

**Chesterfield Township  
Historic Preservation Commission  
January 10, 2018 Reorganization and General Meeting  
Minutes**

Debbie Kelly - Chair  
Karl Braun - Vice Chair  
Matt Weismantel - Secretary  
Jon Davis  
David Layton  
Jim McKeown  
Harry Williams

**Meeting called to order 7:09pm.**

*Approval of November 8, 2017 Minutes*

Yes - John Davis, David Layton, Jim McKeown, Debbie Kelly, Harry Williams, Karl Braun  
Abstain - Matt Weismantel

*Reorganization*

- Jon Davis (C Class) and Jim McKeown (Alternate) were reappointed to the Commission by the Township Committee at their reorganization meeting.
- Debbie Kelly was nominated for Chair by Karl Braun and 2nd by Jon Davis. Approval was unanimous.
- Karl Braun was nominated for Vice Chair by Jim McKeown and 2nd by Jon Davis. Approval was unanimous.
- Matt Weismantel was nominated for Secretary by Jim McKeown and 2nd by Jon Davis. Approval was unanimous.

*Historic Preservation Commission Goals for 2018*

1. Architectural Survey of township plan for updating
2. Design Guidelines for township plan for updating
3. Apply for NJ Certified Local Government status
4. Work on establishment of policies and procedures
  - a. Bylaws & Rules
  - b. Administrative Support
5. Undertake outreach and awareness efforts.

*Bylaws and Rules*

Reviewed draft versions with some specific suggestions being made. Karl Braun plans on providing more specific edits dealing with commission member expectations and will forward to Debbie Kelly so she can create a final version to be reviewed at next meeting and sent to township attorney for review.

*Application of Appropriateness Forms*

- Reviewed several draft version and general feeling was that the design used by Haddonfield and some of the content from Burlington would work well as a base draft.

- Debbie Kelly requested all feedback before next meeting so that she can bring a final draft to the meeting and then share with township attorney for review.

#### Township Committee Liaison

Debbie Kelly has spoken with the Mayor and there is expectation that a Committee Member will be appointed as liaison.

#### Green Fair Table/ Community Events

- It is important that we start to increase awareness and outreach
- Jon Davis offered to work on putting together handout or brochure for these possible events.
- Matt Weismantel suggested that we might want to use some of the new free online design options available via <https://www.canva.com>
- Debbie Kelly suggested that it would also be important to get a copy of the updated township map showing the historic areas under commission jurisdiction.

#### NJ Certified Local Government Application

If we are able to get Bylaws and Forms completed and approved soon then it would be good to set April 1, 2018 as the goal for submitting our NJ Certified Local Government application.

**Meeting Adjourned at 8:21pm**

**Next Meeting is scheduled for February 14, 2018 at 7pm.**