



HISTORIC PRESERVATION COMMISSION REGULAR MEETING MINUTES

Thursday, November 20, 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

Class B Commissioners

Jacob Levine, Chair
Jason Martinek
Julie McCourt
Gretchen Schumann - **Absent**
David Wright - **Absent**

Alternates

Vacant (Class A)
Vacant (Class B)

Summer Jones, Village Council Liaison
William Sullivan, Commission Counsel
Ojetti Davis, Recording Secretary – **Absent**
Joycelyn White, Assistant 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 October 16, 2025:
Ms. Rossen moved to approve the minutes for October 16th, seconded by Mr. Martinek. All members were in favor and none opposed.

4. New Business

- A. Resolution establishing 2026 Meeting Dates:
Ms. Marlowe moved to approve the Resolution establishing the 2026 meeting dates, seconded by Ms. Rossen. All members were in favor and none opposed.

5. Old Business

- A. Self- Designation Process:
Mr. Sullivan discussed and reviewed the process on self-designation. He shared the flow chart and discussed potential hearings for the Montrose District, approved ordinance and next steps. Mr. Sullivan will prepare a letter for approval to send to the Village Council at the next meeting.

6. Discussion/Follow Up/Action Items

- A. Village Council Report:
Councilwoman Jones reported that she spoke with the Council members in regards to the number of designation to be approved at once. The Council member would like to review the designations quarterly. The Commissioners agreed with the quarterly review.

7. Subcommittee Updates

- A. Prospect Street Surveying Process:
There was no update.

8. Public Comments

There were no questions or comments from the public.

9. Next Meeting Date

- A. Thursday, December 18, 2025 at 7:30 PM

10. Adjournment



There being no further discussion, Chair Levine adjourned the meeting at approximately 8:10 pm.

Respectfully Submitted by,
Ojetti Davis
Recording Secretary