

Shepherdstown



HISTORIC LANDMARKS COMMISSION

## Historic Landmarks Commission Agenda

Regular Meeting & Public Hearing

Monday, February 12, 2024

5:00 p.m.

A. Call to Order:

B. Approval of Previous Months' Minutes:

[1/8/2024](#)

C. Visitors:

D. Conflicts of Interest:

E.

Application	Name	Address	Description
Previous Applications:			
<a href="#">N/A</a>			
New Applications:			
<a href="#">23-31</a>	St. Peter's Lutheran Church	104 N. King Street	Remove unstable 1.5 story shed-roof additions on rear of primary structure. Replace with two-story addition...previously approved in November 2021.
<a href="#">Elevations</a>			
<a href="#">2021 Elevations</a>			
<a href="#">24-01</a>	Mike Chapman for JSB	105 E. Washington Street	Replace rotting wood fascia around top of drive-thru with Hardi Board.
<a href="#">24-02</a>	Jacqueline Lewis for SU Art Department	112 E. German Street	Display mural on west-facing façade of building. Mural to be painted on removeable panels attached to mortar.
<a href="#">24-03</a>	Kenneth Postalwait	102 College Street	Replace the existing roof with standing seam metal and add a wrap-around porch to the north and west sides of house.
<a href="#">Pics &amp; Plans</a>			
F. Workshop Sessions:			
G. Continuing/New Business:			
H. President's Report			
I. Administrative:			
J. Adjournment			



Application Number 23 - 31

## Application for Certificate of Appropriateness & 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: St. Peter's Lutheran Church  
(Must be Property Owner)

Mailing Address: PO Box 2008  
Shepherdstown WV 25445

Day Time Telephone Number: 304 876-6771

E-Mail Address: shepherdstownlutheran@gmail.com

Street Address of Proposed Work: 104 N. King St.

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

Current Zoning: \_\_\_\_\_ Current Land Use: Church office  
Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: Stabilize the existing building and  
extend the addition on the back

Cost Estimate: \$500,000 Project Category (Descriptions on Next Page): \_\_\_\_\_

Contractor performing work: TBD

Contractor's Business License #: \_\_\_\_\_

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, solar panels, signs, fences, non-permanent storage sheds and 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-** Driveways, decks, carports, porch enclosures and window, roof or siding replacement.

**Category III-** New construction of and/or additions to residential, commercial, and industrial structures.

**Category IV-** Demolition or Relocation of a Structure

**(Categories II and III):**

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 drawings 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 IV- 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: 12-5-2023

Owner's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Suzanne Offutt  
Council President

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 \_\_\_\_\_

Date Paid \_\_\_\_\_



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):*

	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
	<p><b><u>Category III:</u></b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> 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):</p> <ol style="list-style-type: none"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <p><b>\$50.00</b>      Accessory Buildings  <b>\$150.00</b>      Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b>      Contributing Structures (≥ 50 years old)</p>
<p>Certificate of Appropriateness Advertisement Fee: <span style="float: right;"><b>\$15</b></span></p>	





PROJECT CODE ANALYSIS

APPLICABLE CODES:		
ALL CONSTRUCTION WORK SHALL CONFORM TO THE 2015 EDITION OF THE INTERNATIONAL BUILDING CODE (I.B.C.), MECHANICAL CODE (I.M.C.), PLUMBING CODE (I.P.C.), THE 2014 NATIONAL ELECTRICAL CODE (N.E.C.) AND LATEST ADOPTED AMENDMENTS OF THE NATIONAL FIRE CODE (NFPA) - INCORPORATING ALL OTHER APPLICABLE LOCAL ORDINANCES, SPACE REGULATIONS AND AGENCIES.		
HVAC, PLUMB. & ELECT. SHALL BE DESIGN - BUILD		
OCCUPANCY GROUP:	A3 - Assembly	
TYPE OF CONSTRUCTION:	TYPE VB (V-000) Sprinklered	
PROJECT DESCRIPTION:	Addition to existing historic Parish House, to include Fellowship Hall, food service area with ancillary support spaces, and HC building entrance	
PROPOSED FLOOR AREA		AREA
1st Floor:		
EX. PARISH HOUSE	816 S.F.	
NEW ADDITION	750 S.F.	
Total 1st Floor		1566 S.F.
2nd Floor (= BUILDING FOOTPRINT) :		
EX. PARISH HOUSE	816 S.F.	
NEW ADDITION	952 S.F.	
Total 2nd Floor		1768 S.F.
TOTAL GROSS FLOOR AREA	all levels	3334 S.F.
GROSS LOT AREA:	103' x 208.75' = 21501 S.F.	
NET LOT AREA:	70.5' x 190.25' = 13413 S.F.	
LOT COVERAGE	Church building footprint = 4288 SF	
	New Parish House footprint = 1768 SF.	
	6056 BUILDING AREA / 21501 LOT AREA = 28% LOT COVERAGE	
	(less than the max. allowed of 50%)	

PROJECT TEAM

OWNER	STRUCTURAL ENGINEER
ST. PETERS LUTHERAN CHURCH	A.F. MC CORMICK ENGINEERING
110 NORTH KING STREET	ALICIA MC CORMICK, P.E.
SHEPHERDSTOWN, WEST VIRGINIA	ENTLER HOTEL SUITE 208
	GERMAN AND PRINCESS STREETS
	SHEPHERDSTOWN, WEST VIRGINIA
	304 876-1661
ARCHITECT	
SARA LAMBERT, ARCHITECT	
2900 FONDREN DRIVE	
DALLAS, TEXAS	
707 326-6443	

SYMBOL LEGEND

	SECTION SECTION IDENTIFICATION SHEET NUMBER		DETAIL DETAIL IDENTIFICATION SHEET NUMBER
	ELEVATION ELEVATION IDENTIFICATION SHEET NUMBER		LIGHT FIXTURE TYPE SEE LIGHT FIXTURE SCHEDULE

DRAWING INDEX

ARCHITECTURAL	
A1.1	SITE PLAN
A2.0	BASEMENT FLOOR PLAN
A2.1	FIRST FLOOR PLAN
A2.2	SECOND FLOOR PLAN
A2.3	ROOF PLAN
A3.1	EXTERIOR ELEVATIONS
A3.2	EXTERIOR ELEVATIONS
A4.1	BUILDING SECTION
A4.2	BUILDING SECTION

ST. PETERS PARISH HOUSE EXPANSION  
NORTH KING STREET SHEPHERDSTOWN WVA

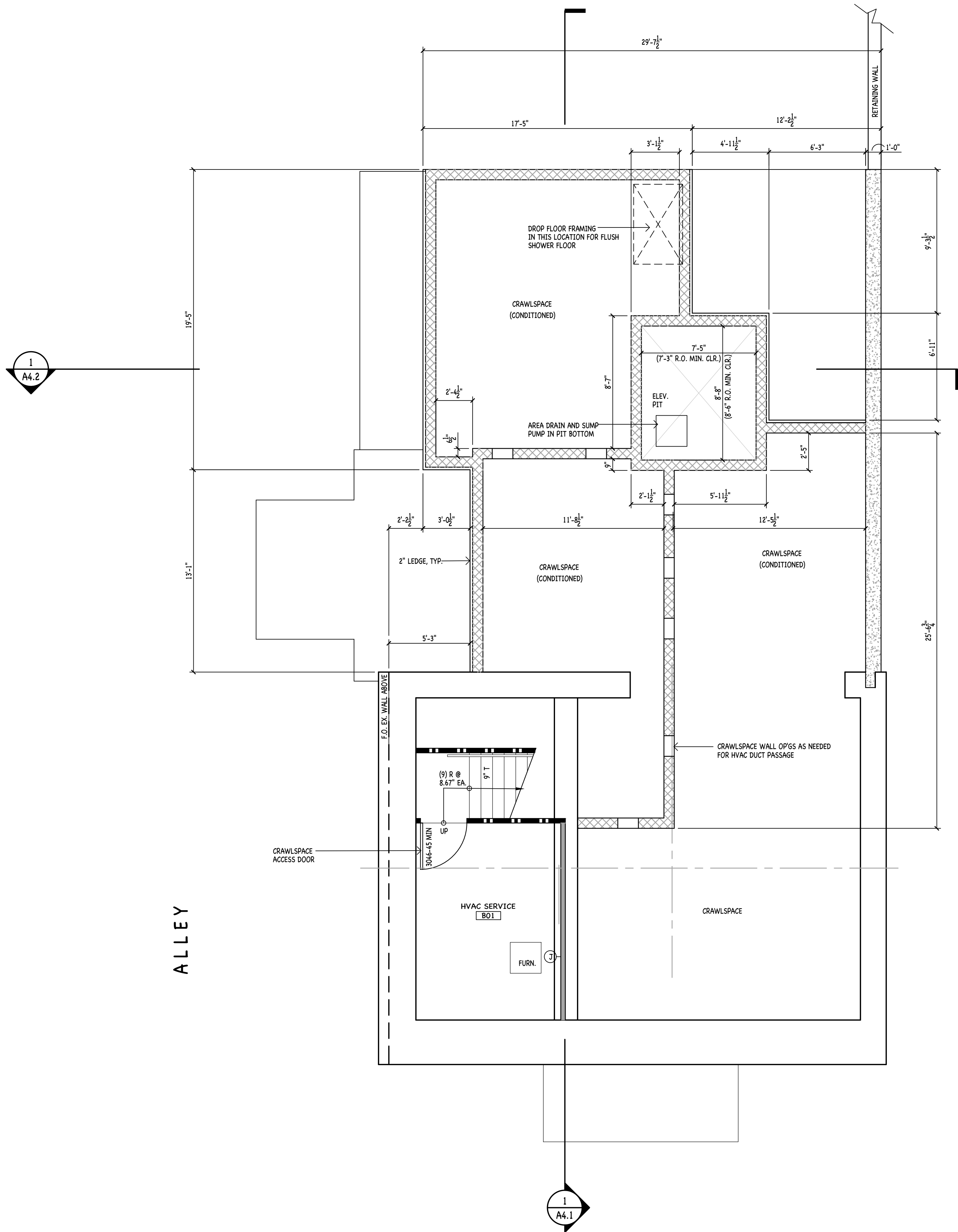
Issue Date		
NOVEMBER 21, 2023		
Revisions		
No.	Date	Description

SARA LAMBERT  
ARCHITECT  
707 326 6443 ... SARA@SARALAMBERT.COM  
2900 FONDREN DRIVE ... DALLAS TEXAS  
RESIDENTIAL ... COMMERCIAL

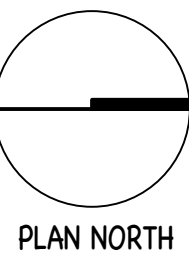
SITE PLAN +  
PROJ. DATA

A1.1





BASEMENT FLOOR PLAN



SCALE:  
1/4"=1'-0"

1

ST. PETERS PARISH HOUSE EXPANSION  
NORTH KING STREET SHEPHERDSTOWN WVA

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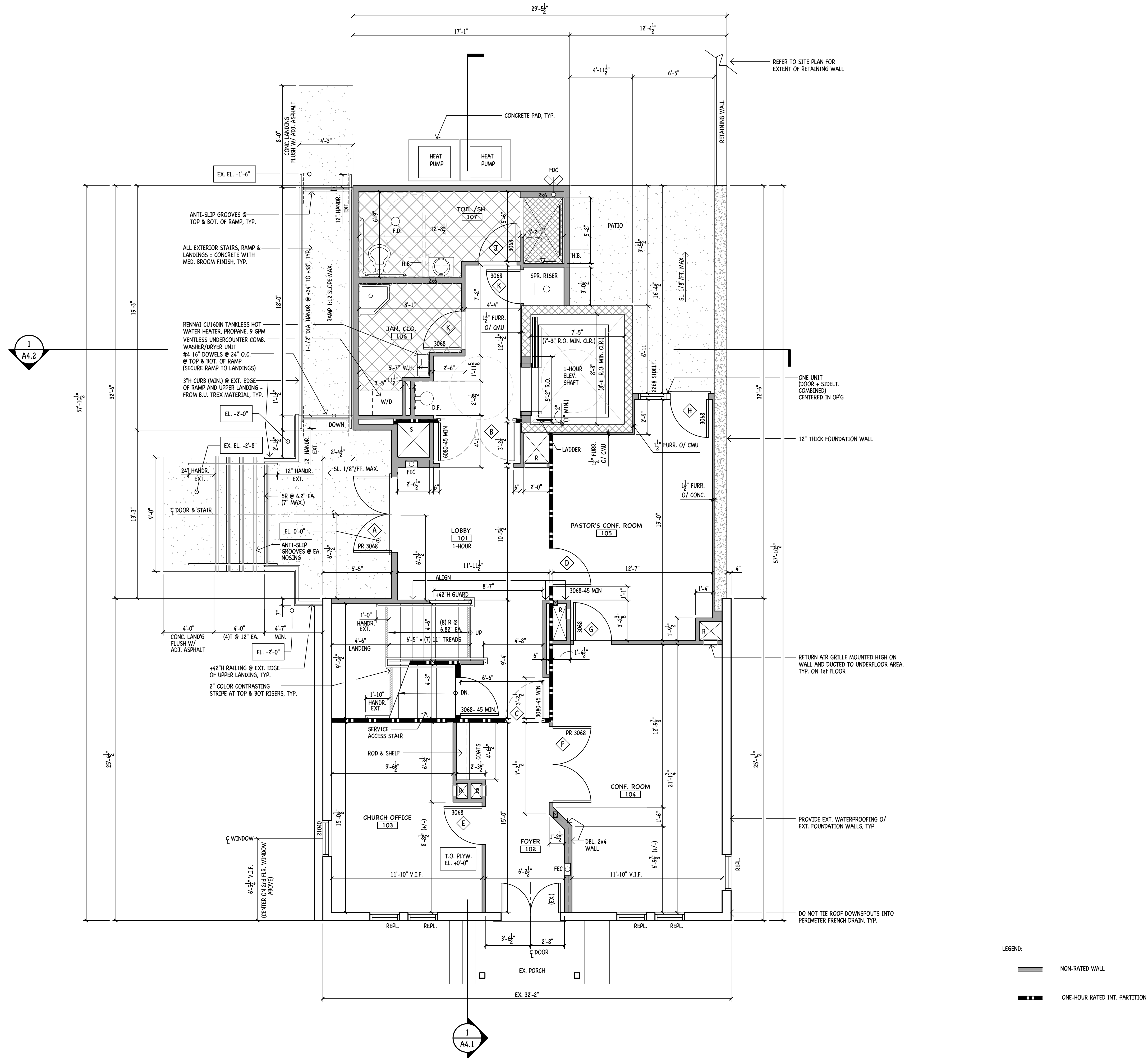
Revisions

No.	Date	Description
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SARA LAMBERT  
ARCHITECT  
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2700 FONDREN DRIVE ... DALLAS TEXAS  
RESIDENTIAL ... COMMERCIAL

BASEMENT  
FLOOR PLAN

A2.0



FIRST FLOOR PLAN

SCALE:  
1/4"=1'-0"

ST. PETERS PARISH HOUSE EXPANSION  
NORTH KING STREET SHEPHERDSTOWN WVA

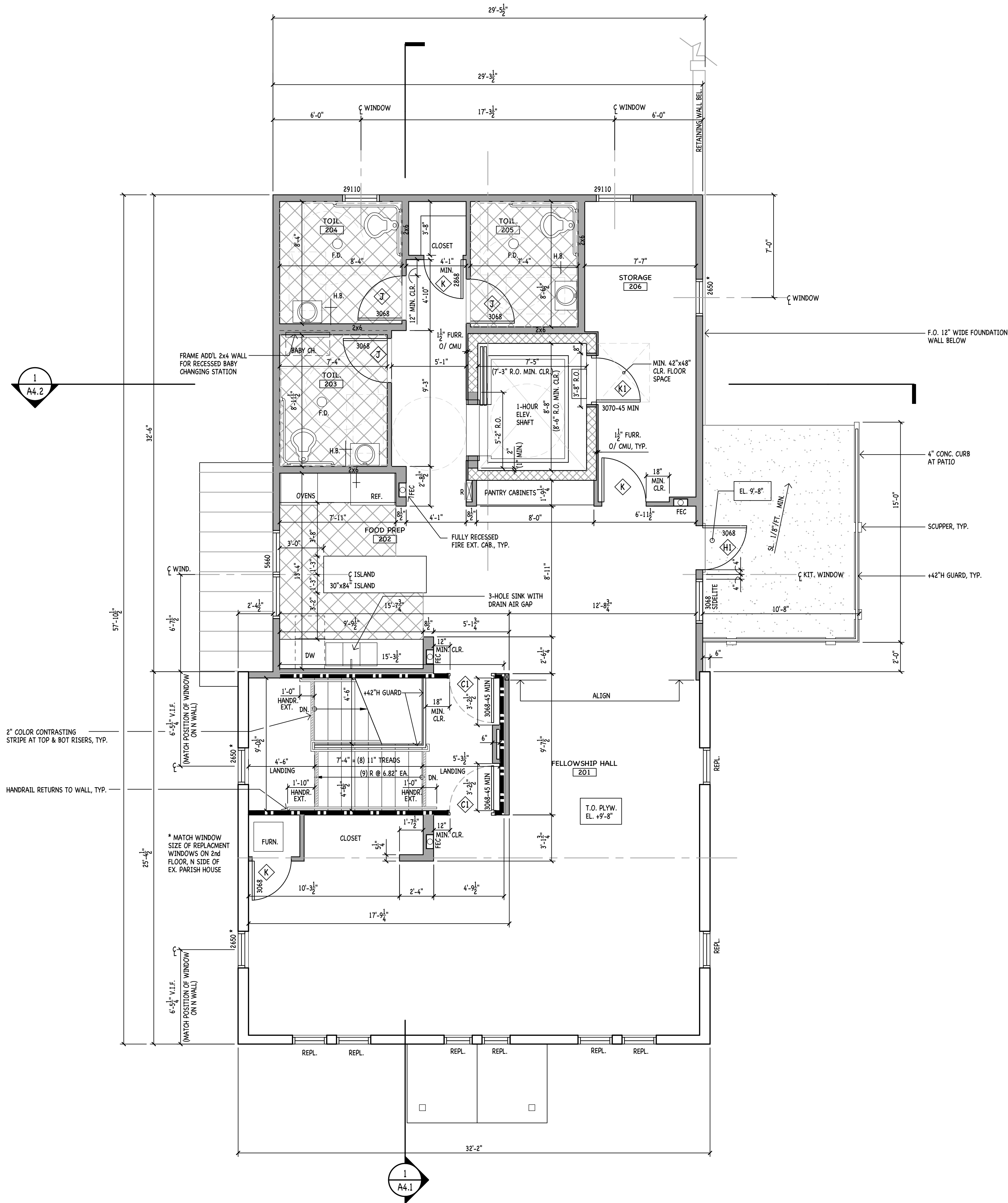
Revisions		
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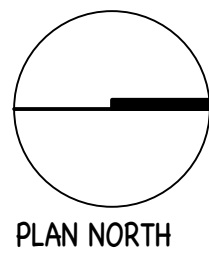
FIRST FLOOR  
PLAN

A2.1





SECOND FLOOR PLAN



SCALE:  
1/4"=1'-0"

1

ST. PETERS PARISH HOUSE EXPANSION  
NORTH KING STREET SHEPHERDSTOWN WVA

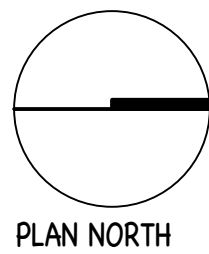
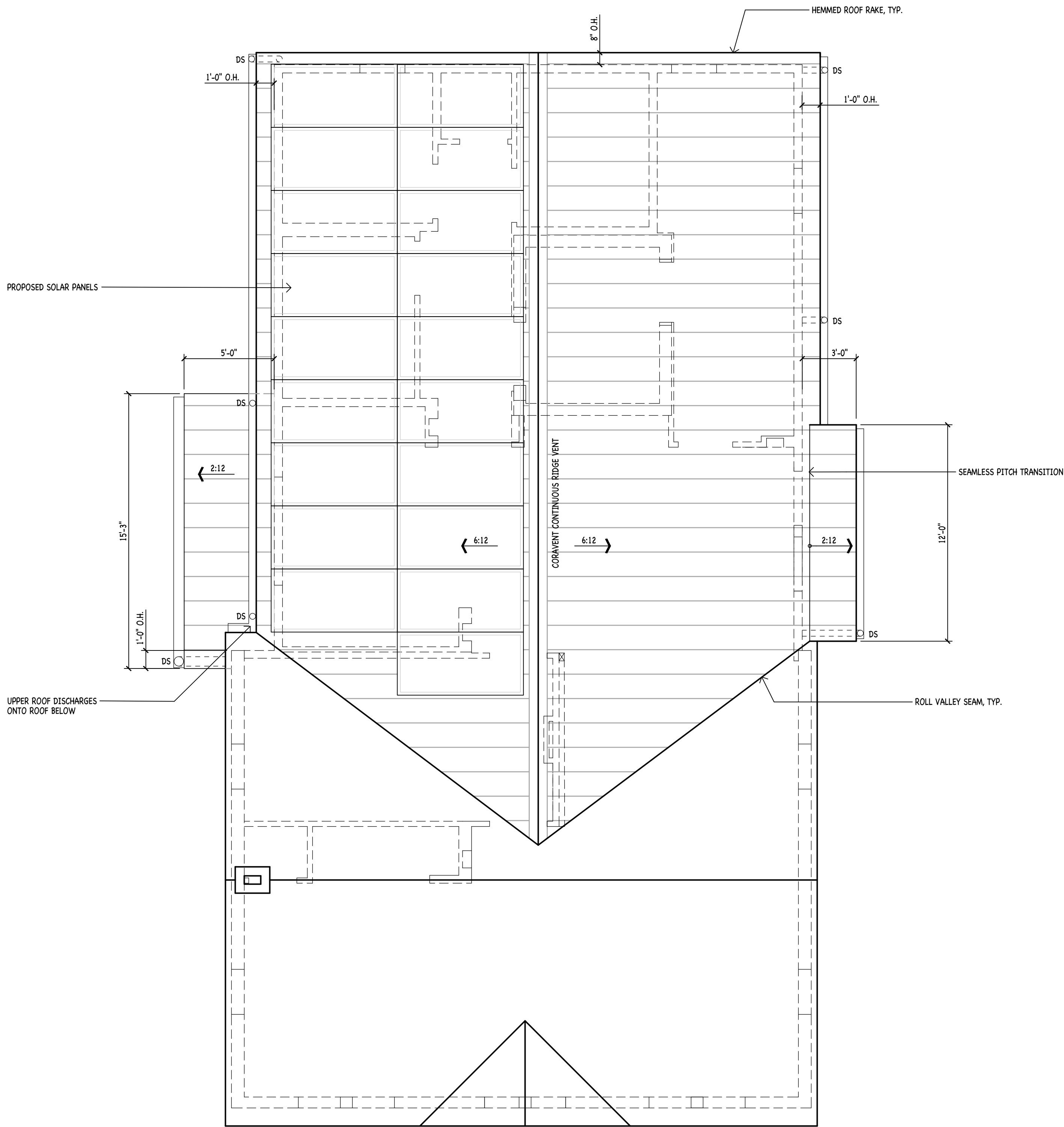
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2700 FONDREN DRIVE ... DALLAS, TEXAS  
RESIDENTIAL ... COMMERCIAL

SECOND  
FLOOR PLAN

A2.2



ROOF PLAN

SCALE:  
1/4"=1'-0"

1

ST. PETERS PARISH HOUSE EXPANSION  
NORTH KING STREET SHEPHERDSTOWN WVA

Issue Date  
NOVEMBER 21, 2023

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1 3-15-17 PLAN CHANGE #1

SARA LAMBERT  
ARCHITECT  
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ROOF  
PLAN

A2.3

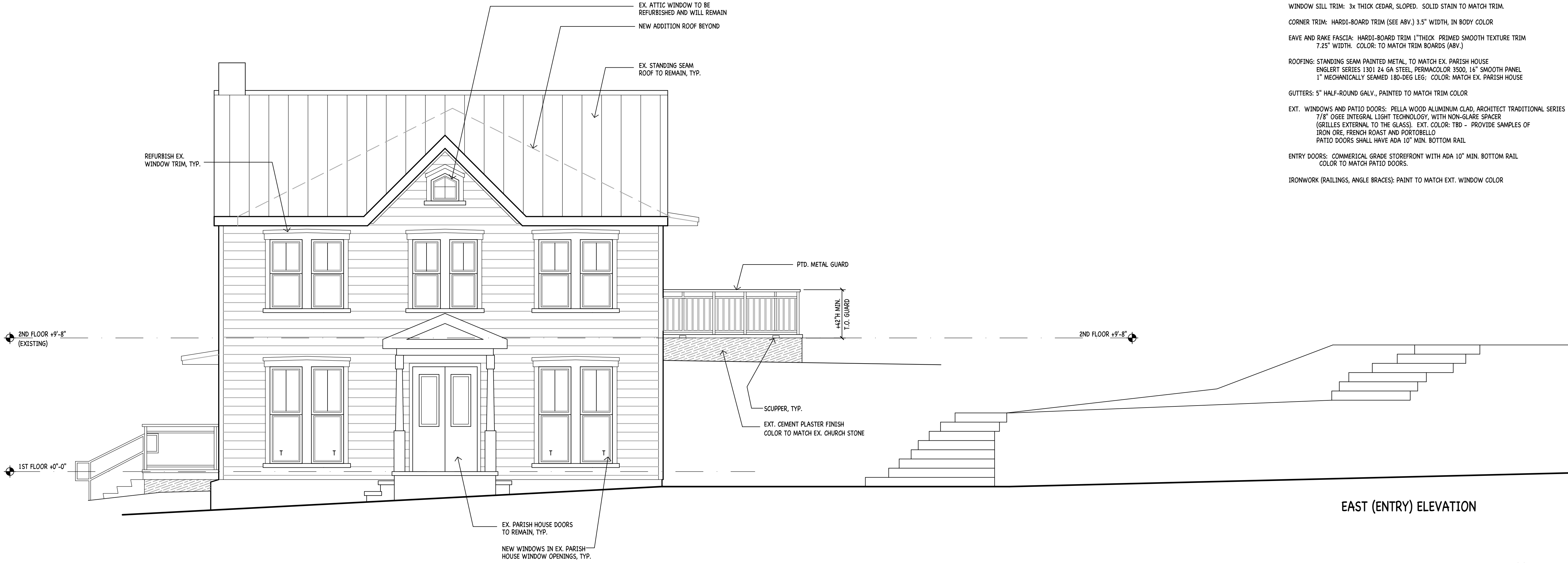


EXTERIOR  
ELEVATIONS



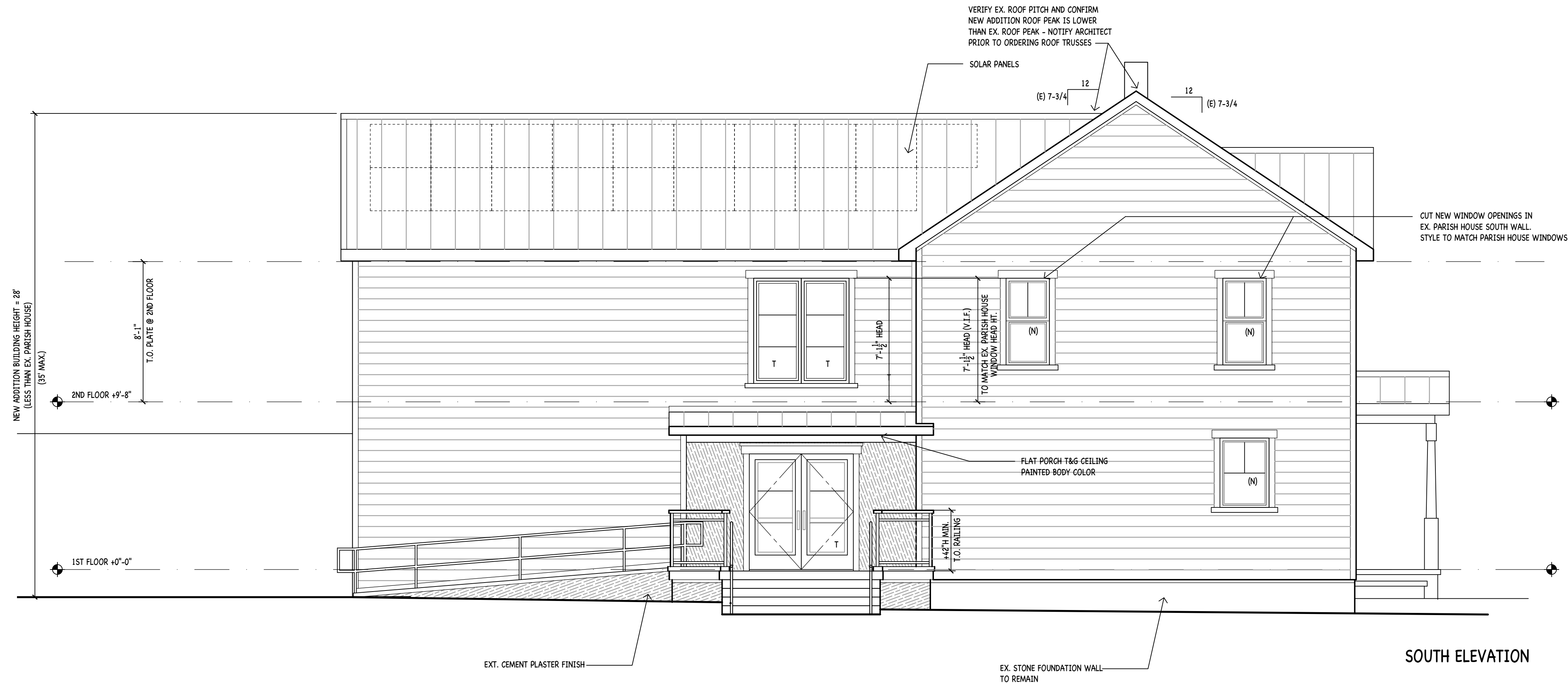
NORTH ELEVATION

- EXTERIOR FINISH SPECIFICATIONS: U.O.N.
- SIDING: HARDI-BOARD PLANK, 8.25" WIDTH (7" EXPOSURE)  
SMOOTH TEXTURE LAP SIDING: COLOR: COBBLESTONE  
SMOOTH COAT EXT. CEMENT PLASTER - COLOR TO MATCH CHURCH STONE
- TRIM: HARDI-BOARD 5/4 SMOOTH TEXTURE TRIM: COLOR: ARCTIC WHITE  
WINDOW/DOOR JAMB TRIM: 3.5" WIDTH  
WINDOW/DOOR HEAD TRIM: 5.5" WIDTH
- WINDOW SILL TRIM: 3x THICK CEDAR, SLOPED. SOLID STAIN TO MATCH TRIM.
- CORNER TRIM: HARDI-BOARD TRIM (SEE ABV.) 3.5" WIDTH, IN BODY COLOR
- EAVE AND RAKE FASCIA: HARDI-BOARD TRIM 1" THICK PRIMED SMOOTH TEXTURE TRIM 7.25" WIDTH. COLOR: TO MATCH TRIM BOARDS (ABV.)
- ROOFING: STANDING SEAM PAINTED METAL, TO MATCH EX. PARISH HOUSE  
ENGLERT SERIES 1301 24 GA STEEL, PERMACOLOR 3500, 16" SMOOTH PANEL  
1" MECHANICALLY SEAMED 180-DEG LEG: COLOR: MATCH EX. PARISH HOUSE
- GUTTERS: 5" HALF-ROUND GALV., PAINTED TO MATCH TRIM COLOR
- EXT. WINDOWS AND PATIO DOORS: PELLA WOOD ALUMINUM CLAD, ARCHITECT TRADITIONAL SERIES 7/8" OSEE INTEGRAL LIGHT TECHNOLOGY, WITH NON-GLARE SPACER (GRILLES EXTERNAL TO THE GLASS). EXT. COLOR: TBD - PROVIDE SAMPLES OF IRON ORE, FRENCH ROAST AND PORTOBELLO  
PATIO DOORS SHALL HAVE ADA 10" MIN. BOTTOM RAIL
- ENTRY DOORS: COMMERCIAL GRADE STOREFRONT WITH ADA 10" MIN. BOTTOM RAIL COLOR TO MATCH PATIO DOORS.
- IRONWORK (RAILINGS, ANGLE BRACES): PAINT TO MATCH EXT. WINDOW COLOR

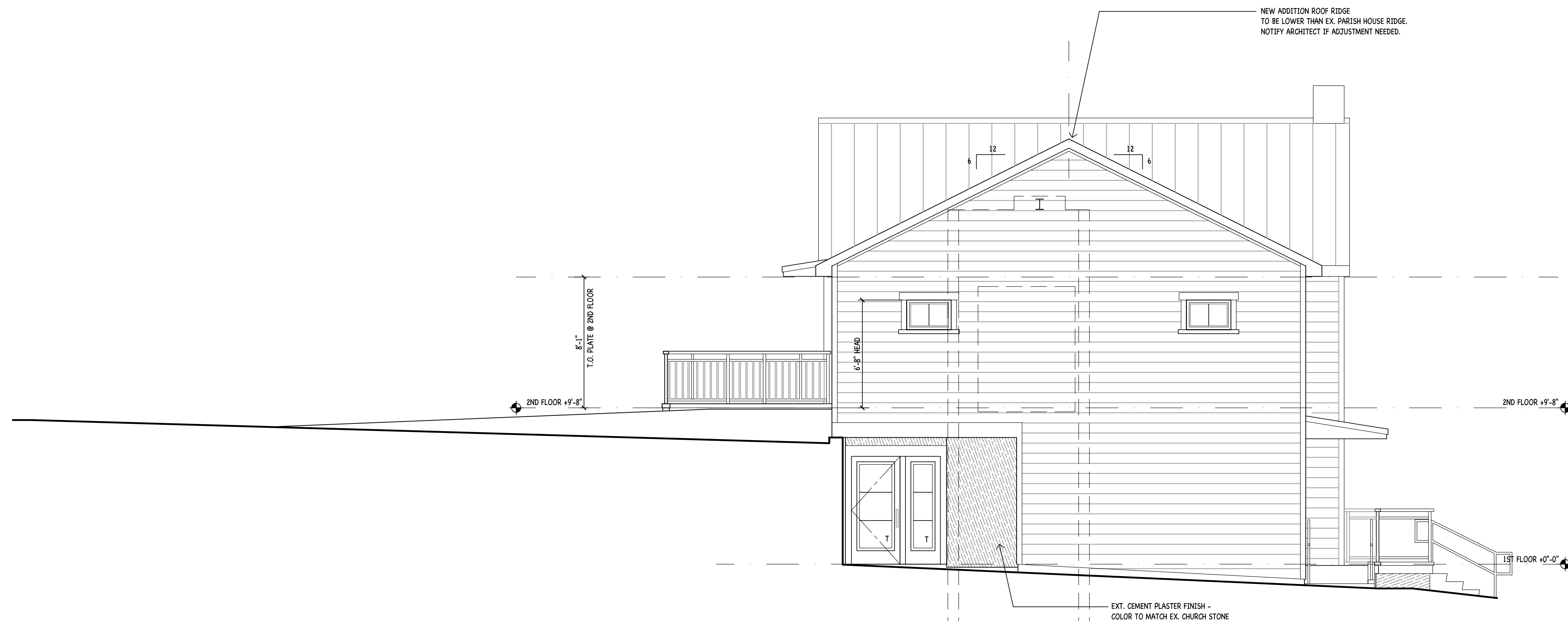


EAST (ENTRY) ELEVATION

T = TEMPERED GLASS



SOUTH ELEVATION



WEST ELEVATION

T = TEMPERED GLASS

EXTERIOR ELEVATIONS

SCALE:  
1/4"=1'-0"

1

ST. PETERS PARISH HOUSE EXPANSION  
NORTH KING STREET SHEPHERDSTOWN WVA

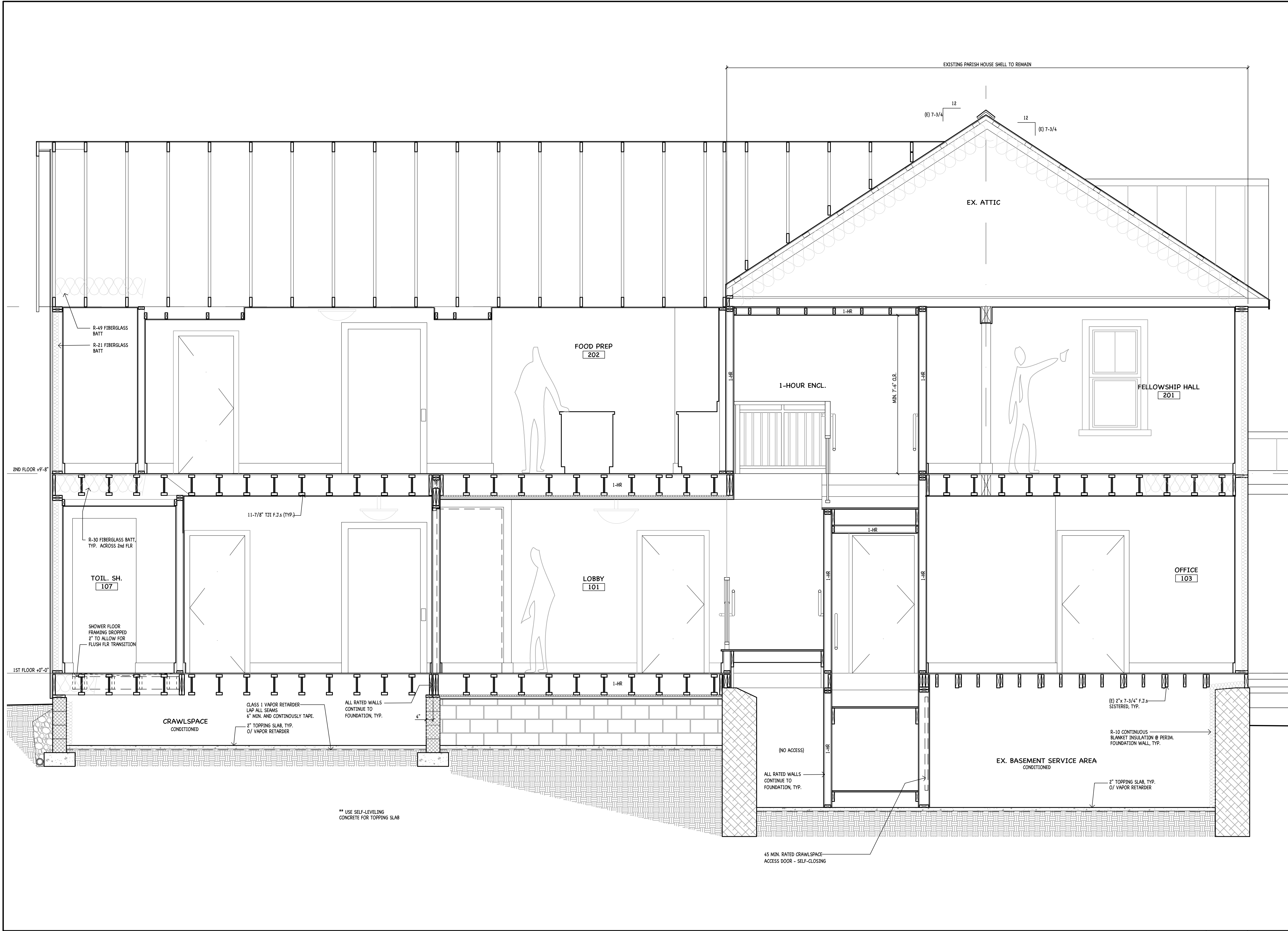
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Revisions  
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707 - 326 - 6443 ... SARA@SARALAMBERT.COM  
2900 FONDREN DRIVE ... DALLAS TEXAS  
RESIDENTIAL ... COMMERCIAL

EXTERIOR  
ELEVATIONS

A3.2





ST. PETERS PARISH HOUSE EXPANSION  
NORTH KING STREET SHEPHERDSTOWN WVA

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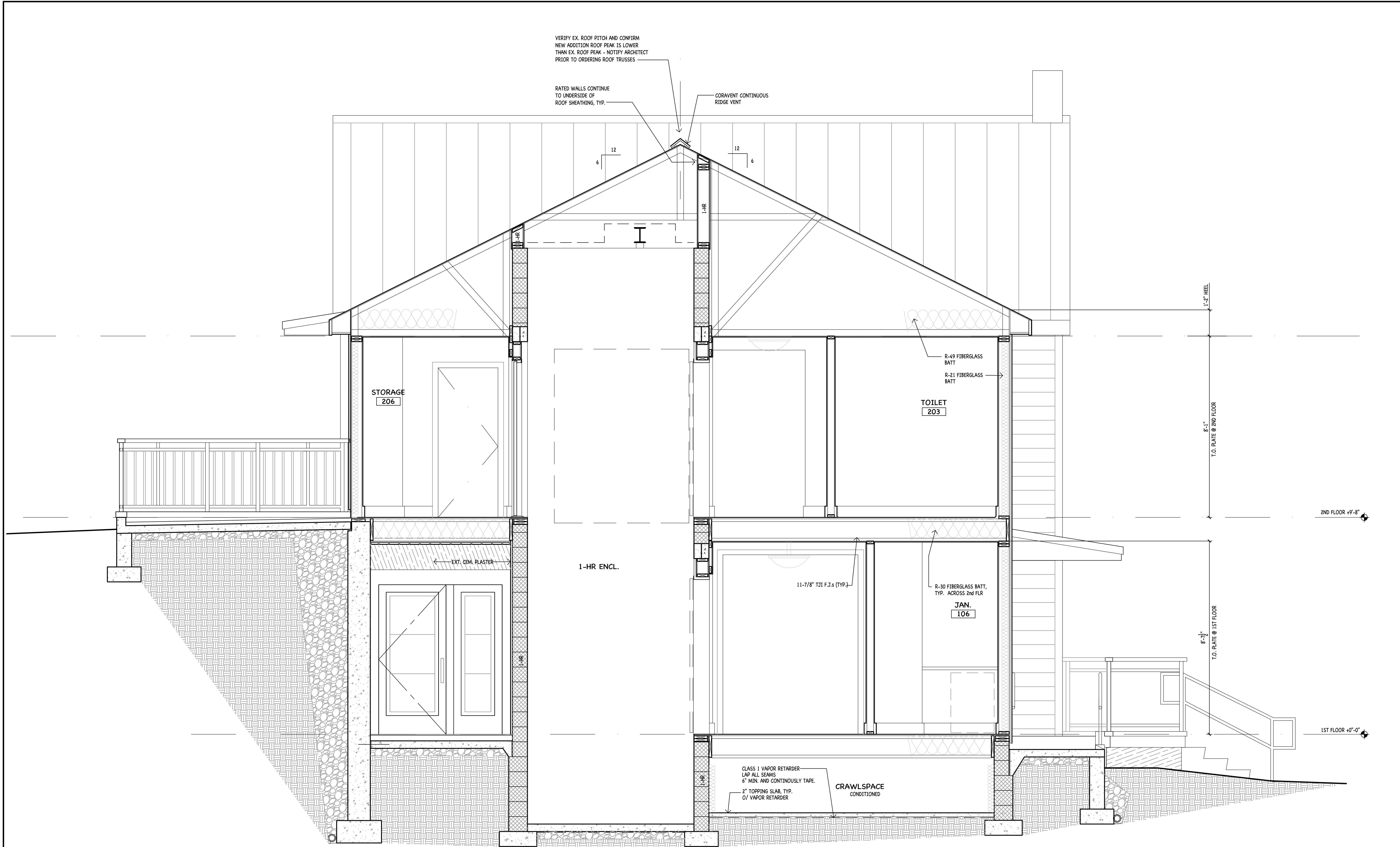
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RESIDENTIAL ... COMMERCIAL

BUILDING  
SECTION

A4.1

EAST-WEST SECTION

SCALE:  
1/2"=1'-0"



NORTH-SOUTH SECTION

SCALE:  
1/2"=1'-0"

1

ST. PETERS PARISH HOUSE EXPANSION  
NORTH KING STREET SHEPHERDSTOWN WVA

Issue Date		
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No.	Date	Description

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RESIDENTIAL ... COMMERCIAL

BUILDING  
SECTION

A4.2

Feb HLC



Application Number 24-01

## Application for Certificate of Appropriateness & 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: Mike Chapman for Jefferson Security Bank  
(Must be Property Owner)

Mailing Address: 105 E. Washington St  
Shepherdstown, WV 25443

Day Time Telephone Number: (304) 876-9038

E-Mail Address: mchapman@jsb.bank

Street Address of Proposed Work: 105 E. Washington St

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 fascia around top of drive thru

Cost Estimate: 25,000.00 Project Category (Descriptions on Next Page): II

Contractor performing work: Tri-State Improvements, LLC

Contractor's Business License #: 2020-003, 857

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 24 - 01

**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, solar panels, signs, fences, non-permanent storage sheds and 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-** Driveways, decks, carports, porch enclosures and window, roof or siding replacement.

**Category III-** New construction of and/or additions to residential, commercial, and industrial structures.

**Category IV-** Demolition or Relocation of a Structure

**(Categories II and III):**

**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 drawings 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 IV- 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 24-01

**Checklist of Required Information for Applications Continued**

**All Categories:**

  x   Copy of general contractor's Shepherdstown business license or license application.  
Processed, waiting on issuance

**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: 12/19/2023

Owner's Signature: 

Print Name: Mike Chapman

**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 12/19/23

CHK# 2955



Application Number 24 - 01

**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

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

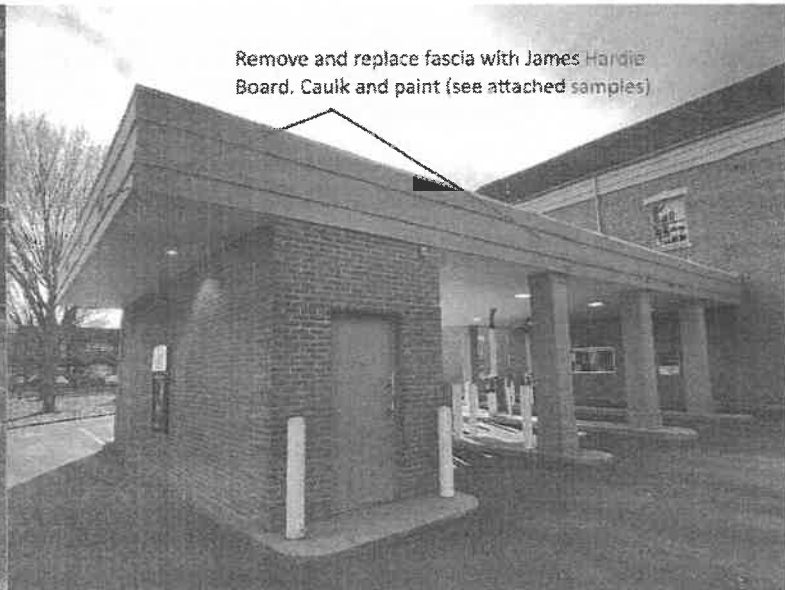
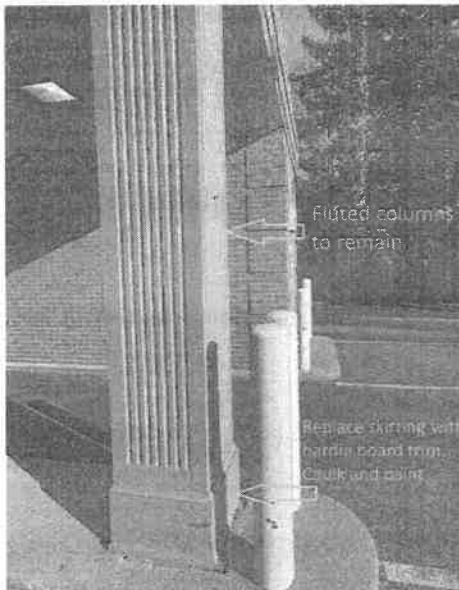
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	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
	<p><b><u>Category III:</u></b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> 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):</p> <ol style="list-style-type: none"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <p><b>\$50.00</b>      Accessory Buildings  <b>\$150.00</b>      Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b>      Contributing Structures (≥ 50 years old)</p>
<p>Certificate of Appropriateness Advertisement Fee: <span style="float: right;"><b>\$15</b></span></p>	

24-01



Note:  
All replaced surfaces to similarly match those being removed,  
and painted to same color





Application Number 24.02

## Application for Certificate of Appropriateness & 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: JACQUELINE S. LEWIS, by ERIC LEWIS CPA  
(Must be Property Owner) Her representative

Mailing Address: PO BOX 517  
SHEPHERDSTOWN, WV 25443

Day Time Telephone Number: 304 279 4574 (ERIC LEWIS)

E-Mail Address: CJLEWIS51@GMAIL.COM

Street Address of Proposed Work: 112 E GERMAN ST

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

Current Zoning: \_\_\_\_\_ Current Land Use: MIXED USE COMMERCIAL / RESIDENTIAL  
Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: MURAL ON PANELS, ATTACHED TO  
MORTAR (NOT BRICKS). SEE ATTACHED DETAIL.

Cost Estimate: \$1,000 Project Category (Descriptions on Next Page): CATEGORY I

Contractor performing work: SELF - ERIC LEWIS

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 work order on the project.





Application Number 24 - 02

### **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, solar panels, signs, fences, non-permanent storage sheds and other minor changes.

*See Attached*  
**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-** Driveways, decks, carports, porch enclosures and window, roof or siding replacement.

**Category III-** New construction of and/or additions to residential, commercial, and industrial structures.

**Category IV-** Demolition or Relocation of a Structure

#### **(Categories II and III):**

**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 drawings 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 IV- 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 24 - 02

**Checklist of Required Information for Applications Continued**

**All Categories:**

N/A 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: 1/8/24

Owner's Signature: [Signature]

Print Name: ERIC LOUIS (FOR JACKIE LOUIS)

**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 \_\_\_\_\_

Date Paid \_\_\_\_\_



Application Number 24 - 02

**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):*

	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
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<p>Certificate of Appropriateness Advertisement Fee: <span style="float: right;"><b>\$15</b></span></p>	

SHEPHERDSTOWN MURAL

JANUARY 8, 2024

A "GIFT" TO THE SHEPHERDSTOWN COMMUNITY

# Shepherdstown Mural

Westside brick wall of the  
Betty's Restaurant building  
German Street alleyway

*Initiated by Lewis family, owners of the building*

CONCEPT, DESIGNS, PAINTING BY BFA PAINTING MAJORS & LOCAL ARTISTS / ART DIRECTION PROFESSOR SONYA EVANISKO



# Transforming Space Through Art

## THE GOAL

Create a public mural that serves as a distinctive visual feature in Shepherdstown (for locals and visitors)—a painting that is of the highest artistic merit and brings life and a surprising, memorable moment into a narrow passageway. The painting invites visitors to interact, taking a photo within and among *Shepherdstown, WV* typography that in turn promotes town via social media. The design confidently celebrates the unique and historic nature of town and doesn't seek to compete for attention.



CREATED BY LOCALS

# Designers & Painters



**Sonya Evanisko**  
Project Coordinator  
& Art Director



**Charlotte Puttock**  
Shepherd BFA  
Painting Graduate &  
Lead Student  
Designer



**Heather Crosby**  
Artist, Designer,  
Business Owner &  
Shepherd BFA  
Design Alumni



**Shane Harris**  
Designer, *The Other*  
*Place Signs*  
Business Owner &  
Shepherd BFA  
Design Alumni



**Shepherd  
University  
Painting  
Students**

THEME & STYLE

# Celebrate Shepherdstown

- Character, magic, atmospheric elements i.e. ethereal clouds
- Celebratory/parade like imagery i.e. stars, flags
- Stars morph into botanical dandelion forms, festive fireworks, etc. to suggest movement and floating forms
- Photo/promotional tourism opportunity with styled *Shepherdstown*, WV typography and graphic elements i.e. thought bubbles
- Reference history through (Architectural outline) of Rumsey steam engine mechanisms
- Plant, leaf, floral, and/or garden forms—referencing garden/tree town/farming area
- Arts, crafts, blacksmithing, baking, garden, books, inventors, creators, makers



# Site / Location

## WEST WALL OF BETTY'S BUILDING

Shepherdstown's historic guidelines do not allow painting on "raw bricks", so the painting will be on Medium Density Overlay Plywood MDO Board, with potential irregular shapes on top and sides of the mural and whimsical, engaging, free-floating, cut-out shapes above. Panel is applied to the mortar, not the bricks, and is removable.







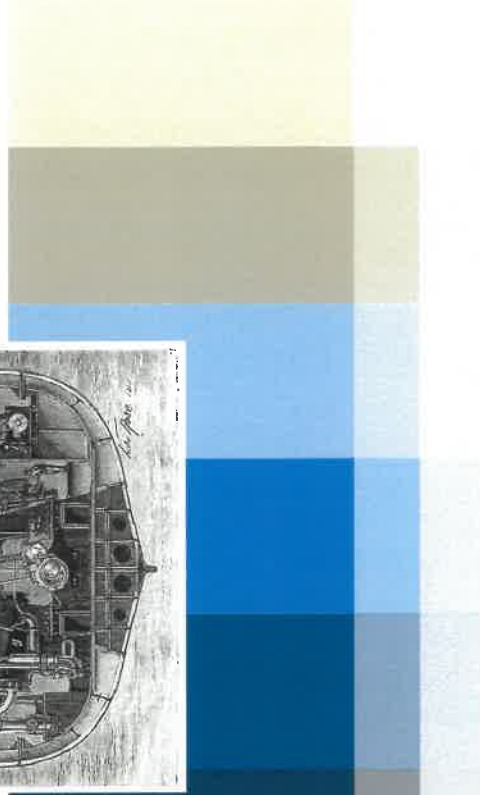
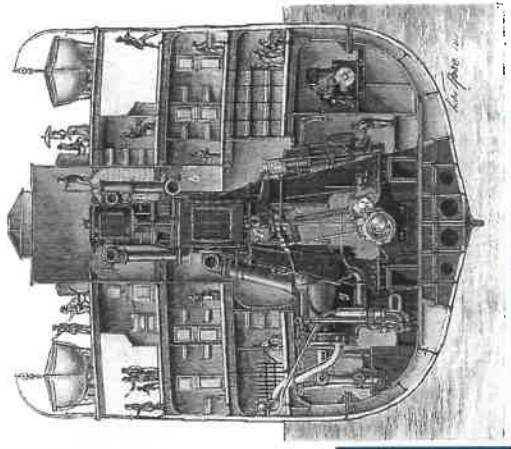
# Design Considerations

- Emphasize form, line, color, abstraction
- Compliment the surroundings
- Consider use of building/materials
- Visually entice visitor interaction
- Creating a joyful sense of place/belonging
- Sophisticated and fresh design
- Limited color palette, muted intensity, contrast
- Invite and encourage interaction
- Establish an opportunity to promote town
- Make a memory



MONOCHROMATIC, FRESH, MODERN, CELEBRATORY

# Moodboard A



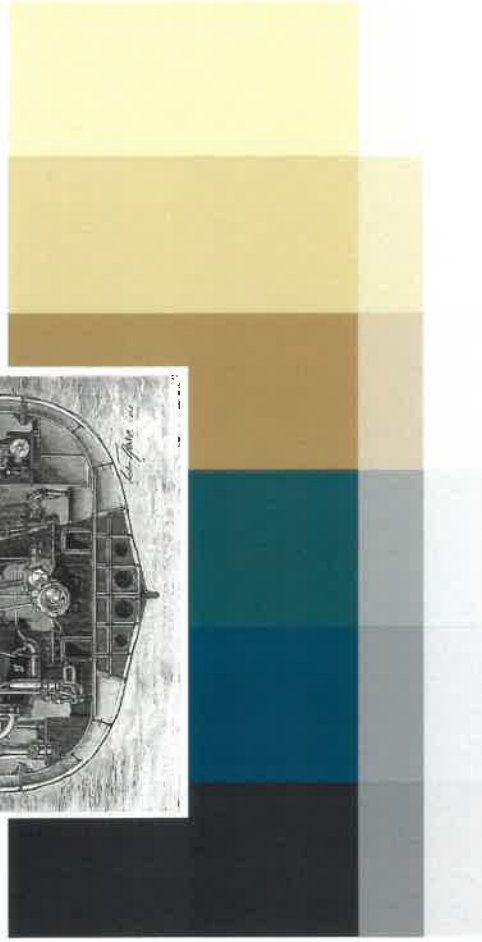
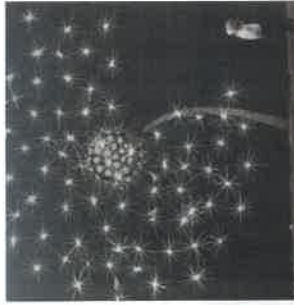
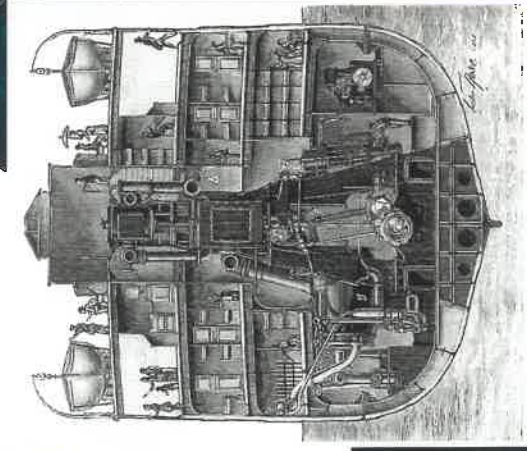
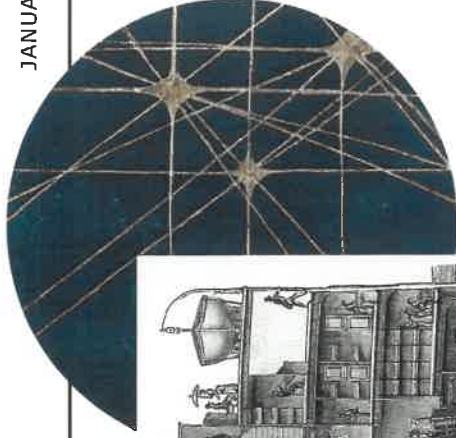
*Limited, related colors, and values to minimize high intensity color and loud contrast.*

SHEPHERDSTOWN MURAL

JANUARY 8, 2024

WARM, MOODY, PLAYFUL, CELEBRATORY

# Moodboard B



*Limited, related colors, and values to minimize high intensity color and loud contrast.*

JANUARY 2024-JUNE 2024

# Timeline

2023 - JANUARY  
2024

Planning, Ideation,  
Design meetings.  
Historic Commission  
Meeting

FEBRUARY 2024

Continue design  
work & approval  
process. Sketch on  
panels and start  
blocking in of color

MARCH 2024

Painting in Progress.  
By late March  
panels moved to  
site and installed

APRIL 2024

On site Painting in  
Progress. Cut-out  
shapes installed  
above panels. Invite  
Town committees to  
offer feedback on  
work in progress

MAY-JUNE 2024

Painting in Progress  
to finish

# Benefits of Public Art

The visual aesthetics of a space have a deep influence on the quality of people's experiences in that place. The space one interacts with daily can affect the health and well-being of the people who live, study, and work there.

Public art has many benefits such as the ability to establish a sense of identity, memories, and it also assists in forming an impression of the space and community.



# Benefits of Public Art

- Personalizes impersonal spaces—visually interesting
- Assists in making a place unique
- Represents a forward-thinking community that embraces and celebrates art and culture
- Good design sparks conversation
- Makes a community a “great place to reside”—recruitment/retention in workplaces/institutions
- Encourages creativity and innovation in other areas
- Evokes meaning in the public realm
- Encourages walking—provides visual interest along a pathway
- Promotes a place—encourages tourism, patrons to businesses, and other economic activity
- Create high-visual impact with no cost to the community—the design/painting is donated by local art professionals and Shepherd students





# Next Steps

COMPLETION DATE: MAY-June 2024 [TBD]

- Obtain feedback on designs
- Make revisions as needed
- Start sketching work in Shepherd studios Jan 24
- Painting in Progress Feb 24
- Move materials to town site late March 24
- Receive feedback early April 24
- Continue painting on site April – May 24
- Estimated completion May – June 24

# Questions / Comments?

## MURAL PAINTERS

Charlotte Puttock, lead painter  
Heather Crosby  
Shane Harris  
Sonya Evanisko  
Shepherd University students

## ART DIRECTOR

Professor Sonya Evanisko

“

I believe art has the ability to heal,  
to inspire, and to make us feel more  
connected to one another.

— TRACEY EMIN

”



Application Number

24 - 03

## Application for Certificate of Appropriateness & 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:

Kenneth Postalwait

(Must be Property Owner)

Mailing Address:

3550 Aux. Airport Rd.  
Seguin, TX 78155

Day Time Telephone Number:

830 660-6790

E-Mail Address:

rhawk61@gmail.com

Street Address of Proposed Work:

102 College

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:

Install new metal roof

24 gauge Antique Silver

Porch covering (partial North/West sides)

Cost Estimate:

4800<sup>00</sup>

Project Category (Descriptions on Next Page):

Contractor performing work:

Ken Postalwait

Contractor's Business License #:

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.

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\_\_\_\_\_ 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-** Driveways, decks, carports, porch enclosures and window, roof or siding replacement.

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**Category IV-** Demolition or Relocation of a Structure

**(Categories II and III):**

\_\_\_\_\_ 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 drawings 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 IV- 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:**

Owner install 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: 1-6-2024

Owner's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Ken Postalwait

**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 \$564.00

Date Paid 1/8/24

\*CC\*



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):*

	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
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<p><b>Certificate of Appropriateness Advertisement Fee:</b> <span style="float: right;"><b>\$15</b></span></p>	

# Receipt

**Payment processed succesfully!** Thank You for your Payment. Please print this receipt for your records. An email receipt will be sent if you have provided your email.

## Your payment receipt.

Dear KENNETH POSTALWAIT,

Thank You for your payment.

### Payment Details

Transaction Amount : \$566.00

Processing Fee: \$15.56

Total Amount: \$581.56

Authorization Code: 6181894

Transaction Date: 1/8/2024 3:39:20 PM

Card Holder : KENNETH POSTALWAIT

Card : VISA ending with 8794

*Please allow 48-72 hours for your payment to post. Please contact us at in case of questions.*















# NEW METAL ROOF

True Rough Sawn  
2x6 Pine

8"x12"

8"x8" post

12'

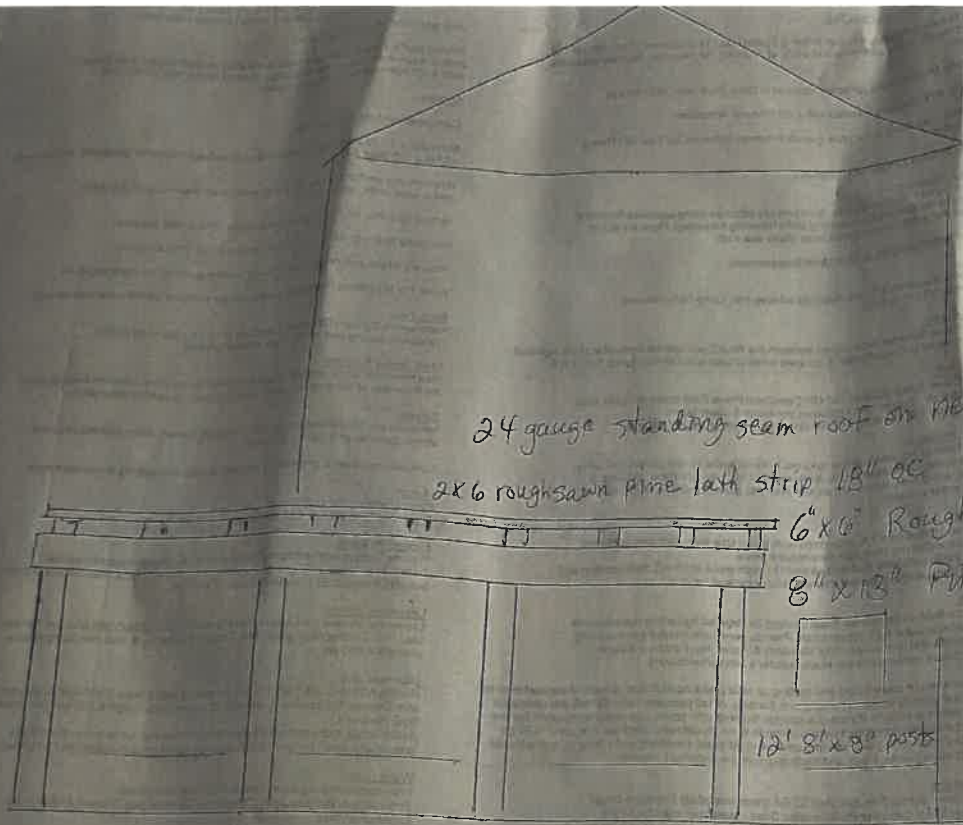
8"x8" posts  
10'

18"x

24" deep  
Cement  
footer  
1/2" x 16" anchor

9'6" x 26' w 6" overhang

Cedar  
fence



24 gauge standing seam roof on new porch and house "antiquesilver"

2x6 roughsawn pine lath strip 18" oc

6"x6" Rough Sawn Pine rafters 4' oc

8"x13" Pine Header Beams

12' 8"x8" post

8"x8" Post 10' oc

30'

Street view

College street

German Street

