CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
AGENDA • MAY 12, 2025

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 : Draft Minutes - April1 4, 2025
Draft Minutes.pdf

3. UNFINISHED BUSINESS

4. NEW BUSINESS

4.1 : **Public Hearing:** *COA2025-07* - 132 W. Washington St. - Request for window replacements
1. Staff Report.pdf
2. Application.pdf
3. Design details.pdf
4. Product info.pdf

4.2 : **Public Hearing:** *FIP2025-01* - 540 E. Washington St. -Facade Improvement Grant request
1. Staff Report.pdf
2. Application.pdf
3. Quote 1 B&M Painting.pdf
4. Quote 3 Rankin.pdf

4.3 : Presentation: "Briefing Presentation on Redevelopment West Washington Street"
Charles Town Real Estate Redevelopment Plan Proposal Place and Main.pdf

5. ADJOURNMENT

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

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

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

SCHEDULED

Meeting: 05/12/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

AGENDA ITEM (ID #)

Draft Minutes - April1 4, 2025

ATTACHMENTS:
- Draft Minutes.pdf

CITY OF CHARLES TOWN
HISTORIC LANDMARKS COMMISSION
MINUTES • April 14, 2025

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

1. CALL TO ORDER

Present: Amanda Updike - Chair
Diane Drake
Randy Hilton
Nick Zaglifa
Anthony Troxel

James Newman, Zoning Administrator
Wendy Schutz, Permit Technician, Attended Virtually

2. APPROVAL OF MINUTES

2:1 March 10, 2025 - Minutes

RESULT:	**Approved Unanimously**
AYES:	Updike, Drake, Hilton, Zaglifa, Troxel

3. UNFINISHED BUSINESS

3.1 Commission Review – COA2024-20 – 201 N. Lawrence St – New Porch

Staff presentation.

The applicant stated he will try to keep the porch support posts to the original design by saving at least two (2) posts and having craftsmen recreate the rest. He further discussed the design of the porch.

Mr. Zaglifa voiced his concerns about construction details. The applicant's contractor explained the materials and design to Mr. Zaglifa's satisfaction.

Motion to approve:

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

3.2 Commission Review – FIP2024-03 – 201 N. Lawrence St – Grant Request

Staff presentation.

DRAFT

Mr. Zaglifa stated the request should be tabled until extra bids are submitted. Staff explained that if this request were denied those funds would be available for other applicants, ad that several citizens had reached out about funding. The applicant stated that he did not mind if the grant request was denied, and was willing to come back with grant requests for specific repairs rather than a whole-structure approach as submitted.

Motion to table the request until extra bids are submitted:

RESULT:	**FAILED**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	

Motion to approve COA as submitted:

RESULT:	**FAILED**
MOVER:	Zaglifa
SECONDER:	Hilton
AYES:	

4. NEW BUSINESS

4:1 Public Hearing: COA2025-06 – 212 N George St – Window & Siding Replacement

Staff presentation.

Motion to open public hearing:

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

Applicant Forest Richard spoke briefly.

Motion to close public hearing

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

Motion to approve COA2025-06 as recommended by staff:

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

Board then discussed the downtown County buildings being sold and the possibility of the courthouse being vacated.

5. ADJOURNMENT

DRAFT

Motion to adjourn:

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

Adjourned at 7:38 pm.

DRAFT

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

Meeting: 05/12/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *COA2025-07* - 132 W. Washington St. - Request for window replacements

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Design details.pdf
- 4. Product info.pdf

Certificate of Appropriateness
COA-2025-07

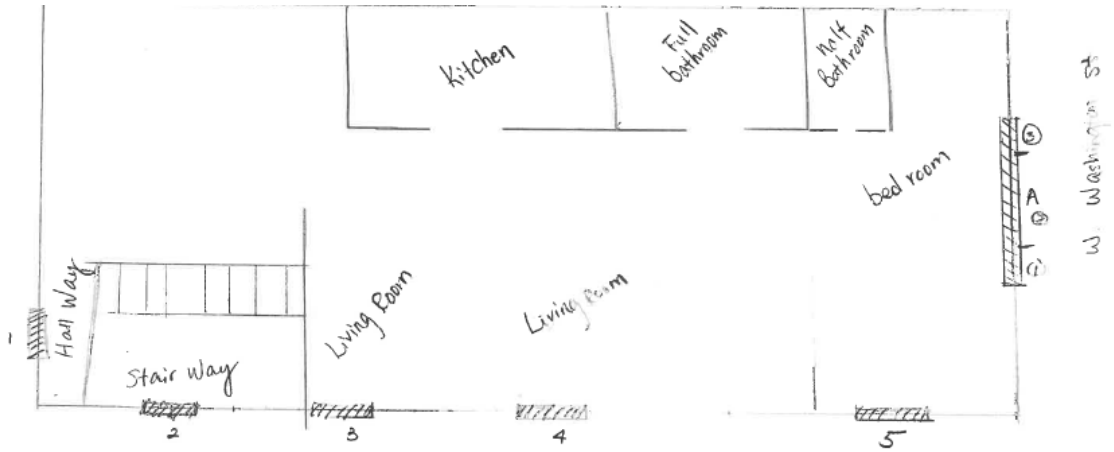
Date: For the May 12, 2025 Historic Landmarks Commission meeting
Applicant: YYDC LLC
Property Owner: YYDC LLC
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Certificate of Appropriateness for a window replacement
Property Location: 132 W. Washington St.
Current Zoning: Old Town Mixed Use Commercial (OT-MUC)



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

PROPOSAL

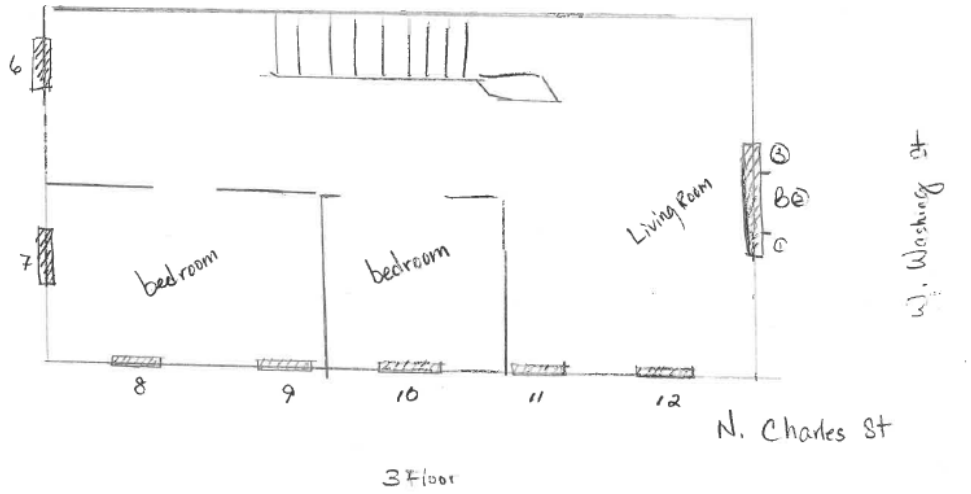
A request for a Certificate of Appropriateness to install a new vinyl window on the third floor (identified with the #7 below). The applicant will be installing 17 other vinyl replacements as in-kind replacements, which does not require HLC approval.



Window 1, 2, 3, 4, 5 40½" x 78½"
- Double hung
- White fram
- Low E, annealed glass with Argon gas
- Full Screen

Window A-①②③
- Double hung
- White fram
- Low E, annealed glass with Argon gas
- Full Screen

①③ 15¾" x 79"
② 40½" x 78½"



Window 6, 7, 8, 9, 10, 11, 12 40½" x 78½"
- Double Hung
- White fram, Vinyl
- Low E, annealed glass with Argon gas
- Full Screen

Window B-①②③
- Double Hung
- White fram
- Low E, annealed glass with Argon gas
- Full Screen
- White Vinyl fram

①③ 15¾" x 79"
② 40½" x 78½"

STRUCTURE VIEW

Images from staff pictures taken May 6, 2025. Labelled per applicants renderings:



Front view from W. Washington St.



Side view from N. Charles St.



Rear view from N. Charles St.

The structure has eight windows on the second floor and nine working windows and one boarded window on the 3rd floor. All windows on the rear and side are 6/6 double hung. The main windows on the front are also 6/6 double hung, with adjacent 2/2 double hung windows. All working windows appear to be screened and made of vinyl.

The applicant is specifically requesting approval make window #7 (see above image) into an operable window with the installation of a new window set. The applicant is permitted to replace the other 17 windows with an in-kind replacement; in this case, vinyl.

ORDINANCE REQUIREMENTS

None.

HISTORIC DISTRICT REQUIREMENTS

"*It is almost always advisable for aesthetic and financial reasons to attempt to repair historic windows, before resorting to replacement of in-kind material and design. Replacement of windows which are visible from the primary street and side street, way or alley for corner lots, if different in appearance and material from the original windows, will require a COA. If replacement with*
Windows of a different appearance is deemed necessary, the property owner must first submit a request for a Certificate of Appropriateness for review and approval or disapproval by the CTHLC, along with the specifications of the replacement window for consideration" -Design Review Standards, pg. 30.

Whie the HLC generally denies requests for vinyl windows, in this case, the applicant has the ability to replace 17 of 18 windows with vinyl. The new window will be on the top floor at the rear of the building, and will match the other proposed replacements

STAFF RECOMMENDATION

Approval.

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

Fee: $60

No buildings, site or structure shall be moved or demolished until after an application for a certificate of appropriateness has been submitted to and approved by the Historic Landmarks Commission. 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.

RECEIVED
MAR 05 2025
BY: _____

COA Application No._____

1. DATE: 2/5/25

2. APPLICANT'S NAME* YYDC LLC

Address: 132 W. Washington St

Telephone Number: (304) 620 8887

Email Address: drayhomescorp@gmail.com

Relationship to Owner: ☐ Lessee ☐ Contractor ☐ Architect ☐ Consultant

Other:_____

3. PROPERTY OWNER'S NAME YYDC LLC (Ya Ling Chen)

Address: 204 Aylesbury Lane STE #C

Telephone Number: (304) 620 8887

Email Address: drayhomescorp@gmail.com

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

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

Property Address: 132 W Washington St Charles Town WV 25414

Tax Map # and Parcel(s): 03 0029 0000 0000

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

Mix used. 1/F Retail (Poke Boba) 2/F & 3/F are Apartment

6. DESCRIBE THE CURRENT (or if vacant, former) USE OF THE SUBJECT PROPERTY

Same

7. TYPE OF WORK:

A. [X] Exterior alteration or repairs. Window Replace

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

E. Other:

8. City of Charles Town Business License # if work is being performed for a commercial use:

9. 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. **PROVIDE A NARRATIVE. 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) 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.**

(continued on next page)

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.

Signs

Estimated Cost of Signage (**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 LIT? If yes, describe the type of lighting to be used:

_____

PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage), and attach to this form.

PROVIDE AN ILLUSTRATION OR PHOTOGRAPH of the PROPOSED SIGN(S) and LOCATION.

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 3/5/25

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

_____ Date _____

Please submit an original completed application to the following:

At City Hall:	Or	Via Mail:
Zoning Administrator City of Charles Town 101 E. Washington Street Charles Town, WV 25414		Zoning Administrator City of Charles Town PO BOX 14 Charles Town, WV 25414

CITY USE ONLY

Application Number:_____ Date Application Received:_____

Zoning District: _____

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

Receipt No._____

Historic Landmarks Commission Approval or Denial and date of action:

_____

Comments:_____

_____

_____

_____

RECEIV
APR 04 2
BY:

City of Charles Town
Department of Community Development
Division of Building Inspection and Code Compliance
101 East Washington Street - P.O. Box 14
Charles Town, WV 25414
(304) 724-3248 www.charlestownwv.us

Date: 3/13/2025 2:39:30 PM

Ya Ling Chen
YYDC LLC
204 AYLESBURY LN STE D
MARTINSBURG WV 254037745
drayhomescorp@gmail.com

Permit Number 25-260 HLC
Job Address: 132 W WASHINGTON ST STE 100, CHARLES TOWN 25414

Dear Ya Ling Chen,

Staff has completed its review of plans for the YYDC LLC that is to be located at 132 W WASHINGTON ST STE 100, CHARLES TOWN 25414. Comments from this review follow.

Building Official Review
The following comments have been provided by DUANE DUNN. Should you have any questions or require additional information regarding any of these comments, please contact DUANE DUNN by telephone at #Error or by email at ddunn@charlestownwv.us.

i. Since this structure is in the HLC district, the replacement windows will need to be approved by the HLC committee.
ii. Please provide a basic floor plan of the level in the structure and show the location and amount of windows that are being replaced. Please show each replacement window location, and name the rooms for their uses on plan that each window is located in.
iii. Are these windows located in any Bedrooms? Please advise. If so, please provide the existing window operating type (double hung, casement, etc...), and the proposed window operating type. Replacement Bedroom windows are only exempt from meeting 5.7 egress size if like for like replacements.
iv. Are any of these new windows within 24" of an exterior doors edge, or within 60" of a tub/shower or stairs? Please advise and show on floor plan if this is the case. If so, the windows may need to have tempered glazing per the IBC. NO
v. Please provide new window U-factors.

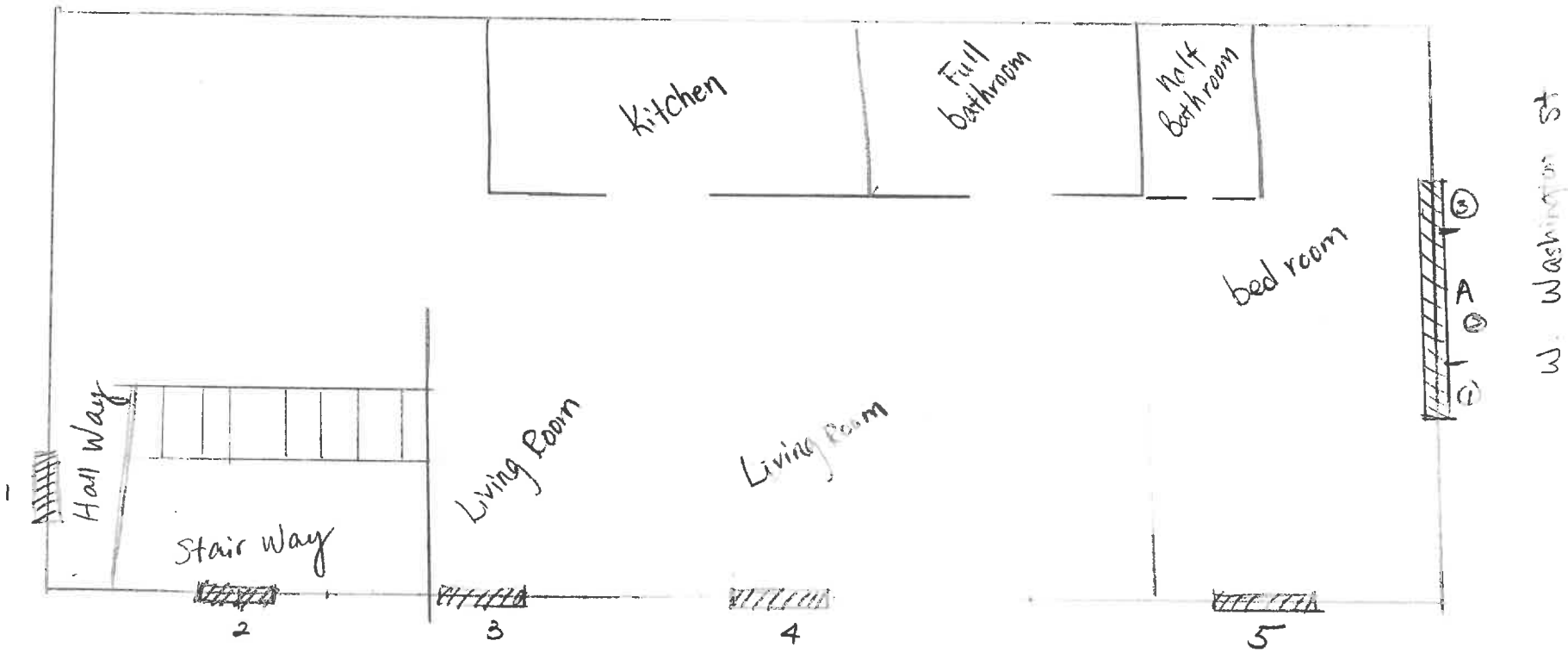
Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at , or by e-mail at ddunn@charlestownwv.us.

Thank you,

132 W Washington St
Charles Town, WV 25414

4/4/25
Che



2nd floor

Window 1, 2, 3, 4. 5 40½" x 78½"

- Double hung
- White fram
- LOW E. annealed glass with Argon gas
- Full Screen

Window A-① ② ③

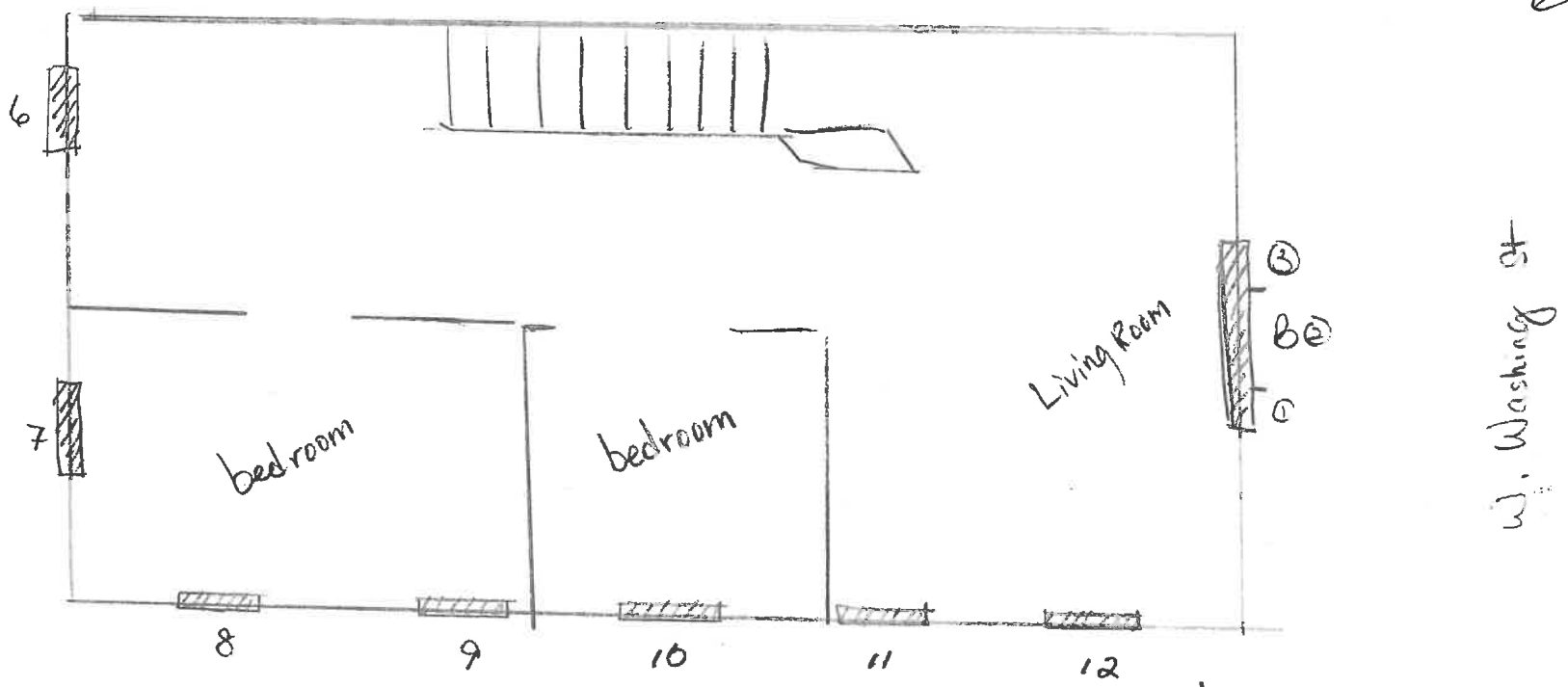
- Double hung
- White fram
- LOW E. annealed glass with Argon gas
- Full Screen

①③ 15¾" x 79"

② 40½" x 78½"

[illegible] W. Washington St
Charles Town, WV 25414

4/4/25



3 Floor

Window 6, 7, 8, 9, 10, 11, 12 40½" x 78½"

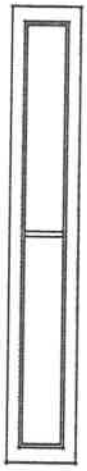
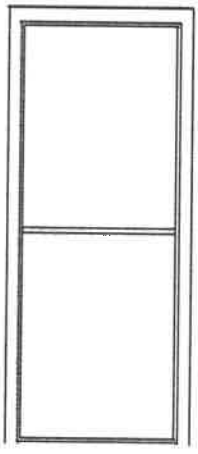
- Double Hung
- White fram, Vinyl
- Low E. annealed glass with Argon gas
- Full Screen

Window B-①②③

- Double Hung
- White fram
- Low E, annealed glass with Argon gas
- Full Screen
- White Vinyl fram

①③ 15¾" x 79"

② 40½" x 78½"

Line	Qty.	Description	Size (W x H)
1	4	Repl eXtreme X3000 Double Hung - White - Clear - Standard Low-E/Argon - E Full Screen - Standard Mesh - 1 Lock (White) - Night Latch - Glass Breakage Warranty (Opening Size: 16 W x 79 1/4 H) - U Factor: 0.31, SHGC: 0.28 	15 3/4" x 79" ES
2	10 14	Repl eXtreme X3000 Double Hung - White - Clear - Standard Low-E/Argon - E Full Screen - Standard Mesh - 2 Locks (White) - Night Latch - Glass Breakage Warranty (Opening Size: 40 3/4 W x 78 3/4 H) - U Factor: 0.31, SHGC: 0.28 	40 1/2" x 78 1/2" ES

132 W. Washington St
Charles Town WV 25414

NORANDEX Search: Search Norandex



Home (/) > Products (/Products/) > Extreme Windows (/Products/Extreme-Windows/) > Norandex Extreme Replacement (/Products/Extreme-Windows/Norandex-Extreme-Replacement/) > Extreme 3000 (/Products/Extreme-Windows/Norandex-Extreme-Replacement/Extreme-3000/)

eXtreme Series 3000

With the growing emphasis on greener living, home owners are probably looking for windows that are not only an attractive addition to their home, but also an energy-efficient, cost-saving solution that can withstand the wear and tear of a few decades without diminishing in performance or visual appeal.

The Norandex eXtreme 3000 Double Hung, Sliders, and Picture Windows are the perfect dependable and stylish option for replacement projects. They are:

- Durable
- Low-maintenance
- Affordable
- Energy-Efficient
- Attractive

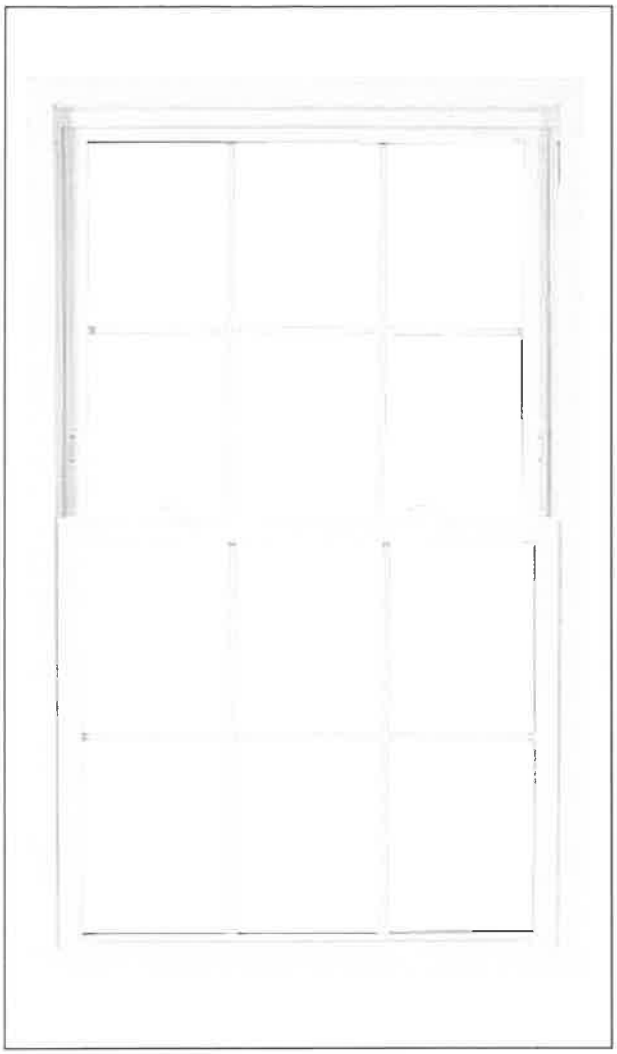








PRODUCT DETAILS



1 Beveled main frame for attractive appearance

2 Interlocking sash rails

3 Standard extruded half-screen, optional full

4 Insulated glass panels with warm-edge spacer system

5 Sloped sill

6 Fusion welded frame and sash

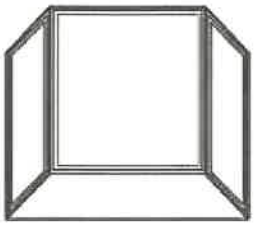
7 Constant force coil balance system

8

Twin push button night latches

9 Integrated lift rail

AVAILABLE STYLES



Bay & Bow
(/products/extreme-windows/window-styles/bay-bow/)



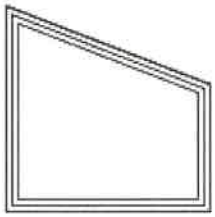
Double Hung
(/products/extreme-windows/window-styles/double-hung/)



Picture
(/products/extreme-windows/window-styles/picture/)



Slider
(/products/extreme-windows/window-styles/slider/)



Specialty Shapes
(/products/extreme-windows/window-styles/specialty-shapes/)

COLOR OPTIONS

INTERIOR COLOR OPTIONS

White

Almond

EXTERIOR COLOR OPTIONS

White *(if selected, interior color must be White)*

Almond *(if selected, interior color must be Almond)*

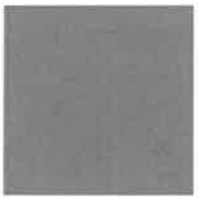
Clay



Hunter Green



Dark Chocolate



Terratone



Brick Red

Gray



Bronze

Tan



Black

Complement your new windows with other quality products.



(/products/vinyl-siding/)



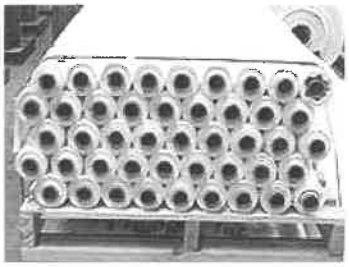
(/products/perfexion-windows/)



(/products/regional-products/)



(/products/metal-products/)



(/products/other/)

HOW TO BUY

Find a Local Branch (/where-to-buy)

Contact Us (/contact-us)

PRODUCT RESOURCES

Professional Resources (/resources/professionals/windows/product-literature/)

Download Warranty (/media/1098/extreme-replacement-warranty.pdf)

Download Brochure (/media/1099/extreme-3000-brochure.pdf)

(/)

PRODUCTS

All Products (/products/)

Vinyl Siding (/products/vinyl-siding/)

Extreme Windows (/products/extreme-windows/)

Perfexion Windows (/products/perfexion-windows/)

Regional Products (/products/regional-products/)

Metal Products (/products/metal-products/)

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CA Supply Chain Transportation Act (https://www.abcsupply.com/ca-supply-chain-transparency-act)

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Gmail Yaling Chen <drayhomescorp@gmail.com>

Res-94581-D Ray Homes/132 West Washington Street quotes

2 messages

Paula Wells <Paula@berkeley-glass.com> Wed, Feb 12, 2025 at 11:42 AM
To: Yaling Chen <drayhomescorp@gmail.com>

Hello Yalin,

First quote:

Berkeley Glass will furnish and install:

One (1) Replacement Window - Extreme X3000:

- Double hung
- White frame
- Low E, annealed glass with Argon gas
- Full screen

for the sum of $1,384.84.

Second quote:

Berkeley Glass will furnish and install:

Eighteen (18) Replacement Windows - Extreme X3000:

- Double hung
- White frame
- Low E, annealed glass with Argon gas
- Full screen

for the sum of $14,030.46.

Job location: 132 West Washington Street, Charles Town.

Please contact us if you wish to move forward with this quote.

This quote is valid for 30 days unless otherwise stated.

Thank you,



Wishing you a happy and blessed day!

Paula J. Wells

office: 304.267.4527x1015

BERKELEY GLASS

411 Auburn Street

Martinsburg, WV 25401

hours: 8:00 – 4:00 (Monday-Friday)

email: Paula@Berkeley-Glass.com

website: berkeley-glass.com

Paula Wells <Paula@berkeley-glass.com> Thu, Feb 13, 2025 at 11:18 AM
To: Yaling Chen <drayhomescorp@gmail.com>

https://www.norandex.com/products/extreme-windows/norandex-extreme-replacement/extreme-3000/

Hello Yalin,

Please see the above link. I think that would be helpful for the description of the windows that we quoted. Secondly, Dustin said there should not be any additional drywall work needed.

[Quoted text hidden]

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

Meeting: 05/12/25
Department: Historic Landmarks Commission
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Public Hearing: *FIP2025-01* - 540 E. Washington St. -Facade Improvement Grant request

ATTACHMENTS:

- 1. Staff Report.pdf
- 2. Application.pdf
- 3. Quote 1 B&M Painting.pdf
- 4. Quote 3 Rankin.pdf

Façade Improvement Grant
FIP 2025-01

Date: For the May 12, 2025 Historic Landmarks Commission meeting
Applicant: Nick Petti
Property Owner: PETTI JEAN M & NICHOLAS J
Report by: James Newman, City Planner, Zoning/Subdivision Administrator
Proposal: Façade Improvement Grant
Property Location: 540 E. Washington St.
Current Zoning: Old Town Residential (OTR).



HISTORIC SURVEY BUILDING INFORMATION: Not available.

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:

- *Trim: Painting and repair*
- *Windows: Painting and repair*
- *Chimney: Masonry repair*
- *Widows Walk: Replace railing.*

ORDINANCE REQUIREMENTS

No applicable ordinance requirements.

STRUCTURE VIEWS

Applicant provided photographs:







3





4





5



6



7



GRANT REQUIREMENTS

A. Policy for Two Bids:

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

B. Application Process:

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

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

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

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

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

QUOTES

The applicant has provided two quotes:

1. B & M Painting: $38,693.03
2. Rankin Painting: $11,300

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

AVAILABLE FUNDS

$5,000 dollars remain available in the fund.

STAFF RECOMMENDATION

Approve.

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

CITY OF CHARLES TOWN

Department 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

To: Applicants of the Façade Improvement Program
From: Seth A. Rivard, Director of Community Development
Date: October 15, 2018
Subject: Façade Improvement Program Submission Requirements

Policy for Façade Improvement Program for paint and materials:

1. Appropriate paint colors for Charles Town are color tones that would have been traditionally and predominately found in the mid-Atlantic region. Colors on a structure must be appropriate to the period from which the structure was constructed. (this applies to FIP and would be a general statement of recommendation that identify the types of the colors the Design Review Standards states "must" be used).
2. Color tones chosen should complement the details of the building and the composition of the color should not obscure or hide the details.
3. For depiction purposes, six (6) samples of the paint swatches will be required to be submitted. This will allow one sample of chosen paint colors per HLC member and one for the file. Renderings are allowed, but are not a substitution of the paint swatches.
4. In the event the applicant changes material or paint colors once an application is submitted, the applicant shall provide updated material to the Department of Community Development.

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.

Policy on Composite Material:

1. The HLC, at its discretion, may consider composite material. The HLC will closely examine how the composite material will look in relationship to the original material. This could include, but is not limited to, shape, size, profile and texture. At least one sample of the proposed material will be required at time of application submission.

Policy for Façade Improvement Program Expiration Date:

1. After an award of a Façade Improvement Program Grant, the awardee will have one year from the time of the award to complete the improvements.

Yard Sign

1. “This project was funded in part through the City of Charles Town’s Façade Improvement Program.” This sign shall be posted for a minimum of 3 weeks and should be up while the project activity is underway.

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM







City of Charles Town
101 East Washington Street
Charles Town, WV 25414

Phone: 304-724-3248
Fax: 304-725-1014
Website: www.charlestownwv.us

Investing in the Future of Charles Town

Charles Town's Façade Improvement Program was designed as an effort to improve and enhance the overall look and experience of downtown Charles Town. The program is intended to assist property owners and/or tenants within the Charles Town Historic Overlay District (HOD) in beautifying and rehabilitating property fronts for the purposes of attracting both customers and prospective business owners and serving as a tool for revitalization of the downtown area.

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**, for eligible projects and revitalization efforts in the Historic Overlay District of Charles Town. The program is managed by the City of Charles Town's Historic Landmarks Commission. Design and program components may be amended periodically to accommodate new or modified City policies and procedures.

PROGRAM ELIGIBILITY

Property owners who own properties within the boundaries of the Historic Overlay District, or their tenants, are eligible to apply for the program.

ELIGIBLE PROJECTS

All projects accepted for the program must reflect "true to age" improvements. All improvements must be consistent with Design Review Standards established by the Charles Town Historic Landmarks Commission (CTHLC) as well as the Codified Ordinances of the City of Charles Town. Only exterior, street-facing improvements are eligible to receive match funding. Eligible improvements include, but are not limited to:

- Awnings appropriate for the façade improvement and architecture;
- Exterior painting consistent with other downtown buildings and accepted as recognized historical coloring;
- Non-illuminating signs that are compatible with other buildings on the block and that conform to Historic Landmarks Commission Standards and the Codified Ordinances of the City of Charles Town;
- Exterior masonry repair;
- Repair to exterior facades that face the street or corners in which one side faces the street;
- Sign removal, replacement, or repair that follows Historic Landmarks Commission Standards and the Codified Ordinances of the City of Charles Town;
- Repair or replacement to cornices, windows, decorative detail, doors, awnings, or window display lighting;
- Exterior lighting structures and hardware on the street-facing side of the building;
- Structural landscaping features;

- Addition or modification to entryways that allow for greater access for people with disabilities;
- Reconstruction of features that were part of the original structure and can be documented;
- Removal of historically inappropriate elements or features.

INELIGIBLE PROJECTS

New construction projects, government properties, and national franchise properties are not eligible to participate in the Façade Improvement Program. Ineligible improvements include:

- Interior improvements;
- Roofing;
- Paving;
- Structural improvements;
- Security measures;
- Loading docks;
- Parking entrances;
- Removal of structurally important features.

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.

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

5. Apply for and obtain all necessary permits.
6. Submit receipts/invoices to the City once the project is complete.

CONDITIONS OF APPROVAL

Proposals, estimates, sketches/photographs, and project descriptions will be reviewed by the CTHLC and a determination will be made as to acceptance into the program. In addition to previously listed requirements, all properties must be paid to date on all municipal taxes. Each property will be eligible for one grant per twelve (12) month period. Grants may be limited based on availability.

APPROVAL PROCEDURES

Upon receipt of application and required materials for consideration, each application will be reviewed and the property will be deemed eligible or ineligible for grant funding by staff. If deemed eligible, The HLC will make a decision based on compliance of the project with the Charles Town Historic Landmarks Commission Design Review Standards, the Codified Ordinances of the City of Charles Town, and character of the project as compared with existing properties in the surrounding area. **Since the awarding of the grant funding will also act as approval of the Certificate of Appropriateness (COA), *both* the COA application and Façade Improvement Program Application will need to be submitted together for review and consideration.**

If approved for grant funding, the City will contact the applicant, a Grant Approval Agreement will be signed by the property owner, and the applicant may begin his/her matching portion of the project. If the application is denied, the applicant will receive notification and an explanation of the denial. The City may also provide recommendations for modifications that could be made in order for the project to receive consideration for approval at a later date.

PROJECT MANAGEMENT

All property owners or tenants accepted into the Façade Improvement Program will be fully responsible for managing construction of projects, including, but not limited to, obtaining bids, selecting contractors, obtaining approvals, permits, and insurance, overseeing construction work, and paying all invoices for work, materials, and supplies.

The City of Charles Town encourages employment and business opportunities for local residents and businesses. Participants shall seek to solicit bids and proposals, materials, and labor from qualified local residents and businesses whenever possible.

Property owners or tenants may not discriminate on the basis of race, gender, religion, national origin, ethnicity, ancestry, origin, sexual orientation, marital status, creed, age, or disability in the solicitation of contractors, subcontractors, workers, and suppliers.

The City makes no guarantees on quality and soundness of construction or other repairs, additions, or removals. Any contractor or subcontractor working on the project must be licensed and insured. In addition, any contractor or subcontractor must have a valid business license issued by the City of Charles Town. The property owner or tenant is responsible for ensuring that all contractors and subcontractors meet these requirements.

PAYMENT OF MATCHING FUNDS

Construction may begin only after the application has been approved by the Historic Landmarks Commission, an agreement has been signed, all required permits have been obtained, and formal approval to begin the project has been given to the applicant in writing. **Any work completed prior to formal written approval will not be eligible for funding.**

Grants will be issued after the property owner's portion of the project has been completed and the City has received receipts detailing the completed work. Upon completion, City staff must be contacted for a site inspection. If the project meets all standards, the City shall provide funding for no more than 50% of the total cost of the project, not to exceed $5,000.00.

Upon completion of the project, the Applicant will provide accounting of all project costs and a copy of all paid invoices. Projects must be completed within twelve (12) months after formal approval has been granted.

APPLYING AS A TENANT

Tenants applying for the Façade Improvement Program shall have the property owner's permission to make any improvements detailed in the COA. The property owner of record signature shall be required on all applications and no application will be accepted if the property owner signature is not present.

ADDITIONAL INFORMATION

The City recommends that any property owner or tenants interested in applying for acceptance into the Façade Improvement Program contact City staff prior to submitting an application. Questions about the program may be directed to the City Planner. Applications may be obtained at City Hall and at www.charlestownwv.us.

CITY OF CHARLES TOWN
FAÇADE IMPROVEMENT PROGRAM

APPLICATION

Applicant's Name: Nick Petti

Date: 04 / 1 / 2025 (Day / Month / Year)

Company Name:

Phone: 571-643-2926

Mailing Address: 540 E Washington Street
Charles Town, WV 25414

Fax:

E-mail: petti.nick@gmail.com

Project Address: 540 E Washington Street , 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:

Trim painting and minor repair
Window repair and painting
Masonry repair to chimney
Replace widow's walk decorative railing

Estimated Project Start Date: 06 / 01 / 2025 (Day / Month / Year)
Estimated Project End Date: 11 / 30 / 2025 (Day / Month / Year)

Estimated Total Project Budget: $13,265

Grant Amount Requested: *$5,000.00*

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

<u>If the application and request is approved, the following will be required</u>:

- 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: *Nick Petti*

Property Owner's Signature: N Petti

Date of Application: 4/1/2025

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

COA Application No._____

CERTIFICATE OF APPROPRIATENESS APPLICATION

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

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

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

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

1. APPLICANT'S NAME *Nick Petti*

Address: *540 E Washington Street, Charles Town WV 25414*

Telephone Number: (*571*) *643-2926* Fax Number (___)

Email Address: *petti.nick@gmail.com*

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

2. CURRENT PROPERTY OWNER'S NAME *Nick Petti*

Address: *540 E Washington Street, Charles Town WV 25414*

Telephone Number: (*571*) *643-2926* Fax Number (___)

Email Address: *petti.nick@gmail.com*

3. PHYSICAL ADDRESS: *540 E Washington Street, Charles Town WV 25414*

Tax Map # and Parcel(s): *2-0262-0000-0000, Book 1273, Page 42*

Zoning District: *Old Town Residential*

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

Private residence

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

Private residence

6. 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

7. EXTERIOR ALTERATION OR REPAIR

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

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

Trim painting and minor repair- match color
Window repair and painting- match color
Masonry repair to chimney- match color
Replace widow's walk decorative railing- match color and materials

CERTIFICATION

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

Signature of Applicant

_____ Date 4/1/2025

Signature of Property Owner

_____ Date 4/1/2025

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:_____

_____

_____

_____

_____

_____

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** 4/1/2025

B & M PAINTING INC

92 EAST BURR BLVD
KEARNEYSVILLE, WV 25430

Estimate

DATE	ESTIMATE NO.
3/21/2025	9949

NAME / ADDRESS
Nick Petti 540 E. Washington Charles Town, WV. 25414

PROJECT

DESCRIPTION	QTY	COST	TOTAL
EXTERIOR PREP AND PAINTING			
Scope of Work Cover ground with 6 mill plastic and attach to foundation to contain loose and flaking paint being removed. Scrape and sand surfaces to be painted to remove any loose and flaking paint. Use Paint Eaters Sanders to smooth out rough edges when possible. Remove any loose window glazing then prime those areas with Ben Moore Fresh Start Oil Primer and allow to dry. Reglaze windows with Dap 33 Window Glazing. Caulk any areas of need with Sherwin Williams 950 55 Year Caulk. Apply 1 coat of Ben Moore Fresh Start Oil Primer on all wood surfaces listed to be painted. Allow 24 to 48 hours drying time the sand with 3-M Sanding Sponges. Apply 2 coats of Ben Moore Regal High Build Soft Gloss allowing 24 hours between coats.			
Pricing			
Labor (scraping/sanding prep)	386	44.88	17,323.68T
Soffit & Fascia With Frieze Board	294	18.20	5,350.80T
Small Sofft & Fascia (rear)	68	9.70	659.60T
4 over 4 Windows Units	16	168.00	2,688.00T
1 over 1 Windows	2	136.00	272.00T
Fixed Windows	2	80.00	160.00T
6 over 6 Windows	14	188.00	2,632.00T
Small Detain Windows	3	90.00	270.00T
Front Porch Boxing	29	19.60	568.40T
Round Columns	4	218.00	872.00T
1/2 Columns	2	96.00	192.00T
Main Entry	1	390.00	390.00T
Right Side Porch Columns	4	170.00	680.00T
		TOTAL	

B & M PAINTING INC

92 EAST BURR BLVD
KEARNEYSVILLE, WV 25430

Estimate

DATE	ESTIMATE NO.
3/21/2025	9949

NAME / ADDRESS
Nick Petti 540 E. Washington Charles Town, WV. 25414

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Right Side 1/2 Columns	2	145.00	290.00T
Right Side Porch Boxing (outside of porch)	65	14.20	923.00T
Right Side Porch Pickets	62	9.70	601.40T
Upper Porch Boxing	58	19.60	1,136.80T
Left Side Round Columns	2	218.00	436.00T
Left Side Square Columns	2	160.00	320.00T
Plastic & Duct Tape	1	234.22	234.22T
Paint Eater Wheels	37	9.88	365.56T
Disposable Lead Paint Suits	20	6.87	137.40T
Payment: In full with 30 days from completion			
Accepted & Date			
_____			
W.V. sales Tax		6.00%	2,190.17

TOTAL $38,693.03



WV License#057478

Rankin Painting
620 Mordington Ave.
Charles Town, WV 25414
304-728-8063
RankinPainting304@gmail.com

DATE: MARCH 31, 2025
INVOICE # 250331

TO Nick Petti
540 E Washington St.
Charles Town, WV 25414
571-643-2926
Petti.nick@gmail.com

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Christine van Delden	540 E Washington St.	Due On Receipt	Due Upon Completion

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Light Power Wash Exterior Of House		1,050.00
	Scape Loose Chipping Paint Following EPA Guidelines, Caulk and Paint 2 Coats In The Following		
Front	Top Boxing, Top Fascia Trim, 5 Double Windows With Trim, 2 Smaller Window Trims, Portico Boxing & Fascia, 4 Columns, Ceiling, Front Door With Surrounding Trim, Pickets and Rails. Reglaze 5 Double Windows.		2,250.00
Right	Top Boxing, Top Fascia Trim, 2 Double Windows-1 Single Window With Trim, Exterior and Interior Screened-In Porch Boxing Trim and Screen Trim With 2 Doors, 4 Columns With Picket and Rails, 2 Double Windowpane Doors, Porch Floor With 2 Sets Of Steps Reglaze 2 Double, 1 Single Windows.		2,400.00
Rear	Boxing and Fascia Trim On House, Top Porch, Lower Screened Porch and Kitchen Addition, 8 Single Windows With Trim, 2 Smaller Window Trims, Top Porch Columns, Pickets, Rails, Ceiling and Door. Lower Screen Trim, Columns, Pickets and Door-Exterior Only On Screened Porch Reglaze 8 Single Windows		2,550.00

Left	Boxing and Fascia Trim On House, Lower Small Screen Porch and Kitchen Addition. 8 Single Windows With Trim, 3 Smaller Window Trims, Screen Trim With Door, Column Trim, Pickets and Rails, Porch Floor With Steps		1,950.00
	Sherwin Williams Duration Paint and Other Materials		1,100.00
	No Brick and No Shutters		
		TOTAL	**$11,300.00**

You can expect this job to be completed in approximately 8-10 consecutive business days.

Terms and Conditions:

Scope of Work:

Rankin Painting will provide to the client the services as described in the attached proposal which is hereby incorporated into this contract as a reference. Rankin Painting will provide all services, material (unless specified), labor, tools, and equipment needed for completion of services in the quote at the address listed above. All services will be in compliance of local codes and company agrees to provide professional quality services according to acceptable industry standards and practices. Rankin Painting can provide company credentials upon request. i.e. contractor's license, insurance, certifications and business registration certificate.

Payment Terms:

For projects over $5,000.00 a 1/3 deposit will be due upon signing of agreement or on first day of starting project, the remaining balance or total balance (if no deposit) will be due at completion of job. For credit card payments a 3.7% processing fee will be added to total amount due. If for any reason, the project is delayed beyond the control of the company due to unforeseen issues with the property, natural disaster, or client circumstances the client agrees to pay Rankin for the work completed until a new schedule is agreed upon by both parties. Payment is the responsibility of the client and is due at completion of work. Client agrees to pay a late charge of 2.5% per month on all balances unpaid after 3 days of job completion date.

Change Order:

Any deviation from the above Scope of Work involving a change in the scope of work or any additional costs will be executed only with a written change order signed and dated by both the company and client.

Other Terms:

Rankin Painting will not be responsible for client's color choices or keeping a log of colors used in previous projects, due to potential error. Potential error-clients color mistake or paint not mixed correctly at a paint store. Our company strictly paints and does not make paint or own equipment to mix paint.

Foundation Sealing $350.00 Minimum Charge

Bucket Truck $300.00 Minimum Charge

Warranty:

Rankin Painting warrants all work will be performed in a good and workmanlike manner. If a failure occurs such as missed or touch up needs, we will come back and fix failed area and homeowner will not incur any additional charges. All materials used in the project will be new and of good quality; and all work will be completed as defined in the scope of work outlined in the accepted agreement. We at Rankin Painting will guarantee any natural chipping, peeling, cracking, and/or fading of paint for six months. *Epoxy floors and concrete staining not included in warranty.

Conditions:

This proposal is valid for at least 30 days. Rankin Painting reserves the right to withdraw this proposal or re-quote the project if contract acceptance is beyond 30 days. Reschedules should be made 1 week prior to start day and no later than 48hrs before start date.

You must sign this agreement in order to secure a start date. By signing this agreement, I acknowledge that I have read and understand the terms and conditions of this proposal.

Customer Signature: _____

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

SCHEDULED

Meeting: 05/12/25
Department: Historic Landmarks Commission
Category: Information Only
Initiator:

AGENDA ITEM (ID #)

Presentation: "Briefing Presentation on Redevelopment West Washington Street"

ATTACHMENTS:

- Charles Town Real Estate Redevelopment Plan Proposal Place and Main.pdf



Real Estate Redevelopment Plan
Charles Town, WV

PLACE +MAIN ADVISORS

COMMUNITY DESIGN SOLUTIONS

KALBACK DESIGN

Hope is not a strategy. Successful communities think through their assets and strengths to focus their economic development efforts on those areas where they have the greatest possibility for success.

We exist to help communities reach their potential.

Proposal

The City of Charles Town, facing the relocation of much of the Jefferson County offices from the downtown core to the former American Public University System building, is pursuing the development of a Redevelopment Plan. This proposal is designed to assist the City in identifying the market potential, needed improvements, specific opportunities, marketing materials, and partnerships needed to create a successful district with a focus on 8 buildings across 11 parcels. These buildings and related parcels make up the vast majority of the block on the NE corner of E Washington Street and S George Street, as well as the County Commission building nearby. This proposal has three key areas: Market Analysis, Real Estate Redevelopment Plan, and Marketing Components.

Market Analysis

Understanding what makes up the primary and secondary trade areas of the city and identified commercial districts is critical to the success of the community's future. Our team's approach to market analysis is among the most innovative and thorough in the country. The individual components of the market analysis offer insights into their respective areas, but combined, they create a holistic picture of the community that can be used to aid existing businesses and recruit new.

Trade Area Analysis- What geography makes up the primary and secondary trade areas for each district? There are various methods to determine this, with the most prevalent being an estimation on what a normal amount of time people drive per day being most typical. Others rely on retailers to collect zip code information from customers. While both of these methods are good for rough numbers, the better the quality of source data results, the better quality market data. We partner with Environics, a part of Nielsen Media Research and Cobalt Community Research to provide market and geofencing data. Our partnership allows us to create a customized geofence around the community and track where people are coming from using mobility data, or cell data, to be able pinpoint to the block level where consumers and visitors are coming from. Using this data, we can create more hyper-accurate primary and secondary trade areas.

Demographic Trends- This component looks at the number of households, household income, household make-up, home ownership vs rentership, rent rates, and other vital information both with current year estimates as well as what those areas could look like in 2030.

Retail Leakage + Gap Analysis- Understanding how much is spent in various goods and services in your community and trade areas and how that compares with the supply of those goods and services is the foundation of understanding the area's market leakage and knowing where the gaps are. Additionally, projecting how much will be spent in those same areas in the next five years is critical in understanding what opportunities exist both now and in the near future.

Supportable Square Footage- Based on the amount of leakage in various sectors the trade area has and using national sales per square foot data, we can determine an approximation of how much space (by square foot) the market could sustain. This allows the community to better identify suitable space for potential businesses.

Market Segmentation Analysis- Market segmentation is the process of dividing a market of potential customers into groups, or segments, based on different characteristics. The segments created are composed of consumers who will respond similarly to marketing strategies and who share traits such as similar interests, needs, or locations.

Real Estate Redevelopment Plan

The process of filling empty spaces, either in existing buildings or vacant properties, is surprisingly often left to chance. There is a lot the City of Charles Town can do to maximize the potential that exists in the community. Our plan development relies on seven key analyses: Property Impact Factor Analysis, OppSync™ Analysis, Real Estate Physical Condition Analysis, Incentive Analysis, Traffic + Commute Pattern Analysis, Pro Forma Development, Conceptual Design, and Building Renovation Visualization. These analyses, combined with the services in described in the Market Analyses section above, help frame and formulate the plan.

Property Impact Factor Analysis- This analysis will center on the available lots and buildings in the downtown and the impact various factors have on its reuse such as land use planning and regulation (zoning), distance to highways, commercial airports, and rail, current leasing/rent costs, taxes, and potential space for expansion.

OppSync™ Analysis- This analysis uses market data and square footage potential and matches it with vacant or underused properties within the targeted area, helping to better match properties with economic opportunity. In addition, existing buildings and vacant properties will be evaluated for the potential for new housing opportunities and identifying potential target demographics and rent rates.

Real Estate Physical Condition Analysis- Just having property available is not the only factor in attracting economic development. The condition of the available space, and what may have to be done to make it usable, is also a key factor. This analysis includes an assessment of vacant/ available properties to get a better understanding of the needs of these properties to reach their full potential.

Incentive Analysis- In many districts, the cost-benefit, or return on investment, to renovate buildings does not always justify doing the project. This analysis will assess the potential local, state, and federal-level incentives the community may want to utilize to help make projects more feasible or attractive to investors.

Traffic + Commute Patterns- Knowing the traffic counts and commute patterns is important in understanding how the downtown as an entity lives both during the day and at night. Not only will this help us understand the dynamics of the jobs within each area, it will help understand what kind of jobs residents have, how far they have to go to get to those jobs, and where opportunities may exist in a variety of sectors.

Building Program + Pro Forma Development- Understanding how a property could be redeveloped from a financial perspective is a critical piece in the process. With this service, construction and operating pro formas will be created for the 11 identified properties. These pro formas will allow property owners to understand the specific ways their property can earn a return and the investment it will take to make them productive and tenant types that are best fits.

Conceptual Design- Conceptual design is critical to illustrate the vision and desired outcomes for physical components of the master plan. Design will include site design for infill and redevelopment-circulation networks and the relationship among buildings, parking and opens spaces and how buildings address the street; streetscapes appropriate to commercial districts, providing comforts and aesthetic appeal that supports browsing and a vibrant public realm; and public spaces.

Building Renovation Visualization- Photo realistic renderings will be produced to help potential investors see how these buildings could look when converted from county office spaces to various types of uses. These images are powerful and incredibly helpful to inspire and spark development interest.

Marketing Components

The development of marketing components to assist in securing developers for the properties will also be a key component of this Redevelopment Plan. These components include:

Developer Prospectus- This custom marketing piece will utilize components of the Redevelopment Plan to create a document that markets the community and the sites to potential developers.

Marketing Recommendations- In addition to the Prospectus, additional recommendations will be made to assist the City in marketing the properties including what social media channels and messaging about the properties to pique the interest of developers.

Deliverables

The plan will deliver seven key products:

MARKET ASSESSMENT

Market assessment of Charles Town showing potential for retail, dining, accommodations, residential uses, cultural, and institutional uses.

GRAPHIC DESIGN PLANS

Graphic design plans for public realm improvements adjacent to the target properties.

CONCEPTUAL CONNECTIVITY PLANS

Conceptual connectivity plans between downtown Charles Town and the target properties.

PHOTO SIMULATIONS

Before and after photo simulations of key buildings and sites on the corridor.

MARKETING STRATEGY

Marketing Strategy for implementation.

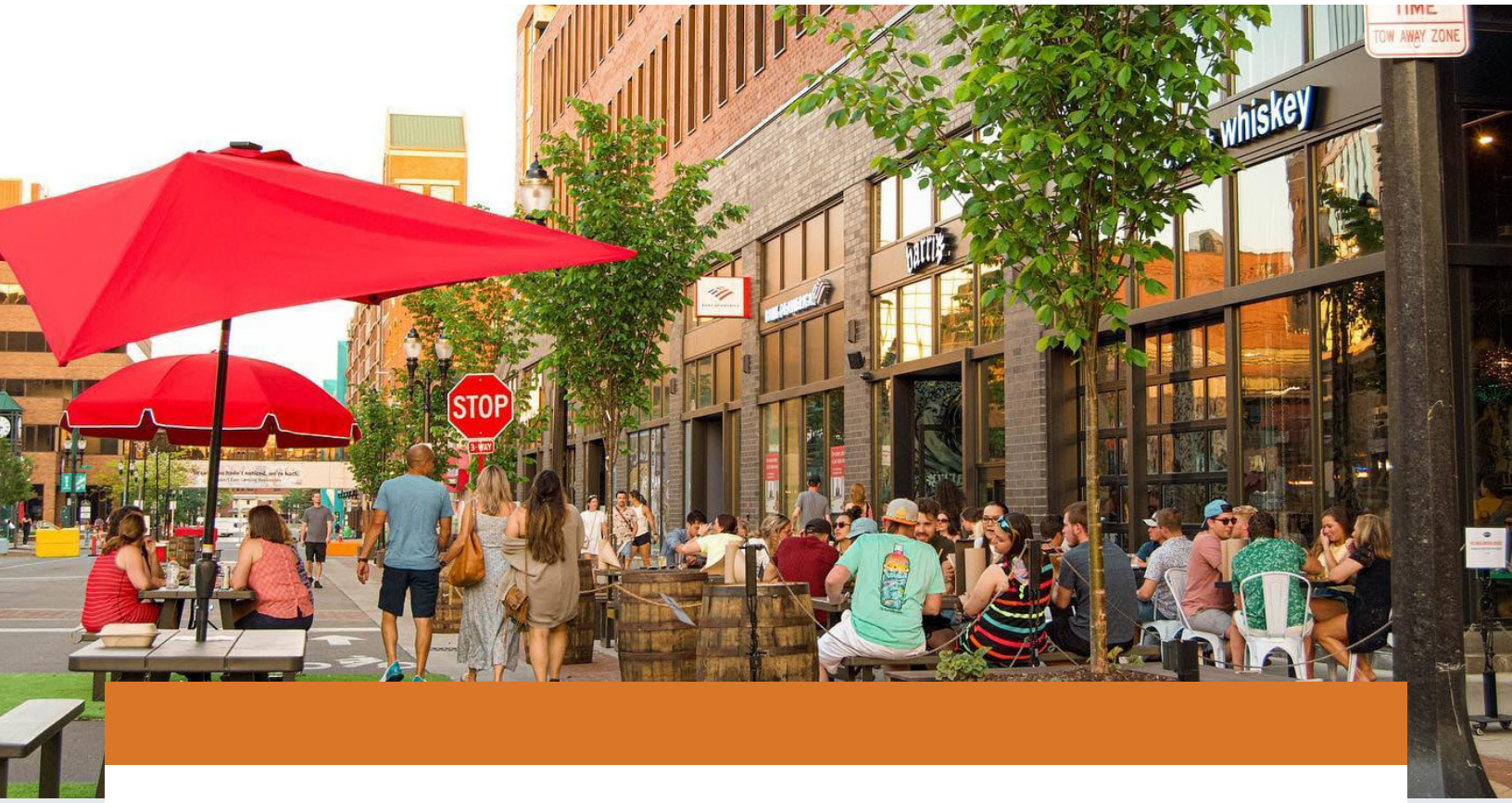
PROSPECTUS DEVELOPMENT

Creation of custom document designed to market the target properties to potential developers, including high-level development and operating pro formas

REAL ESTATE REDEVELOPMENT PLAN

Real Estate Redevelopment Plan Presentation and Final Report in a PDF format.





ABOUT PLACE + MAIN

PLACE-DRIVEN ECONOMIC DEVELOPMENT
+ DESTINATION STORYTELLING

We help communities develop into their best selves and support small developers to create great places. We work with both groups to create the tools, techniques, and strategies to build their future and tell their stories.

Our focus is economic development at the neighborhood, downtown, citywide and regional levels. We engage the community and infuse their passion, needs, and dreams into strategies and implementation plans that get things done.

We provide high quality services, grounded in real-world experience, built on the best examples from around the country, and brought to you in a way everyone can understand. We help our clients plan out what should happen, step by step, to make strategies become realities.

Place + Main Advisors, LLC is based in East Lansing, MI

PLACE
+MAIN
ADVISORS

PLACE + MAIN

Joe Borgstrom is an accomplished professional in the fields of Downtown Redevelopment, Community and Economic Development, Main Street and Placemaking. His 25+ year career includes executive management, project financial structuring and evaluation, fund development, foreign direct investment recruitment, market research, program management, public speaking and consulting. He and his teams have used state and local incentives to leverage more than $2.2 billion in private investment into communities.

Borgstrom's expertise is in the areas of real estate redevelopment, strategic planning, retail market analysis, real estate finance, business recruitment, incentives, placemaking, and economic development strategy. He has served clients in communities as small as 700 residents to more than 400,000.

In previous positions, Borgstrom oversaw the national award-winning Michigan Main Street program for the State of Michigan and was the President and CEO of the Shiawassee Regional Chamber of Commerce, which at the time was a recipient of the highly acclaimed Five Star Accreditation by the U.S. Chamber of Commerce.

He has been a featured keynote speaker at statewide downtown conferences in Wisconsin, Tennessee, North Carolina, Arkansas, Alabama, and Delaware, a multi-time presenter at the National Main Street Conference, and was a featured speaker at the White House Placemaking Summit.



Joe Borgstrom
Principal

Education:
Bachelor of Business Administration
University of Michigan-Flint

Certifications:
Leadership in Pace Management, *International Downtown Association*

Economic Development Finance Professional, *International Economic Development Corporation*

Past Employers:
Michigan Economic Development Corporation
Lansing, MI

Michigan State Housing Development Authority
Lansing, MI

PLACE + MAIN

A seasoned marketing and public relations professional, Kirsten Borgstrom has more than 25 years of experience in the field. Her diverse background includes marketing, media and public relations in economic development, travel and tourism, real estate development, and sports marketing.

With expertise in creating comprehensive communications strategies to successfully pitching client stories at the local, regional and national levels, Borgstrom founded a boutique marketing and public relations firm, PubHound Public Relations. The firm worked with a variety of Midwest destination marketing organizations, resorts, wineries, events and products. PubHound Public Relations officially became part of Place + Main Advisors in 2020. With Place + Main Advisors she continues her work with these clients and now brings her expertise in these areas to government entities and economic development organizations.

Prior to PubHound Public Relations, Kirsten was the Media Relations Manager for Travel Michigan where she developed and implemented local, regional, and national media relations programs to support the Pure Michigan campaign. Under her direction, Travel Michigan realized a more than tenfold increase in total media placements.

Borgstrom's career also includes marketing, public relations and special events management with Chicago's Greater North Michigan Avenue Association and The John Buck Company, a large Chicago-based real estate development firm.



Kirsten Borgstrom
Principal

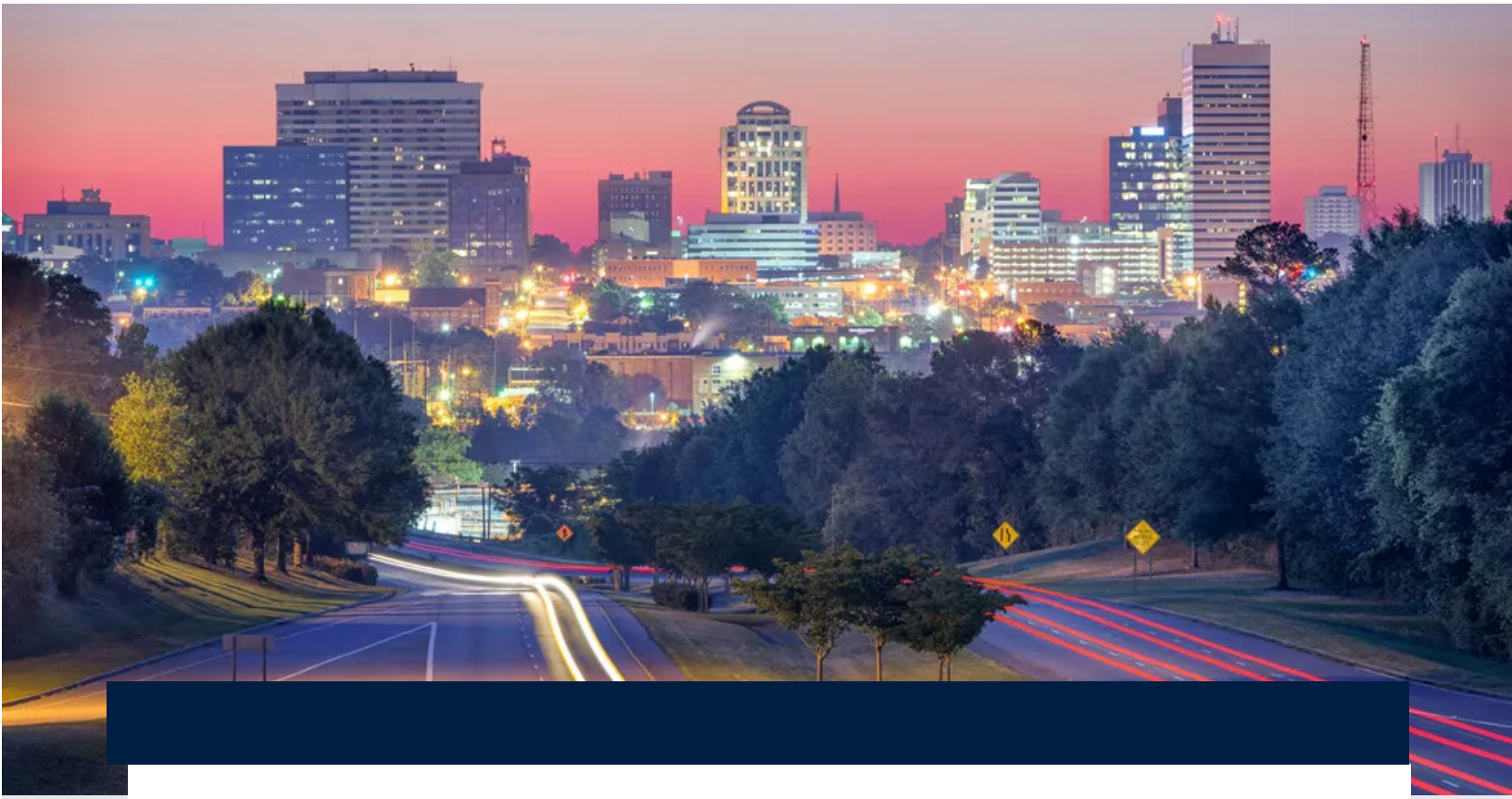
Education:
Bachelor of Science
Communications
Western Michigan University

Certifications:
Certified Tourism Ambassador

Past Employers:
Travel Michigan
Michigan Economic Development Corporation
Lansing, MI

Greater North Michigan Avenue Association
Chicago, IL

John Buck Company
Chicago, IL



ABOUT COMMUNITY DESIGN SOLUTIONS

Community Design Solutions prides itself on listening to the communities they serve and crafting appropriate design solutions that capitalize on the unique assets each community possesses. There are no shortcuts to listening, nor are there any "cookie-cutter" design approaches that can fit every community. Additionally, for too long designers believed that solely addressing physical design issues would transform a community. At Community Design Solutions we believe a holistic approach to the planning of a community and/or the revitalization of a downtown is imperative and must consider the economy, the marketing, the physical conditions of a place, as well as clear, practical implementation strategies to move planning from the realm of idea to reality.

Community Design Solutions is located in Columbia, SC.

COMMUNITY DESIGN SOLUTIONS



Randy Wilson
President
Community Design Solutions

Education:
Bachelor of Architecture
Mississippi State University

East China Institute of Technology

Past Employers:
Main Street South Carolina
Columbia, SC

Architects Boudreaux
Columbia, SC

COMMUNITY DESIGN SOLUTIONS

In 2005, Randy Wilson established Community Design Solutions (CDS) as a community-based planning firm devoted to delivering creative design services for community building. The firm specializes in charrette facilitation, photo rendering, Main Street design services, and general community design, planning and preservation services. Prior to forming CDS, Mr. Wilson served as the full-time architect for the South Carolina Main Street program. During his tenure with the Main Street program he garnered unparalleled experience in looking at the unique assets and challenges of historic central business districts and providing appropriate design solutions. Mr. Wilson continues to serve in this role on a consulting basis.

While serving as the architect for South Carolina's Main Street program, Mr. Wilson provided technical design assistance on thousands of downtown buildings and facades. He has been a part of over 400 resource teams and planning exercises ranging from downtown master plans, to gateway and corridor studies, to marketing and community identity creation, to economic development strategies. His work has taken him to diverse destinations all across America, the Island of Dominica, and the Republic of China.

In 2008, Mr. Wilson became the Director of Design Services for the Mississippi Main Street Association (MMSA). In his capacity with MMSA, Randy played an instrumental role in leading planning teams along the Gulf Coast in the wake of Hurricane Katrina's destruction. His team's assessment and implementation-focused planning work for Gulfport led to their continued master planning involvement in Biloxi, Bay St. Louis, Waveland, Picayune, Ocean Springs, Pass Christian, Long Beach, Moss Point and Pascagoula.



ABOUT KALBACK DESIGN

Kalback Design Studio was founded in 2004 in Annapolis, Maryland. We are located in the beautiful Belgrade Lakes Region of Maine and provide urban design, land planning, and landscape architectural consulting services. A hallmark trait of our firm is that we approach each project individually without preconceived ideas for predetermined solutions. We understand that with each assignment comes with unique concerns, issues, and new set of challenges. Kalback Design Studio strives for highly creative and collaborative answers that specifically address the needs of the client, project, environment, and community being served.

Kalback Design is located in Oakland, ME.

KALBACK DESIGN



Andy Kalback
Director & Owner
Kalback Design

Education:
Bachelor of Science in Landscape Architecture, 1994
Penn State University

Graphics Arts Studies, 1988 - 1990
Hagerstown Junior College

Past Employers:
Mahan Rykiel Associates
Baltimore, MD

LDR International, Inc.
Columbia, MD

Frederick, Seibert, & Associates
Hagerstown, MD

KALBACK DESIGN

Andy Kalback is a talented planner & designer with over 30 years of professional experience. His diverse abilities include urban design, land planning, landscape architecture, illustration, and graphic communications. Andy has a specific expertise in quick and collaborative conceptual design, particularly within the strategic development of downtown and waterfront master plans and revitalization projects. In this capacity, he has extensive experience in working with and assisting downtowns in the creation and communication of their future vision through master plans, design charrettes, and developmental strategies. Andy is also skilled in developing plans for reusable environments, parks and open spaces, and environmentally sensitive areas. In addition to redevelopment and revitalization, new development opportunities such as mixed use communities, main street retail/ lifestyle centers, and new urban residential neighborhoods are also a substantial part of his professional practices.

Andy's specific project involvement has included lead designer and project manager as well as sub-consultant to associated fellow professionals and disciplines. Professional assignments have taken place in numerous local and domestic locations including 35 States as well as international locales including Brazil, Portugal, Korea, China, England, Poland, and the Caribbean.

PROPOSED SCHEDULE

Task	SEP	OCT	NOV	DEC	JAN	FEB
Kick-Off Call						
Background Documentation Review						
Demographic and Data Draws						
Community Site Visit						
Market Analysis Created						
Rendering Development						
Building Program + Pro Formas						
Draft Report + Prospectus						
Client Reviews Drafts						
Finalize Report + Prospectus						
Presentation of Final Report + Prospectus						

SERVICES + BUDGET

Services - 8 Buildings, 11 Parcels
Full Market Analysis Establish Primary + Secondary Trade Areas (Mobility Data) Demographic Trends + 5-Year Projections Current Retail Leakage + Gap Analysis Current Supportable Square Footage by Retail Sector 5-Year Projected Retail Leakage + Gap Analysis 5-Year Projected Supportable Square Footage by Retail Sector Market Segmentation
Real Estate Redevelopment Plan Property Impact Factor Analysis OppSync Analysis Real Estate Condition Analysis Incentive Analysis Traffic + Commute Pattern Analysis Pro Forma Development Conceptual Design Building Renovation Visualization
Marketing Component Developer Prospectus Marketing Recommendations

Total Cost **$80,000**

The above cost in an all-inclusive fee, including all related travel and other external costs pertaining to the execution of the project. This price quote is valid until 5/31/25.

Thank You.

Place + Main Advisors
East Lansing, MI 48823 | Phone: (517) 614-2733 | Email: joe@placeandmain.com

PLACE +MAIN ADVISORS