

**Westwood Historic Commission
Meeting Minutes Wednesday, February 13, 2013
Municipal Complex
101 Washington Avenue**

1. Opening of the Meeting

The meeting was called to order at 7:30 P.M.

2. Roll Call (present)

Donald Rubin, Chair

David Hohmann, Secretary

Otokar von Bradsky (Peter)

Joseph Rivers

Ray Arroyo, Councilmember Liaison

Gregory Dietrich, Preservation Consultant

3. Pledge of Allegiance, Statement of Adequate Notice and Open Meeting Act

4. Approval of Minutes

The minutes from the January 9th meeting were approved unanimously.

5. Proceedings

The first order of business was to swear in Joseph Rivers as the newest member of the Commission. There followed an open discussion on ways to gain new members. Posting in local news forums as well as through word of mouth were discussed. The Commission discussed the importance of having members who are committed to Westwood and have at least a partial understanding of the history of the borough, architecture or architectural history. The Westwood Heritage Society was mentioned as a resource and the desire expressed to have that organization represented on the Commission.

It is recommended that Commission members attend annually a conference of training workshop on historic preservation issues or a related field. This is not required. Commission members are looking into attending the 2013 NJ Historic Preservation Conference held on June 6, 2013 in Newark.

An open discussion followed on the future role of the Commission and how best to serve the community. Issues brought up at the August Open Public Meeting were discussed further. Helpful comparisons to other local Historic Preservation Commissions, such as Tenafly, Ridgewood and Montclair were discussed.

The Commission then had an open discussion on the necessity of creating a Certificate of Appropriateness that meets the requirements of the Historic Preservation Ordinance and the goal to foster the essential character, historical context and economic vitality of the Borough. The Certificate of Appropriateness (C/A) is issued by the Administrative Officer and is required prior to undertaking rehabilitation, restoration, renovation, alteration, ordinary and non-ordinary repair work or demolition work undertaken within a historic district or on an individually designated historic structure, accessory buildings or structures on the property. It is an important part of the legal process and a C/A for Westwood currently does not exist. Using C/A from other Historic Preservation Commissions in Bergen County as models, the Commission has approved our

Preservation Consultant, Gregory Dietrich, to create an appropriate form for Westwood. A draft will be presented for review at the next meeting.

6. Adjournment

The meeting was adjourned at 8:40 PM. The next meeting will be held on Wednesday, March 13 at 7:30 PM at the Westwood Borough Hall if the Meeting Room is available.

An e-mail will be sent out to confirm the meeting.