

## **TOWNSHIP OF WYCKOFF**

### **ORDINANCE #1875**

#### **AN ORDINANCE TO CREATE NEW CHAPTER 40 OF THE CODE OF THE TOWNSHIP OF WYCKOFF, "HISTORIC PRESERVATION COMMISSION," THEREBY CREATING A HISTORIC PRESERVATION COMMISSION WITHIN THE TOWNSHIP OF WYCKOFF**

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey, that new Chapter 40, "Historic Preservation Commission," is hereby created as follows:

#### **SECTION 1. Chapter 40. Historic Preservation Commission.**

##### **40-1. Historic Preservation Commission.**

- A. There is hereby created in and for the Township of Wyckoff a commission to be known as the "Historic Preservation Commission."
- B. The Historic Preservation Commission shall consist of seven members and two alternates who shall serve without compensation except that the Commission members shall be reimbursed for expenses incurred in the performance of official business approved in advance by the Township Committee.
- C. Membership.
  - 1. The Commission positions shall be filled by persons who are interested in and qualified to contribute to the preservation of historic landmarks which shall include historic buildings, structures, sites and objects. The Commission shall comprise the following categories:
    - a. Class A: persons who are knowledgeable in building design and construction or in architectural history.
    - b. Class B: persons who are knowledgeable or have demonstrated an interest in local history.
    - c. Class C: persons who are residents of the Township and who hold no other municipal office, position or employment, except they may be members on the Planning Board or Zoning Board of Adjustment.
- D. The Commission shall have at least one member each from Class A and Class B; no more than three members of the commission may reside outside the Township. Both alternates shall meet the qualifications of Class C members. Commission members shall be appointed by the Township Committee and shall serve for four-year terms except that, of the first members appointed, two members shall serve for one year, two members shall serve for two years and the three other members shall serve for three years. The alternate members shall initially and thereafter serve two-year terms.

- E. All members may, at the expiration of their terms, be eligible for appointment to four-year terms. Vacancies shall be filled in the same manner in which the previous incumbent was appointed, and such vacancy appointment shall be only for the balance of the unexpired term.
- F. The Commission shall adopt internal rules and procedures for the transaction of its business subject to the following:
  - 1. The Commission shall elect from its members a Chairman and Vice Chairman.
  - 2. A quorum for the transaction of all business shall be five members.
  - 3. All Commission minutes and records shall be public records and all Commission meetings shall comply with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.
  - 4. The Township Committee shall employ, designate or elect a Secretary who need not be a member of the Commission. The Secretary shall keep minutes and records of all meetings and proceedings, including voting records, attendance, resolutions, findings, determinations and decisions. All such materials shall be made of public record.
  - 5. Commission meetings shall be scheduled at least once every month, or as often as required to fulfill its obligations to advise the Planning Board, Zoning Board of Adjustment or Township Committee.
  - 6. No Commission member shall be permitted to act on any matter in which he or she has directly or indirectly any personal or financial interest.
- G. A member of the Township Committee shall be designated each year as a liaison with the Historic Preservation Commission.

**40-2. Duties.**

The Historic Preservation Commission shall have the responsibility to:

- A. Prepare a survey of historic landmarks of the municipality pursuant to criteria identified in the survey report;
- 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, if any;
- D. Advise the Zoning Board of Adjustment or Planning Board (hereinafter, "Land Use Board"), as the case may be, on applications for development pursuant to N.J.S.A. 40:55D-110;

- E. Provide written reports pursuant to N.J.S.A. 40:55D-111 and § 123-4 of this article on the application of the Zoning Ordinance provisions concerning historic preservation; and
- F. Carry out such other advisory, educational and informational functions as will promote historic preservation in the Township including, but not limited to, the following:
  - 1. To review historical survey material and, if necessary, to update such material at least once every year to incorporate any newly required historical documentation and to reflect changes to the resource's integrity or condition.
  - 2. To recommend sites to be designated as historic landmarks in accordance with the procedures established in this article.
  - 3. To conduct research on and, if necessary, to nominate any additional significant resources to the State and National Register of Historic Places. If the Township becomes certified under the state's Certified Local Government (CLG) Program, the Commission shall, in accordance with the state's CLG guidelines, nominate, review and comment on all state and national registered nominations for historic resources with the Township of Wyckoff.
  - 4. To assist other public bodies in aiding the public in understanding historic resource significance and methods of preservation.
  - 5. To advise the Township Committee on the relative merits of proposals involving public lands to restore, preserve and protect historical buildings, places and structures; to prepare long-range plans; for the purpose of securing state, federal and other grants in aid to assist in carrying out the other purposes of this article.
  - 6. To secure the voluntary assistance of the public and (within the limits of the budget established by the Township Committee for the Historic Commission's operation) to retain consultants and experts and incur expenses to assist the Historic Preservation Commission in its work.
  - 7. To cooperate with local, county, state or national historical authorities, governmental bodies or organizations to maximize their contributions to the intent and purposes of this article.
  - 8. To advise and assist property owners and other persons and groups, including neighborhood organizations, who are interested in historic preservation.
  - 9. Within the limits of its budget, to undertake educational programs, including the preparation of a publication aimed at stimulating interest in and sensitivity to historic preservation; and the placing of historic markers on structures.
  - 10. To report at least annually to the Planning Board on the state of historic preservation in the Township and recommend measures to improve same.

11. To adopt and promulgate such regulations and procedures not inconsistent with this article as are necessary and proper for the effective and efficient performance of the duties herein assigned.
12. To perform any other lawful activities which shall be deemed necessary to further the purposes of this article.

**SECTION 2.** Except as hereby amended, all other sections of the Code of the Township of Wyckoff shall remain in full force and effect.

**SECTION 3.** This Ordinance shall take effect upon final passage and publication according to law.