

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

Monday, March 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. February 16, 2026, Meeting

**3. Visitors:**

**4. Conflicts of Interest:**

**5. Applications:**

- a. 26-04            106 West German Street  
Sign Permit Application – Eclectic, in the space formerly occupied by Evolve.
- b. 26-05            106 East Washington Street  
Project Permit Application – Fire escape addition to commercial building.
- c. 26-06            84 Sage Place  
Project Permit Application – deck and fence addition to rear and side yards of residential property.

**6. Continuing Business:**

- a. None

**7. New Business:**

- a. None

**8. Discuss Executive Summary**

**9. Adjournment:**

# SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, February 16, 2026

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

**DRAFT**

## **1. Call to Order:**

Time: 6:08 pm

Commissioners Present: L. Bicker, L. Chapalee, J. Gatz, M. Morningstar, R. Parmesano

Commissioners Absent: E. Helmick

Staff: K Musser

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

Motion to approve January 19, 2026 meeting minutes: L. Bicker, 2nd J. Gatz, all ayes

## **3. Visitors:**

K .Alexander, J. Auxer, P. Chapalee, C. Fletcher of Urban Design Ventures (virtual)

## **4. Conflicts of Interest:**

None

## **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.

Discussion: Clarified that the application did not need approval from the tree commission, as initially stated in HLC Minutes.

Application meets guidelines.

Motion to approve: J. Gatz, 2nd L. Bicker, all ayes

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.

Discussion: The Commission referenced the guidelines for sheds and accessory buildings.

Application meets guidelines.

Motion to approve: M. Morningstar, 2nd J. Gatz, all ayes

## **6. Continuing Business:**

L. Bicker provided a Town Council update.

## **7. New Business:**

a. Chris Fletcher, Urban Design Ventures on ordinance review

- *Task:* C. Fletcher will propose revisions to the town's Planning and Zoning Ordinance.
- *Findings:* An initial review identified the current Zoning Ordinance as difficult to read and implement, containing both contradictions and ambiguity.
- *Priorities:* The initial focus will be on the Title 9 PUD section, with the goal of aligning development with town character, historic preservation, affordability, and other priorities from the Comprehensive Plan.
- *Clarifications:* Annexation and PUD zoning are distinct processes. The Planning Commission's jurisdiction is zoning, not annexation. The Planning Commission's role is limited to making zoning re-classification recommendations to the Town Council.
- *Action Items:* Proposed revisions to the PUD section are planned for the March meeting, for the Planning Commission to review and share feedback. Chris Fletcher will coordinate a workshop with J. Gatz to review these changes before the next Commission meeting.

b. Discussion of application process

- *Task:* K. Musser drafted a permitting process outline, with the goal of clarifying the process for commissioners. This may eventually inform a public-facing version for applicants.
- *Recommendations:* Suggestions for improving the process included providing online procedural guides, communicating the option to consult with town staff before submitting an application, establishing clear submission deadlines, using combined HLC/PC application forms to reduce duplication, explicitly stating which projects do not require permits, citing relevant Title 9 sections in staff review forms, and clarifying the process for re-zoning applications.
- *Action Items:* K. Musser will revise the process draft for the commissioners, while town staff continues work on public-facing materials for the permit application process.

## **8. Discuss Executive Summary**

## Executive Summary:

### Planning Commission Meeting (February 16, 2026)

#### Approved Applications

- 25-42 310 West German Street: Certificate of Appropriateness Project Permit Application – New construction of a detached car garage.
- 26-01 81 Sage Place: Construction by owner of a ready-to-assemble sauna in rear of property.

#### Continuing Business

- L. Bicker provided an update regarding recent Town Council activities.

#### New Business

- The Commission discussed a comprehensive Planning and Zoning Ordinance review with Urban Design Ventures, beginning with proposing revisions to the Title 9 PUD section to better align with priorities in the Comprehensive Plan and increase usability.
- Staff presented a draft permitting process outline to clarify the process for commissioners. The Commission discussed potential improvements in the permitting process and public-facing guidance.

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, March 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:** Judith Shepherd (JS), David Abruzzi (DA), Jim Auxer (JA), Jim King (JK), Karl Musser (KM), Hunter Wetzell (HW), Robin McGrorty (RM), James Gatz (JG)

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:** KA noted that application 25-42 previously submitted work under a workshop, not as a formal permit application. RB motioned to change minutes to reflect this. AR seconded. All in favor. None opposed. Minutes approved as amended.
3. **Visitors:**
4. **Conflicts of Interest:** None noted.
5. **Applications**

**26-03-104 N. King Street**

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

- RM, Tree Commissioner, reviewed plan for tree well. KA asked if limestone would be used as material. RM confirmed. TM moved to approve under the condition that native limestone is used, in accordance with Guidelines on PG 68 “Retaining Walls” Section C. AR seconded. All in favor. None opposed. Passed.

**26-04-106 W. German Street**

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

- JS reviewed plans for wooden sign. KA asked how the sign would be attached to building. JS said that the sign would be attached to brackets and a plain black bar. RB moved to approve sign, in accordance with Guidelines on PG 63 “Lighting, Signage & Fire Escapes,” Sections A-C. AR seconded. All in favor. None opposed. Passed.

6. **Workshop Sessions:** None.

## 7. Ongoing Business

- Update and feedback on Mills Group materials—KA updated commissioners on the extended deadline at the end of April. He noted that new map drafts from Mills Group reflect HLC feedback, but that commissioners are welcome to add further recommendations.
- CLG Update—KA informed commission that CLG status was approved. He noted that SHPO representative Claire Tryon expressed concern about projects not approved by HLC and suggested that more effort is taken by commission to make sure all district projects submit permit applications. Tryon also noted that the HLC did not submit a report on activities for 2022 and 2023.
- Town Grants for facades and sidewalks—KM reminded commission that the town is accepting feedback. KA requested a deadline. KM asked that all feedback be sent directly to him in the next week (by Monday, March 9). TM asked if the recipients of the town grant would be required to display a sign saying they were an award recipient. KM confirmed that was the case.

## 8. New Business

- Historic plaque program—AR proposed that a plaque program be installed through the town. She proposed that homeowners submit deed chains to receive a plaque certifying the age of their building, or that the HLC provide that research on request. CB asked if the town would supply plaques on request. AR said this was feasible, but that the town would have to agree on plaque design and find a way to store them. TM approves of idea and asks if local artisans could take precedence, perhaps through a competition. AR and KA agreed that the project would ideally support local artisans. AR said that she would draft a page for applications and the competition for a contract, to review next meeting.
- Library sign—KA read his communications with Christy Hagerty, Director of the Shepherdstown Public Library. She said that the material of the previous sign was MDF and that the sign likely was less than 10 years old. KA expressed that the age of the sign means that the HLC does not need to request it be reinstalled.

KA noted that the current sign is not appropriate in materials or in how it is attached to the building. KA and TM confirmed that the current sign was approved by Planning Commission, but not the HLC. KA asked JG what the town would prefer, in order to make the sign appropriate. JG asked for HLC preference. KA suggested replacing the sign with appropriate materials and method of attachment. TM agreed. KA proposed submitting a resolution for the town, or suggested that he attend the next Town Council meeting. JG asked that KA submit a resolution or letter. TM moved for a resolution to recommend to the town council that the sign for the Visitor's Center at the Old Market Hall which under our ordinance should have been approved by the

HLC but which did not receive the approval of the HLC be replaced with a sign that is appropriate under the HLC Guidelines, including the manner in which it is attached to the building and the appropriate materials of the sign. AR seconded. CB asked that it be a recommendation, rather than a resolution. JG accepted. All in favor. None opposed.

KA said that he would attend the April Town Council meeting. JG asked what the town should have prepared. KA suggested the town create a design proposal.

- Bollards— KA noted that SOI Standards recommend that bollards be installed that are “as unobtrusive as possible” and avoid installing bollards “without taking into consideration and visibility so that they negatively impact the historic character of the site.” KA asked if the HLC should submit a proposal to change the bollards to an appropriate design. JG asked that the HLC acknowledge the importance of bollards, to suggest specific designs that would be visually appropriate, and to keep in mind that this suggestion would set precedent for future installations. RB noted that installed bollards should prioritize sturdiness for health and life safety. KA agreed and suggested that the HLC prioritize both historic character and health and life safety. TM moved that the HLC recommend to the Town Council that the existing bollards on German Street be replaced with bollards consistent with SOI Standards, and that the HLC will work collaboratively with the town to determine an appropriate design that meets the performance requirements of the town, that are appropriate replacements, and that future bollards meet this requirement. RB seconded. All in favor. None opposed. Passed.

KA said he would present this at the April Town Council meeting.

- Title IX Revisions— KA noted that Title IX requires that signs and fences come before the HLC for approval, which is not currently reflected in Design Guidelines.

KA noted that the Planning Commission is revising guidelines for Planned Unit Developments (PUDs). KA suggested that the HLC discuss whether PUDs fall under HLC purview. JG said that the ordinances are being codified beyond Title IX. JG said that a contracted company is reorganizing ordinances and may suggest changes based on the ordinance applicability and conflict between ordinances. JG said that zoning categories, including PUDs, are some of the first issues being reviewed. He noted that the consultant recommended the HLC be involved in these discussions as they progress. KA asked that HLC be involved in all discussions related to Title IX changes. TM asked if, during Title IX changes, the “Demolition by Neglect” provision be updated. JG confirmed this was a planned change. AR noted that current provisions exempt state-funded properties from Certificate of Appropriateness requirements. DA emphasized that this is limited to state-owned properties.

JK recommended that the town take special care that local ordinances also reflect state laws, with no conflicts. JG confirmed that was the intention behind the recodification.

- David Abruzzi— DA introduced himself as the newest board member for the Preservation Alliance for West Virginia. He expressed strong approval for the Shepherdstown HLC's actions so far. He clarified the role of PAWV for the state, the organization's composition, and its priorities. He noted that the PAWV Annual Conference will be held locally, at Berkeley Springs from May 12-14.

9. **Adjournment:** MSA unan. To adjourn at 7:20 p.m.

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. HLC Analysis: JS reviewed plans for wooden sign. KA asked how the sign would be attached to building. JS said that the sign would be attached to brackets and a plain black bar. RB moved to approve sign, in accordance with Guidelines on PG 63 "Lighting, Signage & Fire Escapes," Sections A-C. AR seconded. All in favor. None opposed. Passed.
  
6. 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.
  
7. To Be Reviewed By  Historic Landmarks Commission  
 Planning Commission

Completed By: Karl Musser

Date: 3/9/2026

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:

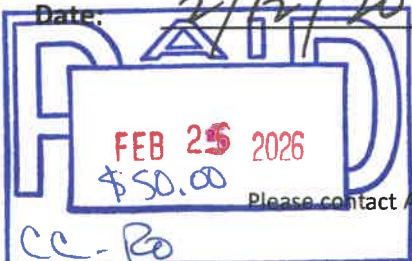
- Bottom of sign is required to be a minimum 7ft above sidewalk
- Outer edge of sign may not extend closer than 3ft from curb face

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)

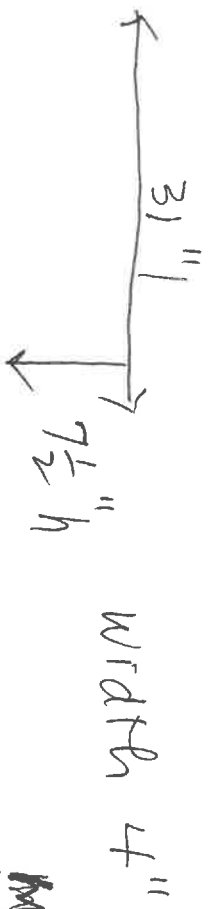
If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

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



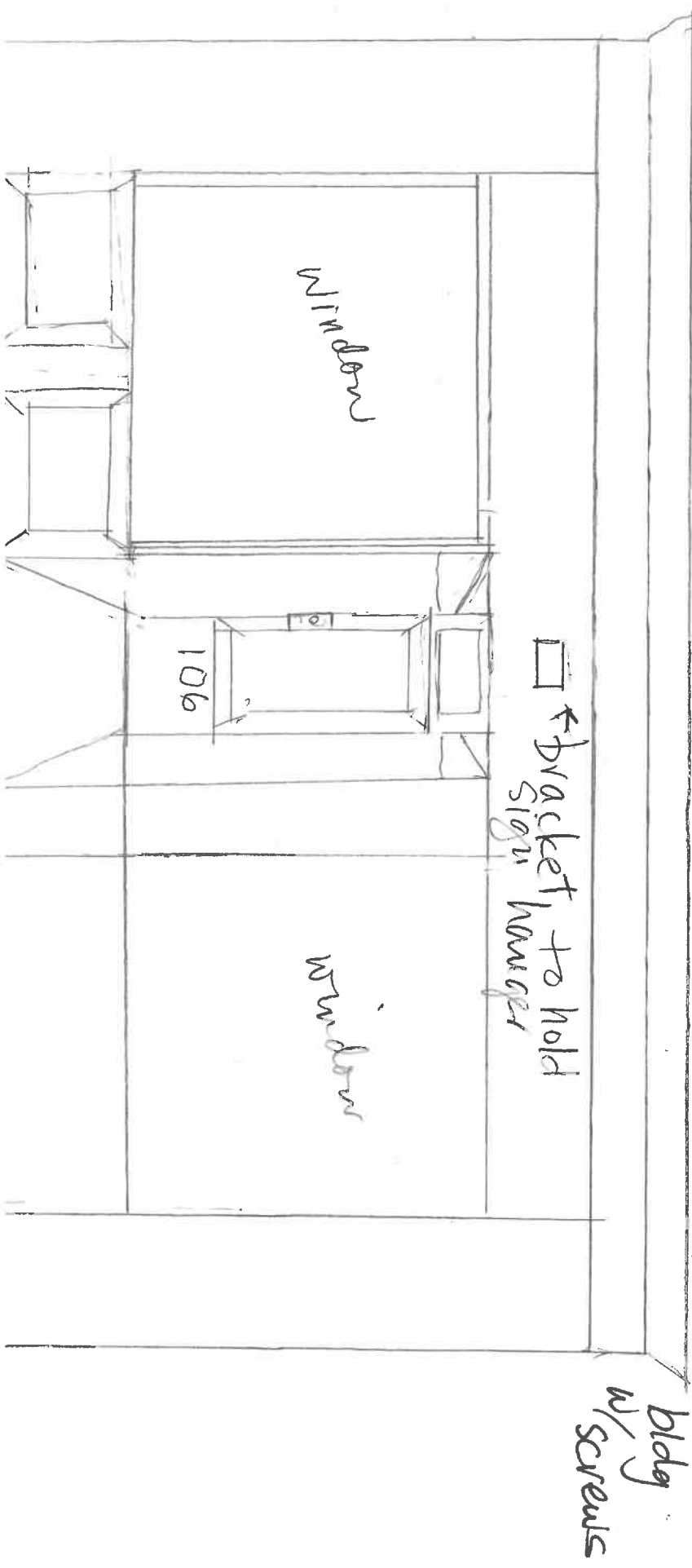
Please reference [Title 9](#) of Town Ordinance for specifics  
Please contact Andy Beall with any questions. (304) 876-6858 • [abeall@shepherdstown.gov](mailto:abeall@shepherdstown.gov)

The sign measures



It is made of Khaya Mahogany and carved on both sides w/ ECLECTIC enhanced w/ gold

metal  
bracket is plain black  
19" x 19" ~~19" x 19"~~  
I will be fixed to



# 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.

---

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.*



ECLECTIC

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-05
  
2. Project Address: 106 East Washington Street
  
3. Project Description: Fire escape installation
  
4. Issues Identified: None
  
5. Staff Analysis and Recommended Action: Fire escape projection into the yard is less than 6 feet and located more than 6 feet from any lot lines, meeting the yard requirements of Section 802. It also does not extend closer to any lot lines than the existing building, staying in compliance with Section 703 (required lot area in the Commercial District). Property is zoned Commercial and located outside of the Historic District. Proposal would increase the building's footprint by approximately 45 sq. feet. Fire escape would be in view from the building's parking lot, but not from any streets. 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: 3/9/2026

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

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



# Application for Project Permit

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

Application # 26-05

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:** Steve Secrist Apeo Rentals  
(Must be Property Owner)

**Mailing Address:** P.O. Box 246  
Shepherdstown WV 25442  
City State Zip

**Telephone:** 304-263-5555 **Email:** Steve@apeorentals.net

**Street Address of Proposed Work:** 106 East Washington

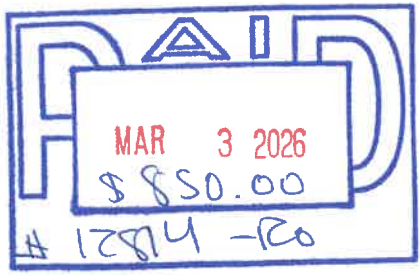
**Current Zoning:** \_\_\_\_\_ **Current Land Use:** \_\_\_\_\_  
Note: Reference [this map](#) for zoning Classifications.

**Description of Work:**  
Fire escape - 15 steps Deck where current roof.

**Project Category:** \_\_\_\_\_  
(see descriptions on next page)

**Contractor Performing the Work:** Owner

**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 # \_\_\_\_\_

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.



# Application for Project Permit

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

Application # \_\_\_\_\_

## 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: 03/02/2026

Signature: [Handwritten Signature]  
(Owner)

Print Name: Steve Secrist

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 # \_\_\_\_\_

## Application Fees

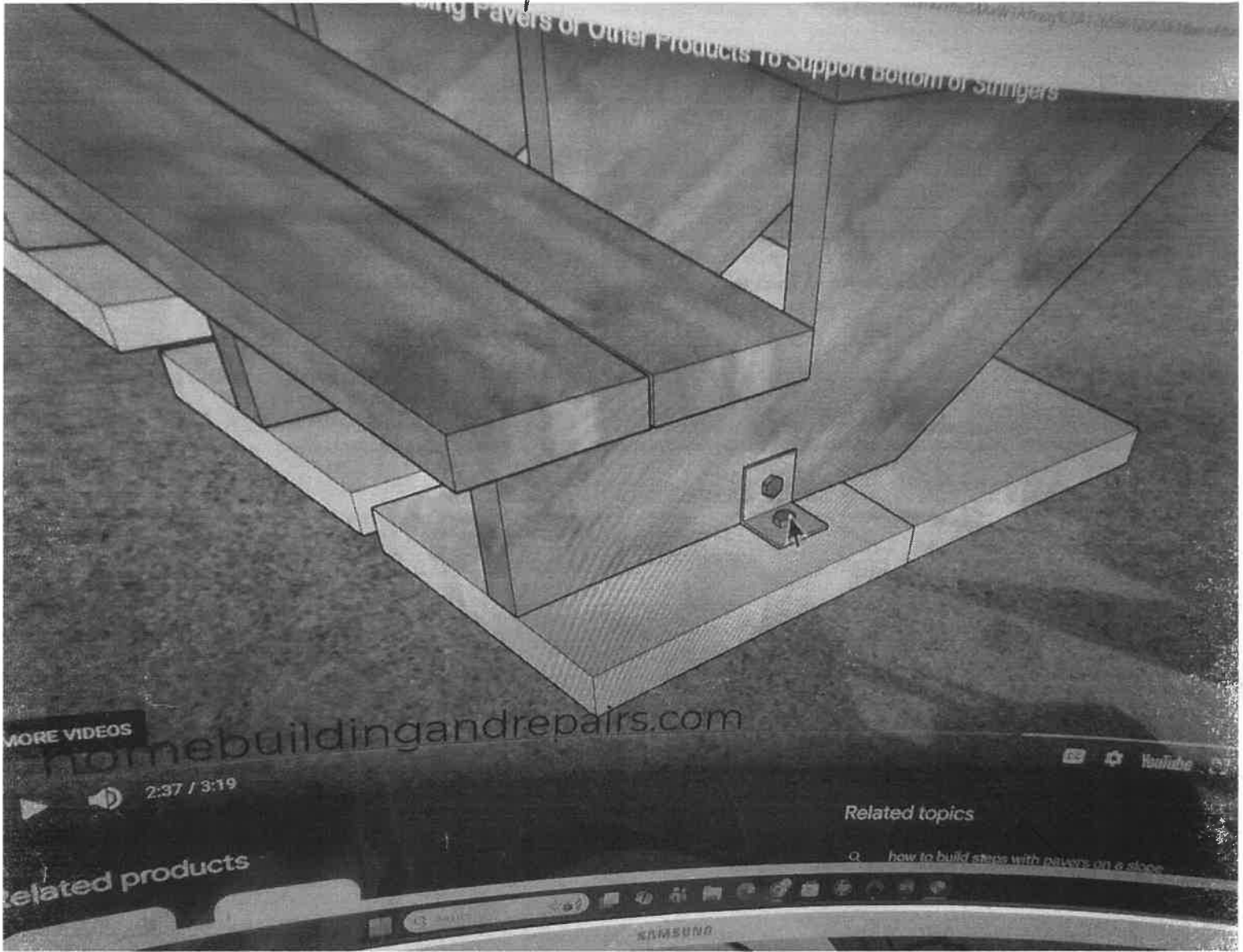
Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of 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  <b>\$150.00</b> - Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b> - Contributing Structures (≥ 50 years old)</p>





Af





Ⓜ Motion





Imagery ©2026 Airbus, U.S. Geological Survey, Map data ©2026 Google 20 ft

PROPOSED  
LOCATION

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-06

2. Project Address: 84 Sage Place

3. Project Description: Construction of a 592 sq. ft. deck on the rear of property with new doors and windows to the house and steps to the yard and 64 feet of fencing around the side yard.

4. Issues Identified: None

5. Staff Analysis and Recommended Action: Proposed location of the deck and fencing is on the end parcel of Sage Place and adjacent to the Sage Place common area owned by the HOA. The HOA has been consulted and has given their approval of the project. The proposed fencing is below 4 feet tall, meeting Section 803. Property is zoned Planned Unit Development (PUD) and not in the Historic District. The PUD plan for Sage Place does not require setbacks. 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: 3/9/2026

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

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



# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 26-06

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:** Mark Hodor  
(Must be Property Owner)

**Mailing Address:** 84 Sage Place  
Shepherdstown WV 25443  
City State Zip

**Telephone:** 240-446-8958 **Email** hodor.phillips@gmail.com

**Street Address of Proposed Work:** 84 Sage Place Shepherdstown WV 25443

**Current Zoning:** Shepherdstown **Current Land Use:** Residential

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

**Description of Work:** Build 592 sq ft composite deck and stairs. All pressure treated framing to include RDI avalon cable railing, white pvc wrap and risers. Remove two windows, frame and install 60" french doors.

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

**Contractor Performing the Work:** Jones Deck and Fence

**Contractor's Business License:** WV060231

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 # \_\_\_\_\_

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 Gino Sisco, Town Administrator, with any questions. (304) 283-0528  
• gsisco@shepherdstown.gov



# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # \_\_\_\_\_

## 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: 02/04/2026

Signature: \_\_\_\_\_  
(Owner)

*Mark Hodor*

dotloop verified  
02/06/26 11:04 AM  
EST  
SFBL-ZTHT-JRLT-7K3P

Print Name: Mark Hodor

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 # \_\_\_\_\_

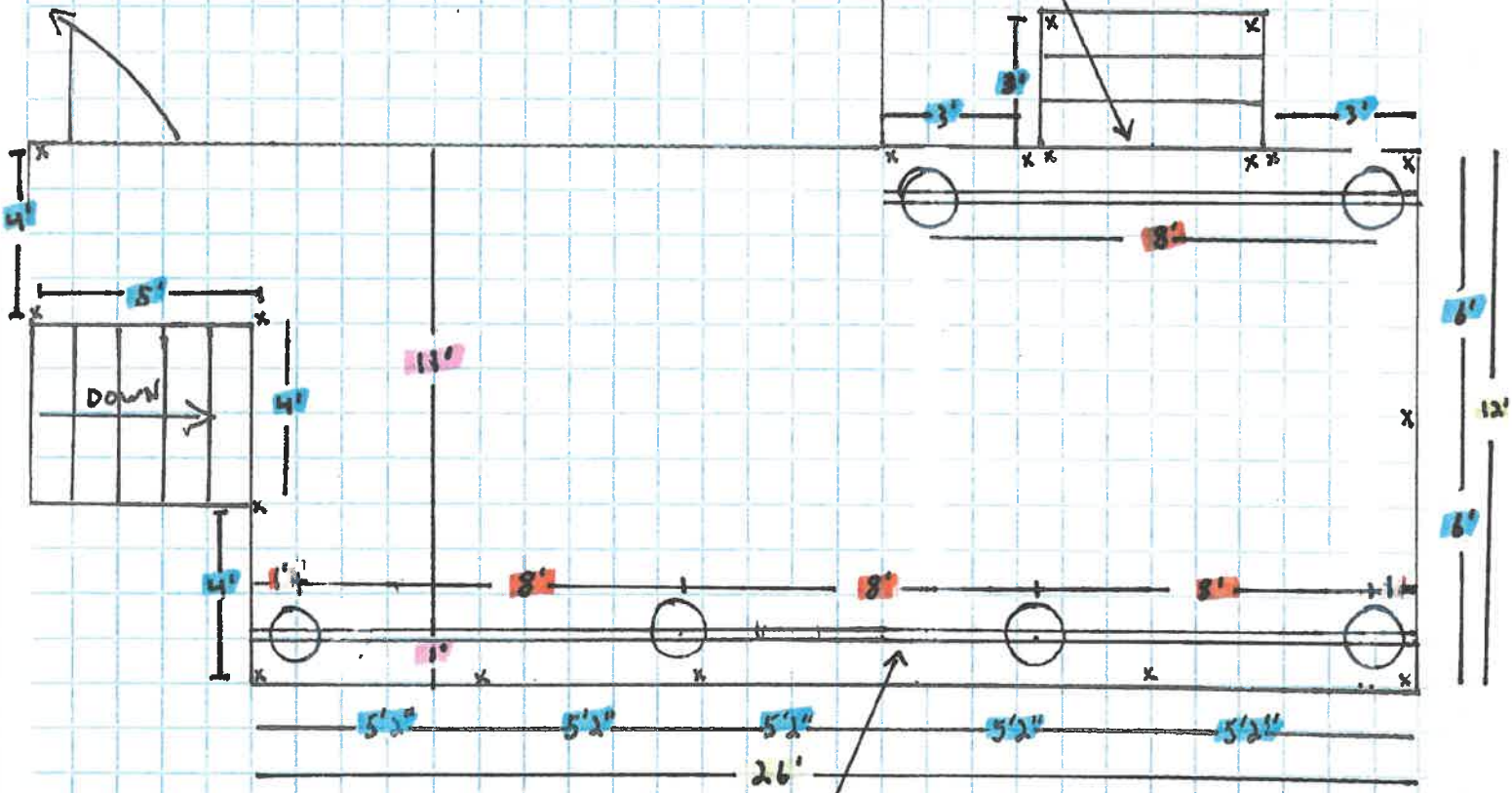
## Application Fees

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  <b>\$150.00</b> - Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b> - Contributing Structures (≥ 50 years old)</p>

MARK HODOR  
84 SAGE PLACE

HOUSE



BLOCKING  
ABOVE  
BEAMS

- GUARDRAIL SPAN
- BEAM SPAN
- JOIST SPAN  
LENGTH  
WIDTH

30" ELEVATION  
ALL PT FRAMING  
2X8 JOISTS 16 OC  
2X12 STRINGERS 16 OC  
6X6 SUPPORT POSTS  
COMPOSITE DECKING  
COMPOSITE TREADS  
36" CABLE RAILING  
PVC WRAP  
PVC RISERS

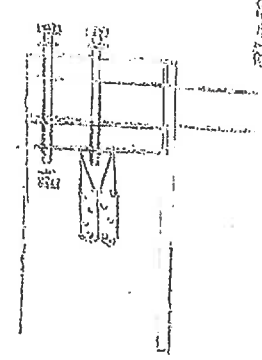
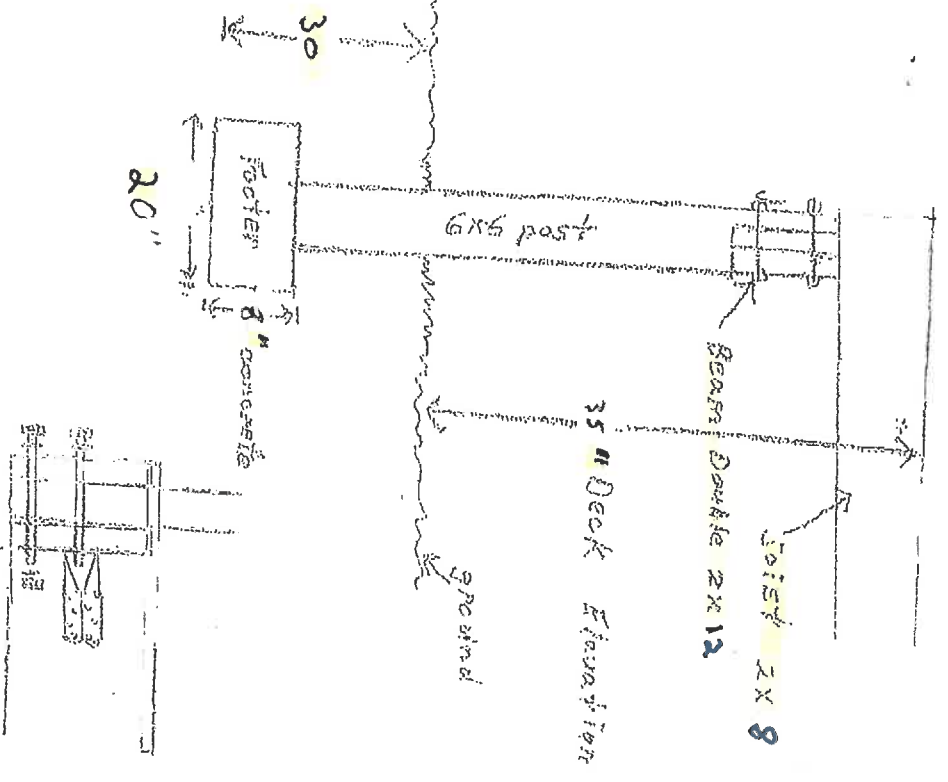
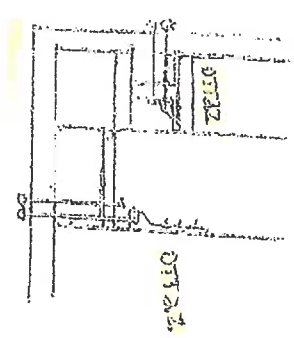
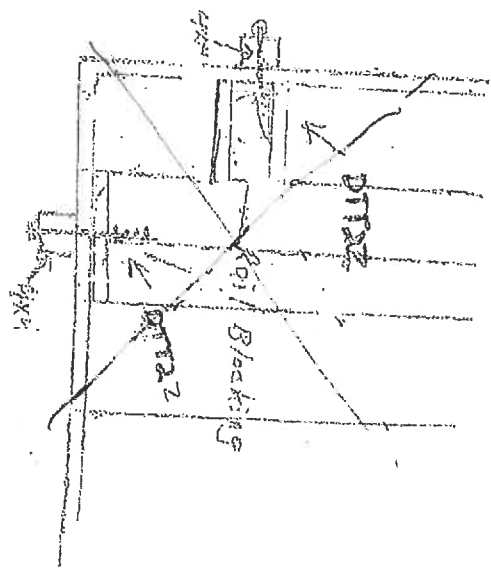
1/4" SCALE

1410

2x8 Joist

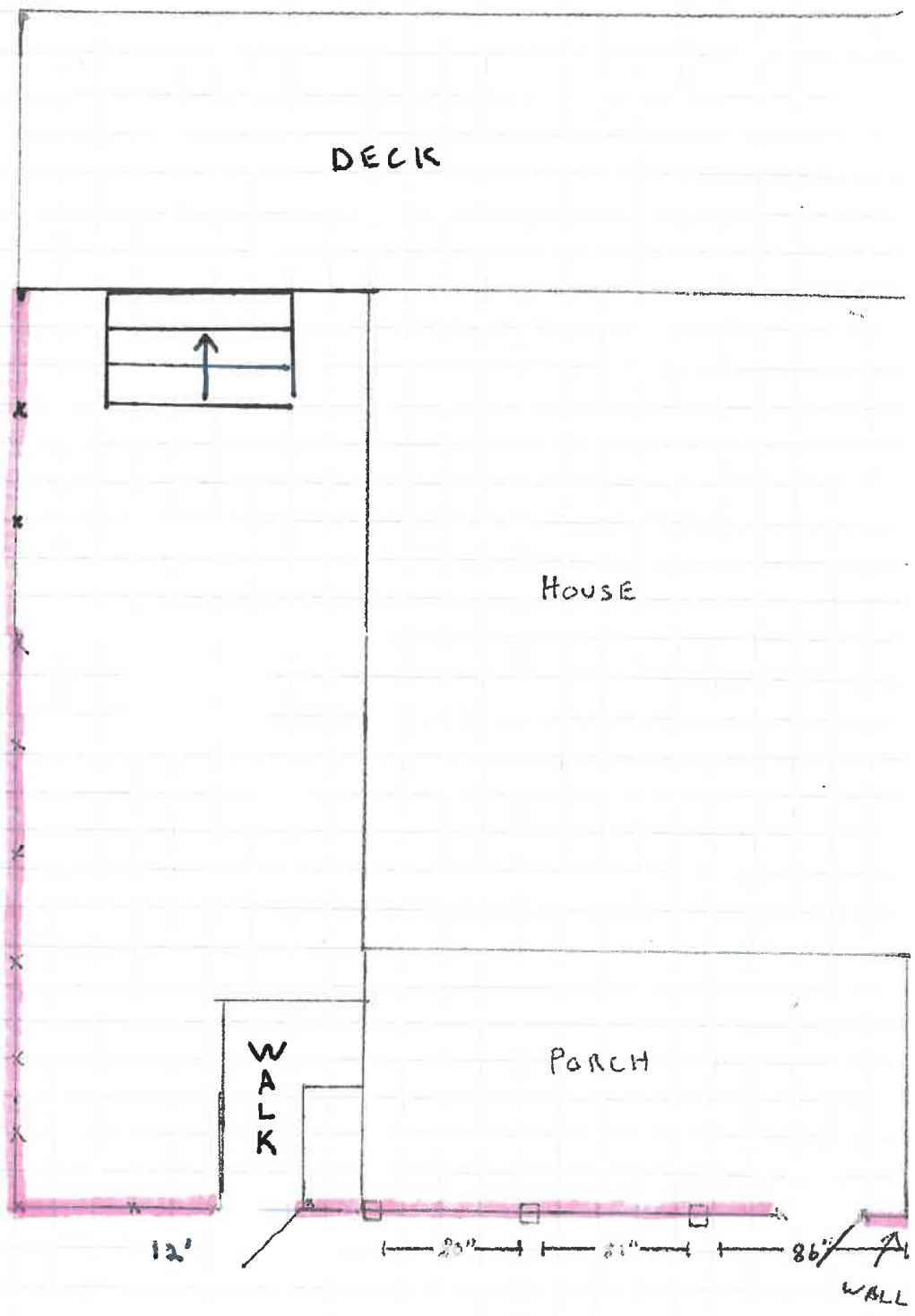
Leaves

1/2 x 5" Lag

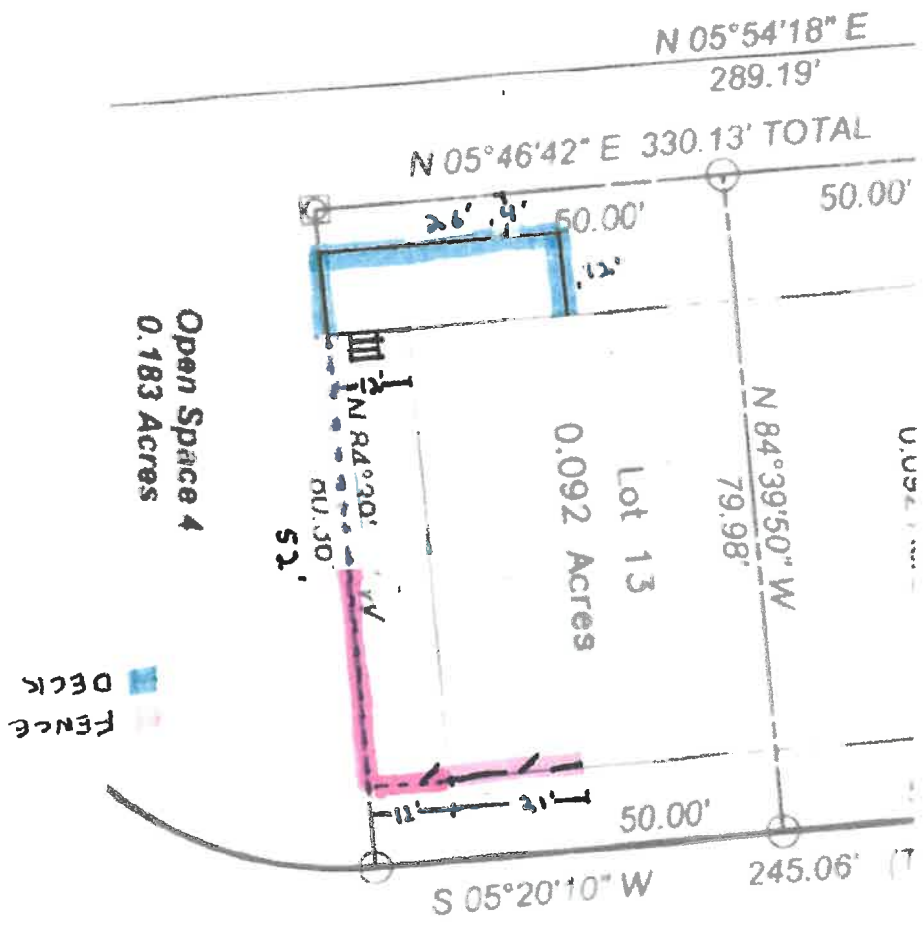


2x2

■ Fence 52'  
 36" Double Picket  
 Black Aluminum  
 Picket Fence  
 85' = 2 - 4' gates

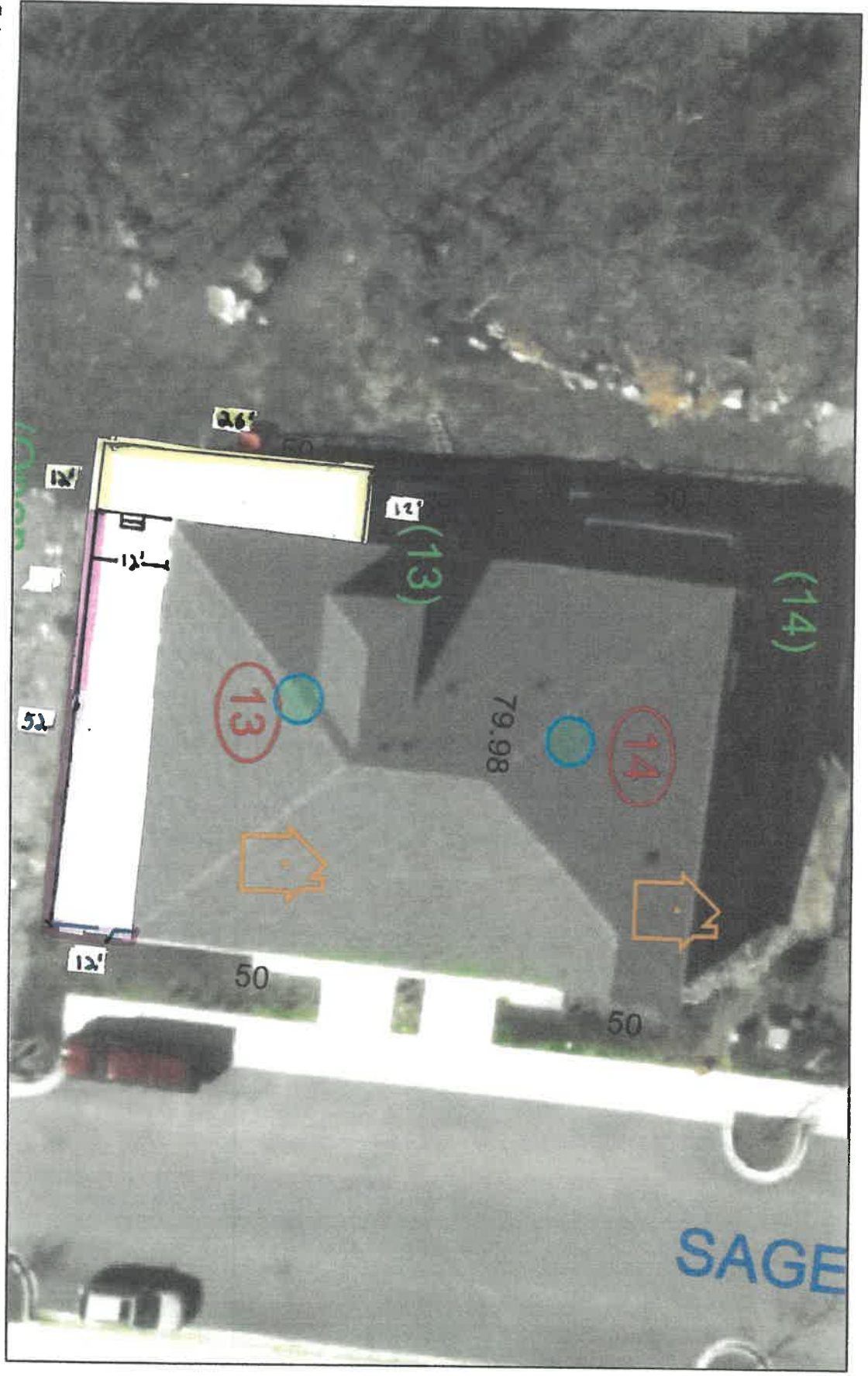


□ COLUMN



.. 50' R/W

Viewer Map



February 7, 2026

DECK  
FENCE



Me  
Copyright 2014





Welcome to the Community

FENCE BUILDERS INC.  
200-254-1111