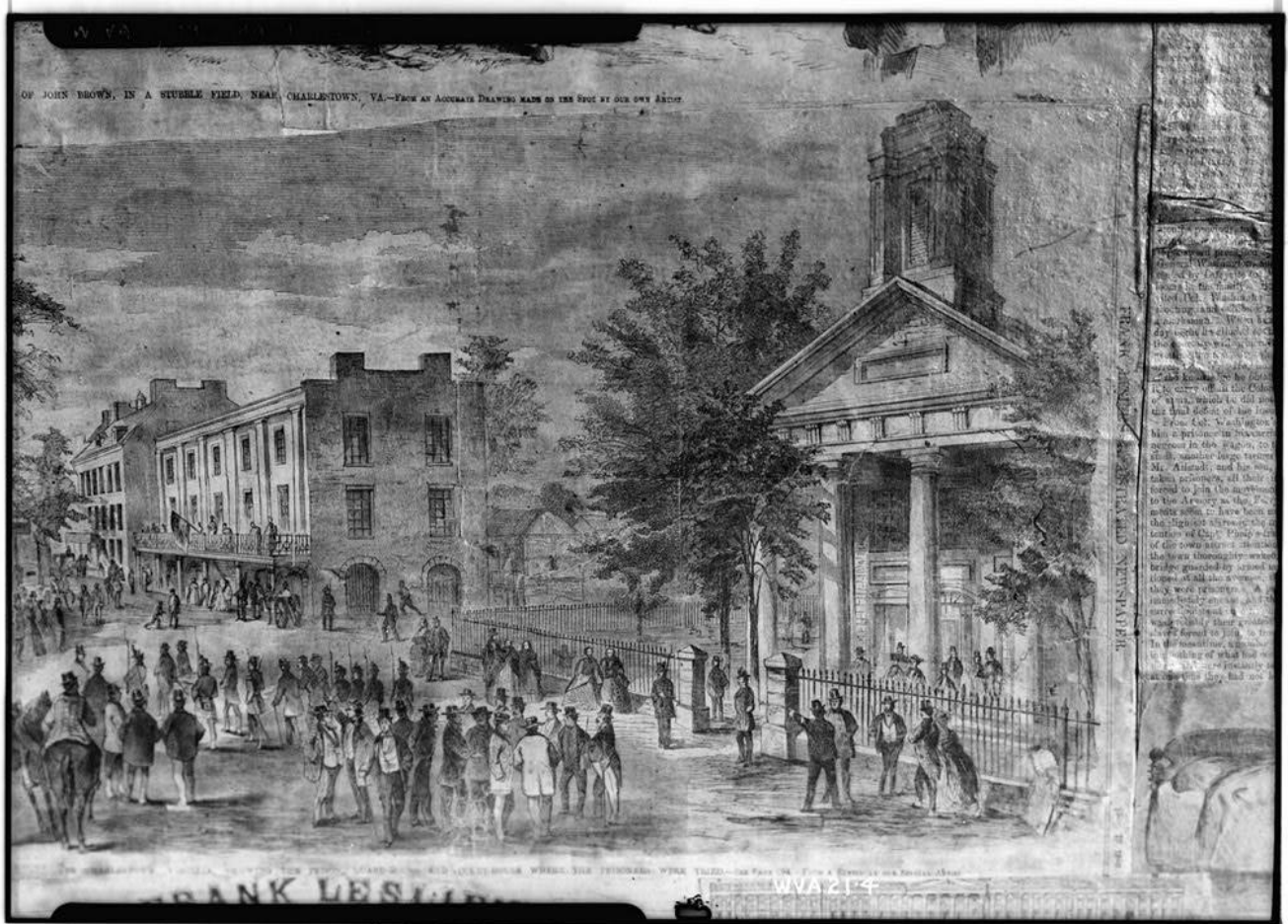




DESIGN REVIEW STANDARDS

for the

Charles Town, West Virginia Historic Overlay Districts



The Charles Town Historic Landmarks Commission 2015

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Preface

The City of Charles Town is the County seat of Jefferson County, West Virginia and is home to over 5,516 residents as of 2015. The City was originally chartered in 1786 by the State of Virginia, later to become WV, and named for Charles Washington, brother of the first United States President. In 1786 on 80 acres of his adjoining land, Charles laid out the streets of Charles Town, naming many of them after his brothers and one street after his wife, Mildred. He donated the four corner lots at the downtown intersection of George and Washington Streets for public buildings. The year 2011 marked the 225th anniversary of Charles Town's incorporation. Charles Town was the scene of the trial and execution of John Brown, the famous abolitionist whose raid on nearby Harpers Ferry sparked the Civil War. Two treason trials were conducted at the Court House in Charles Town, West Virginia.

Given the City's extraordinary past, character and quality of life, it is within the public purpose to preserve and strengthen the care of Charles Town's historic properties so their contributions to that rich cultural heritage continue. In recognition of this history, under West Virginia Code and the City of Charles Town's Codified Ordinances, the Charles Town Historic Landmarks Commission (CTHLC) and the City of Charles Town officially designates local historic districts. Further, the City has established a zoning overlay, which establishes a review process and standards to ensure protection of historic properties.

The CTHLC design standards also emphasize repairs and improvements that are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The design standards in this document apply to the exterior of historic structures in the historic district(s) that have a zoning overlay to protect our City's irreplaceable historic properties. The CTHLC recommends that the advice of qualified historic preservation professionals and Charles Town City Staff be obtained very early in the planning phase of a project.

The CTHLC acknowledges and are grateful for the contributions and comments provided from City Residents, the public at large and other interested groups while drafting this document. We acknowledge the contributions to this document by Mayor Peggy A. Smith, City Manager Dave Mills, City Planner Seth Rivard and City Administrative Assistant Val Campbell.

Charles Town Historic Landmarks Commissioners

Jeff Whitaker, AIA, Chair
Doug Perks, Historian, Vice-Chair
Dave Barnes, Recording Secretary
Mark Reinhart, City Councilman
Jim Taylor, Member at Large

Why Protect Historic Resources?

The City of Charles Town is rich in eighteenth, nineteenth and twentieth century architecture that is reminiscent of a time and place in the history of the City. These buildings and their settings are maintained and used as viable living and business environments that combine to form a unique asset to both the fabric of the City and the community. It is within the public purpose to preserve and strengthen the City's historic areas, so their contribution to the image of Charles Town may continue. Improving and maintaining the appearance of Charles Town will support heritage tourism, which will benefit the City's economic development goals.

Design Review Guidelines are not intended to prevent property owners from making changes to their properties.

The guidelines are meant to ensure that when changes occur, properties retain the distinctive historic characteristics and features that reflect the history and heritage of the community.

Charles Town's historic resources are an important contribution to the city's character, economy and quality of life. In recognition of this, the City of Charles Town officially designates local historic districts and has established a design

Purpose:

Charles Town desires to protect the historical resources that define Charles Town as a uniquely identifiable community and maintain the character of the community

review process to help ensure the preservation of historic districts that have a zoning overlay. Within each historic district that has a historic district zoning overlay, all projects resulting in exterior changes to buildings or their settings are required to obtain a "certificate of appropriateness" from the

Charles Town Historic Landmarks Commission, before a building permit may be issued. The Commission is a City board consisting of five appointed volunteer members. The Commission is appointed by the Mayor.

Portions of the City have been designated as a Historic Overlay District(s) under the City Zoning Ordinance. The purpose of these District(s) is to protect, enhance, and promote the use of historic resources. Preservation of these resources serves to contribute to the quality of life and to safeguard the City's historical heritage.

Additionally, preserving historic places and patterns promotes cultural and social sustainability by supporting everyday connections between residents and the cultural heritage of the community. These connections are reinforced by the physical characteristics of historic places, which often directly support environmental sustainability.

Authority:

Authority for the Design Review Standards is found in WV Code 8-26A

Historic properties in the district provide direct links to the past. These links convey information about earlier ways of life that help build an ongoing sense of identity within the community. Residents anchored in this sense of identity may be more involved in civic activities and overall community sustainability efforts.

Moreover, the historic development pattern of the district promotes social interaction that supports a high quality of life and helps build a sense of community. The area is compact and walkable. Direct connections to the public realm provide opportunities for community interaction. This physical pattern, combined with the inherent cultural connections, provides significant support for the community's overall sustainability effort.

Economic Development and Benefits

Protecting Charles Town's historic resources has many benefits, both socially and economically. In addition to maintaining the historic character and atmosphere of the District, preservation of Charles Town's historical features has many economic advantages. Preservation means increased property values in the Historic District Overlay for the Downtown area and increase in local revenue for shops, restaurants and businesses by additional traffic in Downtown due to an increase in heritage tourists. Residents, visitors and tourists come to see the improvements being made and to enjoy the benefits of such a vital community.

As a benefit to property owners, the Federal government and the State of West Virginia each offer tax incentives to property owners engaging in rehabilitation. Please note, the standards for rehabilitation to receive tax incentives can be greater than those proposed in this document. Those current tax benefits are as follows:

Federal Government:

- 20% federal income tax credit for approved rehabilitation.
- Applicable to both exterior and interior work.
- Rehabilitation must meet the Secretary of the Interior's Standards and be approved by the National Park Service and the West Virginia State Historic Preservation Office.

State of West Virginia:

- Credits apply to state income taxes.
- Commercial Properties
 - Tax incentive offers 10% of costs for expenditures of approved rehabilitation projects.
 - Tax credits are available for income producing properties.

- To be eligible for the benefits, the rehabilitation shall be an expenditure of more than \$5,000.00 or more than the adjusted basis in the building, whichever is greater.
- Historic Private Residential Properties
 - 20% state income tax credit.
 - Rehabilitated according to the Secretary of the Interior's Standards for Rehabilitation.
 - Must be listed on the National Register of Historic Places either individually or as a contributing building in a historic district that is listed on the National Register of Historic Places.
 - To qualify for the credit an owner must undertake "material" rehabilitation, which is an expenditure of more than 20% of the assessed value of the building, not including the value of the land.
- West Virginia Development Grant
 - Grant is a 50/50 match and funds are provided by the West Virginia State Historic Preservation Office.
 - Rehabilitated according to the Secretary of the Interior's Standards for Rehabilitation.
 - Must be listed on the National Register of Historic Places either individually or as a contributing building in an historic district that is listed on the National Register of Historic Places.
 - This grant source is almost used exclusively for roof and window repairs to keep the weather out. Depending upon the nature and severity of the problem, the grant has been used for structural foundation problems and foundations that are affected by water.

Based on the economic impact to the community and the benefits for property owners, preservation is and has been a growing movement across the country, resulting in much more than just the restoration of old buildings. Studies have found that local historic districts and design review can actually boost property values by introducing certainty into the marketplace and improving the overall economic climate, which benefits all property owners.¹ It is a significant tool for economic development and revitalization. Preservation of local historic resources ensures the enrichment of Charles Town's Historic Districts.

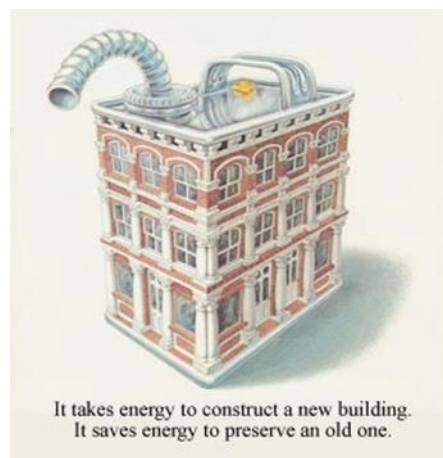
¹ Benefits of Residential Historic District Designation for Property Owners;
Jonathan Mabry, Ph.D.

Design Review Standards and Historic Preservation is Environmentally Responsible and Sustainable

Green design means making informed design choices that will lessen the impact your rehabilitation or new construction project will have on the environment. Reusing an existing building recycles the materials used in its construction and prevents its demolition, as well as reducing waste at the local landfill. Most important, you are saving the embodied energy used in the manufacturing of the construction materials and the labor of its construction. New building construction can use green design techniques learned from older buildings built before the era of central heating and air-conditioning.

It has been said that the greenest building is the one that was never built. The next best option is the preservation of existing buildings. Historic structures are constructed from wood, masonry, glass, and other natural materials that represent embodied energy. Embodied energy is the energy that has already been expended in the harvesting and production of materials, transportation of those materials to the site, and the labor expended in the construction of an existing building.

Many of these original materials, and the buildings from which they are built, have a degree of permanence not always found in today's building materials and construction. Historic buildings represent the original builder's wish to leave something permanent behind, whether a lasting contribution to the local society or the security of a home for future generations of the family.



Well-maintained historic materials are often repairable – brick or stone may need mortar repair, wood may need to be patched – but have already stood the test of time for up to two centuries. Newer materials rarely have such a lifespan and may be less able to be repaired, necessitating yet more replacement.

Modern day buildings are often built of man-made materials that require far more energy consumption throughout the manufacturing, shipping, and construction processes. Rehabilitation projects often have higher labor costs and lower material costs than new construction. Therefore, more of the money you spend on your project stays in your community rather than going to product manufacturers.

Points of Consideration for Maintaining and Increasing Efficiency in an Old Home:

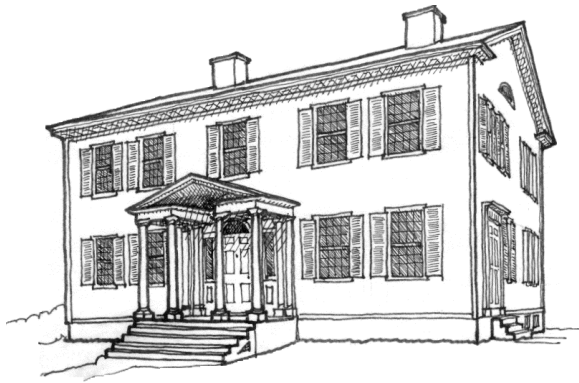
- The patterns of openings for structures built before the invention of air-conditioning provided for cooling by cross-ventilation. Take advantage of this pattern and use of fans.
- Retain and make operable existing wood shutters to reduce heat entering the structure and to reduce energy bills.
- Restore and retain original porches in their historical configurations to provide shade.
- Double-hung wooden sash windows and transoms operable to provide airflow and reduce the need for air conditioning.
- Weatherstrip, caulk and paint exterior doors regularly to reduce drafts. Heavy solid wood doors and wood windows are good insulators if they fit tightly and are weatherized.
- Insulate any attic, basement, and crawl spaces. Most heat loss occurs through the attic, not through doors and windows.
- Keep fireplace dampers closed when not in use.
- Plant trees. Evergreen varieties placed to the north and west of the house will help buffer winter winds. Deciduous trees to the south will help provide shade in summer without preventing the warming rays from providing passive heating in the winter.

Explanation of Historic Architectural Styles

Knowing the age and style of your house and learning about the period when it was constructed will enable you to make better maintenance, repair, and rehab decisions. Ideally, this will enhance the appearance of the structures in a way that will increase the value, complement the neighborhoods, and retain the historic integrity of the properties. Whether a house is simple and unadorned or replete with Queen Anne detailing, its design and the elements that comprise this design were carefully chosen to conform to styles that often developed over decades and even centuries. It is important to understand the architectural style to avoid compromising the design with inappropriate additions, subtractions, or repairs. A structure might not easily fall within any of the following categories, or it might have details from two or more architectural periods. Some structures don't always fit into a general architectural style. This may be due to different types of changes over the years on the structure. Under "Additional Resources", there is a list of books that provide greater detail and depict more historic architectural styles than what is found below.

Federal (1780s-1820s)

This style was inspired by English interpretations of classical motifs. It is characterized by delicate, attenuated details and rigorous symmetry.



Characteristic features include:

- Vertical emphasis
- Low-pitched roofline
- Narrow cornice that barely projects beyond eaves
- Delicate, slender details
- Fan-shaped gable windows
- Elaborate entryway, typically with fan window, flanking sidelights, small porch
- Symmetry
- Six-over-six windows with thin muntins

Greek Revival (1820s-50s)

Architecture inspired by classical Greece. The typical Greek Revival house was designed to resemble a classical temple, with its evenly spaced columns supporting a triangular pediment.

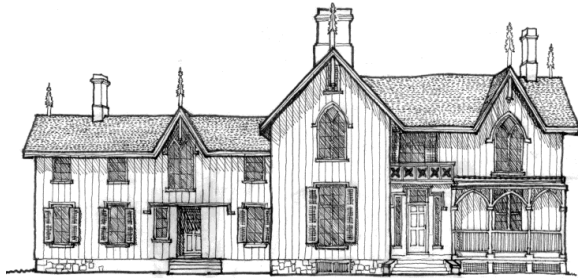


Characteristic features include:

- Low-pitched gable roof, often with gable facing the street
- Gable roof is either pedimented or has broad gable returns
- Classical columns or pilasters
- Doorway embellished by sidelights and transom
- Six-over-six windows
- Short frieze windows set just below the eaves
- Ornamentation is robust and "heavy," although usually simple in design

Gothic Revival (1840s-1870s)

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

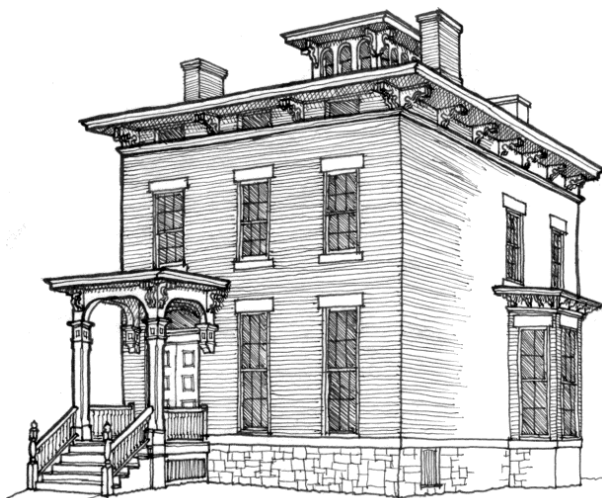


Characteristic features include:

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

Italianate (1840s-1880s)

The Italianate, or Italian Villa, style was loosely based on the model of a Tuscan villa.

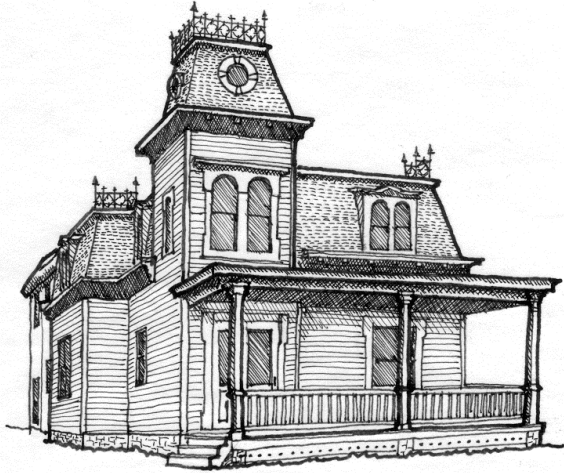


Characteristic features include:

- Three- or four-story tower with arched openings, or a cupola
- Low hipped roof
- Deep roof overhang with brackets
- Window openings are either flat or round-arched, and taller on the first story than upper stories
- Double-leafed door with heavy applied moldings
- Six-over-six or two-over-two windows, sometimes paired
- Small front entrance porch

Second Empire (1860s-1880s)

This style is similar to Italianate, but employs decorative details inspired by French design. The term is used almost exclusively to describe buildings with a mansard roof.



Characteristic features include:

- Mansard roof (steeply sloping sides with a flat or shallow roof above)
- Ornamental polychrome slate
- Arched window openings with prominent hoods
- Decorative roof cresting
- Small dormers

Queen Anne (1870s-1890s)

Houses of this style combine a variety of shapes and textures into a picturesque, asymmetrical composition. The most elaborate examples are highly inventive and lively; more common are the ordinary houses that incorporate a few delicate details such as "gingerbread" woodwork on porches or gables.



Characteristic features include:

- Rambling, irregular floor plan
- Asymmetrical design
- Mixture of materials – brick or stone in combination with shingles and clapboard
- Decorative exterior woodwork
- Steep gables
- Large, elaborate chimneys
- Round towers and turrets
- Porches – often wraparound
- Stained-glass windows
- Complex roofline

Colonial Revival (1880s-present)

The Colonial Revival style, an outgrowth of widespread interest in American history in the late 19th/early 20th century. Colonial Revival-style houses feature symmetrical organization and classical details.



Characteristic features include:

- Stacked placement of windows
- Dormers
- Centered entrance (entrance to one side is also common)
- Dentil molding
- Fanlights
- Little or no cornice overhang
- Columns, pilasters, Palladian windows, and other elements borrowed from classical era
- Hipped, gable, or gambrel roof
- Six-over-one double-hung windows
- Porches have simple classical columns

Bungalow/Craftsman (1905-1920s)

"Bungalow" describes a form, while "Craftsman" is a decorative style. The low, sloping bungalow form was based on the architecture of the Bengal region of India. The Craftsman style sought an organic approach to architecture, emphasizing the natural qualities of materials. Most, but not all, bungalows are in the Craftsman style, and vice versa.



Characteristic features include:

- Low-pitched roofline
- Horizontal emphasis
- One-and-a-half stories
- Porch, usually along entire front
- Prominent central dormer
- Shingles
- Paired or grouped windows
- Wide overhanging eaves
- Exposed rafters and support beams
- Tapered columns
- Two-over-one double-hung windows are common, as are casement windows

American Foursquare (1900-1920s)

Like the bungalow, the American Foursquare is a form rather than a style. Most Foursquare houses reflect the Colonial Revival style, often with Craftsman influence. American Foursquares were both practical and extremely popular.



Characteristic features include:

- Boxy form
- Hipped roof, often with flared eaves
- Dormers, typically one on each side
- Front porches, usually the full width of the house
- Deep overhangs
- Simple details such as square porch columns
- Six-over-one double hung windows are common
- Shingle or clapboard exterior
- Two full stories

Commercial Architecture

Commercial architecture follows the same characteristic features that are common to historic architectural styles as noted above. Due to the nature of changing trends in business, marketing and financial incentives, some commercial structures tend to have numerous changes over time.



Composition of the Charles Town Historic Districts

Charles Town has three designated Historic Districts:

- Downtown Charles Town
- Old Charles Town
- South Charles Town

Charles Town's Historic District(s) with a zoning overlay, as identified on the Charles Town Zoning Map:

- Downtown Charles Town

A map of these areas can be found at the end of this document.

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 houses.

The districts retain a high level of integrity with just a little more than 10% non-contributing properties.² The buildings reflect the many stages of history of Charles Town. The Old Charles Town District reflects the earliest period with many structures from the late Colonial and Federal period with a large concentration from 1780-1830. 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. Lastly, the City added the South Charles Town Historic District, which includes many grand homes from the late 19th and early 20th centuries as shining examples of the prosperity of Charles Town.

History of the Charles Town Historic Districts

Charles Town's rich and colorful history is reflected in its buildings. In its earliest construction period 1750-1830, there was a minimum requirement for becoming a freeholder³ when the town was founded. To become a freeholder, a citizen had to

² Non-contributing properties means structures that at the time of the survey for the historic district, did not classify as a historic resource. Over time some non-contributing structures could become classified as contributing.

³ Freeholder in early Virginia was a landowner with the right to vote.

build a structure that was a minimum of a 16-foot square dwelling. There are a number of buildings from the earliest years of Charles Town that are incorporated into larger structures today. Charles Town's visual character today is dominated by buildings reflecting the Foursquare, Federal, Greek Revival and Italianate styles of the 19th century and Bungalow/Arts and Crafts of the 20th century in the overlay districts.

Charles Town's business and commercial section is along Washington Street from West Samuel Street to Water Street, and along the 100 blocks of George Street. At the heart of the district is the Court House, which was heavily damaged by artillery bombardment during the Civil War. It was originally constructed in 1803, replaced by a larger Court House in 1836, and rebuilt in 1872 when the county government was returned to Charles Town. The Market House on the corner of West Washington and North George Streets, an imposing structure, which is a mix of Renaissance, Colonial Revival and Italianate influences, was constructed in 1877. Known as Charles Washington Hall, it is a reconstruction of the original market house which was destroyed during the Civil War.



Charles Washington Hall

Other buildings in this part of the district are the old Independent Fire Company building, now used as the Charles Town Visitors Center and art gallery, built in 1895 in the Second Empire style and the Old Opera House on the northwest corner of George and Liberty Streets, built in 1912 in the Colonial Revival style. Also, from the early 20th century is the Post Office building at the southwest corner of George and Washington Streets, a Colonial Revival style building dating from 1922. All of these buildings are constructed of brick. The Court House and the Old Opera House are individually listed in the National Register of Historic Places.

The Classical Revival style of the early 20th century is represented by the cast stone City Hall, formerly a bank building. Scattered among these imposing buildings of the late 19th and early 20th century are older buildings representing the late 18th and early 19th century development of town. For example, the Thomas Griggs House, located at the southeast corner of Liberty and

Lawrence Streets, was owned for a significant period by the Sheetz family. According to local historians the house dates from 1787 and is a stuccoed log and brick dwelling.



Charles Town City Hall

Charles Town exhibits four periods of architectural development. First, is the early construction from the 18th and early 19th century; second, is the Federal and Greek Revival period from the 1820s through the 1860s; the third period is the post-Civil War and Reconstruction era, which is generally defined as from 1865 to 1877, and this phase continued into the turn of the century and the fourth period is the more "modern" construction of the 20th and 21st century.

Contributing to the architectural character of Charles Town is the large number of stuccoed buildings. Stucco seems to have been a frequent choice for coverings in the late 19th century, and may be linked to the presence of the limestone works in the area at the turn of the century.



Assortment of Architectural Styles Dominate Charles Town

Today, Charles Town is primarily a residential town with businesses, collegiate institutions, and governmental buildings concentrated along Washington, George, Congress and Liberty Streets. The buildings in this area reflect Charles Town's entire history with examples from the late 18th century, through the 20th century. Dominate architectural styles include: Federal, Greek Revival, Italianate influenced, and Classical Revival. The four styles of buildings appear to dominate the scene.

Applicability of Design Review Standards

These standards apply to historic districts that have a historic zoning overlay district. The creation of a historic overlay district is an additional process beyond establishing a historic district as outlined in State Code, which shall be followed, in order for these Standards to be applied. At this time, only the Downtown Charles Town Historic District has a historic overlay district. These standards require a certificate of appropriateness in this historic overlay zone. Additionally, while these standards currently apply to the Downtown Charles Town Overlay District, they shall also apply to any new overlay districts created after the adoption of this manual, by the CTHLC and the City Council. The need for obtaining a certificate of appropriateness will initially be limited to only the Downtown Historic Overlay District. While these standards currently apply to the Downtown Overlay District, it is encouraged that historic property owners in other historic districts give consideration to the standards written herein.

Maintenance and Repair

Nothing in these Standards shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in or on a historic property, nor to prevent any property owner from making any use of their property not prohibited by other laws, ordinances or regulations. Ordinary maintenance or repair that does not involve a change in design, material, or outer appearance thereof is permitted.

Non-Conforming Elements

If there are no improvements undertaken to the property that would activate the following Standards, then the status quo of non-conforming elements remains. The action of improvements being made activates the Standards found within this document. The mere existence of these Standards themselves do not compel property owners to make any changes until the owner decides to make a change on their structure or property that would initiate the Standards. The Standards do not apply if the property is not in a historic overlay district as found on the Charles Town Zoning Map.

Certificates of Appropriateness for Charles Town Historic Overlay Districts

West Virginia Code §8-26A allows for the requirement of certificates of appropriateness in Historic Overlay Districts and the City of Charles Town's Codified Ordinance grants and permits the authority. Certificates of Appropriateness will be required in certain situations further defined in the Standards below. In other situations, the Standards are intended for guidance to enable property owners to make better decisions involving alteration to the structures on their property. This guidance is intended for the protection of landmarks, as well as for preserving the character of Charles Town in its Historic Overlay District(s).

A survey was conducted in Charles Town's Historic Districts of all structures that are worthy of inclusion on the National Register, based on standards established by the Secretary of the Interior.⁴ At that time it was determined which structures were contributing and non-contributing.⁵ All structures within a Historic Overlay District for which a certificate of appropriateness is required, will require said certificate for any changes or additions as detailed in this document, whether a structure is contributing or non-contributing. The intent

⁴ Survey was conducted by Barbara Rasmussen

⁵ Surveys have been made for each Historic District as to whether a building is a contributing or a non-contributing structure based on the Secretary of Interior's Standards. City staff can apprise anyone seeking a certificate of appropriateness as to whether a structure is contributing.

is to maintain consistency within a Historic Overlay District. When contemplating the nature of the change, consideration will be given to whether the structure is contributing or non-contributing.

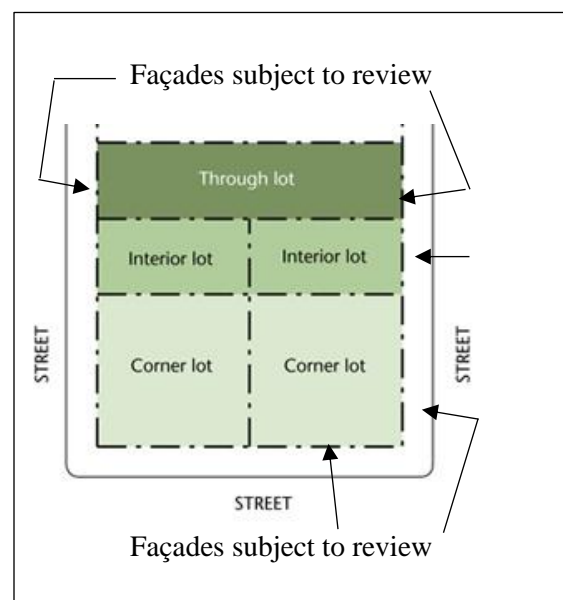
Pursuant to WV Code § 8-26A-7 (10) “Any person adversely affected by any determinations made by the commission, relative to the issuance or denial of a certificate of appropriateness, may appeal such determination to the circuit court in the county in which said commission is located.”

Overview of the Charles Town Historic Design Review Standards

The Charles Town Historic Landmarks Commission’s (hereafter referred in this document as CTHLC) standards, for Charles Town Historic Overlay District(s), emphasize repairs and improvements that are consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. The details associated with those treatments are found below in the section titled “Secretary of the Interior’s Standards for the Treatment of Historic Properties.” The Secretary of the Interior’s Standards define rehabilitation as “the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.”

The CTHLC’s standards are tailored to the building types found in the Charles Town Historic Overlay District(s). CTHLC standards encourage, but do not require, restoration. The historic character of a property should be retained as much as possible. Typically the period of greatest historical significance or aesthetic integrity is chosen for preservation.

CTHLC standards pertain to façades or exterior architectural features only and must be followed for any changes or additions that are visible from the primary street, as detailed in this document. For corner lots, both sides that are visible or are parallel to a street, way or alley way for which they “front” shall be reviewed. For through lots, the front and rear shall be reviewed. For through lots, the rear yard may not be reviewed as rigorously based on visibility, the structures orientation and/or prominence to rear street and whether the back of the structure retains any historical characteristics. Changes visible from rear alleys may be given more



leniency than the facades that will be reviewed. Rear loaded alleys shall not be considered a through lot. For interior lots, only the front façade shall be reviewed. All changes listed below are subject to review, approval or disapproval by the CTHLC, with approval resulting in the granting of a certificate of appropriateness. CTHLC standards will not be applied to interior changes to the structure, although all homeowners are urged to preserve the historical integrity of interiors.

Many of the earliest structures within Charles Town's Historic Districts have been modified over time reflecting the adaptive use of the structures. Consequently, there are structures of mixed architectural periods and designs. In these cases it may be difficult to define a single period for which the design change is sought. In these mixed characteristic structures, the dominant appearance will be used for guidance. Variances, modifications and interpretations shall consider the dominant features and remain in harmony with the architectural, historical integrity and character of the property.

It is noted that maintenance of existing materials, choice of colors, and other elements are permitted without oversight of the CTHLC. Changes to materials or other elements may require approval, as enumerated in this document, by the CTHLC by issuance of a certificate of appropriateness according to the design standards requirements outlined as follows.

The following are general accepted criteria that the Secretary of Interior has created for standards for rehabilitation. These standards are longstanding best management practices that encourage the retention of the historical features of a property, even if the original use of the property has changed.

Secretary of the Interior's Standards for the Treatment of Historic Properties⁶

The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But once a treatment is selected, the Standards provide philosophical consistency to the work.

The **four treatment** approaches are Preservation, Rehabilitation, Restoration, and Reconstruction, outlined below in hierarchical order and explained:

The first treatment, **Preservation**, places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.

Rehabilitation, the second treatment, emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. (Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)

Restoration, the third treatment, focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.

Reconstruction, the fourth treatment, establishes limited opportunities to recreate a non-surviving site, landscape, building, structure, or object in all new materials.

Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well taking into account a number of other considerations.

⁶ Additional Resources are noted on page 59

The Secretary of the Interior's Standards for Rehabilitation⁷

1. A property shall be used for a historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize the historical character a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall either be exactly the same in style and design in massing, size, scale and architectural features or be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

⁷ These are subject to change by the Secretary of the Interior

Design Review Standards for Rehabilitation and Maintenance

This section is laid out in the following order:

1. Brief Description of Exterior Review
2. Elements Requiring a Certificate of Appropriateness (COA)
 - a. Abbreviated list requiring a COA
 - b. Full explanation of elements requiring a COA
 - i. In this section there are suggestions based on best management practices and general guidance for when improvements are undertaken.

Exterior Material

Retention of exterior structure surfaces is an important part of preservation in the Charles Town Historic Overlay District(s). The CTHLC is unlikely to approve installation of any simulated materials on the front or side (for corner lots) of the public façade of any structure in any Charles Town Historic Overlay District(s), including stucco, aluminum or vinyl siding, stone, brick veneer, or any other surface material that was unavailable or unlikely to be used at the time of construction. The CTHLC may consider use of simulated materials on cornices and their returns when the work can be demonstrated to duplicate the original details and appearance.

Elements Requiring a Certificate of Appropriateness

A Certificate of Appropriateness (COA) only applies to the feature for which the applicant applies and is reviewed, approved or disapproved by the CTHLC. No other element of the structure shall be reviewed. For example, if an applicant is requesting to only make a change to the roof profile, review of historically inappropriate windows that were installed before adoption of these standards, shall not be considered. Below is an abbreviated list of items requiring a COA, additional information can be found in the applicable section.

Abbreviated List of Elements Requiring a Certificate of Appropriateness

Roofs:

- Any change in the roof shape/profile will require a certificate of appropriateness. Additions of skylights and new dormers which are visible from the primary street and the side facades for corner lots require a COA.
- Removal of wood cornices and concealed box gutters will require a COA.
- DOES NOT REQUIRE A COA:
 - Changes in roofing materials and colors do not require a COA.

Masonry:

- Removal of historic masonry or changes that alter or diminish the character of historic masonry require a COA.
- If there are historical markings and paintings, such removal or painting of the image shall require a COA.
- DOES NOT REQUIRE A COA:
 - Painting of unpainted masonry façades is highly discouraged. However, if a masonry façade will be painted, a permeable or “breathable” paint is strongly encouraged.
 - Removing paint from a masonry façade that has previously been painted is allowed. Care should be taken not to damage the masonry.

Wood Trim:

- Wood trim shall not be removed or altered without a COA. See exception below.
- DOES NOT REQUIRE A COA:
 - Conjectural application of exterior wood, that is not documented, including "gingerbread" and colonial-era ornamentation, is not encouraged.
 - Replacement of deteriorated wood ornamentation shall duplicate the historic ornamentation. When exact duplication occurs, no COA is required.

Metal Trim:

- Historic architectural metal trim shall not be removed or altered without a COA. See exception below.

- DOES NOT REQUIRE A COA
 - Replacement of deteriorated metal ornamentation shall duplicate the historic ornamentation. When exact duplication occurs, no COA is required.

Windows:

- Replacement of windows, which are visible from the primary street and the side street, way or alley for corner lots, if different in appearance and material from the original windows shall require a COA.
- New window openings and/or eliminating existing historical window openings shall require a COA.
- Removal of stained or leaded glass windows shall require a COA.
- Aluminum and vinyl shutters are not permitted. Additionally, shutters which do not match the size and shape of the openings they flank will not be permitted or approved.

Entrances:

- Replacement of double doors with a single door require a COA.
- Transoms shall also be retained in their original configuration, any alternation requires a COA.
- The original doors to the home or existing historically appropriate doors on the home shall not be replaced without a COA.
- Discretionary removal of cut stone front steps and replacement with steps constructed with concrete or other materials requires a COA.

Security Features

- Iron or other type of material used for security doors require a COA and shall be on the inside unless otherwise approved by the CTHLC.
- Iron or other type of material security grills on doors, windows or other openings shall be on the inside, unless otherwise approved by CTHLC.

Porches and Decks:

- A COA is required for porches and/or decks when located on the front or side of the structure for corner lots.
- DOES NOT REQUIRE A COA:
 - Generally, decks are located on the rear of a property and as such are not part of the primary and/or corner lot façade. In such cases where the deck is on the rear, a COA is not required. See Full section for

further details.

Accessory Structures, Outbuildings and Other Appurtenances:

- Metal garden sheds are not permitted.

Awnings and Canopies:

- Metal or back-lit awnings are prohibited on commercial buildings.
- Metal awnings shall be placed only on post-World War II homes.
- Canopies, which are different from awnings, shall require a COA.

Curbing, Walks, Fences, Trees:

- Removal or alteration of iron fences requires a COA.

Paint Colors:

- **Not** reviewed by the CTHLC, but era specific colors are recommended.

New Construction:

- All new construction requires a COA.

Additions or Alterations:

- All proposed additions or alterations to structures, which are visible to the primary street or side street for corner lots, require a COA.

Signs:

- Signage requires a COA.

Solar Panels

- Require a COA.

Mothballing:

- Mothballing requires a COA.
- Authority to ensure compliance, if properties are vacated by the owner for an extended period of time.

Demolition:

- COA required for demolition, including demolition by neglect.
- Authority to ensure compliance for demolition by neglect.

Full List and Explanation of Elements Requiring a Certificate of Appropriateness

Roofs:

Roofs are an important characteristic in defining the overall historic character of a building. Roof shape, decorative features and materials all determine the character. They are highly visible from the public ways and are instrumental in determining the historic period and shape of a building. It is recommended that property owners make every attempt to maintain existing period roofs or return to authentic roofing materials. In particular, due to the iconic nature, mansard roofs, standing seam metal roofs and slate roofs should be maintained in authentic roofing material. If it is necessary for a property owner to replace an existing slate or standing seam metal roof with materials other than slate or standing seam metal, simulated materials should be used that match in color and character to the original material. The design of all structures in Charles Town Historic Overlay Districts should be considered when choosing roofing material. Changes in roofing materials and colors used does not require approval by the CTHLC. Any change in the roof shape/profile will require a certificate of appropriateness.

Any alteration of a roof by addition of a skylight or new dormers which are visible from the primary street and side street for corner lots requires approval and a certificate of appropriateness by the CTHLC.

Additions of skylights and new dormers, which are visible from the primary street and side street for corner lots, require a certificate of appropriateness from the CTHLC. Installation of skylights and new dormers are permitted if they are not visible from the primary street or side street for corner lots. Visible alteration of roof contours by the construction of dormers, other window openings, turrets, skylights, or vents is not permitted without CTHLC and approval/disapproval.



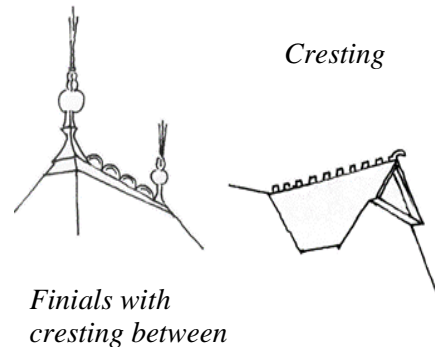
Skylights: When installed in predominate location, diminish historic character

In the event that it is necessary to install mechanical equipment on a roof within the historic district, such equipment should be placed so that it is inconspicuous from the sidewalk and street. Placement that makes the equipment not visible from the sidewalk and street is always preferable.

Wood cornices that conceal box gutters are important components of the façades of homes in the Charles Town Historic Districts. Property owners are strongly encouraged to retain wood cornices and box gutters rather than replacing them with modern gutters. In an overlay district, removal of wood

cornices and concealed box gutters will require a Certificate of Appropriateness.

Conjectural use of wrought iron cresting and finials is not recommended. Property owners considering either of these options should review their restoration plans with the CTHLC. Wrought iron fences are exempt from this provision.

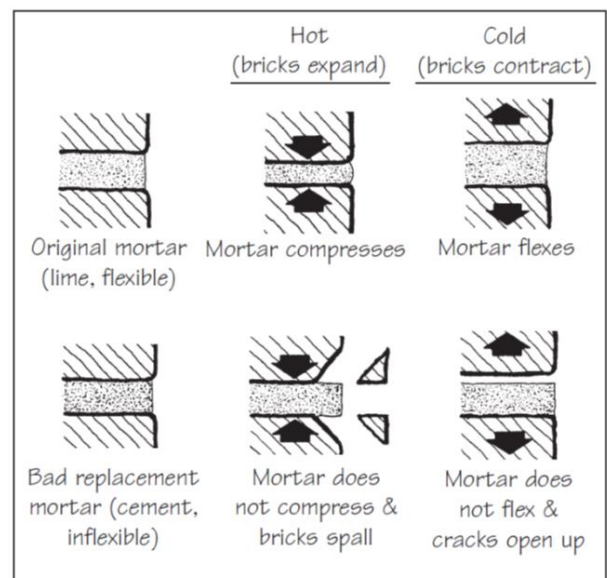


For items not requiring review, the CTHLC and staff is willing to have a discussion where there are questions as to the appropriateness of materials, color or importance of any features. Property owners are encouraged to contact the CTHLC and Staff. Any advice provided by the CTHLC and Staff on topics not requiring review for a COA is advisory.

Masonry:

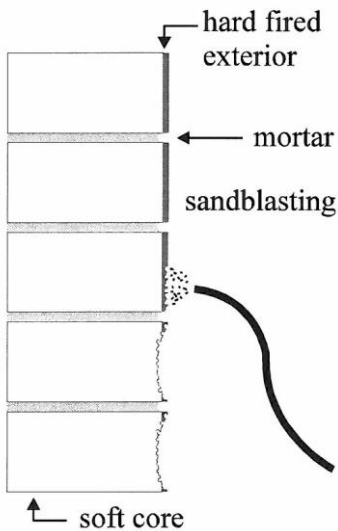
Property owners in Charles Town Historic Overlay District(s) must request CTHLC approval and a certificate of appropriateness to remove historic masonry or to make changes that alter or diminish the character of historic masonry. Any repairs to historic masonry should be made using material that matches the original masonry as closely as possible in color, texture, composition, and tooling.

Modern mortars can damage the historic brick, as the bricks are softer than newer mortar. Masonry mortar, not Portland cement mortar, should be used. It is strongly advised to have the existing mortar material chemically tested to determine the composition of the mortar material. Use of power tools to remove mortar is discouraged, as the tools have a tendency to remove the protective glazing on brick, exposing it to additional damage and deterioration.



Painting of unpainted masonry façades is discouraged. However, if a masonry façade will be painted, a permeable or “breathable” paint is strongly encouraged. Unlike most modern buildings with a brick veneer, historic structures have thicker

structural walls that have a greater need for movement of humidity through the brick. For this reason, a permeable paint assists with this natural fluctuation of moisture. Prior to nationally accepted standards in the middle of the 20th Century, masonry had significant variations in strength and quality. As such, some older masonry is soft and is very vulnerable when paint is applied on the surface.



Removing paint from a masonry façade is permitted. However, if there are historical markings and paintings, such as “dry goods” or “Coca-Cola,” that have taken on a historical character in their own right, such removal or painting of the image shall require a COA. Removal of paint should be done cautiously in an effort to not damage the masonry. Existing vines should be removed as they are harmful to masonry and in particular the mortar.

Wood Trim:

Preservation and retention of ornamental wood is essential to the integrity of Charles Town Historic Overlay District(s). Protecting ornamental wood from water damage will eliminate the need for most repairs. It is important to keep ornamental wood painted and to take any other necessary measures to keep water from accumulating. These measures include maintenance and cleaning of gutters and downspouts, proper flashing, and removing or preventing growth of ivy or other climbing vines.

Discretionary removal or alteration of any exterior wood trim shall be avoided. If deterioration of exterior wood has progressed to the point that removal of a deteriorated section is the only feasible response, work shall not include removal of other trim that is in better condition and can be retained. Removed deteriorated sections of wood ornamentation shall be replaced with wood ornamentation that duplicates the old ornamentation exactly. Any trim that must be removed should not be replaced with trim that is modern in appearance or otherwise does not match the historic ornamentation. Removal and replacement of architectural wood trims requires a certificate of appropriateness approved by the CTHLC.

Conjectural application of exterior wood, that is not documented, including “gingerbread” and colonial-era ornamentation, is not recommended. Property owners should take care to ensure that any wood trim to be installed matches the original trim in the same site as closely as possible. Property owners

considering work of this type should review their restoration plans with the CTHLC.

Metal Trim:

Historic metal exterior trim, also known as architectural metal, in Charles Town Historic Overlay District(s) includes pressed tin cornices, friezes, and other metal ornamentation. It is important to ensure that water does not stand or accumulate in a way that will cause corrosion of architectural metals. Identifying the type of metal used in an architectural feature is also important in its preservation. The type of metal will determine whether cleaning is appropriate, the method of cleaning, if any, and whether painting is appropriate.

Removal or alteration of any architectural metal shall be avoided. If deterioration of architectural metal progresses to the point that removal of a deteriorated section is the only feasible response, work should not include removal of any metal trim that is in better condition and can be retained. Any architectural metal that must be removed shall not be replaced with metal trim or other trim that is modern in appearance or otherwise does not match the historic ornamentation. Any new architectural metal shall duplicate the old ornamentation, as closely as possible. Removal and replacement of architectural metal trims requires a certificate of appropriateness approved by the CTHLC.

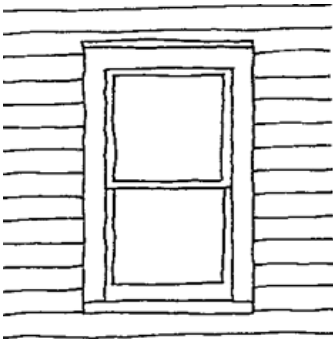
Conjectural application of exterior architectural metal is not recommended. Property owners proposing work of this type shall review their restoration plans with the CTHLC. Metal exterior trim that was not available or would have been inappropriate at the time the structure was constructed is not an appropriate treatment, unless such features are now considered a historically appropriate treatment.

Windows:

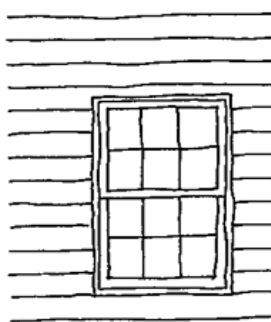
Maintenance of windows, including painting sashes and replacing broken glazing, helps prevent the need to repair and replace window sashes. It is almost always advisable for aesthetic and financial reasons to attempt to repair historic windows, before resorting to replacement of in-kind material and 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 differing 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.

Compatible

Maintain and preserve existing façade elements, including trim, window rhythm, details, and architectural features.

**Incompatible**

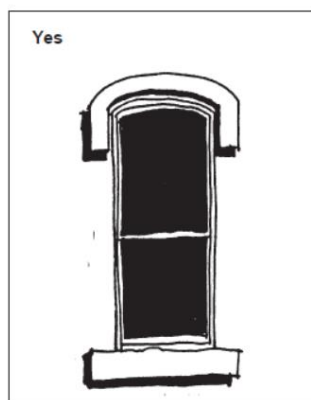
Altering window size, location, or style and removing architectural details.



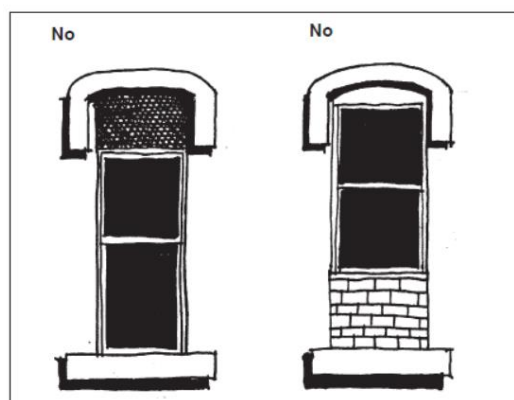
A common misconception is that replacing windows alone will result in major energy savings. This argument, often used to sell replacement windows, is simply not accurate. Although it varies from building to building, the U.S. Department of Energy (DOE) has documented that air loss attributable to windows in most buildings is only about 10% of the total air loss.⁸ Studies have shown that window replacement does not pay for itself in

energy savings in a reasonable length of time.

The CTHLC generally will not approve creation of new window openings, enlargement of historical window openings or eliminating existing historical window openings. Any such request shall require extensive documentation, including architectural renderings and explaining why such elimination, enlargement or new opening is needed. The onus will be on the applicant to detail the need. Property owners may not reduce, expand, or otherwise change the size or shape of historic window openings without receiving a COA from the CTHLC. Prohibited reduction of window openings includes use of brick, wood, or any other material to reduce opening size, unless otherwise approved. Deteriorated sashes and glazing should be repaired when possible; replacement shall be in kind, replicating materials and pane configuration.



Preserve the shape of the original window opening.



Avoid closing down the original opening to fit new window sizes. If the original openings are presently blocked, consider restoring them.

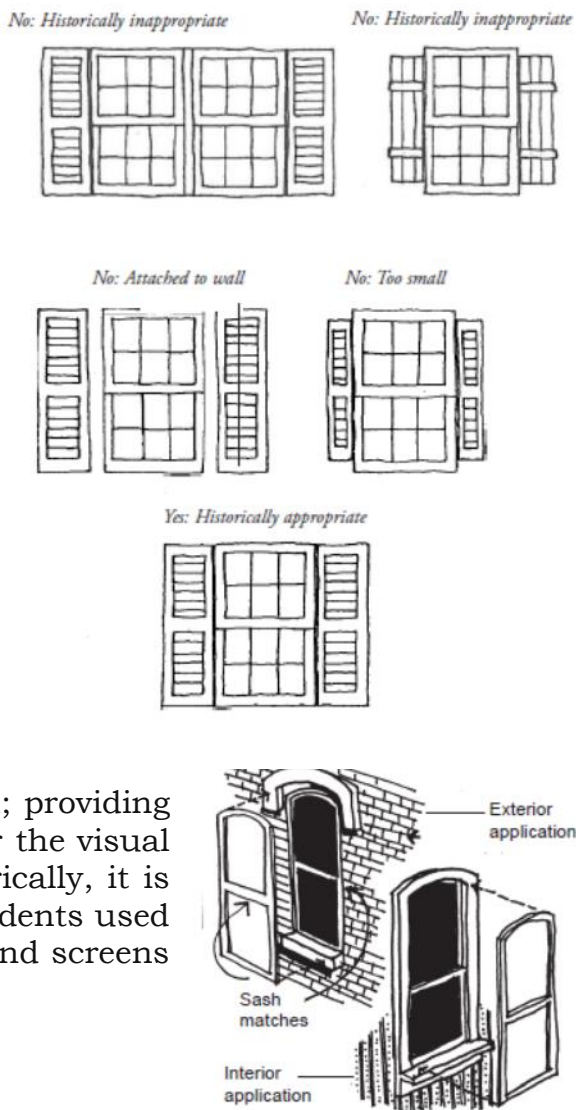
⁸ Secretary of Interior, Preservation Brief.

The CTHLC may approve installation of stained or leaded glass windows and iron security grills of a simple nature. Iron security grills shall be on the inside, unless otherwise approved by CTHLC.

Exterior window shutters should only be installed where historical evidence such as photographs or remaining hardware documents their previous use. Replacement exterior shutters should be operable. Exterior shutters constructed of aluminum and vinyl are inappropriate, as are those that do not match the size and shape of the openings they flank and will not be approved.

Cellar windows should be preserved; use of glass block and eliminating cellar windows are not recommended.

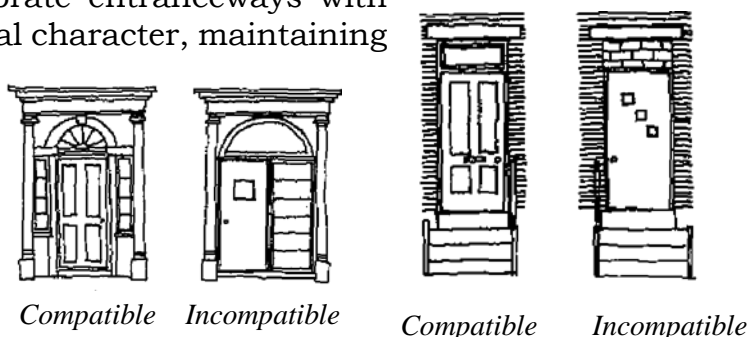
Exterior storm windows should not be applied to the front façades of homes in the Charles Town Historic Districts; interior use is encouraged. Installation of storm windows and screens constructed of a narrow frame, in the same color as the adjoining trim, is preferred; providing that when installed, they will not alter the visual effect of the window openings. Historically, it is understood and acknowledged that residents used interchangeable wood storm windows and screens that were changed seasonally.



Place storm windows internally to avoid exterior visual impacts (right). Use storm window inserts designed to match the historic frame if placed externally (left).

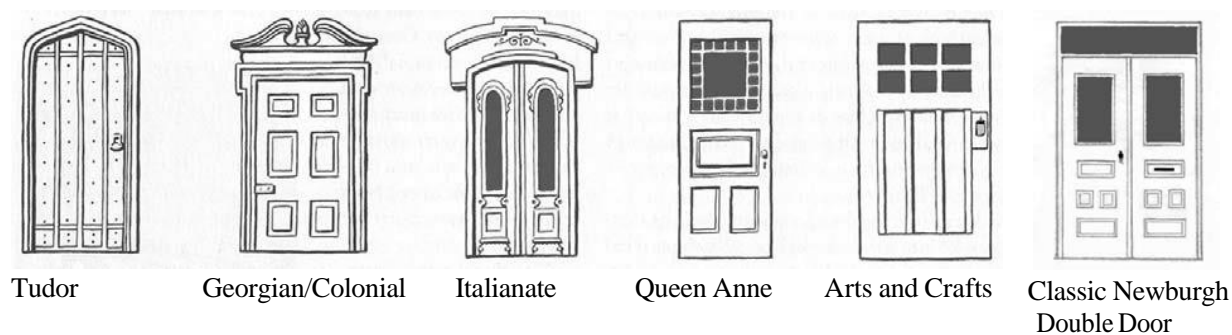
Entrances:

Doors and entranceways are important to the character of a building. As many historic buildings feature elaborate entranceways with great detail that feature historical character, maintaining this is important. Original doors shall be preserved and repaired whenever possible. If it is impossible to retain an original door, a replacement door should match the original as closely as possible in panel configuration, trim ornamentation. It is not acceptable to replace double doors with a single door. Transoms shall also be retained in their original configuration. Any exception would only be permitted in the event that the property is used commercially and ADA standards need to be achieved. The CTHLC fully supports ADA standards. In the overlay districts, changes to the entrances will require a Certificate of Appropriateness.

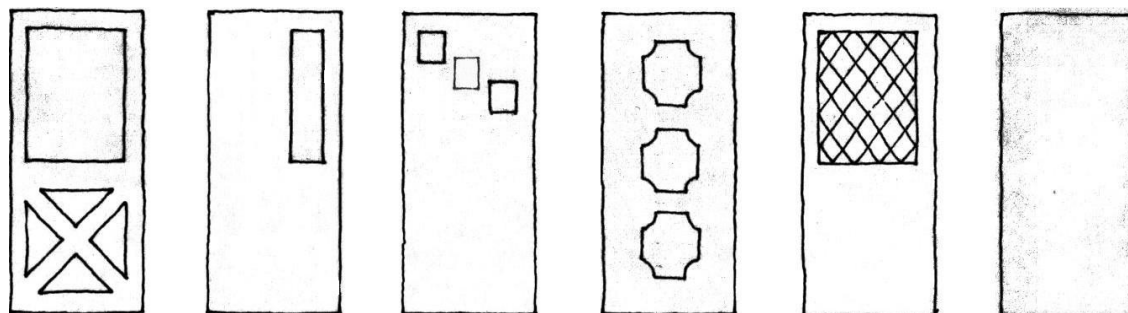


Storm doors, if necessary, should be made of wood. Use of aluminum or vinyl storm doors is discouraged. Storm doors should be constructed of a narrow frame and be the same color as the adjoining trim. When installed, storm doors should not alter the visual effects of the openings.

While there are numerous types and styles of doors associated with each architectural style, the following depicts examples of historically compatible doors.



Some modern doors that are incompatible on a historic structure are shown below.



Security Features

Iron or other type of material used for security doors require a COA and shall be on the inside unless otherwise approved by the CTHLC. Iron or other type of material used for security grills on windows shall be on the inside, unless otherwise approved by CTHLC. Some property owners with concerns about home security have chosen to install interior horizontal iron bars behind original operable cellar windows, creating a barrier that is not visible from the street.

Porches and Decks:

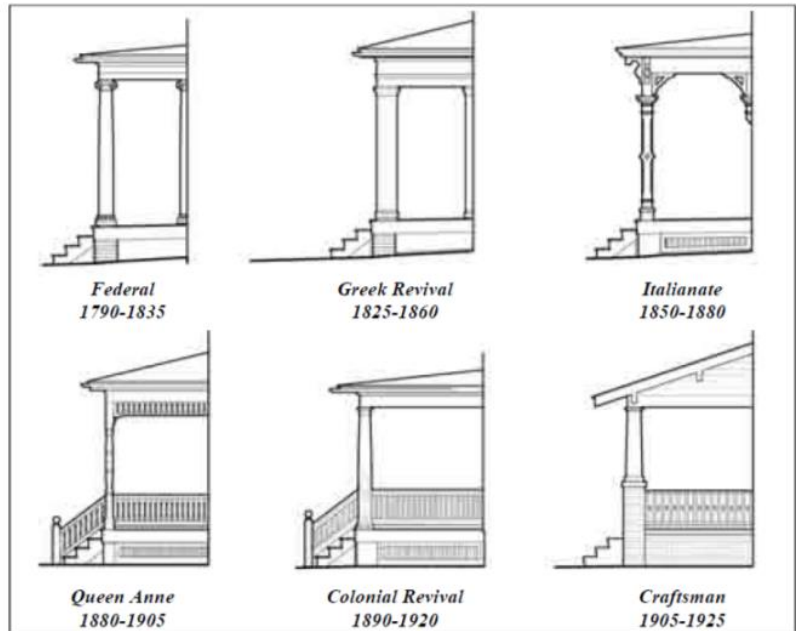
Porches and decks are common additions to historical structures. They provide shade from the sun, a place for children to play, or for adults to entertain, as well as a private space on a public street and can be valuable assets to buildings.

When added inappropriately, porches can destroy the historic character of the streetscape. Therefore, it is important to note that porches/decks should not mimic an architectural style not found on the structure or in the districts. Porches are very common on many of the architectural styles found in the Historic Districts. The Historic Landmarks Commission shall review and approve or disapprove the issuance of a Certificate of Appropriateness for porches and/or decks when located on the front or side of the structure. A building permit must be obtained for porches and decks from the Charles Town Building Inspection Office. When considering a new porch, keep the following standards in mind:

- Porches should not obscure historical features on the façade.
- Design of porches should be historically accurate to the architectural period of the building.

- On structures where simplicity is part of the historical detail, porches should be considered only with great care and planning as to how the porch will affect the historical nature of the building. These porches should be very simplistic.
- Design, colors, and materials should coordinate with those used on the structure. Painted wood rather than natural or stained wood is recommended for porches or decks that can be seen from a public thoroughfare or are located on a primary façade or the two facades for corner lots.
- It is prohibited to enclose porches on primary or corner facing elevations.
- Removal of historically appropriate porches is not permitted.

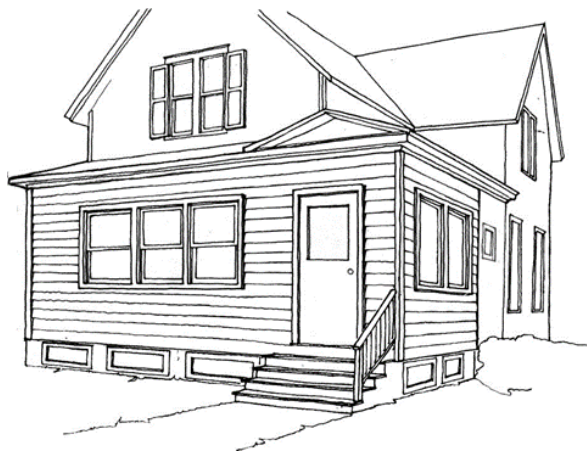
Porch Styles



Compatible Design



Incompatible to enclose porch



Typically, decks are located on the rear of a property and as such are not part of the primary façade or side facade. However, this is not to say that they cannot be obtrusive. Therefore, the following are recommendations for deck building:

- Decks should not be proposed with walls or roofs.
- On structures where significant detail exists on the rear of a building, decks should not obstruct the detailing.
- Design and materials should coordinate with those of the structure and decks should have a design similar to the detailing on the building. Simple structures call for simple decks.
- Modern materials, such as pressure treated lumber, should not remain in their original or raw state. These should blend with the historic character of the district, as well as materials used on the building or along the streetscape.

If you wish to restore a porch or deck that no longer exists on your property, consider the following:

- Follow photographs of previous construction to design a structure that adheres with the architectural style of the building, as well as the guidelines above.
- Research and study photographic evidence of the previously existing porch or deck and provide any evidence with your application.

In addition to the presence of porches and decks, the railing systems on these structures can have a very large influence on the appearance of the streetscape. Therefore, consider the following when deciding on a railing for your porch or deck:

- Railings should coordinate with the features of the new porch/deck and the existing structure in details, materials, scale and texture.
- Railings should be of similar material to the porch/deck. Wood is preferred. The Commission will consider railings of plastic, vinyl, brick, concrete or other materials on a case-by-case basis.

Accessory Structures, Outbuildings and Other Appurtenances:

Often, property owners request outbuildings or other appurtenances for their historic properties. Appurtenances are permanent or semi-permanent fixtures, structures, or details added to the property. These have a large impact on the appearance of the streetscape from the public ways. The most common requests are for outbuildings, such as garages and sheds. However, other appurtenances include, but are not limited to, pools, gazebos, and large statuary/fountains.

When considering an outbuilding or appurtenance visible from a public way, keep the following guidelines in mind:

- Style, scale, color, materials and textures should be compatible with those of the building.
- Avoid appurtenances that clash with the architectural period of the building and the streetscape.
- Appurtenances should not draw attention away from the historic building. Statuary and fountains should be discreet and compatible with the architectural style of the property.
- It is advised to not mimic an architectural style not found in the Historical District.
- Requests for new metal garden sheds are not compatible with the historic character of the district and are not permitted.

Awnings and Canopies:

Awnings and canopies should be placed only on structures for which they are historically accurate or which there exists physical evidence of a previous treatment. Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should only be of canvas material. In commercial areas, awnings should be made of heavy canvas, other woven fabric with canvas-like qualities or vinyl material. Plastic and aluminum are not permitted.



Awnings should be placed appropriately to fit in the openings above display windows and doors, so as to fit within the frame of the window and be installed in a manner that does not obscure or hide any historic materials. They should be affixed so that no architectural features are concealed or damaged. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself. Continuous awnings or awnings that cover architectural features, such as piers or columns, are not appropriate unless it is a replacement for a historic awning.

Keep awnings, even continuous awnings, from covering the outermost piers of a building façade

Street level awnings should be mounted so that the valance is no less than seven (7) feet above the sidewalk and projects out between four (4) and seven (7) feet from the building, but not past the sidewalk edge.

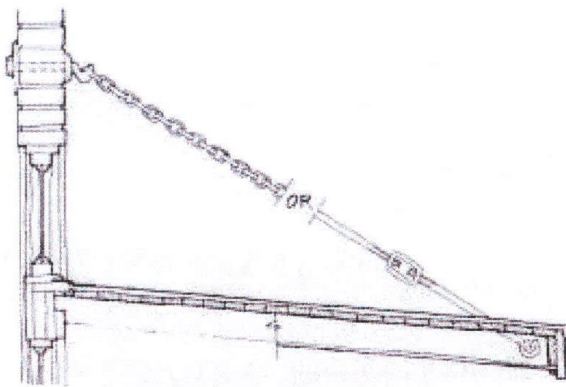
Metal or back-lit awnings are prohibited on commercial buildings.

Residentially used awnings should be made of either canvas, vinyl coated canvas, or acrylic. Metal awnings shall be placed only on post-World War II homes.



While patterned awnings may enhance a plain façade, solid colored awnings are better suited for buildings with elaborate detailing.

Canopies, which are more of a permanent component of a building, will require a COA.



Canopies require substantial construction that shall be integrated into the architectural design of a building's façade.

Curbing, Stone Steps, Carriage Steps, Walks, Fences, Trees:

Some homes in the Historic Districts include stone curbing, iron fences and gates. Property owners are encouraged to retain these existing elements.

No approval is required for landscaping, such as flowers and shrubs. While approval is not necessary before planting trees between the street and the front façade, the homeowner is responsible for maintaining the tree and should ensure the tree does not obscure the view of the façade.

Removal or alteration of iron fences requires a certificate of appropriateness in the overlay district(s).

Some homes in the Charles Town Historic Districts were constructed with front steps of cut stone. Homes with those type of steps contribute to the integrity of the houses to which they lead, and should be retained wherever possible. Discretionary removal of cut stone front steps and replacement with steps constructed with concrete or other materials is not recommended and requires approval by the CTHLC where such features are found in an overlay district.

Carriage steps near the street are highly encouraged to be retained.

Paint Colors:

A wide range of period appropriate historic colors are available to property owners. While the color chosen by a property owner is **not** reviewed by the CTHLC, owners must choose colors that are appropriate to the period of the structure. Some paint companies provide color suggestions for various periods both interior and exterior. The CTHLC is happy to work with owners in the selection of appropriate colors and the advice of the CTHLC is advisory only.

New Construction:

The CTHLC must review proposals for any new construction in Charles Town Historic Overlay Districts to ensure compatibility with existing buildings. Criteria for review of proposed new construction will include proposed setback, height, scale, massing, building materials and proportion of the following: window openings, door openings, porches, and roof pitches. Review and possible approval of new construction by the CTHLC will result in a Certificate of Appropriateness to be granted.

Maintaining the Feel of the Neighborhood with New Construction



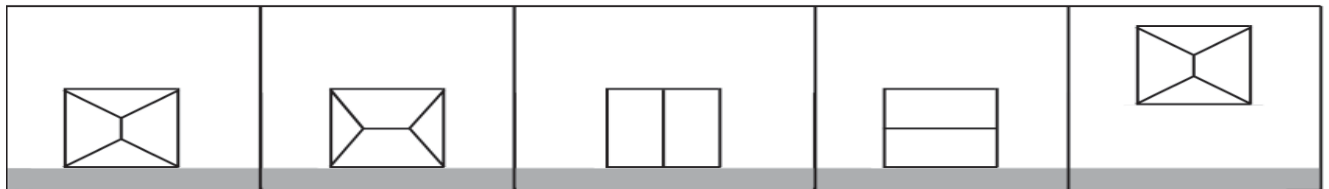
Spacing

Consistency in spacing between new houses and existing ones should be maintained, this helps to maintain the overall rhythm or flow along the street.



Size, scale and height

Respecting the size, scale and height of existing houses on the block preserves the original feel of the neighborhood.



Setback

Consistency in the placement of new structures along the street should be maintained.



Massing and Form

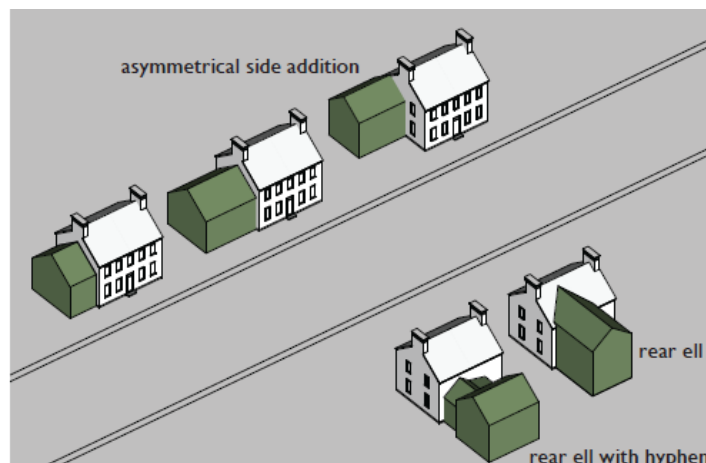
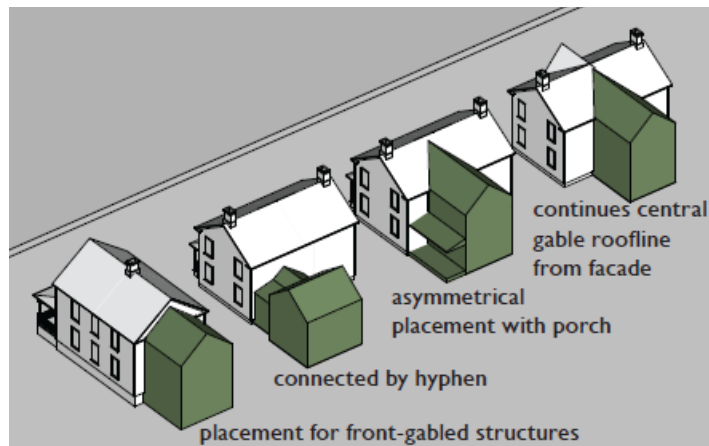
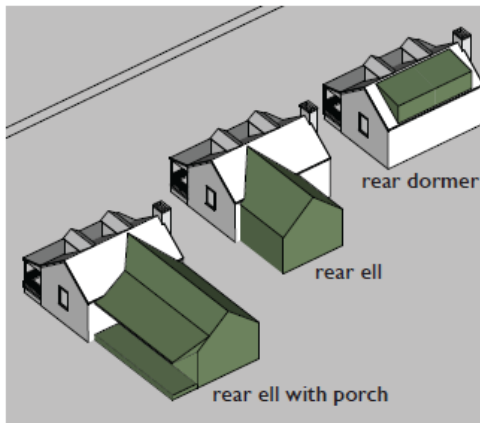
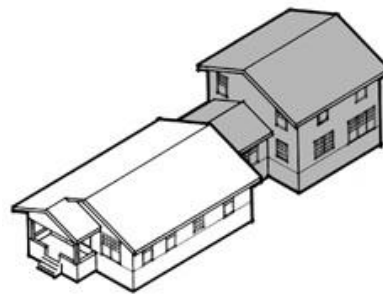
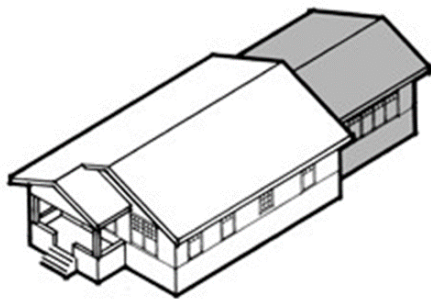
When planning new construction, pay attention to the massing and form of the existing houses. A very different house can also adversely affect the rhythm or flow of the street.

Additions or Alterations:

All proposed additions or alterations to structures which are visible to the primary street, the two facades for corner lots and through lots in Charles Town Historic Overlay District(s) must be reviewed and approved for a certificate of appropriateness by the CTHLC. New additions should remain subordinate to the original structure. While additions often prolong the useful life of an older building, it is important that they do not detract from its original character.

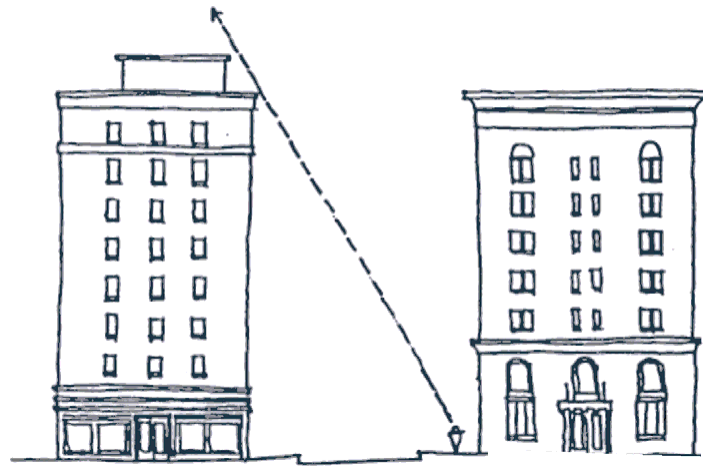
It is important to repeat the roof lines and slopes found on the primary structure.

Eave lines on the addition should be no higher than those of the historic building.



The illustrations depict compatible additions that are shown in green.

In commercial districts, additions to the height shall take into account the setback for visibility from the ground.

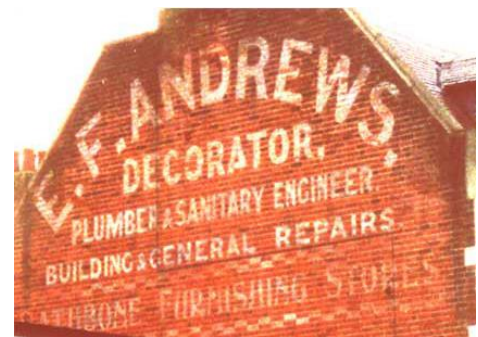


Signs:

Signs are a very important characteristic of the Downtown District. They provide an announcement for business location and a design image for businesses. They also play a large role in the character of the streetscape. For this reason, it is important to follow the following regulations when considering a sign for your business in the Historic District.

General Guidelines

These basic guidelines help to define the materials, placement, lighting, and design of signage in the historic overlay district(s) and are in addition to the Zoning Ordinance. Approval and a Certificate of Appropriateness from the CTHLC is required for installation of all signs. CTHLC or staff approval is not required for the removal of signs, with the exception of historical signs and historic wall painted signs.



CTHLC or staff approval is not required for temporary yard signs or banners. Signs indicating a property is for sale or rent are considered temporary. Signs for “coming soon” shall be removed 30 days after installation. “Coming soon” signs shall only be for a single purpose or event and cannot be used for multiple different purposes or events to circumvent and make continuous use of the temporary sign. Any request beyond 30 days shall require an application to the CTHLC stating the purpose and reason why a longer time is necessary.

Sign Material

The most important concept to grasp when designing your sign is that signage material should be compatible with the materials of the façade. In general, painted wood or metal is the preferred background. In addition to this, the following should also be taken into consideration:

- Lettering may be painted, carved into the wood, or individually mounted.
- Plastic may be used if it is carefully designed and is fabricated with another finish.
- Signs should be made in a professional manner.
- Mass produced signs do not blend with the character of the historic district nor the overall streetscape, and as such, they are discouraged.
- National franchise signs should be compatible with the building and streetscape.
- Glossy backgrounds that reflect glare and reduce legibility should be avoided, unless the material is appropriate to the façade.

Sign Placement

When deciding on the placement of your sign it is important to remember that all signs for storefront tenants and single-occupant buildings be located below the second floor of the building, while multiple-tenant buildings should locate a shared directory beside the entrance doorway. In addition, the following guidelines should also be considered:

If there is historic precedent (during the architectural period of the building) for upper floor signage on the building, upper floor tenants may place signs above the first floor. Pictorial documentation will be required for approval. These signs must meet these standards and follow those listed in the Zoning Ordinance.

- Signs should be suspended at a 90-degree angle or placed flat against the building in the signage area that is defined in the lines and panels detailed by the architecture.
- Signs should not obscure the existing architectural detail.
- Painted signs on storefront windows for which no COA was granted is not permitted for more than 30 days, and do not require review by the Historic Landmarks Commission.



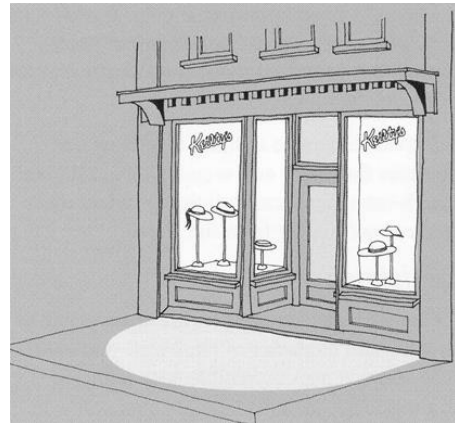
Signs that extend beyond the first floor overwhelm the façade as a whole and shall not be used.

- The placement of a new sign should take into consideration any existing sign line in the streetscape.
- Signs may not project above the parapet wall or cornice of the building.
- Signs may not be placed on the roof of a building.
- Signs should be in proportion to the building, such that it does not dominate the building.
- No Canopy/Awning Sign shall be permitted on a historic building unless documentation indicates that such a sign was used on the building when originally constructed and occupied. The design and coloration of such signs shall be compatible with the character of the building.

Sign Lighting

Lighting of signs is an excellent way to show the artisanship of the sign, as well as illuminate the place of business at night. Lighting also provides a very important effect along the streetscape. When considering the lighting of your sign, it is important to keep in mind the following guidelines:

- Indirect light should be used to illuminate signs.
- Gooseneck lamps are an appropriate and attractive lighting solution.
- Flashing or blinking lights are prohibited.
- Box signs, also known as a cabinet sign, either internally or externally illuminated are not permitted. This includes wall mounted signs and double sided ground mounted signs. All box signs installed prior to January 1, 2017 are non-conforming signs that are permitted to remain until a change is initiated by Zoning Ordinance requirements or if the sign is removed.



A well-lit window display provides attractive nighttime lighting.

Sign Design and Size

The overall design of your sign should reflect the architectural period of the building on which you are locating the sign. The Zoning Ordinance outlines the size of signs permitted.

In addition, the following should be considered:

- CTHLC notes that trademarks and logos are signs and the CTHLC recommends that trademarks cover no more than 25% of the sign face.
- The number of colors used should be limited to colors that complement the colors on the façade.

Wall Signs

In addition to these general standards, wall signs on the front façade should be located directly above the storefront and not extended above the first floor. Wall signs shall be placed within the sign frieze, or distinct place within which a wall sign was intended to be located,



Projecting Wall Sign

if the building was designed for such. No wall sign shall extend beyond such space. If there is no sign frieze, the wall sign shall be placed below the typical second floor window area. The sign should fit within the lines and panels of the storefront as defined by the building frame and architectural detailing. Wall signs on side

façades shall follow the above standards. For multi-

tenant buildings, the preferred method of listing tenants is a single wallboard on the front of the building.



Wall signs to be located above the first floor and below the second floor. The gray area depicts the location for wall signs.

Multi-Tenant Directory Sign

Multi-tenant directory signs require approval of the Historic Landmarks Commission. Approval of multi-tenant directory signs need not state specific text or tenants; however, the following is required for review and possible approval: size, color, proportion, material and placement. After approval of a multi-tenant directory sign design, no additional review is required provided all changes maintain the same design details as previously approved.



Historic Signs

Many older buildings still display the names of their original owners who were proud of their contributions to the community. These names are usually located on the upper part of buildings or above the doorways at the street level. Some are formed in sheet metal on fascias and cornices, but most are incised in stone

panels or molded in terra cotta relief. These should be preserved as part of the Downtown's history and character.

Banners

Due to the nature of the businesses, occasions may arise when property owners request banners for advertisement of events. Such events include but are not limited to grand openings, store closings, festivals, and recreational activities. The following standards should help lead banner design and location:

- Banners should be of a temporary nature, advertising events that would not require the banner to be in place for more than a span of 30 days, unless the CTHLC has approved an alternate time arrangement.
- Design should be simple so as not to detract from the historic features of the building it hangs on. Solid backgrounds and single or two color fonts are recommended.
- Architecturally significant features/details should not serve as the mounting points for banners to avoid deteriorating or destroying the feature.
- Ideally, banners should be located above the ground floor. If this cannot be done, they must be eight feet above the public walkway.

Interpretive Plaques

Plaques placed on historic buildings to identify their construction date and original use are encouraged. Interpretive historic panels detailing the historic nature of the building or area require a Certificate of Appropriateness.



Building Markers

A building marker sign may include only the building name, date of construction, or historical data on historic buildings or sites; and shall be cut or etched into masonry, bronze, or similar material, but shall not be imprinted upon the structure unless it is part of a new construction.



Applying for a Sign

When applying for a sign in the Downtown Historic District, the Historic Landmarks Commission will need the following information about the sign, in addition to what is required in the Zoning Ordinance:

- Design of sign: All dimensions, type of material, method of lighting, method of attachment.
- A scaled drawing showing the building façade to include the wall from the ground level to the roof line, storefront, doors, windows, and architectural detailing in the proposed signage location. The drawing should show the sign on the building. An actual-size mock up replica of the proposed sign may be submitted in place of the drawing.
- The Commission may request a sample of the finish material.
- If a business with an approved sign from the CTHLC moves from its existing location within the historic overlay district, a sign for the new location will require CTHLC approval, but the fee shall be waived.

Solar Panels

The CTHLC supports both solar energy and the historic character of the community. Care must be taken that one is not achieved at the expense of the other. Solar panels and associated apparatus should be installed in such a way to minimize impacts of the facades and shall be reviewed and approved or disapproved by the CTHLC. Solar panels should be located in unobtrusive places. If it is necessary to mount solar panels on a historic building, rather than elsewhere on the site, it is essential that the panels are installed such that they do not change the character of the building. If solar panels are placed on a roof they should be designed and positioned to have a minimal effect on the character of the structure. Placement on rear facing roof planes of the primary structure should be considered first. Before applying for a Certificate of Appropriateness for solar energy devices, applicants should be certain that enough sunlight is available to make the proposed system operative.

Prior to installation of solar technology on-site, try improving the energy efficiency of the structure through other passive methods, such as awnings and storm windows. When placing solar panels on-site, consider the impact that the technology will have on the historic character and the fabric of the site. Consider the following locations prior to installation of the solar technology on historic structures:

1. Pole mounted below the fence line
2. On non-historic structures on the site

If the desired location for energy efficiency cannot be achieved as mentioned prior, then consider the following locations (option 3).

3. Historic accessory structures

If the desired energy efficiency cannot be achieved by placing the solar technology in the prior mentioned areas and the technology must be placed on the historic structure, then the following locations should be considered in the order listed below.

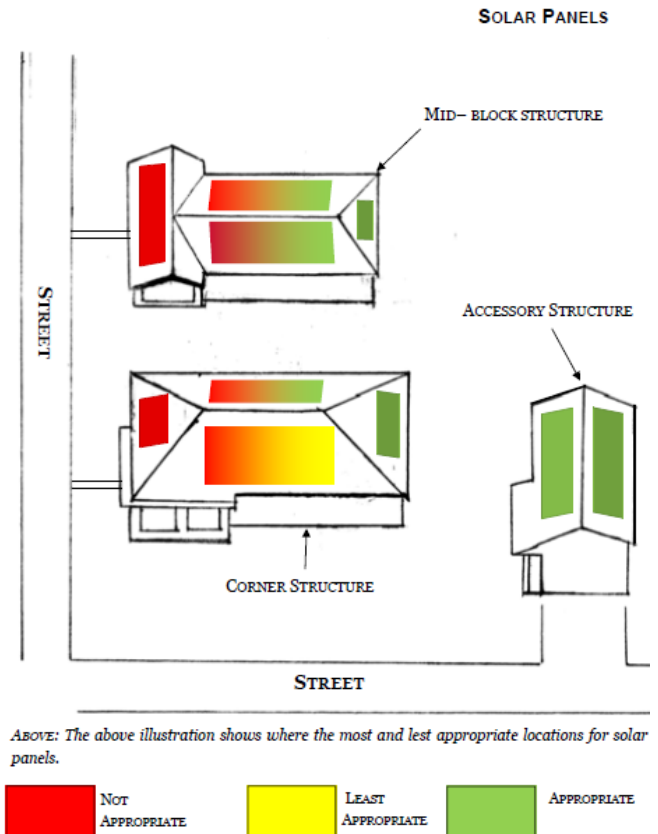
- a. Non-visible roof slope
- b. Rear roof slope
- c. Rear portion of the side or secondary roof slope
- d. Side or secondary roof slopes
- e. Front or primary roof slope

In addition, solar panels installed on the main structure shall conform to the slope of the roof and not extend past the ridge line or eave line of the roof. On flat roofs, solar arrays shall be set back from the edge and may be set at a slight pitch, if not highly visible from public streets. Solar panels shall not be mounted to project from walls or other parts of the structure.

Mothballing:

The following standards related to mothballing shall apply to the Overlay Historic District(s) in the City of Charles Town. These standards are considered a means of voluntary presentation of property that must be left temporarily vacant. In such instances where the property has to be mothballed, a COA is required. The requirement of a COA is appropriate given the impact of an abandoned/vacant structure on the neighbors, the neighborhood, and the historic district.

The standards below will apply, in addition to the existing companion regulatory documents, such as the Vacant Structures Ordinance, Property Maintenance Code, Building Code, Zoning Ordinance, Subdivision Ordinance, and the



Codified Ordinances of the City of Charles Town. Accordingly, all buildings and structures within the Historic Overlay District shall be preserved against decay and deterioration and maintained free from structural defects. Therefore, in the occasional case where a building is to remain vacant as a temporary measure, certain precautions should be taken to ensure the protection of the structure until a suitable use is found. The most important threats to a vacant building are weather, pests and vandalism. Owners can protect against those dangers by adhering to the following guidelines. If a structure will be vacant for more than two years, the owner is referred to Protective Maintenance below.⁹

Certain deterioration of a building will be inevitable. Deterioration of a building's exterior most commonly includes the deterioration of the roof, windows, porches and paint finish, leading to additional deterioration. Damage to interior finishes can follow, with loss of paint, plaster, and floors. Maintaining the building enclosure is a small price to pay for the overall protection of a historic structure.

By securing a building to protect against the elements, also known as "mothballing", the owner will protect his/her investment, lessen the need for more costly, extensive repairs when the building is put back into service, and prevent the building's total loss by natural or manmade forces. The owner will also save an important part of Charles Town's heritage. A mothballing checklist is presented below.

The first step in the mothballing of any building is to develop a plan. Understanding why the building is being mothballed, and the features that need special protection, will help in this undertaking. It is also helpful to establish a timeline for the period of vacancy, as mothballing is only a temporary protective measure. Identifying probable future uses of the structure can also help to adapt the mothballing process to this eventual outcome.

Condition Issues

Building deterioration is caused by four major conditions that need to be addressed in order to properly mothball your building.

1. Moisture/Condensation

Moisture will cause the decay of original materials, leading to wood rot, growth of mold and fungi, and provide a hospitable environment for insects. Precipitation can gain direct access to the building through windows, doors, roof openings, damaged mortar joints, and ice dams.

⁹ Lack of proper maintenance of any property or structure in the City of Charles Town will result in the enforcement of the International Property Maintenance Code and the Charles Town City Code at any time when a violation has occurred. Mothballing relates to additional standards when a structure has been abandoned.

It may also take the form of condensation caused by temperature and humidity shifts within the building. Improper drainage and uncontrolled vegetation can also contribute to moisture problems.

2. Extreme Weather Conditions

A single lightning strike during a thunderstorm can result in a fire that destroys a portion or the entire structure. If building elements are not properly secured, the high winds that accompany tornadoes and hurricanes may remove or seriously damage many building elements and leave others open to further damage. Likewise, heavy rains may cause flooding on the lower levels of the building and water penetration in other unsecured areas.

3. Vandals

Not only is historic fabric destroyed when forced entry is made to a structure, but that opening then allows the direct entry of vermin, wind, and water. Vandals may also damage the interior, remove important interior architectural features, or start fires in the building.

4. Vermin

When birds, bugs, and rodents make a vacant building their home, it increases the likelihood of structural damage and compromises the integrity of decorative elements. New openings in the building may be made by these vermin. Birds' nests can be a fire hazard and their droppings, a disease threat. Rodents may chew on the building's wiring, and insects may bore into wood structural supports.

Owners Mothballing Checklist

A systematic inspection of your building, employing the following checklist can help to prevent many of these conditions from exacting their toll on your investment:

Roof

- Repair all leaks.
- Make sure all flashing is secure.
- Allow air to flow under the roof if the building will remain heated.
- Make sure the soffit and eaves are vented.
- Place insulation on the floor of the attic rather than the underside of the roof.

- Inspect the roof after icy weather and clear ice dams when possible.
- Provide routine roof maintenance during mothballing period.

Gutter Systems/Downspouts/Drainage

Observe the roof of the building during a hard rain to ensure that water runs off the roof and away from the building. Improperly functioning gutters may cause water damage to exterior wood trim.

- Reattach loose gutters.
- Repaint and repair gutters as needed.
- Ensure that water drains away from the building, and if necessary, mound dirt near the foundation to create a slope and cover with grass or straw.
- If the building does not have gutters, consider the installation of a metal drip edge or inexpensive aluminum gutters to keep water away from the building walls and foundation.

Ventilation

A securely ventilated building prevents the damage that can be caused by condensation. It can result in mildew, paint and plaster failure, warped woodwork, wood rot, nail popping, stress cracks, buckled floors, and dislodged ceiling tiles.

- Resolve any existing moisture problems before closing the building.
- Ventilate the building so that air enters at ground level and leaves at the attic level.
- Use louvers in half of the window surfaces to provide cross ventilation on each floor of the building.
- Louver basement windows fully.
- Add screens to crawl spaces to allow air movement around joists.
- Cross-ventilate attic spaces.

Windows and Doors

First floor entry points, such as windows and doors, should be secured to prevent damage and entry from vandals. Care should be taken during this process not to damage historic elements and finishes.

- Fit windows with locks.
- Install curtains or blinds to screen the interior from view and provide a lived-in appearance.

- Attach louvers/shutters or plywood across windows from the interior, while providing ventilation.
- Add screen to openings to prevent insect infiltration.
- Remove any debris, such as loose bricks, that could be thrown at the building to provide entry.
- Identify door to be used for interim access. Block other doors with heavy plywood and/or barricade from interior.
- Test locks and boarded-up windows to ensure that they are tamper-resistant.
- Plywood over doors and windows shall be a last resort effort if doors and windows cannot be properly maintained over an extended period of time. In all instances, maintenance of existing doors and windows should be the first approach to achieve weatherization and protection of the structure from pest and vandals. In the event that plywood is utilized over doors and/or windows, boarded doors and windows shall be painted and/or have decals applied that provide the faux appearance of the structure having windows and doors. Boarding of windows and doors requires a Certificate of Appropriateness from the CTHLC.



Window decals used on the structure above to reduce the blighted conditions.

Chimneys

- Make sure all chimneys are in good repair and that there are no loose bricks that may fall and create an avenue for moisture penetration.
- Install a securely ventilated chimney cap to protect against moisture and pests, while providing air flow.

Masonry

- Repoint masonry as needed to prevent moisture from entering the building.
- Pay particular attention to the ground level and the area around downspouts or if any loose bricks present a safety hazard.

Frame

- Maintain a sound layer of paint on previously painted buildings.
- Check for signs of insect damage and treat for current activity.
- Repair or stabilize areas where rot is present.
- Block any unsecured openings.

Other Considerations

Heat

- Without heat, many of a building's interior finishes may fail, including paint and wallpaper. Buckling of floors and warping of other wood elements may also occur.

Plumbing

- Plumbing in an unheated building should be protected by shutting off the water supply and draining the pipes, sprinkler systems, water heater, toilet, heating system, etc.

Decorative Elements

- If safe storage can be provided elsewhere, it may be prudent to remove and store decorative items such as mantels and stained glass. Photograph the items in their original location before removal.

Monitoring and Ongoing Maintenance

- The mothballing process requires ongoing vigilance of the property. The more care that is taken to maintenance of the building and its site, the less likely it is to suffer vandalism.
- If you live outside of the City, a local designee, enlisted on your behalf, should have a key and be willing to help check on the building after severe weather.
- Schedule regular maintenance checks like mowing, gutter cleaning and roof repair.

Security Concerns

- Advise neighboring property owners that the building is vacant and ask that they advise you of any suspicious activity.
- Notify the appropriate local authorities of the vacant building and provide keys to the police and fire departments.

- Post any definite plans for the building on a sign at the front of the building following guidelines for signs in the historic district.
- Consider installation of an alarm system and cameras that can be monitored offsite.

Documentation

It is recommended to document the “before” condition of the building as a guide for maintenance and for the rehabilitation of the building after mothballing. It is encouraged that pictures of the structure, both interior and exterior, are taken for future resource.

Protective Maintenance of “Endangered Structures”

1. Decay, deterioration or defects may, in the opinion of the CTHLC, result in the irreparable deterioration of exterior appurtenances or architectural features or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself. The existence of any of the following conditions shall be sufficient to deem a structure an “Endangered Structure”:
 - a. The deterioration or ineffective waterproofing of exterior walls or other vertical supports, including broken windows and doors
 - b. The deterioration of roofs or horizontal members
 - c. The deterioration of exterior chimneys
 - d. The deterioration or crumbling of exterior plaster or mortar
 - e. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions
 - f. Defective lack of weather protection for exterior wall coverings, including lack of paint, or weathering due to lack of paint or other protective covering
2. Upon a determination by the CTHLC in consultation with the Building Code Official that a structure constitutes an Endangered Structure in accordance with this section, a determination notice shall be given to the property owner by the Zoning Administrator. Said notice shall be sent to the owners of record by Certified Mail, Return Receipt Requested, and shall be required that the necessary stabilization repairs commence within thirty (30) days of the receipt of the notice and be completed within one hundred-twenty (120) days of the receipt.

Upon written notice to the Zoning Administrator, within ten (10) days of receipt of the notice, an owner shall have the right to a hearing before the Historic Landmarks Commission. Upon receipt of the owner’s notice, the

Zoning Administrator shall promptly advise the owner of the time and location of the hearing and the right to present evidence and be represented by counsel. The hearing shall be in accordance with the rules and procedures of the HLC.

3. The one hundred-twenty (120) day time limit for completion of the repairs, as set forth in the preceding paragraph, may be extended for thirty (30) day intervals at the discretion of the CTHLC for good cause shown.

Demolition:

Demolition is forever. Once a building is gone it takes away another piece of the City's character. Demolition of a historic building or resource that has most of its original design and features should be an action of last resort. When a house is removed and not replaced, the fabric of the neighborhood is undermined. The following standards related to demolition shall apply to the Historic Overlay District(s) in the City of Charles Town. Demolition as defined here, includes partial demolition. Demolition would also include constructive removal, meaning that non-contributing or inappropriate additions and materials might be removed to improve the historic character of the structure. There shall be a presumption toward retaining all existing contributing structures within Charles Town Historic Districts. Every effort will be made to do so. The standards set forth herein constitute consideration pertinent to any demolition order entered by the City pertaining to a structure in the Historic Overlay District, which by definition requires the issuance of a Certificate of Appropriateness, as described below.

Request for Demolition

An application for a Certificate of Appropriateness must be submitted, reviewed and evaluated for approval or disapproval by the CTHLC before a demolition permit, whether for full demolition, partial or constructive removal, will be granted.

The list below includes, but is not limited to, factors which will be considered in evaluating a request for a demolition:

- Whether or not the structure is of such old or distinctive design, texture, or scarce materials that it could not be reproduced or could be reproduced only with great difficulty and expense and, whether or not the structure is one of only a few remaining of that style or is particularly unique in its character.
- Whether or not the proposed demolition may adversely affect other historic buildings or the character of the historic district.
- The reason for demolishing the structure and whether or not alternatives

exist.

- Whether or not there has been a professional economic and structural feasibility study for rehabilitating or reusing the structure and if so, whether or not its findings support the proposed demolition.
- Whether or not the structure is so significantly altered, so as to have irretrievably “lost” its architectural and historical integrity. The fact that two significant historical styles may exist within a structure will not, in itself, constitute loss of architectural and historical integrity for the purposes of this paragraph.

Demolition by Neglect

“Demolition by Neglect” is the term used to describe a situation in which a property owner intentionally or unintentionally allows a historic property to suffer severe deterioration, potentially beyond the point of repair. Property owners may use this kind of long-term neglect to circumvent historic preservation regulations, particularly if a request for demolition has been denied. Disregarding proper exterior building maintenance is a self-created hardship and will not be considered as a justification for demolition.

The CTHLC may determine, with the advice of the building code official or designee, that due to the failure of an owner to conduct routine maintenance over time, the structure is continually deteriorating to the point that it is effectively being demolished by neglect. In such a case, the CTHLC or City Council may, acting with the advice of the building code official or designee, order the property owner to repair those conditions that result in the continued deterioration.

Demolition by neglect is a method that is anticipated to be rarely used, if ever. It is anticipated that prior to any structure reaching such condition, enforcement action taken under the International Property Maintenance Code, Public Nuisance Code and other property enforcement mechanisms will serve to avoid the need for action under this ordinance. However, where alternative property maintenance codes are not sufficiently tailored to protect against the loss of historic elements, the standards set forth herein may be applied.

Criteria for establishing a Demolition by Neglect determination are set forth below. The criteria are designed to address the outstanding deficiencies before more proactive steps are considered. It is the City’s goal to work with property owners to ensure the protection of these historic resources. Mothballing, as described in this document, is also an option available to a property owner.

Demolition by Neglect Procedure:

1. In a case of Demolition by Neglect, the Commission may request the Department of Community Development to notify, in writing, all person(s) having a right, title, or interest in the property of record. The notice shall specify the minimum items of repair or maintenance necessary to correct or prevent further deterioration.
2. Prior to the issuance of a written notice, the Commission may request the Department of Community Development to establish a record of Demolition by Neglect. Such a record may include dated materials, such as photographs and/or written reports of the condition of the property, documenting the extent of the deterioration.
3. The notice shall provide that corrective action shall commence within thirty (30) days of receipt of said notice and be completed within a time defined by the Commission, but in consultation with the property owner. The notice shall state that any person(s) of record with any right, title or interest therein, may, within ten (10) days after the receipt of the said notice, request a hearing on the necessity of the items and conditions contained in said notice. In the event a public hearing is requested, it shall be held by the Commission upon thirty (30) days written notice being mailed to all persons of record with any right, title or interest in the property and to all citizens and organizations that the Commission determines may have an interest in the proceedings.
4. If, after the public hearing, the Commission determines that the corrective actions remain necessary, the Commission may request the Department of Community Development to issue a Final Notice to be mailed to the owner(s) of record and all parties of record with any right, title or interest in the subject property, advising them of the items of repair and maintenance necessary to correct or prevent further deterioration. The owner(s) shall institute corrective action to comply with the Final Notice within thirty (30) days of receipt of the revised notice.
5. Upon failure, neglect, or refusal of the property owner(s) or other responsible person(s), duly notified, to take the corrective action(s) specified in the Final Notice, within the time allotted, the Commission may request that the Department of Community Development institute any of the remedies and penalties provided for in document.

Demolition permit

Demolition shall only be permitted if and when both requirements listed below have been satisfied:

1. Economic hardship must be proven. (See Appendix for criteria that must be met)
2. Proven hardship on the part of the owner in which demolition is the only way for the owner to receive a reasonable return on the property. This standard applies to both the main building on a property, as well as any contributing historic outbuildings, such as garages, carriage houses, and barns, and contributing features, such as walls, gates, and historic fences.
 - In addition, the following procedures will apply:
 - If an applicant's request for permission to demolish a structure or part of a structure is based upon structural instability or advanced deterioration, a technical report prepared by an architect or structural engineer, registered in West Virginia, shall be submitted, detailing the nature and extent of the specific problems and providing reasonably accurate cost estimates for their correction.
 - A Certificate of Appropriateness application for the demolition of existing structures shall be accompanied by complete plans for the new development proposed on the site, if known, together with a timetable and a budget for the demolition and the reconstruction, as well as satisfactory evidence that adequate financing is available.
 - A full Historic American Buildings Survey may be required by the CTHLC based on the historical features that are remaining, unique features, if the structure would qualify as a contributing structure to the historic district. The report and photographs shall be submitted to the City of Charles Town Historic Landmarks Commission.
 - The CTHLC has the ability to rely on City Staff for review of the reports and/or assessments detailed in this section of the document or has the ability to request that an independent consultant review the reports and/or assessments.

Existing Regulatory Documents in Charles Town

Nothing herein shall be deemed to void other requirements of Charles Town regulatory documents including Vacant Structures Ordinance, Property Maintenance Code, Building Code, Zoning Ordinance, Subdivision Ordinance, and the Codified Ordinances of the City of Charles Town. When a conflict exists between the different regulatory documents, the strictest standard shall apply. If there is uncertainty or confusion as to which shall apply, the question shall be referred to the Charles Town Historic Landmarks Commission for interpretation.

Severability Clause

Should a court of competent jurisdiction declare any article, section, subsection, or provision of this document invalid or unconstitutional, this decision shall not affect the validity or constitutionality of this document as a whole, or in part thereof, other than the particular part so declared to be invalid or unconstitutional.

Additional Resources

Publications from the National Park Service, known as “Preservation Briefs,” offer detailed information on various rehabilitation techniques and are encouraged to be reviewed before undertaking any work on a historic structure.

<http://www.nps.gov/tps/how-to-preserve/briefs.htm>

Books:

Allen, John C., Jr. *Uncommon Vernacular, The Early Houses of Jefferson County, West Virginia, 1735-1835*. Morgantown: West Virginia University Press, 2011. Print.

Bluemenson, John J.G. *Identifying American Architecture: A Pictorial Guide to Styles and Terms, 1600-1945, 2nd Revised & enlarged Edition*. New York: W. W. Norton & Company, 1979. Print

McAlester, Virginia. *A Field Guide to American Houses, Revised*. New York: Alfred Knopf, 2013. Print.

Roth, Leland M. *American Architecture: A History 2nd Edition*. Boulder: Westview Press, 2003. Print.

Tyler, Norm, Ted J. Ligibel, and Ilene R. Tyler. *Historic Preservation: An Introduction to Its History, Principles, and Practice, 2nd Edition*. New York: W. W. Norton & Company, 2009. Print

APPENDIX:

Appendix A – Determination of Economic Hardship

All Certificate of Appropriateness applications for demolition shall contain a Statement of Economic Hardship. The CTHLC shall schedule a public hearing concerning the application and any person may testify at the hearing concerning economic hardship.

The CTHLC may solicit expert testimony or require that the applicant make submissions concerning any or all of the following information, before it makes a determination on the application for a certificate of demolition.

1. Estimate of the cost of the proposed construction, alteration, demolition, or removal and an estimate of additional costs that would be incurred to comply with the standards of the CTHLC for changes necessary for the issuance of a Certificate of Appropriateness.
2. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation.
3. Estimated market value of the property in its current condition; after completion of the proposed construction, alteration, demolition, or removal; after any changes required by the CTHLC; and, in the case of a proposed demolition, after renovation of the existing property for continued use.
4. In the case of a proposed demolition, an estimate from an architect, developer, real estate consultant, appraiser, or other real estate professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property.
5. Amount paid for the property, the date of purchase and the party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant and the person from whom the property was purchased, and any terms of financing between the seller and buyer.
6. If the property is income producing, the annual gross income from the property for the previous two years; itemized operating and maintenance expenses for the previous two years; and depreciation deduction and annual cash flow before and after debt service, if any, during the same period.
7. Remaining balance of any mortgage or other financing secured by the property and annual debt service, if any, for the previous two years.

8. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
9. Any listing of the property for sale or rent, price asked, offers received, if any, within the previous two years.
10. Assessed value of the property according to the two most recent assessments.
11. Real estate taxes for the previous two years.
12. Form of ownership or operation of the property, whether sole proprietorship, for profit or not-for-profit corporation, limited partnership, joint venture, or other.

Appendix B – Glossary

Adaptive Use - The process of converting a building to a use other than that for which it was originally designed.

Archaeological Site - A location that has yielded or may yield information on history or prehistory. An archaeological site contains physical remains of the past. An archaeological site may be found within archaeological zones, historic sites, or historic districts.

Archaeological Zone - A geographically defined area that has or may reasonably be expected to yield information on local history or prehistory, based upon broad prehistoric or historic settlement patterns.

Building - A structure created for any use for human activity. This may refer to a house, commercial structure, barn, garage, church, hotel, packing house, or similar structure. Buildings may refer to a historically or architecturally-related complex, such as a house, jail or barn.

Building Code - The International Building Code, which has been adopted by the City of Charles Town.

Certificate of Appropriateness - A Certificate approved and issued by the Historic Landmarks Commission allowing an applicant to proceed with a proposed alteration, change, demolition, relocation, excavation, or new construction of contributing site, contributing structure, landmark, noncontributing structure, or noncontributing site in an historic district following a determination of the proposal's suitability to applicable criteria found in this document. A Certificate of Appropriateness reviews the suitability of the treatment of the historic resource and is not the same as a building permit, which is a separate application.

Constructive Removal - The act of removing non-contributing elements on a resource. (See also Demolition.)

Contributing Structure or Property - Buildings, structures, or sites that add to the historical association, architectural quality, or archaeological value of a property or district because (a) they were present during the period of significance and possess historical integrity reflecting their character at the time or potential for yielding historical information; or (b) their potential to qualify independently for the National Register of Historic Places. Generally, a property has to be older than 50 years to meet the criterion for inclusion on the National Register. To meet the criteria in this definition, a property shall be approved by the State Historic Preservation Office. Resources meeting this standard are noted in the Historic District Registry for which the resource is located within.

CTHLC - An abbreviation for the Charles Town Historic Landmarks Commission.

Cultural Resources - Physical evidence or place of past human activity; site, object, landscape, structure; or a site, structure, landscape, object or natural

feature of significance to a group of people traditionally associated with it. (Additional information can be found at the National Parks Service)

Demolition - The complete, partial, removal of any part or of a whole building or structure upon any site. (Also see Constructive Removal.)

Demolition by Neglect - Allowing a property to fall into a state of disrepair so as to result in deterioration, which would produce a detrimental effect upon the life and character of the property itself.

Designated Site, Landmark, or District - Any site, landmark, or district designated by the federal, state, or local government as having historical, architectural, or archaeological significance.

Design Review Standards - The process of ascertaining whether modifications to historic structures, sites, or districts meets the criteria as established in this document. The design standards herein have been adopted to ensure that alterations, additions, changes, rehabilitation and new construction respect the character of designated buildings or districts.

Disturbance - Digging, excavating, and similar activity conducted at an archaeological site.

Exterior Architectural Features - The architectural character and general composition of the exterior of a structure, including, but not limited to, the kind, color and texture of the building material and the type, design and character of all windows, doors, light fixtures, signs, other appurtenant elements.

Fabric - The physical materials of a building, structure, district, or city connoting an interweaving of component parts.

Historic District - Generally a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, objects, or area, which are united by past events or aesthetically by plan or physical development. A district also may be comprised of individual resources which are separated geographically, but are thematically linked by association or history.

Historic Landmark - An object, site, building, structure or object designated as a "Landmark" either on a national, state or local register.

Historic Landmarks Commission - A five-member commission, appointed by the Mayor, that advises the City government and the general public on matters regarding the preservation of City of Charles Town's historic resources. Created by local ordinance and charged with enforcing provisions of local laws governing historic districts and buildings.

Historic Overlay District - A zoning overlay district intended to be applied to area(s) in order to conserve areas that retain the character of earlier periods of development, to stabilize and improve property values in such areas, to encourage rehabilitation of existing housing, and to promote new construction that is compatible with the character of the area.

Historic Property or Historic Resource - Any prehistoric or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. The properties may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, engineering works, treasure trove, artifacts or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of the state.

Historic Site - The location of a significant event, landscape feature, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself possesses historical, cultural or archaeological value regardless of the value of any existing structure that may yield information on history or prehistory.

Historic Survey - A comprehensive survey involving the identification, research and documentation of buildings, sites and structures of any historical, cultural, archaeological or architectural importance.

In-kind Repair or Replacement - Repair or replacement of existing materials or features that match the old in design, color, texture, materials, dimensions, shape, and other visual qualities. This includes replacement of roofing, doors, windows, siding, and other structural elements, provided the replacements match the old in the manners described herein. Repair or replacement of windows or doors containing glass that substitute double-pane glass for single-pane glass is not considered to be In-kind Repair or Replacement. Additionally, while the repair or replacement of deteriorated materials In-kind is allowed, it is recommended that repair be considered by the property owner prior to replacement.

Landmark - A designated building, site, or structure having historical, architectural, or archaeological significance.

Maintenance - The ordinary maintenance or repair of any exterior architectural feature in or on a historic property, which maintenance or repair does not involve a material change in design, material or outer appearance thereof, nor to prevent any property owner from making any use of his property not prohibited by other laws, ordinances or regulations.

Mass/Massing - The physical size and bulk of a structure. A building's massing is derived from the articulation of its façade through the use of dormers, towers, bays, porches, steps, and other projections. These projections significantly contribute to the character of the building and, in town, the character of the street.

Mitigation - A process designed to prevent adverse impact of an activity on cultural resources, by the systematic removal of the prehistoric, historic, or architectural data in order to acquire the fundamental information necessary for understanding the property within its proper historic context. For structures, at a minimum, this may require primary archival studies, informant interviews,

measured drawings, and large scale photography. For archaeological sites, at a minimum, this may require literature studies, informant interviews, field survey, excavation, and artifact analysis. All mitigation projects require the preparation of reports.

Mothballing - A method used to protect a vacant structure from weather damage and vandals, while preserving the structure for future use. The goal of mothballing is to temporarily protect the property to allow the owner to plan the property's future, or acquire funds for preservation, rehabilitation or restoration. This is an option for structures, if the structure is vacant and unfit for human habitation and occupancy, and it is not dilapidated, unsafe, or in danger of structural collapse. Not all structures that are eligible for mothballing may be classified as unfit for human habitation.

National Historic Landmark - Authorized in 1935 and implemented in 1960, a federal program that clearly identifies sites and buildings of national significance.

National Register of Historic Places - Established by Congress in 1935, the National Register of Historic Places is a listing of culturally significant buildings, structures, objects, sites, and districts in the United States. The listing is maintained by the U.S. Department of Interior.

Object - Usually artistic in nature, or small in scale when compared to structures and buildings. Though objects may be movable, they are generally associated with a specific setting or environment. Examples of objects include monuments, sculptures, and fountains. However, objects can also be furniture or art work. As such, an object can possess functional, aesthetic, cultural, historical, or scientific characteristics.

Preservation - The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation.

Reconstruction - The authentic reproduction of a building or site that once existed, but disappeared or was demolished.

Rehabilitation - The act or process of returning a property to a state of utility through repair or alteration, which makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

Resource - Sites, buildings, structures, objects, districts, and area, public or private, singly or in combination.

Renovation - Modernization of an old or historic building that may produce inappropriate alterations or elimination of important features or details.

Restoration - The creation of an authentic reproduction beginning with existing parts of an original object or building.

Revitalization - The imparting of new economic and community life in an existing neighborhood, area, or business district while at the same time preserving the original building stock and historic character.

Rhythm - The spacing and repetition of building façade elements, such as windows, doors, belt courses, and the like, give an elevation its rhythm. The space between freestanding buildings in towns, as well as the height of roofs, cornices, towers, and other roof projections establishes the rhythm of a street.

Secretary of the Interior's Standards for Rehabilitation – The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

Shall - Is used to indicate a mandatory action.

Should - Is used to indicate an action which is strongly advised.

Site - The location of a significant event, activity, building, structure, or archaeological resource.

Streetscape - The distinguishing and pictorial character of a particular street as created by its width, degree of curvature and paving materials, design of the street furniture, and forms of surrounding buildings.

Structure - A work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it may be an engineering project large in scale, such as a bridge, wall, gate, or building, or small in scale, such as monuments or fountains.

Appendix C – Relevant Authority for Design Review Standards

West Virginia Code

§ 8-26A-1. Legislative determinations.

It is hereby declared as a matter of legislative determination:

- (a) That the state of West Virginia is richly endowed with numerous historic buildings, structures, sites and districts which represent the historical, architectural and cultural heritage of this state;
- (b) That West Virginia heritage, represented by such historic buildings, structures, sites and districts can best be identified, studied, preserved and protected for the general welfare of residents of this state and this nation by authorizing and empowering action for this purpose at the local level;
- (c) That the preservation and protection of such historic buildings, structures, sites and districts aid economic development through revitalization of this state's central business districts, improvement of property values and enhancement of this state's historic attractions to tourists and visitors; and aid the development of education of this state by preservation of such heritage for future generations;
- (d) That the preservation of this heritage is essential to the promotion of the prosperity, education and general welfare of the people; and
- (e) That the Legislature hereby finds that it is the public policy and the public interest of this state to engage in a comprehensive program of historic preservation, undertaken at all levels of government, along with the private sector, to promote the use and preservation of such heritage for the education and general welfare of the people of this state; and, accordingly, this article shall be broadly construed in order to accomplish the purposes herein set forth.

§8-26A-9. Violations of this article; penalties. Violations of any such ordinance adopted in conformity with this article shall be punishable by a fine up to ten percent of the total cost of the project requiring a certificate of appropriateness or five hundred dollars, whichever is greater.

Any work, modification, additions or deletions that has started when a COA is required, but no COA has been obtained, shall result in a stop-work order to be issued by Staff.

Charles Town Codified Code

In addition to all other provisions of the Codified Ordinances which may apply to a property within the Historic Overlay District, failure to obtain a required Certificate of Appropriateness and/or comply with any other provision set forth in these Standards is punishable under the provisions of Section 141.14 of the Codified Ordinances of the City of Charles Town and may subject the owner to an action brought by the City Council under Section 141.13 thereof.

Appendix D – Application for Certificate of Appropriateness

§8-26A-7. Certificate of appropriateness; scope of review; standards of review; review procedures; variances, appeals.

In the event that any commission shall exercise authority to issue a certificate of appropriateness to regulate new construction, alteration, removal or demolition of buildings, sites or structures within an historic district or individually designated as an historic landmark, the commission shall have plenary power and authority to regulate such properties, according to the following provisions: No private building, site or structure shall be erected, altered, restored, moved or demolished until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to and approved by the commission, except as otherwise provided by the governing body in the ordinance or order establishing such commission or as provided by rules, regulations, policies, procedures and standards adopted and published by said commission. Similarly, if earthworks of historical or archaeological importance exist in the historic district there shall be no excavating or moving of earth, rock or subsoil or any development upon or around earthworks without a certificate of appropriateness. The style, material, size and location of outdoor advertising signs and bill posters shall be under the control of such commission.

1. The commission may request such plans, elevations, specifications, drawings, photographs and other information as may be reasonably deemed necessary by the commission to enable it to make a determination on the application for a certificate of appropriateness. Any additional details as outlined or required in the standards of this document.
2. The commission shall hold a public hearing upon each application for a certificate of appropriateness. Notice of the time and place of said hearing shall be given by publication in a newspaper having general circulation in the area served by the governmental unit, provided it has one, at least seven days before such hearing, and by posting such notice on or near the main entrance of any hall or room where the commission usually meets. The commission shall take such action as required to inform the owners of any property likely to be affected by the application and shall give the applicant and such owners an opportunity to be heard.
3. The commission shall approve or reject an application for a certificate of appropriateness within forty-five days after the filing thereof by the owner or occupant of an historic property or a building, site or structure located within an historic district. Evidence of approval shall be by a certificate of appropriateness issued by the commission.

4. In passing upon the appropriateness of proposed action, the commission shall consider, in addition to any other pertinent factors, the historical and architectural integrity and significance; architectural style; design, arrangement, texture and materials of exterior architectural features; and the relationship and general compatibility thereof to the historical value and exterior architectural style and pertinent features of other structures in the surrounding area.
5. The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed action would be appropriate. In the event the commission rejects an application, such commission shall place upon its records and shall transmit a record of such action and reasons therefor, in writing, to the applicant. In such written record, the commission may make recommendations relative to design, arrangement, texture, material and similar features. The applicant, if so desires, may make modifications to the plans and may resubmit the application at any time after doing so.
6. In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of an application for a certificate of appropriateness by the commission shall be binding upon the building inspector or other administrative office charged with issuing building permits.
7. Where such action is authorized by the local governing body and is reasonably necessary or appropriate for the preservation of a unique historic property, the commission may enter into negotiations with the owner for the acquisition by gift, purchase, exchange or otherwise of the property or any interest therein.
8. If the strict application of any provision of this article would result in exceptional practical difficulty or undue economic hardship upon any owner of any specific property, the commission, in passing upon applications, shall have the power to vary or modify strict adherence to the provisions or to interpret the meaning of the provision so as to relieve such difficulty or hardship: *Provided*, That such variance, modification or interpretation shall remain in harmony with the general purpose and intent of the provisions so that architectural or historical integrity or character of the property shall be conserved and substantial justice done. In granting variations, the commission may impose such reasonable and additional stipulations and conditions as will in its judgment best fulfill the purpose of this article. Applicant may need to demonstrate hardship in some instances.
9. The commission shall keep a record of all applications for certificates of appropriateness and of all its proceedings.

10. Any person adversely affected by any determinations made by the commission relative to the issuance or denial of a certificate of appropriateness may appeal such determination to the circuit court in the county in which said commission is located.
11. Nothing in this article shall be construed to prevent the ordinary maintenance or repair of any exterior architectural feature in or on an historic property, which maintenance or repair does not involve a material change in design, material or outer appearance thereof, nor to prevent any property owner from making any use of his property not prohibited by other laws, ordinances or regulations.

Appendix E – Chart of Elements Requiring a COA and/or Building Permit

Appendix E Consist of two subsections:

1. Chart noting what Elements need a COA and/or if a Building Permit is required.
2. Chart of Process to Obtain Building Permit, when a Certificate of Appropriateness is Required.

Chart Noting What Elements Need a COA and/or if a Building Permit is Required.*

Component that is to be changed:	Does The Following Requires a COA?	Does This Need a Building Permit?**
Roofs		
Changes in roof shape/profile.	Yes.	Yes.
Additions of skylights and new dormers which are visible from the primary street and the side facades.	Yes.	Yes
Removal of wood cornices and concealed box gutters.	Yes.	Possibly. If it impacts the roof, there may be a permit required.
Changes in roofing materials and colors do not require a COA.	No.	Yes. (only roofing material applies, not color).
Masonry		
Removal of historic masonry or changes that alter or diminish the character of historic masonry.	Yes.	Possibly. (yes if the change would be considered to impact the structural integrity of the structure).
Painting of unpainted masonry.	No. It is discouraged and a permeable or breathable paint is recommended.	No.
Removal of paint from masonry.	No. Care should be taken to not damage masonry.	No.

Component that is to be changed:	Does The Following Requires a COA?	Does This Need a Building Permit?**
Historic markings and paintings.	Yes.	No.
Wood Trim		
Removal or alteration of wood trim.	Yes.	No.
Replacement of deteriorated wood ornamentation shall duplicate the historic ornamentation.	No. As long as it match the existing trim exactly, there is no COA required.	No.
Conjectural application of exterior wood, which is not documented, including "gingerbread" and colonial-era ornamentation.	No. Although discouraged.	No.
Metal Trim		
Replacement of deteriorated metal ornamentation shall duplicate the historic ornamentation.	No. As long as it match the existing trim exactly, there is no COA required.	No.
Removal or alteration of metal trim.	Yes.	No.
Windows		
Replacement of window if different in appearance and material from the original windows.	Yes. If visible from the primary street and the side street, way or alley for corner lots.	Yes.
Installation of stained or leaded glass windows.	No.	No. Unless the change would be considered to impact the structural integrity of the structure.

Component that is to be changed:	Does The Following Requires a COA?	Does This Need a Building Permit?***
Aluminum and vinyl shutters are not permitted. Shutters which do not match the size and shape of the openings they flank will not be permitted or approved.	No. COA would not be granted if requested.	No.
Entrances		
Replacement of double doors with a single door.	Yes.	Yes.
Change in transom or any alteration.	Yes.	Yes.
Change in original door(s) or existing historically appropriate doors.	Yes.	Yes.
Discretionary removal of cut stone front steps and replacement with steps constructed with concrete or other materials.	Yes.	Yes.
Security Features		
Iron or other type of material used for security doors.	Yes.	Possibly. Depends upon the impact of the opening and nature of how the security feature is installed.
Iron or other type of material security grills.	Yes.	Possibly. Depends upon the impact of the opening and nature of how the security feature is installed.

Component that is to be changed.	Does The Following Requires a COA?	Does This Need a Building Permit?**
Porches and Decks		
New porches and/or decks.	Yes. When located on the front or side of a structure for corner lots.	Yes.
Accessory Structures, Outbuildings and Other Appurtenances		
Metal garden sheds.	No. COA would not be granted if requested.	Yes.
Removal of cut stone steps.	No.	Yes.
Awnings and Canopies		
Metal or back-lit awnings on commercial buildings.	No. COA would not be granted if requested.	Yes.
Metal Awnings on residential structures.	Only permitted on post-World War II Homes.	No.
Canopies (different from awnings).	Yes.	Yes.
Curbing, Walks, Fences, Trees		
Removal or alteration of iron fences.	Yes.	No.
Paint Color		
Paint Colors.	No.	No.
New Construction		
New Construction.	Yes.	Yes.
Additions or Alterations		
Additions or Alterations.	Yes. Those that are visible to the primary street or side street for corner lots.	Yes.
Signs		
Signs.	Yes.	Yes
Solar Panels		
Solar Panels.	Yes.	Yes.
Mothballing		
Mothballing.	Yes.	Possibly. Depends upon the nature of the work being done.
Demolition		
Demolition	Yes.	Yes.

* Text of the document controls, not the chart. The text of the document offers a full discussion on each of these topics.

** All assurances have been made to ensure that items requiring a building permit have been properly documented. However, some changes may or may not trigger requirements for building code. Further, the building code requirements are subject to change over time.

Chart of Process to Obtain Building Permit, when a Certificate of Appropriateness is Required *

The chart below is intended to assist applicants in understanding the process.

Steps	Required Submission ¹	Staff Approved or HLC Approved
1	Apply for Certificate of Appropriateness Application. ²	Accepted by Staff to schedule for a meeting before the CTHLC.
2	Public Hearing for Certificate of Appropriateness before the HLC.	CTHLC approval required for change or modification can be made to the structure.
3	Submission of a Building Permit and Building Plans. ³	Building Permits accepted by Staff for review by Building Code Official
4	Building Permit Reviewed By Staff.	Building Code Official reviews submission to determine whether the documents meet the necessary criteria of the International Building Code.
5	Once both the COA and Building Permit has been approved, construction can commence.	

*Building permits are an administrative function, which are reviewed and approved or denied by Staff.

1 It is encouraged that applicants discuss with Staff their proposed project, timelines and most importantly, applicants should start the process early when a COA is required.

2 Certificate of Appropriateness Applicant will require details related to the requested change or modification for the HLC to review request. Such information may assist and be needed with the building permit application

3 The Building Permit can be reviewed concurrently while the COA application is accepted and reviewed by the HLC. However, there is no guarantee that the COA will be approved. As such, any concurrent submissions are at the sole risk of applicants.

Appendix F – Map of Charles Town Historic Districts

