

**City of Lewisburg**  
**Historic Landmark Commission**  
**Regular Session Meeting Minutes**  
**Monday July 14, 2025, 5:00 p.m.**  
**942 Washington Street West, Lewisburg, WV**  
**Paul L. Cooley Council Chambers**

PRESENT: Chairperson Adrienne French, Secretary William Deegans; Commissioner Paula Janiga; Planning and Zoning Officer Nick Sloan; City Consultant Michael Mills; City Clerk Crystal Ratliff

ABSENT: Commissioner Clifford Gillilan

VISITORS: Mayor Beverly White, City Manager Misty Hill (Zoom), Courtney Zimmerman, Aurora Research Associates (Zoom), Scott Wallace, Kate Rife, Mr. and Mrs. Mark Liebendorfer, Rich McMahan, Tony Juker, Ben Long, Margaret Kulkarni, Tia Bowman, and Jerry Janiga.

CALL TO ORDER: Chairperson French called the meeting to order at 5:01p.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 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**

**John Kight, 137 Chestnut Street, renovation and support the existing sun porch**

Tia Bowman representative and designer for John ‘Skip’ Kight stated applicant is requesting to renovate and replace the supports of the current sun porch at the residence by pouring proper footers and a foundation wall with approximately 18 inches of the foundation wall visible and replacing supports and windows. They will be leaving the existing roof and railing and painting everything white to match the existing house color. Applicant would prefer to use lifestyle Pella Windows. Applicant was advised they would need a new application for the addition of an HVAC system to the structure.

Chairperson French made a motion, seconded by Commissioner Janiga to approve the application as presented, to support and not replace the structure and approve the use of the lifestyle Pella Windows. No comments in favor of or opposed to from the public. No further discussion. With all in favor, 3 for 1 absent (Gillilan) motion carried.

**Kathryn Wilcox, 131 Harris Street, place storage shed in far-left corner of property**

Kate Rife, daughter of applicant stated they would like to place a small pre-constructed storage shed in the far-left corner of the property. Ms. Rife stated that the shed is stained for preservation.

Commissioner Deegans made a motion, seconded by Commissioner Janiga to approve the application as presented with the condition of the roof being compliant with guidelines of either a standing seam metal roof or shingled roof. No comments in favor of or opposed to from the public. No further discussion. With all in favor, 3 for 1 absent (Gillilan) motion carried.

**Mark Liebendorfer, 404 Church Street, replace windows and replace siding**

Mr. Liebendorfer stated contractor will be replacing siding and several windows that are not functional, the color (Navajo beige) of the siding is not changing and there will be no changes to the gables or features of the house.

Commissioner Janiga made a motion, seconded by Commissioner French to approve the application as presented with the recommendations from City Consultant Mills on preserving the details of the dormers. No comments in favor of or opposed to from the public. No further discussion. With all in favor, 3 for 1 absent (Gillilan) motion carried.

**Robert Crooks, 1434 Washington Street East, install generator on Northwest Side with screening**

Mr. Crooks stated he is requesting to install a generator on the northwest corner of his property with a fence around it at his residence.

Commissioner Deegans made a motion, seconded by Commissioner Janiga to approve the application as presented. No comments in favor of or opposed to from the public. No further discussion. With all in favor, 3 for 1 absent (Gillilan) motion carried.

**Tony Juker 879 Washington Street West, Del Sol Sign**

Mr. Juker, owner of Del Sol is requesting approval of new sign for the restaurant.

Commissioner Janiga made a motion, seconded by Commissioner Deegans to approve the application as approved. No comments in favor of or opposed to from the public. No further discussion. With all in favor, 3 for 1 absent (Gillilan) motion carried.

**Ben Long, 491 Church St, submission of materials for retaining wall**

Mr. Long stated at this time he is only going to remove the cider block building, which was previously approved, and not build a retaining wall at this time. So, he is withdrawing his application for it at this time.

**Karen and Bernard Tronche, 210 North Lee Street, new build**

Scott Wallace, representative of the contractor, for the applicant stated after meeting with City Consultant Mills in reference to making changes to better portray what the home that was previously on the property. City Consultant Mills stated the major changes are there will be 6 (six) columns instead of 4 (four) which is more aesthetic, and it will be a single-story home without an attic area, the chimney was added back and the windows arrangement and front door are more aesthetic. The front stairs are pretty much a replica of the previous ones. He feels they have worked very hard to get to where it represents what was previously there.

Commissioner Deegans made a motion, seconded by Commissioner Janiga to approve the application as presented with a submission of materials list and samples. No comments in favor of or opposed to from the public. No further discussion. With all in favor, 3 for 1 absent (Gillilan) motion carried.

**APPROVAL OF MINUTES**

Commissioner Janiga made a motion, seconded by Commissioner Deegans to approve the minutes for February 10, 2025, March 10, 2025, and June 9, 2025, as presented. No further discussion. With all in favor, 3 for 1 absent (Gillilan) motion carried.

**COMMENTS FROM THE PUBLIC**

Mr. Janiga is in the process of doing some interior and exterior demolition that is not visible from the public way, but as of this afternoon they have discovered some issues that will require the rear roof area they are working under will need to be rebuilt and raise the roof which will be visible from the public way. Commissioner French advised Mr. Janiga that unfortunately at this moment they cannot advise what they would recommend and that Mr. Janiga would need to follow the proper application process and recommendations from City Consultant Mills.

Maragret Kulkarni asked what the process for posting previous meeting minutes to the website as there are several months not posted at this time. City Clerk Ratliff stated that after minutes are approved they are submitted to the website and usually posted in 48-72 hours but there is currently a wait on minutes do to some health issues of the recording officer from those meetings. Commissioner French stated if there is something Ms. Kulkarni needs information on she is more that welcome to contact Planning and Zoning at City Hall and they would answer any questions she may have.

Mayor White stated she is excited to announce she has a qualified candidate to appoint to the Historic Landmark Commission pending approval from City Council on July 15, 2025.

#### **COMMENTS FROM THE PLANNING AND ZONING, HISTORIC DISTRICT UPDATE**

Planning and Zoning Officer Nick Sloan stated we have Courtney Zimmerman, Aurora Research Associates who has been working on the project to redefine the boundaries of the Historical District for the city. Commissioner Deegans stated he felt there are a couple of parcels that need to be adjusted. City Manager Hill stated they would set up a time next week to go over the areas again. Ms. Zimmerman stated that Grant period is coming up in August and the Archives and Commission Meeting for the Fall has not been scheduled as of yet, it is usually in early October. But to make that meeting all of the document and revisions need to be done and approved by August 1<sup>st</sup>, 2025, and if that is not feasible then we could request to be on the Winter agenda. City Manager Hill stated that everything needs to be finalized and go before City Council to be approved before it can be submitted.

#### **COMMENTS FROM THE COMMISSION**

The Commissioners discussed the Historic District update and what it will do to help to determine what is contributing and non-contributing in the Historic District.

#### **ADJOURNMENT**

Commissioner Deegans made a motion, seconded by Commissioner Janiga to adjourn at 6:20p.m. No further discussion. With all in favor, 3 for 1 absent (Gillilan) motion carried.

Respectfully submitted,

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City Clerk, Crystal Ratliff