

**Chesterfield Township
Historic Preservation Commission
April 11, 2018 General Meeting
Minutes**

Commission members present:

Debbie Kelly - Chair

Karl Braun - Vice Chair

Matt Weismantel - Secretary

Jon Davis

David Layton

Jim McKeown

Denise Koetas-Dale - Township Committee Rep.

Meeting called to order 7:05pm.

Reading of compliance with open public meeting notice

Roll call

All listed members and alternates above were in attendance.

Approval of March 14, 2018 Minutes.

Voice vote was taken, and all were in favor with the abstentions of Matt Weismantel and David Layton.

No additions were made to the agenda.

Application for Review

The Commission reviewed Mr. Agudelo's revised architectural plans for constructing of a new residence at 614 Chesterfield-Arneytown Road in the Chesterfield Village Historic District. The Planning Board did not hear Mr. Agudelo's application at its March meeting, instead choosing to wait for the HPC to review his revised plans first. Mr. Agudelo reported that the following requested changes from the last meeting have been made:

- Separate paired windows on the façade to make two side-by-side single double-hung windows or replace each paired window with a single double-hung window.
- Remove decorative ornaments and decorative shingles from gables.
- Chimney should be masonry.
- Front porch columns should extend down to porch deck, not sit on brick bases.
- Periscope window on side elevation should be replaced with regular sized double hung window.
- Use of HardiePlank (the Commission's preferred, but not required exterior siding) on the entire exterior of the house. The Commission had stated its willingness to allow Mr. Agudelo to use HardiePlank on the front elevation, and vinyl siding on the other elevations.

Mr. Agudelo stated that he was resistant to changing the roof line from two front-facing asymmetrical front gables to a central front-facing gable roof, as it would necessitate interior changes to the layout and would result in costly architectural fees. After extensive discussions of this issue, Mr. Agudelo agreed to make the requested roof line revisions. The Commission agreed that if he altered the roof line, it would leave the decision on whether to use vinyl siding or HardiePlank exterior siding to Mr. Agudelo's discretion, depending on the cost. The Commission felt that the this was acceptable as the most critical design change for the house to reflect the character of the Chesterfield Village historic district was the change in the gables on the front of the house.

Matt Weismantel made a resolution to accept this final agreement and design of the home and that the commission Chairperson send a letter with this recommendation to the Planning Board. This was seconded by Jon Davis and approved by all commission members in attendance with the abstention of David Layton.

Chair Debbie Kelly will send a report to the Planning Board summarizing this set of recommendations. Mr. Agudelo stated he will immediately reach out to his architect to have appropriate revised drawings available for the Planning Board in time for consideration at its April meeting.

Following this decision there was a short discussion on process since the Commission is only a year old and is still developing structure, process and procedures. Denise Koetas-Dale suggested that a form be developed which applicants sign to confirm the receipt of appropriate information and guidance about HPC reviews. This will avoid he said/ he said situations and confirm in writing the provision of direction and guidance. Matt Weismantel also suggested that the Building Code officials have a supply of the new Commission brochures and make sure to use them as often as possible to raise awareness and increase information.

Certified Local Government Application

Debbie Kelly reported that the application was finished but that she had decided to wait after the passing of Harry Williams so as to add the name of the new Commission member to this application. She hopes to have this completed and the application processed and sent by the Township by our next meeting.

Public Information Brochure and Commission Letter to Historic District Property Owners

- Commission members were most complimentary to Jon Davis for his outstanding work on the final brochure and the quality of the 750 copies that were printed.
- The informational letter has been updated by our Building Officials to present the new regulations just implemented by the State of NJ for certain routine building permits. This final letter and a copy of the Commission brochure will be sent to all historic districts property owners by the Township before our next meeting.
- Debbie Kelly will add information and brochures about the Commission to the Historic Society table at the Green Fair later this month and various members offered to help man the table throughout the day.

Demolition of Historic Properties

- Discussion of Debbie Kelly's efforts to gather information on buildings under UCC jurisdiction as safety hazards and impacts that the Commission might have on demolition plans. She has reached out to the Township attorney and the State of NJ Preservation Office on this important issue and is still collecting data.
- It was suggested during the discussion that consideration be given in the future to revising Township ordinances on demolitions to include documentation and photography of any historic structures before their demolition.
- Debbie Kelly is also checking to see if there might be any effective policies or procedures in other municipalities with Commissions trying to find ways to impact and reduce instances of demolition by neglect.
- Also, short discussion on any current updates on the Mincemeat Factory (none) and the thoughts about the old Township Municipal Building and avoiding its deterioration now that it is no longer in use.

New Business

- Green Fair - April 28 - Already discussed above.

Adoption or Resolutions

None

Public Comments and Questions

No public was in attendance at this meeting

Public Comments and Questions

Motion to adjourn was made by Matt Weismantel and seconded by Jon Davis at 8:34pm and all were in favor.

The Commission's Next Meeting is scheduled for Wednesday, May 9, 2018 at 7pm.