Shepherdstown
WEST VIRGINIA

TOWN HALL
104 N. King Street
P.O. Box 248 (mail)
Shepherdstown, WV 25443
304-876-2312

Corporation of Shepherdstown
Special Town Council Meeting Agenda
Wednesday, October 28, 2026
6:30 p.m.
Town Hall
104 N. King Street

Join online by Zoom:

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

Or join by telephone:

Dial: (301) 715-8592

Meeting ID: 860 6712 0451
Passcode: 818383

1. Call to order
2. Shepherdstown Elementary School Property
3. Resolution – Voices Opposing Line Transmission
4. Special Events Requests
    a. First Friday November 6
    b. First Friday December 4
    c. Holiday Kick-Off
5. Town Communications / Alerts – Discussion
6. Holiday Lights – Discussion
7. Sidewalk along Highway 480 to Morgan Grove Park - Discussion
8. Town Building Code - Discussion
9. Traffic Issues on W. High Street and Surrounding Areas - Discussion
10. Adjournment

Special Events Application

The Corporation of Shepherdstown has enacted Ordinance 8-801 et seq. requiring a special events application be submitted for all assemblies, demonstrations, special events and parades, as detailed in Sections 8-801 through 8-810 in the Corporation of Shepherdstown Codified Ordinances. All requests must be submitted for departmental and Town Council review. The information requested by this form will be used to determine eligibility for a special events permit. **The event will not be considered for approval until the entire application and all of its parts have been submitted. Applications are due to the Office of the Town Administrator no later than 14 days prior to the proposed special event.**

Event Title Festive First Friday **Event Date** 12/4/26

Event Sponsor Shepherdstown Visitor Center / Experience Shepherdstown **Secondary Date**

Organizer's Contact Information

Name: Ashley Nease **Cell:** 347-489-8265

Address:

Email experienceshepherdstown@gmail.com **Alt. Phone**

Event Information

Requested Area(s) X ___ City Streets/Sidewalks ___ Sidewalks only ___ Other

Location of Event German St (between Church & Princess), King St (btwn German & Old Queen Alley

Attach route for processional events. Be precise when indicating location.

Event Hours 5:00pm until 8:00pm **Set up start time** 4:00pm **Clean up end time** 9:00pm

******NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.**

Anticipated Attendance (per day): **Participants** 15 **Spectators** 100

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: ✓ **Approved** ___ **Denied** ___ **Conditional**	**Planning:** ✓ **Approved** ___ **Denied** ___ **Conditional**
Fire: ___ **Approved** ___ **Denied** ___ **Conditional**	**Public Works:** ✓ **Approved** ___ **Denied** ___ **Conditional**
Town Admin: ✓ **Approved** ___ **Denied** ___ **Conditional**	**Town Council:** ___ **Approved** ___ **Denied** ___ **Conditional**

Estimated Staff Needed: **Police:** 3 **Fire:** _____ **Public Works:** _____

Recorder _____ Amount Due N/A Amount Paid N/A Insurance Provided N/A Council Agenda 10/14/26

Permit No. _____ Conditions Attached? _____

Event Information

Answer the following questions, in full, and attach any additional information

Name of Event Shepherdstown's Festive First Friday

Brief Description of Event: On King St: SVFD Bonfire w/S'mores, Hot Bev Cart from Amy & Alex, Live Carolers performing in Reynolds Hall & On German St: Carolers (Girl Scouts & Youth Choir) roving about town, visiting open businesses. Shops open late -till 8pm.

Has your organization held this event in the past? Yes
When and Where? Dec 5, 2025, Same parts of town

Is the event a fundraiser? No

Will you require assistance from Fire/EMS? Yes (additional fees apply) How many units? Bonfire Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? No (additional fees apply)
How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? No What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? No

Will alcohol No or food Yes be served?
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? Yes Are you charging admission No ?
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets Yes or intersections Yes be blocked? **Requires** police department assistance.
List streets and/or intersections German St (btwn Church & Princess), King St (btwn German & Old Queen Alley)

Public Works assistance needed? Not Sure Street Sweeping No Barricades or fencing Material Not sure (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? No Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? Yes What and where? Possibly one or two tents on King St (Town Hal Plaza)
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? Yes

What and where? Bagged meters for free parking will already be in place, we ask that there be no parking signs on King St and German St so cars don't get stuck. If not along German St, then on King St, since there is going to be a bonfire.
Check with Parking for costs and arrangements

Indemnification

I Ashley Nease shall defend and hold harmless the Corporation of Shepherdstown, its officers, employees, agents and representatives thereof, from all suits, actions, claims of any kind, including attorney's fees, brought on account of any personal injuries, damages or violation of rights sustained by any person or property in consequence of any neglect on behalf of Shepherdstown Visitors Ctr / Experience Shepherdstown (name of organization or business), while their personal property is situated on Town property. I shall further hold the Corporation of Shepherdstown harmless from any claims or amounts arising from any violation of any law, bylaw, ordinance, regulation or decree.

[If required] A certificate of general liability insurance coverage in the amount of no less than $1 million per instance and $2 million aggregate naming the Corporation of Shepherdstown as an additional insured is attached to this application.

I further swear that all information provided in this application is true and accurate to the best of my knowledge and understand that the Shepherdstown Town Council has authority to change or amend my indicated needs, as necessary, and I am responsible for additional fees.

Signature _____ Date 9/29/2026

Title Marketing & Events Coordinator
Experience Shepherdstown

FEE SCHEDULE

Application Fee--$25

Police Fees--$35 per hour or partial hour worked, per officer.

Fire/EMS--$35 per hour or partial hour worked, per firefighter and $100 per hour or partial hour for firefighting apparatus and/or medic unit

Public Works--$20 per hour or partial hour worked, per laborer, including time requested or deemed necessary for set up and/or clean up

Additional fees for Town Service may be waived for all Town Funded Events and Town Co-Funded Events

*** The need for Town services is determined by applicant request or staff recommendation and ultimately approved by Town Council***

Special Events Application

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Event Title Shepherdstown's Holiday Kickoff and Tree Lighting **Event Date** 11/27/26

Event Sponsor Experience Shepherdstown **Secondary Date**

Organizer's Contact Information

Name: Ashley Nease (Experience Shepherdstown **Cell:** 347-489-8285

Address:

Email experienceshepherdstown@gmail.com **Alt. Phone**

Event Information

Requested Area(s) X ____ City Streets/Sidewalks ____ Sidewalks only ____ Other

Location of Event German St (between Church & Princess) and King St (btwn German & Old Queen Alley)

Attach route for processional events. Be precise when indicating location.

Event Hours 4:00pm **until** 8:00pm **Set up start time** 3:00pm **Clean up end time** 10:00pm

******NOTE**** Town Square Events are limited to SIX (6) Hours, including set-up and clean-up time.**

Anticipated Attendance (per day): **Participants** 15 **Spectators** 100

Office Use Only

Department Heads: Please indicate disposition of event proposal and attach any comments or conditions.

Police: ____Approved ____Denied ____ Conditional	**Planning:** ____Approved ____Denied ____Conditional
Fire: ____Approved ____Denied ____ Conditional	**Public Works:** ____Approved ____Denied ____Conditional
Town Admin: ____Approved ____Denied ____ Conditional	**Town Council:** ____Approved ____Denied ____ Conditional

Estimated Staff Needed: **Police:** 3 **Fire:** _____ **Public Works:** _____

Recorder _____ Amount Due N/A Amount Paid N/A Insurance Provided N/A Council Agenda 12/14/26

Permit No. _____ Conditions Attached? _____

BLACK FRIDAY

Event Information

Answer the following questions, in full, and attach any additional information

Name of Event Shepherdstown's Holiday Kick Off

Brief Description of Event: SVFD Bonfire with S'mores and volunteers dressed as magical winter characters reading by the fire, talking about Shepherdstown's missing Magic Light; Help the Elves find Shepherdstown's Magic Light! (short skit); The Mayor Welcomes Santa to Town & Lights the tree - Santa arrives on fire truck down German St; Kids line up for Santa visits inside McMurran Hall. Santa visits & photos until last kid leaves.

Has your organization held this event in the past? Yes (formerly known as 'Welcome to Christmas'

When and Where? German St (between Church & Princess), King St (btwn German & Old Queen Alley), Shepherd University's McMurran Hall and McMurran Hall Lawn

Is the event a fundraiser? No

Will you require assistance from Fire/EMS? Yes, SVFD (additional fees apply) How many units? Truck & Bonfire Council reserves the right to assign additional units at applicant cost.

Will you require assistance from the Police Department? No (additional fees apply)
How many units? _____ Council reserves the right to assign additional units at applicant cost.

Will items be left overnight? No What and where? _____
Hazmat items must be attended constantly.

Will you be providing private security? No

Will alcohol No or food No be served?
Additional approvals may be necessary through the ABCA or Health Department.

Will you have vendors? No Are you charging admission No?
Check with B&O Licensing to obtain additional licenses and tax information.

Will streets Yes or intersections Yes be blocked? **Requires** police department assistance.
List streets and/or intersections German St (between Church & Princess), King St (btwn German & Old Queen Alley)

Public Works assistance needed? Not sure Street Sweeping No Barricades or fencing Material Not sure (additional fees apply)—Council reserves right to assign additional units at applicant cost

Will you be using loudspeakers or amplification devices? Yes Will you be installing temporary structures, such as tents, bleachers, stages, inflatables? No What and where? _____
Check with Planning for U&O Requirements

Will you require dedicated parking or bagged meters? Yes

What and where? _____
Check with Parking for costs and arrangements

Also on King St, since there is going to be a bonfire.

Indemnification

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Signature _____ Date 9/29/26

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Experience Shepherdstown

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October 26, 2026

Discussion Topic: Adopting a building code for Shepherdstown

This outline provides some thoughts to support a Town Council discussion on the topic of Shepherdstown's adopting a building code.

The goal of discussing this topic is to provide input to the Mayor/Town Hall's work to develop an appropriate ordinance for Council's consideration.

Shepherdstown does not have a building code

Shepherdstown currently regulates where buildings go and what they look like. Our zoning ordinance, the Planning Commission, and the Historic Landmarks Commission do that well. The permits that Town Hall issues today are zoning and historic-district approvals. The Town has also adopted the International Property Maintenance Code, which governs the upkeep of existing buildings.

What we do not have is a building code: the standards for how new buildings, additions and major renovations are built, and the plan review and inspections that check the work. No one employed by or working for the Town looks at whether framing is sound, wiring and plumbing are installed safely, or a new building meets accessibility and energy standards.

Our neighboring jurisdictions do have building codes. Jefferson County requires building permits and inspections in unincorporated areas, and Charles Town and Ranson have their own building code programs. The County's rules stop at our town line. For construction inside the Town, the only outside review is the State Fire Marshal's, and that covers fire and life safety in commercial and apartment buildings. It does not cover structure, plumbing, electrical, mechanical or energy systems, or houses.

Why consider adopting a building code

- **Safety of the people who will live and work in new buildings.** Problems with structure, wiring, plumbing and fire separation are hard to see once walls are closed, and expensive or dangerous to discover later. Inspection during construction is the practical time to catch them.

- **Protection for neighbors and the Town.** A building that is poorly built becomes a maintenance, safety and property-value problem for everyone around it. Today the Town's only tool is the property maintenance code, which applies after the fact. A building code lets the Town make sure work is done right the first time.

- **Fairness and predictability for builders and buyers.** Builders working in Jefferson County already build to this code. Adopting it puts Shepherdstown on the same footing as the County and neighboring towns, and gives buyers, lenders and insurers the assurance of inspected work.

- **New construction is anticipated.** With adoption of the state's ADU-by-right law and new projects already being discussed, it's timely to adopt a building code.
- **It can pay for itself.** State law lets the Town charge permit and inspection fees, and Council would set them at levels that recover the cost of the program. Large projects can be required to pay the actual cost of outside plan review.
- **It is the standard in our area.** Jefferson County, Charles Town and Ranson all have a building code which means more than 95 percent of Jefferson County residents live where a building code applies.

A building code does not regulate appearance or historic character. Those remain the job of our zoning ordinance, the Planning Commission and the Historic Landmarks Commission.

Making it work for Shepherdstown

A building code can be done in a way that is practical for a town our size and protects what makes Shepherdstown distinctive. For example:

- **Adopt the State code, as the law requires.** State law allows a municipality to adopt only the West Virginia State Building Code, which is based on the national model codes. We would not write our own technical standards.
- **Exempt historic buildings.** State law allows the Town to exempt existing buildings on the State or National Register of Historic Places from the code's requirements for repair, alteration and restoration. (The Historic Landmarks Commission's review would continue unchanged.)
- **Apply it going forward only.** No existing building would have to be brought up to current code. The code would apply to work permitted after the ordinance takes effect.
- **Keep routine work simple.** The code itself exempts many small projects from permits, including painting, flooring, cabinets and countertops, ordinary repairs, small sheds and fences. The Town would publish a plain-language guide explaining what does and does not need a permit, and Council can set low flat fees for minor residential work.
- **Staff it lean.** A Code Official in Town Hall would run the program: forms, permits, scheduling and records. An existing Town Hall employee could serve in that role, and state rules allow up to two years to complete the required certification. Plan review and inspections would be done by certified inspectors under contract, paid for from permit fees.