

# SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, July 6, 2026

6:30 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

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

**1. Call to Order:**

**2. Approval of Previous Months' Minutes:** June 1, 2026

**3. Visitors:**

**4. Conflicts of Interest:**

**5. Applications:**

26-14 312 W. German St.

Carport.

26-17 201 N. Mill St.

Window and door replacement.

26-18 203 W. New St.

Fence.

**6. Workshop Sessions:**

- 201 N. Mill St. – Porch restoration
- 215 W. New St. – Roof restoration

**7. Ongoing Business:**

- Town Hall staff report

**8. New Business:**

- None

**9. Adjournment:**

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, June 1, 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), Jim King (JK), Karl Musser (KM)

**In absentia:** None noted.

**In audience:** Jim Auxer (JA), Susan Berry (SB), Edith Thompson (ET), Dominic Valentine (DV), Tracey Porter (TP), Sean Porter (SP), Bo Morgan (BM), Annette Gloomis (AG), Lorenzo Dow Benedict (LB), Tabatha Delphi (TD)

1. **Call to Order:** KA called the meeting to order at 6:30 p.m., made introductions of commissioners and support staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** Fixed typos. TM moved to approve as corrected. RB seconded.
3. **Visitors:** Jim Auxer (JA), Susan Berry (SB), Edith Thompson (ET), Dominic Valentine (DV), Tracey Porter (TP), Sean Porter (SP), Bo Morgan (BM), Annette Gloomis (AG), Lorenzo Dow Benedict (LB), Tabatha Delphi (TD)
4. **Conflicts of Interest:** A conflict of interest was declared by CB regarding application 26-16. CB noted that she is the owner of the building in question. In accordance with HLC policy, CB recused herself from discussion and voting, apart from initial discussion of plan and later round of clarifying questions.
5. **Applications**

**26-07 – 101 N. Brown Alley**

Installation of wooden storage shed on a pre-existing concrete pad. SB, homeowner, discussed plan.

- o TM asked if outbuilding would be setback in accordance with guidelines. KM said that the ordinances did not address this specific situation, as it was set between two alleys. CB asked if the concrete pad would be grandfathered in. TM and KA disagreed with grandfathering it in. Commissioners discussed wording of Guidelines to decide if the shed would match character of existing building. Commissioners agreed that design of shed is appropriate. KM noted that the shed would be closer to the street than the main house is. Commission agreed that the shed should be moved back from street, to meet both HLC and Planning Commission guidelines. KM said that the lot shape and size might make this change impractical, suggested that German Street be considered front of building rather than Brown Alley. TM said that if considering Brown Alley as the front, the shed must be moved behind plane of the house. JA asked how far back the shed should be. TM said 10ft would be appropriate, pending Planning Commission requirements. TM moved to approve application as being consistent with Guidelines on PG 56 "New

Construction," A-C, on the condition that it be moved at least 10 ft behind the plane of the house facing Brown Alley. RB seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

#### **26-15 – 407 E. German Street**

Installation of gutter and downspout. ET, homeowner, discussed plan.

- ET confirmed that planned gutter and downspouts were at least four to six feet away from building, half-round, and a flat black or green metal gutter. RB moved to approve application in accordance with Guidelines PG 50 "Gutters and Downspouts," A-D. TM seconded. All in favor. None opposed. Passed.

#### **26-16 – 106 W. New Street**

Roof replacement. CB, property owner, and BM, project manager, discussed plan.

- CB excused herself after initial plan discussion and later round of clarifying questions. TM said he would prefer if the gutters were half-round instead. KA asked if there are other examples in town of standing seam roofs with the existing gutter type, noted that Guidelines specified that replacement gutters within public view should be half-round. CB agreed to this change. BM said that with change, downspouts would be changed to rounds. TM moved to approve application as being consistent with Guidelines on PG 49 "Roofs," and 50, "Gutters and Downspouts," on the condition that the gutters be half-rounds. RB seconded. All in favor. None opposed.

#### **6. Workshop Sessions:**

- Tracey Porter—Follow-up from application 26-14, for garage/carport. TP, homeowner, and DV, contractor, discussed plan. TP proposed fixing symmetry obstacle by adding a storage component on the side closest to house. After discussion, Commission recommended that TP and DV come back with prepared materials for formal approval.
- Lorenzo Dow Benedict—Construction of a new house in the historic district. AG and LB discussed plan. LB and AG asked what the HLC would approve and restrict. TM asked if existing materials would be used in new construction. AG said that most materials have termite damage, but that original materials would be preserved when possible and that efforts would be taken to preserve building form. Commission asked that AG and LB view

Guidelines to check requirements for new construction, construction of decks and staircases, and demolition of the existing modular home. TM recommended they come back for another workshop as they continue to plan.

**7. Ongoing Business**

- Historical Markers Program- No update. Discussion tabled.
- Welcome Center Sign and German St Bollards- KM said that the next Public Works meeting will discuss the both sign and bollards.
- Distribution of HLC brochures- KA, TM, and TD expressed willingness to table at Shepherdstown Street Fest.

**8. New Business**

- KA said that Tomeez Pizza signs are not in compliance with town requirements. KM said that they had not applied for permits for signs. Commission agreed that they should come before both HLC and Planning Commission. KM said that enforcement procedures should be decided by mayor. TM moved that the commission request the town provide at the next meeting a report on the current violations and enforcement actions to correct the current violations. RB seconded. Passed unam.

**9. Adjournment:** TM moved to adjourn at 8:17 p.m. Passed unam.

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-14 amended
2. Project Address: 312 W. German Street
3. Project Description: The applicant wishes to make amendments to the previous application to install a car port to change the proposed car port layout to be consistent with that discussed in the HLC workshop on June 1, 2026.
4. Issues Identified: None
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
7. Staff Analysis for HLC: The HLC previously disapproved of the original asymmetrical design of the car port. The applicant has revised the plan, making the car port symmetrical when viewed from the alley by moving the proposed storage compartment to the side facing the house. The overall car port materials and footprint would be the same as the previous design and appears consistent with the main residence. All relevant requirements in the historic guidelines appear to be met.
8. Staff Analysis for PC: Property is zoned R-1 Residential. This review is for the car port portion of the application that was previously tabled by HLC. The proposed car port footprint matches that of the garage previously approved in application 22-25. The location includes a 40' setback from the alley line and a 10' setback from the nearest side lot line meeting the requirements of Section 9-508. The total amount of green space on the parcel would be decreased by approximately 800 sq. ft. or 7.5% but remain above the 50% requirement (total built up area would go from 37% to 44%). All relevant requirements of the Planning and Zoning ordinance appear to be met.
9. To Be Reviewed By  Historic Landmarks Commission  
 Planning Commission

Completed By: Karl Musser

Date: 6/30/2026



# Application for Project Permit

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

Application # 26-14

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. [Reference Title 9, Section 902.](#)

This form may be filled out digitally or printed and filled out by hand, PLEASE PRINT OR TYPE CLEARLY

**Applicant's Name:** Tracey Porter  
(Must be Property Owner)

**Mailing Address:** PO Box 123  
Shepherdstown WV 25443  
City Zip

**Telephone:** 343 - 89

**Street Address of Proposed Work:** 312 West German Street

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

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

**Description of Work:**

Changing design of originally approved garage to Carport; changing original pergola design to include a covered area; adding a section of fence to complete yard fencing

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

**Contractor Performing the Work:** Dominic Valentine

**Contractor's Business License:** WV061587

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

Please reference [Title 9](#) of Town Ordinance for specifics  
Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • [kmusser@shepherdstown.us](mailto:kmusser@shepherdstown.us)



# Application for Project Permit

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

Application # 28-14

Check all the areas that apply:

### All Categories

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

### 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

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 (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- Flood plain 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.

For relocations, sidewalk and handicap access

Please reference [Title 9](#) of Town Ordinance for specifics

Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • [kmusser@shepherdstown.us](mailto:kmusser@shepherdstown.us)



# Application for Project Permit

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

Application # 26-14

## 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, Section 905.

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

Attach all 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: 4/29/26

Signature: Tracey Porter  
(Owner)

Print Name: Tracey Porter

For Office Use:

Permit Number: \_\_\_\_\_

Zoning Officer Comments:

Fee Paid 100.00  
Ck# 2091  
Date Paid 4-29-26  
CP



# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 26-14

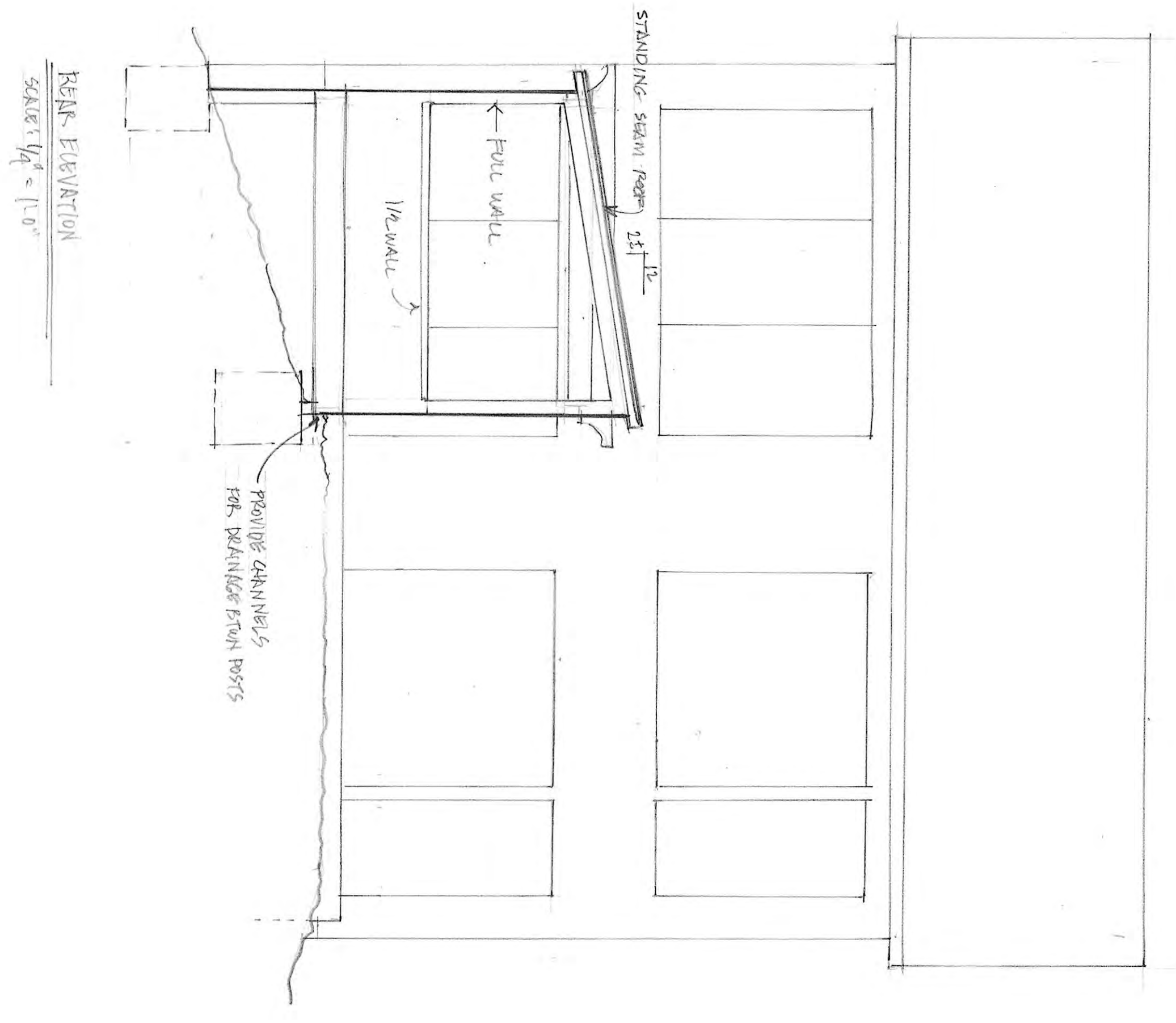
## Application Fees

Please check all boxes that may apply. Application fees are 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.** Reference Title 9, Section 902 Paragraph XIV.

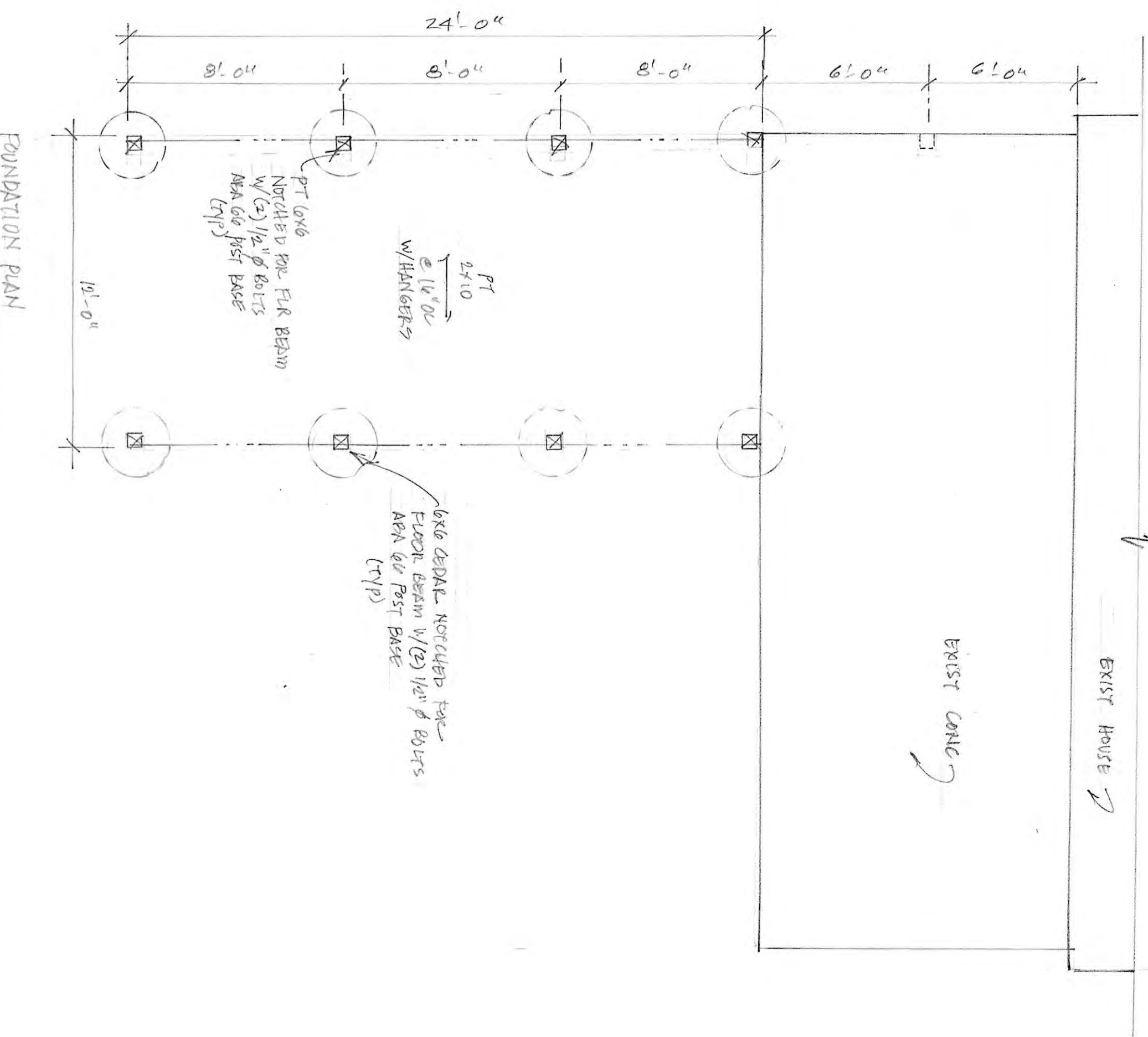
<input type="checkbox"/>	<p><b>Category I:</b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
<input checked="" type="checkbox"/>	<p><b>Category II:</b></p> <p><b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
<input type="checkbox"/>	<p><b>Category III:</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>
<input type="checkbox"/>	<p><b>Category IV:</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>

Please reference [Title 9](#) of Town Ordinance for specifics

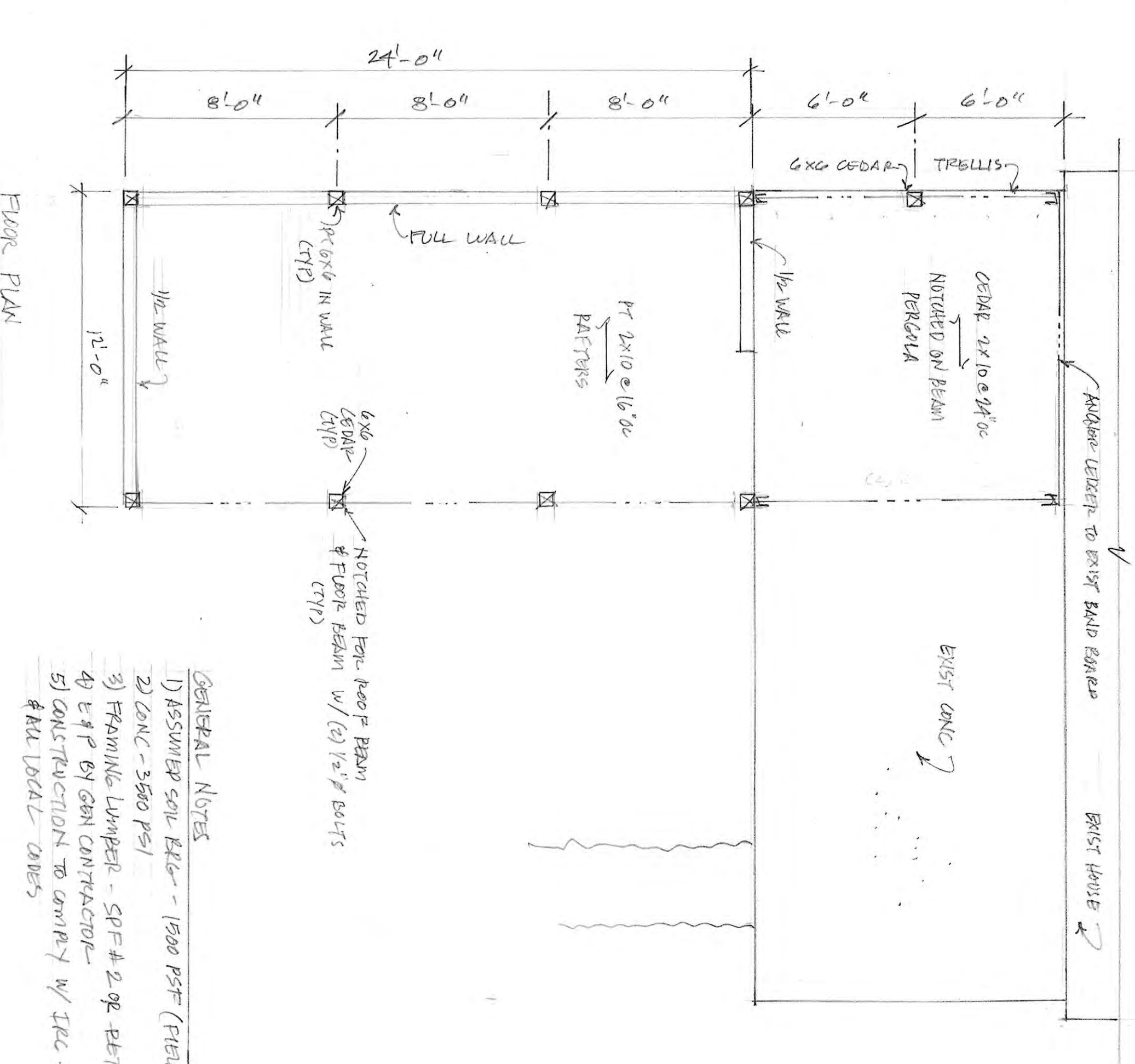
Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • [kmusser@shepherdstown.us](mailto:kmusser@shepherdstown.us)



REAR ELEVATION  
SCALE: 1/4" = 1'-0"

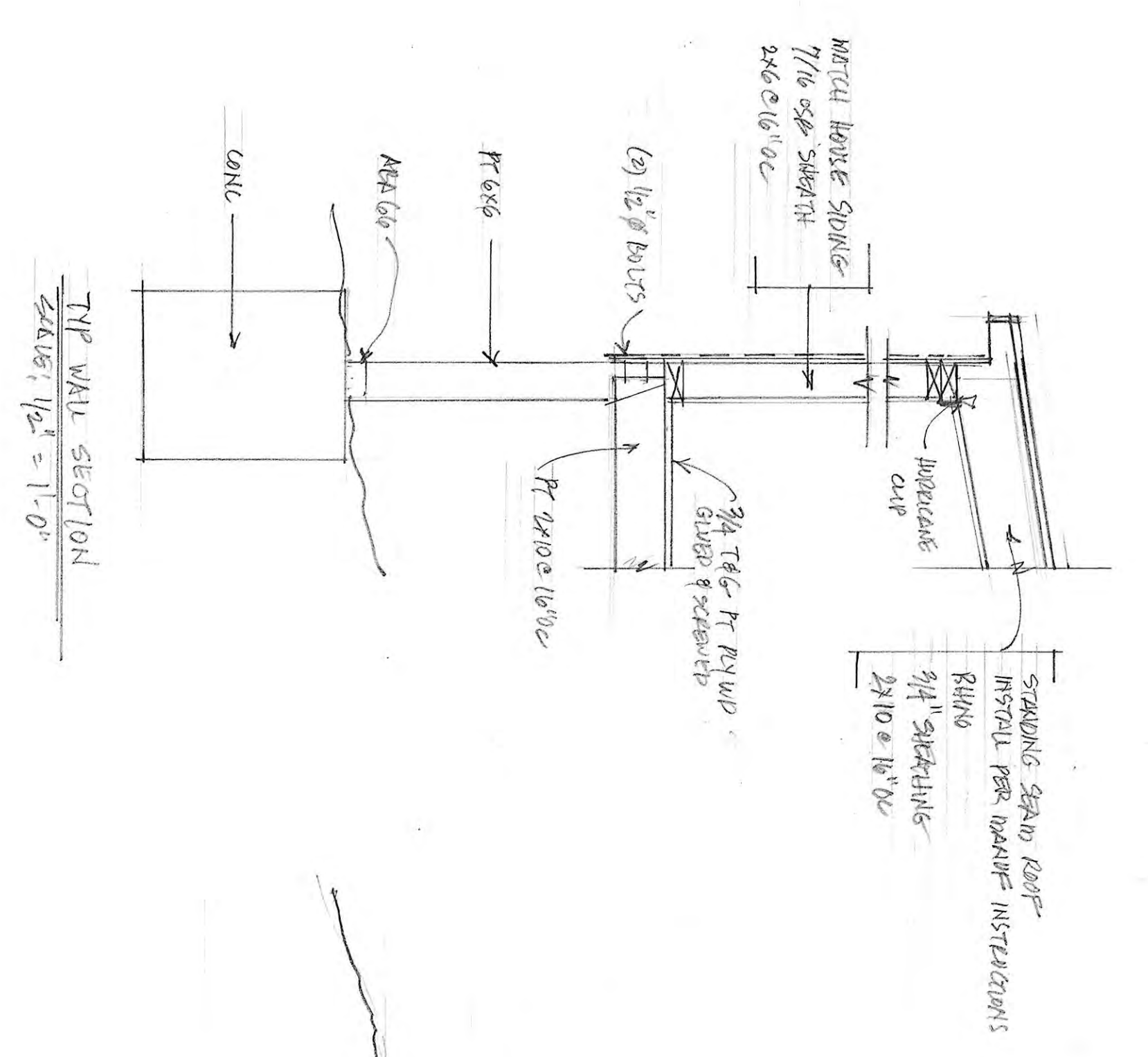


FOUNDATION PLAN  
SCALE: 1/4" = 1'-0"

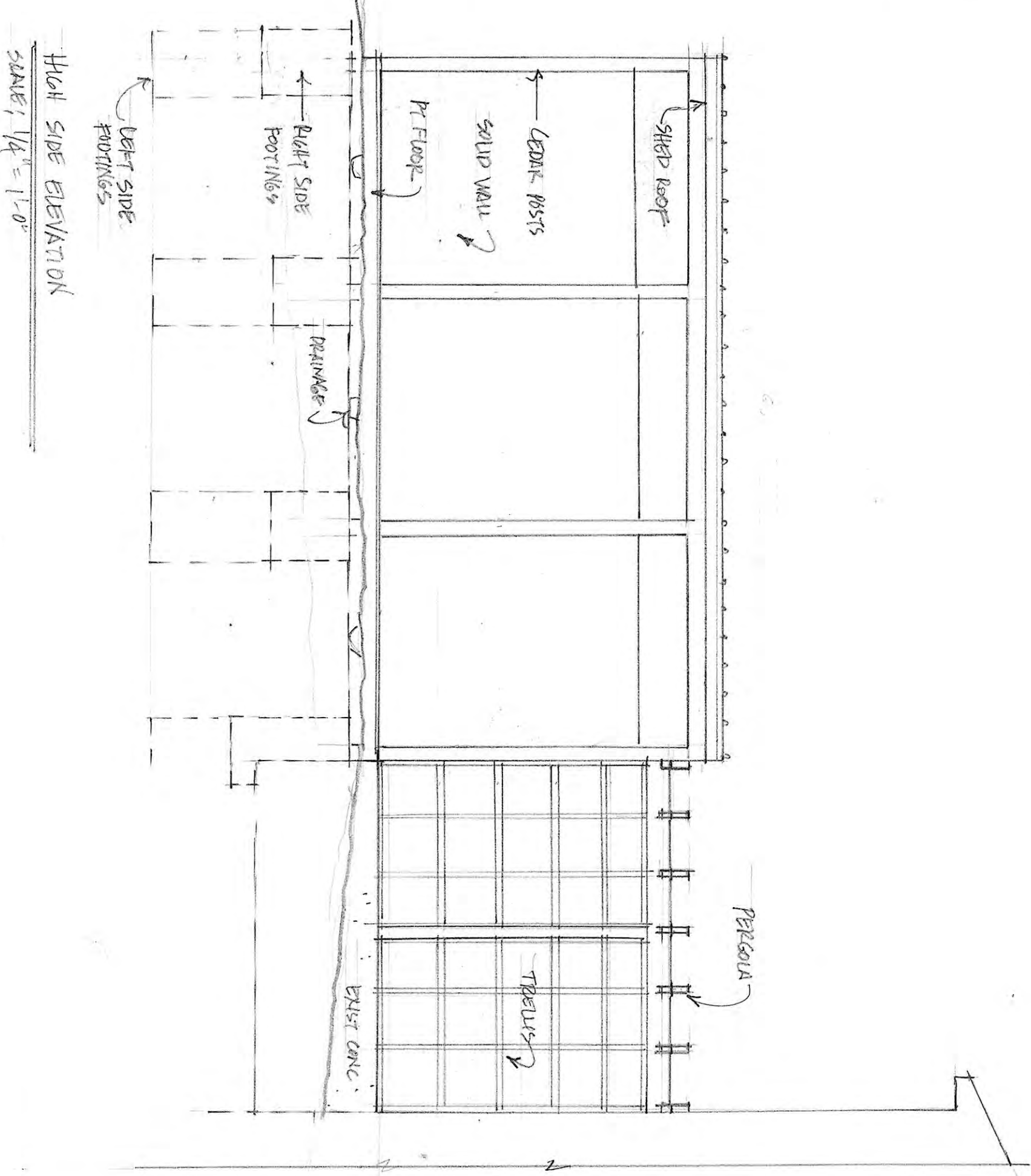


FLOOR PLAN  
SCALE: 1/4" = 1'-0"

- GENERAL NOTES
- 1) ASSUMED SOIL BEAR - 1500 PSF (FIELD LUMPY)
  - 2) CONC - 3500 PSI
  - 3) FRAMING LUMBER - SPF #2 OR BETTER
  - 4) E & P BY GBN CONTRACTOR
  - 5) CONSULTATION TO CARRY W/ ILL. 2018
- # ALL LOCAL CODES



TYP WALL SECTION  
SCALE: 1/2" = 1'-0"

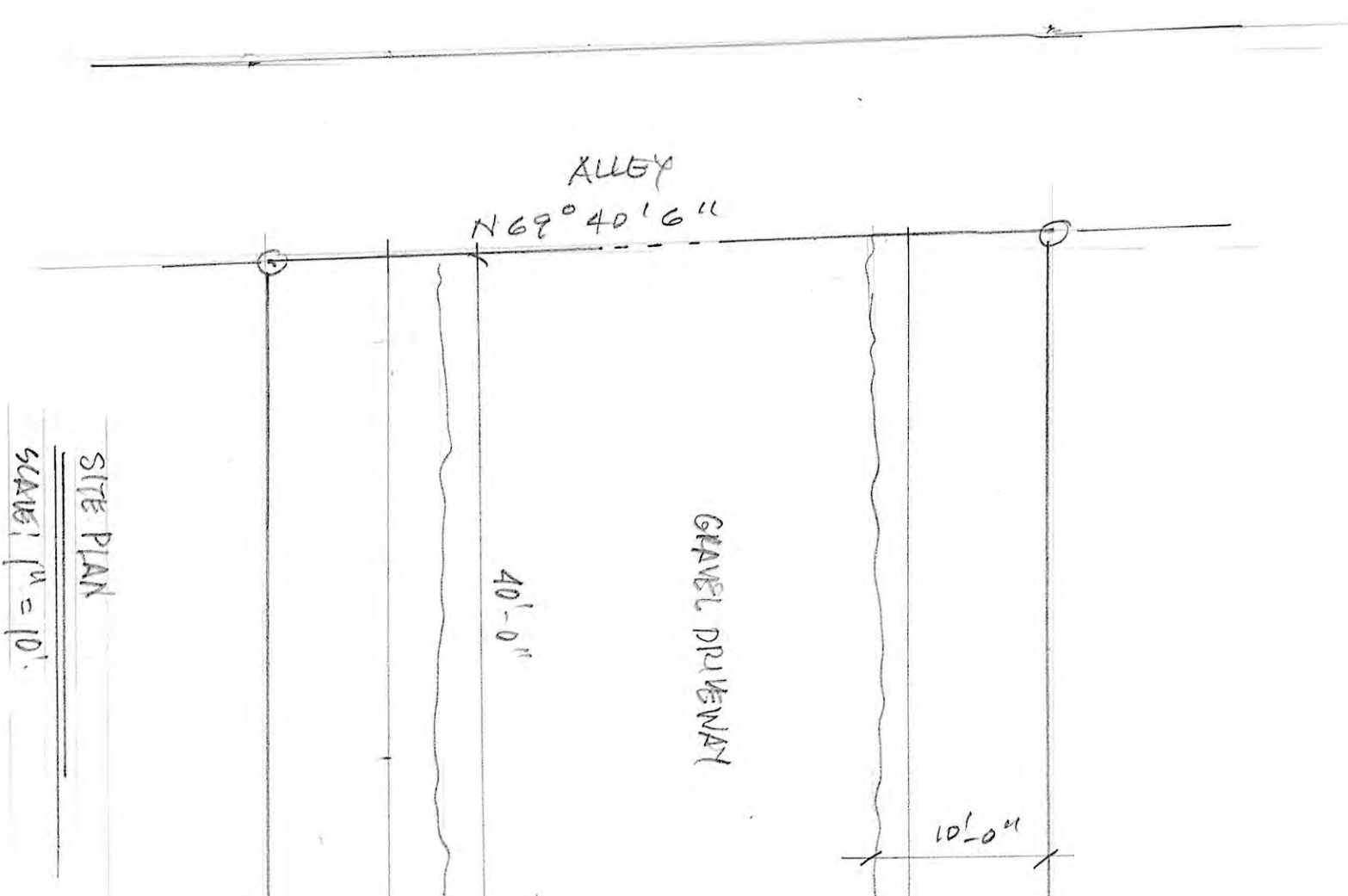


HIGH SIDE ELEVATION  
SCALE: 1/4" = 1'-0"

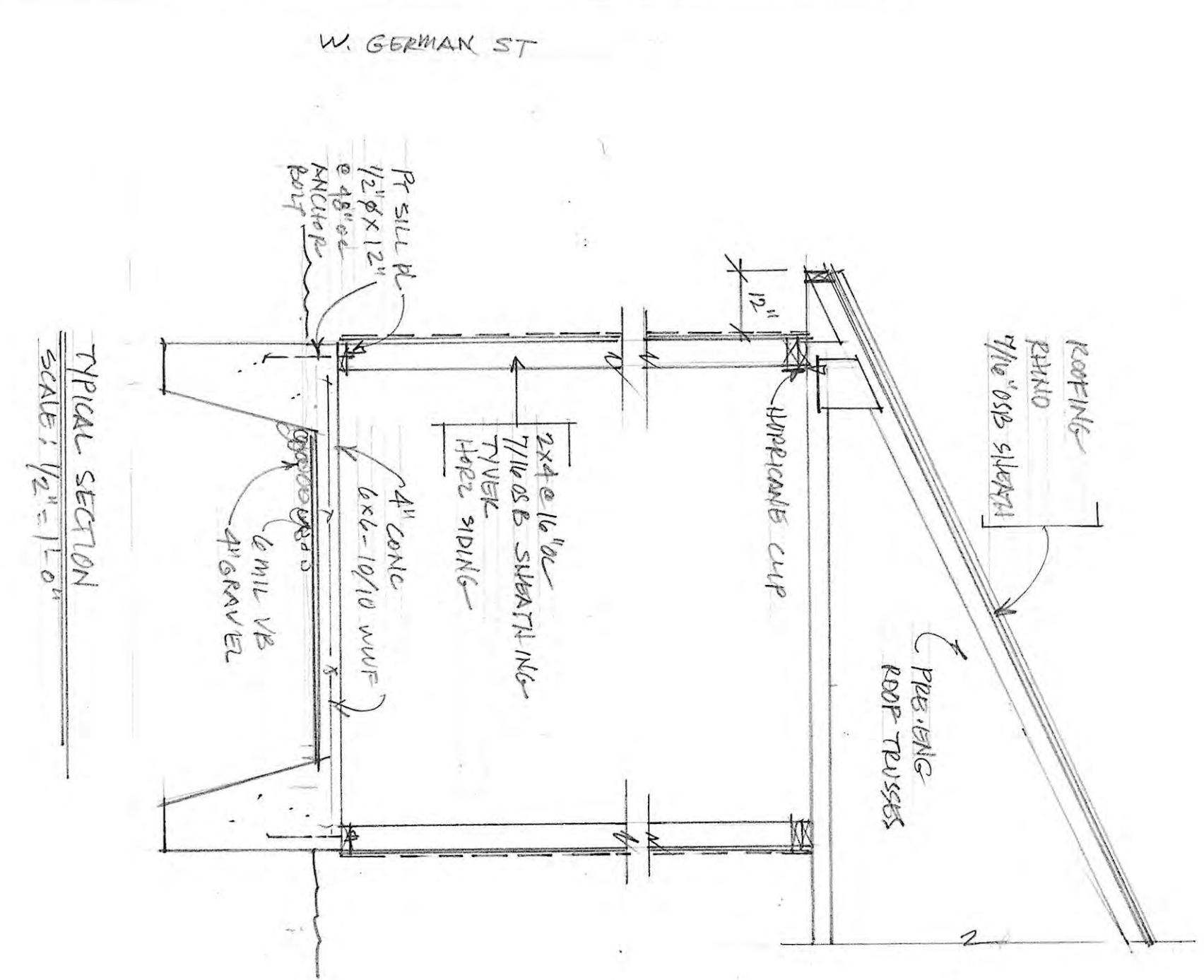
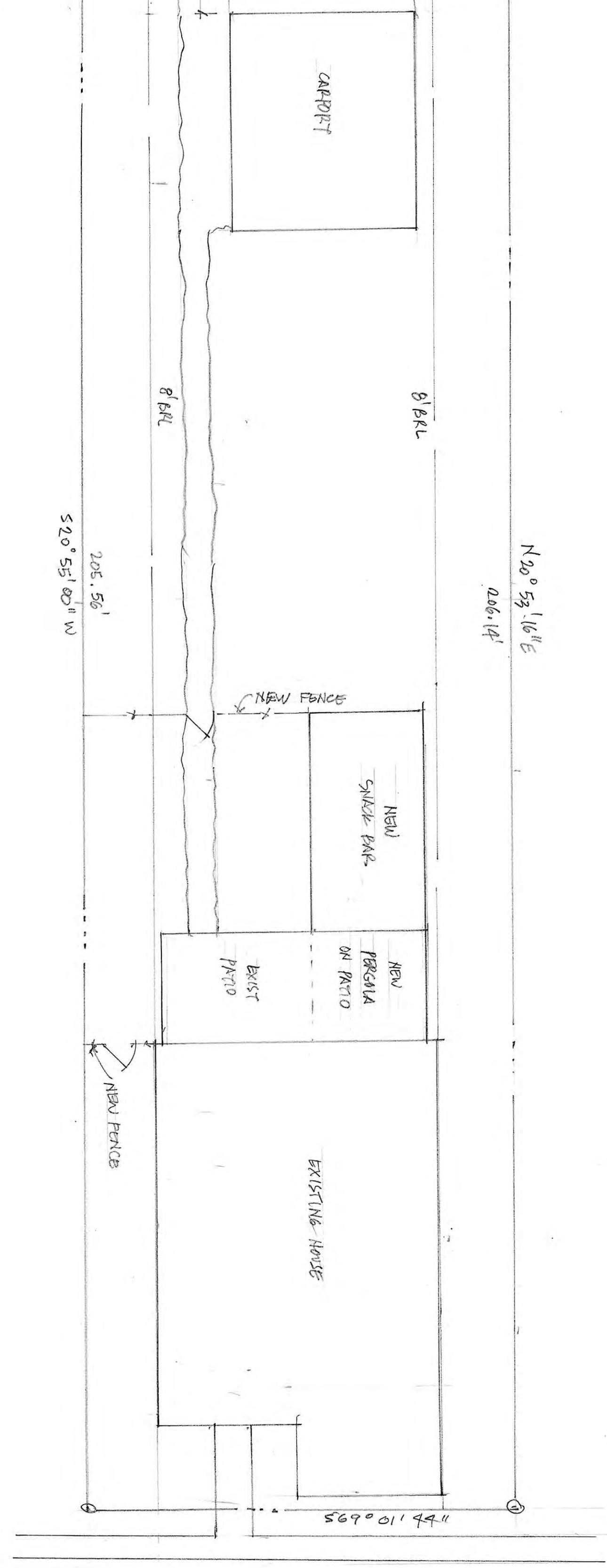
BAR/PERGOLA ADDITION for MR & MRS. S. PORTER  
312 W. GERMAN ST  
SHEPHERDS TOWNSHIP, WV

**ROSALIND E. WELSH**  
ARCHITECT  
REGISTERED: WEST VIRGINIA  
MARYLAND  
VIRGINIA  
P.O. Box 147 • Summit Point • WV • 25446  
304-725-4013

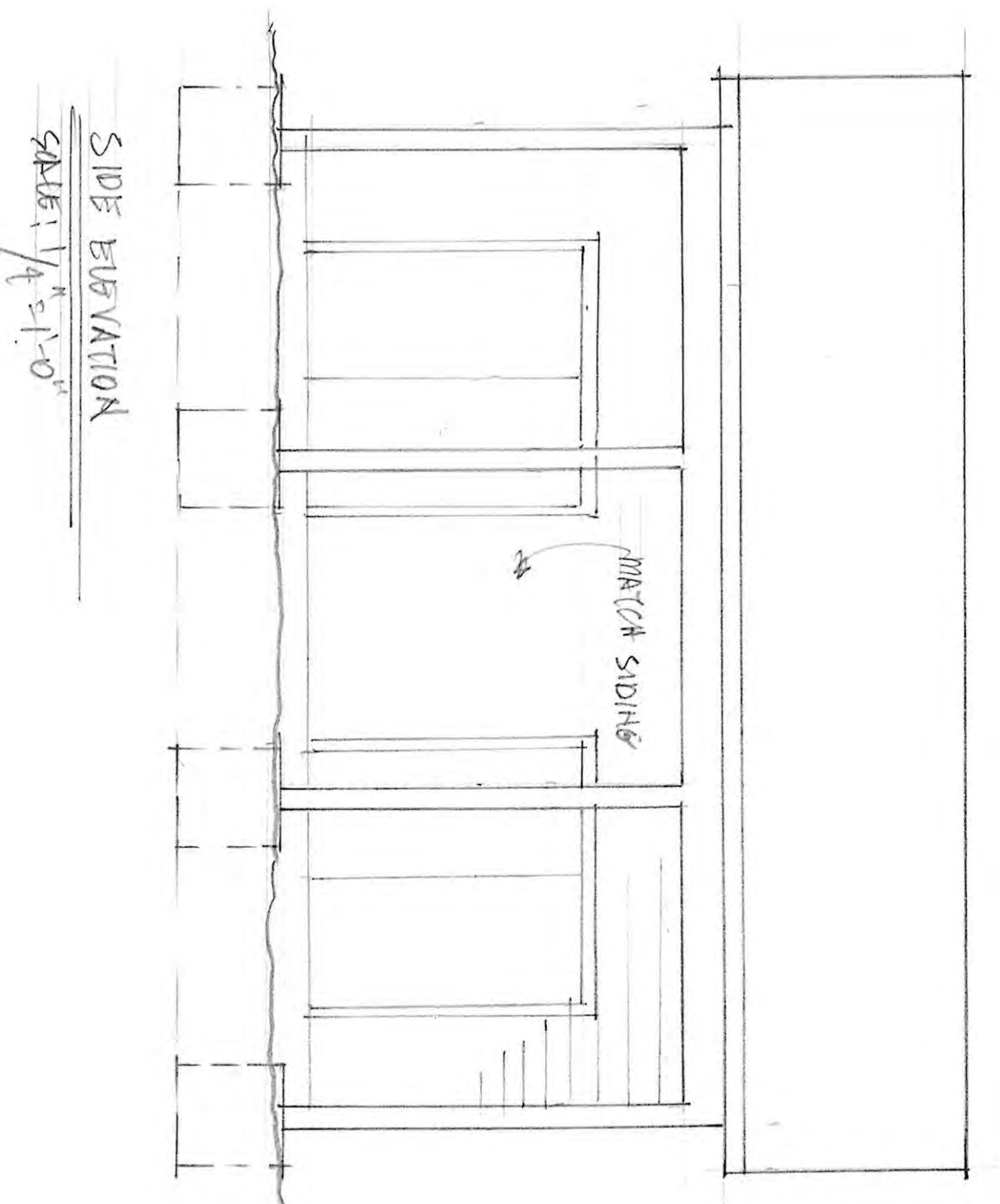
4/27/26  
A1



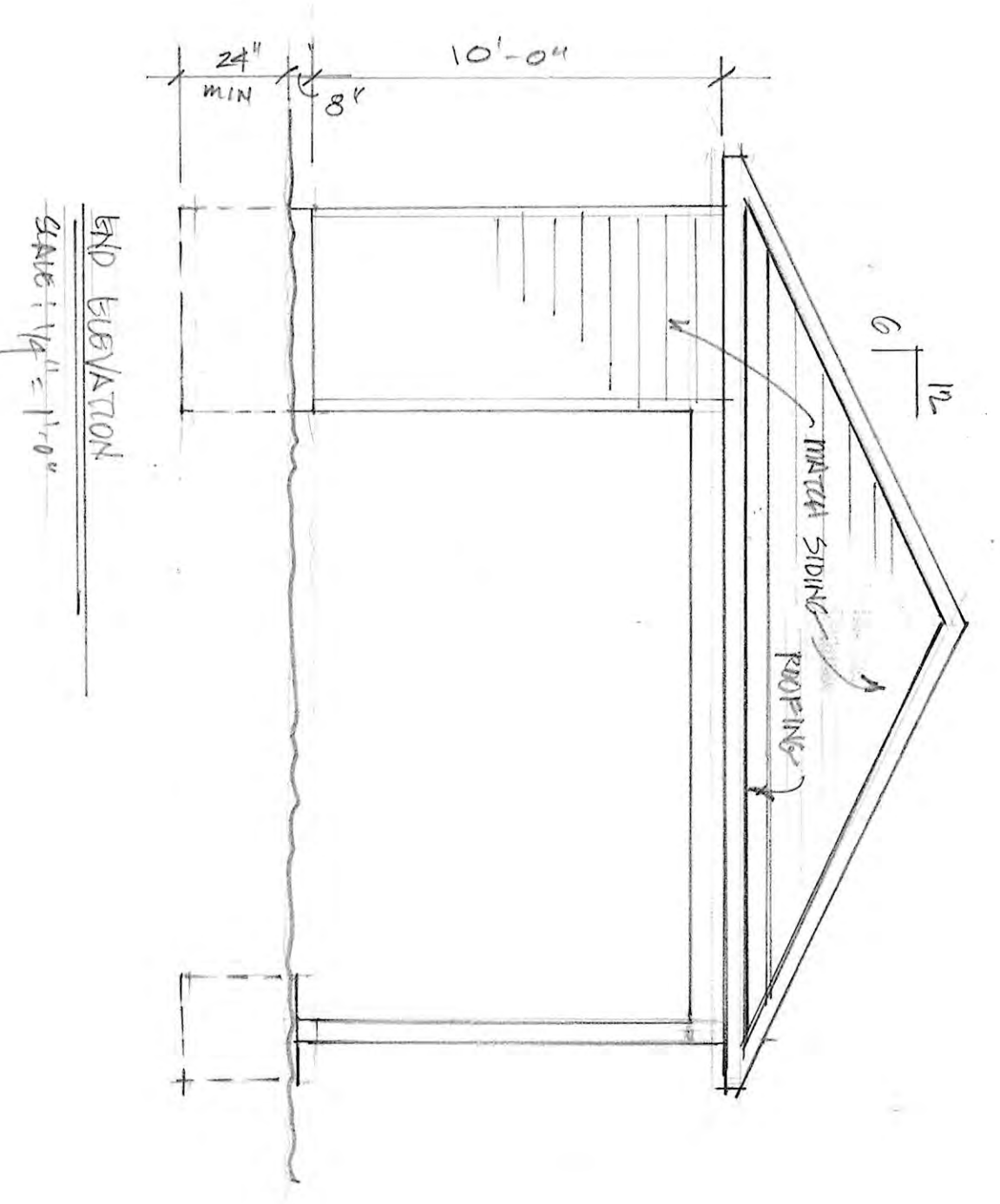
SITE PLAN  
SCALE: 1" = 10'



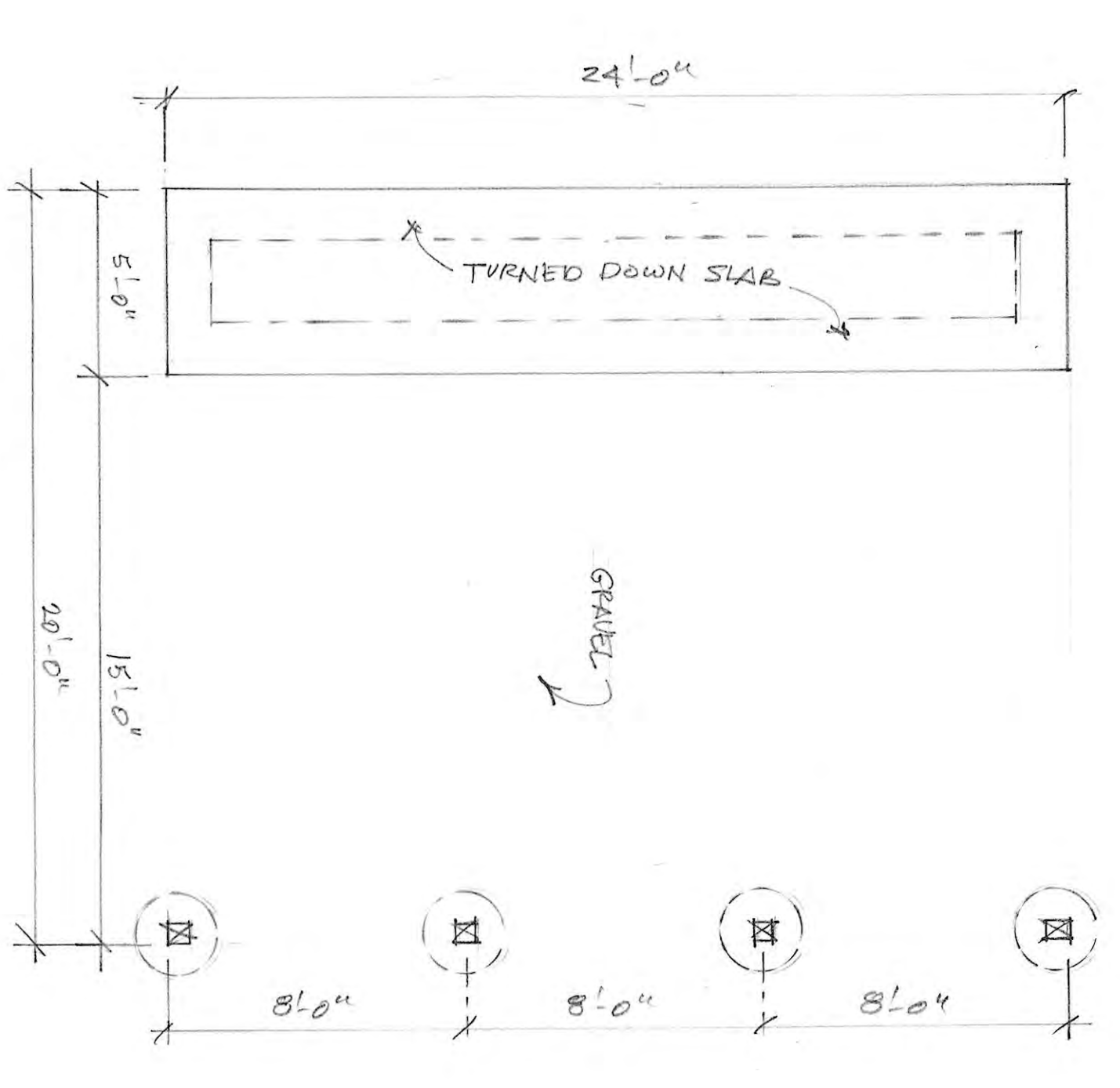
TYPICAL SECTION  
SCALE: 1/2" = 1'-0"



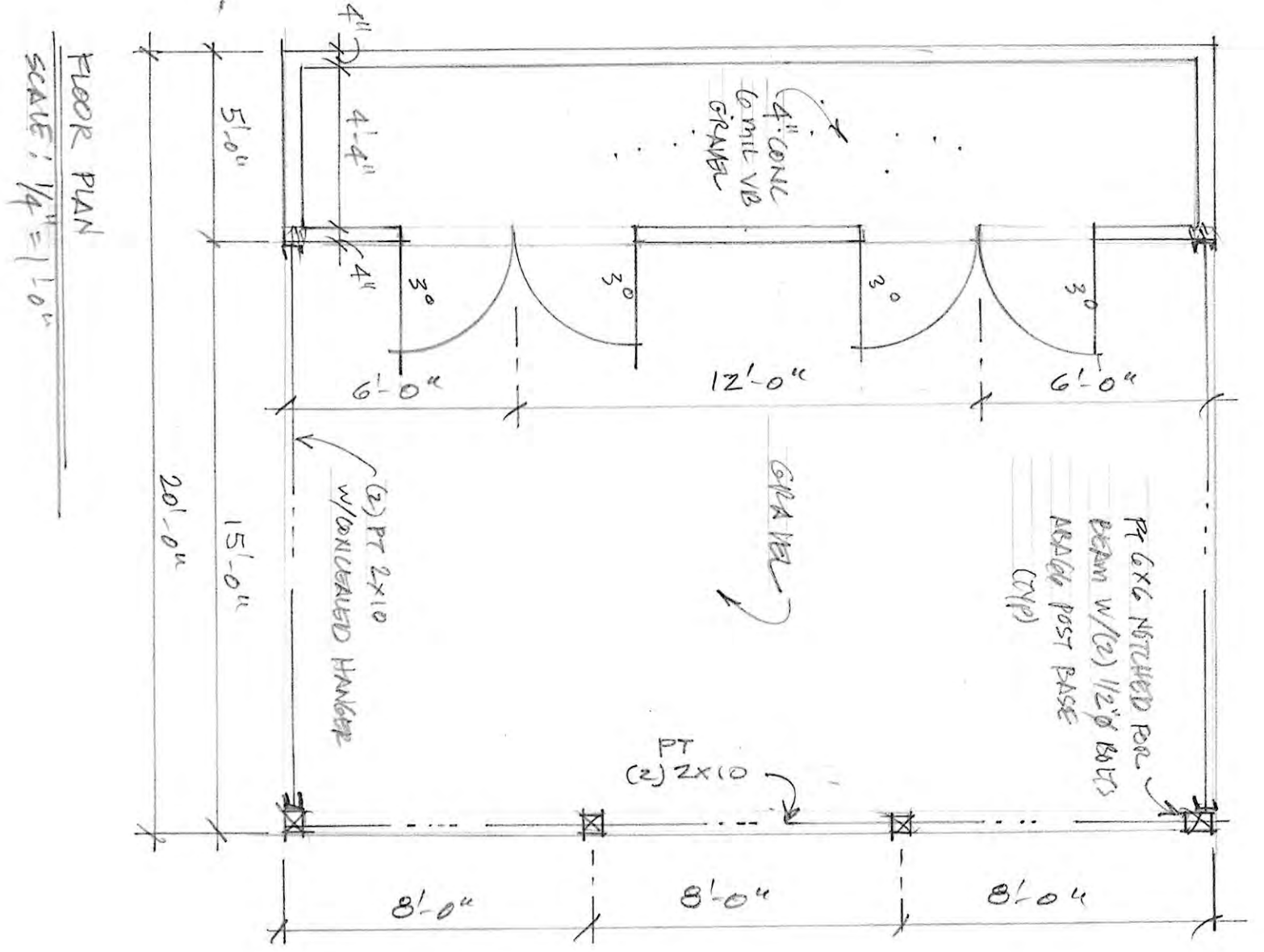
SIDE ELEVATION  
SCALE: 1/4" = 1'-0"



END ELEVATION  
SCALE: 1/4" = 1'-0"



FOUNDATION PLAN  
SCALE: 1/4" = 1'-0"



FLOOR PLAN  
SCALE: 1/4" = 1'-0"

A2  
4/27/04

CARPORT/SITE PLAN for MR. & MRS. S. PORTER  
312 W. GERMAN ST  
SHEPHERDS TOWN, WV

ROSALIND E. WELSH  
ARCHITECT  
REGISTERED: WEST VIRGINIA  
MARYLAND  
VIRGINIA  
P.O. Box 147 • Summit Point • WV • 25446  
304-725-40f3

**Corporation of Shepherdstown**  
**Staff Input Form**  
**For the Historic Landmarks Commission**

1. Applicant Name and Number: 26-17
2. Project Address: 201 N. Mill Street
3. Project Description: The applicant wishes to replace 3 non-historic windows with wood windows that match the historic windows on the house and replace the front screen door and transom with a glass and cedar storm door and wood transom.
4. Issues Identified: None
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. Staff Analysis for HLC: Residence is located within the historic district and is a contributing structure. The proposal would replace non-historic windows with more historically appropriate windows matching the other windows of the house. The door and transom replacement also appear consistent with the house's original design and would correct mis-matching door heights. All relevant requirements in the historic guidelines appear to be met.
8. Staff Analysis for PC: Not needed.
  
9. To Be Reviewed By  Historic Landmarks Commission  
 Planning Commission

Completed By: Karl Musser

Date: 6/25/2026



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-17

This application is required for any modification of structures within the Shepherdstown Historic District ([map](#)). The purpose of this application is to protect the integrity of the exterior architectural features of structures in the designated 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.

Reference Title 9, Section 309.

This form may be filled out digitally or printed and filled out by hand, PLEASE PRINT OR TYPE CLEARLY

**Applicant's Name:** Ashley Reynolds  
*(Must be Property Owner)*

**Mailing Address:** 308 McShanes Landing Lane  
Shepherdstown WV 25443  
City City Zip

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Street Address of Proposed Work:** 201 N Mill St

**Lot Number/Legal Description:** N/A - Address exists  
*(if no address exists)*

**Current Zoning:** R-1 Residential **Current Land Use:** 101 Residential 1 Family

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

### Description of Work:

Windows- Replacement of 3 non-historic windows. 2 vinyl dormer windows on front of house and 1 casement window at ground level on the back of the house. The windows will be replaced with Pella Reserve wood windows. All windows will be wood with external wood grilles installed primed to be painted. The 2 dormer windows will have a 6 over 6 pattern to match the north and south facing historic windows on the upper level. Casement window will have a 4 pane pattern. Storm door- Replacement of front door screen door and its metal transom. The screen door will be replaced with a full view glass and cedar painted storm door from Vintage Woodworks. The storm door height will be raised to match the front door's height, while the storm door's transom's height will be lowered to match the front door's transom height. Transom will be constructed of wood and a single pane of glass.

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

**Contractor Performing the Work:** Pella MidAtlantic

**Contractor's Business License:** Should be on file as they have done lots of windows, but in process of obtaining

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

Please reference [Title 9](#) of Town Ordinance for specifics  
Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • [kmusser@shepherdstown.us](mailto:kmusser@shepherdstown.us)



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-17

Check all the areas that apply:

### All Categories

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

### 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

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 (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- Flood plain 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.
- For relocations, sidewalk and handicap access

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Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • kmusser@shepherdstown.us



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-17

## 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, Section 905.

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

Attach all 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: 6/24/26

Signature:  
(Owner)

**SIGNED**  
**By Ashley Reynolds at 3:10 pm, Jun 24, 2026**

Print Name: Ashley M Reynolds

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 # 26-17

## Application Fees

Please check all boxes that may apply. Application fees are 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.** Reference Title 9, Section 902 Paragraph XIV.

<input type="checkbox"/>	<p><b>Category I:</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>
<input checked="" type="checkbox"/>	<p><b>Category II:</b></p> <p><b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
<input type="checkbox"/>	<p><b>Category III:</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>
<input type="checkbox"/>	<p><b>Category IV:</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>
<input checked="" type="checkbox"/>	<p><b>\$15</b> – Certificate of Appropriateness Fee</p>

Please reference Title 9 of Town Ordinance for specifics  
Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • kmusser@shepherdstown.us







**PELLA® RESERVE™ TRADITIONAL**



**ALUMINUM-  
CLAD WOOD  
WINDOWS  
& PATIO  
DOORS**

EXQUISITELY  
DESIGNED  
WINDOWS AND  
DOORS WITH  
UNPARALLELED  
HISTORICAL  
DETAILING.

NOW YOU SEE IT, NOW YOU DON'T  
Self-storing Integrated Rolscreen® retractable  
screens let in light, fresh air and nothing else.  
Close the window and they roll out of sight.



## WHY YOU CAN TRUST PELLA

At Pella, we don't just create windows and doors. We innovate with purpose, design with passion, build with integrity and deliver with pride.

---

### RATED #1 BY HOMEOWNERS FOR HIGHEST CRAFTSMANSHIP<sup>1</sup>

We are continually striving to improve what we do and how we do it. That drive has earned us 284 patents and counting for amazing innovations. In 1925 we opened our doors with the patented Rolscreen® retractable screen, a time-tested innovation that is still a popular feature today.

---

### RATED #1 BY HOMEOWNERS FOR HIGHEST QUALITY<sup>1</sup>

We make products specifically for you with meticulous care and attention. On average, we perform over 9.5 million quality checks every year. Our product designs are tested beyond industry standards, so you can trust them to perform. Door designs are tested to 100,000 open and close cycles, and double-hung and casement window designs are tested at least 6,000 times.

---

### THE BEST LIMITED LIFETIME WARRANTY FOR WOOD WINDOWS AND PATIO DOORS<sup>2</sup>

You can feel confident in your investment. We pride ourselves on providing exceptional quality, exceeding expectations and going beyond requirements. That's why we stand behind all of our wood windows and patio doors with a limited lifetime warranty.<sup>3</sup>

<sup>1</sup> Study of homeowner perceptions of leading national brands. Study commissioned by Pella, 2023.

<sup>2</sup> Based on comparing written limited warranties of leading national wood window and wood patio door brands. See written limited warranties for complete details, including exceptions and limitations, at [pella.com/warranty](https://pella.com/warranty), or contact Pella Customer Service.

<sup>3</sup> See written limited warranties for complete details, including exceptions and limitations, at [pella.com/warranty](https://pella.com/warranty), or contact Pella Customer Service.



**PELLA'S DEDICATED  
TEAM IS READY TO  
PROVIDE THE SOLUTIONS  
THAT WILL MAKE YOUR  
PROJECTS STAND OUT."**

— JARON VOS,  
PELLA ARCHITECTURAL  
SOLUTIONS

## WHY CHOOSE WOOD?

Get the beauty and warmth of natural wood, our most customizable designs and exceptional energy efficiency. All Pella wood products are made with high-quality wood, metal and manufacturing processes, regardless of product line.

### EXCLUSIVE WOOD PROTECTION

Pella's exclusive EnduraGuard® wood protection is applied after the pieces have been cut and milled, but prior to final assembly, providing advanced protection against the elements.

### DESIGNED FOR LONG-LASTING DURABILITY

Intentional jamb-on-sill design helps seal the end grain of the wood and elevates it off the rough opening, reducing the potential to absorb moisture. For added strength and durability, our three-way corner joints are made up of mortise-and-tenon, metal fasteners and commercial adhesive.

### QUALITY EXTERIOR AND INTERIOR FINISHES

Extruded aluminum-clad exteriors feature through-stile construction for exceptional durability and EnduraClad® finishes that resist fading and chalking. Interiors can be factory pre-finished to save time. Our prefinish is applied prior to final assembly and kiln-cured for a quality aesthetic.



## THE BEST LIMITED LIFETIME WARRANTY FOR WOOD WINDOWS AND PATIO DOORS\*

You can be confident in your investment. At Pella, we are committed to designing and building wood products with exceptional quality and durability. This is supported by:

#### ENDURAGUARD® WOOD PROTECTION

Advanced protection for wood against the effects of moisture, decay, stains from mold and mildew — as well as termite damage.

#### EXTERIOR ALUMINUM CLADDING

Exceptionally durable aluminum cladding with EnduraClad® exterior finish helps protect windows and patio doors for years.

#### INSULATING GLASS SEAL

A long-lasting insulating glass seal provides a clear view and exceptional energy efficiency.

\* Based on comparing written limited warranties of leading national wood window and wood patio door brands. See written limited warranty for details, including exceptions and limitations, at [pella.com/warranty](http://pella.com/warranty) or contact Pella Customer Service.



**EVERY DETAIL MATTERS**

Created for those who refuse to settle for anything less than extraordinary, Pella Reserve – Traditional products provide unparalleled historical detailing. From authentic hardware and a disappearing screen to sash lugs that allow tilting, we've thought of every detail.



## WHY CHOOSE PELLA® RESERVE™ – TRADITIONAL?

Revel in the authenticity and bring your design vision to life. Exuding the tenets of traditional designs, Pella Reserve – Traditional products provide historical elements with uncompromised attention to detail.

### HISTORIC PUTTY PROFILE

Further your aesthetic with the putty profile, recreated with historically accurate angles – providing meaningful depth and a realistic shadow. Pella Reserve products offer the industry's deepest sash dimensions for a richer and more dramatic aesthetic for your project.

### THROUGH-STILE CONSTRUCTION

Essential to the tradition of window making, butt joinery and through-stile construction create authentic proportions and emulate historic window design.

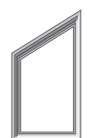
### INTEGRAL LIGHT TECHNOLOGY®

Pella's Integral Light Technology helps capture the look of true-divided-light without sacrificing energy efficiency.

### AUTHENTIC HARDWARE

Complement your project with historically authentic spoon-lock window hardware. Our Antiek casement window hardware is inspired by period furniture to deliver authentic, traditional style. Add charm to patio doors with premium hardware created in collaboration with Baldwin®.

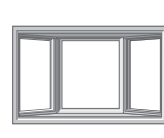
AVAILABLE IN THESE WINDOW AND PATIO DOOR STYLES:



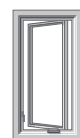
Angle-Top Window



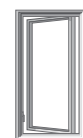
Awning Window



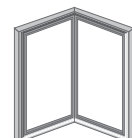
Bay or Bow Window



Casement Window



Push-Out Casement Window



Corner Window



Curve-Top Window



Fixed Window



Double-Hung Window



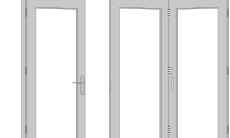
Single-Hung Window



Hinged Patio Door



Sliding Patio Door



Bifold Patio Door



Multi-Slide Patio Door

## ACHIEVE YOUR VISION WITHOUT CONCESSIONS

### TAILOR-MADE SOLUTIONS

Partner with Pella. From preliminary drawings to installation, Pella's expert team of architects, engineers, drafters and consultants can work to deliver custom window and door solutions for your project.

### AUTHENTIC LOOK OF TRUE DIVIDED LIGHT

Our Integral Light Technology® grilles help capture the look of true-divided-light without sacrificing energy performance, giving you a more authentic look.

### INTEGRATED ROLSCREEN®

The Integrated Rolscreen retractable screen provides a cleaner, more polished look. The Integrated Rolscreen is a double- and single-hung screen that appears when you open the window, and rolls away, out of sight, when you close it.

### PUTTY GLAZE PROFILE

Our putty profile with historically accurate angles provides a realistic shadow. Pella® Reserve™ products offer the industry's deepest sash dimension for a richer, deeper and more dramatic aesthetic for your project.

### THROUGH-STILE CONSTRUCTION

Essential to the authenticity of traditional window making, historical accuracy is achieved with butt joinery and through-stile construction on the exterior cladding.



### EXTRUDED ALUMINUM EXTERIORS

Pella Reserve products are available with extruded aluminum-clad exteriors for exceptional durability. Create a custom exterior color to meet your design needs or choose from our wide variety of color options.



**SUCCESS IS IN THE DETAILS.  
PELLA OBSESSES OVER THE  
NUANCES THAT MAKE YOUR  
HISTORIC RENOVATION  
PROJECTS SEAMLESS.”**

— JARON VOS,  
PELLA ARCHITECTURAL  
SOLUTIONS

**THE BEST OF BOTH WORLDS**

The Integrated Roloscreen® is there when you need it and hidden when you don't. Stored safely inside the window when it's closed the retractable screen gives a cleaner, more polished look and eliminates maintenance of seasonal screen removal and storage.

## COLORS & FINISHES

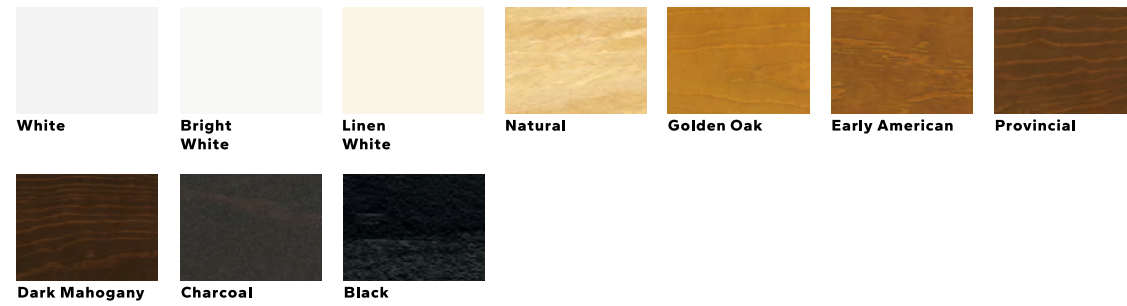
### Wood Types

Choose the wood species that best complements your project's interior.



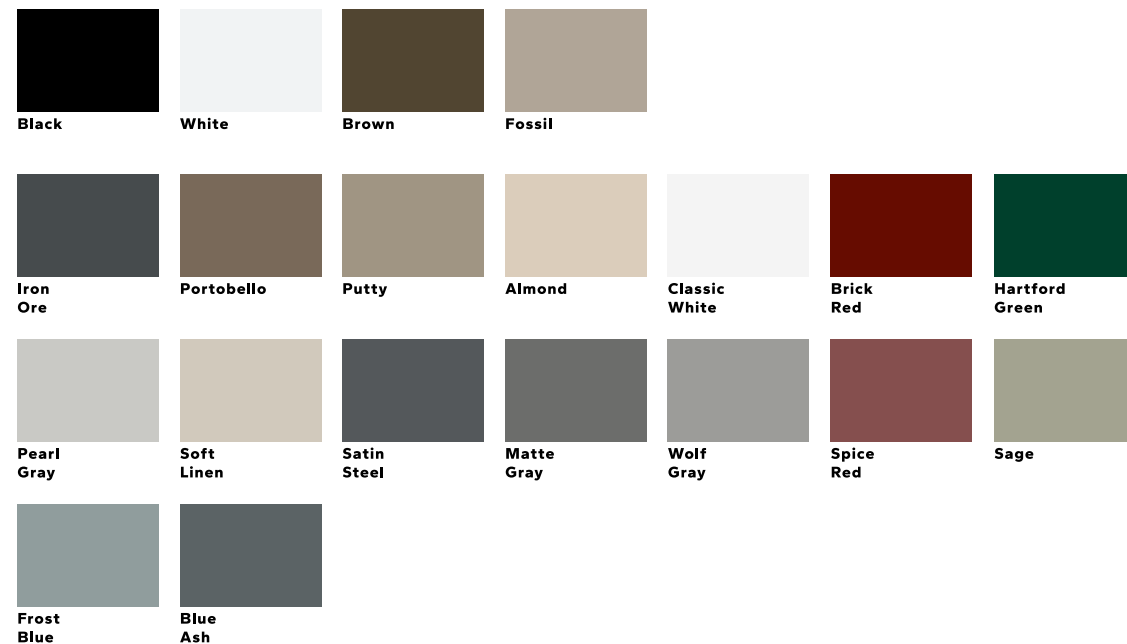
### Prefinished Pine Interior Colors

When you select pine, we can prefinish in a variety of colors. Unfinished or primed and ready-to-paint are also available.



### Extruded Aluminum-Clad Exterior Colors

Our low-maintenance EnduraClad® exterior finish resists chalking and fading. Take durability further with EnduraClad Plus protective finish, which meets the industry's highest exterior coating standard to defend against chalking and fading.\*



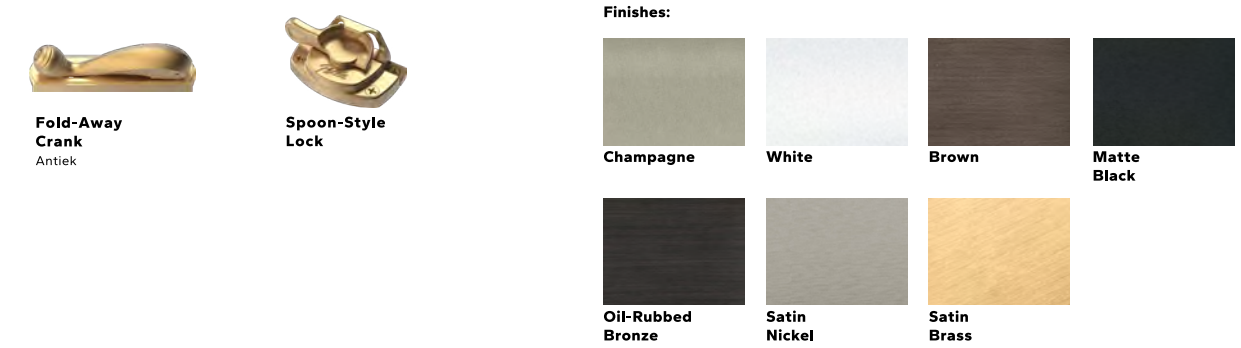
Custom colors are also available.

\* EnduraClad Plus protective finish is not available with all colors. See your local Pella sales representative for availability.

## WINDOW HARDWARE

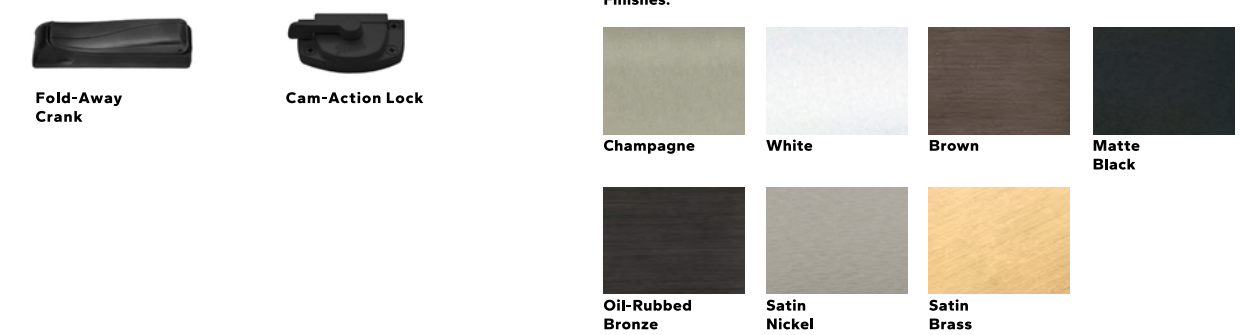
### Classic Collection

Get a timeless look with authentic styles in classic finishes.



### Essential Collection

Select from popular designs and finishes to suit every style.

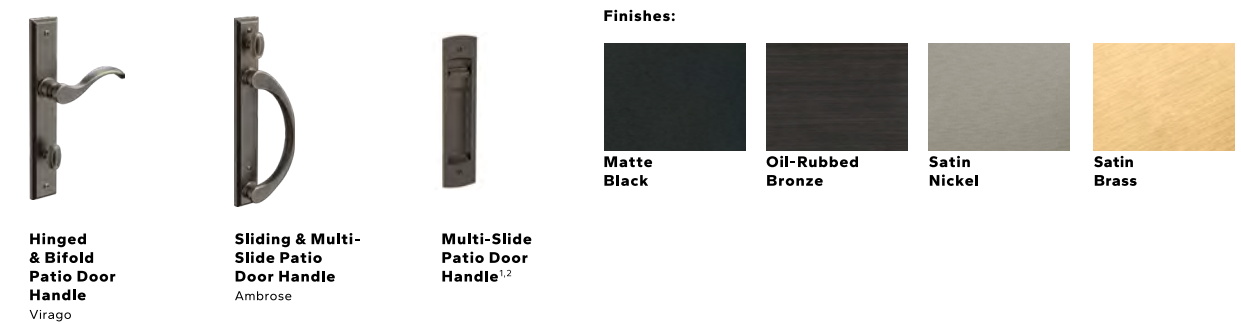


## PATIO DOOR HARDWARE

### Classic Collection

Choose timeless pieces, created in collaboration with Baldwin® Hardware, for a look that will never go out of style.

### BALDWIN



### Essential Collection

Elevate your style and transform your home with elegant selections.



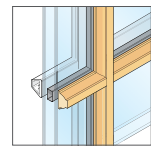
Additional hardware collections available. See your local Pella sales rep for more options.

<sup>1</sup> Flush multi-slide handle is a Pella exclusive design.  
<sup>2</sup> Flush multi-slide handle is not available in Champagne.

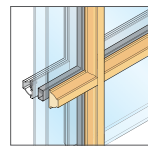
## GRILLES

### Grille Types

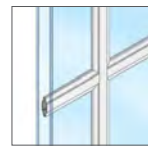
Choose the look of true divided light, or make cleaning easier by selecting grilles-between-the-glass.



**Putty Glaze Integral Light Technology® with Ogee Interior<sup>1</sup>**  
5/8", 7/8" or 1-1/4"



**Ogee Integral Light Technology®<sup>1</sup>**  
7/8", 1-1/4" or 2"



**Aluminum Grilles-Between-the-Glass<sup>2</sup>**  
3/4"

### Grilles-Between-the-Glass Interior Colors:<sup>2</sup>



Black



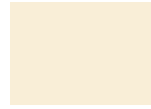
White



Brown



Fossil



Ivory



Harvest



Cordovan

## GLASS

### InsulShield® Low-E Glass<sup>3</sup>



**Advanced Low-E insulating dual- or triple-pane glass with argon<sup>4</sup>**



**AdvancedComfort Low-E insulating dual-pane glass with argon**



**NaturalSun Low-E insulating dual- or triple-pane glass with argon<sup>1</sup>**



**NaturalSun+ Low-E insulating dual-pane glass with argon<sup>1</sup>**

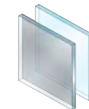


**SunDefense™ Low-E insulating dual- or triple-pane glass with argon<sup>1</sup>**

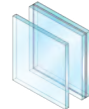


**SunDefense+ Low-E insulating dual-pane glass with argon<sup>1</sup>**

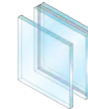
### Additional Glass Options



**Laminated (non-impact-resistant)<sup>5,6</sup>, tinted<sup>3,5</sup> or obscure<sup>3</sup> glass also available on select products**



**STC (Sound Transmission Class)-improved dual-pane sound control glass<sup>4,7</sup>**



**Impact-Resistant glass<sup>4,5</sup>**

## SCREENS<sup>8</sup>

### Rolscreen®

Rolscreen soft-closing retractable screens roll out of sight when not in use. Available on casement windows.

### Integrated Rolscreen®

A concealed retractable screen that moves seamlessly with the sash of a single- or double-hung window—appearing when you open the window and rolling out of sight when you close it.

### TuffScreen® by Phifer

The TuffScreen® is 2.5x stronger than a standard screen.<sup>9</sup> It is tear, puncture and damage resistant, standing up to pets, children and harsh weather. Available on sliding patio doors.

### Flat

InView™ screens are clearer than conventional screens and come standard.

<sup>1</sup> Color-matched to your product's interior and exterior color.

<sup>2</sup> Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.

<sup>3</sup> Optional high-altitude InsulShield Low-E glass is available with or without argon on select products.

<sup>4</sup> Available on select products only. See your local Pella sales representative for availability.

<sup>5</sup> Available with Low-E insulating glass with argon on select products.

<sup>6</sup> For best performance, the laminated glass may be in the interior or exterior pane of the insulating glass, depending on the product.

<sup>7</sup> Sound control glass consists of dissimilar glass thickness (5mm/3mm).

<sup>8</sup> Warning: Screen will not stop child or pet from falling out of window or door. Keep child or pet away from open window or door.

<sup>9</sup> Based on the composite results of a 5-panel strength analysis comparing TuffScreen and standard screening. All trademarks are property of their respective owners.



REVEL IN THE AUTHENTICITY  
Pella's Integral Light Technology®  
grilles help capture the look  
of true-divided-light without  
sacrificing energy performance.



## THE BEST LIMITED LIFETIME WARRANTY FOR WOOD WINDOWS AND PATIO DOORS\*

Pella wood products are backed by the best limited lifetime warranty for wood windows and patio doors.\*

A ten-year limited warranty for Baldwin hardware is included. See written limited warranty for details,  
including exceptions and limitations, at [pella.com/warranty](http://pella.com/warranty).

**NOTE:** Product specifications may change without notice.

Actual colors may vary from those shown and products may vary slightly from illustrations and photos.

LEARN MORE AT [PELLA.COM](http://PELLA.COM) OR CALL 833-44-PELLA.

\* Based on comparing written limited warranties of leading national wood window and wood patio door brands. See Pella written Limited Warranty for details, including exceptions and limitations, at [pella.com/warranty](http://pella.com/warranty), or contact Pella Customer Service at 877-473-5527.



26-17



Image below shows variance between inner door and screen door heights.

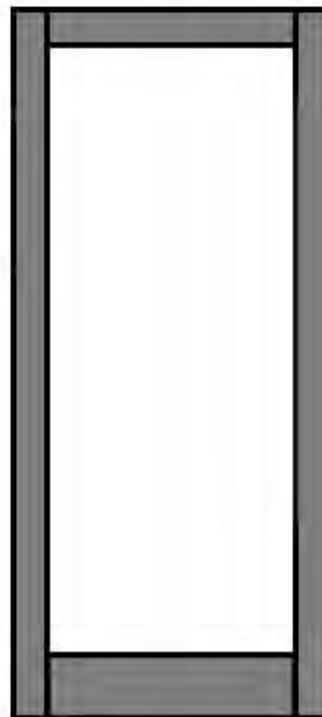


<https://www.vintagewoodworks.com/simple-designs.html>



[Close this window](#)

## Door 7123



[Close this window](#)

# Transom Windows

## Popular Picks



TR-1



TR-4



TS-1



AC-2



AC-6



AC-4



CT-3



BM-4

## Designer



CT-4



TR-6



VT-1



TS-2



BM-4



TD-1



PR-1



AC-8

## Boxes



TR-1



TR-3



BM-4



BM-1



TR-4



TR-2



PR-1



BM-2

## Angles



AC-4



AC-8



AC-9



AC-7



AC-6



AC-2



TD-1



CT-2

## Curves



TS-1



CT-3



CT-4



FG-8



CT-1



FG-7



CT-5



CT-7

## Shapes



TR-5



TR-6



TR-8



FG-1



TR-7



TS-4



FG-3



FG-2



TS-3



FG-4



Interior / Exterior / Choice of Wood & Glass  
Jamb Options - Can Be Made to Open & Close  
[transomsdirect.com](https://transomsdirect.com)

# TRANSOMS DIRECT

**Corporation of Shepherdstown**

**Staff Input Form**

**For the Historic Landmarks and Planning Commissions**

1. Applicant Name and Number: 26-18
2. Project Address: 203 W. New Street
3. Project Description: The applicant wishes to extend their existing picket fence adding 30' to the rear yard and 10' to close in the side yard and to add 4 gates, two arbor style gates at the front and back of the side yard and two small gates adjacent to the garage and house. Design of fence is to match the neighboring fences.
4. Issues Identified: Proposed gates may cross onto the property of 205 W. New St. to connect to the neighboring fence. The owner of that property has written in support of the proposal.
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. Staff Analysis for HLC: Residence is located within the historic district and is a contributing structure. The fence would be consistent with the existing and neighboring fences. All relevant requirements in the historic guidelines appear to be met.
8. Staff Analysis for PC: The proposed fence would be an open style fence below 4' high which would meet the requirements of Section 9-803 for all yards.

9. To Be Reviewed By  Historic Landmarks Commission

Planning Commission

Completed By: Karl Musser

Date: 6/26/2026

26-18

Parcel map of 203 W. New St.





# Application for Fence Permit

26-18

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

This application is required for fencing within the corporate limits of Shepherdstown (for residents and businesses), that involve the construction or modification to fencing. 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-803](#).

**Applicant's Name:** \_\_\_\_\_  
(Must be Property Owner)

**Street Address of Proposed Fence:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of Work:**

**Cost Estimate:** \_\_\_\_\_

**Contractor Performing the Work:** \_\_\_\_\_

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

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

**Project Category I - provide the following:**

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

SITE PLAN is required. See sample site plan (link to diagram) 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.

Setback from property boundaries

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

**Signature:** \_\_\_\_\_  
(Applicant)

**Print Name:** \_\_\_\_\_



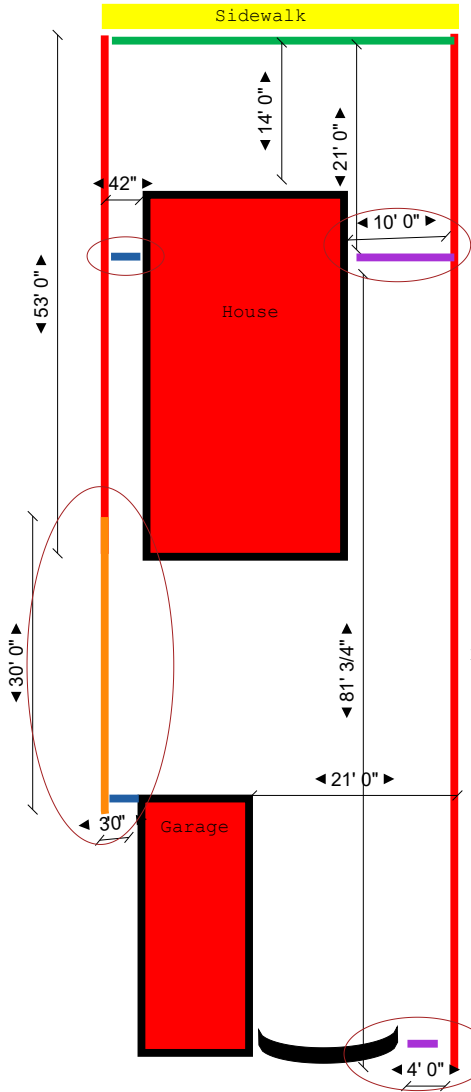
Areas for new Fence and/or gates

10' of new fence to match existing and one new gate **style 2** 36' wide at front of yard and one **style 2** at end of existing fence between existing stone fence

Sample of style 2



Sample of style 1



One new gate **style 1** approx. 36" at end of new fence and back garage corner and one new gate between the house and existing fence

30' of New Fence to Match Existing

Existing Fence

Existing Stone Wall



201 N. Mill St.



201 N. Mill St.



201 N. Mill St.



201 N. Mill St.



201 N. Mill St.

