

NEXT MEETING: THURSDAY, MAY 22, 2014 AT 6:00 P.M.

**MINUTES OF THE HISTORIC PRESERVATION COMMISSION
APRIL 24, 2014**

Chairperson Donna Rose-McEntee called the meeting to order at 6:05 p.m., it having been duly noted that this meeting is being held in accordance with the Open Public Meetings Act N.J.S.A. 10:4-6 et seq., notice of which was published in The Record on the 15th day of January 2014, and sent to the Star Ledger on the 10th day of January 2014. Roll call was taken. Members present were: Donna Rose-McEntee, James Manfredi, David Bilow, Gerard Garofalow, Bob Olson and Jeff Hoffman.

The minutes of the March 27, 2014, meeting were approved.

APPROVAL NOTES: ANY APPROVALS REMAIN SUBJECT TO THE APPLICANT SECURING CONSTRUCTION PERMITS FOR ALL WORK REVIEWED BY THIS COMMISSION. ALL APPROVALS FOR SIGNS ARE SUBJECT TO CONFORMANCE WITH ZONING ORDINANCE AND MUST BE APPROVED AS SUCH BY THE ZONING OFFICER.

IF THERE ARE ANY DEVIATIONS TO WHAT IS APPROVED, ANY AND ALL CHANGES MUST BE PRESENTED TO THE HPC PRIOR TO ANY WORK BEING DONE. THIS INCLUDES ANY CHANGES IN PLANS, MATERIAL, COLORS, ETC., WHICH HAVE BEEN GIVEN FINAL APPROVAL BY THE HPC. NOTE: BACKLIT, INTERNALLY LIGHTED, AND NEON SIGNS ARE NOT PERMITTED) NEON SIGNS ARE ONLY PERMITTED IF THEY ARE INSTALLED 2' INSIDE THE WINDOW

Public Comments (not pertaining to applications): None at this time.

New Business: New Business: (14-04-01) Bank of America, 264 Main Street, application for ADA upgrades to include: exterior upgrades as per plans prepared by Stonefield Engineering dated 3/19/14. Scope of work to include: concrete removal to provide proposed grades for ASDA ramp for bank accessibility; asphalt removal in existing parking lot for asphalt repair; asphalt to be milled in existing parking lot for asphalt overly; proposed ADA striping in parking lot with ADA park sign on bollard. ADA compliant signs: Reserved Parking, Van Accessible, Penalty Tow Away Zone, etc. No exterior illumination. Sidewalk improvements: ADA accessibility improvements including an ADA ramp. Applicant was represented by Stephanie West and Coral Silsbe of Project Expeditors Consulting (28 Station Street, Manalapan, NJ 07726 swest@peconsultingcorp.com).

Ms. West and Ms. Silsbe explained that the goal of Bank of America is to make all locations ADA compliant this year. There is an existing curb and parking space that is non-compliant. They plan to remove the stones and enlarge the parking space. There are currently nine spaces so there are no changes in quantity. The current parking space is non-compliant. They will be adjusting everything to the 2010 Dept. of Justice standards. They are proposing to redo the ramp and provide a new concrete ramp and railings made of galvanized steel finish, all balusters are square and the railings are round. They could order a specific color if the HPC prefers it. No plantings are currently in the front of the bank and there are some plantings along the fence. The landscaped area needs to be addressed. They can request the bank install some bushes that would not be sensitive to drought conditions. It used to be landscaped very nice years ago; there is no longer any curb appeal and now looks quite industrial. They would like to begin work as soon as possible.

The HPC would prefer to take a walk through of the location before making any decision. The HPC has some concerns about the colors and materials that are currently suggested.

They will be removing the stones at the end of the parking lot so that wheelchair access can be gained to the sidewalk. They are only required to have one handicap space. The HPC has no problem reviewing this next week for approval after they have an opportunity to view the site. The only big change would be to the railing. Everything else will remain the same color. David Billow personally does not like round railings with square verticals. His preference would be to have round verticals and round railings and the

color would be decided after review of the location. The HPC will try to schedule a meeting as soon as possible. The applicant asked if it would be possible to review the location at the end of the meeting if time allowed. The HPC responded that they could wait for the end of the meeting to see if time allowed for a site review.

Site review – Bank of America:

The current handicapped sign will be replaced.

Landscaping (along fence)- needs to be refreshed. Planting along fence needs the missing shrubs replaced. Arborvite to match existing; spacing and height to match

Tree – edging should be placed around tree to hold in mulch by edge of parking lot and sidewalk

Grate on sidewalk – this is a *dangerous* tripping hazard and must be addressed/replaced. Two broken concrete slabs around grate need replacing.

Landscaping (front of building) – needs landscaping where planting used to be, possibly adding a tree and drought resistant plants

Base of sign – needs to be covered to match existing

Front façade – facade over drive-thru is rotting away and granular stone facade are falling off and needs to be replaced, general maintenance needed on this facade and painting

Ramp – will be done to code, will be 5 feet straight, not angled

PSE&G pole – bank will ask PSE&G to remove old pole and repair sidewalk where new pole was located

(Meeting resumed at 7:20 p.m. at municipal building when site reviews were completed.)

A motion was made by Robert Olson and seconded by Gerard Garofalow to accept the ADA changes requested provided railings are changed to round design and it has the same aluminum anodized finish to match the existing grey color and that the exterior metal grate that creates drainage along the sidewalk be secured; grate be replaced and broken sidewalk be replaced on either side of grate; the sign base be repaired to make it look more in line with rest of signage; new shrubbery to be installed so there is a nice landscape in front; additional shrubs along back fence in the same spacing of the existing shrubs; existing drive-thru canopy be repaired or replaced; edging around mulch to be installed so mulch does not go outside of sidewalk; approval is contingent upon what is going to happen with the facade and what type of planting will be done; color of railing needs to be submitted to HPC for approval prior to installation, applicant to ask PSE&G to remove pole and repair sidewalk where pole had been located. All were in favor of this motion.

The applicant asked if the repair of the facade could be done through the property management department of the bank rather than during this phase of making all locations ADA compliant. The applicant believes there are no extra funds allotted in this phase of the product to do anything other than make the location ADA compliant. The applicant was informed that they would need to come back to the HPC with an answer as to how and when the facade would be addressed. They must also ask PSE&G to remove the old pole and repair the sidewalk where the pole had been located.

(14-04-02) Dunkin Donuts, 209 Main Street, application to replace existing awnings with new awnings, replace existing signs with new signs, remove steep ramp and replace with step and rail at front of building, replace awnings and signs along parking lot, improve slope at entry door to make more accessible, install five gooseneck light fixtures to match the side light fixtures. The applicant was represented by the business owner, Amrik Sikand, and Cynthia Falls, architect of GKA Architects. Most of the renovation will be to the interior.

Cynthia Falls explained that the entry off of Main Street is a steep, sloped ramp. They simply want to make it a step to match the other entrance for the dentist's office. The ADA compliant entrance is on the side of the building. The railing will be black powder coated aluminum and be located mostly in the alcove. It is a 3 ft. door. They are only proposing a new silver powder coated "d" handle on the doors. On the side of the building, they will be replacing the sign and door handle. They would like to slope the door a little better to make it easier for a wheelchair so they will move a trench down so it is a little flatter. The entry will be concrete and it is ADA approved. The only thing that will be replaced are the handles to match the front.

They plan to install five gooseneck lights on the front. There are currently three gooseneck lights on the side. The gooseneck lights will be brown like the storefront (details to be provided). The awning will simply be a color change. They plan on using the existing frame. The new color will be Weathertyte Terracotta (sample provided). There will be no lettering on the awning. The sign will be the same size. It will be changed to match the new branding of Baskin Robbins (details to be provided).

The area above the business (the apartment and office) is in need of painting and maintenance. The trim is in dire need of repair and maintenance. All the landscaping will be refreshed. The HPC needs to see a plan for the landscaping. The side windows and fake wood door on the side of the building is in poor condition and needs maintenance. The HPC needs to walk down and take a look at the building to see what other maintenance may be needed to this building.

The doors should be fixed to match. One door has grids and the other is plain. They would like to start as soon as possible. The railing will be dark powder coated aluminum with round railings and will try to match the existing railing as much as possible. The conduit must match the building color or be concealed. The HPC will need to see what is being added to the landscaping. The applicant advised that the landscaping was just refreshed last week.

A memo will be sent to Sgt. Al Locarno of the Police Dept. advising that the parking sign on the side of Dunkin Donuts is unreadable and needs to be replaced.

At this time (6:40 p.m.) the HPC walked to do a site review of both locations.

Site review – Dunkin Donuts:

Metal grate on sidewalk – needs repair or replacement

Railings to basement – should match existing railings on other steps

Exterior brick trim, stucco and wood trim – needs to be scraped and repainted. Color needs to be submitted to HPC for approval before painting is done.

Gutter to right of upper front of building – needs repair

Awning – new awning in Weathertyte Terra Cotta color will be installed, no writing on awning

Parking sign – posts will be replaced

Bay windows on side of building – need repair and repainting, rotted upper wood need to be replaced with exterior grade material

Fake wooden frame door on side – needs maintenance, HPC would accept new solid glass with grids as replacement for fake door or door to be completely replaced

Bollard (by side door) – will be painted to match

Landscaping – additional shrubs will be added, HPC needs to see landscaping plan.

Grates by side door – slip resistant grates to be installed

Wooden trim on side of building – needs painting

Drainage – white pvc piping leading from rear of building causing drainage problem onto sidewalk, will create dangerous conditions during winter, and needs to be addressed, prior to approval

Frame/old sign bracket on top right on second floor of building needs to be removed

Site reviews ended at 7:30 p.m. and meeting resumed at the Municipal Building.

A motion was made by Robert Olson and seconded by Gerard Garofalow to approve the Dunkin Donuts' changes and upgrades to exterior to building with new color submitted for awning in Weathertyte Terra Cotta; also requesting that front of building be scraped and repainted on lower and upper portion (color to be submitted for approval prior to painting); trim also be painted in same terra cotta to match awning; side trim be painted to match as well; parking lot side of building bay windows be replaced and repaired and repainted where necessary and repaired with something approved; existing French doors should be replaced with fixed window (with grids) so that it becomes maintenance free (rendering to be supplied); side entrance with changes with drainage and correcting it for slight ramp on side for ADA access; whatever material will be applied is non-skid material (sample to be submitted); approval for railing on ramp; Building Dept. to give approval for new step and sizes; railing on side to match as best as possible to other railing; additional shrubs on parking lot side; drainage pipe appears to be connected to Dunkin Donuts building in rear and runs down side of building needs to be addressed, creates dangerous hazard; exterior basement grate in sidewalk in front of building needs to be replaced/repainted; bollards should be painted same coloring as terra cotta awning; Dunkin Donuts parking sign will get new posts; sign frame on second floor be removed from old sign; gutter on second floor needs to be repaired; colors for the beige to be painted need to be submitted to HPC prior to painting; approval for five additional gooseneck lights in front to be installed (detailed information to be supplied). All were in favor of this motion.

Old Business:

(14-03-01) \$2.99 Organic Cleaners, 173 Main Street, application for new signage to change face of existing sign and additional two window signs. Requested information was provided after the meeting and approval was granted.

(13-08-01) Zoe Beauty Salon 180 Main Street. Final approval is awaiting receipt of a clearer rendering of the sign. Letter was sent to business owner but the HPC has not received any reply yet.

A motion was made by David Bilow and seconded by Terry McDonough to approve the sign as submitted as long as "182" is in white letters on the black field on the left-hand side of the sign and a clear rendering is submitted to the HPC. All were in favor of this motion.

(14-02-12) Kiseki Fusion Japanese Sushi & Grill, 36 Mt. Vernon Street – a sign has been installed on the window in the vestibule without permission. James Manfredi will check with the Building Dept. on whether this sign was approved for size before installation. A neon sign has also been installed in the vestibule. A letter was sent advising business owner they have 30 days to remove sign or install it at least 2 ft. inside window. The applicant was also informed that he could no longer go to Donna Rose-McEntee's place of employment with questions. He can leave a telephone message for the HPC with the Building Dept. or send an email to the HPC at the addresses provided to him or send a letter.

Cosmic Wheel (13-01-01) 184 Main Street. Business owner John Russo had explained that he is still waiting for the insurance company to finish the insurance claim due to Sandy. He needs to submit a completed application with a full description of all proposed work. The HPC needs to see a complete plan with details.

Rialto Theatre, (09-07-01) 172 Main Street - The painted wood has been removed over the doors.

Won Buddhism, 162 Main Street. No further information has been received. The HPC explained that a lot of work had been done without approval and an application needed to be submitted to gain approval. Ed McCann, Esq., is representing the applicant. He asked that they be put on the May agenda.

Riverside Medical Group, (11-09-01) 204-206 Main Street – approved lights still have not been installed.

Correspondence/Notes/Comments:

- A. Discussion on reviewing guidelines.
- B. Bob Olson will make a list of the historic buildings so that it can be distributed to all members for input
- C. Post Office & Centennial House – the HPC should look into having these designated as historic to maintain the character of this building for the future. The post office building is in need of property maintenance even if it is just painting of the front door. There is a lot of historical significance in this building that has never been changed. The inside mural is beautiful and historically significant. There has been some maintenance being done to this building.
- D. The HPC needs to do an updated walking review of the district. Jeff Hoffman and Donna McEntee will take care of this when the weather is better.
- E. Gerard Garofalow drew up a draft of fines/violations that was distributed to members for comments before discussing with Commissioner MacNeill.
- F. \$1,500 encumbered for new signs for Main Street. Funds encumbered under PO#12069 and PO#13301 for a total of \$3,000.00. Bob Olson brought information on the proposed bases and finials for the signs. The HPC will get together to take a walk and to decide where the new bases and poles should be placed. Bob Olson will talk to the Police Dept. to get a layout of the signs. Information will be emailed to all members.
- G. **Summons Book** - James Manfredi met with Mike Landolfi to pick up the Summons Book and Fine Schedule. Mike explained that the situation is such that he is unable to provide the HPC with a Summons Book. The actual Summons must be issued by a paid Village Employee due to legal and Liability Issues. Mike will be assembling a Code Book for James and will Email James when it is ready. The way this will work is that James will cite the Code that is being violated, Email it to him, and Mike will communicate any corrections to James and issue the Summons. As the HPC was already aware, a member of the HPC will need to appear when the summons comes up in Municipal Court. Mike (or his designee) will also have to appear as a paid Village Employee. The HPC will request that Commissioner MacNeill attend a meeting to discuss this and also Mike Landolfi and Enforcement Officer Ed Ballard.

Open/Outgoing correspondence this month:

- 1) Memo sent to Ed Ballard 11/22/13, updated memo sent 1/25/14 requesting reply prior to February 27 meeting, update to be requested on following: **still awaiting response on these concerns**
 - 26 Lincoln Avenue (former Limo Business) – the windows have cardboard placed over them and there appears to be activity in this building, paper is now stuffed over the broken blinds – is a business operating at this location?
 - Many of the sidewalks in the Historic District are very dangerous. There are big chunks missing, which make it very dangerous to walk on. Palermo's Bakery needs to power wash the grease from the pavers in front of their location.
 - Neon lights are installed in the windows of many businesses in the historic district that are not 2' feet inside the window – RP Bagels, Sofritos, Park Haircutters, Luigi's, Lulu's Deli, This N That Hardware, Fun House, Village Fancy Cleaners, Kiseki Fusion Japanese Grill, Yun's Cleaners, Estee Nails – letters should be sent informing these business owners they need to either remove the neon signs or install them 2' inside the window. Enforcement officer needs to do a walk-through of Main Street to make a list of all stores with neon that is not installed 2' inside of building.
 - Ridgfield Park Animal Hospital (199 Main St) entire front windows covered with unapproved signs
 - Storefront next to Clips – windows covered with kick signs

Summonses need to be issued to the following businesses:

- **JJ Best Cleaners (13-10-01)** 9-11 Mt. Vernon Street – has extra signage and two lighted OPEN signs – summons to be issued if signage/lights were not removed.
- **Little Stars Day Care**, 240 Main Street – failure to submit application for gate installed without permit
- **Fire Pit Grill**, 256 Main Street – lighted signs in window; paper installed over window – letter sent advising that lighted sign needs to be removed and it is not an acceptable material covering window. Lighted food signs were removed, however, **neon open sign and paper still installed over window.**

- 2) Email was sent to Drew University asking for recommendations for a grants man experienced in grants for a Main Street (business district). – awaiting response from recommended grants man.

Announcements – Donna Rose-McEntee sent a letter advising that she must resign as Chairperson of the HPC as it is interfering with her paid employment. James Manfredi will temporarily take over until a new Chairman can be selected. James has advised the HPC he cannot permanently take over the position.

There being no further business, the meeting adjourned at 7:50 p.m.

The next meeting will be May 22, 2014, at 6:00 p.m.

Respectfully submitted,

Barbara DeLuca

cc: Building Dept./Zoning Board
Bank of America
Dunkin Donuts
Zoe Beauty Salon