



HISTORIC PRESERVATION COMMISSION REGULAR MEETING MINUTES

Thursday, October 16, 2025 - 7:30 PM

Virtual Webex Meeting

To access information on how to use WebEx to join the meeting, please click on the following link: <https://www.southorange.org/800/WebEx-FAQs>

ORDER OF BUSINESS

Acting Chair Marlowe called the meeting to order at approximately 7:30 pm:

1. Roll Call

Class A Commissioners

Karen Marlowe, Vice Chair

Anina Rossen - **Absent**

Class B Commissioners

Jacob Levine, Chair - **Absent**

Jason Martinek

Julie McCourt

Gretchen Schumann

David Wright - **Absent**

Alternates

Vacant (Class A)

Vacant(Class B)

Summer Jones, Village Council Liaison

William Sullivan, Commission Counsel – **Absent**

Robert Mellinger, Associate Counsel

Ojetti Davis, Recording Secretary

2. Meeting Notice Statement

Acting Chair Marlowe read the following statement:

Adequate notice of this meeting had been provided to the press in accordance with the Open Public Meetings Act, N.J.S.A 10:4-6. In addition, notice of this meeting was posted in Village Hall and on the Village's website, and has been filed in the Office of the Village Clerk. Official action may be taken.

3. Approval of Minutes



- A. Regular meeting held on September 25, 2025:
Mr. Martinek move to approve the minutes of the meeting held on September 25th, seconded by Ms. Marlowe. All members were in favor and none opposed.

4. New Business

- A. Advertisements of openings:
Councilwoman Jones discussed the advertisements for the vacant position. She has pushed it out on the social media platforms and announced it at the Village Council meetings. Also, included the need for members with historical knowledge.

5. Old Business

- A. Library Update:
The groundbreaking has happened and the construction is underway. Councilwoman Jones suggested removing the library update until the next layer is started. Also, mentioned the library is still looking to fundraise for some of the cost and Mayor Collum is hosting a fundraiser event on her birthday and the funds will go to the library.
- B. Tracking Montrose homes and creation of a schedule:
Acting Chair Marlowe mentioned Commissioner Rossen is working on the spreadsheet to track the designations. The board discussed the process on managing the hearings on the number of homes to be designated per meeting, sending a memo to the Village Council as to why the homes should be designated and hearing requirements.

Councilwoman Jones will check with the Council about the capacity to introduce ten properties a month for designation and will give an update at the next meeting. Mr. Mellinger will follow up with Mr. Sullivan and send out a breakdown of the exact process that will be needed for the designations.

Commissioner Schumann suggested placing an article in the Gaslight when homes are designated to maybe help get others interested in the process.

- C. Survey request for Prospect Street District (Commissioner Wright & Councilwoman Jones):

Councilwoman Jones had not spoken with Council in regards to the Prospect Street District yet but they will be going into budget season soon and she'll be sure to request funds for the surveying. Acting



Chair Marlowe mentioned that they should keep the focus on Montrose for now and place Prospect on the back burner but could start with identifying the homes in that area.

- D. Discuss JESPY House Milligan Project:
Acting Chair Marlowe shared her screen with the old plans compare to the new plans. The board thought the new plans looked better than the previous plans and agreed the applicant did not need to return for advice.

6. Discussion/Follow Up/Action Items

- A. Village Council Report:
Councilwoman Jones did not have any updates but mentioned a lot of other boards are starting to meet in persons and wanted to know if that is still the wish of this board.

Acting Chair Marlowe mentioned the option of meeting in person and hybrid at the November and asked the board members for their thoughts. The board members thought it would be a great idea and liked the option of the hybrid meetings.

Acting Chair Marlowe asked Ms. Davis to notice the November meeting as in-person/hybrid zoom meeting.

- B. Local landmark self-designation letters
- Review letters that came in and talk about the November meeting process: There was no additional discussion.

7. Subcommittee Updates

There were no reports.

8. Public Comments

There were no questions or comments from the public.

9. Next Meeting Date

- A. Thursday, November 20, 2025 at 7:30 PM

10. Adjournment

There being no further discussion, Mr. Martinek moved to adjourn the meeting, seconded by Ms. Schumann. Acting Chair Marlowe adjourned the meeting at approximately 8:20 pm.

Respectfully Submitted by,
Ojetti Davis



Recording Secretary