

**March 18, 2015**  
**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, March 18, 2015. The meeting was held at the Borough Municipal Building, 59 East High Street. A quorum was present. Those in attendance were: Board members Philip Goble, Peggy Gustafson, Joan Hodges, Colleen Lingle, and Jim McCabe; Scott Dellett, Borough Planning Director; and Karen Mesher, Borough Management Assistant. Also in attendance were: David and Carol Rathbun, representing 106 East Middle Street; and Charles Huber, representing 120 North Stratton Street; and Erin Hammerstedt from *Preservation Pennsylvania*. Board Member and Borough Code Enforcement Officer Aubrey Burkholder was absent.

**Review of Agenda and Minutes**

There were no additions or corrections to the meeting agenda. Mr. Goble moved to approve the minutes of the February 18, 2015 meeting with the following corrections: remove Colleen Lingle as present and remove "for Application" under the "New Applications" heading on page 1 of 6; complete the following heading on page 2 of 6, "COA-15-06 Future Stake, Inc., 297 Steinwehr Avenue. Alteration. Replace existing double front door with mahogany doors."; replace the following word on page 4 of 6, "linfel" with "lintel"; complete the following sentence on page 5 of 6, "Ms. Hodges asked if the existing triangle" with "Ms. Hodges asked if the existing triangle would remain"; and on page 6 of 6, replace "In-king" with "In-kind". Ms. Gustafson seconded the motion. The **motion** passed, 6-to-0.

**Public Comment for Items Not on the Agenda**

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

**New Applications 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, April 13, 2015.

**A. COA-15-07 David and Carol Rathbun, 106 East Middle Street. Alteration. Replace eight windows and a storm door.**

Mr. Dellett presented the *Background Information* as depicted in the Board Memorandum dated March 18, 2015:

## **DESCRIPTION**

The applicant requests a Certificate of Appropriateness for the following:

- Replace a Bow window with two double-hang window and picture window at the front of the house;
- Replace two double-hung and picture windows on the east elevation facing the parking lot side.
- Replace one double hung window on the first floor of the back elevation.
- Replace three double hung windows on the second floor at the rear of the house; and
- Install a storm door at the front of the house.

## **BUILDING HISTORY**

This lot (Lot 148) was established in 1806, as described in Borough Council minute book, according to research by the Adams County Historical Society. Known as the Solomon R. Tipton property, one of the initial references to the two-story brick dwelling was noted in an article for an offering of the building on East Middle Street, adjoining properties of Peter Lutz and George Swope, which appeared in a November 16, 1855 newspaper article. The property was sold by George Swope to S.R. Tipton for \$400.00 in 1869.

## **PREVIOUS APPROVALS**

The Borough approved the issuance of a Certificate of Appropriateness for the following improvements to the property:

- April 1979: Removal of a deteriorated second-floor rear porch to allow repair of the first-floor roof.
- July 1987: Construction of a 12-foot-by-13-foot sun deck to the first-floor back door and wooden steps to the deck.
- February 1990: Removal of a rear door and install a French door; removal of "Jalousie" windows with double-hang windows at the rear of the property.
- October 1998: Erection of a four-foot high fence on the eastern side of the property

## 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, paneled 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 weather tight by re-caulking and replacing or installing weather stripping. 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.

#### ***GETTYSBURG DESIGN GUIDE***

The *Gettysburg Design Guide* discusses the significance of windows and doors in Gettysburg. Windows and doors are among the most prominent features of buildings. Windows typically comprise 20 to 30 percent of a historic building's façade, and they act as both interior and exterior elements. Significant parts of doors and windows include their materials and shape, panel and pane arrangements, moldings, hoods, fanlights and sidelights.

Windows and doors receive consistently hard use, but they are so thoroughly integrated into the structure of a building that complete replacement is rarely advisable. Repair and weatherization are more often practical and economical than most property owners realize.

According to the *Gettysburg Design Guide*, windows are significant and should be retained if they:

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

Once it has been determined that a door is beyond repair and must be replaced, the type of replacement unit must be selected.

Options:

1. First Choice: Choose replacement windows that fit the original opening exactly and match the original units in material type, glass color and reflectivity; and
2. Second Choice: Choose windows of a compatible material that match all the other design details of the original.

Mrs. Rathbun gave a brief presentation. She said that they bought the house 18 years ago, and are simply trying to replace the deteriorated windows. Mrs. Rathbun wants to replace the existing windows with vinyl on the lower front and sides and on the upper front and sides. She added that they would like to eliminate the bow window and replace with a flat window, and also replace the pictures windows.

Mr. Shaffer said that the windows on the property were significantly altered. He said that the windows on the front elevation with the historic muntins were removed. He stated that there are currently vinyl replacement windows on the structure, and most of the original windows have been altered or replaced before 1979.

Ms. Hodges noted that these are replacements of replacements. Mr. McCabe asked if the bow window was two windows. Mrs. Rathbun said that she had no idea. Mrs. Gustafson asked if the little attic window on the west side could remain, noting visibly the really old molding, to signify the historic significance of how windows were constructed prior to the Civil War. Mrs. Rathbun said that both attic windows were the same and horrible, but they could keep them for historical accuracy.

Ms. Lingle asked if the flat windows would be two functional double-hung windows. Mr. Goble said that the house is comprised of a hodge podge of windows and felt that vinyl was acceptable. Mrs. Rathbun asked how to determine historical accuracy. Mr. Goble suggested going to the Historical Society, and this fact was confirmed by Mrs. Gustafson

who has similar windows on her house. Mr. Goble said that the attic windows could be protected with storm windows, and still be operable.

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

#### **PROPOSED FINDINGS OF FACT**

- The building at 106 East Middle 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 stated that the replacement windows will be of alternate material. He noted that the second-floor windows were already replaced, and that none of the windows are of historic nature. The Rathbuns are simply replacing the replacements.

Ms. Gustafson made the **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the proposed plans and materials depicted in the proposed application dated February 17, 2015 to replace the eight windows and a storm door at 106 East Middle Street, and that the added windows retain their framing. The motion was seconded by Ms. Lingle. The motion carried 6-to-0.

Mrs. Rathbun asked Mrs. Gustafson if they could use her windows as a resource for the outer frame of her attic windows, and Mrs. Gustafson replied yes. Mrs. Rathbun thanked the Board for providing information about her house that was not known previously.

- B. COA-15-08 Charles Huber, 120 North Stratton Street. New Construction. Erect a 180-square-foot shed.**

Mr. Dellett presented the *Background Information* as depicted in the Board Memorandum dated March 16, 2015:

## **DESCRIPTION**

The applicant requests a Certificate of Appropriateness to construct a 180-square-foot shed to the rear of the property.

## **BUILDING HISTORY**

Known as the Calvin Stallsmith House, the Late Victorian two-story L-shaped side-gabled frame dwelling appeared on the 1886 Sanborn Insurance map, but not on the 1872 Adams County Atlas map of the Borough. The dwelling was one of a number of “middle class” dwellings constructed by Gettysburg’s early industrial developers, according to the narrative sheet from the Pennsylvania Historic Resource Survey form. The present owner acquired the property in 1979.

## **GETTYSBURG DESIGN GUIDE**

The *Gettysburg Design Guide* provides guidelines for new outbuildings:

- Historically, outbuildings were located at the rear of the main property, away from the main entrance and the important elevations of the main building.
- Historically, outbuildings were designed to coordinate with the main building and other buildings on the site. New outbuildings should be simple in design and should coordinate with the main structures through the use of compatible building form, roof form, historic materials and detailing.
- The construction of new outbuildings should be undertaken so that no damage is caused to other site elements.

Mr. Shaffer presented the initial finding of fact that the proposed structure will have a high visibility from the public right-of-way, and from alley and North Stratton Street, and therefore comes under the review right of this Board.

Mr. Huber made a brief presentation, noting that the proposed shed is five feet from the neighboring property line, and that he will replicate the shed as seen in the submitted picture.

Mr. McCabe asked if the cupola was not scaled to size in the picture. Mr. Huber said that the cupola will not be there.

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

The propose outbuilding will be a non-critical structure located within the Gettysburg Battlefield National Register Historic District as established by ordinance by Gettysburg Borough, and has a high visibility from the public right-of-way requiring the issuance of a Certificate of Appropriateness.

Mr. Goble made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the proposed plans and materials depicted in the application dated February 27, 2015 to erect a shed to the rear of 120 North Stratton Street. The motion was seconded by Ms. Hodges. The motion carried 6-to-0.

### **New Business**

Mr. Dellett discussed the 2015 Historic Preservation Awards. He said staff prepared an excel spreadsheet of all of the submitted applications for Board review. He asked the Board to review the list, and asked the Board to submit any properties in the Historic District with completed work. Mr. Dellett said that those properties with unfinished work would be considered in 2016.

Mr. Goble said that he was not aware of any significant projects that came before the Board. Mr. Shaffer liked #8, 221 South Washington Street. Mrs. Gustafson said that this humble home exemplifies the transition to a lovely home with funding from Elm Street. He recommended a *Certificate of Exceptional Merit*. Mrs. Gustafson stated that #12, 400 Baltimore Street was completed. Mr. Shaffer noted that this project proceed carefully with the changes and would recommend a *Certificate of Honorable Mention*.

Mr. Dellett defined the three award categories:

- **Certificate of Exceptional Merit** – A project where a property owner goes beyond what the Board expects in maintenance of a historic building or property or, in the case of a new construction in the Historic District, the property owner's effort to design a building that is compatible with surrounding properties. The new building may include design features that are similar to those found on nearby historic buildings, referencing the *Gettysburg Historic District Design Guide*.
- **Certificate of Merit** – A project that maintains historic features of a building and property and meets the intent of the *Gettysburg Historic Design Guide*; the work is respectful of the historic building or property.
- **Certificate of Honorable Mention** – A project that the Board recognizes the property owner's effort to maintain the historic nature of the building, structure or property.

Mr. Shaffer stated that consideration should be given to the uses of the historic property.

Mrs. Gustafson liked #39/#40, 117 York Street. She noted that the fire escape was put back, trees were planted to shield it from public view. She would recommend a *Certificate of Honorable Mention*.



Mrs. Gustafson also liked #43, 208 Baltimore Street. She said that the building addition has a nice appearance and greater than average amount of detail work just so people are shielded from the weather when entering the building. A *Certificate of Merit* was recommended.

Mrs. Gustafson liked #77/#78, 18 Carlisle Street. She said that a nice job was done replacing and matching the windows. She would recommend a *Certificate of Honorable Mention*.

Mrs. Gustafson noted that #82/#83, 60 East High Street warranted mention for their careful work and the cooperative work of a utility. Mr. Shaffer cautioned the work at that property, but the property owner wasn't totally thrilled with their modification. Mr. Goble recommended that a letter be sent by Borough Council to Columbia Gas for their careful restoration work within the Historic District and throughout the Borough. Mr. Dellett said that he would draft a letter with Mr. Shaffer for that purpose.

Mr. Shaffer said that the awards will be presented at the May Council meeting, with a final review of award recipients made at the April HARB meeting. Mr. Dellett said that the Appalachian Brewing Company on Steinwehr Avenue, and the project at 105 East Middle Street are pending completion.

#### **Property at 56-60 Breckenridge Street**

Mr. Shaffer noted the articles in the *Gettysburg Times*, but said that it was accurate in its depiction. The Housing Authority was offered the property by Wells Fargo Bank to fix up, but had to turn down the offer because they could not demolish the building to save costs. Mr. Goble stated that the house was structurally sound. Mrs. Gustafson said that a sound structure in the Historic District should not be torn down. Mr. Dellett gave a brief background on the structure. He said that Wells Fargo Bank acquired the property after it was not sold at Sheriffs Sale. The bank tried to donate the property to Pennsylvania Interfaith Community Programs Incorporated (PICPI), but they declined the donation due to restoration costs. The two subsections of the Historic District Ordinance referencing demolition stated that the structure could be torn down if it was deemed unsafe. He said that PICPI could consider other options, but determined that it was not cost effective to their programs.

Mr. Goble faults the Borough for letting this property deteriorate. He wondered if Wells Fargo was notified to prevent further deterioration to the property. He said that this is an example of demolition by neglect, and that this must be addressed by Code Enforcement. Mr. Dellett stated that the previous owner was cited for code violations. Mr. Shaffer did not want to see HARB get involved in the sensationalism. He said that the demolition part of the ordinance was tightened to protect structures within the Historic District. He noted that most demolitions occurred because of not dealing with the long-term consequences. The Federal Pointe building and the College-owned buildings exemplify restored structures. He said that Borough Council must defend the ordinance, and that buildings deteriorate because the ordinance is ignored and maintenance not performed.

Mr. Goble said that visitors come to Gettysburg to see the town ambience and the historic building markers first hand. He stressed that property owners who do not comply with the ordinance must be cited, especially rental properties. Mr. Shaffer noted that there is a complaint form, and stated that HARB has a responsibility to protect historic properties. Mr. Dellett will convey HARB's position on the Breckenridge property. Mr. Goble asked if there was grant money out there for restoration. Ms. Hammerstedt said grant money was not for residential properties, and that the Keystone Home Preservation Grants are not available for this property. Mr. Dellett noted that Community Development Block Grant (CDBG) money is not available either. Mr. Goble suggested contacting Habitat for Humanity. Mr. Dellett said that they were contacted and he is awaiting their reply. Mr. Goble said that this is ultimately Wells Fargo's problem. Ms. Hammerstedt said that Preservation PA could help locate people to help with this project. Mr. Dellett stated that the importance of historic properties must be highlighted. Mrs. Gustafson said that these historic properties must be protected.

#### **CLG Grant**

Mr. Dellett said that the next training for HARB members will be on April 29<sup>th</sup> from 4:30 PM to 9 PM with Preservation PA. Mr. Goble suggested that the invitation for this training be extended to Council, Staff and even Alex Hayes from the *Gettysburg Times* as well.

Mr. Dellett said that there is no update on the CLG Grant. Mr. Dellett said that he was approached by Preservation Pennsylvania to continue the grant. He stated that they were notified of the grant in January, but the deadline for grant submission was January 15<sup>th</sup>. He noted that this program was well-received by the Board for educating members and meeting training requirements.

#### **Reports**

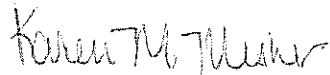
Mr. Dellett said that there was nothing else to report.

#### **Other Business**

There was no other business.

With no other business before the Board, the Board adjourned the meeting at 8:40 PM.

Respectfully submitted,



Karen M. Mesher  
Borough Management Assistant