SHEPHERDSTOWN PLANNING COMMISSION MEETING MINUTES

October 5, 2026 – 7:30 p.m.
Town Hall – 104 North King Street

1. **Call to Order**
   The meeting was called to order at 7:30 pm by Madge Morningstar.
   Attendance
   Members Present: Lauren Chapalee, Michael Binder, Madge Morningstar, James Gatz, Joe Yates
   Staff Present: Karl Musser, Hunter Wetzel
2. **Approval of Previous Months' Minutes**
   Postponed until next meeting.
3. **Visitors**
   Visitors Present: Keith Alexander (HLC), Ryan Simonton (Consultant)
4. **Conflicts of Interest**
   No conflicts of interest were disclosed.
5. **Applications**
   a. None.
6. **Continuing Business**
   a. **Draft Accessory Dwelling Unit (ADU) Ordinance**
      Discussion of the ordinance, the Commission notes the changes from the initial draft. Commission discuss the rates and recommends the cheaper rate under category 3 as an incentive. The commission also discusses setbacks and does not recommend a specific setback, but recommends that more lenient setbacks be considered and that further study is needed. Keith Alexander notes that the historic guidelines should also apply to manufactured homes if in the historic district. The Commission makes a motion to advise Town Council that the proposed Ordinance is consistent with the adopted Comprehensive Plan, and in addition to recommend that the Town Council apply fees to ADUs within the subcategory of Category III of the current Fee Schedule applied to accessory structures and garages, and to recommend that Town Council consider more lenient setback requirements for detached ADUs than for primary dwellings, and note that the Commission believes this requires thorough study. Motion to approve Joe Yates, Mike Binder seconded. Motion passes unanimously.
7. **New Business**
   a. None.
8. **Adjournment**
   James Gatz moved to adjourn. Lauren Chapalee seconded. All ayes; motion carried. The meeting adjourned at 8:22 pm.

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