

SPECIAL & REGULAR MEETING MINUTES
RED BANK HISTORIC PRESERVATION COMMISSION
March 19, 2025

SPECIAL MEETING

The Red Bank Historic Preservation Commission held a special meeting on Wednesday, March 19, 2025, at 5:30 PM, in the municipal building, first floor, 90 Monmouth Street, Red Bank, New Jersey.

The meeting was called to order at 5:37 PM. A roll call showed that Marjorie Cavalier, Liam Collins, Paul Cagno, Karen Schmelzkopf, Betsy Varela, and Anthony Setaro attended. Michele Donato, Esq., Board Attorney, Kristina Bonatakis, Council Liaison, and Shawna Ebanks, Board Secretary, were also present.

The Open Public Meeting Statement Act was read. Adequate notice was posted in the newspaper, the Borough Clerk's office, the Borough website, outside the Red Bank Council Chambers, and on the front door of Borough Hall.

HPC Workshop

Michele Donato held a training session with the members of the Commission to discuss meeting procedures, jurisdictions, ordinances, and designations related to historic preservation. The Commission asked a series of questions to Ms. Donato, who expounded upon it.

No other action was taken at the meeting.

Marjorie Cavalier motioned to adjourn the meeting, which Liam Collins seconded. Accordingly, the meeting was adjourned at 5:51 PM.

REGULAR MEETING

The Red Bank Historic Preservation Commission held a meeting on Wednesday, March 19, 2025, at 7:00 PM, in the municipal building, first floor, 90 Monmouth Street, Red Bank, New Jersey.

The meeting was called to order at 7:03 PM. A roll call showed that Marjorie Cavalier, Liam Collins, Doug Miller, Paul Cagno, Karen Schmelzkopf, Betsy Varela, and Anthony Setaro attended. Michele Donato, Esq., Board Attorney, and Shawna Ebanks, Board Secretary, were also present.

The Open Public Meeting Statement Act was read. Adequate notice was posted in the newspaper, the Borough Clerk's office, the Borough website, outside the Red Bank Council Chambers, and on the front door of Borough Hall.

Regular Meeting Minutes: February 19, 2025

Motion: Approved as presented
Moved by: Liam Collins
Seconded by: Doug Miller
Ayes: Marjorie Cavalier, Liam Collins, Paul Cagno, Karen Schmelzkopf, Betsy Varela,
Doug Miller and Anthony Setaro
Nays: None
Abstained: None

Historic Sites Committee

The Committee scheduled a meeting on April 2 to discuss the next steps for proceeding with locally designating the national, state, and county historic sites. Ms. Donato agreed that this is a good procedure. Anthony Setaro mentioned that there were other historic sites that should have been included in the local designation.

Minor Works Committee Review

76-78 Wallace Street applied to replace the existing roof with the same asphalt shingles material. The Committee found the applicant's proposal acceptable.

RiverCenter Liaison

Karen Schmelzkopf reported that a representative from RiverCenter would like to be on the Design Guidelines Committee.

Annual Report

The Commission received the annual report. The Commission found it acceptable, and Louis Almerini, seconded by Liam Collins, moved to provide a copy to the Planning Board and the Governing Body.

Ayes: Marjorie Cavalier, Liam Collins, Paul Cagno, Karen Schmelzkopf, Betsy Varela,
Doug Miller and Anthony Setaro
Nays: None
Abstained: None

Historic Preservation Conference

Shawna Ebanks asked if any commission members would be interested in attending the conference to let her know so she could register them. Anthony Setaro mentioned that he will present about historic sites in Red Bank at the conference.

65 Washington Street

Paul Cagno commented that the property is for sale and asked that the Commission be proactive about ensuring that any renovations made to the property are in keeping with its historic value.

Ms. Ebanks mentioned that the new buyer asked for a meeting with her to discuss the historic regulations for restoring the property. She will meet with them on Monday to discuss this.

Procedures for Applications Review by the Commission

Mr. Cagno asked if a method can be established for HPC actions when an application is before the Planning and Zoning Boards. A motion was made to develop a procedure of the Commission's action on advice to the planning and zoning board and review of a permit that is: 1) a form prepared as modified to meet the individual circumstances, 2) a set of plans that are referenced, 3) the conditions be specifically listed in the resolutions. Ms. Donato has provided forms to the Commission for their use when making a determination on the application.

Paul Cagno made the motion, and Liam Collins seconded it.

Ayes: Marjorie Cavalier, Liam Collins, Paul Cagno, Karen Schmelzkopf, Betsy Varela,
Doug Miller and Anthony Setaro

Nays: None

Abstained: None

Liam Collins motioned to adjourn the meeting, which Louis Almerini seconded. Accordingly, the meeting was adjourned at 7:29 PM.

Respectfully,

Shawna Ebanks

Historic Preservation Commission Secretary