

CITY OF PATERSON  
**HISTORIC PRESERVATION  
 COMMISSION**

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Andre Sayegh  
 Mayor

**COMMISSIONERS**

Kelly C. Ruffel, Chair  
 Mohammed Ahmed, Vice Chair  
 Kenneth A. Simpson  
 Richard Walter  
 William C. Tate  
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**STAFF**

HPS & Secretary:  
 Counsel: Romina M. Pascual, Esq.

**REGULAR MEETING DATES & APPLICATION DEADLINES FOR  
 FISCAL YEAR 2018 – 2019**

**Regular meetings** of the Historic Preservation Commission are held on the 3<sup>rd</sup> Monday of each month except when the 3<sup>rd</sup> Monday of the month is a holiday; or if there are five Mondays in a month. In these cases, the meeting is held on the 4<sup>th</sup> Monday of the month. Meeting dates are in the left hand column of the chart below.

**APPLICATIONS** must be filed **20 business days** in advance of a scheduled meeting. Applications are **tentatively scheduled** when received by the Application Deadline (see second column of the chart below).

Applications are reviewed for **COMPLETENESS** when they are received. Applicants are notified within 5 business days after they file if all required materials are included (see third column of the chart below) and what information is missing if not complete. Applicants may then submit the missing materials to make the application complete.

A tentatively-scheduled application must then be fully **COMPLETE 10 days before** the meeting date to be confirmed for hearing on that date (see fourth column of the chart below).

**If the application or completeness deadlines are missed for a particular meeting**, the hearing is pushed forward to the next meeting, but will still only be confirmed after the completeness requirements are met. The table below summarizes the meeting dates in the left-hand column. The deadline requirements for a particular meeting follow along the same line to the right.

MEETING DATE	APPLICATION DEADLINE	COMPLETENESS NOTIFICATION	COMPLETENESS DEADLINE
Aug. 20, 2018	July 27, 2018	August 03, 2018	August 10, 2018
Sep. 17, 2018	August 29, 2018	September 04, 2018*	September 07, 2018
Oct. 22, 2018	September 27, 2018	October 04, 2018	October 12, 2018
Nov. 19, 2018	October 29, 2018	November 05, 2018	November 09, 2018*
Dec. 17, 2018	November 27, 2018	December 03, 2018	December 07, 2018
Jan. 28, 2019	January 07, 2019	January 14, 2019	January 18, 2019
Feb. 25, 2019	February 04, 2019	February 11, 2019	February 15, 2019
Mar. 18, 2019	February 25, 2019	March 04, 2019	March 08, 2019
Apr. 22, 2019	April 01, 2019	April 08, 2019	April 12, 2019
May 20, 2019	April 29, 2019	May 06, 2019	May 10, 2019
Jun. 17, 2019	May 24, 2019*	June 03, 2019	June 07, 2019

\* Date is altered due to holiday, City Offices are closed.