# WESTTOWN TOWNSHIP HISTORICAL COMMISSION MEETING AGENDA

Tuesday, February 13, 2024 7:00 pm

# Stokes Assembly Hall – Township Administration Building 1039 Wilmington Pike, West Chester

For general inquiries or questions about any of the items on this agenda, please contact the Township office either by phone (610) 692-1930 or via e-mail at <a href="mailto:administration@westtown.org">administration@westtown.org</a>.

#### Call to Order

#### Adoption of Agenda

#### **Election of Officers**

Nomination for Commission Chairman Nomination for Commission Vice-Chairman Nomination for Commission Secretary

#### Approval of Minutes – December 12, 2023

#### Public Comment - Non-Agenda Items

#### Old Business

#### **New Business**

#### 1. Board Attendance

Review draft attendance schedule for compatibility with availability.

#### 2. Joint Board and HC Meeting

Propose potential meeting dates and finalize a list of items for the joint meeting with the Board.

#### 3. Historic Markers

Discuss whether the criteria for identifying future marker placement is needed.

#### 4. History Lectures 2024

Discuss potential topics and finalize dates for history lectures in 2024.

#### 5. Article - Westtown Gazette

Finalize article for the next issue of Westtown Gazette.

#### 6. Permit Application – 590 S Chester Road

The applicant has submitted a permit application for exterior improvements at 590 S Chester Road, including a house addition and a 3-car garage. Historical Commission will discuss a need to document and photograph the property prior to commencement of any work.

#### 7. Permit Application – 1191 Shady Grove Way

The applicant has submitted a permit application for exterior modifications to add dormers to one side of the roof. Historical Commission will discuss a need to document and photograph the property prior to commencement of any work.

#### 8. Resolution - America250

Chester County has requested an endorsement of the resolution by the Westtown Board of Supervisors in support of the America250PA and its mission. Historical Commission's feedback is requested.

## Public Comment - All Topics

#### <u>Announcements</u>

#### <u>Adjournment</u>

Next HC meeting: March 12, 2024 @ 7:00 PM HC Representative at next Board of Supervisors meeting:

- Monday March 4, 2024 @ 7:30 pm - TBD

#### How to Engage in the Public Comment Sections of a Township Meeting

Public Comment is heard at three (3) different points during the meeting:

- 1. BEFORE OLD BUSINESS The public is permitted to make public comment on any matter not on the agenda. This comment period is subject to the time constraint in (d) below
- 2. PRIOR TO any action on a motion on an Agenda item. Public Comment at this stage is limited to the item under discussion (e.g. it is not appropriate to initiate a discussion on police services if the body is acting upon a sewer issue).
- 3. AFTER NEW BUSINESS. Public Comment is open to any legitimate item of business which can be considered by that Township Board/Commission (e.g. Planning Commission can discuss issues having to do with plan reviews, but cannot discuss why the Township does not plow your street sooner. Supervisors can discuss nearly every issue).

## How to make a comment to any Township Board/Commission:

- a. The Chair will announce that the Board/Commission will now hear public comment, either on a specific issue or generally.
- b. You must then obtain recognition from the Chair prior to speaking.
- c. Once you have the floor, state your name and address for the record.
- d. You may then make your comment or ask your question. You will have three (3) minutes to make your statement, unless the Chair has announced otherwise, so please come prepared!

NOTES:				