

# SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION

Monday, September 9, 2024

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order:**

**2. Approval of Previous Months' Minutes:** August 12, 2024

**3. Visitors:**

**4. Conflicts of Interest:**

**5. Applications:**

**24-22 407 E. German Street**

Replace south-facing upper roof 4" gutter w/ 6" half-round gutter. Also replace SW corner downspout.

**6. Workshop Sessions:**

**a. War Memorial Building** – Multiple Renovations

**b. 102/104 S. King Street** – Construction of a 36' L x 24' D two-story addition to the south side of the existing structure.

**7. Ongoing Business:**

**8. New Business:**

**9. Adjournment:**



# SHEPHERDSTOWN HISTORIC LANDMARKS COMMISSION (DRAFT)

Monday, August 12, 2024

5:30 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

K. Alexander asks the commissioners to review those comp plan goals under HLC purview individually for later discussion.

## Heritage Education Grant Interview Discussion:

*The motion of 7/29/24 is not valid as the consultants have not been interviewed per SHPO.*

C. Slater motions to rescind the motion of 7/29/24 selecting Betsy Sweeny. R. Bicker seconds the motion. There are no objections and the motion passes.

**7. New Business:** N/A

**8. Administrative Reports:** N/A

**10. Adjournment:** 6:02 p.m.

17UG. 1744



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](mailto: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 fit 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: \$2500.00 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 S town 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: *E. 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><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; 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;"><b>\$50.00</b></p>  |
|   | <p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>  |
|   | <p><b><u>Category III:</u></b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>  |
|   | <p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> 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"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <p><b>\$50.00</b>      Accessory Buildings<br/> <b>\$150.00</b>     Non-Contributing Structures (&lt; 50 years old)<br/> <b>\$500.00</b>     Contributing Structures (≥ 50 years old)</p> |
| <p>Certificate of Appropriateness Advertisement Fee:      <b>\$15</b></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 they drywall was damp. It has been replaced, but it appears water is still an issue (according to my meter) in this corner.**

**Project Overview:** The Shepherdstown Community Club will undertake a critical project to preserve and enhance the historic War Memorial Building, focusing on the structural support and rear wall of its Annex. This project is not only essential for maintaining the structural integrity of this vital community asset but also represents an opportunity to contribute to the ongoing revitalization and vibrancy of Shepherdstown's historic district.

Based on new professional assessments, the Club has determined that addressing the deteriorating structural support for the Annex can no longer be delayed. In addition to the structural support, the deteriorating back wall of the Annex needs to be replaced.

The War Memorial Building has an attached two-story Annex. The second floor of the Annex is a kitchen which opens into the second story ballroom where all the dinners and many other events are held. The first floor of the Annex has a storefront opening onto German Street, the main shopping area in Shepherdstown. Renting this store front provides income that helps cover operational expenses for the Club.

The Annex, German Street, and New Street (and several other buildings in Shepherdstown) straddle Town Run. Town Run has been channelized since 1798 but the date when this was switched from 2 1/2-foot-wide wood channel to the current 5-foot-wide stone channel is uncertain.

Both the first and second floors of the Annex have had a moderate but noticeable slope toward the east for several decades. The building abuts another building further east on German Street. Previously, the Club had been advised that the structural support concerns, while real, did not need immediate attention. One steel beam under the building appears not to have firm support on the far eastern rear side at the rear (southside) of the building.

Assessment of the structural support is complicated by the presence of the difficult access to the rear of the building and the constant flow of water from the stream running under the building. In addition, there are no known documents indicating when or how this Annex was constructed.

The structural support of the Annex will be addressed by installing slab piers which are specialized components used for foundation repair. They are designed to permanently stabilize settling slab foundations. Unlike generic repair options, slab piers are engineered specifically for slab foundations.

These piers offer crucial foundation support, serving as columns that transfer the weight of the building to more stable ground. This prevents future settlement and guarantees that the property withstands shifting or expansive soil conditions.

#### *Replace Rear Wall of Annex*

While the front of the Annex on German Street is made of brick and appears sturdy, the rear of the building is not. The wall's supporting beams, siding and window frames are all made of wood and they have all suffered considerable deterioration over several decades which is exacerbated by the constant flow of water coming from Town Run. In addition, the windows on

the backside of the Annex are askew and currently there is inadequate insulation on either the 1st or 2nd floor of the Annex

### *Rear Wall of Annex*

The proposed repair will remove and replace various aspects of the rear wall of the War Memorial Building Annex. This involves removing the current exterior wall including the interior drywall on both first and second floor rear walls. The effort will reframe exterior rear walls, install sheathing on exterior walls and installation of drywall on interior walls. In addition, new replacement windows will be installed. This will include insulation and Hardiplank Siding.

**Innovative and Creative Approaches:** This project embodies innovative placemaking by addressing the structural challenges of a historic building in a way that honors its past while securing its future. By employing modern engineering solutions such as slab piers, which are designed specifically for stabilizing historic slab foundations, the Club is utilizing advanced techniques that ensure the building remains a cornerstone of the community for generations to come. The project balances the need for preservation with the implementation of contemporary methods, demonstrating a creative approach to maintaining historic structures.

**Community Impact and Placemaking:** The War Memorial Building is more than just a historic site; it is a hub for community gatherings, cultural events, and local commerce. The Annex, in particular, plays a dual role by providing space for a local small business (currently Mountaineer Popcorn) and serving as a source of income for the Club through its storefront rental. By securing the structural integrity of the Annex, this project ensures the continuation of these activities, thereby strengthening the social and economic fabric of Shepherdstown. The restoration of the rear wall, which faces Town Run, also contributes to the aesthetic and environmental stewardship of the area, reinforcing the town's identity as a place where history and community intersect.

**Visual and Environmental Considerations:** This project also emphasizes environmental responsibility. By replacing the deteriorated rear wall with energy-efficient materials like Hardiplank siding and installing new, properly insulated windows, the project will reduce energy consumption and contribute to a more sustainable future for the building. The improved insulation and structural support will also mitigate the impact of Town Run's constant water flow, ensuring that the building remains resilient in the face of environmental challenges.

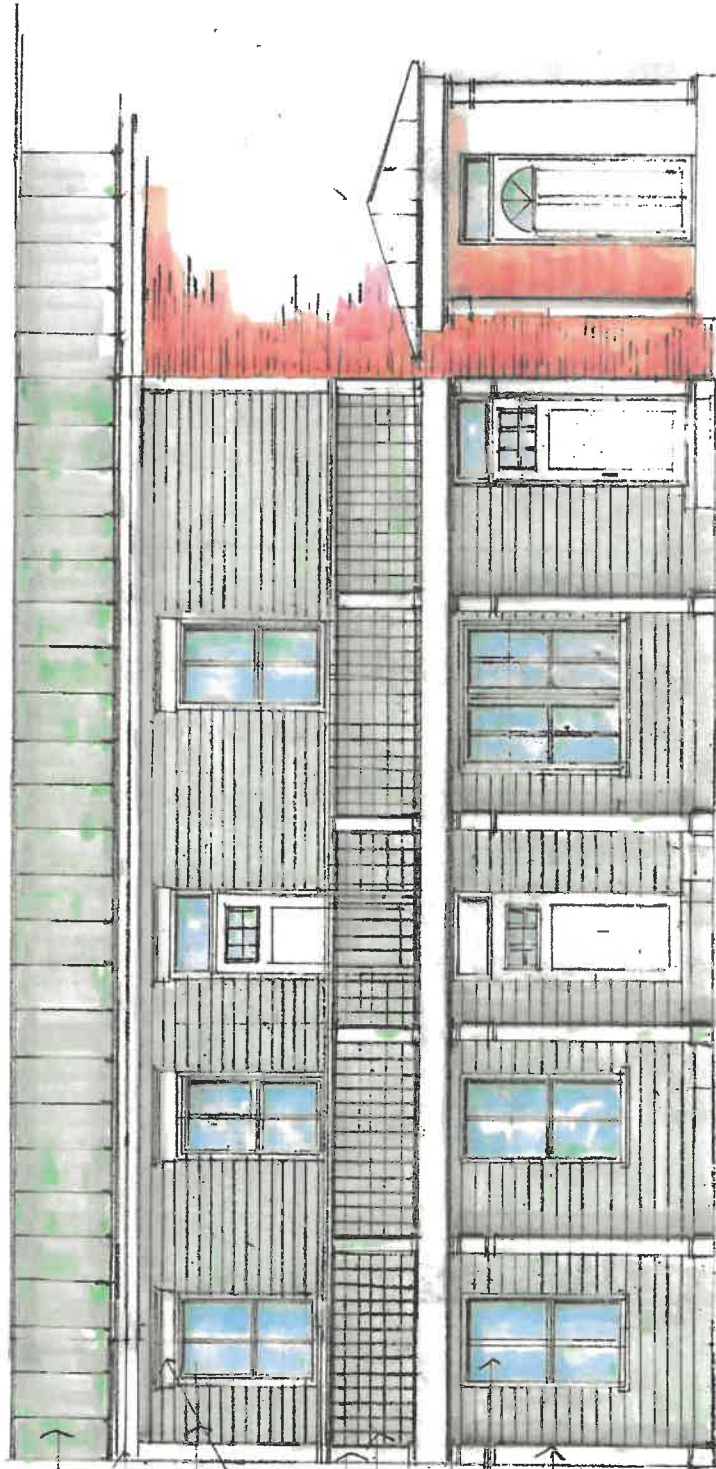
**Visual Project Renderings and Documentation:** Included in this proposal are detailed visual renderings of the proposed structural enhancements, maps of the project area, estimates from contractors, and images documenting the current state of the building. These materials provide a clear representation of the shovel-ready nature of the project and help to convey the urgency and importance of these repairs.

**Conclusion:** This project is not just about preserving a building; it's about preserving a piece of Shepherdstown's history and ensuring that it continues to serve as a vibrant, multi-use community space. By combining modern engineering solutions with a commitment to

sustainability and historical preservation, the Shepherdstown Community Club is taking a creative and forward-thinking approach to local placemaking.



BUILDING ADDITION FOR  
102-104 SOUTH KING ST  
FRONTAL VIEW



STAIRING SEAM  
METAL ROOF

ASIK/SOMMER  
MATCH

ARBITRARY SIDE

EDIMENT DETAIL

PVC WRAP RAIL POST

2X2 PVC PICKET

LOWER 2 WINDOW

PVC WRAP 6X6 POST



SHEPARD TOWN ADDITION CONCEPT SKETCH

1/4" = 1'

Prepared by [Signature]

REAR VIEW 102104 S KILGORE STREET  
SHEPARDSTOWN W. VA.  
1/4" = 1'



STANDING SEAM METAL  
ROOF SYSTEM

PVC PLSK/SIDING

HARDIPLANK SIDING

1X4 PVC TRIM

COVER WINDBOX

1X6 PVC TRIM



112 Ruritan Road  
Sterling, Virginia 20164  
703-450-6726



24'

4'

SIDE PROFILE SHEPARDSTOWN  
ADDITION 102-104 S KING STREET

1/4" = 1'

