



DRAFT

**December 21, 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, December 21, 2016. The meeting was held at the Borough Municipal Building, 59 East High Street. A quorum was present. Those in attendance were: Board members Peggy Gustafson, Phil Goble, Colleen Lingle, and Joan Hodges; Clem Malot, Gettysburg Building Code Official; Becky LaBarre, Director of Planning and Historic Preservation, and Karen Mesher, Borough Management Assistant. Absent Board Member: Jim McCabe. Also in attendance were: Max Felty of Felty Investments, LP, representing 789 Baltimore Street; Audrey Tamblyn representing 38 East Middle Street; and Joe Edgar and Conor Phiel of Shaffer Design Associates PC, 26 North Fourth Street; and Charles Gable, Borough Manager.

Review of Agenda and Minutes

There was one addition to the meeting agenda: Mrs. LaBarre said that **Item D. COA-16-80**, 38 East Middle Street was added to the agenda; and that **Item A. COA 16-76**, 345 Buford Avenue was withdrawn and the applicant will reapply at a future date.

Ms. Gustafson made the **motion** to approve the minutes of the November 16, 2016 meeting with the following correction: in the introduction under those in attendance, change Jay Mackie of "McMaster Construction" to "Open Minds". 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.

Mr. Shaffer recused himself due to a fiduciary with the following applicants, whereby Mr. Goble will assume the role as Chair.

New Applications for Application for Certificates of Appropriateness

Mr. Shaffer introduced the members and explained the procedures that would be followed during the meeting. Mr. Shaffer noted that an overhead projector will be used by Mrs. LaBarre during the meeting to enhance the applicant's presentation. 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, January 9, 2017.

B COA-16-77, 789 Baltimore Street, Gettysburg Heritage Enterprises, Inc. (Max Felty). Alteration. Convert the former Hall of Presidents into office and commercial tenant space.

Mrs. LaBarre gave background information, a brief building history, and presented the *Proposed Findings of Fact* from the Board Memorandum dated December 21, 2016:

DESCRIPTION

The applicant requests a Certificate of Appropriateness to alter the principal façade of the former Hall of Presidents museum in preparation for a change of use to commercial tenant space. All work is on the front (east) part of the property, viewable from the public right of way via Baltimore Street. Proposed alterations to façade include:

- Removal of historic (1957) canopy and five-column colonnade to expose earlier shingle style house (c.1893-1904)
- Remove portion of historic (1957) 15' x 43' cement block/brick veneer addition at right (north) side which includes two six-over-six divided light windows and double door to create a porch at the original entrance to the house
- Remove existing window to the immediate left (south) of double door entry; also remove brick from previously infilled window opening to create a single large opening for new storefront window – Marvin aluminum clad double hung with divided lights to match original
- Remove existing window at far left (south) of 1957 addition and install new storefront window in existing opening – Marvin aluminum clad double hung with divided lights to match original

BUILDING HISTORY

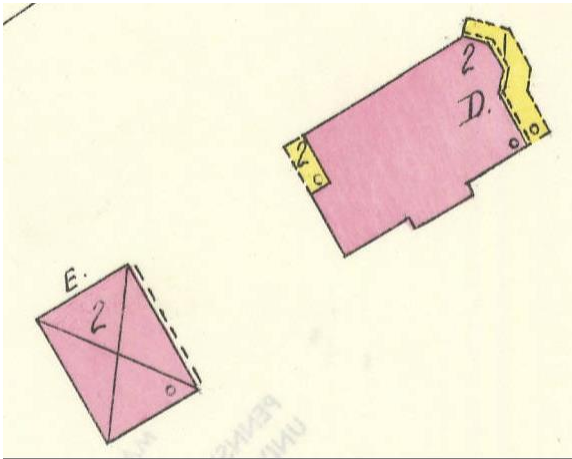
This building is located within the Gettysburg Historic District with principal façade on Baltimore Street. The original three-story brick and frame Shingle Style residence was erected sometime between 1893 and 1904 by Hugh D. Scott, possibly as a speculative property. It first appears on the 1912 Sandborn Fire Insurance map (earlier maps do not show far enough south) as a brick two-story dwelling with frame porches at the front and rear¹. The house and its two-story brick stable are all that occupy a vast swath of land north of the National Soldiers Cemetery. The configuration remains nearly unchanged² until the 1957 Bowersox addition for the Hall of Presidents³ (see images below).

¹ Sandborn Map Company. *Insurance Maps of Gettysburg, Adams County, Pennsylvania*, June 1912, page 16.

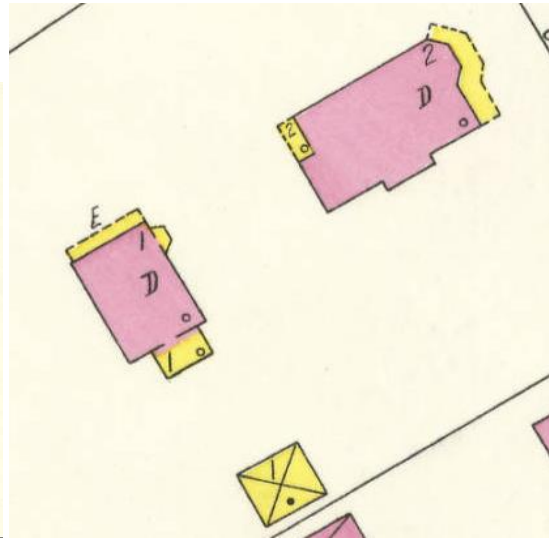
² Sandborn Map Company. *Insurance Maps of Gettysburg, Adams County, Pennsylvania*, July 1924, page 17.

³ Sandborn Map Company. *Insurance Maps of Gettysburg, Adams County, Pennsylvania*, July 1959, page 16.

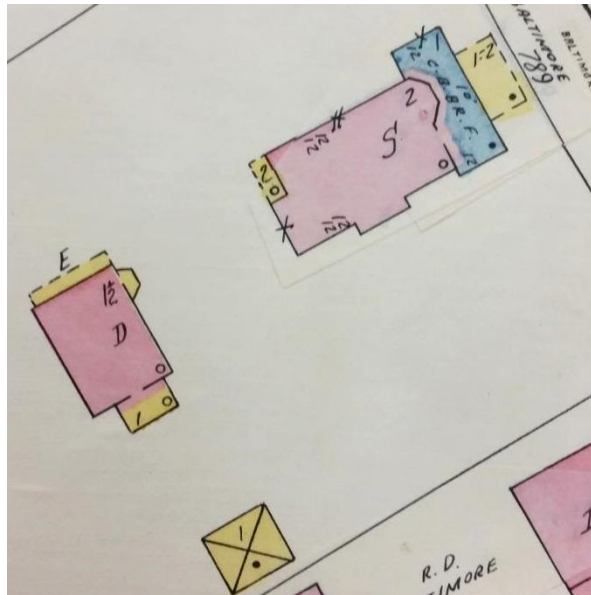
View of 1912 Sandborn Fire Insurance map.



View of 1924 Sandborn Fire Insurance Map



View of 1959 Sandborn Fire Insurance Map reflecting 1957 additions to primary facade



The Shingle Style is an American architectural style introduced by Boston architect Henry Hobson Richardson and the New England School in the last quarter of the nineteenth century. At the time of its construction, the home was most likely much more rustic in appearance with its cedar shake and brick in a natural, uncoated state. The robust chimneys and clipped roof eaves are evocative of vernacular English country houses which captivated Richardson and his Arts and Crafts Movement contemporaries. The house was painted in subsequent years when this style fell out of fashion.

View of 789 Baltimore Street c.1940s, painted. (Private Collection)



The large tract of land on which it sits was owned jointly by several stakeholders: Hugh D. Scott and his wife Mary, William T. and Rebecca Ziegler, David M. And Ella A. Wolff, W.C. and Eugenie H. Sheely, and S. McC. and Annie K Swope⁴. When Scott died in 1903, his widow sold his interest in the property to the remaining shareholders. On March 28, 1904 the group sold the land to Mary R. Kissinger, the maiden daughter of Edward and Rebecca Kissinger. Miss Kissinger later married and upon her death bequeathed the home to her daughter Ottilia V. Kissinger Baum who obtained the deed on August 7, 1955.

Miss Baum sold the house to Frank L. and Edna E. Bowersox on January 17, 1955 who, in turn, constructed “a cement block and brick 15 by 43-foot addition and a 14 by 24-foot porch” in February/March of 1957⁵. These alterations were in preparation for the opening of the Hall of Presidents museum attraction which opened to the public for the 1957 tourist season.

The decades of the twentieth century brought about an explosion in classical revival architecture spurred by the 1893 World’s Columbian Exposition in Chicago which lasted well into the mid-century. These forms took on a variety of shapes and sizes, some faithfully copying the classical orders and proportions of antiquity – many a clunky reference to it. The colonnaded canopy selected by the Bowersoxes for the Hall of Presidents is an example of Gettysburg’s own unique take on classical revival commercial architecture. While not a particularly stunning example of the movement, its quirkiness in modifying an earlier residence to suit its purpose in promoting patriotism and American values is representative of a distinctly significant period in national and local history as well as vernacular mid-century architecture.

Note that no images or measured drawings were found at the time of this writing showing the appearance and/or configuration of the original frame porch on 789 Baltimore Street.

⁴ Adams County Tract Book 97, page 301.

⁵ *Gettysburg Times*. “Issues Building Permits.” Thursday, February 28, 1957, page 3.

PREVIOUS APPROVAL

No previous applications for certificates of appropriateness were found in the building file for 789 Baltimore Street.

PROPOSED FINDINGS OF FACT

- The structure at 789 York 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 Critical Project, which is defined in the Historic Districts Ordinance as "A project involving demolition of all or part of any building, or change of configuration and rhythm of any building as a whole, or any alteration to a sensitive building."
- The building is a contributing structure to the Gettysburg Battlefield National Register Historic District.

Mr. Shaffer and Mr. Felty gave a brief presentation and answered Board questions. Mr. Shaffer stated that the building had many additions since 1957, which the owner would like to remove to restore the building. He said that Mr. Felty would like to maintain the brick exterior and windows, noting that the windows had many different sizes. Mr. Shaffer said that all the windows on the second floor would remain. He said that the third floor would be maintained, but the stair would be removed and a window with an appropriate style to the period will be added. He said that the awkward window pieces on the south side will be removed and replaced with traditional style windows to return it to more natural rhythm. He noted that as the building additions are removed, window styles would be revealed. Ms. Lingle expressed concern that the store front windows do not match the structure. Mr. Shaffer said that later additions are treated differently; and as architectural changes are uncovered by the removal of the additions, the Historic Preservation Officer would be notified and determinations made to keep the project moving. Ms. Gustafson said that the owner should report any architectural changes. Mr. Goble said that reporting these changes would eliminate any potential for a conflict of interest. Mrs. LaBarre said that using the Secretary of the Interior Guidelines would guide the decision process.

Mr. Goble made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness to convert the former Hall of Presidents at 789 Baltimore Street into office and commercial tenant space as submitted in the plans dated December 12, 2016, pending that any uncovered architectural features be reviewed first by the Historic Preservation Officer before any changes are made. The motion was seconded by Ms. Gustafson. The motion carried 5-to-0 with one abstention.

Board Member Hodges recused herself due to a fiduciary relationship with the application.

C. COA-16-78, 44 York Street, The Brafferton Inn, White Orchid Enterprise LLC (Joan Hodges). Alterations. Alter the façade of a historic garage/warehouse structure at the rear of the property in preparation for a change of use to a dwelling unit

Mrs. LaBarre gave background information, a brief building history, and presented the *Proposed Findings of Fact* from the Board Memorandum dated December 21, 2016:

DESCRIPTION

The applicant requests a Certificate of Appropriateness to alter the façade of a historic garage/warehouse structure at the rear of her property in preparation for a change of use to a dwelling unit. All work is on the rear (north) part of the property, viewable from the public right of way via Race Horse Alley. Proposed alterations to façade include:

- Altering of the single, side-hinged man door from the alley at right of façade (east) by removing existing concrete steps, door and frame; lower threshold to be flush with alley; install new single-hinge man door; fill void at top of rough opening with brick infill and paint to match surrounding area.
- Remove overhead garage door. Retain historic rough opening and construct new entrance with French doors filling void with industrial vertical metal siding and transom window.
- Remove existing window to the right (west) of the overhead garage door; enlarge rough opening to lower window sill height closer to the grade and install new sliding window.

BUILDING HISTORY

This building is located within the Gettysburg Historic District with principal façade on Race Horse Alley. The single-story painted brick structure was erected and/or modified sometime between 1912 and 1924. Current arrangement of openings includes a man door to the left (east) with three steps to threshold, a window to the upper right of door, overhead garage door immediately right of center and window at far right (west). The structure is attached to a building of similar materials and period located immediately to the right (west).

The 1886, 1891, 1896, 1902, and 1912 Sandborn Fire Insurance maps indicate this structure replaced, or was a modification of, a two-story brick stable with a slate roof originally present in this location.

In 1911 by William F. Codori constructed an automobile garage operated by his son William, Jr as the Cental Auto Company located at 46 York Street⁶ (see undated period photo on page 3). The garage, which spanned the east side of the lot between the old stable and the Codori's stone house (44 York Street), first appears on the 1912 Sandborn Fire Insurance map listed as a single-story frame structure with the notation "160 Gal. Gasol. Tank Un. Gr'd" (160 Gasoline Tank Underground)⁷. By 1924,

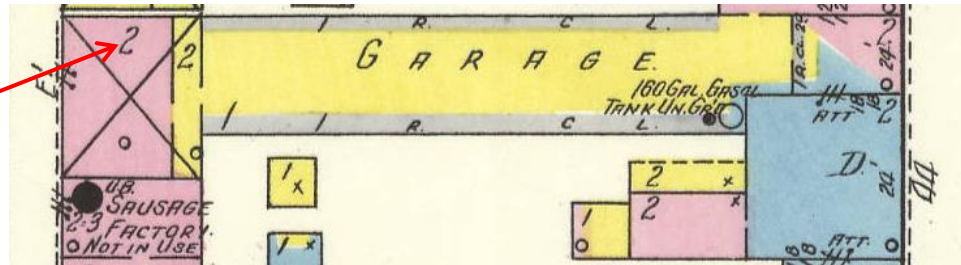
⁶ *Motor World Wholesale*, Vol. 28-29, page 893. Thursday September 21, 1911.

⁷ Sandborn Map Company. *Insurance Maps of Gettysburg, Adams County, Pennsylvania*, June 1912, page 10.

the garage had been expanded to accommodate twenty-five cars with the stable either demolished or reduced to a single story⁸. This configuration appears on the 1931 Sandborn Fire Insurance map along with 1940 and 1959 overlays⁹.

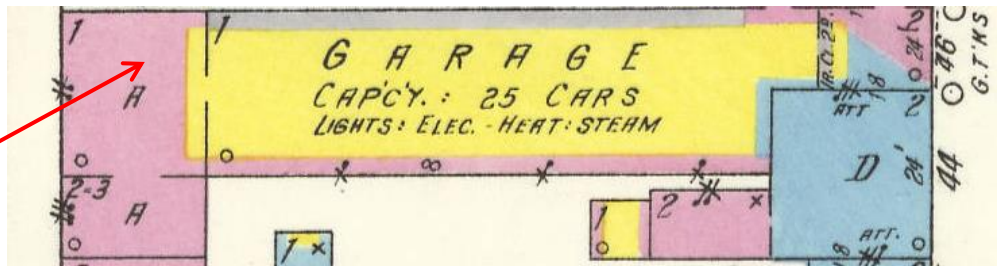
View of the property from the 1912 map:

Two-story brick stable w/ slate or tin roof built before 1896



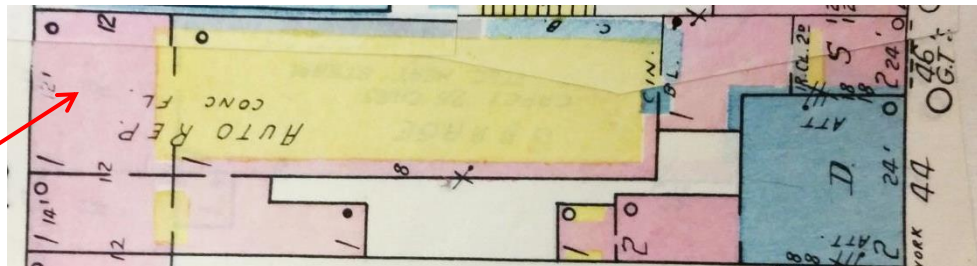
View of the property from the 1924 map:

One-story brick garage w/ slate or tin roof built/modified c.1912-24



View of the property from the 1959 map:

One-story brick garage w/ slate or tin roof built/modified c.1912-24

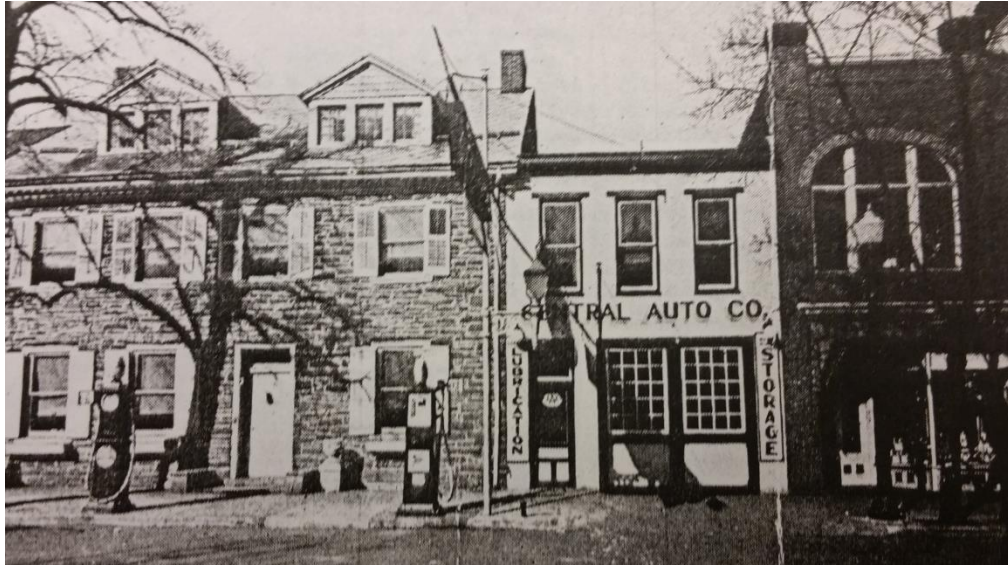


Note that it is not readily clear if current doors/windows and their openings are original to the façade. No photographs or measured drawings were found at the time of this writing to document historic fenestration. It may be presumed that due to the historic use as an automobile garage, a large garage door has always been present. The existing segmented overhead door is a modern replacement. Existing concrete steps, man door and windows are consistent with materials used at the time of construction/modification of the building c.1912-1924.

⁸ Sandborn Map Company. *Insurance Maps of Gettysburg, Adams County, Pennsylvania*, June 1924, page 11.

⁹ Sandborn Map Company. *Insurance Maps of Gettysburg, Adams County, Pennsylvania*, July 1959, page 6.

**View of Central Auto Company, 46 York Street, opened by William F. Codori in 1911.
Note gasoline pumps in front of Codi House, 44 York Street.**



PREVIOUS APPROVAL

Certificate of Appropriateness approved October 16, 1985 by Borough Council for wooden hanging sign mounted to York Street façade via wrought iron bracket.

Certificate of Appropriateness approved February 10, 1992 by Borough Council for three (3) signs advertising afternoon tea service.

Certificate of Appropriateness approved April 12, 1993 by Borough Council for installation of exterior, triple-track storm windows on all windows; to be painted to match existing color scheme.

Certificate of Appropriateness approved May 10, 1993 by Borough Council for a roof deck and access stair on the rear of the building, viewable from the public right of way on Race Horse Alley.

Sign permit S-05-035 issued July 11, 2005 via administrative approval for 5.6 sf sandwich board advertising opening of gallery.

PROPOSED FINDINGS OF FACT

- The structure at 44 York 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 Critical Project, which is defined in the Historic Districts Ordinance as "A project involving demolition of all or part of any building, or change of configuration and rhythm of any building as a whole, or any

alteration to a sensitive building.”

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

Mr. Shaffer and Ms. Hodges gave a brief presentation and answered Board questions. Mr. Shaffer gave a brief background of the proposed project, and that the owner would like to turn an existing warehouse/garage/storage area into a new dwelling unit. He said that all of the work would be to the rear of the property and would be visible from Race Horse Alley. He said that the same brick opening would remain “as is”, retaining the inset as a covered entrance. He said that the opening of the door was previously altered to create an entrance for trucks and vans, and that vehicles could be driven through the building from York Street and exit onto Race Horse Alley. He said that the owner intends to change the windows to reduce outside noise, and that the majority of the work would be on the inside of the building. He noted that the windows on the right would be larger and taller to allow more light, by lowering window closer to the ground while maintaining the same head height. Ms. Hodges said that her intent is to turn this area into a living space. Mr. Shaffer said that a mezzanine would be added without changing the roof material.

Ms. Lingle made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the proposed project at 44 York Street as submitted in the proposed materials and plans depicted in the application dated December 7, 2016. The motion was seconded by Ms. Lingle. The motion carried 4-to-0 with two abstentions.

Mr. Shaffer resumed his role as Chair and Ms. Hodges resumed her role as a Board Member.

D. COA-16-80, 38 East Middle Street, Audrey Tamblyn. Alteration. Remove Historic slate roof from a residential rental property and replace it with synthetic felt, Majestic Slate rubber roof shingles.

Mrs. LaBarre gave background information, a brief building history, and presented the *Proposed Findings of Fact* from the Board Memorandum dated December 21, 2016:

DESCRIPTION

The applicant requests a Certificate of Appropriateness for the following alterations:

- Removal of deteriorated historic slate roof shingles
- Replacement of any deteriorated wood sheathing as necessary
- Installation new weather shield, drop edge, synthetic felt and Eco Star “Majestic Slate” rubber roof shingles to emulate appearance of original stone roof covering material

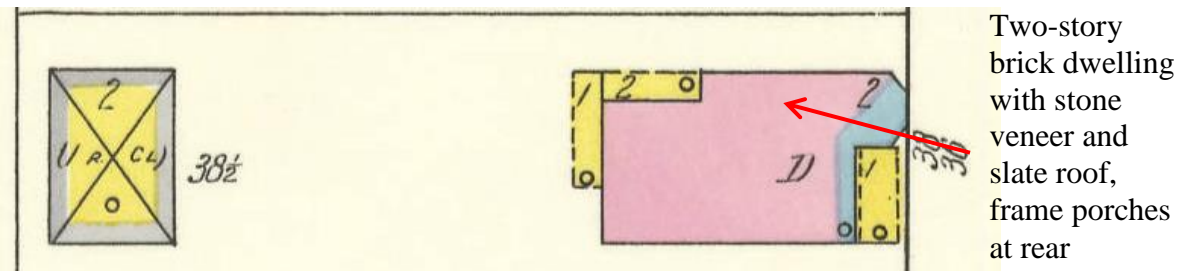
BUILDING HISTORY

This building is located within the Gettysburg Historic District with principal façade on the north side of East Middle Street in the center of the 3 block between Baltimore and Stratton Streets. It is a brick two-story residence with rusticated grey stone veneer on the principle façade constructed c.1907-1912. Featuring many hallmarks of the Queen Anne Style, popular at the turn of the twentieth century, the house consists of a hodge-podge of architectural elements on its rambling asymmetrical façade including a turret, stained glass windows, Colonial Revival wood Ionic columns, dentil molding and heavy corbels at the roofline.

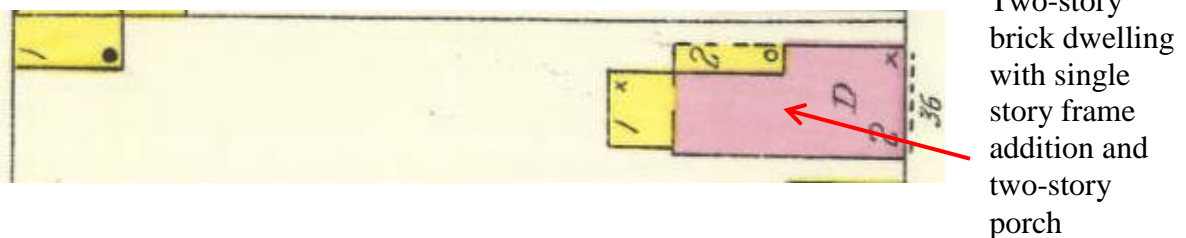
The house first appears on the 1912 Sandborn Fire Insurance map as a two-story brick (pink) dwelling featuring a stone (blue) veneer façade with frame (yellow) porches at the southwest and northeast corners of the building¹⁰. This configuration was either a replacement or modification of an earlier brick dwelling present at this location on the 1907 Sandborn map¹¹ (see below).

The integrity of this building appears to have been well-maintained over its lifetime with original woodwork, slate roof and windows all still existing. No photographs or measured drawings were found at the time of this writing to document missing/replaced historic features or significant changes made to the exterior. It stands as an excellent masonry example of the Queen Anne Style in Gettysburg and the building's extant slate roof, especially, is "a significant historic resource" and its "preservation should be a priority¹²."

View of the property from the 1912 Sandborn map:



View of the property from the 1907 Sandborn map:



¹⁰ Sandborn Map Company. *Insurance Maps of Gettysburg, Adams County, Pennsylvania*. June 1912, page 10.

¹¹ Sandborn Map Company. *Insurance Maps of Gettysburg, Adams County, Pennsylvania*. June 1907, page 5.

¹² *Gettysburg Design Guide: A Guide for maintaining and rehabilitating buildings in the Gettysburg Historic District*. 1997, page 58.

PREVIOUS APPROVAL

No previous applications for Certificates of Appropriateness were found in the property file for 38 East Middle Street.

On August 20, 2014 HARB recommended approval of replacement of original slate shingles on severely deteriorated mansard roof at 105 East Middle Street with rubber shingles to closely emulate appearance of original; approved by Borough Council on September 8, 2014.

The following excerpt is from the HARB Minutes dated August 20, 2014, pages 13-15.

The alteration to the main structure, replacing the slate roof and gutters, was addressed.

Mr. Shaffer, representing Mr. Barr [Jair Barr, property owner], described the deterioration of the roof. He stated that two heavy rainstorms had brought down the second floor ceiling. The flashing on the eight dormers is gone, so there is deterioration of the sheathing. All of the sheathing must be replaced. Five out of the eight dormers are leaking into the structure. The slate roof had heavy hail damage. Repairs to the roof would involve: 3M tape on the roof, coat roof with roof tape, and then repaint the roof every five years.

Mr. Barr stated that he would like to remove the slate roof, wrap house with plywood, and replace it with asphalt shingles that resemble slate. He stated that accessibility to the roof is the biggest deterrent to repairing the roof, citing overhead power lines and limited space between neighboring buildings. He also stated that the gutters would be copper.

Ms. Gustafson asked how they will install an asphalt roof, and would they face the same construction obstacles as installing a slate roof.

Mr. Goble was in a quandary about the maintenance of the original material. Mr. Shaffer explained that this is an example of an empire mansard roof house, and passed out pictures to the Board of similar styles in town for review. Some of the pictures depicted properties that allowed slate roofs to transition to asphalt roofs. He stated that one must place the entire job in perspective; and in light of the significant deterioration, would the acceptance of an asphalt roof be a possibility. The slate is deteriorating, and Pennsylvania slate does not last as long as English slate.

Mr. Goble stated that the Secretary of the Interior Guidelines are clear. If the roof can be fixed, then it must be fixed, with cost not being a consideration. Mr. Barr replied that safety and accessibility was his concern. Ms. Gustafson asked if his intent was to not repair the slate

roof, but replace it. Mr. Goble stated that he understood the technical and economic feasibility of using asphalt shingles (cheaper) vs. slate shingles (expensive).

Mr. Goble directed the Board to review page two of Mr. Dellett's Memo regarding the Secretary of the Interior Guidelines for the Treatment of Historic Properties dealing with the rehabilitation and restoration of roofs:

"Repairing a roof from the restoration period by reinforcing the materials which comprise roof features. Repairs will also generally include the limited replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts of features when there are surviving prototypes such as cupola louvers, dentils, dormer roofing; or slate tiles, or wood shingles. The new work should be unobtrusively dated to guide future research and treatment."

Mr. Goble stated that the dormers could be made watertight. Mr. Barr replied that he would like to get the roof construction going.

Ms. Lingle asked if scallop work could be done using asphalt shingles. Mr. Barr replied that he could do scallop work in both front dormers. Mr. Shaffer added that the labor to install a slate roof is higher because "common material" is not being used. He restated that the building has an extremely deteriorated roof.

Mr. Goble stated that he would like to frame the recommendation to prevent a precedent permitting work that would deviate from the guidelines. Mr. Barr asked if the Board votes on the color of the roof, and it was explained that the Board does not regulate color. He also reiterated his plan to: remove existing slate, repair the damaged wood, wrap the structure, and install asphalt shingles that resemble slate. He acknowledged that he would need to find scalloped shingles in the same color that resemble slate.

Mr. Goble made the motion, seconded by Ms. Lingle to recommend to Borough Council to issue a Certificate of Appropriateness for the property at 105 East Middle Street for the proposed plans in conjunction with the Secretary of the Interior's Guidelines according to the section outlining the economic feasibility that a substitute material be used, to replace the slate roof with asphalt shingles that replicate slate with scallop and plain shingles. The motion carried 5-to-0 with one abstention.

PROPOSED FINDINGS OF FACT

The structure at 38 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 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 Critical Project, which is defined in the Historic Districts Ordinance as "A project involving demolition of all or part of any building, or change of configuration and rhythm of any building as a whole, or any alteration to a sensitive building."

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

Ms. Tamblyn gave a brief presentation and answered Board questions. She said that she needed to remove the historic slate roof shingles because the roof is leaking badly, and that the boards needed to be restored underneath to fix the problem. Mrs. LaBarre said that the Eco Star "Majestic Slate" rubber roof shingles resembles the actual slate shingle that appears on the current roof, is more attractive from the street, and does not change the appearance of the building. She presented a shingle sample provided by the applicant to the Board, and said that this type of alternate shingle material was previously recommended by the Board and approved by Council. Mr. Goble expressed concern that using this type of material would set a precedent if application was administratively approved due to the urgent condition of the roof. He noted that the roof at 105 East Middle Street was not dimensionally similar. Mr. Shaffer stated that Council had never turned down this material as recommended, and this Board has allowed the use of alternate material that replicates slate. He said that this roof is failing, and on a two-story roof not visible by pedestrians. Ms. LaBarre asked about administratively approving this roof in this emergency situation. The Board discussed this type of approval in this instance. Mr. Shaffer suggested recommending this application to Council for their approval, and to follow the ordinance. This suggestion was echoed by Building Code official Clem Malot.

Ms. Lingle made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the proposed project at 38 East Middle Street as submitted in the proposed materials and plans depicted in the application dated December 15, 2016. The motion was seconded by Mr. Goble. The motion carried 5-to-1.

Mr. Goble expressed concern that the current ordinance is structured so that the Historic Preservation Officer could not make the determination that a roof is in an emergency situation thus permitting the use of alternate roof materials. Ms. Tamblyn was advised to convey to her contractor that her roof repair must wait until Council renders their decision on January 9, 2017, and to tarp her roof until that time.

REPORTS

A. Administrative Approvals – Becky LaBarre

- **COA-16-75, 226 Steinwehr Avenue, (King's Pizza). Replacement in kind.** Remove existing T-111 plywood siding on south façade of building, replace with similar material and paint to match.
- **COA-16-79, 52 South Street, Mike and Lynn Helm. Fence.** Removal of existing wire fence on side of back yard; erection of a newly treated “dog ear” picket fence, 5’6” high with two gates.

B. Pending Administrative Approval

- No applications pending Administrative Approval

C. Report of Director for Planning and Historic Preservation – Becky LaBarre

- Ms. LaBarre thanked Mr. Shaffer for his accessibility as she assumes her new role as Director. She wants to strengthen the public’s perception of HARB, and educate the public about the Board’s role in the community. The Board thanked Ms. LaBarre for using power point and visuals in assisting with applicant presentations.

D. Report of Chair – Gary Shaffer

Mr. Shaffer said that he will adjust how projects are submitted using JPEG and PDF requests to utilize power point presentations.

OTHER BUSINESS

- Ms. Gustafson requested individual copies for the Board of the *Secretary of the Interior Guidelines* in a notebook as a resource, and to reserve Board time at the end of a meeting to discuss how they relate to real situations. Mr. Goble suggested placing it on a disk, to use visually as a resource at meetings. Ms. LaBarre suggested condensing monthly materials to a PDF format for both the Board and the public.
- The Board discussed 2017 HARB training and public programming, like “What the Heck is HARB”, to explore how to better educate the public in historic preservation and the role of HARB in the Gettysburg community. Ms. LaBarre said that she will explore training opportunities in 2017 like that for the Board.

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

Respectfully submitted,

Karen M. Mesher
Borough Management Assistant