# CITY OF CHARLES TOWN
## HISTORIC LANDMARKS COMMISSION
## AGENDA • FEBRUARY 10, 2025

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

**101 E Washington Street, Charles Town, WV 25414**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

2.1 : Draft minutes of January 13, 2025
1.13.25 Minutes DRAFT.pdf

**3. UNFINISHED BUSINESS**

3.1 : **COA2024-25:** 524/526 E. Washington Street - Window Replacement
1. Staff Report.pdf
2. Application.pdf
3. Spec Sheet.pdf
4. 6 Lite Over 1 Window Design.pdf
5. Example of Similar Project.pdf

**4. NEW BUSINESS**

4.1 : **COA2025-01**: 205 W. Liberty St. - Wall Sign
1. Staff Report.pdf
2. Application.pdf
3. MOUNTING DETAIL.pdf
4. Flush-Stud.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: 02/10/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## Draft minutes of January 13, 2025

**ATTACHMENTS:**

- 1.13.25 Minutes DRAFT.pdf

**CITY OF CHARLES TOWN**
**HISTORIC LANDMARKS COMMISSION**
**MINUTES ● January 13, 2025**

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

## 1. CALL TO ORDER

Present: Amanda Updike – Acting Chair
Diane Drake
Randy Hilton

Nick Zaglifa – Chair, Absent
Anthony Troxel - Absent

James Newman, Zoning Administrator

**1.1** – Mayor Trainor swore in Diane Drake.

## 2. APPROVAL OF MINUTES

**2:1 December 9, 2024 - Minutes**

| | |
|---|---|
| **RESULT:** | **Approved Unanimously** |
| **AYES:** | Updike, Drake, Hilton |

## 3. UNFINISHED BUSINESS

None

## 4. NEW BUSINESS

**4:1 COA2024-23 – 217 W. Washington St.**

Staff presentation **.**

Motion to open public hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Drake |
| **SECONDER:** | Hilton |
| **AYES:** | Updike, Drake, Hilton |

No comments

Motion to close public hearing

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Drake |
| **AYES:** | Updike, Drake, Hilton |

Motion to approve the COA as recommended by staff:

DRAFT

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Drake |
| **SECONDER:** | Hilton |
| **AYES:** | Updike, Drake, Hilton |

**4:2 COA2024-24 400 E. Liberty St.**

Staff presentation.

Motion to open public hearing

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Drake |
| **SECONDER:** | Hilton |
| **AYES:** | Updike, Drake, Hilton |

Seth Rivard. Applicant's Representative: Lots of changes were previously authorized to be made. There were problems with the chimney which is why it was demolished at the time those changes were being made.

Motion to close public hearing

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Drake |
| **AYES:** | Updike, Drake, Hilton |

Motion to approve the COA as recommended by staff:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Drake |
| **AYES:** | Updike, Drake, Hilton |

**4:3 COA2024-25 – 524/526 E. Washington St.**

Staff presentation.

Motion to open public hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Drake |
| **SECONDER:** | Hilton |
| **AYES:** | Updike, Drake, Hilton |

Ivan Valdes, Co-applicant: Window replacement with grid pattern windows of the same size as existing. The door windows on the second floor will stay, no changes to the stained glass windows either, sashes only.

Motion to close public hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Drake |
| **SECONDER:** | Hilton |
| **AYES:** | Updike, Drake, Hilton |

DRAFT

HLC discussion, need for absent members to weigh in and provide expertise.

Motion to table item to next meeting:

| | |
|---|---|
| **RESULT:** | **Table-Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Drake |
| **AYES:** | Updike, Drake, Hilton |

**4:4 COA2024-26 – 321 S. West St.**

Staff presentation.

Motion to open public hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Drake |
| **AYES:** | Updike, Drake, Hilton |

Jamila Jones, Applicant: Passed around hardiplank examples. The hardiplank will be of the same width as the current siding.

Seth Rivard: Pavillion design can match with the existing Hall design.

Daphne Wall: The design of the stage and pavilion will fit the topography of the site and existing Hall design.

Motion to close public hearing:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Drake |
| **AYES:** | Updike, Drake, Hilton |

HLC discussion. Additional details needed for the stage and pavilion design. Hardiplank is acceptable for siding.

Motion to Approve siding replacement with hardiplank:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Drake |
| **AYES:** | Updike, Drake, Hilton |

Motion to table action on the pavilion and stage

| | |
|---|---|
| **RESULT:** | **Table-Approved** |
| **MOVER:** | Drake |
| **SECONDER:** | Hilton |
| **AYES:** | Updike, Drake, Hilton |

**4:5 Officer Elections**

DRAFT

Motion to approve Updike as Chair:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Drake |
| **AYES:** | Hilton, Drake, Updike. |

**Motion to nominate Drake as Co-Chair:**

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Hilton |
| **SECONDER:** | Updike |
| **AYES:** | Hilton, Drake, Updike. |

## 5. ADJOURNMENT

Motion to adjourn:

| | |
|---|---|
| **RESULT:** | **Approved** |
| **MOVER:** | Drake |
| **SECONDER:** | Hilton |
| **AYES:** | Updike, Drake, Hilton |

Adjourned at 7:51 pm.

DRAFT

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

**SCHEDULED**

Meeting: 02/10/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

**AGENDA ITEM (ID # )**

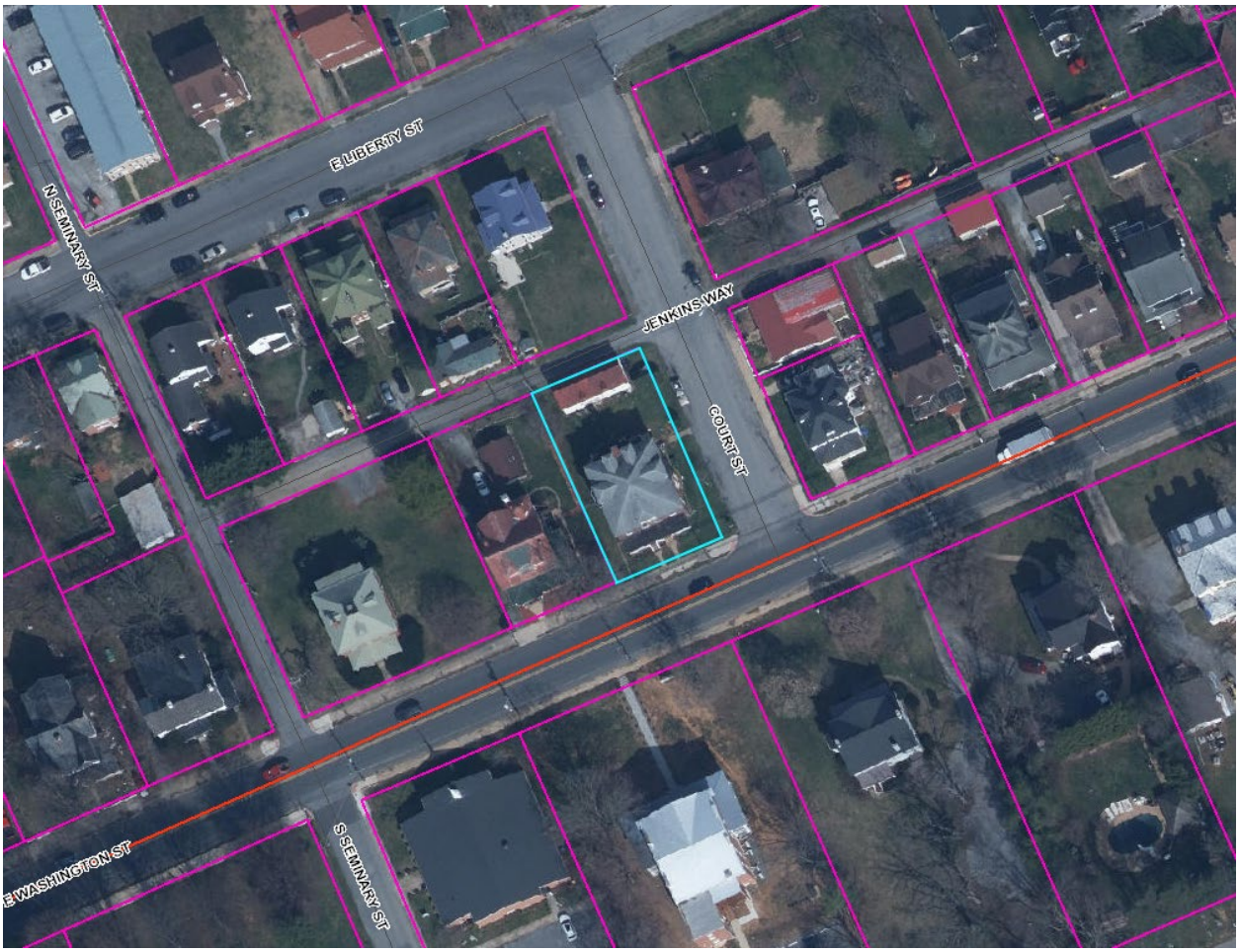
## COA2024-25: 524/526 E. Washington Street - Window Replacement

**ATTACHMENTS:**

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Spec Sheet.pdf
- 4. 6 Lite Over 1 Window Design.pdf
- 5. Example of Similar Project.pdf

Certificate of Appropriateness
**COA 2024-25**

**Date:** For the February 10, 2025 Historic Landmarks Commission meeting
**Applicant:** Christopher Mao
**Property Owner:** Maple Hill Homes LLC
**Report by:** James Newman, City Planner, Zoning/Subdivision Administrator
**Proposal:** Certificate of Appropriateness
**Property Location:** 524/526 E. Washington St.
**Current Zoning:** Old Town Residential (OT-R)




**HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District**
Foursquare, c. 1910. Brick duplex, window, door, door, window facade. **Contributing**

**PROPOSAL**
Window replacement.

**ORDINANCE REQUIREMENTS**
None.

**NARRATIVE**

The applicant proposes to take out the existing windows and replace them with vinyl windows with a wood frame and PVC brick molding. Applicant proposes to construct an L-shaped aluminum frame to conceal any unfinished or exposed wood between the new windows and the original brick.

**PUBLIC HEARING**

The Commission held a public hearing on January 13, 2025 for this request. There was no public comment. Following discussion, the Commission moved to table action so all members would have time to review the request.

**STRUCTURE VIEWS**

From Google Streeview. Date: September/October 2024



Front view from E. Washington St.



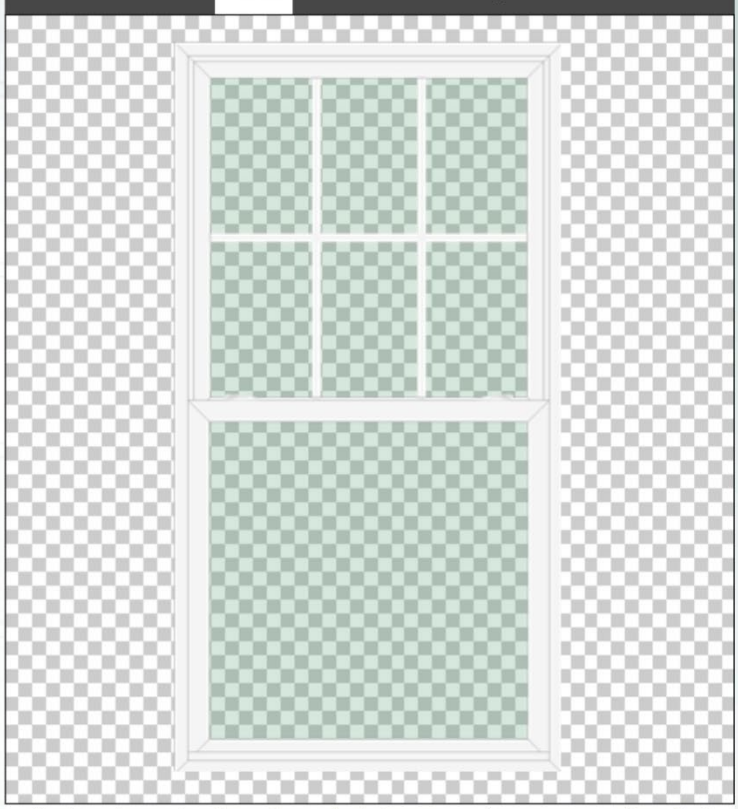
Front and side view from E. Washington St.

Side view from Court St.



## PROPOSED DESIGN

Inside | Outside | Both | Large



Due to variances in color and manufacturing process, image may vary from final product.
Refer to color samples when making color selection.
For naming such as "Left" and "Right" the product is viewed **Outside Looking In**.

**Product Features**

Summary | Pricing | Sizing | Energy | Stats

**Energy Performance**

| | |
|---|---|
| **U-Factor (U.S/I-P):** | 0.23 |
| **Solar Heat Gain Coefficient (SHGC):** | 0.20 |
| **Visible Transmittance:** | 0.45 |
| **Condensation Resistance:** | 48.00 |
| **Air Infiltration:** | 0.05 cfm/ft² |
| **Description 1:** | 601 - Double Hung |
| **Description 2:** | ComforTech DLA-UV-HC |
| **Description 3:** | Double Glaze - Low-E with Hard Coat w/Argon |
| **ENERGY STAR:** | North-Central / South-Central / Southern Regions |
| **CPD:** | PRD-N-101-01636-00001 |

## ARCHITECTURAL DESCRIPTION

**American Foursquare (1900-1920s)**

Like the bungalow, the American Foursquare is a form rather than a style. Most Foursquare houses reflect the Colonial Revival style, often with Craftsman influence. American Foursquares were both practical and extremely popular.



Characteristic features include:

- Boxy form
- Hipped roof, often with flared eaves
- Dormers, typically one on each side
- Front porches, usually the full width of the house
- Deep overhangs
- Simple details such as square porch columns
- Six-over-one double hung windows are common
- Shingle or clapboard exterior
- Two full stories

## HLC REGULATIONS

From pages 30-31 of the Design Review Standards:

"*Replacement of windows which are visible from the primary street and side street, way or alley for corner lots, if different in appearance and material from the original windows, will require a COA.*"

"*…replacement shall be in kind, replicating materials and pane configuration.*"

The existing design of the windows is a 6/1 double hung configuration. A wooden frame will be put int place for each window.

## RECOMMENDATION

**Approval subject to conditions:**

-The replacement windows shall be of 6/1 double hung design.

**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 12/09, 20 24

2. APPLICANT'S NAME* Christopher Mao c/o Maple Hill Homes LLC

Address: 1207 S. George St., Charles Town, WV 25414

Telephone Number: (571) 420-0488 Fax Number (___)

Email Address: chrisjmao@gmail.com

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

3. PROPERTY OWNER'S NAME Maple Hill Homes LLC

Address: 1207 S. George St., Charles Town, WV 25414

Telephone Number: (571) 420-0488 Fax Number (___)

Email Address: chrisjmao@gmail.com

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

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

Property Address: 524 & 526 E. Washington St. Charles Town, WV 25414

Tax Map # and Parcel(s): Map 2, Parcel: 247

Deed Book and Page #: _____

Zoning District: 03 - Charles Town Corp

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

Residential Rentals

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

Residential Rentals

7. TYPE OF WORK:

A. X Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

| | | |
|---|---|---|
| ____Architectural feature (decorative ornamentation) | ____Metal trim | ____Iron fences |
| ____Material changes (wood, brick, metal, etc.) | _X_Windows - replacement, removal, elimination or new opening | ____New construction |
| ____Roof – Change in shape/profile | ____Shutters | ____Additions or alterations |
| ____Skylights or dormers | ____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.

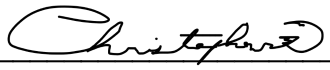
DESCRIPTION OF THE PROPOSED ACTIVITY:

We are proposing to install vinyl windows with a wood frame and PVC brick molding to match the original look and design. Additionally, we plan to construct a small L-shaped aluminum frame to conceal any unfinished or exposed wood between the new windows and the original brick molding.

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 12/09/24

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:_____

_____

_____

_____

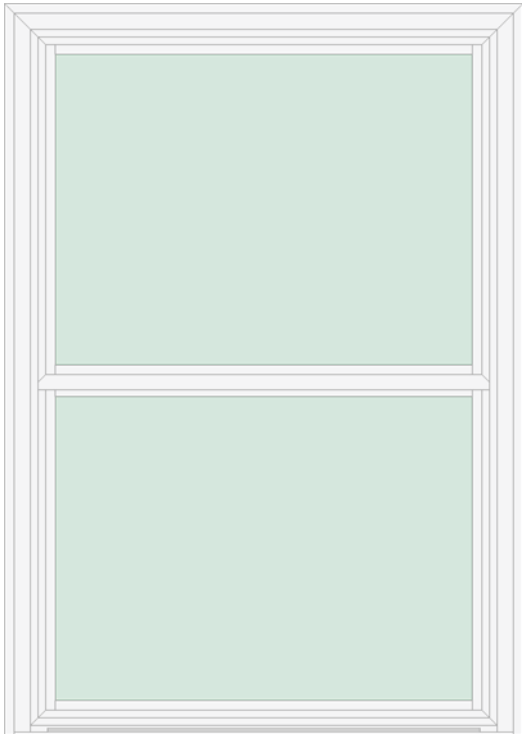
_____

_____

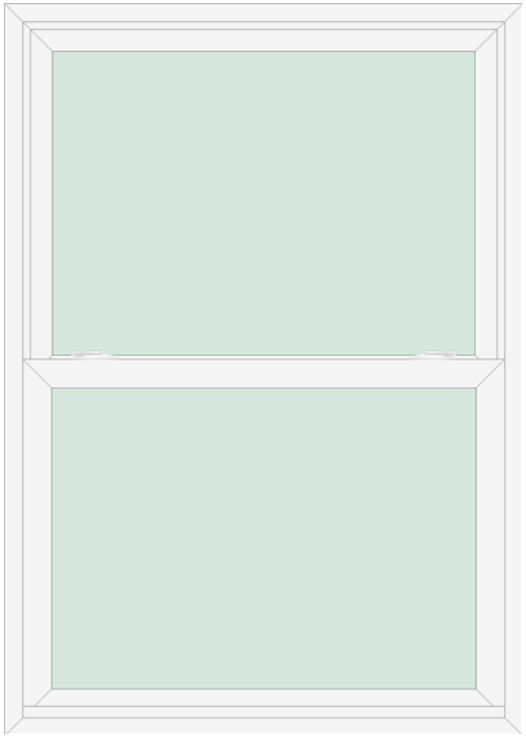
# YOUR PROFESSIONAL-CLASS PRODUCT

301-681-8186
7232 Mainstream Way
, 21044

Endure EN600 Series 601 - Double Hung



OUTSIDE VIEW



INSIDE VIEW

## QUOTE INFORMATION

Job: Mao-Chris
Order #12205594-1
Qty: 1

## DETAILS

**Endure Window - EN600 Series**
601 - Double Hung
White
Exact Size: 34" x 48"
Compound Tension Balance System
Snap-In Frame Sash Stops
Double Profile DA Locks
White Vent Locks
White Hardware
INNERGY Thermal Sash Reinforcement
Extruded Bottom Screen (White) with BetterVue Screen Mesh
Graphite Foam Insulation
Head Expander and Sill Extender
ComforTech DLA-HC
Double Strength Glass
3/4" IG Thickness

**Sell Price: $430.87**
Tax - 6.0%: $25.85
Labor / Installation: $165.00
**Total: $621.72**

## INFORMATION AND WARNINGS

Hard Coat Low-E is on glass surface #4 and requires care when cleaning. See the linked knowledge base article for more information and cleaning instructions.

### SIZING

| | |
|---|---|
| Opening Width Range: | 34 1/4" to 34 1/2" |
| Opening Height Range: | 48 1/4" to 49 1/4" |
| Window Size: | 34" x 48" |
| United Inches: | 82 |
| Egress Size: | 29" x 17 27/32" |
| Egress Square Foot: | 3.5996 |
| Egress Meets Criteria: | No |
| Top Sash Size: | 30" x 22 9/16" |
| Top Glass Size: | 28 3/16" x 20 13/16" x 3/4" |
| Top Glass Viewable Size: | 27 3/16" x 19 13/16" |
| Bottom Sash Size: | 31" x 23 9/16" |
| Bottom Glass Size: | 28 3/16" x 20 13/16" x 3/4" |
| Bottom Glass Viewable Size: | 27 3/16" x 19 13/16" |
| Bottom Screen: | 30 1/2" x 24" |

### Structural

**Product:** Vinyl Double Hung
**Cert #:** 462-H-001.01
**Class:** LC-PG50
**Max Test Size:** 44" x 75"
**Test Std:** AAMA/WDMA/CSA 101/1.S.2/A440-11

WINDOW & DOOR MANUFACTURERS ASSOCIATION
WDMA
Hallmark Certification

### ENERGY

**ENERGY PERFORMANCE RATINGS**

| U-Factor (U.S/I-P) | Solar Heat Gain Coefficient |
|---|---|
| 0.24 | 0.27 |

**ADDITIONAL PERFORMANCE RATINGS**

| Visible Transmittance | Condensation Resistance |
|---|---|
| 0.48 | 47.00 |

Air Infiltration (cfm/ft2)
<= 0.05

ENERGY STAR
North-Central Region

STC: 27; OITC: 24; Acoustic Test Report: f2964.01-113-11


DUE TO THE SUPPLY CHAINS & MATERIAL SHORTAGE ISSUES, THERE WILL BE EXTENDED LEADTIME. The Installation labor cost of the product(s) listed above, sales tax, and job-related debris removal are included in prices. Rotted wood replacement and other additional work will cost extra. Please review this proposal carefully, and confirm that all details are correct by signing below. We are responsible for the measurements and job-related debris removal. Since these products will be custom-made to your specifications, they a

# MAINTENANCE & CARE FOR YOUR VINYL WINDOW OR PATIO DOOR

**KEY POINTS TO REMEMBER**

1. Small scratches and nicks in the vinyl can occur. These small imperfections can be buffed out with a fine buffing compound suitable for vinyl surfaces.
2. Water can enter into the sill area of several different styles of windows. These windows are designed to capture this water before it enters your home and drain it to the outside. The presence of water in the sill of the window does not indicate a problem unless it has overflowed the window sill and into your interior sill or wall. If this has happened, check to make sure there is no debris in the window sill preventing water to drain through the drainage holes.
3. Condensation is often a result of high humidity in the home. If you have found condensation on your window or patio door, you must take steps to reduce the humidity level in your home by either adding a dehumidifier or using a kitchen exhaust fan to remove water vapors from cooking.

**CARE AND MAINTENANCE**

Maintenance of your window or patio door is important to keep it operating at its full potential. Here are some important steps to take throughout the year to keep your windows and doors looking beautiful.

1. Keep sill track clean of dirt and debris so water can flow freely to outside.
2. Keep all weep holes free of obstructions so water can flow freely to outside.
3. Inspect exterior caulking regularly and replace when necessary.
4. Clean and check operation of hardware and weather-stripping regularly and repair if necessary.
5. Keep weatherstrip clean of dirt and grit for proper seal. Wash with mild soap and water, rinse with water and wipe dry. Apply a light coat of wax (Lemon Pledge®) and wipe off excess.
6. Determine the source of any moisture that you see around your windows or doors and stop its entry and accumulation.
7. Immediately dry out any areas around your windows or doors that you observe are wet (immediate action is necessary to mitigate any damage to your home). The use of a dehumidifier, fan, or any warm air source will help dry out affected area.
8. Maintain relative humidity at moderate levels.

**Vinyl Finish:**

1. To clean, wash with mild soap and water. Heavy dirt and stains may require stronger cleaning compounds such as a vinyl siding cleaner. The surface can be wiped down with solvents such as turpentine, naphtha, nail polish remover (acetone) and alcohol. CAUTION: as some cleaners may mar or scratch vinyl.
2. Abrasive cleaners will scratch the surface and are not recommended.

**Hardware:**

1. Much like sterling silver even the finest brass will react naturally to the elements surrounding it. To maintain, polish with a nonabrasive automotive or furniture wax. By keeping your hardware cleaned and maintained you will be rewarded with a long-lasting finish.
2. Tighten screws when necessary.
3. Lightly oil as needed. Wipe off excess.

**CAUTION:** DO NOT USE paint thinners, lacquer thinner, gasoline, kerosene or any other harsh chemical to clean surfaces or hardware.

ProVia
THE PROFESSIONAL WAY

DOORS | WINDOWS
SIDING | STONE | ROOFING

**provia.com**

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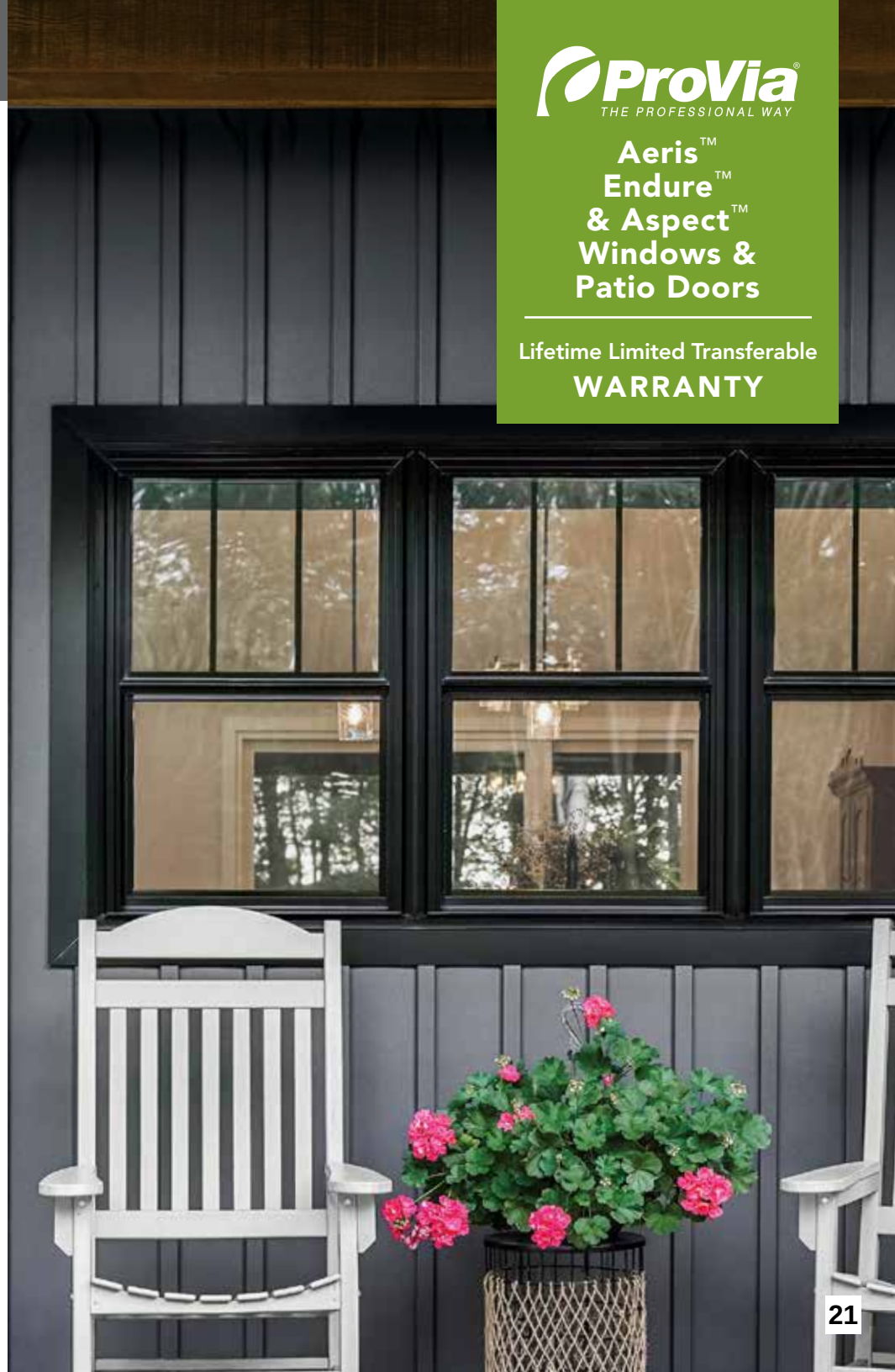
S-MK-03055-24 | 12/23



ProVia
THE PROFESSIONAL WAY

# Aeris™ Endure™ & Aspect™ Windows & Patio Doors

Lifetime Limited Transferable
**WARRANTY**

**PLEASE REMEMBER TO REGISTER YOUR WARRANTY**

For all warranty-related matters, including registering and transferring an existing warranty, scan this QR Code or visit www.provia.com/warranty.

ProVia LLC, hereinafter "ProVia", warrants to the original consumer purchaser, that under normal use this product will be free from defects in material and workmanship for as long as the purchaser owns and lives in the single family residence, hereinafter "Home", in which the product was installed. The details of the warranty are as follows:

**BASIC WINDOW OR PATIO DOOR UNIT - LIFETIME TRANSFERABLE**

The rigid vinyl and factory-applied wood components of the window or patio door (not including factory installed jamb extensions), are warranted against chipping, cracking, peeling, pitting, blistering, warping or delamination for as long as you own and live in the Home in which the product was originally installed.

This warranty is transferable to one subsequent purchaser.

**PAINT/STAIN FINISH - 15 YEAR / 10 YEAR**

ProVia further warrants the factory-applied paint on vinyl window components against cracking, pitting, peeling, blistering or suffering from non-uniform fading discoloration (non-uniform fading discoloration resulting from unequal exposure of surfaces to the sun and elements is not covered by this warranty) and defects in material and workmanship for a period of fifteen (15) years from date of installation.

ProVia further warrants the factory-applied paint or stain finish on interior wood components against flaking, checking, blistering or peeling and defects in material and workmanship for a period of ten (10) years from date of installation. Damage to the paint or stain finish caused by condensation and normal wear are not covered.

**HARDWARE - LIFETIME**

ProVia further warrants the moving parts, such as balances on double-hung windows and locking mechanisms in all units, for as long as the original purchaser owns and lives in the Home in which the product was originally installed, if those parts are not free from defects in material and workmanship under conditions of normal use and wear.

**PATIO DOOR HANDLES LIFETIME / 1 YEAR**

ProVia further warrants all patio door handles with a Bright Brass, Satin Nickel or Aged Bronze finish against tarnishing for as long as you own and live in the Home in which the product was installed.

Patio door handles with a painted finish, Flat Bronze, Modern Bronze or Antique Brass finish are warranted against flaking, checking, blistering or peeling for a period of (1) year from date of installation.

**INSULATED GLASS UTILIZING SUPER SPACER® - LIFETIME**

ProVia further warrants the insulated glass units utilizing Super Spacer in its vinyl windows or patio doors against defects resulting in material obstruction of vision as the result of film formation between the interior glass surfaces caused by failure of the air-tight seal, for as long as the original purchaser owns and lives in the Home in which the product was originally installed. Small spots, marks, lint, and scratches not exceeding applicable glass manufacturing specifications imposed by Federal Specification 1036-90 will not constitute defects under this warranty.

**INTERNAL BLINDS - 10 YEAR**

Internal blind units are warranted against seal failure and defects in material and workmanship for a period of ten (10) years from date of installation.

**GLASS BREAKAGE - LIFETIME**

ProVia further warrants the insulated glass units utilizing Super Spacer in its vinyl windows or patio doors against breakage as follows: (1) If the glass in a properly registered and warranty covered unit breaks as the result of a manufacturing defect; (2) In the event of an accident in the Home that is not covered by insurance or is of an amount that is within the insurance policy deductible, ProVia will replace the glass free of charge, for as long as the original purchaser owns and lives in the Home in which it was originally installed.

Glass breakage is not covered for insulated glass units with internal blinds or insulated glass units in Garden Windows.

**SCREENS - LIFETIME**

Further, ProVia will replace under normal conditions of use, for as long as the original purchaser owns and lives in the Home in which the product was originally installed; for manufacturing defects, if the fiberglass, aluminum or stainless steel screening is not free from rotting, staining, or rusting. No warranty herein covers torn screen mesh caused by abnormal use, negligence, or other means not controlled by ProVia.

**FLEXSCREENS - LIFETIME**

Further, ProVia will replace under normal conditions of use, for as long as the original purchaser owns and lives in the Home in which the product was originally installed; for manufacturing defects, if the fiberglass screening is not free from rotting, staining, or rusting. No warranty herein covers torn screen mesh caused by abnormal use, negligence, or other means not controlled by ProVia.

**BAY, BOW & GARDEN WINDOWS - 10 YEAR**

Bay and Bow windows (frames and roof kits) and Garden Windows (frames, sashes, hardware and insulated glass units) are warranted against defects in material and workmanship for a period of ten (10) years from date of installation. Garden windows are not available in the Aeris series.

**TRANSFERABLE WARRANTY**

The Warranty on the basic window or patio door unit is transferable by the original purchaser to one subsequent purchaser for purchaser's personal residence provided the warranty transfer is completed within thirty (30) days after the date of transfer of ownership. Warranty transfers must be completed online at www.provia.com/warranty.

**NON-RESIDENTIAL & MULTI-FAMILY APPLICATIONS**

Where the structure in which the product is installed is not a single family residence occupied by the purchaser, or is owned by a public or private corporation for profit or non-profit, an unincorporated association or other business entity of any type recognized by law, a church, a school, a governmental or public authority, the time periods stated in this warranty shall be limited as follows: Basic Window or Patio Door Unit – 5 Year (non-transferable); Hardware - 1 Year; Insulated Glass – 10 Year (glass breakage not included); Internal Blinds – 5 Year; Screens – 5 Year; and Finishes – 1 Year.

**COASTAL APPLICATIONS**

For products that are installed in a Coastal region the time periods stated in this warranty shall be limited as follows: Non stainless steel hardware mechanisms in Casement Window & Patio Door units - 5 year mechanical warranty; Aged Bronze, Bright Brass or Satin Nickel Patio Door Handles – 10 Year Finish.

Definition of Coastal Regions: For information and maps of Coastal regions please go to www.provia.com/coastalwarranty.

**WARRANTY CONDITIONS**

No warranty herein covers natural weathering or fading of surfaces, torn screening, non-factory applied finishes (e.g. customer applied tints, films or paint finishes), damages resulting from customer applied tints, films or paint finishes, damages resulting from improper installation, abuse, negligence, abnormal or unreasonable use (including failure to provide reasonable and necessary maintenance), damage resulting from fire or lightning, windstorms, earthquakes, wind-borne objects, strain applied to the unit by movement of the building, inadequate provision for expansion or contraction of framing members, installation in ships or vehicles, installation outside the Continental United States, seal failure, if the seal has been subject to immersion in water, acts of God, or other causes beyond the control of ProVia except as expressly warranted, whether similar or dissimilar to the foregoing.

Condensation on units may occur as the natural result of humidity within the house or building area. This natural result may come from changes in interior or exterior temperatures and does not indicate a defect in the unit. This warranty does not cover condensation, nor frost or freezing from condensation on the unit.

On some installations, caulking is used to seal the frames or trim packages against water or air penetration. Caulking is not considered a part of the window or door, and therefore, is not covered under this Warranty. Caulking is normally considered a maintenance responsibility of the purchaser.

The procedure for obtaining performance of the obligations of this warranty is as follows: if you believe your unit to be defective, contact the contractor for inspection. If the contractor determines the unit or parts thereof to be defective, the manufacturer at its exclusive option will repair, provide a new product or part of a product after having determined that it does not conform to the limited warranties contained herein. The manufacturer reserves the right to discontinue or make changes in any of its products. If the products covered by this warranty are not available, the manufacturer shall have the right to substitute a product that is of equal quality or value. The manufacturer will ship the replacement product or part to the nearest authorized dealer and the purchaser must pay for any and all labor necessary to install such product or part and for the transportation from the nearest authorized dealer to his/her residence.

Any claim must be accompanied by a copy of the Warranty certificate and a copy of the contract evidencing purchase of the ProVia products.

PROVIA SHALL NOT BE LIABLE TO PURCHASER FOR CONSEQUENTIAL DAMAGES, SUCH AS, BUT NOT LIMITED TO, DAMAGES OR LOSS TO OTHER PROPERTY OR EQUIPMENT, LOSS OF USE, OR CLAIMS OF SERVICE INTERRUPTION, FOR BREACH OF ANY WRITTEN OR IMPLIED WARRANTIES ON ITS PRODUCT.

PURCHASER'S EXCLUSIVE REMEDY SHALL BE THE REPLACEMENT OF DEFECTIVE FINISH, COMPONENTS, OR PARTS, ALL AS PROVIDED HEREIN. IN ANY EVENT, THE LIABILITY OF PROVIA WITH RESPECT TO ANY CONTRACT, OR ANYTHING DONE IN CONNECTION THEREWITH SUCH AS THE PERFORMANCE OR BREACH THEREOF OR FROM THE MANUFACTURE, SALE, DELIVERY, RESALE, INSTALLATION OR TECHNICAL DIRECTION OF INSTALLATION, REPAIR OR USE OF ANY WINDOW, PATIO DOOR, COMPONENT OR PART COVERED BY OR FURNISHED UNDER THIS CONTRACT WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, OR OTHERWISE, SHALL NOT, EXCEPT AS EXPRESSLY PROVIDED HEREIN, EXCEED THE PRICE OF THE WINDOW, PATIO DOOR, PART OR COMPONENT ON WHICH SUCH LIABILITY IS BASED.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to purchaser.

THIS WRITING CONTAINS THE ENTIRE AGREEMENT BETWEEN PROVIA AND PURCHASER. DEALERS, CONTRACTORS, APPLICATORS, OR DISTRIBUTORS OF PROVIA PRODUCTS HAVE NO AUTHORITY TO GIVE WARRANTIES ON PROVIA'S BEHALF, THAT ARE DIFFERENT FROM OR EXCEED THOSE LISTED HEREIN. PURCHASER SHOULD THEREFORE EXAMINE THIS LIMITED WARRANTY CAREFULLY.

ALL WARRANTIES, WHETHER EXPRESSED OR IMPLIED, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE LIMITED TO THE TERMS HEREOF.

Some states do not allow limitations on how long an implied warranty lasts; so the above limitations may not apply to purchaser.

This Lifetime Limited Warranty extends only to the windows and/or patio doors which were originally installed in your Home or other structure as recorded on the warranty registration and shall not be valid or enforceable if you cannot prove that the windows and/or patio doors were so installed. To establish a record of your purchase please register your warranty online at www.provia.com/warranty.

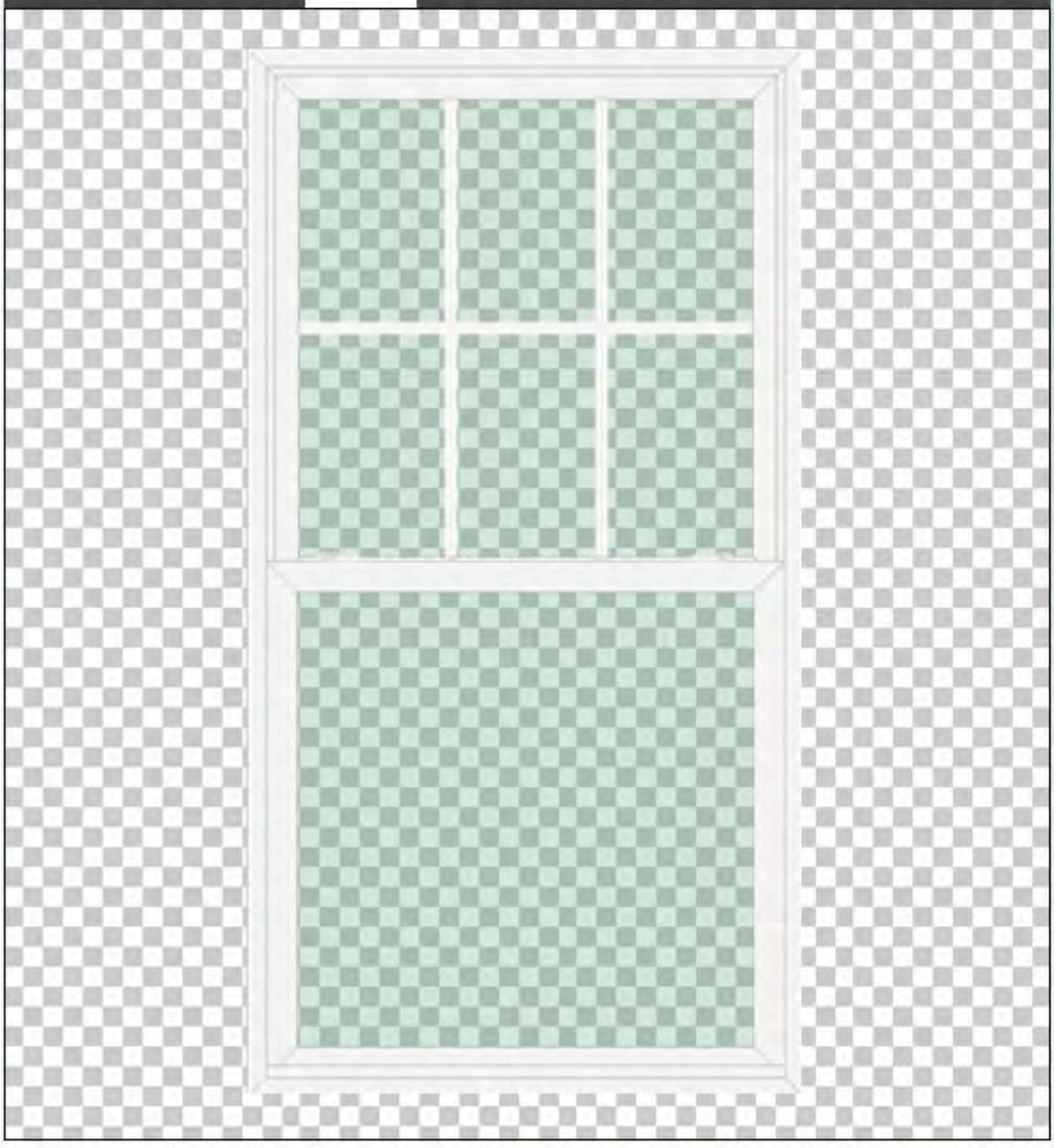
**Important Note: Failure to fill out the online warranty registration form will not affect your rights under the warranty if you can show the date of purchase and the location the windows and/or patio doors were installed in a reasonable way. (Your receipt of purchase and the receipt from the contractor who made the installation in your Home showing the address is one such way. Please keep them in a safe place.)**

This warranty gives purchaser specific legal rights and he or she may also have other rights which vary from state to state.

12/1/2023 - Ver 1.0

8:34 28%

Inside | Outside | Both | Large



Due to variances in color and manufacturing process, image may vary from final product.

Refer to color samples when making color selection.

For naming such as "Left" and "Right" the product is viewed **Outside Looking In**.

## Product Features

Summary | Pricing | Sizing | Energy | Stats

### Energy Performance

| | |
|---|---|
| **U-Factor (U.S/I-P):** | 0.23 |
| **Solar Heat Gain Coefficient (SHGC):** | 0.20 |
| **Visible Transmittance:** | 0.45 |
| **Condensation Resistance:** | 48.00 |
| **Air Infiltration:** | 0.05 cfm/ft² |
| **Description 1:** | 601 - Double Hung |
| **Description 2:** | ComforTech DLA-UV-HC |
| **Description 3:** | Double Glaze - Low-E with Hard Coat w/Argon |
| **ENERGY STAR:** | North-Central / South-Central / Southern Regions |
| **CPD:** | PRD-N-101-01636-00001 |



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

Meeting: 02/10/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

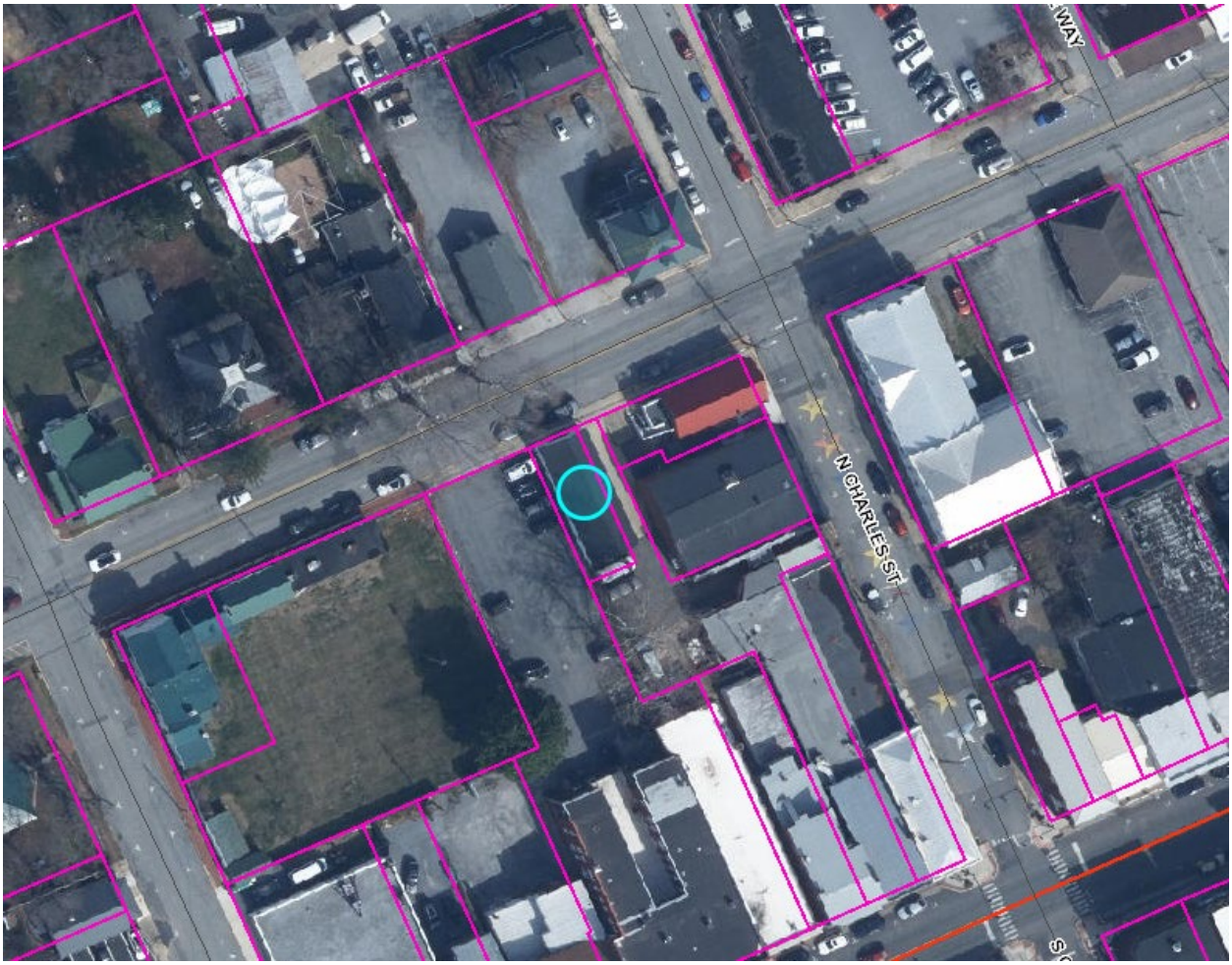
## COA2025-01: 205 W. Liberty St. - Wall Sign

**ATTACHMENTS:**

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. MOUNTING DETAIL.pdf
- 4. Flush-Stud.pdf

**Certificate of Appropriateness**
**COA-2025-01**

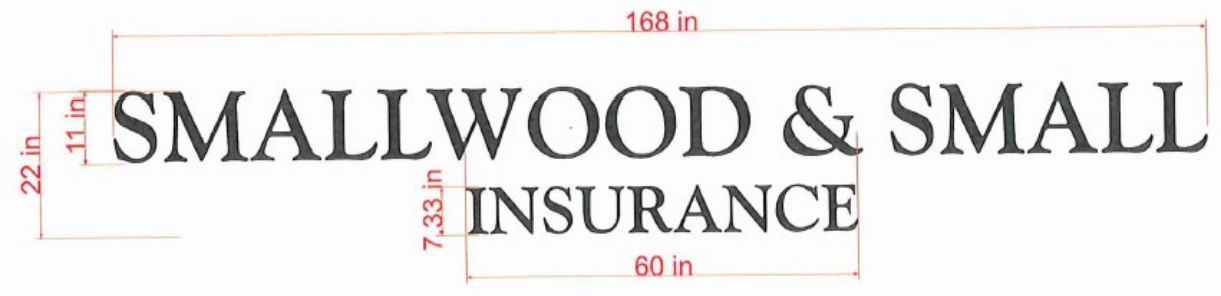
**Date:** For the February 10, 2025 Historic Landmarks Commission meeting
**Applicant:** James Sheats
**Property Owner:** 205 W Liberty LLC
**Report by:** James Newman, City Planner, Zoning/Subdivision Administrator
**Proposal:** Certificate of Appropriateness for a wall sign
**Address:** 205 W. Liberty Street
**Zoning:** Old Town Mixed Use Commercial




**HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.**
Commercial Vernacular, c. 1920. Gable fronted rusticated block commercial building. **Contributing**

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

**DESIGN**



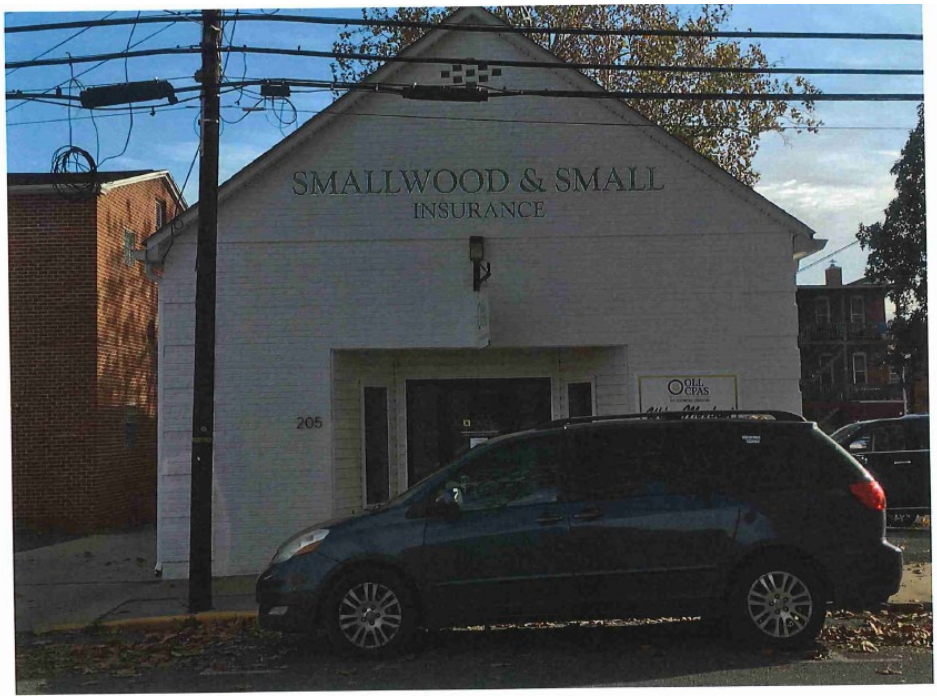

**MATERIAL:** Acrylic.

To be stud-mounted in the brick. Per the applicant:

*"The friction fit means that we will drill the holes large enough to press the studs into. This friction would keep them pretty much in place. But we also add silicone on the studs to firmly hold the studs in the holes. As for the brick, we can have these made so that the studs line up with the mortar lines, so the actual brick isn't drilled."*

**SIZE:**
Height: 22 inches/ 1.8 ft.
Width: 168 inches/ 14 ft.
Depth: .5 inch

**VIEW**
Provided by applicant:



**ORDINANCE REQUIREMENTS**

Wall sign regulations:

*Wall Signs on historic Buildings shall be placed within the sign frieze, or distinct place within which a Wall Sign was intended to be located, if the Building was designed for such. No Wall Sign shall extend beyond such space. If there is no sign frieze, the Wall Sign shall be placed below the typical second floor window area. The design and coloration of such Signs shall be compatible with the character of the Building;*

Maximum permitted signa area: 32 sq. ft.

Maximum permitted height: 6 ft.

One wall sign per road frontage permitted.

**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**, subject to conditions:

1. Support studs for the sign may only be drilled into the mortar of the building.

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 January 13th, 2025

2. APPLICANT'S NAME* James Sheats / Sign Here

Address: 345 E. Antietam St. Hagerstown, MD 21740

Telephone Number: (301) 791-7654 Fax Number (301) 791-9148

Email Address: james@signhere.net

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

3. PROPERTY OWNER'S NAME Amy & Kevin Groves Inc.

Address: 1250 Edwin Miller Blvd. Ste 301 Martinsburg, WV 25404

Telephone Number: (304) 263-3361 Fax Number (304-263-3412

Email Address: agroves@smallwoodsmall.com

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

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

Property Address: 205 W. Liberty St.

Tax Map # and Parcel(s): Map: 2B Parcel: 22.1

Deed Book and Page #: Book: 1230 Page: 115

Zoning District: Charles Town Corp.

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

Lawyer: 2010's

Accountant: 2020's

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

Property will be an office for insurance agency.

7. TYPE OF WORK:

A. X Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

| | | |
|---|---|---|
| ____Architectural feature (decorative ornamentation) | ____Metal trim | ____Iron fences |
| ____Material changes (wood, brick, metal, etc.) | ____Windows - replacement, removal, elimination or new opening | ____New construction |
| ____Roof – Change in shape/profile | ____Shutters | ____Additions or alterations |
| ____Skylights or dormers | ____Door and transoms | _X_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:

Propose adding stud-mounted flat cut acrylic letters to front of structure to display business name. The first line uses 11" tall letters and the second line is 7.5" letters.

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 01/13/25

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

_____ Date 01/13/2025

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): $950.00

SIGN CONTRACTOR: Sign Here

Contractor License #: WV & City of Charles Town:
WV = WV034884 CT = 2155

TYPE OF SIGN

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

Where on the property or building will the sign(s) be located?
On front face of building, above door.

SIGN MATERIAL:
Flat-cut acrylic

SIGN DIMENSIONS: 11 x 168 and 7.5 x 60

| Height | Width | Depth |
|---|---|---|
| 22" (total) | 168" | 0.5" |
| | | |

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:
Wright Gardner

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

attached

***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:_____

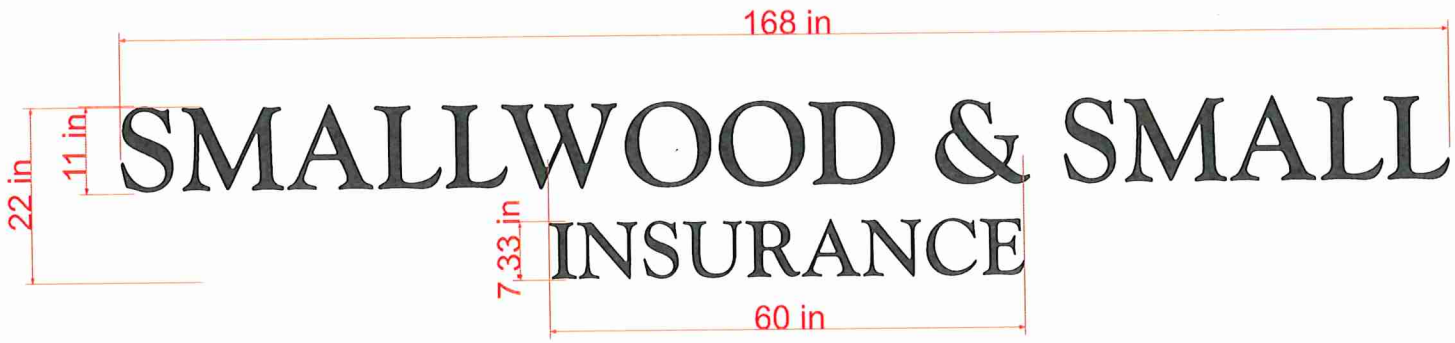
_____

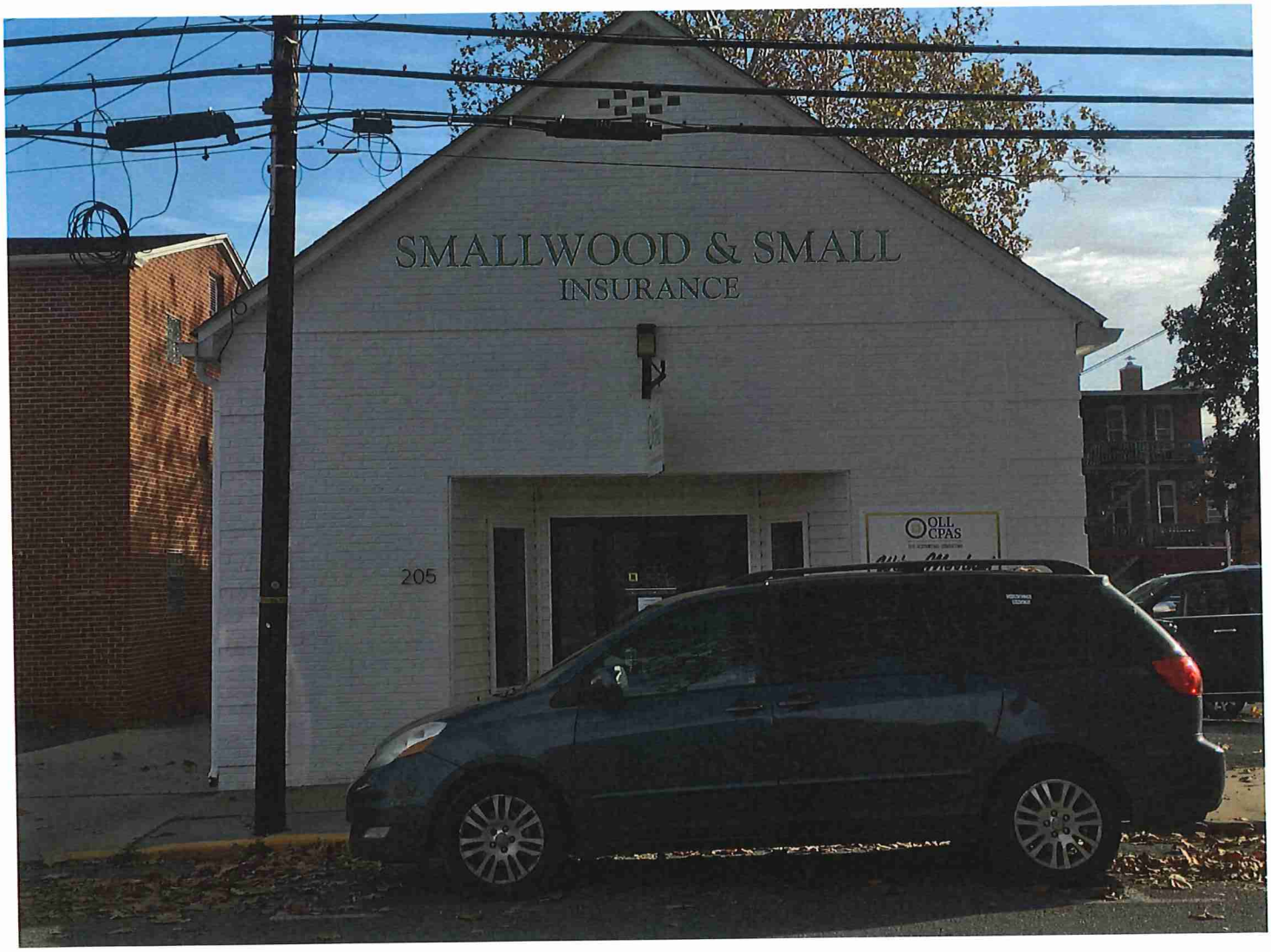
_____

_____

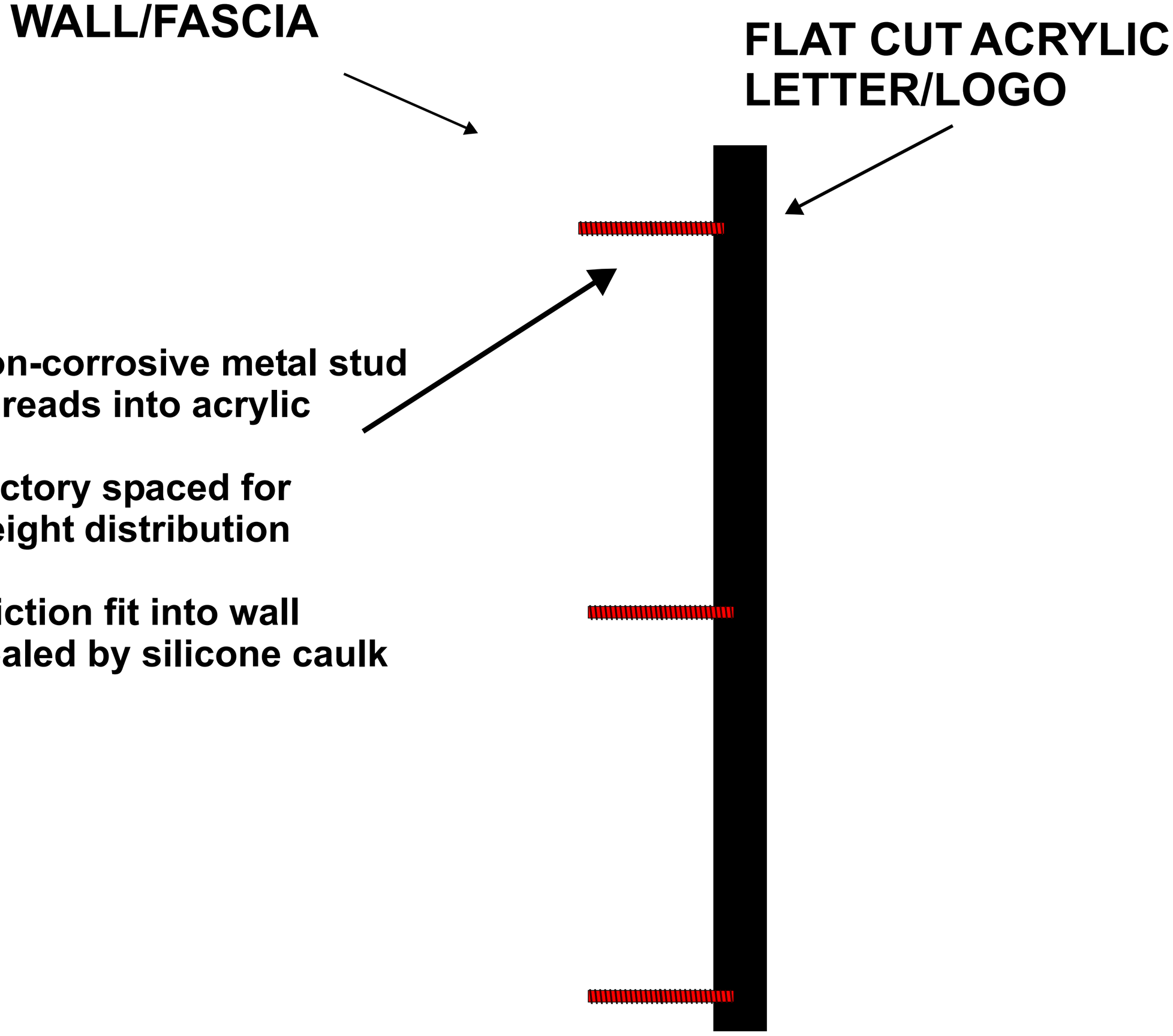
_____

_____

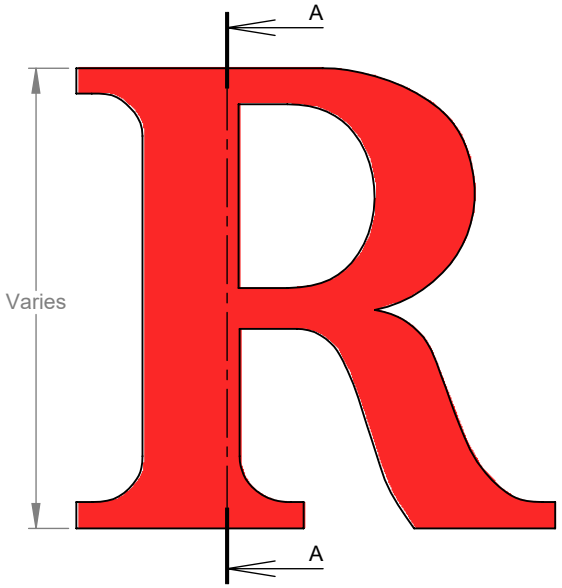

168 in
22 in
11 in
SMALLWOOD & SMALL
7.33 in
INSURANCE
60 in


SMALLWOOD & SMALL
INSURANCE
205
CPAS

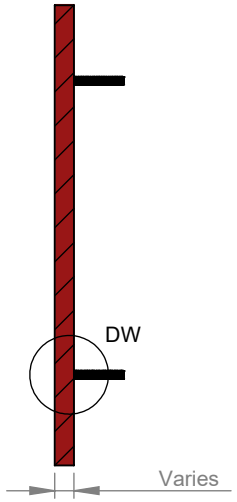
# Wall Mounted
# Acrylic letters
# Non-Illuminated



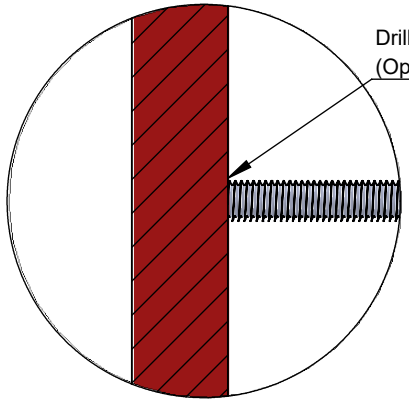

800-442-7654 info@signhere.net



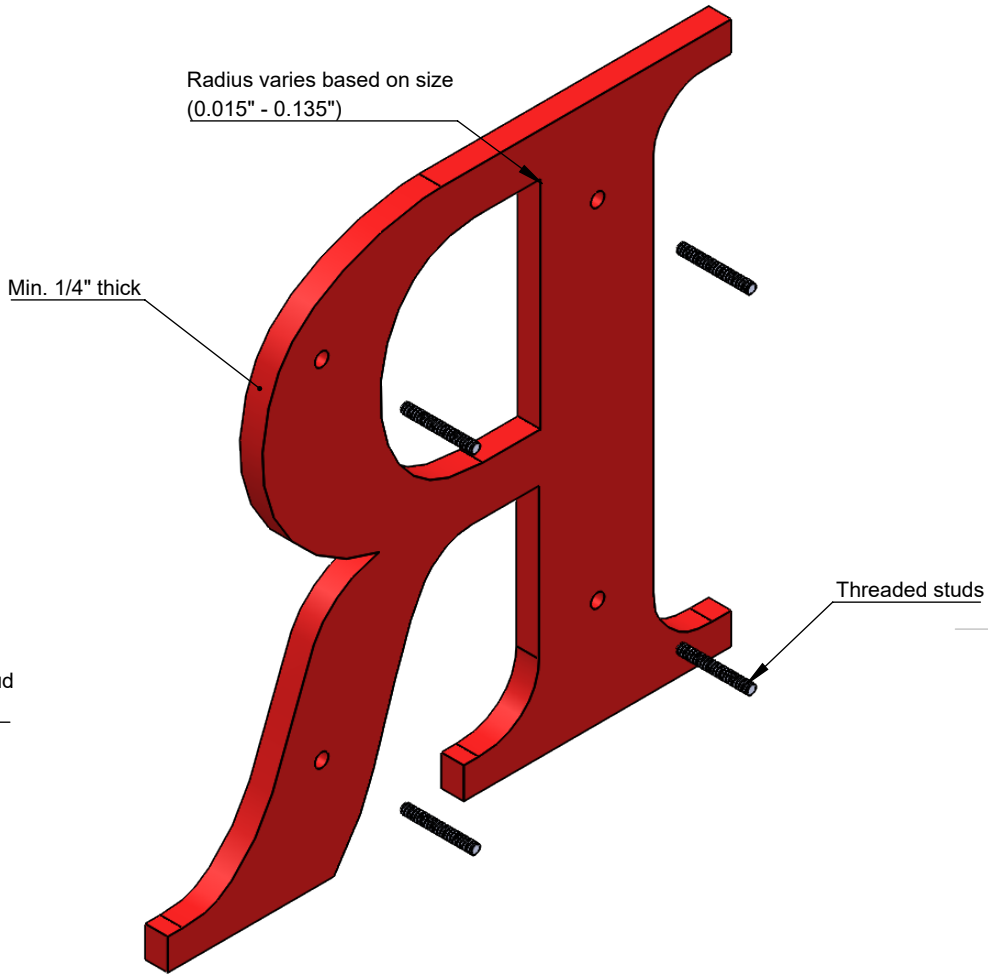

**FRONT VIEW II SCALE 1:5**




**SECTION A-A II SCALE 1:5**




**DETAIL DW II SCALE 1:1**




**ISOMETRIC BACK VIEW II SCALE 1:3**

**NOTES:**
- Laser Cut Acrylic
- Min. .250" stroke
- Available Gauges: 1/4", 3/8", 1/2", 3/4", 1" and 1.5"
- Pigmented Acrylic or sprayed with Acrylic Polyurethane Paint
- Standard Gemini letter styles or per vector art

GEMINI

TITLE:
# FLAT CUT ACRYLIC - FLUSH STUD MOUNT

| MATERIAL: | PRODUCT TYPE: | | |
|---|---|---|---|
| IMPACT MODIFIED ACRYLIC | FLAT CUT ACRYLIC | | |
| DWG NO. LASR20 | REV 01/24/2022 | SCALE: AS INDICATED | SHEET 1 OF 1 |