



Charleston Historic Landmarks Commission
4:00 p.m., September 18, 2025
City Service Center Conference Room • 915 Quarrier Street

AGENDA

COA-25-0250

Application of Stephanie Clarke for a certificate of appropriateness in order to install a sign on an existing fence on the property located at **2406 Kanawha Boulevard, East**.

Report on Minor Work Permits

New Business

Approval of Minutes

Adjournment



**Charleston Historic Landmarks Commission
PUBLIC HEARING NOTICE**

Case Description

COA-25-0250: Application of Stephanie Clarke for a certificate of appropriateness in order to install a sign on an existing fence on the property located at **2406 Kanawha Boulevard, East**.

The file (including the application and other supporting documentation) is available for your inspection online at <https://charlestonwv.civicclerk.com/>. If you have questions, email lori.brannon@cityofcharleston.org or call 304-348-8105.

Hearing Details

WHEN: 4:00 pm
Thursday, September 18, 2025

WHERE: City Service Center Conference Room
915 Quarrier Street

Public Participation

Anyone who wishes to comment on the case described above is encouraged to do so in one of the following ways:

1. Send a written statement to lori.brannon@cityofcharleston.org. These statements will become a part of the record and will be shared with members of the Commission prior to the hearing.
2. Speak directly to the Commission by joining the meeting.

As a matter of general policy these proceedings will not be transcribed by the Commission. Anyone wishing a legal transcript must provide a court reporter at his/her own expense.



Charleston Historic Landmarks Commission

Application for Certificate of Appropriateness

CofA # _____

Hearing Date: _____

Name of Landmark or Historic District

The Pribble House

Applicant Information	Property Information
Name: <u>Stephanie Clarke</u>	Address: <u>2406 Kanawha Blvd E</u>
Address: <u>5 Britton Woods Chas. WV 25314</u>	Tax Map and Parcel: <u>1129206</u>
Phone: <u>304-546-4640</u>	Zoning District: <u>R-10</u>
Agent Name, Address and Phone Number: (if other than applicant)	Property Owner and Mailing Address: (if other than applicant)

IMPORTANT: This application must be typed or legibly printed and filed with the Planning Department, 915 Quarrier Street, Suite 1 Charleston, WV 25301. The following items must accompany this application: 1) a site plan drawn to scale; 2) shop drawings; 3) photographs, elevations, testimonials or other documentation, which may support your application. You or your representative must be present at the scheduled public hearing in order to present your request and answer questions. THE PLANNING DEPARTMENT WILL NOT ACCEPT ANY INCOMPLETE APPLICATIONS.

The request for a Certificate of Appropriateness involves:

- Repair
 Alteration
 New Construction
 Demolition

Is this a tax credit project?

- Yes
 No

Please describe the proposed work to be done on the property. Place 2 signs 3x4 on the existing face. Signs are attached. They will be on a printed board with hand made mosaic as the border for one on Blvd. 2nd sign will just be the board attached to face on Chesapeake ave entrance.

What measures are being taken to retain and preserve the historic character of the property? Are existing materials being restored or replaced in like kind? we will be leaving the face as is which is historic.

How are the distinctive, character-defining features of the structure being affected or altered by the proposed work? There will be a sign on the face of the Blvd as well as Chesapeake street.

Is the work planned in accordance with substantiated documentation, physical or pictorial evidence? If so, please explain and attach copies to this application. See attached

Does any proposed new construction honor the historic materials that characterize the property and conform to the massing, size and scale of the historic environment? Explain. no

I hereby affirm that all of the statements and information contained in or filed with this application are true and correct to the best of my knowledge.

Stephen W. Cleere
Signature

8/28/25
Date

Planning Department Use Only	
The following is a list of related cases:	
The following is a list of zoning ordinance violations, building code violations and enforcement actions relating to the subject property:	
Application reviewed by:	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
If approved, were there any specific conditions or limitations imposed by the CHLC?	
Planning Official Signature and Title	Date



MOSAIC

W E L L N E S S



2406 Kanawha Boulevard East



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W E L L N E S S

304-539-0342

2406 Kanawha Boulevard East

