

Upper Dublin Township Historical Commission

Meeting Agenda

January 25 7:00pm

1. Review and approve minutes from December 21, 2015 stated meeting
2. Announcements - Introductions
3. Review of 2015 Annual Report for UDTHC
4. Agendas and Goals for 2016
5. Preservation Ordinance and Zoning Code – Discussion about changes
6. Archives, Files, Documentation of UDTHC Activities and UD Historic Resources
7. St. Mary's Villa – Designation, Challenges and Opportunities
8. New Business
9. Next Meeting February 22, 2016 at 7:00pm

Members:

Christopher Pastore, Chair
James Magaziner, Vice Chair
Joan Wolff, Secretary
Ian Riccaboni
Cheryl Clark (not attending)
Donah Zack Beale
Avis Wanda McClinton

Upper Dublin Township Historical Commission

Meeting Minutes

January 25, 2016

Commissioners in attendance:

- Christopher Pastore
- James Magaziner
- Joan Wolff
- Donah Zack Beale

Guests: None

The meeting was called to order at 7:00 p.m.

(1) Announcements:

- a. Current members Pastore, Magaziner and Wolff met new member Donah Zack Beale; introductions all around

(2) Review of 2015 Annual Report for UDTHC

- a. The Annual Report was approved by Commissioners as written and presented by Chair Pastore

(3) Agendas and Goals for 2016

- a. Township Ordinance 1175, "Historic Preservation"
 - i. To assess and tighten the language of the current ordinance to reflect the commission's objective of protecting and preserving historical structures in the township
 - ii. To re-address and re-define the Class I and II assignments as appropriate in terms of historical importance
- b. Assets and Archives
 - i. To review township assets and ascertain if some houses are historical or not; this would entail reaching out to home owners
- c. Reaching Out to Community
 - i. To pique interest in the Upper Dublin Township community by offering virtual house tours, open houses and Community Day participation
 - ii. To map historically important assets and share with the community

(4) Preservation Ordinance and Zoning Code

- a. We discussed the Class I property, Paxson House, which is a possible victim of Demolition by Neglect

- b. Questions arose re: asking Public Works or one of the engineers in Zoning and Building to make inquiries of the new owner(s) and to assess the building
 - c. We need to review the ordinance and find deficiencies that are not helping us with preservation and awareness of historic properties
- (5) Archives, Files, Documentation of UDTHC Activities and UD Historic Resources
- a. Commissioner Pastore will follow-up with UDT re: Dropbox Subscription; currently, we are blocked from viewing documents in our Dropbox due to exceeding space limitations
 - b. All documents and photographs from the Historical Commission's filing cabinet will be presented to commission members at our next meeting for review, analysis and organizational purposes
- (6) St. Mary's Villa
- a. We reviewed the email from Gilbert High, High Swartz LLP
 - i. An 8-step process is necessary in order to change the classification of a property from Class II to Class I; We are prepared to start the process by working on each of the steps in turn
 - ii. A copy of the 8 steps is attached to this document as Appendix A
- (7) Announcements: None
- (8) New Business:
- a. Commissioner Pastore
 - i. Will contact the township re: Dropbox subscription for all current commissioners
 - ii. Will gather all documents, photographs, etc. from the filing cabinet for perusal of commissioners in February
 - b. Commissioner Beale
 - i. Will contact Eagle Scouts groups or UDHS Photography teachers to see if a student could help with photographing/videographing historical structures of interest for our Historical Awareness Goal (see 3ci, above)
 - c. All commissioners
 - i. Compare Gilbert High's 8-steps (see attached Appendix A) to the UDTHC Ordinance (available on the UDT website or click [here](#)) to confirm that all steps are represented.

Next meeting: **Monday, February 22, 2016, 7:00 pm**

Respectfully submitted by Joan Wolff, UDTHC Secretary

Appendix A

8-Step Process per Gilbert High, High Swartz LLP Re: Class II to Class I Designation

1. Notice to the property owner that the Historical Commission is considering a recommendation that the property be reclassified as Class I. The notice should give the property owner 15 days to provide a written response
2. Schedule a meeting between the property owner and the Historical Commission upon 30 days notice
3. At the meeting the Historical Commission should:
 - a. Take minutes of the entire discussion
 - b. Hear what the property owner has to say
 - c. Assemble all documents relevant to the Commission's decision
 - d. Have discussion (recorded in the minutes) as to how the property meets the criteria for Class I designation
 - e. Record the vote of the individual commission members
4. Following the meeting and within 30 days thereafter the Historical Commission should submit its written report, attaching all documents, copies of notices, copies of the property owner's response, etc. and submit that report to the property owner and the Township
5. The Board of Commissioners should consider the report at a public meeting and authorize preparation of the ordinance to change the inventory if that be its desire. I would suggest that the property owner be invited to that meeting to respond to the report
6. Notice should also be given to the property owner of the date the ordinance will be considered
7. Advertise the ordinance
8. Pass the ordinance at a public meeting

*--copied from an email sent to Paul Leonard, David Brooman and Rick Barton,
12/9/2015, 9:04 pm*