A meeting of the Upper Allen Township Historical Architectural Review Board was scheduled for Tuesday, April 2, 2002 at 7:00 p.m. in the Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, PA.

At 7:15 p.m. Mr. Milletics adjourned the meeting as there was no quorum.
A meeting of the Upper Allen Township Historical Architectural Review Board was scheduled for Tuesday, May 21, 2002 at 7:00 p.m. in the Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, PA.

Mrs. Billie MacKay was also present and for the meeting, but has not yet been appointed by the Board of Commissioners.

Mr. Souders stated that there is another resident that has expressed interest in serving on the Board. Her name is Donna O’Brien and she is a licensed Real Estate Broker.

Mr. Souders noted that hopefully these two women would be appointed at the next regular meeting of the Board of Commissioners.

Mr. Souders stated that since it has been awhile since this Board has met that an official meeting is needed not only to review the application before this Board but also to reorganize.

NEW BUSINESS

CASE #02-2002
SHEPHERDSTOWN UNITED METHODIST CHURCH

On April 9, 2002 Shepherdstown United Methodist Church, 1934 South York Street, Mechanicsburg submitted a Zoning Permit Application to install a vinyl fence at the church parsonage which is located at 1939 South York Street, Mechanicsburg.
reviewing the application it was noted that this property is located in the Shepherdstown Historical District.

Rev. Tom Willard and Mr. David Demskey of Shepherdstown United Methodist Church were present to represent the church and to answer any questions the Board may have.

Mr. Milletics stated that this property is right on the line of the Historical District and that some of the tax parcel maps do not show in the Historical District at all.

Rev. Willard stated that at the present time there is no fence and the reason for installing a fence is to give privacy at the parsonage. The fence will be made of white vinyl, which will be solid with lattice on the top. Rev. Willard presented a brochure showing what the fence will look like. It will six (6’) feet in height and will be located directly behind the parsonage. The fence will not be visible except for approximately five (5’’) feet on the side and will enclose the back yard.

Mr. LaFond asked if there would any gates. It was noted that there would be two (2) gates.

Mr. Milletics stated that a part of the fence is on the left side of the parsonage and only a small portion would be visible from Gettysburg Pike and South York Street.

The house was built in the 1930’s and the historical purposes are pushing it. It was once part of the old hotel.

Mr. Botchie stated that lattice is not historical. Mr. LaFond noted that early properties in the mid 19th century had something similar and this is not an objectionable feature, it is more less like a wall.

The yard behind the parsonage is in two (2) sections and is not seen from the roadway.

There was discussion on the materials to be used. Mr. LaFond stated that he has no objection to this fence.

**Motion:** Mrs. McCorkle made a motion to approve the Certificate of Appropriateness for the installation of a vinyl fence at the Shepherdstown United Methodist Church parsonage located at 1939 South York Street, Mechanicsburg. The motion carried unanimously.

It was noted that this would be forward to the Board of Commissioners for their action.

The Board thanked Rev. Willard and Mr. Demskey for their attendance at tonight’s meeting.
REORGANIZATION

Mr. Souders indicated that there are two (2) members that their terms end on December 31, 2002 and needs to know if they are willing to serve another term. The two (2) members are Joseph Botchie and Tod Harlan and they both stated that they would serve for another term. It was noted that each term is for five (5) years.

Mr. Souders noted that new Zoning Ordinance is in the works and there was some discussion on the Historical Districts being in the Village Center.

Mr. Souders and Mr. Milletics noted the discussion regarding the zoning map and the process that occurred. The definitions and terms were also discussed.

Mr. Souders stated that the Planning Commission and Board of Commissioners had met during the Planning Commission meeting last night to discuss the proposed Zoning Ordinance. It was noted that Rural Living is to be gentlemen farming and the closer you get to Route 15 the density would increase.

Other items noted and discussed were the neighborhood type districts; limiting the size to box in a Walmart or K-Mart type stores; service for Township resident; farmers protection – agricultural easements or cash incentives from the government; roadside stands being permitted; and agricultural uses in all district.

It was noted that there would be advertisement in the newspapers for the public meeting(s).

It was noted that the Bowmansdale area is not an historical district as there are old homes in this area such the Simpson property and that Lisburn Road, both east and west, is one of the earliest roads in the Township.

Mr. LaFond stated that he has been Chairperson of this Board since the beginning and he is willing to step down.

**Motion:** Mrs. McCorkle made a motion to nominate Edward LaFond to the position of Chairperson of the Historical Architectural Review Board. **Seconded** by Mr. Harlan. The motion carried unanimously.

**Motion:** Mr. Milletics made a motion to nominate Kathryn McCorkle to the position of Vice Chairperson of the Historical Architectural Review Board. **Seconded** by Mr. Botchie. The motion carried unanimously.

It was noted that the original duties of this Board is to be watchdog for the Township and to use what was in the book (Early Architect in Upper Allen Township).
DISCUSSION OF FUTURE HARB MEETINGS

There was discussion on dates for regular meetings/future meetings. Mrs. McCorkle stated that this Board should meet once a month and prior to the Board of Commissioners worksession. It was suggested the third Tuesday of each month would be a good date for all members.

OTHER BUSINESS

Mr. Milletics stated that the property located at 330 Gettysburg Pike had received approval/permission to construct an addition and install siding to the property and it is noted that the siding that is being installed is not what was suggested and is not historical looking. It was noted that when they replace the siding on the rest of the home it would probably match what is being placed on the addition.

It was noted that there should be a some type of a listing of what is suitable for an historical district and what is not. It is noted that what is done is done to this property but there should be some type of guidelines for future properties.

It was suggested that a letter be drafted and then sent to the homeowners in historical districts of the procedures that need to be followed in order to have a building permit issued to that homeowner. This letter should state that the HARB would be reviewing these applications before the permit is approved. It was also suggested that an article be placed in the Township’s newsletter. It was noted that Real Estate Brokers should also advise prospective buyers of the guidelines for moving into an historical district.

It was noted that all members of HARB get a copy of the Early Architect in Upper Allen Township book for their review.

There were questions on where do HARB members go to get answers when problems arise.

It was suggested that the Township could place small signs along the roadway regarding the entering of an historical district. This would make more people more aware of these districts. There could also have research done on the homes, such as age, and place plaques on the homes.

ADJOURNMENT

Mr. LaFond adjourned the meeting at 8:15 p.m.
UPPER ALLEN TOWNSHIP
HISTORICAL ARCHITECTURAL REVIEW BOARD

OCTOBER 21, 2003

MEMBERS
Joseph Botchie
David Milletics
Edward LaFond, Chairman, Absent
Tod Harlan, Absent
Kathryn McCorkle, Absent
Donna O’Brien, Absent
Billie MacKay, Absent

TOWNSHIP STAFF
Nancy Zentmeyer
Recording Secretary

A meeting of the Upper Allen Township Historical Architectural Review Board was scheduled for Tuesday, October 21, 2003 at 7:00 p.m. in the Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, PA.

Mr. Botchie opened the meeting at 7:07 p.m.

NEW BUSINESS

CASE #01-2003
ROBERT SHUMAN, 411 GETTYSBURG PIKE

On September 8, 2003 Robert Shuman of 411 Gettysburg Pike, Mechanicsburg applied for a building permit to install vinyl siding at his home at the above mentioned property.

Mr. Milletics stated that this property is in the Shepherdstown Historical District.

It was noted that usually a building permit is not required for the installation of siding on a home, but since this property is located inside an historical district the Historical Architectural Review Board needs to review the application.

Mr. Shuman, the property owner and representatives from Ambassador Home Improvements were in attendance to answer any questions.

It was noted that the size of the wood siding would be a 6” lap and it will look more like wood frame and would be consistent with this type of home. There will also have a full fiberboard behind the siding. This type of siding will keep the natural look of the home and the gingerbread and overhang will stay. The reason for installing the vinyl siding is to cover the asbestos siding presently on the home.
Mr. Botchie noted that since there is not a quorum the request to install siding at the property located at 411 Gettysburg Pike, the request is deemed automatically approved and installation can begin immediately.

It was noted that a formal letter would be typed and sent to the contractor so they have something on record that this work is approved.

**ADJOURNMENT**

Mr. Botchie adjourned the meeting at 7:20 p.m.
A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, January 20, 2004 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, Cumberland County, Pennsylvania.

Roll Call was taken by Mr. Milletics.

Mr. Botchie opened the meeting at 7:20 p.m.

RE-ORGANIZATION
ELECTION OF OFFICERS

Mr. Botchie announced that the Historical Architectural Review Board would take nominations for the office of Chairperson and Vice Chairperson.

Motion: Mr. Milletics made a motion to nominate Joseph Botchie for Chairman. There were no other nominations and the position of Chairman was closed. Seconded by Mrs. MacKay. The motion carried unanimously.

Motion: Mrs. MacKay made a motion to nominate Kathryn McCorkle for Vice Chairman. There were no other nominations and the position of Vice Chairman was closed. Seconded by Mrs. O’Brien. The motion carried unanimously.

APPROVAL OF MINUTES
OCTOBER 21, 2003

Chairperson Botchie stated that a copy of the October 21, 2003 minutes had been submitted and asked if anyone had any additions, corrections or questions.
**Motion:** Mr. Milletics made a motion to approve the minutes of October 21, 2003. **Seconded** by Mrs. MacKay. The motion carried unanimously.

**NEW BUSINESS**

**DISCUSSION ON ESTABLISHING OTHER HISTORIC DISTRICTS**

Each Board member had a copy of the “Early Architecture in Upper Allen Township” book in front of them and Mr. Milletics noted that in the center of the book there is a map of the Township showing the historical districts (shaded areas) and that it also noted the numbers for the homes showed in this book. It is noted that most the early architectural homes are outside of the historical districts.

It is noted that there is only three (3) historical districts in the Township, along McCormick Road, Shepherdstown, and Rosegarden.

One area of concern for historical buildings was the Bowmansdale area.

Mr. Milletics stated that Township Staff had gone around the Township and established a list of homes/structures to be considered historic.

There was discussion on what the appeals process would be to establish new historic districts/areas. It was noted that the property owners would have to be notified because there are restrictions in place when it comes to building permits for that property.

Mr. Milletics stated that there are also some dwellings that need to be eliminated that are currently in the historic districts only because these dwellings are not old or have any early architectural features.

Mr. Milletics noted that under §155-7.G it states the following: “Conducting a survey of buildings for the purpose of determining those of historic and/or architectural significance and pertinent facts about them; maintaining and periodically revising the detailed listings of historic sites and buildings and data about them, appropriately classified with respect to national, state or local significance, to period or field of interest or otherwise.”

It was also noted that §155-7.H also states: “Proposing, from time to time as deemed appropriate, the establishment of additional historic districts and revisions to existing historic districts.”

There were questions raised has to how the Township would determine a structure or site has being historic. It was noted that title or deed searches would need to be done.

Mr. Milletics indicated that some of the structures/sites noted on the list are already in the book and the research has already been done.
Mr. Botchie noted that this may be considered the same as re-zoning and that the property owners would need to be notified, a public hearing would need to be advertise, and the possibility of an ordinance being adopted.

There was also discussion on the guidelines and that the Board of Commissioners would have to review the restrictions placed on historic properties.

Township Staff noted that they will check with the Liaisons to the HARB to see if they would want to progress with this consideration to the historic districts and/or direct on how to proceed.

Township Staff will also notify the HARB members of the next meeting.

Mrs. MacKay indicated that she would be absent from the February meeting but will be available for the rest of the year.

**ADJOURNMENT**

**Motion:** Mr. Milletics made a motion to adjourn the meeting at 7:55 p.m. **Seconded** by Mrs. MacKay. The motion carried unanimously.
A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, August 17, 2004 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, Cumberland County, Pennsylvania.

Roll call was taken by Chairperson Botchie and the meeting was called to order at 7:00 p.m.

APPROVAL OF MINUTES
JANUARY 20, 2004 RE-ORGANIZATION

Chairman Botchie noted that copies of the January 20, 2004 Re-organization meeting were made and asked if everyone had a chance to read them. Chairperson Botchie asked if there were any questions, comments, or corrections. There were none.

Motion: Mr. Milletics made a motion to approve the minutes of January 20, 2004 as submitted. Seconded by Mrs. O’Brien. The motion carried unanimously.

CASE #01-2004
SUSAN WAGNER
405 GETTYSBURG PIKE

Chairperson Botchie asked if anyone was present to represent this application. Mr. Larry Wagner stated that he would answer any questions the Board may have. Mr. Wagner stated that he is Mrs. Susan Wagner’s son and was the applicant for the demolition permit and that he is doing all of the work.

Mr. Wagner indicated to the Board that the demolition permit was for a barn that was used as a metal shop back in the 1960’s. Mr. Wagner noted that it was also becoming weak from a leaking roof and that this barn was attached to the garage at 403 Gettysburg
Pike. It is noted that Mrs. Wagner owns property at 403 and 405 Gettysburg Pike. Mr. Wagner also indicated that there is masonry work and pillars that need repaired and that he would like to place siding on the side of the garage that is now exposed due to the demolition of the barn.

It is noted that the structure was unsafe and was a safety hazard.

Mr. Harlan stated that the barn had no architect value and had weather rot.

Mr. Wagner indicated that he had submitted that application on July 30th and on August 6th proceeded to demo the barn because of a storm that had come through the area and made the barn even more unsafe. Mr. Wagner stated that he was afraid that the barn would come down on its own if he had not demolished it when he did.

Mr. Wagner was cautioned before doing any more work without notifying the Township. It was noted that the Township should have been contacted before the demolition took place even though an application had been submitted but not issued.

Once again there was discussion on this being a safety hazard and what could be done to resolve this if it should ever happen again or to another property. Chairperson Botchie stated that this could be discussed later and that action should be taken on the permit application.

**Motion:** Mr. Milletics made a motion to approve the demolition permit as submitted to the Township. **Seconded** by Mr. Harlan. The motion carried unanimously.

Next there was discussion on how the repair of the remaining barn should be approached. Mr. Wagner stated that he had once work in the construction business and is familiar with building procedures and noted that the following is what he intends to do: left corner has dry rot which will need to be repaired, the foundation is to remain and the concrete slab is also to remain, there is loose block which will be removed, and he either considering vinyl siding or to replace with roof shingles which were there originally.

It is noted that the remaining barn is attached to the home and that the barn boards are to remain.

Chairperson Botchie questioned what is appropriate to be installed with the vertical appearance before the shingles. It was noted that T-111 siding has the look of old barn board or to use the type of vinyl siding that was approved for their next door neighbor at 411 Gettysburg Pike. Other types of siding were suggested that would be a close match to what is already there instead of two different types and sizes of siding. Once again the T-111 siding was suggested and Mr. Wagner indicated that his mother is retired and does not want to be spending a large amount of money on this project. Mr. Wagner also noted that he would put shingles back on before using T-111 siding.
Mr. Harlan stated that the barn does sit back from the road and that no one can really see it but he would prefer the T-111 siding on the repair.

Mrs. O’Brien suggested making it all match by re-doing everything, but once again Mr. Wagner stated that his mother is retired and on a fixed income. Mr. Wagner felt this would be too costly for his mother.

Mr. Milletics suggested using siding that was approved at 411 Gettysburg Pike. It was noted that there is the possibility of cedar siding which is wide to meet the lap of what on the home.

It was decided that if replacing the structure to what it was [putting shingles back on] no approval would be necessary, but if at a later date new siding is to be used then Mrs. Wagner would need to come back to the Board for approval.

Mr. Wagner withdrew his request for siding and is to repair the structure as it was previously.

**CHAPTER 155 – HISTORIC DISTRICTS**

Mr. Milletics brought up a couple of items he would like to have amended in Chapter 155 of the Codified Ordinances of the Township. The amendments are as follows: 1) provisions for a waiver in the Historic District; 2) address life safety issues (such as what the Board just dealt with); 3) have the Building Code Official have permission to make decisions and then notify the Board of any action taken, such as approve permit submission; and 4) have the Building Code Official has an advisory capacity only and to remove said Official as a member, which would bring the members sitting on the Board down to five (5).

It was noted that there were no objections to these amendments and that they should take place at the beginning of 2005 to have the members finish out this year with the Board as is.

Mr. Milletics stated that he would approach Commissioner Anderson with these amendments.

**Motion:** Mrs. O’Brien made a motion to approve the recommended amendments to Chapter 155 – Historic Districts. **Seconded** by Mr. Harlan. The motion carried unanimously.

Mrs. O’Brien questioned whether or not the Commissioners would want to consider adding or deleting historic districts as listed previously. Mr. Milletics stated that he has not received any input on this request. It was noted that input would need to be received from residents and the Commissioners as to whether or not an area would want to be considered historic.
Mrs. O’Brien stated that there is a resident in the Township, Mr. Paul Miller who lives at the corner of East Lisburn Road and Arcona Road that is very knowledgeable about the Township and thinks that HARB would interested in hearing from him since he has lived in the Township his entire life, but he getting on in years and if the Board is interested they should contact him soon.

ADJOURNMENT

Motion: Mr. Milletics made a motion to adjourn the meeting at 7:58 p.m. Seconded by Mrs. O’Brien. The motion carried unanimously.
The meeting was called to order at 7:16 PM by Chairman Botchie. Chairman Botchie noted the members present.

Chairman Botchie reviewed the members reappointed by the Board of Commissioners to serve a 5-year term on the HARB. The reappointed members are Edward LaFond and Billie MacKay. Their term will expire in 2011.

Chairman Botchie opened the floor for nominations for chairman and vice chairman.

Mr. Harlan nominated Mr. Joseph Botchie as chairman and Edward LaFond as Vice Chairman.

There were no other nominations.

A MOTION was made by Mr. Harlan to appoint Joseph Botchie as Chairman and Edward LaFond as Vice Chairman. It was SECONDED by Ms. O’Brien. The motion carried unanimously.

OTHER BUSINESS

There was no other business to discuss.

ADJOURNMENT

The meeting was adjourned at 7:25 PM.
A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, October 16, 2007 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg.

Roll call was taken by Chairperson Botchie and the meeting was called to order at 7:00 p.m.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

JOSEPH & LONA COOPER
346 GETTYSBURG PIKE

Chairperson Botchie asked if anyone was present to represent this application. Mrs. Lona Cooper introduced herself and her husband. Mrs. Cooper stated that she would answer any questions from the Board. She advised the members that they purchased the 1860 house in May 2001. Mrs. Cooper said that the 2 upstairs bathrooms are in need of being remodeled. They were installed in the 1960’s.

Ms. McCorkle questioned if the chimney will be stone-faced to match the foundation of the original house. Mrs. Cooper responded that is her intent; however, she is having a tough time matching the stone. Mr. Kerkendall suggested that they should use brick veneer on the chimney and foundation of the addition. He felt that this would better since the original house is brick. Ms. McCorkle questioned the type of windows being installed and if they would have the interior and exterior grill. Mrs. Cooper answered that she would like both inside and outside grills as the windows on the house have the outside grills. Mrs. McCorkle questioned why they want the dormers. Mrs. Cooper responded that it gives them more head room in the addition and her husband is 6’ 6” tall. Mrs. McCorkle advised that an additional concern is the use of vinyl siding and shutters.
Mr. Kerkendall advised the home owners and the HARB members that there is a material available called Hardie Board that is made of Portland cement and can be painted that may be a better choice than the vinyl siding. Mr. and Mrs. Cooper said that they will investigate that possibility.

Mrs. O’Brien expressed her concern about using vinyl siding.

Mr. Harlan advised that he lives across from the applicants and has witnessed the care of the property. He said he does not object to the vinyl siding as long as it is in line with what’s on the summer kitchen behind the house. Mr. Harlan advised the members that he feels the owners have done their best to keep the original house and addition looking historical.

Mr. Botchie advised that he feels the intent of the “no use of vinyl siding” was for existing home exteriors to not be replaced with vinyl.

Mrs. O’Brien questioned if they had a drawing of the addition without the dormers. Mrs. Cooper responded that they did not.

Chairman Botchie read Mr. LaFond’s comments that he provided prior to the meeting.

Recaps of the considerations for the applicants are as follows:

1. Brick on foundation and chimney instead of stone
2. Smaller windows under the dormers or changing the dormer profile
3. Look at siding options i.e. Hardie Board

Chairman Botchie advised the owners to come back with the elevation revision and the HARB will review the revised plans.

Chairman Botchie thanked the Coopers for their cooperation.

**OTHER BUSINESS**

Discussion centered on the parcels in Shepherdstown recently purchased by Dave Nesbit. Mr. Harlan asked staff if there was an approved plan for townhouses and if the zoning was changed. Staff advised Mr. Harlan that a subdivision plan was recently approved by the Board of Commissioner’s for Shepherdstown Associates, LLC and the Township has not received a zoning change request or any plans for townhouses for the property to date.

**ADJOURNMENT**

There being no other business, Chairman Botchie adjourned the meeting at 8:16 p.m.
A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, April 15, 2008 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg.

The meeting was called to order at 7:10 PM. The Pledge of Allegiance was recited and roll call was taken.

REORGANIZATION

Mr. Botchie announced that the Historical Architectural Review Board would take nominations for the office of Chairperson and Vice Chairperson.

Motion: Mrs. McCorkle made a motion to nominate Joseph Botchie for Chairman. There were no other nominations and the position of Chairman was closed. Seconded by Mrs. Ressler. The motion carried unanimously.

Motion: Mrs. Ressler made a motion to nominate Kathryn McCorkle for Vice Chairman. There were no other nominations and the position of Vice Chairman was closed. Seconded by Mr. Botchie. The motion carried unanimously.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

HENRY & CHARLEY ANN RHOAD
814 McCORMICK ROAD

Chairperson Botchie asked if anyone was present to represent this application. Mr. Rhoad introduced himself and his wife, Charley Ann. Mr. Rhoad advised the members that they purchased the property in 1969. The house was built sometime between 1920 and 1930. Several wooden additions were added to the property in the 1930’s. He indicated that they
would like to make the small brick building adjacent to the house usable. It currently has a small bathroom on the upper floor and has been utilized as a guest bedroom. They would like to restore and improve it and would like to attach it to the main house with an addition.

Mr. Rich Gribble, the architect for the Rhoads, informed the members that they will utilize fiber cement siding, the sky lights will be clad, and the roof shingles will match the rest of the house.

Discussion centered on the window of choice by the applicant.

Chairman Botchie asked members for their comments as follows:

1. Kathryn McCorkle – said that it enhances the property and asked that they consider adding divided lights and recommends approval of the proposed addition.
2. Kathryn Ressler – advised that she felt it enhances the property and is in favor of the addition.
3. Edward LaFond – communicated his recommendation for approval of the proposed addition via written letter which stated he approved of the addition with no other comments.
4. Joseph Botchie – complimented the applicants on the planning aspects. He asked that the “hardy plank” be the same size as the existing wood siding and echoed Kathryn McCorkles’ sentiments on the possibility of adding divided lights and recommends approval of the proposed addition.
5. Joseph Cooper – via email – Mr. Cooper communicated that he likes the addition that the Rhoads family is planning for their home. He thinks that it is classy and obviously well planned. He stated that he passes their home frequently and thinks that it will only increase the already unique appearance.

Chairman Botchie thanked the Rhoads for their cooperation.

OTHER BUSINESS

Discussion centered on the zoning request by Shepherdstown Associates.

The members discussed the possibility of expanding historic areas.

Mr. Gerald Johnson of 336 Old Gettyburg Pike spoke regarding the zoning request by Shepherdstown Associates.

ADJOURNMENT

There being no other business, Chairman Botchie adjourned the meeting at 7:41 p.m.
A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, March 15, 2011 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, PA.

Roll call was taken by Chairperson Botchie and the meeting was called to order at 7:00 pm.

**REORGANIZATION**

Mr. Botchie announced that the Historical Architectural Review Board would take nominations for the office of Chairperson and Vice Chairperson.

**Motion:** Joseph Cooper made a motion to nominate Joseph Botchie for Chairman. There were no other nominations and the position of Chairman was closed. **Seconded** by Billie MacKay. The motion carried unanimously.

**Motion:** Billie MacKay made a motion to nominate Edward Lafond for Vice Chairman. There were no other nominations and the position of Vice Chairman was closed. **Seconded** by Joseph Cooper. The motion carried unanimously.

**OLD BUSINESS**

There was no old business to discuss.

**NEW BUSINESS**

Bob & Marge Morrison - 441 Gettysburg Pike

Mr. Bob Morrison and Mrs. Marge Morrison, property owners, and Jim Mumper from JW Mumper Construction, Inc. represented the application. Mr. Mumper noted the property was located in the Shepherdstown Municipal Historic District.
Mr. & Mrs. Morrison want to construct a detached, two-car garage that is 952 square feet in size and 20' 6" in height. The exterior selections for the garage will be rough sawn lumber, Tamko Architectural 30 year shingles, and vinyl siding. The siding will be Mastic Carvedwood .44 thickness, almond color. A double 5" panel will be used to replace the existing 6" single. The shingles will be white and the shutters will be red. The garage will be 59' off the rear property line and 28' from a temporary access easement.

Mr. Botchie asked if the temporary access easement was a recorded document. Mr. Mumper stated the access is a right-of-way to the driveway. Mr. Botchie asked if the windows resembled anything on the home. Mr. Mumper stated that some windows were brought down from New York and others were new.

Mr. Botchie asked what elevations would be seen from Gettysburg Pike. Mr. Mumper stated that it will be difficult to see anything from Gettysburg Pike, but it could be seen from the proposed public street.

After further discussion, Mr. Botchie made a Motion to accept the application for 411 Gettysburg Pike, as is and as shown with the materials. The Motion was seconded by Joseph Cooper. The motion carried unanimously.

OTHER BUSINESS

Members of HARB opened the floor to discuss the preservation of historically significant structures that are located outside the Township’s established municipal historic districts. There was no public comment, but several members of HARB said they would like to see historic structures preserved, and not torn down. HARB members continued discussion on this topic.

Members of HARB also noted that the Planning Commission reviewed a subdivision and land development plan known as The Terraces at Shepherdstown. Several members had concern over the project and how it will affect the adjacent Shepherdstown Municipal Historic District. They would like to see the Commissioners consider additional buffering and landscaping along the historic district properties. They also expressed concern about the density and the style of units being developed and how they fit in to the adjacent historic neighborhood.

Several HARB members also wanted to know if there were any established guidelines for reviewing applications, and if persons owning property in a historic district receive any information regarding Certificates of Appropriateness. Staff said they would collect the necessary materials and distribute them to all the HARB members. Staff will also put together information for property owners and post it on the Township’s website.

ADJOURNMENT

There being no other business, Chairman Botchie adjourned the meeting at 8:07 p.m.
A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, January 17, 2012 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg.

Call to Order
Roll call was taken by Chairperson Botchie and the meeting was called to order at 7:20 p.m.

Approval of Minutes
Chair Botchie called for the APPROVAL of the minutes of the March 15, 2011 HARB Meeting. Vice Chairperson, LaFond made a MOTION to approve the minutes of the March 15, 2011 meeting. The MOTION was SECONDED by Kathryn McCorkle. The MOTION carried unanimously.

REORGANIZATION
Chair Botchie reviews responsibilities and duties of elected positions for Chairperson and Vice Chairperson.

Ms. McCorkle made a MOTION to nominate Joe Botchi as Chair. The MOTION was SECONDED by Mr. Cooper. The MOTION carried unanimously.

Ms. McCorkle made a MOTION to nominate Joseph Cooper as Vice Chair. The MOTION was not seconded and failed. Chair Botchie made a MOTION to nominate Mr. LaFond as Vice Chair. The MOTION was seconded by Mr. Cooper. The MOTION carried unanimously.

Chair Botchie discussed the need to continue looking for interested residents. Ms. McCorkle asks if the requirements for a replacement require that the applicant have a real estate broker’s license.

OLD BUSINESS
No Old Business

NEW BUSINESS
No New Business

OTHER BUSINESS

1. Consideration/Approval of 2011 HARB Annual Report

Ms. Boyer provided a copy of the Annual Report for 2011. Upon approval, Ms. Boyer stated she would submit a copy of the report to the Board of Commissioners on behalf of HARB. A MOTION was made by Mr. Cooper to approve the 2011 HARB Annual Report and to request that staff submit a copy of the report to the Board of Commissioners. The MOTION was seconded by Ms. McCorkle. The MOTION carried unanimously.

2. Consideration/Approval of HARB Bylaws

Ms. Boyer addressed the Board saying there were no Bylaws on file for HARB. Staff prepared a copy of Bylaws for the Board to review.

Chair Botchie called for a motion to accept the HARB Bylaws. Mr. Cooper made a MOTION to approve the HARB Bylaws. The MOTION was seconded by Ms. McCorkle. The MOTION carried unanimously.

3. Discussion of revised HARB Application and new webpage

Ms. Boyer informed the Board that the HARB application had been revised. Staff also created a webpage on the Township’s website so that the public can become more aware of the Municipal Historic Districts. Ms. Boyer noted that the maps were corrected, as they incorrectly listed the name of the historic districts. Ms. Boyer then asked the Board to review the material and provide and additional suggestions and/or corrections.

Mr. Cooper asked if there were other organizations that provide information on historic districts. Mr. Cooper would like to see an organization established that could focus on properties within historic districts and bringing attention to the properties.

Ms. McCorkle suggested organizing an annual historical event to bring attention to historical structures or buyers of a historical architectural significant home. She suggested planning an open house. Ms. Boyer also added that Mr. Cooper could ask his neighborhood if they were interested in starting an organization. Ms. McCorkle said she would like to begin a historical society. Mr. Cooper agreed and noted that he would like to create an awareness of historic properties.

ADJOURNMENT

There being no other business, Chairman Botchie called for a motion to adjourn the meeting. Ms. McCorkle made a MOTION to adjourn the meeting. The MOTION was SECONDED by Mr. Cooper. The motion carried unanimously. The meeting adjourned at 7:53 p.m.
UPPER ALLEN TOWNSHIP
HISTORICAL ARCHITECTURAL REVIEW BOARD
MARCH 19, 2013

MEMBERS
Joseph Botchie, Chairperson
Kathryn McCorkle
Joseph Cooper - ABSENT
Kathryn Widmer Ressler - ABSENT
Paul Sebastian (UAT Building Inspector)

TOWNSHIP STAFF
Jennifer Boyer, Comm. Develop. Director
Nikkii Childs, Recording Secretary

A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, March 19, 2013 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg.

Roll call was taken by Chairperson Botchie and the meeting was called to order at 7:00 p.m.

Chairperson Botchie called for the approval of the Minutes of the January 17, 2012 Historical Architectural Review Board Meeting. Ms. McCorkle made a MOTION to approve the Minutes. The MOTION was seconded by Paul Sebastian. The motion carried unanimously (3-0).

NEW BUSINESS

Mr. Bryce Fager, applicant/owner of 649 McCormick Road, Mechanicsburg, submitted an application for a Certificate of Appropriateness to demolish an existing garden shed and construct an addition to the living room on his property.

Mr. Fager expressed that the new addition will have the same architectural look as the house. He provided photos and added that the windows and roofing will remain the same, using fiber cement for the siding.

Ms. McCorkle made a MOTION to recommend approval of the Certificate of Appropriateness. The MOTION was seconded by Paul Sebastian. The motion carried unanimously (3-0).

OTHER BUSINESS

Chairperson Botchie noted vacancies available on the board and introduced Amy Meadows as a potential member. Mrs. Meadows stated that she and her family moved into the township in 2011 and would be happy to volunteer.

ADJOURNMENT

There being no other business, Chairperson Botchie adjourned the meeting at 7:15 p.m.
A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, October 21, 2014 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg.

NEW BUSINESS

1. Bureau of Historic Preservation Presentation

Mr. David Maher of PHMC, Bureau of Historic Preservation conducted a presentation on the functions and purpose of the Bureau. He discussed the services his office offers, the roles that HARB can play in communities, and potential advocacy and outreach opportunities.

ADJOURNMENT

There being no other business, the meeting presentation ended at 8:30 p.m.
CALL TO ORDER

A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, January 20, 2015 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg. Roll call was taken by Chair Botchie. Chair Botchie noted that Mr. Stacks, Ms. Anderson and Ms. Boyer were absent and the meeting was called to order at 7:00 p.m.

APPROVAL OF MINUTES

A MOTION was made by Ms. Ressler to forgo the minutes from the October 2014 meeting. The MOTION was seconded by Ms. McCorkle. The MOTION carried unanimously (5-0).

NEW BUSINESS

1. 346 Gettysburg Pike - Construction of a 2,859 square foot addition

Alan Erdman of C & C Construction and Ms. Lona Cooper of 346 Gettysburg Pike represented the Plan.

Ms. Lona Cooper of 346 Gettysburg Pike has made an application for a Certificate of Appropriateness to construct a 2,859 square foot addition onto the home. The property is located within the Shepherdstown Municipal Historic District and within the Low-Density Residential (R-1) Zoning District. Staff has reviewed the application as it pertains to all applicable laws and ordinances.

Mr. Erdman explained that construction of the addition will be on the south side of the home creating an “L” shape. The addition will be a two-story addition with an attached two-car garage. The master bedroom will be above the garage. Behind the garage will be a family room above the basement. There will also be a mud room attached to the back of the home.

A limestone wall will run around the foundation adding an old-stone appeal to the home. The back of the home houses a two-story fireplace with a chimney with an exterior firebox sealed with a block wall. Ms.
McCorkle questioned the depth of the basement as it pertains to the elevation. The elevation will not be seen to the attached summer kitchen.

A true-standing seam steel roof will match the existing roof with fascia aluminum. The replacement windows will match in size and glass with vinyl shutters. The exterior of the garage will have carriage house doors.

No Public Comment

A MOTION was made by Ms. Ressler to approve the Plan. The MOTION was seconded by Ms. McCorkle. The MOTION carried unanimously (4-0). Mr. Cooper is the owner of the property and abstained from voting on this issue.

2. 2015 Reorganization

Chair Botchie asked that members consider recruiting another person to sit on the board. He stated that the nominee should have some professional real estate experience and also live within the district.

A MOTION was made by Ms. McCorkle to re-elect Mr. Botchie as Chair. The MOTION was seconded by Joseph Cooper. The MOTION carried unanimously (5-0).

A MOTION was made by Ms. McCorkle to elect Mr. Cooper as Vice Chair. The MOTION was seconded by Ms. Ressler. The MOTION carried unanimously (5-0).

No Public Comment.

ADJOURNMENT

There being no other business, the meeting presentation ended at 7:40 p.m.
CALL TO ORDER
A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, April 18, 2017 at 7:11 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg. The Pledge of Allegiance was recited by all and Roll Call was taken by Chair Botchie. The meeting was called to order at 7:00 p.m. Chair Botchie noted that Mr. Cooper were absent. Chair Botchie noted that Mr. Cochran and Mr. Welt were present.

APPROVAL OF MINUTES
A MOTION was made by Ms. McCorkle to approve the minutes of the February 2017 meeting. The MOTION was Seconded by Ms. Ressler. The MOTION carried unanimously (5-0)

NEW BUSINESS

1. 1008 West Lisburn Road – Replacement of 2nd Floor Windows

Ms. Kristen Rosendale of 1008 West Lisburn Road represented the application. Ms. Rosendale of 1008 West Lisburn Road has made an application for a Certificate of Appropriateness to replace the second floor windows of the home. The property is located within the Trout Run Municipal Historic District and within the Medium-Density Residential (R-2) Zoning District. Staff has reviewed the application as it pertains to all applicable laws and ordinances.

The owners stated they purchased the property on January 31, 2017. The 2nd floor windows are rotting out and need to be replaced. Chair Botchie asked if they have the plans for the old
tavern. The owners stated no, but it was a stone colonial tavern, and they had seen old photos of it.

Chair Botchie asked who the manufacturer of the windows was. The owner replied they are regular Anderson windows. Mr. Grottola asked what kind of windows are on the house right now. The owners replied a mix of vinyl and wood windows are currently on the house. The new windows will be the same design and grid design. They will be double hung and sandstone colored. There are also two dormer windows out the back.

No Public Comment

A MOTION was made by Ms. McCorkel to recommend approval of the plan. The MOTION was seconded by Ms. Ressler. The MOTION carried unanimously (5-0).

ADJOURNMENT

There being no other business, the meeting presentation ended at 7:25 p.m.
UPPER ALLEN TOWNSHIP
HISTORICAL ARCHITECTURAL REVIEW BOARD
FEBRUARY 21, 2017

MEMBERS
Joseph Botchie, Chairperson
Kathryn McCorkle (Absent)
Joseph Cooper- Arrived at 7:16 p.m.
Kathryn Widmer Ressler
Natasha Adler
Frank Grottola (UAT Building Inspector)

TOWNSHIP STAFF
Jennifer Boyer, Comm. Develop. Director
Megan McNamee, MS4 Planner

A meeting of the Upper Allen Township Historical Architectural Review Board was held on Tuesday, February 21, 2017 at 7:00 p.m. at the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg.

Roll call was taken by Chairperson Botchie and the meeting was called to order at 7:10 p.m. Ms. McCorkle was noted as absent. Mr. Cooper arrived at 7:16 p.m.

APPROVAL OF THE JANUARY 20, 2015 MINUTES

A MOTION was made by Mr. Gottola to approve the minutes from the January 20, 2015 meeting. The MOTION was seconded by Ms. Ressler. The MOTION carried unanimously (4-0).

2017 REORGANIZATION

A MOTION was made by Mr. Cooper to nominate Mr. Botchie for Chairperson. The MOTION was seconded Mr. Grottola. The MOTION carried unanimously (5-0).

A MOTION was made by Chair Botchie to nominate Ms. Adler for Vice-Chairperson. The MOTION was seconded by Mr. Grottola. The MOTION carried unanimously (5-0).

NEW BUSINESS

1. 240 Gettysburg Pike – Permission to not replace the shutters on the structure

Ed Seeber, Esq. and Scott Dietterick, Esq. from DYS Partnership were in attendance to discuss the application for a Certificate of Appropriateness not to reinstall shutters at 240 Gettysburg. The property is located within the Township’s Highway Commercial (C-2) Zoning District and the Shepherdstown Municipal Historic District.
Mr. Dietterick explained that they removed the shutters initially because they were a hazard due to the deteriorated state of the shutters, and debris even fell onto a construction crew at one point in time. Once they removed the shutters, they discovered the price to repair the shutters would cost about $100,000 and they did not find them feasible. It was also argued that throughout the years, shutters were added and removed to the property, so Mr. Dietterick questioned if the shutters were even historic. Mr. Dietterick then presented pictures of the shutters and stated how bad of shape they were in when they had bought the building.

Chair Botchie asked where the shutters are currently located. Mr. Dietterick said they are stored, out of the weather, on a colleague’s farm. Ms. Ressler asked how many shutters there are. Mr. Dietterick said there are 10 to 12 that are reusable. The second and third floor shutters are completely unusable.

Ms. Ressler asked if it is typical for those types of buildings to have shutters. Mr. Dietterick said he has not looked into whether that type of building typically has shutters, but spoke to Mr. Davis and he said that it was common for shutters to come and go at that time due to price and maintenance. Mr. Dietterick then explained that he and his partners are trying their best to keep the building as historically accurate as possible, but due to the many changes and uses the building has had over the years, it makes these tasks very difficult.

Ms. Ressler asked if any of the shutters were in decent shape. Mr. Dietterick said maybe 5 or 6 were in shape that only needed sanding and repainted, while the other shutters need a great deal of additional repair. Most of the shutters are unsalvageable, and custom built shutters would be required. The average cost is about $1,000 per shutter. Mr. Cooper stated that he can understand that shutters can be very expensive to maintain and install.

Ms. Adler asked, if in 2012, if the shutters were bad enough to remove. Mr. Dietterick said that they asked for permission to remove the shutters immediately due to their poor condition. Ms. Adler then asked if they considered the cost when purchasing the property. Mr. Dietterick said they did not look at that situation at the time due to the building already being in such bad shape; that they were mainly determined to fix up the building, as a whole, from the deteriorated state the building was already in.

Ms. Adler asked if the only way to replace the shutters would involve completely replacing all 60 shutters. Mr. Dietterick said yes, they would need to be rebuilt or custom make from the shutters scratch. Mr. Cooper asked if all the shutters match. Mr. Dietterick said no, they are varying colors due to fading and some may have been repaired. Mr. Grottola asked if they would have to pay over $1,000 per shutter. Mr. Dietterick said yes. Mr. Grottola suggested they try and get different quotes, as Amish workers and others companies may charge a lower price.

Ms. Ressler asked what it would cost if they were to reinstall the shutters first floor. Mr. Dietterick said he does not know, but it would be a more reasonable cost.
Ms. Adler then asked if they have any written estimates for the cost of replacing and reinstalling the shutters. Mr. Dietterick said he does not have a written estimate, but will try to get one to the board soon. Mr. Grottola stated for clarification that shutters have been coming and going on that building since 1965. Mr. Cooper said the problem they will also run into is the wood that the shutters will be attached to.

Mr. Dietterick asked if these shutters are even historic, and if they are worth the price they are going to cost the owners. Chair Botchie stated he would prefer to see at least the first floor done, maybe even in a phased situation so they don’t have to pay at once.

Mr. Seeber, stated they can refurbish the shutters on the first floor, but there’s a threat of the shutters falling down or causing danger. Mr. Seeber said they would be willing to do the shutters in the front by the door and then work around to the windows on the side eventually after refurbishing. Mr. Seeber also said that he personally does not like the look of the shutters and feels they do not have significant historic value, but would be willing to do the front.

Ms. Ressler said she would like to see them at least start adding the shutters to the front then work their way to the sides. Mr. Dietterick said they can reasonably get the front done over the next 6 months then at that point they can come to another meeting with cost estimates.

Ms. Adler stated that she wants them to save the shutters and preserve the existing shutters. Mr. Dietterick agreed to that additional request.

Chair Botchie stated they are all in agreement that they are going to approve the Certification of Appropriateness with the following conditions:

- To replace the shutters on the 1st floor facing Gettysburg Pike no later than August 15, 2017.
- Over the next six months, by the August 15th meeting, the Applicant/Owner will provide HARB with a written estimate to add/replace the 1st floor shutters facing South York Street.
- The existing shutters that are not placed back up must be saved and preserved for future owners.
- In the event the Owner sells the property before August 15, 2017, all shutters on the first floor must be replaced and reinstalled.

Mr. Cooper then stated his appreciation for the work the partners have done on the historic building.

No public comment.

A MOTION was made by Chair Botchie to approve the Certificate of Appropriateness with conditions. The MOTION was seconded by Ms. Ressler. The MOTION carried unanimously (5-0).

ADJOURNMENT
There being no other business, Mr. Cooper made a motion to adjourn the meeting, and Chair Botchie adjourned the meeting at 7:47 p.m.