

Shepherdstown Planning Commission Agenda

Regular Meeting and Public Hearing

Monday, May 20, 2024

5:30 p.m. - Town Hall

A. Call to Order:

B. Approval of Previous Months' Minutes:

[22-Apr-24](#)

C. Visitors:

D. Conflicts of Interest:

E. Applications:

Application	Name	Address	Description
Previous Applications:			
New Applications:			
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.
	Site Plan		
24-15	Caitlin Degenfeld	109 S. Princess Street	Display a (5) square foot hanging business sign from decorative iron bracket.
24-16	James Gatz	215 W. New Street	Installation of a 70' of stone retaining wall (18" - 24" in height) along Back alley and S. Duke Street and approximately 90' of 6' H picket fence along same w/ rear gate adjacent to Back Alley.
	Presentation		

F. Continuing Business: **Comp Plan 2024 Review - Discuss subgroups to vet steering committee recommendations**

G. New Business:

H. Administrative:

1. Mayor's Report
2. Staff Report

I. Adjournment



Draft Minutes

Present:

Commission Members Present: Leah Rampy; Terry Fulton; Jim Auxer, Mayor; Roger Munro; Ebonee Helmick; Rebecca Parmesano; Madge Morningstar

Commission Members Absent:

Planning & Zoning Staff: Andy Beall

Visitors: Robin Von Fintel; Chris Moy; Mary Ball

Call to Order: 5:30 P.M.

Approval of Minutes: **3/18/2024** **Motion:** Approved

Discussion:

Conflicts of Interest: N/A

Applications:

Previous Applications:		Project Description
24-08	Robin & Frank Von Fintel 310 W. German Street	Demolition of rear 1.5 story and single-story run-in shed additions. Construct new 2-story and step-down single-story additions with rear & side porches.
<i>The applicant is present and describes the proposed demo/addition. Staff presents the HLC findings and confirms all lot requirements of §9-508 of the Planning and Zoning Ordinance have been satisfied.</i>		
HLC Motion:	Approved Certificate of Appropriateness	
Motion:	<i>E. Helmick motions to approve application 24-08 as submitted. L. Rampy seconds the motion; no objections and motion passed unanimously.</i>	

Previous Applications:		Project Description
24-10	Christopher & Laurie Moy 106 N. Duke Street	Installation of 196' of 4' H custom cedar fencing with (2) pedestrian gates.
<i>The applicant is present and describes the proposed fence. Staff confirms the fence meeting the requirements of Title 9.</i>		
HLC Motion:	N/A	



Draft Minutes

Motion:	<i>L. Rampy motions to approve application 24-10 as submitted. E. Helmick seconds the motion, no objections and motion passed unanimously.</i>

Previous Applications:		Project Description
24-11	Mary Ball	Display an approximately six (6) square foot oval hanging sign from existing bracket metal bracket.
	119 W. German Street	
<i>The applicant is present and describes the proposed sign. Staff confirms compliance with the requirements of the Planning and Zoning Ordinance.</i>		
HLC Motion:	N/A	
Motion:	<i>L. Rampy motions to approve application 24-11 as submitted. R. Parmesano seconds the motion; no objections and motion passed unanimously.</i>	

Continuing Business: N/A

New Business: N/A

Administrative Matters: N/A

Adjournment: MOTION TO ADJOURN: 5:53 P.M.



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 _____ - _____

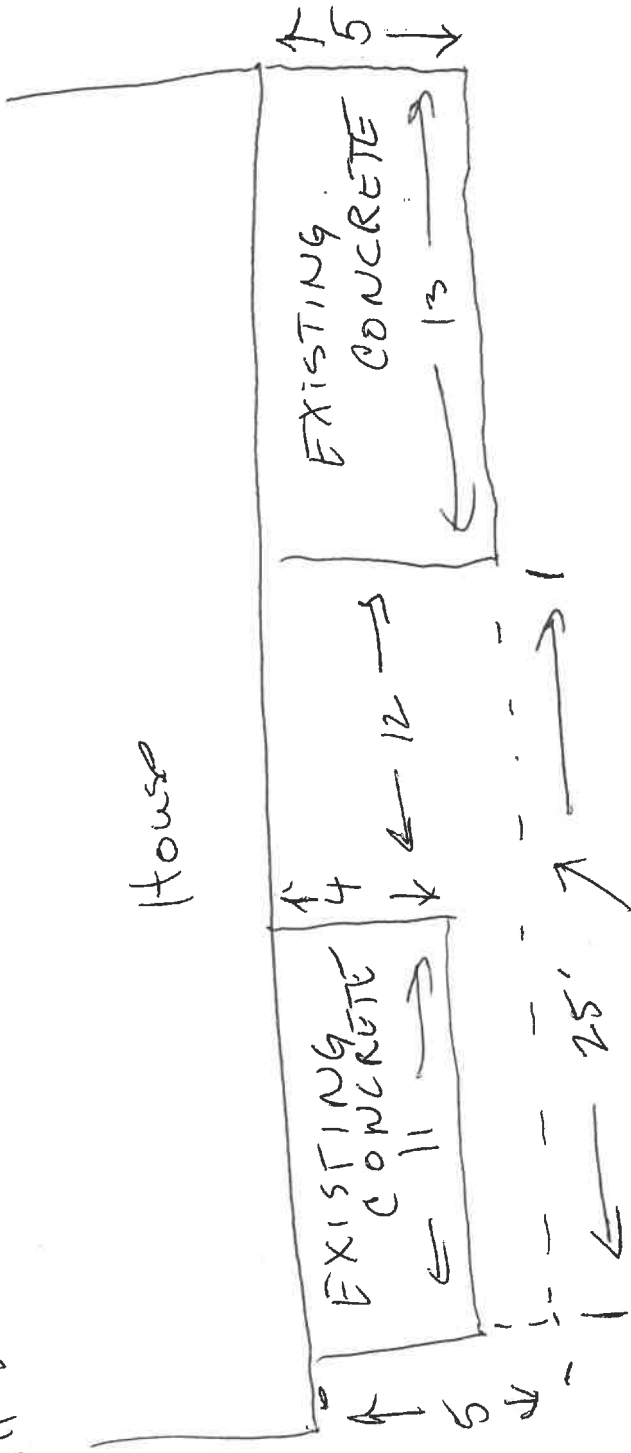
THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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.



new wall / concrete

25" elevation





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



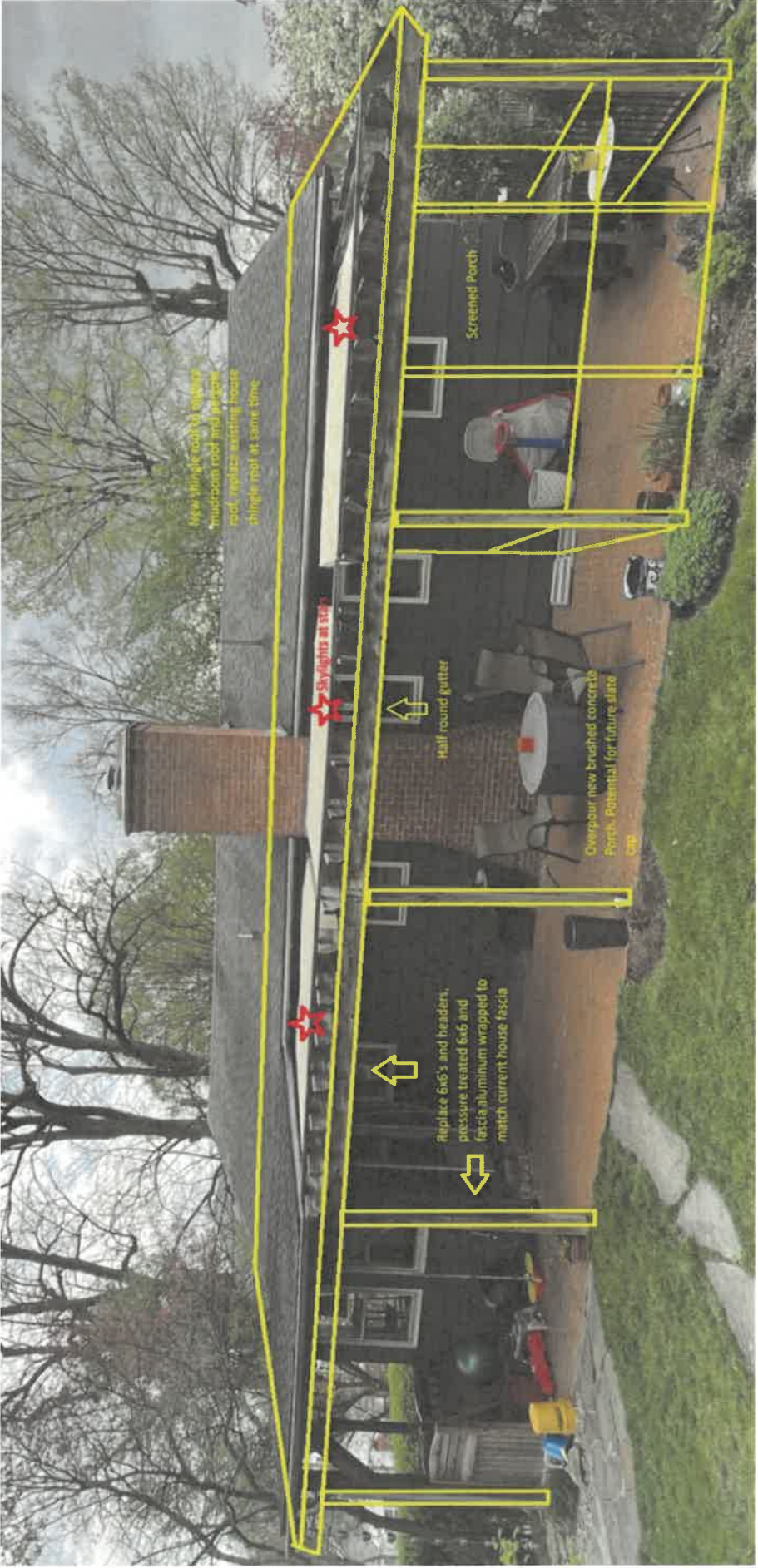
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THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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	<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

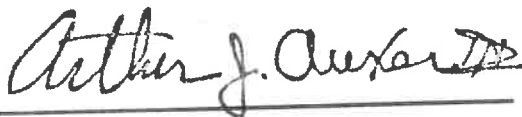
LICENSE #
2024-004,707

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



ALLEY

(163)

(116)

39

(164)



Garage

98.9'

~36'

House

88

67.8'



88.1

LOT TOTAL 6596 SQFT
HOUSE W/ COVERED PORCH = 1728
DETACHED GARAGE = 468

May PC



Application Number 24-15

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: Caitlin Degenfelder
(Must be Property Owner)

Mailing Address: 105 tarkay Pl.
Martinsburg, WV 25403

Day Time Telephone Number: 304 995-7488

E-Mail Address: theVaultSalonandBoutique@gmail.com

Street Address of Proposed Work: 109 S. Princess St.

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

Current Zoning: _____ Current Land Use: _____

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

Description of Work: A business (store front) sign
in white with black letters stating our business
name, address & phone number being hung on
a black bracket from our porch.

Cost Estimate: \$771.85 Project Category (Descriptions on Next Page): I

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.



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Date: 5-8-24

Owner's Signature: 

Print Name: Roger Munro

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 \$50
Date Paid 5/8/2024

CHK # 146



Application Number _____ - _____

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

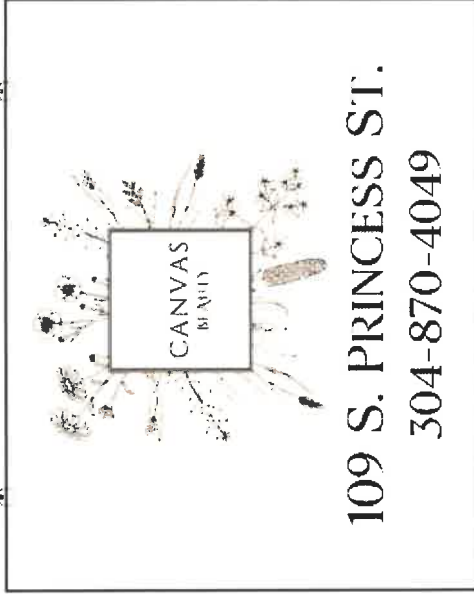
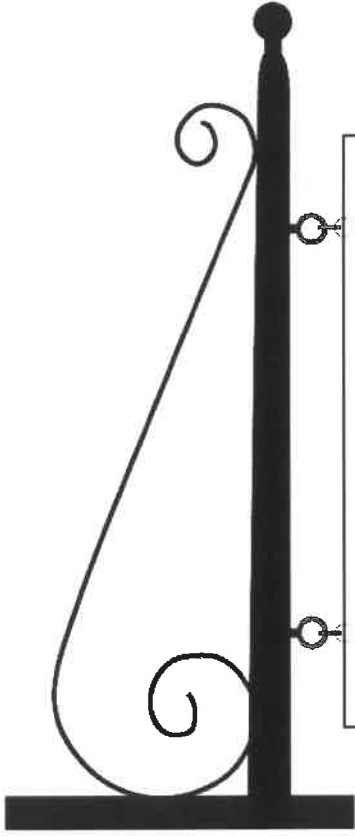
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	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;">\$100.00</p>
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<p>Certificate of Appropriateness Advertisement Fee: \$15</p>	

Andy Beall

From: Caitlin Degenfelder <canvasbeautywv@gmail.com>
Sent: Monday, May 6, 2024 3:56 PM
To: Andy Beall
Subject: Sign proposal

Hi, this is Caitlin degenfelder I am the owner of Canvas Beauty Salon. I am hoping to get my sign approved for the next town meeting. I am not sure about the process. I do rent from Roger and he has been very helpful and has tried to guide me through the process! Here is my proposal. And I need to fill out the form and write you a check I just wanted to make sure I do it all correctly so I wasn't exactly sure what to sign or how to pay. My scroll bracket is 36" and my sign is MDO 1/2" marine grade plywood double sided width 36" and height 24"



ORDER DESCRIPTION:
MDO - 30"W X 24"H
QUANTITY: 1

DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE
THIS DRAWING IS A REPRESENTATION OF THE SIGN AND IS NOT TO BE USED FOR CONSTRUCTION. THE SIGN WILL BE MANUFACTURED TO THE SPECIFICATIONS OF THE SIGNAGE CONTRACT. THE SIGNAGE CONTRACT WILL BE PROVIDED TO THE CLIENT FOR REVIEW AND APPROVAL. THE SIGNAGE CONTRACT WILL BE PROVIDED TO THE CLIENT FOR REVIEW AND APPROVAL.

DATE:
5/6/2024
FASTSIGNS - FORT LAUDERDALE
2230 NW 56th St, #2
Fort Lauderdale, FL 33309

FASTSIGNS.
Make Your StatementSM
9700-00-0000 | 2024-05-06 11:00 AM



May PC



Application Number 24-16

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 GATZ
(Must be Property Owner)

Mailing Address: PO BOX 548, SHEPHERDSTOWN, WV

Day Time Telephone Number: 202.746.6790

E-Mail Address: JIMGATZ@GMAIL.COM

Street Address of Proposed Work: 215 WEST NEW ST.

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

Current Zoning: _____ Current Land Use: SINGLE FAMILY HOME
Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: INSTALL WOOD FENCE WITH CAST STONE

FOUNDATION ALONG BACK ALLEY AND ALONG APPROXIMATELY
50 FT FACING HIGHWAY 480. FENCE WOULD INCLUDE
GATE OF SOME DESIGN AS FENCE NEAR GARAGE. FOUNDATION
WOULD BE 18-24 INCHES TALL/RETAINING WALL. FENCE WOULD
BE 6 FEET TALL.

Cost Estimate: \$10,000.00 Project Category (Descriptions on Next Page): 1

Contractor performing work: TBD

Contractor's Business License #: WILL HAVE 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: 05/06/24

Owner's Signature: *James K Gatz*

Print Name: JAMES K GATZ

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 \$ 50
Date Paid 5/8/2024

CHK # 333



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>
Certificate of Appropriateness Advertisement Fee: \$15	

215 West New Street

Wood Fence with Cast Stone Foundation
Along Back Alley and
West Side of Rear Yard

James Gatz

215 West New Street -- View from West New Street



Front / Side view from Highway 480



Rear view from Back Alley



Goals for Updated Rear Yard Fence

Goal 1

Preserve primary views of 215 West New Street

- Retain current picket fence on the front and sides of the home so passersby and drivers on Highway 480 can easily view the historic house and the wrap-around porch.

Goal 2

Enhance rear yard privacy in light of heavy automobile and truck traffic and nearby commercial parking lot

- Install permanent fence at rear of lot along Back Alley
- Shield the rear yard from views of excessive automobile, delivery truck, and tractor trailer truck traffic on Highway 480 including back-ups from the four-way stop.
- Shield the rear yard from the view of the Thomas Shepherd Inn commercial parking lot (immediately across the street from our rear yard).

Current Vision for Fence Improvements

- Wood fence, 6 feet in height, historic design
- Cast Stone foundation approximately 18 -24 inches in height (height would vary along Back Alley to accommodate the terrain) with 12 inch capstone
- Fence in Rear Yard along Back Alley -- running approximately 40 feet from Highway 480 sidewalk to 8 ft from the large tree at the garage. The fence would be located in same position as the current temporary fence. There will be a gate near the garage.
- Fence on West Side of Rear Yard Along Highway 480 – running along sidewalk approximately 50 feet from Back Alley south toward New Street. The fence would step down to the current picket fence starting at the rear of the historic home structure.
 - Note, Highway 408 is approximately 6 feet above the grade of the back yard. Consequently, drivers and passengers can easily see architectural features of the home and the entire back yard. This may be a unique situation in the historic district.

Design of the Wood Fence

- Appropriate historic design (bespoke design shown on next slide)
- Relatively closed design for the segment located along Highway 480, similar to the fence shown on the next slide.
- Gate from Parking Lot to Rear yard matching design of fence.
- High quality materials (wood fence with cast stone foundation)

Fencing at rear of house facing Back Alley and side facing Highway 480.
Two images below show the fence design.



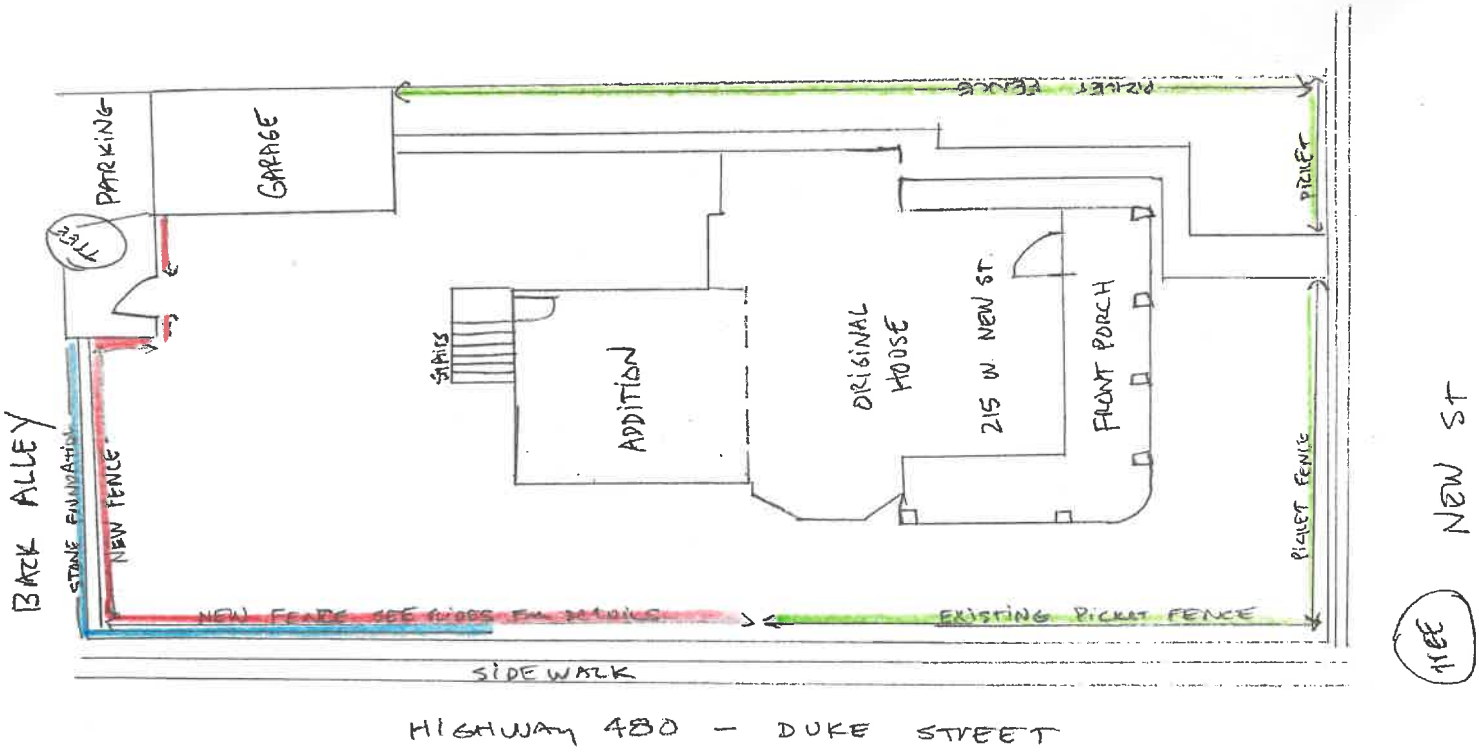
Design of Cast Stone Foundation

- Appropriate design
 - "EP Henry" Ledge stone cast stone retaining wall that replicates the beauty of natural stone
 - The retaining wall would be approximately 18-24 inches tall
 - Cap stone approximately 12 inch wide
 - Height of the retaining wall would vary with the terrain. Tallest portion would be approximately 24 inches tall.
 - The retaining wall will have appropriate gravel drainage on both sides of the wall.

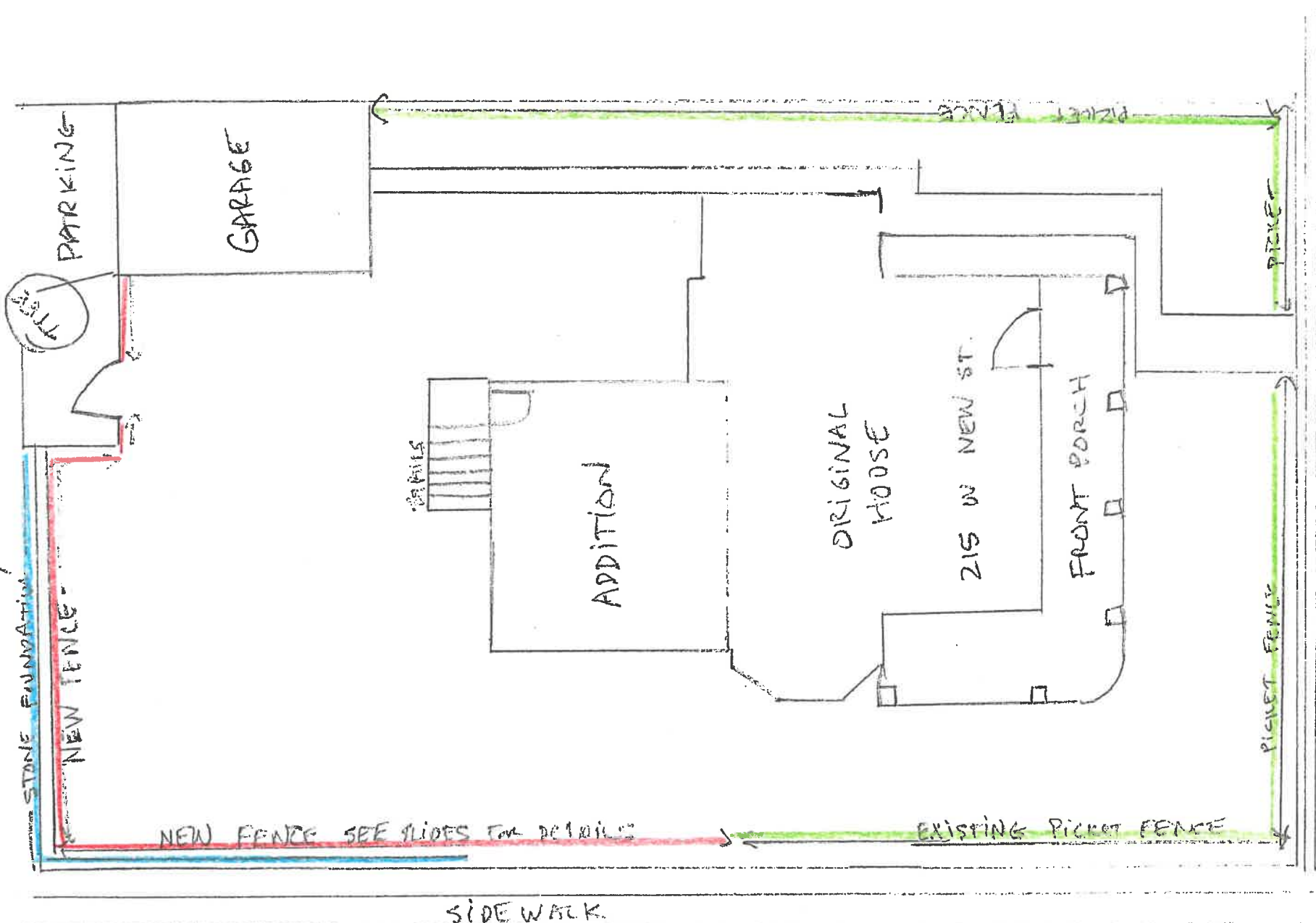
- Cast Stone Low Retaining Wall along approximately 35 feet along Back Alley and 35 feet of side yard facing Highway 480. Image on left shows the cast stone foundation. The image on the right shows generally how the fence would appear above the foundation. The wood fence would be 6 ft in height.



Blue Line = Stone retaining wall
Red Line = New fence
Green Line = Existing picket fence



BACK ALLEY



NEW FENCE SEE SLIDES FOR DETAILS

EXISTING PICKET FENCE

SIDEWALK

HIGHWAY 480 - DUKE STREET

TREE

NEW ST

Thank You!