



June 16, 2021

**Historic Architectural Review Board Minutes  
Borough of Gettysburg**

Chair Phil Goble called the Historical Architectural Review Board Meeting to order at 7:04 PM on Wednesday, June 16, 2021. A quorum of six (6) Board Members was present. Those in attendance were **Board Members:** Chair Phil Goble, Second Vice-Chair Peggy Gustafson, Gary Shaffer, Jim McCabe, Joan Hodges, Gettysburg Building Code Official Clem Malot of PA Municipal Code Alliance, Director of Historic and Environmental Preservation Debra English, and Planning Management Assistant Karen Mesher; **Absent Board Member:** Vice-Chair Colleen Lingle; **Others in Attendance:** Cindy Fox, Property Owner, representing 29 Breckenridge Street; , James Kittelberger, Property Owner, representing 218 N. Stratton Street; and Attorney David K James III.

**Call Meeting to Order**

Chair Phil Goble called the meeting to order via Zoom at 7:04 PM and conducted a roll call of members in attendance. The following HARB members were **present:** Chair Phil Goble, Second Vice-Chair Peggy Gustafson, Gary Shaffer, Jim McCabe, Joan Hodges, and Building Code Official Clem Malot **absent:** Vice-Chair Colleen Lingle.

**Introductions and HARB Review Procedures**

Mr. Goble 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 through Borough Council."*** Borough Council will next meet on Monday, July 12, 2021.

**Review of Agenda**

Chair Goble asked the Board to accept the June 16, 2021 HARB Meeting Agenda as presented. Director English corrected "item p" under Administrative Approval on page 2 of the Meeting Agenda, changing the owner from "The Ragged Edge Roasting Co. LLC" to Chad Close. Second Vice-Chair Gustafson made a **motion** to accept the June 16, 2021 HARB Meeting Agenda as amended. The motion was seconded by Ms. Hodges and carried **6-to-0**.

**Review of Minutes**

HARB Business Meeting

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Second Vice-Chair Gustafson made a **motion** to approve the meeting minutes from the May 19, 2021 HARB Meeting as submitted. The motion was seconded by Mr. McCabe and carried **6-to-0**.

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

Attorney David K. James III, representing Anne J. Knox who owns both 525 and 529 (razed) Baltimore Street that was damaged by fire as a result of a vehicle accident, spoke to the Board about the remediation plans for the remaining structure at 525 Baltimore Street. He said that Ms. Knox would like to return the structure to a two-story building with an enclosed attic and was seeking preliminary thoughts from the Board. He said that the structure had a slate roof and had undergone many alterations over the years. He said that Ms. Knox would like to simplify and restore the roof and the original brick. He said that she is undergoing the process of submitting concept drawings and is looking to locate historic pictures of the building and does not plan to demolish the structure.

#### **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-21-0046 CRITICAL PROJECT: 29 Breckenridge Street – Cindy Fox**

Notice of Violation (NOV) was issued (noted in the April 2021 NOV Report) for the demolition of a 19'x4' front façade block foundation porch with wood board flooring, frame roof, and four columns. Applicant would like to replace the existing entranceway with two separate steps and landings to the front entrances of both apartments. The new 72'x42' steps and landing area would be made of pressure treated lumber with newel and lattice painted white.

Director English gave background information and a brief project description as noted in her June 16, 2021 HARB Meeting Agenda; and that this application is a resubmission from the May 19, 2021 HARB meeting. She said that the structure first appeared on the Sanborn Fire Insurance Maps in 1902 as a 2-story frame dwelling with a slate/tin roof; and that the Permit History for the property included the use as RRUOs since 2018, a 2011 Land Use Permit issued for the repair of fire damage, and a 1994 Land Use/Fence Permit. She said that the applicant would like to replace the demolished porch with two separate landings, one for each tenant's front entryway.

Ms. Fox gave a brief presentation and answered Board questions. She said that the structure had been uninhabited for many years, and that the front stairs were in a dangerous condition. She her proposed work would include installing a prebuilt pressure treated wood front porch with stainless steel screws that would match the front porch at 25-27 Breckenridge. She said that the front entry doors were not of the same height and that the proposed steps would each have separate landings to correct the door height issue. She said that the new stairs would be made of pressure treated wood to withstand the weather and would employ decorative spindles, newel, and lattice; and that all components would be painted white to match the existing structure. The Board explained that the building code requires a graspable handrail on the stairs; and suggested the use of square balusters, traditional caps, and handrails consistent with the historic structure.

Chair Goble presented the Proposed Findings of Fact for the Critical Project at 29-29.5 Breckenridge Street. He said that this dwelling is a contributing structure located within the boundaries of the Gettysburg Historic District, is a sensitive building over 50 years old at the time of application as defined in the *Code of Ordinances Borough of Gettysburg/Gettysburg Historic District*, is visible from the public view way via Breckenridge Street, and thus comes under the review right of this Board. He said that the proposed work for the front porch is consistent with the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide* for porches and that front façades are character-defining features that cannot be replaced; but noted that the proposed modifications match similar structures on the street.

Mr. Shaffer made a **motion** to recommend that Borough Council issue a Certificate of Appropriateness for the front porch replacement project at 29-29.5 Breckenridge Street as presented to the Board from the application dated May 25, 2021 with a project scope that includes two access stairways with porch landings, code certified railings, square balusters with deck caps, and lattice work all to be painted white consistent with both the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide*. The motion was seconded by Ms. Hodges and carried **6-to-0**.

The Board told the applicant that the project also required a building permit, and that work could not begin until after Council approval.

**B. COA 21-0061 MAJOR PROJECT – 218 N. Stratton Street – James and Amanda Kittelberger**

Replace existing chain link fence along property line with 70 feet of horizontal, rough-cut, plank fencing that would be painted white along the front property line, set back two feet, and further set back 12 feet from the front property line at the gated entry to run behind the oak tree as shown on the site plan.

Director English gave background information and a brief project description as noted in her June 16, 2021 HARB Meeting Agenda. She said that the building first appeared on the Sanborn Fire Insurance Maps in 1912 as a two-story brick dwelling, with a shingled roof, a front and side frame porch, and a frame two-story garage outbuilding with a slate/tin roof. The Permit History for the property included: COA-20-0055 shingle to shingle roof and concrete pavers, and this application COA-210061 with LU-210113 for the fence replacement.

Mr. Kittelberger gave a brief presentation and answered Board questions. He said that he would like to replace the existing chain link fence with a more pleasing fence composed of hemlock or cedar that would include a white wash stain.

Chair Goble presented *The Proposed Findings of Fact* for the Major Project at 218 N. Stratton Street. He said that this dwelling is a contributing structure located within the boundaries of the Gettysburg Historic District, is a sensitive building over 50 years old at the time of application as defined in the *Code of Ordinances Borough of Gettysburg/Gettysburg Historic District*, and that the fence is visible from the public view way via N. Stratton Street, and thus comes under the review right of this Board. He said that the proposed work for the proposed fence is complimentary to the character defining features of the front façade and is consistent with the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide*.

Mr. McCabe made a **motion** to recommend that Borough Council issue a Certificate of Appropriateness for a 36" (rail) -39" (post) horizontal plank fence with gate in white stain at 218 N. Stratton Street that is consistent with *Secretary of the Interior Guidelines* as presented to the Board from the application dated May 25, 2021. The motion was second by Ms. Hodges and carried **6-to-0**.

**C. COA 21-0068 MAJOR PROJECT – 401 Baltimore Street-South Street Project – Debra English, Borough of Gettysburg**

This project is a part of the South Street Beautification Project and Utility Upgrades on South Street. This application will address the construction of a retaining wall and trellis to facilitate the road widening and sidewalk adjustments for this project. The trellis will be located along South Street at the Farnsworth House at 401 Baltimore Street. Arborvitaes will be removed and replaced with a trellis and vegetative vine; and will open the sidewalk for pedestrian passage and also screen the exhaust equipment for the kitchen. The Farnsworth House parking lot sign will be relocated in order to expand the sidewalk. The retaining walls will be on the South Street closest to Washington Street as needed to match grade adjustments from the sidewalk to the house elevations and entranceways.

Director English gave background information and a brief project description as noted in her June 16, 2021 HARB Meeting Agenda. She said that the street first appeared on the Sanborn Fire Insurance Maps in 1907 and in 1912. The Permit History for the property included: LU-210028, and COA-210018 for new street lights, update storm drains, new sidewalks/curbing, landscaping, and bump-outs. She noted that C. S. Davidson is the engineer for this project. The Board had no questions for the applicant.

Chair Goble presented *The Proposed Findings of Fact* for the Major Project at South Street. He said that this street along with the Farnsworth House are located within the boundaries of the Gettysburg Historic District, that the Farnsworth House is a sensitive building over 50 years old at the time of application as defined in the *Code of Ordinances Borough of Gettysburg/Gettysburg Historic District*, and that the proposed modifications are visible from the public view way via South Street and Baltimore Street, and thus comes under the review right of this Board. He said that the proposed work for the South Street Beautification Project relative to the Farnsworth House is complimentary to the character defining features of the structure and is consistent with the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide*.

Mr. Malot made a **motion** to recommend that Borough Council issue a Certificate of Appropriateness for the retaining wall and trellis installation on the South Street side of the Farnsworth House, 401 Baltimore Street to facilitate the road widening and sidewalk adjustments that is consistent with *Secretary of the Interior Guidelines* as presented to the Board from the application dated May 30, 2021. The motion was second by Second Vice-Chair Gustafson and carried **6-to-0**.

**Reports**

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

- a. **COA 21-0050 MINOR PROJECT: 223 Baltimore Street – Crystal Wand (Waltz Equipment Partnership)**  
Installation of new signage. 2'x2' wood projecting sign to hang from existing metal brackets at front entrance. All construction must meet the Department of Interiors Historic Restoration Guidelines.
- b. **COA 21-0051 MINOR PROJECT: 33 Steinwehr Ave – Tessa Bardo**  
Replace two existing signs same style and color with new business name. Sign 1) Aluminum pole sign 4x3 on existing hardware. Sign 2) Wood A-frame sign changed name from Sunset Ice Cream to Scoops on Steinwehr.
- c. **COA 21-0052 MINOR PROJECT: 31-33 Buford Avenue – James Harbaugh**  
Installation of 3 signs; Sign 1) - portable 24x36 plastic A-frame 6 sq ft); Sign 2) - 72x18 (9sq ft) plastic pole sign to hang from existing brackets; and Sign 3) – vinyl window decal 78.5x18 (9.8125 sq ft).
- d. **COA 21-0053 MINOR PROJECT: 5 Steinwehr Avenue – Tessa Bardo**  
Installation of 2 signs and 1 banner. Sign 1) One wood wall sign 48x24 (8 sq ft) to hang from existing brackets on front of building. Sign 2) One plastic A-frame sign 24x36 portable sign – must leave an opening in the ROW of 5' and not block pedestrian traffic. Banner 1) One temporary Banner to hang for 30 days from 5/12/21 hung on the railing – not permanently affixed. All signage must meet the Department of Interiors Historic Restoration Guidelines.  
Replace existing concrete step covered in turf grass with pressure treated wood step covered in turf grass and tie in sump pump to side downspout to alleviate water flowing over sidewalk in winter months.
- e. **COA 21-0054 MINOR PROJECT: Futurestake Inc – 297 Steinwehr Avenue**  
To permit A-Frame wood sign with plastic lettering to be used for special events and store information as needed.
- f. **COA 21-0055 MINOR PROJECT: 147 Buford Avenue – Michael Coldsmith**  
Construct a 21"x28"x12" garden retaining wall with the top block to be adhered to the 2<sup>nd</sup> tier block. Backfilled with stone, soil and landscaped.
- g. **COA 21-0056 MINOR PROJECT: 30 Chambersburg Street – Christ Lutheran Church.**  
One portable 2'x3' metal sign for worship services and one 8'x4' banner for on line worship services.
- h. **COA 21-0057 MINOR PROJECT: 44 Chambersburg Street – Christ Lutheran Church**  
4'x6' vinyl banner for Christ Lutheran Preschool, announcing Registration Now Open. Banner permit will use all 3, 30-day allocations and expires Monday, July 26<sup>th</sup> 2021. There are zero banner permits remaining for 2021.
- i. **COA 21-0058 MINOR PROJECT: 34 N. Stratton Street – Quin Sorenson**

Shingle to shingle residential re-roof. Replace existing asphalt shingle roofing system and replace with Owens Corning Architectural Shingles.

- j. **COA 21-0059 MINOR PROJECT: 10 York Street – Gettysburg Hotel Investors LP**  
Orange A-frame sign 24"x42" for 'NERDHEARD GIFTS & GAMES'
- k. **COA 21-0060 MINOR PROJECT: 205 Buford Avenue – Coldsmith Conversions LLC**  
Remove existing standing seam metal roof and gutters, and install new galvalume standing seam metal roof with all underlayment's, accessories, and snow rail. Remove rear rubber roof and replace with EPDM roof. Install all necessary flashings, .032 edgings, terminations and new gutters and downspouts. No changes proposed to soffits or fascia. In the front of the house, remove existing cement wall and install new 20" high, 30' long garden wall out of dry stacked block.
- l. **COA 21-0062 MINOR PROJECT: 400 Baltimore Street – Reid's Winery Tasting Room & Cider House**  
One 24"x42" (7sq ft) portable wooden chalkboard sign with changeable text.
- m. **COA 21-0063 MINOR PROJECT: 25 W. High Street – Saint Francis Xavier Church**  
One white wooden 20"x38" portable A-Frame sign with changeable copy related to services.
- n. **COA 21-0064 MINOR PROJECT: 317 N. Stratton Street – CSC Rentals LLC**  
To repair/replace wooden front porch floor boards with wooden floor boards and paint in same color.
- o. **COA 21-0065 MINOR PROJECT: 126 Chambersburg Street – Orchard County Realty LLC / Garryowen Irish Pub**  
3'x4' black plastic sandwich board with changeable text related to business operations located on sidewalk in front of Garryowen Irish Pub.
- p. **COA 21-0066 MINOR PROJECT: 82 Steinwehr Avenue – The Ragged Edge Roasting Co., LLC**  
New 23"x40" portable chalkboard sign with changeable text related to business menu and specials.
- q. **COA 21-0067 MINOR PROJECT: 236 Chambersburg Street – Melissa Gaela**  
Remove existing antenna structure on roof. Remove and replace roofing shingles "in kind" with like shingles and remove and replace gutters and down spouts.

**NOTE:** HARB is a *design review board only*, each project must meet all other Borough Ordinances and Building code requirements.

Ms. Hodges made the **motion** for the Board to administratively approve the presented Certificates of Appropriateness (COAs) since the May 19, 2021 HARB Business Meeting. The motion was seconded by Mr. McCabe and carried **6-to-0**.

## **B. Report of Chair – *Chair Goble***

Chair Goble reminded the Board of the importance of viewing the suggested webinars for Certified Local Government (CLG) Training credits; and to inform Director English of any credits earned. He asked the Board to email Director English with the addresses of any properties identified by members deserving of a “Thank You” Exceptional Work door hanger acknowledging exemplary care of the property.

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

Director English discussed the items with the Board:

- Continue to review the master list of candidates for the upcoming Annual Historic Preservation Awards and forward any information to her directly,
- Updated the Board the use/proliferation of satellite dishes in the Borough and noted that Borough Council would need to approve any ordinance updates or *Gettysburg Design Guide* updates; and that this discussion will be on the next HARB meeting agenda. She said that grant funding would be used for any changes, and it must be used within six months,
- Discussed painting on brick facades in the Historic District and the need to update the Sign Ordinance (and if painting on brick is allowed-how can painted signs on brick be prohibited).
- HGAC Barn Tour (used as a training) on September 18, 2021

## **Other Business**

The Board discussed the former Rhinehart Auto Sales Building at 443 York Street, noting that all applications must be submitted and reviewed before work can progress.

## **Public Comment**

There was no public comment.

With no other business before the Board Ms. Hodges made the **motion** to adjourn, and it was seconded by Mr. McCabe. The motion passed **6-to-0**. The meeting adjourned at 8:48 PM.

Respectfully submitted,

Karen M. Mesher, Planning and Management Assistant