

January 15, 2014
Historic Architectural Review Board Minutes
Borough of Gettysburg

Gary Shaffer called the Historic Architectural Review Board meeting to order at 7:30 p.m. on Wednesday, January 15, 2014. The meeting was held at the Borough Municipal Building, 59 E. High Street. A quorum was present. Those in attendance were: Board members Philip Goble, Peggy Gustafson, Joan Hodges, Colleen Lingle, Jim McCabe and Aubrey Burkholder, Borough Code Enforcement Officer; and Scott Dellett, Borough Planning Director. Also in attendance was Dwayne Piper, representing 221 South Washington Street.

The Board held a moment of silence for former Board member Elwood "Woody" Christ, who passed away in early January. Mr. Shaffer said Mr. Christ was a dedicated advocate for historic buildings in the Borough. He added Mr. Christ's presence on the Board has been missed since he gave up his seat.

Reorganization

As usual during the first meeting of the year, the Board reorganized. Mr. Dellett opened the floor for nominations for chairman. Mr. Shaffer was nominated by Mr. Goble; Ms. Gustafson seconded. There were no additional nominations so Ms. Gustafson moved that the nominations be closed. Mr. Goble seconded. Mr. Shaffer agreed to accept the position and assumed his position as chair.

Ms. Lingle nominated Ms. Gustafson for vice chairman; Mr. Goble seconded. There being no other nominations, Mr. Goble moved to close the nominations; Ms. Lingle seconded. Ms. Gustafson agreed to serve as vice chairman.

Review of Agenda and Minutes

There were no additions or corrections to the meeting agenda. Mr. Goble moved to approve the minutes of the November 20, 2013 meeting. Mr. McCabe seconded the motion. The motion passed, 7 to 0.

Public Comment for Items Not on the Agenda

There were no public comments for items not on the meeting agenda.

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 final decisions concerning the issuance of Certificates of Appropriateness. Borough Council will next meet on Monday, February 10, 2014.

Dale and Dorothy Piper, 221 South Washington Street.

Mr. Dellett presented the background information on the application, as depicted in the Board Memorandum dated January 15, 2014:

A. DESCRIPTION

The applicant requests a Certificate of Appropriateness for the following work:

- Replace 16 windows and all framing with Pella Architectural windows.
- Replace both doors with doors purchased from a reclamation warehouse in York and paint both doors;
- Replace the light fixture at the front door.
- Maintain the transoms over both doors.
- Replace the gutters.
- Move the utility meters from the front to the left side of the building; and
- Paint the roof to match the doors.

B. BUILDING HISTORY

A 1½-story structure with a back porch originally appeared on the 1896 Sanborn Insurance Fire Maps. That structure was set back from the front property line. A two-story structure closer to South Washington Street appeared on the 1907 Sanborn map, which could indicate the front section of the building was added during between that time period. The property is adjacent to the John Hopkins House on 219 South Washington Street.

C. SECRETARY OF THE INTERIOR'S GUIDELINES FOR THE TREATMENT OF HISTORIC PROPERTIES

The following are recommendations for windows:

- Identifying, retaining, and preserving windows—and their functional and decorative features—that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.
- Conducting an in-depth survey of the condition of existing windows early in preservation planning so that repair and upgrading methods and possible replacement options can be fully explored.
- Stabilizing deteriorated or damaged windows as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

- Protecting and maintaining the wood and architectural metals which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.
- Making windows weathertight by re-caulking and replacing or installing weatherstripping. These actions also improve thermal efficiency.
- Evaluating the existing condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.
- Repairing window frames and sash by patching, piecing-in, consolidating or otherwise reinforcing them using recognized preservation methods. The new work should be unobtrusively dated to guide future research and treatment.

The following are not recommended, according to the Secretary of the Interior's guidelines:

- Altering windows or window features which are important in defining the historic character of the building so that, as a result, the character is diminished.
- Changing the historic appearance of windows by replacing materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.
- Obscuring historic window trim with metal or other material.
- Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.
- Failing to stabilize a deteriorated or damaged window until additional work is undertaken, thus allowing further damage to occur to the historic building.
- Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.
- Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.
- Failing to undertake adequate measures to assure the protection of historic windows.
- Failing to protect the historic glazing when repairing windows.

- Removing material that could be repaired, using improper repair techniques, or failing to document the new work.
- Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

D. GETTYSBURG DESIGN GUIDE

The Gettysburg Design Guide provides guidelines for windows:

Windows are among the most prominent features of buildings in the Borough. Windows typically comprise about 20 to 30 percent of a historic building's surface area and they act as both interior and exterior elements. Significant parts of windows include their materials and shape, panel and pane arrangement, moldings, hoods, fanlights and sidelights.

Windows are significant and should be retained if they:

- Are original.
- Reflect the original design intent of the building.
- Reflect period or regional styles or building practices.
- Reflect changes to the building from major events.
- Are examples of exceptional craftsmanship or design.

If it has been determined that a window is beyond repair and must be replaced, the type of replacement unit must be selected. Below are the options:

- First Choice: Choose replacement windows that fit the original opening exactly and match the original units in material type, glass color and reflectivity, and:
 - o Overall size
 - o Shape
 - o Number of panes
 - o Arrangement of panes
 - o Type of operation
 - o Component size (frames, muntins)
 - o Decorative details.
- Second Choice: Choose windows of a compatible material that match all the other design details of the original.

Mr. Shaffer noted applications for repairs to the building have been before the Board in the past and he said he was pleased with the applicant's extensive proposed scope of work.

Mr. Piper, representing the property owners, presented the project. He said the quote for windows was only good until January 30, 2014. The house was in very poor condition, he said,

and filled with belongings of the former owner that remained upon foreclosure. The interior and exterior was not maintained, he added. Mr. Piper said the updates by the former owners were of poor quality. At this time, Mr. Piper said he was going to maintain the siding at this time. The roof is in good shape, but it needs painted, Mr. Piper said. New half-round gutters and downspouts are being installed as part of the project, he added.

Mr. Piper said the windows are Pella architectural series used on historic houses in the Borough that have been approved. Pella individually makes the windows, he said. All of the windows will be replaced with ones of the same size, shape and appearance and the same grid, he said. The framing of the windows will be wood, Mr. Piper added. He will keep a four-inch frame around the windows.

Mr. Shaffer said Mr. Piper focused his presentation on the windows; the board agreed to discuss the proposed windows. Mr. Piper said there are several windows that are missing or absent. Ms. Hodges asked if they are storm and screen windows. Mr. Piper said they are double-paned windows.

Mr. McCabe said he liked the idea of making the windows look smaller. The existing windows are rotting away. Mr. Piper said he found rot when he pulled apart the interior plaster. New framing will prevent future rot, Mr. Piper added.

Ms. Gustafson said the window sets on the J-channel. She asked what the applicant will do with the J-channel. Mr. Piper said referred to the photos in the application that shows a recessed window with a J-channel without framing so water can get between the siding. The intent is to have something similar, but bumped out so that the frame will be out farther than the J-channel, he said.

Ms. Gustafson asked his plans on the siding on the window with the DirectTV, which appears to have $\frac{3}{4}$ inch between the J-channel and window. Mr. Piper said it would be cut back to allow for a wider frame of about four inches. The window would be the same size, no storm window and siding would be move four inches around with a white frame to prevent window seepage. He added he would like all windows to have a sill.

Mr. Shaffer said if the applicant considered installing clad wood windows. Mr. Piper said he made an assumption such a window would not be recommended for approval by the Board. Mr. Shaffer asked if Pella provided a warranty with the wood windows against rot. Mr. Piper said he has not had follow-up conversations with Pella pending the results of the meeting. Mr. Shaffer said vinyl clad wood windows would be approved in the rear and side elevations. There have been instances where clad windows have been approved for the front. The Board does not want vinyl windows in the front elevation, Mr. Shaffer said. Mr. Shaffer said he would be inclined to recommend approval of a clad wood replacement window in this case. A wood-on-wood window would require constant maintenance, he said.

Mr. Piper said he is receptive to the vinyl clad wood windows. Mr. Shaffer said he would ask Mr. Piper to provide information on the vinyl clad wood windows to the Board. Mr. Shaffer said he does not believe there would be a problem with recommending Pella architectural series vinyl clad wood windows.

Ms. Lingle asked if the Board can include both windows in the motion so the applicant does not have to return. Mr. Shaffer said yes.

Mr. Shaffer said his recommendation is for Borough Council to issue a Certificate of Appropriateness for the replacement window, providing the applicant with the option to install clad wood windows. The Board will review it and recommend approval of the windows without requiring Mr. Piper to return to the Board. Mr. Goble said if the Board determines the proposed clad windows as inappropriate, Mr. Piper would have to come back to the Board at a future meeting.

Mr. Goble asked how the building will be used. Mr. Piper said he plans to reside in the building.

Mr. Shaffer presented the Findings of Fact:

- The building at 221 South Washington Street is a sensitive building, 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 constitute 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 said he was looking for a motion that Borough Council issues a Certificate of Appropriateness for the application for the replacement of windows as submitted. The Board would also recommend approval of the replacement a clad window if a later review, prior to the Borough Council February 10, 2014 meeting, deemed the proposed clad wood window to be appropriate.

Mr. Goble made a motion to recommend Borough Council issue a Certificate of Appropriateness for the replacement of the windows as submitted, giving the applicant the option to submit a different clad window that is of the same style as the wood windows for approval by the Board. Ms. Gustafson seconded the motion. The motion passed, 7-to-0.

Mr. McCabe asked if Pella offered the same window in clad. Mr. Shaffer said he believed so.

The Board then considered the other parts of the application. Mr. McCabe asked about installation of storm doors. Mr. Piper said he does not intend to use a storm door on the front door but wishes to have the option of installing a storm door for the rear door.

Ms. Gustafson said the applicant should consider larger round downspouts with the half-round gutters to allow for quicker drainage. She also discussed the applicant's proposed lighting. Mr. Piper said he plans to use LED lights.

Mr. Goble made a motion that the Board recommends Borough Council issue a Certificate of Appropriateness for the other parts of the application as submitted. Ms. Gustafson seconded the motion. The motion passed, 7-to-0.

Mr. Piper asked about options to replace the building's siding. Mr. Shaffer said the building has vinyl siding, and the Board cannot require the applicant to return to wood siding. The Board prefers historic profiles to siding and requires a siding with a smooth finish. Grooves in the siding keep the dirt and the smooth siding is easier to keep clean, he added. Mr. Shaffer said the Board would likely accept almost any type of replacement siding.

Mr. Piper also asked about grants to assist in the building renovations. Mr. Dellett directed Mr. Piper to contact the Borough's Elm Street Program for assistance. Mr. Dellett said he would contact Stephanie McIlwee, Elm Street Manager, for information on the façade program.

Mr. Piper said he would like to purchase several properties on South Washington Street with the intent to improve the neighborhood. Mr. Shaffer said the Board will be consistent in reviewing the applications.

Other Business

Mr. Shaffer said Columbia Gas has informed the Borough of a service upgrade to install higher pressure mains, which will require meters to be relocated outside buildings. He added that Columbia Gas was willing to work with the Borough to minimize impacts. Mr. Goble questioned why higher pressure mains are required. Mr. Shaffer said the Board will see a wide range of condition and different options to deal with those conditions. Ms. Lingle asked if Columbia Gas will have to come before the Board. Mr. Shaffer said utilities have the legal right of people to have utility reserve. The issue will be researched.

Discussion took place on the 2014 Preservation Awards. A list of project will be provided to the Board at its February meeting. Mr. Shaffer reminded the Board to consider paint project, which are not reviewed by the Board.

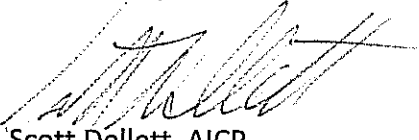
Mr. Shaffer said the Board is looking to have Tim Smith of the Adams County Historical Society make a presentation to the Board and others to fulfill the continuing education requirement for Board members. Mr. Shaffer suggested the Borough provide an honorarium to Mr. Smith for the program.

The Board agreed to move the starting time of its monthly meeting to 7:00 p.m. on the third Wednesday of the month instead of 7:30 p.m.

Regarding the Historical Preservation Award, Mr. Shaffer suggested the 339 Carlisle Street project by Gettysburg College should be considered for the highest award. Ms. Gustafson suggested contacting the College for a tour of the building.

The Board adjourned the meeting at 9:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scott Dellett", written over a horizontal line.

Scott Dellett, AICP
Borough Planning Director