

Shepherdstown Planning Commission Agenda

Regular Meeting and Public Hearing

Monday, April 22, 2024

5:30 p.m. - Town Hall

A. Call to Order:

B. Approval of Previous Months' Minutes:

[18-Mar-24](#)

C. Visitors:

D. Conflicts of Interest:

E. Applications:

Application	Name	Address	Description
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Previous Applications:

New Applications:

24-08	Robin & Frank Von Fintel	310 W. German Street	Demolition of rear 1.5 story and single story run-in shed additions. Construct new 2-story and step-down single-story additions with rear & side porches.
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[Site Plan](#)

24-10	Christopher & Laurie Moy	106 N. Duke Street	Installation of 196' of 4' H custom cedar fencing with (2) pedestrian gates.
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24-11	Mary Ball	119 W. German Street	Display an approximately six (6) square foot oval hanging sign from existing bracket metal bracket.
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F. Continuing Business:

G. New Business:

H. Administrative:

1. Mayor's Report

2. Staff Report

I. Adjournment



Application Number 24-08

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)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: FRANK & ROBIN VON FINTEL
(Must be Property Owner)

Mailing Address: 149 GENERAL MCCLELLAN COURT
HARPERS FERRY, WV 25425

Day Time Telephone Number: 304-657-7970

E-Mail Address: ROBINVONFINTEL@GMAIL.COM

Street Address of Proposed Work: 310 W GERMAN STREET, SHEPHERDSTOWN, WV 25443

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: _____
Demolish existing 1.5-story kitchen addition, including attached shed and rear sunroom, with a combined footprint of approximately 570 sqft, approved by previous homeowners Melanie Jesteadt & Chris Cafiero under application 21-42. Construct a new 2-story addition with a footprint of 956 sqft. The first floor will feature a guest bedroom and full bathroom, a new kitchen and dining area, and a family room. The second floor (635 sqft) will comprise the master bedroom and bathroom, laundry facilities, a linen closet, and an additional bedroom. The additional will be built on a crawlspace foundation.

Cost Estimate: \$300,000 Project Category (Descriptions on Next Page): IV

Contractor performing work: Brian Miller, Miller Residential Creations

Contractor's Business License #: WV047751

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.

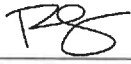
Section 9-905 Remedies and penalties

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: 3/18/2024

Owner's Signature: 

Print Name: Frank & Robin von Fintel

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 \$1,245.50
Date Paid 3/18/2024

CHK # 124



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><u>Category I:</u></p> <p>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.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;">\$300 + \$0.50 per sq. ft.</p> <p>New construction of garages & other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;">\$50 + \$0.10 per sq. ft.</p>
	<p><u>Category IV:</u></p> <p>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):</p> <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 <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p>
<p>Certificate of Appropriateness Advertisement Fee: \$15</p>	

Project Address

Frank & Robin Von Fintel
310 W German Street
Shepherdstown, WV 25443

Main Scope of Work

- Demolish existing 1.5-story kitchen addition, including attached shed and rear sunroom, with a combined footprint of approximately 570 sqft, approved by previous homeowners Melanie Jesteadt & Chris Cafiero under application 21-42.
- Construct a new 2-story addition with a footprint of 956 sqft. The first floor will feature a guest bedroom and full bathroom, a new kitchen and dining area, and a family room. The second floor (635 sqft) will comprise the master bedroom and bathroom, laundry facilities, a linen closet, and an additional bedroom.
- Finish the attic space, previously fitted with stairs by the previous homeowner, for use as additional living space such as a reading area or office.
- Develop the basement as an unfinished crawlspace designated for storage purposes.
- Establish connections: The first-floor addition will link via an existing door off the living room, while the second-floor addition will connect to the existing landing where the current A/C is located.

Additional Restoration, Maintenance and Repair:

- Replace the original metal roof of the structure with a matching and suitable standing seam metal roofing material.
- Repaint the original brick structure using a color that matches the Hardie Board siding to be utilized on the rear addition.
- Refurbish the original window trim by repainting it white to harmonize with the trim color of the new addition.
- Address the damaged condition of the current front door, which exhibits cracks and signs of water and sun damage. If restoration proves impractical, consider painting the door with a complementary accent color.
- Restore and reinstall existing one attic gable window. The window was replaced with attic fan, original window sash has been found in basement.

Materials

James Hardie Lap siding (Light Mist) with white trim to match windows and doors on the Main 2-Story Addition.



James Hardie Lap Vertical Siding (Artic White) on 1-Story Family Room addition.



Standing seam metal roof on original brick structure, side porch, and rear porch with snowbirds in dark bronze.



Drawings for LLC approval
- not for construction

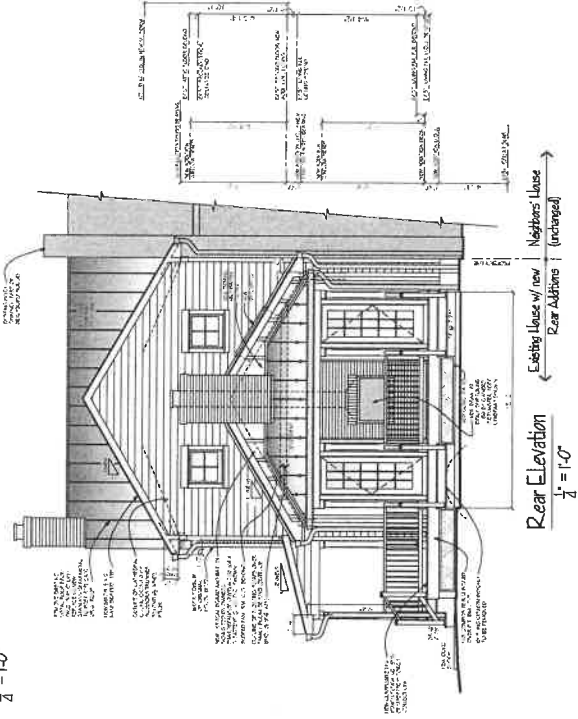
Proposed additions to the:
Von Fintel Residence
310 W. German Dr., Shepherdsboro WV 25443
Town of Shepherdsboro WV

Left & Rear Elevations



DATE:	01/11/2017
PROJECT:	VON FINTEL RESIDENCE
CLIENT:	MR. & MRS. JAMES VON FINTEL
DESIGNER:	THE FINE LINE HOME DESIGN LLC
SCALE:	AS SHOWN
PROJECT LOCATION:	310 W. GERMAN DR., SHEPHERDSBORO, WV 25443
PROJECT NO.:	17-001

Residential design & drafting by:
The Fine Line Home Design LLC
PO Box 10000, Shepherdsboro, WV 25443
www.thefinelinehome.com





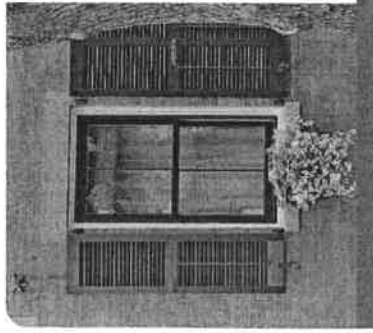
HARVEY
WINDOWS + DOORS



MAJESTY WOOD PRODUCTS GUIDE

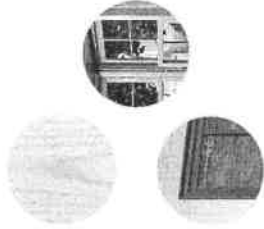


MAJESTY WINDOW FEATURES



AT A GLANCE

- ▶ The solid Ponderosa Pine wood components of Majesty products have been specially treated to resist rot, degradation, spilling, warping, and mildew.
- ▶ The extruded aluminum exterior cladding is precision formed to protect the sashes from outdoor conditions, and includes attractive beveling to match the aesthetics of wood windows. The aluminum on the frame provides extra strength.

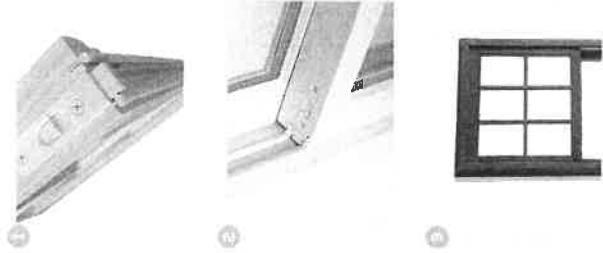


MAJESTY COMPONENTS

- 1 Majesty weathersaels are designed to perform over a wide range of temperatures and weather conditions. A lightweight polypropylene stiffener additive, which does not absorb water or collect mold, creates an airtight seal that does not distort over time. The seal ensures a consistent barrier from external conditions and allows for smooth window operation. An average of 300 inches of custom designed Foam-Tite® compression bulb seals encase the full perimeter of the sash of Majesty windows – similar to seals you see on dishwashers or refrigerators.

- 2 The rigid non-compression Jamb Liner adds strength, stability and reduces air infiltration, while its special beveled design allows the sash to open and tilt easily.

- 3 An electrostatic paint process adheres paint evenly onto exterior surfaces for an extremely durable finish that resists fading.



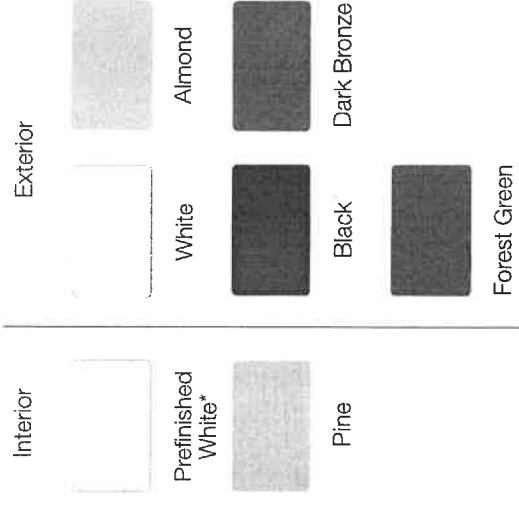
CUSTOMIZATION OPTIONS

MAJESTY FINISHES

Majesty Wood windows and patio doors feature a precision molded aluminum exterior that protects wood components from environmental conditions.

An electrostatic paint process adheres color evenly onto the aluminum clad surfaces, ensuring an extremely durable finish that resists fading. Majesty products come in your choice of 5 exterior finishes, at no additional charge.

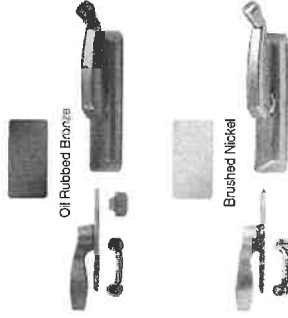
The interior can be left as warm, unfinished pine to be painted or stained after installation, or professionally prefinished in white for no mess or hassle post-installation.



STANDARD HARDWARE FINISHES



PREMIUM HARDWARE FINISHES



CUSTOMIZATION OPTIONS

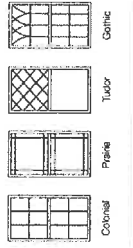
GRIDS

Both 5/8" and 1" grids in either contoured or flat are available for most products. Grids can also be painted. See product pages for grid options per window/doors style.



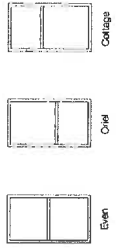
CONFIGURATIONS

Fully customize any grid design. Choose Colonial, Prairie, or other unique styles like Tudor or Gothic.



SASH ORIENTATION

Even sashes are nice, but you can also select Oriel, Cottage, or a custom orientation.



SIMULATED DIVIDED LITES (SDL)

For a dramatic and upscale look, choose the SDL grid system which utilizes a pewter in-glass grid with grids applied on both the interior and exterior. Available for most Majesty Wood windows.



GRIDS BETWEEN GLASS (GBG)

Contoured or flat grids are positioned between the glass, allowing for easy cleaning. Available for most Majesty Wood windows.



EXTERIOR APPLIED/ INTERIOR SNAP-INS

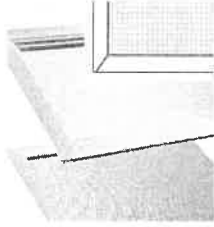
Exterior applied grids provide a more defined architectural style on the exterior, with the ease of grids between glass on the inside. Fine interior snap-in grids are also available for Majesty Wood windows.



SCREENS

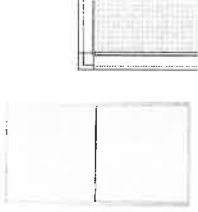
An often overlooked selection in the window buying process, the right screen can make a big difference when it comes to insect protection, durability, and of course, what a view looks like. Engage with homeowners to help them choose the screen options that will enhance their project.

FRAMES



EXTRUDED ALUMINUM

Superior in strength to Roll Form frames, extruded aluminum frames are tough, sturdy and easy to remove and install, with hidden metal corners that won't become brittle over time as exposed plastic corners can.



ROLL FORM

Aluminum Roll Form screens are a lightweight, value option available for certain windows only. Ideal for smaller window openings.

FLEXSCREEN FRAME

This barely visible frame is almost completely hidden by the screen track, and its innovative, flexible construction makes it effortless to remove or install.

Durable:

FlexScreen frames are made from dent and break resistant high performance steel, with a tough powder coating that resists scratching.



Easy to Use:

FlexScreen springs into an opening, making storing, installing and removing the screens easy.

Elegant:

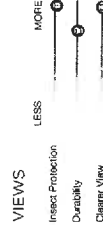
Without a bulky screen frame, FlexScreen disappears into the screen box of the window so there's less to get in way of the view. Plus, since FlexScreen's edges are hidden, there's no need to worry about matching a frame color to the window. Combine with VIEWWS mesh for the clearest view.

Screens come in half and full sizes. See product pages for screen options per window/doors style.

MESH



VIEWWS



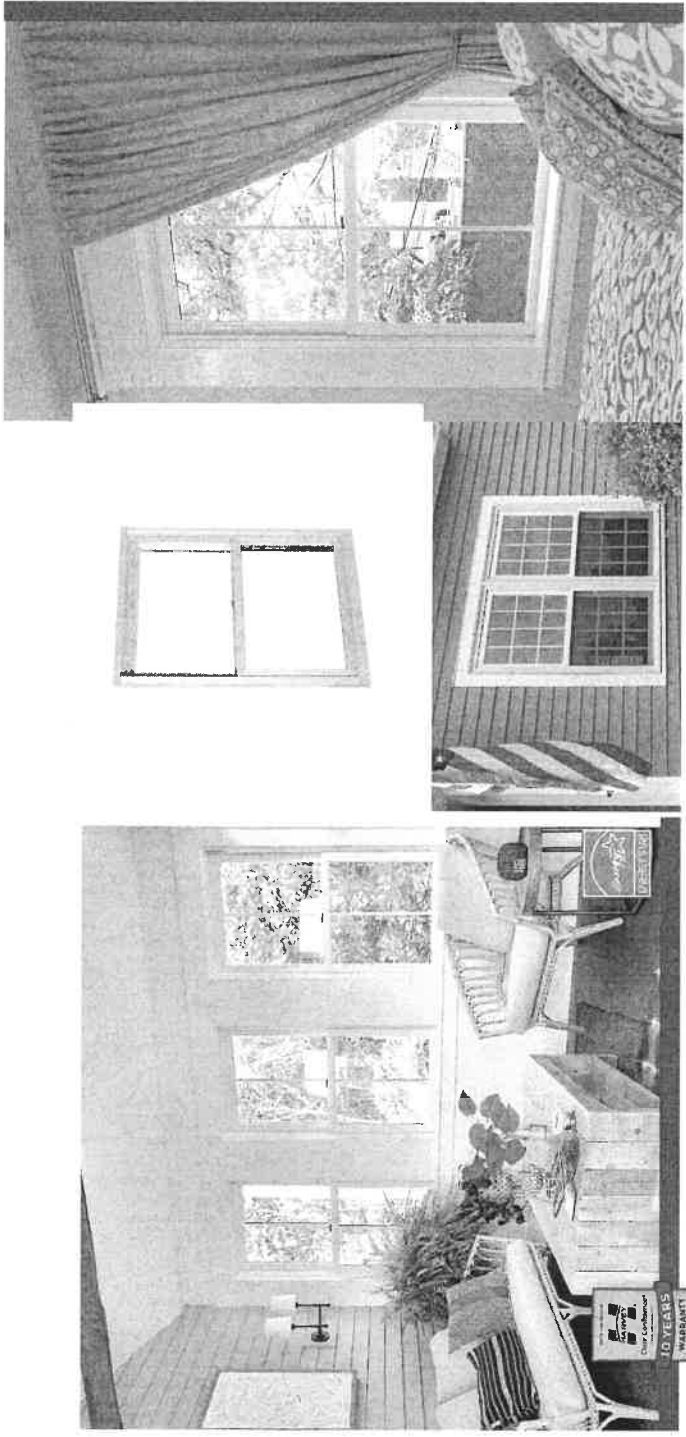
Upgrade to Virtually Invisible Screens for a brighter view, 25% better airflow, and maximum protection against small insects.

FIBERGLASS



A popular choice for its durability, fiberglass is flexible and does not crease, dent, or unravel.

MAJESTY WOOD DOUBLE HUNG



OPTIONS

GLASS PACKAGES



SunShield PLUS SunShield



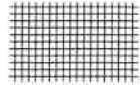
ThermalLock

SCREEN | FRAME



FlexScreen

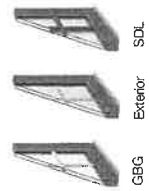
SCREEN | MESH



Fiberglass

VIEWS

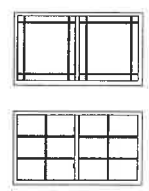
GRID | TYPE



GBG Exterior Applied/Interior Snap-In

SDL

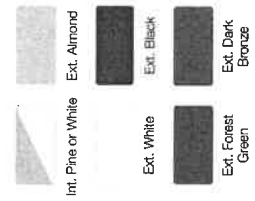
GRID | STYLE



Colonial

Prairie

COLORS | INT/EXT.



MORE OPTIONS & FEATURES

- Grids come in 5/8" and 1" sizes
- Custom grid configurations plus ornel & cottage sash options
- Obscured, Bronze or Tempered glass available
- Full size screens
- Interior options include warm, unfinished pine or professionally prefinished white (includes 10-year paint warranty)

FEATURES

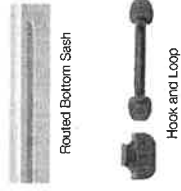
- Solid pine interior with aluminum clad exterior
- Recessed hardware provides unobstructed views and elegant, streamlined appearance
- Jamb liner is standard in Almond; also available in White

Superb architectural details include a refined 45° glazing bead, overlapping grids, and elegant recessed hardware to provide a traditional and sleek look. The top and bottom sash have weatherstripping around them that prevents air infiltration and both tilt in for easy cleaning.

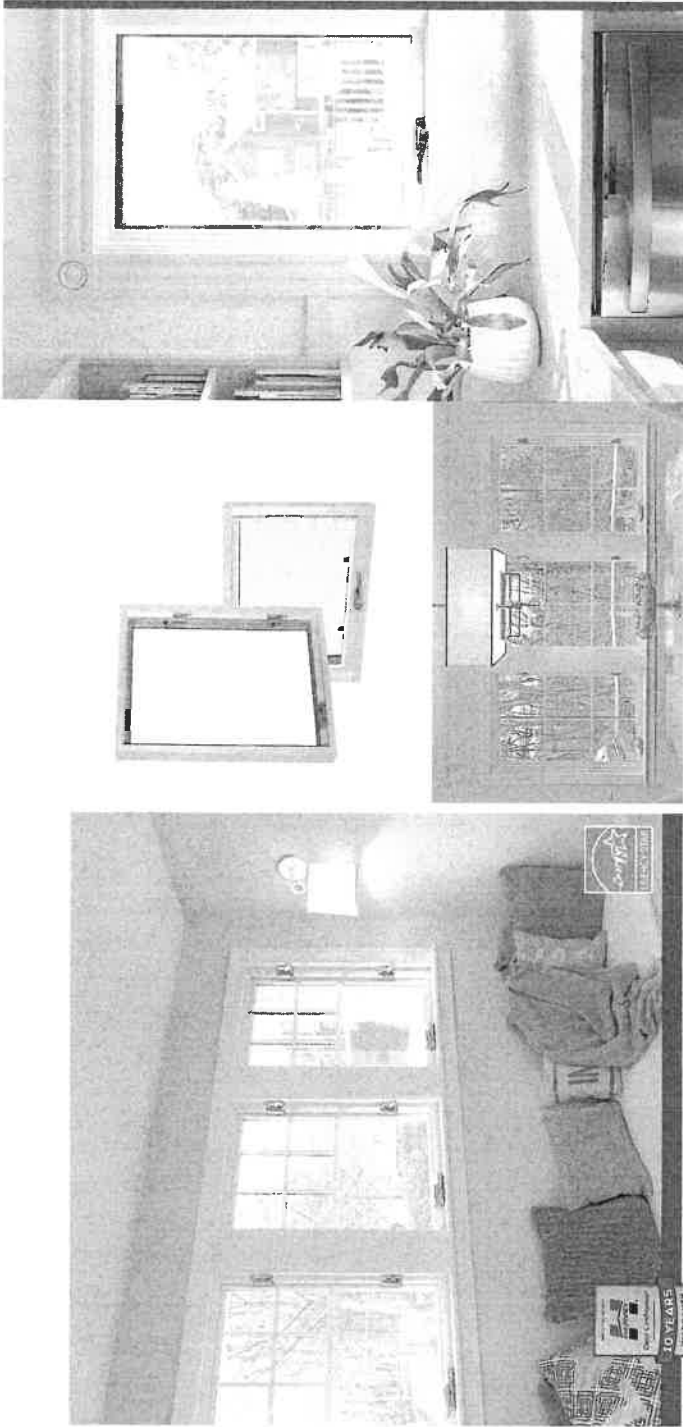
RECESSED SASH LOCK



LIFT OPTIONS



MAJESTY CASEMENT & AWNING



OPTIONS

GLASS PACKAGES



SunShield PLUS
SunShield



ThermaLock



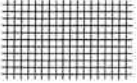
ThermaGuard

SCREEN | FRAME

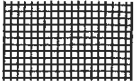


Roll Form

SCREEN | MESH



VIEWS



Fiberglass

GRID | TYPE



GGG



Interior
Snap-In

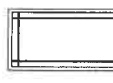


SDL

GRID | STYLE



Colonial



Prairie

FEATURES

Solid pine interior with aluminum clad exterior

Casements: tandem locks standard on units at or over 36" in height. For ease of operation, tandem locks engage/disengage with operation of just the lower lock.

Awning: hinge at the top and open outward to let in fresh air and deflect away rain

OTHER OPTIONS CASEMENT & AWNING

Grids come in 5/8" and 1" sizes

Custom grid configurations plus oriel & cottage sash options

Obscured, Bronze or Tempered glazing available

Full size screens

Interior options include warm, unfinished pine or professionally finished white (includes 10-year paint warranty)

COLORS | INT./EXT.



Int. Pine or White



Ext. Almond



White



Copperstone



Ext. White



Ext. Black



Brushed Nickel



Oil-Rubbed Bronze



Ext. Forest Green



Ext. Dark Bronze

COMPACT FOLDING HANDLE CASEMENT



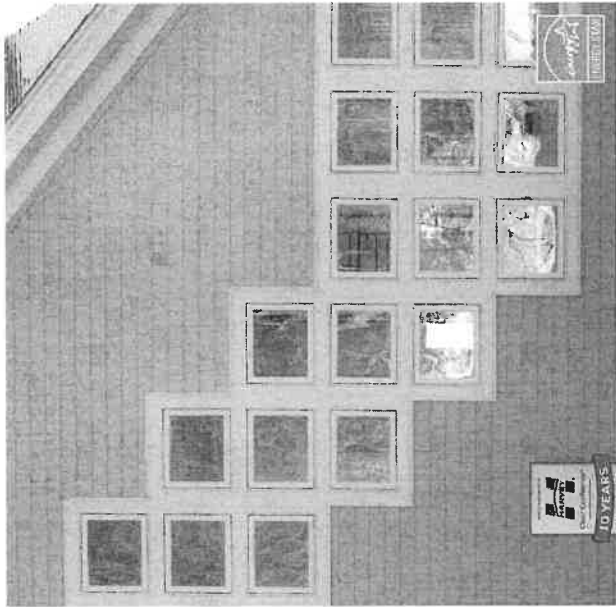
HANDLE AWNING



*Some hardware not available

Subject to change. Please visit www.honeywinds.com for the latest product information. Effective 4.1.23.



MAJESTY PICTURE & SHAPES

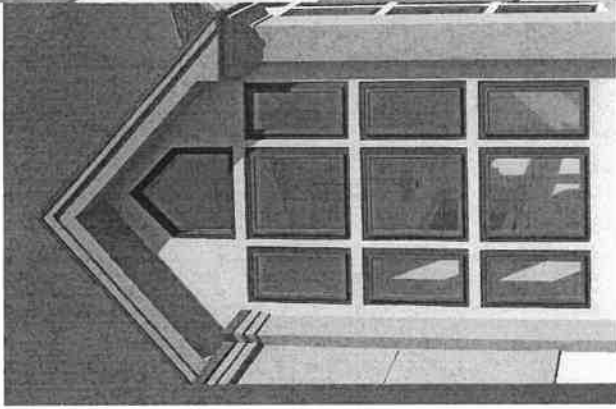


If you are opening up a room to a spectacular view, consider Majesty picture windows. Perfect for new construction or replacement projects, they are available in ENERGY STAR, obscured, bronze or tempered glazing. Or, for a dramatic design, pair them with Majesty shape windows.



All Grid Styles

	Int. Pine or White	Ext. White	Ext. Almond
	Ext. Dark Bronze	Ext. Forest Green	Ext. Black



FEATURES

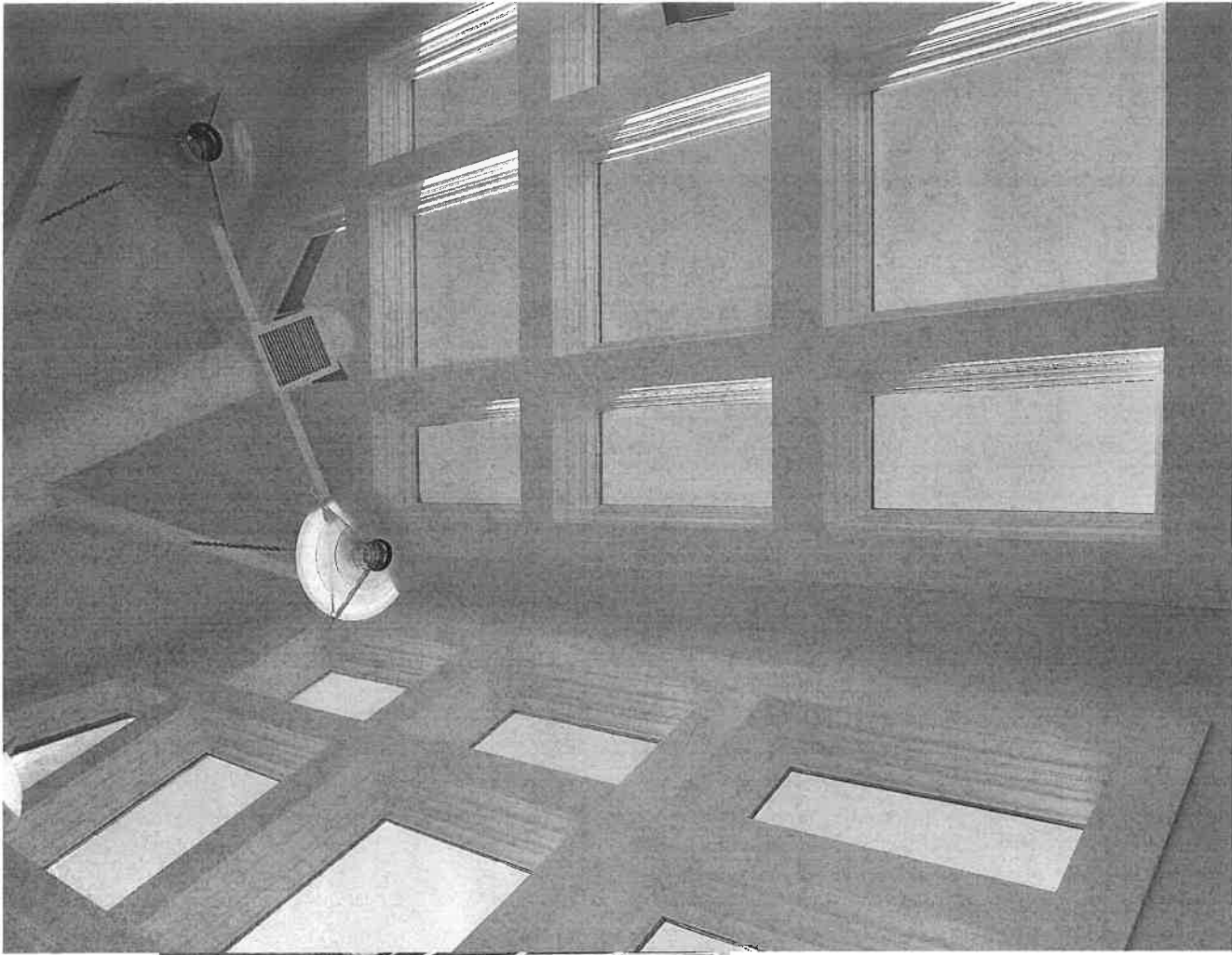
ENERGY STAR glass packages available

Solid pine interior with aluminum clad exterior

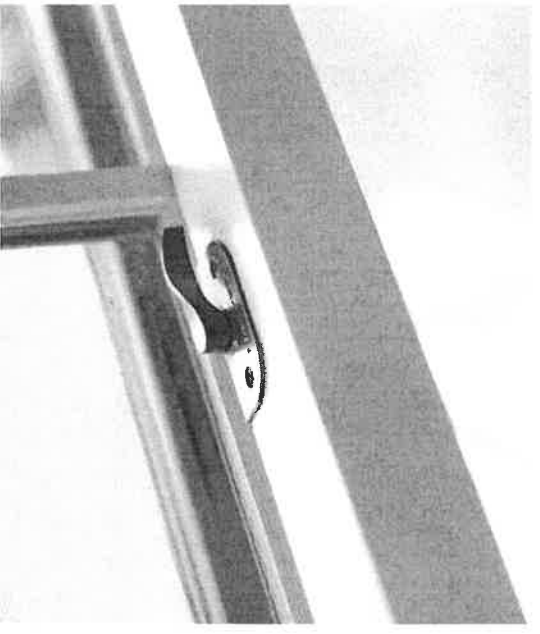
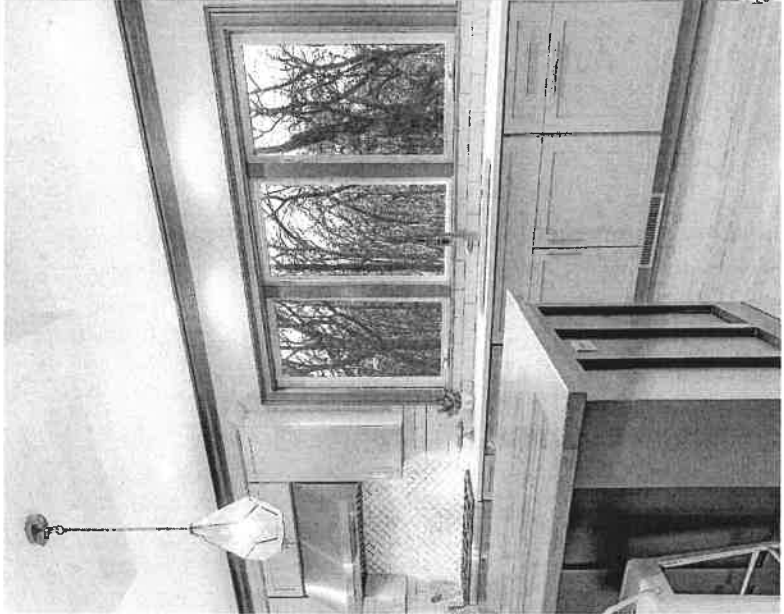
OTHER OPTIONS

Grids come in 5/8" and 1" sizes as well as custom configurations

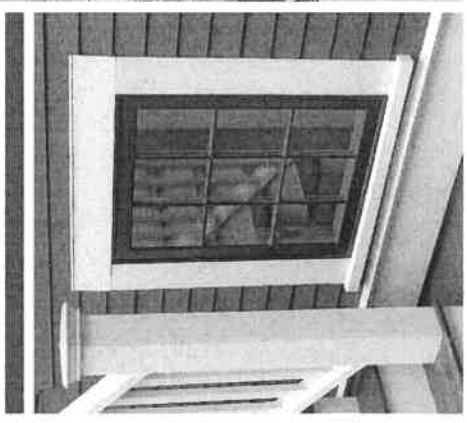
Interior options include warm, unfinished pine or professionally prefinished white (includes 10-year paint warranty)



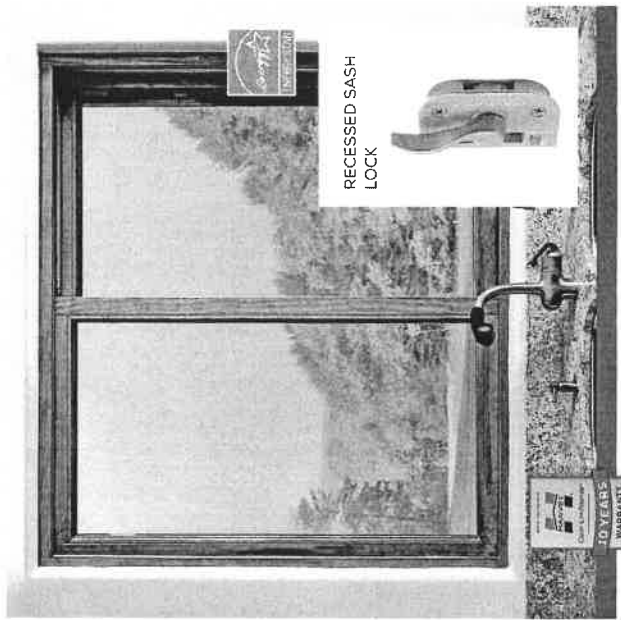
Subject to change. Please visit harveywindows.com for the latest product information. Effective 4.1.23.



Harvey Majesty Wood
Windows can be customized
to fit any design aesthetic
and performance level, with
a lineup that include double
hung, casement, awning,
picture, shapes, bay, bow,
and gliding windows.



MAJESTY GLIDING



RECESSED SASH LOCK



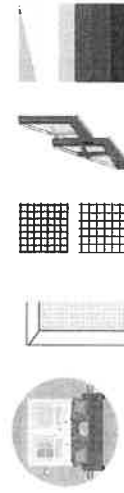
INTERIOR



EXTERIOR (ALMOND)

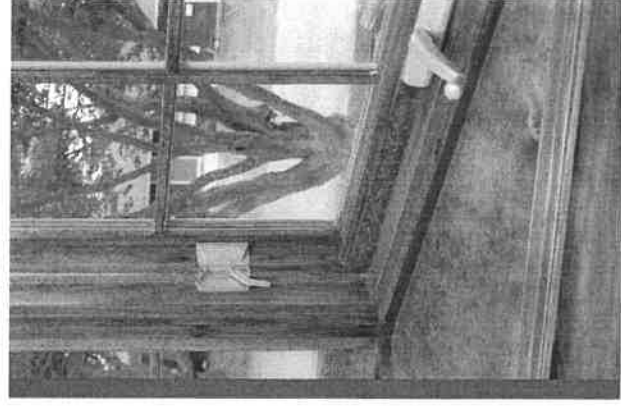
Optimize fresh air and sunlight without compromising space or energy efficiency. The interior sash of a Majesty gliding window horizontally slides by the fixed exterior sash, making them ideal when an outward swinging window cannot be used. Obscured and tempered glazing available.

OPTIONS



ThermalLock (included)
Fiberglass or VIEWS Mesh
Aluminum
All Color Options

MAJESTY BAY & BOW



Harvey's Majesty bay and bow are beautiful and functional. They can be made from casement, picture, or double hung windows, with the same glass, screen, grid and color options. There are no exposed joints or caulking on the exterior of the unit.

FEATURES

- Solid pine interior
- Aluminum clad exterior
- Double locks on frame heights greater than 34.5"

OTHER OPTIONS

- Grids come in 5/8" and 1" sizes as well as custom configurations
- Interior options include warm, unfinished pine or primed white

FEATURES

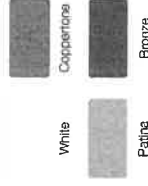
- ENERGY STAR glass packages available
- Solid pine interior with aluminum clad exterior
- Custom manufactured to fit virtually any opening

CUSTOM ROOFS

All roof systems are fully framed and sheathed in 1/2" plywood; custom roof height includes flange. They are available in 16 oz. copper or solid aluminum and are also compatible with several other manufacturers.

*Seat board standard with white aluminum face only, color matched caps finish the outside edge.

ALUMINUM ROOF COLORS



PATIO DOOR MAJESTY WOOD GLIDING

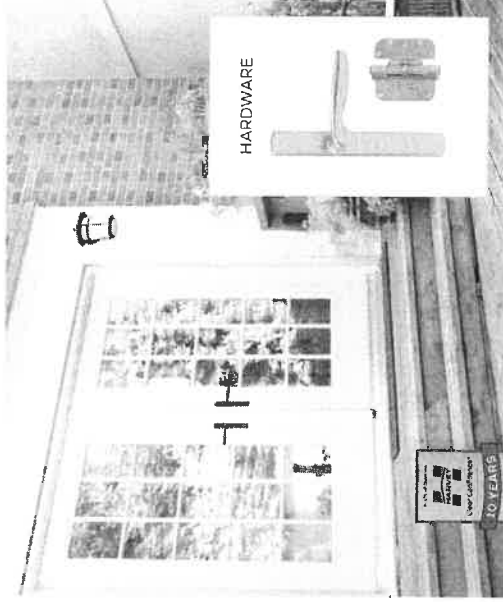


Harvey Majesty wood gliding patio doors offer contemporary hardware options, and narrow door stiles save space while delivering a sleek, casual look.

Available in 2, 3 and 4-Lite design options, they glide effortlessly along a continuous fiberglass sill. The heavy-duty weatherstripping ensures the patio door will open without a hitch, regardless of the season.

Sturdy and well crafted, Majesty wood gliding patio doors have two tandem, heavy-duty, end-adjustable rollers for fluid and smooth operation for years to come, and they pair beautifully with Majesty windows.

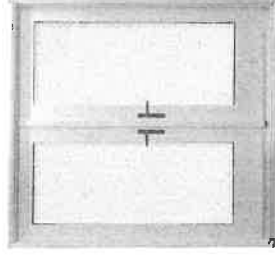
PATIO DOOR MAJESTY WOOD HINGED



Majesty Hinged Patio Doors' classic hardware and French panel design offer accessible entryways that swing in, inviting in the outdoors, or swing out, extending the space into the outdoors.

Hinged patio doors offer a traditional, elegant style and are available in 1, 2, 3 or 4-Lite panel design options. The integral frame drip edge enhances water protection and a dual seal frame weatherstripping optimizes air and thermal performance.

The contemporary handleset and adjustable hinge system protect against high-traffic wear and tear. The elegant panels have a sturdy 8" bottom rail for added durability.



FEATURES

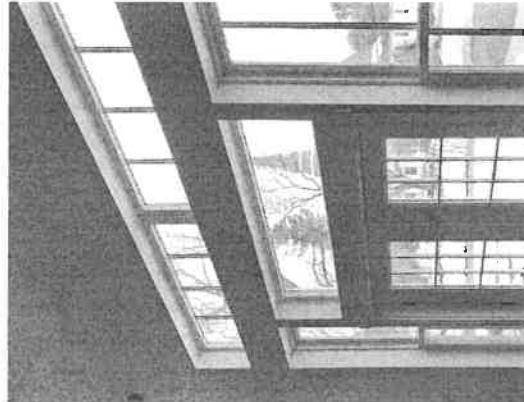
ENERGY STAR glass packages available

Solid pine interior with aluminum clad exterior

Extruded aluminum screen frame with fiberglass wire available

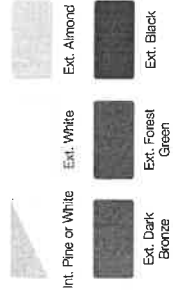
2, 3, and 4-Full lite, in-swing and out-swing design options

Gray wept sill system

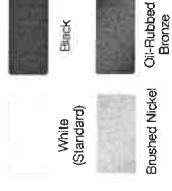


OPTIONS

COLORS | INTERIOR AND EXTERIOR FINISHES



COLORS | HARDWARE



GLASS PACKAGES



MORE OPTIONS & FEATURES

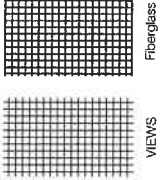
Grids come in 3/4" or 1" for GGG and 7/8" or 1-1/4" for SDL

- ▶ Foot bolt (Gliding)
- ▶ Bronze sill
- ▶ Colonial, Prairie and custom grid configuration available
- ▶ Seacoast Hardware option for corrosion resistance; available in white or almond color-matched; powder coat finish handle and includes Stainless Steel:
- ▶ Panel and screen rollers and roller track cover
- ▶ Fasteners, latch mechanism, offset keeper

SCREEN | FRAME



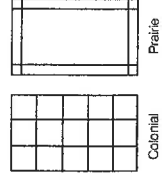
SCREEN | MESH



GRID | TYPE

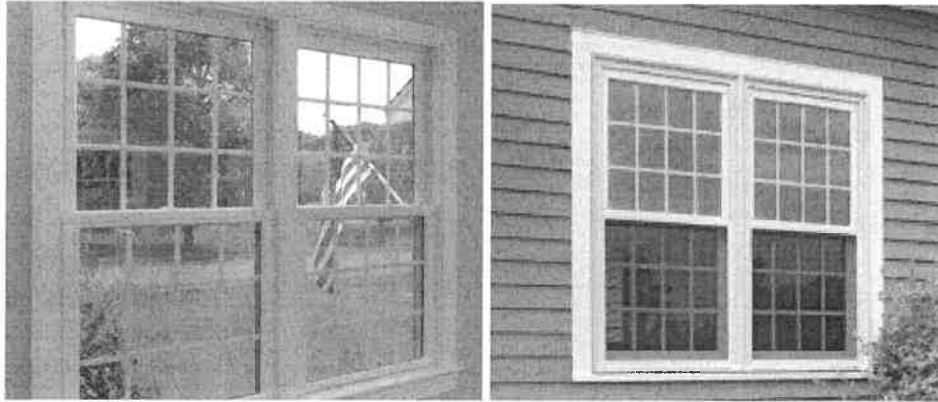


GRID | STYLE



New windows will be aluminum-clad wood, white, with simulated divided lites, 6/6 grille pattern (Harvey Windows)

Harvey Majesty Wood Windows – Double-Hung



Side patio doors will be from Harvey Majestic Wood hinged series.



Skylights on Family Room Addition

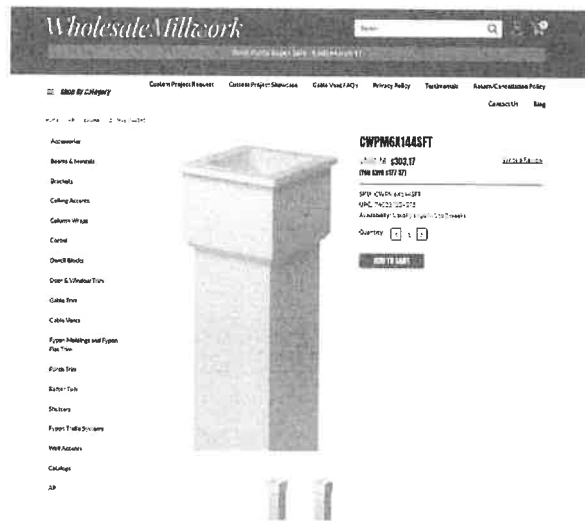
VELUX
21 in. x 45-3/4 in. Fixed Deck-Mount Skylight with Laminated Low-E3 Glass
★★★★★ (48) Questions & Answers (44)



Porch Posts and Railing

We are looking for a square porch post with a chamfered edge. This may need to be constructed out of pressure treated wood.

In lieu of chamfered edges, this is an alternative porch post that is maintenance free that we have considered.



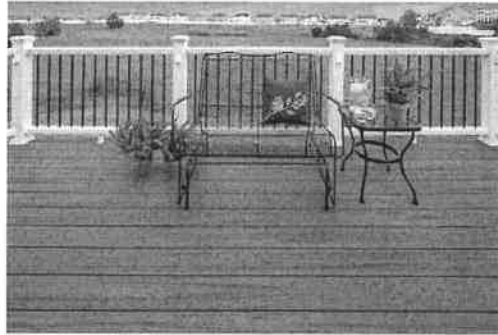
Railings will be made of synthetic rails to mimic wood (manufacturer TBD).

Decking Material

Trex Enhance Naturals 8-ft Toasted Sand Square Composite Deck Board

Item #127327 / Visual #753125082501

Shop Trex ★★★★ 2419

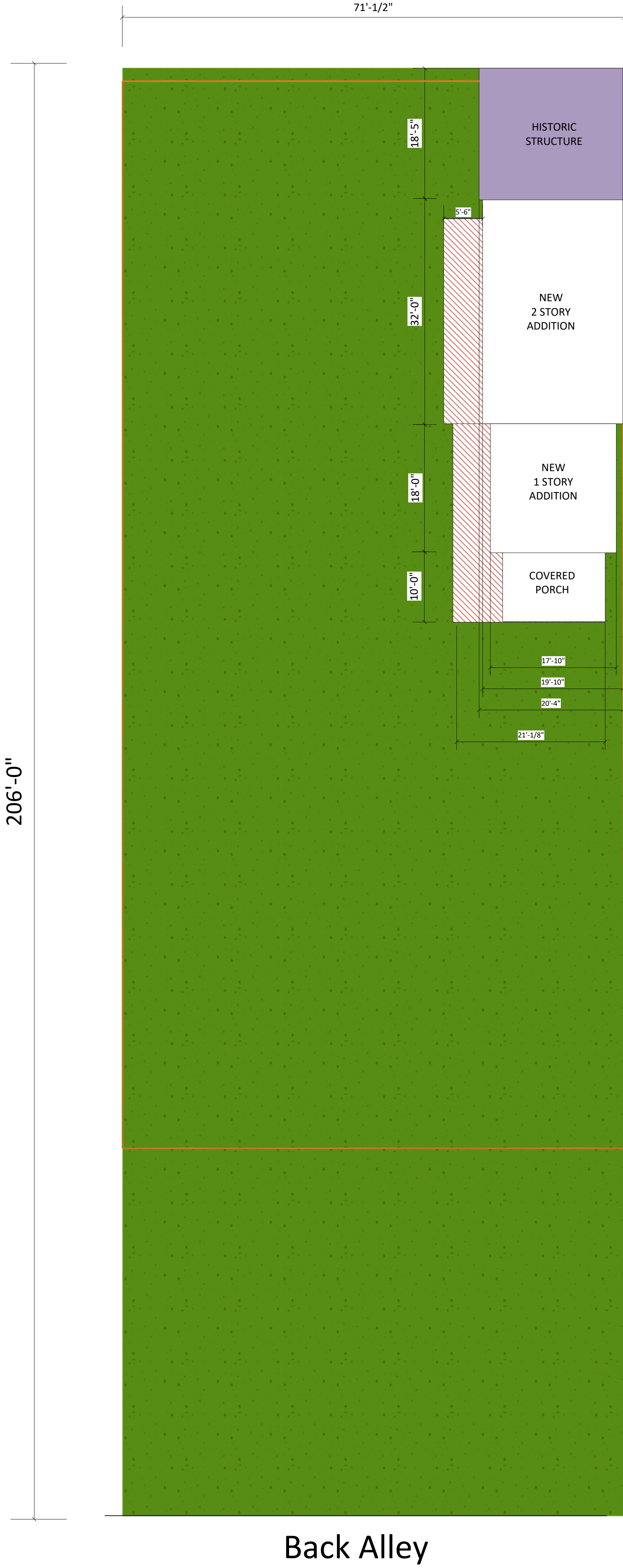


Exterior Lighting



SITE PLAN

310 W GERMAN STREET, SHEPHERDSTOWN, WV 25443





Application Number 29-10

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)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Christopher & Laurie Moy
(Must be Property Owner)

Mailing Address: PO Box 1968 Sheperdstown, WV 25443

Day Time Telephone Number: 571-214-0165

E-Mail Address: cmoymmm@gmail.com

Street Address of Proposed Work: 106 N Duke Street Sheperdstown, WV 25443

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

Current Zoning: RI/HD Current Land Use: residential

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

Description of Work: Installing approximately 196' of custom cedar fence, to match existing fence in back of property. The fence will run along the front of the house facing N Duke St, and side of house along W. High St. All fencing will be 4' H, including two 4' W single gates. Gate post and fence post will be 6x6, pressured treated pine and installed 30"-36" in ground with dry packed concrete. Post will have black post caps, and fence will be stained slate black. Photo of existing fence enclosed.

Cost Estimate: \$6641 Project Category (Descriptions on Next Page): 1

Contractor performing work: Long Fence

Contractor's Business License #: WV013002

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 - 10

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 24-10

Checklist of Required Information for Applications Continued

All Categories:

 x 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: 03/24/24

Owner's Signature: Laurie May Christopher

Print Name: Laurie May Christopher

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 \$50
Date Paid 3/26/24



Application Number 24-10

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><u>Category I:</u></p> <p>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.</p> <p style="text-align: right;">\$50.00</p>
	<p><u>Category II:</u></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;">\$100.00</p>
	<p><u>Category III:</u></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;">\$300 + \$0.50 per sq. ft.</p> <p>New construction of garages & other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;">\$50 + \$0.10 per sq. ft.</p>
	<p><u>Category IV:</u></p> <p>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):</p> <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 <p>\$50.00 Accessory Buildings \$150.00 Non-Contributing Structures (< 50 years old) \$500.00 Contributing Structures (≥ 50 years old)</p>
<p>Certificate of Appropriateness Advertisement Fee: \$15</p>	

Receipt

Payment processed successfully! 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 CHRISTOPHER MOY,

Thank You for your payment.

Payment Details

Transaction Amount : \$50.00
Processing Fee: \$2.95
Total Amount: \$52.95
Authorization Code: 6330149
Transaction Date: 3/26/2024 10:43:22 AM
Card Holder : CHRISTOPHER MOY
Card : VISA ending with 3363

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

CORPORATION OF SHEPHERDSTOWN

Jefferson County, West Virginia

LICENSE #
2024-004,652

ISSUED TO: \$76.00

LONG FENCE CO. INC.
8545 EDGEWORTH DRIVE
CAPITOL HEIGHTS MD 20743

<u>ACCOUNT#</u>	<u>YEAR ENDING</u>	<u>EFF. DATE</u>	<u>EXP. DATE</u>	<u>FILING FEE</u>
2889-00	2024	7/01/23	6/30/24	\$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, 2023 to June 30, 2024.

Corporation of Shepherdstown



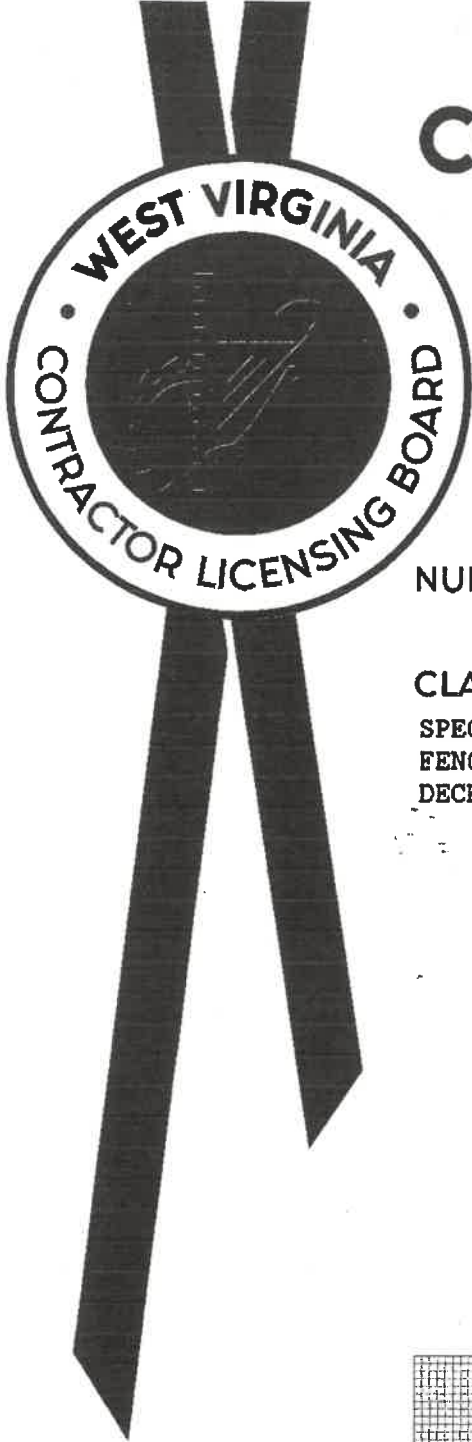
Town Clerk

**MUNICIPAL
LICENSE**

2023 – 2024



WV013002



CONTRACTOR LICENSE

AUTHORIZED BY THE
**West Virginia Contractor
Licensing Board**

NUMBER: **WV013002**

CLASSIFICATION:

SPECIALTY
FENCING
DECKS

LONG FENCE COMPANY INC
DBA LONG FENCE COMPANY INC
8545 EDGEWORTH DRIVE
CAPITOL HEIGHTS, MD 20743-3790

DATE ISSUED

EXPIRATION DATE

DECEMBER 09, 2023	DECEMBER 09, 2024
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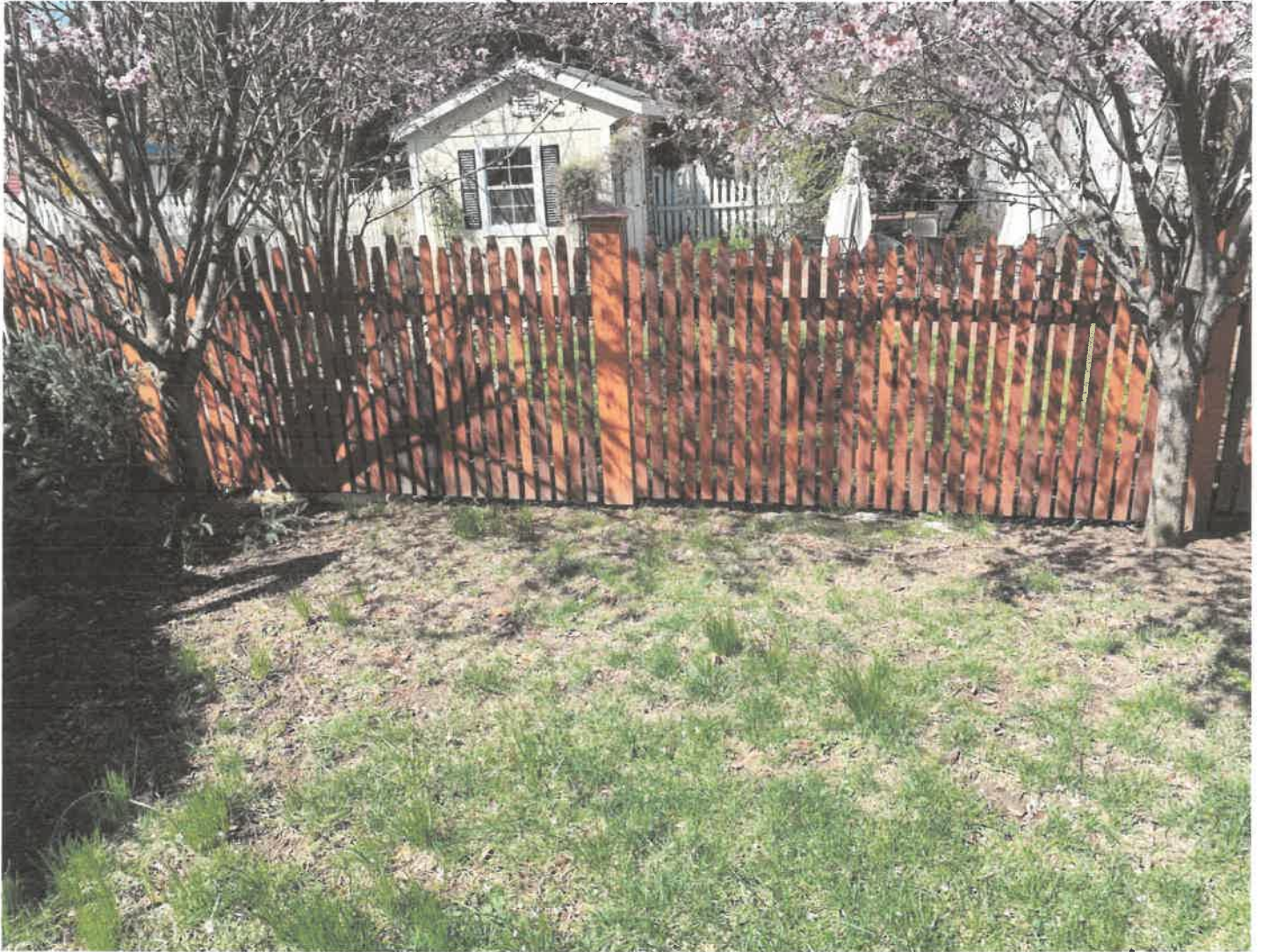
Authorized Signature

Chair, West Virginia Contractor
Licensing Board



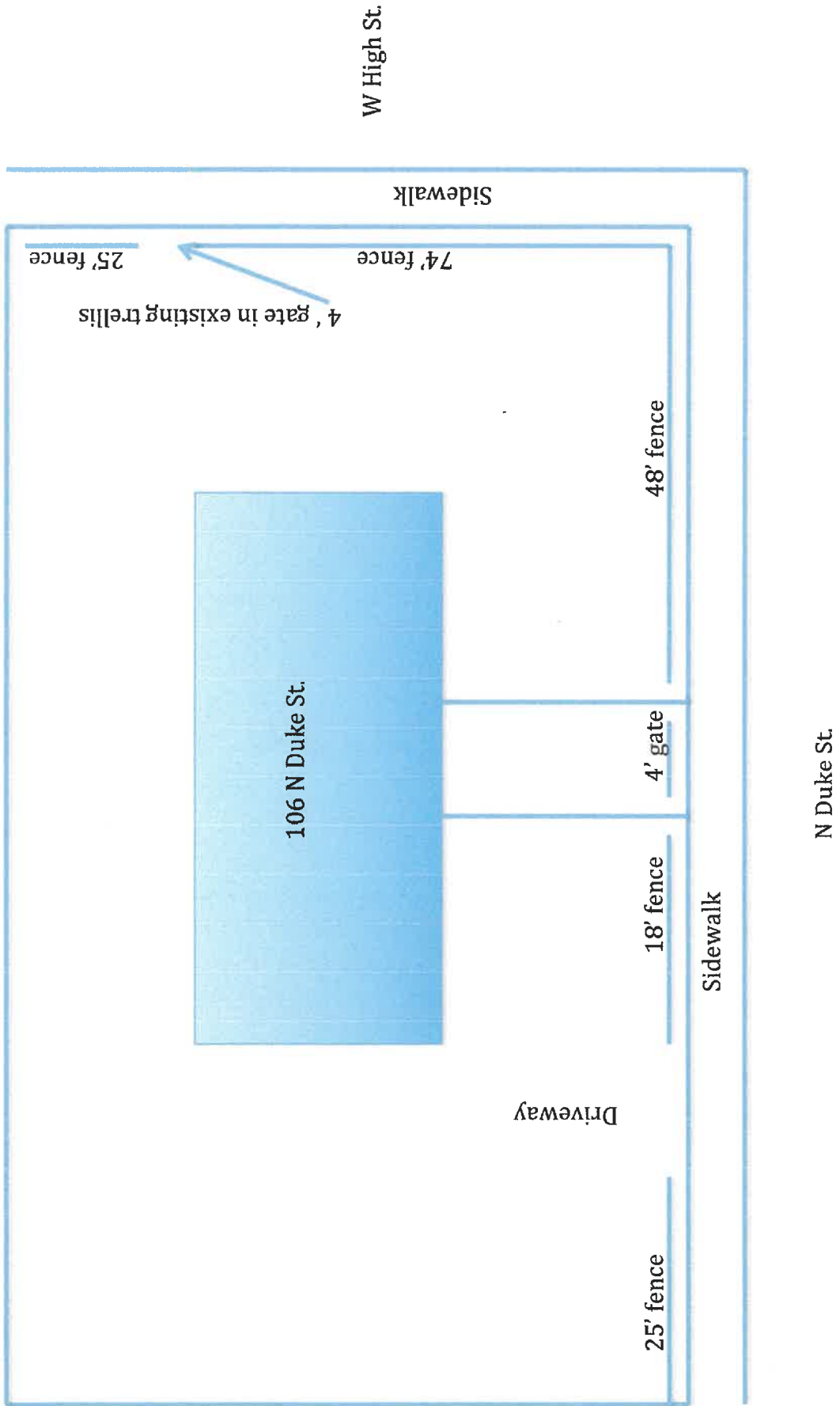
A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

Existing 4' fence in rear of property



SLATE

Proposed fence
color





Application Number 24-11

Application for Project **Permit**

Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:
Andy Beall (Phone 304-876-6858, E-Mail abeall@shepherdstown.us)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: Mary Ball (Proprietor, Dogwood General Store)

Address: P.O. Box 568, Shepherdstown, WV 25443
119 W German Street, Shepherdstown, WV 25443

Day Time Telephone Number: 703-969-2185

E-Mail Address: dogwoodgeneralstore@gmail.com

Property Owner's Name: Bill Lukens

Address: _____

Day Time Telephone Number: _____

Street Address of Proposed Work: 119 W German Street, Shepherdstown, WV 25443

Lot Number/Legal Description: _____

Current Zoning: Commercial **Current Land Use:** Commercial - General Store

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

Detailed Description of Work: Hanging a street sign for our store, Dogwood General Store.

Simple hand-carved and painted wooden oval sign, 35"Wx22"H. Cream colored background with dark purple border and lettering, "DOGWOOD GENERAL STORE" carved and painted on both sides by Jamie. Weather proofed with spar-urethane exterior treatment. To be hung from existing iron sign bracket with stainless eye screws and chain links. Should take just a few minutes with a step ladder.

Cost Estimate: \$0 **Project Category (Descriptions on Next Page):** 1

Contractor performing work: N/A - Sign will be hung by proprietor's husband, Jamie Byron..

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 24-11

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: 04/01/2024

Applicant's Signature: Mary Ball

Print Name: Mary Ball

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

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

Date: 4/5/2024

Owner's Signature: W. E. Lukens

Print Name: WILLIAM E. LUKENS

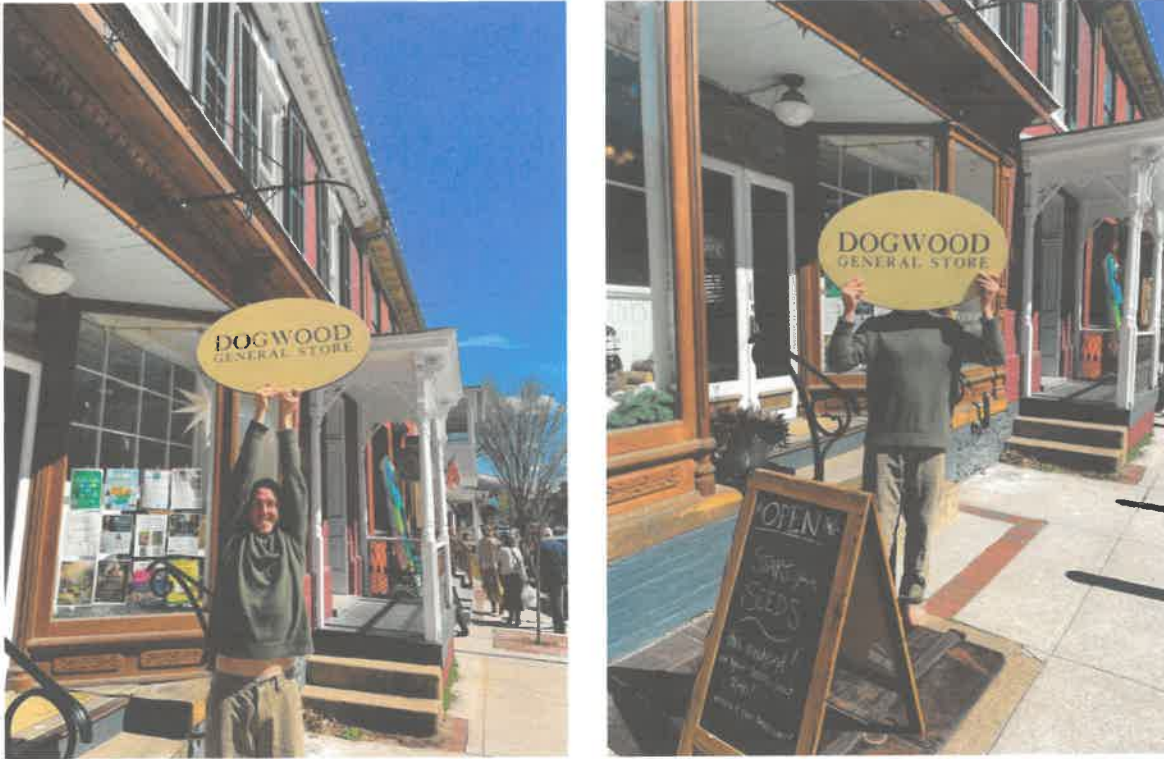
Zoning Officer Comments:

Fee Paid \$35
Date Paid 4/5/24

CHK #613

DOGWOOD GENERAL STORE

Application for Project Permit: Commercial Sign Photographs



Sign is a 35"Wx22"H oval, to be hung on existing sign hardware.



The colors are historically-influenced and chosen to compliment the exterior.