CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • NOVEMBER 9, 2026

Commission/Board Meeting **CITY HALL** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: DRAFT October 14, 2026 minutes
10142026_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

: *Commission Review*: COA206-14 - 301 W. Washington St. - Sign
1. Staff Report.pdf

4. NEW BUSINESS

: **Public Hearing**: *COA2026-18* - 309 W. Liberty St. - Exterior Renovations
1. Staff Report.pdf
2. Application.pdf
3. Narrative.pdf

: **Public Hearing**: *COA2026-19* - 307 E. Washington St. - Carport Demolition
1. Staff report.pdf
2. Application.pdf
3. Narrative.pdf

: **Public Hearing**: *COA2026-20*- 220 E. Washington St. - Fence
1. Staff Report.pdf
2. Application.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: 11/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT October 14, 2026 minutes

ATTACHMENTS:

- 10142026_HLC_Minutes DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • OCTOBER 14, 2026

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

1. CALL TO ORDER

Present: Amanda Updike - Chair
Diane Drake
Matt Printz
Randy Hilton

Nick Zaglifa – attended virtually

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 September 14, 2026 - Minutes

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

3. UNFINISHED BUSINESS

None.

4. NEW BUSINESS

4:1 Public Hearing: COA2026-14 – 301 W Washington St – Projecting Sign

Staff presentation.

Motion to open public hearing:

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

Applicant Kara Wilder was present and spoke regarding the sign. She stated she did have an insurance policy for the sign and would provide a copy to staff.

Co-applicant Richard Martinez also spoke regarding the sign.

No public comment.

Motion to close public hearing:

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

DRAFT

Discussion regarding the merits of the sign. The Commission asked staff to provide a history of previous actions taken on projecting sign applications that did not adhere to all requirements.

Motion to table COA2026-14 until the next meeting:

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

4:2 Public Hearing: COA2026-16 – 208 N Charles St – Window Replacement

Staff presentation.

Motion to open public hearing:

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

Applicant Jill Baldinger was present and discussed the reason for the request.

Commission discussion regarding what type of windows were to be used.

Motion to close public hearing:

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

Discussion regarding the make and model of the windows and the type of windows that are being considered.

Motion to approve COA2026-16 subject to a condition:

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

Condition: The window replacements shall be of the sam or similar material and design to what was proposed: a wood window with a maintenance-free exterior.

4:3 Public Hearing: COA2026-17 – 124 W Washington St – Deck replacement & expansion

Staff presentation.

Motion to open public hearing:

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

DRAFT

The applicant was not present.

No comments.

Motion to close public hearing:

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

Brief discussion about the deck location.

Motion to approve COA2026-17:

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

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:39 pm.

DRAFT

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

Meeting: 11/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

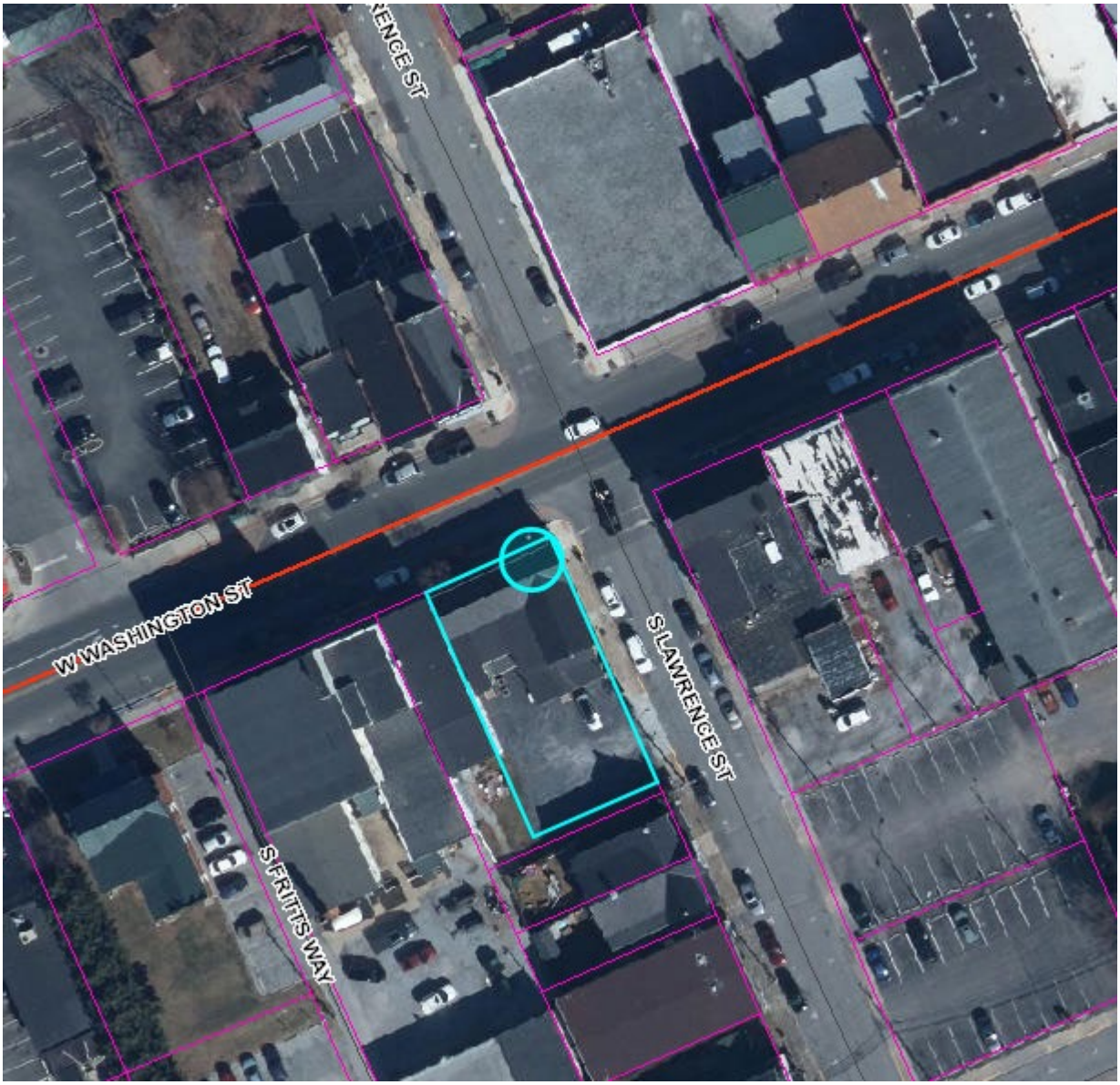
Commission Review: COA206-14 - 301 W. Washington St. - Sign

ATTACHMENTS:

- 1. Staff Report.pdf

Certificate of Appropriateness
COA-2026-14

Date: For the November 9, 2026 Historic Landmarks Commission Meeting
Applicant: Kara Wilder
Property Owner: THRIVE PROFESSIONAL CENTER LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a projecting sign
Address: 301 W. Washington St.
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Vernacular, Italianate, c. 1820, 1880s. Three bay, two story building of log or frame construction, covered with rusticated wood siding at the front elevation. **Contributing.**

PROPOSAL

A projecting sign. The applicant erected the sign prior to approval of the Certificate of Appropriateness.



DESIGN

Material: Wood

Height: 30 inches/2.5 ft.
Width: 36 inches/ 3 ft.
Depth: approx.. 2 inches.

Lighting: None.

ORDINANCE REQUIREMENTS

Section 1324.06 Signs Requiring A Permit

…

2. A Projecting or Suspended Sign shall include only the address and name of Occupant

The sign includes writing beyond what is permitted: Sourdough Bread, Made Slowly.

3. A Projecting or Suspended Sign shall not extend more than five (5) feet into the public right-of-way. In no case shall a Projecting or Suspended Sign be permitted to encroach over a motorized Vehicle travel way such as a public or private Street, alley, or Driveway. If such a Sign is suspended or projects above a public right-of- way, the issuance and continuation of a Sign Permit shall be conditioned on the sign owner obtaining, and maintaining in force, liability insurance in an amount of not less than $500,000 per occurrence per Sign .

Applicant has provided proof of sign insurance.

Per Table 1324.06.B, the maximum Sign Area permitted for a projecting sign is 6 sq ft. Proposed sign is 7.5 square feet in area.

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.

PAST HLC ACTION ON PROJECTING SIGNS

At the October 14, 2026 meeting, the Commission asked Staff to provide a table of past actions taken for projecting signs. That table is provided here, starting November 2022:

Application ID	Address	Sign met language requirements	Sign met insurance requirements	Sign met size requirements	Sign material	HLC Approved or Denied
COA2022-14	204 N. George	Yes	Yes	No	Aluminum	Approved
COA2023-04	219 W. Wash.	Yes	Yes	Yes	HDU	Approved
COA2023-13	111 N. Charles	Yes	Yes	Yes	Metal	Approved
COA2023-15	132 W. Wash.	Yes	Yes	Yes	PVC	Approved
COA2023-19	100 W. Wash.	No	Yes	Yes	Wood	Approved
COA2023-21	205 W. Wash.	No	Yes	Yes	PVC	Approved
COA2024-02	133 W. Wash.	Yes	Yes	Yes	Aluminum	Approved
COA2024-09	130 W. Wash.	Yes	Yes	Yes	PVC	Approved
COA2024-17	303 W. Wash.	Yes	Yes	Yes	PVC	Approved
COA2024-21	111 N. Charles	No	Yes	Yes	Wood	Approved
COA2025-12	201 N. George	Yes	Yes	Yes	PVC	Approved
COA2025-13	231 W. Wash.	No	Yes	Yes	Metal	Approved
COA2025-21	304 W. Wash.	Yes	Yes	Yes	PVC	Approved
THIS APPLICATION	301 W. Wash.	No	Yes	No	Wood	-

STAFF RECOMMENDATION

Denial. The sign includes additional language beyond what is permitted, and is larger than permitted.

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

Meeting: 11/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2026-18* - 309 W. Liberty St. - Exterior Renovations

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-18

Date: For the November 9, 2026 Historic Landmarks Commission Meeting
Applicant: Modern Renovations
Property Owner: Sarah Combs
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for exterior renovations
Address: 309 W. Liberty St.
Zoning: Old Town Mixed Use Commercial



<u>HISTORIC SURVEY BUILDING INFORMATION</u> – Downtown Charles Town Historic District:
Vernacular, Federal period influence, c. 1800-1810. Two story, four bay log house with stone foundations. Original siding replaced or covered with vinyl. Three bays are concentrated toward west side of the front. Fourth bay separated suggesting that it may be an early addition. Significant as an early period house in Charles Town. **Contributing**

PROPOSAL

-Demolish chimney
-Replace windows
-Install new gutters
-Install new steps and railings on porch
-Replace stone retaining wall with concrete wall.

EXISTING STRUCTURE – Staff photographs taken October 23, 2026



View taken from W. Liberty St., looking west



View taken from W. Liberty St.



View taken from CVS Parking Lot., at the right/west side of the house



View taken from CVS Parking Lot., at the rear of the house



View taken from W. Liberty St.

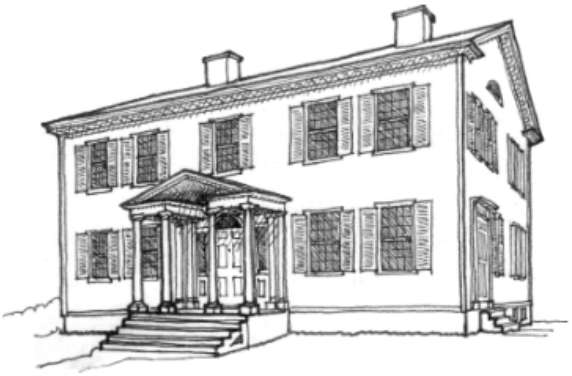
ORDINANCE REQUIREMENTS

None for the various requests.

HISTORIC DISTRICT REQUIREMENTS

Federal (1780s-1820s)

This style was inspired by English interpretations of classical motifs. It is characterized by delicate, attenuated details and rigorous symmetry.



Characteristic features include:

- Vertical emphasis
- Low-pitched roofline
- Narrow cornice that barely projects beyond eaves
- Delicate, slender details
- Fan-shaped gable windows
- Elaborate entryway, typically with fan window, flanking sidelights, small porch
- Symmetry
- Six-over-six windows with thin muntins

See each item for individual review:

A. Chimney demolition

Applicant desires to remove the chimney and install siding in its place. Per the narrative "It is falling down and not repairable…Remove it and install siding where it is."

From page 52 of the Design Review Standards (DRS):

Chimneys

• Make sure all chimneys are in good repair and that there are no loose bricks that may fall and create an avenue for moisture penetration.

• Install a securely ventilated chimney cap to protect against moisture and pests, while providing air flow.

In regards to Demolition, the DRS states there are five criteria to consider:

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.*

2. *Whether or not the proposed demolition may 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.*

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.*

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.*

In total, the request to demolish the chimney and replace it with siding should be denied. A fireplace was necessary to heat a house during the period of construction, and the removal of one chimney will break the symmetry currently provided by the two; symmetry being a component of Federal-influenced design. Should the Commission vote to approve the demolition, then a fake chimney should be required around the roof, in the same area, so as to keep the symmetrical aspect of the design.

B. Replacement of windows
No information provided on replacement windows design/materials.

C. Installation of new gutters
No information provided on replacement gutter design/materials. However the Design Review Standards do allow for the installation of aluminum gutters

D. Installation of new steps and railings on porch
No information provided on step and railing design/materials.

E. Replacement of stone retaining wall with concrete wall.
There are no specific Design Review Standards for this. However, stone is a common material used for retaining walls and is part of the historic aesthetic of the district. Stone is used as a retaining wall material along W. Liberty Street, specifically the portion of that road between the intersections of Higgs Boulevard and N. Water St.

STAFF RECOMMENDATION
Chimney demolition – Denial.
Window replacement – Table action until more information is provided.
Gutter replacement – Approval, subject to use of aluminum.
New steps/railing – Table action until more information is provided.
Demo and replace retaining wall – Denial.

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

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

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

RECEIVED

OCT 01 2026

BY: VB

COA Application No._____

1. DATE: 9-24-2026

2. APPLICANT'S NAME* Modern Renovations

Address: 808 N Queen St. Martinsburg WV 25404

Telephone Number: (304) 596-1339

Email Address: [redacted]

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

Other:_____

3. PROPERTY OWNER'S NAME Sarah Combs

Address: 309 W Liberty St, Charles Town WV 25414

Telephone Number: (304) 671-4839

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: 309 W Liberty St. Charles Town, WV 25414

Tax Map # and Parcel(s): Tax Map #1 Parcel #168

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

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

People live here at This Time

7. 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

E. Other:
has a metal Roof Now want To make it a Shingle Roof (3D)
Install all New Siding & Windows. Siding To be Vinyl

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

① Stone Wall along The Front is falling Apart. Want To Tear out and Pour a New concrete wall.

② Main chimney is ~~[illegible]~~ Not Repairable. Is Settling & Pulling Away From House. Could Fall over. Want To eliminate it and Siding over where it was. Fireplaces inside are eliminated inside & New heat Sources were Installed.

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.

Authentisign ID: BD75193F-51C6-F111-BF5B-000D3A4FF82A

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

Authentisign George O'Connell Date 10/14/26

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

Authentisign Sarah Combs Date 10/12/26

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:_____

_____

_____

_____

Descriptions for 9A

① Want To Tear Down existing main chimney. It is falling down & no Repairable.
Want To Remove it and Install Siding where it is.

② Want To Take off metal Roof and change To Shingles.

③ Want To Install all New Windows in house. window To be Vinyl, Double Hung energy efficient Double Pane Windows.

④ Want To Install New Vinyl siding & Soffit on entire house.

⑤ Install New Gutters.

⑥ Install New Steps & Rails on Porch.

⑦ Repoint up foundation on entire house.

⑧ Stone Retaining wall Along Front is Falling over & coming Apart.
Want To Pour New Concrete wall in it Place.
(Can we Do That ??)

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

Meeting: 11/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

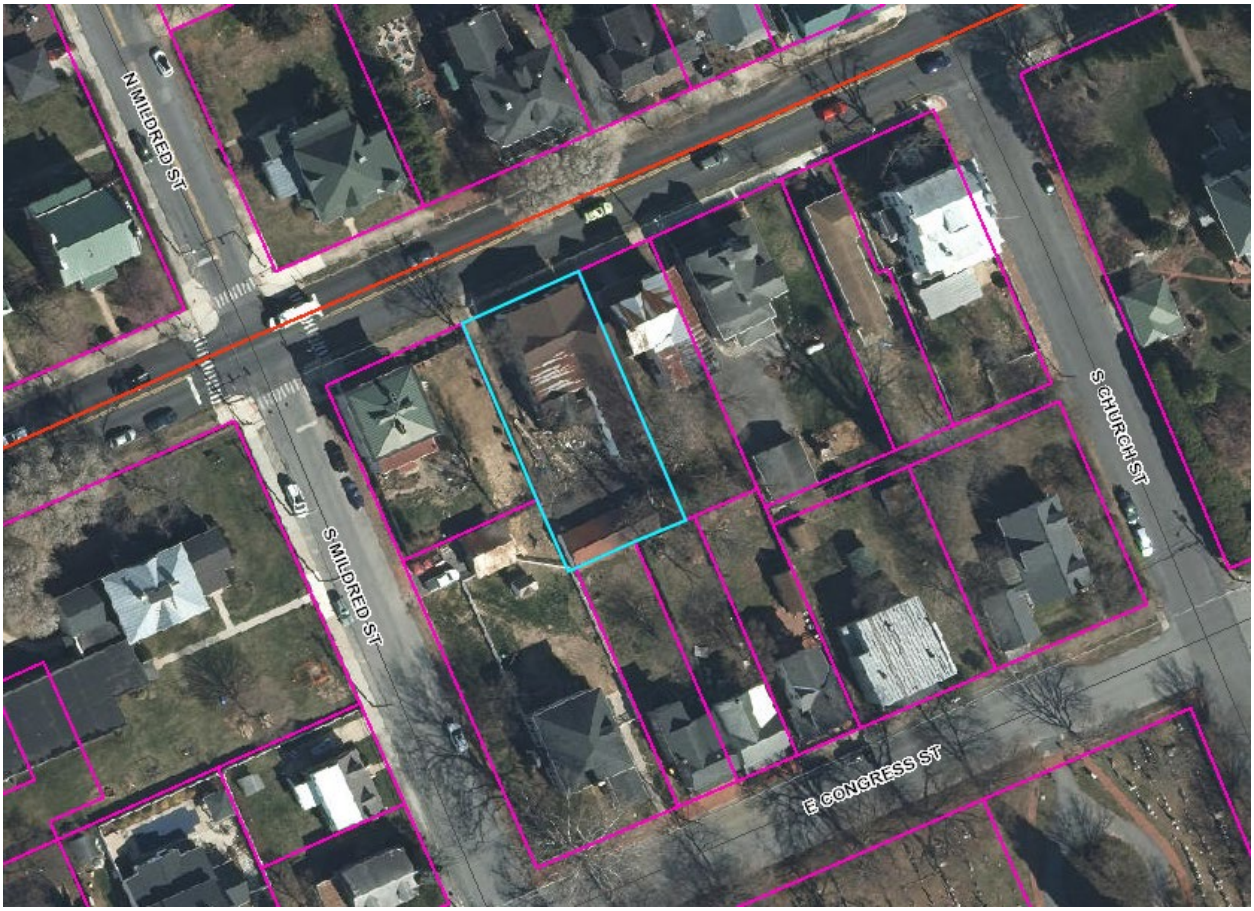
Public Hearing: *COA2026-19* - 307 E. Washington St. - Carport Demolition

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-19

Date: For the November 9, 2026 Historic Landmarks Commission meeting
Applicant: Bentz Tozer
Property Owner: Bentz Tozer
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for demolition of the carport
Property Location: 307 E. Washington St TD: 03 / Map: 2 / Pcl: 111
Current Zoning: Old Town Residential (OT-R) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Charles Town Historic District. Federal influence, c. 1820, Classical Revival renovation c. 1910. This two story, six bay building, presumably of log construction may be a two-part structure with the older part being possibly the east three bays. **Contributing.**

PROPOSAL
A request for a Certificate of Appropriateness to:
-Demolish the carport

SITE PHOTOGRAPHS - Staff photographs taken October 23, 2026



View from E. Washington St.



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.*

   Judging from aerial photography from Google Earth Pro, the carport has been in place since at least April 1988.

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

   The structure is in disrepair. However, the structure is an accessory one and not a defining feature of the property or the historic district.

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

   The property owner states that the cost to rehabilitate the structure outweighs the return on investment, that the structure does not meet current setback requirements, and that they have no need for the structure.

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.*

   None submitted.

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 structure has not lost its character, it is merely run-down. However, as an accessory structure that is not original to the initial time of construction of the main building, it's demolition will not affect the historical integrity of the district.

"Demolition by Neglect" is the term used to describe a situation in which a property owner intentionally or unintentionally allows a historic property to suffer severe deterioration, potentially beyond the point of repair. Property owners may use this kind of long-term neglect to circumvent historic preservation regulations, particularly if a request for demolition has been denied. Disregarding proper exterior building maintenance is a self-created hardship and will not be considered as a justification for demolition.

The current owner has only had title to the property since September 11, 2026, not enough time to allow forth structure to fall into such disrepair as it is currently in. The disrepair long predates the current owner, and is thus not 'Demolition by Neglect' as attributable to the current owner.

RECOMMENDATION

Approval

COA Application No._____

RECEIVED
OCT 08 2026
BY: VBoone

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. 2026-19

1. DATE: 10/6/2026

2. APPLICANT'S NAME* Bentz Tozer

Address: 36906 Charles Town Pike Hillsboro, VA 20132

Telephone Number: (703) 915-0372

Email Address: [redacted]

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

Other: LLC co-owner

3. PROPERTY OWNER'S NAME Fieldstone Ventures, LLC

Address: 36906 Charles Town Pike Hillsboro, VA 20132

Telephone Number: (703) 915-0372

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: 307 E. Washington St. Charles Town, WV 25414

Tax Map # and Parcel(s): Tax Map #0002 Parcel 0111

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

Multi-family dwelling

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

Multi-family dwelling

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:

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)

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 10/6/2026

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

_____ Date 10/6/2026

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:_____

_____

_____

_____







We are requesting permission to demolish a carport at the rear of the property at 307 E. Washington St. Repairs would require a roof replacement, grading and paving the interior parking area, and replacement of several beams and post footers, and it is located within the setback for two neighboring properties.

The structure is approximately 100 feet away from the from the street and only a small portion of the structure is visible when looking down the driveway, and its appearance is not consistent with the current primary structure or our future plans for it.

We would prefer to use the space for uncovered parking to accommodate more vehicles.

Thank you for your consideration,
Bentz Tozer
Fieldstone Ventures, LLC

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

Meeting: 11/09/26
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2026-20*- 220 E. Washington St. - Fence

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2026-20

Date: For the November 9, 2026 Historic Landmarks Commission Meeting
Applicant: Charles Town Presbyterian Church
Property Owner: Charles Town Presbyterian Church
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a fence
Address: 220 E. Washington St.
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: None available.

PROPOSAL

Applicant proposes to place 6 ft. tall aluminum fencing around the HVAC systems located on the E. Liberty St. side of the property.

PROPOSED DESIGN





ORDINANCE REQUIREMENTS

None. Fences in residential zoning districts have height requirements, but the OT-MUC District is not one of those.

HISTORIC DISTRICT REQUIREMENTS

Removal or alteration of iron fences requires a COA.

STAFF RECOMMENDATION

Approval

COA Application No. 2026-20

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
OCT 09 2026
BY: VS

COA Application No._____

1. DATE: 10/9/2026

CAROL KABLE, REPRESENTATIVE.

2. APPLICANT'S NAME* CHARLES TOWN PRESBYTERIAN CHURCH

Address: 220 WASHINGTON STREET, CHARLES TOWN

Telephone Number: (304) 283-8602

Email Address: [redacted]

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

Other: REPRESENTATIVE

3. PROPERTY OWNER'S NAME_____

Address: _____

Telephone Number: (___) _____

Email Address: _____

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

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:

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.

9. EXTERIOR ALTERATION OR REPAIR

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

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☐ 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	☒ Aluminum Fencing around HVAC system

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

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(continued on next page)

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

Property Address: _____

Tax Map # and Parcel(s): _____

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

_____

_____

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

_____

_____

7. TYPE OF WORK:

A. [x] Exterior alteration or repairs. - Fencing - aluminum

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:

_____

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

Carol Kable Date 10/9/2026

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