

**TOWNSHIP OF LONG HILL  
ORDINANCE #358-15**

**AFFIRMING THE CREATION OF THE HISTORIC PRESERVATION ADVISORY  
COMMITTEE AND SUPPLEMENTING AND AMENDING THE TOWNSHIP CODE**

***STATEMENT OF PURPOSE:** To make the Historic Preservation Advisory Committee a permanent committee by including it in the Township Code and also restructuring the committee to include nine regular members and no alternates.*

**WHEREAS**, the Township Historic Preservation Advisory Committee (“HPAC”) was created in 1999 by the adoption of Resolution 96-#299; and

**WHEREAS**, HPAC has proved an invaluable asset to the Township and has taken the lead on a number of projects including the restoration of the Old Millington Schoolhouse; and

**WHEREAS**, the Township Committee wishes to make HPAC a permanent committee and to include it in the Township Code; and

**WHEREAS**, the members of HPAC have asked that the structure of the Committee be changed so that there are nine regular members rather than seven regular members and two alternate members and the term of office be shortened to three years;

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey, that Article VI entitle “Sports, Committees, Commissions” in Chapter II entitled “Administration” is hereby supplemented and amended as follows:

**Section 1.** There is hereby created a new Section 2-35 entitled “Historic Preservation Advisory Committee” which reads as follows:

### **2-35.1. Creation.**

*There is hereby established a Historic Preservation Advisory Committee consisting of ~~seven (7)~~ nine (9) regular members ~~and two (2) alternate members.~~<sup>1</sup>*

*a. The Historic Preservation Advisory Committee shall consist of at least one member of each of the following classes of members:*

*Class A - a person who is knowledgeable in building design and construction or architectural history and who may reside outside the Township,*

*Class B - a person who is knowledgeable or with a demonstrated interest in local history and who may reside outside the Township.*

*Class C - Class C shall be those members who are not designated as Class A or Class B citizens of the municipality who shall hold no other municipal office, position or employment except for membership on the Planning Board or Board of Adjustment.*

*b. The Mayor shall appoint all members of the Committee and shall designate at the time of appointment the regular members by class ~~and the alternate members as "alternate no. 1" and "alternate no. 2".~~ The terms of the members first appointed under this Resolution ordinance shall expire on December 31, 1996, ~~except that these first appointees shall serve until their successors are appointed. The terms of the members appointed in 1997 shall be so determined that to the greatest practicable extent, the expiration of the terms shall be distributed in the case of regular members, evenly over the first three years after their appointment, and in the case of alternate members, evenly over the first two years after their appointment; provided that the initial term of no regular term shall exceed three years and that the initial term of no alternate member shall exceed two years.~~ Thereafter, the term of regular member shall be three years, ~~and the term of an alternate member shall be two years.~~ A vacancy occurring otherwise than by expiration of term shall be filled for the unexpired term only.*

*c. ~~(Reserved) Alternate members shall meet the qualifications of Class C members. Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, alternate no. 1 shall vote.~~*

*d. The Historic Preservation Advisory Committee shall elect a Chair and a Vice Chair, and select a secretary, who shall be a member of the Historic Preservation Advisory Committee. The Committee shall obtain its legal counsel from the Township Attorney.*

---

<sup>1</sup> Additions to Resolution 96-299 are shown by underlining and deletions by strikeout.

*e. No member of the Historic Preservation Advisory Committee shall be permitted to act on any matter in which he has, either directly or indirectly, any personal or financial interest*

*f. A member of the Historic Preservation Advisory Committee may, after public hearing if he requests it, be removed by the Township Committee for cause.*

**2-35. 2. Responsibilities**

*The Historic Preservation Advisory Committee shall have the responsibility to:*

*a. Prepare a survey of historic sites in the Township;*

*b. Make recommendations to the Planning Board on the historic preservation plan element of the master plan and on the implications for preservation of historic sites of any other master plan elements;*

*c. Advise the Planning Board on the inclusion of historic sites in the recommended capital improvement program;*

*d. Advise the Planning Board and Board of Adjustment on applications for development pursuant to Section 3 of this Resolution;*

*f. (sic) Carry out such other advisory, educational and informational functions as will promote historic preservation in the Township.*

**2-35. 3. Referral of Board Applications.**

*The Planning Board and Board of Adjustment shall refer to the Historic Preservation Advisory Committee every application for development submitted to either Board for development in historic preservation districts or on historic sites identified in any component element of the master plan. This referral shall be made when the application for development is deemed complete or is scheduled for a hearing, whichever occurs sooner. Failure to refer the application as required shall not invalidate any hearing or proceeding. The Historic Preservation Advisory Committee may provide its advice, which shall be conveyed through its delegation of one (1) of its members or staff to testify orally at the hearing on the application and to explain any written report which may have been submitted.*

**2-35. 4. Referral of Permit Applications.**

*All applications for issuance of permits pertaining to historic sites shall be referred to the Historic Preservation Advisory Committee for an advisory report concerning historic preservation to any of those aspects of the change proposed, which aspects were not determined by approval of any application for development by a municipal agency pursuant to the MLUL. The Historic Preservation Advisory Committee shall submit its advisory report to the Construction Official.*

*When time does not allow the submission of a permit application to the full Committee, the chair of the Historic Preservation Advisory Committee may act in the place of the full Committee for purposes of this Section.*

**2-35. 5. Standards.**

*The Historic Preservation Advisory Committee shall be guided by the following design standards in reviewing applications:*

- (1) Every reasonable effort should be made to provide a compatible use for structures which will require minimum alteration to the building.*
- (2) Rehabilitation should not destroy the distinguishing qualities or character of the structure. The removal or alteration of any historic material or architectural features should be held to a minimum, consistent with the proposed use.*
- (3) Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of original features.*
- (4) Distinctive stylistic features or examples of skilled craftsmanship which characterize older structures and which often predate the mass production of building material should be retained wherever possible.*
- (5) All structures should be recognized as products of their own time. Authorization to create an appearance inconsistent with the original character of the structure should be discouraged.*
- (6) Contemporary design for new structures in historic districts and additions to existing structures or landscaping should not be discouraged if such design is compatible with the size, scale, color, material and character of the historic district, building or environment.*
- (7) Consideration shall be given to detrimental impact and the financial hardship on the applicant affected by the application of historic preservation standards, and promoting less expensive alternatives when undertaking an alteration, improvement, rehabilitation or restoration of a structure.*
- (8) Most properties change over time; those changes that have acquired historic significance in their own right should be preserved.*
- (9) The Committee shall be guided for further details by the "Secretary of Interior Standards for Historic Preservation Projects", prepared by the Office of Archeology in Historic Preservation, United States Department of the Interior, Washington, D.C., as amended and supplemented.*

**Section 5.** Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

**Section 6.** In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 7.** This ordinance shall take effect on January 1, 2016, after final passage and publication as required by law.

### NOTICE

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, May 27, 2015, will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:00 p.m. on Wednesday, June 24, 2015 at the Municipal Building, 915 valley Road, Gillette, , New Jersey when and where or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

Cathy Reese, RMC, CMR  
Township Clerk

*First Reading and Introduction:* May 27, 2015

*1<sup>st</sup> Publication:* June 4, 2015

*Second Reading and Adoption:* June 24, 2015

*2<sup>nd</sup> Publication:* July 2, 2015