

## **Designation of Historic Sites and Districts**

### **A. Preparation of a Survey**

The Historic Preservation Commission shall make a comprehensive survey of the Borough of Tinton Falls for the purpose of identifying historic districts and sites which are worthy of protection and preservation. Such survey shall be based upon an identification process approved by the state Historic Preservation Office, Department of Environmental Protection and Energy.

### **B. Documentation and Notification**

Based on the survey or upon recommendation of concerned citizens, the Historic Preservation Commission shall document the importance and historical significance to the municipality, state and nation of each historic site designation in terms of the purpose and criteria set forth in this ordinance. Thereafter, the Historic Preservation Commission shall:

- 1) Notify each owner that his property has been tentatively designated an historic site.
- 2) Advise each owner of the significance and consequences of such tentative designation, and advise him of his opportunities and rights to challenge or contest such designation.
- 3) Invite each owner to consent voluntarily to final designation without the need for public hearing or other protection.

### **C. Public Hearings**

The Historic Preservation Commission shall, as soon as practicable, make public a complete list and map of the tentatively designated historic sites and districts specifying the locations, boundaries, and popular names thereof. In designating any historic site or historic district, the Historic Preservation Commission may determine and so specifically designate certain buildings or structures as non-contributing to the historic district.

The tentative list and map shall thereafter be submitted at a public hearing to the examination and criticism of the public. Interested persons shall be entitled to present their opinions, suggestions, and objections at this public hearing. A list and map showing all proposed historic districts and historic sites shall be published, together with a notice of the hearing on same, in the official newspaper not less than ten (10 ) days prior to such hearing.

#### D. Submission of report to Borough Clerk and Planning Board

The Commission shall prepare a concise report of its recommendations for sites to be designated as local historic sites. Copies of the report shall be delivered to the Planning Board and the town clerk and a notice of the action published by the Commission secretary in an official newspaper of the town. The published notice shall state the Commission's recommendations and also state that final designation shall be made by the Planning Board at a public meeting.

#### E. Final Decision by Planning Board

After full consideration of the evidence brought forth at the public hearing, the Planning Board shall make its final decisions on the designations and shall issue its final report stating reasons in support of its actions with respect to each historic site and historic district designation.

#### F. Submission of List to Borough Council

After Planning Board review and approval, the Commission shall submit the list of designated historic sites and a map to the town clerk for filing. The Borough Council shall then consider the designation list and map, and may approve, reject, or modify same by ordinance. Once adopted, the designation list and map may be amended in the same manner in which it was adopted. Upon adoption, the designation list and map shall also be incorporated into the municipal Master Plan and zoning ordinance as required by state enabling legislation.

#### G. Distribution of Designation List and Map

Copies of the historic sites and historic districts designation list and map, as adopted, shall be made public and distributed to all municipal agencies reviewing development applications and all building and housing permits.

#### H. Criteria for designation of a historic site or historic district

The criteria for evaluating a property's significance are derived from the National Register Criteria for Evaluation and applied to local context. In considering an individual site, building or structure, or a district for designation as historically, architecturally, or archaeologically significant, the Historic Preservation Commission shall give consideration to the following criteria:

- 1) that it is associated with events that have made a significant contribution to the broad patterns of our history; or
- 2) that it is associated with the lives of persons significant in our past; or

3) that it embodies the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

4) that it has yielded, or may be likely to yield, information important in prehistory or history.