

**Historical Commission of Birmingham Township  
Minutes of the meeting of February 27, 2024**

The regular meeting of the Birmingham Township Historical Committee was called to order by Chairperson, Mike Forbes at **7:03pm** in the township building.

PRESENT: HC Members: Mike Forbes, Patricia Kelly, John Ponticello

ABSENT: Matt Bedwell, Kelly Fleming

Others present:

Mr. Forbes made a motion to approve the minutes as amended from the January 23, 2024 meeting. Mr. Ponticello seconded the motion and it passed unanimously.

**2024 Historic Commission Historic Resource Mapping Next Steps**

Mr. Forbes wants to put the plan in place that involves the Chesco Views Mapping feature with the historic resources within the township. He would like to have the research conducted (perhaps by a student needing NHS hours of service) and then Mr. Forbes will create an excel spreadsheet with each historic resource in one column and then list all of the adjoining tax property numbers that are adjacent/adjoining that historic resource, in subsequent columns. This document will be searchable, by tax parcel number, when applications are submitted to the township. This will be a document that the office can use to determine what tax parcel properties are surrounding each historic resource.

Secondly, Mr. Forbes wants to have committee members begin drafting the two letters that will be sent out to the two different types of historic resources within the township: one for those who simply live in an Historic Resource and the second one for those who live in an Historic Resource that is also located within the HARB district. The letters will outline what the requirements are if they wish to make changes to their historic resource and also explain what their rights are when an adjoining property is making changes to their house/property. Mr. Ponticello and Ms. Kelly are going to head up the drafting of these letters. Mr. Forbes stated they should start by reviewing the ordinance and explain what requirements (step by step) need to be followed if they want to demolish a part of the historic resource, or build an addition to it. If they are located in the HARB district, they would need to go to HARB for architectural considerations before going to the BOS. Mr. Forbes stated that he will draft the part of the letter outlining their rights with regard to the adjoining properties. The plan is to have letter drafts by the next meeting.

Mr. Forbes also mentioned that since the HC no longer reviews proposed plans to historic resources, perhaps it is not necessary to have a meeting every single month. Instead, he is proposing to meet at least quarterly, unless there is an urgent item that needs to be addressed in a specific month.

**New Business**

Mr. Forbes made a motion to adjourn the meeting at 7:19pm. Seconded by Mr. Ponticello and voted unanimously. The next meeting will be March 26, 2024 at 7:00pm.

Respectfully submitted,  
Jennifer Boorse  
HC Secretary