

# Corporation of Shepherdstown



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[www.byscottmckibben.com](http://www.byscottmckibben.com)

**104 North King Street  
P.O. Box 248  
Shepherdstown, WV 25443**

## Shepherdstown Welcomes You!

Historic Shepherdstown, the oldest town in the state of West Virginia, nestled in the lower Shenandoah Valley - is only 90 minutes from the Washington-Baltimore metropolitan areas but miles away from the stress and rushed lifestyle of the city. Stroll along German Street, filled with more than a dozen fine dining and casual restaurants, and unique locally owned shops. You're sure to find the perfect spot to stay, eat and shop here, and, of course, to see a parade - all uniquely Shepherdstown. Commuters: Marc Train is 3 miles from Shepherdstown

### Shepherdstown Town Hall

Ph. 304-876-2312

Fax: 304-876-1473

Website: [www.shepherdstown.us](http://www.shepherdstown.us)

Located on 2<sup>nd</sup> floor - Receptionist, Town Clerk, Billing Clerk, Planning/Zoning Officer, and the Mayor's Office.

Hours: M-F 8:00 a.m. – 4:30 p.m.

**Town Council:** Mayor - Jim Auxer,  
Recorder - Lori Robertson,  
Town Council –David Rosen, Cheryl Roberts,  
Mark Everhart, Deb Tucker and David Springer

## Signing up for water/sewer/trash service at Town Hall

Prior to establishing water service, you will need to submit the following information to Town Hall:

1. Application
2. Driver's License
3. Lease Agreement (if renting)

\*We accept check, cash, money order, and credit card for all payments. *Please be advised that we require 48-hour notice prior to turning water on/off.*

## Garbage and Recycling

Garbage collection is Monday and Friday for Residential customers, and Monday, Wednesday, and Friday for Heavy Commercial customers. Recycling for Residential customers is Wednesday. Recycling for Heavy Commercial customers is Tuesday. Garbage should be set out by 7:00 a.m. in cans no larger than 20 gallons with tight fitting lids.

## Special Pick-Ups

For special pick-up (any trash other than ordinary household garbage) please contact our billing department at 304-876-2574.

## Spring and Fall Clean-Up

The Corporation of Shepherdstown provides a Spring and Fall clean-up each year. For questions, please contact Town Hall at 304-876-2312.

## **Business Licenses**

Any business operating in Town must obtain a business license. Contact the Town Clerk for more info.

## **Parking Information**

Parking meters are enforced Monday through Friday from 8 am until 6 pm. Meters are not enforced on Saturday or Sunday or on legal holidays.

Parking Meters – pay with coins or use Passport App @ <https://ppprk.com/park/>  
**\*\*Residential parking zones are enforced 24/7**

Parking tickets can be paid via drop-box located outside of Town Hall. We accept cash/check/credit card.

**See enclosed parking meter map**

## **Parks**

Park Hours: dawn to dusk-map enclosed

## **Planning Commission**

### **Historic Landmarks Commission**

Those wishing to add to/change the appearance or material composition of a building's exterior (including but not limited to sheds/garages, fences, signs, decks, railing, lighting, sidewalk/patios, roofs, siding, doors, windows, etc.) must contact the Planning & Zoning Administrator for guidance.

## **Police Department**

Office hours: Monday – Friday, 8:00 a.m. to 4:00 p.m. After hours call 911

First floor of Town Hall

**Business Office:** 304-876-6036

**Chief of Police:** Mike King

Ph. 304-876-6037

## **Sidewalks –repairs**

Property owners are responsible for the sidewalks adjacent to their property.

## **Snow Removal Policy**

Property owners and renters - policy regarding snow removal on sidewalks. Section 11-407 Prohibited accumulations of snow, ice and debris on sidewalks and removal thereof by town at expense of property owners provides that.....

No person shall permit the accumulation of snow or ice upon the sidewalk adjacent to any property owned or occupied by him/her within the town, but shall remove the same within a reasonable time not later than 9:00 a.m., and 4:00 p.m., each day that snow or ice accumulates thereon.

## **Town Tree Ordinance**

Town Tree Maintenance Request Forms are available at Town Hall. Emergency call 911, if not-304-876-2312. It is against the town's tree ordinance to cut a tree down on town property. For a copy of appropriate trees to plant in town, see receptionist.

**Mail** – delivered to Post Office only

**Newspapers** – The Shepherdstown Chronicle, The Journal, The Spirit, The Herald-Mail, and The Good Newspaper.

**Local TV** – WHAG (Hagerstown)

**Shepherd University Radio** – WSHC 89.7 FM

*Find us on facebook at Shepherdstown, West Virginia*

## **Phone Directory & Services**

### **Town Hall Contacts:**

**Accounting Clerk** 304-876-2589

**Billing Clerk** 304-876-2574

(water/garbage/recycling billing)

**Mayor's Office** 304-876-2605

**Receptionist** 304-876-2312

(emergency alert signup/apply for & pay utilities/event-tree request forms)

**Town Clerk** 304-876-2398

(town administration)

**Planning/Zoning Dept.** 304-876-6858

(business & homeowners/sign/fences/exterior building questions)

### **Police Department Contacts:**

**Police Department** 304-876-6036

(parking stickers/tickets)

**Non-Emergencies** 304-725-8484

**Police/Fire Emergencies** 911

### **Corporation-Misc. Contacts:**

**Public Works** 304-876-3322

**Waste Water Dept.** 304-876-3350

**Water Dept.** 304-876-2394

(water leaks)

**Visitor's Center** 304-876-2786

[www.ShepherdstownVisitorsCenter.com](http://www.ShepherdstownVisitorsCenter.com)

(info/brochures/parking map)

**Shepherdstown Library** 304-876-2783

[www.lib.shepherdstown.wv.us](http://www.lib.shepherdstown.wv.us)

**Post Office** 304-876-2370

**Shepherdstown Day Care** - 304-876-6923

**Voting place** –Local (Town Hall)

Co/State/National (Trinity Church)

**Jefferson County Schools** – 304-725-9741

<http://boe.jeff.k12.wv.us/>

### **County Contacts:**

**DMV** – 304-558-3900 –

25 Rudland Rd, Kearneysville

**County** – Jefferson **County Seat** - Charles Town

**Jefferson Co. Assessor's Office** – 304-728-3215,

100 E. Washington St –Charles Town

**Voter registration** – 304-728-3246