CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • MAY 8, 2023

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

1. CALL TO ORDER

2. APPROVAL OF MINUTES

2.1 : Minutes - April 10th, 2023
Draft HLC Minutes - April 10th.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : COA2023-04 - 219 W. Washington St. Sign
1. Staff report.pdf
2. Application.pdf

4.2 : COA2023-05 - 110 S. George St. Sign
1. Staff report.pdf
2. Application.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: 05/08/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Minutes - April 10th, 2023

ATTACHMENTS:

- Draft HLC Minutes - April 10th.pdf

CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION

MINUTES • APRIL 10, 2023

Regular Meeting Council Chambers **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

1) CALL TO ORDER

Present: Nick Zaglifa - Chair
Amanda Updike – Vice Chair
Diane Drake
Jeff Whitten
Pam Hird

James Newman- Zoning Administrator.

Absent: None

2) APPROVAL OF MINUTES

2023-356: HLC Meeting Minutes - March 13, 2023

March 13, 2023 Minutes – Approved unanimously

3) UNFINISHED BUSINESS

None

4) NEW BUSINESS

4.1 George Street Improvements

Received Transportation Alternatives program grant through the Division of Highways for $408,983.00 to construct 1,016 feet of new concrete sidewalk on the north side of George St between Mason and S George St Ext. Overlaps historic district. No votes for this item, only asking for concerns or questions. Discussed concerns.

5) ADJOURNMENT

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Diane Drake
SECONDER:	Amanda Updike
AYES:	Pam Hird, Amanda Updike, Nick Zaglifa, Diane Drake, Jeff Whitten

6) NOTICE: The Public May View the Meeting

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

Meeting: 05/08/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

COA2023-04 - 219 W. Washington St. Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA Application Number COA-2023-04

Date: For the May 8, Historic Landmarks Commission meeting
Applicant: Dorothy Matthews
Property Owner: J Morgan LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness to allow a projecting wall-mounted sign.
Property Location: 219 West Washington Street.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Late 20th century, after 1985. **Non-contributing**.

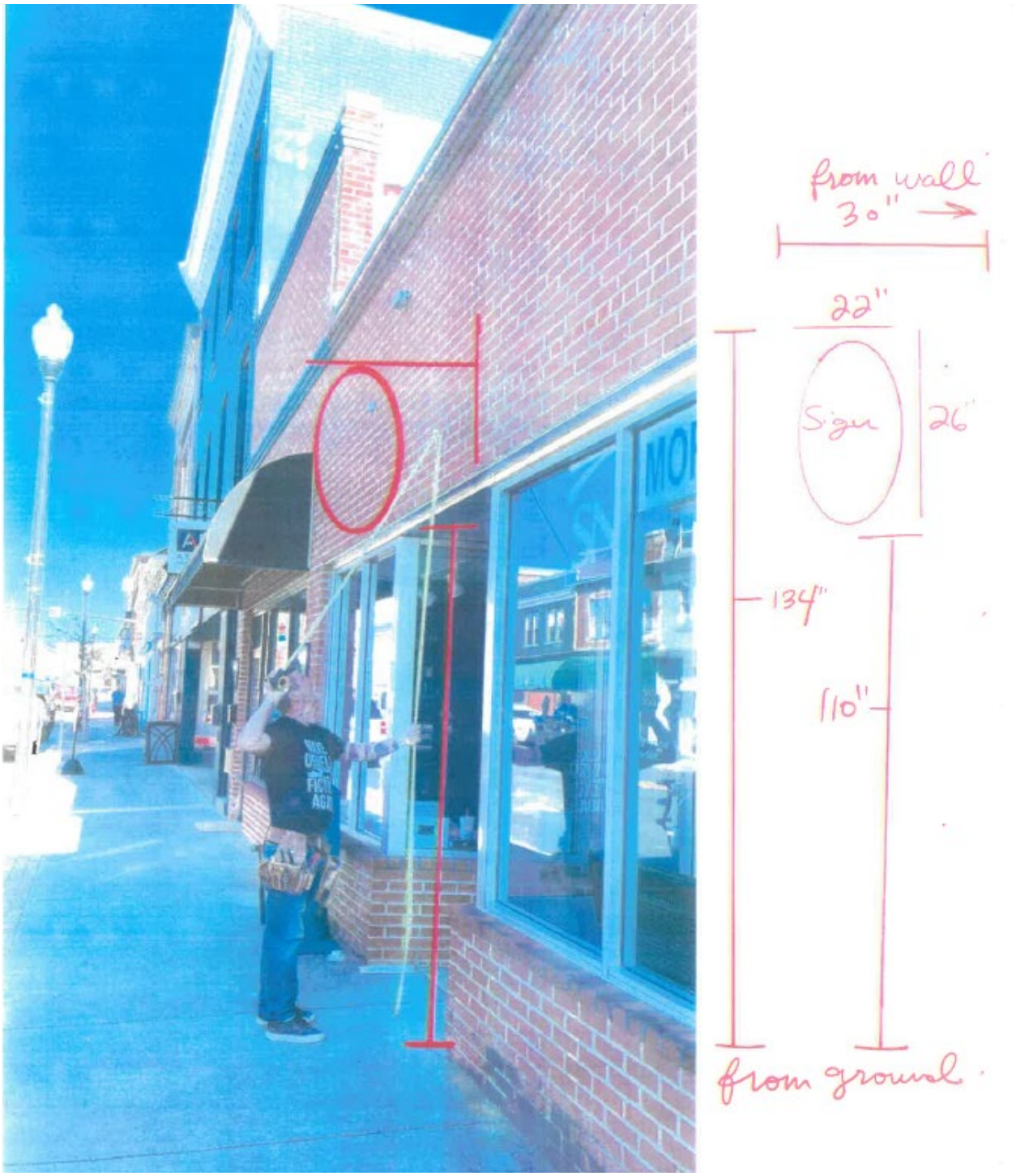
PROPOSAL
A request for a Certificate of Appropriateness for a projecting wall-mounted sign, bolted to the masonry wall using screws. The sign is unlit, made of high density urethane. The sign will be 22 inches wide x 26 inches tall, for a total area of 572 sq. inches/ 3.9 sq. ft., and will project 30 inches/2.5 feet from the wall and 110 inches/9.16 feet elevated from the sidewalk.

MATERIAL: High density urethane.

SIZE: The sign will be 22 inches wide x 26 inches tall, for a total area of 572 sq. inches/ 3.9 sq. ft.,

RENDERING FROM SIGN COMPANY OR PICTURE OF EXISTING:
See below image as well as attached application.





ORDINANCE REQUIREMENTS

The Zoning Ordinance requires that projecting signs not exceed 6 sq. ft. in area, and that such signs cannot extend more than 5 ft. from the wall. The sign meets both of these criteria, and is in conformance with the Ordinance.

HISTORIC DISTRICT REQUIREMENTS

The sign is a unique, non-massed produced sign for a local business. It does not incorporate lighting in any fashion. It meets criteria for sign placement: it is located within the storefront area, directly above the store entrance. It is located within a sign frieze area.

STAFF RECOMMENDATION

Approval. Meets zoning requirements for height, size, location. Material is compatible with historic district standards, and the structure is non-contributing. The sign is static; there is no electronic messaging system. The signs is located in a sign frieze area.

200414

COA Application No._____

RECEIVED
MAR 23 2023
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 03/23/, 2023

2. APPLICANT'S NAME* DOROTHY MATTHEWS

Address: 219 W WASHINGTON ST.

Telephone Number: (301) 992-8567 Fax Number ( )

Email Address: BLUEHERONTATTOOS@GMAIL.COM

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

3. PROPERTY OWNER'S NAME JOLEEN HAYMAKER

Address: _____

Telephone Number: (304) 725-1001 Fax Number ( )

Email Address: HAYITSJOLEEN@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: 219 W WASHINGTON ST CHARLES TOWN WV 25414

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

MORTAGE LENDER

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

TATTOO STUDIO

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:

N/A

____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:

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

Dorothy Matthews Date 03/23/2023

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

From: Blue Heron Tattoo
To: James Newman
Subject: Re: Zoning Permit
Date: Wednesday, April 5, 2023 4:26:21 PM

Hi James,

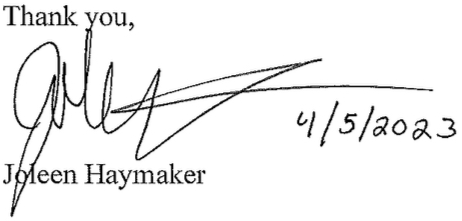
Attached is the letter from the owner of 219 W Washington st. with her signature.

Joleen Haymaker
J Morgan LLC, Owner
120 N. George Street, Suite 300
Charles Town, WV 25414
540-336-8551

To whom it may concern:

I, Joleen Haymaker, am the managing member of J Morgan LLC that owns 219 W. Washington Street in Charles Town, WV. I have approved the use of a tattoo company to occupy that space for Blue Heron Tattoo.

Thank you,



Joleen Haymaker

Thank you,
Blue Heron Tattoo

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):
$2,500.00

SIGN CONTRACTOR:
KS WOODWORKS

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?
FRONT OF BUILDING, ABOVE DOOR

SIGN MATERIAL:
HIGH DENSITY URETHANE

SIGN DIMENSIONS:

Height	Width	Depth
26"	22"	3"

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

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:
PENN-AMERICA INSURANCE COMPANY (THROUGH FARGO-JONES INSURANCE)

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:_____

_____

_____

_____

_____

_____


Blue Heron
TATTOO


from wall
30"
22"
Sign
26"
134"
110"
from ground

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

Meeting: 05/08/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

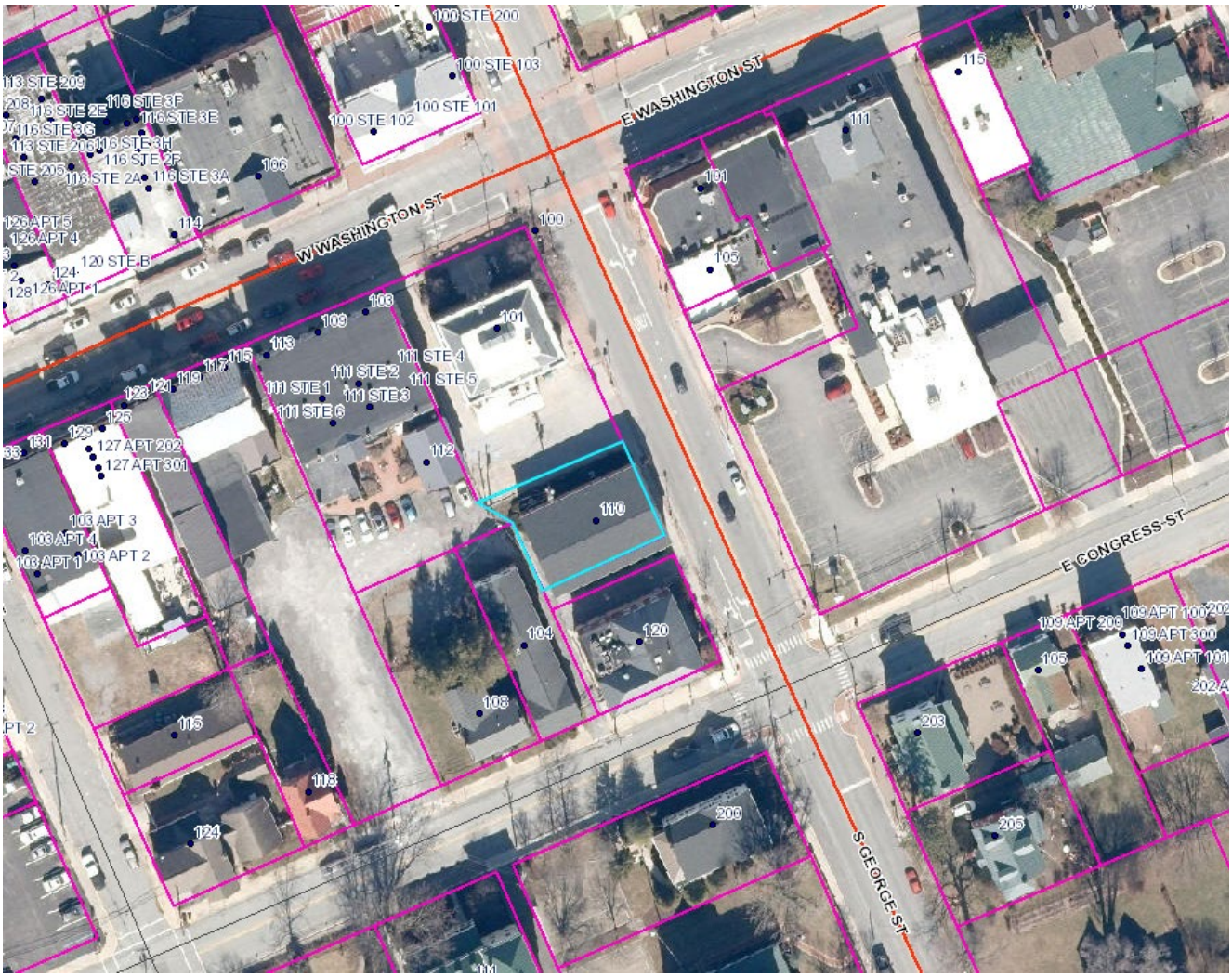
COA2023-05 - 110 S. George St. Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA Application Number COA-2023-05

Date: For the May 8, Historic Landmarks Commission meeting
Applicant: Tiffany Biggs
Property Owner: MALTA LODGE #80 AF&AM TRUSTEES
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness to allow a wall-mounted sign.
Property Location: 110 S. George St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Corner stone August 14, 1982. **Non-contributing**.

PROPOSAL

A request for a Certificate of Appropriateness for a wall-mounted sign, bolted to the masonry wall using screws. The sign is unlit, made of polyvinyl chloride (PVC). The sign will be 12 inches tall x 32 inches wide, for a total area of 468 sq. inches/ 2.6 sq. ft., and will project half an inch from the wall. The application states the material is aluminum, but the applicant has clarified it will be PVC.

MATERIAL: PVC.

SIZE: The sign will be 12 inches tall x 32 inches wide, for a total area of 468 sq. inches/ 2.6 sq. ft. The depth of the sign will be half an inch.

RENDERING FROM APPLICANT:



ORDINANCE REQUIREMENTS

The Zoning Ordinance requires that wall signs not exceed 64 sq. ft. in area with an allowance of 1 sq. ft. per lineal foot of the individual tenant/business, and that such signs cannot extend above the top of the wall; the building is approximately 50 ft. wide. The sign meets both of these criteria, and is in conformance with the Ordinance.

HISTORIC DISTRICT REQUIREMENTS

PVC is a plastic; sign regulations state that plastic may be used if it is carefully designed and is fabricated with another finish. Painted wood or metal is preferrable. The sign will not be lit, keeping in accordance with the signage guidelines.

STAFF RECOMMENDATION

Approval. Meets zoning requirements for height, size, location.. The sign is static; there is no electronic messaging system. The sign is plastic; while wood or metal would be preferable, the structure is non-contributing. The sign is located in a sign frieze area.

200416

ation No._____

RECEIVED
MAR 25 2023
BY: MKF

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 March 1, 2023

2. APPLICANT'S NAME* Tiffany Biggs

Address: 7067 Flowing Springs Rd Shenandoah Junction WV 25442

Telephone Number: (304) 268-5243 Fax Number ( )

Email Address: Tiff4me@aol.com

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

3. PROPERTY OWNER'S NAME Malta Lodge #80

Address: 110 South George St Suite 5 Charles Town WV 25414

Telephone Number: (304) 283 6087 Fax Number ( )

Email Address: Donnie

*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: 110 South George St suite 5 Charles Town WV 25414

Tax Map # and Parcel(s): 2B - 40

Deed Book and Page #: 482 - 479

Zoning District: old Town mixed use Commercial

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

Realtor

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

Massage Therapy

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.
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C. SIGNS:

1) See page 6 of this application for more information.
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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:

Adding a Sign to front of Building.

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

J Wany Bigg Date 3/23/23

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

[illegible] Mill Date 3/23/23

Secretary Matta Lodge #80

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):
$250.

SIGN CONTRACTOR: Self (Father is putting this up)

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?
On Right Side Front of Building

SIGN MATERIAL:
Aluminum

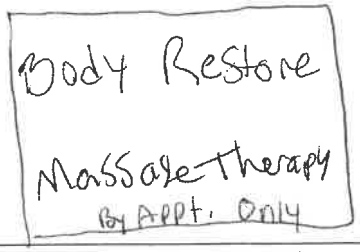
SIGN DIMENSIONS:

Height	Width	Depth
12"	32"	1/2 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:

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:_____

_____

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