

**NEXT MEETING: THURSDAY, DECEMBER 20, 2012 AT 6:00 P.M.**

**MINUTES OF THE HISTORIC PRESERVATION COMMISSION  
NOVEMBER 15, 2012**

Chairman Robert Olson called the meeting to order at 6:00 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 30<sup>th</sup> day of December 2011, and sent to the Star Ledger on the 28<sup>th</sup> day of December 2011. Roll call was taken. Members present were: Robert Olson, David Bilow, Gerard Garofalow, Juan Kuriyama, James Manfredi, Donna McEntee and Jeff Hoffman. Commissioner Adam MacNeill also attended the meeting.

The minutes of the October 25, 2012, 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.**

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

**New Business:** None submitted.

**Old Business:**

**Rialto Theatre, (09-07-01)** 172 Main Street - Mrs. Choi was present to give an update on this property. She advised that no further work has been done since her last visit to the HPC. She would like the chance to work on the bricks on the Cedar Street side of the building. Through various repairs, there are several different types of brick and she would like permission to change the look around the window so the colors all match.

The HPC is more concerned with the overall appearance of this property. The front entrance has plywood on the front that looks awful. Mrs. Choi advised that her insurance company will not allow her to change the plywood to glass for safety reasons. Insurance is quite high for a vacant building and she does not want to lose her insurance. One suggestion offered was to install laminated signage over a window so people could not look in. Mrs. Choi said that the insurance company does not want glass doors on a vacant building and since it is very difficult to get insurance on a vacant building, the plywood will remain until there is a tenant. Unfortunately, this cannot be the concern of the HPC. The HPC's concern is the look of the building. The HPC has already made many concessions with the building being understanding of her plight in today's economy.

The HPC would like the building to be more attractive and have more curb appeal which, in turn, would also help Mrs. Choi in locating a tenant. The HPC made another suggestion that Mrs. Choi replace the plywood and frame in the front of the entranceway and have an applied banner, full size covering plywood, saying something like "retail space available", "office space available". This would then serve two purposes. The appearance would be more attractive while at the same time advertising the project. Mrs. Choi felt this was a fair solution. She will speak to her real estate agent about fixing the door this way. She agreed the building needed more curb appeal.

Mrs. Choi requested that the HPC look at the side window so she can get approval to do it in one brick color. The HPC will arrange for members to look at the brick and then offer a suggestion to her. The HPC will try to meet the week after Thanksgiving to look at the brick.

Mrs. Choi also requested that the HPC look at the bottom columns, which have also become discolored during the power washing. The HPC will look at the columns at the same time and advise her as to possible solutions.

#### **Correspondence and Notes:**

A. Discussion on reviewing guidelines. Members had been asked to make a list of items of importance that need to be discussed in the future. Commissioner MacNeill attended the meeting to discuss concerns with the members. A discussion was held on various concerns of the HPC members. Some items discussed in detail were enforcement, disconnect with Building Dept., updating guidelines, etc. Commissioner MacNeill suggested that a way to better improvement cooperation and enforcement is for the HPC and the Building Dept. to meet a week after the monthly meeting to go over the minutes and items that need attention as well as what infractions to look for. Commissioner MacNeill will attend these meetings. Comm. MacNeill said he always feels that a face-to-face meeting works better in getting things accomplished.

As far as printing a new guidelines book, David Bilow said that the HPC is able to work with the applicants to get the proper results and there probably is not enough funds budgeted to write a new book at this time. Comm. MacNeill thinks a template is necessary in order to get results.

The HPC said that it needs to know about proposed work (emergent or not) before it is done. Many times the HPC only learns of work after it has been completed. It is then too late to inform owner that an application before the HPC was necessary when a permit was already issued and the work is not done properly. The HPC feels that no permit should be issued for anything in the Historic District unless an application has been brought before the HPC. The ordinance clearly states that all work should come before the HPC but this is not always the procedure followed (for example, the handicap ramp recently installed at the former Kay Callahan building; structural changes to Citron Law Firm). The Building Dept. has to realize that the HPC should be part of the prior approval before a permit is issued.

The HPC would like the Building Dept. to advise the HPC when a new business is moving in so that the HPC can notify the owner that they are in the Historic District and must get approval for any work done to the outside of the building.

B. Funds were encumbered to order supplies under PO #7318

C. Bob Olson will make a list of the historic buildings so that it can be distributed to all members for input

D. 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.

**NOTE:** Letter was sent to Postmaster inviting him to July meeting to discuss property maintenance needs but he did not attend or contact the HPC.

E. The HPC needs to do an updated walking review of the district. Jeff Hoffman will coordinate this with Donna McEntee.

F. There is still some money left over from last year as well as the 2012 budget. The HPC would like to get some signs for Main Street similar to that of Hackensack or Jersey City. The HPC will probably have to hire someone to do this job.

G. Viva Roma – discussion on updates to building. Letter sent to Building Dept. stating that until exterior issues are resolved that there should be no further construction or certificates of occupancy issued. The apartment doors were approved as glass with grids and that is not what was installed. This project is now on hold. A letter was sent to Mike Landolfi asking for an update on this property and how will the doors be addressed with a copy going to Leo Pfeiffer and Commissioner MacNeill.

#### **9. Correspondence/Comments – Outgoing correspondence past month:**

1) Letter to Building Dept. - Re: 219-225 Main Street – asking how issue with door will be resolved

- 2) Signage applied to windows without permits. (RP Bagel, Dante's, CVS, Touch Hair Salon now has ATM signs, taped up window at Jade Lee). A letter was sent to the Building Dept. advising that the HPC recommends fines be issued if signs are not addressed – requested update from Building Dept.
- 3) an email will be sent to Drew University asking for recommendations for a grantsman experienced in grants for a Main Street (business district).
- 4) Maywood, Montclair and Ridgewood will be contacted to see if they can share a copy of their guidelines with the HPC to be used for updating
- 5) Cosmic Wheel – letter will be sent reminding them that they must apply for a permit to replace the sign that was removed from the building

**Announcements:**

There being no further business, the meeting adjourned at 7:20 p.m.

The next meeting will be December 20, 2012, at 6:00 p.m.

Respectfully submitted,

Barbara DeLuca

cc: Building Dept./Zoning Board  
Mrs. Candice Choi (Rialto)