

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.