



York Historical Architectural Review Board Meeting Minutes

February 26, 2026, | 101 S George St, York PA 17401

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Dennis Kunkle, Chair Mark Shermeyer Craig Zumbrun, Vice Chair Blake Gifford	Sarah O'Brien Lauren McLane-Gross Carlos Santiago Mark Skehan	Nancy Griffin
AGENDA ITEM	DISCUSSION	ACTION/RESULT
Welcome and call to order.		Mr. Kunkle called the meeting to order at 6:00 PM.
Changes to the agenda		No Changes.
Minutes of previous meeting		Mr. Zumbrun made a motion to accept Mr. Gifford 2nd. Unanimous.
Cases	The following case was considered as described below.	

Case #1 – 103 N. NEWBERRY ST. - RETURN

REMOVE TWO STREET FACING WINDOWS, 1ST FLOOR AND INSTALL ONE LARGE FIXED WINDOW. INSTALL WHITE COMPOSITE WINDOW HAVE BEEN APPROVE BY HARB FOR PREVIOUS PROJECTS.

Applicant Presentation:

The applicant returned to present revised drawings for the proposed modification to the first-floor facade at 101 North Newbury Street. The proposal involves removing two existing storefront windows and replacing them with one larger window opening.

The applicant provided updated drawings and reference photos to illustrate the proposed design.

Discussion:

The Board discussed the following key issues:

Architectural Proportions

- Concern was raised regarding the horizontal emphasis of the proposed opening.
- Members noted that the building façade features predominantly vertical proportions.
- The proposed large single opening was described as out of scale and overly modern in appearance.
- Board members referenced the importance of maintaining vertical articulation consistent with the façade and historic character.

Structural Considerations

- Discussion included the likelihood that structural modifications (e.g., new header or lintel) would be required due to widen the opening.

- It was noted that structural changes may affect the final exterior appearance.
- The applicant was advised to consult with the Permits Office regarding Uniform Construction Code requirements, as changing the size of an opening requires a building permit.

Design Alternatives Discussed

The Board indicated openness to consolidating the two windows into a single larger opening **if** the design better reflected historic proportions.

Recommendations included:

- Incorporating vertical elements (such as simulated divided lights or mullions).
- Adding two vertical divisions aligned with the existing window jambs above to visually relate the new opening to upper façade elements.
- Ensuring appropriate casing and trim continuity.
- Replicating existing sill and cornice details in one continuous length.
- Avoiding an uninterrupted horizontal expanse of glass.

The concept of using simulated divided lights (SDLs) to create vertical emphasis while maintaining a single pane of glass was discussed favorably.

- The applicant was encouraged to consult with the Permits Office (Deputy Director of Permits & Inspections) prior to finalizing plans.
- Final approval is contingent upon submission of revised documentation consistent with the Board's direction.

Action:

Mr. Gifford made a motion to approve as amended, with the condition that the revised design includes:

- *Two vertical elements incorporated into the larger proposed window,*
- *Vertical alignment with the existing upper window jambs,*
- *Submission of a revised sketch reflecting these changes,*
- *Final documentation is to be provided to the city as required.*

Mr. Zumbrun 2nd. Unanimous.

Adjournment

Mr. Kunkle adjourned the meeting at approximately 6:39 PM.

The next meeting 3-12-26

Minutes recorded by Nancy Griffin.