

**City of Lewisburg
Historic Landmarks Commission
Meeting Minutes ~ March 11, 2019
Paul R. Cooley Council Chambers
942 Washington Street, West, Lewisburg, WV**

PRESENT: Commission Chair Carol Olson; Commission members David Craddock, Skip Deegans, Donna Johns; Architectural Consultant Michael Mills, Zoning Officer Chuck Smith, Planning & Zoning Clerk Marsha Cunningham, Zoning Officer trainee Gary Ford, Recording Officer Peggy Mackenzie

ABSENT: Commission member Paul Lindquist

VISITORS: Brad & Jennifer Cornwell, Palmer Stacy, Emil Stalis

CALL TO ORDER: Commission Chair Carol Olson called the meeting to order at 5 p.m. There were no comments from the public.

APPROVAL OF MINUTES: The minutes of *February 11, 2019* were approved with a minor clarification statement by Commission member Paul Lindquist. The motion was made by Commission member David Craddock and seconded by Commission member Donna Johns. With four (4) in favor and one (1) absent, the motion carried.

Public Hearing: Edward Jones, 288 Foster Street; 24x54 1/2" ground sign

Sign-maker Brad Cornwell stated the ground sign is a stand alone, double-sided, durable, and properly sealed in a dark green color and light lettering. Zoning Officer Chuck Smith said the sign will require nine square feet of landscaping, and that the original application had also requested a second wall sign, but was not allowed. Cornwell said the choice was made to install the ground sign. A motion to approve as presented was made by Commission member Johns and seconded by Commission member Craddock. With four (4) in favor and one (1) absent, the motion carried.

Public Hearing: Palmer Stacy, 1621 Washington Street East; Change of a previous HLC approved driveway with a graveled turnaround area to be asphalted when gravel settles; installation of a HVAC unit at rear of house

Owner Palmer Stacy said the HLC approved driveway was requested by the previous owner of the property, and that the permit expired without completion of the project. Chair Olson said that if the air conditioning unit' placement was not visible to the public, Stacy did not need approval for it from the HLC. A motion to approve the project as presented was made by Commission member Craddock and seconded by Commission member Skip Deegans. With four (4) in favor and one (1) absent, the motion carried.

ZONING OFFICER: Chuck Smith said the only thing he had to report was that the Old Stone Church's education building is being repainted in the same original color, which he approved.

COMMUNICATIONS FROM MEMBERS: In following up on a hazardous sidewalk condition, Smith said Dylan Boone never made an application for leveling the sidewalk at Boone's building project at Court and Foster streets. Olson said a re-bar piece is sticking up near the entrance to Stratton

Alley at the back end of the Boone property, which should be reported. Smith said when Lance Syner's project, which abuts Boone's property, is completed, the sidewalk will continue up the alley.

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~ Smith reported that Aggie's corner shop has been sold and that the new owners want to repaint the entire building. The building owner has been upgrading the electricity in the building and is not ready to sell it. Deegans said he spoke with Contractor Andrew Must, who is working on the mercantile building on Washington Street West and plans wants to apply for a grant through SHPO. Deegans suggested that the HLC review Must's proposal to offer advice and to propose getting rid of some of the facade elements.

~ Architect Consultant Michael Mills proposed the HLC adopt a window replacement guide as an aid for the public when making applications to meet with the Historic Landmarks Commission. "I'd like to position the HLC as an educational body, not just a reviewing body," he said. Expectations should be set for home owners and professionals, Mills said, when coming to the HLC, so that they are prepared with a plat, photos, colors, etc. He suggested that adding graphics to it would "bring it to life." The window replacement guide he presented to the HLC meeting included window types, window anatomy, history, restoration and replacement requirements, benefits from an energy and cost perspective, as well as a list of product brands approved by the HLC. Mills suggested that the commission work over the document and cull some of the volume, to consider what brands are available in the area, and to research through the recent applications for which window brands and styles were preferred by applicants.

The commission agreed with the idea, suggesting a copy could be given to City Manager Jacy Faulkner to go to work on a planning grant from SHPO to fund the brochure proposal. Mills said the SHPO's survey and planning grants are accepted during July to October 31 of each year.

Planning & Zoning Clerk Marsha Cunningham said, in her dealings with applicants, she found that the public generally does not understand what is meant by the term "historic district," what its boundaries are, or whether their residences should be reviewed by the HLC if the house is less than 50 years of age. She suggested the HLC hold an open house or seminar. A news release or an annual guidelines piece in the media was also a suggestion. Gary Ford said brochures with a map of the district should be at the CVB, realtors' offices and given to the welcome wagon people. The HLC could also be more visible at events like the Chocolate Festival.

~ Zoning Officer Chuck Smith was honored with a plaque presented by Michael Mills that displayed a copy of the original drawing of the initial 64 lots that defined the framework of the Town of Lewisburg. Mills thanked Smith for his five years of service to the City and to the Historic Landmarks Commission for his knowledge of planning and zoning codes, and his able, gracious and firm handling of both private property owners and commercial property issues. Smith will retire from his position with the City and return to his business as a full time, self-employed professional surveyor.

ADJOURNMENT: The meeting was adjourned at 6 p.m. in a motion by Commission member Deegans and seconded by Commission member Johns.

Respectfully submitted,
Peggy Mackenzie, Recording Officer