CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • OCTOBER 16, 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 : Draft Minutes of September 9, 2024
DRAFT Sept 9 Minutes.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2024-18* - 231 W. Washington St.
1. Report.pdf
2. Application.pdf
3. Insurance.pdf

4.2 : **Public Hearing:** *COA2024-19* - 305 W. Congress St
1. Staff Report.pdf
2. Application.pdf

4.3 : **Public Hearing:** *FIP2024-02* - 119 N. Lawrence St.
1. Staff report.pdf
2. Application.pdf
3. Quote 1.pdf
4. Quote 2.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: 10/16/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Draft Minutes of September 9, 2024

ATTACHMENTS:

- DRAFT Sept 9 Minutes.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • SEPTEMBER 9, 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 – Attend Virtually

2. APPROVAL OF MINUTES

2:1 August 12, 2024 Minutes

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

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

4:1 COA2024-17 – 303 W Washington St – Projecting Sign

Staff Presentation

Motion to open public hearing

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

No Public Comment

Motion to close public hearing

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

DRAFT

Motion to approve COA2024-17 – 303W Washington St – Projecting Sign

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

4:2 FIP2024-01 – 323 E Washington St

Staff presentation

Drake – asked if paint will be removed.

Applicant Taylor Hodges – stated they intended to allow the latex paint to fall off naturally

Motion to open public hearing

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

No Public Comment

Motion to close public hearing

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

Discuss of application and its merits

Motion to approve FIP2024-01 – 323 E Washington St

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

4:3 COA2024-17 – 219 S George St – Exterior Renovations and Additions

Staff presentation

Zaglifa – asked if paint will be removed.

Applicant Fr. Oppenheimer – indicated that they will be common living and bathroom space.

Drake – asked if the deck will block the first-floor rear window.

Applicant – Yes. Applicant proceeded to discuss various details of proposal and the overall scope of the project.

DRAFT

Zaglifa – asked questions regarding the dormer design.

Applicant – explained details regarding the design of the dormers and overall appearance.

Motion to open public hearing

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

No Public Comment

Motion to close public hearing

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

Motion to approve COA2024-17 -219 S George St – Exterior Renovations and Additions

Approval includes: oval window in the dormer areas, shake siding permitted, slate replacement on the turret permitted, widows walk and railing changes permitted, decking and stairs permitted, in conformance with the submitted plans.

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

4:4 Commission Review – Historic District Expansion

Staff presentation

Summary of Discussion – concerns about impact on property owners. Discussed benefit to the historical structures. Spoke about available grants. In favor of increasing FIP limit and budget.

Other:

Staff provided update regarding the Ford Building located at 100 S West Street, requesting direction regarding bringing proposed changes before the Historic Landmarks Commission.

5. ADJOURNMENT

Motion to adjourn

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

Adjourned at 7:59 pm.

DRAFT

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

Meeting: 10/16/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2024-18* - 231 W. Washington St.

ATTACHMENTS:

- 1. Report.pdf
- 2. Application.pdf
- 3. Insurance.pdf

Certificate of Appropriateness
COA-2024-18

Date: For the October 16, 2024 Historic Landmarks Commission meeting
Applicant: Kasey Crafts
Property Owner: GHOBADI ALI & NADER
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a projecting sign
Address: 231 W. Washington Street
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Former Bank of Charles Town. Classical Revival, c. 1915-1920 (1907?). Brick building with three bays separated by pilasters. Cast stone trim. **Contributing**

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

SIGN LOCATION



MATERIAL: Metal (unspecified)

SIZE:
Height: 1.5 ft.
Width: 3 ft.
Depth: ½ inch.

ORDINANCE REQUIREMENTS

Projecting sign regulations:

- *A Projecting or Suspended Sign shall include only the address and name of occupant; and*

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

The projecting sign includes a business logo (the three circles of State Farm), with design emphasis on the name and phone number. Proof of insurance has been provided.

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.

COA Application No._____

RECEIVED
SEP 19 2024
BY:_____

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 Sept. 11, 2024

2. APPLICANT'S NAME* Kasey Crafts

Address: 231 W Washington st.

Telephone Number: (304) 985-0284 Fax Number ( )

Email Address: Kasey.Crafts.vanph@Statefarm.com

Relationship to Owner: ✓Lessee ___Contractor ___Architect ___Consultant ___Other: (explain)_____

3. PROPERTY OWNER'S NAME BC Properties (Alfredo Amaya)

Address: 735 E Washington St Charles Town

Telephone Number: (304) 724-9992 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

_____

_____

_____

_____

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:

____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. 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 09/19/24

Signature of Property Owner(s) (If different than Applicant) _____ Date 09-29-24

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):
3000

SIGN CONTRACTOR:
Everbrite

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?
In the front. Overhanging sidewalk

SIGN MATERIAL:
Metal

SIGN DIMENSIONS:

Height	Width	Depth
1.5 Ft	3 Ft	0.5 inch.

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:
State Farm Policy # 97-BT-F681-7

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

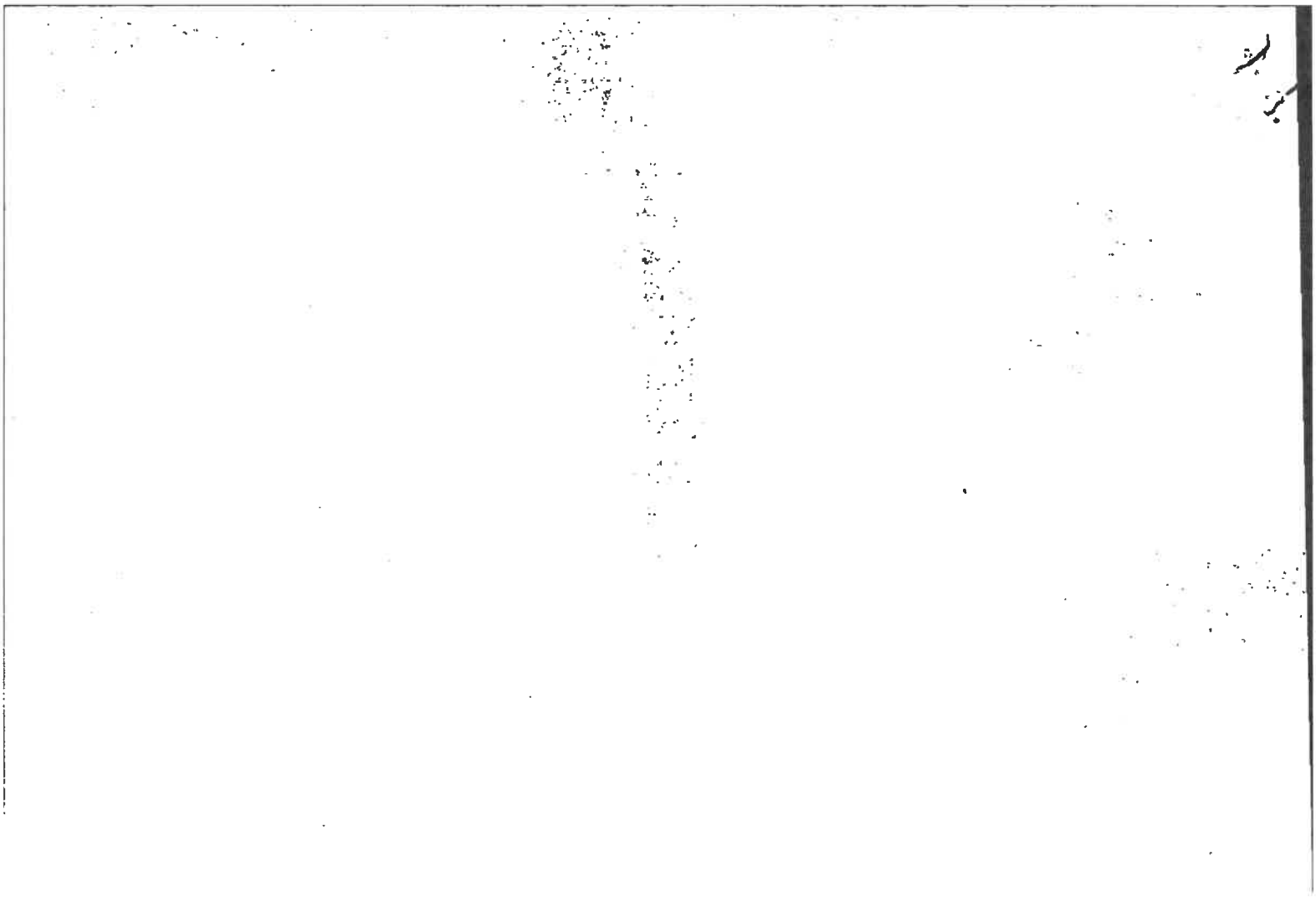
Fee: $_____ Paid: $_____ Check No._____

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____



STATE FARM FIRE AN CASUALTY COMPANY
A STOCK COMPANY WITH HOME OFFICES IN BLOOMINGTON, ILLINOIS

Po Box 2915
Bloomington IL 61702-2915

Named Insured

M-21-0012-FA92 F U

CRAFTS, KASEY
72 LYON RIDGE RD
SHEPHERDSTOWN WV 25443-4918

DECLARATIONS AMENDED JUN 6 2024

Policy Number	97-BT-F681-7	
Policy Period	**Effective Date**	**Expiration Date**
12 Months	JUN 1 2024	JUN 1 2025

The policy period begins and ends at 12:01 am standard time at the premises location.

Agent and Mailing Address
KASEY CRAFTS
231 W WASHINGTON ST
CHARLES TOWN WV 25414-1531

PHONE: (304) 885-0284

Office Policy

Automatic Renewal - If the **policy period** is shown as **12 months** , this policy will be renewed automatically subject to the premiums, rules and forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

Entity: Individual
Reason for Declarations: Your policy is amended JUN 6 2024
INSURED NAME AND/OR ADDRESS CHANGE

Endorsement Premium None

Prepared
JUN 07 2024
CMP-4000

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SECTION I - PROPERTY SCHEDULE

Location Number	Location of Described Premises	Limit of Insurance* Coverage A - Buildings	Limit of Insurance* Coverage B - Business Personal Property	Seasonal Increase- Business Personal Property
001	231 W WASHINGTON ST CHARLES TOWN WV 25414-1531	No Coverage	$ 12,000	25%

* As of the effective date of this policy, the Limit of Insurance as shown includes any increase in the limit due to Inflation Coverage.

SECTION I - INFLATION COVERAGE INDEX(ES)

Cov A - Inflation Coverage Index: N/A
Cov B - Consumer Price Index: 312.3

SECTION I - DEDUCTIBLES

Basic Deductible $1,000

Special Deductibles:

Earthquake	2%	Money and Securities	$250
Employee Dishonesty	$250	Equipment Breakdown	$1,000

Other deductibles may apply - refer to policy.

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Continued on Next Page

SECTION I - EXTENSIONS OF COVERAGE - LIMIT OF INSURANCE - EACH DESCRIBED PREMISES

The coverages and corresponding limits shown below apply separately to each described premises shown in these Declarations, unless indicated by "See Schedule." If a coverage does not have a corresponding limit shown below, but has "Included" indicated, please refer to that policy provision for an explanation of that coverage.

COVERAGE	LIMIT OF INSURANCE
Accounts Receivable	
On Premises	$50,000
Off Premises	$15,000
Arson Reward	$5,000
Back-Up Of Sewer Or Drain	$15,000
Collapse	Included
Damage To Non-Owned Buildings From Theft, Burglary Or Robbery	Coverage B Limit
Debris Removal	25% of covered loss
Equipment Breakdown	Included
Fire Department Service Charge	$5,000
Fire Extinguisher Systems Recharge Expense	$5,000
Forgery Or Alteration	$10,000
Glass Expenses	Included
Increased Cost Of Construction And Demolition Costs (applies only when buildings are insured on a replacement cost basis)	10%
Money And Securities (Off Premises)	$5,000
Money And Securities (On Premises)	$10,000
Money Orders And Counterfeit Money	$1,000
Newly Acquired Business Personal Property (applies only if this policy provides Coverage B - Business Personal Property)	$100,000
Newly Acquired Or Constructed Buildings (applies only if this policy provides Coverage A - Buildings)	$250,000

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Continued on Reverse Side of Page

Ordinance Or Law - Equipment Coverage	Included
Outdoor Property	$5,000
Personal Effects (applies only to those premises provided Coverage B - Business Personal Property)	$5,000
Personal Property Off Premises	$15,000
Pollutant Clean Up And Removal	$10,000
Preservation Of Property	30 Days
Property Of Others (applies only to those premises provided Coverage B - Business Personal Property)	$2,500
Signs	$2,500
Unauthorized Business Card Use	$5,000
Valuable Papers And Records	
On Premises	$50,000
Off Premises	$15,000
Water Damage, Other Liquids, Powder Or Molten Material Damage	Included

SECTION I - EXTENSIONS OF COVERAGE - LIMIT OF INSURANCE - PER POLICY

The coverages and corresponding limits shown below are the most we will pay regardless of the number of described premises shown in these Declarations.

COVERAGE	LIMIT OF INSURANCE
Dependent Property - Loss Of Income	$5,000
Employee Dishonesty	$10,000
Utility Interruption - Loss Of Income	$10,000
Loss Of Income And Extra Expense	Actual Loss Sustained - 12 Months

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Office Policy for CRAFTS, KASEY
Policy Number 97-BT-F681-7

SECTION II - LIABILITY

COVERAGE	LIMIT OF INSURANCE
Coverage L - Business Liability	$1,000,000
Coverage M - Medical Expenses (Any One Person)	$5,000
Damage To Premises Rented To You	$1,000,000
AGGREGATE LIMITS	**LIMIT OF INSURANCE**
Products/Completed Operations Aggregate	$2,000,000
General Aggregate	$2,000,000

Each paid claim for Liability Coverage reduces the amount of insurance we provide during the applicable annual period. Please refer to Section II - Liability in the Coverage Form and any attached endorsements.

Your policy consists of these Declarations, the BUSINESSOWNERS COVERAGE FORM shown below, and any other forms and endorsements that apply, including those shown below as well as those issued subsequent to the issuance of this policy.

FORMS AND ENDORSEMENTS

CMP-4102	Businessowners Coverage Form
CMP-4819.1	Unauthorized Business Card Use
FE-6999.3	Terrorism Insurance Cov Notice
CMP-4248.3	Amendatory Endorsement
FE-3650	Actual Cash Value Endorsement
CMP-4561.4	Policy Endorsement
CMP-4705.2	Loss of Income & Extra Expense
CMP-4710	Employee Dishonesty
CMP-4709	Money and Securities
CMP-4706	Back-Up of Sewer or Drain
CMP-4704.1	Dependent Prop Loss of Income
CMP-4703.1	Utility Interruption Loss Incm
CMP-4420	Excl Securities Liability

Prepared
JUN 07 2024
CMP-4000

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Office Policy for CRAFTS, KASEY
Policy Number 97-BT-F681-7

CMP-4719.1	Earthquake Volcanic Eruption
FD-6007	Inland Marine Attach Dec

This policy is issued by the State Farm Fire and Casualty Company.

Participating Policy

You are entitled to participate in a distribution of the earnings of the company as determined by our Board of Directors in accordance with the Company's Articles of Incorporation, as amended.

In Witness Whereof, the State Farm Fire and Casualty Company has caused this policy to be signed by its President and Secretary at Bloomington, Illinois.

Lynne M. Yousell
Secretary

Michael J. Tipsord
President

THIS POLICY DOES NOT COVER DAMAGE FROM FLOOD. FOR INFORMATION ABOUT FLOOD INSURANCE, CONTACT THE NATIONAL FLOOD INSURANCE PROGRAM OR YOUR INSURANCE AGENT.

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STATE FARM FIRE AN CASUALTY COMPANY
A STOCK COMPANY WITH HOME OFFICES IN BLOOMINGTON, ILLINOIS

Po Box 2915
Bloomington IL 61702-2915

Named Insured

M-21-0012-FA92 F U

CRAFTS, KASEY
72 LYON RIDGE RD
SHEPHERDSTOWN WV 25443-4918

INLAND MARINE ATTACHING DECLARATIONS

Policy Number	**97-BT-F681-7**	
Policy Period	**Effective Date**	**Expiration Date**
12 Months	JUN 1 2024	JUN 1 2025

The policy period begins and ends at 12:01 am standard time at the premises location.

ATTACHING INLAND MARINE

Automatic Renewal - If the **policy period** is shown as **12 months** , this policy will be renewed automatically subject to the premiums, rules and forms in effect for each succeeding policy period. If this policy is terminated, we will give you and the Mortgagee/Lienholder written notice in compliance with the policy provisions or as required by law.

Annual Policy Premium Included

The above Premium Amount is included in the Policy Premium shown on the Declarations.

Your policy consists of these Declarations, the INLAND MARINE CONDITIONS shown below, and any other forms and endorsements that apply, including those shown below as well as those issued subsequent to the issuance of this policy.

Forms, Options, and Endorsements

FE-8739	Inland Marine Conditions
FE-8705.3	Amendatory Endorsement
FE-8744.1	Inland Marine Computer Prop

See Reverse for Schedule Page with Limits

Prepared
JUN 07 2024
FD-6007

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ATTACHING INLAND MARINE SCHEDULE PAGE

ATTACHING INLAND MARINE

ENDORSEMENT NUMBER	COVERAGE	LIMIT OF INSURANCE	DEDUCTIBLE AMOUNT	ANNUAL PREMIUM
FE-8744.1	Inland Marine Computer Prop	$ 25,000	$ 500	Included
	Loss of Income and Extra Expense	$ 25,000		Included

OTHER LIMITS AND EXCLUSIONS MAY APPLY - REFER TO YOUR POLICY

Prepared
JUN 07 2024
FD-6007

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530 686 a.2 05 31 2011 (o1f3233c)

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

SCHEDULED

Meeting: 10/16/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

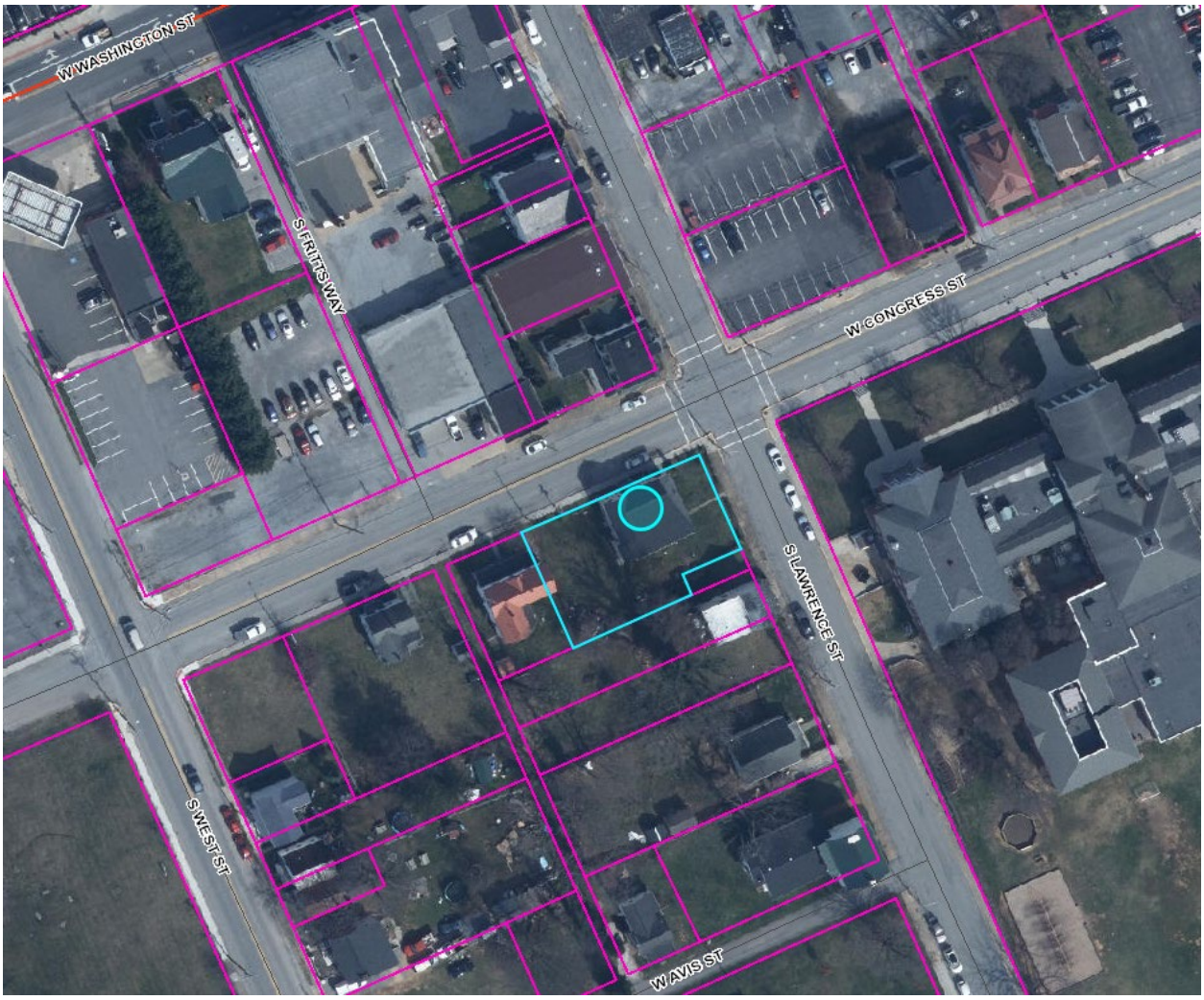
Public Hearing: *COA2024-19* - 305 W. Congress St

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2024-19

Date: For the October 16, 2024, Historic Landmarks Commission meeting
Applicant: Leo Peck
Property Owner: DE LA VIA MARCELINA & JULIETA
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for exterior renovations
Property Location: 305 W. Congress St., TD: 3 / Map: 4 / Pcl: 43
Current Zoning: Old Town Residential (OT-R)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Charles Town Historic District. Italianate influence, c. 1880s-90s. Two story, four bay stuccoed frame house with two west bays beneath a front facing gable. Example of a modest residence from the late 19th century. **Contributing**

REQUEST
After-the fact approval of window removal.

VIEW

From Google Maps June 2021





VIEW – STAFF PHOTOGRAPHS

August 27, 2024





ISSUE

The home owner has removed the colonial window grid sets that were located on the second floor corners and replaced them with single windows without Historic Landmarks Commission approval. The windows were removed sometime between 2021 and 2024.

ZONING ORDINANCE

No requirements.

REVIEW

The building seems to have been heavily modified since it's induction into the Historic Overlay. It no longer has the appearance of "*a modest residence from the late 19th century*". The windows which were illegally removed were one of the few remaining historical facets of the structure.

STAFF RECOMMENDATION

Denial. The original window design should be reinstated.

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

COA Application No._____

RECEIVED
SEP 20 2024
BY: VL

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 September 19th, 2024

2. APPLICANT'S NAME* Leo Peck

Address: 521 Nancy Jack Rd Gerrardstown WV 25420

Telephone Number: (304)-671-1225 Fax Number ( )

Email Address: LeoPeck99@gmail.com

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

3. PROPERTY OWNER'S NAME Marcenelino De La Vila

Address: 3810 Lacy Blvd Falls church Va 22041

Telephone Number: (571)259-1232 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: 305 W Congress St Charlestown WV 25414

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

Residential

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

removal of old windows

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:

____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. 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 _____

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

_____ Date 9/26/24

Please submit an original completed petition to the following:

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

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

Meeting: 10/16/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

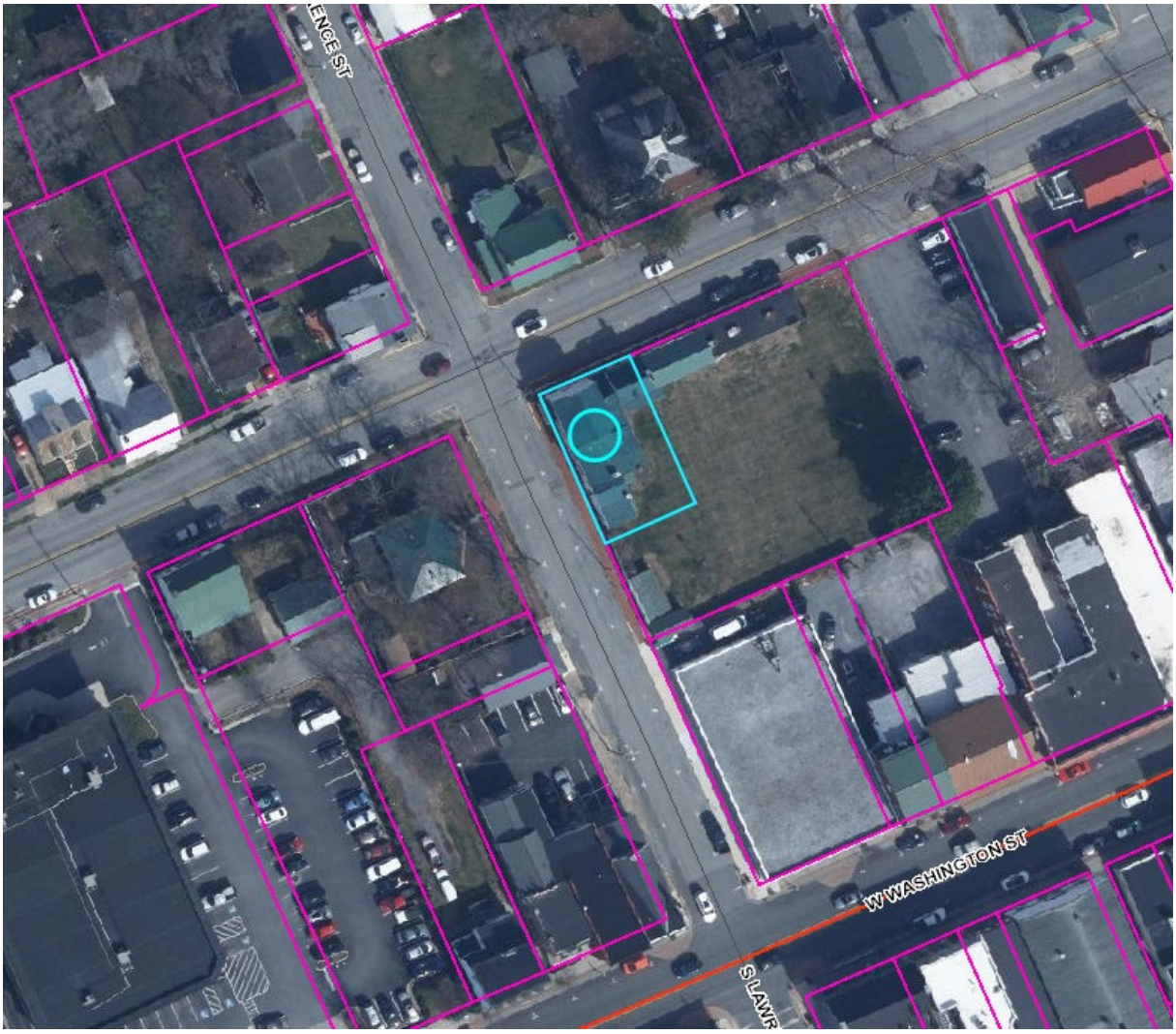
Public Hearing: *FIP2024-02* - 119 N. Lawrence St.

ATTACHMENTS:

- 1. Staff report.pdf
- 2. Application.pdf
- 3. Quote 1.pdf
- 4. Quote 2.pdf

Façade Improvement Grant
FIP 2024-02

Date: For the October 16, 2024, Historic Landmarks Commission meeting
Applicant: Summer Wilkes
Property Owner: Summer Wilkes
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant Request
Property Location: 119 N. Lawrence St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC).



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

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

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:

-Assessment of door threshold and upper story opening with removal and restoration/replacement of as needed.

-Restoration of brickwork

-Repair/replace front gutter

-Repaint/restore original facing.

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

STRUCTURE VIEWS

Staff photographs taken October 8, 2024 are shown on the following pages:

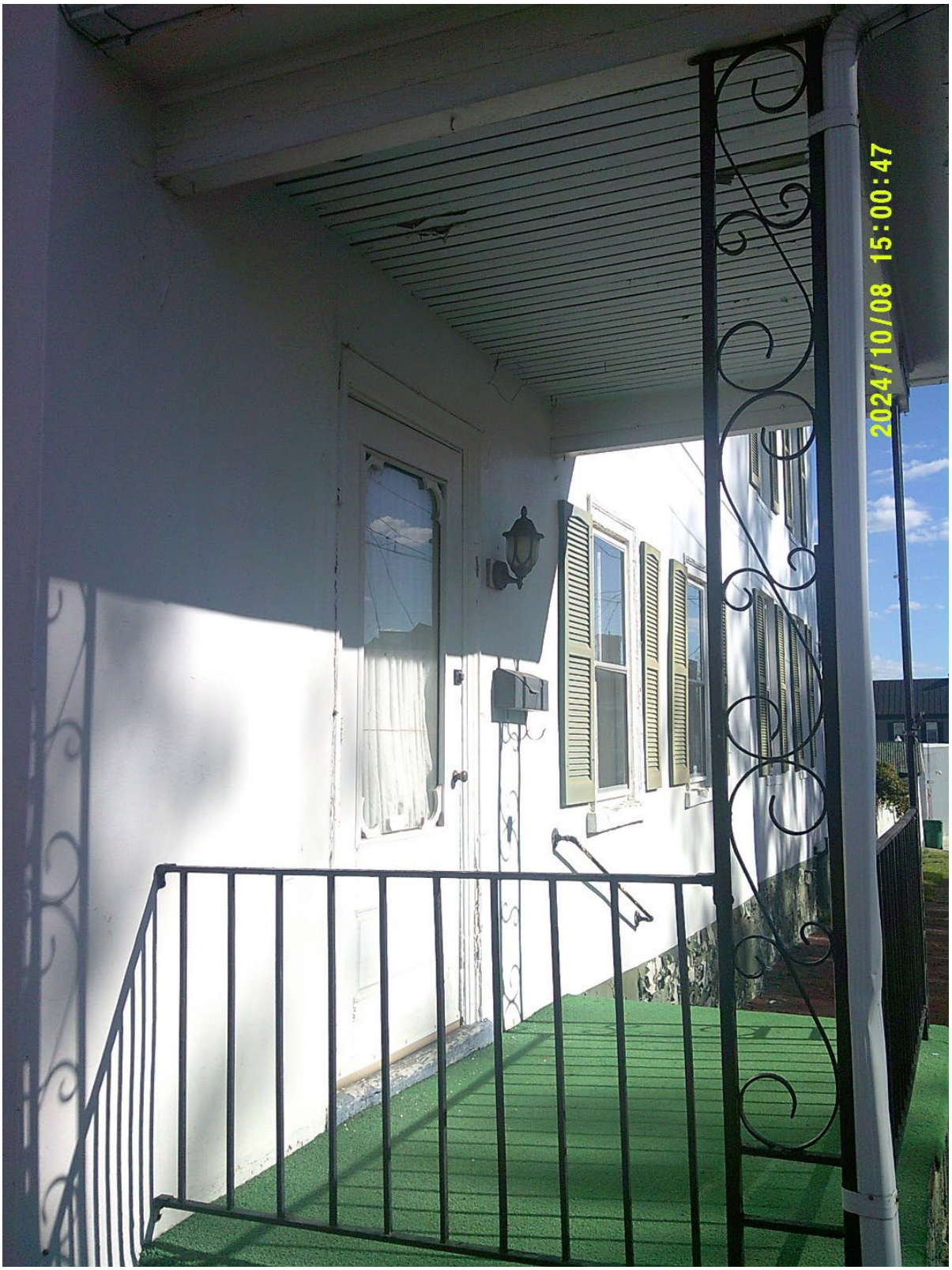
View from W. Liberty Street



View from W. Liberty Street



View from W. Liberty St.



View from N. Lawrence St.



View from N. Lawrence St.



View from N. Lawrence St.



Historical Plaque



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. Jefferson Construction: $10,661
2. Vintage Building: $31,500

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

AVAILABLE FUNDS

$10,000 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: Summer Wilkes Date: 9 / 13 / 2024 (Day / Month / Year)

Company Name: Domus Libri Associates Phone: 202-270-3096

Mailing Address: 278 Crosswinds Drive Fax: _____

Charles Town, WV 25414 E-mail: summerlwilkes@yahoo.com

Project Address: 119 N. Lawrence Street, Charles Town, WV 25414

Charles Town

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 20 4
BY: _____

Description of the Façade Improvement project:

- ☐ assessment of door / jamb / threshold and upper story opening
- ☐ removal and restoration or reproduction / replacement of door / jamb / threshold and upper story opening
- ☐ assessment of masonry and restoration of brickwork
- ☐ assessment of front gutter / replacement or treatment
- ☐ repainting or restoration of original facing

Estimated Project Start Date: 10 / 21 / 24 (Day / Month / Year)

Estimated Project End Date: 10 / 20 / 25 (Day / Month / Year)

Estimated Total Project Budget: $10,500 - $26,500 (depending on contracter chosen)

Grant Amount Requested: $5,000.00

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: Summer Wilkes

Property Owner's Signature: Summer Wilkes

Date of Application: 9/13/24

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 Summer Wilkes / Domus Libri Associates

Address: (project): 119 N. Lawrence St, Charles Town

Telephone Number: (202) 270-3090 Fax Number ( )

Email Address: summerlwilkes@yahoo.com
↳ (letter "elle")

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

2. CURRENT PROPERTY OWNER'S NAME Summer Wilkes

Address: 278 Crosswinds Drive

Telephone Number: (202) 270-3090 Fax Number ( )

Email Address: summerlwilkes@yahoo.com

3. PHYSICAL ADDRESS: 119 N. Lawrence Street, CT

Tax Map # and Parcel(s): _____

Zoning District: Old Town Mixed Use Commercial

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

Original: Charles Washington law/real estate office;
20th century: workshed

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

The property has been vacant for at least 30 years.
The proposed use is a full restoration to its original use
as Charles Washington's office/museum/attraction.

6. TYPE OF WORK:

A. X Exterior alteration or repairs. - facade improvement

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.

✓ 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. 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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DESCRIPTION OF THE PROPOSED ACTIVITY:

☐ assessment of door/jamb/threshold and upper story opening

☐ removal and restoration or reproduction/replacement of door/jamb/threshold and upper story opening

☐ assessment of masonry and restoration of brickwork

☐ assessment of front gutter/replacement or treatment

☐ repainting or restoration of original facing

CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1324, Section 1322.12, of the Zoning Ordinance and relevant provisions of the Charles Town Design Review Standards pertaining to this application.

Signature of Applicant

Summer Wilkes Date 9/13/24

Signature of Property Owner

Summer Wilkes Date 9/13/24

Please submit an original completed petition to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

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 Summer Wilkes **Date** 9/19/24

PROPOSAL

JEFFERSON
CONSTRUCTION

212 N George Street, Suite 100, Charles Town, WV 25414
Phone: (304) 724-5564 jwhitten@jeffconst.com

VA Contractor's License # 2705176899
WV Contractor's License # WV060147
DC Contractor's License # 410518000679

Bill To:
Domus Libri Associates LLC 287 Crosswinds Dr. Charles Town, WV 25414.
Job Address:
George Washington Office 219 W Liberty St Charles Town, WV 25414.

Date	Proposal #	Invoice #
9/18/2024		

Estimated Construction Start	Construction Duration (Working Days)	Start Time
TBD	**10**	**8:00 AM**

Job No.	Term	Payment Due
	Due upon completion	Full payment due upon completion.

Line	Description of work and exclusions	
1	**George Washington Exterior**	
2	**Front Door**	$ 5,823.00
3	Temporarily support brick door opening for removal of existing door.	
4	Remove existing door, jamb and threshold and install temporary covering over the opening.	
5	Mill and install new white oak or fir custom door jamb with six panel (poplar or sapele) door to match existing.	
6	Mill and install new white oak or Sapele wood threshold.	
7	Hang new door in opening.	
8	Finish door with 1 coat oil primer & 2 coats of latex top finish coat.	
9	Install owner provided hardware.	
10	**Masonry**	$ 2,112.00
11	Scrape flaking paint off of brick and rock foundation.	
12	Repoing rock foundation and brick to be ready for repainting.	
15		
16	**Painting**	$ 1,824.00
17	Repaint front façade only, including the window, siding and trim.	
21		
22	**Gutters**	$ 902.00
23	Replace the right side gutter with a 5" half round gutter and round downspout to be more historically correct.	
27		
	TOTAL	**$ 10,661.00**

QUALIFICATIONS and EXCLUSIONS

The construction industry is experiencing increased costs resulting from the COVID-19 pandemic including a spike in the demand for building materials. This proposal is based on material pricing as of the date above. Jefferson Construction LLC reserves the right to modify this proposal at any point prior to a deposit being received from the customer and accepted by Jefferson Construction LLC.
Exclude Unforeseen Conditions.
Anything not clearly stated above.

PAYMENT TERMS

- 30% Deposit required prior to scheduling and commencement of work.
- Progress invoices to be submitted for projects that are more than 2 weeks in duration.
- Progress invoices and final invoice are due upon receipt.
- Final payment denotes acceptance of work.

Due to the volatility of the lumber market, pricing cannot be locked in until both parties have signed and the deposit received.

September 19, 2024
David Logan
Vintage, Inc.
600 North Loudoun Street
Winchester, VA 22601

Summer Wilkes
by email

Dear Summer,

I have put together a spreadsheet to think through the small job at the Charles Washington land office facade. My initial suggestions about restoration are below. I focused on the brick portion only.

1. **Paint tests**: The paint on the bricks is in poor condition, and is incompatible with the solid wall lime construction. We will perform some paint stripping tests using peel away, glass bead blasting, and infrared paint remover to determine the most efficient method.

2. **Design**: The upper door in the facade is a vertical board door, which is expected. The jambs are timber, with pegged mortise and tenon corners. The sill is missing and has been replaced with concrete. With that evidence, I would suggest we build a vertical board door with a jamb that matches the one above. (If this is going to be a tax credits project, we need to get approval for this, since I am making a leap without evidence. I would like to try to find evidence - strap hinge marks, historic photos, etc.) The picture above is of the Lord Fairfax land office in White Post, VA, as a reference from a similar time period for a door example.



Shop and Site work

a. **Demo and paint stripping.** Remove all rot and damaged wood, as well as the door. Prep the brick jamb for the new door.

b. **New main door:** As described - a vertical board door, two layer, with strap hinges, a box lock, and new mortise and tenon jambs. The doors will be made using rot resistant wood, such as white oak, walnut, or similar.

c. **Door installation.**

d. **Restore upper door:** strip the paint, do any carpentry repairs that are needed, remove and replace the concrete sill with a new walnut or sapele sill.

e. **Replace the upper rake boards.** Copy the existing, or any ghost marks that you find in the paint. These rakes were often tapered - I would like to look for any evidence of what was there. The beaded design is appropriate.

f. **Painting:** All wood to be painted using linseed oil paint - Ottosson, Braun, or Viking. The brick should be painted using lime paint. I would like to discuss color after we uncover some evidence.

Costs: This is meant to be all inclusive - you can guide how far we go. Everything will be restoration quality - matching the original. I have covered details such as scaffolding, having a paint stripping company and a painter, a hardware budget of $1500, and all material and labor costs.

The costs come to $28,600 to $31,500 to give you a realistic range for everything.

Sincerely,

David Logan

