

HISTORIC PRESERVATION REVIEW COMMISSION
232 N. Queen Street
February 5, 2018
Regular Meeting, 7:00 PM.
J. Oakley Seibert Council Chambers

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, Brance McCune, John Stillwagon, Ryan Perks, Mark Jordan and Chris Cox. Absent was: Terry Colburn. Also in attendance were Legal Counsel Chris Peterson, City Planner Tracy Sherman and Planning Secretary Holly Hartman.

APPROVAL OF December 4, 2017 MEETING MINUTES

Commissioner Stillwagon made the motion to approve the December 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 18-00001. 131 N. Queen Street. Public Hearing.** Application requesting a Certificate of Appropriateness to install two business signs. Brix 27, applicant.

Chris Mesner, Meta Builders, provided an explanation of the project explaining the style and location of the sign and lighting.

Chairman Gimbel opened the public hearing at 7:35 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:35 pm.

Commissioner Cox 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 18-00002. 203 N. Queen Street. Public Hearing.** Application requesting a Certificate of Appropriateness to replace windows. Dror Zaks, applicant.

Hime Zaks, on behalf of Dror Zaks, provided an explanation of the project stating that the request is to replace the wooden windows with vinyl windows as the current wooden windows are badly deteriorated.

Chairman Gimbel asked for clarification on which windows are being replaced and for the style of the replacement windows. Ms. Sherman stated that the applicant applied to replace first row of windows. The second row of windows would be replaced at a later date if the applicant can find someone able to recreate the arches. Mr. Zaks called the applicant to verify the design of the new windows. Dror Zaks confirmed by phone that the new windows would match the layout of the existing windows.

Chairman Gimbel opened the public hearing at 7:17 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:17 pm.

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

- 3. CASE #HP 18-00003. 712 W. King Street. Public Hearing.** Application requesting a Certificate of Appropriateness to replace tin roof with shingles. Tim Riley/Home Depot, applicant.

No one was present to present the application. Ms. Sherman advised that the work was completed with the permission of the Planning Director as there was a bad roof leak and that the building inspectors have already inspected that completed work. Legal Counsel, Chris Peterson determined that a decision could be made without the applicant present as the work is complete.

Chairman Gimbel opened the public hearing at 7:12 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:12 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 18-00004. 432 W. Martin Street. Public Hearing.** Application requesting a Certificate of Appropriateness to paint and install vinyl window signage. Jayson and Kelly Jones, applicant.

Kelly Jones, owner, provided an explanation of the project stating that she would like to install vinyl window decals and paint at her new business location.

Planning Secretary, Holly Hartman, passed the color swatch around to the board members to give them an accurate representation of the proposed paint color. Ms. Jones stated that the vinyl lettering in the window will be white in color.

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 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.

5. **CASE #HP 18-00005. 229 E. Martin Street. Public Hearing.** Application requesting a Certificate of Appropriateness to install an 8" above top of rail platform, signage, lighting and wheelchair lift enclosure. Amtrak, applicant.

Wanda Lopez, Amtrak, provided an explanation of the project stating that the goal is to bring all of their locations into ADA compliance. For the Martinsburg station, Amtrak's responsibility is to replace the existing central platform with an eight-inch top of rail platform, station and platform signage, fencing, lighting and a wheelchair lift enclosure. They will also complete some interior renovations to handrails that are not in compliance.

Commissioner Stillwagon asked if the current ramps would be remodeled or abandoned and new ramps built. Ms. Lopez explained that the new ramps will be located right to left, be ADA compliant and start flat into a sloped platform. Commissioner Stillwagon asked if the new platform would line up with the bottom step of the train. Ms. Lopez answered yes. Ms. Lopez added that all of the proposed work is on CSX property except for the doors and signage.

Chairman Gimbel opened the public hearing at 7:25 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:25 pm.

Commissioner Cox 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.

6. **CASE #HP 18-00007. 208 S. Queen Street. Public Hearing.** Application requesting a Certificate of Appropriateness to replace cedar shake with asphalt architectural shingles. Shawn Wolford, applicant.

Larry Demarco and Shawn Wolford, Modern Renovations, provided an explanation of the project stating that the property currently has a cedar shake roof in bad disrepair. The owner would like to replace it with cedar shake but it is too costly so she has chosen a thirty-year architectural shingle in slate color to look more original.

Chairman Gimbel stated that this was the Boarman House built in 1802.

Chairman Gimbel opened the public hearing at 7:27 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:27 pm.

Commissioner McCune asked if the cedar shake was the original roofing. Ms. Sherman replied that her research did not show the original style of roofing but that it was mostly likely slate.

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.

III. OTHER BUSINESS: None

IV. DISCUSSION ITEMS:

1. Signage

Ms. Sherman stated that she had been informed the sign ordinance would not be reviewed at this time. Once the Comprehensive Plan is finished staff is looking to potentially update the zoning ordinance which would include signage.

2. Election of Officers

Chairman Gimbel opened the floor for nominations for Chairperson. Commissioner Cox nominated Chairman Gimbel for Chairperson, seconded by Commissioner Perks. With no other nominations, Chairman Gimbel closed the floor for nominations. With a unanimous vote of "aye," Commissioner Gimbel was voted Chairperson of the Historic Preservation Review Commission.

Commissioner Gimbel made the motion to open the floor for nominations for Vice-Chairperson. Commissioner Cox made the motion to nominate Commissioner Knipe for Vice-Chairperson. With no other nominations, Chairman Gimbel closed the floor for nominations. With a unanimous vote of "aye," Commissioner Knipe was voted Vice-Chairperson of the Historic Preservation Review Commission.

V. ACTION ITEMS: None

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 7:36 pm.

Gary Gimbel, Chairperson

Holly Hartman, Secretary