

HISTORIC PRESERVATION REVIEW COMMISSION
232 N. Queen Street
May 6, 2013
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, Kevin Walker, Nell Thompson, Ryan Perks, Lisa Clipp, Mark Jordan, Steve Knipe, and Chris Cox. Commissioner Terry Colburn was absent. Also in attendance were Legal Counsel Katherine Wilkes, City Planner Tracy Smith, and Planning Secretary Debra Dietz.

APPROVAL OF April 1, 2013 MEETING MINUTES.

Minutes were approved by unanimous consent.

UNFINISHED BUSINESS

None

STATEMENT OF PURPOSE

Read by Commissioner Gimbel. Zoning Ordinance Article 10.

NEW BUSINESS

1. **CASE #HP 13-021 301 Winchester Avenue. Public Hearing.** Application requesting a Certificate of Appropriateness to install a business sign and window decals. 100 Proof Tattoo, applicant.

Applicant failed to show for the hearing. This case will automatically be placed on next month's agenda.

2. **CASE HP13-024. 301 W. King Street. Public Hearing.** Application requesting a Certificate of Appropriateness to install a business sign. Walter Whitaker, applicant.

Walter Whitaker presented this request for a carry-out restaurant. Mr. Whitaker is requesting replacing the existing sign.

Chairman Clipp asked to confirm that there will two signs.

Mr. Whitaker confirmed that there will be a small sign on the side.

Chairperson Gimbel opened the public hearing at 7:08pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:08pm.

After discussions on the materials to be used for the sign frame would be wood, Commissioner Walker made the motion to approve the request. The motion was seconded by Commissioner Clipp and followed by a unanimous vote of "aye". Motion carried.

3. **CASE HP13-025 224-226 N. Church Street. Public Hearing.** Application requesting a Certificate of Appropriateness for a garden shed. Gary Gimbel, applicant.

Commissioner Clipp made the motion to allow to recuse Commissioner Gimbel from this case. The motion was seconded by Commissioner Perks followed by a unanimous vote of "aye"

Chairman Gimbel presented his request for a garden shed with a barn style roof. The shed will be painted same color as the house, windows on the front, double door on front and side.

Chairman Walker opened at 7:10 pm. As no one came forward to speak for or against the request, the public hearing was closed at 7:10 pm.

After discussion that included the style of the roof, any lighting or electricity to the shed, Commissioner Perks made the motion to approve the request for the garden shed. The motion was seconded by Commissioner Knipe followed by a unanimous vote of "aye". Motion carried.

Commissioner Walker made a motion to reseal Commissioner Gimbel. The motion was seconded by Commissioner Cox followed by a unanimous "aye". Motion carried.

4. **CASE HP13-026 305 W. King Street. Public Hearing.** Application requesting a Certificate of Appropriateness to install exterior lighting, property identification numbers, concrete planters, and business sign window decals. Traci Hylton, applicant.

Traci Hylton presented her request to take down the two broken flood lights, and replace them with (4) lamps on the building above the pillars, install house numbers, (2) concrete planters and vinyl lettering for the windows.

City Planner, Tracy Smith advised that the Commission does not review the lighting or the boxes.

After discussion that included lighting installation, Chairman Gimbel opened the Public Hearing at 7:19 pm. As no one came forward to speak for or against the request, the public hearing was closed at 7:19 pm.

Commissioner Clipp made the motion to approve the request. The motion was seconded by Commissioner Thompson followed by a unanimous vote of "aye". Motion carried.

5. **CASE HP13-027 210 W. Burke Street. Public Hearing.** Application requesting a Certificate of Appropriateness to replace front fascia trim board, crown, soffit, and guttering with vinyl; paint the front exterior; install business sign. JC Smith, LLC, applicant.

Chrissy Smith presented her request to replace areas listed with vinyl, paint with colors provided in the packet and replace a sign that had been taken down a long time ago with a new sign.

After discussion that included missing scrolls that will be restored and replaced, Chairman Gimbel opened the Public Hearing at 7:25 pm. As no one came forward to speak for or against the request, the public hearing was closed at 7:25 pm.

After discussion regarding a sign permit already submitted to the City, Commissioner Walker made the motion to approve the request. The motion was seconded by Commissioner Clipp followed by a unanimous vote of "aye". Motion carried.

6. **CASE HP13-029 229 E. Martin Street: Caperton Station .Public Hearing.** Application for a Certificate of Appropriateness to replace sign. City of Martinsburg, applicant.

Tracy Smith, City Planner, presented the request to replace the current sign which needs to be upgraded. The new sign will be the same size and same location.

After discussion that included several other signs being approved in the past, Chairman Gimbel opened the Public Hearing at 7:30 pm. As no one came forward to speak for or against the request, the public hearing was closed at 7:30 pm.

After discussion regarding lighting and sign material to be used, Commissioner Walker made the motion to approve the request. The motion was seconded by Commissioner Thompson followed by a unanimous vote of "aye". Motion carried.

Commissioner Gimbel requested that if anyone were now present regarding Case HP 13-021, to please step forward. No one being present, Tracy Smith, City Planner announced that she will forward a letter to 100 Proof Tattoo to remove their sign.

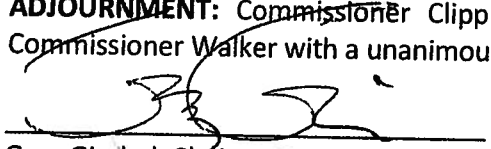
OTHER BUSINESS: None

NEXT MEETING: June 3, 2013 Kevin Walker announced he will be absent from this meeting. Tracy Smith will not be attending this meeting. Mike Covell will be in attendance.

DISCUSSION ITEM(S):

- Nell Thompson attended the Real Estate Historic Preservation 101. She advised that we need to educate agents regarding procedures for approval. Put this matter on the next agenda for discussion.

ADJOURNMENT: Commissioner Clipp made a motion to adjourn the meeting, seconded by Commissioner Walker with a unanimous "aye". Meeting adjourned at 7:38 pm.


Gary Gimbel, Chairperson


Debra Dietz, Planning Secretary

