

**HISTORIC PRESERVATION REVIEW COMMISSION**  
**232 N. Queen Street**  
**July 10, 2017**  
**Regular Meeting, 7:00 PM.**  
**J. Oakley Seibert Council Chambers**

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With a quorum present, Chairman Gary Gimbel called the regular scheduled meeting of the Historic Preservation Review Commission to order at 7:00 pm. The following members were present: Gary Gimbel, Steve Knipe, Mark Jordan, Ryan Perks, Brance McCune, John Stillwagon, Chris Cox and Terry Colburn. Absent was: Brance McCune. Also in attendance were Legal Counsel Chris Peterson, Planning Director/City Engineer Kim Petrucci, City Planner Tracy Sherman and Planning Secretary Holly Hartman.

**APPROVAL OF June 5, 2017 MEETING MINUTES**

Commissioner Colburn made the motion to approve the June meeting minutes as presented. Commissioner Perks seconded the motion, which was followed by a unanimous vote of “aye”. Motion carried.

**STATEMENT OF PURPOSE**

Read by Chairman Gimbel. Zoning Ordinance Article 10

**I. UNFINISHED BUSINESS: None**

**II. NEW BUSINESS:**

- 1. CASE #HP 17-042. 115-117 S. Queen Street. Public Hearing.** Application requesting a Certificate of Appropriateness to remove and rebuild brick parapet wall. Charles Connolly, applicant.

Charles Connolly, owner and Tom Clevenger, mason provided an explanation of the project stating that he needs to rebuild the parapet wall as the current state of the brick is a safety hazard. He would like to build the top back without the step and cement cap for financial reasons and because he feels the weight of the concrete cap added to the disintegrating of the bricks.

Chairman Gimbel opened the public hearing at 7:06 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:06 pm.

Commissioner Stillwagon made the motion to approve the request as submitted. Commissioner Perks seconded the motion that was followed by a unanimous vote of “aye”. Motion approved.

- 2. CASE #HP 17-043. 142 N. Queen Street. Public Hearing.** Application requesting a Certificate of Appropriateness to paint and install a business sign. Robert Johnson, applicant.

Mr. Johnson provided an explanation of the project stating that he would like to install a business sign and paint the sign portion of both storefronts antique white to match.

Chairman Gimbel opened the public hearing at 7:09 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:09 pm.

Commissioner Colburn made the motion to approve the request as submitted. Commissioner Perks seconded the motion that was followed by a unanimous vote of "aye". Motion approved.

- 3. CASE #HP 17-044. 125 W. Race Street. Public Hearing.** Application requesting a Certificate of Appropriateness to demolish existing structure and stabilize land. City of Martinsburg, applicant.

City Planner, Tracy Sherman provided an explanation of the project stating that the city would like to demolish the building in order to build a new police station on the lot, understanding the new construction plans will be reviewed by the commission at a later date.

Chairman Gimbel opened the public hearing at 7:11 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:11 pm.

Commissioner Stillwagon made the motion to approve the request as submitted. Commissioner Jordan seconded the motion that was followed by a unanimous vote of "aye". Motion approved.

- 4. CASE #HP 17-046. 219 S. Spring Street. Public Hearing.** Application requesting a Certificate of Appropriateness to install business signs. Dean Martin, applicant.

Mr. Martin provided an explanation of the project stating that he would like to remove the current signs and replace with updated signs in the same location as shown in the submitted photos.

Ms. Sherman passed a sample of the sign material to be used to the Commissioners.

Chairman Gimbel opened the public hearing at 7:14 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:14 pm.

Commissioner Colburn made the motion to approve the request as submitted. Commissioner Stillwagon seconded the motion that was followed by a unanimous vote of "aye". Motion approved.

**III. OTHER BUSINESS: None**

**IV. DISCUSSION ITEMS: None**

**V. ACTION ITEMS: None**

Ms. Sherman introduced Kim Petrucci as the city's new engineer and Planning Director.

Chairman Gimbel advised that he would not be able to attend the August meeting.

**VI. ADJOURNMENT:**

Commissioner Cox made the motion to adjourn. Commissioner Perks seconded the motion that was followed by a unanimous vote of "aye". The meeting was adjourned at 7:18 pm.

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Gary Gimbel, Chairperson

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Holly Hartman, Secretary