

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, June 1, 2026

6:00 p.m.,

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Tom Mayes (TM), Ashley Reynolds (AR), Rebecca Bicker (RB), Cheryl Brown (CB), Jim King (JK), Karl Musser (KM)

In absentia: None noted.

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

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

26-07 – 101 N. Brown Alley

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

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

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

26-15 – 407 E. German Street

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

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

26-16 – 106 W. New Street

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

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

6. Workshop Sessions:

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

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

7. Ongoing Business

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

8. New Business

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

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