CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • MARCH 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

2.1 : DRAFT February 9, 2026 minutes
02092026_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

3.1 : Officer Elections
-Chair
-Co-Chair

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2026-02* - 213 W Washington St. - Wall Sign
1. Staff Report.pdf
2. Application and Design.pdf

4.2 : **Public Hearing**: *FIP2026-01* - 131 W Washington St. - Grant Request
1. Staff Report.pdf
2. Application.pdf
3. Quote 1.pdf
4. Quote 2.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_minutes.php

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

Meeting: 03/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT February 9, 2026 minutes

ATTACHMENTS:

- 02092026_HLC_Minutes DRAFT.pdf

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

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

1. CALL TO ORDER

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

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 December 8, 2025 - Minutes

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4:1 Public Hearing: COA2025-23 – 203 S Church St – Building Addition, new construction

Staff presentation.

Motion to open public hearing:

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

The applicant, Mary Katherine Robinson, spoke regarding the request for additional space and functionality.

Motion to close public hearing:

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

The Commission discussed siding options.

Motion to approve COA2025-23 as recommended by staff:

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

DRAFT

4:2 Public Hearing: COA2025-24 – 216 W Washington St – Wall Sign

Staff presentation.

Motion to open public hearing:

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

No comments. Applicant not present.

Motion to close public hearing:

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

Motion to approve COA2025-24 as recommended by staff for only the 97" X 94" sign:

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

4:3 Public Hearing: COA2026-01 – 114 W Liberty St – New Roof

Staff presentation.

Motion to open public hearing:

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

The applicant, Natalie Greene, was present and spoke about the project: a new roof profile and removal of the radio antenna and rooftop HVAC system..

Motion to close public hearing:

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

The Commission spoke in favor of the project.

Motion to approve COA2026-01 as recommended by staff:

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

DRAFT

4:4 Officer Elections:

Motion to table the elections until the next meeting:

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

The Commission discussed the Design Review Standards and the budget allocation for revising said standards.

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:31 pm.

DRAFT

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

Meeting: 03/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Officer Elections
-Chair
-Co-Chair

ATTACHMENTS:

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

SCHEDULED

Meeting: 03/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Public Hearing: *COA2026-02* - 213 W Washington St. - Wall Sign

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-02

Date: For the March 9, 2026 Historic Landmarks Commission Meeting
Applicant: G & C Hospitality Group LLC
Property Owner: BAKKA LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall sign
Property Location: 213 W. Washington St. (Tax District 3, Map 2, Parcel 18.)
Current Zoning: Old Town Mixed Use Commercial (OT-MUC)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
213-215? W. Washington Street. Italianate, c. 1890s. Four bay, three story brick structure.
Contributing

PROPOSAL
Placement of a wall sign.

STRUCTURE VIEW

February 23, 2026 – Staff Photograph



DESIGN

Material: Painted on Sapele wood
Height: 7 feet
Width: 3 feet
Depth: 1.5 inches
Area: 21 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.

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.

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 15 2026

BY: VB

COA Application No._____

1. DATE: _____

2. APPLICANT'S NAME* Chris Deathrage / Gaston Richmond

Address: 101 S Maple Ave, Purcellville VA 20132

Telephone Number: (703) 244-5293

Email Address: [redacted]

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

Other: _____

3. PROPERTY OWNER'S NAME Ann Paonessa

Address: _____

Telephone Number: (304) 240-7821

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: 213 West Washington Street, Charles Town

Tax Map # and Parcel(s): _____

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

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: Sign

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):

$1,300.00

Sign Contractor:

Shenandoah Planing Mill, LLC

Contractor License #: WV & City of Charles Town:

Business Registration #: 23553310 Charlestown: 1737

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?

Above the front entrance, where the old one was

Sign Material:

Sapele Wood

SIGN DIMENSIONS:

Height	Width	Depth
7 feet	3 feet	1 1/2 inches

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

2 Overhanging light fixtures

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 1-15-26

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

_____ Date 10/16/25

Managing Member, BARCEA, LLC

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:_____

_____

_____

_____


THE
LOCAL CUT


RIGID
RIGID
US GENERAL
DEWALT

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

Meeting: 03/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *FIP2026-01* - 131 W Washington St. - Grant Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Quote 1.pdf
- 4. Quote 2.pdf

Façade Improvement Grant
FIP 2026-01

Date: For the March 9, 2026 Historic Landmarks Commission meeting
Applicant: Matt Printz
Property Owner: CHARLIE WASHINGTON LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 131 W. Washington St. (Tax District 3, Map 2B, Parcel 27)
Current Zoning: Old Town Mixed-Use Commercial



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

FUNDING MECHANISM
Property owners or tenants who choose to participate in this program are eligible to receive financial assistance, in the form of a 50/50 funds match, up to $5,000.00 Any work completed prior to formal written approval will not be eligible for funding.

SITE
Staff photographs taken March 2, 2026

View from W. Washington St.



View from S. Charles St.



PROPOSAL

A request for up to $5,000 with a Façade Improvement Grant. Applicant seeks reimbursement for:

-Window replacements

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

GRANT REQUIREMENTS

A. Policy for Two Bids:

1. Two Bids will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a site such as homewyse.com will be required.

B. Application Process:
Each applicant will be eligible to apply for up to $5,000.00 each fiscal year. In order to be considered for a Façade Improvement Program 50/50 matching grant, the property owner and tenant shall complete the following tasks:

1. Review the Design Review Standards, including eligible and ineligible projects.

2. Complete and submit the Certificate of Appropriateness Application and Façade Improvement Program Application.

3. Submit before and after sketches, photographs, or other illustrations and a written, detailed description of the project to be considered for the matching grant.

4. Complete the property owner's or tenant's 50% matching portion of the estimated project cost and submit proposed/estimated cost. Bids must be provided if the work is being done by a contractor.

WORK SCOPE
-Replace 2nd story windows with single-sash 96"x46" sapele-framed windows, to match existing design.

QUOTES
Applicant has provided two quotes; a minimum of two are required.

1. Constructive Solutions (Applicant's firm) - $35,050. Quote is for 13 windows.
2. Doug DeHaven - $46,582. Quote is for 11 windows.

In both cases the City amount would be the maximum $5,000.

AVAILABLE FUNDS
$11,783 remain available.

STAFF RECOMMENDATION
Approval.

The Commission may approve, approve with conditions, table, or deny the request.

CEIVED
JAN 21 2026
VB

CITY OF CHARLES TOWN
Department Community Development
Division of Planning & Zoning

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

To: Applicants of the Façade Improvement Program
From: Seth A. Rivard, Director of Community Development
Date: October 15, 2018
Subject: Façade Improvement Program Submission Requirements

Policy for Façade Improvement Program for paint and materials:

1. Appropriate paint colors for Charles Town are color tones that would have been traditionally and predominately found in the mid-Atlantic region. Colors on a structure must be appropriate to the period from which the structure was constructed. (this applies to FIP and would be a general statement of recommendation that identify the types of the colors the Design Review Standards states "must" be used).
2. Color tones chosen should complement the details of the building and the composition of the color should not obscure or hide the details.
3. For depiction purposes, six (6) samples of the paint swatches will be required to be submitted. This will allow one sample of chosen paint colors per HLC member and one for the file. Renderings are allowed, but are not a substitution of the paint swatches.
4. In the event the applicant changes material or paint colors once an application is submitted, the applicant shall provide updated material to the Department of Community Development.

Policy for Two Bids:

1. **Two Bids** will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a site such as homewyse.com will be required.

Policy on Composite Material:

1. The HLC, at its discretion, may consider composite material. The HLC will closely examine how the composite material will look in relationship to the original material. This could include, but is not limited to, shape, size, profile and texture. At least one sample of the proposed material will be required at time of application submission.

Policy for Façade Improvement Program Expiration Date:

1. After an award of a Façade Improvement Program Grant, the awardee will have one year from the time of the award to complete the improvements.

Yard Sign

1. "This project was funded in part through the City of Charles Town's Façade Improvement Program." This sign shall be posted for a minimum of 3 weeks and should be up while the project activity is underway.

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: Matt Printz Date: 1 / 14 / 2026

Company Name: Charlie Washington LLC Phone:540-450-7334

Mailing Address: 302 N. Mildred St Suite 203 Fax:

[redacted]

Project Address: 131 W. Washington St. , Charles Town, WV 25414

Have you received rebates from the City's Façade Improvement Program in the past 12 months? Yes No

Is this property:

New construction?	☐ Yes	☑ No
Government-owned property?	☐ Yes	☑ No
A national franchise?	☐ Yes	☑ No

Description of the Façade Improvement project:

Replace windows using in kind materials. Slated to use mahogony. Design will exactly mirror the current windows.

Estimated Project Start Date: 03/01/2026 /

Estimated Project End Date: 05/30/2026 /

Estimated Total Project Budget: $13,700

Grant Amount Requested: $5000

The following items are included with this application:

- ☐ Before/after sketches or photographs or illustrations
- ☑ Detailed proposal and/or contractor estimates

I have reviewed the following documents, as they pertain to my application:

- ☑ Codified Ordinances of the City of Charles Town
- ☑ Charles Town Historic Landmarks Commission Design Review Standards
- ☑ Façade Improvement Program Manual

If the application and request is approved, the following will be required:

- Apply for and obtain all necessary permits.
- Submit receipts/invoices to the City once the project is complete.
- City inspection of improvements to ensure compliance with the COA and intended outcomes based on the funding application submittal.

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Charles Town.

Property Owner's Printed Name: Matt Printz

Property Owner's Signature: 

Date of Application: 01/14/2026

Tenant's Signature:
(If tenant is undertaking the proposed work)

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. APPLICANT'S NAME Matt Printz

Address: 302 N Mildred St. Suite 203 Charles Town, WV 25414

Telephone Number: (540) 450 - 7334 Fax Number (___) _____

Email Address: [redacted]

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

2. CURRENT PROPERTY OWNER'S NAME Matt Printz - Charlie Washington

Address: ~~131 133 West Washington St. Charles Town WV 25414~~ 302 N. Mildred St. Suite 203 Charles Town WV 25414

Telephone Number: (540 - 450 - 7334 Fax Number (___) _____

Email Address: [redacted]

3. PHYSICAL ADDRESS: 131, 133 West Washington St. Charles Town WV 25414

Tax Map # and Parcel(s): 2B 0027 0000 0000

Zoning District: 03 - Charles Town Corp

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

Mixed use residential, commercial

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

mixed use residential, commercial

6. 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

7. 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:

Replace non functioning and/or damaged windows. Any doors or windows would be boarded up temporarily until the new ones arrive and are installed right away.

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, Section 1322.12, of the Zoning Ordinance and relevant provisions of the Charles Town Design Review Standards pertaining to this application.

Signature of Applicant

_____ Date 1/14/24

Signature of Property Owner

_____ Date 1/14/24

Please submit an original completed petition to the following:

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

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

Grant Approval Agreement

1. I understand that grant monies shall not be distributed until all proposed work is completed and inspected.

2. I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).

3. I understand that an inspection of the project must be performed by City staff upon completion of the project.

4. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.

5. I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.

6. I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.

Property Owners Signature _____ **Date** 1/14/26

CONSTRUCTIVE SOLUTIONS **Constructive Solutions LLC**

629 South George Street
WV 25414
WV #061530

Phone # 5404507334

Estimate

Date	Estimate #
11/19/2025	130

Name / Address
Charlie Washington LLC 104 North Charles Street Charles Town, WV 25414

Project

Description	Qty	Rate	Total
Manufacture of custom historic window unit 42x96", with 4 over 4, top 2 radius lights, shock lift operated lower sash, stationary top sash, 1/2 thermal glass, weather seal sash, sepelle lumber	8	2,300.00	18,400.00
Bucket truck rental for window installation @$350 per day	3	350.00	1,050.00
Trim and painting of newly installed windows	1	1,900.00	1,900.00
Estimate for windows facing North Charles Street ***Please allow 90 days manufacturing time for window units***			
			$21,350.00

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629 South George Street
WV 25414
WV #061530

Phone # 5404507334

Estimate

Date	Estimate #
11/19/2025	129

Name / Address
Charlie Washington LLC 131,133 West Washington Street Charles Town, WV 25414

Project

Description	Qty	Rate	Total
Manufacture of custom historic window unit 42x96", with 4 over 4, top 2 radius lights, shock lift operated lower sash, stationary top sash, 1/2 thermal glass, weather seal sash, sepelle lumber	5	2,300.00	11,500.00
Bucket truck rental for window installation @$350 per day	2	350.00	700.00
Trim and painting of newly installed windows	1	1,500.00	1,500.00
Estimate for windows facing West Washington Street ***Please allow 90 days manufacturing time for window units***			
			$13,700.00



Doug DeHaven
General Contractor

License # WV050528
248 Quarry Rd. Bunker Hill W.V. 25413
Cell: (304) 283-6151 Fax: ddehaven30@hpeprint.com
ddehaven30@yahoo.com

DATE:011/07/2025

To:
Matt Printz
131 West Washington Street
Charlestown W.V.

Estimate

Scope of work:
Remove and install new second story historic windows.
11 windows total. 46x96. Windows to be single hung with radius top sash to match existing and to have ½ thermal glass.
All windows to be primed.

Contractor is responsible for the removal of all debris associated with the scope of work.

Total; 46,582.00

Contractor to have liability insurance.