

April 20, 2016
Historic Architectural Review Board Minutes
Borough of Gettysburg

Chair Gary Shaffer called the Historic Architectural Review Board meeting to order at 7:00 PM on Wednesday, April 20, 2016. The meeting was held at the Borough Municipal Building, 59 East High Street. A quorum was present. Those in attendance were: Board members Peggy Gustafson, Joan Hodges, Jim McCabe, Phil Goble, Colleen Lingle and Clem Malot, Borough Code Enforcement Officer; and Karen Mesher, Borough Management Assistant. Also in attendance were: Brandon Stone representing 63 West High Street; James Nett of the United Methodist Church, representing 30 West High Street; Charles Swartwood of Adam and Eve Remodeling, representing 244 Chambersburg Street; Barbara and Steve Shultz of Cone Sweet Cone, representing 433 Baltimore Street; Ron Frenette, 811 Johns Avenue; Susan Naugle, Gettysburg Borough Council, 650 Red Patch Avenue; and Jim Hale of the *Gettysburg Times*. Planning Director Scott Dellett was absent.

Review of Agenda and Minutes

There were no additions or corrections to the meeting agenda. Mr. Goble made the **motion** to approve the minutes of the March 16, 2016 meeting. Seconded by Ms. Hodges. Motion carried 7-to-0.

Public Comment for Items Not on the Agenda

There were no public comments for items not on the meeting agenda. Mr. Paddock was here to observe tonight's meeting.

New Applications for Application for Certificates of Appropriateness

Mr. Shaffer introduced the members and explained the procedures that would be followed during the meeting. He noted that the Board serves as an advisory group to Borough Council, which makes the final decision concerning the issuance of Certificates of Appropriateness. Borough Council will next meet on Monday, May 9, 2016.

- A. COA-16-09 Brandon Stone, 63 West High Street, Certificate of Appropriateness, Alteration. Replace windows, front door, siding, shutters and gutters on the front elevation; restore a previously removed the portico.**

BUILDING HISTORY

Mr. Shaffer gave background information and a brief building history of the property. The house is a pre-Civil War structure and a contributing structure to the Historic District. He said that the proposed changes represent a permanent changes to the structure.

Mr. Stone made a brief presentation and answered questions from the Board. Mr. Stone said that the front façade work will include period shutters, windows, siding and restore the portico underneath of the siding. He said that he is looking at a solid mahogany door with a transom overtop. He said that an 1863 picture by William Tipton showed the house was white with a black trim; but after the removal of the siding, he said that the house is dark green with dark brown or black trim. He noted that the siding was 1 ¼ inch thick, but severely pock-marked. He stated that the portico has a set of bracket lines down the side of the building, so he does not believe that the portico is original to the 170-year-old structure. He said that the front two dormer windows are not intended to be replaced, and that there are solid wooden shutters on the first floor and louvered shutters on the second floor. He noted that the shutters are set on pins and are functional. Mr. Shaffer suggested using a four-panel door and that the transom above the door was used for ventilation. Mr. Stone indicated that he intended to use the transom for illumination. He stated that he opted to use a galvanized half round gutter. Ms. Gustafson recommended using a wider downspout to carry water away from the structure.

Mr. Shaffer presented the *Proposed Findings of Fact*:

- The structure at 63 West High Street is a sensitive structure, as defined in Chapter 11 of the Borough Code of Ordinances, Historic Districts (Historic District Ordinance). A sensitive building is defined as any building that has been standing for at least 50 years at the time of application, even though it has been considerably modified and certain sites of later historic significance or buildings that the Board has determined to be exemplary of later architectural styles.
- The building is a contributing structure to the Gettysburg Battlefield National Register Historic District.
- The proposed work constitutes a permanent change, making this proposal a critical project, which is defined in the Historic District Ordinance as “A project involving demolition of all or part of any building or change in configuration and rhythm of any building as a whole, or any alteration to a sensitive building.”

Mr. Shaffer noted that this building has windows and doors that are not altered. He said that the windows, doors and shutters are not original to the structure. He said that the building is visible to the public, therefore the changes must come before the Board.

Ms. Gustafson made the **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the proposed plans for 63 West High Street depicted

in the proposed application dated March 29, 2016 as presented with the following stipulation to have a four or six-panel solid door. The motion was seconded by Mr. Goble. The motion carried 7-to-0.

- B. COA-16-21 Madeline Yates, 244 Chambersburg Street. Alteration. Remove the block foundation to the footer; install a new six-inch block basement window and a new access door; rebuild the porch deck.**

Mr. Shaffer gave background information on the property:

BUILDING HISTORY

The house at 244 Chambersburg Street is of simple folk Victorian style, and is a contributing historic structure that is over 50 years old. He said that the structure incurred damage resulting from an accident, and that the proposed materials being replaced are not original to the building.

Mr. Swartwood, representing the applicant, gave a brief presentation and responded to Board questions. Mr. Swartwood said that there is rough-cut oak flooring underneath, and that the columns were painted several times. He said that the applicant intends to remove the block foundation to the footer as needed, and to install a new six-inch block, new basement window and new access door. He said that the applicant intends to rebuild the front porch deck using treated deck materials. Mr. Shaffer said that the railing is a traditional railing, and that the decking is tongue-and-groove. The windows are large four-over-four windows. He estimated that the house was built in the 1880s, and that the window details were not altered. Mr. Malot asked if the porch would be painted. Mr. Swartwood said that treated wood can't be painted for at least a year, but could be stained.

Mr. Shaffer made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for 244 Chambersburg Street as follows: the replacement and restructuring of the cinder block foundation below the porch would be approved; the installation of the door and the window that previously existed would be approved; the substructure including the floor joints and deck of the porch would be approved as pressure-treated lumber to be painted, and the decking would be tongue and groove either five-quarter or two-inch and to be painted; and that the existing railing would be replaced or repaired with wood in-kind and not with the pressure-treated deck-rail style; and that the existing columns need to be retained and repaired. The motion was seconded by Mr. Malot. The motion carried 7-to-0.

Mr. Shaffer said that the cinder block construction is replacement-in-kind.

C. COA-16-22 United Methodist Church, 30 West High Street. Alteration. Construct an enclosure over the west side basement entrance stairwell.

Mr. Shaffer gave background information on the property and noted that he does not have an active fiduciary relationship at this time:

BUILDING HISTORY

Mr. Shaffer said that the proposed changes at 30 West High Street represent a permanent changes to the structure and must come before the Board. He said that the applicant intends to construct a roofed enclosure over the west side basement entrance stairwell to the church clothing ministry, and will be visible from West High Street. He said that the property is not located in the Old Town (OT) District, but is located in the Residential Office (RO) District which requires a five-foot side yard. He said that the proposed stairwell would be built over the property line, is not a new structure, and must require a non-combustible construction or two-hour rated permit. Mr. Malot said that a registered design professional, an architect or an engineer, needs to review the plans to determine if the design meets the approved methods of construction and proper fire codes.

Mr. Nett, Chairman of the Board of Trustees for the United Methodist Church, gave a brief presentation and responded to Board questions. He said the intent of the project is to enclose the stairwell to protect people patronizing the "Clothing Closet" ministry using the steps in the wintertime. Mr. Shaffer asked the Board for input or concerns on the proposed project. Mr. Nett said that the church owns the existing concrete knee wall. Mr. Shaffer said that the church needs to engage the services of a licensed design professional to provide drawings that would meet code.

The applicant agreed to table the application until approved design drawings that would meet code could be provided to the Board. He said that the applicant would need a clarification of the zoning requirement setback, and that the proposed changes to the structure meet code because it is built within three feet of the property line.

D. COA-16-15 Barbara and Steve Shultz, 433 Baltimore Street. Alteration. Modify the side window to serve as a counter for ice cream.

Mr. Shaffer gave background information on the property and noted that he does not have an active fiduciary relationship at this time, but he will abstain from voting:

BUILDING HISTORY

The structure at 433 Baltimore Street is a sensitive structure, as defined in Chapter 11 of the Borough Code of Ordinances, Historic Districts (Historic District Ordinance). A sensitive building is defined as any building that has been standing for at least 50 years at

the time of application, and is not a Civil War structure. The building has a high degree of structural integrity with similar duplexes in that row of structures on that street.

Mr. and Mrs. Shultz gave a brief presentation and responded to Board questions. Mrs. Shultz said that they have lived in that building for 17 years and have a small gift shop. The ADA requirements made the sliding window more feasible for ice cream sales. She proposed that they change one side window to a walk-up sliding window to sell ice cream, and to add a PA state-required counter of painted wood at the same window. Ms. Gustafson asked if the six-over-six window would remain over top of the proposed sliding window. Mrs. Shultz said that it would be determined when placed, but she indicated that the replaced window would be preserved to replace the sliding window in the future.

Ms. Gustafson made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for 433 Baltimore Street for the proposed plans depicted in the application dated March 11, 2016 as submitted. The motion was seconded by Ms. Lingle. The motion carried 6-to-0 with one abstention.

Mr. Shaffer recused himself as Chair due to a fiduciary relationship with the following two applicants, whereby Mr. Goble assumed the role as Chair.

E. COA-16-24 Open Minds, 10 Lincoln Square. Alteration. Add a new exterior door into the rear parking lot.

Mr. Shaffer gave the background information, a brief presentation and responded to Board questions for the property on behalf of the applicant at 15 Lincoln Square (the final address of the property), which was the former Adams County National Bank (ACNB) Trust Offices. He said that when the offices were sold, the new owner needed an entrance to the building while renovations are taking place. He said that this a permanent change to a building that is viewable by the public from Zerfing Alley. He estimated the date of the building that was used as a contemporary structure, dating from 1959. He said that the rear entrance will be a permanent entrance to the building. He said that the applicant would like to add a rear door that will be cut into and exterior CMU wall.

Ms. Lingle made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for 10 or 15 Lincoln Square for the proposed plans depicted in the application dated March 11, 2016 as submitted. The motion was seconded by Ms. Lingle. The motion carried 6-to-0 with one abstention.

F. COA-16-25 Bonnie Wentz, 48-52 York Street. Alteration. Install a guardrail to the existing accessible ramps.

Mr. Shaffer gave the background information, a brief presentation and responded to Board questions for the property on behalf of the applicant at 48-52 York Street. He said that railings would be added to the existing ramp to make it more visible, and that the review right on ramps that include railings is reviewable by the Board. He said that the railings are for safety to make the ramps more visible, and must be at the required gripping height. He said that because the ramp is below 30 inches above the ground, it does not need pickets. He stated that one section of the railing would be removable to allow accessibility to the basement doors.

Ms. Gustafson made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for 48-52 York Street for the proposed plans depicted in the application dated April 6, 2016 as submitted. The motion was seconded by Mr. McCabe. The motion carried 6-to-0 with one abstention.

Mr. Shaffer resumed his role as Chair.

Reports

A. Mr. Shaffer presented the Administrative Approvals since the last meeting:

1. **COA-16-13 John Weikert, 143 Chambersburg Street. In-kind replacement of damage to the front of the building.**
2. **COA-16-14 A.J. Kramer, 100 Buford Avenue. In-kind replacement of roof shingles, siding, gutters and soffit damaged by fire.**
3. **COA-16-16 Sharon Graff, 70 East Stevens Street. Alteration. Remove and replace porch flooring with in-kind materials.**
4. **COA-16-17 Jim and Susan Paddock, 262 Baltimore Street. Alteration. Install galvalume coated metal shingles on three small first-floor entry roofs.**
5. **COA-16-18 Robert Crouthamel, 225-227 South Washington Street. Demolition. Remove collapsed storage shed.**
6. **COA-16-20 Steve Nevada, 158-160 East Middle Street. Alteration. Erect wood picket fence at the rear of the property.**
7. **COA-16-23 Village Holdings, Inc., 613 Baltimore Street. Replace exterior main entrance door not visible from the street.**

Other Business

Satellite Dish Requirements

Susan Naugle gave a brief presentation and background information regarding the use of satellite dishes in the Historic District. She said that the Community Development Committee discussed this topic at their meetings last year. She had talked to the Federal

Communications Commission (FCC) on their regulations and how they would affect the Borough's Historic District. She stated that the City of Reading already had an operable working ordinance that had stood legal challenges. She discussed the rights of both property owners and tenants and the need to educate them regarding placement. The Board would like to discuss the matter and formulate regulations to safeguard historic structures in the district.

Finalize the date for CLG Training Session

The proposed date for the training by the Pennsylvania State Historic Preservation Office Certified Local Government (CLG) would be on May 24th at 5:30 PM in Council Chambers.

Finalize List for the 2016 Historic Preservation Awards

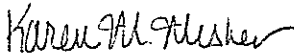
The Board recommended to submit the March list as the finalist list at the May 9th Council meeting.

Continue Discussion of Window Survey Form

Ms. Gustafson provide the Board information on window guidelines entitled: *Repair or Replace Old Windows-A Visual Look at the Impacts* from the National Trust for Historic Preservation. She suggested incorporating that information with the *Gettysburg Design Guide* guidelines for windows. She said that this information could be handed out to applicants seeking window construction with the HARB applications. She suggested that the *Gettysburg Design Guide* could be placed on the Borough's website for easy access.

With no other business before the Board, the Board adjourned the meeting at 9:15 PM.

Respectfully submitted,



Karen M. Mesher
Borough Management Assistant