CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • JUNE 8, 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 minutes of April 13, 2026
04132026_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2026-04* - 213 N. George St - Demolition and New Construction
1. Staff Report.pdf
2. Application.pdf

4.2 : **Public Hearing**: *COA2026-05* - 300 E. Liberty St - Demo and New Construction
1. Staff Report.pdf
2. Application.pdf
3. Narrative.pdf

4.3 : **Public Hearing**: *COA2026-06* - 208 N. Charles St - Fence Replacement
1. Staff Report.pdf
2. Application.pdf

4.4 : **Public Hearing**: *COA2026-07* - 113 W. Washington St - Wall Sign
1. Staff Report.pdf
2. Application.pdf

4.5 : **Public Hearing**: *FIP026-02* - 200 W. Washington St - Facade Improvement Grant request
1. Staff Report.pdf
2._Application.pdf
3._Narrative.pdf
4. Quote 1.pdf
5. Quote 2.pdf

4.6 : *Commission Review*: *FIP2025-01* - 540 E. Washington St - Facade Improvement Grant Extension Request
1. Staff Report.pdf
2. Narrative.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: 06/08/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT minutes of April 13, 2026

ATTACHMENTS:

- 04132026_HLC_Minutes DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES ● APRIL 13, 2026

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

1. CALL TO ORDER

Present: Amanda Updike - Chair
Randy Hilton
Matt Printz
Nick Zaglifa

Diane Drake - Absent

Alissa Meeks, Assistant City Manager

James Newman, City Planner - Absent

2. APPROVAL OF MINUTES

2:1 March 9, 2026 - Minutes

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

3. UNFINISHED BUSINESS

None.

4. NEW BUSINESS

4:1 Public Hearing: COA2026-03 – 525 E Liberty St – Fence Replacement

Staff presentation.

Motion to open public hearing:

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

The applicant, Debra Lee Allen, was available virtually and explained the request for the fence replacement.

Motion to close public hearing:

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

Motion to approve COA2026-03 as recommended by staff:

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

DRAFT

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:04 pm.

DRAFT

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

Meeting: 06/08/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

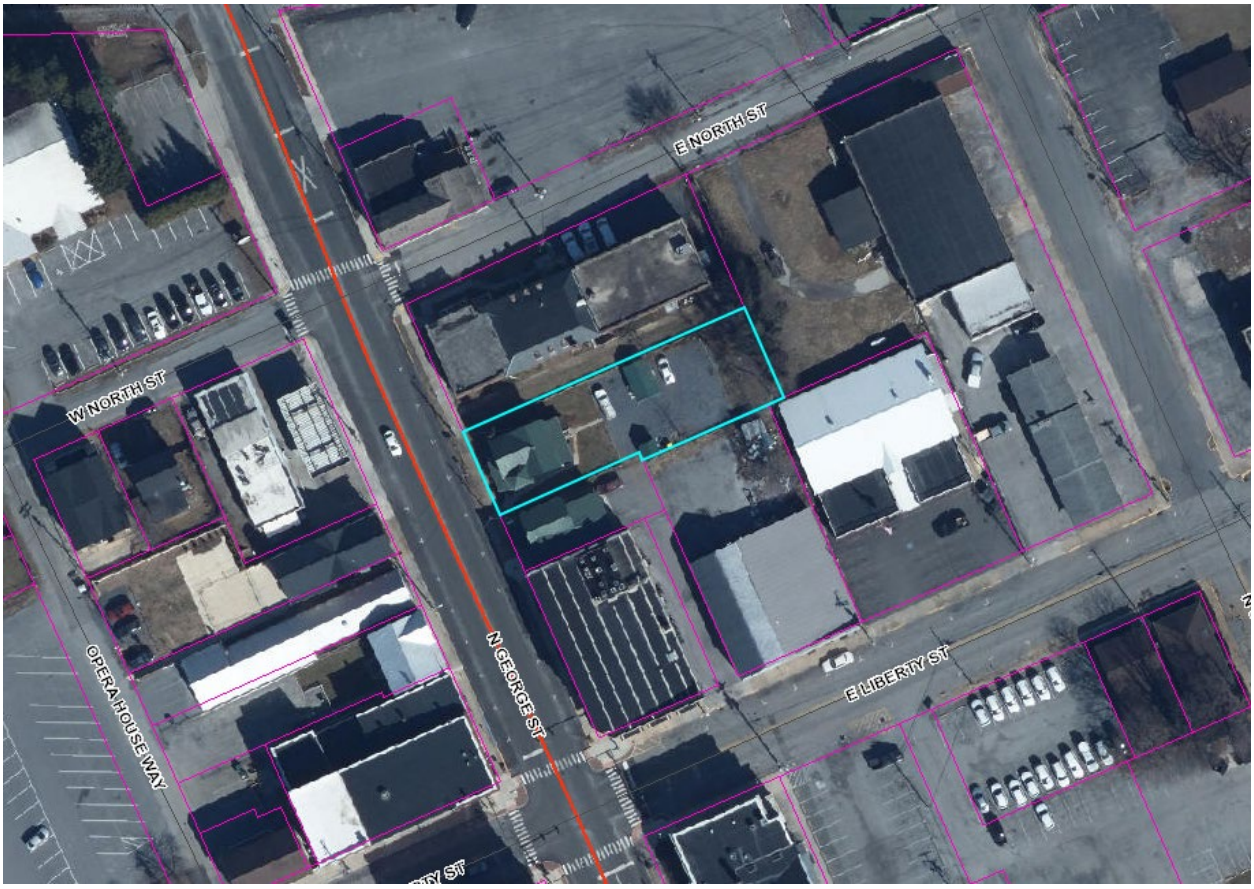
Public Hearing: *COA2026-04* - 213 N. George St - Demolition and New Construction

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-04

Date: For the June 8, 2026 Historic Landmarks Commission Meeting
Applicant: Matt Printz
Property Owner: Evaemon Properties
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for demolition, addition
Address: 213 N. George St.
Zoning: Old Town Mixed-Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Two story brick Queen Anne with milled trim. Asphalt roof, brick foundation. Reminiscent of 334 E. First Street in detailing. Pierced wooden trim beneath arched window-lintels. Double-hung 2/2-sash. Three front bays; Milled porch railings and posts with spindles and gingerbread. Circa 1880. **One contributing building**.

PROPOSAL
Demolish covered rear porch, build a 2-story addition in its place.

SITE VIEW – *Staff photographs*



View from N. George St, taken June 3, 2026.

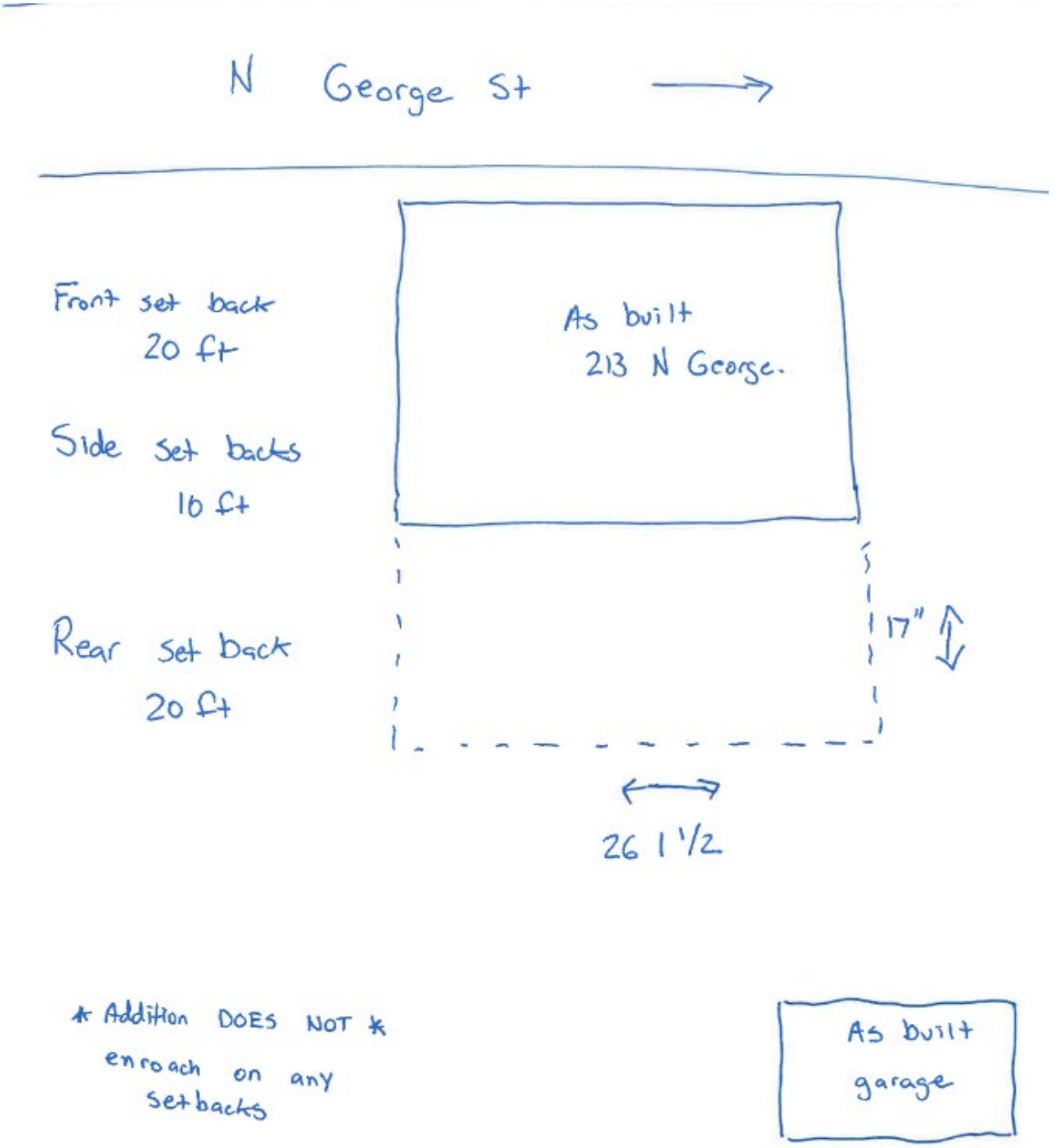


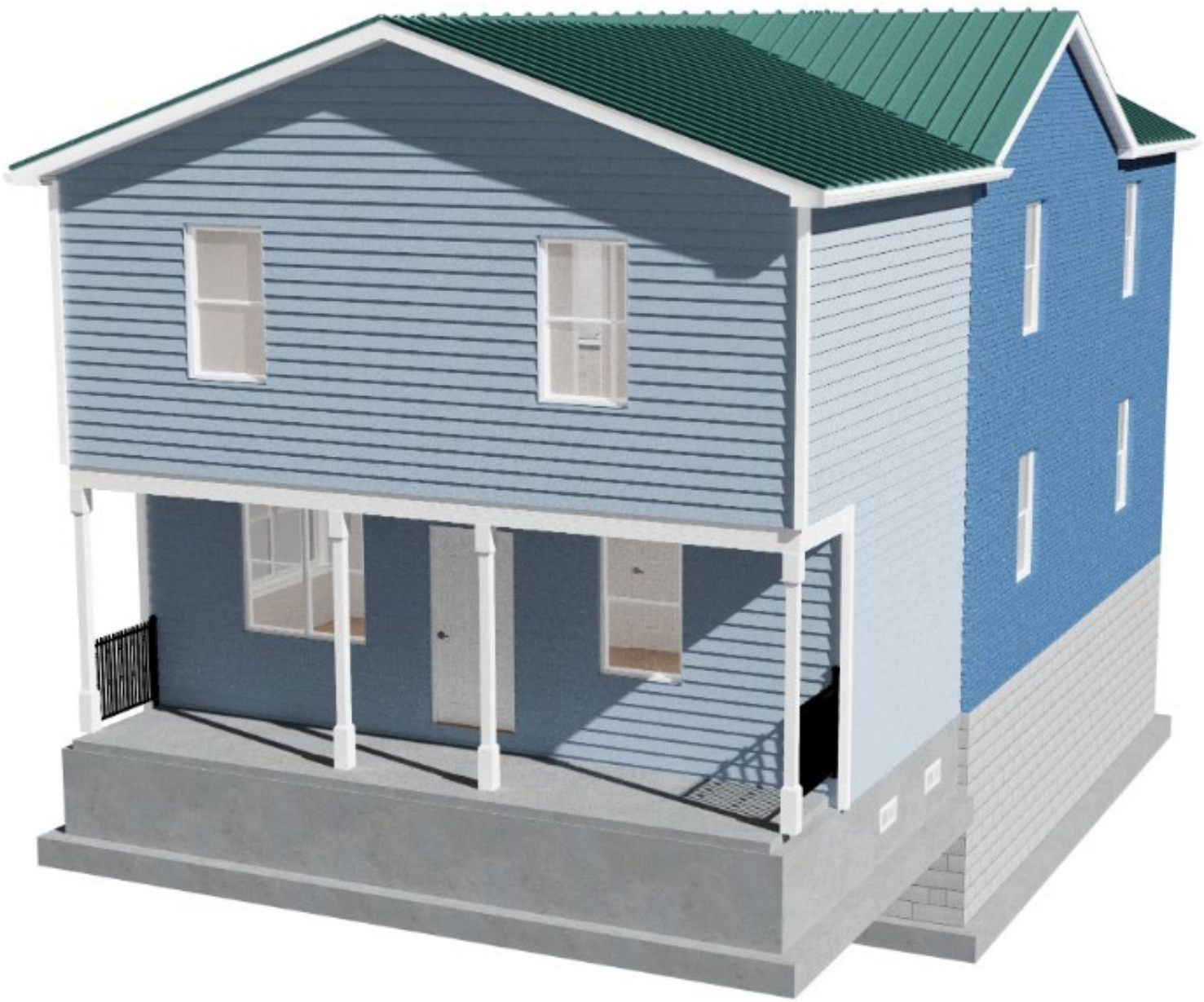
View from the left (north side) looking south, from N. George St. Taken May 27, 2026.

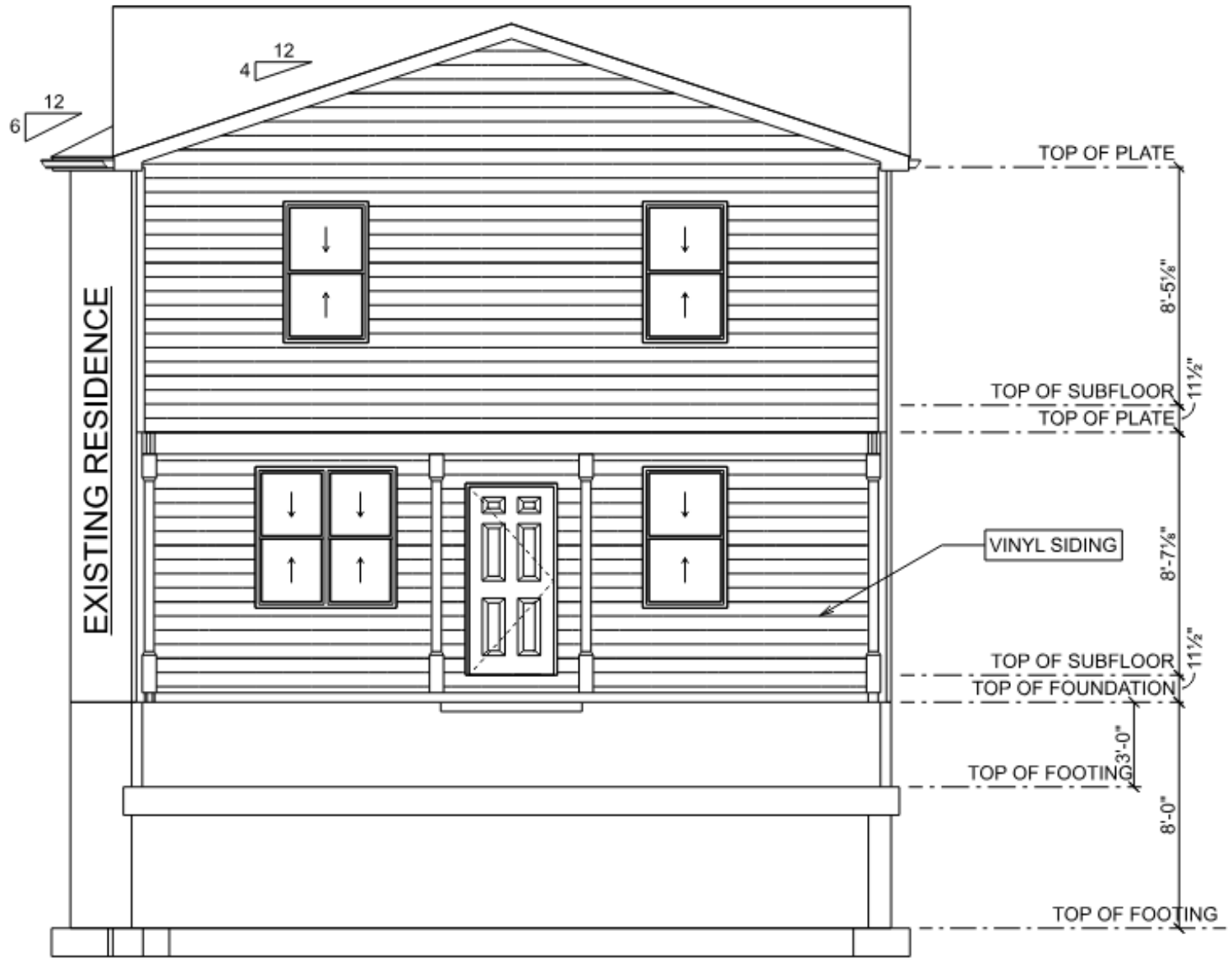


View from the right (south side) looking towards the rear of the property, from N. George St. Taken May 27, 2026.

PROPOSED DESIGN







FRONT ELEVATION

SCALE: 1/4" = 1'-0"

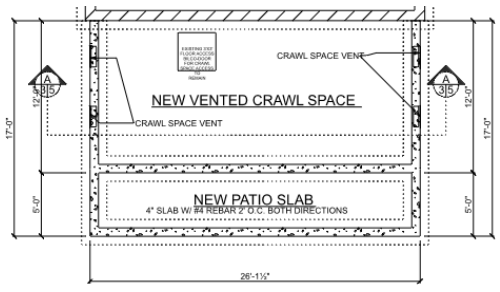


LEFT ELEVATION

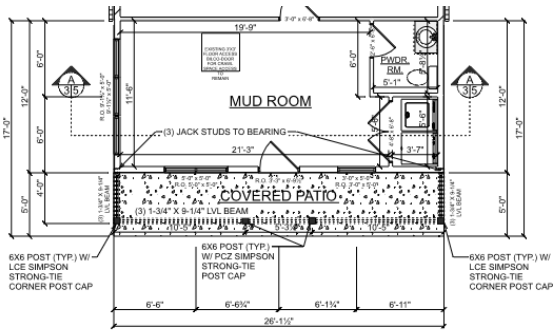
SCALE: 1/4" = 1'-0"



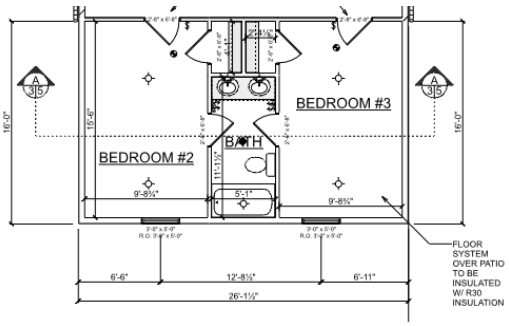
RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



FOUNDATION PLAN
SCALE: 1/4" = 1'-0"



FIRST FLOOR PLAN



SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

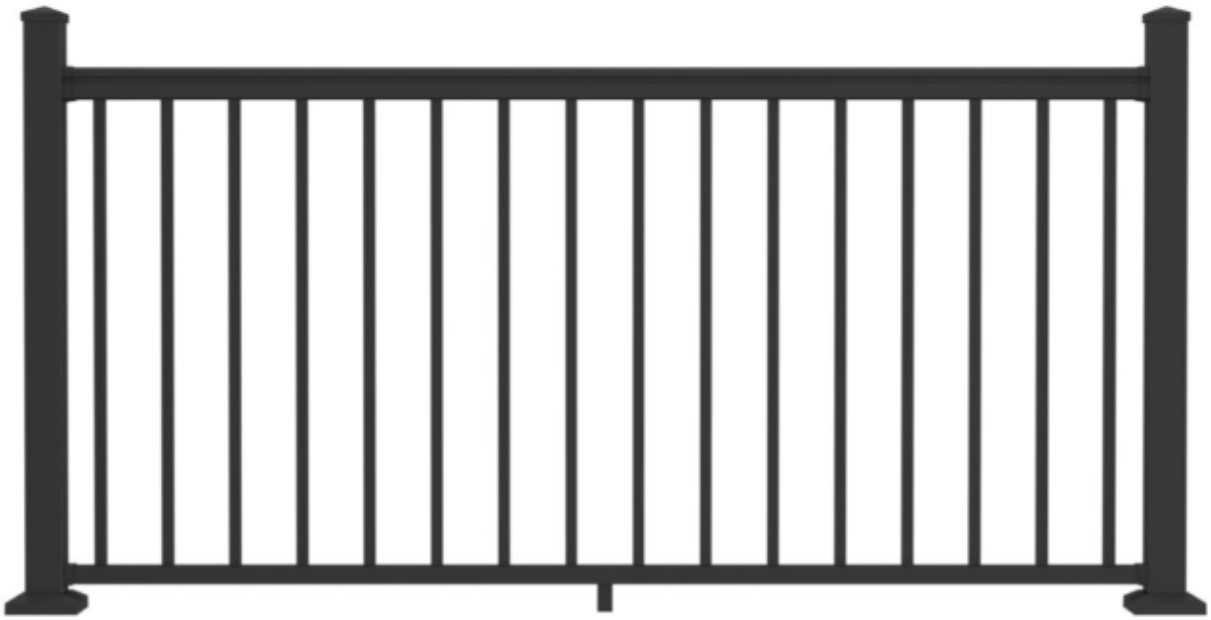
Materials

Siding: Vinyl. An alternative would be LP smart siding or hardy-board material.

Roofing: Standing-seam metal roof

Window: Vinyl clad windows to match existing window style.

Railing: Metal railing similar to this design:



ORDINANCE REQUIREMENTS

Applicable requirements of the OT-MUC Zoning District are:

Maximum height: 55 feet or 4 stories.

Setbacks: 0 for side and rear yards.

These requirements are met.

HISTORIC DISTRICT REQUIREMENTS

Queen Anne (1870s-1890s)

Houses of this style combine a variety of shapes and textures into a picturesque, asymmetrical composition. The most elaborate examples are highly inventive and lively; more common are the ordinary houses that incorporate a few delicate details such as "gingerbread" woodwork on porches or gables.



Characteristic features include:

- Rambling, irregular floor plan
- Asymmetrical design
- Mixture of materials – brick or stone in combination with shingles and clapboard
- Decorative exterior woodwork
- Steep gables
- Large, elaborate chimneys
- Round towers and turrets Porches – often wraparound
- Stained-glass windows
- Complex roofline

The proposed design lacks any of the attributes associated with the typical *Queen Anne* style of construction, such as decorative exterior wood work, steep gables, or a complex roofline. While the rear face of the addition will not be visible from public rights-of-way, the sides will be. Some level of Queen Anne style detailing should be provided on the sides. The use of vinyl for any aspect of the design is not in keeping with the character of the Historic District. The existing rear-porch is vinyl-clad and not appropriate to the rest of the structure, and demolition of the rear porch should be approved on the grounds of making the structure more historically accurate.

If the Commission decides to approve the project, the conditions of approval should be similar to:

1. All siding is to be fibrous cement (hardi-plank) or wooden siding.
2. Decorative exterior woodwork elements shall be added to the roof eaves of the addition
3. All windows shall be wood framed

RECOMMENDATION- DEMOLITION

Approval of the demolition of the rear covered porch.

RECOMMENDATION- ADDITION

Table action to allow the applicant to revise the drawing to incorporate more Queen Anne detailing into the proposed design

COA Application No._____

RECEIVED
MAR 18 2026
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: 3-17-26

2. APPLICANT'S NAME* Matt Printz

Address: 629 S George St

Telephone Number: (540) 450 7334

Email Address: [redacted]

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

Other: _____

3. PROPERTY OWNER'S NAME Evaemon Properties

Address: 213 N. George St

Telephone Number: (571) 318-4010

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 N. George St.

Tax Map # and Parcel(s): 1903 2A 0018 0000

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

Residence

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

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;

D. ☐ Relocation of Structure

E. Other:

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

ON File w/city

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)

Construction of east facing addition on back of house. Please see drawing # for details. Will use hardy board or LP lap siding (NOT Vinyl as stated on drawings)

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 _____ Date 3-17-26

Signature of Property Owner(s) (If different than Applicant) Melissa Day Date 3-13-26

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:_____

_____

_____

_____

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

Meeting: 06/08/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

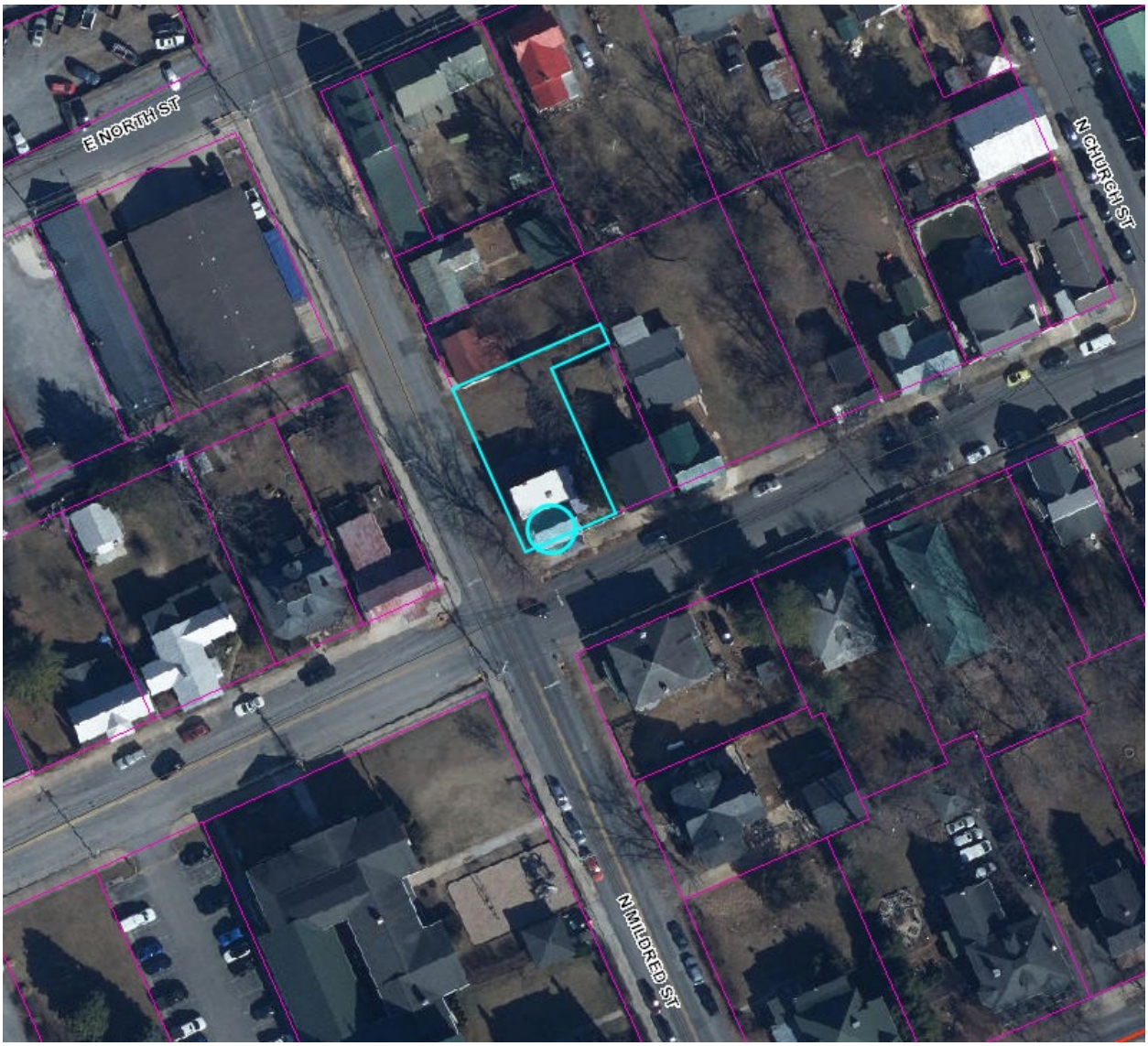
Public Hearing: *COA2026-05* - 300 E. Liberty St - Demo and New Construction

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-05

Date: For the June 8, 2026 Historic Landmarks Commission Meeting
Applicant: Ezra Griffith
Property Owner: Ezra Griffith
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for renovations, new fence, new porch
Address: 300 E. Liberty St.
Zoning: Old Town Residential



HISTORIC SURVEY BUILDING INFORMATION: Italianate influence, Vernacular, c. 1850s. Two story, three bay brick, common bond facade. **Contributing**.

PROPOSAL
Shed demolition, new screened porch, new fence, new accessory structures.

SITE VIEW – *Staff photographs taken June 2, 2026*

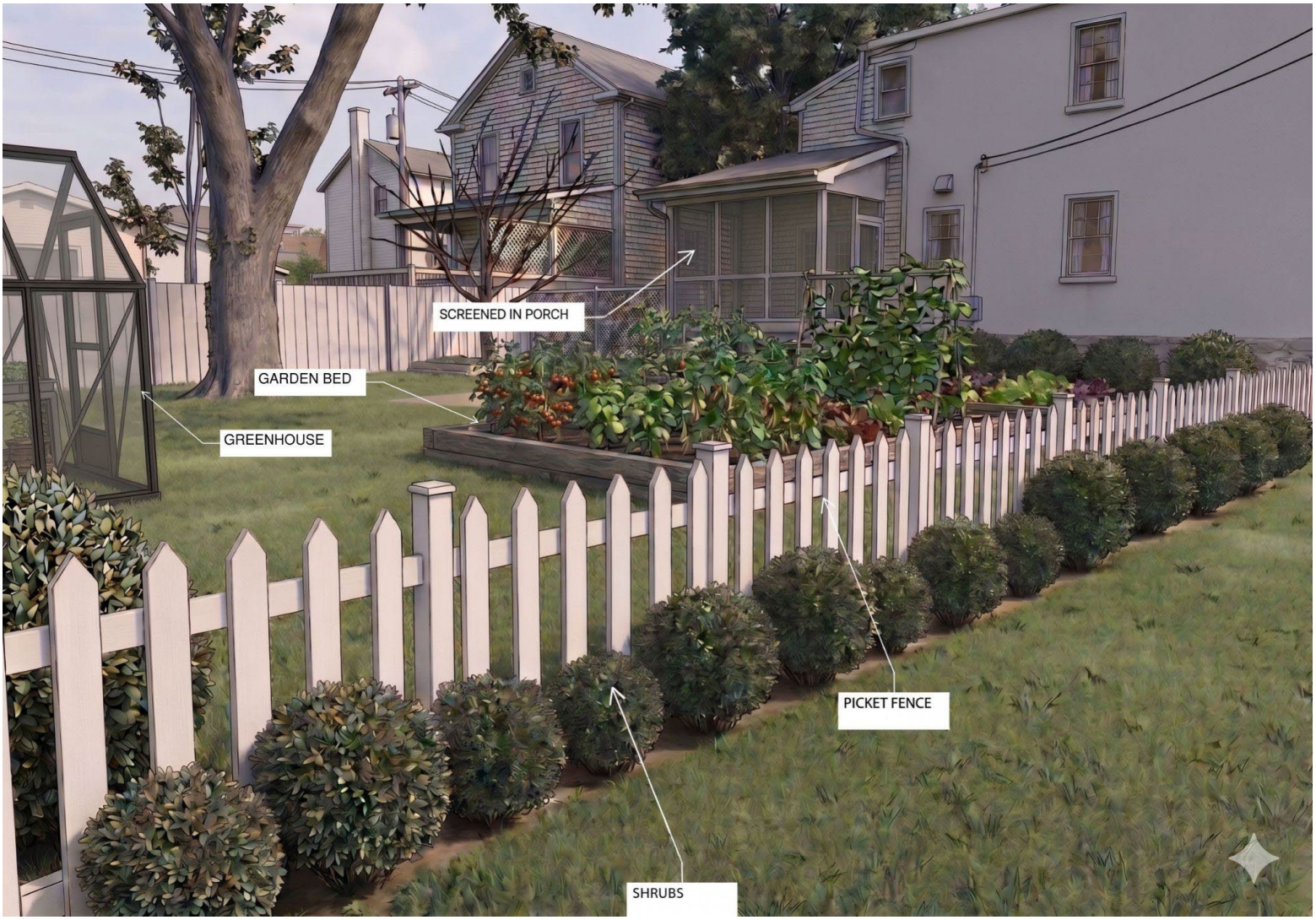


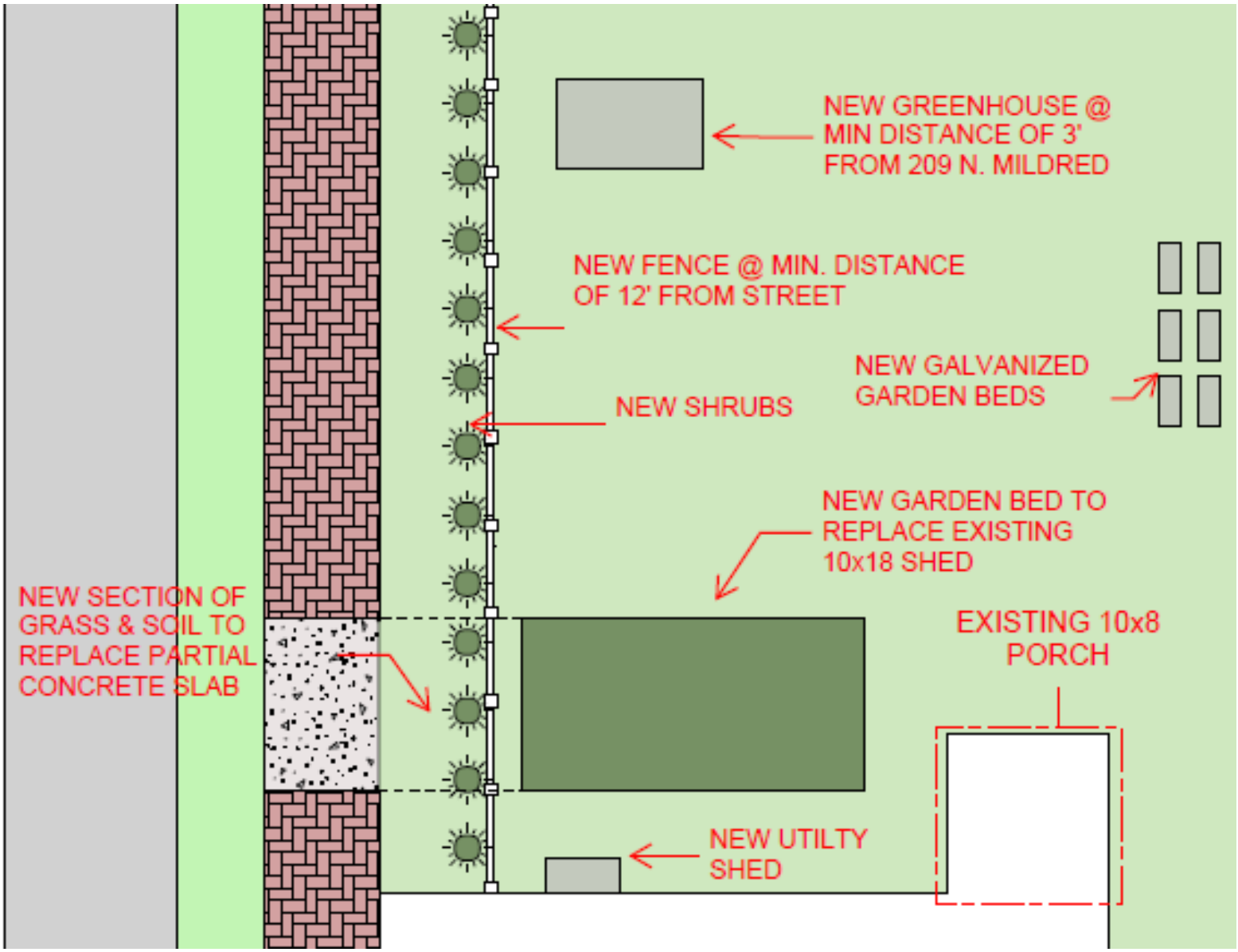


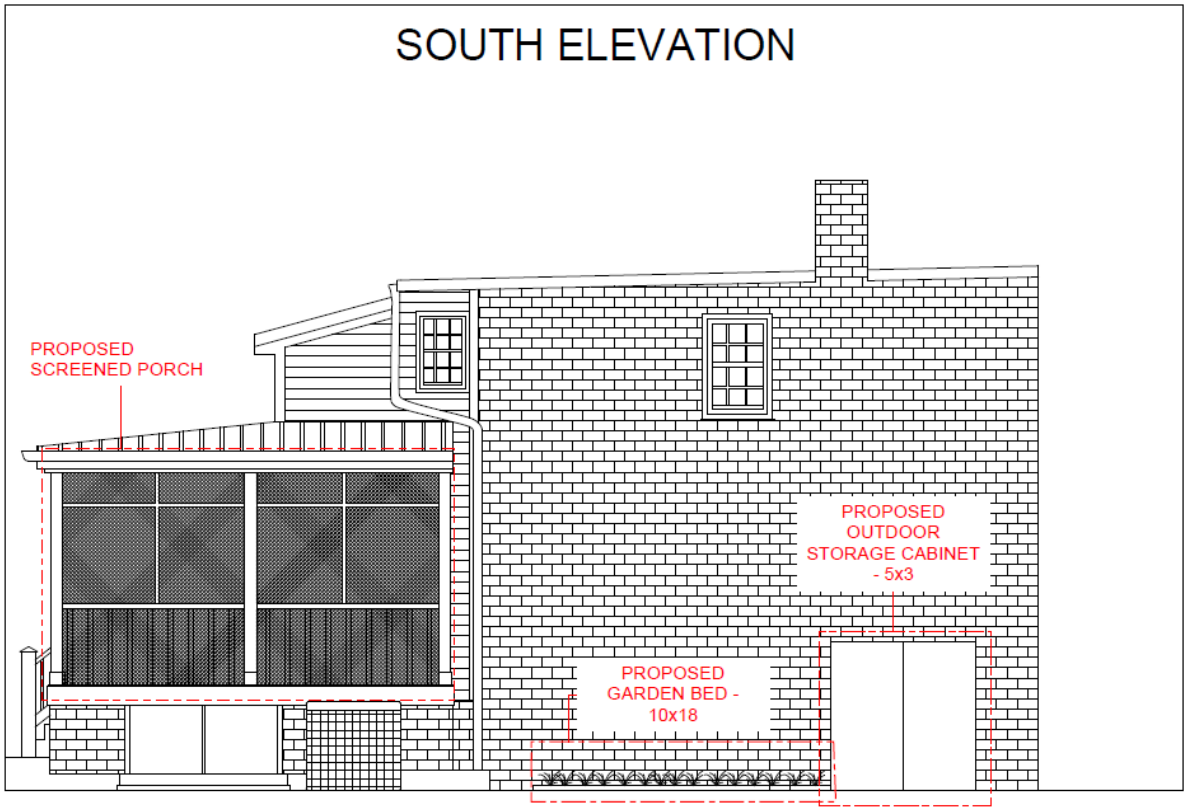


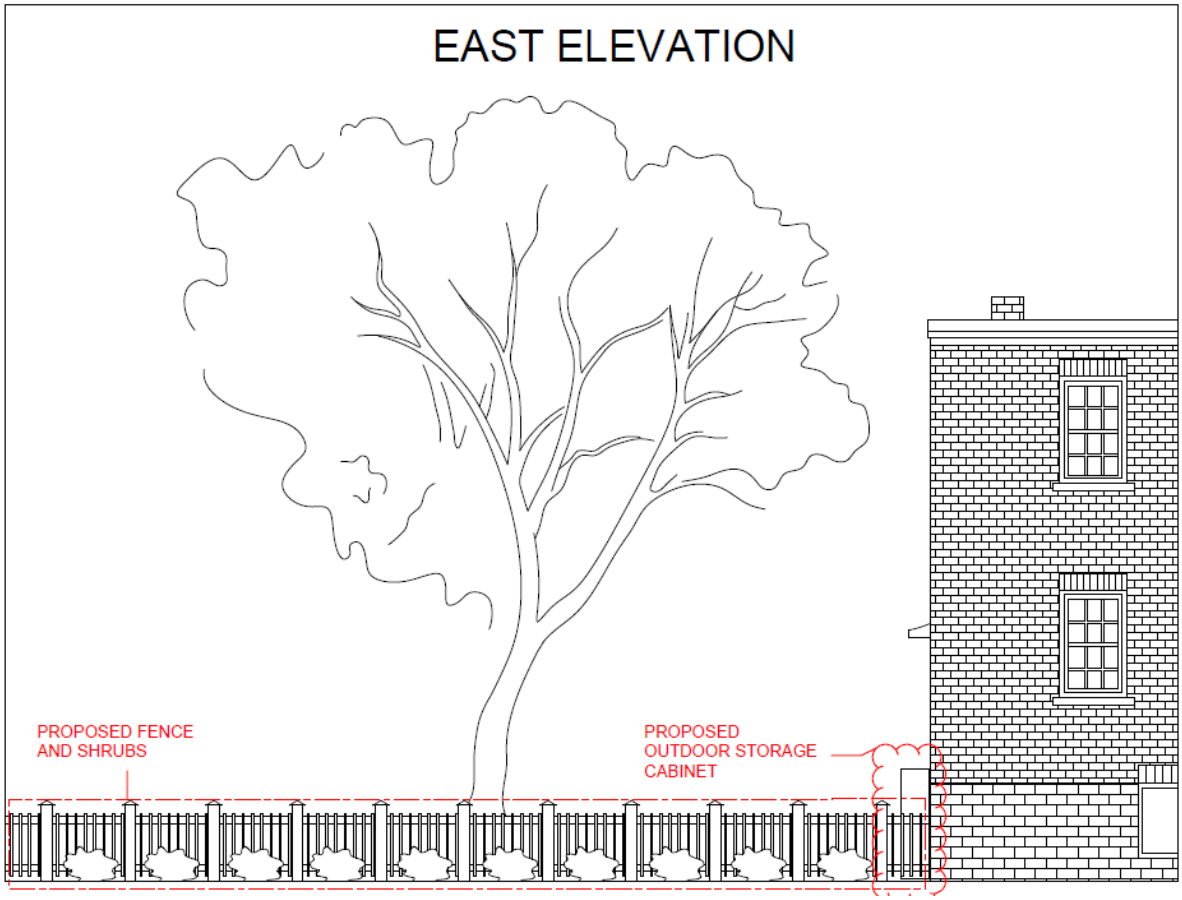


PROPOSED DESIGN SKETCH, LAYOUT, AND VIEWS




NEW GREENHOUSE @ MIN DISTANCE OF 3' FROM 209 N. MILDRED
NEW FENCE @ MIN. DISTANCE OF 12' FROM STREET
NEW GALVANIZED GARDEN BEDS
NEW SHRUBS
NEW GARDEN BED TO REPLACE EXISTING 10x18 SHED
NEW SECTION OF GRASS & SOIL TO REPLACE PARTIAL CONCRETE SLAB
EXISTING 10x8 PORCH
NEW UTILTY SHED


SOUTH ELEVATION
PROPOSED
SCREENED PORCH
PROPOSED
OUTDOOR
STORAGE CABINET
- 5x3
PROPOSED
GARDEN BED -
10x18


EAST ELEVATION
PROPOSED FENCE
AND SHRUBS
PROPOSED
OUTDOOR STORAGE
CABINET

SHED
The grade-level sill plates, vertical framing studs, and main support envelope have rotted and decayed. As the structure is not contributing to the district and the owner does not desire to renovate the shed structure, demolition is proposed. The concrete area in front of the shed will be partially removed and replaced with soil, the remaining pieces that are part of the sidewalk will be repaired.

PORCH
Wood-frame with supporting center column and railings to support polyester screen, and a screen door.

FENCE
A wooden picket-style fence no taller than 4 ft. in height, is to be installed four feet back from the edge of the sidewalk.

ACCESSORY STRUCTURES
Applicant proposes to place a greenhouse with dimensions of 6 ft. x 8 ft. with an aluminum frame and semi-transparent panels.

Greenhouse - 6' x 8' x 6.5'



Small garden shed



ZONING ORDINANCE REQUIREMENTS
Fences in a front yard are required to be no taller than 4 ft. in height. That requirement is met.

Accessory structures must be located at least 3 ft. from adjacent property lines. That requirement is met.

HISTORIC DISTRICT REQUIREMENTS

GREENHOUSE

- *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.*
- *It is advised to not mimic an architectural style not found in the Historical District.*
- *Appurtenances should not draw attention away from the historic building.*

-Design Review Standards pg. 37.

The proposal meets these criteria.

PORCH

- *Porches should not obscure historical features on the façade.*
- *Design of porches should be historically accurate to the architectural period of the building.*
- *It is prohibited to enclose porches on primary or corner facing elevations.*

-Design Review Standards pg. 35.

The proposal meets these criteria; the porch is located at the rear of the structure.

FENCE

None.

STAFF RECOMMENDATION

Approval

COA Application No. 2026-006

RECEIVED
APR 29 2026
BY: KJ

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

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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: 4/29/2026

2. APPLICANT'S NAME* Ezra Griffith

Address: 300 E Liberty Street, Charles Town WV, 25414

Telephone Number: (703) 434 2450

Email Address: [redacted]

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

Other: n/a I am the owner.

3. PROPERTY OWNER'S NAME Ezra Griffith

Address: 300 E Liberty Street, Charles Town, WV, 25414

Telephone Number: (703) 434-2450

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: 300 E Liberty Street Charles Town, WV, 25414

Tax Map # and Parcel(s): 03000201250000

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

Renovation of old shed, addition of new fence, screening in back porch, light landscaping (bushes, pea gravel) and addition of planters for gardening.

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

Occupied property by home owner (s)

7. TYPE OF WORK:

A. [x] Exterior alteration or repairs.

B. [x] 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: n/a

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:
* See attached documentation *

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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(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):

n/a

Sign Contractor:

n/a

Contractor License #: WV & City of Charles Town:

n/a

TYPE OF SIGN

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

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

n/a

Sign Material:

n/a

SIGN DIMENSIONS:

Height	Width	Depth

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

n/a

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 4/29/2026

Signature of Property Owner(s) (If different than Applicant) _____ Date 4/29/2026

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:_____

_____

_____

_____

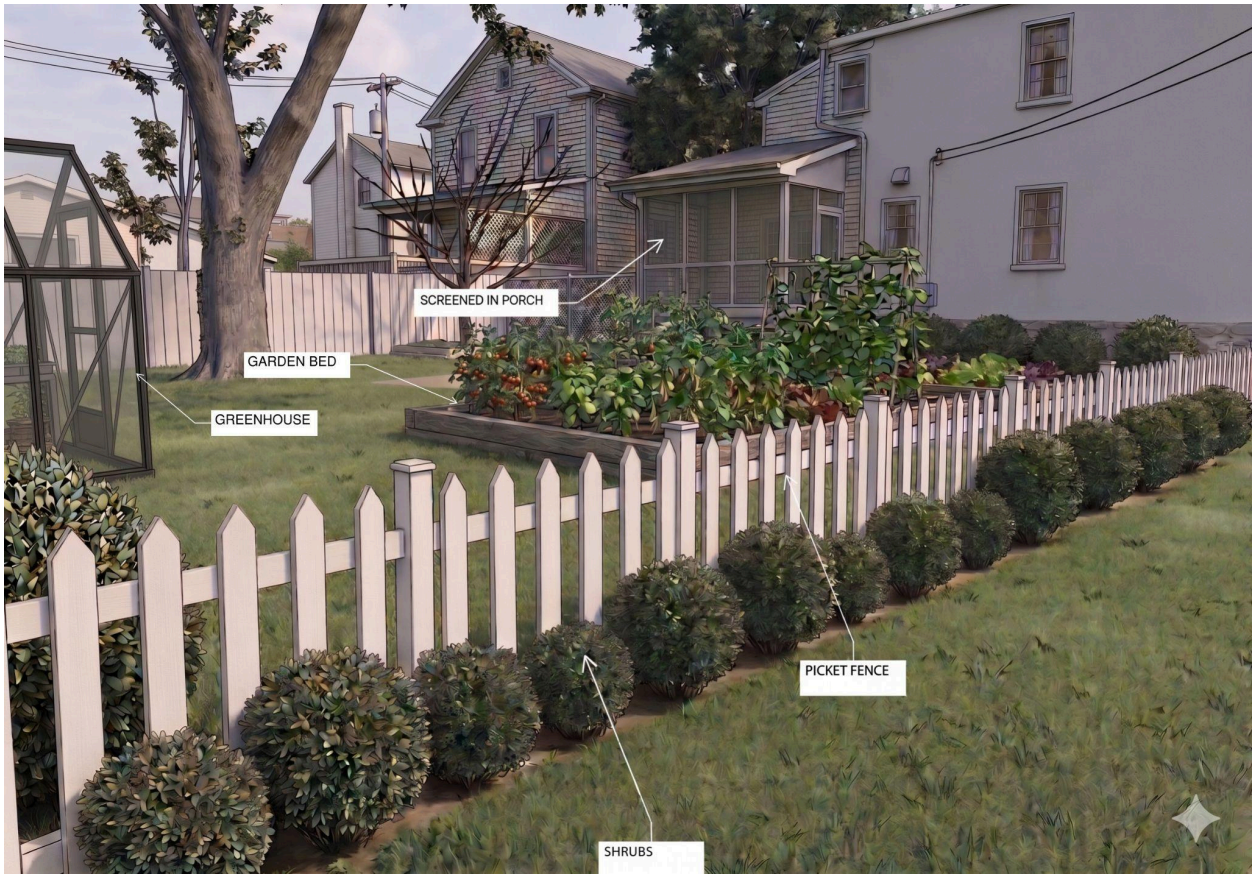
Section B: Project Narrative

Property Address: 300 E Liberty Street, Charles Town, WV

Project Scope: Demolition of Existing Shed, Screening of Existing Deck, Addition of Greenhouse and Utility Shed, and Site Improvements (Fencing & Light Landscaping).



Current Condition
Vision



1. Shed Demolition and Gardenbed Replacement

The objective of this phase is the complete demolition and removal of the non-historic, structurally shed to eliminate a potential safety hazard and clear the site for a large gardening bed that aims to enhance curb appeal and the aesthetics of the immediate area.

- **Structural Justification for Demolition:** The grade-level sill plates, vertical framing studs, and main support envelope were found to have serious rot and decay and nowhere near appropriate to modern-day building code (ie: studs spaced greater than 4-5 feet apart). A "repair-first" stabilization is likely not feasible nor economically viable.
- **Concrete Partial Demolition**: In front of the existing shed exists a concrete pad that extends from the immediate shed entrance past the sidewalk and towards the street curb. We propose demolishing and clearing the concrete section located between the shed entrance and the public sidewalk boundary. The rest of the existing concrete pad that is currently part of the existing sidewalk will be patched/repaired where cracks and damage exist with new concrete. The demolished concrete would be replaced with soil and grass seed to grow a new patch of grass as shown in the site plan.
- **Demolition & Waste Management Plan:** The shed will be dismantled down to the grade level. All debris, including the non-historic corrugated metal siding and old framing

lumber, will be safely contained and hauled away off-site using a **Waste Management (WM) roll-off dumpster**.

- **Post-Demolition Site Reuse (Vegetable Garden):** Immediately following site clearance and grading, the footprint of the former shed will be transitioned into a vegetable garden. This space will feature an arranged, low-profile garden bed roughly 10'x18' dedicated to growing various vegetables (such as cucumbers, squash, tomatoes and a host of other seasonal crops). This reuse plan replaces a decaying structure with what we view as a landscaping asset. The barrier/border of the garden bed may be pressure treated wood boards, stones or landscape ribbon. This is currently TBD.
- **Small Utility Shed:** To help us store tools, we propose purchasing a small 5x3 utility/gardening shed to be placed against our home adjacent to the new garden bed.

.

2. Porch Screening

We propose to screen our existing rear covered porch using framing methods (nothing of which will be load bearing) that provides our family with a nice space to further enjoy our home absent of pests.

- **Framing & Architecture:** The screens will be integrated into a new wood-frame system of pressure treated lumber that will be built between the existing decorative columns.
- **Materials:** Screens will be made of mesh to minimize visibility and glare from the street, while protecting the interior from pests. White exterior paint will be used to match the existing color of the deck.
- **Access:** A matching screen door will be located on the South facade (not seen from street).

3. Fencing & Landscaping (The Streetscape)

To enhance curb appeal along North Mildred Street and match the existing character of the property:

- **Fence:** A white picket fence will be installed along North Mildred Street to assist in privacy and curb appeal. The fence will be **36-40 inches in height** and possess gate access. Our aim is to provide protection for our son (1+ years of age) from the street so that he can play in the back yard.
    - **Setback & Alignment:** The fence will be set back to run 12 feet from the street curb and 4 feet from the sidewalk.
    - **Landscaping:** A row of infant azalea bushes (12+) and flowers will be planted on the **street side** of the fence. Bushes will be spaced every 5 feet apart. This configuration provides a buffer between our property and the street. We prefer this because we have had an issue with trash appearing in our yard.
- **Galvanized Garden Beds:** Around our backyard we would like to place individual galvanized garden beds (4-6) shown in the image provided later in this document.

4. Greenhouse

We propose purchasing a simple 6’ (W) x 8’ (L) x 6.5’ (H) greenhouse and building it on anchored 4x4 posts.

- **Structure Specification:** A 6’ x 8’ walk-in greenhouse featuring an aluminum frame and polycarbonate panels will be installed as a backyard hobby garden accessory.
- **Property Setback:** The structure will be placed on the far side of the lot, maintaining a minimum 3-foot setback from the adjacent property line at 209 North Mildred Street.
- **Anchored Foundation:** The greenhouse base will be securely nailed to 4x4 pressure-treated timber posts, which will sit on leveled ground and anchor to the earth via ground stakes.
- **Floor & Weed Mitigation:** The interior floor will use a landscape fabric barrier to suppress weed growth and will be filled with pea gravel.

Section C: Signs

N/A

Section D: New Construction

Project Nature: Installation of Perimeter Fencing, Enclosure of Existing Deck, and Addition of a Greenhouse.

1. Site Plan & Measured Distances

The proposed site improvements follow the natural flow of the lot and respect the public right-of-way.

- **Fence Placement**: The new 60-foot run of fencing will be installed with a minimum 12-foot measured distance from the physical street curb. This setback ensures the fence does not crowd the public sidewalk and maintains an open streetscape.
- **Fence Alignment**: The fence line will run parallel to North Mildred Street and is designed to align with the north-facing edge of the shed structure.
- **Deck Footprint**: The screened enclosure will stay within the existing porch’s footprint.
- **Greenhouse Placement**: The proposed greenhouse will be setback to be 3+ feet minimum away from the adjacent property at 209 N. Mildred street.

2. Elevation Drawings & Exterior Appearance

(Reference attached Elevations)

- **Porch Enclosure**: The framing will utilize the existing framing and dimensions for the enclosed space. The use of charcoal screening ensures the porch remains "visually open" to the street.

3. Primary Material Specifications

- **Screening**: We will utilize a high-visibility, durable charcoal polyester screen.
- **Wood Treatment**: All new lumber for the porch enclosure will be sealed, treated, and painted to be color-compatible with the existing deck and primary residence. Additional wood to be used as base for greenhouse and potential border for large garden bed replacing old shed.
- **Greenhouse**: To be made of aluminum and polycarbonate panels.
- **Garden Beds**: Four to six 4' x 2' galvanized steel beds will be placed in the rear yard. These are non-permanent, weather-resistant, and neutral in color.
- **Utility Shed**: To be made of fir wood.

4. Site Improvements: Fencing Options (3'–4' Height)

We are seeking to build a new picket fence in our backyard to act as a protective buffer between our street and backyard.

- (Traditional Wood Picket Fence): Painted white to match the existing Liberty Street frontage.

Materials List:

- Picket Fence - 3’-4’in Wood Fence



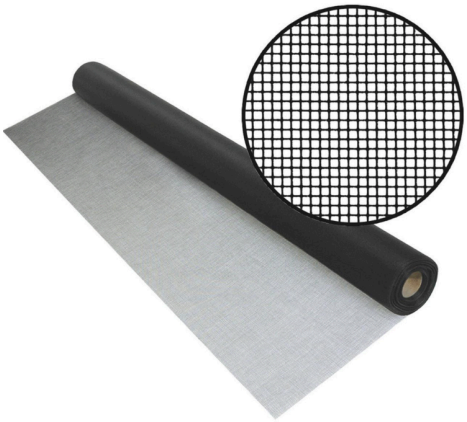
- Greenhouse - 6’ x 8’ x 6.5’



- Galvanized Garden Beds - 4’ x 2’ x 1.5’



- Deck Screening



- Lumber (Pressurized)



- Paint/Sealant - All-Purpose Kilz and Rust-Oleum Coating





- Pea Gravel - for the green house.



- Bushes - Azaleas



- Small garden shed



Section E: Demolition

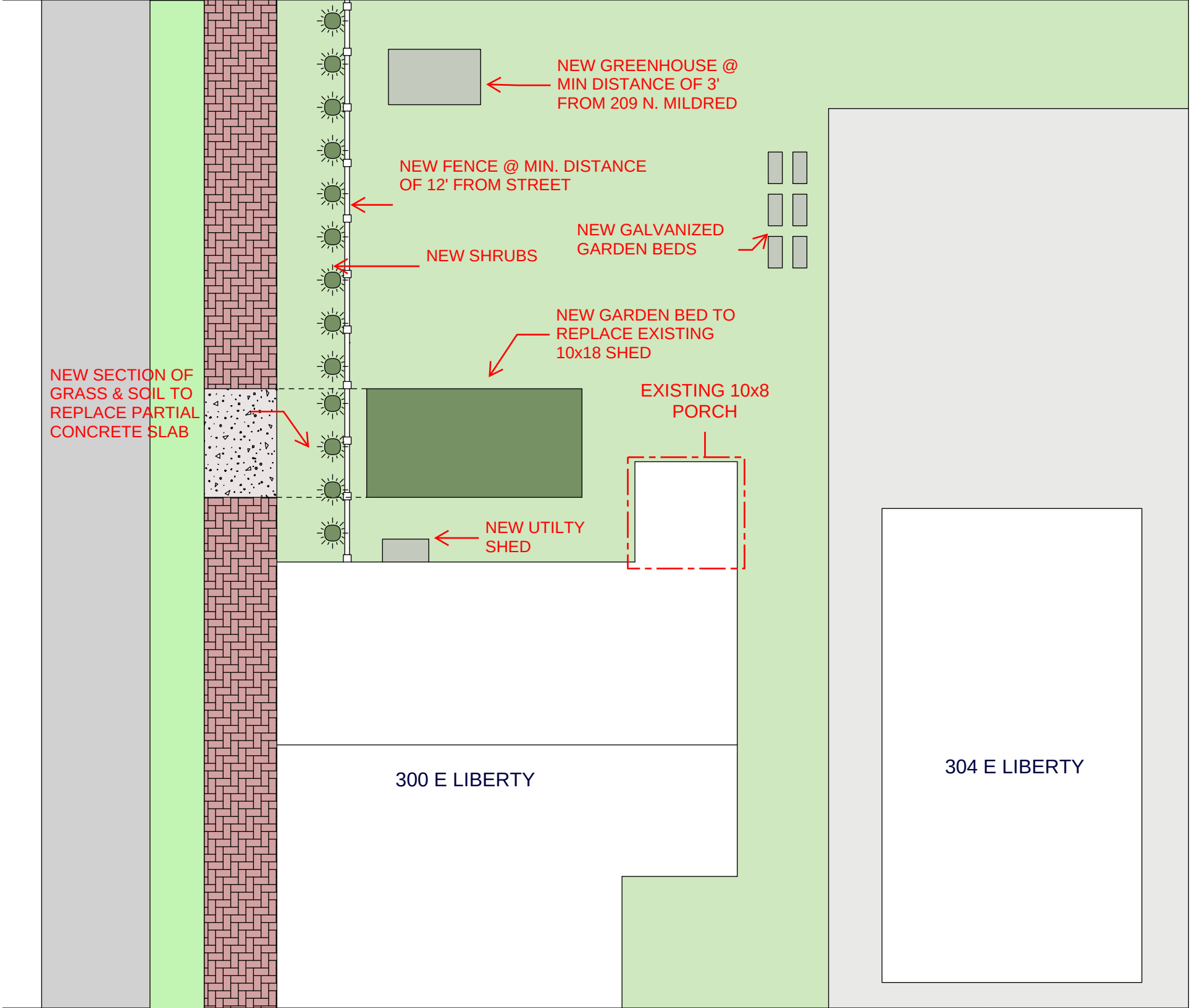
N/A

Section F: Relocation of Structure

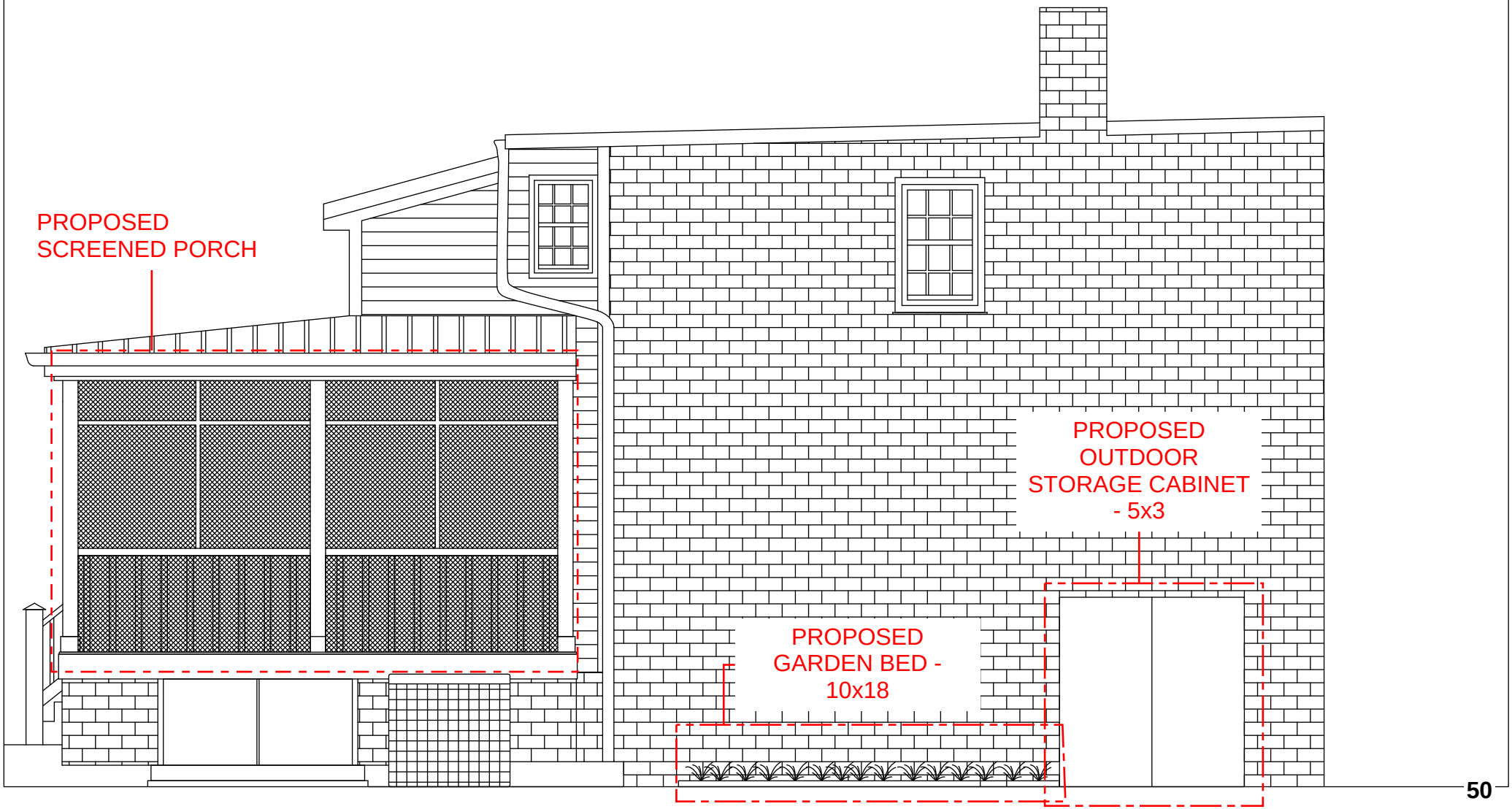
N/A

Section G: Mothballing of Structure

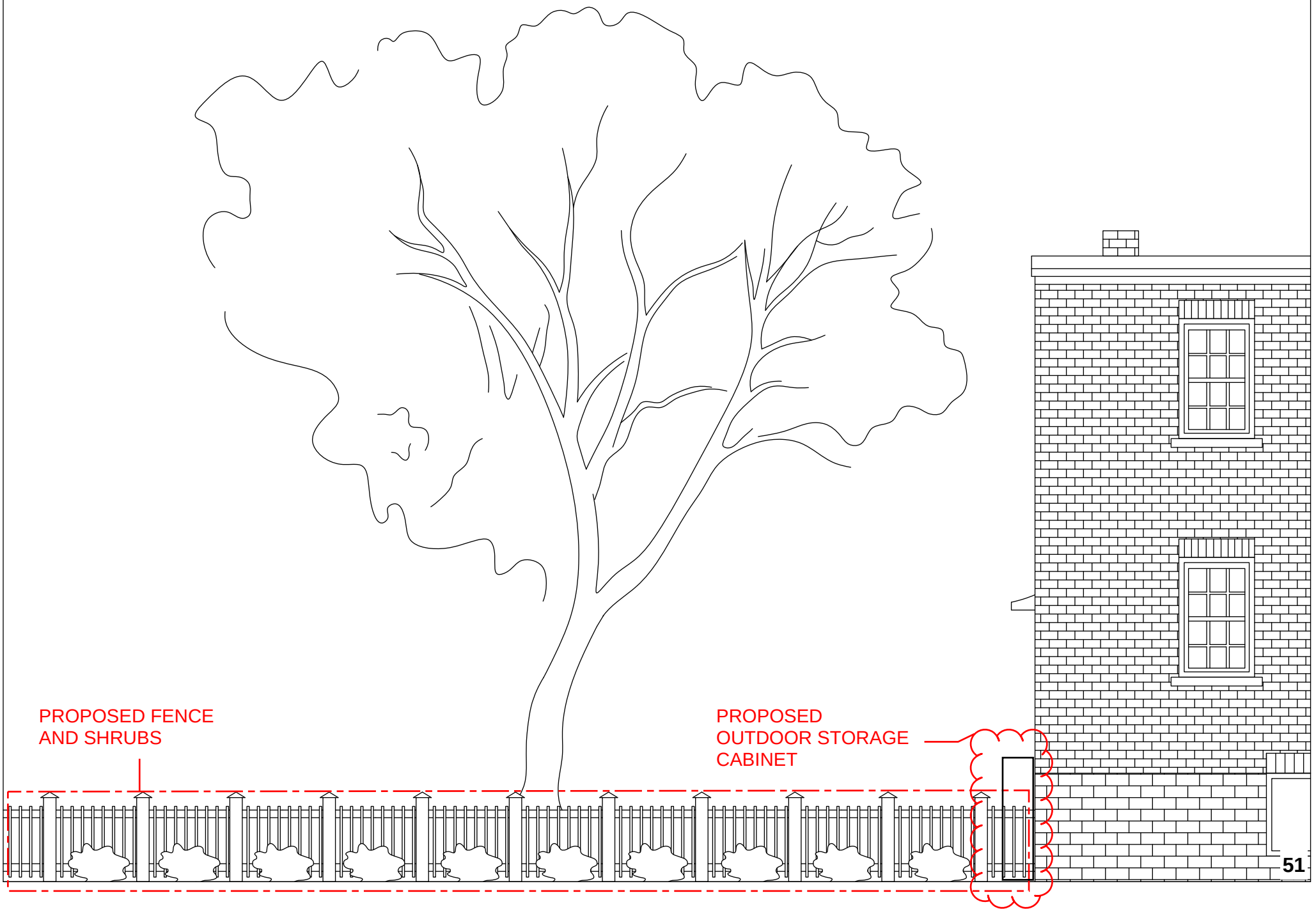
1. **Maintenance Plan:** The yard, including the new garden beds will be professionally maintained and mowed regularly to maintain curb appeal and community standards.


NEW GREENHOUSE @
MIN DISTANCE OF 3'
FROM 209 N. MILDRED
NEW FENCE @ MIN. DISTANCE
OF 12' FROM STREET
NEW GALVANIZED
GARDEN BEDS
NEW SHRUBS
NEW GARDEN BED TO
REPLACE EXISTING
10x18 SHED
NEW SECTION OF
GRASS & SOIL TO
REPLACE PARTIAL
CONCRETE SLAB
EXISTING 10x8
PORCH
NEW UTILTY
SHED
300 E LIBERTY
304 E LIBERTY

SOUTH ELEVATION



EAST ELEVATION



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

Meeting: 06/08/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

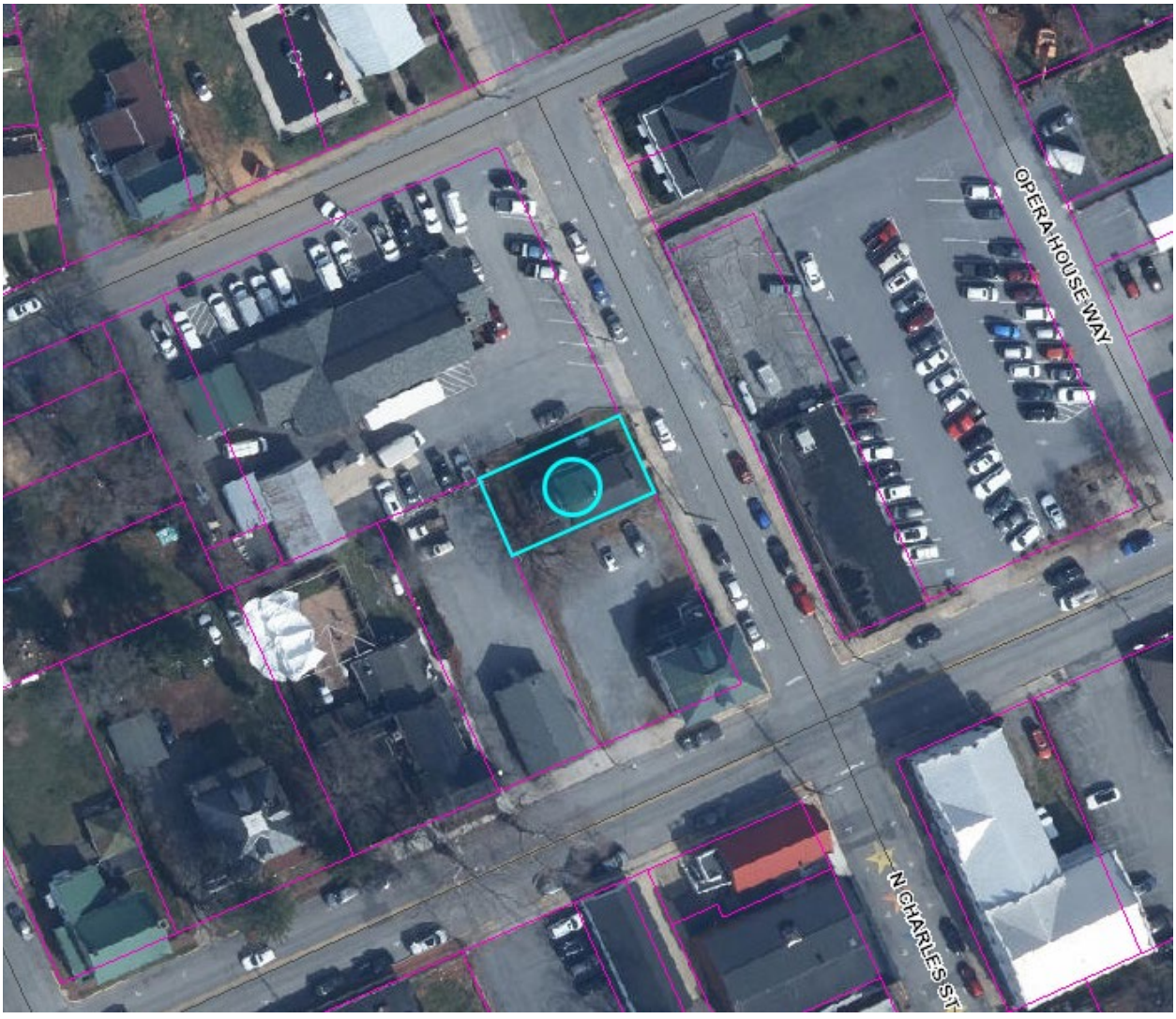
Public Hearing: *COA2026-06* - 208 N. Charles St - Fence Replacement

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-06

Date: For the June 8, 2026 Historic Landmarks Commission Meeting
Applicant: Jill Baldinger
Property Owner: Jill Baldinger
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a fence replacement
Address: 208 N. Charles St.
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: None available.

PROPOSAL
Fence replacement – new materials

EXISTING REAR FENCING









PROPOSED DESIGN

Long Fence – Wood privacy with lattice top.



Applicant proposes to replace the damaged sections of chain-link fence with wooden fencing up to 6 ft. in height. Damaged sections include bent rails, a broken corner, and sections not attached to top railings. Damaged sections are mainly in the rear and back of the side yards.

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. Existing chain link in front and side yards is legally non-conforming. The proposed material and design are more historically accurate in design and material than the existing chain-link material and design.

HISTORIC DISTRICT REQUIREMENTS

None.

STAFF RECOMMENDATION

Approval

COA Application No. 2026-07

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

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

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

RECEIVED
MAY 01 2026
BY: VS

Customer advised that this application may not be necessary -- She wanted to make the next HLC meeting submission deadline in case it is needed -

I reached out to Grey but he advised James (out on 05/01) would be the one to make the call.

COA Application No._____

1. DATE: May 1, 2026

2. APPLICANT'S NAME* Jill Baldinger

Address: 208 N. Charles St., Charles Town, WV 25414

Telephone Number: (540 931-5313

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: 208 N. Charles St., Charles Town, WV 25414

Tax Map # and Parcel(s): _____

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

Residential

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

Residential

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:

Replace old and damaged 4ft chain link fence with a 6ft wood privacy fence.

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

103 Long Fence Co. Inc.

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

Jill E Bal Date 5/1/2026

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

Jill E Bal Date 5/1/2026

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:_____

_____

_____

_____

Needing to replace a chain link fence with a 6ft wood lattice top privacy fence. The existing fence has bent rails, a broken corner piece, and sections that are not attached to the top rail.

I will not be removing the section of chain link fence on the east side to maintain security and sunlight into the basement windows.

Asking for an additional 6 ft to be added to the west side of the house.

Bent horizontal rail, broken corner socket, and the top edge of the chain link is bent in places.









Long Fence – Wood privacy with lattice top.



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

Meeting: 06/08/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

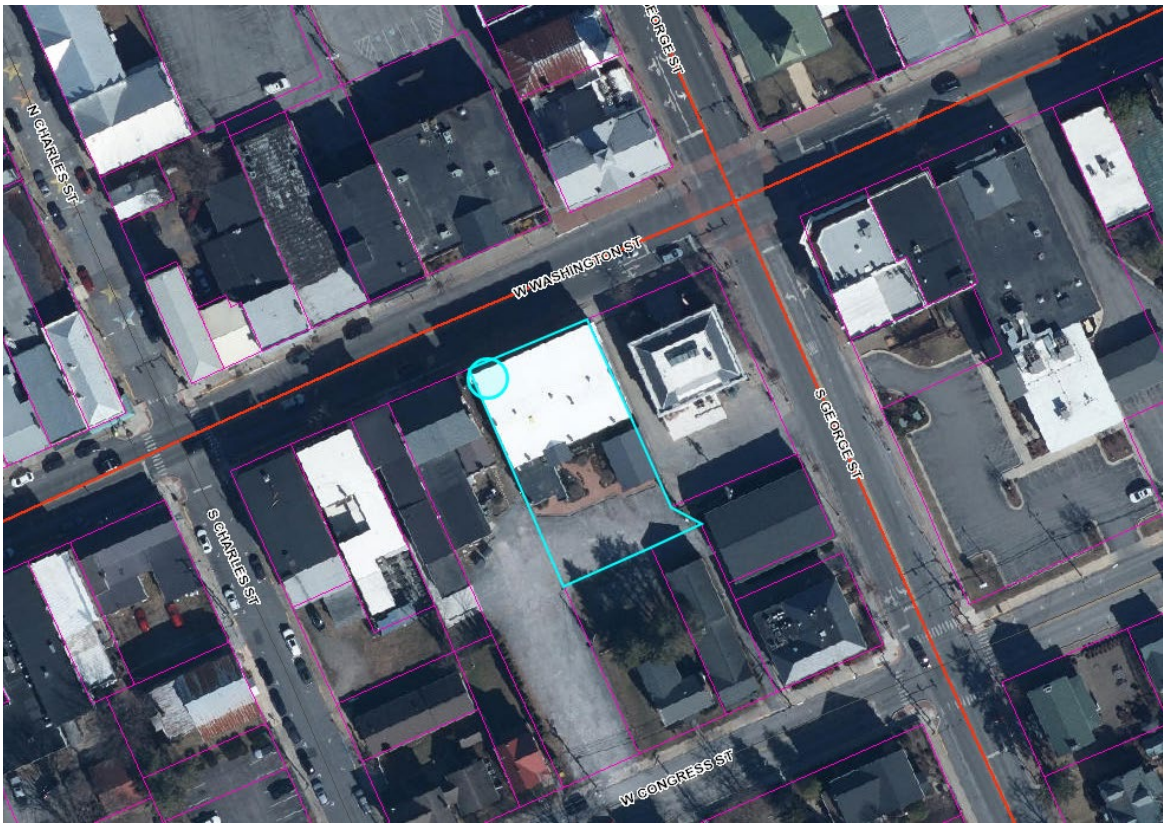
Public Hearing: *COA2026-07* - 113 W. Washington St - Wall Sign

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-07

Date: For the June 8, 2026 Historic Landmarks Commission Meeting
Applicant: Gabriela Gonzalez
Property Owner: Ronald Widmyer
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall sign
Address: 113 W. Washington St.
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: 105-113 W. Washington Street. Sadler Block. Italianate, c. 1870-1880s. Two story, eight bay brick building with a three section facade divided by brick pilasters. **Contributing.**

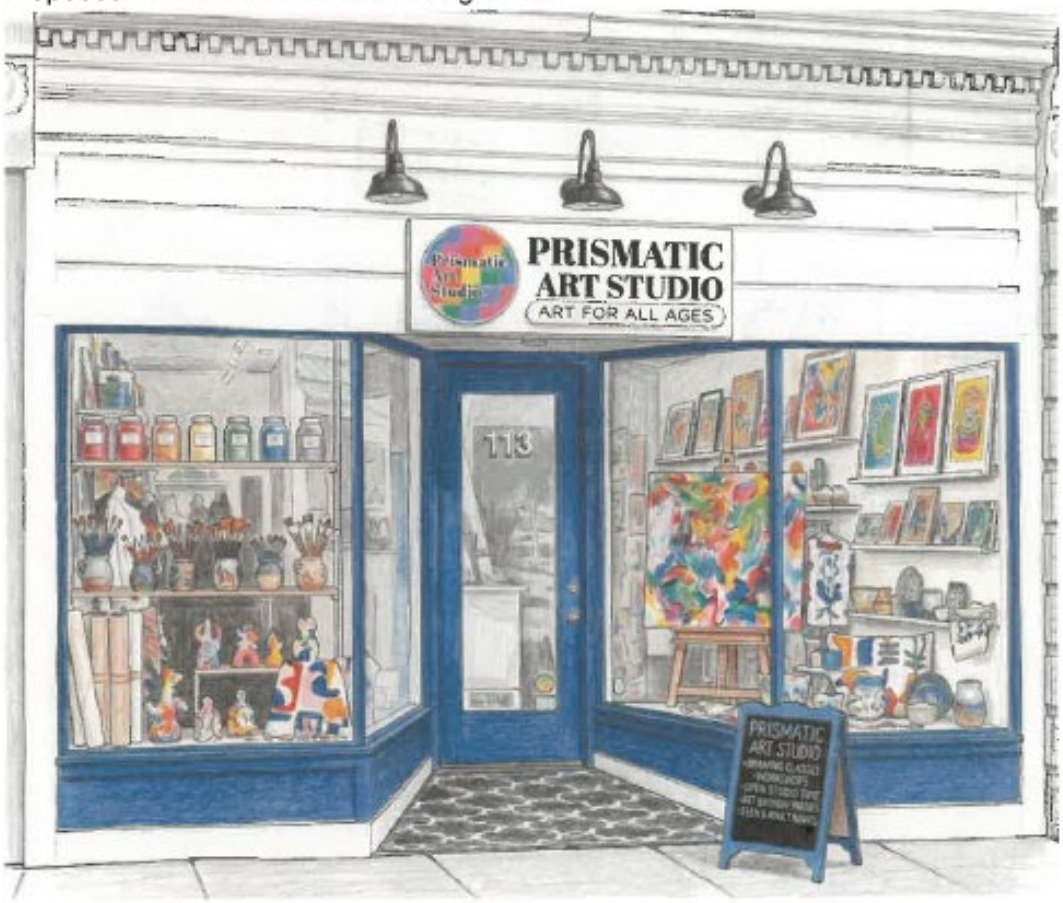
PROPOSAL
Wall Sign

PROPOSED DESIGN

Current Storefront 113 W. Washington St.



Proposed Storefront 113 W. Washington St.



DESIGN
Material: Aluminum

Height: 18-24 inches/ 1.5-2 ft.
Width: 60 inches/ 5 ft.
Depth: .5 inch

Lighting: Sign will be lit with existing lights above sign location.

ORDINANCE REQUIREMENTS
Location Requirements for Wall Signs: No Wall Sign may extend more than one foot from the exterior of the wall and no portion of a Wall Sign shall extend above the Wall on which it is mounted.

This requirement is met.

Wall Signs on Historic Buildings: 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;

This requirement is met.

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

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: 4/21/2026

2. APPLICANT'S NAME* Gabriela Gonzalez

Address: 113 W. Washington St., Charles Town, WV 25414

Telephone Number: (304) 616-9596

Email Address: [redacted]

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

Other:_____

3. PROPERTY OWNER'S NAME Ron ~~Weinmeyer~~ → Widmyer

Address: _____

Telephone Number: (304) 279-4421

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: 113 W. Washington St., Charles Town, WV 25414

Tax Map # and Parcel(s): _____

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

Prismatic Art Studio provides art workshops for all ages, gallery space for local artists and art retail

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

Currently occupied by Betts and Coops Boutique, fashion retail and merchandise.

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

X E. Other:

I'm hanging a sign on the outside of the building and painting the door and trim blue.

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

8527

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):

$160

Sign Contractor:

Signs.com

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?

Above the front door and below the outdoor lights

Sign Material:

aluminum

SIGN DIMENSIONS:

Height	Width	Depth
18"-24"	60"	1/2"

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

The lighting exists on the exterior of the building, no changes

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 _____

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

_____ Date 4-24-2026

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:_____

_____

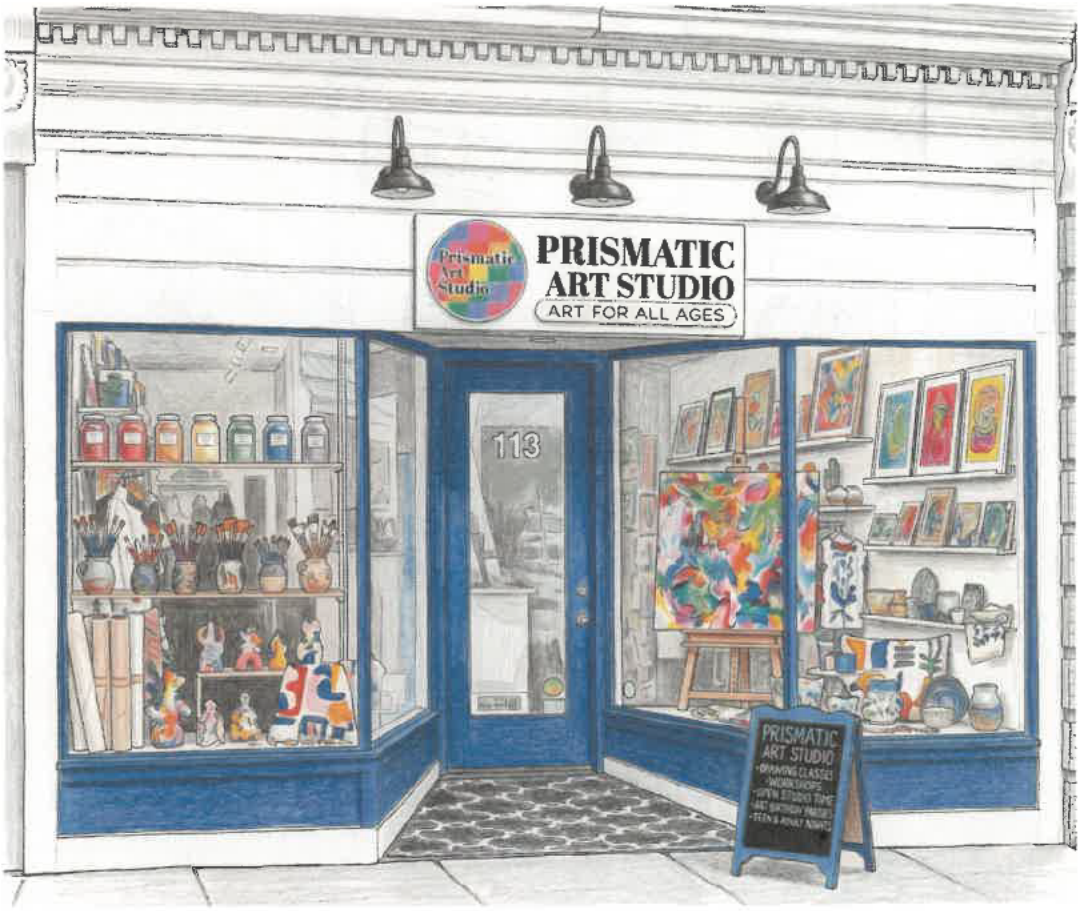
_____

_____

Current Storefront 113 W. Washington St.



Proposed Storefront 113 W. Washington St.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/01/2026

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

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

PRODUCER: Progressive Business Insurance Progressive Casualty Insurance Company 300 N Commons Blvd W64 Mayfield Village, OH 44143 888-806-9598 businessinsurance@progressive.com	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 855-566-1011 **FAX (A/C, No, Ext):** **E-MAIL ADDRESS:** Support@coterieinsurance.com
INSURED: Prismatic Art Studio 113 W Washington St Charles Town, WV 25414	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A:** Spinnaker Insurance Company — 24376 **INSURER B:** **INSURER C:** **INSURER D:** **INSURER E:** **INSURER F:**

COVERAGES **CERTIFICATE NUMBER** **REVISON NUMBER**

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

INSR LTD	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY / PROJECT / LOC Other:			CSB-00466146-00	05/02/2026	05/02/2027	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$50,000
							MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
	AUTOMOBILE LIABILITY: ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE(Per accident)	$
	UMBRELLA LIAB / OCCUR **EXCESS LIAB** / CLAIMS-MADE DED / RETENTIONS $						EACH OCCURENCE	$
							AGGREGATE	$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDER? Y/N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
113 W Washington St
Charles Town, WV 25414

CERTIFICATE HOLDER

PROOF OF COVERAGE

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

DMcF

David McFarland

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

Meeting: 06/08/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *FIP026-02* - 200 W. Washington St - Facade Improvement Grant request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2._Application.pdf
- 3._Narrative.pdf
- 4. Quote 1.pdf
- 5. Quote 2.pdf

Façade Improvement Grant
FIP 2026-02

Date: For the June 8, 2026 Historic Landmarks Commission meeting
Applicant: FUNTOPIA LLC
Property Owner: Gary Smith
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 200 W. Washington St. (Tax District 3, Map 2B, Parcel 23)



Current Zoning: Old Town Mixed-Use Commercial

HISTORIC SURVEY BUILDING INFORMATION: Old Charles Town Historic District.
Commercial, c. 1920s. This building from the early 20th century is similar to its companion to the west. **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.

PROPOSED DESIGN



PROPOSAL

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

-Awning removal
-Install exterior lighting
-Upgrade front columns and façade
-Add balconies
-Replace entrance door
-Replace the tiled entrance

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

1. Remove the existing awning and replace it with a flush black sign board/façade panel integrated into the building front.
2. Install gooseneck lighting above the new board area and add professionally mounted building signage/logo.
3. Modernize the front columns and lower façade details with clean architectural trim and contemporary sconce lighting.
4. Add decorative wrought-iron Juliet balconies to the front and side upper-story windows to enhance architectural character and support the appeal of loft-style residential use above street-level commercial space.
5. Replace the existing entrance doors with new full-glass double doors featuring modern black framing and updated trim.
6. Replace the existing checkered entry flooring with solid black tile to create a cohesive and elevated exterior aesthetic.

QUOTES

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

1. Mark Roper Construction LLC - $19,780.
2. Around the Home Solutions - $10,075

The second quote is less extensive in work coverage than the first quote.

In either case the cost to the City is the same: $5,000.

AVAILABLE FUNDS
$6,783 remain available.

RECOMMENDATION
Approval.

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: Gary N Smith Date: 5/4/26 / / (Day / Month / Year)

Company Name: Funtopia (Mosaic Market Haus) Phone: 571-435-0230

Mailing Address: 27 Sternway Drive Fax:

Charles Town, WV 25414 E-mail: [redacted]

Project Address: 200 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:

Remove awning and replace with a flush black panel integrated into the building with gooseneck lit logo.

Replace the existing entrance doors with new full-glass double doors featuring modern black framing and updated trim.

Modernize the front columns and lower façade details with clean architectural trim and contemporary sconce lighting.

Replace checkered entry flooring with solid black tile/epoxy to create a cohesive and elevated exterior aesthetic.

Estimated Project Start Date: 6/15/26 / / (Day / Month / Year)

Estimated Project End Date: 8/1/26 / / (Day / Month / Year)

Estimated Total Project Budget: $22,000

Grant Amount Requested: $5,000

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:

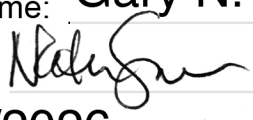
- ☐ Codified Ordinances of the City of Charles Town
- ☐ Charles Town Historic Landmarks Commission Design Review Standards
- ☐ Façade Improvement Program Manual

<u>If the application and request is approved, the following will be required</u>:

- 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: Gary N. Smith

Property Owner's Signature: 

Date of Application: 05/4/2026

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

COA Application No. 2026-05

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 Gary N. Smith

Address: 27 Sternway Drive, Charles Town, WV 25414

Telephone Number: (571) 435-0230 Fax Number (___) _____

Email Address: [redacted]

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

2. CURRENT PROPERTY OWNER'S NAME Gary N. Smith

Address: 27 Sternway Drive, Charles Town, WV 25414

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

Email Address: [redacted]

3. PHYSICAL ADDRESS: 200 W Washington St.

Tax Map # and Parcel(s): _____

Zoning District: _____

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

Empty

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

Mosaic Market Haus: A Retail Collection

Marketplace for limited high-end retail vendors.

6. TYPE OF WORK:

A. X Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

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

x Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
x Material changes (wood, brick, metal, etc.)	____Windows - replacement, removal, elimination or new opening	____New construction
____Roof – Change in shape/profile	____Shutters	x Additions or alterations
____Skylights or dormers	x Door and transoms	x Signs Logo
____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:

1. Remove the existing awning and replace it with a flush black sign board/façade panel integrated into the building front.

2. Install gooseneck lighting above the new board area and add professionally mounted building signage/logo.

3. Modernize the front columns and lower façade details with clean architectural trim and contemporary sconce lighting.

4. Add decorative wrought-iron Juliet balconies to the front and side upper-story windows to enhance architectural character and support the appeal of loft-style residential use above street-level commercial space.

5. Replace the existing entrance doors with new full-glass double doors featuring modern black framing and updated trim.

6. Replace the existing checkered entry flooring with solid black tile to create a cohesive and elevated exterior aesthetic.

VISUAL RENDERING ATTACHED BELOW.

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 _____

Signature of Property Owner

_____ Date 4/16/2026

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

SIGN CONTRACTOR: Vital Signs (?) TBD

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	x	Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?
Front facade/W Washington St facing

SIGN MATERIAL: TBD

SIGN DIMENSIONS:

Height	Width	Depth
Any size under city regulation		

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

_____

Historic Landmark Commission
Façade Renovation Request | 200 W Washington Street

Dear Commission,

We respectfully submit this request for exterior façade improvements to 200 W Washington Street as part of our vision to create a more modern, sophisticated, and welcoming presence in downtown Charles Town.

Our proposed updates are intended to thoughtfully enhance the building's historic character while introducing refined design elements that support the continued revitalization of Charles Town. We believe these improvements will help attract a younger demographic, appeal to new households relocating to Jefferson County, and increased interest in vibrant mixed-use downtown living. The enhanced curb appeal and elevated streetscape presence will further contribute to the long-term relevance and desirability of this corner property.

Please refer to the visual rendering below for the proposed design updates.



Requested Exterior Improvements

1. Remove the existing awning and replace it with a flush black sign board/façade panel integrated into the building front.

2. Install gooseneck lighting above the new board area and add professionally mounted building signage/logo.
3. Modernize the front columns and lower façade details with clean architectural trim and contemporary sconce lighting.
4. Add decorative wrought-iron Juliet balconies to the front and side upper-story windows to enhance architectural character and support the appeal of loft-style residential use above street-level commercial space. These features will be especially impactful as the N Charles Street streetscape improvements are completed, further strengthening demand for walkable downtown mixed-use living.
5. Replace the existing entrance doors with new full-glass double doors featuring modern black framing and updated trim.
6. Replace the existing checkered entry flooring with solid black tile to create a cohesive and elevated exterior aesthetic.

While we do not anticipate completing all requested improvements simultaneously, we are seeking advance approval of the proposed façade vision so updates may be implemented thoughtfully over time as resources become available.

We believe these improvements will create a timeless yet contemporary storefront presence that complements the continued investment and momentum in downtown Charles Town.

Thank you,

Nathan & Lisa Smith
Funtopia/Party & Paper Co. (future Mosaic Market Haus)
108 N Charles St.
Suite 100
Charles Town, WV 25414

MOSAIC
MARKET HAUS
- A RETAIL COLLECTIVE -

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** 4/16/2026

MARK ROPER CONSTRUCTION, LLC

A Second Generation Company
Serving Berkeley & Jefferson Counties for over 50 years
WV009145

#_____

PROPOSAL

TO: Funtopia
200 W. Washington St

DATE: 5-23-26
TELEPHONE:
CELL:
EMAIL:

DESCRIPTION OF WORK:

Sand/Repaint metal trim, Door trim and front Window Frames, install new Lighting Remove awning, Install PVC Boards to cover where awning was attached, install new Lighting in bay areas, Repaint entrance tiles. Level encasements by bay window, Replace Door Glass

TOTAL PROPOSAL (Materials, Labor) $ 19,750.00

All work will be performed in a professional manner according to standard practices.

Acceptance of proposal, specifications and conditions are satisfactory, and are hereby accepted. Mark Roper Construction is authorized to do the work as specified.

Signatures:

_____
Name (Printed)

_____
Contractor (Signature)

_____
Name (Signature)

Date of Acceptance: _____

* *

418 South Samuel Street, Charles Town, WV 25414
Telephone - 304-724-8877 Fax – 304-725-7789

Bill To.
Gary N. Smith
200 W Washington St
Charles Town,WV 25414

Description Estimate
Removing the front apron and repairing the exterior plywood with treated 1/2 plywood and black synthetic sheeting. $7850

Painting the front exterior brick and aluminum facade estimated at 980 sq feet $9800

Exterior electric and installation of new exterior lighting supplied by owner 2 story high $2500

Estimate is based off of a visual inspection and subject to change based on further investigation after removing damaged materials and electric

$7850
$9800
$2500
$20150.00 Estimate Total
50% Due at start
$10,075.00
Payments can be made by credit card or checks payable to Around the Home Solutions LLC
Thank you!

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

SCHEDULED

Meeting: 06/08/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Commission Review: *FIP2025-01* - 540 E. Washington St - Facade Improvement Grant Extension Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Narrative.pdf

Façade Improvement Grant
FIP 2025-01

Date: For the June 8, 2026 Historic Landmarks Commission meeting
Applicant: Nick Petti
Property Owner: PETTI JEAN M & NICHOLAS J
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 540 E. Washington St.
Current Zoning: Old Town Residential (OTR).



HISTORIC SURVEY BUILDING INFORMATION: Not available.

PROPOSAL

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

- *Trim: Painting and repair*
- *Windows: Painting and repair*
- *Chimney: Masonry repair*
- *Widows Walk: Replace railing.*

INITIAL GRANT REQUEST

The Commission approved a Façade Improvement Grant for this property on May 12, 2025. The grant amount was for $5,000. Grants are valid for one year unless an extension is approved by the Commission.

The extension request was received on April 8 while I was out of the office, hence the delay in getting this application to the Commission for review.

EXTENSION REQUEST

Per the applicant's narrative:

I am writing to formally request a 120-day extension for the completion of the project associated with the facade grant awarded to me on May 12, 2025. The grant is currently set to expire on May 12, 2026, and I am requesting a new completion date of ***September 12, 2026*** *.*

While we have successfully completed some of the preliminary phases of the project, our progress was significantly delayed due to an unforeseen family crisis that required my full attention for several months. Upon being able to re-engage with the project, we encountered a stretch of unfavorable weather conditions that have made it impossible to execute the remaining external work to the standard required for a historic property.

The requested 120-day extension will allow us to take advantage of the upcoming summer season to complete the task properly and ensure the preservation work aligns with the Commission's expectations and the integrity of the property.

Thank you for your time and for your continued support of historic preservation in Charles Town.

CRITERIA

There are no listed criteria for determining whether or not to extend an approved grant request.

Per the Grant Approval Agreement: "*Any time extension must be filed and approved by the Historic Landmarks Commission*".

Because the applicant has continued to work on progress towards rehabilitation of the structure, the Commission should approve the request. The Commission may impose conditions of approval, such as a limit on the duration of the extension.

STAFF RECOMMENDATION

Approval.

The Historic Landmarks Commission
c/o James Newman,
City Planner
City of Charles Town
101 East Washington Street
P.O. Box 14
Charles Town, WV 25414

RE: Request for Facade Grant Extension – Awarded May 12, 2025

Dear Mr. Newman and Members of the Commission,

I am writing to formally request a 120-day extension for the completion of the project associated with the facade grant awarded to me on May 12, 2025. The grant is currently set to expire on May 12, 2026, and I am requesting a new completion date of **September 12, 2026**.

While we have successfully completed some of the preliminary phases of the project, our progress was significantly delayed due to an unforeseen family crisis that required my full attention for several months. Upon being able to re-engage with the project, we encountered a stretch of unfavorable weather conditions that have made it impossible to execute the remaining external work to the standard required for a historic property.

The requested 120-day extension will allow us to take advantage of the upcoming summer season to complete the task properly and ensure the preservation work aligns with the Commission's expectations and the integrity of the property.

Thank you for your time and for your continued support of historic preservation in Charles Town. I look forward to your favorable response.

Sincerely,



Nick Petti
540 E Washington St
Charles Town, WV 25414
571-643-2926 cell