

**City of Lewisburg**  
**Historic Landmark Commission**  
**Regular Session Meeting Minutes**  
**January 12, 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 (Zoom), Clifford Gillilan, and W. Stephen McBride; Mills Group Representative Michael Mills (Zoom); Planning and Zoning Officer Nick Sloan, Planning and Zoning Assistant Marsha Cunningham, City Manager Misty Hill, and City Clerk Crystal Ratliff.

**VISITORS:** Mayor Beverly White, Warren Tompkins, Edith Arbaugh, Jeremy Hill, Roberta MacIvor, Angus MacIvor, and Chad McCallister

**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.*

**APPLICATION**

**Cynthia and Patrick Shea, 1546 Washington Street East, build a small entry deck and outside stairs on the side of the building facing into the yard, Install 2 new garage doors, add a new door entrance, between the new garage doors, and replace the windows with Anderson Series E.**

Warren Tompkins contractor for the applicant stated the property owners are requesting to add a small, covered entry deck and outside stairs on the north side of the building. They will be replacing the 3 windows and a new white front door to the apartment that is located above the garage. They will also be installing 2 new garage doors to replace the existing garage doors that are no longer functional and adding a new single-door entrance between the garage doors.

Chairperson French asked if there was anyone from the public that would like to speak for or against the application as presented. 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 1546 Washington Street East to build an entryway deck and outside stairs on the north side of the property and to add an entry door between the garage doors and to install new garage doors, entry way doors, and three (3) new windows as presented with the stipulation if the property owns adds an awning over the new entry way they are to work with City representative Michael Mills for the correct approved materials. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 23, 25, 26, 37, 38, 39, 47-51, 52, & 54)*

**Jeremy Hill, 845 Court Street North, adding or resurfacing manufactured stone to the front of building 3-4 feet high from the sidewalk with a stone lip**

Applicant Jeremy Hill is requesting to resurface the front of the building at 845 Court Street North with manufactured stone and to add a stone lip approximately three to four (3-4) foot high from the sidewalk. Mr. Hill stated he would be replacing the current stucco that gets damaged regularly.

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 to resurface the front of the building at 845 Court Street North with manufactured stone and to add a three to four (3-4) foot high stone lip as presented. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 37, 42, & 53)*

**Edith Arbaugh, 268 Chestnut Street, replace the doors and all windows on the house and put in a driveway with a carport with connecting sidewalks**

Applicant Edith Arbaugh is requesting to replace the exterior doors and windows to help make the home more energy efficient and to add a driveway with a carport with connecting walkway to the house and to the basement. Mrs. Arbaugh stated the carport would be 12 feet off the property line. Commissioner Deegans asked if the windows and doors are going to be painted or stained? Mrs. Arbaugh stated that the windows and all the doors except the front door will be white the front door will be stained a medium wood shade. Commissioner Deegans stated the roof of the carport that is included does not follow HLC guidelines. Mrs. Arbaugh stated that she has no problem using a standing seam metal roofing. Commissioner Gillilan stated the windows need to be Anderson Series E to follow HLC guidelines.

Chairperson French asked if there was anyone from the public that would like to speak for or against this application. Applicant's neighbor asked if the carport would block the alleyway in any way and the applicant stated the carport would not affect the use of the alley in any way.

Chairperson French made a motion, seconded by Commissioner McBride to approve the application to replace all the exterior doors and windows and add a carport and connecting walkways with the contingency of the carport roof being a standing seam metal roof and the windows being Anderson Series E as presented. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 28, 37, 38, 39, 43, 47-51, 52, & 54)*

**Angus MacIvor, 357 Lee Street, install a 12'x 18' carport over existing gravel parking/patio area**

Applicant Angus MacIvor is requesting to install a 12'x18' carport over an existing parking/patio area in the backyard of the property at 357 Lee Street. Commissioner Janiga stated the roofing for the carport is corrugated steel and does not follow the HLC guidelines. Chairperson informed Mr. MacIvor that the roofing for the carport needs to be either standing seam or asphalt shingles to follow the HLC guidelines.

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 Janiga to approve the application to install a 12'x18' carport with the contingency of the carport roof being a standing seam metal roof or asphalt shingles as presented. No further discussion. With all in favor, motion carried. *(Lewisburg HLC Guidelines reference page 28, 36, 37, 43, 52, & 54)*

**Bernard and Karin Tronche, 284 Lee Street, front steps and walkway, exterior Light fixtures for house and garage, front garage door design**

Chad McCallister the contractor representative for the applicant is requesting approval of the materials and design of the front steps and walkway, the exterior light fixtures for the house and garage and the front garage door design. Commissioner Deegans stated the drawing presented shows an additional curb cut that was not part of the original design of the property. Mills Group Representative Michael Mills stated the circle drive on the plans submitted is a new feature that has not been previously discussed. Chairperson French stated the plans submitted in June 2025 were not approved as a whole site plan. The motion that was presented and approved was for materials and list samples and details. City Manager Hill stated for the plans to be approved as submitted they must go to the Planning Commissioner for approval of the new curb cut.

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Chairperson French reiterated to the contractor the plans to change the driveway and add a curb cut must go to the Planning Commission for approval first then be resubmitted to HLC for approval also.

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 284 Lee Street for the materials and design of the front steps and walkway, exterior light fixtures for the house and garage and the front garage door design as presented. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 32, 37, 38, 39, & 52*)

*Approval of December 8, 2025, minutes*

Commissioner Gillilan made a motion, seconded by Commissioner Deegans to table the minutes from the December 8, 2025, meeting until the February 9, 2026, meeting. No further discussion. With all in favor motion carried.

*Election of Chair and Secretary for the 2026 year*

Commissioner Gillilan made a motion seconded by Commissioner McBride to elect Commissioner French as Chairperson for the Historic Landmark Commission for 2026. No further discussion. With all in favor motion carried.

Commissioner Gillilan made a motion seconded by Commissioner McBride to elect Commissioner Deegans as Secretary for the Historic Landmark Commission for 2026. No further discussion. With all in favor motion carried.

Commissioner Gillilan made a motion seconded by Commissioner McBride to elect Commissioner Janiga as Vice Chairperson for the Historic Landmark Commission for 2026. No further discussion. With all in favor motion carried.

**COMMENTS FROM THE PLANNING AND ZONING OFFICER**

Planning and Zoning Officer Sloan stated Mayor White had received a letter approving the Historical District updates on the National Registry as of December 17, 2025.

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Planning and Zoning Officer Sloan stated the West Parking Lot project has been approved by the Planning Commission and will be submitting an application for approval to the HLC as the application previously submitted and approved has since expired.

**ADJOURNMENT**

Commissioner Gillilan made a motion, seconded by Chairperson French to adjourn at 5:57p.m. No further discussion. With all in favor motion carried.

Respectfully submitted,  
Crystal Ratliff, City Clerk