

Draft Minutes

Shepherdstown Historic Landmarks Commission

Town Hall

March 9, 2009

Clarify item 8:

**Agenda item 1, call to order.** 7:03 p.m. Members present: Sue Nash, acting chair, John Shank, and Hank Willard. Minutes, Michael Abshire. Absent: Jay Hurley.

**Agenda item 2, approval of minutes,** February 9, 2009, session. Approved.

**Agenda item 3: Visitors signed in:** Robert and Dana Mitchell, Tom and Linda Sanders, Wendy Mosely, Jack Kendall and James Puglisi.

**Agenda item 4, conflicts of interest:** No known conflicts.

**Agenda item 5, zoning officer report:** Michael Abshire attended a State Historic Preservation Office work session in Charleston concerning the \$8,400 grant for updating the historic survey. The zoning officer is the coordinator of the project and responsible all processes in administering the grant and all its requirements.

**Agenda item 6, applications:**

*09-03, Robert Mitchell, 103 W. High Street, addition and renovation.* After last month's informal discussion with the HLC concerning the application for an addition, the applicant made changes in an attempt to reconcile differences in his plans, a neighbor's concerns, HLC guidelines, and Town ordinances: size and direction of addition adjusted. Applicant is leaving the original house alone. HLC recommended approval of project.

*09-06, Tom Sanders, 331 W. High Street, addition and renovation.* The main house, which was constructed about 1908, is Queen Anne style; there is the

probability the logs in a rear section of the house are a part of the original structure which is believed to have been built in the 1700s. The proposed project includes: re-working front porch; no known documentation on how porch looked; remove vinyl siding to expose German siding; replace approximately 50 percent of old cracked window panes; remove the log portion. HLC raised the question of “massing” or size of the new addition as it relates to the current structure and the lot size, and the removal of the log structure. HLC also wondered if they were wasting time on this application as there are “serious setback issues.” HLC understood setbacks are not in their area of concern and agreed that the applicant and the Planning Commission want a ruling on the historical aspects of the proposed project. Applicant said the house is parallel with the street, but sits on the lot at an angle; because of the small size of the lot, getting two cars into a garage in the rear is difficult. HLC asked if he had explored other ways to accomplish this addition; applicant said they were now on their third revision. HLC denied approval specifically based on the massing and the plan to remove the log portion.

*09-07, Wendy Mosely, 300 W. High Street, handrail installation.*  
Recommended approval.

*09-09, Jack Kendall & James Puglisi, 207 E. German Street, installation of fence and handrail.* Fence will be made of mild-steel, which the applicant explained is similar to wrought-iron, and will run along the front of the property and gate. HLC complimented applicants on their documentation, illustrations, and design. Recommended approval.

*09-08, Regina Franklin, 120 W. German Street, sign.* Wooden, previously approved sign that was at a New Street location moving to new address. HLC recommended approval.

**Agenda item 7, old business.** HLC still remains down one member. Recommended that Mayor Auxer extend an invitation to Catharine Wilson to be on the HLC.

**Agenda item 8, new business.** S. Nash wrote a letter of appreciation to Jean Ehman for her efforts in historic preservation and, as chair, for guiding the HLC since its creation in 2007.

**Agenda item 9, Certified Local Government application.** Jean Ehman had reported earlier that a verbal confirmation of the application was given to her and that the written decision and certification will come later. HLC requested research on the requirements of maintaining Certified Local Government status once it is granted.

Meeting adjourned at 8:35