

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

1. Opening of the Meeting

The meeting was called to order at 7:40 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 February 13th meeting were approved unanimously.

5. Proceedings

Gregory Dietrich presented a draft of the Certificate of No Effect/Certificate of Appropriateness (CofA) to the Commission. Changes were suggested and a second draft will be presented at the next meeting.

There followed a discussion of the process as laid out in the Historic Preservation Ordinance. The applicant obtains a CofA from the Office of the Borough Planning Board Secretary or the Construction Official. Once it is completed it is presented back to the Administrative Official of the Commission with the appropriate supporting material and depending on whether the Official deems the Application a CofA or as having no effect, will pass the CofA package including required supporting material on to the Commission. The Commission will have 45 days to complete their review and present their findings to the appropriate board i.e., either the Planning or Zoning Board. The Commission members stressed the importance of not delaying the applicant's process of appearing before the Planning or Zoning Boards and so the Commission's review should take place while other matters are being addressed by the Construction Official if possible. It is hoped that the 45 day review will not cause a significant delay in scheduling a hearing with the Planning or Zoning Boards.

The proposed Certificate of No Effect can be approved by the Construction Official in the case when proposed work does not require the Commissions review. The Commission can also deem the application as having no effect. Examples of no effect, as described in the Historical Preservation Ordinance, include work limited to the interior of the structure, exterior (or interior) painting of existing painted surfaces, and, if in the opinion of the Commission or Construction Official, the work contemplated constitutes "ordinary maintenance and repair". It is recommended by the Commission that the Certificate of No Effect not require the full Commission's review.

There followed an open discussion of Style and Design Guidelines used in informing the Commission as to the content of resolutions and approval/disapproval of the CofA. Since structures within a designated historic district can be either key contributing, contributing or non-contributing the Commission discussed the appropriate content of their respective CofA. Key contributing buildings would need to adhere to the design guidelines while non-contributing buildings would still need to contribute in a positive way to the overall district and street scape. It was suggested that a Commission Member from a neighboring community be brought in to talk to the Commission about the content of the CofA.

The importance of conveying the mission of the HPC was further discussed along with ascertaining the sentiment of the Borough Council and community.

It was suggested and agreed upon that at the next meeting the “shall” section of the Ordinance would be discussed. The section lays out the “Responsibilities, Powers and Duties” of the HPC.

A discussion on training took place and the Commission was informed that since training is not required the Borough would not cover the expense. Most members expressed their desire to attend some form of training in the future at their own expense.

Westwood Pride Day was discussed. The Commission decided unanimously that we were not ready for a presentation at the event. Much work is needed in completing our message and mandate from the community.

Members of the Commission have printed copies of the Notice of Proposed Ordinance #08-08 pertaining to the establishment of the Commission. These copies do not match the section numbers for the approved document i.e., referring to Section 65 instead of 195. Our Council Liaison Ray Arroyo will request updated copies of the Ordinance.

6. Adjournment

The meeting was adjourned at 9:20 PM. The next meeting will be held on Wednesday, April 10th 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.