



September 20, 2017
Historic Architectural Review Board Minutes
Borough of Gettysburg
Approved October 18, 2017

Chair Gary Shaffer called the Historical Architectural Review Board meeting to order at 7:00 PM on Wednesday, September 20, 2017. The meeting was held at the Borough Municipal Building, 59 East High Street. A quorum was present. Those in attendance were: Board members Philip Goble, Peggy Gustafson, Jim McCabe, Colleen Lingle, and Joan Hodges; Sharon Hamm, Administrative Services Manager, PA Municipal Code Alliance, participating in a non-voting advisory role; Becky LaBarre, Director of Planning and Historic Preservation and Karen Meshner, Borough Management Assistant. Board member/Gettysburg Building Code Official Clem Malot was absent. Also in attendance were: Rob Reed of C.E. Williams and Sons, Inc., Gary Urbanas and Mary Chapman, tenants, all representing 337 Baltimore Street; Rachel Stephens and Darah Gardner of Horse Tours of Gettysburg, representing 297 Steinwehr Avenue; Dave and Lynn Petters of Kadel LLC / Blue and Gray Bar & Grill LLC representing 2 Baltimore Street; Joe Edgar of Shaffer Design Associates PC, representing both 412 York Street and 2 Baltimore Street; Steve LaBarre, as a member of the public; and Jim Hale, representing the *Gettysburg Times*.

Review of Agenda and Minutes

There were no additions or corrections added to the current meeting agenda.

Ms. Hodges made the **motion** to approve the minutes from the July 19, 2017 meeting as submitted with the following corrections: in the introduction under Board members in attendance, remove Phil Goble who was absent from those members listed as present; and change Jay Mackie of "McMaster Construction" to "Open Minds". Seconded by Mr. McCabe. Motion carried 6-to-0. The meeting minutes from August 16, 2017 were tabled.

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 not on the meeting agenda.

Old Business

There were no tabled applications for review at this time.

New Business: Applications for Review

Mr. Shaffer introduced the Board 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 a recommending body to Borough Council, which makes the final decision concerning the issuance of Certificates of Appropriateness. Borough Council will next meet on Monday, October 9, 2017.

- A. COA-16-0116, 337 Baltimore Street – Nancy Burke**
CRITICAL PROJECT: Alteration to roofs of a sensitive residential building, some visible from the public way via Baltimore Street, to include: removal of all existing slate shingles on the mansard roofs (four sides); and install new rubber slate shingles on the principle roof elevation along with all necessary flashings and edgings and new asphalt shingles on the three remaining mansards.

Mrs. LaBarre gave background information and a brief building description. She said that the structure:

1. Is a Second Empire Style brick residence located at 337 Baltimore Street, is a contributing building in the Gettysburg Historic District, and comes under the review right of HARB;
2. Is a sensitive building which is defined by the Gettysburg Historic District Ordinance as any building that has been standing for at least 50 years at the time of application;
3. Has historic slate tiles that are an excellent surviving example of typical treatment of mansard roofs and contributes to the home retaining much of its architectural integrity;
4. Involves proposed work is a critical project, defined as a proposed 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, as defined in the definition of "sensitive building"; and
5. Involves proposed work that is addressed by both the *Secretary of the Interior's Guidelines* and *Gettysburg Design Guide* which advise that any removal of deteriorated original fabric be replaced in-kind or with a suitable substitute material. HARB has deemed EcoStar rubber slate roof tiles to be an appropriate substitute for at least two other properties where the slate was unsalvageable: 105 E. Middle Street and 38 E. Middle Street.

Mrs. LaBarre said that the home owner intends to:

- Remove of all existing slate shingles on mansard roofs (four sides);
- Install new EcoStar Majestic rubber slate shingles as a substitute material on principle elevation visible from Baltimore Street with three (3) rows of beaver tail slates in same pattern as existing, along with all necessary flashings and edgings;
- Install new GAF Timberline charcoal colored shingles on remaining three mansards with all necessary flashings and edgings;
- Remove existing material from flat roofs at top and rear; install 1" ISO insulation, new Firestone .060 completely adhered EPDM roof system with all flashings, .032 edgings and terminations; install walk pads on rear flat roof for walkway;
- Repoint chimney where necessary; and
- Remove existing metal valley on three (3) sides and two (2) bay windows; and install new 16 oz. copper with soldered seams and drop-in drains.

Mr. Reed, the contractor named by the owner for COA-17-0124 (garage demolition), presented on behalf of the roofing contractor who was unable to attend. He had discussed the roof installation project with Mr. Coldsmith of Coldsmith Roofing, Inc. prior to the meeting, and provided additional brochures regarding the proposed slate-look rubber roofing shingle for the Board to review. He answered Board questions.

Mr. Goble indicated that this is the same substitute material used in the previous roof installations reviewed by the Board at both 38 East Middle Street and 105 East Middle Street. Mr. Reed indicated that the same "beaver-tail" pattern would be used to replicate the existing historic slate.

Mr. Shaffer presented the *Proposed Findings of Fact*. The main structure at 337 Baltimore 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 any building that has been standing for at least 50 years at the time of the 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 main building is a contributing structure to the Gettysburg Battlefield National Register Historic District, and is of high architectural integrity. He said the existing slate roof, now deteriorated beyond repair, is representative of the Empire roof style with Queen Anne mansards popular in the late nineteenth century. He said that the roof proposal is consistent with the character of the house, but that the roof is highly visible from the pedestrian way. He noted that the proposed roof material was presented before and approved by this Board for roof installations on two other properties located within the Historic District.

Mr. Goble made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the proposed roof installation at 337 Baltimore Street as submitted in the proposed materials and plans depicted in the application dated August, 23, 2017. The motion was seconded by Ms. Lingle and carried 6-to-0.

B. COA-17-0124, 337 Baltimore Street – Nancy Burke

CRITICAL PROJECT: Demolition of a sensitive residential concrete masonry building with a corrugated tin roof that was constructed between 1924 and 1931 located at the rear of the property and visible from the public way via Court Alley; and will be replaced by a stone parking pad.

Mrs. LaBarre gave background information and a brief building description. She said that the rear structure on the property:

1. Is a single-car automobile garage located at the rear of the lot at 337 Baltimore Street is located in the Gettysburg Historic District and comes under the review right of HARB;
2. Was constructed between 1924 and 1931 as documented by the *Sandborn Fire Maps*, it is a sensitive building which is defined by the Gettysburg Historic District Ordinance as any building that has been standing for at least 50 years at the time of application;
3. Is an excellent example of an early automotive building and retains much of its architectural integrity including original concrete block and wooden doors;
4. Is a critical project, defined as a proposed 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, as defined in the definition of "sensitive building"; and
5. Involves proposed work addressed in both the *Secretary of the Interior's Guidelines* and *Gettysburg Design Guide* which advises against demolition unless the structure is deteriorated beyond repair, is in danger of collapse, cannot be stabilized, and then only after it has been thoroughly documented.

Mr. Reed, the architectural contractor for the owner, gave a brief presentation and answered Board questions. He said that the property owner is looking to create more onsite parking for her two tenants and for the currently unoccupied attic apartment. He said that some structural damage to the masonry block, wood, and tin roof is evident; and that the building has an existing dirt floor. He indicated that three small vehicles could not fit within the existing parking area. Mr. Goble asked if the owner had performed a cost analysis of the structure to determine if it could be repaired.

Mr. Shaffer said that if the building was determined to have historic structural integrity, than a cost analysis could be requested. He also stated that if deemed structurally sound, the owner must provide proof of unreasonable economic hardship created by performing building rehabilitation in order to proceed with demolition.

Mr. Reed noted that the current structure with an entrance onto the alley can accommodate just one vehicle, and the parking area has just one parking space.

He said that parking could be enlarged into the rear yard, but the structure is 12 foot wide and the current parking space is 12 foot wide. He said that there are currently two apartments and an attic apartment, and that the owner intended to configure three needed parking spaces in the 24-foot width area. Mary Chapman and Gary Urbanas, both tenants at 337 Baltimore Street, described their need for more accessible parking, and that currently there is one parking space for three tenants.

The Board discussed the demolition ordinance regarding structures with historic integrity and demolition by neglect. Mr. Shaffer stated that if the Board deems demolition undesirable, then according to the ordinance regarding the demolition of buildings in Historic Districts it can recommend that Council could delay demolition to provide the owner with reasonable time to evaluate the building and its alternate uses. He noted that the building exemplifies early automotive garage style from the 1920s. He stated that the owner must pictorially document the structure prior to demolition if demolition is permitted.

Mr. Shaffer presented the *Proposed Findings of Fact*. The main structure at 337 Baltimore 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 any building that has been standing for at least 50 years at the time of the 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 main building is a contributing structure to the Gettysburg Battlefield National Register Historic District, and has architectural integrity representing early automotive structures from the early twentieth century; and that demolition and building rehabilitation must be evaluated by Council if deemed so by the Board.

Mr. Goble made a **motion** that the Board recommend that Borough Council delay the issue of a Certificate of Appropriateness for a maximum period not to exceed nine months for the evaluation of the proposed rear garage structure at 337 Baltimore Street by Borough Council as submitted in the proposed materials and plans depicted in the application dated August 23, 2017. The motion was seconded by Ms. Lingle and carried 4-to-2.

The Board discussed the overall property and weighed the value of the historical integrity of the existing structure that exemplifies a diminishing historical significance against the need for current accessible parking by residents at that property; and indicated that the process does not have to take nine months pending a decision by Council.

- C. **COA-17-0117, 297 Steinwehr Avenue – Future Stake and Victorian Carriage Company MAJOR PROJECT: Seasonal installation of 40’ long shipping container at the rear of the property, visible from public way via Queen and John Streets in order to secure two horse-drawn carriages for increased weekend service; to be brought on site and installed as a freestanding, temporary structure at the beginning of each season then**

removed off-site for the winter. Sides of the shipping container to be painted with a historically-inspired mural depicting Gettysburg at the time of the 50th battle anniversary (1913) when horse-drawn carriages were the vehicle to tour the battlefield and the town.

Mrs. LaBarre gave background information and a brief building description. She said that the property:

1. Is located at 297 Steinwehr Avenue in the Gettysburg Historic District and comes under the review right of HARB;
2. Would house the proposed temporary structure that would be partially visible from the public way via Steinwehr Avenue, Queen Street, and Johns Avenue and located adjacent to a non-sensitive building (Americana Fuel, 243 Steinwehr Avenue);
3. Is a major project, defined as a project proposed for a nonsensitive building involving replacement with other than original materials or design of existing building components... in a manner that does not change the configuration and rhythm of the building as a whole, and is proposed for a nonsensitive building; and
4. Involves proposed work that is addressed by the *Gettysburg Design Guide* which advises that new construction should not visually overpower surrounding buildings.

Mrs. LaBarre said that Future Stake is the owner of the property; but Rachel Stephens, owner of the Victorian Carriage Company, and Darah Gardner, from Horse Tours of Gettysburg, represented the application for the property.

Ms. Stephens and Ms. Gardner gave a brief presentation and answered Board questions. Ms. Stephens explained that the onsite container is needed to secure onsite two horse drawn carriages valued at \$24,000 for the tourist season annually from April through mid-December. She said that the containers could be painted with historic renderings and not advertisement to make them more appealing. Ms. Gardner indicated that the 40-foot long shipping container could be placed parallel to the abutting garbage container making it less prominent, meeting set-back requirements, and accessible to the carriages. Ms. Stephens said that a future carriage barn could be erected; but the proposed container, which she would own, would alleviate security and functionality issues noting that only one carriage is operational at a time with the other stored outside of town. Ms. Gardner said that they would contact the Adams County Arts Council for interested artists to paint a mural on the sides of the container. Ms. Stephens said that the carriages are 9'-8" in height, and that the 9'-5" container doors would have to be modified to allow egress. Ms. Hamm said that the applicants would need a commercial building permit to ensure structural stability. The Board discussed the permitted use of storage containers on properties within the Borough.

Mr. Shaffer presented the *Proposed Findings of Fact*. He stated that proposed storage building application involves temporary storage structure on a property located at the rear of a property located within the Historic District and therefore is reviewable by this Board; is partially visible from the public way and is adjacent to a non-sensitive building; will have to have stabilization and structural elements as required by the state building code to prevent it from tipping during high winds; and is classified as new construction in a parking lot relative to the specifications of the *Gettysburg Design Guide* stipulating that new construction should not visually overpower the surrounding buildings.

Mr. Goble made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the seasonal installation of a 40' long aesthetically appealing shipping container 297 Steinwehr Avenue as submitted in the proposed materials and plans depicted in the application dated August 30, 2017 stipulating the annual installation and removal dates to the Borough Planning Department. The motion was seconded by Ms. Gustafson and carried 6-to-0.

Mrs. LaBarre asked Ms. Hamm from PMCA if a building permit would be needed to be submitted annually, and Ms. Hamm responded that initially permitted and inspected but not annually if the container was properly secured with tie-downs to prevent movement.

Mr. Shaffer recused himself due to a fiduciary relationship with the next three applicants; whereby Mr. Goble assumed the role as Chair. Mr. Shaffer recommended that the Board review Agenda Item E first, since the applicants were ready to present.

E. COA-17-0119, 2-8 Baltimore – Kadel LLC (David and Lynn Petters)
CRITICAL PROJECT: Exterior alterations to the sensitive commercial building, visible from the public way via Baltimore Street and Lincoln Square, for the conversion of the second and third floors to a private residence.

Mrs. LaBarre gave background information, a brief building description, and the *Proposed Findings of Fact*. She said that the property:

1. Is the brick commercial building at 2 Baltimore Street is a contributing building in the Gettysburg Historic District and comes under the review right of HARB;
2. Is a sensitive building which is defined by the Gettysburg Historic District Ordinance as any building that has been standing for at least 50 years at the time of application;
3. Has good to moderate architectural integrity with several evident alterations;
4. Is a critical project, defined as a proposed 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, as defined in the definition of "sensitive building"; and

5. Involves proposed work addressed by both the *Secretary of the Interior's Guidelines* and *Gettysburg Design Guide*, which advise that window which are not considered "character-defining" may be replaced. Additions (such as dormers) should be placed so they are inconspicuous to the eye and do not detract from the appearance of the historic building.

Mrs. LaBarre said that the property owner intends to:

- Remove existing one-over-one replacement windows at second floor (Baltimore Street and Lincoln Square elevations); installation of new extruded one-over-one aluminum clad windows in existing openings, Marvin Ultimate insert double hung window series;
- Remove the wood louvers and existing non-original windows hidden behind them at the third floor (Baltimore Street elevation); install three (3) new windows in the existing opening; and
- Install a dormer and door for required egress from new master bedroom suite on the roof at the south elevation; dormer will be located away from Baltimore Street and to have minimal visibility from the road.

Mr. Shaffer and Mr. Edgar, architects from Shaffer Design Associates PC, gave a brief presentation and answered Board questions on behalf of the applicant. Mr. Edgar noted the change of the address on the application to 2 Baltimore Street only, he said that the applicant intends to replace the existing windows from 1990 on the first floor with Marvin replacement windows that were previously installed at the Gettysburg Hotel, and remove the existing shutters on the second floor that were not depicted in older 1919 historic photographs. He said that the owner intends to convert the second and third-floor apartments into their personal living quarters. The renovation will completely rehab the third-floor area to construct their bedroom, removing the big squared-frame opening and installing windows with louvers on the west side of the structure. He proposed installing dormers into the flat area of the roof, but indicated that only the roof would be visible from Baltimore Street and Zerfing Alley. He said that the porch deck would also be elevated. Mr. Petters said that they would only retain one of the three existing satellite dishes.

Ms. Gustafson made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the exterior alterations at 2 Baltimore Street as submitted in the proposed materials and plans depicted in the application dated September 1, 2017. The motion was seconded by Ms. Lingle and carried 5-to-0 with 1 abstention.

- D. COA-17-0118, 412 York Street – Giovanni Cacuzza (La Bella Italia)**
CRITICAL PROJECT: Alterations to the sensitive building visible from the public way via York Street for the conversion from a former residence to a restaurant annex.

Mrs. LaBarre gave background information, a brief building description, and the *Proposed Findings of Fact*. She said that the property:

1. Is the Second Empire Style brick residence at 412 York Street is a contributing building in the Gettysburg Historic District and comes under the review right of HARB;
2. Is a sensitive building which is defined by the Gettysburg Historic District Ordinance as any building that has been standing for at least 50 years at the time of application;
3. Retains moderate to good architectural integrity with its neoclassical porch as its best surviving character-defining feature;
4. Is a critical project, defined as a proposed 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, as defined in the definition of "sensitive building; and
5. Involves proposed work that is addressed by both Secretary of the Interior's Guidelines and Gettysburg Design Guide advise that additions should be constructed to minimize loss of historic material, be placed so they are inconspicuous to the public eye, and constructed so that their removal at a future date will not hard the historic form or integrity of the building.

Mrs. LaBarre said that the home owner intends to:

- Construct of two connecting structures for access between 402 and 412 York Street;
- Reconstruct of the front and side porches to raise the porch deck; provide new joists and decking to match height of existing interior floor
- Remove existing historic railings, salvage, repair and install to created code-compliant railing height;
- Remove existing historic porch columns; salvage, repair, shorten to work with new porch floor height and reinstall;
- Remove and repair, or replace as needed, the porch ceiling and bulkhead, crown moldings and eave; repair damaged wood with new wood trim pieces or extruded PVC to match existing;
- Install roll-down curtains/sunscreen, gutters and downspouts, etc.
- Construct of a new roof on the northwest corner of the rear porch to cover walk-in refrigeration units to be installed on the porch; roof to be structured to carry weight of condensing units for HVAC and kitchen equipment; and
- Remove existing one-over-one windows on first floor, install new clad replacement windows to match second floor.

Mr. Shaffer, architect from Shaffer Design Associates PC, gave a brief presentation and answered Board questions on behalf of the applicant. Mr. Shaffer said that the owner intends to convert the former residence, which is representative of a late 19th century

structure with a neo-classical porch, into a restaurant annex to the current neighboring La Bella Italia restaurant.

He noted that two new connecting structures on the west side of 412 York Street would link the restaurant at the front and the kitchen toward the rear. He said that the owner hopes to gain outdoor seating on the porch with the proposed configuration requiring the removal /repair of the existing historic railing and adding an additional rail to comply with code. He said that the first floor one-over-one existing windows would be replaced with new rectangular aluminum clad one-over-one windows to match the second floor. When questioned by Ms. Gustafson whether the millwork inside indicated whether the soldier-brick topped windows had been originally arched, Mr. Shaffer answered no. He said that while arched brickwork over windows is a common decorative architectural element in Gettysburg buildings, he has seen that many historic windows were rectangular with the curve in-filled with wood and the interior millwork is linear. During the presentation he later mentioned that the second floor will initially not be used by the owner but seating may be expanded to this level at an undetermined future date.

Ms. Lingle made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the proposed exterior alterations at 412 York Street as submitted in the proposed materials and plans depicted in the application dated August 31, 2017. The motion was seconded by Ms. Hodges and carried 5-to-0 with 1 abstention.

F. COA-17-0120, 353 York Street – Gettysburg Dental Associates
CRITICAL PROJECT: Exterior alterations to rear elevation, visible from Hudson Alley, to include alterations and enlargement of the main entrance to the office building which will have very limited impact on the view from York Street.

Mrs. LaBarre gave background information and a brief building description. She said that the property is a:

1. Contributing structure located in the Gettysburg Historic District, and therefore comes under the review right of HARB;
2. Sensitive building over 50 years old, partially visible by the public way from York Street and Hudson Alley; and
3. **Critical project**, defined as a proposed 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, as defined in the definition of "sensitive".

Mrs. LaBarre said that the property owner intends to:

- Remove the existing ramp and porch, including roof;
- Relocate the ramp and enlarging the porch to create a larger and more functional main entrance;
- Add a second floor above the new entry porch and vestibule to increase floor area on the second level; and

- Select a design intended to create a more commercial “office building” entrance and focal point on the confused rear (main entrance) elevation. Materials to be used are indicated on the drawings and include aluminum/metal insulated panels, aluminum storefront system with tinted glass windows and insulated metal infill panels. The columns shall be clad in aluminum to match the other aluminum components.

Mr. Shaffer, architect from Shaffer Design Associates PC, gave a brief presentation and answered Board questions on behalf of the applicant. He said that the rendering depicts a new rear entrance to this growing practice with both opaque white aluminum and glass panels that will give a more functional, contemporary, all-glass look. He said that the alteration would create a focus on the rear entrance, which is the main entrance, and said that the front entrance is an emergency exit only and not used for entry by the public. He said that additional space would be gained upstairs, and is mostly visible from both the parking lot and Hudson Alley.

Ms. Lingle made a **motion** that the Board recommend that Borough Council issue a Certificate of Appropriateness for the exterior alterations at 353 York Street as submitted in the proposed materials and plans depicted in the application dated May, 25, 2017. The motion was seconded by Ms. Hodges and carried 5-to-0 with 1 abstention.

Gary resumed his role as chair.

Reports

A. Administrative Approvals Since Last Meeting

- **COA-17-0010, Future Stake (Gettysburg Heritage Center) – 297 Steinwehr Avenue**
SIGN: Erection of memorial wayside marker at southwest corner of property commemorating 1922 plane crash
- **COA-17-0111, Steinwehr Avenue Heart of Gettysburg Battlefield, Inc.— 89 Steinwehr Avenue (ROW)**
MINOR PROJECT/SIGN: Install custom vinyl wrap for municipal electrical box w/ branding for Steinwehr Avenue Heart of Gettysburg Business Improvement District
- **COA-17-0114, 163-165 York Street—Twin Bridges LLC**
MINOR PROJECT/REPLACEMENT-IN-KIND: Remove seven (7) courses of damaged brick (approximately 72" in length), replace with material in-kind; repoint stone at bottom, all mortar to be black in color
- **COA-17-0115, 163-165 York Street—Twin Bridges LLC**
SIGN: Erection of two 9 square foot wall-mounted business signs, cast aluminum in brushed bronze finish
- **COA-17-0121, 140 E. Middle Street—Sam Stover**
MINOR PROJECT/FENCE: Removal of existing chain link fence along the east

and west property lines; erection of a 6'-0" high red cedar picket privacy fence in same location

- **COA-17-0122, 307 Baltimore Street— Del & Nancie Gudmestad**
MAJOR PROJECT/REPLACEMENT-IN-KIND: Repairs to non-sensitive garage at rear of property along Court Alley to include removal of existing garage door, deteriorated siding and gutters, and one window; replace gutters and siding with material in-kind, siding is T1-11 painted to match house; new steel garage door, vinyl replacement window
- **COA-17-0123, 60 E. High Street – Trinity United Church of Christ**
CRITICAL PROJECT/REPLACEMENT-IN-KIND: Remove/replace existing shingles on sanctuary roof; install ice/water shield on all eaves and valleys, synthetic felt on remainder of roof; install new edgings, GAF Timberline HD shingles, all necessary flashings, and GAF Snow Country ridge vent.
- **COA-17-0125, 217 W. Middle Street—Kennie’s Market, Inc.**
MAJOR PROJECT: Installation of rooftop sound buffer wall to shield cooling units; structure to be 1/2" treated plywood over 2 x 4 framing; clad in vertical steel siding in same color as cooling units
- **COA-17-0126, 31 Mummasburg Street—Ted McPherson**
CRITICAL PROJECT/REPLACEMENT-IN-KIND: Replace half of metal roof damaged in recent storm, right side of house only, with ABM Panel in white colorway as existing, as well as roof decking, coordinating drip eaves, trim, closures, flashing, etc. as necessary to match existing
- **COA-17-0127, 126 Chambersburg Street – Kevin McCready**
MAJOR PROJECT: Construction of a concrete masonry unit garden wall to create a courtyard, partially visible from public way via Zerfing Alley. Wall to be 8'-0" to 10'-8" high, covered with cementitious stucco finish with 6' wide wooden man gate at center. Construction of patio shed roof at the rear of existing building of treated lumber with corrugated metal panels.
- **COA-17-0128, 208 Baltimore Street – Gettysburg Presbyterian Church**
CRITICAL PROJECT/REPLACEMENT-IN-KIND: Removal of existing flat roof area in UPPER SECTION A: cut existing roof membrane, mechanically fasten a 1/2 " HD ISO roof insulation (R=3) over the existing 4 1/2" insulation, and cover with 60-mil fully adhered black EPDM rubber roof system to include metal edging or bar stock termination around perimeter and flashing on all existing roof penetrations, skylights and drains; UPPER SECTION B: replace old roof layers to deck, mechanically fasten 3" ISO roof insulation (R=18.5), cover with fully adhered black EPDM rubber roof system to include new metal edging or bar stock termination around perimeter and flashing on all existing roof penetrations.

B. Pending Administrative Approvals

- **COA-17-0039, Tastie-Teas – 777 Baltimore Street, Suite 100**
SIGN: Erection of ___ SF business sign

- **COA-17-0058, Buddy Boy Winery & Vineyards - 777 Baltimore Street, Suite 112**
SIGN: Erection of 8 SF portable business sign
- **COA-17-0108, Artworks—30 York Street**
SIGN: Erection of projecting ____SF business sign

C. Report of Chair – Gary Shaffer, AIA

Mr. Shaffer had no report.

D. Report of Staff – Becky LaBarre, Director of Planning and Historic Preservation

Mrs. LaBarre discussed the following topics with the Board:

- **Reappointment of Colleen Lingle**
She told the Board that Colleen Lingle was re-appointed to HARB for the real estate broker position by Borough Council on September 11, 2017 for a five-year term that will expire on August 31, 2022
- **The 2017 PA Historic Preservation Awards**
She said that the state awards program will be held on Thursday October 12, 2017 from 3:30 PM - 7:00 PM at The State Museum of Pennsylvania, 300 North Street, Harrisburg, PA 17120. She said that the annual Gettysburg Borough HARB Historic Preservation Awards would be tabled for 2017, and would be presented in 2018. She said that she will prepare a list for the Board to review in January.
- **CLG Training Opportunity for the Board**
She informed the Board that the Preservation Leadership Forum Webinar Series could be viewed on-line at:
<http://forum.savingplaces.org/connect/community-home/librarydocuments?LibraryKey=76b038dd-193e-4a95-903a-437870774ae6>
Ms. LaBarre encouraged Board members to attend educational events related to historic preservation in town and throughout the state. She said that members could email her with both on-line and Borough event details to provide to SHIPO to satisfy required Board continuing education training credits.

Other Business

Mrs. LaBarre updated the Board on the following items:

A. The process for the monthly HARB newspaper feature - Peggy Gustafson

Ms. Gustafson updated the Board on the proposed *Gettysburg Times* monthly HARB newspaper serial historic property feature, and the desired monthly content promoting historic advocacy and property awareness in the Gettysburg Borough Historic District. She said that she had contacted Holly Fletcher, Assistant Editor/Newspapers in Education Coordinator, to discuss the possibility of tackling basic structural projects

encountered by property owners in the Historic District in a monthly news article format. She said that each article would capture step-by-step the “How to Do’s” exemplified in the Gettysburg Design Guide for the “Do-It-Your-Selfer” in a 400 to 600 word limit format with a one-to-two week publication deadline. She suggested that the first article could introduce the Historic District ordinance and the responsibilities of the HARB Board. Ms. Gustafson said that she would further update the Board as information becomes available.

B. HARB Reading Assignments

Mrs. LaBarre tabled the discussion of the board reading assignment: Chapters 2-3 of *A Manual for Pennsylvania Historical Architectural Review Boards and Historical Commissions* until the next meeting.

Public Comment

There was no public comment.

With no other business before the Board, the Mr. Goble made the **motion** to adjourn, and it was seconded by Ms. Gustafson. The motion passed 6-to-0. The meeting adjourned at 9:25 PM.

Respectfully submitted,

Karen M. Mesher
Borough Management Assistant