CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • DECEMBER 9, 2024

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 : October 16, 2024 Minutes
DRAFT 2024-10-16 Minutes.pdf

3. UNFINISHED BUSINESS

3.1 : *COA2024-19* - 305 W. Congress St
1. Staff Report.pdf
2. Application.pdf

4. NEW BUSINESS

4.1 : **Public Hearing**: *COA2024-20* - 201 N. Lawrence St
1. Staff Report.pdf
2. Application.pdf
3. Narrative.pdf

4.2 : **Public Hearing:** *FIP2024-03* - 201 N. Lawrence St
1. Staff Report.pdf
2. Application.pdf
3. Narrative.pdf
4. Quote.pdf

4.3 : **Public Hearing**: *COA2024-21* - 111 N. Charles St
1. Staff Report.pdf
2. Application.pdf
3. Design.pdf

4.4 : **Public Hearing:** *COA2024-22* - 204 W. Washington St.
1. Staff report.pdf
2. Application.pdf
3. Design.pdf

4.5 : *Commission Review* - 2025 Calendar
2025-HLC Calendar-DRAFT.pdf

5. ADJOURNMENT

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

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

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

Meeting: 12/09/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

October 16, 2024 Minutes

ATTACHMENTS:

- DRAFT 2024-10-16 Minutes.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • October 16, 2024

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
Randy Hilton

Anthony Troxel - Absent

James Newman, Zoning Administrator
Kim Crosson, City Staff – Attended Virtually

2. APPROVAL OF MINUTES

2:1 September 9, 2024 Minutes

RESULT:	**Approved Unanimous**
AYES:	Zaglifa, Updike, Drake, Hilton

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

4:1 COA2024-19 – 305 W Congress St

Staff Presentation

Leo Peck, Applicant – Gave brief overview regarding history of work performed and proposed path forward to rectify issues with previous installation of unpermitted windows.

HLC discussion with applicant regarding preference for wood windows to comply with design standards and existing materials on property.

Motion to table COA2024-19 – 305 W Congress St, with design standards be forwarded to the property owner for review and a plan to be brought back before the HLC

RESULT:	**Table-Approved**
MOVER:	Updike
SECONDER:	Drake
AYES:	Updike, Drake, Hilton, Zaglifa

DRAFT

4:2 FIP2024-02 – 119 N Lawrence

Staff presentation

Motion to open public hearing

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

No Public Comment

Motion to close public hearing

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

HLC discussion regarding concern about paint on brick.

Summer Wilkes, Applicant – Spoke regarding both quotes and the scope of work each scope consists of.

HLC discussion

Motion to approve FIP2024-02 – 119 N Lawrence subject to the adherence of design review standards

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

4:3 COA2024-18 – 231 W Washington

Applicant requested to table due to inability to attend meeting

HLC discussion regarding compliance with design standards

Motion to table COA2024-18 – 231 W Washington

RESULT:	**Table-Approved**
MOVER:	Updike
SECONDER:	Drake
AYES:	Updike, Drake, Hilton, Zaglifa

DRAFT

5. ADJOURNMENT

Motion to adjourn

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

Adjourned at 7:46 pm.

DRAFT

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

Meeting: 12/09/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

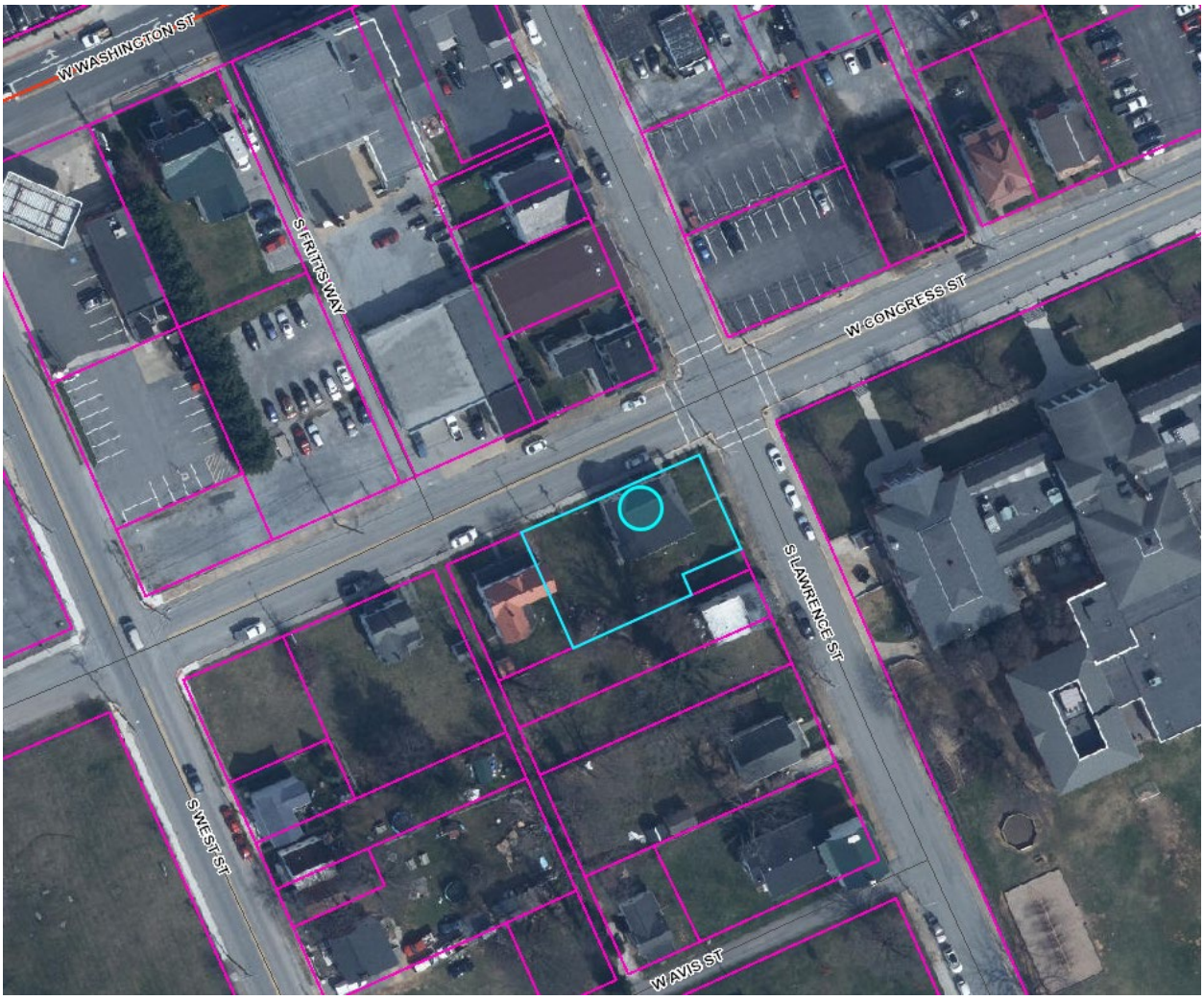
COA2024-19 - 305 W. Congress St

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2024-19

Date: For the December 9, 2024, Historic Landmarks Commission meeting
Applicant: Leo Peck
Property Owner: DE LA VIA MARCELINA & JULIETA
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for exterior renovations
Property Location: 305 W. Congress St., TD: 3 / Map: 4 / Pcl: 43
Current Zoning: Old Town Residential (OT-R)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Charles Town Historic District. Italianate influence, c. 1880s-90s. Two story, four bay stuccoed frame house with two west bays beneath a front facing gable. Example of a modest residence from the late 19th century. **Contributing**

REQUEST
After-the fact approval of window removal, replacement.

VIEW

From Google Maps June 2021





VIEW – STAFF PHOTOGRAPHS

August 27, 2024





ISSUE

The home owner has removed the colonial window grid sets that were located on the second floor corners and replaced them with single windows without Historic Landmarks Commission approval. The windows were removed sometime between 2021 and 2024.

The building seems to have been heavily modified since it's induction into the Historic Overlay. It no longer has the appearance of "*a modest residence from the late 19th century*". The windows which were illegally removed were one of the few remaining historical facets of the structure.

ZONING ORDINANCE

No requirements.

PROPOSED DESIGN

The proposed replacement window type is a wooden double hung design. The application will arrange them in rows to recreate the style the house previously had.



Product details:

Frame

- Select softwood, immersion treated with Pella's EnduraGuard® wood protection formula in accordance with WDMA I.S.-4. The EnduraGuard formula includes three active ingredients for protection against the effects of moisture, decay, stains from mold and mildew. Plus, an additional ingredient adds protection against termite damage.
- Interior exposed surfaces are [clear pine] [mahogany] (standard rectangular windows only). Any curved member may have visible finger-jointed surfaces.
- Exterior surfaces are [pine] [mahogany].
- Overall frame depth is 4-3/8" (111mm) for a wall depth of 4-3/16" (106mm).
- Vinyl Jamb liner includes wood / clad inserts.
- Optional factory applied jamb extensions available between 4-5/16" (110mm) and 9-3/16" (233mm).

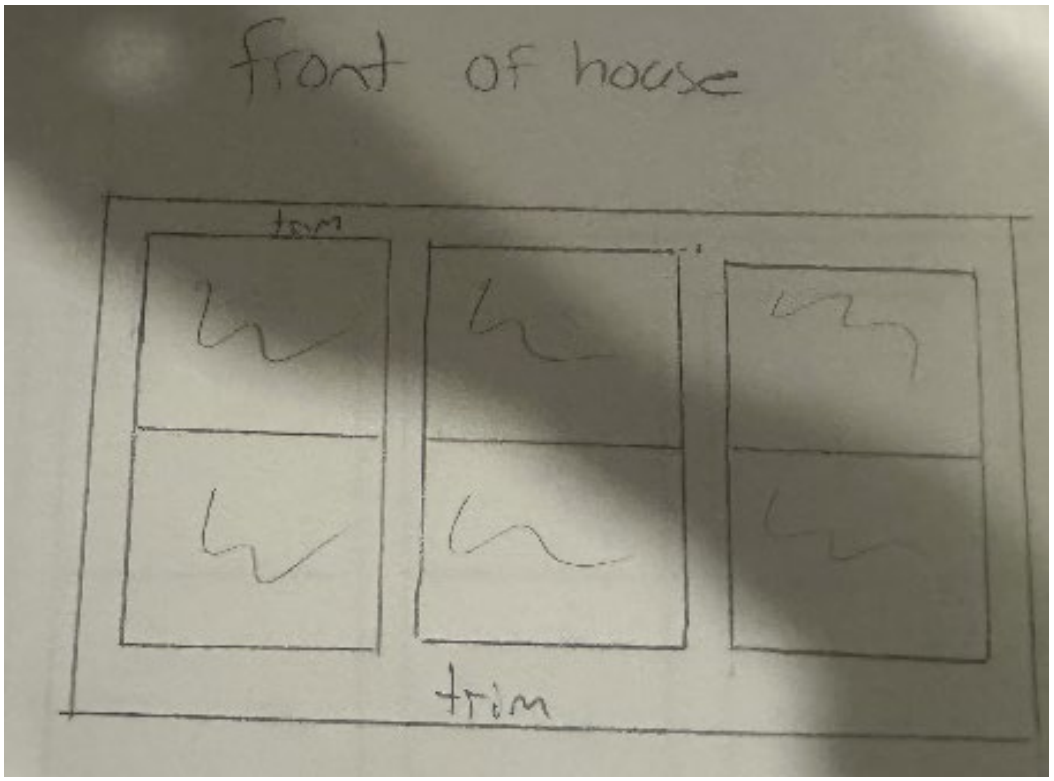
Sash

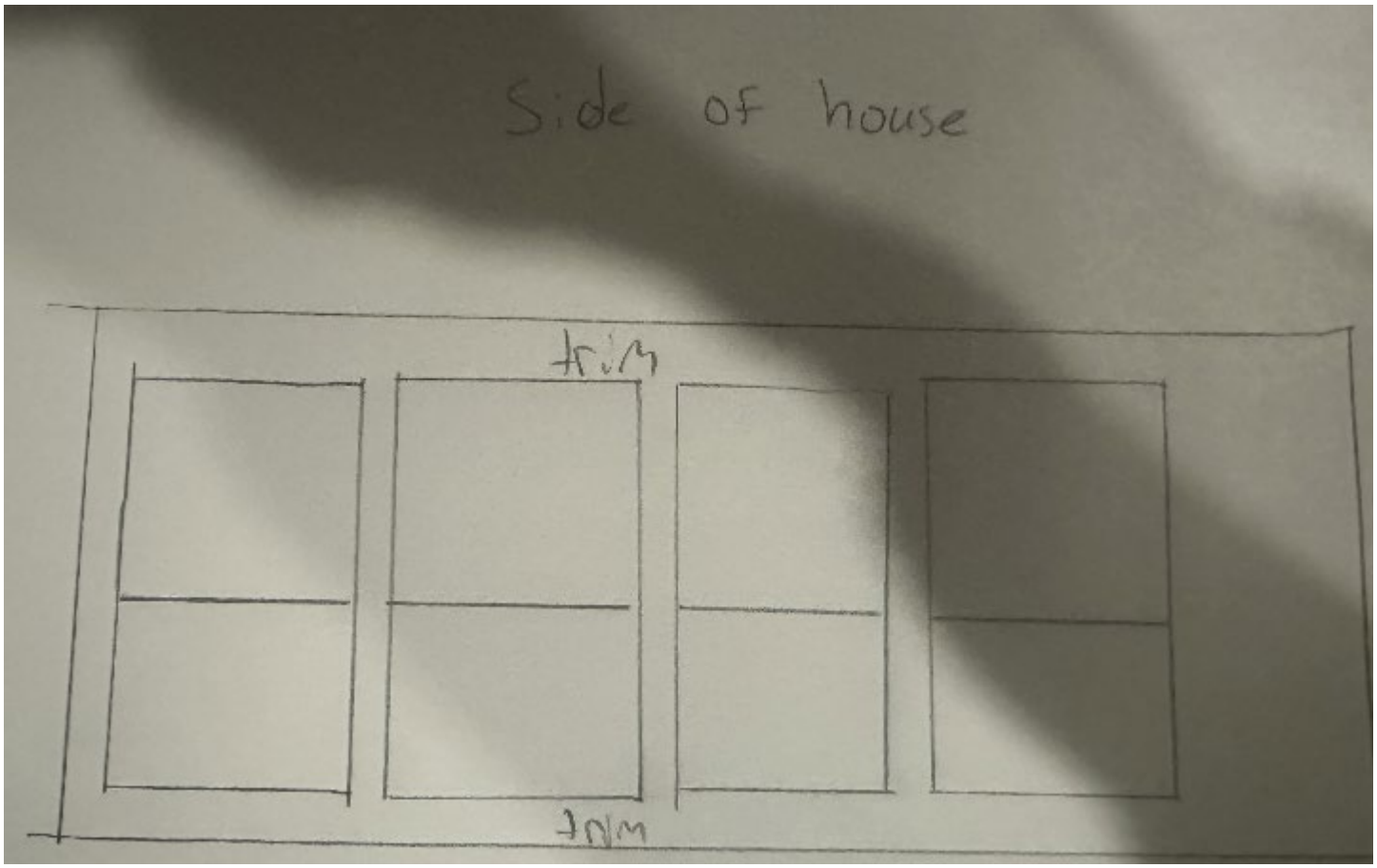
- Select softwood, immersion treated with Pella's EnduraGuard® wood protection formula in accordance with WDMA I.S.-4. The EnduraGuard formula includes three active ingredients for protection against the effects of moisture, decay, stains from mold and mildew. Plus, an additional ingredient adds protection against termite damage.
- Interior exposed surfaces are [clear pine] [mahogany (standard rectangular windows only)]. Any curved member may have visible finger-jointed surfaces.
- Exterior surfaces are [pine] [mahogany].
- Sash exterior profile is putty glaze, interior profile is ogee.
- Corners [mortised and tenoned on rectangular units] [mitered on arch head units], glued and secured with metal fasteners.
- Sash thickness is 1-7/8" (47mm).
- [Double-Hung: Upper sash has surface-mounted wash locks] [Single-Hung: Fixed upper sash has surface-mounted wash locks] [Arch Head units have no wash locks].
- Lower sash has concealed wash locks in lower check rail.
- Sashes tilt in for easy cleaning.
- Simulated-Hung units have non-operable upper and lower sashes.

Exterior

[Pine: factory primed with one coat acrylic latex] [Mahogany: [factory primed with one coat acrylic latex] [Unfinished, ready for site finishing]

Source; Shop Reserve Traditional Wood Double-Hung Windows | Pella


front of house
trim


Side of house
trim
trim

DESIGN STANDARDS

Aluminum and vinyl shutters are not permitted. Additionally, shutters which do not match the size and shape of the openings they flank will not be permitted or approved. – pg. 25

STAFF RECOMMENDATION

Approval, subject to conditions:

1. Six windows shall be installed on the second floor in parallel in the rear of the house,
2. Two windows shall be installed on the second floor in parallel above the door facing S. Lawrence Street,
3. Six windows shall be installed on the second floor in parallel, in the overhang, facing S Lawrence Street.
4. Three windows shall be installed on the second floor in parallel, in the overhang, facing W. Congress Street.
5. Two windows shall be installed on the second floor facing W. Congress Street.
6. The windows shall be installed with the intent to mimic the look of the structure as seen in the June 2021 Streetview images available from Google.com, and which are seen in page two of this report.

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

COA Application No._____

RECEIVED
SEP 20 2024
BY: VL

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 19th, 2024

2. APPLICANT'S NAME* Leo Peck

   Address: 521 Nancy Jack Rd Gerrardstown WV 25420

   Telephone Number: (304)-671-1225 Fax Number ( )

   Email Address: LeoPeck99@gmail.com

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

3. PROPERTY OWNER'S NAME Marcenelino De La Vila

   Address: 3810 Lacy Blvd Falls church Va 22041

   Telephone Number: (571)259-1232 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: 305 W Congress St Charlestown WV 25414

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

Residential

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

removal of old windows

7. TYPE OF WORK:

A. ✓ Exterior alteration or repairs.

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

C. _____Demolition: 1)____Whole Structure; 2)✓Part of Structure;

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

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

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

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

C. SIGNS:

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

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

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

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

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

G. MOTHBALLING OF STRUCTURE

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

DESCRIPTION OF THE PROPOSED ACTIVITY:

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date _____

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

_____ Date 9/26/24

Please submit an original completed petition to the following:

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

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

Meeting: 12/09/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

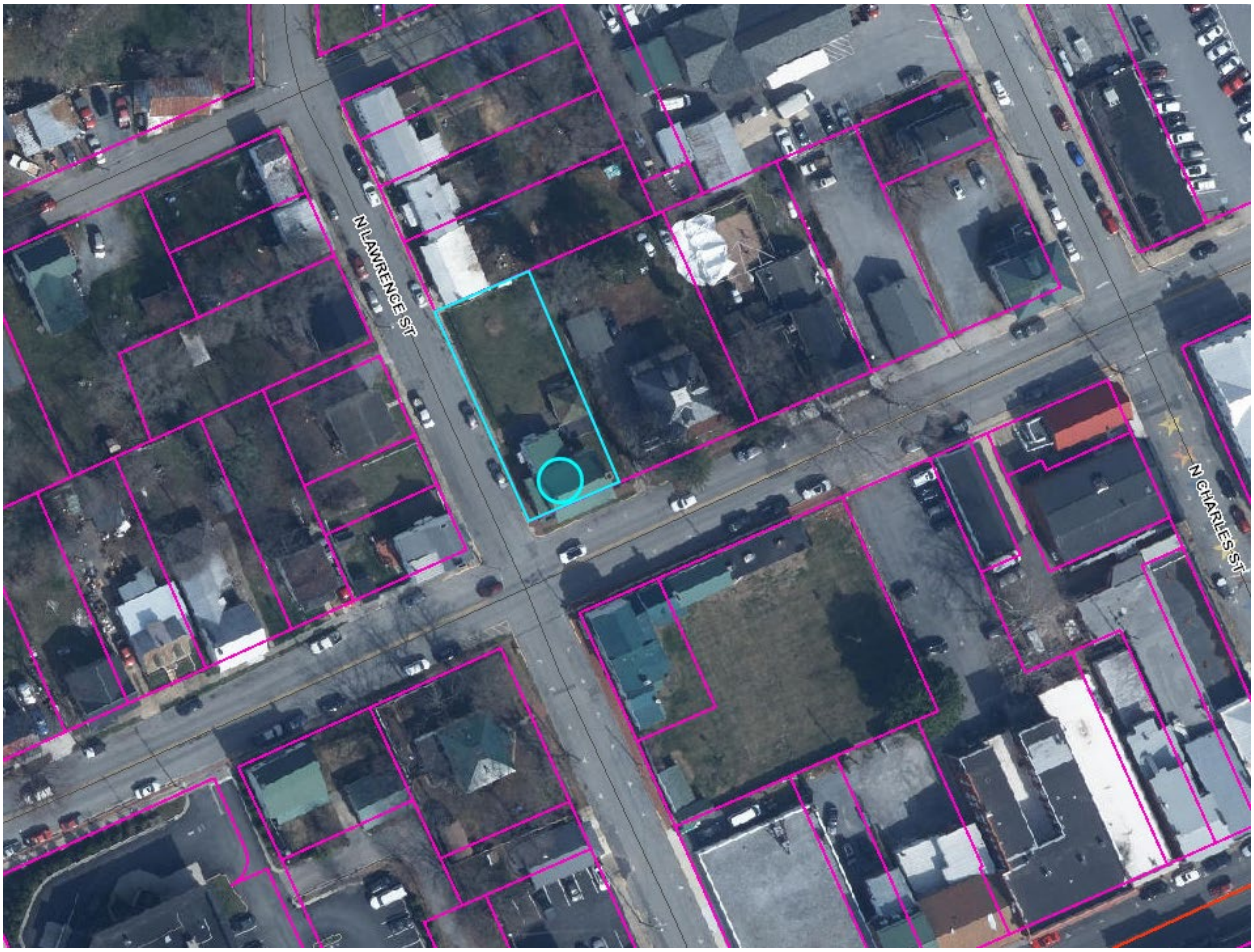
Public Hearing: *COA2024-20* - 201 N. Lawrence St

ATTACHMENTS:

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

Certificate of Appropriateness
COA 2024-20

Date: For the December 9, 2024 Historic Landmarks Commission meeting
Applicant: Benjamin Dubois, Emily Schaefer
Property Owner: Benjamin Dubois, Emily Schaefer
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness
Property Location: 201 N. Lawrence St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC).



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District
201 N. Lawrence Street. Gothic Revival, c. 1833-1839. Gable fronted, three bay stone lecture room for the Episcopal Church. **Contributing**.

PROPOSAL
Demolition and rebuilding of the front porch.

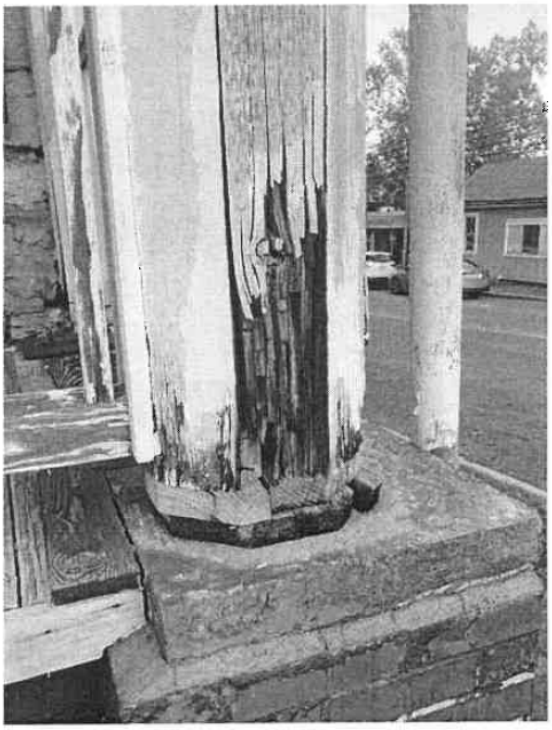
ORDINANCE REQUIREMENTS
Front yard setbacks are 0 ft.

STRUCTURE VIEWS

Applicant provided photographs:







Figures 2a and 2b. Rotten posts.



Figure 3. Remnants of caulking denoting the shift from original position as the porch collapses.



Figure 4. Rotting of the structure.

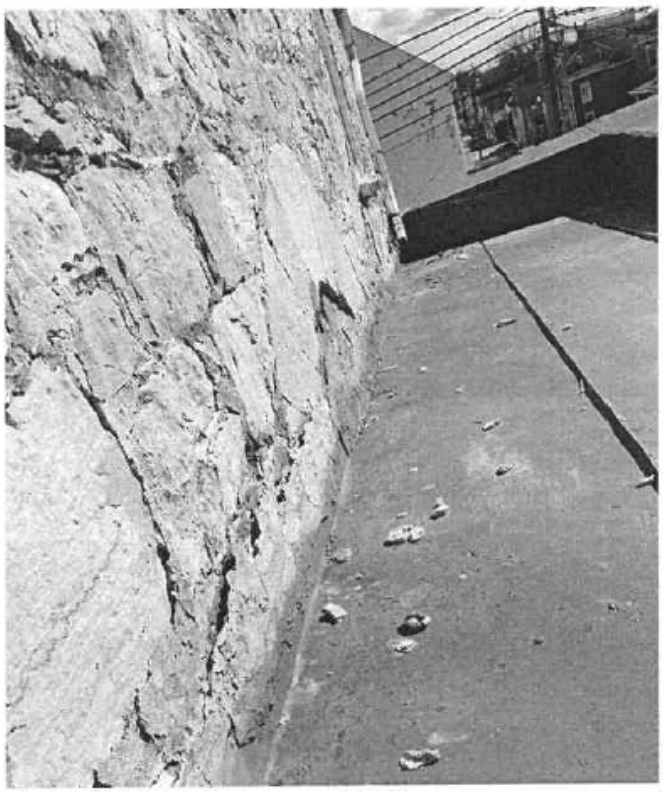


Figure 5. Stone archway over the center, condemned, entryway. This archway cannot be seen from the street due to the current porch structure obscuring it. Reference Figure 1.

DEMOLITION - NARRATIVE

Applicant states that porch is at an imminent risk of collapse due to the deteriorated condition of the columns, which are wood and rotting. Water continues to infiltrate the columns, stonework, and basement, causing ongoing damage to the structure.

The applicant states that the porch is not an original part of the lecture hall, and that it's current design obscures important historical architectural details, such as the stone arch located in the center of the front façade.

NEW CONSTRUCTION - NARRATIVE

The applicant proposes to build a new porch after the current one is demolished. The proposed design is a gable roof with exposed truss and gable end. This will allow the currently hidden stone arch to be visible.

The porch will have a wooden floor, 6x6 wooden columns, wooden beams and rafters, and wooden ceiling set in a tongue and groove fashion. The roof will contain snow guards and a new gutter system to direct water to the street corner away from the structure.



Figure 6. An example of the front gable porch with pitch that will showcase the stone arch over the entryway.

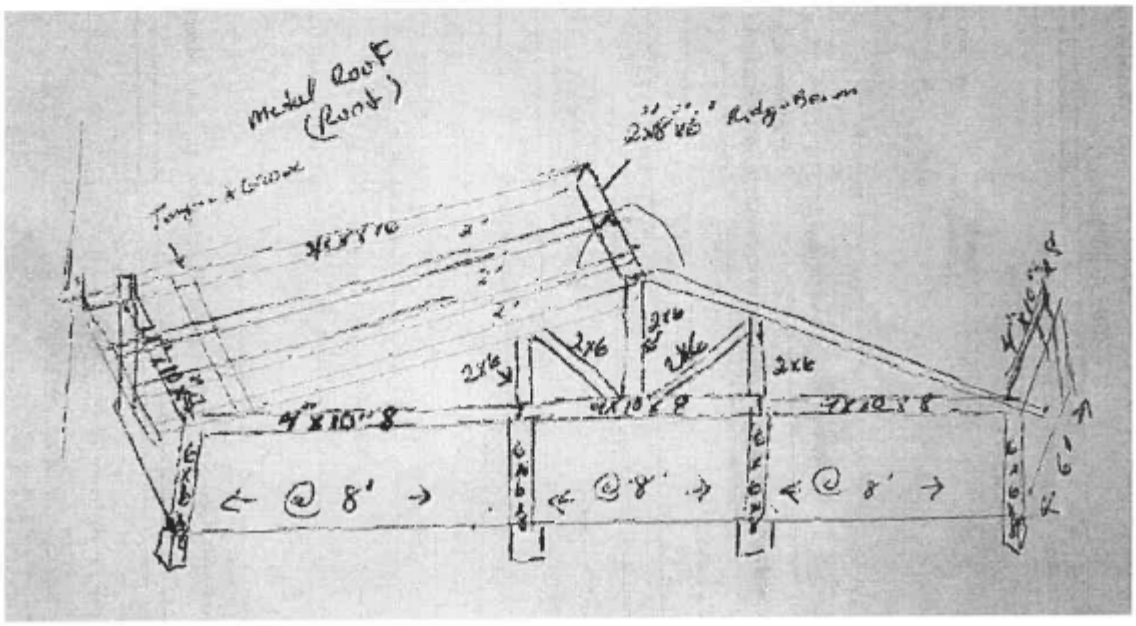


Figure 7. Architectural sketch of the proposed porch.

ADDITIONAL WORK

The applicant will also be repointing the stonework and will request a Façade Improvement Grant to fund additional exterior repairs.

HLC REGULATIONS

Gothic Revival (1840s-1870s)

The soaring architecture of medieval cathedrals inspired the picturesque Gothic Revival style.



Characteristic features include:

- Vertical board-and-batten wood siding
- Strong vertical emphasis
- Pointed arches, especially at windows
- Prominent chimneys, often grouped and decorated
- Steeply pitched cross gables and wall dormers
- Steep roof pitch
- Eaves decorated with "gingerbread" trim
- Tall windows
- Irregular, asymmetrical plan and elevation
- Casement windows, often with leaded diamond panes, or double-hung windows

From pages 34-36 of the Design Review Standards:

-Porches should not obscure historical features on the façade.

-Design of porches should be historically accurate to the architectural period of the building.

-Design, colors, and materials should coordinate with those used on the structure.
Painted wood rather than natural or stained wood is recommended for porches or decks that can be seen from a public thoroughfare or are located on a primary façade or the two facades for corner lots.

-It is prohibited to enclose porches on primary or corner facing elevations.

-Removal of historically appropriate porches is not permitted.

-Railings should coordinate with the features of the new porch/deck and the existing structure in details, materials, scale and texture.

-Railings should be of similar material to the porch/deck. Wood is preferred. The Commission will consider railings of plastic, vinyl, brick, concrete or other materials on a case-by-case basis.

The proposed demolition and rebuild is consistent with the intent of the Design Guidelines to preserve historic structures by removing dangerous/out-of-character components and replacing them with safer/more historically accurate features.

The new porch has an emphasis on wood, vertical design emphasis (the columns and structural supports), and a pointed 'arch way' at the roof center, while bring back to visibility the original stone archway.

RECOMMENDATION

Approval.

COA Application No._____

RECEIVED
OCT 30 2024
BY: VB

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

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Many of the activities for which a COA is required also requires building permit, which is a separate process from obtaining a COA.

If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.

1. APPLICANT'S NAME EMILY SCHAEFER AND BENJAMIN DUBOIS
   Address: 36997 CHARLES TOWN PIKE, 20132 HILLSBORO, VA
   Telephone Number: (804)618-2005 ACT. # ~~Fax Number~~ (717)329-2132
   Email Address: bdubois.fles@gmail.com / adionahomes@gmail.com
   Relationship to Owner: ___Lessee ___Contractor ___Architect ___Consultant ____Other:
   (explain) OWNER.

2. CURRENT PROPERTY OWNER'S NAME EMILY SCHAEFER AND BENJAMIN DUBOIS
   Address: 36997 CHARLES TOWN PIKE, 20132 HILLSBORO, VA
   Telephone Number: (804)618-2005 ACT. # ~~Fax Number~~ (717)329-2132
   Email Address: bdubois.fles@gmail.com / adionahomes@gmail.com

3. PHYSICAL ADDRESS: 201 N. Lawrence St

Tax Map # and Parcel(s): 0002 and 0021

Zoning District: OT-MUC

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

ABANDONED

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

RESIDENTIAL -

6. TYPE OF WORK:

A. ✓ Exterior alteration or repairs. - repointing

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

C. ✓ Demolition: 1)____Whole Structure; 2)✓ Part of Structure; porch on Lawrence façade

D. _____Relocation of Structure

7. EXTERIOR ALTERATION OR REPAIR

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

____Architectural feature (decorative ornamentation)	____Metal trim	____Iron fences
____Material changes (wood, brick, metal, etc.)	____Windows - replacement, removal, elimination or new opening	____New construction
✓ Roof – Change in shape/profile (PV Panels)	____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:

- See attached letter -

CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1324, Section 1322.12, of the Zoning Ordinance and relevant provisions of the Charles Town Design Review Standards pertaining to this application.

Signature of Applicant BENJAMIN DUBOIS Date 10.30.2024

Signature of Property Owner BENJAMIN DUBOIS Date 10.30.2024

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:_____

_____

_____

_____

_____

_____

CTHLC CoA application

Benjamin Dubois and Emily Schaefer
36997 Charles Town Pike
Hillsboro, VA 20132
adionahomes@gmail.com

October 30, 2024

Charles Town Historic Landmarks Commission
Zoning Administrator
101 E. Washington Street

Charles Town, WV 25414

Dear Members of the Commission,

We are writing to propose the removal and rebuilding of the porch on the front façade of 201 N. Lawrence St, the former Lecture Hall of the Episcopal Church. This project will be coordinated with facade maintenance on the stone masonry (repointing).

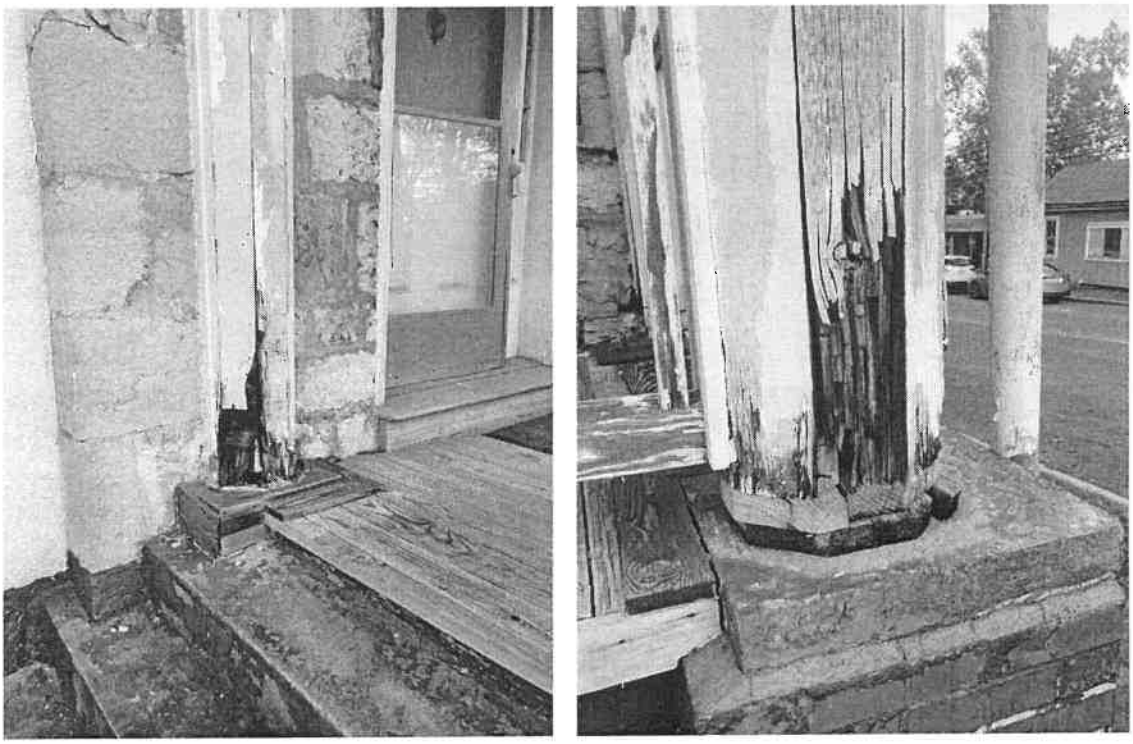
This decision is driven by immediate safety concerns, storm water mitigation, protection of the stone foundation and facade, while highlighting significant historical features of the building.



Figure 1. The porch in question.

Demolition

The current porch is in significant disrepair. Over the years, the base of the corner columns rotted, shifting the whole structure from its original position and now posing an immediate risk of collapse (see Figures 2a, 2b, 3, 4). Currently, the existing water management system is poorly designed, leading to water damage to both the stonework and the basement. A new design, combined with a new gutter system, will address these drainage issues more effectively.



Figures 2a and 2b. Rotten posts.

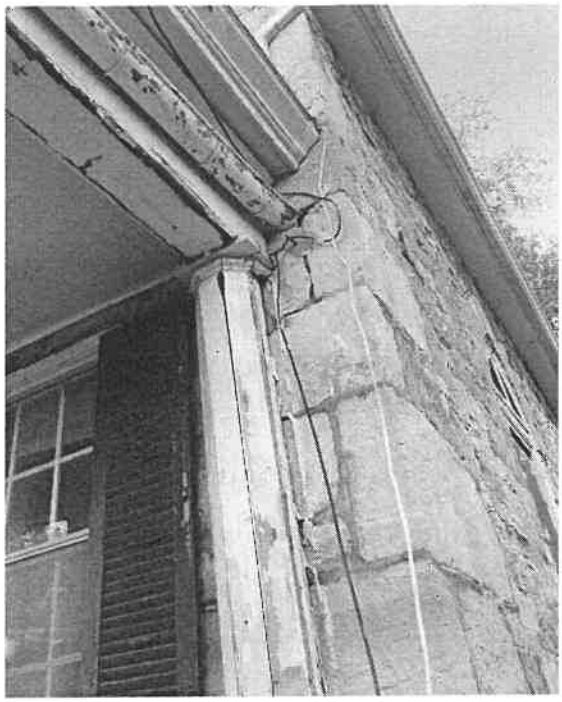


Figure 3. Remnants of caulking denoting the shift from original position as the porch collapses.



Figure 4. Rotting of the structure.

Relevance of Current Porch Structure

Despite the absence of records regarding its exact date of construction, the current porch is clearly not original to the lecture hall. Its design obscures historically relevant features, particularly the main entryway and its associated stone arch in the center of the front façade (Figure 5). The top section of the arch has actually been filled with a thin layer of concrete, and stands above the current porch roofline.

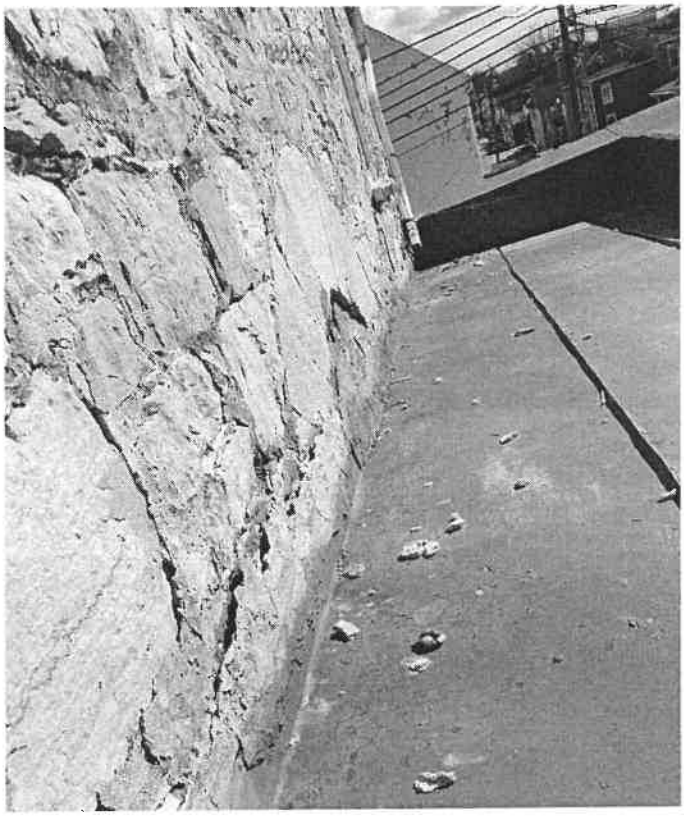


Figure 5. Stone archway over the center, condemned, entryway. This archway cannot be seen from the street due to the current porch structure obscuring it. Reference Figure 1.

A redesigned gable porch will enhance the visibility of these significant architectural elements, both of which have been hidden by either the porch structure or by boarding up with shutters. A gable porch would also harmonize better with the rest of the building's architectural style and historic character while enhancing these salient historical features.

Redesign and Reconstruction of the Porch

The new porch will be a front gable roof with exposed truss and gable end that allows visualization of the stone arch over the reclaimed main (center) entrance (Figure 6). The current brick support pillars and concrete block staircase will remain in their current location and

condition. Required reinforcement of the masonry may be required but the current brick esthetic will be preserved. The porch will retain its current footprint dimensions of 6 feet wide by 26 feet long (Figure 7). After careful demolition, the project changes in the redesign and rebuild include:

- New wood plank flooring to be painted/stained in a neutral color coordinated with the structure.
- Replacement of the six (four at the street side of the porch and two against the stone house) vertical columns in the same location with 6x6 rough-cut wood posts.
- The beams of the porch roof, on which the rafters will sit, will be wood 4"x10' and will extend the length (26') of the porch, supported by the 6 pillars mentioned above.
- The truss will be constructed in an ~ 3/12 to 5/12 pitch centered over the center archway of the front façade door, extending laterally to underneath the window seal with a 1.5' overhang on the left and right sides of the porch.
- The rafters will be 2' on center.
- The ceiling of the porch will be covered in ⅝" tongue in groove wood panels.
- The roof of the porch will be green metal, similar to the roof of the main structure.
- The roof will contain snow guards to prevent snow sliding onto the staircase and the sidewalk on Liberty Street.
- Gutter system from the roof line of the porch to enter the town drainage system within the sidewalk at the southwest corner of the porch (Liberty street corner).
- *The design and aesthetic appearance may be refined based on the CTHLC's feedback as needed.*



Figure 6. An example of the front gable porch with pitch that will showcase the stone arch over the entryway.

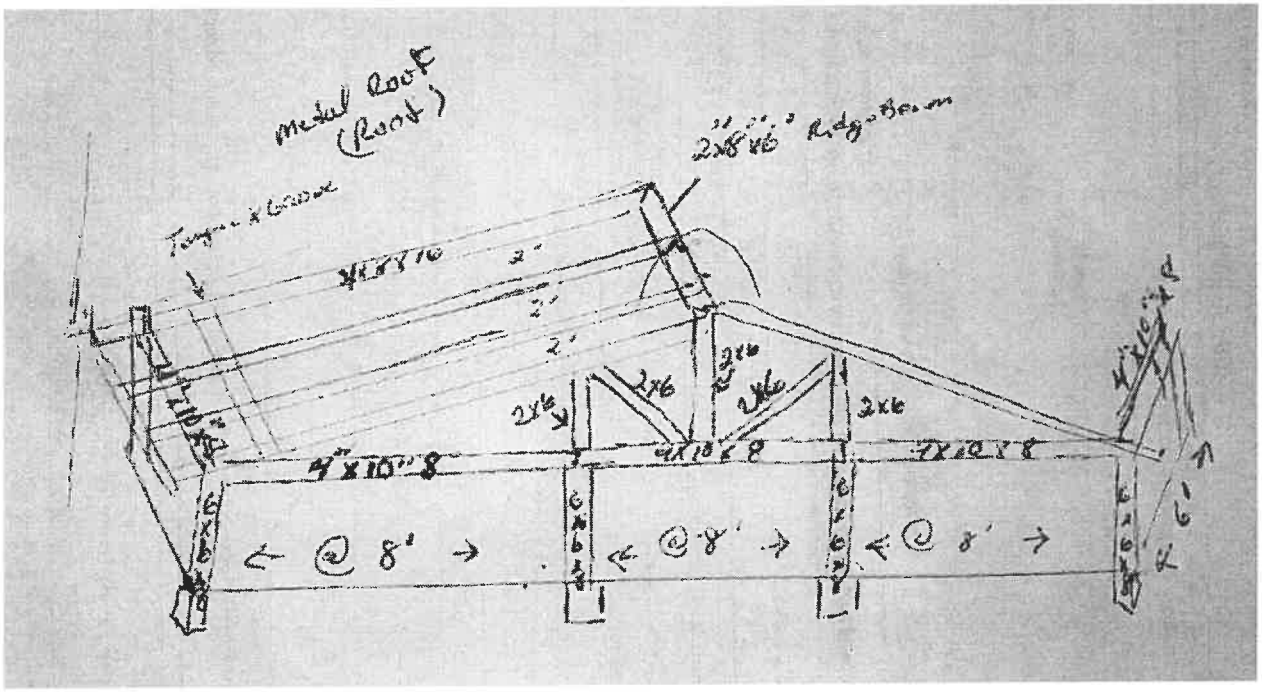


Figure 7. Architectural sketch of the proposed porch.

Repointing of the stone façades

Repointing the exterior walls of old stone buildings is essential for maintaining their structural integrity and preserving their historical character. Over time, mortar joints can deteriorate due to weather exposure, moisture infiltration, and the natural settling of the building. This deterioration can lead to larger issues, such as cracks and crumbling stone, compromising the building's stability. Proper repointing not only restores the aesthetic appeal of the structure but also reinforces its overall strength.

When previous pointing has been done inappropriately—such as using Portland cement in place of traditional lime-based mortar, as was done in multiple locations on this structure's exterior walls—it can cause significant damage. Concrete is much harder than the surrounding stone and mortar, which can lead to further deterioration of the softer materials as they are subjected to stress from expansion and contraction. This mismatch can create gaps, allowing water to penetrate and freeze, leading to spalling and additional damage. By using appropriate materials for repointing, the building can "breathe," allowing moisture to escape and reducing the risk of internal damage.

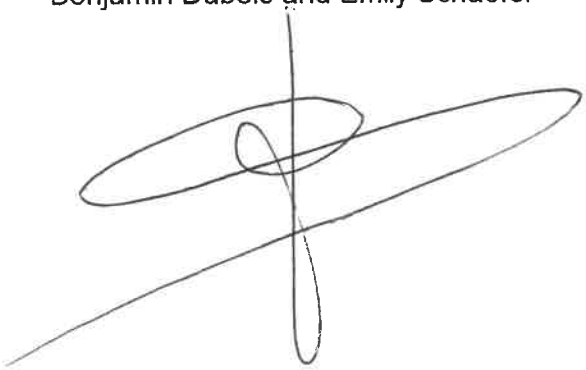
Neglecting repointing altogether for decades can result in irreversible damage. Water infiltration can lead to mold growth, damage to the interior finishes, and even threaten the building's foundation. Addressing repointing promptly can prevent these extensive issues, ensuring the longevity of the structure and protecting its historical significance for future generations. Investing in proper repointing is not merely a restoration effort; it is a critical step in safeguarding our architectural heritage.

We have been in contact with Gruber-Latimer Restoration over the past two years, developing a plan to restore the exterior surfaces of the stone portion of 201 N. Lawrence. We aim to have the repointing done in conjunction with the porch work, such that it can take place after the demolition and before the reconstruction.

We appreciate your consideration of this proposal and look forward to your guidance on the next steps.

Sincerely,

Benjamin Dubois and Emily Schaefer



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

Meeting: 12/09/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

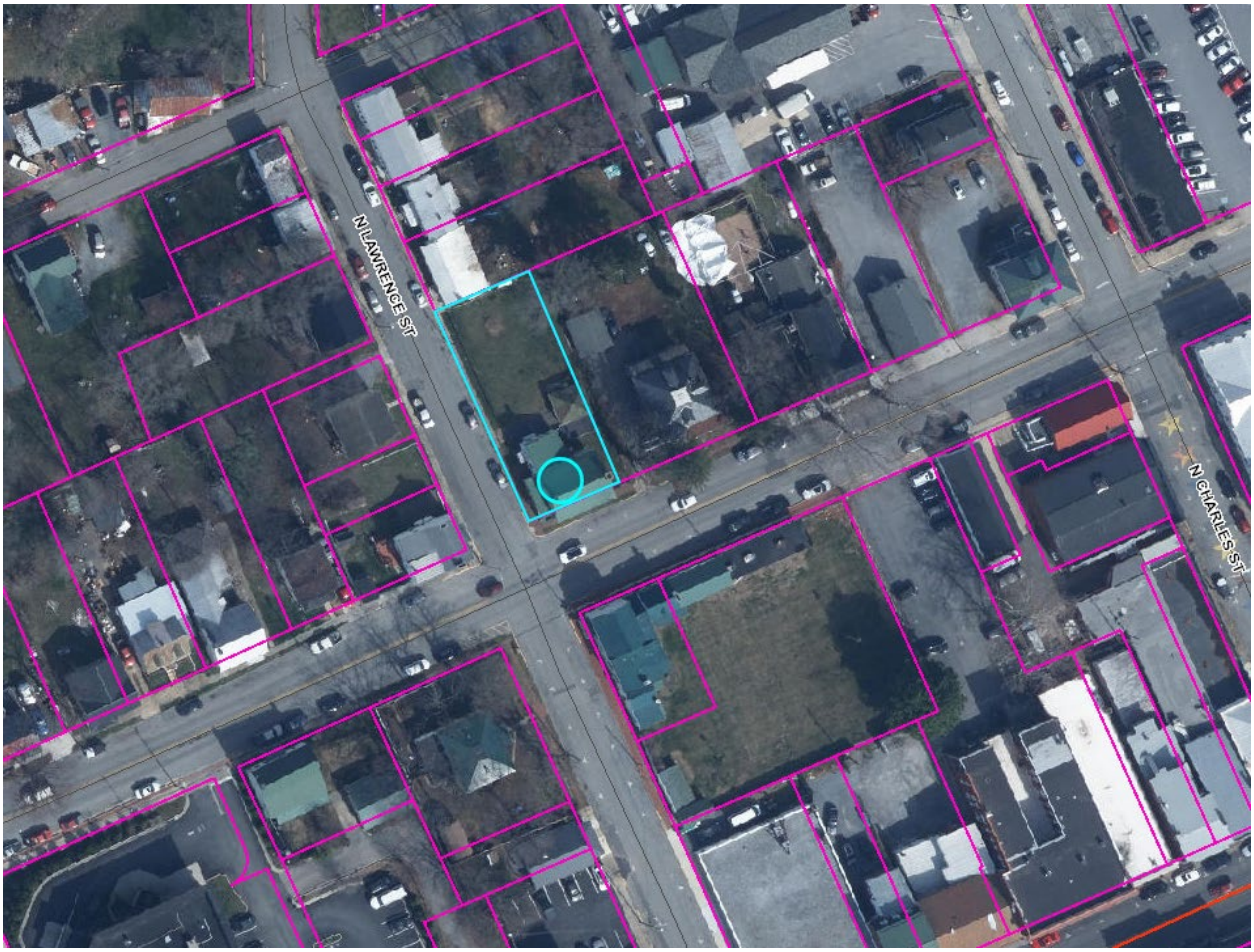
Public Hearing: *FIP2024-03* - 201 N. Lawrence St

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Narrative.pdf
- 4. Quote.pdf

Façade Improvement Grant
FIP 2024-03

Date: For the December 9, 2024 Historic Landmarks Commission meeting
Applicant: Benjamin Dubois, Emily Schaefer
Property Owner: Benjamin Dubois, Emily Schaefer
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness
Property Location: 201 N. Lawrence St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC).



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District
201 N. Lawrence Street. Gothic Revival, c. 1833-1839. Gable fronted, three bay stone lecture room for the Episcopal Church. **Contributing**.

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

PROPOSAL

A request for up to $5,000 with a Façade Improvement Grant. Applicant seeks reimbursement for:

-Repoint stonework and remove/replace mortar where needed.
-Replace stonework as needed.
-Clean the masonry
-Dismantle and rebuild chimney
-Re-seal chimney flashing, install new chimney cap and damper

The applicant attempted to get a second quote from Homewyse (which the City recommends) but was unable to generate an applicable quote.

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

STRUCTURE VIEWS

Applicant photgraph



Staff photographs





GRANT REQUIREMENTS

A. Policy for Two Bids:

1. Two Bids will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a site such as homewyse.com will be required.

B. Application Process:

Each applicant will be eligible to apply for up to $5,000.00 each fiscal year. In order to be considered for a Façade Improvement Program 50/50 matching grant, the property owner and tenant shall complete the following tasks:

1. Review the Design Review Standards, including eligible and ineligible projects.

2. Complete and submit the Certificate of Appropriateness Application and Façade Improvement Program Application.

3. Submit before and after sketches, photographs, or other illustrations and a written, detailed description of the project to be considered for the matching grant.

4. Complete the property owner's or tenant's 50% matching portion of the estimated project cost and submit proposed/estimated cost. Bids must be provided if the work is being done by a contractor.

QUOTES

The applicant has provided one quote:

1. Gruber-Latimer: $37,770

The cost to the City would be $5,000.

AVAILABLE FUNDS

$5,000 dollars remain available in the fund.

STAFF RECOMMENDATION

Table. While the applicant has not yet completed the work, and the requests are for exterior facing improvements that meet the criteria for approval, only one bid was provided rather than two.

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

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: EMILY SCHAEFER AND BENJAMIN DUBOIS

Date: 30 / 10 / 2024 (Day / Month / Year)

~~Company~~ Name:

Phone: (804) 618-2005

Mailing Address: 36997 CHARLES TOWN PIKE, 20132 HILLSBORO, VA

~~Fax~~:

E-mail: bduboris.flas@gmail.com

Project Address: 201 N LAWRENCE STREET, CHARLESTOWN, WV 25414, Charles Town, WV 25414

Have you received rebates from the City's Façade Improvement Program in the past 12 months? ☐ Yes ☑ No

Is this property:

New construction?	☐ Yes	☑ No
Government-owned property?	☐ Yes	☑ No
A national franchise?	☐ Yes	☑ No

Description of the Façade Improvement project:

REPOINTING AND MASONRY REPAIR ON HISTORIC STONE HOUSE/CHAPEL IN DOWNTOWN CHARLES TOWN. FAÇADE IS FACING LAWRENCE STREET AND LIBERTY STREET.

Estimated Project Start Date: 01 / 01 / 2025 (Day / Month / Year)

Estimated Project End Date: 03 / 01 / 2025 (Day / Month / Year)

RECEIVED
OCT 30 2024
BY: VB

Estimated Total Project Budget: ~$40,000

Grant Amount Requested: $ 5,000

The following items are included with this application:

- ☑ Before/after sketches or photographs or illustrations
- ☑ Detailed proposal and/or contractor estimates

I have reviewed the following documents, as they pertain to my application:

- ☑ Codified Ordinances of the City of Charles Town
- ☑ Charles Town Historic Landmarks Commission Design Review Standards
- ☑ Façade Improvement Program Manual

If the application and request is approved, the following will be required:

- Apply for and obtain all necessary permits. ✓
- Submit receipts/invoices to the City once the project is complete. ✓
- City inspection of improvements to ensure compliance with the COA and intended outcomes based on the funding application submittal. ✓

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Charles Town.

Property Owner's Printed Name: BENJAMIN DUBOIS

Property Owner's Signature:

Date of Application: 10.30.2024 –

Tenant's Signature: (owner) –
(If tenant is undertaking the proposed work)

Grant Approval Agreement

1. **I understand that grant monies shall not be distributed until all proposed work is completed and inspected.**

2. **I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).**

3. **I understand that an inspection of the project must be performed by City staff upon completion of the project.**

4. **I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.**

5. **I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.**

6. **I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.**

Property Owners Signature _____ **Date** 10/30/2024

10/30/2024 FROM: BENJAMIN DUBOIS.

TO: HISTORIC LANDMARK COMMISSION
SUBJECT: FAÇADE IMPROVEMENT GRANT - 2024

DEAR MEMBERS,

ME and my wife (Emily SCHAEFER) are currently in the (long) process of renovating the old Episcopal lecture hall on LAWRENCE STREET.
Repointing the façade is long overdue and we would like to have the company GRUBER-LATIMER to do the work. I have attached an initial estimate of the cost associated, generated in 2022. I will communicate the commission the new one as soon as possible. No other company was willing to help us as serious as GRUBER-LATIMER, and homewyse.com failed in generating an estimate for such a specialized job.

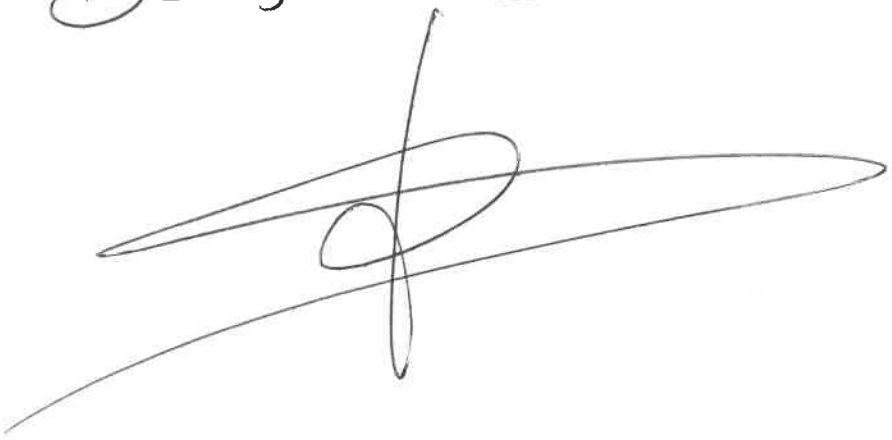
REGARDLESS, we are still requesting your consideration for a grant to support this project and pursue saving this iconic building of CHARLES TOWN.

We have attached our proposal and budget as requested.

THANK YOU FOR YOUR TIME AND CONSIDERATION

SINCERELY

BENJAMIN DUBOIS



Gruber ◆ Latimer
Restoration

Post Office Box 52
Sharpsburg, Maryland 21782
301.223.8848 t
301.223.8971 f
www.gl-restore.com

in red - part considered for grant application

PROPOSAL

CURRENTLY IN CONTACT AND AWAITING UPDATED PROPOSAL.

Date: December 2, 2022
Presented To: Emily Schaefer
Contact Information: (717) 329-2132
Project: Masonry Repair
Location: 201 North Lawrence Street, Charles Town, WV 25414
Proposal Number: 22-091

Gruber-Latimer has outlined its findings and recommended Scope of Work in the proposal below. A note on the mortar priced in this bid:

Gruber-Latimer recommends lime-based mortar for this restoration project. The original builders used lime mortar, a formulation that took advantage of lime's physical and chemical properties. The process resulted in a mortar that was intentionally softer than brick/stone. And thus, the mortar was the "sacrificial" material in the wall. Modern Portland cement, though less expensive, reverses the relative hardness of the brick/stone and mortar, and it can do long-term damage to the masonry.

Section 1 -- Scope of Work

1.01 **Mobilization** -- Stage materials and equipment on site. Erect scaffolding.

Repointing

1.02 **Gutters & Downspouts** -- Temporarily remove and eventually reinstall downspouts if needed. This maybe necessary to reach restoration work behind the downspouts.

1.03 **Porch Removal** -- A thorough restoration of the front façade would require repointing the stonework that the porch currently covers. And so, Gruber-Latimer recommends that repointing be done in coordination with restoration of the front porch.

1.04 **Rear Chimney** -- The rear chimney appears to have been added when along with the second floor, and it appears to have been recently repointed -- though probably with a Portland cement-based mortar. Because that mortar is not failing, Gruber-Latimer has excluded repointing the rear chimney from this scope of work.

1.05 **Foundation Stonework on Stucco Addition** -- Gruber-Latimer has included repointing the foundation stonework on the stucco addition as part of the scope of work. NOTE: Gruber-Latimer has specifically excluded that part of the addition foundation wall constructed of CMU (concrete block).

1.06 **Under Front Porch** -- The scope of work includes the exterior front façade down to the basement level and the retaining wall opposite the front façade. NOTE: Gruber-Latimer has included repointing the wall under the porch constructed of CMU (concrete block).

1.07 **Mortar Removal** -- Cut out 100% of the existing mortar joints on exterior stone walls (except rear chimney) to a depth suitable for repointing.

1.08 **Replacement of Individual Stone** -- Cut out and replace deteriorated or damaged stone as needed.

1.09 **Stone Repointing** -- Repoint all exterior stonework using NHL 3.5 lime mortar with a "raised-V" joint profile and color that matches existing. The original joint profile is visible in the stairway leading to the second floor of the addition.

1.10 **Cleaning Masonry** -- Clean masonry associated with our work on this project using a medium-pressure/hot-water process and -- if needed -- a bio-degradable masonry detergent and restoration cleaner to remove dirt, dust, staining, vegetation and mortar residue.

Chimney on Stucco Addition

1.11 **Documentation** -- Capture design of chimney through photographs and measurements for use in reconstruction.

1.12 **Dismantling of Chimney** -- Dismantle to below roof line either 1) as far as can be reached from above or 2) until chimney brickwork is solid, whichever removes fewer bricks. Save bricks for use in reconstruction.
NOTE: This part of the scope of work includes removal of exterior stucco only as far down as necessary to repair the brickwork. It does not include removal of all the exterior stucco from the addition chimney (for this see Add Alternate #1 below) nor does it include restoring the stucco to the top of the chimney.

1.13 **Chimney Reconstruction** -- Re-lay chimney using the bricks salvaged during demo above and from Gruber-Latimer's inventory. Match chimney's original dimensions and design. Use NHL 5.0 lime mortar in a joint profile and color to match existing.

1.14 **Parge Coat** -- Parge (coat with mortar) the flue(s) interior brick surfaces 1) within arm's reach below the level of demolition and 2) in the new brickwork above the roof. This was the traditional technique for lining a chimney before the mid-20th century.
NOTE: This treatment is no substitute for modern liners, should the owner wish to use the flue(s), and this proposal does not include the installation of such liners. For advice on the use of the chimney and its flue(s), Gruber-Latimer recommends consulting a chimney sweep.

1.15 **Flashing** -- Re-use -- and reseal as needed -- existing step flashing around base of the chimney in reconstruction.

1.16 **Mortar Wash** -- Apply a new mortar wash on the crown of the chimney.

1.17 **Chimney Cap** -- Furnish and install a chimney cap and damper that allows prevents water and animal intrusion while allowing the fireplace to be used. (See Allowance #1 in Section 4.)

Front Chimney

1.18 **Documentation** -- Capture design of chimney through photographs and measurements for use in reconstruction.

1.19 **Dismantling of Chimney** -- Dismantle to below roof line either 1) as far as can be reached from above or 2) until chimney brickwork is solid, whichever removes fewer bricks. Save bricks for use in reconstruction.

1.20 **Chimney Reconstruction** -- Re-lay chimney using the bricks salvaged during demo above and from Gruber-Latimer's inventory. Match chimney's original dimensions and design. Use NHL 5.0 lime mortar in a joint profile and color to match existing.

1.21 **Parge Coat** -- Parge (coat with mortar) the flue(s) interior brick surfaces 1) within arm's reach below the level of demolition and 2) in the new brickwork above the roof. This was the traditional technique for lining a chimney before the mid-20th century.
NOTE: This treatment is no substitute for modern liners, should the owner wish to use the flue(s), and this proposal does not include the installation of such liners. For advice on the use of the chimney and its flue(s), Gruber-Latimer recommends consulting a chimney sweep.

1.22 **Flashing** -- Re-use -- and reseal as needed -- existing step flashing around base of the chimney in reconstruction.

1.23 **Mortar Wash** -- Apply a new mortar wash on the crown of the chimney.

1.24 **Chimney Cap** -- Because the furnace uses one of the flues in this chimney, and because the Owners wish to use the first floor fireplace, the chimney caps on this chimney has to be a combination of "top hat" and damper design. The "top hat" will allow the exhaust to escape from the furnace flue and the damper will close the fireplace flue when not in use. (See Allowance #2 in Section 4.)

1.25 **Demobilization** -- Clean work area. Remove all debris and excess materials that result directly from our work.

Section 2 -- Add/Deduct Alternates

2.01 **Add Alternate #1 -- Addition Chimney: Removal of Stucco/Repointing (see Section #4 for pricing)**

- **Stucco Removal** -- Remove stucco from the addition chimney, which is presumably brick, to the point where the building fabric is solid -- either intact earlier stucco or the original exterior brick surface of the chimney.

NOTE -- The removal of the stucco may reveal failing brickwork, repairs to which are not in this scope of work.

- **Mortar Removal** -- Cut out 100% of the existing mortar joints on exterior brick of the chimney to a depth suitable for repointing.
- **Replacement of Individual Brick** -- Cut out and replace deteriorated or damaged brick at the Unit Price in Section 4.
- **Brick Repointing** -- Repoint all exterior brickwork using NHL 3.5 lime mortar with a joint profile and color that matches existing. NOTE: This scope of work does not include restoring the chimney's stucco. For that Gruber-Latimer recommends consulting a plasterer.
- **Cleaning Masonry** -- Clean chimney using a medium-pressure/hot-water process and -- if needed -- a bio-degradable masonry detergent and restoration cleaner to remove dirt, dust, staining, vegetation and mortar residue.

Section 3 -- Special Notes

3.01 **Water and Electricity** -- Owner/General Contractor (GC) will provide potable water and electrical service to the site of our work at no charge.

3.02 **Access to the Work** -- In addition to ladders and scaffolding, a lift may be used to access the work.

3.03 **Rest Room**

- Onsite Restroom -- We request access to the owner's property to use the rest room. Tarps will be placed on floors between entrance and rest room if necessary to keep interior as clean as possible. Crew will keep the rest room clean and in good order.
- Portable Toilet -- If client chooses not to provide access to a rest room, Gruber-Latimer will have a portable toilet delivered to the job site on the first day of work and removed upon job completion at an additional cost of $250.00. See Section #5 of this document, under the client signature line.

3.04 **Surrounding Landscape, Structures, Materials, and Finishes** -- Gruber-Latimer will make a diligent effort to limit the amount of disturbance to adjacent soils, landscaping, structures, sidewalks, and finishes However, we can offer no guarantee in this regard. Should we need to replace materials and finishes, we will match the existing as closely as possible.

3.05 **Electrical Service** -- Owner will have the electricity provider disconnect service and/or cover any overhead electric lines during Gruber-Latimer's work, in accordance with the utility's safety protocols.

3.06 **Mortar Removal** -- Gruber-Latimer may remove existing mortar using both hand tools and power tools.

3.07 **Brick/Stone Reconstruction** -- Where possible and practical to do so, misaligned stone/brick will be repositioned to remove the more obvious misalignment conditions. Nonetheless, some widening of mortar joints and uneven coursing may be difficult or impossible to avoid.

3.08 **Additional Reconstruction** -- Any additional reconstruction which exceeds the above scope -- the need for which is discovered in the course of our work -- is excluded from this proposal. The additional work can be added with a written change order, signed by both the owner/GC and Gruber-Latimer Restoration.

3.09 **Additional Stone/Brick** -- If needed, Gruber-Latimer will supply additional stone and/or historic brick on a "time and material" basis with a written change order, signed by both the owner/GC and Gruber-Latimer Restoration.

3.10 **Matching Brick/Stone/Mortar** -- Gruber-Latimer will make every effort to match existing brick/stone/mortar. However, bricks produced at different times are subject to slight variations in color and shading. Likewise, mortar colors are susceptible to change as a result of differing humidity, sand texture/color, etc., making an absolute match very difficult.

3.11 **Exclusions** -- The following are specifically excluded from this proposal: Layout, structural steel, carpentry, framing, painting/caulking, paint removal, adhesive/mastic removal, hazmat abatement, plaster/GWB, roofing, windows/doors, insulation, gutters/down spouts, concrete, finished grading and landscaping, removal of vegetation, removal of tree roots, equipment related to electrical, telecommunications, media, mechanical, or HVAC infrastructure.

3.12 **Permits & Fees** -- The Owner/GC is responsible for procuring all required permits, and for the costs of permits, of fees, and of expenses related to compliance (e.g. safety, environmental, etc.).

3.13 **Scale Wage** -- This project is not a scale wage job.

Section 4 -- Price

4.01 **Repointing** -- All labor, materials and equipment to complete the related Scope of Work outlined in Section #1 (Initial here to accept _____):
$37,770.00 (Thirty-Seven Thousand Seven Hundred Seventy Dollars and 00/100), plus any applicable state or local taxes

4.02 **Chimney on Stucco Addition** -- All labor, materials and equipment to complete the related Scope of Work outlined in Section #1 (Initial here to accept _____):
$11,873.00 (Eleven Thousand Eight Hundred Seventy-Three Dollars and 00/100), plus any applicable state or local taxes

- Allowance #1: Chimney Cap for Addition Chimney -- This price is included in the total above. If the price for this work is less than the allowed total, Gruber-Latimer will make that adjustment to the invoice:
  $750.00 (Seven Hundred Fifty Dollars and 00/100), plus any applicable state/local taxes

4.03 **Front Chimney** -- All labor, materials and equipment to complete the related Scope of Work outlined in Section #1 (Initial here to accept _____):
$8,770.00 (Thirty-Seven Thousand Seven Hundred Seventy Dollars and 00/100), plus any applicable state or local taxes

- Allowance #2: Chimney Cap for Front Chimney -- This price is included in the total above. If the price for this work is less than the allowed total, Gruber-Latimer will make that adjustment to the invoice:
$1,250.00 (One Thousand Two Hundred Fifty Dollars and 00/100), plus any applicable state/local taxes

4.04 Unit Price -- Brick Replacement. Should brick replacement become necessary, this is the per brick unit price on which Gruber-Latimer will base any Change Order.
$40.43 per Brick (Forty Dollars and 43/100) per Brick, plus any applicable state or local taxes

4.05 Add Alternate #1 -- Removal of Stucco from Addition Chimney (Initial here to accept _____)
$5,872.00 (Five Thousand Eight Hundred Seventy-Two Dollars and 00/100), plus any applicable state or local taxes

Section 5 -- Terms

5.01 **Payment** -- A deposit of one third (1/3) of the total contract amount due when work is scheduled. The balance will be due and payable immediately upon completion of work performed and presentation of a final invoice.

5.01 **Payment** -- Periodic progress payments for work completed and invoiced (net 30 days).

5.01 **Payment** -- Payment in full upon completion of the work performed. Due upon receipt.

5.02 **Finance Charge** -- Invoices not paid within 30 days will incur a monthly 1.5% finance charge.

5.03 **Return Check Fee** -- Any returned checks written by client will incur an administrative fee of $35.00

5.04 **Full Scope of Work** -- This agreement constitutes the full Scope of Work for the project outlined. Any additions, corrections, or deletions will be in the form of a written change order -- with full explanation and adjustments to the price -- dated and signed by both the owner/GC and Gruber-Latimer Restoration.

5.05 **Warranty** -- We guarantee all material to be as specified and that all work will be completed in a workmanlike manner according to standard practices and warranted for a period of one (1) year.

5.06 **Delays** -- This proposal, and any contract that results from this proposal, is made with the expressed condition that Gruber-Latimer Restoration cannot be held responsible for strikes, accidents, delays or other circumstances beyond our control.

5.07 **Insurance** -- Owner will be responsible for property, fire, tornado and other necessary and applicable insurance. Gruber-Latimer Restoration employees are covered by workers' compensation insurance.

5.08 **Licensure**

- Maryland Home Improvement Commission (MHIC) License #137288
- Pennsylvania Home Improvement Contractor Number (PAHIC#) PA153258
- Virginia Contractor's License (Class A) #2705177569
- West Virginia Contractor's License #WV059382

5.09 **Withdrawal of Proposal** -- Gruber-Latimer Restoration reserves the right to withdraw this proposal if not accepted within 30 days.

Thank you for considering Gruber-Latimer Restoration to be your partner on this project. Please call with any questions or if further information would be helpful. We look forward to working with you.



Brien Poffenberger, President
Gruber-Latimer Restoration

Section 6 -- Acceptance of Proposal

The above specifications, price estimates and terms and conditions are satisfactory and are hereby accepted. Gruber-Latimer Restoration is authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date: _____

Rest Room -- See Section 3 for Details
Yes, I would like to have a portable toilet delivered to the work site for a $250.00 one-time charge.
Initial here _____

No, I would not like to have a portable toilet delivered to the work site. I will instead provide access to a bathroom for the use of the masons while they are onsite for the project.
Initial here _____

To complete this agreement, please

- Make two original copies
- Initial each item that you accept in Section 4 (as applicable)
- Initial your Rest Room option in Section 6
- Sign both copies
- Retain one copy for your records
- Return the other signed copy to Gruber-Latimer Restoration via e-mail, mail, or FAX:

Gruber-Latimer Restoration
PO Box 52
Sharpsburg, MD 21782
(301) 223-8971 FAX
brien@gl-restore.com

Section 7 -- Notice to Homeowners

Maryland Home Improvement Commission
500 North Calvert Street, Baltimore
Maryland 21202
410-230-6231 and 1-888-218-5925
https://www.dllr.state.md.us/license/mhic/

- The Maryland Home Improvement Commission (MHIC) administers the Guaranty Fund, which may compensate homeowners for certain actual losses caused by acts or omissions of licensed contractors.
- A homeowner has the right to purchase a performance bond for additional protection against losses not covered by the Guaranty Fund.

Cancellation

In accordance with Maryland's Door-to-Door Sales Act, you may cancel the transaction at any time prior to midnight of the fifth business day, or midnight of the seventh day if the buyer is at least 65 years old after the date of the transaction.

Notice of Cancellation

To cancel the contract within the timeframes outlined above, please fill in the items below and return this page to

Gruber-Latimer Restoration
PO Box 52
Sharpsburg, MD 21782
(301) 223-8971 FAX
brien@gl-restore.com

Proposal Number:

Date of Cancellation:

Name of Buyer:

Signature of Buyer:

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

Meeting: 12/09/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2024-21* - 111 N. Charles St

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2024-21

Date: For the December 9, 2024 Historic Landmarks Commission meeting
Applicant: Theresa Burns
Property Owner: Todd Widmyer
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a projecting sign
Address: 111 N. Charles Street
Zoning: Old Town Mixed Use Commercial



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

PROPOSAL
A request for a Certificate of Appropriateness to install a projecting sign, placed over an entrance to the business.

SIGN LOCATION



DESIGN



MATERIAL: Wood

SIZE:
Height: 2 ft.
Width: 3 ft.
Depth: ½ inch.

ORDINANCE REQUIREMENTS
Projecting sign regulations:

- *A Projecting or Suspended Sign shall include only the address and name of occupant; and*

- *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. If such a Sign is suspended or projects above a public right-of- way, the issuance and continuation of a Sign Permit shall be conditioned on the sign owner obtaining, and maintaining in force, liability insurance in an amount of not less than $500,000 per occurrence per Sign*

The projecting sign includes language not permitted by the Ordinance.

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 subject to conditions:

1. Applicant must provide proof of insurance per the Zoning ordinance requirements for projecting signs.

COA Application No._____

RECEIVED
OCT 21 2024
BY: VG

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 OCT 31, 2024

2. APPLICANT'S NAME* Theresa Burns

Address: 414 W. Washington, Charles Town

Telephone Number: (304) 995 5566 Fax Number ( )

Email Address: tessoteric@gmail.com

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

3. PROPERTY OWNER'S NAME TODD WIDMYER

Address: 1316 KEYES FERRY RD · CHARLESTOWN

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

Email Address: widmyert@frontiernet.net

*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: ~~1310~~ 111 N. Charles St.

Tax Map # and Parcel(s): map 2 parcel 30

Deed Book and Page #: book 1293 page 250

Zoning District: Charles Town Corp

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

currently rated as Democratic headquarters

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

will open a gift shop/ boutique + hang a business sign above door

7. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

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

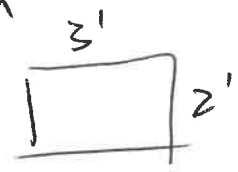
C. _____Demolition: 1)____Whole Structure; 2)____Part of Structure;

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

business 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:

hang a 6 square foot 3X2 sign on existing sign post about stair entrance

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 10/17/24

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

_____ Date 10/17/2024

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): 0

SIGN CONTRACTOR: N/A

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 ☐ / building wall - Entrance

SIGN MATERIAL: pine wood

SIGN DIMENSIONS:

Height	Width	Depth
2'	3'	1/2"

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used: NO

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

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

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:_____

_____

_____

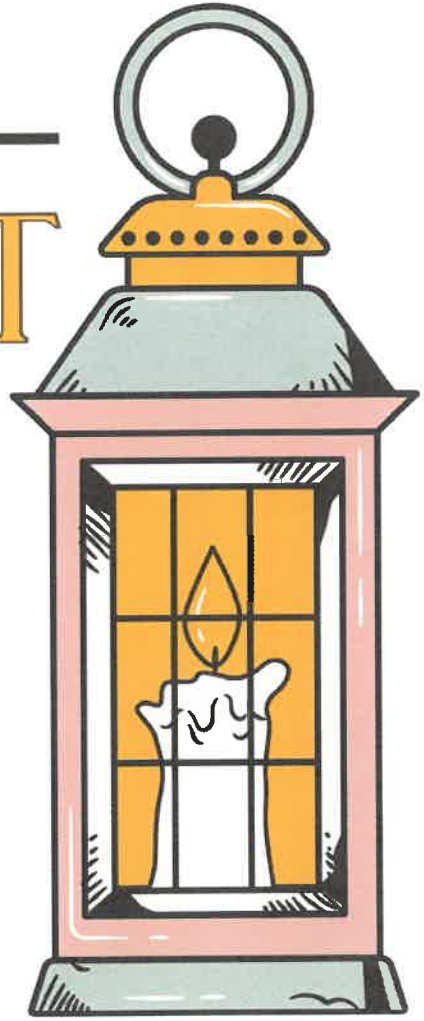
_____

_____

_____

3'

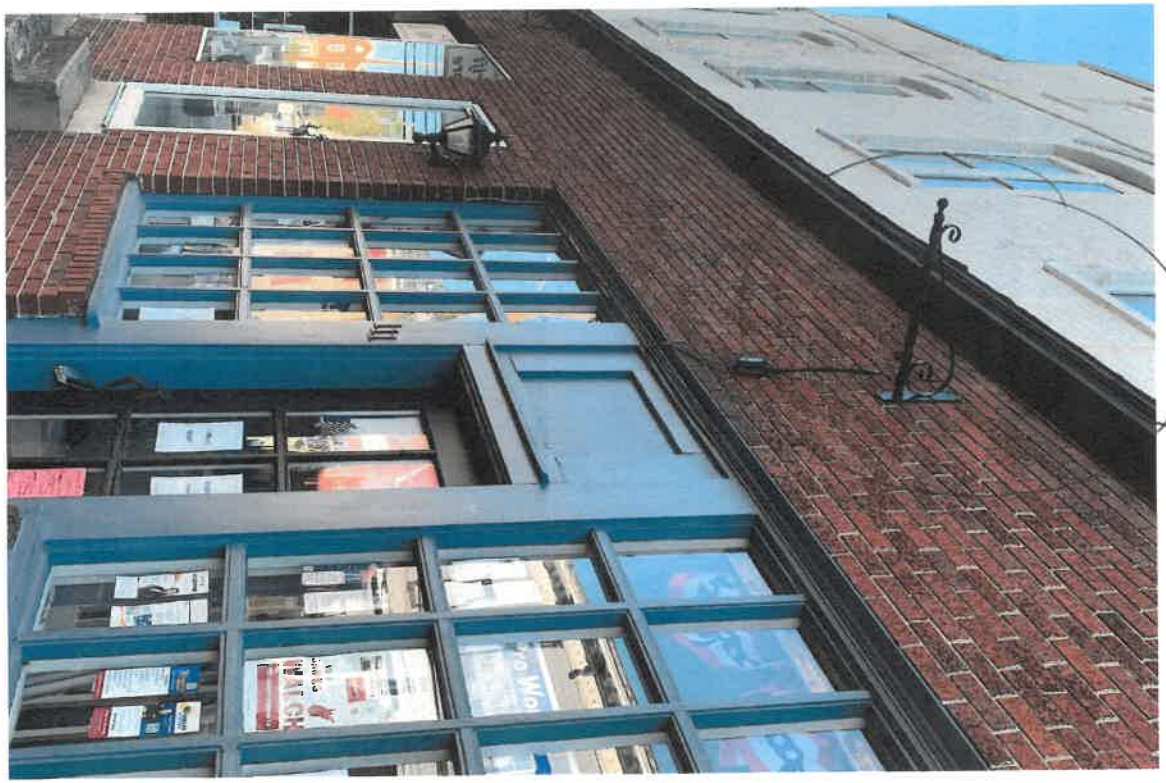
CANDLELIGHT SOAP CO.



2'

LOVINGLY HANDCRAFTED

BATH • BODY • HOME



Sign will go here

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

Meeting: 12/09/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2024-22* - 204 W. Washington St.

ATTACHMENTS:

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

Certificate of Appropriateness
COA-2024-22

Date: For the December 9, 2024 Historic Landmarks Commission meeting
Applicant: Jackson Hewitt
Property Owner: Evolution Properties
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a wall sign
Address: 204 W. Washington Street
Zoning: Old Town Mixed Use Commercial



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.
203? W. Washington Street. Commercial, c. 1920s. This 1920s period brick commercial building follows the simple lines of the early 20th century. **Contributing**.

PROPOSAL
A request for a Certificate of Appropriateness to install a wall sign, placed over an entrance to the business.

BUILDING FRONTAGE



DESIGN



MATERIAL: Aluminum

SIZE:
Height: 2 ft.
Width: 3 ft.
Depth: Not provided

ORDINANCE REQUIREMENTS
Wall sign regulations:

Wall Signs on historic Buildings shall be placed within the sign frieze, or distinct place within which a Wall Sign was intended to be located, if the Building was designed for such. No Wall Sign shall extend beyond such space. If there is no sign frieze, the Wall Sign shall be placed below the typical second floor window area. The design and coloration of such Signs shall be compatible with the character of the Building;

Maximum permitted signa area: 32 sq. ft.

Maximum permitted height: 6 ft.

One wall sign per road frontage permitted.

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

COA Application No._____

RECEIVED
OCT 31 2024
BY: VS

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 10-31, 2024
2. APPLICANT'S NAME* PITAX Prep dba Jackson Hewitt
   Address: 585 Northern Hagerstown MD 21742
   Telephone Number: (240) 855 9168 Fax Number (___) _____
   Email Address: pam@pitaxprep.com
   Relationship to Owner: X Lessee ___Contractor ___Architect ___Consultant ___Other:
   (explain) Rent office space for business
3. PROPERTY OWNER'S NAME Evolution Properties LLC
   Address: 206 W. Washington St. Charles Town WV 25414
   Telephone Number: (304) 268-7588 Fax Number (___) _____
   Email Address: donna.execprop@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: 204 W. Washington St Charles Town WV 25414

Tax Map # and Parcel(s): 2B 0021 0000 0000.

Deed Book and Page #: 1105, 666.

Zoning District: 3 - Charles Town Corp.

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

OFFICES.

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

OFFICE - TAXES.

7. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

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

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

D. _____Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

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

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

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

C. SIGNS:

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

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

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

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

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

G. MOTHBALLING OF STRUCTURE

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

DESCRIPTION OF THE PROPOSED ACTIVITY:

APPLICANT CERTIFICATION

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

Signature of Applicant

_____ Date 10-31-2024

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

_____ Date 10/28/2024

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): $100

SIGN CONTRACTOR: Vital signs plus

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 Door

SIGN MATERIAL:
Aluminum (Metal)

SIGN DIMENSIONS:

Height	Width	Depth
2 feet	3 feet	

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:
Cave Insurance CL61-014038
expiration 10-20-25

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:_____

_____

_____

_____

_____

_____


TAX
SERVICE
jh
Jackson Hewitt®
TAX SERVICE

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

Meeting: 12/09/24
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Commission Review - 2025 Calendar

ATTACHMENTS:

- 2025-HLC Calendar-DRAFT.pdf

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

2025 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 13, 2025	Monday, December 2, 2024
Monday, February 10, 2025	Thursday, January 2, 2025
Monday, March 10, 2025	Monday, February 3, 2025
Monday, April 14, 2025	Monday, March 3, 2025
Monday, May 12, 2025	Tuesday, April 1, 2025
Monday, June 9, 2025	Thursday, May 1, 2025
Monday, July 14, 2025	Monday, June 2, 2025
Monday, August 11, 2025	Tuesday, July 1, 2025
Monday, September 8, 2025	Friday, August 1, 2025
Wednesday, October 15, 2025	Tuesday, September 2, 2025
Monday, November 10, 2025	Wednesday, October 1, 2025
Monday, December 8, 2025	Monday, November 3, 2025
Monday, January 12, 2026	Monday, December 1, 2025

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.*