

**SHEPHERDSTOWN PLANNING COMMISSION AGENDA**  
**REGULAR MEETING AND PUBLIC HEARING**

Monday, September 16, 2024  
6:00 p.m.  
TOWN HALL  
104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order**

**2. Approval of Previous Months' Minutes:** August 19, 2024

**3. Visitors**

**4. Conflicts of Interest**

**5. Applications**

**24-25 213 W. German Street**

Construction of a combination of 4' picket and 6' privacy fence around rear yard.

**24-26 120 N. Princess Street**

Display a 24" x 36" office sign on front of building.

**6. Continuing Business**

Comprehensive Planning - Update

**7. New Business**

- a. Purpose Statement and Meeting Schedule through December 2024
- b. Commission's Strategic Goals for FY2025

**8. Mayor's Report**

**9. Staff Report**

Kalathas Property Update

**10. Adjournment**

# PLANNING COMMISSION MEETING MINUTES (DRAFT)

Monday, August 19, 2024

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

**1. Call to Order: 6:10 p.m.**

Commissioners Present:

Linus Bicker; Shannon Thomas; Madge Morningstar; Marcy Bartlett; Rebecca Parmesano; Roger Munro; James Gatz (Mayor)

Commissioners Absent:

Ebonee Helmick

Staff Present:

Andy Beall

**2. Approval of Previous Months' Minutes:** 7/15/24          Approved

**3. Visitors:** Steve Pearson; Jim Auxer; Nancy Craun; Kaye Schultz

Ms. Craun discusses the importance of Economic Development as a High priority goal as the Planning Commission moves forward with the update of the Comprehensive Plan. She also states an up-to-date marketing assessment should be included in the 2024 update.

Ms. Schultz stresses the need for septic maintenance within the Town Run watershed and asks the Planning Commission to keep this in mind as the Comp Plan is updated. She states there are 263 septic systems in that watershed and that there is an event scheduled for 9/28/2024 at the Shepherdstown Library to discuss.

**4. Conflicts of Interest:**          None

**5. Applications:**                  None

**6. Continuing Business:**

Comprehensive Plan Goal Review

The commission discusses next steps in the review process and agrees the 2024 plan needs to be streamlined with fewer goals. Referencing the existing (9) goal categories, the new goals should be overreaching and attainable while at the same time compelling and inclusive of all residents. The detailed goals of the 2014 plan should be included as action steps under the new goals. Mayor Gatz provides examples of other comp plans from other towns that more closely align with the direction Shepherdstown's 2024 plan should take. The commission agrees three internal workshops should be held to:

1. Develop a mission / vision statement.
2. Decide what the new goals should be (should be no more than +/- 8-10 overall goals).
3. Plan how to approach public input.

# PLANNING COMMISSION MEETING MINUTES (DRAFT)

Monday, August 19, 2024

6:00 p.m.

TOWN HALL

104 NORTH KING STREET, SHEPHERDSTOWN

There is some discussion about whether the internal workshops should be facilitated by a professional and the commissioners concur they should. Staff will research local facilitators.

## 7. New Business:

- a. Purpose Statement and Meeting Schedule through December 2024

Will discuss at next meeting.

- b. Commission's Strategic Goals for FY2025

Will discuss at next meeting.

## 8. Mayor's Report

Mayor Gatz introduces and welcomes new commissioner's: Linus Bicker; Marcy Bartlett; Shannon Thomas

## 9. Staff Report:

- a. Kalathas Property Update

The last communication staff had with the developer was related to requirements for the submittal of a demolition request.

- b. Green Stormwater Infrastructure Project Update

Region 9 has drafted an RFQ to send to potential design and engineering firms for the Fairfax Field Bioswale and the N. Mill Street vegetated curb extensions.

## 10. Adjournment: 7:15 p.m.



Application Number 24-25

# 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: JACK & CAROL GELMAN  
(Must be Property Owner)

Mailing Address: 213 W. GERMAN ST. PO Box 1278 Shepherdstown WV 25443

Day Time Telephone Number: CAROL (708) 341-2050 ; JACK (708) 420-8116

E-Mail Address: carolhgelman@gmail.com

Street Address of Proposed Work: 213 W. GERMAN ST.

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

Current Zoning: \_\_\_\_\_ Current Land Use: RESIDENTIAL

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

Description of Work: TEAR DOWN OLD, ROTTED FENCE. CONSTRUCT NEW FENCE. <sup>↓ REPLACE</sup>

Cost Estimate: \$7,000.00 Project Category (Descriptions on Next Page): 1

Contractor performing work: JONES DECK & FENCE

Contractor's Business License #: WV060231

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.  
(FILED W SHEPHERDSTOWN)

**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: 8/28/2024

Owner's Signature: Carol H. Gelman

Print Name: CAROL H. GELMAN

**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 8/26/24



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  <b>\$150.00</b>     Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b>     Contributing Structures (≥ 50 years old)</p>
<p>Certificate of Appropriateness Advertisement Fee: <span style="float: right;"><b>\$15</b></span></p>	





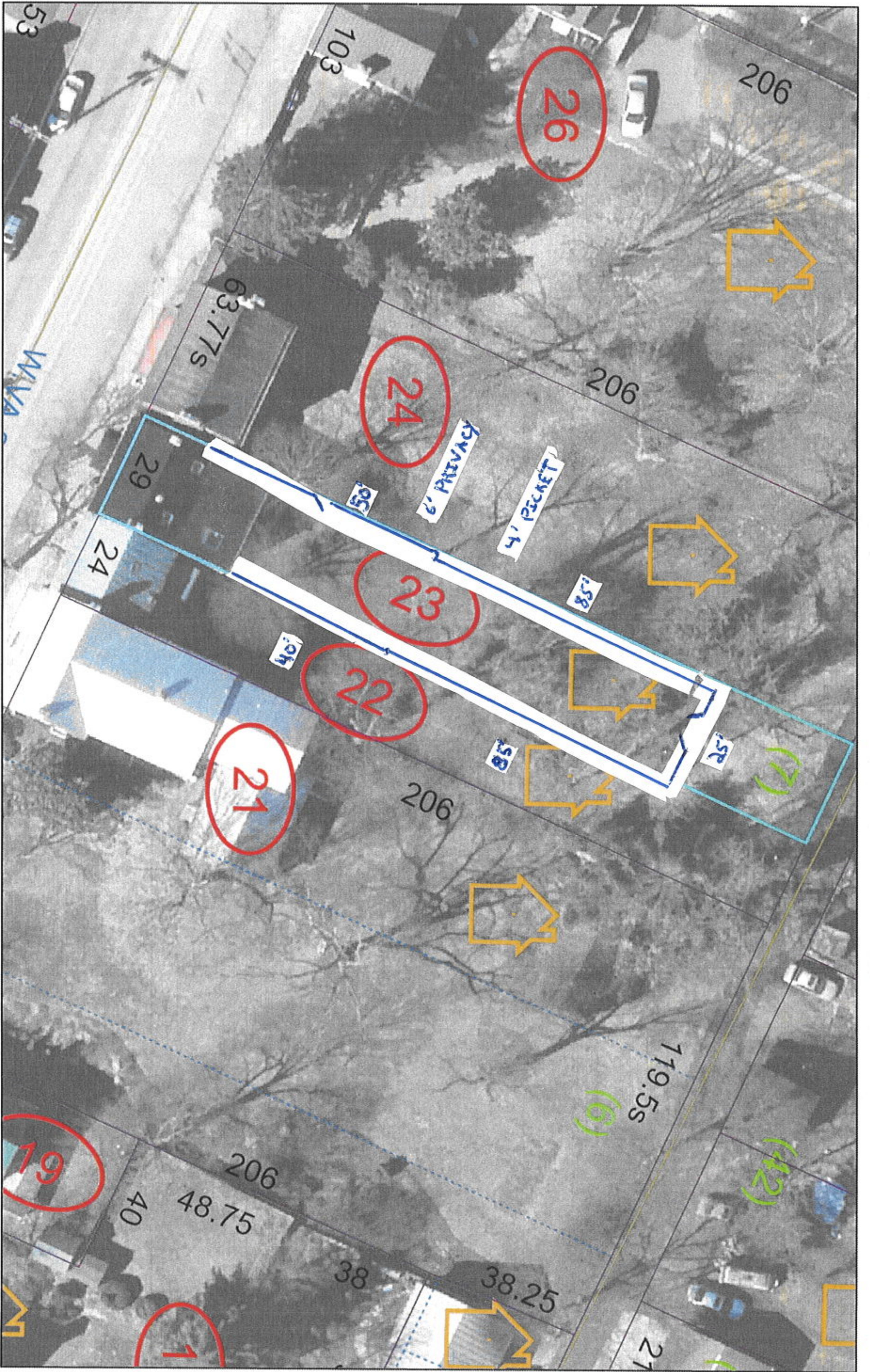












August 24, 2024

CAROL GERMAN  
213 W. GERMAN ST.  
TAKING ROOM, H  
GERMAN EES  
TAKING ROOM: 9





Application Number 24 - 26

## 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:** EZ Ventures LLC  
(Must be Property Owner)

**Mailing Address:** PO Box 580 Shepherdstown, WV 25443

**Day Time Telephone Number:** 304-279-6574

**E-Mail Address:** ejlewis@oll-cpas.com

**Street Address of Proposed Work:** 120 N Princess Street 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:** Exterior sign to be mounted on brick (in mortar joints) under front porch to right of entrance door.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cost Estimate:** \$250 **Project Category** (Descriptions on Next \_\_\_\_\_)

**Page): Contractor performing work:** Self - Eric Lewis - (easy sign installation)

**Contractor's Business License #:** not applicable

**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: 9/4/24

Owner's Signature: \_\_\_\_\_

Print Name: Eric Lewis CPA - LLC Member for EZ Ventures LLC

**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 9/4/24





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  <b>\$150.00</b>     Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b>     Contributing Structures (≥ 50 years old)</p>
<p><b>Certificate of Appropriateness Advertisement Fee: <span style="float: right;"><b>\$15</b></span></b></p>	



36"



24"