

**West Whiteland Township  
Historical Commission Agenda  
July 9, 2018**

6:30 PM      **Work Session**

Review cost estimate for Scope of Work for revising the book, "A History of West Whiteland", and the historic resource map, and consider 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 June 11, 2018
- 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 report
  - D.     Initial considerations for 2018 Historic Preservation Awards
- VII.   Adjournment

**Next Meeting:      Monday, August 13, 2018**



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West Chester, PA 1938  
610.436.9000  
commonwealthheritagegroup.com

June 26, 2018  
WC-301

Mr. John Weller, AICP  
Director of Planning and Zoning, and  
West Whiteland Township Historical Commission  
222 North Pottstown Pike  
Exton, PA 19341

**RE: West Whiteland Township  
Historic Sites Survey Update  
Proposed Project Budget**

Dear Mr. Weller,

Commonwealth Heritage Group (Commonwealth) was asked to provide a budget for the proposed Historic Sites Survey Update under our existing consultant service agreement with the Township. The following budget is based on the Scope of Work discussed at the May 14<sup>th</sup> Historic Commission meeting.

**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.

**OTHER LOCATIONS** Dexter, MI 517.788.9484 Milwaukee, WI 414.446.4121 Tarboro, NC 252.641.1444 Ogden, UT  
801.394.0013  
Alexandria, VA 703.354.9737 Charlottesville, VA 434.979.1617 Littleton, MA 978.793.2579 Columbus, OH  
614.549.6190

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 documented the physical condition of the original 209 sites as of 2001. 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 wishes to retain a professional consultant to conduct a survey of historic resources. Commonwealth proposes conducting the survey following the methods defined in the Scope of Work provided below:

**Task 1: Survey of Previously Listed Historic Resources**

**1A: 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:

- 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)

**1B: 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 will be recorded with at least one color digital photograph depicting the primary elevation.
- Class I and II resources will be recorded with additional photographs showing secondary elevations, and any other significant details. Associated outbuildings, objects, and landscape features will also be recorded.
- Images will 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 will be collected to make an assessment whether the historic resource is appropriately classified. The type of property information collected will be further defined in collaboration with the Township.
- Property information will be recorded on a PA SHPO Abbreviated Historic Resource Survey Forms (AHRSF) or similar one-page survey form. Properties being considered for Class I status will be recorded using the regular Historic Resource Survey Forms (HRSF) (see Task 1C).
- Identify potential historic districts to be added to the Township's HR Map. Background information collected during Task 1A will be used to develop historic themes and identify groupings of associated historic resources. Potential historic districts will be photographed with additional images to capture the character of the district. Potential historic districts will be assigned a preliminary classification status to be later confirmed in consultation with the West Whiteland Historical Commission. Potential historic districts will 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) will 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 be available allowing resources to be reclassified. Historic resources identified or reassigned as Class I will require additional research and documentation (see Task 1C).
- Observe and identify unlisted historic resources to be recorded and evaluated as part of Task 2 survey.

### **1C: Complete Historic Resource Survey Forms for Potential Class I Resources**

- After completion of the Task 1B survey, existing historic Class II and Class III resources that have been identified as potentially eligible for reclassification as Class I status will be documented on PA SHPO Standard Historic Resource Survey Form (HRSF). The list of priority resources will be defined in collaboration with the West Whiteland Historical Commission.
  - The HRSF will follow the 2014 PA SHPO guidance *How to Complete the Pennsylvania Historic Resource Survey Form*. The HRSF will provide enough information so that the PA SHPO can evaluate the eligibility of the resource.
  - The HRSF will present relevant research and context development to support the National Register eligibility of the resource.
  - The exact number of HRSF forms will be dependent on the results of the field survey, **(at this time the cost to produce one HRSF is outlined under Budget item, Task 1C)**.

### **1D: 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 anticipated activity for the Task 2 survey to the West Whiteland Historical Commission and Board of Supervisors.

**1E: Update written text and Township's HR Map in *A History of West Whiteland*, to reflect the results of the surveys and tasks completed under Tasks 1A and 1B**

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

**Task 2: Survey of High Priority Historic Resources Not Currently Listed**

**2A: Review of High Priority Unlisted Historic Resources**

- Commonwealth will work in consultation with the Historical Commission to develop a list of for survey. Commonwealth will assume 30 properties will be identified for survey.
- 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.
- High priority resources will be researched, surveyed, photographed and recorded using the same methods described under Task 1B.

**2B: Complete Historic Resource Survey Forms for Potential New Class I Resources**

- After completion of the Task 2A survey, previously unlisted resources (45-years or older) that have been identified as potentially eligible for Class I status will be documented on PA SHPO Standard Historic Resource Survey Form (HRSF) or similar one-page survey form. The list of priority resources will be defined in collaboration with the West Whiteland Historical Commission.
  - The HRSF will follow the 2014 PA SHPO guidance *How to Complete the Pennsylvania Historic Resource Survey Form*. The HRSF will provide enough information so that the PA SHPO can evaluate the eligibility of the resource.
  - The HRSF will present relevant research and context development to support the National Register eligibility of the resource.
  - The exact number of HRSF forms will be dependent on the results of the field survey, (**at this time the cost to produce one HRSF is outlined under Budget item, Task 1C**).

**2C: Update written text and Township's HR Map in *A History of West Whiteland*, to reflect the results of the surveys and tasks completed under Tasks 2A and 2B.**

- Newly identified historic sites or historic districts will be added to the book's Appendix and HR Map.
- Updated text for existing and newly identified resources or districts will be added to the book's Appendix.

**Task 3: Comprehensive Survey of Remaining Properties 45-years and Older**

**3A: 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 (constructed between 1935-1973)**

- Newly identified resources will be assigned a preliminary classification status and historic site number to be later confirmed in consultation with the Historical Commission.

- Newly identified resources will be researched, surveyed, photographed and recorded using the same methods described in Task 1B.

### **3B: Complete Historic Resource Survey Forms for Potential New Class I Resources**

- After completion of the Task 3A survey, previously unlisted resources (45-years or older) that have been identified as potentially eligible for Class I status will be documented on PA SHPO Standard Historic Resource Survey Form (HRSF). The list of priority resources will be defined in collaboration with the West Whiteland Historical Commission.
  - The HRSF will follow the 2014 PA SHPO guidance *How to Complete the Pennsylvania Historic Resource Survey Form*. The HRSF will provide enough information so that the PA SHPO can evaluate the eligibility of the resource.
  - The HRSF will present relevant research and context development to support the National Register 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)**.

### **3C: Update written text and Township's HR Map in *A History of West Whiteland*, to reflect the results of the surveys and tasks completed under Tasks 3A and 3B**

- Newly identified Class I and Class II historic sites or historic districts will be added to the book's Appendix and HR Map.
- Updated text for newly identified resources or districts will be added to the book's Appendix.

### **Task 4: Create Online Database and Interactive Map of Historic Sites**

#### **4A: Create an online database and interactive map of West Whiteland Township's existing and newly identified listed historic sites**

- Map all existing and newly identified listed historic sites using Esri ArcMap software.
- Historic sites will be mapped as polygon features to include the current tax parcel boundary of the resource.
- The information will be organized into a geodatabase that includes the information collected in Tasks 1B, 2A and 3A .
- 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.

**Project Budget Proposal:**

**Task 1: *Survey of Previously Listed Historic Resources:*** \$30,150

- Conduct background research including previous surveys, National Register nominations, local township histories, and PA SHPO online CRGIS database.
- Survey and photograph 210 existing historic resources.
- Evaluate and record existing historic resources with one-page survey forms.
- Observe and identify unlisted historic resources to be recorded and evaluated as part of Task 2.
- Prepare updated Appendix and Historic Resources Map for new, altered, or demolished historic resources and districts.
- Attend three public meetings to report on progress and findings of the survey.

List of Assumptions:

- No more than 210 properties will be surveyed as part of Task 1.
- The Appendix and Historic Resources Map in the booklet *A History of West Whiteland* will be updated after Task 1C is completed.

**Task 1C: *Historic Resource Survey Form (1 HRSF):*** \$3,700 (not included in cost of Task 1)

- Conduct archival background research to support National Register eligibility discussion of the historic resource.
- Complete HRSF in accordance to written and graphic standards of the 2014 PA SHPO guidance *How to Complete the Pennsylvania Historic Resource Survey Form*.

List of Assumptions:

- The exact number of HRSF will be defined in collaboration with the Historical Commission.
- The price of individual forms will decrease if multiple forms are completed at the same time.

**Task 2: *Survey of High Priority Historic Resources:*** \$9,150

- Survey and photograph approximately 30 previously unlisted historic sites identified during Task 1.
- Evaluate and record historic resources on one-page survey form.
- Prepare updated Appendix and Historic Resources Map for newly identified properties.

List of Assumptions:

- Task 2 will be completed immediately following Task 1.
- No more than 30 properties will be surveyed as part of Task 2.
- The Appendix and Historic Resources Map in the booklet *A History of West Whiteland* will be updated after Task 2B is completed

**Task 3: *Survey of Remaining Properties 45-years or older:*** \$12,600

- Survey and photograph approximately 150 remaining properties constructed between 1935-1978.
- Evaluate and record historic resources on one-page survey form.
- Prepare updated Appendix and Historic Resource Map in the booklet *A History of West Whiteland* for newly identified Class II and Class I properties.

List of Assumptions:

- No more than 150 individual properties will be survey as part of Task 3.

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- Groupings of similar resources (ie. suburban neighborhoods) will be collectively recorded with a single survey form. No more than 50 survey forms will be prepared as part of Task 3.
- Only potential Class II and Class I resources will be added to the booklet, *A History of West Whiteland* Appendix and Historic Resources Map.

**Task 4:** Online Database and Interactive Map: \$10,500

- Map all existing and new historic resources sites using Esri ArcMap software.
- Create interactive online map depicting the Township's historic sites using the ArcGIS online platform.

List of Assumptions:

- Survey data collected during Tasks 1, 2, and 3 will be used to generate mapping database.

**Proposed Project Schedule: Task 1 Only**

<b>Week 1:</b>	Project kick-off meeting with West Whiteland Historic Commission
<b>Week 3:</b>	CHG completes data review and field survey begins
<b>Week 8:</b>	CHG completes field survey
<b>Week 12:</b>	Project meeting with West Whiteland Historical Commission. Priority list of historic sites discussed with WWHC.
<b>Week 20:</b>	CHG completes draft HRSF and draft one-page survey forms
<b>Week 22:</b>	CHG completes draft updates to <i>A History of West Whiteland</i> booklet
<b>Week 24:</b>	CHG submits draft HRSF, draft one-page forms, and draft text to <i>A History of West Whiteland</i> to the WWHC
<b>Week 28:</b>	CHG presents survey findings at West Whiteland Historical Commission meeting

Please feel free to contact the office with any comments or questions.

Sincerely,



Candice Myruski, Architectural Historian

cc: Justin Smiley, WWT  
Roberta Eckman, WWT  
Commonwealth file

**WEST WHITELAND TOWNSHIP  
HISTORICAL COMMISSION  
MINUTES  
June 11, 2018**

**MEMBERS PRESENT:** Joshua Anderson, Roberta Eckman, John Kabli, Frank King, Jonathan Martin, Gail McCahon, Joseph McCormick, and Matthew Morley

**TOWNSHIP STAFF:** Justin Smiley, Township Planner  
Phil Yocum, Historic Consultant, Commonwealth Heritage Group  
Candice Myruski, Historic Consultant, Commonwealth Heritage Group

**GUEST:** Theresa Santalucia, Chair, Board of Supervisors

**6:40 Work Session**

**John Kabli, Vice Chair, called the Work Session to order**

**Trimble Mill Inquiry**

Lynn Wilmont, asked to be recognized. She stated she was inquiring about historic site # 215, Trimble Mill at 101 Shoen Road. She said the owner was interested in possible uses and general regulations concerning the property. The owner hoped to establish a residence in the upper floors and use the lowest level for another use.

Bobbie Eckman explained that the property was recognized as a Class I, listed on the National Register. Presently the mill was in a Residential-1 district. Properties in that district followed uses for residential properties as defined in Township code. Because the property was recognized as a historic site, the owner could apply for conditional use that would allow for a variety of uses. She presented materials concerning the mill and the historical structures recognized in the Township. Ms. Eckman said she would email specific information.

Justin Smiley described what the owner would need to do to use the property for purposes other than residential. He suggested the owner develop general plans for use and then schedule a meeting with him or John Weller, Planning and Zoning Officers. They could explain the options and direct the owner in the application processes.

**Scope of Work for Revisions to Historic Structure Survey**

Member discussion followed.

**John Kabli, Vice Chair, called the Meeting to order at 7:09 P.M. and recognized a quorum**

**I. Public Comment**

There was no public comment.

**II. Old Business**

There was no Old Business.

**III. New Business**

There was no New Business.

**IV. Approval of the Meeting Minutes**

**Motion:** To approve the minutes of May 14, 2018

**Vote:** Approved 7-0-1 (Anderson/King) Gail McCahon abstained as she was not present at the meeting

## **VI. Historical Commission Concerns**

### **A. Township Update**

Justin Smiley reported on the May 10, 2018 meeting with Malvern Bank representatives. He shared the preliminary sketch plan that had been presented in the meeting. He explained that the Commission would need to approve a plan; however, consideration of the plan had been removed from the evening's agenda to allow the principals more time for consideration.

Member discussion followed.

### **B. Summer Student Volunteer Program**

Bobbie Eckman explained that Josh Anderson volunteered weekly to assist with various archival work. It was he who suggested a student volunteer program for a few weeks during the summer. The idea was approved and 4 high school student volunteers would assist with archiving work 3 hours on Tuesday afternoons from July 3 to August 14. They would receive a commendation for their work and the Township would provide necessary documentation of their work. She described the types of tasks the students would perform.

Josh Anderson explained how he developed the idea and what he hoped would be accomplished.

### **C. Scope of Work**

Justin Smiley suggested that decisions be made about the scope of work and funding for the revision of the historic survey. Time limits were imposed for the grant application process. He suggested that the Commission prioritize aspects of the project.

Phil Yocum provided details about the likely work a consultant group would perform. He also addressed possible involvement of the Commission.

Discussion followed.

Members approved the prioritization provided by Bobbie Eckman and requested that Mr. Yocum and Mrs. Myruski provide an estimate of cost for the entire project.

### **D. Historic Awards Consideration**

Suggested properties would be considered at the July meeting.

## **VII. ADJOURNMENT:**

**Motion: To adjourn at 8:45 P.M.**

**Vote: Approved 8-0 (Anderson/McCormick)**

Recording Secretary,

Roberta Eckman