

**PLYMOUTH & WHITEMARSH TOWNSHIPS
HISTORICAL ARCHITECTURAL REVIEW BOARD
AMENDED AGENDA
October 9, 2024
8:00 AM**

MEETING LOCATION: 2130 SIERRA ROAD, PLYMOUTH MEETING, PA
(Map Enclosed)

___ Rowe ___ Coyne ___ Von Essen ___ Higgins ___ Ronderos
___ Parsons ___ Rafter ___ Sztubinski ___ Vacancy
___ Turenne (WT BOS Liaison) ___ Nelson (PT Council Liaison) ___ Guttenplan (WT Staff Liaison)

1. **CALL TO ORDER**
2. **ANNOUNCEMENTS & CORRESPONDENCE**
3. **APPROVAL OF MINUTES**
 - June 14, 2023
 - February 14, 2024
 - May 8, 2024
 - June 12, 2024
 - July 10, 2024
 - September 11, 2024
4. **OLD BUSINESS**
5. **NEW BUSINESS**
 - Tour of Building/Property at 2130 Sierra Road, Plymouth Meeting; Former Headquarters of Plymouth Meeting Historical Society
 - Discussion of Administrative Reviews of Certain Minor Applications (See enclosed Draft Ordinance Amendment to Whitemarsh Township Historic District)
6. **PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY)**
7. **HARB MEMBER COMMENTS**
8. **ADJOURNMENT**

****Public comment will be accepted at the conclusion of each agenda item prior to taking action****

NEXT MEETING
November 13, 2024, 8:00 AM
(To be held at usual meeting location, Whitemarsh Township Administration Building)



**OCTOBER 9, 2024 HARB MEETING LOCATION
2130 SIERRA ROAD, PLYMOUTH MEETING**

PLYMOUTH & WHITEMARSH TOWNSHIPS
HISTORICAL ARCHITECTURAL REVIEW BOARD
MINUTES – June 14, 2023
8:00 AM

The following HARB members were present: Karen Coyne, Robert Sztubinski, Whitemarsh Township Building and Codes Director, John Von Essen, Tom Higgins, and Estelle Ronderos. Also in attendance was: Charlie Guttenplan, Whitemarsh Township Director of Planning and Zoning.

CALL TO ORDER - With neither Chair or Vice Chair present, Mr. Guttenplan called the meeting to order at 8:02 AM.

ANNOUNCEMENTS & CORRESPONDENCE None

APPROVAL OF MINUTES

November 9, 2022

May 10, 2023

No vote on either set of minutes was taken since there was no quorum of members who attended those meetings present to approve them.

OLD BUSINESS None

NEW BUSINESS

107 Germantown Pike (WT) – Window Replacements.

Tom Dunleavy, property owner, was present. He explained that the windows are being replaced on the house with no change in opening sizes. The existing aluminum windows are being replaced with wood windows clad in aluminum on the outside; there will be outside muntins on the windows (some existing ones are missing at this point). Members present had no issues with the proposal.

A motion to recommend the Board of Supervisors approve a Certificate of Appropriateness was approved by a vote of 5-0. Mr. Guttenplan explained that the Board of Supervisors meet next on July 13; that is when the Certificate of Appropriateness will be considered.

47 Hunter Road (WT) – Fence Replacement.

Jim Drucker, property owner, was present. He explained that the fence is a replacement for a fence installed 36 years ago when the house was built. The fence proposed is the same style, same height and in the same location. Members present had no issues with the proposal.

A motion to recommend the Board of Supervisors approve a Certificate of Appropriateness was approved by a vote of 5-0. Mr. Guttenplan confirmed that the applicant understood when the Board of Supervisors meeting was; permit can be issued within a few days after.

HARB Training – Discussion of logistics and timing.

There was a brief discussion of training that can be provided by the state Historic and Museum Commission in response to requests made at prior meetings. The general consensus of the members present is that it should be done at normal meeting time with a limit of 9:30 AM. Should there be an application for discussion, it would be discussed first; the public meeting would then be closed and the training would be for HARB members only.

Further discussion was deferred until a future meeting when additional members are present.

6. **PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY)** None
7. **HARB MEMBER COMMENTS** None
8. **ADJOURNMENT** - The meeting was adjourned at 8:19 AM.

NEXT MEETING
July 12, 2023, 8:00 AM

**PLYMOUTH & WHITEMARSH TOWNSHIPS
HISTORICAL ARCHITECTURAL REVIEW BOARD**

**Minutes
February 14, 2024
8:00 AM**

The following HARB members were present: Karen Coyne, John Von Essen, Kenneth Parsons, Jerry Rafter, Robert Sztubinski, Whitemarsh Director of Building and Codes. Also in attendance for Whitemarsh: Charlie Guttenplan, Director of Planning and Zoning and Samantha Zrillo, Township Planner. In attendance for Plymouth: Aaron Nelson, Plymouth Council liaison.

1. CALL TO ORDER

The meeting was called to order by Chair Rafter.

2. ELECTION OF CHAIR

The members of the Board reaffirmed Mr. Rafter as Chair for 2024.

3. ELECTION OF VICE CHAIR

The members of the Board reaffirmed Mr. Parsons as Vice-Chair for 2024.

4. ANNOUNCEMENTS & CORRESPONDENCE

None.

3. APPROVAL OF MINUTES

- June 14, 2023
- August 9, 2023
- October 11, 2023

The Chair announced that there are not enough members present that attended those meetings to approve the June 14, 2023 or August 9, 2023 meeting minutes. The June 14, 2023 and the August 9, 2023 meeting minutes were therefore tabled.

Ms. Coyne made a motion to approve the October 11, 2023 meeting minutes. Mr. Parsons seconded. Motion carried unanimously.

4. OLD BUSINESS

None.

5. NEW BUSINESS

- **4044 Butler Pike (WT) – Replacement Roof**

In attendance: Gregory Karch, Applicant's Contractor (Volpe Enterprises)

Mr. Guttenplan gave an overview of the project, noting that the existing asphalt roof will be replaced with a new asphalt roof.

There was a discussion about where the property is located. Mr. Guttenplan stated it is near Abolition Hall on Butler Pike.

Mr. Karch said it is a typical replacement with dimensional black shingles.

Ms. Coyne made a motion to approve the proposal. Mr. Parsons seconded. Motion passed unanimously.

- **55 E. Germantown Pike (WT) – Replacement Windows**

Mr. Guttenplan gave an overview of the project. The windows that have mutttons are having both interior and exterior mutttons and the windows on the front and west side can be seen from Germantown Pike and all five replacements are therefore being reviewed (2 on front on original portion of house; 3 on west side (1 on original portion of house, 2 on addition to the rear).

Mr. Rafter asked if the six over six replacements in the front are being replaced with nine over nine. There was a discussion about what the windows are being replaced with. Mr. Sztubinski said the specification sheet notes it is six over six.

Public in Attendance: Sydelle Zove

Ms. Zove said that the PA Share System has 22 buildings and this is number 14 on the list. Ms. Zove read an excerpt from the Plymouth Meeting House and Garden Tour (1954), obtained from the Friends of William Jeans Memorial Library, describing the house and gardens at this property. Ms. Zove also mentioned that the library once operated out of the Ambler house.

Ms. Zove questioned what they are replacing. The Board responded that the Applicant is replacing like with like.

Mr. Sztubinski motioned to approve the proposal as per the written contract. Mr. Parsons seconded. Motion passed unanimously.

6. PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY)

Public in Attendance: Sydelle Zove

Ms. Zove announced that the Board should seriously consider becoming a Designated Certified Local Government. It gives us access to grants, updating inventory, and receiving historical documents. Ms. Zove then presented the 1974 Plan and said the time is right to undertake an analysis of the District and lay out a new vision, carefully considering redistricting boundaries.

Ms. Megan McNish, PHMC, suggested that HARB consider adding a Municipalities Planning Code overlay, so if a building is not within the HARB District, it would still be captured. Ms. Zove said that is an interesting tool.

Ms. Zove said there is a historic structure on the river (David's Bridal property) that is proposed to be demolished and she would like it to be subject to historical review.

7. HARB MEMBER COMMENTS

Mr. Parsons asked if the Township is involved with the Corson Building. Mr. Guttenplan said yes.

8. ADJOURNMENT

The meeting adjourned at 8:42 AM. Following adjournment, the HARB members and Township staff and liaisons remained for a training session with Megan McNish, Community Preservation Coordinator for the Eastern Region, PHMC to discuss the Role of HARB and Project Review.

NEXT MEETING
March 13, 2024, 8:00 AM

PLYMOUTH & WHITEMARSH TOWNSHIPS
HISTORICAL ARCHITECTURAL REVIEW BOARD
MINUTES OF UNOFFICIAL MEETING – MAY 8, 2024
8:00 AM

The following HARB members were present: Joel Rowe, Plymouth Township Zoning Officer, Karen Coyne, Estelle Ronderos, and Kenneth Parsons. Also in attendance was: Charlie Guttenplan, Whitemarsh Township Director of Planning and Zoning and Samantha Zrillo, Planner for Whitemarsh Township.

1. **CALL TO ORDER** – Vice Chair Parsons called the meeting to order at approximately 8:05. Lack of a quorum was noted.

2. **ANNOUNCEMENTS & CORRESPONDENCE**

- E-mail with history of 27 E. Germantown Pike property

Mr. Guttenplan said that he was in receipt of an email regarding the history of 27 E. Germantown Pike and wanted to share it with the Board. There is no action required. This is for informational purposes only.

3. **APPROVAL OF MINUTES**

- June 14, 2023
- August 9, 2023
- February 14, 2024

There was not a quorum of members who attended the above meetings present at the May 8, 2024 meeting, and therefore, no vote was taken and the three sets of minutes were tabled.

4. **OLD BUSINESS**

- 15 E. Germantown Pike (WT) – Relocated Handicap Ramp

In attendance: Kelly Fox (Applicant's General Contractor), John McDonald (Applicant's Architect), and Rosie Soto (Ashford Wealth Advisors, for the Applicant)

Mr. Guttenplan gave a background of the project. The ramp for the building was not discussed when the project went in front of the Historical Architectural Review Board when a building permit was submitted because it was proposed to go on the back of the building. The Board does not consider features that are not seen from the road, and therefore, did not comment on the ramp. It is being discussed at the current meeting because it was built on the front of the building due to complexities of the site. Due to the fact that it was already built, without permission, the Board cannot make a recommendation, but can decide to acknowledge it and comment on it.

Mr. McDonald explained why the ramp was built on the front of the building. The reason is because of the site's grade and the civil engineer used the rear sill height, making it one foot off. Therefore, the ramp couldn't be built as initially proposed. It would have been

extended to 36 feet with a switchback. If the ramp was placed on the side of the building, it still would have needed a switchback. The front of the building only necessitated 20 feet and provided the most direct access from the handicap spot.

Mr. Fox said the Building Inspector said that there was no issue as long as the ramp was ADA compliant.

Mr. McDonald said the inspiration for the railing design was based on a resort dating back to the 1890's. It was believed that the conversation with the Building Inspector was sufficient approval to proceed with the ramp.

Mr. Parsons inquired if the railing and handrail was a welded assembly. Mr. McDonald said yes.

Also in response, Mr. McDonald said that the spacing of the pickets had to be closer together because of the current code.

The Board then discussed the hairpin fence with the Applicant's representatives. The Board inquired if there were any remaining sections to be put in. Mr. Fox said yes. Mr. Guttenplan asked if there was any fencing on the right side of the driveway. Mr. Fox said no. Mr. Guttenplan asked if the final finish was on. Mr. Fox replied that it was.

The conversation reverted back to the ramp. Mr. Parsons said the railing style is inappropriate for the time period. Mr. McDonald said that the railing was the smallest size that met ADA compliance. Mr. Parsons said that he has no issue with the landing and approach but from a historic point of view, the railing is the wrong design.

The floor was opened to the public.

Ms. Sydelle Zove said she is grateful for the investment of the historic property, however the addition of the ramp and railing style is not historically correct. This should be a lesson learned. It is a very prominent feature on the front of the building that does not match the historic time period. The rest of the building was built with great detail and care.

Ms. Ronderos asked if the railing would blend more if it was the same color as the house. Mr. Guttenplan said that the proposed landscaping will make it blend more in the future. Mr. Parsons said that landscaping baskets on the railing in areas where it will not interfere with ADA compliance can also soften the look.

A motion was made by Ms. Coyne to recommend the Board of Supervisors approve an Amended Certificate of Appropriateness acknowledging the addition of the handicap (ADA) ramp on the front of the building (Germantown Pike side), noting that the railing design is not necessarily the most appropriate design for this building but impractical to change, and also recommending consideration of additional landscaping to soften the appearance of the ramp. The motion was seconded by Ms. Ronderos. Motion carried unanimously.

5. NEW BUSINESS

- 101 Black Walnut Lane (WT) – Roof Replacement

Mr. Guttenplan gave an overview of the project. The shingle roof is going to be replaced with the same material in the same color (Mission Brown).

There were no concerns voiced by the Board and the floor was opened to the public.

Ms. Sydelle Zove asked if the gutters are being replaced. Mr. Guttenplan said that it is not specified on the application, but the house is 24 years old and does not require half round gutters.

A motion to recommend the Board of Supervisors approve a Certificate of Appropriateness was made by Ms. Coyne. The motion was seconded by Ms. Ronderos. Motion carried unanimously.

- 3127 Spring Mill Road (WT) – Porch Roof Replacement

Randall Aiken, property owner, was in attendance. Mr. Aiken brought a sample showing the material and color of the roof. Mr. Guttenplan said the roof was being replaced with the same material (metal roof) in the same color (Colonial Red)—like with like.

There were no concerns raised by the Board and no public comment.

A motion to recommend the Board of Supervisors approve a Certificate of Appropriateness was made by Ms. Ronderos. The motion was seconded by Ms. Coyne. Motion carried unanimously.

6. PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY)

Ms. Sydelle Zove followed up on the email that was discussed in the announcements and produced a plot plan from 1838. Ms. Zove explained the history of the building and the plot plan.

Ms. Zove then inquired about the work happening at former site of the Plymouth Meeting Historical Society. Mr. Rowe said that it is largely interior and sewer related. Ms. Zove added that they painted the exterior. Mr. Rowe said he will reach out and invite them to a HARB meeting.

7. HARB MEMBER COMMENTS

Mr. Parsons asked about Abolition Hall and mentioned that Steering Committee being formed by the Board of Supervisors is a great opportunity for HARB. Mr. Parsons said that there should be a HARB representative on the committee; Mr. Guttenplan concurred that that would be appropriate and he would pass that on. The committee has not been formed yet.

Mr. Parsons inquired about the historic schoolhouse on Spring Mill Road (kept on the front yard of one of the new homes in the 'Maple Hill' development). Mr. Guttenplan said there has not been any action to his knowledge in the past four years.

8. **ADJOURNMENT** Ms. Coyne motioned to adjourn the meeting. Ms. Ronderos seconded the motion. Meeting adjourned at 9:16 AM.

NEXT MEETING
June 12, 2024, 8:00 AM

DRAFT

**PLYMOUTH & WHITEMARSH TOWNSHIPS
HISTORICAL ARCHITECTURAL REVIEW BOARD**

Minutes

June 12, 2024 (In-Person)

8:00 AM

The following HARB members were present: Karen Coyne, John Von Essen, Tom Higgins, Estelle Ronderos, and Kenneth Parsons. Also in attendance for Whitemarsh: Charlie Guttenplan, Director of Planning and Zoning and Samantha Zrillo, Township Planner. In attendance for Plymouth: Aaron Nelson, Plymouth Council liaison.

1. CALL TO ORDER

The meeting was called to order by Vice Chair Parsons at 8:03 AM.

2. ANNOUNCEMENTS & CORRESPONDENCE (none)

3. APPROVAL OF MINUTES

- June 14, 2023
- August 9, 2023
- February 14, 2024
- May 8, 2024

On a motion by Mr. Higgins, seconded by Ms. Ronderos, the June 14, 2023, February 14, 2024, and the May 8, 2024 meeting minutes were tabled because there was not a quorum for those meetings present at the June 12, 2024 meeting.

Mr. Von Essen made a motion to accept the minutes of the August 9, 2023 unofficial meeting (meeting lacked a quorum). Ms. Coyne seconded. Motion passed unanimously.

4. OLD BUSINESS (none)

5. NEW BUSINESS

- 107 Black Walnut Lane (WT) – Roof Replacement
- 109 Black Walnut Lane (WT) – Roof and Gutter Replacement
- 113 Black Walnut Lane (WT) – Roof Replacement

In attendance: Steven Hartner, Paramount Roofing (Contractor for 107, 109, and 113 Black Walnut Lane) and Joe Forman (Owner of 107 Black Walnut Lane)

Mr. Guttenplan gave an overview of the home at 107. The home is located in the Historic District, but the house itself is not historic—it was built in the early 2000's. There are solar panels in the rear of the home that will be taken off and put back on.

Mr. Hartner said they will strip down the roof, replace any rot, and do a full GAF roofing system. Timberline HD2 Shingles in mission brown (color). Mr. Hartner then went through the layers of the roof.

Mr. Parsons asked how the gutter attachments are handled. Mr. Hartner said they are deck mounted, 5" K-style.

HARB members then went on to discuss 109 and 113 Black Walnut Lane because the work is being performed by the same company.

Mr. Hartner said the same system is being installed at 109 and 113 Black Walnut Lane. 109 Black Walnut Lane chose the golden harvest colored shingles and is also having gutters replaced.

A motion to recommend the Board of Supervisors approve a Certificate of Appropriateness for 107, 109, and 113 Black Walnut Lane was made by Ms. Coyne. The motion was seconded by Ms. Ronderos. Motion carried unanimously.

- 121 Black Walnut Lane (WT) – Roof and Gutter Replacement
- 123 Black Walnut Lane (WT) – Roof and Gutter Replacement

There were no representatives present for these properties. Work is being performed by Carranza Roofing & Remodeling.

Mr. Guttenplan said that 121 and 123 Black Walnut Lane are in the same development, they are the same age home, and the same work is being done on both.

A motion to recommend the Board of Supervisors approve a Certificate of Appropriateness for 121 and 123 Black Walnut Lane was made by Ms. Ronderos. The motion was seconded by Ms. Coyne. Motion carried unanimously.

- 37 E. Germantown Pike (WT) –Wall Sign (on chimney) and Panel on Directory Sign

In Attendance: Alyson Nerenberg (Tenant), Jim Pearce of Image360 (Tenant's Contractor)

Mr. Guttenplan gave an overview of the application. There are signs in three locations—one by the rear door, in which HARB does not have jurisdiction, one on the chimney, and a new panel on the directory sign. The sign on the chimney is being relocated from Dr. Nerenberg's current office in Chestnut Hill.

Mr. Parsons asked what size the sign was. Mr. Guttenplan said he believes it is approximately 3' x 2.5'. The sign is a conforming size.

Dr. Nerenberg said that she prefers to have the directory sign be purple because it is her company, or "brand," color.

A member of the Board asked if the directory sign is a darker purple than the chimney sign. Mr. Pearce said it is a darker purple because it will be more legible from the road.

It was noted that the purple for the directory panel was not on HARB's previously approved color pallets and that the current directory sign at 37 E. Germantown Pike has other colors on it as well. There was a brief discussion about whether the panel sign should be the alternative black color, but HARB found the purple acceptable.

A motion to recommend the Board of Supervisors approve a Certificate of Appropriateness was made by Mr. Higgins. The motion was seconded by Ms. Coyne. Motion carried unanimously.

6. PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY) (none)

7. HARB MEMBER COMMENTS

Mr. Parsons inquired about the status of the steering committee for Abolition Hall. Mr. Guttenplan said the Board of Supervisors is naming the steering committee on June 13, 2024.

Mr. Parsons asked if there was an update on the work being done at the former site of the Plymouth Meeting Historical Society. Mr. Nelson said he has not heard anything from Mr. Rowe.

8. ADJOURNMENT

Ms. Coyne made a motion to adjourn the meeting. Ms. Ronderos seconded. Motion passed unanimously. Meeting adjourned at 8:31 AM.

NEXT MEETING
July 10, 2024, 8:00 AM

DRAFT

**PLYMOUTH & WHITEMARSH TOWNSHIPS
HISTORICAL ARCHITECTURAL REVIEW BOARD
MINUTES – July 10, 2024**

The following HARB members were present: Karen Coyne, John Von Essen, Estelle Ronderos, Kenneth Parsons, and Robert Sztubinski, Director of Building & Codes. Also in attendance for Whitmarsh:, Charlie Guttenplan, Director of Planning and Zoning and Samantha Zrillo, Township Planner. In attendance for Plymouth: Aaron Nelson, Plymouth Council liaison.

1. CALL TO ORDER

The meeting was called to order by Vice Chair Parsons at 8:02 AM.

2. ANNOUNCEMENTS & CORRESPONDENCE (none)

3. APPROVAL OF MINUTES

- June 14, 2023
- February 14, 2024
- May 8, 2024
- June 12, 2024

On a motion by Ms. Ronderos, seconded by Ms. Coyne, the June 14, 2023, February 14, 2024, May 8, 2024, and June 12, 2024 meeting minutes were tabled because there was not a quorum for those meetings present at the July 10, 2024 meeting.

4. OLD BUSINESS (none)

5. NEW BUSINESS

- 101 Black Walnut Lane (WT) – Siding Replacement
- 117 Black Walnut Lane (WT) – Roof and Gutter Replacement

Mr. Guttenplan then gave a brief overview of the projects, noting the color descriptions in the meeting packet. No applicants were present. After a short discussion of the packet materials, Ms. Ronderos made a motion to recommend the Board of Supervisors approve a Certificate of Appropriateness for the siding at 101 Black Walnut. The motion was seconded by Mr. Parsons. Motion carried unanimously. Ms. Coyne then made a motion to recommend the Board of Supervisors approve a Certificate of Appropriateness for the roof and gutter replacement at 117 Black Walnut. The motion was seconded by Ms. Ronderos. Motion carried unanimously. Mr. Guttenplan explained that the Board of Supervisors meet next on July 11; that is when the Certificates of Appropriateness will be considered.

- Discussion of Administrative Reviews of Certain Minor Applications

Mr. Guttenplan started by saying he did not want to have a detailed discussion of this issue without more members present. He continued to explain that there is a clause in the Historic District that allows administrative review to determine for an application that may not need to appear in front of the Board due to the nature of the application (i.e.—roof replacement on a 20-year old house). The next step would be to reach out to Megan McNish of PHMC to get input and sample guidelines for when administrative reviews might be appropriate.

Mr. Parsons inquired about the status of redistricting. Mr. Guttenplan said that it is still being considered, but that is a long-term project and this can be done sooner.

Mr. Parsons asked if it will impact current guidelines. Mr. Guttenplan said no.

Public comment: Sydelle Zove

Ms. Zove asked if the change to administrative review will have to be considered by the Board of Supervisors. Mr. Guttenplan said yes. Ms. Zove expressed concern over how the word “historical” is defined and has been used by HARB.

Mr. Guttenplan explained that the change would not impact the boundaries of the Historic District or eliminate the HARB review. Applications would be reviewed by Staff, and if necessary, the application would be heard by HARB and go to the BOS.

Mr. Sztubinski and Mr. Guttenplan noted Staff would err on the side of caution and only “commonplace” applications would be exempt from HARB review.

6. PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY)

Public in attendance: Sydelle Zove

Ms. Zove asked if the Township has had follow-up conversations about becoming a Certified Local Government. There are benefits to becoming a CLG, including the ability to apply for certain grants. Mr. Guttenplan said there have not been recent conversations, but the Township has not abandoned the idea. Ms. Zove proposed for HARB to consider placing this as an agenda item. Mr. Guttenplan said it can be discussed with Staff and the Board.

There was a discussion about Abolition Hall and the steering committee. Mr. Guttenplan announced that the first steering committee is at the end of July.

7. HARB MEMBER COMMENTS (none)

8. ADJOURNMENT

Mr. Von Essen made a motion to adjourn the meeting. Ms. Coyne seconded. Motion passed unanimously. Meeting adjourned at 8:27 AM.

NEXT MEETING
August 14, 2024, 8:00 AM

**PLYMOUTH & WHITEMARSH TOWNSHIPS
HISTORICAL ARCHITECTURAL REVIEW BOARD
MINUTES – September 11, 2024**

The following HARB members were present: Jerry Rafter, John Von Essen, Estelle Ronderos, Kenneth Parsons, Tom Higgins and Robert Sztubinski, Director of Building & Codes. Also in attendance for Whitemarsh:, Charlie Guttenplan, Director of Planning and Zoning and Samantha Zrillo, Township Planner. In attendance for Plymouth: Aaron Nelson, Plymouth Council liaison.

1. CALL TO ORDER

The meeting was called to order by Chair Rafter at 8:02 AM.

2. ANNOUNCEMENTS & CORRESPONDENCE (none)

3. APPROVAL OF MINUTES

- June 14, 2023
- February 14, 2024
- May 8, 2024
- June 12, 2024
- July 10, 2024

Action on all of the meeting minutes was tabled because HARB member Ms. Coyne is needed to complete the quorum needed to take action on them and was not present.

4. OLD BUSINESS (none)

5. NEW BUSINESS

- **125 Black Walnut Lane (WT) – Roof and Gutter Replacement**

No applicant was present. HARB members had no questions. Mr. Von Essen made a motion to recommend the Board of Supervisors approve a Certificate of Appropriateness, seconded by Ms. Ronderos. Motion carried unanimously.

- **114 Black Walnut Lane (WT) – Roof and Gutter Replacement**

No applicant was present. HARB members had no questions. Ms. Ronderos made a motion to recommend the Board of Supervisors approve a Certificate of Appropriateness, seconded by Mr. Higgins. Motion carried unanimously.

- **105 Black Walnut Lane (WT) – Fence Replacement**

Property owner Matt Clark was present. He explained that he was proposing to replace the fence around the trash cans and potting materials; wooden fence had been installed approximately 15 years ago by former owner. He is replacing it with vinyl fence, almond color, same configuration. HARB members had no questions. Mr. Higgins made a motion to recommend the Board of Supervisors approve a Certificate of Appropriateness, seconded by Ms. Ronderos. Motion carried unanimously. Mr. Guttenplan explained that the Board of Supervisors meet next on September 12; that is when the Certificates of Appropriateness will be considered. Mr. Guttenplan assured Mr. Clark that his fence company's anticipated installation date of September 25th should not be a problem.

- **115 Black Walnut Lane (WT) – Roof Replacement**

No applicant was present. HARB members had no questions. Ms. Ronderos made a motion to recommend the Board of Supervisors approve a Certificate of Appropriateness, seconded by Mr. Higgins. Motion carried unanimously.

- **Discussion of Administrative Reviews of Certain Minor Applications**

Mr. Guttenplan pointed out that he was hoping to get a general consensus on direction for this and then draft an ordinance amendment that would permit administrative reviews, to bring back for HARB review and approval. He mentioned Gettysburg's ordinance which Megan McNish of PHMC provided as an example and also provided another example from Harrisburg. He also discussed the distinction of 'contributing' and 'non-contributing' buildings which seems to be used to distinguish between applications that do or don't have to come to HARB for review before obtaining a Certificate of Appropriateness. Definitions for these terms would need to be developed. Mr. Higgins raised the issue of a building's age as a criteria which is arbitrary; Mr. Parsons suggested that buildings younger or older could be. architecturally or otherwise historically significant, such as some 1950's or 1960's buildings. This issue would also have to be addressed in definitions of terms in an ordinance amendment. HARB members present agreed to wait for a draft ordinance amendment addressing administrative reviews to review and discuss. Once an amendment would be agreed upon, it would be brought to the Board of Supervisors for consideration as an amendment to our current Historic District Ordinance.

6. PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY) (none; no one in attendance)

7. HARB MEMBER COMMENTS

Mr. Parsons reported that he had attended the first meeting of the Abolition Hall Steering Committee and made the Committee aware that HARB should be involved in discussions and decisions about this property going forward. He plans to continue to attend the meetings; next meeting is on September 30th. He also mentioned that the contact person/chair of the Committee is former Board of Supervisor Laura Boyle Nester.

Mr. Guttenplan mentioned that another HARB he is a member of, requires the applicant or a representative (contractor, etc.) that is able to respond to questions about an application, attend the HARB meeting when the application is discussed. If not, the application would be tabled to the following month. HARB members present agreed that we should start to do that; staff will so inform applicants from now on.

8. ADJOURNMENT

Ms Ronderos made a motion to adjourn the meeting. Mt. Parsons seconded. Motion passed unanimously. Meeting adjourned at 8:23 AM.

The next (October) meeting will be held at the former site of the Plymouth Meeting Historical Society (2130 Sierra Rd., Plymouth Meeting), if it's available and in safe condition,. Mr. Nelson will check with the owner and let us know. The meeting would also be at 8 AM.

NEXT MEETING
October 9, 2024, 8:00 AM

**WHITEMARSH TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA**

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF WHITEMARSH TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA, AMENDING PART 1, CHAPTER 10 - "HISTORIC DISTRICT" OF THE CODE OF ORDINANCES OF WHITEMARSH TOWNSHIP TO ADD CERTAIN DEFINITIONS AND TO REVISE THE PROCEDURE GOVERNING ADMINISTRATIVE REVIEWS UNDER CERTAIN CIRCUMSTANCES IN THE HISTORIC DISTRICT; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors of Whitemarsh Township has enacted the Code of Ordinances of Whitemarsh Township which contains, *inter alia*, provisions governing development in the Historic District; and

WHEREAS, the Board of Supervisors desires to add certain necessary definitions and clarify the procedure for administrative reviews for certain applications in the Historic District which would not require the issuance of a certificate of appropriateness from the Board of Supervisors prior to the issuance of a building permit; and

WHEREAS, the Board of Supervisors has determined that the proposed revisions to the Historic District provisions are in the best interest of the health, safety, and general welfare of the residents of Whitemarsh Township;

NOW, THEREFORE, be it, and it is hereby **ORDAINED** by the Board of Supervisors of Whitemarsh Township, Montgomery County, Pennsylvania, and it is hereby **ENACTED** and **ORDAINED** by authority of same as follows:

I. Section 10-3 of the Code of Ordinances of Whitemarsh Township, entitled, "Definitions," is amended to add the following definitions in appropriate alphabetical order:

"CONTRIBUTING BUILDING/STRUCTURE

A building or structure that is generally consistent with or from the general period of the Historic District and/or is of the typical style(s) of buildings or structures in the District, and which helps define the character of the District."

"NONCONTRIBUTING BUILDING/STRUCTURE

A building or structure that does not meet the criteria for being a 'Contributing Building/Structure'."

"MINOR PROJECT

A project that does not result in a change in the exterior appearance of a building, such as but not limited to replacing damaged materials with like replacements, or replacing a roof with like materials on a noncontributing building or structure, or repainting a building or structure with the same historically approved color as it is currently painted, provided all such replacements conform to the approved Design Guidelines for the Historic District."

"MINOR SIGN CHANGE

A change in wording of a sign that does not affect color, style of lettering, symbols, shape, size, lighting or suspension; or relocation of a sign that will not affect the historical character of a building or streetscape, as determined by the Code Enforcement Officer."

II. Section 10-9 of the Code of Ordinances of Whitemarsh Township, entitled, "Application review process," Subsection A.(1) is amended to read as follows:

"The Building Inspector shall determine whether the work proposed in an application needs to be forwarded to HARB for review and recommendation for a Certificate of Appropriateness, along with the application and all associated plans and supporting documentation. The Building Inspector may permit administrative review and approval of an application without referring it to HARB for an application for a 'minor sign change' or 'minor project', as each is defined herein. The Building Inspector shall also permit staff approval for emergency repairs necessary to maintain the integrity of a building or structure and/or keep such building or structure weatherproof, as long as such emergency repair does not alter the original or current exterior appearance of the building or structure. Such emergency repair shall be temporary and removable if such is eligible for HARB review, which should occur at the next regularly scheduled meeting. Additionally, at the Building Inspector's discretion, any application deemed to have historic implications, may be referred to HARB for review and recommendation for a Certificate of Appropriateness. Provided, however, except for minor sign changes, minor projects, or emergency repairs not requiring further HARB review, all applications for a Contributing Building/Structure shall be referred to HARB for review and recommendation for a Certificate of Appropriateness and shall not qualify for administrative review and approval. All applications, whether reviewed administratively or by HARB, shall conform to the approved Design Guidelines for the Historic District. The Building Inspector or other designated staff shall report all projects that have been reviewed administratively to HARB at their next regularly scheduled meeting."

III. All ordinances or parts thereof inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency.

IV. The provisions of this Ordinance are declared to be severable. If any provision of this Ordinance is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Ordinance or on the provisions of the Code of Ordinances of Whitemarsh Township.

V. This Ordinance shall go into effect at the earliest date permitted by the Whitemarsh Township Charter.

ENACTED and **ORDAINED** this _____ day of _____, 202_.

ATTEST:

BOARD OF SUPERVISORS OF WHITEMARSH TOWNSHIP

Craig T. McAnally, Manager

By: _____
_____, Chair

CURRENT ORDINANCE LANGUAGE
WHITEMARSH TOWNSHIP HISTORIC DISTRICT
SECTION 10-9 A.(1)

§ 10-9 A. (1) The Building Inspector shall determine whether the work proposed needs to be forwarded to HARB staff for administrative approval review. If not, he shall forward copies of the completed application for a building permit together with copies of any plot plan and building plans and specifications filed by the applicant to HARB.