



Historic Landmarks Commission Agenda
Regular Meeting & Public Hearing
Monday, August 8, 2022

5:00 p.m.

ZOOM LINK <https://us06web.zoom.us/j/89768281818?pwd=NFZMM0p5U0ZlbnBIWGRWYkZaL1lkQT09>

A. Call to Order:				
B. Approval of Previous Months' Minutes:				7/13/2022
C. Visitors:				
D. Conflicts of Interest:				
E. Applications for Consideration:				
Application	Name	Address	Description	
Previous Applications:				
<u>22-30</u>	Joe Muscatella & Melissa Anderson	300 W. German Street	Replace current 1/2 metal and 1/2 shingle roof with all standing seam metal.	
<u>22-31</u>	Mark Sugg	210 W. New Street	Retroactive application for window and trim replacement.	
New Applications:				
<u>22-32</u>	Rebecca Parmesano	100 S. Shoe Lane	Addition of a 4' x 8' wood storage shed in rear yard.	
<u>22-33</u>	Jamedah Reyes	112 W. German Street	Add a matching iron rail to east side of steps.	
<u>22-38</u>	Larry Barkdoll	Newton Alley		
F. Workshop Sessions:				
G. Continuing/New Business:				
H. President's Report				
I. Administrative:				<u>New Commissioner Application - Tom Mayes</u>
J. Adjournment				

HLC



Application Number 22-30

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)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Melanjoe LLC, Joe Muscatello and Melissa Anderson
(Must be Property Owner)

Mailing Address: P.O. Box 3634
Shepherdstown, WV 25443

Day Time Telephone Number: 352-214-1943

E-Mail Address: Missydabo@aol.com

Street Address of Proposed Work: 300 West German

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: Replace Roof - Currently have 1/2 Metal 1/2 Shingle -
Replacing all with metal to correct leakages
Metal will be the same color as exists

No changes to Roof, just replacement - See Attached

Cost Estimate: \$40,000 Project Category (Descriptions on Next Page): III

Contractor performing work: Roof Simple

Contractor's Business License #: WV059750

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.

CHECKLIST FOR A SIGN PROJECT PERMIT

1. **ARE YOU CHANGING THE USE OF THIS BUILDING OR ANY PART THEREOF?**
FROM RESIDENTIAL TO COMMERCIAL _____
FROM COMMERCIAL TO RESIDENTIAL _____

2. **PRIOR TO YOUR APPLICATION BEING ACCEPTED YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:**

(APPLICANT MUST INITIAL EACH ITEM INDICATING IT HAS BEEN PROVIDED)

1. _____ TOTAL SQUARE FOOTAGE OF ALL EXISTING SIGNS ON BUILDING
2. _____ TOTAL SQUARE FOOTAGE OF PROPOSED SIGN(S)
3. _____ DRAWING OR PICTURE OF BUILDING SHOWING PLACEMENT OF SIGN(S)
4. _____ DRAWING OR PICTURE OF SIGN W/ DIMENSIONS AND MATERIAL COMPOSITION
5. _____ DRAWING OR PICTURE OF BRACKET OR METHOD OF MOUNTING SIGN

HANGING SIGNS ONLY:

6. _____ BOTTOM OF SIGN IS REQUIRED TO BE A MINIMUM 7FT ABOVE SIDEWALK.
7. _____ OUTER EDGE OF SIGN MAY NOT EXTEND CLOSER THAN 3' FROM CURB FACE.

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 to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

Date: _____

Applicant's Signature: _____

Print Name: _____

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: _____

Owner's Signature: _____

Print Name: _____

For all sign rules and regulations, please refer to Section 9-210 Signs (revised January 2016) of the Shepherdstown Planning and Zoning Ordinance.



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: 6/1/22

Owner's Signature: _____

Print Name: _____

Joe Muscatello
Joe Muscatello

Zoning Officer Comments:

Fee Paid 150.00 OK# 1078

Date Paid 6-1-22 EAF



Application Number _____ - _____

AN ORDINANCE AMENDING CHAPTER 8 OF TITLE 9 OF THE CODE OF SHEPHERDSTOWN
RELATING TO BUILDING 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 awnings, porch railings, window boxes, satellite dishes, solar panels, window replacement (with same as existing), signs, or other minor changes and permit extensions

\$35.00

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\$50.00

Category III: Major changes including roof, window or siding replacement but excluding additions.

\$150.00

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

Category IV: New Construction of Commercial/Industrial, Residential and/or additions.

\$400.00

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

Category V: Demolition

\$50.00

Accessory Buildings

\$150.00

Non-Contributing Structures

\$500.00

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 will be applied.

Roofsimple®

211 South Royal Ave
Front Royal, VA 22630

Go behind the scenes on real projects
and check out our workmanship at:
roofsimple.com

Roofsimple, Inc. Roof Replacement Proposal

Homeowner: Melissa Anderson - Thomas Shepherd Inn
Property Address: 300 W German St, Shepherdstown, WV
Phone Number: 352-214-1943
Email Address: Missydab@aol.com
Date: 05/10/2022

Pricing Summary

☒ McElroy Metal
Total \$42,105

Down Payment \$12,105

Remaining Due \$30,000

☐ Englert Metal
Total

Down Payment

Remaining Due

Roof Details

Metal Gauge Thickness: Snowbirds ☒ Yes ☐ No

☒ 26 ☐ 24

Snowbird Qty. 62

Metal Pan Size:

☐ 17" ☒ 21"

Ridge Vent ☐ Yes ☒ No

Metal Color:

Evergreen

Ridge Cap Style:

☒ Crimped ☐ Capped

Metal Type: ☐ Terne ☒ SSM ☐ Corrugated

☐ Other

We will replace any rotten or damaged plywood at a rate of \$78 per sheet. Where the roof deck is planking; any damaged planking will be replaced at a rate of \$4.85 per linear foot. We will replace all flashing unless they are fastened behind wood, fiber cement, stucco, or masonry in which case we will replace where possible without harming the siding materials. Total balance is due upon completion of the job.

Homeowner Signature:

Melissa D Anderson

Date Signed:

05/31/2022

Printed Name:

Melissa D. Anderson

Company Signature:

AJLJ-

Date Signed:

05/31/2022

Printed Name:

Anthony Janus

Sales Rep:

Anthony Janus

Canvasser:

NA

Source:

Referral

Phone: (703) 831-6251

Email: support@roofsimple.com

www.roofsimple.com



Top 3% Nationwide

☐ Roof load (default)

☒ Ground drop

Ground drop location:

Are there satellite dishes, solar units or vent fans? Satellite Dishes ☒ Yes ☐ No

Do they want to keep or remove satellite dishes? ☐ Keep ☒ Remove

Are there any existing skylights? ☐ Yes ☒ No

Are we installing any new skylights? ☐ Yes ☐ No

Exact size of new skylight(s):

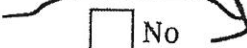
☐ Deck Mount ☐ Curb Mount

Roof decking type: Planking and plywood

What is the pipe collar number and approximate sizes?

Pipe collar count: 5

Sizes Four 2" & one 1.5" (bring extra 1.5")

Attic fan/Other roof vents: ☒ Yes ☐ No  See below

Remove/Cover Up ☐ Replace ☐ Keep

Additional roofs on property? ☐ Yes ☒ No

Is there more than one roofing type on the property? ☒ Yes ☐ No

Additional trades? ☒ Yes ☐ No

Gutters: Color: White

Size: 6"

Location: See note below

Siding: Location:

Color:

Profile:

Brand

Screens: Location:

Interior work details:

Other:

Preference for being contacted throughout the job

☒ Call ☒ Text ☒ Email

Is there a secondary contact person?

Name Phone Email

Do items in the attic need to be covered? ☐ Yes ☒ No

Do you need HOA approval for metal style and color? ☒ Yes ☐ No

What are your payment preferences?

☒ Check ☐ Credit ☐ Debit ☐ eCheck ☐ Financing

Do you have any special areas of concern? If yes, list below. ☐ Yes ☐ No

Need work done in a very specific window August 7-17. This is an Inn on a busy street. Work needs to be done in specific window to accommodate their booking/scheduling. Be aware of power lines and public sidewalks adjacent to building. There is clear access in the back.

Snowbirds will be installed on every seam on the front facing slope. Every seam on the right side over the ac units only (approx 10 ft). The rest of the right side will have a snow bird on every other seam. In the back right corner, snowbirds on every seam. On the left side, snowbirds on every seam only on either side of the small 9 ft section that cuts in.

Notes:

There is a 3-4" pipe vent next to the chimney in the rear that is completely disconnected. There is only a bucket under it in the attic. Please remove and cover up. Remove satellite dish and antennae. Note: there are two roof access doors in the attic - we will remove these and cover up.

\$1,130 included above to replace the 6" half-round gutters on the back and the back right side (considered when facing front door). These will be replaced with 6" k-style gutters and new downspouts.

Note: there are currently shingles and metal on this roof - this price includes replacing all roof facets with standing seam metal - including front porch roof (except for the small flat roof in the back)

Regular Sheen Evergreen.

Snowbirds will be silver mill finish and installed according to the photo sent to owner.

RoofSimple will provide needed documentation to the historical society.

Phone: (703) 831-6251

Email: support@roofsimple.com

www.roofsimple.com



Top 3% Nationwide

McElroy Materials List

Flashing, Drip Edge, and Cap Pieces
made from McElroy Coil Metal
Synthetic Underlayment
Water and Ice Deck Protection
Rubber Gasket Pipe Collars

Englert Materials List

Flashing, Drip Edge, and Cap Pieces
made from Englert Coil Metal
Synthetic Underlayment
Water and Ice Deck Protection
Rubber Gasket Pipe Collars

McElroy Warranty

Workmanship Warranty Length:
20 Year Workmanship

**Workmanship Warranty
Transferable Period:**
5 Years

Total Materials Warranty Length:
Manufacturer's Warranty

Non-Prorated Period Length:
Manufacturer's Warranty

Manufacturer's Warranty:
Non-Transferable

Englert Warranty

Workmanship Warranty Length:
25 Year Workmanship

**Workmanship Warranty
Transferable Period:**
5 Years

Total Materials Warranty Length:
Manufacturer's Warranty

Non-Prorated Period Length:
Manufacturer's Warranty

Manufacturer's Warranty:
Non-Transferable

Scope of Work

STEP 1. Material Delivery

Your new metal roof materials may be delivered a day or so before the installation will begin. Our Supplier/Installer may deliver materials upon starting the work. The customer will be notified if we need to deliver materials in advance of the install.

STEP 2. Removal

We'll Protect any patios/decks, landscaping, and other sensitive areas as needed. Then we'll remove the existing roof down to the wood deck. We'll then inspect the wood decking for structural soundness and replace wood to match as necessary. Old roofing materials will be collected into neat piles throughout the job and will be disposed of during the remaining days on the job. A daily cleanup will occur each day before the installers leave.

STEP 3. Drip Edge

Install Drip Edge made from the same metal roofing materials, along all the edges of the roof (eaves AND rakes) Per IRC Residential Building Code R905.2

STEP 4. Leak Barrier

Install Leak Barrier at all eaves, valleys, and all low slope areas with a slope between 2/12 and 3/12. Per IRC Residential Building Code R905.2.7.1.

STEP 5 Deck Protection

Install Synthetic Roof Deck Protection underlayment over remaining wood decking. Per IRC Residential Building Code R905.2.7

STEP 6. Metal

Install minimum 26 gauge metal to the roof deck, using hidden clips and fasteners.

STEP 8. Flashing

Replacing ALL flashings that can be replaced without damaging siding This includes: counter, step, and apron flashings. Seal any exposed nail heads with commercial grade polyurethane sealant. Per IRC Residential Building Code R905.2.8.3, R905.2.5, R905.2.6.

STEP 9. Pipe Collars

Install Premium Pipe Collars. Properly sealing any exposed screw heads with commercial grade polyurethane sealant.

STEP 10. Ridge Cap

If applicable, install a metal ridge cap made from the same gauge and color material as the roof.

STEP 11. Cleanup

Paint all pipes and furnace stacks to protect against rust or corrosion. Perform a thorough hand cleanup and magnet sweep to pick up all debris and nails. Blow the roof surface and all patios, decks, walks, and driveway clean. Haul away all trash and debris.

Terms and Conditions (Page 2 of 2)

This Agreement shall survive the death, incapacity, and/or bankruptcy of Homeowner/Business owner and shall be binding on Business owner's/Homeowner's heirs, administrators, estate, successors or assigns.

Homeowner/Business owner agrees not to contract with another construction company. Homeowner/Business owner shall not in any manner attempt to bypass or circumvent this agreement during the time period as identified above. This Agreement may only be modified by written agreement signed by both parties.

Homeowner agrees Company may enter into such contracts with other companies or individuals as it deems necessary to complete other projects not covered under this scope of work. Any materials not used in the completion of the Scope of Work shall be the property of Company.

This Agreement shall be governed by the laws of the State of Virginia. This Agreement comprises the entire agreement between Company and Homeowner/Business owner. No oral or prior written agreements shall have any binding effect and this agreement shall supersede all prior writings, statements or representations, whether written or oral.

If Homeowner/Business owner breaches this agreement or if Company engages an attorney to enforce the agreement or collect the amounts due under this agreement, Homeowner/Business owner shall pay to Company Company's reasonable attorney's fees and all costs of collection or enforcement.

It is understood and agreed that this Agreement shall not become binding upon Company until it is approved, accepted and signed by an authorized person of Company.

Company shall not assume or be held liable for any damages to personal property or physical injury as a result of vibrations caused during the execution of the work described in this Agreement.

Company will make all reasonable efforts to protect the property from any further damages. However Company shall not be held liable for wear and tear to driveways, parking lots, walkways, lawns, shrubs, or other floral or vegetation caused by truck, equipment, materials, work force or debris.

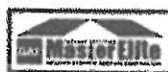
ANY WARRANTIES ON THE PRODUCTS USED ARE THOSE MADE BY THE MANUFACTURER. COMPANY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. COMPANY DOES NOT ASSUME NOR AUTHORIZE ANY OTHER TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OR USE OF ANY PRODUCTS. HOMEOWNER SHALL NOT BE ENTITLED TO RECOVER FROM COMPANY ANY UNSEQUENTIAL DAMAGES, DAMAGES TO PERSON OR PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROJECTS OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.

Company and its insurers shall be held harmless for alleged or actual damages/claims as a result of mold, algae or fungus. Company and its insurers shall exclude all coverage, including defense, damages related to bodily injury, property damage and clean-up directly or indirectly in whole or in part for any action brought by mold, including fungus and mildew, regardless of the cost, event, material, product or workmanship that may have contributed concurrently or in any sequence to the injury or damage that occurs.

Company's performance under this Agreement shall be excused in the event of fire, explosion, flood, severe weather, accident, strike, governmental act, embargo, shortages of materials, computer system failure, war or military action, riot, civil disturbance or any other event beyond the control of Company or which materially affects the economic basis of the bargain ("force majeure"). Company's performance in the event of a force majeure shall be excused for as long as the cause continues, without liability. If the force majeure continues unabated for ninety (90) consecutive days, Company may, at its option, cancel this Agreement without liability.

Homeowner/Business owner agrees Company's performance under this Agreement shall not commence unless Homeowner is onsite to provide payment at the completion of the project.

I (We), the Homeowner(s)/Business owner(s), have read and fully understand this Agreement. I (We) have been provided with a copy of this Agreement.



Terms and Conditions (Page 1 of 2)

You, the buyer, may cancel this agreement at any time before midnight of the third business day after the date of this agreement.

ACCEPTANCE.

All Proposals are subject to acceptance by Roof Simple hereafter Company. Changes requested by Customer in writing or required hereunder, shall be paid by Customer in addition to the Proposal price. All of Company's rights and remedies extend to changes. Unless otherwise agreed in writing all changes are at Company's regular price. This Proposal does not include, unless expressly specified, any asbestos abatement, removal, encapsulation or any removal of lead paint. If asbestos or lead paint is found existing on the premises, any cost to abate, remove or encapsulate shall be paid by Customer as an extra. Customer agrees that Company shall not be responsible for damages caused to any screens left in windows while work is being performed or to any home's mechanical systems that are improperly installed as defined by the building code of the municipality in which the property is located.

Customer represents that he/she owns the property at which the work is to be performed. Customer will identify boundary lines and be responsible for obtaining any necessary zoning variations before commencement of work. Company shall comply with all local requirements for building permits, inspections and zoning. All surplus material remains Company's property. While the work is being performed, Company may use the Customer's utilities at no cost. If Company is unable to complete the work for any reason it may assign its obligations hereunder to a contractor of its choice. All rights, remedies and privileges of Company hereunder inure to the benefit of and are enforceable by an assignee of the Proposal. Customer agrees to execute all other documents that Company may require in order to carry out the terms of this Proposal or to comply with all applicable laws.

CANCELLATION AND DEFAULT. The material listed on this agreement is specially ordered and cannot be cancelled by the Customer after any right of rescission period has expired. Customer agrees that title to the materials does not pass to Customer under this Agreement until said materials are paid in full. Customer further agrees that in the event of default, Company has a greater right of possession and that the Customer will make available to Company, at a reasonable time, the materials provided under this Proposal.

If Customer cancels this Proposal or defaults in any way after any rescission period has expired and the materials have already been ordered by Company, the Customer agrees that Company shall be entitled to the entire approved price for the materials. The Customer shall be in default under this Proposal in the event that any of the following conditions or events occur: (A) a default in payment of the approved price by Customer; (B) Customer fails to provide access to Company at reasonable times during the hours of 7:30 a.m. to 7:30 p.m., Monday through Saturday to perform the work as described in the Proposal; (C) any other failure by Customer to comply with the terms and conditions of this Proposal. In the event of the default, the Customer shall be liable for all damages incurred by Company, plus its reasonable attorney's fees and all court cost incurred in pursuing such default.

DATES OF PERFORMANCE. No material or product will be delivered to Customer until after any rescission period has expired. Approximate commencement and completion dates, other than the "1 Day Install Guarantee" of the Proposal are estimates only and Company shall not be responsible for delays in either the starting date for the work or substantial completion. Any delays caused by events beyond the control of Company shall not constitute abandonment and shall not be included in calculating time frames for payment or performance. Company is not responsible for delay or inability to perform caused by Acts of God, strikes, war, riots, shortages, weather conditions, public authorities or other causes or conditions beyond its control or due to Customer's conduct.

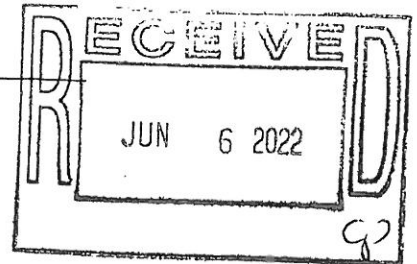
JOINT AND SEVERAL AGREEMENT. Customer agrees that upon acceptance of this Agreement by Company, each of the Customers shall be jointly and severally liable and that each is the agent of the other for the purpose of binding each and all Customers for the purpose of specification changes, work order changes or adjustments to the original Proposal.



HCC



Application Number 22-31



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)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name:

MARK SUGG

(Must be Property Owner)

Mailing Address:

210 W. NEW STREET (PO BOX 3140)
SHEPHERDSTOWN, WV 25443

Day Time Telephone Number:

202-487-7844

E-Mail Address:

mark.suggsdc@gmail.com

Street Address of Proposed Work:

210 W. New Street

Lot Number/Legal Description:

(If no address exists)

Current Zoning:

Current Land Use:

Residence

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

Description of Work:

To Replace existing neglected windows for ones
of an Energy Efficient nature. And repair all related damages
from water incursion and neglect.

Cost Estimate:

\$17,000.00

Project Category (Descriptions on Next Page):

Category III

Contractor performing work:

Chris Schwartz

Contractor's Business License #:

2022-004 317

Shepherdstown business license or license application **MUST** be attached. The applicant is
Contractors working on this project have a Shepherdstown business license (which can be
started without a business license could result in a stop order on the project.



Application Number _____ - _____

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(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.

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_____ 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

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_____ 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. At least one of the structures fifty (50) years or older.



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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 will be applied.



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:

May 26, '22

Owner's Signature: _____

Mark Sugg

Print Name: _____

MARK SUGG

Zoning Officer Comments:

Fee Paid _____

Date Paid _____

CORPORATION OF SHEPHERDSTOWN
Jefferson County, West Virginia

LICENSE #

2022-004,317

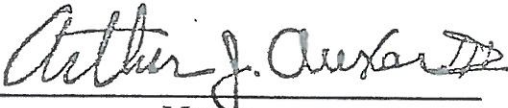
1/04/22

\$76.00


ISSUED TO:

WALNUT RIDGE CUSTOM CRAFTERS
DBA WALNUT RIDGE CONSTRUCTION
73 MCDONALD DRIVE
SHEPHERDSTOWN WV 25443

<u>ACCOUNT#</u>	<u>YEAR ENDING</u>	<u>EFF. DATE</u>	<u>EXP. DATE</u>	<u>FILING FEE</u>
1001-41	2022	7/01/21	6/30/22	\$1.00
<u>LICENSE TYPE(S)</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>		
67	\$75.00	General Contractor		



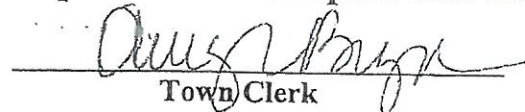
Mayor



Recorder

Authorized to operate the business indicated by payment of fee, for a period of one year, from July 1, 2021 to June 30, 2022.

Corporation of Shepherdstown



Town Clerk

**MUNICIPAL
LICENSE**

2021-2022



WV054044







LEGAL NOTICE

WHEREAS, sections 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

STOP WORK

At once, all persons engaged in any work, construction or installation of any utility equipment, including, but not limited to, any electrical, gas, water, sewer, or telecommunications work, or any other work, shall stop work immediately upon receipt of this notice. All persons failing to comply with this order are liable for civil and criminal penalties as authorized by the Department.

Any person who is engaged in any work, construction or installation of any utility equipment, including, but not limited to, any electrical, gas, water, sewer, or telecommunications work, or any other work, shall stop work immediately upon receipt of this notice.

(b) In the event any installation, construction or installation of any utility equipment, including, but not limited to, any electrical, gas, water, sewer, or telecommunications work, or any other work, is required for the installation, construction or installation of any utility equipment, including, but not limited to, any electrical, gas, water, sewer, or telecommunications work, or any other work, the applicant shall submit an application for a permit to the Planning Commission and shall not proceed with the installation, construction or installation of any utility equipment, including, but not limited to, any electrical, gas, water, sewer, or telecommunications work, or any other work, until the permit has been granted by the Planning Commission.

(c) Every application shall be referred to and considered by the Planning Commission and accepted or rejected by it. Provided, that a duly appointed zoning officer may consider and approve, on behalf of the Planning Commission, applications for land which are for Category 1 projects as the same are defined in Section 9-902 XIV herein, entitled "Project permit fee schedule." No permit for any such change may be granted until the Planning Commission or appropriate zoning officer has acted thereon as hereinafter provided. Applications not approved by the Zoning Officer will automatically be referred to and considered by the Planning Commission and accepted or rejected by it.

(d) Temporary easements may be required.

Application Number 22-32

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)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Rebecca V. Parmesano
 (Must be Property Owner)

Mailing Address: PO Box 598

Day Time Telephone Number: 916-879-3703

E-Mail Address: revaparm@gmail.com

Street Address of Proposed Work: 100 S. Shoe Ln

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

Current Zoning: R-1 Current Land Use: Residential
 Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: Addition of a tool shed to backyard area

Cost Estimate: 300.00 Project Category (Descriptions on Next Page): 2

Contractor performing work: none - self made

Contractor's Business License #: n/a

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 _____ - _____

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: 6-23-2022

Owner's Signature: Rebecca V. Parmesano

Print Name: Rebecca V. Parmesano

Zoning Officer Comments:

Fee Paid \$50
Date Paid 6/27/22



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.

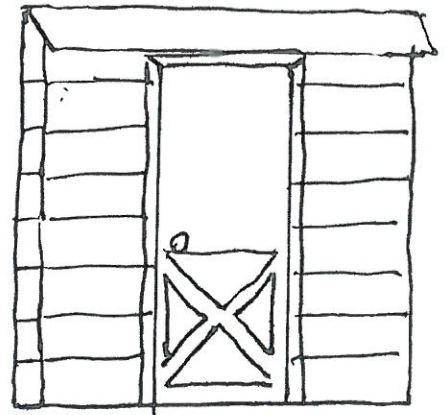
☐ At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

Back Alley

Tool Shed

4 ft x 8 ft
height 8 ft

Materials: wooden
Bead board-matching house
Blue color-matching house
white trim



cinderblock stand
roof: plywood asphalt shingle
off white

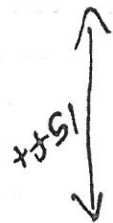
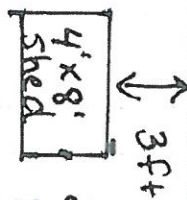
1" = 10 ft

Proposed Shed
R. Parmesano
100 S. Shoe Lane

Fence line | property line

White fence to Back Alley easement
8 feet

← 206 ft →
South Shoe Lane



white yard
fence

120 ft
to
St.
line
↑↑
Easement
↓
prop.
line

↓ House ↓ 100 S. Shoe Ln

(W. German St) ← 27 feet →





BOARDS AND COMMISSIONS APPLICATION

*Please write at least a paragraph for the sections that ask for a description
(attach additional sheets if necessary).*

You are also welcome to submit a résumé.

Name: ☒ Mr. ☐ Ms. Tom Mayes Address: P.O. Box 3209 Shepherdstown WV

Phone numbers – Home: _____ Work: _____ Cell: 202 549 5052

Email address: tommayes7@gmail.com Employer: National Trust for Historic Preservation

Occupation: lawyer

Which board/commission would you like to serve on? _____

Please describe your background and education.

I currently serve as the Chief Legal Officer and General Counsel for the National Trust for Historic Preservation, and have worked at the National Trust for over 35 years. I taught historic preservation law at the University of Maryland for 15 years, and have spoken widely about historic preservation law, the future of historic preservation, and the underlying rationale for saving old places. My undergraduate degree is a B.A. in History from the University of North Carolina, where I also received a J.D. in 1985. I also have an M.A. in writing from Johns Hopkins University.

Please describe your experience and any special training you may have that apply to this board/commission.

In addition to my work at the National Trust, I have taught courses for the National Alliance of Preservation Commissions, including their CAMP training program. I also have spoken at conferences for the National Council on Public History, the American Association for State and Local History, and the American Alliance of Museums, among others.

Please describe your motivation for serving on this board/commission.

Shepherdstown is known for its history and for its preservation, as well as being a vibrant and living community. My husband and I were drawn to Shepherdstown because of its distinctive character - not only the way it is preserved, but also how that preservation fosters a living contemporary community. The thoughtful preservation of Shepherdstown is not possible without the work of the Historic Landmarks Commission, and that work relies on the willingness of volunteers to serve.

Please describe what you know about this board/commission.

Most recently, we participated in the review process because of the rehabilitation of the house we acquired at 205 W. Washington Street. The reviews included a workshop and two review meetings. In all of these, I was impressed by the thoughtful and insightful comments from the members of the Commission.

How did you hear about this board/commission?

Initially from participating as a speaker in a Community and Countryside workshop in Shepherdstown sponsored by the National Trust and the Journey Through Hallowed Ground.

Please provide two personal or professional references (include name and phone number).

Jenay Allen 304 582-2031

Henry (Hank) Willard 202 236-2784

Signature: _____

Thermon Mayes

Date submitted: _____

July 9, 2022

Please type in your answers and submit the completed form by hand, mail, fax or email to:

Town Clerk's Office
104 North King Street
P.O. Box 248
Shepherdstown, West Virginia 25443-0248
304-876-1473 (fax)
clerk@shepherdstown.us

For additional information, or to request a hard copy of the application, please call 304-876-2398.