CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • DECEMBER 11, 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

2.1 : September 11, 2023 Minutes
DRAFT September 2023 Minutes.pdf

2.2 : October 11, 2023 Minutes
DRAFT October 2023 Minutes.pdf

2.3 : November 13, 2023 Minutes
DRAFT November 2023 Minutes.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2023-15:* 132 W Washington - Projecting Sign
1. Staff Report.pdf
2. Application.pdf
3. Design.pdf

4.2 : **Public Hearing**: *COA2023-17:* 120 W Washington - Wall Sign
1. Staff Report.pdf
2. Application.pdf

4.3 : **Public Hearing**: *COA2023-18:* 102 S. Lawrence St - Wall Sign
1. Staff Report.pdf
2. Application.pdf

4.4 : 2024 Calendar
2024-Historic-Landmarks-Commission-DRAFT.docx

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: 12/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

September 11, 2023 Minutes

ATTACHMENTS:

- DRAFT September 2023 Minutes.pdf

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

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

1. CALL TO ORDER

Present: Nick Zaglifa, Chair
Amanda Updike
Diane Drake

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

Absent: Jeff Whitten

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

2. APPROVAL OF MINUTES

2.1 : Minutes – August 14,2023

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

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

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

Staff gave presentation.

Motion to open public comment.

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

No public comment.

Motion to close public comment.

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

DRAFT

HLC spoke favorably about the application stating that the property is going back to a more authentic roof material.

Motion to approve COA2023-12 - Roof replacement at 527 E. Washington Street

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

4.2 : FIP2023-05 – 217 W. Washington St. Façade Improvement Grant awning replacement.

Staff gave presentation.

Motion to open public comment.

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

No public comment.

Motion to close public comment.

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

HLC asked if the awning would be lit. Applicant confirmed it will not be lit.

Motion to approve FIP2023-05 – 217 W. Washington St. Facade Improvement Grant awning replacement.

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

5. ADJOURNMENT

Motion to adjourn.

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

DRAFT

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

Meeting: 12/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

October 11, 2023 Minutes

ATTACHMENTS:

- DRAFT October 2023 Minutes.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • OCTOBER 11, 2023

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

1. CALL TO ORDER

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

James Newman, Zoning Administrator

2. APPROVAL OF MINUTES

No minutes available for approval.

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

4.1 : FIP2023-06: 531 S. George Street

Staff gave presentation.

Applicant spoke: Sapele wood is used by the National Park Service, and that is the wood we will be using for this project. Will remove lattice and replace with a more historical pattern lattice.

Chair: Will the brick piers remain? Applicant: Yes.

Commission discussed the merits of the application, and the public visibility of the grant program.

Commissioner Whitten recused himself as he was the applicant.

Motion to approve FIP2023-06: 531 S George Street

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

DRAFT

5. ADJOURNMENT

Motion to adjourn.

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

DRAFT

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

Meeting: 12/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

November 13, 2023 Minutes

ATTACHMENTS:

- DRAFT November 2023 Minutes.pdf

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

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

1. CALL TO ORDER

Present: Nick Zaglifa, Chair
Anthony Troxel
Amanda Updike
Diane Drake
Jeff Whitten

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

2. APPROVAL OF MINUTES

No minutes available for approval.

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

4.1 : COA2023-15 132 W. Washington: Sign

Staff gave presentation.

HLC: Will sign be lit? Applicant: No

HLC discussion about ensuring that the wall mounted will not block existing architectural features.

Applicant provided clarification that window sign will be a projecting sign.

Staff advised HLC can proceed forward with decision for the wall mounted sign only, new public notice will be required for the projecting sign.

Motion to open public hearing.

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

No public comment.
Motion to close public hearing.

DRAFT

RESULT:	Unanimous

Motion to approve COA2023-15 132 W. Washington rectangular sign only subject to the following:

1. If below the cornice, it must fit within the area between the dividing line of the transoms.
2. Shall not extend above windowsill.

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

4.2: COA2023-14 317 W. Congress Street: Demo and New Construction

Staff gave presentation.

Applicant Presentation.

HLC Discussion:

Concern about staff report rationale for demo; the proposed structure does contribute more to the City than the existing one.

Appreciate connection to existing urban form.

HLC: Is existing structure vacant? Applicant: Yes.

HLC: Size of proposed residential units? Applicant: One bedroom

HLC: Will trees be native? Applicant: Will work with City's Tree Board.

Motion to open public hearing.

RESULT:	Unanimous

Brian: Former tenant of 317 W. Congress Street agreed home is unlivable but stated with monetary investment it could be made livable. Concerned about impact of new development to adjacent neighbors.

Matt Ward: In favor of both request. Project brings vibrancy downtown. In favor of preservation but existing structure is not contributing.

Alissa Meeks: Project will bring help provide economic vitality and bring opportunity to the City. The city needs apartments and restaurant space.

Elizabeth Cook: Sent a letter of support. This project provides the needed commercial space, we have businesses ready to move in.

Motion to close public hearing.

RESULT:	Unanimous

Motion by Troxel to approve COA2023-14 317 W. Congress Street: Demo and New Construction. No second.

DRAFT

Motion by Drake to approve COA2023-14 317 W. Congress Street: Demo and New Construction subject to the following:

1. Demo may only proceed if the property is successfully rezoned to Old Town Mixed Use Commercial.

HLC Discussion.

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

Motion to table action on new construction.

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

4.3: COA2023-16 207 W. Washington Street: Sign

Staff presentation.

Motion to open public hearing.

RESULT:	**Unanimous**

No public comment.

Motion to close public hearing.

RESULT:	**Unanimous**

Motion to approve COA2023-16 207 W. Washington Street.

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

4.4: COA2023-13 111 N. Charles Street: Sign

Staff presentation.

Motion to open public hearing.

RESULT:	**Unanimous**

No public comment.

Motion to close public hearing.

RESULT:	**Unanimous**

DRAFT

Motion to approve COA2023-13 111 N. Charles Street.

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

5. ADJOURNMENT

Motion to adjourn.

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

Adjourned at 8:15.

DRAFT

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

Meeting: 12/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2023-15:* 132 W Washington - Projecting Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2023-15

Date: For the December 11, 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 projecting 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.



FAÇADE PICTURES





PROPOSAL

A request for a Certificate of Appropriateness to replace to install a projecting sign, placed near the main entrance. The red outline below shows the location.



MATERIAL: PVC (Polyvinyl Chloride)

SIZE:
Height and width each 30 inches. Depth of .5 inches.



ORDINANCE REQUIREMENTS

A Projecting or Suspended Sign shall not extend more than five (5) feet into the public right-of-way. In no case shall a Projecting or Suspended Sign be permitted to encroach over a motorized Vehicle travel way such as a public or private Street, alley, or Driveway.

Projecting signs in the OT-MUC Zoning District may be up to 6 sq. ft. in area.

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.

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: Eric 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:_____

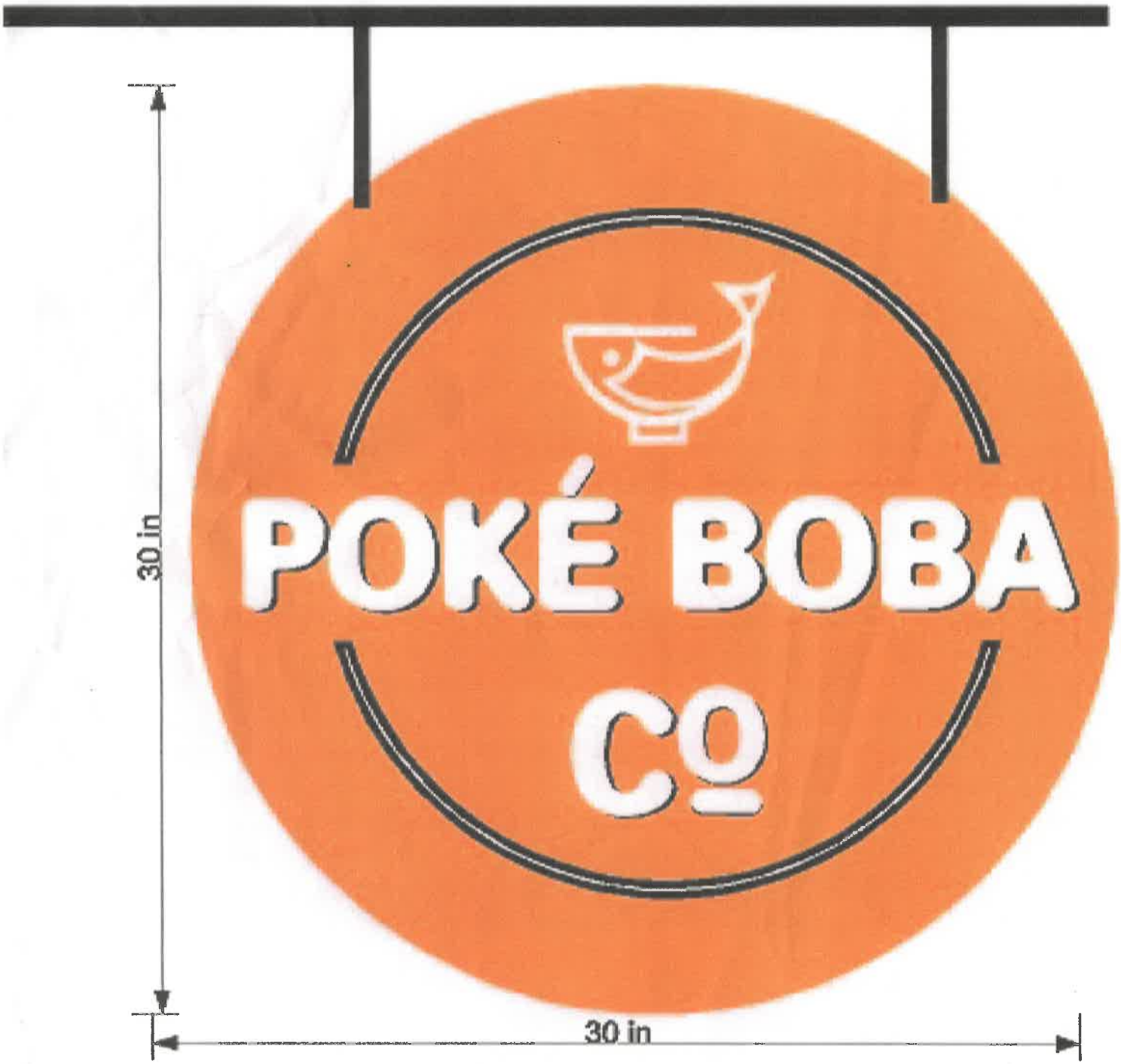
_____

_____

_____

_____

_____



1/2" PVC 30
Orange stick

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

Meeting: 12/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

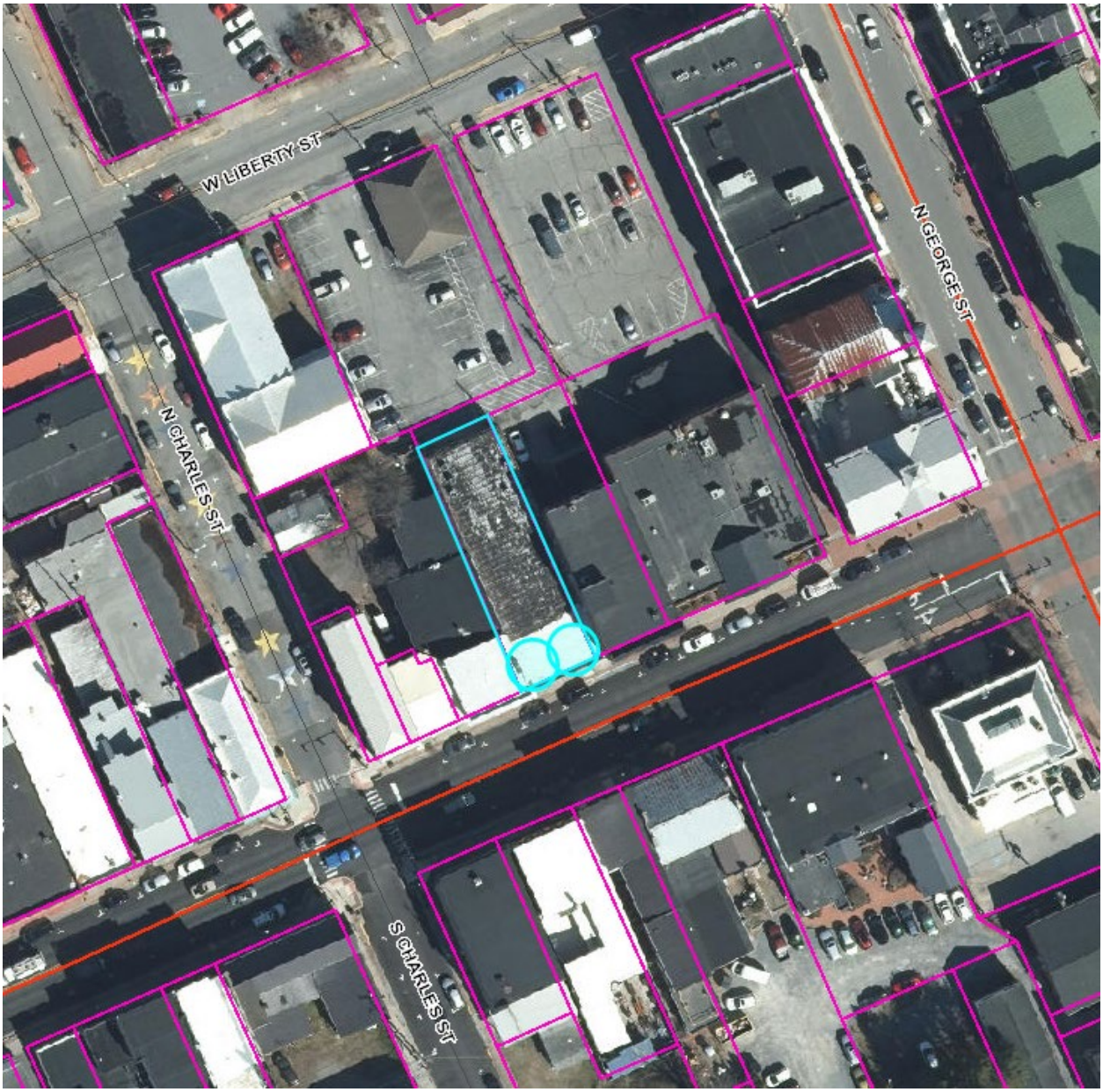
Public Hearing: *COA2023-17:* 120 W Washington - Wall Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2023-17

Date: For the December 11, 2023 Historic Landmarks Commission meeting
Applicant: Kimberly Thoma
Property Owner: GOODE MICHAEL C TR
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall sign
Property Location: 120 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
120-118 W. Washington St.: Classical Revival, c. 1920. Three story, four bay brick building characterized by brick corbeled pilasters and cast stone trim forming flat arches with keystones. **Contributing.**

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



SIGN LOCATION



PROPOSAL
A request for a Certificate of Appropriateness to replace to install a wall mounted sign.

MATERIAL: Vinyl

SIZE:
3 ft. x 3ft.



ORDINANCE REQUIREMENTS
One (1) ft^2 per lineal foot of the individual tenant/business occupied building wall where the sign will be attached; up to 64 ft^2. This criteria is met.

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.

LIGHTING
Applicant proposes to use the existing signage box to have the sign be lit from the interior. The Historic District Design standards state:

Indirect light should be used to illuminate signs.

• Gooseneck lamps are an appropriate and attractive lighting solution.

• Flashing or blinking lights are prohibited.

• Box signs, also known as a cabinet sign, either internally or externally illuminated are not permitted. This includes wall mounted signs and double sided ground mounted signs. All box signs installed prior to January 1, 2017 are non-conforming signs that are permitted to remain until a change is initiated by Zoning Ordinance requirements or if the sign is removed.

-Design Review Standards Page 44.

Definition of *Sign* from the Zoning Ordinance:

A name, identification, description, display, illustration or device which is affixed or represented directly or indirectly upon a Building, Structure or land and which functions as an Accessory Use by directing attention to a product, place, activity, Person, institution, or business. The following terms and definitions are associated with the Sign regulations contained in this Ordinance

…

Wall Sign – A Sign affixed on and parallel to the exterior wall of any Building and projecting not more than 12 inches from the wall. Signs mounted on porticoes shall be considered as Wall Signs

Per the applicant:

The existing box sign has never been replaced nor left as a 'casing only' since installation. Building owner will not allow for this nor are we requesting this. The only thing that has changed with that box sign over the years is the vinyl wrap on the front face which does not constitute as a new sign assembly in itself.

As for operability of the light casing, the applicant states:

The existing sign mounted to the Goode Building has lights within the sign housing that we would like to utilize. Mr Goode (building owner) stated that the current sign housing has been there since the late 90's and originally installed with operable back lighting. If we can get them working we are planning on lighting our sign from dusk to about 10pm nightly.

There is no guarantee that we can get them to work. We don't know the state of repair needed to get them up and running and are not willing to invest too much money into it. We are assuming they have not been utilized in over a decade if not longer, but it is a capability so we figured we would try.

A strict reading of the Design Review Standards would prohibit the use of the interior illumination as the *Exit Realty* sign was removed and the new sign for *Succulent Garden* put in place.

The intent of that standard is to prevent any new interior lit signs from being created; the applicant will not be creating a new sign box, they are replacing the sign face with a new one.

STAFF RECOMMENDATION

Approval. The signage meets zoning and historic district requirements.

COA Application No._____

RECEIVED
NOV 07 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 Nov. 7, , 20 23

2. APPLICANT'S NAME* Kimberly Thoma

Address: 120-B W. Washington St. Charles Town, WV 25414

Telephone Number: (540) 533-3119 Fax Number ( )

Email Address: succulentgardenllc@gmail.com

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

3. PROPERTY OWNER'S NAME Michael C. Goode

Address: 2492 Shirley Rd Charles Town, WV 25414

Telephone Number: (304) 283-5586 Fax Number ( )

Email Address: mcgoode@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: 120-B W. Washington St. Charles Town, WV 25414

Tax Map # and Parcel(s): Map 2B Parcel 0031-0000

Deed Book and Page #: 1213/201

Zoning District: _____

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

Real Estate Office

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

Urban Retail Garden Center

Retail Foliage and Garden Supply

7. TYPE OF WORK:

A. X Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

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

Reface existing sign with logo. Vinyl logo on window 3ft x 3ft

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 _____

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

Michael C. Goode Date 11-7-23

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):
$245

SIGN CONTRACTOR:
Self

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

TYPE OF SIGN

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

Where on the property or building will the sign(s) be located?
Building face above storefront windows. Window logo (3ft x 3ft) on front right window pane.

SIGN MATERIAL:
Metal housing with plastic sign insert. Vinyl logo

SIGN DIMENSIONS:

Height	Width	Depth
3ft	8ft	5in
3ft	3ft	NA

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:
Westfield 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:_____

_____

_____

_____

_____

_____

STRIP AND RE-LETTER EXISTING 3x8 SIGN FACE

$245.00



VITAL SIGNS PLUS
32 Federal Way
Charles Town, WV 2414
P: 304.728.7455
F: 304.725.3467
vsignsp@frontiernet.net
www.vitalsignsplus.com

JOB ID
REFACE SIGN
CUSTOMER
SUCCULENT GARDEN
LOCATION

SALESPERSON
SUZIE
ISSUE DATE
10/30/23
REVISIONS
1
2
3
4
5
6

DESIGNER
FILE PATH

APPROVED FOR PRODUCTION
_ Approved As Drawn
_ Approved As Noted
Revise & Resubmit
Date: _____
Client: _____
Sales: _____
PM: _____

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All rights reserved.
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The Succulent Garden
The Succulent Garden
The GOOD
BUILDIN

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

Meeting: 12/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

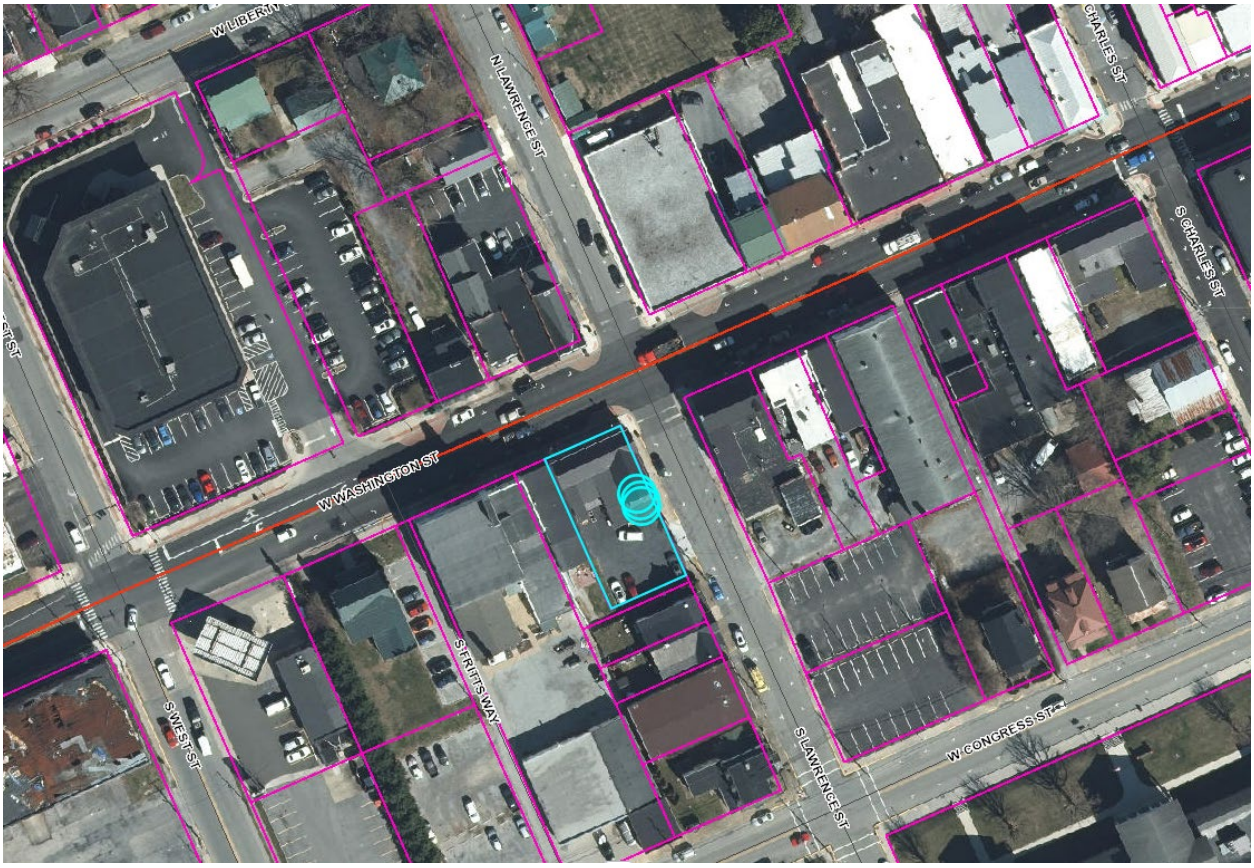
Public Hearing: *COA2023-18:* 102 S. Lawrence St - Wall Sign

ATTACHMENTS:

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

Public Hearing – Certificate of Appropriateness
COA-2023-18

Date: For the December 11, 2023 Historic Landmarks Commission meeting
Applicant: Patrick Blood on behalf of Blackwell Property Management
Property Owner: Thrive Professional Center LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall sign
Property Location: 102 S. Lawrence St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
This address, 102. S. Lawrence, is in the same building as 301 W. Washington St.

301 W. Washington St.: Vernacular, Italianate, c. 1820, 1880s. Three bay, two story building of log or frame construction, covered with rusticated wood siding at the front elevation.
Contributing.

STRUCTURE VIEW

Image from Google Streetview. Image date is June 2021.



SIGN



PROPOSAL
A request for a Certificate of Appropriateness to replace to install a wall mounted sign, placed on the entrance.

MATERIAL: Flexible rubberized sign with magnetic back.

SIZE:
Height of 12 inches, width of 18 inches.

ORDINANCE REQUIREMENTS
One (1) ft^2 per lineal foot of the individual tenant/business occupied building wall where the sign will be attached; up to 64 ft^2. This criteria is met.

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 is semi-glossy.

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._____

RECEIVED
NOV 01 2023
BY: V Bane

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 __10/29_____, 2023_____

2. APPLICANT'S NAME* Blackwell Property Management_(Patrick Blood)_____

Address: 102 S Lawrence St_____

Telephone Number: (___)__304-885-1426____Fax Number (__)_____

Email Address: patrick@rentblackwell.com_____

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

3. PROPERTY OWNER'S NAME Thrive Professional Center LLC_____

Address: 303 Washington St Charles Town WV 25414_

Telephone Number: (___)_304-433-4041_____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: 102 S Lawrence St, Charles Town, WV 25414 _____

Tax Map # and Parcel(s): _002B and 0009_____

Deed Book and Page #: _1174 and 603_____

Zoning District: __3 - Charles Town Corp_____

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

_____

_____

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

Current - Commercial

_____

_____

_____

7. TYPE OF WORK:

A. _____ X Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

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

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6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

12x18 magnetic sign on door



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 10/31/2023

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

Robin Dolobach (Oct 30, 2023 18:29 EDT) Date Oct 30, 2023

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

_____

SIGN CONTRACTOR:

_____

Contractor License #: WV & City of Charles Town:

_____

TYPE OF SIGN

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

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

_____

SIGN MATERIAL:

_____

SIGN DIMENSIONS:

Height	Width	Depth

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

_____

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

_____

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

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Zoning Administrator Approval:_____ Date:_____

Historic Landmarks Commission Approval:_____Date:_____

Comments:_____

_____

_____

_____

_____

_____

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

Meeting: 12/11/23
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024 Calendar

ATTACHMENTS:

- 2024-Historic-Landmarks-Commission-DRAFT.docx

CITY OF CHARLES TOWN

Department of Community Development
Division of Planning & Zoning

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

2024 MEETING SCHEDULE OF THE CITY OF CHARLES TOWN HISTORIC LANDMARKS COMMISSION

Meetings are held in the Council Chambers at City Hall, at
101 East Washington Street at 7:00 p.m. on the 2nd Monday of every month
unless otherwise specified.

Scheduled Meetings	**Submission Deadline**
Monday, January 8, 2024	Friday, December 1, 2023
Monday, February 12, 2024	Monday, January 1, 2024
Monday, March 11, 2024	Thursday, February 1, 2024
Monday, April 8, 2024	Friday, March 1, 2024
Monday, May 13, 2024	Monday, April 1, 2024
Monday, June 10, 2024	Wednesday, May 1, 2024
Monday, July 8, 2024	Monday, June 3, 2024
Monday, August 12, 2024	Monday, July 1, 2022
Monday, September 9, 2024	Thursday, August 1, 2024
Monday, October 14, 2024	Monday, September 2, 2024
Monday, November 11, 2024	Tuesday, October 1, 2024
Monday, December 9, 2024	Friday, November 1, 2024
Monday, January 13, 2025	Monday, December 2, 2024

Bold dates – These are the HLC's minimum quarterly meeting dates. If additional business is required to be conducted, the other dates are available.

Italicized date - Indicates this meeting is not on the regularly scheduled meeting date.

Legal ads are published in the newspaper *Spirit of Jefferson.*