

Committee: Shepherdstown Historic Landmarks Commission

Meeting Date: May 12, 2025

In Attendance: Keith Alexander (KA), Carmen Slater (CS), Rebecca Bicker (RB), Ashley Reynolds (AR), Jim King (Jefferson County Historic Landmarks Commission)

In Absentia: Tom Mayes

In Audience: Lona Lozinski - 25-07 126 W German St
Justin Morgan and Meredith Houck - 25-06 109 N Princess St
Emmanuel Spanos - 25-08 115 E German St
Garry & Michelle Shipley - 25-12 110 College St

1. **Call to Order:** Call to order by KA at 6:00PM
2. **Approval of Prior Month's Minutes:**
 - a. 3/10/25: No comment, minutes automatically approved in accordance with Robert's Rules.
 - b. 4/14/25: No comment, minutes automatically approved in accordance with Robert's Rules.
3. **Visitor's comments:** None.
4. **Conflicts of Interest:** None noted.
5. **Applications:**
 - a. **25-06 109 N Princess St-** Applicant provided the material information for the walls (LP Smartside), roof (asphalt shingles), windows (metal and glass), and shutters (wood) of the shed along with samples of the siding and roof. KA questioned if the pre-fab shed matched the aesthetic of the other buildings in the town in accordance with page 56 item B of the guidelines. AR inquired if the applicant would be willing to turn the shed 90 degrees so that the window and door does not face the street, applicant noting agreement. Motion by CS approve the application in accordance with page 56 of the Guidelines items A-F with the stipulation that the shed's windows and shutters are made of wood and do not face the street. AR seconded. No comment. All in favor. None opposed.
 - b. **25-07 126 W German St-** RB noted and KA agreed that the sign application does not fall under HLC approval, rather Planning Commission. RB noted that Bistro 112 had a similar fence as requested. CS noted that a wood fence is preferred by the HLC. As such, the HLC advised the applicant to request a refund of the HLC application fee from the Corporation of Shepherdstown.
 - c. **25-08 115 E German St-** KA noted that the fence requested in the application does not fall under HLC approval. As such, the HLC advised the applicant to request a refund of the HLC application fee from the Corporation of Shepherdstown.
 - d. **25-12 110 College St-** Applicant summarized the new construction on the lot. KA noted that new construction falls under pages 57-59 of the Guidelines. After discussion of each aspect of the Guidelines applicable to the application, RB moved to approve the new construction in accordance with page 57-59 of the Guidelines with no caveats. CS seconded. No comment. All in favor. None opposed.
6. **Workshop Sessions:** None. Previously planned workshop was tabled until the June 2025 meeting as it was not in the May meeting's agenda as circulated a week prior to this meeting.
7. **Ongoing business:**
 - a. CS summarized the Community Engagement & Public Support Presentation she and KA attended to HLC noting some activities to be considered for the Shepherdstown HLC to implement including:
 - i. HLC to partner with local realtors to be notified when a property sells in the Shepherdstown Historic District. CS will then reach out to the new homeowner to introduce them to the HLC.
 - ii. HLC to provide historic preservation and rehabilitation awards to Corporation of Shepherdstown residents to show appreciation for their alliance with the HLC. AR to reach out to Historic Shepherdstown Commission and Museum to see if the HLC can partner with their existing awards program.

- iii. Signage designating Shepherdstown Historic District boundaries.
 - iv. Shepherdstown Historic District coloring book and coloring contests to engage the community.
 - b. Mills Group Survey - KA noted that this is still in process and that the HLC may need to formally request an extension from WV SHPO for the September 2025 deadline.
- 8. **New Business:**
 - a. KA noted that the Mayor has approved a summer/fall intern to catalogue town photographs and survey information.
 - b. CS noted that she is resigning from the HLC with September 2025 as her last meeting.
- 9. **Adjournment:** Meeting adjourned at 7:03PM.