SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION
Monday, October 5, 2026
6:00 p.m.,
TOWN HALL
104 NORTH KING STREET

In attendance: Commissioner Chair Keith Alexander (KA), Ashley Reynolds (AR), Cheryl Brown (CB), Tom Mayes (TM), Rebecca Bicker (RB), Joe Yates (JY) (town council), Jim King (JK) (advisory), Karl Musser (KM) (staff)
In audience: Joya Subudhi (JS), Terry Ruthrauff (TR), Jim Auxer (JA)

1. **Call to Order:** KA called the meeting to order at 6:04 p.m.
2. **Approval of Minutes:** Approved as submitted.
3. **Visitors:** None
5. **Conflicts of Interest:** None, though KA notes he is a neighbor to 209 W. New St.
6. **Applications**

26-25 – 107 E. New Street

TR summarizes the project adding a roof to an existing back porch. The work has already been done as the applicant did not realize a permit was needed. The porch did previously have a roof that had been removed.

- Commissioners discuss the porch roof and note that while the materials are appropriate the roof line does not match that of the previous roof. JA is able to confirm there was a previous roof. Commissioners note that the primary house masonry has been painted, which would also require a Certificate of Appropriateness. TR disputes the need for permits and complains about the lack of information on the HLC process. Commissioners note the need for better outreach. TR is asked for details about the painting, but is unable to answer. RB moved to approve application, but there is no second, so no vote and the application was denied. The Commission asks the applicant to submit a revised application that includes the painting or attend a workshop.

26-26 – 209 W. New Street

JS summarizes the project which involves adding a propane tank to the side yard.

- Commissioners discuss the project including the location of the tank and screening it from public view. RB moved to approve application as being consistent with Guidelines on PG 34. CB seconded. All in favor. None opposed. Passed.

6. **Workshop Sessions:**
   - 301 E. German Street—Delayed until next month.

7. **Ongoing Business**
    - Town Staff Report.
        - On the visitor center welcome sign, staff will talk to Davis Designs who did the installation.
        - Cemetery work is waiting on a go ahead from the Mayor.
    - KM gives a summary of the Accessory Dwelling Units (ADU) ordinance proposal that is currently before the Planning Commission. Revisions have been made to the initial draft to make the historic guideline requirements more explicit. Commissioners discuss the ordinance. A special Planning Commission meeting is immediately following this one to take up this issue.

8. **New Business**
    - None

9. **Adjournment:** Adjourn at 7:16 p.m.