CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • AUGUST 11, 2025

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 July 14, 2025 Minutes
07142025_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing:** *COA2025-13* - 231 W. Washington Street - Projecting Sign
1. Staff report.pdf
2. Application.pdf

4.2 : **Public Hearing:** *COA2025-14* - 214 W. Congress Street - Building addition
1. Staff report.pdf
2. Application.pdf
3. Narrative.pdf
4.Plan Set.pdf
5. Materials.pdf
6. Parking.pdf

4.3 : **Public Hearing:** *COA2025-16* - 212 N. George Street - Accessory Structures, Signs
1. Staff report.pdf
2. Application.pdf
3. Plan.pdf
4. Design.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: 08/11/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT July 14, 2025 Minutes

ATTACHMENTS:

- 07142025_HLC_Minutes DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • July 14, 2025

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

1. CALL TO ORDER

Present: Amanda Updike - Chair
Diane Drake
Randy Hilton
Nick Zaglifa
Anthony Troxel

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 July 1, 2025 - Minutes

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4:1 Public Hearing: COA2025-08 – 235 W Washington St - Signage

Staff presentation.

Motion to open public hearing:

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

The applicant was not present.

Motion to close public hearing

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

Commission discussion about proposal. Staff clarified the applicant was only requesting wall sign, not a projecting sign as well.

Motion to approve COA2025-08 as recommended by staff:

RESULT:	**Approved**

DRAFT

MOVER:	Troxel
SECONDER:	Hilton
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

4:2 Public Hearing: COA2025-10 – 116 E Liberty St – Building Modifications

Staff presentation.

Motion to open public hearing:

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

Applicant David Kline spoke regarding the walkway covering. Safety of the employees was the main reason for the walkway covering. Acknowledged it was built without required HLC or building permits.

Motion to close public hearing

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

The Commission discussed the need for a building permit. They also discussed that this would be considered a covered walkway, not an awning. Discussion about material used.

Motion to approve COA2025-10 pending a building permit review and approval:

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

4:3 Public Hearing: COA2025-11– 120 S Church St – Windows

Staff presentation.

Motion to open public hearing:

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

Applicant's representative Myles Meehan spoke regarding the type of windows that will be installed.

Motion to close public hearing

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

DRAFT

Commission discussion about storm windows, materials used in existing and proposed windows.

Motion to approve COA2025-11 as recommended by staff:

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

4:4 Public Hearing: COA2025-12 – 210 N George St – Signage

Staff presentation.

Motion to open public hearing:

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

Malissa Coy, manager of the book shop, stated that the sign base will be black.

Motion to close public hearing

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

Motion to approve COA2025-12 as recommended by staff:

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

4:5 Public Hearing: FIP2025-02 – 117-119 W Washington St – Grant Request

Staff presentation.

Motion to open public hearing:

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

Applicant Ron Widmyer spoke regarding request for grant to do façade, brick & stucco. Gave brief history of prior restoration work done.

Motion to close public hearing

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

DRAFT

Motion to approve FIP2025-02 as recommended by staff provided they follow the procedures of the grant:

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

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:41 pm.

DRAFT

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

Meeting: 08/11/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2025-13* - 231 W. Washington Street - Projecting Sign

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2025-13

Date: For the August 11, 2025 Historic Landmarks Commission meeting
Applicant: Kasey Crafts
Property Owner: GHOBADI ALI & NADER
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a projecting sign
Address: 231 W. Washington Street
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Former Bank of Charles Town. Classical Revival, c. 1915-1920 (1907?). Brick building with three bays separated by pilasters. Cast stone trim. **Contributing**

PROPOSAL
A request for a Certificate of Appropriateness to install a projecting sign, placed over an entrance to the business.

SIGN LOCATION



MATERIAL: Metal (unspecified)

SIZE:
Height: 2 ft.
Width: 3 ft.
Depth: ½ inch.

ORDINANCE REQUIREMENTS

Projecting sign regulations:

- *A Projecting or Suspended Sign shall include only the address and name of occupant; and*

- *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*

The projecting sign includes a business logo with design emphasis on the name and phone number. Proof of insurance has been provided.

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.

The sign will not be lit, keeping in accordance with the signage guidelines.

STAFF RECOMMENDATION

Approval. The proposed sign meets zoning ordinance and design standard requirements.

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
JUN 23 2025
BY: VB

COA Application No._____

1. DATE: 6/04/25

2. APPLICANT'S NAME* Kasey Crafts

Address: 231 W Washington St

Telephone Number: (304) 885-0284

Email Address: Kasey.Crafts.VAHPHQ@statefarm.com

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

Other:_____

3. PROPERTY OWNER'S NAME BC inc Properties

Address: 735 E. Washington St Charles town

Telephone Number: (304) 724-9992

Email Address: _____

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

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

Property Address: 231 W Washington St

Tax Map # and Parcel(s): _____

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

Signage

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

State Farm agency

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: Signage.

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)

Signs

Estimated Cost of Signage (**Excluding** Labor & Installation):

3,500

Sign Contractor:

Eventbrite

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?

Front

Sign Material:

Metal

SIGN DIMENSIONS:

Height	Width	Depth
2 Ft	3 Ft	1/2 inch

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

NO

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.

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.

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 06/20/25

Signature of Property Owner(s) (If different than Applicant) _____ Date 06-20-25

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Historic Landmarks Commission Approval or Denial and date of action:

_____

Comments:_____

_____

_____

_____

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

Meeting: 08/11/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

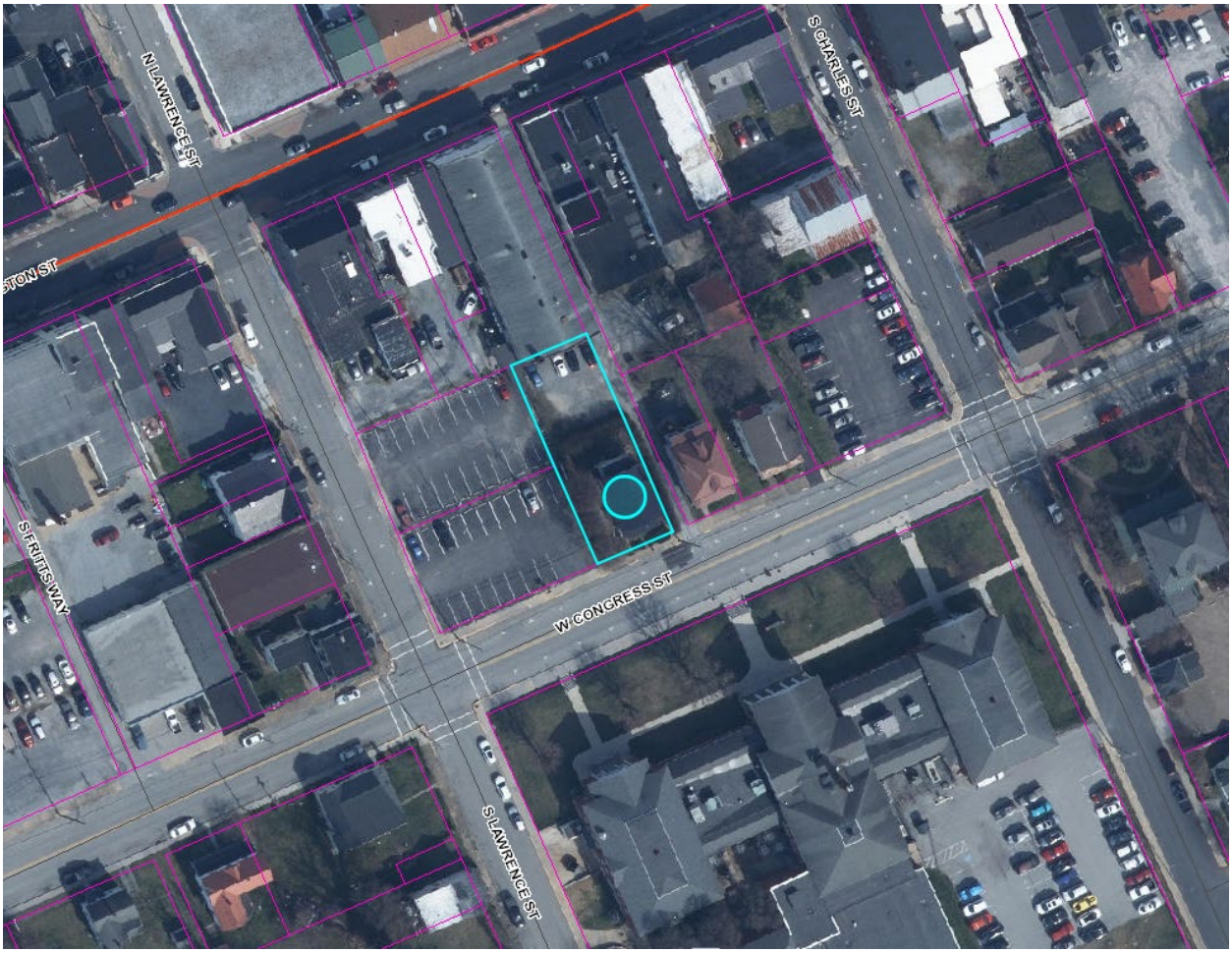
Public Hearing: *COA2025-14* - 214 W. Congress Street - Building addition

ATTACHMENTS:

- 1. Staff report.pdf
- 2. Application.pdf
- 3. Narrative.pdf
- 4.Plan Set.pdf
- 5. Materials.pdf
- 6. Parking.pdf

Certificate of Appropriateness
COA-2025-14

Date: For the August 11, 2025 Historic Landmarks Commission meeting
Applicant: David Leonard
Property Owner: Nextent LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a building addition
Address: 214 W. Congress St.
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Commercial Vernacular, c. 1900. Two story, two bay gable fronted brick building with probable original commercial or small manufacturing function. Enclosed gabled front porch obscures original first story. **Contributing.**

PROPOSAL

A request for a Certificate of Appropriateness to:
-Demolish the rear addition/porch
-Create a new two-story addition in the rear of the building
-Install new windows and doors in all openings

SITE PHOTOGRAPHS



View from W. Congress St. of the front of structure, picture taken August 6, 2025.



Right/north-east side view from W. Congress St



Left/north-west side view from W. Congress St.



View of structure rear



Another view of structure rear

ORDINANCE REQUIREMENTS

Demolition: None.

Addition:

A. **Setbacks:** 0 ft. for side and rear.
B. **Maximum building height**: 4 stories/55 ft.
C. **Maximum lot coverage**: 90%
D. **Parking**: 1.2 spaces per unit. With 6 units, 8 spaces are required. 11 are provided.

MATERIAL DETAILS

Doors: Fiberglass prehung door with inset 3x3 glass panes.
Lighting: Bronze wall lantern sconce
Roofing: Architectural shingles, asphalt
Siding: LP SmartSiding – Lap Siding (made of engineered wood).
Windows: Same design as existing, 6/1 double hung

HISTORIC DISTRICT REQUIREMENTS

Doors



Front Door (staff photograph – August 6, 2025)



Middle Door (staff photograph – August 6, 2025)



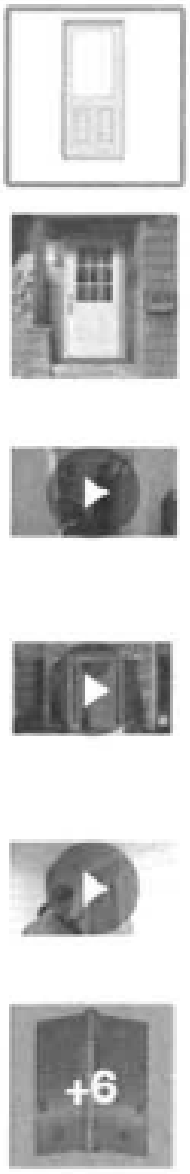
Rear Door (staff photograph – August 6, 2025)

Proposed door design:

JELD-WEN

36 in. x 80 in. 9 Lite Primed Fiberglass Prehung Right-Hand Inswing Entry Door

★★★★☆ (74) Questions & Answers (25)





As seen in the photographs, there is no uniform door style or design on this building. The applicant proposes to standardize the door design using the design shown above.

Per page 33 of the Design Review Standards "*If it is impossible to retain an original door, a replacement door should match the original as closely as possible in panel configuration, trim profile, and any other ornamentation*"; the original door design in unknown.

Lighting:

Light Fixtures will be similar to below



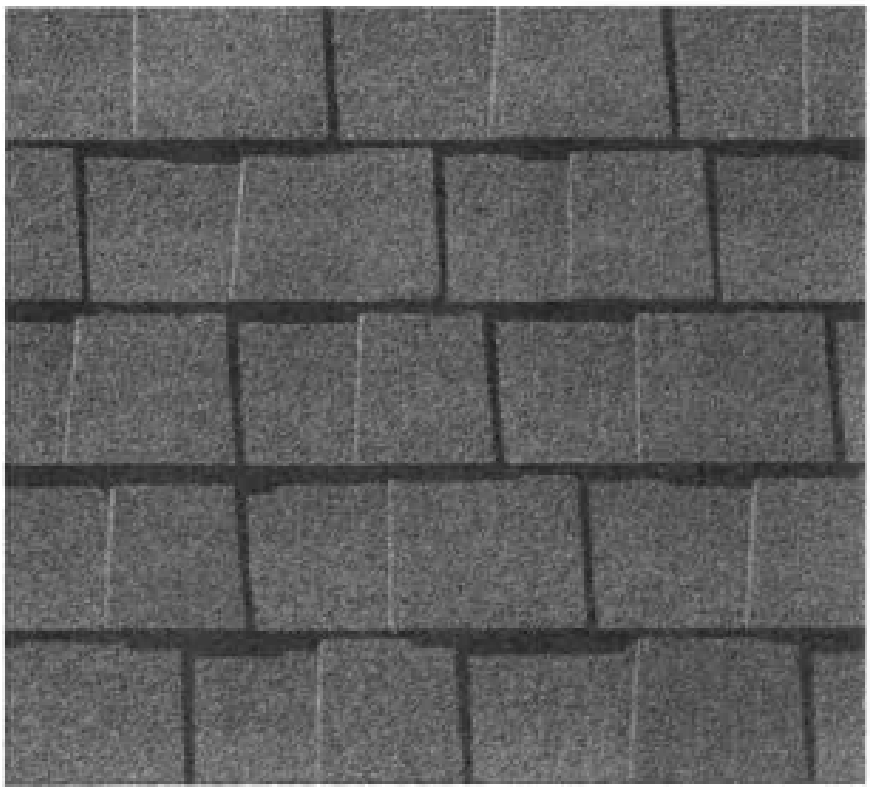
Per page 37 of the Design Review Standards:

1. *Style, scale, color, materials and textures should be compatible with those of the building.*
2. *Avoid appurtenances that clash with the architectural period of the building and the streetscape.*
3. *Appurtenances should not draw attention away from the historic building.*
4. *Statuary and fountains should be discreet and compatible with the architectural style of the property.*
5. *It is advised to not mimic an architectural style not found in the Historical District*

The proposed lighting design is a design compatible with the building. It does not draw attention away from the structure, is of a discreet and aesthetically pleasing design, and does not mimic an architectural style not found in the Historical District

Roofing:

The Shingles will be architectural, asphalt color TBD.

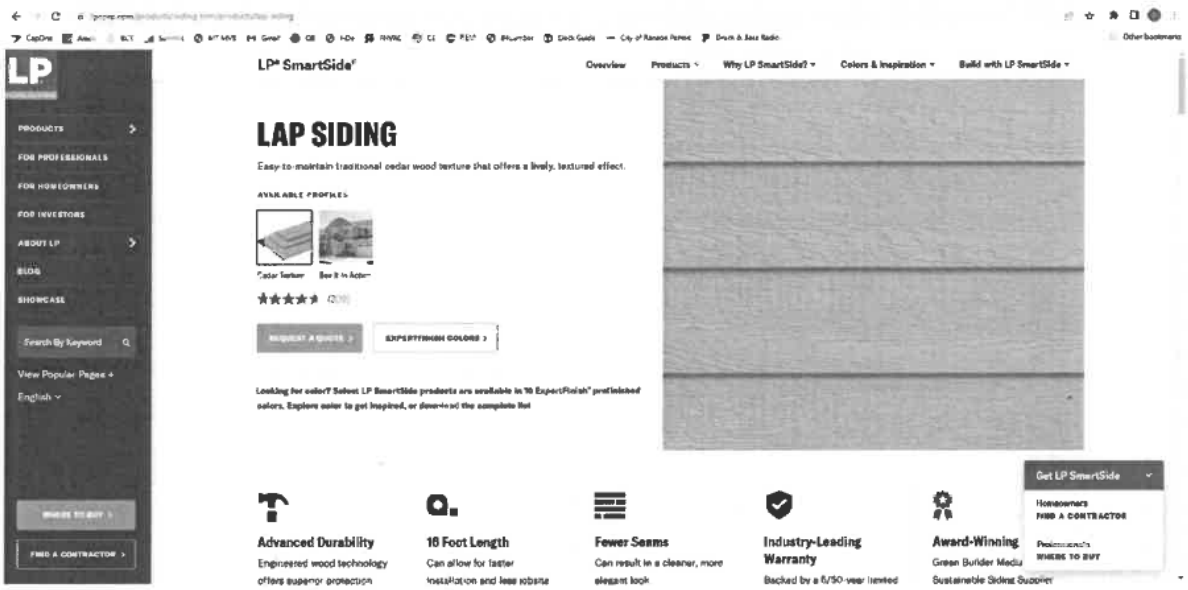


Per page 27 of the Design Review Standards: "*Roofs are an important characteristic in defining the overall historic character of a building. Roof shape, decorative features and materials all determine the character. They are highly visible from the public ways and are instrumental in determining the historic period and shape of a building. It is recommended that property owners make every attempt to maintain existing period roofs or return to authentic roofing materials.*"

The use of asphalt shingles is common on a variety of structures within the Historic District.

Siding:

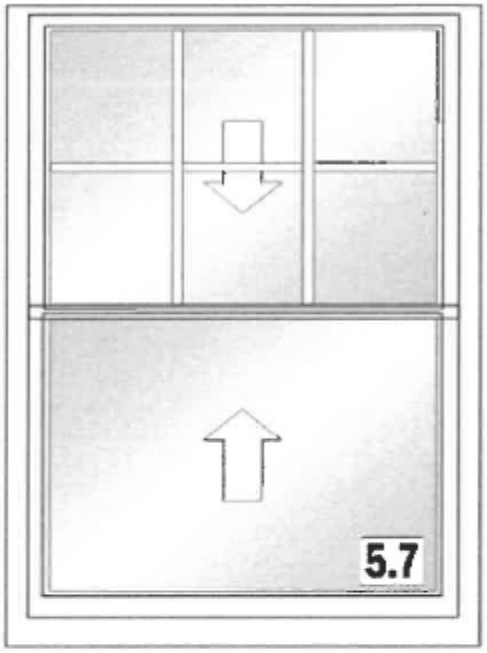
The materials used to finish the property will include, LP Smart siding painted Colonial White or similar.



The applicant proposes to clad the building addition in LP SmartSiding – Lap Siding (made of engineered wood).

Windows:

Windows to be kept the same as the picture shown.





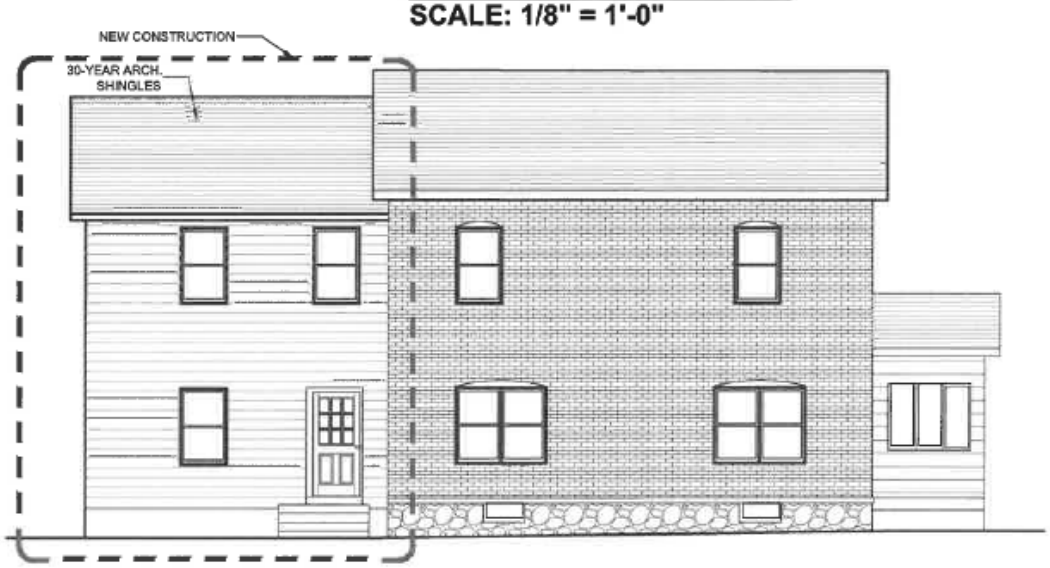
Per page 30 of the Design Review Standards "*It is almost always advisable for aesthetic and financial reasons to attempt to repair historic windows, before resorting to replacement of in-kind material and design.*"

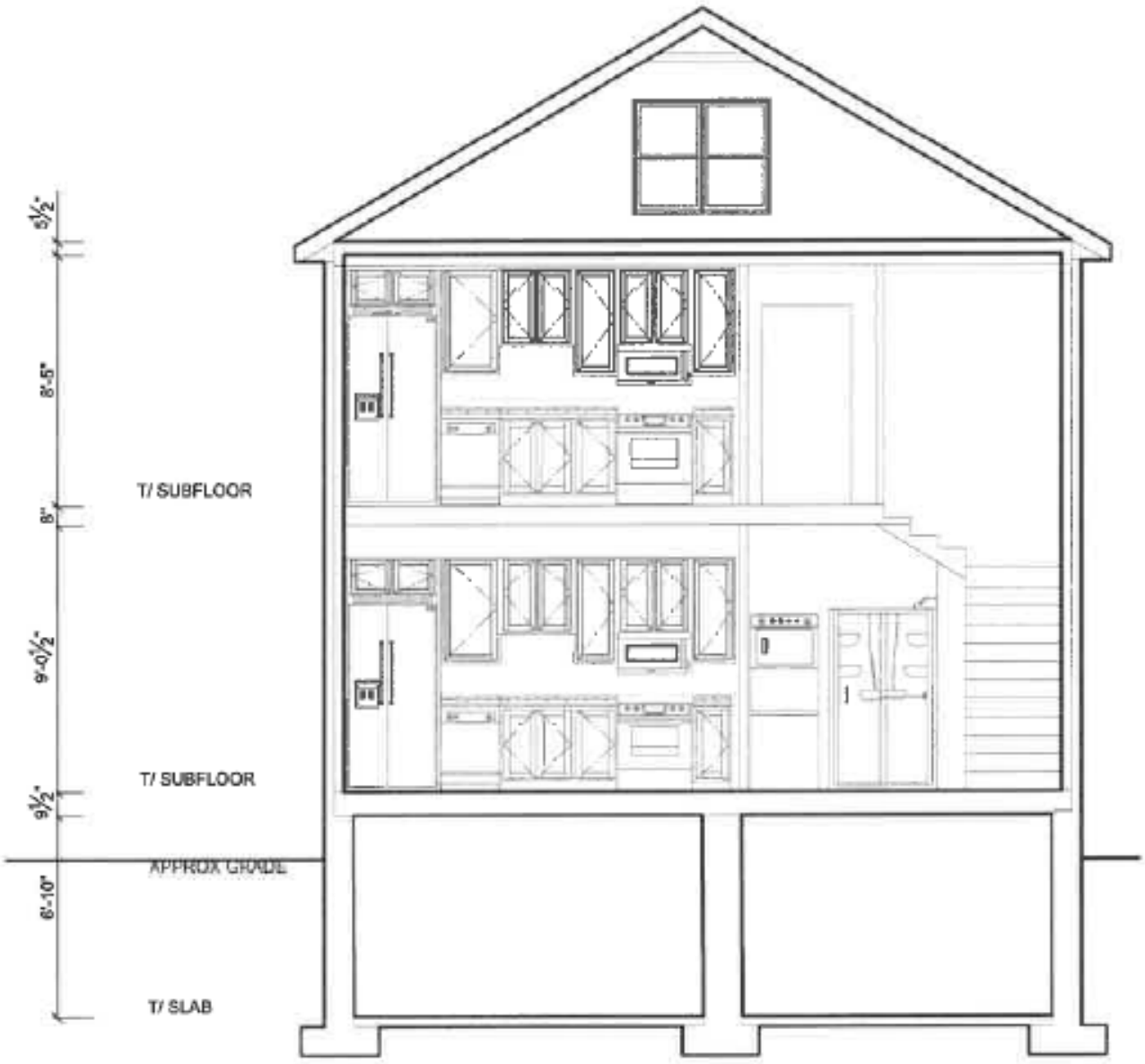
The proposed window design is vinyl with a 6/1 double hung design which matches the existing design of the majority of the windows (two windows which appear to be for an attic space in the rear of the structure are different designs from the other existing and proposed windows).

New Construction – General Requirements:



RIGHT ELEVATION
SCALE: 1/8" = 1'-0"





BUILDING SECTION
SCALE: 3/16" = 1'-0"

Per Design Review Standards page 40:

Spacing
Consistency in spacing between new houses and existing ones should be maintained, this helps to maintain the overall rhythm or flow along the street.

This addition extends to the rear of the property, not the sides, and thus does not affect spacing.

Size, scale and height

Respecting the size, scale and height of existing houses on the block preserves the original feel of the neighborhood.

The proposed extension is approximately the same height as the existing vinyl-clad addition, and will extend back 20 feet with a width of 25 feet, which is less than the 33 foot width of the main structure.

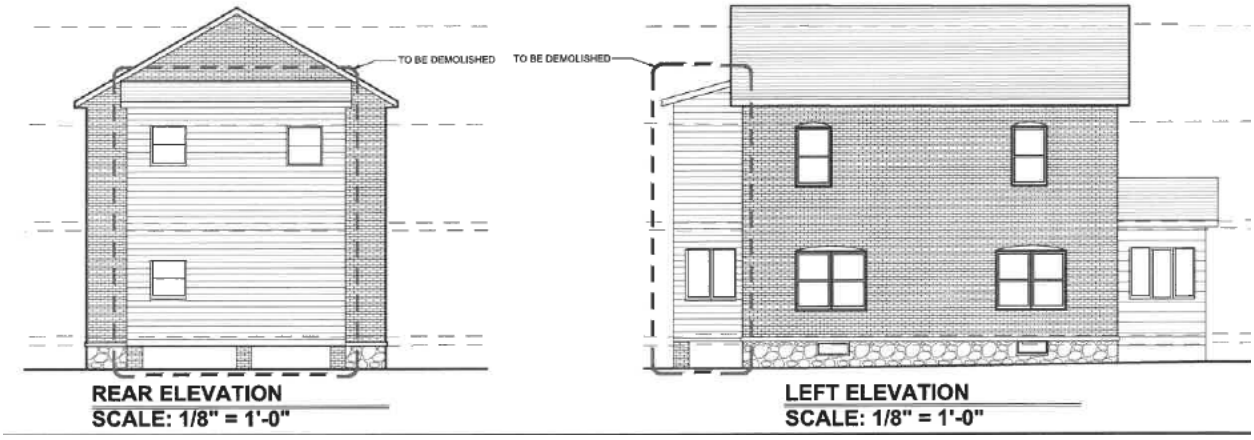
Massing and Form

When planning new construction, pay attention to the massing and form of the existing houses. A very different house can also adversely affect the rhythm or flow of the street.

There is no uniform pattern of development in this area; while the adjacent single family homes are the same size as the existing structure, the surrounding commercial buildings significantly extend to their rear yards. This building is designed in a Commercial Vernacular. The proposed addition does not adversely affect the rhythm/flow of the street given the surrounding neighborhood design.

Demolition:

The vinyl-clad two-story addition on the rear of the structure is proposed to be demolished to make way for the new addition.



Per pages 55-56 of the Design Review Standards: "*Demolition is forever. The list below includes, but is not limited to, factors which will be considered in evaluating a request for a demolition*":

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 proposed addition does not appear to be original to the structure, and is clad in vinyl.

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

   The district will not be negatively impacted by the proposed demolition.

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

   Demolition of the rear covered area will allow for the addition of new living space. The alternative is to keep the main structure and not build the addition.

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.*

   The proposed use of the addition is for residential use, which the main structure is also designed for.

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 proposed demolition is for an area not original to the structure.

STAFF RECOMMENDATION

Approval. The proposed sign meets zoning ordinance and design standard requirements.

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: 6/23/2025

2. APPLICANT'S NAME* David Leonard

Address: 36 Bakerston Rd. Harpers Ferry, WV 25425

Telephone Number: (304) 671-4085

Email Address: david.brickstreet@gmail.com

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

Other:_____

3. PROPERTY OWNER'S NAME Nextent, LLC

Address: 214 W CONGRESS ST CHARLES TOWN, WV, 25414

Telephone Number: (304-) 283-3627

Email Address: swachtwv@gmail.com

*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: 214 West Congress St. Charles Town 25414

Tax Map # and Parcel(s): Map 2 / 03 2003500000000

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

Converting building and installing addition for a total of 6 efficiency apartments.

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

Two unit apartment building

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:

1449

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

David Leonard, member _____ Date 6/25/2025

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

_____ Date _____

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:_____

_____

_____

_____

Certificate of Appropriateness Narrative

Submitted by: Brickstreet Homes, LLC

Brickstreet Homes, LLC has proudly served Charles Town and Jefferson County for over 40 years, completing numerous projects with historical significance. Our team is experienced in historically appropriate construction methods and is committed to preserving the architectural heritage of the region just like our project on 111 & 113 W. North St Charles Town, WV.

Project Overview

Demolition and Deconstruction

We request approval for the demolition of a non-original porch at the rear of the property to allow for an interior remodel and a compatible exterior addition. The purpose of this renovation is to restore the property to a habitable and contributing structure within the historic district.

Best practices in deconstruction will be observed throughout the demolition process. This includes careful removal and salvage of reusable materials.

The demolition work will be conducted entirely by Brickstreet Homes, LLC. No public street closures or interruptions to traffic flow are anticipated during this phase.

Construction Plan

Architectural Integrity

The remodel and addition will preserve key historical elements of the original structure, including the brickwork and window grid pattern. The rear addition has been designed to be architecturally compatible with the existing home and the surrounding historic context.

Use and Layout

The restored building will be converted into:

- Four (4) one-bedroom, one-bath units
- Two (2) efficiency units with one bath
  Each unit will include a full kitchen, and the entire building will be updated with:
- New windows and doors (U-Value of 0.31 or better)
- New electrical and plumbing systems
- Individually controlled heating systems
- LVP (Luxury Vinyl Plank) flooring throughout

Setbacks and Height

- Front, right, and left setbacks will remain unchanged
- Rear setback will adjust slightly to accommodate the addition as outlined on the plat
- Overall building height will remain the same

Scale and Massing

- Lot size: 6,758 square feet
- Proposed building footprint: 2,881 square feet
- While the scale of the structure will increase, it remains appropriate for the lot size and consistent with surrounding properties in the district. Site plans showing both existing and proposed structures are attached for review.

Building Materials and Code Compliance

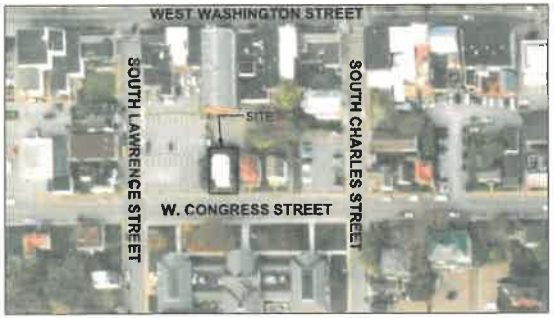
- **Framing:** Exterior walls – 2x6 studs; Interior walls – 2x4 studs
- **Exterior Finish:** LP Smart Siding, painted Colonial White (or similar, as shown in renderings)
- **Energy Efficiency:** All windows and doors will meet local energy requirements, including U-Values of 0.31 or better
- **Code Compliance:** All construction, mechanical, plumbing, and electrical work will be performed in accordance with the 2018 IRC (International Residential Code) and local building codes
- **Dimensions:** Exterior dimensions refer to the sheathing line; interior dimensions are to the framing line

Designed to IRC2018

Scott Wachtel
214 West Congress Street
Charles Town, WV 25414

Insulation / Thermal Values
CEILINGS - R-49 BATT / BLOWN WALL - R-21 U FACTOR - .32 SHGC - .4

TOTAL FINISHED SQ. FT. - 2738





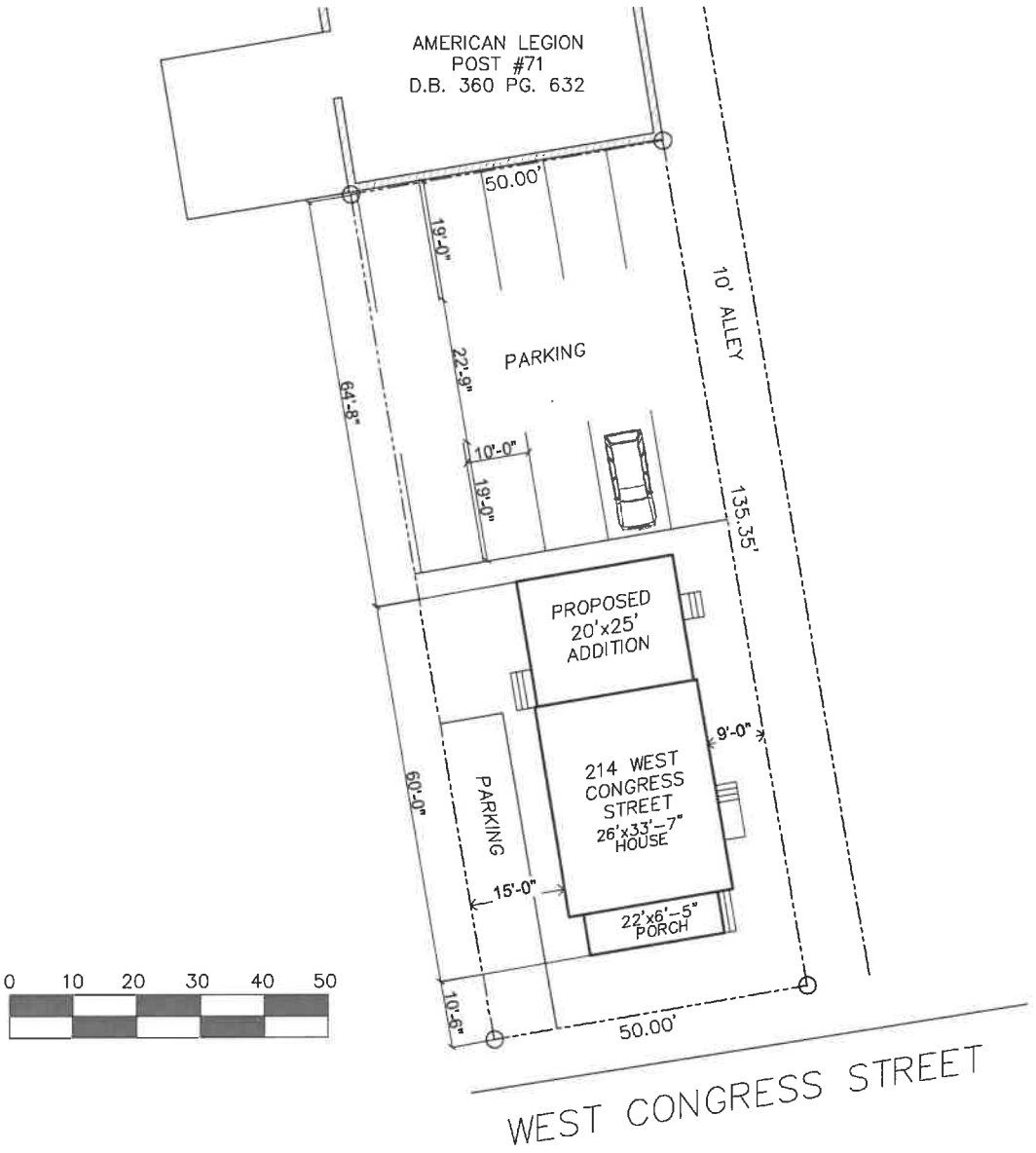
A0

SHEET	COVER
DATE	6-16-2025
REVISED	

BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE	
DRAWN BY	RW
APPROVED	

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV



A0.1

SHEET	SITE
DATE	6-18-2025
REVISED	

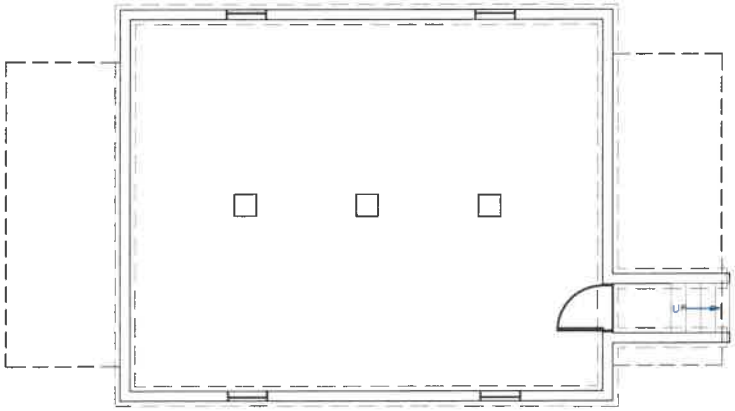
BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE	
DRAWN BY	RW
APPROVED	

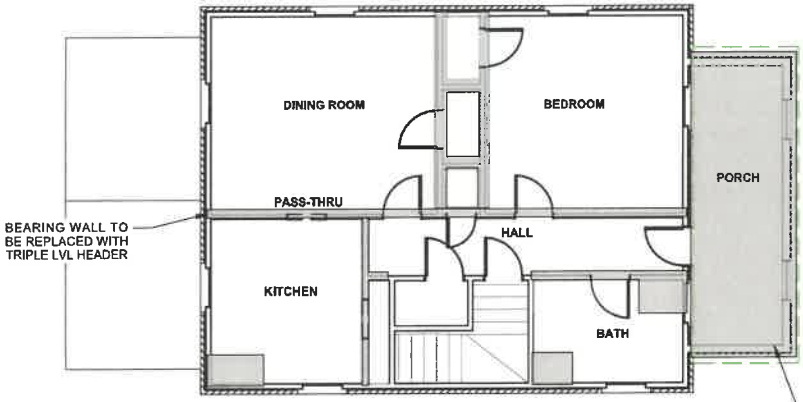
SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV

*ALL EXISTING PLUMBING AND KITCHEN FIXTURES, AND APPLIANCES TO BE REMOVED

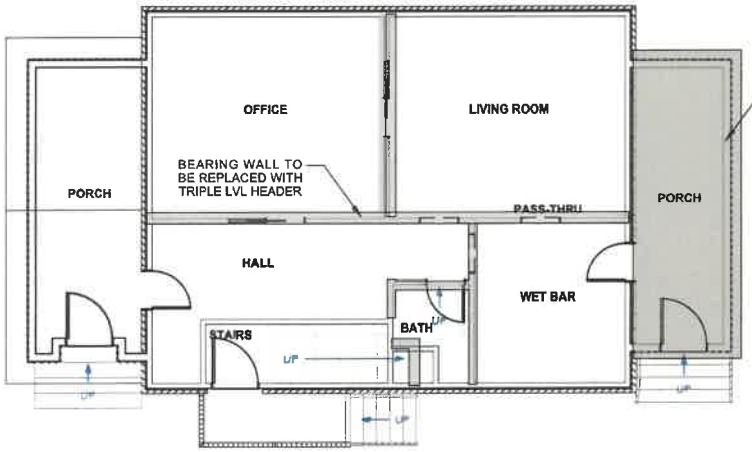
SHADING INDICATES WALLS TO BE REMOVED



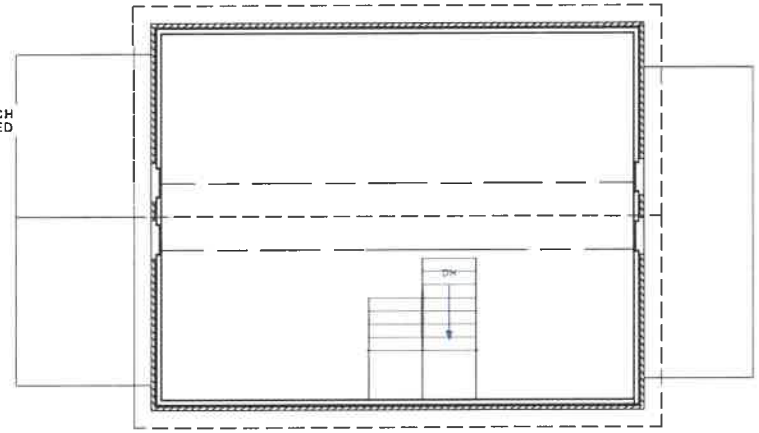
BASEMENT



2ND FLOOR



1ST FLOOR



ATTIC

DEMOLITION PLAN

A4

SHEET	DEMOLITION
DATE	6-16-2025
REVISED	

BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE	—
DRAWN BY	RW
APPROVED	

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV

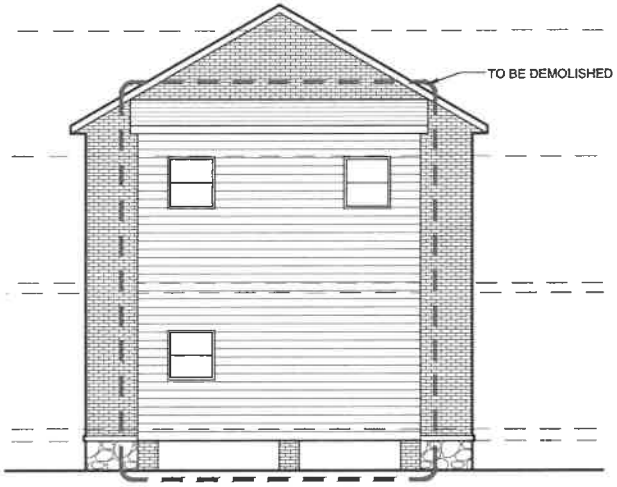
EXISTING ELEVATIONS



FRONT ELEVATION
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION
SCALE: 1/8" = 1'-0"



REAR ELEVATION
SCALE: 1/8" = 1'-0"



LEFT ELEVATION
SCALE: 1/8" = 1'-0"

A1

SHEET ELEVATIONS 1
DATE 6-16-2025
REVISED

BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE
DRAWN BY RW
APPROVED

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV

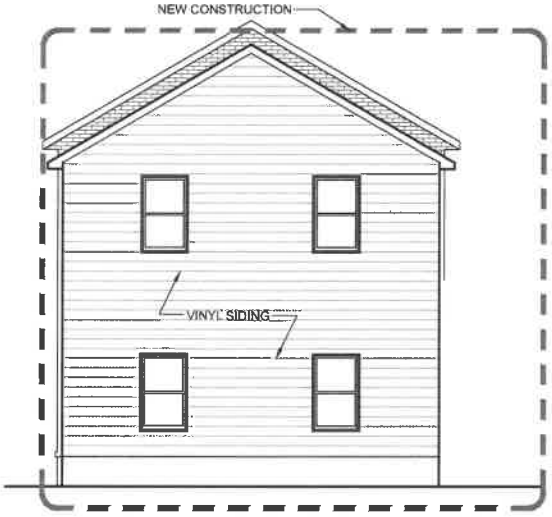
PROPOSED ELEVATIONS



FRONT ELEVATION
SCALE: 1/8" = 1'-0"



RIGHT ELEVATION
SCALE: 1/8" = 1'-0"



REAR ELEVATION
SCALE: 1/8" = 1'-0"



LEFT ELEVATION
SCALE: 1/8" = 1'-0"

A3

PROPOSED ELEVATIONS

SHEET

DATE 6-16-2025

REVISED

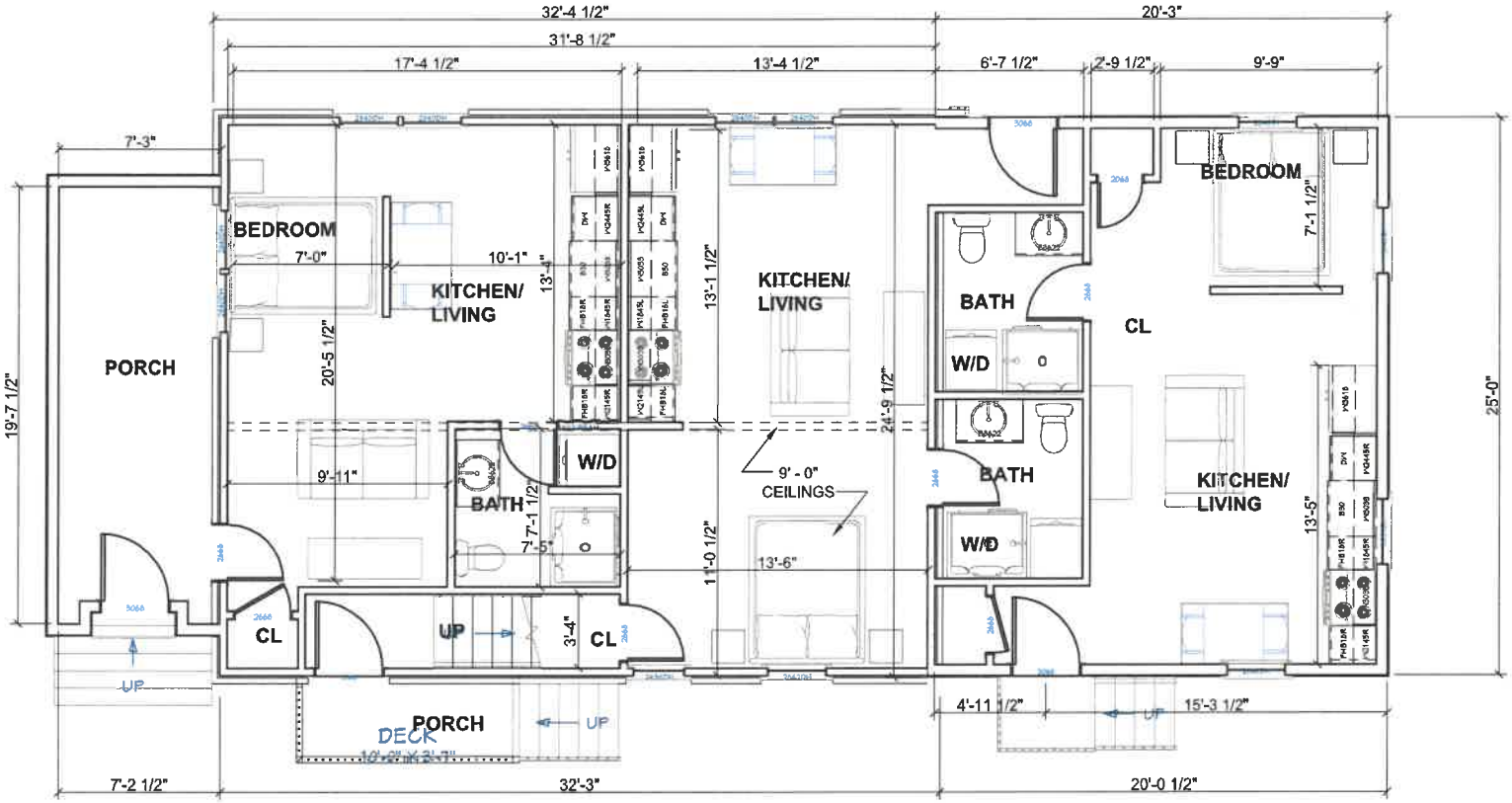
BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE

DRAWN BY RW

APPROVED

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV



FIRST FLOOR PLAN
SCALE: 3/16" = 1'-0"

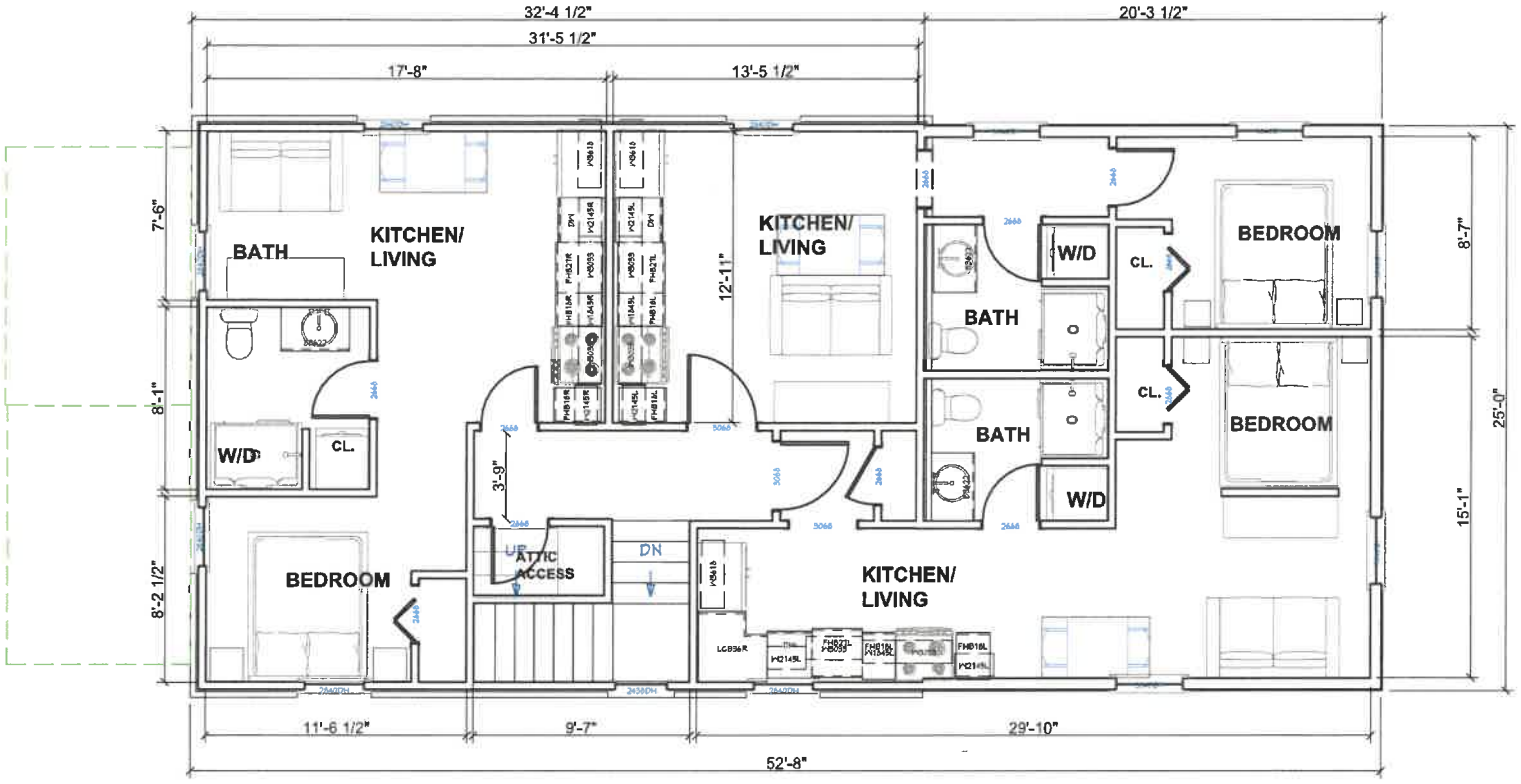
A2

SHEET	FIRST FLOOR PLAN
DATE	6-16-2025
REVISED	

BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE	
DRAWN BY	RW
APPROVED	

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV



SECOND LEVEL LAYOUT
SCALE: 3/16" = 1'-0"

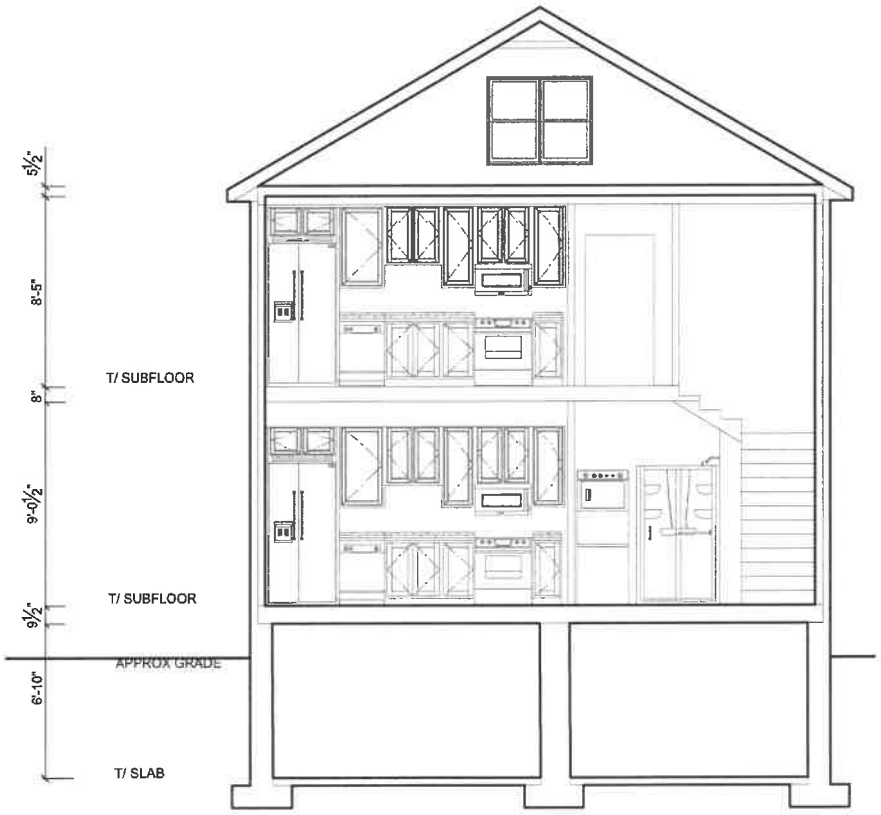
A3

SHEET: SECOND FLOOR PLAN
DATE: 6-16-2025
REVISED:

BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE: —
DRAWN BY: RW
APPROVED:

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV



BUILDING SECTION
SCALE: 3/16" = 1'-0"

A6

SHEET	BUILDING SECTION
DATE	6-16-2025
REVISED	REVISED: 8-28-24

BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE	
DRAWN BY	RW
APPROVED	

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV

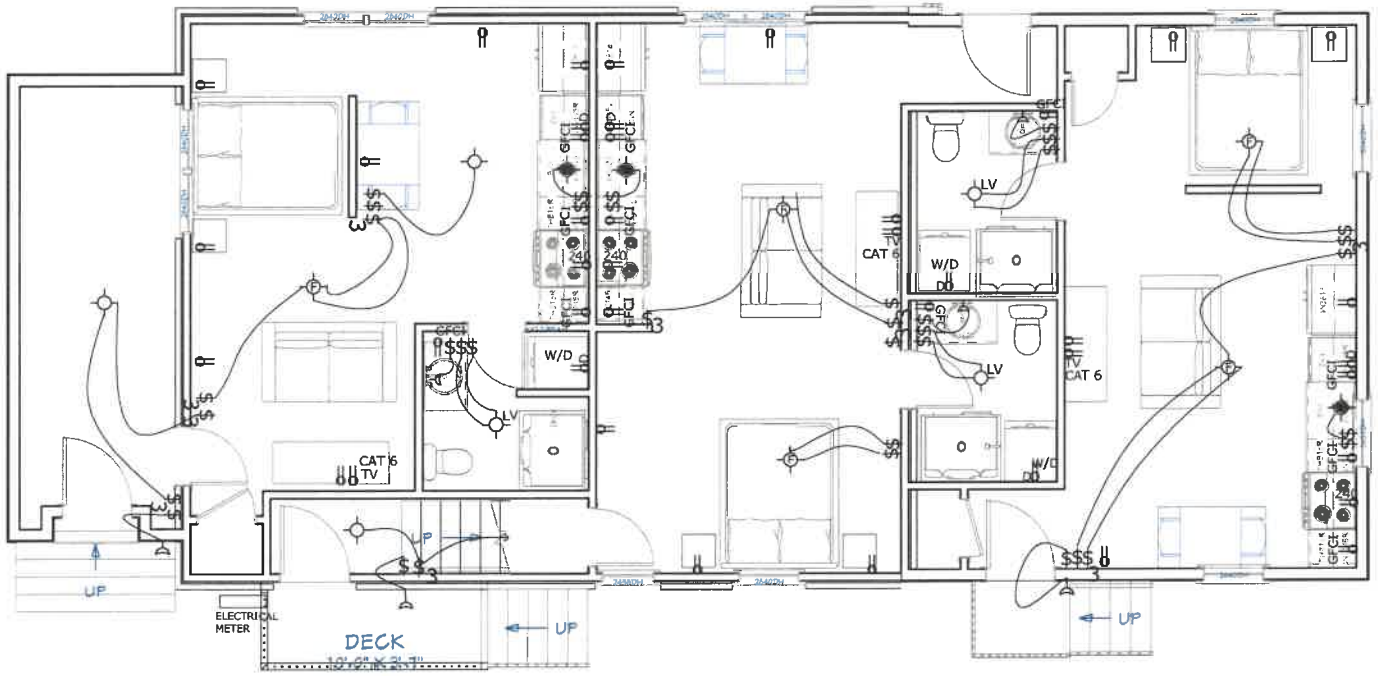
GENERAL NOTES

1) ALL ELECTRICAL WORK DESIGNED AND INSTALLED IN ACCORDANCE WITH IRC AND LOCAL JURISDICTION.

2) ALL OUTLETS IN BATHROOMS, BASEMENT, AND ABOVE KITCHEN COUNTERS MUST BE GFCI.

3) ALL EXTERIOR OUTLETS MUST BE WATERPROOF.

4) ALL SMOKE DETECTORS MUST BE HOOKED TO A CONSTANT POWER FEED WITH BATTERY BACK-UP AND INTERCONNECTED WITH ALL OTHER SMOKE DETECTORS.



FIRST FLOOR ELECTRICAL
SCALE: 3/16" = 1'-0"

ELECTRICAL SYMBOLS

S	SMOKE AND CARBON MONOXIDE DETECTOR
	STANDARD 120V OUTLET
GFCI	GROUND-FAULT CIRCUIT INTERRUPTER 120V OUTLET
240	STANDARD 240V OUTLET
	CEILING LIGHT FIXTURE
F	CEILING FAN FIXTURE
	WALL MOUNT LIGHT FIXTURE
	RECESSED LIGHT FIXTURE
	UNDER-CABINET LIGHT FIXTURE
V	CEILING VENT FIXTURE
LV	CEILING LIGHT/VENT FIXTURE
	FLOOD LIGHT FIXTURE
$	STANDARD WALL SWITCH
3	THREE WAY WALL SWITCH
TV	TELEVISION CONNECTION
PH	TELEPHONE CONNECTION
A	AUDIO SPEAKER
CAM	SECURITY CAMERA
	GARAGE DOOR OPENER WITH LIGHT

E2

SHEET: FIRST FLOOR ELECTRICAL
DATE: 6-16-2025
REVISED:

BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE:
DRAWN BY: RW
APPROVED:

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV

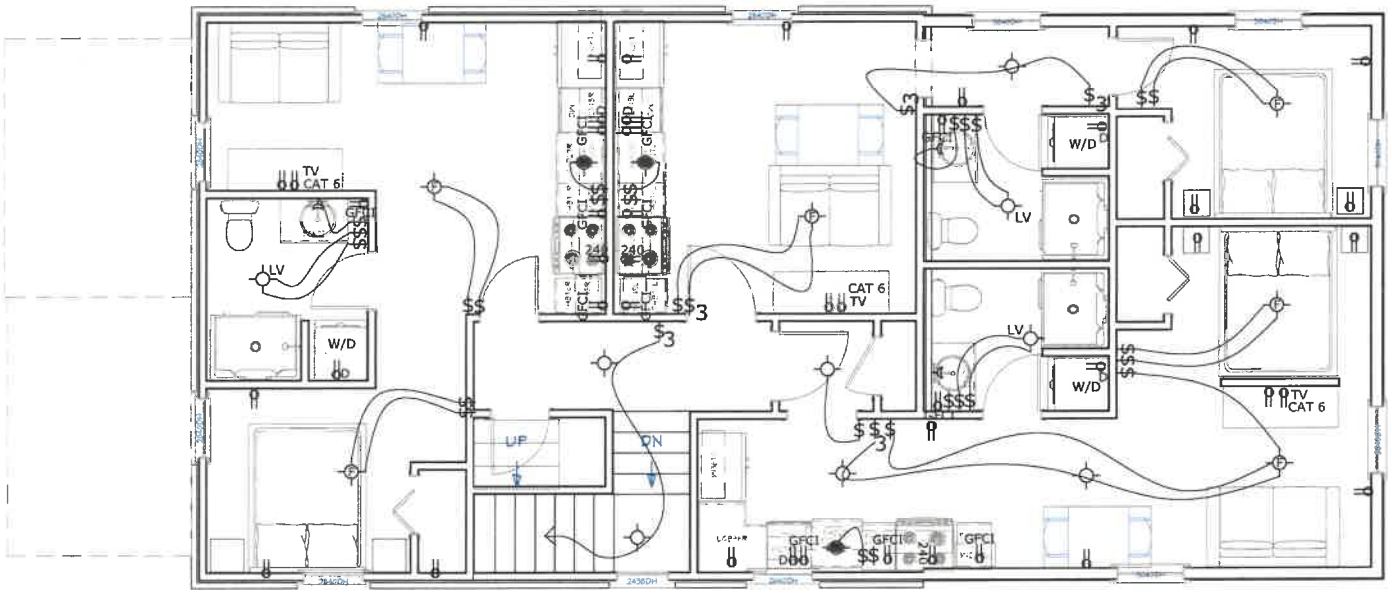
GENERAL NOTES

1) ALL ELECTRICAL WORK DESIGNED AND INSTALLED IN ACCORDANCE WITH IRC AND LOCAL JURISDICTION.

2) ALL OUTLETS IN BATHROOMS, BASEMENT, AND ABOVE KITCHEN COUNTERS MUST BE GFCI.

3) ALL EXTERIOR OUTLETS MUST BE WATERPROOF.

4) ALL SMOKE DETECTORS MUST BE HOOKED TO A CONSTANT POWER FEED WITH BATTERY BACK-UP AND INTERCONNECTED WITH ALL OTHER SMOKE DETECTORS.



SECOND FLOOR ELECTRICAL
SCALE: 3/16" = 1'-0"

ELECTRICAL SYMBOLS

S	SMOKE AND CARBON MONOXIDE DETECTOR
	STANDARD 120V OUTLET
GFCI	GROUND-FAULT CIRCUIT INTERRUPTER 120V OUTLET
240	STANDARD 240V OUTLET
	CEILING LIGHT FIXTURE
F	CEILING FAN FIXTURE
	WALL MOUNT LIGHT FIXTURE
	RECESSED LIGHT FIXTURE
	UNDER-CABINET LIGHT FIXTURE
V	CEILING VENT FIXTURE
LV	CEILING LIGHT/VENT FIXTURE
	FLOOD LIGHT FIXTURE
$	STANDARD WALL SWITCH
$3	THREE WAY WALL SWITCH
TV	TELEVISION CONNECTION
PH	TELEPHONE CONNECTION
	AUDIO SPEAKER
CAM	SECURITY CAMERA
	GARAGE DOOR OPENER WITH LIGHT

E2

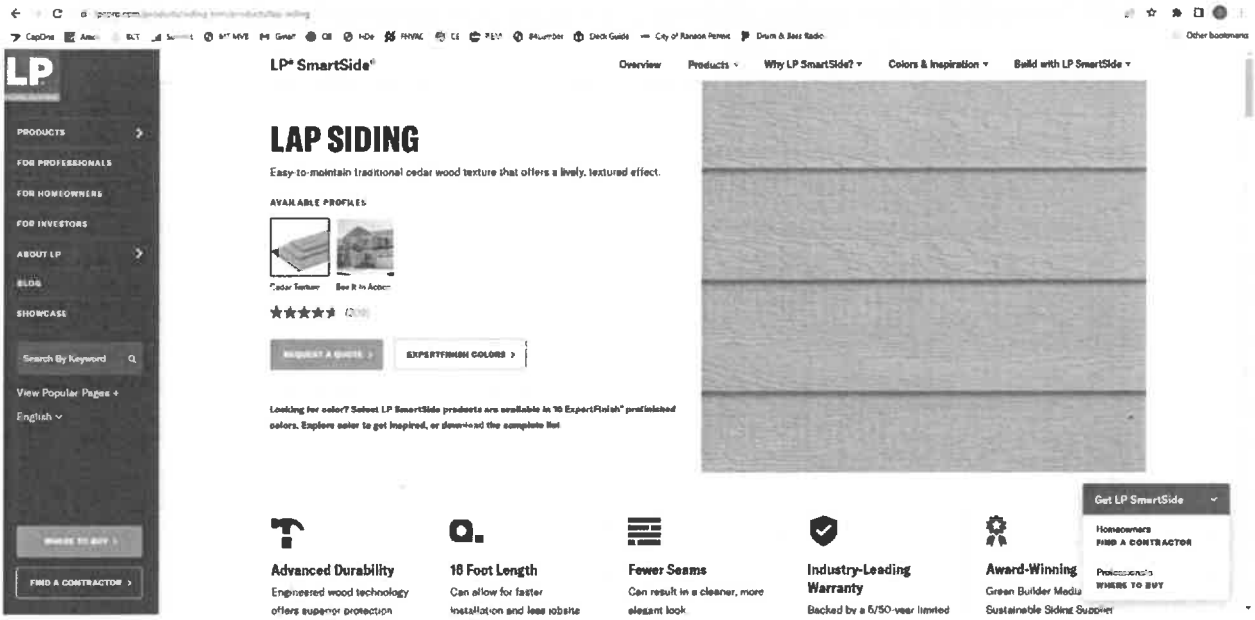
SHEET: 2ND FLR ELEC PLAN
DATE: 6-13-2025
REVISED

BRICKSTREET HOMES LLC
36 BAKERTON ROAD, SUITE 10
HARPERS FERRY, WV 25425

SCALE
DRAWN BY

SCOTT WACHTEL
214 WEST CONGRESS STREET
CHARLES TOWN, WV

The materials used to finish the property will include, LP Smart siding painted Colonial White or similar.



All doors are shown below.

JELD-WEN

36 in. x 80 in. 9 Lite Primed Fiberglass Prehung Right-Hand Inswing Entry Door

★★★★☆ (74) ⌄ Questions & Answers (25)











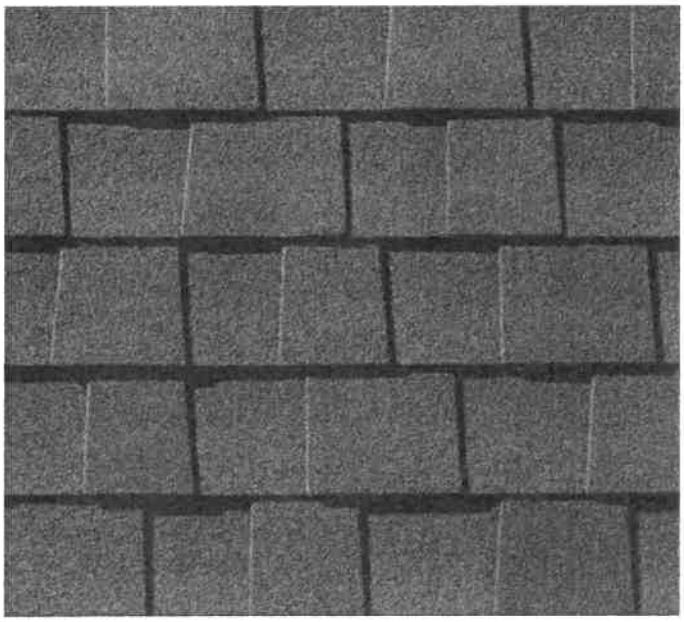




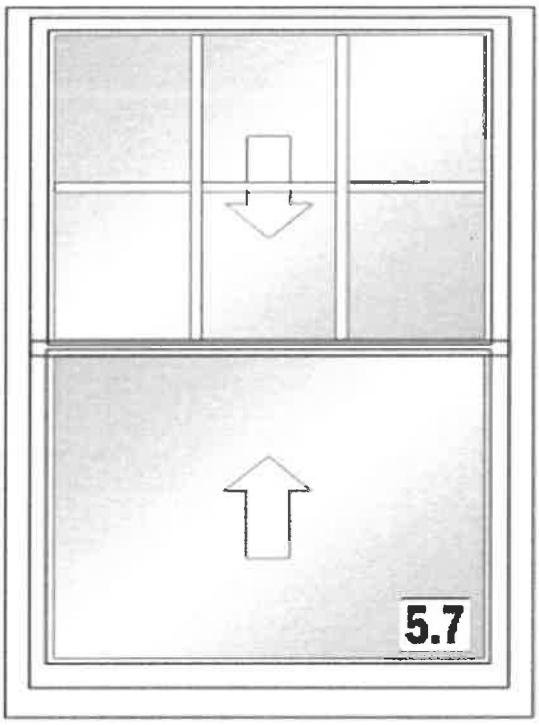
Light Fixtures will be similar to below



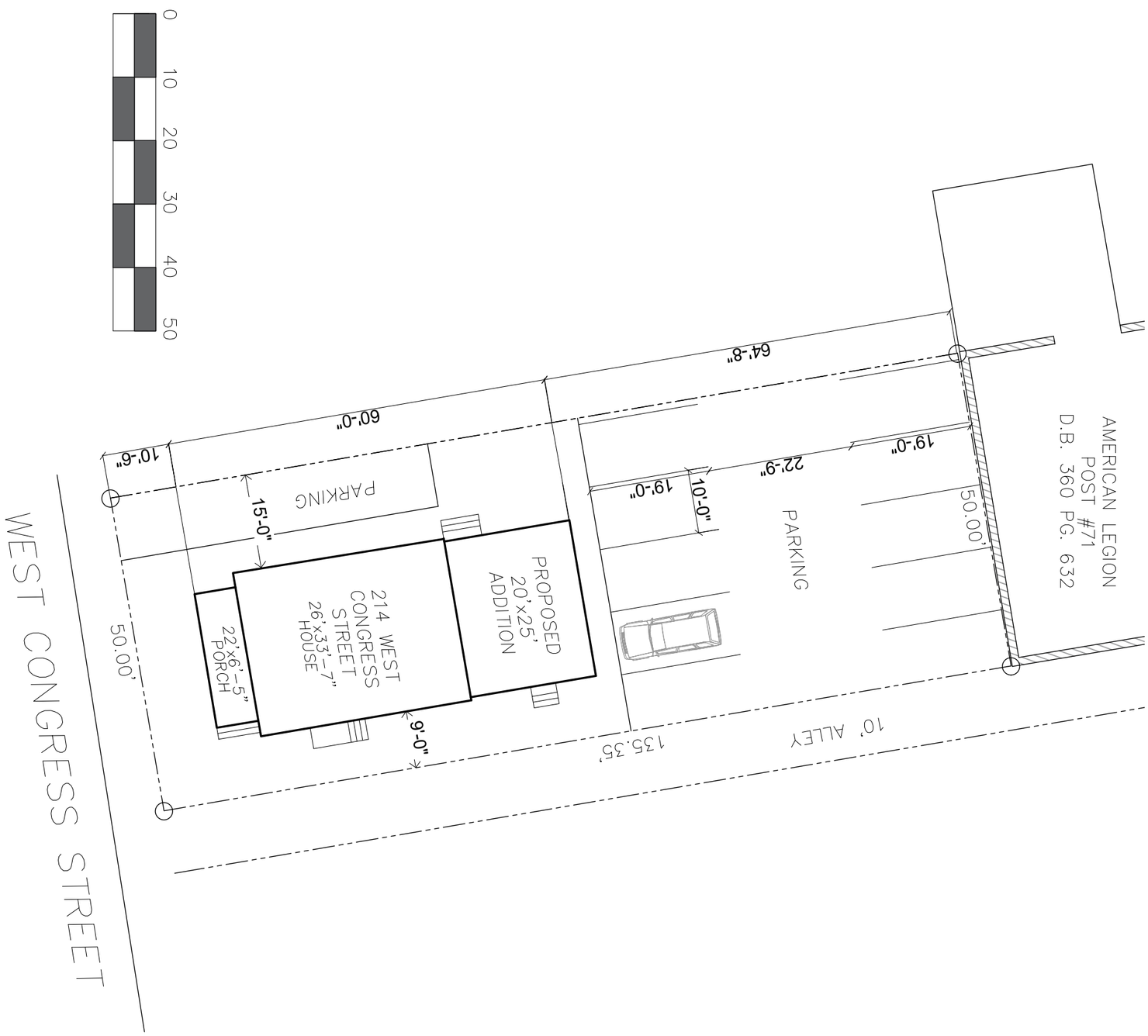
The Shingles will be architectural, asphalt color TBD.



Windows to be kept the same as the picture shown.







SCOTT WACHTEL 214 WEST CONGRESS STREET CHARLES TOWN, WV	SCALE		BRICKSTREET HOMES LLC 36 BAKERTON ROAD, SUITE 10 HARPERS FERRY, WV 25425	SHEET	SITE	A0.1
	DRAWN BY	RW		DATE	6-16-2025	
	APPROVED			REVISED		

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

Meeting: 08/11/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

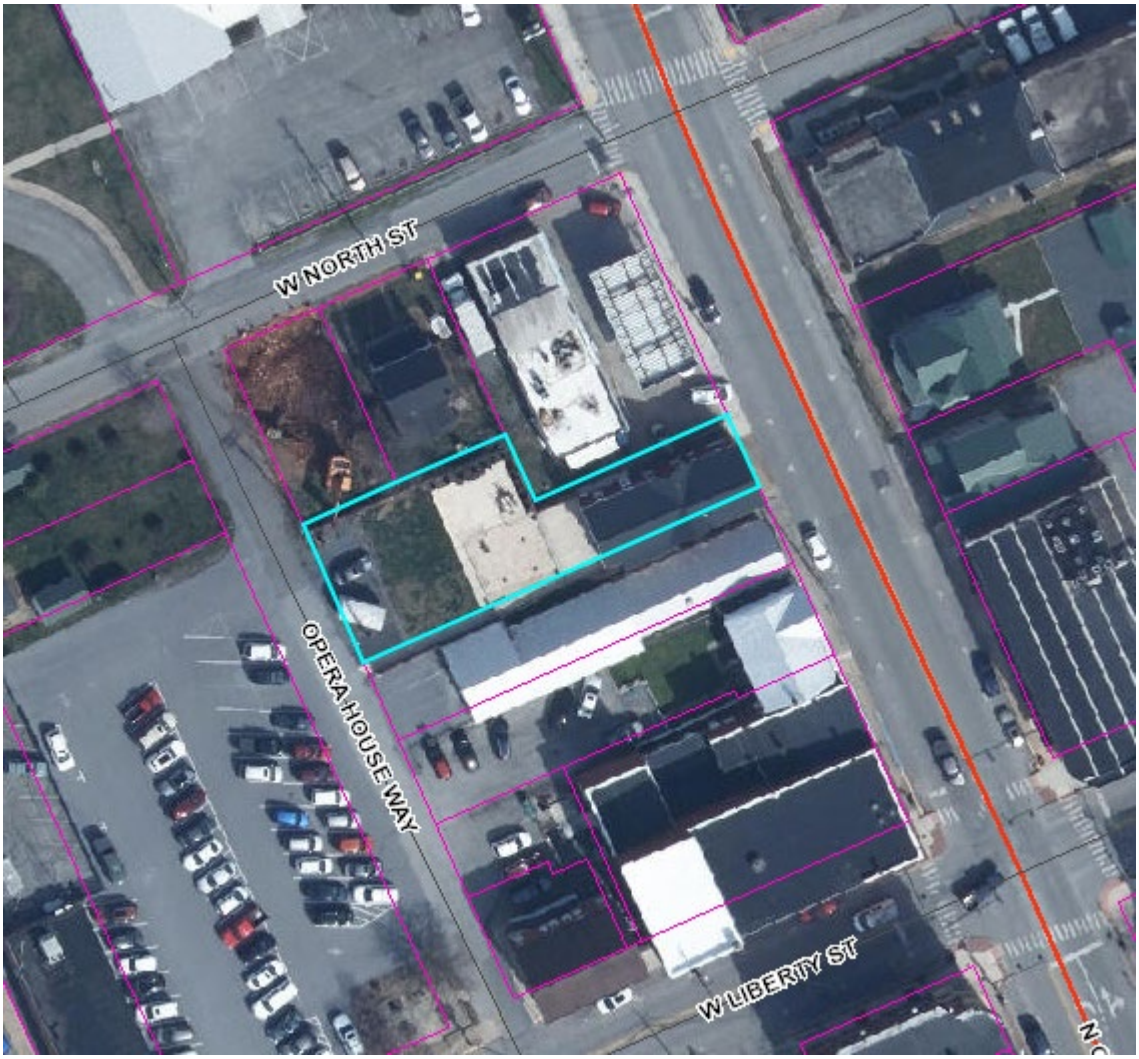
Public Hearing: *COA2025-16* - 212 N. George Street - Accessory Structures, Signs

ATTACHMENTS:

- 1. Staff report.pdf
- 2. Application.pdf
- 3. Plan.pdf
- 4. Design.pdf

Certificate of Appropriateness
COA-2025-16

Date: For the August 11, 2025 Historic Landmarks Commission meeting
Applicant: Forrest Pritchard
Property Owner: Forrest Pritchard (recent purchase, GIS still lists Jefferson Group LLC)
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a building addition
Address: 212 N. George St.
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Old Charles Town Historic District. Two story, stucco gable front Colonial Revival house with recessed comer porch. Two front bays, 6/2, 6/6 double-hung sash. Two rear extensions. Stucco foundation, asphalt roof. Integrity compromised Circa 1900. **One non-contributing building.**

PROPOSAL

A request for a Certificate of Appropriateness to:
-Install signage
-Build accessory structures
-Install new awning

SITE PHOTOGRAPHS

Staff photographs:



View from N. George St.



View of the rear of the site from Opera House Way

ORDINANCE REQUIREMENTS

Demolition: None.

Accessory Structures:

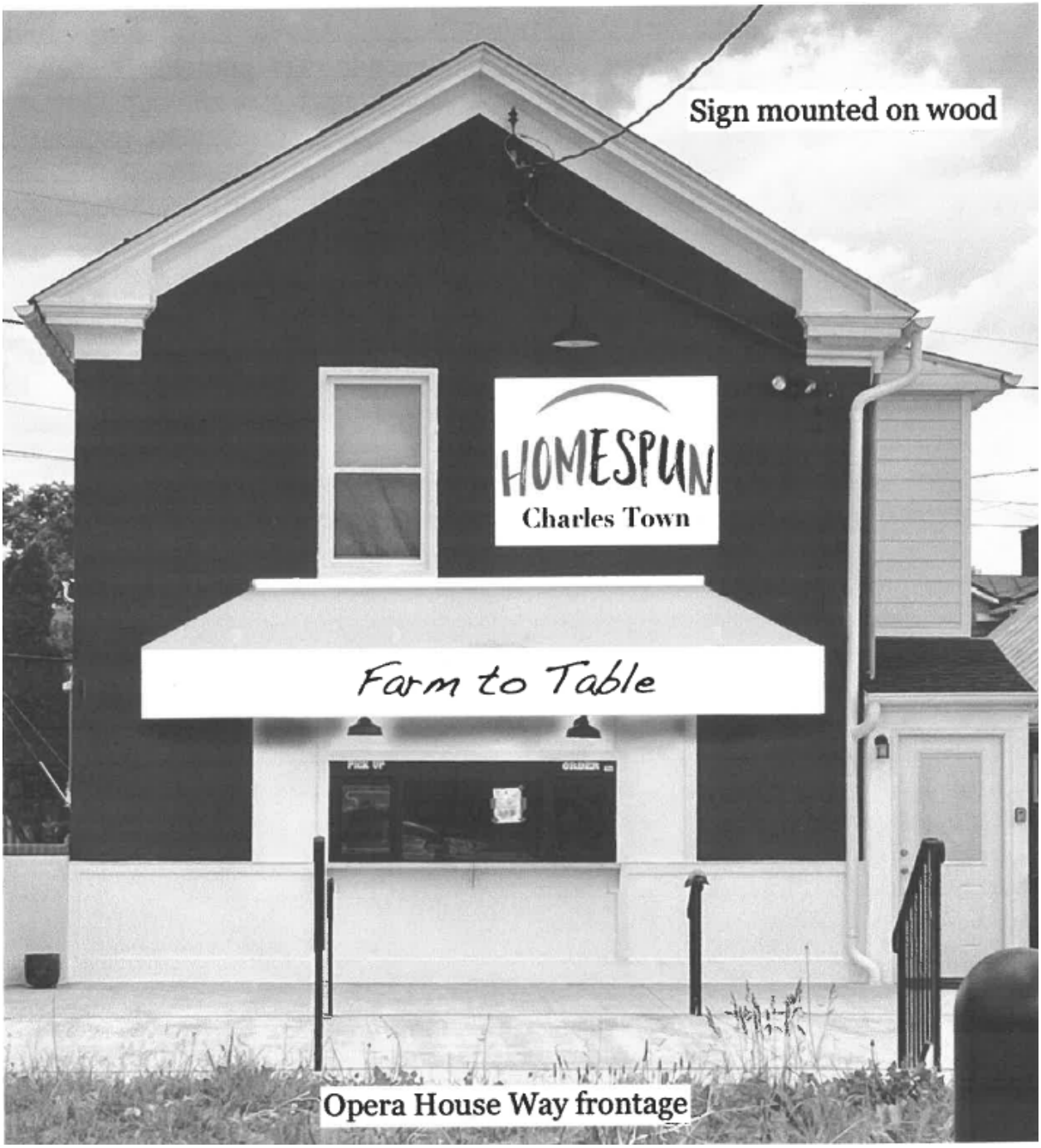
A. **Setbacks:** 0 ft. for side and rear.
B. **Maximum building height**: 4 stories/55 ft.
C. **Maximum lot coverage**: 90%

Fences: Fences in a rear yard may go up to 6 ft. in height.

HISTORIC DISTRICT REQUIREMENTS

Signage




Sign mounted on wood
HOMESPUN
Charles Town
Farm to Table
Opera House Way frontage

Sign Details:

Material: Wood, engraved/etched and painted.

Size of the front and rear wall main signs:

1. **Height**: 48 inches
2. **Width**: 30 inches

No measurements were provided for the smaller sign to be placed near the main entrance steps.

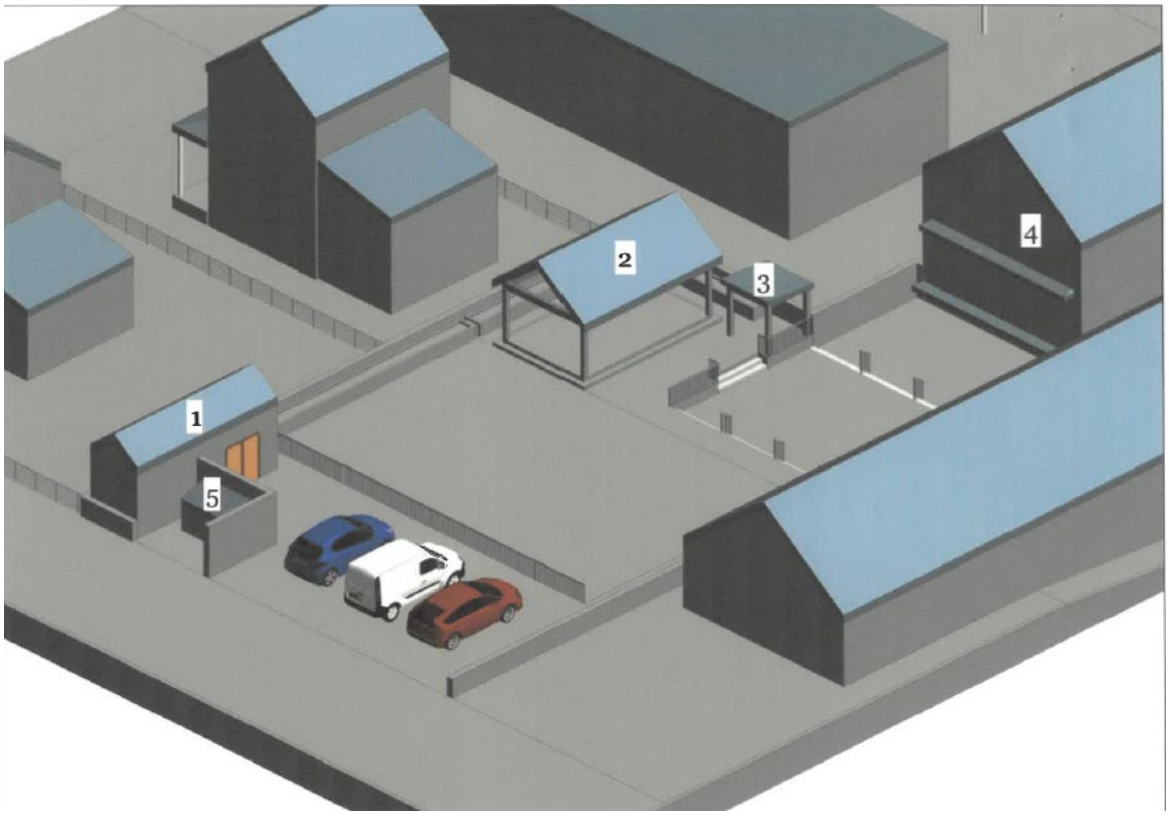
The requirement of no more than 1 sq. ft. of signage per 1 foot of building width is met, even with both signs and a smaller sign near the main entrance steps.

Awnings

Per page 37 of the Design Review Standards: "*Awnings and canopies should be placed only on structures for which they are historically accurate or which there exists physical evidence of a previous treatment. Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should only be of canvas material.*"

The applicant has not specified awning design/material/dimensions.

New Construction



KEY

1. 8x16 ft. gabled storage shed on gravel pad
2. 15x30 ft. free-standing gabled pavilion or pergola
3. 8x8 ft. shelter for musicians
4. Signage
5. Fence for dumpster enclosure

Design – Gabled Storage Shed (resin material). 8 x16 ft.



Design – Gabled Wooden Pavillion – 28 x 14 sq. ft.



Design – Musician Shed – 8 x8 ft. Wooden construction with a metal roof.



Design – Fence – Wooden, with height and width of 6 ft.

Review standards for accessory structures:

1. *Style, scale, color, materials and textures should be compatible with those of the building.*

2. *Avoid appurtenances that clash with the architectural period of the building and the streetscape.*

3. *Appurtenances should not draw attention away from the historic building. Statuary and fountains should be discreet and compatible with the architectural style of the property.*

4. *It is advised to not mimic an architectural style not found in the Historical District.*

The applicant has provided images of the proposed structures they wish to erect, as well as their dimensions and location. Generally the Commission has desired more detail with an assurance that the specific item shown/detailed is what will be built. In this case these structures will be visible from Opera House Way with a limited view form North and Liberty Streets, given the topography of the site.

STAFF RECOMMENDATION

Signage: Approval of the two wall signs as presented

Wooden fence: Approval

Accessory structures: Table action to get final details on building design to the Commission.

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
JUN 30 2025
BY: VB

COA Application No._____

1. DATE: 6/30/2025

2. APPLICANT'S NAME* Forrest Pritchard

Address: mailing: 588 Smithfield Ln Berryville VA 22611
location: 212 N. George St., Charles Town, WV 25414

Telephone Number: (540) 303 0740

Email Address: homespuncharlestown@gmail.com

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

Other:_____

3. PROPERTY OWNER'S NAME Forrest Pritchard

Address: Same as above

Telephone Number: (___)_____

Email Address: _____

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

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

Property Address: 212 N. George Street

Tax Map # and Parcel(s): 2A 0019 0000 0000 parcels 1 and 2

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

Farm-to-table restaurant, copying current model operating in Berryville

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

former restaurant, currently vacant

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:

opening 04/2026, haven't applied yet

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):

not sure yet

Sign Contractor:

not sure yet

Contractor License #: WV & City of Charles Town:

tbd

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?

see attached mock ups

Sign Material:

wood, engraved/etched and painted

SIGN DIMENSIONS:

Height	Width	Depth

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

yes, using existing lights used at prior restaurant

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 6/30/2025

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

_____ Date _____

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:

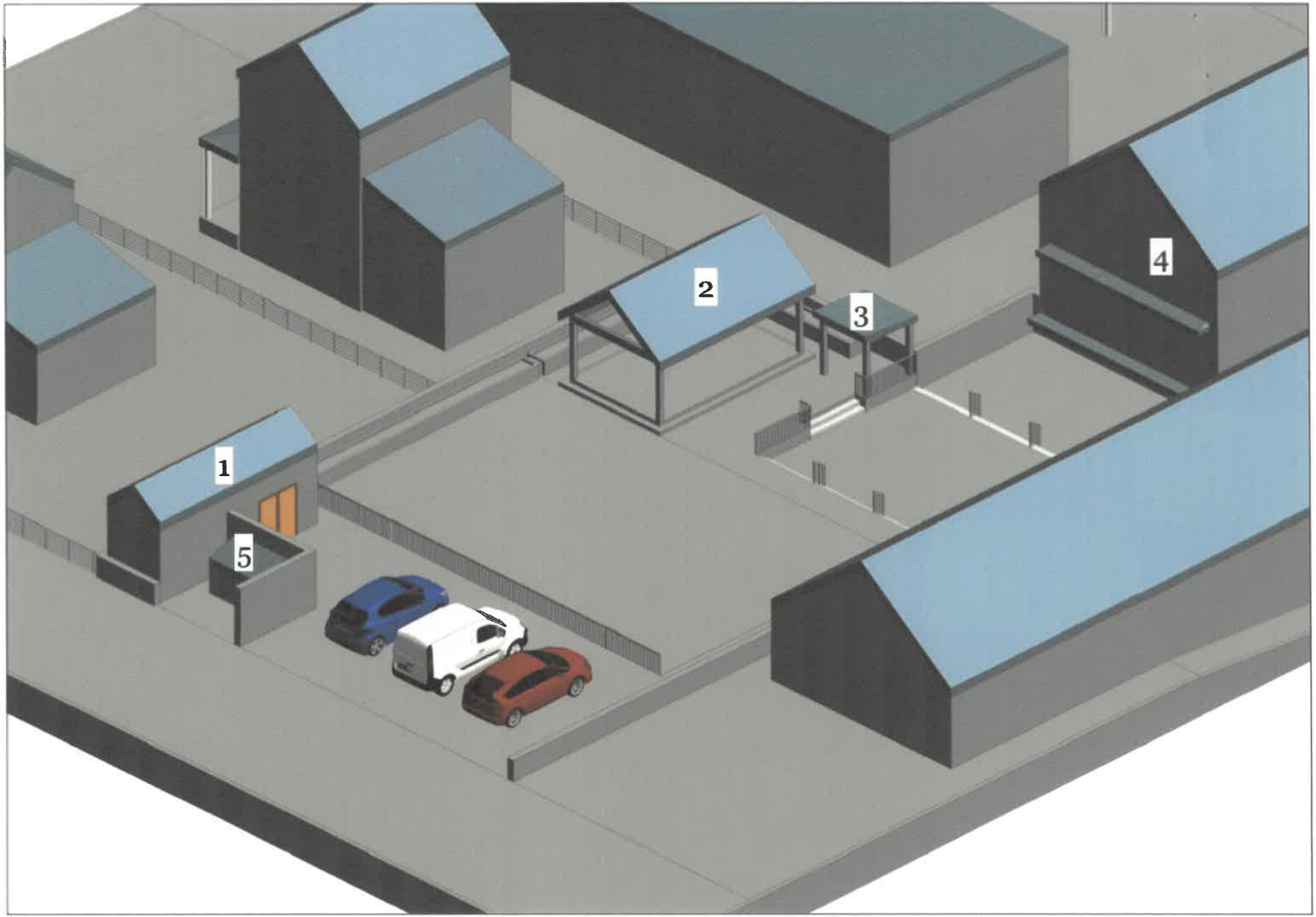
_____

Comments:_____

_____

_____

_____



SOUTH-WEST AXONOMETRIC | COLOR

Scope Of Work

1) An 8x16 gabled storage shed placed on gravel pad;

2) an approximately 15x30 free standing gabled pavilion or pergola, to offer shade and protection from elements to seated customers;

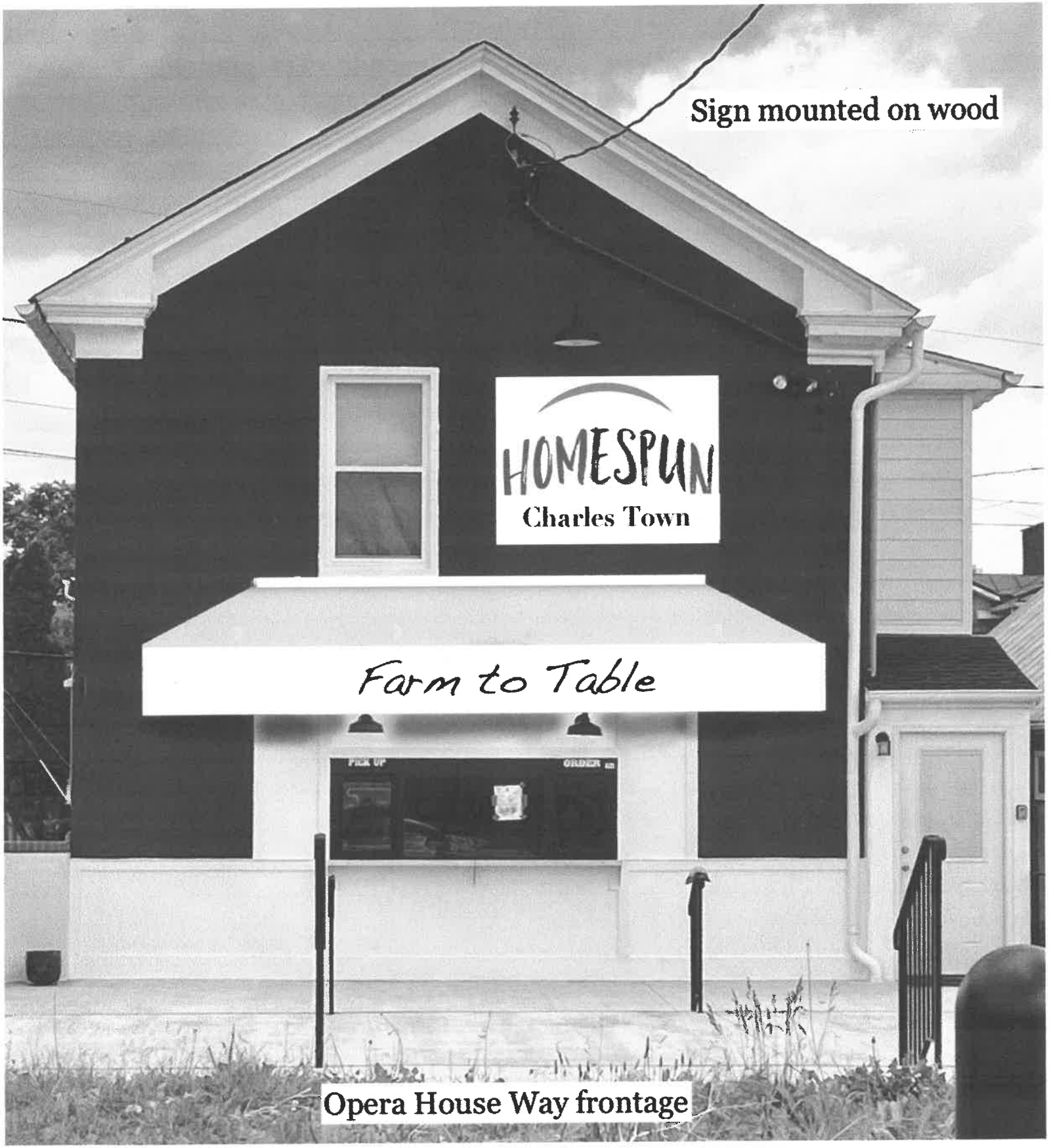
3) an approximately 8x8 shelter for musicians//additional seating;

4) signs as marked

5) privacy fence for dumpster

Additionally, two awnings and wooden signs as proposed in accompanying mock-ups.


Signs will be mounted on wood
Lights moved to above sign
HOMESPUN
Charles Town
Farm to Table
HOMESPUN
SHAKES & BURGERS
Small inset sign at top of steps
George St. frontage


Sign mounted on wood
HOMESPUN
Charles Town
Farm to Table
PICK UP
ORDER
Opera House Way frontage