



CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • JUNE 12, 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 : May 8 2023 Draft Minutes
[May 8th Draft Minutes.docx](#)

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : FIP2023-03: Request by Melissa Glascock for a Façade Improvement Program Grant for 218 W. Washington Street

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

4.2 : FIP2023-04: Request by Jessica Printz for a Façade Improvement Program Grant for 302 N. Mildred Street

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

4.3 : COA2023-08: Request by Christopher Salas for a Certificate of Appropriateness for replacement construction of a deck, ramp, and planter box, located at 115 S. Charles Street

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

4.4 : COA2023-06: Request by Kandice Freeman for a Certificate of Appropriateness for new construction of a single-family detached dwelling, to be located on W. Avis Street.

1. [Staff report.pdf](#)
2. [Plan proposal.pdf](#)
3. [Designs.pdf](#)
4. [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: 06/12/23
Department: Historic
Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

May 8 2023 Draft Minutes

ATTACHMENTS:

- [May 8th Draft Minutes.docx](#)



CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION

MINUTES • May 8, 2023

Committee Meeting

CITY HALL

7:00 PM

101 East Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

Present:

Nick Zaglifa, Chair
Amanda Updike, Vice Chair
Pam Hird
Diane Drake
Jeff Whitten

*Meeting started late at 7:40pm.

2. APPROVAL OF MINUTES

- 2.1: Minutes – April 10th, 2023

Motion to approve minutes.

RESULT: APPROVED [UNANIMOUS]

MOVER: Nick Zaglifa

SECONDER: Diane Drake

AYES: Nick Zaglifa, Diane Drake, Pam Hird, Amanda Updike, Jeff Whitten

3. UNFINISHED BUSINESS

4. NEW BUSINESS

- 4.1: COA2023-04 – 219 W. Washington St. Sign

Staff gave a presentation.

Site is zoned Old Town Mixed Use Commercial. The applicant is looking to put up an unlit, wall-mounted sign to be made of high-density urethane, 22 in. wide x 26 in. tall. The sign would be projected 2.5 feet from the wall. Applicant states that it is a same sign previously used at a different location.

No questions from the Commission.

No public comment.

Motion to approve the application.

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

4.2: COA2023-05 – 110 S. George St. Sign

Staff gave a presentation.

A wall-mounted sign, across from City Hall. Zoned Old Town Mixed-Use Commercial. Applicant wished to place an unlit, PVC sign, 12 in. tall x 32 in. wide, projecting .5 inches from the wall.

Commissioners asked applicant about sign design.

No public comment.

Motion to approve the application.

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

5. ADJOURNMENT

Motion to adjourn.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Diane Drake

SECONDER: Amanda Updike

AYES: Nick Zaglifa, Diane Drake, Pam Hird, Amanda Updike, Jeff Whitten

Meeting was adjourned.

- 6. NOTICE: The public may view the meeting LIVE by clicking the event link at: <https://www.charlestownwv.us/government/agendas-and-minutes/>**

DRAFT



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 06/12/23
Department: Historic
Landmarks Commission
Category: Report
Initiator:

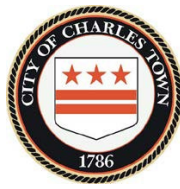
SCHEDULED

AGENDA ITEM (ID #)

FIP2023-03: Request by Melissa Glascock for a Façade Improvement Program Grant for 218 W. Washington Street

ATTACHMENTS:

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



**Public Hearing – Façade Improvement Grant
FIP Application Number FIP-2023-03**

Date: For the June 12, Historic Landmarks Commission meeting

Applicant: Melissa Glascock

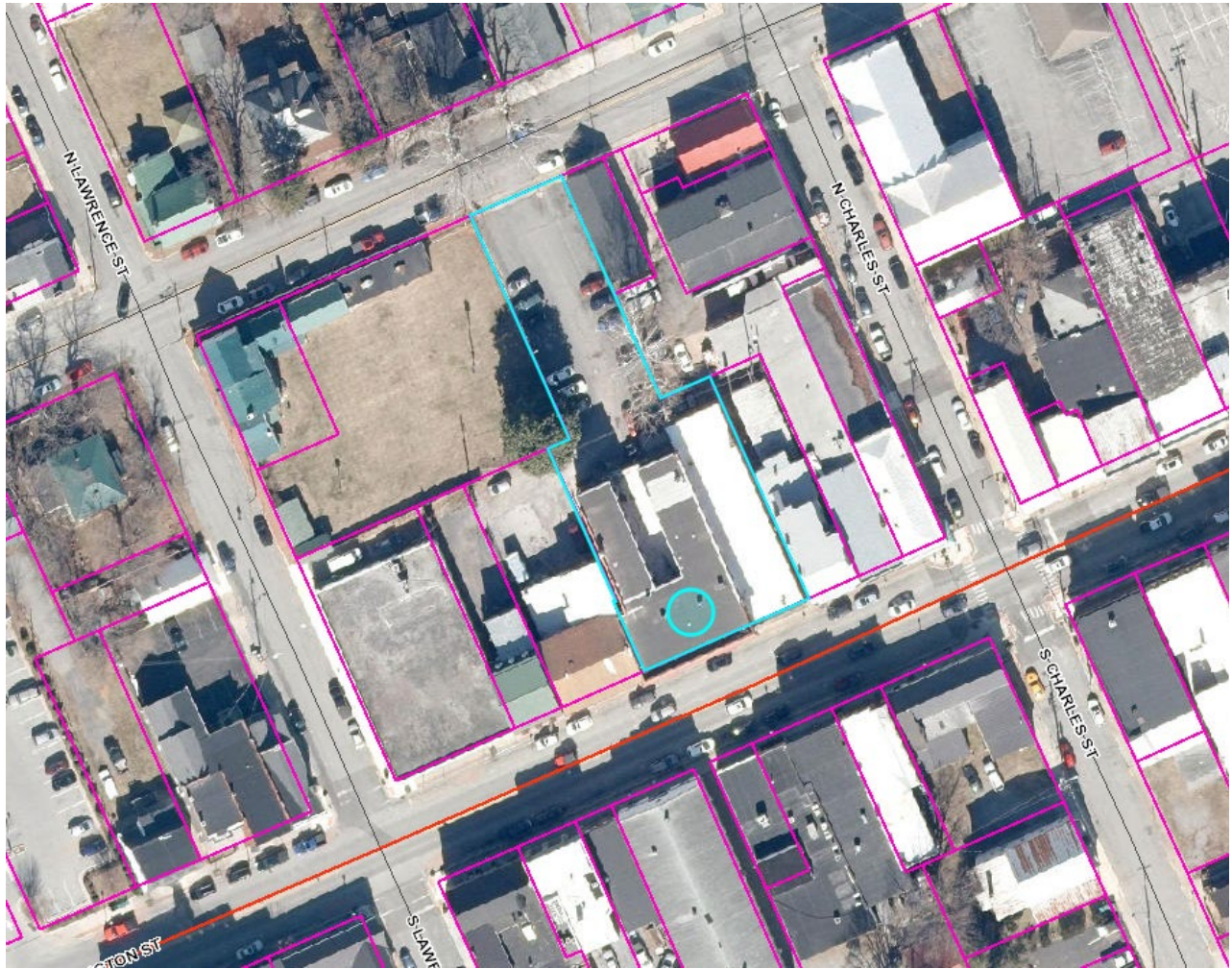
Property Owner: FARVIEW PROPERTIES II LLC

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

Proposal: Façade Improvement Grant Request

Property Location: 218 W. Washington Street

Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.

Colonial Revival, c. 1915. Three story, five bay building with a central palladian window and flanking semi-hexagonal bays. **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 a \$5,000 Façade Improvement Grant. Applicant seeks reimbursement for Dryvit installation, and for window tinting treatment.

MATERIAL: Dryvit. This material *“is a type of synthetic stucco that is applied as a final coat to another stucco system, such as EIFS, to keep water from penetrating the other layers of the wall.”* – Precision Contracting Services

The applicant is also seeking grant funds to cover the cost of installing tinted film over the windows to reduce sun damage and heat gain inside the building.

ORDINANCE REQUIREMENTS

None applicable.

STRUCTURE VIEW

From Google Maps, June 2021:



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.

REVIEW

Dryvit: Applicant states that the Dryvit was first installed in 1991, and that the 30+ year timespan has led to deterioration of the material; the applicant specifically identify water damage caused by water entering the interior of the structure due to failure of the Dryvit. Due the urgent need the applicant had new Dryvit installed on May 24, 2023.

The applicant chose to hire *M&O Exterior Applications* to complete the work on May 24, 2023. That is the same company which installed the Dryvit originally in 1991. The applicant was unable to obtain an additional quote for the Dryvit:

"The only company close was MD. The other on PA OH and Chicago said scope of work was too small to travel for. Dryvit is not something you caulk and it is not cement or stucco. This is why I have asked for special consideration. In the 1990s when the building was coated M&O did the work. They have done the touch ups and new frontage over the years BECAUSE they are the only ones that specialize in dryvit."
Applicant Melissa Glascock to Zoning Administrator James Newman, May 31, 2023

"I have reached out to 7 different companies that were seemingly close to give me an estimate. Upon arrival, the work I needed done was out of their wheel-house for ALL OF THEM! M&O exteriors contacted me to schedule the work that needed to be done. I asked the owner if there were others in the area that do the same work, the short answer was NO. Come to find out that there are few found in PA, OH, and Chicago, none of which would come to WV for such a small scope of work." – Applicant Melissa Glascock to Zoning Administrator James Newman, May 26, 2023

In cases where two bids are not possible, or where the work is being performed by the property owner themselves, verification of expenses by a bid or a site such as homewyse.com will be required. No such verification or second bid was provided for the Dryvit work.

The M&O Application quote cost was \$2,800. The 50/50 match cost to the City would be \$1,400.

Window tint: The main building façade and entrance are southern -facing. There are multiple windows, and sunlight through the windows can cause damage and significantly increase the temperature of the space. The applicant has provided two quotes:

1. MD Solar Central, at quote of \$1,734.16
2. Tony's Glass Service, at quote of \$3,918.76

The 50/50 match cost to the City would be:

1. MD Solar Central: \$867.08
2. Tony's Glass Service: \$1,959.38

AVAILABLE FUNDS

\$9,622 remain. The fund will be increased to \$15,00 at the start of the new fiscal year on July 1, 2023.

The match cost of the Dryvit at \$1,400 and the lowest bid price for the window tint of \$867.08 would bring the City's Grant total for this project to \$2,267.08

If the highest bid price for the window tint is chosen, the City's Grant total for this project will be \$3,359.38

STAFF RECOMMENDATION

Dryvit: Denial. Applicant did not meet the requirements for approval: Only one bid was included, and the work was completed prior to the public hearing for the grant request. The request is considered eligible under the criteria of "*Repair to exterior facades that face the street or corners in which one side faces the street;*". Cost: \$2,800 in quote. FIP reimbursement: \$1,400.

Window Tint: Approval. The tint improvement is considered eligible under the criteria of "*Repair or replacement to cornices, windows, decorative detail, doors, awnings, or window display lighting;*". Cost:

- A. Lowest bid: \$1,734.16 per quote. FIP reimbursement \$ 867.08.
- B. Highest bid: \$3,918.76 per quote. FIP reimbursement \$1959.38.

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



CITY OF CHARLES TOWN

FAÇADE IMPROVEMENT PROGRAM

RECEIVED

APR 21 2023

BY: MF

APPLICATION

Applicant's Name: Melissa Glascock Date: 04/20/2023 /

Company Name: Needful Things, LLC Phone: 304-279-2822

Mailing Address: 218 W. Washington Street Fax:

Charles Town, WV 25414 E-mail: needfulthingstoo@gmail.com

Project Address: Same as above , Charles Town, WV 25414

Have you received rebates from the City's Façade Improvement Program in the past 12 months? Yes No

Is this property:

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

Description of the Façade Improvement project:

The front of the building material is Drivit. It was applied in 1991 and over the years it has aged. Needful has estimate from the same Company that did the work 30+ years ago. The Drivit on the front of the building has cracked and allowing water to enter the building. M&O Exteriors will repair all damaged areas on the facade of the property.

Needful Things, LLC expanded their business model and transformed the interior of the property located @ 214 W.Washington Street, however, the windows are not tinted and the heat and sun exposure is over-whelming. To the point of doing damage to the new interior. Needful Things, LLC would like to have the windows tinted with a film that will reduce the heat and sun exposure by 50%.

Estimated Project Start Date: 05/01/2023/

Estimated Project End Date: 07/01/2023/

Estimated Total Project Budget: \$6800 +/-

Grant Amount Requested: 50%

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.

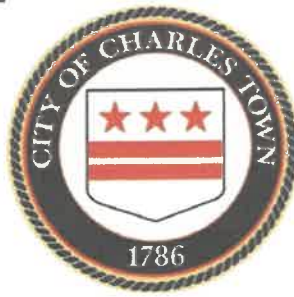
Property Owner's Printed Name: Melissa Glascock

Property Owner's Signature: *Melissa A Glascock*

Date of Application: 4/20/23

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 Melissa Glascock

Address: 218 W. Washington Street

Telephone Number: (304-725-7962) Fax Number ()

Email Address: needfulthingstoo@gmail.com

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

2. CURRENT PROPERTY OWNER'S NAME Farview Properties, LLC

Address: same as above

Telephone Number: () Fax Number ()

Email Address: _____

3. PHYSICAL ADDRESS: 214-220 W. Washington Street Charles Town

Tax Map # and Parcel(s): _____

Zoning District: _____

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

retail sales

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

retail sales

6. TYPE OF WORK:

A. Exterior alteration or repairs.

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

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

D. Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

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

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

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- 2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

- 1) See page 6 of this application for more information.
- 2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

- 1) Describe the structure's condition and reason for demolition.
- 2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

- 1) Explain what will be moved, why, and proposed changes.
- 2) If a building will be moved into a district from outside, include photographs.
- 3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

- 1) Describe how the structure will be secured from unwanted entry.
- 2) Describe measures to be taken to keep the weather and pest out.
- 3) If the property owner will not be in the state of West Virginia, designate a local contact.
- 4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
- 5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

The front of the building material is Drivit. It was applied in 1991 and over the years it has aged. ~~Needful has estimate from the same Company that did the work 30+ years ago. The Drivit on the front of the building has cracked and allowing water to enter the building. M&O Exteriors will repair all damaged areas on the facade of the property.~~

~~Needful Things, LLC expanded their business model and transformed the interior of the property located @ 214 W.Washington Street, however, the windows are not tinted and the heat and sun exposure is over-whelming. To the point of doing damage to the new interior. Needful Things, LLC would like to have the windows tinted with a film that will reduce the heat and sun exposure by 50%.~~

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

_____ Date _____

Signature of Property Owner

William C. Harsh _____ Date 4/20/23

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):

W/A

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

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

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

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

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

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

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

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

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

Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Historic Landmarks Commission Approval: _____ Date: _____

Comments: _____



CITY OF CHARLES TOWN

FAÇADE IMPROVEMENT PROGRAM

Grant Approval Agreement

1. I understand that grant monies shall not be distributed until all proposed work is completed and inspected.
2. I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).
3. I understand that an inspection of the project must be performed by City staff upon completion of the project.
4. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.
5. I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.
6. I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.

Property Owners Signature

Michael A. Glaser Date 4/20/23

MD Solar Control
 1163 Holden Road
 Frederick, MD 21701
 (301) 992-0061
 mdsolarcontrol@gmail.com
 www.mdsolarcontrol.com



Estimate

ADDRESS

Needful Things Emporium
 218 W Washington St.
 Charles Town, WV 25414

ESTIMATE # 1084

DATE 04/20/2023

ACTIVITY	QTY	AMOUNT
Materials: Solar Window Film Intermediate Intermediate Material Optitune 30 212 SF	212	636.00T
Install: Installation Level 2 Installation Of Material To Glass 212 SF 1-78x98 2-31x76 1-21x72 4-42x98	212	1,060.00

Supply and install window film to 212 sf of glass. 8 Panels 15 Year Commercial warranty	SUBTOTAL	1,696.00
	TAX	38.16
	TOTAL	\$1,734.16

Accepted By

Accepted Date

PROPOSAL

Tony's Glass Service
 96 Elara Court
 Bunker Hill, WV 25413
 Tel: 304-229-0841 or 304-839-5772
 Email address: tintman1964@gmail.com
 Over 30 Years of Glass Experience

Proposal Submitted To: <i>Needful Things Emporium</i>	Job Name: <i>Needful Things</i>	Job #: <i>3229</i>
Address: <i>218 W. Washington Street</i>	Job Location: <i>Same as address</i>	
<i>Charles Town, WV 25414</i>	Date: <i>4/14/2023</i>	Date of Plans: _____
Phone #: <i>304-725-6315</i>	Fax: _____	Architect: <i>N/A</i>

We hereby submit specifications and estimates for: _____

- 1) To place order for *Solargard TrueVue 30 architectural film - 48" x 100' roll - shipped to our shop.*
- 2) *Clean windows to prepare for film application*
- 3) *Apply film to window panes listed below:
(ladder work and two people required)*
 - 1 - 78" x 98"*
 - 1 - 41" x 98"*
 - 2 - 30" x 76"*
 - 1 - 21" x 70"*
 - 3 - 42" x 98"*

* *Commercial warranty - 12 years - See warranty for details*

We propose hereby to furnish material and labor complete in accordance with the above specification's for the sum of *\$ 3918.76*
Three thousand nine hundred eighteen 76/100 Dollars

with payments to be made as follows: *Deposit of 50% to place film order Balance due at completion.*

Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully Submitted: *Deanna Johnson*

Note - this proposal may be withdrawn by us if not accepted within 30 days.

Credit cards add 4% **ACCEPTANCE OF PROPOSAL**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance _____ Signature _____

Printed in USA by www.prim-hesa.com • 800-370-6591



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 06/12/23
Department: Historic
Landmarks Commission
Category: Report
Initiator:

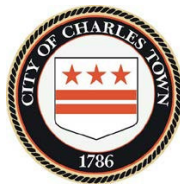
SCHEDULED

AGENDA ITEM (ID #)

**FIP2023-04: Request by Jessica Printz for a Façade Improvement Program Grant for
302 N. Mildred Street**

ATTACHMENTS:

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



**Public Hearing – Façade Improvement Grant
FIP Application Number FIP-2023-04**

Date: For the June 12, Historic Landmarks Commission meeting

Applicant: Jessica Printz

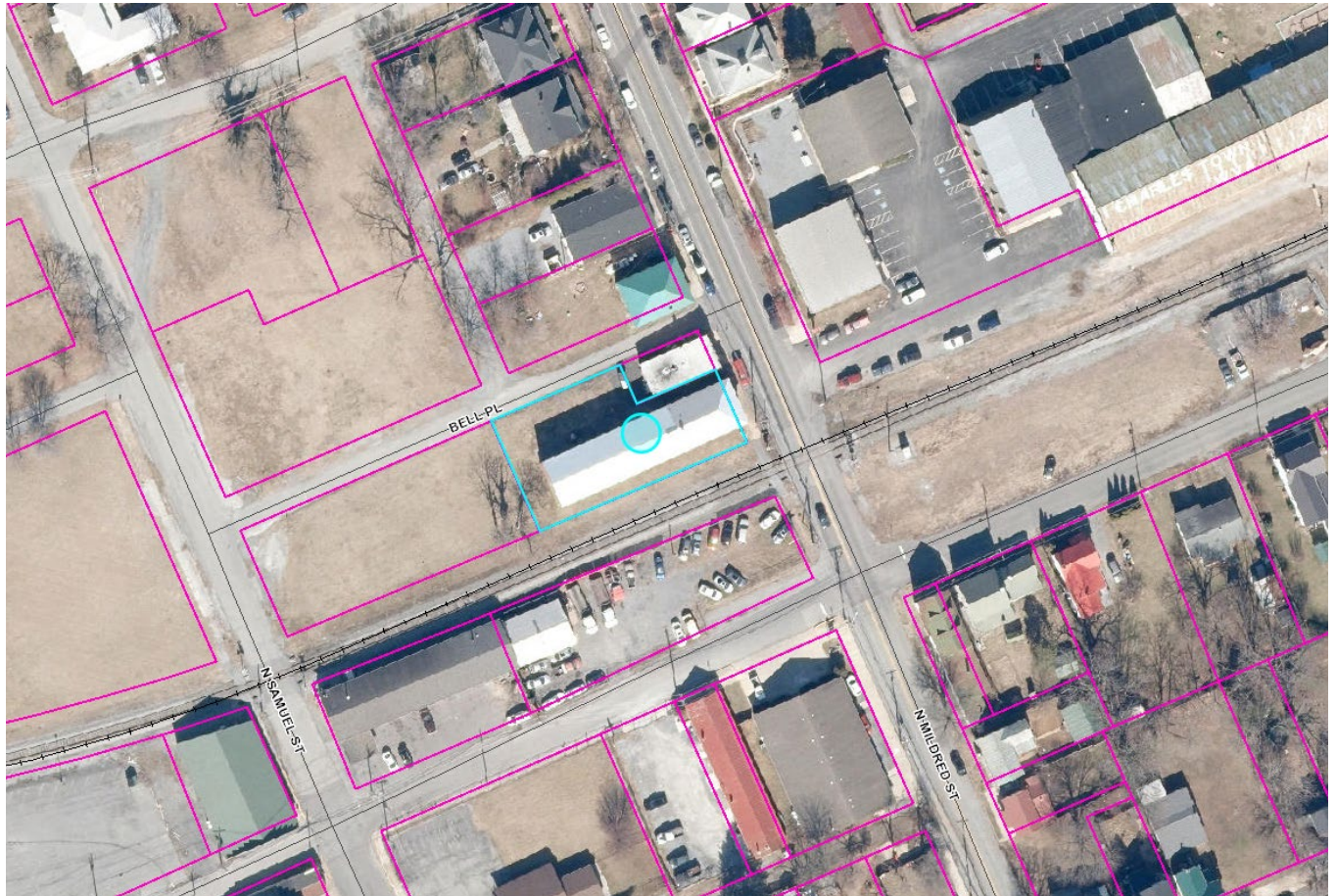
Property Owner: CHUCK CITY LLC

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

Proposal: Façade Improvement Grant Request

Property Location: 302 N. Mildred Street

Current Zoning: Old Town Mixed Use Commercial (OT-MUC).



HISTORIC SURVEY BUILDING INFORMATION:

The property is not within the City’s Historic District. For purposes of economic development, City Council on April 18, 2023 waived the requirement that the project must be located within the Historic District, and requested that the Historic Landmarks Commission review the application and approve or deny the request.

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 a \$5,000 Façade Improvement Grant. Applicant seeks reimbursement for:

1. Window replacement
2. Brick repair/replacement
3. Door replacement
4. New lighting and wiring

MATERIAL:

Varied.

ORDINANCE REQUIREMENTS

None applicable.

STRUCTURE VIEW

From Google Maps, July 2021:



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.

REVIEW

A. Windows

1. Remove ground-floor store windows and replace with new windows. Trim and paint exterior molding.
2. Remove second-story windows and install new period-correct windows. Paint the trim and openings.

B. Masonry

1. Repoint and repair/replace brick and stone masonry.
2. Repair foundation.

C. Doors

1. Repaint and repair the main doors and the second-story entrance door.

D. Lighting

1. Run electric wires, junction boxes, and lighting for doors: overhead light for the main entrance, and a wall-mounted sconce light for the side entrance.

The applicant has provided two quotes:

1. Atlas Home Solutions Inc., at quote of \$11,320.00
2. Constructive Solutions, at quote of \$10,325.00

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

AVAILABLE FUNDS

\$9,622 remain. The fund will be increased to \$15,00 at the start of the new fiscal year on July 1, 2023.

If the request is approved in full, the amount of funds left over would be \$4,622.

STAFF RECOMMENDATION

Approval. The property is not within the Historic District, but meets the other requirements for 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: Jessica Printz Date: 04 / 10 / 2023
Company Name: Chuck City, LLC - N Mildred Depot Phone: 304-707-6804
Mailing Address: 629 S George St Fax:
Charles Town WV 25414 E-mail: jessyprintz@gmail.com
Project Address: 302 N Mildred Street , Charles Town, WV 25414

Have you received rebates from the City's Façade Improvement Program in the past 12 months? Yes No

Is this property:

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

Description of the Façade Improvement project:

In kind renovation of existing components, scrape/paint/repair any wood trim to retain historic integrity/appearance; repair masonry as necessary; replace windows add lighting for safety and aesthetics

Estimated Project Start Date: 05 /15 / 2023
Estimated Project End Date: 07 / 30 / 2023

Estimated Total Project Budget: \$11,320

Grant Amount Requested: \$5000

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: Jessica G Printz

Property Owner's Signature: 

Date of Application: 04/10/2023

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 Jessica Printz

Address: 629 S George St Charles Town

Telephone Number: (304)707-6804 Fax Number ()

Email Address: jessyprintz@gmail.com

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

2. CURRENT PROPERTY OWNER'S NAME Same

Address: same

Telephone Number: () Fax Number ()

Email Address: _____

3. PHYSICAL ADDRESS: 302 N Mildred St Charles Town WV

Tax Map # and Parcel(s): Map 2 Parcel 0073 0000 6002

Zoning District: _____

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

Warehouse/wholesale/feedstore/woodworkingshop

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

Mixed use residential, retail, office

6. TYPE OF WORK:

A. Exterior alteration or repairs.

B. New Construction: 1) Primary Structure; 2) Garage;

3) New Addition; 4) Other;

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

D. Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

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

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

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- 2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

- 1) See page 6 of this application for more information.
- 2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

- 1) Describe the structure's condition and reason for demolition.
- 2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

- 1) Explain what will be moved, why, and proposed changes.
- 2) If a building will be moved into a district from outside, include photographs.
- 3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

- 1) Describe how the structure will be secured from unwanted entry.
- 2) Describe measures to be taken to keep the weather and pest out.
- 3) If the property owner will not be in the state of West Virginia, designate a local contact.
- 4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
- 5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

In kind renovation of existing components, scrape/paint/repair any wood trim

to retain historic integrity/appearance; repair masonry as necessary; replace windows

add lighting for safety and aesthetics

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

_____ Date _____

Signature of Property Owner

_____ Date _____

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

SIGN CONTRACTOR:

Contractor License #: WV & City of Charles Town:

TYPE OF SIGN

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

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

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

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

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

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

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

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

Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Historic Landmarks Commission Approval: _____ Date: _____

Comments: _____



CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

Grant Approval Agreement

- 1. I understand that grant monies shall not be distributed until all proposed work is completed and inspected.**
- 2. I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).**
- 3. I understand that an inspection of the project must be performed by City staff upon completion of the project.**
- 4. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.**
- 5. I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.**
- 6. I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.**

Property Owners Signature

Date 04102023



**Atlas Home solutions Inc.
DBA Jones Deck and
Fence WV060231**

George Sanders
Business Number [\(304\)535-2179](tel:3045352179)
P.O. Box 92 Summit Point WV, 25446
[\(304\)535-2179](tel:3045352179)
jonesdeckandfencewv@gmail.com

ESTIMATE
EST000247

DATE
02/13/2023

TOTAL
USD \$11,320.00

TO

Chuck City LLC

302 north Mildred street, Charles Town WV 25414
☎ [\(540\) 450-7334](tel:5404507334)
ConstructiveSolutions@yahoo.com

DESCRIPTION	RATE	QTY	AMOUNT
Remove existing windows install period correct replacement windows on store front and second story. Scrape and paint all casings and fascia. Replace any in disrepair. Repoint brick and repair cracked foundation. Repair and paint front door and second story entrance door. Run electrical circuits install boxes and lighting to customer specifications.	\$11,320.00	1	\$11,320.00
TOTAL			USD \$11,320.00



Invoice

Constructive Solutions LLC

WV #061530
 629 South George Street
 Charles town
 Charles town WV 25414
 US

540-450-7334

ConstructiveSolutions@yahoo.com

BILL TO
 Chuck City LLC
 jessyprintz@yahoo.com
 304-707-6804

Invoice # 2501
Date Jan 26, 2023
Due date Jan 26, 2024

Item	Quantity	Price	Amount
Windows and installation 2nd Floor Remove and install new second story Jeldwen wood, period correct replacement windows and trim and paint the window openings	1	\$3,200.00	\$3,200.00
Windows and installation Remove and install new tempered glass store front windows (tempered is required for commercial use) per code. Trim and paint exterior molding and wrap sills in aluminum for durability and weather guard.	1	\$2,500.00	\$2,500.00
Labor Scrap, and power wash and repair/putty all original wood and prepare for paint	1	\$800.00	\$800.00
Paint Prime and paint front of building with Sherwin Williams exterior paint(two coats) to customer specified color(s)	1	\$1,100.00	\$1,100.00
Masonry Grind and repair all masonry defects on front of building both in brick and stone work. Repoint and repair foundation around front steps.	1	\$600.00	\$600.00
Door repair Repair, restore and paint main commercial entrance door.	1	\$600.00	\$600.00
Door repair Repair and restore second story entry door. This includes replacement of wood paneling, installation of new locks and painting to customer specs.	1	\$450.00	\$450.00

Item	Quantity	Price	Amount
Electrical and Light installation Run electrical wires, install boxes, and wire lights to customer specifications on both front entrance doors. Main door to have an overhead light and side entrance door to have an exterior wall mounted sconce light.	1	\$850.00	\$850.00
Trash removal Haul away of all trash and construction related debris with dump trailer.	1	\$225.00	\$225.00
		Subtotal	\$10,325.00
		Total:	\$10,325.00
		Amount Due	\$10,325.00

By signing this document, the customer agrees to the services and conditions described in this document.

Constructive Solutions LLC



Jan 26, 2023



302 North Mildred Street



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 06/12/23
Department: Historic
Landmarks Commission
Category: Report
Initiator:

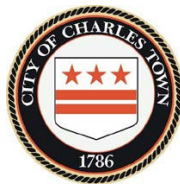
SCHEDULED

AGENDA ITEM (ID #)

COA2023-08:Request by Christopher Salas for a Certificate of Appropriateness for replacement construction of a deck, ramp, and planter box, located at 115 S. Charles Street

ATTACHMENTS:

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



**Public Hearing – Certificate of Appropriateness
COA Application Number COA-2023-08**

Date: For the June 12, Historic Landmarks Commission meeting

Applicant: Dr. Christopher Salas, DDS

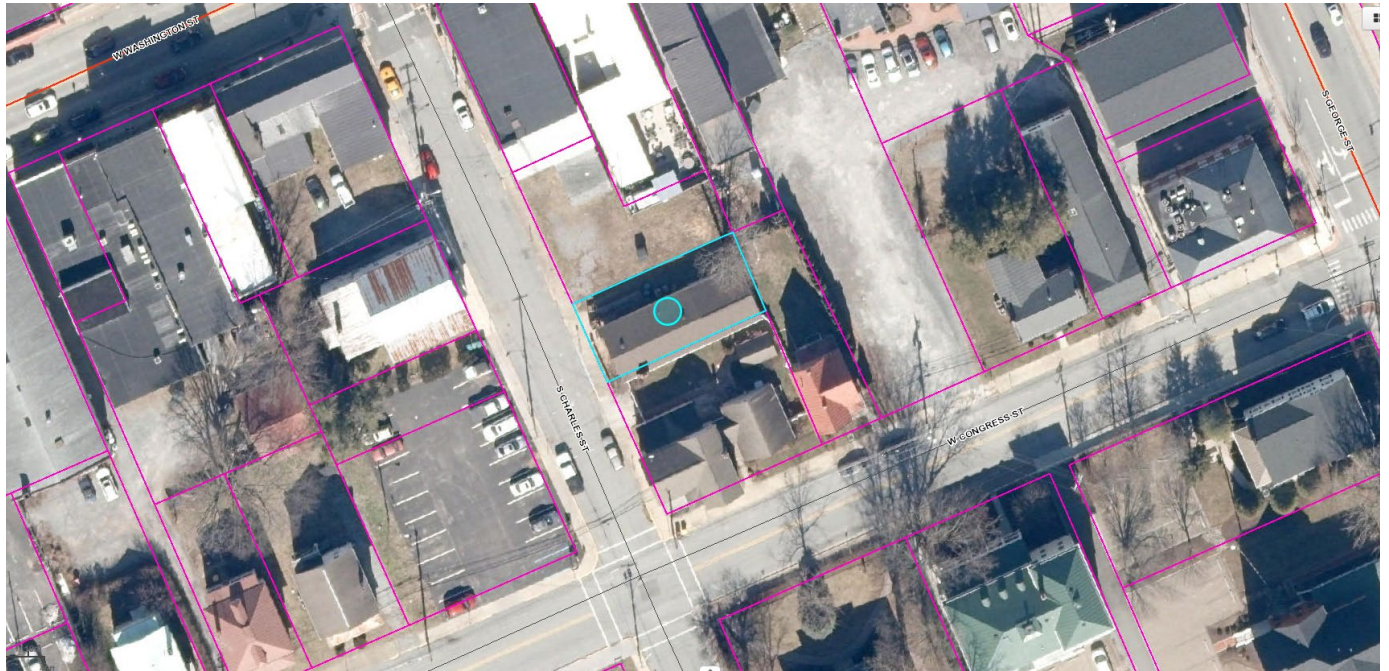
Property Owner: 115 S CHARLES ST LLC

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

Proposal: Certificate of Appropriateness for a deck, ramp, and planter box replacements

Property Location: 115 S. Charles St.

Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.

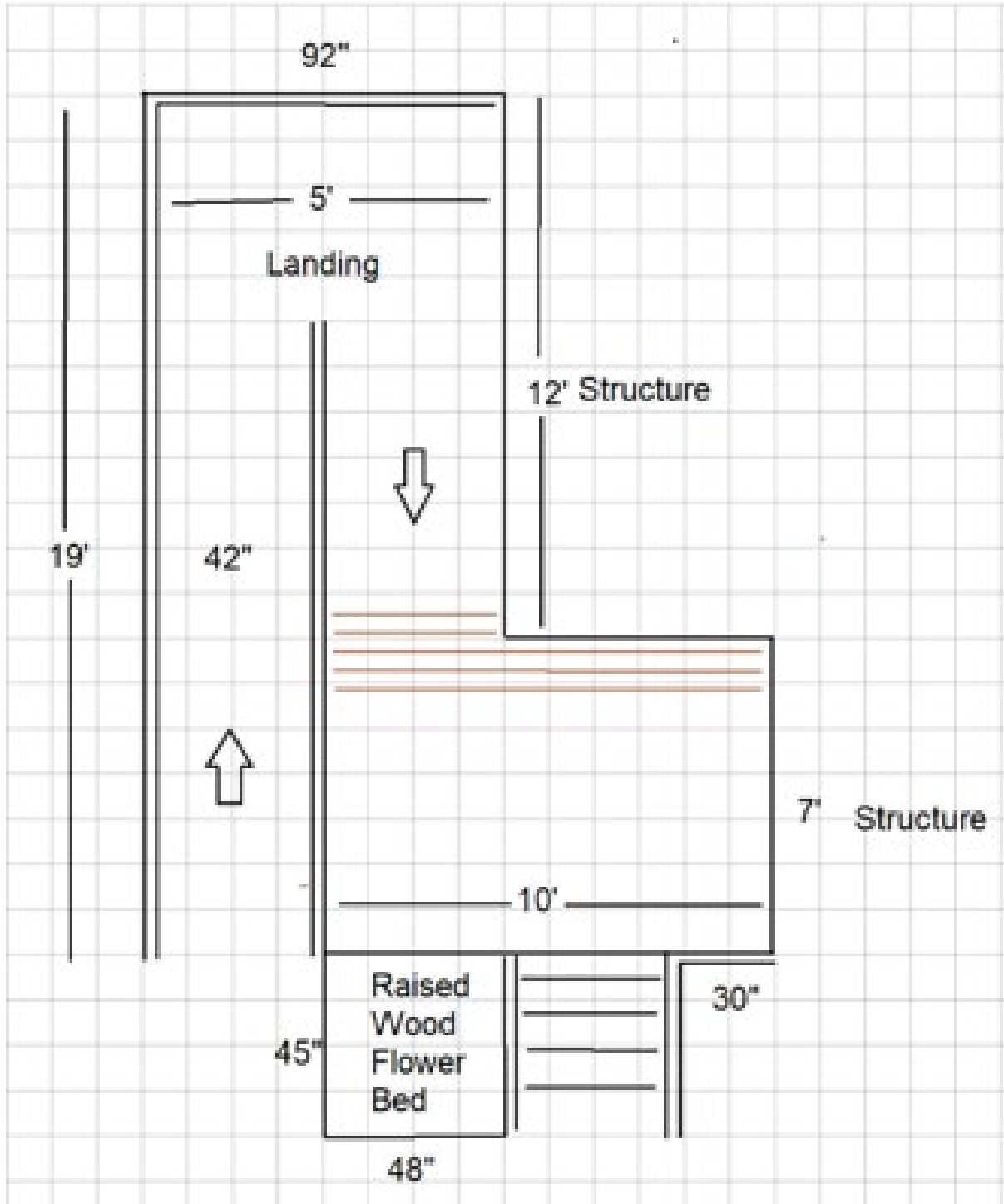
C. 1950s. Non-contributing.

PROPOSAL

A request for a Certificate of Appropriateness to replace the existing deck, ramp, and planter box. The applicant states that the items have deteriorated and that a replacement of all three is the safest course of action. The material to be used is wood, and the design will mimic what currently exists.

MATERIAL: Wood.

SIZE: Please see diagram on following page. Per their contractor *“We propose to replace rails and deck boards only, no structural component underneath as that will remain existing.”*



ORDINANCE REQUIREMENTS

Front, side, and rear setbacks are 0 ft. in the OT-MUC zoning district.

HISTORIC DISTRICT REQUIREMENTS

Deck and ramp requirements:

“A COA is required for porches and/or decks when located on the front or side of the structure for corner lots.” – pg. 25

“The Historic Landmarks Commission shall review and approve or disapprove the issuance of a Certificate of Appropriateness for porches and/or decks when located on the front or side of the structure” – pg. 34

“Design, colors, and materials should coordinate with those used on the structure. Painted wood rather than natural or stained wood is recommended for porches or decks that can be seen from a public thoroughfare or are located on a primary façade or the two facades for corner lots.”-pg.35

“Typically, decks are located on the rear of a property and as such are not part of the primary façade or side facade. However, this is not to say that they cannot be obtrusive. Therefore, the following are recommendations for deck building:

- *Decks should not be proposed with walls or roofs.*
- *On structures where significant detail exists on the rear of a building, decks should not obstruct the detailing.*
- *Design and materials should coordinate with those of the structure and decks should have a design similar to the detailing on the building. Simple structures call for simple decks.*
- *Modern materials, such as pressure treated lumber, should not remain in their original or raw state.*

These should blend with the historic character of the district, as well as materials used on the building or along the streetscape.” – pg. 36

Planter box requirements:

“Often, property owners request outbuildings or other appurtenances for their historic properties. Appurtenances are permanent or semi-permanent fixtures, structures, or details added to the property. These have a large impact on the appearance of the streetscape from the public ways. The most common requests are for outbuildings, such as garages and sheds. However, other appurtenances include, but are not limited to, pools, gazebos, and large statuary/fountains.

When considering an outbuilding or appurtenance visible from a public way, keep the following guidelines in mind:

- *Style, scale, color, materials and textures should be compatible with those of the building.*
- *Avoid appurtenances that clash with the architectural period of the building and the streetscape.*
- *Appurtenances should not draw attention away from the historic building. Statuary and fountains should be discreet and compatible with the architectural style of the property.*
- *It is advised to not mimic an architectural style not found in the Historical District.*
- *Requests for new metal garden sheds are not compatible with the historic character of the district and are not permitted.” – pgs. 36 & 37*

PRIOR HLC ACTION

On September 21, 2022, the HLC considered three actions for this property:

1. Replacement of the front sign was unanimously approved.
2. Painting of the brick with a statement that the HLC strongly discourages painting brick was unanimously approved.
3. Screening material request for the AC Unit, as well as a new door and lighting, was unanimously approved.

STAFF RECOMMENDATION

Approval. Meets zoning requirements for height, size, location. The structure is non-contributing, and the work consists of similar replacement of existing features. The deck, ramp, and planter box meet the HLC requirements for approval.

To whom it may concern,

Attached are photos of the deck/ramp/ planter box that we are looking to replace. It was noted that the age and wear has taken a toll, and we found that it would be in the best interest of the staff and patients that we replace it for safety purposes. We will be duplicating the exact look of the deck/ramp/planter box. Staining of the new structure will occur after a year of settling post construction. If there are any questions of concerns, please do not hesitate to contact me. Thank you



ms FICOI

Christopher R. Salas DDS FICOI









COA Application No. _____

RECEIVED

MAY 09 2023

BY: MLF



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 MAY 8, 2023

2. APPLICANT'S NAME* CHRISTOPHER SALAS DDS

Address: 115 S. CHARLES STREET

Telephone Number: (304) 725-4492 Fax Number ()

Email Address: drsalas@altvdental.com

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

3. PROPERTY OWNER'S NAME CHRISTOPHER SALAS DDS / NADIA ARMOURT DDS

Address: 115 S. CHARLES STREET

Telephone Number: (304) 725-4492 Fax Number ()

Email Address: drsalas@altvdental.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: 115 S. CHARLES STREET CHARLES TOWN, WV 25414

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

GENERAL DENTAL OFFICE

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

CONTINUES USE AS A GENERAL DENTAL OFFICE

7. TYPE OF WORK:

A. Exterior alteration or repairs.

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

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

D. Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

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

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- 2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

- 1) See page 6 of this application for more information.
- 2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

- 1) Describe the structure's condition and reason for demolition.
- 2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

- 1) Explain what will be moved, why, and proposed changes.
- 2) If a building will be moved into a district from outside, include photographs.
- 3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

- 1) Describe how the structure will be secured from unwanted entry.
- 2) Describe measures to be taken to keep the weather and pest out.
- 3) If the property owner will not be in the state of West Virginia, designate a local contact.
- 4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
- 5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

** SEE ATTACHED SHEET FOR DESCRIPTION / PHOTOS*

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

 ms Date 5/9/2023

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

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: _____



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 06/12/23
Department: Historic
Landmarks Commission
Category: Report
Initiator:

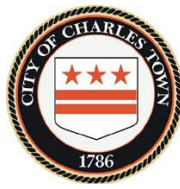
SCHEDULED

AGENDA ITEM (ID #)

COA2023-06: Request by Kandice Freeman for a Certificate of Appropriateness for new construction of a single-family detached dwelling, to be located on W. Avis Street.

ATTACHMENTS:

- [1. Staff report.pdf](#)
- [2. Plan proposal.pdf](#)
- [3. Designs.pdf](#)
- [4. Application.pdf](#)



Public Hearing – Certificate of Appropriateness
COA Application Number COA-2023-06

Date: For the June 12, Historic Landmarks Commission meeting

Applicant: Kandice Freeman

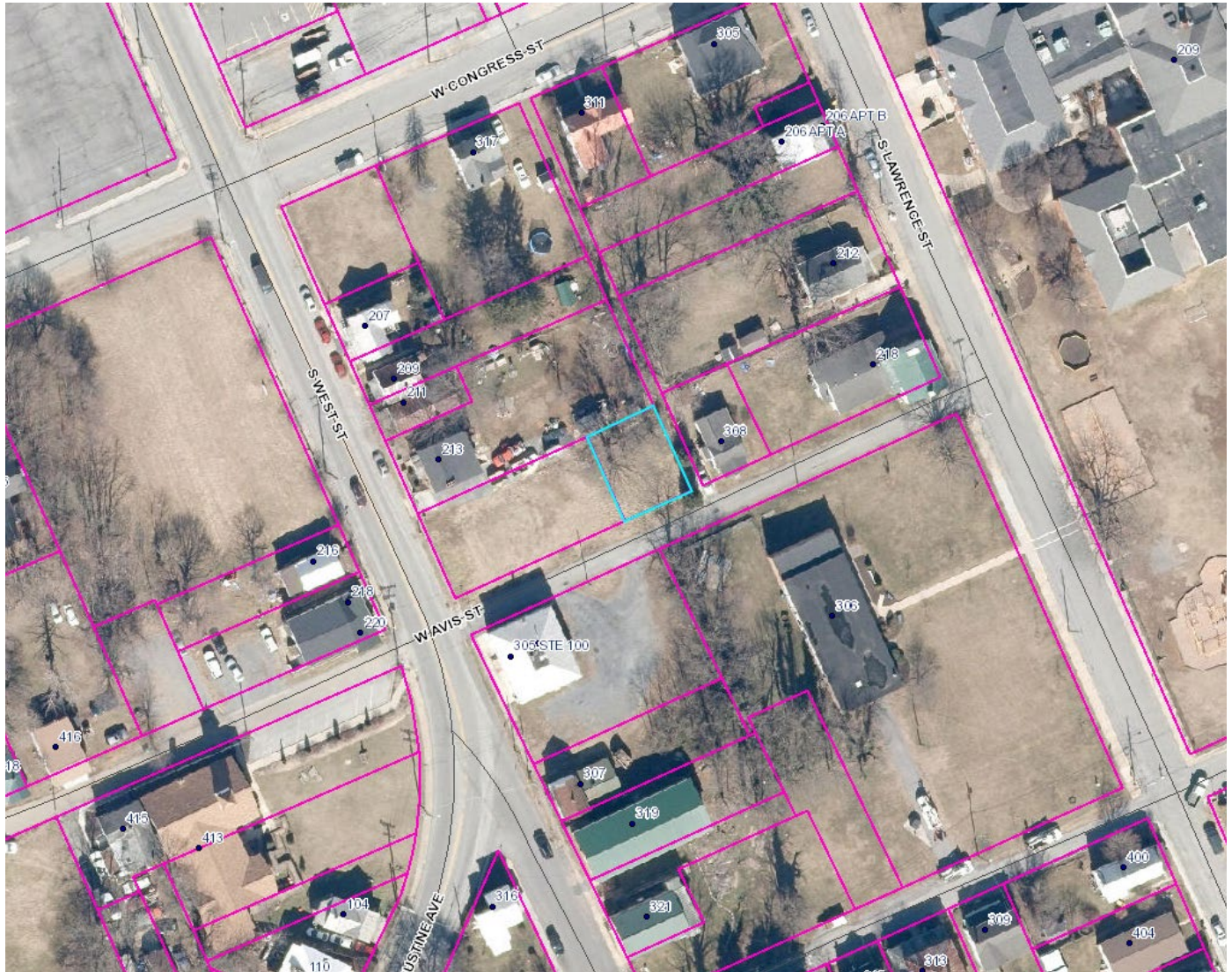
Property Owner: George Harris

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

Proposal: Certificate of Appropriateness for a new single family dwelling, fence, and shed

Property Location: TD: 03 / Map: 4 / Pcl: 0035.0000

Current Zoning: Old Town Residential (OT-R) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Old Charles Town Historic District.

Vacant lot.

The HLC must review proposals for any new construction in the Historic Overlay Districts to ensure compatibility with existing buildings. Criteria for review of proposed new construction will include proposed setback, height, scale, massing, building materials and proportion of the following: window openings, door openings, porches, and roof pitches.

Adjacent properties:

1. **308 W. Avis St:** One story three bay I-house with rear extension. Bungalow with porch having tapered squared front porch pillars-supported by brick pylons. 1/1 double-hung window sash. Lapped siding, shingle roof. Circa 1920. One **contributing** building.
2. **306 S. Lawrence:** Jefferson County Transitional School. Post 1955 public construction. One **non-contributing** building
3. **213 S. West Street.** Side Hallway. Brick two story with gable end chimney. Three front bays. Stone foundation. Seamed metal roof. Flat arches over windows. Front porch removed, small Classic Revival portico over front entry. Decorative brick entablature. Circa 1900. One **contributing** building
4. **305 S. West Street.** West Street Restorations. Commercial construction, block building, standing seam metal roof, center chimney, four front bays, 6/6 double-hung sash and display window. Many compromises. Circa 1930. One **non-contributing** building.
5. **212 S. Lawrence Street.** Bungalow. Cinder block. One and one-half story, enclosed front porch, three front bays, 3/1 double-hung sash. Block foundation, asphalt roof. Front gable entry with enclosed porch. Non contributing woodshed in the rear. Circa 1920. One **contributing** building.

PROPOSAL

- A. Construction of a single-family detached home. Applicant has presented two options:
 1. A rectangular two-story design. The front façade contains features reminiscent of a the Queen Anne style:
 - a. Non-symmetrical façade
 - b. Porch with support beams and gable
 - c. 2nd story bay window with gable
 - d. Spindle work as part of pediment gable

The structure is clad in vinyl, and the distinguishing architectural features are all the front façade. The sides and rear have windows, and a sliding glass door is shown in the rear façade. The structure is 20 ft. wide x 32 ft. deep, and has 1,104 sq. ft. of living space. An image is available on the next page.



An image of dwelling option 1

2. A square two-story design. The front façade contains features reminiscent of the American Craftsman style:
 - a. Focus on natural materials, with stone base and wooden support beams for front porch area, as well as exposed wood rafters protruding from upper story dormer gable.
 - b. Two-story or less design
 - c. Front porch
 - d. Earthy, warm colors



The structure is clad in vinyl with a partial stone façade, and the distinguishing architectural features are on both the front and rear façades. The garage is attached to the main structure. The structure is 29 ft. wide x 29 ft. deep, and has 803 sq. ft. of living space.

- B. Construction of a fence, 6 ft. tall and made of wood or vinyl. The applicant has provided 5 options:
 1. Vertical board with flat top.
 2. Stockade design
 3. Board on Board

- 4. Vertical board with additional support rails
 - 5. Board and Batten
- C. Construction of a shed, 80 sq. ft. in area. There are two options provided, but they are very similar in design: a two door, vinyl-clad storage shed.

ORDINANCE REQUIREMENTS

Setbacks in the OT-R Zoning District are:

Front: 20 feet or Front Setbacks shall vary no more than 10% from the average Setbacks of the three Adjacent Properties to each side

Sides: 10 ft.

Rear: 20 ft.

The proposed home location has 10 ft. side setbacks and a 20 ft. rear setback, which conforms to the setback requirements.

Code allows for an alternative means of determining the front setback:

In situations where there are not three (3) contiguous properties to either side of the subject property, where possible, reviewing the front setbacks in the next block on the same side of the street shall be considered. In locations where there are no structures in the contiguous block or if the block pattern change significantly, the intent and spirit of the Zoning Ordinance is to maintain consistency and compatibility within the block where the structure is to be located. Examining the front setbacks across the street from the subject parcel is a reasonable alternative in so much that compatibility within the block is maintained. Discretion in determining the front setback to achieve the character and compatibility resides within the duties of the Zoning Administrator.

The drawing submitted by the applicant shows a lot depth of 59 ft. The rear setback is 20 ft. The depth of the house could vary between 30-35 ft. Therefore the front setback would be between 4-9 ft.

The predominant pattern of front setbacks in this area is between 0-10 ft. This is based on existing structure front setbacks along this block of W. Avis St., and adjoining blocks on S. West St. and S. Lawrence St.

The proposed dwelling location conforms to front setback requirements.

Shed

The shed is 80 sq. ft. in area. Accessory structures less than 144 sq. ft. in area are required to be at least 3 ft. from rear and side property lines. The proposed location appears to be in conformance with that requirement.

Driveway

An 11x14 ft. parking spot is shown in the rear of the property. Driveways are subject to regulations in the Subdivision Ordinance:

- A. *Residential Driveway entrances shall be provided from any roadway to all single-family residences in accordance with Standard Detail DE-1 or Standard Detail DE-2 (depending upon the curb and gutter requirements).*

This level of detail can be provided at the building permit stage.

- B. *There shall be no more than one (1) vehicular entrance per individual Lot on a Public Street, unless the entrances are separated by a minimum of 150 feet.*

This criterion is met.

- C. *No Driveway shall be constructed closer than 40 feet to the nearest street intersection.*

This criterion is met.

- D. *Driveways shall not be located less than five (5) feet from an adjoining property unless used as a shared Driveway between the two abutting properties.*

This criterion appears to be met. This will be confirmed during the building permit stage.

- E. *Driveway grades shall not exceed three percent (3%) from the edge of the intersecting street pavement to the property line, nor exceed ten percent (10%) from the property line to the garage, carport, or other off-street parking space.*

This level of detail can be provided at the building permit stage.

- F. The maximum slope of embankments adjacent to Driveways shall not exceed 1V:3H unless a retaining wall is used to insure that the earth is stabilized.

This level of detail can be provided at the building permit stage.

- G. *Driveways shall be constructed at least 12 feet in width and of at least six (6) inches of compacted stone for a distance of at least twelve (12) feet beyond the right-of-way line.*

This level of detail can be provided at the building permit stage. The driveway appears to meet the 12 ft. width requirement.

Fence

Fences can be up to 6ft in height, provided they are not located in a front yard; fences in a front yard are limited to 4 ft. in height. The proposed fence is shown as encompassing the rear and side yards, and being in line with the front of the house. Based on the sketch, the fence is in conformance with the zoning ordinance.

HISTORIC DISTRICT REQUIREMENTS

"The dominant architectural styles expressed in the various Charles Town Districts are Federal, Greek Revival, Italianate, and Classical Revival, although the residential blocks of East Liberty Street, Mildred Street and the South Charles Town Historic District have a concentration of Foursquare and Bungalow style house.

...

The Old Charles Town District reflects the earliest period with many structures from the late Colonial and Federal period with a large concentration from 1780-1830." – pg. 14, HLC Design Review Standards.

Review Items

1. Setbacks

Setback requirements are met.

2. Height

No height information has been provided for dwelling option 1. Dwelling option 2 is 26 ft. 10 inches in height.

3. Scale and massing

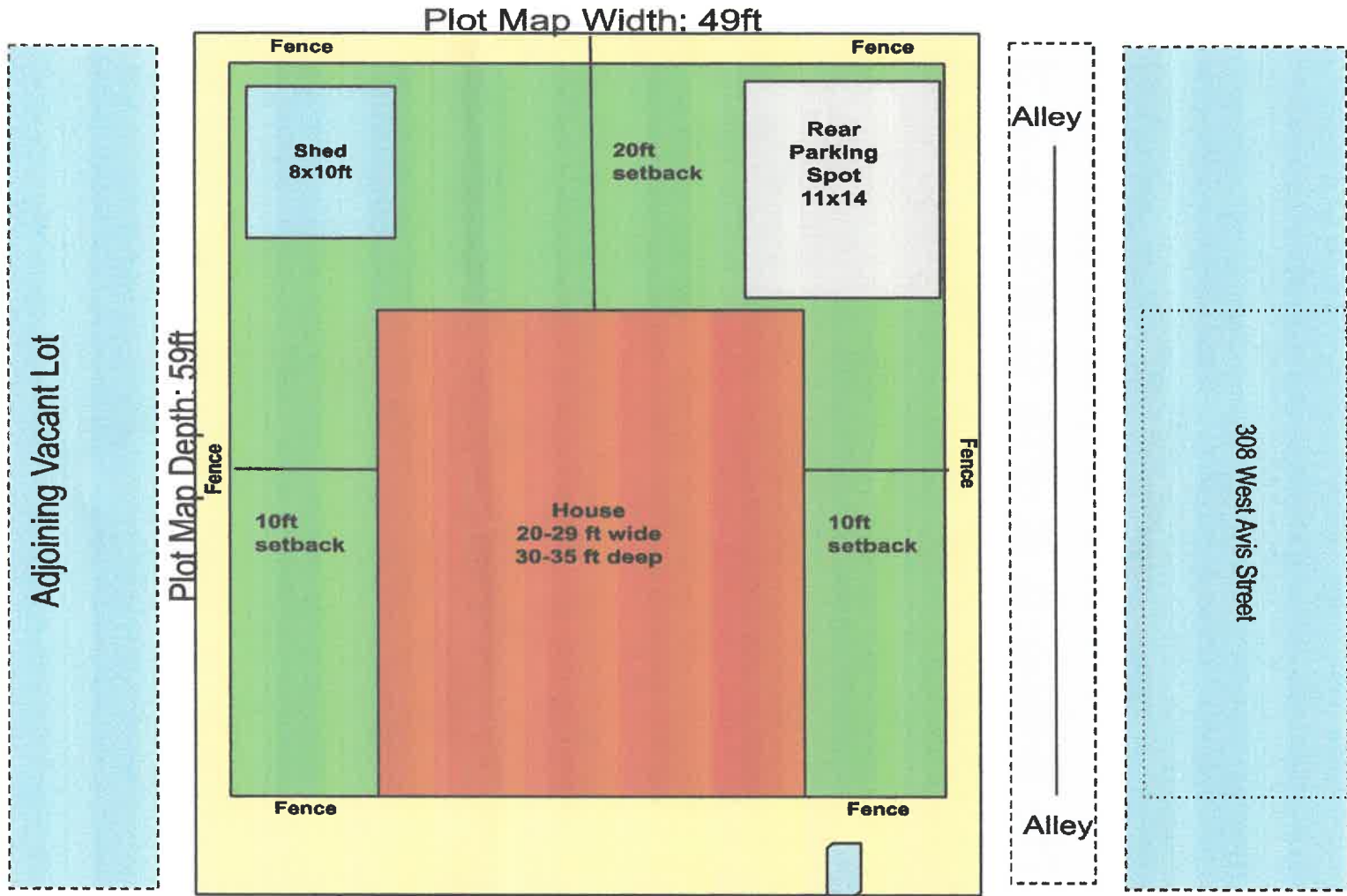
Per applicant's sketch, the lot is 2,891 sq. ft. in area. The house could be between 640 to 841 sq. ft. in area, and therefore occupy between 22-29% of the lot.

4. Building materials and proportion of the following: window openings, door openings, porches, and roof pitches.

Not enough information has been provided to adequately review these aspects. A final design chosen by the HLC will aid the application in devising more detailed plans.

STAFF RECOMMENDATION

Table action. The Commission should provide feedback to the applicant on which designs the Commission prefers. The applicant would then provide additional details on a final design for the dwelling, fence, and shed. The location of the house and shed are within the setback requirements of the zoning ordinance. The fence and driveway location are in conformance with the zoning ordinance.



1 Lot West Avis Street Plot Map Width: 49ft

- Includes: 1 privacy fence around the perimeter of the property 49x59 per county plot map; 1 House (see options attached) max 29x35; 10ft side setbacks, 20ft rear setback; 1 garden shed max 8x10; space for off street parking 11x14

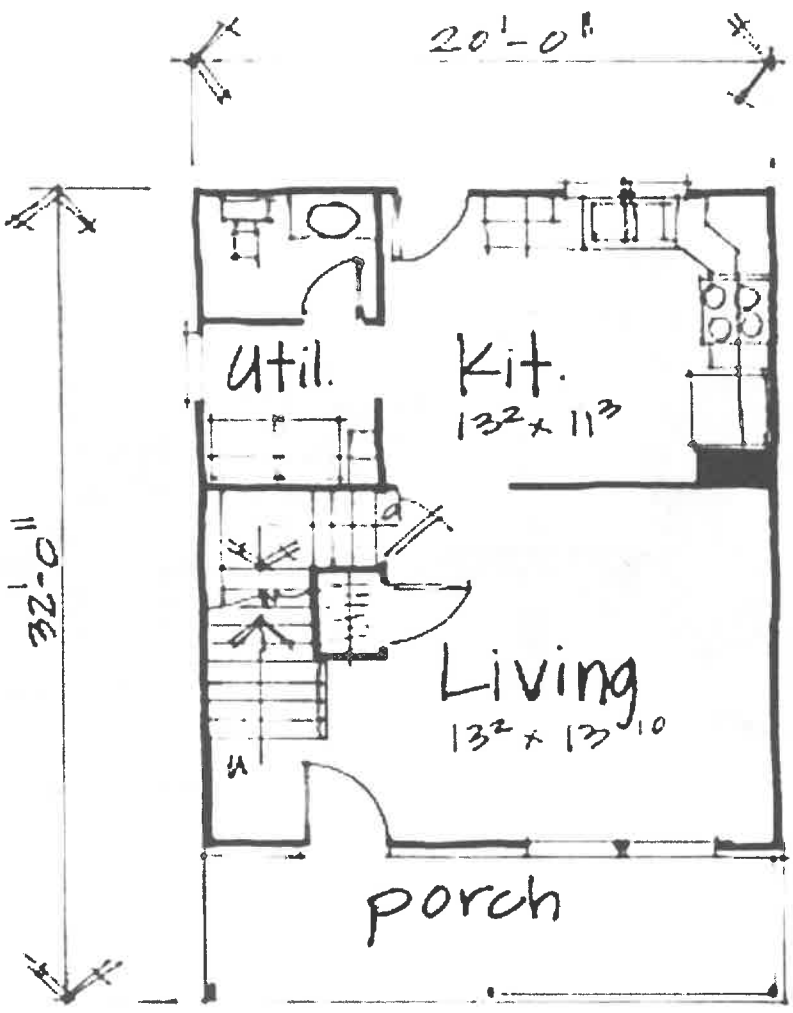
Option 1**REAR ELEVATION****Specifications**

1104 Total Living Area 520 Main Level 584 Upper Level

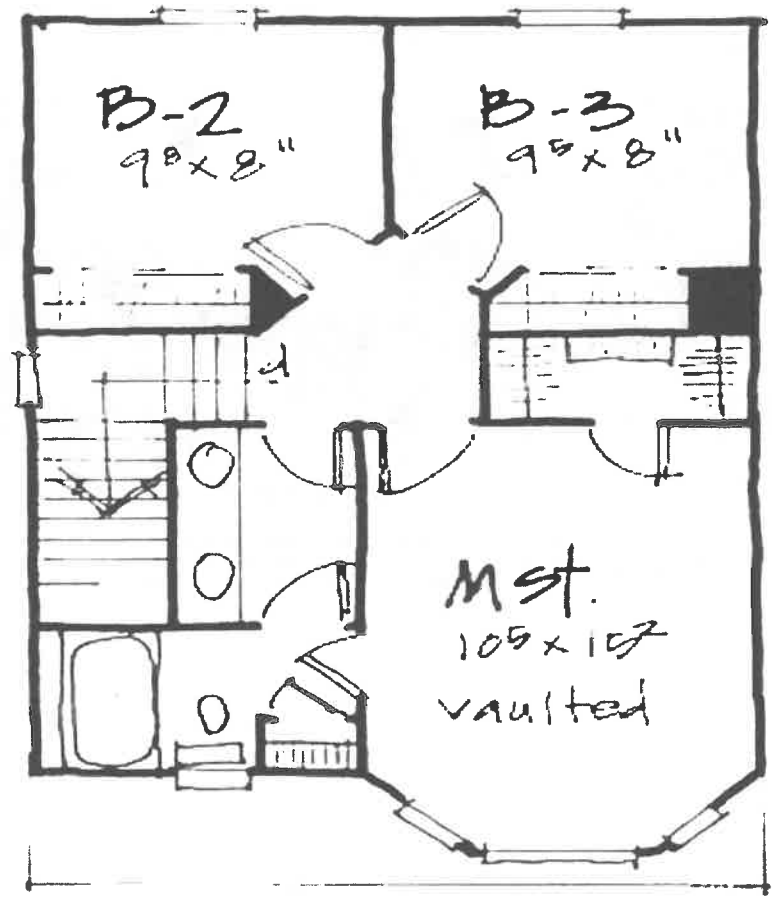
3 Bedrooms 2 Full Bath(s)

Dimensions 20' Wide x 32' Deep

Foundation Types Basement; Slab



Lower level

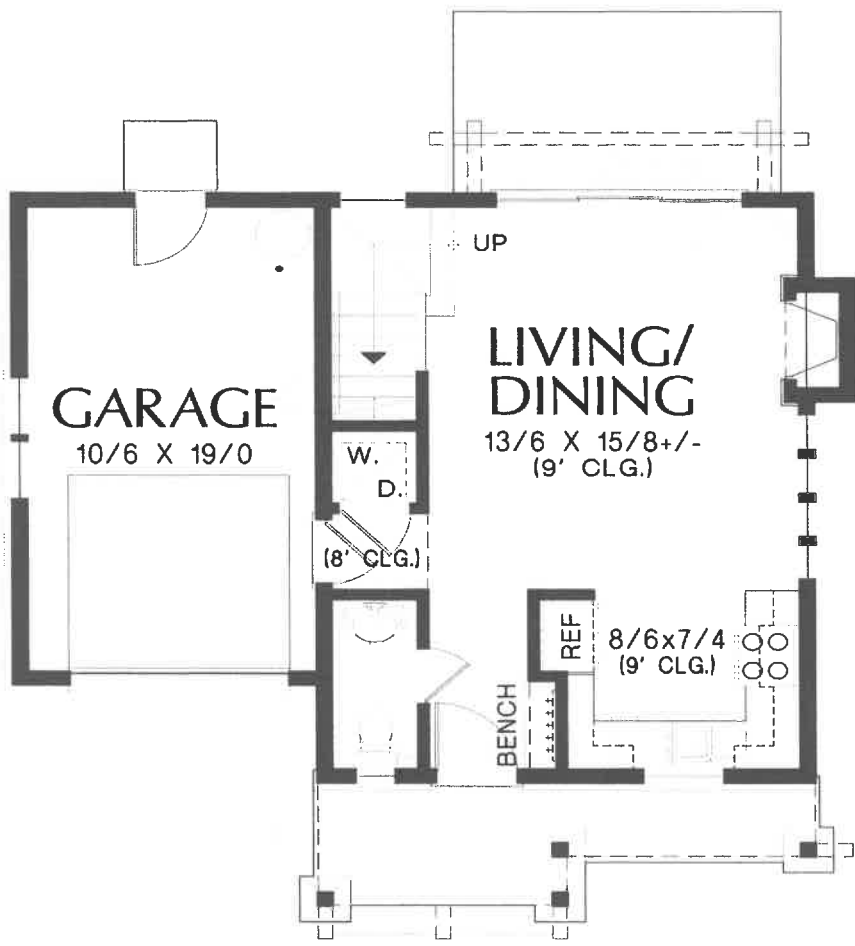


Upper Level

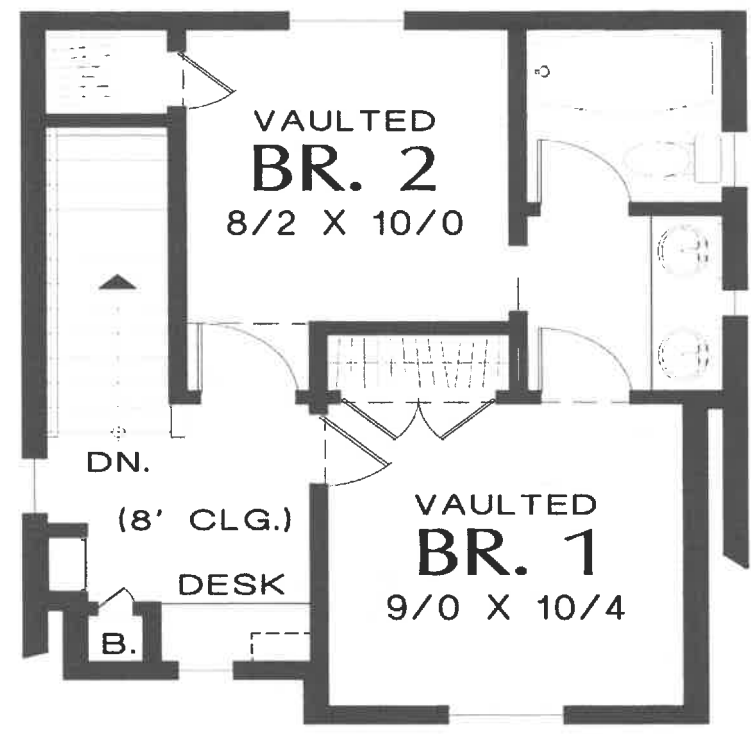
Option #2 2559-00885



**DETAILS TOTAL HEATED AREA:803 sq. ft.-- FIRST FLOOR:432 sq. ft.-- SECOND FLOOR:371 sq. ft.-- GARAGE:220 sq. ft. FLOORS: 2
 BEDROOMS: 2 BATHROOMS:1 HALF BATHS: 1 GARAGES:1 car Dimensions: WIDTH:29ft. DEPTH:29ft. HEIGHT:26ft.-10in.
 FOUNDATION:Crawlspace FoundationSlab FoundationBasement FoundationMAIN ROOF PITCH:12:12 EXTERIOR FRAMING:2x6**



Lower Level



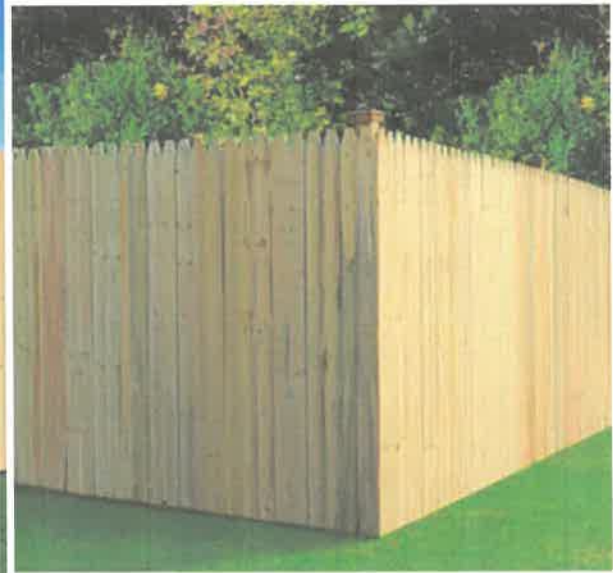
Upper Level

Fencing Options

Option 1



Option 2



Option 3



Option 4



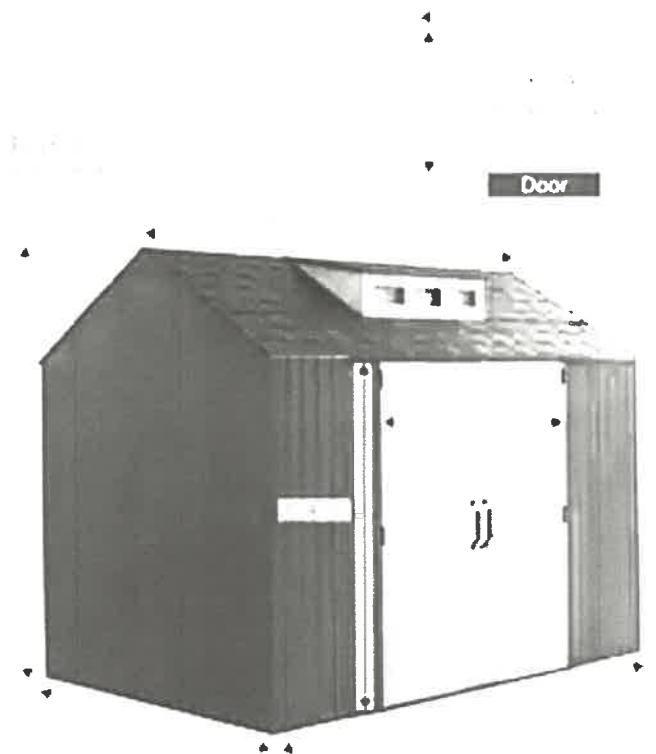
Option 5

Shed Options

Option 1



Option 2





RECEIVED

APR 24 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 April 20, 2023

2. APPLICANT'S NAME* Kandice Freeman

Address: 4406 Woodgate Way Bowie, MD 20720

Telephone Number: (202) 891-1546 Fax Number ()

Email Address: Kandicefreeman@gmail.com

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

3. PROPERTY OWNER'S NAME Kandice Freeman

Address: 4406 Woodgate Way Bowie MD 20720

Telephone Number: (202) 891-1546 Fax Number ()

Email Address: Kandicefreeman@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: 1 Lot West Avis Street Charles Town WV 25414

Tax Map # and Parcel(s): 4 0035 0000 0000

Deed Book and Page #: _____

Zoning District: 03-Charles Town Corp

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

Residential

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

Residential -

7. TYPE OF WORK:

A. Exterior alteration or repairs.

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

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

D. Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

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

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer’s illustrations or other description of proposed changes to the building’s exterior. Detailed drawings are required for major changes in architectural features.
- 2) If material changes are proposed, please provide a description of them. The architect’s specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

- 1) See page 6 of this application for more information.
- 2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town’s Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

- 1) Describe the structure's condition and reason for demolition.
- 2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

- 1) Explain what will be moved, why, and proposed changes.
- 2) If a building will be moved into a district from outside, include photographs.
- 3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

- 1) Describe how the structure will be secured from unwanted entry.
- 2) Describe measures to be taken to keep the weather and pest out.
- 3) If the property owner will not be in the state of West Virginia, designate a local contact.
- 4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
- 5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

Construction of a new privacy fence around the perimeter of the property. Approximately 50ft by 60ft around the exterior. Six feet high privacy, either wood or vinyl. See pictures attached. Residential home construction as well. See 2 options attached.

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 April 20, 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

Signs – Additional Information

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

Not Applicable

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: _____

