

**OFFICE OF THE HISTORIC PRESERVATION COMMISSION**

25 Neptune Boulevard Neptune NJ 07753  
(732) 988-5200 Ext. 204 Fax (732)988-4259  
awalby@neptunetownship.org

December 1st, 2021

Timothy Shea  
34 Brasser Lane  
Kenilworth, NJ 07033

**RE: HISTORIC PRESERVATION COMMISSION APPLICATION NO. HPC 2021-066  
BLOCK 271 LOT 5 ALSO KNOWN AS 118 Clark Ave**

Dear Applicant:

Please be advised the above mentioned application has been reviewed for completeness and the Application Review Team (Review Team) has determined that this application cannot be administratively approved. Therefore, you are hereby notified that your application has been scheduled for a virtual public hearing before the Historic Preservation Commission. Your application has been scheduled for a virtual public hearing/meeting on **Tuesday, December 14th, 2021 at 7:00 PM**. The meeting will be held virtually via Zoom. Log-in and Participant information is as follows:

Topic: Historic Preservation Commission Regular Meeting of December 14th  
Time: Dec 14, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89940560311?pwd=aGI3cUFLUGh4N3JJTFV2R0Z3a2pKdz09>

Meeting ID: 899 4056 0311

Passcode: 509972

One tap mobile

+16465588656,,89940560311# US (New York)

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Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 899 4056 0311

Find your local number: <https://us02web.zoom.us/u/kbmlEOA4bc>

Join by SIP

89940560311@zoomcrc.com

**Preliminary Review Notes**

Below, please find the Application Review notes. Please understand that this is a preliminary review. It includes, but is not limited to, the observations on the following pages concerning your project. In no event shall this preliminary review constitute an approval. Neither the Applicant nor the Review Team is bound by this review. Also, these comments do not preclude additional information requests, comments, or concerns from HPC members before or at the virtual hearing/meeting. The Applicant and/or the Representative of the Applicant should carefully review the notes below and be prepared to discuss these items.

**Discussion Items:**

The architect presented new drawing of the proposed rear addition.

1. The east wall of the rear addition will be pulled in to the north of the existing Bilco door. Compliant
2. The west wall of the rear addition will be pulled in 1' south of the existing west wall. Compliant
3. The roof will be lower in height than the original roof. The drawing shows that on the west the roof is longer from Ridge to eave than it is on the east elevation. A discussion ensued about the possibility of changing the roof to a cross gable which is a more traditional roof form than the one proposed. The architect agreed with the suggestion and will pursue it. Incomplete
4. The original windows in the home will be retained in their original locations. Compliant
5. If the applicant wishes, the construction of a small roof over the East side door can be considered. The architect also stated that the door which sits very close to the south east corner of the new addition could be moved slightly to the north.
6. The one item which will require discussion is the lack of windows on the first floor west elevation of the rear addition.

**Additional Request**

You will need to provide **nine (9)** sets of plans, including color photos of the house and affected areas, as well as the property survey, and plans/catalog cuts, and paint color swatches. This must be provided at the latest **11 days (latest on December 3rd ) before the meeting December 14th, 2021.** Along with providing 9 hard copies, please also email via .pdf.

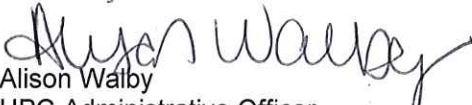
If any changes are made to your application after you have been placed on the agenda, or if you fail to produce any of the items requested by the Commission, your hearing will be deferred to the next available meeting.

It is highly recommended that you attend this virtual hearing in order to address any questions or concerns the Commission may have. An Architect, Contractor, or Attorney may accompany you, or you may appoint a representative in the event you are unable to attend/participate. Please be advised, your absence or lack of participation in the virtual meeting may cause your application to be deferred.

For your convenience, the Ocean Grove Historic District Guidelines for Residential Structures can be found online at [www.neptunetownship.org](http://www.neptunetownship.org).

The HPC thanks you for your cooperation and support in maintaining the integrity and character of the Ocean Grove, a registered National and State Historic District. Should you have any further questions or concerns please feel free to contact me at (732) 988-5200, extension 204 or via email [awalby@neptunetownship.org](mailto:awalby@neptunetownship.org).

Cordially,

  
Alison Walby  
HPC Administrative Officer