



# Borough of Red Bank

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To: Borough of Red Bank Council  
Cc: James Gant, Borough Manager  
Fr: Borough of Red Bank Historic Preservation Commission  
Date: March 13, 2025

Re: **Borough of Red Bank Historic Preservation Commission 2024 Annual Report**

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## INTRODUCTION

The Red Bank Historic Preservation Commission (HPC), entrusted by the Governing Body, plays a crucial role in safeguarding the Borough's historical resources. The HPC's responsibilities include identifying and overseeing the Borough's historic districts and sites. This annual report is a testament to the HPC's commitment to preserving our heritage, as it fulfills the annual report requirements outlined in the Borough of Red Bank's Chapter 490: Planning and Development Regulations, Section 7.1(A)(10), Historic Preservation Commission.

This report summarizes the HPC's undertakings from January 1, 2024, to December 31, 2024, and presents its findings on applications and other tasks taken on by the Commission.

## MEMBERSHIP

The members of the Red Bank Historic Preservation Commission are listed below. Terms are for (4) years for regular members and two (2) years for alternates.

Member	Membership Class	Term Expiration	Meetings Attended
Louis Almerini	Class A	12/31/2028	8
Marjorie Cavalier (Vice Chair)	Class B	12/31/2025	10
Anthony Setaro*	Class B	12/31/2027	3
Liam Collins (Chair)	Class C	12/31/2026	9
Paul Cagno	Class C	12/31/2025	6
Karen Schmelzkopf	Class C	12/31/2025	7
Doug Miller	Class C	12/31/2028	7
Andy North	Alternate	12/31/2026	6
Bethzy Varela	Alternate	12/31/2025	4

*\*Gary Saphire resigned in March 2024, and Anthony Setaro was appointed on August 22, 2024.*

Councilmember Kristina Bonatakis was appointed as the Council Liaison for the HPC. Michele Donato, Esq., was appointed as the Board Attorney, and Shawna Ebanks was appointed the Board Secretary.

## **MEETINGS**

The HPC scheduled twelve (12) regular meetings, two of which were canceled due to a delay in the appointment of Commission members and a lack of applications/business.

## **EDUCATION/TRAINING**

- At the March 20, 2024, public meeting, the Fair Haven Historic Commission Chair attended to provide information on how Fair Haven's HPC operates and to give the Commission some guidance and advice.  
On March 20 and August 21, the Board Attorney, Michele Donato, answered questions from the Commission members who needed clarification on the new amendments to the HPC ordinance and procedures. Questions related to the processing of minor applications, conflicts of interest, and designation of historic sites. She clarified that the only areas designated by ordinance are the Board Street Historic District and the Washington Street Historic District.
- On June 5, 2024, Marjorie Cavalier attended the NJ History and Historic Preservation Conference.

## **HISTORIC PRESERVATION COMMISSION APPLICATION**

The HPC conducts meticulous reviews of applications for applicants seeking approval for demolition or exterior improvements of a structure within the historic districts or site. The only exceptions are for changes to the interior and exterior of a structure that strictly meets ordinary maintenance and repair standards. The Administrative Officer ensures a comprehensive review process, determining if the Minor Work Review Committee (MWRC) should review the application or if a public hearing before the full Commission is required. Applications submitted to the HPC or MWRC are sometimes referred to the land use boards when they need a site plan and variance approval. The HPC and MWRC reviewed thirteen (13) applications in 2024.

### Minor Works Committee

The table highlights applications reviewed and approved by the Minor Works Committee and their decision. The committee members included Paul Cagno, Louis Almerini, and Liam Collins.

Project Location	Scope of Work
99-101 Wallace Street	Roof Replacement
65 Wallace Street	Rood Replacement
90-95 Broad Street	Sign
180 Spring Street	Siding Replacement
140 Monmouth Street	Porch Improvements
16 West Front Street	Painting Exterior

#### Historic Preservation Commission Review

The table below highlights the Commission's review and decisions on applications presented before the entire Commission.

Project Location	Scope of Work	Decision
17 Broad Street	Façade Renovation	Approved with Conditions
21 Broad Street	Façade Renovations	Approved with Conditions
56 Wallace Street	Siding Replacement	Approved with Conditions
21 Broad Street	Façade Renovation	Approved as Presented
188 Spring Street	Siding Replacement	Approved with Conditions
9 Wharf Avenue	Façade Renovation	Approved with Conditions

## LIST OF HISTORIC PRESERVATION COMMISSION ACCOMPLISHMENTS

### A. Red Bank's Historic Resources Inventory

Marjorie Cavalier reviewed the different versions of the Borough's historic properties inventory and confirmed whether they were designated by ordinance by the Governing Body. She revised the inventory, conducted a site visit to all the properties designated by the ordinance, and determined whether the structures were contributing or non-contributing based on the ordinance's definition. The determination was based on features visible from the public right of way.

- In July 2024, the revised registry was used to send notices to all the property owners informing them that their property is considered a historic resource and that any exterior improvements would require review from the Commission.
- The Planning and Zoning Office now uses the list to identify projects that require the Commission's review.

### B. Historic Property Owners Outreach

In July 2024, the Commission sent notices to the owners of the properties listed on the registry to inform them of their historic designation and the requirement that the Commission review any exterior improvements.

C. Red Bank Boat Club NJ Historic Trust Grant Application

The Commission wrote a letter of support for the Monmouth Boat Club's grant application to include in their submission to the NJ Historic Trust.

D. Design Guidelines and Architecture Survey Grant

The Commission submitted a grant application to the NJ Historic Trust for \$45,000 to draft a new design guideline and conduct an architectural survey of the Borough's historic resources. The Commission was awarded the grant, and the work will commence in 2025.

- In 2024, the Commission issued an RFP for professional services to select a consultant to conduct the architecture survey and draft new design guidelines.

E. RiverCenter Liaison

The Commission appointed a member to serve as a liaison at the monthly meeting with the RiverCenter Board. The liaison provides recommendations on any activities within the historic commercial district and a report at the monthly meeting.

## **GOALS FOR 2025**

Looking ahead, the Red Bank Historic Preservation Commission is committed to fulfilling the powers and responsibilities provided in the Planning and Development Regulations Chapter 490-7.1(C). Our goals for 2025 include:

1. To identify, record, and maintain a survey of buildings, structures, sites, objects, improvements, and districts of historical significance within the Borough.
2. To carry out such other advisory, educational, and informational functions to promote historic preservation.
3. To recommend to the Planning Board and Borough Council historic resources for inclusion in the New Jersey and National Registers of Historic Places and for local designation.
4. To make recommendations to the Planning Board regarding the historic preservation element of the Master Plan and on the implications for preservation of historic landmarks and historic districts of any other Master Plan elements.
5. To make recommendations to the Planning Board and Borough Council on the historic preservation implications of any proposed or adopted development ordinances.
6. To draft and recommend to the Planning Board and Borough Council ordinances or amendments to existing ordinances that would resolve any conflicts that may exist between the design standards of this article and the development regulations of the Borough.
7. To advise and assist Borough officers, employees, boards, and other bodies, including those at the county, state, and federal levels, on matters that have potential impacts on the historic resources in the Borough.
8. To advise the Planning Board and the Zoning Board on applications for development pursuant to N.J.S.A. 40:55D-110.

9. To report to the Planning Board regarding permits.
10. To advise the Planning Board and Borough Council on the relative merits of proposals involving the use of public funds for historic resources and to secure grants and assistance to support and monitor such projects.
11. To provide guidelines for rehabilitation and design criteria to owners of historic properties and for new construction established under this chapter.
12. To seek any benefits that may be available under the National Historic Preservation Act or any other state, county, or federal legislation, including, but not limited to, the benefits that flow to communities under the certified local government program for training, grant funding, and technical assistance.

To accomplish the duties and responsibilities above, the Commission aims to take on the following initiatives:

A. Recognition and Financial Incentives for Historic Resources

The Commission will continue to work to identify local, state, and federal funding to assist properties identified as historic resources in maintaining their exteriors. Additionally, the Commission is considering recommending the Borough create financial incentives (e.g., property tax credit for contributing properties) for property owners who implement best practices to maintain their property's historic integrity.

B. Design Guidelines and Architecture Survey

The Commission will work with a consultant to draft new design guidelines for historic resources within the Borough. Additionally, an architectural survey will be completed to assist in the determination of future designations and help with the revision of the historic preservation element.

C. Certified Local Government Certification

The Commission intends to pursue the process of becoming a Certified Local Government. It will work towards amending the historic preservation ordinance to comply with the certification requirements.

D. Local Designation of Properties Listed on the County, State, and National Register of Historic Properties

The Commission will form a committee to oversee and ensure that properties listed on the county, state, and national register are also designated on the Red Bank Historic Properties Registry.

E. Ghost Signs Regulations

The Commission will work towards recommending to the Governing Body that an ordinance should be created for the preservation of/identification of ghost signs discovered during the

project's construction phase. Consideration should be given to creating an app to display past and existing ghost signs discovered as a walking tour.

F. Commission Training/ Education

The Commission members will continue to attend available conference and/or training sessions for historic preservation.