

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, June 1, 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: May 4, 2026

3. Visitors:

4. Conflicts of Interest:

5. Applications:

26-07 101 N. Brown Alley

Installation of wooden storage shed on a pre-existing concrete pad.

26-15 407 E. German Street

Installation of gutter and downspout.

26-16 106 W. New Street

Roof replacement.

6. Workshop Sessions:

- Tracey Porter – Garage/Car port (follow-up from application 26-14)
- Dow Benedict – Construction of a new house in the Historic District

7. Ongoing Business:

- Historical Markers Program
- Welcome Center Sign and German St Bollards
- Distribution of HLC brochures

8. New Business:

- None

9. Adjournment:

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, May 4, 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: Tabatha Delphi (TD), Chris Hill (CH), Jim King (JK), Karl Musser (KM), Mary Fortuna (MF), Margaret Osborne (MO), Tracey Porter (TPo), Dominic Valentine (DV), Tony Price (TPr), Jim Auxer (JA)

1. **Call to Order:** KA called the meeting to order at 6:01 p.m.2:46 PM, made introductions of commissioners and staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** Changed speaker from RB to CB in discussion of parking applications, add “parking spaces” after “existing,” remove RB from roll call. TM moved to approve minutes as corrected. CB seconded.
3. **Visitors:** Jim Auxer (JA), Ebonee Helmick (EH), Chris Hill (CH), Jim King (JK), Karl Musser (KM), Mary Fortuna (MF), Margaret Osborne-Kenny (MO), Tracey Porter (TPo), Tony Price (TPr), Dominic Valentine (DV)
4. **Conflicts of Interest:** None noted.
5. **Applications**

26-08 – 314 W. German Street

Replacement of porch railing and the addition of stairs to side yard. Ebonee Helmick (EH), homeowner, discussed plan.

- KM specified that only stairs are new construction, that all other changes are repairs. KA asked if new railing would match existing design and materials. EH confirmed. RB moved to approve the application in reference with Guidelines on PG 41 “Decks & Porches,” Section C. TM seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-10 – 105 W. Washington Street

Replacement of a picket fence on side yard with a privacy fence that would match the other side yard. Mary Fortuna (MF), homeowner, discussed plan.

- CB asked how tall the replaced fence would be. KM noted that the HLC did only had purview over fence heights in front of house, but proposed changes

were on side and rear of house. TM moved to approve application as being consistent with Guidelines on PG 68 “Fences,” Section A. RB seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-11 – 113 E. German Street

Installation of a painted wood business sign, including metal bracket. Tony Price (TPr), business owner, discussed plan.

- RB asked if the sign would be double sided. TPr confirmed. TM asked how the bracket would be attached, if it would be screwed in to a wooden part of building. TPr confirmed. TM asked if the wooden part was an addition of the original building. TPr confirmed. KA asked if the sign would be wood. TPr confirmed. RB moved to approve plan based on Guidelines on PG 63, “Signage,” Sections A-C, with owner to meet with planning commission for further approval. CB seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-13 – 110 Ray Street

Building an addition on the front of a single-family home. Addition would occupy a portion of the existing driveway. Margaret Osbourne/Kenny (MO), property owner, discussed plan.

- RB asked if the proposed addition would meet setback requirements. CH said a surveyor confirmed the plan met all setback needs. KA asked if the addition would be consistent with surroundings. CH confirmed. RB moved to approve plan in accordance with PG 33 “Additions,” Sections A-D. TM seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-14 – 312 W. German Street

Change garage approved in earlier permit to add a carport and add pergola, lean-to, and fencing to the backyard. Tracey Porter (TPo), homeowner, and Dominic Valentine (DV), contractor, discussed plan.

- General discussion- TM asked DV to explain car traffic patterns. DV explained that cars currently enter from Back Alley, and how the carport, snack bar, and pergola would affect the use of space. TM asked about the roof slope and materials of the snack bar. DV said that roof material would be

- metal and slope roof would create an efficient use of space. KA asked when original building was constructed. DV said that it was new construction.
- Fence- TM asked if the proposed fence would match existing fences. DV said he would prefer a black aluminum fence, to match existing fences. RB moved to approve new fences in accordance with Guidelines on PG 68 “Fences,” Section A. TM seconded. All in favor. None opposed. Passed.
 - Pergola- Commissioners agreed that proposed pergola would not detract from historic character. RB moved to approve pergola in accordance with Guidelines on PG 67 “Yard Features,” Section C. TM seconded. All in favor. None opposed. Passed.
 - Snack bar-TM asked if the sloped roof would count as an addition or an outbuilding, despite being connected to the pergola. DV proposed changing plan to instead mimic a saltbox roof. JK questioned if a saltbox roof would fit Shepherdstown architecture. TM said that a nearby house has a saltbox roof. JK said that the original proposal of a shed roof would be more appropriate. CB asked about the material. DV said that it would be metal roofing, Hardie-Board siding, and white posts—matching house. KA said that a shed roof would match surrounding features. KM noted that the roof would be mostly hidden from public view. RB moved to approve the snack bar in accordance with Guidelines on PG 56 “New Construction,” Sections A-F. TM seconded. All in favor. None opposed. Passed.
 - Carport- TM expressed concern that the carport was asymmetrical, asked if a wingwall or similar could be added to increase symmetry. KA agreed that the HLC would prefer symmetry. Homeowner expressed concerns over space limitation, and that the proposed changes would bring the plan closer to a garage. CB said that the asymmetrical design did not match town’s character. TM said he would prefer an open carport and a separate tool shed. TPO said that she does not want two structures and would prefer a carport over a garage. Plan denied for carport as submitted. Homeowner and co. to submit a new proposal in accordance with HLC recommendations.
 - Homeowner and co. to attend planning commission for further approval on fencing, snack pergola, and snack bar.

6. **Workshop Sessions:** None.

7. **Ongoing Business**

- **Historical markers program-**
 - No updates

8. **New Business**

- Town Council updates- KA discussed prior town council discussions on signage for the visitor center/market hall, bollards in front of old general store, and plaque program. Town has agreed to endorse plaque program. KA emphasized the importance of a stronger working relationship between HLC and other commissions.

- Heritage Education Materials- KM said that Claire Tryon has approved payment for materials. KM summarized materials available for town to now reproduce (presentations, posters, brochures). KA asked about creating a plan to use these materials/a communication plan, reminded commission that May is Preservation month. KA reminded commission that Erin Barnes, CEO of Main Street America, is speaking in town on Wednesday. TM said that the HLC should coordinate with Historic Shepherdstown. CB said that there should be more emphasis on workshops, and putting materials at real estate offices, libraries, and at Barnes' talk. KA said that Tryon was trying to organize a realtor education and training event in fall, which the HLC could put materials out at. KA proposed putting a booth out at town events, like Street Fest in June. KA said he would get information on how to secure a booth. TD proposed advertising at the upcoming preservation conference in Berkeley Springs. KA asked if KM would print 50 brochures to send with TD. KA said that he will contact realtors' association and invite them to Erin Barnes' talk.

9. **Adjournment:** RB motioned to adjourn at 7:25 PM. Passed unam.

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-07
2. Project Address: 101 North Browns Alley
3. Project Description: Installation of a 64 sq. ft. wooden storage shed on an existing concrete slab on corner of lot.
4. Issues Identified: Lot faces alley making setback requirements open to interpretation.
5. Recommended Action: Staff has determined that the proposal does not meet the Section 9-508 setback requirements, however neither does the pre-existing slab and the proposed shed does not go closer to any lot lines than the slab does. Furthermore, meeting the setback requirements would be impossible on this property and the applicant has come as close as possible considering the size and shape of their parcel. Staff recommends considering the pre-existing slab a grandfathered in exception to the setback requirements and approving the applicant's proposal.
6. HLC Decision:
7. Staff Analysis for HLC: Project is located on a residential lot in the historic district facing Browns Alley. The primary residence is a non-contributing structure (built in 1991) as are the immediately adjacent properties. The shed would be made out of wood and appears to meet the historic guidelines.
8. Staff Analysis for PC: The proposed shed location is near the corner of Browns Alley and Newton Alley to the side of the primary residence and on a pre-existing concrete slab. Relevant ordinances include:

Section 9-209 requires a 10 foot arc of clear visibility at all intersections measured from the edge of the street. While the proposed location is close to the corner it is clear of this 10 foot requirement.

Section 9-508 setback requirements are based upon there being a clear front to the lot which is not the case here. I believe the most intuitive interpretation to be that the front yard is the yard facing the front of the house along Browns Alley in which case the required setbacks are:

front = no closer than existing structures, both the pre-existing slab and the front porch

and stairs/railing of the primary residence count as structures so the proposed site meets this requirement

rear = 40 feet from rear lot line, the proposed site would be 36 feet from the rear line so does not meet this requirement. Note that the entire lot is only 51 feet deep and so meeting both the front and rear setback requirements would be impossible and the pre-existing slab also does not meet those requirements and may be considered a grandfathered exception.

side = 12 feet, but only needed on one side of the property and so is met by the other side.



An alternative interpretation would count German St. rather than Browns Alley as the front line, which would require the 40' rear setback to be measured from Newton Alley and render the proposed site and pre-existing pad unusable, unless it is considered a grandfathered in exception. However the rest of the yard that is more than 40 feet from Newton would then become an eligible building location.

Section 9-208 also restricts the placement of accessory buildings and might apply depending on interpretation. I am considering the proposed site to be the side yard rather than rear yard and the definition of street in our ordinance specifically excludes alleys, so this is not considered a corner lot, making this section not applicable.

Staff also noted that adjacent properties are in a similar situation and that both 100 and 105 N. Browns Alley have sheds that do not meet the setback requirements.

9. To Be Reviewed By Historic Landmarks Commission

Planning Commission

Completed By: Karl Musser

Date: 4/23/2026



Application Number 28-07

Application for Certificate of Appropriateness & Project Permit

Corporation of Shepherdstown, West Virginia

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

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: SUSAN BERRY
(Must be Property Owner)

Mailing Address: P.O. BOX 1291
SHEPHERDSTOWN WV 25443

Day Time Telephone Number: (304) 433-9760

E-Mail Address: SMBERRY610@GMAIL.COM

Street Address of Proposed Work: 101 N BROWNS ALLEY

Lot Number/Legal Description: _____
(If no address exists)

Current Zoning: R1 **Current Land Use:** RES

Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: WOOD STORAGE SHED AT REAR LOT

Cost Estimate: 2,000 **Project Category** (Descriptions on Next Page): 1

Contractor performing work: LOWE'S INSTALLATION

Contractor's Business License #: _____

A copy of the contractor's Shepherdstown business license or license application **MUST** be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop work order on the project.



Application Number 248 - 07

Application for Project Permit
(Checklist of Required Information for Applications)

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.

PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

MATERIAL AND COLOR SAMPLES for exterior finishes

Category II- Driveways, decks, carports, porch enclosures and window, roof or siding replacement.

Category III- New construction of and/or additions to residential, commercial, and industrial structures.

Category IV- Demolition or Relocation of a Structure

(Categories II and III):

SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting. (SAMPLE ATTACHED)

Gross & net land area of property

Setback from property boundaries

Existing & proposed topography (only if regrading of the property is required)

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

Flood plain designation if any (mapping available in Town Hall)

Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions

Category IV- Demolitions:

Historic designation of structures to be demolished (documents available in Town Hall)

Complete description of structure(s) or part(s) of structure(s) to be demolished.

At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.



Application Number 28 - 07

Checklist of Required Information for Applications Continued

All Categories:

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

Section 9-905 Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist on the back of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time in order to determine compliance with the Commission's approval. I understand that my presence at the assigned application review meeting is required. Application must be signed by owner or his/her agent.

Date: 3-16-24

Owner's Signature: Susan Berry

Print Name: SUSAN BERRY

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit will be applied.

Zoning Officer Comments:

Fee Paid
Date Paid
PAID
MAR 16 2026
\$45.00
#647 - 20



Application Number 26 - 07

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

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

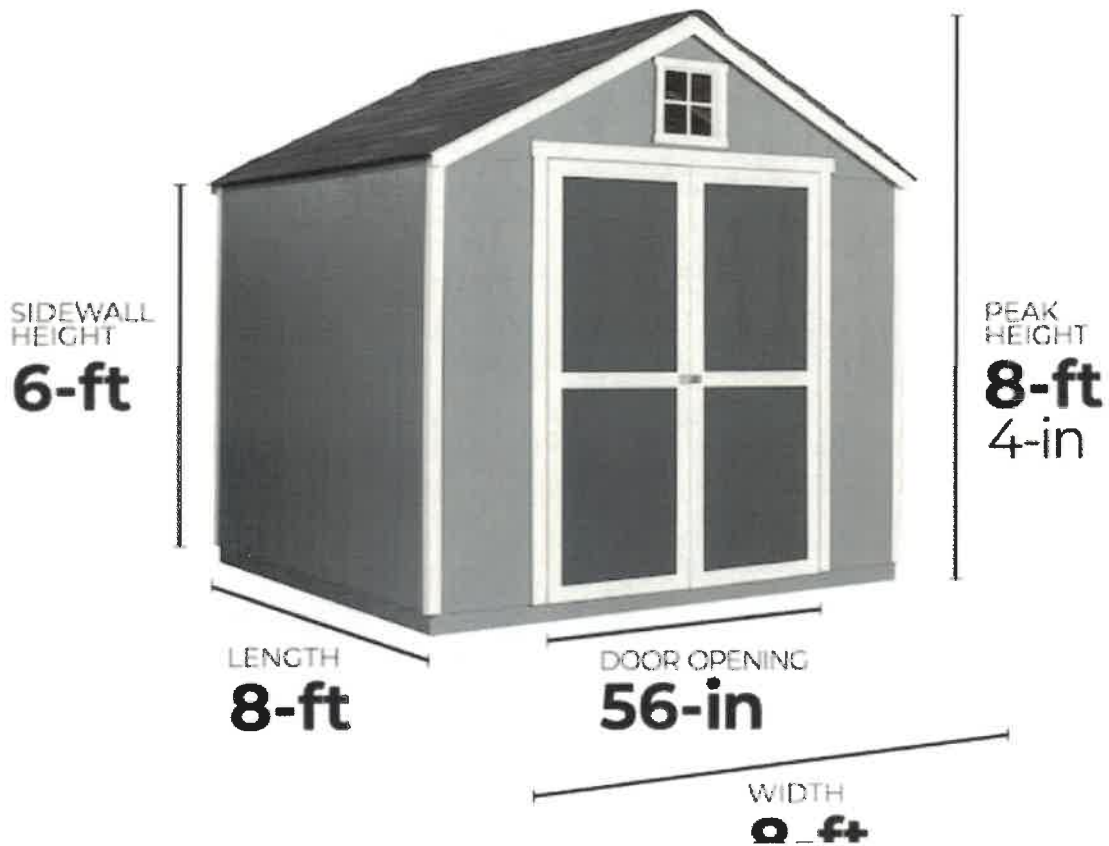
✓	<p>Category I:</p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: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

Shed Location & Sample Photo



Shed Location & Sample Photo

64 SQ. FT. OF SPACE



26-07



Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-15
2. Project Address: 407 E. German Street
3. Project Description: The applicant wishes to add a gutter and downspout over the back stoop and stairs. Gutters would be 5” half round aluminum, and be a flat black in color.
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 back stoop is visible from Ray St. The type of gutter matches the guidelines recommendation of metal half round gutters. 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: 5/26/2026



Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-15

This application is required for any modification of structures within the Shepherdstown Historic District. The purpose of this application is to protect the integrity of the exterior architectural features of structures in the designated Historic District. Reference [this map](#) to see if you live within the Historic District. A review of this application shall be approved or rejected by the Historic Landmarks Commission (HLC). For projects modifying structural square footage, an approved Certificate of Appropriateness is required prior to this being forwarded to the Planning Commission for their review for the issuance of a project permit. Project permits are only valid for one year from the date of issuance. [Please reference Title 9, Section-309](#).

Applicant's name: Edith Thompson
(Must be Property Owner)

Mailing address: PO Box 550
Shepherdstown WV 25443
City State Zip

Telephone: 304-876-1579 Email: tonglenn400@gmail.com

Street address of proposed work: 407 E. German St

Lot Number/Legal Description: _____
(if no address exists)

Current Zoning: Residential - Low Density Current Land Use: Residence
Note: Reference [this map](#) for zoning Classifications.

Description of Work: Rain gutter + downspout for roof over back stoop/stairs.
5" half round aluminum (black). Not shiny! 4" aluminum not available.

Project Category: 1
(see descriptions on next page)

Contractor Performing the Work: not yet secured

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-15

Check all the areas that apply:

Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.

PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

MATERIAL AND COLOR SAMPLES for exterior finishes

Category II- Driveways, decks, carports, porch enclosures and window, roof, or siding replacement.

Category III- New construction of and/or additions to residential, commercial, and industrial structures.

(Categories II and III):

SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

Gross & net land area of property

Setback from property boundaries

Existing & proposed topography (only if regrading of the property is required)

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements.

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

Flood plain designation if any (mapping available in Town Hall)

Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions.

Category IV- Demolitions or Relocation of a Structure:

Historic designation of structures to be demolished (documents available in Town Hall)

Complete description of structure(s) or part(s) of structure(s) to be demolished.

At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

All Categories:

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-15

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: May 11, 2026 Signature: Edith Thompson
(Owner)
Print Name: Edith Thompson

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 # 26-15

Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

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



Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-16
2. Project Address: 106 W. New Street
3. Project Description: The applicant wishes to replace their asphalt shingle roof with standing seam, 24-gauge metal roofing. Replace existing gutters with gutters of the same type and color and install gutter guards, which would not be visible from any public right-of-way.
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 a non-historic shingle roof with a more historically appropriate standing seam roof. The gutter work would not require a CoA. 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: 5/26/2026



Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-16

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: Cheryl A. Brown
(Must be Property Owner)

Mailing Address: PO Box 688
Kearneysville WV 25430
City State Zip

Telephone: (304) 596-1868 **Email:** cheryb1948@gmail.com

Street Address of Proposed Work: 106 West New Street, Shepherdstown, WV 25443

Lot Number/Legal Description: PT Lot #113-New & Church Sts. - .18 acre
(if no address exists)

Current Zoning: Residential - Low Density **Current Land Use:** Residential

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

Description of Work:

Replace asphalt shingle roof with standing seam, 24-gauge metal roofing. Replace existing gutters with new gutters of the same type and color. Install gutter guards, which will not be visible from the public sidewalks or roadways.

Project Category: II
(see descriptions on next page)

Contractor Performing the Work: Roofsimple

Contractor's Business License: 2026-005,060

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-16

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-16

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: 14 May 2026

Signature: Cheryl A Brown Digitally signed by Cheryl A Brown
Date: 2026.05.14 12:47:05 -04'00'
(Owner)

Print Name: Cheryl A. Brown

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 # 26-16

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

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





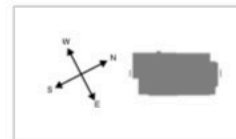




Complete Measurements

106 W New St, Shepherdstown, WV
FRONT







100 E 8th Street
Front Royal, VA 22630

Go behind the scenes on real projects
and check out our workmanship at:
roofsimple.com

Roofsimple, Inc. Roof Replacement Contract

Homeowner: Cheryl Brown
 Property Address: 106 West New Street Shepherdstown WV 25443
 Phone Number: 304-596-1868
 Email Address: Cheryb1948@gmail.com
 Date: 05/14/2026

Pricing Summary

McElroy Metal
 Total \$73,920
 Down Payment —
 Remaining Due —

Englert Metal
 Total
 Down Payment
 Remaining Due

Roof Details

Metal Gauge Thickness: Snowbirds Yes No
 26 24
 Metal Pan Size: Snowbird Qty. 140
 17" 21"
 Metal Color: Ridge Vent Yes No
 Medium Bronze Crimped Capped
 Metal Type: Terne SSM Corrugated
 Other

We will replace any rotten or damaged plywood at a rate of \$ 78 per sheet. Where the roof deck is planking; any damaged planking will be replaced at a rate of \$ _____ per linear foot. We will replace all flashing unless they are fastened behind wood, fiber cement, stucco, or masonry in which case we will replace where possible without harming the siding materials. Total balance is due upon completion of the job.

Homeowner Signature: _____ Date Signed: 05/14/2026

Printed Name: Cheryl Brown

Company Signature: _____ Date Signed: 05/14/2026

Printed Name: Bo Morgan

Sales Rep: _____ Canvasser: _____ Source: _____

Phone: (703) 831-6251

Email: support@roofsimple.com

www.roofsimple.com



Top 3% Nationwide

VA License #: 2705174685
 WV License #: WV059750
 MD License #: 01-145880



100 E 8th Street
Front Royal, VA 22630

Go behind the scenes on real projects
and check out our workmanship at:
roofsimple.com

Roofsimple, Inc. Gutter Replacement Contract

Homeowner: Cheryl Brown
 Property Address: 106 West New Street Shepherdstown WV 25443
 Phone Number: 304-596-1868
 Email Address: Cheryb1948@gmail.com
 Date: 05/14/2026

Pricing Summary

Gutter System

Total \$8,175

Down Payment —

Remaining Due —

Gutter Details

Gutter Size: 5" 6"

Gutter Guards: Alurex Double Pro

Downspout size: 2"x3" 3"x4"

Gutter Color: Almond

Homeowner Signature:

Date Signed: 05/14/2026

Printed Name: Cheryl Brown

Company Signature: 

Date Signed: 05/14/2026

Printed Name: Bo Morgan

Sales Rep: —

Canvasser: —

Source: —

Phone: (703) 831-6251

Email: support@roofsimple.com

www.roofsimple.com



Top 3% Nationwide

VA License #: 2705174685
WV License #: WV059750
MD License #: 01-145880

CORPORATION OF SHEPHERDSTOWN
Jefferson County, West Virginia

LICENSE #

2026-005,060

7/10/25

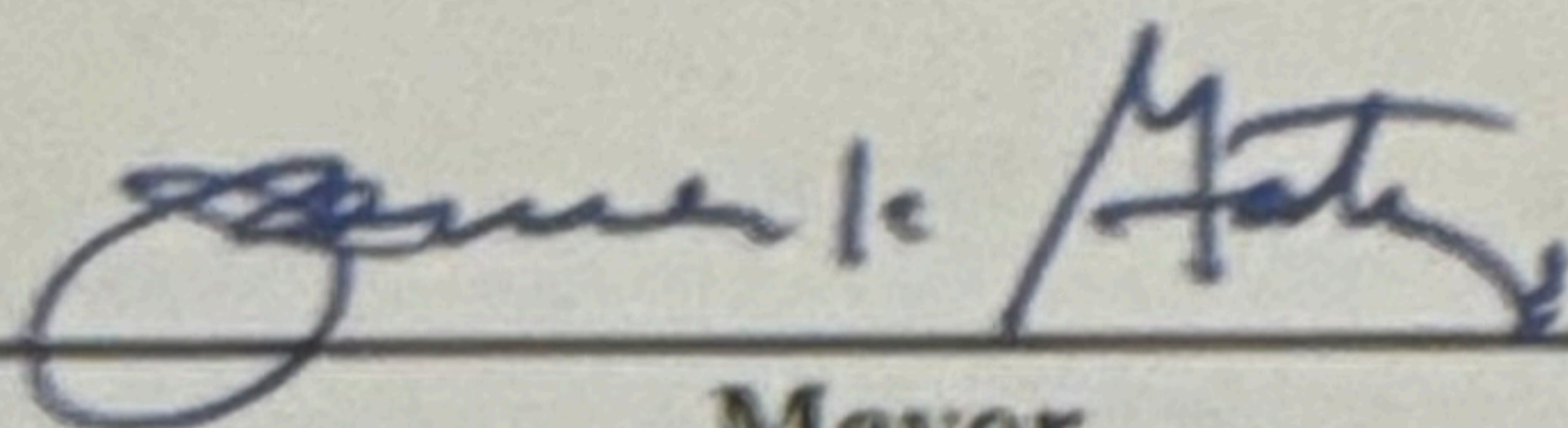
\$76.00

ISSUED TO:

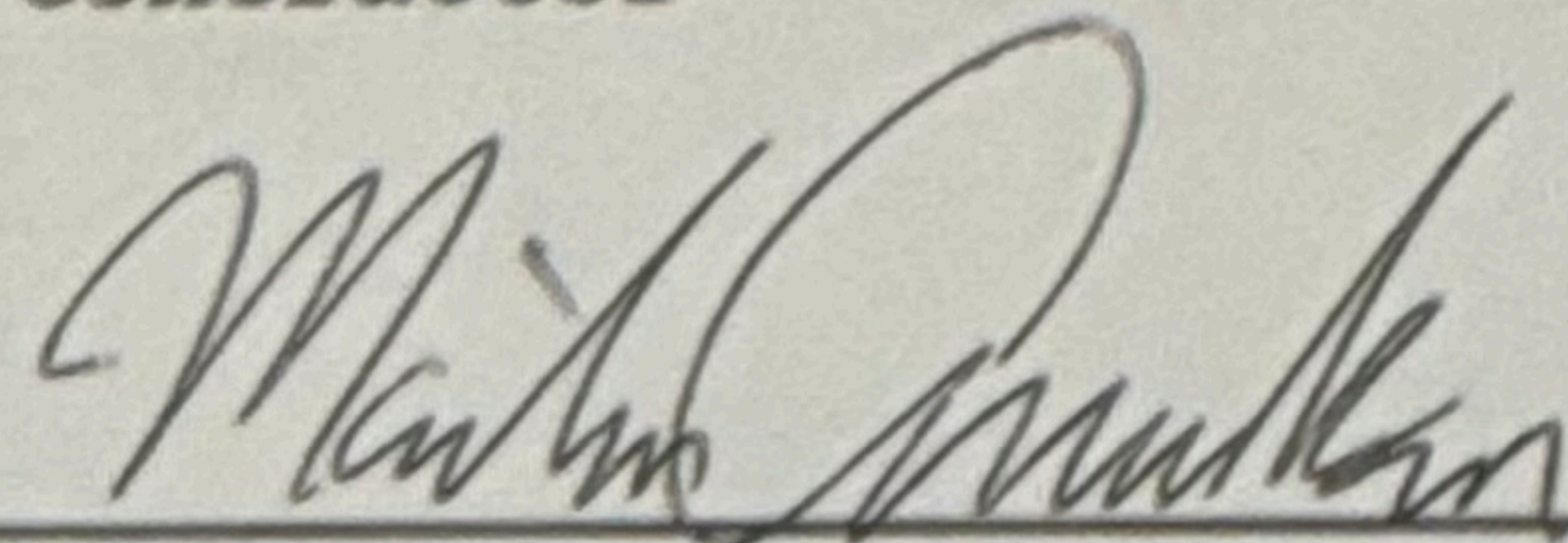
ROOFSIMPLE
100 E 8TH STREET
FRONT ROYAL VA 22630

<u>ACCOUNT#</u>	<u>YEAR ENDING</u>	<u>EFF. DATE</u>	<u>EXP. DATE</u>	<u>FILING FEE</u>
1426-04	2026	7/01/25	6/30/26	\$1.00

<u>LICENSE TYPE(S)</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
67	\$75.00	General Contractor



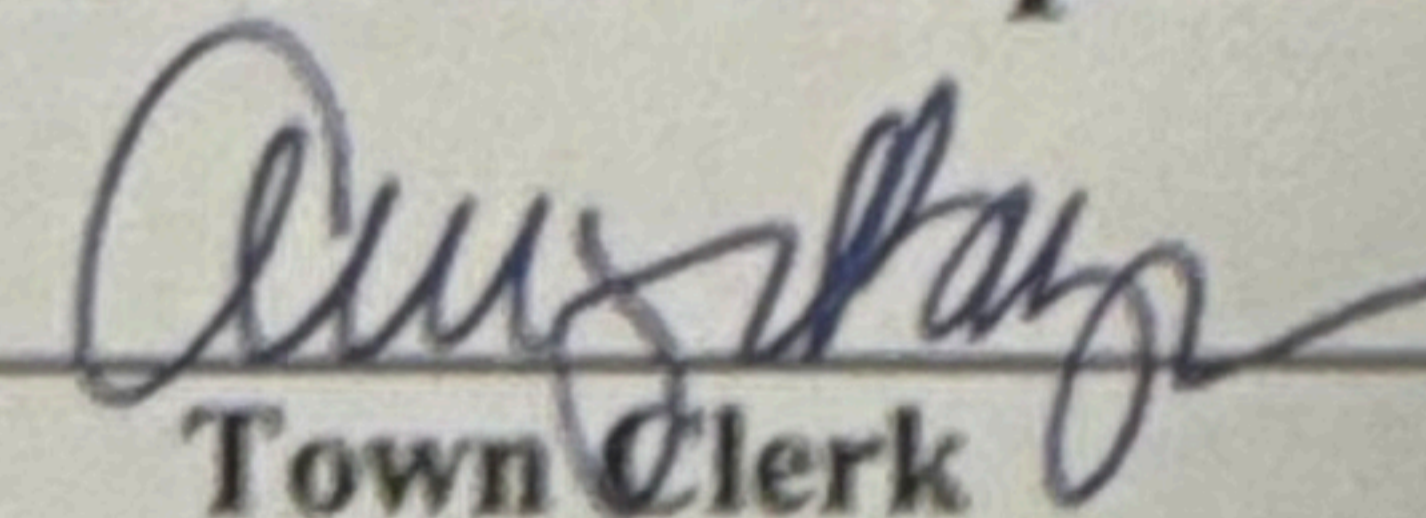
Mayor



Recorder

Authorized to operate the business indicated by payment of fee, for a period of one year, from July 1, 2025 to June 30, 2026.

Corporation of Shepherdstown



Town Clerk

**MUNICIPAL
LICENSE**

2025 – 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 State Zip

Telephone: 304-350-2589 **Email:** tdpst190@mail.rmu.edu

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



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

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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

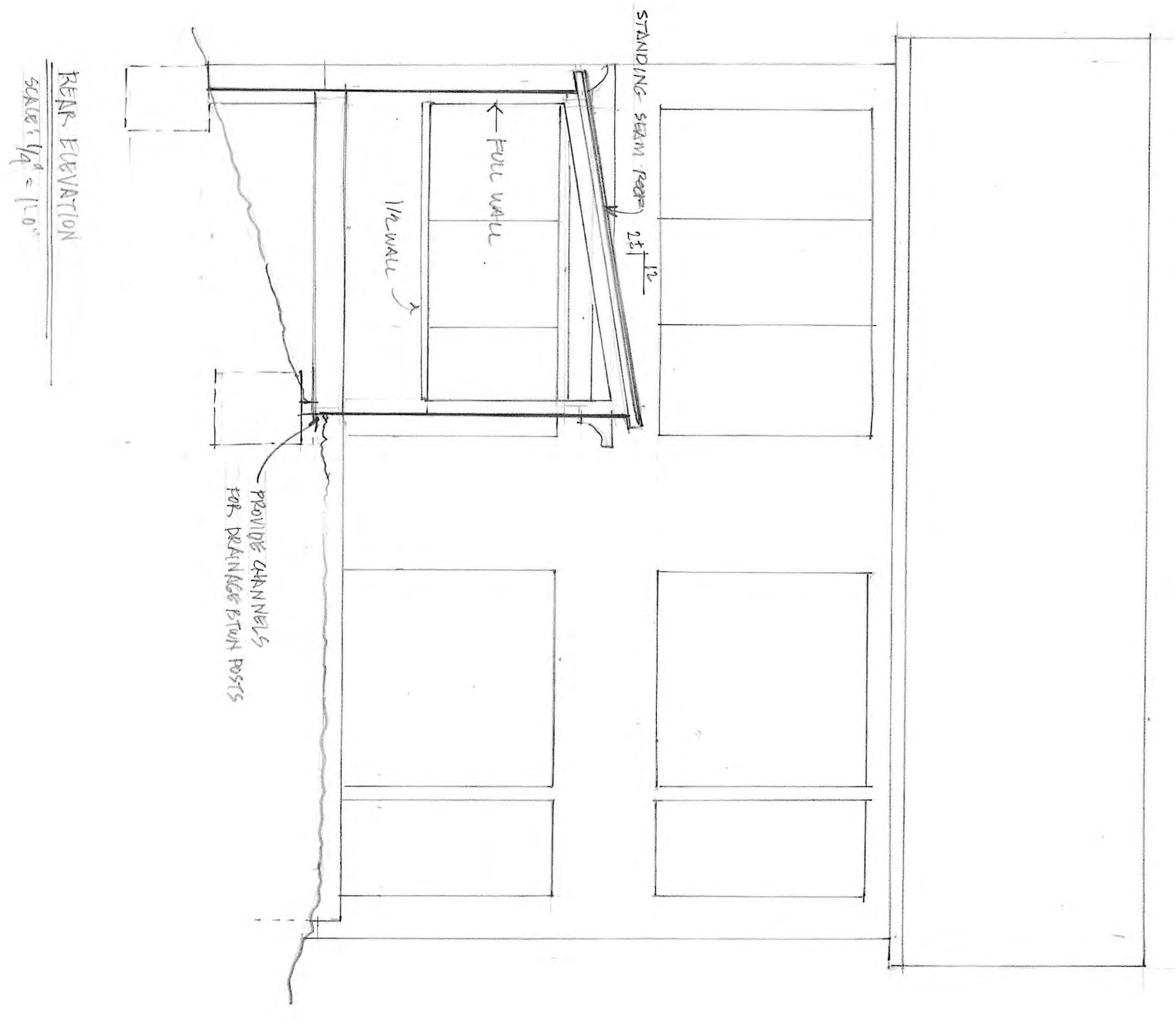
Application Fees

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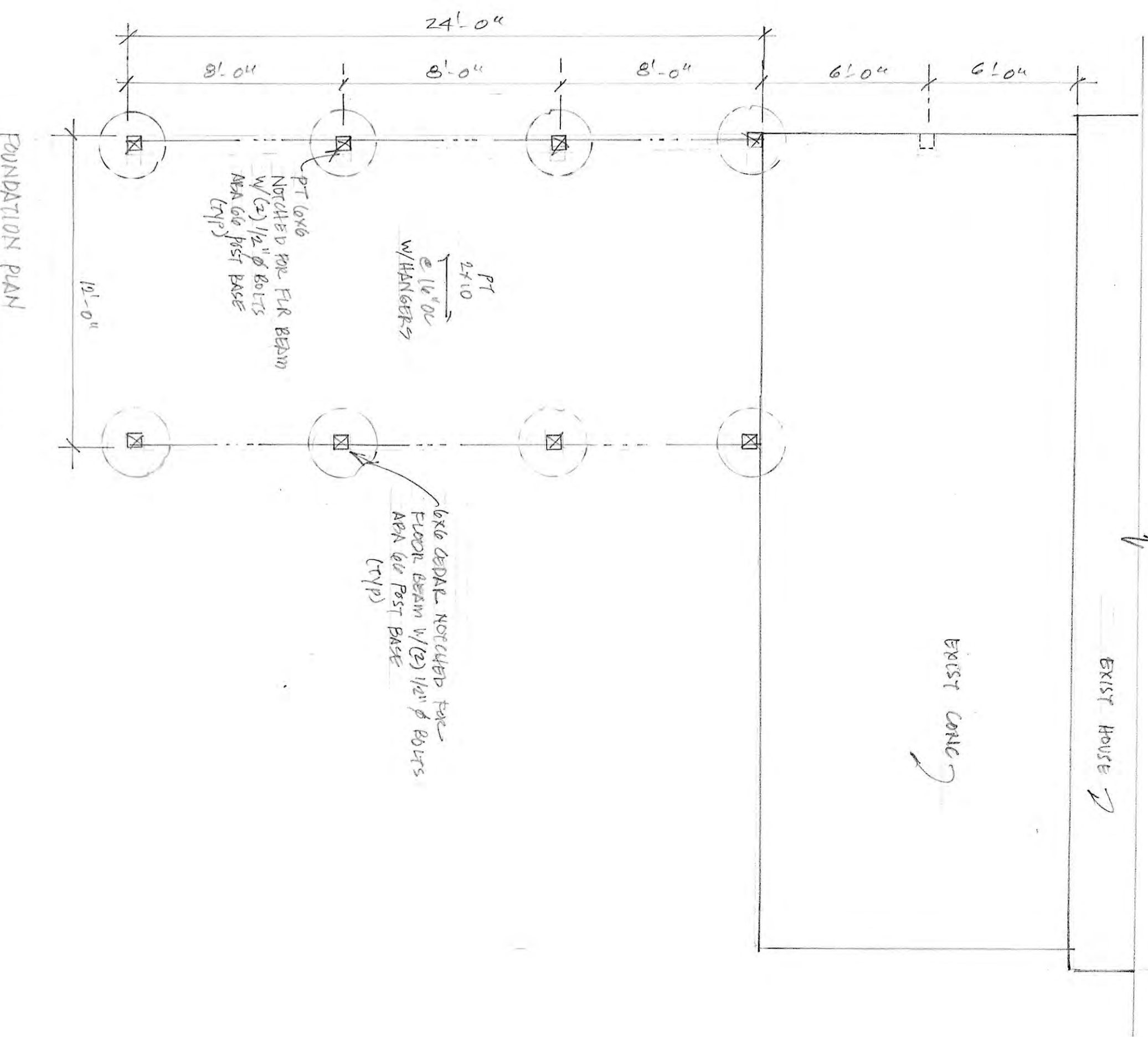
<input type="checkbox"/>	<p>Category I:</p> <p>\$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit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

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

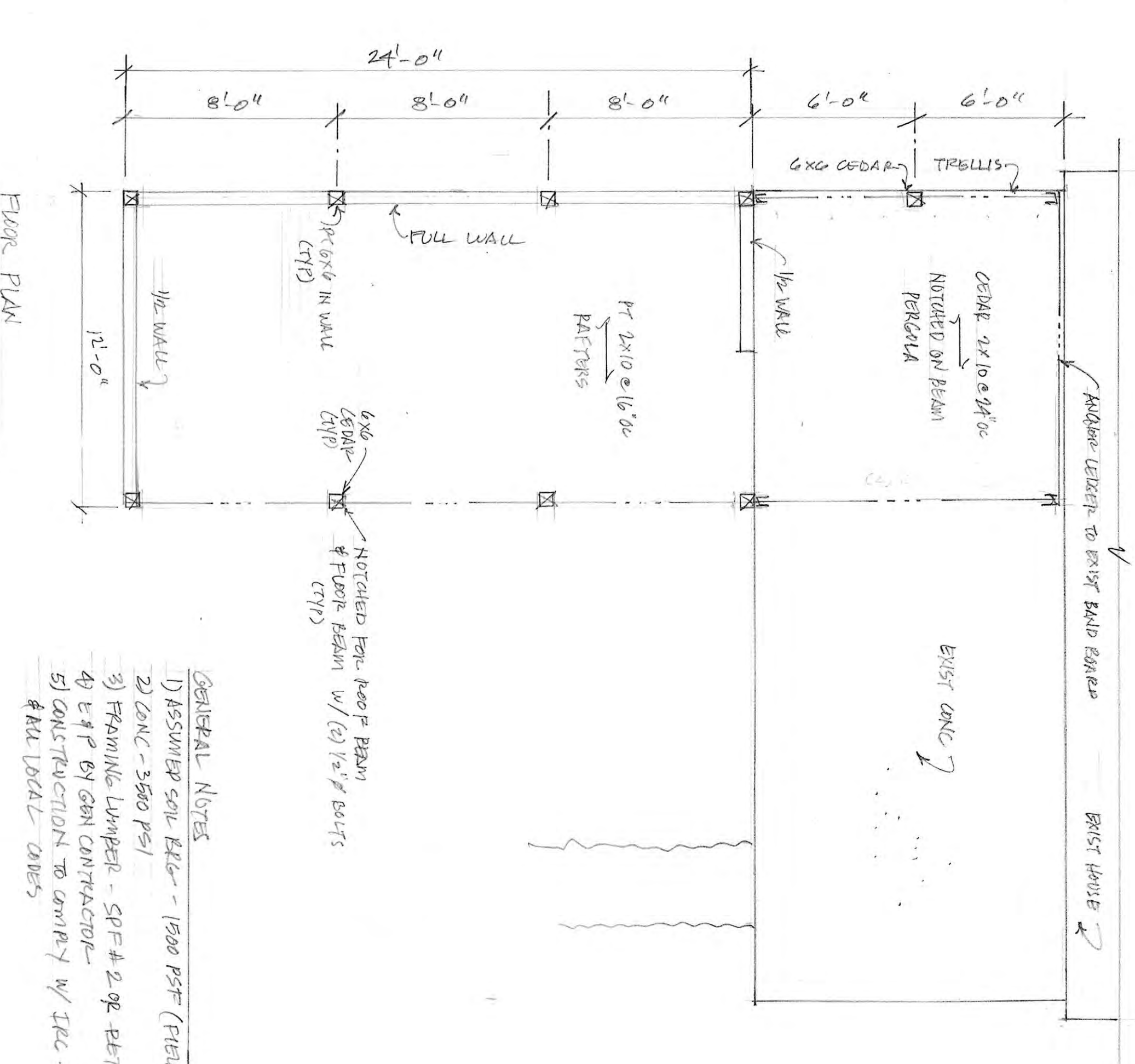
Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • kmusser@shepherdstown.us



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

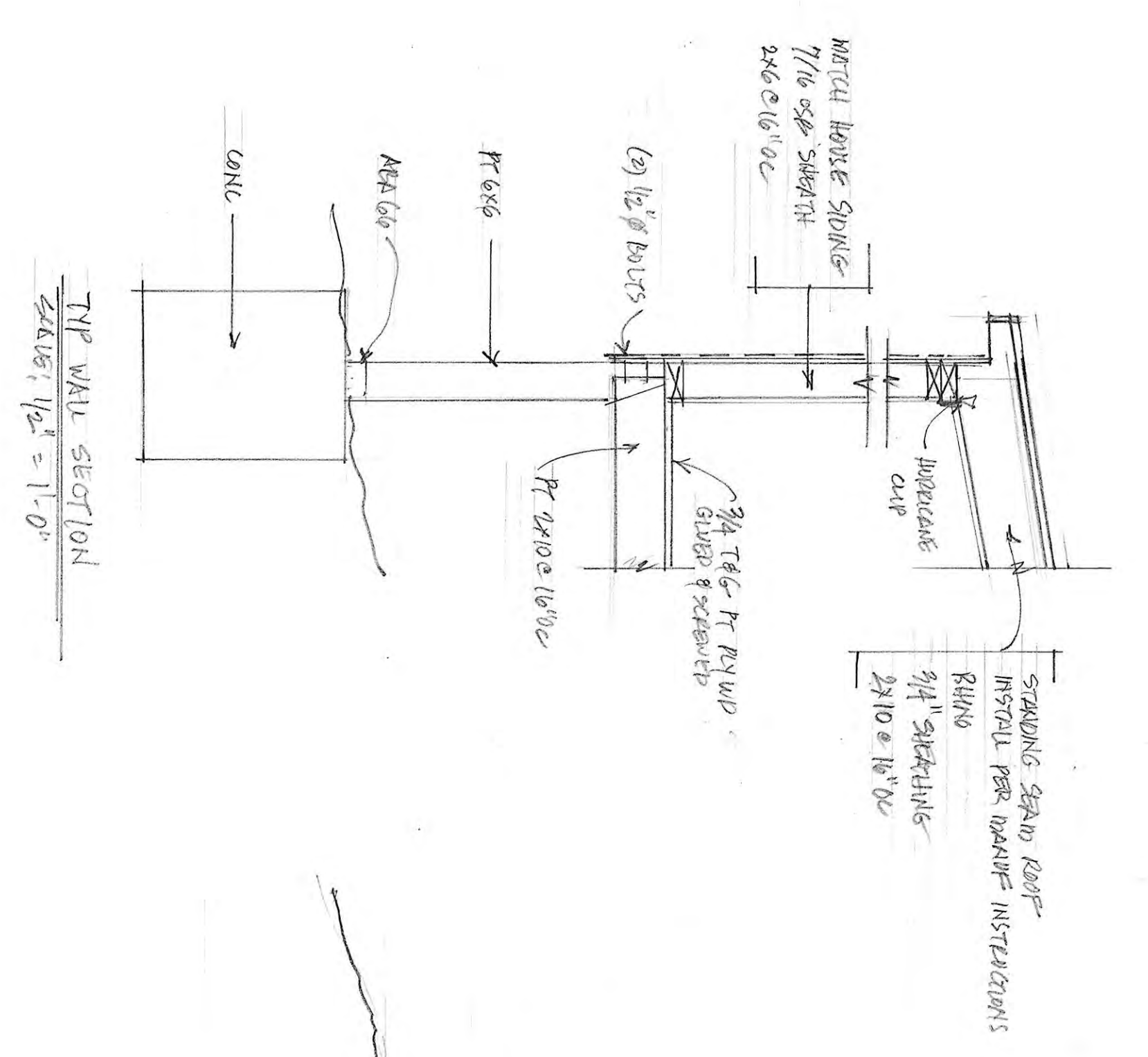


FOUNDATION PLAN
SCALE: 1/4" = 1'-0"

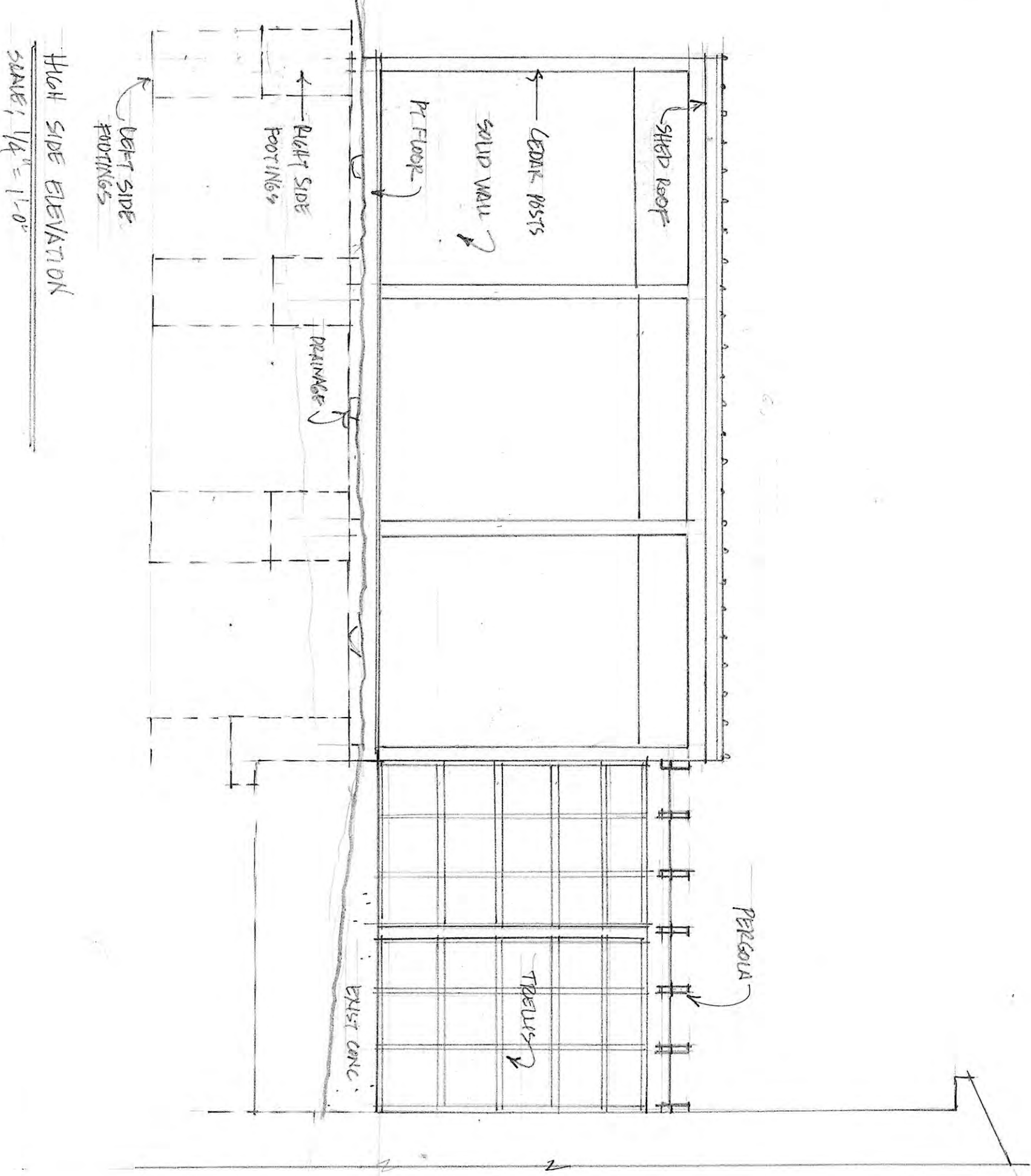


FLOOR PLAN
SCALE: 1/4" = 1'-0"

- 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 COMPLY W/ IBC - 2018
- # ALL LOCAL CODES



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

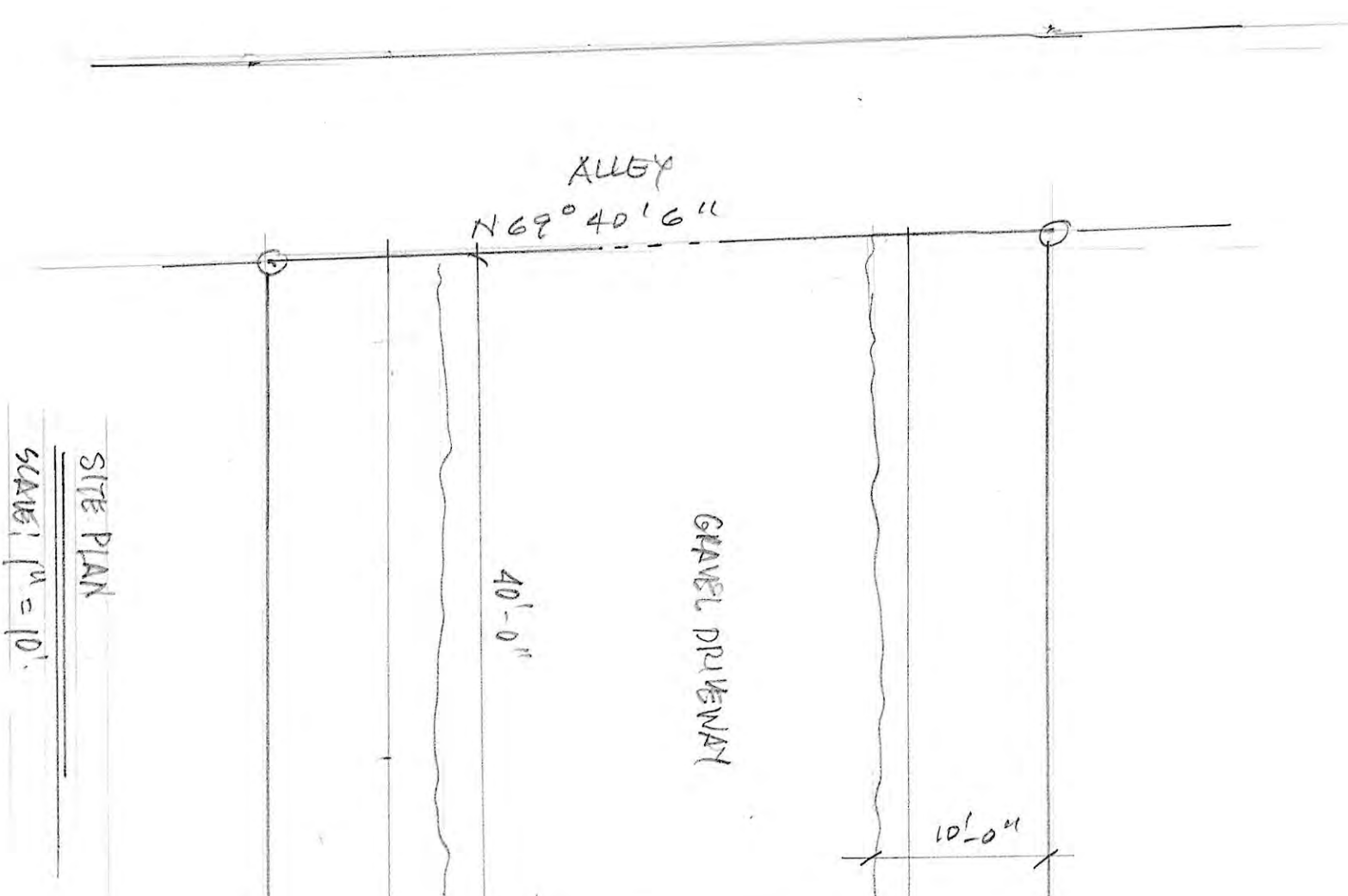


HIGH SIDE ELEVATION
SCALE: 1/4" = 1'-0"

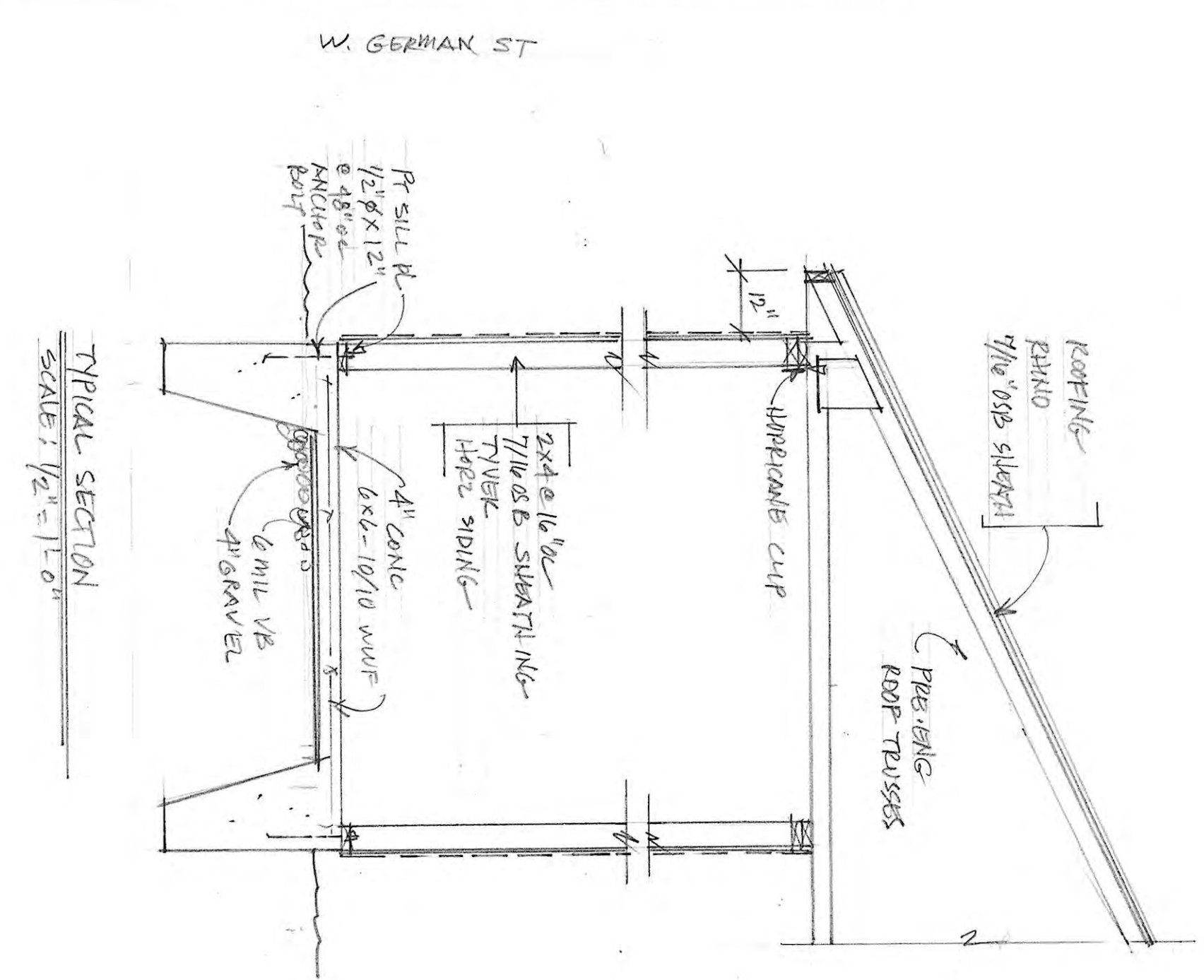
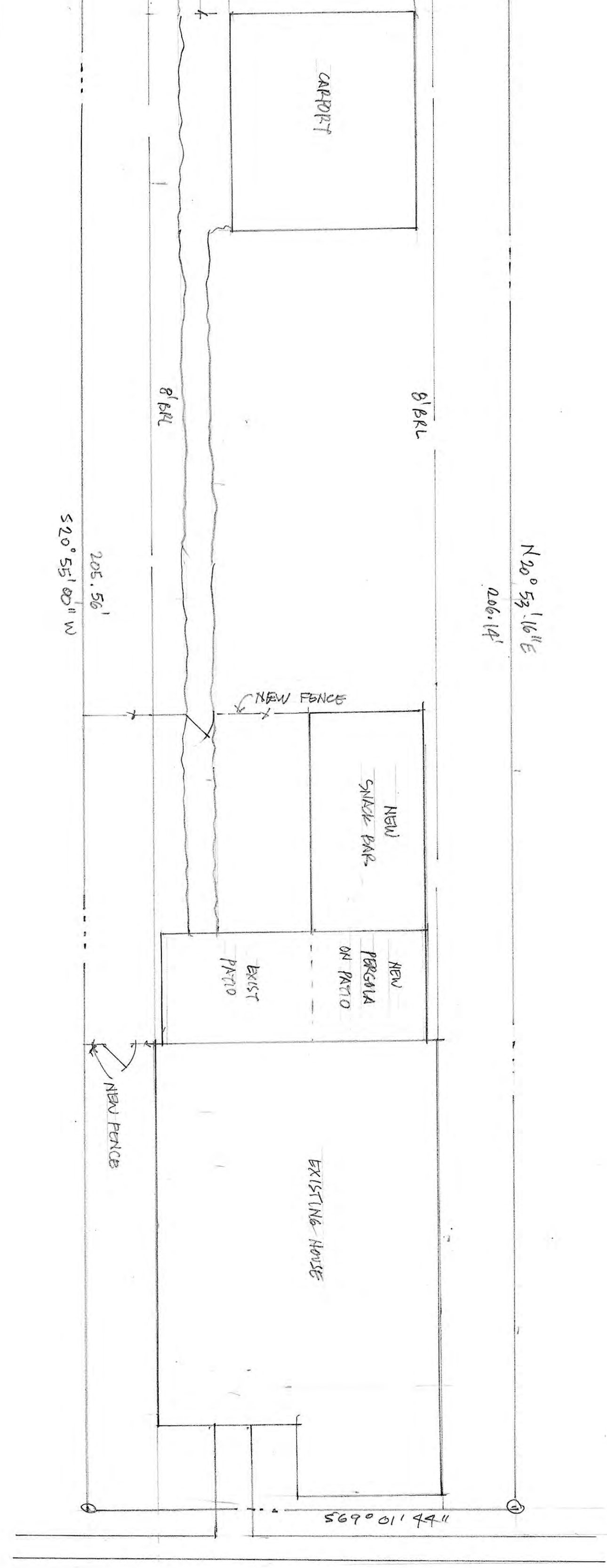
BAR/PERGOLA ADDITION for MR & MRS. S. PORTER
312 W. GERMAN ST
SHEPHERDS TOWNSHIP, WV

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

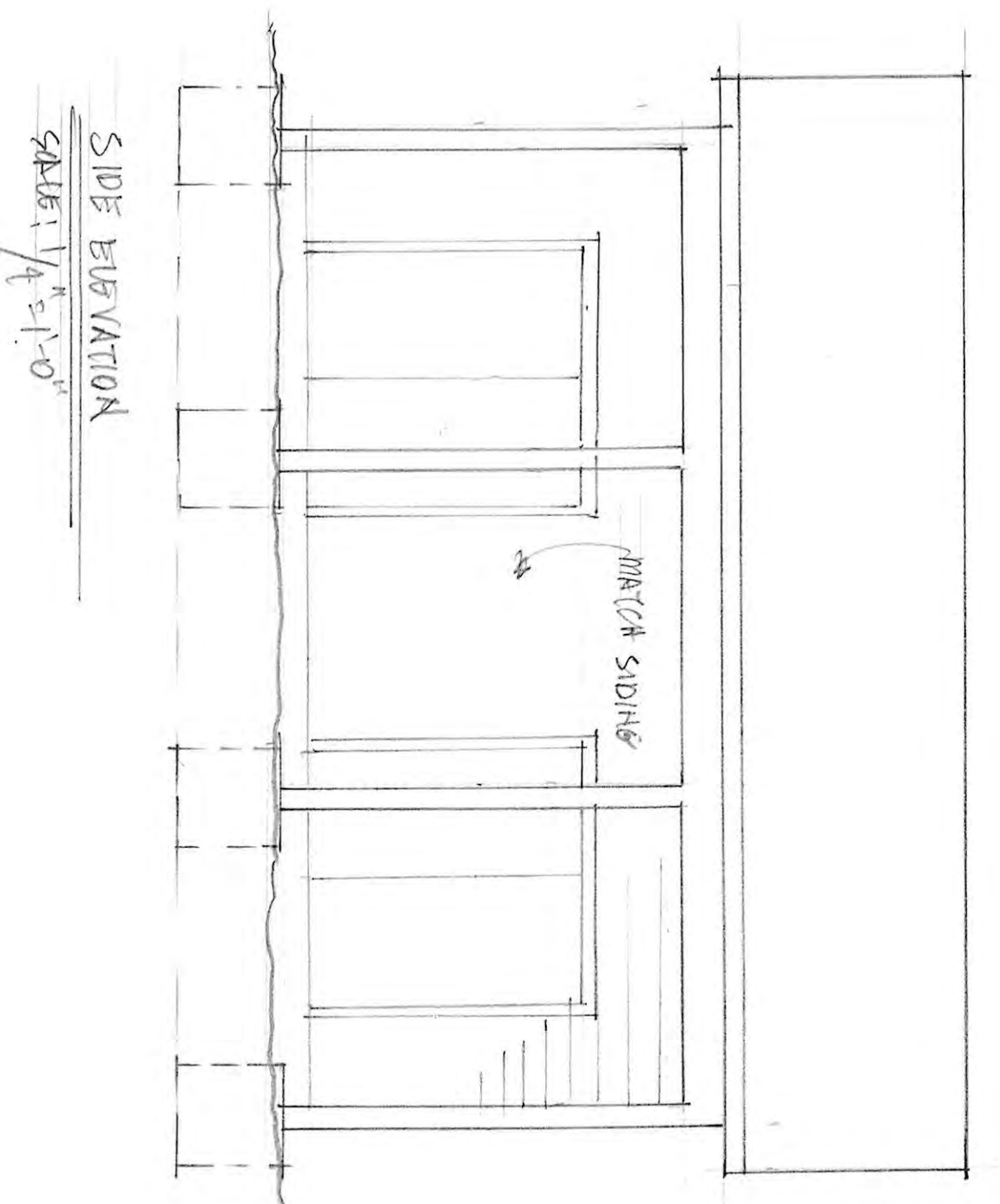
4/27/26
A1



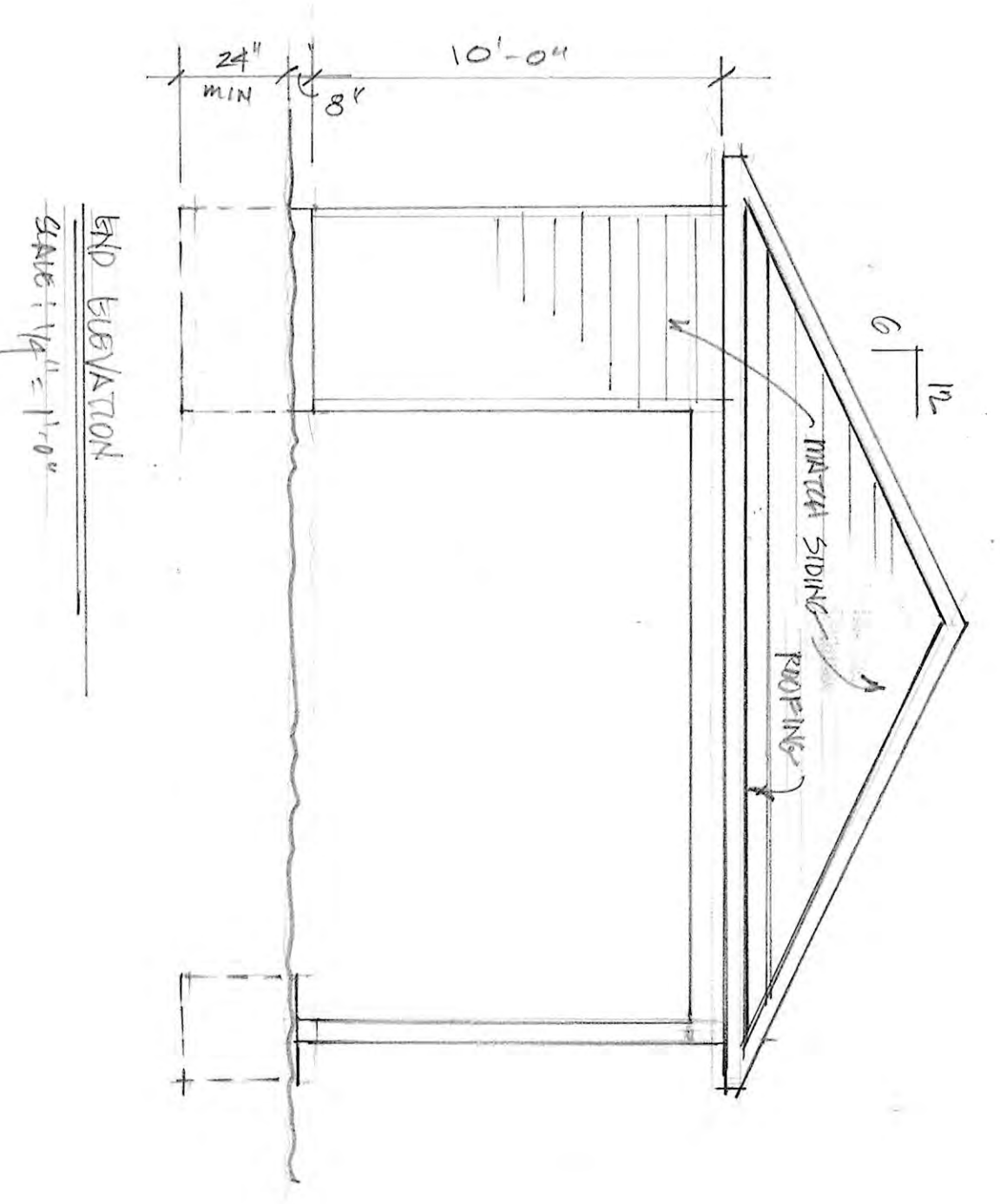
SITE PLAN
SCALE: 1" = 10'



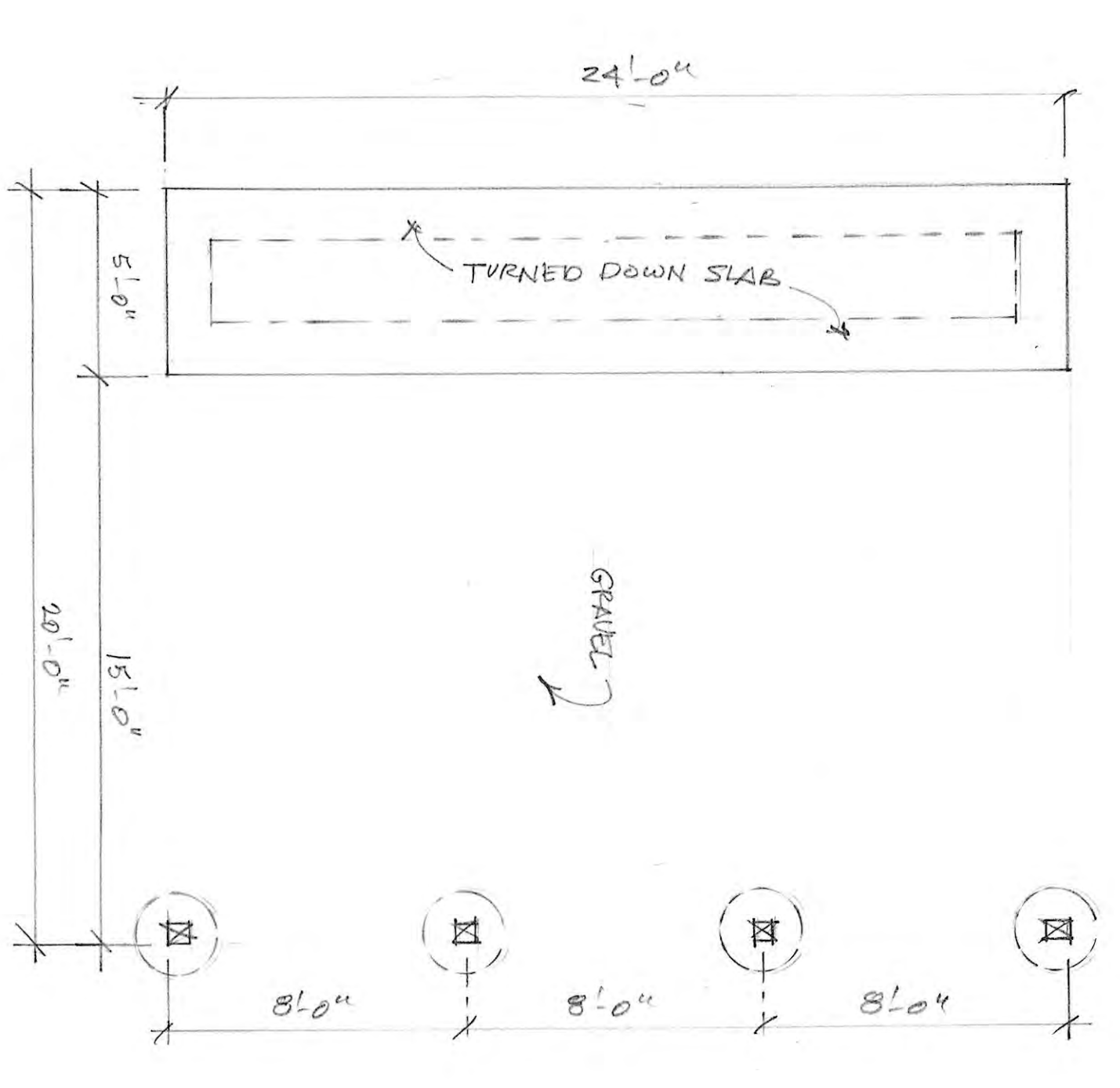
TYPICAL SECTION
SCALE: 1/2" = 1'-0"



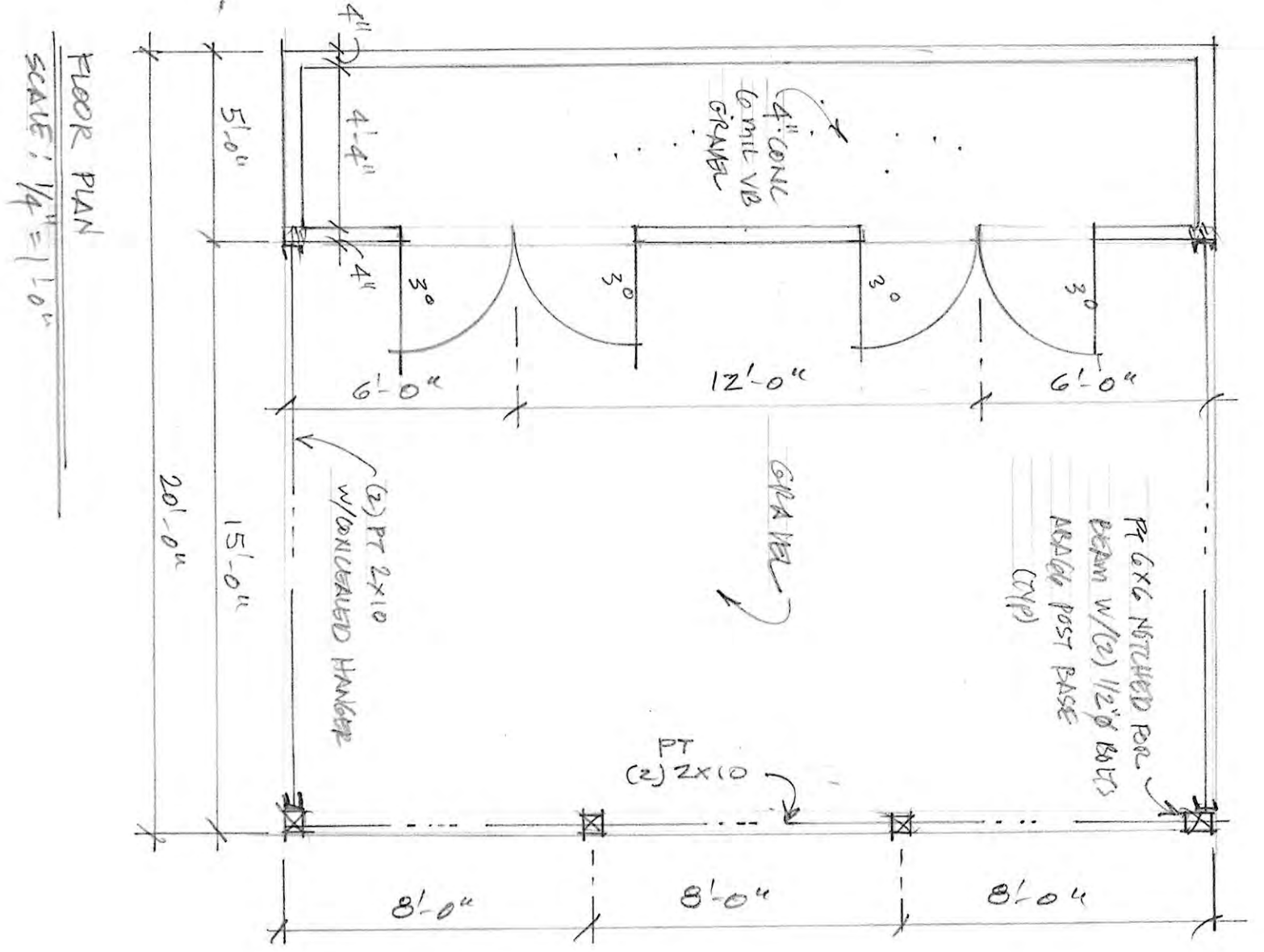
SIDE ELEVATION
SCALE: 1/4" = 1'-0"



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

