

*City of York Board of Architectural Review  
Minutes  
March 4, 2024*

Members present:

Chairperson Beth Johnston  
Linda Lowman  
Gene Gaulin  
Missy Coleman  
Quinn Witte  
Amber Palmer

Members absent:

Diane Hanlon

Others present:

Planning Director Breakfield  
Zoning Administrator Blackston  
Planner Kimberly Womble  
(See Sign – in sheet)

Chairperson Beth Johnston called the meeting to order at 6:30 p.m.

**The first item of business** was approval of the draft Minutes from the December 4, 2023 meeting. Upon a Motion by Gene Gaulin, seconded by Amber Palmer, the Board unanimously approved the draft Minutes.

**The second item of business** was consideration of a certificate of appropriateness (COA) application for the elevations, site and landscaping plan for a Hampton Inn & Suites to be located at 13 South Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

Upon a Motion by Chairperson Johnston, seconded by Gene Gaulin, the Board unanimously approved the application as submitted.

**The third item of business** was consideration of a certificate of appropriateness (COA) application for exterior renovations for 67 North Congress Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

Upon a Motion by Missy Coleman, seconded by Linda Lowman, the Board unanimously approved the application as submitted.

**The fourth item of business** was consideration of a certificate of appropriateness (COA) application for signage for Hibbett Sports located at 948 East Liberty Street.

Upon a Motion by Amber Palmer, seconded by Quinn Witte, the Board unanimously approved the application as submitted.

**The fifth item of business** was consideration of a certificate of appropriateness (COA) application for signage for Scooter's Coffee located at 732 East Liberty Street.

Upon a Motion by Gene Gaulin, seconded by Linda Lowman, the Board approved a Motion to deny the application due to lack of information. Missy Coleman and Amber Palmer opposed the Motion; thereafter, upon a Motion by Gene Gaulin, seconded by Amber Palmer, the original Motion was unanimously rescinded by the Board.

Chairperson Johnston made a Motion, seconded by Amber Palmer, to conditionally approve a resubmittal showing the dimensions of the stucco and aluminum area and stone cap placement with new specification statement. The sign contractor must confirm all sign details prior to construction including:

- Brick base
- Water table matched cap ( stone)
- Stucco with aluminum plaque

The Board unanimously approved the Motion.

**The sixth item of business** was documentation of certificate of appropriateness applications.

**The seventh item of business** was an update regarding staff-approved certificates of appropriateness. Zoning Administrator Blackston indicated that there were no (0) staff-approved COA applications to report at this meeting.

There being no further business, the meeting was adjourned at 7:14 pm.

Respectfully submitted,

C. David Breakfield, Jr.  
Planning Director

Amanda C. Blackston  
Zoning Administrator

cc: File, Board of Architectural Review 3/4/2024  
Dalton Pierce, City Manager