

DRAFT

**October 19, 2016
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, October 19, 2016. The meeting was held at the Borough Municipal Building, 59 East High Street. A quorum was present. Those in attendance were: Board members Jim McCabe, Peggy Gustafson, Colleen Lingle, and Joan Hodges; Clem Malot, Gettysburg Building Code Official; and Karen Mesher, Borough Management Assistant. Absent Board Member: Phil Goble. Also in attendance were: Terri Hamrick, President and CEO of Survivors, Inc., representing 196 South Stratton Street; Brian Adair, Marketing Manager at ACNB Bank, representing 16 Lincoln Square; Sharon Hamm, Administrative Services Manager, PA Municipal Code Alliance; Charles Gable, Gettysburg Borough Manager; and Jim Hale, representing the *Gettysburg Times*.

Review of Agenda and Minutes

There were no additions or corrections to the meeting agenda. Ms. Gustafson made the **motion** to approve the minutes of the September 21, 2016 meeting with the following correction: in paragraph two on page 3 of 13, change “replacement of the existing asphalt roof with new asphalt shingles” to “placement of new asphalt shingles over the existing asphalt roof”. Seconded by Ms. Lingle. Motion carried 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 Application for Certificates of Appropriateness

Mr. Shaffer introduced the 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 those minutes. He noted that the Board serves as an advisory group to Borough Council, which makes the final decision concerning the issuance of Certificates of Appropriateness. Borough Council will next meet on Monday, November 14, 2016.

- A. COA-16-54, 29 North Washington Street, BB&T Bank. Alteration. Remove existing interior Automated Teller Machine and install new ATM Drive-Thru machine.**

Mr. Shaffer stated that the applicant withdrew the application and will reapply with new information.

- B. COA-16-65, 16 Lincoln Square, ACNB Bank. Alterations. The applicant plans install new banners on the building exterior and exterior vinyl door graphics.**

Mr. Malot gave background information, a brief building history, and presented the *Proposed Findings of Fact* from the Board Memorandum dated October 19, 2016:

BUILDING HISTORY

This building is located within the Gettysburg Historic District.

The property appears on the 1886 Sanborn Fire Insurance maps, which are the first of the six series of maps. The bank building is shown as a two story solid brick structure and is labelled “Bank” and “Confectioner.” The current property also includes the lot adjacent to the original building to the west along Chambersburg Street. This building appears as a solid brick two story dwelling.

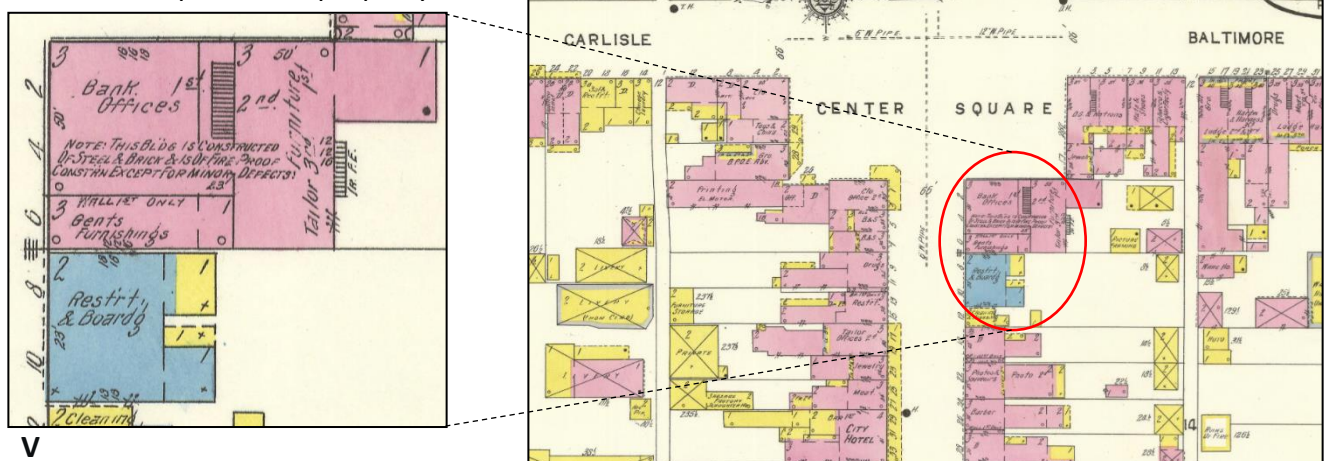
In the 1891 maps, the buildings appear in the same configuration except that the labels are “Bank” and “Rest’r’t” (Restaurant). In the 1896 maps the buildings appear in the same configuration.

The 1902 maps show the bank building as a three story solid brick structure and the other building as a two story solid brick structure. They are labelled “Bank” and “Furne” (Furniture).

In the 1907 maps, the bank building appears as a three story fire-proof structure. The other building appears as a two story stone structure.

Lastly in the 1902 maps, the bank building appears as a fire-proof three story solid brick structure with notes indicating that it is constructed of steel and brick. The other building appears again as a two story stone structure.

Included is the view of the 1912 Sanborn map with the property



PREVIOUS APPROVAL

No prior approvals for 16 Lincoln Square.

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

The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings does not provide recommendations for new signs.

GETTYSBURG DESIGN GUIDE

The *Gettysburg Design Guide* provides recommendations for new signs:

Sign Shape

Simple geometric shapes are appropriate for most signs, buildings, and locations. They are recommended for signs that use large amounts of lettering.

Sign Shape & Size

Sign size is regulated by Gettysburg's Sign Ordinance. Signs should not appear out of scale with the building to which they are attached. They should not overpower adjacent structures or monopolize the streetscape.

Lettering

The style of the lettering used on a sign is important to overall design and clarity. The three main styles of lettering – Serif, non-Serif, and script – are illustrated below. Excessive lettering can confuse and overwhelm the reader.

Material

Historically, signs were most often made of wood and were hung from wrought iron brackets. In the late nineteenth century tin, cast iron, and steel became available for signs. After 1920 steel, aluminum, and plastic became popular.

Color

The contrast between the background of a sign and the lettering of the sign is the most significant factor in legibility. Simple designs with simple color schemes are most effective. Few signs require more than three colors to convey their message clearly. Bright and bold colors detract from the historical character of the building and overwhelm the reader. The colors of a sign do not need to match those of the building exactly, but they should complement it.

Illumination

If a sign requires illumination, the lighting should be indirect, hidden from view, and small in scale. Lights may be placed in the ground pointing up at the sign.

PROPOSED FINDINGS OF FACT

The structure at 16 Lincoln Highway 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 a 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 proposed work is a Minor Project, which is defined in the Historic Districts Ordinance as "A project that does not result in a change in appearance of a building, such as replacing deteriorated wood with identical wooden pieces."

The building is a contributing structure to the Gettysburg Battlefield National Register Historic District.

Mr. Malot stated that the application as presented meets the definition of a banner. Mr. Shaffer clarified the application process, stating that signs are approved administratively. He said that signs that were painted on the sides of buildings were considered artwork and not completely covered by the Borough's sign ordinance.

Mr. Adair gave a brief presentation and answered Board questions. Mr. Adair said that the ACNB proposed to hang two permanent canvas banners 30 inches by 84 inches, and affixed to the building with 36 inch wall-mount curtain banner arms. He said that the banners would advertise the Bank's brand, would not be lit, and could be changed. Ms. Hodges asked about wind damage to the banners, and Mr. Adair responded by saying that they would be bolted to the building. Mr. Shaffer said that any change to the banner design would need to be approved administratively. Ms. Gustafson recommended that they be attached to the building at the mortar joints and not into the stone per the *Gettysburg Design Guide* with the intent that they could be removed in the future without damaging the building. Mr. Shaffer said that the banner with the ACNB logo would be functioning as a business sign and represents the primary function of the building. Ms. Gustafson asked if the Board could administratively approve all sign concepts as a group. Mr. McCabe asked if the design of the sign should be historic if placed in the Historic District. He objected to the historic nature of the signs as presented and their design as banners. Mr. Adair said that consideration would be given to using content that would be fitting to the building. Mr. Shaffer said that the applicant submitted the sign as affixed to the building, not temporary, and not free flowing, and by contrast, said that a banner is not permanently mounted. He said the question at hand would be are they signs or banners. He noted that the total signage on a building is 50 square feet, and the proposed signs fit that criteria per Section 107 of the Sign Ordinance. Mr. Malot noted that the letter, shape, and color contrast meet the specifications of the *Gettysburg Design Guide*.

Ms. Lingle made a **motion** that the Board issue a Certificate of Appropriateness for the property at 16 Lincoln Square for the proposed materials and plans depicted in the application dated September 14, 2016 for the placement of two vinyl canvas signs attached to the building through the mortar joints, constructed of no more than 50

square feet, and that any minor change in graphics be submitted to the Board for administrative approval. The motion was seconded by Ms. Hodges. The motion carried 5-to-1.

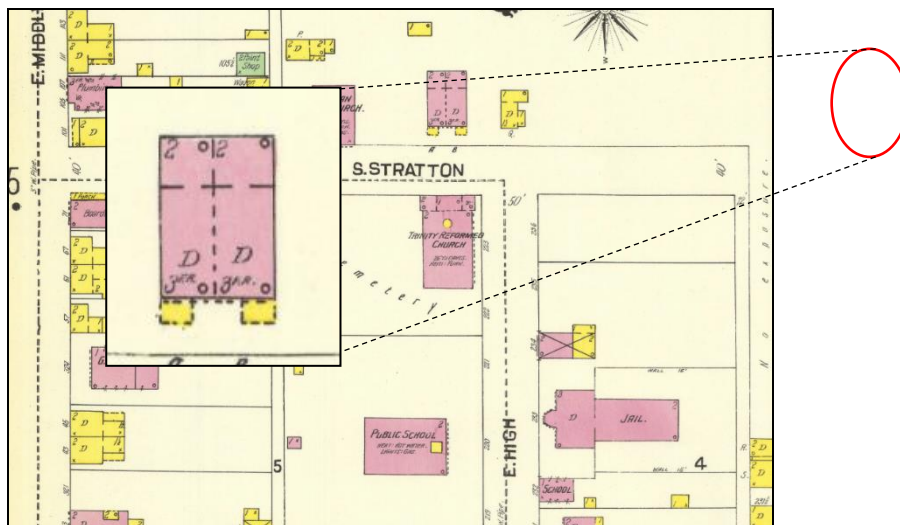
C. COA-16-56, 196 South Stratton Street. Alteration. Replace the rear steps and stair structure leading out of the rear door.

Mr. Malot gave background information, a brief building history, and presented the *Proposed Findings of Fact* from the Board Memorandum dated October 19, 2016:

BUILDING HISTORY

This building is located within the Gettysburg Historic District. The structure does not appear on the 1886 and 1891 Sanborn Fire Insurance maps since they do not cover that area of Gettysburg. The 1896 and 1902 maps do cover that area of Gettysburg, but the building is not present. The building first appears on the 1907 maps as a three story solid brick dwelling with a two story solid brick portion at the rear and two small wood frame portions at the front. It appears on the 1912 maps in the same configuration.

Included is a view of the property from the 1907 map:



PREVIOUS APPROVAL

No prior approvals for 196 South Stratton Street.

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

The following are recommended for entrances and porches:

Identifying, retaining, and preserving entrances and their functional and decorative features that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.

The following is not recommended for entrances and porches:

Removing or radically changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

PROPOSED FINDINGS OF FACT

- The structure at 196 South 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 a 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 proposed work is a Minor Project, which is defined in the Historic Districts Ordinance as "A project that does not result in a change in appearance of a building, such as replacing deteriorated wood with identical wooden pieces."
- The building is a contributing structure to the Gettysburg Battlefield National Register Historic District.

Mr. Shaffer noted that Shaffer Design Associates will assist pro bono the Survivors organization with structural documentation needed for their project, and is not entering into a fiduciary relationship. Ms. Hamrick gave a brief presentation and answered Board questions. Ms. Gustafson asked if the proposed wooden stairs would replicate the existing stairs. Ms. Hamrick affirmed that it would replace the stairwell with a safe, secure stairwell using like materials.

Ms. Gustafson made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness to replace the existing wood stairwell at 196 South Stratton Street as submitted for the proposed materials and plans depicted in the application dated September 20, 2016. The motion was seconded by Ms. Lingle. The motion carried 6-to-0.

D. COA-16-68, 20-22 Lincoln Square, Lisa Grim, Owner, The Pub & Restaurant. Alteration. Replace an existing rolling steel door.

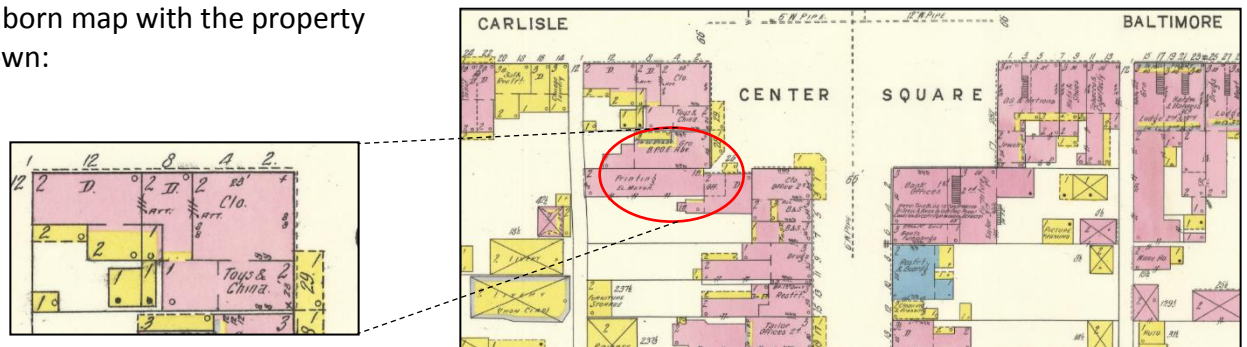
Mr. Malot gave background information, a brief building history, and presented the *Proposed Findings of Fact* from the Board Memorandum dated October 19, 2016:

BUILDING HISTORY

This building is located within the Gettysburg Historic District.

The property appears on the 1886 Sanborn Fire Insurance maps, which are the first of the six series of maps, as a two story solid brick structure labelled “B & S Hats” and “Dwg” (Dwelling). The building appears in the same configuration on the 1891 maps, although the labels change slightly. In the 1896, 1902, 1907, and 1912 maps, there is also a one story wood frame portion added to the front of the building, which otherwise remains in the same configuration.

Included is the view of the 1912 Sanborn map with the property shown:



PREVIOUS APPROVAL

No prior approvals for 20-22 Lincoln Square.

PROPOSED FINDINGS OF FACT

- The structure at 20-22 Lincoln Square 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 a 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 proposed work is a Minor Project, which is defined in the Historic Districts Ordinance as "A project that does not result in a change in appearance of a building, such as replacing deteriorated wood with identical wooden pieces."
- The building is a contributing structure to the Gettysburg Battlefield National Register Historic District.

Ms. Grim gave a brief presentation and answered Board questions. She said that she would like to replace the existing rolling steel door with a new white 12-foot by 7-foot 3-

inch rolling steel door. She said D & D Overhead Door Co., Inc. would be her contractor. She noted that the garage is to the rear of her property, and exits onto Race Horse Alley.

Ms. Gustafson made a **motion** that the Board recommend to administratively approve the replacement of the existing rolling steel door with a similar new white rolling steel door as presented in the application dated October 3, 2016 as submitted. The motion was seconded by Ms. Lingle. The motion carried 6-to-0.

REPORTS

A. Administrative Approval

- **COA-16-67, 26 York Street, Gettysburg Investors – Gallery 30. Install a new projecting sign on the building exterior.** Approval dated 10-5-16.
Mr. Malot stated that the proposed sign submitted in the Borough Sign Permit, and approved on October 5th was not the sign that was erected.

B. Pending Administrative Approval

- No applications pending Administrative Approval

C. Reports of Chair

- See Other Business

OTHER BUSINESS

A. Verizon Small Cell Tower Review

- Mr. Malot provided more information to the Board about the proposed Verizon Wireless project. He stated that micro towers are slowly replacing cell towers for cell service in the future. Mr. Shaffer said that these items are reviewable in historic districts, but obsolescence of the micro towers should be incorporated in the language. Ms. Gustafson questioned the moving of state traffic signs located on the poles, and Mr. Malot indicated that PennDOT would need to address those issues (referenced C.S. Davidson letter dated 10-5-16). Mr. Gable stated that the obsolescence language would be incorporated into their lease, and that the devices would be painted black. Mr. Shaffer stated that this project would be reviewed administratively.

B. Planning Director

- Ms. Becky LaBarre will begin her duties as Planning Director on November 7th.

C. COA-16-56, 114 Buford Avenue, Michelle Agapakis - The Purple Piggy Toys and Gifts.

- Mr. Malot said that the Plan Review for a change of Use & Occupancy was approved on 9/29/16 with comments to be addressed, and a Borough of Gettysburg Historic District Working/Land Use Permit was issued.

D. Other Comments

- Ms. Gustafson said that Columbia Gas was very accommodating to residents in the 5th block of Carlisle Street during their recent gas line replacement project. Mr. Gable will forward any comments.

With no other business before the Board, the Board adjourned the meeting at 8:25 PM.

Respectfully submitted,

Karen M. Mesher
Borough Management Assistant