



CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • JANUARY 8, 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 : December 11, 2023 Minutes
[December 11 Minutes DRAFT.pdf](#)

3. NEW BUSINESS

3.1 : **Election of Officers:**
-Chair
-Co-Chair

3.2 : **Public Hearing:** COA2023-19 - 100 W. Washington Street - Projecting Sign.
1. [Staff Report.pdf](#)
2. [Application.pdf](#)

3.3 : **Public Hearing:** COA2023-20 - 207 W. Washington Street - Projecting Sign
1. [Staff Report.pdf](#)
2. [Application.pdf](#)

4. UNFINISHED BUSINESS

4.1 : *Commission Review:* COA2023-14: 317 W. Congress- New Construction
1. [Staff Report.pdf](#)
2. [Application.pdf](#)
3. [Updated narrative.pdf](#)
4. [Updated renderings.pdf](#)
5. [Updated specifications.pdf](#)
6. [Updated door specifications.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/>

Election of Officers



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 01/08/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

December 11, 2023 Minutes

ATTACHMENTS:

- [December 11 Minutes DRAFT.pdf](#)



CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • DECEMBER 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
Anthony Troxel
Amanda Updike
Diane Drake
Jeff Whitten- Absent

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

2. APPROVAL OF MINUTES

- 2.1 September 11, 2023 Minutes
- 2.2 October 11, 2023 Minutes
- 2.3 November 13, 2023 Minutes

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

3. UNFINISHED BUSINESS

None

4. NEW BUSINESS

4.1 : COA2023-15 132 W Washington – Projecting Sign

Staff gave presentation.

HLC: Is sign square or circular?

Applicant: Circular

Motion to open public hearing.

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

No public comment.

Motion to close public hearing.

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

Motion to approve COA2023-15 132 W. Washington - Projecting Sign

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

4.2: COA2023-17 120 W. Washington – Wall Sign

Staff gave presentation.

Motion to open public hearing.

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

No public comment.

Applicant: We are just requesting the ability to keep the boxed case lighting and utilize the back lighting that is existing.

HLC: Does adjacent 'Edward Jones' sign light up?

Applicant: They have the ability to, but owner chooses not to.

Motion to close public hearing.

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

Applicant: We will keep the existing lighting, replacing the bulbs as needed. We are not intending on putting anything bright or strobe-ish as the lighting, we will keep it as is with fluorescent lighting.

Motion to approve COA2023-11 120 W. Washington St – Wall Sign

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

4.3: COA2023-18 102 S. Lawrence St – Wall Sign

Staff gave presentation.

Motion to open public hearing.

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

No public comment.

Motion to close public hearing.

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

Motion to approve COA2023-18 120 W. Washington – Wall Sign

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

4.4: 2024 Calendar

Motion to approve 2024 Calendar with the following changes: Change October date and November date.

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

5. ADJOURNMENT

Motion to adjourn.

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

Adjourned at 7:27.



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 01/08/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Election of Officers:

-Chair

-Co-Chair

ATTACHMENTS:



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 01/08/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

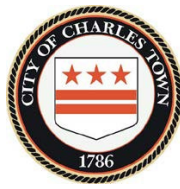
SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: COA2023-19 - 100 W. Washington Street - Projecting Sign.

ATTACHMENTS:

- [1. Staff Report.pdf](#)
- [2. Application.pdf](#)



**Public Hearing – Certificate of Appropriateness
COA-2023-19**

Date: For the January 8, 2024 Historic Landmarks Commission meeting

Applicant: Natalie Green

Property Owner: Charles Town Building Commission

Report by: James Newman, City Planner, Zoning/Subdivision Administrator

Proposal: Certificate of Appropriateness for a projecting sign

Property Location: 100 W Washington St.

Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.

100 W. Washington Street. Charles Washington Hall, Market House. Romanesque, Georgian Revival, 1874. This building is of brick pilasters, pedimented gables and a central pedimented bay. **Contributing.**

STRUCTURE VIEW

Staff photograph taken December 27, 2023.



PROPOSED SIGN





SUBSTRATE: 3/4" MDO sign board
PAINT: Oil Based Enamel

PROPOSAL

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

MATERIAL: Medium Density Overlay panel plywood, which features a weather-resistant resin coating.¹ The signage will be painted on using an oil based enamel.

SIZE:

Height of 30 inches, width of 24 inches.

ORDINANCE REQUIREMENTS

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

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

¹ <https://www.clp-inc.com/what-is-mdo-plywood/>

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.

The sign does not adhere to the requirement that it display only the address and name of the occupant, as it also includes a slogan. However, the overall size, location, and design of the sign conform to the Zoning ordinance requirements.

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

NOV 13 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 _____, 2023

2. APPLICANT'S NAME* Natalie Greene

Address: 100 W. Washington St. Charles Town, WV 25414

Telephone Number: (304)-128-4321 Fax Number ()

Email Address: ortegas.tacoshop@gmail.com

Relationship to Owner: Lessee Contractor Architect Consultant Other:
(explain) _____

3. PROPERTY OWNER'S NAME _____

Address: _____

Telephone Number: () Fax Number ()

Email Address: _____

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

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

Property Address: _____

Tax Map # and Parcel(s): _____

Deed Book and Page #: _____

Zoning District: _____

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

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

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:

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> Iron fences
<input type="checkbox"/> Material changes (wood, brick, metal, etc.)	<input type="checkbox"/> Windows - replacement, removal, elimination or new opening	<input type="checkbox"/> New construction
<input type="checkbox"/> Roof – Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Additions or alterations
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input checked="" type="checkbox"/> Signs
<input type="checkbox"/> Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security Features	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input type="checkbox"/> Demolition
<input type="checkbox"/> Wood trim	<input type="checkbox"/> 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:

Suspended sign above front 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 _____

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

_____ Date _____

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

\$125

SIGN CONTRACTOR:

Shane Harris / The other Place Signs

Contractor License #: WV & City of Charles Town:

8259

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	<input checked="" type="checkbox"/>
Building Mounted		Awning	
Window Lettering		Other (List)	

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

Above front entrance

SIGN MATERIAL:

MDO sign board / Oil-based enamel

SIGN DIMENSIONS:

Height	Width	Depth
<u>30"</u>	<u>24"</u>	<u>3/4"</u>

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:

Nationwide, Jones Insurance Agency

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: _____


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 received and read Article 1324 and relevant provisions of the Charles Town Zoning Ordinance outlining the City's Sign Permit application and approval procedures.

Signature of Applicant

 _____ Date 11/09/2023

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

 _____ Date 11/12/23

Please submit an original completed application to the following:

Planning & Zoning Department
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

Fee: \$ _____ Check No. _____

Receipt No. _____

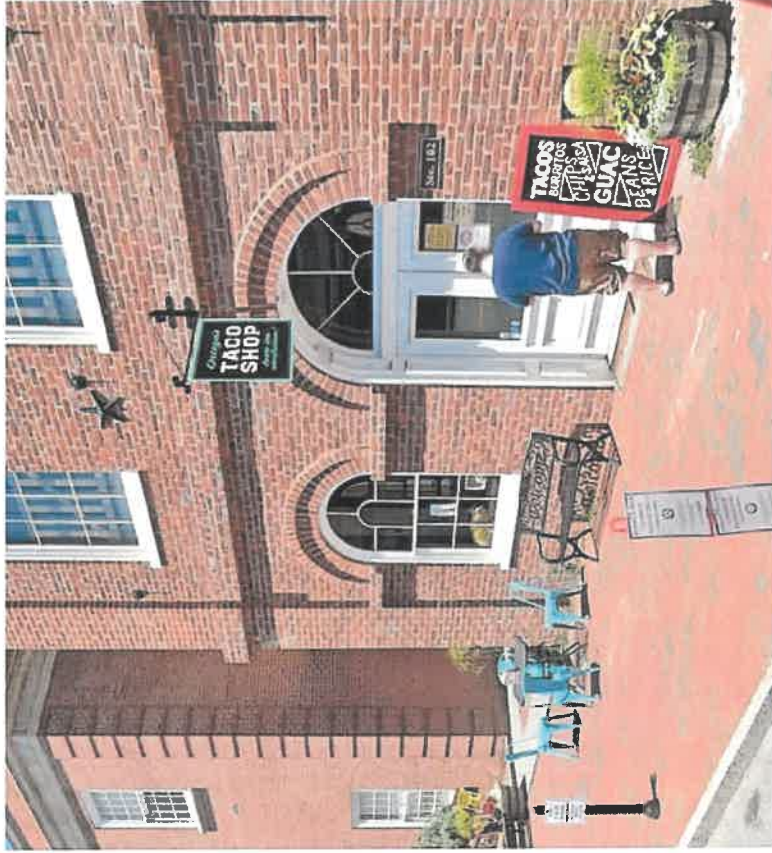
Zoning Approval: _____ Date: _____

Comments: _____



30 in

24 in



SUBSTRATE: 3/4" MDO sign board
PAINT: Oil Based Enamel



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 01/08/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

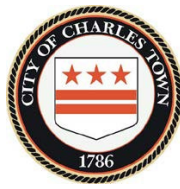
SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: COA2023-20 - 207 W. Washington Street - Projecting Sign

ATTACHMENTS:

- [1. Staff Report.pdf](#)
- [2. Application.pdf](#)



**Public Hearing – Certificate of Appropriateness
COA-2023-20**

Date: For the January 8, 2024 Historic Landmarks Commission meeting

Applicant: South Mountain MicroFARM LLC

Property Owner: KRATOVIL JAMES T

Report by: James Newman, City Planner, Zoning/Subdivision Administrator

Proposal: Certificate of Appropriateness for a wall sign

Property Location: 207 W. Washington St.

Current Zoning: Old Town Mixed Use Commercial (OT-MUC) and Historic Overlay District (HOD)



HISTORIC SURVEY BUILDING INFORMATION: Downtown Historic District.

Vernacular, Georgian-Federal influence, c. 1800. This stuccoed building is of timber framed construction. **Contributing.**

STRUCTURE VIEW

Image from Google Streetview. Image date is June 2021.



PROPOSAL

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

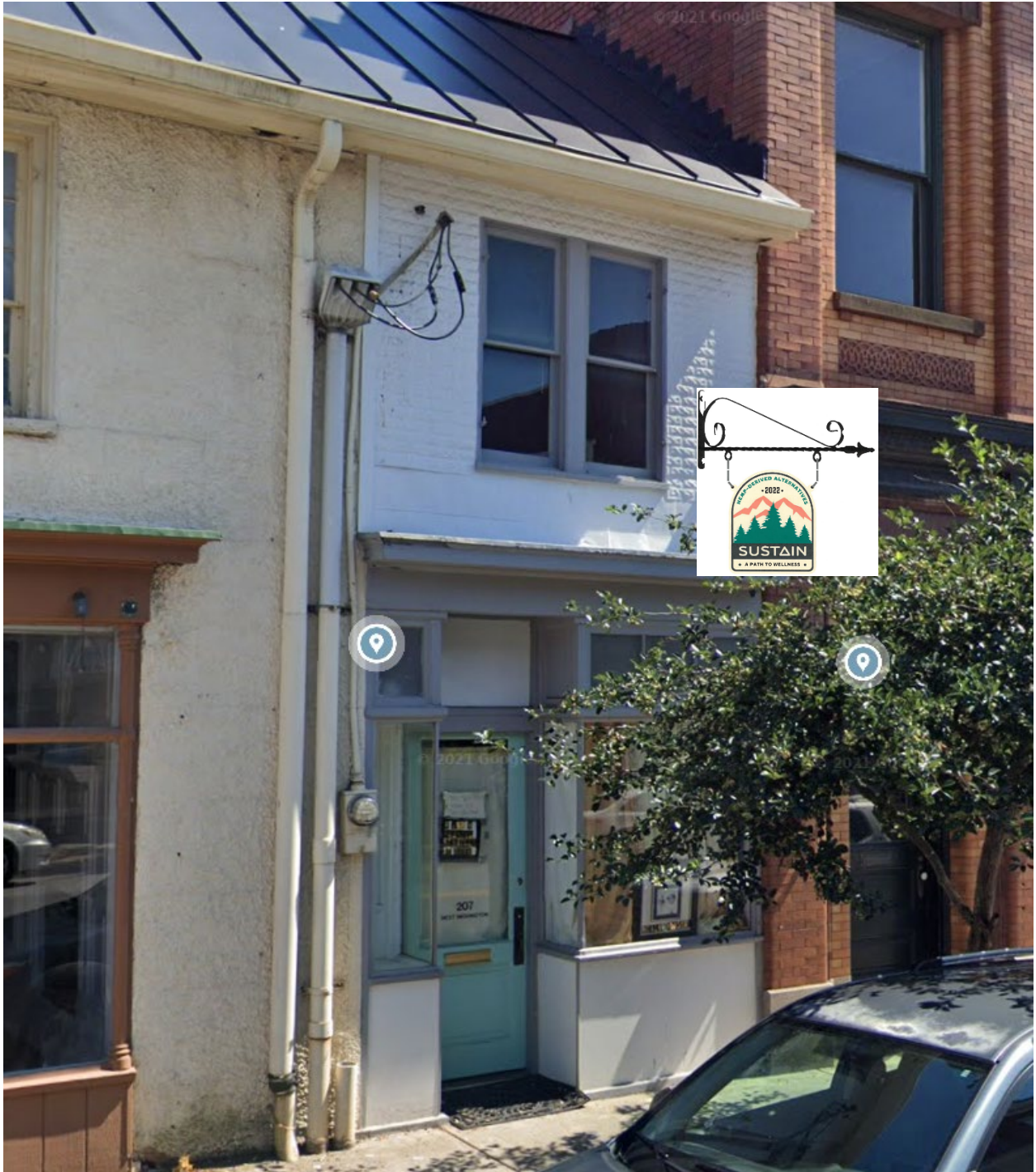
MATERIAL: Medium Density Overlay panel plywood, which features a weather-resistant resin coating.¹



SIZE: 30 inches in height, 24 inches wide.

¹ <https://www.clp-inc.com/what-is-mdo-plywood/>

PROPOSED LOCATION



ORDINANCE REQUIREMENTS

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

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.

The sign does not adhere to the requirement that it display only the address and name of the occupant, as it also includes a slogan. However, the overall size, location, and design of the sign conform to the Zoning ordinance requirements.

HISTORIC DISTRICT REQUIREMENTS

In general, painted wood or metal is the preferred background for a sign; the sign will be made of vinyl. Glossy materials that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

The sign will not be lit, keeping in accordance with the signage guidelines.

STAFF RECOMMENDATION

Approval.

COA Application No. _____



RECEIVED

DEC 01 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 November 28, 2023
2. APPLICANT'S NAME* South Mtn. Micro FARM, LLC dba Sustain % Mark Sellers
Address: 6138 Clevelandtown Rd Boonsboro, MD 21713
Telephone Number: (301) 730-5340 Fax Number ()
Email Address: South.mtn.microfarm@gmail.com
Relationship to Owner: Lessee Contractor Architect Consultant Other:
(explain) _____
3. PROPERTY OWNER'S NAME 201 W Washington St, LLC
Address: 2221 Hopedale Ave. Charlotte, NC 28207 % Tom Coyle
Telephone Number: (704) 340-4844 Fax Number ()
Email Address: tomcoyle200@gmail.com

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

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

Property Address: 207 W. Washington St. Charles Town, WV

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

Deed Book and Page #: 1064/253

Zoning District: Historic District

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

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

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

CBD & Botanical Retail Store

7. TYPE OF WORK: NA

A. Exterior alteration or repairs.

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

C. Demolition: 1) Whole Structure; 2) Part of Structure;

D. Relocation of Structure

8. EXTERIOR ALTERATION OR REPAIR

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

NA

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> Iron fences
<input type="checkbox"/> Material changes (wood, brick, metal, etc.)	<input type="checkbox"/> Windows - replacement, removal, elimination or new opening	<input type="checkbox"/> New construction
<input type="checkbox"/> Roof - Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Additions or alterations
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input type="checkbox"/> Signs
<input type="checkbox"/> Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security Features	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input type="checkbox"/> Demolition
<input type="checkbox"/> Wood trim	<input type="checkbox"/> Awnings and canopies	

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

- 1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
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- 1) Site plan with measured distances.
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- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

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

G. MOTHBALLING OF STRUCTURE

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

DESCRIPTION OF THE PROPOSED ACTIVITY:

APPLICANT CERTIFICATION

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

Signature of Applicant

Mark W. Sellers Date 11/28/23

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

_____ Date _____

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

372

SIGN CONTRACTOR:

Fast Signs

Contractor License #: WV & City of Charles Town:

058662

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?

Second Floor to right of windows

SIGN MATERIAL:

1/2" MDO marine grade plywood

SIGN DIMENSIONS:

Height	Width	Depth
<u>30"</u>	<u>24"</u>	

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

No

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

Next First Insurance Agency, Inc.

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

APPLICANT CERTIFICATION

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

Signature of Applicant

Mark W. Sellers

Date 11/28/23

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

201 W. Washington St. LLC

Date 11/30/23

By Tom Cope
Manager

Please submit an original completed petition to the following:

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

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

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

Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Historic Landmarks Commission Approval: _____ Date: _____

Comments: _____



South Mountain MicroFARM <south.mtn.microfarm@gmail.com>

Scroll Bracket Sign

FASTSIGNS 2064 <fastsigns.2064@fastsigns.com>
To: South Mountain MicroFARM <south.mtn.microfarm@gmail.com>

Wed, Nov 22, 2023 at 9:51 AM



ORDER DESCRIPTION:
MDO - 24"W X 30"H
QUANTITY: 1

DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE

DATE
11/21/2023

FASTSIGNS.
Make Your Statement™

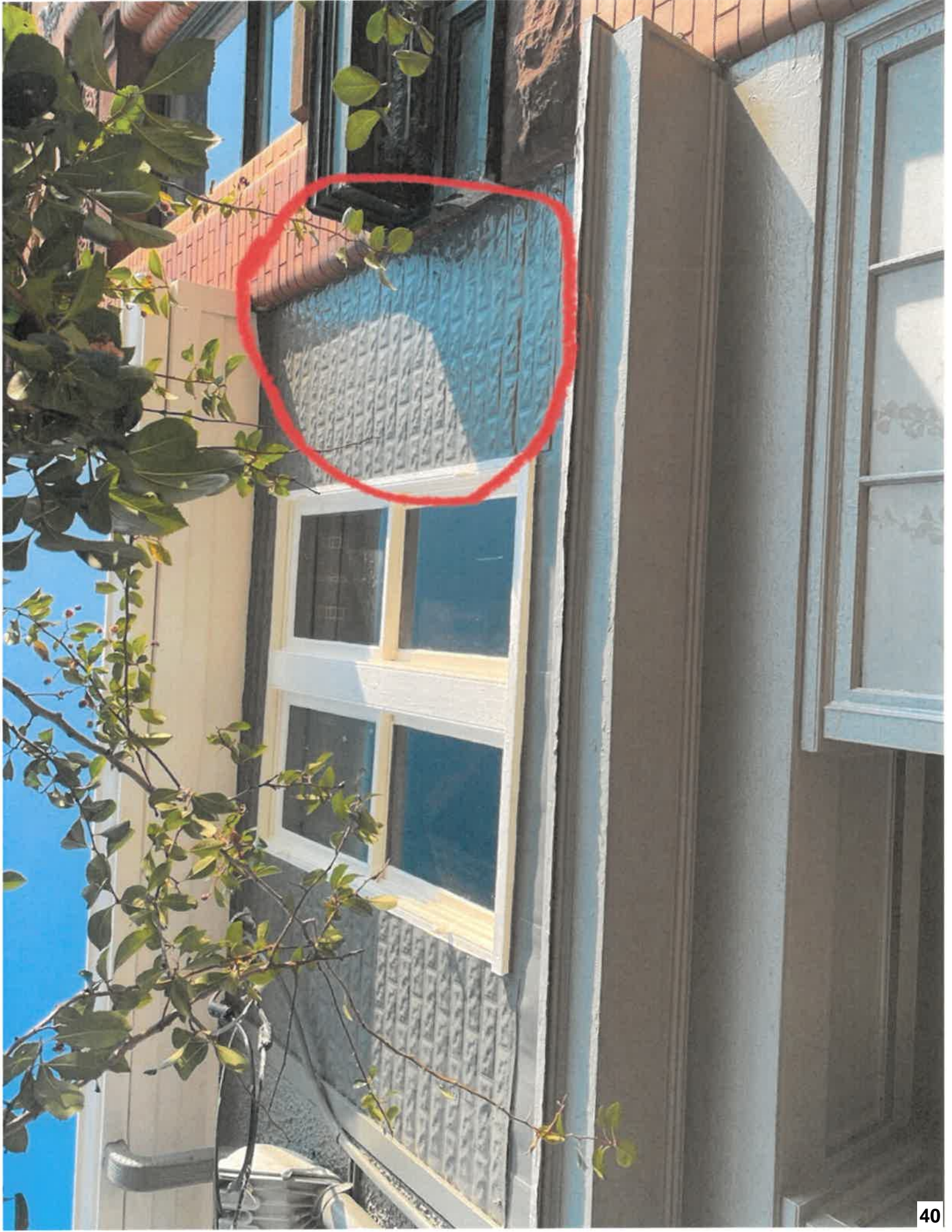
Good Morning Mark,

Absolutely! Attached is an updated estimate.

After reviewing this with my operations manager, we will need to know how far out the awning projects, how far below it is from the scroll bracket, and how far the first eyelet sits out from the wall.

We cannot accurately provide proof with the sign attached to the scroll bracket, but I'm attaching an updated rendering of the sign itself for you to present to the historical committee.

Thank you,
Malory Quick
Center Manager





ORDER DESCRIPTION:
 MDO - 24"W X 30"H
 QUANTITY: 1

* DRAWING IS NOT TO SCALE BUT IS PROPORTIONATE*
 PRINTED ARTWORK COLORS ARE NOT ALWAYS REPRESENTATIVE OF FINAL PRODUCT
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DATE
 11/21/2023
 FASTSIGNS of Martinsburg
 212 Viking Way, Suite 2
 Martinsburg, WV 25401

FASTSIGNS®
 Make Your Statement™
 304-264-0145 | 2064@fastsigns.com



Historic Landmarks Commission

101 East Washington Street

Charles Town, WV 25414

Meeting: 01/08/24
Department: Historic
Landmarks Commission
Category: Report
Initiator:

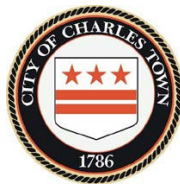
SCHEDULED

AGENDA ITEM (ID #)

Commission Review: COA2023-14: 317 W. Congress- New Construction

ATTACHMENTS:

- [1. Staff Report.pdf](#)
- [2. Application.pdf](#)
- [3. Updated narrative.pdf](#)
- [4. Updated renderings.pdf](#)
- [5. Updated specifications.pdf](#)
- [6. Updated door specifications.pdf](#)



**Public Hearing – Certificate of Appropriateness
COA-2023-14**

Date: For the January 8, 2024 Historic Landmarks Commission meeting

Applicant: Mark Roper

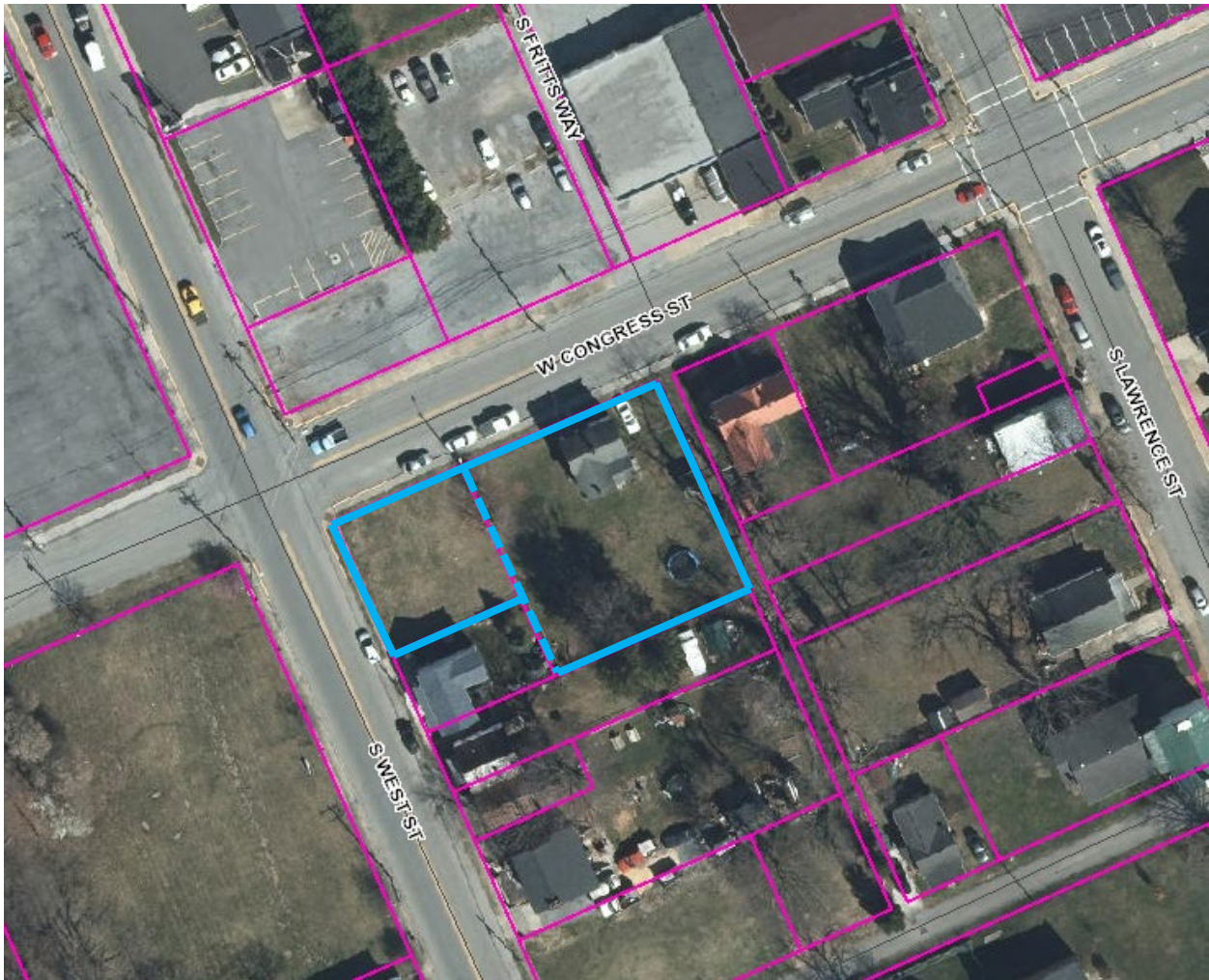
Property Owner: SHILEY WILLIAM B & PENNY J, Mark Roper

Report by: James Newman, City Planner, Zoning/Subdivision Administrator

Proposal: Certificate of Appropriateness for demolition of a single-family detached house, and construction of a mixed-use building

Property Location: 317 W. Congress St TD: 03 / Map: 4 / Pcl: 41 / TD: 03 / Map: 4 / Pcl: 40

Current Zoning: Old Town Residential (OT-R) and Historic Overlay District (HOD)



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

PROPOSAL

Construction of a two-story mixed-use structure.

HLC – November 13, 2023

On Nov. 13, 2023, the HLC held a public hearing for the request of:

1. Demolition of the existing single-family dwelling
2. Construction of a new two-story mixed use structure.

There were four public speakers, one opposed and three in favor. The Commission voted to close the public hearings. After discussion, the Commission voted to approve the demolition request subject to the condition:

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

The Commission tabled action on the new construction request. It is now back before the Commission.

NEW CONSTRUCTION PROPOSAL

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



UPDATED DETAILS

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

Roof: Sloped gable with standing seam metal design. Snow guards to be installed.

Siding: Brick along all sides. Brick over windows will be in a soldier course, set with a keystone.

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

Doors: Wood or fiberglass, designs provided in application narrative are fiberglass. Could be stained or painted. The three rear doors will be metal painted black, and will not have decorative panels as they are required to act as emergency exits. The three rear doors will **not** be used as public entrance ways.

Canopy: To accentuate the corner of the building features, a canopy will be located on the front corner of the building. The canopy will extend over the corner door and proceed down a portion of the building along both Congress St. and S. West St.

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

Cornice-Rooftop: Frieze trim board and vertical pendent brackets.

Cornice-Middle of Building/Storefront: Detail over the awning and located on the S. West St. side of the building.

Windows: Details below.

First floor: Large plate-glass style, set in black metal frames

Second floor: Design is 1 over 1. Black exterior frame and black sash.

Pass-Through: Corner commercial unit will have a commercial kitchen with restaurant and outdoor dining. A pass-through window is proposed to allow people to sit outside on bar stools under a canopy.

Gutters: Gutters will be the same as those installed on Charles Washington Hall.

Lighting: Exterior lighting will be in the form of a gooseneck wall sconce.

Exterior dining area: Applicant is proposing to set the building back 10 ft. from the existing sidewalk to create an outdoor dining area. Railing will be metal painted black.

Balconies: Each residential unit with access to the rear of the structure will have a 4x6 ft. balcony. Railings will be metal and painted black.

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

HISTORIC DISTRICT REQUIREMENTS

“The dominant architectural styles expressed in the various Charles Town Districts are Federal, Greek Revival, Italianate, and Classical Revival, although the residential blocks of East Liberty Street, Mildred Street and the South Charles Town Historic District have a concentration of Foursquare and Bungalow style house.

...

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

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

Per the applicant:

The building is of a Georgian/Federal architectural style with an influence of Italianate. The structure is of symmetrical characteristics, rectangular features, double hung window design, and a gable roof, which are all hallmark traits of the Georgian/Federal form. The windows and doors with the keystone and soldier course of angled brick is closely associated with the Georgian style. The roof cornice detail of the frieze board with the pendants is distinctive of Italianate architecture.

ORDINANCE REQUIREMENTS

Setbacks in the OT-MUC Zoning District are:

Front: 0 feet or Front Setbacks shall vary no more than 10% from the average Setbacks of the three Adjacent Properties to each side

Sides: 0 ft.

Rear: No requirement.

Proposal meets setback locations.

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

Proposal meets height requirements.

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

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

STAFF RECOMMENDATION

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

COA Application No. _____



RECEIVED

OCT 2 2023

BY: _____

CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT
AND
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE
AND
DESIGN REVIEW STANDARDS

All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).

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

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

1. DATE September 29, _____, 2023

2. APPLICANT'S NAME* Mark Roper

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

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

Email Address: mrconstructionwv@gmail.com

Relationship to Owner: ___ Lessee ___ Contractor ___ Architect ___ Consultant Other:
(explain) Applicant has contract to purchase 317. W. Congress St. Applicant owns corner lot as described below.

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

Address: 1829 War Admiral Blvd Ranson, WV 25438

Telephone Number: () _____ Fax Number () _____

Email Address: _____

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

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

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

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

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

Zoning District: Old Town Residential

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

See attached.

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

See attached.

7. TYPE OF WORK:

A. Exterior alteration or repairs.

B. 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:

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> Iron fences
<input type="checkbox"/> Material changes (wood, brick, metal, etc.)	<input type="checkbox"/> Windows - replacement, removal, elimination or new opening	<input checked="" type="checkbox"/> New construction
<input type="checkbox"/> Roof - Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Additions or alterations
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input type="checkbox"/> Signs
<input type="checkbox"/> Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security Features	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input checked="" type="checkbox"/> Demolition
<input type="checkbox"/> Wood trim	<input type="checkbox"/> Awnings and canopies	

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

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

C. SIGNS:

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

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

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

E. DEMOLITION OF STRUCTURE

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

F. RELOCATION OF STRUCTURE

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

G. MOTHBALLING OF STRUCTURE

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

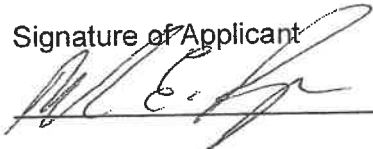
DESCRIPTION OF THE PROPOSED ACTIVITY:

See attached.

APPLICANT CERTIFICATION

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

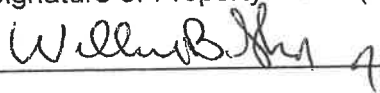
Signature of Applicant



Date

9-28-23

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



Date

9-28-23

Please submit an original completed petition to the following:

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

Signs – Additional Information

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

N/A

SIGN CONTRACTOR:

N/A

Contractor License #: WV & City of Charles Town:

N/A

TYPE OF SIGN

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

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

N/A

SIGN MATERIAL:

N/A

SIGN DIMENSIONS:

Height	Width	Depth

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

N/A

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

N/A

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

FOR CITY USE ONLY

Application Number: _____ Date Application Received: _____

Zoning District: _____

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

Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Historic Landmarks Commission Approval: _____ Date: _____

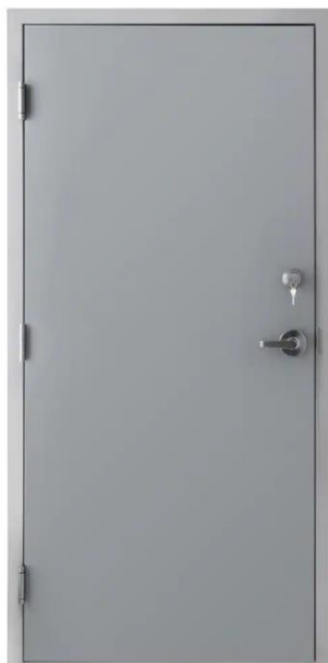
Comments: _____

Addendum to HLC Supplemental Information to the COA Application

Changes Made Since the November 13, 2023, HLC Meeting

A modification has been made to the detailing over the windows and doors. The color of brick proposed for over the top of the windows and doors is not readily available in any variation of the color that was presented. The change is to a keystone with the brick soldier course over the window at an angle, as provided in the example below. Additionally, the three (3) rear gray doors that were depicted in prior details will be painted black. These doors have to be of a fire rated standard and have to have a panic push bar that needs to be mounted flat at a certain height, which does not allow for a decorative panel door. This is a building code driven requirement. These are the doors that provide access to rear commercial units that will not be used by the public.

Updated building renderings have been provided.



Specification of the Details for Elements of the Building

Attached are the specifications/details of the following materials:

Brick and Keystone

Windows

Doors

Roof

Trim

- Will be made of composite PVC material.

Lights

Railings

Architectural Style and Building Details

The building is of a Georgian/Federal architectural style with an influence of Italianate. The structure is of symmetrical characteristics, rectangular features, double hung window design, and a gable roof, which are all hallmark traits of the Georgian/Federal form. The windows and doors with the keystone and soldier course of angled brick is closely associated with the Georgian style. The roof cornice detail of the frieze board with the pendants is distinctive of Italianate architecture.

With the information provided above and below, the architectural integrity and architectural style with the design, arrangement, texture, and materials of exterior architectural features provided in this application, is in harmony with the relationship and compatibility of the historical and architectural style of other structures in the downtown area.

Similar Buildings in Charles Town

- The type of style described above is most like 222-226 W. Washington St., where the antique light store and Art Deco Dekor are located. The National Register of Historic Places for the Downtown Charles Town Historic District lists this property as contributing as “Federal with Italianate modifications.”
- The pawn shop building at the corner of W. Washington St. and S. Lawrence St. is listed as “Federal-Georgian influence.”
- The Tate House located at E. Washington St. and S. Samuel St. is listed as “Georgian influence.”
- The building located at W. Washington St. and S. Charles St., where La Gazelle Coffee shop and Double Iris Yoga is located is described as “Vernacular, Georgian-Federal influence.”
- Charles Washington Hall, which the detail of the corners of the proposed building take influence from, is listed as having Georgian elements.

Building Details

- Corner of Building
 - The building is chamfered/beveled on the corner to take advantage of the relationship with the intersecting streets.
 - Instead of disregarding the value of the corner and intersecting streets, the building takes advantage of the site features and creates an urban interface with the corner.
 - There will be a door on the chamfered portion of the building facing the street.
 - A parapet wall at the top is proposed to further reinforce and emphasize the relationship of the corner of the building with that of the streets.
 - For the other corners of the building, those corners will “project” outward from the building, like what you see on Charles Washington Hall. This will help provide visual interest to the corner of the building. See 1 image.

- Canopy
 - To accentuate the corner of the building features, a canopy will be located on the front corner of the building. The canopy will extend over the corner door and proceed down a portion of the building along both Congress St. and S. West St.
 - Canopy strip is not proposed to be blue as shown in the renderings. The blue allows it to show better in the rendering.
 - A canopy is distinct from an awning. An awning is typically a cloth or vinyl over an internal frame.
- Awning
 - Will be installed when tenants occupy the space.
 - The tenants may want to put their name on the awning as part of their signage.
 - The awning may not be blue as shown in the renderings. The blue allows it to show better in the renderings.
- Brick
 - All four (4) sides of the building will be of brick.
 - The detail over the windows and doors will be a keystone with the brick soldier course over the window at an angle as provided in image 2 below.
 - The keystone and soldier course will provide detail to create visual interest in the building.
- Doors
 - Will be of wood or fiberglass composition and could be a wood-stained look or painted.
 - See image 3 below, which are representative of doors that are historically accurate for the composition of the proposed building and can be found in Charles Town. This is the type of style proposed for this building and is depicted in the renderings.
 - In the prior submission the flat doors on the rear of the building, which are for the purposes of commercial access only, were proposed to be of a gray color. That color has changed to black. As noted above, fire code requirements drive the type of door that is proposed in this location.
- Windows
 - First Floor:
 - The first-floor windows will incorporate a large plate glass appearance that would be found in a traditional store front.
 - Windows in this structure will be like what is on the front of 114 W. Washington St, where Foils and Fades Studio is located and previously was Sweet Tea Boutique and Skippers Ice Cream. See image 4below.
 - Black metal frames will be used. No silver frames, which are more of a mid-modern style, will be used on the building.
 - Second Floor
 - Windows will be 1 over 1 window. See image 5 below.
 - Pass Through Window
 - The corner commercial unit will have a commercial kitchen with a restaurant and outdoor dining.
 - To build upon the restaurant and outdoor dining, a pass-through window is proposed that will allow people to sit outside at bar stools under the canopy.
 - This will be on the Congress St. side of the building and is only proposed for the corner tenant unit.

- Every effort and intent has been made to ensure the glass area looks like a plate glass appearance. There are no dividers or other seams in the glass.
 - See image 6 below.
- Cornice – Roof Top
 - This is the detail along the top of the building and just underneath the roof line on the front and back.
 - It will also be on the sides of the building where the second floor meets the attic level and will connect to the same detail that is on the front and rear of the building.
 - This has been designed with frieze trim board and vertical pendent brackets that will provide visual detail to the building.
 - See image 7 below for details.
- Cornice – Middle of Building (Also Referred to as Storefront Cornice)
 - This detail is over the awning and will be on the S. West St. side of the building and will be located between the first and second floor.
 - See image 8 below for details of this cornice.
- Roof
 - Will be a sloped gable roof with a 4/12 pitch.
 - Will be a black metal roof. See image 9 below.
 - Snow guards like the ones in image 10 will be used.
- Gutters
 - Will be exactly like those on Charles Washington Hall. See image 11.
- Railing – Balconies
 - The rear units will have a 4-foot-wide balcony that is approximately 6 feet wide.
 - The railings will be of black metal.
 - This detail can be seen in the renderings.
- Railing – Sidewalk/Front Dining Area
 - The railing on the outside sidewalk will be black painted metal railing.

IMAGE 1

Corner Brick Projects from Corner for Detail



Corner Brick Projects from Corner for Detail



IMAGE 2



IMAGE 4







Fire Rate Door for Commercial Tenants – To be Painted Black.
Fire code requirements drive the design of the door.



IMAGE 4

Windows only – Not the doors.



IMAGE 5

Second Floor Windows - (1 over 1 Window)

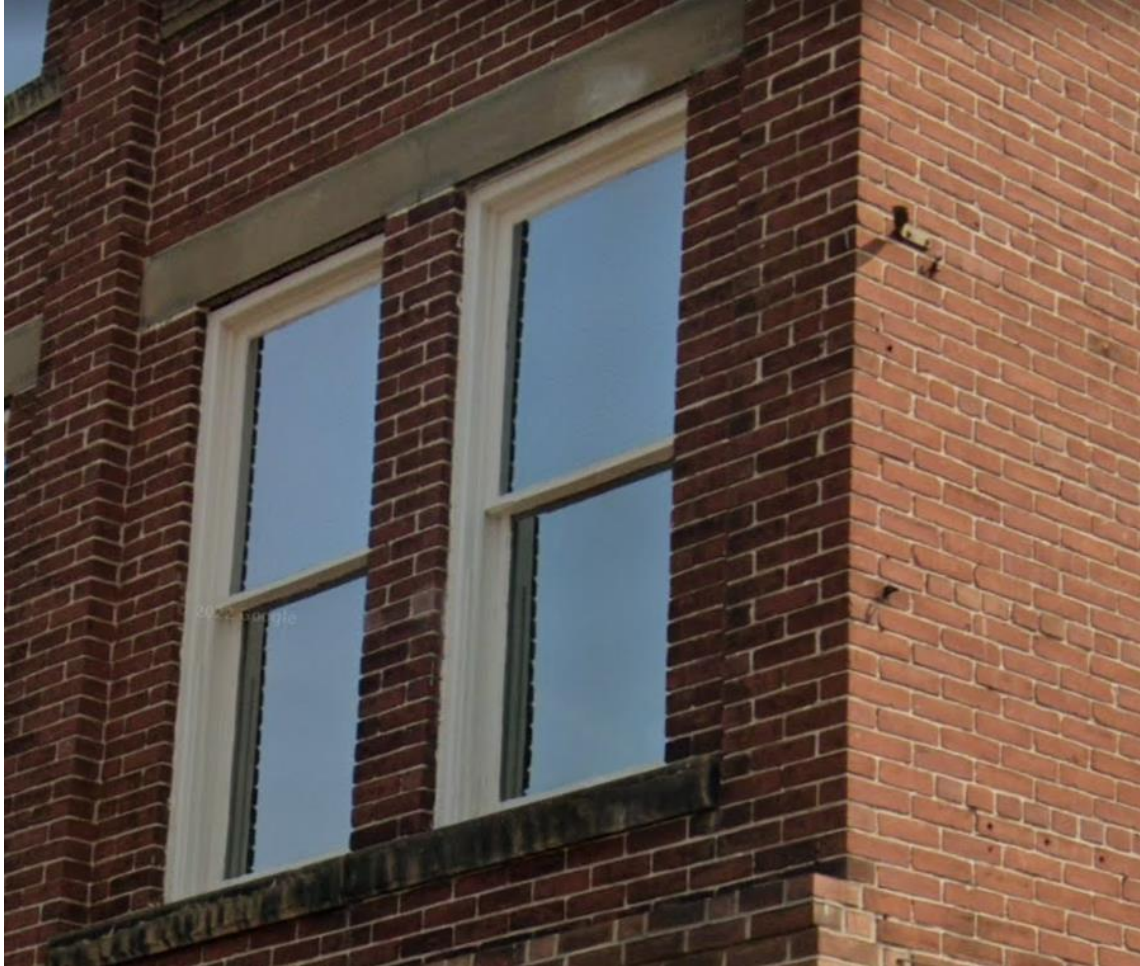


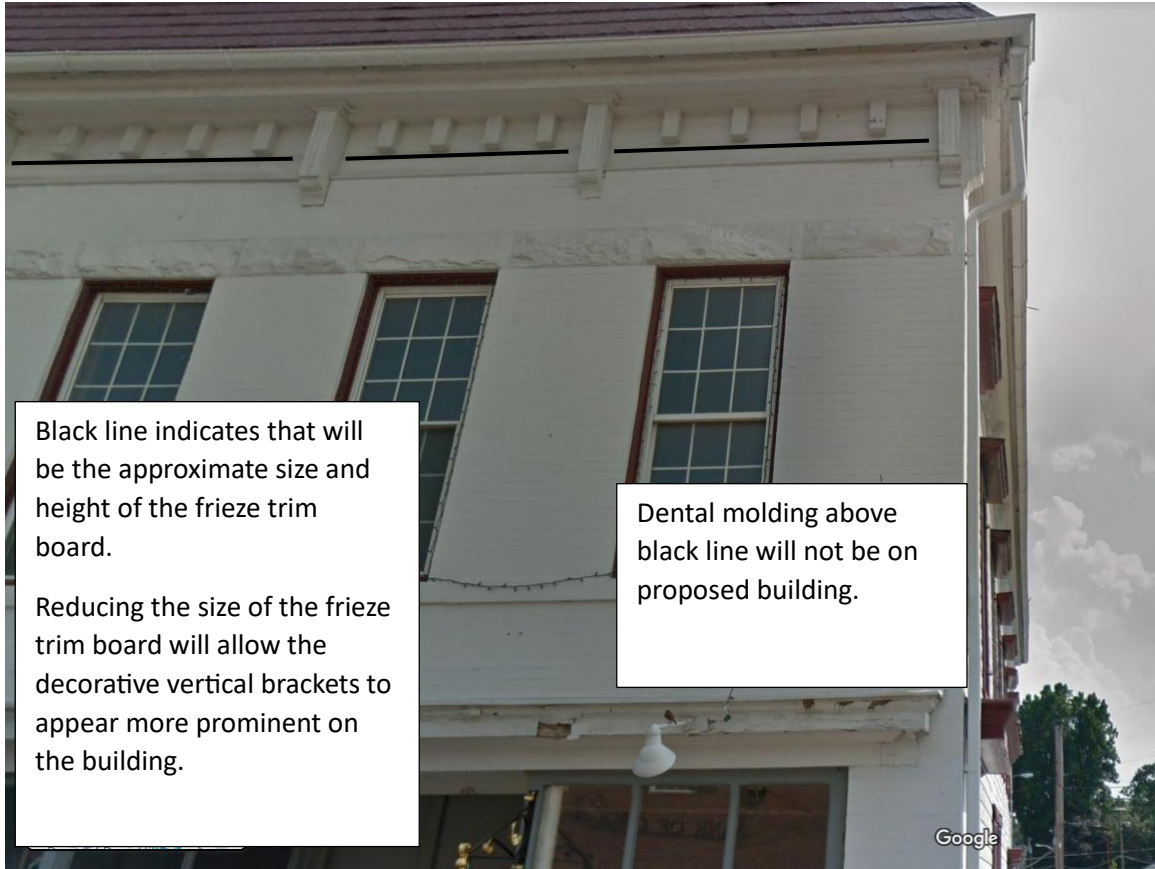
IMAGE 6

Pass Through Window



IMAGE 7

Freize Board with Brackets



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

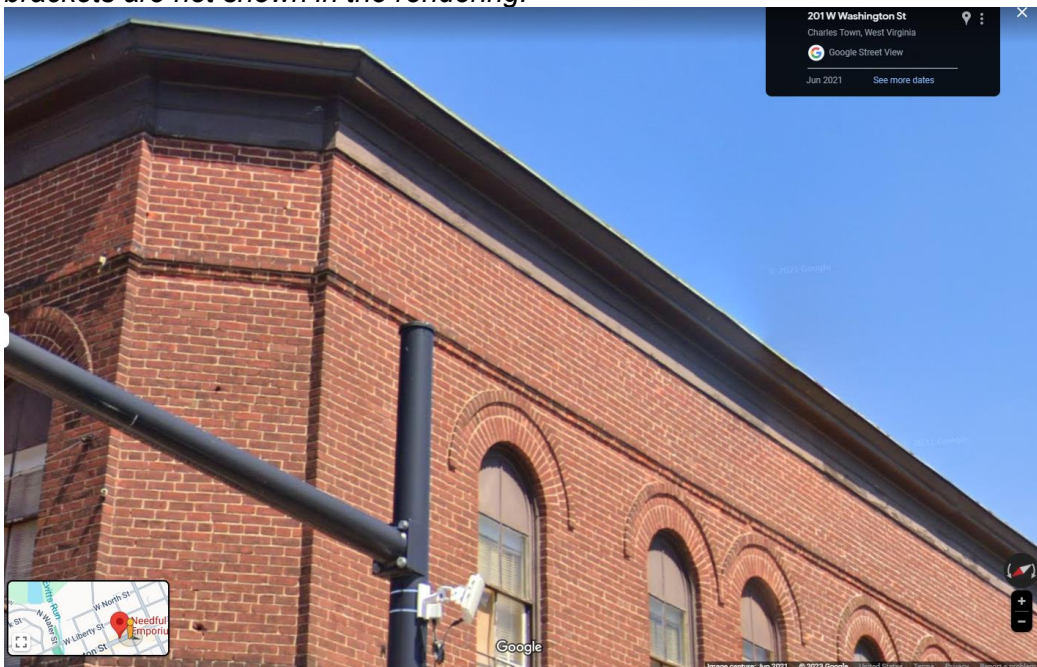


IMAGE 8

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



IMAGE 9
Standing Seam Metal Roof



IMAGE 10
Snow Guard



IMAGE 11
Gutter









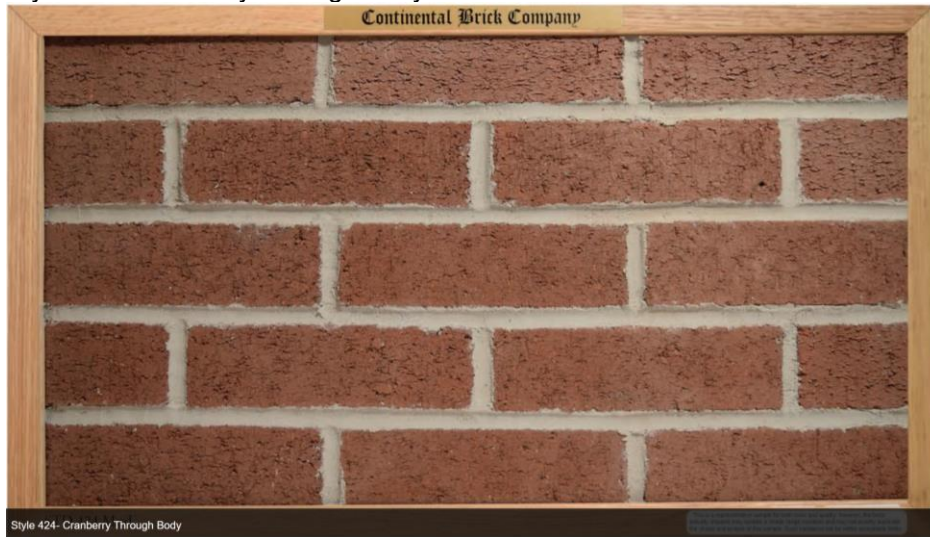




Brick Color

Supplied from Contiental Brick in Martinsburg

Style 424- Cranberry Through Body



Keystone

Distributed through Continetal Brick



Classic Keystone

\$54.00

Wholesale Discount Coupons

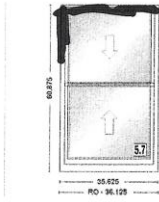
You may mix and match any products for the coupon

50FF5000 = \$45.00/ea
(5% off over \$5000)

100FF10000 = \$40.00/ea
(10% off over \$10000)

Shipping Cost: FREE SHIPPING over \$5000 (see all)
Processing: Usually Ships Within 3 - 4 Business Days
Shipping Time: 3 - 9 Business Days
Warranty: 5 Years

2nd Story Windows



<u>Item</u>	<u>Qty</u>	<u>Operation</u>	<u>Location</u>	<u>Unit Price</u>	<u>Ext. Price</u>
300	1	AA	None Assigned		

RO Size = 36 1/8" x 60 7/8"

Unit Size = 35 5/8" x 60 7/8"

TW210410, Unit, 400 Series Double-Hung, Equal Sash, Installation Flange, Black Exterior Frame, Black Exterior Sash/Panel, Pine w/White - Painted Interior Frame, Pine w/White - Painted Interior Sash/Panel, AA, Dual Pane Low-E4 Standard Argon Fill Stainless Glass / Grille Spacer, Traditional, 2 Sash Locks White (Factory Applied), White Factory Applied Window Opening Control Device, WhiteJamb Liner, Black, Half Screen, Aluminum

Insect Screen 1: 400 Series Double-Hung, TW210410 Half Screen Aluminum Black PN:9128955

Unit #	U-Factor	SHGC	ENERGY STAR	Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	0.3	0.31	NO	A1	31.8750	25.7500	5.72000

Folding Windows For Restaurant Space

Exact measurement and specifications will to come with final drawings. This is the supplier of the window.

<https://www.gdugaragedoors.com/awning-windows/>

Frame will be in black



1.877.777.3344

NEED SERVICE?



AWNING WINDOWS

Our awning windows are the latest addition to the GDU product line. We are very excited about this window which adds a beautiful aesthetic to any home or business.

Learn more on how you can add an expansive feel to your kitchen or bar with our windows and why we can't stop talking about them!

WHY WE LOVE IT?

Quick Access

The flip up style was designed at GDU to allow easy access over bars, pool decks, or kitchens. Get ready to slide your favorite margarita or snack from your bar to your guests with ease!

INSULATION

We use a thick single piece of glass that creates a great seal when the window is closed. Unlike traditional windows that usually have several seams, ours has only one layer that prevents air from escaping inside or out. The tempered glass is extremely durable providing an added security element for your home or business. Extra insulated glass is also available upon request.

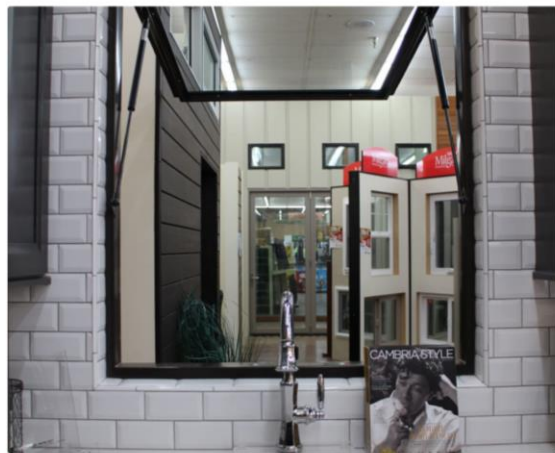
A CLEAR VIEW

Our windows give you and your guests an unobstructed view that is ideal for entertaining.

Give your kitchen an instant upgrade by mounting an awning window above your sink and enjoy the improved ventilation as well.

EASY OPERATION

A slight pull from the outside and the window gently lifts itself. The smooth operation of the hinges makes for a very quiet window to open without the hassle and noise of latches.



Front Entrance Doors


For the double front door located on the front entrance, see end of the document







In keeping with the images submitted as part of the original submission and presentation, the doors below will match the existing style and character found in the downtown area and will either be stained to look like wood or painted.

Note that the door in both pictures is the same. The one below is stained to look like wood but would not have the decorative window pattern. The glass would be one sheet, no details.


The screenshot shows a product page for a door on The Home Depot website. The product is titled "36 in. x 80 in. Right-Hand Inswing 3/4 Lite Low-E Glass Finished Black Fiberglass Prehung Front Door". The price is \$1338.00. The page includes a search bar, navigation icons, and a sidebar with "Live Chat" and "Feedback" buttons. The main content area features a large image of the door, a smaller thumbnail, and a list of questions and answers. The right sidebar contains a "Color/Finish" selector set to "Black", a "Door Handing" selector set to "Right-Hand/Inswing", and shipping options for "Ship to Store" (FREE) and "Delivery". A "Get Expert Door Installation" section is also visible.

This screenshot is identical to the one above, showing the same product page for a door. However, the main image of the door is replaced with a photograph of a stained wood door installed on a house. The door has a decorative window pattern. The rest of the page, including the price, navigation, and sidebar, remains the same.


Sterling P... 10PM
20165
What can we help you find today?

Finished Fiberglass Prehung Front Door
★★★★★ (1) Questions & Answers (3)



Color/Finish: **Black**

Door Handing: **Left-Hand/Inswing**

Pickup at Sterling Park | Delivering to 20165

Ship to Store

Jan 17 - Jan 18

18 available

FREE

Delivery

Jan 25 - Jan 29

18 available

Get Expert Door Installation

A local pro will take care of the job

Request door installation service

[What to Expect](#)

Have Questions? We're Here to Help.

Speak to a Virtual Associate about Doors or Windows today.

Monday - Friday from 9AM - 11PM ET & Saturday, Sunday from 9AM - 5PM ET


Live Chat

Feedback

Door for Apartment Units on Second Floor Rear Balcony
 Either a Black or more natural wood tone will be the color.

[Windows & Doors](#) / [Exterior Doors](#) / [Front Doors](#)

Masonite 36-in x 80-in Fiberglass Left-Hand Inswing Chocolate Painted Prehung Single Front Door with Brickmould Insulating Core
 Item #1218151 | Model #1218151
[Shop Masonite](#) ★★★★★ (4)



\$699.90


\$664.91 when you choose 5% savings on eligible purchases every day. [Learn how](#)


\$117/mo suggested payments with 6 month special financing. [Learn how](#)


12 monthly installments of \$63.18 with Lowe's Pay [Learn How](#)


- High-performance Masonite fiberglass door resists cracking, warping, splitting and denting
- Classic, 2 panel door style with smooth surface
- Make sure to measure your doorway before ordering


Manufacturer Color/Finish: **Chocolate**


 \$699.90


 \$699.90


 \$699.90

 \$699.90

 \$699.90

 \$699.90

 \$699.90

 \$699.90

Handing: **Left-hand inswing**

Left-hand inswing
Right-hand inswing

Pickup

Ready by **Mon, Feb 19 (Est.)**

Delivery

As soon as **Sun, Feb 18**

FREE Pickup at Martinsburg Lowe's

Feedback

Chat

Metal Fire Rate Door

As noted in the Addendum to the HLC application, the three (3) rear gray doors that were depicted in the prior submission will be painted black. These doors have to be of a fire rated standard and have to have a panic push bar that needs to be mounted flat at a certain height, which does not allow for a decorative panel door. This is a building code driven requirement. These are the doors that provide access to rear commercial units that will not be used by the public.

Best Seller
Armor Door
36 in. x 80 in. Fire-Rated Gray Right-Hand Flush Steel Prehung Commercial Door with Welded Frame, Deadlock and Hardware
★★★★☆ (192) Questions & Answers (185)

90 MINUTE FIRE RATED
WELDED FRAME
HARDWARE & DEADBOLT INCLUDED

EXCLUSIVE

\$858.00
\$143.00/mo† suggested payments with 6 month† financing [Apply Now](#)

Buy More, Save More
Buy 4 **10% Off** Buy 8 **15% Off** Buy 16 **20% Off**
[Shop This Offer](#)

- Constructed from Galvanneal Steel for Optimal Paint Adhesion
- Questions about this product? Call us at 1-833-333-2844
- Recommended for New Construction
- [View More Details](#)

Common Door Size (WxH) in.: **36 x 80** 36 x 84

Door Handing: **Right-Handed**
Left-Handed **Right-Handed**

Pickup at Sterling Park Delivering to 20165

Option	Availability	Cost
Ship to Store	Jan 15 - Jan 18 127 available	FREE
Delivery	Jan 5 - Jan 11 127 available	

[Live Chat](#)
[Feedback](#)



Metal Roof

P.O. Box 2245
4773 S. Valley Pike
Harrisonburg, VA 22801



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Fax: 540-437-9399
www.marcometals.com

Standard Colors				Textured
 Dark Green	 Antique Bronze	 Bright White	 Ivory	 Charcoal
 Hunter Green	 Light Brown	 Bone White	 Clay	 Rural Red
 Ivy Green	 Brown	 Bright Red	 Tan	 Evergreen
 Hawaiian Blue	 Charcoal	 Brick Red	 Light Gray	 Burgundy
 Gallery Blue	 Black	 Burgundy	 Light Stone	 Burnished Slate
 Copper Metallic	 Galvanized/Galvalume	 		 Black



R-PANEL
26 GA



TUFF-RIB®
29 GA and 26 GA





5-V CRIMP
29 GA and 26 GA



Gooseneck Lights

Superbrigh LEDs.com

35W LED Gooseneck Barn Light - 14" Straight Shade - 4,550 Lumens - Selectable CCT - 70W Equivalent - Black

Part Number: GSL-SW3B35-BK-S

[Overview](#) [Specifications](#) [Accessories & Power Supplies](#) [Reviews](#)



3000K 4000K 5000K
SELECTABLE CCT

Features

- Selectable CCT: 3000K, 4000K, and 5000K
- Architectural design with energy-efficient operation
- Corrosion-resistant and waterproof aluminum construction
- Light and shade have a durable powder coat finish
- 14" straight steel or 11" angled aluminum shade included

[View more details](#)

\$82.99 In Stock

Finish

Includes

 Straight Reflector

Qty

[Add to Cart](#)

Same Day Shipping:
If placed in 3 hr & 41 min.

Free Shipping
On orders **\$30 and up** within
the contiguous U.S.
[Read More](#)

[Add to Wish List](#)
[Live chat](#)

Metal Railing

Manufactured by R and F Metals

- The metal rail shown below was created and installed for applicant in Charles Town.
- Will be same design used on sidewalk café and rear railing for the upper balcony units.





(<https://www.doors4home.com>)

🔍 1-877-929-3667 (tel:18779293667) 🗨

👤 (shoppingcart.aspx)

1-877-929-3667 (tel:18779293667)



3/4 Lite Fiberglass Exterior Double Door with Privacy or Clear Glass

Brand: GlassCraft (</m-6-glasscraft.aspx>)

Item #: 3293

Model: **3/4 Lite-2**

Door Size (WxH)

72"x80" (6'-0"x6'-8")

Glass Option [Help] (<//d3sm9ugi4r5d3e.cloudfront.net/images/GlassCraft/Glass-Options-Pop-Up.jpg>)

Clear ▼

Pre-Hanging [Help ⓘ] (//d2c3qrlfn00567.cloudfront.net/prehungyesno.jpg)

Yes ▼

Door Jamb [Help ⓘ] (//d2gsgxefzxedt.cloudfront.net/Fiberglass/GC-EXT-Fiberglass-Jamb-Popup.jpg)

6-5/8" Composite Wood Grain Jambs + \$200.00 ▼

Hinges [Help ⓘ] (//d2gsgxefzxedt.cloudfront.net/Fiberglass/GC-EXT-Fiberglass-Hinges-Popup.jpg)

Oil Rubbed Bronze Finish ▼

Sill (Threshold) [Help ⓘ] (//d2gsgxefzxedt.cloudfront.net/Fiberglass/GC-EXT-Fiberglass-Threshold-Popup.jpg)

Adjustable Aluminum Sill - Dark Bronze Finish ▼

Exterior Brickmould

No Exterior Brickmould ▼

Handle Preparation (Active Door Only) [Help ⓘ] (//d2gsgxefzxedt.cloudfront.net/Fiberglass/GC-EXT-Fiberglass-Handle-Prep-Popup.jpg)

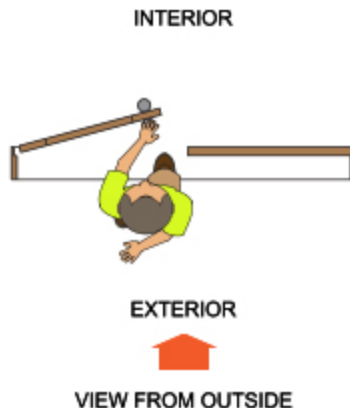
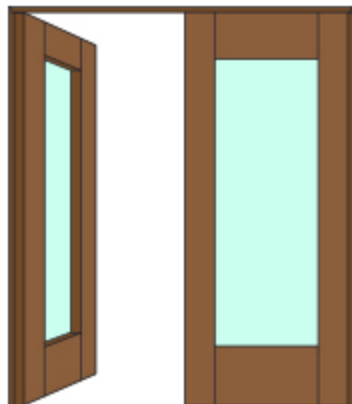
Prep for Handle and Deadbolt, 2-3/8" Backset ▼

Factory Finish Options [Help ⓘ] (//d3sm9ugi4r5d3e.cloudfront.net/images/GlassCraft/fiberglass/glasscraft-finish-fiberglass-2019.jpg)

Unfinished ▼

Handing

Active Left Hand Inswing ▼



! **Please check your selection carefully!**
 We custom build the frame and prep the door to your specifications. Order is made to-order and is non-cancellable, non-returnable and non-refundable.

\$3,750.00

ADD TO CART

🚚 GROUND DELIVERY SURCHARGE: \$370.00

Houzz Project: Save 1

PRODUCT DESCRIPTION

FACTORY PRE-HANGING

FACTORY FINISH COLORS

WARRANTY

PRODUCT DESCRIPTION

GlassCraft's 3/4 Lite Privacy and Clear fiberglass double door features a Cherry wood grain when sold unfinished. Cherry wood grains are available with the Estate or Artisan when sold pre-finished. GlassCraft uses a unique technology process that authentically reproduces the natural wood grain surface into a fiberglass door skin. This authentic and realistic wood grain brings the beauty and warmth of real wood, with the durability and sustainability of fiberglass composite. GlassCraft premium

composite doors are not just the best looking fiberglass doors available. They are also the strongest, best built doors! These doors are constructed with full length, full width door stiles built into BOTH long side edges of the door. In addition, these FiberCraft Premium Composite doors use a very heavy and strong top and bottom rail that is 100% recycled composite material. These rails cover the entire width of the door to eliminate any potential for water absorption into the interior of the door.

GlassCraft's Privacy and Clear Glass Entry Door Collection features a range of design options that can complement various architectural homestyles such as transitional, coastal, cottage, farmhouse, new american and more.

GlassCraft fiberglass composite doors offer the best choice in sustainable and environmentally excellent building materials available! GlassCraft's patented process includes the exclusive BioFoam™, which is an environmentally friendly green polyurethane insulating foam utilizing low-impact, renewable, non-fossil-fuel sources including plant based oils.

- > Insulated glass panels for improved energy efficiency and security
- > Authentic and realistic wood grains in Cherry
- > Patented CFC-Free "green" polyurethane BioFoam core
- > Award Winning, Patented Low VOC and HAP-free finishing process
- > High resistance to extreme temperature fluctuations
- > Full-size doors for replacement in your current home
- > Limited lifetime warranty
- > Solid reinforced stiles from top to bottom eliminating thermal deflection
- > Pre-hung (frame) components are solid recycled composite material
- > Composite components are split resistant, non-splintering, no-rot, no warp, frames
- > Prefinish is available with prehanging option. Otherwise, doors are sold unfinished with Cherry wood grain texture
- > Picture illustrates a finished door with Estate Cranberry finish.
- > Priced per two doors/slabs
- > This door is NOT impact rated.

Door Type:	Exterior
Door Material:	Fiberglass
Core:	Core: BioFoam Stiles: LSL (Laminated Strand Lumber) Rails: 100% recycled composite content
Door Thickness:	1-3/4"
Glass Type:	Insulated glass panels
Glass texture options:	Clear, Water, Reeds, Rain
Privacy Rating:	Clear Glass - 0 Privacy Rating Water Glass - 3 Privacy Rating Reeds Glass - 7 Privacy Rating Rain Glass - 9 Privacy Rating
Glass Thickness:	1"
Finished:	Optional, available with pre-hanging option
Paintable/Stainable:	Yes
Impact Rated:	Optional, call us for details and pricing
Energy Star Certified:	No
Warranty:	Door: Limited Lifetime Manufacturer Warranty Finish: 5-year Limited Manufacturer Warranty


DOOR SIZES AND HEIGHTS

Doors are made to the full-size widths and are constructed to industry standard heights of 79-1/4" for 80"(6'-8") doors and 95-1/4" for 96" (8'-0") doors. Full height doors are available at an extra charge — please inquire.

ADDITIONAL INFORMATION

>  Fiberglass Doors Product Guide

(//d3smgugi4r5d3e.cloudfront.net/docs/GlassCraft/Fiberglass/glasscraft-premiumfiberglassdoorproductguide.pdf)

>  Door Finishing Care And Installation Guide

(//d3sm9ugi4r5d3e.cloudfront.net/docs/GlassCraft/Fiberglass/glasscraft-16-fiberglassdoorfinishingcareinstallationguide2015.pdf)

>  Frame Sizes And Design Pressure

(//d3sm9ugi4r5d3e.cloudfront.net/docs/GlassCraft/Fiberglass/FrameSizesAndDP.pdf)

>  Touch-Up and Refinishing Guide

(//d3sm9ugi4r5d3e.cloudfront.net/docs/GlassCraft/Fiberglass/fiberglass-refinishing-kits-2017.pdf)



Doors4Home

5446 W HWY 290 # 301

Austin, TX 78735

Toll Free: 1-877-929-3667

Local: 1-512-294-2747

Email: Sales@doors4home.com (mailto:Sales@doors4home.com)

www.doors4home.com (https://www.doors4home.com)



(https://www.doors4home.com/p-3293-34-lite-2.aspx?utm_term=&utm_campaign=D4H+New+Customer+Acquisition&utm_source=adwords&utm_medium=) (https://www.doors4home.com/p-3293-34-lite-2.aspx?utm_term=&utm_campaign=D4H+New+Customer+Acquisition&utm_source=adwords&utm_medium=) (https://www.doors4home.com/p-3293-34-lite-2.aspx?utm_term=&utm_campaign=D4H+New+Customer+Acquisition&utm_source=adwords&utm_medium=) (https://www.doors4home.com/p-3293-34-lite-2.aspx?utm_term=&utm_campaign=D4H+New+Customer+Acquisition&utm_source=adwords&utm_medium=) (https://www.doors4home.com/p-3293-34-lite-2.aspx?utm_term=&utm_campaign=D4H+New+Customer+Acquisition&utm_source=adwords&utm_medium=)

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Careers (t-careers.aspx)

Support

Customer Support (support.aspx)

My Orders (account.aspx#OrderHistory)

Quote Request (quote-request.aspx)

Shipping (t-shipping.aspx)

Returns (t-returns.aspx)

Warranty (t-warranty.aspx)

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Sunday: Closed

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