

**Chesterfield Township
Historic Preservation Commission
October 10, 2018 Meeting Minutes**

Debbie Kelly - Chair
Karl Braun - Vice Chair
Matt Weismantel - Secretary
Jon Davis
Eugene Cardone
Jim McKeown
Denise Koetas-Dale - Township Committee Rep.

Meeting called to order 7:03pm.

Roll call

ALL listed members and alternates above were in attendance.

Approval of September 12, 2018 Minutes with edits

Motion was made by Karl Braun and seconded by Jon Davis for approval. Voice vote was taken and all were in favor.

Addition to Agenda

5 Chesterfield-Crosswicks Road discussion is being delayed since Vince Pocino was not able to attend today's meeting. However, Karl Braun will provide an update on plans for the blacksmith shop at that address.

New Business

- 8 Front Street, Scott Schoelkopf, notice of violation and fine
 - Mrs. Kelly and Mr. Schoelkopf presented the issues and situations that led to the issuing of the violation and fine.
 - There was extensive discussions by members of commission about process, procedures and authority of the HPC in relation to the issuance of the violation and fine and any response.
 - It was eventually requested that efforts be made to hold a meeting between Township authorities, Planning Board and HPC about establishment of appropriate procedures and process for code enforcement.
 - It is important to remember that HPC has been established as advisory to the Planning Board and the Township's building and zoning officers have the authority and responsibility to enforcement all appropriate ordinances on behalf of the Township Committee and Planning Board.
 - ***A motion was made by Jon Davis and Debbie Kelly that the HPC retroactively recommends the approval by the Planning Board of the completed vinyl siding on 8 Front Street. The penalty for the violation of this ordinance should be \$100/day from the time of the notice of violation until Mr. Schoelkopf contacted Mrs. Kelly in her role as HPC Chair. This motion was approved by all members with the exception of Mr. Weismantel.***

- After some further discussion and consideration of the issues around code violations ***Jon Davis made a motion to reconsideration of the motion above. This was seconded by Karl Braun. A new motion was put forward by Mr. Davis that the HPC retroactively recommend approved by the Planning Board for the completed vinyl siding at 8 Front Street. All members of the HPC were in favor of this motion.***
- Mrs. Kelly will follow-up with the Planning Board's office to encourage that Mr. Schoelkopf case be added to their agenda at their up-coming meeting. Additionally, she will discuss the issue of process and procedure with the Planning Board Chairperson and also begin to coordinate a larger discussion of authority, process and procedure with the Planning Board and Township Officials at a future HPC meeting.
- 517 Ward Avenue, Matthew Lynch, revised garage design. After a review of the plans ***a motion was made by Matt Weismantel and second by Jon Davis that the HPC endorses the proposed design of the proposed carriage house and covered terrace. This motion was approved by all HPC members in attendance.***
- Mrs. Kelly reported on the 2 October 2018 meeting with Township officials
 - A proposed demolition ordinance language is in process and draft reviewed with HPC
 - Improve public outreach effort will be implemented including distribution by the Township to common and well know contractors in and around Chesterfield with information about the HPC requirements. Mrs. Kelly is also expecting to receive a copy of this contractor list for the record.
 - Jim McKeown suggested that consideration be given to a high school or Eagle Scout project to create short informational videos for placement on the HPC section of the Township's website.
 - Request for help with HPC administrative tasks was well received and an allocation of staff time will be made soon for maintaining files and records, checking mailbox, etc.
 - Matt Weismantel also suggested that this person take on the role of distributing electronic HPC packets at least several days before each meeting. Both to provide time for review but also to reduce any possible violations or sunshine laws, etc.
 - Expanded information on Township website was also welcomed and Mrs. Kelly will be following up to request placement of electronic version of the HPC brochure, application forms, contact information, etc. She will also check once again about getting the Township's online calendar corrected to show the HPC schedule of meetings on the 2nd Wednesday of each month.

Old Business

- Discussion of roof replacement notification at 476 Main Street. It is not clear that any roof has been replaced and the current roof is in keeping with HPC design expectations. No action to be taken at this time.
- Karl Braun will provide an update on plans for the blacksmith shop at 5 Chesterfield-Crosswicks Road. He was pleased to let us know of the developers personal interest and excitement about this particular project and Karl's recent visit shows that solid and

significant progress is being made. There was a quick discussion about any options for earned media on this project since it seems to be such a win-win for both the developer and the Township surround historic preservation concerns.

Adoption of Resolutions

None

Public Comments and Questions

None

A motion to adjourn was made by Matt Weismantel and seconded by Karl Braun at 9:13 pm and all were in favor.

The Historic Preservation Commission's Next Meeting is scheduled for Wednesday, November 14, 2018 at 7pm.