CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • JULY 1, 2025

Commission/Board Meeting **CITY HALL** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : DRAFT May 12, 2025 Minutes
Draft Minutes.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2025-09* - 201 N . George St
1. Staff Report.pdf
2. Application.pdf

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT May 12, 2025 Minutes

ATTACHMENTS:

- Draft Minutes.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES ● May 12, 2025

Committee Meeting **CITY HALL** **7:00 PM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present: Amanda Updike - Chair
Diane Drake
Randy Hilton
Nick Zaglifa

Tony Troxel - Absent

James Newman, Zoning Administrator
Wendy Schutz, Permit Technician, Attended Virtually

2. Liz Cook, Economic Development Coordinator and member of Charles Town Now gave a presentation regarding the Real Estate Redevelopment Plan for the Jefferson County government offices located downtown.

3. APPROVAL OF MINUTES

2:1 April 14, 2025 - Minutes

RESULT:	**Approved Unanimously**
AYES:	Updike, Drake, Hilton, Zaglifa

4. UNFINISHED BUSINESS

5. NEW BUSINESS

5:1 Public Hearing: FIP2025-01 – 540 E. Washington St – Façade Improvement Grant Request

Staff presentation.

Committee discussion.

Motion to open public hearing:

RESULT:	**Approved**
MOVER:	Drake
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa

Nick Petti, Applicant, discussed how the windows and doors will take up the entire grant and that is why the widow's walk was not included in quote. Further discussion regarding the items that would be taken care of with the grant funds.

DRAFT

Motion to close public hearing

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa

Motion to approve FIP2025-01 as recommended by staff:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa

5:2 Public Hearing: COA2025-07 – 132 W Washington St – Request for Window Replacements

Staff presentation.

Motion to open public hearing:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa

Motion to close public hearing

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa

The Committee discussed that what the applicant will be doing by replacing all windows, including the boarded-up window, will be an improvement even though they will be viny.

Motion to approve COA2025-07 as recommended by staff:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa

6. ADJOURNMENT

Motion to adjourn:

RESULT:	**Approved**
MOVER:	Zaglifa
SECONDER:	Drake
AYES:	Updike, Drake, Hilton, Zaglifa

Adjourned at 7:27 pm.

DRAFT

Historic Landmarks Commission
101 East Washington Street
Charles Town, WV 25414

Meeting: 07/01/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

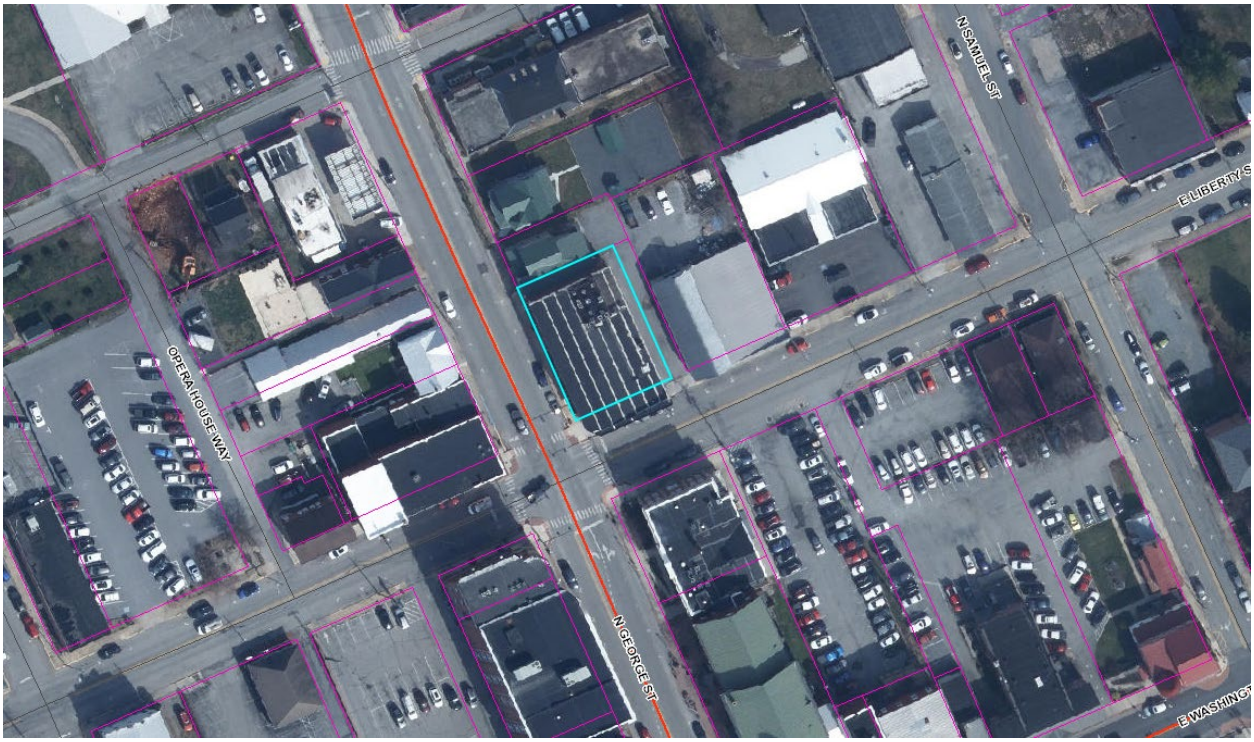
Public Hearing: *COA2025-09* - 201 N . George St

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf

Certificate of Appropriateness
COA-2025-09

Date: For the July 1 2025 Historic Landmarks Commission Special Meeting
Applicant: Matt Printz
Property Owner: NCP BELDEN LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for alteration of exterior historic masonry
Property Location: 201 N. George St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Classical Revival, c. 1915-1920. Two story red brick commercial building. **Contributing**

PROPOSAL
Alteration of historic masonry via painting over the decorative brick squares located on the face of the structure. Proposal is to paint those squares white to match the other painted elements.

STRUCTURE VIEW

Image provided by application showing area of work:



This photograph was taken by staff on June 25, 2025:



ORDINANCE REQUIREMENTS

Is in accordance with the purpose of the Zoning Ordinance to "Promot[e] general public welfare, health, safety, comfort, and morals;".

HISTORIC DISTRICT REQUIREMENTS

"Removal of historic masonry or changes that alter or diminish the character of historic masonry require a COA" – Design Review Standards pg. 24

"*Painting of unpainted masonry façades is discouraged. However, if a masonry façade will be painted , a permeable or "breathable" paint is strongly encouraged. Unlike most modern buildings with a brick veneer, historic structures have thicker structural walls that have a greater need for movement of humidity through the brick. For this reason, a permeable paint assists with this natural fluctuation of moisture. Prior to nationally accepted standards in the middle of the 20th Century, masonry had significant variations in strength and quality. As such, some older masonry is soft and is very vulnerable when paint is applied on the surface.*" – Design Review Standards pgs. 28-29

"*A wide range of period appropriate historic colors are available to property owners. While the color chosen by a property owner is not reviewed by the CTHLC, owners must choose colors that are appropriate to the period of the structure. Some paint companies provide color suggestions for various periods both interior and exterior.*" – Design Review Standards pg. 39

"Paints and paint-like coatings have been used on historic buildings in America as protective coatings and for decorative treatments…Experimentation that began early in the 20th century resulted in the development of acrylic water-based paint, commonly known as latex paint. Oil-based/alkyd paint continues to be used in the 21st century and is still preferred for certain applications. Latex paint tends to be more popular not only because it is water-based (making clean up easy during and after painting), but it also has fewer toxic vapors and, like solvent-based oil/alkyd paints, is very durable." – Secretary of the Interior's Standards for The Treatment of Historic Properties, pg.9

REVIEW

Swastika Symbol

This particular structure dates from 1915-1920. The swastika symbol itself dates back over 7,000 years, and has been used to symbolize good luck, prosperity, the sun, and a variety of other generally positive meanings. However, like all symbols, it's meaning is subject to changes depending on the viewer and the cultural context in which it is used.

While the use of the symbol on this property pre-dates the Nazi rise to popularity and power, the current majority cultural interpretation of the symbol is one of racism, anti-Semitism, hatred, and evil. This symbol has no place in our society. (source: https://encyclopedia.ushmm.org/)

Proposed Work

The applicant proposes to paint over the six decorative brick squares that face N. George St. The purpose is to hide the two swastikas and then to blend in those two painted squares with the other four for a unified look. The applicant will not be destroying the masonry or altering it other than to paint over it. The Commission can condition approval on using a specific type of paint to prevent damage to the brick.

STAFF RECOMMENDATION

Approval, subject to condition:

1. The paint color shall match either the white trim color or the color of the surrounding brick.

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

No buildings, site or structure shall be moved or demolished until after an application for a certificate of appropriateness has been submitted to and approved by the Historic Landmarks Commission. All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).

Many of the activities for which a COA is required also requires building permit, which is a separate process from obtaining a COA.

RECEIVED
MAY 20 2025
BY: VS

COA Application No._____

1. DATE: 5/20/25

2. APPLICANT'S NAME* Matt Printz

Address: 629 S George St

Telephone Number: (540) 450 7334

Email Address: Matt@krona Construction.com

Relationship to Owner: ☐ Lessee ☒ Contractor ☐ Architect ☐ Consultant

Other:_____

3. PROPERTY OWNER'S NAME Jennifer L. Armentrout

Address: 224 McMurran Farm Ln Shepherdstown, WV 25443

Telephone Number: (571) 318-4010

Email Address: Malissa@JenniferLArmentrout.com

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

Property Address: 201 N. George St Charles Town, WV 25414

Tax Map # and Parcel(s): 03 2A/23

5. DESCRIPTION OF PROPOSED USE(S) OF THE PROPERTY

Multi-use Commercial

6. DESCRIBE THE CURRENT (or if vacant, former) USE OF THE SUBJECT PROPERTY

Multi-use Commercial

7. TYPE OF WORK:

A. ☐ Exterior alteration or repairs.

B. ☐ New Construction: 1) ☐ Primary Structure; 2) ☐ Garage; 3) ☐ New Addition; 4) ☐ Other;

C. ☐ Demolition: 1) ☐ Whole Structure; 2) ☒ Part of Structure;

D. ☐ Relocation of Structure

E. Other: removal of two swastikas and replacement with like kind bricks - located facing north George.

8. City of Charles Town Business License # if work is being performed for a commercial use:

on file

9. EXTERIOR ALTERATION OR REPAIR

A. **Check all that apply** for which approval of the proposed activity is requested:

☐ Architectural feature (decorative ornamentation)	☐ Metal trim	☐ Iron fences
☒ Material changes (wood, brick, metal, etc.)	☐ Windows - replacement, removal, elimination or new opening	☐ New construction
☐ Roof – Change in shape/profile	☐ Shutters	☐ Additions or alterations
☐ Skylights or dormers	☐ Door and transoms	☐ Signs
☐ Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	☐ Cut stone steps	☐ Solar panels
☐ Removal of historic markings and paintings	☐ Security Features	☐ Mothballing
☐ Wood cornices and concealed box gutters	☐ Porch or deck	☐ Demolition
☐ Wood trim	☐ Awnings and canopies	

B. **PROVIDE A NARRATIVE. List and describe in detail all work** to be done for each item checked. Include the following materials when appropriate:

1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.

2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

1) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.**

(continued on next page)

·Description of work

Regarding the bridling on 201 N George.

There are yellow pockets of brick on the second Story level. Most yellow brick pockets contain blank bricks. 2 of these pockets have Swastikas in the yellow pockets and the building owner would like them removed. We plan to cut the brick out and rebuild them symetrically to the other non Swastika pockets using yellow brick of like kind.