

**City of Lewisburg**  
**Historic Landmark Commission**  
**Regular Session Meeting Minutes**  
**November 10, 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 (Zoom) Planning and Zoning Assistant Marsha Cunningham and City Clerk Crystal Ratliff.

ABSENT: Planning and Zoning Officer Nick Sloan

VISITORS: Bill Wolfe, Byron Rausenberger, Robert Polland, Josh O'Dell, Paul Detch, James Rowe, Candace McDaniel, Bernard Tronche, Joe Kirsch, and Margaret Kulkarni

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

**Anam Cara Haven LLC. 229 Echols Lane, Replace existing Fence**

Applicant Bill Wolfe stated they would like to remove the chain link fence and replace it with a wood slat fence stained to a light brown to match the aesthetics of 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 Deegans made a motion, seconded by Commissioner Gillilan to approve the application to replace the fencing as presented. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 29*)

**Robert Pollard, 471 Church Street, remove and replace retaining wall with a 90-degree angle, extend driveway to the garage**

Mr. Pollard stated that they would like to extend the current driveway into the back of the property and to remove and replace the retaining wall to follow the driveway through 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 Janiga made a motion, seconded by Commissioner Gillilan to approve the application to remove and replace the retaining wall and extend the driveway as presented. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 27,28, & 34*)

**Byron Rausenberger, 1382 Washington Street East, install fence around entire property, relocate soccer field, add 2 driveway gates and possibly add plants for screening**

Mr. Rausenberger stated he was asked to present an application for a solution to make his property compliant with the HLC guidelines regarding the moving of the practice soccer field at his home. Mr. Rausenberger stated he did not want to place a fence around his entire property but would do what the Commission recommended. Commissioner McBride stated the concern of the HLC is that the wire fence around the soccer field is not compliant. Mr. Rausenberger presented the option of planting some laurel hedge around the soccer field to conceal the fence.

Commissioner Janiga stated that she feels the laurel hedge presented would work well and be a good addition to 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 Gillilan made a motion, seconded by Commissioner McBride to approve the planting of the laurel hedge around the soccer field as presented on the amended application. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 29,31e,36c*)

**Dr. Mark Kilcollin, 215 Randolph Street, remove and replace existing retaining wall with cap**

Josh O'Dell contractor for the applicant, stated the resident would like to remove the current riprap stone wall that is backfilled with concrete and replace it with a solid stone block retaining wall with a cap stone this will help prevent the driveway from washing into the neighbor's yard.

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 remove and replace the retaining wall as presented. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 34*)

**James Rowe, 521 Church Street, install rooftop solar panels**

Applicant James Rowe apologized for the contractor not getting the proper permits prior to doing the installation on the solar panels on his property, he stated he has lived in the resident for over 40 years and this is the first time this has happened and has informed the contractor to please note that it needs to be done in advance on any other projects in the Historic District of Lewisburg. Mr. Rowe stated he is in the process of having solar panels installed on the roof of his resident. He stated that only a small portion of the panels are visible from one area of the street view and once the installation is complete all the hardware and conduit will be painted black to be less noticeable. Commissioner Deegans stated that he feels Solar Holler should be sent a letter reminding them of the permitting process that the City of Lewisburg has and that they must follow it with each installation to avoid a fine for the resident. Planning and Zoning Assistant Cunningham stated they have been informed of this and will reiterate it to them. 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 rooftop solar panel installation as presented. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 24*)

**Joe Kirsch, 146 Walnut Street, (1) Demo existing dilapidated building (2) build a new build on existing footprint and add a raised flower bed**

Candace McDaniel contractor for the applicant stated they would like to demo the dilapidated building currently on the property, they have had it evaluated by a structural engineer who stated the building is not structurally sound and is beyond repair. Ms. McDaniel stated they have also confirmed the building has been deemed “not contributing” to the Historic District of Lewisburg. The applicant would like to build a new building on the existing footprint of the building and add a raised flower bed on the property. Chairperson French stated they would address the application in two (2) parts. First being the demolition of the existing building and the raised flower bed and second the new build on the existing footprint. 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 Gillilan to approve the application for demolition of the dilapidated structure and the construction of the raised flower bed as presented. No further discussion. With all in favor, motion carried.

Chairperson French made a motion, seconded by Commissioner Gillilan to approve the application for the new build on the exciting footprint pending a re-submission of the application with a specific detailed list of materials for the new structure. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 27, 37, 43, 36c,d,e, 52, 53, & 54*)

**Karen and Bernard Tronche, 284 Lee Street, Front Door, and gutter sample approval**

Chad McCallister contractor for the applicant stated they are applying for approval for the guttering and the front entry door for 284 Lee Street. The guttering is white half-round to match what was on the structure previously. The front door matches as closely as possible to the door previously on the property, the stain for the door is not available until the door is near completion due to the grain and natural wood coloring. 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 front door and guttering as presented. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 37, 38, & 39*)

**Paul Detch, 903 Court Street, replace front porch steps**

Applicant Paul Detch stated he had recently applied for a permit to repair the porch deck on 903 Court Street. He stated once the contractor started the repairs it was determined that the steps leading to the porch needed to be replaced also, Mr. Detch decided for safety reason to change the configuration of the stairs to come off the porch onto a landing then to the right instead of straight off the porch towards the street. Mr. Detch stated he only went to the right because of the inability to access the steps on the left due to the neighboring building and shrubbery. 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.

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Commissioner Gillilan made a motion, seconded by Commissioner McBride to approve the application to reconfigure and replace the stairs as presented. No further discussion. With all in favor, motion carried. (*Lewisburg HLC Guidelines reference page 26*)

## **APPROVAL OF MINUTES**

Commissioner Janiga made a motion, seconded by Commissioner Gillilan to approve the minutes from the October 6, 2025, meeting as presented with corrections of Mr. Rausenberger's name and the location of his fencing. No further discussion. With all in favor motion carried.

## **COMMENTS FROM THE PUBLIC**

Mrs. Kulkarni stated she is working on the step on her property and was concerned as to why the solar panels on Church Street were approved and her previous application for solar panels was denied. Planning and Zoning Assistant Cunningham stated her application for solar panels was for on the ground and the ones on Church Street are on the roof almost completely out of view. Mrs. Kulkarni was directed to bring any questions or concerns to Planning and Zoning Officer Sloan in reference to her property and he would help guide her in the right direction.

## **COMMENTS FROM THE COMMISSION**

Commissioner Janiga stated she had spoken with the representative for Mon Power in reference to the house on Foster Street and the representative stated there is not an issue with the power coming into the resident at the same location as before.

Chairperson French thanked the Commissioners for their hard work and dedication to the City and the Historic Landmarks Commission.

**ADJOURNMENT:** Commissioner McBride made a motion, seconded by Commissioner Deegans to adjourn at 6:40 p.m. No further discussion. With all in favor motion carried.

Respectfully submitted,  
Crystal Ratliff  
City Clerk