



Time: 7:30 p.m.

Location: Hybrid - Newtown Borough Hall / Zoom

Present: Mr. James McAuliffe, Chair
Mr. Michael Hutchinson, Vice Chair
Mr. Robert King, Member
Ms. Karen White, Member *(via Zoom)*
Ms. Marcia Lincoln-Heinz, Member
Ms. Margaret Newman, Preservation Consultant
Ms. Leslie Dunleavy, HARB Secretary

Absent: Ms. Judith Ritter, Member
Ms. Ana Gindhart, COA Administrator
Mr. Kris Bauman, Borough Council Liaison

1. Meeting Commencement

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 Wednesday, January 21, 2026, 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. Lincoln-Heinz made a motion to approve the minutes from the November 19, 2025, meeting, with the following change: under Meeting Commencement, change the day of the next Council meeting to Wednesday. Mr. King seconded the motion, which was approved unanimously by the Board.

3. Applications Considered

The following applications were considered at the meeting:

- 25-037 107 Court Street – Hiei Rose
- 25-046 19 Sterling Street – Charles Ralston, Five Clovers Construction
- 25-047 110 N. Lincoln Avenue – Benjamin Phillips
- 15-048 306 Jefferson Street – Kenneth & Elizabeth Griffin
- 25-050 503 E. Washington Avenue – Marina Sams
- 25-049 242 N. Chancellor Street – Bob King

4. Application 25-037

Applicant: Hiei Rose

107 Court Street, Rumbelow residence

The applicant was seeking a Certificate of Appropriateness for the construction of a rear addition to create a new covered porch.

Architect Hiei Rose and homeowner Jane Rumbelow 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. McAuliffe noted that the revised plans included the additional requested details. It was clarified that the ridge would be minimal, not premanufactured, the Hardie Plank siding would be smooth and the exposure matching the existing house siding, the gutters would be ½ round, and the decking would

overhang the skirt trim. Mr. Hutchinson noted that composite decking has been approved because it is in the rear of the house.

Citing Standards 9 and 10, Mr. Hutchinson made a motion to recommend approval of the application as submitted, noting that the ridge would be the same as each standing seam and not a premanufactured cap, and noting that composite decking had been approved because of its location in the rear. Ms. White seconded the motion, which was approved unanimously by the Board.

5. Application 25-046

**Applicant: Charles Ralston, Five Clovers Construction
19 Sterling Street, Roberts residence**

The applicant was seeking a Certificate of Appropriateness for the construction of a 2nd floor addition to the existing first floor of the building.

Contractor Charles Ralston and homeowner Demery Roberts 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. McAuliffe said that the Board has been consistent in not recommending vinyl or PVC but has recommended aluminum clad windows and alternate siding material. He noted that the existing siding and windows are vinyl. It was noted that artificial siding such as Hardie Plank should have a smooth finish. Mr. Ralston said that there is simulated brick asphalt siding under the vinyl siding. It is likely that the original wood siding remains underneath. Mr. Hutchinson said that the exposure of the Hardie Plank siding should match the exposure of the original siding underneath.

Mr. Hutchinson said that exterior finishes including the soffits and fascia could be Boral or Azek, the windows could be aluminum clad with simulated divided lights, and gutters should be ½ round with round downspouts. He said that the guardrail materials should be wood instead of PVC, the ceiling could be Azek or Boral, and the window trim should be traditional, with a 5/4 x 4" wrap and a 2" architectural sill, of Azek or Boral.

Mr. McAuliffe said that lots of notes on the plans needed to be updated. Mr. Hutchinson said that details for exterior finishes and windows are needed. It was clarified that the door was not visible from a public way.

Ms. Lincoln-Heinz made a motion to table the application for additional details. Mr. King seconded the motion, which was approved unanimously by the Board.

6. Application 25-047

**Applicant: Benjamin Phillips, Ralph C. Fey Architects
110 N. Lincoln Avenue, Deitzel residence**

The applicant was seeking a Certificate of Appropriateness for renovations to the house and garage.

Architect Benjamin Phillips and homeowner Ed Deitzel 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. Phillips said that there no changes to the design for the house, but the plans had been updated with more details, including historical details for reference. He noted that on page 10, Elevation 2, there were more details on the new front entrance roof. It was clarified that there is a pole gutter on the historic house, but no gutter on the new entrance roof.

It was noted that there were two options presented for the garage on page 16. Mr. Phillips said that details had been added, included the brackets, and clarified that from the double line down there are no changes. Mr. Phillips said that they would like to raise both portions of the roof by 5'. Mr. McAuliffe said that it would be more appropriate to keep the existing height on the roof on the front section (right.) He

suggested that something different may look better in the new gable end rather than a replication of the fan light of the front section. He also suggested small cornice returns rather than the full cornice return across the entire gable. He said that the window in the new gable appeared to be off center and suggested that it be less ornamental so as to not compete with the window in the other gable. Mr. Hutchinson suggested a plain square or rectangular window, perhaps with an arch. Mr. McAuliffe approved of the retention of other the historic characteristics.

Ms. Lincoln-Heinz noted that all three pairs of the garage doors matched in the Historic Survey. Mr. Phillips said that they are retaining the existing center door. Mr. Deitzel said that the old center doors were saved but are in very bad and unusable condition. Ms. Lincoln-Heinz also noted that they propose to remove the chimney and advised that they needed to apply to the Joint Historic Commission for approval to demolish the chimney.

Mr. McAuliffe said that additional details on the garage are needed, including updating of Sheet 16, more material outcalls, and additional construction type details.

Citing Standards 9 and 10, Mr. Hutchinson made a motion to recommend approval of the application for the house only, as submitted. Ms. Lincoln-Heinz seconded the motion, which was approved unanimously by the Board.

Mr. King made a motion to table the portion of the application for the garage for additional details. Ms. Lincoln-Heinz seconded the motion, which was approved unanimously by the Board

7. Application 25-048

Applicants: Kenneth & Elizabeth Griffin
306 Jefferson Street, residence

The applicant was seeking a Certificate of Appropriateness for the replacement of windows.

Homeowner Kenneth Griffin 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*.

It was clarified that the application was for one replacement window and the installation of 23 new storm windows. Mr. Griffin said that the window to be replaced was swollen and inoperable; they have been unable to open it. He would like to replace the sash with 6 over 1 aluminum clad. Mr. McAuliffe said that he could refer Mr. Griffin to window repair persons that could refurbish the window. It was clarified that the storm windows were single pane aluminum clad, which would be an in-kind replacement.

Citing Standard 6, Mr. Hutchinson made a motion to recommend approval of the application for the storm window replacement but to recommend denial of the replacement of the single window, recommending that the window be rehabilitated.. Ms. Lincoln-Heinz seconded the motion, which was approved unanimously by the Board.

9. Application 25-050

Applicants: Marina Sams
503 E. Washington Avenue, commercial

The applicant was seeking a Certificate of Appropriateness for an in-kind roof replacement.

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*.

It was clarified that the roof replacement was asphalt for asphalt.

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

8. Application 25-049

Applicant: Robert King
242 S. Chancellor Street, residence

The applicant was seeking a Certificate of Appropriateness for the construction of a new 12' x 12' Quaker shed.

Owner Robert King was present for the application and recused himself from consideration of 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*.

It was clarified that the siding was DuraTemp 5.8 wood, windows would be aluminum frame sliders, roofing would be asphalt shingles, trim would be the same as the siding, and there would be no flower boxes or vinyl shutters.

Citing Standards 9 and 10, Ms. Lincoln-Heinz made a motion to recommend approval of the application as submitted. Ms. White seconded the motion, which was approved 4-0 by the Board, with abstention by Mr. King.

10. Miscellaneous

Mr. McAuliffe asked about the status of a replacement for recording secretary services. Ms. Dunleavy said that the Borough was considering just using AI or having a member of the Board take minutes. Ms. Newman said that she could take minutes, since she is already being paid for HARB services. Ms. Dunleavy said that she would have the Borough Manager contact Ms. Newman about handling minutes beginning in February.

10. Upcoming Meeting

The next HARB meeting is scheduled for Wednesday, January 28, 2026 in person and via Zoom.

11. Adjournment

On a motion by Ms. White and seconded by Mr. Hutchinson, the meeting was adjourned at 8:45 pm.

Respectfully submitted,
Leslie Dunleavy, Recording Secretary