

**City of Lewisburg**  
**Historic Landmark Commission**  
**Regular Session Meeting Minutes**  
**Monday December 8, 2025, 5:00 p.m.**  
**942 Washington Street West, Lewisburg, WV**  
**Paul L. Cooley Council Chambers**

PRESENT: Chairperson Adrienne French, Secretary William Deegans; Commissioners Paula Janiga, Clifford Gillilan, and W. Stephen McBride; Mills Group Representative Michael Mills, Planning and Zoning Officer Nick Sloan, Planning and Zoning Assistant Marsha Cunningham, City Manager Misty Hill, and City Clerk Crystal Ratliff.

VISITORS: Jackson Bowling (Zoom), Chad McCallister, Jane Matheny, Lucie Refsland (Zoom)

CALL TO ORDER: Chairperson French called the meeting to order at 5:00p.m.

*Chairperson French advised there were a couple of procedural things that need to be address before proceeding with applications. She asks all in attendance to please refrain from commenting on applications unless it is something you are specifically related too. The Commission will ask if there are any comments from the public either in favor of or opposed to the application after the application has been presented. Also, applicant will no longer be given a certificate of appropriateness (COA) during the meeting. They will need to come to City Hall at a later date to receive the certificate of appropriateness and get the proper building permits from Planning and Zoning.*

**APPLICATIONS**

*Alyson Dotson, 915 Jefferson Street North, 48"x36" replacement sign*

Jackson Bowling of Sign Central stated applicant Alyson Dotson would like to replace the existing dilapidated sign with an exact replica with the exception of the name plaques being inter-changeable. Chairperson French asked if there was anyone from the public that would like to speak for or against this application. No comments in favor of or opposed to from the public.

Commissioner Janiga made a motion, seconded by Commissioner Gillilan to approve the application to replace the existing sign as presented. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 35)*

*Sparrow Huffman, 900 Washington Street West, Suite 6, 26"x8" sign hanging  
from existing Shea Newton sign*

Jackson Bowling with Sign Central stated the applicant would like to add a hanging business sign for Ginkgo Yoga and Wellness to be attached to the existing sign at the location. Chairperson French asked if there was anyone from the public that would like to speak for or against this application. No comments in favor of or opposed to from the public.

Commissioner Deegans made a motion, seconded by Commissioner Gillilan to approve the application for the new sign as presented. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 35)*

*Jane Matheny, 150 Greenbrier Avenue, build a 12'x12' addition on the  
back right side of property*

Applicant Jane Matheny stated she would like to build a 12 x 12 addition to the back right side of property. Mrs. Matheny stated the addition will have a post and pier foundation with asphalt shingles to match the current shingles. It will have two (2) windows with wood shutters and white k-style guttering. Chairperson French asked if there was anyone from the public that would like to speak for or against this application. No comments in favor of or opposed to from the public.

Commissioner Janiga made a motion, seconded by Commissioner Deegans to approve the application for the addition as presented with the change of horizontal siding. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 33,27,44,50, & 51)*

*Karin and Bernard Tronche, 284 Lee Street, build a 16'x29' detached garage*

Chad McCallister, contractor for the applicant stated the applicant would like to build a detached garage on the backside of the property. He stated the exterior will match the house currently under construction on the property. Michael Mills stated he would collaborate with the Contractor on such things garage doors, light figures, and other details. Chairperson French asked if there was anyone from the public that would like to speak for or against this application. No comments in favor of or opposed to from the public.

Commissioner Gillilan made a motion, seconded by Commissioner McBride to approve the application for a detached garage as presented. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 31,32,35,43, & 43)*

Lucy Refsland, 511 Court Street, Addition, demo existing garage and rebuild garage

Applicant Lucie Refsland stated she is requesting to add an addition of a bedroom and bathroom to the back her resident and to demo and rebuild the garage with a direct connection to the resident. Mrs. Refsland stated the contractor will be using smooth hardy siding and the same type of shingles currently on the resident on the addition and the garage. Chairperson French asked if there was anyone from the public that would like to speak for or against this application. No comments in favor of or opposed to from the public.

Commissioner Gillilan made a motion, seconded by Commissioner Deegans to approve the application for the addition of the bedroom and bedroom and for the demolition and rebuild of the garage as presented. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 31,32,33,35,37,44,50, & 51)*

### **APPROVAL OF MINUTES**

Commissioner Gillilan made a motion, seconded by Commissioner McBride to accept the November 10, 2025, minutes with the addition of Michael Mills present via Zoom. No further discussion. With all in favor, motion carried.

### **COMMENT FROM THE PLANNING AND ZONING OFFICER**

Planning and Zoning Officer Sloan stated the updated for the Wayfinding Kiosk are complete and have been sent to the Lewisburg Downtown Business Association for approval. The new panels will be ordered and will be installed soon.

Officer Sloan stated Sollar Holler was reminded of the permit process in the City of Lewisburg and fined for not obtaining the correct permits on their most recent installation.

### **ADJOURNMENT**

Commissioner Gillilan made a motion, seconded by Commissioner McBride to adjourn the meeting at 5:50 p.m. No further discussion. With all in favor motion carried.

Respectfully submitted,  
Crystal Ratliff  
City Clerk