CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • SEPTEMBER 11, 2023

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

1. CALL TO ORDER

1.1 : Moment of Silence in Remembrance of September 11, 2001

2. APPROVAL OF MINUTES

2.1 : Draft minutes of August 14 2023
Draft HLC Minutes 8-14-23.docx

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : Public Hearing: COA2023-12 - Roof replacement at 527 E. Washington Street
1. Staff Report.pdf
2. Application.pdf

4.2 : Public Hearing: FIP2023-05 - 217 W. Washington St. Facade Improvement Grant for an awning replacement.
1. Staff report.pdf
2. Application.pdf

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

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

Meeting: 09/11/23
Department: Historic Landmarks Commission
Category: Proclamation
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Moment of Silence in Remembrance of September 11, 2001

ATTACHMENTS:

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

Meeting: 09/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Draft minutes of August 14 2023

ATTACHMENTS:

- Draft HLC Minutes 8-14-23.docx

CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION

MINUTES • August 14, 2023

Committee Meeting **CITY HALL** **7:00 PM**

101 East Washington Street, Charles Town, WV 25414

DRAFT

1. CALL TO ORDER

Present: Nick Zaglifa, Chair
Amanda Updike
Diane Drake
Jeff Whitten – attended virtually

James Newman, Zoning Administrator
Kim Crosson, Permit Technician – attended virtually

Absent:

2. NEW BUSINESS

2.1: COA 2023-10: Request for demolition

Staff gave a presentation

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Drake
AYES:	Zaglifa, Whitten, Updike, Drake

No public comments.

Motion to close Public Hearing.

RESULT:	**Approved**
MOVER:	Whitten
SECONDER:	Updike
AYES:	Zaglifa, Whitten, Updike, Drake

Commission asked about future development plans should the demolition request be approved. Applicant stated that they currently have no plans for development.

Motion to approve the demolition request as presented by staff .

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Updike
SECONDER:	Drake
AYES:	Zaglifa, Whitten, Updike, Drake

2.2 COA 2023-11: 111/113 W. North St request for demolition and new construction

Staff gave a presentation. Clarified that this is two separate Certificate requests: one for demolition, one for new construction, and that two separate votes are needed.

Commissioner Whitten stated that he is an adjacent property owner but that he does not have a conflict of interest and is able to vote on these requests.

Motion to open public hearing.

RESULT:	**Approved**
MOVER:	Drake
SECONDER:	Updike
AYES:	Zaglifa, Whitten, Updike, Drake

No public comment

DRAFT

Motion to close Public Hearing.

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Whitten
AYES:	Zaglifa, Whitten, Updike, Drake

Applicant Crystal Yoder spoke. States that she and her husband will use the structure as their primary residence while renting out other living space.

Commission discussed the **demolition request**. Asked if the structural survey had been finished. Applicant responded that a preliminary review had bene performed and that the initial assessment was that demolition was the only viable means of making use of the property.

Motion to approve the demolition request as presented by staff.

RESULT:	**Approved**
MOVER:	Whitten
SECONDER:	Drake
AYES:	Zaglifa, Whitten, Updike, Drake

Commission discussed the **new construction request**. Stated that vinyl is not permitted within the historic district. Asked about the nature of 'engineered wood', as well as the timeline process for the applicant is getting a building permit. Commissioners spoke positively about the overall design of the house.

Motion to approve the new construction subject to the condition:

1. The new structure must feature materials required by the Historic Design Review Standards.

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Drake
AYES:	Zaglifa, Whitten, Updike, Drake

DRAFT

2.3 Commission Review – Happy Retreat

Staff gave a presentation. Staff clarified that while this property is not within the Historic District, the Planning Commission asked that the Commission be given a chance to comment on the project.

Applicant spoke. Stated that Happy Retreat is a National Treasure, and that they desire to make it a more active cultural center, hence the request for additional parking space. Desire to restore all the structures on site over a period of time; this project is the first step. Archaeological digs and studies have been performed.

Applicant's engineer gave a presentation.

Commissioners spoke in favor of the project, with a positive focus on the additional landscaping, American's with Disabilities Act compliance and improvements, and dual use as parking for an expanded trails network.

2.4 Commission Review – Augustine Trail

Staff gave a presentation.

After discussion, the Commission stated they had no comments to submit to the State.

3. APPROVAL OF MINUTES

- 3.1: Minutes – July 10, 2023

Motion to approve minutes passed by unanimous consent without any changes.

4. UNFINISHED BUSINESS

4.1: HLC Annual Report
Motion to approve the report as presented.

RESULT:	**Approved**
MOVER:	Updike
SECONDER:	Drake
AYES:	Zaglifa, Whitten, Updike, Drake

5. ADJOURNMENT

Motion to adjourn.

RESULT:	**Approved**
MOVER:	Drake
SECONDER:	Whitten

DRAFT

AYES:	Zaglifa, Whitten, Updike, Drake

DRAFT

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

SCHEDULED

Meeting: 09/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

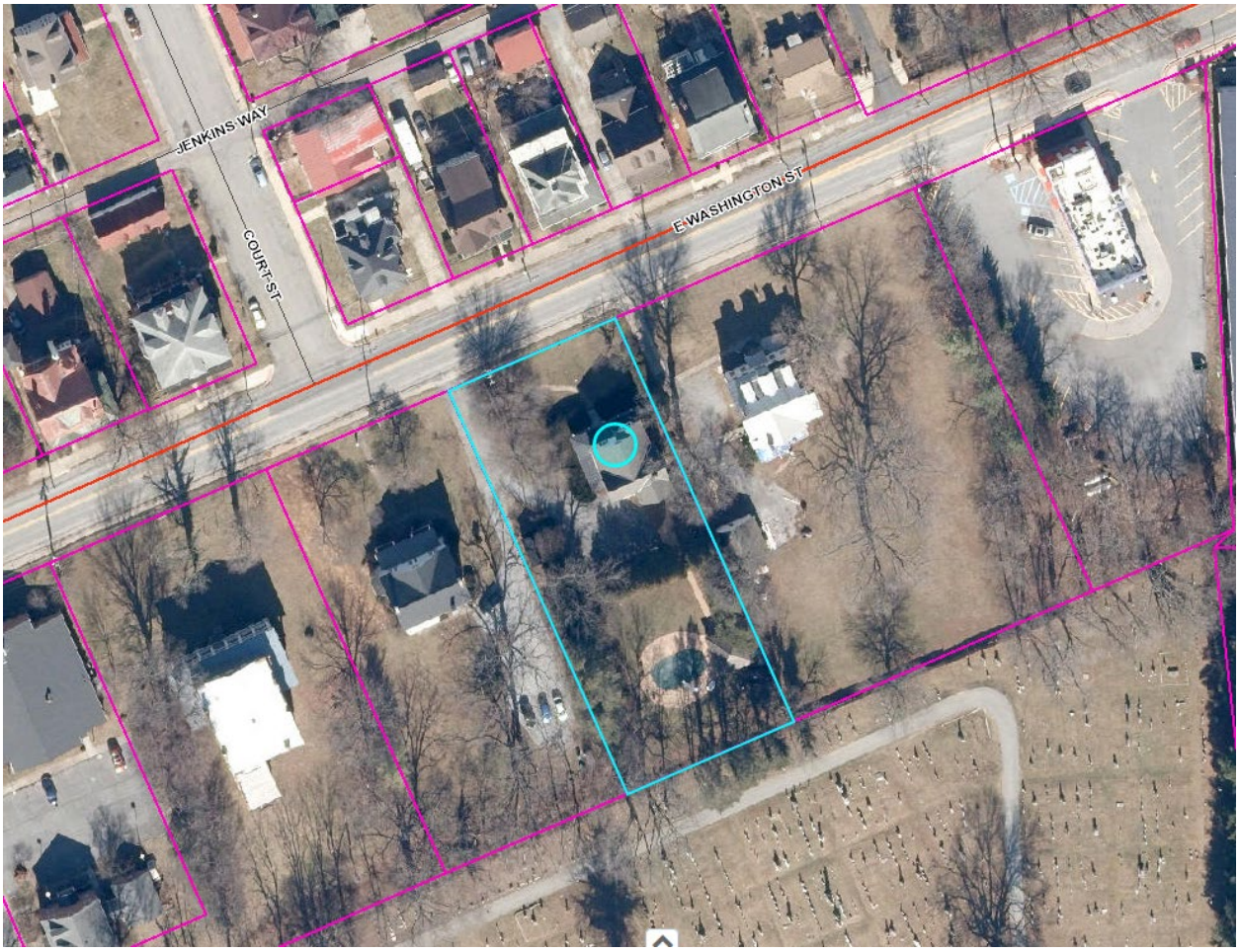
Public Hearing: COA2023-12 - Roof replacement at 527 E. Washington Street

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2023-12

Date: For the September 11, 2023 Historic Landmarks Commission meeting
Applicant: Robert and Barbara Bir
Property Owner: Robert and Barbara Bir
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a new roof
Property Location: 527 E. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



<u>HISTORIC SURVEY BUILDING INFORMATION</u>: Downtown Historic District.
527 E. Washington Street. Late Queen Anne influence, c. 1900. Gable-fronted house. Two bays wide. Front semi-hexagonal projecting bay beneath gable with fancy brackets. Entrance with transom and sidelights. Wraparound porch with Doric columns. Example of early 20th century Queen Anne transitional. **Contributing**.

STRUCTURE VIEW
Staff photograph taken August 27, 2023.



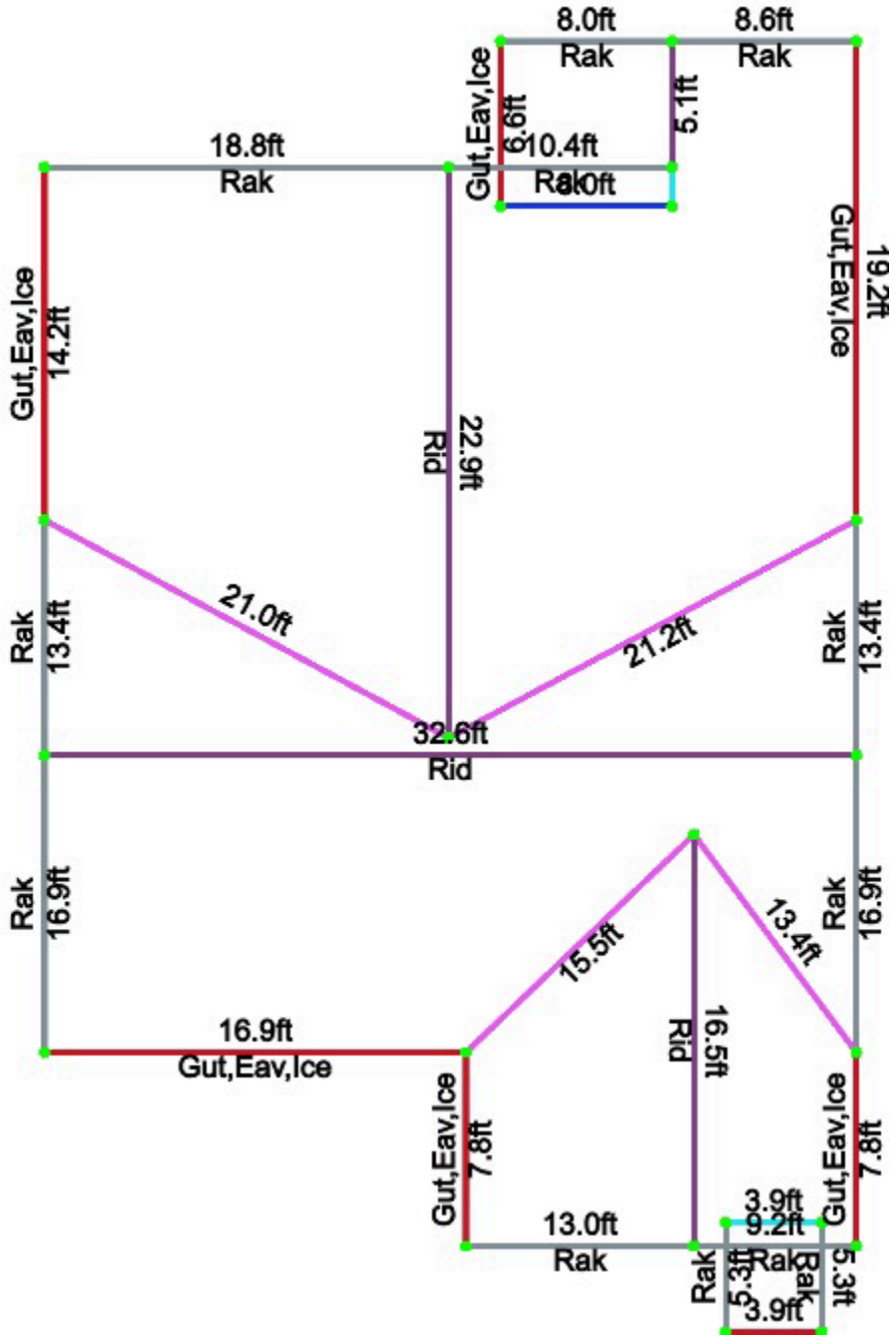
PROPOSAL
A request for a Certificate of Appropriateness to replace asphalt shingles with a standing seam metal roof. The porch is roofed with standing seam metal.

MATERIAL: 24 gauge galvalume metal that will be black in color to match the lower porch roof.

"Galvalume is a coated metal product used for commercial, agricultural and residential applications to emulate galvanized steel… Galvalume metal roof and siding panels are coated with a mixture of zinc and aluminum and siliconized coating to help resist scuffs and fingerprints better than a bare metal product. The mixture of zinc and aluminum protects the Galvalume metal against corrosion and rust, helping Galvalume typically last much longer than Galvanized steel."

Source: https://www.bridgersteel.com/metal-colors/galvalume

SIZE:



ORDINANCE REQUIREMENTS

None.

HISTORIC DISTRICT REQUIREMENTS

Any change in the roof shape/profile will require a certificate of appropriateness. Additions of skylights and new dormers which are visible from the primary street and the side facades for corner lots require a COA. Changes in roofing materials and colors do not require a COA.

Roofs are an important characteristic in defining the overall historic character of a building. Roof shape, decorative features and materials all determine the character. They are highly visible from the public ways and are instrumental in determining the historic period and shape of a building.

It is recommended that property owners make every attempt to maintain existing period roofs or return to authentic roofing materials. In particular, due to the iconic nature, mansard roofs, standing seam metal roofs and slate roofs should be maintained in authentic roofing material. If it is necessary for a property owner to replace an existing slate or standing seam metal roof with materials other than slate or standing seam metal, simulated materials should be used that match in color and character to the original material.

STAFF RECOMMENDATION

Approve.

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

COA Application No._____

RECEIVED
AUG 11 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 8/11, 2023
2. APPLICANT'S NAME* Robert Bir + Barbara Bir
   Address: 527 E Washington St Charles Town
   Telephone Number: 304) 261-0296 Fax Number ( )
   Email Address: birrobert@hotmail.com
   Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant ____Other: (explain)_____
3. PROPERTY OWNER'S NAME Robert Bir + Barbara Bir
   Address: 527 E Washington St Charles Town
   Telephone Number: 304) 261-0296 Fax Number ( )
   Email Address: birrobert@hotmail.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: 527 E Washington St Charles Town

Tax Map # and Parcel(s): 03 202 58 0000 0000

Deed Book and Page #: DB 1282 page 408

Zoning District: Old Town Mixed Use Commercial

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. X Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

____Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
____Material changes (wood, brick, metal, etc.)	____Windows - replacement, removal, elimination or new opening	____New construction
_X_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:

replace existing asphalt room with stand+seam
black metal roof

Work to be done by
Crafted Exterior Services
681-783-8257
craftedservices@gmail.com
Wes Pence

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 8/11/2023

Signature of Property Owner(s) (If different than Applicant) _____ Date 8/11/2023

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

SCHEDULED

Meeting: 09/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

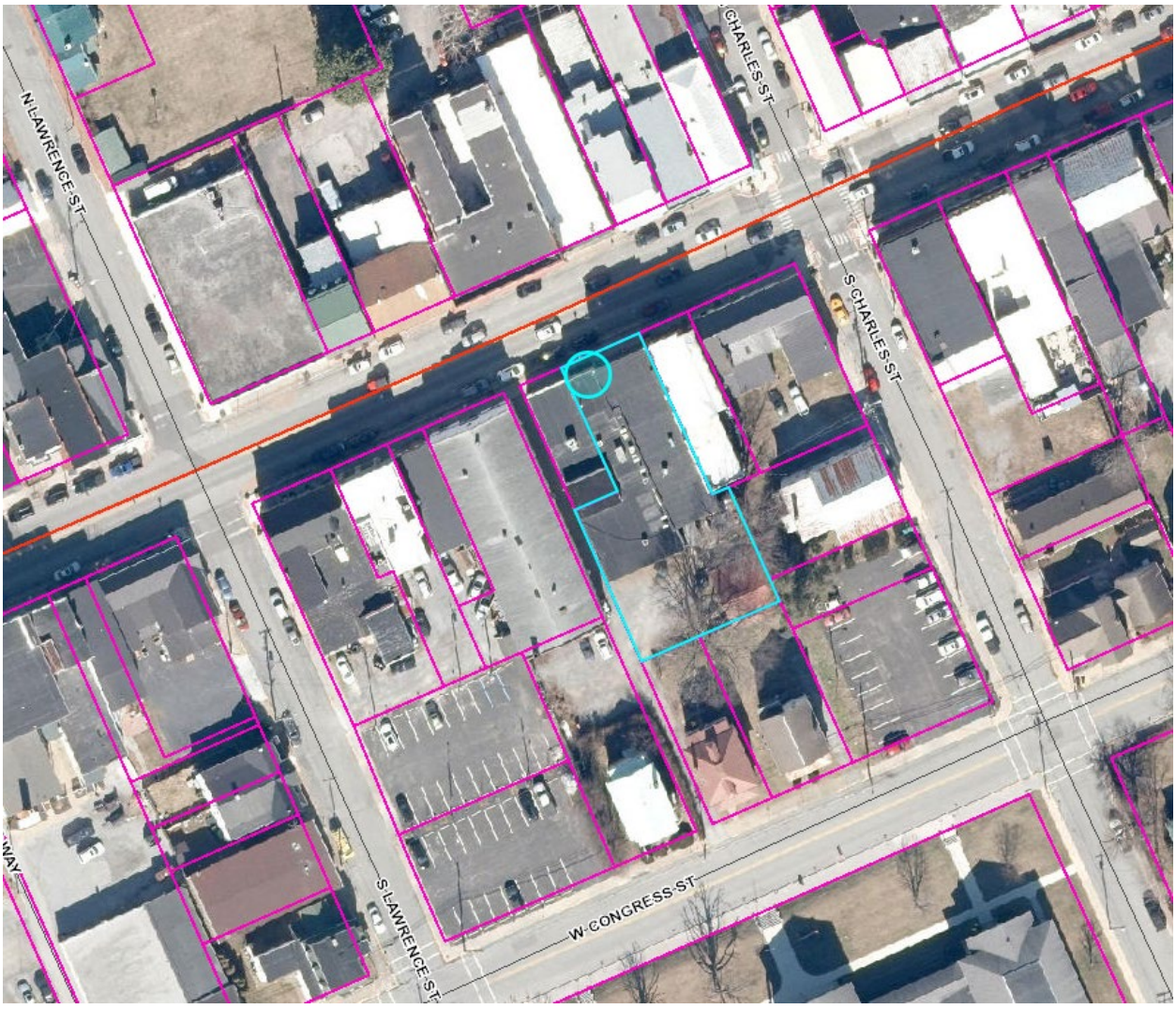
Public Hearing: FIP2023-05 - 217 W. Washington St. Facade Improvement Grant for an awning replacement.

ATTACHMENTS:

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

Public Hearing – Façade Improvement Grant
FIP 2023-05

Date: For the September 11, 2023, Historic Landmarks Commission meeting
Applicant: Ann Paonessa
Property Owner: BAKKA LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant Request
Property Location: 217 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD).



<u>HISTORIC SURVEY BUILDING INFORMATION</u>: Downtown Charles Town Historic District
219 W. Washington Street. Late 20th century, after 1985. **Non-contributing**.

FUNDING MECHANISM

Property owners or tenants who choose to participate in this program are eligible to receive financial assistance, in the form of a 50/50 funds match, up to $5,000.00 Any work completed prior to formal written approval will not be eligible for funding.

PROPOSAL

A request for up to $1,089.36 with a Façade Improvement Grant. Applicant seeks reimbursement for:

1. Awning replacement

MATERIAL:

Fabric.

ORDINANCE REQUIREMENTS

Applicable language from the Zoning Ordinance Section 1324.06.C states:

2. *Valance and Copy Size for Canopy/Awning Signs.* The Valance, or apron, for any Canopy shall in no case exceed 12 inches in height.

5. *Clearance Requirements for Canopy/Awning Signs and Suspended Canopy Signs.* All Canopy/Awning Signs attached to the underside of a Canopy shall maintain the minimum clearance above the ground level of any Sidewalk or vehicular access area as specified in the most recent edition of the City Building Code;

Applicant is proposing a same/similar replacement of the existing awning. The valence will be 6 inches, and is located far enough from the sidewalk to not be an impediment. The application meets the requirements of Zoning Ordinance.

STRUCTURE VIEW

From Google Maps, June 2021:



EXISTING AWNING

Staff photograph taken August 27.



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

The applicant has provided two quotes:

1. The Incredible Awning Company, with a quote of $1,600
2. E.W. Armstrong Company Inc., with a quote of $2,079.35

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

1. The Incredible Awning Company: $800.
2. E.W. Armstrong Company Inc.: $1,089.36

AVAILABLE FUNDS

$24,622 was allocated at the start of the fiscal year. However, this includes holdover funds from previous fiscal years to allot to previously approved projects on which the City is awaiting receipt of work performed.

$10,400 remain on hold for allotment to previously approved projects.

$13,222 dollars remain available in the fund.

STAFF RECOMMENDATION

Approval. Two bids and quotes were provided, the applicant has not yet completed the work, and the requests are exterior facing improvements that meet the criteria for approval.

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

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: Ann Paonessa Date: 8 / 4 / 23

Company Name: BAKKA, LLC Phone: 304-240-7821

Mailing Address: 536 S. Mildred St Fax:

Charles Town WV 25414 E-mail: anne@amorelaw.com

Project Address: 217 N. Washington St , 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:

Replacement of existing awning (which is past its useful life) with a new awning size/material/color to be same as existing (see attached)

Estimated Project Start Date: 9 / 1 / 23

Estimated Project End Date: 9 / 30 / 23

Estimated Total Project Budget:

Grant Amount Requested:

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: Ann Paulsson

Property Owner's Signature: [signature], Managing Member, BAKKA, LLC

Date of Application: 8/4/23

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
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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 BAKKA, LLC

Address: 536 S. Mildred St

Telephone Number: 304 240-7821 Fax Number ( )

Email Address: ann@amurelaw.com

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

2. CURRENT PROPERTY OWNER'S NAME same as above

Address: _____

Telephone Number: ( ) _____ Fax Number ( ) _____

Email Address: _____

3. PHYSICAL ADDRESS: 217 W. Washington St Charles Town

Tax Map # and Parcel(s): 99/590 - 032B00180000000

Zoning District: Old Town Commercial | HOD

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

retail/office

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

retail/office - Heights Church is current tenant

6. TYPE OF WORK:

A. X Exterior alteration or repairs. (Replace Awning)

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

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

D. _____Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

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

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

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

1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
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C. SIGNS:

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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.
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4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

1) Explain what will be moved, why, and proposed changes.
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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:

Replace existing awning, which is past its useful life, with new awning of same size, material + color. See attached.

Signs – Additional Information

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

SIGN CONTRACTOR: Incredible Awnings

Contractor License #: WV & City of Charles Town: WV #: WV062898 City: # 2024-477

TYPE OF SIGN

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

Where on the property or building will the sign(s) be located? Front - above door + storefront (Same location as existing)

SIGN MATERIAL:

SIGN DIMENSIONS:

Height	Width	Depth

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)

See attached

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 8/4/2023

Signature of Property Owner

_____ Date 8/4/2023

Managing Member BAKKA, LLC

Please submit an original completed petition to the following:

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

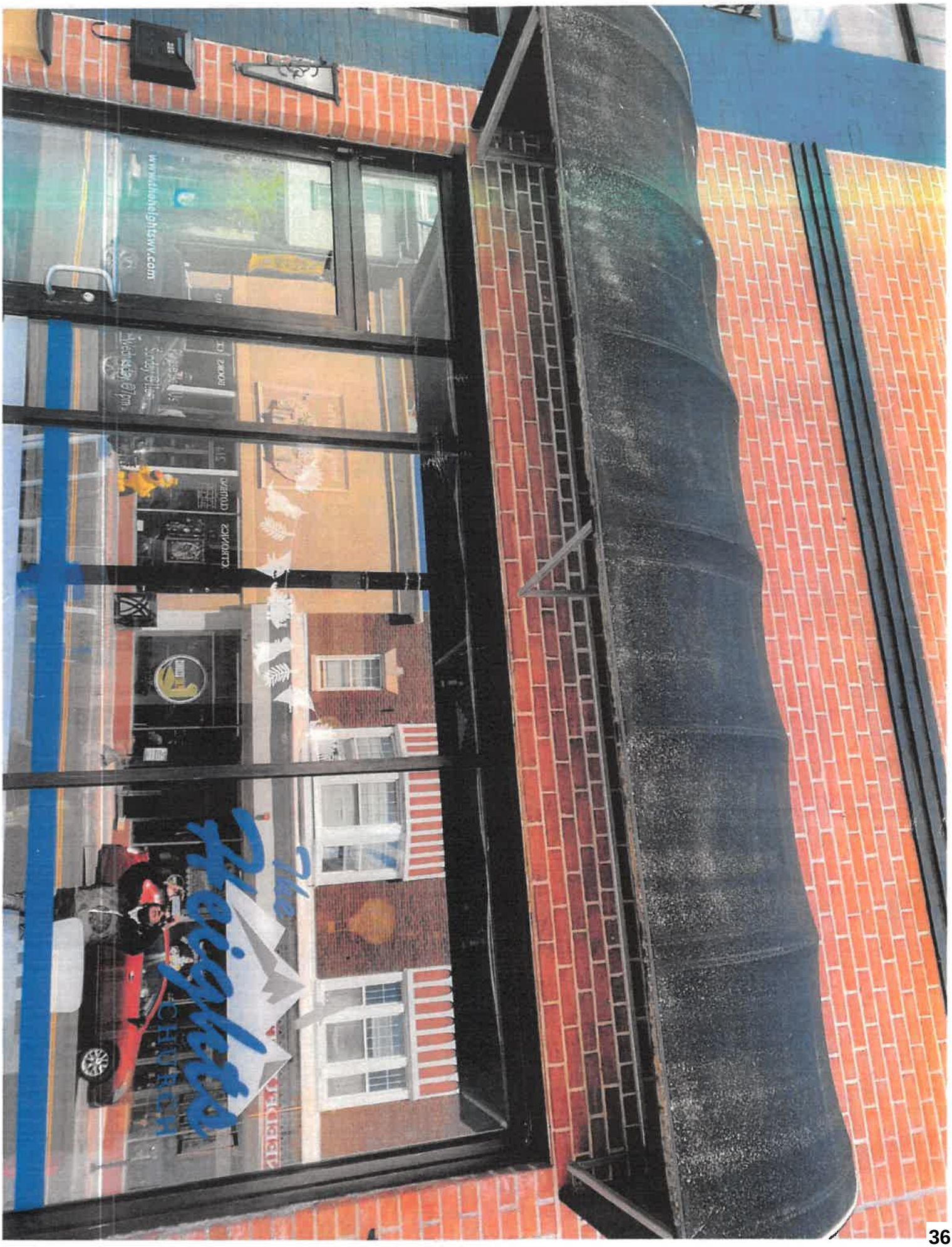
_____

CITY OF CHARLESTOWN
FAÇADE IMPROVEMENT PROGRAM

Grant Approval Agreement

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

Property Owners Signature _____ **Date** 5/5/2023


www.theheightswv.com


Existing awning
Sumittra

Original was very similar to DreamHouse awning in Frederick, MD below, except frame is curved. Scallop trim was removed several years ago when it began to rip + fray. New awning will have the trim and use existing curved frame.



THE INCREDIBLE AWNING COMPANY
472 LINCOLN WAY WEST
CHAMBERSBURG, PENNSYLVANIA 17201
John Sheppard 717-377-3097

Estimate

DATE	ESTIMATE NO.
5/4/23	

PROJECT
Recover.

Ann.
NAME
217 W. Washington St
STREET
Charleston WV
CITY STATE ZIP CODE
304-240-7821
PHONE NO.

WOOD		ROOF	
BRICK		WALL	
VINYL		SOFFIT	
STUCCO			
DRYVIT			

DIRECTIONS:

ITEM	DESCRIPTION	QUANTITY	RATE	TOTAL
1/4 Barrel Recover	Replace fabric w/ New Black Sunbrella fabric w/ White Braid/Trim.	1		$1,600

Take down & Bring Back to shop.
Replace fabric
Reinstall Awning

50% DUE AT TIME OF ORDER - REMAINDER DUE AT COMPLETION
Customer Signature _____

Total $1,600

Licensed in

Virginia 2705014816
West Virginia WV007712

PROPOSAL

2nd estimate

E.W. ARMSTRONG COMPANY, INC.

318 N. Braddock Street ~ Winchester, Virginia 22601
540/667-1525 ~ 540/662-8168 fax
ewarmstrong@ewarmstrong.comcastbiz.net
www.ewarmstrongco.com
BUILDING SPECIALTIES

PROPOSAL TO: (OWNER)

FROM E.W. ARMSTRONG COMPANY, INC. (CONTRACTOR)

NAME:
Ann

JOB NAME:

DATE
6/6/2023

STREET:
217 West Washington Street

Street

CITY:
Charlestown

CITY:

STATE

STATE:
WV

ZIP:

TO BE INSTALLED:

Contractor hereby submits specifications and estimate as follows

1 awning recover

Pattern to be Sunbrella #4608 black with a 6in valance and white braid

Please allow 4-6 week lead time

Furnished and installed for $2,079.72

If agreeable: sign & return a copy

FOR THE SUM OF:
DOLLARS ($2,079.72) with payment to be made as follows:

All materials shall be as specified, and all work shall be performed in a workmanlike manner according to standard practices. Any modifications or additions to this proposal shall not be binding unless in writing signed by both parties. Performance by the Contractor is subject to strikes, acts of God and delays which are beyond Contractor's control. Owner shall carry hazard insurance on the job premises. Contractor shall carry workers compensation insurance on its employees.

Payment of amounts due shall be made by owner within thirty (30) days of the billing date, subject to a service charge of 1-1/2% per month on any balance not so paid. In the event of default in payment of any amount when due, Owner shall pay Contractor's cost of collection, including attorney's fees of not less than thirty-three percent (33%) of the proposal amount.

E.W. ARMSTRONG COMPANY, INC.

BY: James Parrill

THIS PROPOSAL SHALL BE WITHDRAWN IF NOT ACCEPTED BY OWNER IN WRITING WITHIN 30 DAYS FROM THE DATE HEREOF.

ACCEPTANCE OF PROPOSAL

The undersigned, hereby identified as Owner, accepts the above proposal and agrees to all of the conditions therein contained, including the payments as set forth above, authorizing Contractor to do the work as specified.

DATE