

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, May 4, 2026

6:00 p.m.,

TOWN HALL

104 NORTH KING STREET

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

In absentia: None noted.

In audience: Tabatha Delphi (TD), Chris Hill (CH), Jim King (JK), Karl Musser (KM), Mary Fortuna (MF), Margaret Osborne (MO), Tracey Porter (TPo), Dominic Valentine (DV), Tony Price (TPr), Jim Auxer (JA)

1. **Call to Order:** KA called the meeting to order at 6:01 p.m. 2:46 PM, made introductions of commissioners and staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** Changed speaker from RB to CB in discussion of parking applications, add "parking spaces" after "existing," remove RB from roll call. TM moved to approve minutes as corrected. CB seconded.
3. **Visitors:** Jim Auxer (JA), Ebonee Helmick (EH), Chris Hill (CH), Jim King (JK), Karl Musser (KM), Mary Fortuna (MF), Margaret Osborne-Kenny (MO), Tracey Porter (TPo), Tony Price (TPr), Dominic Valentine (DV)
4. **Conflicts of Interest:** None noted.
5. **Applications**

26-08 – 314 W. German Street

Replacement of porch railing and the addition of stairs to side yard. Ebonee Helmick (EH), homeowner, discussed plan.

- KM specified that only stairs are new construction, that all other changes are repairs. KA asked if new railing would match existing design and materials. EH confirmed. RB moved to approve the application in reference with Guidelines on PG 41 "Decks & Porches," Section C. TM seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-10 – 105 W. Washington Street

Replacement of a picket fence on side yard with a privacy fence that would match the other side yard. Mary Fortuna (MF), homeowner, discussed plan.

- CB asked how tall the replaced fence would be. KM noted that the HLC did only had purview over fence heights in front of house, but proposed changes

were on side and rear of house. TM moved to approve application as being consistent with Guidelines on PG 68 "Fences," Section A. RB seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-11 – 113 E. German Street

Installation of a painted wood business sign, including metal bracket. Tony Price (TPr), business owner, discussed plan.

- RB asked if the sign would be double sided. TPr confirmed. TM asked how the bracket would be attached, if it would be screwed in to a wooden part of building. TPr confirmed. TM asked if the wooden part was an addition of the original building. TPr confirmed. KA asked if the sign would be wood. TPr confirmed. RB moved to approve plan based on Guidelines on PG 63, "Signage," Sections A-C, with owner to meet with planning commission for further approval. CB seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-13 – 110 Ray Street

Building an addition on the front of a single-family home. Addition would occupy a portion of the existing driveway. Margaret Osbourne/Kenny (MO), property owner, discussed plan.

- RB asked if the proposed addition would meet setback requirements. CH said a surveyor confirmed the plan met all setback needs. KA asked if the addition would be consistent with surroundings. CH confirmed. RB moved to approve plan in accordance with PG 33 "Additions," Sections A-D. TM seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-14 – 312 W. German Street

Change garage approved in earlier permit to add a carport and add pergola, lean-to, and fencing to the backyard. Tracey Porter (TPo), homeowner, and Dominic Valentine (DV), contractor, discussed plan.

- General discussion- TM asked DV to explain car traffic patterns. DV explained that cars currently enter from Back Alley, and how the carport, snack bar, and pergola would affect the use of space. TM asked about the roof slope and materials of the snack bar. DV said that roof material would be

- metal and slope roof would create an efficient use of space. KA asked when original building was constructed. DV said that it was new construction.
- Fence- TM asked if the proposed fence would match existing fences. DV said he would prefer a black aluminum fence, to match existing fences. RB moved to approve new fences in accordance with Guidelines on PG 68 “Fences,” Section A. TM seconded. All in favor. None opposed. Passed.
 - Pergola- Commissioners agreed that proposed pergola would not detract from historic character. RB moved to approve pergola in accordance with Guidelines on PG 67 “Yard Features,” Section C. TM seconded. All in favor. None opposed. Passed.
 - Snack bar-TM asked if the sloped roof would count as an addition or an outbuilding, despite being connected to the pergola. DV proposed changing plan to instead mimic a saltbox roof. JK questioned if a saltbox roof would fit Shepherdstown architecture. TM said that a nearby house has a saltbox roof. JK said that the original proposal of a shed roof would be more appropriate. CB asked about the material. DV said that it would be metal roofing, Hardie-Board siding, and white posts—matching house. KA said that a shed roof would match surrounding features. KM noted that the roof would be mostly hidden from public view. RB moved to approve the snack bar in accordance with Guidelines on PG 56 “New Construction,” Sections A-F. TM seconded. All in favor. None opposed. Passed.
 - Carport- TM expressed concern that the carport was asymmetrical, asked if a wingwall or similar could be added to increase symmetry. KA agreed that the HLC would prefer symmetry. Homeowner expressed concerns over space limitation, and that the proposed changes would bring the plan closer to a garage. CB said that the asymmetrical design did not match town’s character. TM said he would prefer an open carport and a separate tool shed. TPO said that she does not want two structures and would prefer a carport over a garage. Plan denied for carport as submitted. Homeowner and co. to submit a new proposal in accordance with HLC recommendations.
 - Homeowner and co. to attend planning commission for further approval on fencing, snack pergola, and snack bar.

6. Workshop Sessions: None.

7. Ongoing Business

- **Historical markers program-**
 - No updates

8. New Business

- Town Council updates- KA discussed prior town council discussions on signage for the visitor center/market hall, bollards in front of old general store, and plaque program. Town has agreed to endorse plaque program. KA emphasized the importance of a stronger working relationship between HLC and other commissions.

- Heritage Education Materials- KM said that Claire Tryon has approved payment for materials. KM summarized materials available for town to now reproduce (presentations, posters, brochures). KA asked about creating a plan to use these materials/a communication plan, reminded commission that May is Preservation month. KA reminded commission that Erin Barnes, CEO of Main Street America, is speaking in town on Wednesday. TM said that the HLC should coordinate with Historic Shepherdstown. CB said that there should be more emphasis on workshops, and putting materials at real estate offices, libraries, and at Barnes' talk. KA said that Tryon was trying to organize a realtor education and training event in fall, which the HLC could put materials out at. KA proposed putting a booth out at town events, like Street Fest in June. KA said he would get information on how to secure a booth. TD proposed advertising at the upcoming preservation conference in Berkeley Springs. KA asked if KM would print 50 brochures to send with TD. KA said that he will contact realtors' association and invite them to Erin Barnes' talk.

9. **Adjournment:** RB motioned to adjourn at 7:25 PM. Passed unam.