

**City of Lewisburg  
Historic Landmark Commission  
Regular Session Meeting Minutes  
October 6, 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; Planning and Zoning Officer Nick Sloan, Planning and Zoning Assistant Marsha Cunningham and City Clerk Crystal Ratliff; Mills Group representative Stephen DeNeui.

**VISITORS:** City Manager Misty Hill, Larry Smead, Aaron Paxton, Byron Rausenberger, 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.*

**APPLICATIONS**

**Larry Smead, 1324 Washington Street East, install three chimney caps**

Applicant Larry Smead is requesting to install three chimney caps on the chimneys at his residence located at 1324 Washington Street East by recommendation of his contractor.

Commissioner Janiga made a motion, seconded by Commissioner Gillilan to approve the application as presented. No further discussion. With all in favor motion carried.  
(Lewisburg HLC Guidelines reference page 45)

**Kelley Sills, 303 Lafayette Street, install 22kw generator, update electrical service entry and regROUT mortar joints on the top surface of the retaining wall**

Applicant Kelley Sills is requesting to install a whole home generator, update the electrical service entry into the residence and to regROUT the mortar joints on the retaining wall that are deteriorating at her residence located at 303 Lafayette Street. Mrs. Sills stated that after meeting with an electrician and the Mon Power representative she was informed that the main electrical service for the residence need to be updated and replaced to bring the electrical service up to state code. She stated that the new electrical entry will come into the house from Lafayette Street instead from Foster Street, this is a requirement of Mon Power not the homeowner or the electrician.

Commissioner McBride stated he has concerns with the location of the new electrical service entry on the front of the home. Mrs. Sill stated Mon Power informed her and the electrician this is the only option she has at this time, and this upgrade is essential to bring the home up to code.

Commissioner Deegans stated he had concerns of the location and visibility of the generator, Mrs. Sills stated she has the same concerns it is not something she want to be visible, but this is the only option for the generator to be located per the electrician. She stated she will either do landscaping or put a fence around it pending the Commission's recommendation because she does not want it to be seen.

Mrs. Sills stated she is also requesting to regROUT the mortar joints on the top surface of the retaining wall, she stated that she would be using the same type and color of mortar that is currently on the wall.

Chairperson French made a motion, seconded by Commissioner Deegans to approve the application as presented, pending the City contacting Mon Power to confirm this is the only option for the electrical upgrade location. No further discussion. With four (4) in favor and one (1) opposed (McBride) motion carried.

*(Lewisburg HLC Guidelines reference pages 24L, 33A & B, 34, & 37PA)*

**Dr. Jennifer Hamilton, 413 Randolph Street, install new sign**

Aaron Paxton contractor for Dr. Hamilton is requesting approve to install a new sign for the business with a mockup of "braces" that will be cut from aluminum or steel and coated to prevent rust.

Commissioner Deegans made a motion, seconded by Commissioner Gillilan to approve the application as presented. No further discussion. With all in favor motion carried.

*(Lewisburg HLC Guidelines reference page 35)*

**Byron Rausenberger, 1382 Washington Street East, fence in backyard**

Byron Rausenberger is requesting to place fencing around the pool area in his backyard. The fencing will go all around the perimeter of the yard with an automatic closing gate. Mr. Rosenberger stated he would do what the Commission recommends to comply with the HLC Guidelines.

Chairperson French made a motion, seconded by Commissioner Gillilan to approve the application as presented. No further discussion. With all in favor motion carried.

**Bernard & Karin Tronche, 284 Lee Street, presenting exterior package, changes of pre-approved application, Installing screening on the rear porch, change 3 original approved window size, present mechanical location**

Chad McCallister contractor for the applicant stated he is requesting approval for the exterior siding, trim, roof shingles, brick, and mortar, installing screening on the rear porch, changes to the size of three exterior windows and proposed mechanical location. Mr. McCallister stated the applicant is requesting to change the rear porch into a screened in porch which is not visible from Lee Street but is visible to the neighbor. He also stated they are requesting to change the size of the windows of the kitchen from 6 feet wide to 8 feet wide, the two windows for the master bath changed to be matching 30 inches wide, and to raise the window in the back so that the mechanicals are not in the homeowners view from the window, the height for all the windows stays the same throughout the home to keep the aesthetics cohesive. He stated that by recommendation of Mon Power they will be placing a new power pole on the left of the home, and the power will come to the home through underground conduit to the left side of the home.

Chairperson French made a motion, seconded by Commissioner Gillilan to approve the application and changes as presented pending consultation from Michael Mills of the Trex board for the porch. No further discussion. With all in favor motion carried. *(Lewisburg HLC Guidelines reference pages 25,33,47-51, & 53)*

**Nomination of HLC Boundaries**

Planning and Zoning Officer Sloan stated these are the updates of the Historic District boundaries as recommended by Arora with the assistance of Commissioner Deegans. The biggest changes to the boundaries are to either include or exclude a whole property instead of whereas some properties are split to only include part of the property.

Chairperson French made a motion for recommendation to Council, seconded by Commissioner Deegans to approve the Renomination of the Historic District boundaries as presented. No further discussion. With all in favor motion carried.

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

Planning Officer Sloan stated on Saturday October 11, 2025, at 4:00p.m. the Lewisburg High School Alumni Association is having a historical marker ceremony at the Lee Street Studios.

Planning Officer Sloan stated there would be an open house on Thursday, October 16, 2025, from 3:00p.m. to 6:00p.m. at the Greenbrier County Convention & Visitors Bureau for the Comprehensive Plan and urges everyone to stop in to voice their opinions and give feedback.

### **COMMENTS FROM THE COMMISSION**

Commissioner Deegans asked what the status of the issue of the practice soccer field is being moved to the side of the property at the Rosenberger resident. Commissioner Deegans recommended Officer Sloan contact Mr. Rosenberger and inform him he needs to fill out an application for the move of the soccer field for approval.

Commissioner Gillilan asked Planning and Zoning Assistant Cunningham if an application had been presented for the change to the porch and steps at the Detch Law Office. Assistant Cunningham stated an application had been approved for the porch but not for the steps. Officer Sloan stated he would check the application and contact the contractor with any issues.

Chairperson French stated she would like for it to be noted that if the public or a resident has a question or concern of what fall under the HLC guidelines to please call or come into City Hall for clarification.

### **APPROVAL OF MINUTES**

Chairperson French made a motion, seconded by Commissioner Janiga to approve the minutes from the September 8, 2025, minutes with the addition of Commissioner McBride as present. No further discussion. With all in favor motion carried.

### **ADJOURNMENT**

Commissioner Janiga made a motion, seconded by Commissioner Gillilan to adjourn at 6:08p.m. No further discussion. With all in favor Motion carried.

Respectfully submitted,  
Crystal Ratliff, City Clerk