

**NEXT MEETING: THURSDAY, NOVEMBER 19, 2015, AT 6:00 P.M. (ONE WEEK EARLY)**

**MINUTES OF THE HISTORIC PRESERVATION COMMISSION  
October 22, 2015**

Chairman Robert Olson called the meeting to order at 6:10 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 and sent to the Star Ledger on the 31st day of December 2014. Roll call was taken. Members present were: Bob Olson, Matthew Bilow, Jeff Hoffman, James Manfredi and Donna McEntee. Gerard Garofalow arrived after roll call.

The minutes of the September 24, 2015, meeting was 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:** None submitted.

**Old Business: (13-01-01) Cosmic Wheel,** 184 Main Street. Owner John Russo came to the June meeting to get an opinion on paint color for the outside of his building. He had professional drawings made up and has colors that he would like to get approved. The HPC informed him he needs to submit actual color samples and names. The HPC also informed him that the HPC cannot select the colors for him; he must select the color himself.

The HPC also advised Mr. Russo to get a new application from the Building Dept. and that he must fill out the application listing specific details of all work to be done. The HPC still does not have a complete application from him in order to give him approval for work to be done to his building. He was advised that he could drop this off to the Building Dept. or email it to the secretary to keep his project moving. There has been no further contact from John Russo.

**(15-08-01) 174-178 Main Street.** Contractor Jose Guerrero (144 Devon Terrace, Kearny, NJ 07032, (201) 892-0079, [Ngconstruccion@hotmail.com](mailto:Ngconstruccion@hotmail.com)) submitted an application to remodel the front of the building as well as the sidewalk in front of the building. He also plans to install two signs, one for a dental office and the other for retail storage. No lighting is planned. The HPC called the applicant because he was not present at the meeting. The application said he forgot about the meeting and would come next month. No one appeared at the September meeting.

The HPC reviewed the application when it came in and emailed the applicant that information was missing in order to approve the application. The following was requested:

- 1) Please also provide alternate colors (complete with sample and detailed color information).
- 2) Please provide information as to an alternate stone/brick that could be used.
- 3) Samples of the door/window material with detailed information.
- 4) Exterior Lighting - if there will be lighting, please provide detailed information as to color/size/mounting information/specific light to be used.
- 5) Please provide a detailed rendering of the proposed work to be done to the outside of the building.

The applicant was also informed that signage cannot be approved unless there are specific details provided for the sign. After the HPC did a review at the meeting, it would like to see the leaded windows from the two existing stores be reused or incorporated in the design for the storefront. The HPC will see if the Building Dept. has any architectural plans for the storefront. No response has been received from the applicant.

**Correspondence/Notes/Comments:**

A. Discussion on reviewing guidelines.  
 B. Donna McEntee has begun taking updated pictures of the historic district.  
 C. \$4,000.00 was encumbered under the 2015 budget (PO #14017) for new signs for Main Street. There is also \$3,500, was encumbered to Brandon Industries, (PO #13322 was dated November 21, 2014 for new posts & signage) and \$1,500 was encumbered for Miscellaneous Vendors (PO #13301 was dated January 28, 2014). Bob Olson will speak to Sgt. Al Locarno about location of the poles and then an order can be placed at next meeting.

The HPC is allowed to encumber monies left over at the end of the year for "a designated purpose". These monies must be used by the end of the next year. The monies must be used for what they were encumbered for.

D. There is possible \$1,000.00 grant that the HPC may qualify for. A declaration of intent deadline was Friday, October 2, 2015. Bob Olson worked with Donna Rose-McEntee to submit the declaration of intent and will finish the application this week with Donna.

There was a discussion on possible things to do for the grant. The HPC decided that it would be a good idea to distribute a calendar with historic pictures since this is more of an educational grant to bring awareness of the history of the county. The HPC would like to see pictures of "then" rather than now. It would also be a good idea to list useful telephone numbers on the back of the calendar.

**Open/Outgoing correspondence/matters this month:**

- 1) **Memo sent to Ed Ballard, requesting response for October meeting, listing the below information. No response was received to the memo. A memo will be sent to Ed again requesting this information as the list is growing long.**
  - **D&S Hair Sensations** has changed locations to 165 Main Street. A letter was sent 9/26/14 advising they need to submit an application for new signage and must remove the neon sign installed in the window or move it back 2' from the window. No response received. The Mt. Vernon Street location has closed. A letter was sent asking them to remove all signage, appurtenances, etc., on 1/12/15. They have now installed a lighted neon open sign in the window as well as a barber pole.
  - **Odd Couples Attic** – new business letter was sent 9/26/14 but they have installed neon sign in window as well as painted outside and added additional signage. They have now lettered the two front windows. A letter was sent 9/26/14 advising them they must submit an application but no response was received.
  - **Raphael's Wellness Center** (15-4 Mt. Vernon Street) – they have installed signage without approval. A letter was sent 10/9/14 advising them they are in historic district and must submit an application. No response received from October 9, 2014, letter. There is now a large orange mailbox installed to the outside of the building.
  - **213 Main Street** – please give update as to water being pumped from basement to sidewalk. This situation has been going on for quite some time and needs to be resolved.
  - Are there any regulations on newspaper, UPS, FedEx boxes, etc.? Since it is an historic district, there really should be some type of regulation on the placement of these boxes to make sure they are properly maintained and placed. There are empty boxes for The Patriot throughout the historic district that should be removed.
  - **Kenia's Latin Kitchen**, 175 Main Street, installed signage on window without application

- **Alexi's Gourmet Deli**, 220 Main Street, needs to submit an application for signage
- **Llama Llama Ewe**, 220 Main Street, still using temporary signage, needs to submit an application for signage
- **Lulu's Deli**, 225 Main Street, signage approved on April 23, 2013, but was never installed, installed paintings on windows that was never approved
- **15 Mt. Vernon Street** (next to cleaners) – there appears to be a new business in this location, there is Asian writing on the window.
- **Cintron Law Firm**, 167 Main Street – the applicant has never completed the application and the HPC closed the file. They have never received any approval for work done to the outside of the building

**Outgoing this month:**

- A letter will be sent to the new business at 15 Mt. Vernon Street. There is Asian writing in the window.
- A memo will be sent to Commissioner MacNeill to see if small, "open" neon signs can be permitted in a storefront. Specific details on the type of neon sign would have to be discussed.
- A letter will be sent to Bank of America to see if their work is complete. The May 28, 2015, approval was contingent upon work being done to the canopy. In addition, the area where the trenced lighting was performed, was not done properly.
- Gerard Garofalow drew up a draft of fines/violations that was reviewed by the members. All members were in agreement with what was drafted and it will be sent to the Commissioner MacNeill for review so it can then be approved by the Mayor and Board of Commissioners.

There being no further business, the meeting adjourned at 6:55 p.m.

The next meeting will be November 19, 2015, at 6:00 p.m. (one week early due to Thanksgiving)

Respectfully submitted,

Barbara DeLuca

cc: Building Dept./Zoning Board