

SHEPHERDSTOWN PLANNING COMMISSION MINUTES
REGULAR MEETING AND PUBLIC HEARING

Monday, October 20, 2025
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

1. Call to Order: 6:00 pm

Commissioners Present:

Linus Bicker, Lauren Chapalee, James Gatz (Mayor), Ebonee Helmick , Madge Morningstar (Virtual), Rebecca Parmesano

Commissioners Absent:

None

2. Approval of Previous Months' Minutes:

a. September 5, 2025, Special Meeting Minutes

Motion to approve September 5, 2025 Special Meeting Minutes: Rebecca Parmesano/ 2nd Lauren Chapalee/ All Aye

b. September 15, 2025, Meeting Minutes

Motion to approve September 15, 2025 Meeting Minutes Linus Bicker/ 2nd James Gatz / All Aye

3. Visitors:

Jim Auxer

4. Conflicts of Interest:

None

5. Staff Report

a. Staff input forms included in Agenda Packet

6. Applications:

a. 25-26-B - 118 East German Street

Application for a Sign Permit. New sign for Slow Down Barbershop & Lounge to be installed on current hardware that held the previous business sign.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES
REGULAR MEETING AND PUBLIC HEARING

Monday, October 20, 2025
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

Motion to approve application 25-26-B: James Gatz/ 2nd: Linus Bicker/ No
Discussion/ All Aye

b. 25-27 – East Washington Street

Application for a Sign Permit. Request to locate a Town Run Watershed sign on East Washington Street across the street from Jefferson Security Bank (JSB) between parking lot and post office next to Town Run.

No action was taken on this application as applicant requested to withdraw the application.

c. 25-28 – East German Street

Application for a Sign Permit. Request to Locate a Town Run Watershed sign on East German Street across from the historic Reform Church.

Motion to approve application 25-28: Linus Bicker / 2nd: Lauren Chapalee

Discussion: James Gatz voiced concerns that the sign was large. Committee members agreed the sign's size was allowable per Title 9 – Section 210.

Vote: 5 - Aye/ 1- Nay (James Gatz)

d. 25-29 - 217 South Duke Street

Application for a 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.

Motion to approve application 25-29: Linus Bicker / 2nd: Rebecca Parmesano / No
Discussion/ All Aye

e. 25-30 – 320 West High Street

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

Motion to approve application 25-30 James Gatz/ 2nd: Lauren Chapalee/ No
Discussion/ All Aye

SHEPHERDSTOWN PLANNING COMMISSION MINUTES
REGULAR MEETING AND PUBLIC HEARING

Monday, October 20, 2025
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

7. Continuing Business:

- a. 110 College Street – BZA Approved variances.

Motion to approve application 25-12 with lot size and residence square footage variances from the Board of Zoning of Appeals: James Gatz/ 2nd Linus Bicker/ No Discussion/ All Aye

- b. Review of Shepherdstown Title 9 Ordinance

The Planning Commission discussed potential updates to the Title 9 Ordinance to address:

- Usability (plain language, navigation, public summaries, concision)
- Approval Processes
- Compliance & Authority
- Substance updates regarding:
 - ADU – accessory dwelling units
 - PUD – Planned Urban Developments

Linus Bicker will draft a scope of work proposal to present to the Town Council. It is possible the updates may be addressed through a current RFP requesting bids from firms specializing in recodification.

8. New Business:

- a. Amendment to Town Zoning Ordinance to comply with State Statute

Motion to amend Title 9 Section 104 to reflect updates to West Virginia Code § 8A-2-3, regarding residency requirements for planning commission members: Rebecca Parmesano/2nd James Gatz/ No Discussion/All Aye

9. Adjournment:

Motion to adjourn meeting at 6:55 pm: James Gatz/ 2nd Linus Bicker