Meeting Agenda
State College Borough
Historic Resources Commission
July 12, 2016
Room 241 / 7 p.m.

I. **Call To Order**

II. **Public Hour**

III. **Roll Call**

IV. **Approval Of Minutes**

V. **Chair Report**

VI. **Public Hour**

VII. **Work Program**

A. HARB Review And Discussion

VIII. **Official Reports And Correspondence**

IX. **Adjournment**

Documents:

Historic Resources Commission Complete Agenda Packet 7-12-16.pdf

Meeting Agenda
State College Borough
Historic Resources Commission
July 12, 2016
Room 241 / 7 p.m.

I. Call to Order

II. Roll Call

Eric Boeldt, Chair
Susan Bardo
Katsuhiko Muramoto
Gary Patterson
Eric White
vacant

III. Approval of Minutes - *April 19, 2016*

IV. Chair Report

V. Public Hour - Hearing of Citizens

VI. Work Program

A. HARB review and discussion

The Commission has been reviewing various aspects of a Historic Architectural Review Board requirements. The Commission reviewed the 2002 draft ordinance and the PHMC *Model Historic District Ordinance for Local Governments In Pennsylvania* (2005 version).

Attached to the agenda on **pages 6-8** Mayor Welch's letter dated September 5, 2002 vetoing the Borough's HARB ordinance for additional background information. Information is also provided showing draft edits meeting related to the April 2016 discussion of the 2005 PHMC model ordinance review.

Commission members are asked to bring the other documents previously shared with the Commission to the meeting.

The link below shows the current *Design Guidelines: Historic Resources Commission Borough of State College*:

http://www.statecollegepa.us/DocumentCenter/Home/View/2724

Commission Action: Review, discuss and continue work.

VII. Official Reports and Correspondence

A. Planning Commission

B. Borough Council

C. Design Review Board

VIII. Adjournment

Meeting Minutes
State College Borough
Historic Resources Commission
April 19, 2016

The State College Borough Historic Resources Commission (HRC) met on Tuesday, April 19, 2016 in the State College Borough Municipal Building, 243 South Allen Street in Room 241. Chairman Boeldt called the meeting to order at 7:00 p.m.

Members Present

Eric Boeldt, Chairman; Susan Bardo, Gary Patterson and Eric White

Others Present

Anne Messner, Planner/Zoning Officer; Denise Rhoads, Staff Assistant; Michael Haluga, Architect and Charles Tabb, Sweetland Engineering, Inc.

Approval of Minutes

A motion to approve the March 15, 2016 minutes as submitted was made by Dr. White and seconded by Ms. Bardo. The vote was unanimously in favor.

Chair Report

Chairman Boeldt stated he needed to make a correction on the one million dollar house on Fairmount that he reported was sold. He stated it has not sold yet.

Public Hour

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

Land Development Plan

<u>Preliminary Plan for proposed Improvements, Additions and Renovations to 243 South Pugh Street, Project Design by Michael C. Haluga, Inc., Registered Architect, Dean and Linda Spanos, Owners.</u>

Ms. Messner's overview included:

- This structure at the corner of Orchard Alley and South Pugh Street is a rental property.
- The property is in the Commercial District.
- This property is a contributing building to the Holmes Foster/Highlands Historic District.

Mr. Tabb's overview included:

- He noted the lot is very narrow, but deep.
- The parking lot configuration illustrates that 15 parking stalls exist and the proposal requires 9 parking stalls. One of those will be an ADA stall.
- Mr. Tabb stated there is a 3-story existing house on the site and they will add on another 3–story addition to the property.
- They will put in underground retention for storm water on the existing lot.

- There will be minimal site grading to the front side.
- There will be a small retaining wall on the side of the building.
- There will be 9 spaces for parking with one being an ADA stall
- The existing porch will be removed and a side porch will be placed

Mr. Haluga's overview included:

- Upgrades will be ADA accessibility in the rear yard with a ramp into the building that would provide for wheelchair access.
- There will be a vertical, enclosed staircase which will access both the existing and additional buildings.
- There will be a temporary chain link fence during the construction phase.
- Per the International Building Code (IBC), there cannot be any operating windows within five feet of a boundary line. However, they can provide some faux windows instead to soften up the blank wall.
- The existing building exterior is brick with a mansard roof. They do not intend to try to match the textures and colors for the new building. They will be using a wood grained material on the new addition. They are going to try to match the architectural style.

Commissions' comments included:

- Chairman Boeldt asked if there will be three windows on the third floor to match the existing building. Mr. Haluga stated there will be.
- Ms. Bardo asked what the retaining wall material would be. Mr. Haluga stated it would be a split face block.
- Chairman Boeldt suggested saving the demolished porch pillars and taking them to the Habitat for Humanity Restore.

Work Program

Historical Architecture Review Board

The continued discussion of the *Model Historic District Ordinance for Local Governments In Pennsylvania* (2005 version) included the comments below.

- Further discussion of alley access.
- Unreasonable hardship.
- Policy to be reviewed.
- Revisions of "Alterations" definition to include a master list of what is to be included.
- Edit the language to make sure the acronym HARB is consistently used.
- Remove a Planning Commission (PC) member and an attorney from the membership.
- Remove the language "120 days to fill a vacancy" and replace with "as soon as possible".
- Add language of "no more than a two member replacement during a calendar year".
- Use the Borough's Conflict of Interest policy instead of what is in the 2005 version.
- Remove language pertaining to "Training" for members.
- Remove the "Board Role Making Power" paragraph.
- Use meeting language staff uses when other Authorities, Boards and Commissions (ABC) have meetings.
- Change title "Walls of Continuity" to "Maintenance of Streetscape".
- Remove the height component from the language.
- Remove raised planting beds from the language.

- Move the “Board Review of Applications” after the “Time Frame for Board Decision”.
- Review Article VII.
- Fix typos.
- Review “Demolition by Neglect”.
- Review Chairman Boeldt’s comments which included:
    1. Review the definition of “Alterations”.
    2. Add a new definition of “Architectural Character”.
    3. Think about whether the new definition of “Façade” is really needed.
    4. Add a new definition of “Replacement in-kind”.
    5. Suggested forming a board of seven members.
    6. Remove Section 401: “Powers and Duties”.
    7. Keep Section 401: “Annual Report” short using a running table of numbers.
    8. Remove Section 401: “Training”.
    9. Remove Section 500: “Design Guidelines” regarding his suggestion on metal roofs.
    10. Think about adding “retaining walls” to Design Guidelines (item F10) Maintenance of Streetscape.
    11. Add new item to Design Guidelines (item F14): Color of Paint.
    12. Think about adding a new item: “Storm Windows – Aluminum storm windows should be painted to match the window trim”.

After some discussion, it was the Commissions’ agreement to establish this as a separate ordinance.

Official Reports and Correspondence

Planning Commission (PC): Ms. Messner reported the PC reviewed their State of Preservation (SOP) report and the final draft will be reviewed on April 21. They will also be looking at updates to the Neighborhood Plans, the Homestead Investment Program (HIP) and the Student Home Licensing.

Borough Council (BC): Ms. Messner reported Council will be meeting with the PC to discuss the ruling on the Ph.D. issue on May 4, 2016 at Noon.

Design Review Board (DRB): Ms. Messner reported the DRB did not meet today.

Adjournment

With no further business to discuss, a motion to adjourn the meeting at 8:50 p.m. was made by Ms. Bardo and seconded by Mr. Patterson. The vote was unanimously in favor.

Respectfully submitted by:
Denise L. Rhoads, Staff Assistant

BOROUGH OF STATE COLLEGE

243 South Allen Street, State College, PA 16801- 4864

September 5, 2002

Richard McCarl, President
State College Borough Council

Dear Dick:

I hereby veto Ordinance 1707 of the Borough of State College, the Local Historic District Ordinance.

The ordinance is a poor solution to problems, real or perceived, facing Borough neighborhoods at this point in our history. Like the failed infill housing ordinance, the Local Historic District Ordinance could well create devastating consequences for the neighborhoods it purports to protect. State College is not Bellefonte, Hollidaysburg, or, for that matter, Williamsburg, Virginia. What works for them is not necessarily appropriate for us.

My specific reasons for vetoing the ordinance are:

- The proposed district is too large, with 1,159 properties in three neighborhoods. When everything is historic, nothing is historic.
- Participation is mandatory. Property owners, even those with so-called non-contributing properties, cannot opt out of the district.
- The ordinance creates more hassles and delays for the homeowner wishing to make repairs and/or improvements to his or her property. This is a disincentive to precisely those younger homeowners whom we wish to attract and retain in these neighborhoods.
- The ordinance does not enjoy sufficient support from those who would be subject to it. Nor is it supported by those who know the most about its potential adverse impacts, for example, Borough staff and the community's real estate professionals.

MAYOR: BILL WELCH
COUNCIL PRESIDENT: RICHARD L. MCCARL
BOROUGH COUNCIL: THOMAS E. DAUBERT, JANET K. KNAUER, CATHERINE G. DAULER, JEAN W. MCMANIS, ELIZABETH A. GOREHAM, JAMES H. MEYER

PHONE (814) 234-7100
FAX (814) 231-3082
CITIZEN'S ANSWER LINE (814) 234-2676
TDD (814) 234-7110
WEBSITE:www.gov.state-college.pa.us

- Few persons buy an architecturally interesting or significant property with an eye to messing it up. We do not need to be saved from ourselves. I trust my neighbors, while not expecting that every design decision of theirs would be mine.

- The ordinance has less to do with historic preservation than it does with imposing upon large portions of the community the aesthetic views of a controlling elite. One of the strengths of our community is the diversity of individual preferences manifested in its architecture. Many, perhaps most, of the homes in these neighborhoods have, over the years, been added to, improved upon, and just plain tinkered with, to meet the needs of their owners. This process must be allowed to continue without impediment other than the traditional – dare I say 'historic'? – role played by health, safety and density regulations.

- The requirements for extensive financial disclosure by property owners in some circumstances are burdensome and unreasonable.

- Albeit based on a Pennsylvania "model" ordinance, Ordinance 1707 is poorly written and poorly reasoned. For example, it implies (Section 101.1) that historic properties are "public natural resources" and thus "the common property of all the people." The quoted section of the State Constitution seems to me clearly to deal with the natural environment, not with my house.

- The idea that homeowners would have to genuflect to appointed and elected officials in pursuit of a "Certificate of Appropriateness" to modify their own properties to their own tastes is grotesque on its face. I agree with the citizen who characterized this process as "Orwellian." My home is my castle, and it should not be the castle to which Kafka referred.

- The time and expense involved in appearing before a Historic Architecture Review Board (HARB) and Borough Council would place an unreasonable burden upon lower-income homeowners.

- The time and expense involved in maintaining, training and cosseting the HARB exceed any community-wide benefits to be expected therefrom.

- The ordinance casts Borough Council in the role of micro-manager of individual properties, a task more appropriate to the board of a homeowners' association and one that is inappropriate for the policy-making body of local government. Anyone who believes that HARB recommendations simply would be rubber-stamped by Borough Council has never witnessed a Borough Council meeting.

In short, Ordinance 1707 offers more risks than rewards.

The drive for this Local Historic District Ordinance has been spurred by an outcry in some quarters over demolitions in neighborhoods. As it happens, the two projects most often cited are being carried out by religious organizations, not exactly "depraved and indifferent developers" – those bogeymen who haunt some homeowners' dreams. The Borough has a proud history of permitting houses of worship to be built in any zone and I believe there would be little support in the community for changing the law in that regard.

If Council wishes to address the impact of demolitions it might better do so by limiting the size of structures that can be built on sites where one or more buildings have been demolished and two or more lots combined.

If Council wishes to address historic preservation, it might better begin with a voluntary program that promotes neighborhood interest, offers education and provides advice to those wishing to so enhance their properties and the community.

Best Regards,

Bill Welch

Bill Welch
Mayor

~~A MODEL HISTORIC DISTRICT ORDINANCE FOR LOCAL GOVERNMENTS IN PENNSYLVANIA~~

~~Pennsylvania Historical and Museum Commission~~
~~Bureau for Historic Preservation~~
~~2005~~

~~Review Procedure for Certificates of Appropriateness and/or Building Permit Requests within the (City, Borough, Township, County) Historic District~~

~~1. A completed application as determined by a submittal criteria developed by the Board of Historical Architectural Review is submitted to the Building Inspector. (Refer to Section 600 (A) Proposed (City, Borough, Township, etc.) Historic District Ordinance).~~

~~2. The building inspector sends a completed application either for staff administrative review or to the Board of Historical Architectural Review (BHAR). (Refer to Section 600 (A) of the above proposed Ordinance).~~

~~3. The Board of Historical Architectural Review reviews the application at its next regularly scheduled or special meeting. (Refer to Section 600 (B) of the above proposed Ordinance).~~

~~4. The Board of Historical Architectural Review makes a decision within 30 working days if it is satisfied that it has all the information that it requires to review the proposed project. It then notifies the governing body of its recommendations. (Refer to Sections 600 (E) and (F) of the above proposed Ordinance).~~

~~5. The (City, Borough, Township, etc.) governing body considers the application and the BHAR's recommendations at its next regularly scheduled meeting or it schedules a special meeting. (Refer to Section 600 (H) of the above proposed Ordinance).~~

~~6. The (City, Borough, Township, etc.) governing body makes a decision and then notifies the applicant within five (5) days after its meeting. (Refer to Sections 600 (J), (K), and (L) of the above proposed Ordinance).~~

ORDINANCE NO.

~~(City, Borough, Township, etc.)~~

An Ordinance of ~~(City, Borough, Township, etc.~~Borough of State College~~)~~ creating a historic district,
defining its limits, providing for the appointment of a Board of Historical Architectural Review (BHAR) to give recommendations to the (City, Borough, Township, etc.) governing body regarding the issuance of Certificates of Appropriateness in connection with the granting or refusal of permits for the erection, alteration, restoration, reconstruction, demolition or razing of any building within the district and for appeals from such refusals and providing for the notification to the Pennsylvania Historical and Museum Commission (PHMC) of the adoption of this Ordinance and obtaining from the Commission a certificate as to the historical significance of the district(s).

~~*Please note, the Pennsylvania Historical and Museum Commission (PHMC) certifies to the historical significance of the municipality's district not its historic district ordinance. To insure that the municipality's ordinance is in conformity with the Historic District Act, PHMC's Bureau for Historic Preservation will review and comment on the draft of said ordinance.*~~

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~~Article V~~ ~~Design Guidelines~~

~~Article VI~~ ~~Administration: Application Review Procedures~~

~~Article VII~~ ~~Unreasonable Economic Hardship~~

~~Article VIII Demolition by Neglect~~

~~Article IX~~ ~~Administration: Enforcement, Violations, Amendment, Severability, Etc ...~~

~~ARTICLE I~~

Section 100 - Legal Authorization

Pursuant to authority contained in the Act of June 13, 1961, Public Law 282, No. 167, as amended there is hereby created a historic district within the ~~(City, Borough, Township, etc.).~~Borough of State College

This Ordinance shall be known and may be cited as the ~~(City, Borough, Township, etc.)~~Borough of State College
Historic Preservation Ordinance~~ or Historic District Ordinance~~.

Section 101 - Purposes

This District is created for the following purposes:

1. Pursuant to Article I, Section 27 of the Pennsylvania Constitution, which states that

> The people have a right to clean air, pure water, and to the preservation of the natural, scenic, historic and aesthetic values of the environment. Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As trustees of these resources, the Commonwealth shall conserve and maintain them for the benefit of all the people.

Now therefore it is the purpose and intent of the ~~(City, Borough, Township, etc.)~~Borough of State College ~~-~~to
promote, protect, enhance, perpetuate, and preserve historic districts for the economic educational, cultural,
~~cultural, economic~~ and general welfare of the public through the preservation, protection and regulation of buildings, structures, and areas of historic interest or importance within the (City, Borough, Township, etc.); to safeguard the heritage of the (City, Borough, Township, etc.) by preserving and regulating historic districts which reflect elements of its cultural, social, economic, political, and architectural history; to preserve and enhance the environmental quality of neighborhoods; to strengthen the city's economic base by the stimulation of the tourist industry; to establish and improve property values; to foster economic development; to foster civic pride in the beauty and accomplishments of the (City, Borough, Township, etc.) past; and to preserve and protect the cultural, historical and architectural assets of the (City, Borough, Township, etc.) for which the (City, Borough, Township, etc.) has been determined to be of local, state or national, historical and/or architectural significance.

~~ARTICLE II~~

Section 200 - Definitions - For the purpose of this ordinance, all words used in the present tense include the future tense. All words in the plural number include the singular number and all words in the singular number include the plural number, unless the natural construction of the word clearly indicates otherwise. The word "shall" is mandatory. The word "used" includes "designated, intended, built, or arranged to be used."

Section 200- Definitions

A. Architectural Character – This describes the contributing building and the attributes associated with the style of architecture for the structure that are visible from the street.

~~A.~~B. Alteration - Any act or process requiring a building permit and any other act or process not requiring a building permit but specifically listed in this article as a reviewable action, including without limitation the repair, replacement, reconstruction, demolition or relocation of any structure or object, or any part of a structure which is visible from the public way. Alternation is not a change in paint color.

~~*Comment: The Bureau for Historic Preservation does not oppose but recommends against mandating the review of paint colors.*~~

B. Main Building - Any enclosed or open structure that is a combination of materials to form a construction for occupancy and/or use for human or animal habitation and is permanently affixed to the land, including manufactured homes.

C. Building or Demolition Permit - An approval statement signed by the zoning ~~or code administrator~~ authorizing the construction, alteration, reconstruction, repair, restoration, demolition or razing of all or a part of any building listed in the ~~*municipality's* Historic Resource Inventory~~ the Borough's Historic Resources Property File.

D. Building Permit Application - The request filed by any person with the ~~Building Inspector or Codes Administrator~~ Zoning Officer that seeks authorization to erect, alter,
reconstruct, repair, restore, demolish, or raze all or a part of any building or structure listed in the ~~*municipality's*~~ *Borough's* within a historic district that requires a certificate of appropriateness.

E. Building Inspector or Codes Administrator - An ~~municipal employee of or~~ individual ~~retained by the (City, Borough, Township, etc.)~~from the center Region Code Administration ~~designated by (City, Borough, Township, etc.)~~ as the individual who enforces compliance of building and/or fire codes and issues the permit for the erection, alteration, reconstruction, repair, restoration, demolition or razing of all or a part of any building or structure within a historic district.

F. Certificate of Appropriateness - The approval statement signed by ~~the (City, Borough, Township, etc.) governing body~~Borough Council which certifies to the historical
appropriateness of a particular request for the erection, alteration, reconstruction,

restoration, demolition, or razing of all or a part of any building or structure

within a historic district and authorizes the Issuance of a building permit (if required) for said request.

G. Completed Application - A completed permit or certificate of appropriateness application is an application which conforms to the submittal criteria for specific historic preservation projects, as determined by the Board of Historical Architectural Review.

~~*Comment: Many procedural and administrative complications occur because permit and/or certificate of appropriateness applications submitted to HARE are not properly completed. We therefore recommend the rejection for HARB review of any incomplete application.*~~

H. Demolition - The dismantling or tearing down of all or part of any main building and all operations incidental thereto, including neglecting routine maintenance and repairs which can lead to deterioration and decay.

1. Demolition by neglect - The absence of routine maintenance and repair which can lead to a ~~building'S~~building's or structure's structural weakness, decay and deterioration
resulting in its demolition.

J. Erection - The result of construction such as a building, structure, monument, sign, or object on the ground or on a structure or building.

K. Reconstruction - The act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or a part thereof, as it appeared at a specific period ~~oftime~~of time but not necessarily of original material.

L. Replacement in Kind -

M. Reviewable action – Any alternation that meets the following list below:

window replacement

front door replacement]

shutter replacement

~~K.~~ roof shingle replacement

~~L. Sign - Any display, structure, device or object which incorporates lettering, logos, colors, lights, or illuminated inert gas tubes visible to the public from a building or structure, which either conveys a message to the public, or intends to advertise, direct, invite, announce, or draw attention to goods, products, services, activities, or facilities, excluding window displays, merchandise and temporary signs.~~

~~M. Structure - Anything constructed or erected, having a permanent or semipermanent location on another structure or in the ground, including without limitation buildings, sheds, manufactured homes, garages, fences, gazebos, freestanding signs, billboards, antennas, satellite sending or receiving dishes, vending machines, decks, and swimming pools.~~

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N. ~~(City, Borough, Township, etc.)~~Borough of State College ~~-~~Historical Architectural Review Board - (HARB)
- The agency that advises the Borough of State College ~~(City, Borough, Township, etc.)~~ governing body
~~[applicants for certificates of appropriateness]~~ on any requests for authorization to erect, alter, reconstruct, repair, restore, demolish all or part of any building within a historic district.

~~O. (City, Borough, Township, etc.) - governing body~~

~~ARTICLE III~~

Section 300 - Delineation of Historic Districts

The (City, Borough, Township, etc.) Historic District shall be described in writing in this section and delineated on a map designated as the Historic District map of the (City, Borough, Township, etc.).

The Historic District Map of the (City, Borough, Township, etc.) shall be located in the office of the Building Inspector and made available for public inspection.

~~The (City, Borough, Township, etc.) Historic District is described as follows: (This needs to be filled in)~~

~~Etc ...~~

~~ARTICLE IV~~

Section 400- The Creation and Membership of the Board of Historical Architectural Review.

A. A Board of Historical Architectural Review, hereafter referred to as HARB, is hereby established to be composed of members appointed by the (City, Borough, Township, etc.) governing body. The membership of HARB shall be as follows:

One (1) member shall be a registered architect;
One (1) member shall be a licensed real estate broker;
One (1) member shall be the building inspector;
~~One (1) member may be a planning commission member;~~
~~One (1) member may be an attorney;~~
and (4~~X~~) member(s) shall be person(s) with demonstrated interest, knowledge, ability, experience or expertise in restoration, historic rehabilitation, or neighborhood conservation or revitalization who have interest in the preservation of the Historic District(s) and are property owners who reside in the district.

B. The initial terms of the first member shall be so fixed that no more than members shall be replaced or reappointed during anyone calendar year. Vacancies on the HARB shall be filled ~~within one hundred and twenty days (120)~~ as soon as possible not than two members during a calendar year shall have the same expiration of the term.
However, every member shall continue in office after expiration of the term until a successor has been appointed. Their successors shall serve for a term of five (5) years. The position of any member of HARB appointed in his capacity such as a registered architect, a licensed real estate broker, building inspector, planning commission member, etc., who ceases to be so engaged shall be automatically considered vacant. An appointment to fill a vacancy shall be only for the unexpired portion of the term.

~~*Comment: A typical problem regarding the appointment of board members is that new appointments are sometimes left to languish sometimes for months even years. Therefore, we suggest establishing a deadline in which appointments are to be made.*~~

C. It shall be the duty of each HARB member to remain conscious of and sensitive to any possible conflict of interest (including but not limited to financial considerations) that may arise by virtue of his or her membership on the board. A member, promptly upon his determining he has a conflict himself relative to any matter brought, shall disqualify himself from participating, in any manner, publicly or privately, in the presentation, discussion or deliberation of and the voting on any such manner, including temporarily absenting himself from the room in which the discussion is being held.

~~*Comment: Conflict of Interest. We recommend that members disqualify themselves from voting in which their own or family financial interests is directly or indirectly involved, and prior to the vote being taken, publicly announce and disclose the nature of his or her interest as a public record in a written memorandum filed with the person responsible for recording the minutes of the meeting at which the vote is taken. In addition, the National Association of Preservation Commissions recommends that the HARB member who has a conflict of interest temporarily absent themselves from the room in which a meeting is taking place, until said item under review has been resolved or tabled to another meeting, unless any action on a matter before it makes the majority or other legally required vote of approval unattainable, then such member shall be permitted to vote if disclosures are made as otherwise provided above.*~~

Section 401- Powers and Duties of HARB

A. Advisory Role - HARB shall give recommendations to the (City, Borough, Township, etc.) governing body regarding the advisability of issuing any Certificate of Appropriateness required to be issued in accordance with the said Act of June 13, 1961, as amended and this ordinance.

~~B. Board Role Making Power - HARB may make and alter rules and regulations for its own organization and procedure, provided that they are consistent with the laws of the Commonwealth and all provisions of this ordinance.~~

C. Removal of Members - Any board member may be removed for misconduct or wrongdoing, unlawful execution of this Act, or failure to perform his or her responsibilities pursuant to this Act, or for other just cause by a majority vote of the governing body, but not before he or she has been given the opportunity of a hearing to defend to any alleged infractions of said Act.

D. Annual Reports - The members of HARB shall make an annual report to the (City, Borough, Township, etc.) governing body, which shall be included in the State of Preservation report and can include:

(1) any recommendations for changes in the ordinance;
(2) the number and types of cases reviewed;
(3) the number of cases for which a certificate of appropriateness was either approved or denied;
(4) number of HARB me~~mbere~~tings which each member attended;
(5) historic preservation related training which each member attended;
(6) a narrative summary describing the state of preservation in the (City, Borough, Township) Historic District with recommendations in policy, goals, and objectives for (City, Borough, Township) governing body consideration.

~~E. Compensation - HARB may employ secretarial and professional assistance, and incur other necessary expenses with the approval of the (City, Borough, Township, etc.) governing body.~~

E.Meetings - ~~HARB shall meet publicly at least once at regularly scheduled intervals. Further, HARB may hold any additional meetings it considers necessary to carry out its powers and duties indicated in this ordinance. Such meetings shall be opened to the public. A majority of HARB shall constitute a quorum and action taken at any meeting shall require the affirmative vote of a majority of the members present.~~

Meetings and Records. Within 30 days of its appointment, the HARB shall meet, elect a Chair and Vice-Chair. The term of the Chair and Vice-Chair shall be one year, and they shall be eligible for re-election.

The Commission shall adopt rules for the transaction of its business and shall keep a record of its resolutions, discussions, findings and recommendations, and these records shall be open to the public. These records will be held in the Planning Department Office

For the purpose of taking any official action, there shall be present a quorum.

~~F.~~All meetings of the Commission shall be conducted in conformity with Pennsylvania's Sunshine Act. All records shall be retained in conformity with applicable record retention regulations as promulgated by the Pennsylvania Historical and Museum Commission.

~~G. Training - HARB members and HARB support staff shall be required to attend a minimum of eight (8) hours annually of seminars, conferences or workshops related to historic preservation and HARB administration.~~

~~*Comment: Training requirements are not mandated by the Historic District Act, but strongly recommended by the Bureau (or Historic Preservation to professionalize*~~

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~~*HARBs.*~~

Section 402- Additional Powers and Duties of HARB

In addition to the above, HARB shall have the following powers and duties:

~~A.~~ To conduct a survey of buildings, structures, objects and monuments for the purpose of determining those of historic and/or architectural significance and pertinent facts about them; action in coordination with the ~~(City, Borough,~~Borough of State College when needed.

~~Township, etc.) Planning Commission, Zoning Hearing Board, and other appropriate groups and to maintain and periodically revise the detailed listings (resource inventories) of historic resources and data about them, appropriately classified with respect to national, state and local significance in accordance or consistent with the Pennsylvania Historical and Museum Commission's "Cultural Resource Management in Pennsylvania: Guidelines for Historic Resource Surveys."~~

~~B.~~ To propose, from time to time as deemed appropriate, the establishment of additional historic districts and revisions to existing historic districts.

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~~C.~~B. To formulate recommendations concerning the establishment of an appropriate system of markers for selected historic and/or architectural sites and buildings including proposals for the installation and care of such historic markers.

~~D.~~C. To formulate recommendations concerning the preparation and publication of maps, brochures and descriptive material about the (City, Borough, Township, etc.) historical and/or architectural sites and buildings.

~~E.~~D. To cooperate with and advise the (City, Borough, Township, etc.) governing body, the (City, Borough, Township, etc.) agencies in matters involving historically and/or architecturally significant sites and buildings (such as appropriate land usage, parking facilities and signs, as well as adherence to lot dimensional regulations and minimum structural standards).

~~F.~~E. To cooperate with and enlist assistance from the National Park Service, the National Trust for Historic Preservation, Preservation Pennsylvania, the Pennsylvania Historical and Museum Commission and other agencies, public and private, from time to time, concerned with the preservation of historic sites and buildings.

~~G.~~F. To advise owners of historic buildings regarding rehabilitation, repairs, maintenance methods and technologies, adaptive use, economic and tax incentives and other historic preservation strategies.

~~H.~~G. To promote public interest in the purpose of this Ordinance by carrying on educational and public relations programs.

~~ARTICLE V~~

Section 500- Design Guidelines

~~Note: It is advisable for a municipality to develop illustrated design guidelines as bulletins on individual topics or subjects, i.e., windows, doors, signs, roofs, etc., or as~~

~~a complete design book or booklet. Contact the Bureau for Historic Preservation for examples and funding opportunities.~~

(I) In determining the recommendations to be made to the (City, Borough, Township, etc.) governing body concerning the issuance of a Certificate of Appropriateness, the Board of Historical Architectural Review (BHAR) shall
consider only those matters that are pertinent to the preservation of the historical and/or architectural aspect and nature of the building, or structure site, area, or district, certified to have historical significance, the BHAR shall consider the Secretary of the Interior's Standards for the Treatment of Historic
Properties with Guidelines for Preserving, Rehabilitating, Restoring, & Reconstructing Historic Buildings or replacement document.

(II) In addition the Board, when applicable, shall consider the following:

A. Broad historical values representing the cultural, political, economic, or social history of the (City, Borough, Township, etc.).

B. The relationship of the building or structure to historic personages or events.

C. Significant architectural types representative of a certain historical period and a style of method of construction.

D. The effect of the proposed change upon the general historical and architectural nature of the District.

E. The appropriateness of the exterior architectural features which can be seen from a public street ~~or way~~.

F. The general design, arrangement, texture, and material of a building or structure and the relation of such factors to similar features of buildings or structures in the District. Consideration shall be given but not limited to the following:

1. Proportion of Buildings Front Facades - Preserving the relationship between the width of the front of the building and the height of the front of the building.

2. Proportion of Openings within the Building - Preserving the relationship of width to height of windows and doors.

3. Rhythms of Solids to Voids in the Front Facade - Preserving the relationship between a recurrent alteration of strong and weak architectural elements thereby maintaining a rhythm of solids to voids.

4. Rhythm of Spacing of Buildings on Streets - Preserving the existing rhythm of recurrent or repeated building masses to spaces between each building.

5. Rhythm of Entrance and/or Porch Projections - Preserving the existing rhythm of entrances or porch projections to maintain a pedestrian scale.

6. Relationship of Materials - Preserving the predominant materials of the district such as brick, stone, stucco, wood siding, or other material.

7. Relationship of Textures - Preserving the predominant textures of the district which may be smooth, such as stucco or rough such as brick with tooled joints or horizontal wood siding or other textures.

8. Relationship of Architectural Details - Preserving character defining features of buildings, such as architectural details including but not limited to, cornices, lintels, arches, quoins, balustrades and iron work, chimneys, etc ...

9. Relationship of Roof Shapes - Preserving compatible roof shapes such as gable, mansard, hip, flat, gambrel, and/or kinds of roof shapes.

10. ~~Walls of Continuity~~Maintenance of Streetscape - Preserving physical elements which comprise
streetscapes such as brick walls, wrought iron fences, building facades or combinations of these which form visual continuity and cohesiveness along the street. Exclude raised planting beds, retaining walls, stone walls and walls interior to the lot.

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11. Directional Expression of Front Elevation - Preserving the orientation of structural shapes, plan of openings and architectural detail that reflect a predominantly vertical, or horizontal character to the building's facade,

12. Scale - Preserving the scale of the built environment created by the size of units of construction and architectural detail that relate to the size of persons. In addition, preserving building mass in~~ts~~ relation to open space.

13. Variations - The HARB shall grant variations in a manner that will be in harmony with the character of other buildings or structures on the street and/or districts.

14. Paint Color -

~~13.~~15. Storm Windows – aluminum storm windows should be paitned to match window trim.

~~G. The height of any new building or structure shall not exceed the height of the tallest adjacent building or structure by ten (10) percent. This requirement shall also apply to any proposed modifications to existing buildings or structures.~~

~~H.~~G. In such rare cases where there HARB recommends and the governing body approves demolition of a historic building or structure a good faith effort shall be made by the (City, Borough, Township, etc.) and the owner(s) to move said

building or structure to a proximate site. If moving a building or structure slated

to be demolished is economically or practically infeasible, efforts shall be made to salvage architectural features of said building or structure for use within the (City, Borough, or Township).

~~*Comment: This is not mandated by the Historic District Act, but recommended by the Bureaufor Historic Preservation.*~~

1. In addition to the above the (City, Borough, Township, etc.) zoning ordinance shall be so amended as to be compatible with the purpose of and objectives of the historic district ordinance.

J. All other (City, Borough, Township, etc.) laws and ordinances shall be complied with, including the zoning and subdivision ordinances.

K. Financial Feasibility -

The review board shall consider the financial feasibility of its recommendations in response to a request for a certificate of appropriateness or building permit for the erection, reconstruction, alteration, and restoration of a building or structure. Financial feasibility shall be determined by the HARB on the basis of an unreasonable cost for repair or replacement in-kind of whole or part of a building or structure.

The applicant shall submit a minimum of three (3) estimates from bona fide contractors and or vendors substantiating his or her claim that the financial feasibility of repair in-kind is unreasonable. The board shall determine as to the condition of said architectural feature based on its inspection, photographs or report from the building inspector or preservation staff or consultant. No substitute material shall be approved which is inappropriate, incompatible, or is destructive or has the potential to be destructive to the original fabric of the building or structure.

No vinyl or aluminum siding or other material shall be allowed on the exterior of any masonry wall of a building or structure. No capping with aluminum or vinyl or other material shall be allowed on the exterior of character defining features of a building or structure.

Section 501 - Signs

~~A. No sign or permanent external advertising display of any kind shall be erected, altered or used in the historic district except for advertising informing the public or service, business, occupation or professional carried on, in or about the property on which such sign or permanent external advertising display appears. In conjunction with this, no such sign or advertising display of any kind or for any purpose shall be erected or altered notwithstanding zoning sign approval, until an application for permit to make such erection or alteration has been reviewed by HARB for its conformity in exterior material composition, exterior structural~~

~~design, external appearance and size with similar advertising or information media used in the architectural period of the district and a permit granted thereon.~~

B. All signs ~~other requirements of any~~ must comply with the Borough Sign Ordinance or its successor document~~must be complied with~~.
Historical markers may be authorized by HARB subject to the provisions stipulated and such markers shall not be considered as signs but are to be erected in accordance with the requirements established for historic markers by HARB.
~~ARTICLE VI~~

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Section 600 - Application Review Procedure

Note: If certain exterior alterations and repairs to buildings and structures do not require a building permit and a municipality's certificate of appropriateness procedure is triggered to the building permit application process this may preclude review of those inappropriate alterations by the Board of Historical Architectural Review.

A. Upon receipt of a completed application for a building permit or a certificate of appropriateness for work to be done in the district, the Building Inspector shall act in accordance with the procedures being followed in that office, except those procedures that are modified by the following requirements:

1. The Building Inspector shall determine whether the work proposed needs to be forwarded to HARB staff for administrative approval review. If not, he shall forward copies of the completed application for a building permit together with copies of any plot plan and building plans and specifications filed by the applicant to HARB.

~~*Comment: Staff administrative approval is intended to respond to the public's need for quick response time for work that consists of replacement in-kind or minor repairs, which do not substantially alter the exterior appearance of a building or structure.*~~

2. The Building Inspector shall not issue a building permit for any erection, alteration, reconstruction, repair, restoration or demolition of all or part of any building in the District until the (City, Borough, Township, etc.) governing body has issued a Certificate of Appropriateness. *If the building inspector or his or her representative issues a building permit*

without a COA due to an administrative or clerical error said building permit shall be voided.

~~*Comment: A building permit issued for work in a historic district, which would not be approved by the HARB, should be considered void. This will prevent "mistakes" from becoming habitual.*~~

3. The Building Inspector shall require applicants to submit a sufficient number of additional copies of material required to be attached to a completed application for a building permit or certificate of appropriateness so that the information needed to make the determination set forth in Section 600 (G) 1-8 will be available.

4. The Building Inspector shall maintain in his office a record of all such applications and final dispositions of the same.

B. ~~Board Review of Applications~~ Timeframe for Board Decision- Upon receipt of a completed building permit or
certificate of appropriateness application under the jurisdiction of this Ordinance, HARB shall consider such at its next regularly scheduled meeting or special meeting.

C. Notification of Application of HARB Meeting - The owner of record or his or her representative(s) applying for a certificate of appropriateness and/or a building permit shall be advised of the time and place of said meeting and be invited to appear to explain his or her reasons at least ten (10) days before the HARB meeting. HARB may invite such other persons as it desires to attend its meeting.

~~D. Should the Board fail to notify the applicant of its decision within (30 to 45) working days of its review of the application, it shall be assumed, as a matter of law, that the application is deemed approved, unless the applicant waives the time limit in writing.~~

~~E.~~ D. Design Guidelines - In determining *both oral and written* recommendations to be
presented to the (City, Borough, Township, etc.) governing body concerning the issuance of a Certificate of Appropriateness authorizing a permit for the erection, alteration, reconstruction, repair, restoration, demolition, or demolition by neglect of all or a part of any building within the Historic District, HARB shall consider the Design Guidelines set forth in Sections 500 and 501, and such design guidelines developed by the HARB pursuant to and congruent with the objectives of this ordinance.

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~~F.~~E. Time Frame for Board Decision - HARB shall render a decision and recommendation on any application for a building permit under its review no later than (30 ~~to 45~~) working days after the hearing/meeting provided for in Section 401 of the Ordinance and shall submit, in writing to the (City, Borough,

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Township, etc.) governing body recommendations concerning the issuance of a Certificate of Appropriateness.

F.Should the Board fail to notify the applicant of its decision within (30 to 45) working days of its review of the application, it shall be assumed, as a matter of law, that the application is deemed approved, unless the applicant waives the time limit in writing.

G. Application Disapproval by HARB - If the HARB decides to advise against the granting of a Certificate of Appropriateness, it shall so indicate to the applicant for a building permit. The disapproval shall indicate to the applicant the changes in plans and specifications, if any, which would protect (1) the distinctive historical character of the historic district and (2) the architectural integrity of the building or structure. The HARB shall withhold its report for five (5) days to allow the applicant to decide whether or not to make the suggested changes in his plans and specifications. If the applicant determines that he or she will make the necessary changes, he or she shall so advise the HARB, which shall in turn advise the governing body accordingly.

H. Contents of Written Report - The written report to Borough Council concerning HARB's recommendations on the issuance of a Certificate of Appropriateness shall set out the findings of fact that shall include but not be limited to the following matters:

1. The exact location of the area in which the work is to be done.

2. The exterior changes to be made or the exterior character of the structure to be erected.

3. A list of the surrounding structures with their general exterior characteristics.

4. The effect of the proposed change upon the general historic and architectural nature of the district.

5. The appropriateness of exterior architectural features of the building, which can be seen from a public street~~ or way~~.

6. The general design, arrangement, texture, and material of the building and the structure and the relation of such factors to similar features of building or structures in the district.

7. The opinion of HARB (including any dissent) as to the appropriateness of

the work or project proposed as it will preserve or destroy the historic character and nature of the district.

8. The specific recommendations of HARB based on findings of fact as to the issuance by the (City, Borough, Township, etc.) governing body or its refusal to issue a Certificate of Appropriateness.

1. Notification of Applicant by the (City, Borough, Township, etc.) governing body of their Consideration Upon receipt of the written report from HARB as provided in G of this section, the (City, Borough, Township, etc.) governing body shall consider at the next regularly scheduled or special meeting, the question of issuing to the Building Inspector a Certificate of Appropriateness authorizing a permit for work covered by the application. The applicant shall be advised by the (City, Borough, Township, etc.) Secretary of the time and place of the meeting at which his application shall be considered. The applicant shall have the right to attend this meeting and be heard as to the reasons for filing this said application.

J. Design Guidelines - In determining whether or not to certify to the appropriateness of the proposed erection, alteration, reconstruction, repair, restoration or demolition, of all or a part of any building within the historic district, the (City, Borough, Township, etc.) governing body shall consider the same factors as HARB set forth in Sections 500 and 501 of this Ordinance and the report of the Board.

K. Approval by the (City, Borough, Township, etc.) governing body - If the (City, Borough, Township, etc.) governing body approves the application, it shall issue a Certificate of Appropriateness authorizing the Building Inspector to issue a (building) permit for the work covered.

L. Disapproval by the (City, Borough, Township, etc.) governing body - If the (City, Borough, Township, etc.) governing body disapproves, a written reason(s) shall be given to the Building Inspector, the applicant and to the Pennsylvania Historical and Museum Commission. The disapproval shall indicate what changes in the plans and specifications would meet the conditions for protecting (1) the distinctive historical character of the district and (2) the architectural integrity of the building or structure.

Upon receipt of a written disapproval of the (City, Borough, Township, etc.) governing body the Building Inspector shall disapprove the application for a building permit and so advise the applicant. The applicant may appeal this disapproval to the County Court of Common Pleas within the time specified by law.

M. Final Notification by (City, Borough, Township, etc.) governing body - In either case of approval or disapproval the (City, Borough, Township, etc.) shall notify the applicant of its decision within five (5) days of its meeting at which the application was considered.

N Should the governing body fail to notify the applicant of its decision within (30 to 45) working days of its review of the application, it shall be assumed, as a matter of law, that the application is deemed approved, unless the applicant waives the time limit in writing. **(Added** as a **revision on September 9, 2004)**

~~ARTICLE VII~~ Needs further discussion

Section 700 - Unreasonable Economic Hardship

When a claim of unreasonable economic hardship is made due to the effect of this ordinance, the owner of record must present evidence sufficient to prove that as a result of the review board's action, he is unable to obtain a reasonable return or a reasonable beneficial use from a resource. The owner of record shall submit by affidavit to the review board some or all of the information below at the discretion of the HARB, which shall include but not be limited to the following:

A. Date the property was acquired by its current owner.

B. Price paid for the property (if acquired by purchase) and a description of the relationship, if any, between the buyer and the seller of the property.

C. Mortgage history of the property, including current mortgage and the annual debt service, if any, for the previous two (2) years.

D. Current market value of the property.

E. Equity in the property.

F. Past and current income and expense statements for the past two (2) years.

G. Past capital expenditures during ownership of current owner.

H. Appraisals of the property obtained within the previous two years.

1. Income and property tax factors affecting the property.

J. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with purchase, offerings for sale, financing or ownership of the property, or state that none was obtained.

K. All studies commissioned by the owner as to profitable renovation, rehabilitation or utilization of any structures or objects on the property for alternative use, or a statement that none were obtained.

L. Estimate(s) of the cost of the proposed erection, reconstruction, alteration, restoration, demolition or razing and an estimate(s) of any additional cost(s) that would be incurred to comply with the recommendations of the planning board for changes necessary for it to approve a certificate of appropriateness.

M. Form of ownership or operation of the property, whether sole proprietorship, for-profit or nonprofit corporation, limited partnership, joint venture or other.

The review board may require that an applicant furnish additional information relevant to its determination of unreasonable economic hardship.

Should the review board determine that the owner's present return is not reasonable, it must consider whether there are other uses currently allowed that would provide a reasonable return and whether such a return could be obtained through investment in the property for rehabilitation purposes. The review board may choose to recommend to the (City, Borough, Township, etc.) that special economic incentives be developed to assist the owner of the resource in maintaining it and obtaining a suitable economic return or achieving a reasonable beneficial use.

The review board may seek the assistance of appropriateness local, statewide or national preservation organizations in developing solutions which would relieve the owner's economic hardship. If the review board chooses to explore such options, the review board may delay issuing a Certificate of Appropriateness for demolition on the basis of economic hardship for a period of ninety (90) days in addition to time periods otherwise applicable.

Should the applicant satisfy the review board that he will suffer an unreasonable economic hardship if a Certificate of Appropriateness is not approved, and should the review board be unable to develop with the (City, Borough, Township, etc.) or appropriate local, statewide and national preservation organization a solution which can relieve the owner's economic hardship, the review board must recommend a Certificate of Appropriateness for demolition.

ARTICLE VIII

Section 800 - Demolition by Neglect

All buildings and structures within the (City, Borough, Township, etc.) historic district shall be maintained in good repair, structurally sound, and reasonably protected against decay and deterioration. Examples of such deterioration include:

(a) Deterioration of exterior walls or other vertical supports.
(b) Deterioration of roofs or other horizontal members.
(c) Deterioration of exterior chimneys.
(d) Deterioration ~~of~~ or crumbling of exterior stucco or mortar.
(e) Ineffective waterproofing of exterior walls, roofs, or foundations, including broken window or doors.
(f) Deterioration of any feature so as to create a hazardous condition which could lead to the claim that a demolition is necessary for the public safety.

~~ARTICLE IX~~

Section 900- Notice of Violation

The Building Inspector shall serve a notice of violation on the person in violation of this ordinance which would result in but not be limited to (1) failure to apply for a certificate of appropriateness or a building permit required for the erection, reconstruction, alteration, restoration, demolition, demolition by neglect, or razing of any building or structure which can be seen from a public way, and (2) failure to comply with BARB approved work. Such notice shall direct the abatement of said violation.

Section 901- Enforcement

The Building Inspector or his designated representative shall have the power to institute any proceedings at law or in equity necessary for the enforcement of this Ordinance.

Note: If the municipality does not enforce its historic district ordinance the purpose of the ordinance is subverted.

Section 902- Penalty

Any person, property owner, occupant, firm or contractor failing to obtain a building permit or Certificate of Appropriateness pursuant to this Ordinance shall be fined the sum of $300.00 for each day the violation is unabated.

Section 903 - Repealer

All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section 904- Severability Clause

If any section, paragraph, subsection, clause or provision of this Ordinance shall be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this Ordinance as whole, or any part thereof.

Section 905 - Amendments

The provisions of the Ordinance may be amended in the future by the governing body of (City, Borough, Township, etc.) after notice and hearing as provided by law.

Section 906- Effective Date/Certification by Pennsylvania Historical and Museum Commission

Immediately upon the adoption of this Ordinance, the (City, Borough, Township, etc.) Secretary shall forward a copy thereof to the Pennsylvania Historical and Museum Commission. This Ordinance shall not take effect until: (l) the said Commission has certified, by resolution, to the historical significance of the (City, Borough, Township, etc.) Historical District and, (2) it has been duly advertised once in the newspaper of general circulation in the (City, Borough, Township, etc.) as required by law.

~~Section 907~~ ~~Enactment~~

~~This Ordinance enacted and ordained on the~~ ~~day of~~ ~~_____,19 __~~

~~(Mayor, Chairman, President, Supervisor, Commissioner, etc.)~~

~~(City, Borough, Township, etc.)~~

~~Attest:~~

~~(City, Borough, Township, etc.)~~

~~Approved this _____day of~~ ~~_____, 19 __~~

~~Revised Model Ordinance Committee~~
~~8 April 1997~~
~~Revised September 9, 2004~~
~~Revised November 16,2004~~
~~Revised February **1,2005**~~

~~Michel R. Lefevre~~
~~Margaret M.M. Pickart~~
~~Brenda Barrett, Esq.~~
~~Thomas P. Leonard, Esq.~~
~~Deana R. Pealer, Esq.~~
~~Elizabeth Burbridge Place, Esq.~~
~~Dan G. Deibler~~
~~Steve Saunders, Esq.~~
~~Michael Feit~~

~~STEPS TO ESTABLISH A HISTORIC DISTRICT ORDINANCE AUTHORIZED BY THE HISTORIC DISTRICT ACT OF 1961~~

~~A. Obtain and complete a Pennsylvania Historic Survey Form of the area you propose for historic district designation from the Bureau for Historic Preservation (BHP) at www.phmc.state.pa.usunder the heading "National Register of Historic Places" or by telephone at 717-787-0771.~~

~~B. Submit the completed form to BHP staff to evaluate the eligibility of the area to the National Register of Historic Places. *For purpose* of *the Historic District Act the area in question does not need to be listed in the National Register* of *Historic Places.*~~

~~C. Schedule a site visit with BHP staff to establish the proposed historic district boundaries. Note: the historic district ordinance may regulate a smaller area than the National Register Historic District but not a larger area than defined by National Register boundaries.~~

~~D. Submit a draft of the historic district ordinance for BHP staff review and comment prior to submittal for final approval to the municipality's governing body. Request for BHP historic district ordinance model available from PHMC Website under the heading "Community Preservation" or by calling 717-787-0771.~~

~~E. Consult with BHP staff concerning the development of local support for the proposed historic district ordinance.~~

~~F. Follow appropriate municipal regulations regarding enactment and passage of ordinances, i.e., schedule a public hearing (if required) for public consideration of the proposed historic district ordinance.~~

~~G. The local governing body adopts the historic district ordinance.~~

~~H. In a letter addressed to Jean H. Cutler, Director, BHP, the chief elected official of the local government/municipality requests the Pennsylvania Historical and Museum Commission to certify the historical significance of the proposed historic district.~~

~~A certified (signed and dated) copy of the ordinance must accompany this request, with a map clearly showing the historic district(s) boundaries. (Note: Do not confuse Bureau for Historic Preservation review of documentation of the Historic Resource Survey Form with the official resolution by the Pennsylvania~~

Historical and Museum Commission (the Commissioners appointed by the Governor) certifying the historical significance of the district).

I. The Pennsylvania Historical and Museum Commission will notify the local government of its official action. The historic district ordinance takes effect, in other words, is able to be enforced only on the date of certification by resolution of the Commission. The Commission meets quarterly and will consider the historical Significance of the proposed district at its regular meeting.

All completed documentation must be received at least 45 days prior to the next scheduled meeting of the Commission at which it will be considered.

Note: In spite of a district's eligibility or listing in the National Register it must still be certified as historically significant by the Commission as required by state law. For further information and guidance please contact:

Michel R. Lefevre, Chief
Preservation Planning and Education Outreach
Pennsylvania Historical and Museum Commission
Bureau for Historic Preservation
400 North Street
Harrisburg, PA 17120-0093

Telephone: (717) 787-0771
Fax: (717) 772-0920
Email: mlefevre@state.pa.us