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**FEBRUARY 5, 2019**  
**CITY OF OCEAN CITY**  
**HISTORIC PRESERVATION COMMISSION**  
**REGULAR MEETING MINUTES**

**CALL TO ORDER** – The meeting was called to order at 6:00 PM in Council Chambers on the third floor of City Hall at 861 Asbury Avenue.

**OPEN PUBLIC MEETINGS ANNOUNCEMENT** – Adequate notice of this meeting was given pursuant to Public Law 1975, Chapter 231, also known as the Open Public Meetings Act.

**FLAG SALUTE** – Everyone was asked to rise for the flag salute.

**ROLL CALL**

<b>Name</b>	<b>Title</b>	<b>Present</b>	<b>Absent</b>
Vacant	Alternate II	-	-
Mr. Dean Chorin	Alternate I	Present	
Mr. Ken Cooper	Vice Chairperson	Present	
Mr. Jeffrey Frost	Commissioner		Absent
Mr. John Loeper	Chairperson	Present	
Mr. Nicholas Marotta	Commissioner	Present	
Mrs. Susan Matthews	Commissioner	Present	
Mrs. Marian Talese	Commissioner		Absent
Mr. Robert Williams	Commissioner	Present	

Jessica M. Fenton was Secretary for the Commission. Mr. Michael Allegretto, Director of Community Services, and Mr. Doug Bergen, Public Information Officer, were also in attendance.

**ADOPTION OF MINUTES** – The minutes from the December 4, 2018 meeting were unanimously approved by all present members eligible to vote.

**NEW BUSINESS**

• **Reorganization**

- Chair: John Loeper; Vice-Chair: Ken Cooper; Commission Solicitor: Mark Stein; Commission Architect: Michael Calafati; Commission Secretary: Jessica Fenton; Official Newspaper: Sentinel, Secondary: The Press; Permit Review Subcommittee: Dean Chorin, Nick Marotta, Robert Williams (Alternate I), Susan Matthews (Alternate II).

## OLD/OTHER BUSINESS

- Recognition Plaques
  - Mrs. Matthews indicated that she had made some edits to the Justification for Recognition guideline document – she was asked to send the revisions to Mrs. Fenton for distribution and review. No members completed guideline document and/or a draft application using said document. Mr. Loeper clarified that the Justification for Recognition form is merely a guideline worksheet for the drafting of a nomination report for local historic designation. Mr. Loeper had a sample report which he asked Mrs. Fenton to make copies of and distribute to members.
    - Mr. Loeper suggested the Commission work on completing a guideline worksheet for one (1) or two (2) properties for nomination at the next meeting.
- Incentives
  - No new updates.
- Brochure
  - Mr. Loeper explained to Mr. Bergen that the Lifesaving Station and Historic Museum have applied for a grant to create two (2) separate brochures. The Commission is interested in creating a third, complementary brochure which would include general history of the City as well as a walking tour. It was suggested that the new survey might provide clearer guidance with regard to what to include in the brochure.
    - Mrs. Matthews suggested a subcommittee be created for the development of a new brochure. Mrs. Matthews, Mr. Williams, and possibly Mrs. Talese, to form said subcommittee. It was also suggested Mrs. Pospiech, a past Commission member, be included in the subcommittee.
    - Mr. Allegretto to inquire with the Cape May County Sheriff's Office regarding possible printing services at the County Correctional Facility, per Mr. Loeper.
- Survey Update
  - Mr. Allegretto indicated that he was advised by the State that the final rough draft is expected to be completed by late February, early March 2019.
- Budget
  - Mr. Allegretto indicated that the budget is being presented on February 28, 2019 and \$150,000.00 was requested for historic district improvements for 2019.
- Grants
  - Mrs. Matthews inquired about the CLG grant and whether any grants have been applied for. Mrs. Matthews was advised no.



- Street Light Design
  - Mrs. Matthews suggested that the Commission move forward with this project, particularly if budgeted another \$150,000.00.
- Mr. Chorin inquired about reconstructing a tabernacle cottage that the public can go into and look around. He suggested the Commission consider this as a future project.
- Mr. Chorin advised the Commission he was contacted by a homeowner inquiring about work being done at 424 Wesley Avenue. Aluminum capping was being installed over top of the crown molding on the exterior of the building and beaded soffit was being put over the wood tongue and groove soffit. Mr. Chorin advised the homeowner that he would discuss with the Commission. The homeowner was also advised to file a complaint with the City.
  - Per Mr. Loeper, Mrs. Fenton to confirm if there is a permit on file, and/or if the proposed even requires a permit. Once Mrs. Fenton gets this information, the Commission will then figure out what it has to do to correct this and/or prevent this from happening in the future.

**PUBLIC COMMENT(S)** – No public comment.

**ADJOURNMENT** – The meeting adjourned at 7:10 PM. Motion to adjourn was made by Mr. Cooper and seconded by Mrs. Marotta. Motion to adjourn was approved unanimously.

The next meeting is Tuesday, March 5, 2019, at 6:00pm, in Council Chambers on the third floor of City Hall at 861 Asbury Avenue.

Adopted: 3/5/19

  
JESSICA M. FENTON  
Recording Secretary