

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, October 13, 2025

6:00 p.m.

TOWN HALL

104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Commissioner Ashley Reynolds (AR), Commissioner Cheryl Brown (CB), Commissioner Rebecca Bicker (RB), and Commissioner Tom Mayes (TM)

In absentia: Architectural Consultant Jim King (JK)

In audience: Rebecca Parmesano: 25-27 and 25-28 East Washington St and East German St, Richard Stricker and Sage/Chloe Jacobson: 25-29 217 South Duke Street, Bernie Somers and Lori Robertson: 25-30 320 West High Street, Gino Sisco, Town Administrator, Historic Shepherdstown Commissioners: Yocenia Deal, Stephanie Uncher, and Jerry Boch, Jim Auxler, Carmen Slater.

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:** September 2025 – no proposed changes. Approved without vote in accordance with Roberts Rules Simplified.
3. **Visitor Comments:** None outside of applications and workshops.
4. **Conflicts of Interest:** None noted.
5. **Applications:**

25-26-B (118 East German St) Aaron Rohrer – not in attendance

25-27 and 25-28 (East Washington St and East German St) Kay Shultz

Application Summary- Sign Permit – Locating a Town Run Watershed sign.

Discussion- Commercial Signage page 63 of guidelines. Commissioners noted that the sign on East German Street in terms of placement should not impact the cemetery's sense of place by its placement and the placement of the sign should be positioned as such that the drivers going in the opposite direction of the sign do not see the blank sign back. Commissioners also noted that the East Washington Street sign's size compared to the signs already existing is quite large and should be planned to be placed in a manner not to detract from the town run's view. KA moved to recommend for approval by the planning commission application 25-27 and 25-28 in accordance with guidelines on page 63. No seconding is required as this is a recommendation only.

25-29 (217 South Duke Street) Chloe Jacobson

Application Summary- Sign Permit – New business sign for Poke Around Tattoo to be located by the front door of the business in the same place as the previous business sign was located.

Discussion- Commercial Signage page 63 of guidelines. KA moved to recommend for approval by the planning commission application 25-29 in accordance with guidelines on page 63. No seconding is required as this is a recommendation only.

25-30 (320 West High Street) Bernadine Somers

Application Summary- Fence Project – Extending current fencing located at 320 West High Street to encompass the entire pre-school playground. Sample provided.

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. KA moved to recommend for approval by the planning commission application 25-30 wood fence in accordance with PG 68 of the Guidelines part A “Fences”. No seconding is required as this is a recommendation only.

6. Workshop Sessions: None

7. Ongoing Business:

- **Jerry Bock from Historic Shepherdstown Commission & Museum**
 - Handout provided of ongoing activities and how HLC will coordinate with the Organization going forward. **See attachment.**
- **Market House Signage**
 - Discussion- Based on site visit, the HLC noted that the signage change should have been brought to the HLC’s attention by the Corp. Sign does not adhere to the guidelines page 63 paragraph A has not been adhered to if over 50 years old when removed. Potential intern project to research age of sign? Additionally, the HLC believes that Title 9 page 29 does not align with the sign on the Market House building. The Town Administrator noted that under title 9 the government has unilateral authority in this situation (owning the building and making the sign decision without approval). The HLC acknowledged this legality but noted that it would love for the Public Library sign to be returned to the building. The HLC noted that they would like more collaboration on future endeavors like this and asked, “what can we do to make this happen?”
- **101 S. Princess Street**
 - Discussion- A site visit was held on 10/6/25 by HLC to address the question, “what to recommend to the homeowner for the unapproved door, transom, sidelights, and reveal, as installed, with the original materials no longer existing?” TM pointed to guidelines on page 62 A in regards to noncompliance with the guidelines specifically as it relates to the transom above the door, the door’s reveal/threshold setback, and the sidelights. TM noted that the building’s other entrances have similar transoms to the one removed, which are still existing. To be compliant with the Guidelines the homeowner should replace the improper transom with a wood transom constructed by a craftsman to match the other doors’ transom. The door’s reveal and sidelights will also need to be rebuilt by a craftsman in the original footprint and style in wood. The door/screen door that was replaced was not historically significant, but the replacement door as installed is not compliant, the new door that replaces it will still need to be approved by the HLC at that time.

- **Demolition by Neglect Ordinance** – not discussed
- **Timing of Monthly Meetings and Agenda Packets from Town to HLC** – Wednesday before the meeting was agreed for materials.

8. New Business:

- Town of Shepherdstown request for input on paint color for painting the Town Market House exterior, doors, and trim.
 - Keep as-is.

9. Adjournment: KA moved to adjourn at 7:09p.m. RB seconded. All in favor. None opposed. Passed.



Historic Shepherdstown Commission – 10/13/2025 HLC Meeting

The mission of the Historic Shepherdstown Commission is to:

- Promote wider recognition of the historical assets of Shepherdstown through cultural and educational programs
- Provide stewardship of the landmark Entler Hotel and Museums and the Shepherd Cemetery
 - 14 small business offices, Entler Reception Room & Gardens, Rumsey Boat Replica
- Preserve Shepherdstown's heritage, its historic landmarks and a record of the contributions of its people (Archives)
- Obtain and exhibit artifacts and documents of historical value (Museum acquisitions)

Recent Activities (December 2024 to present)

Holiday Tour of Historic Houses of Worship – December 2024

Speaker Series: March: Pam Parziale, Pottery Making in the Shepherdstown Area

April: Tim Hodges & Brian LaMaster, History of the Kentucky Rifle

May: Doug Perks, The Bee Line March

September: Lynn Pechuekonis, Early Roots of the Black Community in Harpers Ferry

September: Wallace Guslar, Longrifles Made by the Sheetz Family and Others

October: Robert Ambrose, French & Indian War Story at Fort Frederick

Historic Shepherdstown Museum – open weekends April-October plus December

Kentucky (Sheetz) Rifles Exhibit – partnership with the Kentucky Rifle Foundation

Bee Line March 250th Anniversary Celebrations – contributing partner

Remodeling at the Entler

2025 Holiday Ornament – Fireman's Hall

Participation in Shepherdstown parades and community events (upcoming example: BooFest)

New Board Members and Leadership – President Stephanie Unger, Vice President Yocencia Deal

New Administrator (Suprena Mills) hired and trained

Current Projects

Self-sustaining through memberships, donations, office and reception rentals, fundraisers and grants

In addition to Museum operations & 2026 Speaker Series:

Benedum Grant Projects:

- Restoration of 35-star American Flag
- **Historic Markers Program**
- Upgrades at the Historic Shepherdstown Museum
- **2026 Shepherdstown Historic Preservation Awards**

New Waysides for Shepherdstown:

- **Princess Street Landing**
- **Rumsey Park**

Shepherdstown Historic Markers Program (2025-2026)

Steps to starting the program:

- Organize our group/team (Jerry Bock, Greg Coble, Doug Perks)
- Partnering with the Historic Landmarks Commission
- Research on similar programs in other communities
- Budgeting, timeline
- Design of the markers
- Specifics of the program - how people apply, information involved, cost
- Vendor to make the markers
- Marketing the program
- Rollout of the program
- On-going administration of the program

