CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • SEPTEMBER 8, 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

: DRAFT August 11, 2025 Minutes
08112025_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **Public Hearing**: *COA2025-17* - 208 N Charles St. - Siding Replacement
1. Staff Report.pdf
2. Application.pdf
3. Design.pdf

: **Public Hearing**: *COA2025-18* - 108 N Charles St. - Signs and Awnings
1. Staff report.pdf
2. Application.pdf
3. Design.pdf

: **Public Hearing**: FIP*2025-03* - 202 W. Washington St. - Grant Request
1. Staff Report.pdf
2. Application.pdf
3. Narrative.pdf
4. Details.pdf

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas_minutes.php

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

Meeting: 09/08/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT August 11, 2025 Minutes

ATTACHMENTS:

- 08112025_HLC_Minutes DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • August 11, 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
Anthony Troxel

Randy Hilton – Absent
Nick Zaglifa - Absent

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 July 14, 2025 - Minutes

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4:1 Public Hearing: COA 2025-13 – 231 W Washington St – Projecting Sign

Staff presentation.

Commission Discussion.

Motion to open public hearing:

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

Kasey Crafts, applicant: Spoke briefly on the proposed sign design

Motion to close public hearing

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

The Commission asked what material the sign is made of and the applicant stated it would be metal.

DRAFT

Motion to approve COA2025-13 as recommended by staff:

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

4:2 Public Hearing: COA 2025-14 – 214 W Congress St – Building Addition

Staff presentation.

Board Discussion.

Motion to open public hearing:

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

Dave Leonard, applicant: Stated that the current addition was an old porch that was just closed in and isn't structurally sound. Will be demolished to make room for the proposed new addition.

Motion to close public hearing

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

The Commission discussed the new material for the windows. Applicant stated it is an Anderson window, wood on inside, vinyl clad on outside. The trim was discussed. The siding was confirmed to be engineered wood.

Motion to approve COA2025-14 as recommended by staff:

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

4:3 Public Hearing: COA 2025-16 – 212 N George St – Accessory Structures, Signs/Awning

Staff presentation.

Commission discussion.

Motion to open public hearing:

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

The applicant spoke regarding the priorities for their business. Signs and awning are the top priorities, followed by storage building, and then the other accessory structures. The material of the awnings was discussed. It was stated that it is vinyl but has a canvas look.

Motion to close public hearing

RESULT:	**Approved**

DRAFT

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

Motion to approve COA2025-16 as recommended for the signage, awning, fencing & small storage building, and to table the other accessory structures:

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

The rewriting of the design standards was discussed.

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:36 pm.

DRAFT

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

Meeting: 09/08/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

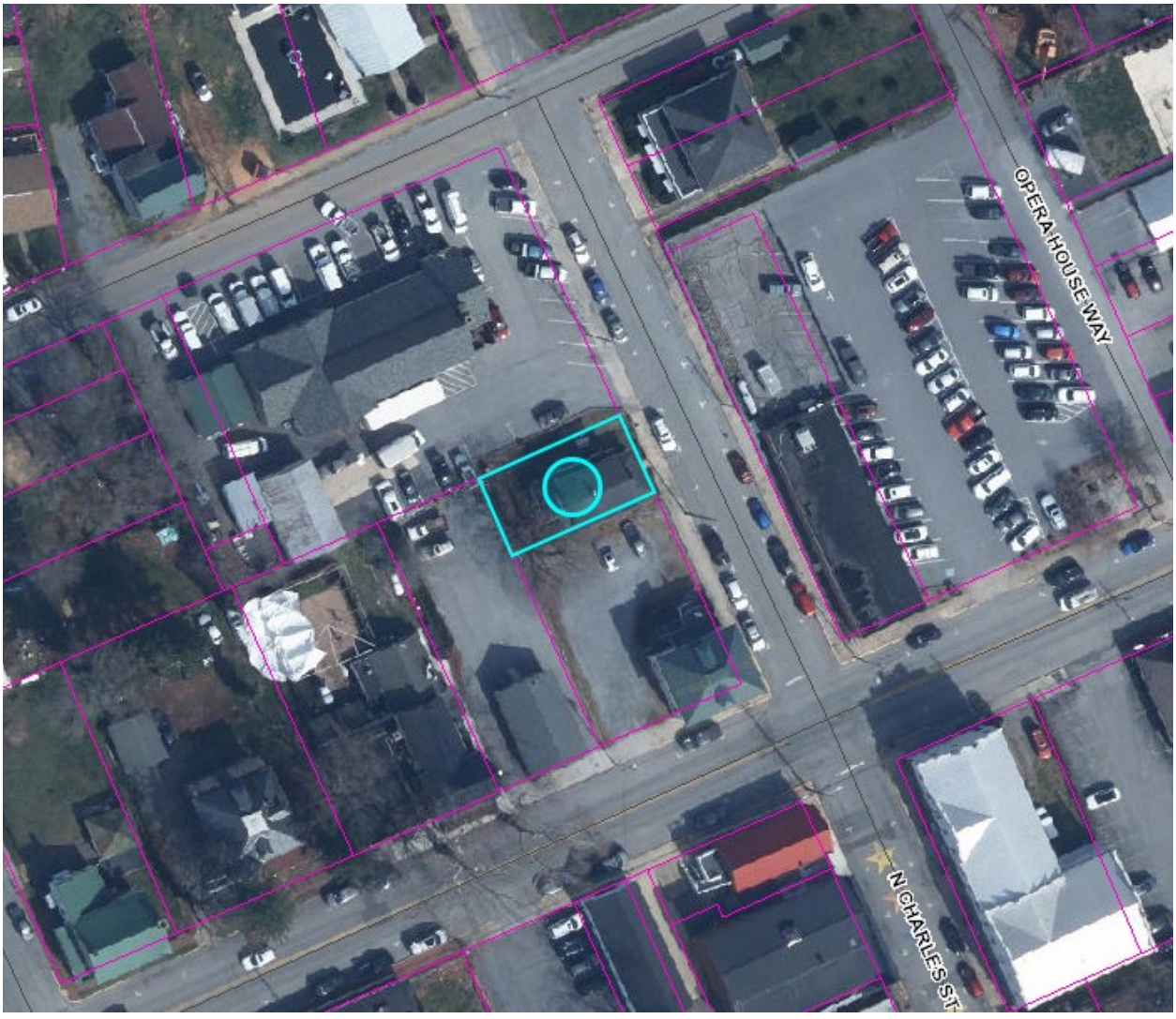
Public Hearing: *COA2025-17* - 208 N Charles St. - Siding Replacement

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2025-17

Date: For the September 8, 2025 Historic Landmarks Commission meeting
Applicant: Jill Baldinger
Property Owner: Jill & Michael Baldinger
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for siding replacement
Address: 208 N. Charles St.
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: None available.

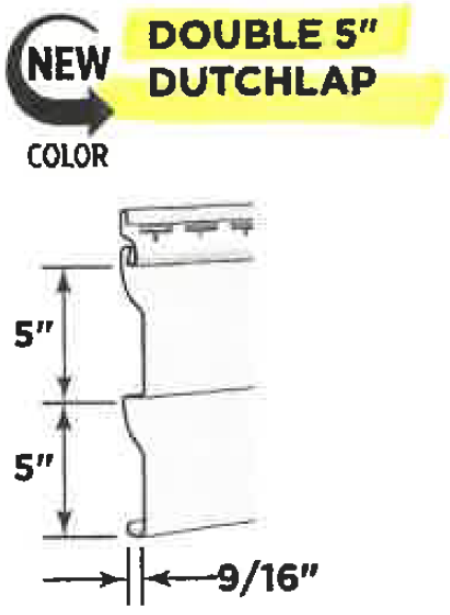
PROPOSAL
A request for a Certificate of Appropriateness to:
-Install vinyl siding

SITE

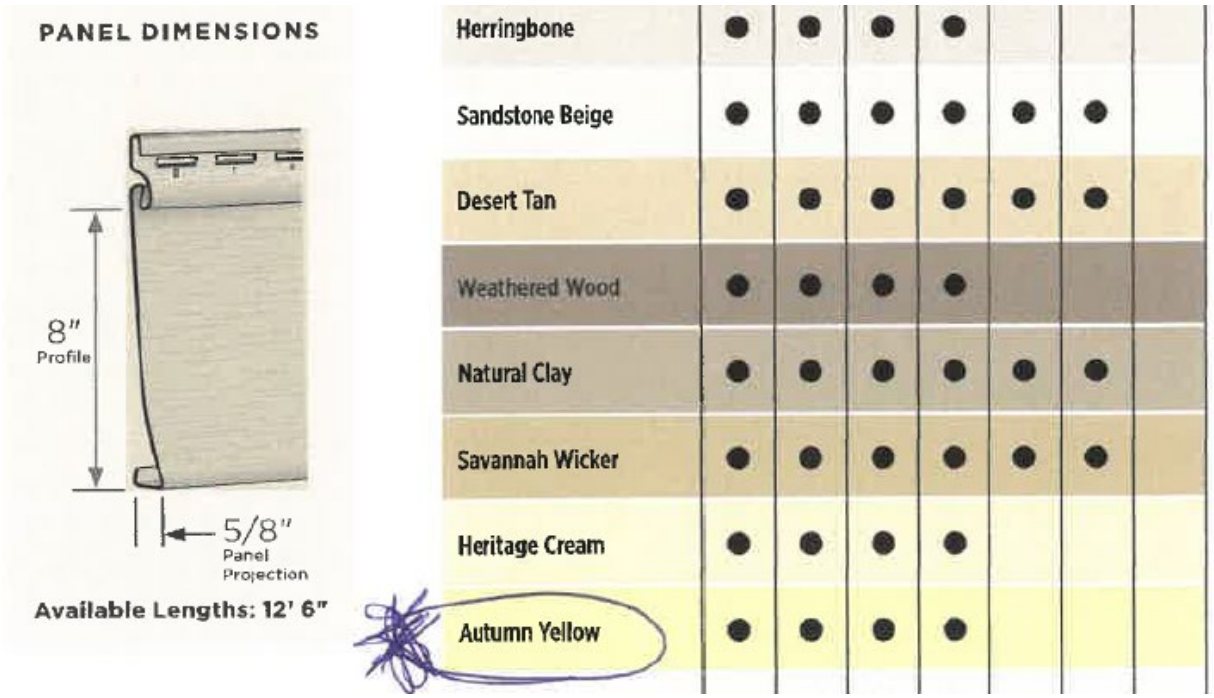
Photograph provided by applicant.



PROPOSED MATERIAL



Product Code:	**39125**
Finish:	Woodgrain
Length:	12'
Thickness:	.042"
Exposure:	10"
Projection:	9/16"
Panels/Ctn.:	20
Squares./Ctn.:	2
Cartons/Pallet:	14
lbs./Ctn.:	≤ 93



The existing aluminum siding has been damaged by wear and tear over time and the applicant seeks to replace it with the new vinyl siding.

ORDINANCE REQUIREMENTS

None.

HISTORIC DISTRICT REQUIREMENTS

"*The* [Commission] *is unlikely to approve installation of any simulated materials on the front or side (for corner lots) of the public façade of any structure in any Charles Town Historic Overlay District(s), including stucco, aluminum or vinyl siding, stone, brick veneer, or any other surface material that was unavailable or unlikely to be used at the time of construction*" Design Review Standards pg. 23.

As the existing siding is aluminum, and as aluminum is already regarded as less than acceptable, replacing aluminum with vinyl will not make the structure any less historic in nature nor detract from the character of the district.

STAFF RECOMMENDATION

Approval

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

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

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

RECEIVED

JUL 31 2025

BY: VB

COA Application No._____

1. DATE: July 31, 2025

2. APPLICANT'S NAME* Jill Baldinger

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

Telephone Number: (540-931-5313

Email Address: mijill@frontier.com

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

Other: Owner

3. PROPERTY OWNER'S NAME Jill Baldinger

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

Telephone Number: (540-931-5313

Email Address: mijill@frontier.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: 208 N Charles St., Charles Town, WV 25414

Tax Map # and Parcel(s): 2 0025 0000 0000

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

residential — Permit 25-552

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

residential

7. TYPE OF WORK:

A. ☑ Exterior alteration or repairs.

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

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

D. ☐ Relocation of Structure

E. Other:

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)

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

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

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

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

G. MOTHBALLING OF STRUCTURE

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

Signs

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

_____

Sign Contractor:

_____

Contractor License #: WV & City of Charles Town:

_____

TYPE OF SIGN

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

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

_____

Sign Material:

_____

SIGN DIMENSIONS:

Height	Width	Depth

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

_____

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage), and attach to this form.

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH of the PROPOSED SIGN(S) and LOCATION.

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

Jill E Baly Date 7/31/2025

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

Jill E Baly Date 7/31/2025

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:_____

_____

_____

_____



CertainTeed Mainstreet Siding Replacement - D5/DUTCHLAP/AUTUMN YELLOW

- remove all siding, house wrap, J-Channel down to nailable surface
- Inspect nailable surface for rotting or molding, replace if needed nailable surface at the expense of homeowner. Cost may vary depending on product needed.

SIDING:

- Furnish and install CertainTeed Mainstreet Vinyl Siding - D5/DUTCHLAP/AUTUMN YELLOW
- Furnish and install housewrap on sheathing
- Furnish and install J-Channel around windows, doors, and siding terminations - AUTUMN YELLOW
- Furnish and install outside corner posts on all sided outside corners - AUTUMN YELLOW
- Furnish and install inside corner posts on all sided inside corners - AUTUMN YELLOW
- Furnish and install undersill trim beneath all windowsills – WHITE
- Furnish and install new Large Mounting Blocks - 1/WHITE
- Furnish and install new Dryervents - 1/WHITE
- Furnish and install new gable vents - 2/LARGE/AUTUMN YELLOW

GUARANTEES:

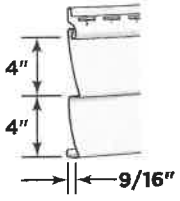
- Crew will haul away all debris and dispose of it
- 10 yr Workmanship Warranty and Lifetime Limited Warranty from CertainTeed.
- Crew will maintain safety requirements at all times during installation
- Crews are licensed and Insured.

We do our best to clean up nails but when tearing off aluminum siding aluminum nails from the old siding do not get picked up by the magnetic sweepers. Unless otherwise stated, this contract is for the replacement of the siding panels and their accessories, trim replacement and aluminum capping, unless explicitly stated, is not included.

MainStreet™

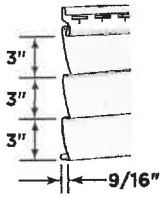
DOUBLE 4" CLAPBOARD

NEW COLOR



Product Code: 39110
Finish: Woodgrain
Length: 12' 6"
Thickness: .042"
Exposure: 8"
Projection: 9/16"
Panels/Ctn.: 24
Squares/Ctn.: 2
Cartons/Pallet: 16
lbs./Ctn.: ≤ 99

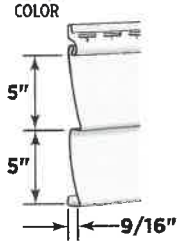
TRIPLE 3" CLAPBOARD



Product Code: 39131
Finish: Brushed
Length: 12' 1"
Thickness: .042"
Exposure: 9"
Projection: 9/16"
Panels/Ctn.: 22
Squares/Ctn.: 2
Cartons/Pallet: 14
lbs./Ctn.: ≤ 100

DOUBLE 5" CLAPBOARD

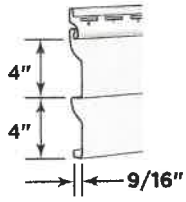
NEW COLOR



Product Code: 39122
Finish: Woodgrain
Length: 12'
Thickness: .042"
Exposure: 10"
Projection: 9/16"
Panels/Ctn.: 20
Squares/Ctn.: 2
Cartons/Pallet: 17
lbs./Ctn.: ≤ 93

DOUBLE 4" DUTCHLAP

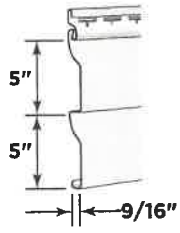
NEW COLOR



Product Code: 39113
Finish: Woodgrain
Length: 12' 6"
Thickness: .042"
Exposure: 8"
Projection: 9/16"
Panels/Ctn.: 24
Squares/Ctn.: 2
Cartons/Pallet: 16
lbs./Ctn.: ≤ 101

DOUBLE 5" DUTCHLAP

NEW COLOR

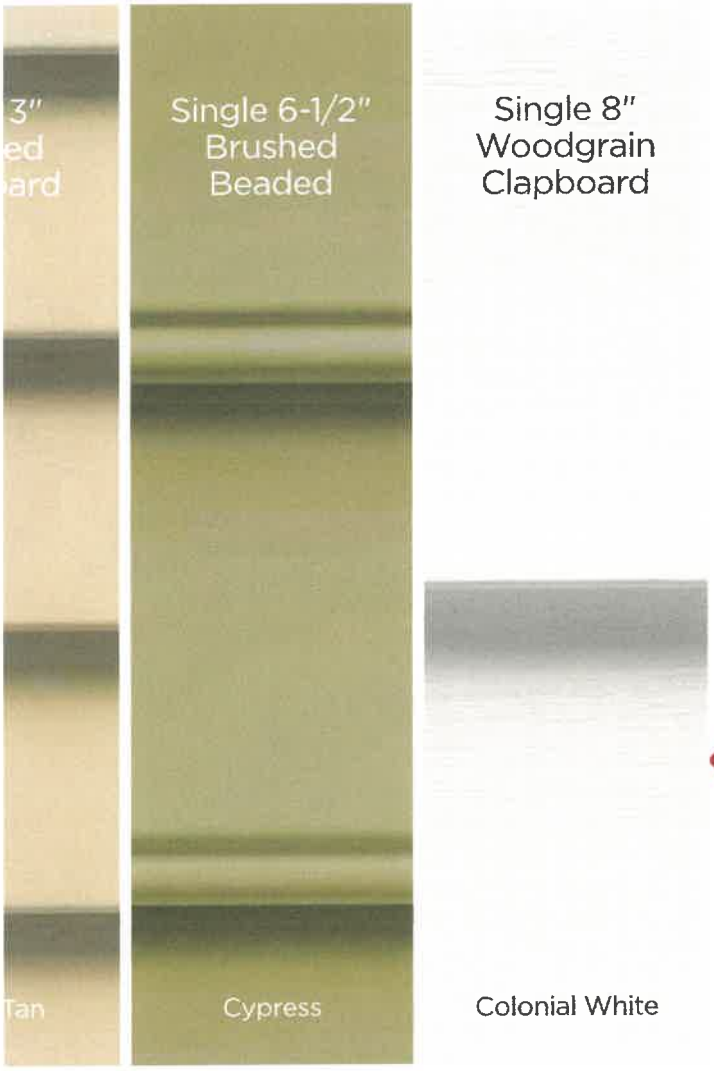


Product Code: 39125
Finish: Woodgrain
Length: 12'
Thickness: .042"
Exposure: 10"
Projection: 9/16"
Panels/Ctn.: 20
Squares./Ctn.: 2
Cartons/Pallet: 14
lbs./Ctn.: ≤ 93

Product Code		39110 Double 4" Clapboard (Woodgrain)	39131 Triple 3" Clapboard (Brushed)	39122 Double 5" Clapboard (Woodgrain)	39113 Double 4" Dutchlap (Woodgrain)	39125 Double 5" Dutchlap (Woodgrain)
COLOR	Autumn Yellow (10)	●		●	●	●
	Castle Stone (37)	●		●	●	●
	Colonial White (01)	●	●	●	●	●
	Cypress (42)	●		●	●	●
	Desert Tan (07)	●	●	●	●	●
	Granite Gray (34)	●		●	●	●
	Graystone (61)	★		★	★	★
	Heritage Cream (11)	●	●	●	●	●
	Herringbone (04)	●		●	●	●
	Natural Clay (60)	●	●	●	●	●
	Oxford Blue (32)	●	●	●	●	●
	Sandstone Beige (15)	●	●	●	●	●
	Savannah Wicker (59)	●	●	●	●	●
	Seagrass (30)	●		●	●	●
	Snow (31)	●	●	●	●	●
	Sterling Gray (33)	●	●	●	●	●
	Wedgewood Blue (89)	●		●	●	●
	Weathered Wood (90)	●		●	●	●
DELUXE	Autumn Red (23)	●		●	●	●
	Charcoal Gray (46)	●		●	●	●
	Flagstone (97)	●		●	●	●
	Forest (47)	●		●	●	●
	Pacific Blue (27)	●		●	●	●
	Sable Brown (29)	●		●	●	●
	Spruce (16)	●		●	●	●

★NEW COLOR

≤ Heaviest weight listed – varies by color.

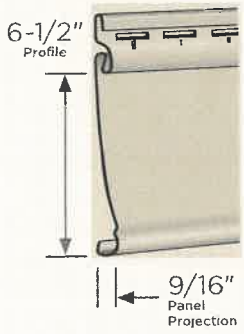


NSIONS

9/16" Panel Projection

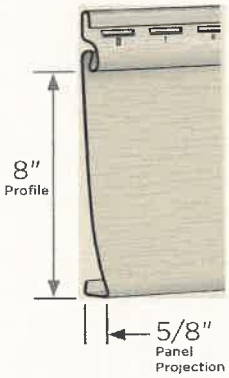
ths: 12' 1"

PANEL DIMENSIONS



Available Lengths: 12' 4"

PANEL DIMENSIONS



Available Lengths: 12' 6"

★ New Color
* Deluxe Colors

	D4 Clapboard	D5 Clapboard	D4 Duchlap	D5 Duchlap	T3 Clapboard	S6-1/2 Beaded	S8 Clapboard
Autumn Red*	●	●	●	●			
Sable Brown*	●	●	●	●			
Spruce*	●	●	●	●			
Forest*	●	●	●	●			
Pacific Blue*	●	●	●	●			
Wedgewood Blue	●	●	●	●			
Flagstone*	●	●	●	●			
Charcoal Gray*	●	●	●	●			
Castle Stone	●	●	●	●			
Granite Gray	●	●	●	●		●	
NEW COLOR Graystone	★	★	★	★			
Sterling Gray	●	●	●	●	●	●	
Oxford Blue	●	●	●	●	●		
Seagrass	●	●	●	●			
Cypress	●	●	●	●		●	
Herringbone	●	●	●	●			
Sandstone Beige	●	●	●	●	●	●	
Desert Tan	●	●	●	●	●	●	
Weathered Wood	●	●	●	●			
Natural Clay	●	●	●	●	●	●	
Savannah Wicker	●	●	●	●	●	●	
Heritage Cream	●	●	●	●			
Autumn Yellow	●	●	●	●			
Snow	●	●	●	●	●		
Colonial White	●	●	●	●	●	●	●

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

Meeting: 09/08/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2025-18* - 108 N Charles St. - Signs and Awnings

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2025-18

Date: For the September 8, 2025 Historic Landmarks Commission meeting
Applicant: Funtopia LLC
Property Owner: MLB-FINANCE INC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for signage and awnings
Address: 108 N. Charles St.
Zoning: Old Town Mixed-Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Commercial Vernacular, c. 1890-1910. One story gable roofed storefront with standing seam roof. **Contributing.**

PROPOSAL
A request for a Certificate of Appropriateness to install two awnings, a wall sign, and a projecting sign.

VIEW

Staff photograph taken September 3, 2025:



DIMENSIONS AND MATERIALS

Awning: Acrylic fabric, hard edged.

Awning 1: Width of 52.5 inches, Length of 36 inches, Height of 24 inches

Awning 2: Width of 76.5 inches, Length of 36 inches, Height of 24 inches

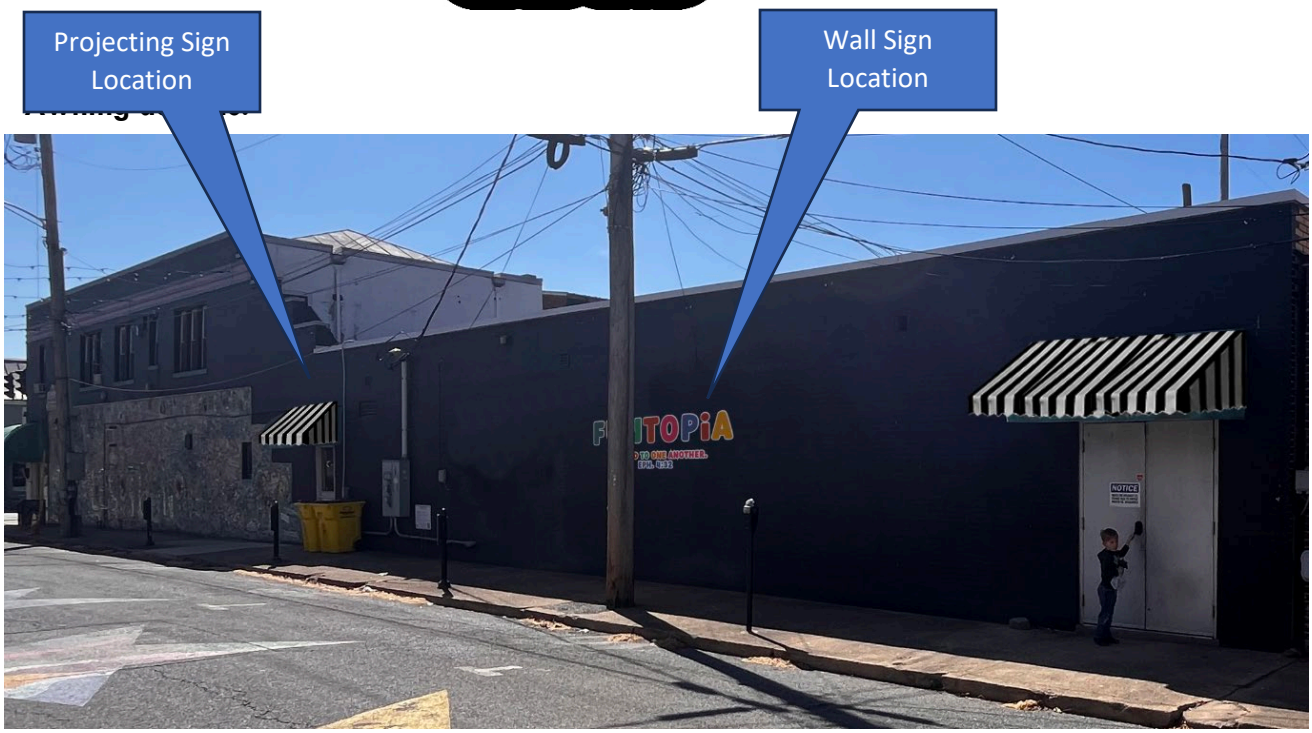
Wall Sign: Dibond (aluminum sheets with a polyethylene core), with dimensions of: 7.5 feet length x 2.5 feet height, depth of 2 inches. Total area of 18.75 ft.

Projecting Sign: Dibond, with dimensions of 2.5 feet length x 1.6 ft. height, depth of 1 inch. Total area of 4 ft.

DESIGN:

Sign Design (both signs):





ORDINANCE REQUIREMENTS

Awnings: No requirements for awnings that do not feature signage.

Projecting Sign: May only include the name and address of the business. Shall not extend more than five feet into the public right-of-way. Required to have liability insurance in an amount of not less than $500,000 per occurrence per Sign. Maximum permitted size is six (6) ft^2

Wall Sign: Wall Signs on historic Buildings shall be placed within the sign frieze, or distinct place within which a Wall Sign was intended to be located, if the Building was designed for such. No Wall Sign shall extend beyond such space. If there is no sign frieze, the Wall Sign shall be placed below the typical second floor window area.

Maximum permitted size is: one (1) ft² per lineal foot of the individual tenant/business occupied building wall where the sign will be attached; Up to 64 ft².

HISTORIC DISTRICT REQUIREMENTS

Awnings: "*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. In commercial areas, awnings should be made of heavy canvas, other woven fabric with canvas-like qualities or vinyl material. Plastic and aluminum are not permitted.*" – Design Review Standards pg. 37.

The awnings are replacements for awnings that were over the side doorways along N. Charles St.

Signs: Painted wood or metal is the preferred material for signage. Wall signs shall be placed within the sign frieze, or distinct place within which a wall sign was intended to be located, if the building was designed for such. No wall sign shall extend beyond such space. If there is no sign frieze, the wall sign shall be placed below the typical second floor window area. The sign should fit within the lines and panels of the storefront as defined by the building frame and architectural detailing.

Neither sign will be illuminated.

STAFF RECOMMENDATION

Approval subject to conditions:

1. That prior to installation of the projecting sign, the applicant shall provide staff with proof of liability insurance in an amount of not less than $500,000 per occurrence per Sign

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.

FUNTOPIA
108 N CHARLES ST.
SUITE 100

NATHAN SMITH

RECEIVED
AUG 01 2025
BY: VB

COA Application No._____

1. DATE: 7/31/25

2. APPLICANT'S NAME* G Nathan Smith

Address: 108 N Charles St. Suite 100

Telephone Number: (571) 435-0230

Email Address: gnathansmith@gmail.com

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

Other:_____

3. PROPERTY OWNER'S NAME G Nathan Smith

Address: 27 Steinway Dr.

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: 108 N Charles St. Suite 100

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. ☐ 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: Add sign(s): mounted on side of building & suspended above door
Add 2 black and white awnings above doors (see attached)

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:

[X] 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	[X] 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:

Vital Signs

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

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

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

middle of side of building + above/beside entrance

Sign Material:

Diband

SIGN DIMENSIONS:

	Height	Width	Depth
MOUNTED	2.5'	7.5'	2"
SUSPENDED	20"	30"	1"

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

Possibly depending on availability of electrical outlet - please approve in case

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage), and attach to this form.

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH of the PROPOSED SIGN(S) and LOCATION.

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant

_____ Date 7/31/25

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:_____

_____

_____

_____

HANGING SIGN

30" x 20"
(2.5' x 20")

MOUNTED SIGN

7.5' x 2.5'



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

Meeting: 09/08/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: FIP*2025-03* - 202 W. Washington St. - Grant Request

ATTACHMENTS:

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

Façade Improvement Grant
FIP 2025-03

Date: For the September 8, 2025 Historic Landmarks Commission meeting
Applicant: Mark & Billie Sellers
Property Owner: TRADEWINDS FLOORS INC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 202 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial



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

FUNDING MECHANISM

Property owners or tenants who choose to participate in this program are eligible to receive financial assistance, in the form of a 50/50 funds match, up to $5,000.00 Any work completed prior to formal written approval will not be eligible for funding.

PROPOSAL

A request for up to $4,568 with a Façade Improvement Grant. Applicant seeks reimbursement for:

- *Trim: Painting and repair*
- *Windows: Painting and repair of frames, replacement of sills*
- *Masonry: Painting and repair,*

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

STRUCTURE VIEW

Staff photographs taken September 3, 2025:





GRANT REQUIREMENTS

A. Policy for Two Bids:

1. Two Bids will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a site such as homewyse.com will be required.

B. Application Process:

Each applicant will be eligible to apply for up to $5,000.00 each fiscal year. In order to be considered for a Façade Improvement Program 50/50 matching grant, the property owner and tenant shall complete the following tasks:

1. Review the Design Review Standards, including eligible and ineligible projects.

2. Complete and submit the Certificate of Appropriateness Application and Façade Improvement Program Application.

3. Submit before and after sketches, photographs, or other illustrations and a written, detailed description of the project to be considered for the matching grant.

4. Complete the property owner's or tenant's 50% matching portion of the estimated project cost and submit proposed/estimated cost. Bids must be provided if the work is being done by a contractor.

WORK DESCRIPTION

-Repoint the brick mortar.
-Replace all three wooden window sills – damaged due to rot. Caulk, prime, and paint new frames and sills.
-Replace wooden trim as needed and paint.
-Lime wash the brick.

QUOTES

The applicant has provided one quote based on cost of materials at applicants expenses and cost of outside labor. Applicant states that they have contacted 21 contractors but only heard back form 3, of which one shortly retried, the second was unavailable for a year, and the third stopped responding.

The quote provided for all materials and labor is $9,136. With a 50/50 match, the grant request is for up to $4,568.

AVAILABLE FUNDS

$10,000 dollars remain available in the fund. If approved in full, the remaining balance would be $5,432.

STAFF RECOMMENDATION

Approval.

The Commission may approve, approve with conditions, table, or deny the request.

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

RECEIVED
AUG 12 2025

APPLICATION

Applicant's Name: Mark + Billie Sellers Date: 8 / 12 / 25

Company Name: Phone: 301-730-5340

Mailing Address: 6138 Clevelandtown Rd Fax: NA

Boonsboro, MD 21713 E-mail: hello@sustain.bio

Project Address: 202 W. Washington St., Charles Town, WV 25414

Have you received rebates from the City's Façade Improvement Program in the past 12 months? ☐ Yes ☒ No

Is this property:

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

Description of the Façade Improvement project:
Replace 2nd Floor window sills, clean + paint window frames. Repoint upper part of brick wall. Clean + paint trim above 2nd floor windows + above awning. Lime wash brick.

Remove canvas awning cover until work is complete then reinstall.

Estimated Project Start Date: 10 / 01 / 2025
Estimated Project End Date: 10 / 31 / 2025

Estimated Total Project Budget: $9136

Grant Amount Requested: $4568

The following items are included with this application:

- ☒ Before/after sketches or photographs or illustrations
- ☒ Detailed proposal and/or contractor estimates

I have reviewed the following documents, as they pertain to my application:

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

If the application and request is approved, the following will be required:

- Apply for and obtain all necessary permits.
- Submit receipts/invoices to the City once the project is complete.
- City inspection of improvements to ensure compliance with the COA and intended outcomes based on the funding application submittal.

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Charles Town.

Property Owner's Printed Name: Mark + Billie Sellers

Property Owner's Signature: Mark W. Sellers

Date of Application: 8/12/25

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

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

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

1. APPLICANT'S NAME Mark + Billie Sellers

Address: 6138 Clevelandtown Rd Boonsboro, MD 21713

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

Email Address: hello@sustain.bio

Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant _X_Other:
(explain) Owners

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

Address: Same as above

Telephone Number: ( ) Fax Number ( )

Email Address: _____

3. PHYSICAL ADDRESS: 202 W. Washington St.

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

Zoning District: _____

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

Flooring Store / Business

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

Retail hemp wellness store with some consumption on site & small brewing area for beverages.

6. TYPE OF WORK:

A. _X_ Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

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

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

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

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

C. SIGNS:

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

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

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

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

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

G. MOTHBALLING OF STRUCTURE

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

DESCRIPTION OF THE PROPOSED ACTIVITY:

See attachment for description

CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1324, Section 1322.12, of the Zoning Ordinance and relevant provisions of the Charles Town Design Review Standards pertaining to this application.

Signature of Applicant

Mark W. Sellers Date 8/12/25

Signature of Property Owner

Mark W. Sellers Date 8/12/25

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

_____

SIGN CONTRACTOR:

_____

Contractor License #: WV & City of Charles Town:

_____

TYPE OF SIGN

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

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

_____

SIGN MATERIAL:

_____

SIGN DIMENSIONS:

Height	Width	Depth

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

_____

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

_____

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

CITY OF CHARLESTOWN
FAÇADE IMPROVEMENT PROGRAM

Grant Approval Agreement

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

2. **I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).**

3. **I understand that an inspection of the project must be performed by City staff upon completion of the project.**

4. **I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.**

5. **I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.**

6. **I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.**

Property Owners Signature _____ **Date** _____

202 W Washington St
Charles Town, WV
Façade Renovation

It has been quite an undertaking to locate a contractor for our façade renovation project. I have contacted 21 contractors from the list that the Town of Charles Town provided and only 3 responded. One just retired, one was nice enough to come and look at the project but told me he couldn't even think about it until next year because he is so busy and the other one came and looked, was very into the project but did not respond with an estimate and now will not respond to me. So we will plan to proceed doing the work ourselves with some help. The best I could get was one bid for labor to help us with the work.

Our goal is to have the front exterior complete sometime this fall. Please refer to our rendering of the façade of our planned project.

We plan to reuse the existing awning but will remove it during the project and have it cleaned then reinstalled once the project is complete since it is still in good condition and a good color.

We will repoint the brick matching the mortar to the existing color. We will replace all 3 rotten window sills with wood on the second floor windows then caulk, prime and paint all the window frames and new window sills a beige or light tan color. We will make repairs as needed to the existing building trim then prime and paint it a shade of green that will match the awning.

To accent the building and pull everything together, we will lime wash the brick a light beige. In West Virginia, lime wash was commonly used in the 18th and 19th centuries, especially as settlers established homes and communities. The availability of limestone in the region made it a practical choice for producing lime. This technique allows moisture to escape from the walls, helps protect from the elements and enhance the appearance. Lime wash was favored for its natural ingredients and ease of application. It was commonly used on homes, public buildings, and even in some decorative applications. The technique was particularly popular in rural areas, where lime was readily available from local sources. Overall, lime washing was an important technique in the construction and maintenance of buildings, valued for both its functional and aesthetic qualities.

The tile on the walls of the first floor will remain for now and all colors throughout will match.

The signage on the windows of the rendering are examples for now. We are not sure what our plans are for signage but with total project renovations probably running into January 2026 we have time to determine that.




202
CBD THC
FARMACY
&
FOUNTAIN

202 W Washington St
Charles Town
Façade Grant Estimate

Second Floor Windows			
	Materials:	Primer	$30
		Paint	$80
		Paint supplies	$100
		Wood for sill replacements	$300
		Caulking	$120
	Labor:		$1100
			$1730
Scrap and Paint Building Trim			
	Materials:	Primer	$100
		Paint	$400
	Labor:		$700
			$1200
Repoint Brick			
	Materials:	Mortar	$40
	Labor:		$600
			$640
Lime Wash Brick			
	Materials:	Lime Wash	$260
	Labor:		$2500
			$2760
Remove Awning, Clean and reinstall			
	Labor:		**$1000**
Manlift Rental			**$1806**
		Grand Total	***$9136***

ROMABIO™

BioCalce© Classico Limewash



Avorio White | Bianco White | Cristallo White



Nube Gray | Riposo Beige | Toscana Beige



Tropea Beige

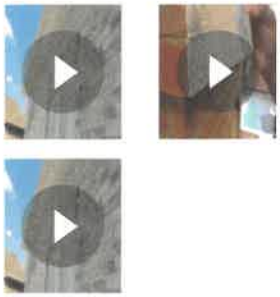
Hover Image to Zoom

RECEIVED
AUG 12 2025
BY:

4 Gal. Riposo Beige Limewash Interior/Exterior Paint

by **ROMABIO**

Related Videos & 360° View



Product Images

