

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING

Monday, February 16, 2026
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

Zoom Information:

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

1. Call to Order:

2. Approval of Previous Months' Minutes:

- a. January 19, 2026, Meeting

3. Visitors:

4. Conflicts of Interest:

5. Applications:

- a. 25-42 310 West German Street
Certificate of Appropriateness Project Permit Application – New construction of a detached car garage. Staff report provided.

- b. 26-01 81 Sage Place
Construction by owner of a ready-to-assemble sauna in rear of property. Examples are provided. Staff report provided.

6. Continuing Business:

7. New Business:

- a. Chris Fletcher, Urban Design Ventures on ordinance review
- b. Discussion of application process

8. Discuss Executive Summary

9. Adjournment:

7. New Business:

a. Keith Alexander, President of the Historic Landmarks Commission (HLC), guest speaker:

Discussion of the value of Historic Preservation. Stressed the importance of the Town Commissions working together to promote stewardship of the town. HLC follows Title 9 criteria with emphasis on the following:

Signs: The proposed materials and style reflect historical buildings.

Fences: To preserve character and integrity of the historical district.

In denying a certificate of appropriateness, the reasons and discussion are noted in the minutes. Concern posed by Planning Commission: If an application is denied a certificate of appropriateness from HLC, then should it still come to the Planning Commission? No, it should not.

Grant funds often depend on historical preservation. The current HLC grant is with the Mills Group to educate the public on what HLC is and how it helps the town.

HLC is open to ideas of working together, especially in the area of education. HLC and PC should work together on the revision work on Title 9.

b. Report from Town Council

L. Bicker: Public Hearing is set for 2/11 at 6:30 pm. The topic is the Petition for Annexation with the River Road Property. Current zoning is not appropriate for a multiplex development. Discussion is for annexation, not zoning.

Update on review of Title 9: PUD language has inconsistencies found by Urban Designs Venture group.

If people have specific annexation questions or concerns, they can email Mayor J. Gatz . For PC learning on annexation, there is a relevant file on Sharepoint.

c. Selection of Planning Commission President for 2026

R. Parmesano acting President. M. Morningstar as acting VP through May. R. Parmesano is stepping down at the end of term May 31st. PC expressed gratitude to E. Helmick for her leadership as past President.

8. Discuss Executive Summary

Submit draft to L. Chapalee for editing before forwarding to staff.

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING
Monday, January 19, 2026
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN
DRAFT

9. Adjournment: 7:25 Adjournment motion made by L. Bicker/ 2nd J. Gatz/ All Ayes

EXECUTIVE SUMMARY

Planning Commission Meeting Summary – January 19, 2026. The meeting was called to order at 6:00 p.m. with all commissioners present and no conflicts of interest reported. December 15, 2025, regular meeting minutes were approved unanimously.

Applicants

- Application 25-34 (48 Shepherd Village Circle) screened-in porch. All guidelines met. The Planning Commission approved the application unanimously with no discussion.
- Application 25-35 (30 Shepherd Village Circle) screened-in porch. All guidelines met. The Planning Commission approved the application unanimously with no discussion.
- Application 25-40 (101 West German Street) Sign permit. HLC recommended approval. Clarifications were made as to sign placement and Title 9 size guidelines. The Planning Commission approved the application unanimously.

New Business

Keith Alexander, President of the Historic Landmarks Commission, guest speaker:
Presentation on the value of Historic Preservation.

Report from Town Council: Public Hearing is set for 2/11 at 6:30 p.m. regarding the
Petition for Annexation with the River Road Property. Discussion is for annexation, not zoning.

Update on review of Title 9: PUD language has inconsistencies found by Urban Designs
Venture group.

R. Parmesano elected as acting President and M. Morningstar as acting Vice President
through the May PC meeting.

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, February 2, 2026

6:00 p.m.,

TOWN HALL

104 NORTH KING STREET

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

In absentia: None noted.

In audience: Linus Bicker (LB), Jim Auxer (JA), Frank Von Fintel (FVF), Robin Von Fintel (RVF), Gino Sisco (GS), Karl Musser (KM), James Gatz (JG) Claire Tryon (CT)

1. **Call to Order:** KA called the meeting to order at 6:03 p.m., made introductions of commissioners and support staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** No changes noted, minutes approved as submitted.
3. **Visitors:** Linus Bicker (LB), Jim Auxer (JA), Frank Alfenci (FVF), Robin Von Fintel (RVF), Gino Sisco (GS), Karl Musser (KM), James Gatz (JG) Claire Tryon (CT)
4. **Conflicts of Interest:** None noted.
5. **Applications**

25-42- 310 W German Street

Certificate of Appropriateness Project Permit Application – New construction of a detached car garage. Homeowners, FVF and RVF, discussed plan.

- KA confirmed that this application is a resubmission of an application submitted last March. RVF confirmed. AR asked if replacement shingles would be asphalt shingles. RVF confirmed and added that they would match the main house shingles. KA confirmed compliance with Guidelines and decided that alternate placement of garage is appropriate, pending approval from tree commission. KA asked what material and construction the doors would be made of. RVF said that she would prefer a carriage styled door but accepts a roll up door. TM noted that the Guidelines approve of the carriage styled door. AR noted that Guidelines would approve of roll up doors if they had a wood façade. TM moved to approve the application in accordance with Guidelines on PG 56 “Outbuildings on Residential Properties,” Sections A-F, with the selection of carriage styled doors or comparable. All in favor. None opposed. Passed.
6. **Workshop Sessions:** None.
 7. **Ongoing Business**
 - **Update and feedback on Mills Group materials:**
 - **Maps:** Commissioners discussed maps designed by Mills Group. RB expressed concern about accessibility for red/green color coding. KA

noted that Washington Street is labelled incorrectly. AR inquired about rationale on named streets. RB noted that zoning outlines may not be correct. AR requested that font sizes be standardized. TM asked about final presentation of map. KA said that the current plan is to display as a full size brochure, but other materials can be considered. TM noted that information is not conveyed in an intuitive manner. KA said that the map may not provide the desired information for residents. RB noted that the lack of street names excludes houses in district. KA suggested that these maps mainly be used for purposes of illustration and a way to direct people to a link with a more exact map. GS suggests a new version of the map, incorporating accuracy, accessibility, and legibility recommendations from the commission. RB noted that boundary lines are not explained clearly. JG expressed general confusion as to the maps' content. TM requested a simplified version of the map.

- **Flowchart:** Commission expressed general confusion on the purpose of the provided flowchart and information accuracy. KA clarified that the graphic was intended to educate residents on the procedure of gaining HLC approval for property changes, as well as potential outcome. JG requested a simplified version of the flowchart. KA requested further comments and questions by the end of Friday, February 6, at 5pm.
- **General Suggestions:** KA reviewed suggestions, those being: online bios of commissioners, an updated map linked to the Certificate of Appropriateness applications, and to confirm status and frequency of workshops. KA confirmed that workshops are for homeowners and that homeowners are encouraged to use that time. KM said he will update maps. KA said he will work with JG on the rest of the suggestions. JG asked when product and grant deadlines are. CT said February 28 for the grant deadline. TM asked if the deadline could be expanded by a month. CT gave a tentative agreement and instructions re following up.

8. New Business

- Linus Bicker- LB introduced himself as a representative from the Tree Commission and raised the issue of a Sugar Maple removed last Fall. He asked to build a retaining wall/tree well at that spot for the health of future trees, made of loose laid stone to fit the character of surrounding walls. KA said that LB was supposed to discuss communication methods between commissions and asked commissioners if they thought the retaining wall should be brought forward as a proposal. JG said he was in favor of immediate approval. KA said he appreciated that the tree commission kept the HLC up-to-date on infrastructure updates. AR said that work should be considered under PG 67 "Changes to Commercial Sites Yard Features" and PG 68 "Retaining Walls." TM asked if stone could be made of locally sourced limestone. LB confirmed that the stone mason would be using suitably matched materials. KA asked for

commission approval. AR asked about mortar use. TM confirmed that preference was for dry laid wall, and LB said that if mortar was needed, he would come back to ask for HLC recommendations. TM asked how the maintenance shed had been handled previously, if it was a formal application or a consultation. JA confirmed that it was a formal application. LB raised the issue of unnecessary bureaucracy considering the small scale of project. TM asked what the process was and raised the point that both residents and commissions will benefit from formal applications made by the town. KA said that this decision may fall under purview of the mayor. JG said that applications could start but after the approval of LB's proposal. JG suggested that proposals could be brought first to the Planning Commission. KA noted that Planning Commission benefits from HLC recommendations in their decisions and affirmed that landscaping decisions fall under the purview of the HLC. KA expressed skepticism over the idea that a formal application would unduly set back the expected schedule for work. KA said he would prefer an application, similar to proposed cemetery work. LB expressed concern that this decision would weaken the efficiency of the town to perform work. KA said that the decision would make sure that the town government kept in line with all required guidelines and processes. LB raised the issue that commissions applying for permits was not required under current rules. AR noted that work was required to come before HLC within the district. TM suggested that the town clarify both legal requirements and preferred practices. KA asked for HLC and town recommendations. JG said that, at this point, LB had done what was required. KA said that, as LB was only on the agenda to discuss cooperation between commissions, an approval of work was inappropriate. KA asked LB to attend the March meeting with a formal application. LB agreed but noted that his own communications were clear on the intention of proposed work.

- Claire Tryon/CLGC SHPO- CT introduced herself and said that she was currently updating process of evaluating CLGS. She said that evaluations were performed every 4 years and that the next evaluation will be 2030. She said that she expects materials from Shepherdstown within the next week and that commissioners should have received a manual for evaluation containing the duties and responsibilities of a CLG. She said that a decision will be made within 60 days of her receiving materials. If Shepherdstown does not meet expectations, SHPO will create an action plan to remedy concerns. KA noted that he and CT will be meeting the following Monday at 2 p.m. and said that commissioners were welcome to attend.
- Town grants for facades and sidewalks- KM said that the town has set aside funding for facades and sidewalks. He requested feedback on the review process, requirements for proposals, and the language for advertising this fund. KM noted that he does not need these recommendations immediately, but that the town would prefer to take applications as soon as possible. RB asked if there was a list of licensed

contractors for sidewalks in town. GS suggested the town organize a list of licensed businesses in town. RB asked if residents could “adopt” a section of sidewalk not connected to their house and split the cost with town. JG was open to the idea. AR asked what the timeline would be for residents to hear about approval or denial of grant award. KM said that they would prefer an open-ended deadline. AR said that this would encourage a “First Come, First Serve” dynamic, rather than prioritizing high-need properties/sidewalks. TM asked what awards would cover. JG confirmed that the grants would not cover the full amount of work. KM said that the grants would work on reimbursement. JG suggested that advertisements cover definitions of facades and specify maximum awards. TM expressed approval of these grants and asked for the expected scale of work. KM said that applicants would be encouraged to attend workshops to get suggestions for work. KA asked if these workshops could improve applicants' chances of awards. KA asked if there was a preferred timeline for recommendations by the HLC. JG said that commissioners should consider the coordination of application timelines, different commission purviews, and workshop schedule. TM noted that not all eligible projects would be under HLC purview. KA suggested that applicants reach out to the HLC, with the caveat the HLC can decide whether the project should come to workshop. KA suggested that recommendations be compiled by the March meeting.

9. **Adjournment:** TM moved to adjourn at 7:20 p.m. KA seconded. All in favor. None opposed. Passed.

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 25-42

2. Project Address: 310 West German Street

3. Project Description: Detached Garage (New Construction)

4. Issues Identified: None

5. HLC Analysis and discussion from 2/2/2026 meeting: KA confirmed that this application is a resubmission of an application submitted last March. Homeowner RVF confirmed. AR asked if replacement shingles would be asphalt shingles. RVF confirmed and added that they would match the main house shingles. KA confirmed compliance with Guidelines and decided that alternate placement of garage is appropriate, pending approval from tree commission. KA asked what material and construction the doors would be made of. RVF said that she would prefer a carriage styled door but accepts a roll up door. TM noted that the Guidelines approve of the carriage styled door. AR noted that Guidelines would approve of roll up doors if they had a wood façade. TM moved to approve the application in accordance with Guidelines on PG 56 "Outbuildings on Residential Properties," Sections A-F, with the selection of carriage styled doors or comparable. All in favor. None opposed. Passed.

6. Staff Analysis and Recommended Action: Required setbacks are 3' from side lot line and 12' from alley line, proposed construction is 3.5' from the side lot line and 27' from the alley. No more than 50% of the lot may be developed, the proposed construction would bring the developed portion of the lot to 28% (House 1,790 sq ft., Garage 792 sq ft., Driveway 1,680 sq ft. for a total of 4,262 sq ft, and total lot size is 15,245 sq ft.). HLC has granted a Certificate of Appropriateness in their 2/2/2026 meeting. Staff recommends approval based on the applicant's proposal.

7. To Be Reviewed By Historic Landmarks Commission

Planning Commission

Completed By: Karl Musser

Date: 2/9/2026

Approved By: _____

Date: _____



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.

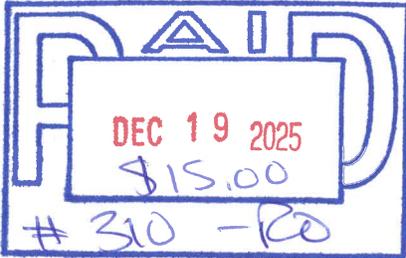
Date: Dec 18, 2025

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/rear 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:

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.

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

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: 12/19/2025

Signature: [Handwritten Signature]

(Owner)
Print Name: Robin van Fintel

For Office Use:

Permit Number: _____

Zoning Officer Comments:

Fee Paid
Date Paid

PAID
DEC 19 2025
\$120.20
310-20



Application for Project Permit

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>

Detached Garage Plan

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

Proposed Design

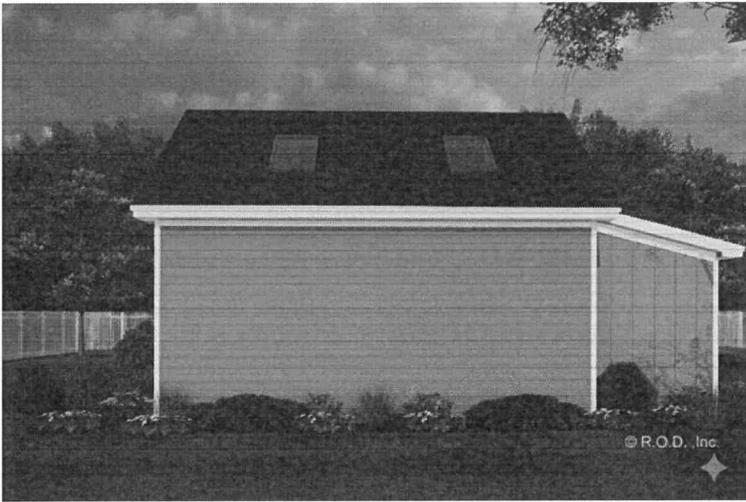
The proposed accessory garage is a two-bay, traditionally styled structure designed to be compatible with the historic character of the property. The building measures 24 feet by 33 feet, reflecting a reduction in size from an earlier design presented at the March 10th, 2025 HLC Workshop, in response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

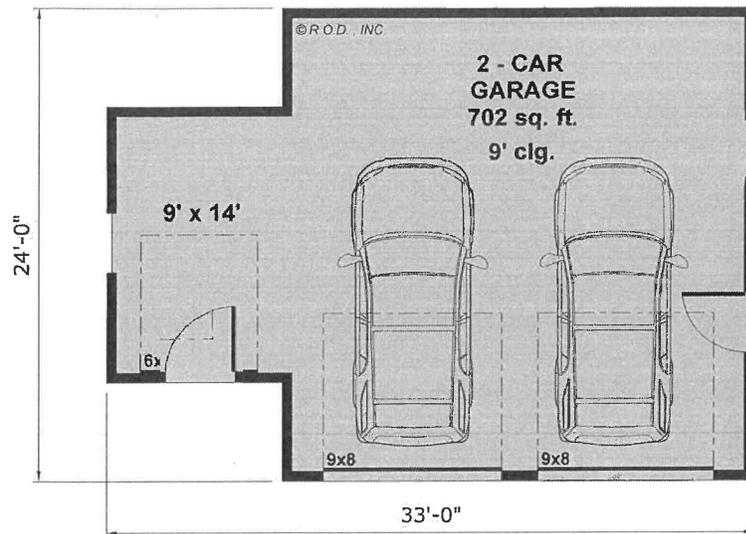
The garage features a simple gable roof with asphalt shingles, horizontal lap siding (shown with option of board and batten siding in the same color), and painted trim. The façade includes two garage doors and traditional gooseneck light fixtures. Window and door openings are minimal and appropriately 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

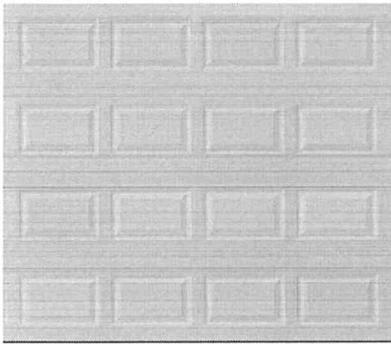
VELUX
21 in. x 45-3/4 in. Fixed Deck-Mount Skylight with Laminated
Low-E3 Glass

★★★★★ 88% V. Question 5, Answer 144



Garage Doors

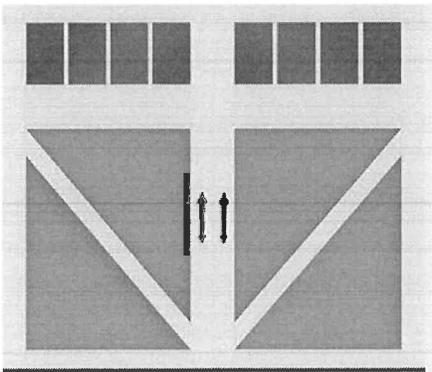
Option #1 - Cost Effective Option (Amarr Olympus Collection)



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)

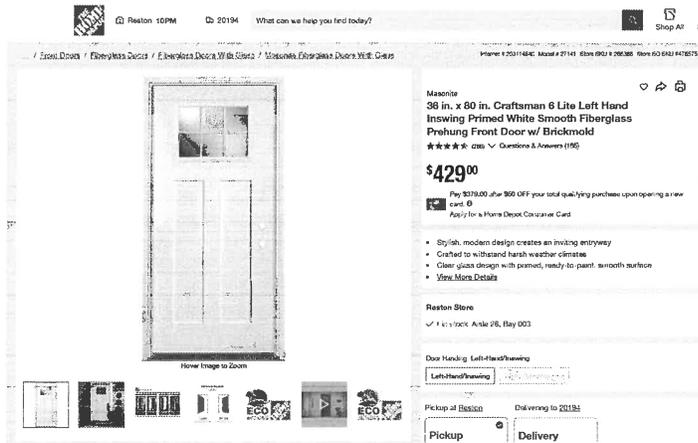


Construction

- 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



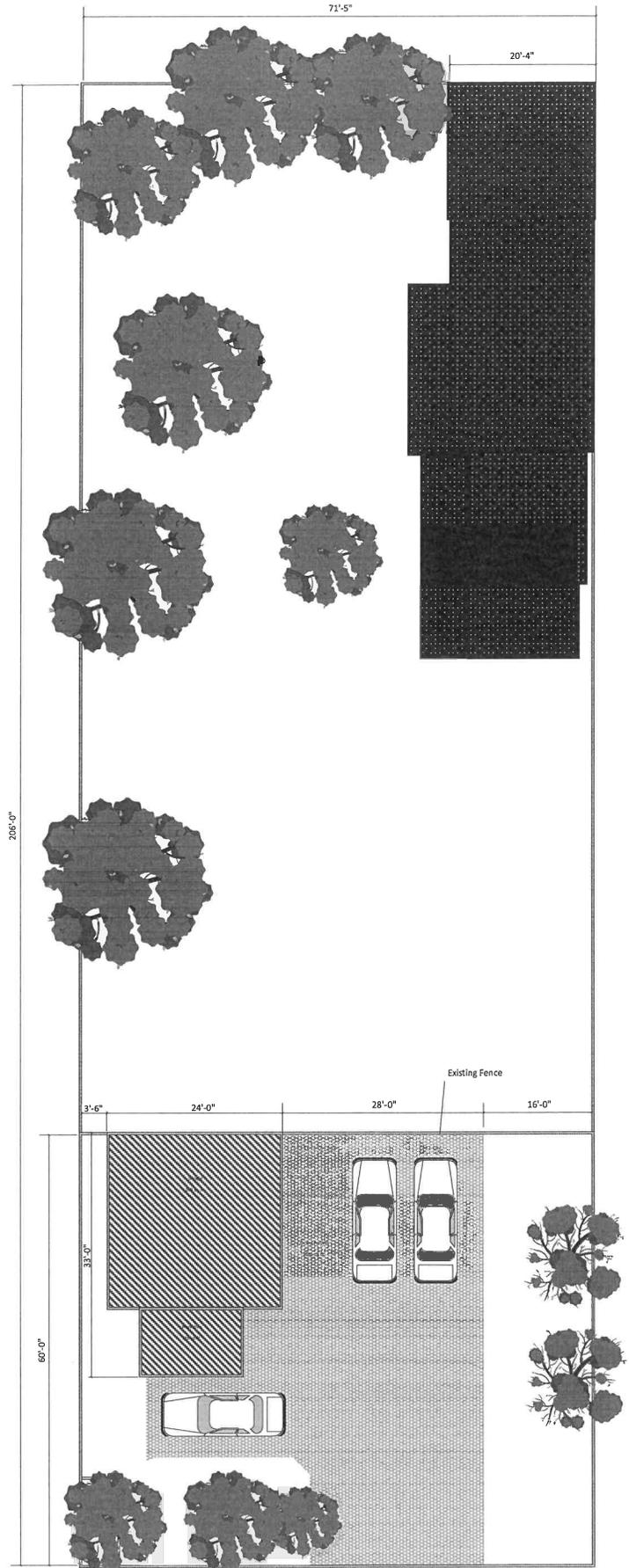
Lighting



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.



Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-01

2. Project Address: 81 Sage Place

3. Project Description: Owner installed Sauna

4. Issues Identified: None

5. Staff Analysis and Recommended Action: Proposed location of the sauna does not increase the current building footprint. Property is not in the Historic District. Staff recommends approval based on the applicant's proposal.

6. To Be Reviewed By Historic Landmarks Commission

Planning Commission

Completed By: Karl Musser

Date: 2/4/2026

Approved By: _____

Date: _____



Application Number 26 - 01

Application for Certificate of Appropriateness & Project Permit

Corporation of Shepherdstown, West Virginia

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

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: TERRY HADLEY
(Must be Property Owner)

Mailing Address: 81 SAGE PLACE
SHEPHERDSTOWN, WV 25443

Day Time Telephone Number: 717-487-6208

E-Mail Address: ecoterry@gmail.com

Street Address of Proposed Work: 81 Sage place

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 by owner of a ready-to-assemble Foxton Barrel Sauna at the rear of my property. The sauna is made of tongue-and-groove cedar with a powder-coated galvanized steel roof. All electrical work, including installation of a 240V/50 amp dedicated circuit, will be performed by a licensed electrician. The sauna will be staked on a 6" deep gravel bed spt 2" above grade. A walkway, constructed of standard ground pressure treated boards set on a wood frame on a gravel bed, will span from the sauna to the lower level bedroom sliding door.

Cost Estimate: \$5500 Project Category (Descriptions on Next Page): 3

Contractor performing work: self

Contractor's Business License #: N/A

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 _____ - _____

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 26 - 01

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.

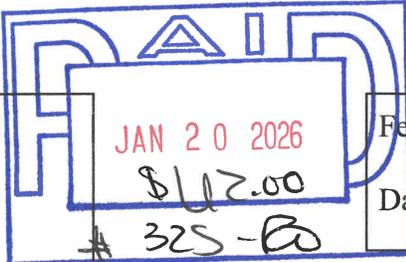
Date: 1/20/2026

Owner's Signature: Terry Hadley

Print Name: TERRY HADLEY

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 112.00
Date Paid 1/11/2026



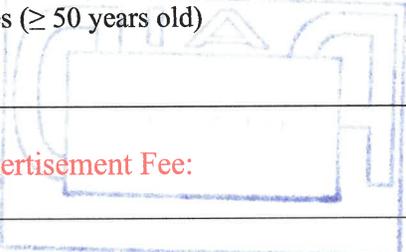
Application Number _____ - _____

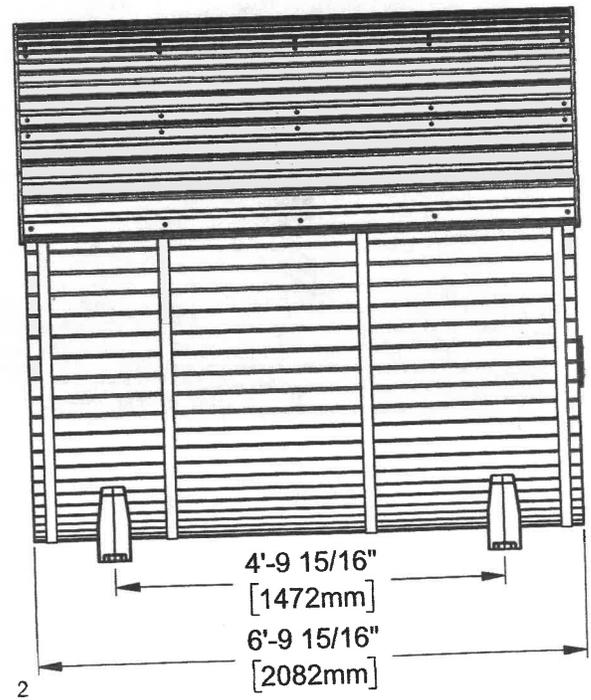
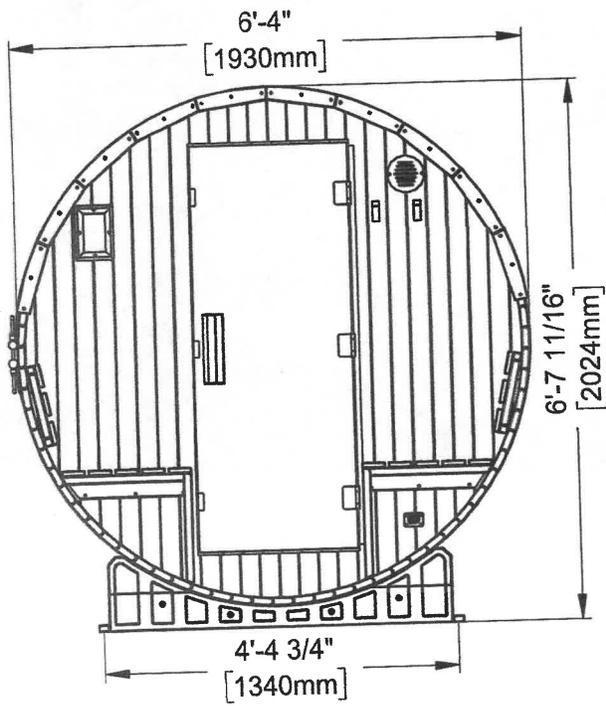
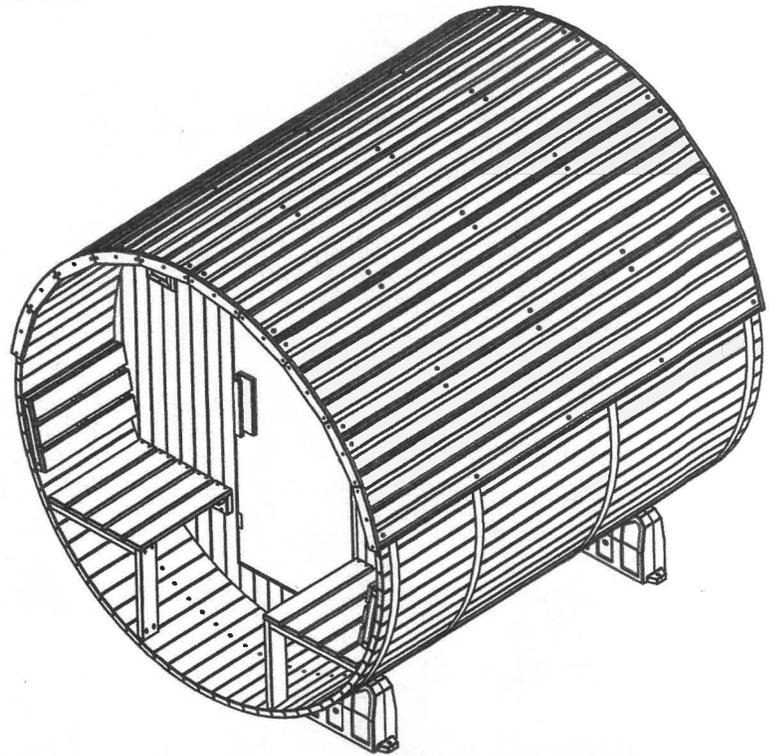
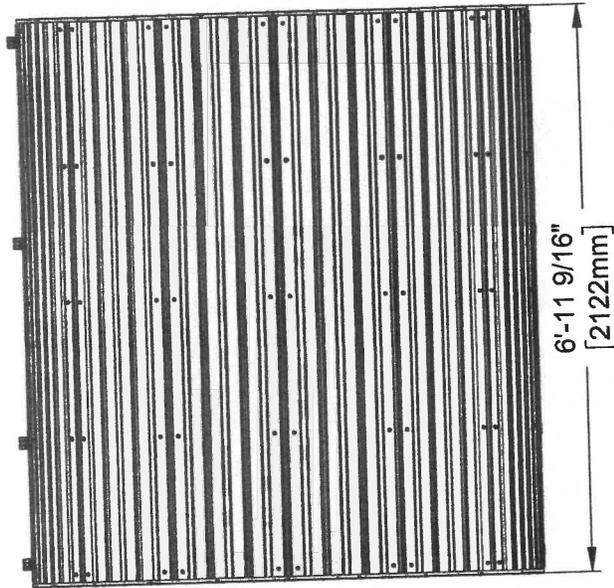
THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

Please check all boxes that may apply (Application Fees Due Upon Submittal):

	<p><u>Category I:</u></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;">\$100.00</p>
<p>✓</p>	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;">\$300 + \$0.50 per sq. ft.</p> <p>New construction of garages & other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;">\$50 + \$0.10 per sq. ft.</p>
	<p><u>Category IV:</u></p> <p>Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> 1. Reason for the demolition/relocation (including historic documentation). 2. Describe the structure's condition in detail. 3. Describe the proposed reuse of the site, including full drawings of new structure & landscaping. 4. Evidence of relevant funding or financial concerns. 5. Timeframe for project <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p> <p style="text-align: right; color: blue;">\$50 + 12 = \$62</p>
<p>Certificate of Appropriateness Advertisement Fee: \$15</p>	







PAXTON 2-4P BARREL SAUNA
WITH PORCH

SAUNA dimensions
on reverse →

NORTH ←

81 SAGIE PLACE

1/4" = 1'

APPROX. PROPERTY LINE

