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## M I N U T E S

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**BOARD:** HISTORIC CONSERVATION COMMISSION, CITY OF BETHLEHEM

**MEMBERS PRESENT:** TODD CHAMBERS, CRAIG EVANS (VICE CHAIR), MICHAEL SIMONSON, DESIREE STRASSER

**MEMBERS ABSENT:** GARY LADER (CHAIR)

**STAFF PRESENT:** LAURA CLIFTON (ASSOCIATE TO HISTORIC OFFICER), JEFFREY LONG (HISTORIC OFFICER)

**PRESS PRESENT:** NONE

**VISITORS PRESENT:** CHAD JARRAH, CHRISTINE USSLER

**MEETING DATE:** AUGUST 18, 2025

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The regular meeting of the Historic Conservation Commission (HCC) was held on August 18, 2025, at the City of Bethlehem Town Hall Rotunda, 10 East Church Street, Bethlehem, PA. HCC Vice Chair Craig Evans called the meeting to order at 6:00 p.m.

### **Agenda Item #1**

**Property Location:** 305 East Fourth Street  
**Property Owner:** Kirkwood Equity Fund, LLC  
**Applicant:** Chad Jarrah

**Building Description, Period, Style, and Defining Features:** This structure is a 2 1/2 story, 3-bay, semi-detached, wood-frame residential building. The gable roof is sheathed in medium gray asphalt shingles and includes a central dormer with gable roof and two 1-over-1 double-hung windows. The building dates from ca. 1890 and once included a single-story front porch across the entire front façade. Similar structures nearby indicate that it originally had Classical Revival architectural details; however, those have been lost over time. Sometime during the mid-20<sup>th</sup> century, the front porch was enclosed and a second story was added; however, remnants of the porch steps are still visible at the far left. Changes over time include horizontal siding at the upper floor level, unpainted stucco at the entry floor level, inappropriate windows at both floor levels and an inappropriate flush metal entrance door installed off-center along with unpainted pressure-treated railings. This structure also received rear additions during the mid- to late 20<sup>th</sup> century.

**Proposed Alterations:** The Applicant proposes to conduct various exterior renovations to the front, side and rear façades.

### **Guideline Citations:**

- **Secretary of the Interior's Standards (SIS) 9.** -- New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
- **Bethlehem Ordinance 1714.03 Purposes of Historic Conservation District** -- It is the purpose and intent of the City of Bethlehem to promote, protect, enhance, and preserve historic resources and traditional community character for the educational, cultural, economic and general welfare of the public through the preservation, protection and regulation of buildings and areas of historic interest or importance within the City.

**Evaluation, Effect on Historic Conservation District, Recommendations:** COA Application, supplemental drawing sheets and accompanying project narrative indicate intent to demolish existing chimney, install new roofing and gutters, install new siding, install new windows, demolish both existing sets of entrance steps, move front entrance location, install new entrance door and construct new entrance steps as well as install new lighting fixture at right of new entrance. During proposed renovations, existing electric service and meter at left corner of front façade will be relocated to side façade, if feasible; similarly, existing gas service line and associated meter at front façade will be removed.

Applicant should clarify need to demolish existing chimney before appropriateness can be determined.

Proposal to replace existing asphalt shingles on front and back of main roof and both roof dormers with new GAF Slateline asphalt shingles is appropriate, pending confirmation that proposed asphalt shingles are GAF Slateline non-architectural shingles in 'Antique Slate' color. Applicant should confirm during removal of existing roofing that any damaged wood will be replaced in-kind, with new ice and water shield installed in all valleys and gutter edges and new underlayment will be installed over decking at remaining areas. New ridge vent details should be installed under roof-cap shingles for proper ventilation to ensure product longevity. All valleys should be open and lined with copper flashing, rather than woven closed with asphalt shingles. New metal drip edges should be installed and painted to match adjacent trim. Applicant should also clarify intentions with gutters and downspouts; if existing are to be replaced, new metal gutters should be half-round and new metal downspouts should be round.

Proposal to install new fiber cement lap siding with smooth finish in "Sage" or "Navajo Beige" color to complement adjacent brick color for front, side and rear façades is appropriate; however, proposed 4-inch siding reveal exposure warrants discussion, as HCC typically recommends 7-inch reveal exposure as appropriate for lap siding within Historic Conservation District. Applicant should clarify if existing siding at front and rear roof dormers will remain or will be replaced with lap siding proposed elsewhere.

Proposal to install new, double-hung, composite wood or fiberglass wood-clad windows with 2-over-2 simulated divided lites in "Off-White" or "Almond" color at all façades is appropriate, pending submittal of product specifications/cut sheets; actual product sample for HCC consideration is encouraged. According to Drawing Sheet A-2.0, replacement dormer windows might become casements if needed for emergency egress, so clarification is warranted. According to same drawing sheet, windows at upper floor level will be lengthened to 5-feet tall while windows at entry level will be reconfigured so that existing central entrance opening receives new window while existing window opening at right receives new entrance door. Mention is made of potential for "casements that appear like double-hungs" at entry- and upper floor levels, so clarification is warranted before appropriateness can be determined. Same drawing sheet mentions composite wood trim and depicts appropriately expressed sills and lintels that extend beyond actual window openings; samples of various proposed trim profiles are appreciated.

Proposal to install new, 6-panel, smooth, fiberglass front entrance door and glazed transom within existing window opening at far right is appropriate; transom includes street numbers within glazing. New concrete steps with two risers leading to new front entrance is appropriate and requires no handrail. Proposal to demolish two existing sets of concrete steps is appropriate, pending clarification of intentions with façade after steps are removed. Proposal to install new 6-panel, smooth, fiberglass entrance door within existing opening at rear façade is appropriate. Drawing Sheet A-2.1 indicates area adjacent to proposed rear entrance door (both sides) will receive "new siding or stucco", so discussion is warranted before appropriateness can be determined.

Drawing Sheet A-2.0 indicates intent to install lantern style wall sconce at right of new entrance. No supplemental details concerning proposed fixture type are provided, so discussion is warranted and product sample is encouraged; no conduits, raceways or junction boxes should be visible. Relevant design guidelines include mention that warm white bulbs are appropriate for Historic Conservation District; HCC traditionally defines warm white LED lighting as maximum 3000K in color temperature.

**Discussion:** Chad Jarrah and Christine Ussler represented proposal to conduct various exterior renovations to front, side and rear façades. Applicant explained that Ms. Ussler's firm was hired to assist with drawings prepared by others already used for various permitting, with new Drawing Sheet A-2.0 depicting front façade and original Drawing Sheet A-2.1 now with relevant markups made by her team.

Applicant continued that existing chimney is cracked and broken on inside and current renovations include new electric heat pump, so chimney is no longer needed for exhaust; continued with desire to remove interior hearths and chimney breasts to make footprints of existing rooms larger.

Applicant confirmed that proposed GAF Slateline shingles will conform to details cited by Historic Officer and considered appropriate by HCC; continued that standard ridge cap shingles will include detail to provide attic ventilation to ensure product longevity. Applicant noted that current proposal includes half-round metal gutters and round downspout at front façade while preference is 6-inch K-gutters at rear façade but could accommodate half-round gutters at rear, as needed. Mr. Chambers inquired about roofing on existing low-sloping roofs at front and rear façades; Applicant responded that roofing of low-sloping roof at front façade remains while roofing at rear will receive new EPDM rubber roof membrane. Mr. Chambers continued by noting discrepancy between existing conditions (captured by provided photographs) and Drawing Sheet A-2.1 ... specifically concerning tops of windows in relation to eave line. Applicant agreed that provided drawing depicts too much wall surface between tops of windows and eave; however, proposed windows fit by lowering sill heights rather than extending tops of windows.

Applicant expressed preference for 4-inch reveal exposure of proposed lap siding. Mr. Evans noted that 7-inch exposure is more typical of siding on contributing structures within Historic Conservation District and stays cleaner than smaller reveals; Mr. Chambers expressed no preference for reveal exposure. Applicant continued that existing metal siding at side façade has wider exposure, so desire with smaller reveal is to differentiate from inappropriate siding. Mr. Evans noted that 7-inch reveal of existing metal siding attempts to mimic typical reveal of historically appropriate siding; Applicant agreed with that observation. Applicant called attention to provided drawing sheet with demarcation line that differentiates existing siding from areas to receive new siding at rear addition.

Applicant clarified that proposed windows are Andersen 100-series composite windows; continued with uncertainty about which windows must be casements (will appear similar to double-hung windows) due to egress concerns. Mr. Simonson clarified that non-bedroom living spaces do not have egress concerns, so those windows can remain double-hung sash. Mr. Simonson inquired if attic will be divided between both living units. Applicant explained that attic is not shared by both living units and only includes one bedroom and one bathroom. Mr. Simonson responded that rear dormer appears too small as egress (even as casement window) so dormer at front façade will require casements to address egress concern; continued that second floor windows are large enough as double-hung sash to satisfy egress concern. Applicant continued that proposed exterior composite trim around windows and door is flat, plain with no profiles. Applicant also clarified that front and rear dormers will be reconstructed, so both will receive new siding and new windows to match elsewhere.

Applicant explained that proposed 6-panel entrance door is Therma-Tru smooth fiberglass insulated door; continued that proposed wall sconce adjacent to door has not yet been selected, and suggested potential submittal for subsequent review by select parties after selected.

Applicant noted that exposed foundation wall will be parged to blend with rest of wall after removal of both sets of abandoned steps.

Mr. Simonson requested clarification about layouts of both living units, noting provided drawing set does not include floor plans. Applicant explained that front entrance leads directly into living room of one living unit, with bedrooms on second and third floor levels at front façade; continued that access into another living unit is from rear, with bedrooms at second floor level at rear façade. Mr. Simonson appreciated Applicant's attempts to move electrical service and gas line with meter away from front façade; Applicant confirmed that gas line and meter are gone while attempt to move electrical service to side façade looks promising.

**Public Commentary:** none

**Motion:** The Commission upon motion by Mr. Simonson and seconded by Ms. Strasser adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work as presented, with modifications described herein:

1. The proposal to conduct various exterior renovations to the front, side and rear façades was presented by Chad Jarrah and Christine Ussler.

2. Existing brick masonry chimney to be carefully demolished to below roofline; resulting void to be patched with decking and underlayment in preparation for new roofing.
3. Appropriate details for new roofing at main roof and new dormers at front and rear include:
  - a. GAF Slateline non-architectural asphalt shingles in 'Antique Slate' color
  - b. during removal of existing roofing any damaged wood to be replaced in-kind, with new ice and water shield installed in all valleys and gutter edges and new underlayment installed over decking at remaining areas
  - c. new ridge vent detail to be installed under roof-cap shingles for proper ventilation
  - d. all valleys are open and lined with copper flashing, rather than woven closed with asphalt shingles
  - e. new metal drip edges to be installed and painted to match adjacent trim
  - f. new metal gutters are half-round and new metal downspouts are round
4. Appropriate details for new siding at front and rear façades as well as at new dormers include fiber cement lap siding with smooth finish and 7-inch reveal exposure in "Sage" or "Navajo Beige" color; existing siding at side façade to be gently power washed to avoid damage.
5. Appropriate details for new windows include:
  - a. Andersen 100 Series (or comparable) composite, double-hung, windows with 2-over-2 simulated divided lites at front and rear facades as well as at new dormers; color is "Off-White" or "Almond"
  - b. windows at upper floor level will be lengthened to 5-feet tall while windows at entry level will be reconfigured so that existing central entrance opening receives new window while existing window opening at right receives new entrance door; front dormer includes at least one casement for emergency egress, but fabricated to resemble double-hung sash
  - c. window trim is composite with smooth surface; sills and lintels extend beyond window openings
6. Appropriate details for new front entrance include:
  - a. 6-panel Therma-Tru smooth fiberglass insulated entrance door with transom above; transom includes street numbers painted within glazing
  - b. trim around new door and transom is composite with smooth surface
  - c. new concrete steps with two risers lead up to new front entrance; handrail is not required
  - d. two sets of abandoned concrete front steps to be demolished; resulting exposed foundation wall to be parged to blend with rest of wall after removal
  - e. new lantern style wall sconce to be installed adjacent to entrance door, with no conduits, raceways or junction boxes visible; incandescent light bulb is "warm white" or LED lighting is maximum 3000K in color temperature
7. Appropriate details for new rear entrance include 6-panel Therma-Tru smooth fiberglass insulated entrance door with composite trim with smooth surface.
8. Existing electric service and meter at left corner of front façade will be relocated to side façade, if feasible; former gas service line and associated meter at front façade were removed.

**Note:** Applicant agreed to submit written specifications/cut sheets associated with proposed windows, doors and lighting fixture via City of Bethlehem (Planning Department) for final review by Historic Officer, HCC Chair and Chief Building Inspector prior to installation.

The motion for the proposed work was unanimously approved.

## **Agenda Item #2**

**Property Location:** 307 East Fourth Street

**Property Owner:** Kirkwood Equity Fund, LLC

**Applicant:** Chad Jarrah

**Building Description, Period, Style, and Defining Features:** This structure is a 2 1/2 story, 3-bay, semi-detached, wood-frame mixed-use commercial and residential building. The gable roof is sheathed in dark gray asphalt shingles and includes a central dormer with gable roof and two 1-over-1 double-hung windows. The building dates from ca. 1890 and once included a single-story front porch across the entire front façade. Similar structures nearby indicate that it originally had Classical Revival architectural details; however, those have been lost over time. Sometime during the early to mid-20<sup>th</sup> century, the front porch was replaced with a two-story brick addition with upper parapet and flat roof along with expressed windowsills and lintels. This structure also received rear additions during the mid- to late 20<sup>th</sup> century.

**Proposed Alterations:** The Applicant proposes to conduct various exterior renovations to the front, side and rear façades.

### **Guideline Citations:**

- **Secretary of the Interior's Standards (SIS) 9.** -- see Agenda Item #1
- **Bethlehem Ordinance 1714.03 Purposes of Historic Conservation District** -- see Agenda Item #1

**Evaluation, Effect on Historic Conservation District, Recommendations:** COA Application, supplemental drawing sheets and accompanying project narrative indicate intent to demolish existing chimney, install new roofing, install new windows, install new lighting fixture at right of front entrance, install new siding at side and rear façades. During process of renovation, through-wall air-conditioner and window bars will be removed from upper floor level of side façade.

As with previous agenda item, Applicant should clarify need to demolish existing chimney before appropriateness can be determined.

Proposal to replace existing asphalt shingles on front and back of main roof and both roof dormers with new GAF Slateline asphalt shingles is appropriate, pending confirmation that proposed asphalt shingles are GAF Slateline non-architectural shingles in 'Antique Slate' color. Applicant should confirm during removal of existing roofing that any damaged wood will be replaced in-kind, with new ice and water shield installed in all valleys and gutter edges and new underlayment will be installed over decking at remaining areas. New ridge vent details should be installed under roof-cap shingles for proper ventilation to ensure product longevity. All valleys should be open and lined with copper flashing, rather than woven closed with asphalt shingles. New metal drip edges should be installed and painted to match adjacent trim. Applicant should also clarify intentions with gutters and downspouts; if existing are to be replaced, new metal gutters should be half-round and new metal downspouts should be round.

Proposal to "gently clean and leave unpainted" existing front brick façade is appropriate. Proposal to remove window bars and through-wall air-conditioner at upper floor level of side façade is appropriate; Applicant should clarify intentions with resulting void within brick façade.

Proposal to install new, double-hung, composite wood or fiberglass wood-clad windows with 2-over-2 simulated divided lites in "Off-White" or "Almond" color at all façades is appropriate, pending submittal of product specifications/cut sheets; actual product sample for HCC consideration is encouraged. According to Drawing Sheet A-2.0, replacement dormer windows might become casements if needed for emergency egress, so clarification is warranted. Mention is made of potential for "casements that appear like double-hungs" at entry- and upper floor levels, so clarification is warranted before appropriateness can be determined. Same drawing sheet mentions composite wood trim and depicts appropriately expressed sills and lintels that extend beyond actual window openings; samples of various proposed trim profiles are appreciated.

Proposal to paint existing 6-panel front entrance door is appropriate. Proposal to install new 6-panel, smooth, fiberglass entrance door at rear façade is appropriate; Drawing Sheet A-2.1 indicates that rear façade and select portion of side façade will receive new fiber cement lap siding with smooth finish in "Sage" or "Navajo Beige" color, which is appropriate; however, proposed 4-inch siding reveal exposure

warrants discussion, as HCC typically recommends 7-inch reveal exposure as appropriate for lap siding within Historic Conservation District. Applicant should clarify if existing siding at front and rear roof dormer will remain or will be replaced with lap siding proposed elsewhere. Drawing Sheet A-2.1 indicates existing siding at side façade will remain but be pressure washed; discussion is warranted before appropriateness can be determined.

Drawing Sheet A-2.0 indicates intent to install lantern style wall sconce at right of new entrance. No supplemental details concerning proposed fixture type are provided, so discussion is warranted and product sample is encouraged; no conduits, raceways or junction boxes should be visible. Relevant design guidelines include mention that warm white bulbs are appropriate for Historic Conservation District; HCC traditionally defines warm white LED lighting as maximum 3000K in color temperature.

**Discussion:** Chad Jarrah and Christine Ussler represented proposal to conduct various exterior renovations to the front, side and rear façades. As with previous agenda item, Applicant explained that Ms. Ussler's firm was hired to assist with drawings prepared by others already used for various permitting, with new Drawing Sheet A-2.0 depicting front façade and original Drawing Sheet A-2.1 now with relevant markups made by her team.

Applicant noted that specifications for proposed windows, doors at rear, lighting fixture adjacent to front entrance and lap siding are same as discussed during previous agenda item. Applicant explained that rear façade includes significant reconstruction so that second floor level will ultimately align with floor level of adjacent structure. Applicant continued that proposed work at rear brick façade will result in surfaces that require stucco in-fill in neutral pigment to patch voids; similarly, void resulting from removal of through-wall air conditioner at front (side) façade will be patched with stucco in neutral pigment. Applicant explained that existing brick façade will be gently cleaned and left unpainted while existing siding at main (side) gable façade will also be gently cleaned. Similar to previous agenda item, front and rear dormers will be reconstructed, so both will receive new siding and new windows to match elsewhere. Mr. Simonson repeated similar comment from previous agenda item that rear dormer appears too small as egress (even as casement window) so dormer at front façade will require casements to address egress concern; continued that second floor windows are large enough as double-hung sash to satisfy egress concern.

Mr. Chambers noted personal difficulty in following proposed scope of work at rear façade. Applicant explained that proposed (extensive) renovations at rear will simplify entrance sequence into new living unit while also making window placements and other rear façade details at second floor level "co-plainer" with same details of adjacent structure. Applicant continued by noting that brick windowsills at front façade will be retained and not replaced with composite trim. Mr. Chambers suggested that stucco in-fill as patching for voids at side and rear brick façades should match color of adjacent bricks, so they visually disappear; Applicant was amendable to that suggestion. Mr. Chambers continued that existing scupper at upper front façade (used to drain flat roof behind upper parapet into visible downspout that evacuates onto public sidewalk) appears clunky and seems to be improvised stainless steel box that is not well attached; Applicant agreed that replacement scupper should be addressed as part of current scope of work.

Mr. Chambers requested clarification about intended uses of spaces following substantial renovations. Applicant responded that current commercial use at first floor will be converted to living unit. Mr. Simonson requested clarification about layouts of both living units, noting that provided drawing set does not include floor plans. Similar to adjacent structure, Applicant noted that front entrance leads directly into living room of one living unit, with bedrooms on second and third floor levels at front façade; continued that access into second living unit is from rear, with bedrooms at second floor level at rear façade. Mr. Simonson inquired if signage of abandoned commercial tenant will be removed resulting from change to residential use; Applicant confirmed that existing sign will be removed. Mr. Simonson also noted that existing emergency light fixture above entrance is no longer needed due to change from commercial to residential use; in response, Applicant confirmed that emergency fixture will be removed. Similar to previous agenda item, Applicant noted that proposed wall sconce adjacent to door has not yet been selected, and suggested potential submittal for subsequent review by select parties after selected.

**Public Commentary:** none

**Motion:** The Commission upon motion by Mr. Chambers and seconded by Ms. Strasser adopted the proposal that City Council issue a Certificate of Appropriateness for the proposed work as presented, with modifications described herein:

1. The proposal to conduct various exterior renovations to the front, side and rear façades was presented by Chad Jarrah and Christine Ussler.
2. Existing brick masonry chimney to be carefully demolished to below roofline; resulting void to be patched with decking and underlayment in preparation for new roofing.
3. Appropriate details for new roofing at main roof and new dormers at front and rear include:
  - a. GAF Slateline non-architectural asphalt shingles in 'Antique Slate' color
  - b. during removal of existing roofing any damaged wood to be replaced in-kind, with new ice and water shield installed in all valleys and gutter edges and new underlayment installed over decking at remaining areas
  - c. new ridge vent detail to be installed under roof-cap shingles for proper ventilation
  - d. all valleys are open and lined with copper flashing, rather than woven closed with asphalt shingles
  - e. new metal drip edges to be installed and painted to match adjacent trim
  - f. new metal gutters at rear façade are half-round and new metal downspout is round; existing downspouts at front façade to be retained while scupper will be replaced with appropriate
4. Appropriate details for new siding at rear façade as well as at new dormers include fiber cement lap siding with smooth finish and 7-inch reveal exposure in "Sage" or "Navajo Beige" color; existing brick façade at front, side and rear façades to be gently cleaned and left unpainted while existing siding at side façade to be gently power washed to avoid damage.
5. Appropriate details for new windows include:
  - a. Andersen 100 Series (or comparable) composite, double-hung, windows with 2-over-2 simulated divided lites at front and rear facades as well as at new dormers; color is "Off-White" or "Almond"
  - b. windows at front façade retain existing brick sills and lintels; otherwise, new window trim is composite with smooth surface, with sills and lintels that extend beyond window openings
  - c. front dormer includes at least one casement for emergency egress, but fabricated to resemble double-hung sash
6. Appropriate details for front entrance include:
  - a. repaint existing 6-panel entrance door
  - b. carefully remove existing emergency light fixture above entrance door as well as abandoned signage between entry-level windows to avoid damage to existing brick façade
  - c. new lantern style wall sconce to be installed adjacent to entrance door, with no conduits, raceways or junction boxes visible; incandescent light bulb is "warm white" or LED lighting is maximum 3000K in color temperature
7. Void at upper level of side façade (near front) resulting from removal of through-wall air-conditioner to be patched with stucco pigmented to match color of adjacent brick façade; similarly, voids at entry level of rear façade resulting from reconfigured entrance to be patched with stucco pigmented to match color of adjacent brick façade.
8. Appropriate details for new rear entrance include 6-panel Therma-Tru smooth fiberglass insulated entrance door with composite trim with smooth surface.

**Note:** Applicant agreed to submit written specifications/cut sheets associated with proposed windows, doors and lighting fixture via City of Bethlehem (Planning Department) for final review by Historic Officer, HCC Chair and Chief Building Inspector prior to installation.

The motion for the proposed work was unanimously approved.

**General Business:**

Minutes from HCC meeting on June 16, 2025, were approved by those attending that meeting, and with abstention by those not previously in attendance; **note:** there was no meeting in July due to lack of any COA Applications.

There was no further business; HCC meeting was adjourned at approximately 6:50 p.m.

Respectfully submitted,



BY:

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Jeffrey Long  
Historic Officer  
South Bethlehem Historic Conservation District  
Mt. Airy Historic District