

**DERRY TOWNSHIP DESIGN REVIEW BOARD**  
**MEETING MINUTES**  
**MARCH 25, 2013**

The meeting of the Derry Township Design Review Board was called to order at 6:00 p.m. by Chairwoman Joyce St. John in the Board Conference Room of the Derry Township Municipal Complex, 600 Clearwater Road, Hershey, PA.

**ROLL CALL**

Members Present: Joyce St. John, Chairwoman; Ed Buchan, Vice Chairman; Sandy Ballard, Secretary; Pam Moore; Phil Guarino; Ted Herman

Members Absent: Glenn Rowe; Brian O'Day

Also Present: Brandon Williams, Assistant Director of Community Development; Jenelle Stumpf, Community Development Secretary

Public attendance: Milton Purcell

**APPROVAL OF MINUTES**

On a motion made by Member Herman, seconded by Secretary Ballard, and a unanimous vote, the minutes of the January 28, 2013 meeting were approved as presented.

**NEW BUSINESS**

**a. Consideration of alterations to detached garage located at 345 and 347 West Chocolate Avenue (Milton W. Purcell, DRB #330)**

Mr. Purcell stated that the garage is existing, and he has owned it and rented it out since the 1990s. He is now proposing to upgrade the use of the garage to an office. There will be a new entrance door. The overhead door will be removed, and the opening will be closed off and covered with a faux overhead door. No changes are proposed to the windows or roof.

Mr. Williams noted that the light fixture by the entrance door will have to be full cutoff – it does not appear that way on the drawings.

Secretary Ballard asked if there is a light fixture on the other side of the building as well. Mr. Purcell answered that there is not.

*The motion to issue a Certificate of Appropriateness for the proposal was made by Vice Chairman Buchan, seconded by Member Moore, and passed unanimously, with the stipulation that the light fixture by the door comply with the Zoning Ordinance.*

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**b. Consideration of addition to principal structure at 345 and 347 West Chocolate Avenue (Milton W. Purcell, DRB #331)**

Mr. Purcell stated that the addition will consist of a new dormer and roof on the north side of dwelling. White siding is proposed, and the roof shingles will be black to match the existing shingles. The proposed windows will match the existing ones.

Member Herman asked if anything currently exists over the rear porch. Mr. Purcell answered no. He added that the overhang might extend a foot or two beyond the existing building footprint. Mr. Williams commented that there will not be any change in impervious cover as a result of this.

Mr. Williams asked if the stairway on the western side of the building is existing. Mr. Purcell responded that it has been in existence for about 20 years. He added that the new dormer will be the same as what is in the front of the dwelling. The dormer will be used for storage space, not additional floor area. There will be no change to the parking in rear.

Mr. Williams noted that a property line currently divides the dwelling. Mr. Purcell stated that he is in the process of combining the lots.

*The motion to issue a Certificate of Appropriateness for the proposal was made by Member Herman, seconded by Secretary Ballard, and passed unanimously.*

The meeting adjourned at 6:12 p.m.

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Chairwoman