

THE CITY OF ORANGE TOWNSHIP HISTORIC PRESERVATION COMMISSION

DATE: May 17, 2017

NUMBER: 8-2017

TITLE: A RESOLUTION ESTABLISHING A DESIGN REVIEW COMMITTEE (DRC) TO SERVE AS A SUBCOMITTEE TO THE HISTORIC PRESERVATION COMMISSION.

WHEREAS, the Certificate of Appropriateness application process is extremely complex, governed by State laws and regulations; and

WHEREAS, the Historic Preservation Commission sees the need to establish a Design Review Committee to serve as a subcommittee to the Commission.

NOW THEREFORE BE IT RESOLVED by the Historic Preservation Commission of the City of Orange Township that the following establishes the Design Review Committee:

MEMBERS

The Design Review Committee (DRC) is a three-member subcommittee of the Historic Preservation Commission.

DRC PURPOSE

- Review complex historic preservation permits early in the design process and prior to review by the Historic Preservation Commission, or;
- Provide comments of projects involving the rehabilitation of historic resources not reviewed by the full Historic Preservation Commission.
- Applicants to meet with Commission prior to submission of future applications.

The discussion is focused on developing projects that will comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards).

Application Review

Projects with the potential to benefit from discussion are referred to the DRC for review at the discretion of the zoning officer. Project managers coordinate the referral of the current historic preservation permit, development permit, and preliminary review applications that impact historic resources. Examples include:

- Any alterations that may have a significant effect on the façade of a historic resource

- Any change to a historic resource that might result in loss of integrity of character-defining features
- Substantial expansion of a historic building
- New construction in a historic district or conservation area

DRC MEETINGS

The meeting will take place no later than one week prior to the next HPC public meeting. Typically, the DRC allows 20 minutes for review of each project. The informal format is as follows:

- The DRC will discuss the project and consider whether the project is consistent with the Standards. While committee members may discuss the appropriateness of a design approach in addressing the Standards, their role is not to design the project. The DRC may suggest that the applicant retain a historic preservation architect due to the nature of the rehabilitation proposed.
- At the end of the meeting, the DRC chairperson will summarize the issues that were identified, the position of the committee members, and list all recommendations for revisions.

FOLLOWING THE MEETING

The project applicant will work with the planner to determine the necessary revisions for submittal to the full HPC and/or the zoning officer.

Upon receipt of revised project exhibits, the project will be reviewed by the zoning officer and planner, and scheduled for a public hearing if required. HPC staff reports will include the DRC summary and address the project's response to the comments. At the HPC hearing, the preservation planning staff will provide clarification of the summary as requested by the HPC. The HPC will review and make recommendations regarding Standards conformance.

Adopted:

Joyce Lanier
Secretary

Karen Wells
Chair