CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • SEPTEMBER 14, 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 August 10, 2026 minutes
08102026_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2026-13* - 206 W. Congress St - Demolition Request
1. Staff report.pdf
2. Application.pdf
3. Narrative.pdf

4.2 : **Public Hearing**: FIP*2026-05* - 202 W. Washington St - Grant Request
1. Staff Report.pdf
2. Application.pdf
3. Design.pdf
4. Quote 1.pdf
5. Quote 2.pdf

4.3 : *Commission Review* - Annual Report
1. 2025-26 Annual Report.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: 09/14/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT August 10, 2026 minutes

ATTACHMENTS:

- 08102026_HLC_Minutes DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES ● AUGUST 10, 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
Nick Zaglifa

Matt Printz - Absent

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 July 13, 2026 - Minutes

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

3. UNFINISHED BUSINESS

None.

4. NEW BUSINESS

4:1 Public Hearing: COA2026-11 – 212 N. George St.– Addition Request

Staff presentation.

Motion to open public hearing:

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

No public comment received.

Motion to close public hearing:

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

Brief discussion about the structural character.

DRAFT

Motion to approve COA2026-11 as recommended by staff:

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

4:2 Public Hearing: COA2026-12 – 307 E. Washington St – Demolition Request

Staff presentation.

Motion to open public hearing:

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

No public comments received.

Applicant Alexander Salgado spoke about the project. The cost to renovate the structure is too high for any reasonable return on investment, and the structure is too deteriorated to safely do work in.

Motion to close public hearing:

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

Commission discussion about the demolition process. Applicant proposes to hand demolish the structure in segments. Will need to fence the site and coordinate any expected road closures with the Charles Town Police Department.

Commission discussion about salvaging historic items. Applicant states most of the structure was renovated but there is a handrail and some windows he'd like to save if possible. Commission also briefly discussed demolition by neglect.

Motion to approve COA2026-12 demolition request:

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

4:3 Public Hearing – Fip2026-04– 201 E. Washington St

Staff presentation.

Motion to open public hearing:

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

No public comments received.

DRAFT

Applicant Sara Anderson spoke about the project. Focus is on mortar repair. Has an approved sidewalk grant, and will have both projects completed at the same time.

Motion to close public hearing:

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

Brief discussion of the structure's history.

Motion to approve FIP2026-04 up to $2,750:

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

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:25 pm.

DRAFT

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

Meeting: 09/14/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2026-13* - 206 W. Congress St - Demolition Request

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-13

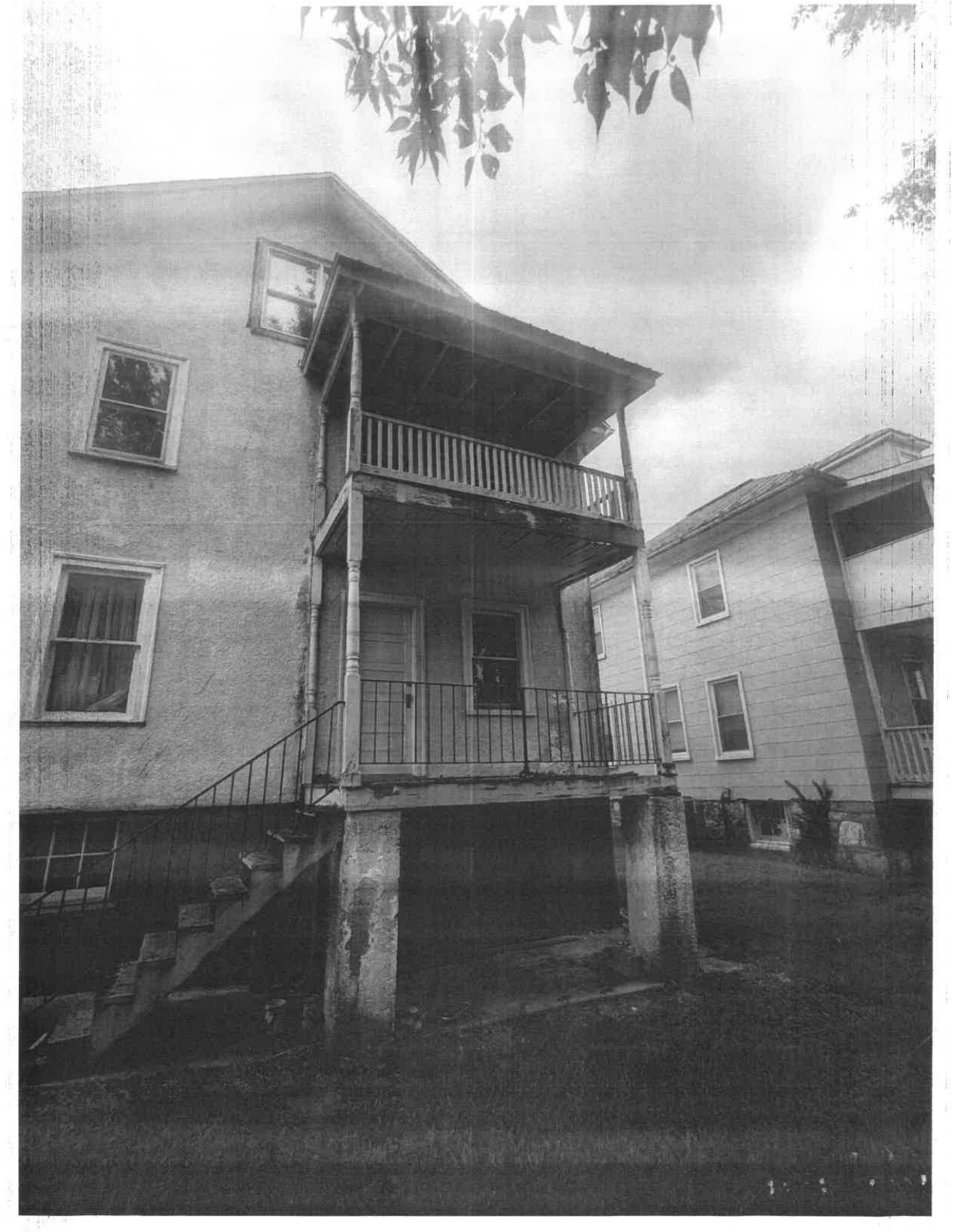
Date: For the September 14, 2026 Historic Landmarks Commission meeting
Applicant: Donnie Fisher
Property Owner: Rick Pekar
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for demolition of a covered two-story deck
Property Location: 206 W. Congress St. TD: 03 / Map: 2 / Pcl: 37
Current Zoning: Old Town Mixed-Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Charles Town Historic District.
Slight Colonial Revival influence, c. 1915. Two story, two bay stuccoed gable fronted house with a pent roof. Across the front porch. Representative of early 20th century dwellings in the downtown area. **Contributing.**

PROPOSAL
A request for a Certificate of Appropriateness to demolish the rear covered deck

SITE PHOTOGRAPHS



Applicant provided photograph



Staff photograph taken August 26, 2026

ZONING ORDINANCE REQUIREMENTS

None.

HISTORIC DISTRICT REQUIREMENTS

Demolition is forever. Once a building is gone it takes away another piece of the City's character. Demolition of a historic building or resource that has most of its original design and features should be an action of last resort. When a house is removed and not replaced, the fabric of the neighborhood is undermined. The following standards related to demolition shall apply to the Historic Overlay District(s) in the City of Charles Town… There shall be a presumption toward retaining all existing contributing structures within Charles Town Historic Districts. Every effort will be made to do so. (Design Review Standards pg. 55)

The standards for a Demolition request are:

1. *Whether or not the structure is of such old or distinctive design, texture, or scarce materials that it could not be reproduced or could be reproduced only with great difficulty and expense and, whether or not the structure is one of only a few remaining of that style or is particularly unique in its character.*

   The demolition does not affect the main body of the structure, nor is the rear porch identified as part of the contributing factor for the structure.

2. *Whether or not the proposed demolition may adversely affect other historic buildings or the character of the historic district.*

   The demolition will not adversely affect other historic buildings or the character of the historic district

3. *The reason for demolishing the structure and whether or not alternatives exist.*

   The property owner states that the porch is not original to the structure, and they will not be building a new porch to replace it.

4. *Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and if so, whether or not its findings support the proposed demolition.*

   Because the porch is an accessory to the main building, and located in the rear of the structure, such a study is not necessary.

5. *Whether or not the structure is so significantly altered, so as to have irretrievably "lost" it's architectural and historical integrity. The fact that two significant historical styles may exist within a structure will not, in itself, constitute loss of architectural and historical integrity for the purposes of this paragraph*

   The porch itself is a modification to the contributing structure.

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.

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

Property Address: 206 W Congress ST

Tax Map # and Parcel(s): Map 2 Parcel 34

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

OFFICE / Residence

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

OFFICE

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:

3:4 Homes LLC

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 _____ Date 7/14/2026

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

_____ Date 7/21/2026

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:_____

_____

_____

_____

206 W Congress St.

The owner of the property has requested to change the permit from rebuilding the back porches to removing the back porches. He has never been fond of the porch, and has considered them a hazard for a tenant even if they were in good repair. I would be to costly to justify the expense of a rebuild. He has been dealing with serious health concerns and needs to get this property off of your list of problems. At this time, it makes the most sense for all involved to remove the porches entirely since they are in such disrepair, and the fact that he cannot afford to have them engineered and rebuilt. They are on the back of the house, and not visible from the street, and do not appear to be original to the house also. He is willing to barricade the lower door until we can design a plan for exit stairwell. He is willing to barricade or permanently frame in the upper door, whichever the city would prefer.

Thank you for your consideration on this matter.

Donnie Fisher
3:4 Homes, LLC

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

Meeting: 09/14/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: FIP*2026-05* - 202 W. Washington St - Grant Request

ATTACHMENTS:

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

Façade Improvement Grant
FIP 2026-05

Date: For the September 14, 2026 Historic Landmarks Commission meeting
Applicant: Mark Sellers
Property Owner: SELLERS MARK W & BILLIE JO
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 202 W. Washington St. (Tax District 3, Map 2B, Parcel 22)
Current Zoning: Old Town Mixed-Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: 203? W. Washington Street. Commercial, c. 1920s. This 1920s period brick commercial building follows the simple lines of the early 20th century. **Contributing.**

SITE– Staff photograph taken August 26, 2026



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:

-New Signage

ZONING ORDINANCE REQUIREMENTS

Wall Signs

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.

Maximum area: One ft² per lineal foot of the individual tenant/business occupied building wall where the sign will be attached; Up to 64 ft².

Maximum height: Not to extend above vertical wall.

Proposed sign details:
Height: 2 ft.
Width: 8 ft.
Depth: 1 inch.
Material: High Density Urethane.



HDU is composed of polyurethane foam. It is a lightweight, closed-cell foam material that is resistant to moisture, chemicals, and UV rays.[1]

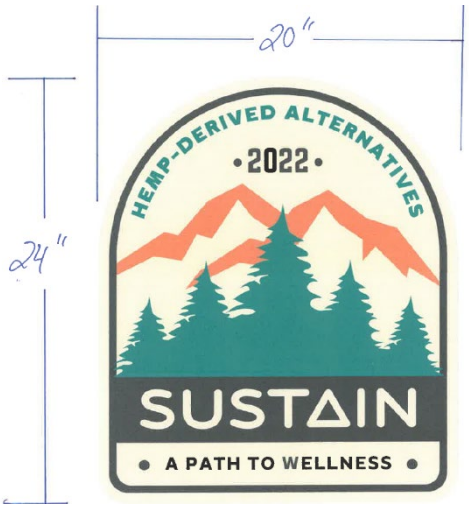
The proposed wall sign area is 16 sq. ft., and is located below the top of the vertical wall. The sign meets the Zoning Ordinance requirements.

[1] https://www.cprsigns.com/post/the-pros-and-cons-of-hdu-signs?srsltid=AfmBOopzfte5Pf49Qp6fmpGhVFHdBFvt_22Z0rLD2PcKsVxmcfEphGxU

Window Signs

No permit required except that Window Signs that collectively cover more than 25 percent of the glass area shall be classified as Wall Signs.

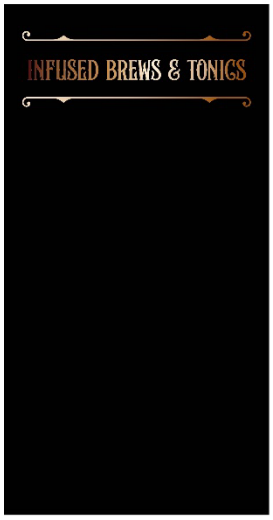
Door Sign with Logo - Proposed sign details:
Height: 2 ft./24 inches
Width: 1.6 ft./20 inches
Depth: .1 inch
Material: Vinyl sticker



Window Signs:

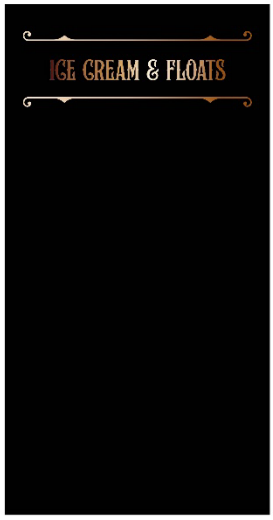
The combined area of the window signs and door sign is 23.7 sq. ft. The total area of the windows is 96.5 sq. ft. That comes out to 24.5%, therefore the window signs do not need a permit or COA for approval. However, because the applicant is requesting grant funds to construct the signs, the Commission may vote to approve or deny funding for the window signs.

40x77 total sq ft 21.38ft



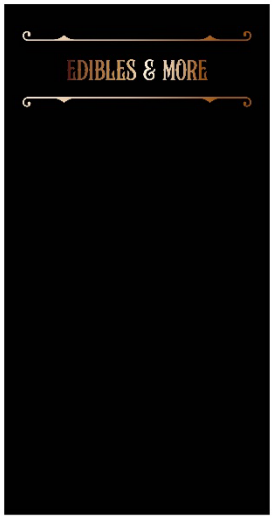
graphic
11"x34.5"
2.635 sq ft

40x77 total sq ft 21.38ft



graphic
11"x34.5"
2.635 sq ft

40x77 total sq ft 21.38ft



graphic
11"x34.5"
2.635 sq ft

61x77 total sq ft 32.618ft



graphic
40"x46"
12.77 sq ft

PROPOSED DESIGN LAYOUT



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

-Wall and Window Signs

QUOTES

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

1. Davis Designs - $3,103 – City match would be $1,551.50
2. Fast Signs - $18,515.96 – City match would be $5,000.

AVAILABLE FUNDS

$23,662.26 remain available.

RECOMMENDATION

Approval of the request, up to $5,000.

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: Mark Sellers Date: 8 / 4 / 2026

Company Name: Sustain Phone: 301-730-5340

Mailing Address: 6138 Clevelandtown Rd Fax:

Boonsboro, MD 21713 E-mail: [redacted]

Project Address: 202 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

Last year's Program (2025)

Is this property:

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

Description of the Façade Improvement project:

Building + Window Signage

Estimated Project Start Date: 8 / 31 / 2026

Estimated Project End Date: 9 / 4 / 2026

Estimated Total Project Budget: $3103.00

Grant Amount Requested: $3103.00

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: Mark Sellers

Property Owner's Signature: Mark W. Sellers

Date of Application: 8/5/2026

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

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

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

1. APPLICANT'S NAME Mark Sellers

Address: 6138 Clevelandtown Rd Boonsboro, MD 21713

Telephone Number: (301) 730-5340 Fax Number ( )

Email Address: [redacted]

Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant ✓ Other:
(explain) Self

2. CURRENT PROPERTY OWNER'S NAME Mark + Billie Jo Sellers

Address: Same as above

Telephone Number: ( ) Fax Number ( )

Email Address: _____

3. PHYSICAL ADDRESS: 202 W. Washington St. Charlestown, WV 25414

Tax Map # and Parcel(s): 2B 0022 0000 0000

Zoning District: 03 Charles Town Corp.

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

Flooring Store

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

Hemp CBD Wellness Retail Store

6. TYPE OF WORK:

A. ✓ Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

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

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

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

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

C. SIGNS:

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

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

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

E. DEMOLITION OF STRUCTURE

1) Describe the structure's condition and reason for demolition.
2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
2) If a building will be moved into a district from outside, include photographs.
3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

1) Describe how the structure will be secured from unwanted entry.
2) Describe measures to be taken to keep the weather and pest out.
3) If the property owner will not be in the state of West Virginia, designate a local contact.
4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

Signage on building + front windows

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 Mark W. Sellers Date 8/5/2026

Signature of Property Owner Mark W. Sellers Date 8/5/2026

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):
$3103.00

SIGN CONTRACTOR: Davis Designs

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?
Top front of building + front windows

SIGN MATERIAL:
HDU + Vinyl

SIGN DIMENSIONS:

Height	Width	Depth
2'	8'	1"?

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:
NO

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

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

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** _____

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:_____

_____

_____

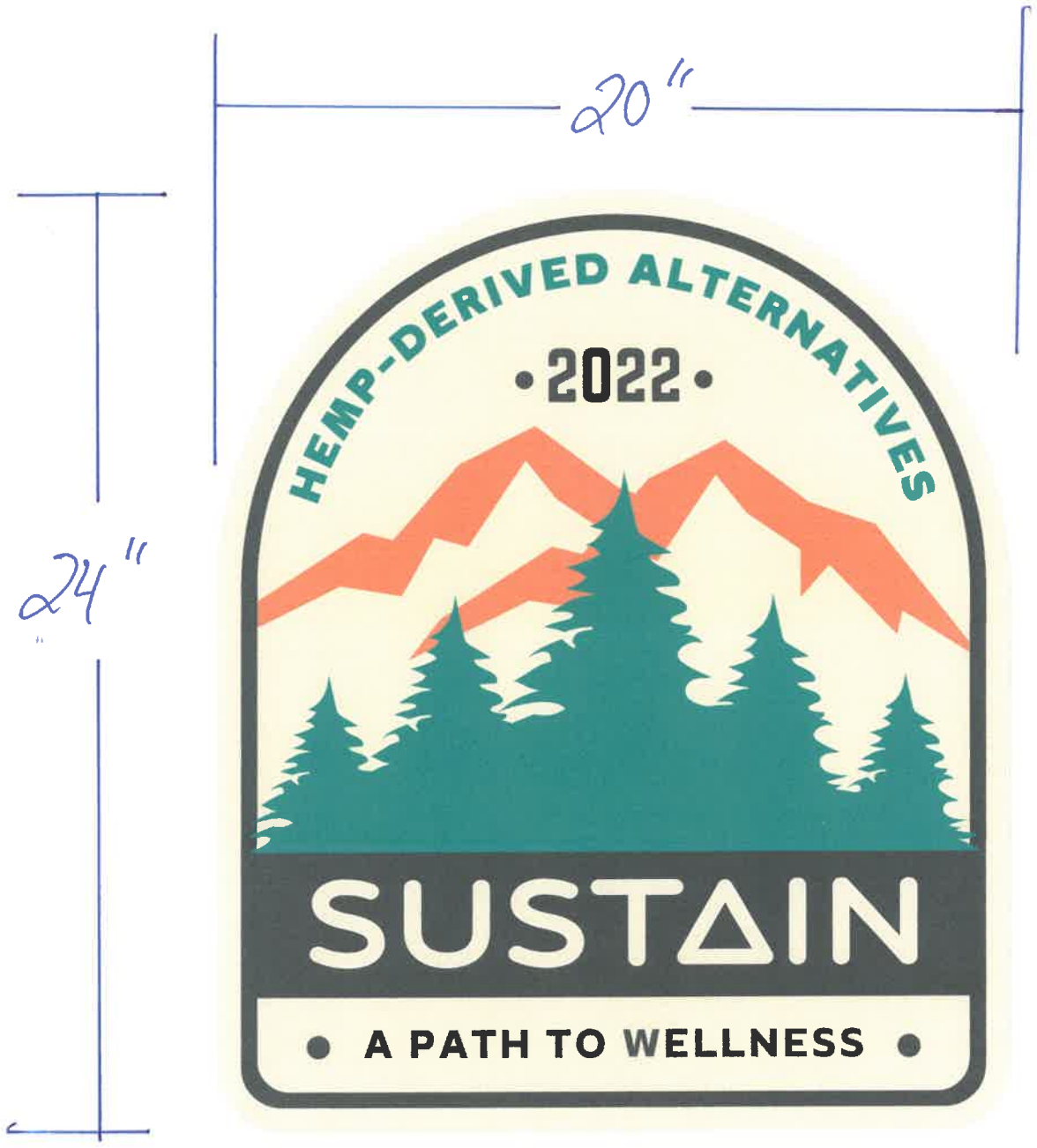
_____

_____

_____


202


SUSTAIN WELLNESS Co
INFUSED BREWS & TONICS
ICE CREAM & FLOATS
EDIBLES & MORE
202
SUSTAIN
FARMACY
&
FOUNTAIN



Front Door Sign

Davis Designs, Inc
1404 New York Ave
Martinsburg, WV 25401 US
+13042677807
info@davisdesignswv.com

Estimate

ADDRESS
SUSTAIN

ESTIMATE # 3058
DATE 08/03/2026

ACTIVITY	QTY	RATE	AMOUNT
Services 2X8 HDU CARVED W DIMENSIONAL LETTERING WITH COPPER LEAF LETTERING RETAIL $2400	1	2,000.00	2,000.00T
Services WINDOW LETTERING WITH COPPER VINYL INSTALLED	1	900.00	900.00T

These prices are for estimating purposes.
Quote is valid for 30 days.
50% Deposit Required to begin production.
Full payment due at time of pickup unless other arrangement have been made.
Please make payable to Davis Designs Inc.

SUBTOTAL	2,900.00
TAX	203.00
TOTAL	**$3,103.00**

Accepted By

Accepted Date

Thank You and have an Awesome Day!

FASTSIGNS
Make Your Statement

Second Wind Signs LLC dba FASTSIGNS
212 Viking Way, Ste 2
Martinsburg, WV 25401
(304) 264-0145

ESTIMATE
EST-67489

WV Contractor: #058662
www.fastsigns.com/2064
FED Unique ID: N9C3TMXVT696 CAGE: 9HSY7

Payment Terms: Cash Customer

Created Date: 8/5/2026

DESCRIPTION: 202 W Washington St Charles Town Signage

Bill To: South Mountain MicroFarm
207 W Washington St
Charles Town, WV 25414
US

Pickup At: FASTSIGNS® Martinsburg
Second Wind Signs LLC dba FASTSIGNS®
212 Viking Way, Ste 2
Martinsburg, WV 25401
US

Requested By: Mark Sellers
Email: [redacted]
Work Phone: x Office Phone

Salesperson: House Martinsburg, WV
Entered By: Malory Quick

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	**2' x 8' HDU Sign *Copper Leafing Option***	1	$6,191.00	$6,191.00	$6,191.00
1.1	**Custom Product -** **Part Qty:** 1 **Sides:** 1 **Text:** 24" x 96" x 1.5" thick single sided V Carved HDU sign panel finished per art in customer required colors. Top and Bottom angle brackets for mounting included. Copper Leafing included				
2	**2' x 8' HDU Sign *Gold Leafing Option***	1	$6,703.50	$6,703.50	$6,703.50
2.1	**Custom Product -** **Part Qty:** 1 **Sides:** 1 **Text:** 24" x 96" x 1.5" thick single sided V Carved HDU sign panel finished per art in customer required colors. Top and Bottom angle brackets for mounting included. Gold Leafing included				
3	**Window Lettering *DIMENSIONS TO BE CONFIRMED***	1	$1,806.37	$1,806.37	$1,806.37

5.2	**Installation -** - # of Hours: 3 **Text:** Installation of Window Vinyl *removal of White window vinyl currently on the window

Unless otherwise included in an executed contract, the prices listed on this estimate are valid for five (5) business days from the date of issue. After that time, pricing may change due to fluctuations in material costs, labor, or other market conditions. Please confirm pricing before approving your order.

Project timelines are estimates and subject to change based on current scheduling availability, material acquisition, and active workloads.

Subtotal:	$17,341.04
Taxable Amount:	$16,784.59
Taxes:	$1,174.92
Grand Total:	$18,515.96
Credit Card Surcharge:	*3.00%*
Total with Surcharge:	*$19,071.44*

Country of Origin: United States
Currency of Settlement: USD
All items are produced in the US unless otherwise specifically stated.

Payment & Deposits

- Deposit: 50% required to start design (unless terms/PO are on file). Local and national sign companies must prepay in full.
- Authorization: Providing a credit card authorizes FASTSIGNS® to charge the deposit and final balance upon completion. We accept cash, check, credit card, and eCheck.

Production & Cancellations

- Cancellations: Custom orders cannot be canceled once in production; customers are billed for all costs incurred.
- Projects left inactive by the client for more than 90 days due to a lack of feedback, proof approval, or required approvals will be subject to cancellation. In the event of abandonment, we will invoice for all design hours, materials procured, and labor completed to date, to be deducted from the initial deposit before any remaining balance is refunded.
- Installation: 48-hour cancellation notice required to avoid fees. We reserve the right to reschedule due to weather/site conditions.

Surface Requirements

- Surfaces must be clean and in good condition; additional prep will incur labor charges.
- Important: New paint must cure for at least 30 days before vinyl installation.

Warranty & Liability

- Graphics/Wraps: Film performance is warranted by the manufacturer; labor for replacement is not included.
- General Products: No implied warranties. Please inspect upon receipt. FASTSIGNS® is not liable for consequential damages or IP infringement related to customer-provided content.
- Indemnification: By proceeding, you agree to release and hold FASTSIGNS® harmless from all claims arising from the sale, installation, or use of products.

Storage & Shipping

- Pickup: Orders must be collected within 60 days or they may be disposed of.
- Shipping: Charges will be added to the final invoice once calculated.

Marketing Use

- We reserve the right to photograph/video completed work for marketing purposes unless notified otherwise in writing at the time of order.

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

SCHEDULED

Meeting: 09/14/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Commission Review - Annual Report

ATTACHMENTS:

- 1. 2025-26 Annual Report.pdf

CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION



CITY OF CHARLES TOWN
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFIED LOCAL GOVERNMENT
ANNUAL REPORT
FISCAL YEAR 2025-2026

WV State Code 8-26A-11

A Certified Local Government is responsible for submitting an annual report to the West Virginia State Historic Preservation Office.

Compiled by: James Newman

Date of completion: August 14, 2026

CONTACT INFORMATION

Commission Name: Historic Landmarks Commission

Mailing Address: 101 E. Washington Street, Charles Town, WV

Commission Members:

Chair: Amanda Updike - mandiux3@gmail.com

Co-Chair: Diane Drake - dianemdrake@yahoo.com

Member: Randy Hilton - jrhiltonwv@gmail.com

Member: Anthony Troxel -ttroxel70@hotmail.com
Term ended December 2025, and was replaced by Matt Printz - matt@kronaconstruction.com, starting February 2026

Member: Nick Zaglifa - nickforcharlestown@gmail.com

LOCAL LEGISLATION

1. Copies of any new ordinances, amendments, bylaws, or guidelines affecting the Historic district or Design Review Standards enacted during this period.

- **None**

2. Number and list of new historic districts or landmark designations. A map must also be submitted showing site locations.

- **None**

3. Number of cases reviewed under authority of local ordinance

CASES REVIEWED:

July 1, 2025 - June 30, 2026

	Approved	Denied	Withdrawn
New Construction*	8	-	1
Signs	9	-	-
Façade Improvement Grant	8	1	1
Demolition only	-	-	-
Maintenance, replacement, or alteration	8	-	-
Other	-	-	-
Total	33	1	2

*New construction refers to new structures, awnings, roof extensions, fences, lights, additions, demolition for items to be replaced, etc...

Note: Some requests were for multiple items. A request for new awnings and a wall sign would count as two entries in the table: one each for 'New Construction' and 'Signs'.

CASE EXAMPLES:



201 N. George St

COA-2025-09 - Building Alterations

214 W. Congress St.

COA-2025-14
New rear addition





202 W. Washington St.

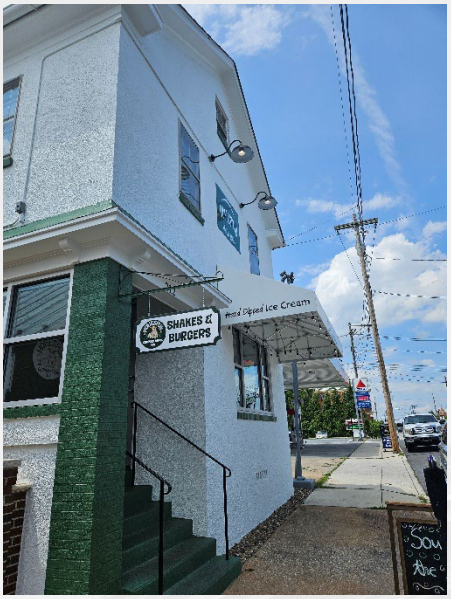
FIP-2025-03
Facade Improvement Grant recipient

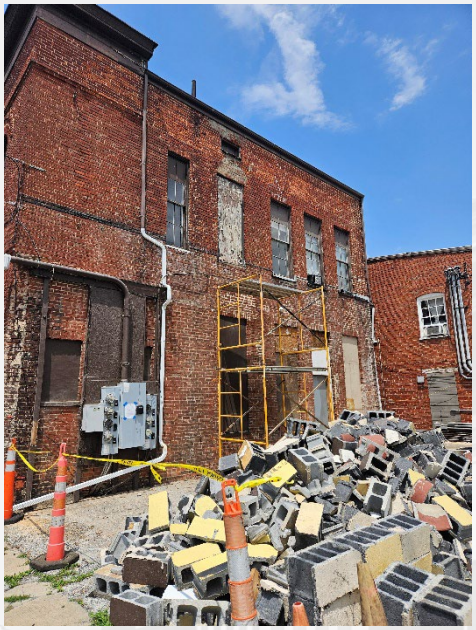
CASE EXAMPLES (CONT.):

212 N George St.

COA-2025-16

New awning, signs, lights





131/133 W. Washington St.

COA-2026-09 – Carport Demolition

304 W. Washington St.

COA-2025-21

A projecting sign



LOCAL HISTORIC PRESERVATION COMMISSION

1. Any changes to the membership of the commission. For vacancies, please indicate length of vacancy, how an attempt was made to obtain qualified professionals to fill the vacancy, and how the new appointee(s) demonstrate an avocation, interest, competence, or knowledge of historic preservation. In addition, please submit a resume for any new commission members.

No changes

2. Summary of how the commission obtained qualified professional expertise in the review of nominations or other actions normally evaluated by a professional if such expertise is not available on the commission.

The HLC receives staff reports before each meeting detailing the requests of the applicant

3. Number of commission meetings held during this period.

11 Commission meetings were held between July 2025 and June 2026.

4. Explanation of how commission meetings were advertised in advance.

All public hearings were advertised in the Spirit of Jefferson, posted at City Hall, and indicated with signs or placards at the address of the establishment. Hearings were also advertised on the city website.

5. Indication of the number of meetings which each commission member attended.

See next page

COMMISSION MEMBER ATTENDANCE:

July 1, 2025 -June 30, 2026

Name	*Present*	*Absent*
Amanda Updike	11	0
Diane Drake	10	1
Matt Printz*	3	1
Nick Zaglifa	9	2
Randy Hilton	8	3
Tony Troxel**	5	3

*Matt Printz was appointed in January 2026.
** Tony Troxel's term ended in December 2025

6. Indication of any historic preservation training sessions which each commission member attended during this period.

Amanda Updike attended 2026 CLG training series hosted by WVSHPO.

NATIONAL REGISTER NOMINATIONS

1. List of activities affecting any National Register sites in the commission's jurisdiction.
   - **None**
2. List of National Register nominations reviewed by the commission.
   - **None**
3. List of persons contacted during the review and comment period.
   - **None**

PUBLIC PARTICIPATION

1. Outline of public participation procedures which compiled with West Virginia Open Law 6-9A-1 et seq.
   - **All meetings are open to the public and held in City Hall. All public hearings are advertised at least 14 days in advance in the local newspaper, agenda is posted at City Hall, and a sign is placed on the property for which the application was made.**

2. A list of any public comments received during the National Register review and comment period.

   Any and all public comments made during a Commission discussion can be found in the approved meeting minutes.

LOCAL SURVERY AND INVENTORY

1. List and copies of new inventory forms completed for individual buildings, historic districts, and archaeological sites. A map must be included that indicates newly inventoried sites.
   - **None**
2. Summary of survey activities including future plans
   - **None**

TECHNICAL ASSISTANCE

1. Technical assistance needs for the upcoming year
   - **None**