

**Chesterfield Township
Historic Preservation Commission
June 13, 2018 Meeting Minutes**

Debbie Kelly - Chair
Matt Weismantel - Secretary
Jon Davis
David Layton
Eugene Cardone
Denise Koetas-Dale - Township Committee Rep. (Arrived at 7:06pm)

Meeting called to order 7:01pm.

Reading of compliance with open public meeting notice

Roll call

ALL listed members and alternates above were in attendance.

Approval of May 9, 2018 Minutes.

Motion was made by Jon Davis and seconded by David Layton for approval with one change of the word "salvation" to "salvage". Voice vote was taken and all were in favor.

No additions were made to the agenda.

New Business

Megan and Todd Riffle, 481 Main Street, Crosswicks were not in attendance for review of their application for garage/outbuilding renovation and door replacement. **A motion made by Matt Weismantel and seconded by David Layton authorized the requested building renovation to proceed and the door review to proceed for final approval by the Chair pending receipt of a photo or visual representation of what the final door will look like when completed.**

Francis Franken, 5 Chesterfield-Georgetown Road, Chesterfield Village was in attendance to present his application for the replacement of his home's front door. Although the Commission acknowledged that the proposed door was historic in design it is from the Arts and Crafts period which is not appropriate for the Victorian period or age of the home. Mr. Franken understood the Commission's concern and plans to return next month with a different door option. **A motion was made by Jon Davis that was seconded by Matt Weismantel to approve the Autumn Blend stone work selection for the front stoop and front garden border of the home.**

Old Business

Certified Local Government Application

Debbie Kelly reported that the application has been submitted to the Township Committee for their review and approval and signature of the Mayor so that it can then be submitted to the State and National Park Service for the next step in approval.

Time Requirement for Applications and Process for “Simple” Requests Needing Quick Turnaround

All agreed to proceed in developing a revision to the Commission Policies document outlining that applications must be received and complete by 2 weeks prior to the next meeting of the commission to assure that it can be included as part of the agenda. This is to help provide time for commission members to undertake due diligence before the meeting so that they are informed and ready to discuss the application.

A motion was made by Matt Weismantel and seconded by David Layton to allow the Chair to appoint a two-person ad hoc committee that can responded effectively to emergent issues (e.g. emergency roof repairs, etc.) between Commission Meetings.

Based on the success of this committee, consideration will be given to adding this process to the Commission policies in the future.

Architectural Photos of the Mincemeat Factory Were Shown

All were pleased with the quality and completeness of the photographer's work and feel that this meets the expectations for this project.

UCC Demolition Requirements

A draft paragraph for consideration by the Township Attorney on this topic was shared. The paragraph requires that all due consideration be given for historical documentation before an emergency tear down/ demolition is approved. Once the attorney has reviewed the text, the Commission will undertake some final language tweaks and submit to the Township Committee for their review and approval.

Historic Preservation Training

Debbie Kelly reported on a conference she attended and the importance, for legal purposes, for the Commission to try to reference the appropriate Secretary of the Interior Standards <https://www.nps.gov/tps/standards.htm> when making decisions on applications received.

Motion to adjourn was made by Jon Davis and seconded by Matt Weismantel at 8:05pm and all were in favor.

The Commission's Next Meeting is scheduled for Wednesday, July 11, 2018 at 7pm.