



CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • SEPTEMBER 9, 2024

Commission/Board Meeting

CITY HALL

7:00 PM

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : Minutes of August 12, 2024
[8.12.24 HLC MINUTES_DRAFT.pdf](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing:** COA2024-017 - 303 W. Washington St. - Projecting Sign
1. [Staff report.pdf](#)
2. [Application.pdf](#)

4.2 : **Public Hearing:** FIP2024-01 - 323 E. Washington St.
1. [Staff report.pdf](#)
2. [Application.pdf](#)
3. [Bid 1.pdf](#)
4. [Bid 2.pdf](#)

4.3 : **Public Hearing:** COA2024-17 - 219 S. George St. - Exterior renovations and additions
1. [Staff Report.pdf](#)
2. [_Application.pdf](#)
3. [_S._George_St._view.pdf](#)
4. [_Widows_Walk.pdf](#)
5. [_Side_view_-_dormers.pdf](#)
6. [_Avis_St._view_-_dormers.pdf](#)
7. [_Avis_St._view_-_deck.pdf](#)
8. [Materials list.pdf](#)

4.4 : *Commission Review* - Historic District Expansion
1. [Historic District Map.pdf](#)

5. ADJOURNMENT

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

<https://www.charlestownwv.us/government/agendas-and-minutes/>



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 09/09/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Minutes of August 12, 2024

ATTACHMENTS:

- [8.12.24 HLC MINUTES_DRAFT.pdf](#)



CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • AUGUST 12, 2024

Committee Meeting

CITY HALL

7:00 PM

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

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

James Newman, Zoning Administrator
Kim Crosson, City Staff
Georgia Brenneke, Intern

2. APPROVAL OF MINUTES

2:1 June 24-2024 Minutes

RESULT:	Approved Unanimous
AYES:	Zaglifa, Troxel, Updike, Drake, Hilton

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

4:1 COA2024-15 – 105 E Congress Street – Exterior Wall

Staff Presentation

Motion to open public hearing

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

No Public Comment

Motion to close public hearing

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

Hilton – Spoke in favor in regards to personal history with the property, understands the issues with the property.

Deborah Dumont, Applicant – Spoke about her vision of the property and future restoration efforts. Discussed drainage issues on the property and plans grade the property to prevent flooding of the property.

Zaglifa – Asked clarifying information regarding color and if the project will be using natural stone.

Motion to approve COA2024-15 – 105 E Congress Street – Exterior Wall

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

4:2 Commission Review- HLC Annual Report

Intern presentation and summarization of Annual Report

Updike and Drake – Requested changes to Annual Report regarding missing information

5. ADJOURNMENT

Motion to adjourn.

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

Adjourned at 7:21 pm.



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 09/09/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: COA2024-017 - 303 W. Washington St. - Projecting Sign

ATTACHMENTS:

- [1. Staff report.pdf](#)
- [2. Application.pdf](#)



**Public Hearing – Certificate of Appropriateness
COA-2024-17**

Date: For the September 9, 2024 Historic Landmarks Commission meeting

Applicant: Blackwell Property Management

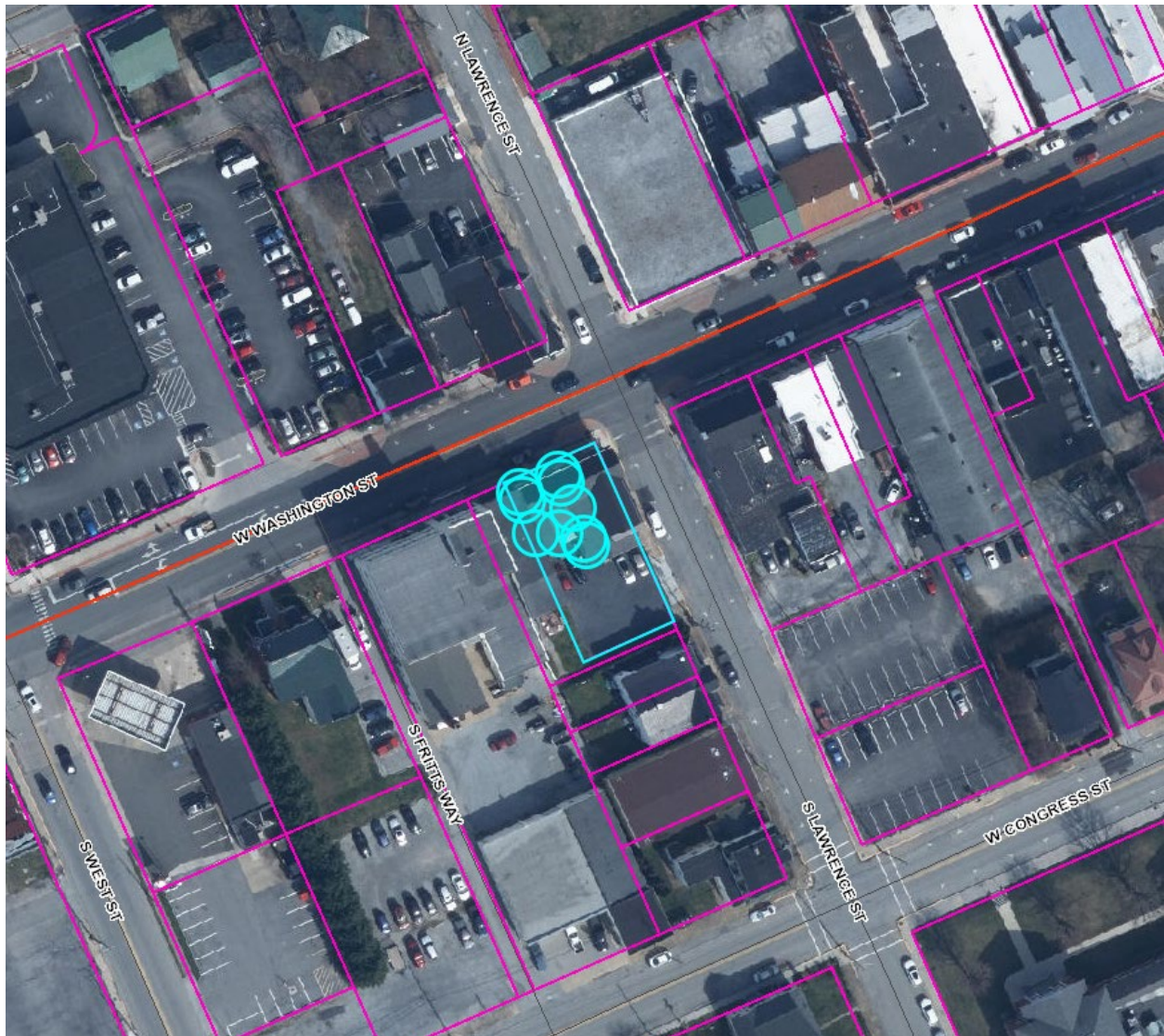
Property Owner: THRIVE PROFESSIONAL CENTER LLC

Report by: James Newman, City Planner, Zoning/Subdivision Administrator

Proposal: Certificate of Appropriateness for a projecting sign

Address: 303 W. Washington Street

Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.

Vernacular, Italianate, c. 1820, 1880s. Two story, three bay residential building, likely of log construction, covered with rusticated wood siding. **Contributing.**

PROPOSAL

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

PROPOSED SIGN LOCATION



MATERIAL: Polyvinyl Chloride (PVC).

SIZE:

Height: 19 inches/ 2.6 ft.

Width: 33 inches/10 ft.

PROPOSED DESIGN:



ORDINANCE REQUIREMENTS

Wall sign regulations per Table 1324.06B:

1. *6 sq ft. area maximum*
This criteria is met.

2. *No portion of a Projecting or Suspended sign shall extend more than five (5) feet from the building wall.*
This criteria is met.

HISTORIC DISTRICT REQUIREMENTS

In general, painted wood or metal is the preferred background for a sign. Glossy materials that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

The sign will not be lit, keeping in accordance with the signage guidelines.

STAFF RECOMMENDATION

Approval. The proposed sign meets zoning ordinance and design standard requirements.



RECEIVED

AUG 13 2024

BY: VG

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).

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

If applying for the Façade Improvement Program, the “Addendum – Façade Improvement Program” will be required in addition to this application.

1. DATE July 29, 2024

2. APPLICANT’S NAME*: Blackwell Property Management (Patrick Blood)

Address: 303 West Washington Street, Charles Town, WV 25414

Telephone Number: 304-885-0772 Fax Number () _____

Email Address: patrick@rentblackwell.com

Relationship to Owner: X Lessee ___ Contractor ___ Architect ___ Consultant ___ Other:
(explain) _____

3. PROPERTY OWNER’S NAME: Thrive Professional Center

Address: 303 Washington St, Charles Town, WV 25414

Telephone Number: 304-433-4041 Fax Number () _____

Email Address: robin@thriveprofessionalcenter.com

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

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> Iron fences
<input type="checkbox"/> Material changes (wood, brick, metal, etc.)	<input type="checkbox"/> Windows - replacement, removal, elimination or new opening	<input type="checkbox"/> New construction
<input type="checkbox"/> Roof – Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Additions or alterations
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input type="checkbox"/> X Signs
<input type="checkbox"/> Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security Features	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input type="checkbox"/> Demolition
<input type="checkbox"/> Wood trim	<input type="checkbox"/> 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:

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 8/7/24

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

Robin Dolobach Date 8/2/24
Robin Dolobach (Aug 2, 2024 21:01 EDT)

Please submit an original completed petition to the following:

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

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation): \$195.00

SIGN CONTRACTOR: Vital Signs Plus, 32 Federal Way, Charles Town, WV 25414

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

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

Where on the property or building will the sign(s) be located? The new sign will be hung using the existing hardware that the current oval "Thrive" sign is hanging from the West Washington Street side of the building.

SIGN MATERIAL: PVC

SIGN DIMENSIONS:

Height	Width	Depth
19 inches	33 inches	

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

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company: Westfield Superior Insurance Company, Fargo-Jones Insurance Agency Inc, 300 W Washington Street, Charles Town WV 25414; Phone: 304-725-3434
Policy Number 425178J

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



FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

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

Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Historic Landmarks Commission Approval: _____ Date: _____

Comments: _____



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 09/09/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

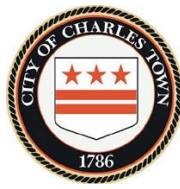
SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *FIP2024-01* - 323 E. Washington St.

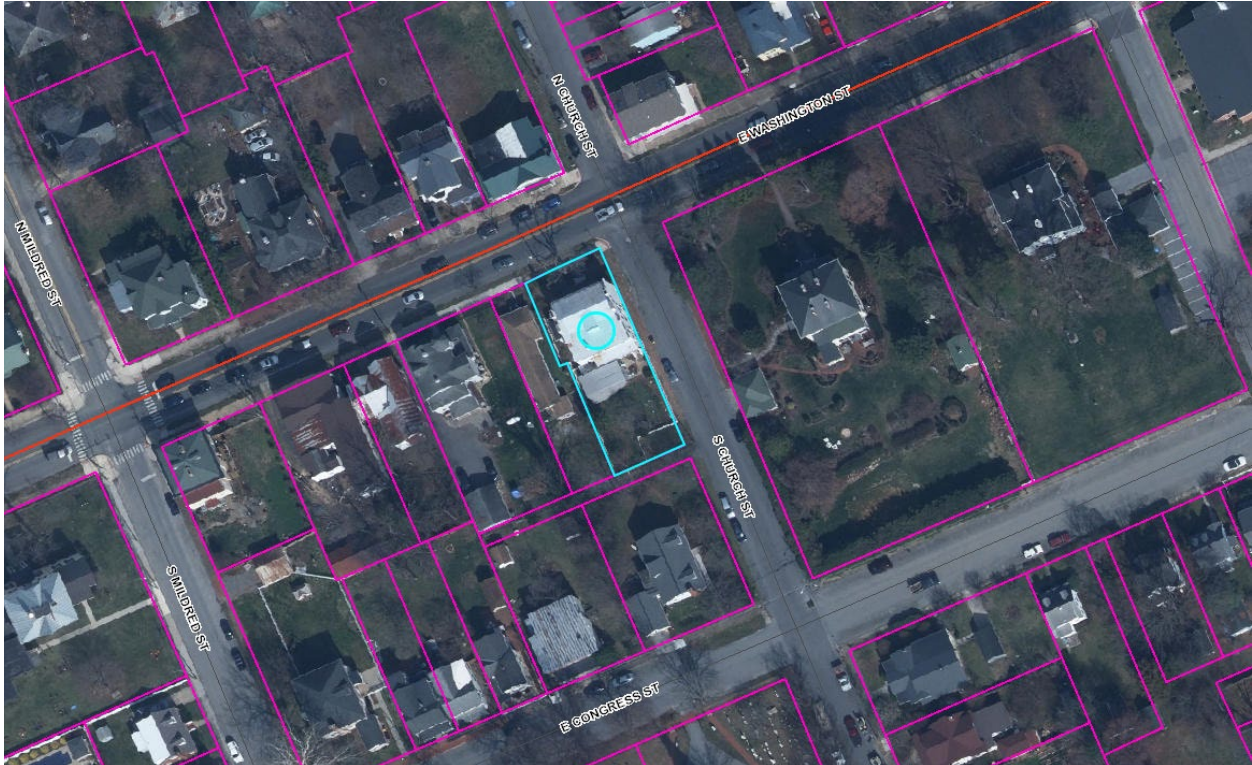
ATTACHMENTS:

- [1. Staff report.pdf](#)
- [2. Application.pdf](#)
- [3. Bid 1.pdf](#)
- [4. Bid 2.pdf](#)



**Public Hearing – Façade Improvement Grant
FIP 2024-01**

Date: For the September 9, 2024, Historic Landmarks Commission meeting
Applicant: Taylor Hodges
Property Owner: HODGES TAYLOR A & JOSHUA A WEBBER
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant Request
Property Location: 323 E. Washington Street
Current Zoning: Old Town Residential (OT-R) and Historic Overlay District (HOD).



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.

PROPOSAL

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

- Masonry repairs on parapets and south-east chimney.
- Reglaze windows, replace window sills, repair window frame, re-paint.
- Remove fake shutters.

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

STRUCTURE VIEWS

Staff photographs taken August 27, 2024

View from E. Washington Street



View from E. Washington Street.



View of west/right side from E. Washington St.



View from east/left side from S. Church St.



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.

QUOTES

The applicant has provided two quotes:

1. Bullfrog Contracting LLC: \$11,210
2. Aspen Shade Management LLC: \$12,750

The 50/50 match cost to the City would be the same for either quote: \$5,000.

AVAILABLE FUNDS

\$15,000 dollars remain available in the fund.

STAFF RECOMMENDATION

Approval. Two bids and quotes were provided, the applicant has not yet completed the work, and the requests are exterior facing improvements that meet the criteria for 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: 7/29/24
 Company Name: N/A Phone: 540 664 9832
 Mailing Address: 323 E. WASHINGTON ST., Fax: —
CHARLES TOWN, WV 25414 E-mail: tayhodes@msn.com
 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

Is this property:

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

Description of the Façade Improvement project:

Project to include masonry repairs to NW parapet as well as SE chimney. Window repairs including reglazing, replacement of sills, repair of frames, and painting. Removal of fake shutters, shutters were internal when Flagg house was built.

Estimated Project Start Date: 9/1/24
 Estimated Project End Date: 10/1/24

RECEIVED

AUG 09 2024

BY: VB

Estimated Total Project Budget: \$ 11,210

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: Taylor Hodges

Property Owner's Signature: 

Date of Application: 7/29/24

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 Taylor Hodges
Address: 323 E WASHINGTON ST., 25414
Telephone Number: (540) 664-9832 Fax Number ()
Email Address: tayhodge@msn.com
Relationship to Owner: Lessee Contractor Architect Consultant Other:
(explain) Self

2. CURRENT PROPERTY OWNER'S NAME Taylor Hodges
Address: 323 E. WASHINGTON ST., 25414
Telephone Number: (540) 664-9832 Fax Number ()
Email Address: tayhodge@msn.com

3. PHYSICAL ADDRESS: 323 E WASHINGTON ST., 25414

Tax Map # and Parcel(s): 2024 03 2010800000000

Zoning District: Old Town Residential

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

Residential

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

Residential

6. 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

7. EXTERIOR ALTERATION OR REPAIR

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

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> Iron fences
<input type="checkbox"/> Material changes (wood, brick, metal, etc.)	<input checked="" type="checkbox"/> Windows - replacement, removal, elimination or new opening	<input type="checkbox"/> New construction
<input type="checkbox"/> Roof – Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Additions or alterations
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input type="checkbox"/> Signs
<input checked="" type="checkbox"/> Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security Features	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input type="checkbox"/> Demolition
<input type="checkbox"/> Wood trim	<input type="checkbox"/> 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.
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C. SIGNS:

- 1) See page 6 of this application for more information.
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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.
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- 1) Explain what will be moved, why, and proposed changes.
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- 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.

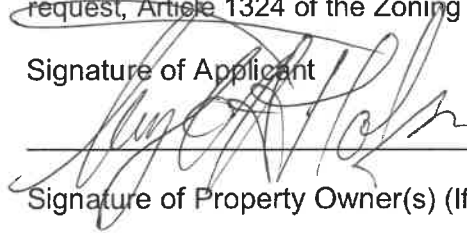
DESCRIPTION OF THE PROPOSED ACTIVITY:

Masonry repairs to NW parapet and SE main chimney.
Window repairs to include reglazing, restoring/replacing
sills and/or frames with historic, wood salvage or
replicas, painting windows and trim, and removing
false shutters.

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

7/29/24

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

Date

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

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

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

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

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

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

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

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

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

Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Historic Landmarks Commission Approval: _____ Date: _____

Comments: _____



CITY OF CHARLES TOWN
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

7/29/24

BULLFROG CONTRACTING LLC



Schuyler Hodges
540-664-9832
323 E. Washington St. Charles Town, W.V. 25414
tayhodes@msn.com

7/28/2024

Scope of work: Install Masonry Parapet wall, flashing and chimney cap.

- We will repair the existing damaged parapet wall in the front top right of the residence 24 SF.
- We will use the existing brick and provide additional brick if needed, to repair the wall.
- We will use a Jahn Mortar product for the repair.
- We will install new cap flashing over new wall.
- We will repair and reseal existing bent and damaged flashing around roof top 10-15 SF.
- We will install a new double chimney cap with ventilation over existing exposed chimney.
- We will remove all debris.
- We will provide all labor, equipment and material to complete the project.

Total = \$4,340.00

Option #2 – Paint windows and install exterior trim.

- We will sand, prep and paint black: exterior window trim on front exterior and left side exterior.
- We will remove the existing gutter in the rear of the house to replace the fascia trim 44 LF.
- We will install new white vinyl fascia trim and re-install the existing gutter with appropriate pitch.
- We will remove all debris.
- We will provide all labor, equipment and materials to complete the project.

Total = \$6,870.00

Progress payments: 1/2 due prior to the start of the project. 1/4 due at the completion of brick work and/or prep. 1/4 due at the completion of work.

Bullfrog Contracting provides a 1-year warranty on all new work.

There is a 5% discount for Military, Teachers, Medical, Fire Fighters, Law Enforcement or cash payments.

Customer Signature -

Jeremiah Steinmetz

540-316-7669

179 Pasture Ln. Capon Bridge, W.V. 26711

jcsbullfrog@gmail.com





ASPEN SHADE MANAGEMENT LLC
Historic Home Consulting
Restoration Services
WV068912

844 Round Hill Road
Winchester, Virginia 22602

aspenshademanagement@gmail.com
(540) 664-0738

August 2, 2024

Taylor Hodges
323 E Washington st
Charles Town, WV 25414
540 664-9832

Restoration of brick parapet wall:

- Repair and paint fallen and loose brick on parapet wall using existing brick and supplying historic brick if needed. Replace tile parapet cap and replace and seal damaged flashing.
- Replace chimney cap.

\$4,950.00

Windows and trim:

- Repair window sills, frame, and sash on front and east side of house.
- Prime and paint all window sills, frames, and sash on front and east side of house..
- Repair and/or replace damaged soffit boards and fascia molding prime and paint.

\$7,800.00

Terms: \$1,000 upon signing contract. Balance due immediately after completion. Work to begin within 30 days of signing. 3% discount for cash.

Signed _____ date _____
Taylor Hodges



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 09/09/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

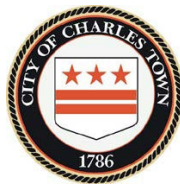
SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: COA2024-17 - 219 S. George St. - Exterior renovations and additions

ATTACHMENTS:

- [1. Staff Report.pdf](#)
- [2. _Application.pdf](#)
- [3. _S._George_St._view.pdf](#)
- [4. _Widows_Walk.pdf](#)
- [5. _Side_view_-_dormers.pdf](#)
- [6. _Avis_St._view_-_dormers.pdf](#)
- [7. _Avis_St._view_-_deck.pdf](#)
- [8. Materials list.pdf](#)



**Public Hearing – Certificate of Appropriateness
COA-2024-16**

Date: For the September 9, 2024, Historic Landmarks Commission meeting

Applicant: Canons Regular of the New Jerusalem

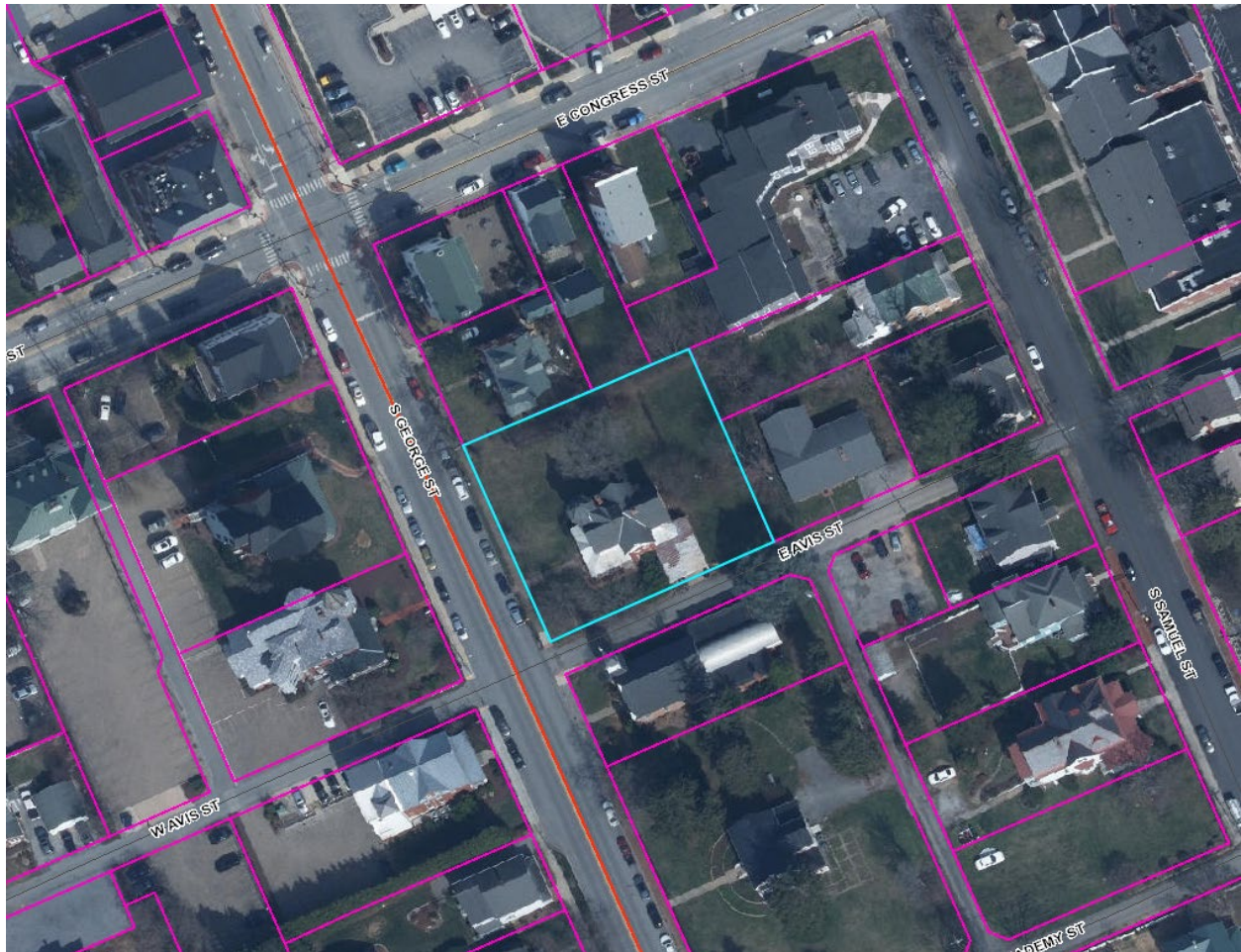
Property Owner: Canons Regular of the New Jerusalem

Report by: James Newman, City Planner, Zoning/Subdivision Administrator

Proposal: Certificate of Appropriateness for exterior renovations

Property Location: 219 S. George St., TD: 3 / Map: 3 / Pcl: 5

Current Zoning: Old Town Residential (OT-R)



HISTORIC SURVEY BUILDING INFORMATION: South Charles Town Historic District.

Old Methodist Parsonage. Two and one-half story Queen Anne house. Brick exterior, brick foundation, slate and asphalt shingle roof. Three bays, 9/1, 1/1 double-hung sash. Circa 1900. One **contributing** building.

PROPOSAL FOR COMMISSION VOTE

1. Expand the widows walk on the roof
2. Add dormers with metal roofing to the rear of the structure
3. Add decking and stairs to the rear of the structure

NARRATIVE

The expanded widows walk will allow for better ease of access to various areas of the roof for maintenance; the small area of the current walk does not provide enough room to the far reaches of the roof, resulting in piling up of leaves and other debris without a safe way to access them for cleaning.

In the rear of the structure, the applicant seeks to create additional living space through the addition of dormers in the rear roof. As there is currently only one means of ingress/egress to those living areas, the applicant proposes a series of exterior decks and stairs to provide for emergency access.

NEW CONSTRUCTION – WIDOWS WALK EXPANSION – SELECT VIEWS

View from E. Avis Street. Provided by applicant.



View towards E. Avis Street



View to the north/left side property line



View towards S. George St.



NEW CONSTRUCTION – DORMERS AND DECKS

There are 8 residents of this facility, but only one full bathroom. The applicant desires to build dormers on the third floor to increase living space and allow for the creation of another full bathroom. The dormers would have a standing seam metal roof.

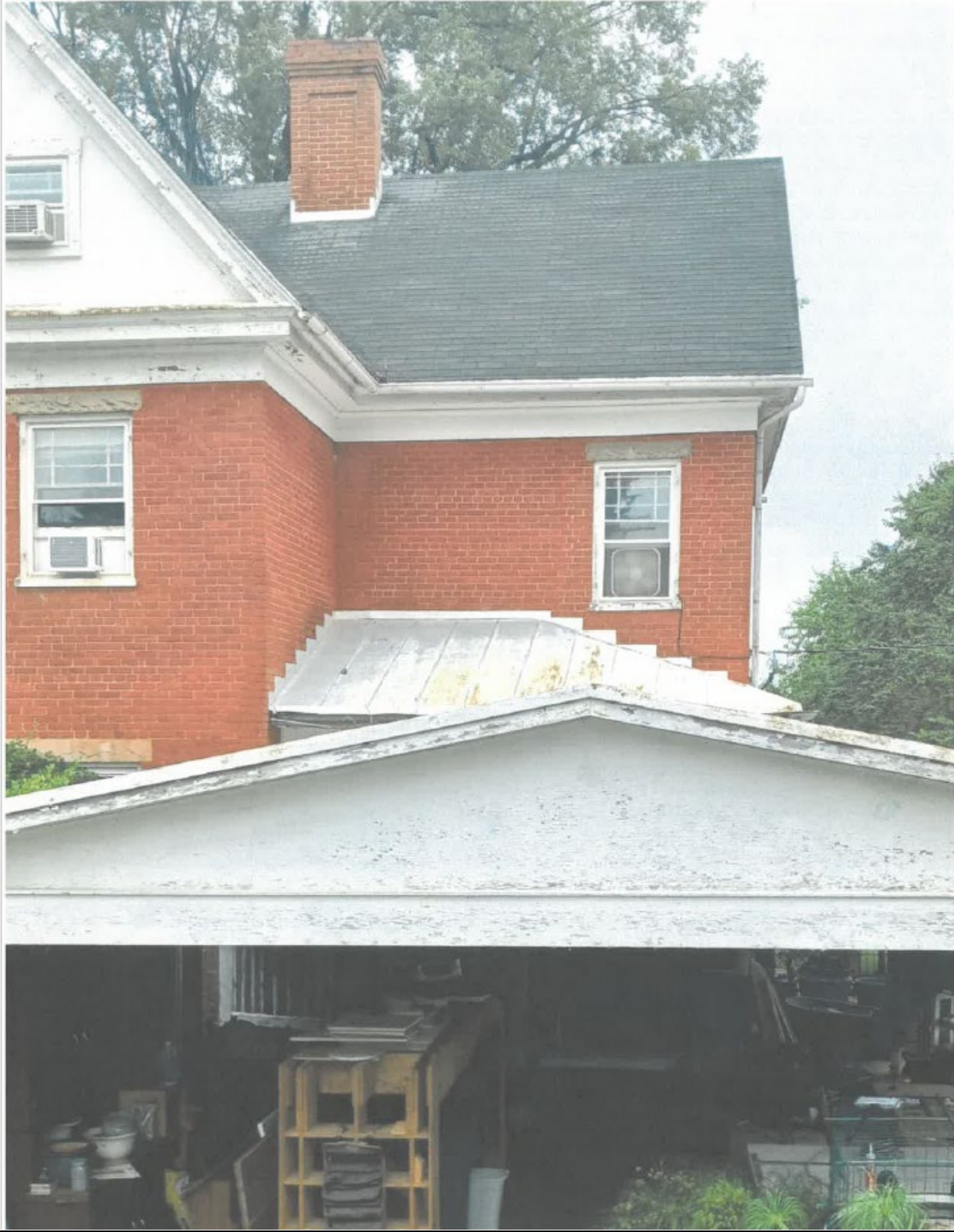
View from the north/left side of the property



Proposed design



View from E. Avis St.



Proposed design



DECK – View of the rear of the property with proposed doors to 2nd and 3rd floor decks



Proposed deck designs



Additional Details

The proposed dormer windows will be styled to be similar in design to the existing windows: nine panes on top with one pane below.

ZONING ORDINANCE

The proposed work is in conformance with the Zoning Ordinance requirements for setbacks, height, and bulk.

HISTORIC DISTRICT REQUIREMENTS

Overall Architectural Style

Queen Anne (1870s-1890s)

Houses of this style combine a variety of shapes and textures into a picturesque, asymmetrical composition. The most elaborate examples are highly inventive and lively; more common are the ordinary houses that incorporate a few delicate details such as "gingerbread" woodwork on porches or gables.



Characteristic features include:

- Rambling, irregular floor plan
- Asymmetrical design
- Mixture of materials – brick or stone in combination with shingles and clapboard
- Decorative exterior woodwork
- Steep gables
- Large, elaborate chimneys
- Round towers and turrets
- Porches – often wraparound
- Stained-glass windows
- Complex roofline

Decking: While decks on the rear of a structure do not require a Certificate of Appropriateness, the Design Standards require that all proposed additions or alterations to structures, which are visible to the primary street or side street for corner lots, require a COA.

Deck review standards are:

1. *Decks should not be proposed with walls or roofs.*
-Proposed decks have no walls or ceilings.
2. *On structures where significant detail exists on the rear of a building, decks should not obstruct the detailing.*
-No significant detail on the rear of the structure.
3. *Design and materials should coordinate with those of the structure and decks should have a design similar to the detailing on the building. Simple structures call for simple decks.*
-Simple deck designs: Two decks with rail guards, connected by stairs to the ground and roof. The decks will be made with a steel grille to allow for passage of rain/snow/ and small debris (leaves, sticks, etc...) The railing is proposed to be of wrought iron and similar in design to the current railing around the widows walk.
4. *Modern materials, such as pressure treated lumber, should not remain in their original or raw state. These should blend with the historic character of the district, as well as materials used on the building or along the streetscape.*
-The Commission may condition approval of the deck on the use of specific treatments if so desired.
5. *Railings should coordinate with the features of the new porch/deck and the existing structure in details, materials, scale and texture.*
The railing is proposed to be of wrought iron and similar in design to the current railing around the widows walk.
6. *Railings should be of similar material to the porch/deck. Wood is preferred. The Commission will consider railings of plastic, vinyl, brick, concrete or other materials on a case-by-case basis*
The applicant proposed both metal deck surfaces and metal railings.

Widows Walk: The surface of the widows walk expansion will not be visible from the public right-of-way. Per the applicant:

“The widows walk is presently covered with a rubber and tar surface and has a very heavy, cumbersome trap door also covered with rubber and tar. We want to replace the surface of the widows walk with the metal roofing. Then above its new roofing, its deck connected with the rest of the deck which will extend over parts of the dormer, all of which is slightly raised above the very narrow pitched roof of the dormers. The widows walk will continue to have an egress from the house, but one that replaces the current trap door with an efficient, lightweight, water tight trap door.”

1. *Railings should coordinate with the features of the new porch/deck and the existing structure in details, materials, scale and texture.*
Metal decking for the widows walk expansion and metal or the railings.
2. *Railings should be of similar material to the porch/deck. Wood is preferred. The Commission will consider railings of plastic, vinyl, brick, concrete or other materials on a case-by-case basis*
Metal decking for the widows walk expansion and metal or the railings.

Dormers:

“Roofs are an important characteristic in defining the overall historic character of a building. Roof shape, decorative features and materials all determine the character. They are highly visible from the public ways and are instrumental in determining the historic period and shape of a building.”

-Design Review Standards, pg. 27.

The proposed dormers will have window designs similar to what currently exists (a nine over one window design), and will have a standing seam metal roof, aluminum clad windows, and engineered wood shake siding.

CONCLUSION

Applicant proposed to install:

- Expanded windows walk with railing
- Two level deck and stairs in rear of structure
- Dormers on rear roof

STAFF RECOMMENDATION

Approval.

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

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. DATE AUGUST 11, 2024

2. APPLICANT'S NAME* CANONS REGULAR OF THE NEW JERUSALEM

Address: 219 SOUTH GEORGE STREET

Telephone Number: (304) 724-6995 Fax Number () —

Email Address: danaugcrnj@earthlink.net

Relationship to Owner: Lessee Contractor Architect Consultant Other:
(explain) OWNER

3. PROPERTY OWNER'S NAME SAME AS ABOVE

Address: contact: Fr. Daniel Augustine, CRNJ, Prior

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: _____

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

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

residence for adult men

(it is a monastery - 8 bedrooms; 1 full bathroom!)

7. TYPE OF WORK:

A. Exterior alteration or repairs.

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

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

D. ___ Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> Iron fences
<input type="checkbox"/> Material changes (wood, brick, metal, etc.)	<input type="checkbox"/> Windows - replacement, removal, elimination or new opening	<input type="checkbox"/> New construction
<input checked="" type="checkbox"/> Roof – Change in shape/profile	<input type="checkbox"/> Shutters	<input checked="" type="checkbox"/> Additions or alterations
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input type="checkbox"/> Signs
<input type="checkbox"/> Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security Features	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input type="checkbox"/> Demolition
<input type="checkbox"/> Wood trim	<input type="checkbox"/> 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:

expand windows work
expand roof by dormers to expand living space
rear egress from 2nd + 3rd floor via rear
deck with staircases
metal roofing on dormer's (roof is being replaced)

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

Don Daniel Oppenheimer Date 8/11/51

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

_____ Date _____

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

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

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

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

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

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

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

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

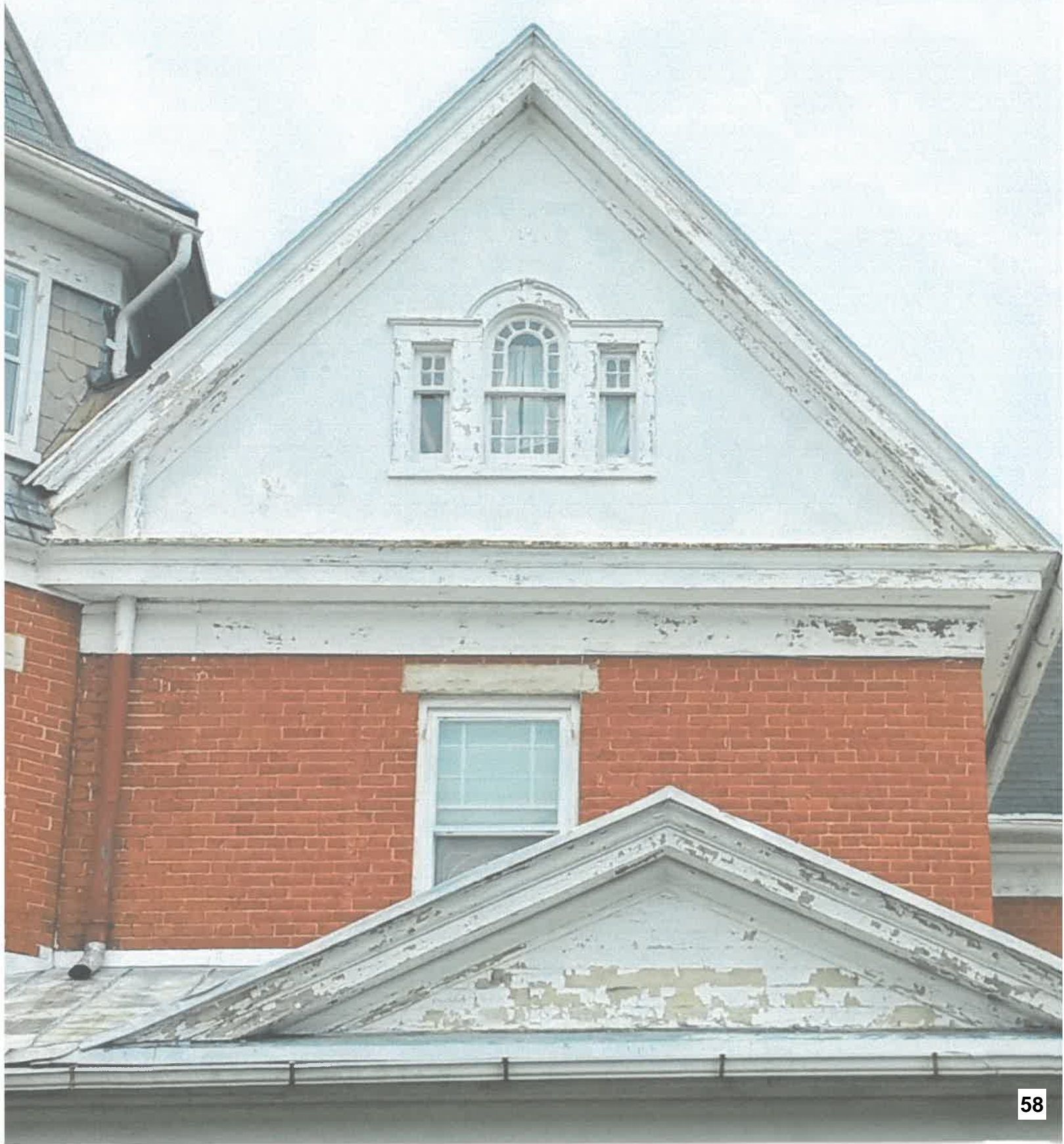
Fee: \$ _____ Paid: \$ _____ Check No. _____

Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Historic Landmarks Commission Approval: _____ Date: _____

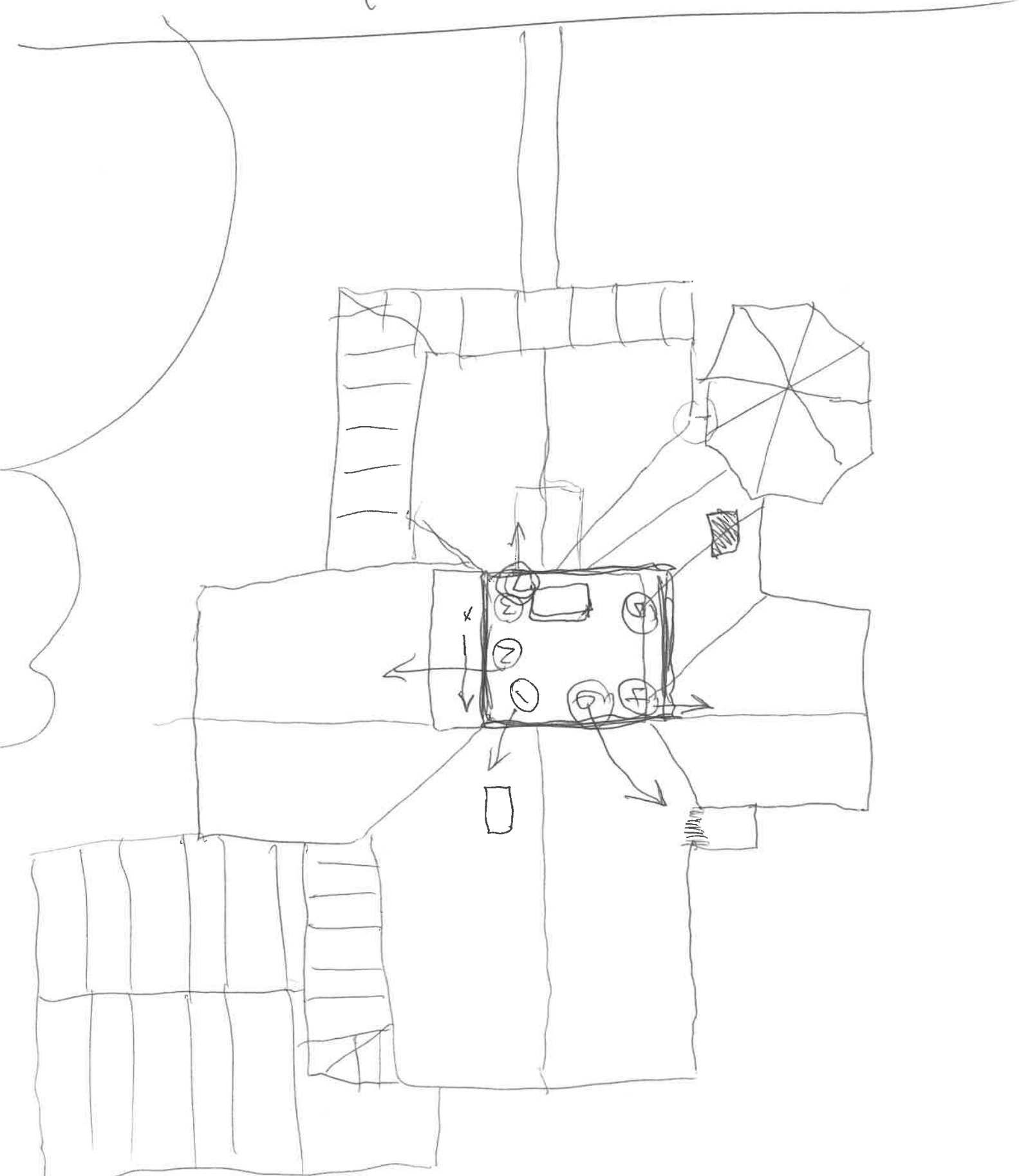
Comments: _____







GEORGE





①



②

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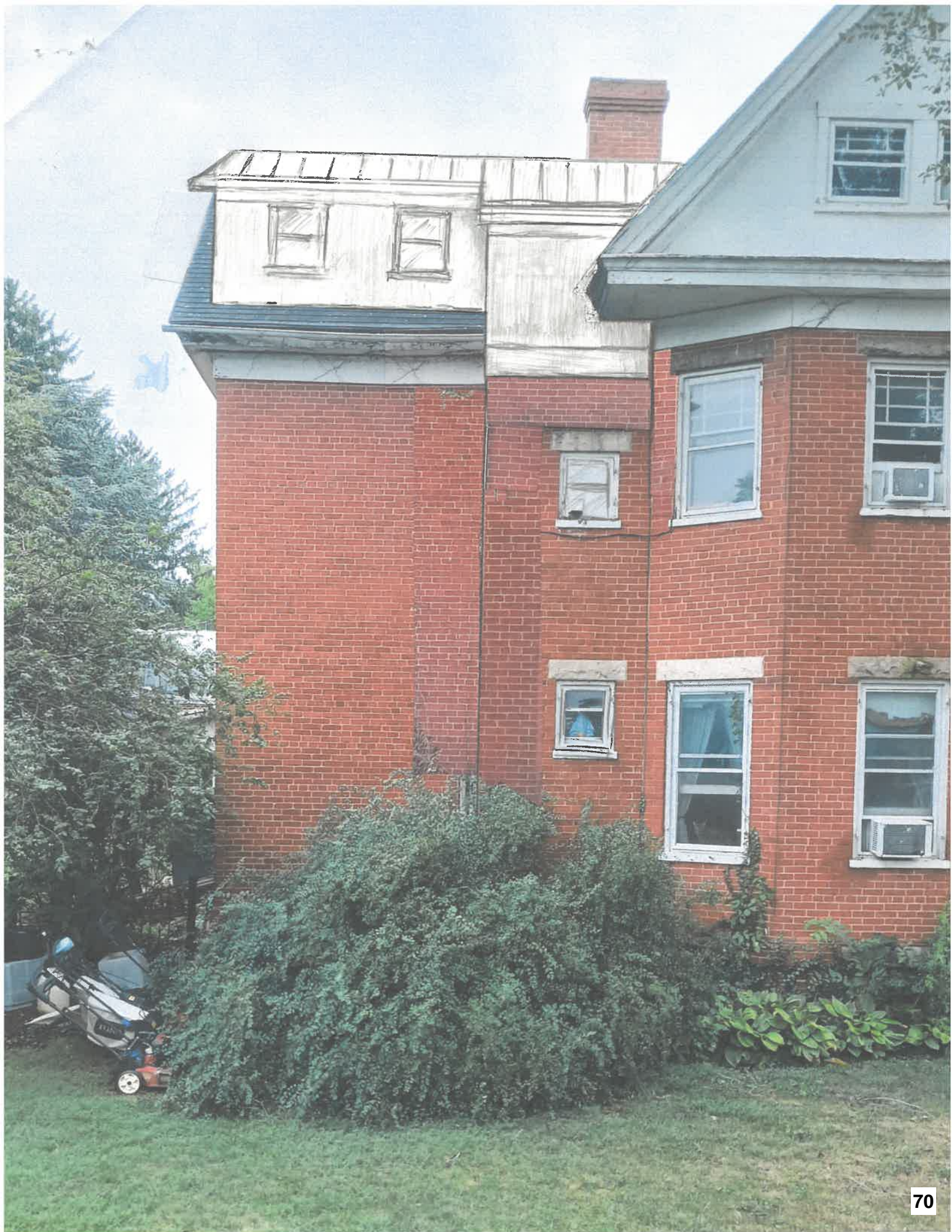


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7216 Gilardi Road • Boonsboro, MD 21713
301.432.0830 • mtac.cheeks@gmail.com
www.MoreThanACarpenterMD.com

To: City of Charles Town, WV

Project Location:

219 S George St.,
Charles Town, WV 25414

Materials list:

Dormer construction list

- Traditional Metal standing seam.
- Anderson 400 series, wood finish on interior, White aluminum clad exterior (will not require paint in future on 3rd story windows) thermal pane.
option (more costly but is city does not accept Aluminum clad, distributor can get all wood windows.
- LP engineered wood shake siding, for the face and side of the dormer.

Back Deck/Stairs

- Pressure treated wood construction.
- Black aluminum railing.

Doors

- Thermatru Smooth Star Fiber glass door, never rot frame with $\frac{3}{4}$ side lights (3rd floor), moon window above
- Thermatru Smooth Star Fiber glass door.

Signature

September 5, 2024

Date

More Than A Carpenter, Inc.

Name or Business Name

MHIC#91297

Contractor License Number



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 09/09/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

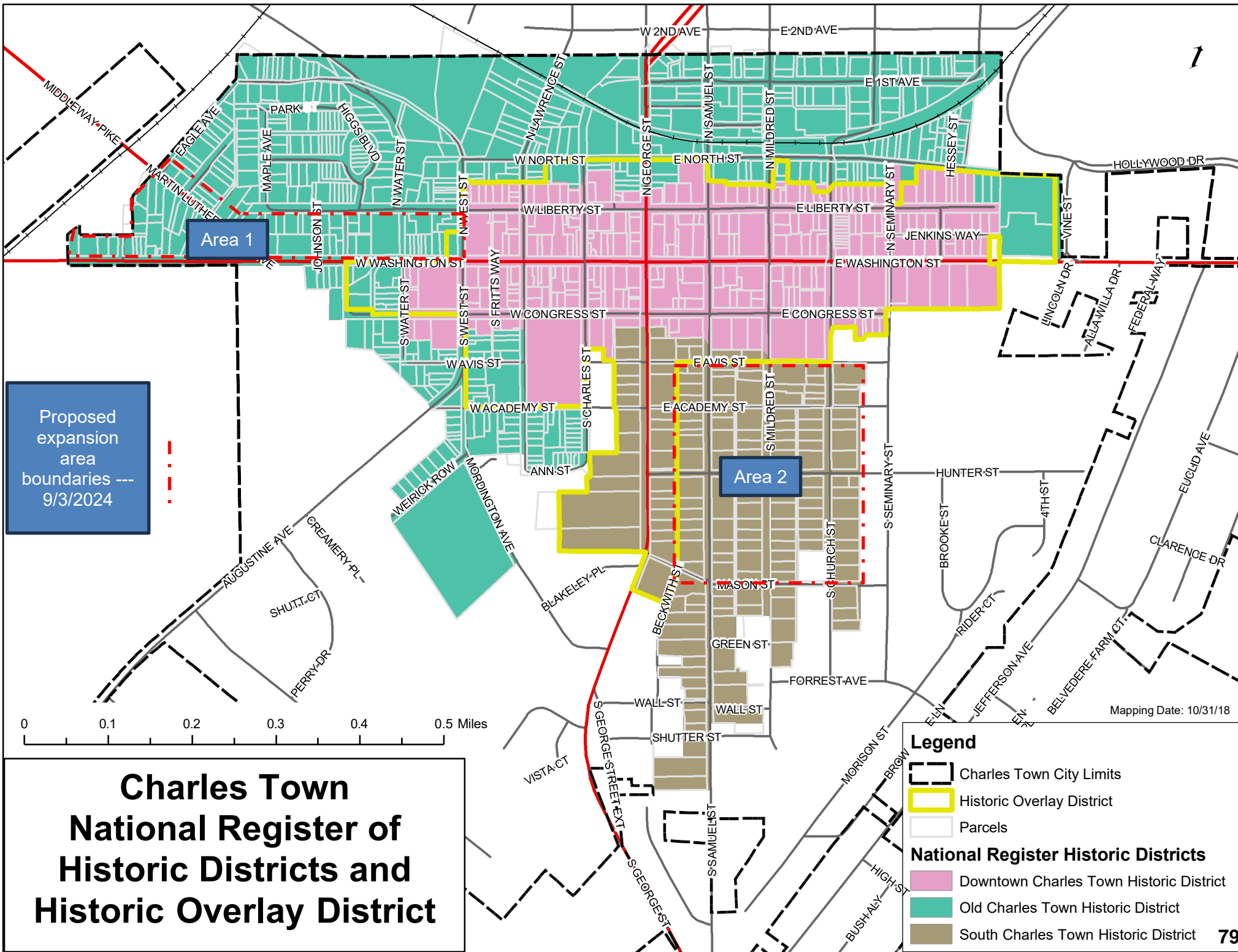
SCHEDULED

AGENDA ITEM (ID #)

Commission Review - Historic District Expansion

ATTACHMENTS:

- [1. Historic District Map.pdf](#)



Proposed expansion area boundaries --- 9/3/2024

0 0.1 0.2 0.3 0.4 0.5 Miles

Charles Town National Register of Historic Districts and Historic Overlay District

Legend

- Charles Town City Limits
- Historic Overlay District
- Parcels

National Register Historic Districts

- Downtown Charles Town Historic District
- Old Charles Town Historic District
- South Charles Town Historic District

Mapping Date: 10/31/18