Meeting Agenda
State College Borough Historic Resources Commission
January 19, 2016
Room 241 / 7 p.m.

I. Call to Order

II. Roll Call

Eric Boeldt, Chair
Mary Ann Schreck, Vice-Chair
Susan Bardo
Guido Cervone
Katsuhiko Muramoto
Gary Patterson
Eric White

III. Approval of Minutes – *December 15, 2015*

IV. Chair Report

V. Public Hour - Hearing of Citizens

VI. Election of Officers

VII. Presentation

A. State College History Presentation

Connie Randolph, a resident of the Borough has offered to present information on State College Borough history.

Commission Action: Receive the presentation. No action required.

VIII. Work Program

A. House Plaque – 526 West Nittany Avenue

Application for 526 West Nittany Avenue has been submitted by the property owner to purchase a plaque for their home which is located in College Heights Historic District. The following text is for the Commission to consider and approve.

Sears Catalog Home
The Lynnhaven, built 1935
For Mary L. Willard

Commission action**:** Members are requested to consider the draft text as suggested by the applicant. A motion is required to approve.

A. Draft 2016 Work Program

Borough Council will review the 2016 ABC Work Programs during their February 8, 2016 meeting. In order to prepare the HRC's program to meet this deadline, the HRC and staff will discuss the 2016 Work Program during this meeting. The Commission is asked to approve the program to forward to Borough Council during this meeting for the February 2, 2016 meeting.

Page 7 includes a draft of staff's recommendation for the 2016 Work Program.

Design Review Board Action: Review the drafted 2016 Work Program and discuss. The HRC must vote to accept the Work Program to forward the program to Council.

IX. Official Reports and Correspondence

A. Planning Commission

B. Borough Council

C. Design Review Board

D. Conflict of Interest Policy-Informational

X. Adjournment

Meeting Minutes
State College Borough Historic Resources Commission
December 15, 2015

The State College Borough Historic Resources Commission (HRC) met on Tuesday, December 15, 2015 in the State College Borough Municipal Building, 243 South Allen Street in Room 241. Chairman Boeldt called the meeting to order at 7:16 p.m.

Members Present

Eric Boeldt, Chairman; Mary Ann Schreck, Vice-Chairman; Susan Bardo and Eric White

Others Present

Anne Messner, Planner/Zoning Officer; Ed Gannon, Engineer and Denise Rhoads, Staff Assistant

Chair Report

Chairman Boeldt noted that Council has suggested combining the DRB and HRC boards. He noted no decision has been made to date. He noted if this would occur there would be interest in expanding membership to include HARB.

Public Hour

No one in the audience wished to discuss matters not on the agenda.

Approval of Minutes

A motion to approve the September 15, 2015 minutes as submitted was made by Dr. White and seconded by Ms. Bardo. The vote was unanimously in favor.

Work Program

<u>521 West College Avenue - Partial demolition and repair to contributing building in the Holmes-Foster / Highlands Historic District. Ed Gannon, Engineer.</u>

Mr. Gannon's presentation included:

- This property is owned by the Paul Bender family.
- They received code citations from Codes for structural issues because there is no foundation under the side porch that is currently standing.
- Mr. Gannon noted the solution is to remove part of the building and replace it in-kind.
- They will be swapping the position of the door to meet code requirements. He showed some samples of some columns that might be used to replace what is currently there.
- It is basically a brick house and they are trying to stay as close to the current architectural design as possible.

- Mr. Gannon discussed putting in a different handrail that would be more architecturally sound.
- The landing dimensions are a little bigger than three foot by three foot.
- The area is currently used as a rear entry way for the building that contains four apartments.

Mr. Gannon also noted there is a structural issue regarding the front porch. There was a bulging brick wall due to some extra dirt being thrown behind the wall during construction. Some work had to be done to correct this issue.

Commissioners' comments included:

- Chairman Boeldt asked about the new windows on the new porch. Mr. Gannon stated they are looking at divided light windows.

A motion to approve this proposal was made by Chairman Boeldt and seconded by Ms. Schreck. The vote was unanimously in favor.

2016 Meeting Calendar

A motion to approve the 2016 Meeting Calendar was made by Ms. Schreck and seconded by Ms. Bardo. The vote was unanimously in favor.

Official Reports and Correspondence

Planning Commission (PC): Ms. Messner reported the PC will review the same items that DRB reviewed at their meeting on December 15, 2015. They also discussed reducing the height of fences in a front yard.

Borough Council (BC): Ms. Messner reported Council will be possibly approving the budget as drafted at their next meeting. Ms. Messner discussed the fee schedule for 2016 and shared that some items would be increasing in pricing.

Design Review Board (DRB): Ms. Messner reported the DRB met today and review two final land development plans for North and East Halls on PSU campus. She noted there will be an approximate addition of 600 beds. The project has a very long time line approximately 10 years.

Adjournment

With no further business to discuss, a motion to adjourn the meeting at 7:42 p.m. was made by Ms. Schreck. The vote was unanimously in favor.

Respectfully submitted by:
Denise L. Rhoads, Staff Assistant

College Heights Historic District

Borough of State College, PA.

Centre County

>> Historic Resources Property File <<

All Historic Properties — NORTH DISTRICT ONLY — Date Printed 02/21/95

Property Address	1982	Orig Owner	Date	Architect	MO	Builder	Orig Use	Build/Facade Matl	Style	#Strs	Cur Use
326 RIDGE		L.D. Madison	1920		Y		R	F Cla	4S	2.50	R
329 RIDGE		H. Clyde Knandel	1921				R	F Cla	DCr	2.50	R
336 RIDGE		MacLean M. Babcock	1928			William Kennedy	R	F Ced	Cor CC	2.00	R
337 RIDGE		John C. Harper	1921				R	F Bk	Cor	2.50	R
345 RIDGE		Harold R. Gilbert	1930		Y		R	F Cla	DCr	2.00	R
346 RIDGE		Mazza	1937	Clarence Bauchspies	N	O.W. Houts	R	F Bk	Cor	2.00	R
355 RIDGE		Vernon R. Haber	1935				R	F Lim Sl	Cor G	2.50	R
363 RIDGE		H.N. Willard	1935	Lynnhaven	Y		R	F S Cla	Tr Cot	2.00	R
413 RIDGE		John O. Pepper	1939	Amherst	Y		R	F S Cla	Cor	2.00	R
418 RIDGE		Hayes T. Darby	1936			McCormick	R	F S Cla	Cor CC	2.00	R
423 RIDGE		Walter McCormick	1939				R	F S St	Cor	2.00	R
426 RIDGE		John Friese	1938	John Friese	N		R	F Bk	Tr	2.00	R
433 RIDGE		NC	1965							0.00	
434 RIDGE		S.M. Nissley	1939				R	F S Cla	Cor	2.00	R
441 RIDGE		W. Jeffries/J. Major	1939				D	F S	Cor	2.50	D
442 RIDGE		Edna McCormick	1939			McCormick	D	F S	Tr	2.00	R
503 SUNSET		John R.B. Dichey	1908				R	F Al	DCr	2.50	R
506 SUNSET		NC	1950	Milton Osborne	N		R	F S Al	B	2.00	R
520 SUNSET		NC	1950				R	F Bk	Tr	1.00	R
523 SUNSET		NC	1960							0.00	
526 SUNSET		H. Burton Musser	1936		Y		R	F S	Tr	2.00	R
608 SUNSET		Clarence Bauchspies	1935	Clarence Bauchspies	N		R	F S Bk W	Tr	2.00	R
616 SUNSET		George Zundel	1939				R	F Bk Al	Cor	2.00	R
617 SUNSET		Douglas Mead	1929			O.W. Houts	R	F Al	Cor	2.50	R
620 SUNSET		James Sinden	1939	Lynnhaven	Y		R	F S	Tr Cot	2.00	R
626 SUNSET		George J. Free	1935				R	F S Al	Cor	2.00	R
629 SUNSET		Fred Merkle	1935	Clarence Bauchspies	N		R	F S	Cor	2.50	R
636 SUNSET		NC	1950				R	Bk	Cor	2.00	RR
705 SUNSET		NC	1945							0.00	
706 SUNSET		Orrin Frink	1939				R	F Cla Sl	Cor CC	1.50	R
711 SUNSET		David Mason	1939				R	F Al	DCr	2.00	R
712 SUNSET		Harold W. Loman	1941				R	F Bk Sl	Tr	2.00	R
717 SUNSET		NC	1955							0.00	

All properties are contributing except where the letters NC appear under "Orig Owner."
An asterisk indicates properties were identified in a 1982 preliminary survey of historic resources of the Centre Region.

THE LYNNHAVEN . .

▲ SIX ROOMS, BATH AND LAVATORY

MODERN HOME
No. 3309
ALREADY CUT AND FITTED

WHAT picturesque possibilities can be hidden behind a few brick, stone, sacks of cement, a pile of lumber and millwork. It all depends on how much thought is given to the design, but the result desired, is a home with an attractive exterior and a conveniently arranged interior. All "Honor Bilt" homes are thoroughly tested to be sure that they are architecturally correct and economical, also durable and convenient.

In presenting the Lynnhaven, we feel that we are offering a home which will solve a problem for many home builders. The graceful way in which the front projection ties itself into the main building and the attractive entrance makes this home one that will be admired by many.

The exterior walls are planned to be covered with our Royal Red Cedar 24-inch shingles, laid with wide exposure and to be finished with one dip coat and one brush coat of Super grade shingle stain, color for which we suggest light gray.

SECOND FLOOR PLAN

THE FLOOR PLAN

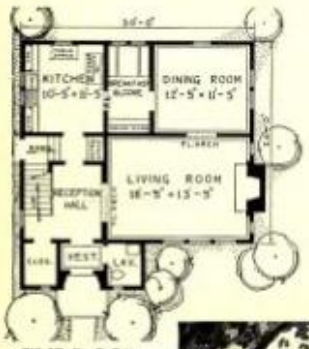
Upon entering the house, you are immediately impressed with the convenience you find. The reception hall contains the semi-open stairs and a large closet for outer wraps. The lavatory or powder room will be appreciated by every housewife. Balance of the first floor is devoted to dining room, living room, breakfast alcove and kitchen. All the rooms are well proportioned, have good wall space and plenty of windows.

The kitchen is ideal and will accommodate four cabinet units, breakfast alcove for built-in equipment and a large china case.

On the second floor the inside hall connects the bathroom and three bedrooms. The two bedrooms on the right of the plan are above the average size, being 15 ft. 1 in. by 11 ft. 11 in. and 15 ft. 1 in. by 10 ft. 11 in. Four good size closets give plenty of storage space.

Basement has full excavation and is planned for laundry, fuel room, heating plant and storage. Height, 7 feet. First floor, 8 ft. 6 in. Second floor, 8 ft. The measurements are 30 ft. by 26 ft. and will fit on a 50 ft. lot.

The specifications for this home include linoleum for kitchen and bathroom floors. Balance of floors, Clear Oak; back band trim, one-panel doors, Elgin Manhattan hardware and four kitchen cabinets; enamel finish kitchen and bath.



FIRST FLOOR PLAN

2016 STATE COLLEGE HISTORIC RESOURCES COMMISSION WORK PROGRAM

Approved by the Historic Resources Commission on ?

Approved by Borough Council

Key: I= Initiative Discussion, IP= In Progress, C=Complete
R/C=Review and Comment, BC=Refer to Council

		Priority	Relationship to Strategic Goals	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	ROUTINE ACTIVITIES						
1	Plan Reviews *	High	These activities vary greatly in their scope and support the 2009 Strategically Plan Goals.				End of Year Report to Council on HRC Activities & 2016 Work Program
	House Plaque*						
	Items Referred By Council*						
	2016 State Of Preservation Report						
	Update HRC webpage*						
	OTHER ACTIVITES						
2	Initiate actions to implement an HARB	Future	Goal 1: Maintain safe, stable attractive neighborhoods				
3	Welcome opportunities to promote preservation	Future					
4	Monitor status of the Train Station and Post House	Future					
5	Continue to work on the expansion of the Historic Districts	Med		IP	IP	IP	IP

* as needed

Borough of State College
MEMORANDUM

to: ABC Secretaries and Staff Assistants

from: Lu Hoover

re: Conflict of Interest Policy and Code of Conduct With Regard to HUD Programs

date: December 3, 2015

A Conflict of Interest Policy and Code of Conduct with Regard to HUD Programs was adopted by the State College Borough Council in 2005. Elected and appointed officials are to receive a copy of the policy at a regular meeting of their respective council, authority, board or commission annually. Members who are absent should receive a copy by mail.

A copy of the policy is attached. Please include it as an agenda item or as an attachment to the agenda at the first meeting of the ABC in 2016. Also, please be sure to note distribution of the policy in the meeting minutes.

from the desk of...
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BOROUGH OF STATE COLLEGE

Conflict of Interest Policy and Code of Conduct
With Regard to HUD Programs

SECTION 1

CONFLICTS OF INTEREST

COVERED INDIVIDUALS:

Any employee, agent, officer, elected official, appointed official or consultant of the Borough of State College (Participating Jurisdiction) or; any member of an employee's, agent's, officer's, elected official's or appointed official's immediate family; an employee's, agent's, officer's, elected official's or appointed official's partner; or an organization that employs or is about to employ any of the above.

CONFLICTS PROHIBITED:

No person(s) described in Paragraph 1 of section 1 who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME Investment Partnerships Program (HOME) or Community Development Block Grant (CDBG) or other U.S. Department of Housing and Urban Development (HUD) funds or who is in a position to participate in a decision-making process or gain inside information with regard to these activities may obtain a financial interest or financial benefit from a HOME,- CDBG, or other HUD-assisted activity, or has a financial interest in any contract, subcontract, or agreement with respect HOME,- CDBG, or other HUD-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person. Occupancy of a HOME-assisted unit by a covered person constitutes a financial interest.

EXCEPTIONS:

Threshold Requirements – Upon the written request of the participating jurisdiction, the U.S. Housing and Urban Development (HUD) or its successor, may grant an exception to the provisions of the CONFLICTS PROHIBITED of section 1 on a case-by-case basis when it determines that the exception will serve to further the purpose of the HOME, CDBG or other HUD program and the effective and efficient administration of the Borough's program or project. An exception may be considered only after the participating jurisdiction has provided the following:

a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure* of the conflict and a description of how the public disclosure was made; and
b. An opinion from the Borough's attorney that the interest for which the exception is sought would not violate state or local laws.

*The requirements for public disclosure include publication in a local newspaper or disclosure during an advertised public hearing.

Factors to be considered for Exceptions – In determining whether to grant a requested exception after the participating jurisdiction has satisfactorily met the requirements of paragraphs a. and b. above, HUD, or its successors, will consider the cumulative affect of the following factors, where applicable:

a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;
b. Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiary of the assisted activity, and the exception will permit such person(s) to receive generally the same interests or benefits as are being made available or provided to the group or class;
c. Whether the affected person(s) has withdrawn from his/her functions or responsibilities or the decision-making process with respect to the specific assisted activity in question;
d. Whether the interest or benefit was present before the affected person was in a position as described in the COVERED PERSONS Paragraph of this section
e. Whether undue hardship will result either to the participating jurisdiction or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
f. Any other relevant considerations.

OWNERS AND DEVELOPERS:

No owner, developer or sponsor of a project assisted with HOME, CDBG or other HUD funds (or officer, employee, agent, elected or appointed official or consultant of the owner, developer or sponsor or immediate family member of an officer, employee, agent, elected or appointed official, or consultant of the owner, developer or sponsor) whether private, for-profit or non-profit (including a community development organization (CHDO) when acting as an owner, developer or sponsor) may occupy a HOME, CDBG or other HUD-assisted affordable housing unit in a project during the required period of affordability specified in §92.252(e) or §92.254(a)(4). This provision does not apply to an individual who receives HOME, CDBG or other HUD funds to acquire or rehabilitate his or her principal residence or to an employee or agent to the owner or developer of a rental housing project who occupies a housing unit as the project manager or maintenance worker.

EXCEPTIONS:

Upon written request of a housing owner or developer, the Borough may grant an exception to the provisions of the above paragraph of this section on a case by case basis when it determines that the exception will serve to further the purposes of the HOME, CDBG or other HUD program and the effective and efficient administration of the owner's or developer's HOME, CDBG or other HUD-assisted project. In determining whether to grant a requested exception, the Borough shall consider the following factors:

a. Whether the person receiving the benefit is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted housing, and the exception will permit such person to receive generally the same interest or benefits as are being made available or provided to the group or class:
b. Whether the person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted housing in question:
c. Whether the tenant protection requirements of Sec. 92.253 are being observed;
d. Whether the affirmative marketing requirements of Sec. 92.351 are being observed and followed; and
e. Any other factor relevant to the Borough's determination, including the timing of the requested exception.

SECTION 2

COVERED INDIVIDUALS:

Any employee, officer, or agent of the Borough of State College (Participating Jurisdiction).
PROCUREMENT

The CDBG, HOME and other HUD Programs follow the procurement policy of the Borough of State College located in the Borough of State College Code of Ordinances, Chapter 1, Part N. If any provisions of CFR 24 85.36, 24 CFR 570.611, 24 CFR 92.356 are not included or conflict with the Borough's Procurement Policy, the provisions of CFR 24 85.36, 24 CFR 570.611, and 24 CFR 92.356 shall supersede the Borough's Procurement Policy.

No Covered Individuals in section 2 may participate in the selection, award or administration of a contract supported by HOME, CDBG or other HUD Program if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for award:

-employee, agents, or officer of the Borough of State College;
-any member of an employee's, agent's or officer's immediate family;
-an employee's, agent's or officer's partner; or
-an organization that employs or is about to employ any of the above

No employee, officer, or agent of the Borough or subrecipient may solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subagreements.

CODE OF CONDUCT:

Persons covered in section 2, paragraph 1, are expressly forbidden from soliciting or accepting money, gifts, gratuities, services, favors, or anything of monetary value (excepting unsolicited calendars, pens, or other items of nominal value used as an advertising medium) from any person, company, firm, or corporation to which any purchase order or contract is or might be awarded or from a party to any potential subcontract.

The Borough shall also take disciplinary action in accordance with the Borough Personnel Rules and Regulations against any covered persons in section 2 paragraph 1 who violate this conflict of interest policy.

Employees will receive a copy of the conflict of interest policy on an annual basis as a mailer included in a paycheck. Elected and appointed officials will receive a copy of the policy at a regular meeting of their respective council, authority, board or commission. Distribution of the policy will be noted in the minutes of the meeting. Members who are absent will receive a copy by mail. Consultants and agents will be provided a copy of the policy as part of their contracts.

SUB-RECIPIENTS:

Applicable Conflict of Interest and Procurement Policies for the Borough's subrecipients are covered under CFR 24 84.42, 24 CFR 570.611 and CFR 24 92.356. Each subrecipient has developed its own Conflict of Interest Policy and Procurement Policy in accordance with the applicable regulations.

Authorized Official: Ed LeClear, Director of Planning and Community Development
243 S. Allen Street
State College, PA 16801
814-234-7109

Adopted by the State College Borough Council on April 18, 2005. Revised by staff on April 30, 2015.