



Charleston Historic Landmarks Commission

4:00 p.m., November 20, 2025

City Service Center Conference Room • 915 Quarrier Street

AGENDA

COA-25-0251

Application of Nathaniel & Jennifer King for a certificate of appropriateness in order to replace an original tile roof with synthetic tile on the property located at **1628 Virginia Street, East**.

COA-25-0252

Application of James D. Seward for a certificate of appropriateness in order to demolish an accessory structure and to replace windows on the property located at **1419 Virginia Street, East**.

Report on Minor Work Permits

New Business

Approval of Minutes

Adjournment



**Charleston Historic Landmarks Commission
PUBLIC HEARING NOTICE**

Case Description

COA-25-0251: Application of Nathaniel & Jennifer King for a certificate of appropriateness in order to replace an original tile roof with synthetic tile on the property located at **1628 Virginia Street, 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, November 20, 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 1628 Virginia St. E - East End

Applicant Information	Property Information
Name: <u>King, Nathaniel & Jennifer</u>	Address: <u>1628 Virginia St. E Charleston WV 25311</u>
Address: <u>1628 Virginia St. E</u>	Tax Map and Parcel: <u>25 0115</u>
Phone: <u>347-418-5550</u>	Zoning District: <u>11-CHAS E</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:

Is this a tax credit project?

Repair
 Alteration
 New Construction
 Demolition

Yes
 No

Please describe the proposed work to be done on the property. Replace tiles and soffits. Existing roof and tiles are over 100 years old. Can't find a contractor to work on roof and roof continues to leak in 3 different places. Soffits have begun to fall off and need to be replaced, along with new gutters and downspouts.

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? Soffits will be replaced and look very similar. Existing tile will be replaced with synthetic tile. The replacement tile will maintain similar look of existing tile.

How are the distinctive, character-defining features of the structure being affected or altered by the proposed work? They are not.

Is the work planned in accordance with substantiated documentation, physical or pictorial evidence? If so, please explain and attach copies to this application. Documents 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. Yes, replacement tile is similar in look to existing tile.

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.

[Handwritten Signature]
Signature

8 Oct 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 checked="" 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

TJC Home Improvement

PO Box 18430
South Charleston, WV 25303 US
remodel@tjcwv.com
<https://tjcwv.com/>



Estimate

ADDRESS
Jennifer King
1628 Virginia St East
Charleston, WV 25311

ESTIMATE 4838
DATE 07/11/2025

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Brava Synthetic Tile/Slate Roofing	1	67,713.66	67,713.66
	1.Remove the existing tile from the house.			
	2.Remove and replace any rotten/damaged sheathing. (Note: Wood replacement will be an additional cost on installation date). \$100.00 a sheet of OSB or \$8.00 per liner foot for 1x's.			
	3.Remove the existing flashing from around pipes, chimneys and walls.			
	4.Furnish and install Synthetic underlayment.			
	5.Furnish and install ice and water protection around protrusions and walls.			
	6.Furnish and install pipe flashing boots.			
	7.Furnish and install Brava Synthetic Spanish tile roofing system. Including starter, bull nose, hip and rake, headwall closure, Zephyr roll ridge vent and tile.			
	8.Furnish and install new metal flashing around chimneys and walls.			
	9.TJC will be responsible for the cleanup of all debris.			
	10.TJC will be responsible for the work permits required by the city.			
	Customer agrees to be responsible for covering/protecting any and all landscaping. This includes but is not			

limited to: trees, bushes, flowers, lights and decorations. TJC Home Improvement will make every possible effort NOT to disturb or damage landscaping and will not be held responsible for any damage done to landscaping items during the re-roof process.

NOTE: Please take precautionary measures to protect or remove any pictures or decorations hanging on walls. Also, please be advised that debris can fall into the attic area during construction. We recommend using a tarp or plastic to cover items stored on the attic.

Roofing Permits and B&O fees

1 1,692.84 1,692.84

*****By signing, you are confirming you have reviewed the tasks listed above and have reviewed and agree to the terms and conditions listed on our website. Copy and paste the link below to review our terms and conditions.*****
https://tjcwv.com/quickbooks_estimates

SUBTOTAL 69,406.50

TAX 0.00

This estimate is based on current material costs. Due to the current volatile market, material cost are subject to change. TJC will inform you prior to starting if there are any price changes.

TOTAL **\$69,406.50**

1 year workmanship warranty.

Estimate expires in 30 days.

Accepted By

Accepted Date

TJC Home Improvement

PO Box 18430
South Charleston, WV 25303 US
remodel@tjcwv.com
https://tjcwv.com/



Estimate

ADDRESS
Jennifer King
1628 Virginia St East
Charleston, wv 25311

ESTIMATE 4646
DATE 05/28/2025

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Soffit/Fascia	1	30,295.32	30,295.32

Soffit/Fascia/Gutter Lining

- 1.Remove visible damaged wood
- 2.Remove the existing fascia and soffit from around the perimeter of the house on 1st 2nd and 3rd stories
- 3.Remove existing liner in the built-in gutter system
- 4.Install new wood that where damaged wood was visible. Any additional wood found to be damaged during the soffit, fascia and gutter lining removal process will be an additional cost.
- 5.Install new aluminum j channel for soffit.
- 6.Install new aluminum vented and solid soffit.
- 7.Install new fascia metal.
- 8.Install a new liner system in the built-in gutters.
- 9.Seal all seams in the liner system for the built-in gutters.
- 10.TJC will be responsible for the cleanup of all debris.
- 11.TJC will be responsible for building permits required by the city.

NOTE: TJC will not be responsible for the application for work to be performed in the historic district for the following address. 1628 Virginia St East. Charleston

*****By signing, you are confirming you have reviewed the tasks listed above and have reviewed and agree to the terms and conditions listed on our website. Copy and paste the link below to review our terms and conditions.*****

SUBTOTAL	30,295.32
TAX	0.00

https://tjcwv.com/quickbooks_estimates

This estimate is based on current material costs. Due to the current volatile market, material cost are subject to change. TJC will inform you prior to starting if there are any price changes.

1 year workmanship warranty.

Estimate expires in 30 days.

TOTAL

\$30,295.32

Accepted By

Accepted Date



House at 1622 Quarrier St. E with similar tile that will be installed on our house.





Front view of house, 1628 Virginia St. E. Damaged soffits on upper left corner and lower right corner of porch.



Side view of 1628 Virginia St. E. Damaged soffits in upper corner.



Back and side view of 1628 Virginia St. E



Replacement tile that TJC roofing will put on roof.



**Charleston Historic Landmarks Commission
PUBLIC HEARING NOTICE**

Case Description

COA-25-0252: Application of James D. Seward for a certificate of appropriateness in order to demolish an accessory structure and to replace windows on the property located at **1419 Virginia Street, East**.

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Charleston Historic Landmarks Commission

Application for Certificate of Appropriateness

CofA # _____

Hearing Date: _____

Name of Landmark or Historic District _____

Applicant Information	Property Information
Name:	Address:
Address:	Tax Map and Parcel:
Phone:	Zoning District:
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) a list of the owners of adjacent properties with their mailing addresses; 4) 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. _____

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? _____

How are the distinctive, character-defining features of the structure being affected or altered by the proposed work? _____

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



















United Services Automobile Association
9800 Fredericksburg Road
San Antonio, TX 78288

HOME INSPECTION REPORT FINDINGS

JAMES DOUGLAS SEWARD
1419 VIRGINIA ST E
CHARLESTON WV 25301-3013

Review Your Home Inspection Report Findings

September 16, 2025

Dear General Seward,

Thank you for trusting us with your insurance needs. We received and reviewed the inspection report for your home at 1419 Virginia Street E, Charleston, WV 25301. The inspector identified a condition of your home that you'll have to address by April 11, 2026 in order for us to renew your policy. We're requiring that you address this condition because our claims analysis indicates that the condition of a property affects not only frequency of claims, but the severity of damage.

What condition did the inspector find?

Please review the following condition and the necessary action.

Once the work is complete, please provide us photographs and receipts as documentation.

- The roof on the detached garage is worn and needs to be replaced.
- There are boarded up windows on the detached garage that need to be replaced.
- The siding on the detached garage is damaged and needs to be repaired.
- There are vines growing along the side of the garage that need to be removed.

How to Submit Requested Documentation

For your convenience, you can submit the documentation showing the work is complete using one of the following options. Please include your USAA number, my name and "Property and Casualty Underwriting Department" on every document.



Fax: 800-531-8877



On usaa.com: You can upload the documents online. Simply log on to usaa.com, then:

1. At the top of the screen, select the arrow by your name.
2. Select "Send Documents to USAA" and follow the instructions to provide the documents.



Mail: Send to:
USAA
9800 Fredericksburg Road
San Antonio, TX 78288

Please visit the following website on usaa.com for tips on how to reduce your risk against damage:

<https://www.usaa.com/inet/wc/advice-home-maintenance-checklist-for-safe-dwelling>

We've also created a Maintaining and Protecting Your Home page in our Advice Center on usaa.com with additional information for protecting your home and belongings at:

<https://www.usaa.com/inet/wc/advice-home-owning>

Your Home's Estimated Rebuilding Cost


Also included in the report is the estimated minimum rebuilding cost of your home. The estimated rebuilding cost is the minimum amount needed to rebuild your home and is based on current costs for materials, labor and other associated charges. When your coverage directly reflects how much it would cost to rebuild your home if it's destroyed, you're fully protected. If not, you're at risk to be underinsured. The inspector estimated your home's minimum rebuilding cost at \$2,035,000.

Because your home's estimated minimum rebuilding cost is more than your current dwelling-coverage limit of \$1,601,000, we'll adjust your dwelling-coverage limit to \$2,035,000 effective July 11, 2025, the date the policy was issued. As a result of this change, your other coverage limits will increase proportionately, and you will receive your revised policy's Declarations page shortly.

It is also important to consider other structures not attached to your home. Some examples include fences, detached garages, guest houses, outbuildings, swimming pools, fences, pavers and driveways. Your "other structures" coverage is a percentage of your home coverage. You can choose a limit for the combination of all your other structures from 10% up to 100% of your home coverage. To review your policy or make updates, simply call us or visit usaa.com.

How to Contact Us

If you have questions, please call me at one of the following numbers and enter my extension 22737 when prompted.

 **Phone:** 210-531-USAA (8722), our mobile shortcut #8722 or 800-531-8722

We value your membership and the opportunity to serve you.

Thank you,



Jill
P&C Underwriting
United Services Automobile Association

Use of the term "member" or "membership" refers to membership in USAA Membership Services and does not convey any legal or ownership rights in USAA. Restrictions apply and are subject to change.



CITY OF CHARLESTON
CODE ENFORCEMENT
915 QUARRIER STREET, SUITE 3
CHARLESTON WV 25301-2622

W9

Notice of Violation Letter

Code Enforcement Department (304) 348-8105, ext. 348

To Property Owner:

James Douglas Seward & Leslie Marie Seward
1419 Virginia St E
Charleston WV 25301

Property Maintenance Inspection of 1419 Virginia St E Charleston WV 25301 on August 26, 2025,
APN: 020.0081.0000.11 by City of Charleston PM Inspector Scotty Thomas



Violations of the International Property Maintenance Code found:

PM-102.5 Workmanship (Repairs, maintenance work, alterations, or installations which are caused by the enforcement of this code shall be executed in a workmanlike manner)

PM-107.6 Transfer of ownership. It shall be unlawful for the owner to sell, transfer, mortgage, lease or otherwise dispose of a condemned structure without bringing the property into compliance or furnishing the grantee, transferee, mortgagee or lessee a true copy of the Notice of Violation and furnishing the code official with a signed and notarized statement of receipt of a copy of the Notice of Violation from the grantee, transferee, mortgagee or lessee accepting responsibility for compliance.

PM-301.2 Responsibility (Owner shall maintain structure/exterior property to Code)

PM-302.4 Weeds. (All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches. Weeds shall be defined as all grasses, annual plants and vegetation)

PM-302.7 Accessory structures. (All accessory structures, including detached garages, fences and walls shall be maintained structurally sound and in good repair.)

PM-304.1 General (The exterior of a structure shall be maintained in good repair)

PM-304.2 Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.) Peeling paint needs removed and repainted.

PM-304.5 Foundation walls. (All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition as to prevent the entry of rodents and other pests.

PM-304.7 Roofs and drainage. (The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drains, gutters and downspouts shall be maintained in good repair)





Correction time: 21 days from receipt of letter.

Please call CODE OFFICIAL TO DISCUSS VIOLATIONS: at 915 Quarrier Street, Suite 3. Call 304-348-8105 ext. 348 If no contact is made a citation will be issued mandating your appearance in Municipal Court.

APPEAL RIGHTS

Pursuant to PM-111.1, Any person affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Board of Appeals, provided that a written application for appeal is filed within 20 days after the day of the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this Code do not fully apply, or the requirements of this code are adequately satisfied by other means or that the strict application of any requirement of this code would cause an undue hardship.

And PM-111.3 Notice of Meeting. The board shall meet upon notice from the chairman, within ten days of the filing of an appeal, or at stated periodic meetings.

And PM-111.4 Open hearing. All hearings before the board shall be open to the public. The appellant, the appellant's representative, the code official, and any person whose interests are affected shall be given an opportunity to be heard. A quorum shall consist of not less than two-thirds of the board membership.

And PM-111.6-111-6.2 The Board shall modify or reverse the decision of the code official only by a concurring vote of a majority of the total number of appointed board members. The decision of the Board shall be recorded.

Copies shall be furnished to the appellant and to the code official. The code official shall take immediate action in accordance with the decision of the Board. And PM-111.7 Court review. Any person, whether or not a previous party of the appeal, shall have the right to apply to the appropriate court for a writ of certiorari to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer. See West Virginia Code 29A 5-4.

8/26/25

Date



Code Official

11

Brannon, Lori

From: Thomas, Stephen Wade II SFC USARMY NG WVARNG (USA)
<stephen.w.thomas20.mil@army.mil>
Sent: Thursday, November 6, 2025 12:01 PM
To: Brannon, Lori
Subject: RE: Application for Certificate of Appropriateness - [UNCLASSIFIED]
Attachments: Downstairs Den Window Photos.pdf; Downstairs Breakfast Area.pdf; Spare Room (Green).pdf

This Email Originated from an outside source: Do not open attachments or links unless you know the content is safe, forward suspicious emails as an attachment to: helpdesk@cityofcharleston.org

UNCLASSIFIED

Hello,

I have added the specs listed from the first quote. If you need more detail on them, I can provide pictures or type them out fully. There are pictures of each room that will not all fit into one email so I will send them in as few emails as possible.

Downstairs Den Windows – 2 windows Pella Lifestyle Series Double Hung Without HGP Windows on the sides and back of the house only
Exterior Color – Standard Enduraclad, Poplar White

Downstairs Breakfast Nook – 2 windows Pella Lifestyle Series Double Hung Without HGP Windows on the sides and back of house only
Exterior Color – Standard Enduraclad, Poplar White

Spare Room (Green) – 2 windows Pella Lifestyle Series Double Hung Without HGP Windows on the sides and back of house only
Exterior Color – Standard Enduraclad, Poplar White

Spare Room (Blue) – 2 windows Pella Lifestyle Series Double Hung Without HGP Windows on the sides and back of house only
Exterior Color – Standard Enduraclad, Poplar White

Master Bedroom – 2 windows Pella Lifestyle Series Double Hung Without HGP Windows on the sides and back of house only
Exterior Color – Standard Enduraclad, Poplar White

Estimated total price for these is \$11,222.78

Thank you,

SFC Thomas, Stephen
Executive Assistant, OTAG-WVNG
O: (304) 561-6318
C: (304) 610-6217
1703 Coonskin Drive
Charleston, WV 25311

UNCLASSIFIED







