

Phillipsburg Historic Preservation Advisory Commission Proposed Procedural Guidelines (Amended)

INTRODUCTION

Prior to undertaking rehabilitation, restoration, renovation, alteration, ordinary and non-ordinary repair or demolition work within a historic district or on an individually designated historic structure, an application must be submitted to obtain a certificate of appropriateness. The Phillipsburg Historical Preservation Advisory Commission is required to make a recommendation on such an application to the Land Use Board and/or Administrative Officer (Zoning Officer)

APPLICATION PROCESS

1. Pre-Application Review (Optional)

A pre-application review is encouraged for major construction or alterations in the Historic District or an individually designated historic structure. This is an opportunity for an informal review of the project to receive preliminary feedback from the Commission. If not sure whether a Certificate of Appropriateness (COA) is required, contact the Administrative Officer (Zoning Officer)

2. Certificate of Appropriateness (COA) Application

a. Complete the COA Application. Describe the project in detail and prepare all supporting materials (See “Required Materials”) The COA Application package also contains a list of the required submission materials.

b. Submit the application with all appropriate materials and fees in accordance with section 625-108C of the Town Historic Preservation Ordinance.

(1) If the application involves a development application to the Land Use Board, the COA Application should be submitted to the Land Use Board, together with the development application. If building permits are required, an application shall also be submitted to the Administrative Officer (Zoning Officer) pursuant to subsection (2) below.

(2) If the application involves an application for a building permit

involving any undertaking defined in the Introduction above, the COA Application should be submitted to the Administrative Officer (Zoning Officer).

3. Referral of the COA Application.

The Land Use Board and/or the Administrative Officer shall review the application for completeness. If the application is deemed complete it shall be referred to the Phillipsburg Historical Preservation Advisory Commission within 5 days of the date when the application was deemed complete and the applicant shall be so notified. Upon receipt of the application, the Commission shall schedule a hearing for its next regular meeting, provided that it receives the completed application at least 7 days prior to the meeting date. For applications received less than 7 days prior to its next regular meeting, the Commission may choose to schedule the hearing for the following month. The Commission meets on the second Wednesday of each month at 7:30pm.

4. Hearing

The owner or a representative of the owner must attend the hearing and shall contact the Administrative Officer to confirm its date and agenda. Projects will not be reviewed without a representative or owner present. The Commission may recommend denial of any application if the owner or representative is not present. Incomplete applications will be returned to the applicant. Only complete applications will be forwarded for review. The Commission shall make its recommendation within 45 days of the referral unless there is consent by the applicant for an extension. In evaluating the application, the Commission, utilizing its guidelines, shall focus on how the proposed undertaking would effect the property's historic or architectural significance pursuant to the review criteria set forth in Sec. 625-108E of the Town Ordinance.

5. Recommendation

At the conclusion of the hearing the Commission can recommend:

- a. Approval of the application as submitted.
- b. Approval with conditions.
- c. Tabling of the application for further consideration or pending additional information or supporting material.
- d. Denial, with recommended changes to result in a approved application.

The recommendation of the Commission shall be in the form of a resolution supporting its findings.

Note; Please refer to the proposed amendment to section 625-108 C2 of the Town Ordinance appears to be inconsistent with C1b. That section gives the Commission 45 days from the date it receives the application. C2 only gives the Commission 45 days from the date the application is deemed complete. I think the proposed ordinance should be further amended to correct this inconsistency.