

SHEPHERDSTOWN PLANNING COMMISSION AGENDA
REGULAR MEETING AND PUBLIC HEARING

Monday, July 20, 2026
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

Zoom Information:

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

1. Call to Order:

2. Approval of Previous Months' Minutes:

- a. June 15, 2026, Meeting

3. Visitors:

4. Conflicts of Interest:

5. Applications:

26-14 amended 312 W. German Street

Carport installation.

26-18 203 W. New Street

Fence installation.

6. Continuing Business:

- a. Town Council update

7. New Business:

- a. None

8. Adjournment:

SHEPHERDSTOWN PLANNING COMMISSION MINUTES

REGULAR MEETING AND PUBLIC HEARING

Monday, June 15, 2026

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

DRAFT

1. Call to Order:

Time: 6:26 pm

Commissioners Present: M. Morningstar, L. Bicker, J. Gatz

Commissioners Absent: L. Chapalee, E. Helmick

Staff: K. Musser, H. Wetzel

2. Approval of Previous Months' Minutes:

a. May 18, 2026, Meeting

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

3. Visitors:

S. Berry, T. Dolan, J. Dolan, J. Auxer

4. Conflicts of Interest:

None.

5. Public Comment:

None.

6. Applications:

a. 26-07 101 N. Browns Alley

Project Permit Application – installation of wooden storage shed.

Applicant discussed the proposed shed location on an existing concrete pad. The Historic Landmarks Commission had approved the design but not the proposed location, and issued a Certificate of Appropriateness conditioned on relocating the shed at least 10 feet behind the front plane of the house. The Commission discussed the HLC decision, Title IX setback requirements, alley lot lines, and possible next steps. Commissioners decide that since applicant has not accepted the HLC's decision and changed the proposed location this should be treated as an HLC denial and that the PC would not issue a decision. Applicant will be given instructions should they wish to challenge the HLC decision.

Application tabled.

7. Continuing Business:

26-09 200 E. High Street

Board of Zoning Appeals has granted an appeal with conditions for the applicant's outdoor seating area. The Commission reviewed the BZA decision. Discussion noted that the outdoor seating is limited to no more than six months in a calendar year, that emergency access will be provided through a gate or similar opening, that the evacuation plan will be updated and staff trained, and that asphalt repair in the off-street parking area was discussed. Motion to approve: L. Bicker, 2nd J. Gatz, all ayes. Motion passed.

The Commission also discussed whether BZA decision language should describe applicant assurances rather than conditions. Staff noted the matter had been sent to legal counsel, and the Commission asked that the issue be placed on the next agenda.

Town Council Update: L. Bicker shared updates on the Council's second reading of the Planned Unit Development (PUD) ordinance revision.

8. New Business:

None

9. Adjournment:

Motion to adjourn: J. Gatz, 2nd L. Bicker, all ayes

Time: 7:07 pm

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, July 6, 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), Jim King (JK), Karl Musser (KM)

In absentia: None noted.

In audience: Jim Auxer (JA), Dominic Valentine (DV), Tracey Porter (TP), Kim Wilson (KW), James Gatz (JG)

1. **Call to Order:** KA called the meeting to order at 6:00 p.m., made introductions of commissioners and support staff, and explained Roberts Rules Simplified.
2. **Approval of Minutes:** Noted AR's absence. TM moved to approve as corrected. CB seconded.
3. **Visitors:** Jim Auxer (JA), Dominic Valentine (DV), Tracey Porter (TP), Kim Wilson (KW), James Gatz (JG)
4. **Conflicts of Interest:** A conflict of interest was declared by AR regarding application 26-17. In accordance with HLC policy, AR recused herself from discussion and voting, apart from initial discussion of plan and clarifying questions.
5. **Applications**

26-14 amended – 312 W. German Street

Installation of a carport. DV, contractor, discussed revisions to the original application to bring the layout in line with the previous meeting's workshop discussion.

- DV confirmed that the layout was the only change, overall design and footprint remain the same. TM moved to approve application as being consistent with Guidelines on PG 56 "New Construction," A-F CB seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

26-17 – 201 N. Mill Street

Window and door replacement. AR, homeowner, discussed plan to replace 3 non-historic windows with windows matching the original windows remaining on the house and replacing the front screen door and metal transom with a storm door and wood transom that match the main front door in height.

- AR answered questions about the window, door, and transom design. The commissioners confirmed the proposed design was an improvement to the house. TM moved to approve application in accordance with Guidelines PG 45 "Previously-Replaced Windows," A-C and PG 62 "Doors & Entrances," B-C. CB seconded. AR recused. All others in favor. None opposed. Passed.

26-18 – 203 W. New Street

Installation of a fence and gates to enclose applicants back yard. KW, homeowner, discussed plan for the low, wood, white picket fence matching both neighbors and four gates, 2 with arbors, in the same style. KM noted that the proposal encroaches on 205 W. New St., and that property owner has sent in a letter in support of the application.

- KW answered questions about the design. KA noted it was the only property on the block not fenced in and the prevalence of arbors on neighboring properties. TM moved to approve application as being consistent with Guidelines on PG 68 "Fences," A and Ordinance 9-803. AR seconded. All in favor. None opposed. Passed. Homeowner to meet with planning commission for further approval.

6. Workshop Sessions:

- Ashley Reynolds—Discussion of porch restoration including the examination of historical photographs to determine previous porch designs. Discussion of restoration vs preservation and whether current porch should be considered historical. Consensus is that it is not original to the house and the hodge-podge nature of its construction is noted. AR agrees to do more research.
- James Gatz—Discussion of roof restoration and the appropriateness of standing seam vs shingles. The unusual nature of JG's roof and the mix of existing roofing styles is noted. The commission concludes in this case that either material would be acceptable and that the roofing styles do not need to match.

7. Ongoing Business

- KM provided a summary of Town activities relating to the HLC
 - The HLC's request for an enforcement report has been sent to the Mayor. In the specific case of Tommeez the excess beer signs have been removed. In the case of 101 S. Princess St. no progress has been made.
 - Public Works is working on the issues of the Welcome Center sign and German St. bollards.
 - The Town is drafting text for a demolition by neglect ordinance.
 - The Town won a grant of \$4,000 from the Eastern West Virginia Community Foundation for restoration work on the Shepherd Family

Burial Ground gate. KA and TM asked for more specifics on work to be done, but the Town has not yet gotten a new restoration proposal.

- The Town won an award for the Mills Group pro bono planning services which it is applying to a conceptual plan for the Tobacco Warehouse.
- The Town is working on getting a new Historic Preservation Intern.
- The Mayor asked for a written summary of HLC activities for the monthly Town Council meetings.
- Historic Shepherdstown is applying for a grant to assist with roof maintenance for the Entler building.
- No updates on the façade or sidewalks grant programs.
- CB asked if there was a process for adding buildings to the National Historic Register and KA discussed updating surveys.
- CB requested the process for placing DAR historical grave markers for Captain Abraham Shepherd and his wife, Eleanor, in the Shepherd Burial Ground.

8. New Business

- None

9. Adjournment: TM moved to adjourn at 7:09 p.m. Passed unam.

Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-14 amended
2. Project Address: 312 W. German Street
3. Project Description: The applicant wishes to make amendments to the previous application to install a car port to change the proposed car port layout to be consistent with that discussed in the HLC workshop on June 1, 2026.
4. Issues Identified: None
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. HLC Decision: Certificate of Appropriateness approved on 7/7/2026.
7. Staff Analysis for HLC: The HLC previously disapproved of the original asymmetrical design of the car port. The applicant has revised the plan, making the car port symmetrical when viewed from the alley by moving the proposed storage compartment to the side facing the house. The overall car port materials and footprint would be the same as the previous design and appears consistent with the main residence. All relevant requirements in the historic guidelines appear to be met.
8. Staff Analysis for PC: Property is zoned R-1 Residential. This review is for the car port portion of the application that was previously tabled by HLC. The proposed car port footprint matches that of the garage previously approved in application 22-25. The location includes a 40' setback from the alley line and a 10' setback from the nearest side lot line meeting the requirements of Section 9-508. The total amount of green space on the parcel would be decreased by approximately 800 sq. ft. or 7.5% but remain above the 50% requirement (total built up area would go from 37% to 44%). All relevant requirements of the Planning and Zoning ordinance appear to be met.
9. To Be Reviewed By ☒ Historic Landmarks Commission
☒ Planning Commission

Completed By: Karl Musser

Date: 7/7/2026



Application for Project Permit

Application # 26-14

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

This application is required for projects within the corporate limits of Shepherdstown (both in and out of the Historic District), that involve modifications to structural square footage. Examples include decks, porches, driveways, carports, accessory structures, and new construction of and/or additions to residential, commercial, and industrial structures. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. [Reference Title 9, Section 902.](#)

This form may be filled out digitally or printed and filled out by hand, PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Tracey Porter
(Must be Property Owner)

Mailing Address: PO Box 123
Shepherdstown WV 25443
City Zip

Telephone:

Street Address of Proposed Work: 312 West German Street

Current Zoning: Residential **Current Land Use:** Residential
Note: Reference [zoning map](#) for zoning classifications.

Description of Work:

Changing design of originally approved garage to Carport; changing original pergola design to include a covered area; adding a section of fence to complete yard fencing

Project Category: II
(see descriptions on next page)

Contractor Performing the Work: Dominic Valentine

Contractor's Business License: WV061587

A copy of the contractor's Shepherdstown business license or license application MUST be attached.

Please reference [Title 9](#) of Town Ordinance for specifics
Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • kmusser@shepherdstown.us



Application for Project Permit

Application # 28-14

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Check all the areas that apply:

All Categories

☐

Copy of general contractor's Shepherdstown business license or license application.

Category I

Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes

☐

PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

☐

MATERIAL AND COLOR SAMPLES for exterior finishes

Category II

Driveways, decks, carports, porch enclosures and window, roof, or siding replacement

Category III

New construction of and/or additions to residential, commercial, and industrial structures

(Categories II and III):

☒

SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

☒

Gross & net land area of property

☒

Setback from property boundaries

☐

Existing & proposed topography (only if regrading of the property is required)

☒

Existing & proposed accessory structures.

☒

Existing & proposed street right-of-way & entrance

☒

MATERIAL AND COLOR SAMPLES for exterior finishes

☒

ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements.

☐

ZONING INFORMATION shall be defined in the application as required:

☐

Dwelling density (residential application only)

☐

Flood plain designation if any (mapping available in Town Hall)

☐

Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Flood plain provisions.

Category IV

Demolitions or Relocation of a Structure

☐

Historic designation of structures to be demolished (documents available in Town Hall)

☐

Complete description of structure(s) or part(s) of structure(s) to be demolished.

☐

At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

☐

For relocations, sidewalk and handicap access

Please reference [Title 9](#) of Town Ordinance for specifics

Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • kmusser@shepherdstown.us



Application for Project Permit

Application # 26-14

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9, Section 905.

Please read the following paragraph carefully and sign.

Attach all documents specified in the checklist of this application.

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with the Commission's approval. **I UNDERSTAND THAT MY PRESENCE AT THE ASSIGNED APPLICATION REVIEW MEETING IS REQUIRED.** Application must be signed by owner or his/her agent.

Date: 4/29/26

Signature: Tracey Porter
(Owner)

Print Name: Tracey Porter

For Office Use:

Permit Number: _____

Zoning Officer Comments:

Fee Paid 100.00
Ck# 2091

Date Paid 4-29-26
CP



Application for Project Permit

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 26-14

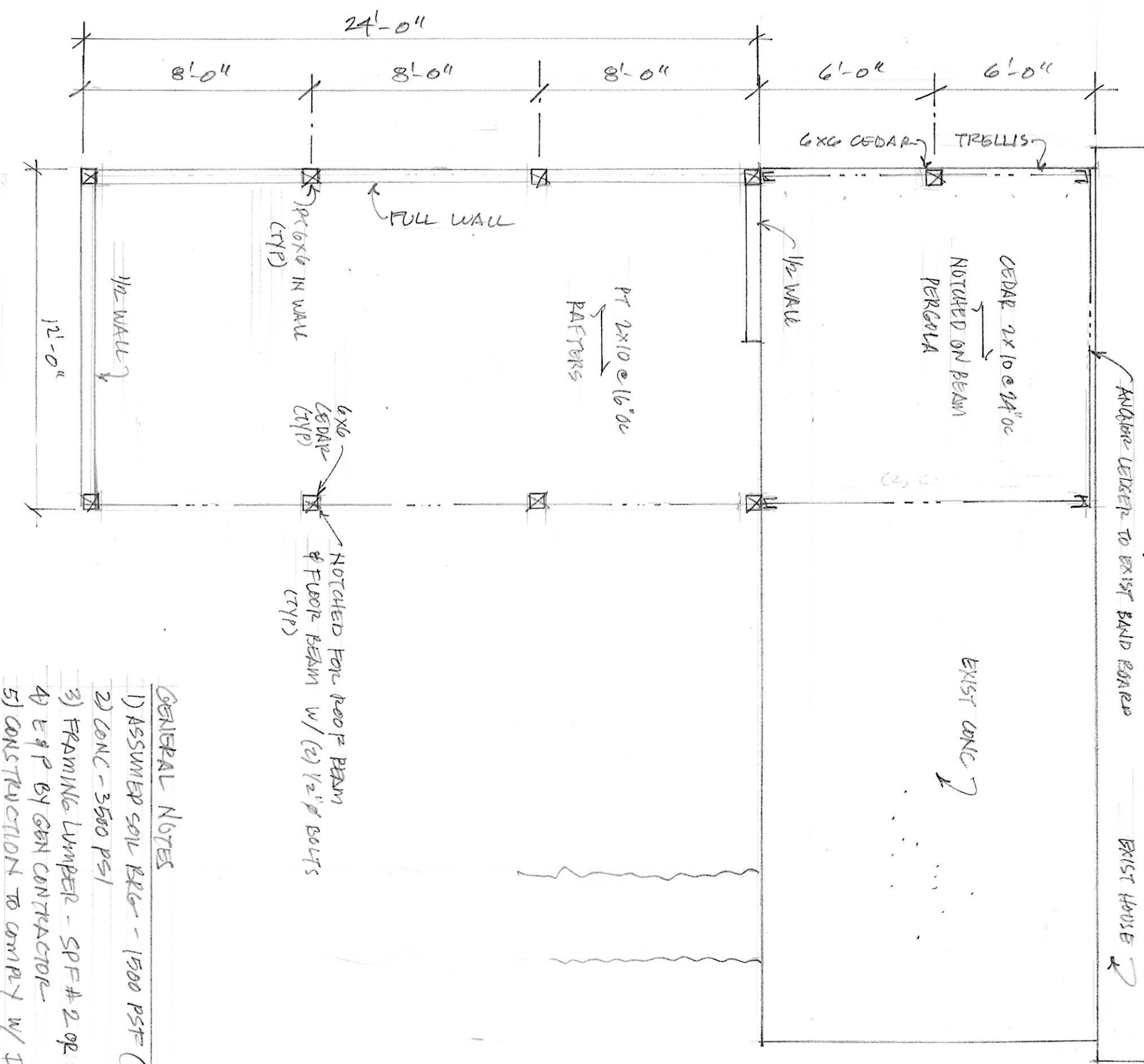
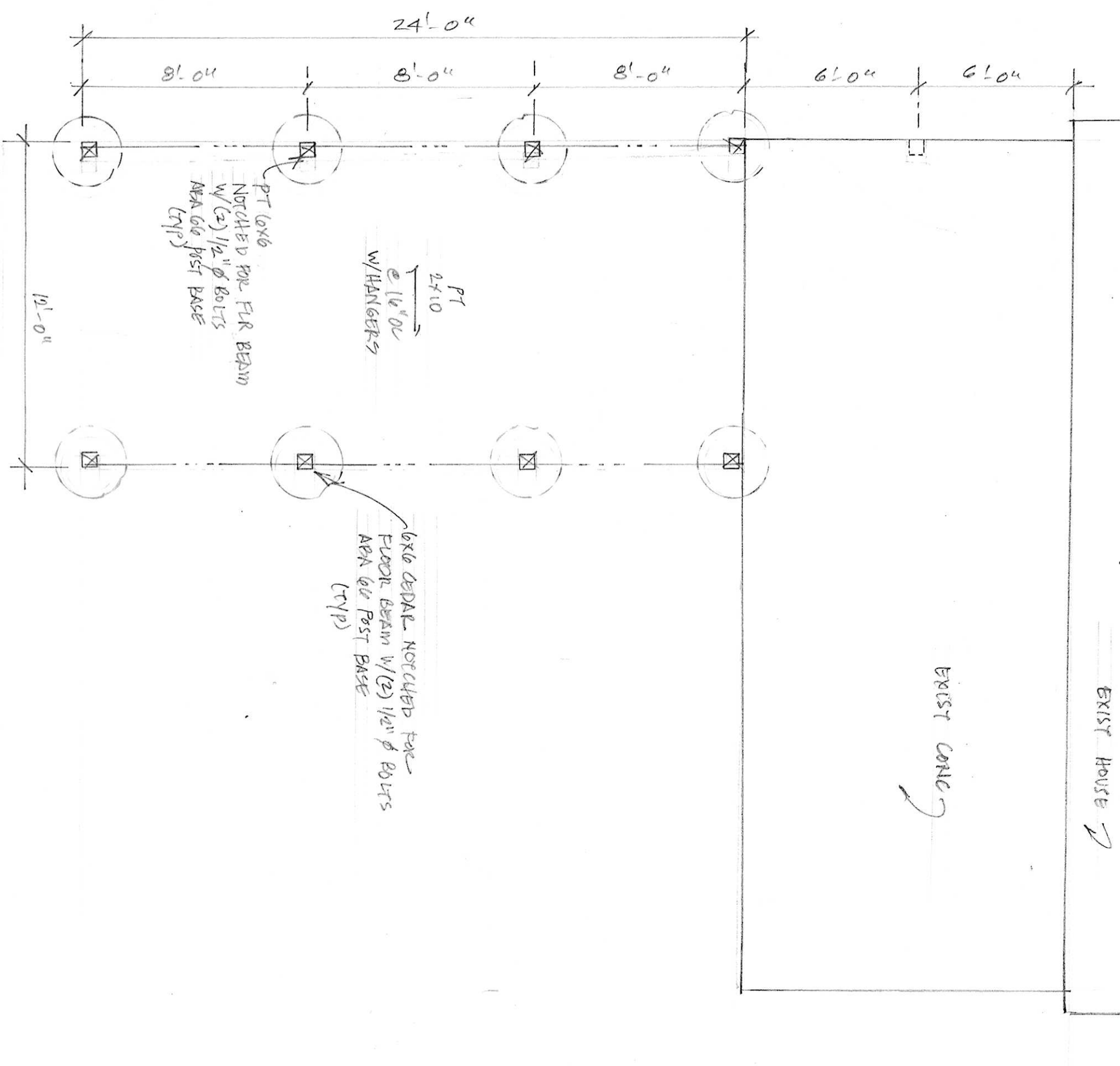
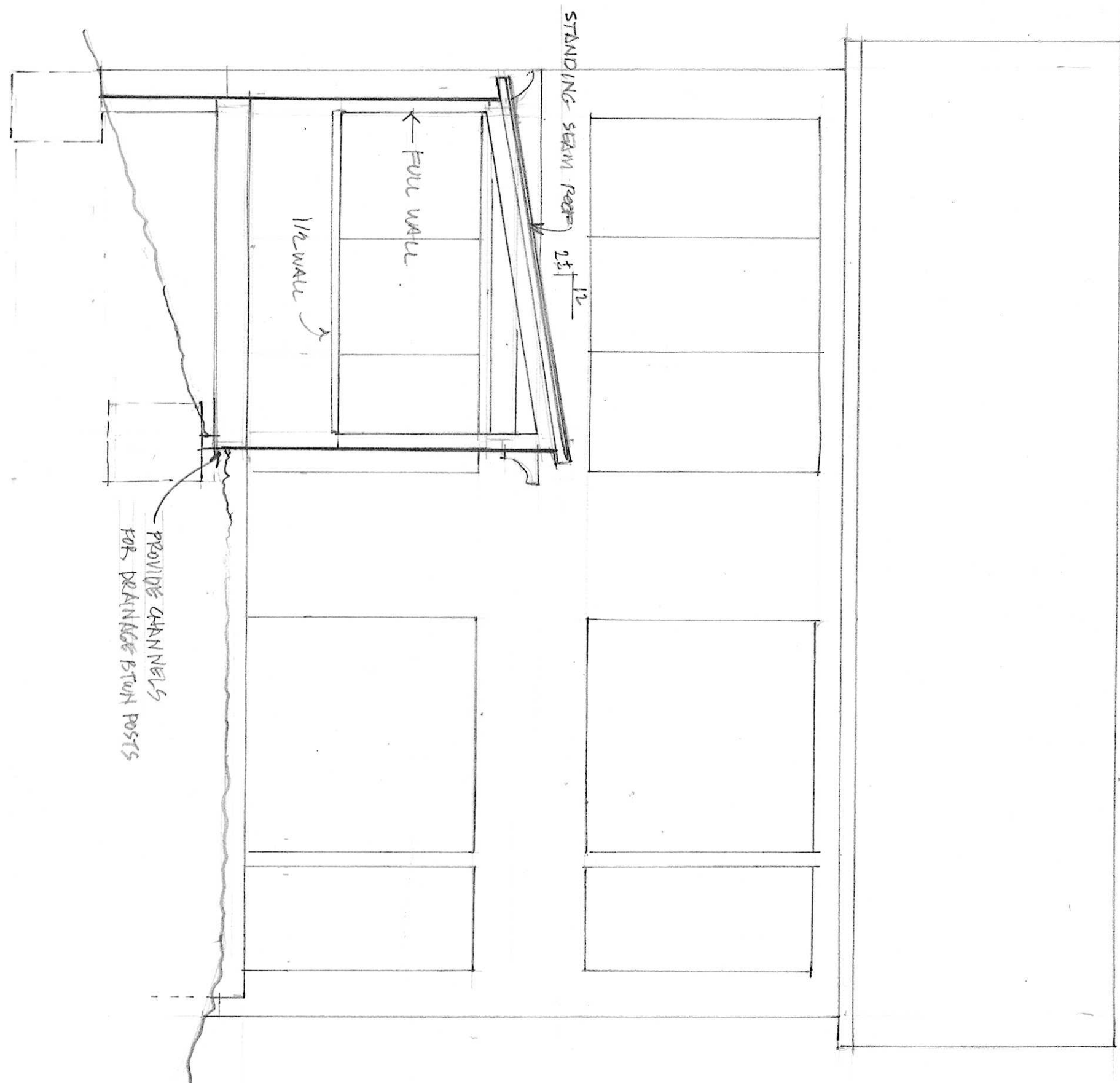
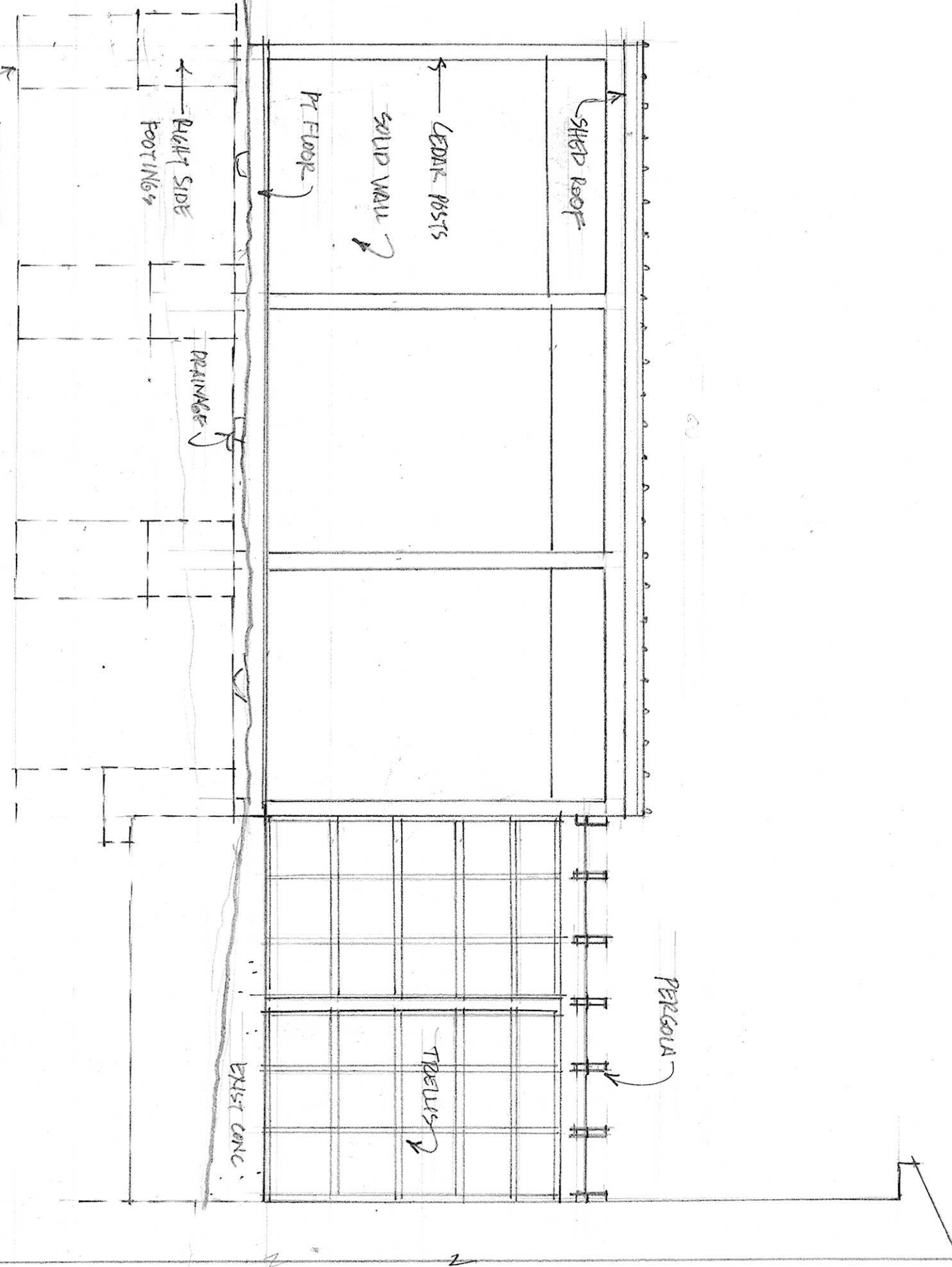
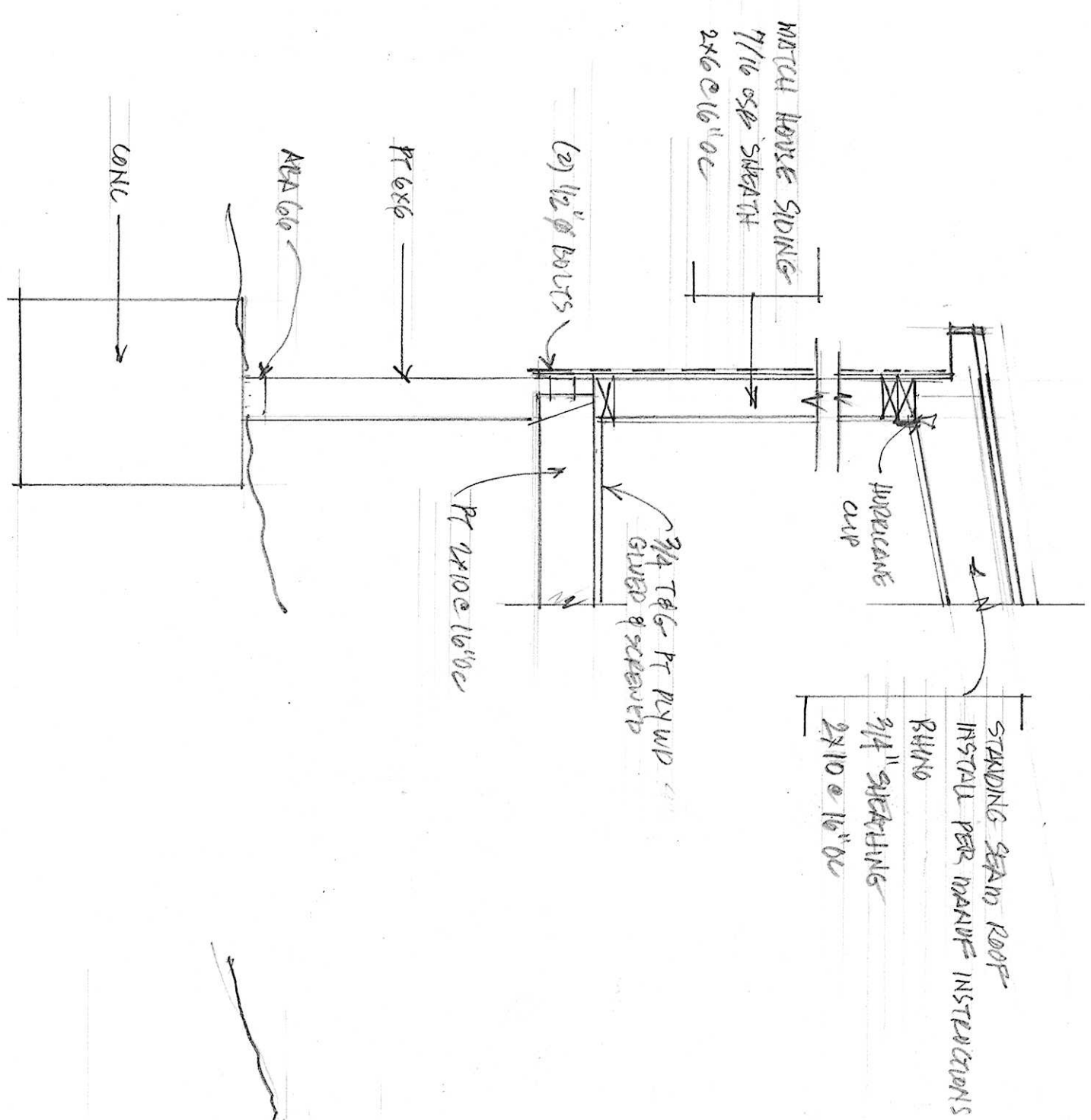
Application Fees

Please check all boxes that may apply. Application fees are due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.** Reference Title 9, Section 902 Paragraph XIV.

☐	<u>Category I:</u> \$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.
☒	<u>Category II:</u> \$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.
☐	<u>Category III:</u> \$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures. \$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).
☐	<u>Category IV:</u> Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application): • Reason for the demolition/relocation (including historic documentation). • Describe the structure's condition in detail. • Describe the proposed reuse of the site, including full drawings of new structure & landscaping. • Evidence of relevant funding or financial concerns. • Timeframe for project \$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)

Please reference [Title 9](#) of Town Ordinance for specifics

Please contact Karl Musser, Planning and Zoning, with any questions. (304)702-2305 • kmusser@shepherdstown.us

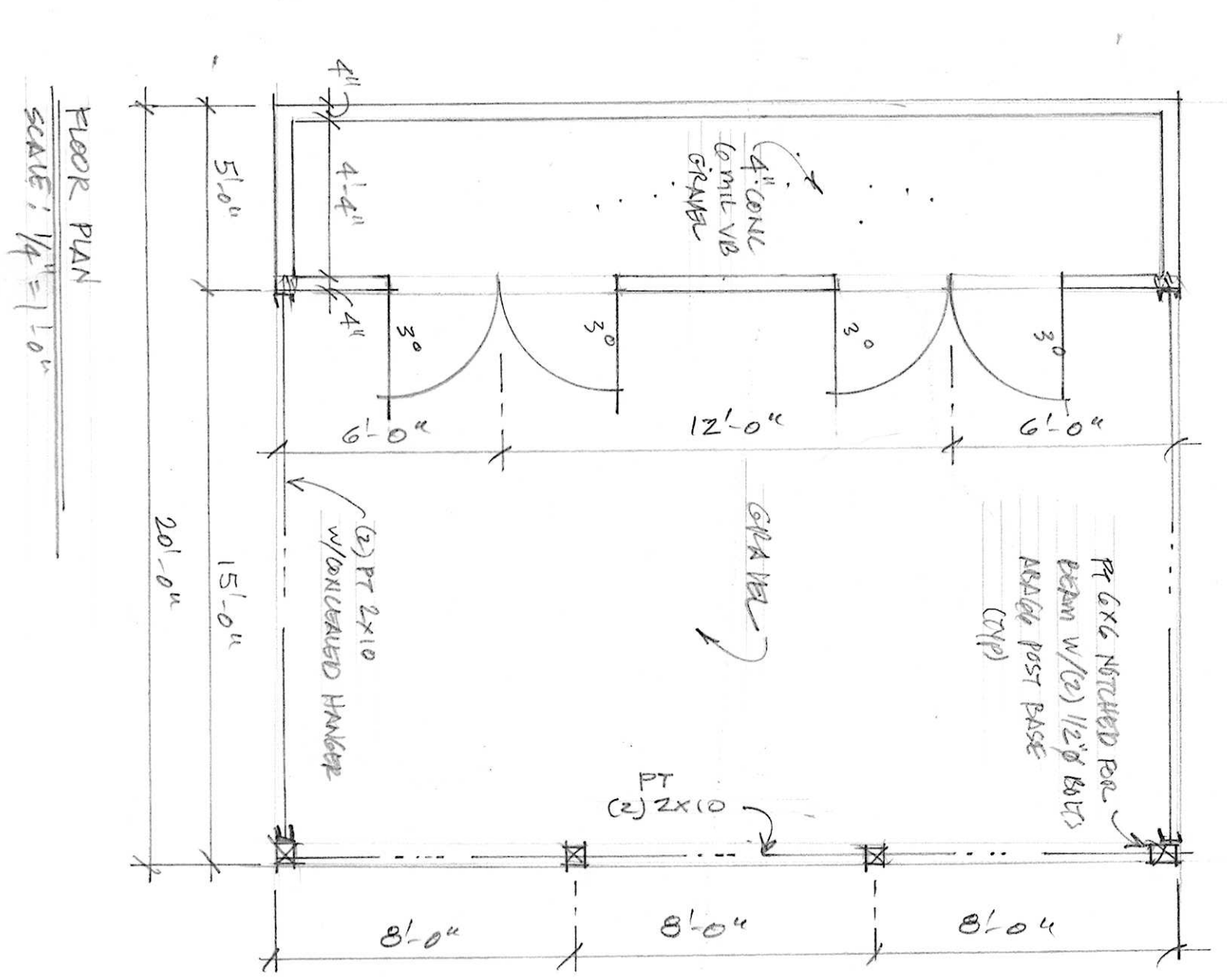
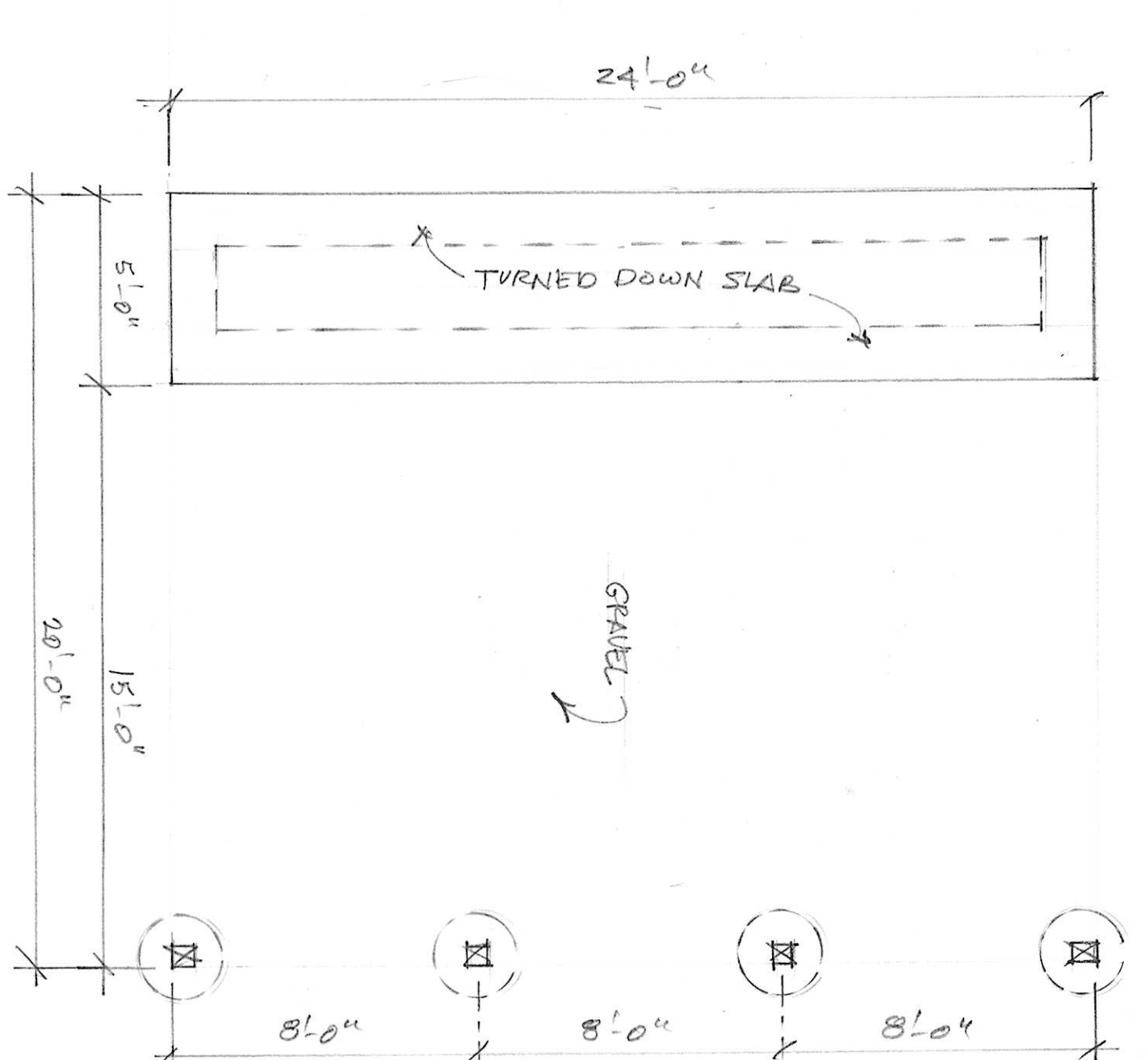
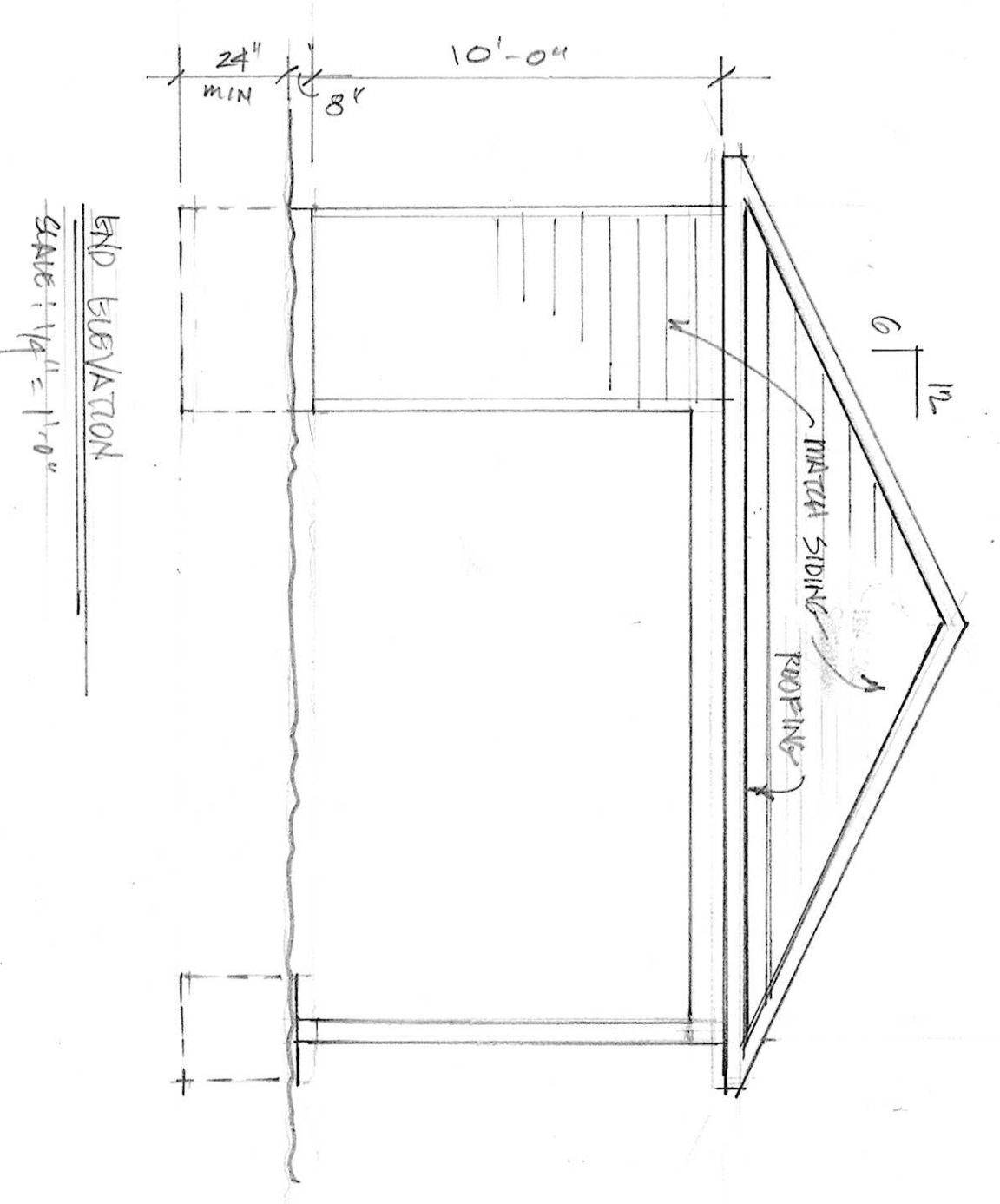
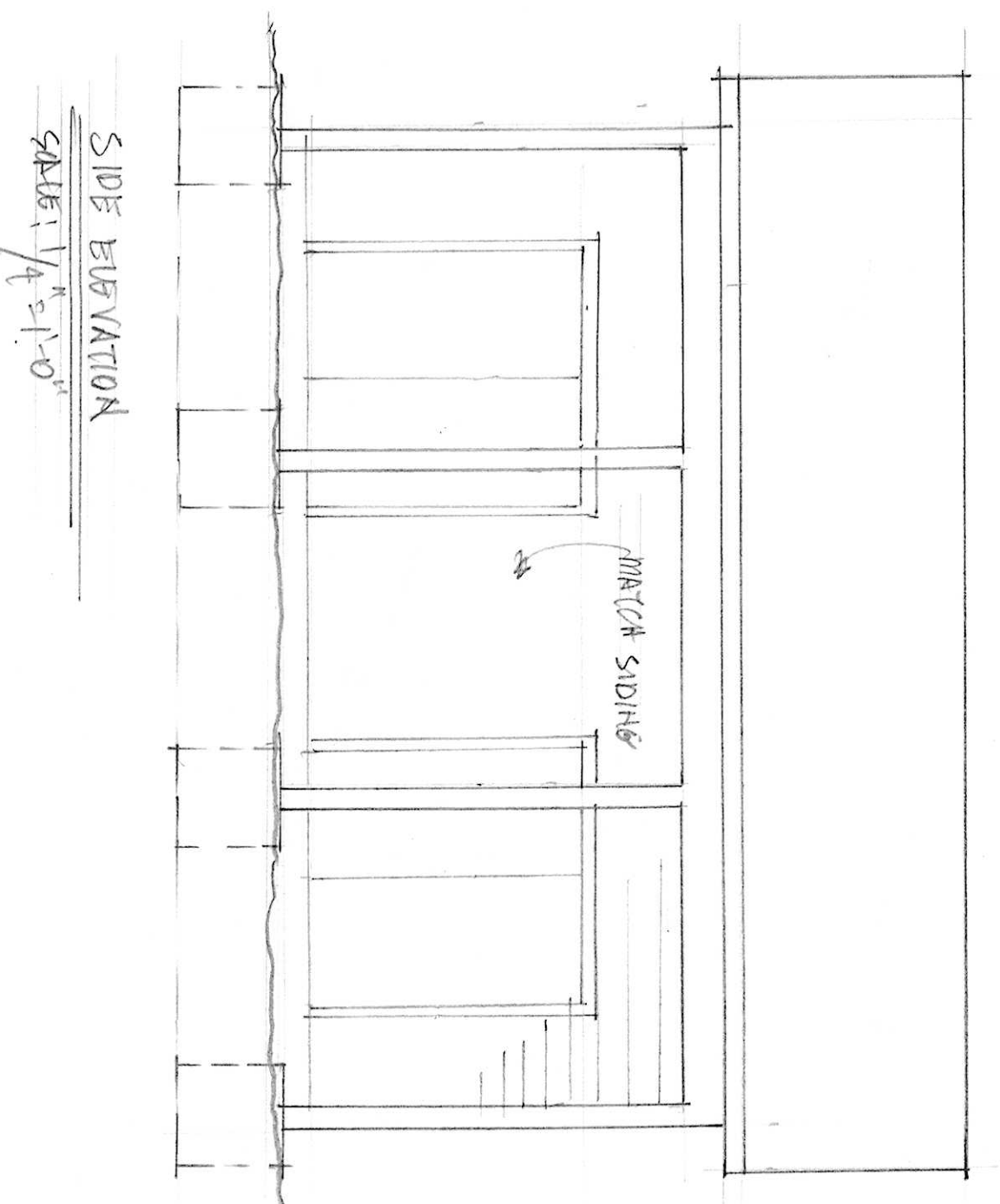
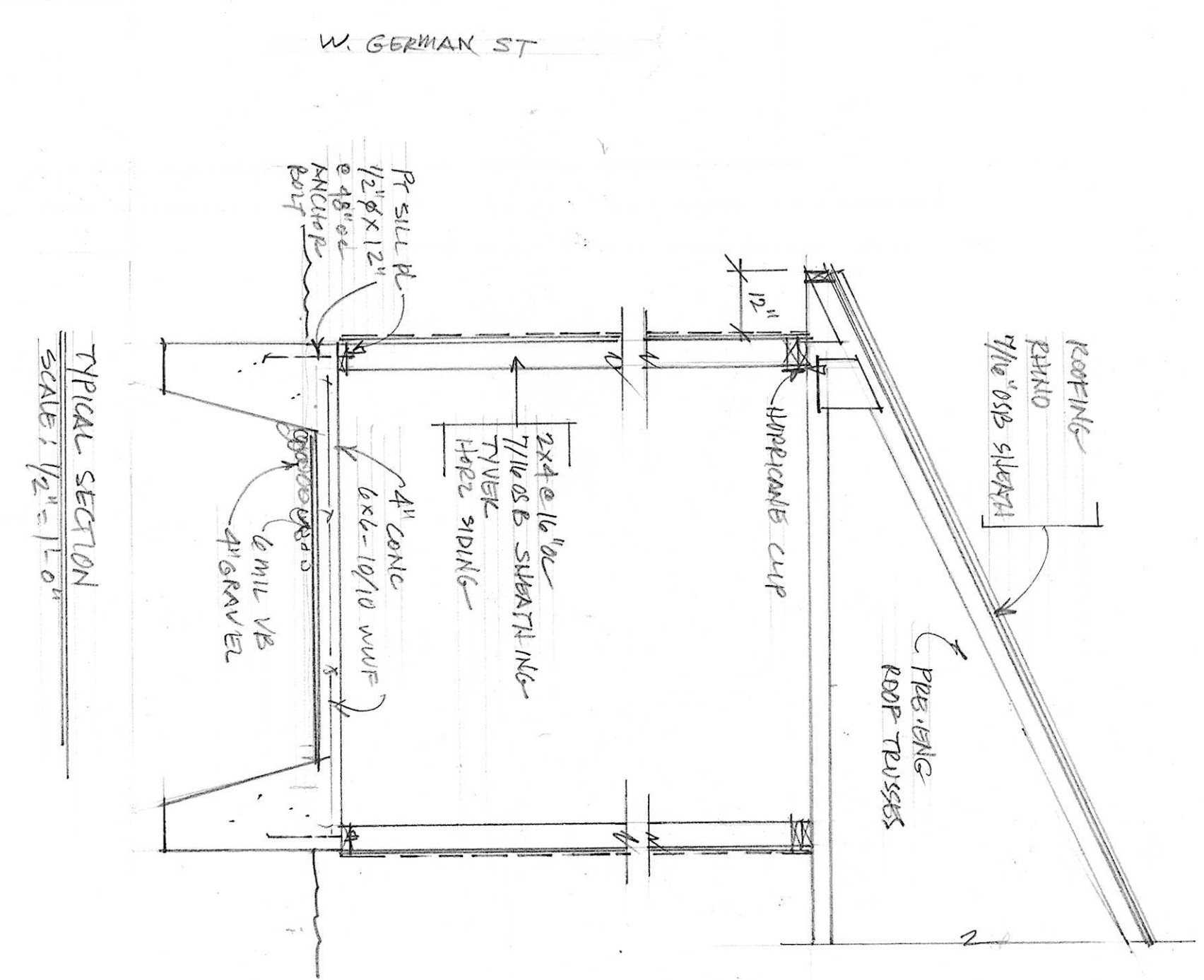
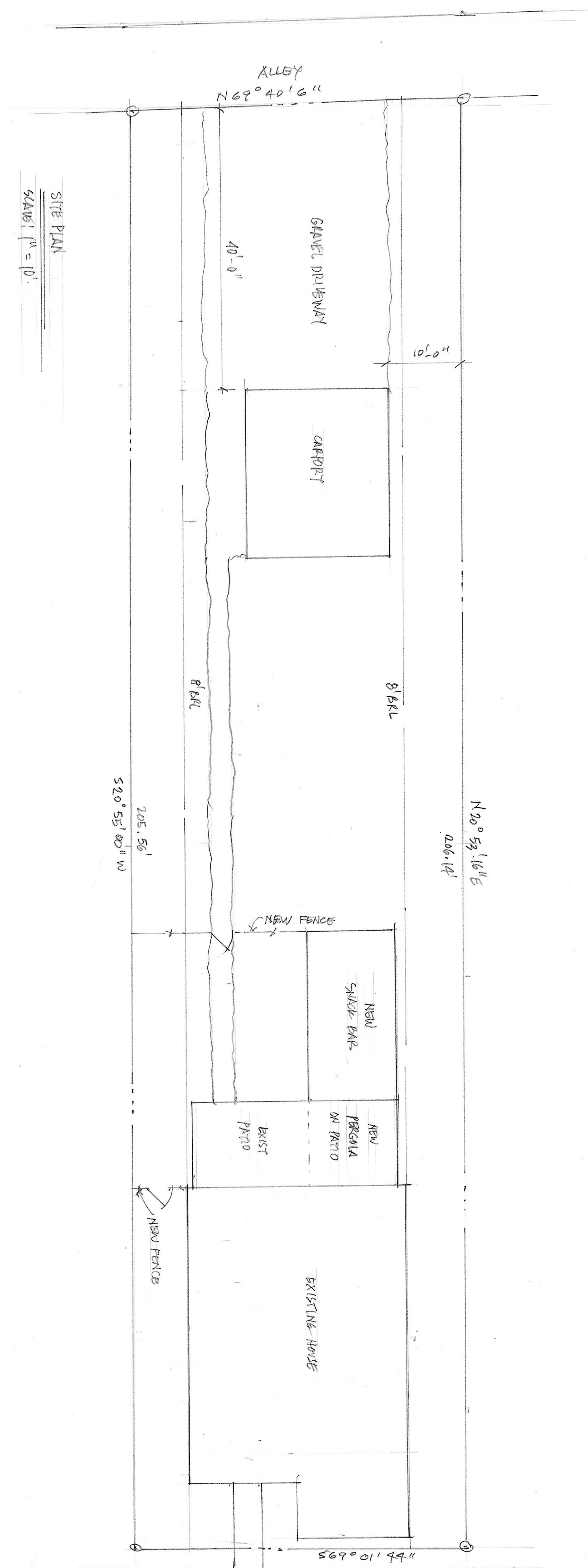


- GENERAL NOTES
- 1) ASSUMED SOIL BEAR - 1500 PSF (FIELD DATA)
 - 2) CONC - 3500 PSI
 - 3) FRAMING LUMBER - SPF #2 OR BETTER
 - 4) E & P BY GEN CONTRACTOR
 - 5) CONSTRUCTION TO COMPLY W/ IRC - 2018
- # ALL LOCAL CODES

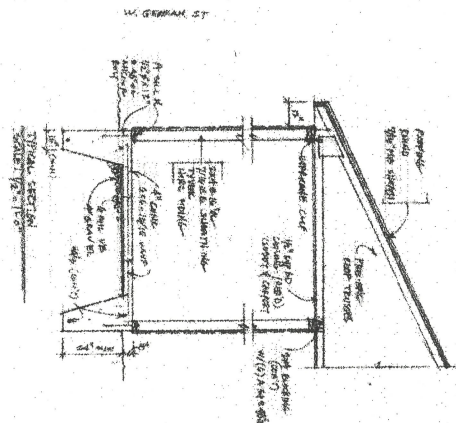
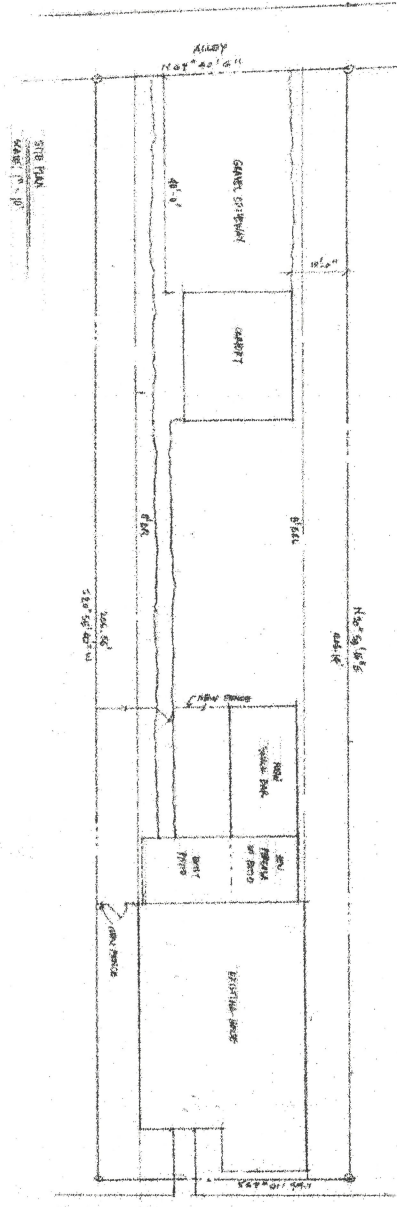
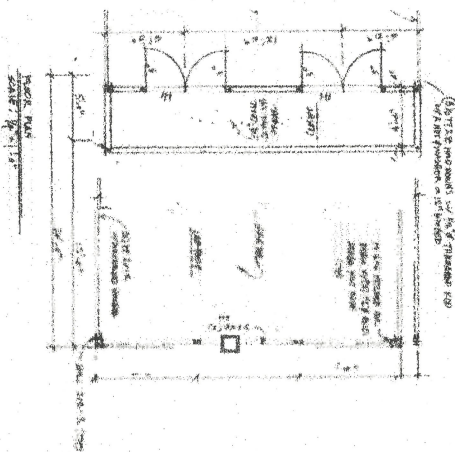
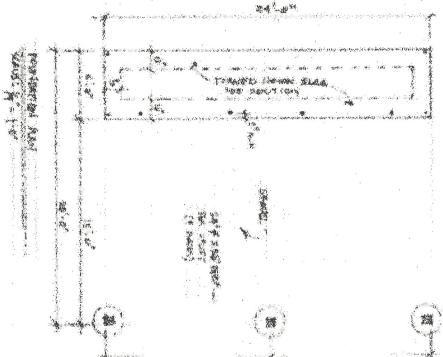
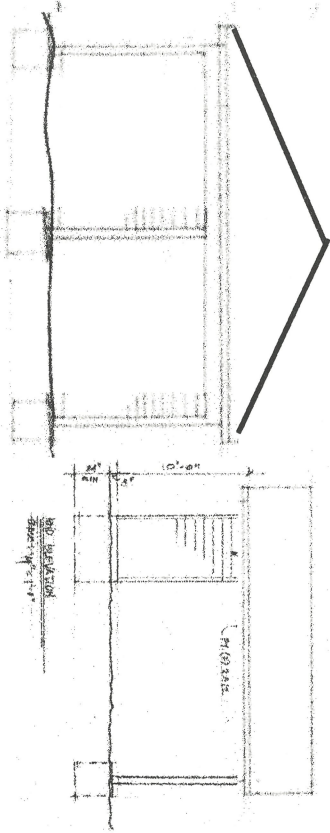
PERGOLA ADDITION for MR & MRS. S. PORTER
312 W. GERMAN ST
SHEPHERDS TOWNSHIP, WV

ROSALIND E. WELSH
ARCHITECT
REGISTERED: WEST VIRGINIA
MARYLAND
VIRGINIA
P.O. Box 147 • Summit Point • WV • 25446
304-725-4013

4/27/26
A1



26-14 AMENDMENT



A2
7/1/20

ENVELOPE / SITE PLAN FOR MR. & MRS. S. PORTER
SIR. W. GERRARD ST.
SHEPHERD TOWN, WV

ROBALIND E. WELSH
ARCHITECTS
SHEPHERD TOWN, WV
P.O. Box 147 • Shepherd Park • WV • 25444
304-725-4473



Corporation of Shepherdstown

Staff Input Form

For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-18
2. Project Address: 203 W. New Street
3. Project Description: The applicant wishes to extend their existing picket fence adding 30' to the rear yard and 10' to close in the side yard and to add 4 gates, two arbor style gates at the front and back of the side yard and two small gates adjacent to the garage and house. Design of fence is to match the neighboring fences.
4. Issues Identified: Proposed gates may cross onto the property of 205 W. New St. to connect to the neighboring fence. The owner of that property has written in support of the proposal.
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. HLC Decision: Certificate of Appropriateness approved on 7/7/2026.
7. Staff Analysis for HLC: Residence is located within the historic district and is a contributing structure. The fence would be consistent with the existing and neighboring fences. All relevant requirements in the historic guidelines appear to be met.
8. Staff Analysis for PC: The proposed fence would be an open style fence below 4' high which would meet the requirements of Section 9-803 for all yards.

9. To Be Reviewed By ☒ Historic Landmarks Commission

☐ Planning Commission

Completed By: Karl Musser

Date: 7/7/2026

26-18

Parcel map of 203 W. New St.



July 1, 2026

To whom it may concern:

I give my neighbor, Kimberly Wilson, permission to have the small gates she's putting up for her dog fence across a section of my property.

Sincerely,

Sara Maxwell Blint



Application for Fence Permit

26-18

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

This application is required for fencing within the corporate limits of Shepherdstown (for residents and businesses), that involve the construction or modification to fencing. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. Please reference [Title 9, Section-803](#).

Applicant's Name: _____
(Must be Property Owner)

Street Address of Proposed Fence: _____

Mailing Address: _____

City State Zip

Telephone: _____ **Email:** _____

Description of Work:

Cost Estimate: _____

Contractor Performing the Work: _____

Contractor's Business License: _____

A copy of the contractor's Shepherdstown business license or license application MUST be attached.

Project Category I - provide the following:

PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

MATERIAL AND COLOR SAMPLES for exterior finishes

SITE PLAN is required. See sample site plan (link to diagram) Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

Setback from property boundaries

Date: _____ **Signature:** _____
(Applicant)

Print Name: _____



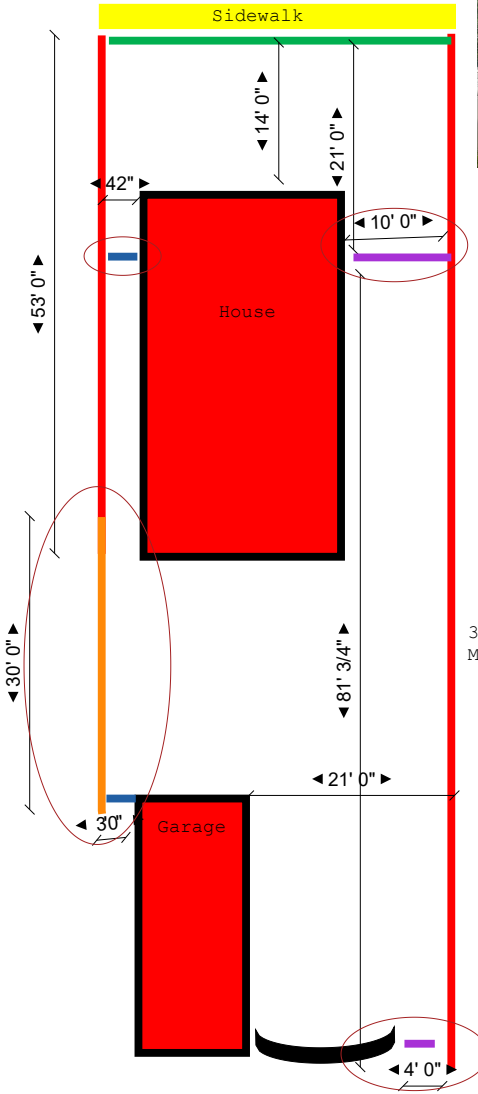
Areas for new Fence
and/or gates

10' of new fence
to match existing
and one new gate
style 2 36" wide
at front of yard
and one **style 2** at end of
existing fence between
existing stone fence

Sample of style 2



Sample of style 1



One new gate **style 1**
approx. 36" at end of new
fence and back garage
corner and one new gate
between the house and
existing fence

30' of New Fence to
Match Existing

Existing Fence

Existing Stone Wall