

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING

Monday, August 18, 2025
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order: 6:00 p.m.

Commissioners Present:

Linus Bicker, James Gatz (Mayor), Ebonee Helmick, Madge Morningstar, Roger Munro,
Rebecca Parmesano

Commissioners Absent:

None

2. Approval of Previous Months' Minutes - July 21, 2025

Motion to approve July 21, 2025 Meeting Minutes: Madge Morningstar/2nd Roger Munro.
No Discussion. All Aye.

3. Visitors

Jim Auxer

4. Conflicts of Interest

None

5. Staff Report

None

6. Applications

a. **25-14** 306 West German Street

Revised Application to install an old board and batten 12 x 20 log cabin in parking area near
Back Alley.

Motion to approve application: 25-14 Rebecca Parmesano/2nd Linus Bicker. No Discussion.
All Aye.

b. **25-16** 103 Ray Street

Build new addition on back on existing home.

Motion to reject application 25-16 as lot does not meet minimum requirements per Title 9
Section 508 Required Lot Area, Lot Width, and Yards in Residential Districts: Rebecca
Parmesano/ 2nd James Gatz. No Discussion. All Aye.

c. **25-19** 141 West German Street

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING

Monday, August 18, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

Hang store signage

Motion to approve application 25-19: Roger Munro/2nd Linus Bicker. No Discussion. All Aye.

- d. **25-21** 407 East German Street

Placement & hook up of 1-2 120-gallon propane tanks on west side of house.

Motion to approve application 25-21: Rebecca Parmesano/2nd Linus Bicker. No Discussion. All Aye.

7. Continuing Business

None

8. New Business

- a. Discuss Update to Title 9-503:

The commissioners discussed updating Title 9 Section 503- Uses Permitted in the (R-1) low density district. Linus Bicker will request on behalf of the Planning Commission that Town Council provide financial support to the Planning Commission to hire a subject matter expert or attorney to revise the ordinance to allow for accessory dwelling units.

- b. Town Run Watershed- request to post informational signs about the watershed on privately owned property and in town parks. Referred by Town Council to the Planning Commission and Parks and Recreation Committee:

The commissioners requested the Town Run Watershed organization file a formal sign permit application for the six requested signs.

- c. 110 College Street –update on the developer’s request that the Board of Zoning Appeals review the Planning Commission’s decisions:

The commissioners advised that if J.L. Moore applied to build a home with the square footage of less than 1,500 square feet, the application would be rejected, and a formal appeal could be filed with the Board of Zoning and Appeals. Additionally, if the application was received prior to the deadline for the September Planning Commission meeting, the Planning Commission would hold a special meeting to reject the application.

9. Adjournment

Motion to adjourn at 7:35 p.m. Rebecca Parmesano/2nd Linus Bicker.

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING

Monday, August 18, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN