CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • FEBRUARY 12, 2024

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 Minutes of January 8, 2024
2024-01-08 Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA 2022-14*: Old Opera House - Projecting Sign
1. Staff Report.pdf
2. 2022 Original Application.pdf
3. Revsied Sign.pdf
4. Prior 2022 Sign Design.pdf
5. WVDoH Review.pdf

4.2 : **Public Hearing**: *COA 2023-21*: Mohamed Saleh - Projecting Sign
1. Staff Report.pdf
2. Application.pdf

4.3 : **Public Hearing**: *COA 2024-01*: Chappell Law Office LC- Wall Sign
1. Staff Report.pdf
2. Application.pdf

4.4 : **Public Hearing**: *COA 2024-02*: Cathy King - Wall Sign
1. Staff Report.pdf
2. Application.pdf
3. Pictures.pdf

4.5 : *Commission Review*: City Signage request
1. Report.pdf
2. Application.pdf
3. Sign Text.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: 02/12/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT Minutes of January 8, 2024

ATTACHMENTS:

- 2024-01-08 Minutes DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • JANUARY 8, 2024

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

1. CALL TO ORDER

Present: Nick Zaglifa, Chair
Anthony Troxel
Amanda Updike
Diane Drake
Randy Hilton

James Newman, Zoning Administrator
Kimberly Crosson, Permit Technician – attended virtually

2. APPROVAL OF MINUTES

2.1 December 11, 2023 Minutes

RESULT:	**Approved Unanimous**
AYES:	Zaglifa, Troxel, Updike, Drake, Hilton

3. NEW BUSINESS

3.1 : Election of Officers

Co-Chair – Jessica Updike

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

Chair – Nick Zaglifa

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

3.2 : COA2023-19 – 100 W. Washington Street – Projecting Sign

Staff Gave Presentation

Motion to open public hearing.

DRAFT

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

Julie Philabaum: In favor of signage and believes zoning ordinance should be amended to permit it.

Levi Sellers: In favor of the proposed signage and believes allowing a slogan on a sign benefits the business.

Motion to close public hearing.

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

Commission: Discussion regarding zoning ordinance requirements and the possibility of changing the requirements in the future.

Troxel: Is a variance necessary to permit a sign which doesn't meet the requirements of the zoning ordinance?

Newman: The Commission, in approving for denying a sign, is considering the sign in its totality. No variance is required if the Commission approves the sign.

Motion to approve COA2023-19 100 W. Washington Street - Projecting Sign

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

3.3 : COA2023-20 – 207 W. Washington Street – Projecting Sign

Staff Gave Presentation

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Drake
SECONDER:	Troxel
AYES:	Zaglifa, Troxel, Updike, Drake, Whitten

Applicant Levi Sellers spoke about the sign, stating the design has an outdoor theme to represent that we support an active lifestyle. Spoke again in favor importance of having a slogan on a sign.

Motion to close public hearing.

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

DRAFT

Motion to approve COA2023-20 207 W. Washington - Projecting Sign

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

4. UNFINISHED BUSINESS

4.1 : COA2023-14 – 317 W. Congress Street – New Construction

Staff Gave Presentation.

No concerns stated.

Motion to approve COA2023-14 317 W. Congress Street – New Construction

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

5. ADJOURNMENT

Motion to adjourn.

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Drake
AYES:	Zaglifa, Troxel, Updike, Drake, Whitten

Adjourned at 7:27.

DRAFT

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

Meeting: 02/12/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

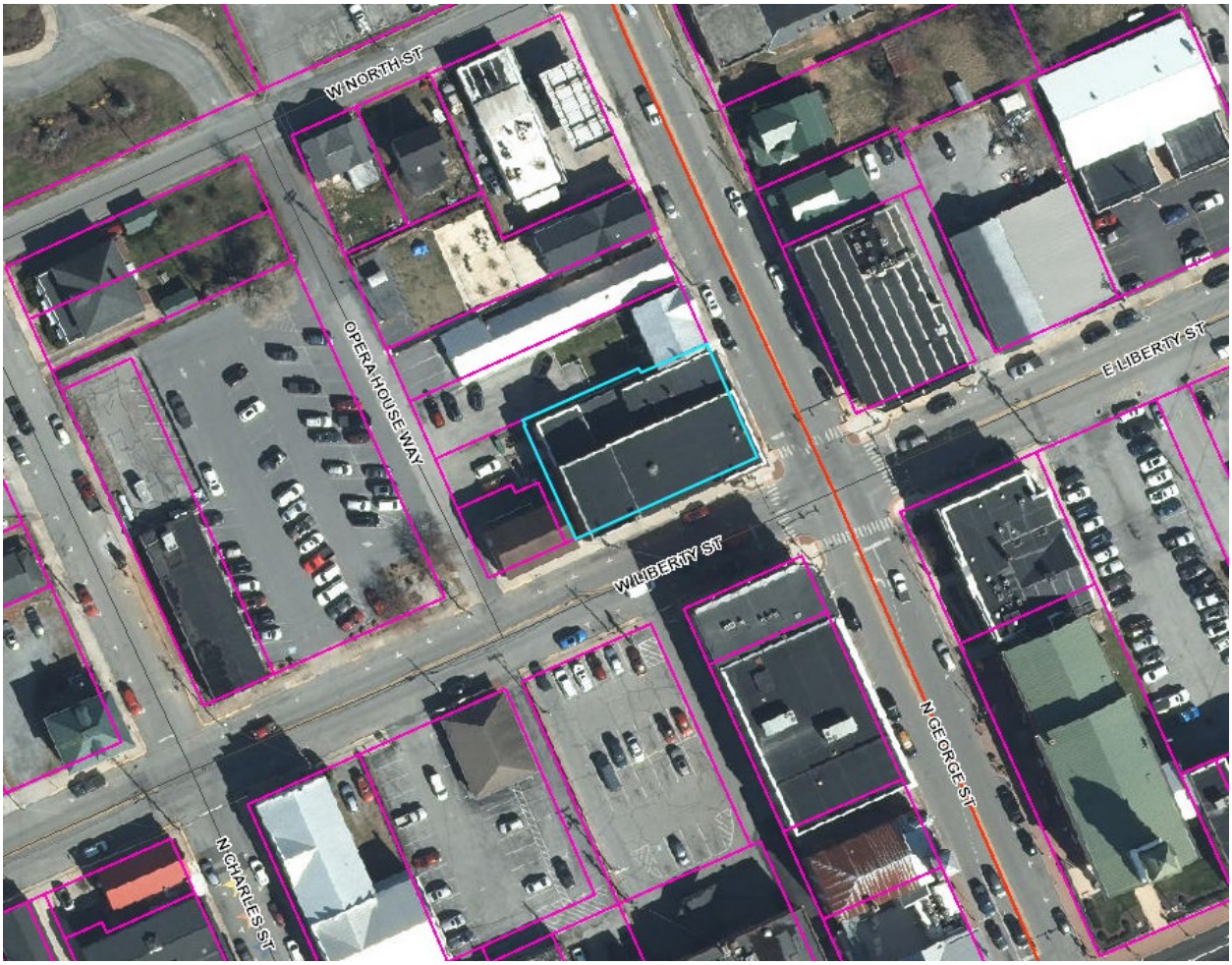
Public Hearing: *COA 2022-14*: Old Opera House - Projecting Sign

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. 2022 Original Application.pdf
- 3. Revsied Sign.pdf
- 4. Prior 2022 Sign Design.pdf
- 5. WVDoH Review.pdf

Public Hearing – Certificate of Appropriateness
COA-2022-14

Date: For the February 12, 2024 Historic Landmarks Commission meeting
Applicant: Old Opera House Theatre Company Inc.
Property Owner: Old Opera House Theatre Company Inc.
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a projecting sign
Property Location: 204 N. George St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Classical Revival, 1912. This two story, five bay building is an example of the Classical Revival style, similar to it neighbors on the other three corners of George and Liberty Streets.
Contributing.

PROPOSAL

A request for a Certificate of Appropriateness for a double-sided projecting sign. Sign to be installed at 45 degree angle on the corner of the building.

PROPOSED SIGN



STRUCTURE VIEW

Staff photograph taken Feb 6, 2024



HLC HISTORY

The HLC first reviewed this item at a public hearing on October 11, 2022. The HLC tabled action to a later date so that the applicant could devise a signage plan which does not compromise the historical intent of the Design Review Standards. Since then, the application has modified the sign by removing a lower portion that provided directions for parking.

MATERIAL: Aluminum frame, plastic skin, sheet metal "as necessary."

SIZE:

Height: 14 ft.
Width: 5t.
Depth: 1 ft.
Projecting distance: 18 inches or less. Far edge of sign would be at most 6 ft 6 inches from edge of building.

WVDOH REVIEW

The applicant provided an email from West Virginia Division of Highway District 5 Engineer Lee Throne dated June 13, 2023 stating:

1. It is our understanding that the marquee sign is proposed to be placed on the side of the building that runs parallel with W. Liberty St. Our understanding is that this is not a DOH maintained roadway, so the sign would not encroach on our right-of-way.

2. A review by the outdoor advertising section was requested. It appears that what is being proposed is a lighted static type sign and this is acceptable. If a full digital sign were proposed, only on premise activities could be displayed. In addition, the sign cannot display flashing or moving images.

3. Care should be taken regarding the specific placement to ensure that the sign does not interfere with the view of the pedestrian crossing indicator. This is particularly critical for those crossing from the NE corner to the NW corner.

4. It does not appear that the sign placed as proposed would interfere with any of the traffic signal mounted detection systems.

As long as the applicable comments above are appropriately taken into consideration, there is no objection with the installation of the marquee sign.

ZONING ORDINANCE REQUIREMENTS

The maximum permitted Sign area, location, characteristics, and number of Projecting or Suspended Signs shall be determined in accordance with Tables 1324.06A, 1324.06B, and 1324.06C, and this Article. The following additional regulations shall apply to Projecting or Suspended Signs:

A. *A Projecting or Suspended Sign shall include only the address and name of occupant.*

This criteria is met.

B. *A Projecting or Suspended Sign shall not extend more than five (5) feet into the public right-of-way. In no case shall a Projecting or Suspended Sign be permitted to encroach over a motorized Vehicle travel way such as a public or private Street, alley, or Driveway. If such a Sign is suspended or projects above a public right-of- way, the issuance and continuation of a Sign Permit shall be conditioned on the sign owner obtaining, and maintaining in force, liability insurance in an amount of not less than $500,000 per occurrence per Sign.*

The distance criteria is not met. The sign will project up 6.6 ft from the building and into the public right-of-way. However, per the Division of Highways, this does not present a safety issue.

For the insurance requirement, the applicant's insurance agent states: "*The liability coverage you have under Farmers & Mechanics Insurance Co., Policy #COM00102533 will extend to an exterior sign. Your limits are $1 million per occurrence / $2 million aggregate.*"

C. *Projecting signs in the OT-MUC Zoning District may be up to 6 sq. ft. in area.*

This criteria is not met; the proposed sign is 70 sq. ft in area. The applicant has filed for variances for review by the Board of Zoning Appeals.

LIGHTING

The applicant proposes to have the sign lit with a ring of bulbs around the exterior, in a classic marquee style. The sign would be "unlit" during daytime hours. During most evenings it would have illumination to glow the sign and allow it to be read in the dark. On production evenings, the sign would have a third mode with additional lighting to be turned on while the Box Office is open.

HISTORIC DISTRICT REQUIREMENTS

In general, painted wood or metal is the preferred background for a sign. Glossy materials that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

Historic district regulations prohibit illuminated signs, which this sign will be.

CONCLUSION

This is a request for a Certificate of Appropriateness for a projecting sign. The signs does not adhere requirements regarding area or length of projection. Additionally, it is lit, which is not permitted per HLC Design requirements. However, the sign is unique, of historical character, and is of a particular style (marquee) the character of which is in part defined by it's being lit. Per review by the DoH, it is not situated to interfere with traffic signals.

STAFF RECOMMENDATION

Approval, subject to conditions:

1. That the Historic Landmarks Commission approval is contingent upon approval of all required variances.
2. The lighting shall be static, and not subject to motion, blinking, or other similar changes.
3. If the sign is determined to be hazardous to traffic, then it shall be modified or removed if required or requested by the West Virginia Department of Transportation.

COA Application No. COA-2022-14/200215

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

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.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

RECEIVED
SEP 15 2022
BY:

1. DATE August 29, 2022

2. APPLICANT'S NAME* Old Opera House

Address: 204 N. George Street, Charles Town, WV 25414

Telephone Number: (304) 725-4420 Fax Number (304) 725-4420

Email Address: ooh@oldoperahouse.org

Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant __x__Other: (explain) Owner

3. PROPERTY OWNER'S NAME Old Opera House Theatre Company, Inc.

Address: 204 N. George Street, Charles Town, WV 25414

Telephone Number: (304) 725-4420 Fax Number (304) 725-4420

Email Address: ooh@oldoperahouse.org

*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: 204 N. George Street, Charles Town, WV 25414

Tax Map # and Parcel(s): Map 002A, Parcel 0022 (Parcel ID: 19-03-002A-0022-0000)

Deed Book and Page #: Book 362, Page 215

Zoning District: 3- Charles Town Corp

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

Property has been a theatre (movie or live) since 1911. It has been a live theatre exclusively since 1973.

6. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

Property is and will remain as a live theatre presenting artistic and cultural events to the public.

7. TYPE OF WORK:

A. _x_ 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

8. 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	_x_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. 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) See page 6 of this application for more information.
2) 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.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

1) Site plan with measured distances.
2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
3) Samples or other description of materials to be used.
4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
2) If a building will be moved into a district from outside, include photographs.
3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

Project is the request to add a theatre marquee blade sign to the OOH building. Sign would be attached at a 45degree angle on the corner of Liberty and N. George Street. This sign would be unlit during daytime.

On most evenings, it would have illumination to glow the sign and allow it to be read in the dark. On evenings when an event was happening, the sign would have a third mode with additional lighting to be turned on while the Box Office is open. This will help direct the audience and provide notice of an event.

This sign is part of the 50th anniversary celebration of the OOH and is intended to be permanent addition to the building. Sign will be double sided so it can be read from either street.

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

_____ Date 9/13/22

Signature of Property Owner(s) (If different than Applicant)

_____ Date 9/13/22

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):
$30,000

SIGN CONTRACTOR:
Quail Run Signs (43 E. Colonial Hwy, Hamilton, VA 20158)

Contractor License #: WV & City of Charles Town:
Quail Run Signs has a VA # and is in process of applying for a WV#. They also have a WV Licensed electrician and sign company they can partner with if their application is delayed. Depending on WV # timeline, they or partner company(s) will obtain the CT license(s) prior to install.

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	x
Building Mounted		Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?
204 N. George St, Charles Town, WV 25414

SIGN MATERIAL:
Aluminum frame, Composite (plastic) skin, limited sheet metal as necessary

SIGN DIMENSIONS:

Height	Width	Depth
14'	5'	1'

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:
Yes, LED Sign will be a glow illuminated during most evenings with option of marquee lighting on show nights

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:
Farmers and Mechanics Mutual Insurance of WV (Policy: CPP-87868-13)

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

Fee: $_____ Paid: $_____ Check No._____

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

Sign Permit Application No._____

MASTER SIGNAGE PLAN

ZONING ORDINANCE ARTICLE 1324, SIGNS

A Sign may be erected, placed, established, painted, created, or maintained in the City only in conformance with the standards, procedures, exemptions, and other requirements of Article 1324 of the City of Charles Town Zoning Ordinance. A Sign Permit shall be obtained through the City of Charles Town prior to the placement, construction, erection or modification of a Sign.

No Sign Permit may be obtained unless a fully completed Sign Permit application, and an application for approval of a Master Signage Plan or Common Signage Plan, as applicable, are submitted to the City of Charles Town and, following review of the same, the Zoning Administrator, or designee, determines that the Sign and applicable Signage Plan comply with the requirements of Article 1324. For Sign Permit applications for properties located within the City of Charles Town's Historic Overlay District (HOD), please see Section K of this application.

(A) *Master Signage Plan*. For any Lot on which the Owner proposes to erect one or more Signs requiring a permit, the Owner shall submit to the Zoning Administrator a Master Signage Plan containing the following:

1. An accurate plot plan of the Lot, at such scale as the Zoning Administrator may reasonably require;
2. Location of Buildings, parking lots, Driveways, and landscaped areas on such Lot;
3. Computation of the maximum total Sign area, the maximum area for individual Signs, the height of Signs and the number of ground mounted Signs allowed on the Lot; and
4. An accurate indication on the plot plan of the proposed location of each present and future Sign of any type, whether requiring a permit or not.

(B) *Common Signage Plan*. The Owner of one or more Lots with a Combined Development shall file with the Zoning Administrator a Common Signage Plan containing all of the information required for a Master Signage Plan and also specifying standards for consistency among all Signs on the Lots affected by the Plan with regard to:

1. Lettering or graphic style to the greatest extent possible based on the prospective tenants;
2. Lighting to the greatest extent possible based on the prospective tenants;
3. Location of each Sign on the Buildings;
4. Material; and
5. Sign proportions.

(C) *Showing Window Signs on Common or Master Signage Plan*. A Common Signage Plan or Master Signage Plan including Window Signs may simply indicate the areas of the windows to be covered by Window Signs and the general type of the Window Signs. All window signs shall be less than 25% of the glass window area.

(D) *Other Provisions of Master or Common Signage Plans*. The Master or Common Signage Plan may contain such other restrictions as the property Owners may reasonably determine **appropriate**.

(E) *Consent.* The Master or Common Signage Plan shall be signed by the Applicant and a copy of the plan shall be included in the lease of the tenant **and made a condition thereof.**

(F) *Procedures*. A Master or Common Signage Plan shall be included in any Subdivision/Land Development Application, planned unit development plan, or other official plan required by the City for the proposed development and shall be processed simultaneously with such other plan.

(G) *Amendment*. A Master or Common Signage Plan may be amended **at any time** by filing a new Master or Common Signage Plan **application** that conforms with all requirements of this Ordinance then in effect **and receiving approval thereof.**

(H) *Adding **or modifying** Signs Where Existing Signs do not conform to Common Signage Plan*. **Any new or amended Common Signage Plan which is filed for a property on which existing non-conforming Signs are located, must contain provisions for bringing all signage on the property in conformity with the requirements of this Ordinance.**

(I) *Binding Effect*. After approval of a Master or Common Signage Plan, no Sign shall be erected, placed, painted, or maintained, except in conformance with such plan, and such plan may be enforced in the same way as any provision of this Ordinance. In case of any

conflict between the provisions of such a plan and any other provision of this Ordinance, the Ordinance shall control.

(J) **All applications for Sign Permits must utilize this application form, which will be reviewed and approved in accordance with Article 1324.**

(K) For Sign Permit applications for properties located within the **City of Charles Town's Historic Overlay District (HOD), shall also be subject to the City of Charles Town's Historic Landmarks Commission (HLC) review and approval.** Approval of such Sign Permit applications will be subject to the City's **Certificate of Appropriateness (COA) application** review and approval procedures published in the Design Review Standards, Article 141 of the Charles Town Codified Ordinance and be in compliance with Article 1324. Applicants in the HOD shall complete the Certificate of Appropriateness (COA) application instead of this application.

1. DATE August 29, 20 22

2. APPLICANT'S NAME Old Opera House

Address: 204 N. George Street, Charles Town, WV 25414

Telephone Number (304) 725-4420 Fax Number (304) 725-4420

Email Address ooh@oldoperhouse.org

3. PROPERTY OWNER'S NAME(S) Old Opera House Theatre Company, Inc

Address 204 N. George Street, Charles Town, WV 25414

Telephone Number (304) 725-4420 Fax Number (304) 725-4420

Email Address ooh@oldoperahouse.org

4. PROPERTY ADDRESS: 204 N. George Street, Charles Town, WV 25414

Tax Map # and Parcel(s): Map 002A, Parcel 022 (Parcel ID: 19-03-002A-0022-0000)

Zoning District: 3- Charles Town Corp

5. DESCRIPTION OF PROJECT, EXISTING/FORMER USE AND PROPOSED USE

Usage: Building has been a live or movie theater since 1911, live theatre only since 1973

Project: OOH would like to add a theatre marquee style blade sign to the Liberty/N. George St corner. Sign would project from building at 45degrees to be visible down both streets. Projected sign would be readable in daylight, have a glow illumination most evenings, and have a theatre marquee lighting option for evenings of shows.

Sign Permit Application No._____

6. DESCRIPTION OF BUSINESS(ES) AND PROPOSED USES(S)

Business	Description
1) Old Opera House	Live theatre hosting plays, concerts, events, and similar
2)	
3)	
4)	

7. ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation)

$30,000

8. SIGN CONTRACTOR

Quail Run Signs (43 E. Colonial Hwy, Hamilton, VA 20158)

Contractor License # and WV & City of Charles Town Business License

Quail Run Signs has a VA # and is in process of applying for a WV#. They also have a WV Licensed electrician and sign company they can partner with if their application is delayed. Depending on WV # timeline, they or partner company(s) will obtain the CT license(s) prior to install.

9. SIGN DETAILS. Provide signage information for **all** businesses.

Business 1

Type of Sign	Check All that Apply	Type of Sign	Check All that Apply
Ground Mounted		Suspended	x
Wall Mounted		Awning	
Window Lettering		Other (List)	

SIGN DIMENSIONS AND LIGHTING

Type of Sign	Height	Width	Depth	Lighted Sign? Yes/No*
1. Ground Mounted				
2. Wall Lettering				
3. Suspended	14'	5'	1'	Yes
4. Window Lettering				
5. Awning				
6. Other (List)				
	Sign Material			

*If yes, list the type of lighting to be used (internal/external illumination, etc.):

LED lighting will be used. Sign will be glow illuminated in general operation (not backlit plastic, but lighting under face elements). Exposed marquee style light bulbs will be used for show night operations.

Sign Permit Application No._____

Business 2

Type of Sign	Check All that Apply	Type of Sign	Check All that Apply
Ground Mounted		Suspended	
Wall Mounted		Awning	
Window Lettering		Other (List)	

SIGN DIMENSIONS AND LIGHTING

Type of Sign	Height	Width	Depth	Lighted Sign? Yes/No*
1. Ground Mounted				
2. Wall Lettering				
3. Suspended				
4. Window Lettering				
5. Awning				
6. Other (List)				
	Sign Material			

*If yes, list the type of lighting to be used (internal/external illumination, etc.):

_____

Business 3

Type of Sign	Check All that Apply	Type of Sign	Check All that Apply
Ground Mounted		Suspended	
Wall Mounted		Awning	
Window Lettering		Other (List)	

SIGN DIMENSIONS AND LIGHTING

Type of Sign	Height	Width	Depth	Lighted Sign? Yes/No*
1. Ground Mounted				
2. Wall Lettering				
3. Suspended				
4. Window Lettering				
5. Awning				
6. Other (List)				
	Sign Material			

*If yes, list the type of lighting to be used (internal/external illumination, etc.):

_____

Sign Permit Application No._____

Business 4

Type of Sign	Check All that Apply	Type of Sign	Check All that Apply
Ground Mounted		Suspended	
Wall Mounted		Awning	
Window Lettering		Other (List)	

SIGN DIMENSIONS AND LIGHTING

Type of Sign	Height	Width	Depth	Lighted Sign? Yes/No*
1. Ground Mounted				
2. Wall Lettering				
3. Suspended				
4. Window Lettering				
5. Awning				
6. Other (List)				
	Sign Material			

*If yes, list the type of lighting to be used (internal/external illumination, etc.):

_____

10. PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage)

Insurance Company:
Farmers and Mechanics Mutual Insurance of WV (Policy: CPP-87868-13)

11. PROVIDE A BUILDING LOCATION SURVEY (If Applicable).

Included _____

12. PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S).

Included x

13. SHOW THE SIGN LOCATIONS BY PROVIDING A PHOTO OF EXISTING SIGNS AND/OR A RENDERING OF THE PROPOSED SIGNS.

Included x

Sign Permit Application No._____

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1324 and relevant provisions of the Charles Town Zoning Ordinance outlining the City's Sign Permit application and approval procedures.

Signature of Applicant _____ Date 9/13/22

Signature of Owner(s) (If different than Applicant) _____ Date 9/13/22

Please submit an original completed application to the following:

Planning & Zoning Department
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

Fee: $_____ Check No._____

Receipt No._____

Zoning Approval:_____ Date:_____

Comments:_____

THE OLD OPERA HOUSE
THEATRE COMPANY

204 North George Street Charles Town, WV 25414
www.oldoperahouse.org (304) 725-4420
Home of the Old Opera House Arts Centre
(Acting, Dance & Voice Studios) and the
Jean Heiler Art Gallery

Building Excitement for the Arts!

September 12, 2022

Request for variation from Charles Town Sign Design Guide

In 2023, The Old Opera House (OOH) will be celebrating 50 years of operation as a cultural and artistic anchor for the City of Charles Town as well as Eastern Panhandle. In 1973, the work of this group took a building condemned for demolition and returned a community center that is one of the most active arts centers in WV and an economic engine for the City.

Since 1911, the building has had a variety of signs, awnings, and blade signs. The current wall sign on N. George Street is a variation on the most recuring ribbon sign, changing the original 'New Opera House' to 'Old Opera House' in 1973. It is passively illuminated by barn style arm lights. While this does work, it has limited visibility depending on how a patron approaches the building and nothing indicates a show is happening that evening.

The proposed theater marquee blade sign gives the OOH a focus point that has long been missing. When people think theatre, they often think of the colorful, well-lit signs with marquee lamps that attract attention and let the community know an event is happening. Additionally, for many towns, these signs become symbols of the community used in advertising and graphics. For a city that has had an immensely active theatre in it for 50 years (and over 110 as a theatre building), its has been far too long without this potentially iconic architectural element.

The OOH has already been in contact with the State Historic Preservation Office (SHPO) and continues to work with them on maintaining any needed historic considerations for the building for both State needs as well as the National Register of Historic Places designation. The same design packet attached was presented to SHPO and no concerns or issues were identified by the Agency to prevent advancing the project. As designed are revised and finalized, OOH will continue to work closely with SHPO on this project.

The attached design images and description are the basic plan for the sign, but not the final design. If the overall size, lighting plan, and placement are approved, the OOH and Quail Run will begin final design and can submit that imaging as part of the process. The goal of this sign is to look appropriate to a historic theatre and something that a passerby would assume has always been in place.

- Design: The sign proposed is a double-sided sign spelling out "Old Opera House" vertically down the sign. It would be suspended from the building on the corner of Liberty and N. George Street, pointed towards the Jefferson County Circuit Clerk/ Court House complex.
    - Arch of sign top and keystone are reflective of the existing window shapes of the building.
    - The lower portion of the sign shows "Parking in Rear" on the image, but will more likely be the repeat of the same reflective window arch that is the top element
- Materials: Sign will be an aluminum frame with composite plastic face panels to prevent rusting and fading. Sign elements are projected with a greater than 50-year lifespan.

- Color palette: White, black, dark red and gold to reflect the colors historically in use by the theatre.
- Illumination: LED lighting. Light tape will be hidden under solid elements of sign to glow the sign, not be a backlit sign like large box retail stores. In normal use, this will be single color or white light and not color change. There will be an additional marquee lighting system of classic exposed light bulbs that can be activated to indicate a show is happening. This system can have the ability to have some further operation such as chasing, dimming, etc and may work with the colored LED tape. The goal is to replicate the mental image most people have a standard theatre marquee sign being lit for a show.
- Size: Sign will fit within a box that is 14' tall X 5' wide X no more than 18" thick.

The OOH understands that this project is outside the usual scope of signage for the city and wanted to present our plan to the appropriate city commission as soon as possible in the process to partner with the town. This project has an opportunity to not only increase the presence of the Old Opera House to visiting patrons, but to give the city a new civic element along the lines of the wall mosaic on N. Charles Street or the bell tower on the Jefferson County Court House. If there are any questions, concerns, or discussions that would help this decision, please do not hesitate to contact either Steve Brewer or Patrick Wallace

Thank you,

Steve Brewer
OOH Artistic/Managing Director
ooh@oldoperahouse.org
304-725-4420 (o)

Patrick Wallace
OOH President, Board of Directors
patrickhwallace@gmail.com
240-818-



OLD OPERA HOUSE

Site Analysis & Design Ideas / Recommendations

Version 1.1
07/07/2022

Proposed by:
Quail Run Signs
43E Colonial Hwy,
Hamiltion, VA 20158
(540) 338-8412

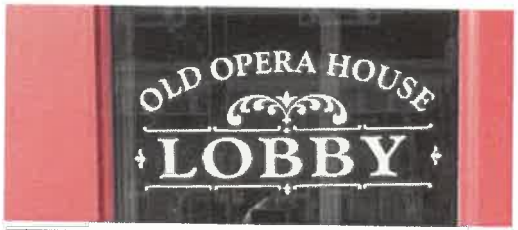














Branding Observation

Observation Notes:

Our main concern is to help unify the branding across all of the Old Opera House where possible. This includes wording, logo and colors.

Currently is it known as "Old Opera House" and "The Old Opera House" across publication and online platforms. We thought that in consideration it was originally called "Old Opera House" back in 1911, we would propose the concepts with this wording; but it can be changed.

Black and White colors are commonly used throughout the building and online. However there are some gold (leaf) and red present. We think these elements could help push the branding of "Old Opera House".

We are aware that Old Opera House has a lot of history; and as such the building, surrounding area and town has also become considered historic over the years.

We would like to respect its history and style, but we understand that it needs a refresh. All designs in the proposal have its history in mind and is respected; however the design doesn't have to be this way and can be changed completely.

We are very interested to know what constraints Old Opera House has in terms of how far we could push the branding and signage. There is also the consideration of what the Town of Charles Town would allow.

The drawings attached are may not be final as adjustments can be made if required. We have completed an R&D of both Old Opera House and the Op Shop.

Any questions please contact:

Nicole Maddern
Graphic Designer at Quail Run Signs
Nicole@QuailRunsSigns.com
(540) 338-8412 x103.











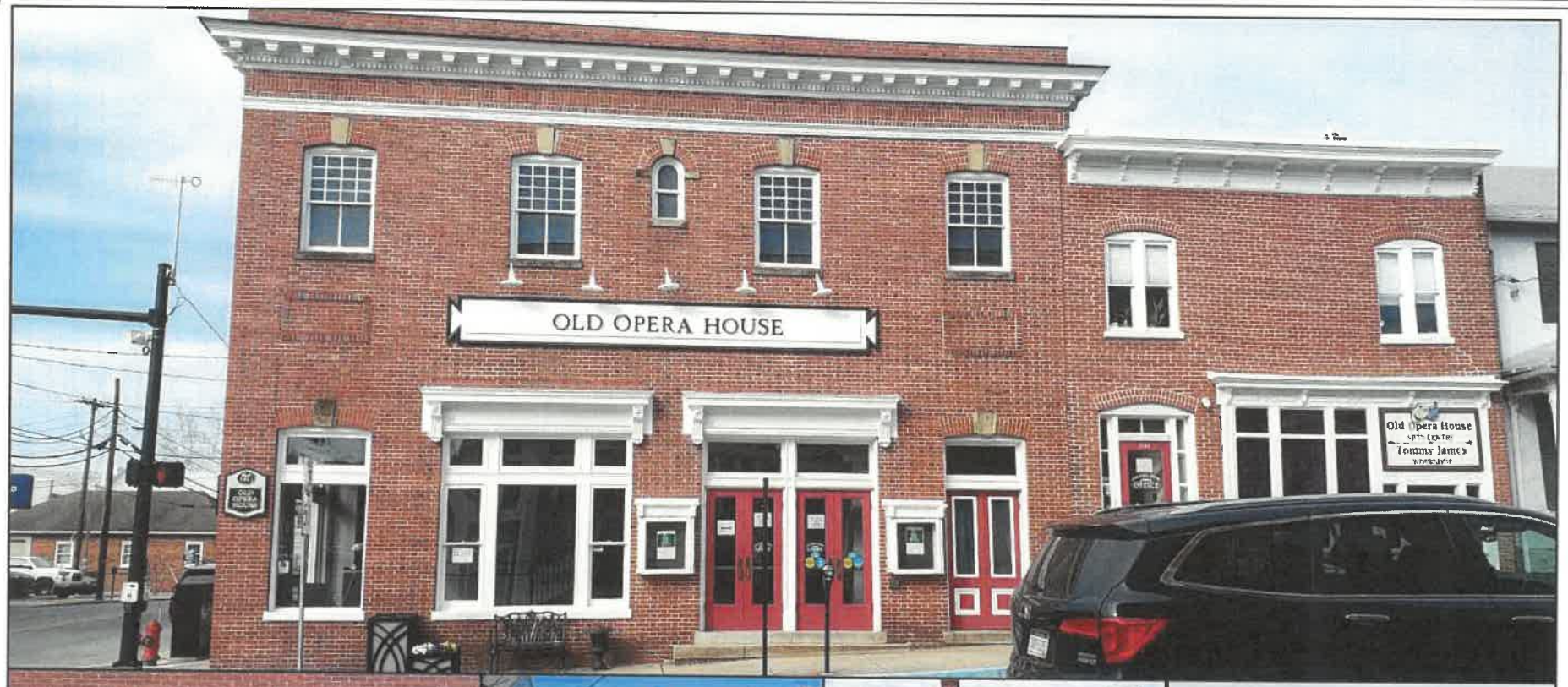


Preserved Photos to note

QUAIL RUN Signs
43 E Colonial Hwy • Hamilton, VA 20158
phone (540) 338-8412 • fax (540) 572-4677

CUSTOMER: The Old Opera House
ADDRESS: 204 N. George St
CITY: Charles Town
STATE: WV
DATE: 7/07/2022

CONTACT: Patrick Wallace
PHONE: 240-818-1147
EMAIL: patrickhwallace@gmail.com











Current - Photos taken April 4th, 2022.

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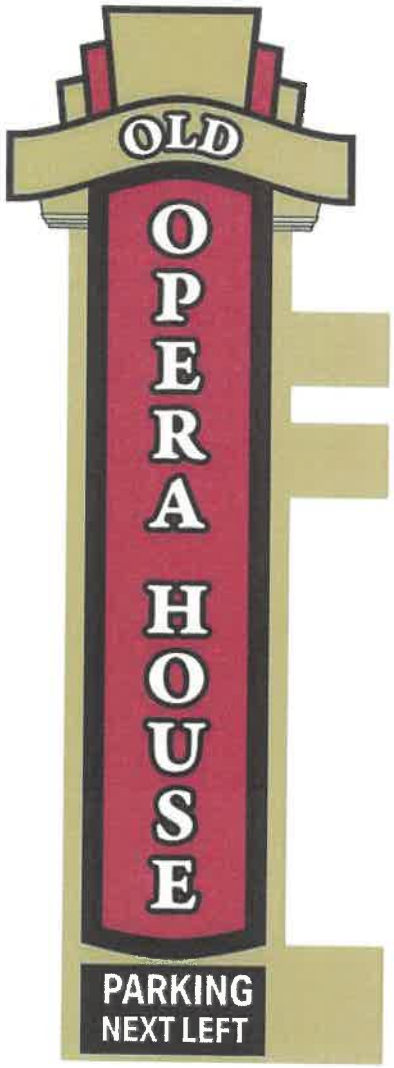



SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: (Picture - 14ft tall.
Size may vary depending on final design)

QUANTITY: 1; 2 Sided

MATERIAL DETAILS: TBC

INSTALL REQ: Yes

Vertical Marquee Signage

QUAIL RUN Signs
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phone (540) 338-8412 • fax (540) 572-4677

CUSTOMER: The Old Opera House
ADDRESS: 204 N. George St
CITY: Charles Town
STATE: WV
DATE: 6/10/2022 | Photos taken April 4th 2022

CONTACT: Patrick Wallace
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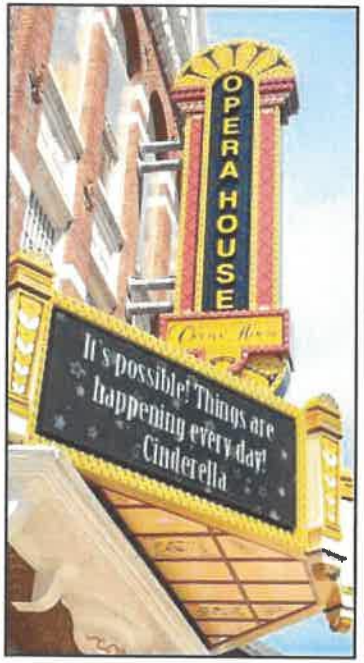



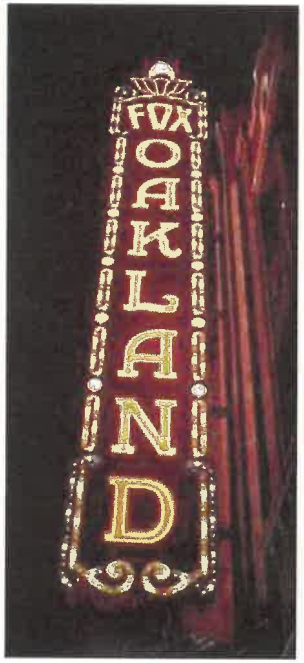











Vertical Marquee Signage - Additional Ideas (Existing)

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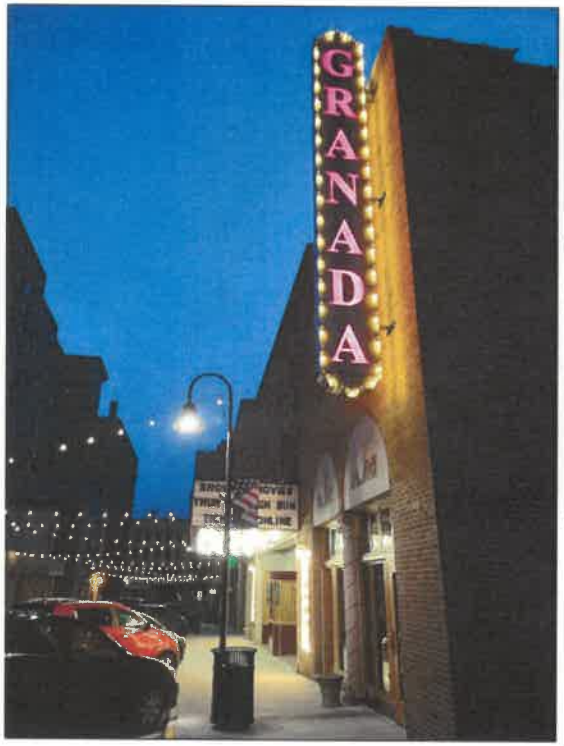

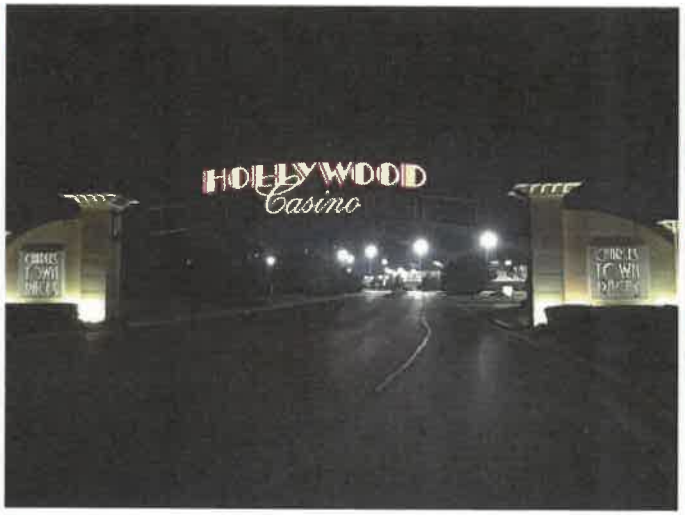

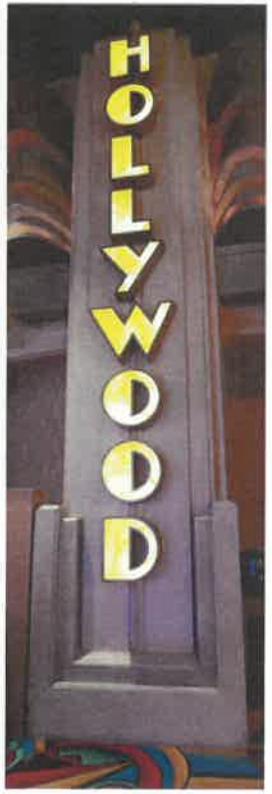



Additional Examples to take note of:
(West Virginia; Granada - Bluefield;
Hollywood Casino & Motel Turf - Charles Town.)

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OOH Blade Sign
Mirrored end option



OLD OPERA HOUSE

Site Analysis & Design Ideas / Recommendations

Version 1.1

07/07/2022

Proposed by:

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Hamiltion, VA 20158

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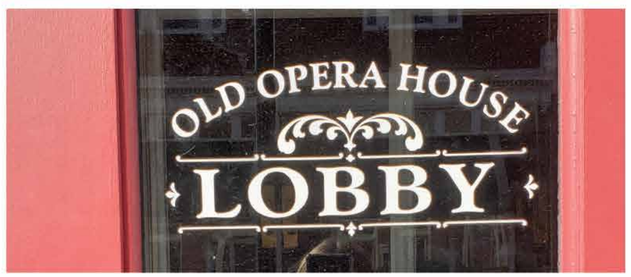



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Graphic Designer at Quail Run Signs
Nicole@QuailRunsSigns.com
(540) 338-8412 x103.

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CUSTOMER: The Old Opera House
ADDRESS: 204 N. George St
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DATE: 6/10/2022 | Photos taken April 4th 2022

CONTACT: Patrick Wallace
PHONE: 240-818-1147
EMAIL: patrickhwallace@gmail.com

OLD OPERA HOUSE

Typeface: Centaur (Regular); Bold version of font is available but is not used in drawings.

Example: **OLD OPERA HOUSE**



Typeface is matched to existing sign (above)

Depending on certain signage, metallic paint / paint is an option.

White | Black | Red | 23K Gold



We are looking at creating signage that would go with existing signage; however it doesn't have to be the case.
We can look at amending current signage to help unify the brand altogether as per above examples.

Branding Proposal (as per existing branding)

QUAIL RUN Signs

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Preserved Photos to note

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Current - Photos taken April 4th, 2022.

QUAIL RUN Signs

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Vertical Marquee Signage

SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: (Picture - 14ft tall.
Size may vary depending on final design)

QUANTITY: 1; 2 Sided

MATERIAL DETAILS: TBC

INSTALL REQ: Yes

QUAIL RUN Signs

43 E Colonial Hwy • Hamilton, VA 20158
phone (540) 338-8412 • fax (540) 572-4677

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Vertical Marquee Signage
Unfinished Design Concepts

Updated: 7/7/22

QUESTIONS TO CONSIDER

- We would like to unify the brand, however for a vertical design we may have to branch away from it due to legibility reasons. Would that be okay? The font that is currently used is not the same font as the brand, but a very similar (bolder) version to it (exception right last option)

- Any restrictions that the Town / Opera House has?

- Would Old Opera House prefer to have something more bold and "loud" with different colors or would you like to stick with a particular color theme (eg. black, gold, red, white)

Additional ideas are on next page; you're welcome to send other ideas back to us.

QUAIL RUN Signs

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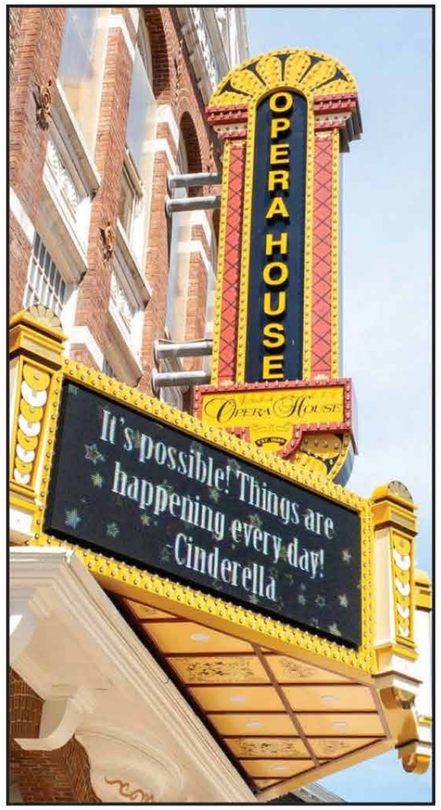

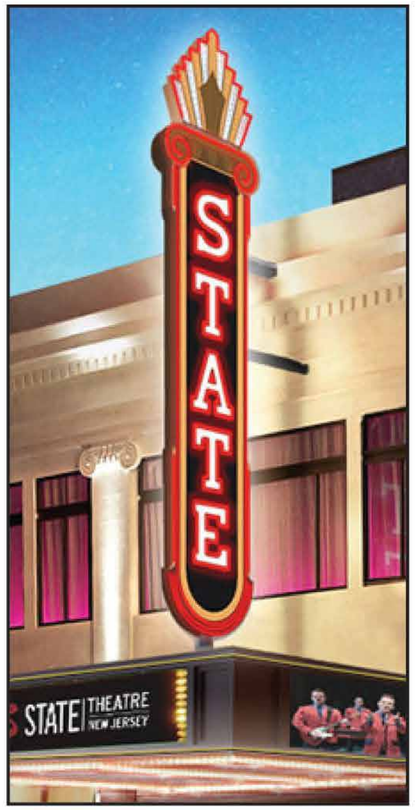

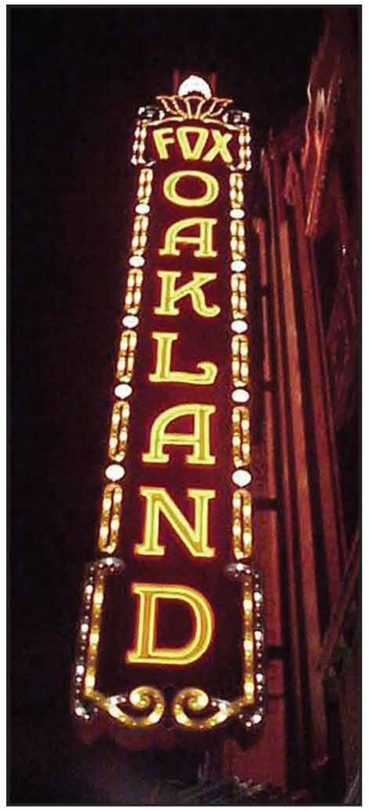





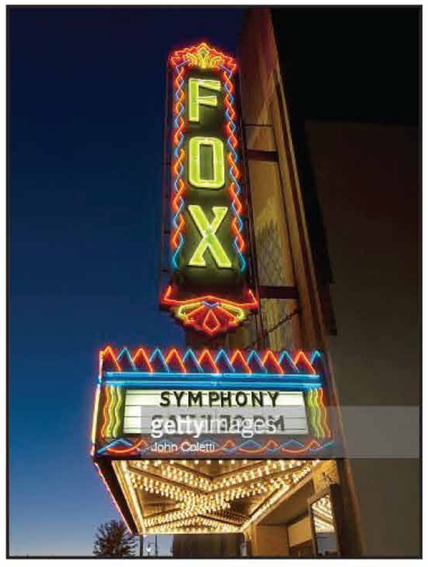

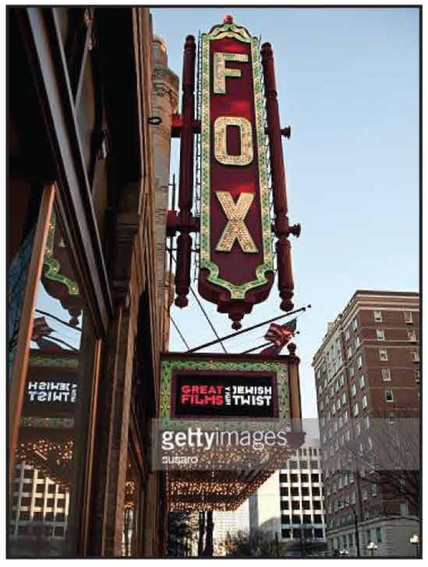



Vertical Marquee Signage - Additional Ideas (Existing)

QUAIL RUN Signs

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W. Liberty St Signage

SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: Overall TBC - Visible Window Area approx. 50 x 71″

QUANTITY: 1 of each design; 1 Sided

MATERIAL DETAILS: TBC

INSTALL REQ: Yes

NOTES: Inside of red doors to have LED strips to light up inside panel.
White box area is to be an advertising space for current shows.
Box area will be a panel that can be opened for easy poster insert
(possibly backlit). Sizing of black box area is 24 x 36″.

QUAIL RUN Signs

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Vertical Marquee Signage

SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: Visible Window Area approx. 22 x 26.5″

QUANTITY: 2

1 OR 2 SIDED: 1 Sided

MATERIAL DETAILS: TBC

INSTALL REQ: Yes

NOTES: White box area is to be an advertising space for current shows.
Box area will be a panel that can be opened for easy poster insert
(possibly backlit). Sizing to be confirmed.
Can put permanent signage eg. “NOW SHOWING” if desired.

Can also put vinyl on glass door windows for entrance / any other information
if required to clear up paper notes on door. Example: “Please use right door for entering”.
Can replace existing vinyl signage if required.

QUAIL RUN Signs

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Current

Historic Built 1911 Sign

SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: 24 x 30″

QUANTITY: 2

1 OR 2 SIDED: 1 Sided

MATERIAL DETAILS: 3D HDU

INSTALL REQ: Yes

QUAIL RUN Signs

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Left - Red to be painted along inside border of sign.

Right - Red to be painted as a pinstripe around front of sign

(Lighter black to show depth only.)

Historic Built 1911 Sign - Color Variation to match brand

QUAIL RUN Signs

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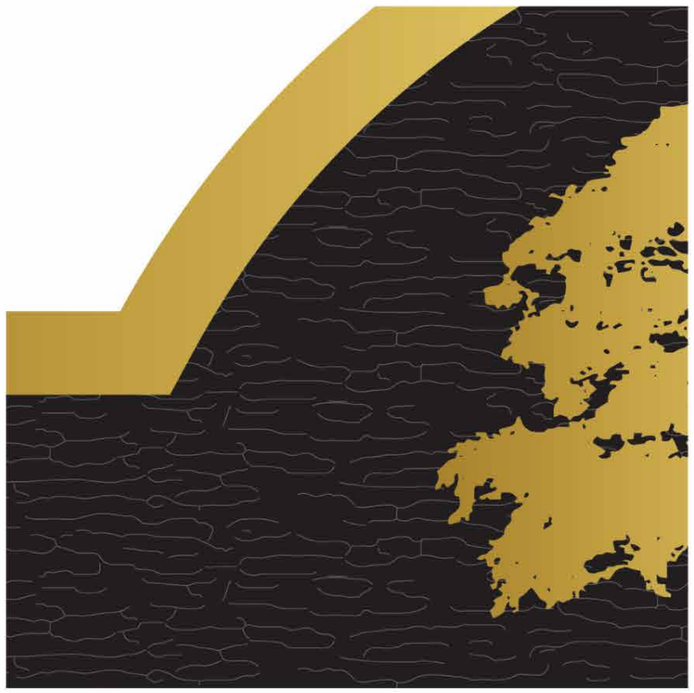
Textures with live examples:

Scoop Carving



Lines



No Texture (Plain)
(We can also do stucco effect)









Historic Built 1911 Sign - Inside Texture Detail (Lines is currently shown in proofs)

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OLD OPERA HOUSE
ARTS CENTER
TOMMY JAMES
WORKSHOP



Arts Center Sign

SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: Approx 75 x 55”

QUANTITY: 1

1 OR 2 SIDED: 1 Sided

MATERIAL DETAILS: HDU

INSTALL REQ: Yes

Notes: We could look at repairing the masks and repainting them; or we could look at replacing them and embbing it into the sign. OR we could remove it completely and/or create a whole new sign if desired.

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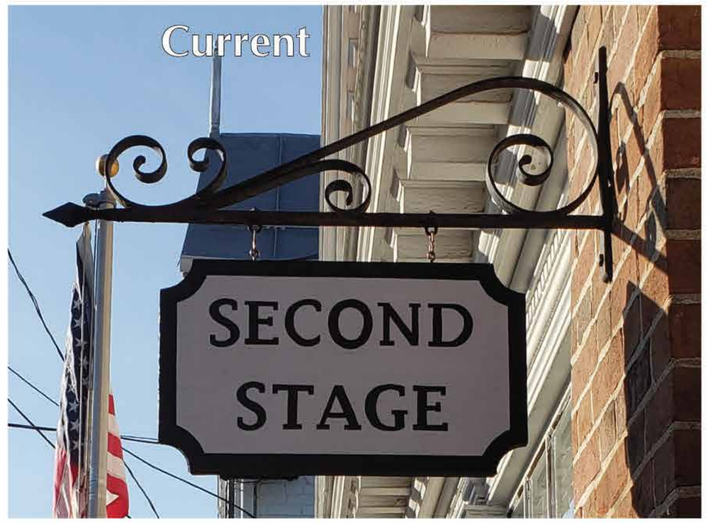

SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: 15 x 8.5″

QUANTITY: 1

1 OR 2 SIDED: 2 Sided

MATERIAL DETAILS: Extira

INSTALL REQ: Yes

NOTES: We can make this more interesting if desired; eg. adding say a pinstripe around black or red border to help tie in with the rest of the designs.

Second Stage Sign

QUAIL RUN Signs

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phone (540) 338-8412 • fax (540) 572-4677

CUSTOMER: The Old Opera House
ADDRESS: 204 N. George St
CITY: Charles Town
STATE: WV
DATE: 6/10/2022 | Photos taken April 4th 2022

CONTACT: Patrick Wallace
PHONE: 240-818-1147
EMAIL: patrickhwallace@gmail.com



Open / Closed Sign



SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: 12 x 5″

QUANTITY: 2? (one for Office, one for Op shop?)
1 OR 2 SIDED: TBD

MATERIAL DETAILS: TBD

INSTALL REQ: TBD

NOTES: This could be on a bracket installed on brick wall next to the door (like that to Second Stage); or mounted to flip from the inside against door.
If Second Stage needs one, it could be a rider.
Goal is to eliminate all paper signage on door.

QUAIL RUN Signs
43 E Colonial Hwy • Hamilton, VA 20158
phone (540) 338-8412 • fax (540) 572-4677

CUSTOMER: The Old Opera House
ADDRESS: 204 N. George St
CITY: Charles Town
STATE: WV
DATE: 6/10/2022 | Photos taken April 4th 2022

CONTACT: Patrick Wallace
PHONE: 240-818-1147
EMAIL: patrickhwallace@gmail.com

Cash Only
No card machine available

Donations Accepted
during Open Hours Only

Thank You For
Not Smoking



Vinyl Suggestions to eliminate paper signage.

SIGN PROPOSAL | VERSION 1

SIGNAGE SIZE: TBC | QUANTITY: TBC | 1 OR 2 SIDED: TBC
MATERIAL DETAILS: TBC
INSTALL REQ: Yes

NOTES: We could overhaul the whole shopfront if interested / budget allows. First suggestion would be the removal of all paper signage and replace it with vinyl. We could do some partial window graphics from the top going down so merchandise can still be seen. It could be graphics advertising the Op Shop, or it could advertise the Old Opera House. We could replace the main signage if desired so it relates back to the Old Opera House.

Op Shop

QUAIL RUN Signs
43 E Colonial Hwy • Hamilton, VA 20158
phone (540) 338-8412 • fax (540) 572-4677

CUSTOMER: The Old Opera House
ADDRESS: 204 N. George St
CITY: Charles Town
STATE: WV
DATE: 6/10/2022 | Photos taken April 4th 2022

CONTACT: Patrick Wallace
PHONE: 240-818-1147
EMAIL: patrickhwallace@gmail.com

From: Kevin Tester
To: James Newman; Micheal George
Subject: Fw: Old Opera House Blade Sign Proposal for DOH Consideration
Date: Tuesday, January 2, 2024 3:48:15 PM
Attachments: Old Opera House Proof v1.1 (1).pdf
OOH Blade Sign-mirrored ends.pdf

James,

Here is the email Delegate Wayne Clark forwarded to us from Justin Thorne from DOH confirming they have no issues with we are placing the sign. I have also attached the original request plus a copy of the sign with its modifications from the original (minor ones only).

Let me know if anything else is needed.

Kevin

From: Wayne Clark <Wayne.Clark@wvhouse.gov>
Sent: Wednesday, June 14, 2023 5:20 PM
To: Kevin Tester <ktester@charlestownwv.us>; Kevin Tester <kevin.tester.sr@gmail.com>; Steven Brewer <ooh@oldoperahouse.org>
Subject: Fwd: Old Opera House Blade Sign Proposal for DOH Consideration

Get Outlook for iOS

From: Thorne, Justin L <lee.j.thorne@wv.gov>
Sent: Tuesday, June 13, 2023 4:28:23 PM
To: Wayne Clark <Wayne.Clark@wvhouse.gov>
Cc: Lorrie A Hodges <lorrie.a.hodges@wv.gov>; Kenneth L Clohan <kenneth.l.clohan@wv.gov>
Subject: Re: Old Opera House Blade Sign Proposal for DOH Consideration

Dear Delegate Clark,

This request was reviewed by our Traffic Engineering Division and had the following comments:

1. It is our understanding that the marquee sign is proposed to be placed on the side of the building that runs parallel with W. Liberty St. Our understanding is that this is not a DOH maintained roadway, so the sign would not encroach on our right-of-way.

2. A review by the outdoor advertising section was requested. It appears that what is being proposed is a lighted static type sign and this is

acceptable. If a full digital sign were proposed, only on premise activities could be displayed. In addition, the sign cannot display flashing or moving images.

3. Care should be taken regarding the specific placement to ensure that the sign does not interfere with the view of the pedestrian crossing indicator. This is particularly critical for those crossing from the NE corner to the NW corner.

4. It does not appear that the sign placed as proposed would interfere with any of the traffic signal mounted detection systems.

As long as the applicable comments above are appropriately taken into consideration, there is no objection with the installation of the marquee sign.

Please let me know if you have any additional questions.

Lee Thorne
District Five Engineer
(304) 289-3521

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

Meeting: 02/12/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

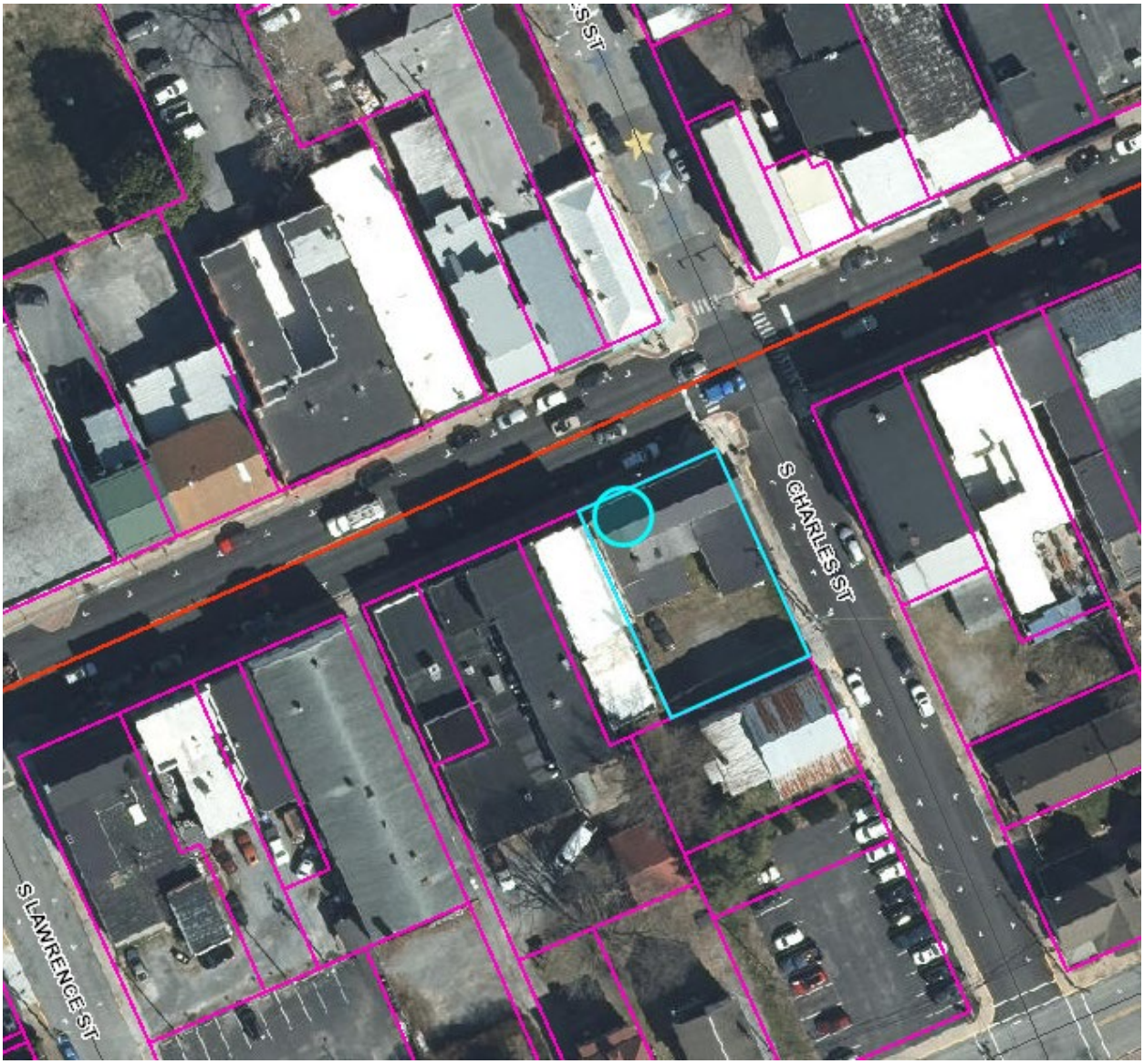
Public Hearing: *COA 2023-21*: Mohamed Saleh - Projecting Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2023-21

Date: For the February 12, 2024 Historic Landmarks Commission meeting
Applicant: Mohamed Saleh
Property Owner: 201 W WASHINGTON STREET LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a projecting sign
Property Location: 205 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Vernacular, Georgian-Federal influence, c. 1800. This stuccoed building is of timber framed construction. **Contributing.**

PROPOSAL

A request for a Certificate of Appropriateness to install a projecting sign, placed over an entrance to the business.

PROPOSED SIGN

EXISTING



PROPOSED



MATERIAL: Polyvinyl Chloride (PVC).

SIZE:
Height of 18 inches, width of 30 inches.

ORDINANCE REQUIREMENTS

1. May be up to 6 sq. ft. in area. Sign is just under 4 sq. ft. in area.

2. A Projecting or Suspended Sign shall include only the address and name of occupant. The sign does not meet this criteria, it contains a description of the business, stating "Specialty Coffee, Coffee & Bakery".

3. A Projecting or Suspended Sign shall not extend more than five (5) feet into the public right-of-way… The proposed sign meets this criteria; it will hang over the doorway and not project into the public right-of-way.

HISTORIC DISTRICT REQUIREMENTS
In general, painted wood or metal is the preferred background for a sign. Glossy materials that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

The sign will not be lit, keeping in accordance with the signage guidelines.

STAFF RECOMMENDATION
Approval.

COA Application No._____

RECEIVED
DEC 20 2023
BY: VS

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

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.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

1. DATE December, 19, 20 23

2. APPLICANT'S NAME* Mohamed Saleh

Address: 205 W Washington St, Charles Town, WV, 25414

Telephone Number: (304) 350-9329 Fax Number ( )

Email Address: info@lagazellecoffee.com

Relationship to Owner: X Lessee ___Contractor ___Architect ___Consultant ____Other: (explain)_____

3. PROPERTY OWNER'S NAME Tome Coyle

Address: 2221 HOPEDALE AVENUE CHARLOTTE, NORTH CAROLINA 28207

Telephone Number: (704) 340-4844 Fax Number ( )

Email Address: tomcoyle200@gmail.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: 205 W Washington st. Charles Town, WV 25414

Tax Map # and Parcel(s): Map 2B parcel 0024.0000

Deed Book and Page #: 1064/253

Zoning District: OTmuc

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

Coffee and bakery

6. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

Coffee and Bakery

7. TYPE OF WORK:

A. X 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

8. 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	__X__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. 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) See page 6 of this application for more information.
2) 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.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

1) Site plan with measured distances.
2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
3) Samples or other description of materials to be used.
4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
2) If a building will be moved into a district from outside, include photographs.
3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

HANGING AN 18 BY 30 SIGN AT THE FRONT DOOR

AND STICKkING A 36" ROUND WINDOW DICALL.

REFFER TO ATTACHED PUCTIRES

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

_____ Date 12-19-2023

Signature of Property Owner(s) (If different than Applicant)

201 W. Washington St. LLC Date 12-19-23

By: Don Cosse

Its: Manager

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	
Building Mounted		Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

FOR CITY USE ONLY

RECEIVED

Application Number:_____ Date Application Received: DEC 20 2023

Zoning District: _____ BY: VB

Fee: $_____ Paid: $_____ Check No._____

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____ Date:_____

Comments:_____

EXISTING



PROPOSED



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

Meeting: 02/12/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

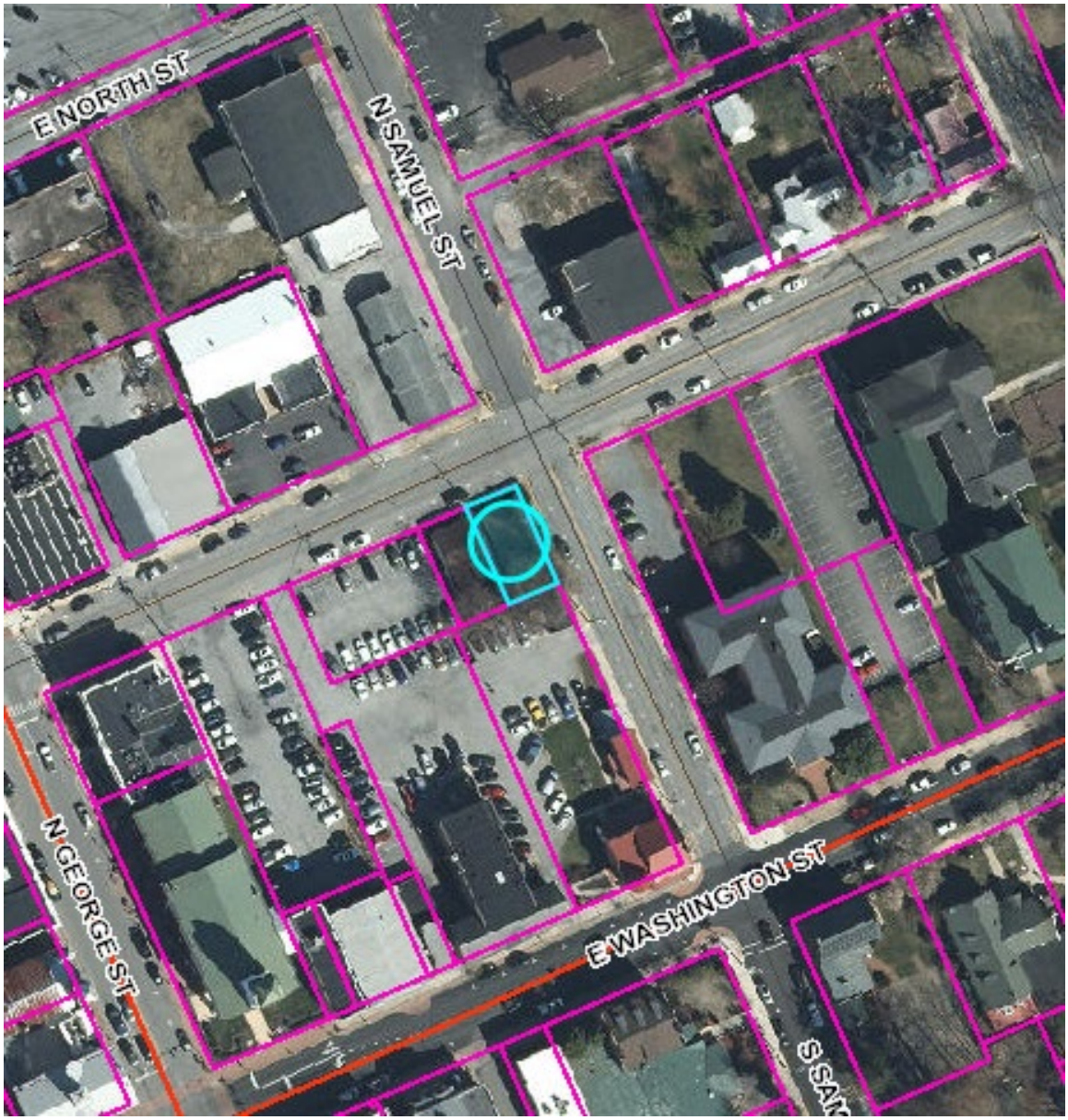
Public Hearing: *COA 2024-01*: Chappell Law Office LC- Wall Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2024-01

Date: For the February 12, 2024 Historic Landmarks Commission meeting
Applicant: Chappell Law Office LC.
Property Owner: MILLBROOK DEVELOPMENT & INVESTMENT LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for wall signs
Property Location: 121 E. Liberty St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
"Colonial", c.1960. Brick office building. Non-contributing.

PROPOSAL

A request for a Certificate of Appropriateness to install two wall signs.

PROPOSED SIGNAGE



E. Liberty St. entrance



N. Samuel St. entrance

MATERIAL: Polyvinyl Chloride (PVC).

SIZE:
Height of 18 inches, width of 28 inches, depth of half an inch.

ORDINANCE REQUIREMENTS
Wall signs in the OT-MUC Zoning District are permitted 1 sq. ft. of area for every lineal foot of building wall. The proposed sign meets that requirement, being 3.5 sq. ft. in area.

HISTORIC DISTRICT REQUIREMENTS
In general, painted wood or metal is the preferred background for a sign. Glossy materials that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

The sign will not be lit, keeping in accordance with the signage guidelines.

STAFF RECOMMENDATION
Approval.

COA Application No._____

RECEIVED
JAN 02 2024
BY: VBowe

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

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.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

1. DATE 12/30/, 2023

2. APPLICANT'S NAME* Chappell Law Office, L.C.

Address: 471 Whispering Pines Rd, Ranmswood, WV

Telephone Number: (304) 417-1552 Fax Number ( ) None set up yet

Email Address: leahchappell@citynet.net

Relationship to Owner: ✓ Lessee Contractor Architect ___Consultant ____Other:
(explain)_____

3. PROPERTY OWNER'S NAME Millbrook Development & Investment, LLC

Address: P.O. Box 459, Charles Town, WV 25414

Telephone Number: (304) 725-3411 Fax Number (304) 725-5056

Email Address: morrowlawoffice@aol.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: 121 East Liberty St, Charles Town, WV 25414

Tax Map # and Parcel(s): Charles Town Corp, TM 2, Par. 46, 2

Deed Book and Page #: DB 1150, Pg 125

Zoning District: Unknown

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

Law office

6. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

Law office

7. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

B. _____ New Construction: 1)____Primary Structure; 2)____Garage; 3)____New Addition; 4)__✓__Other; Sign

C. _____Demolition: 1)____Whole Structure; 2)____Part of Structure;

D. _____Relocation of Structure

8. 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. 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) See page 6 of this application for more information.
2) 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.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

1) Site plan with measured distances.
2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
3) Samples or other description of materials to be used.
4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
2) If a building will be moved into a district from outside, include photographs.
3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

Installation of Law Office sign on front and side of building.

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

Thad. Cliffell, Pres. Date 12/30/23

Signature of Property Owner(s) (If different than Applicant)

Millbrook Development & Investment

By: [signature], Manager Date December 30, 2023

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation): $135 x 2

SIGN CONTRACTOR: Self-installation

Contractor License #: WV & City of Charles Town: N/A

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	
Building Mounted	✓	Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located? Front (Liberty St.) and side (N. Samuel St.)

SIGN MATERIAL: PVC

SIGN DIMENSIONS:

Height	Width	Depth
18"	28"	1/2"

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used: No

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company: See attached

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

See .jpg image attachments (2)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Ripley Insurance Centre
128 Academy Dr
Ripley WV 25271

CONTACT NAME: Teresa Renee Thacker
PHONE (A/C, No, Ext): (304) 372-8645 **FAX (A/C, No):** (304) 372-8383
E-MAIL ADDRESS: dthacker@cascable.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : ERIE INSURANCE COMPANY	26263
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
CHAPPELL LAW OFFICE, L.C.
471 WHIPERING PINES RD
RAVENSWOOD WV 26164

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER			Q61-0331949	10/20/2023	10/20/2024	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location 1: 108 ROYAL STREET RAVENSWOOD WV 26164

Location 2: 121 E LIBERTY ST CHARLES TOWN WV 25414

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MORROW
&
MORROW


MORROW
&
MORROW
ATTORNEYS

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

Meeting: 02/12/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA 2024-02*: Cathy King - Wall Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2024-02

Date: For the February 12, 2024 Historic Landmarks Commission meeting
Applicant: Cathy King
Property Owner: Wise I Jean Trust
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for wall and projecting signs
Property Location: 133 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Classical Revival, c. 1900. Two story brick building characterized by arcaded windows in groups of twos and threes. **Contributing.**

PROPOSAL
A request for a Certificate of Appropriateness to install wall and projecting signs.

SIGN LOCATIONS

Door facing intersection of Washington and Charles Streets.



W. Washington Street facing window.



S. Charles Street facing window

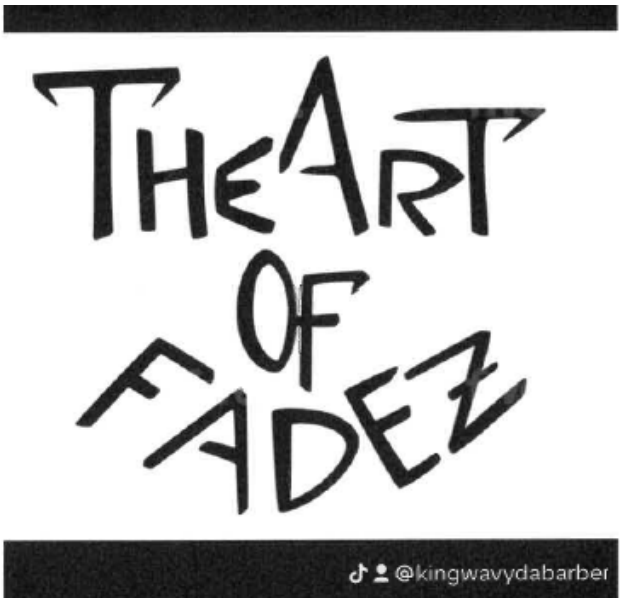


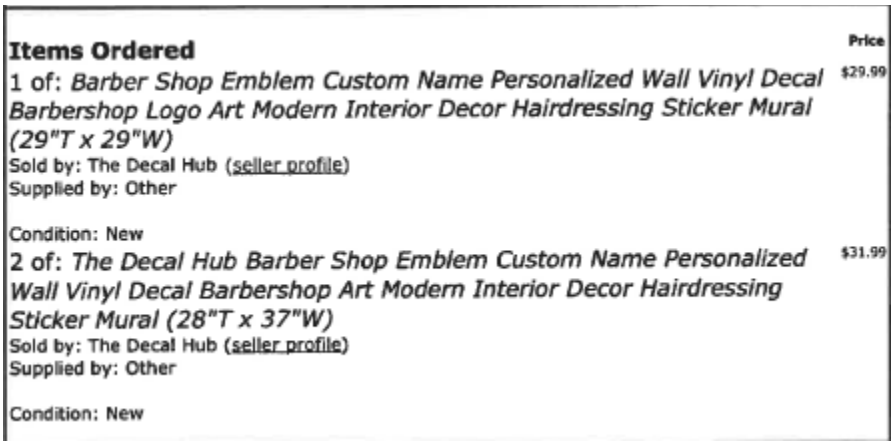
PROPOSED SIGNAGE:

Projecting sign to be installed above doorway



Decal Signage for windows





Items Ordered	Price
1 of: *Barber Shop Emblem Custom Name Personalized Wall Vinyl Decal Barbershop Logo Art Modern Interior Decor Hairdressing Sticker Mural (29"T x 29"W)* Sold by: The Decal Hub (seller profile) Supplied by: Other Condition: New	$29.99
2 of: *The Decal Hub Barber Shop Emblem Custom Name Personalized Wall Vinyl Decal Barbershop Art Modern Interior Decor Hairdressing Sticker Mural (28"T x 37"W)* Sold by: The Decal Hub (seller profile) Supplied by: Other Condition: New	$31.99

MATERIAL:
Vinyl for window and door decals.

Dibond (two sheets of aluminum with a plastic core).

SIZE:
Decals
Door: 29 inches x 29 inches
Windows: height of 28 inches, width of 37 inches.

Projecting Sign
24 inches x 24 inches.

ORDINANCE REQUIREMENTS
Wall signs in the OT-MUC Zoning District are permitted 1 sq. ft. of area for every lineal foot of building wall. The three proposed wall decal signs (two for the windows, one for the door) meets that requirement, with a combined area of 20 sq. ft.

For projecting signs:

1. May be up to 6 sq. ft. in area. Sign is 4 sq. ft. in area.

2. A Projecting or Suspended Sign shall include only the address and name of occupant. The sign meets this criteria, as it just contains the name of the business.

3. A Projecting or Suspended Sign shall not extend more than five (5) feet into the public right-of-way… The proposed sign meets this criteria; it will hang over the sidewalk and not extend more than 5 ft. It will be approximately 10 ft. above the sidewalk.

HISTORIC DISTRICT REQUIREMENTS
In general, painted wood or metal is the preferred background for a sign. Glossy materials that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

The signs will not be lit, keeping in accordance with the signage guidelines.

The same projecting sign was previously approved for 231 W. Washington Street.

STAFF RECOMMENDATION
Approval.

COA Application No._____

RECEIVED
JAN 17 2024
BY: VB

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

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.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

1. DATE 1/16/24, 2024

2. APPLICANT'S NAME* Cathy King

Address: 133 W. Washington St Charlestown WV 25414

Telephone Number: (304) 384-0838 Fax Number (___)

Email Address: CathyKing1795@gmail.com

Relationship to Owner: ✓ Lessee ___Contractor ___Architect ___Consultant ____Other: (explain)_____

3. PROPERTY OWNER'S NAME Carolyn Wise

Address: 48 Rambling Way

Telephone Number: (304) 995-9764 Fax Number (___)

Email Address: CrWise1110@gmail.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: _____

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

_____

_____

6. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

_____

_____

_____

_____

7. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

B. _____ New Construction: 1)____Primary Structure; 2)____Garage;
3)____New Addition; 4)__X__Other; Decals

C. _____Demolition: 1)____Whole Structure; 2)____Part of Structure;

D. _____Relocation of Structure

8. 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	__X__Signs Decals
____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. 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) See page 6 of this application for more information.
2) 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.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

1) Site plan with measured distances.
2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
3) Samples or other description of materials to be used.
4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
2) If a building will be moved into a district from outside, include photographs.
3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

Add Decals To Entrance Door And Window Fronts. Hang Sign That Was Previously Displayed & Approved for 231 W. Washington Street.

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

Cathy Kiel Date 1-16-24

Signature of Property Owner(s) (If different than Applicant)

Cathy R Kiel Date 1-16-24

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	
Building Mounted		Awning	
Window Lettering	✓	Other (List)	

Where on the property or building will the sign(s) be located?
Front + side of building. (windows + door)

SIGN MATERIAL:
Sticker decals + hanging metal sign.

SIGN DIMENSIONS:

Height	Width	Depth

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

Fee: $_____ Paid: $_____ Check No._____

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

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kingwavydabarber

Shipped on January 9, 2024

Items Ordered **Price**

1 of: *Barber Shop Emblem Custom Name Personalized Wall Vinyl Decal Barbershop Logo Art Modern Interior Decor Hairdressing Sticker Mural (29"T x 29"W)* $29.99
Sold by: The Decal Hub (seller profile)
Supplied by: Other

Condition: New

2 of: *The Decal Hub Barber Shop Emblem Custom Name Personalized Wall Vinyl Decal Barbershop Art Modern Interior Decor Hairdressing Sticker Mural (28"T x 37"W)* $31.99
Sold by: The Decal Hub (seller profile)
Supplied by: Other

Condition: New

Shipping Address:

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

Meeting: 02/12/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

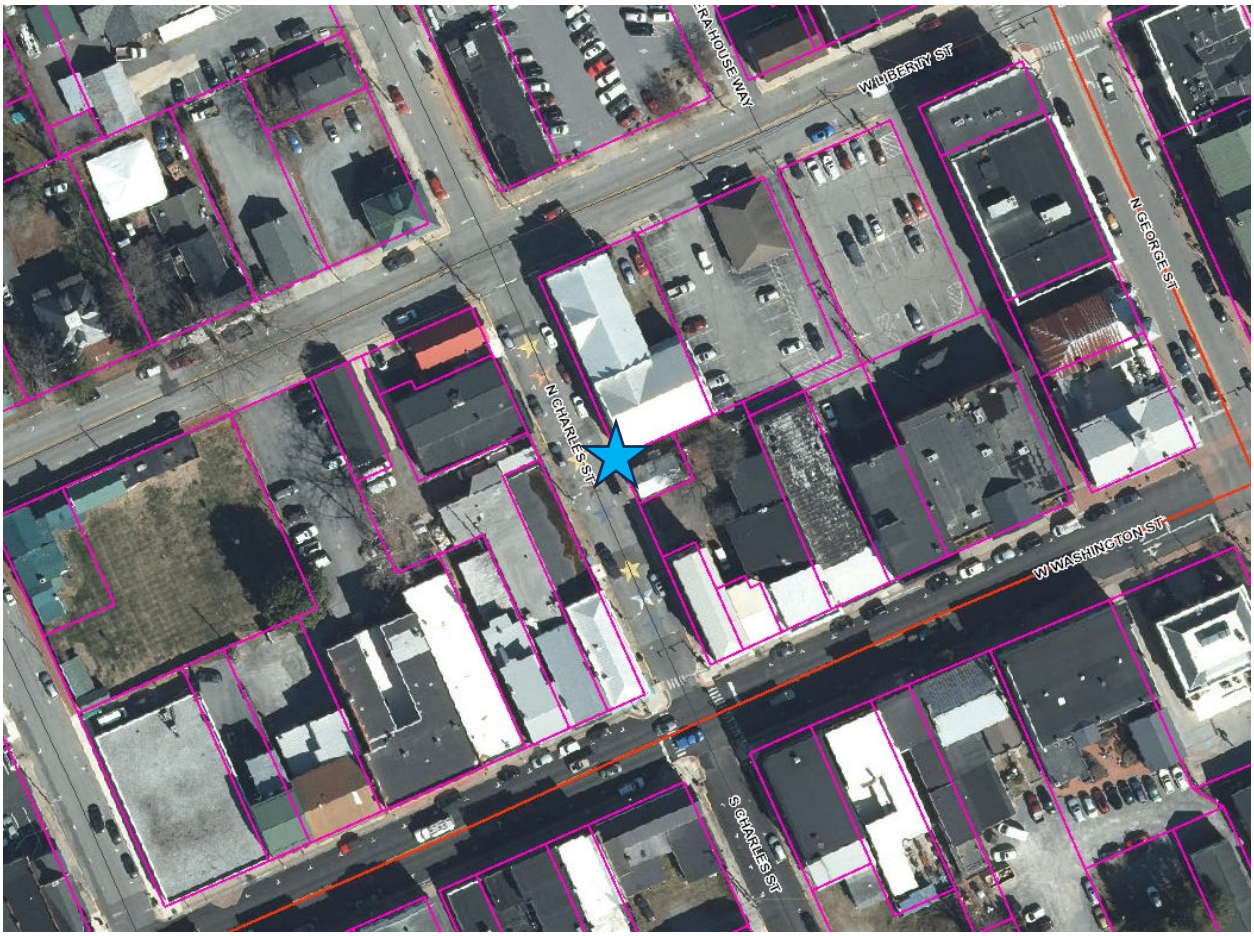
Commission Review: City Signage request

ATTACHMENTS:

- 1. Report.pdf
- 2. Application.pdf
- 3. Sign Text.pdf

Commission Review
COA-2024-03

Date: For the February 12, 2024 Historic Landmarks Commission meeting
Applicant: City of Charles Town
Property Owner: City of Charles Town
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Review and comment on proposed sign
Property Location: Between 109 and 111 N. Charles St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Not applicable. Sign to be on sidewalk, not affixed to a structure.

PROPOSAL
Request for Commission comments on proposed sign.

HLC REVIEW AUTHORITY

Chapter 5, Article 141 Section 12 C*ertificate of Appropriateness*:

The Historic Landmarks Commission shall have power and authority to regulate properties in the Historic Overlay District according to the following provisions:

(a) 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, except as otherwise provided by in these Codified Ordinances or as provided by rules, regulations, policies, procedures and standards adopted and published by the Historic Landmarks Commission.

(b) The style, material, size and location of **outdoor advertising signs** shall be under the control of the Historic Landmarks Commission. No sign may be change, altered or installed on any private building, site or structure until after and application for a certificate of appropriateness has been submitted to and approved by the Historic Landmarks Commission.

(emphasis added)

ZONING ORIDNANCE ARTICLE 1325 *DEFINITIONS*

Ground-Mounted Sign – A free-standing Sign with its base or its supports mounted directly to the ground. For the purposes of this Ordinance, a Ground-Mounted Sign shall be defined as one of the following:

(1) two Sign faces that are located back-to-back on a single structure, or
(2) as an option only for entrances to subdivisions (residential and non-residential), two separate single-faced Signs

ZONING ORIDNANCE SEC. 1324.07 *SIGNS NOT REQUIRING A PERMIT*

…

4. *Governmental Signs*. Signs posted by various local, state, and federal agencies such as regulatory signs, welcome signs, and traffic control signs.

SIGN LOCATION

On sidewalk facing the 100 block of N. Charles St.



PROPOSED SIGNAGE:

Sign content



Sign style


Explore
your
Chesapeake


THE PARSONS DEPOT
HOW THE ARRIVAL OF THE RAILROAD TRANSFORMED THE LANDSCAPE AND BUILT A TOWN
The Wheeling

MATERIAL:

Gel Coat Laminate. Per the sign installer, this product: "*…provides the strength of fiberglass embedment with an elegantly refined finish, adding a barrier of protection against extreme ultraviolet rays and aggressive elements of the weather.*"[i]

SIZE:
Height: 42 inches
Width: 36 inches
Depth: 1/8 inch.

ORDINANCE REQUIREMENTS

The Zoning Ordinance prohibits pole and pylon mounted ground signs. The proposed sign will be mounted to the ground on two poles. However, the definition of a ground mounted sign is:

Ground-Mounted Sign – A free-standing Sign with its base or its supports mounted directly to the ground. For the purposes of this Ordinance, a Ground-Mounted Sign shall be defined as one of the following: (1) two Sign faces that are located back-to-back on a single structure, or (2) as an option only for entrances to subdivisions (residential and non-residential), two separate single-faced Signs.

The proposed sign only has one sign face, and so does not meet the requirements for being a ground mounted sign. Since the sign cannot be a ground mounted sign by definition, it must be a Governmental Sign, which is defined as:

Governmental Signs. Signs posted by various local, state, and federal agencies such as regulatory signs, welcome signs, and traffic control signs.

Governmental signs do not require any permit.

NO ACTION REQUIRED

This report was for information purposes only. Because the proposed sign is not an outdoor advertising sign, and because it does not contain two side faces (which is a requirement to be considered ground-mounted), it is a government sign and not subject to requiring a permit.

[i] https://panniergraphics.com/signs-panels/

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

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.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

1. DATE January 23rd, 20 24

2. APPLICANT'S NAME* _____

Address: _____

Telephone Number: (___) _____ Fax Number (___) _____

Email Address: _____

Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant ____Other: (explain)_____

3. PROPERTY OWNER'S NAME City of Charles Town

Address: 101 East Washington Street, Charles Town

Telephone Number: (304) 724-3244 Fax Number (___) _____

Email Address: jnissel@charlestownwv.us

*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: Between 111 and 109 N Charles Street

Tax Map # and Parcel(s): N/A

Deed Book and Page #: _____

Zoning District: _____

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

Public sidewalk

_____

6. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

Unchanged

_____

_____

_____

7. TYPE OF WORK: N/A

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

8. 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	__X__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. 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.
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C. SIGNS:

1) See page 6 of this application for more information.
2) 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.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

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4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
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3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

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1) Explain what will be moved, why, and proposed changes.
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G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

_____ Date _____

Signature of Property Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed petition to the following:

Zoning Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):

SIGN CONTRACTOR:
Pannier Graphics

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing	x	Suspended	
Building Mounted		Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?
Mounted close to the wall

SIGN MATERIAL:
Gel Coat Laminate (GCL)

SIGN DIMENSIONS:

Height	Width	Depth
42 inches	36 inches	1/8 inches

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:
No

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

Fee: $_____ Paid: $_____ Check No._____

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

_____

CHARLES TOWN'S OWN INTREPID

RACEHORSE TRAINING PIONEER



Sylvia Rideoutt Bishop held the distinction of being the nation's first African American woman to become a licensed horse trainer. Born in 1920, Sylvia's lifelong love of horses and racing fueled her determination to succeed as a trainer and owner at Charles Town Race Track. Supported by a tight-knit community, she broke national race and gender barriers. Sylvia said of her sucessful career, "I accomplished it, thanks to God and willpower. I knew I was Black, and I turned my cheek, and I said, "I will and I did."



Sylvia's fascination with horses began at age eight with a pony ride and a picture (below). When the Charles Town Race Track opened in 1933, she jumped at the chance to be a "hot walker," cooling down horses. A number of Sylvia's brothers also worked at the Track, while her mother worked in the kitchen.











Racial segregation existed at the Track, and women were an oddity in the stables. However, when it came to racing, a win was a win, and Sylvia earned respect as a top-notch horse woman.

Sylvia refused to take short cuts with her horses. She cleaned stalls every day, cooked the oats in the winter, and only employed those who met her exacting standards.

Later, Sylvia and her husband, John Bishop, helped manage her family's Payne Hotel. During the segregation era, this Charles Town hotel was the only one to welcome the Black "Chitlin Circuit" musicians that John Bishop booked in the nightclubs he owned or managed – performers like Ray Charles, Etta James, and Ike & Tina Turner.



Mike Jones, Sylvia's grandson (below), carries on the tradition of training horses at the Charles Town racetrack, along with her great grandsons, Jalen and Jarrell.





JOHN SYLVIA

Charles Town W.Va. March 8,1954
J.V.Bishop's "WISE BET" W.Corcoran-up
Owner-Trainer C.T.C. 1-22

Sylvia Rideoutt Bishop's passion and persistence kept her training horses until the age of seventy-nine. After her death in 2004, Sylvia was inducted into the Hall of Fame at Charles Town Races. Each year the Track holds a race called the Sylvia Bishop Memorial Stakes.



THIS MARKER SPONSORED BY:

HOLLYWOOD Casino AT CHARLES TOWN RACES

LAYOUT DESIGN BY DAVID VAGO HISTORIC RESOURCE DESIGN & PLANNING INC.

IMAGE CREDITS go to Ebony Magazine, the family of Sylvia Rideoutt Bishop, and the Charles Town Race Track.