



Time: 7:30 p.m.

Location: Hybrid - Newtown Borough Hall / Zoom

Present: Mr. James McAuliffe, Chair
Mr. Michael Hutchinson, Vice Chair
Ms. Judith Ritter, Member
Ms. Karen White, Member
Ms. Marcia Lincoln-Heinz, Member (via Zoom)
Ms. Ana Gindhart, COA Administrator (via Zoom)
Ms. Margaret Newman, Preservation Consultant
Mr. Kris Bauman, Borough Council Liaison (via Zoom)

Absent: Mr. Robert King, Member
Ms. Leslie Dunleavy, Recording Secretary

1. Meeting Commencement

After determining that the zoom call would be audio only, Mr. McAuliffe called the meeting to order. He explained that this Board's recommendations will go to Borough Council for review at their regular meeting at 7:00 pm on Tuesday, October 15, 2025, in Borough Hall at 30 N. Chancellor Street. Applicants were advised not to begin their projects until they had received final approval by Council and obtained the necessary permits. The review process for larger projects may take two (2) to three (3) meetings. It was noted that the HARB reviews applications using *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, and these will be cited in the recommendations.

2. Approval of the Minutes

Ms. White made a motion to approve the minutes from the August 27, 2025, meeting, as submitted. Ms. Ritter seconded the motion, which was approved unanimously by the Board.

3. Applications Considered

The following applications were considered at the meeting:

- 25-034 221 S. Chancellor Street – Don Marshall
- 25-035 220 E. Washington Avenue – Joseph White
- 25-036 28 N. Lincoln Avenue – Zayn Bradley
- 25-037 107 Court Street – Hiei Rose
- 25-038 154 N. Congress Street – Alejandra Alvarez
- 25-039 203 Washington Avenue – Frank Pasquale
- 25-040 200 E. Jefferson Street – Mark Issa
- 25-024 501 Washington Avenue – Laura Shepherd
- 25-029 105 E. Centre Avenue – Kevin Buckthorpe

4. Application 25-034

Applicant: Don Marshall

221 S. Chancellor Street, residence

The applicant was seeking a Certificate of Appropriateness for the replacement of the existing front porch roof.

Don Marshall was present for the application.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Mr. Marshall gave a brief overview of his project. Mr. Hutchison confirmed that the color of both the flashing and the roof will be black. The applicant agreed. The board had no other questions or concerns.

Citing Standard 6, Mr. Hutchison made a motion to recommend approval of the application as submitted. Ms. White seconded the motion, which was approved unanimously by the Board.

5. Application 25-035

Applicant: Joseph White

220 E. Washington Avenue, residence

The applicant was seeking a Certificate of Appropriateness for the installation of a new 4-foot wrought iron fence with iron posts at the corners and 3 gates.

Joseph White was present for the application.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Ms. Newman asked what "brownstone cast" meant? Mr. White confirmed it was the style of the post not the material. Mr. McAuliffe confirmed the entire fence is iron. The applicant agreed. There was some discussion about where the fence would be located. Mr. White confirmed it would run only as shown on the application and not around the full perimeter of his lot.

Citing Standards 9 and 10, Mr. Hutchison made a motion to recommend approval of the application as submitted. Ms. White seconded the motion, which was approved unanimously by the Board.

6. Application 25-036

Applicant: Zayn Bradley

28. N. Lincoln Avenue, Sanders residence

The applicant was seeking a Certificate of Appropriateness for the installation of 16 roof-mounted solar panels.

No one was present for the application.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Mr. Hutchison made a motion to table the application to confirm information with the applicant. Ms. White seconded the motion, which was approved unanimously by the Board.

7. Application 25-037

Applicant: Hiei Rose

107 Court Street, Rumbelow residence

The applicant was seeking a Certificate of Appropriateness for the installation of a new covered deck.

Jane Rumbelow was present at the meeting while architect Hiei Rose was present on Zoom.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Ms. Rumbelow introduced her project, confirming the existing hood over the door will be removed and the new roof constructed. The board discussed the proposed design, feeling like it was too heavy for the house. The pitch of the roof was discussed. Most felt it was too flat and therefore, felt like a long extension of the original section of the house broken only by the small, newer addition. The architect said he made the roof flat, hoping it would help make it disappear. Generally, the board thought the design should be lighter and more pergola-like. Some suggestions included:

- Adding double columns at both ends which would set the roof off from the addition while giving it more substance at its end

- Moving the stone pier to the other side of the enclosure or moving it to the end
- Wrapping the center pier in wood siding rather than stone
- Enclosing the end and leaving the rest more open

Mr. Hutchison made a motion to table the application. Ms. Ritter seconded the motion, which was approved unanimously by the Board. Mr. Hutchinson stated more detail will be acquired for approval including such items as the depth and detailing of the overhang, the size and materials of the posts and the design of the porch girder and ceiling.

8. Application 25-038

Applicant: Alejandra Alvarez

154 N. Congress Street, Alvarez residence

The applicant was seeking a Certificate of Appropriateness to relocate the front door and construct new steps to the door.

Alejandra Alvarez was present for the application.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Ms. Alvarez introduced the project and its objectives. She stated that they prefer a wood door with an upper light and masonry steps. Mr. Hutchinson suggested that a paneled door would be more appropriate than the flat one submitted. He also thought a multi-light upper section would give the door more interest.

The steps and landing were discussed. The applicant said the stairs would be concrete topped by slate.

The existing door opening was discussed. The applicant proposed removing the door and installing a new window that matches the existing window in this section of the house. The rest of the opening would be enclosed with siding. It also was noted that the existing light fixture will be moved from the existing door to the new door location.

Citing Standard 9, Mr. Hutchinson made a motion to approve moving the side door to front with the following changes: the door will be wood with the lower section paneled and the upper section with a single or multiple (2 or 4) lights, the door casing will be 5/4, the steps will have a concrete base topped with flag stone, blue or slate and the existing door opening will be infilled with a window that matches the window in the same section and the rest of the opening will be enclosed with the siding previously approved. Mr. Hutchinson noted that this house has had significant changes made to it already, making it have less historical value, so this change is appropriate. Ms. White seconded the motion, which was approved unanimously by the Board.

9. Application 25-039

Applicant: Frank Pasquale

203 Washington Avenue, Pasquale residence

The applicant was seeking a Certificate of Appropriateness to replace the garage roof.

No one was present for the application.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Ms. Newman explained that the application was for the replacement of a garage roof from asbestos tiles to asphalt shingles.

Citing Standard 6, Ms. White Ritter made a motion to recommend approval of the application as submitted. Ms. Ritter seconded the motion, which was approved unanimously by the Board.

10. Application 25-040

Applicant: Mark Issa

200 E. Jefferson Street, Issa residence

The applicant was seeking a Certificate of Appropriateness for exterior alterations including replacement of a large bay window and repairs to the front porch and rear entrance.

Mark Issa was present for the application.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Mr. Issa introduced the project. The shed dormer with bay window on the rear elevation appears to have been installed in the 1970s. The windows are in poor condition. He would like to remove the existing windows and install two, double hung sash. He proposed vinyl-clad windows. Mr. McAuliffe stated vinyl clad sash are not recommended and that wood windows would be more appropriate. There was discussion of what is underneath the aluminum siding. Because it was installed in the 1970s, there might not be any siding under the aluminum. The board suggested that if no historic siding exists, smooth finish Hardie board would be appropriate.

In the application, Mr. Issa proposed installing shutters. He withdrew them from consideration.

The proposed work on the front porch was discussed. The existing porch has been altered extensively with the historic columns and balustrade removed. Mr. Issa would like to restore it to its original appearance with the removal of the modern 2 x 4s and screening. Ms. Gindhart did not think a survey card exists for the property. Mr. McAuliffe suggested looking at his neighbor's property, a twin of the owner's, which appears to be historically intact. He can use the neighbor's porch as a template for the missing turned porch posts and balustrade. Mr. Issa confirmed he will salvage and reuse the existing porch flooring, only repairing and replacing those boards that are beyond repair. He will also try to salvage and reuse the historic wood lattice. He confirmed that the porch base will be repaired. Only the materials beyond repair will be replaced in kind.

At the rear of the property, Mr. Issa proposed replacing the deteriorated concrete steps with new concrete steps and concrete landing. The board had no comment.

Mr. Issa stated that both historic wood front and rear doors will be repaired. Mr. Issa would like to install storm doors which the board encouraged.

There was a discussion about the historic wood windows. Mr. McAuliffe stated that HARB encourages repair over replacement and knows a contractor who can help with sash restoration. Mr. Issa also can do the work himself. Mr. McAuliffe confirmed that storm windows are appropriate.

Mr. Hutchinson made a motion to table the application pending resubmission by the applicant with a full, clear description of the proposed work including dimensions. Ms. Ritter seconded the motion, which was approved unanimously by the Board.

11. Application 25-024

Applicant: Laura Shepherd

501 Washington Avenue, Shepherd residence

The applicant was seeking a Certificate of Appropriateness to replace porch roofs.

Laura Shepherd and Andrew Allen, a contractor, were present for the application.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Mr. Allen explained that the existing front porch is failing after many added coatings over the original tin. The roof no longer drains properly, is actively leaking and damaging the wood structure. He proposed

rebuilding the structure to drain properly into gutters and leaders and adding a standing seam aluminum roof. He showed photos of similar roofs he has completed.

Mr. Hutchinson stated that the issue with this approach is that the historic built-in gutter will be removed and the crown molding taken off and/or covered by the new gutter. He explained how the roof can be rebuilt to remove the existing swale in the roof and pitched appropriately for proper drainage into the original system. The reason the board recommended rolled asphalt or single membrane previously is that it enables the original built-in gutter and crown molding to remain in place.

Ms. Shepherd stated it is not her intention to change the profile of the roof but the board felt that the proposed solution does just that.

Mr. McAuliffe discussed how HARB has been dealing with the issue of metal porch roofing for years. Tin is no longer available so many turn to standing seam metal systems that are pre-fabricated, look commercial and are not historically appropriate. After much back and forth where Mr. McAuliffe conceded that a single membrane roof was not there historically, he suggested a compromise. Mr. Bauman asked that the directions be clear to ensure that Borough Council understands what is required.

Mr. Hutchinson made a motion to approve the replacement of the porch roof with the following recommendations: the existing overhang, crown molding and built-in gutter system will be restored. This will include restoring the original drainage system by inserting tapered pieces to guide water to interior downspouts, lining the gutters with membrane or soft copper, and adding a 1" copper drip edge. The new standing seam metal roof will have seams no higher than 1". Where the metal roof meets the stone, the receptor will be covered with another piece of metal and will maintain the shadow lines of the standing seams. At the hip of the roof, a u-shaped slip joint should be installed that has the same look and height as the other standing seams. Ms. White seconded the motion, which was unanimously approved by the board.

12. Application 25-029

Applicant: Kevin Buckthorpe

105 E. Centre Avenue, Buckthorpe residence

The applicant was seeking a Certificate of Appropriateness for the replacement of the vinyl siding on the house.

Kevin Buckthorpe was present for the application.

The Board considered the application in relation to Ordinance No. 594 of the Borough of Newtown Code and *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

The applicant explained that vinyl siding was installed about 40 years ago and he would like to replace it with Hardie board. Mr. McAuliffe asked what is underneath the vinyl and whether the original siding is still in place. Mr. Buckthorpe didn't know. Mr. McAuliffe explained that typically original wood siding remains in good condition underneath vinyl and that while some boards may need repair/replacement, generally the existing wood can be restored and that this is a better, more historically appropriate solution.

Citing Standard 6, Mr. Hutchinson made a recommendation to deny the application as presented with the recommendation that the original wood siding be restored. Ms. White seconded the motion, which was approved unanimously by the Board.

13. Upcoming Meeting

The next HARB meeting is scheduled for Wednesday, October 22, 2025 in person and via Zoom.

14. Adjournment

On a motion by Ms. White and seconded by Ms. Ritter, the meeting was adjourned at 9:33 pm.

Respectfully submitted,
Margaret Newman, HARB consultant