



HISTORIC PRESERVATION COMMISSION REGULAR MEETING Meeting

Thursday, December 18, 2025 - 7:30 PM

(In-Person/Hybrid Meeting)

South Orange Baird Community Center
5 Mead Street - 3rd Floor Meeting Room

Virtual Zoom Meeting

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

ORDER OF BUSINESS

Chair Levine 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

Jason Martinek

Julie McCourt - **Absent**

Gretchen Schumann

David Wright

Alternates

Vacant (Class A)

Vacant(Class B)

Summer Jones, Village Council Liaison

William Sullivan, Commission Counsel

Ojetti Davis, Recording Secretary

2. Meeting Notice Statement

Chair Levine 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 November 20, 2025:
Ms. Marlowe moved to approve the minutes of November 20th,
seconded by Mr. Martinek. All members were in favor and none
opposed.

4. **New Business**

Mr. Levine recused from this case and Ms. Marlowe chaired for this portion of the meeting.

A. **HPC Case# 2025-01 - Alexander & Tessa Brockhoff**

Block 2205 Lot 27

262 Prospect Street

Non-Binding Advice - The applicants are seeking variance relief from the Zoning Board of Adjustment for the purposed reinforcement and expansion of the existing two-car garage:

Daniel Allocca of the firm DJA Architect was sworn and recognized by the board as an expert in architecture. Also, present was the homeowner Alexander Brockhoff.

Mr. Allocca discussed the proposed application that is before the Zoning Board of Adjustment. He entered and described the following exhibits: A1- Photos of existing structures, A2 – exterior of existing garage and A3 – interior of garage, A4 – floor plans that he prepared. He discussed raising the ceiling height of the garage, building materials, roof and gutters. Mr. Allocca mentioned the primary resident will remain unchanged. He felt the new renovations will fit comfortably in the Prospect Historic District.

In response to commissioners' questions, Mr. Allocca discussed increasing the height of the garage and stated the paint for the garage and gutters will match the primary home.

The commissioners were in favor of the project and felt it would not be a negative impact to the character of the Prospect Historic District. Mr. Martinek made a motion to authorize Mr. Sullivan to prepare a letter of recommendation to the Zoning Board of Adjustment and include the comments of the Commissioners, seconded by Ms. Schumann. All members were in favor and none opposed.

Mr. Levine resume as the Chair.



5. Old Business

- A. Self- Designation Process:
Mr. Sullivan discussed the next steps in the self-designation process. He mentioned a letter will be sent to the 18 homeowners that self-nominated their properties. The letter will inform them of the January meeting where the Commissioners will make a recommendation to the Village Council of the properties to be designated as local landmarks based on the contributing property criteria. Also, discussed the spreadsheet that describes the characteristics of the self-nominated properties. The homeowners' attendance is not required for the meeting.

In addition, the board discussed the proposed steps for the properties that did not self-nominate. Chair Levine mentioned randomly selecting an area to send notices to attend the February meeting. The thought was to start with 10 properties per meeting.

6. Discussion/Follow Up/Action Items

- A. Village Council Report:
Councilwoman Jones mentioned the Village Council reorganization meeting is scheduled for January 6, 2026. There is a possibility that a new Council member liaison will be selected for this board.

7. Subcommittee Updates

- A. Prospect Street Surveying Process:
Mr. Wright reported that he is learning the RFP process by working with the Village's QPA Ellen Malgieri. The commissioners need to figure out scope of service, borders, number of properties, criteria and key contributing properties. Also, need to figure out where the professionals are for these services and what platforms to advertise. He plans to look into other communities that have already gone through this process.

8. Public Comments

Chair Levine opened the meeting for public comment. There were no questions or comments from the public.

9. Next Meeting Date

- A. Thursday, January 15, 2026 at 7:30 PM



10. Adjournment

There being no further discussion, Mr. Martinek moved to adjourn the meeting, seconded by Mr. Wright. Chair Levine adjourned the meeting at approximately 8:15 pm.

Respectfully Submitted by,
Ojetti Davis
Recording Secretary

These minutes are a summary and the actual statements can be found on the video located on the Village's website at the following link:

<https://southorangetwpnj.portal.civicclerk.com/event/3181/media>