

**SHEPHERDSTOWN PLANNING COMMISSION AGENDA**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, July 21, 2025  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order: 6:14p**

Commissioners Present:

Linus Bicker, Ebonee Helmick, Madge Morningstar, Rebecca Parmesano

Commissioners Absent:

James Gatz (Mayor), Roger Munro

**2. Approval of Previous Months' Minutes:**

- a. June 21, 2025, Meeting Minutes – Motion to approve previous month's minutes with edits to correct the formatting of the Continuing Business Section: Madge Morningstar/ 2<sup>nd</sup> Linus Bicker/ All Aye

**3. Visitors:**

- a. Jim Auxer

**4. Conflicts of Interest: None**

**5. Applications**

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

Application cancelled by applicant.

- b. **25-17** 501 E. German Street

Repair and installation of chain link fence.

Motion to approve application 25-17: Rebecca Parmesano/2<sup>nd</sup> Madge Morningstar/ All Aye

**6. Continuing Business**

- a. Review of Shepherdstown PUD Ordinance

No Updates.

**7. New Business**

- a. None

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**8. Workshops**

a. 201 W. German Street

Conversion of garage on Church Street into a one- or two-story mother-in-law apartment.

Ebonee Helmick advised that accessory dwelling units (ADUs) have not historically been approved by the Planning Commission per Section 9-503 Permitted Uses in the R-1 Low Density District.

Linus Bicker advised applicants to speak to the Town Council regarding amending the ordinance to allow for ADUs as they would be in alignment with the updated Comprehensive Plan.

Applicants requested information pertaining to the required setbacks. It was advised that accessory units must adhere to Section 9-208 Private detached garage or accessory buildings as well as Section 9-508 Required lot area, lot width and yards in residential district. Ebonee Helmick stated she will review the Title 9 Ordinance and will provide the applicant with additional information defining side and rear lots.

b. 306 W. German Street

Revised Proposal for accessory building

Planning Commission advised that the proposed building needs to be reviewed by the Historic Landmarks Commission (HLC) as the building materials and size have changed.

**9. Adjournment 6:55p**