

**City of Lewisburg**  
**Historic Landmark Commission**  
**Regular Session Meeting Minutes**  
**May 11, 2026, 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; Planning and Zoning Officer Nick Sloan, City Consultant Michael Mills, and City Clerk Crystal Ratliff.

**VISITORS:** Mark Liebendorfer, Suzanne Snyder, Greg Johnson, David Gibson, Mary Essig, Ashly Bargman, Raymond Niski, Randelle Niski, Zachary Drennen, Vicki Dove, Barbara Stewart, Randy Phillips, and Lisa Hinkle

**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**

*846 Jefferson Street North – The Book Store – Paint Windows and Doors*

Applicant Ashley Bargman is requesting approval to clean and paint the window frames, door frames, and doors on the ground level at The Book Store/Plants Etc. located at 846 Jefferson Street North. She is requesting to paint the windows Sherwin-Williams Connor’s Lakefront Blue and the door frames Sherwin-Williams Secret Cove. City Consultant Miller requested to leave the window sash and sash bars white for a more aesthetic look.

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 Janiga to approve the application for 846 Jefferson Street North to paint the window frames, door frames and doors on the ground level as presented. No further discussion. With all in favor, motion to approve carried. *(Lewisburg HLC Guidelines reference page 33, 37, 41c, & 45-51 )*

Commissioner Deegans noted there is a regulation stating that only 25% of a window can be obscured and the pictures submitted are well above that percentage and needs to be addressed.

468 Church St – St. James Episcopal Church – Landscape Memorial Garden

Greg Johnson representative for the church stated they are requesting to update the Memorial Garden located in the church's side yard. He stated the brick wall which contains brass plaques with the names of those who are interred, needs to be enlarged to accommodate more plaques. The bluestone pavers are crumbling, discoloring, and need to be replaced. Mr. Johnson stated they are wanting to install lighting in the garden and have better accessibility for the mobility-impaired.

Mr. Johnson stated the new design for the garden adds five coursed of brick to the existing wall and adding two 5-foot brick extensions to the sides, it replaces the patio with a labyrinth terrace adding a graded ramp with pavers and a handrail for handicap access and replacing three concrete steps with four steps that are easier to navigate and more attractive. He stated the design also includes replacing the church's front walkway, which is in disrepair and doesn't drain properly. Mr. Johnson stated the labyrinth is a two-tone pattern pathway stone walkway. He stated the bluestone pavers would be replaced with grey aggregate.

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.

Chairperson French made a motion, seconded by Commissioner McBride to approve the application for 468 Church Street to update the Memorial Gardens with the contingency of working with City Consultant Mills on materials, finishes and final design as presented. No further discussion. With all in favor, motion to approve carried. *(Lewisburg HLC Guidelines reference page 31, 33, & 54)*

142 Lee Street North – Raymond Niski – installation of shed replace existing privacy fence

Applicant Ray Niski is requesting to allow placement of a pre-fabricated shed on the rear of the property located at 142 Lee Street North and replace existing privacy fence and gate . Mr. Niski stated the shed would be painted to match the current color of the house with black shingles to match the house 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 Chairperson French to approve the application for 142 Lee Street North for placement of a pre-fabricated shed with color to match and shingles to match the existing home as presented. Chairperson French stated once the fence is ready to be stained he will have to submit another applications for approval of the color of the stain. No further discussion. With all in favor, motion to approve carried. *(Lewisburg HLC Guidelines reference page 33, 45-51, & 54)*

2028 Washington Street East - Suzanne Snyder – Install a replacement window and repair siding

Applicant Suzanne Snyder is requesting to replace existing window, repair corner siding, and repair/replace three (3) windowsills at 2028 Washington Street East. Ms. Snyder stated the window will be the same size and windowsill will be painted the same white currently used on the other windows of the home.

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 for 2028 Washington Street East to install a replacement window, repair corner siding and repair/replace three (3) windowsills as presented. No further discussion. With all in favor, motion to approve carried. *(Lewisburg HLC Guidelines reference pages 47-51)*

237 Lee Street North - Mary Essig – Replace siding

Applicant Mary Essig is requesting to remove and replace vinyl siding with gray-slate Hardie plank siding with white trim.

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 for 237 Lee Street North to remove and replace the vinyl siding with smooth Hardie plank siding as presented. No further discussion. With all in favor, motion to approve carried. *(Lewisburg HLC Guidelines reference page 33)*

404 Church Street – Mark Liebendorfer Replace lattice fence

Applicant Mark Liebendorfer is requesting to replace approximately thirty (30) dilapidated and damaged lattice fence on his property at 404 Church Street with horizontal straight board treated lumber fencing stained to match the current finish on the property.

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 McBride made a motion, seconded by Commissioner Janiga to approve the application for 404 Church Street to remove and replace approximately thirty (30) of lattice fencing with horizontal straight board treated lumber fencing stained to match the current finish on the property as presented. No further discussion. With all in favor, motion to approve carried. *(Lewisburg HLC Guidelines reference page 29)*

545 Church Street – David Gibson – replace deck, paint house, and garage

Applicant David Gibson is requesting to replace existing pressure-treated wood decking and short retaining wall with concrete pavers and paint house and detached garage located at 545 Church Street. The house will be painted with Sherwin-Williams sage with the columns, railing, and window frames will remain white.

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 545 Church Street to replace the existing pressure treated wood deck and retaining wall with concrete pavers and paint house and detached garage as presented. No further discussion. With all in favor, motion to approve carried. *(Lewisburg HLC Guidelines reference page 25 & 26)*

937 Washington Street West – Cat & Kate Boutique – Replace roof and coping cap

Randy Phillips contractor for the applicant, is requesting to remove and replace existing roof and coping cap at 937 Washington Street West. City Consultant Mills asked if the current coping cap on the front of the building would be preserved as it is a significant feature of the building. Mr. Phillips stated it would not be as reattaching it would void the warranty of the roof. Consultant Mills stated it is possible to reattach the coping cap without voiding the warranty and recommends it be done since it is the defining feature on the building. Consultant Mills stated he will do research to find a solution for the applicant and the City. City Manager Hill stated it has

been done on other buildings in the city and feels the application should be denied until a solution is found.

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 Chairperson French to deny the application for 937 Washington Street West to remove and replace roof and coping cap due to replacing the coping and not preserving the original coping on the front of the building. No further discussion. With all in favor, motion to deny carried. (*Lewisburg HLC Guidelines reference page 44, 45, & 46*)

### **COMMENTS FROM THE PUBLIC**

City Manager Hill stated the City is ready to go to bid for the upgrades to the Green Space. She stated the bid will include flood lighting and lamp post that match the ones throughout the city. Manager Hill stated the bid is also requiring for the concrete color to match the surrounding sidewalks. The wall will be a seating wall with planters and the wrought-iron railing on the wall. The city will be removing the planter to help save some money and help pay for the railing to be placed.

City Manger Hill reminded the Commission that with Marsha Cunningham's retirement upcoming their point of contact at city hall is Planning and Zoning Assistant Sara Morgan-Jenkins.

### **COMMENTS FOR PLANNING AND ZONING**

Planning and Zoning Officer Sloan stated that when the Commission states they are to work with Michael Mills on a project they need to be notified they have 30-days to contact him about the project details.

Officer Sloan asked the Commissioners if they would like to view things in person at city hall it would be best to schedule an appointment to ensure he is in the office for assistance.

### **COMMENTS FROM THE COMMISSION**

Commissioner Deegans questions what the options are for the city in regard to the portable solar panels he has seen recently. Zoning Officer Sloan stated that as long as the are on wheels and are moveable under the current guidelines there is nothing that can be done about them.

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Chairperson French is requesting to schedule a working session within the next 30-days to help streamline some of the requests and questions during the meetings.

### **APPROVAL OF MINUTES**

Commissioner Janiga made a motion, seconded by Commissioner McBride to approve the minutes from April 13, 2026, as presented. No further discussion. With all in favor motion to approve carried.

### **ADJOURNMENT**

Chairperson French made a motion, seconded by Commissioner Janiga to adjourn at 6:43pm. No further discussion. With all in favor motion carried.

Respectfully submitted,  
Crystal Ratliff