



**Shepherdstown Planning Commission Agenda**  
**Regular Meeting and Public Hearing**  
**Monday, April 19, 2021**  
**6:00 p.m. - Town Hall**

[Due to the continuing COVID-19 virus threat, the meeting will also be accessible via "ZOOM" \(click here for link\)](#)

- A. Call to Order
- B. Approval of Previous Months' Minutes:
- C. Visitors:
- D. Applications

3/15/2021

Application	Name	Address	Description
<b>Previous Applications:</b>			
<b>New Applications:</b>			
<b>21-07</b>	Louie (Tom) & Linda Sanders	Lot 138, W. High Street	Construction of new home and detached garage.
<b>21-09</b>	Marianne Alexander <i>Plans</i>	204 N. Mill Street	Construction of a detached single car garage on north side of lot adjacent to the main structure and facing Mill Street.
<b>21-11</b>	Emma Morton Eggleston	214 W. German Street	Construct an 8' x 10' garden shed in rear of lot.
<b>E. Continuing Business</b>	<b>Route 45 Corridor Vision Plan Workshop Report</b>		
	<i>Image 1</i>	<i>Image 2</i>	<i>Image 3</i>
<b>F. New Business:</b>			Please Note: The following images are for reference only. No plans have been finalized.
<b>G. Administrative Matters:</b>			
	1. President's Report		
	2. Planning & Zoning Report - To include actions of the HLC on projects not reviewed by the Planning Commission		
<b>H. Adjournment</b>			



**Draft Minutes**

**Present:**

Commission Members Present: Jim Auxer, Mayor; Chris Cafiero – Vice Chair; Terry Fulton; Lori Robertson; Carmen Slater

Commission Members Absent: Dr. Hani Al-Saleh; Abby Streu

Planning & Zoning Staff: Andy Beall

Visitors: Jenny Haynes; Steve Ayraud

**Call to Order:** 6:00 p.m.

**Approval of Minutes:** Minutes for Regular Meeting- 2/22/2021

**Motion:** Motion to approve; No objections; passes unanimously approved

**Discussion:** None

**Conflicts of Interest:** None

**Applications:** None

**Continuing Business:** Project Permit Fee Schedule Review:

Staff presents new proposed permit fee structure alterations and adjustments. Included are comparable fees in surrounds towns and the County. The adjusted fees as proposed would bring the Corporation into closer alignment with the surrounding communities.

L. Robertson motions to recommend to Town Council the proposed category realignment and fee changes; no objections and passed unanimously.

Route 45 Corridor Vision Plan:

Discussion around the HEPMPO driven Route 45 Corridor Vision Plan and the upcoming two-day workshop at the fire hall in Shepherdstown. Steve Ayraud joins remotely to discuss his visions and concerns surrounding the corridor. 1. The intersection at University Drive is currently a disaster...maybe a crosswalk added for pedestrians; 2. Better maintain the existing bike land from University Drive to Maddex Square; 3. Add screening between route 45 and the shopping center, specifically the bank and Dairy Queen (like that behind McDonald's) 4. Extension of multimodal trails at W. High Street and Back Alley.

Some discussion regarding the routing of bicycle traffic from the C&O Canal. S. Ayraud suggests sending them along W. High Street to King Street. Mayor Auxer feels a survey of the residents along that section of W. High Street would be prudent.



**Draft Minutes**

- New Business:** N/A
- Administrative Matters:** N/A
- Adjournment:** Motion to adjourn at 7:21 p.m.; No objections and passed unanimously.



Application Number 21 - 07

## 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](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Louie (Tom) & Linda Sanders

Address: PO Box 828  
Shepherdstown, WV 25443-0828

Day Time Telephone Number: 304-433-4521

E-Mail Address: lscs777@gmail.com

Property Owner's Name: Louie (Tom) & Linda Sanders

Address: PO Box 828  
Shepherdstown, WV 25443-0828

Day Time Telephone Number: 304-433-4521

Street Address of Proposed Work: \_\_\_\_\_

Lot Number/Legal Description: Lot 138

Current Zoning: \_\_\_\_\_ Current Land Use: vacant lot

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

Detailed Description of Work: Construct single-family residence and 2-car detached garage

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

Cost Estimate: \$150,000 Project Category (Descriptions on Next Page): Category III

Contractor performing work: Homes by Keystone

*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 order on the project.*



Application Number \_\_\_\_\_ - \_\_\_\_\_

**Application For Project Permit**  
**Corporation of Shepherdstown, West Virginia**  
**(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work:

**Category I-** Minor Projects such as painting, awnings, porch railings, window boxes, air conditioner units, satellite dishes, propane tanks, signs or other minor changes.  
(And Category III, Window & Roof Replacements)

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-** Single family dwelling major changes excluding additions but including window and roof replacement (non-maintenance), non-profit tax exempt organizations

**Category IV-** Commercial/Industrial, Multi-Family Residences and/or additions.

**Categories II thru IV (Excluding Window & Roof Replacement):**

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.

Proposed landscaping (height & type)

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

Existing & proposed utility easements (location & widths)

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.



Application Number \_\_\_\_\_ - \_\_\_\_\_

**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. Application must be signed by owner or his/her agent.

Date: 1-27-21

Applicant's Signature: Louie T. Sanders, JR

Print Name: Louie T. Sanders, JR

*You will be notified in advance as to the times and dates of the Historic Landmarks & Planning Commission Meetings (always the 2<sup>nd</sup> & 3<sup>rd</sup> Mondays of each month, respectively). You or a representative who can answer detailed questions about the application **MUST** be present at **BOTH** meetings. Failure to attend both meetings **WILL** result in your application being tabled.*

If the "Applicant" is **NOT** the property owner, the owner **MUST** then sign this application acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: 1-27-21

Owner's Signature: Louie T. Sanders, JR

Print Name: Louie T. Sanders, JR

Zoning Officer Comments:

Fee Paid \$550.00  
Date Paid 1-27-21

CK# 1272  
80  
+ 1276



Application Number \_\_\_\_\_ - \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 8 OF TITLE 9 OF THE CODE OF SHEPHERDSTOWN  
RELATING TO PROJECT PERMIT FEE SCHEDULE

**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

**Category I:** Minor projects such as painting (change in color only), awnings, porch railings, window boxes, satellite dishes, solar panels, propane tanks, signs, or other minor changes and permit extensions

**\$35.00**

**Category II:** Accessory buildings, sidewalks, decks, fences, driveways, garages, storage buildings, carports

**\$50.00**

**Category III:** Single family dwelling major changes excluding additions but including window and roof replacement, non-profit tax exempt organizations.

**\$150.00**

(Plus \$1.50 per \$1,000.00 value over \$50,000.00)

**Category IV:** Additions, commercial-industrial, multi-family residences

**\$400.00**

(Plus \$1.50 per \$1,000.00 value over \$50,000.00)

**Category V:** Demolition

<b>\$50.00</b>	Accessory Buildings
<b>\$150.00</b>	Non Contributing Structures
<b>\$500.00</b>	Contributing Structures

The Planning Commission shall categorize any request not specifically listed in the above categories.

**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 would be charged.**

Louie (Tom) and Linda Sanders – Lot 138

Building Plan:

Construct residence and detached 2-car garage on vacant lot 138 on W. High St.

Exterior Finishes:

Residence will be wood frame construction on concrete crawl-space foundation with either brick or wood siding.

Front entry door will be wood and back and side doors will be fiberglass.

Garage will be concrete walls on concrete pad with wood siding on front and rear gables.

Garage doors will be insulated metal and entry door will be fiberglass.

Roofs of both residence and garage will be asphalt shingles.

Windows will be double-hung insulated vinyl with low-e double-paned glass.

Proposed utility easements:

Driveway entrance will be accessed on west side of lot. *to be constructed gravel.*

Electric will be accessed underground through existing conduit to pole on west side of Lot 137 (331 W. High St.).

Water and sewer will be accessed via new connection to city connection.

Square Feet:

Residence - 1,496 sq. ft.

Residence Footprint - 28 ft. by 34 ft. (952 sq. ft.)

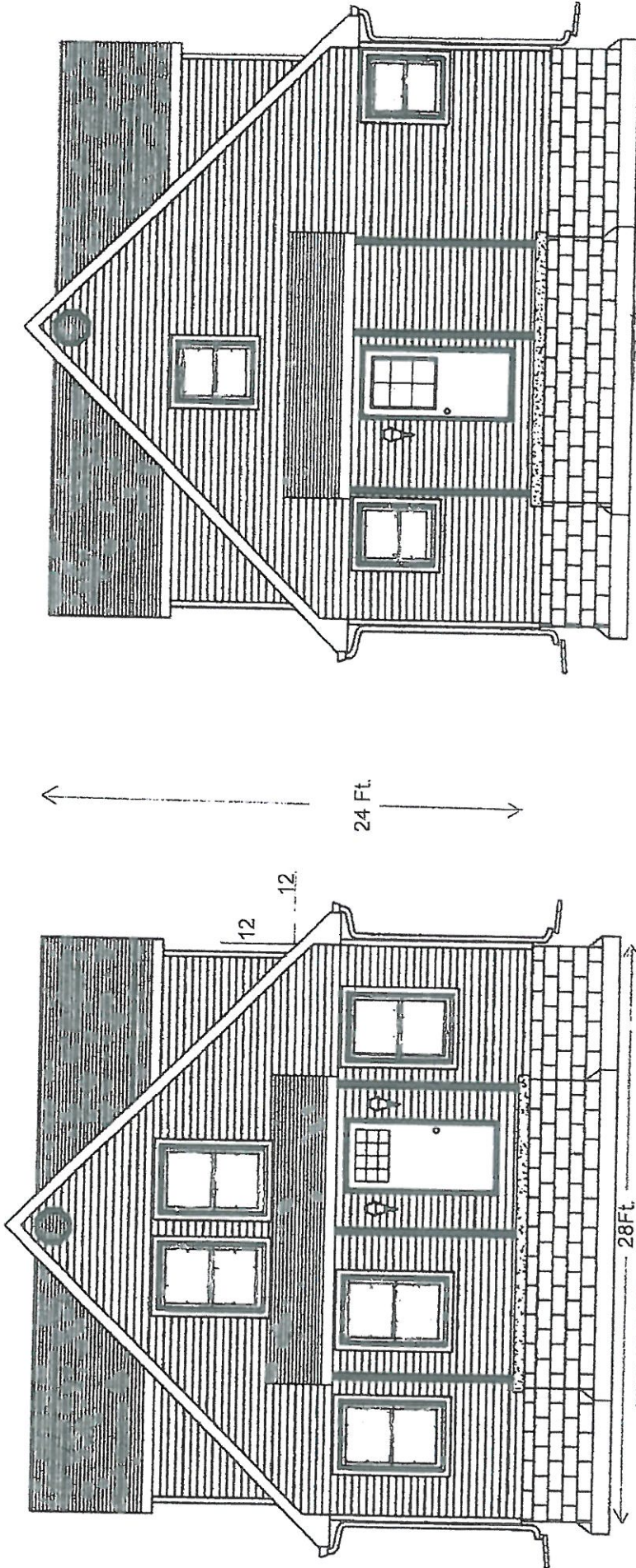
Porches Footprint – 182 sq. ft.

Garage Footprint – 26 ft. by 24 ft. (624 sq. ft.)

Usage of Lot:

Total Lot	7,544 sq. ft.
Residence, porches and garage footprint	1,758 sq. ft
Remaining green space	6,968 sq. ft.
Percentage of lot used	23%





FRONT ELEVATION

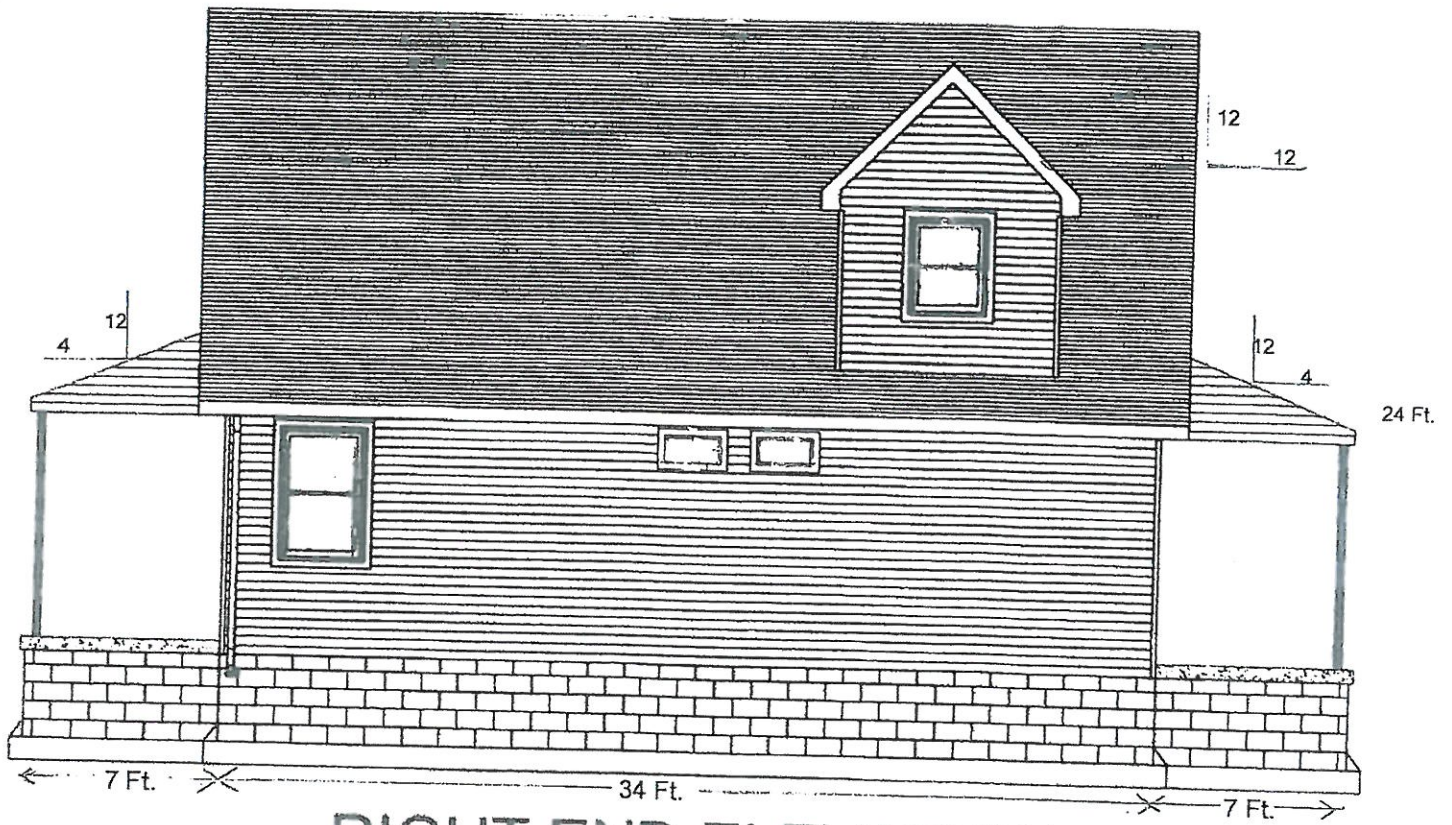
REAR ELEVATION

24 Ft.

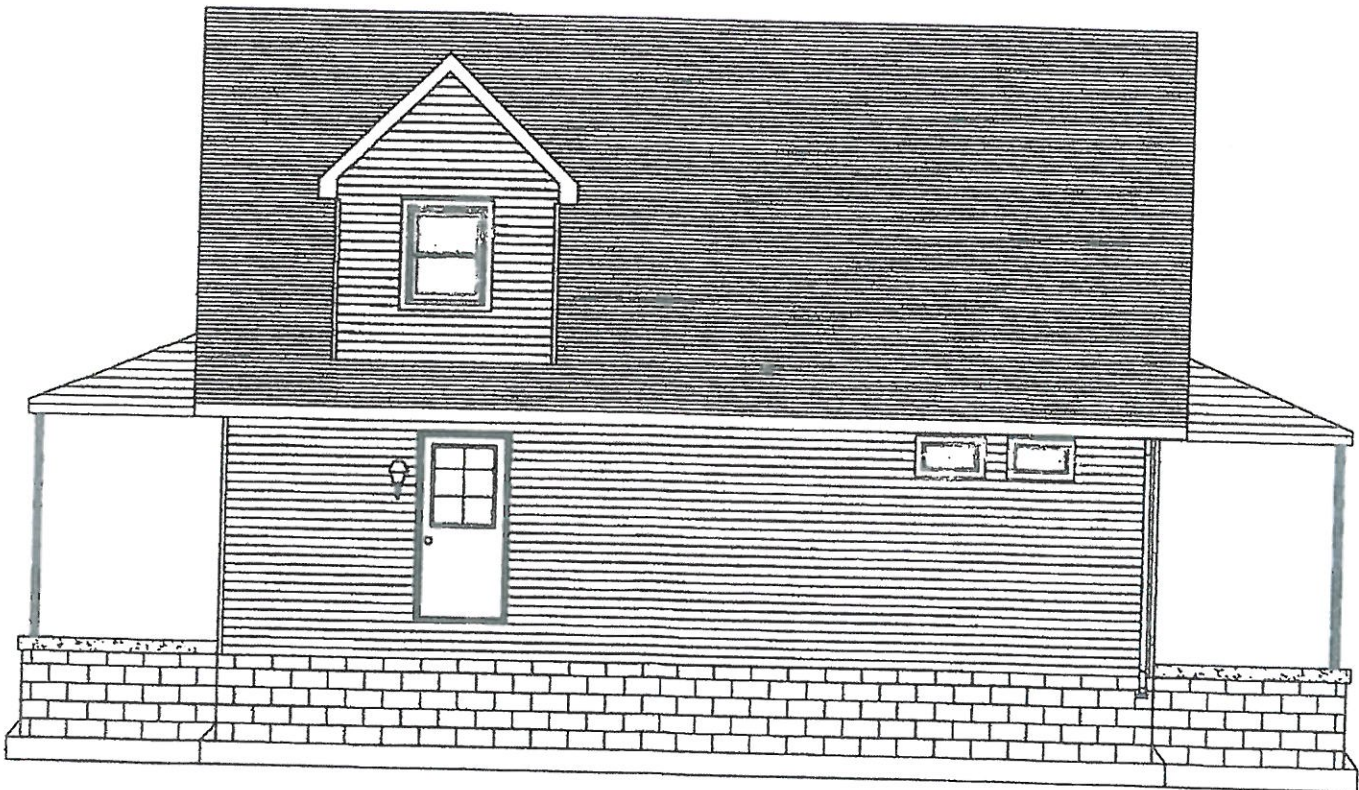
12

12

28 Ft.

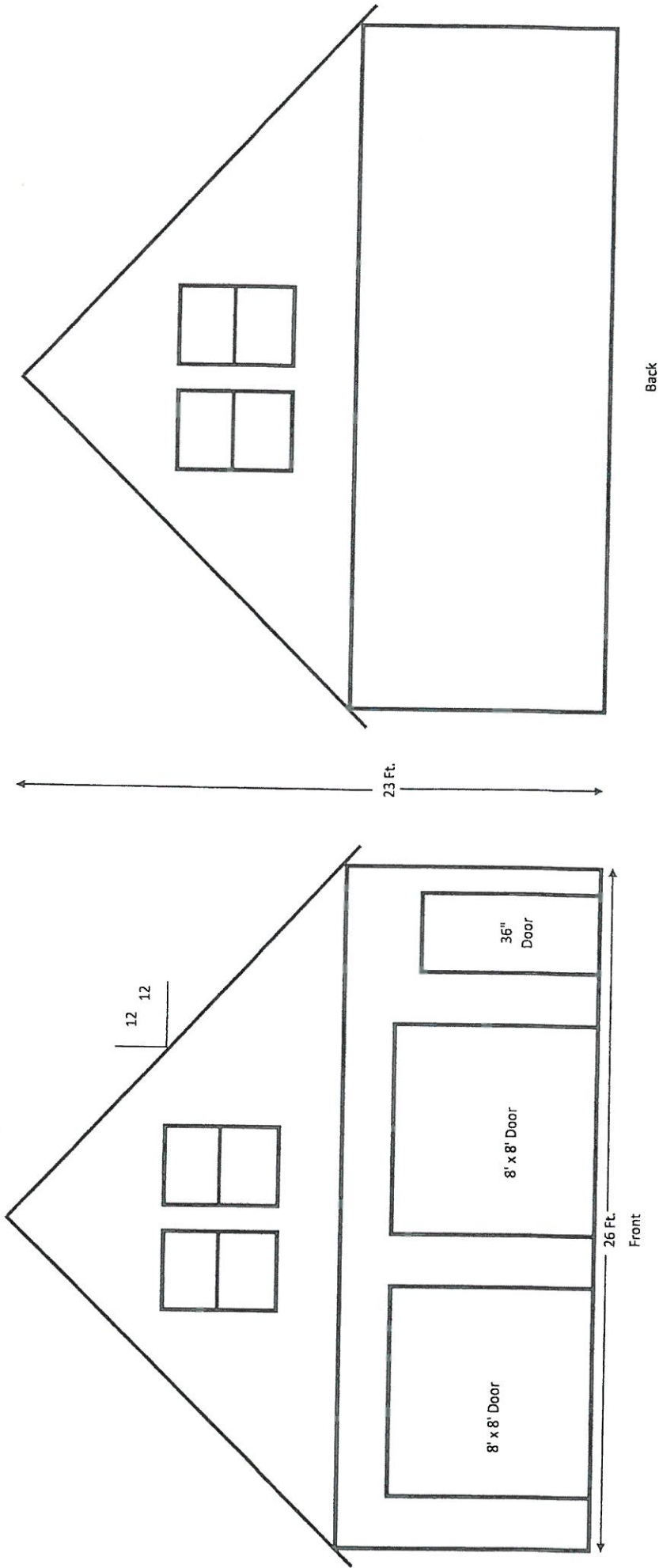


RIGHT END ELEVATION

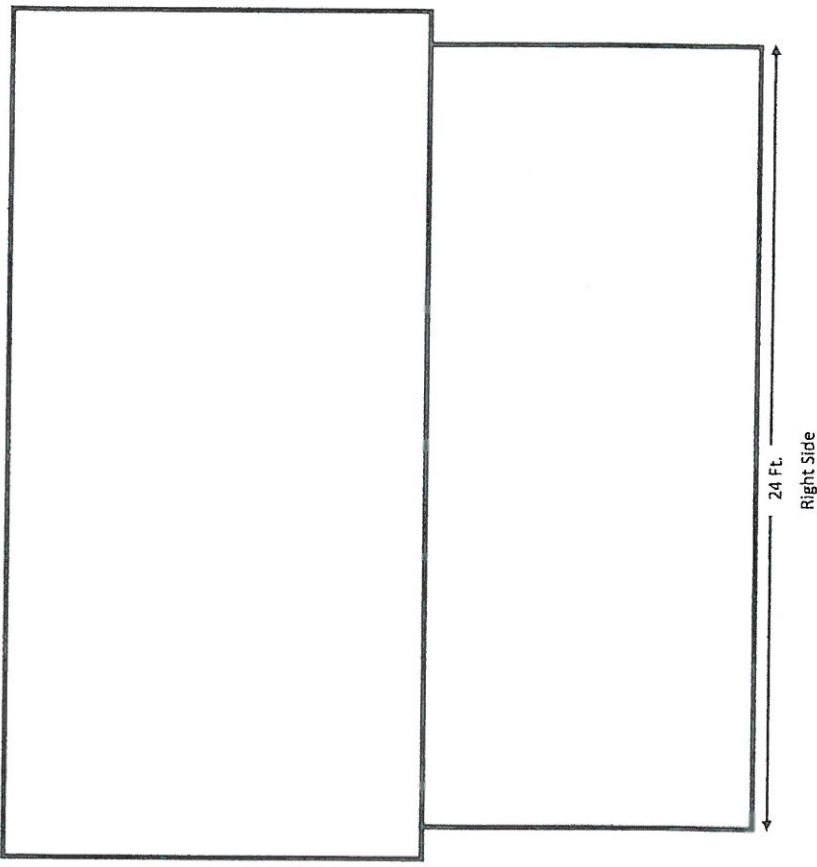
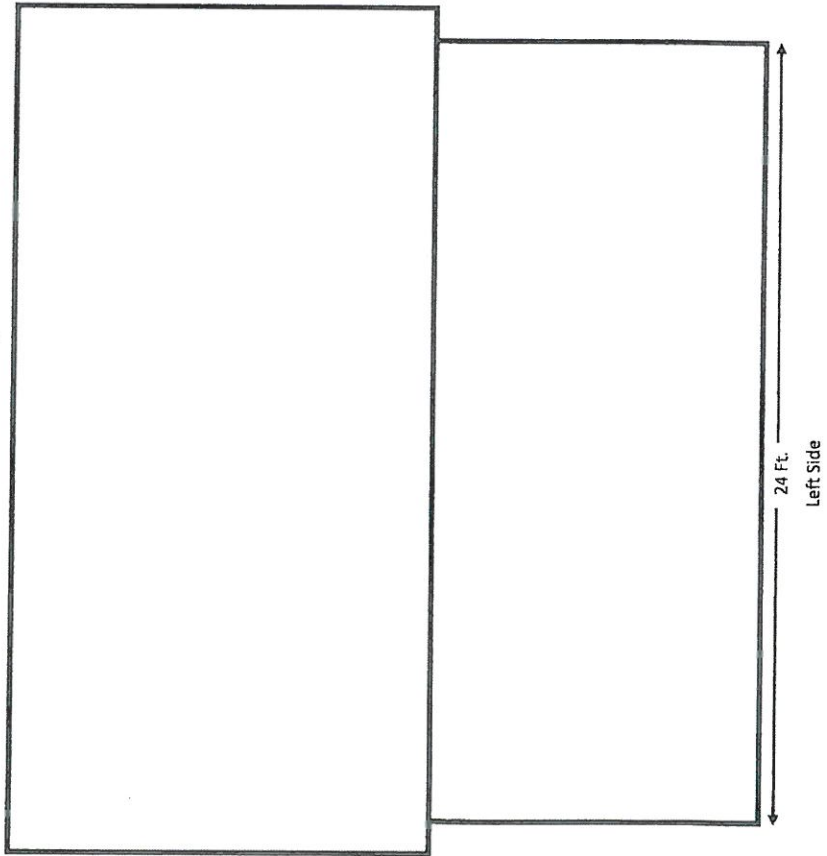


LEFT END ELEVATION

Tom and Linda Sanders Garage Plan



Tom and Linda Sanders Garage Plan



**From:** Tom Sanders <[rrtss3.6@gmail.com](mailto:rrtss3.6@gmail.com)>  
**Sent:** Thursday, February 25, 2021 12:34 PM  
**To:** Andy Beall <[abeall@shepherdstown.us](mailto:abeall@shepherdstown.us)>  
**Subject:** Re: New Home on Lot 138 of the Stephenson Estates

Hi, Andy, sorry I didn't know you needed info that quick. Here's a picture of the window. Can you point me to the regulation that says that new construction must have a wood front door? We'll do it of course, if it's required. Also, on garage door, we'll install one that is the same as our current garage door and the one at 327 W. High St. on the other side of lot 138. I'm enclosing a picture of that, too. As far as the March meeting goes I still like to put it up for a vote. You and I are the workshop. Linda and I have been to several workshops in process to our current home. At a point in time in 2009, we served as a one time classroom site for Shepherd University. I'll be there and will answer questions, recite history, and hope for the best. We are sensitive to the Historic Landmarks Design. Unlike last time this is all new construction.

Thanks

Tom Sanders

On Thu, Feb 25, 2021 at 9:55 AM Andy Beall <[abeall@shepherdstown.us](mailto:abeall@shepherdstown.us)> wrote:

Hi Tom-

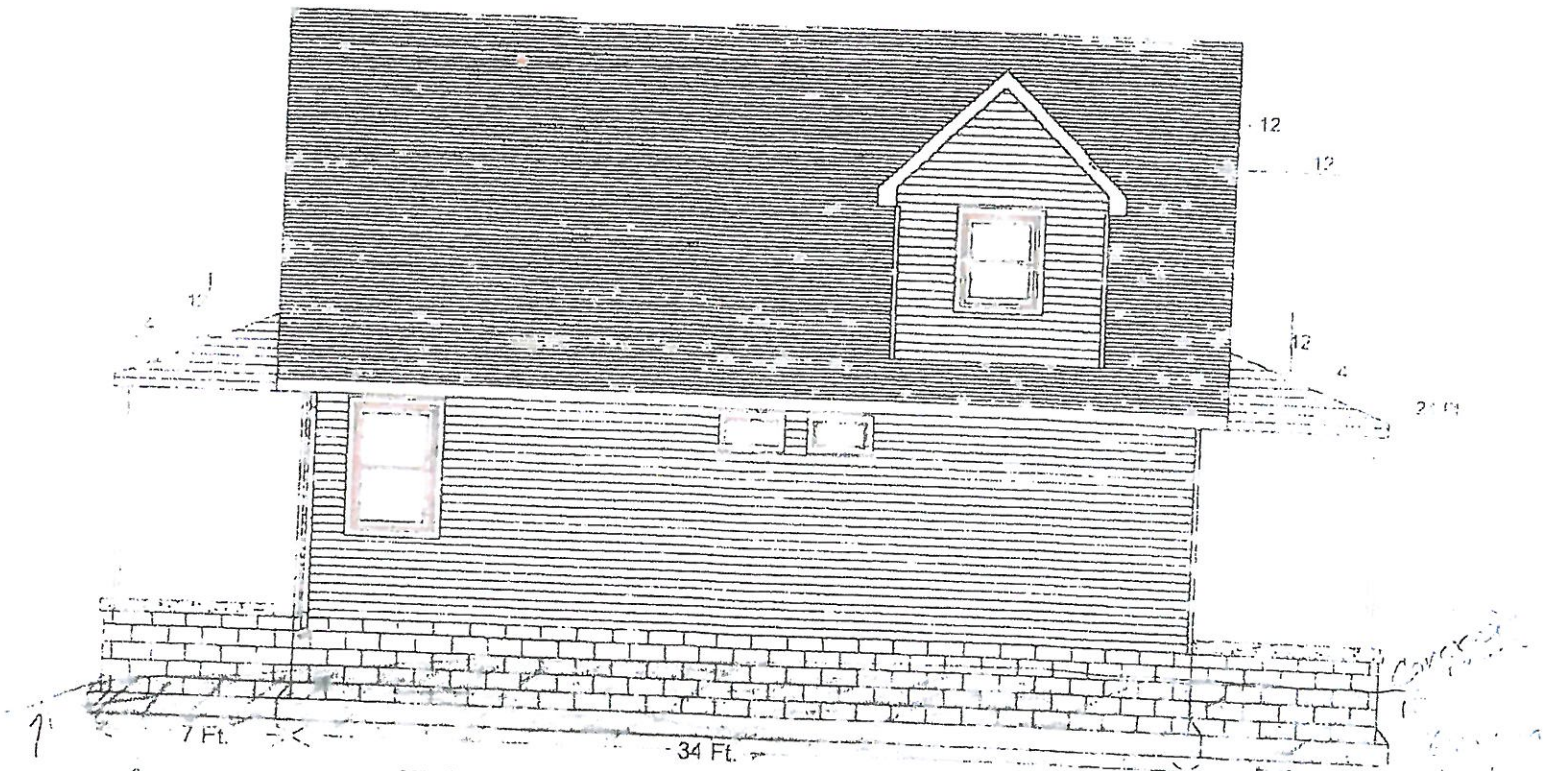
I meant for you to have everything we discussed to me by EOB. You are correct regarding the windows as I reread page 58. Vinyl-clad were not permitted under the old guidelines but that was changed when they were rewritten.

As for the garage door(s), page 56(F) states "Doors with exterior, visible facings of vinyl, aluminum or steel should not be used".

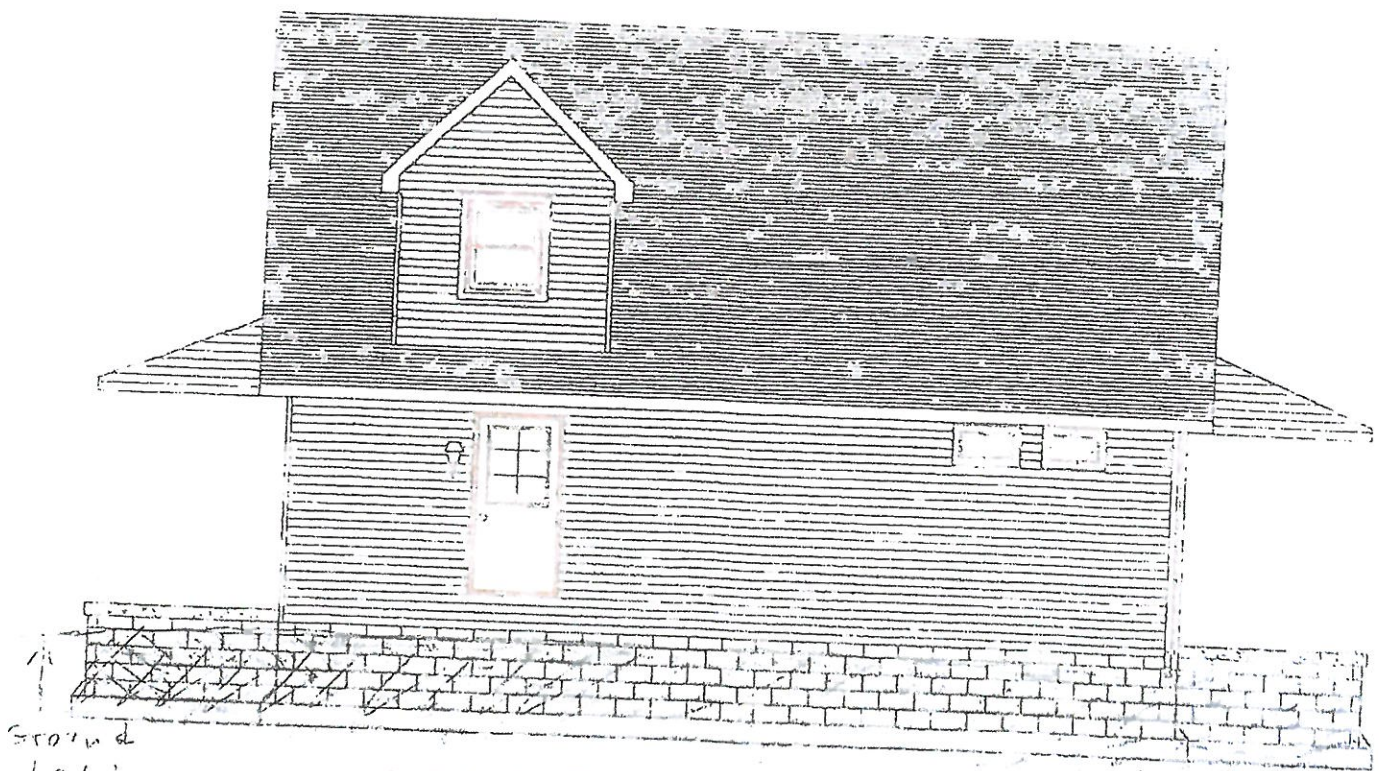
Front doors should be wood.

Tom, I'm going to put you on the March agenda for a workshop. At this point, I really feel it will behoove you in the long run to get their feedback before you submit a formal application as they could potentially deny it. But thank you for the additional info and the revised site plan looks good. Can you also forward pictures of the proposed windows?

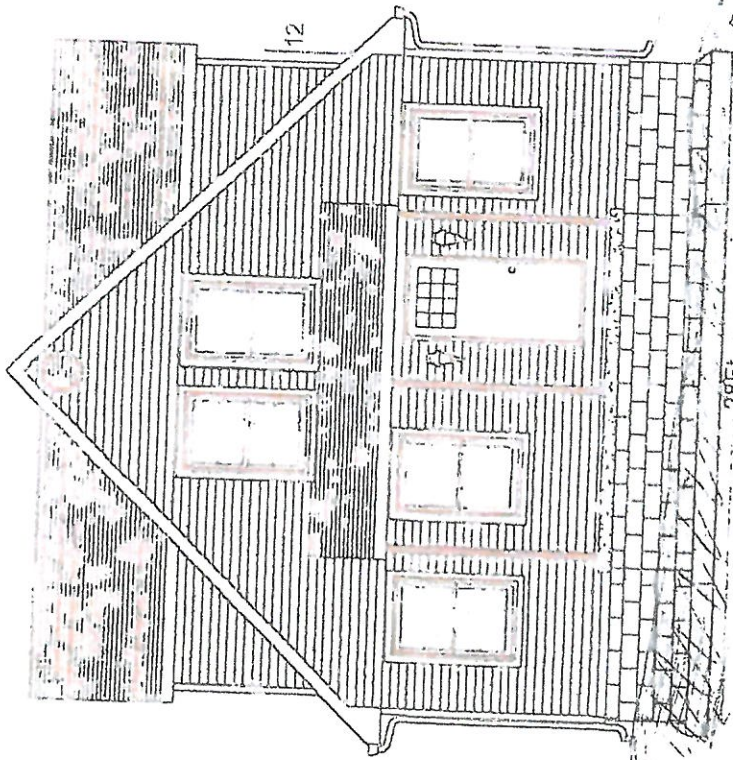
Thanks,



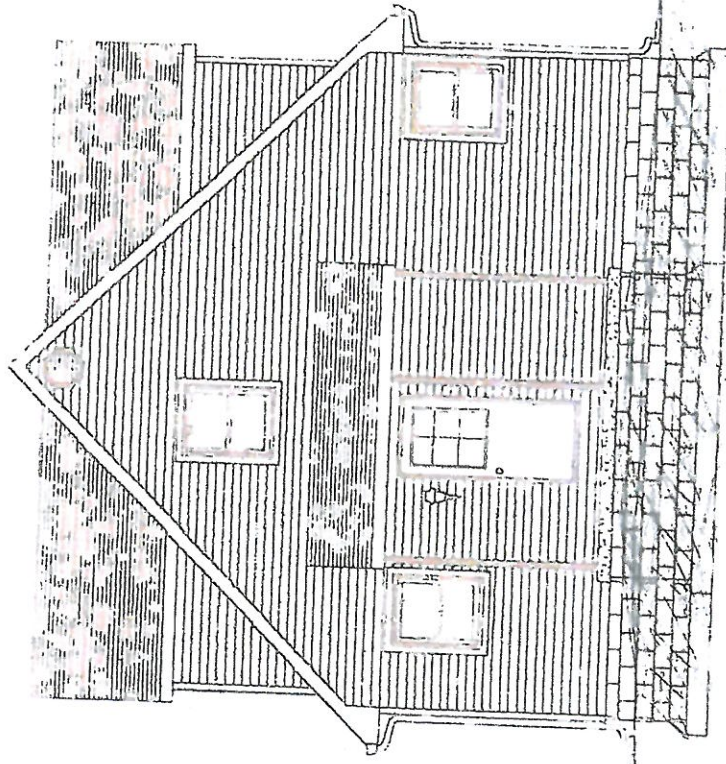
RIGHT END ELEVATION



LEFT END ELEVATION



FRONT ELEVATION

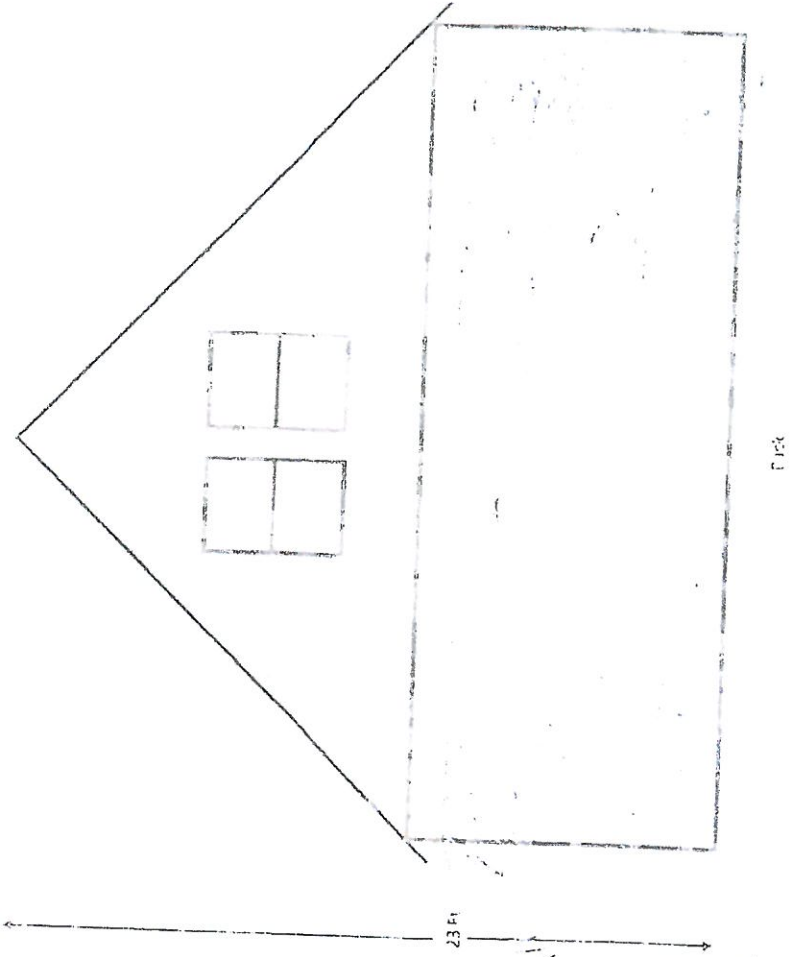
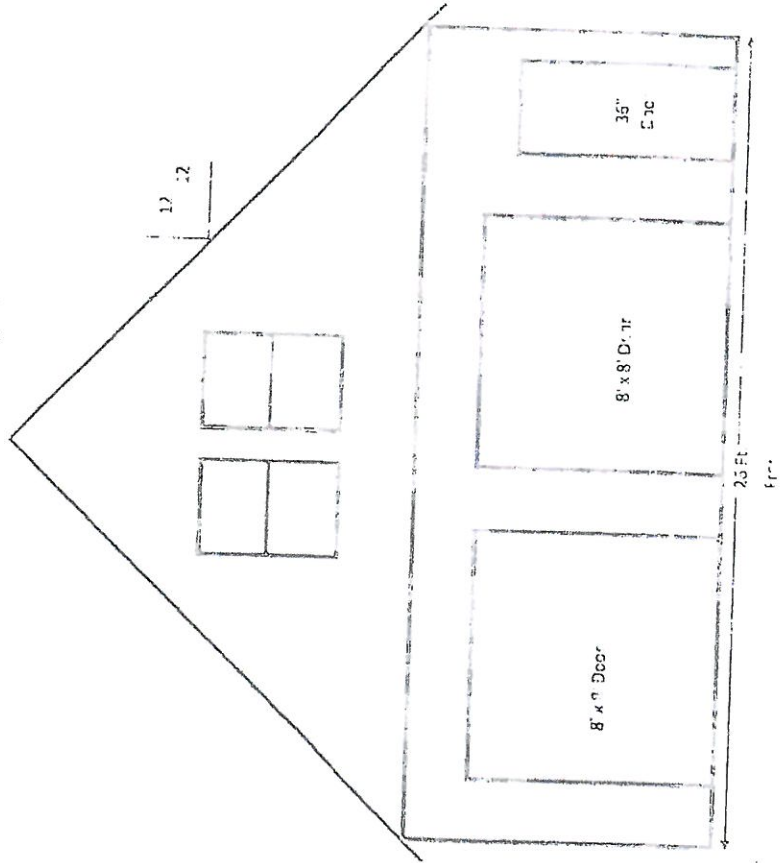


REAR ELEVATION

to look out of place

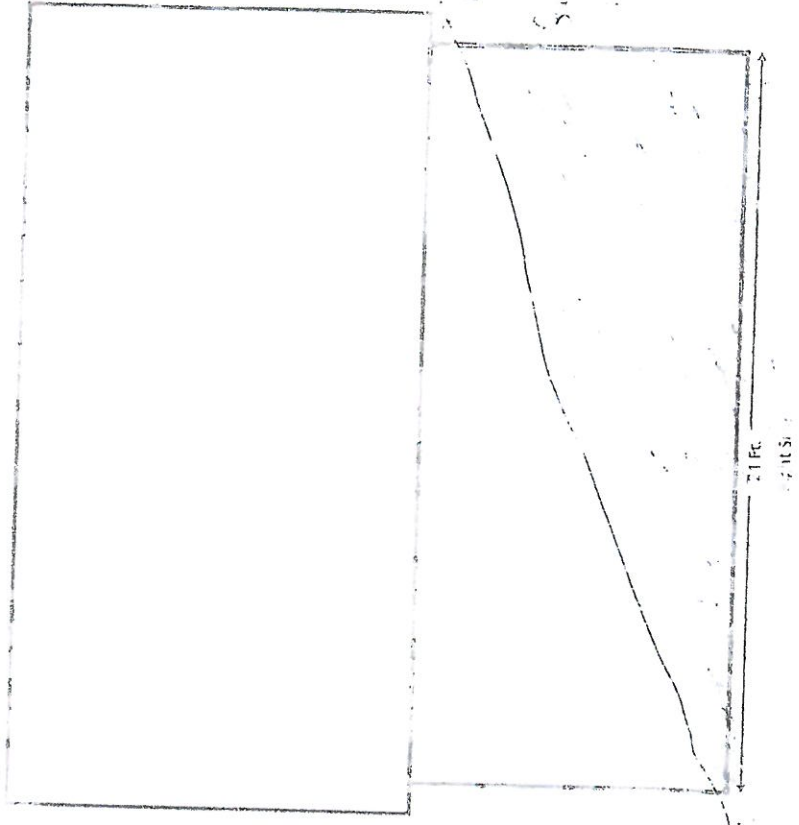
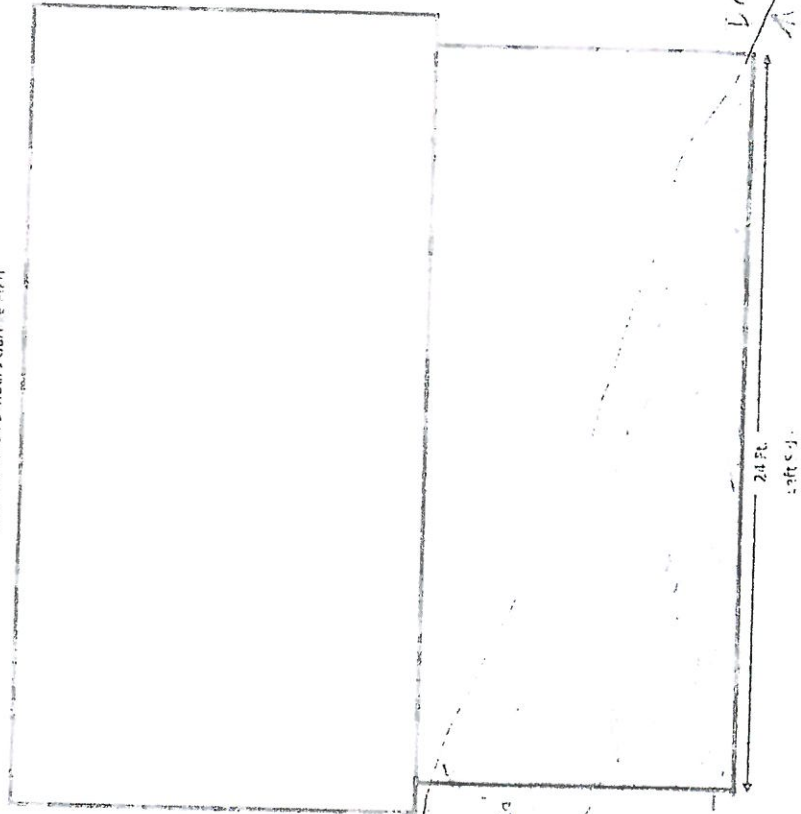
The design is a simple, two-story house with a gabled roof and a brick chimney. The front elevation shows a central door with a transom window, flanked by two windows. The second floor has two windows. The rear elevation shows a central door with a transom window, flanked by two windows. The second floor has two windows. The drawing includes dimension lines: a vertical line on the left side is labeled '12', a horizontal line below the roofline is labeled '2', and a horizontal line at the bottom right is labeled '28 FT'.

Toilet and Sashers Change Plan





Tom and Linda Lunders Garage



Brick wall  
Lined  
A  
Cement  
Floor

Views

Public Expert Risk MAP

Flood

Reference

Basemaps

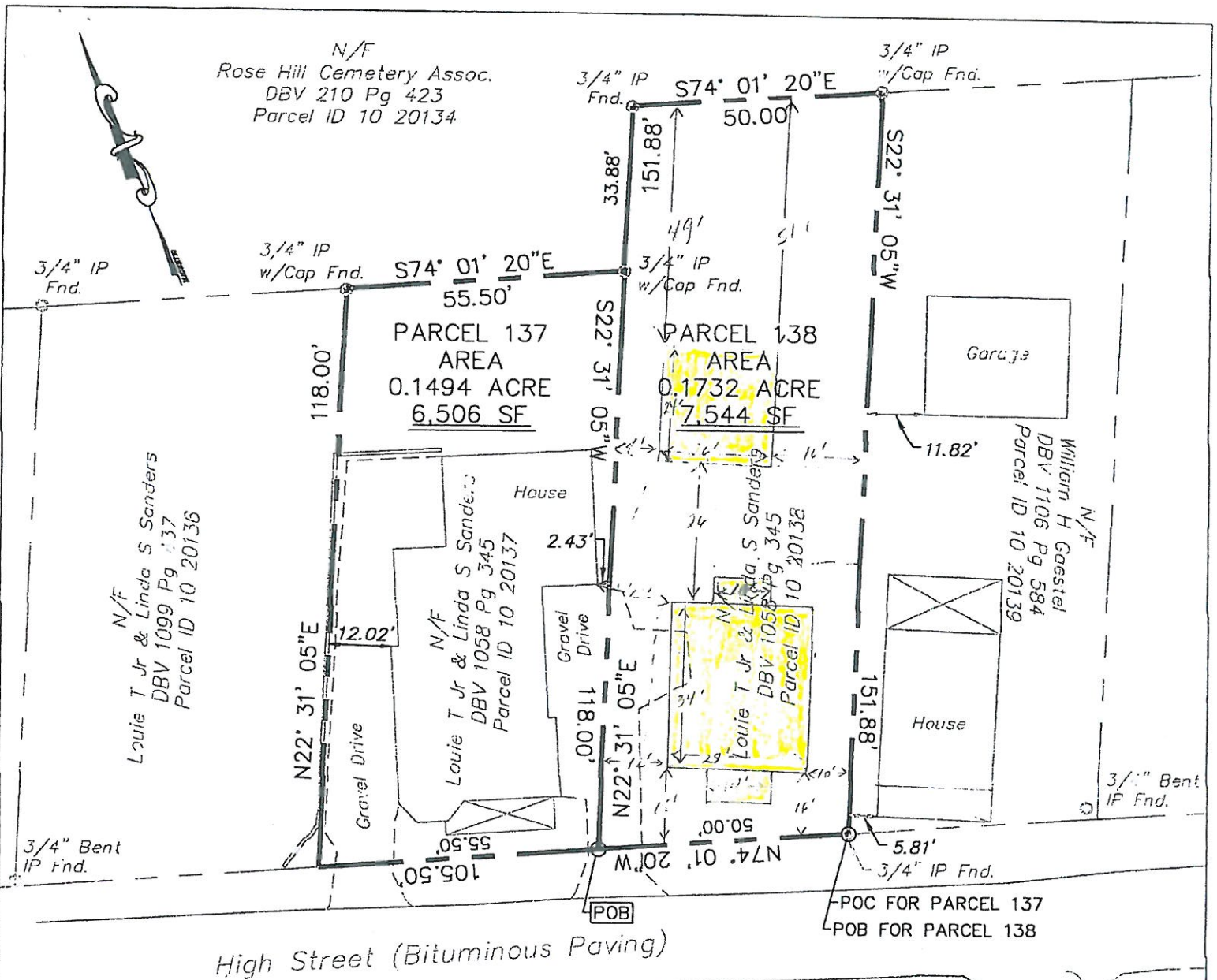
Address

104 north king street, she

Search

Tools





GRAPHIC SCALE



( IN FEET )

1 inch = 30 ft.

CERTIFIED TO:

BUYER:  
LENDER:  
CLOSING AGENT: CHICAGO TITLE INSURANCE COMPANY  
UNDERWRITER: TBD

REV 1 - 27 NOV 18 REVISED LOT 138 LEGAL DESCRIPTION

SHEET 2 OF 2

FB 140 PG 77



VETERAN OWNED AND OPERATED

CENKNER ENGINEERING INC.

CONSULTING ENGINEERS & LAND SURVEYORS (SINCE 1976)

LAND SURVEYS  
ENVIRONMENTAL PERMITTING  
MUNICIPAL ENGINEERING  
SITE DEVELOPMENT  
GLOBAL POSITIONING SERVICES

3682 ROUTE 31 SUITE 2  
DONEGAL, PA 15828  
PHONE (724) 262-1000  
FAX (724) 262-1000

PLAN OF SURVEY FOR LOUIE T. JR. & LINDA S. SANDERS

SITUATE AT:  
331 HIGH STREET  
SHEPHERDSTOWN DISTRICT  
JEFFERSON CO, WV.

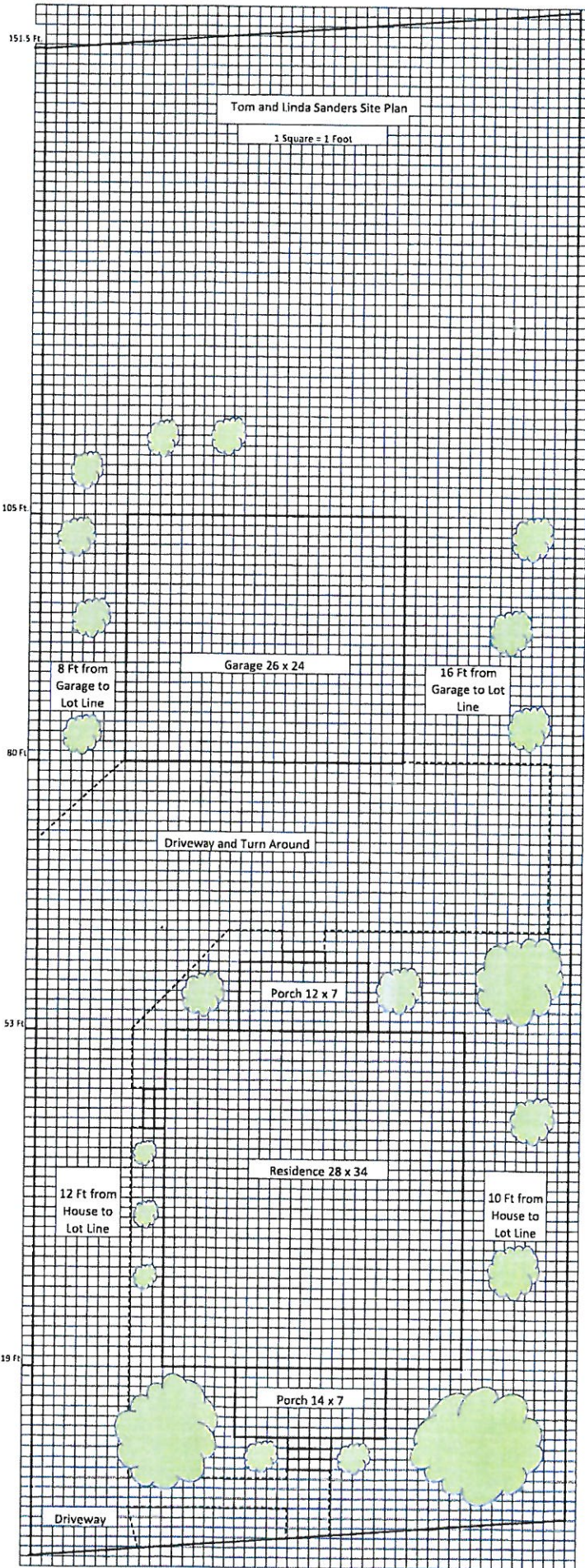
DRAWN: ASH  
CHECKED: JJC

APPROVED: JJC  
DATE: 05 NOV 18

SCALE: 1"=30'

DRAWING NUMBER 18-1166-001







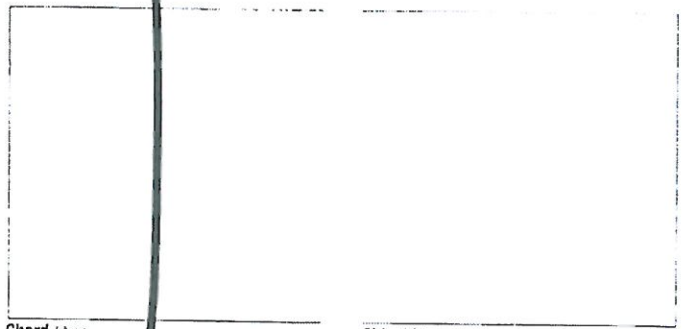
NO SIDELITES

Classic-Craft Oak Collection, Rainglass, Door – CC90XR, Sidelites – CC2020XRSL  
 Classic-Craft Oak Collection, Vidrio lujado, Puerta – CC90XR, Vidrieras – CC2020XRSL

Entry Door Configurations  
 Configuraciones de puertas de entrada

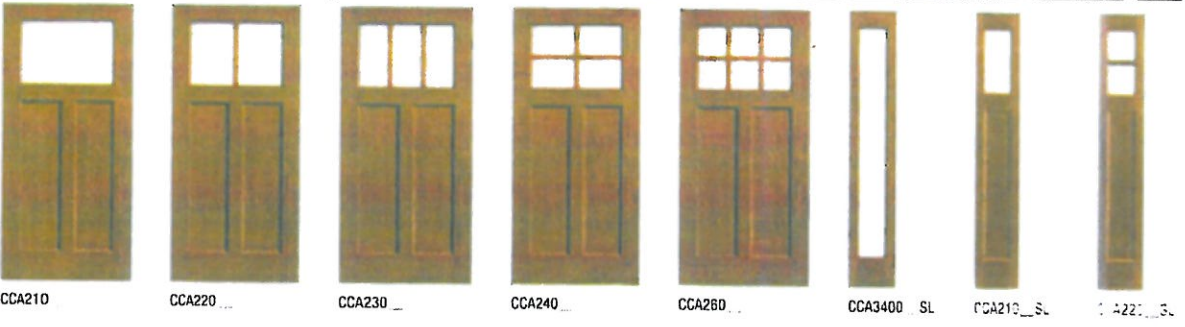
# Privacy and Textured Glass

## Vidrio con privacidad y texturizado



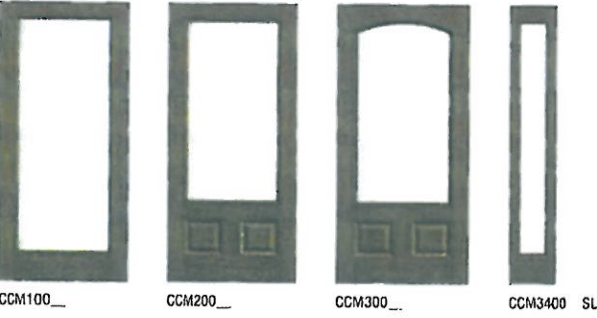
Chord / Aliso Chinchilla  
 Privacy Scale / Escala de privacidad: 10  
 Privacy Scale / Escala de privacidad: 10

### Classic-Craft American Style Collection..



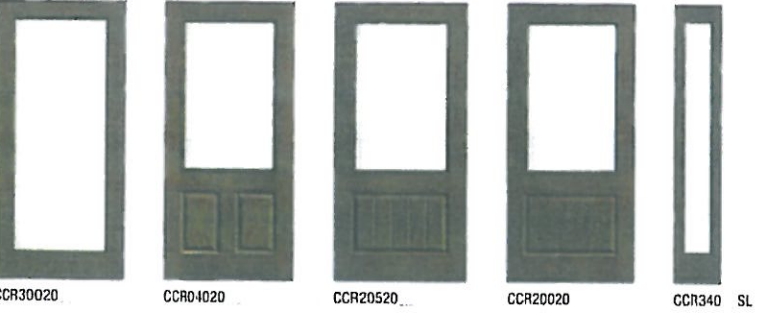
CCA210 CCA220 CCA230 CCA240 CCA260 CCA340 SL CCA210 SL CCA220 SL

### Classic-Craft Mahogany Collection..



CCM100 CCM200 CCM300 CCM340 SL

### Classic-Craft Rustic Collection..



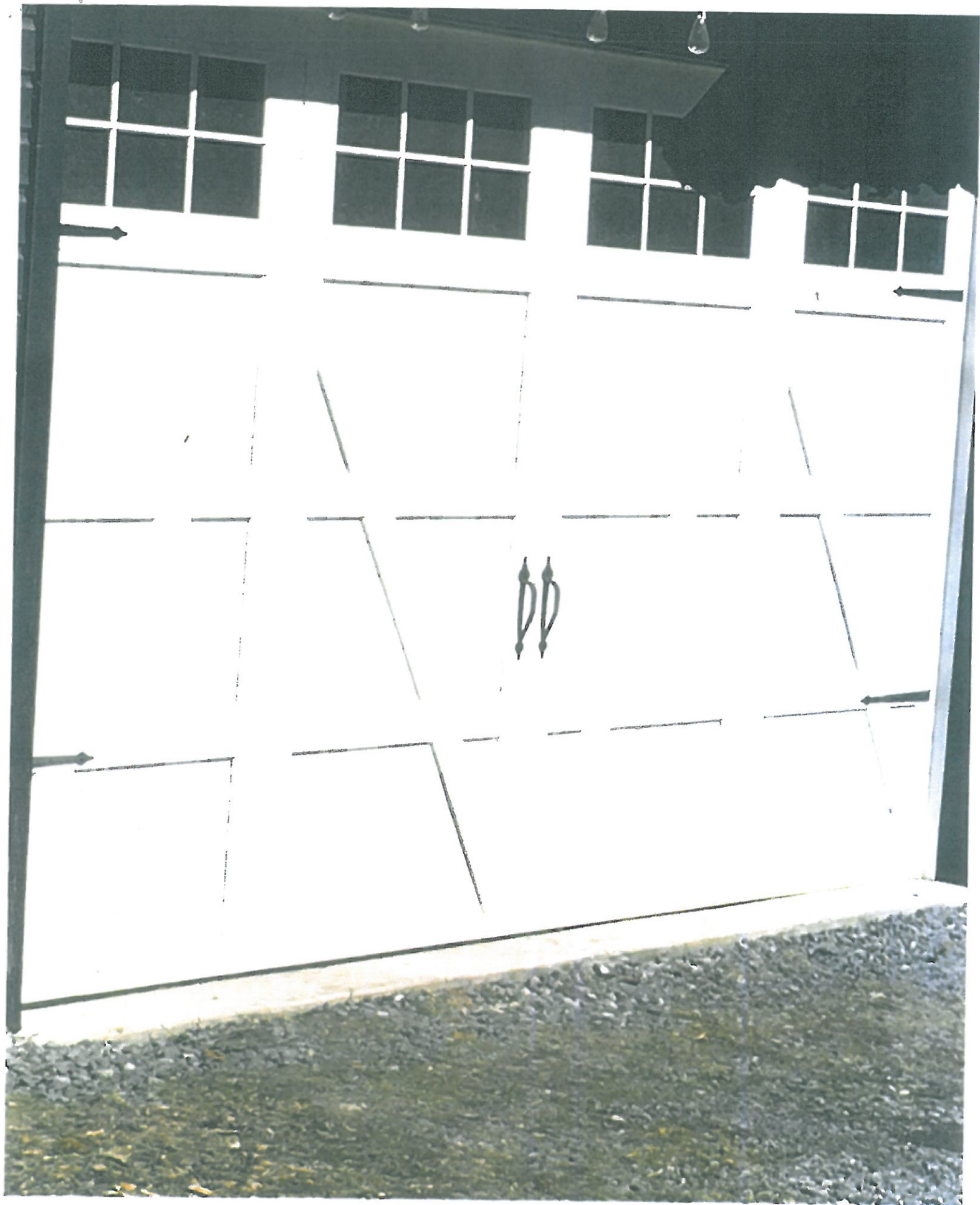
CCR30020 CCR4020 CCR20520 CCR20020 CCR340 SL

**Privacy and Textured Glass**  
 Add the code to the plank style number for the desired door and glass combination. For details on the glass options, see the images on the top of the page.  
 XC = Chord Glass  
 XJ = Chinchilla Glass  
 XR = Rainglass  
 XN = Granite Glass

**Vidrio con privacidad y texturizado**  
 Agregue el código al número de estilo en blanco para la combinación deseada de puerta y vidrio. Para obtener detalles sobre las opciones de vidrio, consulte las imágenes en la parte superior de la página.  
 XC = Vidrio aliso  
 XJ = Vidrio chinchilla  
 XR = Vidrio lujado  
 XN = Vidrio granito

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Application Number 21-09

### 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](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Marianne Aleyander  
(Must be Property Owner)

Mailing Address: PO Box 238  
Shepherdstown, WV 25443

Day Time Telephone Number: 304-870-4561

E-Mail Address: marianne\_aleyander@yahoo.com

Street Address of Proposed Work: 204 N. Mill Street

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

Current Zoning: Residential Current Land Use: Residential

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

Description of Work: Proposed construction of a one-car garage with a standing seam metal roof to match the roof of the part of the existing house closest to it. The garage that is free-standing has an overhead door designed when closed to look like a more traditional carriage door. Exterior wood will match the siding of the part of the house closest to it. Material for the driveway will be permeable to prevent runoff. Wood siding color will match the house color/material also.

Cost Estimate: \$71,384.99 Project Category (Descriptions on Next Page): Category II

Contractor performing work: A.V. Rauth + Sons Inc.

Contractor's Business License #: 2021-003-997

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 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.**

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

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. Application must be signed by owner or his/her agent.

Date: March 30, 2021

Owner's Signature: Marianne Alexander

Print Name: Marianne Alexander

Zoning Officer Comments:

Fee Paid \$ 50  
Date Paid 3/30/2021

CHK# 4606

**CORPORATION OF SHEPHERDSTOWN**  
*Jefferson County, West Virginia*

LICENSE #  
2021-003,997

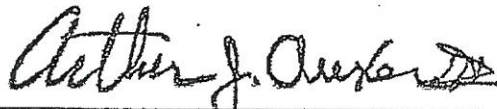
ISSUED TO:

\$76.00

A. V. Rauth & Sons, Inc.  
12140 HOPEWELL ROAD  
Hagerstown MD 21740

<u>ACCOUNT#</u>	<u>YEAR ENDING</u>	<u>EFF. DATE</u>	<u>EXP. DATE</u>	<u>FILING FEE</u>
41-00	2021	7/01/20	6/30/21	\$1.00

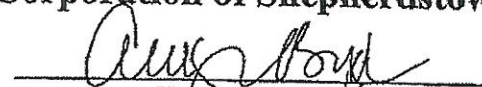
<u>LICENSE TYPE(S)</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
67	\$75.00	General Contractor

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Recorder

Authorized to operate the business indicated by payment of fee, for a period of one year, from July 1, 2020 to June 30, 2021.

Corporation of Shepherdstown

  
\_\_\_\_\_  
Town Clerk



**MUNICIPAL  
LICENSE**

**2020 – 2021**

52-159-3576-001



Alexander Residence  
204 N. Mill St., Shepherdstown W. 25443  
Town of Shepherdstown, WV

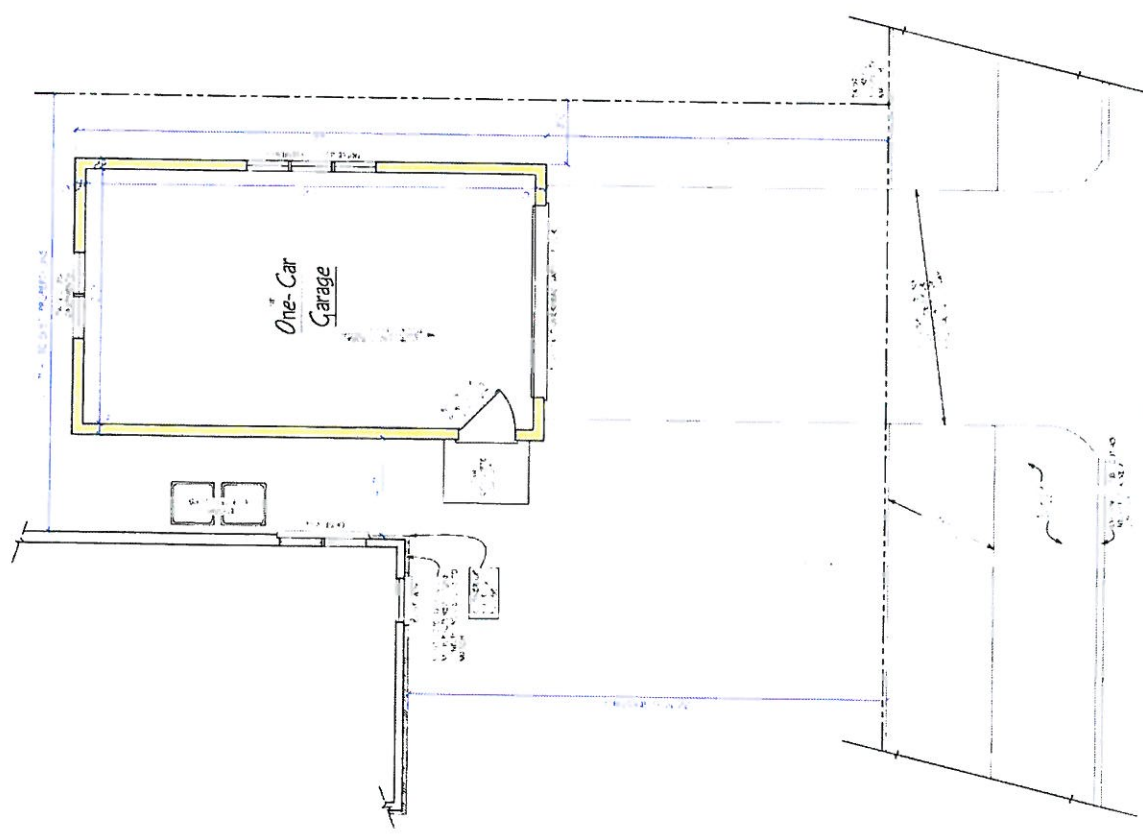
Garage Plan

DATE	
SCALE	
PROJECT	
CLIENT	
ARCHITECT	

Residential design & drafting by  
Fine Line Home Design LLC

PROPOSED SCOPE OF WORK:  
CONSTRUCT NEW ONE-CAR DETACHED GARAGE TO RIGHT OF EXISTING HOME

Preliminary Drawings for  
LLC Approval - not for  
construction

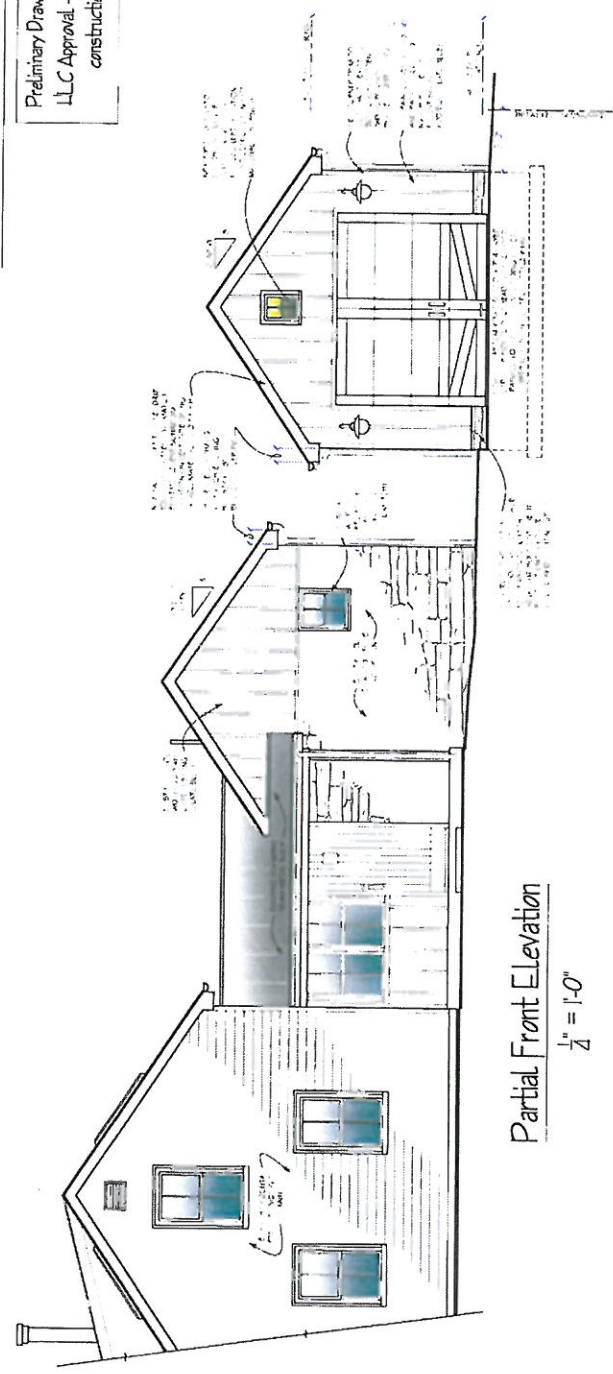


Garage Plan  
1/4" = 1'-0"

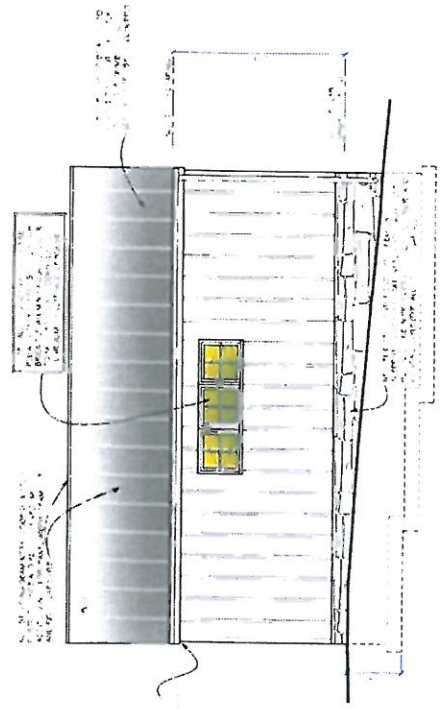
MILL STREET

PROPOSED SCOPE OF WORK  
 CONSTRUCTION NEW ONE STORY, 4 CAR GAR DET. ATT'D  
 GARAGE TO RIGHT OF EXISTING HOME

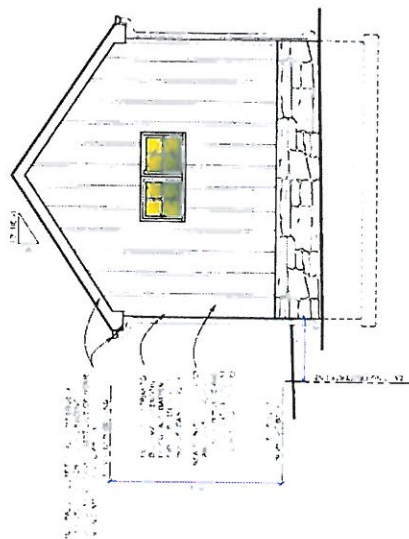
Preliminary Drawings for  
 LLC Approval - not for  
 construction



Partial Front Elevation  
 $\frac{1}{4}'' = 1'-0''$



Garage Right Elevation  
 $\frac{1}{4}'' = 1'-0''$



Garage Rear Elevation  
 $\frac{1}{4}'' = 1'-0''$



Residential design & drafting by:  
 The Line Home Design LLC  
 204 N. Main St., Shepherdstown, WV 25443  
 www.thelinehome.com

NO.	REV.	DATE	DESCRIPTION

• Garage Elevations

Prepared drawings for the  
 Alexander Residence  
 204 N. Main St., Shepherdstown, WV 25443  
 Town of Shepherdstown, WV

A-1



Application Number 21 - 11

### 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](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Emma Morton Eggleston

Address: 214 West German St. Shepherdstown, WV 25443

Day Time Telephone Number: 434-962-1123

E-Mail Address: emma.m.eggleston@gmail.com

Property Owner's Name: Emma Morton Eggleston and John (Jack) Eggleston

Address: 214 West German St. Shepherdstown, WV 25443

Day Time Telephone Number: 434-962-1123

Street Address of Proposed Work: 214 West German St. Shepherdstown, WV 25443

Lot Number/Legal Description: 214 West German St. Shepherdstown, WV 25443

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

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

Detailed Description of Work: Erect wooden garden shed, 8'x10', in rear of yard. Attachments have further detail.

Cost Estimate: \$4000 Project Category (Descriptions on Next Page): II

Contractor performing work: Self

*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 order on the project.*





Application Number \_\_\_\_\_ - \_\_\_\_\_

**Application For Project Permit**  
**Corporation of Shepherdstown, West Virginia**  
**(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work:

**Category I-** Minor Projects such as painting, awnings, porch railings, window boxes, air conditioner units, satellite dishes, propane tanks, signs or other minor changes.  
(And Category III, Window & Roof Replacements)

\_\_\_\_\_ 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-** Single family dwelling major changes excluding additions but including window and roof replacement (non-maintenance), non-profit tax exempt organizations

**Category IV-** Commercial/Industrial, Multi-Family Residences and/or additions.

**Categories II thru IV (Excluding Window & Roof Replacement):**

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.

\_\_\_\_\_ Proposed landscaping (height & type)

\_\_\_\_\_ 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

\_\_\_\_\_ Existing & proposed utility easements (location & widths)

\_\_\_\_\_ 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.



Application Number \_\_\_\_\_

**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. Application must be signed by owner or his/her agent.

Date: Feb. 27, 2021

Applicant's Signature: *Emma Morton Eggleston*  
Print Name: Emma Morton Eggleston

*You will be notified in advance as to the times and dates of the Historic Landmarks & Planning Commission Meetings (always the 2<sup>nd</sup> & 3<sup>rd</sup> Mondays of each month, respectively). You or a representative who can answer detailed questions about the application **MUST** be present at **BOTH** meetings. Failure to attend both meetings **WILL** result in your application being tabled.*

If the "Applicant" is **NOT** the property owner, the owner **MUST** then sign this application acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: 03/08/21

Owner's Signature: *Emma Morton Eggleston*  
Print Name: Emma M. Eggleston

Zoning Officer Comments:

Fee Paid \$50  
Date Paid 3/12/2021

CHK # 591



Application Number \_\_\_\_\_ - \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 8 OF TITLE 9 OF THE CODE OF SHEPHERDSTOWN  
RELATING TO PROJECT PERMIT FEE SCHEDULE

**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

**Category I:** Minor projects such as painting (change in color only), awnings, porch railings, window boxes, satellite dishes, solar panels, propane tanks, signs, or other minor changes and permit extensions

**\$35.00**

**Category II:** Accessory buildings, sidewalks, decks, fences, driveways, garages, storage buildings, carports

**\$50.00**

**Category III:** Single family dwelling major changes excluding additions but including window and roof replacement, non-profit tax exempt organizations.

**\$150.00**

(Plus \$1.50 per \$1,000.00 value over \$50,000.00)

**Category IV:** Additions, commercial-industrial, multi-family residences

**\$400.00**

(Plus \$1.50 per \$1,000.00 value over \$50,000.00)

**Category V:** Demolition

<b>\$50.00</b>	Accessory Buildings
<b>\$150.00</b>	Non Contributing Structures
<b>\$500.00</b>	Contributing Structures

The Planning Commission shall categorize any request not specifically listed in the above categories.

**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 would be charged.**

**Scope of work:**

We propose to install a 8'x10' greenhouse/shed in the backyard of 214 West German St, on the south-east corner of the property, adjacent to the back alley. The structure will be used to store garden equipment and for potting of plants. It will be set back 6 feet from the side lot property line and 12 feet from the alley. The structure will have one door, windows on all 4 sides, and a tempered glass roof to admit light. If the commission does not approve tempered glass, the roof will be green metal similar to roofs of other sheds on the alley. The board and batten wood construction will be similar to the construction of the shed on a property directly across the alley (see attached photos). The body of the structure will be painted a shade of red to match with sheds on properties across the alley. It will be a temporary structure resting on gravel or reused loose brick with no permanent foundation and will not have electricity or other installed utilities.

**Background and History of 214 West German St.**

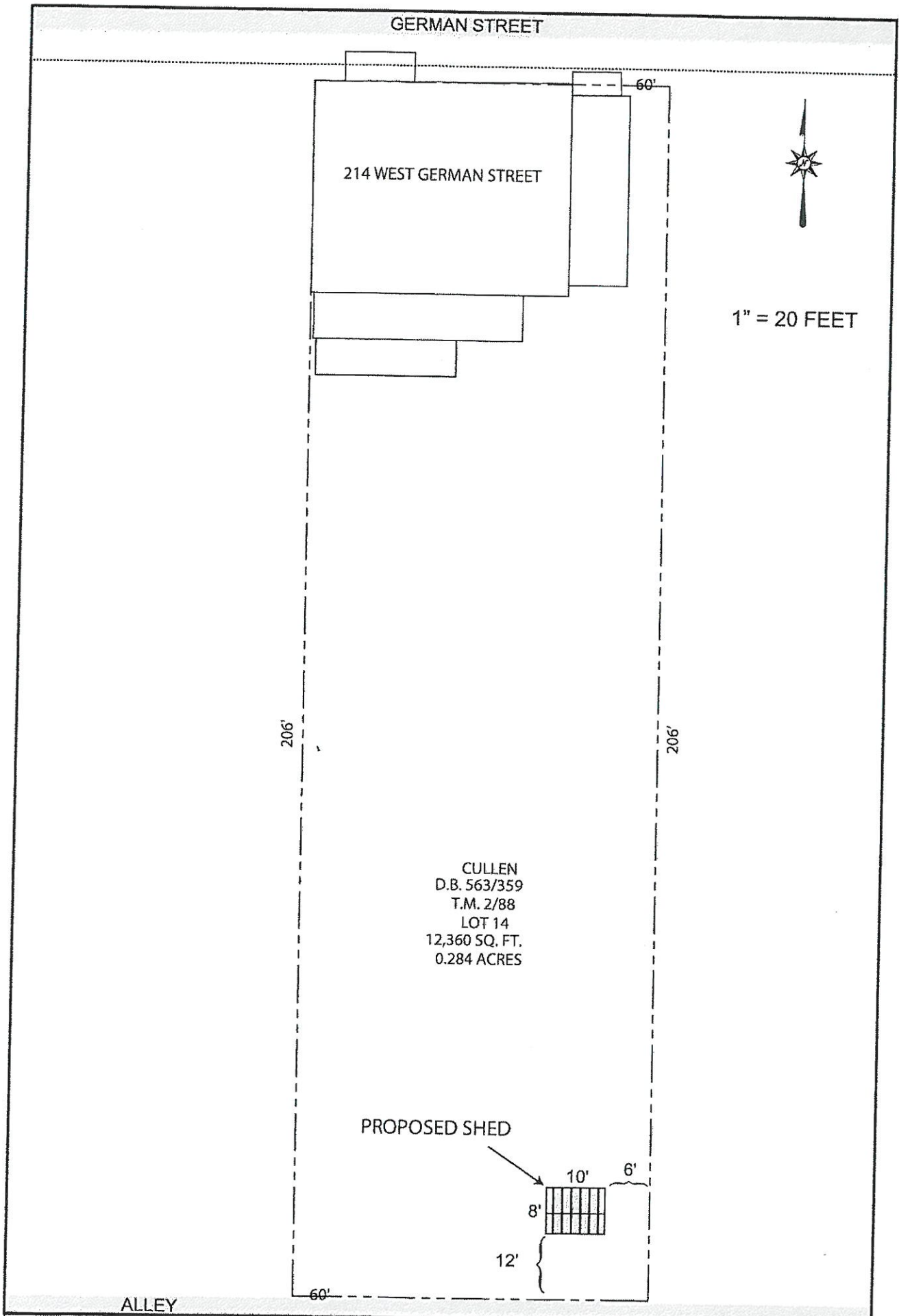
The 214 W German St. property is located on lot 14 of the original 96 lots of Shepherdstown divided up by Thomas Shepher and named "The Great Western Inn" by its third owner Phillip Entler, who ran it as an inn and tavern. The fourth owner was Phillip's brother, Joseph who shut down the tavern for reasons of piety, but continued to house travelers. The next owner Mary Herrington, a daughter of Joseph Entler, divided the house and lived in it during the Civil War.

The original dwelling on the property was constructed perhaps between 1781 and 1785, when the sale price jumped sharply to 220 pounds, and has been altered many times since. Sanborn maps of the property show multiple outbuilding in the back yard that change over time. The 1894 map is attached as reference, shows 3 outbuildings, of which only the foundation one of the outbuildings remains.

**ATTACHMENTS:**

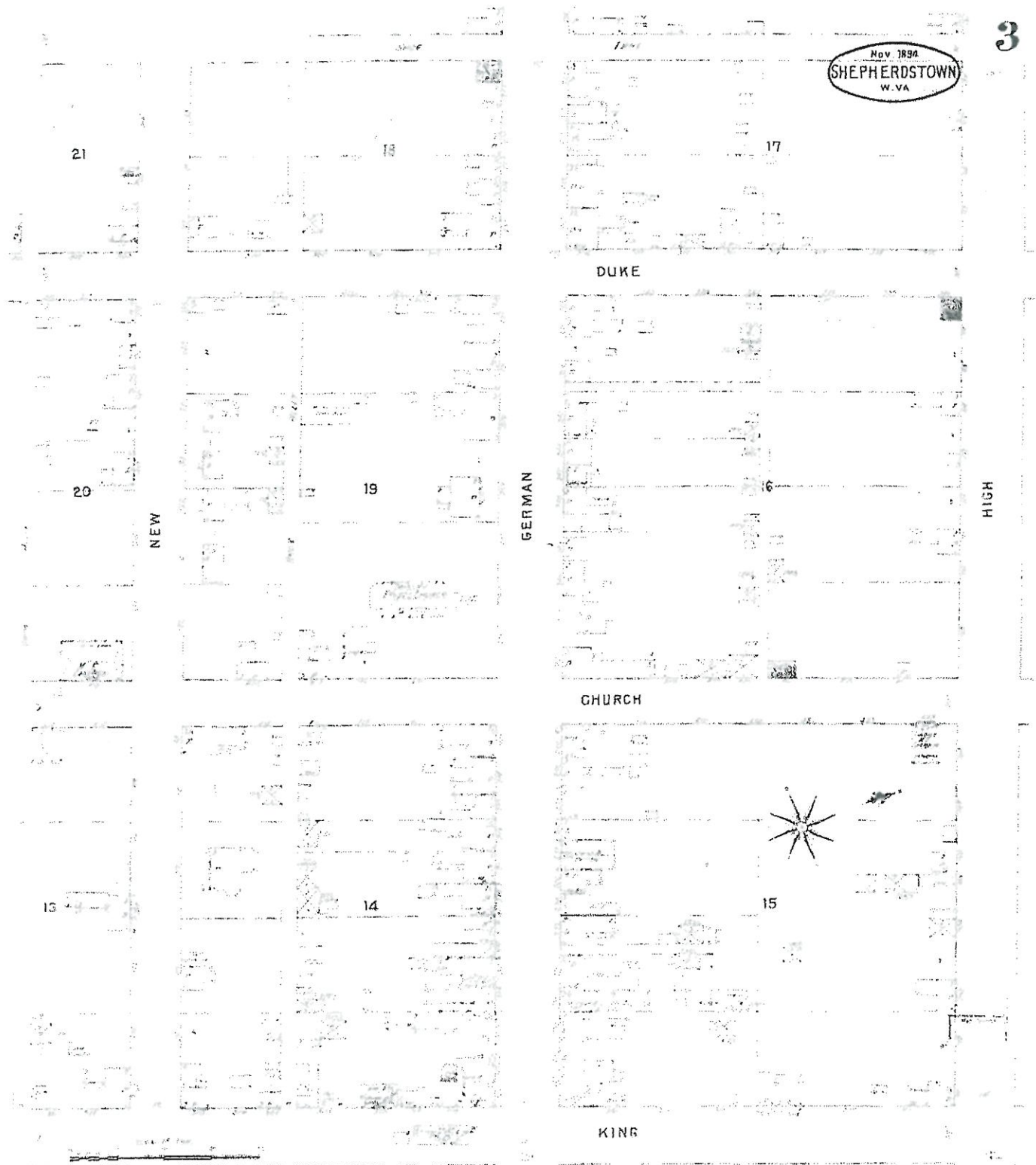
1. Site Plan
2. 1894 Sanborn Map scan
3. Elevation drawings of greenhouse/shed
4. Materials list
5. Photo of shed on 212 West New St., across alley from 214 West German

6.



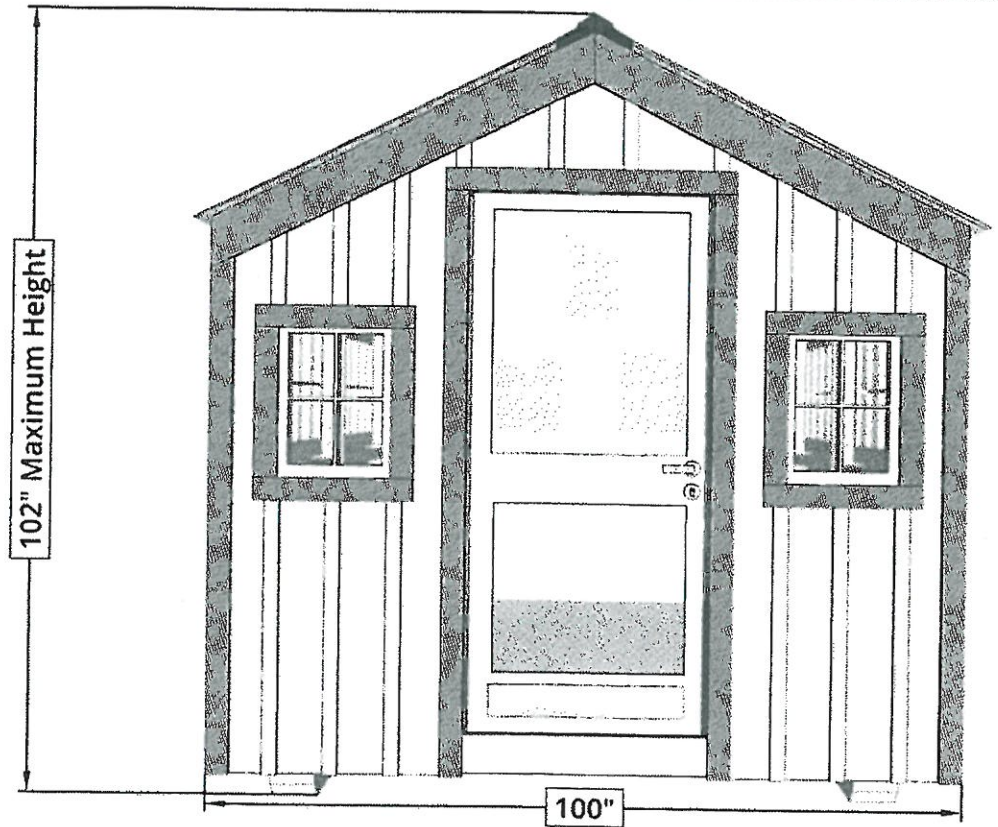
SITE PLAN: Feb. 27, 2021, 214 WEST GERMAN STREET, SHEPHERDSTOWN, WV, Eggleston Residence

Figure 1 - Sanborn Map, 1894

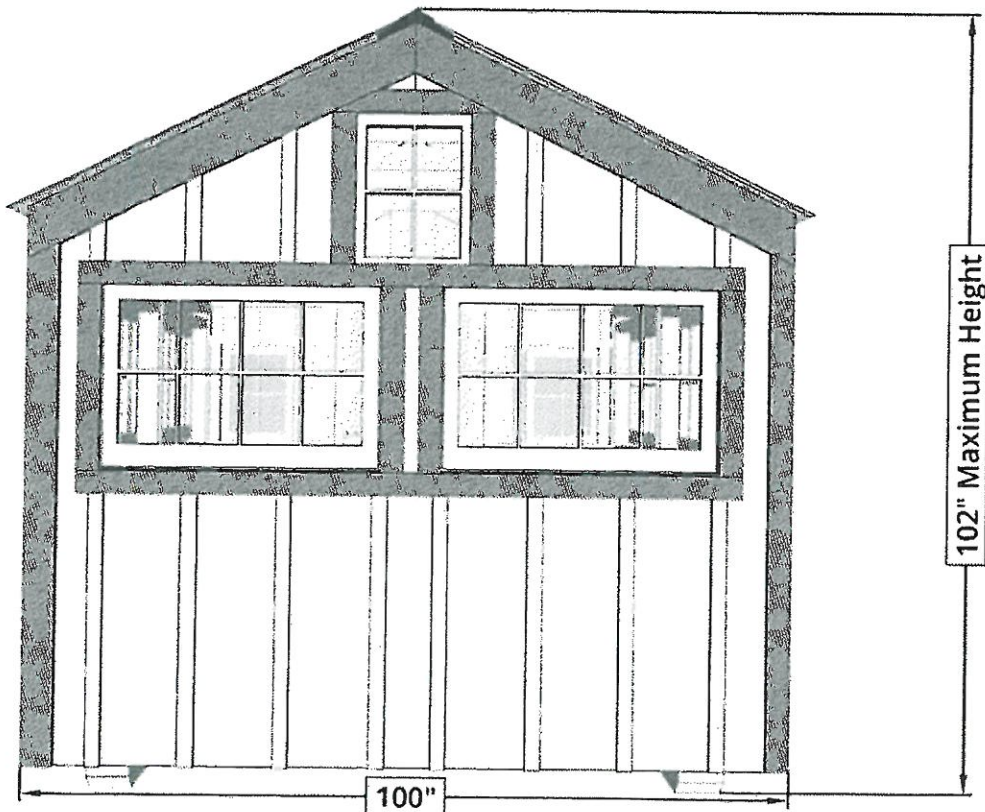


# 8x10 GREENHOUSE ELEVATIONS

**Front Elevation**



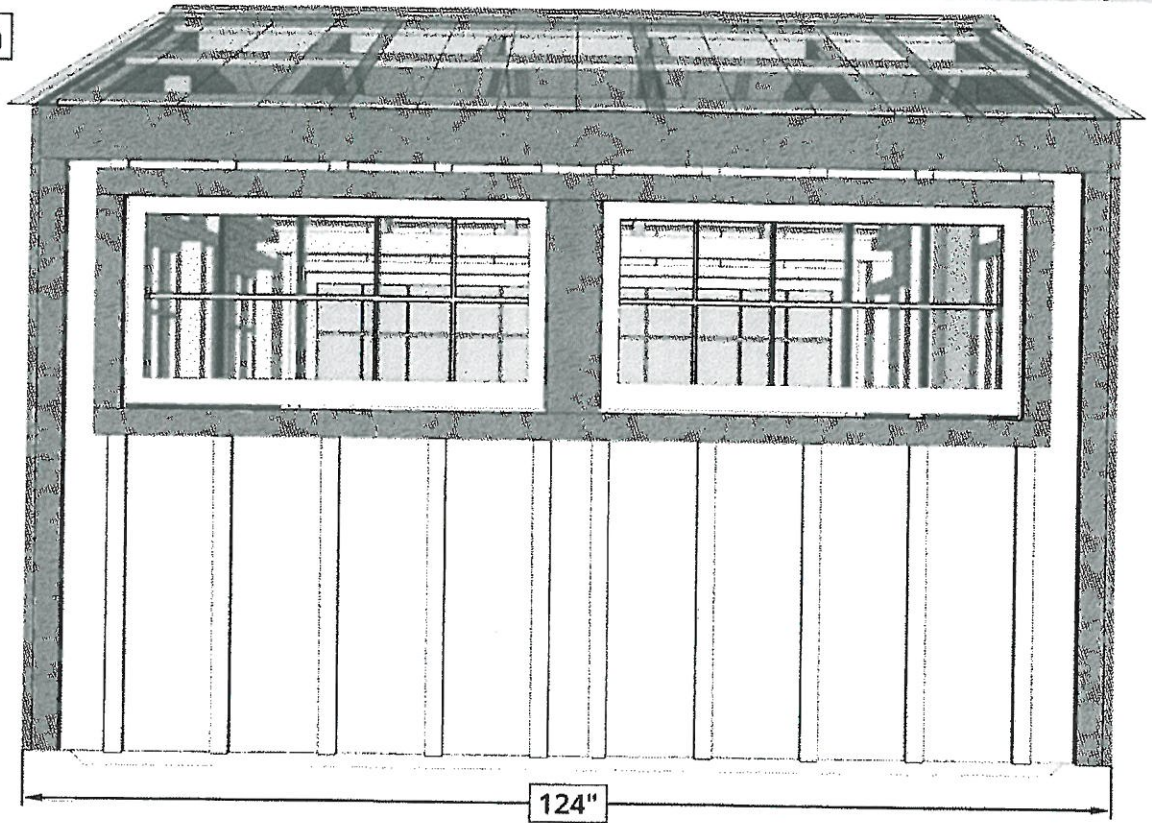
**Rear Elevation**



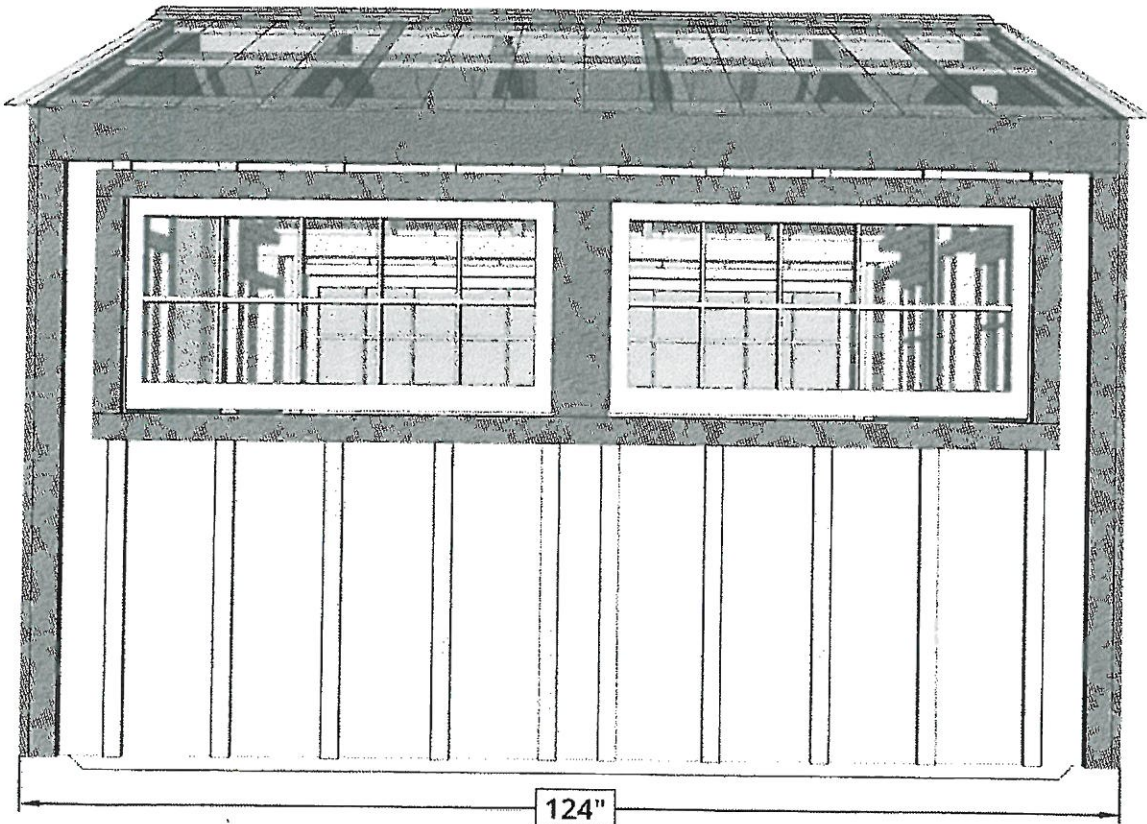


# 8x10 GREENHOUSE ELEVATIONS

**Right Elevation**



**Left Elevation**





**Jamaica Cottage Shop, Inc.** 170 Winhall Station Road S. Londonderry, VT 05155  
 Voice 802-297-3760 Fax 802-297-2825 plans@JamaicaCottageShop.com

## 8x10 Greenhouse Material List

### Sills- Pressure Treated

2-4x6x10'  
 1-4x6x8'  
 1-2x6x8' Threshold

### Walls-Hemlock

2-4x4x12' Posts  
 3-4x4x10' Beams  
 7-2x4x14' Studs  
 1-2x4x10' Blocking  
 4-2x4x8 Window Framing

### Roof-Hemlock

6-2x4x10' Rafters  
 1-1x6x10' Ridge  
 6-1x4x10' Strapping  
 2-1x4x8' Collar Ties

### Temp Bracing/ Extra Lumber

1-1x4x14' Hemlock  
 3-1x4x10' Hemlock  
 1-2x4x10' Hemlock  
 1-1x12x10' Pine

### Siding-Pine

6-1x12x12'  
 3-1x12x10'  
 1-1x12x8'  
 1-1x10x8'  
 1-1x8x14'  
 4-1x10x12'  
 1-1x10x10'  
 2-1x10x8'  
 1-1x8x14'  
 4-1x8x12'  
 1-1x8x10'  
 2-1x8x8'  
 1-1x6x14'  
 1-1x6x12'

2-2x8x14' Rip to 3/4" for Battens  
 1-2x8x8' Rip to 3/4" for Battens

### Trim-Pine

2-1x6x12' Fascia  
 2-1x6x10' Fascia  
 1-1x6x14' Rip to 1x3- Corner, Window, Door Trim  
 5-1x6x12' Rip to 1x3- Corner, Window, Door Trim  
 1-1x6x10' Rip to 1x3- Corner, Window, Door Trim  
 1-1x6x8' Rip to 1x3- Corner, Window, Door Trim

3-1x4x12' Rip to 1x2 for Stops  
 1-1x4x10' Rip to 1x2 for Stops

### Millwork

1-2-8 Factory Combination door- Glass/Screen  
 RO 34.5" x73.5"  
 4-4x2 Ten Light Barn Sash Windows  
 RO 48.5"x24.5"  
 2-3x2 Eight Light Barn Sash Windows  
 RO 36.5"x24.5"  
 3-16x21 Four Light Fixed Windows  
 RO-16.5x21.5"

### Hardware

8bs-16D Framing Nails  
 6lbs-8D HDG Hand Nails  
 3lbs-6D HDG Hand Nails  
 150-Roofing Screws

18-3" Black Window Hinges  
 90-Window Hinge Screws  
 10-Window Hooks and Eyes  
 6- Window Turn Latches

1- Push button screen door latch kit  
 1/4"Hex Bit  
 #2 Square drive bit

### Corrugated Roofing

6 Panels 29 gage Green Metal Roofing @57"  
 2 Panels 29 gage Green Metal Roofing @22"  
 Substitute Tempered Glass

VISIBILITY  
ACROSS  
STREET



Hand-drawn sketch of a brick sidewalk with a green grassy area on top.

