CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • FEBRUARY 9, 2026

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: DRAFT December 8, 2025 minutes
12082025_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **Public Hearing**: *COA2025-23* - 203 S. Church St. - Building Addition, new construction
1. Staff Report.pdf
2. Application.pdf
3. Design.pdf
4. Materials.pdf
5. Paint.pdf

: **Public Hearing**: *COA2025-24* - 216 W. Washington St. - Wall Sign
1. Staff report.pdf
2. Application.pdf

: **Public Hearing**: *COA2026-01* - 114 W. Liberty St. - New roof
1. Staff report.pdf
2. Application.pdf
3. Narrative and Design.pdf

: Officer Elections:

-Chair
-Co-Chair

5. ADJOURNMENT

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

https://www.charlestownwv.us/government/agendas_minutes.php

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

Meeting: 02/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT December 8, 2025 minutes

ATTACHMENTS:

- 12082025_HLC_Minutes DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • DECEMBER 8, 2025

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

1. CALL TO ORDER

Present: Amanda Updike - Chair
Diane Drake
Nick Zaglifa – Attended Virtually

Tony Troxel – Absent
Randy Hilton - Absent

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 October 5, 2025 - Minutes

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4:1 Public Hearing: FIP2025-08 – 212 N George St – Facade Improvement Grant Request

Staff presentation.

Motion to open public hearing:

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

The applicant was present but had no comment.

Motion to close public hearing:

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

The Commission discussed the design review standards for awnings.

DRAFT

Further discussion regarding wording and the historical status of the structure, signage requirements of the Zoning Ordinance.

Motion to approve FIP2025-08 as recommended by staff:

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

Draft 2026 Meeting Calendar

Motion to approve the 2026 Meeting Calendar:

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

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:15 pm.

DRAFT

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

SCHEDULED

Meeting: 02/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

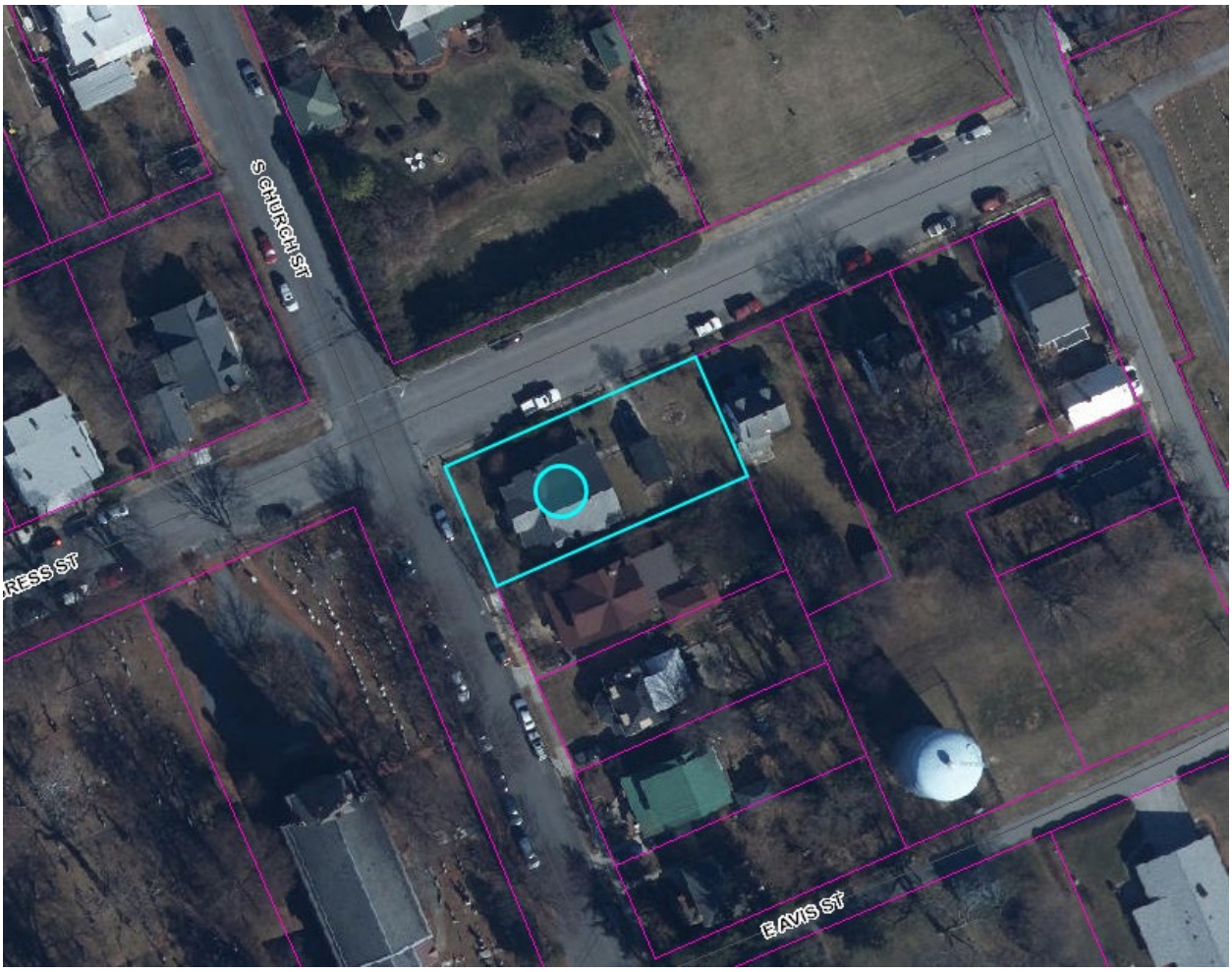
Public Hearing: *COA2025-23* - 203 S. Church St. - Building Addition, new construction

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Design.pdf
- 4. Materials.pdf
- 5. Paint.pdf

Certificate of Appropriateness
COA-2025-23

Date: For the February 9, 2026 Historic Landmarks Commission meeting
Applicant: Mary K. Robinson
Property Owner: Mary K. Robinson
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for an addition and new garage
Address: 203 S. Church St. (TD 3, Map 3, Parcel 115)
Zoning: Old Town Residential



<u>HISTORIC SURVEY BUILDING INFORMATION</u>: Downtown Historic District.
SE corner East Congress and South Church Streets. Bungalow, c. 1920s. One story with unusual three part front windows with peaked muntin repeating gable angle. An excellent and unusual example of its type, more like California bungalows. **Contributing.**

PROPOSAL

A request for a Certificate of Appropriateness to make exterior changes and an addition to the main structure, and for a new garage.

VIEW

Applicant provided photographs:



Top: View from E. Congress. Bottom: View from E. Congress, facing the left side/eastern end of the house.

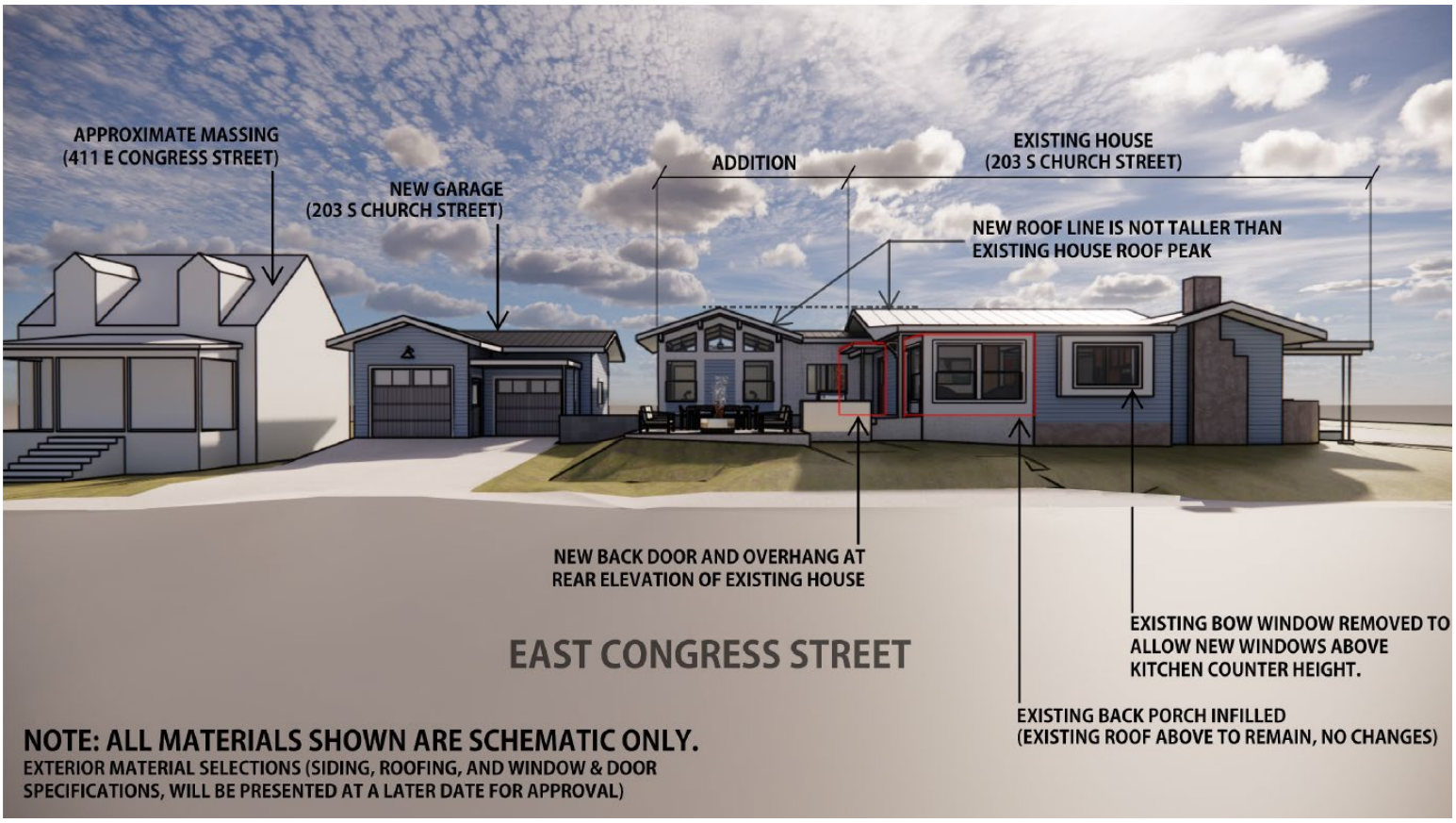


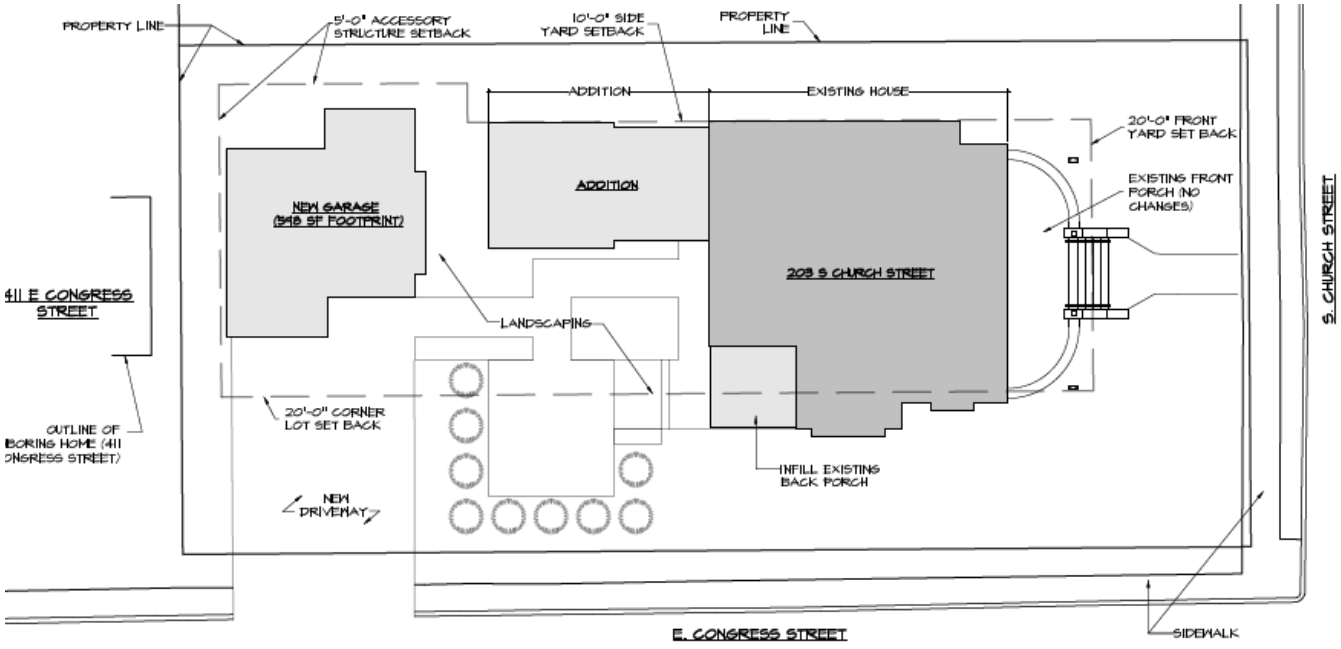


Top: View from E. Congress, facing the left side/eastern end of the house. Bottom. View from E. Congress looking west.



DESIGN PROPOSAL *(Select views, see attachments for more)*





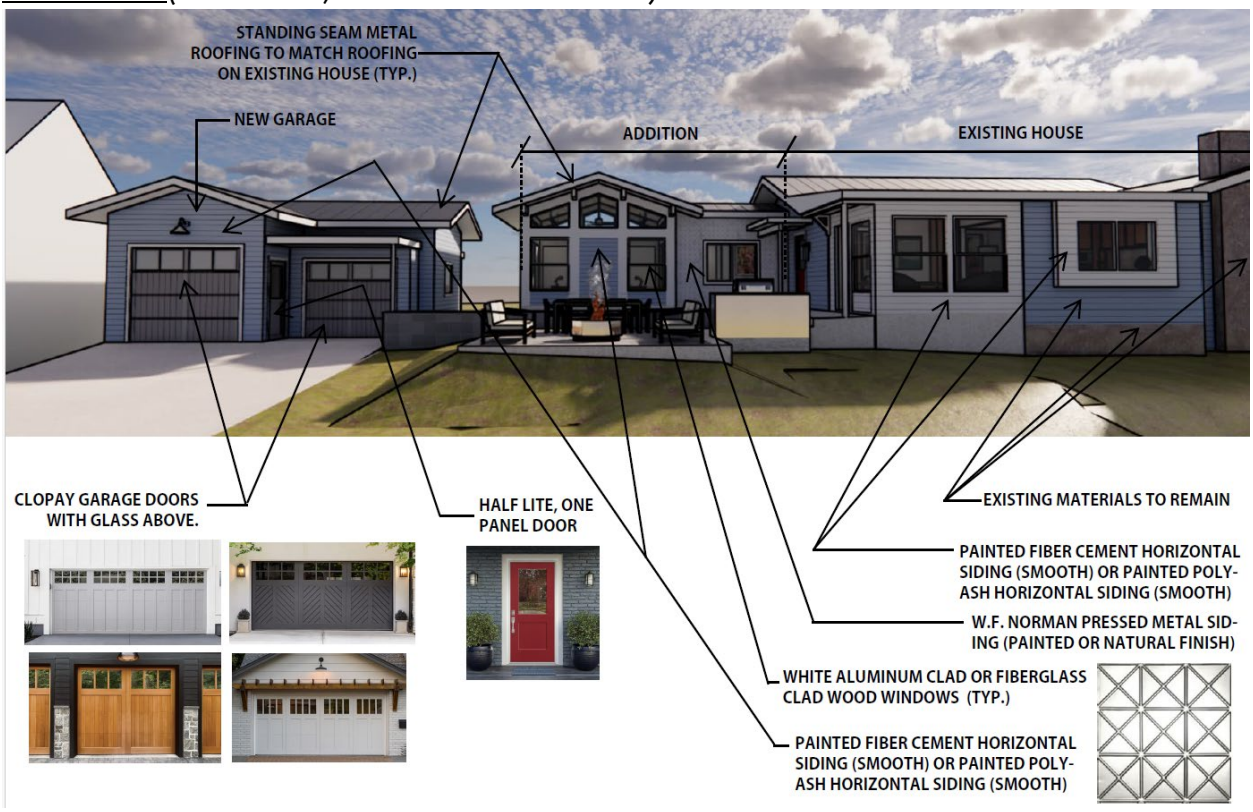
SCHEMATIC SITE PLAN

SCALE: 1/16"= 1'-0"

1
A2.0

NORTH

MATERIALS *(Select views, see attachments for more)*



ORDINANCE REQUIREMENTS

Setbacks:
Garage – 5 feet from rear and side property lines. Requirement met.

Addition:
Front: 20 feet.
Rear: 20 ft.
Sides: 10 ft.

All setback requirements are met.

Height: Not to exceed 35 feet/3 stories. Requirement met.

HISTORIC DISTRICT REQUIREMENTS

Accessory Structure/Garage

From page 37 of the Design Review Standards:

When considering an outbuilding or appurtenance visible from a public way, keep the following guidelines in mind:

- *Style, scale, color, materials and textures should be compatible with those of the building.*
- *Avoid appurtenances that clash with the architectural period of the building and the streetscape.*
- *Appurtenances should not draw attention away from the historic building.*
- *It is advised to not mimic an architectural style not found in the Historical District.*
- *Requests for new metal garden sheds are not compatible with the historic character of the district and are not permitted.*

Proposed design details:

Car doors x 2: Steel doors with textured composite overlay. Will have glass windows.
Entrance door: Fiberglass door with window pane
Siding: Two options provided:

1. Fiber cement siding.
2. Polyash siding. (Fly-ash mixed with resins and polymers for a durable product)[1]

Roofing: Standing seam metal roof to match existing house roofing material.

Proposed design for the garage appears to closely match house design and materials, and is shown at a bulk and mass scale reasonable for the property.

[1] https://coastalbuilding.com/products/truexterior-poly-ash/

House Addition

From page 12 of the Design Review Standards:

Bungalow/Craftsman (1905-1920s)

"Bungalow" describes a form, while "Craftsman" is a decorative style. The low, sloping bungalow form was based on the architecture of the Bengal region of India. The Craftsman style sought an organic approach to architecture, emphasizing the natural qualities of materials. Most, but not all, bungalows are in the Craftsman style, and vice versa.



Characteristic features include:

- Low-pitched roofline
- Horizontal emphasis
- One-and-a-half stories
- Porch, usually along entire front
- Prominent central dormer
- Shingles
- Paired or grouped windows
- Wide overhanging eaves
- Exposed rafters and support beams
- Tapered columns
- Two-over-one double-hung windows are common, as are casement windows

From page 21 of the Design Review Standards:

Secretary of the Interior's Standards for the Treatment of Historic Properties:

…

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall either be exactly the same in style and design in massing, size, scale and architectural features or be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Proposed design details:
Siding: Two options provided:

1. Fiber cement siding.
2. Polyash siding. (Fly-ash mixed with resins and polymers for a durable product

Roofing: Standing seam metal roof to match existing house roofing material.

Windows: Two options provided:

1. Aluminum clad
2. Fiberglass clad

Lights: bronze-finished wall sconces.

Proposed design for the addition appears to closely match house design and materials, and is shown at a bulk and mass scale reasonable for the property and matching the bungalow-style design of the existing house.

STAFF RECOMMENDATION
Approval

COA Application No._____

RECEIVED
DEC 30 2025
BY:

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

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

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

COA Application No._____

1. DATE: 12/29/25

2. APPLICANT'S NAME* Mary Kathryn Robinson

Address: 203 S. Church Street, Charles Town, WV

Telephone Number: (540)327-1357

Email Address: [redacted]

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

Other: _____

3. PROPERTY OWNER'S NAME Same As Above

Address: _____

Telephone Number: (___) _____

Email Address: _____

*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: 203 S. Church St., Charles Town, WV 25414

Tax Map # and Parcel(s): Map: 3 Parcel: 01150000 0000

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

Primary Residence.

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

Primary Residence

7. TYPE OF WORK:

A. ☐ Exterior alteration or repairs.

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

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

D. ☐ Relocation of Structure

E. Other:

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

9. EXTERIOR ALTERATION OR REPAIR

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

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

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

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

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

C. SIGNS:

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

(continued on next page)

City of Charles Town

Certificate of Appropriateness Application

Applicant Name:	Mary Kathryn Robinson
Property Address:	203 S. Church Street, Charles Town, WV 25414
Date:	December 29, 2025

B. Narrative Description of Work

Project architects: Reader & Swartz, Winchester, VA *(Design plans provided)*

Expansion of primary residence to accommodate remaining on Church Street for the long-term. Currently, accessibility of the property is an issue, in particular the side entrance to E. Congress Street is awkward at best. Small bedrooms and one bath also limit future access. A new master suite designed for long-term suitability to meet our aging needs.

The proposed plans will address property access with a new rear entrance, master suite addition, and a new, updated two car garage as free standing.

D. Addition/New Construction

The addition of a Master Suite and new construction of a garage. The roof line will remain the same as the existing structure and appropriate scale so as not to overwhelm the site.

E. Demolition of Structure

Removal of a single car garage that adds no historic value to the property. Of poor-quality construction it is used primarily for storage. In addition, removal of chain link fence and concrete block throughout the yard. The garage removal to make way for the addition and overall improvement of the property.

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.

Signs

Estimated Cost of Signage (**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 LIT? If yes, describe the type of lighting to be used:

_____

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage), and attach to this form.

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH of the PROPOSED SIGN(S) and LOCATION.

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

Mary Kathryn Robinson Date 12/29/25

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

_____ Date _____

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Historic Landmarks Commission Approval or Denial and date of action:

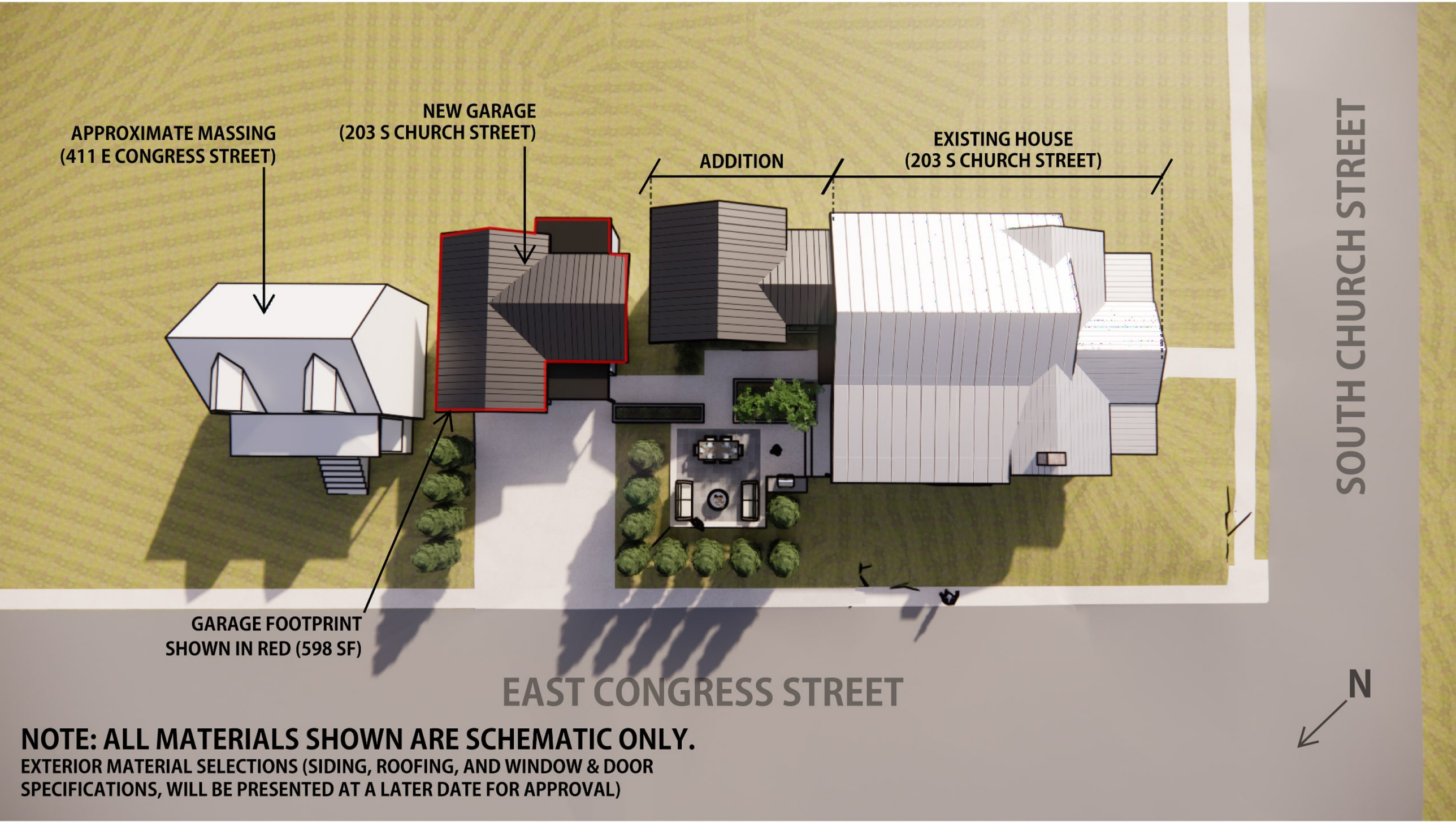
_____

Comments:_____

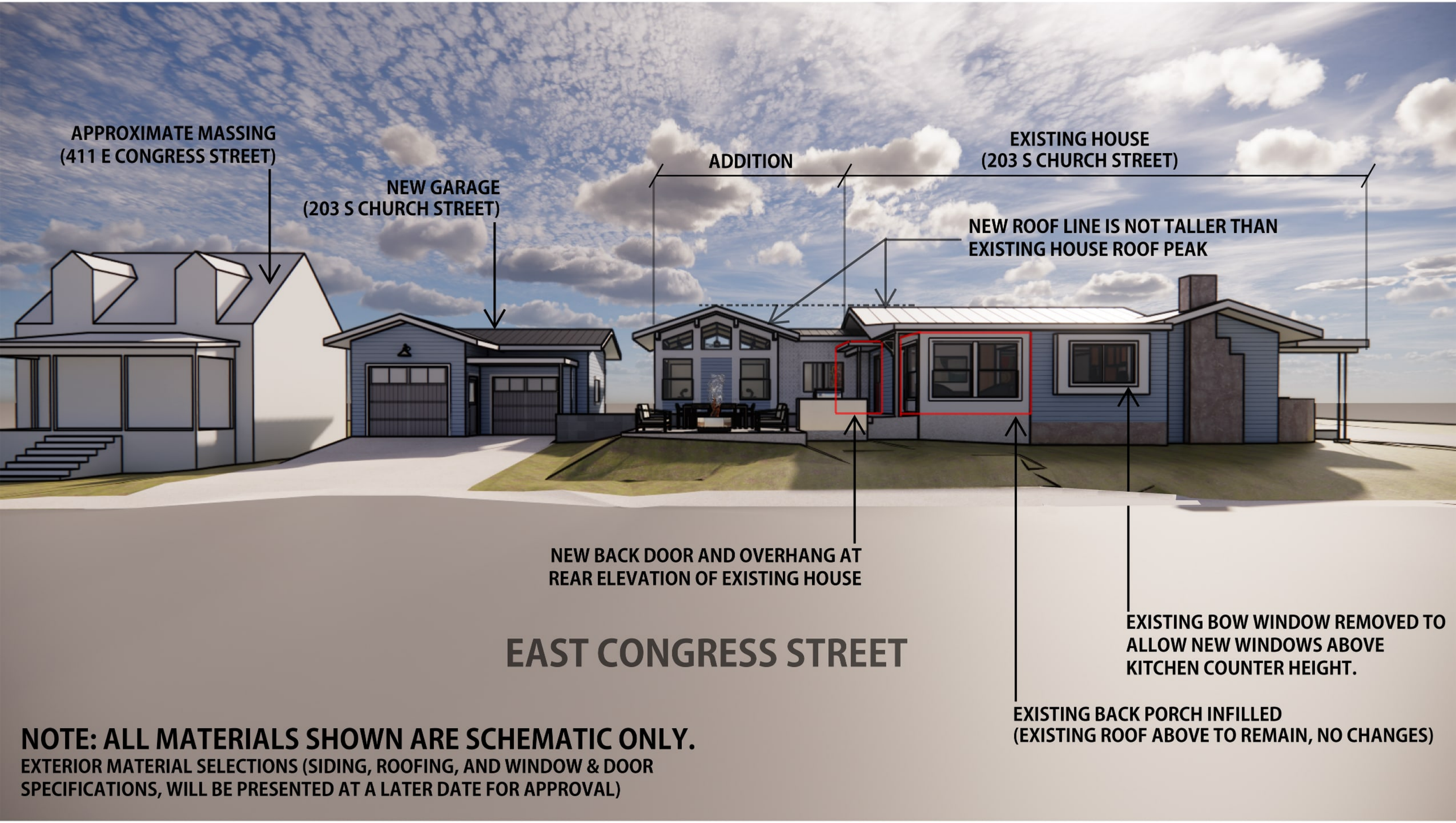
_____

_____

_____



NOTE: ALL MATERIALS SHOWN ARE SCHEMATIC ONLY.
EXTERIOR MATERIAL SELECTIONS (SIDING, ROOFING, AND WINDOW & DOOR SPECIFICATIONS, WILL BE PRESENTED AT A LATER DATE FOR APPROVAL)



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EXTERIOR MATERIAL SELECTIONS (SIDING, ROOFING, AND WINDOW & DOOR SPECIFICATIONS, WILL BE PRESENTED AT A LATER DATE FOR APPROVAL)

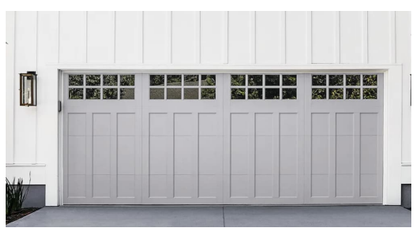
STANDING SEAM METAL ROOFING TO MATCH ROOFING ON EXISTING HOUSE (TYP.)

NEW GARAGE

ADDITION

EXISTING HOUSE

CLOPAY GARAGE DOORS WITH GLASS ABOVE.









HALF LITE, ONE PANEL DOOR

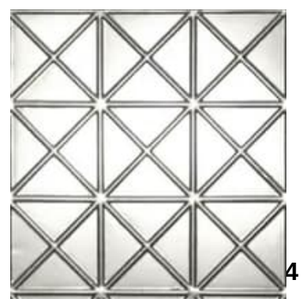


EXISTING MATERIALS TO REMAIN

PAINTED FIBER CEMENT HORIZONTAL SIDING (SMOOTH) OR PAINTED POLY-ASH HORIZONTAL SIDING (SMOOTH)

W.F. NORMAN PRESSED METAL SIDING (PAINTED OR NATURAL FINISH)

WHITE ALUMINUM CLAD OR FIBERGLASS CLAD WOOD WINDOWS (TYP.)



PAINTED FIBER CEMENT HORIZONTAL SIDING (SMOOTH) OR PAINTED POLY-ASH HORIZONTAL SIDING (SMOOTH)

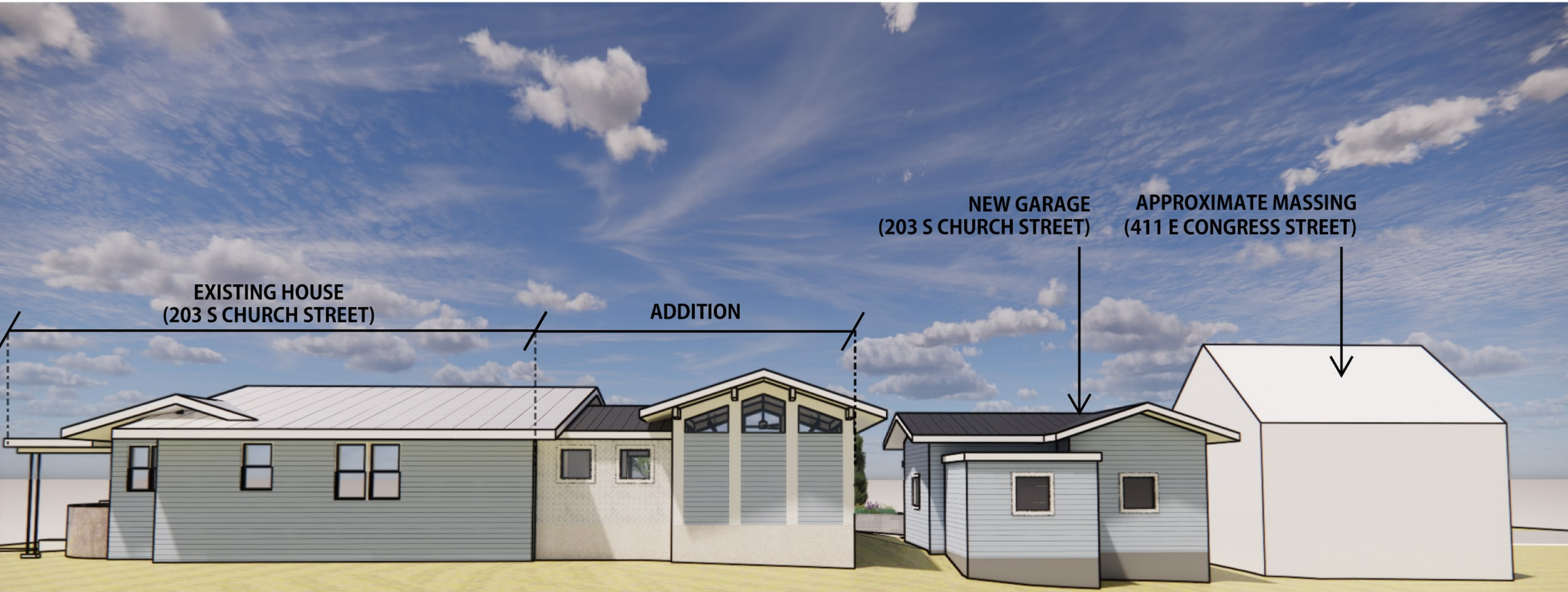


EAST CONGRESS STREET

SCHEMATIC PLANTING SCHEME

NOTE: ALL MATERIALS SHOWN ARE SCHEMATIC ONLY.

EXTERIOR MATERIAL SELECTIONS (SIDING, ROOFING, AND WINDOW & DOOR SPECIFICATIONS, WILL BE PRESENTED AT A LATER DATE FOR APPROVAL)



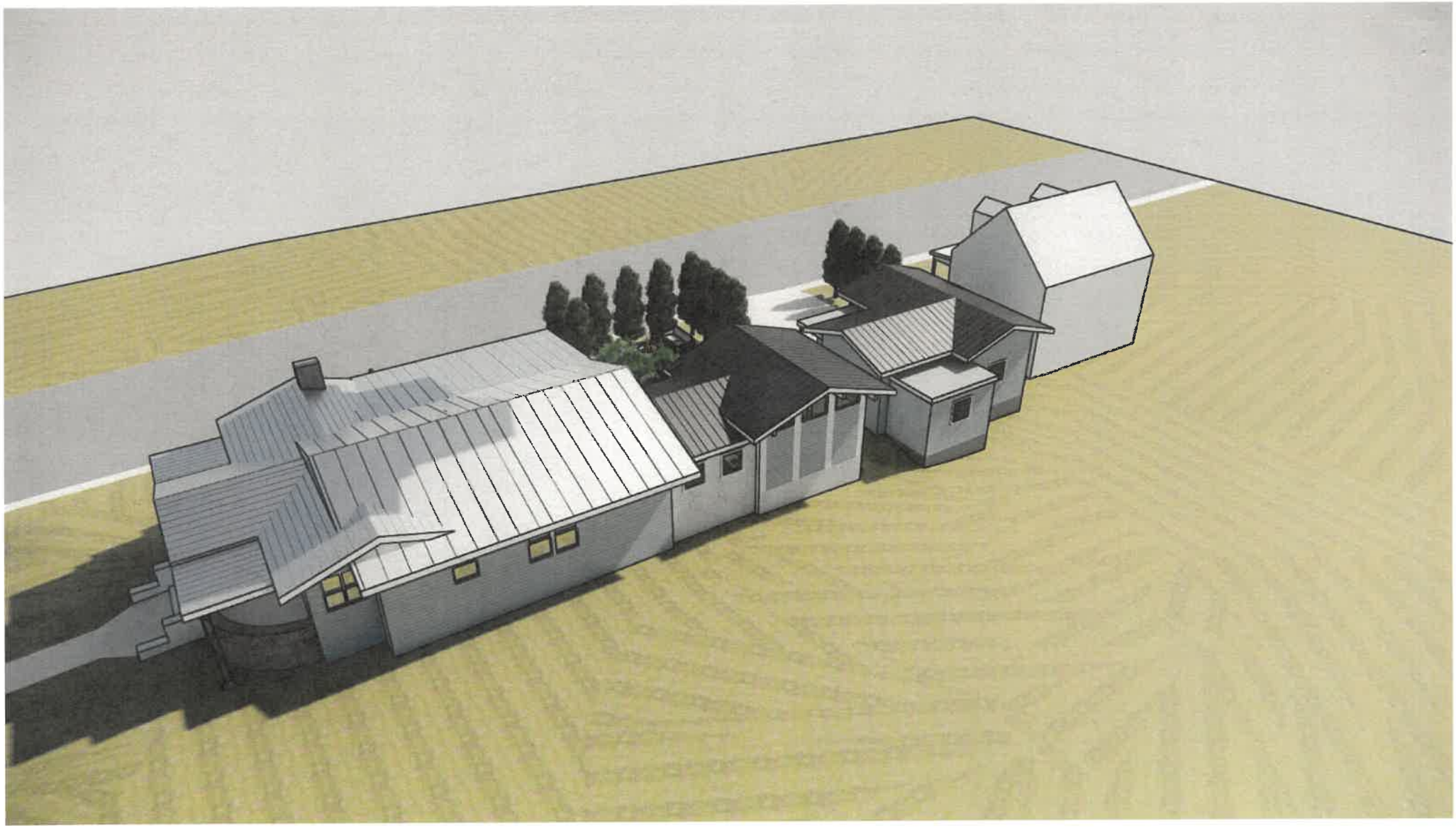
SOUTH ELEVATION

(FACING ADJACENT HOME AT 207 S CHURCH STREET)

NOTE: ALL MATERIALS SHOWN ARE SCHEMATIC ONLY.

EXTERIOR MATERIAL SELECTIONS (SIDING, ROOFING, AND WINDOW & DOOR SPECIFICATIONS, WILL BE PRESENTED AT A LATER DATE FOR APPROVAL.)

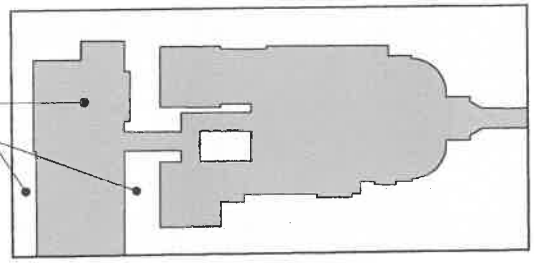












LOT COVERAGE PLAN

2 / A2.0

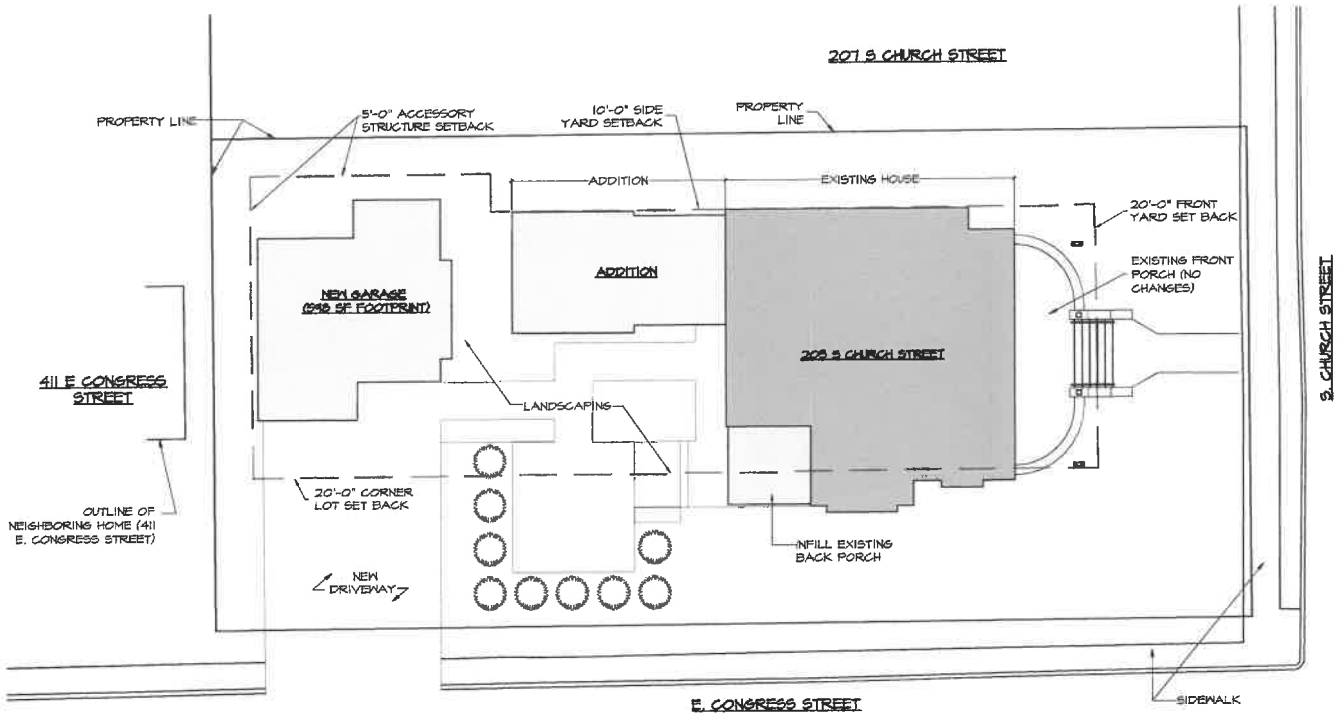
SCALE: 1/32"= 1'-0"

IMPERVIOUS SURFACE TOTAL = 4,228.7 SF

PERMEABLE SURFACE TOTAL = 4,563.3 SF

TOTAL LOT SQUARE FOOTAGE = 8,792 SF

TOTAL IMPERVIOUS / TOTAL LOT SF = 4228.7 SF / 8792 SF = 48% LOT COVERAGE



SCHEMATIC SITE PLAN

1 / A2.0

SCALE: 1/16"= 1'-0"

NORTH

203 S CHURCH STREET

CHARLES TOWN, WEST VIRGINIA

READER & SWARTZ
ARCHITECTS, P.C.
213 N. CAMERON ST. · WINCHESTER, VA 22601 · TEL. 540-665-0212

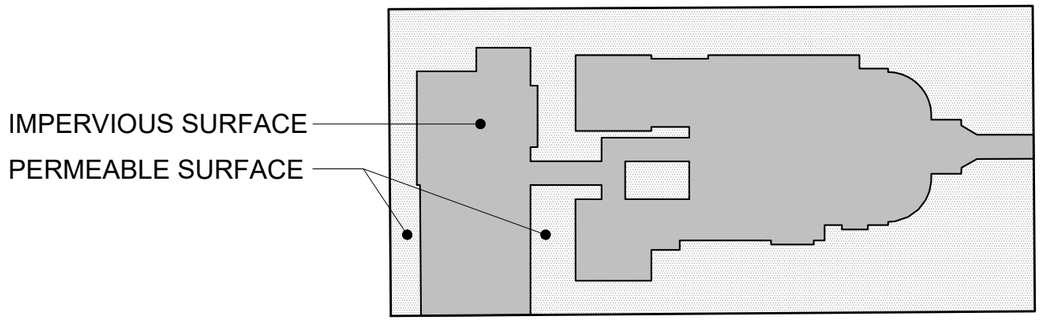
SCALE: VARIES

DATE: 01/02/26

REVISIONS:

SHEET: A2.0

PRELIMINARY: NOT FOR CONSTRUCTION



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A2.0

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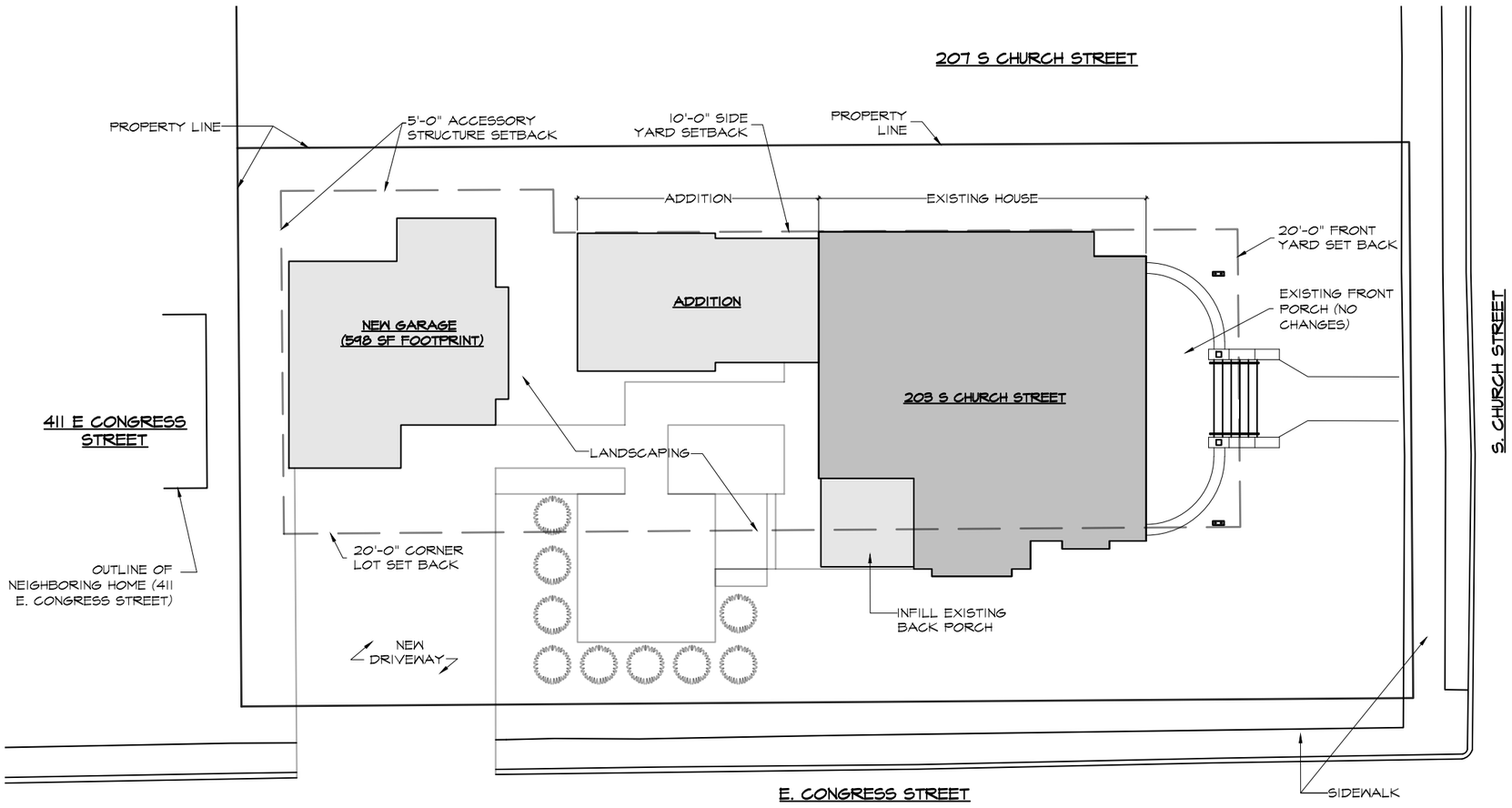
IMPERVIOUS SURFACE TOTAL = 4,228.7 SF

PERMEABLE SURFACE TOTAL = 4,563.3 SF

TOTAL LOT SQUARE FOOTAGE = 8,792 SF

$$\frac{\text{TOTAL IMPERVIOUS}}{\text{TOTAL LOT SF}} \quad \frac{4228.7\ \text{SF}}{8792\ \text{SF}} = 48\%\ \text{LOT COVERAGE}$$



SCHEMATIC SITE PLAN

1
A2.0

SCALE: 1/16"= 1'-0"

NORTH

203 S CHURCH STREET

CHARLES TOWN, WEST VIRGINIA

READER & SWARTZ
ARCHITECTS, P.C.
213 N. CAMERON ST. · WINCHESTER, VA 22601 · TEL. 540-665-0212

PRELIMINARY: NOT FOR CONSTRUCTION

SCALE: VARIES

DATE: 01/02/26

REVISIONS:

SHEET:

A2.0

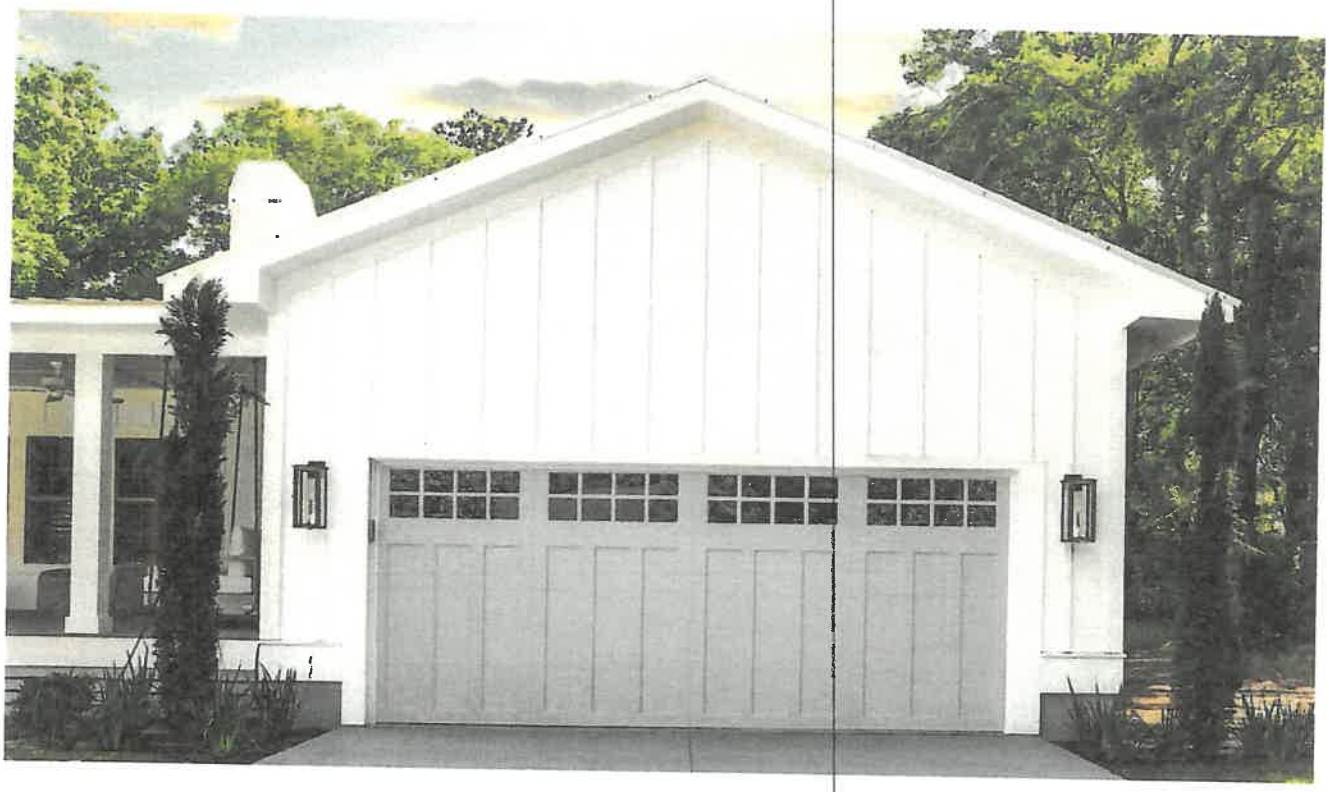
COPYRIGHT: NOV. 15, 2025
READER & SWARTZ ARCHITECTS, P.C.





Clopay Brand Doors – GARAGE DOORS - Craftsman Style

- MARVIN Brand windows – will bring sample to mtg.



Coachman

When selecting garage doors for Craftsman homes, Clopay offers several collections that perfectly complement that old-world charm. Each option balances authenticity with functionality, ensuring your garage door enhances your home's character while providing reliable performance.

The Coachman® series stands out as a premier choice for Craftsman homes. These carriage house-style doors are made with multiple layers of durable steel and insulation, topped with a textured composite overlay, and deliver the charm of wood without the maintenance concerns. The collection's design flexibility allows you to match your home's architectural details, from the clean lines of your porch columns to the proportions of your windows.

For homeowners seeking authentic wood construction, the Reserve® Wood series provides unmatched natural beauty. Available in both semi-custom and custom options, these doors are handcrafted using sustainable wood species. The collection offers various options, from classic raised panels to carriage house styles that go well with a Craftsman. Each door is built with a sturdy hemlock frame and can be customized with different wood species and finishes to match your home's exterior elements.

The Gallery® Steel series offers another excellent option, particularly for those seeking durability with style. These doors combine the strength of steel with carriage house designs at a more accessible price point. A standout feature is the Ultra-Grain® finish

option, which provides a realistic woodgrain appearance without the ongoing maintenance requirements of natural wood. The grooved panels and optional windows can be configured to match your home's Craftsman details.

Each of these Clopay garage door collections can be enhanced with period-appropriate hardware and windows. Whether you choose decorative glass options or simple panes, these elements can be coordinated with your home's existing windows and trim work to create a cohesive look.



Reserve® Wood Limited Edition

Exceptional beauty, durability and energy efficiency

Also in: + 8 ★ ★ ★ ★ ★ 5.0 | 3

Learn More

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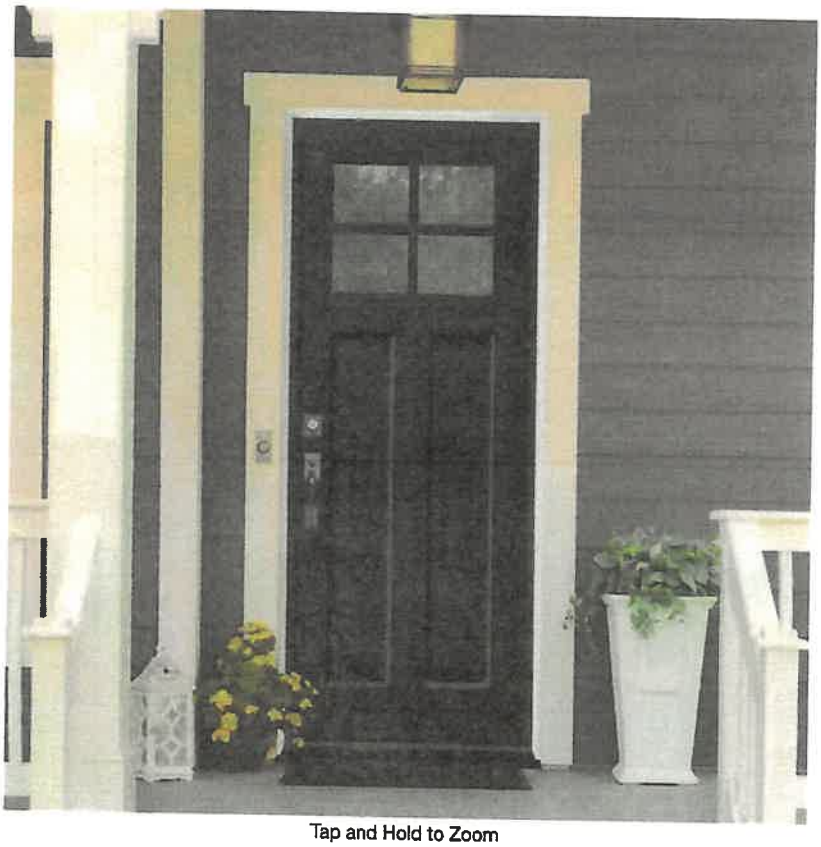
Regency 36 in. x 80 in. 4 Lite 1/4 Toplite RHIS Clear Glass Onyx Stained Fir Grain Fiberglass Preh...
by Steves & Sons

Images (7) | Videos (1) | Customer Images (5)



Tap and Hold to Zoom









Feedback

Internet # 204266374 Model # THDJW167700828

54

JELD-WEN

32 in. x 80 in. 6 Lite Craftsman Dark Chocolate Painted Steel Prehung Right-Hand Inswing Front Door w/Brickmould

(154) Questions & Answers (111)

Feedback










Hover Image to Zoom

Share Print

An ILLUMUS Brand












Shipping to: Winchester, VA

Kichler Delison 14" Tall Outdoor Wall Sconce

Model: 49331RZ | Item: bci3868019
from the Delison Collection

★★★★★ (23)









$214.99

Finish: Rubbed Bronze - 509 In Stock

Rubbed Bronze

Customers Also Viewed

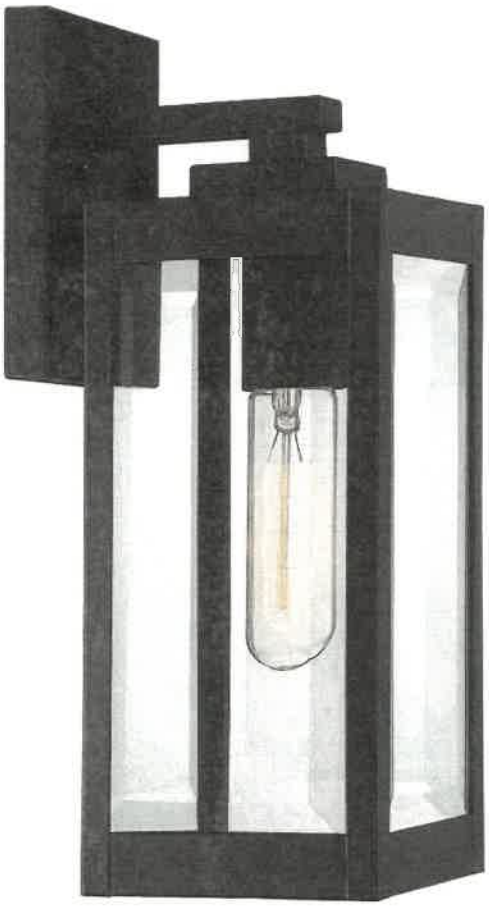
Feedback

Shipping to: Winchester, VA

James Allan Kent 14" Tall Outdoor Wall Sconce

Model: MVWS3720WBRZ | Item: bci3998996
from the Kent Collection

★★★★★ (60)









$104.99

Finish: Western Bronze - 194 In Stock

Western Bronze >

Customers Also Viewed

Feedback

DARK BRONZE

MEDIUM BRONZE

MANSARD BROWN

SIERRA TAN

STONE WHITE

BONE WHITE

SANDSTONE

HARTFORD GREEN

FOREST GREEN

HEMLOCK GREEN

EVERGLADE MOSS

PATINA GREEN

PITCH BLACK

DARTH BLACK

MATTE BLACK

CHARCOAL GRAY

Existing

ENGLERT®

Standard COLORS and COATINGS

PERMACOLOR 3500 PERMAMETALLIC 3500

Full Strength 70% Kynar 500®/Hylar 5000®

All colors available in Galvalume and Aluminum

To view current SRI values, please visit the Englert website.

Colors shown are close to actual finishes, however, due to the limitations of printing processes, slight variations may exist. Please contact Englert for actual color chips before ordering.



PPG

U.S. GREEN BUILDING COUNCIL MEMBER

GALVALUME PLUS

CHAMPAGNE

COPPER

PREWEATHERED GALVALUME

SLATE GRAY

DOVE GRAY

BURGUNDY

COLONIAL RED

DEEP RED

TERRA COTTA

SLATE BLUE

PACIFIC BLUE

ROYAL BLUE

SUNNET BLUE

FINISHES THAT MEET ANY DESIGN OBJECTIVE

Englert is one of the few single-source metal roof manufacturers with an in-house coil coating line and an exceptionally broad range of finishes, whether the design calls for a natural weathered appearance or bright, high-performance, full-strength fluorocarbon colors.

Custom Colors

We can match the color of virtually any material, including brick, wood and fabric. Englert offers short lead times, and our minimum custom-color order requirements are among the industry's lowest.

ENGLERT

ROOFING KYNAR-COATED STANDARDS IN STOCK - SHEET AND COIL

COLORS	STEEL			ALUMINUM			
	22g	24g	26g	.032	.040	.050	.063
Galvalume Plus*	S	●	●				
Burgundy	○	●	◑	○	○	○	○
Bone White	○	●	○	●	S	S	○
Charcoal Gray	○	●	●	●	S	S	○
Colonial Red	○	●	●	●	○	○	○
Dark Bronze	○	●	●	●	S	S	○
Dove Gray	○	●	◑	●	S	S	○
Deep Red	○	●	○	●	○	○	○
Everglade Moss	○	●	○	●	○	○	○
Forest Green	○	●	●	●	S	○	○
Hartford Green	○	●	●	●	○	○	○
Hemlock Green	○	●	○	●	○	○	○
Mansard Brown	○	●	●	●	S	○	○
Medium Bronze	○	●	●	●	S	○	○
Mill Finish (Aluminum)*				○	○	○	○

*Available in 20", 24", and Sheets
**Mica 2-Coat System

COLORS	STEEL			ALUMINUM			
	22g	24g	26g	.032	.040	.050	.063
Pitch Black	○	●	○	●	○	○	○
Darth Black	○	●	○	●	S	○	○
Matte Black	○	●	●	●	S	○	○
Pacific Blue	○	●	○	●	○	○	○
Patina Green	○	●	○	●	○	○	○
Royal Blue	○	●	○	●	○	○	○
Slate Blue	○	●	○	◑	○	○	○
Slate Gray	○	●	●	●	S	○	○
SunNet Blue	○	●	○	○	○	○	○
Sandstone	○	●	○	●	S	○	○
Sierra Tan	○	●	○	●	S	○	○
Stone White	○	●	○	●	S	○	○
Terra Cotta	○	●	○	●	S	○	○
Champagne (Metallic)**	○	○	○	○	○	○	○
Copper (Metallic)**	○	○	○	○	○	○	○
Preweathered (Metallic)**	○	○	○	○	○	○	○

● - Standard*
◑ - 24" Only
◐ - 20" Only
S - Sheets Standard
○ - Made to Order

The coil and sheet avaialability shown above is subject to change at anytime without notice. Contact Englert for current offering.

Colors shown are close to actual finishes, however, due to the limitations of printing processes, slight variations may exist. Please contact Englert for actual color chips before ordering.

DISTRIBUTED BY:

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Benefits of Metal Roofs



Metal roofs are lightweight--less than 1/3 the weight of asphalt and one twentieth the weight of concrete.



A metal roof won't rot, crack, crumble, split, break or burn.



Metal roofs are made from recycled steel and aluminum material and are 100 % recyclable.



A metal roof can also earn up to 25 U.S. Green Building Council LEED credits



Metal roofs prevent 75 to 80 percent of the sun's energy from being absorbed into the roof, and can reduce roof surface temperatures by 60 to 70 degrees.



Metal roofs are available in a wide variety of styles and custom colors.



Metal roofing is durable and maintenance free, and can increase a building's value.



Metal roofing is an ideal platform for integrating solar electric and solar thermal renewable energy solutions.

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

Meeting: 02/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2025-24* - 216 W. Washington St. - Wall Sign

ATTACHMENTS:

- 1. Staff report.pdf
- 2. Application.pdf

Certificate of Appropriateness
COA-2025-24

Date: For the February 9, 2026 Historic Landmarks Commission Meeting
Applicant: Rossy's Place LLC
Property Owner: Melissa Glascock
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall sign
Property Location: 216 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Colonial Revival, c. 1915. Three story, five bay building with a central palladian window and flanking semi-hexagonal bays. **Contributing.**

PROPOSAL
Placement of a wall sign.

STRUCTURE VIEW

October 2024 – Google Streetview



SIGN LOCATION

Provided by applicant



SITE PICTURES

Taken by Staff, January 30, 2026






98 inches
68 inches
216

DESIGN



Material: Vinyl stickers
Height: 97 inches / 8 ft.
Width: Varies.
Area: 15,229 inches/ 105.75 sq. ft.

ORDINANCE REQUIREMENTS

Wall Signs on historic Buildings shall be placed within the sign frieze, or distinct place within which a Wall Sign was intended to be located, if the Building was designed for such. No Wall Sign shall extend beyond such space. If there is no sign frieze, the Wall Sign shall be placed below the typical second floor window area. The design and coloration of such Signs shall be compatible with the character of the Building.

Wall Sign dimensions in the OT-MUC Zoning District:

Area: One (1) ft^2 per lineal foot of the individual tenant/business occupied building wall where the sign will be attached; Up to 64 ft^2.

Height: Not to extend above vertical wall.

Applicant has enough window area to provide up to 64 sq. ft. of window signage. Applicant proposes to cover one of the full windows with a one-way see through sign (allowing sight from inside the restaurant to view out towards the street. The large 94 x 97 inch signs has an area of 63.3 sq. ft.

HISTORIC DISTRICT REQUIREMENTS

1. Lettering may be painted, carved into the wood, or individually mounted.
2. Plastic may be used if it is carefully designed and is fabricated with another finish.
3. Signs should be made in a professional manner.
4. Mass produced signs do not blend with the character of the historic district nor the overall streetscape, and as such, they are discouraged.
5. National franchise signs should be compatible with the building and streetscape.
6. Glossy backgrounds that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

The sign complies with the Design Review Standards, and will not be lit.

STAFF RECOMMENDATION

Approval

COA Application No._____

RECEIVED
DEC 30 2025
BY:

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

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

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

COA Application No._____

1. DATE: 12/30/2025

2. APPLICANT'S NAME* Rossy's Place LLC.

Address: 216 West Washington Street Charles T. WV.

Telephone Number: (571) 212-2138 (340) 886-2837

Email Address: [redacted]

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

Other:_____

3. PROPERTY OWNER'S NAME Melissa Glascock

Address: 218 W. Washington St. Charles T. WV

Telephone Number: (304) 279-2822

Email Address: [redacted]

*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: 216 W. Washington St. Charles T. WV

Tax Map # and Parcel(s): _____

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

Dinne / Restaurant

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

Restaurant

7. TYPE OF WORK:

A. ☐ Exterior alteration or repairs.

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

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

D. ☐ Relocation of Structure

E. Other: _____

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

_____

9. EXTERIOR ALTERATION OR REPAIR

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

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

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

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

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

C. SIGNS:

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

(continued on next page)

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.

Signs

Estimated Cost of Signage (**Excluding** Labor & Installation):

$4,500.00

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?

Windows

Sign Material:

Vinyl stickers

SIGN DIMENSIONS:

Height	Width	Depth
8' Feets	8' Feets	N/A

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

No

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage), and attach to this form.

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH of the PROPOSED SIGN(S) and LOCATION.

N/A

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 12/30/2025

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

_____ Date 12/30/2025

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Historic Landmarks Commission Approval or Denial and date of action:

_____

Comments:_____

_____

_____

_____

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

Meeting: 02/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

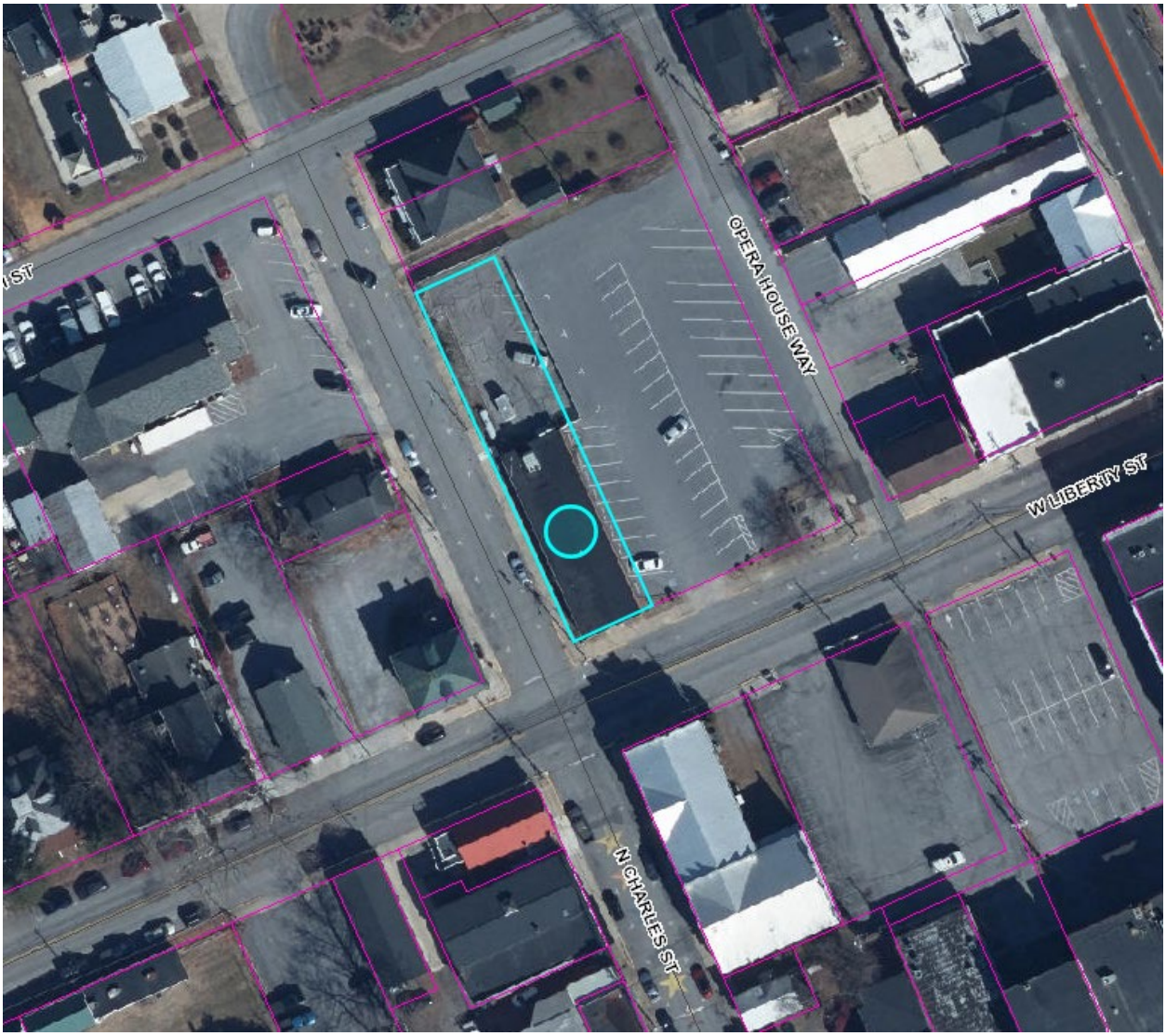
Public Hearing: *COA2026-01* - 114 W. Liberty St. - New roof

ATTACHMENTS:

- 1. Staff report.pdf
- 2. Application.pdf
- 3. Narrative and Design.pdf

Certificate of Appropriateness
COA-2026-01

Date: For the February 9, 2026 Historic Landmarks Commission meeting
Applicant: Natalie Greene
Property Owner: Liberty West LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a roof replacement
Address: 114 W. Liberty St (TD 3, Map 2, Parcel 27.1)
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
N/E comer of Charles and Liberty Streets. Commercial, late 20th century, c. 1970s. Office building. **Non-contributing.**

PROPOSAL
A request for a Certificate of Appropriateness to replace a flat roof with a gable roof.

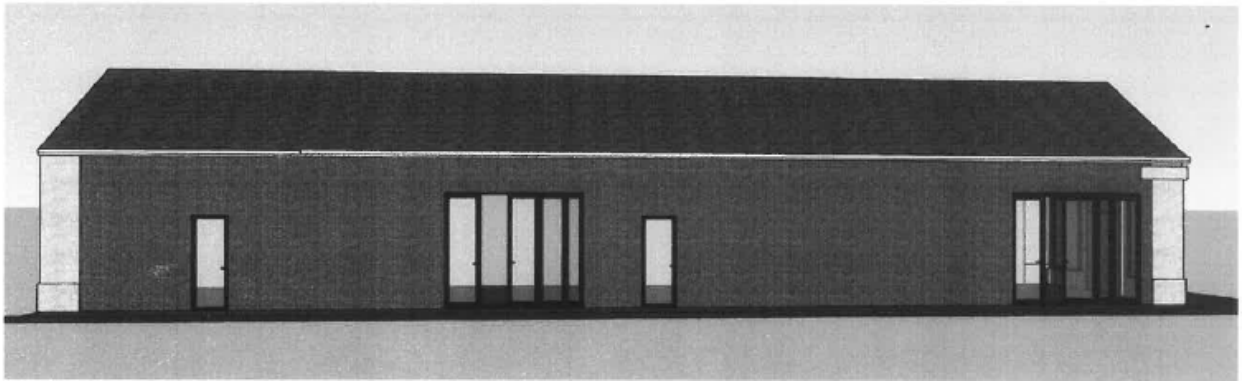
VIEW
Staff photographs taken February 2, 2026:

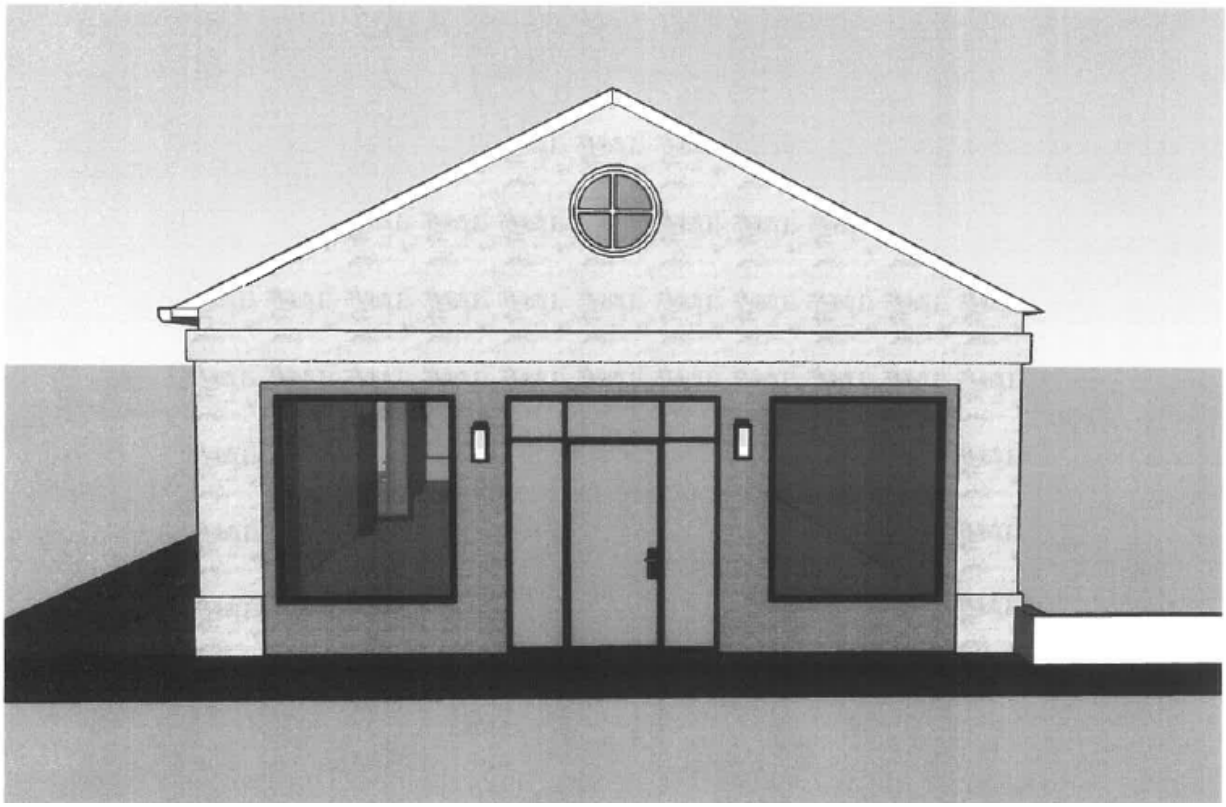



CHARLES TOWN
PARKING GAR

PROPOSAL







ORDINANCE REQUIREMENTS

None.

HISTORIC DISTRICT REQUIREMENTS

"*Any change in the roof shape/profile will require a certificate of appropriateness. Additions of skylights and new dormers which are visible from the primary street and the side facades for corner lots require a COA.*" – Design Review Standards pg. 24.

"*Roofs are an important characteristic in defining the overall historic character of a building. Roof shape, decorative features and materials all determine the character. They are highly visible from the public ways and are instrumental in determining the historic period and shape of a building… Any change in the roof shape/profile will require a certificate of appropriateness.*" – Design Review Standards pg. 27.

Applicant proposes to install a 7/12 pitch standing seam or asphalt shingle clad roof. As part of the work the HVAC roof unit and the radio aerial will be removed.

The structure is non-contributing; the HLC can require that a specific material (such as standing seam metal) be used for the roof.

STAFF RECOMMENDATION
Approval

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

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

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

RECEIVED

JAN 1 2 2026

BY: VS

COA Application No._____

1. DATE: 01/09/2026

2. APPLICANT'S NAME* Natalie Greene

Address: PO BOX 933, Charles Town, WV 25414

Telephone Number: (304) 279 - 5030

Email Address: [redacted]

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

Other:_____

3. PROPERTY OWNER'S NAME Liberty West, LLC

Address: PO BOX 1188, Shepherdstown, WV 25443

Telephone Number: (304) 279 - 0507

Email Address: [redacted]

*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: 114 W Liberty Street, Charles Town, WV 25414

Tax Map # and Parcel(s): 19-03-0002-0027-0001

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

New Roof

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

Current commercial use, future commercial use.

7. TYPE OF WORK:

A. ☑ Exterior alteration or repairs.

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

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

D. ☐ Relocation of Structure

E. Other:

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

1850

9. EXTERIOR ALTERATION OR REPAIR

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

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

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

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.

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

(continued on next page)

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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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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.

Signs

Estimated Cost of Signage (**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 LIT? If yes, describe the type of lighting to be used:

_____

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage), and attach to this form.

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH of the PROPOSED SIGN(S) and LOCATION.

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 1-10-2026

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

_____ Date 1-10-26

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Historic Landmarks Commission Approval or Denial and date of action:

_____

Comments:_____

_____

_____

_____

Natalie Greene, petitioner on behalf of Liberty West, LLC
PO BOX 1188
Shepherdstown, WV 25443
(304) 279-0507

Charles Town Historic Landmarks Commission (CTHLC)
101 E Washington Street
Charles Town, WV 25414

12/29/2025

RE: 114 W. Liberty Street Roof Modification

Dear Members of the Charles Town Historic Landmarks Commission,

I am writing to formally request approval of building roof modifications at the property located at 114 West Liberty Street, Charles Town, WV. This property is located within the Historic Overlay District in the Downtown Charles Town Historic District (see Appendix A of this letter). The building is not one of historic significance, is not on the register of historic buildings, and in its current condition, by construction type, and by detail, does not possess any properties of historic appearance, or importance. This structure is a flat-roofed building, single story, with a plain brick façade.

The owner of the building is currently in the planning stages of a buildout to turn this semi-vacant structure into one which will positively affect downtown Charles Town. As part of this buildout the owner is planning to modify the roof of the building to add a 7/12 pitch standing seam or asphalt shingle clad roof. This roof addition will remedy the current failing roof and will bring the building in congruence with the rest of the surrounding structures.

Additionally, the contractor will remove the HVAC unit protruding from the roof of the building and the unused aerial radio antenna in the rear of the building. This improvement will enhance the overall appearance of the building.

The owner plans to submit a separate application to remodel the front of the building, utilizing the City of Charles Town Façade Improvement Program Grant. This façade remodel will make the building congruent by design with other structures surrounding it.

I respectfully request that the CTHLC review this proposal, the following attachments, and approve the project.

Thank you for your time and consideration.

Sincerely,

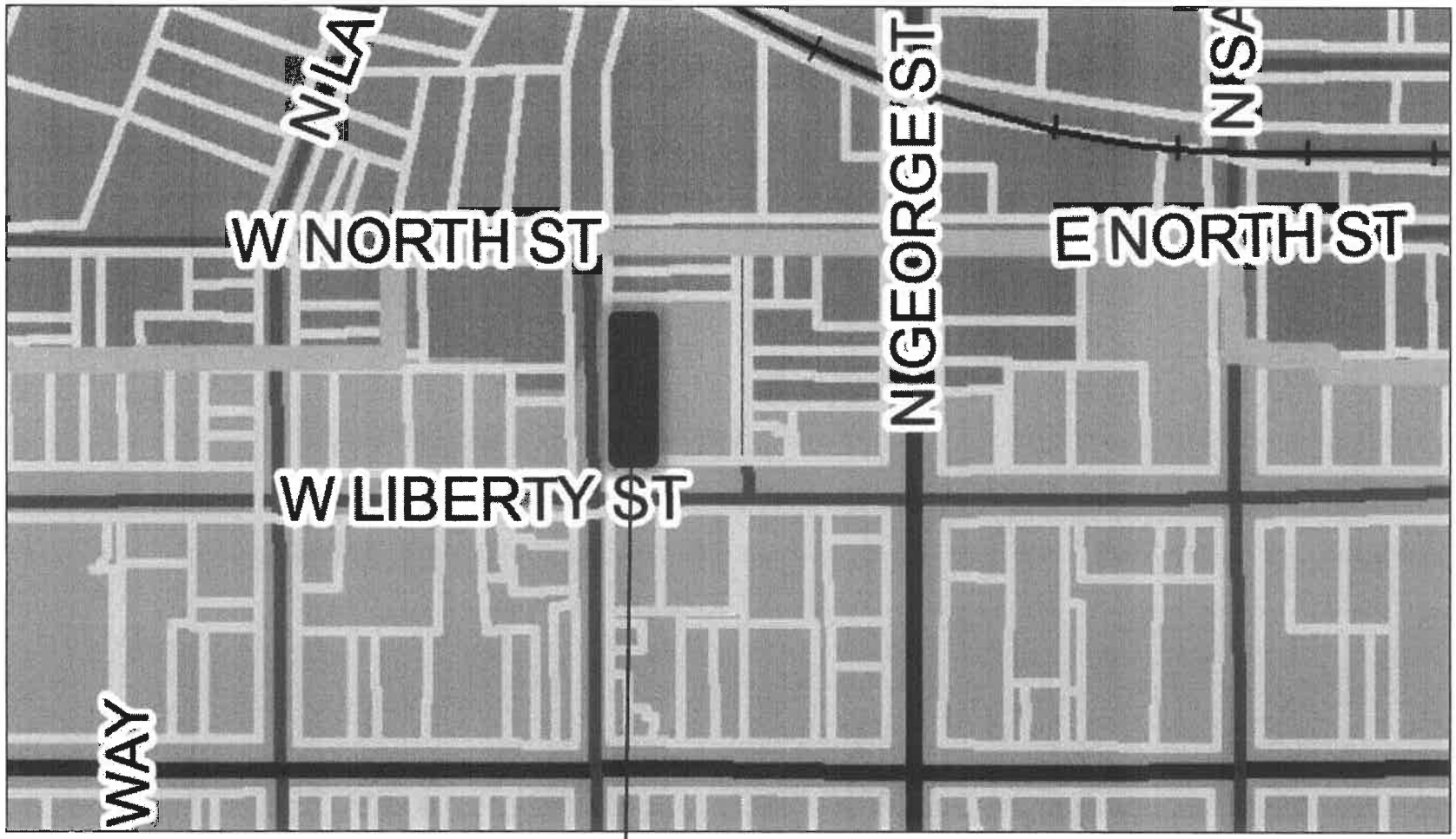
/s/ Natalie R. Greene
Natalie R. Greene

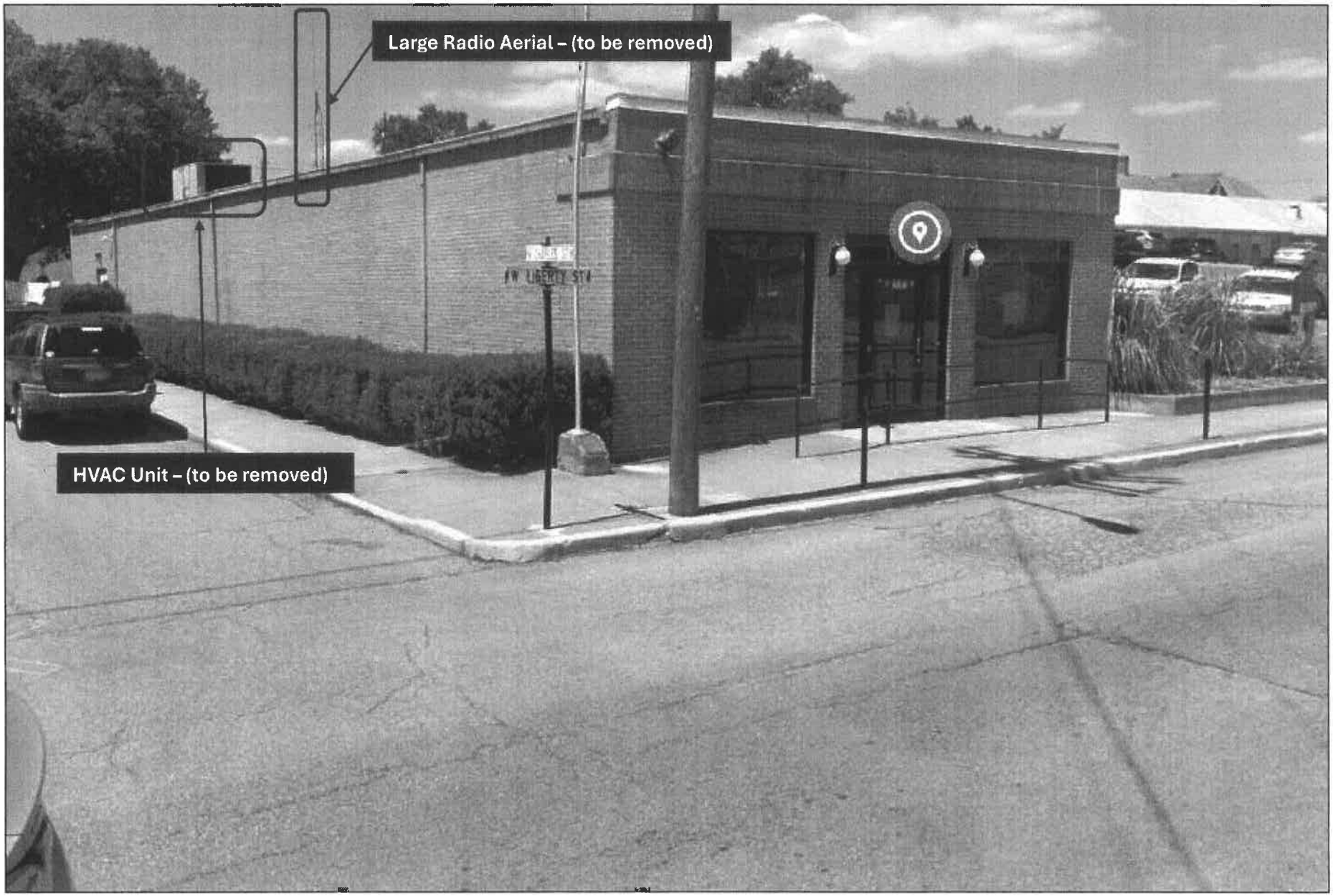
Attachments:

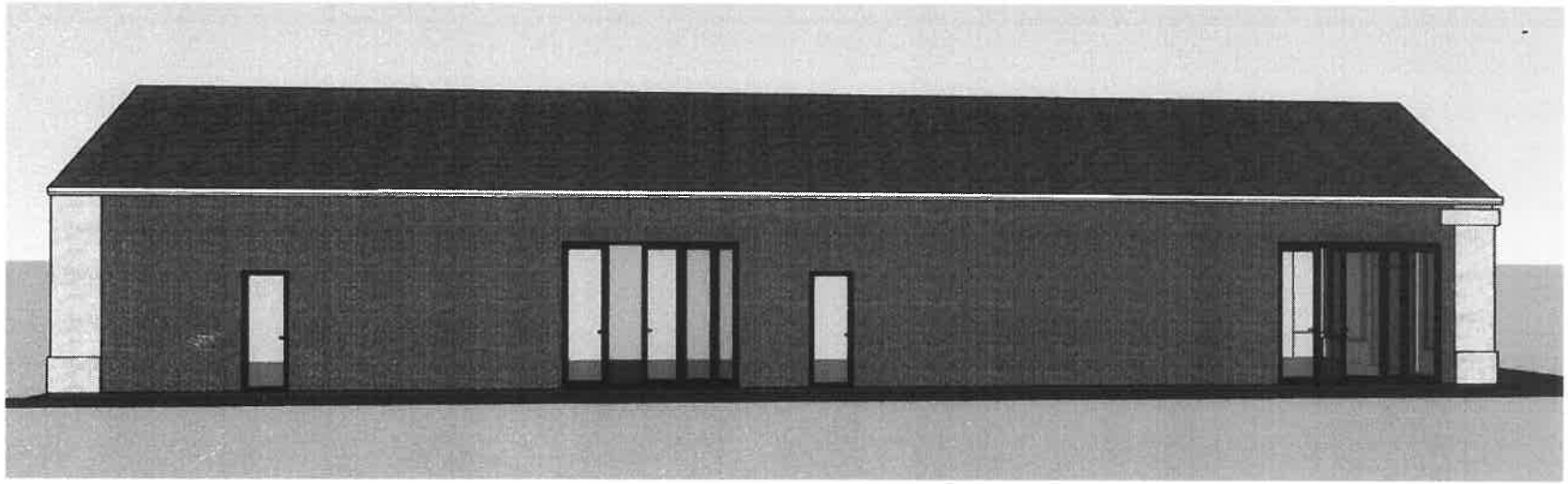
Appendix A – Building Location

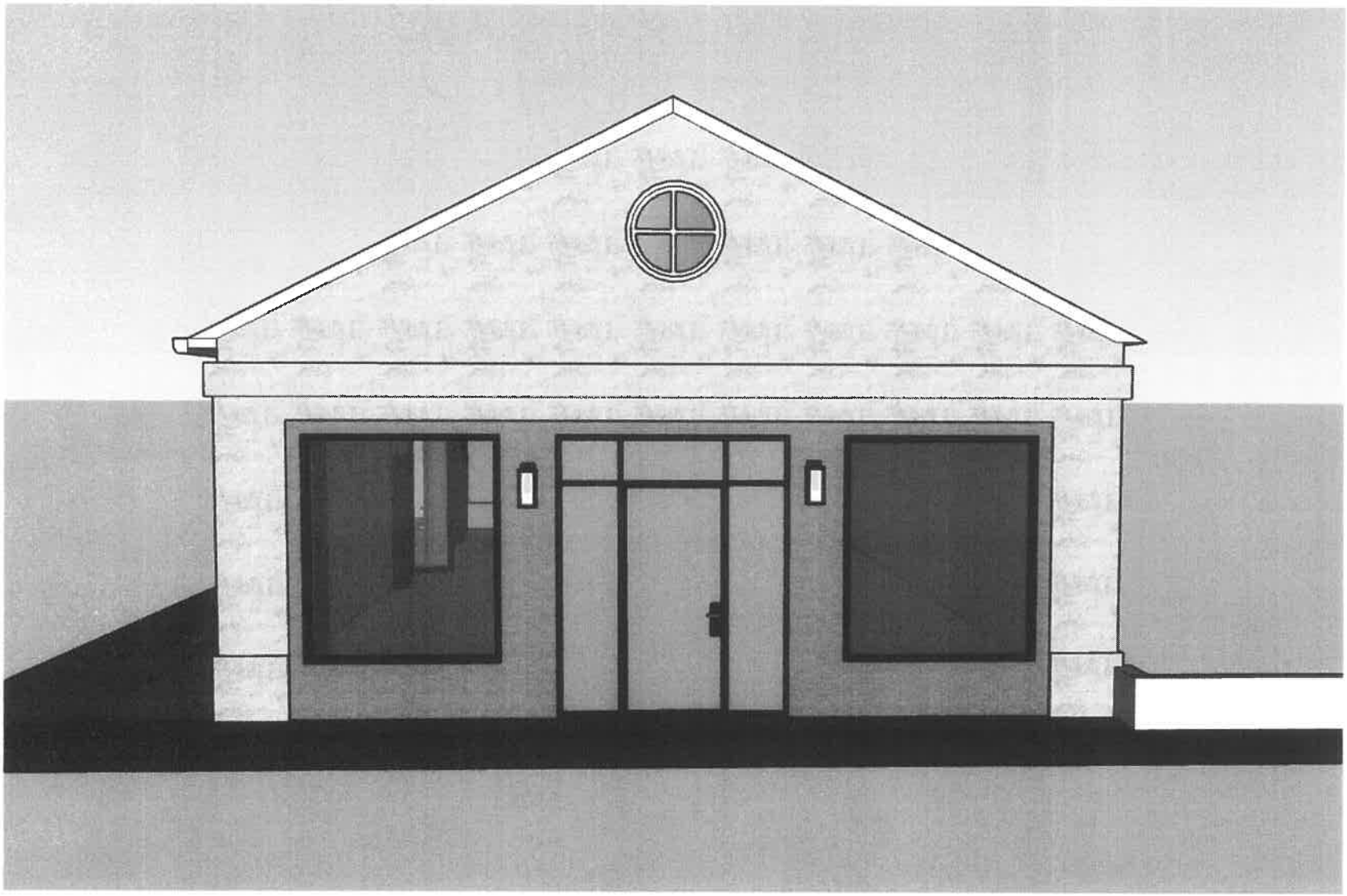
Appendix B – Current Conditions and Proposed Improvements

Appendix C – Solar Panel Approximate Street Views


W NORTH ST
E NORTH ST
W LIBERTY ST
Site Location -114 W Liberty Street


Large Radio Aerial – (to be removed)
HVAC Unit – (to be removed)





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

Meeting: 02/09/26
Department: Historic Landmarks Commission
Category: Referral
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Officer Elections:

-Chair
-Co-Chair

ATTACHMENTS: