

**TOWNSHIP OF GREENWICH  
COUNTY OF CUMBERLAND**

**ORDINANCE NO. 18-2014**

**AN ORDINANCE FOR THE TOWNSHIP OF GREENWICH SETTING FORTH  
UPDATED HISTORIC CONSERVATION DISTRICT REGULATIONS**

The following procedures, regulations and standards shall apply in the case of any application to construct, alter, relocate or demolish any building, landmark, place, improvement or structure within the Historic Conservation District as shown on the Zoning Map or other designated historic properties in the Township of Greenwich.

**A. Objectives**

It is the intent of these regulations to:

- 1.) Safeguard the heritage of the historic village and other designated historic properties in the Township of Greenwich and to promote a sound, long-range economic asset by preserving a substantial part of the community which best reflects elements of its cultural, social economic and architectural history.
- 2.) Preserve the historic fabric of the district to avoid to the greatest extent possible attrition of the physical historic materials that constitute the essence of the district's historic significance.
- 3.) Stabilize and improve property values.
- 4.) Foster civic beauty.
- 5.) Promote the use of significant historic areas and structures for the education, pleasure and welfare of both the citizens of Greenwich Township and its visitors, and to offer design and historic research assistance to all historic building owners whether in or out of the defined and delineated historic district.

**B. Historic Building Review**

A Certificate of Appropriateness, issued by the Zoning Officer after consultation with the Class A or Class B member of the Board, shall be required, subject to the exceptions described in Paragraph 2 below, for any of the following, or in the event no Building Permit is required, before any work can commence on any of the following activities involving a building, landmark, place, improvement or structure within the Historic Conservation District or other designated historic properties in the Township of Greenwich.

**1.) Actions Requiring Review**

- a.) Demolition of any building, landmark, place, improvement or structure;
- b.) Relocation of any building, landmark, place, improvement or structure;
- c.) Change in the exterior appearance of any building, landmark, place, improvement or structure by addition, alteration, maintenance, reconstruction, rehabilitation, repair, replacement or restoration, which change is visible on the exterior of the building or structure.
- d.) Any new construction of a principal or accessory structure.
- e.) Changes in existing walls, fences, porches, railings, steps, signs or construction of any walls, fences, porches, railing, steps or signs, if visible on the exterior of a building or structure.

**2.) Actions Not Requiring Review**

- a.) Changes to the interiors of structures;

b.) Repair, or exact replacement of any existing improvement provided that the work does not alter the exterior appearance of the structure. In the event, however, that previous noncontributing or disharmonious repair work is being replaced, such repair or replacement is permitted only if the repair or replacement returns the structure to its original condition to the extent practicable. The following are some of the activities which are permitted as repairs:

- i.) Repairs of existing windows and doors and the installation of storm doors and windows that do not change their material, design, scale, or appearance;
- ii.) Maintenance and repair of existing roofing materials involving no change in the material, design, scale or appearance of the structure;
- iii.) Structural repairs which do not alter the exterior appearance of the structure;
- iv.) Replacement of existing weatherboards, shingles, or other siding with identical material;
- v.) Maintenance and repair of existing weatherboards, shingles or other siding (including masonry) involving no change in the material, design, scale or appearance of the structure; and
- vi.) Exterior painting of existing structures.

3.) **Emergency Repairs**

When a structure or improvement requires immediate repair to preserve the continued habitability of the structure and/or health and safety of its occupants or others, emergency repairs may be performed in accordance with the New Jersey Building Code, without first obtaining a Certificate of Appropriateness. Under such circumstances, the repairs performed shall be only such as are necessary to protect the health and safety of the occupants of the structure, or others, and/or to maintain the habitability of the structure. A request for the Planning and Zoning Board's review shall be made simultaneously with the onset of emergency work, and no work in addition to the emergency repairs shall be performed on the structure until an appropriate request for approval is made and approval is obtained in accordance with procedures set forth in this Article. All work done under this Section shall conform to the criteria set forth in this Article.

4.) **Informal Review of Minor Applications and Concept Plan for Proposed Undertakings:**

a.) At the request of applicants considering action that may require Planning and Zoning Board review, the Commission shall grant an informal review of a concept plan for the proposed undertaking. Neither the applicant nor the Planning and Zoning Board shall be bound by any informal review.

**C. Procedure**

Any application to construct, reconstruct, move demolish or substantially alter any building or structure in the Historic Conservation District shall require a zoning permit and be subject to the following procedures:

1.) All applications for Certificates of Appropriateness other than for those exceptions listed in Section 9.4.B.2 above shall be accompanied by a plot sketch and architectural building plans including elevations. The application procedure is as follows:

a.) The application shall be submitted at least fifteen (15) days in advance of a regularly scheduled meeting of the Planning and Zoning Board;

- b.) Prior to the meeting, the application will be reviewed for completeness and historic appropriateness by the Class A or B Member of the Planning and Zoning Board;
- c.) If the application is deemed incomplete, the applicant will be so informed at the regularly scheduled meeting. If the application has been deemed complete, the Class A or B Member will present his review for historic appropriateness to the board.
- d.) The board will vote on the historic appropriateness of the application.
- e.) If the application is deemed appropriate with respect to historic review by the board, a Certificate of Appropriateness will be issued within a period of thirty (30) days.
- f.) If the appropriateness of the proposed work is denied, the Planning and Zoning Board will make recommendations for revising the application. If the applicant concurs in the recommendations made by the Planning Board and agrees to incorporate the Board's suggestions, he may alter his plans accordingly, after which a Certificate of Appropriateness will be issued within a period of thirty (30) days.
- g.) Once a Certificate of Appropriateness has been issued, a Building Permit can be issued for work requiring one, or work not requiring a Building Permit can proceed.

**D. Standards**

In reviewing plans, the Planning and Zoning Board shall give consideration to the following:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All building, structure, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.
6. Deteriorated architectural features shall 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 duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs for the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken when reasonably avoidable.
8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Where possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the

structure should be unimpaired, and such additions and alterations, when practicable should be located so as not to be visible from the front of the building.

11. The Planning and Zoning Board may also give consideration and be guided in reaching its decisions by such expert advice as it may seek and by the most current version of the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and by the Department of the Interior's *Energy Conservation and Solar Energy for Historic Building Guidelines for Appropriate Designs*.

**E. Building Demolition or Removal**

It shall be a function of the Planning and Zoning Board to consider the appropriateness and ways and means of avoiding removal or demolition of historically important buildings or structures located within the Historic Conservation District. Applications for demolition or removal of buildings erected more than fifty years from the date of application shall be referred to the Planning and Zoning Board and the Board shall have a period of up to ninety (90) days to confer with the applicant, interested public or quasi-public agencies, as well as other interested officials or individuals to conduct a cooperative effort to ascertain how the Township may preserve the building and/or premises. The Board is encouraged to carry out negotiations with either public or private agencies or groups that might lead to feasible plans for preservation of structures where moving or demolition thereof would constitute a loss to the public or the Township. In the event a building having historical significance is to be moved to another site within the Township, plans for relocation shall be reviewed by the Board and suggestions or comments made for its protection during the moving process and for resiting at its new location. Such recommendations shall be made in writing and shall either be discussed with the applicant or forwarded to him prior to the issuance of a moving permit. The relocated building shall comply with area, width and yard requirements of the zone to which the building is moved. In the event a building is moved outside the established Historic Conservation District, the regulations of the Historic Conservation District shall continue to apply to the building.

F. Any building and/or premises of historical significance or architecture interest that is fifty years old or older within the Township but outside the established Historic Conservation District, upon application of the owner for the period of his lifetime, or so long as he shall own or control said property, whereby in consideration of receiving the protection and historical benefits of the Historic Conservation District the owner agrees to accept and place his home and/or premises under the rules and regulations of the Historic Conservation District.

**Section One. Repealer.** All former Ordinances of the Township of Greenwich which are in conflict with the provisions contained in this Ordinance are hereby repealed upon the adoption of this Ordinance.

**Section Two. Severability.** If any part or parts of this Ordinance are held to be invalid for any reason such decision shall not affect the validity of the remaining portions of this Ordinance.

**Section Three.** This Ordinance shall take effect after final approval and publication as required by law.

BY: \_\_\_\_\_  
WILLIAM REINHART, MAYOR

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LISA GARRISON, CLERK

**CERTIFICATION**

Please take notice that the above Ordinance was adopted after a Public Hearing at a meeting of the Greenwich Township Committee on the 12th day of November, 2014 at the Greenwich Township Municipal Building in Greenwich, New Jersey.

**ATTEST**

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**LISA GARRISON, CLERK**

**INTRODUCTION: OCTOBER 21, 2014**  
**PUBLISHED: OCTOBER 24, 2014**

**ADOPTED: NOVEMBER 12, 2014**  
**PUBLISHED:**