

TOWNSHIP OF MAPLEWOOD



ORDINANCE #4015-26

AN ORDINANCE AMENDING ARTICLE VIII OF CHAPTER 271 OF THE CODE OF THE TOWNSHIP OF MAPLEWOOD ENTITLED “HISTORIC PRESERVATION” TO MODERNIZE NOTICE PROCEDURES

"Interpretive Statement"

This Ordinance will amend the form of notices required by the Township Code in connection with the designation of historic districts to provide for the nomination report to be publicly available rather than mailed to each property. There will be no change to the forms of notices required by State law.

WHEREAS, the Township of Maplewood (the “Township”) has established a process in Article VIII of Chapter 271 for the designation of historic properties or historic districts, which process currently includes the mailing of the nomination report to each affected property; and

WHEREAS, in the case of a historic district, such mailing would run into thousands of printed pages, which is environmentally detrimental and carries a significant cost as well; and

WHEREAS, the Township wishes to modernize this procedure in order to ensure consistent access to information without these environmental and financial impacts; and

WHEREAS, the Township also wishes to update its Code to reflect recent amendments to State law which provide for the posting of notices on the Township’s website rather than their publication in newspapers,

NOW, THEREFORE, BE IT ORDAINED, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey that:

Section 1. The recitals hereto are incorporated herein as if set forth at length.

Section 2. Section 271-79 of the Township Code, entitled “Designation of Historic Sites and Historic Districts”, is hereby amended to read as follows (inserted text is denoted with underline and deleted text is denoted with ~~strikethrough~~):

“...

B. Procedures for designation of historic sites and historic districts.

(1) Nomination proposals.

(a) Any interested party or the Commission may make a nomination proposal for designation of an historic site or historic district. The party making such a proposal shall prepare and submit to the Commission a nomination for each proposed historic site or district.

(b) Notification. Upon receipt and distribution of a nomination proposal to the Commission for review, the Commission will notify the owners of the nomination and will advise the owner of the significance and consequences of designation and the rights of the owner(s) of record under the provisions of this article.

(2) Nomination report preparation and contents.

(a) The Commission shall vote to accept or reject the nomination proposal. Upon acceptance, the Commission shall produce or oversee the production of a nomination report for the proposed designation.

(b) For individual historic site designations, the nomination report shall include one or more photographs (black and white or color) showing the current condition of the building; the tax lot and block number of the property as designated on the official Tax Map of the Township; and a physical description and statement of significance of the site, as it relates to the criteria for designation set forth above.

(c) For historic district designations, the report shall include a building-by-building inventory of all properties within the district, including addresses and Tax Map block and lot; photographs of all properties within the district; a written boundary description; a property map of the district showing boundaries; and a physical description of all properties and statement of significance for the district, as it relates to the criteria for designation set forth above.

(3) Initiation of designation process. After initial review of the nomination report, the Commission shall, by motion, determine whether to initiate the designation process for the proposed designation.

(4) Scheduling hearing and notice to owner(s). Upon a determination to initiate the designation process, the Commission shall schedule a public hearing on the proposed designation of an historic site or historic district. At least 25 days prior to the hearing the Commission shall, by personal service or certified mail:

(a) **With respect to the designation of a historic site, notify** ~~Notify~~ the owner(s) of record of the date, time and location of the hearing concerning the proposed designation of the property and send them a copy of the nomination report. **With respect to the designation of a historic district, notify the owner(s) of record of the date, time and location of the hearing concerning the proposed designation of the district and advise them where they can obtain a copy of the nomination report.**

(b) Serve any notices further required under the provisions of the Municipal Land Use Law.

(5) Public notice of hearing. Public notice of the hearing shall be given at least 20 days prior to the hearing by publication ~~in the official newspaper of the Township~~ **on the Township website**. A copy of the nomination report shall also be made available for public inspection in the Township Clerk's office at least 20 days prior to the hearing.

(6) Conduct of hearing. At a public hearing scheduled and noticed in accordance with this article, the Commission shall review the nomination report and accompanying documents. Interested persons shall be entitled to comment on the proposed nominations for designation.

(7) Commission vote. A quorum of Commission members must be present in order for a vote to take place. A majority vote of those present is required for a motion to pass.

(8) Commission report. Upon Commission review and public hearing, the Commission shall forward its report to the Township Committee, which report shall contain a statement of its recommendations and the reasons therefor with regard to proposed designations considered at the hearing, including a list and map of properties approved for designation, and the designation report.

(9) Final designation. The Township Committee shall consider the Commission report and may vote to approve, reject or modify the recommendations of the Commission and may, in accordance with the requirements of the Municipal Land Use Law, including, but not limited to, N.J.S.A. 40:55D-65.1, N.J.S.A. 40:55D-64 (referral to Planning Board) and N.J.S.A. 40:55D-26a, adopt an ordinance designating the historic sites and districts recommended by the Commission for such designation.

(10) Incorporation of designated historic sites and historic districts into Township records. Designated properties shall also be noted as such on the records for those properties maintained by the offices of the Township Tax Assessor and the Township Clerk.

(11) Public notice of designation. The Township Clerk shall issue public notice of the designation by publication ~~in the official newspaper of the Township~~ **on the Township website** and by distribution to all municipal agencies reviewing development applications and permits. The Township Clerk shall notify the owner of the results of the hearing and, if applicable, send a certificate or letter of designation to the owner(s) of record.

(12) Amendments. Historic site and historic district designations may be amended in the same manner as they were adopted in accordance with the provisions of this article.

..."

All other portions of Section 271-79 not expressly amended herein shall remain unchanged.

Section 2. If any section, paragraph, subparagraph, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the specific section, paragraph, subparagraph, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

Section 3. Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance be and the same are hereby repealed to the extent of any such inconsistencies.

Section 4. This Ordinance shall take effect as provided by law.

PUBLIC NOTICE is hereby given that the foregoing proposed Ordinance was introduced and read by title at a meeting of the Township Committee of the Township of Maplewood, held on July 21, 2026, and that the Township Committee will meet again on August 4, 2026, at 8:30 p.m. at the Municipal Building, 574 Valley Street, Maplewood, New Jersey, at which time and place the Township Committee will hold a hearing and proceed to consider the said Ordinance on final reading and final passage.

MOTION: Adams SECOND: Collins-Colding

YES: Adams, Collins-Colding, Dafis, Herman

NO: De Luca

ABSTAIN: None

ABSENT: None

Introduction: July 21, 2026

Adoption: August 4, 2026


ATTEST Elizabeth J. Fritzen, Township Clerk