

Historical Ordinance  
Ordinance # 1249 - 2006  
ARTICLE 1

GENERAL PROVISIONS

**101 Title**

An ordinance creating the City of Sunbury Historic District within the geographic boundaries of the City of Sunbury; defining the terms used in the Ordinance; defining the boundaries of the Historic District; creating a Board of Historical Architectural Review to advise the City's Council on issuing Certifications of Appropriateness for permits to erect, demolish, or alter buildings within the Sunbury Historic District; providing for appeals for refusals and for changes in procedures in the office of Code Enforcement necessary to carry out the provisions of this ordinance; and for notifying the Pennsylvania Historical and Museum Commission of the pendency of the Ordinance and for obtaining a certificate as to the historic significance of the District within the limits defined in this Ordinance.

**102 Short Title**

The City of Sunbury Historical District Ordinance.

**103 Authorization**

This ordinance is enacted in accordance with the provisions of the Pennsylvania enabling legislation, the Historic District Act of June 13, 1961 (Act 167 as amended).

**104 Purpose**

This ordinance is enacted to:

- 1 Protect an architecturally distinctive and historic area of Sunbury;
- 2 Encourage interest in Sunbury's past;
- 3 Promote the general welfare and education of the City's people;
- 4 Improve property values;
- 5 Enhance the City's attractiveness to residents and visitors; and
- 6 Stimulate business and strengthen the City's economy

**105 Interpretation**

All standards in this Ordinance are to be interpreted as minimums required. Nothing prevents property owners from using a higher standard as long as it shall meet or exceed the standards as set forth in this Ordinance.

**106 Conflicts with Other Laws**

Should any provision in this ordinance conflict with any law of the United States or the Commonwealth of Pennsylvania, the federal or state law shall govern. Such conflicts shall not affect the validity of the remainder of this Ordinance.

**107 Repeal**

All Ordinances inconsistent with this Ordinance are hereby repealed to the extent of inconsistency only.

**108 Effective Date**

This Ordinance shall not take effect until the Pennsylvania Historical and Museum Commission has been notified, in writing, of the enactment of the Ordinance and has certified, by Resolution, to the historical significance of the Historic District of the City of Sunbury as defined in Section 202 hereof and has transmitted its certifying resolution to the City of Sunbury pursuant to 53 P.S. Section 8002. If such enactment and certification has been established by any previous Ordinance, the effective date shall be that of the Enactment and Ordination of this Ordinance by the Council of the City of Sunbury as listed in Section 109.

**109 Review**

The Council of the City of Sunbury will review this Ordinance after the expiration of a period of one year following its effective date in order to re-evaluate it at such time and determine whether any amendments hereto are deemed advisable or necessary. In the absence of any such review or amendments, however, this ordinance shall continue in full force and effect without interruption.

Enacted and Ordained by the Council of The City of Sunbury, Northumberland County, Pennsylvania, the \_\_\_\_\_ day of \_\_\_\_\_.

City of Sunbury

Mayor

ATTEST:

\_\_\_\_\_ DATE

I, \_\_\_\_\_, do hereby certify that the foregoing is a true copy of an Ordinance adopted by the Council of the City of Sunbury, Northumberland County, Pennsylvania on

\_\_\_\_\_.

\_\_\_\_\_  
City Clerk

## **ARTICLE 2 DEFINITIONS**

### **201 Application and Interpretations**

It is not intended that these definitions include only words used or referred to in the Ordinance. The words are included in order to facilitate the interpretation of the Ordinance for administrative purposes and in the carrying out of duties by the Board of Historical Architectural Review, the City Council, and the Code Enforcement Office.

Unless otherwise expressly stated, the following shall, for the purpose of this Ordinance, have the meaning herein indicated:

- a. Words in the present tense include the future tense
- b. The word “person” includes a profit or non-profit corporation, company partnership or individual.
- c. The word “building” includes “structure
- d. The word “shall” is always mandatory.

### **202 Definition of Terms**

For this Ordinance, the following words are defined:

*Alteration* – The changing of any exterior architectural feature of a structure

*Board* – The City of Sunbury Board of Historic Architectural Review

*Building* – A structure with a roof supported by columns or walls and intended for shelter or storage of people, animals, or chattel.

*Building Permit* – See definition of “Permit”.

*Certificate* – Certificate of Appropriateness

*Certificate of Appropriateness* – The approval statement signed by the Council of the City of Sunbury which authorizes the construction, alteration or razing of all or part of a building within the Historic District and which authorizes the issuance of a building permit for said request.

*Code Enforcement Office* – The Code Enforcement Office of the City of Sunbury.

*Commission* – The City of Sunbury Planning Commission

*Commonwealth* – The Commonwealth of Pennsylvania

*Condition* – The structural stability and level of maintenance of a building

*Construction* – Building an addition to an existing structure or erecting or placing a structure on a property.

*Contributing Buildings* – Buildings at least 50 years old that represent a vernacular architecture. Buildings that contribute to the district’s distinction yet may not be of special significance individually; properties designated “Contributing” on the site survey update.

*Council* – The governing body of the City of Sunbury

*Demolition* – Destruction, the dismantling or tearing down of all or part of any building or structure and all operation incidental thereto.

*Evaluation Criteria* – Maintenance, restoration and renovation standards to preserve the historic and architectural characteristics of the structures in the historic district.

*Exterior Architectural Appearance* – The architectural character and composition of a structure’s exterior. This includes the building materials and the design, number, type, and style of windows, doors, fixtures, porches, and appurtenant elements along with finishes applied thereto.

*HARB* – The City of Sunbury Board of Historic Architectural Review.

*Historic District* – The area of the City of Sunbury, with any subsequent additions, created by ordinance of the City of Sunbury pursuant to the Pennsylvania Historic District Act of June 13, 1961 (Act 167 as amended), subject to the regulations contained herein, and listed on the National Register of Historic Places. Even though Sunbury’s Historic District is composed of sites, buildings, structures, and objects that would not qualify individually, the identity and value of the district results from the density of structures and from their interrelationships rather than from individual, significant structures.

*Integrity* – The degree to which a building retains its original design, materials, and character.

*Mayor* – The chief executive of the City of Sunbury.

*Notable Buildings* – Buildings at least 50 years old or those having local historic importance or embodying the distinctive characteristics of a type, period, or method of construction; properties designated “Notable” on the site survey update.

*Permit/Building Permit* – A certificate issued by the Code Enforcement Office, which approves and authorizes the erection, repair alteration or demolition of part or all of a structure in the historic district subject to the provisions of this Ordinance.

*Public Street or Way* – Any land dedicated to public use or passage including but not limited to, streets, alleys, parks, pedestrian rights of way and other public rights of way whether constructed dedicated or proposed.

*Reconstruction* – Remaking or rebuilding all or part of a building not necessarily using original materials.

*Repair* – Replacing existing features with equivalent materials for maintenance without adding, changing or modifying the original construction or types of finishes applied thereto.

*Restoration* – Returning all or part of a building to its original state or nearly original state by using original or nearly original materials including finish materials applied thereto.

*Site Survey* - Evaluation of all properties within the Sunbury Historic District to determine the location, ownership, tax number and building classification. The Site Survey may also include approximate date of construction, architectural style, features of historic significance, current condition and/or integrity

*State* – The Commonwealth of Pennsylvania

*Structure* – Anything constructed, erected, or placed, that requires a permanent location on the land including walls, fences, gates and other non-vegetative landscape elements.

*Supplemental Buildings* – Buildings built **less than 50 years before the enactment of this ordinance** or that are of little or no historic or architectural merit at this time; properties designated as “Intrusion” on the site survey update.

## **ARTICLE 3**

### **DESIGNATION OF HISTORIC DISTRICT**

#### **301 District Description**

Starting at a point at the intersection of North Front Street and the northwest corner of Lot No. 1-1-19 in the City of Sunbury, County of Northumberland, Pennsylvania; then moving in an easterly direction along the rear of lots fronting on the north side of Arch Street to the eastern line of the Conrail Railroad right-of-way, the same being parallel to North Third Street; then north along said right-of-way to the intersection with Race Street; then east to the intersection with the eastern line of Railroad Street; then south along Railroad Street to a point at the rear of lots fronting on the north side of Arch Street; then moving in an easterly direction to the intersection with the eastern line of North Fourth Street; then along the east side of North Fourth Street to the intersection with the rear of lots fronting on the north side of Market Street; then moving in an easterly direction to the intersection with the west side of Fairmount Avenue; then along Fairmount Avenue and the west side of Tenth Street to the rear of lots fronting on the south side of Market Street; then moving in a westerly direction to the west side of South Fifth Street; then south along South Fifth Street to the south side of Chestnut Street; then west along Chestnut Street to the southeast corner of Awl and Chestnut Streets; then along the east side of Awl Street to the rear of lots fronting on the south side of Chestnut Street; then moving in a westerly direction to the intersection with the northeast corner of Lot No.2-1-144A, then south along the rear line of Lot No. 2-1-144A to the southern line of Lots No, 2-1-144A and 2-1-144 to the intersection with South Front Street, then north along South and North Front Streets to the point of beginning; the same being the area more properly described as the Sunbury Historical District with Additions.

#### **302 District Map**

The Sunbury Historic District map together with all Additions shown thereon, is hereby adopted by reference and declared to be part of this Ordinance. Said historic district map shall be identified by the signature of the Mayor, properly attested, and shall bear the City seal. This official historic district map shall be identified by certification to the effect that:

This official map of the City of Sunbury Historic District is hereby adopted on the \_\_\_\_\_, as part of Ordinance \_\_\_\_\_ of the City of Sunbury, Northumberland County, Pennsylvania.

#### **303 District Boundaries**

1. District boundary lines are intended to follow or be parallel to the right of way line of streets, streams, and railroads; and lot or property lines as they exist on a recorded deed or plan of record in the Northumberland County Recorder of Deeds Office at the time of the adoption of this Ordinance, unless such District boundary lines are fixed by dimensions as shown on the Sunbury Historic District map and as described in Section 301 above.

2. Where a district boundary is not fixed by dimensions and where it approximately follows lot lines, and where it does not scale more than ten (10) feet there from such lot lines shall be construed to be such boundaries unless specifically shown otherwise.
3. In unsubdivided land or where a district boundary divides a lot the location of such boundary unless the same is indicated by dimensions, shall be determined by the use of the scale appearing on the Map or by survey of a registered surveyor hired and paid for by the property owner questioning or contesting the boundary location.

## **ARTICLE 4**

### **BOARD OF HISTORIC ARCHITECTURAL REVIEW**

#### **401 Creation and Membership**

A board of Historic Architectural Review (HARB) is hereby created and shall be composed of seven (7) voting members appointed by the City Council. One member shall be a registered architect; one shall be a licensed real estate broker; two shall be resident property owners in the historic district; two shall have knowledge of and interest in preservation of historic structures; one shall be a building contractor and one non-voting member representing the Code Enforcement Office.

#### **402 Terms of Office**

Of the initial voting appointees to the Board one shall be designated until the first day of January following the date of this Ordinance, two until the first day of the second January thereafter, two until the first day of the third January thereafter and two until the first day of the fourth January thereafter. Their successors shall be appointed on the expiration of their respective terms to serve four (4) year terms.

#### **403 Vacancies**

The term of the registered architect the licensed real estate broker or the Code Enforcement Officer shall be considered vacant if the member no longer engages in the occupation. The membership of the resident or property owner in the district shall cease if the member no longer resides or owns property in the district. The Board shall promptly notify the City Council of vacancies. Vacancies shall be filled for the unexpired term.

#### **404 Removal of Members**

A Board Members shall be removed based upon a majority vote of City Council. Removal of a Board Member may occur at any time and without cause. The Board has the right to make suggestions to City Council if removal is recommended.

#### **405 Organization**

The Board shall meet once each month if the Code Enforcement Office has submitted applications for review. Officers, elected from the membership, shall serve annual terms and may succeed themselves. A quorum of a majority of the Board as a whole shall be required to conduct meetings. Affirmative action shall require a majority vote of the quorum. No Board member shall take part in a discussion or a vote on issuing a Certificate of Appropriateness for any property in which that member has any direct or indirect interest. Board action shall be noted and maintained as part of the required Application for Building Permit retained in the records of the Code Enforcement Officer. The chairperson of the board shall be available, with reasonable notice, to confer with City Council regarding any official action of the board.

#### **406 Expenditures for Services**

Within the limits of funds appropriated by the City Council, the Board may employ or contract for technical and clerical services. Board members shall serve without compensation except that the City Council may reimburse members for expenses incurred in the performance of their duties.

#### **407 Functions of the Board**

1. The primary function of the HARB shall be to advise Sunbury's City Council on issuing Certificates of Appropriateness pursuant to this Ordinance.
2. The HARB shall apply the guidelines included in this Ordinance and shall require plans, drawings or other information necessary to review and recommend the Certificate of Appropriateness.
3. The HARB shall adopt procedures for implementation of this Ordinance.
4. The Board shall participate, as requested, with the Northumberland County Historical Society to conduct ongoing surveys to document the historical and architectural significance of a buildings and sites in the historic district, maintain a register of structures and conduct public education programs.
5. If requested, the HARB shall advise owners of properties in the historic district on the physical and financial aspects of preservation, rehabilitation and reuse.
6. The HARB may call upon experts in historic preservation and in other technical fields for advice only if such advice is found to be necessary by official action of City Council.
7. The HARB shall when requested by City Council testify before City Council, Boards and Commissions on any matter affecting building or sites of historic or architectural significance in the City.
8. The HARB shall keep abreast of and advise on, when requested by the Sunbury Zoning Hearing Board or Sunbury Planning Commission, proposed zoning amendments, special exceptions, conditional uses and variances affecting structures and sites in the historic district.
9. The City of Sunbury on behalf of HARB may accept gifts, grants, and money for publishing educational materials, hiring consultants, or for other activities appropriate to this Ordinance.

## **ARTICLE 5**

### **CERTIFICATE OF APPROPRIATENESS**

#### **501 Building Classifications**

Structures in the Historic District shall be classified by age and historic and architectural significance rather than by structural stability or condition of maintenance. Properties shall be designated Notable, Contributing or Supplemental.

- Supplemental Structures – Structures built **less than 50 years before the enactment of this Ordinance** or having little or no historic or architectural merit at the time of enactment of this Ordinance.
- Contributing Structures – Structures at least 50 years old that represent a vernacular architecture. Buildings that contribute to the district’s distinction yet may not be of special significance individually.
- Notable Structures – Structures at least 50 years old or those having local historic importance or embodying the distinctive characteristics of a type, period or method of construction.

#### **502 Building Permit Requirement**

In accordance with the City of Sunbury Ordinance No. 1193, all repairs, alterations, restorations, enlargements, demolitions, new construction, or razing of structures in the Historic District shall require a Building Permit.

#### **503 Certificate of Appropriateness Requirement**

For structures classified as Contributing or Supplemental, a Certificate shall not be required for repairs. For structures classified as Contributing or Supplemental, a Certificate shall be required for the following: changes to rooflines; changes in size, shape or number of doors, windows, or other openings; changes in exterior surface materials and/or finishes; cleaning of masonry; changes in design, or materials of or demolition of porches or appurtenant elements; or structural enlargement or demolition.

Structures classified as Notable require Certificates of Appropriateness before the Code Enforcement Office shall issue a Building Permit for exterior repair, alteration, addition, or demolition.

All new construction shall require a Certificate. For the purpose of this Ordinance, new construction shall include the installation of satellite reception equipment and/or any other devices found by the Board to be non-historic in nature which are visible from any thoroughfare with a paved cart way exceeding twenty feet in width.

The Board of Historic Architectural Review shall base their recommendations for Certificate of Appropriateness on the Evaluation Criteria in Appendix A.

## **504 Notice and Appeal of Classification**

1. Within 90 days from the effective date of this Ordinance, every property owner within the Historic District shall be notified of the classification assigned to his or her property along with a brief explanation of the classification system.
  
2. Any person aggrieved by the classification assigned to his or her property may, within thirty (30) days of receipt of notice of classification, file a written statement appealing the classification to the City Council. City Council will hold a hearing on any such appeal at its next regularly scheduled meeting, and reach a decision thereon either at the meeting or within 45 days thereafter, and send the appellant a written notice of the decision. Any further appeal shall be in the manner provided by Section 604 of this Ordinance

## **ARTICLE 6**

### **APPLICATION PROCEDURES AND APPROVAL PROCESSES**

#### **601 Procedures of the Code Enforcement Office**

1. Issuing Building Permits – In accordance with the City of Sunbury’s Ordinance \_\_\_\_\_, the Code Office shall issue building permits for all repairs, alterations, restorations, new construction, enlargements, demolitions or razing of any structure or part of any structure in the Historic District. The Code Office shall require Certificates of Appropriateness before issuing Building Permits for properties in the Historic District in accordance with Article 5:
  
2. Applications for Permits – When the Code Enforcement Office receives a building permit application for a property in the Historic District, procedures for the office at that time shall be followed. The Code Enforcement Office shall also verify the classification of the property and the type of work to be done to determine whether a Certificate of Appropriateness shall be required. If a Certificate is required, the Code Enforcement Office shall:
  - a. Forward copies of the application, site plans, building plans and specifications to the Board of Historic Architectural Review.
  - b. Maintain records, including details of the handling and disposition of the application, which shall be cross referenced to other codes.
  - c. Notify applicants in writing of the number of copies and types of materials needed to allow compliance with the foregoing and the date and time of the HARB meeting at which the application will be reviewed.
  - d. Notify permit applicants of approval or disapproval upon written notice from the City Council
  - e. Institute proceedings at law or in equity necessary to enforce this Ordinance in the same manner as the Building Code of the City of Sunbury.
  
3. Hazardous Structures – If a building presents a clear and present danger to the public or has been rendered unfit for habitation because of fire, explosion or similar cause, the terms of this Ordinance may be temporarily waived to the extent that the applicant can render interim, short term repairs to insure the property is safe and habitable under the terms of the Building Code in effect in the City of Sunbury. Any changes made to the building other than emergency repairs and any permanent alterations, shall be subject to the requirements of Article 5.

## **602 Procedures of the Board of Historic Architectural Review**

Receipt of Application for Permit Requiring a Certificate of Appropriateness – The Code Enforcement Office shall send the HARB every application for a building permit for which a Certificate shall be required. The HARB shall review and make recommendations to the City Council on granting a Certificate. The complete process of application to, and review by the Code Enforcement Office and the HARB, shall not exceed 45 days.

1. Board Review and Recommendation – The HARB shall review and consider each application based on the Evaluation Criteria in Appendix A and shall submit its recommendation to the City Council in the form of a written report as prescribed in Appendix B. The HARB shall take one of the following actions:
  - a. Recommend approval of granting of a Certificate
  - b. Recommend disapproval of granting a Certificate
  
2. Notification of Applicant – The Code Enforcement Office, on behalf of HARB shall notify the applicant in writing on the form prescribed in Appendix B, of its recommendation within three (3) days of its decision. In case the Board recommends disapproval, it shall indicate to the applicant the changes in the plans and specifications that would protect the distinctive historic character of the property and District. Where disapproval is recommended, an applicant will have a period of five (5) days from receipt of notification of the Board’s recommendation within which to resubmit the application with any suggested change(s). The applicant may request in writing, an additional 15 days during which to make changes and resubmit the application. If the Applicant makes all changes requested in the Board’s Determination, plans may be resubmitted within the prescribed time to the Code Enforcement Office along with a letter stating the applicant’s intention to make all changes required. The Code Enforcement Office may then proceed with submission to City Council at their next, regularly scheduled meeting without further Board action. If an application is not so amended, the Applicant may resubmit plans for a second and final time for Board action at their next, regularly scheduled meeting. In each case, the HARB’s written report of recommendations shall be sent to the applicant within three (3) days of a decision of the HARB, whether the decision is a recommendation of approval or disapproval and whether it is a decision on an original or a resubmitted application. This notification shall be deemed to be given to the applicant on the date the written report of recommendation is mailed to the applicant if ordinary United States mail is utilized.
  
3. Report of Recommendation to City Council – The HARB shall submit a copy of its written Report of Recommendation to City Council for its consideration at its next meeting. In cases where the HARB has recommended disapproval of an original application for Certificate of Appropriateness, the HARB shall not immediately submit its report to Council but rather, shall withhold its report to Council for five (5) days from the date the applicant is notified of the HARB’s intent to recommend against granting the Certificate. If the applicant does not resubmit the application, then the report recommending disapproval of the application shall be submitted to Council. If

the applicant has made a written request for a 15 day extension to resubmit the application, pursuant to Section 602-3, then the report shall not be submitted to Council until the expiration of that extended resubmission period. In any event, upon receipt of resubmitted application, the HARB shall submit its written Report of Recommendation to Council upon reaching a decision.

### **603 Procedure of the City Council**

1. Consideration of Reports from the HARB – At a regular or special meeting, the City Council shall consider the HARB’s written Report of Recommendation on a given application for a Certificate of Appropriateness and shall either approve the application and issue a Certificate, or disapprove the application and deny a Certificate. In determining whether to certify the appropriateness of the application by the issuance of a Certificate, the City Council shall apply the Evaluation Criteria in Appendix A. If a Certificate is issued, such issuance will authorize the Code Enforcement Office to issue a building permit for the work covered. If the Certificate is denied, a building permit may not be issued.
2. Notification of Decision – The applicant shall be notified, in writing of the City Council’s decision within ten (10) days of its decision. If the written notification is mailed, the date of mailing shall be deemed the date of notification if ordinary United States mail is utilized. A copy of the decision shall also be provided to the Code Enforcement Office and shall be available for public inspection within three (3) days of the decision of City Council. Should Council fail to notify the applicant of its decision within the specified time, it shall be assumed as a matter of law that Council has approved the issuance of a Certificate unless the applicant waives the time limit in writing.
3. Denial and Reconsideration by City Council – When an application has been disapproved and a Certificate of Appropriateness denied, the applicant may submit a written request on a form to be provided therefore, for a hearing for the purpose of reconsidering the application. The City Council shall hold such a hearing at its next regularly scheduled meeting. The applicant shall be sent notice, not less than ten (10) days before the meeting at which the hearing will be held. Council shall make a final decision and notify the applicant thereof within ten (10) days of the hearing on reconsideration in the same manner as provided in Section 603-2 for notification of Council’s original decision. The Code Enforcement Office shall also be notified of the final decision.

### **604 Procedures of Aggrieved Parties**

Appeals – Any party aggrieved by any final decision of the City Council made pursuant to the provisions of this Ordinance may file an appeal with the Court of Common Pleas of Northumberland County in accordance with the Title 42 of the Pennsylvania Consolidated Statutes (42PaC.S. Section 933)

## **ARTICLE 7 Enforcement**

### **701 Code Enforcement Officer**

The Code Enforcement Office appointed by the City Council shall enforce the provisions of this Ordinance.

### **702 Notice of Violation**

The Code Enforcement Office shall serve notice of violation on the person violating this Ordinance or in violation of a permit or Certificate under the provisions of this Ordinance. The notice shall direct the abatement of the violation.

### **703 Prosecution of Violation**

If the violation is not abated within the time specified in the notice, the Code Enforcement Office shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation.

### **704 Penalties**

Any person violating the provisions of or failing to comply with this Ordinance or violating a permit issued under the provisions of this Ordinance shall be guilty of a summary offense punishable by a fine not exceeding six hundred dollars (\$600.00) or by imprisonment not exceeding 90 days, or both fine and imprisonment. Each day that a violation continues shall be deemed a separate offense.

## **APPENDIX A**

### **Criteria for Evaluating Applications for Certificates of Appropriateness**

The HARB may recommend to the Sunbury City Council against the issuance of a Certificate of Appropriateness for the erection, reconstruction, alteration, restoration, rehabilitation, demolition or razing of all or part of any building in the Historic District which would be detrimental to the distinctive historic and architectural character of the property or the district or the public interest of the City.

1. The HARB and the City Council shall consider the development history of the building and its components, the historic period most represented in the structure's existing condition and the historic period or periods the applicant proposes to use as the exterior appearance objective.
2. The HARB and the City Council shall consider the following guidelines in making decisions about the appropriateness of the proposed actions to existing buildings:
  - a. Proportion of the building's elements, openings and details of the façade and the historic integrity of each
  - b. The proposed and original locations of openings in the building.
  - c. Location, scale and materials of original and proposed porches
  - d. The impact of the proposed materials or cleaning methods on the existing materials and the historic integrity of the structure.
  - e. Compatibility of the proposed changes with the architectural period represented in the building's appearance including the size and shape of doorways, windows, and other openings; the roofline and chimneys; architectural detailing; materials; porches design; the placement and design of additions; materials.
  - f. The scale and relationship of the structure to existing building heights, setbacks and materials.
  - g. The impact of the changes on the historic integrity of the neighborhood.
  - h. The existence of alternatives to the proposed changes and the economic feasibility of these alternatives.
3. In addition to the guidelines for existing buildings applicable for new construction and additions-, the HARB shall evaluate:
  - a. The extent to which the proposed constructions conforms to the existing building setbacks and yard widths predominating in the neighborhood.

- b. The relationship of the height, width and material to the buildings in the neighborhood.
  - c. The degree to which the proposed construction is compatible with other buildings in the neighborhood.
  - d. The degree to which historic features of the existing building are altered or removed with the construction of any proposed addition.
  - e. The degree to which the construction of an addition damages the integrity of the original building.
4. The Secretary of the Interior's Standards for Rehabilitation will also be utilized by The Board in determining the appropriateness of work performed and additions made, to contributing and notable buildings within the Historic District. The Standards are intended to be applied in a reasonable manner, taking into consideration economic and technical feasibility.
- 1. A property shall be used for its historic purpose or be placed in a new use that require minimal change to the defining characteristics of the buildings a its site and environment.
  - 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
  - 3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
  - 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
  - 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
  - 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
  - 7. Chemical or physical treatments, such as sandblasting, that cause damage to historical materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measure shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if moved in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**APPENDIX B**  
**DETERMINATION OF THE HISTORIC ARCHITECTURE REVIEW BOARD**  
**OF THE CITY OF SUNBURY**

It is the opinion of the Sunbury Board of Historic Architectural Review that the proposed work indicated on the Application for Building Permit No. \_\_\_\_\_ be

\_\_\_\_\_ APPROVED for issuance of a Certificate of Appropriateness by the Sunbury City Council

\_\_\_\_\_ DISAPPROVED for issuance of a Certificate of Appropriateness by the Sunbury City Council

The following changes would bring the application into compliance

Date of Review \_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson of HARB

**ORDER OF SUNBURY CITY COUNCIL**

Sunbury City Council hereby \_\_\_ approves \_\_\_ disapproves the issuance of a Certificate of Appropriateness and thereby \_\_\_ approves \_\_\_ disapproves the issuance of Building Permit No. \_\_\_\_\_ by the Code Enforcement Office of the City of Sunbury.

Date of Action \_\_\_\_\_

\_\_\_\_\_  
Mayor, City of Sunbury