

## ORDINANCE 2011-10

### BOROUGH OF DUNELLEN

The Architectural Review Committee is established as a subcommittee of the Dunellen Redevelopment Agency (the Borough Council).

WHEREAS, a need exists to determine design and architectural standards in the designated redevelopment district to ensure uniform implementation of the approved redevelopment plan.

THEREFORE, the Planning Board of the Borough of Dunellen makes the following recommendations to the Dunellen Borough Council:

There is hereby established an Architectural Review Committee (ARC) as a subcommittee of the Dunellen Redevelopment Agency, consisting of the following members as hereinafter provided:

- a. Two (2) Class IV members of the Planning Board
- b. Two (2) residents of the Borough of Dunellen who shall not occupy any official position within the Borough.
- c. At least one (1) member of the Dunellen business community whose office and/or facility is located within the redevelopment district, and who is the business owner or paid manager.
- d. At least one (1) member, but no more than two (2) members, of the Redevelopment Agency.

#### Term

The term of all members shall be for one year, running from January 1 of the year of their appointment. In the case of Borough Officials, terms shall run concurrently with their elected or appointed office.

#### Appointment

Members of the Architectural Review Committee (ARC) shall be appointed by the Mayor.

#### Organization

The committee shall select a Chairperson of the ARC who shall be elected at the first meeting of the ARC in the calendar year. The committee shall also select a Secretary, whose responsibility it shall be to record all meeting minutes and coordinate any and all legal notices with the Municipal Clerk.

#### Duties

- a. To establish, promulgate and publish design, color, landscaping, lighting, and architectural standards for the Redevelopment District consistent with the intended character thereof.
- b. To establish an application process where all building/business owners are required to meet with the ARC prior to modifying their building facades, external lighting,

landscaping, or signage. There shall be no appearance fee required, nor mandatory escrow account established by the applicant in order to appear before the ARC.

- c. To meet with building and business owners within the Redevelopment District who intend to modify their building facades, landscaping, external lighting, or signage, and acquaint them with the established design standards and applicable ordinances of the Borough of Dunellen.
- d. To examine all proposed building façade, external lighting, and signage modifications by building/business owners, and to authorize those that are in conformance with established standards.
- e. To establish a permit process requiring all building/business owners to appear before the ARC before they begin any exterior modifications. No building permit shall be issued in the Redevelopment District until the ARC has authorized all proposed changes under the jurisdiction of the ARC.
- f. To propose recommendations to the Redevelopment Agency on the registration and tracking of incoming and outgoing businesses.
- g. To contact on an ad hoc basis existing building/business owners in writing and advise them of any non-compliance issues, including those that may be grandfathered; and offer to make suggestions to said building/business owners by encouraging a meeting with the ARC.
- h. To publish an annual report to the Redevelopment Agency on the status of all buildings and businesses within the Redevelopment District. The report shall contain the following information:
  1. Total number of buildings and businesses within the Redevelopment District.
  2. Number of conforming buildings and businesses prior to the start of the year.
  3. Number of conforming buildings and businesses that came into conformance during the past year.
  4. Number of non-conforming building and businesses with the Redevelopment District.
  5. A list of all conforming and non-conforming buildings and businesses is optional.

### Meetings

The ARC shall establish an official meeting schedule at the first meeting of each year. That schedule shall be published as per the requirements of the Open Public Meetings Act. The ARC Meetings shall be held in public with the applicant present and minutes recorded. A public notice shall be required advertising the meeting in compliance with the Open Public Meetings Act.

Whenever there are no matters to be considered at any regular meeting other than the organization meeting, the Chair may dispense with such meeting by directing the Secretary to provide notice of cancellation to each member of the Board by reasonable means and as soon as possible in advance of the time set for such meeting and by giving notice in accordance with the Open Public Meetings Act or otherwise posting the cancellation for the convenience and interests of the public.

Special meetings may be called by the Chair at any time or upon the written request of two (2) or more members of the Board, provided that notice thereof be mailed or given to each member of the Board and to the public as required or allowed by law. An applicant may request but shall not be entitled to a special meeting. Special meetings at the request of an applicant may be scheduled

at the pleasure of the Board provided the public interest is fairly and reasonably served.