



Historic Landmarks Commission Agenda

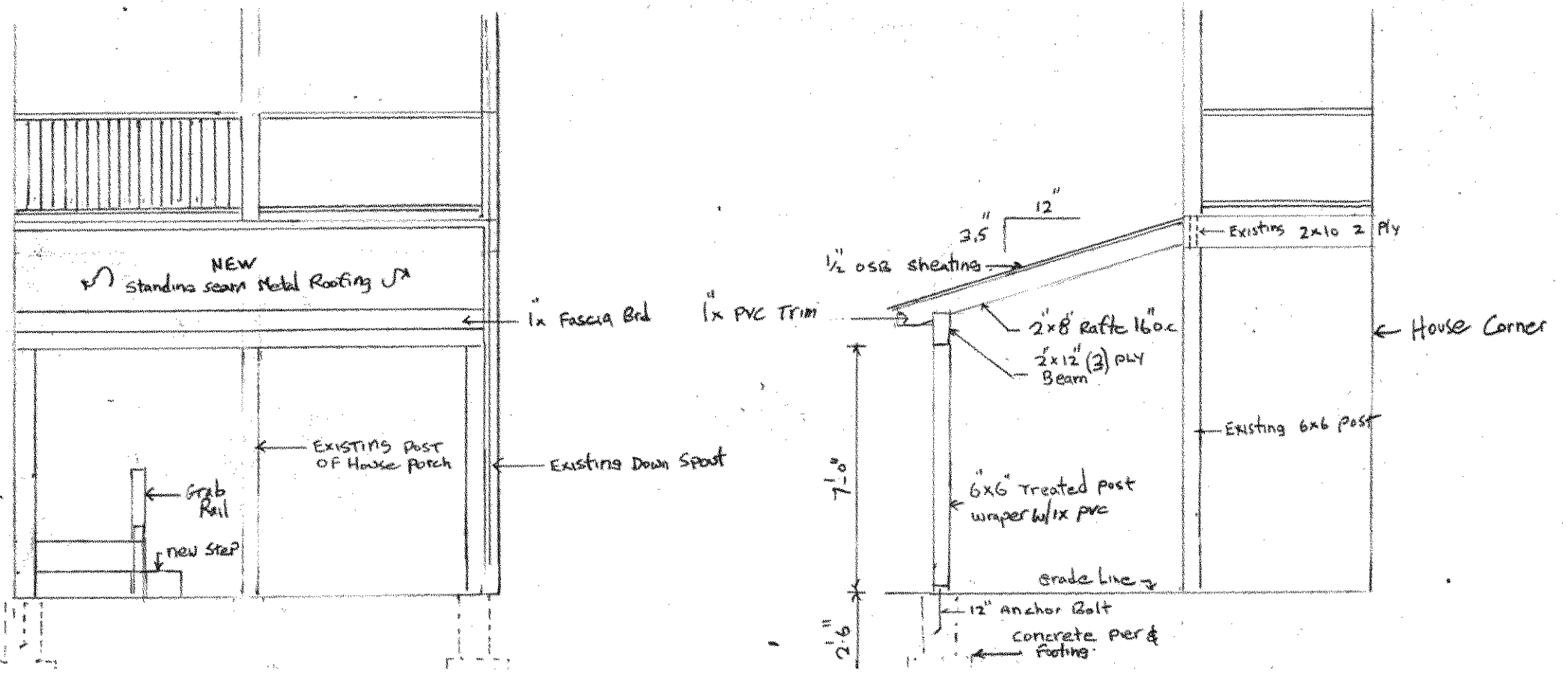
Regular Meeting & Public Hearing

Monday, February 13, 2023

5:00 p.m.

<https://us06web.zoom.us/j/81091326270?pwd=SERVdThBa2R5MmgyNVE4b2ZrYVNWdz09>

A. Call to Order:			
B. Approval of Previous Months' Minutes:		1/9/2023	
C. Visitors:			
D. Conflicts of Interest:			
Application	Name	Address	Description
Previous Applications:			
N/A			
New Applications:			
23-06	Jack and Amy Childers	103 E. New Street	Addition of a 7' deep by 13' wide shed roof on post off rear 1st floor porch to provide protected outdoor sitting area.
Sketches			
F. Workshop Sessions:	102 College Street - Addition of post & beam covered porch and carport. Addition of new standing seam metal roof on all.		
G. Continuing/New Business:			
H. President's Report			
I. Administrative:		-	
J. Adjournment			





Application Number 23 - 06

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: Jack Childers
(Must be Property Owner)

Mailing Address: 103 East New Street PO Box 69
SHEPHERDSTOWN WV 25443

Day Time Telephone Number: 304-671-1356

E-Mail Address: jackchildersipc@yahoo.com

Street Address of Proposed Work: 103 East New St.

Lot Number/Legal Description: 130
(If no address exists)

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

Description of Work: Construction of patio area shed type roof with
one step added to existing landing & reconfiguring of existing
Roof for protected area to sit out of sun/wind.
extends 7'2.5" from rear of house

Cost Estimate: \$10,400 Project Category (Descriptions on Next Page): 2

Contractor performing work: Mark Alexander Smith Homes

Contractor's Business License #: See receipt attached

A copy of the contractor's Shepherdstown business license or license application **MUST** be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop work order on the project.



Application Number _____ - _____

Application for Project Permit

(Checklist of Required Information for Applications)

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, 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. **I understand that my presence at the assigned application review meeting is required.** Application must be signed by owner or his/her agent.

Date: 2/03/2023

Owner's Signature: Aileen

Print Name: Amy Childers

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit will be applied.

Zoning Officer Comments:

Fee Paid \$ 100

Date Paid 2/3/2023



Application Number _____ - _____

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

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

Please check all boxes that may apply (Application Fees Due Upon Submittal):

<u>Category I:</u> Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions. <div style="text-align: right;">\$50.00</div>
<u>Category II:</u> Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports and decks. <div style="text-align: right;">\$100.00</div>
<u>Category III:</u> New construction of and/or additions to residential, commercial, and industrial structures. <div style="text-align: right;">\$300 + \$0.50 per sq. ft.</div> New construction of garages & other accessory buildings (permanently attached to the ground). <div style="text-align: right;">\$50 + \$0.10 per sq. ft.</div>
<u>Category IV:</u> Demolition or Relocation of a Structure: Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application): <ol style="list-style-type: none">1. Reason for the demolition/relocation (including historic documentation).2. Describe the structure's condition in detail.3. Describe the proposed reuse of the site, including full drawings of new structure & landscaping.4. Evidence of relevant funding or financial concerns.5. Timeframe for project \$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)
The Planning & Zoning Administrator shall categorize any request not specifically listed in the above categories.

Corporation of Shepherdstown
 104 North King Street
 Shepherdstown, WV 25443
 304-876-2312

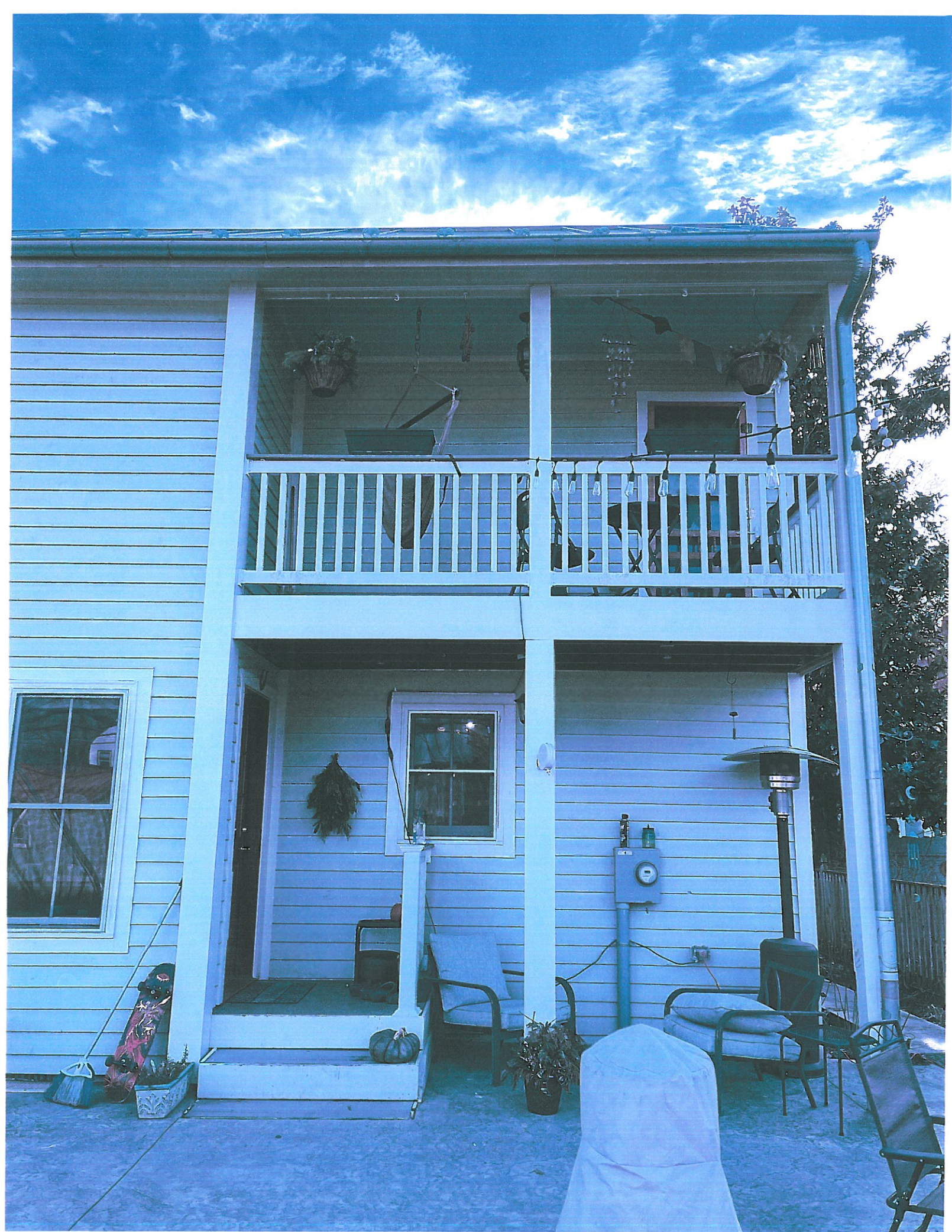
CASH RECEIPT

Date 2/3/23 002400

Received From Mark Alexander Smith Home's
 Address 352 Elk Run Estates Drive
Hagerstown Perry WV 25425
 For Business License Dollars \$ 76.00

ACCOUNT		HOW PAID	
AMT. OF ACCOUNT		CASH	
AMT. PAID		CHECK	
BALANCE DUE		MONEY ORDER <input type="checkbox"/>	
		CREDIT CARD <input type="checkbox"/>	

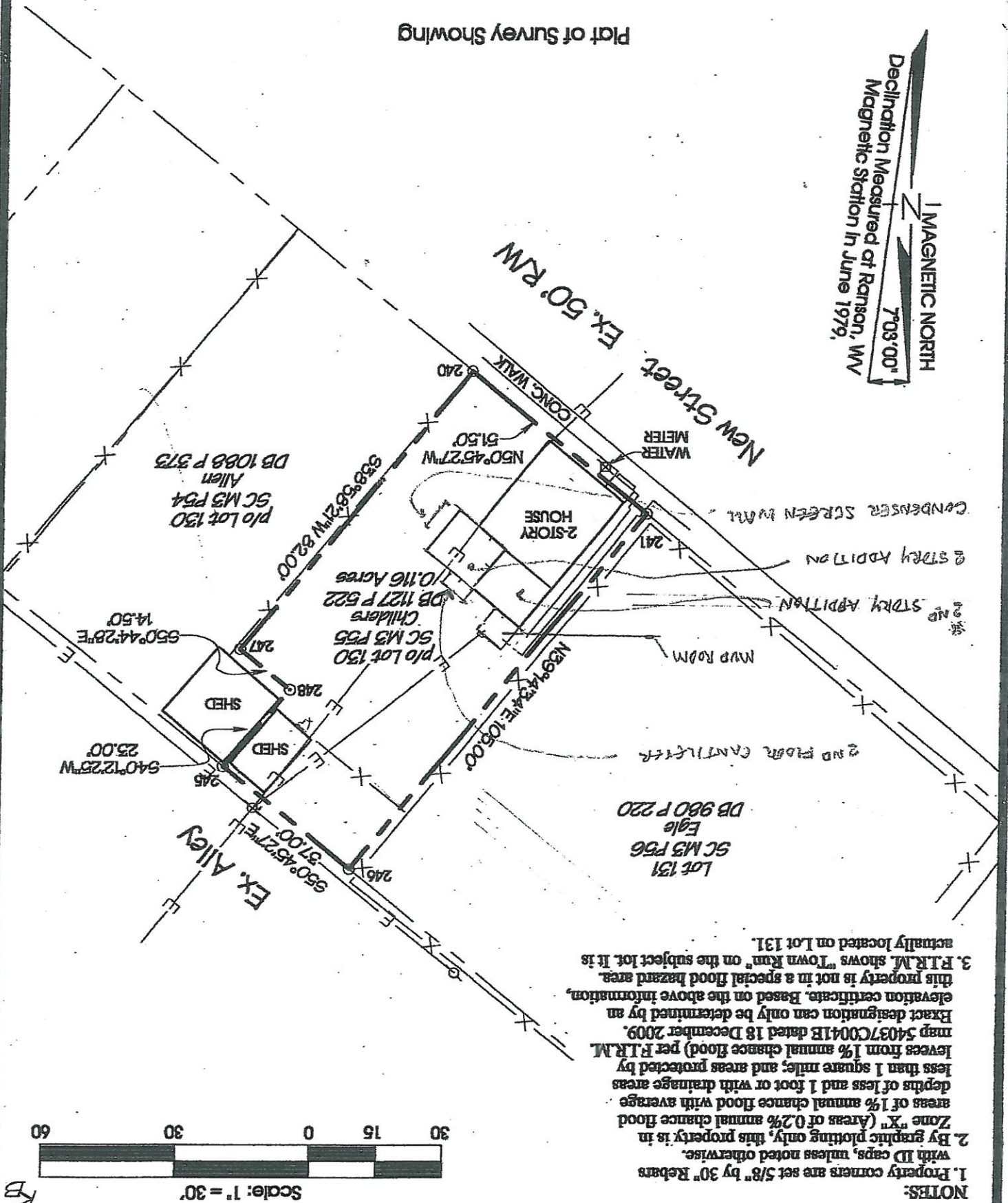
39 US
 By Rachael Oncliff



Owned by Jack C. Childers, III and Amy D. S. Childers

Plot of Survey Showing

MAGNETIC NORTH
Declination Measured at Ranson, WV
Magnetic Station in June 1979,
7°03'00"



- NOTES:
1. Property corners are set 5/8" by 30" Rebars with ID caps, unless noted otherwise.
 2. By graphic plotting only, this property is in Zone "X" (Areas of 0.2% annual chance flood areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood) per F.R.M. map 54037C0041B dated 18 December 2009.
 3. Exact designation can only be determined by an elevation certificate. Based on the above information, this property is not in a special flood hazard area. F.R.M. shows "Town Run" on the subject lot. It is actually located on Lot 131.

Scale: 1" = 30'

30 15 0 30 60

Mark Alexander Smith

HOMES

Proposal

WV012238

352 Elk Run Estates Drive

Harpers Ferry, WV 25425

Phone: 304-283-6000

Email masmithco@gmail.com

To: Jack & Amy Childers
103E New St.
Shepherdstown, WV

From: Mark A. Smith

Today's Date: 01/19/23

RE: Patio Area Shed Roof

We propose to to furnish all labor and materials for the construction of the project as outline below

Description

Permit Preparation, Sketch Plan & Application Submission	500.00
Engineering if required	TBD
Patio Shed Roof per sketch plan	
Project shall include painting of new work and debris removal	9,000.00
Add 1 step to existing landing and reconfigure railing	800.00
Extend wire from existing porch light to new ceiling fan box in proposed shed roof	100.00
	\$ 10,400.00

Payment Schedule

Deposit	3,466.66
Framing of structure complete	3,466.67
All work complete	3,466.67
	\$ 10,400.00

Contractor

Date

Owner

Date

Owner

Date



5:08



Done



5:08



AndyShep >

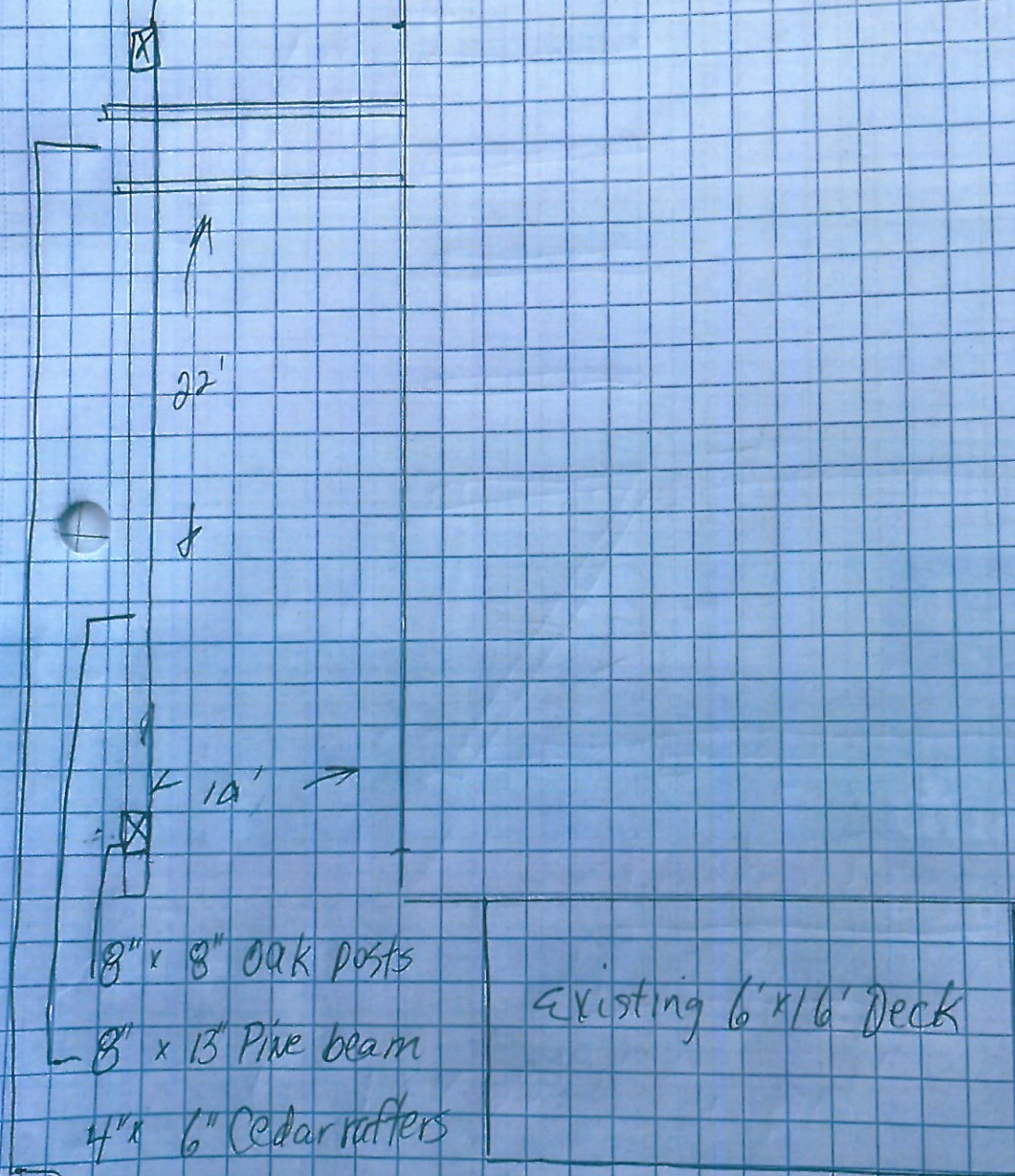


This is the type of
Construction I would
Like to perform at
102 College

Crop and scale or select text



3' 6" from Overhang
(gutter)
To Wood fence



8" x 8" oak posts

8" x 13" pine beam

4" x 6" cedar rafters

1" x 12" pine decking

24 ga. galvalume standing seam roof metal (as gre

Existing 6' x 6' Deck

24 gauge Roof Panels
Flashing to
match Roof

Existing
N. Wall

self adhered
Ice + water
membrane

8"x13"
Pine Beam

4'
To Property line

4"x6" cedar
Rafters

2x8
ledger

Tied w/ rafter hanger
and/or pressure blocking

Steel gussets
from Post to Beam

1/2" x 4" lag screws/
washers

8"x8"x
12' Oak Post

galvanized steel
concrete post
anchor

12" above
grade

3'6" to
fence

24"

crushed stone driveway

24" minimum
Below grade

Andy Beall

From: Kenneth Postalwait <rhawk61@gmail.com>
Sent: Wednesday, February 8, 2023 11:18 AM
To: Andy Beall
Subject: Construction materials
Attachments: IMG-9907.jpg; IMG-9906.jpg; IMG-9905.PNG; IMG-9903.PNG

Showing typical post to beam gusset
ASH GREY Standing seam roof panels

This will be roofing on main house also

5:08



AndyShep >

Text Message
Wed, Jan 18 at 10:24 AM





