CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • MAY 13, 2024

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 April 8, 2024 minutes
4.8.24 HLC MINUTES_DRAFT.docx

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2024-09* - Sign request at 130 W. Washington Street
1. Staff Report.pdf
2. Application.pdf

4.2 : **Public Hearing**: *COA2024-11* - Exterior modifications request at 304 E. Congress St.
1. Staff Report.pdf
2. Application.pdf
3._Design_Details.pdf
4._Applicant_Photos.pdf

4.3 : **Public Hearing**: *COA2024-12* - Partial demolition request at 307 E. Washington St.
1. Staff Report.pdf
2. Application.pdf
3. Demolition Application.pdf
4. Applciant photographs.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-and-minutes/

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

Meeting: 05/13/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT April 8, 2024 minutes

ATTACHMENTS:

- 4.8.24 HLC MINUTES_DRAFT.docx

CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION
MINUTES • APRIL 8, 2024

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

1. CALL TO ORDER

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

James Newman, Zoning Administrator
Kimberly Crosson, Permit Technician – Virtual

2. APPROVAL OF MINUTES

2:1 Approval of Minutes – Draft Minutes of March 11, 2024

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4:1 COA2024-06 – 406 E. Liberty – Roof Replacement

Staff Presentation

Motion to open public hearing

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

No Public Comment

Hilton – Referenced the changes previously made to the structure, stating that the proposed change to the roof will not have a negative impact and is in favor of the replacement.

DRAFT

Motion to close public hearing

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

Motion to approve COA2024-06 – 406 E. Liberty – Rood Replacement

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

4:2 COA2024-07 – 201 N. Lawrence St – Chimney Demolition

Staff Presentation

Motion to open public hearing

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

Applicant, Benjamin DuBois – The chimney dates back to the 1930's. Demolition will restore the original character of the house and is relatively urgent for preservation of the house itself.

Hilton – Structure has deep-rooted history in the City of Charles Town. Believes this structure should be listed as a Historic Landmark. Gave a brief overview of the history regarding the home. Partly famous as John Wilkes Booth would do Shakespearean readings/performances here.

Updike – In agreement with the proposal and appreciates the restoration of the house.

Motion to close public hearing

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

Motion to approve COA2024-07 – 201 N. Lawrence St – Chimney Demolition

RESULT:	Approved
MOVER:	Troxel
SECONDER:	Hilton

DRAFT

AYES:	Updike, Drake, Hilton, Troxel, Zaglifa

4:3 COA2024-08 – 121 N. Church St – Exterior Remodeling

Staff Presentation

Motion to open public hearing

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

No Public Comment

Hilton – In agreement with staff recommendation. Gave a brief overview regarding the history of the property. During the time they were built there was no ordinances regarding townhouses being built there; property was previously a larger lot with a historic building; the townhomes were built on land that had been used for keeping coaches and stables. Appreciate applicant's work on maintaining their townhome and general upkeep.

Motion to close public hearing

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

Motion to approve COA2024-08 – 121 N. Church St – Exterior Remodeling

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

5. ADJOURNMENT

Motion to adjourn.

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

Adjourned at 7:25.

DRAFT

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

Meeting: 05/13/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2024-09* - Sign request at 130 W. Washington Street

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2024-09

Date: For the May 13, 2024 Historic Landmarks Commission meeting
Applicant: Leah Brooks
Property Owner: EMPTY ENTERPRISES LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a projecting sign



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Greek Revival, c. 1850s. Brick corbeling creates the appearance of pilasters and a frieze band on this two story, three bay building. **Contributing.**

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

PROPOSED SIGN LOCATION



PROPOSED SIGN DESIGN







MATERIAL: Polyvinyl Chloride (PVC).

SIZE:
Height and width of 24 inches.
Depth of .5 inch.
Distance of sign to sidewalk: Approximately 9 ft.

ORDINANCE REQUIREMENTS

1. May be up to 6 sq. ft. in area. Sign is just under 4 sq. ft. in area.

2. A Projecting or Suspended Sign shall include only the address and name of occupant. The sign meets this criteria.

3. A Projecting or Suspended Sign shall not extend more than five (5) feet into the public right-of-way… The proposed sign meets this criteria; it will hang over the doorway and not project into the public right-of-way.

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._____

Submit by April 1
may 13 meeting
may 14 put sign

RECEIVED
MAR 27 2024
BY:_____

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. DATE 29 Feonary 2024, 20 24

2. APPLICANT'S NAME* Leah A. Brooks.

Address: 111 Calmes Street Charles Town WV 25414

Telephone Number: (704) 930-8644 Fax Number (___)

Email Address: pourchoices.wv@gmail.com

Relationship to Owner: X Lessee ___Contractor ___Architect ___Consultant ____Other:
(explain) Leasing 130 W. Washington for a Retail wine/Beer Business.

3. PROPERTY OWNER'S NAME Keith Numaw / BKM Enterprises LLC

Address: 102 west Liberty Street Charles Town, WV 25414

Telephone Number: (304) 725-7451 Fax Number (___)

Email Address: Keithnumaw@comcast.net

*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: 130 West Washington Street Charles Town, WV 25414

Tax Map # and Parcel(s): 1 LT-W Washington Street Parcel 0029-0001 Map 28

Deed Book and Page #: _____

Zoning District: _____

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

The Succulent Garden; plant retail store

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

Retail wine and craft beer shop with selections of artisinal meats, cheese, chocolates and other wine related items

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

8. 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	__X__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:

Exterior hanging sign & business name Paw Cheeres

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 3/1/24

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

Date 3/1/24

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):
$1100

SIGN CONTRACTOR:
Vital Signs Charles Town, WV

Contractor License #: WV & City of Charles Town:
513

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:
1/2" PVC

SIGN DIMENSIONS:

Height	Width	Depth
24"	24"	1/2"

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

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

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

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:_____

_____

_____

_____

_____

_____

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

Meeting: 05/13/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

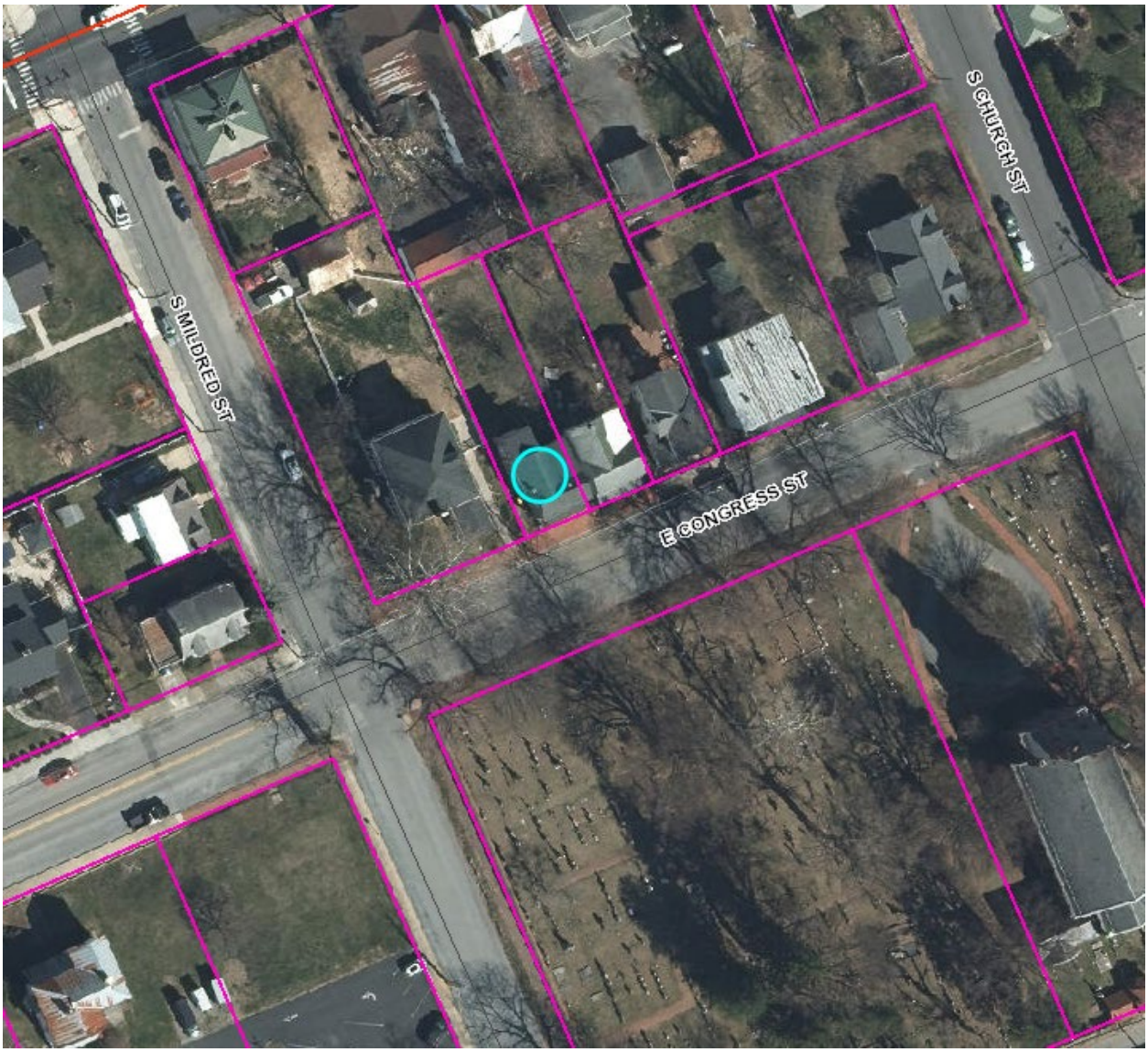
Public Hearing: *COA2024-11* - Exterior modifications request at 304 E. Congress St.

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3._Design_Details.pdf
- 4._Applicant_Photos.pdf

Public Hearing – Certificate of Appropriateness
COA-2024-12

Date: For the May 13, 2024 Historic Landmarks Commission meeting
Applicant: Carolyn Vinyard
Property Owner: John Madigan
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for exterior changes
Property Location: 304 E. Congress St.
Current Zoning: Old Town Residential (OTR) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Tum-of-the-century Vernacular, c. 1900. Two story, three bay frame house with central entrance. Porch across the front. **Contributing**

PROPOSAL

A request for a Certificate of Appropriateness to replace all windows and exterior doors.

STRUCTURE VIEW





DETAILS

Windows: 25 replacement double-hung windows with a 6/6 grid design. Three windows will be 'awning style', and two basement windows will side open/close.

Doors: The front and back doors will both be replaced. Storm doors will be installed for each doorway, and will have a clear glass top half.

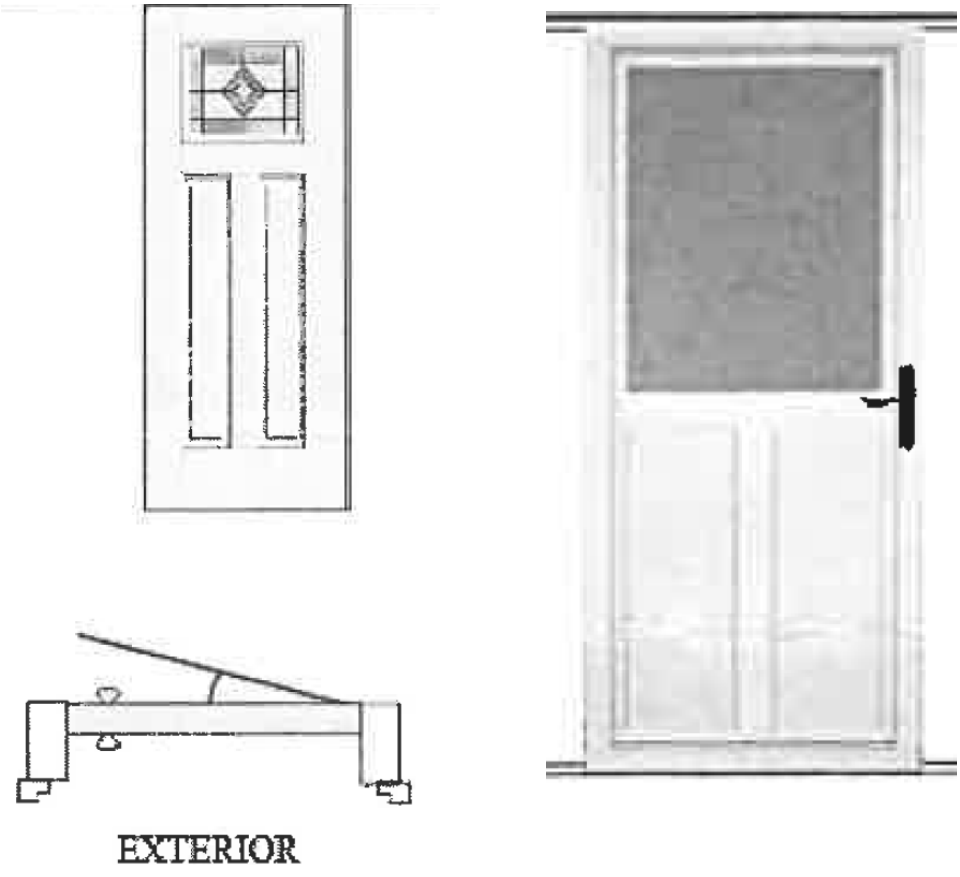
PROPOSED DESIGNS

Window replacement:





Door replacement:



EXTERIOR

ORDINANCE REQUIREMENTS
None.

HISTORIC DISTRICT REQUIREMENTS

"***Retention of exterior structure surfaces is an important part of preservation*** *in the Charles Town Historic Overlay District(s).* ***The CTHLC 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. (emphasis added).

Windows: Replacement of windows visible from the primary street and/or side street shall require a COA. Deteriorated sashes and glazing should be repaired when possible; replacement shall be in kind, replicating materials and pane configuration.

Doors: Replacement door should match the original as closely as possible in panel configuration, trim profile, and any other ornamentation.

STAFF RECOMMENDATION
While the structure is contributing, the existing windows and doors do not appear to be original to the structure. The proposed changes will enhance the value of the house, aid in upkeep and general maintenance, and improve energy efficiency and heat retention.

Recommendation is for **Approval**.

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

COA Application No._____

RECEIVED
APR 12 2024
BY:_____

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
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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. DATE April 11, 2024

2. APPLICANT'S NAME* CAROLYN VINYARD

Address: 6771 RIMMER CT, DUBLIN OH 43017

Telephone Number: (614 813-1323 Fax Number ( ) NA

Email Address: madiviny@gmail.com

Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant _X_Other:
(explain) sister who holds financial POA

3. PROPERTY OWNER'S NAME JOHN H MADIGAN JR

Address: 304 E CONGRESS ST, CHARLES TOWN WV

Telephone Number: ( ) NA Fax Number ( ) NA

Email Address: NA

*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: 304 E CONGRESS ST, CHARLES TOWN WV 25414

Tax Map # and Parcel(s): 03 20103000000000

Deed Book and Page #: 1131 at Page 133

Zoning District: _____

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

private residence

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

private residence

7. TYPE OF WORK:

A. _X_ Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. 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.)	_X_Windows - replacement, removal, elimination or new opening	____New construction
____Roof – Change in shape/profile	____Shutters	____Additions or alterations
____Skylights or dormers	_X_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:

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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:

All windows and doors will be replaced.
The windows will be energy-efficient white vinyl with a U-value of .27, containing Solar Zone gas between the panes. Twenty-five of the new windows will be double hung with grids creating a 6 over 6 look. Three of the windows will be the awning style and the two basement windows will be sliders. The two entrances to the house will get white storm doors with half clear glass on top. The white front interior door will be fiberglass with raised panels and decorative insulated glass window at the top of the door. The white →

back interior door will also be fiberglass with raised panels & a grid inside the door window creating nine sections.

The new windows per the manufacturer will never chip, crack or warp thus giving the house a nice appearance.

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

Carolyn Vinyard Date 4-11-2024

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

John H, Jr Date 4/10/24

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:_____

_____

_____

_____

_____

_____

MEASURE SHEET/HOJA DE MEDIDA

CUSTOMER/CLIENTE: John Madigan

ADDRESS/DIRECCION: 304 E Congress St Charlestown WV 25414

PHONE #/TELEFONO #: 681.455.7578

SALESPERSON/VENDEDOR: Cameron Miller

MEASURER/MEDIDOR:

**ALL WINDOWS ARE TO BE LABELED BY SALESPERSON. EACH # IS TO CORRESPOND WITH WINDOW LABELED BY SALESPERSON.

**TODAS LAS VENTANAS DEBEN SER ETIQUETADAS POR EL VENDEDOR. CADA # CORRESPONDE A LA VENTANA ETIQUETADA POR EL VENDEDOR.

* First Floor * All U-Value .27

#	WINDOW LOCATION	WIDTH X HEIGHT	GRIDS	GLASS OBS/TEMP	EXISTING WINDOW	NEW WINDOW	NOTES
		X					
		X					
		X					
		27 3/4 x 53 3/8				27 3/4 x 53 3/8	
		X					
		X					
	23 3/4 x 49 3/8	X 27 3/4 x 53 3/8					
		X					
		X					
		X					
	23 3/4 x 49 3/8 DR	X					
		X					
		X					
		X					
		X					
	28 1/4 x 45 3/8 DR	X					
		X					
		X					
		X					
	30 3/8 x 52 1/8	X					
	LR	X					
		X					
	27 3/4 x 45 3/8	X					
		X					
		X					
		X					
		X					
		X					

LR VTNR Room 28 1/4 x 45 3/8

A All Windows measured 1/4" smaller than Existing

MEASURE SHEET/HOJA DE MEDIDA

CUSTOMER/CLIENTE: John Madigan

ADDRESS/DIRECCION: 304 E Congress St Charles town WV 25414

PHONE #/TELEFONO #: 681.455.7578

SALESPERSON/VENDEDOR: Cameron Miller

MEASURER/MEDIDOR:

**ALL WINDOWS ARE TO BE LABELED BY SALESPERSON. EACH # IS TO CORRESPOND WITH WINDOW LABELED BY SALESPERSON.

**TODAS LAS VENTANAS DEBEN SER ETIQUETADAS POR EL VENDEDOR. CADA # CORRESPONDE A LA VENTANA ETIQUETADA POR EL VENDEDOR.

* 2nd Floor

* All U-Value: .27

#	WINDOW LOCATION	WIDTH X HEIGHT	GRIDS	GLASS OBS/TEMP	EXISTING WINDOW	NEW WINDOW	NOTES
		BR x					
		28 1/4 x 45 3/8				28 1/4 x 45 3/8	
		x					
		24 1/4 x 45 5/8 x			Bathroom	BR	
		BR x					
		x					
		x					
		x					
		x					
		BR 28 1/4 x 45 3/8 x					
		x					
		x					
		x					
		x					
		x					
		BR 30 1/8 x 52 1/4 x					
		x					
		x					
		x					
		x					
		BR 28 1/4 x 45 3/8 x		BR 28 1/4 x 45 3/8			BR 28 1/4 x 45 3/8
		x					
		x					

MEASURE SHEET/HOJA DE MEDIDA

CUSTOMER/CLIENTE: John Madigan

ADDRESS/DIRECCION: 304 E Congress St Charlestown WV 25414

PHONE #/TELEFONO #: 681.455.7578

SALESPERSON/VENDEDOR: Carmenn Miller

MEASURER/MEDIDOR:

**ALL WINDOWS ARE TO BE LABELED BY SALESPERSON. EACH # IS TO CORRESPOND WITH WINDOW LABELED BY SALESPERSON.

**TODAS LAS VENTANAS DEBEN SER ETIQUETADAS POR EL VENDEDOR. CADA # CORRESPONDE A LA VENTANA ETIQUETADA POR EL VENDEDOR.

#	WINDOW LOCATION	WIDTH X HEIGHT	GRIDS	GLASS OBS/TEMP	EXISTING WINDOW	NEW WINDOW	NOTES
		X					
		X					
		X		19 1/4 x 23 1/2			
		X					
		X					
		X	Attic				
		X					
		X					
		X					
		X					
		X					
		X					
		X					
		X					
		X					
		X					
		X					
		X					
		X					
		X	Basement				
		X		28 1/2 x 19 3/8			
		X					
		X					
		X					
		X					
		X					

Quote Form

WINDOW WORLD OF WINCHESTER
210 PROSPERITY DRIVE
WINCHESTER VA 22602
540-722-4014

SIMPLY THE BEST FOR LESS

Project Information (ID #6520056 Revision #10080104)

Hide

Project Name: Front door
Customer:
Contact Name:
Phone (Main):
Phone (Cell):
Customer Type:
Terms:

Quote Date: 10/4/2022
Submitted Date:
PO#: John madigan

Sales Rep Name: Cameron Miller
Salesperson:

Delivery Information

Hide

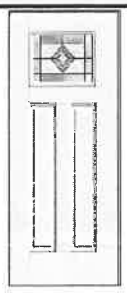
Shipping Contact:
Shipping Address:
City:
State:
Zip:

Comments:

Unit Detail

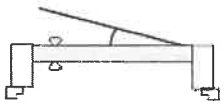
Hide All Configuration Options

Item: 0001: Ext 32" x 80" S6520_D RHI 6 9/16" FrameSaver **Location:** **Quantity: 1**



Smooth Star 32"x80" Single Door	3,290.99
SILL PAN KIT 6-9/16 X 3/0	159.57
KNOBSET F51-GEO-716 ENTRY AGD BZ	85.11
DEADBOLT B60-716 SINGLE/CYL AGD BZ	92.55

Configuration Options Hide



EXTERIOR
Right-Hand Inswing

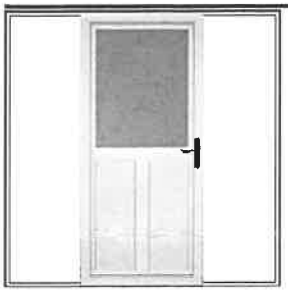
- **Product Category:** Exterior Doors
- **Manufacturer:** Reeb - Smooth Star
- **Product Material:** Smooth Star Fiberglass
- **Material Type:** Smooth Star
- **Product Type:** Entry
- **Brand:** Therma-Tru
- **Configuration (Units viewed from Exterior):** Single Door
- **Reeb Finish:** Yes
- **Slab Width:** 32"

- **Slab Height:** 80"
- **Product Style:** Craftsman
- **Panel Type:** Raised Panel
- **Glass Type:** Decorative
- **Glass Style:** Pembridge
- **Glazing Type:** Insert
- **Caming:** Black Nickel
- **Insulation:** Insulated Glass
- **Model:** S6520_D
- **Finish Door Exterior Color:** Alaskan Storm
- **Finish Door Interior Color:** Alaskan Storm
- **Frame Material:** FrameSaver
- **Finish Frame Exterior Color:** Unfinished
- **Finish Frame Interior Color:** Unfinished
- **Handing:** Right Hand Inswing
- **Casing/Brickmould Pattern:** Standard Brickmould
- **Casing/Brickmould Type:** FrameSaver
- **Ship Casing/Brickmould Loose:** Yes
- **Hinge Type:** Ball Bearing
- **Hinge Brand:** Therma-Tru
- **Hinge Finish:** Black Nickel
- **Jamb Depth:** 6 9/16"
- **Sill:** Composite Adjustable
- **Sill Finish:** Mill Finish w Light Cap
- **Lock Option:** Entry Lock
- **Bore:** Double Lock Bore 2-3/8" Backset
- **Application:** Keyed Locks
- **Series:** F Series
- **Function/Configuration:** Entrance
- **Design:** Georgian
- **Lock Finish:** 716 NA AGED BRONZE, Clear Coated
- **Deadbolt Design:** Single Cylinder Mechanical Deadbolt Lock
- **Deadbolt Finish:** 716 NA AGED BRONZE, Clear Coated
- **Keyed Alike:** Yes
- **Strike Jamb Prep:** Schlage/Baldwin Standard Prep
- **Weatherstrip Type:** Compression
- **Weatherstrip Color:** Bronze
- **Custom Height Option:** Yes
- **Cutdown Rough Opening Height:** 81 1/2"
- **Door Viewer:** None
- **Sill Cover:** No
- **Sill Pan:** Yes
- **Dentil Shelf:** None
- **Rough Opening Width:** 34 1/2"
- **Rough Opening Height:** 81 1/2"

- **Total Unit Width(Includes Exterior Casing):** 36 1/4"
- **Total Unit Height(Includes Exterior Casing):** 82 3/8"

Item Total: $ 3,628.22
Item Quantity Total: $ 3,628.22

Item: 0002: 2869 CLSC ELEG-HIGH VIEW-CLR-AWAY-WHT	Location:	Quantity: 1



2869 CLSC ELEG-HIGH VIEW-CLR-AWAY-WHT	888.40
HDWE QUICKFIT REVIERE AGED BRNZ (LHQRAB)	84.15

Configuration Options Hide

- **Product Category:** Storm and Screen Doors
- **Manufacturer:** Larson
- **Item:** Storm Door
- **View:** High View
- **Glass Type:** Clear Glass
- **Screen Type:** ScreenAway
- **Slab Wide:** 32"
- **Slab Height:** 81"
- **Style:** Classic Elegance
- **Storm Door Model:** 146HV
- **Frame Thickness:** 1 7/8"
- **Model Color:** White
- **Storm Door Model and Color:** 146HV-WH
- **Hardware:** Aged Bronze
- **Model:** 146HV-WH-ABZ

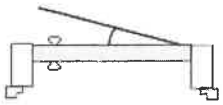
Item Total: $ 972.55
Item Quantity Total: $ 972.55

Item: 0003: Ext 36" x 80" S262-GBGCWLE RHI 6 9/16" FrameSaver	Location:	Quantity: 1



Smooth Star 36"x80" Single Door	2,781.11
SILL PAN KIT 6-9/16 X 3/0	159.57
KNOBSET F51-GEO-716 ENTRY AGD BZ	85.11
DEADBOLT B60-716 SINGLE/CYL AGD BZ	92.55

Configuration Options Hide



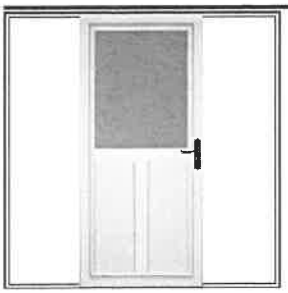
EXTERIOR
Right-Hand Inswing

- **Product Category:** Exterior Doors
- **Manufacturer:** Reeb - Smooth Star
- **Product Material:** Smooth Star Fiberglass
- **Material Type:** Smooth Star
- **Product Type:** Entry
- **Brand:** Therma-Tru
- **Configuration (Units viewed from Exterior):** Single Door
- **Reeb Finish:** Yes
- **Slab Width:** 36"
- **Slab Height:** 80"
- **Product Style:** 1/2 Lite
- **Glass Type:** Clear
- **Glass Style:** GBG
- **Glazing Type:** Insert
- **Insulation:** Low E
- **Grille Type:** White Contour Bar
- **Model:** S262-GBGCWLE
- **Finish Door Exterior Color:** Alaskan Storm
- **Finish Door Interior Color:** Alaskan Storm
- **Frame Material:** FrameSaver
- **Finish Frame Exterior Color:** Unfinished
- **Finish Frame Interior Color:** Unfinished
- **Handing:** Right Hand Inswing
- **Casing/Brickmould Pattern:** Standard Brickmould
- **Casing/Brickmould Type:** FrameSaver
- **Ship Casing/Brickmould Loose:** Yes
- **Hinge Type:** Ball Bearing
- **Hinge Brand:** Therma-Tru
- **Hinge Finish:** Black Nickel
- **Jamb Depth:** 6 9/16"
- **Sill:** Composite Adjustable
- **Sill Finish:** Mill Finish w Light Cap
- **Lock Option:** Entry Lock
- **Bore:** Double Lock Bore 2-3/8" Backset
- **Application:** Keyed Locks
- **Series:** F Series
- **Function/Configuration:** Entrance
- **Design:** Georgian
- **Lock Finish:** 716 NA AGED BRONZE, Clear Coated
- **Deadbolt Design:** Single Cylinder Mechanical Deadbolt Lock
- **Deadbolt Finish:** 716 NA AGED BRONZE, Clear Coated
- **Keyed Alike:** Yes
- **Strike Jamb Prep:** Schlage/Baldwin Standard Prep
- **Weatherstrip Type:** Compression
- **Weatherstrip Color:** Bronze

- **Custom Height Option:** Yes
- **Cutdown Rough Opening Height:** 81 1/2"
- **Mail Slot:** None
- **Sill Cover:** No
- **Sill Pan:** Yes
- **Rough Opening Width:** 38 1/2"
- **Rough Opening Height:** 81 1/2"
- **Total Unit Width(Includes Exterior Casing):** 40 1/4"
- **Total Unit Height(Includes Exterior Casing):** 82 3/8"

Item Total: $ 3,118.34
Item Quantity Total: $ 3,118.34

Item: 0004: 3069 CLSC ELEG-HIGH VIEW-CLR-AWAY-WHT	Location:	Quantity: 1



3069 CLSC ELEG-HIGH VIEW-CLR-AWAY-WHT	888.40
HDWE QUICKFIT REVIERE AGED BRNZ (LHQRAB)	84.15

Configuration Options Hide

- **Product Category:** Storm and Screen Doors
- **Manufacturer:** Larson
- **Item:** Storm Door
- **View:** High View
- **Glass Type:** Clear Glass
- **Screen Type:** ScreenAway
- **Slab Wide:** 36"
- **Slab Height:** 81"
- **Style:** Classic Elegance
- **Storm Door Model:** 146HV
- **Frame Thickness:** 1 7/8"
- **Model Color:** White
- **Storm Door Model and Color:** 146HV-WH
- **Hardware:** Aged Bronze
- **Model:** 146HV-WH-ABZ

Item Total: $ 972.55
Item Quantity Total: $ 972.55

Unit Summary Hide

Item	Description	Quantity	Unit Price	Total Price

0001	Ext 32" x 80" S6520_D RHI 6 9/16" FrameSaver	1	$ 3,628.22	$ 3,628.22
0002	2869 CLSC ELEG-HIGH VIEW-CLR-AWAY-WHT	1	$ 972.55	$ 972.55
0003	Ext 36" x 80" S262-GBGCWLE RHI 6 9/16" FrameSaver	1	$ 3,118.34	$ 3,118.34
0004	3069 CLSC ELEG-HIGH VIEW-CLR-AWAY-WHT	1	$ 972.55	$ 972.55

Project Adjustments	
Interior casing and exterior trim	$ 600.00
Site set up and delivery	$ 125.00

SUBMITTED BY: _____

ACCEPTED BY: _____

DATE: _____

SUBTOTAL:	$ 9,416.66
TAXES (%):	$ 0.00
GRAND TOTAL:	$ 9,416.66

Additional Information:

I understand that this order will be placed according to these specifications and is non-refundable.

All products are unfinished unless otherwise specified and should be finished as per the instructions provided by the manufacturer.

Images on this quote should be considered a representation of the product and may vary with respect to color, actual finish options and decorative glass privacy ratings. Please verify with sales associate before purchasing.

Unless otherwise noted, prices are subject to change without notice, and orders accepted subject to prices in effect at time of shipment. Prices in this catalog apply only to sizes and descriptions listed; any other specifications will be considered special and invoiced as such.


ADT



28114+4537

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

Meeting: 05/13/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

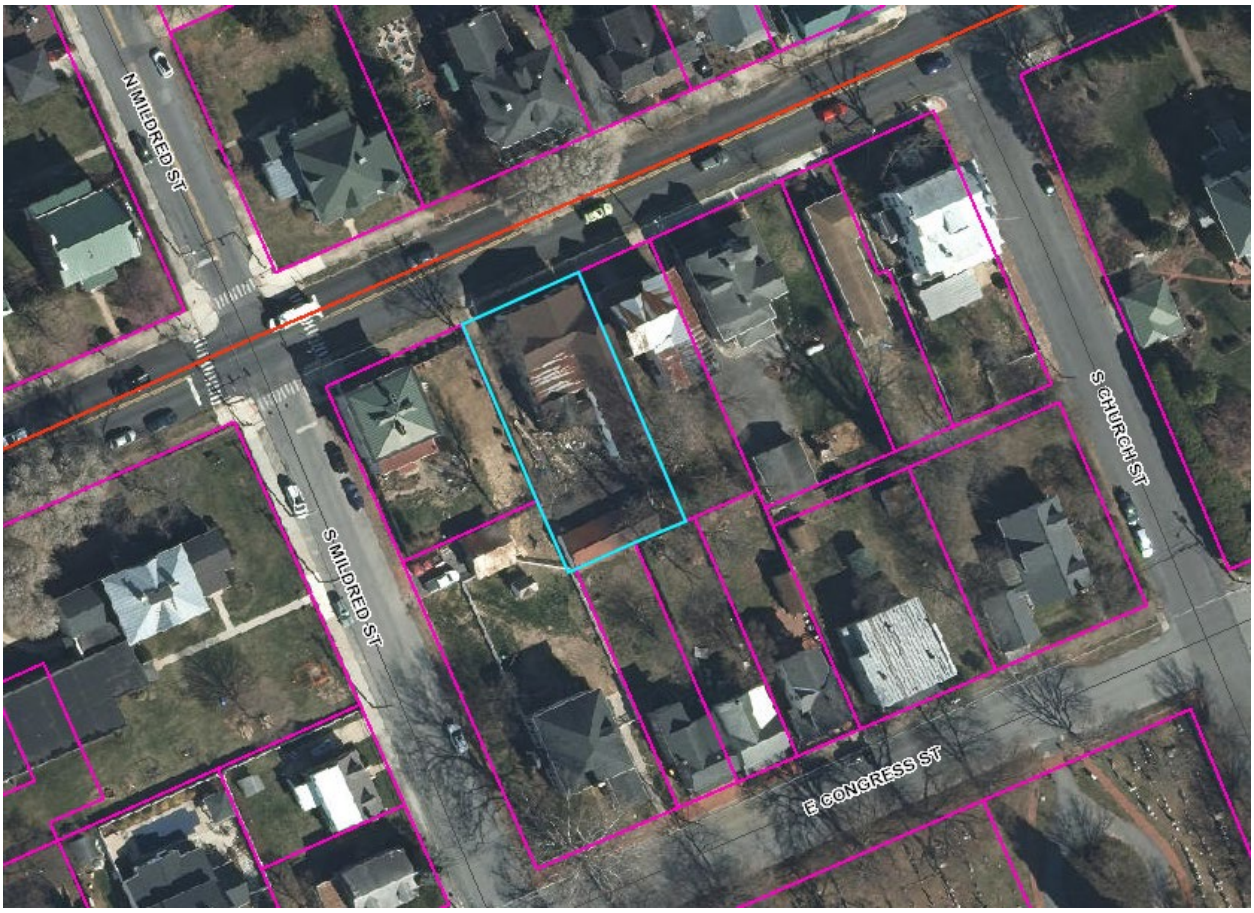
Public Hearing: *COA2024-12* - Partial demolition request at 307 E. Washington St.

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Demolition Application.pdf
- 4. Applciant photographs.pdf

Public Hearing – Certificate of Appropriateness
COA-2024-12

Date: For the May 13, 2024, Historic Landmarks Commission meeting
Applicant: German Cisneros
Property Owner: German Cisneros
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for partial demolition of a single-family detached house
Property Location: 307 E. Washington St TD: 03 / Map: 2 / Pcl: 111
Current Zoning: Old Town Residential (OT-R) and Historic Overlay District (HOD)



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

PROPOSAL
Partial demolition of the structure.

PROPERTY VIEWS – Pictures taken by Staff on May 8, 2024






2024/05/08 09:00:13


2024/05/08 09:00:40


2024/05/08 09:01:26


2024/05/08 09:01:34
DANGER
KEEP OUT

SELECT VIEWS – Provided by applicant





8


eyes
keep



In addition to partial demolition, the applicant will asl clear debris and junk from the site, such as:



HISTORIC DISTRICT REQUIREMENTS

From page 55 of the Design Review Standards:

> *Demolition is forever. Once a building is gone it takes away another piece of the City's character. Demolition of a historic building or resource that has most of its original design and features should be an action of last resort.*

Review Criteria

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.*

   This structure is over 200 years old. The house dates from approx. 1820, and has been subject to many changes, including a 1910 era restoration, and the later addition of stucco to the exterior. The structure has a unique design based on Greek Revival and Classical Revival design aesthetics, focusing on the porch with evenly spaced columns supporting a triangular pediment. The porch is not part of the demolition request, which focuses instead on side and rear walls.

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

   Partial demolition of the structure in a safe manner will not adversely impact adjacent historical buildings. The purpose of the demolitions is to ensure the safety and structural integrity of the remainder of the structure. The applicant will reinforce walls where needed.

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

   The house was abandoned for some time, and a tree collapsed on part of the south-west wall and roof section, posing a serious threat to the integrity of the structure. The partial demolition is required to ensure the remainder of the structure does not inadvertently collapse and endanger the public or adjoining properties.

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

   None has been performed.

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 house is described as "*Federal influence, c. 1820, Classical Revival renovation c. 1910. This two story, six bay building, presumably of log construction may be a two-part structure with the older part being possibly the east three bays.*"

The Greek/Classical Revival aspects are most prominent on the front façade of the structure. The areas subject to the demolition request are clad in ahistorical vinyl siding.

STAFF RECOMMENDATION
Approval.

The Commission may approve, deny, or table action on the request.

COA Application No._____

RECEIVED
MAY 08 2024
BY: VS

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. DATE 5 /8, 20 24

2. APPLICANT'S NAME* German P Cisneros and Roxana Sandoval

Address: 215 E 2nd Av Ranson, WV 25438

Telephone Number: 304-820-4459 Fax Number ( )

Email Address: gcisneros2012@gmail.com

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

3. PROPERTY OWNER'S NAME German P Cisneros + Roxana Sandoval

Address: 307 E Washington St Charles Town WV 25414

Telephone Number: (304) 820-4229 Fax Number ( )

Email Address: gcisneros2012@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: 307 E waschington ST Charles Town Wv, 25414

Tax Map # and Parcel(s): 3 - 2

Deed Book and Page #: _____

Zoning District: _____

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

Family dwelling

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

Multy Family dwelling

7. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

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

C. X
_____Demolition: 1)____Whole Structure; 2)__X__Part of Structure; X

D. _____Relocation of Structure

8. 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	_X_Demolition Parcial
____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:

Use Secure or not part of the Building

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 5/8/24

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

_____ Date _____

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 Charles Town

Department of Community Development
Division of Building Inspection & Code Compliance

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

2018 International Building Code or 2018 International Residential Code with Adopted West Virginia Amendments.

TO OBTAIN A BUILDING PERMIT, THE FOLLOWING ITEMS ARE NEEDED:

All Commercial projects are required to have approved plan(s) submission through the State Fire Marshal's Office PRIOR to submitting plans to the City of Charles Town. An approval letter from the State Fire Marshal must accompany all such building permit applications to the City.

1. Completed application.
2. Two (2) sets of detailed construction drawings; designed to current code standards:
   a. Plumbing plans, riser diagrams
   b. Mechanical plans, manual J
   c. Electrical plans with load calculations and panel schedules
   d. Truss drawings, if used.
3. Sizes and U values of windows and doors.
4. R values of insulation in ceilings, walls & floors.
5. House location survey with setbacks delineated and labeled, metes and bounds, all easements, parking and driveway areas, scale, north arrow, date, tax map and parcel number, deed book and page, record plat application number (where applicable), lot size, lot width, lot coverage percentage, house and all accessory structure dimensions and distances from property lines, adjoining street name(s), and a WV Licensed Engineer or Surveyor's seal and signature.
6. Signed owner affidavit (If applicant is not the owner).
7. All fees paid. (See fee schedule).

Would you like to apply for a permit online?

Go to www.mygovernmentonline.org
Click on Permits & Licensing
First time users will need to create an account.

24-263

RECEIVED
MAR 28 2024
BY: VS

REQUIRED INSPECTIONS:

1. Footers, before placement of concrete;
2. Foundation, a Wall Check survey is required to be approved by zoning prior to framing schedule.
3. Damp proofing/drain tile (Prior to backfill);
4. Slabs, before placement of concrete (Radon for habitable spaces);
5. Framing, rough plumbing, mechanical and electrical
6. Insulation (before drywall);
7. Final

Inspectors may make unscheduled visits at any time during normal business hours.

A Use and Occupancy Permit will be issued after all final inspections have been successfully completed and documented.

SCHEDULING INSPECTIONS:

To schedule an inspection, please call: 304-724-3249 or submit an online request through the MyGovernmentOnline portal.
Be prepared to provide the following information:

1. Permit Number;
2. Address of Job Site;
3. Type of Inspection;
4. Requested inspection date;
5. Name of person requesting inspection.

NOTE: All inspection requests for the next working day must be called in no later than 3:00 pm. This office reserves the right to change the time deadline for next-day inspections. All inspections will be completed within 48 hours. No appointments will be made.

CERTIFICATION: By signing below, the applicant acknowledges that all property restriction and easement information has been submitted to the City, and that all information is accurate.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION:

X German P Cisneros
(Print Name)

X _____
(Signature)

_____
(Date)

X	**Property Information:** **LOCATION OF WORK →** (Address)	307 E washington St Charlestown WV, 25414
	~~**Subdivision Name:**~~	
X	**Property Owner Name:**	German Cisneros + Roxana Sandoval
X	**Owner Mailing Address:**	215 E 2nd Av Ranson WV. 25438
X	**Owner Email Address:**	
X	**Applicant Name, if different**	Same
	~~**Applicant Email Address:**~~	
	~~**Property Lot Number and Tax Map**~~	
	Parcel Type: Residential – R Commercial -C Industrial – I Other - O	
X	**Owner Phone Number(s)** **Applicant Phone Numbers(s)**	304 820-4459

X	**Total Cost of Improvement:** (Must include all materials and labor)	$ 6,000.00
	Building	$
	Electrical	$
	Mechanical (HVAC)	$
	Other	$

City of Charles Town
Department of Community Development
Division of Building Inspection and Code Compliance

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

OWNER AFFIDAVIT

I, Germand Cisneros, hereby authorize Self

X (Owner Name- Print) (Applicant Name)

to act as my agent in regards to obtaining necessary permits required to construct

Secure Wall ; Partial Demo on my property known as 307 E Washington St

(Type of Structure) X (Physical Address)

in Charles Town, West Virginia.

Owner's Signature: Date:

X [signature] Y 3/28/24

Current List of Codes Adopted by the City of Charles Town:

Building	**International Building Code 2018**
Building	**International Residential Code 2018**
Fire	**NFPA 101 2021**
Mechanical	**International Mechanical Code 2018**
Plumbing	**International Plumbing Code 2018**
Residential Energy	**International Energy Conservation Code 2015**
Commercial Energy	**ANSI/ASHRAE/IESNA 90.1.10**
Fuel Gas	**International Fuel Gas Code 2018**
Electrical	**NEC 2020**
Accessibility	**IBC 2018**
Handicap	**ANSI 2009**
Pool	**International Swimming Pool and Spa Code 2018**

CONTRACTORS LICENSING INFORMATION

☐ Check HERE if the Contractor has a current City Business License.

All contractors and subcontractors/trades are required to obtain a City of Charles Town business license as a prerequisite prior to the start of any work. Contact the City Finance Department to obtain a City business license or email businesslicense@charlestownwv.us

All information below must be completed to process the permit.

	NAME OF CONTRACTOR	ADDRESS	Phone	WV LICENSE # / CITY #
Applicant (not owner)				N/A
Architect				N/A
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

BUILDING PERMIT TYPE

(Only complete areas that pertain to your project)

PERMIT TYPE:

☐ BUILDING (B) ☐ MECHANICAL (M) ☐ PLUMBING (P) ☐ ELECTRICAL (E) ☒ OTHER (O)

IMPROVEMENT TYPE:

- ☐ NEW CONSTRUCTION (1)
- ☐ ADDITION (2)
- ☐ ALTERATION (3)
- ☐ REPAIR REPLACEMENT (4)
- ☒ DEMOLITION (5) Partial
- ☐ RELOCATION (6)
- ☐ FOUNDATION ONLY (7)
- ☐ ACCESSORY STRUCTURE (SHED) (8)
- ☐ DECK(9)
- ☐ FENCE(10)
- ☐ SIDEWALK / DRIVEWAY (11)
- ☐ MECHANICAL(12)
- ☐ PLUMBING (13)
- ☐ ROOF / SIDING (14)
- ☐ ELECTRICAL (15)
- ☐ OTHER (15)

PROPOSED USE:

ASSEMBLY
- ☐ THEATRE (1)
- ☐ NIGHT CLUB (2)
- ☐ RESTAURANT (3)

OTHER ASSEMBLY
- ☐ CHURCH (4)
- ☐ BUSINESS (5)
- ☐ EDUCATIONAL (GRADES 1-12) (6)
- ☐ DAY CARE FACILITY (7)
- ☐ POST HIGH SCHOOL (8)

FACTORY
- ☐ MODERATE HAZARD (9)
- ☐ LOW HAZARD (10)
- ☐ HIGH HAZARD (11)

INSTITUTIONAL
- ☐ GROUP HOME (12)
- ☐ HOSPITAL (13)
- ☐ JAIL (14)
- ☐ MERCANTILE (15)

RESIDENTIAL
- ☐ HOTEL, MOTEL (16)
- ☒ MULTI-FAMILY (17)
- ☐ IRC TWO FAMILY (18)
- ☐ IRC SINGLE FAMILY (19)

STORAGE
- ☐ MODERATE HAZARD (20)
- ☐ LOW HAZARD (21)

- ☐ OTHER (22)

FRAME TYPE (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)

EXTERIOR WALLS (CHECK ONE ONLY)

Steel (1)	Masonry (2)	Concrete (3)	Wood (4)	Other (5)

(Only complete areas that pertain to your project)

	NO. FEET		NO. OF		SQ. FT. OF
Frontage*		Stories		Lot Area*	
Front Setback*		Bedrooms		Building Area*	
Rear Setback*		Full Baths		Accessory Structures: (storage buildings;sheds;pools;etc.)	
Left Setback*		Partial Baths		Living Area	
Right Setback*		Garages		Basement Area ☐ Finished ☐ Unfinished	
Elevation		Windows		Garage Area ☐ 1 story ☐ 2 story	
Building Height*		Fire Places		Office/Sales	
		Enclosed Parking		Deck/Porch/Stoop	
# OF RESIDENTIAL UNITS*		Outside Parking		Roof (# of squares)	

*** Only needed for New Construction / Additions**

ELECTRICAL INFORMATION		
Total Service_____AMPS	# of Circuits:____2 WIRE____3 WIRE____4 WIRE	# of Service Outlets: ____110V_____220V

Only commercial applications need to complete electrical information below (if applicable)

	POWER DEVICES	OUTPUT/LOAD		POWER DEVICES	OUTPUT/LOAD
1			4		
2			5		
3			Total # of Motors		

PLUMBING PERMIT APPLICATION

Enter the Number of Fixtures Being Installed or Replaced

Tubs/Showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Other	
Dishwashers		Bidets		Fire Sprinklers (Y/N)	
Garbage Disposals				Lawn Sprinklers (Y/N)	
TOTAL FIXTURES					

Public Water (Y/N)	Public Sewer (Y/N)	
Water Service Size _____ IN.	Water Meter Size _____IN.	Avg. Daily Water Use _____GPD
Est. Start ____/_____/_____	Est. Finish _____/_____/_____	Est. Value $_____

MECHANICAL PERMIT APPLICATION

Enter Number of New or Replacement Units

Forced Air Furnaces		Incinerators		Air Handling Units	
Unit Heaters		Boilers		Heat Pumps	
Gas/Oil Conversions		Coil Units		Air Cleaners	
Space Heaters		Window A/C Units		Humidifiers	
Gravity Furnaces		Split System A/C		Dehumidifiers	
Coal Stokers		A/C Compressors		Other	

Service Revisions	
Type of Heating Fuel (Check One)	Gas_____ Oil_____ Coal_____ Wood_____ Other_____
Est. Value $	

ADDITIONAL INFORMATION

Permit / Improvement Type: (If not listed above)		
X Complete Description of Work:		
Demo partieioon only, Complete Demo as Describe with pictures submitted with Application. Clean all Around Building take out trees Next to house Clean and level gravel, take all trash under Shed and Clean all tree stump Embrace to make it safe wall where Demo took Place, and to make Sure walls wont Fall down.		
Est. Start 4 / 20 / 24	Est. Finish 5 / 20 / 24	Est. Value $ 6,000.00














16'3"