Shepherdstown WEST VIRGINIA

TOWN HALL
104 N. King Street
Shepherdstown, West Virginia
304-876-2312

SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION
Monday, November 2, 2026
6:00 p.m.
TOWN HALL
104 NORTH KING STREET, SHEPHERDSTOWN

Join online by Zoom:
https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8PknIig4oZKNXa8i.1
Meeting ID: 860 6712 0451
Passcode: 818383

Or join by telephone:
Dial: (301) 715-8592

1. Call to Order:

2. Approval of Previous Months Minutes: October 5, 2026

3. Visitors:

4. Conflicts of Interest:

5. Applications:

26-27 141 W. German St. Elsass Furnishings
Sign.

26-25 Revised 107 E. New St.
Painting and porch roof.

26-2 201 N. Mill St.
Siding and gutter replacement.

26-2 100 E. German St.
Welcome center sign replacement.

26-30 11 W. German St.
Bollards.

6. Workshop Sessions:

- 301 E. German St. – Fencing and roof

7. Ongoing Business:

- Town Hall staff report

8. New Business:

- None

9. Adjournment:

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.

Corporation of Shepherdstown

Staff Input Form
For the Historic Landmarks and Planning Commissions

1. Applicant Name and Number: 26-27

2. Project Address: 141 West German Street Elsass Furnishings

3. Project Description: Wood business sign installation using existing metal bracket at the former Sand & Pine location.

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: Sign design and materials appear to be consistent with the historic guidelines.

8. Staff Analysis for PC: Property is zoned Residential/Commercial, the sign size is 36" x 36.89". Total allowable signage area of the property is 12 sq ft (16' storefront * 0.75) the new sign would be 9.2 sq ft (Title 9-Section 310(F). Proposed sign would not obstruct the sidewalk (is at least 7' above the sidewalk, Title 11-Section 503). Proposal appears to meet all requirements of the sign ordinance.

9. To Be Reviewed By __X__ Historic Landmarks Commission

__X__ Planning Commission

Completed By: Karl Musser

Date: 10/6/2026

24-27

104 N King St

PAID
OCT 02 2026
#1240
$50.00

Application for Sign Permit

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

This application needs to be submitted to Town Hall for approval of any signage. Please reference Title 9, Section-210.

Name of applicant: Pamela Graff - Elsass Furnishings LLC
(include name of business)

Mailing address: [redacted]

[redacted] City [redacted] State [redacted] Zip

Telephone: [redacted] **Email** [redacted]

Street address of proposed work: 141 West Freeman St Shepherdstown WV 25443

Telephone: [redacted] **Email:** [redacted]

Prior to your application being accepted you are required to provide the following:
(Please initial each indicating it has been provided)

_____ Total square footage of all existing signs on building
_____ Linear width of storefront in feet
_____ Total square footage of proposed sign(s)
_____ Drawing or picture of building showing placement of sign(s)
_____ Drawing or picture of sign(s) with dimensions & material composition
_____ Drawing or picture of bracket or method of mounting sign

Hanging Sign(s) only:

_____ Bottom of sign is required to be a minimum 7ft above sidewalk
_____ Outer edge of sign may not extend closer than 3ft from curb face

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 Commission's approval. Application must be signed by owner or his/her agent.

Date: 8/2/26 **Signature:** [signature]
(Applicant)

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work.

Please reference Title 9 of Town Ordinance for specifics
Please contact Karl Musser with any questions.
(304)702-2305• kmusser@shepherdstown.gov

Corporation of Shepherdstown

Staff Input Form
For the Historic Landmarks Commission

1. Applicant Name and Number: 26-25 Revised (retroactive application)

2. Project Address: 107 E. New Street

3. Project Description: The applicant has painted the exterior to cover mis-matched coloration in the stone and added a roof to the rear porch. The porch previously had a roof that was removed by a previous owner. New roof would be standing seam metal, matching the main house and front porch roofs, with wooden support beams.

4. Issues Identified: In the original application the HLC noted concerns about the painting and about the porch roof not matching the previous roof.

5. Recommended Action: Staff recommends approval based on the applicant's proposal.

6. Staff Analysis for HLC: The parcel is zoned residential and located within the historic district.

Applicant documented the previous stonework patchiness in coloration and confirmed that masonry paint was used and no additional seal or coating was added. The distinctive corner stone pattern was maintained, albeit in a different color. The new colors match the neighboring houses (the grey with the house across the street, the red with that house and both neighbors). Staff also noted that the other houses along that side of the street (109 E. New through to Princess St.) all are painted masonry. The Historic Guidelines discourage painting masonry, but do not forbid it, advising care be taken in the type of paint (page 36 (C)). The new paint does cover previous stonework that failed to follow the guideline (page 36 (D)) to color match. Non-historic plastic window shutters were also removed.

For the porch, the Historic Guidelines (page 49) state a preference for standing seam metal roofs and that new roofs can be added to decks, balconies, etc. if in the rear of the building and not prominently in public view. The rear of the building is viewable from alley, though partially blocked by the garage. The materials and color match the existing roofing elsewhere on the house (main roof and front porch), but not the previous porch roof which appears to have been a steepled roof based on a faint outline on the stonework. The historical provenance of the previous roof is unknown beyond that it existed around 2010. It does not appear on the architectural survey for the property. The location of the

different colored stonework suggests that previous owners moved the location of the back door and converted a side door to a window.

7. Staff Analysis for PC: Not needed, no change in footprint.

8. To Be Reviewed By __X__ Historic Landmarks Commission

_____ Planning Commission

Completed By: Karl Musser

Date: 10/27/2026

Historic Landmarks Commission's Application
for Certificate of Appropriateness

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

Application # 26-25

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: Terry Ruthrauff
(*Must be Property Owner***)**

Mailing Address:

Shepherdstown (City) WV (State) 25443 (Zip)

Telephone: _____ **Email:** _____

Street Address of Proposed Work: 107 East New Street, Shepherdstown, WV 25443

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

Current Zoning: Residential - Low Density **Current Land Use:** Residential - Low Density
Note: Reference zoning map for zoning classifications.

Description of Work:

Replacement of a new roof over the existing rear porch. Previous was removed by past owner.

Project Category: Minor
(see descriptions on next page)

Contractor Performing the Work: John Hines

Contractor's Business License: WV 064923
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 # 26-25

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 # 26-25

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: October 26, 2026 **Signature:** _____
(Owner)

Print Name: Terry Ruthrauff

For Office Use:

Zoning Officer Comments:	Fee Paid Date Paid

Historic Landmarks Commission's Application
for Certificate of Appropriateness

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

Application # 26-25

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.

☑	**Category I**: **$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.
☐	**Category II**: **$100.00 -** Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.
☐	**Category III**: **$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).
☐	**Category IV:** **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

Certificate of Appropriateness – Supporting Documents

The exterior walls of our home at 107 East New Street, Shepherdstown, WV 25443 were an eyesore (See Photo 1). They were quite dirty, color of the blocks was not consistent and some very tiny cracks one would expect to see in a home that is just a few years short of a century old had appeared. Additionally, the windows were framed by plastic shutters that were aged and broken in many places.

To remedy the situation, the walls were cleaned, any necessary repair was completed and the shutters removed. The walls were then covered with a very carefully chosen high-performance product designed specifically for homes with masonry exteriors. It has been found to bridge small cracks, is breathable and ideal for homes like ours that are exposed to harsh weather. The main sections were painted gray and the trim red or white (See Photo 2).

Existing rear porch will be covered with a roof composed of wooden beams and metal roofing. Wood parts will be painted white and the roof black to match features already on the house. The porch roof will replace one that was removed by previous owners.



Photo 1 - before work



Photo 2 - after work

Corporation of Shepherdstown

Staff Input Form
For the Historic Landmarks Commission

1. Applicant Name and Number: 26-29

2. Project Address: 201 N. Mill Street

3. Project Description: The applicant wishes to replace the primarily aluminum siding with pine bead edge lap siding with matching fascia and soffits. Applicant also wants to add 6" half round gutters with 4" downspouts, previous gutters already removed due to roofing work.

4. Issues Identified: None

5. Recommended Action: Staff recommends approval based on the applicant's proposal.

6. Staff Analysis for HLC: Residence is located within the historic district and is a contributing structure. The proposal would replace non-historic aluminum siding with more historically appropriate wood siding as recommended by the Historic Guidelines (page 37). All relevant requirements in the historic guidelines appear to be met.

8. Staff Analysis for PC: Not needed.

9. To Be Reviewed By __X__ Historic Landmarks Commission

_____ Planning Commission

Completed By: Karl Musser

Date: 10/27/2026

Historic Landmarks Commission's Application

for Certificate of Appropriateness

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

Application # 26-29

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: Ashley Reynolds
(*Must be Property Owner***)**

Mailing Address:

Shepherdstown (City) WV (State) 25443 (Zip)

Telephone: _____ **Email:** _____

Street Address of Proposed Work: 201 N Mill St

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

Current Zoning: R-1 residential **Current Land Use:** 101 Residential 1 Family
Note: Reference **zoning map** for zoning classifications.

Description of Work:
Siding is currently aluminum over 7" lap siding with a bead edge and a small amount of German lap siding (back). Replace all siding with 7" exposure pine bead edge lap siding. Add pine fascia and soffits. Add 6" half round gutters with 4" round downspouts (all are currently removed from when the roof was installed.) using cup hangers. Pine siding is coming primed from Hicksville and will be painted when temp allows. Gutters are LR Wilson.

Project Category: II
(see descriptions on next page)

Contractor Performing the Work: Mighty Dog Roofing

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 # 26-29

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 # 26-29

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: 10/23/26

Signature: ***SIGNED***
By Ashley Reynolds at 2:33 pm, Oct 23, 2026
(Owner)

Print Name: Ashley M Reynolds

For Office Use:

Zoning Officer Comments:	Fee Paid Date Paid

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 # 26-29

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.

☐	**Category I**: **$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.
☑	**Category II**: **$100.00 -** Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.
☐	**Category III**: **$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).
☐	**Category IV:** **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





Application for Sign Permit

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

This application needs to be submitted to Town Hall for approval of any signage.
There is $50 application fee. Reference Title 9, Section-210.

Name of applicant: Corporation of Shepherdstown
(include name of business)

Mailing address: 104 N. King St.

Shepherdstown (City) WV (State) 25443 (Zip)

Telephone: _____ **Email:** _____

Street address of proposed work: 100 E. German St. Market House Building

Prior to your application being accepted you are required to provide the following:
(Please check each item indicating it has been provided)

- [x] Total square footage of all existing signs on building
- [x] Linear width of storefront in feet
- [x] Total square footage of proposed sign(s)
- [x] Drawing or picture of building showing placement of sign(s)
- [x] Drawing or picture of sign(s) with dimensions & material composition
- [ ] Drawing or picture of bracket or method of mounting sign

Hanging Sign(s) only:

- [ ] Bottom of sign is required to be a minimum 7ft above sidewalk
- [ ] Outer edge of sign may not extend closer than 3ft from curb face

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 Commission's approval. Application must be signed by owner or his/her agent.

Date: 10/13/2026 **Signature:** _____
(Applicant)

Print Name: Karl Musser

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: _____ **Signature:** _____
(Owner)

Print Name: _____

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

Visitor Center Welcome Sign for 100 E. German St. – the Market House building

A carved wooden (cedar) sign 2’ x 10’ using the same design and footprint of the existing sign. Method of attachment would be bolts into the mortar joints which is the same as the existing sign, but with a slight standoff from the building added.

The replacement sign would not change the amount of signage on the building.



Historic Landmarks Commission's Application
for Certificate of Appropriateness

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

Application # 26-30

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: 10/26/2026

Signature: Karl Musser
(Owner)
Digitally signed by Karl Musser
Date: 2026.10.27 12:02:58 -04'00'

Print Name: Karl Musser

For Office Use:

Zoning Officer Comments:	Fee Paid Date Paid

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