CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • JULY 10, 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 : Draft Minutes - June 12, 2023
HLC Meeting Minutes 06-12-2023.docx

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing** - COA 2023-09:Request for wall mounted signs at 308 W. Congress St.
1. Staff Report.pdf
2. Application.pdf

4.2 : HLC Annual Report
2023 Historic Landmarks Commission Annual Report.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: 07/10/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Draft Minutes - June 12, 2023

ATTACHMENTS:

- HLC Meeting Minutes 06-12-2023.docx

CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION

MINUTES • June 12, 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*
Diane Drake
Jeff Whitten

Absent: Pamela Hird

*Amanda Updike attended the meeting via Zoom.

2. APPROVAL OF MINUTES

- 2.1: Minutes – May 8th, 2023

Motion to approve minutes.

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

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

Staff gave a presentation.

DRAFT

Applicant stated that they were on a waitlist for *M&O Applications* for Dryvit installation since November 2022.

Applicant stated that the application cost from M&O was $2,800.00. The 50/50 match cost from the City would be $1,400.00.

The lack of tinted windows has damaged the new flooring. Two separate quotes were provided.

The commission asked if other options were available besides Dryvit.

Concerns were raised about the eligibility of window tint based on grant criteria.

Motion to open public comment.

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

No public comment.

Motion to close public comment.

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

Motion to approve the grant for Dryvit installation and repair.

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

Motion to approve the grant for window tint.

DRAFT

RESULT:	**DENIED [UNANIMOUS]**
MOVER:	Jeff Whitten
SECONDER:	Diane Drake
AYES:	
NAYS:	Nick Zaglifa, Diane Drake, Amanda Updike, Jeff Whitten

4.2: COA 2023-08: Request by Christopher Salas for a Certificate of Appropriateness for replacement construction of a deck, ramp, and planter box, located at 115 South Charles Street

Staff gave a presentation.

Commission asked if the replacement deck, ramp, and planter box are of a similar design to what is being replaced. The applicant confirmed, and stated that they plan to stain the wood elements a year after installation, which will give the wood time to acclimate.

Motion to open public hearing.

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

No public comment.

Motion to close public hearing.

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

Motion to approve the application.

RESULT:	**APPROVED [UNANIMOUS]**

MOVER:	Diane Drake
SECONDER:	Jeff Whitten
AYES:	Nick Zaglifa, Diane Drake, Amanda Updike, Jeff Whitten

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

Staff gave a presentation.

This building is a special case, as it is located outside of the Historic District. City council received a request and stated that the Historic Landmarks Commission can act on it despite the structure not being located within the Historic District.

Applicant was not present.

The committee asks if the provider of the second quote for the project, Constructive Solutions, has a City business license.

No motion to open public comment was received, as no members of the public were present either in-person or virtually.

Motion to approve the reimbursement of labor, paint work, masonry work, and door repairs, as specified in the Constructive Solutions quote. Total reimbursement will not exceed $1,775.00.

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

Motion to approve window work for first and second floor, as specified in the Constructive Solutions quote. Total reimbursement for this will not exceed $2,850, and is subject to the following condition:

A. The windows must match the existing window grill configuration and sash size. The windows and trim must be made using wood.

RESULT:	**APPROVED [UNANIMOUS]**

DRAFT

MOVER:	Jeff Whitten
SECONDER:	Diane Drake
AYES:	Nick Zaglifa, Diane Drake, Amanda Updike, Jeff Whitten

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

Staff gave a presentation.

Motion to table the matter:

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

SCHEDULED

Meeting: 07/10/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

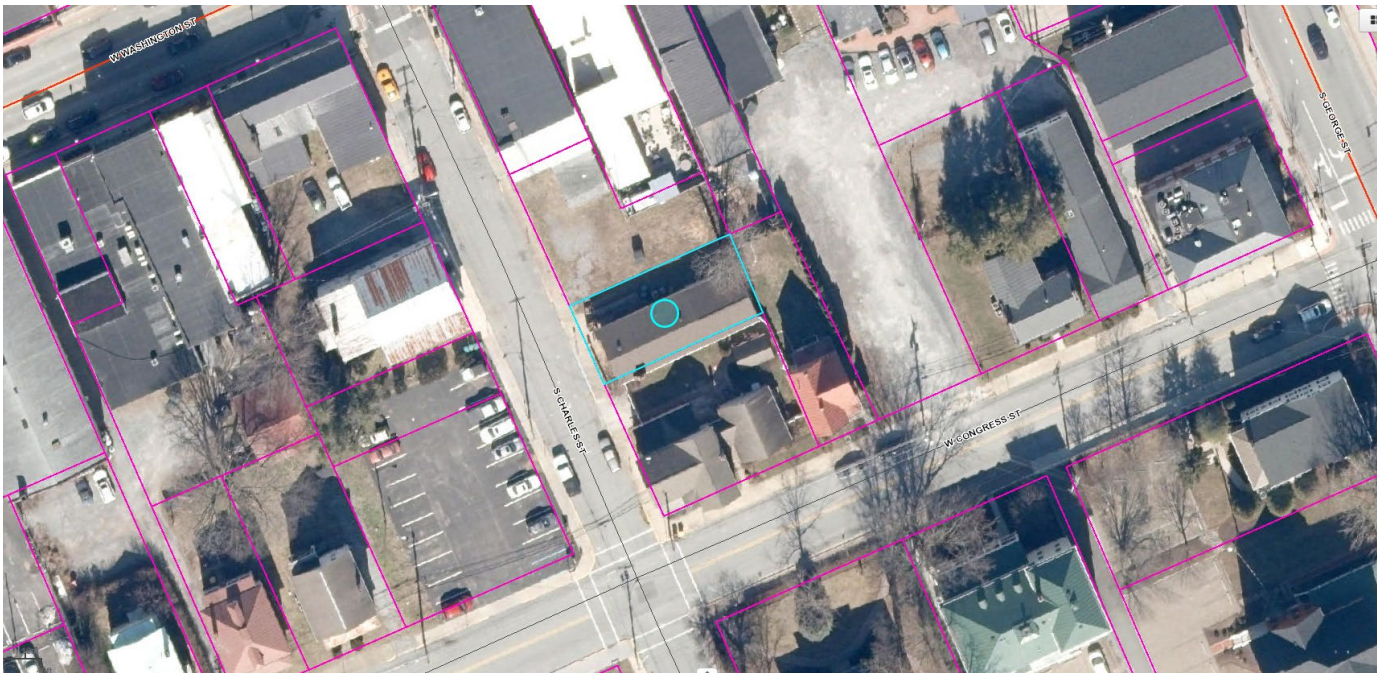
Public Hearing - COA 2023-09:Request for wall mounted signs at 308 W. Congress St.

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA Application Number COA-2023-09

Date: For the July 10, 2023, Historic Landmarks Commission meeting
Applicant: Marco Bustamante on behalf of TechStar Mechanical Services
Property Owner: FRITTS, LARRY R-TR & CAROL F KABLE-TR
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall mounted sign
Property Location: 308 W. Congress Street.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
International style influence, c. 1940s. Non-contributing.

STRUCTURE VIEW
Image from Google Streetview. Image date is June 2021.



PROPOSAL

A request for a Certificate of Appropriateness to replace to install two wall-mounted sign. One sign will be placed on the main office door, the other will be placed adjacent to the service bay entrance.

MATERIAL: The office door sign will be laminate material with a magnetic base to adhere to the door. The garage door will be bolted to the building, and is made of alumalite. Per Laminators Composite Panel Solutions, this material is a:

"strong, aluminum composite panel with a high-density corrugated polypropylene core that will not swell, corrode, rot, wick water, or delaminate even under prolonged water exposure".
Source: https://www.laminatorsinc.com/sign_product/alumalite-standard/

SIZE:

Sign 1 (office door): Height of 13 inches, Width of 22 inches, depth of ¼ inch.
Sign 2 (garage door): Height of 30 inches, Width of 60 inches, depth of ¼ inch.

SIGN 1 – Office Door



SIGN 2 – Service Bay Adjacent



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 signs meet both of these criteria, and are in conformance with the Ordinance.

HISTORIC DISTRICT REQUIREMENTS

In general, painted wood or metal is the preferred background for a sign; the garage sign will be made of aluminum. The office door is made of laminate material with a magnetic background and can be removed/relocated as needed. Glossy materials that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

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

STAFF RECOMMENDATION

Approval. Meets zoning requirements for height, size, location. The structure is non-contributing, and the signage meets zoning and historic district requirements.

COA Application No._____

RECEIVED
JUN 01 2023
BY: MWC

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 17, 2023

2. APPLICANT'S NAME* Marco Bustamante / Techstar Mechanical Services

Address: 308 West Congress Street, Charles Town WV 25414

Telephone Number: (304) 535-8572 Fax Number (___) _____

Email Address: techstar8572@gmail.com

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

3. PROPERTY OWNER'S NAME Larry R Fritts SR.

Address: 308 West Congress Street, Charles Town WV 25414

Telephone Number: (___) 728-8297 Fax Number (___) _____

Email Address: N/A

*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: 308 W. Congress Street, Charlestown WV 25414

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

N/A

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

N/A

7. TYPE OF WORK: N/A

A. _____ Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

____Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
____Material changes (wood, brick, metal, etc.)	____Windows - replacement, removal, elimination or new opening	____New construction
____Roof – Change in shape/profile	____Shutters	____Additions or alterations
____Skylights or dormers	____Door and transoms	____Signs
____Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	____Cut stone steps	____Solar panels
____Removal of historic markings and paintings	____Security Features	____Mothballing
____Wood cornices and concealed box gutters	____Porch or deck	____Demolition
____Wood trim	____Awnings and canopies	

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

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

C. SIGNS:

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

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

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

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

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

G. MOTHBALLING OF STRUCTURE

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

DESCRIPTION OF THE PROPOSED ACTIVITY:

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have read the relevant provisions of the Charles Town Design Review Standards pertaining to this application, Section 1322.13, of the Zoning Ordinance and for a sign request, Article 1324 of the Zoning Ordinance.

Signature of Applicant _____ Date 5/25/23

Signature of Property Owner(s) (If different than Applicant) _____ Date 5/24/23

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):
$236.50

SIGN CONTRACTOR: Vital Signs Plus-made sign
Techstar Mechanical Services LLC

Contractor License #: WV & City of Charles Town:
City # 1959 WV # WV057649

TYPE OF SIGN

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

Where on the property or building will the sign(s) be located?
① magnet - office door ② on building by garage door

SIGN MATERIAL:
① magnet ② Aluminum

SIGN DIMENSIONS:

Height	Width	Depth
13"	22"	
30"	60"	1 1/4"

magnet sign

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)

Please see Attached.

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

_____


TechStar
Mechanical Services LLC
Full Service HVAC Contractor
304-535-8572


TechStar
Mechanical Services LLC
Full Service HVAC Contractor
304-535-8572
OFFICE

CITY OF CHARLES TOWN

P.O. BOX 14
CHARLES TOWN, WV 25414

July 01, 2022

TECHSTAR MECHANICAL SERVICES
192 GOOD NEIGHBOR LN
HARPERS FERRY, WV 25425-4681

Account # 2023-1959

Your Business License for the period July 1, 2022 - June 30, 2023 is attached.

2022 - 2023

CITY OF CHARLES TOWN, WEST VIRGINIA

BUSINESS LICENSE

This License is Granted to:

TECHSTAR MECHANICAL SERVICES
192 GOOD NEIGHBOR LN
HARPERS FERRY, WV 25425-4681

Date Issued:	7/01/2022
Business License #:	1959
Class:	Retail-Contractor
Expires:	06/30/2023

This license issued on the petition of the applicant, who assumes all responsibility of compliance with Federal, State or Municipal Regulations. The City will make no refund if such regulations prevent or restrict the trade, business, or profession herein proposed.

CONTRACTOR LICENSE

AUTHORIZED BY THE

West Virginia Contractor Licensing Board

NUMBER: WV057649

CLASSIFICATION:
HEATING, VENTILATING & COOLING

TECHSTAR MECHANICAL SERVICES LLC
DBA TECHSTAR MECHANICAL
102 GOOD NEIGHBOR LANE
HARPERS FERRY, WV 25425

DATE ISSUED	EXPIRATION DATE
JULY 27, 2022	JULY 27, 2023

Authorized Signature

Chair, West Virginia Contractor Licensing Board

WEST VIRGINIA CONTRACTOR LICENSING BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 08/01/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: MARY ELLEN CRAWFORD	
BENJAMIN FARLEY AGENCY, INC 126 S. COURT ST FAYETTEVILLE, WV 25840	PHONE (A/C, No, Ext): 304-574-0477	FAX (A/C, No):
	E-MAIL ADDRESS: MARYELLEN@BFARLEYAGENCY.COM	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : THE CELINA MUTUAL INSURANCE COMPANY	20176
INSURED TECH STAR MECHANICAL SERVICES LLC 192 GOOD NEIGHBOR LN HARPERS FERRY, WV 25425-4681 304-535-8572	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	X		7304323-0	08/13/2022	08/13/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			7304323-0	07/15/2022	08/13/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	[X] UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED RETENTION $			7304323-0	07/15/2022	08/13/2023	EACH OCCURRENCE AGGREGATE $	$ 2,000,000 $ 2,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mary Ellen Crawford MARY ELLEN CRAWFORD

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/08/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME: PHONE (A/C, No, Ext): 844-472-0967 FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Berkshire Hathaway Direct Insurance Company	10391
INSURED Techstar Mechanical Services, LLC 192 Good Neighbor Ln Harpers Ferry, WV 25425	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 0
	CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 0
							MED EXP (Any one person)	$ 0
							PERSONAL & ADV INJURY	$ 0
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 0
	POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 0
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		N9WC652174	10/05/2022	10/05/2023	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$500,000
							E.L. DISEASE - EA EMPLOYEE	$500,000
							E.L. DISEASE - POLICY LIMIT	$500,000
	Professional Liability (Errors & Omissions): Claims-Made						Per Occurrence/ Aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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

Meeting: 07/10/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

HLC Annual Report

ATTACHMENTS:

- 2023 Historic Landmarks Commission Annual Report.pdf

CITY OF CHARLES TOWN HISTORIC LANDMARKS COMMISSION

CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT FISCAL YEAR 2022-2023

City of Charles Town
Department of Community Development

REPORT CONTENTS OUTLINE

Date of Completion: 7/5/2023

A Certified Local Government is responsible for submitting an annual report to the West Virginia State Historic Preservation Office. The report is due within 60 days of the end of the local government's fiscal year, and must include the following information:

I. CONTACT INFORMATION

Commission Name: Historic Landmarks Commission
Mailing Address: 101 E. Washington Street, Charles Town, WV

Commission Members:

Chair:	Nick Zaglifa | nickforcharlestown@gmail.com
Vice Chair:	Amanda Updike | mandiux3@gmail.com
Member:	Diane Drake | dianemdrake@yahoo.com
Member:	Jeff Whitten | jkwhitten@gmail.com
Member:	Pam Hird | hirdpam@gmail.com

II. LOCAL LEGISLATION

1. Copies of any new ordinances, amendments, bylaws, or guidelines enacted during this period. **NONE**
2. Number and list of new historic districts or landmark designations. A map must also be submitted showing site locations. **NONE**
3. Number of cases reviewed under authority of local ordinance (see table below)

CASES REVIEWED:

July 1, 2022 - June 30, 2023

	Approved	Denied	Appealed	Total
Maintenance	3	1	0	4
Facade Improvement	4	0	0	4
Signage	12	0	0	12
Demolitions	0	0	0	0
New Construction*	3	1	0	4

*New Construction refers to deck replacement, ramps, new structures, etc.



Commission-approved sign and facade work at Caverns Ice Cream, 212 North George Street.



Construction continues at 515 West Washington Street.



Sign at Firehouse Gallery,
108 North George Street.

Commission-approved hanging sign at
119 East Liberty Street.



III. LOCAL HISTORIC PRESERVATION COMMISSION:

1. Any changes to the membership of the commission. For vacancies, please indicate length of vacancy, how an attempt was made to obtain qualified professionals to fill the vacancy, and how the new appointee(s) demonstrate an avocation, interest, competence, or knowledge of historic preservation. In addition, please submit a resume for any new commission members.
2. Summary of how the commission obtained qualified professional expertise in the review of nominations or other actions normally evaluated by a professional if such expertise is not available on the commission.
    - The HLC receives staff reports before each meeting detailing the requests of the applicant.
    - Commissioner Jeff Whitten actively works as a historic preservation contractor.
3. Number of commission meetings held during this period.
    - 10 commission meetings were held between July 2022 and June 2023.
4. Explanation of how commission meetings were advertised in advance.
    - All public hearings were advertised in the *Spirit of Jefferson*, posted at City Hall, and indicated with yard signs and placards at the address of the establishment. Hearings were also advertised on the City website.
5. Indication of the number of meetings which each commission member attended.
    - See next page.

COMMISSION MEMBER ATTENDANCE

Commissioner	Present	Absent	Cancelled
Chair Nick Zaglifa	10	0	1
Vice Chair Amanda Updike	10	0	1
Jeff Whitten	8	2	1
Diane Drake	10	0	1
Pam Hird	6	4	1

6. Indication of any historic preservation training sessions which each commission member attended during this period.
   - Commissioner Jeff Whitten attended a National Trust for Historic Preservation conference.

IV. NATIONAL REGISTER NOMINATIONS:

1. List of activities affecting any National Register sites in the commission's jurisdiction.
   - **NONE**
2. List of National Register nominations reviewed by the commission.
   - **NONE**
3. List of persons contacted during the review and comment period.
   - **NONE**

V. LOCAL SURVEY AND INVENTORY:

1. List and copies of new inventory forms completed for individual buildings, historic districts, and archaeological sites. A map must be included that indicates newly inventoried sites.
   - **NONE**
2. Summary of survey activities including future plans.
   - **NONE**

VI. PUBLIC PARTICIPATION:

1. Outline of public participation procedures which complied with West Virginia Open Law 6-9A-1 et seq.
    - All meetings are open to the public and held in City Hall. All public hearings are advertised at least 14 days in advance in the local newspaper, agenda is posted at City Hall, and a sign is placed on the property for which the application was made.

VII. TECHNICAL ASSISTANCE:

1. Technical assistance needs for the upcoming year.
    - **NONE**

HISTORICALLY HIP.

CHARLES TOWN, WV











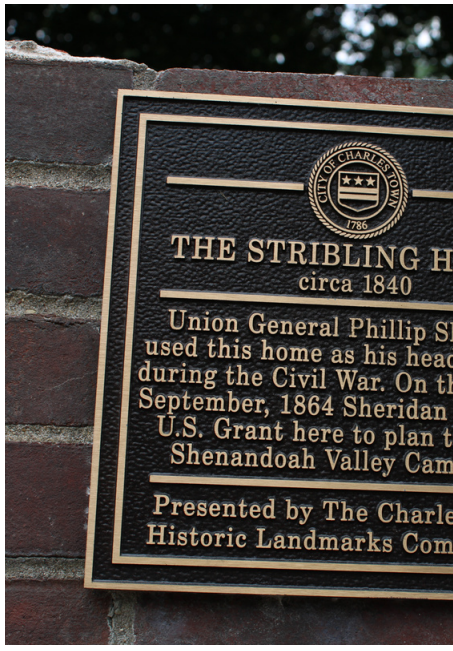

Historic Landmarks Commission
101 E. Washington St.
Charles Town, WV 25414
charlestownwv.us