

**Westwood Historic Preservation Commission
Meeting Minutes Wednesday, Feb 10, 2016
Municipal Complex
101 Washington Avenue**

1. Opening of the Meeting

The meeting was called to order at 7:35 PM

2. Roll Call

David Hohmann - present

Dulce Acevedo-Mateo - present

Tyler Rubin - present

Lauren Letizia - present

Gregory Dietrich, Preservation Consultant - present (via telephone)

Beth Dell, Councilmember Liason - present

Not present: Eric Gsellmeier, Jim Murphy

3. Pledge of Allegiance, Statement of Adequate Notice and Open Meeting Act

4. Proceedings

Oath of Office for new and returning members:

- David Hohmann, Tyler Rubin, Lauren Letizia, Beth Dell

Selection of Officers

- Lauren Letizia, Secretary (Nomination: Tyler Rubin, Seconded: Dulce Acevedo-Mateo)
- Tyler Rubin, Vice Chair (Nomination: David Hohmann, Seconded: Dulce Acevedo-Mateo)
- David Hohmann, Chair (Nomination: Tyler Rubin, Seconded: Dulce Acevedo-Mateo)

Beth Dell to follow up on reclassification of Lauren Letizia from Class C to Class A since she has a masters in historic preservation.

The minutes for the December 2015 meeting were not discussed for approval.

Open discussion regarding role and responsibilities of the HPC

Listing of Historic Places

Discussion on progress on achieving three goals; maintaining and updating a database of potential sites to be listed in the April 2007 Master Plan (replacing/updating the current

list), providing access to the public (internet), and organizing data for completing the Base Form and Eligibility Worksheets.

Inventory

Discussed Historic Preservation element of 2007 Master Plan and plans to fulfill the HPC requirement to update previous inventory to bring up to date. Gregory Dietrich and David Hohmann taking steps to create a working database that can be updated with images, data, etc.

Train Station

The base form was completed and presented to the State Historic Preservation Office in mid-2015 and was given a COE (6/8/15). David Hohmann is working on the National Register Nomination forms. Open discussion on best way to access information needed since records in the Building Department only go back 10-15 years.

Cemetery

Jim Murphy has provided a draft base form

Bandstand

Tyler Rubin is working on research and base form

Education

Discussion on how to best fulfill the education requirement of the HPC ordinance, including participation in Westwood Pride Day, printing of informational pamphlets, and making sure the updated version of the HPC section of the boro website is made live.

Budget

Beth Dell to get details on 2016 budget once determined

Planning Board

Beth Dell to provide Planning Board annual update. HPC to prepare a 2015 year in review statement for Beth Dell to present to the Planning Board.

Open Discussion

- Discussion on how a private homeowner would go about obtaining local designation to protect their property
- Preservation in Practice: A Primer for Historic Preservation Commissions - sponsored by Friends of NJ Heritage including NJ Historic Trust and Rutgers University; Will be held in Camden on 3/5/16. Tyler Rubin to attend, David Hohmann may join.
- Need Council to nominate an additional member to the HPC, preferably someone in Class B

5. Scheduling of Next Meeting

April 13, 2015

6. Adjournment

8:53 PM