



HISTORIC PRESERVATION COMMISSION REGULAR MEETING - MINUTES

Thursday, July 16, 2026 - 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 - **Absent**
David Wright

Alternates

Vacant (Class A)
Lynne Crawford(Class B) - **Absent**

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. New Business

There was no new business discussed.

4. Old Business

There was no old business discussed.

5. Discussion/Follow Up/Action Items

A. Village Council Report:

Councilwoman Jones stated Administrator Doran is still going to put out the RFP (Request for Proposals) for the Montrose District to survey properties when needed.

Councilwoman Jones also mentioned she has been working on the website, to make sure all the information is on the Village website page prior to removing the HPC website.

6. Subcommittee Updates

A. Prospect Street Surveying Process:

There was no update as the process is still on hold.

B. Application for review: 257 Warwick Avenue:

Prior to the commissioners discussing the application before them, the commissioners voted to appoint a subcommittee to review minor work applications that are presented to this board. Ms. Marlowe moved to appoint Chair Levine and Mr. Wright to the minor work subcommittee, seconded by Mr. Martinek. All members were in favor and none opposed.

Chair Levine apologized to the applicant for the delay in reviewing the application, explaining that it was the board's first time using the new process for minor work application and the committee had to be formally established before proceeding. Chair Levine made an appointment with the applicant for the subcommittee to review the plans, materials and determine the proposed work is minor.

Mr. Sullivan explained if the subcommittee determines the project qualifies as minor work, he will prepare a letter to the Building Department so the applicant can proceed with obtaining permits.

The subcommittee will provide an update to the full board at an upcoming meeting.



7. Public Comments

There were no questions or comments from the public.

8. Next Meeting Date

A. Thursday, August 20, 2026 at 7:30 p.m.

9. Adjournment

There being no further discussion, Ms. Marlowe moved to adjourn the meeting, seconded by Mr. Wright. Chair Levine adjourned the meeting at approximately 7:40 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://southorangenetwpnj.portal.civicclerk.com/event/3420/media>