CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • NOVEMBER 13, 2023

Commission/Board 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 : COA2023-13: 111 N. Charles St - Sign
1. Staff Report.pdf
2. Application.pdf

4.2 : COA2023-15- 132 W. Washington - Sign
1. Staff Report.pdf
2. Design.pdf
3. Application.pdf

4.3 : COA20223-16: 207 W Washington - Sign
1. Staff report.pdf
2. Application.pdf

4.4 : COA2023-14: 317 W Washington: Demo and New Construction
1. Staff report.pdf
2. Application.pdf
4. Narrative Construction.pdf
3. Narrative Demolition.pdf
5. Renderings.pdf
6. City Support.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

SCHEDULED

Meeting: 11/13/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

COA2023-13: 111 N. Charles St - Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2023-13

Date: For the November 13, 2023 Historic Landmarks Commission meeting
Applicant: Donna Marrone
Property Owner: WIDMYER TODD S
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a projecting sign
Property Location: 111 N. Charles St
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
SE Corner of Charles and W. Liberty Sts. Vernacular, c. 1890. Seven bay, two story brick building with central gable with a stepped parapet. Contributing.

STRUCTURE VIEW

Image from Google Streetview. Image date is June 2021.



PROPOSAL

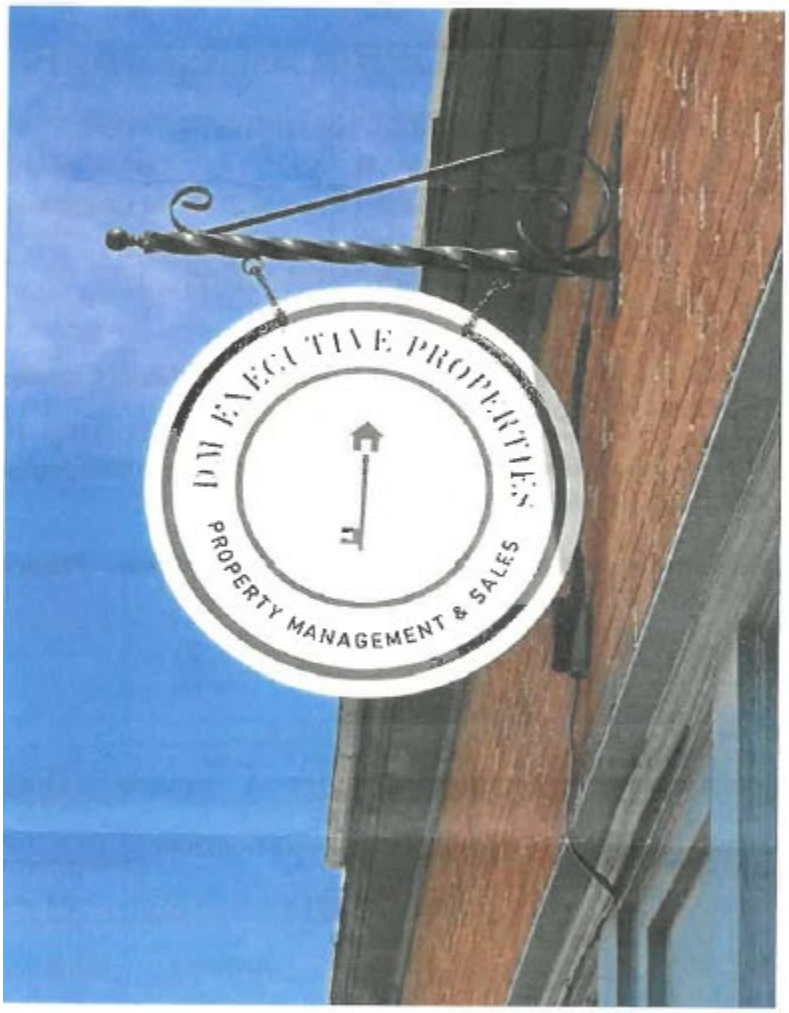
A request for a Certificate of Appropriateness to replace to install a wall-mounted projecting sign, placed over the main entrance.

MATERIAL: Metal (unknown)

SIZE:

24 inches x 24 inches

SIGN – Projecting Sign



ORDINANCE REQUIREMENTS

The Zoning Ordinance requires that the maximum area of a projecting sign be no more than 6 ft.^{2}. The sign is 2ft^2. The sign must project no more than 5 ft. from the building; this criteria is met. It is high enough from the ground to not be an impediment to pedestrians, and does not encroach into the pubic roadway.

HISTORIC DISTRICT REQUIREMENTS

In general, painted wood or metal is the preferred background for a sign. 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, and historic district requirements.

COA Application No._____

RECEIVED
OCT 2 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 9.29.23, 2023.

2. APPLICANT'S NAME* Donna Marrone

Address: 111 N. Charles St Charles Town WV 25414

Telephone Number: (304) 268-7588 Fax Number (___)

Email Address: donna.execprop@gmail.com

Relationship to Owner: ✓ Lessee ___ Contractor ___ Architect ___ Consultant ___ Other: (explain) Rent Building.

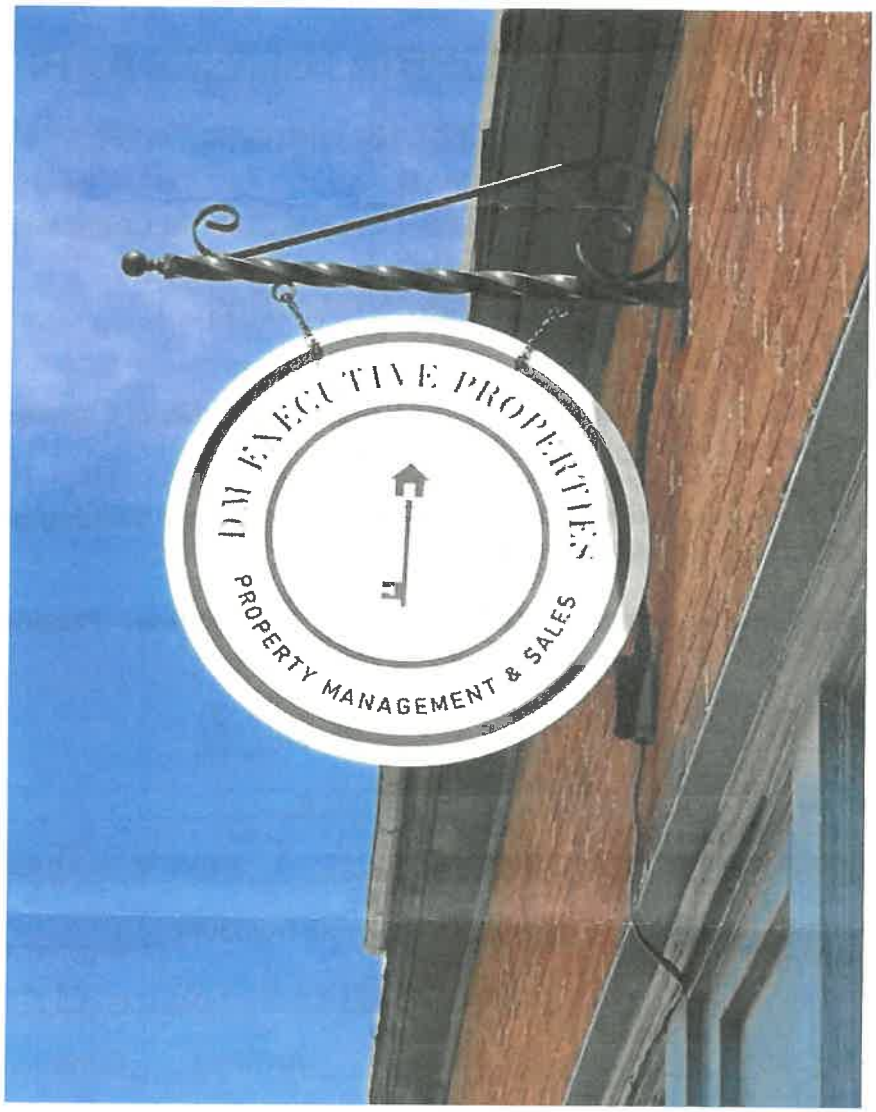
3. PROPERTY OWNER'S NAME Todd Widmyer

Address: 1316 Keyes Ferry Rd Charles Town WV 25414

Telephone Number: 304 725-4340 Fax Number (___)

Email Address: —

*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)


DW EXECUTIVE PROPERTIES
PROPERTY MANAGEMENT & SALES

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):
450.00

SIGN CONTRACTOR:
Self

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?
Above front DOOR.

SIGN MATERIAL:
Medal (NON RUSTING)

SIGN DIMENSIONS:

Height	Width	Depth
24 inch.	24 inch.	N/A

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:
Jones Nationwide

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

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:

New commercial sign installed

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

Donna Marlowe Date 9.29.23.

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

X [signature] Date 9/29/23

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):
450.00

SIGN CONTRACTOR:
Self

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?
Above front DOOR.

SIGN MATERIAL:
Medal (NON RUSTING)

SIGN DIMENSIONS:

Height	Width	Depth
24 inch.	24 inch.	N/A

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:
Jones Nationwide

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: 11/13/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

COA2023-15- 132 W. Washington - Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2023-15

Date: For the November 13, 2023 Historic Landmarks Commission meeting
Applicant: Poke Boba
Property Owner: D RAY HOMES CORP
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall-mounted sign
Property Location: 132 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Greek Revival, c. 1850s. Corbeled pilasters suggest the temple form on this Greek Revival, three story building. **Contributing.**

STRUCTURE VIEW

Image from Google Streetview. Image date is June 2021.



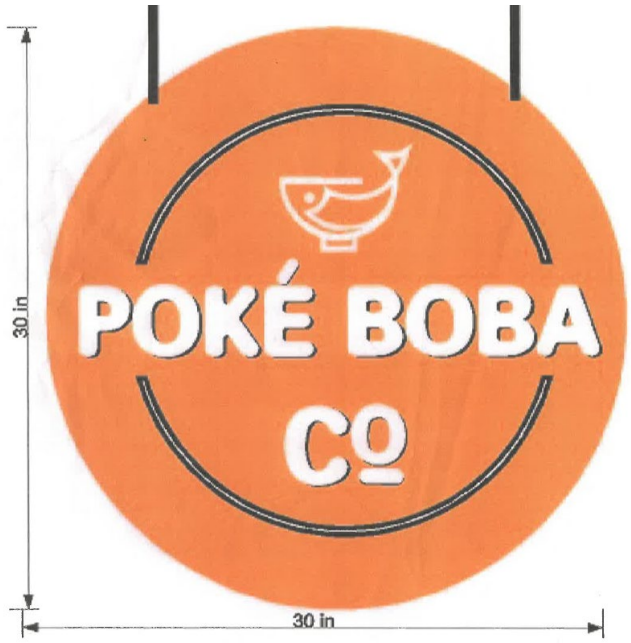
PROPOSAL
A request for a Certificate of Appropriateness to replace to install a wall-mounted projecting sign, placed over the main entrance.

MATERIAL: Aluminum, PVC

SIZE:
Sign 1 (in window): Height and width each 30 inches. Depth of .5 inches. PVC.

Sign 2 (above main window) Height of 28 inches, Width of 120 inches. Depth of .5 inches. Aluminum.

SIGN 1 – In Window



SIGN 2 – Above Main Window



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.

If the window sign is placed inside the window, it would conform to the requirements of being permitted by-right, as it would occupy less than 25% of the glass area. Approval of the window sign would grant the applicant the ability to move the sign to the exterior of the window if they so choose, and it would still meet the requirements of the Zoning Orlando.

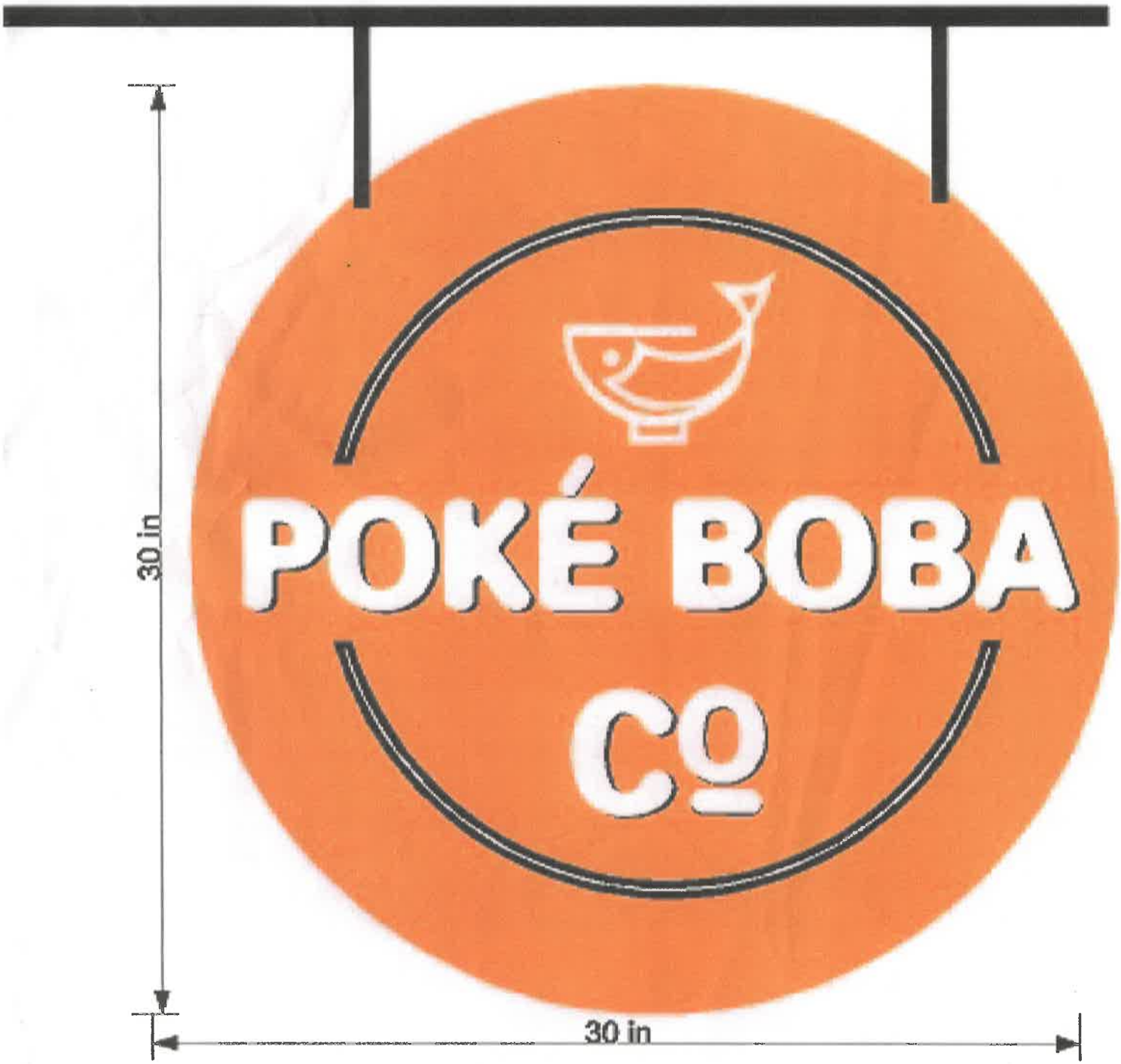
HISTORIC DISTRICT REQUIREMENTS

In general, painted wood or metal is the preferred background for a sign. 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. The signage meets zoning and historic district requirements.



1/2" PVC 30'
Orange stick


POKÉ BOBA
Poke Bowl Boba Tea
POKÉ BOBA
CO
28 in
120 in

COA Application No._____

RECEIVED
OCT 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 _____, 20____

2. APPLICANT'S NAME* Poké Boba (Yaling Chen)

Address: 132 W. Washington St 1/F Charles Town WV 25414

Telephone Number: 304 620-8887 Fax Number ( )

Email Address: yaling1216@QQ.com

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

3. PROPERTY OWNER'S NAME D. Ray Homes corp (Yaling Chen)

Address: 204 Aylesbury Lane Martinsburg WV 25403

Telephone Number: (304 620 8887 Fax Number ( )

Email Address: drayhomescorp@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: 132 W. Washington St 1/F Charles Town WV 25414

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

Former Colic Jack Restaurant,

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

Poke Bowl, Boba tea, Sandwich Restaurant

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:

New Color ~~paint~~ paint, New sign.

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

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

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

C. SIGNS:

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

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

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

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

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

G. MOTHBALLING OF STRUCTURE

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

DESCRIPTION OF THE PROPOSED ACTIVITY:

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date 10/5/2023

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

_____ Date 10/5/2023

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): $300.- + 150 = 450.-

SIGN CONTRACTOR: WV 055851 install by Eastern Panhandle heating & Cooling

Contractor License #: WV & City of Charles Town: WV 055851

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? Top Center of Window front

SIGN MATERIAL: Aluminium Plate

SIGN DIMENSIONS:

Height	Width	Depth
28"	120 in	1"
30"	30"	1"

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: Erie Insurance

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

_____

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

SCHEDULED

Meeting: 11/13/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

COA20223-16: 207 W Washington - Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2023-16

Date: For the November 13, 2023 Historic Landmarks Commission meeting
Applicant: South Mountain MicroFARM LLC
Property Owner: KRATOVIL JAMES T
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall sign
Property Location: 207 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
Vernacular, Georgian-Federal influence, c. 1800. This stuccoed building is of timber framed construction. **Contributing.**

STRUCTURE VIEW

Image from Google Streetview. Image date is June 2021.



PROPOSAL

A request for a Certificate of Appropriateness to replace to install a wall-mounted projecting sign, placed on the door.

MATERIAL: Vinyl, to be adhered to the glass window in the door



ORDINANCE REQUIREMENTS

Window Signs that cover more than 25% of the glass area shall be classified as a Wall Sign and shall meet the requirements for Wall Signs within the appropriate Zoning District. The sign covers 40% of the window area (sign area is 480 sq. inches, window area is 1,200 sq. inches).

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 sign will be made of vinyl. 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. The signage meets zoning and historic district requirements.

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. DATE Sept. 23, 2023

2. APPLICANT'S NAME* South Mtn. Micro FARM, LLC dba Sustain c/o Mark Sellers

Address: 6138 Clevelandtown Rd Boonsboro, MD 21713

Telephone Number: (301) 730-5340 Fax Number ( ) NA

Email Address: south.mtn.microfarm@gmail.com

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

3. PROPERTY OWNER'S NAME 201 W. Washington Street, LLC

Address: 2221 Hopedale Ave. Charlotte, NC 28207 c/o Tom Coyle

Telephone Number: (704) 340-4844 Fax Number ( )

Email Address: tomcoyle200@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: 207 W. Washington St, Charles Town, WV

Tax Map # and Parcel(s): 03 2B002400000000 Parcel 1

Deed Book and Page #: 1064/253

Zoning District: Historic District

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

Home Health care administration office; Wine tasting store; children's dance studio

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

CBD & Botanical Retail Store

7. TYPE OF WORK: NA

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:

NA

____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
Mark W. Sellers Date 9/23/23

Signature of Property Owner(s) (If different than Applicant)
201 W. Washington Street LLC
By / Tom Coyle Date 9/28/23
Its Manager

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):
A-Frame $271.00 , Window/Door Lettering $86.50

SIGN CONTRACTOR:
Sign Here

Contractor License #: WV & City of Charles Town:
WV034884

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?
A-Frame along curb & Decal on front door

SIGN MATERIAL:
A-Frame - Coroplast

SIGN DIMENSIONS:

	Height	Width	Depth
A-Frame	46"	27"	
Door Decal	24"	20"	

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:
Next First Insurance Agency, Inc.

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:_____

_____

_____

_____

_____

_____

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/15/2023

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
Next First Insurance Agency, Inc.
PO Box 60787
Palo Alto, CA 94306

CONTACT NAME:
PHONE (A/C, No, Ext): (855) 222-5919 **FAX (A/C, No):**
E-MAIL ADDRESS: support@nextinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Next Insurance US Company	16285
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
South Mountain MicroFARM, LLC dba Sustain
207 W Washington St
Charles Town, WV 25414

COVERAGES **CERTIFICATE NUMBER:** 240416129 **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: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			NXTFFXLWPJ-00-GL	10/01/2023	10/01/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$1,000,000.00 $100,000.00 $15,000.00 $1,000,000.00 $2,000,000.00 $2,000,000.00
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N [ ] N/A If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] 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)

Proof of Insurance.

CERTIFICATE HOLDER
South Mountain MicroFARM, LLC dba Sustain
207 W Washington St
Charles Town, WV 25414

LIVE CERTIFICATE
Click or scan to view

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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CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY): 09/15/2023

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.

PRODUCER Next First Insurance Agency, Inc.
PO Box 60787
Palo Alto, CA 94306

CONTACT NAME:
PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No):
E-MAIL ADDRESS: support@nextinsurance.com
PRODUCER CUSTOMER ID:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Next Insurance US Company	16285
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED South Mountain MicroFARM, LLC dba Sustain
207 W Washington St
Charles Town, WV 25414

COVERAGES **CERTIFICATE NUMBER:** 240416129 **REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

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		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)		COVERED PROPERTY	LIMITS
A	X PROPERTY		NXTKQ3QFRR-00-CP	10/01/2023	10/01/2024		BUILDING	$
	CAUSES OF LOSS	DEDUCTIBLES				X	PERSONAL PROPERTY	$26,000.00
	BASIC	BUILDING				X	BUSINESS INCOME	$Included
	BROAD	CONTENTS				X	EXTRA EXPENSE	$Included
	X SPECIAL	$500.00					RENTAL VALUE	$
	EARTHQUAKE						BLANKET BUILDING	$
	WIND						BLANKET PERS PROP	$
	FLOOD						BLANKET BLDG & PP	$
								$
								$
	INLAND MARINE		TYPE OF POLICY				EQUIPMENT	$
	CAUSES OF LOSS						MISC TOOLS	$
	NAMED PERILS		POLICY NUMBER				BORROWED TOOLS	$
	OPEN PERILS							$
	CRIME							$
	TYPE OF POLICY							$
								$
	BOILER & MACHINERY / EQUIPMENT BREAKDOWN							$
								$
								$
								$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance.

CERTIFICATE HOLDER

South Mountain MicroFARM, LLC dba Sustain
207 W Washington St
Charles Town, WV 25414

LIVE CERTIFICATE
Click or scan to view

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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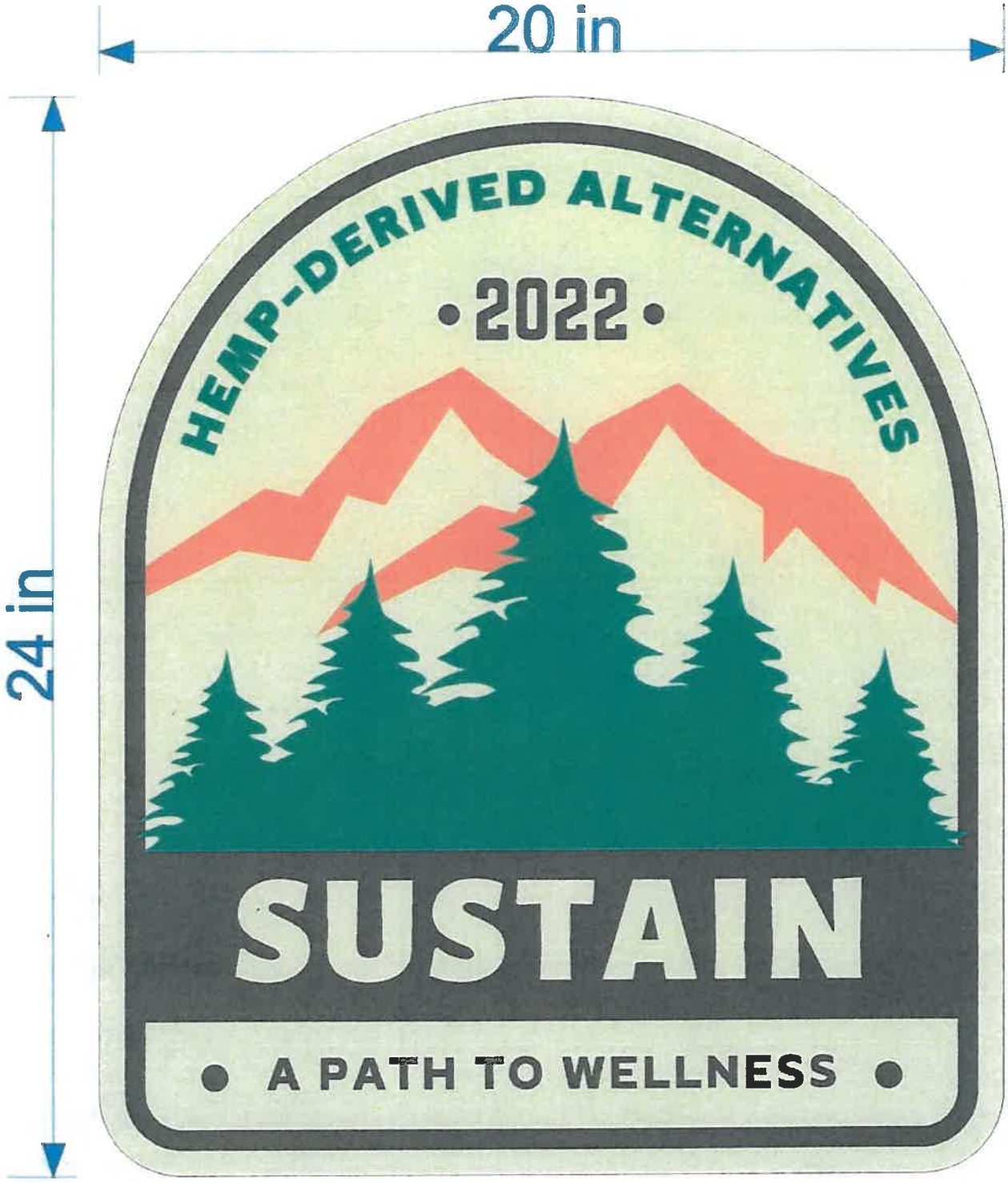


1x) SJ print vinyl decal for entrance door



2x) FB coroplast sign panels for both sides of a-frame sign

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

Meeting: 11/13/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

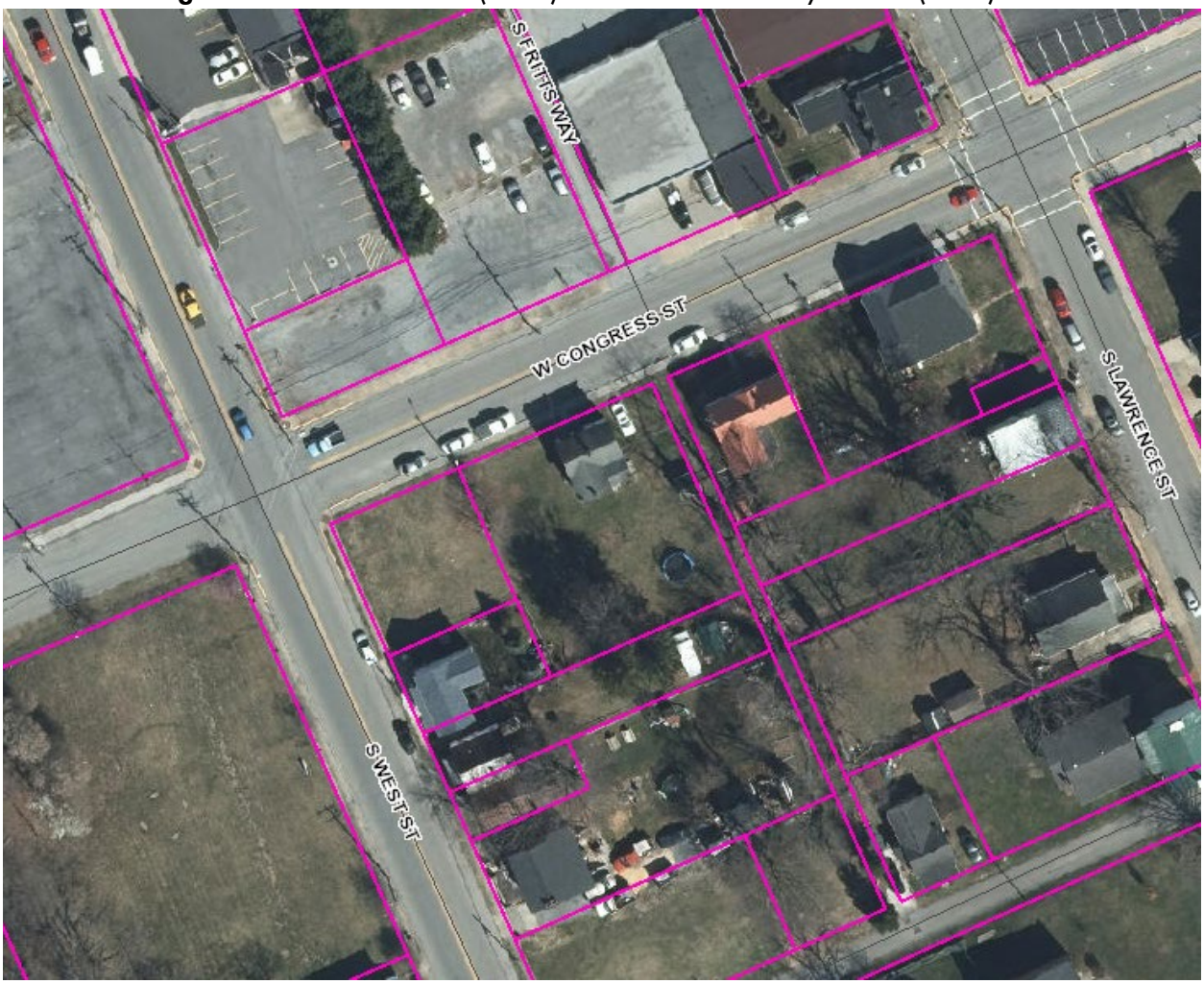
COA2023-14: 317 W Washington: Demo and New Construction

ATTACHMENTS:

- 1. Staff report.pdf
- 2. Application.pdf
- 4. Narrative Construction.pdf
- 3. Narrative Demolition.pdf
- 5. Renderings.pdf
- 6. City Support.pdf

Public Hearing – Certificate of Appropriateness
COA-2023-14

Date: For the November 13, 2023, Historic Landmarks Commission meeting
Applicant: Mark Roper
Property Owner: SHILEY WILLIAM B & PENNY J, Mark Roper
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for demolition of a single-family detached house, and construction of a mixed-use building
Property Location: 317 W. Congress St TD: 03 / Map: 4 / Pcl: 41/ TD: 03 / Map: 4 / Pcl: 40
Current Zoning: Old Town Residential (OT-R) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Charles Town Historic District. Vernacular, c. 1900. Two story, two bay L-shaped frame house with recent exterior finishes. Original late Italianate porch. L-extension to rear. **Contributing.**

PROPOSAL

The demolition of the duplex structure at 317 W. Congress St., and replacement with a two-story mixed-use structure.

SELECT VIEWS – 317 W. Congress St.

Front



Left/North-East Side



Right/South-West Side



Back of house



Porch



Window



Foundation



Basement entrance



Rear Yard facing S. West St.



Rear yard facing neighboring dwellings



HISTORIC DISTRICT REQUIREMENTS

From page 55 of the Design Review Standards:

> *Demolition is forever. Once a building is gone it takes away another piece of the City's character. Demolition of a historic building or resource that has most of its original design and features should be an action of last resort.*

Review Criteria

1. *Whether or not the structure is of such old or distinctive design, texture, or scarce materials that it could not be reproduced or could be reproduced only with great difficulty and expense and, whether or not the structure is one of only a few remaining of that style or is particularly unique in its character.*

   The house dates from approx. 1900, and has been subject to many changes. There are approximately 113 structures in the City listed with a construction date of approximately 1900. There is no feature which stands out as unique in style or character worthy of saving on its own. The structure is clad in ahistorical vinyl and the porch is no longer Italianate in style, which is described as:

   "*Porches spanned the fronts of houses, wrapped around the corners, or were tucked into the corners of intersecting walls. Squared columns usually supported a flat roof and brackets, either single or paired, frequently sat beneath a projecting cornice…small molded details often adorned the Italianate and Second Empire porch.*" – University of Vermont[1]

2. *Whether or not the proposed demolition may adversely affect other historic buildings or the character of the historic district.*

   Demolition of the structure in a safe manner will not adversely impact adjacent historical buildings. Due to the buildings changes the impact to the character of the historic district should be minimal.

3. *The reason for demolishing the structure and whether or not alternatives exist.*

   Per the applicant:

   > *The demolition of the existing structure is not for the mere convenience of rebuilding a similar home in its places that is newer. This proposed demolition is to build a new building that, while new, will certainly be more historical in architectural detail. The replacement of this structure with the proposed building will result in a much richer architectural compatible building in the historic district. Restoring the structure to its original character is not financially feasible. An alternative option would not provide meaningful improvement, particularly in comparison to the level of detail that is proposed in the new structure.*

[1] https://glcp.uvm.edu/landscape_new/dating/residential_architecture/italianate_porch.php

4. *Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and if so, whether or not its findings support the proposed demolition.*

   None has been performed.

5. *Whether or not the structure is so significantly altered, so as to have irretrievably "lost" it's architectural and historical integrity. The fact that two significant historical styles may exist within a structure will not, in itself, constitute loss of architectural and historical integrity for the purposes of this paragraph.*

   The house is described as "*Vernacular, c. 1900. Two story, two bay L-shaped frame house with recent exterior finishes. Original late Italianate porch. L-extension to rear.* ***Contributing***."

   The current building has many non-historic elements: vinyl siding, vinyl window frames, cinder block chimney, and asphalt shingle roof. Due to its many evolutions, it no longer retains a single character or sense of place.

NEW CONSTRUCTION PROPOSAL

Construction of a new structure. Applicant is exploring the option of commercial space on the lower floor and approximately dwelling 10 units on the second floor.



MAIN DETAILS

Size: 8,200 sq. ft. per floor (2-story building).

Roof: Sloped gable with standing seam metal design. Snow guards to be installed similar in design to those proposed in the renderings.

Siding: Brick. Exterior brick will be dark and similar in color to that used in Charles Washington Hall. The brick detailing over the windows will be a yellow/blonde brick set within the course in soldier fashion.

Doors: Wood or fiberglass. Could be stained or painted.

Main Entrance: The main entrance will be on a chamfered corner, facing the intersection of W. Congress St. and S. West St. A parapet wall will be installed above the roofline along the chamfered side.

Cornice-Rooftop: Detail along top of structure and just under roof line. Frieze trim board and vertical pendent brackets.

Cornice-Storefront: Detail over the awning and locate don the S. West St. side of he building.

Main Entrance at building corner: Chamfered/beveled to face intersection. Parapet wall located at top of corner.

Awnings: There will be multiple awnings, which will be installed once tenants rent space.

Windows: Details below.
First floor: Large plate-glass style, set in black metal frames
Second floor: Design is 1 over 1
Pass-Through: Corner commercial unit will have a commercial kitchen with restaurant and outdoor dining. A pass-through window is proposed to allow people to sit outside on bar stools under a canopy.

Lighting: Exterior lighting will be in the form of a shepherd's crook wall sconce.

Exterior dining area: Applicant is proposing to set the building back 10 ft. from the existing sidewalk to create an outdoor dining area.

Balconies: Each residential unit with access to the rear of the structure will have a 4x6 ft. balcony.

Parking: Parking to be located in the rear of the property with 8 spaces, in addition to available on-street parking. Total of 23 spaces will be available, in addition to a bike rack.

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 Downtown Historic Overlay District includes the streetscape of West Washington Street and of North George Street, which is dominated by two and three story buildings from the late 19th century. It is likely that most of this downtown commercial construction occurred after the Reconstruction era.

Many of the buildings in this area of the district were built new or renovated with Italianate detailing. There remain a few structures on Washington Street from the 1790-1810 period which is part of the charm of our historic downtown; its diversity of old architecture. – pg. 14, HLC Design Review Standards.

ORDINANCE REQUIREMENTS

Setbacks in the OT-MUC Zoning District are:

Front: 0 feet or Front Setbacks shall vary no more than 10% from the average Setbacks of the three Adjacent Properties to each side
Sides: 0 ft.
Rear: No requirement.

Proposal meets setback locations.

Height: Maximum height permitted is 55 ft./ 4 stories.

Proposal meets height requirements.

Fencing: Fences in a side or rear yard may be up to 6 ft. in height. Chain-link is not permitted as a fence material.

Once a fence design is chosen, it will come back before the HLC for review.

STAFF RECOMMENDATION

Demolition: Approval. The Commission should approve the demolition of the structure. The structure, while contributing, has been altered in such a way as to negate it's contributing status.

New Construction: Approval. The proposed structure will be a multi-tenant structure with 2 stories. It will have detailing and features reminiscent of a circa 1900 commercial building. The overall quality of construction will be an improvement over the existing structure.

COA Application No._____

RECEIVED
OCT 2 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 September 29, , 2023

2. APPLICANT'S NAME* Mark Roper

Address: 418 S. Samuel Street Charles Town, WV 25414

Telephone Number: (304 724-8877 Fax Number ( )

Email Address: mrconstructionwv@gmail.com

Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant X Other:
(explain) Applicant has contract to purchase 317. W. Congress St. Applicant owns corner lot as described below.

3. PROPERTY OWNER'S NAME William and Penny Shiley; Mark Roper (See Roper contact above)

Address: 1829 War Admiral Blvd Ranson, WV 25438

Telephone Number: ( ) Fax Number ( )

Email Address:

*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: 317 W. Congress St. Charles Town and a vacant parcel on corner of Congress & S. West St.

Tax Map # and Parcel(s): Map 4 Parcles 40 (Ownership Roper) and 41 (Ownership Shiley)

Deed Book and Page #: 476/353 (Roper) and 701/171 (Shiley)

Zoning District: Old Town Residential

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

See attached.

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

See attached.

7. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

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

C. X Demolition: 1) X 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	x ____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	x ____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:

See 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 9-28-23

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

William B. _____ Date 9-28-23

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):
N/A

SIGN CONTRACTOR:
N/A

Contractor License #: WV & City of Charles Town:
N/A

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?
N/A

SIGN MATERIAL:
N/A

SIGN DIMENSIONS:

Height	Width	Depth

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

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

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:_____

_____

_____

_____

_____

_____

Overview of Proposed Activity
The applicant is proposing to construct a new building on the corner of Congress and S. West. St. Currently there are two lots the building will occupy. The first lot, the corner lot, is currently vacant. The second lot is 317 W. Congress Street, and the existing structure is proposed to be removed.

The proposed new legacy building will be a mixed-use building consisting of:

- Architecture that is historically compatible with existing buildings in the historic district.
- Approximately 8,326 sq. ft. per floor.
- Outdoor dining with 14-foot-wide sidewalk on Congress St.
- Three (3) commercial tenants on the first floor. (at least one commercial kitchen)
- Approximately 10 residential units on the second floor.
- Brick on all 4 sides of the structure.
- Parking in the rear.
- Streetlights that match the type found on Washington St.

Additional details of the building can be found further below in the staff report, under the heading of "6. Describe the current or proposed use of the subject property."



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

Corner Lot:

In approximately 2011 the structure below was removed. At one time it had both businesses and residential units in the structure. It was removed due to age, condition, and severity of work needed to bring the building into a functionally operating structure.



6.DESCRIBE THE CURRENT OR PROPOSED USE OF THE PROPERTY

Existing Structure:

The existing structure at 317 W. Congress St. is a rental property. It is a conforming structure to the district. The following is from the Downtown Charles Town Historic District report.

- 317 W. Congress Street. Vernacular, c. 1900. Two story, two bay L-shaped frame house with recent exterior finishes. Original late Italianate porch. L-extension to rear. Contributing.

While the structure is considered conforming, it has seen a lot of changes and is now very "vynalized" due to the vinyl siding, shutters and the facia and soffit are all wrapped in a typical modern aluminum finish. The siding, shutters, windows, front door, and screen door are not original to the structure. Although the description in the historic district report states the structure has an "Original late Italianate porch.", there currently is no existing details that make it Italianate. There is none of the detailed trim that would identify the porch as Italianate. The porch now appears to be standard 4x4 posts wrapped in aluminum. The porch railings and deck boards use a modern standard typical deck material. None of the porch detailing is original.

The applicant is not stating the structure is of a significant unsound condition, however, the structure is significantly altered and is not of a "high style", meaning that it does not consists of ornate details that makes the structure unique by itself within the district. There are similar structures in the historic districts that are comparable to this residence.

When the new structure is juxtaposed to the existing building, the new structure will actually have more historic character and details than what currently exists. The proposal is not the removal of the existing structure for convenience to build a residential unit that could be found in any typical 21st construction, but rather a new structure that is compatible with the character of the community that would look as if it could have been built around 1900. The removal of this structure is to create a new mixed use commercial structure that will immediately become its own legacy building in the downtown area.

The applicant will take photos of the existing structure before demolition for historical documentation purposes and the pictures will be shared with the City and Jefferson County History Museum

Proposed Building
The proposed building has been designed to reflect both the historic architectural details of a commercial/residential mixed-use building that would have been built around 1900 and is also reflective of the local historic buildings in Charles Town. This will truly be a new legacy building from the moment it is constructed. Details regarding the building and site layout are provided below. At the end of this report, are all the renderings of the building.



Details of the structure and site layout:

- Size
  - Approximately 8,200 sq. ft. per floor.
  - Across the front, facing Congress St., there are 3 commercial units that will be approximately 50 feet wide and 54 feet deep.
- Use
  - Three (3) first floor commercial tenants.
    - There will be at least one (1), if not two commercial kitchens on the first floor.
    - The remaining space would be for retail use.

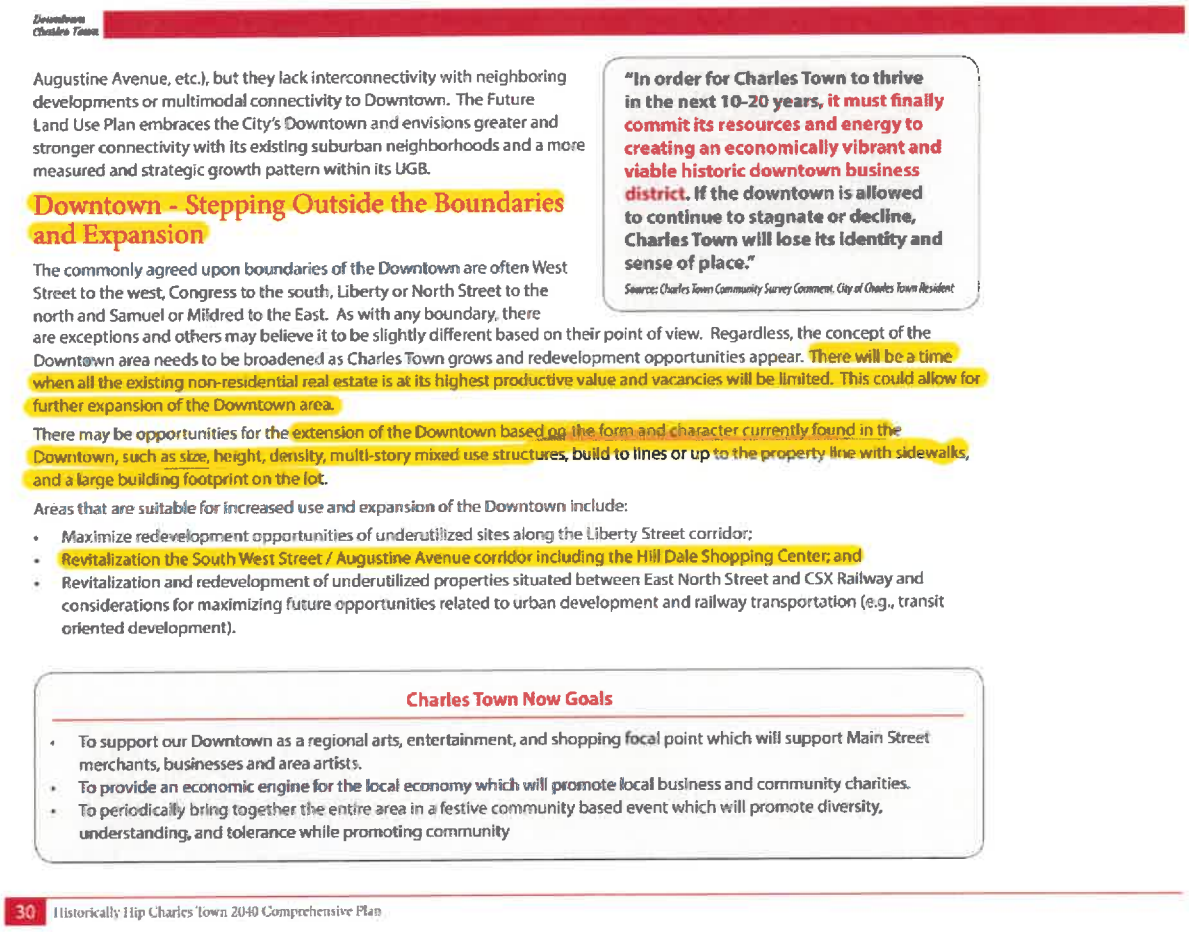
- Approximately 10 residential units on the second floor. These will be 1-bedroom units that are approximately 735 sq. ft. per unit.

- Sidewalks
  - The applicant is proposing to set the building back an additional 10 feet from the existing sidewalk on Congress St. to create a sidewalk that is approximately 14 feet wide in total.
  - This will allow for outdoor dining.
  - This is similar in width to what exists in front of the Sadler Block building where Sibling Coffee and Colins Barbershop are located today.
  - Sidewalk on S. West St. will be replaced and the grass strip that currently exists will become part of the sidewalk.
  - Sidewalks will be like those on Washington St. with a stamped concrete appearance of brick along the edge of the curb. See image 1 below.
- Corner of Building
  - The building is chamfered/beveled on the corner to take advantage of the relationship with the intersecting streets.
  - Instead of disregarding the value of the corner and intersecting streets, the building takes advantage of the site features and creates an urban interface with the corner.
  - There will be a door on the chamfered portion of the building facing the street.
  - A parapet wall at the top is proposed to further reinforce and emphasize the relationship of the corner of the building with that of the streets.
  - For the other corners of the building, those corners will "project" outward from the building, like what you see on Charles Washington Hall. This will help provide visual interest to the corner of the building. See 2 image.
- Canopy
  - To accentuate the corner of the building features, a canopy will be located on the front corner of the building. The canopy will extend over the corner door and proceed down a portion of the building along both Congress St. and S. West St.
  - Canopy strip is not proposed to be blue as shown in the renderings. The blue allows it to show better in the rendering.
  - A canopy is distinct from an awning. An awning is typically a cloth or vinyl over an internal frame.
- Awning
  - Will be installed when tenants occupy the space.
  - The tenants may want to put their name on the awning as part of their signage.
  - The awning may not be blue as shown in the renderings. The blue allows it to show better in the renderings.
- Brick
  - All four (4) sides of the building will be of brick.
  - The exterior brick will be brown brick like Charles Washington Hall or the Post Office.
  - The soldier course brick, which is the brick detailing over the windows, will be of a yellow/blonde brick that is seen on the Crawford/REMAX Building on the corner of N. George St. and W. Liberty St. The soldier course will be installed as is shown in image 3 with the angled detail.
  - The soldier course will provide detail to create visual interest in the building.
- Doors
  - Will be of wood or fiberglass composition and could be a wood-stained look or painted.

    - See image 4 below, which are representative of doors that are historically accurate for the composition of the proposed building and can be found in Charles Town.
- Windows
    - First Floor:
        - The first-floor windows will incorporate a large plate glass appearance that would be found in a traditional store front.
        - Windows in this structure will be like what is on the front of 114 W. Washington St, where Foils and Fades Studio is located and previously was Sweet Tea Boutique and Skippers Ice Cream. See image 5 below.
        - Black metal frames will be used. No silver frames, which are more of a mid-modern style, will be used on the building.
    - Second Floor
        - Windows will be 1 over 1 windows. See image 6 below.
    - Pass Through Window
        - The corner commercial unit will have a commercial kitchen with a restaurant and outdoor dining.
        - To build upon the restaurant and outdoor dining, a pass-through window is proposed that will allow people to sit outside at bar stools under the canopy.
        - This will be on the Congress St. side of the building and is only proposed for the corner tenant unit.
        - Every effort and intent has been made to ensure the glass area looks like a plate glass appearance. There are no dividers or other seams in the glass.
        - See image 7 below.
- Cornice – Roof Top
    - This is the detail along the top of the building and just underneath the roof line on the front and back.
    - It will also be on the sides of the building where the second floor meets the attic level and will connect to the same detail that is on the front and rear of the building.
    - This has been designed with frieze trim board and vertical pendent brackets that will provide visual detail to the building.
    - See image 8 below for details.
- Cornice – Middle of Building (Also Referred to as Storefront Cornice)
    - This detail is over the awning and will be on the S. West St. side of the building and will be located between the first and second floor.
    - See image 9 below for details of this cornice.
- Roof
    - Will be a sloped gable roof.
    - Will be a black metal standing seam roof. See image 10 below.
    - Snow guards like the ones in image 11 will be used.
- Gutters
    - Will be exactly like those on Charles Washington Hall. See image 12.
- Balconies
    - The rear units will have a 4-foot-wide balcony that is approximately 6 feet wide.
    - This detail can be seen in the renderings.

- Signs
  - Each tenant will come before the Historic Landmarks Commission with their own sign options.
  - For the corner unit, there will be opportunity to have signs along Congress St. and S. West St.
  - For the units facing Congress St. a canopy and/or projecting suspended sign will be possible options for tenants of those spaces.
- Approximate height of building
  - 12-foot first floor
  - 9-foot second floor
  - 9-foot roof peak
  - Total approximate height of 30-34 feet
- Streetlights
  - There will be streetlights on Congress Street and S. West St.
  - These will be like those on Washington Street.
  - It is anticipated to have brackets on the lights to allow seasonal banners that are currently displayed on Washington St.
  - See image 13.
- Tree Plantings
  - Trees will be planted on S. West Street and Congress St.
  - A grate will be used around the trees as exists for other trees in downtown. See image 14.
- Parking
  - Much of this detail will have to be addressed in the Planned Unit Development proposal that will go before the Planning Commission and Council.
  - There will be parking provided in the rear and on-street.
  - There will be approximately 8 off-street parking spaces.
  - Applicant will be stripping the street for parallel parking spaces. This will result in a total of 23 on-street parking spaces.
  - A bicycle rack is proposed to be installed.
- Site Layout
  - In image 15, you can see the layout of the site. As noted in this report, there is a 14-foot-wide sidewalk along Congress Street for outdoor dining and the sidewalk along S. West St. will be replaced.
  - Off-street parking to the rear and accessed by a 20-foot alley.
  - The dimensions of the building are shown.
- **Comprehensive Plan**
  - Page 30 of the Comprehensive Plan outlines a section titled "Downtown – Stepping Outside the Boundaries and Expansion." See image directly below.
  - The Plan states:
    - "There will be a time when all the existing non-residential real estate is at its highest productive value and vacancies will be limited. This could allow for further expansion of the Downtown area."
  - The Plan identifies this location for future expansion:
    - "Revitalization the South West Street / Augustine Avenue corridor including the Hill Dale Shopping Center;"
  - The Plan further states:
    - "There may be opportunities for the extension of the Downtown based on the form and character currently found in the Downtown, such as size, height, density, multi-story mixed use structures, build to lines or up to

the property line with sidewalks, and a large building footprint on the lot."
(underline emphasis added)



Downtown Charles Town

Augustine Avenue, etc.), but they lack interconnectivity with neighboring developments or multimodal connectivity to Downtown. The Future Land Use Plan embraces the City's Downtown and envisions greater and stronger connectivity with its existing suburban neighborhoods and a more measured and strategic growth pattern within its UGB.

"In order for Charles Town to thrive in the next 10-20 years, it must finally commit its resources and energy to creating an economically vibrant and viable historic downtown business district. If the downtown is allowed to continue to stagnate or decline, Charles Town will lose its identity and sense of place."

Source: Charles Town Community Survey Comment, City of Charles Town Resident

Downtown - Stepping Outside the Boundaries and Expansion

The commonly agreed upon boundaries of the Downtown are often West Street to the west, Congress to the south, Liberty or North Street to the north and Samuel or Mildred to the East. As with any boundary, there are exceptions and others may believe it to be slightly different based on their point of view. Regardless, the concept of the Downtown area needs to be broadened as Charles Town grows and redevelopment opportunities appear. There will be a time when all the existing non-residential real estate is at its highest productive value and vacancies will be limited. This could allow for further expansion of the Downtown area.

There may be opportunities for the extension of the Downtown based on the form and character currently found in the Downtown, such as size, height, density, multi-story mixed use structures, build to lines or up to the property line with sidewalks, and a large building footprint on the lot.

Areas that are suitable for increased use and expansion of the Downtown include:

- Maximize redevelopment opportunities of underutilized sites along the Liberty Street corridor;
- Revitalization the South West Street / Augustine Avenue corridor including the Hill Dale Shopping Center; and
- Revitalization and redevelopment of underutilized properties situated between East North Street and CSX Railway and considerations for maximizing future opportunities related to urban development and railway transportation (e.g., transit oriented development).

Charles Town Now Goals

- To support our Downtown as a regional arts, entertainment, and shopping focal point which will support Main Street merchants, businesses and area artists.
- To provide an economic engine for the local economy which will promote local business and community charities.
- To periodically bring together the entire area in a festive community based event which will promote diversity, understanding, and tolerance while promoting community

30 Historically Hip Charles Town 2040 Comprehensive Plan

Next Steps

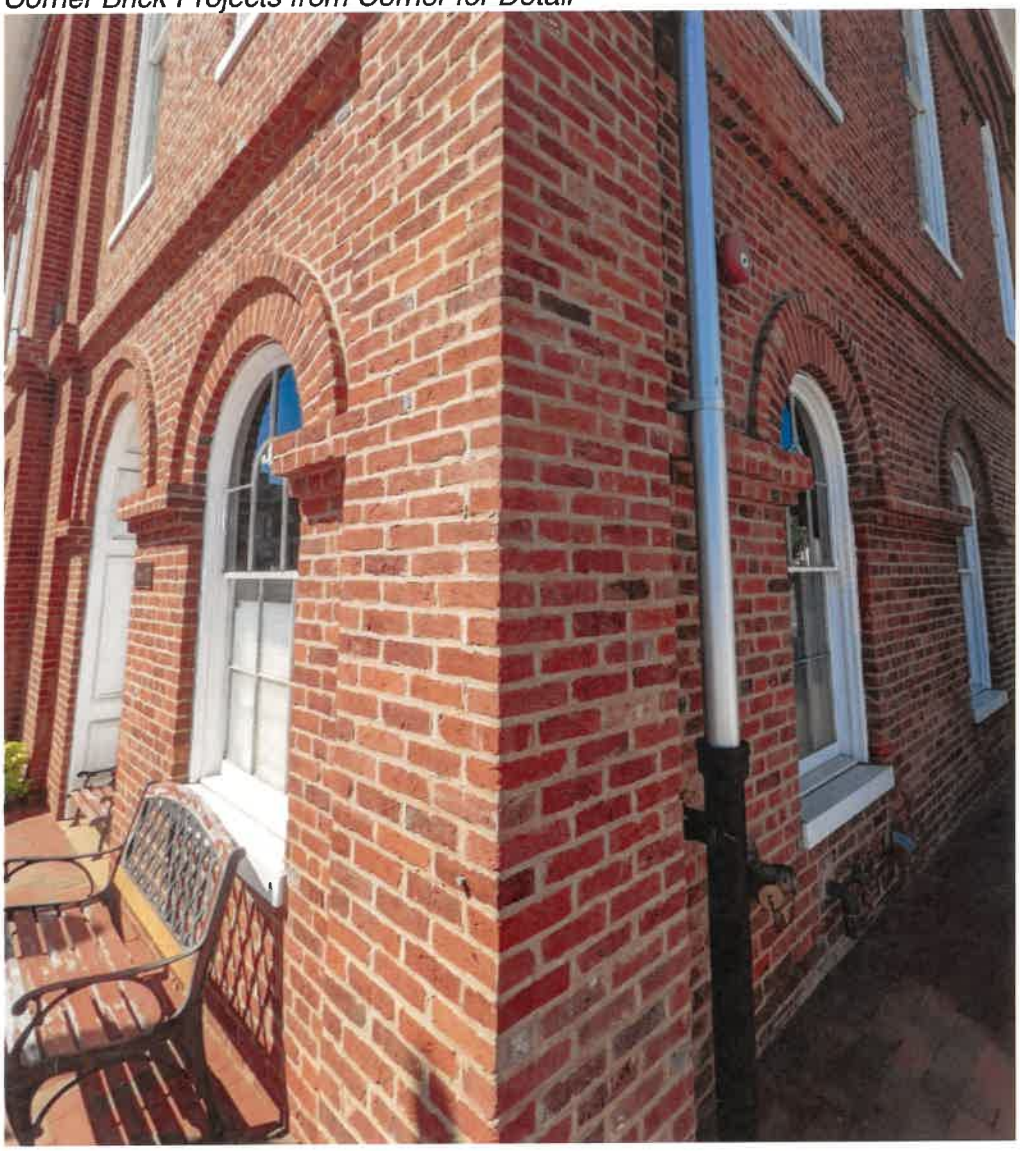
For the Historic Landmarks Commission's (HLC) reference, if the HLC approves this building design, the applicant will have to submit an application for a Planned Unit Development for this site that is reviewed and approved by the Planning Commission and Mayor and Council. This will include detailed site information to allow for site construction. The next steps will take approximately 6-9 months after HLC approves the design.

IMAGE 1



IMAGE 2

Corner Brick Projects from Corner for Detail



Corner Brick Projects from Corner for Detail

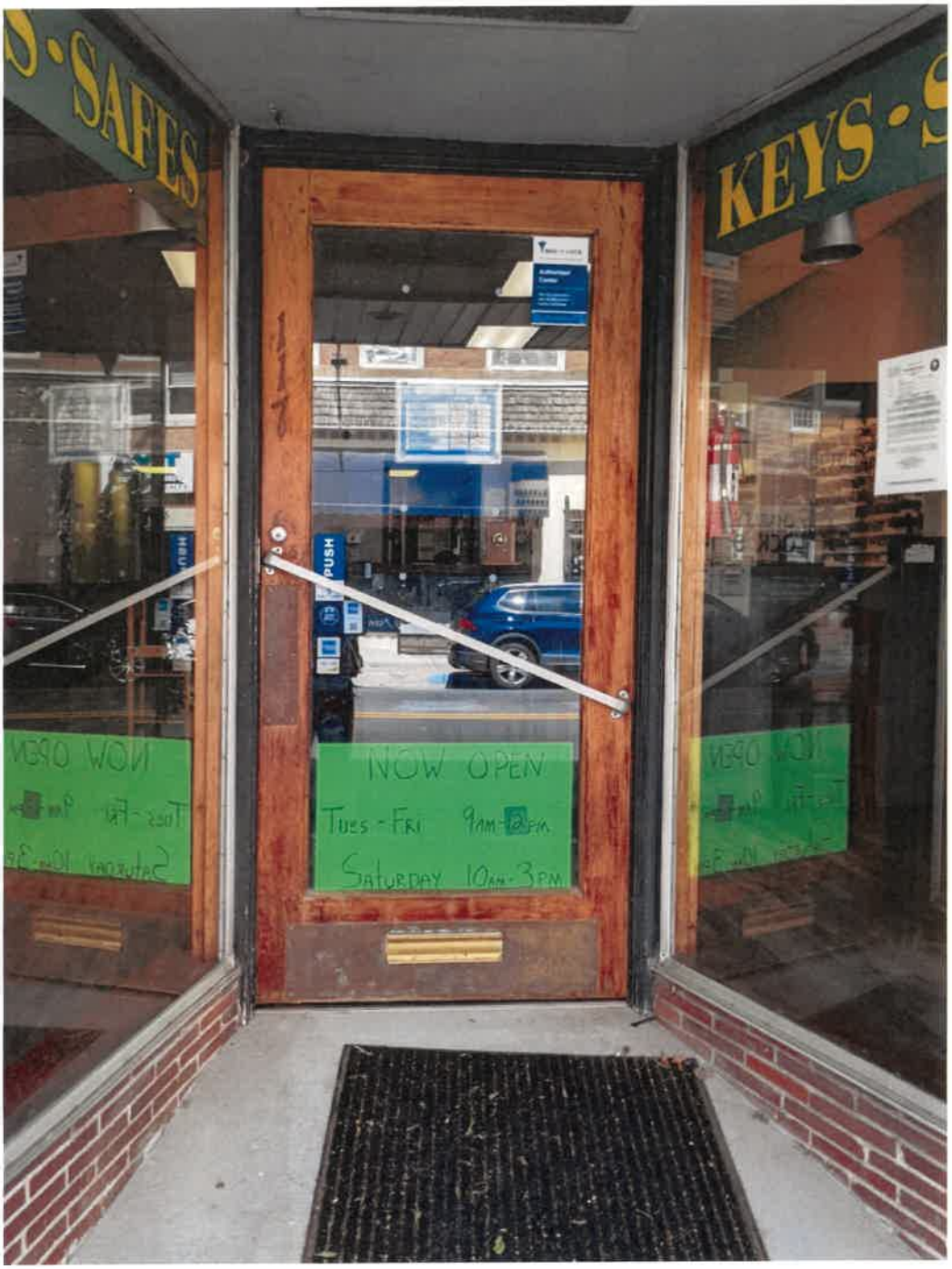


IMAGE 3
Soldier Course Brick – Top of Window



IMAGE 4




SAFES
KEYS
PUSH
NOW OPEN
TUES - FRI 9AM - 6PM
SATURDAY 10AM - 3PM


119
Edward Jones
Welcome

IMAGE 5
Windows only – Not the doors.



IMAGE 6
Second Floor Windows - (1 over 1 Window)

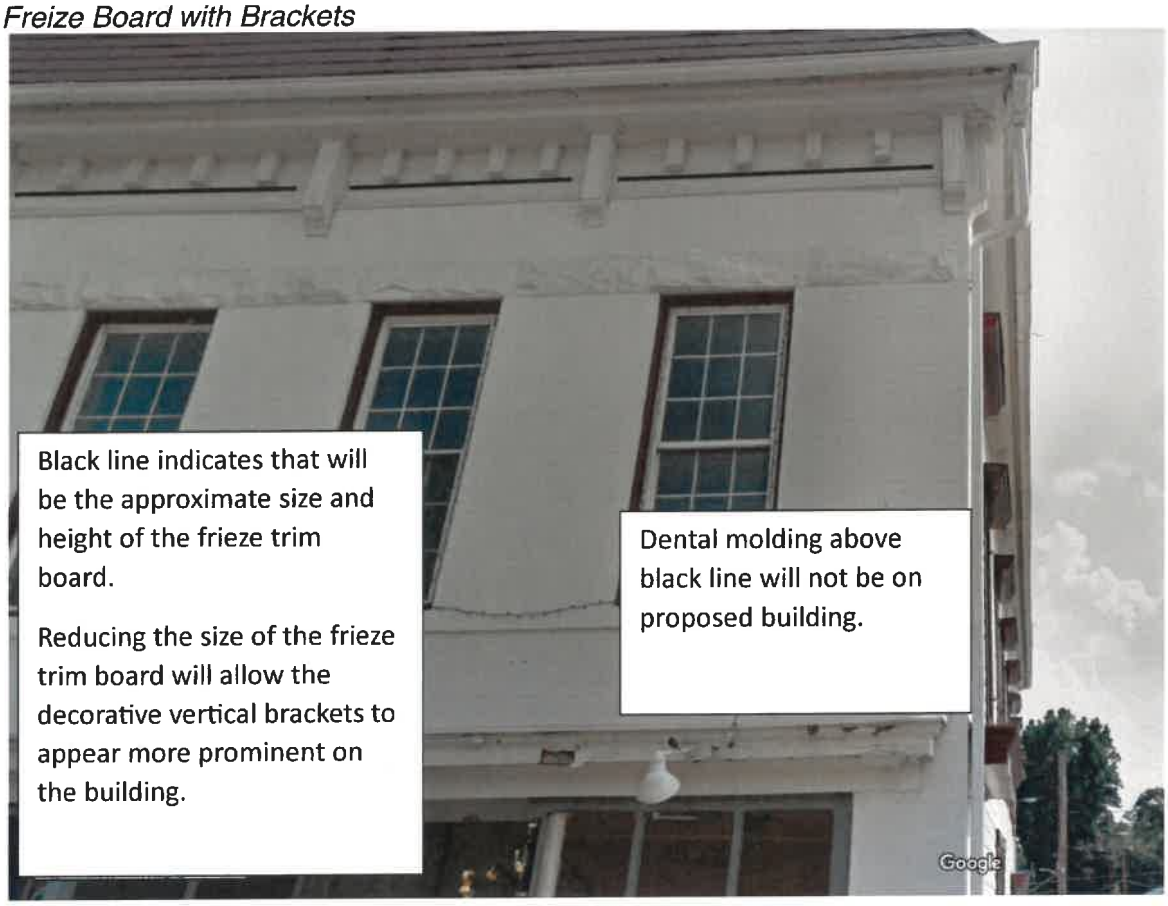


IMAGE 7
Pass Through Window



IMAGE 8

Freize Board with Brackets



This wide band will be used on the corner below roof parapet where the decorative pendent brackets are not shown in the rendering.

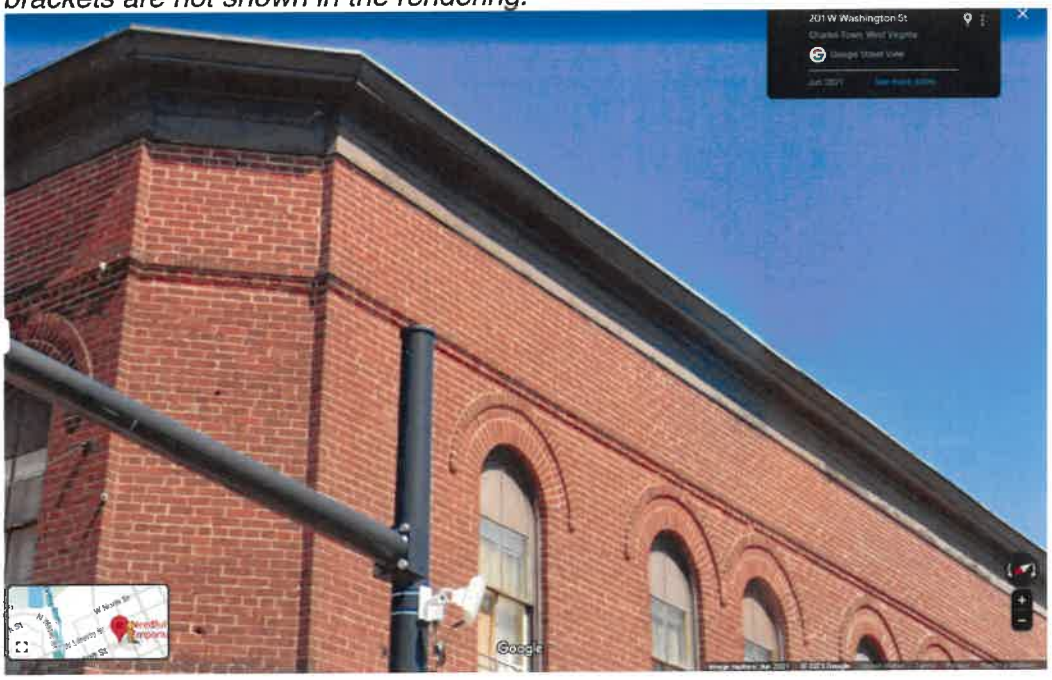


IMAGE 9
(Over Awnings and on S. West. St – First/Second Floor Detail)





IMAGE 10
Standing Seam Metal Roof





IMAGE 11
Snow Guard



IMAGE 12
Gutter



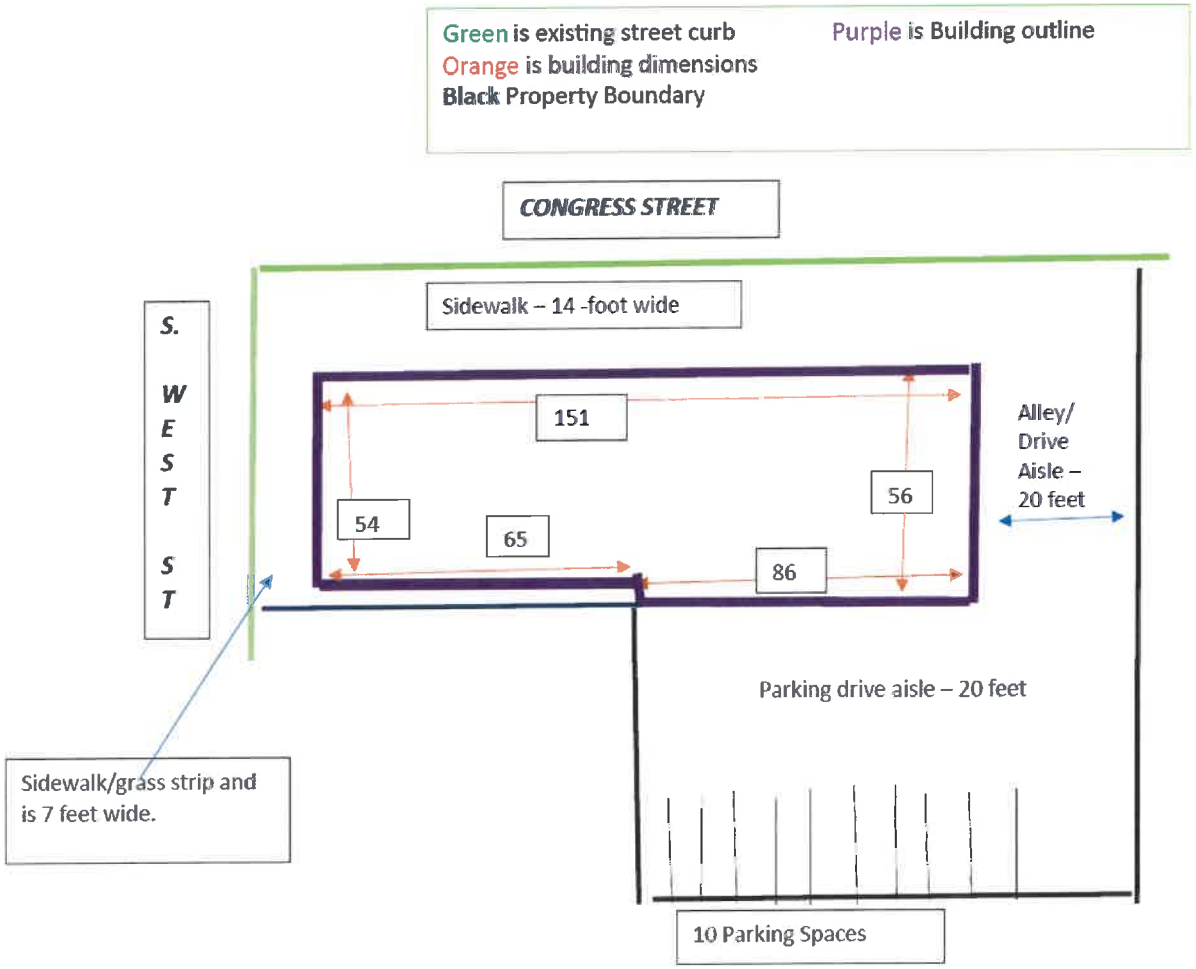
IMAGE 13


Community
is BUILT on
MAIN STREET
DOWNTOWN
Charles Town
Historically HiP

IMAGE 14



IMAGE 15


Green is existing street curb
Orange is building dimensions
Black Property Boundary
Purple is Building outline
CONGRESS STREET
Sidewalk – 14 -foot wide
S. WEST ST
151
54
65
86
56
Alley/ Drive Aisle – 20 feet
Parking drive aisle – 20 feet
Sidewalk/grass strip and is 7 feet wide.
10 Parking Spaces

Long Side of Building Faces Congress Street.

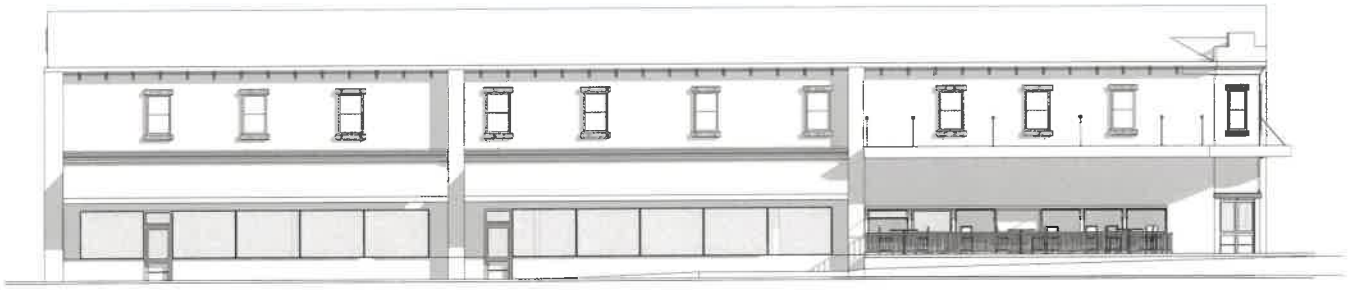






Front Facing Congress Street



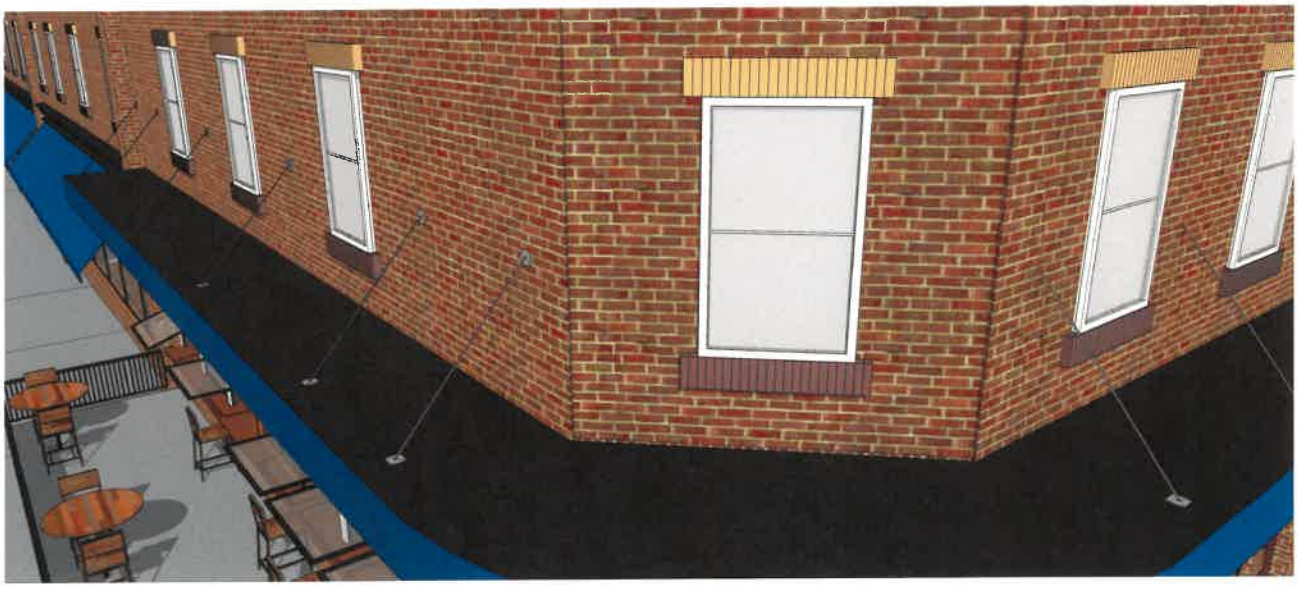


Patio Dining Area
(Will not be white dividers)

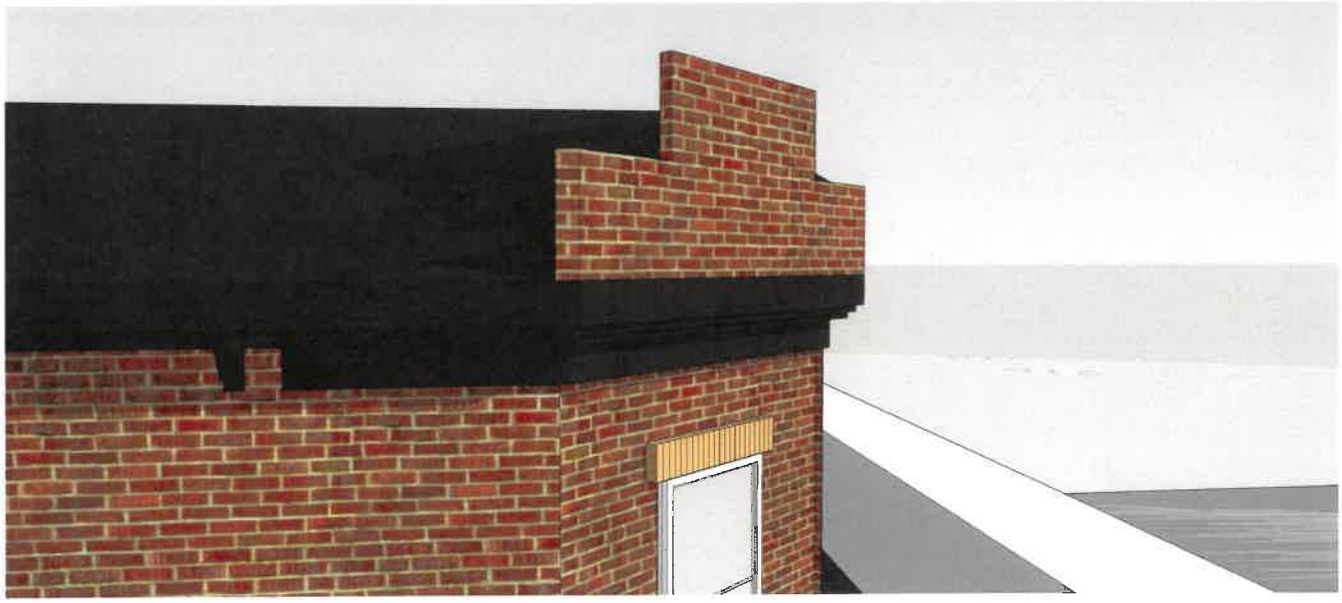










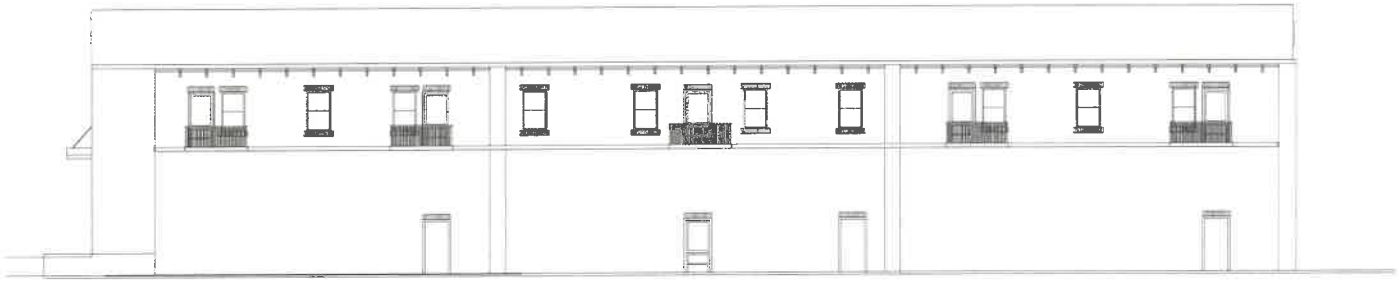


Rear Side. Alley to Access Rear Parking on Right Side of Image.



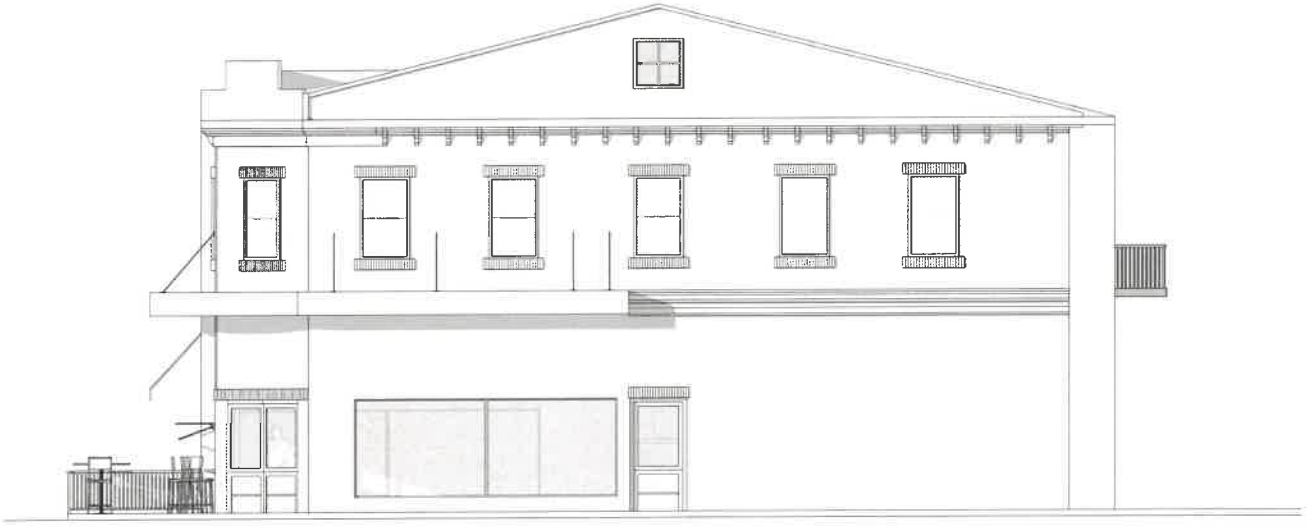
Rear of Building





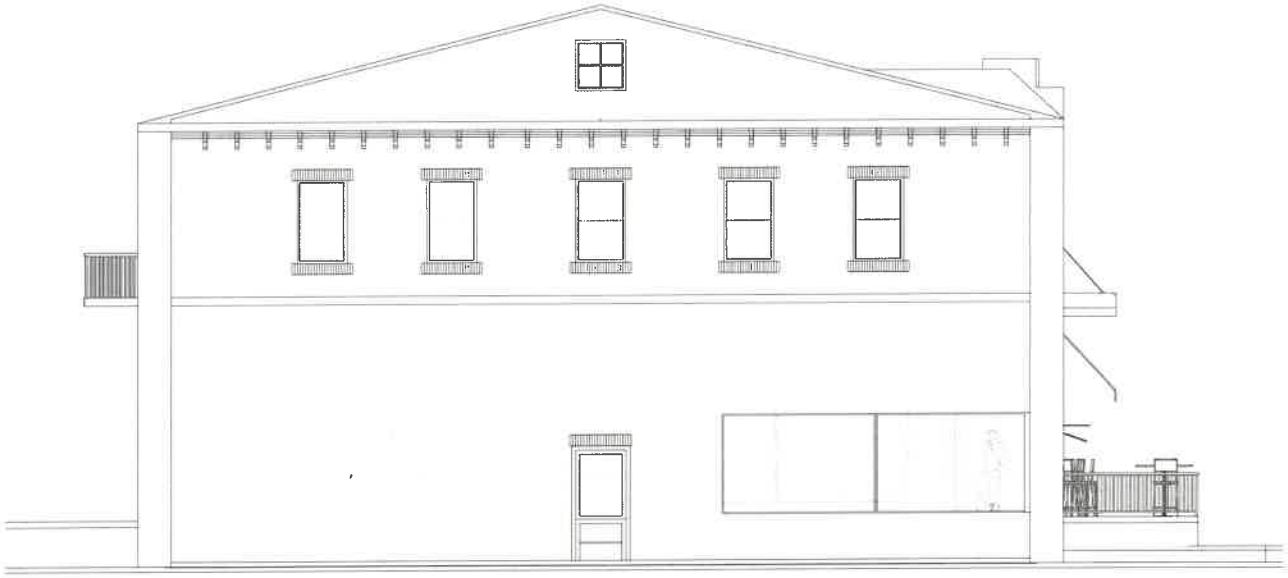
S. West Street Side of Building. (West Side of Building).





Alley Side of Building (East Side of Building).





Review Criteria

1. Whether or not the structure is of such old or distinctive design, texture, or scarce materials that it could not be reproduced or could be reproduced only with great difficulty and expense and, whether or not the structure is one of only a few remaining of that style or is particularly unique in its character.

While the structure is considered conforming, it has seen a lot of changes and is now very "vynalized" due to the vinyl siding, shutters and the facia and soffit are all wrapped in a typical modern aluminum finish. The siding, shutters, windows, front door, and screen door are not original to the structure. Although the description in the historic district report states the structure has an "Original late Italianate porch.", there currently is no existing details that make it Italianate. There is none of the detailed trim that would identify the porch as Italianate. The porch now appears to be standard 4x4 posts wrapped in aluminum. The porch railings and deck boards use a modern standard typical deck material. None of the porch detailing is original.

There exists no distinctive design, texture, or scarce materials that could not be reproduced or could be reproduced only with great difficulty and expense on this structure. Further, there are several homes that are similar in style to this structure in the City.

2. Whether or not the proposed demolition may adversely affect other historic buildings or the character of the historic district.

The removal of this structure does not adversely affect other historic buildings or the character of the district. As noted in number 1 above, this structure has been significantly altered and no longer has its original detailing. When the proposed new structure is juxtaposed to the existing building, the new structure will actually have more historic character and details than the existing structure.

3. The reason for demolishing the structure and whether or not alternatives exist.

The demolition of the existing structure is not for the mere convenience of rebuilding a similar home in its places that is newer. This proposed demolition is to build a new building that, while new, will certainly be more historical in architectural detail. The replacement of this structure with the proposed building will result in a much richer architectural compatible building in the historic district. Restoring the structure to its original character is not financially feasible. An alternative option would not provide meaningful improvement, particularly in comparison to the level of detail that is proposed in the new structure.

This proposal also meets the objectives of the Comprehensive Plan in allowing for the expansion of the downtown area. The Plan notes "There will be a time when all the existing non-residential real estate is at its highest productive value and vacancies will be limited. This could allow for further expansion of the Downtown area." The Plan states that "There may be opportunities for the extension of the Downtown based on the form and character currently found in the Downtown, such as size, height, density, multi-story mixed use structures, build to lines or up to the property line with sidewalks, and a large building footprint on the lot." In order to achieve this objective, some buildings that are less historic in character may need to be removed to allow for more historically appropriate buildings to be constructed in there place. The Plan is very specific that the "Revitalization the South West Street / Augustine Avenue

corridor including the Hill Dale Shopping Center;" would be required to allow for the expansion of the downtown area.

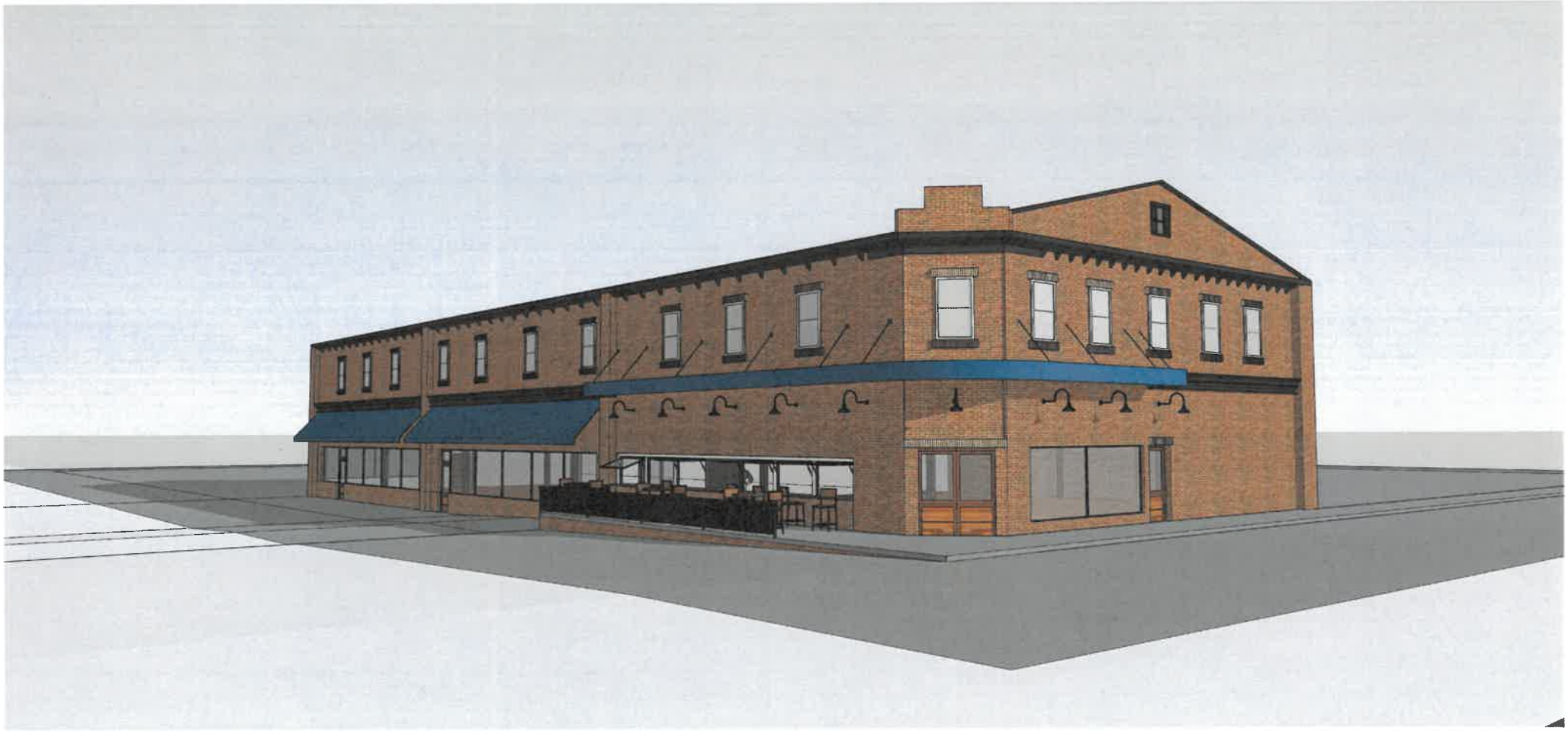
4. Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and if so, whether or not its findings support the proposed demolition.

No claim of structural feasibility is being presented in this situation, although the interior of the building does require some amount of work. Restoring the current structure to its original condition would be economically challenging. As noted in number 1 above, it is clear that the structure does not have its original details and lacks features that would make it stand out in the district. The greater focus is on the future use of this site with the proposed building. As noted previously, the proposed building to replace this structure will have its own character that will immediately, upon completion, add to the character district.

5. Whether or not the structure is so significantly altered, so as to have irretrievably "lost" it's architectural and historical integrity. The fact that two significant historical styles may exist within a structure will not, in itself, constitute loss of architectural and historical integrity for the purposes of this paragraph.

It is readily apparent that this structure has have irretrievably "lost" it's architectural and historical integrity. While the proportional scale is historically appropriate, the building does not have the original siding, shutters, windows, front door, porch and porch details. It has been significantly altered as previously noted above.

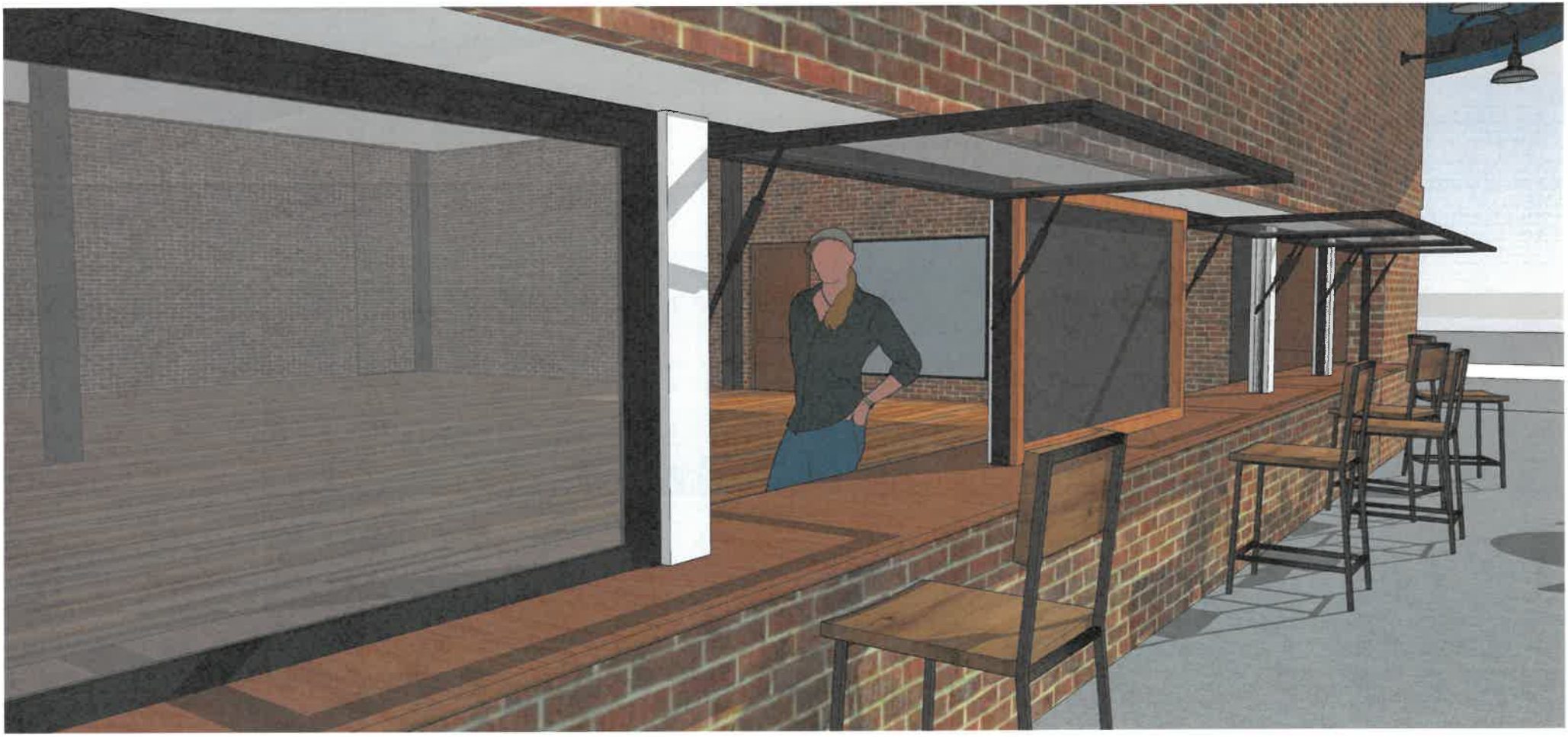


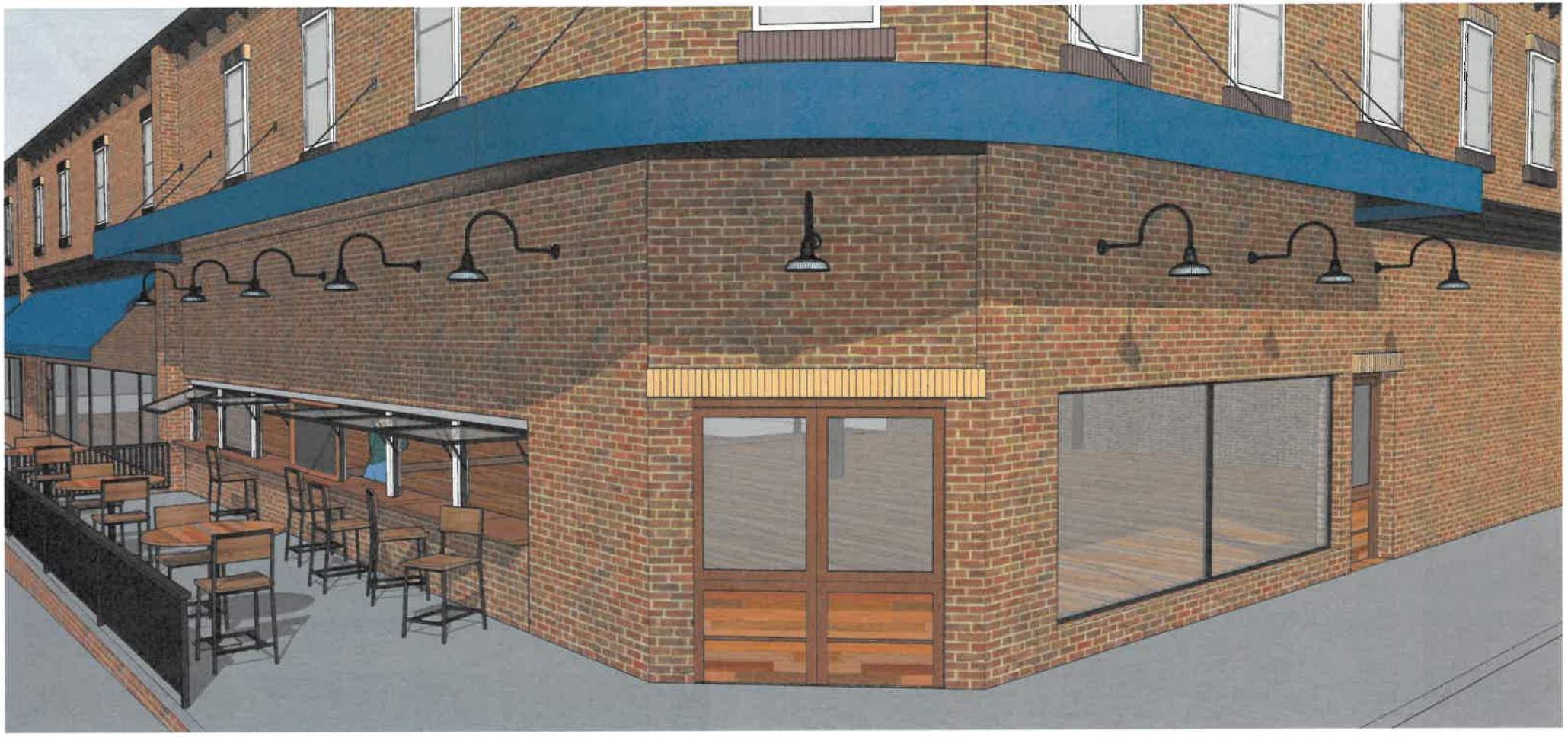












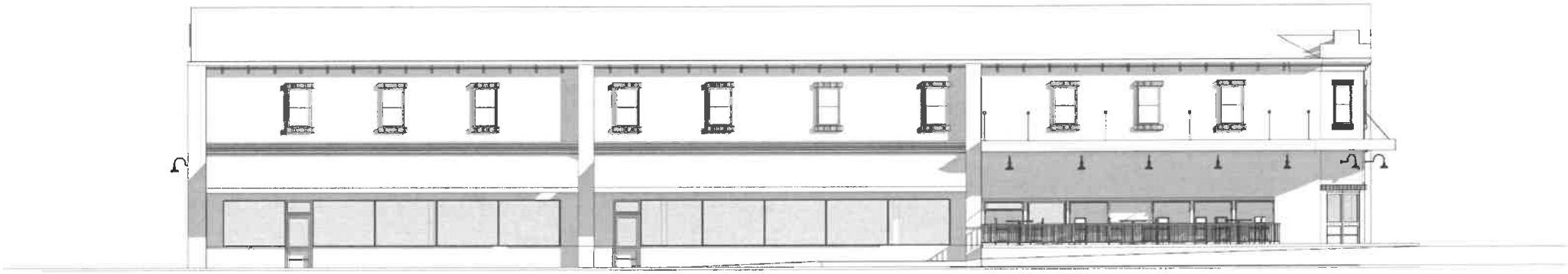




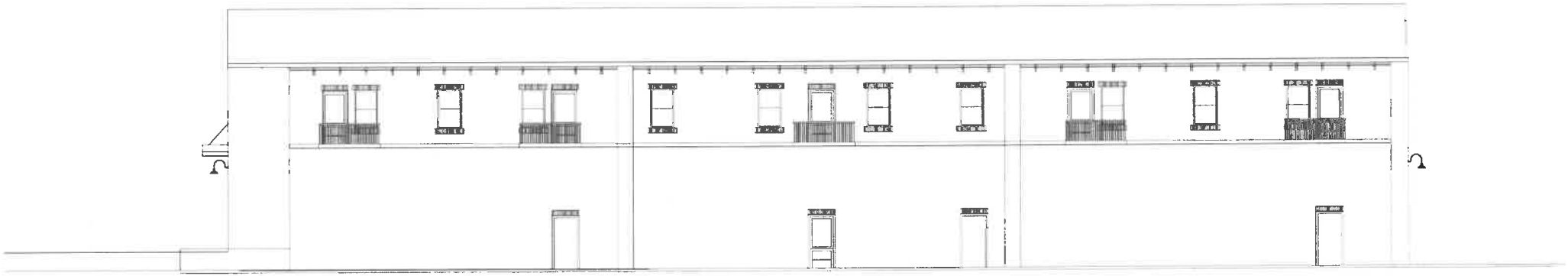


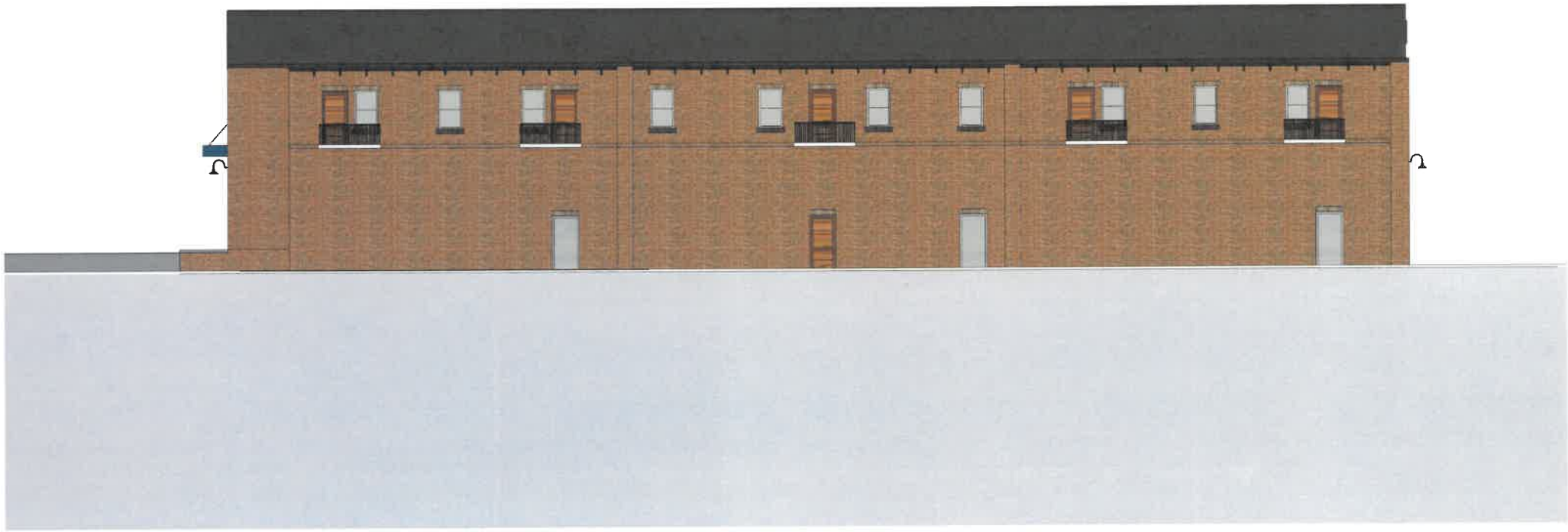


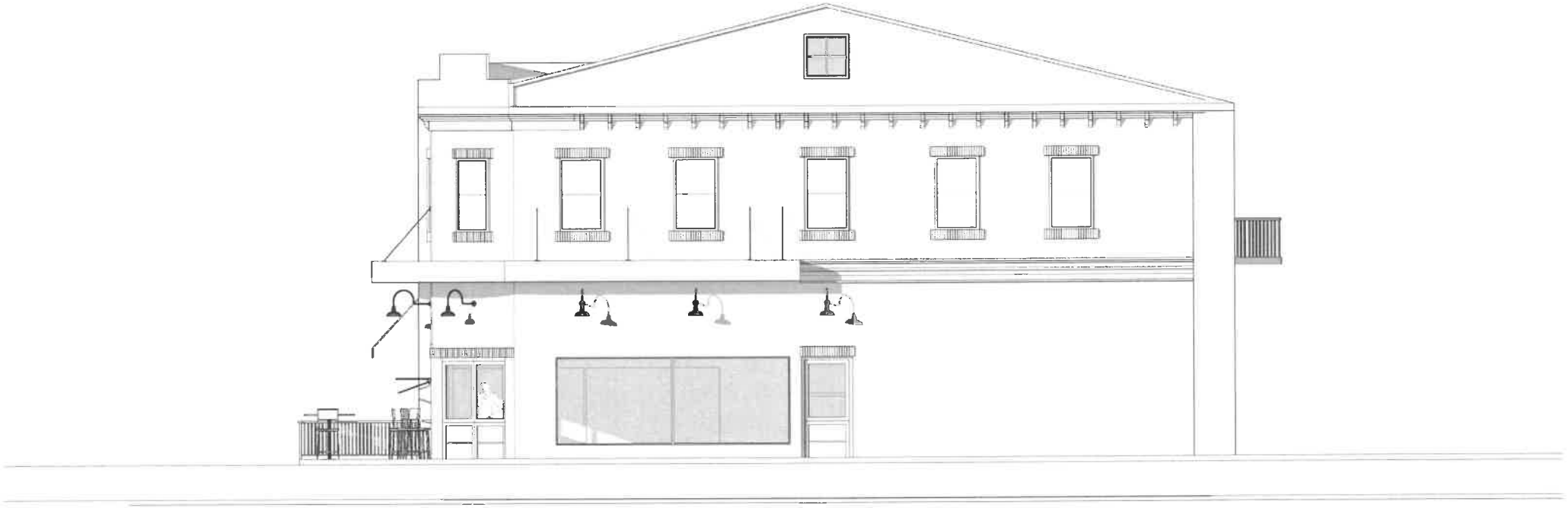




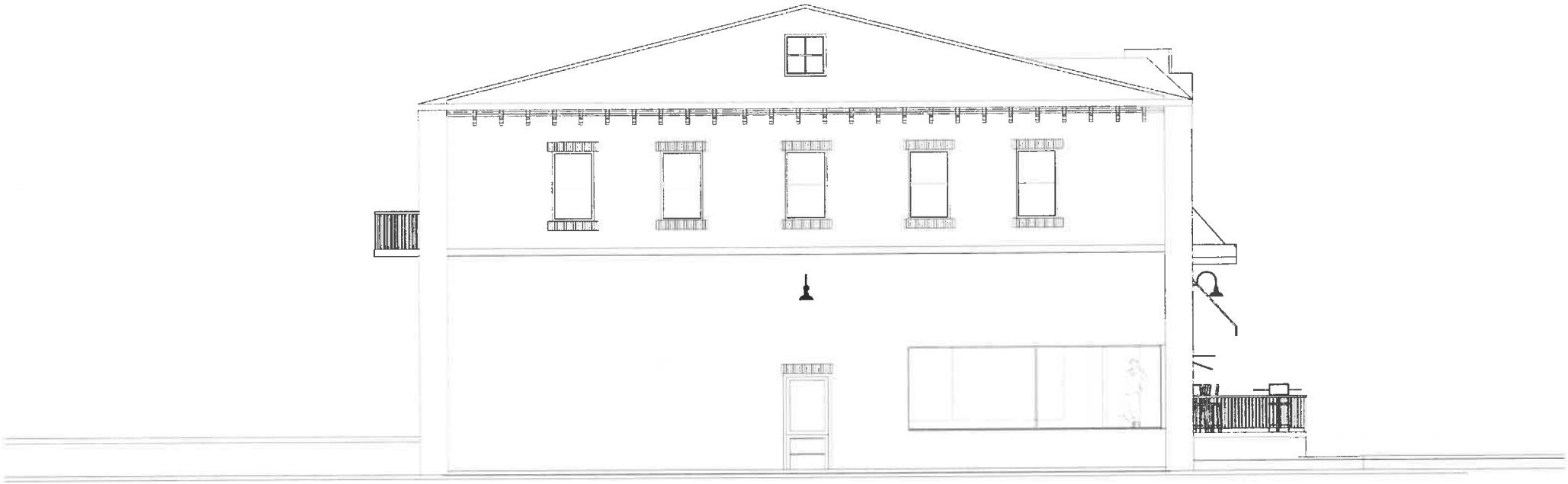


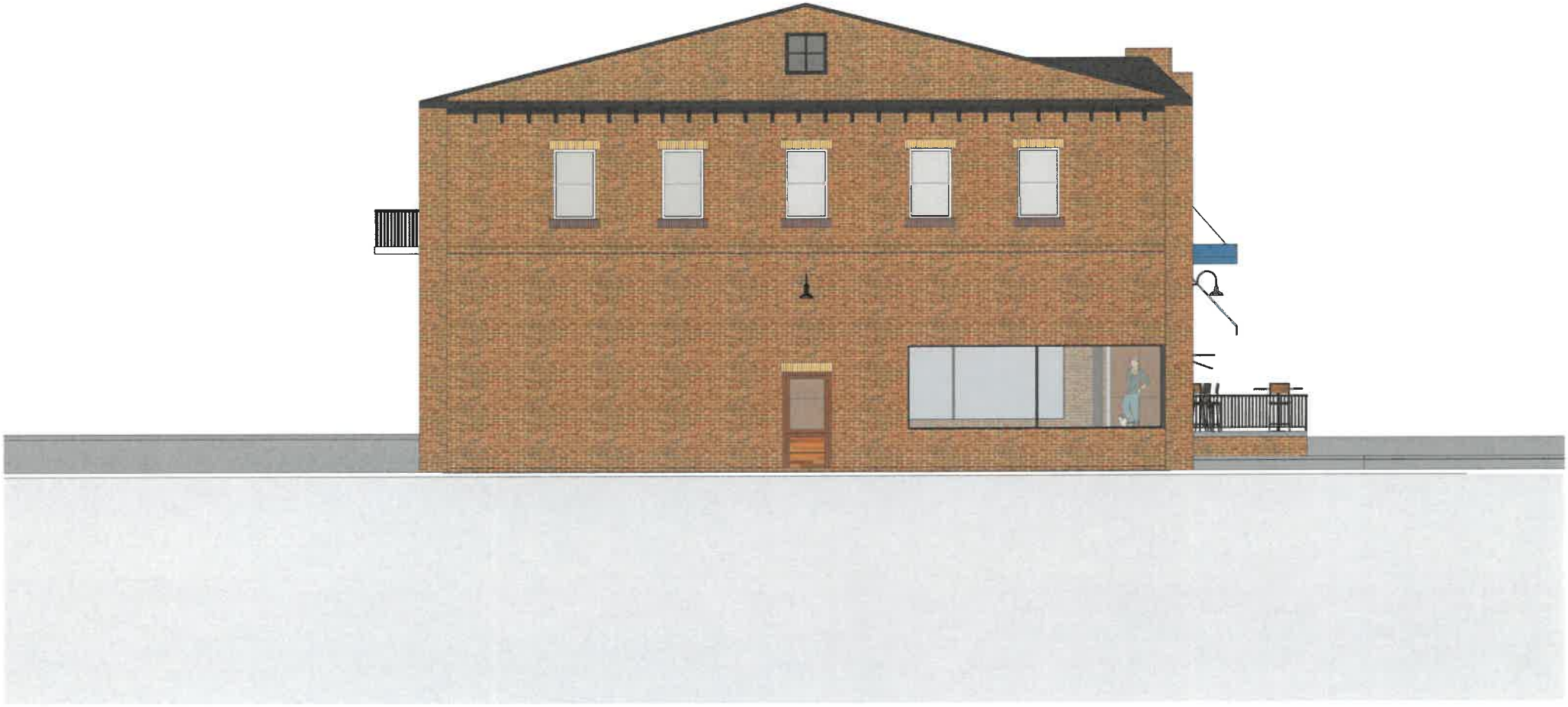












City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Web: www.charlestownwv.us

Dear Commissioners,

I write this letter in support of the Certificate of Appropriateness Application submitted by Mr. Mark Roper. I feel that this is a critical step forward in the economic development of our downtown core.

The 2040 Historically Hip Comprehensive Plan notes a 'Downtown First Focus.' In focusing on the downtown, a vibrant, active, and revenue producing district can be achieved. The comprehensive plan explains that expansion will be inevitable due to limited vacancies. The City of Charles Town has reached the point where new commercial structures are needed in order to accommodate the demand.

Since 2019, the City of Charles Town has been in need of more commercial kitchens. In an effort to entice property owners to redevelop buildings to include commercial kitchens, the City of Charles Town created the Revive! Grant. The creation of this grant speaks to the commitment from the City of Charles Town to the acquisition of more restaurant spaces. Currently, in my role in economic development, I have one restaurant that has been waiting since 2020 for a space in downtown Charles Town. This restaurant is also the number one prospect on our 2021Market Study. Additionally, I have two more restaurants who have been interested since 2022, and two more as of this year.

The market study referenced above showed that restaurants were the number one driver to downtown. Additionally, the market study also showed that restaurants are a top opportunity for the downtown.

Restaurants anchor downtown economic development. Simply put, more restaurants equal more community engagement and more revenue for the city. Additionally, successful restaurants will attract other successful businesses, including more restaurants. It is for these reasons that I support Mr. Roper's request. This project will be a catalyst for vibrancy and become an important piece of our history.

Liz Cook

Business Development and Downtown Coordinator