

SHEPHERDSTOWN PLANNING COMMISSION EXECUTIVE SUMMARY

REGULAR MEETING AND PUBLIC HEARING

Monday, May 18, 2026

6:00 p.m. TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

Applications – all approved

26-08 314 W. German Street: Project Permit Application – railing replacement and addition of stairs to the side yard.

26-10 105 W. Washington Street: Project Permit Application – fence replacement

26-11 113 E. German Street: Sign Application – new business sign

26-12 200 block of S. Mill Street: Project Permit Application – fence replacement

26-13 110 Ray Street: Project Permit Application – house addition

26-14 312 W. German Street: Project Permit Application – installation of pergola, shelter, and fencing to the back yard.

Continuing Business

The Commission received updates on the path Morgan's Grove Park, the Market Building Plaza demonstration project, and the first reading of the Planned Unit Development (PUD) ordinance revision.

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, May 18, 2026

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

DRAFT

1. Call to Order:

Time: 6:04 pm

Commissioners Present: R. Parmesano, M. Morningstar, L. Bicker, L. Chapalee, J. Gatz, E. Helmick

Commissioners Absent:

Staff: K. Musser

2. Approval of Previous Months' Minutes:

a. April 20, 2026, Meeting

Motion to approve: L. Chapalee, 2nd L. Bicker, all ayes

3. Visitors:

M. Fortuna, T. Price, G. O'Loughlin, M. Kenny, C. Hill, T. Porter, D. Valentine, J. Auxer

4. Conflicts of Interest:

E. Helmick is one of the applicants and recuses herself from her application 26-08.

5. Public Comment:

None.

6. Applications:

a. 26-08 314 W. German Street

Project Permit Application – replacement of railing and installation of steps from the side porch to the side yard.

E. Helmick gives a summary of the project, stating that all materials will match the existing porch. R. Parmesano notes that the railing replacement doesn't need a permit, so permit is just for the stairs.

Application meets guidelines.

Motion to approve: M. Morningstar, 2nd L. Bicker, all ayes except E. Helmick abstains – application approved.

b. 26-10 105 W. Washington Street

Project Permit Application – replacement of a picket fence on the side yard with a 6 ft. privacy fence matching the other side yard,

M. Fortuna gives a summary of the project, replacing a decaying section of fence with fence matching the rest of the yard – excepting a small section that matches the neighbors fence which will remain. The commission discusses fence height requirements and where exactly the step down requirement from 6 ft to 4 ft takes effect. Proposed fence is found to be in compliance since it is located behind the house.

Application meets guidelines.

Motion to approve: E. Helmick, 2nd L. Bicker, all ayes – application approved.

c. 26-11 113 E. German Street

Sign Application – installation of a wood business sign for Luminary Tax & Accounting and Acoustic Research Systems with a metal bracket

T. Price gives a summary of the project, stating that the entrance to 113 E. German is on the rear of the building. The sign is to direct customers down the walkway adjacent to Panagiota’s to the business entrance. Placement would be on the corner of the building adjacent to the walkway.

Application meets guidelines.

Motion to approve: L. Bicker, 2nd L. Chapalee, all ayes – application approved.

d. 26-12 200 block of S. Mill Street (property across Mill St. from O’Hurley’s General Store)

Project Permit Application – installation of a 4 foot high, 4-board oak fence around the perimeter of the property.

G. O’Loughlin gives a summary of the project and the state of the property and possible future plans. There are remnants of old fencing that would come down. Commissioners note this is outside of the historic district so did not need HLC approval and discuss the general state of the property.

Application meets guidelines.

Motion to approve: E. Helmick, 2nd L. Bicker, all ayes – application approved.

e. 26-13 110 Ray Street

Project Permit Application – A 21’ x21’ house addition in front of a single-family home.

C. Hill, contractor for the project, gives a summary, noting the addition is going on a portion of the existing driveway. The driveway is large, so there is still parking. Commissioners note the setback is the same as other houses on the street and that the green space will remain the same and HLC approval, though this is a new home.

Application meets guidelines.

Motion to approve: L. Chapalee, 2nd M. Morningstar, all ayes – application approved.

f. 26-14 312 W. German Street

Project Permit Application – installation of a pergola, lean-to shelter, and fencing to the back yard.

T. Porter gives a summary of the project, describing the new yard features and relationship to neighboring properties. D. Valentine, contractor, gives additional background information. Fencing would match existing, per the HLC recommendation, and be below 4 feet. Shelter materials would match the house. These items received HLC approval, original application also included a car port which did not pass HLC and so is not being included here.

Application meets guidelines.

Motion to approve: E. Helmick, 2nd L. Bicker, all ayes except E. Helmick abstains – application approved.

7. Continuing Business:

Town Council Update: L. Bicker shared updates on the proposed Market square plaza pilot project and an upcoming informational meeting to gather public input and Council’s first reading of the Planned Unit Development (PUD) ordinance revision.

The commissioners have a brief discussion of recruiting new commissioners and how their roles will change with expected personnel changes.

8. New Business:

None

9. Adjournment:

Motion to adjourn: R. Parmesano, 2nd E. Helmick, all ayes

Time: 6:43 pm