



# **East Fallowfield Historical Commission**

## **Unapproved Meeting Minutes**

**April 4, 2018**

2018 Historical Commission Members:

Joe McCormick, Chairman  
Sue Monaghan, Secretary

Arthur DeLeo  
Fred Bissinger

Lee Schlingmann  
Buddy Rhoades

Becca Hunt  
Connie McLaughlin

Chad Peterson

### **I. Call to Order**

- Meeting called to order at 6:35pm

### **II. Meeting attendance**

Joe McCormick, Sue Monaghan, Chad Peterson, and Connie McLaughlin present. Absent: Fred Bissinger, Lee Schlingmann, Becca Hunt, Buddy Rhoades, and Arthur DeLeo. **Quorum was not met.**

### **III. Discussion – Open Issues**

- **As there was not a quorum of members, no official votes were taken during the meeting. There was discussion on several issues which is summarized below.**
  - **2960 Strasburg Road** – renovation of the historic resource and former one-room schoolhouse had been started, but was left incomplete, and the project abandoned. The structure is now in danger of demolition by neglect as it has been left unprotected from the effects of weather and intrusion by vermin or unauthorized entry by trespassers.
    - I. **There has been some work observed at the structure. Vinyl replacement windows have been installed (which do not replicate original windows and would not have been recommended by the EFTHC). Entry doors seem to have been secured, and a general clean-up of the property has been undertaken.**
  - **People’s Hall** – a Class I historic resource which is included in the Ercildoun Thematic District (National Register of Historic Places), built in 1845 by the abolitionist group, East Fallowfield Anti-Slavery Society to hold their meetings, subsequently being home to various groups and meetings in the Township.
    - I. **There are property records of EFT historic resources compiled by Peg Young and Jane Davidson that have been stored in the building. The EFTHC would like to have these records returned to the Township as they have no relationship to the Peoples Hall, and the Township had paid a consultant involved in the preparation and research included in these documents. Joe McCormick will pursue this with the Peoples Hall Board of Trustees.**
    - II. **Fundraising efforts to save the property are ongoing.**
  - **38 Rokeby Road** – Class II resource
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- I. **Lee Schlingmann provided a photograph of the structure indication the extensive renovation work which has commenced.**
- **118 Brandywine Creek Road** – a Class II historic resource included in the Township’s inventory of historic resources, described as a foursquare built approximately 1920, and formerly known as the Elvin House.
  - I. **The EFTHC had previously recommended the issuance of a building permit to add a deck to the rear of the structure. The EFTHC was contacted by the Code Enforcement Officer advising that the owner had decided to construct a patio instead of the previously submitted deck. As the proposed patio made no attachment or alteration to the existing structure, the Code Enforcement Officer was advised that the EFTHC takes no exception to the change to a patio and did not need to review any plans.**
- **Chester County Historic Preservation Network (CCHPN) 2018 Spring**
  1. **Several handouts from the workshop were distributed to the attendees including information on researching historic properties by Jane Davidson (Steps to Researching your Old Building in Chester County), and preservation ordinance design guidelines prepared by CCHPN (Guidelines for Guidelines). Copies of the documents are attached to these minutes.**

**IV. Discussion - New Business**

- **Historic Resource Ordinance**
  - i. **Joe McCormick discussed a conversation he had had with BOS members pertaining to a revision of the EFT Historic Preservation Ordinance. There has been discussion regarding engaging a consultant to prepare a revised ordinance.**
  - ii. **The PHMC is preparing to issue sample ordinance guidelines in April or early May, Joe McCormick suggested that no action be taken until the new guidelines are published to understand what the Commonwealth will be suggesting for preservation ordinances.**
  - iii. **It was requested of the BOS that the EFTHC be included in the decision-making process for revising the ordinance and consultant selection.**
- **The Secretary of the Interior’s Standards for Rehabilitation**
  - i. **Many preservation ordinances, including EFT refer to the Standards as a reference for renovation of historic structures. It was discussed that it would make sense for the EFTHC to acquire a set of standards for reference. Cost is nominal.**
- **NAPC Annual Membership – annual membership fee is due. Meeting attendees felt it should be renewed.**

**V. Adjourn Meeting – meeting adjourned at 7:20pm.**

Respectfully Submitted,

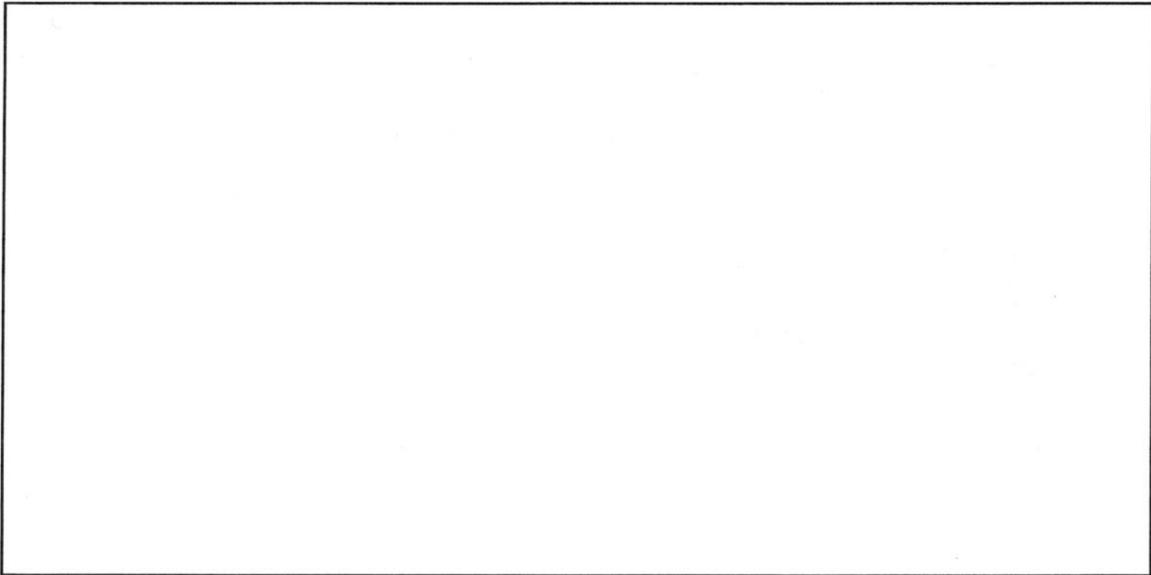
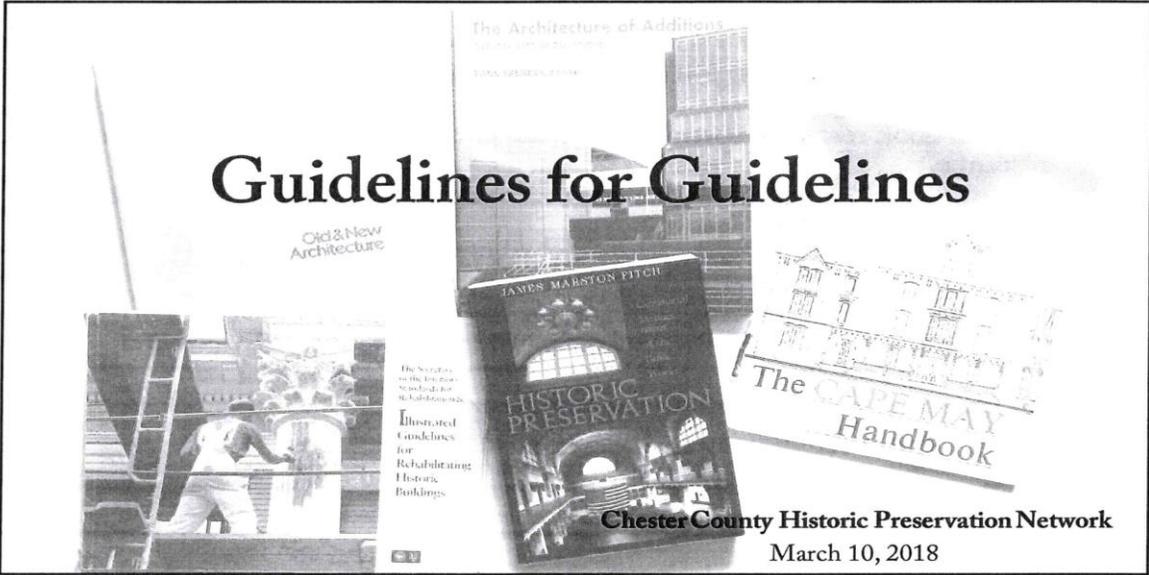


Joe McCormick  
Chairman  
East Fallowfield Historical Commission



Photo by Lee Schlingmann – 03/30/18

## 38 Rokeby Road Renovation



### Things that are not part of design guidelines:

- Pattern book responses based on stylistic continuity with the district or resource.
  - Few districts are completely homogeneous to a particular building type, use, or date of construction.
  - Most resources being reviewed have evolved over time, and building technology certainly has.
- Prescriptive regulations for bulk and lot coverage.
  - Underlying zoning regulations may have to be addressed as a different part of the code.
- An invitation for reviewers to become designers.
  - Guidelines are guidelines, not hard and fast rules.

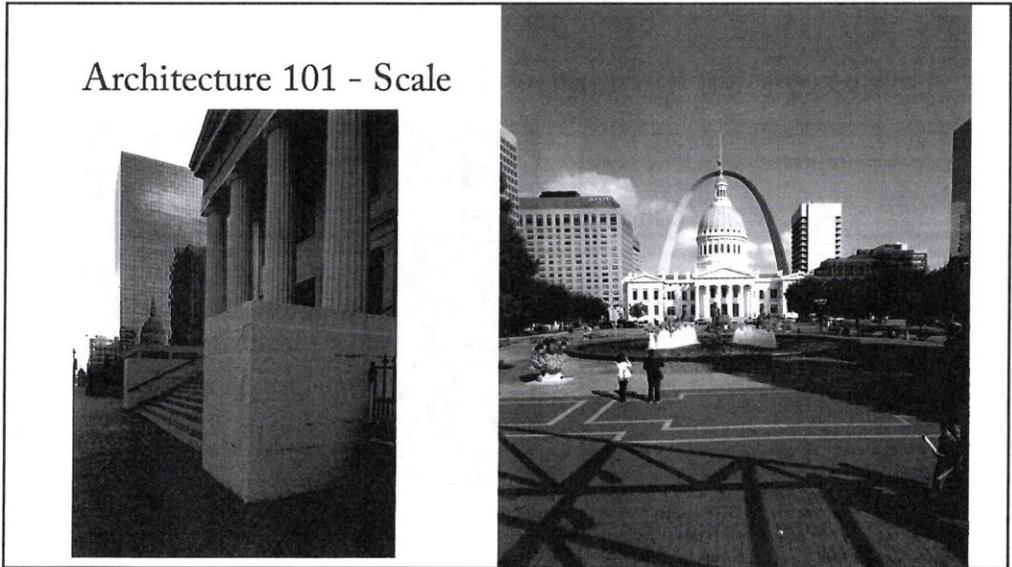
### Things that are part of design guidelines:

- Criteria for the size and shape of interventions in a district or single resource.
  - Statement of design principles based on a layered response to the degree of intervention.
- Criteria for the treatment of historical features and materials.
  - Reference national standards in a way that stays up to date with changes in materials and methods.
- Tool for regulators and designers to understand the rules of engagement for applications.
  - Consistency in reviews
  - A tool for education
  - Protection for the historical integrity of the district or resource.

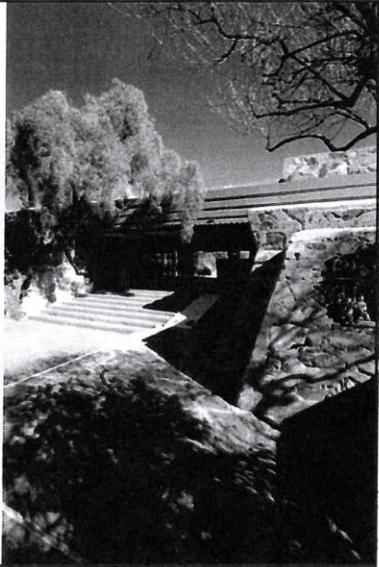
Architecture 101 - Massing



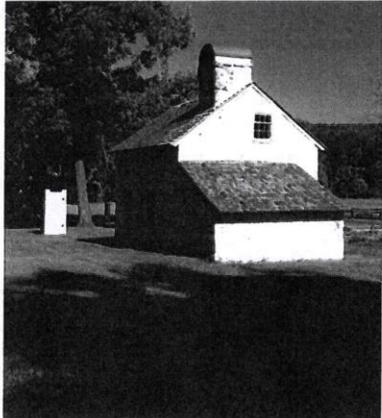
Architecture 101 - Scale



Architecture 101 – Solid and Void



Architecture 101 Texture and Detail



## How to read a building

- Understand the basic architectural qualities of the resource as found.
- Understand how a resource has changed over time.
  - Identify the significance of those changes.
  - Identify the effects of further changes.



## A Layered Approach to Specific Regulation based on Context

- Infill Construction in Certified Historic Districts
- Additions and Alterations in a district
- Additions and Alterations to an isolated resource
- The treatment of specific materials and assemblies in an existing resource



## Sample Table of Contents

### Design Guidelines for Historic Districts and Changes to Individual Resources

1. Statement of Purpose
2. The Secretary of the Interior's Standards for Rehabilitation
3. Applications for New Construction in Historic Districts
4. Applications for Additions or Alterations in Historic Districts
5. Applications for Additions or Alterations for Individual Resources
6. Recommended treatments for existing materials and assemblies
7. Glossary of architectural and construction terminology

## Does one size fit all?

### **YES!**

- The Secretary's Standards have universal application.
- A Conservation Ethic should guide the formulation of specific interpretive guidelines based on the national standards of "Identify, retain, preserve", and "Protect and maintain."
  - Respect the resource, its context, and its place in the moving timescale
  - Be a responsible reviewer, understand basic design principles
  - Provide constructive guidance not tied to a stylistic bias
- Design principles are universal – localization has limited application.
  - Style guides are generally not necessary
  - Glossaries and guidelines for the treatment of specific materials are widely available, not location specific, and should be kept up to date as new products are introduced.

**STEPS TO RESEARCHING YOUR OLD BUILDING IN CHESTER COUNTY**  
(Jane E. Dorchester, 4/1997; revised, 3/2018)

**PLEASE READ THE FOLLOWING INSTRUCTIONS THOROUGHLY BEFORE STARTING YOUR RESEARCH!**

**Please Note:** You will need the following items to do your research:

1. The MUNICIPALITY in which the Property to be researched is located
2. The NAME of the CURRENT Owner of the Property
3. PENCILS (both the Chester County Archives and the Chester County Historical Society have STRICT No Pens Policies)
4. QUARTERS AND DOLLARS (THE RECORDER OF DEEDS OFFICE DOES NOT ACCEPT PERSONAL CHECKS)

These two (2) pieces of Information (as well as the Quarters and Money) will help you to get the next three (3) essential pieces of Information:

1. The TAX PARCEL NUMBER for the Property
2. A PHOTOCOPY of that PORTION of the TAX PARCEL MAP showing the LOCATION of the PROPERTY
3. A PHOTOCOPY of the most CURRENT DEED ON RECORD.

Armed with the Municipality and Ownership Information, and your Pencils and Money, you're ready to start! ALWAYS start at:

1. **TAX ASSESSMENT OFFICE, SUITE 4202, FOURTH FLOOR, 313 W. MARKET STREET, WEST CHESTER, PA. For Directions and Hours of Operation, call 610-344-6105 (Tax Assessment Office).**

A. Take your MUNICIPALITY and OWNER INFORMATION (and Pencils and Money), go to the counter, and ask the assistant there to (please) look up the TAX PARCEL NUMBER for you.

**Please Note:** If you already have a (PHOTO)COPY of the most CURRENT DEED ON RECORD (which, if you are the Current Owner, will be the Deed by which you acquired the Property), go directly to STEP #1C, DO NOT STOP AT STEP #1B; but make note of the Information below because you will need it.

B. Take the TAX PARCEL NUMBER and ENTER it into the \*Computer. You want the following Information off the Computer:

1. OWNER(S) FULL NAME(S) and the Property's STREET ADDRESS, if given
2. The ACREAGE of the Property and DESCRIPTION of ACCESSORIES (farm, pool, tennis court, house[s], etc., and number of such) on the Property
3. The DEED REFERENCE which includes the DEED BOOK and PAGE, and DATE of DEED (sometimes the Date is left out - don't worry about it).

**\*Please Note:** Ask the Assistant to show you how to use the Computer.

C. Go to the Counter and ask to see (please) the TAX PARCEL MAP pertinent to the Property. The TAX PARCEL NUMBER will tell you what MAP you want. All Chester County Tax Parcel Numbers are made up of THREE PARTS:

1. The MUNICIPALITY NUMBER (each Municipality has its own Number, so that all the Tax Parcel Maps for and Tax Parcel Numbers in your Municipality will start with the same Number)
2. The MAP NUMBER
3. The PARCEL NUMBER.

**FOR EXAMPLE:** You might have a TAX PARCEL NUMBER of (MUNICIPALITY)80-(MAP)7-(PARCEL)323.11A. You would then go to the Counter and ask for TAX MAP 80-7 (please). You would then be given that Map, and you would then look for PARCEL NUMBER 323.11A.

**Please Note:** All Tax Parcel Maps have been overlaid onto GIS Maps so that when you are given your Map, there may be other Tax Parcel Maps included - ask the Assistant to point out (please) the boundaries of your Tax Parcel Map.

D. Once you have all the above information, proceed to Step #2.

**STEPS TO RESEARCHING YOUR OLD BUILDING IN CHESTER COUNTY, PAGE 2**

(Jane E. Dorchester, 4/1997; revised, 3/2018)

**2. RECORDER OF DEEDS OFFICE SEARCH LIBRARY, SUITE 3502, THIRD FLOOR, 313 W. MARKET STREET, WEST CHESTER, PA. For Directions and Hours of Operation, call 610-344-6330 (Recorder of Deeds Office).**

**Please Note:** If you already have a (Photo)Copy of the most Current Deed on Record, look at the DEED REFERRAL CLAUSE (towards the End of the Deed, usually), and then continue with STEP #2.

**A.** The deeds that are available at the Recorder of Deeds are all on the COMPUTER now, either as Microfilm or, if they were recorded from 1994 through the present time, as Scanned Images. So. Take the Information you have acquired in the Tax Assessment Office, (and your Pencils and your Money), go to the Counter, and ask the ladies there to help you (please) to do the following:

1. Ascertain whether your DEED is on the COMPUTER as MICROFILM or as a SCANNED IMAGE. And then,
2. Follow their directions to use the COMPUTER.

**Please Note:** The Recorder of Deeds has only DEED BOOKS A15 through THE MOST CURRENT DEED BOOK ON RECORD.

**B.** Once you've found the Deed on the Computer, I strongly urge you to make a (PHOTO)COPY rather than trying to read the Deed in-depth on the screen. If you make a Copy, you free up the Reader/Computer for other users (Title Abstractors who work against deadline and on commission) and you will always have the Deed to refer to. You do not always have to copy the entire Deed, you need the following Information only:

1. DATE OF INDENTURE (Settlement)
2. GRANTORS' (Sellers) and GRANTEES' (Buyers) FULL NAMES
3. LOCATION CLAUSE(S)
4. METES AND BOUNDS CLAUSE(S)
5. CONTAINMENT CLAUSE(S)
6. \*DEED REFERRAL CLAUSE(S)
7. DATE OF RECORD.

These items have been listed in the order that they usually appear in the Deeds. Not all Deeds contain all this Information. Just check the Copy(ies) as you make it/them to make sure you have as much of this Information as the Deed can give you.

**\*Please Note:** The original numbering system for the Deed Books started with Deed Book A, Volume 1, Page 1. When they got to Deed Book Z, Volume 24, Page [Last], they weren't sure what to do, so they began again with Deed Book A2, Volume 25, Page 1 and so on. This system continued until the mid 1980s, when the then Recorder of Deeds decided enough was enough and instituted the current system of Record Book 1, Page 1, etc. Whereas before about 1985, Mortgages and Miscellaneous Deeds were recorded in their own Books, separate from the Deeds, now all Property Records are recorded together in the order in which they come into the Recorder of Deeds Office. So, DO NOT BE CONFUSED WHEN, AS YOU ARE WORKING YOUR WAY BACK TO WILLIAM PENN, HIS HEIRS, ASSIGNS, AGENTS, OR REPRESENTATIVES (WE HOPE), THE DEED BOOK REFERENCES CHANGE FROM RECORD BOOK NUMBER ONLY TO DEED BOOK LETTER AND NUMBER.

**C.** Check the DEED REFERRAL CLAUSE (see #2B for where it might be) in the Deed at hand to get the next Deed you will need, THEN REPEAT STEPS #2A THROUGH #2C.

**D.** Continue to repeat Steps #2A through #2C until you get a Deed Reference to a Deed Book prior to Deed Book A15.

**E.** When you reach a Deed Reference to a Deed Book prior to A15, move on to Step #3.

**STEPS TO RESEARCHING YOUR OLD BUILDING IN CHESTER COUNTY, PAGE 3**

(Jane E. Dorchester, 4/1997; revised, 3/2018)

**3. CHESTER COUNTY ARCHIVES, SUITE 80 (BASEMENT), GOVERNMENT SERVICES CENTER, 601 WESTTOWN ROAD, WEST GOSHEN TOWNSHIP, PA. For Directions and Hours of Operation, call 610-344-6760.**

**A.** Take the Information you have obtained from the Recorder of Deeds Office, and your PENCILS and MONEY, and continue to repeat Steps #2A through #2C.

**Please Note:** The Archives has DEED BOOK A VOLUME 1 through DEED BOOK Z14. Their Grantor/Grantee Indices go up to approximately DEED BOOK Z15 (1922).

**B.** All of the Deeds at the Archives are now on MICRO-FILM, MICRO-FICHE, or the COMPUTER. Ask the Archivist or his Assistant to help you (please) ascertain whether your Deed is on the COMPUTER or on MICRO-FILM/FICHE and to show you how to use either the COMPUTER or to locate the MICRO-FILM/FICHE you need and then show you how to use their MICRO-FILM/FICHE readers and printers.

**C.** If your Property Search leads you to a Will or an Estate, the Archives has ALL extant Wills, Administration Papers, and Estate Papers recorded in Chester County and PROBATED between approximately 1700 and 1924. Many of these Papers are now on MICRO-FILM or on the COMPUTER. Ask the Archivist or his Assistant for help (please) to locate the Papers you need.

**Please Note:** ALL Wills, Administration Papers, and Estate Papers recorded in Chester County and PROBATED between approximately 1924 and the Present Time are at the OFFICE OF THE REGISTER OF WILLS, CHESTER COUNTY JUSTICE CENTER, 201 W. MARKET STREET, SUITE 2200, WEST CHESTER, PA.

**D.** When you have completed your Deed Search, and with the Information you have gleaned from the Deeds and Wills, you can explore TAX ASSESSMENT RECORDS, ROAD PAPERS, TAVERN PETITIONS, and OTHER PRIMARY SOURCES pertinent to your property and found at the Archives. Again, ask the Archivist or his Assistant for help (please) in locating the papers you need.

**E.** Once you've exhausted all the research possibilities at the Archives, continue onto Step #4.

**4. \*CHESTER COUNTY HISTORICAL SOCIETY (CCHS) LIBRARY, HISTORY CENTER, HIGH AND CHESTNUT STREETS, WEST CHESTER, PA. For Directions and Hours of Operation, call 610-692-4800.**

**A.** Take EVERYTHING you now have on your Property PLUS your PENCILS and MONEY and seek out the OLD MAPS available at the Library. I recommend that you either make PHOTOCOPIES or, if you have a digital camera\*\*, take a PHOTOGRAPH of the following MAPS for the MUNICIPALITY IN WHICH THE PROPERTY IS FOUND:

1. 1847
2. 1860
3. 1873 Witmer's
4. 1883 Breou's
5. Also ANY OTHER OLD MAPS that might be available for YOUR PARTICULAR MUNICIPALITY.

**B.** The CCHS Library also has a Micro-film Copy of the 1798 FEDERAL DIRECT TAX (aka the GLASS TAX), an extensive collection of NEWSPAPER CLIPPINGS (ask the Librarian what they are), GENEALOGY BOOKS AND INFORMATION, and other PRIMARY AND SECONDARY SOURCES that might prove interesting if not downright useful.

**\*Please Note:** Unless you are a member of CCHS, a visit here will cost you \$8.00 for the day.

**\*\*Please Note:** There is a fee for using your camera. If you will be doing extensive research at CCHS, it might behoove you to become a member of CCHS and pay the annual research and camera fees instead of having to pay the daily research and camera fees every time you visit.

**STEPS TO RESEARCHING YOUR OLD BUILDING IN CHESTER COUNTY, PAGE 4**  
(Jane E. Dorchester, 4/1997; revised, 3/2018)

**A NOTE ABOUT XEROXING \*COSTS**

Herewith is a List of how much Photocopies Cost at each Repository. However. You should call ahead to make sure these prices are accurate.

1. **TAX ASSESSMENT OFFICE (Phone: 610-344-6105):**
  - a. \$1.00/PARTIAL MAP
  - b. \$7.00/FULL MAP: If you want more than one full Map, you may have to order them ahead of time, ask at the Counter.
  - c. You can obtain a Receipt for your Photocopies.
  
2. **RECORDER OF DEEDS OFFICE (Phone: 610-344-6330):**
  - a. \$0.50/LETTER (8 1/2 X 10) sized PAGE (*only size available*).
  - b. Copies from the Computer are paid for at the Counter, ask the ladies how that system works.
  - c. You WILL receive a receipt for any copies made from the Computer.
  
3. **CHESTER COUNTY ARCHIVES (Phone: 610-344-6760):**
  - a. \$0.25/LETTER (8 1/2 X 10) or LEGAL (8 1/2 X 14) sized PAGE from PHOTOCOPIER.
  - b. \$0.50/LEDGER (11 X 14) sized PAGE from PHOTOCOPIER.
  - c. Only the ARCHIVISTS can make Photocopies from the PHOTOCOPIER: they are VERY STRICT about this Policy.
  - d. \$0.25/LETTER sized PAGE from MICRO-FILM/FICHE PRINTER
  - e. \$0.50/LEDGER sized PAGE from MICRO-FILM/FICHE PRINTER (Legal sized Photocopies from the Micro-Film/Fiche Printer are NOT available).
  - f. \$0.25/LEGAL sized PAGE from COMPUTER PRINTER (Letter and Ledger sized Photocopies from the Computer Printer are NOT available).
  - g. You can make the Photocopies from the MICRO-FILM/FICHE and COMPUTER PRINTERS, but ask first to be shown how to operate the machines - you have to pay for all the Photocopies you make.
  - h. You can obtain a Receipt for your Photocopies.
  
4. **CHESTER COUNTY HISTORICAL SOCIETY LIBRARY (Phone: 610-692-4800):**
  - a. \$0.25/LETTER (8 1/2 X 10) or LEGAL (8 1/2 X 14) sized PAGE
  - b. \$0.50/LEDGER (11 X 14) sized PAGE.
  - c. For Letter, Legal, and Ledger sized Photocopies of same-sized Documents, there is a Coin Operated Machine; for all other Sizes and for Copies from Books or Magazines, only the LIBRARIANS can make them: they are VERY STRICT about this Policy.
  - d. You can obtain a Receipt, including for Photocopies made on the Coin Operated Machine, so keep track of those Photocopies, too.

**\*Please Note:** Prices are, of course, subject to change without notice; always check BEFORE you order or start Photocopying.

**HAPPY HUNTING!**

Jane E. Dorchester  
Architectural Historian  
March 2018