

SHEPHERDSTOWN PLANNING COMMISSION MEETING MINUTES
REGULAR MEETING AND PUBLIC HEARING

Monday, July 20, 2026 - 6:00 p.m.

Town Hall - 104 North King Street, Shepherdstown

DRAFT

1. Call to Order

The meeting was called to order at 6:05 p.m.

2. Attendance

a. Members Present: Ebony Helmick (E Helmick), Lauren Chapalee (L Chapalee), Michael Binder (M Binder), Madge Morningstar (M Morningstar), James Gatz (J Gatz)

b. Staff Present: Gino Sisco (G Sisco), Hunter Wetzel (H Wetzel)

3. Approval of Previous Months' Minutes

a. June 15, 2026, Meeting

Motion made by L Chapalee to approve June 15, 2026, meeting minutes: Seconded by M Binder. Voted yes unanimously. Motion carried

4. Conflicts of Interest

None stated.

5. Applications

a. 26-14 Amended - 312 W. German Street

Carport installation.

The Commission reviewed the amended application after the carport storage entrance was relocated. The Historic Landmarks Commission had issued a Certificate of Appropriateness, and the Commission noted that the setbacks and proposed materials were acceptable.

Motion made by M Morningstar to approve application 26-14 amended: Seconded by M Binder. Voted yes unanimously and motion carried.

b. 26-18 - 203 W. New Street

Fence installation.

The applicant clarified the placement of the proposed white picket fence, gates, and arbors, including the connection to an existing neighboring fence. The Commission discussed the neighbor letter, front-yard fence height, and whether the open arbors should be regulated as fencing or screening under Title IX.

The Commission agreed that the arbors should not be treated as fencing or screening because they would remain open and would not obstruct views into the property.

Motion made by M Morningstar to approve application 26-18: Seconded by L Chapalee. Voted yes unanimously. Motion carried.

6. Continuing Business

a. Town Council Update

J Gatz provided a brief update that included an accessory dwelling unit matter. The Commission noted that a Town Council representative had not yet been appointed.

7. New Business

None.

8. General Commission Discussion

a. Previous Application and BZA Process

The Commission asked about the status of a prior application involving an existing concrete pad or basketball court. It was noted that any appeal to the Board of Zoning Appeals would be submitted through Town staff and forwarded to the BZA. No action was taken.

b. Commission Membership and Officers

Michael Binder was welcomed as a new member. The Commission discussed one remaining vacancy, the pending Town Council appointment, and the need to elect a president and vice president after the appointment is made.

9. Adjournment

Motion made by M Morningstar to adjourn: Seconded by M Binder. Voted yes unanimously and meeting was adjourned at 6:30 p.m.