

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday July 14, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Carmen Slater (CS), Commissioner Ashley Reynolds (AR), Commissioner Rebecca Bicker (RB), Architectural Consultant Jim King (JK)

In absentia: Commissioner Tom Mayes (TM)

In audience: Jaime Disterhaupt and Jenn and Shawn of Modern Renovations (103 Ray St), Barbara Thomas (in person) and Tonica Thomas (Zoom) (501 E German St)

1. **Call to Order:** KA called the meeting to order at 6:01 p.m., made introductions of commissioners, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** June 9, 2025- JK noted that his title should say ‘architectural consultant’ only. AR moved to approve. RB seconded. None opposed, minutes are approved as amended.
3. **Visitors:** None comments outside of applications.
4. **Conflicts of Interest:** None noted.
5. **Applications:**

25-16 103 Ray Street Construction of addition to existing structure

Homeowner and contractors discussed the project plan. Current structure consists of the original structure plus an addition on the back. Plan is to renovate the existing structure, remove the current addition and add a new addition.

- **Removal of existing addition-** CS inquired about the demolition of the existing addition and its age. Homeowner noted that the existing addition is 1970s built and was very poorly constructed. KA noted that he viewed the addition in person and concurred. AR moved to approve removal of the existing addition in accordance with PG 31 “Demolition” part A of the Guidelines for structures under 50 years old. RB seconded. All in favor. None opposed. Passed.
- **Chimney move on original structure-** KA inquired about the existing chimney. The homeowner noted that the internal chimney is compromised, needs a footer, and is poorly placed in the home, so it has been proposed to move it to the exterior of the building. KA noted that the chimney movement would not be an act of preservation. The motion to approve the demolition of the existing chimney was not passed in accordance with PG 31 of the Guidelines “Demolition”, but its repair ‘like with like’ is permitted.

- **New addition-** CS inquired about the scale of the new addition as compared to the existing structure. The homeowner noted that the scale for the addition is about the same as the existing structure. There will be no setback on the addition and the existing windows and doors on the back of the house will be maintained when adding the addition to the main structure. Scale will be smaller than original structure. CS moved to approve the addition in accordance with PG 33 “Design” of “Additions” part A with the stipulation that the new roof line will be lower in elevation, the overall addition smaller in scale than the existing structure, and the eaves of the addition’s roofline do not protrude beyond the profile of the original structure. RB seconded. All in favor. None opposed. Passed.
- **Addition’s Siding Material** - Vinyl siding is proposed and disallowed for the original structure and addition. RB moved to approve the addition’s siding in accordance with PG 59 of the Guidelines for “New Construction” part M.III for “Material and Material Color” of “Frame Dwellings” if the addition’s siding is comprised of wood and differentiated from the original building’s wood siding. CS seconded. All in favor. None opposed. Passed.
- **Addition’s Roof Material-** The asphalt/architectural shingles noted for the addition are acceptable, but not the HLC’s preference which is standing seam. CS moved to approve the addition’s roof in accordance with PG 33 of the Guidelines “Additions” part A-D “Design”. RB seconded. All in favor. None opposed. Passed.
- **Addition’s Foundation Material-** Addition will be cinderblock with parging. AR moved to approve the addition’s foundation in accordance with PG 59 of the Guidelines for “New Construction” part M.I “Foundations”. CS seconded. All in favor. None opposed. Passed.
- **Original Windows-** the proposed windows were vinyl clad, which is unallowed under the guidelines which require repair of original windows. There are currently no shutters and none will be placed. There is currently some added dental molding on the windows that is not original and is less than 50 years old (age determined by material - white pine). RB moved to approve the removal of the window dental molding and repair of the existing windows in accordance with PG 45 of the Guidelines “Windows” part A-C. CS seconded. All in favor. None opposed. Passed.
- **Original Siding** – Currently dutch lap wood siding on the original structure which will be repaired as needed. CS moved to approve the repair of the original structure’s siding in accordance with the PG 37 of the Guidelines “Exterior Walls” parts A and B for “Wood Siding” with the caveat that any replacement will be done in accordance with part A. RB seconded. All in favor. None opposed. Passed.
- **Addition’s windows-** the proposed addition windows are vinyl clad. Homeowner to provide samples. RB moved to approve the addition’s windows in accordance with PG 57 of the Guidelines “New Construction” part I “Windows”. CS seconded. All in favor. None opposed. Passed.

25-17 501 E. German Street Installation of chain link fence

Owner gave a summary of the project- Proposed fence is on the left side and the rear of the lot. PG 68 of the guidelines part A under fences states “see Shepherdstown Zoning Ordinance (9.803(d)) for fence requirements such as allowable height, configuration, and placement. All fences in the Historic District are subject to review by the Planning Commission.” Preferred materials are wood, stone, brick, etc. The homeowner noted that there is an existing chain link fence which is 5ft and the new fence will be ‘like with like’. RB moved to make a recommendation to the Planning Commission to approve the fence replacement in accordance with PG 68 of the Guidelines part A “Fences” noting the fences’ consistency with its neighbors. CS Seconded. All in favor. None opposed. Passed.

6. Workshop Sessions: None.

7. Ongoing Business:

- **Site visit at 314 N Princess St as a result of June 2025 workshop** - homeowner will attend August 2025 meeting.
- **Stop work order issued to 101 S Princess St for unapproved door** - homeowner will attend August 2025 meeting.
- **Appropriateness of Elmwood Cemetery new construction** – The property is not in the Corporation of Shepherdstown but is in the Shepherdstown Historic District’s boundary as amended in 1987. The Corporation of Shepherdstown (Gino) will contact the Jefferson County Historic Landmarks Commission to ensure the property is assessed for appropriateness.
- **Mills Group Survey** – status of survey is still unknown.
- **Collaboration with Historic Shepherdstown & Museum** – the group will attend either the August or September 2025 to collaborate on a historic preservation awards plan for 2026.

8. New Business: None.

9. Adjournment: CS moved to adjourn at 8:10 p.m. RB seconded. All in favor. None opposed. Passed.