

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, February 2, 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: January 5, 2025

3. Visitors:

4. Conflicts of Interest:

5. Applications:

25-42 – 310 West German Street

Certificate of Appropriateness Project Permit Application – New construction of a detached car garage.

6. Workshop Sessions:

None

7. Ongoing Business:

- a. Update and feedback on Mills Group materials

8. New Business:

- a. Linus Bicker – Town Councilor and Tree Commission to discuss coordination between committees.
- b. Claire Tryon – State Historic Preservation Office
- c. Town Grants for Facades and Sidewalks

9. Adjournment:

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, January 5, 2026

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.



Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 25-42

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: FRANK AND ROBIN VON FINTEL
(Must be Property Owner)

Mailing address: PO BOX 509
SHEPHERDSTOWN WV 25443
City State Zip

Telephone: 304-657-7970 **Email:** robinvonfintel@pm.me

Street address of proposed work: 310 W GERMAN STREET, SHEPHERDSTOWN, WV 25443

Lot Number/Legal Description: 2-79
(if no address exists)

Current Zoning: Residential **Current Land Use:** Primary Residence

Note: Reference this map for zoning Classifications.

Description of Work:

Construct a detached garage at the rear of the property approximately 27' feet from the rear property line and 3.5' from the left side property line. The footprint of the proposed garage is 24' x 33' and it will sit atop a concrete slab foundation. The roofing, siding, door colors, and exterior fixtures will match that of the main house.

Project Category: Category III
(see descriptions on next page)

Contractor Performing the Work: Dominic Valentine, Valentine and Lowe, LLC

Contractor's Business License: WV061587

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-42

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

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

Application # 25-42

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.

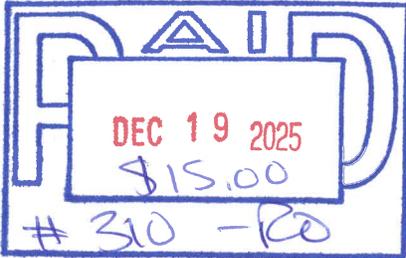
Date: Dec 18, 2025

Signature: 
(Owner)
Print Name: Robin von Fintel

For Office Use:

Zoning Officer Comments

Fee Paid
Date Paid





Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 25-42

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

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-U2

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: FRANK AND ROBIN VON FINTEL
(Must be Property Owner)

Mailing Address: PO Box 509
SHEPHERDSTOWN WV 25443
City State Zip

Telephone: 304-657-7970 **Email** robinvonfintel@pm.me

Street Address of Proposed Work: 310 W German Street, Shepherdstown, WV

Current Zoning: RESIDENTIAL **Current Land Use:** PRIMARY RESIDENCE
Note: Reference [this map](#) for zoning Classifications.

Description of Work:
CONSTRUCTION OF DETACHED GARAGE (24' x 33') APPROX 27' FEET FROM ALLEY/REAL PROP LINE AND 3.5' FROM LEFT SIDE PROPERTY LINE.

Project Category: III
(see descriptions on next page)

Contractor Performing the Work: Dominic Valentine

Contractor's Business License: _____
A copy of the contractor's Shepherdstown business license or license application **MUST** be attached.



Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-42

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:

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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

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-42

Remedies and penalties

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Please read the following paragraph carefully and sign.

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Date: 12/19/2025

Signature: [Handwritten Signature]

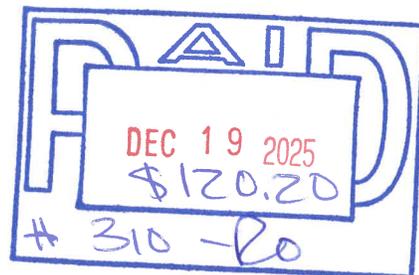
(Owner)
Print Name: Robin van Fintel

For Office Use:

Permit Number: _____

Zoning Officer Comments:

Fee Paid
Date Paid





Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-42

Application Fees

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<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>

Detached Garage Plan

310 W German Street, Shepherdstown, WV 25443 – Proposed Garage Design & Placement

Proposed Design

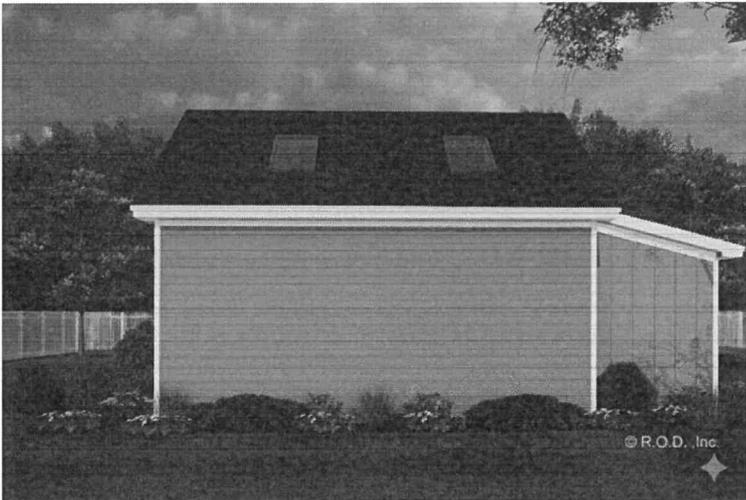
The proposed accessory garage is a two-bay, traditionally styled structure designed to be compatible with the historic character of the property. The building measures 24 feet by 33 feet, reflecting a reduction in size from an earlier design presented at the March 10th, 2025 HLC Workshop, in response to Commission feedback.

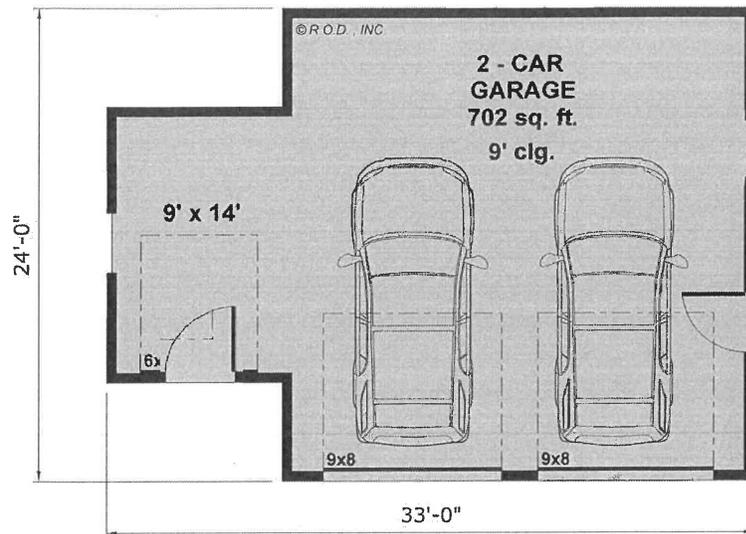
The garage features a simple gable roof with asphalt shingles, horizontal lap siding (shown with option of board and batten siding in the same color), and painted trim. The façade includes two garage doors and traditional gooseneck light fixtures. Window and door openings are minimal and appropriately scaled to maintain the subordinate nature of the structure. The siding, roofing shingles, windows, and doors will match those used on the recently completed and Commission-approved house addition.

The interior will remain unfinished and is intended solely for storage, a small woodworking bench, and parking vehicles, with no habitable space proposed.

Elevation Renderings







Materials

Foundation

Poured concrete slab

Framing

2x6 wood construction

Siding

LP Smartside Lap Siding in Tundra Gray (matching main house)

LP Smartside Board and Batten Siding (Optional) in Tundra Gray (matching main house)

Roofing

Certainteed Landmark Charcoal Black (matching main house)

Gutters

White half round gutters (matching main house)

Windows

6 over 6 aluminum clad wood windows by Harvey Windows, Pella, or Ply Gem MIRA to match the house (most cost effective option)

Skylights

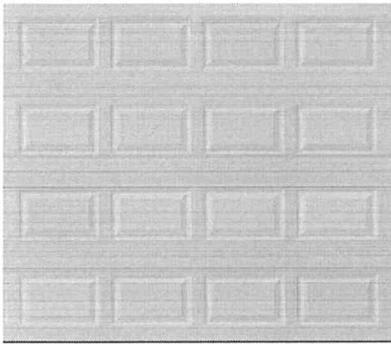
VELUX
21 in. x 45-3/4 in. Fixed Deck-Mount Skylight with Laminated
Low-E3 Glass

★★★★★ 88% V. Question 5, Answer 144



Garage Doors

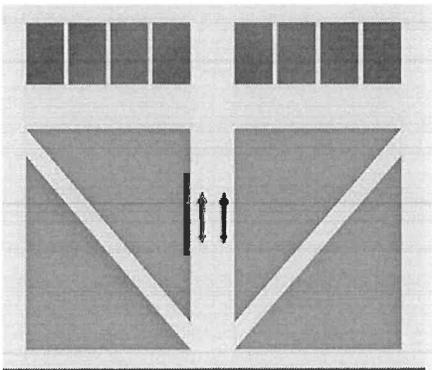
Option #1 - Cost Effective Option (Amarr Olympus Collection)



Construction

- Available in Triple-layer construction with 1-3/8" or 2" polyurethane insulation for door R-values of 13.35 - 19.40.
- Heavy-gauge, nominal steel is coated in a 5-layer paint system for long-lasting durability.
- Available with WindPro wind load reinforcement specifically built to withstand specific high-wind pressures to meet local building codes.
- Unless otherwise noted all doors, including Flush Panel, have a woodgrain embossed pattern.

Option #2 - Desired Option (Amarr Carriage Court Collection)

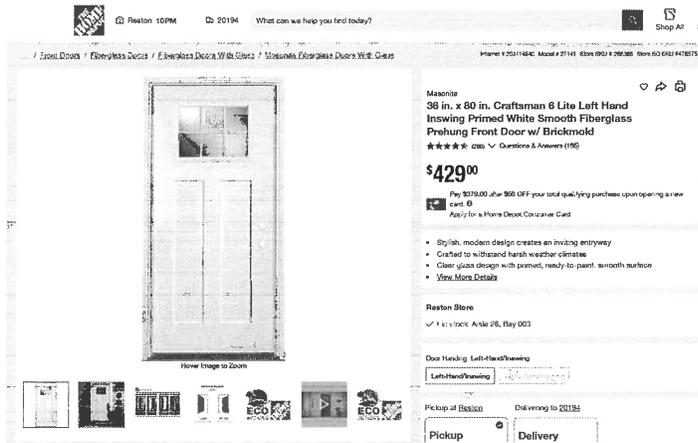


Construction

- Available in Four-layer construction. Built with 1-3/8" steel section and 5/8" composite overlay trim.

- 1-3/8" polystyrene insulation. Insulated door R-value of 6.48.
- Heavy-gauge steel coated in a 5-layer paint system for long-lasting durability.
- Available with **WindPro wind load** reinforcement specifically built to withstand specific high-wind pressures to meet local building codes.

Exterior Doors



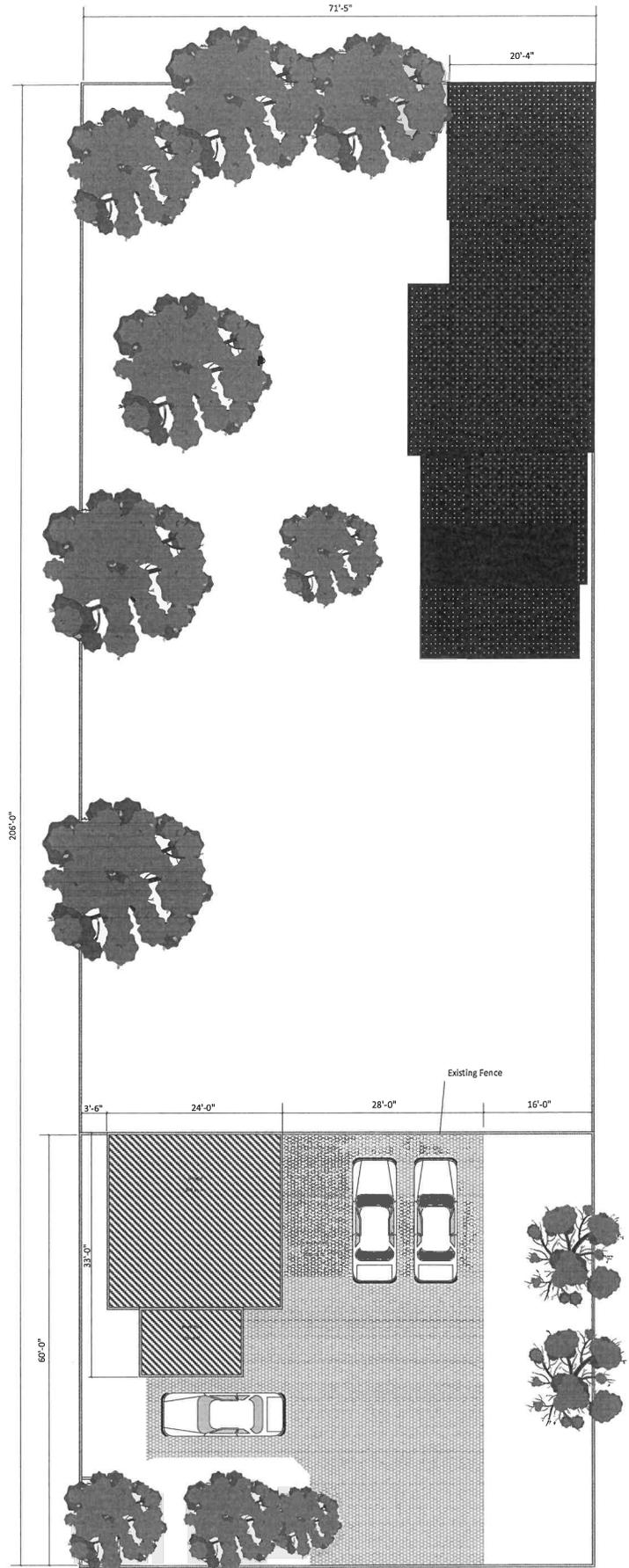
Lighting



Proposed Lot Placement

The garage placement is shown in red on the plat map below. The area in gray represents the proposed gravel driveway. The area in black represents the existing house (incl. wraparound porch).

The proposal is to locate the garage at the rear of the lot, adjacent to the left lot line, which sits at the highest elevation in that area. This placement is intended to mitigate flood risk, as the lot is prone to flooding. Additionally, we propose orienting the garage doors to face inward toward the lot, similar to a side-load garage. This design minimizes the need to remove several mature trees situated between the garage site and the alley.



Proposal to Install a Low, Loose-Laid Stone Wall

Tree Well Adjacent to Town Hall (104 N. King Street)

On behalf of the Shepherdstown Tree Commission, I am submitting this request for review by the Historic Landmarks Commission for a small landscape improvement adjacent to Town Hall at 104 N. King Street.

The Tree Commission proposes the installation of a **low, arcing, loose-laid stone wall, 8 feet in length**, to function as a modest retaining element for the existing tree well located along the sloped area near the building. The wall would be constructed of **natural stone**, laid without mortar, and kept intentionally low in height to minimize visual impact and preserve the historic character of the site.

This intervention is proposed in response to the recent loss of a tree previously planted in this location. Based on observation and assessment, the Tree Commission believes the tree likely failed due to the **steep grade of the site**, which limited the soil's ability to retain rainwater and support healthy root establishment. The slope causes rapid runoff, leaving insufficient moisture available to sustain a newly planted tree.

The proposed stone wall would allow for the creation of a **more level planting bed**, improving soil stability and water retention while remaining visually subtle and historically appropriate. By slightly terracing the area, the planting bed would better support long-term tree health without altering the broader landscape or built environment.

Key characteristics of the proposal include:

- **Low profile and arcing form** to blend naturally into the landscape
- **Loose-laid construction** with no mortar, ensuring reversibility
- **Natural stone materials** consistent with historic landscape features
- **Minimal disturbance** to the existing site and no impact to the Town Hall structure

The intent of this project is strictly functional and preservation-oriented: to enable successful tree replanting in a highly visible civic location while respecting the historic integrity of Town Hall and its surroundings.

The Tree Commission believes this modest, reversible improvement aligns with the goals of historic preservation, sound urban forestry practices, and long-term stewardship of public spaces. We respectfully request the Historic Landmarks Commission's approval to proceed.

