CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • JANUARY 9, 2023

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

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: 2022-240: HLC Meeting Minutes - December 12, 2022
HLC - December 12, 2022 meeting minutes.doc

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: 2022-239: HLC-COA-2022-19: 515 E. Washington St.

Approval subject to changes

Whole packet.pdf

: 2023 Calendar Adoption
2023-Historic-Landmarks-Commission-DRAFT.docx

Election of Officers
Election of:
1. Chair
2. Co-Chair

5. ADJOURNMENT

6. NOTICE: THE PUBLIC MAY LISTEN TO THIS MEETING BY CALLING (301) 715-8592 AND ENTERING THE MEETING ID (857 3815 6650) AND PASSCODE (588045).

NOTICE: THE PUBLIC MAY VIEW OR PARTICIPATE IN THIS MEETING BY ACCESSING THE FOLLOWING ZOOM LINK: (HTTPS://US02WEB.ZOOM.US/J/85738156650?PWD=UTDKM1QXNHIVDNLCAXHQQLDBRZJZDZ09) AND ENTERING THE PASSCODE (588045).

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

SCHEDULED

Meeting: 01/09/23
Department: Historic Landmarks Commission
Category: Information Only
Initiator:

AGENDA ITEM (ID #)

2022-240: HLC Meeting Minutes - December 12, 2022

ATTACHMENTS:

- HLC - December 12, 2022 meeting minutes.doc

CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION

MINUTES • DECEMBER 12, 2022

Regular Meeting **Council Chambers** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Nick Zaglifa	Commissioner	Late	7:15 PM
Jeff K Whitten	Commissioner	Present	
Diane Drake	Commissioner	Present	
Amanda Updike	Commissioner	Present	
Pam Hird	Commissioner	Present	

James Newman was also in attendance.

II. MINUTES APPROVAL

1. 5858: HLC Meeting Minutes - November 14, 2022

Amanda Updike moved to approve the November 14, 2022, HLC meeting minutes. Diane Drake seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Amanda Updike, Commissioner
SECONDER:	Diane Drake, Commissioner
AYES:	Whitten, Drake, Updike, Hird
ABSENT:	Zaglifa

III. NEW BUSINESS

1. 5857: COA-2022-18 305 S WEST (HOBBIES SHOP) - SIGN

Diane Drake moved to approve the Certificate of Appropriateness to utilize the current sign cabinet at 305 S. West Street. Amanda Updike seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Diane Drake, Commissioner
SECONDER:	Amanda Updike, Commissioner
AYES:	Whitten, Drake, Updike, Hird
ABSENT:	Zaglifa

IV. ADJOURNMENT

Jeff Whitten moved to adjourn the meeting. Diane Drake seconded the motion, and it passed unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Diane Drake, Commissioner
SECONDER:	Amanda Updike, Commissioner
AYES:	Whitten, Drake, Updike, Hird, Zaglifa

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

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 01/09/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

2022-239: HLC-COA-2022-19: 515 E. Washington St.

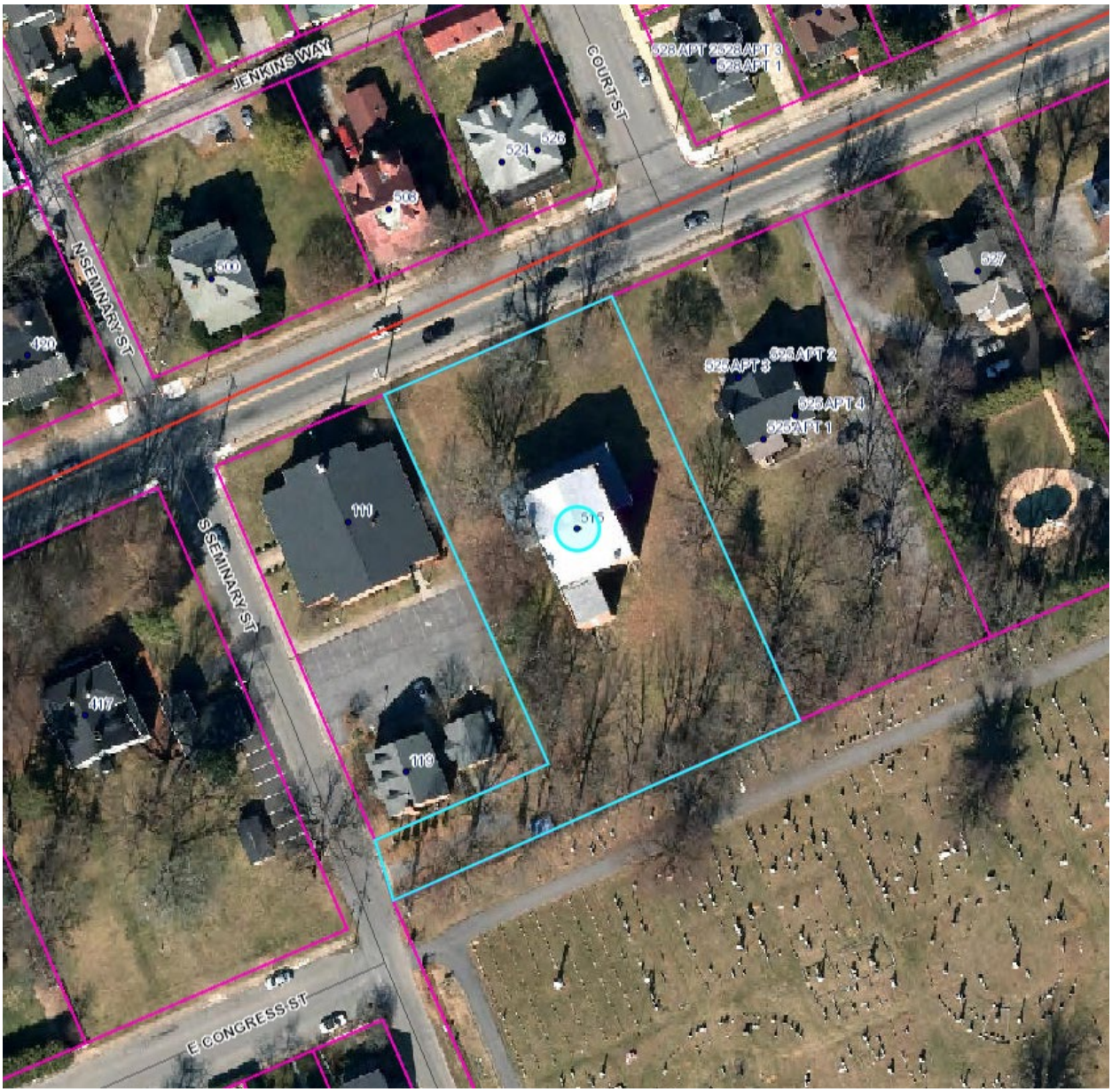
HLC-COA-2022-19 – Request by 515 E. Washington LLC, to renovate the exterior of 515 E. Washington Street. Property is located near the intersection of Court Street and E. Washington Street and is also identified as Tax Dist. 3, Map 2. Parcel 256. The property is zoned Old-Town Mixed Use Commercial.

ATTACHMENTS:

- Whole packet.pdf

Public Hearing – Certificate of Appropriateness
COA Application Number COA-2022-19/200234

Date: For the January 9, 2023 Historic Landmarks Commission meeting
Applicant: 515 E. Washington LLC
Property Owner: 515 E. Washington LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator.
Proposal: Certificate of Appropriateness for exterior renovations.
Property Location: 515 E. Washington Street. Property is located near the intersection of E. Washington St. and Court St. Tax District 3, Map 2, Parcel 256. Deed Book 1257, Page 641.



Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD).

HISTORIC SURVEY BUILDING INFORMATION: Downtown Charles Town Historic District.
Stephenson's Female Seminary. Greek Revival, 1884. Three story, five bay brick with common bond facade and brick pilasters separating bays. Raised basement. Three bay entrance porch. **Contributing**.

Greek Revival characteristics:
-Low pitched gable roof, often with gable facing the street.
-Gable roof is either pedimented or has broad gable returns.
-Classical columns or pilasters.
Doorway embellished by sidelights and transom.
-Six-over-six windows.
-Short frieze windows set just below the eaves,
-Ornamentation is robust and heavy, although usually simple in design.

REQUEST OVERVIEW
Per the applicant, the structure consists of 3 floors and a basement. They are rehabilitating the structure. A variety of exterior changes are proposed, including the addition of a parking lot.

ZONING REVIEW
The upper three floors will each have three apartment units, for a total of nine units. The property zoning allows for multi-family dwellings by -right with no density minimum or maximum requirements. The parking lot will be reviewed administratively via the minor land development process.

PUBLIC-FACING EXTERIOR CHANGES

1. **<u>Exterior</u>**
    A. **Stone Path & Iron Railing for stairs.**
    Per the Design Review Standards, "*Some homes in the Historic District include stone curbing, iron fences, and gates. Property owner are encouraged to retain these existing elements."* (pg. 37)

The railing is eight-feet long with three support posts and curved ends. The proposed pavers are *IndianRidge Sandstone* and available in a variety of colors/configurations. The proposed pavers and iron railing are discreet and in keeping with the character of the Historic District.



Proposed Rail

Representative Photo:



Example of proposed stone pavers

Staff Recommendation: **Approval**.

2. **Lower Level**

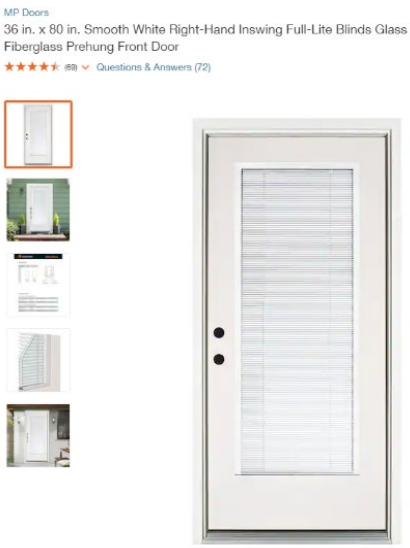
   A. Exterior Door – Main Level, Side doors (located on west and east side façades).
   Per the Design Review Standards: **"***Doors and entranceways are important to the character of a building. As many historic buildings feature elaborate entranceways with great detail that feature historical character, maintaining this is important. Original doors shall be preserved and repaired whenever possible.*

   If it is impossible to retain an original door, a replacement door should match the original as closely as possible in panel configuration, trim profile, and any other ornamentation. Itis not acceptable to replace double doors with a single door. Transoms shall also be retained in their original configuration. Any exception would only be permitted in the event that the property is used commercially and ADA standards need to be achieved". (pg. 33)

   The proposed exterior doors are 36 inch wide x 80 inch tall fiberglass window doors. The existing side door is a six-panel door with no windows.

   Staff recommendation: The **design should be modified** to fit the six-panel design as close as possible.





Existing side doors

Proposed side doors

3. **Main level**

A. Main Door – Exterior.

The proposed main door is to be a fiber-glass windowed door. The proposed door style has one panel, and one window. The current door is a six-panel door with no windows.





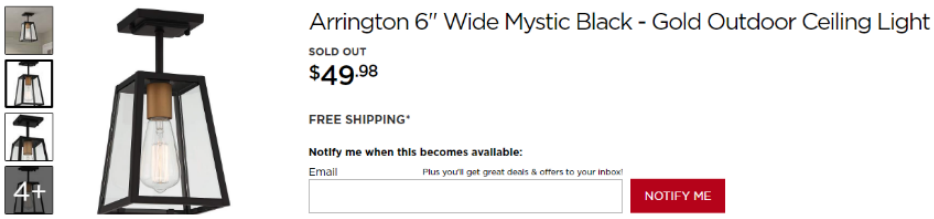
Existing main door. Picture from Google Streetview

Proposed main door

Staff recommendation: The applicants proposed door comes in various design configurations. The **design should be modified** to fit the six-panel design as close as possible.

B. Lighting – Deck ceiling.

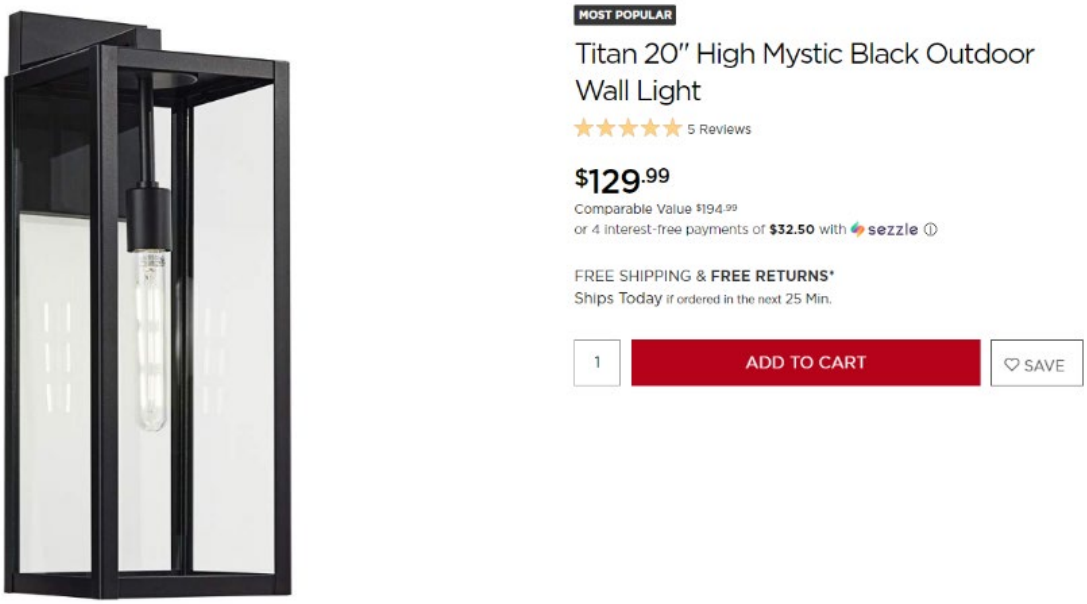
The applicant proposes to use six-inch wide semi-flush mount metal ceiling lights. 60 watt bulb used.



Staff recommendation: **Approval**.

C. Lighting – Exterior Walls.

The applicant proposes to use 20-inch tall wall mounted metal enclosures. 60 watt bulb used.

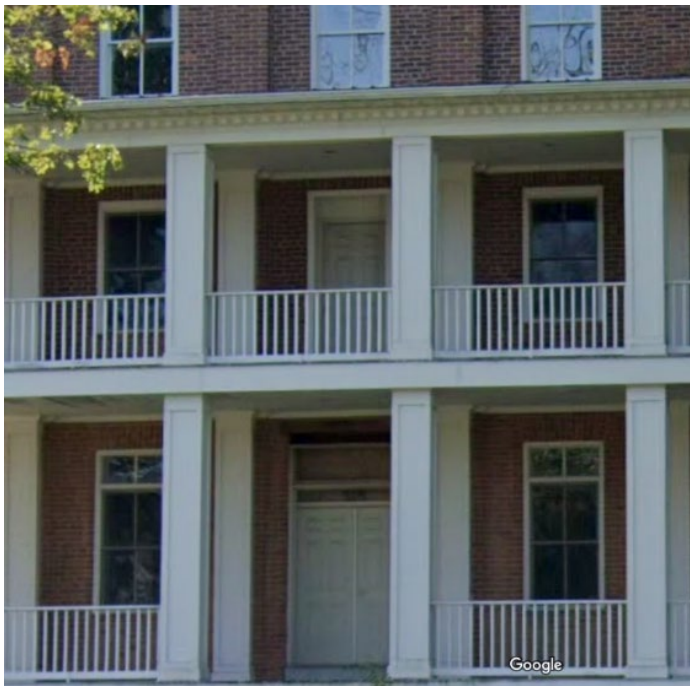


Staff recommendation: **Approval**.

4. Second level

A. Exterior Doors

The proposed exterior doors on the 2nd level are the same as on the lower level. The proposed exterior doors are 36 inch wide x 80 inch tall fiberglass window doors. The proposed main door is to be a fiber-glass windowed door. The proposed door style has no panel, and one window. The existing door is a six-panel door with no windows.





Existing door. Picture from Google Streetview

Proposed Door

Staff recommendation: The applicants proposed door comes in various design configurations. The **design should be modified** to fit the six-panel design as close as possible.

B. Lighting – Deck ceiling

The applicant proposes to use six-inch wide semi-flush mount metal ceiling lights. 60 watt bulb used. Same as proposed for main level deck.
Staff recommendation: **Approval**.

C. Lighting – Exterior Walls.

The applicant proposes to use 13-inch tall wall mounted metal enclosures. 60 watt bulb used. Staff recommendation: **Approval**.





Other Structural Changes

Applicant is not proposing any changes to masonry, window casings, or roof structure.

Parking Lot

Applicant proposes to build a parking lot with 14 parking spaces and a dumpster pad. The parking lot is approximately 8,500 sq. ft. in area. The dumpster must have opaque screening with a minimum height of six feet. The screening will consist of a solid wall and landscaped areas around the wall, at least five feet deep. There must be a gate. Landscaping for the parking lot must consist of at least eight trees and various shrubs.

The review of the parking lot and dumpster pad will be handled administratively as a minor land development.

Conclusion

Applicant is proposing changes to: outdoor path, outdoor stairs rail, new exterior doors, new exterior deck lighting. The majority of these changes should be **approved**; the rest are recommended as suitable for approval subject to changes.

PO Box 216
Kearneysville WV 25430
304-596-0100
Fax 304-596-0104
info@jcsmithllc.com

JC Smith LLC
PREFERRED CONSTRUCTION EXPERTS

515 East Washington St.

The project consists of the renovation of a large historic building. The building has 3 floors and a basement. The upper 3 floors will consist of living space and the basement will be a storage and mechanical area. Each living floor will have 3 apartments, one 2 bedroom and two 1 bedroom. The layout of the apartments will be mostly the same between floors, though some areas needed to be modified in order to take advantage of an existing opening, and the upper two levels take advantage of extra space in the main hallway. Each apartment and each floor's hallway will get it's own mini-split HVAC system. The whole building will be getting a sprinkler system to allow for one egress in certain apartments and a fire escape will be built in the rear for safety. A parking pad with driveway to S. Seminary St. will be built to provide parking. The parking lot will have 2 handicap spots as well as contain the dumpster pad.

The basement mechanical and storage area will get a new concrete floor poured on top of the mismatched existing slab and dirt floor. Sump pumps will be installed to reduce moisture in the basement. New non-load bearing interior walls will be built in order to separate out the areas into storage areas for the apartments above.

The main level will get 3 apartments, a two bedroom on the left (as viewed from E. Washington St.) and 2 one bedrooms on the right. All apartments will have one full bathroom, a kitchen, and washer/dryer unit. The hallway will run the full length of the floor and have the original brick exposed.

The second story is nearly identical to the first with the exception of a roughly 18' opening that had been created in the original brick hall wall. The wall was demoed and replaced by a previous owner. The third floor is now supported by triple 1 3/4" x 24" LVL on both sides of the hallway. The opening created by this header will be used to expand the two adjacent apartments into the hallway.

The third floor has a 3"x4" actual framed hallway wall framed so that the hallway width is consistent between floors. A roughly 18' opening directly above the previous floors opening was created in the original wall with the same 1 ¾" x 24" triple LVL as the floor below. The two adjacent apartments also expand into this hallway.

COA Application No. HLC-COA-2022-14/200234

Accompanies existing zoning application submitted for the property owner by JC Smith contractors on 10/18/2022.

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.

RECEIVED
DEC 09 2022
BY:

1. DATE December 9, 2022, 20____

2. APPLICANT'S NAME* 515 E Washington LLC

Address: 1833 S Street NW #41 Washington, DC 20009

Telephone Number: (908) 884-6062 Fax Number (___)

Email Address: mletenzi@gmail.com

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

3. PROPERTY OWNER'S NAME Same as above

Address:

Telephone Number: (___) Fax Number (___)

Email Address:

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

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

Property Address: 515 E Washington Street Charles Town

Tax Map # and Parcel(s): 0002 - 0256

Deed Book and Page #: 1549 - Page 46

Zoning District: 3 - Charles Town Corp

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

Vacant

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

9-unit multifamily building

7. TYPE OF WORK:

A. X Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

____Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
____Material changes (wood, brick, metal, etc.)	_X_Windows - replacement, removal, elimination or new opening	____New construction
____Roof – Change in shape/profile	____Shutters	____Additions or alterations
____Skylights or dormers	_X_Door and transoms	____Signs
_X_Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	_X_Cut stone steps	____Solar panels
____Removal of historic markings and paintings	____Security Features	____Mothballing
_X_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:

Door and Transoms - replacement of front exterior door (Exhibit A)

Wood Cornices - repair existing, in-kind

Wood trim - repair existing, in-kind

Windows - replace existing, in-kind

Cut Stone Steps - repair existing, in-kind. Add flagstone walkway from street to front steps of property (Exhibit B)

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

Mark Letenzi _____ Date 12/9/2022

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

_____ Date _____

Please submit an original completed petition to the following:

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

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

515 E WASHINGTON LLC

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC | Limited Liability Company	3/9/2021		3/9/2021	Domestic	Profit			

Organization Information

Business Purpose		**Capital Stock**	
Charter County		**Control Number**	
Charter State	WV	**Excess Acres**	
At Will Term	A	**Member Managed**	MBR
At Will Term Years		**Par Value**	
Authorized Shares		**Young Entrepreneur**	No

Addresses

Type	Address
Designated Office Address	1833 S ST NW APT 41 WASHINGTON, DC, 20009
Mailing Address	1833 S ST NW APT 41 WASHINGTON, DC, 20009 USA
Notice of Process Address	MARK LETENZI 1833 S ST NW APT 41 WASHINGTON, DC, 20009
Principal Office Address	1833 S ST NW APT 41 WASHINGTON, DC, 20009 USA
Type	**Address**

Officers

Type	Name/Address
Member	MARK LETENZI 1833 S ST NW APT 41 WASHINGTON, DC, 20009
Organizer	MARK LETENZI 1833 S ST NW APT 41 WASHINGTON, DC, 20009
Type	**Name/Address**

Annual Reports

Filed For
2022
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, December 29, 2022 — 9:18 AM

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Signs – Additional Information

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

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

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

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

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

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

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

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

_____



515 Washington

MarkLetenzi

515 E. Washington Street, Charles Town, WV 25414

JC Smith LLC
PREFERRED CONSTRUCTION EXPERTS

210 West Burke
Martinsburg WV 25401

PHONE: (304)596-0100
Admin@JCSmithLLC.com

SECTION LETTER
A
1 1
PAGE NUMBERS

MarkLetenzi

515 E. Washington Street
Charles Town
WV 25414

PHONE:9088846062
mletenzi@gmail.com
ALSO CONTACT:

DRAWN BY: Bryan Wiercioch
SCALE: 3/16" = 1'-0"
DATE: 4/26/2022

PAGE: 1/23
Cover

ROOM FINISH SCHEDULE	
ROOM NAME	AREA
Apartment 1	375.7 sq ft.
Apartment 1 Bedroom 1	174.2 sq ft.
Apartment 1 Bedroom 2	168.4 sq ft.
Apartment 1 Bath	48.1 sq ft.
Apartment 2	302.1 sq ft.
Apartment 2 Bedroom	140.6 sq ft.
Apartment 2 Bath	37.5 sq ft.
Apartment 3	402.7 sq ft.
Apartment 3 Bedroom	206.0 sq ft.
Apartment 3 Bath	53.4 sq ft.
HALLWAY 1st	425.1 sq ft.
Apartment 4	378.5 sq ft.
Apartment 4 Bedroom 1	171.3 sq ft.
Apartment 4 Bedroom 2	212.5 sq ft.
Apartment 4 Bath	53.5 sq ft.
Apartment 5	390.2 sq ft.
Apartment 5 Bedroom	140.6 sq ft.
Apartment 5 Bath	37.5 sq ft.
Apartment 6	402.7 sq ft.
Apartment 6 Bedroom	206.0 sq ft.
Apartment 6 Bath	53.4 sq ft.
HALLWAY 2nd	275.6 sq ft.
Apartment 7	395.2 sq ft.
Apartment 7 Bedroom 1	178.2 sq ft.
Apartment 7 Bedroom 2	200.8 sq ft.
Apartment 1 Bath	56.0 sq ft.
Apartment 8	426.7 sq ft.
Apartment 8 Bedroom	151.7 sq ft.
Apartment 8 Bath	37.5 sq ft.
Apartment 9	444.2 sq ft.
Apartment 9 Bedroom	206.0 sq ft.
Apartment 9 Bath	52.8 sq ft.
HALLWAY 3rd	269.3 sq ft.

Basement Slab Detail

Exterior Brick Wall with
New Interior 2x4 Walls

HANDRAIL POST BASE FRAMING

Post Footings

PRESSURE TREATED
BETWEEN DECK POSTS

MarkLetenzi
515 E. Washington Street, Charles Town, WV 25414
PHONE: 9088846062 mletenzi@gmail.com

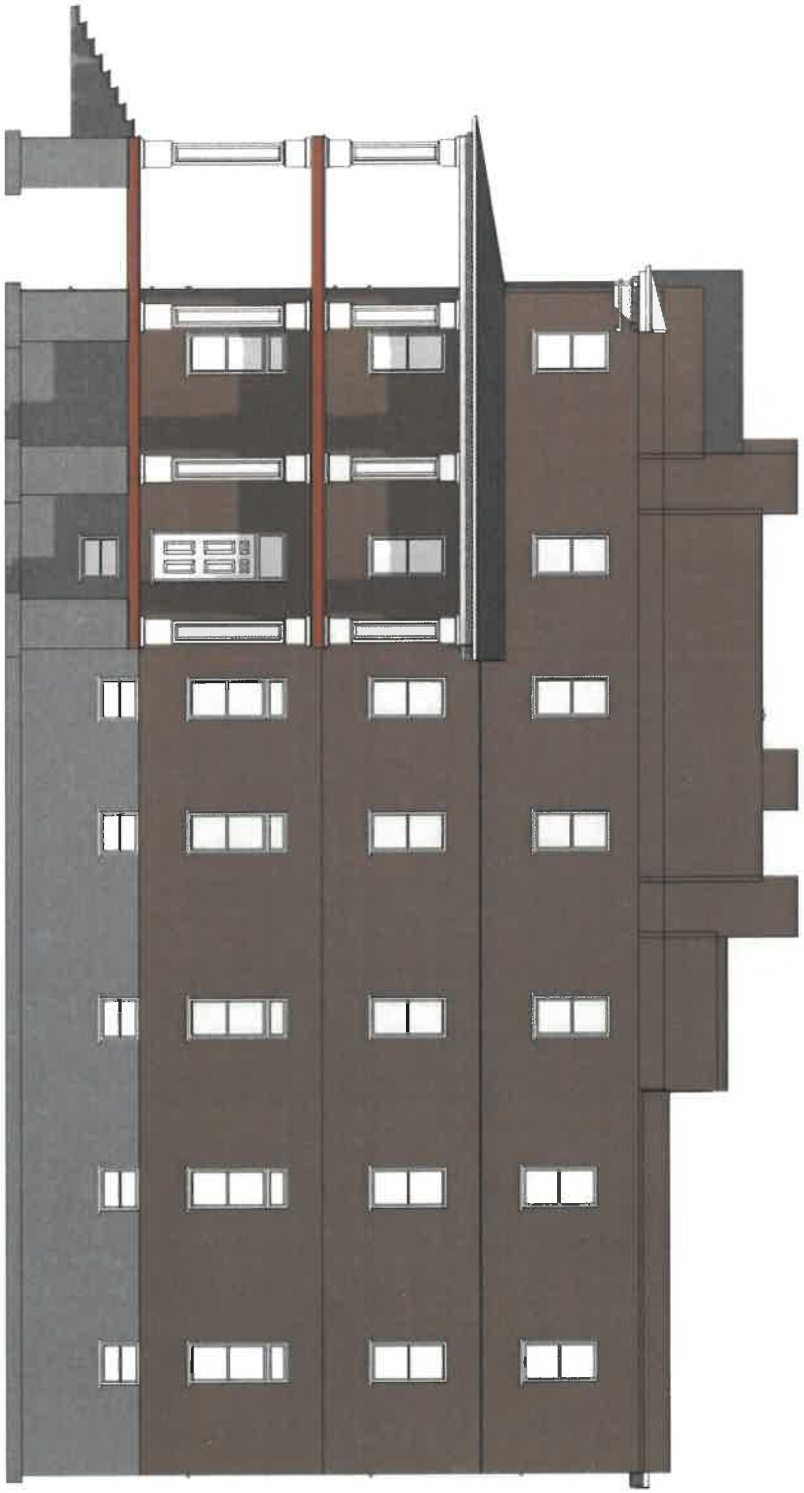
DRAWN BY: Bryan Wiercioch
SCALE: As Noted
DATE: 4/26/2022

PAGE: 2/23
Details and Areas

JC Smith LLC
PREFERRED CONSTRUCTION EXPERTS
210 West Burke PHONE: (304)596-0100
Martinsburg WV 25401 Admin@JCSmithLLC.com

RIGHT ELEVATION

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



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PREFERRED CONSTRUCTION EXPERTS

210 West Burke
Martinsburg WV 25401

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

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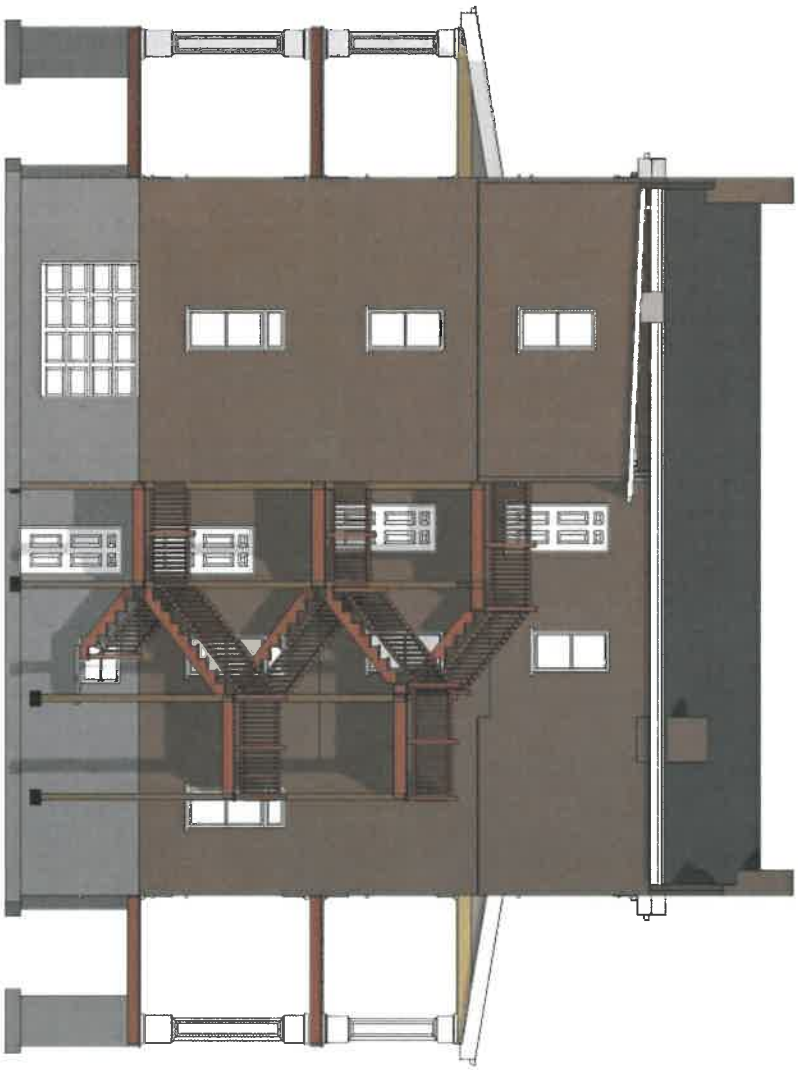
PAGE: 3/23

Right Side

REAR ELEVATION

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



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PAGE: 4/23

Rear

LEFT ELEVATION

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



JC Smith LLC
PREFERRED CONSTRUCTION EXPERTS

210 West Burke
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ALSO CONTACT:

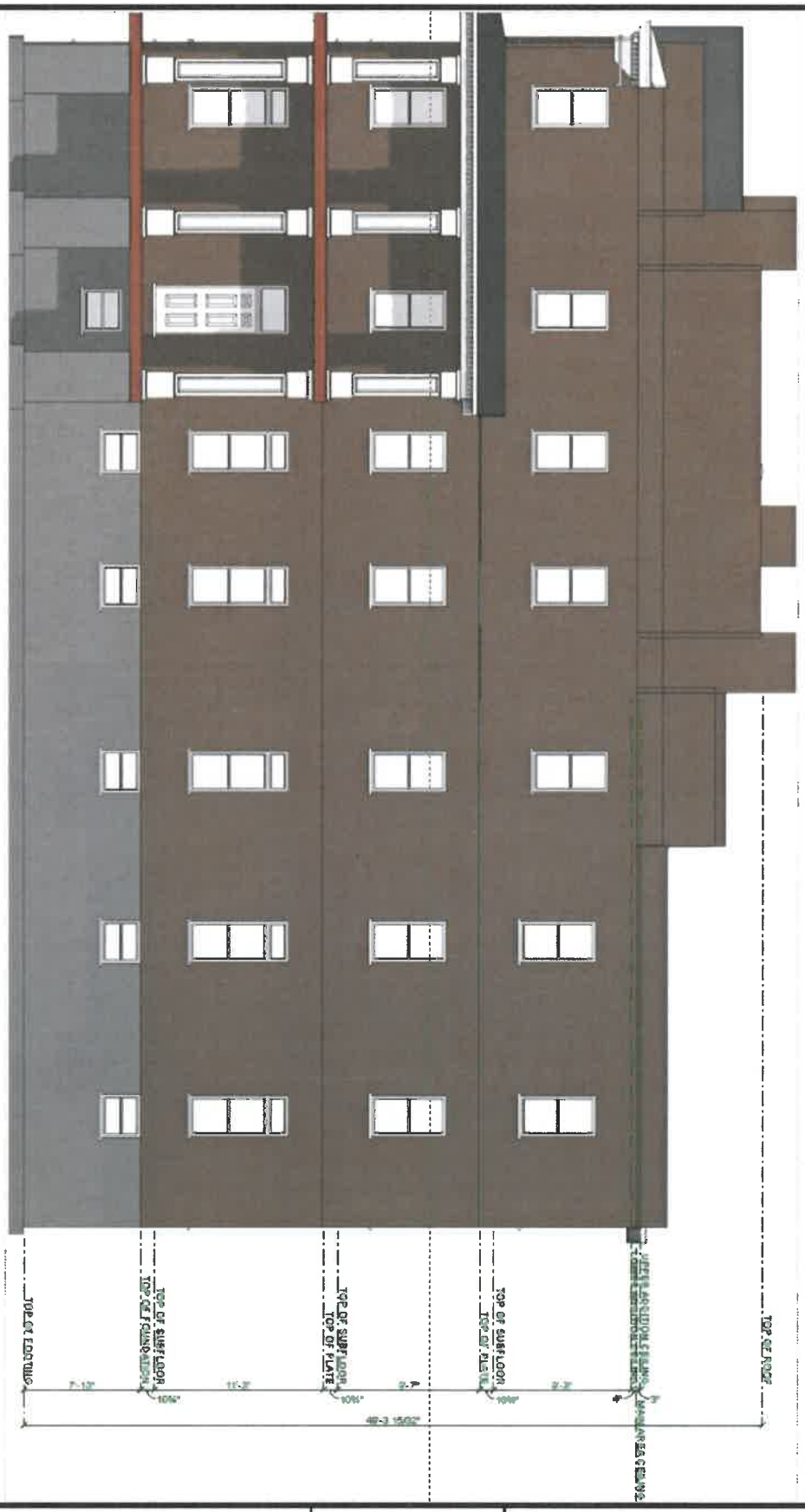
DRAWN BY: Bryan Wiercioch

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

DATE: 4/26/2022

PAGE: 5/23

Left Side



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A
1 1

SECTION LETTER

PAGE NUMBERS

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SCALE: As Noted

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Annotated Elevation



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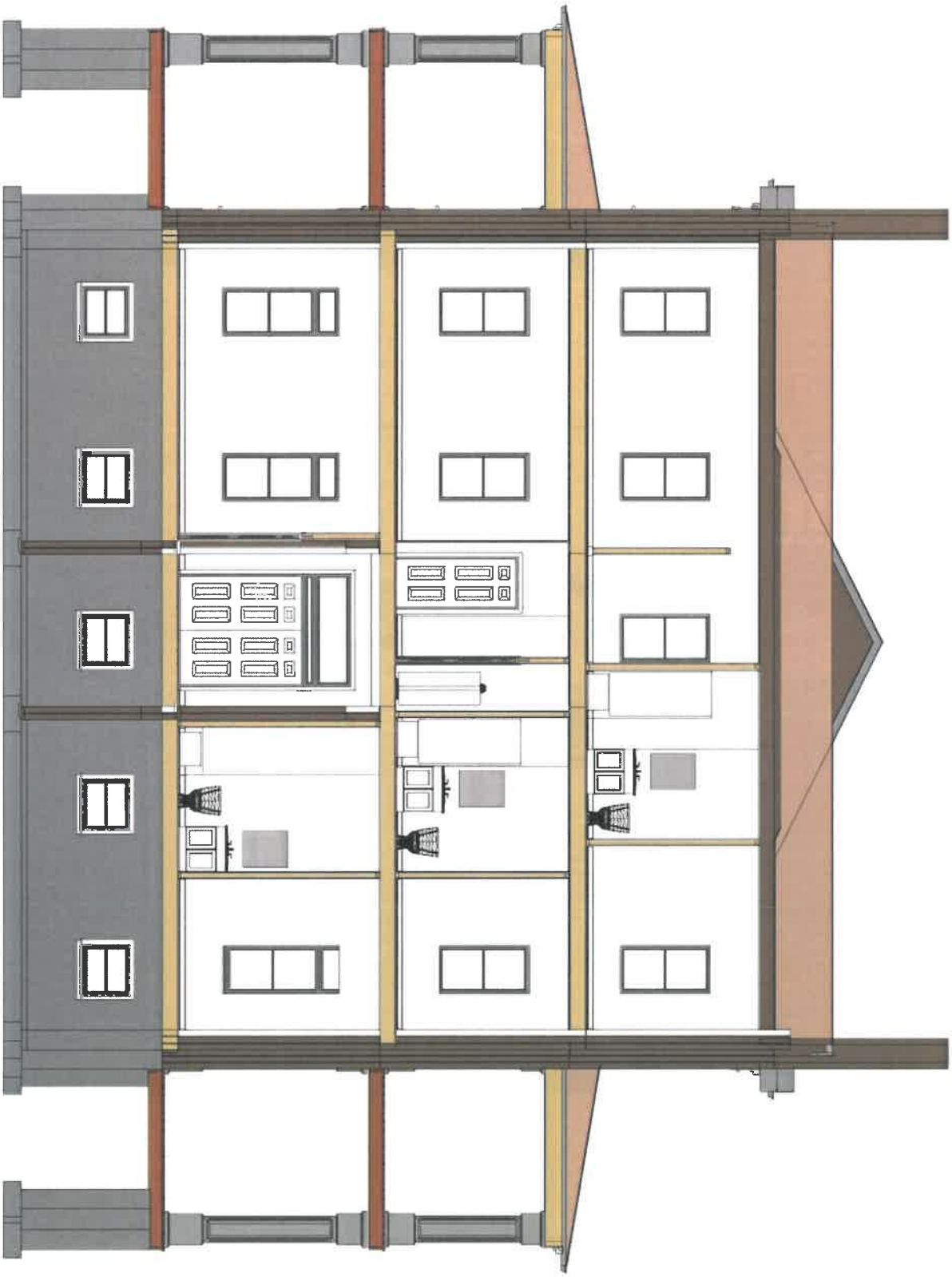
Cross Section A



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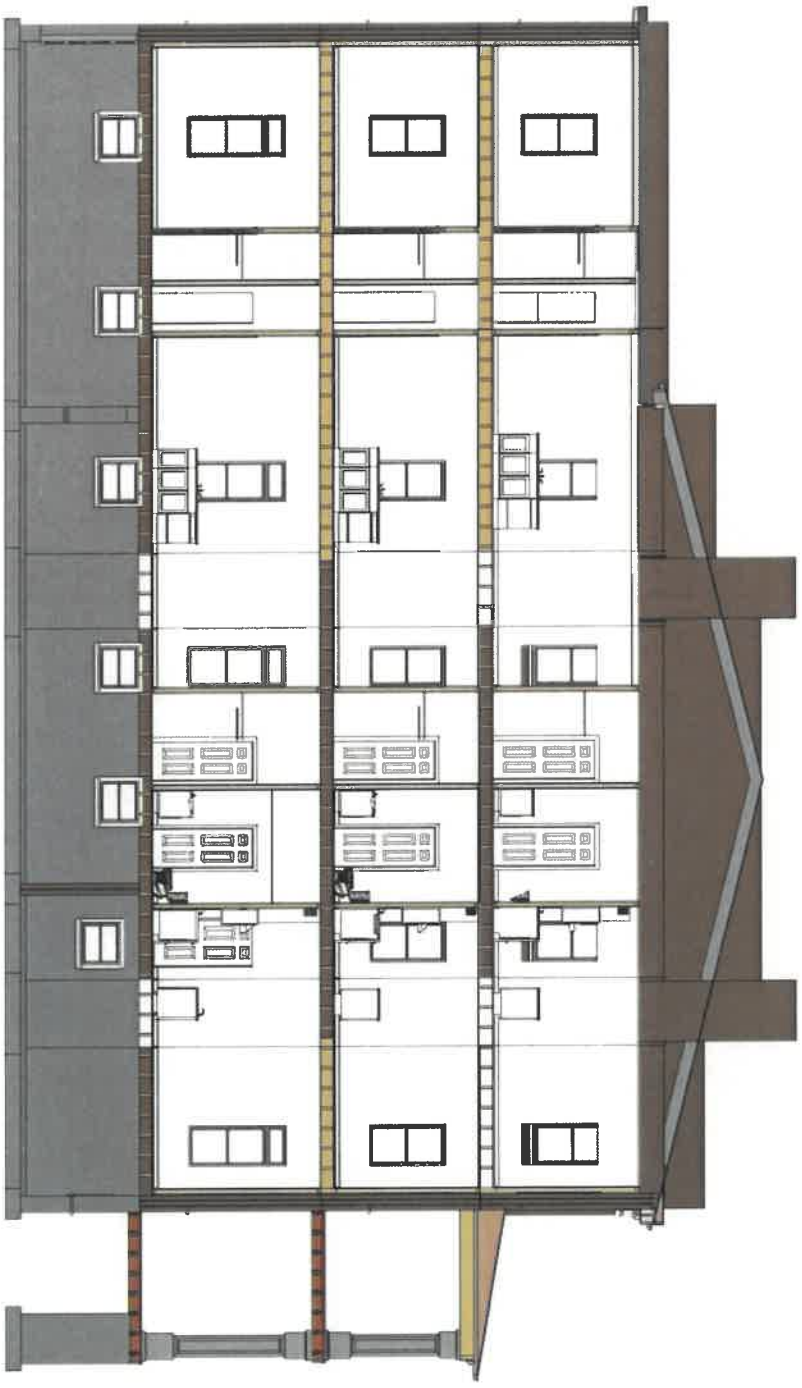
Cross Section F



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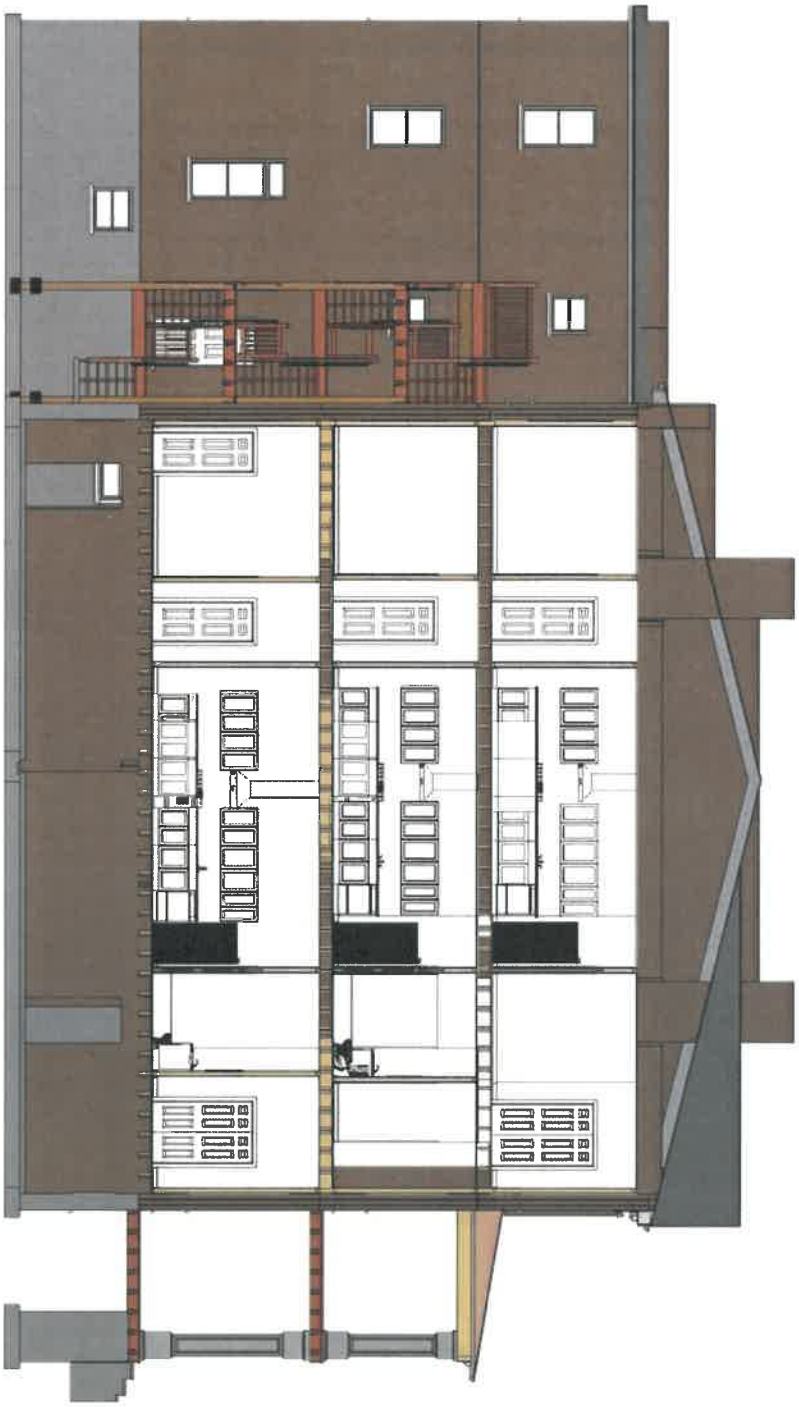

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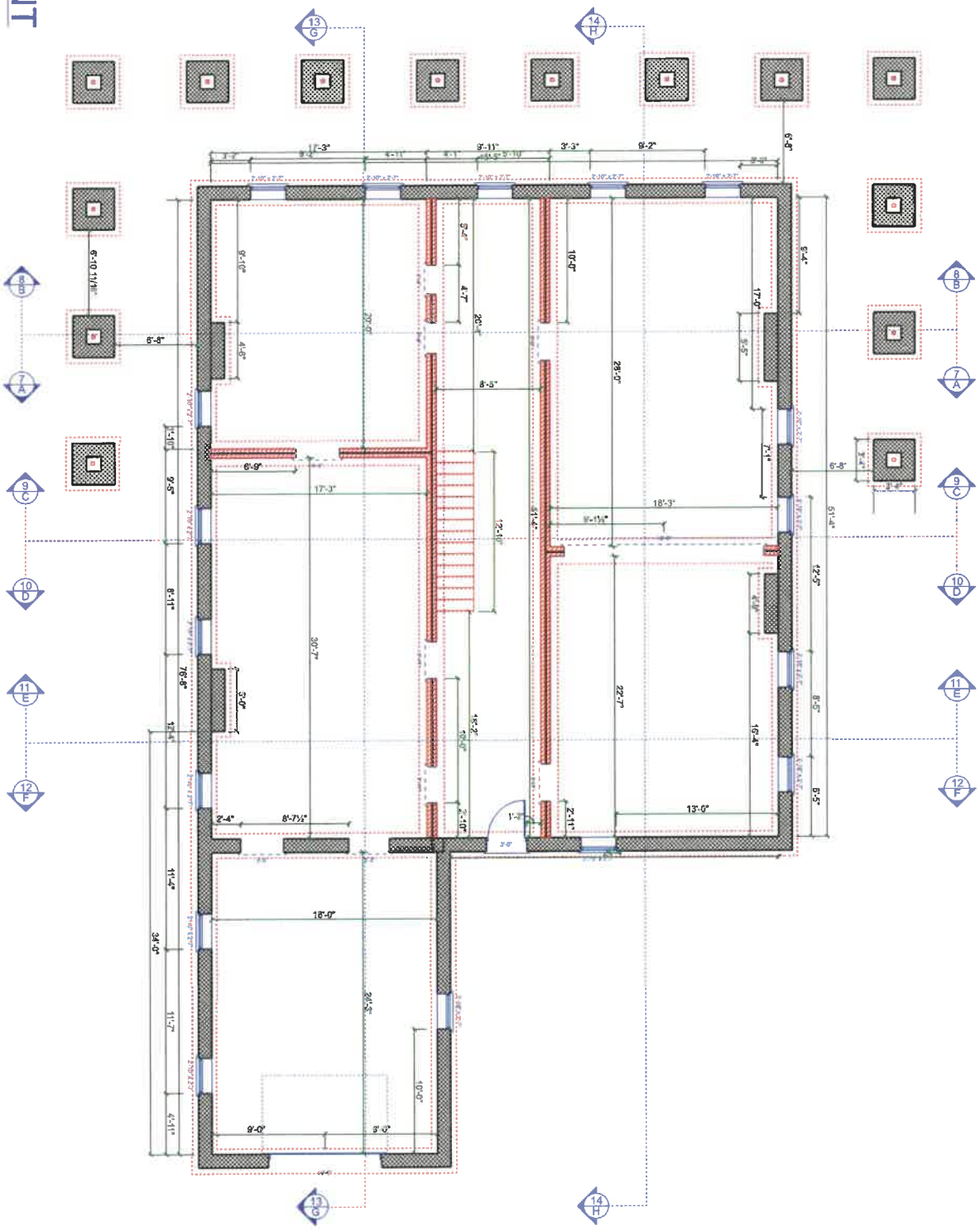
BASEMENT

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



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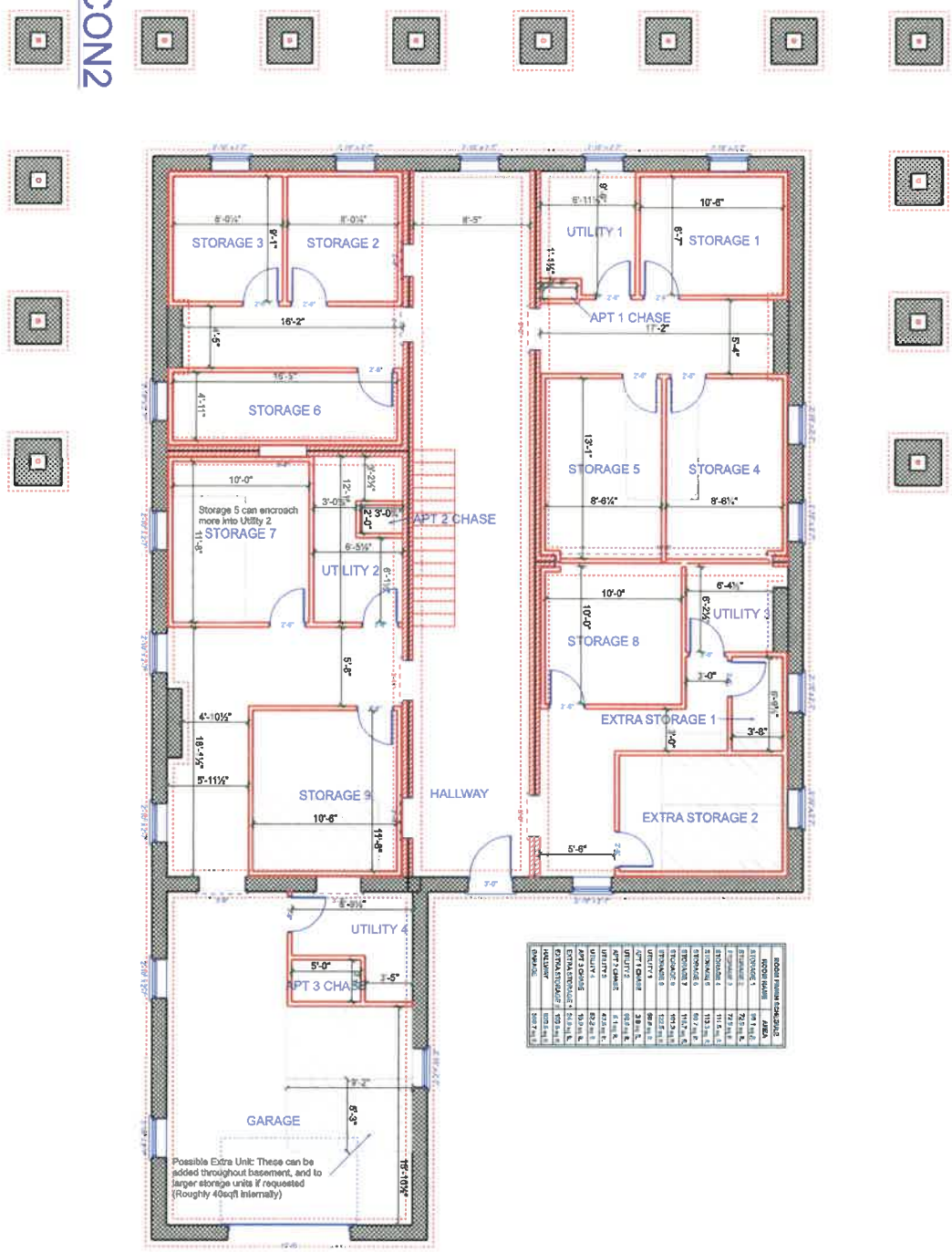
Basement Exisitng

BASEMENTCON2

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



ROOM NAME	AREA
STORAGE 1	98.1 sq ft
STORAGE 2	72.5 sq ft
STORAGE 3	72.5 sq ft
STORAGE 4	111.5 sq ft
STORAGE 5	113.3 sq ft
STORAGE 6	60.7 sq ft
STORAGE 7	114.7 sq ft
STORAGE 8	101.9 sq ft
STORAGE 9	122.5 sq ft
UTILITY 1	69.8 sq ft
APT 1 CHASE	3.9 sq ft
UTILITY 2	60.5 sq ft
APT 2 CHASE	6.1 sq ft
UTILITY 3	42.5 sq ft
UTILITY 4	52.2 sq ft
APT 3 CHASE	19.9 sq ft
EXTRA STORAGE 1	24.9 sq ft
EXTRA STORAGE 2	100.9 sq ft
HALLWAY	100.9 sq ft
GARAGE	300.7 sq ft

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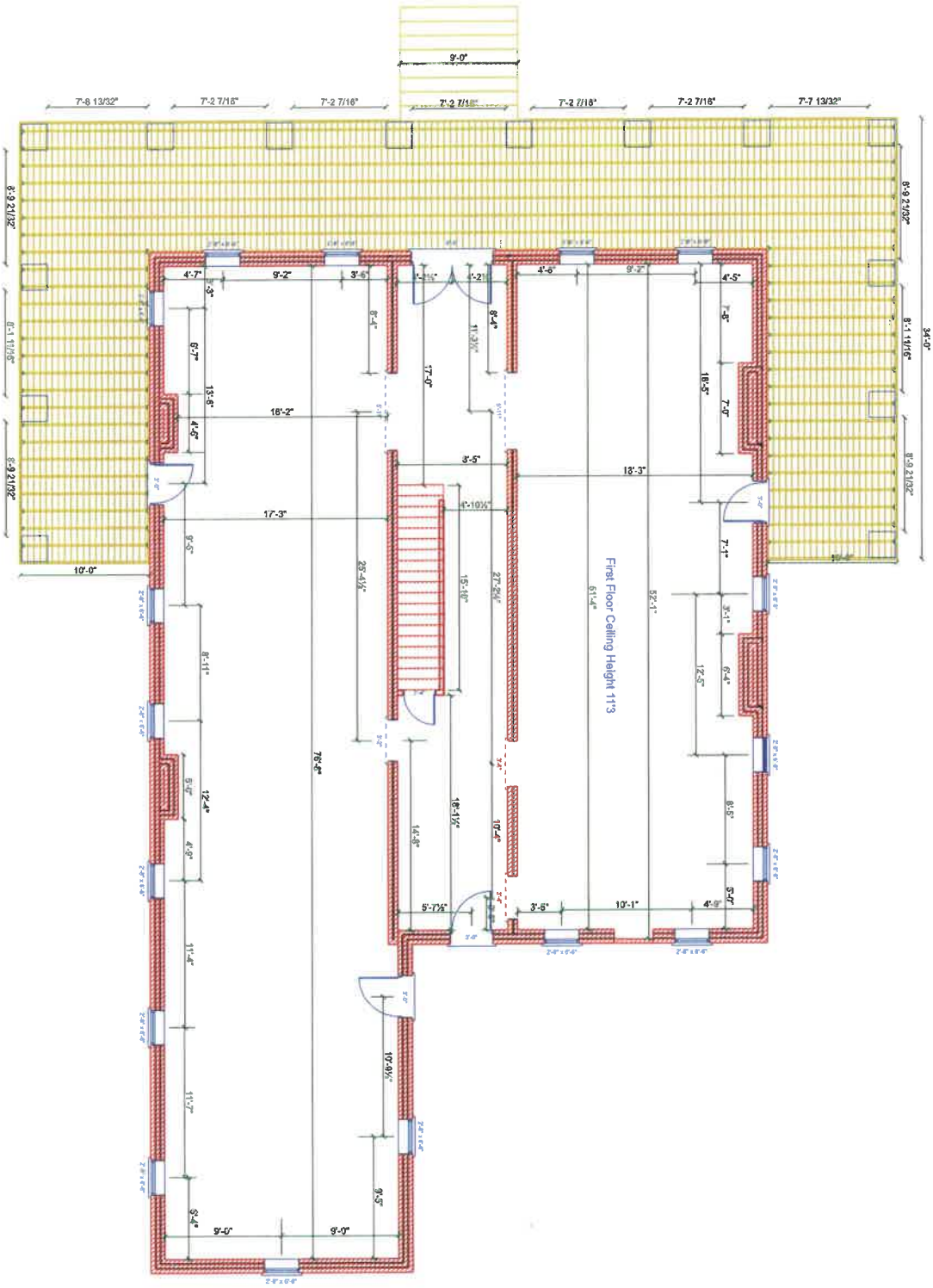
Basement Proposed

FIRST FLOOR

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



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First Floor Existing

FIRST FLOORCON2

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



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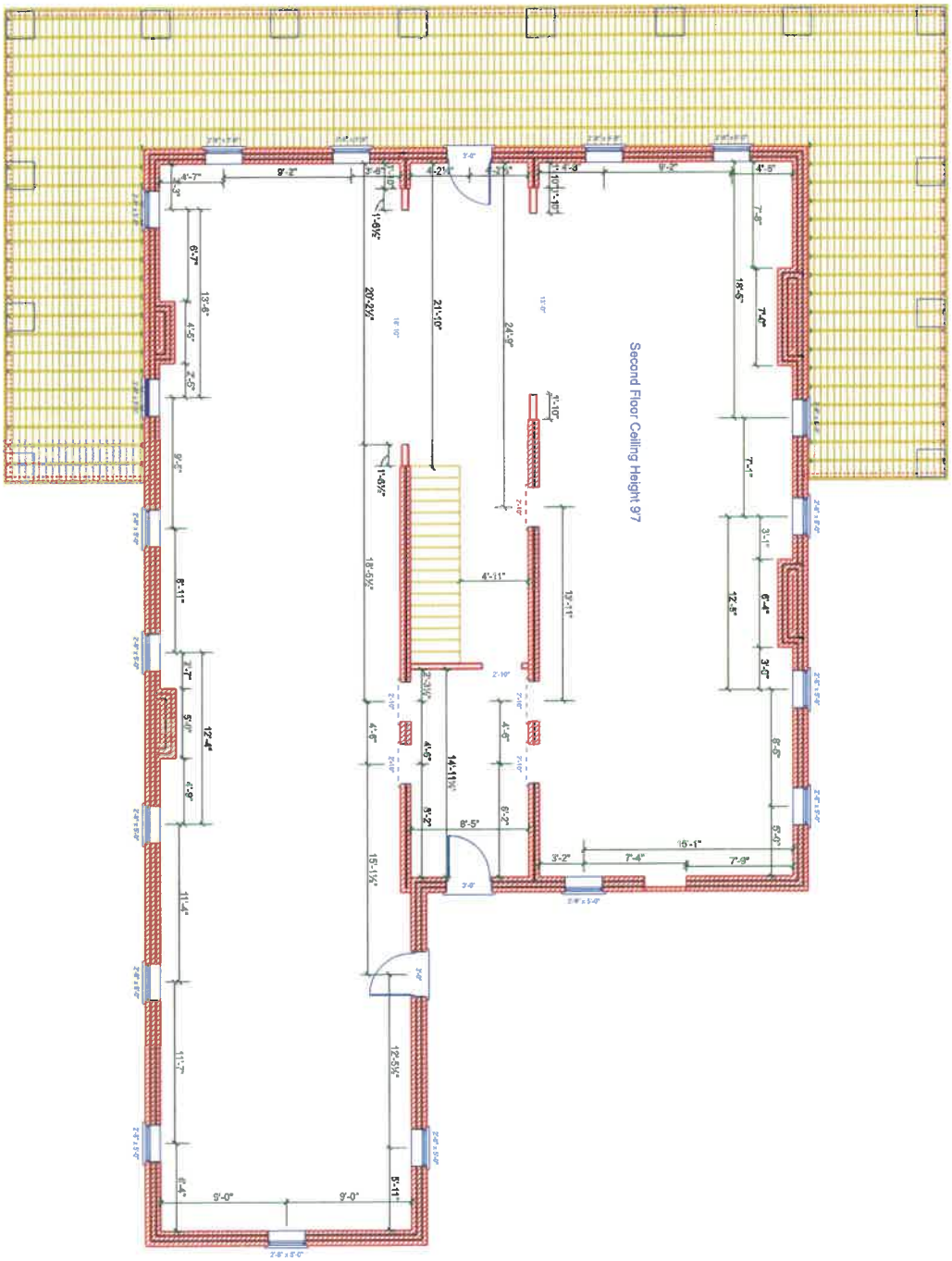
DATE: 4/26/2022	

Second Floor Existing

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



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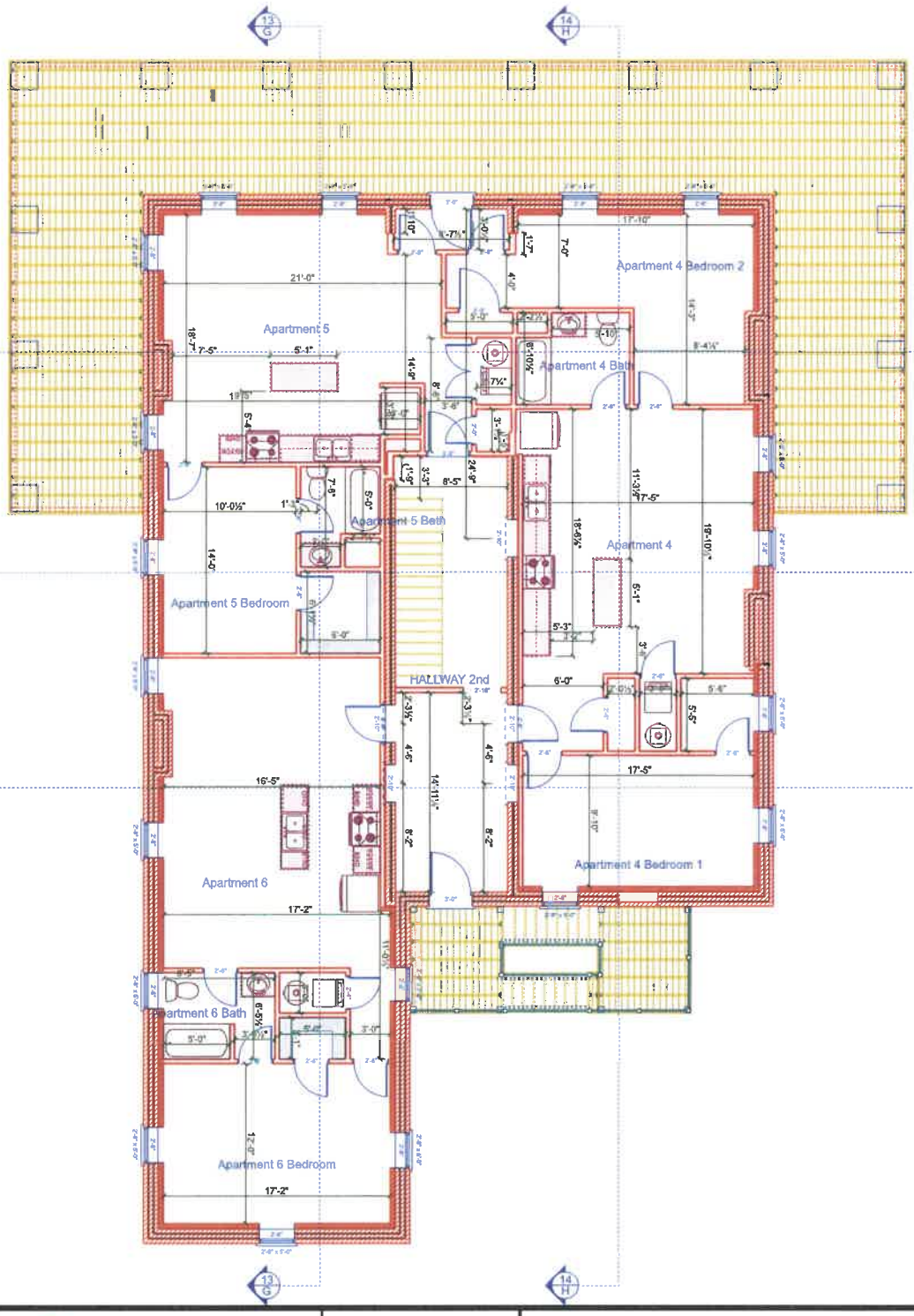
DATE: 4/26/2022	

SECOND FLOORCON2

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



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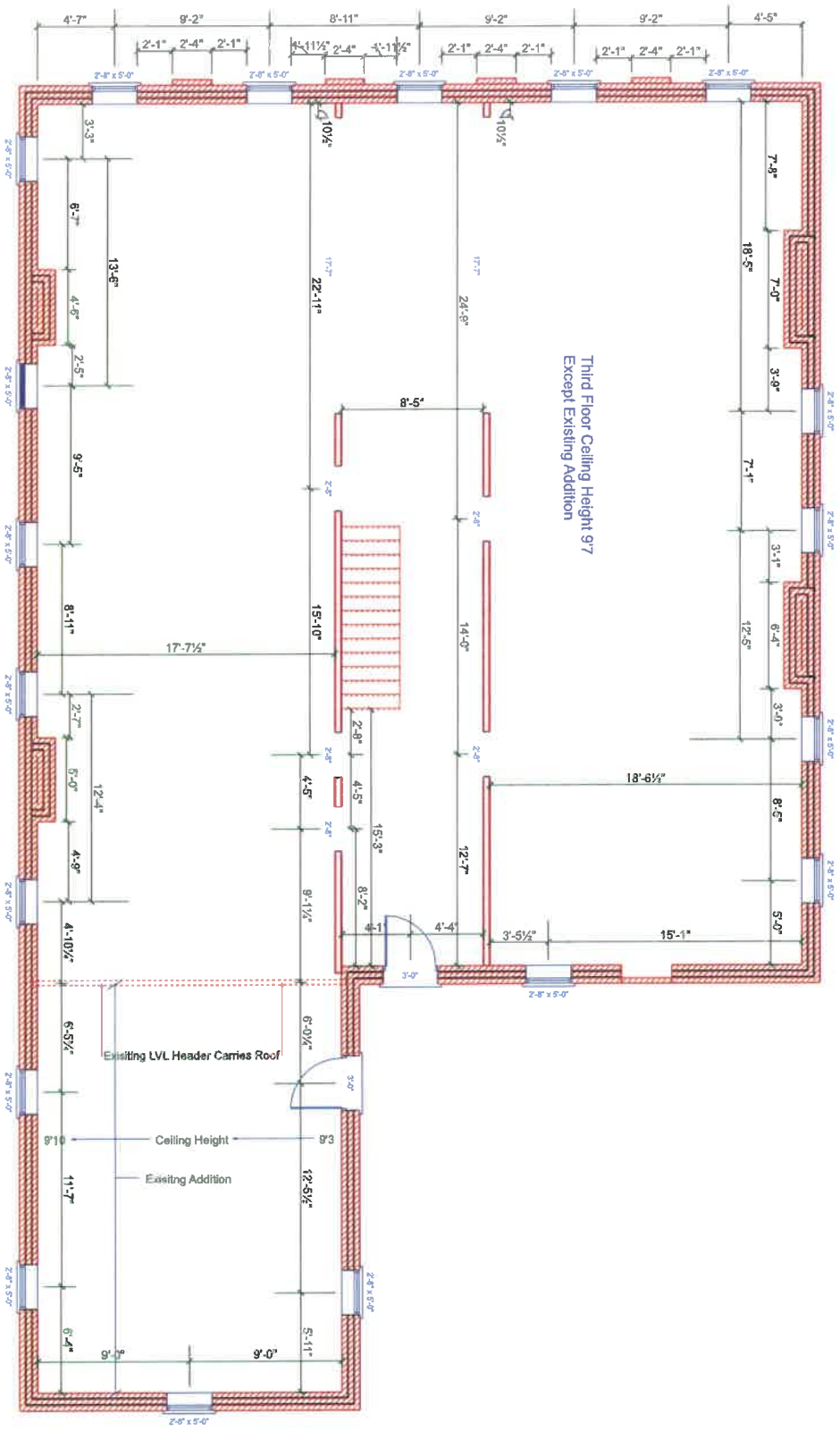
Second Floor Proposed

THIRD FLOOR

SCALE: 0.1563" = 1'-0"



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SCALE: 0.1563" = 1'-0"

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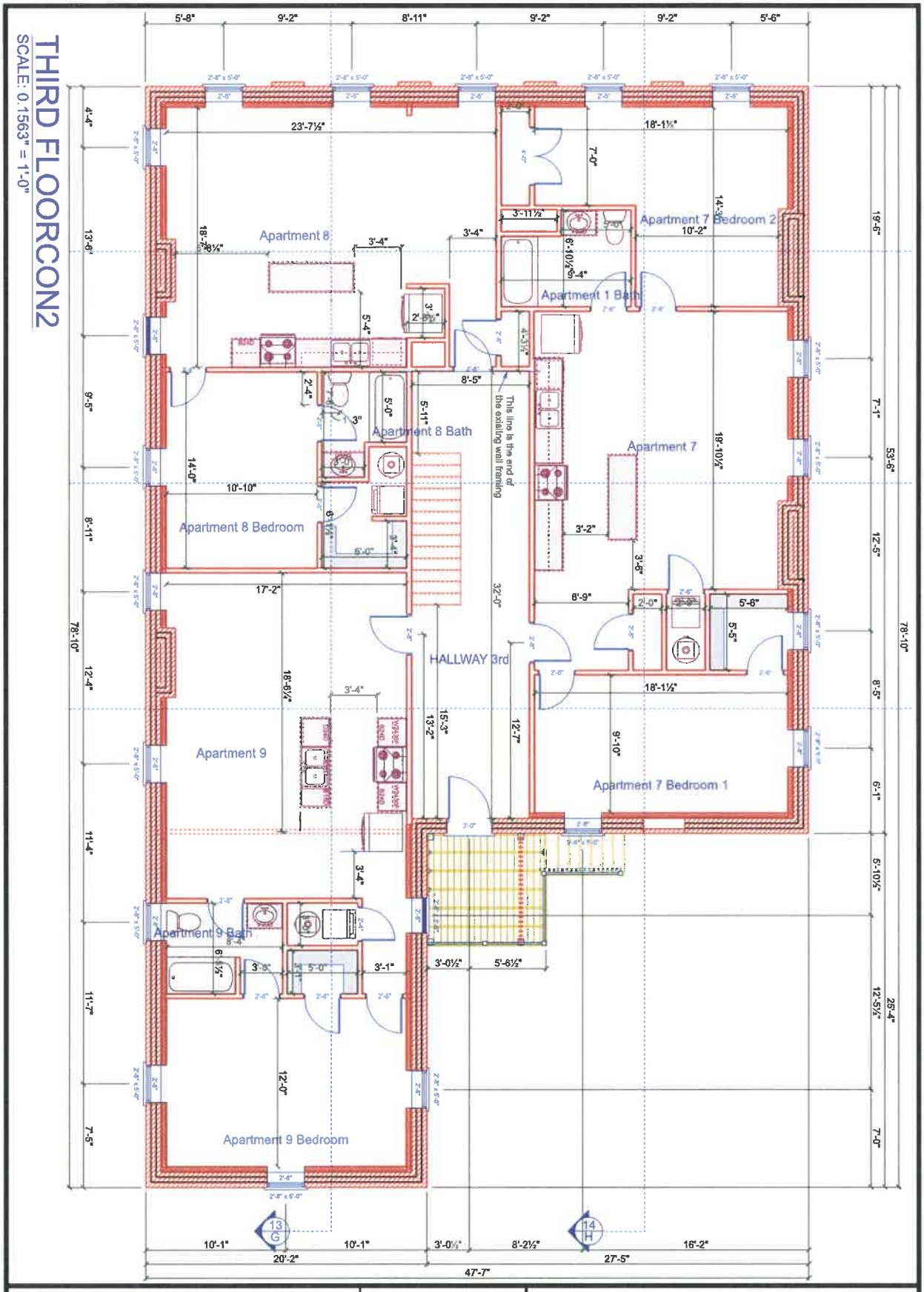
Third Floor Existing

THIRD FLOORCON2

SCALE: 0.1563" = 1'-0"



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SCALE: 0.1563" = 1'-0"
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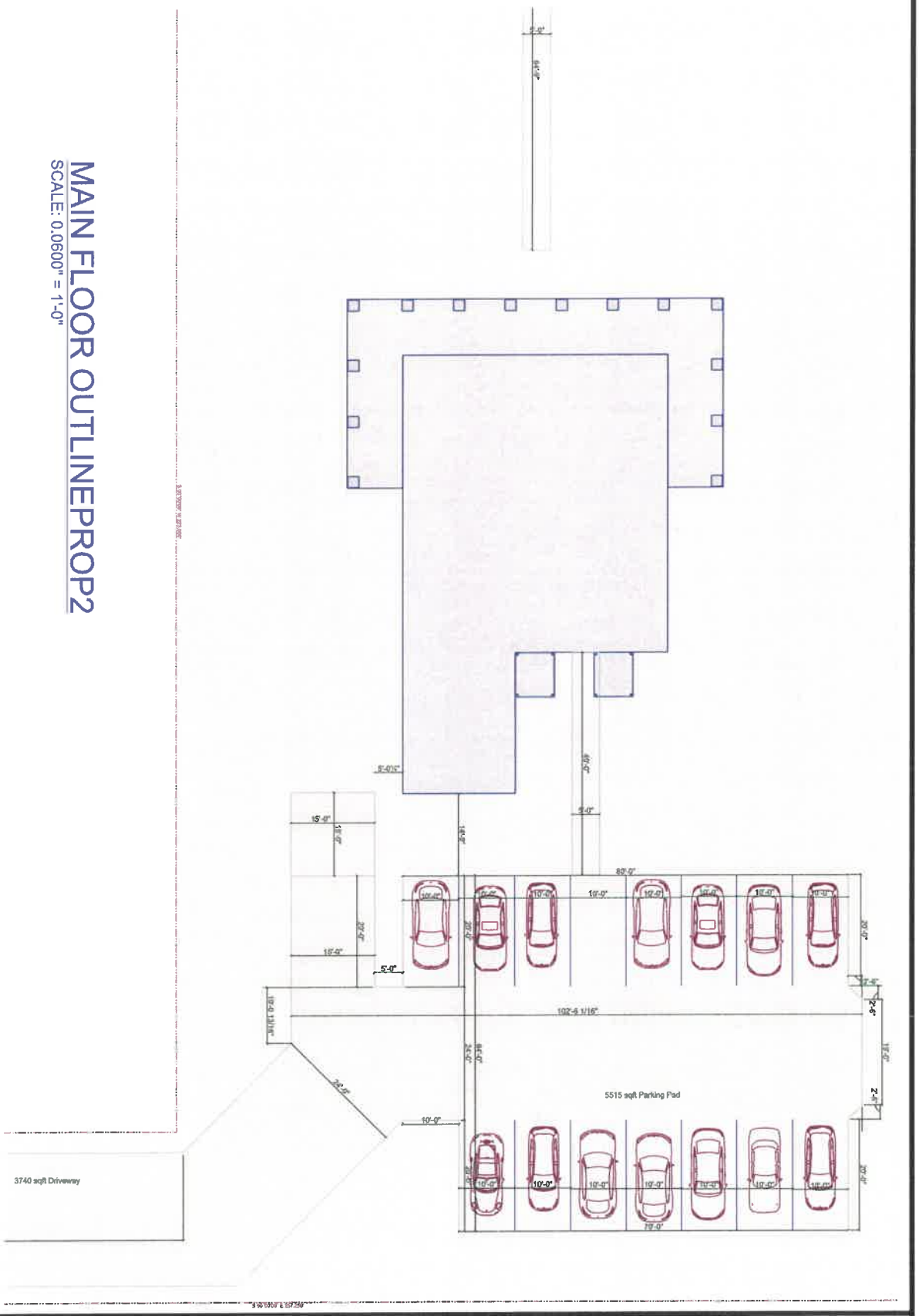
PAGE: 22/23
Third Floor Proposed

MAIN FLOOR OUTLINEPROP2

SCALE: 0.0600" = 1'-0"



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Site Plan

LOWER LEVEL
-Lower level exterior steel doors (please provide an image of the door). **Link:** https://www.homedepot.com/p/MP-Doors-36-in-x-80-in-Smooth-White-Right-Hand-Inswing-Full-Lite-Blinds-Glass-Finished-Fiberglass-Prehung-Front-Door-N3068RA4BE224/308104366

MAIN LEVEL
-French double doors (I am assuming this is the Fiber Classic Oak Collection' door) **Correct. Re-attaching link:** https://www.thermatru.com/explore-products/door-style/FC766

-Steel door (please provide an image of the door, unless this is located behind the French double doors and therefore not seen from the road). **N/A this does not apply – only to be installed in the rear of the property.**

-Exterior lighting (please provide an image of lighting fixtures). **Link:** https://www.lampsplus.com/products/titan-20-inch-high-mystic-black-outdoor-wall-light__98y75.html

-Exterior recessed lighting, with trim (please provide an image of lighting fixtures). **Link:** https://www.lampsplus.com/products/arrington-6-inch-wide-mystic-black-gold-outdoor-ceiling-light__87x16.html

-Wooden decking **N/A this does not apply – no change to existing**

-Masonry stairs with wrought-iron railing (please provide image showing proposed railing). **Stairs will be repaired in-kind. Link for railing:** https://www.etsy.com/listing/1168255473/8-foot-standard-stair-railing-three

-Window casing (please provide image of window casing to be used). **N/A this does not apply – no change to existing**

SECOND FLOOR
-Exterior steel door (please provide image). **Link:** https://www.homedepot.com/p/MP-Doors-36-in-x-80-in-Smooth-White-Right-Hand-Inswing-Full-Lite-Blinds-Glass-Finished-Fiberglass-Prehung-Front-Door-N3068RA4BE224/308104366

-Exterior lighting (please provide an image of lighting fixtures). **Link:** https://www.lampsplus.com/products/arrington-13-inch-high-glass-and-mystic-black-outdoor-wall-light__6c758.html

-Exterior recessed lighting, with trim (please provide an image of lighting fixtures). **Link:** https://www.lampsplus.com/products/arrington-6-inch-wide-mystic-black-gold-outdoor-ceiling-light__87x16.html

APARMENTS
--Window casing (please provide image of window casing to be used). **N/A this does not apply – no change to existing**

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

Meeting: 01/09/23
Department: Historic Landmarks Commission
Category: Resolution
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023 Calendar Adoption

ATTACHMENTS:

- 2023-Historic-Landmarks-Commission-DRAFT.docx

CITY OF CHARLES TOWN

Department of Community Development
Division of Planning & Zoning

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

2023 MEETING SCHEDULE OF THE CITY OF CHARLES TOWN HISTORIC LANDMARKS COMMISSION

Meetings are held in the Council Chambers at City Hall, at
101 East Washington Street at 7:00 p.m.

Scheduled Meetings	**Submission Deadline**
Monday, January 9, 2023	Friday, December 9, 2022
Monday, February 13, 2023	Tuesday, January 1, 2023
Monday, March 13, 2023	Wednesday, February 1, 2023
Monday, April 10, 2023	Wednesday, March 1, 2023
Monday, May 8, 2023	Monday, April 3, 2023
Monday, June 12, 2023	Monday, May 1, 2023
Monday, July 10, 2022	Thursday, June 1, 2023
Monday, August 7, 2023	Monday, July 3, 2022
Monday, September 11, 2023	Tuesday, August 1, 2023
Monday, October 9, 2023	Friday, September 1, 2023
Monday, November 13, 2023	Monday, October 1, 2023
Monday, December 11, 2023	Wednesday, November 1, 2023
Monday, January 8, 2024	Friday, December 1, 2023

Bold dates – These are the HLC's minimum quarterly meeting dates. If additional business is required to be conducted, the other dates are available.

Italicized date - Indicates this meeting is not on the regularly scheduled meeting date.

Applications are due one week before legal ads are submitted to the paper.