CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • APRIL 13, 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 March 9, 2026 minutes
2026-03-09 Minutes draft.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing:** *COA2026-03* - 528 E. Liberty St. - Fence Replacement
1. Staff Report.pdf
2. Application_Redacted.pdf
3. Public Comment.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: 04/13/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT March 9, 2026 minutes

ATTACHMENTS:

- 2026-03-09 Minutes draft.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES ● MARCH 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
Randy Hilton
Matt Printz
Nick Zaglifa – Attended Virtually

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 February 9, 2026 - Minutes

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

3. UNFINISHED BUSINESS

3:1 Officer Elections, Chair & Co-Chair

Mr. Zaglifa joined virtually.

Mr. Hilton nominated Amanda Updike for Chair & Mr. Zaglifa nominated Diane Drake for Chair.

There were three (3) votes for Amanda Updike and (1) one vote for Diane Drake; therefore, Amanda Updike will be the Chair.

Mr. Hilton nominated Diane Drake for co-chair. It was a unanimous decision to make Diane Drake the co-chair.

4. NEW BUSINESS

4:1 Public Hearing: COA2026-02 – 213 W Washington St – Wall Sign

Staff presentation.

Motion to open public hearing:

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

No comments.

DRAFT

Motion to close public hearing:

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

Commission discussion.

Motion to approve COA2026-02 as recommended by staff:

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

4:2 Public Hearing: FIP2026-01 – 131 W Washington St – Grant Request

Staff presentation.

Motion to open public hearing:

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

Applicant Matt Printz was present and discussed the need for the windows. He further stated the window replacements would be an identical match made by an Amish group in PA and that they will be mahogany. He then excused himself from voting due to the conflict of interest.

Motion to close public hearing:

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

Commission discussion on window style and material.

Motion to approve FIB2026-01 as recommended by staff for the maximum amount of $5,000.00:

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

Matt Printz abstained from voting.

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:17 pm.

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

Meeting: 04/13/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2026-03* - 528 E. Liberty St. - Fence Replacement

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application_Redacted.pdf
- 3. Public Comment.pdf

Certificate of Appropriateness
COA-2026-03

Date: For the April 13, 2026 Historic Landmarks Commission Meeting
Applicant: Debra Lee Allen
Property Owner: Debra Lee Allen
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a fence replacement
Property Location: 528 E. Liberty St. (Tax District 3, Map 2, Parcel 215.1)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
526-528 E. Liberty Street. Early 20th century, c. 1920. Two story, four bays, brick. **Contributing.**

PROPOSAL
Fence replacement – new design

WORK LOCATION

Approximately 99ft of damaged fence in the rear of the property.



STRUCTURE VIEW

Photographs provided by applciant



View of damaged fence, taken from the backyard.



View of damaged fence as seen from street view.



View of backyard, with damaged fence on the right.

PROPOSED DESIGN



Applicant proposes to replace the damaged wood board picket-style fence with a paddock fence. Applicant desires to open up the backyard space with the new design, keeping with the design of the existing fence located between her yard and her duplex neighbor's yard.

ORDINANCE REQUIREMENTS

Fences in rear or side yards may be up to 6 ft. in height. Fence may be placed up to the property line. Chain link is restricted to the rear yard setback area. The applicant is willing to have the paddock fence without the wire mesh screening if the Commission deems that to not be historically appropriate.

HISTORIC DISTRICT REQUIREMENTS

None.

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.

COA Application No._____

1. DATE: March 4, 2026

2. APPLICANT'S NAME* Debra Lee Allen

Address: 528 E. Liberty Street, Charles Town, WV

Telephone Number: (304) 216-5835

Email Address: [redacted]

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

Other: Owner

3. PROPERTY OWNER'S NAME Debra Lee Allen

Address: 528 E. Liberty Street, Charles Town, WV

Telephone Number: (304) 216-5835

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: 528 E. Liberty Street, Charles Town, West Virginia

Tax Map # and Parcel(s): 03-Charles Town Corp.; Map 2, Parcel 0215 0001

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

Remove damaged fence from one side of property, in back, and replace with new paddock fence

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

Residential, owner-occupied. Back yard has fence on three sides, only one side is being replaced.

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:

Remove damaged fence from one side of back yard and replace with new fence.

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

N/A

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):

_____

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
Debra Lee Allen Date March 4, 2026

Signature of Property Owner(s) (If different than Applicant)
Debra Lee Allen Date March 4, 2026

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:_____

_____

_____

_____

Kathy and Geary Johns
540 E. Liberty Street
Charles Town, West Virginia 25414

March 24, 2026

Historic Landmarks Commission
City of Charles Town
101 E. Washington Street
Charles Town, West Virginia 25414

To the Charles Town Historic Landmarks Commission:

We write this letter in support of the Certificate of Appropriateness application made by Debra Lee Allen, to replace the backyard fence on the northeast side of Ms. Allen's property at 528 E. Liberty Street, Charles Town. Our property abuts Ms. Allen's property, and the new fence will be between our two properties. Ms. Allen has shared with us her proposal for the new fence, and we have no objection to the proposal. In fact, we would appreciate the replacement as the existing fence is old, damaged, and not very sturdy. We support the granting of a Certificate of Appropriateness for the fence replacement proposed by Ms. Allen.

Thank you.

Very truly yours,

Geary Johns
Kathy Johns