

**West Whiteland Township
Historical Commission Agenda
June 11, 2018**

6:30 PM **Work Session**

Review Scope of Work for revising the book, "A History of West Whiteland", and the historic resource map, for funding requests.

7:00: PM **Business Meeting**

- I. Call to Order
- II. Public Comment
- III. Old Business

 There is no Old Business
- IV. New Business

 There is no New Business
- V. Approval of Minutes for May 14, 2018 and Treasurer's Report for May 31, 2018
 - Consideration of Robert Swayne Bequest – Fund 16
- VI. Historical Commission Concerns
 - A. Township update – Justin Smiley
 - B. Plan for presentation to Board of Supervisors for support of Vision Partnership Grant
 - C. Summer student volunteer program
 - D. Initial considerations for 2018 Historic Preservation Awards
- VII. Adjournment

Next Meeting: Monday, July 9, 2018

RE: West Whiteland Township
Historic Sites Update Survey
Proposed Scope of Work

Project Background:

In 1982 West Whiteland Township completed the Chester County Historic Sites Survey, part of a national effort to identify all historic resources in the United States at least 50-years old (i.e. constructed before 1930). Approximately two hundred historic resources were discovered and recorded in West Whiteland Township (1979-1981). The results of the 1982 survey serve as the basis for the West Whiteland Historic Resources Map, which identifies the location and classification of the officially recognized historic resources located in the Township. Per Section 325-84 of the West Whiteland Zoning Ordinance, historic resources identified on the Historic Resources Map are subject to the review of the West Whiteland Township Historical Commission. Section 325-83 of the Zoning Ordinance defines the classifications of historic resources listed in the Historic Resources Map as follows:

1. **Class I:**
 - a. Certified historic structures.
 - b. Contributing resources, i.e., buildings, sites, structures and objects filed as such with the National Register of Historic Places.
 - c. Buildings, sites, structures, objects and districts which have received a determination of eligibility (DOE) for listing on the National Register of Historic Places.
2. **Class II:** Buildings, sites, structures, objects and districts not meeting National Register criteria, but determined to be of historical or architectural significance to West Whiteland and appropriately documented to that effect by the West Whiteland Historical Commission.
3. **Class III:** Buildings, sites, structures, objects and districts included in the Historic Resources Inventory of the West Whiteland Historical Commission and not included in either Class I or Class II, above.

In 2001, John Milner Associates conducted an update to the 1982 survey which examines the physical condition of the original 209 sites. There were no new historic sites recorded as part of the 2001 survey. The Historic Resource Map (HR Map) has been partially updated since the initial survey, but properties constructed between 1930-1968 have not been recorded as part of any comprehensive survey effort.

In an effort to update their inventory of officially recognized and potentially protected historic sites, West Whiteland Township is soliciting proposals to conduct a survey of historic resources. The consultant shall provide professional services to research, survey, document, and record the township's historic resources. The detailed scope of work is as follows:

Task 1: Survey of Previously Listed Historic Resources

1A.1: Background Research

Make use of existing surveys, reports, and databases and supplement it with limited historical research of local archives to develop an understanding of the historical development of West Whiteland Township. Possible sources may include, but are not limited to, the following:

Scope of Work May 2018 - prioritized

- West Whiteland Township Historic Resources (HR) Map
- Snyder and Wolf, *A History of West Whiteland*, 1982
- Del Sordo, Snyder, Kouter and Wolf, *Historic Resources of West Whiteland Township, Multiple Resource Nomination*, 1982
- John Milner Associates, McCormick, and Taylor & Associates, *Determination of Eligibility Report for Historic Architectural Resources. Exton Bypass Environmental Impact Statement Pennsylvania Legislative Route 1004*, 1983
- John Milner Associates, *West Whiteland Township Historic Resources Survey*, 2001
- Earley, *Images of America: West Whiteland Township*, 2015
- West Whiteland Township Historical Commission archives
- PHMC Cultural Resources Geographic Information System (CRGIS)

1A.2: Survey of Previously Listed Historic Resources

- Visit and photograph all existing historic sites listed in the Township's HR Map (approximately 210 sites). Each site shall be recorded with at least one color digital photograph depicting the primary elevation.
- Class I and II resources should be recorded with additional photographs showing secondary elevations, and any other significant details. Associated outbuildings, objects, and landscape features should also be recorded.
- Images should meet the National Register Photo Policy for size and resolution. Files will be saved in TIFF format and delivered on an archival gold DVD. Photo files will be named using the following convention:
 - Resource Name_West Whiteland Historic Site Number_
Resource
Type_Address_Date_Direction of Photograph_Photo Number.
 - (Ex: Ivy Cottage_205_House225 WLincolnHwy_March2018_001)
- Evaluate and record property specific information for each resource. Information may include but is not limited to: the resource type, property address, construction date, construction materials, architectural style, construction type, and number of stories. Enough information should be collected so that the consultant can make an assessment if the historic resource is appropriately classified. The type of property information collected will be further defined in collaboration with the Township.
- Property information should be recorded on PA SHPO Abbreviated Historic Resource Survey Forms (AHRSF). Properties being considered for Class I status should be recorded using the regular Historic Resource Survey Forms (HRSF) (see Phase 1C.2).
- Identify potential historic districts to be added to the Township's HR Map. Background information collected during Phase 1A.1 should be used to develop historic themes and identify groupings of associated historic resources. Potential historic districts should be photographed with additional images to capture the character of the district. Potential historic districts should be assigned a preliminary classification status to be later confirmed in consultation with the West Whiteland Historical Commission. Potential historic districts should be recorded with regular HRSF.
- Verify demolished historic sites to be reclassified on the Township's HR Map. The date and reasons for demolition (if known) should be recorded to help better understand the threats to historic resources in West Whiteland Township.
- Evaluate condition and appropriateness of Class III properties for possible class elevation or delisting due to loss of historic fabric and identity.
- Create priority list of historic sites to be considered for elevation to Class II or Class I status. New research or information provided since the original 1979-1981 survey may

Scope of Work May 2018 - prioritized

be available allowing resources to be reclassified. Historic resources identified or reassigned as Class I will require additional research and documentation (see Phase 1C.2).

1C.2: Complete Historic Resource Survey Forms for Potential New Class I Resources

- After completion of the Phase 1A and 1B survey, historic resources that have been identified (reclassified resources and newly identified resources) as potentially eligible for Class I status should be documented on PA SHPO Standard Historic Resource Survey Form (HRSF). The list of priority resources should be defined in collaboration with the West Whiteland Historical Commission.
 - The HRSF should follow the 2014 PA SHPO guidance *How to Complete the Pennsylvania Historic Resource Survey Form*. The HRSF should provide enough information so that the PA SHPO can evaluate the eligibility of the resource.
 - The exact number of HRSF forms will be dependent on the results of the field survey, at this time please provide the cost to produce one HRSF.
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1C.4: Public Meetings and Project Presentation

- Attend a kick-off meeting with the West Whiteland Historical Commission and Township to discuss project schedule and expectations.
- Attend a West Whiteland Historical Commission meeting at the midway-point of the project schedule to deliver a progress report.
- Present a summary of the survey findings, and demonstration of the online interactive map to the West Whiteland Historical Commission and Board of Supervisors.

1C. 1: Update written text and Township's HR Map in *A History of West Whiteland*, to reflect the results of the Phase I A and 1B surveys and tasks.

- Newly identified historic sites or historic districts should be added to the book's Appendix and HR Map.
- Historic resources that have been demolished or reclassified should also be updated with supplemental pages following the same format as the original document.

The Following Are Listed In Priority Order As Funding Allows.

Phase 1B: Review of High Priority Unlisted Historic Resources

- Visit and photograph previously unlisted properties, 45-years old minimum, that are considered to have a high probability of being eligible for listing as Class I or Class II historic resources. The consultant will work in consultation with the Historical Commission to develop a list of for survey. The consultant should assume 30 properties will be identified for survey.
- The survey will be conducted with the same methods described under Phase 1A.2.

Task 2: Comprehensive Survey of Remaining Properties 45-years and Older

- 2.1: Conduct a comprehensive survey of all remaining township properties that are at least 45-years old and were not recorded as part of the initial 1979-1981 survey.
- 2.2: Newly identified resources should be assigned a preliminary classification status and historic site number to be later confirmed in consultation with the Historical Commission.
- 2.3: Newly identified resources should be researched, surveyed, photographed and recorded using the same methods described in Phase 1A.

1C.3: Online Database and Interactive Map of West Whiteland Historic Sites

- Map all existing and newly identified historic sites using Esri ArcMap software. Historic sites should be mapped as polygon features to include the current tax parcel boundary of the resource. The information should be organized into a geodatabase that includes the information collected in Phases 1A.2 and 1B.1.
- Create interactive online map depicting the Township's historic sites using the ArcGIS online platform. The interactive online map will serve as a reference for the West Whiteland Historical Commission as well as the general public interested in West Whiteland's history.
 - Provide West Whiteland Township with Esri shapefiles and/or geodatabase with associated metadata to be used in other township planning activities. Hard copies of the updated HR Map and historic resources inventory will also be submitted.