CITY OF CHARLES TOWN

HISTORIC LANDMARKS COMMISSION
AGENDA • OCTOBER 11, 2023

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: FIP2023-06: 531 S. George St.

1. Staff report.pdf
2. Application.pdf
3. Details.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: 10/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

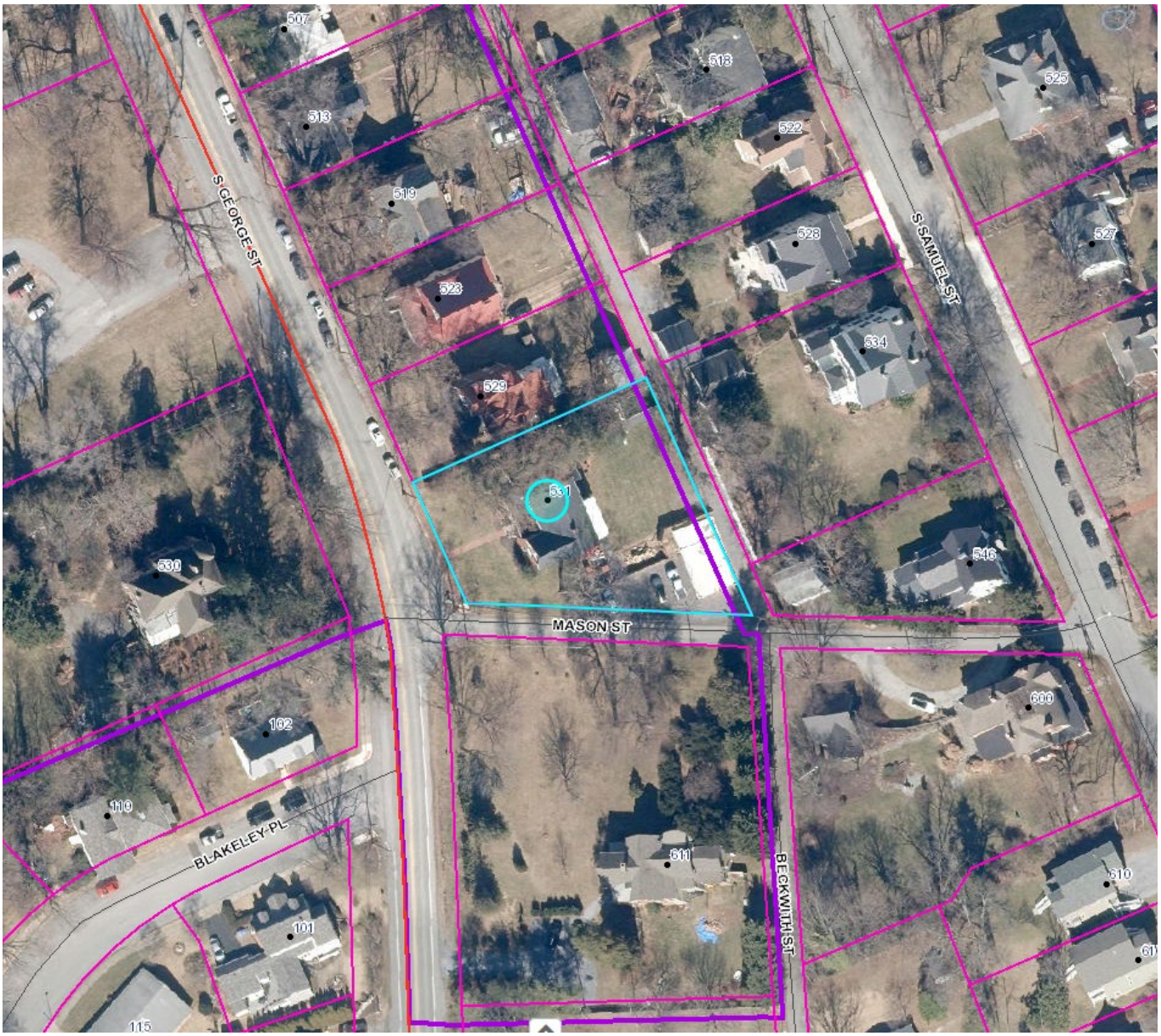
Public Hearing: FIP2023-06: 531 S. George St.

ATTACHMENTS:

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

Public Hearing – Façade Improvement Grant
FIP 2023-06

Date: For the October 11, 2023, Historic Landmarks Commission meeting
Applicant: Jefferson Whitten
Property Owner: Jefferson Whitten
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant Request
Property Location: 531 S. George Street
Current Zoning: Old Town Residential (OT-R) and Historic Overlay District (HOD).



HISTORIC SURVEY BUILDING INFORMATION: South Charles Town Historic District
Two and one-half story Colonial Revival house. Ell wing. Brick and slate exterior, stone foundation, asphalt and metal roof. 1/1 double-hung replacement sash. Built in 1894. One **contributing** building.

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

Rebuild stair newel posts, rail, and balusters. Put back similar to existing. Cut bottoms of porch columns and splice back with pressure treated materials. Paint all columns, stairs, rails, ceiling and lattice. Paint color to be white. Remove old T&G decking and replace with Sapele decking. Decking to be painted SQ 7074.

MATERIAL:

Wood decking, potentially TREX decking on stairs.

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

STRUCTURE VIEW

Staff photograph taken September 26, 2023.



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.

QUOTES

The applicant has provided two quotes:

1. Jefferson Construction LLC (Applicant's company): $11,716
2. Evergreen Construction: $16,882.50

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

AVAILABLE FUNDS

$12,422 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: Jefferson Whitten

Date: 08 / 14 / 2023

Company Name:

Phone: 540-751-8665

Mailing Address: 531 S. George St

Charles Town WV 25414

Fax:

E-mail: jkwhitten@gmail.com

Project Address: 531 S. George 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:

Repairs to front porch

RECEIVED

AUG 18 2023

By: _____

Estimated Project Start Date: 09 / 15 /2023

Estimated Project End Date: 12 / 30 /2023

Estimated Total Project Budget: 10,000

Grant Amount Requested: 5,000

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 tate of est irginia and the City of Charles Town.

Property Owner's Printed Name: Jefferson Whitten

Property Owner's Signature:

Date of Application: 8/14/2023

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 Jefferson Whitten

Address: 531 S. George St, Charles Town WV 25414

Telephone Number: (540) 751-8665 Fax Number (___)

Email Address: jkwhitten@gamil.com

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

2. CURRENT PROPERTY OWNER'S NAME Jefferson Whitten

Address: 531S. George St, Charles Town WV 25414

Telephone Number: (540) 751-8665 Fax Number (___)

Email Address: jkwhitten@gmail.com

3. PHYSICAL ADDRESS: 531 S. George St, Charles Town WV 25414

Tax Map # and Parcel(s): tax map #3, parcel #19

Zoning District: 3 - Charles Town Corp

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

Single Family Residence

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

Single Family Residence

6. 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

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	_X_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:

Front porch repairs:

Rebuild stair newel posts, rails and balusters. Put back similar to existing.

Cut bottoms of porch columns and splice back with pressure treated materials.

Paint all columns, stairs, rails, ceiling and lattice. Paint color to be white.

Remove old T&G decking and replace with Sapele decking.

Decking to be painted SW 7074.

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 8/17/2023

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)

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 8/17/2023

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:_____

_____

_____

_____

_____

_____

Jefferson Construction, LLC

86 Somerset Blvd
Charles Town WV 25414

Estimate

Date	Estimate #
8/18/2023	1100

Name / Address
Jefferson Whitten 531 S. George St Charles Town WV 25414

Project

Description	Qty	Cost	Total
Demo of decking and rails. Haul away debris		830.00	830.00
Replace decking with sapele		7,791.00	7,791.00
Replace front steps rail and balusters		1,275.00	1,275.00
Paint all wood posts, rails, balusters and decking white		1,820.00	1,820.00
		Total	$11,716.00

Customer Signature _____

EVERGREEN
CONSTRUCTION
P. O. Box 2875 Purcellville, VA 20134
Phone: 800.671.2146 Fax: 540.668.6786

PROPOSAL

Bill To:
Jefferson Whitten 531 S George Street Charles Town WV 25414
Job Address:
Same

Date	Proposal #	Invoice #
6/23/2023	23-103	

Estimated Construction Start	Construction Duration (Working Days)	Start Time
TBD		

Job No.	Term	Payment Due
103	Due upon completion	Full payment due upon completion.

Line	Description of work and exclusions	
1	**Porch Repairs**	
2	Remove all decking and rails including stair	
3	Haul all debris off premises and dispose of properly	
4	Repair joists and reframe stairs	
5	Install 3" T&G fir decking on porch floor	
6	Install 5/4' x 6" Trex decking on stairs only	
7	Install new handrail and balusters around perimeter of porch and on stairs	
8	Repair ceiling boards that are water damaged	
9	Paint all wood posts, rails, balusters, and decking	
62	**TOTAL**	**$ 16,882.50**
63	**QUALIFICATIONS and EXCLUSIONS**	
64	Exclude Unforeseen Conditions.	
65	Anything not clearly stated above.	
66	Price is good for 30 Days.	

30% CASH AND CHECK DEPOSIT: $ 5,065

Make checks payable to Evergreen Construction

By: _____ _____
Evergreen Construction DATE

By signing in the space provided Evergreen Construction agrees to complete this work in a workman like manner according to standard practices and all applicable laws and regulations. Evergreen Construction further agrees to abide by and meet the terms of this proposal once fully executed.

By: _____ _____
Jefferson Whitten DATE

By signing the space provided I, as the Owner/Client, accept and authorize Evergreen Construction to complete the scope of work as outlined above. I also agree to pay the full amount once the work is complete and agree to the payment terms set forth in this proposal. I understand this proposal is subject to credit approval, if necessary, and valid for 10 days.

Pictures of Existing Conditions



Shutters need repaired and some are missing



View from corner of George and Mason



Ceiling, columns and rails need painting



Rotten deck boards



Rotten gutters



Columns, decking and skirt board rotten



Ceiling boards need to be repaired and/or replaced



Rotten rails and posts



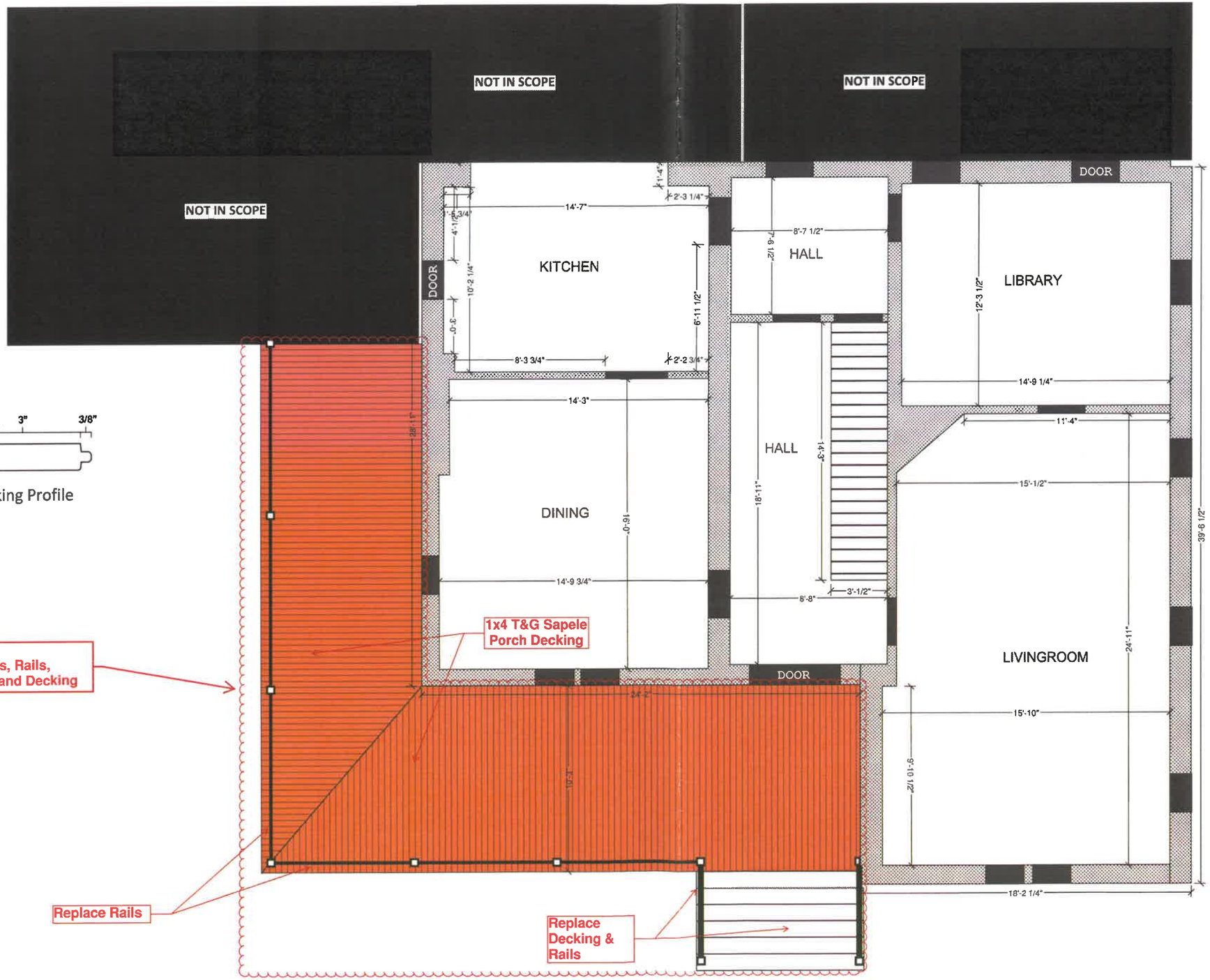
Rotten rails and posts



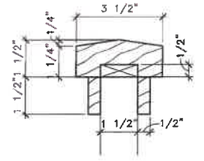
Bottoms of columns rotten



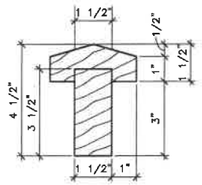
View from Mason Street



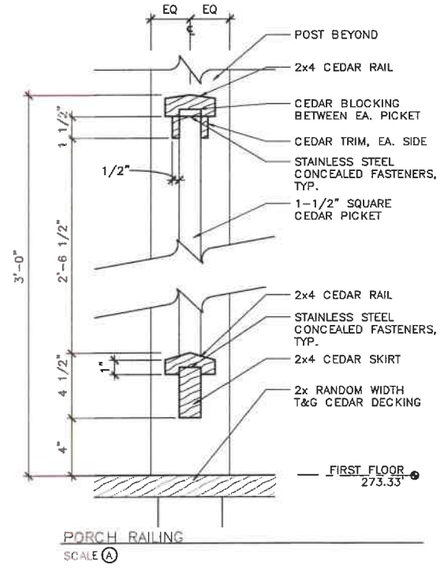
Decking Profile



TOP RAIL SECTION
SCALE C



BOTTOM RAIL SECTION
SCALE C



PORCH RAILING
SCALE A

WHITTEN RESIDENCE		
SCALE: 3/8"= 1'	APPROVED BY:	DRAWN BY: JEFF WHITTEN
DATE: 08-17-2023		REVISED:
531 S GEORGE ST., CHARLES TOWN, WV 25414		
Porch Deck Repairs		DRAWING NUMBER A100