

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, September 8, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Ashley Reynolds (AR), and Commissioner Rebecca Bicker (RB)

In absentia: Commissioner Carmen Slater (CS), Commissioner Tom Mayes (TM), Architectural Consultant Jim King (JK)

In audience: 25-17 Barbara and Tonica Thomas with their contractor Greg W. (501 E German St), 25-22 Elizabeth Reinhart (218 South Duke Street), 25-24 Nicole (Nikki) and James Stoneberger (107 South Princess Street), Teresa Meske (206 East High Street), 25-26 Rebecca Phipps (205 Rocky Street) Bonnie Casely and Jose Rubio (101 S Princess St workshop)

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:** August 2025 – no proposed changes. Approved in accordance with Roberts Rules.

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

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

5. **Applications:**

25-17 (501 East German Street) Barbara and Tonica Thomas

Application Summary- Siding is currently original wood Dutch lap siding. Proposed replacement with Charter Oak brand vinyl siding. Current 5” ogee/K-style gutter replacement with 6” inch ogee/k-style.

Discussion- Guidelines page 37 cover exterior walls and part A states that wood siding that is original to a house should be repaired rather than replaced. AR moved to reject the siding in application 25-17 in accordance with guidelines on page 37. RB seconded. All in favor. None opposed. Passed. Guidelines page 50 “roofs” sections “gutters and downspouts”, which states that replacement gutters within public view (German St facing for this application) should feature half-round profile gutters with round downspouts encouraged. Ogee/k-style gutters are allowable out of public view. The applicants withdrew their application and will arrange a workshop.

25-18 (101 Ray Street) Eric Citron – not in attendance

25-22 (218 South Duke Street) Charles Morris and Elizabeht Reinhart

Application Summary- Install wood privacy fence at the rear of property not visible to the public. 6’ height (total) solid board construction with lattice top, with two gates and posts will have Seneca tops and the color of fence will be black. Part of chain link fence is still standing and will remain.

Discussion- 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, or metal. Current front fence is black metal. Planning

does not allow 6' fences on the side, only 4'. RB moved to make a recommendation to the Planning Commission to approve 25-22 wood fence in accordance with PG 68 of the Guidelines part A "Fences". AR Seconded. All in favor. None opposed. Passed.

25-23 (407 East German Street) Edith Thompson – not in attendance

25-24 (107 South Princess Street) Nicole and James Stoneberger

Application Summary: Install business sign for Stoney's Pub on existing bracket that held the previous sign. Paint front door green (currently red).

Discussion- Commercial Signage page 63 of guidelines. HLC does not approve paint colors. AR moved to recommend for approval by the planning commission application 25-24 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 with proper clearance. RB seconded. All in favor. None opposed. Passed.

25-25 (206 East High Street) Allen and Teresa Meske

Application Summary: Replace and widen walkway which is currently pebble surfaced concrete. Create new similar walkways on each side of the home using stone pavers. Sample of pavers provided.

Discussion- Sidewalks and Walkways page 65 of guidelines part B noting stone pavers may be an acceptable walkway material if the original walkway material is not present (current material pebble-surfaced concrete is specifically noted as not appropriate in part C). RB moved to approve application 25-25 in accordance with guidelines on page 65 A B and C. AR seconded. All in favor. None opposed. Passed.

25-26 (205 Rocky Street) Rebecca Phipps

Application Summary: Window replacement. Current windows are wood 6 over 6 in the front (2) and 2 over 2 on the west side (2) and 6 over 6 (1) on the east side. Proposed Ply Gem MIRA Aluminum-clad wood windows with matching panes/mullions to the existing windows.

Discussion- KA noted that the house was built in 1963 and is such considered historic as it is over 50 years old. Guidelines page 45 cover windows under "replacement of existing windows" which states that 'if replacement is necessary the replacement window should match the window being replaced in both material and design (part A) and that vinyl, vinyl-clad and aluminum windows should not be used (part B). RB moved to approve the replacement of the existing windows stipulating the same material and design be replaced in accordance with PG 45 of the Guidelines "Replacement of Existing Windows" part A and B. AR seconded. All in favor. None opposed. Passed.

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

Discussion- the current door is not appropriate, and the previous materials are no longer in the owner's possession. The HLC will schedule a site visit once all commissioners are able to attend to aid the homeowners in determining appropriate modifications to the new door to achieve compliance.

7. Ongoing Business:

- **Appropriateness of Elmwood Cemetery new construction (lies in Shepherdstown's National Register of Historic Places, but not in the Corporation of Shepherdstown)**
Discussion- Not discussed.
- **Shepherdstown Visitors Center Sign**
Discussion- Not discussed.

8. New Business:

- **Demolition by Neglect Ordinance**
Discussion- TM and KA inquired with the WV SHPO on a standard policy noting that we are the first town in WV to attempt to do so. Commissioners will continue to investigate the possibility.
- **Timing of Monthly Agenda Packets from Town to HLC**
Discussion- HLC requests that meeting materials be provided to the HLC for review by the first Monday of the month which should be achievable as the Town is required to comply with Ordinance section 9-309(2) requiring newspaper publication of the HLC meeting and notification to applicants/property owners 7 days prior to the hearing/meeting. If the materials are not provided, the meeting will not proceed.
- **Staff Input Form**
Discussion- For this to be helpful, it would require substantially more Town time and effort to compile information needed by the HLC such as the Guidelines' pages and letters applicable to the application, age of the property, current composition, etc. and noted that the Town does not need to continue to provide the staff input forms to the HLC in the future.

9. **Adjournment:** RB moved to adjourn at 7:54p.m. KA seconded. All in favor. None opposed. Passed.