

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION AGENDA

Monday, August 3, 2026

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

Meeting Zoom Link:

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

1. **Call to Order:**
2. **Approval of Previous Months' Minutes: July 6, 2026**
3. **Visitors:**
4. **Conflicts of Interest:**
5. **Applications:**

26-19 205 W. Washington St.

Roof replacement.

6. **Workshop Sessions:**

- 201 N. Mill St. – Porch restoration

7. **Ongoing Business:**

- Town Hall Staff Report

8. **New Business:**

- Interpretive Plan for Shepherdstown
- Nominations for Historic Preservation Awards

9. **Adjournment:**

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: 26-19
2. Project Address: 205 W. Washington Street
3. Project Description: The applicant wishes to replace the roof on the main body of the house to match the standing seam tin roof previously approved for their porch and barn.
4. Issues Identified: None.
5. Recommended Action: Staff recommends approval based on the applicant's proposal.
6. HLC Decision: TBD.
7. Staff Analysis for HLC: Residence is located within the historic district and is a contributing structure. The proposal would give all the roofs on the property a uniform and historically appropriate design. Existing gutters would be retained. All relevant requirements in the historic guidelines appear to be met.
8. Staff Analysis for PC: None required, no change in building footprints.
9. To Be Reviewed By ☒ Historic Landmarks Commission
☐ Planning Commission

Completed By: Karl Musser

Date: 7/27/2026



Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 26-19

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

This application is required for any modification of structures within the Shepherdstown Historic District ([map](#)). The purpose of this application is to protect the integrity of the exterior architectural features of structures in the designated Historic District. A review of this application shall be approved or rejected by the Historic Landmarks Commission (HLC). For projects modifying structural square footage, an approved Certificate of Appropriateness is required prior to this being forwarded to the Planning Commission for their review for the issuance of a project permit. Project permits are only valid for one year from the date of issuance.

[Reference Title 9, Section 309.](#)

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

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

Mailing Address: _____

City State Zip

Telephone: _____ **Email:** _____

Street Address of Proposed Work: _____

Lot Number/Legal Description: _____
(if no address exists)

Current Zoning: _____ **Current Land Use:** _____

Note: Reference [zoning map](#) for zoning classifications.

Description of Work:

Project Category: _____
(see descriptions on next page)

Contractor Performing the Work: _____

Contractor's Business License: _____

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 26-19

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



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 26-19

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: _____

Signature: _____
(Owner)

Print Name: _____

For Office Use:

Zoning Officer Comments:

Fee Paid \$100

Date Paid 7/20/2026



Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # _____

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)
	\$15 – Certificate of Appropriateness Fee

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

205 W. Washington Street Shepherdstown WV

Proposed Roof Replacement
Historic Landmarks Commission

August 3, 2026

Tom Mayes & Rod Glover

Roof replacement – to match the roof on the side porch with standing seam tin



Replacement Roof to match the new porch roof –
standing seam tin with color-matched snowbirds
on every seam -



Existing Condition – existing standing seam of front porch – to be replaced with standing seam

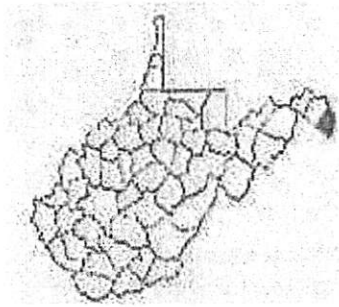


Existing Condition – Roof of main body of the house to be replaced with standing seam



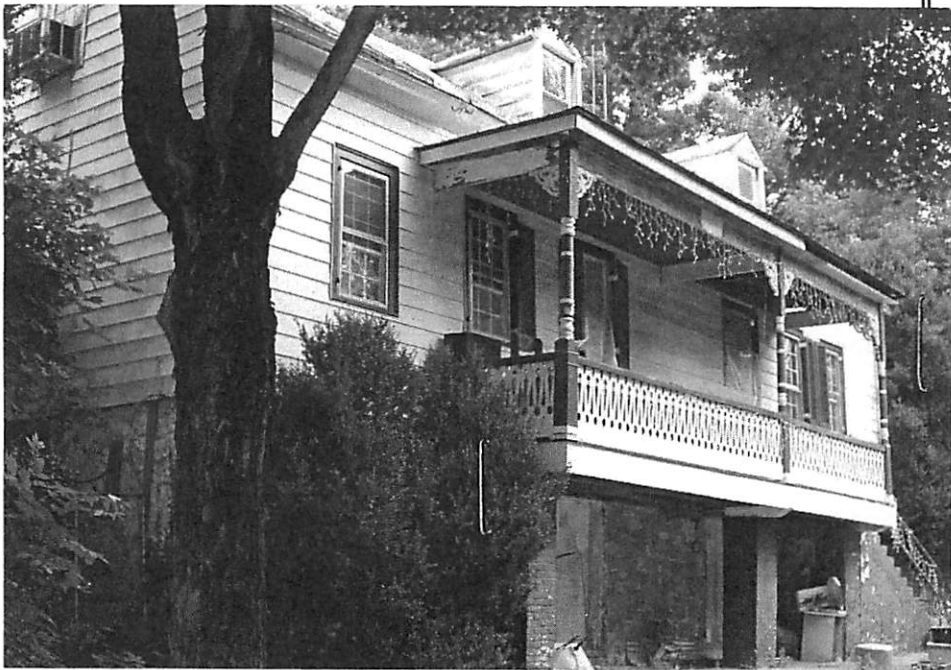
Proposed roof replacement

- Replace the roof on the main body of the house and the front porch with standing seam tin to match the standing seam tin on the new porch and barn (both approved by the Commission)
- Retain existing half-round gutters and downspouts
- Material will be McElroy Metals Dark Bronze
- Traditional ridge and valley details
- One row of color-matched cast aluminum snow guards on every seam along all eaves



Internal Rating: _____

WEST VIRGINIA HISTORIC PROPERTY INVENTORY FORM

Street Address 205 Mill St	Common/Historic Property Name/ Both George Sanbower House	Field Survey # Shepherdstown 2009 Re-Survey N 157	Site # (SHPO Only) JF-0064-0091
Town or Community Shepherdstown	County Jefferson	Image No 4173	NR Listed Date Shepherdstown Historic District, NR 8/17/73; Boundary Increase, 7/22/87
Architect/Builder unidentified	Date of Construction c. 1820	Style: Other	
Exterior Siding/Materials vinyl over wood siding	Roofing Material standing-seam metal	Foundation stone	
Property Use or Function Residence	UTM # 18/258818/4368155		
Survey Organization and Date Taylor and Taylor Associates, for the Shepherdstown Historic Landmarks Commission, 2009-2010	Quadrangle Name Shepherdstown, WV		
	Part of What Survey/FR# Shepherdstown 2009 Historic Resource Survey		

Sketch Map of Property
or Attach Copy of USGS Map

See Survey Report

Property Owners	Owner's Mailing Address
Phone #	
Describe Setting Acres This house is in a residential area northeast of the central business district and east of the campus of Shepherd University, in a topographically flat area with mature vegetation and detached, modestly-detailed and -scaled domestic architecture. Archaeological Artifacts Present	
Description of Buildings or Site (Original and Present) 1½ Stories 6 Front Bays 1½ - story cottage of wood construction, built on a raised foundation, with a front porch resting on brick piers, whose roof is supported by turned posts, trimmed with sawn brackets, and enclosed within a sawn wood balustrade. Fenestration is flat-topped, with exterior shutters. Gable dormers penetrate the roofline on the façade. (Use Continuation Sheets)	
Alterations ☒ Yes ☐ No If yes, describe Non-historic siding	
Additions ☐ Yes ☐ No If yes, describe	
Describe all Outbuildings (Use Continuation Sheets)	
Statement of Significance: Shepherdstown is an unusually rich community whose significance derives both from its distinctive array of historic architecture and its association with a variety of patterns in American culture dating from the 18th century. The subject property is clearly a contributing element in the Shepherdstown Historic District. Previous survey data indicates that this property was rebuilt in 1881 and was the home of George Sanbower and his sons, who were canallers. built in stages, one of the oldest houses (Use Continuation Sheets)	
Bibliographical References (Use Continuation Sheets)	
Form Prepared By: Date: August 2009 - January 2010	
Name/Organization: David L. Taylor, Principal, Taylor Taylor Associates, Inc.	
Address: 965 Treasure Lake DuBois, PA 15802	
Phone #: 814-648-4900 email: david@taylorandtaylorassociates.co	

West Virginia Division of Culture and History
State Historic Preservation Office

JF-0064-0091
CHD

HISTORIC PROPERTIES INVENTORY FORM

HISTORIC PRESERVATION UNIT
DEPARTMENT OF CULTURE & HISTORY
THE CULTURAL CENTER
CHARLESTON, WEST VIRGINIA 25305

(Staff Use Only)

File No:
Theme(s):
Neg No(s):
USGS Quad:
UTM Ref:

DISTRICT . SITE . BUILDING . STRUCTURE . OBJECT

1. NAME(S) historic/common: **Sanbower House**
2. LOCATION street/road: **205 Mill St.**
city/town: **Shepherdstown, WV**
(incorporated/unincorporated)
3. USE/FUNCTION present: **Residence**
original: **Residence**
4. OWNER/ADDRESS present: **Jane S. Wilson**
Shepherdstown, WV
original:
5. PHOTO/SKETCH OF:

(public/private,
~~restricted~~)

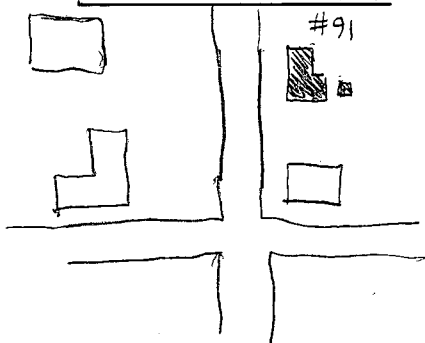
(public/private)

(phone no.)

- 7.
- PLAN
- (include approx. dimensions):

☐ SMOKE HOUSE

- 6.
- LOCALE/ENVIRONMENT
- (map)



8. (A.)
- ACREAGE
- (approx):

lot 116.2' x 72'

- (B.)
- VERBAL BOUNDARY
-
- DESCRIPTION:

All that lot shown
on District 3, Tax
Map 1, parcel 82

COUNTY: JEFFERSON

Survey Region: _____
Planning District: _____

PROPERTY NAME: SANBOWER HOUSE

9. DESCRIPTION (clarify as appropriate):

a. Exterior Fabric

stone _____
 brick _____
 concrete _____
 stucco _____
 weatherboard _____
 clapboard _____
 board & batten _____
 shingle _____
 other aluminum
siding

b. Structural System

masonry _____
 frame _____
 log X
 metal _____
 other _____
 foundation stone (high)

c. Roofing Material

wood _____
 metal standing seam
 slate _____
 tile _____
 asphalt _____
 composition _____
 other _____

d. Associated Structures (use/type):

outbuildings brick smokehouse

 dependencies _____

 other _____

e. Integrity (include dates):

X original site/relocated _____
 alterations application of
aluminum siding

 additions late 19th Century
entrance porch

f. Condition:

excellent X
 good _____
 fair _____
 deteriorated _____
 abandoned _____

g. Threats:

10. SIGNIFICANCE (use attachment sheet if necessary):

a. Architect/Builder/Engineer:

b. Style/Period:

vernacular

c. Date(s):

18th Century
unknown

This vernacular log dwelling may have been built in stages consisting of two or more components. According to local tradition, it is one of the oldest houses in Shepherdstown. It is known as the Sanbower House for a later owner, George Sanbower. He and his sons were canal boatmen.

11. BIBLIOGRAPHY:

12. FORM PREPARED BY Paula S Reed DATE April, 1986

a. Address 207 S Potomac St, Hagerstown, MD 21740

b. Organization Preservation Associates, Inc.

c. Phone no. 301-791-7880

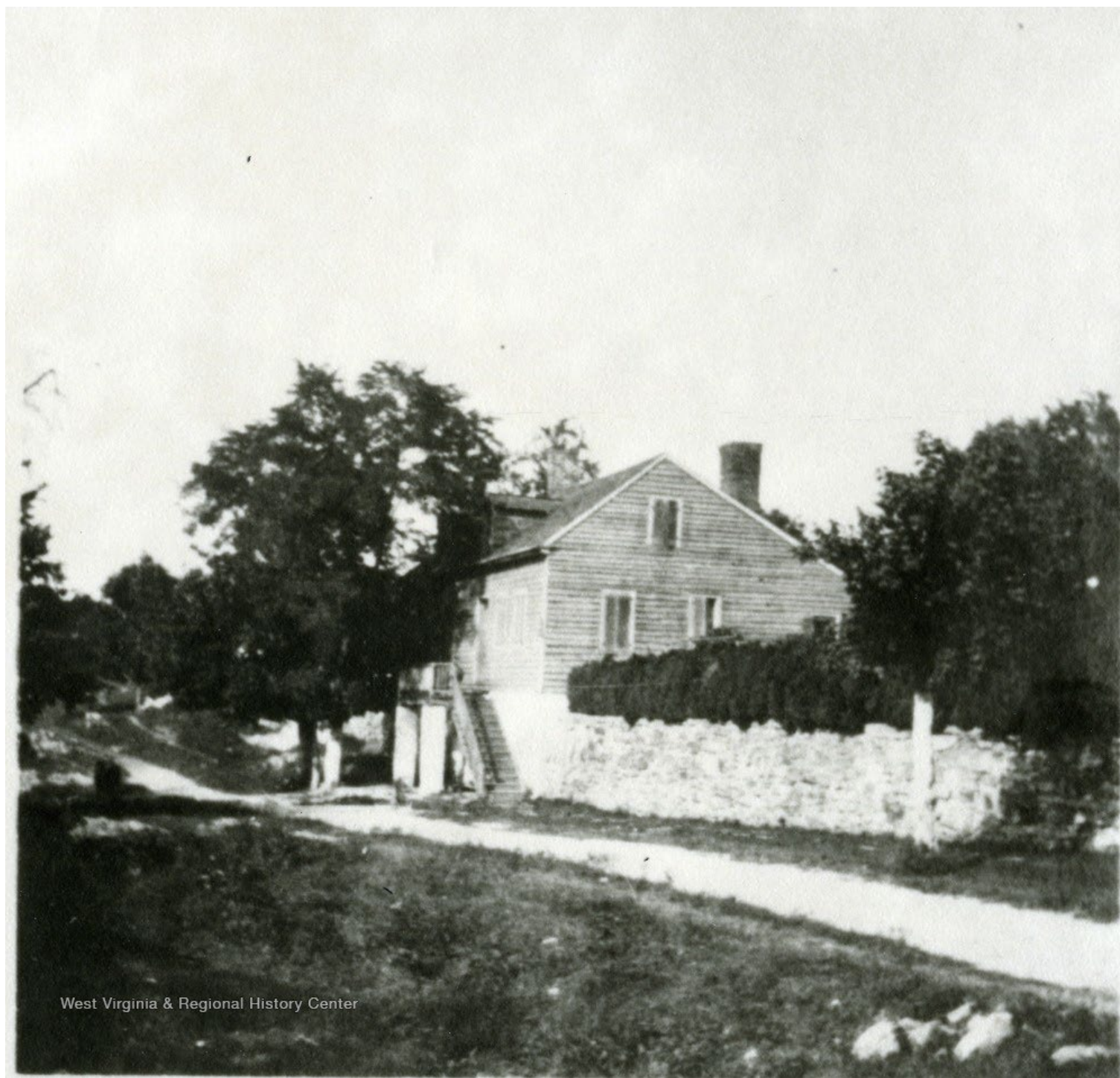


This photograph dates to about 1910 and shows the Shepherd Mill property. It was located at the corner of High and Mill Streets in Shepherdstown. Thomas Shepherd built the mill at the corner of High and Mill Streets in Shepherdstown. Thomas Shepherd built the mill on the Town Run and also erected a fort to protect the citizenry. (Camp, Shepherdstown.)





201 N. Mill St.



201 N. Mill St.



201 N. Mill St.



201 N. Mill St.



201 N. Mill St.

