

**Historical Commission of Birmingham Township
Minutes of the meeting of September 26, 2017**

The regular meeting of the Birmingham Township Historical Committee was called to order by Chairman Carla Westerman at 7:21 pm in the township building.

PRESENT: HC Members: Mike Forbes, Kate Marshall, Carla Westerman

ABSENT: Matt Bedwell, Nancy Needham

Others present:

Mr. Forbes made a motion to approve the minutes from the August 22, 2017. Ms. Marshall seconded the motion and it passed unanimously.

New Business

Ms. Westerman noted that in October the HC will have an applicant (Steve Fleming) attending the meeting to get approval for a replacement shed on his property. He has already attended the HARB meeting, but now needs to obtain the HC recommendation for approval.

Discussion ensued about how to streamline this process. Mr. Forbes suggested that perhaps a joint meeting of HARB and HC would help applicants to be able to more quickly obtain approval. Ms. Westerman is going to forward the HC form to Mr. Fleming in order for him to be fully prepared for the October meeting.

Update on BOS presentation

Ms. Westerman provided an update on the presentation to the BOS at their September meeting. She stated that the presentation went well and seemed to be received well by the BOS. There were a couple points that were discussed. Specifically the first criteria of being 50 years old or more because it's a moving date. The HC was asked to come back to the November BOS meeting.

Another point that was discussed at the BOS meeting was township access to the database. The HC is okay with this, however the office should only have read-only access. Any discrepancies or changes the office personnel find will need to be vetted and changed by an HC member.

Another point that came up that Ms. Westerman thought was significant was that HARB sends a letter to new homeowners informing them about the specific requirements for them if they are planning to make updates. This item came up in reference to how a new homeowner would know that they live in an historic house and have extra requirements to meet if they plan to renovate. This is a good point to re-iterate at the November BOS meeting.

Most importantly, pertaining to the adoption of the new criteria. The HC was asked to attend the November meeting. This was to allow the Supervisors time to read through the documentation that was provided at the September meeting. The next steps according to John Conklin would be for the BOS to: (1) adopt the updated list of historic houses; and (2) to adopt an ordinance incorporating the new criteria.

Discussion ensued about who would be best to write the design guidelines once the criteria are approved by the BOS at a future meeting. The monies to pay for these services will have to be covered

by a grant. An application will be needed to obtain this grant. Mr. Forbes thinks that Mary DeNadai would be the best person to write them although she has indicated that she cannot due to her current workload.

Discussion continued briefly reviewing an email from John Conklin to the HC regarding massing issues in the HARB district; the pros and cons of combining HARB and HC; project proposal including the scope that will need to be approved by the BOS. Mr. Forbes commented on items in Janine Speers list of proposed Birmingham Township Historic Resource planning steps from August 2016. Janine has nine recommendations in her letter, three of which Mr. Forbes believes are important: (1) Design criteria: with the assistance of an historic architect updating the historic preservation guidelines to apply township wide and to the historic district; (2) modify the zoning to allow the HC to address broader situations of impact to historic resources on a township wide basis; and (3) amend the ordinances through the hiring of a professional planner to write the ordinance.

Public

Mr. Forbes made a motion to adjourn the meeting at 8:28pm. Seconded by Ms. Marshall and voted unanimously. The next meeting will be October 24, 2017 at 7:15pm.

Respectfully submitted,
Jennifer Boorse
HC Secretary