



March 15, 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 7PM on Wednesday, March 15, 2023 in Troxell Council Chambers, 59 E. High Street. A quorum of five (5) BoardMembers was present. Those in attendance were **Board Members:** Chair Gary Shaffer, Vice-Chair Brandon Stone, Suzanne Christianson, Paul Witt and Gettysburg Building Code Official Clem Malot of PA Municipal Code Alliance, Director of Historic and Environmental Preservation Debra English, **Absent Board Members:** Joan Hodges, Justin Harman, and Planning Management Assistant Karen Mesher; **Others in Attendance:** Mr. and Mrs. Anita Kramer, Property Owners, representing 40-42 Baltimore Street, and Mark and Melissa Grillo, Property Owners, representing 141 York Street.

Call Meeting to Order

Chair Gary Shaffer called the meeting to order at 7 PM in Troxell Council Chambers and conducted a roll call of members in attendance and confirmed a quorum of five (5) voting members present.

Introductions and HARB Review Procedures

Mr. Shaffer introduced the Board members and explained the procedures that would be followed during the meeting. He explained that only the Board members that were present at that meeting can vote on agenda topics and minutes. He noted that the Board serves as a recommending body to Borough Council, which makes the final decision concerning the issuance of Certificates of Appropriateness. He said that ***"HARB is a design review board only; and that each project must meet all other Borough ordinances and building code requirements prior to final approval."*** Borough Council will next meet on Monday, April 10, 2023.

Review of Agenda and Minutes

Chair Shaffer said that there were no additions or corrections to the March 15, 2023 HARB Meeting Agenda as presented and asked the Board to accept the agenda as presented. Vice-Chair Stone made a **motion** to accept the March 15, 2023 HARB Meeting Agenda as presented. The motion was seconded by Ms. Christianson and **carried 5-to-0 without dissention.**

Chair Shaffer said that that the members who were able to vote on the February 15, 2023 HARB Meeting Minutes were not present, and that their approval would be tabled until the next meeting (There was one spelling edit on the second page under New Business in paragraph two from "mad" to "man").

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

Mark and Melissa Grillo discussed their COA application under Administrative Approval at 141 York Street for updating internal components for their vacation rental. They stated that the exterior change to extend the rear deck 10' (80 sq ft) 8" off of the ground was not visible from the main road nor alleyway. They said that the exterior HVAC units will be installed under/ beneath the fire escape to screen the units from the main roadway; and that three wooden privacy fence panels will be added along the side yard adjacent to the rear deck and would be attached to the existing 4' high fence. Director English noted that all applications must meet the *Secretary of the Interiors Historic Restoration Guidelines*; and that this item will be administratively reviewed and approved at tonight's HARB meeting.

New Business: Applications for Review

A. COA 23-015 MAJOR PROJECT – 40-42 Baltimore Street (Lincoln Building) – Anita Kramer

Façade improvements to update the pressed plywood board above the awning by replacing it with 48' Hardie Board smooth texture panels hung vertically; and to go approximately 5 feet down to encompass the area where the awning will be removed. Caulk and seal the area as needed, metal at roof top will be replaced with a metal sheet and painted to match existing metal cover at roof top. Remove the carpet at the entrance way and clean up the concrete entranceway. Other upgrades will be repainting the existing painted materials.

Director English gave background information and a brief project description as noted in her March 15th HARB Meeting Agenda. She said that the structure first appeared on the Sanborn Fire Insurance Maps in 1886 as a two-story frame structure with a slate or tin roof and used as a photo store. She provided the permit history: Regulated Rental from 2017 to the present; interior upgrades in 2018; expansion of retail and door enlargements in 2021; and the current application.

Ms. Anita Kramer, property owner, gave a brief presentation and answered Board questions. She said that the façade improvements would include removing the plywood covering above the awning, removing the awning, removing the carpet at the entrance and painting and caulking as needed. She presented the Board with a smooth Hardie Plank covering that she would like to paint dark blue in area of plywood above the awning. She distributed photos to the Board members. Vice-Chair Stone mentioned a material called Fry Reglet that would be a better option to fit the current look and demeanor of the existing material versus the smooth Hardie Plank proposed for this project; and that it would provide a base to slide in the sheets to facilitate installation and to provide a cohesive look. He suggested the installation and application of Fry Reglet Hardie Plank for this project which would tie into the current external components existing on the building. Ms. Kramer said that she will investigate that application.

Chair Shaffer presented *The Proposed Findings of Fact* for this Major Project at 40-42 Baltimore Street. He said that the structure is located within the boundaries of the Gettysburg Historic District, the structure is a sensitive building over 50 years old at the time of application and is of high architectural integrity as defined in the *Code of Ordinances Borough of Gettysburg/Gettysburg Historic District* and thus comes under the review right of this Board. He said that the structure is of high architectural integrity, strong design style and historical significance, and that the proposed project would reflect the existing design elements, maintain historic size and configuration, restore components on the front facade, and is consistent with the *Secretary of the Interior Guidelines* for Restoration and the *Gettysburg Design Guide*.

Mr. Witt and Vice-Chair Stone noted that they would prefer a lighter color of the Hardie Plank that is proposed to cover the plywood versus the darker color proposed by Ms. Kramer.

Mr. Malot made a motion to recommend that Borough Council issue a Certificate of Appropriateness for 40-42 Baltimore Street to approve the façade improvements that is consistent with the Secretary of the Interior Guidelines and the Gettysburg Design Guide as presented to the Board in the application dated March 8, 2023. The motion was second by Mr. Witt and carried **5-to-0 without dissention**.

Reports

A. Consent Agenda Requiring Board Administrative Approval Since the Last Meeting:

- **COA 23-0006 MINOR PROJECT: 352 York Street – Foxy Investment**
Commercial EPDM to EPDM replacement, all work will be done in-kind with no new materials permitted with this project. All applications must meet the *Secretary of the Interior Guidelines* for Historic Restoration.
- **COA 23-0008 MINOR PROJECT: 25 Breckenridge Street – Foxy Investment**
Commercial EPDM to EPDM replacement, all work will be done in-kind with no new materials permitted for this project. All applications must meet the *Secretary of Interior Guidelines*.
- **COA 23-0010 MINOR PROJECT – 319 Baltimore Street – Bryan Smith**
Exterior alterations include repair of wood window sills on three street-facing windows with no replacement of windows on front façade. Repair of wood windowsills on five rear-facing windows and the replacement of vinyl windows with vinyl windows in the rear. All IN-KIND work to be done. All applications must meet the *Secretary of Interior Guidelines* for Historic Restoration.
- **COA 23-0011 MINOR PROJECT – 141 York Street – Mark and Melissa Grillo**
Updating internal components for vacation rental. Exterior change to extend rear deck 10' (80 sq ft) 8" off the ground. This is not visible from the main road or alleyway. Exterior HVAC units to be installed under/ beneath the fire escape to screen the units from the main roadway. Add three wooden privacy fence panels along the side yard adjacent to the rear deck attaching to the existing 4' high fence. All applications must meet the *Secretary of Interior Guidelines* for Historic Restoration.
- **COA 23-0012 MINOR PROJECT – 200 S. Stratton Street – The Nether Group.**
Shingle-to-shingle re-roof and add two-bathroom vents. All applications must meet the *Secretary of Interior Guidelines*.

NOTE: HARB is a *design review board only*, and each project must meet all of the other Borough Ordinances and Building Code requirements prior to final approval through Council.

Chair Shaffer made the **motion** for the Board to administratively approve the presented Certificates of Appropriateness (COAs) since the February 2023 HARB Business Meeting. Vice Chair Stone accepted the motion, and it was seconded by Clem Malot and **carried 5-to-0 without dissension**.

A. Report of Chair – Chair Shaffer

Chair Shaffer did not have a report at this time.

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

- a) HARB AWARDS will be consolidated for an award ceremony in spring of 2024 as there were not enough projects that would fit the criteria for 2023 awards ceremony.
- b) There is a new vacant spot open on HARB and members discussed options, and the need for an architect on the board.
- c) The satellite dish ordinance is moving forward and is under solicitor review currently.
- d) There is a draft lighting ordinance please provide comments for neon lighting in store front windows.

Other Business

Justin Harman resigned from HARB as of March 16, 2023.

Brandon Stone discussed protecting 368 Springs Avenue, known as the Wolf House, which is an 1880 Craftsman Victorian style structure; and it was the former location of the Historical Society. The discussion included changing the Borough Ordinance to include this location in the Historic District. Director English noted that the applicant would have to be willing to make the request and pay for the associated fees to update the ordinance to include this property which would also need Council approval. She said that if the owner is not willing to make the application, the best way to manage its protection would be to include it in the next Historic District reinventory. She noted that the reinventory of the Historic District is on her agenda, and to also update the *Gettysburg Design Guide* through grant funding if available.

Discussion among the Board members ensued regarding the historic wood windows and the visual impacts versus aluminum windows that have been replaced throughout the Borough.

Public Comment

There was no public comment at this time.

With no other business before the Board, Chair Shaffer made the **motion** to adjourn, and it was seconded by Ms. Christianson. The **motion passed 4-to-0**. The meeting adjourned at 8:52 PM (Mr. Malot was not present for this vote).

Respectfully submitted,

Debra English, Director of Historic and Environmental Preservation
C/O Karen Mesher, Planning Management Assistant