

**MINUTES
BUSINESS MEETING
NEW CASTLE COUNTY HISTORIC REVIEW BOARD
DEPARTMENT OF LAND USE - NEW CASTLE ROOM
87 READS WAY, NEW CASTLE, DELAWARE
March 5, 2019
5:00 P.M.**

The Business Meeting of the Historic Review Board of New Castle County was held on Tuesday, March 5, 2019 in the New Castle room of the Government Center Building, 87 Reads Way, Corporate Commons in New Castle, DE.

The meeting was called to order by Chairperson Barbara Benson at [5:06 p.m.]

The following Board members were present:

Dr. Barbara Benson
John Davis
Steven Johns
John Brook
Barbara Silber
Karen Anderson

The following Board members were absent:

Rafael Zahralddin

Planning Board Attorney, Department of Law

Collen Norris

The following Department of Land Use employees were present at the meeting:

Elizabeth Caufield
Christopher Jackson
Matthew Rogers

The following members of the public were in attendance:

None.

MINUTES / TRANSCRIPTS

January 22, 2019 Public Hearing Transcripts

On a motion by Mr. Brook seconded by Mr. Davis, the New Castle County Historic Review Board voted unanimously to approve the January 22, 2019 Public Hearing transcripts.

January 22, 2019 Special Business Meeting Transcripts

On a motion made by Mr. Brook and seconded by Ms. Silber, the New Castle County Historic Review Board voted unanimously to approve the January 22, 2019 Special Business Meeting transcripts.

February 5, 2019 Business Meeting Minutes

On a motion made by Mr. Brook and seconded by Mr. Johns, the New Castle County Historic Review Board voted unanimously to approve the February 5, 2019 Business Meeting minutes.

DEFERRALS

None.

BOARD BUSINESS

Demolition of Fenton Barn, Brandywine Creek State Park:

Betsy Caufield, Preservation Planner, notified the Board members of a letter received from Raymond Bivens, Director of Parks and Recreation, DNREC regarding the demolition of Fenton Barn in Brandywine State Park due to concerns for life, safety, and welfare issues. Ms. Caufield informed the Board that the Department of Land Use had reached out to Director Bivens and had been in contact with Matthew Chesser from DNREC Parks and Recreation to discuss the Historic Review Board process. Dr. Benson and other Board members indicated that a demolition permit should be filed and that an application come before the Historic Review Board for consideration. Ms. Caufield indicated that the Department will keep the Historic Review Board apprised of any progress made on discussions of the demolition.

Annual Review of the Rules of Procedure of the Historic Review Board:

Collen Norris, Esquire, Attorney to the Historic Review Board commented that New Castle County Code requires that the Rules of Procedure for each Board be reviewed annually in order to consider any amendments or inconsistencies with New Castle County Code. Mr. Brook commented that the Historic Review Board revised the rules in 2015 and that the Rules of Procedure appear to have been working well for the Board.

The Board members discussed the potential of revising the Rules of Procedure to include the Historic Preservation Planner as a non-voting member. After further discussion regarding meeting structure, the role of the Historic Preservation Planner, and background information, the Historic Review Board recommended that Ms. Norris put together language detailing reports for each application to be provided by the Historic Preservation Planner and their potential content. Such language would be reviewed at later business meeting.

Roberts Rules:

The Historic Review Board discussed the use of Roberts Rules during public meetings.

COMMENTS FROM THE PUBLIC

None.

ADJOURNMENT

The Board voted to adjourn the meeting at 6:19 p.m.

ATTEST:



Richard E. Hall, AICP
General Manager
Department of Land Use



Dr. Barbara Benson
Chairperson
Historic Review Board