

January 7, 2014 HARB Meeting - Canceled

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, FEBRUARY 4, 2014**

Members Present: Tom Lainhoff Len Ferber Dale Kaufman
Chris Lainhoff Steve VanOrmer

Others Present: Christine D. Drennen, Administrative Assistant
Ben Samberg

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Tom Lainhoff stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for February 11, 2014. It was noted that Beth Johnson contacted the office prior to the meeting to notify that she would be unable to attend.

PUBLIC COMMENT: None.

REORGANIZATION: Steve VanOrmer made a motion, seconded by Len Ferber and passed unanimously to reappoint Tom Lainhoff as Chair and Len Ferber as Vice Chair.

MINUTES OF DECEMBER 3, 2013: Len Ferber made a motion, seconded by Chris Lainhoff and passed unanimously to approve the minutes of the December 3, 2013 meeting as submitted.

303 MILLER STREET – Addition: Ben Samberg, Architect for Richard and Evelyn Nellius at 303 Miller Street, was in attendance and reviewed their application for a 600 square foot living space addition. He explained that the new construction will be made of wood with vinyl siding and windows and that the roof pitch will match the existing. The eaves, fascia and rake boards will match the existing in profile and color. It was noted that the addition is to the rear of the home and not highly visible and that the existing home is constructed of aluminum siding and brick and that the new addition will be a close in kind match.

Len Ferber made a motion, seconded by Chris Lainhoff and passed unanimously to recommend Borough Council accept the application of Richard and Evelyn Nellius, owners of 303 Miller Street to construct the 600 square foot rear addition as submitted, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

Because he and Chris Lainhoff have a fiduciary interest in the next application, Tom Lainhoff turned the chair over to Len Ferber.

101 EAST MAIN STREET – Replace front door and five front windows to more appropriate for period of home: Tom Lainhoff stated that the homeowner, Donald E. Harden, was unable to attend the meeting because he was dealing with a broken sewer line at another property he owns in Maryland, and that he and Chris Lainhoff will be representing the applicant at this meeting.

Tom Lainhoff stated that the owner wants to replace the window sash on the five front windows of the house and will be installing 9 over 9 sash windows on the first floor and 9 over 6 sash windows on the second floor and will be matching molding profiles and construction details from original sash in 28 East Main Street, 20 East Main Street, 120 South Decatur Street and 54 West Main Street which are from the same period. The sash will be made out of mahogany and glazed with reproduction hand blown glass. They determined that this window configuration is the appropriate window configuration based on the size of the opening. Chris Lainhoff added that they actually discovered that the original window and door placement differs from what currently exists and provided a sketch showing what the original configuration would have been based on their investigation. At this time, the owner is choosing to replace the inappropriate windows and door in their current location with the period appropriate styles but if he should choose to do a more extensive renovation in the future, the appropriate windows and door can be reused in a new placement. The front door they are proposing will match the age of the house and will replace the late 20th century replacement door. They will copy the molding profiles and construction details from the original front doors found on 20 East Main Street, 8 East Main Street and 326 Miller Street which are of the same period. The door will be made of mahogany with an iron box lock and escutcheon. The owner would also like to install a wooden railing for the front stoop as submitted. All new woodwork will be painted to match the existing colors on the house.

Dale Kaufman made a motion to recommend Borough Council accept the application of Donald E. Harden, owner of 101 East Main Street, to replace the front door as described, replace the five front windows as described and to add a wooden handrail as submitted, and all new woodwork will match the existing colors of the house, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9. Steve VanOrmer seconded the motion and motion carried with members Kaufman, VanOrmer and Ferber casting assenting votes. Members Tom Lainhoff and Chris Lainhoff abstained from voting because they have a fiduciary interest in the project.

Len Ferber turned the chair back over to Tom Lainhoff.

APPROVAL OF 2013 ANNUAL REPORT: Tom Lainhoff reminded members that 8 hours of training is required annually.

Dale Kaufman made a motion, seconded by Len Ferber and passed unanimously to approve the 2013 Certified Local Government Annual Report and forward it to Borough Council for approval and submission to the Bureau for Historic Preservation.

OTHER BUSINESS: It was the consensus of the members that the secretary should discontinue mailing packets for the monthly meeting and instead email the information to each of the members. The printed packets will be provided to the members at the meeting.

PUBLIC COMMENT: None.

ADJOURNMENT: Steve VanOrmer made a motion, seconded by Len Ferber and passed unanimously to adjourn the meeting at 8:03 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, MARCH 4, 2014**

Members Present: Tom Lainhoff Len Ferber Beth Johnson
Chris Lainhoff Steve VanOrmer

Others Present: Christine D. Drennen, Administrative Assistant
Robert Templeton
Joe Deevy

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Tom Lainhoff stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for March 11, 2014. It was noted that Dave Measel contacted the office prior to the meeting that he would be unable to attend.

PUBLIC COMMENT: None.

MINUTES OF FEBRUARY 4, 2014: Len Ferber made a motion, seconded by Chris Lainhoff and passed unanimously to approve the minutes of the February 4, 2014 meeting as submitted.

Because he and Chris Lainhoff have a fiduciary interest in the next application, Tom Lainhoff turned the Chair over to the Vice Chair, Len Ferber.

53 EAST MAIN STREET – Restore eight front windows: Robert Templeton, owner of 53 East Main Street, was in attendance and reviewed his application to match the windows on the 55 East Main Street side of the duplex which are 6 over 6 on the third floor and 9 over 9 on the first and second floors. Mr. Templeton stated that his current windows are 2 over 2 on the third floor and one over one on the first and second floors. He plans to retain the interior storm windows. His contractors are Tom and Chris Lainhoff. Chris Lainhoff stated that they are proposing wooden sash made out of mahogany and utilize a combination of antique and reproduction hand blown glass and that the colors will remain the same.

Steve VanOrmer made a motion to recommend Borough Council accept the application of Robert and Arlene Templeton, owners of 53 East Main Street to restore eight front windows as described, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9. Beth Johnson seconded the motion. Motion carried with members VanOrmer, Johnson and Ferber casting assenting votes. Members Tom Lainhoff and Chris Lainhoff abstained from voting because they have a fiduciary interest in the project.

Len Ferber turned the chair back over to Tom Lainhoff.

OTHER BUSINESS: Tom Lainhoff stated that he and Chris Lainhoff will be unable to attend the April 1, 2014 meeting.

PUBLIC COMMENT: Joe Deevy, owner of 115 East Main Street, was in attendance to ask for guidance as he is making plans to work on his barn. He stated that the first thing he would like is some guidance on how to determine if the foundation is adequate. Tom Lainhoff stated that a structural engineer could assist him with that and stated that he will consult with Dale Kaufman and provide Mr. Deevy with some firms to consider. Mr. Deevy stated that this is a 30' x 30' two story garage/barn that is behind his house. Some of the items Mr. Deevy would like to consider after he determines the condition of the foundation are to replace the flooring inside the barn, repair the upstairs floor, install new matching siding over top of the existing siding, replacement windows, garage doors (carriage-style looking roll-up doors to replace the existing roll up panel doors), and a one bay 23' x 25' shed addition on the rear. Tom Lainhoff stated that the interior work as well as anything that cannot be seen from the roadway does not need HARB review. Tom Lainhoff asked about the replacement windows he was considering and Mr. Deevy stated that the existing windows are wooden windows. Tom Lainhoff stated that there is a supply of wooden windows at the Heritage Society that Mr. Deevy was welcome to consider using for the cost of a donation to the Heritage Society. The siding was discussed and Mr. Deevy stated that it is currently vertical tongue and groove typical barn siding and he had hoped to wrap the existing siding and install new wooden vertical tongue and groove siding over top because there are currently a lot of openings in the existing siding. Another option Mr. Deevy considered for the siding was fiber cement but he has been unable to locate it in the configuration he has. Chris Lainhoff stated that he is not aware of it being available in this configuration. Tom Lainhoff stated that one thing to consider with the siding repair is that it would create an ideal habitat for insects. Chris Lainhoff stated that he has worked with a reasonably priced mill and will provide that contact information to Mr. Deevy.

Tom Lainhoff expressed his thanks to Mr. Deevy for coming in early in his planning process to discuss the project with the Board and added that this barn is a prominent part of the streetscape and that he appreciates him wanting to make improvements.

ADJOURNMENT: Len Ferber made a motion, seconded by Chris Lainhoff and passed unanimously to adjourn the meeting at 8:05 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

April 4, 2014 HARB Meeting - Canceled

stated that the siding on the garage is currently T-111 and that he is proposing to do board and batton, either wood or hardi, on the street and east sides and to paint the entire structure white to match the house. Chris Lainhoff suggested the use of either hardi or cypress wood as opposed to pine for longevity. Tom Lainhoff recommended soaking the bottoms of the wooden boards that will be closest to the ground in a preservative before their installation to have them last longer. Mr. Smoker stated that he is proposing to install two white 18' garage doors on the east side.

Regarding the work he plans to do on the house, Mr. Smoker stated that he had previously received permission to remove the soffit and fascia from the house and that he wanted to change the k-style gutters to be white half round gutters. Len Ferber suggested that Mr. Smoker consider at least 6" half round gutters because he has 5" gutters on his house that is similar in size and they are not large enough.

Chris Lainhoff made a motion, seconded by Dave Measel and passed unanimously to recommend Borough Council accept the application of Nathan and Amy Smoker, owners of 211 Miller Street, to install two garage doors as submitted on the east side of the garage where garage doors once existed, to reside the north and east sides of the garage to replace the T-111 with either wood or hardi board and batton siding which will be painted white, to replace the front picture window with a reused wooden window, to replace the k-style gutters on the house with white half round gutters and to approve the removal of the aluminum soffit and fascia from the house, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

144 EAST MAIN STREET – Replace flat roof with peaked shingled roof: Property owner Sonny Raja of Raja Arroba Investor LLC and his contractor, Sam Stoltzfus, were in attendance and reviewed their application to replace the flat roof on the Carriage House Motor Inn with a peaked shingled roof. Mr. Raja explained that with the recent heavy rain and snow this past winter, the roof is failing and water puddles on the roof and gets into the motel rooms. Mr. Stoltzfus stated that he is proposing a symmetrical A-frame roof which will have a gable end on the end of the building facing the road. Mr. Stoltzfus asked the members what pitch they preferred. It was the consensus of the members that a drawing of what they were proposing is necessary and that they should consult with a professional to make sure the pitch of the roof they are proposing meets the building code because of the size of the building. Chris Lainhoff offered to draw up some ideas for them to consider, to which Mr. Raja was appreciative and was in agreement with the application being tabled.

Chris Lainhoff made a motion, seconded by Beth Gunnion and passed unanimously to table the application of Sonny Raja of Raja Arroba Investor LLC for 144 East Main Street until concept plans of what they are proposing are available for review.

1 WEST MAIN STREET – Graphics on front windows: Nick Whiteford, owner of 1 West Main Street, Strasburg Country Store and Creamery, was in attendance and reviewed his application to replace the sign graphics on the front windows and reviewed the submitted drawings. Mr. Whiteford explained that they are replacing the graphics the same size and same colors that were on the old windows with different graphics. He added that the windows had to be replaced because one was broken, one had a bullet hole and one had a frame that was sagging.

Len Ferber made a motion, seconded by Chris Lainhoff and passed unanimously to recommend Borough Council accept the application of Nick Whiteford, owner of 1 West Main Street, to replace the sign graphics on the front windows as submitted, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

Because he has a fiduciary interest in the next application, Tom Lainhoff turned the chair over to Len Ferber.

120 EAST MAIN STREET – Seal logs: Tom Lainhoff and Chris Lainhoff, contractors, as well as property owner Beth Gunnion, were in attendance and reviewed their application to chink checks in logs and seal same on all sides of the building. Tom Lainhoff stated that during the recent heavy rains, a lot of water got into the house and it is necessary for them to chink the checks (install an epoxy in the logs to fill in the cracks) and to seal them on the whole house. They stated that they are looking at several water proofing and UV protection products and they will all darken the appearance of the logs. They plan to do test patches on the back side of the house.

Steve VanOrmer made a motion to recommend Borough Council accept the application of Beth Johnson (Gunnion), owner of 120 East Main Street, to chink checks in the logs and seal same on all sides of the building as submitted, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9. Dave Measel seconded the motion. Motion carried with members VanOrmer, Measel and Ferber casting assenting votes. Members Tom Lainhoff and Chris Lainhoff abstained from voting because they have a fiduciary interest in the project and member Beth Gunnion abstained from voting because she is the property owner.

Len Ferber turned the chair back over to Tom Lainhoff.

OTHER BUSINESS: Tom Lainhoff reported that he informally met with Council President Mike Chiodo to discuss ways managing the Historic District could work more smoothly. Tom Lainhoff stated that HARB had suggested revisions to the HARB Ordinance a few years ago but Council was not in favor of the expense involved in revising the ordinance. It was the consensus of the members that the secretary should see if someone from either the County or PHMC would be willing to come to a special HARB meeting to discuss what items can and cannot be changed in the ordinance in order to be compliant with the Secretary of the Interior's Standards and National Park Service regulations and then a list of suggested revisions could be prepared for consideration by Borough Council.

PUBLIC COMMENT: None.

ADJOURNMENT: Chris Lainhoff made a motion, seconded by Tom Lainhoff and passed unanimously to adjourn the meeting at 8:55 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, JUNE 3, 2014**

Members Present: Tom Lainhoff Beth Gunnion
 Dave Measel Dale Kaufman
 Steve VanOrmer Chris Lainhoff (7:35 pm)

Others Present: Christine D. Drennen, Admin. Asst.
 John Drouillard
 Dwayne Lapp

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Tom Lainhoff stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for June 10, 2014. It was announced that Len Ferber had contacted the office prior to the meeting to report that he was unable to attend the meeting.

PUBLIC COMMENT: None.

MINUTES OF MAY 6, 2014: Beth Gunnion made a motion, seconded by Dave Measel and passed unanimously to approve the minutes of the May 6, 2014 meeting as submitted.

213 WEST MAIN STREET – Porch steps, railing and painting: The applicant nor a representative was in attendance to review the application. Tom Lainhoff added that no details showing how they wanted to do the porch railing were submitted. In light of the lack of information provided and the absence of the applicant, Chris Lainhoff made a motion, seconded by Beth Gunnion and passed unanimously to table the application.

54 WEST MAIN STREET – Shed: John Drouillard, owner of 54 West Main Street, was in attendance and reviewed his application for a shed. Tom Lainhoff noted that these new owners have done a lot of nice work on this property since they purchased it. Tom Lainhoff stated that their spiral balusters and wooden details on their porch are very unique, incredible features. He noted that some of the balusters recently fell down and offered advice to Mr. Drouillard on how they could be repaired using an epoxy consolidant and pins, which would be less expensive than having replacement spiral balusters turned. It was explained to Mr. Drouillard that this repair to the balusters would be an in-kind repair and that he would need to apply for the permit. Chris Lainhoff stated that he or another member could provide him advice on repairing the balusters and that all Mr. Drouillard needed to do was to contact the office.

For the shed, Mr. Drouillard stated that he is proposing T-111 siding, no windows on the street side, asphalt shingles and will be painted to match the color of the house. It was noted that this shed sits far back on the property and there are trees and other landscaping that make it barely visible from the roadway.

Steve VanOrmer made a motion, seconded by Chris Lainhoff and passed unanimously to recommend Borough Council accept the application of John and Cheryl Drouillard, owners of 54 West Main Street, to install a 12' x 20' shed as submitted, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

112 EAST MAIN STREET – Enclosed lean-to addition to garage: Dwayne Lapp, owner of 112 East Main Street, was in attendance and reviewed his application for a lean-to addition to the side of his existing garage. Mr. Lapp explained that he would like to use vertical tongue and groove siding to match the existing garage and will be painted the same color. It was noted that this garage is to the rear of the property and the addition will be minimally visible.

Chris Lainhoff made a motion, seconded by Dave Measel and passed unanimously to recommend Borough Council accept the application of Dwayne Lapp, owner of 112 East Main Street, to construct a lean-to addition to the back of the existing southernmost shed, which will be covered in tongue and groove siding, asphalt shingles and painted to match the garage, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

OTHER BUSINESS: Tom Lainhoff stated that 309 Miller Street did not construct their retaining wall as they had explained and received a Certificate of Appropriateness at the May 13, 2014 Borough Council meeting. Christine Drennen verified that the applicant did not contact the office to advise that they desired to change their design. Following extensive discussion, Chris Lainhoff made a motion to have a stern letter sent to the owners stating the facts and advising them that what they constructed is not what was approved and reminding them that in the future if they desired to change the scope of a project that they would need to apply for a change. Beth Gunnion seconded the motion. Motion carried with members Tom Lainhoff, Gunnion, Measel, VanOrmer and Chris Lainhoff casting assenting votes. Member Kaufman cast a dissenting vote.

Christine Drennen reported that she contacted Bryan Van Sweden from PHMC to schedule a special meeting for him to come and review changes that could be made to the Ordinance and that he was currently on vacation. Available dates will be obtained from Mr. Van Sweden and forwarded to the members to schedule the special meeting.

PUBLIC COMMENT: None.

ADJOURNMENT: Chris Lainhoff made a motion, seconded by Tom Lainhoff and passed unanimously to adjourn the meeting at 8:45 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, JULY 1, 2014**

Members Present: Steve VanOrmer Beth Gunnion
 Dave Measel Dale Kaufman

Others Present: Christine D. Drennen, Admin. Asst.
 Samantha Rutter
 Carol Fontaine
 Harold Wiker
 Erin Dougherty

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Acting Chairman Steve VanOrmer, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Steve VanOrmer stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for July 8, 2014. It was announced that Len Ferber, Tom Lainhoff and Chris Lainhoff had contacted the office prior to the meeting to report that they would be unable to attend the meeting.

PUBLIC COMMENT: None.

MINUTES OF JUNE 3, 2014: Beth Gunnion made a motion, seconded by Dale Kaufman and passed unanimously to approve the minutes of the June 3, 2014 meeting as submitted.

213 WEST MAIN STREET – Porch steps, railing, painting and brick paver walkway: Erin Dougherty, owner of 213 West Main Street, was in attendance and reviewed her application. Mrs. Dougherty explained that they would like to cut the porch posts off to approximately 36” from ground level and to install a rail between the posts similar to that at 16 Miller Street’s porch railing. She also stated that the painting they are proposing is to paint the steps, post and rails Deep Terra Cotta Gloss Enamel with Almond Stain trim. For the walkway, they are proposing to change it from the bottom of the wood step to the concrete sidewalk and she provided brochures of the pavers they had selected, EP Henry Brick Stone in the HB Brown color.

Steve VanOrmer and Dale Kaufman suggested that they consider having the hand rail lower than 36”, and that the standard was approximately 32”. Discussion regarding the walkway continued and the different edges were reviewed and it was the consensus of the members and the applicant that the flat brick without beveled edges was preferred. Steve VanOrmer asked if the applicant would consider using bricks because they would have been traditionally used for sidewalks and it lends itself better to the historic era of the town. Mrs. Dougherty stated that since her house is red brick, she did not want red bricks on the walkway.

Dave Measel made a motion, seconded by Dale Kaufman and passed unanimously to recommend Borough Council accept the application of Erin Dougherty and Terry Bitner, owners of 213 West Main Street, for the porch steps, railing, painting, and the EP Henry Brick Stone in

the HB Brown color as applied, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

16 MILLER STREET – Light post, mailbox and paint shed: Harold Wiker, one of the owners of 16 Miller Street, was in attendance and reviewed their application. Mr. Wiker stated that the mailbox is a cedar colonial wallbox painted the same color as the house, reviewed the light and light post, and the shed painted Jewett White with Sage trim and door.

Dale Kaufman made a motion, seconded by Beth Gunnion and passed unanimously to recommend Borough Council accept the application of Strasburg Restoration & Preservation Inc., owner of 16 Miller Street, to install the light post and light, cedar colonial wallbox mailbox, and paint the shed Jewett White with Sage trim and door as applied, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

4 SOUTH DECATUR STREET – Sign: Samantha Rutter and Carol Fontaine, representing Brian and Patricia Rutter, tenants for the donut shop called Sugar on Top at 4 South Decatur Street, were in attendance and reviewed their application for a sign. They stated that the sign post has been revised and instead of an iron bar holding the sign, they are now proposing a brown piece of wood to hold the sign. The other details of the sign include: 4 ½ foot post above the ground to be painted brown, the sign will be made of azek and painted antique white with a brown raised border, and will contain their logo on the sign.

Members encouraged them to consider the largest sign allowed by zoning.

Beth Gunnion made a motion, seconded by Dave Measel and passed unanimously to recommend Borough Council accept the application of Charlotte Martin, owner and Brian and Patricia Rutter, tenants of 4 South Decatur Street, to erect a sign post and sign as applied, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

101 EAST MAIN STREET – Remove exterior storm windows, install interior storm windows and repair shutters: Don Harden, owner of 101 East Main Street, submitted an application to remove the exterior storm windows, install interior storm windows and to repair the shutters.

Dave Measel made a motion, seconded by Dale Kaufman and passed unanimously to recommend Borough Council accept the application of Don Harden, owner of 101 East Main Street, to remove the exterior storm windows, install interior storm windows and to repair the shutters as submitted, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: Dale Kaufman made a motion, seconded by Dave Measel and passed unanimously to adjourn the meeting at 8:25 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, JULY 22, 2014
SPECIAL MEETING**

Members Present: Tom Lainhoff Steve VanOrmer
Dale Kaufman Chris Lainhoff
Len Ferber (7:15 pm)

Others Present: Christine D. Drennen, Admin. Asst.
Bryan Van Sweden, PHMC

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:00 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes.

PUBLIC COMMENT: None.

**DISCUSS AND REVIEW HISTORIC ARCHITECTURAL REVIEW BOARD
ORDINANCE AND BYLAWS - BRYAN VAN SWEDEN, COMMUNITY
PRESERVATION COORDINATOR, PENNSYLVANIA HISTORICAL AND MUSEUM**

COMMISSION: Bryan Van Sweden, Community Preservation Coordinator with the Pennsylvania Historic and Museum Commission, was in attendance and stated that he reviewed the Borough's HARB Ordinance and that it is in compliance with the Certified Local Government requirements and that our ordinance is very similar to PHMC's model ordinance. He added that of the approximately 100 municipalities in Pennsylvania that have Historic Districts, Strasburg Borough is one of 44 in the state which has received the Certified Local Government status. As part of Mr. Van Sweden's visit, he was also completing his National Parks Service's requirement to review and evaluate our Certified Local Government status, which he is supposed to do every four years. Mr. Van Sweden stated that the Certified Local Government status is a federally recognized program which applies to Strasburg Borough, not just the HARB.

The group discussed some of the benefits of being a Certified Local Government including:

1. Municipality held accountable by the requirement to complete the annual report and make sure the correct process is being followed.
2. Provides for the potential for funding for special projects.
3. Provides more accountability in that the municipality is required to make decisions based on the guidelines which provides more credibility to the decisions.

Dale Kaufman stated that he believes the Historic District is a positive economic impact on the community and that most residents appreciate and understand the importance of the HARB.

Bryan Van Sweden offered the following suggestions:

1. Clarify in the definitions that all exterior work needs a Certificate of Appropriateness and that you need the Certificate of Appropriateness in order to obtain a building permit.
2. The section of the ordinance that states that a certified staff person reviews the permits is not necessary under the CLG requirements and suggested that the ordinance be modified to reflect the review process. He suggested that the ordinance could state that the board could seek certified staff assistance if necessary and/or use the term certified advisor.
3. If a conditional recommendation for approval is given to an application, he suggested that a Borough staff member go along with the HARB member when the project is inspected and given official approval or specifically state in the certificate of appropriateness who will give the final approval.
4. Consider additional language to clarify the pre-approved repointing process.
5. Update the inventory and list the outbuildings and have the update reviewed by PHMC. He also suggested considering referencing the inventory in the ordinance instead of having it attached so that the inventory can be updated without having to go through the costly process of amending the entire ordinance in the future. Mr. Van Sweden stated that the “Penn Pilot” website may be helpful when dating outbuildings. Tom Lainhoff suggested labeling the structures as contributing or non-contributing. Mr. Van Sweden will investigate if an inventory that is referenced in the ordinance as opposed to being fully contained in the ordinance provides the same enforceability.

Regarding paint colors, Mr. Van Sweden stated that most HARB’s throughout Pennsylvania do not regulate paint colors and that PHMC usually advises to not regulate paint colors because they are reversible (except masonry). He suggested that if a change is considered to not regulate paint colors, to make sure that the ordinance is specific to say that unpainted masonry cannot be painted.

Mr. Van Sweden stated that he recently attended the National Alliance of Preservation Commissions conference and they offered the following suggestions to consider when reviewing the ordinance: definition of historic, address economic hardship, detail the enforcement process, provide information about tax incentives, address demolition by neglect, consider design review/design guidelines, property rights, education, staffing and funding.

Mr. Van Sweden stated that he was pleased with Strasburg Borough’s HARB members’ required training that was recorded on the annual reports.

Mr. Van Sweden asked the board to provide him with examples of successes with the Ordinance, to which the members stated the following:

1. Tom Lainhoff stated that one change that was made to the HARB application process was that the monthly HARB meeting date was changed to be one week prior to the Borough Council meeting to reduce the amount of time an applicant has to wait to obtain a permit.

2. Dale Kaufman stated that HARB has made recommendations for properties in need of repair and that it has been enforced by the Zoning Officer. Tom Lainhoff explained to Mr. Van Sweden that Strasburg Borough's enforcement has normally been done through their Property Maintenance Ordinance rather than through a HARB ordinance. Mr. Van Sweden stated that his experience with other municipalities is that they also pursue enforcement through the Property Maintenance Ordinance.
3. Steve VanOrmer stated that Borough staff member Christine Drennen does a great job with providing assistance to the Board.
4. Chris Lainhoff stated that the board attempts to work with property owners to do in-kind repairs.
5. Len Ferber stated that the Borough has a very good website.
6. Chris Lainhoff stated that in addition to the photographic record that was completed for the Borough through a Lancaster County grant, the Board has started and would like to continue taking pictures annually of each of the properties in the Historic District so that changes that occur can be documented.

Steve VanOrmer asked Mr. Van Sweden for his suggestions on how to address work that is not done in compliance with the permits or without a permit. Mr. Van Sweden suggested working with the property owners to review the completed work and/or suggesting remedial work to make the project more compliant. Mr. Van Sweden added that it is his opinion that an applicant should be required to go through the application process if they begin the work without the proper permits.

Mr. Van Sweden discussed substitute materials. He stated that design guidelines can assist with providing a list of what characteristics substitute materials need to have in order to be acceptable. He suggested including wording in the ordinance that states that HARB is authorized to produce additional guidelines for specified materials above and beyond what is listed in the ordinance, so that if acceptable new materials become available that the entire ordinance doesn't have to be amended every time.

Dale Kaufman asked Mr. Van Sweden about solar panels. Mr. Van Sweden stated that it is all about visibility and the goal to have them in a less visible location and to use less intrusive products.

Steve VanOrmer stated that it is his understanding that HARB makes recommendations on applications based on the ordinance and be consistent. He added that any variation to the ordinance is up to Borough Council to be the humanitarian and override HARB's recommendation. Mr. Van Sweden agreed with Mr. VanOrmer and added that a non-significant structure is different than a landmark structure.

Len Ferber asked what the process would be to enlarge the Historic District. Mr. Van Sweden stated that it would be necessary to work with PHMC to obtain the certification to enlarge the district.

Mr. Van Sweden suggested adding to the Borough's website a statement explaining the HARB, a step by step process on how to apply, and the Historic District brochure.

Mr. Van Sweden explained some possible uses for Certified Local Government funds include updating the survey, hiring certified staff, preparing guidelines and evaluating the boundaries. He stated that the maximum grant is \$15,000 and requires a match which can be an in-kind match.

Mr. Van Sweden stated that if HARB would like to make changes to the Ordinance, he would be willing to review the draft and provide comments.

Tom Lainhoff stated that each member should review the ordinance and come up with suggestions to be discussed at the September 2, 2014 HARB meeting.

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: Len Ferber made a motion, seconded by Chris Lainhoff and passed unanimously to adjourn the meeting at 9:25 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, AUGUST 5, 2014**

Members Present: Tom Lainhoff Steve VanOrmer
 Beth Gunnion Chris Lainhoff

Others Present: Christine D. Drennen, Admin. Asst. Robin Stermer
 Kristie Nies Tim Nies
 Cheryl Hershey Steve Young
 Jennifer Young

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Tom Lainhoff stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for August 12, 2014.

PUBLIC COMMENT: None.

MINUTES OF JULY 1, 2014: Beth Gunnion made a motion to approve the minutes of the July 1, 2014 meeting as submitted. Steve VanOrmer seconded the motion. Motion carried with members Gunnion and VanOrmer casting assenting votes. Members Tom Lainhoff and Chris Lainhoff abstained from voting because they were not in attendance for the meeting.

122 EAST MAIN STREET – Fence, replace cement walkway with brick paver walkway, reinstall gutter, discuss deck material: Diane Flath, owner of 122 East Main Street, was in attendance and reviewed her application. Ms. Flath reviewed her requests in detail:

1. She would like to install a gothic picket top fence that has spacing between the boards and then after it as seasoned about a year to paint it white.
2. She would like to replace the existing front walk with red brick pavers and brought a sample. Tom Lainhoff advised her that the sample she brought was a concrete red brick paver and Ms. Flath stated that she wanted to install something that would hold up to salt ice melt and not be slippery. Tom Lainhoff stated that a clay red brick paver would hold up better, last longer, not be slippery, and they are approximately the same cost. Ms. Flath stated that she wanted to use the clay red brick paver.
3. She would like to reinstall the half round gutter on the upper house dormer and it will be white.
4. Composite deck material was discussed and Tom Lainhoff stated that HARB has not approved composite decking material on front porches of houses. Chris Lainhoff stated that mahogany flooring is less expensive than trex and can be purchased pre-primed and tongue and groove. Steve VanOrmer added that mahogany is rot resistant and stable.

Steve VanOrmer made a motion, seconded by Beth Gunnion and passed unanimously to recommend Borough Council accept the application of Diane Flath, owner of 122 East Main Street, as applied for and discussed for a gothic style picket fence to be painted white after the

wood has seasoned, to replace the cement walkway with a true red brick clay paver walkway, and to reinstall white half round gutter on the upper house dormer, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

17 WEST MAIN STREET – Exterior painting, front porch area, sign: Robin Stermer, representing the property owner Nick Whiteford, as well as new tenants Tim and Kristie Nies, were in attendance and reviewed their application to repaint the exterior of the building the same colors as the Creamery (burgundy, tan and green), to redo the front porch area and for a sign.

Tom Lainhoff stated that he would encourage them to consider the option of the hanging sign above the door as opposed to the wrought iron sign because it is more visible. Mr. Nies stated that they would like an oval two sided sign that will be painted the same colors as the Creamery's signs and if they change their mind on the design of the sign that they will reapply to HARB. Steve VanOrmer suggested a raised frame around the sign to which Mr. Nies stated that was also what he was considering.

Tom Lainhoff stated that of the two options they provided for the front porch area, one being a wooden deck and the other extending the brick pavers, he liked the brick paver option and that would be the historically correct option. He added that if the pavers were laid on compacted stone dust, it would percolate water better. Chris Lainhoff agreed that he also liked the brick paver option. The applicants stated that they were agreeable to whatever option the board preferred.

Steve VanOrmer mentioned that the building is missing some repointing on the west side and Ms. Stermer stated that she would pass along that information to the owner. Steve VanOrmer reminded the applicant that repointing requires a permit and HARB approval to ensure the correct color and consistency of mortar for use around the old bricks.

Tom Lainhoff stated that their rendering shows window boxes and asked if they would also like to apply for wooden window boxes, to which they stated that they did want to install the wooden window boxes.

Chris Lainhoff made a motion, seconded by Beth Gunnion and passed unanimously to recommend Borough Council accept the application of Nick Whiteford, owner of 17 West Main Street, for exterior painting per the attached colors, to widen the brick paver sidewalk to make a front porch area on the front of the building matching the existing brick pavers, a wooden sign with a painted logo matching the design submitted, and wooden window boxes, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

37 EAST MAIN STREET – Balcony balusters and posts: Cheryl Hershey, owner of 37 East Main Street, was in attendance and reviewed her application to replace the balcony balusters and posts on her side porch. She stated that she would like to use chamfered 6 x 6 posts and either turned balusters or straight balusters. Steve VanOrmer stated that the balusters should be at least approximately 1 7/8" – 2" wide and not the thin ones that can be purchased at a home

improvement store. After discussion, Ms. Hershey stated that she preferred the straight balusters.

Chris Lainhoff made a motion, seconded by Steve VanOrmer and passed unanimously to recommend Borough Council accept the application of Cheryl Hershey, owner of 37 East Main Street, for chamfered 6 x 6 posts, handrails and bottom rail on the balcony and to match the straight balusters on 209 West Main Street, the screening to remain and to paint to match the existing paint colors, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

208 WEST MAIN STREET – Rear porch on west side of building, flower boxes, exterior lights, shutters, remove existing front storm windows, exterior painting, replace concrete sidewalk with brick walkway and driveway entrance: Steve and Jennifer Young, owners of 208 West Main Street, were in attendance and reviewed their application.

The application was reviewed in detail:

1. Rear porch – Mr. Young stated that he would like to use straight spindles on the new rear porch and Chris Lainhoff suggested using a molded hand railing with some reveal on the spindle. Tom Lainhoff stated that some type of enclosure on the bottom of the rear porch would make it look better, and suggested either using painted wooden lattice or vertical boards.
2. Flower boxes – The flower boxes should either be wooden or wrought iron.
3. Exterior lights – Chris Lainhoff suggested the use of post lamps but Mr. Young stated that there isn't enough of ground on the west side to install post lamps. The design and style Mr. Young proposed was acceptable.
4. Exterior painting – Mr. Young stated that he planned to power wash the faux brick on the front of the building, prime it and then paint it the Benjamin Moore hazy skies color. The windows and trim will be painted Benjamin Moore antique white, shutters will be painted Benjamin Moore wrought iron, and the front doors will be painted Behr red brick.
5. Sidewalk and driveway entrance – The application was to replace the existing concrete sidewalk with brick walkway and driveway entrance. Chris Lainhoff stated that clay brick pavers should be used.
6. Shutters – The application submitted was for board and batton shutters. Chris Lainhoff stated that paneled shutters on the first floor and louvered shutters for the second floor would be more appropriate. Tom Lainhoff stated that the Heritage Society has some salvaged shutters that Mr. Young could consider. Mr. Young stated that at this time he was only proposing to install shutters on the front of the building and Chris Lainhoff encouraged him to consider installing them on the sides of the building in the future as well, to which Mr. Young stated he would consider. Mr. Young stated that was agreeable to installing the paneled shutters on the front of the building on the first floor and louvered shutters on the second floor instead of the board and

batton shutters and would follow up on their suggestions for locating shutters as well as to reuse some that he found on the inside of the house while doing the renovations.

7. Side porch – Mr. Young stated that he would like to redo the existing porch using mahogany tongue and groove with straight balusters.

Chris Lainhoff made a motion, seconded by Tom Lainhoff and passed unanimously to recommend Borough Council accept the amended application of Steve Young, owner of 208 West Main Street, for the rear porch with fascia below the flooring and for some treatment to enclose the porch to the ground, wooden spindles to match the revised pre-approved spindles with the possibility of using wooden straight spindles, paneled wooden shutters on the first floor and wooden louvered shutters on the second floor for the front of the house, wooden or wrought iron window boxes, exterior lights as applied, to remove the existing storm windows on the front of the building, exterior painting (front-Benjamin Moore hazy skies, windows and trim-Benjamin Moore antique white, shutters-Benjamin Moore wrought iron, front doors-Behr red brick), and to replace the existing concrete sidewalk with a brick walkway and driveway entrance, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

Tom Lainhoff stated that he and Chris Lainhoff have a fiduciary interest in the next application and he turned the chair over to Acting Chairman, Steve VanOrmer.

101 EAST MAIN STREET – Change transom above front door, relocate mailbox, change trim paint color: Tom and Chris Lainhoff, contractors representing the owner, Don Harden, for 101 East Main Street, were in attendance and reviewed their application. They stated that they will be replacing the existing single light transom with a four-light transom and lowering the transom rail. They would also like to relocate the mailbox to the east side of the house and to repaint the following: front door to Finaren & Haley Congress Hall Red, first floor shutters to Benjamin Moore Essex Green, and to ask for a revision to previous approvals to not have shutters on the second floor because they are not appropriate.

Beth Gunnion made a motion to recommend Borough Council accept the application of Don Harden, owner of 101 East Main Street, to change the transom to a four-light transom and to lower the rail, to relocate the mailbox to the east, to paint the door Congress Hall Red and the first floor shutters Essex Green, and remove the second floor shutters, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9. Steve VanOrmer seconded the motion. Motion carried with members Gunnion and VanOrmer casting assenting votes. Members Tom Lainhoff and Chris Lainhoff abstained from voting because they have a fiduciary interest in the project.

OTHER BUSINESS: Tom Lainhoff stated that in order to continue moving forward with the review of the Ordinance, every member should review and provide written comments and suggestions to Christine Drennen by August 25, 2014 to be considered at the September 2, 2014 meeting. It was noted that if there are a lot of applications to consider at the September meeting, it may be necessary to schedule a special meeting.

PUBLIC COMMENT: None.

ADJOURNMENT: Steve VanOrmer made a motion, seconded by Tom Lainhoff and passed unanimously to adjourn the meeting at 10:00 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, SEPTEMBER 2, 2014**

Members Present: Tom Lainhoff Len Ferber
 Steve VanOrmer Dale Kaufman
 Beth Gunnion Chris Lainhoff
 Dave Measel

Others Present: Christine D. Drennen, Admin. Asst. Raja Arooba
 Dave Hindman Jane Hindman
 John Sigler Dwayne Lapp

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Tom Lainhoff stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for September 9, 2014.

PUBLIC COMMENT: None.

MINUTES OF AUGUST 5, 2014: Dale Kaufman made a motion, seconded by Beth Gunnion and passed unanimously to approve the minutes of the August 5, 2014 meeting as printed.

148 EAST MAIN STREET – Handrails and painting: Raja Arooba, owner of 148 East Main Street, was in attendance and reviewed his application to install a handrail that is being required by the insurance company and to repaint utilizing either a similar shade or willing to consider a color the Board may suggest. He provided some photographs of sample handrails he was considering.

Chris Lainhoff stated that there are a lot of good examples of handrails that are used on other homes in the town but the options Mr. Arooba was considering are very commercial looking. Tom Lainhoff added that Mr. Arooba has an exceptionally nice building. Chris Lainhoff offered HARB's assistance on suggesting more appropriate handrails for him to choose from which could be approved at a future meeting, to which Mr. Arooba stated that he would like and appreciated. When asked, Mr. Arooba stated that he would be fine with either a wood or metal handrail.

Mr. Arooba stated that he had not decided on paint colors and wanted to seek his family's opinion. Chris Lainhoff suggested he review the historic paint color charts that the Borough maintains on file and come back to a future meeting for approval, to which Mr. Arooba agreed.

Chris Lainhoff made a motion, seconded by Steve VanOrmer and passed unanimously to table the application of Raja Arooba Investor LLC for 148 East Main Street to allow the applicant to apply for a specific handrail and paint colors.

225 MILLER STREET – Shutters: Dave and Jane Hindman, owners of 225 Miller Street, were in attendance and reviewed their application to install vinyl shutters. They explained that they had applied in 2010 and received permission for wooden shutters that were functional. Mrs. Hindman stated that they did some research into them and that the hardware that makes them functional is very expensive through the resources she contacted and that they were having problems locating the wooden shutters. They also stated that they did not have an actual cost estimate for the wooden shutters. Mr. Hindman stated that they were proposing to install shutters on the front and East side of the house, which is a total of 11 windows. Steve VanOrmer stated that their application indicated that there were neighboring properties with vinyl shutters, to which Mr. VanOrmer stated that HARB has never approved vinyl shutters and if there are vinyl shutters on a house, they would have either been installed without a permit or put in prior to the HARB Ordinance.

Chris Lainhoff stated that the reason they had recommended functional shutters previously was because 1) shutters were historically meant to be able to be used, and 2) the shutters should be installed away from the building using the hardware so moisture doesn't get trapped behind the shutter and, 3) both sides of the shutter can be maintained. Chris Lainhoff stated that it is his opinion that, in an effort to come to a compromise with the applicants, wooden shutters without the functional hardware would be better than vinyl shutters, as long as they were installed with the ability to have airflow behind the shutter.

Steve VanOrmer offered his assistance to help them locate low cost used Acme hardware for them to consider. He added that he agreed that, if installed correctly for airflow and spaced correctly, the wooden shutters without functioning hardware would be acceptable. Mr. and Mrs. Hindman agreed that they would be willing to amend their application to install non-functioning wooden shutters. Steve VanOrmer also offered his advice assistance with the project. Len Ferber stated that he has some low cost wooden shutters available but was not sure if they were the correct size.

Chris Lainhoff made a motion, seconded by Dale Kaufman and passed unanimously to recommend Borough Council accept the amended application of Dave and Jane Hindman, owners of 225 Miller Street, to install wooden paneled shutters on the first floor and wooden louvered shutters on the second floor, permanently attached to the building with screws as opposed to being mounted on traditional hardware, with the recommendation that the shutters be spaced out from the siding to allow air circulation behind them, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

246 MILLER STREET – Screened in porch: John and Irene Sigler, owners of 246 Miller Street, were in and reviewed their application to remove some of the concrete pad from their existing porch and convert it into a screened in porch.

Tom Lainhoff thanked the applicants for such a thorough application, adding that they are a real asset to the community and that they take great care of their property. John Sigler added that he appreciated HARB's assistance in the past when they constructed their addition.

Chris Lainhoff made a motion, seconded by Dale Kaufman and passed unanimously to recommend Borough Council accept the application of John and Irene Sigler, owners of 246 Miller Street, to remove the 4' x 22' concrete pad and 1960's or 1970's iron railing and enclose with porch posts, screening and a door as described in the application, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

112 EAST MAIN ST – Extend shed roof: Dwayne Lapp, owner of 112 East Main Street, was in attendance and reviewed his application to extend the roof of the smaller shed to the roof of the larger one at the end of the driveway.

Chris Lainhoff stated that from the road, it will appear as a lean-to and that the pitch of the small shed will be retained. Steve VanOrmer noted that this is barely visible from the roadway.

Dale Kaufman made a motion to recommend Borough Council accept the application of Dwayne and Tina Lapp, owners of 112 East Main Street, to extend the roof of the smaller shed to the roof of the larger one, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9. Len Ferber seconded the motion. Motion carried with members Tom Lainhoff, Ferber, VanOrmer, Kaufman, Gunnion and Measel casting assenting votes. Member Chris Lainhoff abstained from voting because he is assisting the applicant with this project.

Tom Lainhoff stated that he and Chris Lainhoff have a fiduciary interest in the next two applications so Tom Lainhoff turned the Chair over to Len Ferber.

101 EAST MAIN STREET – Front door frame: Chris Lainhoff was in attendance and stated that he was representing the owner Don Harden, of 101 East Main Street, who works in Washington D.C. during the week.

Chris Lainhoff stated that they planned to alter the door frame to an appropriate 18th century door frame, and they will paint it white to match the existing house paint colors. He added that the owner has more extensive renovation plans in the future for this property. He provided drawings detailing the door frame replacement which were reviewed by the members, and will be attached to the application.

Beth Gunnion made a motion to accept the application of Don Harden, owner of 101 East Main Street, to replace the existing 19th century front door frame with an appropriate 18th century door frame as applied. Dave Measel seconded the motion. Motion carried with members Ferber, VanOrmer, Kaufman, Gunnion and Measel casting assenting votes. Members Tom Lainhoff and Chris Lainhoff abstained from voting because they are the contractors for this project.

120 EAST MAIN STREET – Pent eaves: Tom and Chris Lainhoff, contractors representing the owner, Beth Gunnion for 120 East Main Street, were in attendance and reviewed their application. They stated that they would like to install pent eaves at the attic floor level on both gable walls. Drawings detailing the project were distributed and reviewed by the members, and will be attached to the application.

Dale Kaufman made a motion to recommend Borough Council accept the application of Beth Gunnion, owner of 120 East Main Street, install pent eaves on the attic floor level on both gable walls, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9. Dave Measel seconded the motion. Motion carried with members Kaufman, Measel, Ferber and VanOrmer casting assenting votes. Members Tom Lainhoff, Chris Lainhoff and Beth Gunnion abstained from voting because they have a fiduciary interest in the project.

Len Ferber turned the chair back to Tom Lainhoff.

HARB ORDINANCE REVIEW: Len Ferber suggested we follow Bryan Van Sweden's suggestion to not regulate paint colors. Following extensive discussion, it was the consensus of the members to consider revising Section 501.2(c) to state: Repainting is a pre-approved activity. This wording does not pre-approve someone wanting to paint unpainted masonry.

Chris Lainhoff brought up the suggestion of a list of pre-approved modern materials that, when used appropriately, would be acceptable. Tom Lainhoff expressed his concern that the lifespan of modern materials is unknown. Chris Lainhoff will detail his suggestion in writing and obtain Bryan Van Sweden's input.

In addition to reviewing the remaining sections of the ordinance, Tom Lainhoff asked each member to review the following specific sections for discussion at next month's meeting:

1. Section 501.2(a)
2. Pre-fabricated sheds not on a foundation
3. Consider pre-approving storm windows? Consider pre-approving storm doors?
4. Historic signage (such as the waiting room at the Iron Horse Inn or Catherine Barge Tavern)
5. Reviewing the process for updating the inventory

OTHER BUSINESS:

MINUTES OF JULY 22, 2014: Chris Lainhoff made a motion, seconded by Len Ferber and passed unanimously to approve the minutes of the July 22, 2014 meeting as printed.

PUBLIC COMMENT: None.

ADJOURNMENT: Chris Lainhoff made a motion, seconded by Tom Lainhoff and passed unanimously to adjourn the meeting at 9:33 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, OCTOBER 7, 2014**

Members Present: Tom Lainhoff Len Ferber
 Dale Kaufman Beth Gunnion
 Chris Lainhoff Dave Measel

Others Present: Christine D. Drennen, Admin. Asst.
 Richard & Beth Weymer
 Sunny & Rehana Raja
 Tim & Kristie Nies
 Bob Templeton

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Tom Lainhoff stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for October 14, 2014.

PUBLIC COMMENT: None.

MINUTES OF SEPTEMBER 2, 2014: Len Ferber made a motion, seconded by Dave Measel and passed unanimously to approve the minutes of the September 2, 2014 meeting as printed.

316 MILLER STREET – Little free library: Rick & Beth Weymer, owners of 316 Miller Street, were in attendance and reviewed their application for the free library box they installed in front of their home. Mr. & Mrs. Weymer stated that they didn't realize that they needed a permit to install the box. Tom Lainhoff stated that he reviewed the information they submitted with their application, and he thanked them for the detailed information. He noted that the little free library website information they provided does advise people considering installing a free library box to check with their town regarding necessary permits.

Len Ferber stated that he was in favor of the little free library and that he applauds their efforts.

Len Ferber made a motion to recommend Borough Council accept the application of Rick & Beth Weymer, owners of 316 Miller Street, to install the little free library as constructed on the basis that it is a temporary structure and could be removed in the future and the area restored, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 10. Dave Measel seconded the motion. Motion carried with members Ferber, Kaufman, Gunnion, Measel and Chris Lainhoff casting assenting votes. Member Tom Lainhoff voted against the motion because he did not want to set a precedence for future improvements such as a dvd rental kiosk and because he would have liked to discuss the location for the box prior to its installation.

148 EAST MAIN STREET – Handrails and painting: Sunny and Rehana Raja, owners of 148 East Main Street, were in attendance. As requested at the last meeting, Chris Lainhoff provided them with some photographs of appropriate wrought iron railings for them to consider. Mr. Raja selected one of the samples that he wanted to install, and it is a railing similar to that at 114 East Main Street, Strasburg PA. Mr. Raja stated that they have not decided on a paint color yet and asked that the painting portion of their application be tabled until a future meeting.

Len Ferber made a motion, seconded by Chris Lainhoff and passed unanimously to recommend Borough Council accept the application of Raja Arooba Investor LLC, owners of 148 East Main Street, to install a wrought iron handrail similar to that at 114 East Main Street, Strasburg PA, as submitted, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

Len Ferber made a motion, seconded by Dave Measel and passed unanimously to table the painting application for 148 East Main Street, as requested by the applicant, Raja Arooba Investor LLC.

144 EAST MAIN STREET – Discuss renovation project: Sunny and Rehana Raja, owners of 144 East Main Street, were in attendance and reviewed their application. Mr. Raja stated that he is trying to gain access to the rear portion of 144 East Main Street to build houses. He stated that at this time, he believes he has four options to provide the access road to be installed for the potential lots: 1) to move the log house at 148 East Main Street to the rear of the property at 144 East Main Street, 2) to purchase 149 Beddington Lane and move the house, 3) purchase 152 East Main Street, or 4) remove two of the front hotel rooms from the Carriage House Motel at 144 East Main Street and the current living quarters building to the rear of 144 East Main Street and utilize some of the existing land for 148 East Main Street.

It was the consensus of the members that they would not approve moving the log house at 148 East Main Street.

Chris Lainhoff advised the applicant to research if Borough's Zoning Ordinance would allow for the lot to be developed before pursuing options to install the roadway.

Dale Kaufman reminded Mr. Raja that this Board regulates what is visible from Main Street and that this project would need approvals from other Borough boards and PennDOT.

Chris Lainhoff stated that he was concerned with the option of gaining access through 144 East Main Street because: 1) removing two rooms from the existing Carriage House Motel may make the motel look worse, 2) how would he provide parking for the motel, 3) more details are necessary regarding the house he is looking to remove at 144 East Main Street, and 4) this option would utilize most of the land that is currently part of the log home at 148 East Main Street, which he believes would destroy the integrity of that property.

Based on the information provided by the applicant, Chris Lainhoff stated that he believed this Board is unable to make an official recommendation on this project until more detailed plans are provided.

Len Ferber made a motion, seconded by Beth Gunnion and passed unanimously to table the application of Raja Ranisa Investor LLC, owner of 144 East Main Street, until more detailed plans are received.

Tom Lainhoff stated that he and Chris Lainhoff have a fiduciary interest in the next application so Tom Lainhoff turned the Chair over to Len Ferber.

53 EAST MAIN ST – Windows: Robert Templeton, owner of 53 East Main Street, was in attendance and reviewed his application to install nine new windows on the west wall of the three-story portion of the house, matching in design and materials those windows previously installed on the south (front) wall of the house. The windows he is proposing to replace are not original windows. The windows will be built of mahogany with full mortice and tenon construction, glazed with a combination of antique and hand-blown reproduction glass. The windows will be painted dark green (Market Square Tavern Green) to match the front windows.

Dale Kaufman made a motion to recommend Borough Council accept the application of Robert and Arlene Templeton, owners of 53 East Main Street, to replace nine new windows on the west wall of the house as described in their application, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9. Beth Gunnion seconded the motion. Motion carried with members Ferber, Kaufman, Gunnion and Measel casting assenting votes. Members Tom Lainhoff and Chris Lainhoff abstained from voting because they have a fiduciary interest in the project.

Len Ferber turned the chair back over to Tom Lainhoff.

21 WEST MAIN STREET – Sign: Tim and Kristie Nies, prospective new tenants for 21 West Main Street, were in attendance and reviewed their application for a wooden sign to be placed on the existing sign post at 21 West Main Street. They provided a photograph of the proposed sign on the existing post. They stated that they will paint the sign dark green and will have light green and white lettering, to match the existing house colors. The applicant was advised that they will also need a Zoning Permit from the Zoning Officer for this sign.

Len Ferber made a motion, seconded by Dave Measel and passed unanimously to recommend Borough Council accept the application of Strasburg Properties/Nick Whiteford, owner of 21 West Main Street, to install the sign for Barebones Bicycle & Fitness as proposed, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

Kristie Nies asked the members if a permit would be necessary for them to install a bicycle rack. It was the consensus of the members that a bicycle rack does not need HARB approval.

HARB ORDINANCE REVIEW: Tom Lainhoff reviewed the following items in the ordinance:

1. Section 501.2(a) – Tom will discuss with Bryan VanSweden

2. The members discussed the possibility of pre-approving the placement of a pre-fabricated shed not on a foundation under a certain square footage as long as it is in the rear yard. This will be discussed again at a future meeting.
3. It was the consensus of the members to pre-approve the installation of storm windows. When an applicant contacts the office, however, the secretary will provide the option and information about interior storm windows for them to consider.
4. The members discussed the possibility of pre-approving storm doors. Dale Kaufman will check with Lancaster City to see how they address this issue and/or if they have a list of pre-approved styles.
5. The members discussed historic signage such as the waiting room at the Iron Horse Inn or Catherine Barge Tavern. The current ordinance does not permit such signs. Tom Lainhoff will draft language for the members to consider at a future meeting.
6. The process for updating the inventory was discussed. Tom Lainhoff suggested that the inventory be updated while the Solicitor is completing his legal review of the remainder of the Ordinance.

The members were asked to review the July 22, 2014 minutes from the joint meeting with Bryan VanSweden and the ordinance for further discussion at the next meeting, which is scheduled for November 4, 2014.

Tom Lainhoff stated that he will contact Council President Mike Chiodo and advise him of HARB's progress in reviewing the ordinance and to ask him how he would like HARB to proceed with this project.

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: Len Ferber made a motion, seconded by Chris Lainhoff and passed unanimously to adjourn the meeting at 9:10 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, NOVEMBER 4, 2014**

Members Present: Tom Lainhoff Dale Kaufman
Beth Gunnion Chris Lainhoff
Dave Measel

Others Present: Christine D. Drennen, Admin. Asst. Harold Wiker
Paul & Ann Skinner Amy Soper
Benuel K. Fisher Angela Allen
Flere & Paul Bomba Eldon Stoltzfus

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Tom Lainhoff stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for November 11, 2014.

PUBLIC COMMENT: None.

MINUTES OF OCTOBER 7, 2014: Chris Lainhoff made a motion, seconded by Beth Gunnion and passed unanimously to approve the minutes of the October 7, 2014 meeting as printed.

1 MILLER STREET – Exterior storm windows: Benuel K. Fisher, owner of 1 Miller Street, was in attendance and reviewed his application for white exterior standard triple track aluminum storm windows.

Chris Lainhoff made a motion, seconded by Beth Gunnion and passed unanimously to accept the application of Benuel K. Fisher, owner of 1 Miller Street, to install white exterior standard triple track aluminum storm windows as applied, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

16 MILLER STREET – Detached garage: Harold Wiker, representing the owners as well as prospective buyers Paul and Flere Bomba, were in attendance and reviewed their application to construct a 22' x 22' detached garage, with the exterior finishes to match the existing summer kitchen as closely as possible. Chris Lainhoff asked if they were planning to install cedar shakes or cedar shingles to match the house, to which Mr. Bomba stated that they were planning to install cedar shingles. Detailed plans were submitted with their application and they were thanked for providing such a comprehensive application.

Dale Kaufman made a motion, seconded by Dave Measel and passed unanimously to recommend Borough Council accept the application of Paul C. Bomba, E. Flere Bomba and Strasburg Restorations and Preservation, for 16 Miller Street, to construct a 22' x 22' detached

garage as described in their application, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

25 MILLER STREET – Fence: Paul and Ann Skinner, tenants, as well as property owner Benuel K. Fisher, were in attendance and reviewed their application to install a picket fence that they will paint white. Detailed plans for the fence were submitted with their application and they were thanked for providing such a thorough application.

Chris Lainhoff made a motion, seconded by Dale Kaufman and passed unanimously to recommend Borough Council accept the application of Benuel K. Fisher, owner of 25 Miller Street, to build a 12' wide picket fence on the west side of the building, just set back from the face of the house, made of wood and painted white as applied, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 10.

2 EAST MAIN ST – Signs and porch repair: Eldon Stoltzfus (owner), Angela Allen (Fast Signs) and Amy Soper (tenant) were in attendance. Angela Allen reviewed the sign application request and provided pictures of the proposed signs. She showed the members a picture of the building from the "Our Strasburg Heritage, a Photographic Record" book, which showed the building's signs, noting that the signs they are proposing mimic these historic signs. Dale Kaufman thanked the applicants for a very thorough application.

Chris Lainhoff asked if their sign request had been reviewed by the Zoning Officer, reminding the applicant that that this board is a recommending body regarding what the sign looks like but the Zoning Officer regulates size. Angela Allen stated that she has been in contact with the Zoning Officer but did not have his official answer yet.

Mr. Stoltzfus then discussed the South Decatur Street porch repair, noting that the porch does not fit under the existing canopy, which is causing the porch to rot away. Mr. Stoltzfus provided a drawing showing the repair he is proposing, which involves reshaping the porch and walkway but keeping it the same color and style. Mr. Stoltzfus provided a sample of the material he would like to construct the porch out of which is composite tongue and groove. Mr. Stoltzfus stated that he preferred the pre-stained composite material. Tom Lainhoff and Chris Lainhoff stated that historic wooden porches were always painted and not stained. Chris Lainhoff stated that, because the porch isn't a front porch right along Main Street, he would be in favor of permitting the use of composite tongue and groove material as long as it is painted.

Tom Lainhoff stated that he was concerned with permitting the use of composite materials because it sets precedence for future projects. He also stated that the revised porch layout is being proposed because of the inappropriate canopy. Mr. Stoltzfus stated that he would like to have been able to change the canopy and repair the porch in the same manner but he needs to keep expenses in mind. He added that when the canopy needs replaced in the future, he will change it.

Dale Kaufman made a motion to recommend Borough Council accept the application of Althouse, Martin & Associates, owners of 2 East Main Street, to install signs as presented and to approve the alterations to the side porch and handrail using either tongue and groove porch

flooring or tongue and groove composite material, which will be painted to match the existing colors of the building, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9. Dave Measel seconded the motion. Motion carried with members Chris Lainhoff, Dale Kaufman and Dave Measel casting assenting votes. Members Tom Lainhoff and Beth Gunnion cast dissenting votes.

HARB ORDINANCE REVIEW: It was the consensus of the members to propose the following changes to the Ordinance:

1. Delete Section 501.2(a) unless Bryan VanSweden provides input that it needs to be included or revised.
2. Reword Section 502.2 to indicate that "Replication of historic signage can be considered" which covers historic signs such as the Pequea Tackle and the Barge Tavern.
3. Sheds not on a foundation that are behind the rear line of a house that are less than 100 square feet shall be pre-approved because they are small and not permanent.

Tom Lainhoff stated that the inventory needs to be reviewed as part of this update and continue to be included in its entirety in the ordinance. He will work on revising the inventory over the next few months.

Tom Lainhoff suggested adding the term "designated staff" and adding a definition and changing references from "certified staff" to "designated staff".

Christine Drennen was asked to review Article VII and provide a marked up version of that section as well as to compile all of the other suggested revisions for the members to consider at a future meeting.

The members discussed composite materials and Chris Lainhoff will draft an ordinance revision suggestion for members to consider at a future meeting.

OTHER BUSINESS: None.

PUBLIC COMMENT: None.

ADJOURNMENT: Tom Lainhoff made a motion, seconded by Chris Lainhoff and passed unanimously to adjourn the meeting at 9:05 p.m.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant

**HISTORIC ARCHITECTURAL REVIEW BOARD
MINUTES
TUESDAY, DECEMBER 2, 2014**

Members Present: Tom Lainhoff Dale Kaufman
Chris Lainhoff Steve VanOrmer

Others Present: Christine D. Drennen, Admin. Asst. Harold Wiker
Paul & Ann Skinner Amy Soper
Benuel K. Fisher Angela Allen
Flere & Paul Bomba Eldon Stoltzfus

CALL TO ORDER AND PLEDGE TO THE FLAG: The meeting was called to order at 7:30 P.M. by Chairman Tom Lainhoff, followed by the salute to the flag. It was announced that the meeting was being audiotaped to assist in the preparation of the minutes. Tom Lainhoff stated that the HARB recommendations from this meeting will be voted on at the next Borough Council meeting which is scheduled for December 9, 2014.

PUBLIC COMMENT: None.

MINUTES OF NOVEMBER 4, 2014: Chris Lainhoff made a motion, seconded by Dale Kaufman and passed unanimously to approve the minutes of the November 4, 2014 meeting as printed.

208 WEST MAIN STREET – Change paint color of front doors: Steve Young, owner of 208 West Main Street, was in attendance and reviewed his application to change the front door paint color to either Benjamin Moore Wrought Iron or Townsend Harbor Brown.

Chris Lainhoff made a motion, seconded by Dale Kaufman and passed unanimously to accept the application of WY Enterprises/Steve Young, owner of 208 West Main Street, to change the paint color of the front doors to either Benjamin Moore Wrought Iron or Townsend Harbor Brown, which is in accordance with the Secretary of the Interior's Standards for Rehabilitation 36 CFR 67 Standard Number 9.

OTHER BUSINESS: Tom Lainhoff stated that 2 East Main Street had contacted the office about installing a mailbox because the post office will no longer walk up the stairs to deliver their mail. It was the consensus of the members that they needed to apply and come to a HARB meeting for approval.

PUBLIC COMMENT: None.

ADJOURNMENT: Chris Lainhoff made a motion, seconded by Dale Kaufman and passed unanimously to adjourn the meeting.

Respectfully Submitted,

Christine D. Drennen
Administrative Assistant