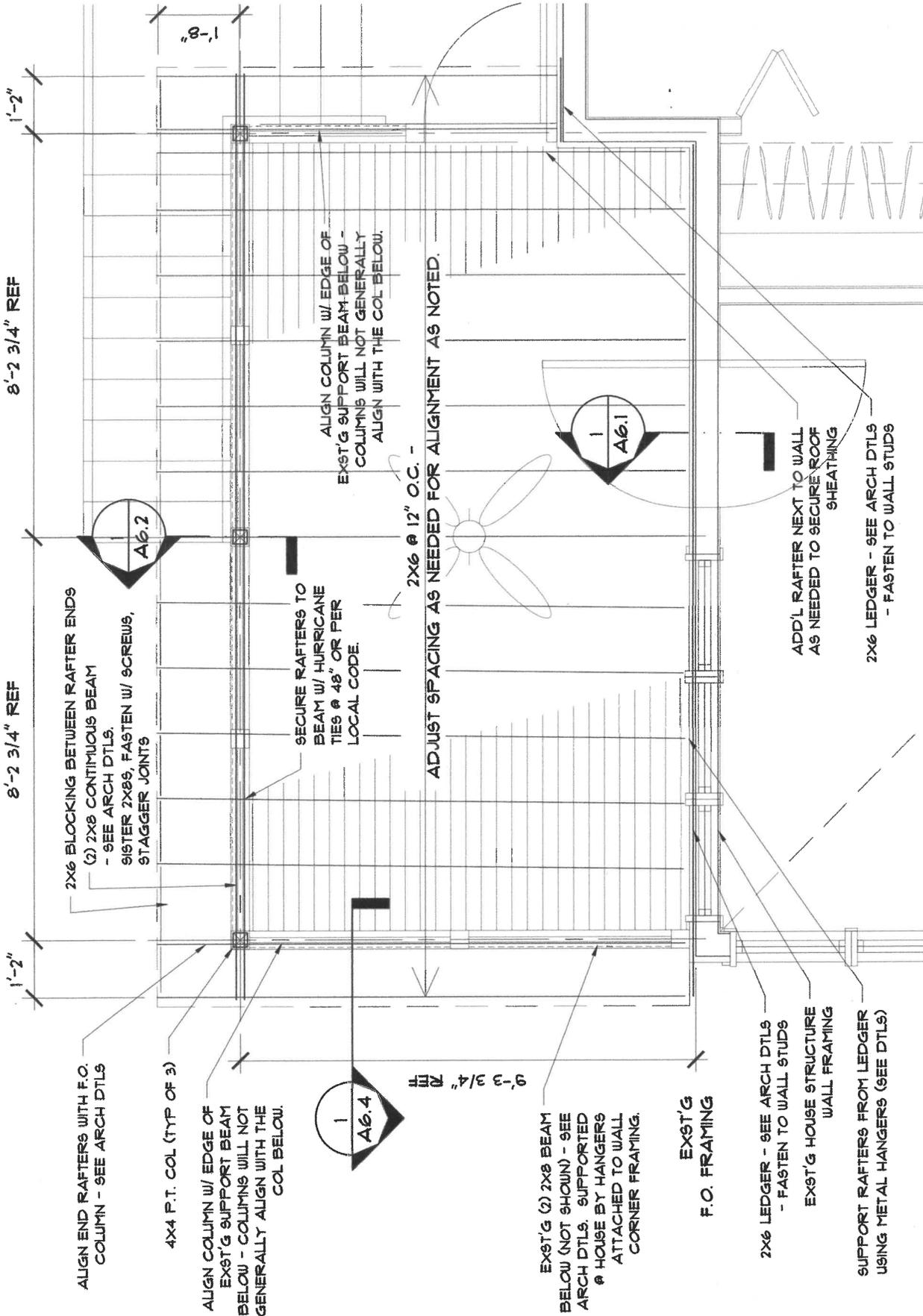
**A6.4 - PORCH ROOF END DETAIL**  
 TYPICAL TRIM & ROOF EDGE - MPB - 5/11/2025



**A6.3 - PORCH ROOF BEAM DETAIL**  
 TYPICAL TRIM DETAIL & ROOF EAVE - MPB - 5/11/2025



**A6.2 - PORCH ROOF DETAIL**  
 TYPICAL TRIM DETAIL @ COLUMN  
 MPB - 5/11/2025



# 91.1 - STRUCTURAL FRAMING PLAN - ROOF

C-UNIT TRIPLEX PORCH - MPB - 9/4/2025

**Corporation of Shepherdstown**

**Staff Input Form**

**For the Historic Landmarks and Planning Commissions**

1. Applicant Name and Number: 25-40
2. Project Address: 101 West German Street
3. Project Description: Sign permit.
4. Issues Identified: No issues identified
5. Staff Analysis and Recommended Action: Approval. This has received HLC approval.
6. To Be Reviewed By \_\_\_\_\_ Historic Landmarks Commission  
                                  \_\_X\_\_ Planning Commission

Completed By: \_\_\_\_\_ Gino E. Sisco \_\_\_\_\_

Date: \_\_\_\_\_ 01/09/2026 \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_



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** mjsdelicafegmail.com

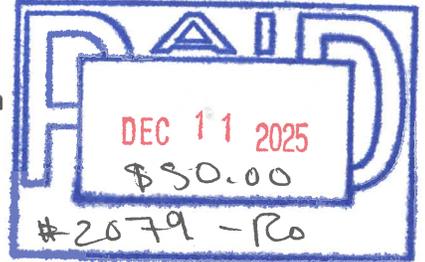
**Street address of proposed work:** 101 W- German

**Telephone:** — **Email:** mjsdelicafegmail.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]

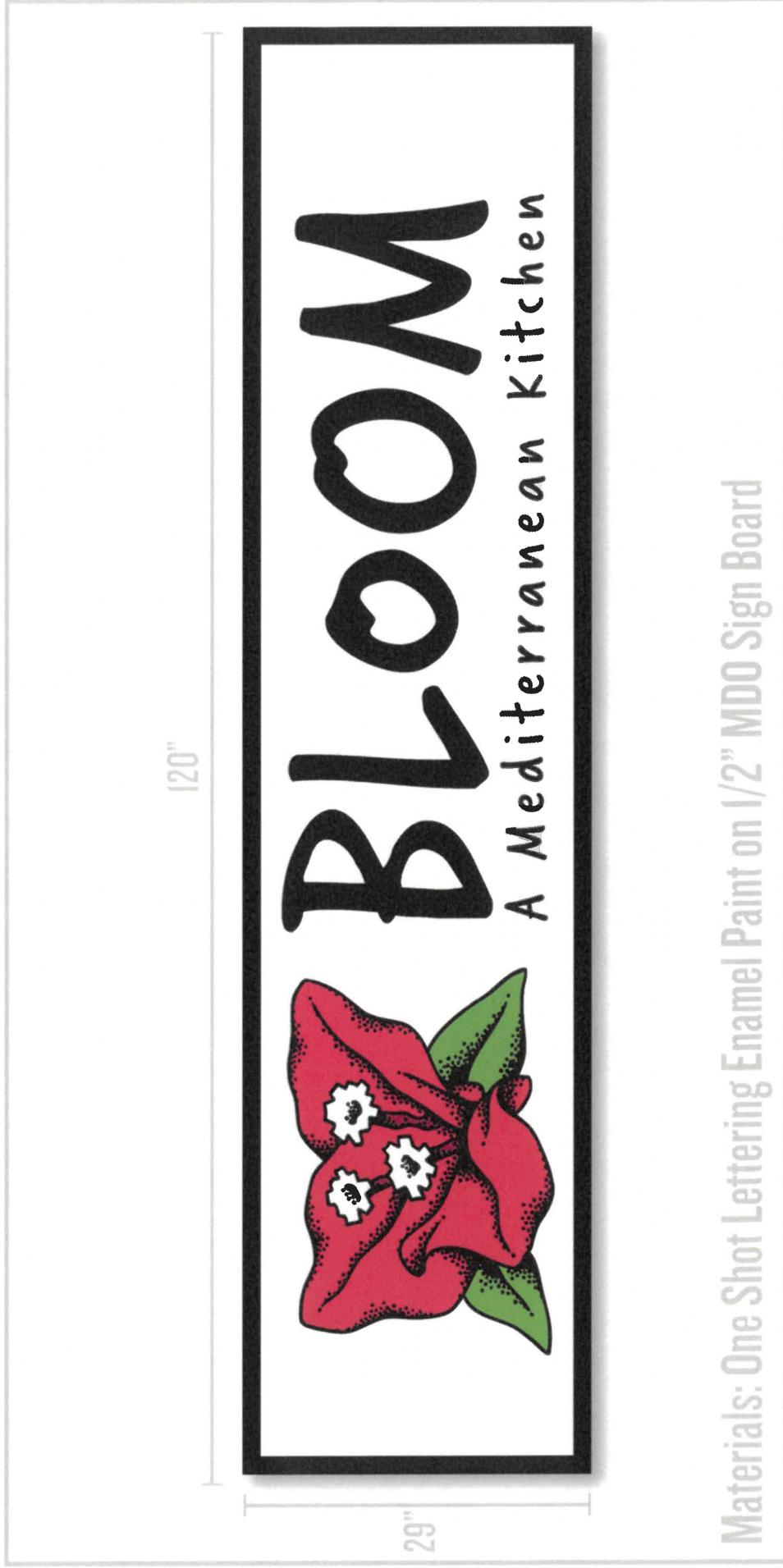


304 • 279 • 6792

shone@theotherplacesigns.com

PROOF

**Bloom - Shepherdstown, WV**



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

The colors on the 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.