



Historic Landmarks Commission Agenda

Regular Meeting & Public Hearing

Monday, May 13, 2024

5:30 p.m.

A. Call to Order:			
B. Approval of Previous Months' Minutes:			
C. Visitors:			
D. Conflicts of Interest:			
E. Applications			
Application	Name	Address	Description
Previous Applications:			
N/A			
New Applications:			
24-09	Ruth Brown	339 W. German Street	Demolition of delapidated primary structure.
24-12	Justin Duewel-Zahniser	107 N. Mill Street	Construction of (2) connected concrete porches on front of house with a flagstone veneer-covered 25" elevation.
	Image		
	Image		
24-13	James and Linda Walker	204 S. King Street	Replacement of rear pergola-roofed porch and concrete foundation with new covered porch on 6 x 6 pressure treated posts, shingle roof, stamped concrete foundation, skylights, gutters, and downspouts.
F. Workshop Sessions:			
G. Continuing/New Business:			
H. President's Report			
I. Administrative:	Discuss Heritage Education Grant EOI Review		
J. Adjournment			

Ma-HLC



Application Number 24-09

Application for Certificate of Appropriateness & Project Permit

Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:
Andy Beall (Phone 304-876-6858, E-Mail abeall@shepherdstown.us)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Ruth D. Brown
(Must be Property Owner)

Mailing Address: P.O. Box 1071, Shepherdstown, WV 25443

Day Time Telephone Number: 304-279-2184

E-Mail Address: RuthdBrown51@gmail.com

Street Address of Proposed Work: 339 W. German St.

Lot Number/Legal Description: Lot 205, 339 W. German St.
(If no address exists)

Current Zoning: _____ Current Land Use: Residential

Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: Possible demolition of Current House,

Cost Estimate: _____ Project Category (Descriptions on Next Page): _____

Contractor performing work: _____

Contractor's Business License #: _____

A copy of the contractor's Shepherdstown business license or license application MUST be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop work order on the project.



Application Number _____ - _____

Application for Project Permit
(Checklist of Required Information for Applications)

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

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.

Category IV- Demolition or Relocation of a Structure

(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. (SAMPLE ATTACHED)

_____ 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

_____ Sidewalk, handicap access, Category IV only

_____ 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- net (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- Floodplain provisions

Category IV- Demolitions:

_____ 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.



Application Number _____ - _____

Checklist of Required Information for Applications Continued

All Categories:

_____ Copy of general contractor's Shepherdstown business license or license application.

Section 9-905 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.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist on the back 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 in order 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: 3/22/24

Owner's Signature: Ruth D. Brown

Print Name: Ruth D. Brown

Fees shall be paid 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.

Zoning Officer Comments:

Fee Paid \$150
Date Paid 3/22/24

CHK # 169



Application Number _____ - _____

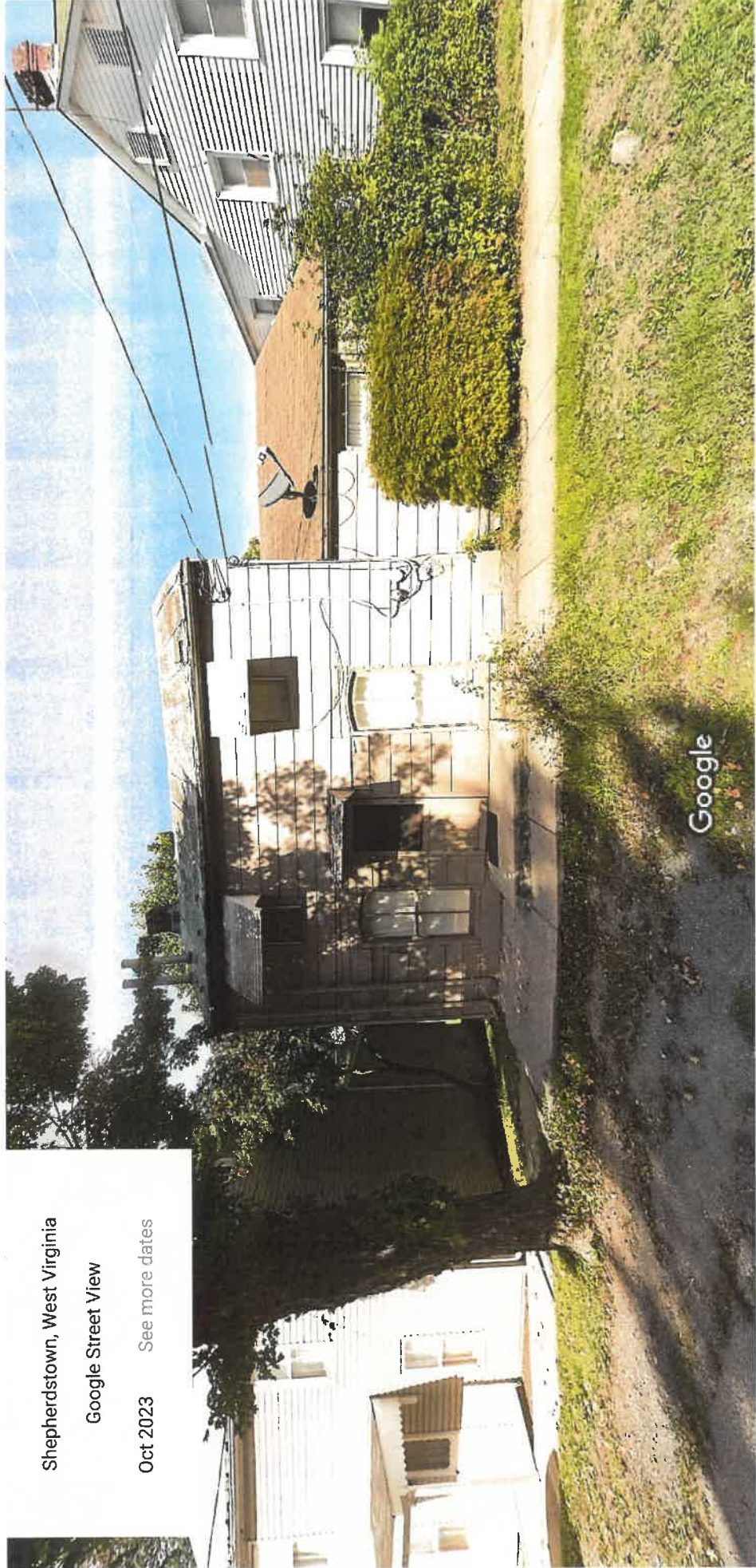
THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

Please check all boxes that may apply (Application Fees Due Upon Submittal):

	<p><u>Category I:</u></p> <p>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.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;">\$300 + \$0.50 per sq. ft.</p> <p>New construction of garages & other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;">\$50 + \$0.10 per sq. ft.</p>
	<p><u>Category IV:</u></p> <p>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):</p> <ol style="list-style-type: none"> 1. Reason for the demolition/relocation (including historic documentation). 2. Describe the structure's condition in detail. 3. Describe the proposed reuse of the site, including full drawings of new structure & landscaping. 4. Evidence of relevant funding or financial concerns. 5. Timeframe for project <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p>
<p style="text-align: center;">Certificate of Appropriateness Advertisement Fee: \$15</p>	

Google Maps 338 Martinsburg Pkwy



Shepherdstown, West Virginia
 Google Street View
 Oct 2023 See more dates

Image capture: Oct 2023 © 2024 Google

ND
 W
 Blu
 KS



A.F. McCormick Structural Engineering

Suite 208, Historic Entler Hotel
129 East German Street
PO Box 3604
Shepherdstown, WV 25443

January 10, 2024

Ruth Brown
PO Box 1071
Shepherdstown, WV 25443

Re: Structural Assessment
339 West German Street
Shepherdstown, WV

Dear Ms. Brown:

At your request I visited the above-referenced house on December 4, 2023, to evaluate its structural condition and determine if the house could be stabilized and repaired, or if it is a candidate for demolition.

Observations

The house consists of a 17 by 21-foot two-story original portion over a crawlspace, and a small one-story concrete block addition to the east. The original house consists of frame or log walls covered with composite siding, widely spaced floor joists, and a stone foundation. The foundation is in extremely poor condition, with stones missing, and large bulges. Due to foundation settlement and deterioration of the wood in the floors and exterior walls, the floor slopes down approximately 10" from the front to rear of the house, and the entire structure leans to the west and rear approximately 5 degrees resulting in the west gable end leaning more than 18" out of plumb. The wood flooring was not visible from above because of a vinyl floor covering, but it moves perceptibly underfoot.

The roof framing consists of small pole rafters at 3 feet on-center, with several modern 2x4s added in places. Numerous areas of deteriorated framing and roof sheathing were noted. Attic floor joists are 2x8s at 3 feet on-center, with no interior bearing.

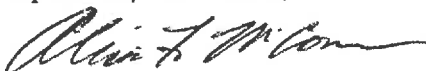
The second floor joists are 2x8s at a very wide spacing with no interior bearing. The ceiling height on the second floor averages less than 5'-9". First floor joists are 2x6s at 2 feet on-center, and are deteriorated and sagging significantly as well as generally sloping towards the rear. Several props have been added over time.

Conclusion

The extreme leaning and instability of the house and its overall very poor condition preclude any attempts at stabilization and repair. The house should be demolished.

If you have any questions regarding the above, or require further assistance, please contact me.

Respectfully submitted,



Alicia F. McCormick, P.E.
afmc/let23-110

A. F. McCormick Structural Engineering
PO Box 3604
Shepherdstown, WV 25443

Invoice

DATE	INVOICE #
1/10/2024	3219

BILL TO

Ruth Brown
PO Box 1071
Shepherdstown, WV 25443

DUE DATE
1/10/2024

JOB/NUMBER
339 W. German St./23-110

DESCRIPTION	QTY	RATE	AMOUNT
Inspection, Evaluation and Report	2.5	170.00	425.00
Total			\$425.00



Application Number 24-12

Application for Certificate of Appropriateness & Project Permit

Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:
Andy Beall (Phone 304-876-6858, E-Mail abeall@shepherdstown.us)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Justin Ducwel - Zahriser
(Must be Property Owner)

Mailing Address: 107 N. Mill St

Day Time Telephone Number: 240-281-5346

E-Mail Address: justindz@gmail.com

Street Address of Proposed Work: 107 N. Mill St

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

Current Zoning: residential Current Land Use: house
Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: (2) concrete porches connected,
vener on face of wall, flagstone on
concrete

Cost Estimate: 10,000 Project Category (Descriptions on Next Page): II

Contractor performing work: H+H Patios, LLC

Contractor's Business License #: WV055355

A copy of the contractor's Shepherdstown business license or license application MUST be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop work order on the project.



Application Number _____ - _____

Application for Project Permit
(Checklist of Required Information for Applications)

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

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.

Category IV- Demolition or Relocation of a Structure

(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. (SAMPLE ATTACHED)

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

Sidewalk, handicap access, Category IV only

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- net (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- Floodplain provisions

Category IV- Demolitions:

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.



Application Number _____

Checklist of Required Information for Applications Continued

All Categories:

_____ Copy of general contractor's Shepherdstown business license or license application.

Section 9-905 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.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist on the back 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 in order 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: 9/18/24

Owner's Signature: Justin Duvel-Zahrner

Print Name: Justin Duvel-Zahrner

Fees shall be paid 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.

Zoning Officer Comments:

Fee Paid _____
Date Paid _____



Application Number _____ - _____

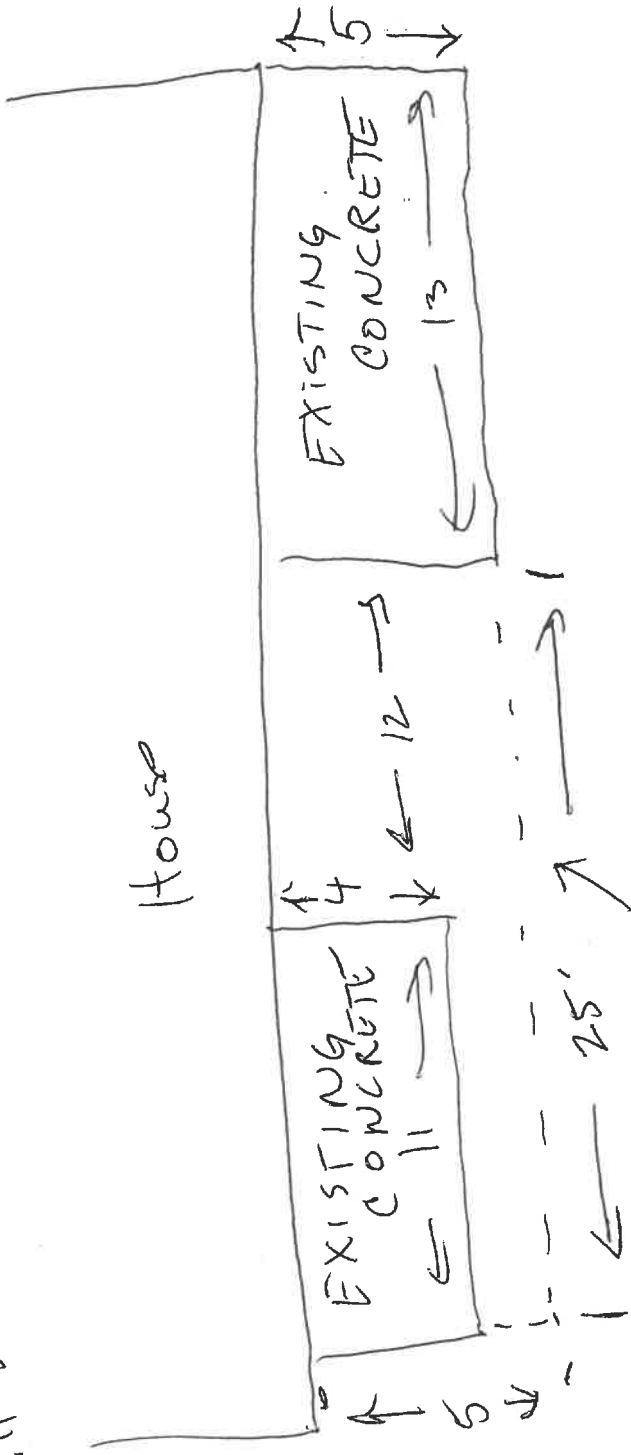
THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

Please check all boxes that may apply (Application Fees Due Upon Submittal):

	<p><u>Category I:</u></p> <p>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.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;">\$300 + \$0.50 per sq. ft.</p> <p>New construction of garages & other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;">\$50 + \$0.10 per sq. ft.</p>
	<p><u>Category IV:</u></p> <p>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):</p> <ol style="list-style-type: none"> 1. Reason for the demolition/relocation (including historic documentation). 2. Describe the structure's condition in detail. 3. Describe the proposed reuse of the site, including full drawings of new structure & landscaping. 4. Evidence of relevant funding or financial concerns. 5. Timeframe for project <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p>
<p>Certificate of Appropriateness Advertisement Fee: \$15</p>	

167
H. Mill St.



25" elevation

new wall / concrete



Artisan SERIES

THE IDEAL BLEND OF
QUALITY & AFFORDABILITY

CALIBRATED THICKNESS

The feature that separates our Artisan Flagstone from many other natural stones is the calibrated thickness. During the calibration process, each piece of stone is ground down to a consistent thickness, which makes the installation process easier and less expensive compared to traditional flagstone.

NATURAL FINISH

Products in our Artisan Series feature natural cleft tops and hand-cut rockfaced edges, capturing the essence of a traditional natural flagstone patio or walkway.

Their natural look creates a durable and functional surface that adds a rustic charm to any style of home.

ARTISAN FLAGSTONE

The perfect choice for your patio, walkway, or porch. The best of both worlds — ease of installation, and the beauty of a natural stone surface.



Autumn Brown Artisan Flagstone



Sable Artisan Flagstone

Also Pictured on Front Cover



Appalachian Grey Artisan Flagstone



Tennessee Tan Artisan Flagstone

ARTISAN FLAGSTONE CIRCLE PACKS

Circle packs are a beautiful way to add an accent or focal point to a flagstone patio. They include a square-off kit (not pictured) for easy installation.



Autumn Brown Artisan Flagstone Circle

ARTISAN IRREGULAR FLAGSTONE

Featuring the same calibrated bottom as regular Artisan Flagstone, our Irregular Flagstone creates a unique natural look while maintaining ease of installation.



Autumn Brown Artisan Irregular Flagstone



Appalachian Grey Artisan Irregular Flagstone



Tennessee Tan Artisan Irregular Flagstone



▲ **Sheridan LedgeStone**

Heights: 3" to 7"
Lengths: 4" to 21"



■ **Silver Bay LedgeStone**

Heights: 2" to 6"
Lengths: 6" to 16"



▲ **Stony Point LedgeStone**

Heights: 1.5" to 5.5"
Lengths: 3.5" to 24"

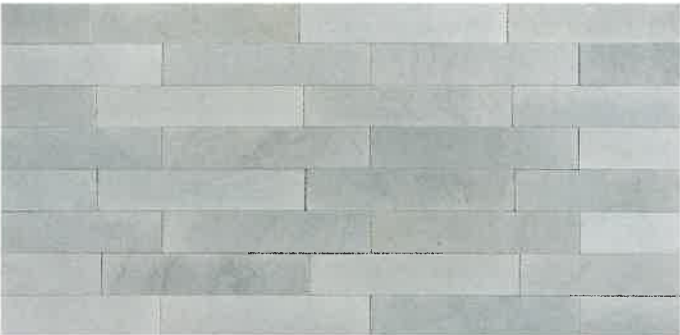


■ **Woodbridge LedgeStone**

Heights: 1.25" to 6"
Lengths: 6" to 18"

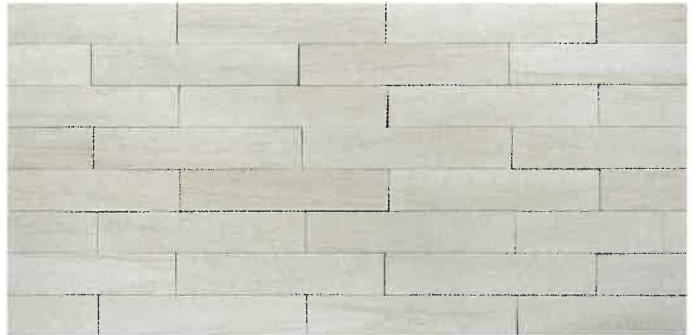
MetroFit

With clean lines and smooth texture, MetroFit adds an elegant and modern appeal to any space. All sides are sawn, and the face of each piece is lightly textured for a luxurious appearance. Each piece is 6" high, 30" wide, and 22mm thick, allowing for easy installation and a consistent appearance.



■ **Arctic Grey MetroFit**

Size: 6" x 30"



■ **Yorkshire MetroFit**

Size: 6" x 30"



Rockland Homestead Rubble



Application Number 24-13

Application for Certificate of Appropriateness & Project Permit

Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:
Andy Beall (Phone 304-876-6858, E-Mail abeall@shepherdstown.us)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: James and Linda Walker
(Must be Property Owner)

Mailing Address: 204 South King Street
Shepherdstown, WV 25443

Day Time Telephone Number: 203-815-7626

E-Mail Address: artemis_lk@yahoo.com

Street Address of Proposed Work: Same as above

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

Current Zoning: R1-Low Density Residential **Current Land Use:** Residential
Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: Remove pergola roof and posts on rear of house. Pour new brushed concrete slab in place of existing slab. Install new pressure treated 6x6 posts and header. Frame new roof back into existing roof (see attached) Re-shingle existing and new roof. Install 3 skylights in new back porch roof. Half round gutters matching existing gutters to be installed on addition roof. Soffit and fascia will be color matched to that of existing house.

Cost Estimate: \$60,000.00 **Project Category** (Descriptions on Next Page): II

Contractor performing work: Tri-State Improvements, LLC

Contractor's Business License #: 2020-003, 857

A copy of the contractor's Shepherdstown business license or license application **MUST** be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop work order on the project.



Application Number _____ - _____

Application for Project Permit
(Checklist of Required Information for Applications)

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

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.

Category IV- Demolition or Relocation of a Structure

(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. (SAMPLE ATTACHED)

_____ 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

_____ Sidewalk, handicap access, Category IV only

_____ 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- net (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-

_____ Floodplain provisions

Category IV- Demolitions:

_____ 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.



Application Number _____ - _____

Checklist of Required Information for Applications Continued

All Categories:

8 Copy of general contractor's Shepherdstown business license or license application.

Section 9-905 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.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist on the back 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 in order 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: 4/15/24

Owner's Signature: [Signature]

Print Name: Lineta K. Walker
James Stawn Walker

Fees shall be paid 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.

Zoning Officer Comments:

Fee Paid 4/30/24
Date Paid \$100

CC



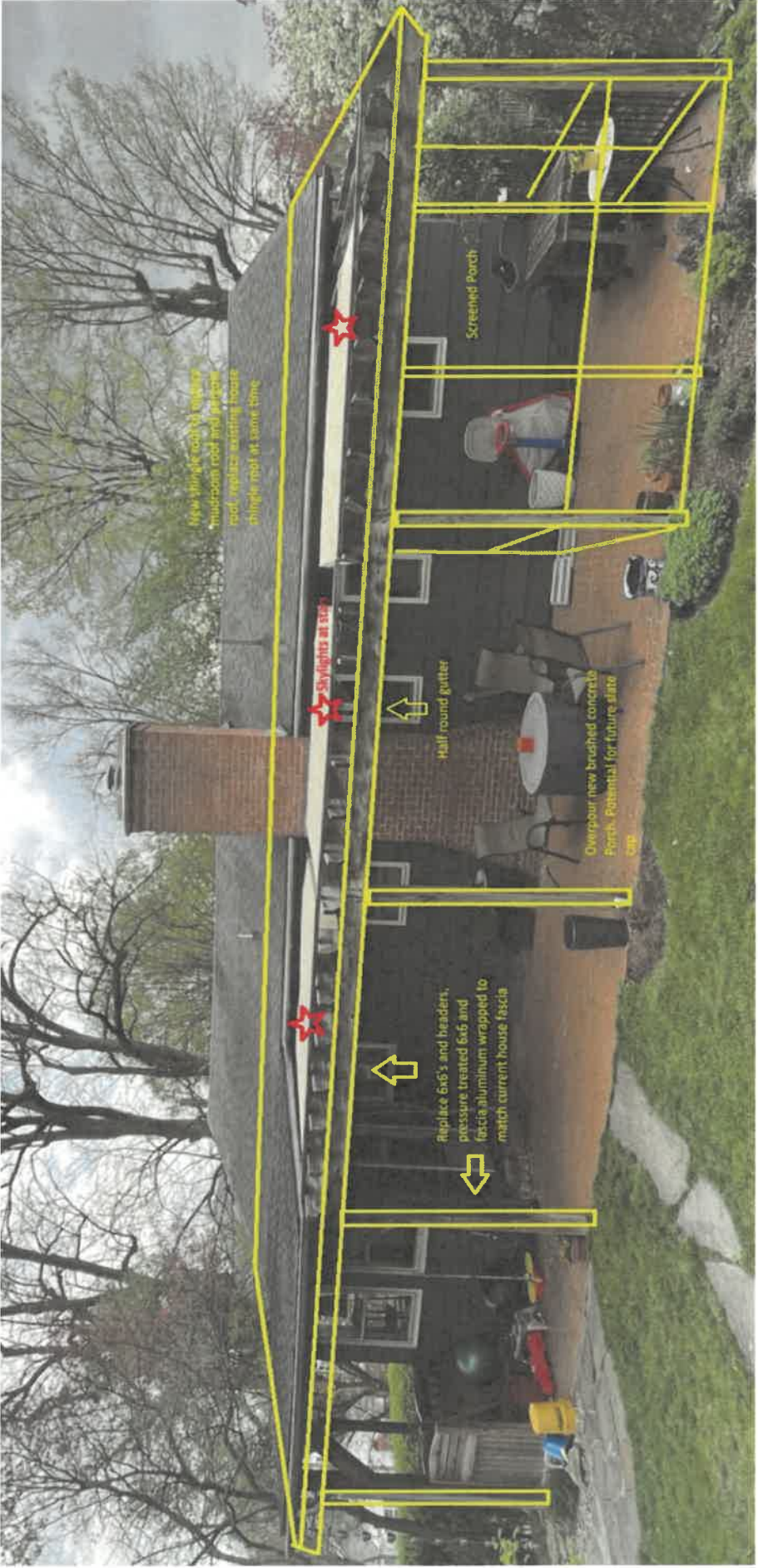
Application Number _____ - _____

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

Please check all boxes that may apply (Application Fees Due Upon Submittal):

	<p><u>Category I:</u></p> <p>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.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;">\$300 + \$0.50 per sq. ft.</p> <p>New construction of garages & other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;">\$50 + \$0.10 per sq. ft.</p>
	<p><u>Category IV:</u></p> <p>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):</p> <ol style="list-style-type: none"> 1. Reason for the demolition/relocation (including historic documentation). 2. Describe the structure's condition in detail. 3. Describe the proposed reuse of the site, including full drawings of new structure & landscaping. 4. Evidence of relevant funding or financial concerns. 5. Timeframe for project <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p>
<p>Certificate of Appropriateness Advertisement Fee: \$15</p>	



CORPORATION OF SHEPHERDSTOWN
Jefferson County, West Virginia

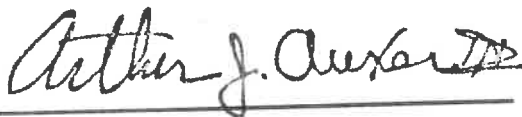
LICENSE #
2024-004,707

ISSUED TO:

\$76.00

TRI STATE IMPROVEMENTS, LLC.
P.O. BOX 1
KEARNEYSVILLE WV 25430

<u>ACCOUNT#</u>	<u>YEAR ENDING</u>	<u>EFF. DATE</u>	<u>EXP. DATE</u>	<u>FILING FEE</u>
3223-01	2024	7/01/23	6/30/24	\$1.00
<u>LICENSE TYPE(S)</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>		
67	\$75.00	General Contractor		



Mayor



Recorder

Authorized to operate the business indicated by payment of fee, for a period of one year, from July 1, 2023 to June 30, 2024.

Corporation of Shepherdstown



Town Clerk



**MUNICIPAL
LICENSE**

2023 – 2024

Expression of Interest

Corporation of Shepherdstown Heritage Education Project

The Corporation of Shepherdstown is currently soliciting proposals for the development of a comprehensive outreach training program including materials and resources for property owners as well as real estate professionals in the Shepherdstown Historic District. The purpose of this educational curricula is to guide existing and new owners of historic structures and real estate professionals through the processes and techniques of stewardship and preservation. A Certified Local Government since September 1, 1992, Shepherdstown has a rich and long history dating back to 1734. The preservation of the Shepherdstown's story through the thoughtful stewardship of its structures is paramount in protecting that history. The project is to be completed by **June 30, 2025**.

SERVICES:

The work will consist of:

1. The development of color pamphlets and handouts regarding treatment techniques for specific preservation projects for both homeowners and real estate professionals.
2. The development of on-line resources designed to guide and educate owners and real estate professionals in the Shepherdstown Historic District.
3. The development of a comprehensive training curriculum for both property owners and real estate professionals to be utilized by the Historic Landmarks Commission on an as-need basis.

The consultant will develop a standardized curriculum of resources and materials based directly on the Shepherdstown Historic District Design Guidelines and the Secretary of the Interior's Standards for the Treatment of Historic Properties. These materials will then be provided to historic property owners and real estate professionals, as well as presented by local preservationists in the form of annual workshops. Historic preservation is a multidisciplinary endeavor, as demonstrated by the multiple audiences targeted in this project. Therefore, the consultant will need be able to communicate information in a variety of ways. This comprehensive training program will focus on: helping owners of historic properties determine the appropriate treatment and educating all audiences in applicable historic preservation regulations.

These comprehensive public outreach materials and workshops will serve as standardized tools utilized by the Historic Landmarks Commission. These materials will help raise awareness of the historic preservation process and provide practical guidelines for maintaining the defining characteristics of individual historic structures.

QUALIFICATIONS:

The consultant hired must meet the following qualifications:

Expression of Interest

1. Academic and/or professional certification in the fields of historic architecture (as defined by the National Park Service under 36 CFR 61); and
2. Successful completion of similar projects in the past and ability to submit examples; and
3. Ability to complete professionally generated educational material both physically and electronically by **June 30, 2025**.

EXPRESSIONS OF INTEREST:

Firms or individuals interested in this project must submit the following to The Shepherdstown Historic Landmarks Commission, P.O. Box 248, Shepherdstown, WV 25443 or abeall@shepherdstown.us by **May 31, 2024, at 4:00 p.m.:**

- Letter of interest and scope of work for the project.
- Resume or Vita.
- Samples and descriptions of at least three (3) past completed similar projects.
- Three (3) references.

SELECTION PROCESS:

The Shepherdstown Historic Landmarks Commission will review all proposals and select a consultant for the project based on the following scoring matrix:

1. Experience and qualifications in carrying out similar projects - 30 pts
2. Proven ability to complete the project in a timely fashion - 20 pts
3. Consultation with references - 10 pts
4. Oral interview - 20 pts

The Shepherdstown Historic Landmarks Commission will make their selection and will want to sign a contract with the consultant by **June 30, 2024**.

PAYMENT PROCESS:

The consultant will be reimbursed for services rendered and will not be reimbursed for travel or other expenses. The consultant will be paid in three increments. The first two increments shall be tied to the satisfactory completion of specific stages of the project's progress. The balance shall be paid after the final product has been received by the Shepherdstown Historic Landmarks Commission and approved by the State Historic Preservation Office.

Expression of Interest

Further questions regarding the project may be addressed to: The Shepherdstown Historic Landmarks Commission, PO Box 248, Shepherdstown, WV 25443 or abeall@shepherdstown.us

SOURCE OF FUNDING/FUNDING REQUIREMENTS:

Partial funds for this project are provided by the National Park Service, U.S. Department of the Interior, and administered by the WVSHPO. All work must be approved by WVSHPO prior to payment. All applicable federal, state, and local laws, rules, and regulations apply.