

**NEXT REGULAR MEETING: THURSDAY, NOVEMBER 15, 2007 at 6:00 P.M.**

**MINUTES OF THE HISTORIC PRESERVATION COMMISSION**

**OCTOBER 25, 2007**

Chairman Robert Olson called the meeting to order at 6:11 p.m., it having been duly noted that this meeting is in accordance with the Open Public Meetings Act. N.J.S.A. 10:4-6 et seq., notice of which was sent to The Record on the 27<sup>th</sup> day of December, 2006, and to the Star Ledger on the 27<sup>th</sup> day of December, 2006. The notice of the meeting change date was sent to the newspapers on Tuesday, February 20, 2007. Roll Call was taken. Commission members present were: Robert Olson, Terry McDonough, Donna McEntee and Juan Kuriyama.

The minutes of the September 27, 2007, 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.**

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

**New Business: (07-10-01) – 15 Mt. Vernon Street, Unit 1 – The Wild Life**, was represented by business owner, Joseph D'Angeli. The application fee of \$45.00 was submitted. The application is for new signage.

The applicant explained that he travels doing exotic animal education programs. He is licensed by the state and federal government. He will be storing the animals at this location and will be opened to the public for small groups on the weekends to view the animals. The applicant plans on using the existing sign and refinishing it. The address and hours of operation will also be listed on the door. The dimensions of the sign will remain the same. He was advised by the Building Dept. that there are certain colors that he must adhere to. It was explained to the applicant that he could use a color of his choosing as long as he first gets the color approved by the Commission. He plans on bringing the existing sign to a sign manufacturer to see what can be done. The application does not list a color on it. The applicant was advised that he needs to put specific details on the application such as color, size of letters, size of sign, etc. The Chairman advised the applicant that he could get back to him with the details but he first needed to decide exactly what was going to be on the sign.

This application will be held over until next month when full information will be available. The applicant will return next month with a completed application.

**Old Business: (07-08-02) – 19 Mt. Vernon Street – Seoul Enterprise Limo.** The building owner came to the meeting to question the sign that was installed without a permit. She said she was advised by the Building Dept. to go to the meeting to get her questions answered. The Chairman explained that it is the owner's responsibility to have the tenant remove the existing signs and appurtenances when they vacate. The sign and bracket for the previous tenant should have been removed as soon as they vacated the

building. The applicant was advised that if he wants to keep the sign, he must go before the Zoning Officer for approval. The building owner said that she would contact Michael Landolfi to discuss the situation.

**Correspondence and Notes:**

- A. Application Checklist (Olson) – being revised
- B. Walking review of historic district (Kuriyama & Manfredi) Final report is in file, pictures need to be taken
- C. Pictures for ID badges for members will be taken after meeting, forms distributed
- D. Update on meeting with Building Dept. and Commissioners Storer and Anlian. Ed Ballard is the Enforcement Officer for this Commission. The Commission needs to work on a job description for Ed Ballard. Applications will now be signed off by Building Dept. and HPC. HPC will now send out letters advising of violations to be followed up on by Enforcement Officer
- E. Historic Preservation Enforcement Officer duties:
  - 1. Attend monthly meetings
  - 2. Participate in annual walking review of Historic District
  - 3. Conduct final inspection for each application so that c/o can be issued
  - 4. Sign-off on applications
  - 5. Send out violation letter
  - 6. Issue violations when necessary
  - 7. Follow up on violation letters sent by HPC
- F. Letter to Ed Ballard outlining duties
- G. Application Packet needs to be prepared as per meeting to include:
  - 1. sample of approved colors (McEntee)
  - 2. fee will be \$60.00 as guidelines will be included
  - 3. application (application will be streamlined and include checklist for Building Dept.)

**Announcements:** None.

**NOTE TO BUILDING DEPT:** Dr. Gross has vacated his office at 167 Main Street. Please advise the building owner that all signs and appurtenances must be removed.

There being no further business, the meeting adjourned at 7:05 p.m.

Respectfully submitted,

Barbara DeLuca

cc: Building Dept.  
 Zoning Board of Adjustment  
 The Wild Life (Joseph D'Angeli)  
 Ed Ballard, HPC Enforcement Officer