

Shepherdstown Planning Commission Agenda

Regular Meeting and Public Hearing

Monday, July 15, 2024

5:30 p.m. - Town Hall

A. Call to Order:

B. Approval of Previous Months' Minutes:

C. Visitors:

D. Conflicts of Interest:

E. Applications:

Application	Name	Address	Description
Previous Applications:			
NONE			
New Applications:			
24-19	Corporation of Shepherdstown	N. Princess Street (Water Plant)	Construction of a street-facing 20' x 20' accessory structure with Hardi Board siding and metal roof.

17-Jun-24

F. Continuing Business:

Site Plan			
<p style="color: red;">1. Comp Plan Subgroup Review - Goal Selection Land Use & Community Character Review Complete</p> <p style="color: red;">2. PUD Ordinance Discussion</p>			

G. New Business:

H. Administrative:

<p>1. Mayor's Report</p> <p>2. Staff Report</p>			

I. Adjournment

Shepherdstown Planning Commission June 17, 2024 – Regular Meeting & Public Hearing



Draft Minutes

Present:

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

Commission Members Absent: Roger Munro; Ebonee Helmick

Planning & Zoning Staff: Andy Beall

Visitors: Marcy Bartlett

Call to Order: 5:30 P.M.

Approval of Minutes: 5/20/2024 **Motion:** Approved

Discussion:

Conflicts of Interest: N/A

Applications:

Previous Applications:	Project Description
N/A	

Continuing Business: The Commission was divided into committees of (2) to review the Land Use and Community Character goals as submitted by the comp plan steering committee. All (33) goals pertaining to Land Use & Community Character were reviewed. M. Morningstar begins the conversation with her observations. She stated that she and her partner, T. Fulton started their review with more questions than answers, mainly, who and how will these goals get accomplished? L. Rampy and R. Parmesano concur there are too many goals and that they are too specific. The commission agrees that the (33) goals can be either condensed into (5) main goals, removed, or fall directly under the purview of Public Works. The (5) main goals are: 1) Municipality / County Liaison; 2) Comprehensive PUD ordinance revision; 3) Comprehensive economic development and



Draft Minutes

tourism Plan; 4) Development of a comprehensive annexation plan; and 5) Development of an Infrastructure enhancement plan. See attached for individual goal review.

New Business:

Ordinance amendment of §9-7A03 to increase permanent open space and minimum lot size requirements for Planned Unit Development:

L. Rampy motions to approve amending §9-7A03 to include the increase of required permanent open space from 10% to 30%, to decrease the required improved open space from 30% to 15% and to add a requirement of 50% of the required permanent open space must be of the natural open space type. The motion also includes NOT increasing the required lot size from 2 acres to 5 acres. M. Morningstar seconds the motion, no objections, and the motion passes unanimously.

Administrative Matters:

N/A

Adjournment:

MOTION TO ADJOURN: 7:04 P.M.



Application Number 24-19

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: Corporation of Shepherdstown
(Must be Property Owner)

Mailing Address: P.O. Box 248
Shepherdstown, WV 25443

Day Time Telephone Number: 304-876-6858

E-Mail Address: abeall@shepherdstown.us

Street Address of Proposed Work: N. Princess St. (Water Plant)

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

Current Zoning: COS Current Land Use: Public Works

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

Description of Work: Construction of a 20' x 20' building
w/ Hardi board siding, Tuff-Rib metal roof, (3)
vinyl-clad windows and (1) vinyl-clad pedestrian door.

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

Contractor performing work: Public Works

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 24 - 19

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 24 - 19

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: 6/25/24

Owner's Signature: Arthur J. Auxer III

Print Name: ARTHUR J. AUXER III

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 \$500.-
Date Paid 7/1/2024



Application Number _____ - _____

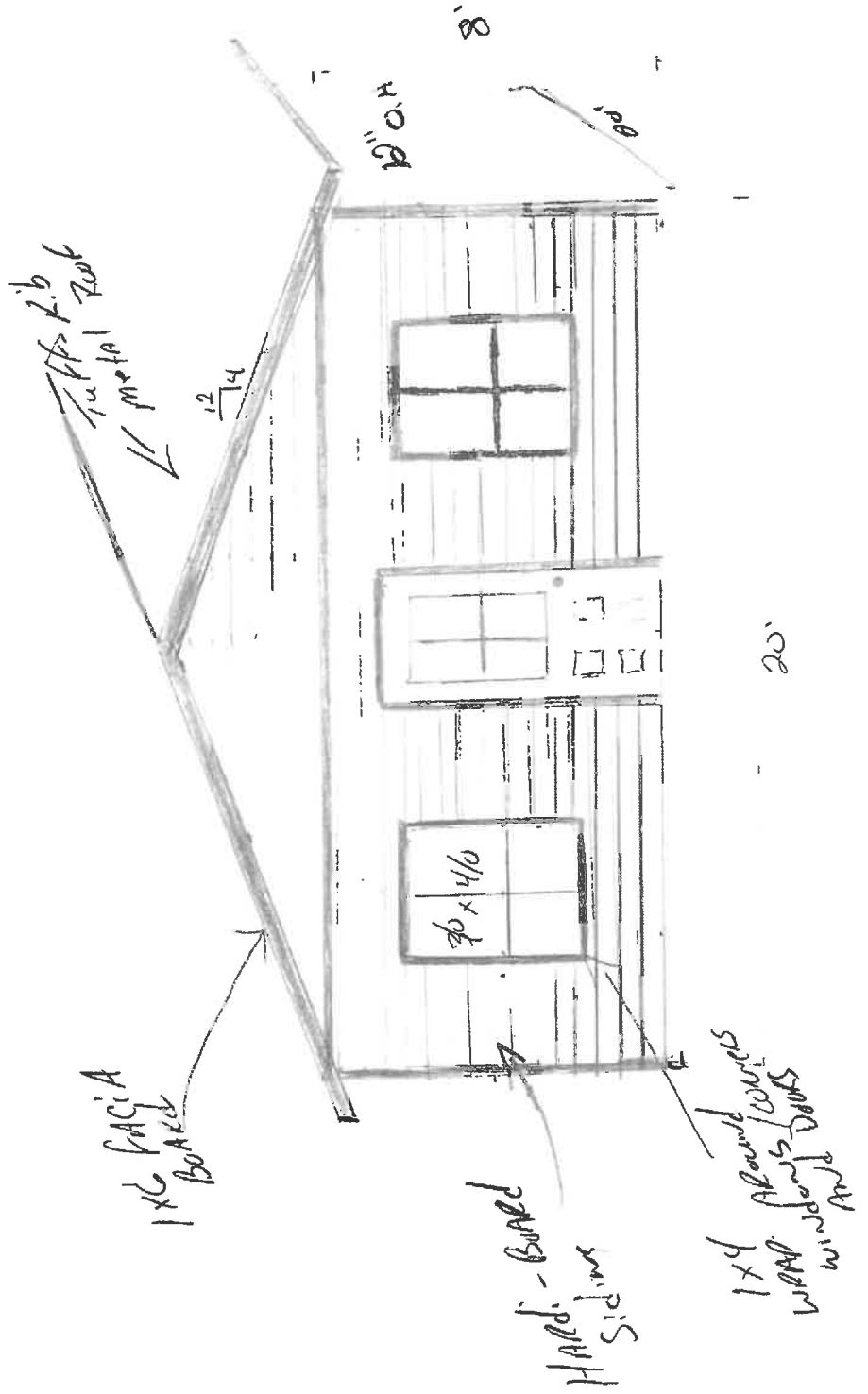
THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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>	

CORP. OF SHEPHERDSTOWN 20x20 Building



20x20 Building materials List

FRAMING

2x4 walls 16" o.c

7/16 OSB covered with TY-VEK (walls)

Pre-cut Truss 4/12 pitch

7/16 OSB covered with synthetic paper (roof)

2x10 - Headers

Concrete Foundation (STAB)

Windows / Door

3/0 x 4/0 vinyl clad windows 3 window (2 in front 1 on left side)

3/0 vinyl clad 1/2 glass

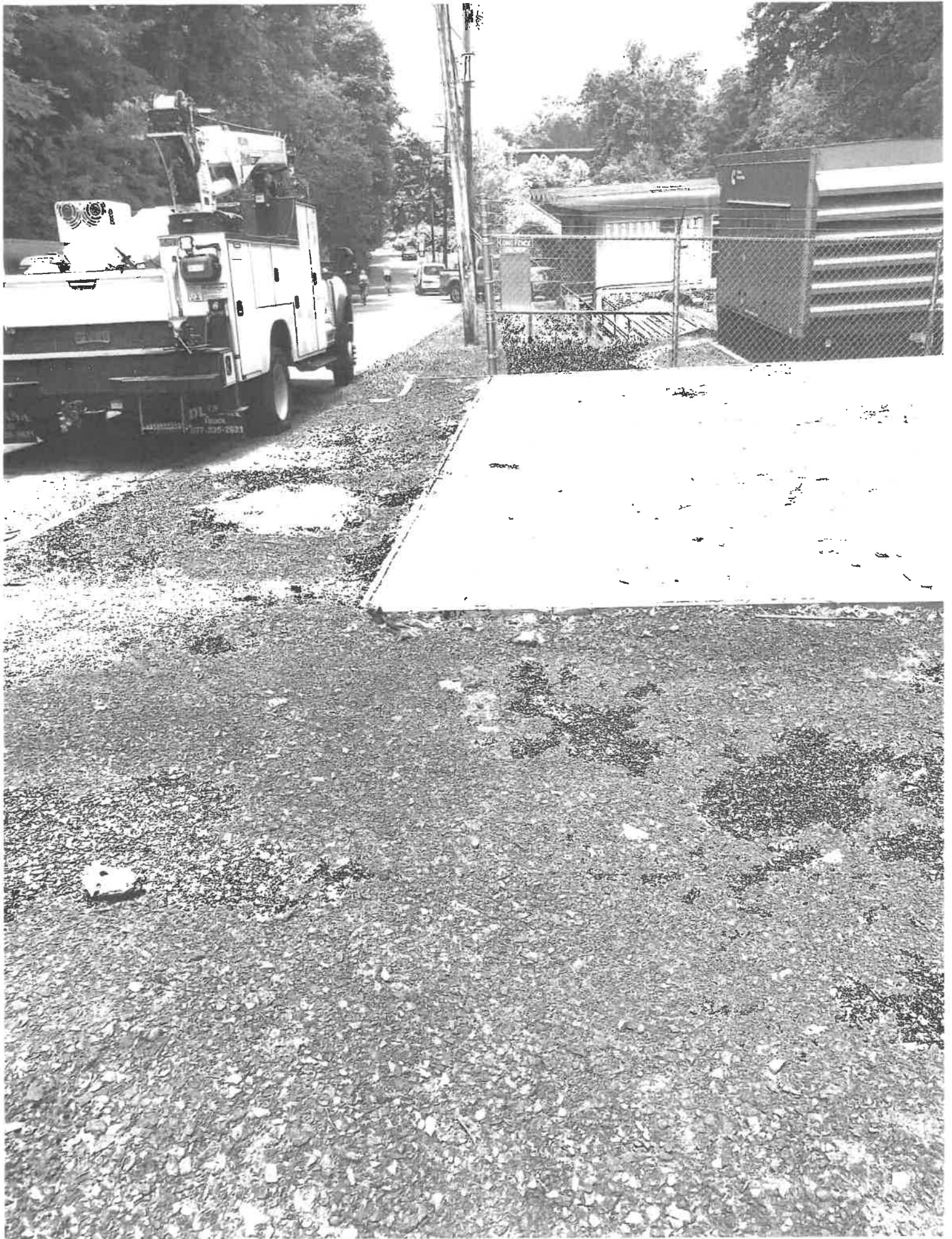
Exterior covering

Hardi-Board

1x4 and 1x6 trim (corners, windows and fascia)

Roof


Tuff-Rib metal Roof









 8' setback from N. Princess right-of-way
30' side setback from parcel to the south