CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • JULY 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 June 8, 2026 minutes
06082026_HLC_Minutes DRAFT.docx

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2026-09* - 131/133 W. Washington St. - Demolition Request
1. Staff Report.pdf
2. Application.pdf
3. Engineer Report.pdf

4.2 : **Public Hearing:** *FIP2026-03* - 208 S. George St. - Grant Request
1. Staff Report.pdf
2. Application.pdf
3. Quote 1.pdf
4. Quote 2.pdf

4.3 : *Presentation* - Forrest Pritchard - 212 N. George St.
Proposed Design.pdf

4.4 : *Presentation* - Alexander Salgado - 307 E. Washington St.
Engineer Review.pdf
Proposed Design.pdf

4.5 : *Presentation* - Gary Smith - Funtopia Facade Grant - Proposed Materials
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: 07/13/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT June 8, 2026 minutes

ATTACHMENTS:

- 06082026_HLC_Minutes DRAFT.docx

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES ● JUNE 8, 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
Diane Drake
Matt Printz
Nick Zaglifa

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 April 13, 2026 - Minutes

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

3. UNFINISHED BUSINESS

None.

4. NEW BUSINESS

4:2 Public Hearing: COA2026-05 – 300 E Liberty St – Demolition and New Construction

Staff presentation.

Motion to open public hearing:

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

Applicant Ezra Griffith was available for questions and briefly spoke.

No public comments.

Motion to close public hearing:

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

DRAFT

Brief discussion of the merits of the project.

Motion to approve COA2026-05 as recommended by staff:

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

4:1 Public Hearing: COA2026-04 – 213 N George St – Demolition and New Construction

Staff presentation. Commissioner Matt Printz recused himself.

Motion to open public hearing:

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

The applicant, Matt Printz, spoke regarding the project and how a remodel in the past removed some of the historic characteristics of the property. He requested the Commission give him suggestions on how to make it aesthetically pleasing.

Mr. Newman explained how any window viewed from the public right-of-way should not be vinyl and should be historically appropriate.

Commission discussion.

No public comments.

Motion to close public hearing:

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

Commission discussion regarding the addition not being too visible from the right-of-way. Discussion regarding the conditions of approval.

Motion to approve COA2026-04 for demolition as recommended by staff, subject to a condition:1. The use of vinyl siding is prohibited. The siding must be made of fibrous cement (hardieplank) or wood lap siding.

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

DRAFT

4:3 Public Hearing: COA2026-06 – 208 N Charles St – Fence Replacement

Staff presentation.

Motion to open public hearing:

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

Applicant Jill Baldinger was available for questions.

No public comments.

Motion to close public hearing:

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

Motion to approve COA2026-06 as recommended by staff:

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

4:4 Public Hearing: COA2026-07 – 113 W Washington St – Wall Sign

Staff presentation.

Motion to open public hearing:

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

No public comments. Applicant not present.

Motion to close public hearing:

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

Motion to approve COA2026-07 as recommended by staff:

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

DRAFT

4:5 Public Hearing: FIP2026-02 – 200 W Washington St – Façade Improvement Grant Request

Staff presentation.

Motion to open public hearing:

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

Applicant Gary Smith spoke briefly about the project.

Motion to close public hearing:

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

There was some discussion regarding the FIP budget, the mural on the building, and the proposed awnings and lighting. Applicant confirmed the proposed changes would not affect the mural.

Motion to approve FIP2026-02 as recommended by staff:

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

4:6 Commission Review: FIP2025-01 – 540 E Washington St – Façade Improvement Grant Extension Request

Staff presentation.

There was some discussion regarding the request rationale.

Motion to extend approval of FIP2025-01 as recommended by staff until Sept. 12, 2026:

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

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:48 pm.

DRAFT

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

Meeting: 07/13/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2026-09* - 131/133 W. Washington St. - Demolition Request

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-09

Date: For the July 13 2026 Historic Landmarks Commission Meeting
Applicant: Matt Printz
Property Owner: Charlie Washington LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for demolition
Address: 131 W. Washington St.
Current Zoning: Old Town Mixed-Use Commercial



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

PROPOSAL
Demolish carport.

SITE VIEW – *Staff photographs taken June 26, 2026*





APPLICANT-PROVIDED IMAGES

Site Observation Report #1 – Shed Roof Structure
133 W Washington Street
MWA-PE Project #26-280



Right Elevation of Carport



Rear Elevation of Carport



Carport Truss Structure



Trusses – Water / Structural Damage (Typ.)



Trusses – Structurally Failed (Typ.)



Sheathing – Structurally Failed (Typ.)

Site Observation Report #1 – Shed Roof Structure
133 W Washington Street
MWA-PE Project #26-280



Trusses – Structurally Failed (Typ.)



Trusses – Structurally Failed (Typ.)



Trusses – Structurally Failed (Typ.)



Sheathing – Structurally Failed (Typ.)

ZONING ORDINANCE REQUIREMENTS

None.

HISTORIC DISTRICT REQUIREMENTS

The carport is an ahistorical vinyl clad addition to the structure and does not meet any requirements of the Historic Landmarks Commission Design Reviewed Standards.

The applicant's engineer has cited the existence of the structure as an immediate danger to life and property.

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: 6/3/26

2. APPLICANT'S NAME* Matt Printz

Address: 629 South George St

Telephone Number: (540) 450 7334

Email Address: [redacted]

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

Other: Owner / Contractor

3. PROPERTY OWNER'S NAME Charlie Washington LLC

Address: 131/133 W Washington St.

Telephone Number: (540) 450 7334

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: 103 South Charles, 131 and 133 W Washington Street

Tax Map # and Parcel(s): 1903 2B 0027 0000

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

Multiuse

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

Multiuse

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

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 ~~Applicant~~

_____ Date 6/3/26

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

_____ Date 6/3/26

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:_____

_____

_____

_____

Site Observation Report #1 – Shed Roof Structure
133 W Washington Street
MWA-PE Project #26-280

To: Mr. Matt Printz, Krona Construction

Cc:

Prepared by: James A. Deane Jr.

Reviewed by: Matthew W. Anderson, PE

Date: 6/2/2026

As requested, and coordinated with our client, MWA Engineering (MWA) conducted a site visit on 6/1/2026, to evaluate the structural integrity of an existing carport roof.

General Observations/Construction:

The existing structure is a two-story, mixed-use commercial structure originally constructed in 1966. According to published records, the primary structure has a masonry foundation exterior and conventional wood framing interior. The attached carport structure to the rear of the building is wood framed with shed roof trusses.

Structural Evaluation Recommendations:

MWA conducted a site visit on 6/1/2026, to evaluate the structural condition of the carport structure. MWA observed that the existing wooden trusses showed significant water damage, wood rot, and structural deterioration from leaks in the carport roof. Some truss members were fully deteriorated and previous repair efforts were observed. It is MWA's opinion that the carport is structurally compromised and is an immediate danger to life and property due to danger of collapse. The structure should be demolished and replaced as soon as possible.

Established conventions are used for reference in this report. Orientations used, interior and exterior, are relative to standing in front of the structure viewing the front door. Floor numbering is for each level above ground level at the front door. Basements are considered to be the foundation level and may, or may not, be fully below grade with respect to the front door.

Site Observation Report #1 – Shed Roof Structure
133 W Washington Street
MWA-PE Project #26-280

MWA made general visual observations of the readily available structural construction during the site visit. No intrusive investigation or testing was performed. Additional review is warranted if conditions are found to be different from those described in this report. Non-structural items were not included in MWA's review. No certification or warranty, direct or implied, is provided.

Attachments: Site Images (Representative)



Digitally signed by Matthew W. Anderson
Date: 2026.06.02 23:13:46-04'00'

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

Meeting: 07/13/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

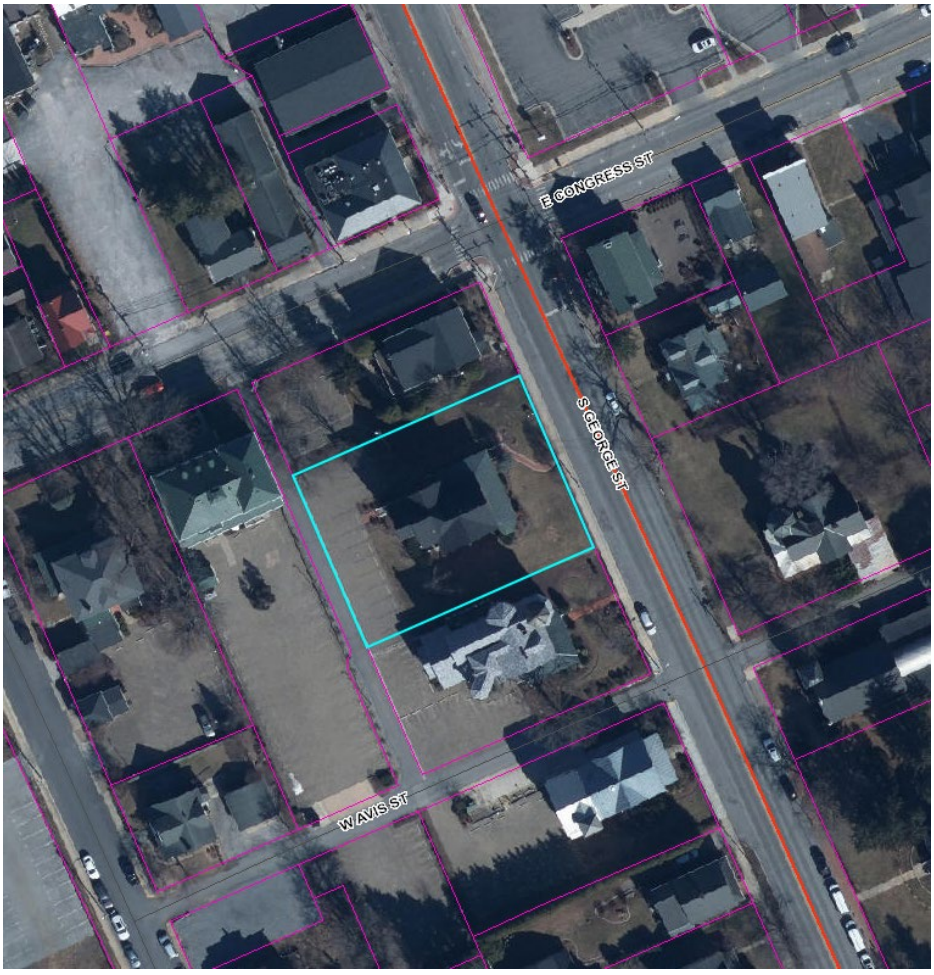
Public Hearing: *FIP2026-03* - 208 S. George St. - Grant Request

ATTACHMENTS:

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

Façade Improvement Grant
FIP 2026-03

Date: For the July 13, 2026 Historic Landmarks Commission meeting
Applicant: Tasha Catrow
Property Owner: GRACECURT LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 208 S. George St. (Tax District 3, Map 4, Parcel 127)
Current Zoning: Old Town Mixed-Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: South Charles Town Historic District.
208 South George St. Three story Colonial Revival house. Brick exterior, stone foundation, standing seam metal roof. Expansive and elegant wrap around front porch with much spindle work and trim. Does not appear to be original to the house. Three front bays with 1/1 double-hung sash. Triple brick courses form the window arches in front. Circa 1890. **One contributing building.**

SITE IMAGES – Staff photographs taken June 26, 2026





Right/northern side of the front porch

3



Left/southern side of the front porch

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.

PROPOSAL

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

-Remove existing paint and repaint front porch, stairs, trim, and lattice work under the porch.
-Replace rotted boards on porch

ZONING ORDINANCE REQUIREMENTS

None.

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

-Removal of old paint, putting on new paint.
-Removal, replacement of rotted boards.

QUOTES

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

1. Brackens Painting LLC - $7,375.48 – City match would be $3,587.74
2. Rankin Painting - $6,200 – City match would be $3,100

AVAILABLE FUNDS

$30,000 remain available.

RECOMMENDATION

Approval of the request, up to $3,587.74

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: Tasha Catraw Date: 5 / 13 / 2026

Company Name: Catraw Law PLLC Phone: 304-579-1211

Mailing Address: 208 S. George St Fax:
Charles Town WV 25414 E-mail: [redacted]

Project Address: 208 S. George 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:
Scrape old paint + repaint front porch + stairs + trim + lattice work under porch. Replace rotted boards prior to painting

Estimated Project Start Date: 6 / 1 / 26
Estimated Project End Date: 6 / 4 / 26

Estimated Total Project Budget: _____

Grant Amount Requested: _____

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: Tasha Catrow on behalf of Catrow Law

Property Owner's Signature: [signature]

Date of Application: May 13, 2026

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

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

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

All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).

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

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

1. APPLICANT'S NAME Catrow Law by Tarha Catrow

Address: 208 S. George St, Charles Town WV 25414

Telephone Number: (304) 676 3923 Fax Number (___)

Email Address: [redacted]

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

2. CURRENT PROPERTY OWNER'S NAME Catrow Law

Address: 208 S. George St, Charles Town WV 25414

Telephone Number: (304) 579-1211 Fax Number (___)

Email Address: [redacted]

3. PHYSICAL ADDRESS: 208 S. George St Charles Town WV 25414

Tax Map # and Parcel(s): 03.04.0127.0000.0000

Zoning District: _____

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

_____

_____

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

Lawfirm is current use of property

_____

_____

_____

6. TYPE OF WORK:

A. ✓ Exterior alteration or repairs.

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

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

D. _____ Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

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

____Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
____Material changes (wood, brick, metal, etc.)	____Windows - replacement, removal, elimination or new opening	____New construction
____Roof – Change in shape/profile	____Shutters	____Additions or alterations
____Skylights or dormers	____Door and transoms	____Signs
____Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	____Cut stone steps	____Solar panels
____Removal of historic markings and paintings	____Security Features	____Mothballing
____Wood cornices and concealed box gutters	✓ Porch or deck	____Demolition
✓ Wood trim	____Awnings and canopies	

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

1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

1) See page 6 of this application for more information.
2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

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

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

X 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.

X 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:

No major changes to the property at all. Plan is to repaint the porch + trim in the existing colors + scheme. Paint is peeling + just needs refreshed. Some boards on porch + steps will need to be replaced due to rot. Project should be completed in 2 to 3 days, start to finish. While paint is drying, we will use back door of building for access

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 5-13-26

Signature of Property Owner _____ Date 5-13-26

Please submit an original completed petition to the following:

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

N/A

Signs – Additional Information

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

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

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

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

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

_____

CITY OF CHARLESTOWN
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 5-13-26

Brackens Painting LLC

130 West Burke Street | Martinsburg, West Virginia 25401
(304)620-5342 | www.BrackensPainting.com

RECIPIENT:

Tasha Catrow
208 South George Street
Charles Town, West Virginia 25414

Phone: (304) 579-1211

Quote #49	
Sent on	May 12, 2026
Total	**$7,375.48**

Product/Service	Description	Total
Commercial Exterior Painting	Areas Included: Front porch - decking, lattice, posts, trim, ceiling, front door, porch floor and 2 sets of steps. Does not include windows or body of building Customer Request: prep surfaces for paint. power wash and scape as needed. Apply two coats of Sherwin Williams exterior paint to areas listed above. Color Change: Same Color Needs to be color matched Number of Coats: 2 Sheen: tbd Special Terms(if applicable): Any rotted boards will need to be replaced or repaired prior to painting.	$6,958.00

Subtotal	$6,958.00
West Va (6.0%)	$417.48
Total	**$7,375.48**

Price includes labor and materials.
Brackens Painting is a licensed and insured painting contractor .
License and insurance information available upon request.
Please review our terms of service before accepting the painting estimate.
Pending weather and unforeseen circumstances Brackens Painting plans to be on worksite every weekday until completion of project unless otherwise stated.
Please keep in mind credit card payments will incur a 3% processing fee, unless noted in quote.

Signature: _____ **Date:** _____

Rankin PAINTING

WV License#057478

Rankin Painting
620 Mordington Ave.
Charles Town, WV 25414
304-728-8063
RankinPainting304@gmail.com

DATE: APRIL 22, 2026
INVOICE # 260422

TO Tasha Catrow
208 S George St.
Charles Town, WV 25414
304-579-1211
[redacted]

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Christine van Delden	Front Porch	Due On Receipt	Due Upon Completion

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Light Power Wash Front Porch- Everything to Be Painted		250.00
	Scrape Any Loose/ Chipping Paint, Caulk Cracks and Trim Joints Where Needed. Spot Prime Any Bare Wood and Paint 2 Coats On The Following		
	Porch Ceiling		1,300.00
	Porch Floor with Front and Rear Staircases- No Vinyl Handrails		1,775.00
	12 Turned Porch Posts, Otter and Inner Boxing, Corbel Trims and Upper Spindle Frieze. No Vinyl Handrails Or Pickets Will Be Painted		1,050.00
	Front Band Boards and Lattice Skirting Between Brick Piers		750.00
	Sherwin Willaims Paint (primer, Duration and Porch and Floor) and Materials		650.00
Wood Repairs Materials Included	Rear Staircase- 2 Risers and 1 Step Boards		275.00
	Bondo Repair- Small Area on Porch Floor and 1 Post		150.00
		TOTAL	**$6,200.00**

You can expect this job to be completed in approximately 3-4 consecutive business days

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

Meeting: 07/13/26
Department: Historic Landmarks Commission
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Presentation **- Forrest Pritchard - 212 N. George St.**

ATTACHMENTS:

- Proposed Design.pdf

The new addition will consist of:

—cutting a pass-through opening (36 inches wide) into the existing commercial kitchen.

—masonry to level the drainage slope of the pad

—2x4 insulated framing outside

—exterior of white Hardy plank siding to match alley

—asphalt shingles to match existing roofline

—gutter and downspout into existing patio drain

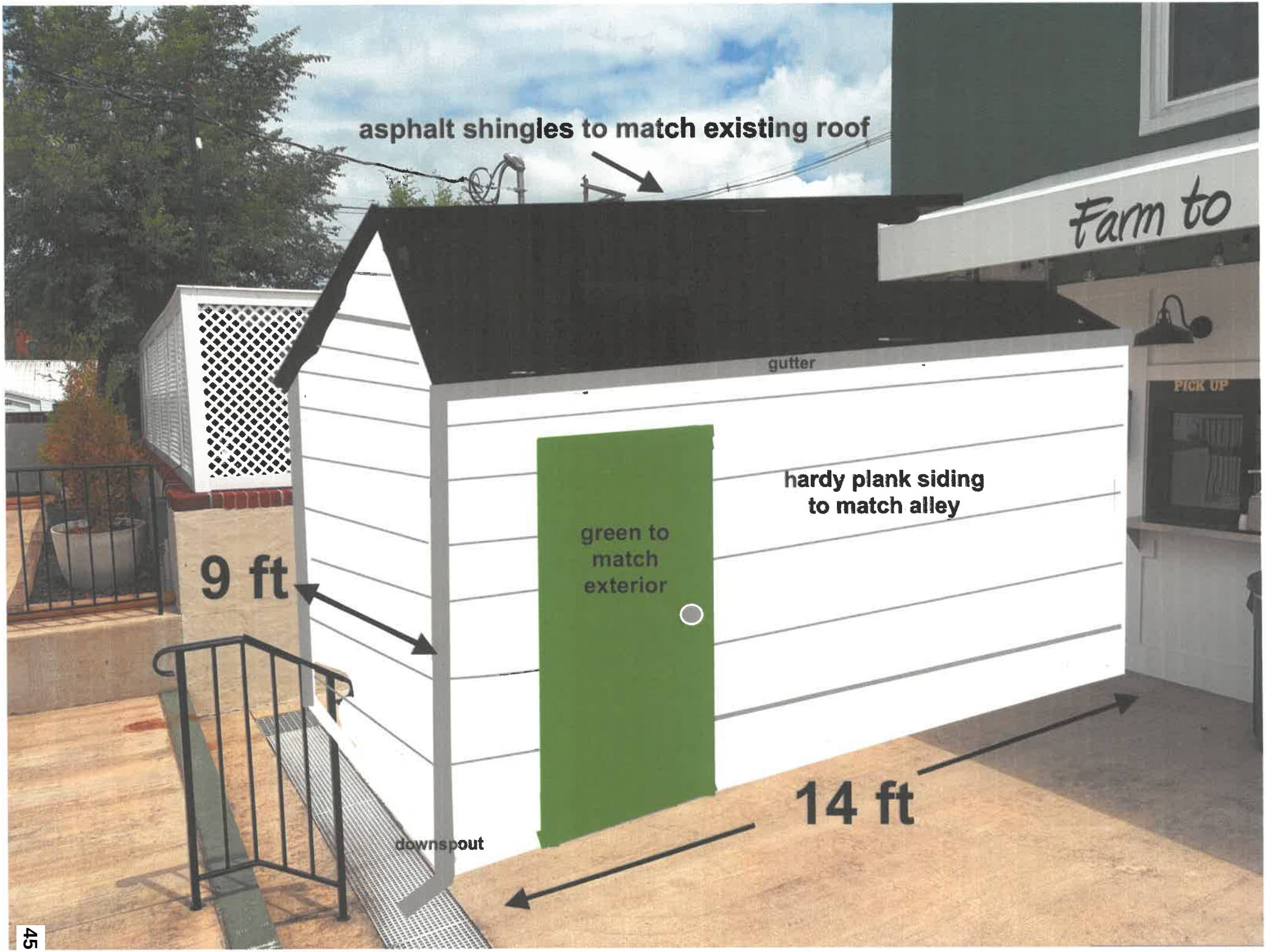
—electric for outlets for refrigerators/freezers, and for a mini-split

—one exterior door, painted green to match existing doors


Farm to T
PICK UP


Farm to
PICK UP


new pass-through opening
9 ft
14 ft


asphalt shingles to match existing roof
Farm to
gutter
PICK UP
hardy plank siding
to match alley
green to
match
exterior
9 ft
14 ft
downspout

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

Meeting: 07/13/26
Department: Historic Landmarks Commission
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Presentation - Alexander Salgado - 307 E. Washington St.

ATTACHMENTS:

- Engineer Review.pdf
- Proposed Design.pdf

To: Alex Salgado

From: Jim Golden, P.E.
WV P.E. License 15,477
WV C.O.A. C03303

Date: June 30, 2026

Subject: Structural Status of Property Located at
307 East Washington Street,
Charles Town, WV 25414

Dear Alex,

After examining this structure again, two years after my first look, I agree that it is unsafe.





It's difficult to get a good view with a camera in the basement as it's cramped in there, but the entire wall along the alleyway on the driveway side is collapsing. I honestly was not comfortable going down there.

I know we have put a lot of hours into this project, trying to save this structure. But I just do not see a practical way to repair it safely that is remotely affordable. We would basically need to shore up one side of the house (and I'm not sure how we could do that safely without collapsing the other half on us during the process).

I have measured the entire structure and prepared Existing Drawings. This structure was added to, here and there, over the years. It is a crazy floor plan from being cobbled together over decades. I recommend we use these drawings as a starting point to simplify the floor plan and structure, to capture the exterior look and essence of it, while improving and streamlining the layout and design. A brand new, modern structure that meets current codes, while preserving the historic look, that would be safe to build and occupy.



I think the best, and safest course of action, is to demo this structure and build brand new in its place a structure that has the same aesthetics on the exterior while improving the interior layout and the structure.

We might be able to reuse some of the windows, doors, etc. as much as possible to preserve the historicity of the structure.

While I agree it is a shame to tear this building down, it is now beyond unsafe. In fact, the back door has been unlocked for years and there is no evidence of homeless people staying in it. The City even posted signs on it to stay out, that it's in imminent danger of a collapse.

In Summary:

This structure is not safe to work on, in, or around. It is structurally unsound, and I believe that any major construction could cause a collapse. The best course of action is to completely demo it and start from scratch with a brand new, superior, structure that has the same look, while reusing whatever can be saved.

Please feel free to contact me with any questions or concerns.

Sincerely,

Jim Golden, P.E.
304-261-4931
jimgoldenpe@hotmail.com



6/30/2026

Demolition Scope of Work
307 East Washington Street, Charles Town, WV 25414

1. Pre-Demolition Activities

Obtain permits; coordinate utility disconnects; install erosion controls, fencing, signage; protect adjacent property; document existing conditions; coordinate traffic/pedestrian control.

2. Hazardous Materials

Verify asbestos, lead, and mold inspections; remove hazardous materials by licensed contractors; dispose per EPA/WVDEP.

3. Interior Demolition

Remove all flooring, walls, ceilings, trim, doors, cabinets, countertops, and built-ins.

4. Mechanical

Remove HVAC equipment, ductwork, thermostats, vents, and related components.

5. Plumbing

Remove water, drain, gas piping, fixtures, water heater; safely cap remaining services.

6. Electrical

Remove service, panels, wiring, fixtures, switches, receptacles, low-voltage systems.

7. Windows & Doors

Remove all interior/exterior doors, windows, frames, hardware, and recycle where practical.

8. Roofing

Remove roofing, underlayment, flashing, gutters, soffits, fascia, decking, rafters/trusses.

9. Structural

Demolish walls, chimneys, porches, decks, stairs, foundation, slabs, footings, retaining walls.

10. Site Demolition

Remove sidewalks, pads, asphalt, walkways, fencing, lighting, landscaping debris.

11. Tree Protection

Protect trees to remain; remove only designated vegetation.

12. Debris Removal

Provide dumpsters, hauling, recycling, landfill disposal, and maintain clean site.

13. Foundation Removal

Remove foundations and footings; backfill and compact approved fill.

14. Underground Utilities

Remove/terminate water, sewer, gas, electric, communications.

15. Site Restoration

Rough grade, compact, establish drainage, seed/straw if needed, final cleanup.

16. Public Safety

Maintain dust suppression, street sweeping, pedestrian and traffic protection.

17. Salvage

Salvage brick, timber, doors, trim, mantels, stone, and metal if directed.

Demolition Scope of Work
307 East Washington Street, Charles Town, WV 25414

The structure has deteriorated beyond practical repair due to its age and extensive structural deficiencies. Significant deterioration of the foundation, framing, roof system, and building envelope has compromised the building's structural integrity. The cost to repair and rehabilitate the structure exceeds its value and is not economically feasible. Demolition is necessary to eliminate a safety hazard and allow for the construction of a new code-compliant building.

1) Explain what will be moved, why, and proposed changes.

Response:

No portion of the existing building will be moved or relocated. The existing structure is beyond repair and will be demolished in place. A new building will be constructed on the existing site, maintaining architectural characteristics that are compatible with the surrounding historic district. The proposed new structure will reflect the scale, massing, proportions, and general design elements of the existing streetscape while meeting current building codes and modern construction standards.

2) If a building will be moved into a district from outside, include photographs.

Response:

Not applicable. No building is being moved into or within the historic district. The proposed project consists of demolition of the existing structure and construction of a new building on the same property.

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.

Response:

The new building will be constructed on the existing property. The attached site plan illustrates the proposed building location. Demolition will include removal of the existing foundation and any associated site improvements as required for new construction. Site work will include installation of a new foundation, utility connections, grading, drainage improvements, and landscaping as shown on the approved plans. Disturbance will be limited to the building footprint, foundation excavation, utility trenches, and areas necessary for construction access. Existing vegetation not affected by construction will be protected and preserved where practical.

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Response:

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These responses clearly explain that the building is not being relocated, but rather replaced with a new structure designed to be compatible with the character of the historic district, which is typically the information review boards are looking for.

help me answer the following question. we will be rebuilding the house with similar characterict

If the application asks you to describe the proposed work, you can use the following professional response:

The existing structure is beyond repair and will be demolished. A new residence will be constructed on the same site, designed to maintain architectural characteristics that are compatible with the existing home and the surrounding historic district. The new construction will reflect the traditional scale, massing, rooflines, front porch, window proportions, and exterior materials of the original structure while incorporating modern building materials and construction methods that comply with current building codes. The intent is to preserve the historic character of the streetscape by constructing a home that is compatible with the neighborhood's architectural context while providing a safe, durable, and energy-efficient residence.


307

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

Meeting: 07/13/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Presentation - Gary Smith - Funtopia Facade Grant - Proposed Materials

ATTACHMENTS:
- Narrative.pdf

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 -

Grant Approval Agreement

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

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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