

HISTORIC PRESERVATION REVIEW COMMISSION
232 N. Queen Street
February 1, 2016
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, Mark Jordan, Terry Colburn and Ryan Perks. Keven Walker and Chris Cox were absent. Also in attendance were Legal Counsel Catie Delligatti, City Planner Tracy Smith and Planning Secretary Holly Hartman.

APPROVAL OF January 4, 2015 MEETING MINUTES

Commissioner Knipe advised that the minutes had him seconding a motion for the election of Chairman and he was not at the meeting. It was confirmed that Commissioner Perks made the motion.

Commissioner Knipe made the motion to approve the January meeting minutes with the noted correction. Commissioner Jordan 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 16-012. 126 N. Raleigh Street. Public Hearing.** Application requesting a Certificate of Appropriateness to replace slate shingles with architectural shingles. James Horton, applicant.

James Horton provided an explanation of the project stating that he would like to replace the roof, due to holes and deteriorated slate.

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 Colburn asked the applicant if there was any way to save the slate. Mr. Horton replied that he could not. The slate is too far deteriorated and too old.

City Planner, Tracy Smith asked how long the house has been vacant. Mr. Horton responded that the house has been vacant for at least six years.

Commissioner Colburn then asked if Mr. Horton could save the chimney. Mr. Horton answered that there are two chimneys, he will be keeping the chimney in the front of the house, but the second chimney in the back and not visible from the street, is not safe and will have to be removed.

Ms. Smith verified with Mr. Horton that he does plan to save as much of the original woodwork and historic properties, but the home has been exposed to the elements for a long time. Mr. Horton agreed, stating that the front section of the house has been empty for about thirty years, and is in much worse shape than the back end of the house, but he feels he can restore it.

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.

2. CASE #HP 16-013. 406-B W. Race Street. Public Hearing. Application requesting a Certificate of Appropriateness to install vinyl lettering. Darren Asbury, applicant.

Shemire Asbury provided an explanation of the project stating they would like to remove the current business name in the window and replace it with Timeless Ink.

Ms. Smith asked if the sign had already been changed. Ms. Asbury answered that it had been changed but hadn't been paid for. She stated that the company came and replaced it after backing them into a corner, but she still came to the meeting as asked since it is a historic property.

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

Ms. Asbury asked if she would need approval to repair or replace the window sills due to rotten wood. Ms. Smith stated that as long as Ms. Asbury replaced the wood with wood and did not change the paint color then she would not have to get approval from the commission.

Commissioner Jordan 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 16-014. 211 W. Burke Street. Public Hearing.** Application requesting a Certificate of Appropriateness to replace deteriorated wire fence with a wooden privacy fence. Ian and Helen Henderson, applicant.

Helen Henderson provided an explanation of the project stating she would like to replace a deteriorated metal fence with a privacy fence to block the view of neighboring properties and renters.

Chairman Gimbel opened the public hearing at 7:13 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:13 pm.

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

- 4. CASE #HP 16-015. 208 E. Martin Street. Public Hearing.** Application requesting a Certificate of Appropriateness to install a six-foot privacy fence and to change trim color/paint structure. Helen Henderson, applicant.

Helen Henderson provided an explanation of the project stating they had received approval for a four-foot fence in November, but since then the house next door has been renovated into a rental property with numerous tenants, so they would now like to install a six-foot fence. Ms. Henderson also explained that the house is already painted but they did not get approval before doing so. She stated that the contractor advised it would preserve the brick to paint it.

Chairman Gimbel clarified that her application had two separate requests, one for the fence and one for the paint. Ms. Henderson agreed.

Commissioner Knipe asked if the brick had already been painted. Ms. Henderson answered that the brick was unpainted but that the contractor followed all proper procedures. Commissioner Knipe advised Ms. Henderson to keep an eye on the condition of the brick because once painted it tends to seal in water which deteriorates the brick and mortar.

Chairman Gimbel opened the public hearing at 7:20 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:20 pm.

Chairman Gimbel asked the board to vote on the two requests separately.

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

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

- 5. CASE #HP 16-016. 105 W. John Street. Public Hearing.** Application requesting a Certificate of Appropriateness to remove balconies, seal four windows and two paneled façade sections with brick and install ADA accessible ramp. Boys & Girls Club of the Eastern Panhandle, applicant.

Stacie Rohn provided an explanation of the project stating she is the Executive Director for the Boys & Girls Club and they would like to remove the two balconies that are in disrepair, fill in the paneled sections with matching brick, fill in several windows that are boarded from the inside with brick and also to install a handicap ramp.

Chairman Gimbel asked staff if a handicap ramp is something the commission reviews. Ms. Smith stated that the approval of the ramp has to go before City Council due to the ramp having to extend out to the sidewalk into the public right-of-way. Ms. Rohn stated that the idea is to have the ramp go up the side of the building made of formed concrete and an appropriate railing.

Ms. Rohn stated they are working with the State Historic Review Board to apply for community development block grant funding to finance the balcony removal and the brick work part of the project.

Commissioner Perks asked if the brick would be set back for historic preservation purposes. Ms. Smith responded that the brick would be set back about one-half inch to create a shadow line, and confirmed this method with Ms. Rohn.

Ms. Rohn asked if she could add the two windows on the Queen Street side of the building to her application or would she have to reapply. Legal Counsel, Catie Delligatti responded that she could ask the commission to include those two windows with her current application as long as it is made clear in the motion. Commissioner Perks asked for the total amount of windows they would like to brick in. Ms. Rohn answered it will be four on the front east facing side and two on the west facing side for a total of six.

Chairman Gimbel opened the public hearing at 7:31 pm. As no one came forward to speak for or against this request, the public hearing was closed at 7:31 pm.

Chairman Gimbel asked that motions be made for the two separate requests.

Commissioner Colburn made the motion to approve the request to close in a total of six windows and remove balconies. Commissioner Perks seconded the motion that was followed by a unanimous vote of “aye”. Motion approved.

Commissioner Perks made the motion to approve the request to install a handicap ramp pending final material approval by staff. Commissioner Jordan 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

VI. ADJOURNMENT:

Meeting was adjourned at 7:34 pm by unanimous consent.

Gary Gimbel, Chairperson

Holly Hartman, Secretary