



Historic Landmarks Commission Agenda

Regular Meeting & Public Hearing

Monday, August 12, 2024

5:30 p.m.

A. Call to Order:

B. Approval of Previous Months' Minutes:

[7/8/2024](#)

C. Visitors:

D. Conflicts of Interest:

E. Applications

Application	Name	Address	Description
Previous Applications:			
N/A			
New Applications:			
24-21	Paul & Dolores Gregory	209 W. Washington Street	Replace front door with custom Douglas Fir door of identical design & color...retain and reuse existing hardware.
24-22	Edith Thompson	407 E. German Street	Replace south-facing upper roof 4" gutter w/ 6" half-round gutter. Also replace SW corner downspout.
F. Workshop Sessions:			
G. Continuing/New Business:	Comp Plan Goal Fianl Review		
	Heritage Education Grant - Consultant Interview Discussion		
H. President's Report			
I. Administrative:			
J. Adjournment			



Application Number 24-21

Application for 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: Paul and Dolores Gregory
(Must be Property Owner)

Mailing Address: PO Box 549
Shepherdstown, WV 25443

Day Time Telephone Number: 202-550-6964

E-Mail Address: dwgregory2008@gmail.com

Street Address of Proposed Work: 209 West Washington Street, Shepherdstown

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

Current Zoning: residential **Current Land Use:** _____

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

Description of Work: Replace warped and cracked front door with new wooden door (Douglas fir) of identical design
and paint same color as existing door + retain existing hardware

Source: Hicksville Planing Mill

Cost Estimate: \$1,500 **Project Category** (Descriptions on Next Page): Cat. 1

Contractor performing work: Steve Kemp

Contractor's Business License #: 1012-1619

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, propane tanks, solar panels, signs or other minor changes.

- x 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- Accessory Buildings, sidewalks, driveways, decks, garages, storage buildings, or carports.

Category III- Major changes including roof, window or siding changes but excluding additions.

Category IV- New Construction Commercial/Industrial, Residential and/or additions.

(Categories II thru IV):

- _____ 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 drawing 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 V- 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 _____ - _____

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>The Planning & Zoning Administrator shall categorize any request not specifically listed in the above categories.</p>	



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: 7/11/24

Owner's Signature: Dolores W. Gregory

Print Name: Dolores Gregory

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 \$50.00
Date Paid 7/12/24

**WEST VIRGINIA
STATE TAX DEPARTMENT
BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:
**STEPHEN W KEMP
WEST CAVALAND
SHEPHERDSTOWN, WV 25443**

BUSINESS REGISTRATION ACCOUNT NUMBER: 1012-1619

This certificate is issued on: 06/10/2010

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with W.Va. Code § 11-12.*

*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate is not transferrable and must be displayed at the location for which issued.

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

**TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of
this certificate displayed at every job site within West Virginia.**



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: **WV004245**

CLASSIFICATION:

**RESIDENTIAL
SPECIALTY**

**STEPHEN KEMP
DBA STEPHEN KEMP
PO BOX 1216
SHEPHERDSTOWN, WV 25443-1216**

DATE ISSUED

SEPTEMBER 12, 2023

EXPIRATION DATE

SEPTEMBER 12, 2024

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.



current door
color = burgundy
will retain
hardware
will repaint same
color

1 5/16" thickness

34"



8 1/2"





Historic Landmark’s Commission July 8, 2024 – Regular Meeting



Draft Minutes

Members Present: Keith Alexander; Nicole Saunders-Meske; Tom Mayes; Carmen Slater; Rebecca Bicker

Members Not Present:

Staff: Andy Beall

Visitors: Jim King; Billy Grove; Alan Meske

Call to Order: 5:30 p.m.

Approval of Minutes: NONE

Conflicts of Interest:

Application Review:

New Applications:		Project Description
24-18	Allen Meske & Teresa Saunders-Meske 206 E. High Street	Repair sidewalk and steps. Install (2) recessed EV charging boxes in face of street-facing stone retaining wall.
<p><i>The applicant is present and describes the proposed installation of the EV charging boxes and sidewalk and step repair. The only change will be the addition of (1) step...4 steps instead of 3. The commissioners agree the proposed steps and sidewalk repair meet the requirements of pages 41(A) and 65 of the design guidelines respectively. As for the proposed EV charging boxes, it is suggested specific guidelines be drafted to address. The closest requirements would be on page 34 for mechanical systems.</i></p>		
Notes:		
Motion:		
<p><i>T. Mayes motioned to approve the addition of (2) EV charging boxes as proposed pursuant to page 34 of the historic district design guidelines and with the understanding that it would not be practical to locate them in the rear of the home. T. Mayes motions to approve the reconstruction of the steps and sidewalk pursuant to pages 41 and 65 of the historic district design guidelines. R. Bicker seconds the motions, no objections, and the motions passed unanimously.</i></p>		

New Applications:		Project Description
24-19	Corporation of Shepherdstown N. Princess Street (Water Plant)	Construction of a street-facing 20' x 20' accessory structure with horizontal Hardi Board siding and metal roof.
<p><i>The applicant is present and describes the proposed building. K. Alexander suggests the proposal does well to fuse mid-century modern with historic architecture. J. King adds that board and batten may be more appropriate than horizontal lap siding for this application as well as a steeper roof pitch. The commissioners agree.</i></p>		

Historic Landmark's Commission July 8, 2024 – Regular Meeting



Draft Minutes

Notes:	
Motion:	<i>R. Bicker motions to approve application 24-19 pursuant to page 60 of the design guidelines and with amended board and batten siding, 6/12 or 8/12 roof pitch and 1"x4" trim around doors and windows. N. Saunders-Meske seconds the motion, no objections and the motion passed unanimously.</i>

- Workshop: N/A
- Continuing Business: The commission will schedule a special meeting for July 29th to review the Expressions of Interest for the Heritage Education grant project.
- New Business: N/A
- Administrative Matters: N/A
- Adjournment: Motion to adjourn at 6:26 p.m.; no objections and passed unanimously.

1706-1742



Application Number 24-22

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: Edith Thompson
(Must be Property Owner)

Mailing Address: PO Box 550
Shepherdstown WV 25443

Day Time Telephone Number: 410-279-6185

E-Mail Address: tonglen400@gmail.com

Street Address of Proposed Work: 407 E. German St, Shepherdstown WV 25443

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: Propose to install 6" half-moon gutter on the south-facing side / top roof (facing German St). Also replace downspout on south west corner of house, which is the only one for the roof on this side - and apparently only possible side for this.

Issue - the roof is very steep and metal. The gutter is constructed to tilt slightly toward s.w. corner, so water can drain into downspout. The heavy rains cause large volume of water rushing to that corner and some spills over the last 3-4 feet. In wind it is splashed against the siding & runs down the stone foundation into the ground. It's been an issue for all the time I've been here, but now water is seeping into the basement here. The soil adjacent to it is wet - stay wet for weeks - and lower part of wood siding is damaged. Needs repair every summer.

Cost Estimate: \$2,500.00 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.

the top gutter on the back (north facing) side is & has been 6"



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 *The material is galvanized steel the color will match the house - green*

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.

The contractor is Russell's Roofing in Winchester. They will send a copy of their Storm permit but their system is down.

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: July 24, 2024

Owner's Signature: *Edith Thompson*

Print Name: Edith Thompson

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 7/25/24



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>	



This shows the relatively steep angle of my metal roof. This is the south-facing side.

this red circle should be at peak of green roof



This is the downspout and underside of the existing 6" gutter on the north facing side of the roof to compare how it looks from the ground, compared to the 4" gutter in the front.



This is the undamaged, northwest corner of the siding. The larger gutter controls the flow of water well at this juncture.

The ground here is well protected w/ pavers + other features above, as well.



Again, northwest corner, next to back roof downspout. No damage here.



What the front gutters look like from the ground. These are 4"



This is the southwest corner of the house. The area near the foundation is brown...it is wet much of the summer. This year more than last. The hole you see is the vessel that used to collect rainwater from both downspouts and funneled it to a cistern that is now filled in with gravel. It needs to be filled in with concrete or removed, but it is not causing the dampness along that south-facing wall. You can also see water has leaked out of this extension from the downspout...all the brown is also very wet. A lot of water comes through here.



This is the damage I see on the siding in the southwest corner from the water that splashes down from the gutter. The damage happens every year, and every year it gets some repair. At this point, it is spongy and frail to the touch. It will get repaired in the fall.

There is also some damage on the south-facing side of this corner, but not as extensive.



This was the damage I was seeing on the inside wall in that southwest corner of the house. There was no mold, but the insulation and floor area was wet and the drywall was damp. It has been replaced, but it appears water is still an issue (according to my meter) in this corner.

	*

*

ID	IMPLEMENTATION STRATEGY	UPDATE
ECONOMIC DEVELOPMENT & TOURISM		
ED-1.2	Establish Business Improvement Programs	
HISTORIC PRESERVATION		
HP-1.1	Historic Preservation Incentives	
HP-1.2	Illustrated Architectural Guidelines	
HP-1.3	Expand Techniques for Sustainable Historic Preservation	
HP-1.4	Develop Educational Materials, Resources and Workshops	
HP-1.6	Protect Threatened Historic Properties	
HP-2.1	Maintain Historic District Inventory	
HP-2.2	Monitor Condition of Historic Structures	
HP-2.3	Online Historic District Inventory	
HP-3.1	Adopt Demolition by Neglect Ordinance	
HP-3.2	Establish a Historic Preservation Fund	
HP-3.3	Acquire Historic Preservation Easements	
HOUSING		
H-1.4	Promote the use of Tax Credits for Historic Homes	
H-1.6	Expand Opportunities for Accessory Dwellings	
H-2.5	Financial Incentives for Rehabilitating Substandard Historic Homes	
LAND USE & COMMUNITY CHARACTER		
LU-1.6	Incentivize Compatible Architectural Renovation	

LU-3.5	Plan for the Relocation or Burial of Downtown Overhead Utilities	
NATURAL & ENVIRONMENTAL RESOURCES		
NER-3.3	Promote Small Scale Renewable Energy Generation	

NER-3.2 Generate Renewable Energy on Town Property

In recent years, federal agencies have made available substantial financial assistance to municipalities.

RECOMMENDATIONS: That the Town Administrator and Town Council explore with local solar companies the possibility of installing solar panels on town property.

PRIORITY	REMOVE	N/A	COMMENTS
LOW			
MEDIUM			
MEDIUM			
N/A			COMPLETE
HIGH			IN PROGRESS
HIGH			
N/A			COMPLETE
HIGH			
N/A			COMPLETE
HIGH			
HIGH			
MEDIUM			
HIGH			
MEDIUM			
LOW			

MEDIUM			
			SEE NER-3.2

alities to purchase and install solar panels on local government facilities and lands for the generati
ke Solar Holler whether rooftop installations of Town government-owned buildings should be considered as'

STAFF COMMENTS / SUGGESTIONS

REMOVE

REMOVE

REMOVE

COMBINE W/ HP-1.4

REMOVE

MAKE HIGH PRIORITY

on of electricity. Accordingly, this recommendation deserves higher priority.
well as installations on Town lands surrounding the Town's water and sewage treatment facilities.

REVIEW BY	#	ID	IMPLEMENTATION STRATEGY	UPDATE	PRIORITY	REMOVE	N/A	COMMENTS	STAFF COMMENTS / SUGGESTIONS
			CULTURAL RESOURCES						
	2	1	CR-1.1 Develop Comprehensive Inventory						Maybe a job for HLC & Historic Shepherdstown...the Wayfind project will direct visitors to historic sites. I believe work could be done to better memorialize the cemeteries in town, especially Rose Hill Cemetery.
	2	2	CR-2.5 Identify Redevelopment Sites/Areas						I'm not sure any potential candidates exist...combine with ED 2.1 and ED 2.2
			ECONOMIC DEVELOPMENT & TOURISM						
	1	1	ED-2.1 Utilize Existing Developed Properties as a Priority						The only unutilized public building in town is the Tobacco Warehouse. The only vacant storefront is the old Tommy's Pizza.
	1	2	ED-2.2 Consider Redevelopment Incentives						See ED 2.1 and CR 2.5
	1	3	ED-4.1 Develop a Proactive Tourism Plan						Wayfinding will support this goal...the town could do a better job of attracting canal traffic.
	1	4	ED-4.4 Develop a Comprehensive Parking and Wayfinding Strategy						Wayfinding in progress
			HISTORIC PRESERVATION						
	1	1	HP-1.2 Illustrated Architectural Guidelines						
	2	1	HP-1.3 Expand Techniques for Sustainable Historic Preservation						
	3	1	HP-1.4 Develop Educational Materials, Resources and Workshops						In progress
	4	1	HP-1.5 Capital Improvements Planning and Project Review						Continue
			HOUSING						
	1	1	H-1.1 Promote Housing Diversity						Affordable Housing Goal...consider accessory dwelling units
	1	2	H-1.2 Incentivize Affordable Housing Development						See H 1.1
	1	3	H-1.3 Require Minimum Inclusions of Affordable Housing						Not sure this is feasible...consider removing
	1	4	H-1.5 Ensure Adequate Housing for Senior Citizens						Recommend removing
	1	5	H-1.6 Expand Opportunities for Accessory Dwellings						H 1.1 and H 1.2
			NATURAL & ENVIRONMENTAL RESOURCES						
	1	1	NER-1.1 Incentivize Green Building Techniques						The town does not have a building code so not sure this is plausible.
	1	2	NER-1.7 Oppose Environmentally Damaging Industrial Development						Town / County Liaison
	1	3	NER-1.8 Develop Pervious Pavement Requirements						Add to existing stormwater ordinance (§9-1414) and PUD ordinance
	1	4	NER-1.9 Develop a Watershed Management Plan for Town Run						Town / County Liaison
	1	5	NER-3.3 Promote Small Scale Renewable Energy Generation						Establish a comprehensive environmental sustainability goal?
	1	6	NER-3.4 Promote Solar Energy Generation Facilities on Nonresidential Buildings						Establish a comprehensive environmental sustainability goal?
	1	7	NER-4.1 Develop and Implement a Land Conservation Plan						Town / County Liaison
	1	8	NER-4.2 Preserve Historically Significant Landscapes						HLC guidelines already has requirements for historic streetscapes
	1	9	NER-4.3 Promote Farmland Preservation						Town / County Liaison
	1	10	NER-4.4 Develop a Greenway Plan						Town / County Liaison
	2	11	NER-4.5 Protect Landscapes Along the Potomac River						??????
	2	12	NER-4.6 Promote the Use of Conservation Subdivision Design Techniques						PUD Ordinance
	2	13	NER-4.8 Protect Scenic Byways						Town / County Liaison - Establish a comprehensive environmental sustainability goal?
	2	14	NER-5.1 Incorporate Environmental Review into the Development Review Process						PUD Ordinance
	2	15	NER-5.2 Provide Incentives for Tree Preservation						Establish a comprehensive environmental sustainability goal?
	2	16	NER-5.3 Incentivize the Preservation of Oversized Stream and Wetland Buffers						Establish a comprehensive environmental sustainability goal?
	2	17	NER-5.4 Require Native Vegetation in Landscape Plans						Establish a comprehensive environmental sustainability goal?
	2	18	NER-5.5 Prohibit Mass Grading and Clear Cutting						PUD - Also refer to chapter 14 of title 9
	2	19	NER-5.6 Implement Steep Slope Development Restrictions						PUD - Also refer to chapter 14 of title 9

		PARKS & RECREATION					
2	1	PR-1.2	Develop a Parks and Recreation Master Plan				Parks could be better promoted
2	2	PR-3.1	Require Recreational Space in New Development				Improved open space requirement already exists in the PUD ordinance
2	3	PR-3.2	Develop Additional Neighborhood Parks				Focus on a trail from 480 at the bridge, across SU property to River Front Park, across newly town-acquired 2 acre parcel to east of River Front Park to Rumsey Monument
		PUBLIC SERVICES & INFRASTRUCTURE					
	1	PSI-1.3	Develop Performance Dashboards				Public Works
	2	PSI-3.5	Utility Service Area Planning				Public Works
		TRANSPORTATION					
2	1	T-1.2	Develop a Regional Bicycle and Pedestrian Plan				Town / County Liaison
2	2	T-1.6	Require Bicycle Parking Facilities				Add as town develops potential trail heads and community gathering areas. Not sure about making this a requirement (a requirement on who?)
2	3	T-2.2	Promote Neighborhood Connectivity				Town / County Liaison
2	4	T-2.3	Establish Minimum Connectivity Ratios				PUD Ordinance

1 Madge, Terry & Ebonee

2 Rebecca & Roger

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 **June 28, 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 **July 31, 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.