CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • DECEMBER 8, 2025

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: DRAFT October 15, 2025 minutes
10152025_HLC_Minutes DRAFT.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

: **Public Hearing**: *FIP2025-08* - 212 N. George St. - Facade Improvement Grant Request
1. Staff Report.pdf
2. Application.pdf
3. Site.pdf
4. Quote 1 - Capital Canopies.pdf
5. Quote 2 - EWA.pdf

: DRAFT 2026 Meeting Calendar
2026-HLC Calendar-DRAFT.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: 12/08/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT October 15, 2025 minutes

ATTACHMENTS:

- 10152025_HLC_Minutes DRAFT.pdf

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

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

1. CALL TO ORDER

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

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

2:1 September 8, 2025 - Minutes

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

2:2 September 17, 2025

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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4:1 Public Hearing: COA 2025-19 – 419 E Liberty St – Porch Replacement

Staff presentation.

Motion to open public hearing:

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

The applicant was present but had no comment.

Motion to close public hearing:

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

DRAFT

The Commission discussed the project, particularly the columns.

Motion to approve COA2025-19 as recommended by staff:

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

4:2 Public Hearing: COA 2025-21 – 304 W Washington St – Sign

Staff presentation.

Motion to open public hearing:

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

The applicant was present but had no comment.

Motion to close public hearing:

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

No discussion.

Motion to approve COA2025-21 as recommended by staff:

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

4:3 Public Hearing: COA 2025-22 – 540 E Liberty St – Siding Replacement

Staff presentation.

Motion to open public hearing:

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

Applicant Gary Johns spoke regarding the storm damage, and that the proposed siding on the dormers would be a better material than the asphalt shingles.

Motion to close public hearing:

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

DRAFT

The Commission discussed the project and how the siding on the dormers will match the addition that was completed a while ago on the back.

Motion to approve COA 2025-22 as recommended by staff:

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

4:4 Public Hearing: FIP 2025-04 – 121 S Samuel St – Grant Request

Staff presentation.

Motion to open public hearing:

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

Applicant John McIlroy, spoke briefly. He explained the phases of work to be done.

Motion to close public hearing:

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

Motion to table FIP 2025-04 for later in the meeting:

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

4:5 Public Hearing: FIP 2025-05 – 323 E Washington St – Grant Request

Staff presentation.

Applicant Taylor Hodges presented his project and the options that they could take to repair or replace the chimney.

Motion to open public hearing:

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

Motion to close public hearing:

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

DRAFT

Motion to approve the COA for either option of chimney repair as submitted:

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

Motion to table FIP 2025-05 for later in the meeting:

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

4:6 Public Hearing: FIP 2025-06 – 109 N Charles St – Grant Request

Staff explained that the applicant has asked to withdrawal the FIP Grant Request.

4:7 Public Hearing: FIP 2025-07 – 212 N George St – Grant Request

Staff presentation.

Motion to open public hearing:

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

Applicant Forrest Pritchard spoke regarding the awning and that it was approved by the HLC the previous month.

Motion to close public hearing:

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

The commission asked if this property had been a recipient for a grant request in the past. Staff stated that a different owner of the property had been a recipient in the past.

Motion to table FIP 2025-07 for later in the meeting:

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

4:8 Commission Review: FIP 2024-02 – 119 N Lawrence St – Grant Extension

Staff presentation.

Motion to open public hearing:

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

DRAFT

Applicant Summer Wilkes stated that she is requesting an extension because her contractor was unable to get to project within the one-year timeframe.

Motion to close public hearing:

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

The commission discussed the status of the project. They further discussed 2026 grant funds. The applicant was asked when the work may begin and she stated that it has already begun.

Motion to approve the grant extension request as recommended by staff for a period of one year:

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

The commission discussed the amount of grant money available and the amounts of the requests. It was suggested that the money be granted by submission request date. It was stated that there are two (2) residential requests and one (1) commercial request.

Motion to divide the grant fund amount of $8,109.50 between agenda items 4.4 & 4.5 with 4.5 being conditioned on:

1. Approval of the Grant funds is conditioned on restoration of the demolished chimney.

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

5. ADJOURNMENT

Motion to adjourn:

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

Adjourned at 8:00 pm.

DRAFT

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

Meeting: 12/08/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

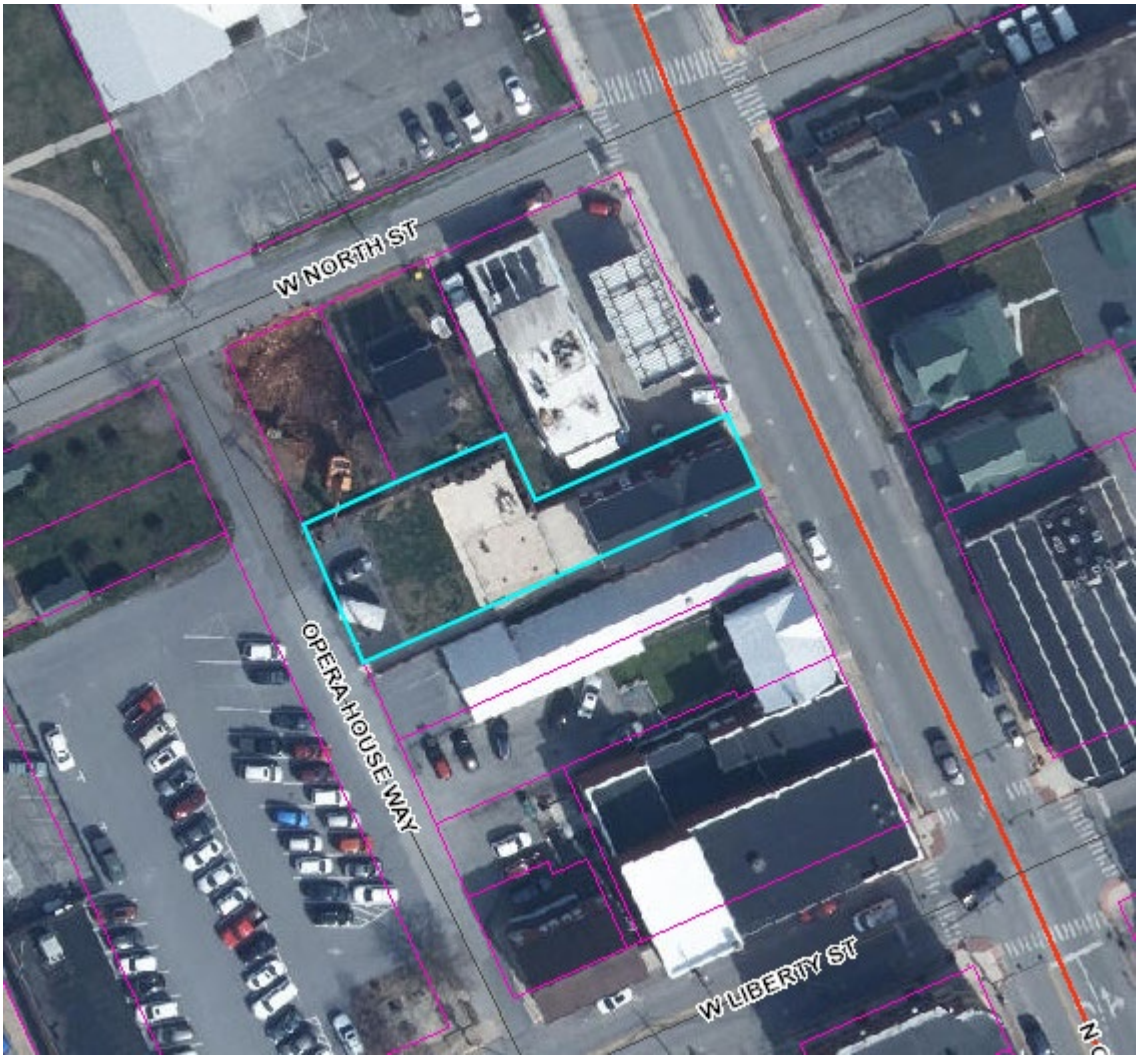
Public Hearing: *FIP2025-08* - 212 N. George St. - Facade Improvement Grant Request

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 2025-08

Date: For the December 8, 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

$15,000 remain available; Council added these additional funds to the Grant on November 17, 2025.

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

E-mail: homespuncharlestown@gmail.com

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: [signature]

Date of Application: 9/10/2025

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

CITY OF CHARLESTOWN
FAÇADE IMPROVEMENT PROGRAM

Grant Approval Agreement

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

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

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

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

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

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

Property Owners Signature _____ **Date** 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:_____

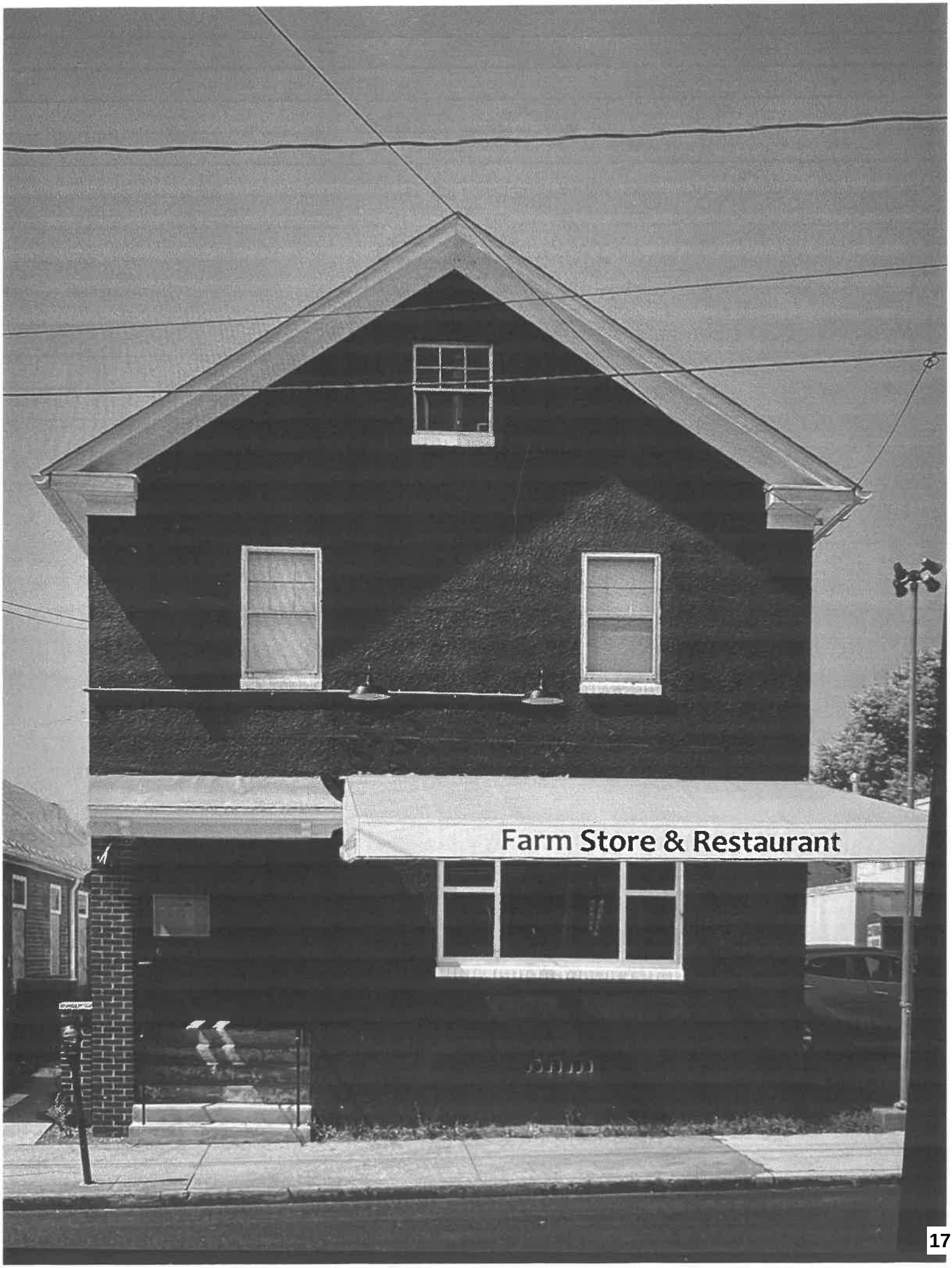
_____

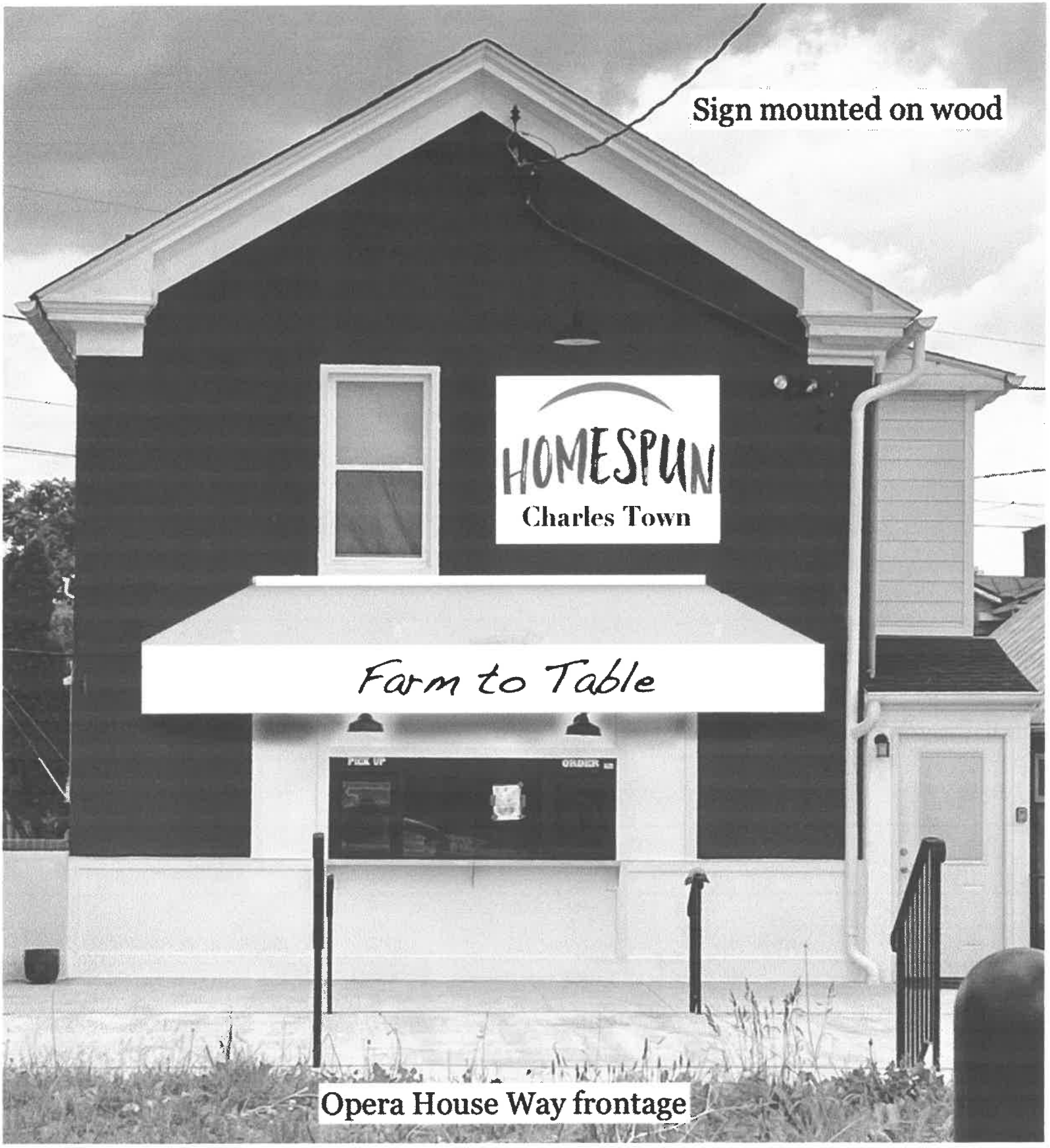
_____

_____

_____

_____


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: 12/08/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

DRAFT 2026 Meeting Calendar

ATTACHMENTS:

- 2026-HLC Calendar-DRAFT.pdf

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

2026 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. on the 2nd Monday of every month
unless otherwise specified.

Scheduled Meetings	**Submission Deadline**
Monday, January 12, 2026	Monday, December 1, 2025
Monday, February 9, 2026	Friday, January 2, 2026
Monday, March 9, 2026	Monday, February 2, 2026
Monday, April 13, 2026	Monday, March 2, 2026
Monday, May 11, 2026	Wednesday, April 1, 2026
Monday, June 8, 2026	Friday, May 1, 2026
Monday, July 13, 2026	Monday, June 1, 2026
Monday, August 10, 2026	Wednesday, July 1, 2026
Monday, September 14, 2026	Monday, August 3, 2026
Wednesday, October 14, 2026	Tuesday, September 1, 2026
Monday, November 9, 2026	Thursday, October 1, 2026
Monday, December 14, 2026	Monday, November 2, 2026
Monday, January 11, 2027	Tuesday, December 1, 2026

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 a Monday.

Legal ads are published in the newspaper *Spirit of Jefferson.*

DRAFT