CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • OCTOBER 15, 2025

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : DRAFT September 8, 2025 Minutes
09082025_HLC_Minutes DRAFT.pdf

2.2 : DRAFT September 17, 2025 Minutes
09172025_HLC_Minutes DRAFT_Special Meeting.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: COA2025-19 - 419 E. Liberty St. - Porch Replacement
1. Staff Report.pdf
2. Application.pdf

4.2 : **Public Hearing**: COA2025-21 - 304 W. Washington St. - Sign
1. Staff Report.pdf
2. Application.pdf

4.3 : **Public Hearing**: COA2025-22- 540 E. Liberty St. - Siding Replacement
1. Staff report.pdf
2. Application.pdf

4.4 : **Public Hearing**: FIP2025-04 - 121 S. Samuel St. - Grant Request
1. Staff Report.pdf
2. Application.pdf
3. Narrative.pdf
4. Site.pdf
5. Quote 1 - B&M Painting.pdf
6. Quote 2 - Rankin Painting.pdf
7. Quote 3 - Bellman Painting.pdf

4.5 : **Public Hearing**: FIP2025-05 - 323 E. Washington St. - Grant Request
1. Staff Report.pdf
2. Application.pdf
3. Quote 1 - Triple S Masonry.pdf
4. Quote 2 - Jesu Chimney Repair.pdf
5. Quote 3 - Aspenshade Management.pdf

4.6 : **Public Hearing**: FIP2025-06 - 109 N. Charles St. - Grant Request

1. Staff Report.pdf
2. Application.pdf
3. Site.pdf
4. Quote 1 - MAS.pdf

4.7 : **Public Hearing**: FIP2025-07 - 212 N. George St. - Grant Request

1. Staff Report.pdf
2. Application.pdf
3. Site.pdf
4. Quote 1 - Capital Canopies.pdf
5. Quote 2 - EWA.pdf

4.8 : *Commission Review:* FIP2024-02 - 119 N. Lawrence St. - Grant Extension Request

1. Staff Report.pdf
2. Narrative.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: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT September 8, 2025 Minutes

ATTACHMENTS:

- 09082025_HLC_Minutes DRAFT.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • SEPTEMBER 8, 2025

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

1. CALL TO ORDER

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

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 August 11, 2025 - Minutes

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4:1 Public Hearing: COA 2025-17 – 208 N Charles St – Siding Replacement

Staff presentation.

Motion to open public hearing:

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

Jill Baldinger, applicant, was present and stated that the siding has to be replaced due to wear and tear.

Motion to close public hearing

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

Motion to approve COA2025-17 as recommended by staff:

RESULT:	**Approved**
MOVER:	Zaglifa

DRAFT

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

4:2 Public Hearing: COA 2025-18 – 108 N Charles St – Signs & Awnings

Staff presentation.

Motion to open public hearing:

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

Nathan Smith, applicant and owner of Funtopia, was present and stated the previous awnings were old and damaged and had to be replaced.

Motion to close public hearing

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

Commission discussion.

Motion to approve COA2025-18 subject to condition:

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

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

4:3 Public Hearing: FIP 2025-03 – 202 W Washington St – Grant Request

Staff presentation.

Motion to open public hearing:

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

Levi Sellers, applicant, stated he purchased the building to expand the business into a larger space. He stated he wants to model the building after the 1920's style pharmacy & fountain. He further stated what repairs they would like to make; awning to stay as-is.

The Commission asked questions regarding the lime wash and how the brick pattern is achieved. Mr. Sellers explained the process. The Commission had questions about some of the design changes included in the application.

Mr. Sellers explained the rendering was made with ChapGPT, so it isn't exact but shows a good representation of what the lime wash will do to the brick and how it will match more of the tile at the bottom.

Motion to close public hearing

DRAFT

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

The Commission discussed the bid process and determined that they have supplied all necessary bids and information.

Motion to approve FIP 2025-03 as recommended by staff:

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

Mr. Zaglifa requested a discussion regarding special meeting requests. He stated he has only seen three (3) in the 10 years he has been on the Commission, and they are all from this year. The Commission discussed the requirements of the by-laws and the posted application schedule.

There was an applicant present for the next special meeting who was very upset regarding the need for her to obtain a COA for a house that has been in her family for over 58 years. The Commission explained the requirements of the Ordinance and gave a brief history of the Historic District and its public notice requirements.

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:35 pm.

DRAFT

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT September 17, 2025 Minutes

ATTACHMENTS:

- 09172025_HLC_Minutes DRAFT_Special Meeting.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES ● SEPTEMBER 17, 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

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4:1 Public Hearing: COA 2025-20 – 311 E Liberty St – Siding Replacement

Staff presentation.

Motion to open public hearing:

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

Gretchen White, applicant, was present and stated that the house was built in 1908 and the roof was originally metal. She stated there have been many owners and the past roof replacement in the 50's or 60's was done unnecessarily. She stated the main roof will be shingled and the porches will be metal. The previous roof work included shingling the dormers.

Motion to close public hearing

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

The Commission discussed what may be under the shingles when they are removed.

The applicant stated that if there is wood behind the shingles, she will have it repaired and painted and restored to wood rather than proceeding with vinyl.

Motion to approve COA2025-17 as recommended by staff:

RESULT:	**Approved**
MOVER:	Troxel

DRAFT

SECONDER:	Drake
AYES:	Updike, Drake, Troxel

4:2 Commission Review: Annual Report

Commission reviewed and approved the report.

Discussion about having a workshop session to discuss potential changes to the design review standards and Ordinance requirements.

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 7:16 pm.

DRAFT

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: COA2025-19 - 419 E. Liberty St. - Porch Replacement

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2025-19

Date: For the October 15, 2025 Historic Landmarks Commission meeting
Applicant: Eugene Bridges
Property Owner: Victoria Bridges
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for porch replacement
Address: 419 E. Liberty St.
Zoning: Old Town Residential



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Foursquare, c. 1920. Central front entrance, hip roofed front dormer with double windows. **Contributing.**

PROPOSAL
A request for a Certificate of Appropriateness to replace a wooden deck with concrete.

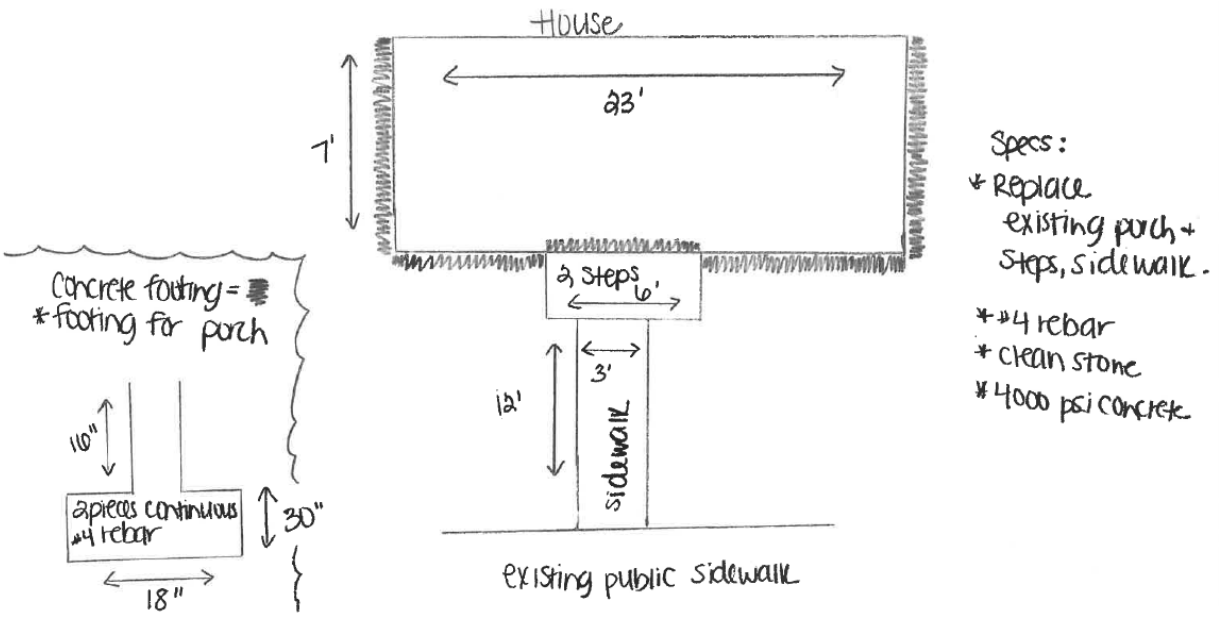
VIEW

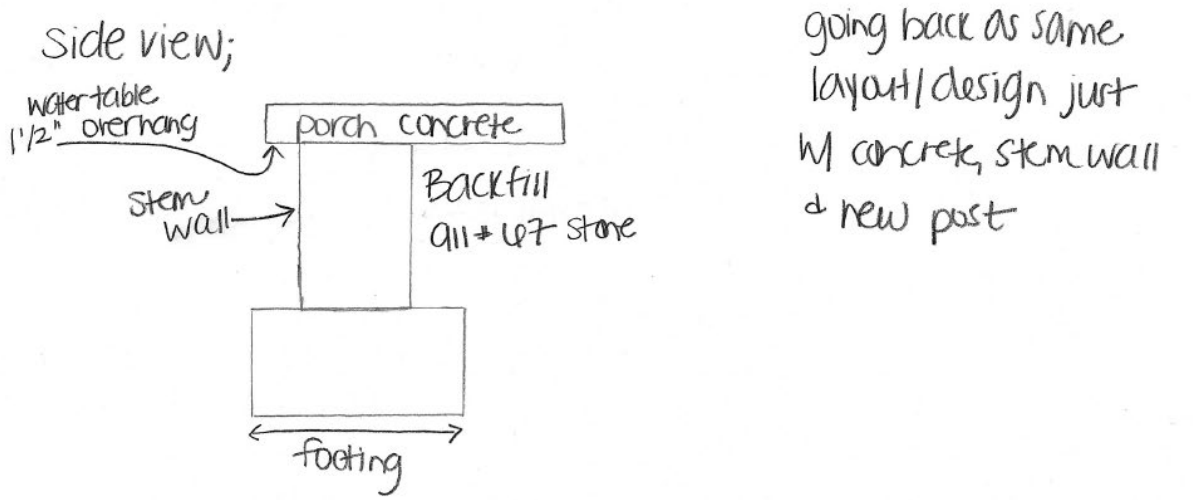
Staff photograph taken October 1, 2025:





DIMENSIONS AND MATERIALS





The design will have a concrete base, a cinderblock/concrete masonry unit wall with backfill behind, and a concrete top. There will be a water table overhang.

ORDINANCE REQUIREMENTS

None.

HISTORIC DISTRICT REQUIREMENTS

Per the Design Review Standards:

"-Design of porches should be historically accurate to the architectural period of the building." – pg. 34

"Design, colors, and materials should coordinate with those used on the structure." – pg. 35

American Foursquare (1900-1920s)

Like the bungalow, the American Foursquare is a form rather than a style. Most Foursquare houses reflect the Colonial Revival style, often with Craftsman influence. American Foursquares were both practical and extremely popular.



Characteristic features include:

- Boxy form
- Hipped roof, often with flared eaves
- Dormers, typically one on each side
- Front porches, usually the full width of the house
- Deep overhangs
- Simple details such as square porch columns
- Six-over-one double hung windows are common
- Shingle or clapboard exterior
- Two full stories

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
AUG 21 2025
BY: VB

COA Application No._____

1. DATE: August 20, 2025

2. APPLICANT'S NAME* Eugene Bridges

Address: 419 E. Liberty St. Charles Town, WV 25414

Telephone Number: (304) 901-9645

Email Address: [redacted]

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

Other:_____

3. PROPERTY OWNER'S NAME Eugene Bridges

Address: 419 E. Liberty St. Charles Town, WV 25414

Telephone Number: (304) 901-9645

Email Address: [redacted]

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

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

Property Address: 419 E. Liberty St. Charles Town, WV 25414

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

occupied home

_____

7. TYPE OF WORK:

A. [X] Exterior alteration or repairs.

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

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

D. [ ] Relocation of Structure

E. Other: Change wooden deck to concrete on front of the house.

_____

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

Emily C Barry Date August 20, 2025

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

_____ Date _____

Please submit an original completed application to the following:

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

CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Historic Landmarks Commission Approval or Denial and date of action:

_____

Comments:_____

_____

_____

_____

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: COA2025-21 - 304 W. Washington St. - Sign

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2025-21

Date: For the October 15, 2025 Historic Landmarks Commission meeting
Applicant: Hannah Sindi
Property Owner: Thomas and Angela Jones
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a sign
Address: 304 W. Washington St.
Zoning: Old Town Mixed-Use Commercial

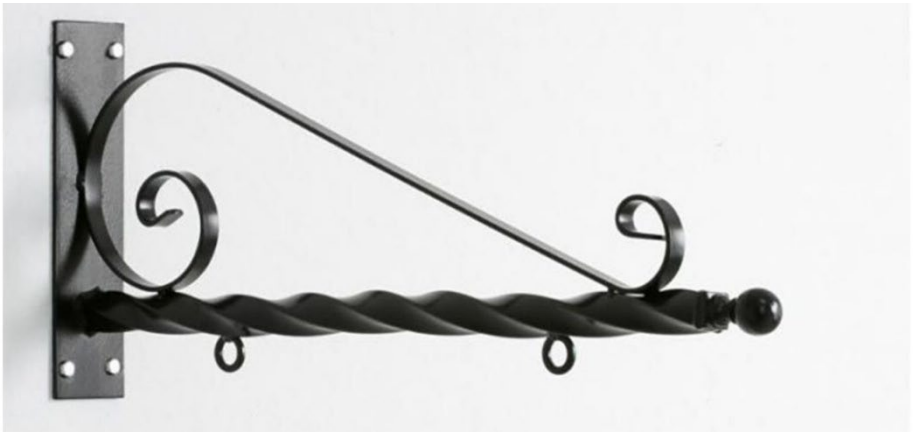


HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Second Empire and High Victorian Gothic, c. 1890s. Two story, two bay house is nestled among larger commercial buildings on W. Washington Street. **Contributing**.

PROPOSAL
A request for a Certificate of Appropriateness for a projecting sign.

VIEW
Applicant provided pictures showing proposed sign location and fastening mechanism:





DESIGN:



DIMENSIONS AND MATERIALS

Material: Polyvinyl Chloride (PVC)
Height: 35 inches/2.9 feet
Width: 24 inches/2 feet.
Depth: 1 inch

ORDINANCE REQUIREMENTS

A Projecting or Suspended Sign shall include only the address and name of occupant – Criteria met, only the name of the business is shown.

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

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

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

SEP 03 2025

BY: VS

pictures will be e-mailed

COA Application No._____

1. DATE: ____8/31/25

2. APPLICANT'S NAME* ____Hannah Sindi_____

Address: 304 W Washington St Charles Town, WV 25414_____

Telephone Number: (304)995-3249_____

Email Address: [redacted]_____

Relationship to Owner: _X_Lessee ___Contractor ___Architect ___Consultant

Other:_____

3. PROPERTY OWNER'S NAME_____Angie Jones_____

Address: 300 W Washington St Charles Town, WV 25414_____

Telephone Number: (304)279-0838_____

Email Address: [redacted]_____

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

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

Property Address: 304 W Washington St. Charles Town, WV 25414_____

Tax Map # and Parcel(s): _____

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

_____Retail_____

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

Retail

7. TYPE OF WORK:

A. X Exterior alteration or repairs.

B. New Construction: 1)____Primary Structure; 2)____Garage;
3)____ New Addition; 4)____ Other;

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

D. Relocation of Structure

E. Other:

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

_____8568

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	____Shutters	____Additions or alterations

shape/profile		
____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. **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):

__$228_____

Sign Contractor:

_____Hannah Sindi/owner_____

Contractor License #: WV & City of Charles Town:

_____N/A_____

TYPE OF SIGN

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

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

On side of building to right of steps_____

Sign Material:

__PVC _____

SIGN DIMENSIONS:

Height	Width	Depth
35in	24 in	<1in

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

___No_____

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

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

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

_____

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 8/31/25

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

Date 9/2/25

Please submit an original completed application to the following:

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

CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District:_____

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

Receipt No._____

Historic Landmarks Commission Approval or Denial and date of action:

_____

Comments:_____

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: COA2025-22- 540 E. Liberty St. - Siding Replacement

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2025-22

Date: For the October 15, 2025 Historic Landmarks Commission meeting
Applicant: Trent Dawson
Property Owner: Kathleen Johns
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for siding replacement
Address: 540 E. Liberty St.
Zoning: Old Town Residential



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Foursquare, c. 1920s. Brick, hip-roofed entrance, hip roofed frontal dormer. **Contributing.**

PROPOSAL
A request for a Certificate of Appropriateness to replace dormer siding of asphalt shingles with vinyl.

VIEW

Staff photographs, taken October 1, 2025:





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.

Asphalt roofing shingles were in use at during the time period of house construction[1]. However, the use of asphalt shingles as a siding material is not historically appropriate nor is it aesthetically pleasing, and the applicant desires to replace the material with vinyl siding.

STAFF RECOMMENDATION

Approval

[1] https://npshistory.com/publications/usfs/0873-2308-mtdc.pdf

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

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

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

COA Application No._____

1. DATE: 9/24/2025

2. APPLICANT'S NAME* Trent Dawson

Address: 125 E Hirst Rd STE 1A, Purcellville, VA

Telephone Number: (571-541-8577

Email Address: -

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

Other:_____

3. PROPERTY OWNER'S NAME Kathleen Johns

Address: 540 E Liberty StCharles Town, WV 25414-1830

Telephone Number: (304-728-0314

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: 540 E Liberty StCharles Town, WV 25414-1830

Tax Map # and Parcel(s): 2 0213 0000 0000

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

Residential home

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

Residential home

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:
WV054089

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?
Inside of front window

Sign Material:
Paper

SIGN DIMENSIONS:

Height	Width	Depth
8"	11"	

WILL SIGN(S) BE LIT? If yes, describe the type of lighting to be used:
No

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

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

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

Trent Dawson _____ Date 9/24/2025

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

Kathleen Johns _____ Date 9/24/2025

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:_____

_____

_____

_____

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

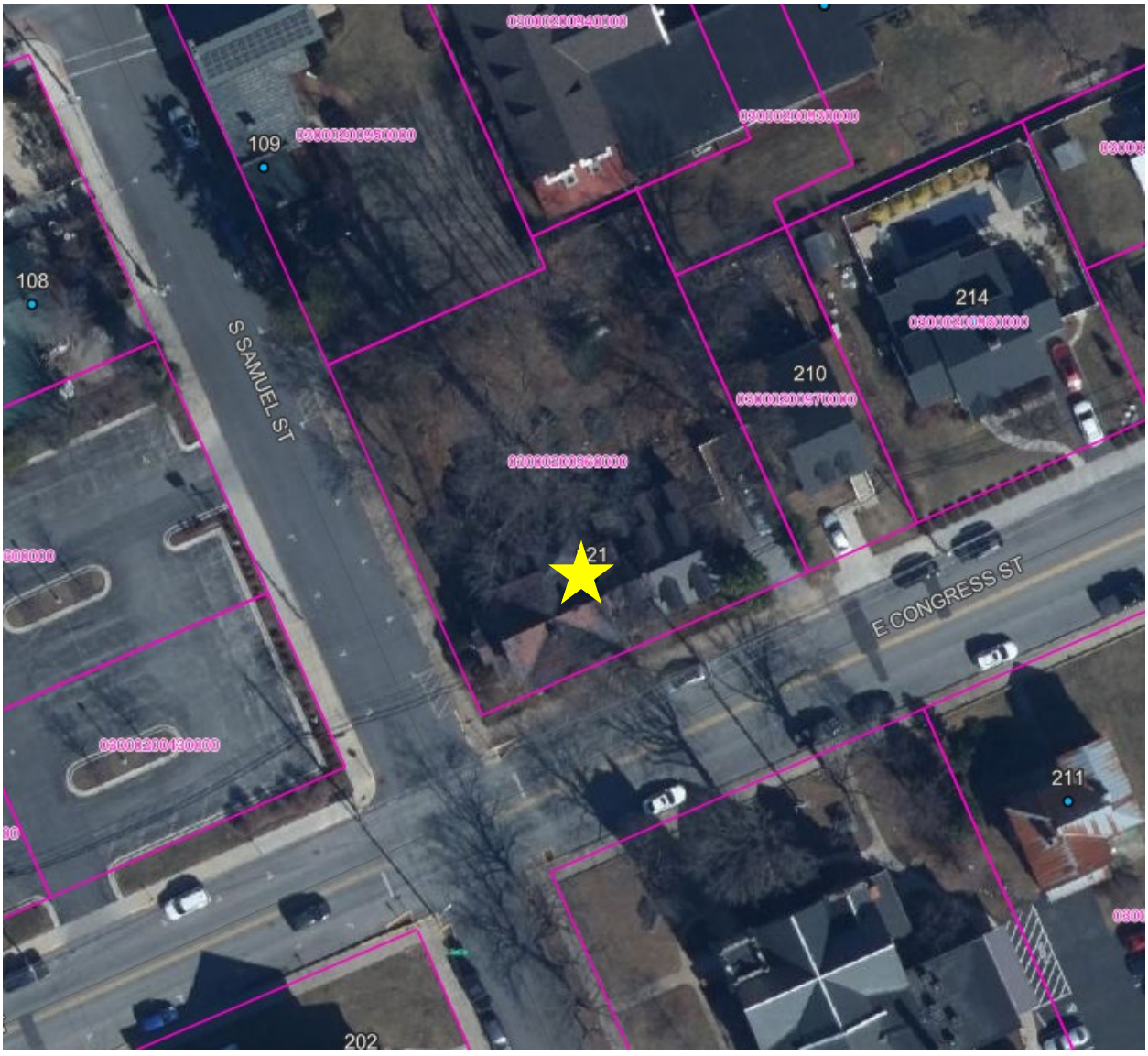
Public Hearing: FIP2025-04 - 121 S. Samuel St. - Grant Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Narrative.pdf
- 4. Site.pdf
- 5. Quote 1 - B&M Painting.pdf
- 6. Quote 2 - Rankin Painting.pdf
- 7. Quote 3 - Bellman Painting.pdf

Façade Improvement Grant
FIP 2025-04

Date: For the October 15, 2025 Historic Landmarks Commission meeting
Applicant: John McIlroy
Property Owner: John and Sharon McIlroy
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 121 S. Samuel St.
Current Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Commercial, c. Late Gothic and Eastlake influence, c. 1890. An excellent and notable two story, three bay brick house. Cruciform plan. Main entrance, west side with elaborate Eastlake porch across the front. **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.

SITE

Staff photographs taken October 1, 2025



View from the intersection of Samuel and Congress Streets.



View of the E. Congress St addition.



View from Samuel St.

PROPOSAL

A request for up to $5,000 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*

The quotes provided only cover painting.

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

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 rotten wooden window sills. Caulk, prime, and paint new frames and sills.
-Replace wooden trim as needed and paint.
-Replace wooden siding as needed.
-Painting the E. Congress St. addition

The quotes provided only cover painting.

QUOTES

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

1. B&M Painting: $78,719.63
2. Rankin Painting: $11,835.00
3. Bellman Painting: $12,875.31

AVAILABLE FUNDS

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

STAFF RECOMMENDATION

Approval.

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

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: JOHN MCILROY Date: / /

Company Name: Phone: 240-772-0131

Mailing Address: 121 S. SAMUEL ST
CHARLES TOWN, WV 25414 Fax: —

E-mail: [redacted]

Project Address: SAME , 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:
MAIN HOUSE - EXTERIOR PAINTING OF WINDOWS, DOORS, TRIM & METAL ROOF. TUCK POINTING OF BRICK MASONRY. NO CHANGES TO ARCHITECTURAL ELEMENTS. ADDITION - REPLACEMENT OF DEFECTIVE WOOD SIDING & TRIM TO MATCH EXISTING. PAINT COLOR TO MATCH EXISTING. NO COMPOSITE MATERIALS - ONLY WOOD.

Estimated Project Start Date: 8 / 1 / 2025
Estimated Project End Date: 7 / 31 / 2026

Estimated Total Project Budget: $31,000

Grant Amount Requested: $5,000

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: JOHN MCILROY

Property Owner's Signature: John McIlroy

Date of Application: 8-14-2025

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 JOHN MCILROY

Address: 121 S. SAMUEL ST, CHARLES TOWN WV

Telephone Number: (240) 772 0131 Fax Number (___) —

Email Address: [redacted]

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

2. CURRENT PROPERTY OWNER'S NAME JOHN & SHARON MCILROY

Address: 121 S. SAMUEL ST, CHARLES TOWN WV

Telephone Number: (240) 772-0131 Fax Number (___)

Email Address: [redacted]

3. PHYSICAL ADDRESS: 121 S. SAMUEL ST, CHARLESTOWN, WV

Tax Map # and Parcel(s): 2 009600000000

Zoning District: 03 - CHARLESTOWN CORP.

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

OWNER - OCCUPIED RESIDENCE

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

OWNER - OCCUPIED RESIDENCE

6. TYPE OF WORK:

A. X Exterior alteration or repairs.

B. _____ New Construction: 1) X 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
_X_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
_X_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:

PRESERVATION OF ARCHITECTURAL ELEMENTS, EXTERIOR PAINTING OF WOOD TRIM, WINDOWS, DOORS & ROOF ON MAIN HOUSE. TUCKPOINTING OF BRICK MASONRY. REPLACEMENT OF WOOD SIDING & TRIM WITH LIKE MATERIALS ON ADDITION. PAINT TO MATCH EXISTING COLORS. PAINT COLORS TO BE CONSISTENT WITH TIME PERIOD.

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 _____ Date 8-14-2025

Signature of Property Owner _____ Date 8-14-2025

Please submit an original completed petition to the following:

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

CITY OF CHARLES TOWN
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** 8-14-2025

John E. McIlroy
121 S. Samuel Street
Charles Town, WV 25414
Email: [redacted]
Cell: 240-772-0131

August 14, 2025

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

RE: Façade Improvement Application
121 S. Samuel St., Charles Town, WV

To Whom It May Concern:

Transmitted herewith is my application for funding under the Façade Improvement Program, City of Charles Town.

The main house and its addition, located in the Historic District, consists of a 2-story brick and frame structure built C-1889-90 situated on the corner of S. Samuel and E. Congress streets. The wood frame addition faces E Congress St and was constructed under a Building Permit issued in 2005.

The planned work consists of 3 phases as outlined below. Work under each phase may run concurrently with other phases.

Phase 1: Exterior painting of the wood trim, windows, doors and related wood components and painting of the standing seam metal roof on the main house Paint colors will be consistent with those used during the late 1800's early 1990's, and will complement the brick and will be similar to other homes of similar age and construction on S. Samuel St. Due to the difficulty placing a qualified contractor under contract, we decided to move forward with painting of the main house.

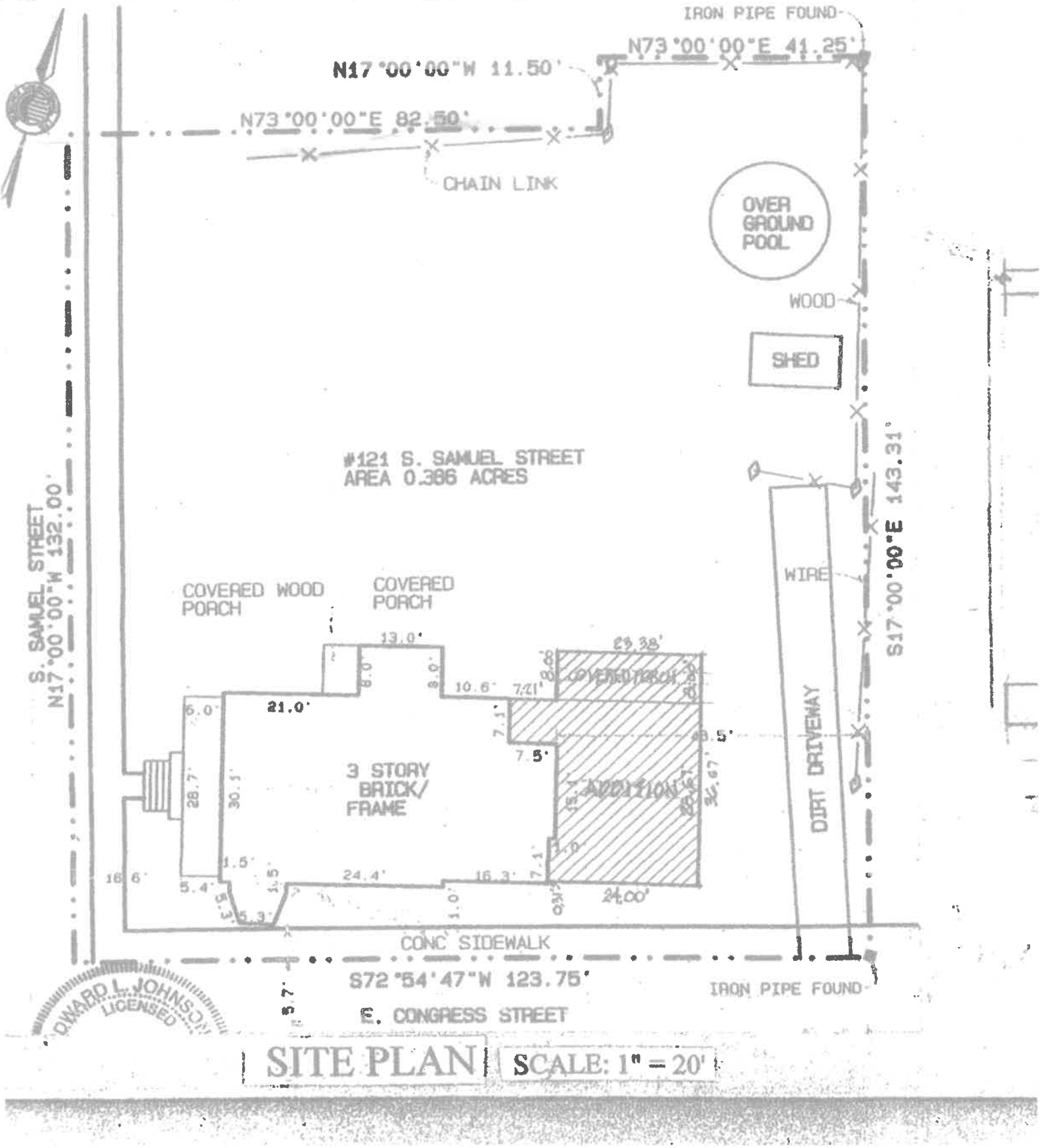
Phase 2: Repair/ replacement of wood siding and trim as necessary, and exterior painting of the E Congress St addition. Exterior paint colors will match existing colors and will tie back into the wood trim color on the main house. Wood siding and trim to be replaced will match the existing components. Composite materials will not be used.

Phase 3: Tuck pointing/repointing of the brick masonry on the main house.

Thank you for your consideration. Please feel free to contact me if additional information is needed.

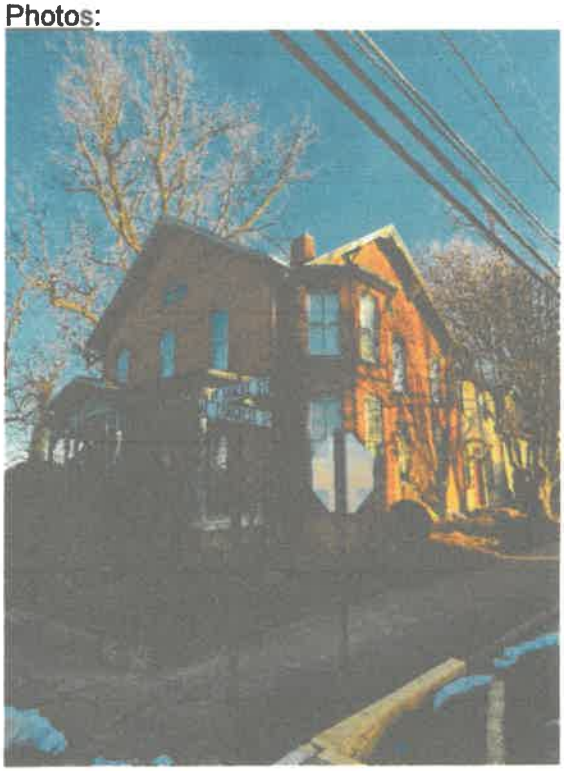
Sincerely,

John McIlroy



SITE PLAN | SCALE: 1" = 20'

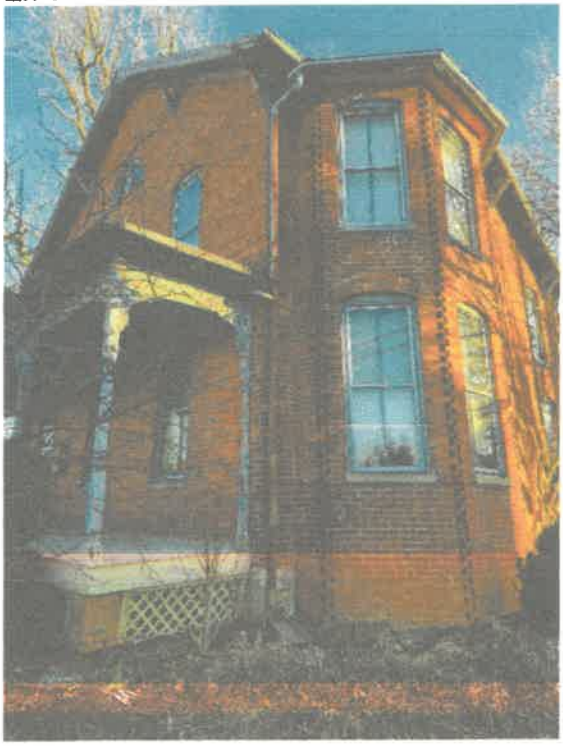
Photos:



Ex 1



Ex 2



Ex 3



Ex 4

B & M PAINTING INC

92 EAST BURR BLVD
KEARNEYSVILLE, WV 25430

Estimate

DATE	ESTIMATE NO.
4/21/2025	9970

NAME / ADDRESS
John McLiroy 121 S. Samuel St. Charles Town, WV. 25414

PROJECT

DESCRIPTION	QTY	COST	TOTAL
EXTERIOR PREP AND PAINTING			
Scope of Work Scrape and sand roof surfaces to be painted to remove loose and flaking paint. Apply Simple Green on roof surface, scrub as needed the powerwash to clean. Apply 1 coat of Ben Moore Coratech Universal Metal Primer on metal roof surface. Apply 2 coats of Ben Moore Ultra Spec DTM Gloss allowing 24 hours between coats. Apply Simple Green on exterior surfaces listed to be painted, scrub as needed then powerwash to remove dirt, pollen and tree sap. Allow 72 hours drying time then install 6 mil plastic and attach to foundation to contain loose and flaking paint being removed during prep. Scrap and sand surfaces listed to remove any loose and flaking paint. Remove any loose window glazing for windows as John removes storm windows for access. *** REMOVAL OF OLD GLAZING AND APPLYING NEW WILL BE COMPLETED AT A TIME AND MATERIAL RATE OF $54.88 PER MAN HOUR AND MATERIALS. Apply 1 coat of Ben Moore Fresh Start Alkyd Primer on all wood surfaces listed after prep is completed. Allow 48 hours drying time then sand surfaces with 3-M Sanding Sponges. Brush 2 coats of Ben Moore Regal High Build Soft Gloss on surfaces listed allowing 24 hours between coats.			
Pricing Phase 1			
Prep Metal Roof	2,556	2.20	5,623.20T
Powerwashing	2,556	0.64	1,635.84T
Painting Metal Roofs on Front & Original House	2,556	4.60	11,757.60T

TOTAL

B & M PAINTING INC

92 EAST BURR BLVD
KEARNEYSVILLE, WV 25430

Estimate

DATE	ESTIMATE NO.
4/21/2025	9970

NAME / ADDRESS
John McLiroy 121 S. Samuel St. Charles Town, WV. 25414

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Prep (scraping & sanding phase 1)	316	44.88	14,182.08T
Double Hung Windows & Jambs	29	288.00	8,352.00T
Half Round Window	1	136.00	136.00T
2 Over 2 Windows	2	146.00	292.00T
1 Over 1 Window	1	148.00	148.00T
Porch Double Entry Door & Jamb	1	410.00	410.00T
Front Porch Ceiling	196	3.70	725.20T
Detail Porch Boxing	40	58.60	2,344.00T
Front Porch Post	8	98.00	784.00T
Front 1/2 Post	2	68.00	136.00T
Soffit & Fascia	248	22.12	5,485.76T
Rear Porch Ceiling	48	3.70	177.60T
Rear Porch Boxing	14	8.70	121.80T
Rear Porch Rails	8	9.65	77.20T
Rear Porch Post	2	77.00	154.00T
Rear Porch 1/2 Post	2	42.00	84.00T
PRICING PHASE 2			
Prep (scraping and sanding)	222	44.88	9,963.36T
Powerwashing	1,444	0.64	924.16T
Windows & Jambs			
6 Over 6 Windows	6	154.00	924.00T
6 Light W/ Transom	6	172.00	1,032.00T
14 Light W/ Transom	1	176.00	176.00T
15 Light Double Door	1	110.00	110.00T
9 Light Single Door	1	76.00	76.00T
6 Pane Cased	2	98.00	196.00T
1/2 Round	2	54.00	108.00T
2 Over 2 Windows	6	112.00	672.00T
Main Entry W/ Transom	1	176.00	176.00T
Dormers	4	240.00	960.00T
		TOTAL	

B & M PAINTING INC

92 EAST BURR BLVD
KEARNEYSVILLE, WV 25430

Estimate

DATE	ESTIMATE NO.
4/21/2025	9970

NAME / ADDRESS
John McLiroy 121 S. Samuel St. Charles Town, WV. 25414

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Siding	1,201	4.10	4,924.10T
Soffit & Fascia	141	9.90	1,395.90T
Payment: In full within 30 days from completion, or 12 interest free installments over 12 months starting at completion. ( ) Payment in Full ( ) Payment Plan Accepted & Date _____ ~~~~~ CHANGE ORDER ~~~~~ April 23, 2025 > Changed description of Old const res. (+$0.00) > Decreased quantity of Old const res from 464 to 316. Decreased price of Old const res from $25,464.32 to $14,182.08. (-$11,282.24) > Decreased price of Old const res from $12,183.36 to $9,963.36. (-$2,220.00) Total change to estimate -$14,312.37 ~~~~~~~~~~~~~~~~~~~~~~~~~~			
W.V. sales Tax		6.00%	4,455.83
		TOTAL	$78,719.63

Rankin PAINTING

WV License#057478

Rankin Painting
620 Mordington Ave.
Charles Town, WV 25414
304-728-8063
RankinPainting304@gmail.com

DATE: APRIL 21, 2025
INVOICE # 250421

TO John McIlroy
121 Samuel St.
Charles Town, WV 25414
240-772-0131
[redacted]

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Christine van Delden	Phase I (brick half)	Due On Receipt	Due Upon Completion

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Light Power Wash Brick Side Of House Only		750.00
	Following EPA Guidelines for Encapsulation of Lead Paint- Scrape Loose Peeling/Chipping Paint Caulk Where Needed to Prevent Water Seepage Prime Coat Followed By 2 Topcoats On The Following		
Front (Samuel St side)	Top Eave With Boxing, Soffits and Corbel Trims. Front Porch Boxing Trim and Columns (no ceiling, no floor) 5 Window Frames-No Storm Window Removals, 1 Half Round Window Frame and Sashes and Front Door With Casing		3,300.00
Left Side	Top Eave With Boxing, Soffits and Corbel Trims. 1 Half Round Window Frame and Sash, 16 Window Frames-No Storm Window Removals, 5 Top Windows-Frames and Sashes. Porch Boxing, Columns, Small Rail With Pickets, Entry Door, Storm Door and Casing-No Ceiling, No Floor		4,100.00
	Upper Roof Line Eave Boxing, Soffits and Corbel Trims		
Right (Congress St)	Top Eave With Boxing, Soffits and Corbel Trims. 10 Window Frames-No Storm Window Removals. Top Window-Frame and Sashes.		2,500.00
	Sherwin Williams Primer/Paint and Materials		1,185.00

Estimate Does Not Include Wood Repairs/Replacing-Can Be Determined and Added On As Project Arises With Homeowner Approval

TOTAL **$11,835.00**

You can expect this job to be completed in approximately 6-8 consecutive business days.

Terms and Conditions:

Scope of Work:

Rankin Painting will provide to the client the services as described in the attached proposal which is hereby incorporated into this contract as a reference. Rankin Painting will provide all services, material (unless specified), labor, tools, and equipment needed for completion of services in the quote at the address listed above. All services will be in compliance of local codes and company agrees to provide professional quality services according to acceptable industry standards and practices. Rankin Painting can provide company credentials upon request. i.e. contractor's license, insurance, certifications and business registration certificate.

Payment Terms:

For projects over $5,000.00 a 1/3 deposit will be due upon signing of agreement or on first day of starting project, the remaining balance or total balance (if no deposit) will be due at completion of job. For credit card payments a 3.7% processing fee will be added to total amount due. If for any reason, the project is delayed beyond the control of the company due to unforeseen issues with the property, natural disaster, or client circumstances the client agrees to pay Rankin for the work completed until a new schedule is agreed upon by both parties. Payment is the responsibility of the client and is due at completion of work. Client agrees to pay a late charge of 2.5% per month on all balances unpaid after 3 days of job completion date.

Change Order:

Any deviation from the above Scope of Work involving a change in the scope of work or any additional costs will be executed only with a written change order signed and dated by both the company and client.

Other Terms:

Rankin Painting will not be responsible for client's color choices or keeping a log of colors used in previous projects, due to potential error. Potential error-clients color mistake or paint not mixed correctly at a paint store. Our company strictly paints and does not make paint or own equipment to mix paint.

Foundation Sealing $350.00 Minimum Charge

Bucket Truck $300.00 Minimum Charge

Warranty:

Rankin Painting warrants all work will be performed in a good and workmanlike manner. If a failure occurs such as missed or touch up needs, we will come back and fix failed area and homeowner will not incur any additional charges. All materials used in the project will be new and of good quality; and all work will be completed as defined in the scope of work outlined in the accepted agreement. We at Rankin Painting will guarantee any natural chipping, peeling, cracking, and/or fading of paint for six months. *Epoxy floors and concrete staining not included in warranty.

Conditions:

ESTIMATE

Bellman Painting LLC
359 Oak Lee Dr
Ranson, WV 25438

dj@bellmanpainting.com
+1 (571) 315-7455
https://g.co/kgs/GxgqsRM

Bellman Painting

Bill to
John Mcilroy
121 S Samuel St
Charles Town WV 25414

Ship to
John Mcilroy
121 S Samuel St
Charles Town WV 25414

Estimate details
Estimate no.: 1222
Estimate date: 05/13/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Exterior painting**	Prime & paint exterior trim on house Includes all window trim, fascia, soffit, front porch complex and columns (excludes porch ceiling). Includes reglazing applicable windows. One coat of primer to all above listed surfaces, following by two coats of finish paint. Oil based wood primer for priming coat. Superpaint exterior for top coat (satin to semi-gloss sheen) *Surfaces will not be sanded. Chips/debris will be disposed of. Prep will include pressure wash.	1	$12,033.00	$12,033.00

Subtotal	$12,033.00
Sales tax	$842.31
Total	**$12,875.31**

Accepted date

Accepted by

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

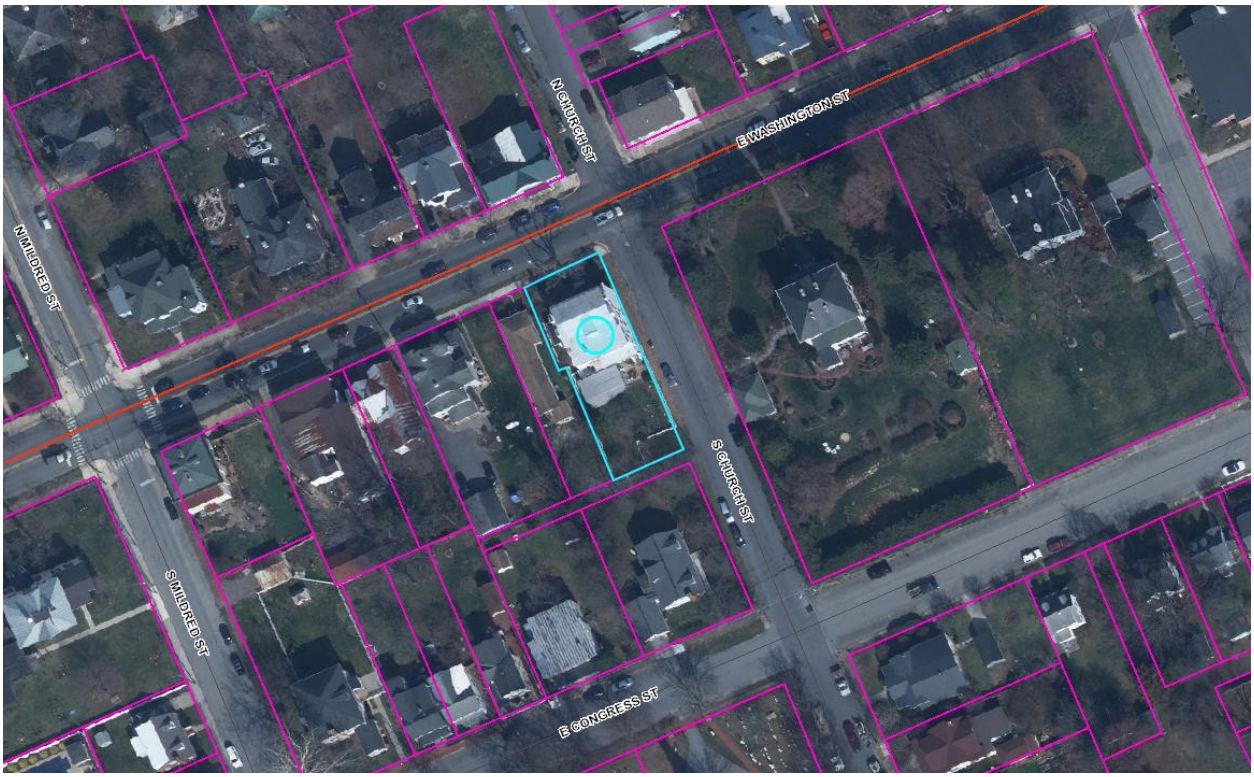
Public Hearing: FIP2025-05 - 323 E. Washington St. - Grant Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Quote 1 - Triple S Masonry.pdf
- 4. Quote 2 - Jesu Chimney Repair.pdf
- 5. Quote 3 - Aspenshade Management.pdf

Façade Improvement Grant
FIP 2025-05

Date: For the October 15, 2025 Historic Landmarks Commission meeting
Applicant: Taylor Hodges
Property Owner: Taylor Hodges
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 323 E. Washington St.
Current Zoning: Old Town Residential



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District
Federal style building, c. 1810-1820s. Two story, five bay brick house with raised basement. **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.

SITE
Staff photographs taken October 1, 2025





PROPOSAL

A request for up to $5,000 with a Façade Improvement Grant. Applicant seeks reimbursement for:

- *Chimney: Dismantle and replace with brick in same configuration/location.*
- *Repair eastern wall with brick*

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

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

-Chimney de/re-construction
-Brick wall repairs

QUOTES

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

1. Triple S Masonry: $18,110.00
2. Jesu's Chimney Repair: $10,850.00
3. Aspenshade Management: $11,700.00

AVAILABLE FUNDS

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

STAFF RECOMMENDATION

Approval.

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

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: Taylor Hodges Date: 8/13/25

Company Name: Phone: 540 664 9832

Mailing Address: 323 E. WASHINGTON ST., Fax:

CHARLES TOWN, WV 25414 E-mail: [redacted]

Project Address: 323 E. WASHINGTON ST. , Charles Town, WV 25414

Have you received rebates from the City's Façade Improvement Program in the past 12 months? ☒ Yes ☐ No Grant approved 9/10/24

Is this property:

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

Description of the Façade Improvement project:
Dismantle Main house SE Chimney (nonfunctional) to roofline and parts of East wall below chimney. Rebuild/repair brick wall. Fabricate framed faux chimney to match NE chimney using wood frame and plywood surround attached to roof rafters. Install brick veneers to faux chimney or wrap with faux brick siding to match existing brick.

Estimated Project Start Date: 10/15/25
Estimated Project End Date: 11/15/25

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 Taylor Hodges

Address: 323 E. WASHINGTON ST., CHARLES TOWN, WV

Telephone Number: (540) 664-9832 Fax Number ( )

Email Address: [redacted]

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

2. CURRENT PROPERTY OWNER'S NAME Taylor Hodges / Josh Webber

Address: 323 E. WASHINGTON ST., CHARLES TOWN, WV

Telephone Number: (540) 664-9832 Fax Number ( )

Email Address: [redacted]

____Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
X 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
X 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.

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 _____ Date 5/10/25

Signature of Property Owner _____ Date 5/10/25

Please submit an original completed petition to the following:

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

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:_____

Triple S Masonry LLC

290 Boots Hill Ln
Gore, Va 22637

Estimate

Date	Estimate #
5/20/2024	2011

Name / Address
Taylor Hodges 323 E, WA 25414 Charles Town, Wva

Project

Item	Description	Qty
	replace 1 chimney about 10' , relay parapet wall on west side of home and replace one teracota tile	
Labor	labor to remove chimney 3 days 4 men	96
Labor	labor to relay chimney 4 men 4 days	128
Labor	labor to build scaffold and relay parapet 4 men 2 days	64
Material	Material new brick on chimney	1,500
mortar	type n mortar	15
mortar	type S lime to put in mortar	5
sand	sand	2
Block	4" cmu inside chimney	144
delivery	delivery	1
Material	teracota tile	1
	AS WE DISCUSSED CUSTOMER IS RESPONSIBLE FOR ANY PERMITS AND INFORMATION RELATED TO HISTORIC WORK THAT TOWN NEEDS TO PROCEED WITH THIS PROJECT ANY ADDITIONAL WORK WILL BE T/M AT 55.00 PER HR PER MAN THERE ARE NO CHIMNEY CAPS,OR FLASHING IN THIS BID WE ALSO RECOMMEND AN ENGINEER CREATE A SET OF DRAWINGS TO BE APPROVED	

	Total	$18,110.00

Jesu's Chimney Repair

Professional Chimney Services

Chimney Repair Estimate

Customer: Taylor Hodges

Address: 323 East Washington Street

Charlestown, West Virginia

Scope of Work:

• Scaffolding Setup: Erect a scaffold comprising seven to eight sections to ensure safe and secure access to the upper levels of the chimney for the duration of the project.

• Selective Brick Removal: Carefully dismantle damaged and deteriorated brickwork, continuing until structurally sound and undamaged masonry is reached.

• Structural Wood Framing: Construct a durable wooden frame using 2x4 lumber, including reinforced corner supports and midspan bracing to maintain long-term structural integrity.

• Plywood Sheathing Installation: Securely fasten exterior-grade plywood sheathing to the wood frame, providing a solid and stable backing surface for subsequent finishes.

• Brick Veneer Application: Install a high-quality brick veneer on the visible face of the chimney, matching the existing home façade to ensure architectural consistency.

• Metal Mesh Installation: On the rear face of the chimney adjoining the roofline, apply galvanized metal mesh to establish a reliable base for the thin brick veneer and ensure proper adhesion.

Total Price: $10,850

Estimate



Aspenshade Management LLC 856 Round Hill Road, Winchester VA 22602 United States

FOR
Taylor Hodges and Josh Webber
323 E Washington street
Charles Town WV 25414
United States

Estimate No.:	**354**
Issue date:	**8/26/2025**
Valid until	**2/14/2026**

Estimate No	Issue date	Valid until	Total due (USD)
354	8/26/2025	2/14/2026	$11,700.00

Description	Quantity	Unit price ($)	Discount %	Amount ($)
Prep and setup Scaffolding setup. Securing area	1	500.00	0.00	500.00
Chimney take down Taking brick down. Brick by brick to spalling area.	1	2,500.00	0.00	2,500.00
Rebuilding chimney Laying back old brick. Replacing existing modern brick. To roof line	1	3,500.00	0.00	3,500.00
Plywood box frame Building a plywood box frame for faux chimney brick. Adding cement board for brick veneerr	1	1,500.00	0.00	1,500.00
Brick veneer Adding brick veneer so match other chimneys	1	2,250.00	0.00	2,250.00
Roof to chimney step flashing Flashing installation	1	500.00	0.00	500.00
Clean up and take away Garbage clean up and landfill charges	1	500.00	0.00	500.00

Subtotal:	$11,250.00
TAX 4% *from $11,250.00*	$450.00
Total (USD):	**$11,700.00**

540-664-0738
aspenshademanagement@gmail.com

Aspenshade Management LLC
856 Round Hill Road
Winchester VA 22602
United States

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: FIP2025-06 - 109 N. Charles St. - Grant Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Site.pdf
- 4. Quote 1 - MAS.pdf

Façade Improvement Grant
FIP 2025-06

Date: For the October 15, 2025 Historic Landmarks Commission meeting
Applicant: Wayne & Frances Snowden
Property Owner: Wayne Snowden
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 109 N. Charles St.
Current Zoning: Old Town Mixed-Use Commercial



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

SITE

Staff photographs taken October 1, 2025



PROPOSAL

A request for up to $3,025 with a Façade Improvement Grant. Applicant seeks reimbursement for:

-Remove and replace wooden trim and cladding
-Paint

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

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

-Remove and replace wooden trim and cladding
-Paint

QUOTES

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

1. MAS Homes: $6,050.00

AVAILABLE FUNDS

$5,432 dollars remain available in the fund. If approved in full, the remaining balance would be $2,407.

STAFF RECOMMENDATION

As only one quote has been provided, the recommendation is **Denial.**

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

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: WAYNE S SNOWDEN Date: 8/27/25

Company Name: GARRISON'S BARBER SHOP Phone: 3046161713
HOME 3042673967

Mailing Address: 109 N CHARLES ST Fax:

CHARLES TOWN WV 25414 E-mail:

Project Address: 109 N CHARLES 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:
Repair or replace deteriorated wood on front facade and left eave- like for like materials & styles

Estimated Project Start Date: / /
Estimated Project End Date: / /

Rec: Aug 25, 2025

Estimated Total Project Budget: $6,000

Grant Amount Requested: $3,000

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: WAYNE S SNOWDEN

Property Owner's Signature: Wayne S Snowden

Date of Application: 8/27/25

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 WAYNE S SNOWDEN

Address: 109 N CHARLES ST CHARLES TOWN WV 25414

Telephone Number: HOME (304) 267 3967 Fax Number ( ) ———

CELL 304 616 1713

Email Address: _____

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

2. CURRENT PROPERTY OWNER'S NAME WAYNE S SNOWDEN

Address: 109 N CHARLES ST CHARLES TOWN WV 25414

Telephone Number: (304) 616 1713 Fax Number ( ) ———

HOME 304 267 3967

Email Address: _____

3. PHYSICAL ADDRESS: _____

Tax Map # and Parcel(s): TD3 Map 2B Parcel 0030.0001

Zoning District: Old town mixed use Commercial

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

Barber shop

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

Barber shop

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.

Like for like replacement of all rotten or damaged wood on front an N side of building

____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
X 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:

Repair or replace deteriorated wood on front facade and letter eaves. Like for like materials and styles. Wood will be painted

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

Wayne A Snowden Date _____

Signature of Property Owner

Wayne A Snowden Date _____

Please submit an original completed petition to the following:

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

CITY OF CHARLES TOWN
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.**

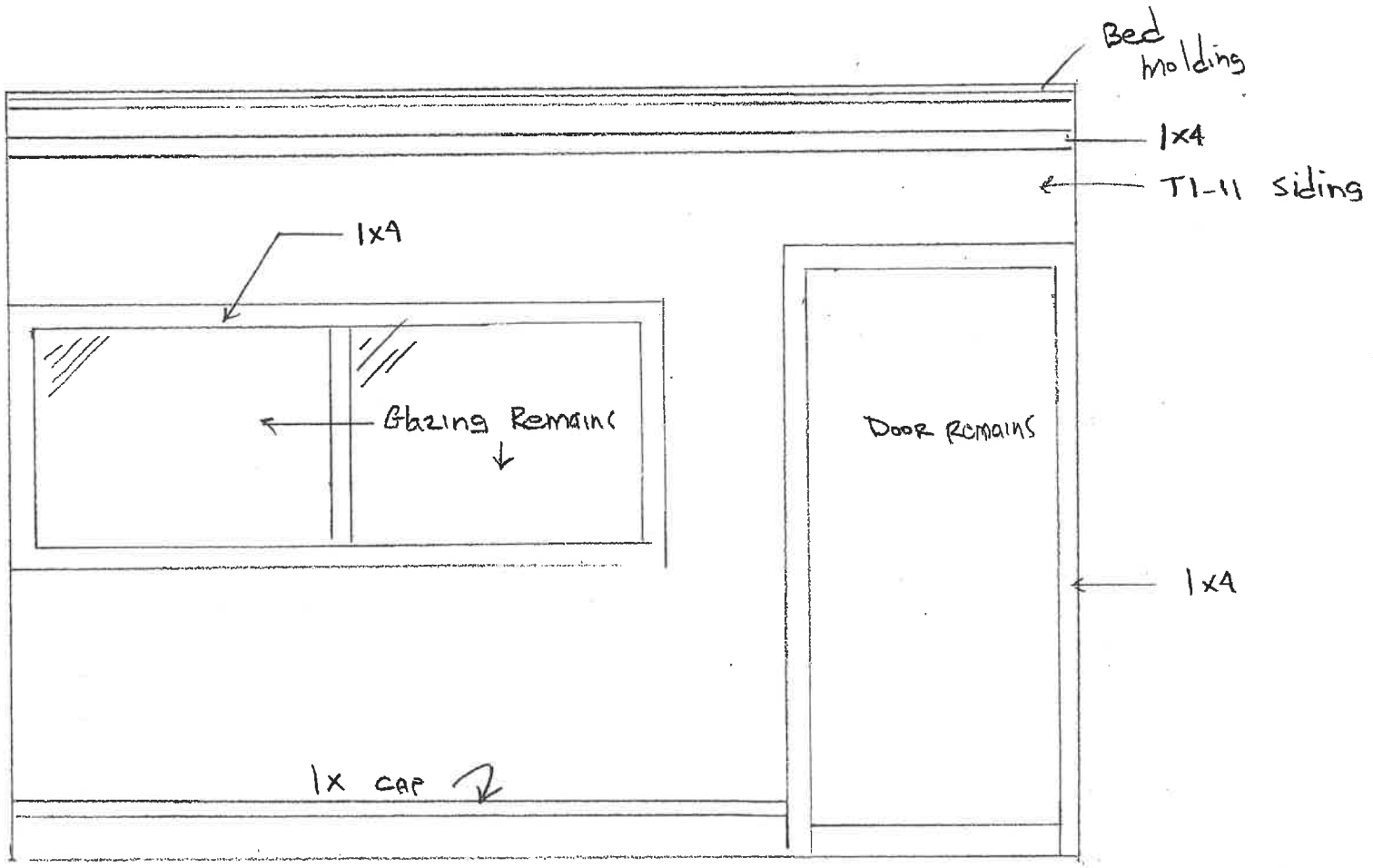
5. **I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.**

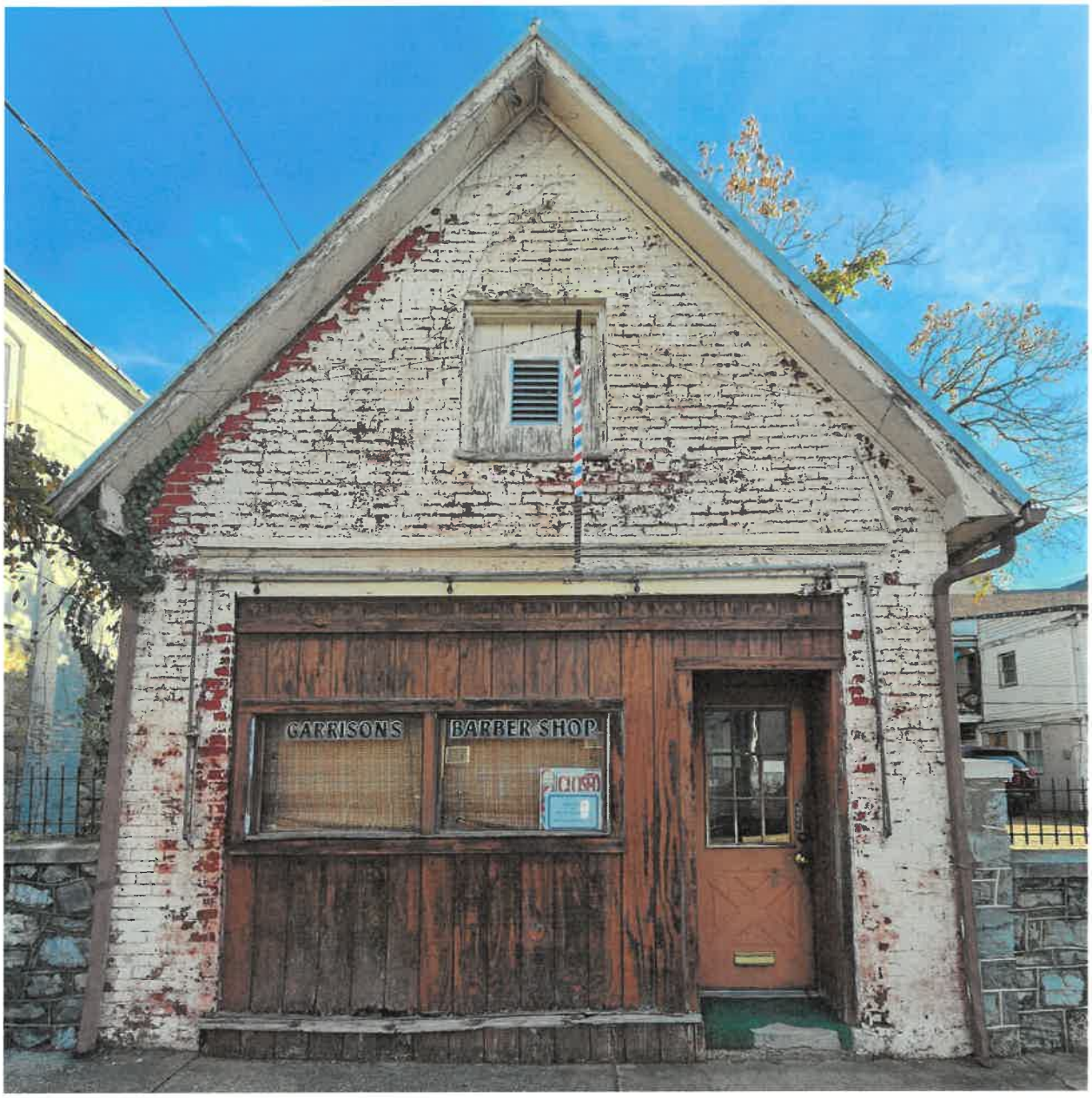
6. **I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.**

Property Owners Signature _____ **Date** _____

GARRISON BARBER SHOP

REPLACE ALL CLADDING MATERIALS AS SHOWN




GARRISON'S
BARBER SHOP



Mark Alexander Smith HOMES

Estimate

WV012238

352 Elk Run Estates Drive
Harpers Ferry, WV 25425
Phone: 304-283-6000

Email masmithco@gmail.com

To: Wayne S Snowden
109 North Charles St
Charles Town, WV 25414

From: Mark A. Smith

RE: Renovation & Repairs

Today's Date: 06/26/25

Job: Garrisons Barber Shop Exterior Repairs
Martinsburg, WV 25401

We Propose To Furnish All labor & Materials For The Completion Of The Work As Described Below

Scope Of Work

Removal and disposal of all wood trim and cladding of front façade as shown on drawing
Replace all removed materials with new same type and size as shown on drawing
Labor & Materials $ 3,250.00

Painting Of complete front façade, scrape loose paint, Two coats of Sherwin Williams Super Paint. $ 2,800.00

Total **$ 6,050.00**

Payment 1/3 Deposit, 1/3 after wood repairs, 1/3 after completion

Any unknown or hidden repairs that will need to be made due to rot or decay will be performed at Time & Materials

Owner Wayne S Snowden Date 6-26-25

Contractor Mark A Smith Date 6-26-25

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

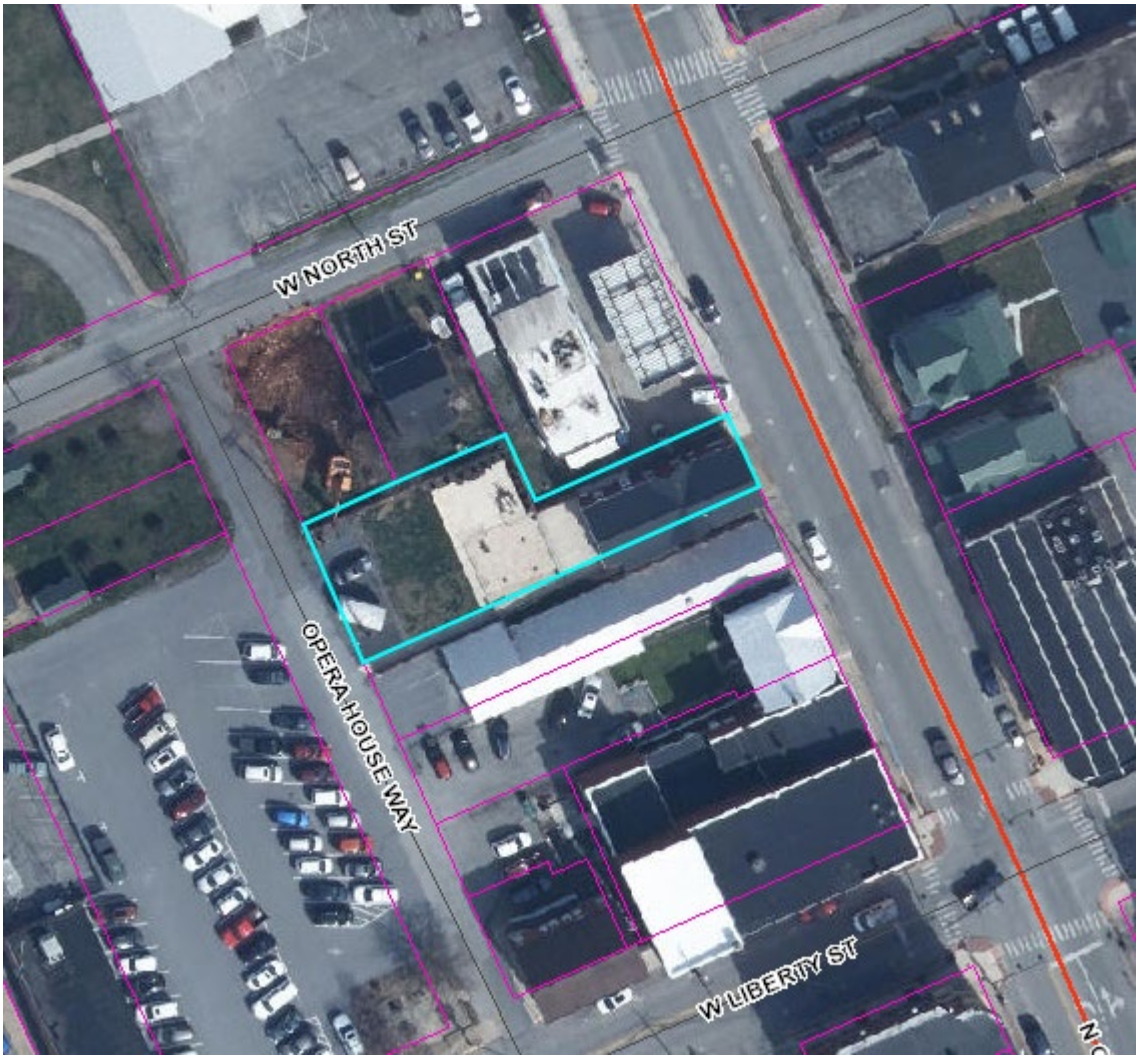
Public Hearing: FIP2025-07 - 212 N. George St. - Grant Request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Site.pdf
- 4. Quote 1 - Capital Canopies.pdf
- 5. Quote 2 - EWA.pdf

Façade Improvement Grant
FIP 2025-07

Date: For the October 15, 2025 Historic Landmarks Commission meeting
Applicant: Forrest Pritchard
Property Owner: Forrest Pritchard
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 212 N. George St.
Current Zoning: Old Town Mixed-Use Commercial



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

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.

SITE

Staff photographs taken October 1, 2025

Views from N. George St.





View from Opera House Way



PROPOSAL

A request for up to $3,217 with a Façade Improvement Grant. Applicant seeks reimbursement for:

-Awning installations

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

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

-Awning installations

QUOTES

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

1. Capital Canopies Inc. - $5,863.28 . City grant would amount to $2,931.64
2. Armstrong Company Inc. - $6,434.20 . City grant would amount to: $3,217.10

AVAILABLE FUNDS

$5,432 dollars remain available in the fund.

STAFF RECOMMENDATION

Approval.

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

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: Forrest Pritchard
Date: 09 / 10 / 2025

Company Name: Homespun / One Table LLC
Phone: 540 303 0740

Mailing Address: ~~Zip~~ P.O. Box 8
Berryville, VA 22611
Fax:

E-mail [redacted]

Project Address: 212 N. George St., Charles Town , 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

RECEIVED
SEP 09 2025
BY: VS

Description of the Façade Improvement project:
1 canopy (mockups included) on N. George St. façade, and another on Opera House Way. Estimates by two installers included. Installation will also require painting preparation as well as minor electrical work. Certificate of appropriateness was approved in August 2025.

Estimated Project Start Date: 01 / 15 / 2026
Estimated Project End Date: 02 / 01 / 2026

Estimated Total Project Budget: $6,500

Grant Amount Requested: $3,250

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: Forrest Pritchard

Property Owner's Signature:

Date of Application: 9/10/2025

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

CITY OF CHARLES TOWN
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** 9/10/2025

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:_____

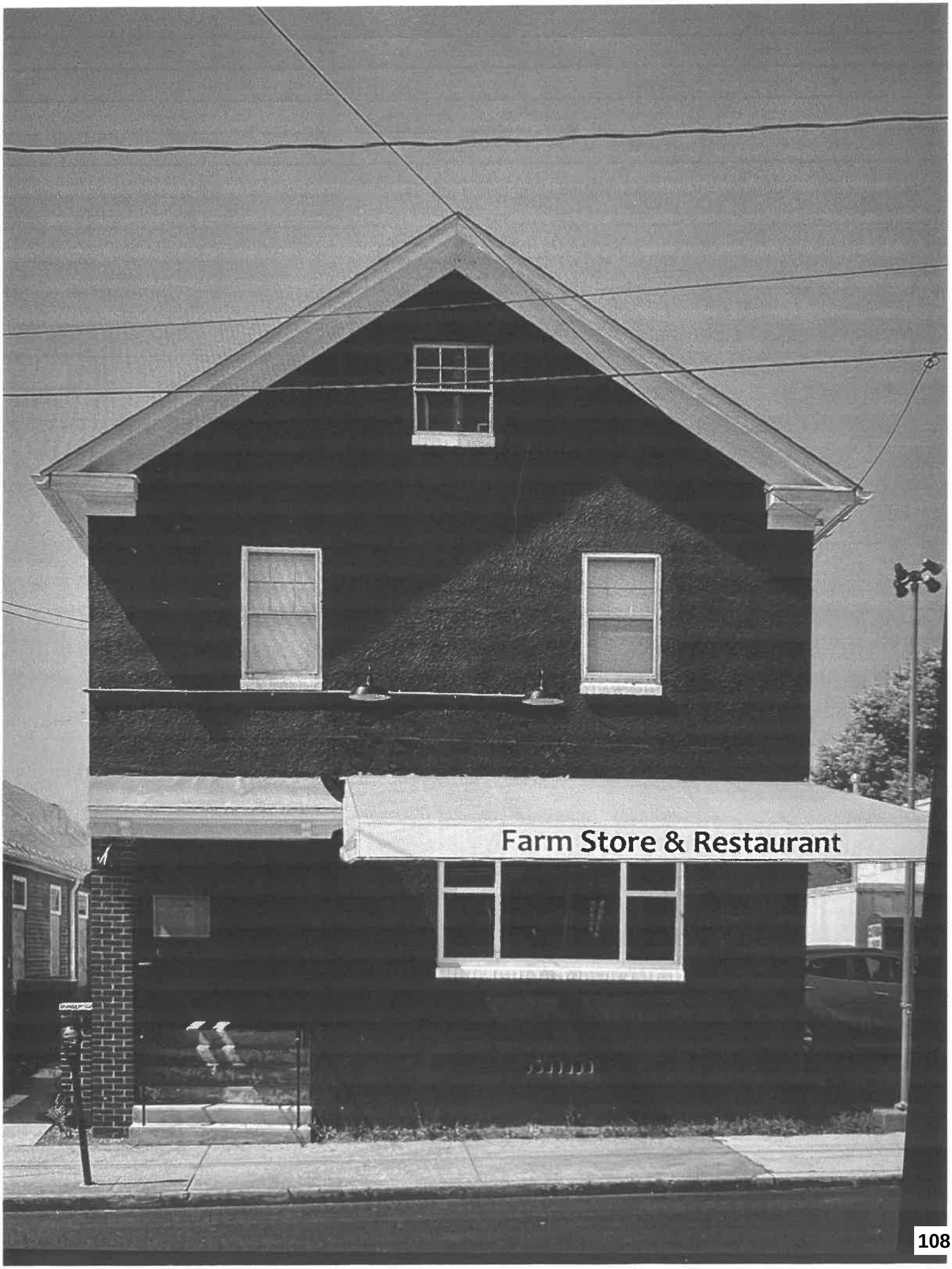
_____

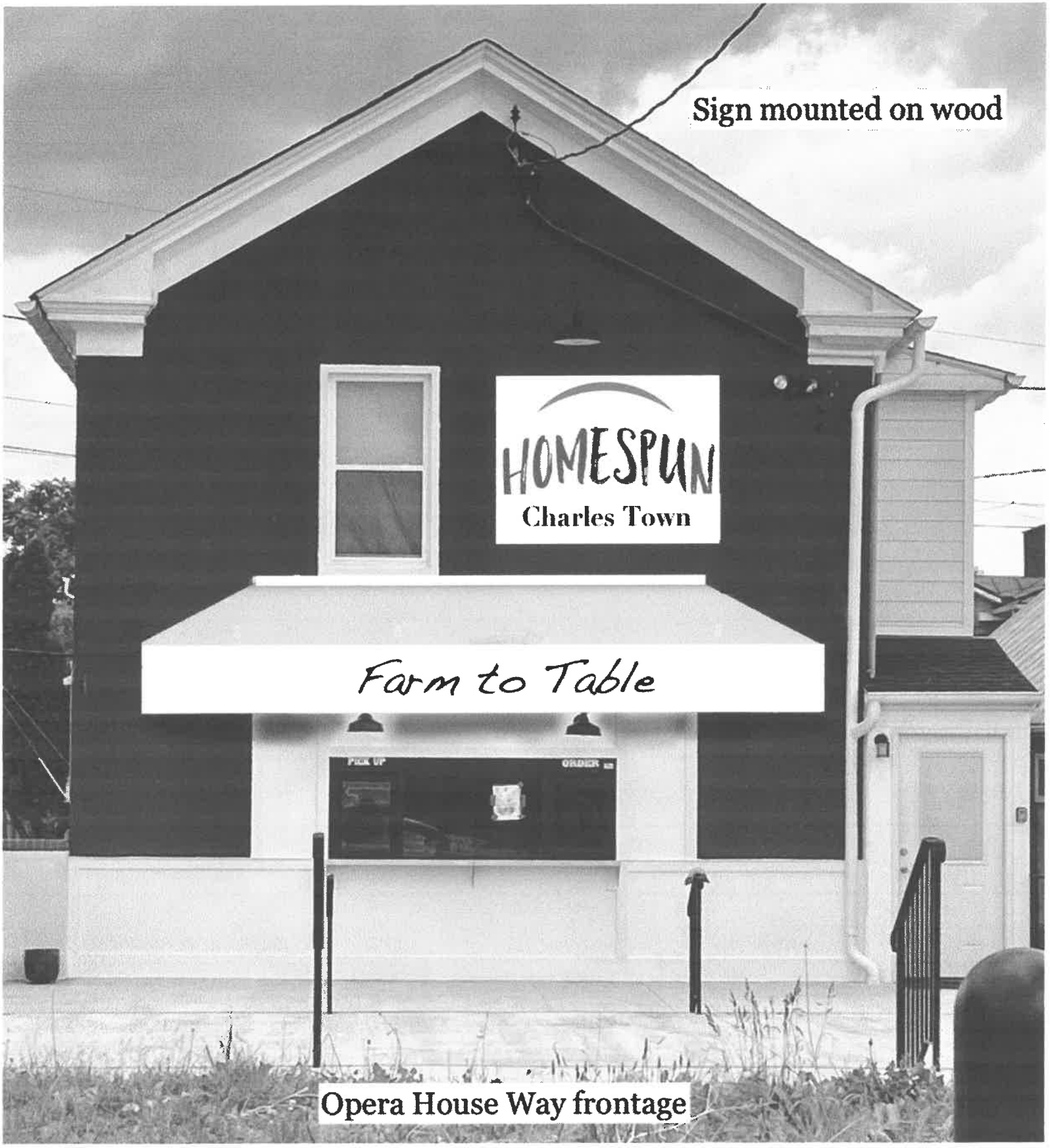
_____

_____

_____

_____


Farm Store & Restaurant


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

Capital Canopies, Inc.
9300 D'Arcy Road, Suite F
Upper Marlboro, MD 20774
(301) 772-7322 Phone
(301) 341-9184 Fax

PROPOSAL

Page No. 1 of 1 Page
JOB NAME: 212 N. George St.
LOCATION: Charlestown, WV
PHONE NO: 540-303-0740 DATE: 7/15/2025

TO: Forrest Pritchard
212 N. George Street
Charlestown, WV 25414

We hereby submit specifications and estimates for: the fabrication and installation of two (2) shed style canopies ~ one (1) that will be approximately 12'-0" wide and one (1) that will be approximately 13'-0" wide with 5'-0" projection. The frame structures will be fabricated using 1" x 1" aluminum (mill finish). The covers will be fabricated using 18oz. vinyl laminated polyester "Haven" fabric, pattern to be selected. "**HAND DIPPED ICE CREAM**" will appear on both sides of the canopy and "**FARM-TO-TABLE**" will appear on the front valance of the canopies using style and color of choice. Delivery time will be quoted upon receipt of initial deposit; current delivery is 6 to 8 weeks for fabrication and installation following receipt of signed contract and deposit. The actual installation date is to be determined and can be impacted by a variety of factors.

It is understood that permits are by others. It is understood that shop drawing certification with stamp and seal by a Professional Engineer is not included in the contract amount and will be provided at an additional cost if requested. It is understood that all electrical work has been excluded and is to be performed by others. Capital Canopies does not do electrical work. We guarantee that all work performed, and all materials and equipment furnished are guaranteed against defects in material and workmanship for a period of one (1) year from the substantial completion date. Fabrics carry a separate warranty from the manufacturer. It is understood that installation and all site work will be performed during normal business hours unless specifically stated otherwise and priced for work outside of normal business hours.

WE PROPOSE hereby to furnish material and labor – in accordance with these specifications for the sum of: Five thousand eight hundred sixty-three and 28/100 dollars **($5,863.28 including tax)** payable as follows: one half deposit with contract, balance upon completion.

Authorized
Signature: *Holly Warner Banks*
Holly Warner Banks

NOTE: This proposal may be withdrawn by us if not accepted within 10 days.

Due to the volatility of pricing in the supply chain, we reserve the right to renegotiate the selling price on any quote 10 days beyond the original date. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL – The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. There is a 20% fee for cancellation in addition to any fees that have been paid for certified shop drawings, permits, plan assembly, etc. Payment will be made as outlined above. If customer fails to pay balance upon installation, an interest charge of 1.5% per month may be applied to unpaid balance. All installations remain the property of Capital Canopies, Inc. until complete final payment has been received. If that payment is not received, customer grants permission to enter the property for removal of the canopies. In the event a lawyer or collection agency is used, customer agrees to pay all collection costs, including court costs, fines, and reasonable attorney fees. We understand and authorize Capital Canopies, Inc. to use photographic images of the subject canopies, banners, balcony panels and awnings installed on the subject properties. We release our right to the photographs and allow use of the images for informational and commercial uses.

Signature & Date:

Licensed in

Virginia 2705014816
West Virginia WV007712

PROPOSAL

E.W. ARMSTRONG COMPANY, INC.

318 N. Braddock Street ~ Winchester, Virginia 22601
540/667-1525 ~ 540/662-8168 fax
ewarmstrong@ewarmstrong.comcastbiz.net
www.ewarmstrongco.com
BUILDING SPECIALTIES

PROPOSAL TO: (OWNER)

FROM E.W. ARMSTRONG COMPANY, INC. (CONTRACTOR)

NAME:
Forest Pritcherd

JOB NAME:

DATE
7/1/2025

STREET:
20 West Main Street

Street

CITY:
Berryville

CITY: Charlestown

STATE WV

STATE:
VA

ZIP:

TO BE INSTALLED:

Contractor hereby submits specifications and estimate as follows

1 aluminum frame staple on shed roof style awning size 16ft wide

Pattern to be weblon white (like existing)

Lettering on valance (Homespun shakes & Burgers)
Lettering on both ends (Hand dipped ice cream)
Lettering color to be black

Please allow 6-8 week lead time

Furnished and installed for $6,434.20

If agreeable: sign & return a copy

FOR THE SUM OF:
DOLLARS ($6,434.20) with payment to be made as follows:

All materials shall be as specified, and all work shall be performed in a workmanlike manner according to standard practices. Any modifications or additions to this proposal shall not be binding unless in writing signed by both parties. Performance by the Contractor is subject to strikes, acts of God and delays which are beyond Contractor's control. Owner shall carry hazard insurance on the job premises. Contractor shall carry workers compensation insurance on its employees.

Payment of amounts due shall be made by owner within thirty (30) days of the billing date, subject to a service charge of 1-1/2% per month on any balance not so paid. In the event of default in payment of any amount when due, Owner shall pay Contractor's cost of collection, including attorney's fees of not less than thirty-three percent (33%) of the proposal amount.

E.W. ARMSTRONG COMPANY, INC.

BY: James Parrill

THIS PROPOSAL SHALL BE WITHDRAWN IF NOT ACCEPTED BY OWNER IN WRITING WITHIN 30 DAYS FROM THE DATE HEREOF.

ACCEPTANCE OF PROPOSAL

The undersigned, hereby identified as Owner, accepts the above proposal and agrees to all of the conditions therein contained, including the payments as set forth above, authorizing Contractor to do the work as specified.

DATE

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

Meeting: 10/15/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

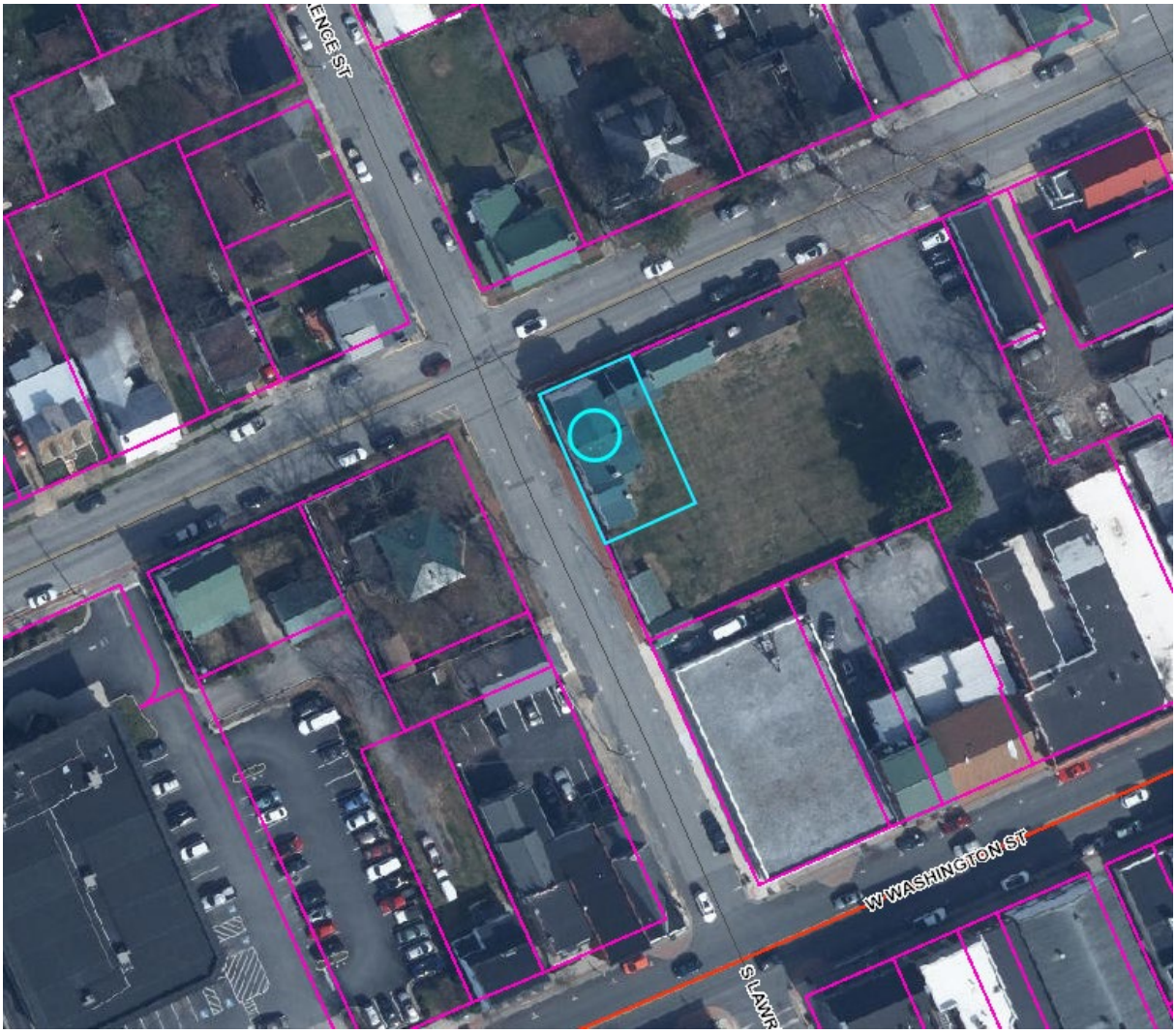
Commission Review: FIP2024-02 - 119 N. Lawrence St. - Grant Extension Request

ATTACHMENTS:

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

Façade Improvement Grant
FIP 2024-02

Date: For the October 15, 2025, Historic Landmarks Commission meeting
Applicant: Summer Wilkes
Property Owner: Summer Wilkes
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant Request
Property Location: 119 N. Lawrence St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC).



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District
219 W. Liberty Street. Sheetz Florist. Georgian influenced, c. 1797? This is among the oldest standing buildings in Charles Town. **Contributing**

115? N. Lawrence Street. Vernacular, late 18th? century. Known as "Charles Washington's Office" this is a one story, one bay gable fronted brick building with a Flemish bond facade. It has only an entrance and an opening in the gable above on the front elevation. **Contributing**.

INITIAL GRANT REQUEST

The Commission approved a Façade Improvement Grant for this property on October 16, 2024. The grant amount was for $5,000. Grants are valid for one year unless an extension is approved by the Commission.

EXTENSION REQUEST

Per the applicant's narrative:

"*There are several reasons for the delay of the project and the need for an extension.*

First, David Logan is a highly sought after professional and I had to get into his "queue" to obtain his services. We are now under contract, he has assessed the site and provided recommendations and a draft design.

I have reviewed his design with the architect who analyzed the entire project site and provided renderings/plans for the site, as well as with board members at Happy Retreat. David Logan also consulted with other professionals on the design, paint type and color and hardware details. Additionally, Walter Washington of Harewood offered some old hardware (specifically the main lock) from the Harewood house, but he has been unable to find the lock (so I have waited to see if he could find it, as it would be very special to have a Washington family lock on the door).

David Logan is also now doing some restoration work at Happy Retreat, so he asked if he could do the work in tandem with this project."

The full narrative document is attached to this report.

CRITERIA

There are no listed criteria for determining whether or not to extend an approved grant request.

Per the Grant Approval Agreement: "Any time extension must be filed and approved by the Historic Landmarks Commission".

Because the applicant has continued to work on progress towards rehabilitation of the structure, the Commission should approve the request. The Commission may impose any conditions of approval, such as a limit on the duration of the extension.

STAFF RECOMMENDATION

Approval.

Dear Mr. Newman,

I am writing to request an extension for the facade grant until January 30, 2026.

I am now under contract with David Logan of Vintage Building, one of the bids from my original application. I am focused on the reconstruction of the door, door jamb, and some facade stabilization. We are using white oak for the door construction and antique period hardware - building it just as it would have been built in the 1780s, modeled on doors at Happy Retreat and Harewood.

There are several reasons for the delay of the project and the need for an extension. First, David Logan is a highly sought after professional and I had to get into his "queue" to obtain his services. We are now under contract, he has assessed the site and provided recommendations and a draft design. I have reviewed his design with the architect who analyzed the entire project site and provided renderings/plans for the site, as well as with board members at Happy Retreat. David Logan also consulted with other professionals on the design, paint type and color and hardware details. Additionally, Walter Washington of Harewood offered some old hardware (specifically the main lock) from the Harewood house, but he has been unable to find the lock (so I have waited to see if he could find it, as it would be very special to have a Washington family lock on the door). David Logan is also now doing some restoration work at Happy Retreat, so he asked if he could do the work in tandem with this project.

His estimate right now is for $10,500 for the restoration and new construction of the door, jamb and threshold and overall stabilization of both entry points on the facade. I am hoping that the work will be done before winter weather sets in to protect the

structure. I am asking for an extension to the end of January to ensure all work is completed and invoices paid.

Thank you for your patience and consideration. I am glad to provide additional information as needed before or at the meeting on October 15, including sketches, etc.

Summer Wilkes
202-270-3090