



**January 18, 2023**  
**Historic Architectural Review Board Minutes**  
**Troxell Council Chambers**  
**Borough of Gettysburg**

Chair Gary Shaffer called the Historical Architectural Review Board Meeting to order at 7:03 PM on Wednesday, January 18, 2023 in Troxell Council Chambers, 59 E. High Street. A quorum of seven (7) Board Members was present. Those in attendance were **Board Members:** Chair Gary Shaffer, Vice-Chair Brandon Stone, Joan Hodges, Paul Witt, Suzanne Christianson, Justin Harman, and Gettysburg Building Code Official Clem Malot of PA Municipal Code Alliance, Director of Historic and Environmental Preservation Debra English; **Absent:** Planning Management Assistant Karen Mesher; **Others in Attendance:** Pawel Drozd, property owner, and Lynn Small-Wood both representing 165 & 167 N. Stratton Street.

**Call Meeting to Order**

Chair Gary Shaffer called the meeting to order at 7:03 PM in Troxell Council Chambers and conducted a roll call of members in attendance and confirmed a quorum of seven (7) voting members present. He turned the meeting over to Director English to preside over the reorganization of the Historical Architectural Review Board (HARB).

**Reorganization of Board**

As customary during the first meeting of the year, the Board reorganized with a quorum present. Director English opened the floor for nominations for Chair. Mr. Stone nominated Gary Shaffer for HARB Chair. There being no other nominations, Director English closed the nominations and called for a vote. Mr. Clem Malot made the **motion** to elect Gary Shaffer as HARB Chair and was seconded by Ms. Suzanne Christianson. The motion carried **7-to-0**. Mr. Shaffer agreed to serve as HARB Chair in 2023 and resumed running the meeting.

Chair Shaffer opened the floor for nominations for Vice-Chair. Ms. Hodges nominated Brandon Stone for HARB Vice-Chair. There being no other nominations, Chair Shaffer closed the nominations and called for a vote. Ms. Hodges made the **motion** to elect Brandon Stone as HARB Vice-Chair and was seconded by Ms. Christianson. The motion carried **7-to-0** without dissent. Mr. Stone agreed to serve as HARB Vice-Chair in 2023.

Chair Shaffer opened the floor for nominations for Second Vice-Chair. Mr. Witt nominated Suzanne Christianson for HARB Second Vice-Chair. There being no other nomination, Chair Shaffer closed the nominations and called for a vote. Paul Witt made a **motion** to elect Suzanne Christianson for the position of Second Vice-Chair in 2023 and was seconded by Mr. Malot. The motion carried **7-to-0** without dissent.

Chair Shaffer called for a motion to set the 2023 monthly HARB Business Meeting dates for the calendar year 2023 as the third Wednesday of every month pending holidays and major weather events, and to authorize the Borough Secretary to advertise those dates in the *Gettysburg Times* in January 2023 with three (3) date corrections. The three date corrections for the advertisement are February 15, 2023, June 21, 2023, and July 19, 2023.

Vice-Chair Stone made the **motion** to hold the 2023 Monthly Business Meetings of the HARB on the following Wednesday dates at 7:00 PM prevailing time at the Municipal Building in Troxell Council Chambers pending holidays and major weather events and authorize the Borough Secretary to advertise the same in the *Gettysburg Times* for the calendar year 2023: January 18<sup>th</sup>; February 15<sup>th</sup>; March 15<sup>th</sup>, April 19<sup>th</sup>, May 17<sup>th</sup>, June 21<sup>st</sup>, July 19<sup>th</sup>, August 16<sup>th</sup>, September 20<sup>th</sup>, October 18<sup>th</sup>, November 15<sup>th</sup>, and December 20<sup>th</sup> as noted with date corrections; and it was seconded by Ms. Christianson. The motion carried **7-to-0 without dissent**.

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

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

#### **Public Comment for Items on the Agenda**

There were no public comments for items on the meeting agenda.

#### **New Business: Applications for Review**

##### **A. COA 22-0102 CRITICAL PROJECT – 165 N. Stratton Street – Pawel Drozd**

This property has a Notice of Violation (NOV) for removing a wood railing and replacing it with decorative PVC to match the rear of the house. Removed first floor historic windows and doors and second floor historic windows. All applications must meet the *Secretary of Interiors Guidelines*.

Director English gave background information and a brief project description as noted in her January 18 HARB meeting agenda. She said the structure first appeared on the Sanborn Fire Insurance Maps in 1912 as a two-story double-unit frame dwelling with a composition roof, with a single-story outbuilding with a shingled roof to the rear of the property. *Permit History*: obtained RRUO Licenses from 2014 to present; replaced porch floorboards in 2018; removed rear porch and replaced rear deck and railings in 2021; this permit application.

Mr. Drozd gave a brief presentation and answered Board questions regarding the work done at 165 & 167 N. Stratton without permit review resulting in a Notice of Violation (NOV). Mr. Drozd explained that the front five (5) windows were rotted with ant and termite damage, and he had replaced them with replacement windows by removing five historic wood windows on the front facade with 2-over-2 grids and removed three historic doors and replaced them with metal insulated doors. Ms. Small-Wood noted other homes in the vicinity that have replacement windows and doors like the ones Mr. Drozd used. Mr. Drozd stated that the building inspector said he needed operable windows on the second floor and replaced those windows to be operable in order to pass the building inspection. Board members denied these window replacements since they were not reviewed through HARB and noted that historic wood windows were removed. HARB is requiring that Mr. Drozd replace the front façade windows with same style historic windows that were removed as depicted in the 2019 photo, as well as the three historic doors of same style that were removed (door had one large square

window light over one horizontal wood panel over two vertical wood panels). Mr. Shaffer noted that the windows from the rear and non-visible side can be moved to the front façade and that the replacement windows could be moved to the side/rear non-visible side of the building to bring the historic character back to the front façade. Mr. Drozd said he will do whatever HARB requires to bring the property back into compliance. HARB requested a new application with a detailed scope be re-submitted and that the applicant provide replacement options for HARB review. Mr. Drozd presented photos of proposed historic wood door replacement options at the meeting and were denied by HARB, noting that the doors should replicate the horizontal panel over two vertical panels with a top window light for restoration as shown in the 2019 photo. Mr. Drozd said he would do whatever HARB requests to bring the property back into compliance; and that he will try to locate the type of doors and windows requested by HARB and present them with his updated application to include the full scope of work and all changes made to the façade of the building.

Mr. Stone pointed out that ten of the side windows were also replaced with mismatched windows without HARB purview or permit application. This should be considered in the application as well and processed through the Borough for code violations. All design elements must be consistent with the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide*.

After Board discussion, Mr. Drozd requested to remove his application from review in order to provide a clearer scope of work and detailed replacement door and window types, styles and materials for HARB review. Mr. Drozd said that he would find the doors and windows requested through antique markets and replace them as requested with his updated scope of work and updated COA application to include all work done to the outside and façade of this structure.

#### **Reports**      *Secretary of the Interior Guidelines*

**a. COA 22-0124 MINOR PROJECT: 63 W. High Street – Brandon Stone**

Install a 30" x 42" (8.75 SQ FT) MDF Composite projecting sign to read "Soloman Powers House" and under sign "Office Space for Lease". Sign must be anchored in mortar between the existing brick, not through the brick or through existing brackets. All applications must meet the *Secretary of the Interior Guidelines*.

**b. COA 22-0125 MINOR PROJECT: 8 Carlisle Street – Gregory Deaner**

Replace the current projecting sign that reads, "Town & Campus Hair Care Inc. Barber & Beauty Services", with a new sign of like shape and material (wood) that reads, "Town & Campus Hair Care Serving Gettysburg Since 1966". The location of the sign is above and between the front windows. The new signs dimensions are 4 ft x 2.41 ft for a total square footage of 9.6 sq ft. All applications must meet the *Secretary of the Interior Guidelines*.

**c. COA 22-0126 MINOR PROJECT – 28 Carlisle Street - Flock Trust**

Remove EPDM edge flashing and install new white edge metal. Apply EPDM primer and new edge flashing. Reset gutters that are not installed properly. All 'in-kind' work for roof and gutters. All applications must meet the *Secretary of the Interior Guidelines*.

**d. COA 22-0127 MINOR PROJECT – 43 W. High Street – Adams County**

Replace rubber roof with same material (60 mils) EPS Insulation on first layer, second layer is ISO Insulation. White aluminum fascia same material, gutters, and downspouts bronze in color. All 'in-kind' replacement of materials. All applications must meet the *Secretary of the Interior Guidelines*.

**e. COA 22-0128 MINOR PROJECT – 100 York Street – American Marble & Granite**

Remove old roof and OSB base under existing rubber roof, replace OSB and white rubber roof, and apply architectural shingles in-kind. OSB and synthetic upper barrier under shingles and OSB board under rubber roof. All applications must meet the *Secretary of the Interior Guidelines*.

**f. COA 22-0129 MINOR PROJECT – 1 Chambersburg Street - Lincoln Square LLC**

Install two window signs on front windows of building. First one: 68"h x 51"w (24 SF) window sign "Taste the Experience | OVER 100 JERKY SIZES & VARIETIES". Second one: 68"h x 45.5"w (21.5SF) window sign "BEEF JERKY EXPERIENCE | JERKY.GIFTS.SNACKS.HOT SAUCE.WILD GAME JERKY" - 21.5 SF (45.5 SF out of 50 SF total sign allowance used). All applications must meet the *Secretary of the Interior Guidelines*.

**g. COA 22-0131 MINOR PROJECT – 82 Steinwehr Avenue – Chad Close**

Replace existing sign with new sign with same dimensions: 3' x 6' in size made of a composite wood and plastic with pink background and white lettering, screwed into front façade wall. Any wall brackets should be mounted in the mortar not within the brick or on existing brackets. All applications must meet the *Secretary of the Interior Guidelines*.

**h. COA 22-0130 MAJOR PROJECT – 116 Chambersburg Street – Smart Growth Land Development**

Remodel interior to include replacement of electrical panel on first floor, the addition of electrical panel on second floor, the installation of electric baseboard heat, and the replacement of stair treads as needed. Exterior improvements include replacement of first floor wooden windows with vinyl windows and rear door, seal and repair existing metal roof. (on rear concrete block shed built in 1981) and does not qualify as a historic structure as it is not over 50 years old.

NOTE: HARB is a **DESIGN** review board only, each project must meet all other Borough Ordinance and Building code Requirements prior to final approval through Council the 2<sup>nd</sup> Monday of the following month.

Chair Shaffer made the **motion** for the Board to administratively approve the presented Certificates of Appropriateness (COAs) since the December 2022 HARB Business Meeting. The motion was seconded by Mr. Witt and **carried 7-to-0 without dissension**.

**A. Report of Chair – Chair Shaffer**

Chair Shaffer did not have a report at this time. Mr. Shaffer noted this will be his last year as chair however he would like to remain on the HARB board. He said that as Chair, there are a few items that he would like to tidy up this year to include the follow-up on the Satellite Dish Ordinance and to collaborate with Council for the ordinance motion. He would like to discuss with the Board members alternative materials for project submissions.

**B. Report of Staff – Debra English, Director of Historic and Environmental Preservation**

Director English did not have a report at this time; but reminded the Board to provide comments for lighting in the Historic District as Planning Director Marshall is putting together a lighting ordinance

for Council review. She also noted that the Satellite Dish Ordinance draft is being reviewed by Council at their January 23<sup>rd</sup> Workshop Meeting.

**Other Business**

There was no other business before the Board at this time.

**Public Comment**

There was no public comment at this time.

With no other business before the Board, Mr. Stone made the **motion** to adjourn, and it was seconded by Mr. Harman. The **motion passed 7-to-0**. The meeting adjourned at 8:50 PM.

**Respectfully submitted,**

**Debra English, Director of Historic and Environmental Preservation  
C/O Karen Mesher**