CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • SEPTEMBER 17, 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

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2025-20*- 311 E. Liberty St. - Siding Replacement
1. Staff report.pdf
2. Application.pdf

4.2 : *Commission Review*: Annual Report
2024-25 Annual Report.pdf

5. ADJOURNMENT

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

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

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

Meeting: 09/17/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

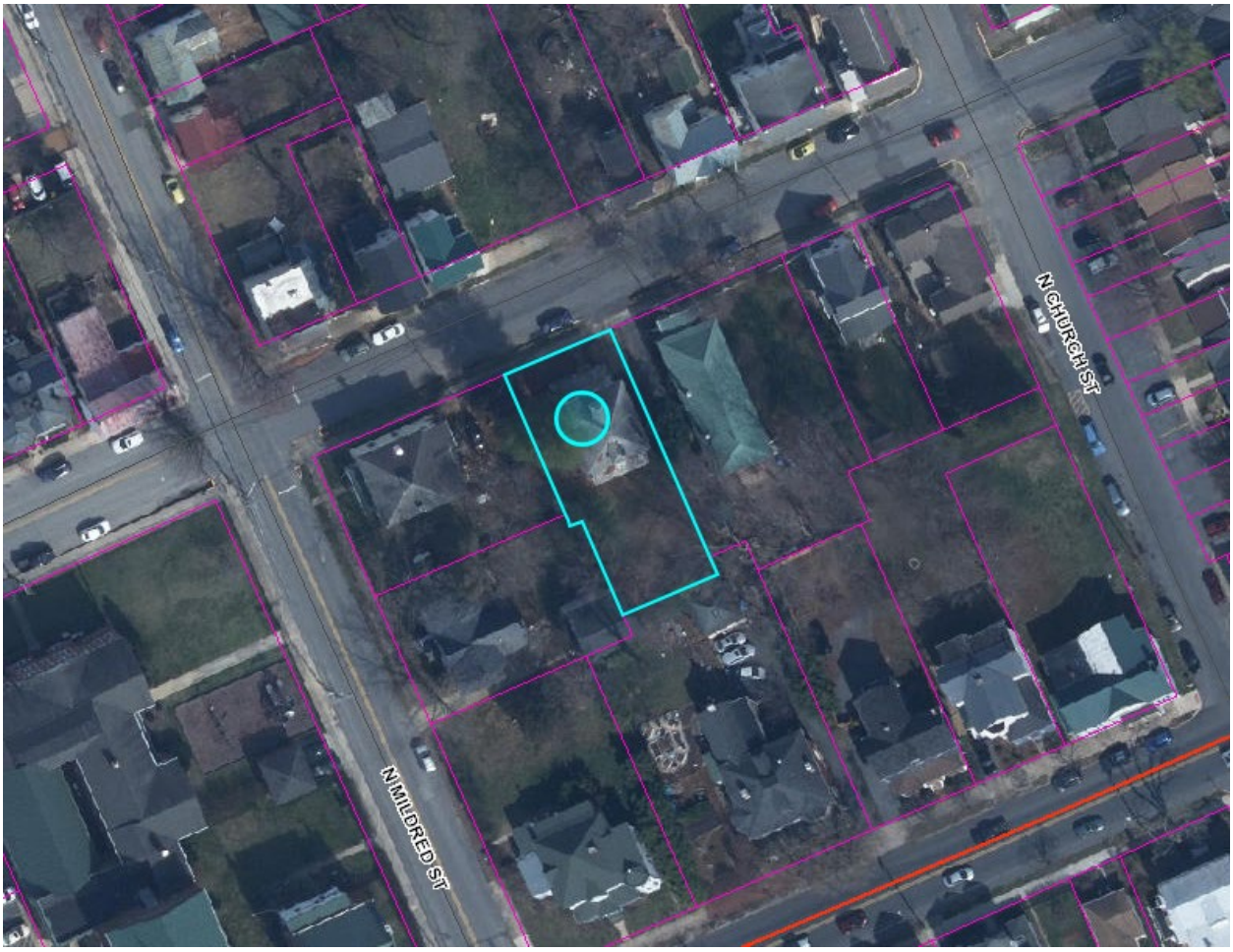
Public Hearing: *COA2025-20*- 311 E. Liberty St. - Siding Replacement

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2025-20

Date: For the September 17, 2025 Historic Landmarks Commission special meeting
Applicant: Rose Roofing and Restoration
Property Owner: Gretchen White
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for siding replacement
Address: 311 E. Liberty St.
Zoning: Old Town Residential



HISTORIC SURVEY BUILDING INFORMATION: Foursquare, c. 1910-20. Two bays, windows one over one. **Contributing.**

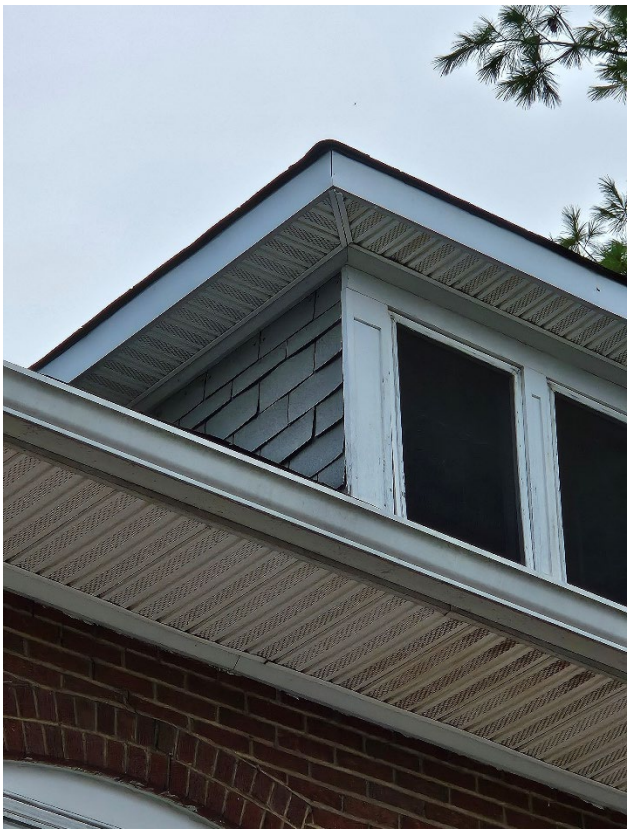
PROPOSAL
A request for a Certificate of Appropriateness to:
-Replace dormer asphalt siding with vinyl

SITE

Google Streetview Image: September 2024.



Pictures by Staff taken September 10, 2025:





PROPOSED MATERIAL

Vinyl:

CertainTeed Mainstreet Vinyl Siding - 5" Woodgrain Clapboard / Color: SANDSTONE BEIGE (DORMER SIDING - 2ea.)

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

SIDING:
- Furnish and install CertainTeed Mainstreet Vinyl Siding - 5" / WOODGRAIN CLAPBOARD / COLOR: SANDSTONE BEIGE
- Furnish and install housewrap on dormer sheathing
- Furnish and install J-Channel - COLOR: SANDSTONE BEIGE

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._____

ENTERED

AUG 26 2025

BY: VA

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: 8/21/25

2. APPLICANT'S NAME* Rose Roofing and Resoration

Address: 22365 Broderick Drive, Suite 210, Sterling, VA 20166

Telephone Number: (703)334-2203

Email Address: peter@rose-roofing.com

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

Other:_____

3. PROPERTY OWNER'S NAME Gretchen White

Address: 311 East Liberty St., Charles Town, WV 25414

Telephone Number: (703)728-9493

Email Address: gretchenhm@yahoo.com

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

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

Property Address: 311 East Liberty St., Charles Town, WV

Tax Map # and Parcel(s): 2 0121 0000 0000

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

Residential property getting a new roof and owner resides at the residence.

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

Owner occupied as permanent residence.

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:

Replacing the asphault shingles on the sides of the attic window dormers with vinyl siding.

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):

N/A

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?

N/A

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

Peter Santoro Date 8/21/25

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

Gretchen White Date 8/21/25

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: 09/17/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

***Commission Review*: Annual Report**

ATTACHMENTS:

- 2024-25 Annual Report.pdf

CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION



CITY OF CHARLES TOWN
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFIED LOCAL GOVERNMENT
ANNUAL REPORT
FISCAL YEAR 2024-2025

WV State Code 8-26A-11

A Certified Local Government is responsible for submitting an annual report to the West Virginia State Historic Preservation Office.

Compiled by: James Newman

Date of completion: September 10, 2025

CONTACT INFORMATION

Commission Name: Historic Landmarks Commission

Mailing Address: 101 E. Washington Street, Charles Town, WV

Commission Members:

Chair: Amanda Updike - mandiux3@gmail.com

Co-Chair: Diane Drake - dianemdrake@yahoo.com

Member: Randy Hilton - jrhiltonwv@gmail.com

Member: Anthony Troxel -ttroxel70@hotmail.com

Member: Nick Zaglifa - nickforcharlestown@gmail.com

LOCAL LEGISLATION

1. Copies of any new ordinances, amendments, bylaws, or guidelines affecting the Historic district or Design Review Standards enacted during this period.

- **None**

2. Number and list of new historic districts or landmark designations. A map must also be submitted showing site locations.

- **None**

3. Number of cases reviewed under authority of local ordinance

CASES REVIEWED:

July 1, 2024 - June 30, 2025

	Approved	Denied	Appealed	Total
Maintenance	0	0	0	0
Facade Improvement	2	1	0	3
Signage	4	0	0	4
Demolitions	2	0	0	2
New Construction*	10	0	0	10
Totals:	18	1	0	**19**

*New construction refers to replacement, new structures, exterior changes, etc.

CASE HIGHLIGHTS:



323 E. Washington Street

FIP2024-01 - Facade Improvement Grant recipient.

500 E. Washington Street

COA-2025-04

Certificate of Appropriateness to switch door and window location





321 S. West Street

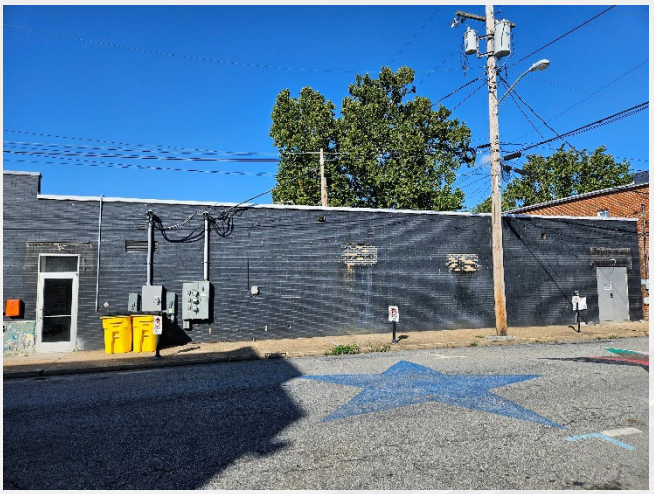
COA-2024-26

Certificate of Appropriateness to replace siding

CASE HIGHLIGHTS (CONT.):

108 N. Charles St.

COA-2025-02
Certificate of Appropriateness for exterior changes.





119 N. Lawrence Street:
FIP2024-02 - Facade Improvement Grant recipient

111 N. Charles St

COA-2024-21
Certificate of Appropriateness
to install a projecting sign



LOCAL HISTORIC PRESERVATION COMMISSION

1. Any changes to the membership of the commission. For vacancies, please indicate length of vacancy, how an attempt was made to obtain qualified professionals to fill the vacancy, and how the new appointee(s) demonstrate an avocation, interest, competence, or knowledge of historic preservation. In addition, please submit a resume for any new commission members.

No changes

2. Summary of how the commission obtained qualified professional expertise in the review of nominations or other actions normally evaluated by a professional if such expertise is not available on the commission.

The HLC receives staff reports before each meeting detailing the requests of the applicant

3. Number of commission meetings held during this period.

9 commission meetings were held between July 2024 and June 2025.

4. Explanation of how commission meetings were advertised in advance.

All public hearings were advertised in the Spirit of Jefferson, posted at City Hall, and indicated with signs or placards at the address of the establishment. Hearings were also advertised on the placards at the address of the establishment. Hearings were also advertised on the city website.

5. Indication of the number of meetings which each commission member attended.

See next page

COMMISSION MEMBER ATTENDANCE:

July 1, 2024 -June 30, 2025

	Present	Absent
Amanda Updike	9	0
Diane Drake	9	0
Randy Hilton	9	0
Anthony Troxel	7	2
Nick Zaglifa	8	I

6. Indication of any historic preservation training sessions which each commission member attended during this period.

Amanda Updike attended 2024 CLG training series hosted by WVSHPO.

8

NATIONAL REGISTER NOMINATIONS

1. List of activities affecting any National Register sites in the commission's jurisdiction.
   - **None**
2. List of National Register nominations reviewed by the commission.
   - **None**
3. List of persons contacted during the review and comment period.
   - **None**

PUBLIC PARTICIPATION

1. Outline of public participation procedures which compiled with West Virginia Open Law 6-9A-1 et seq.
   - **All meetings are open to the public and held in City Hall. All public hearings are advertised at least 14 days in advance in the local newspaper, agenda is posted at City Hall, and a sign is placed on the property for which the application was made.**
2. A list of any public comments received during the National Register review and comment period.
   - **Any and all public comments made during a Commission discussion can be found in the approved meeting minutes.**

LOCAL SURVERY AND INVENTORY

1. List and copies of new inventory forms completed for individual buildings, historic districts, and archaeological sites. A map must be included that indicates newly inventoried sites.
   - **None**
2. Summary of survey activities including future plans
   - **None**

TECHNICAL ASSISTANCE

1. Technical assistance needs for the upcoming year
   - **None**