

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, August 11, 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), Commissioner Tom Mayes (TM), Architectural Consultant Jim King (JK)

**In absentia:** None

**In audience:** Kameron Turner (25-14 REVISED, 306 West German Street), Chloe Kissinger (Zoom) (25-19, 141 West German Street), Will and Anne Miller (25-20, 203 West German Street), Jaime Disterhaupt, Krista, and Shawn Wolford of Modern Renovations (103 Ray St), Barbara Thomas (501 E German St)

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners, and explained Roberts Rules Simplified.

2. **Approval of Minutes:** July 2025 – KA noted that commissioner RB's surname was misspelled. TM noted that he abstains from voting as he was absent from the July 2025 meeting. None opposed, minutes are approved as amended.

3. **Visitor Comments:** None outside of applications and workshops.

4. **Conflicts of Interest:** None noted.

5. **Applications:**

**25-14 REVISED (306 West German Street)**

Application Summary: Build a post and beam 12x20 accessory building with a 6ft porch. White pine board and batten construction, Metal corrugated roof, sash wood windows, and white pine door.

Discussion- Guidelines page 56 note that this application should be considered new construction of an outbuilding: Scale (A): New construction 15.4'h vs current building 27'h. Square footage of new construction is 240sq ft compared to 1,150sq ft of the residence. 20'w x 12' d vs. residence 25'w x 32'd. Design (B): pine board and batten versus log on existing residence. Location (C): back of lot as is traditional. Materials (D): pine board and batten. Stone Foundation will be poured concrete with a veneer on the piers and actual stone in between the piers. TM moved to approve application 25-14 in accordance with guidelines on page 56 stipulating that the front door is white pine and not as pictured in the application. CS seconded. All in favor. None opposed. Passed.

**25-19 (141 West German Street)**

Application Summary: Hanging wood double sided store signage Sand & Pine Co

Discussion- Commercial Signage page 63 of guidelines. TM moved to recommend for approval by the planning commission application 25-19 in accordance with guidelines on page 63 stipulating that the sign is installed in the existing mounting bracket on the building and displays on both sides. CS seconded. All in favor. None opposed. Passed.

## **25-20 (203 West German Street)**

Application Summary: Paint fascia and soffits and replace gutters. Changing gutter size from 5” gutters to 6” as well as adding additional downspouts.

Discussion- Guidelines page 50 Roofs – Gutters and Downspouts. No approval is required for solid color painting. TM moved to approve application 25-20 in accordance with guidelines on page 50. RB seconded. All in favor. None opposed. Passed.

## **6. Workshop Sessions: 101 S. Princess Street – New Front Door**

Discussion- None. Applicant not in attendance.

## **7. Ongoing Business:**

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

Discussion-

**New architectural plans presented:** KA clarified that the approval of the minutes from July 2025 state that the addition’s roof line cannot protrude beyond the profile of the original structure. KA noted that the new drawings still show the profile of the addition extending beyond the profile of the original structure. The homeowner confirmed that they will ensure they comply with the plan as approved.

**Addition Window Sample:** Homeowner displayed the requested proposed window material sample for addition. New windows will be 2 over 2. TM and CS inquired if the muntins will be both on the inside and outside of the windowpane. CS moved to approve application 25-16 the window samples for the addition (ProVia Aeris brand) in accordance with the guidelines on page 57 item G and page 58 item I. TM seconded. All in favor. None opposed. Passed.

**New window added to existing building:** Homeowner noted that the upper floor room in the original house needs a window for egress. TM inquired whether there should be matching windows on each side of the chimney. Commissioners noted that they are ambivalent to matching windows. TM moved to approve the new window on the south façade of the original structure on the upper level to the left of the chimney provided that the window matches in form and proportion of the existing windows on the house comprised of wood, 2 over 2, as needed for egress for fire code. RB seconded. All in favor. None opposed. Passed.

- **25-XX 501 E. German Street – New Siding**

Discussion- Homeowner would like to apply for a COA for new siding. Because they were accidentally left off the August 2025 agenda they will have to come back for the September 2025 meeting.

- **Discussion of Demolition by Neglect Ordinance**

Discussion- KA noted that he and TM had provided some sample ordinances to the Town Administrator for consideration. TM noted that he will inquire with the WV SHPO on a standard policy to present for approval and report back at the next meeting.

- **Site visit at 314 N Princess St as a result of June 2025 workshop**

Discussion- None. Homeowner not in attendance.

- **Appropriateness of Elmwood Cemetery new construction (lies in Shepherdstown's National Register of Historic Places, but not in the Corporation of Shepherdstown)**  
Discussion- Tentatively scheduled a meeting with Jefferson Co HLC and an individual representing Elmwood Cemetery. Possibility of a memorandum of understanding (MOU) on how to handle these grey areas moving forward.
- **Mills Group Survey**  
Discussion-KA noted that we are on track to hold an architectural workshop to gather community input at the Community Club/War Memorial Building on Tuesday 9/9/25 6:30-8pm. The Town Administrator will post the event in future town announcements.
- **Collaboration with Historic Shepherdstown & Museum**  
Discussion- KA will be joining their group which will help facilitate future collaboration.
- **HLC Commissioner opening:** CS to retire as a commissioner in October 2025. The Town Administrator will post the opening in future town announcements.

#### **8. New Business:**

- Shepherdstown Visitors Center Sign- noncompliant. The Town Administrator will contact the owners to notify them.

9. **Adjournment:** TM moved to adjourn at 7:08p.m. CS seconded. All in favor. None opposed. Passed.