

**November 18, 2015**  
**Historic Architectural Review Board Minutes**  
**Borough of Gettysburg**

Chair Gary Shaffer called the Historic Architectural Review Board (HARB) meeting to order at 7:00 PM on Wednesday, November 18, 2015. The meeting was held in Council Chambers of the Borough Building, 59 East High Street. A quorum was present. Those in attendance were: Board members Peggy Gustafson, Colleen Lingle, Jim McCabe, Joan Hodges and Phil Goble; Scott Dellett, Borough Planning Director; and Karen Mesher, Borough Management Assistant. Also in attendance were: Muhammad Ashraf, representing 150 Carlisle Street; Mark A. Kosh, representing 224 Baltimore Street; Paul Witt, representing 301 Steinwehr Avenue; Joe Edgar of Shaffer Design Associates PC, representing 234 North Stratton Street; and Jim Hale, representing the *Gettysburg Times*. Board Member Clem Malot was absent.

**Review of Agenda and Minutes**

Mr. Dellett noted two last-minute changes to the meeting agenda: the application COA-15-61 Pearl Weimer Estate, 343 South Washington Street was withdrawn; and the application COA-15-60 Rosalie Lessor, 219 South Washington Street will be deferred to the end of the meeting because the applicant was not present. Ms. Gustafson recommended one change on page 9 of 12 to the meeting minutes: change "swing" at the end of item J to "awning". Mr. Goble moved to approve the minutes of the September 16, 2015 meeting. Ms. Gustafson seconded the motion. The motion passed, 6-to-0. The October 21, 2105 HARB meeting was cancelled.

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. He asked that the applicants identify themselves for the record before speaking. Borough Council will next meet on December 14, 2015.

**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**

- C. COA-15-62 Muhammad Ashraf, 150 Carlisle Street. New Construction. Construct deck with covered roof on the back of the property.**

Mr. Shaffer noted that the submitted drawing presented to the Board was not sufficient for a building permit.

Mr. Dellett presented the *Background Information* as depicted in the Board Memorandum dated November 17, 2015:

## BUILDING HISTORY

In August 1940, the service station opened on this property under the direction of S.P. "Pappy" Swope, proprietor, according to the August 22, 1940 edition of the *Gettysburg Times*. The workmen of I. H. Crouse constructed the Fleet Wing Super Service Station building, which was finished in the standard cream, according to the Times article. The service station appeared in the 1947 edition of the Sanborn Fire Insurance maps. The property continued as a gasoline service station under various franchises until the present owner obtained the property in October 2013 and converted the building into a convenience store.

Mr. Ashraf gave a brief presentation and responded to questions from the Board. Mr. Ashraf said that he wanted to secure his belonging and prevent vandalism to his property by building a 40-foot-by-30-foot BBQ deck with a covered metal roof and concrete floor. He said that he intended to install a hood for a grilling restaurant in the old ice cream shop that will also include a sitting area. He said that this temporary building will be attached to the existing building with glass windows and a door in the front and a door in the back. He said that he intends to provide more detailed information from a contractor if the building is approved. He said that his contractor can install the building within a week.

Mr. Shaffer said that the Board reviews proposals for changes to a building for appearance and not for code compliance. He noted that the building will be occupied by the public and that the proper permits must be secured. Ms. Hodges asked if the building would be constructed by him from a pre-fab kit. Mr. Ashraf said that the project would be more costly with an architect, and cost approximately \$6,300 with a kit. He noted that the windows would be opened in the daytime, and locked at night. Ms. Hodges asked if he had a cement slab. Mr. Ashraf said that he could pour the cement slab. Mr. Shaffer said that the Board is reviewing sketchy drawings and is trying to determine the applicant's intent by asking architectural questions to get an understanding of the design. He said that full structural drawings are needed for safety and code considerations. Mr. McCabe asked if the building is being built. Mr. Ashraf responded yes. Mr. McCabe said that the Board is interested in the appearance of the building. Mr. Ashraf said that he will ask his contractor for a complete design. Mr. Goble said that more information is needed to make an informed decision. He recommended that the applicant withdraw his application for now and resubmit when he is more prepared. Ms. Gustafson asked if his intent was to have people eat food inside this building. Mr. Ashraf replied yes. Ms. Gustafson said numerous building codes would have to be addressed, and that the appearance of the building must be clean and inviting to attract customers. Mr. Shaffer said that based on the presentation, more information is needed in order to provide a recommendation for approval to Borough Council. He said that more detailed drawings need to be provided. Mr. Shaffer asked the applicant if he would like to withdraw the application or recommend that the Board deny the application based on

insufficient information. Mr. Ashraf asked the Board to provide more detailed information of what he needs if it intends to deny the application.

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

- The building at 150 Carlisle 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 that the proposed building use is permitted by zoning, but the information provided tonight is insufficient to recommend the approval of the design to Council.

Mr. Shaffer made the **motion** the Board recommends Borough Council deny a Certificate of Appropriateness for the application as submitted for 150 Carlisle Street; acknowledging that the use is appropriate for the zone and the addition to the building is allowable; that this Board requires final documents to: indicate the relationship of the proposed building to the existing structures on the site; be accurate to scale; represent both the street appearance and finished materials, accurately represent the placement of both windows and doors, and indicate that the plan has developed sufficiently enough to secure permits for restaurant use; and upon receiving the completed documents, the Board will review the application for the approval or denial of a final design. The motion was seconded by Mr. Goble. The motion passed 6-to-0.

Mr. Ashraf asked if he would receive in writing what is needed for this application. Mr. Dellett said that he would receive a copy of the motion, but it is the applicant's responsibility to provide the proper documentation for the design of his building with the recommended help of a design professional.

- D. **COA-15-63 Mark A. Kosh, 224 Baltimore Street. Alteration. Replace 12 existing windows with Jeld Wen W-2500 Series Double-Hung wooden windows.**

Mr. Dellett presented the *Background Information* as depicted in the Board Memorandum dated November 17, 2015:

#### **BUILDING HISTORY**

Known as the Robert McCurdy rental property, a 1823 Sheriff's Sale described this property as "a certain lot of ground, in Gettysburg, fronting on Baltimore Street, south of the court, known by No. 212, on which are erected a large brick dwelling-house with back building, frame dwelling-house with brick back building and two stables, adjoining lot of Francis Leas". The notice did not indicate on which side of the lots the brick and frame houses were located, according to research by the Adams County Historical Society. Calvin Gilbert remembered this as a brick building, standing back, the residence of Mrs. White. In January 1870 article, the Compiler reported that "Mr. Henry Culp has purchased a house and half lot of ground from (the) Hon. R. McCurdy, on Baltimore Street, Gettysburg, at \$1,800. The narrative from the Adams County Historical Society is included with this memorandum.

Mr. Kosh gave a brief presentation and responded to questions from the Board. Mr. Kosh said that he intended to replace the 12 existing windows on his building with Jeld Wen W-2500 Series Double-Hung wooden windows. Mr. McCabe asked about the present condition of the existing windows. Mr. Kosh said that the windows are rotting. Mr. Shaffer noted that the windows in the front of the building are one-over-one windows and are not original to the building. He asked if he knew what the existing windows looked like. Mr. Kosh said that he only knows what is depicted in the pictures. Mr. Goble asked if he had attempted to repair the windows and if he had storm windows. Mr. Kosh said no to the restoration and yes to the storms. Mr. Goble said that in light of the importance of maintaining streetscape windows in the Historic District, he would like to see any functioning windows repaired over replacing them; and stated that he would like to see any pictorial evidence of the decaying windows. Ms. Gustafson noted that there are six-over-six windows on the north façade to the rear of the building. She asked, if the back of the building was pre-Civil War and if the front of the building was newer, which windows do you want to replace. Mr. Kosh indicated that he wanted to replace the windows on the front two floors. Ms. Gustafson stated that the front windows were protected by storm windows, but does not oppose replacing the back windows. Mr. McCabe noted that the front windows are not turn-of-the century, and that he would support using two-over-two windows replicating an older style instead of using one-over-one windows. Mr. Shaffer asked if the existing windows have curved tiles or are they linear. Mr. Kosh said that they are not curved. Ms. Gustafson asked if the existing windows are wood inside. Mr. Kosh said yes. Mr. Shaffer asked what the intended use of the building would be in the future. Mr. Kosh said he intended to locate a museum on the ground floor, and residential use on the second floor.

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

- The building at 224 Baltimore 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 is a permanent change, making this proposal a critical project, which is defined in the Historic Districts 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 based on the photographic evidence submitted, the windows are not original to the structure of the building.

Mr. Goble asked if Jeld Wen could replicate the windows with a two-over-two arched-top style and if that replication was possible. Mr. Kosh replied that he was not sure. Ms. Gustafson said that the Board could recommend that the windows be replaced with two-over-two arch windows; and if that was not possible, approve another style administratively. Mr. Shaffer said that a vote is needed from the Board, and cautioned recommending an administrative approval for window replacement. He said that the Board needs to vote on the replacement of the windows and needs to approve the design.

Mr. Shaffer made the **motion** the Board recommends Borough Council issue a Certificate of Appropriateness for 224 Baltimore Street to replace 12 existing windows with the submission of design that would replicate the two-over-two design with a curved top as evidenced in the photograph; and if these windows are not cost effective, then denial would be recommended until the two-over-two design could be replicated with a square top. The motion was seconded by Mr. Goble.

A discussion of the motion ensued. Mr. Kosh said that the intended windows are more historically accurate. Mr. Shaffer said that the proposed windows have muntins between the glasses, and cannot be approved on front elevations. He did note that the existing windows are approximately 50 to 60 years old. Mr. Shaffer withdrew the motion, and Mr. Goble withdrew the second.

Mr. Shaffer made the **motion** the Board recommends Borough Council issue a Certificate of Appropriateness for 224 Baltimore Street to replace 12 existing windows in two-over-two configuration with the muntinss expressed on the outside of the glass as required by the Department of Interior Guidelines, and based on the fact that the original windows were already replaced; and that the two-over-two configuration replicates the windows evidenced in the photos from the late 1800s. The motion was seconded by Mr. McCabe. The motion passed 6-to-0.

*(Mr. Shaffer recused himself due to fiduciary relationships with the following two applicants. Mr. Goble assumed the role as Chair.)*

**F. COA-15-65 Paul Witt, 301 Steinwehr Avenue. Demolition/New Construction.**

Mr. Dellett presented the *Background Information* as depicted in the Board Memorandum dated November 17, 2015:

**BUILDING HISTORY**

Capitalizing on the American History tourist trade, the Gettysburg Howard Johnson's Motor Inn opened in 1960 adjacent to the National Civil War Museum. The owner acquired the hotel in 1975 and operated it as a Howard Johnson's until 1999. The hotel was branded as an America's Best Value Inn in 2006. He said that the Planning Department report indicated that the proposed demolition did not result from demolition by neglect.

Mr. Shaffer gave a brief presentation and responded to questions from the Board. He stated that the owner wanted to demolish the existing "America's Best Value Inn and Suites" Building and construct the design of a new three-story Best Western Hotel to be built on the front portion of the property; and wanted to maintain architectural consistency during this project. He stated that the building has been in the family for at least 40 years, and that the proposed demolition would lead to the construction of a new hotel. He said that photos of the existing hotel were provided with the application. He said that the project meets industry standards, and that the new facility would allow this family to stay in business. He said that bus groups could stay on a single floor with enhanced security, making them competitive in the tourism industry. He noted that the hotel is presently located within walking distance to many attractions and shops. He noted that there were not a lot of design elements worthy of salvage. Mr. Witt said that only the televisions and appliances could be saved. Mr. Shaffer noted that the building and electrical systems are failing. He said that the building is currently occupied and maintained. He said that the building was completed in 1960 and opened in late August, 1960, and therefore a sensitive historic structure by our ordinance. He said that the applicant is looking to make upgrades concurrent with the site plan for Steinwehr Avenue. Mr. Shaffer said that zoning requires that the building be constructed 15 feet off of the curb line, and that the proposed design reflects a mixture of both contemporary

and traditional features. He noted that the existing building is not historically or architecturally significant, and that the hotel will support businesses along Steinwehr Avenue. Mr. Shaffer explained that the ordinance allows for the demolition of buildings that are not historically significant for replacement with a historically significant design. He said that the building materials will be thin brick and thin stone.

Ms. Lingle asked if the applicant would consider stone/brick veneer. Mr. Shaffer said that all of these building systems have been reworked and require an insurance warranty. Ms. Gustafson asked if the windows will be infilled. Mr. Shaffer said that they would be recessed. Ms. Gustafson asked if the raised area near the roofline was designed to accommodate air conditioning units. Mr. Shaffer said that the higher ceilings in the breakfast room elevations are used to break the length of the building. Ms. Hodges inquired about the location of the lobby. Mr. Witt said that the lobby would be in the center of the building, and that there will be 76 rooms and an indoor pool. Mr. McCabe asked how tall was the highest elevation of the hotel relative to the Lincoln Train museum. Mr. Witt said that it would be a little lower than the Lincoln Train Museum. Mr. Shaffer said that the zoning was changed so that there is no one minimum height of a building allowing for high front profiles. Mr. McCabe asked if there would be a vinyl awning similar to the art building. Mr. Witt said that there would be solar shades. Mr. Shaffer said that a building design is being requested because the demolition is in lieu of new construction, but the building design will be deferred to a later time. Mr. Goble said that the Board is only dealing with the demolition of the existing hotel and not the construction of the structure, noting that the Board will review the design components at a later date.

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

- The buildings proposed for demolition at 301 Steinwehr Avenue are sensitive structures, 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 demolitions 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."

Ms. Gustafson asked if there will be two parts to the motion as indicated in the applicant's description. Mr. Shaffer said that the Board's expectation is that a proposed demolition signifies that a proposed new building will be built.

Mr. Goble made the **motion** the Board recommends Borough Council issue a Certificate of Appropriateness for the demolition of the existing structure at 301 Steinwehr Avenue as presented in the application dated November 4, 2015. The motion was seconded by Ms. Gustafson. The motion passed 5-to-0 with 1 abstention.

- E. COA-15-64 Spontaneous Holdings, LLC, 234 North Stratton Street. Alteration. Replace windows and restore existing side/rear porch. Replacement of the roof with a simulated standing seam metal roof has been administratively approved.**

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

#### **BUILDING HISTORY**

According to the Adams County Historical Society, the building was constructed circa 1869.

Mr. Edgar gave a brief presentation and responded to questions from the Board. Mr. Edgar said that there is some deterioration at the back of the house, and that the owners intend to fully rehabilitate the property. He said that the applicant wants to replace the 11 two-over-two windows, noting that the seven windows that are visible from Stratton Street are deteriorated. He said that the building will be a rental unit, and that insulation and screen will be used to make the building more weather efficient. He said that the applicant would like to replace the windows with aluminum-clad wood windows with a two-over-two pattern of the original. He said that the porch is currently an enclosed laundry room that was built on stilts, and that the intent is to restore the porch to the previous condition. He said that the replacement of the roof with a simulated standing-seam metal roof has been administratively approved.

Ms. Hodges asked if the siding was clapboard or asphalt shingles. Mr. Edgar said that it is asbestos siding on the rear addition encapsulated with wood paint. Mr. McCabe asked if the replacement windows will have muntins on the outside, and what was the material of the original roof. Mr. Edgar said that the roof is replacement-in-kind. Ms. Lingle asked what kind of repairs will be done to the front porch. Mr. Edgar said that the front porch will be restored. Mr. Shaffer said that the front brick was already partially sandblasted by former owners. He said that the previous owners want to expose the interior brick. Ms. Gustafson asked if the aluminum-clad sills will be replaced and cautioned about what lies beneath the aluminum. Mr. Goble asked if the streetscape windows are original to the house, and are they repairable. Mr. Edgar said that they are the original windows, but they were low quality windows originally. Mr. Shaffer said Mindy Crawford from Preservation Pennsylvania made the recommendation that the Board develop a window survey sheet, in order to document the deterioration of every window. He said that there is a lot of public pressure to replace windows with more efficient cost-effective



windows, especially when the original windows are of poor quality. Mr. Goble said that the Secretary of the Interior Guidelines are clear about replacing windows, and consistency is paramount. Mr. Shaffer said to evaluate each building replacing windows on its own merits. Mr. Goble asked if the windows are aluminum-clad. Joe replied yes.

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

- The building at 234 North Stratton 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 is a permanent change, making this proposal a critical project, which is defined in the Historic Districts 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. Goble made the **motion** the Board recommends Borough Council issue a Certificate of Appropriateness for 234 North Stratton Street using the materials and plans as presented in the application dated October 13, 2015, with the stipulation that the existing windows are of poor craftsmanship and not cost effective to repair. The motion was seconded by Ms. Lingle. The motion passed 5-to-0 with 1 abstention.

*(Mr. Shaffer resumed his role as Chair.)*

**A. COA-15-60 Rosalie Lessor, 219 South Washington Street. Alteration. Remove and replace siding at the side of the house with white siding similar to the back of the house.**

Mr. Shaffer said careful consideration was given to approve this application administratively because the resident was being forced out of the property because the property was structurally unsound, but did not want to set a precedent for approving applications where significant work is required. The applicant is not present, but the application could be table until the contractor could appear.

Mr. Shaffer said that the applicant can do most of the rehabilitation work except for the alternate siding on the side of the house. He said that the house is structurally unsound, and that a correction to the foundation failure is needed. The only work that needs

approval is removing/replacing the asbestos siding on the house, using good siding to repair the front wall. Mr. Shaffer asked if the Board was comfortable reviewing this application. The Board agreed.

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

- The building at 219 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 is a permanent change, making this proposal a critical project, which is defined in the Historic Districts 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 made the **motion** the Board recommends Borough Council issue a Certificate of Appropriateness for 219 South Washington Street for the removal and replacement of the siding on the side of the house as presented in the application dated October 15, 2015. The motion was seconded by Ms. Hodges. The motion passed 6-to-0.

## Reports

### A. Administrative Approvals

Mr. Dellett said that there were five administrative approvals since the September meeting:

1. COA-15-57 Robert Crouthamel, 121 North Stratton Street. Alteration. Erect wooden fence at the building line and rear of the property.
2. COA-15-58 James Bagwell, 319 Baltimore Street. Alteration. Construct wood deck at the rear of the property.
3. COA-15-59 Carolyn Dillman, 407 South Washington Street. Demolition. Removal of wood shed.
4. COA-15-66 Crossed Canons Studio, LLC, 25 Steinwehr Avenue. Alteration. Erect wood fence along the northern and southern property lines.
5. COA-15-67 Brandon and Valerie Stone, 63 West High Street. Alteration. Erect wooden picket or iron fence at the side yard.

## **B. Planning Director's Report**

Mr. Dellett said that Mindy Crawford from Preservation Pennsylvania informed him about the Borough of Gettysburg's eligibility to apply for a Municipal Program Administration Grant for up to \$12,000. The Borough would submit the grant application to cover administrative staff costs: salaries and benefits, administration of ordinances, and staff time related to administering HARB programs. Mr. Goble asked if there would need to be a match from the Borough. Mr. Dellett said no, because staff time is the match.

Mr. Shaffer made a **motion** to authorize the Borough Council to apply for the Municipal Program Administration Grant to cover administrative staff costs related to administering to HARB programs. The motion was seconded by Mr. Goble. The motion passed 6-to-0.

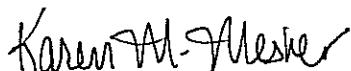
## **Other Business**

Mr. Goble suggested that the Board reevaluate their position on window replacement. Mr. Shaffer said that each building has to be evaluated on its own merits. Ms. Gustafson said that window replacement should be cost-effective.

Mr. Shaffer commended the Board on their care given to evaluating the application of the Civil War Trust.

With no other business before the Board, the Board adjourned the meeting at 9:43 PM.

Respectfully submitted,



Karen M. Mesher  
Borough Management Assistant