

# SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, May 4, 2026  
6:00 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:** April 6, 2026

**3. Visitors:**

**4. Conflicts of Interest:**

**5. Applications:**

26-08            314 W. German Street

Replacement of porch railing and the addition of stairs to side yard.

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.

26-11            113 E. German Street

Installation of a painted wood business sign, including metal bracket.

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.

26-14            312 W. German Street

Change garage approved in earlier permit to a car port and add pergola, lean-to, and fencing to the back yard.

**6. Workshop Sessions:**

**7. Ongoing Business:**

- Historical Markers Program

**8. New Business:**

- Town Council update

**9. Adjournment:**

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, April 7, 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)

**In absentia:** None noted.

**In audience:** Karl Musser (KM), Bruce Massey (BM), Jerry Bock (JB), Jim Auxer (JA), Joseph Dolan (JD), Tabitha Dolan (TD).

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners and support staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** No changes noted, minutes approved as submitted.
4. **Visitors:** Bruce Massey (BM), Jerry Bock (JB), Jim Auxer (JA), Joseph Dolan (JD), Tabitha Dolan (TD).
5. **Conflicts of Interest:** None noted.
5. **Applications**

**26-07-101 N. Browns Alley**

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

- Homeowner not present. Discussion tabled.

**26-08-314 W. German Street**

Replacement of porch railing and the addition of stairs to side yard.

- Homeowner not present. Discussion tabled.

**26-09-200 E. High Street    Blue Moon Café**

Installation of temporary/seasonal pergola covered outdoor seating area located in a portion of the existing parking area. Blue Moon representatives, JD and TD, discussed plan.

- KA asked if planned pergolas are temporary and wood. JD confirmed. TM asked if the pergola would be just as shown in provided photograph, and if it would be made of cedar. JD confirmed. TM asked for exact location of pergola. JD said that it would be beside glass room, toward parking lot. KA described spot as in between the projecting bay and the garden entrance. JD confirmed this. KA noted that planned pergola is consistent

with existing pergola and surroundings. KA asked if there is planned fencing. JD confirmed, saying they planned to use 6x6 wooden planks, 4 or 5 feet tall, attached to sides of pergola to add stability. AR asked if the height would be close to the roof line. JD said the planned height was level with or just under eaves. KA said the HLC would prefer that neither fencing nor pergola was attached to building. JD agreed. RB asked if this would interfere with existing. TM noted that the HLC does not have purview over parking. KA agreed. TM moved to approve the application in accordance with Guidelines on PG 67 “Yard Features,” Section C, with the recommendation that the applicant goes before the Planning Commission for further approval. AR seconded. All in favor. None opposed. Passed.

6. **Workshop Sessions:** None.

7. **Ongoing Business**

- **Update on Mills Group materials:** KA updated commission on final stages of Mills Group materials and the incorporation of commission feedback, said that the next step was for the Town to purchase QR codes to insert in brochures. KA noted that Clare Tryon/SHPO needed to review and approve these materials. Said that upon SHPO approval, not before, should the Town pay the invoice.
- **Historical Markers Program:** JB from Historic Shepherdstown reviewed previous discussions for a historic markers program, changes to expected timelines, applications, costs/funding, Entler museum collections, and potential business and university collaborations for marker designs. JB asked if the HLC would help verify accuracy of marker information. AR added that Jennifer Yablonsky, art professor, was the potential Shepherd University resource. CB asked if historic properties outside of Shepherdstown boundaries would be eligible for the program. JB said he would like for that to be the case, but to start with properties inside the boundaries of the historic district. JA supported the idea of allowing outside properties to apply, to encourage individual protection of properties. KA said that Mayor Gatz invited him to the Town Council meeting the coming Wednesday, to present on HLC-related projects, including the CLG recertification, market house, and historic markers program. KA asked if JB or BM could join that meeting or provide a summary of the plan—noted that Mayor Gatz said the Town Council should have final authorization of the markers program. JB agreed. CB asked if the plaques would have standard information, such as “Historic Home,” rather than individualized information on each home. JB said that they were considering that approach, with the option of reaching out to Historic Shepherdstown for more detailed information.

8. **New Business**

- Substitute siding materials: AR reviewed relevant points from *Preservation Brief #16*, on inability to source contractors willing to work with certain materials. Expressed that old growth cedar was not widely available and that new growth cedar was not compatible. Proposed that the commission consider an alternate material to approve for future applications. TM noted that most buildings in town are pine, not cedar, but that the same concerns apply. JK asked if the concern was replacing cedar with cedar. AR said that contractors discouraged working with HLC preferred woods, rather than newer composite material. JA asked if Shepherdstown's Guidelines discusses this issue. KA said it did not, outside of Hardie Board for the PG 37 "Exterior Walls," and 56, "New Construction of Outbuildings," which do not reflect evolving SHPO and HLC attitudes on Hardie Board or similar alternatives. TM added that the changes to buildings over time, including visible repairs, add to the historic character of the town. JK added that commissioners and residents should take advantage of architectural salvage, as much as possible. KA asked the commission to consider how to proceed. CB asked if AR would research costs for pine replacement and repair, as the dominant wood in the historic district. AR agreed.

9. **Adjournment:** TM moved to adjourn at 6:45 p.m. All in favor. None opposed. Passed.

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-08
2. Project Address: 314 West German Street
3. Project Description: Replace railings and add stairs to side deck.
4. Issues Identified: None
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. HLC Decision:
7. Staff Analysis for HLC: Residence is located within the historic district and a contributing structure. The existing deck and railing are wood, and the replacement railing and new stairs would match the existing deck in both materials and color meeting the historic guidelines.
8. Staff Analysis for PC: Property is zoned Residential. Section 9-508 requires a side yard setback of 12 feet which this meets, the side lot line is approximately 25 ft. from the house. Proposal does not significantly impact the percentage of the parcel that is green space.
9. To Be Reviewed By  Historic Landmarks Commission  
 Planning Commission

Completed By: Karl Musser

Date: 4/2/2026



Application Number \_\_\_\_\_

# 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](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Christopher & Elaine Helmick  
(Must be Property Owner)

Mailing Address: PO Box 844, Shepherdstown, WV 25443

Day Time Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Street Address of Proposed Work: 314 W. Sherman

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

Current Zoning: R1 Current Land Use: residential  
Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: Replace deck railings & add stairs

Cost Estimate: \_\_\_\_\_ Project Category (Descriptions on Next Page): I

Contractor performing work: Self

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 \_\_\_\_\_ - \_\_\_\_\_

**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 \_\_\_\_\_

**Checklist of Required Information for Applications Continued**

All Categories:

n/a 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: 3/16/26

Owner's Signature: *E. Helmick*

Print Name: Ebonée Helmick

**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 \_\_\_\_\_



Application Number \_\_\_\_\_ - \_\_\_\_\_

**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

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

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

<input checked="" type="checkbox"/>	<p><b>Category I:</b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b>Category II:</b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
	<p><b>Category III:</b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>
	<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> <ol style="list-style-type: none"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <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>
<p>Certificate of Appropriateness Advertisement Fee: <span style="float: right;"><b>\$15</b></span></p>	

## 314 W. German- Sample Materials

Current Materials: Wood- Painted Black



## **314 W. German- Sample Materials**

### **Sample Proposed Steps & Railings-**

- Material - Wood (Pressure Treated)
- Railings & Posts will be painted black to match existing railings (pictured above). Steps will remain wood tone to match decking materials.



(Sample Image)

**Corporation of Shepherdstown**

**Staff Input Form**

**For the Historic Landmarks and Planning Commissions**

1. Applicant Name and Number: 26-10
2. Project Address: 105 West Washington Street
3. Project Description: Replace rear yard and rear portion of the side yard fencing to match fencing on opposite side yard.
4. Issues Identified: None
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. HLC Decision:
7. Staff Analysis for HLC: Fence design and materials appear to be consistent with the historic guidelines.
8. Staff Analysis for PC: Property is zoned Residential and is located within the historic district. The applicant proposes replacing an existing deteriorating picket fence with a wooden privacy fence that would match an existing privacy fence on the other side yard in materials, color, and height. A short section of existing split rail fencing matching the neighboring property's fencing would remain. The height of the proposed fence is 6 feet, meeting the requirement of Section 9-803 on rear and side yard fences.
9. To Be Reviewed By  Historic Landmarks Commission  
 Planning Commission

Completed By: Karl Musser

Date: 4/6/2026



# Historic Landmarks Commission's Application for Certificate of Appropriateness

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

Application # 26-10

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: Mary T. Fortuna and Robert C. Kuser  
(Must be Property Owner)

PO BOX 1302  
Shepherdstown WV 25443

Email: y @ g  
105 W. Washington

Current Zoning: res Current Land Use: home  
Note: Reference [this ma](#) for zoning Classifications.

Description of Work: PROJECT is replacement of the existing <sup>(photo B)</sup> side/rear yard picket fence, which is decaying. We will replace it with a 6' closed screening fence to match the opposite side of yard (see photo C). Requesting guidance on whether we have the option to retain the existing split rail portion at side/rear (photo A)

Project Category: 1  
(see descriptions on next page)

Contractor Performing the Work: J&J Builders

Contractor's Business License: 026-005 005 [6084-006]  
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 # 26-10

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 *see photo of existing fence from opposite side*

**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 # 26-10

## 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.

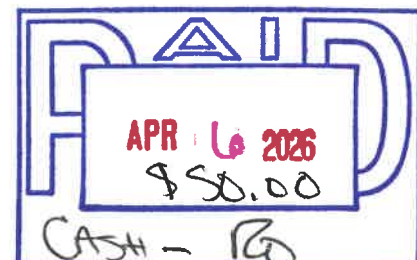
Date: April 6, 2026

Signature: Mary Fortuna  
(Owner)  
Print Name: Mary T. Fortuna

For Office Use:

Zoning Officer Comments

Fee Paid \$50.00 CASH  
Date Paid 4/6/26





# Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25485

Application # 26-10

## Application Fees

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

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

Licence

**CORPORATION OF SHEPHERDSTOWN**  
*Jefferson County, West Virginia*

**LICENSE #**

2026-005,005

6/30/25

\$76.00

**ISSUED TO:**

J&J BUILDERS, INC.  
663 HARVEST MOUNTAIN ROAD  
MARTINSBURG WV 25403

<u>ACCOUNT#</u>	<u>YEAR ENDING</u>	<u>EFF. DATE</u>	<u>EXP. DATE</u>	<u>FILING FEE</u>
6084-06	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

*James K. Hatz*  
\_\_\_\_\_  
Mayor

*Mark ...*  
\_\_\_\_\_  
Recorder



304-283-8302  
663 Harvest Mountain Rd Martinsburg WV 25403  
Jjbid.com

# J&J Builders Inc

# ESTIMATE

**FOR: Mary Fortuna**  
105 West Washington Street Shepherdstown Wv

**NUMBER:** EST0027  
**DATE:** Jan 6, 2026

Description	Quantity	Unit price	TAX	Amount
<b>Bilco Door</b> Demo decking, posts and handrails to facilitate work  Parge existing deteriorating stone work to prevent water infiltration and support new door.  Install bilco door and flashing  Reinstall decking, posts and handrails	1	\$9,420.00	0 %	\$9,420.00
<b>Install Wooden Privacy Fence</b>	1	\$4,500.00	0 %	\$4,500.00
<b>Install Custom Gable Ventilation</b>	1	\$940.00	0 %	\$940.00

**SUBTOTAL:** \$14,860.00  
**TAX:** \$0.00

**TOTAL \$14,860.00**

**Comments**  
Schedule start date May 4 2026  
Payment terms 50% upon signing/ balance upon completion

*approval*

Waiting on the fence for now. Other two projects are a go. Mary Fortuna and Chris Kuser



existing split rail  
look to leave? seeking to know if we have the option to leave it photo #A

existing picket (to be replaced)



photo B

replace existing picket fence and side gate with 6' privacy fence to match opposite side of yard.



fence  
 existing side  
 opposite will  
 fence  
 new this  
 be material





# Application for Project Permit

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

Application # 26-10

This application is required for projects within the corporate limits of Shepherdstown (both in and out of the Historic District), that involve modifications to structural square footage. Examples include decks, porches, driveways, carports, accessory structures, and new construction of and/or additions to residential, commercial, and industrial structures. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. [Please reference Title 9, Section-902](#).

Applicant's Name: Mary T. Fortuna and Robert C Kuser  
(Must be Property Owner)

Mailing Address: PO Box 1302  
Shepherdstown WV 25443

Street Address of Proposed Work: 105 W. Washington

Current Zoning: res Current Land Use: home  
Note: Reference [this map](#) for zoning Classifications.

Description of Work:  
Replacement of existing side fence with 6' screening fence to match opposite side of yard

Project Category: 1  
(see descriptions on next page)

Contractor Performing the Work: J+J Builders

Contractor's Business License: 6084-006  
A copy of the contractor's Shepherdstown business license or license application MUST be attached.

11



# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 26-10

Check all the areas that apply:

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

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

MATERIAL AND COLOR SAMPLES for exterior finishes

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

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

**(Categories II and III):**

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

Gross & net land area of property

Setback from property boundaries

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

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

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

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

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

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

**Category IV- Demolitions or Relocation of a Structure:**

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

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

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

**All Categories:**

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

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

Please contact Gino Sisco, Town Administrator, with any questions. (304) 283-0528



# Application for Project Permit

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

Application # 26-10

## 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: April 6, 2026 Signature: Mary T Fortuna  
(Owner)  
Print Name: Mary T Fortuna

For Office Use:

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

Zoning Officer Comments:

Fee Paid  
Date Paid



# Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 26-10

## Application Fees

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

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

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-11
2. Project Address: 113 East German Street Luminary Tax & Accounting and  
Acoustic Research Systems
3. Project Description: Painted wood business sign installation including metal bracket.
4. Issues Identified: None
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. HLC Decision:
7. Staff Analysis for HLC: Sign design and materials appear to be consistent with the historic guidelines.
8. Staff Analysis for PC: Proposal appears to meet all requirements of the sign ordinance. Property is zoned Residential/Commercial and the Monarch Beauty Lounge is also in the same building. Total allowable signage area of the property is 31.5 sq ft (42' storefront \* 0.75), there are 4 sq ft of existing signs (Monarch's), and the proposed 4 sq ft sign would bring the total to 8 sq ft (Title 9-Section 310(F)). Proposed sign would not obstruct the sidewalk (Title 11-Section 503). Staff recommends approval based on the applicant's proposal.
9. To Be Reviewed By  Historic Landmarks Commission  
 Planning Commission

Completed By: Karl Musser

Date: 4/23/2026



26-11  
JONY PRICE

# Application for Sign Permit

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

This application needs to be submitted to Town Hall for approval of any signage. Please reference [Title 9, Section-210](#).

**Name of applicant:** Luminary Tax & Accounting and Acoustic Research Systems  
(include name of business)

**Mailing address:** PO Box 3266  
Shepherdstown WV 25443  
City State Zip

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

**Street address of proposed work:** 113 E German S

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

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

*(Please initial each indicating it has been provided)*

- TP Total square footage of all existing signs on building
- TP Linear width of storefront in feet
- TP Total square footage of proposed sign(s)
- TP Drawing or picture of building showing placement of sign(s)
- TP Drawing or picture of sign(s) with dimensions & material composition
- TP Drawing or picture of bracket or method of mounting sign

**Hanging Sign(s) only:**

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

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

**Date:** 3/4/26 **Signature:** [Signature]  
(Applicant)

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

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Owner)  
**Print Name:** \_\_\_\_\_

## Application for Sign Permit

Luminary Tax & Accounting and Acoustic Research System are applying for a single two-sided sign that will include both company names. I am an owner of both entities and own the building.

- Total square footage of existing signs on building 4sqft (Monarch Beauty)
- Linear width of storefront in feet 42 linear feet
- Total square footage of proposed sign 4sqft
- Picture of building with proposed sign placement attached
- Picture of of proposed sign attached
  - 2' x 2'
  - Painted Wood
- Picture of hanging wall bracket attached

•  
VRS

• •  
VRS

← 113 East German Street

113 East German Street →

LUMINARY  
TAX & ACCOUNTING

LUMINARY  
TAX & ACCOUNTING



**Corporation of Shepherdstown**

**Staff Input Form**

**For the Historic Landmarks and Planning Commissions**

1. Applicant Name and Number: 26-13
2. Project Address: 110 Ray Street
3. Project Description: The applicant proposes building a 21'x21' or 441 square foot addition on the front of a single-family home. Addition would occupy a portion of the existing driveway.
4. Issues Identified: None
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. HLC Decision:
7. Staff Analysis for HLC: Residence is located within the historic district, although the residence is a non-contributing structure having been built in 2020. The addition would be made of the same materials as the main residence and height is below that of the main residence, overall design appears consistent with the main residence and neighboring properties. All relevant requirements in the historic guidelines appear to be met.
8. Staff Analysis for PC: Property is zoned R-1 Residential. The addition would be made of the same materials as the main residence and height is below that of the main residence. Section 9-508 requires the setback to the front lot line be no closer than the established building line on adjacent lots. The adjacent lots on the same side of Ray Street have a building line 25 feet from the front lot line. Lots on the opposite side of Ray Street do not have any setback. The current residence is 46 feet from the front lot line so the proposed addition would come to 25 feet from the front lot line and be even with the other properties on the same side of the street. The proposed addition does not come closer to any other lot lines than the main residence. The total amount of green space on the parcel would not change and remains over the 50% requirement (1,825 main house + 178 back deck + 441 addition + 1,066 driveway = 3,510 on a lot of 10,725 for 33% built up area). Space for 3 cars would remain on the driveway meeting the one space per unit parking requirement. 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: 4/27/2026





# Combined Application Certificate of Appropriateness and Project Permit

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

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

This application combines the Certificate of Appropriateness and Project Permit applications and is required for projects within the corporate limits of Shepherdstown and the Shepherdstown Historic District ([map](#)), that involve modifications to structural square footage. Examples include decks, porches, driveways, carports, accessory structures, and new construction of and/or additions. A review of the application shall be approved or rejected by the Historic Landmarks Commission (HLC) (Reference Title 9, Section-309) and once a Certificate of Appropriateness is approved it will be forwarded to the Planning Commission for their review for the issuance of a Project Permit (Reference Title 9, Section-902). If approved, the Project Permit is valid for one year from the date of issuance.

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

**Applicant's Name:** Margaret Kenny  
*(Must be Property Owner)*

**Mailing Address:** 110 Ray Street Shepherdstown, WV 25443

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

**Street Address of Proposed Work:** 110 Ray Street Shepherdstown, WV 25443

**Lot Number/Legal Description:** TM 3 Parcel 136  
*(If no address exists)*

**Current Zoning:** Residential-low density **Current Land Use:** House

Note: See [zoning map](#) for correct zoning classification

**Description of Work:**

Add 21'x21' addition

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

**Contractor Performing the Work:** Tri-State Improvements, LLC.

**Contractor's Business License:** 3223-01

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



# Combined Application Certificate of Appropriateness and Project Permit

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

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

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



# Combined Application Certificate of Appropriateness and Project Permit

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

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

### Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9, 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: 04/21/2026

Signature:   
(Owner)

Print Name: Margaret Kenny

For Office Use:

Zoning Officer Comments:

Fee Paid  
Date Paid

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



# Combined Application

## Certificate of Appropriateness and Project Permit

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

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

### 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 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 checked="" type="checkbox"/>	<p><b>Category III:</b></p> <p><b>\$300 + \$0.50</b> per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p><b>\$50 + \$0.10</b> per sq ft - New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p>
<input type="checkbox"/>	<p><b>Category IV:</b></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"> <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 type="checkbox"/>	<p><b>\$15</b> – Certificate of Appropriateness Fee</p>

LEGEND:

○ FOUND REBAR

● SET 5/8" REBAR & CAP

0' 30' 60' 90'



TM 3 P 116  
PENTECOSTAL FULL  
GOSPEL CHURCH  
DB 153 PG 449

N 14°20'57" E 90.15'

EAST HIGH STREET

RAY STREET  
R/W VARIES

N 80°17'19" W  
35.63'

N 17°39'20" E 101.60'  
65.00' 36.60'

GRAVEL  
DRIVEWAY

PROP. 21' X 21'  
ADDITION

PORCH

1-STORY  
FRAME HOUSE

DECK

STAIRS

TM 3 P 136  
26166 SQ. FT.  
0.6007 ACRES

S 80°17'19" E 207.47'

TM 3 P 137  
10724 SQ. FT.  
0.2462 ACRES

EXISTING  
FENCE

S 17°39'32" W 213.18'  
148.18'

TM 3 P 138  
JAMES WASHINGTON HEIRS  
DB 97 PG 442

TM 1 P 88  
HERBERT E. MAY ESTATE  
DB 184 PG 452

PLAT SHOWING THE PROPERTY OF  
MARGARET H. KENNY  
DEED BOOK 1255 PAGE 59  
TAX MAP 3 PARCEL 137  
AND  
RUDOLPH GREEN AND NELLIE GREEN  
DEED BOOK 726 PAGE 749  
TAX MAP 3 PARCEL 136  
IN RAY'S ADDITION TO SHEPHERDSTOWN

SHEPHERDSTOWN CORPORATION  
JEFFERSON COUNTY, WEST VIRGINIA  
SCALE: 1" = 30' DECEMBER 7, 2020

ED JOHNSON AND ASSOCIATES, INC.  
LAND SURVEYORS  
674 ACORN CIRCLE  
HARPERS FERRY, WEST VIRGINIA 25425  
(304)725-6060















# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV055793

## CLASSIFICATION:

GENERAL BUILDING  
RESIDENTIAL  
SPECIALTY  
DECKS  
FLOOR COVERING  
FINISHED CARPENTRY

TRI STATE IMPROVEMENTS LLC  
PO BOX 1  
KEARNEYSVILLE, WV 25430

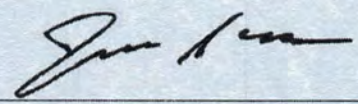
DATE ISSUED

EXPIRATION DATE

FEBRUARY 1, 2026

FEBRUARY 1, 2027

Authorized Signature

  
Chair, West Virginia Contractor  
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

**CORPORATION OF SHEPHERDSTOWN**  
**Jefferson County, West Virginia**

LICENSE #

2026-005,162

4/21/26

ISSUED TO:

\$12.50

TRI STATE IMPROVEMENTS, LLC.  
P.O. BOX 1  
KEARNEYSVILLE WV 25430

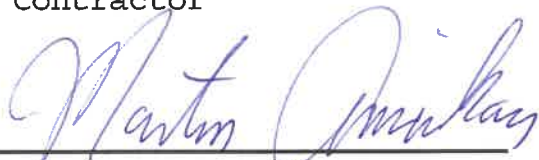
ACCOUNT#   YEAR ENDING   EFF. DATE   EXP. DATE   FILING FEE

3223-01   2026   7/01/25   6/30/26   \$1.00

LICENSE TYPE(S)   AMOUNT   DESCRIPTION

67   \$11.50   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**

**Corporation of Shepherdstown**

**Staff Input Form**

**For the Historic Landmarks and Planning Commissions**

1. Applicant Name and Number: 26-14
2. Project Address: 312 W. German Street
3. Project Description: The applicant wishes to make amendments to previous application 22-25 which included approval of a garage. Applicant would like to install a car port instead of the garage, utilizing the same footprint and siding and roofing materials would match the existing house. In addition, the applicant would like to add the following features to the back yard 1) place a pergola over a portion of the existing patio, 2) add a 288 sq. ft. lean-to adjacent to the pergola, and 3) approx. 25 ft. of new fencing across the middle of the back yard matching the existing side fences.
4. Issues Identified: None
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. HLC Decision:
7. Staff Analysis for HLC: Residence is located within the historic district, although the residence is a non-contributing structure having been built in 2022. The car port materials and footprint would be the same as the previously approved garage and design appears consistent with the main residence. None of the new yard features would be readily visible from any public right-of-way and also appear consistent with neighboring properties. All relevant requirements in the historic guidelines appear to be met.
8. Staff Analysis for PC: Property is zoned R-1 Residential. The car port footprint would be the same as the previously approved garage. None of the new yard features come closer to any lot lines than the existing structures. The new fence would be the same height and materials as the existing fence. The total amount of green space on the parcel would be decreased by 288 sq. ft. or 3% but remain above the 50% requirement (total built up area would go from 34% to 37%). 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: 4/29/2026



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

**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

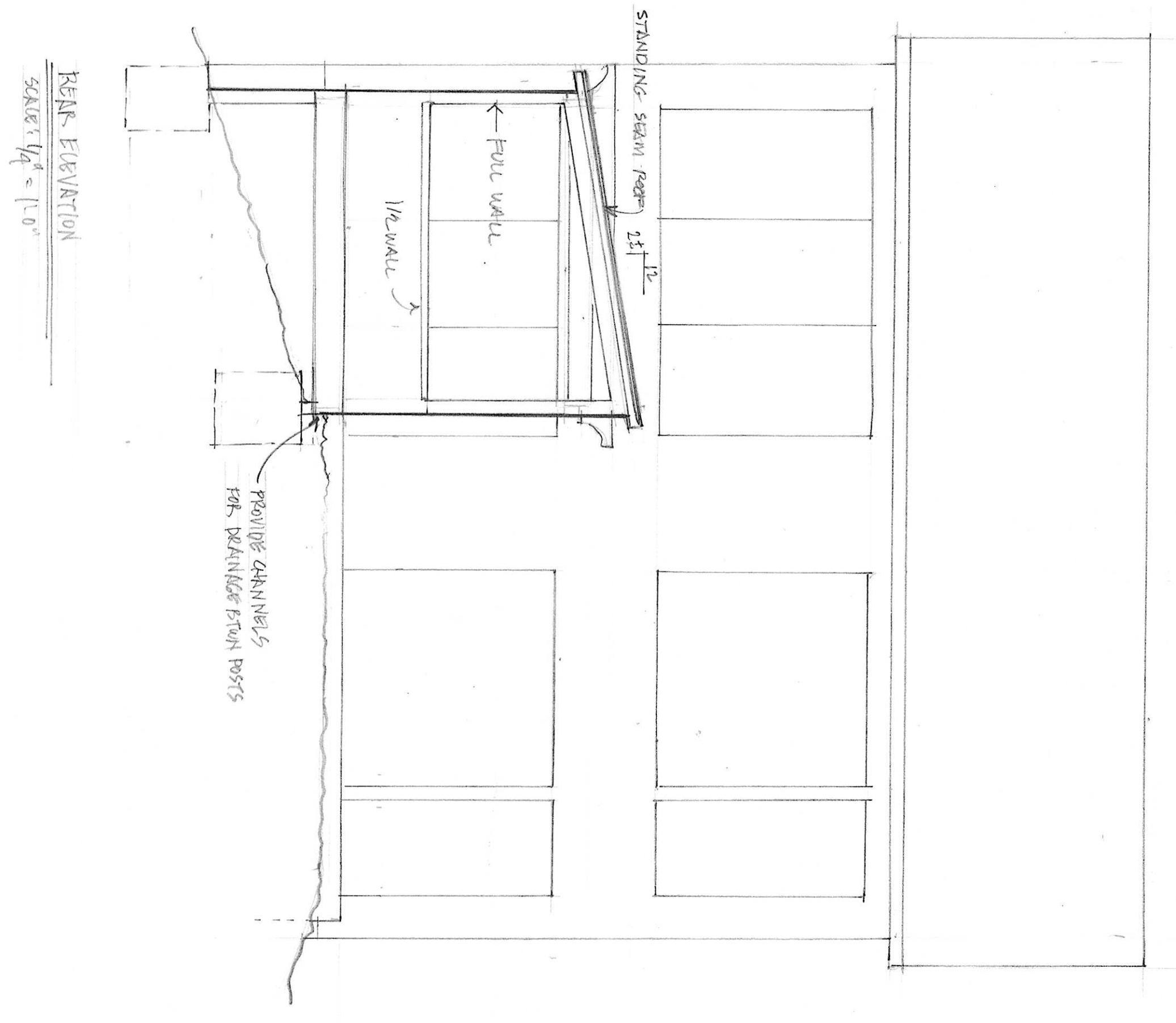
## Application Fees

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.

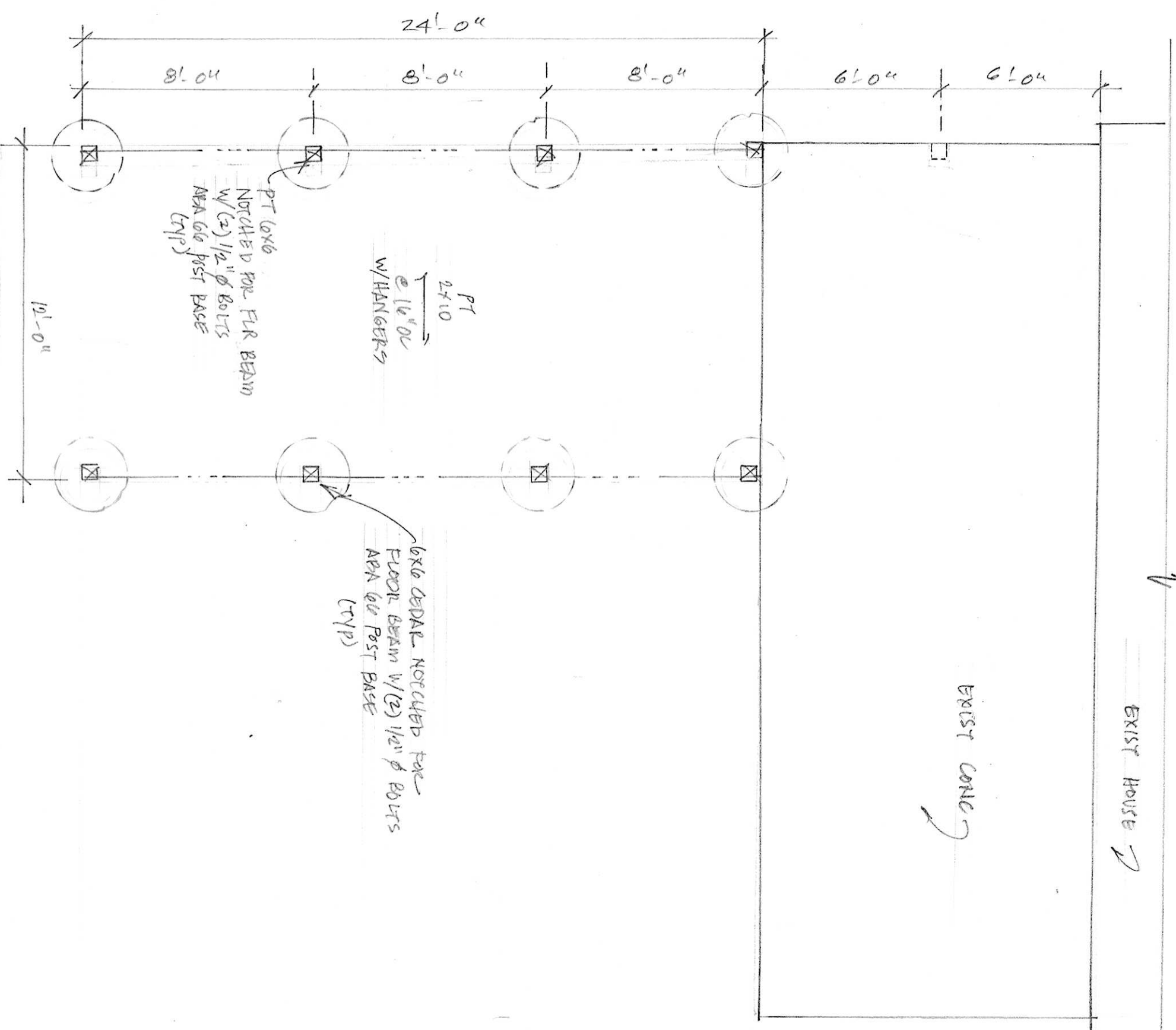
<input type="checkbox"/>	<p><b>Category I:</b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor 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

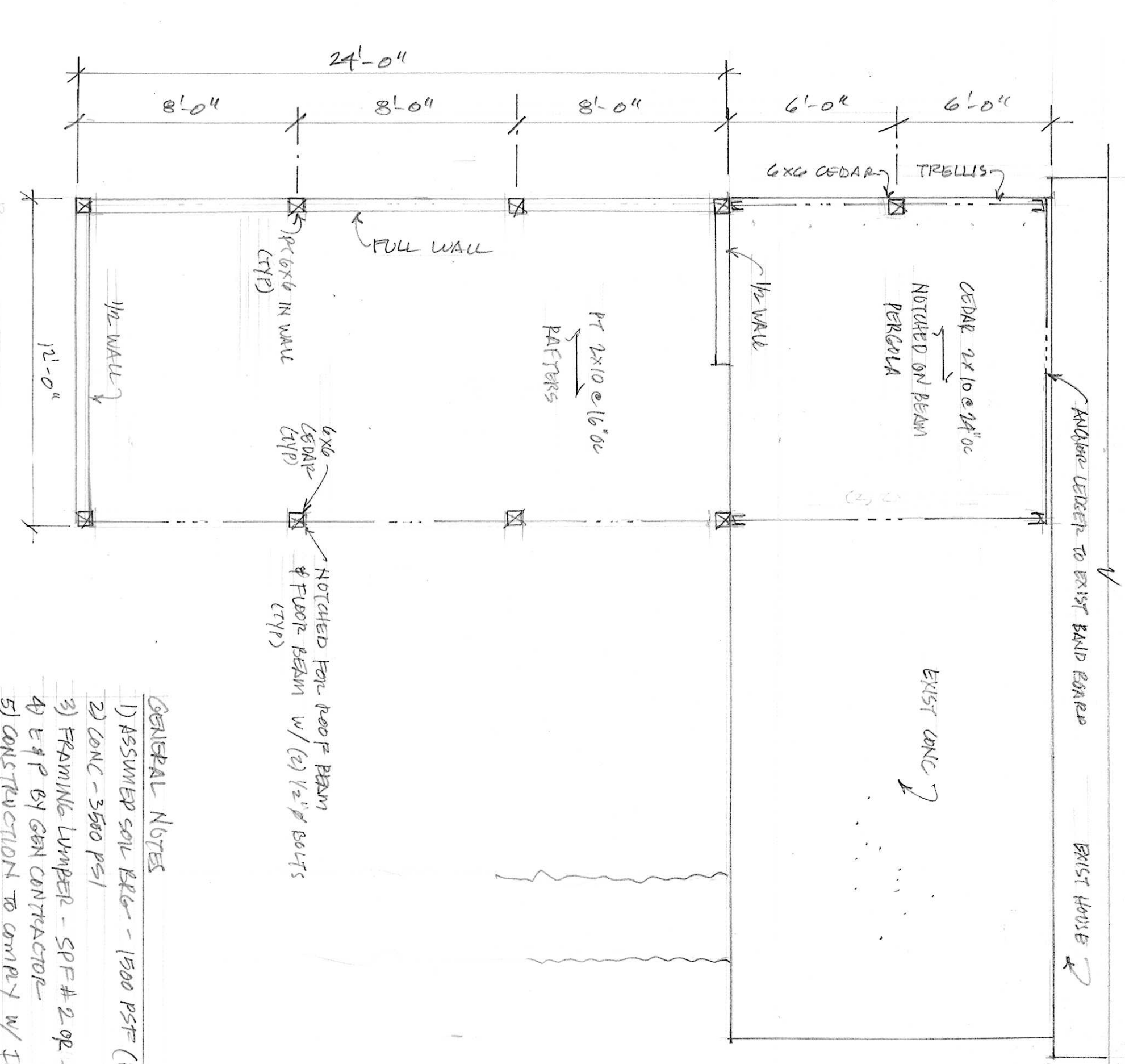
Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • [kmusser@shepherdstown.us](mailto:kmusser@shepherdstown.us)



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

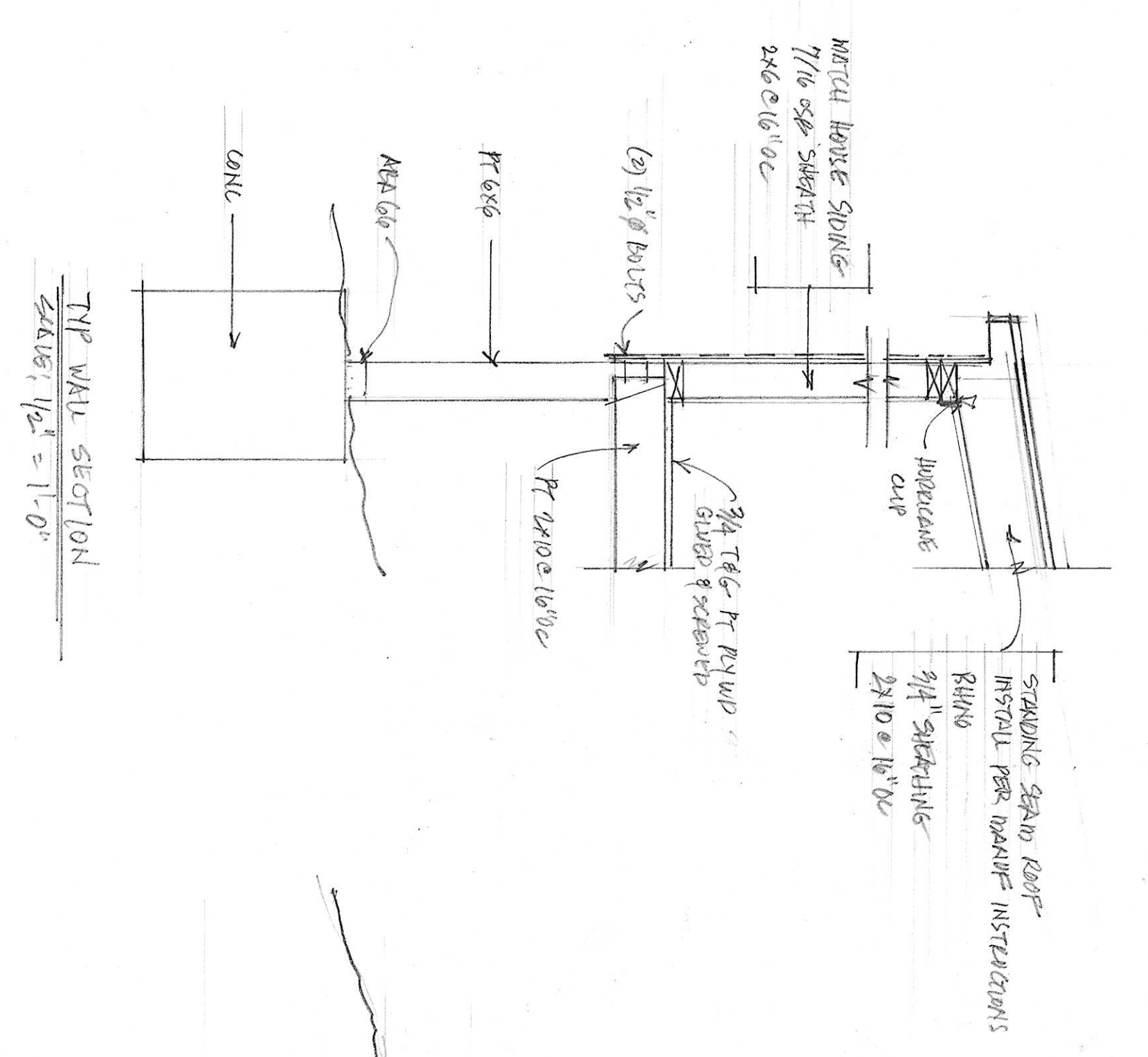


FOUNDATION PLAN  
SCALE: 1/4" = 1'-0"

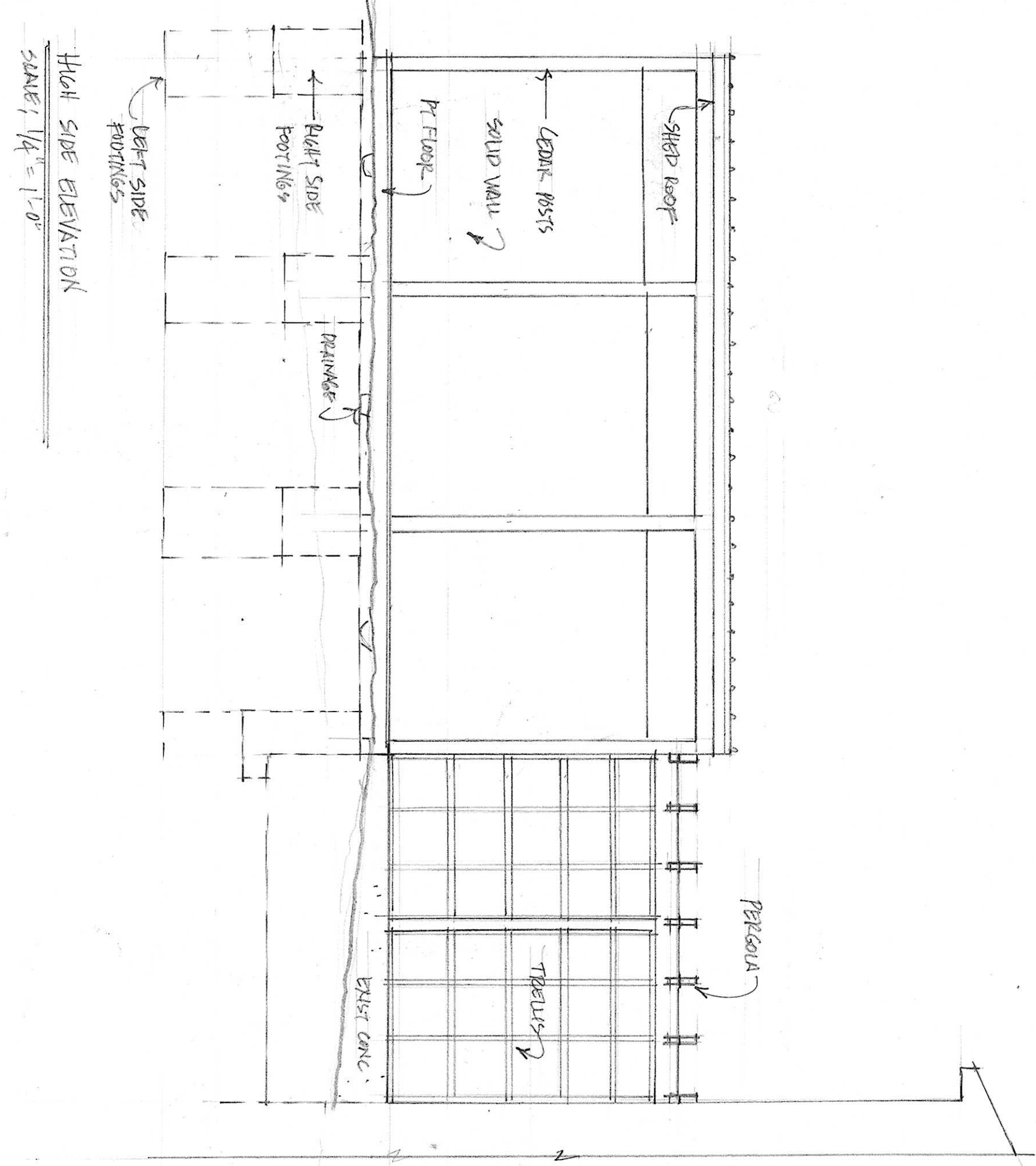


FLOOR PLAN  
SCALE: 1/4" = 1'-0"

- 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 GEN CONTRACTOR
  - 5) CONSULTATION TO CARRY W/ IFC - 2018
- # ALL LOCAL CODES



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

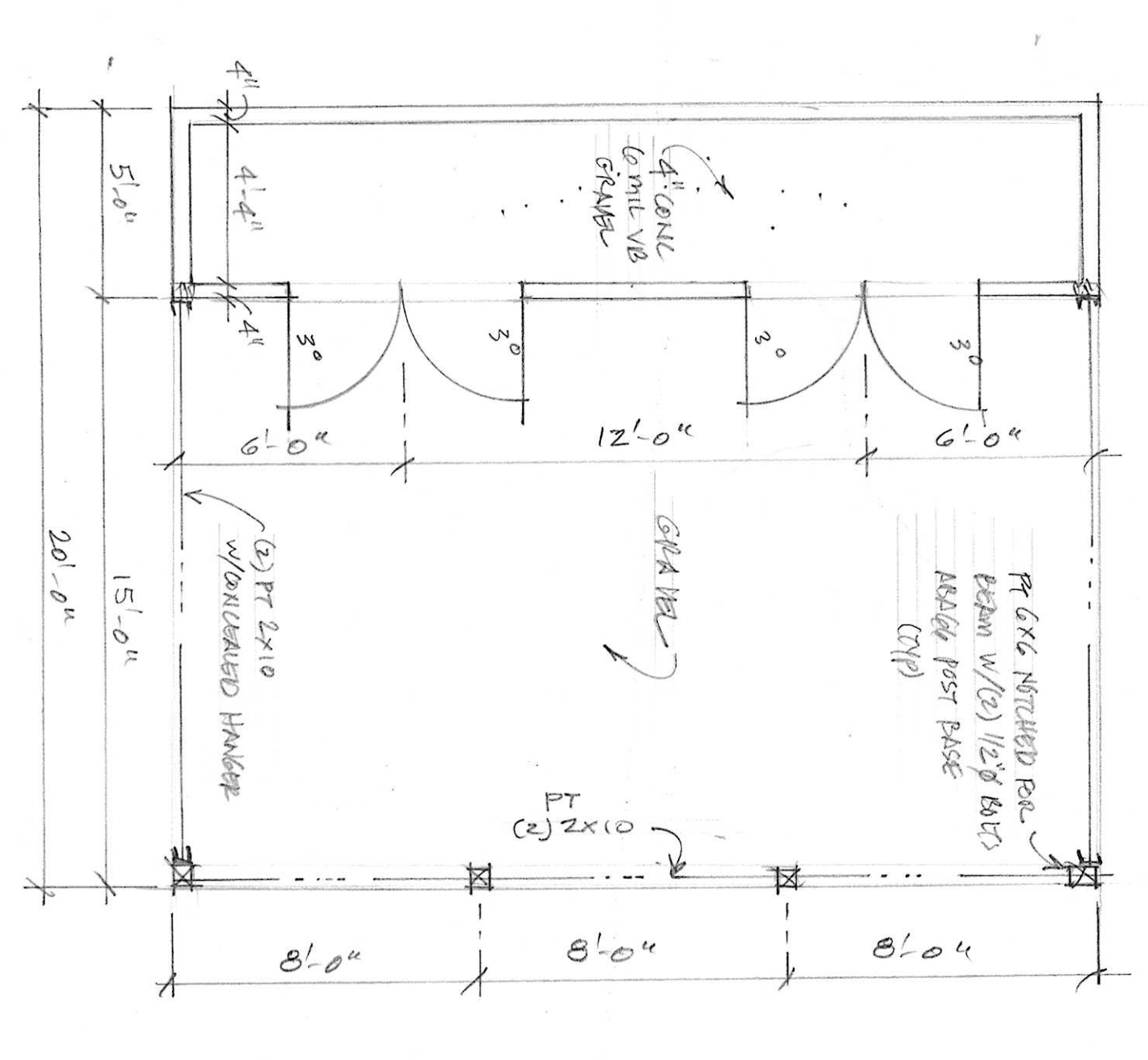
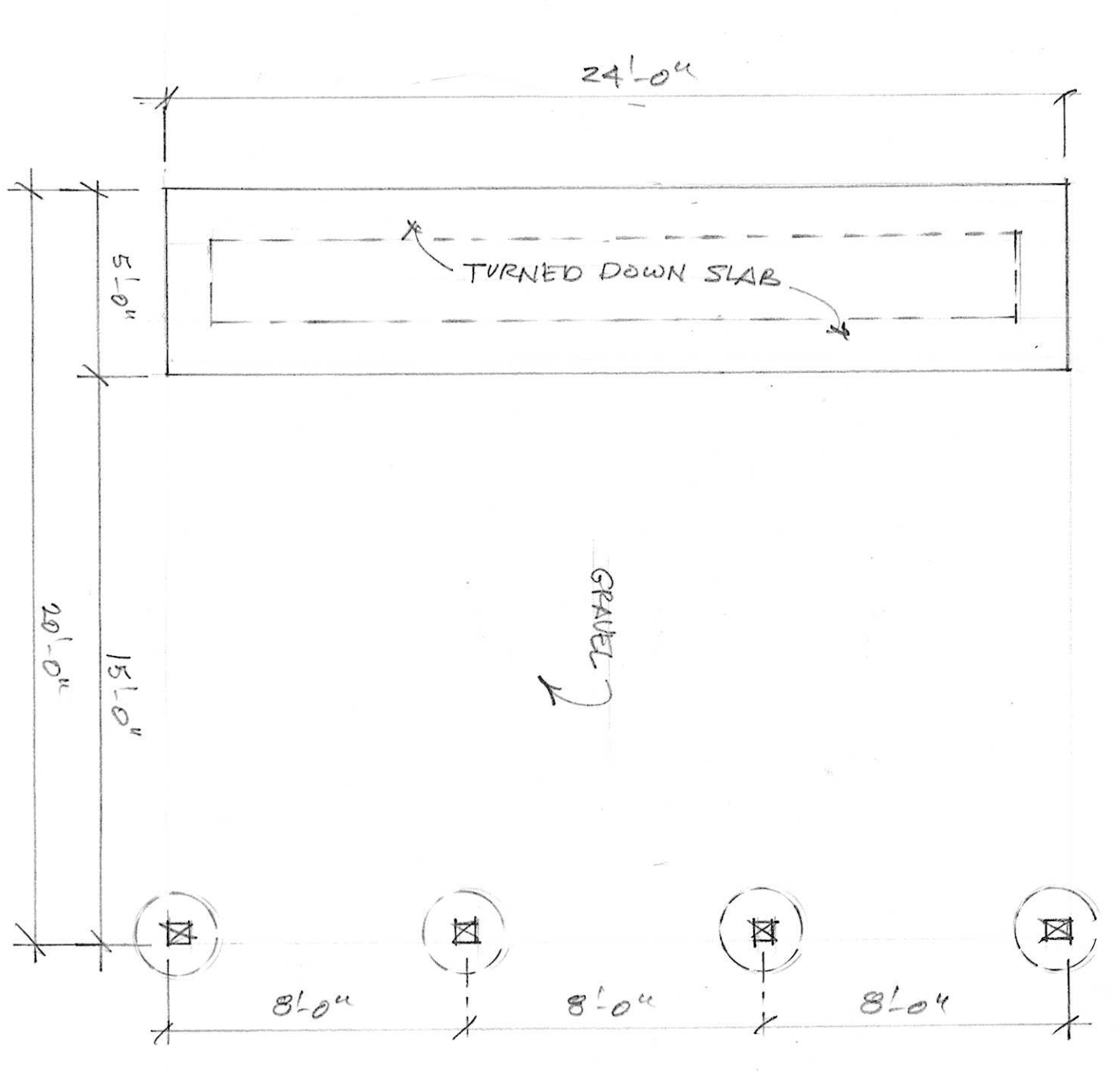
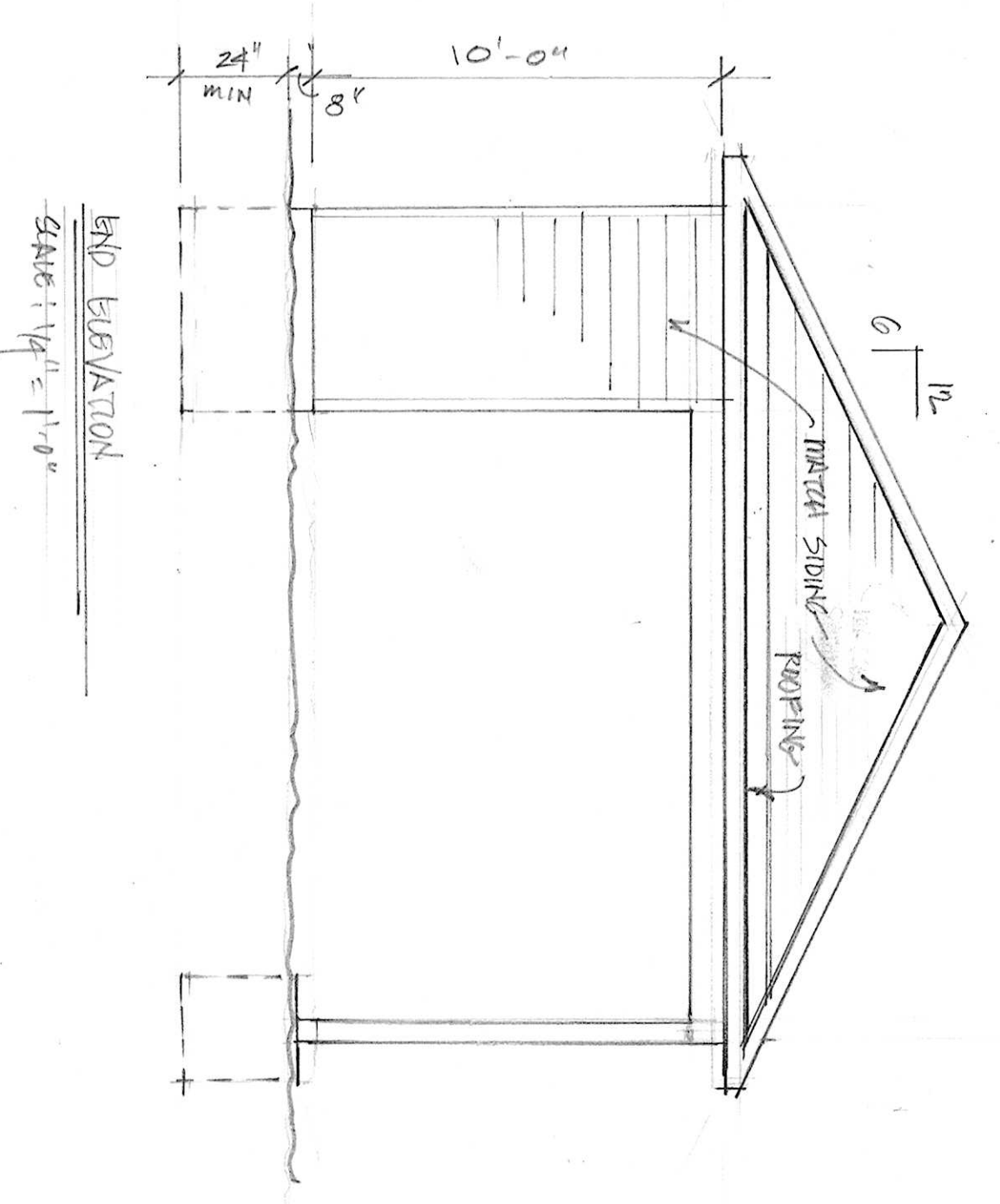
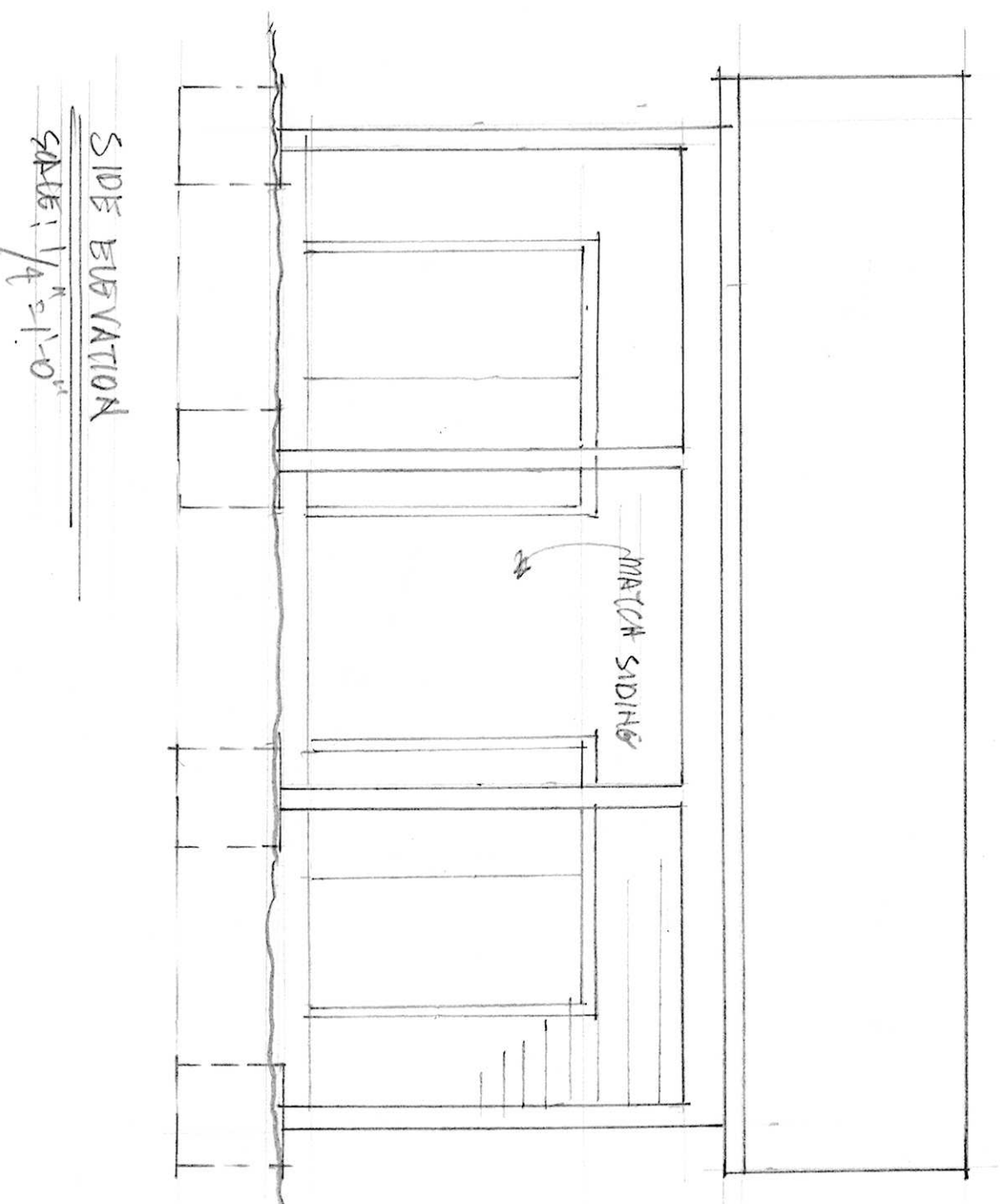
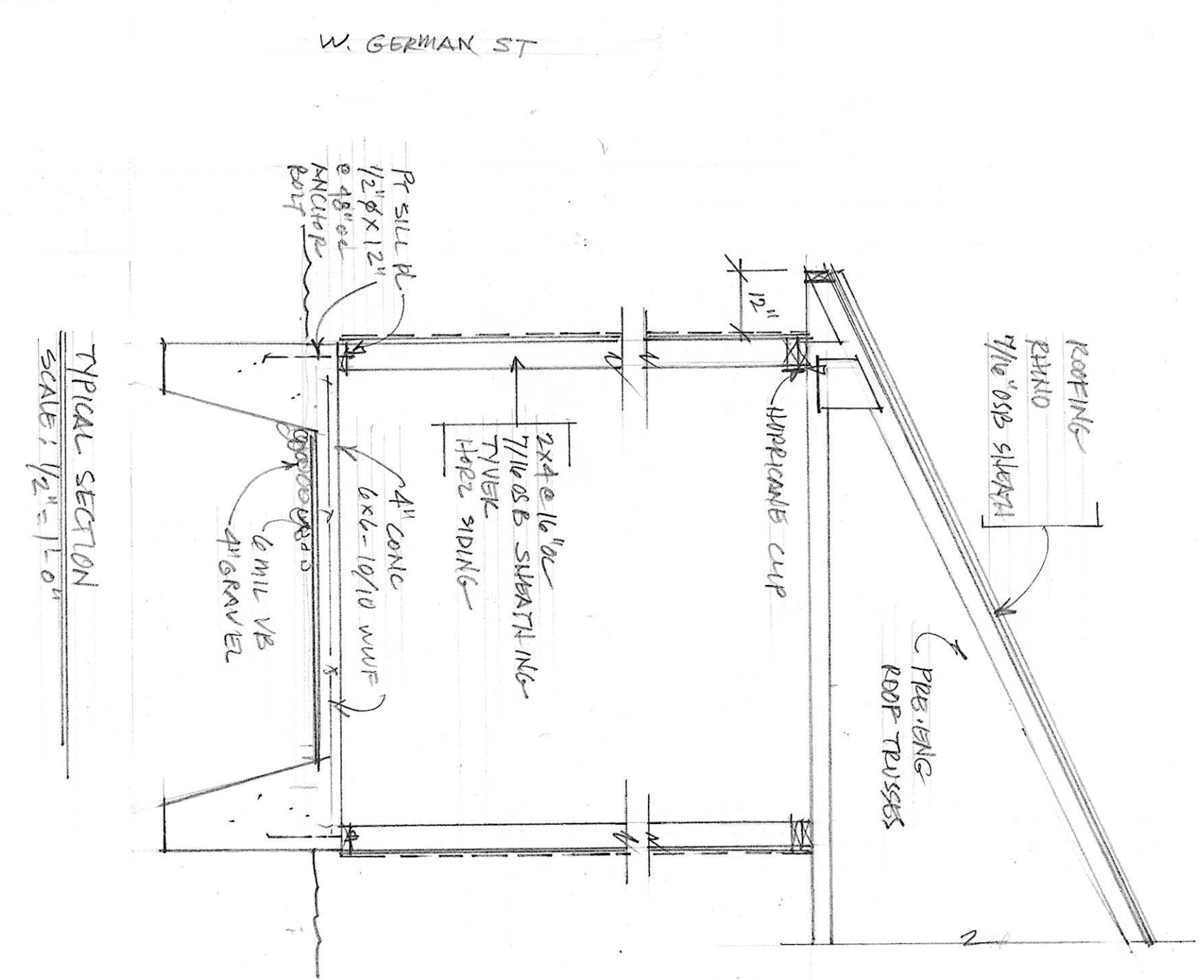
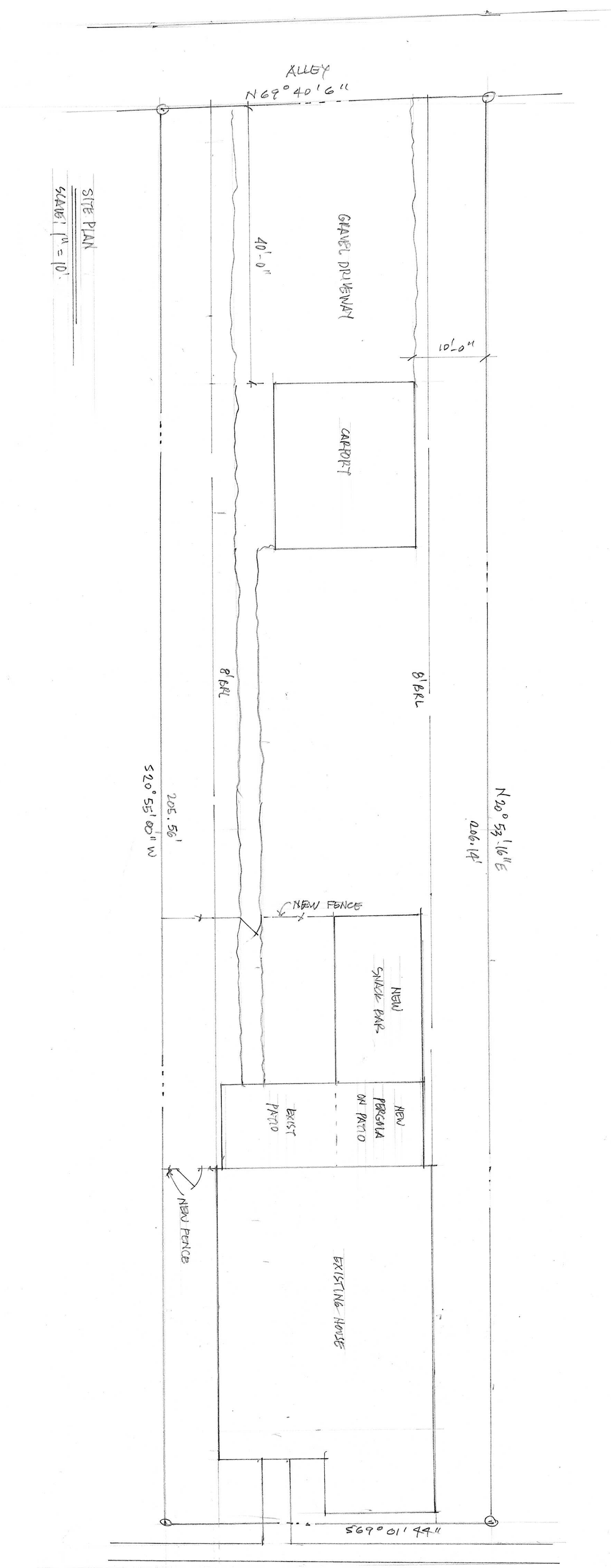


HIGH SIDE ELEVATION  
SCALE: 1/4" = 1'-0"

4/27/26  
A1

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



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