

# SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, March 2, 2026  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order:**

**2. Approval of Previous Months' Minutes:** February 2, 2026

**3. Visitors:**

**4. Conflicts of Interest:**

**5. Applications:**

26-03            104 N. King Street        Corporation of Shepherdstown

Tree well replacement and small landscaping improvements adjacent to Town Hall.  
Includes a low, arcing, loose-laid stone wall, 8 feet in length.

26-04            106 W. German Street        Eclectic

Sign Permit Application – business sign for Eclectic for the space formerly occupied by Evolve.

**6. Workshop Sessions:**

**7. Ongoing Business:**

- Update on Mills Group materials
- CLG update
- Town Grants for facades and sidewalks

**8. New Business:**

- Historic plaque program
- Library sign
- Bollards
- Title IX Revisions

**9. Adjournment:**

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: 26-03
  
2. Project Address: 104 N. King St.
  
3. Project Description: Replace existing tree well with a low, arcing, loose-laid stone wall, 8 feet in length on Town property adjacent to Town Hall.
  
4. Issues Identified: None
  
5. Staff Analysis and Recommended Action: Due to project's location on Town property no ordinance restrictions apply. Location is within the Historic District and proposal appears to meet the Historic Design Guidelines. Staff recommends approval based on the proposal.
  
6. To Be Reviewed By  Historic Landmarks Commission  
 Planning Commission

Completed By: Karl Musser

Date: 2/24/2026

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 # 2603

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:** Corporation of Shepherdstown  
(Must be Property Owner)

**Mailing address:** PO Box 248  
Shepherdstown WV 25443  
City State Zip

**Telephone:** 304-876-2312 **Email:** kmusser@shepherdstown.gov

**Street address of proposed work:** North King St

**Lot Number/Legal Description:** Town Hall  
(if no address exists)

**Current Zoning:** Public **Current Land Use:** Government

Note: Reference [this map](#) for zoning Classifications.

**Description of Work:**

**Project Category:** 1  
(see descriptions on next page)

**Contractor Performing the Work:** Public Works

**Contractor's Business License:** \_\_\_\_\_

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 # 26-03

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 # 26-03

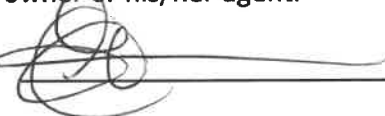
## Remedies and penalties

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: 02/19/2026

Signature:   
(Owner)

Print Name: Gino E. Sisco

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 # 26-03

### 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><b><u>Category I:</u></b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>  |
|                     | <p><b><u>Category II:</u></b></p> <p><b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>  |
|                     | <p><b><u>Category III:</u></b></p> <p><b>\$300 + \$0.50 per sq ft</b> - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p><b>\$50 + \$0.10 per sq ft</b> - New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p>  |
|                     | <p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> 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"> <li>• Reason for the demolition/relocation (including historic documentation).</li> <li>• Describe the structure's condition in detail.</li> <li>• Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>• Evidence of relevant funding or financial concerns.</li> <li>• Timeframe for project</li> </ul> <p><b>\$50.00</b> - Accessory Buildings<br/> <b>\$150.00</b> - Non-Contributing Structures (&lt; 50 years old)<br/> <b>\$500.00</b> - Contributing Structures (≥ 50 years old)</p> |
| <p><del>7</del></p> | <p><del>\$15</del> - Certificate of Appropriateness Fee <u>WAIVED</u></p>  |

## **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.



**Corporation of Shepherdstown**

**Staff Input Form**

**For the Historic Landmarks and Planning Commissions**

1. Applicant Name and Number: 26-04

2. Project Address: 106 West German Street

3. Project Description: Business Sign installation including metal bracket

4. Issues Identified: None

5. Staff Analysis and Recommended Action: Proposal appears to meet all requirements of the sign ordinance. Property is zoned Residential/Commercial and was formerly occupied by Evolve. Total allowable signage area of the property is 11.55 sq ft (15.4' storefront \* 0.75), there are 1.25 sq ft of existing signs, the proposed 0.86 sq ft sign would bring the total to 2.11 sq ft (Title 9-Section 310(F)). Proposed sign would not obstruct the sidewalk (Title 11-Section 503). Staff recommends approval based on the applicant's proposal.

6. To Be Reviewed By \_\_\_\_\_ Historic Landmarks Commission

\_\_X\_\_ Planning Commission

Completed By: Karl Musser

Date: 2/25/2026

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

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



#26-04

# 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: Judith Shepherd ECLECTIC  
(include name of business)

Mailing address: PO Box 419  
Shepherdstown WV 25443  
City State Zip

Telephone: 304-279-3806 Email: Judith.Shepherd@icps.org

Street address of proposed work: 106 West German St.

Telephone: same as above Email: ↑

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

(Please initial each indicating it has been provided)

- 1.25' Total square footage of all existing signs on building (Badgerhound Gallery 110 W. German)
- 15'5" Linear width of storefront in feet
- 0.86' 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

> see drawing

### Hanging Sign(s) only:

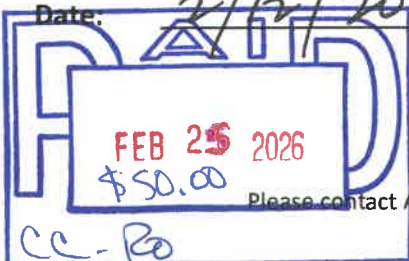
- Bottom of sign is required to be a minimum 7ft above sidewalk
- Outer edge of sign may not extend closer than 3ft from curb face

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: 2/12/2026 Signature: Judith Shepherd  
(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: 2/12/2026 Signature: Judith Shepherd  
(Owner)  
Print Name: Judith Shepherd



Please reference [Title 9](#) of Town Ordinance for specifics  
Please contact Andy Beall with any questions. (304) 876-6858 • [abeall@shepherdstown.gov](mailto:abeall@shepherdstown.gov)



# Receipt

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**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.

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Dear JUDITH SHEPHERD,

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              |
| Amount :             | 50.00                 |
| Transaction Amount : | \$50.00               |
| Processing Fee:      | \$2.95                |
| Total Amount:        | \$52.95               |
| Authorization Code:  | 7749342               |
| Transaction Date:    | 2/25/2026 1:02:15 PM  |
| Card Holder :        | JUDITH SHEPHERD       |
| Card :               | VISA ending with 9371 |

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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.*

