

**MINUTES
OF THE
CRANBURY TOWNSHIP
HISTORIC PRESERVATION COMMISSION
CRANBURY, NEW JERSEY
MARCH 7, 2023**

TIME AND PLACE OF MEETING

The Meeting of the Cranbury Township Historic Preservation Commission (HPC) was held on March 7, 2023, 7:00 pm at Town Hall, 23A North Main Street, Meeting Room.

CALL TO ORDER

Chairperson Ryan called the meeting to order at 7:05 pm and presided over the meeting.

STATEMENT OF ADEQUATE NOTICE

Pursuant to the Sunshine Law, adequate notice in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6) was provided on January 20, 2023 of this meeting’s date, time, and place, and the agenda was mailed to the news media, posted on the Township bulletin board, mailed to those requesting personal notice, and filed with the Municipal Clerk.

ROLL CALL:

Members Present: Ms. Ryan, Chair; Ms. Suttmeier, Vice-Chair; Mr. Golisano; Ms. Marlowe; Mr. Szabo, Alt I and Mr. Ponnada, Alt II

Members Absent: Mr. Geier

Professionals and Staff Present: Robin Tillou, HPC Administrative Officer

Professionals and Staff Absent: Lisa Knierim, Township Committee Liaison

APPLICATION

Ordinary Maintenance and Repair and Minor Certificate of Approval Application Approval

HPC Number	Date Received	Block	Lot	HD or BA	Address	Concept Major/Minor/Ord Maint and Repair	Application Deemed Complete	Approved / Denied / Withdrawn	Ord. Main. And Repair Approval Letter Sent
167-23	2/10/23	23	94	BA	10 Cranbury Neck Road – Roof (Ridge Vent)	Ordinary Maintenance and Repair	2/13/23	Approved	2/15/23
168-23	2/13/23	30	7	HD	60 N. Main Street – Nook & Fern Signage	Minor	2/13/23	Approved	2/27/23
169-23	02/16/23	31	9	HD	6 Westminster Place - Fence	Ord Main & Repair	02/16/23	Approved	2/27/23

OLD BUSINESS

Outdoor Bulletin Board – Front of Town Hall

Delpha Georges, EDAC (Economic Development Advisory Committee), was present and spoke on behalf of EDAC to provide an update on the Outdoor Bulletin Board project.

Ms. Georges stated the last time she presented to HPC was in August 2022 and it was discussed that the bulletin board would be replaced. EDAC received HPC, the Township and the school's approval and the bulletin board was ordered. It ended up the product was the incorrect size. On the left side of the walkway there was a spot for that sized bulletin board that they were in possession of. All parties involved had agreed to the location which is 2 ft. to the left of where it is now.

Ms. Suttmeier advised there is a flower bed there.

Ms. Georges showed the Commission the location it would be moved to.

Ms. Suttmeier stated there are bulbs in that flower bed that the boy scouts planted years ago and bloom in the spring.

Ms. Georges stated the bulletin board will be placed within the bush and the bush will be trimmed down, so it hovers under it. Everything else will stay the same that was agreed upon at the August HPC meeting, it will be parallel to the street and be all white with the black rubber board on the back and the same materials.

Mr. Golisano mentioned the two benches to the side.

Ms. Georges stated the board will not affect the benches.

Chair Ryan asked who will be installing the bulletin board.

Ms. Georges stated the labor will be split with the school ground keeper and the Department of Public Works.

Chair Ryan asked when the board will be installed.

Ms. Georges stated they would like for it to be installed by June 2023.

Cranbury Station Hamlet Historic District

Ms. Suttmeier stated there has been demolition to 2-4 Hightstown Cranbury Station Road, but the train depot has not been touched.

Chair Ryan stated the next step is to contact the developer of 2-4 Hightstown Cranbury Station Road to set up a "field trip" with two (2) members from HPC.

Mr. Golisano stated he can be one of the members to meet with the developer on site to discuss the possible future of the train depot.

Cranbury Township Signage

Ms. Suttmeier stated she is taking pictures of all the intersections for the proposed locations and putting it into a presentation. She needs an updated map to outline all proposed locations. There is signage that is higher than others in town.

Ms. Suttmeier will obtain the bike plan to show the county roads versus the state roads. Another observation is some of the signage has green poles and others did not have green poles and are metal. Some intersections have a sign on one road and not a sign on the other, there should be signage both ways.

Chair Ryan asked if the existing poles will be kept and replace the signs on them and if there are some locations where a pole needs to be put in.

Ms. Suttmeier stated yes there are some locations that need a pole like School House Lane and Maplewood.

Ms. Suttmeier stated EDAC's contact person for HPC regarding signage is Rosemary Lamar and EDAC are proposing entry and exit signage.

Chair Ryan stated the deadline should be for the April 18, 2023 HPC meeting to have the discussed signed work done.

Mr. Golisano recommended contacting the Township's qualifying purchasing agent to see what is recommended to obtain a signage vendor.

CLG Grant

Chair Ryan advised there will be a CLG grant kick-off meeting being held on Thursday, March 9, 2023 at 2:00 pm with Richard Grubb & Associates, Architectural Historian, and the State's Historic Preservation Office. It will be a review of their timeline, method and the scope.

Mr. Golisano stated the Cranbury Station Hamlet Historic District surveys that were done by the Township Planner, Elizabeth Leheny, should be looked at again to ensure it is abiding by the State's requirements for surveys.

Chair Ryan stated the Hamlet properties will be discussed with Richard Grubb & Associates and the State at the kick-off meeting.

Chair Ryan stated Richard Grubb & Associates will do a sample form to make sure HPC approves of it, and they will then do the remaining properties.

Mr. Golisano stated a key list would be helpful to see which properties are outlined in the beginning on the overall map. Also, a list to indicate what page the properties are on.

Chair Ryan stated the contractor Richard Grubb & Associates will be going to in person meetings to discuss matters with HPC.

Mr. Ponnada stated if there could be an interactive map to have a list of all the properties on one side and the map where you can click on the link to go directly to the property. When you are compiling the file, you link it in on a pdf. Mr. Ponnada will see what he can do to work on that map.

CLG Monitoring Follow-Up

Ms. Ryan gave an update to the CLG Monitoring follow up meeting with Lindsay Thivierge, NJ Historic Preservation Office. Ms. Thivierge was impressed by the professionalism and liked the nameplates, and how HPC collaborates to meet everyone's goals. The presentation done by Ms. Suttmeier was great on December 20, 2022. She would like for the Commission to add an intro stating what the Commission does and why. An intro would be useful and that is something we should put together.

Mr. Golisano stated it would be useful to emphasize it is no longer HPAC, we are no longer an advisory Board.

Mr. Szabo stated the purpose on the website should be updated and advise HPC wants to work with property owners on their exterior work and emphasize the collaborative work HPC does with residents.

Chair Ryan stated Ms. Thivierge suggested the following:

- HPC should clarify designations. For example, with the 2-4 Hightstown Cranbury Station Road developer on December 20, 2022 it should have been referenced that the Camden and Amboy railway was designated as New Jersey and National Register of Historic Places.
- There is training that the state offers for the National Register that we can enroll in, and they can present it at a meeting if that is preferred.
- HPC's annual report be posted to the website and provided to the Planning Board so they have an idea of what HPC does. It can also be added to the Mayor's Update with a narrative added to it.
- HPC should not mention the tax credits due to eligibility being tight.
- There should be more public outreach such as for Cranbury Day or a gathering of the Township and a table should be set up to advise residents of HPC.
- HPC should set up rewards program every year to reward homeowners within the Historic District that have done restorations to their home in that year.

Mr. Ponnada suggested a "homeowner provides strongest commitment to historic integrity". One business owner and/or homeowner can get it every year.

Mr. Golisano suggested setting up a table for "Tour de Cranbury" which is an eagle's project on May 7, 2023, 10 am – 4 pm. That is something HPC can have a table for. There will be a Colonial Fair in spring. There will be plenty of Cranbury groups involved and historical reenactments.

Chair Ryan stated the booth needs handouts/graphics and banners.

Mr. Szabo suggested tying in with the Historical Society's booth.

Mr. Ponnada advised of the Health and Wellness Fair that occurs in June.

Brainerd Lake Railing

Mr. Golisano stated it seems like someone had straightened the railing out, but if someone touches it, it may go back to the irregular position it was in.

Chair Ryan stated they will await the input from the Township Committee Liaison, Lisa Knierim.

HPC Library Donated Books

Ms. Suttmeier stated she now has a contact name from the library to discuss a shelf for the HPC.

Chair Ryan read the record of the books she has that should be in the library donated by HPC in a 2018 list:

- Building by the Book – Pattern Book Architecture in New Jersey.
- The Comfortable House – North Americans Suburban Architecture.
- The Old Barn Book – Field Guide to North American Barns and Other Farm Structures.
- 100 Victorian Architectural Designs for Houses and Other Buildings.
- Turn of the Century House Designs with Floor Plans, Elevations and Interior Details.
- Classic Houses of the 1920's.
- Sears Roebuck Homebuilders Catalog – Complete Illustrated 1910 Edition.
- A Field Guide to American Houses.
- This Old House Monthly Magazines.

Mr. Szabo stated there should be a permanent collection of HPC reference on a shelf.

Ms. Suttmeier received confirmation no books that HPC donated was discarded and it may be mixed with other books in the library.

Mr. Szabo stated once an HPC reference shelf is established in the library it can be advertised on HPC's webpage.

Ms. Suttmeier will share the picture she took that is considered HPC's shelf at the library currently.

2023 Goals and 2022 Accomplishments

Chair Ryan stated the following is what is in the year end synopsis presently:

2023 Goals

- Working with the 2 – 4 Cranbury Station Road, LLC developer to Preserve the Camden Amboy train depot.
- Completing Phase I of signage initiative.
- Executing the CLG grant with the chosen consultant, Richard Grubb & Associates to execute the additional properties being added for a more contiguous Cranbury Village Historic District and update the inventory in the State database.
- Cranbury Station Hamlet State and National Registry and grants available to fund the State and National Registry nomination form.
- Reviewing the identified historic sites from the Master Plan and revising the owners and sites still available. Then sending property owners a letter advising them of possible designation of the site and confirm the owner will be interested.

- Approve budget for the signage initiative.

2022 Accomplishments

- Signage initiative – created an inventory of proposed signage and had a preliminary alignment to request for funding in the budget.
- Submitted documents and was approved for the 2023 CLG Grant.
- Conveying aspirations to the owner of the Camden Amboy Train Depot and advised the owner of the importance of the train depot to Cranbury Township’s history.
- Review of the energy audit for Town Hall with the Township Committee.
- HPC transitioned into in-person meetings with YouTube live helping the public see the meeting in real time.
- Has been recertified for the Certified Local Government.

MINUTES

February 7, 2023

Mr. Golisano made the motion to approve the minutes. Ms. Marlow offered a second.

ROLL CALL:

AYES: Ms. Ryan, Mr. Golisano, Ms. Marlowe and Ms. Suttmeier.

NAYS: None.

ABSTAIN: None

DISCUSSION

Mr. Ponnada drafted the opening of the meeting verbiage as suggested by the NJ Historic Preservation Office:

“The Cranbury Historic Preservation Commission is a seven person including three architects, Commission, collaborating with home owners in our beautiful historic district. In order to maintain the architectural and historic integrity of the buildings to give Cranbury a signature historic view. We meet bimonthly to discuss business and collaborate with homeowners planning to make alterations to their beautiful historic homes.”

Mr. Golisano stated it would have to be revised if the members changed for any reason.

Chair Ryan stated it should be mentioned that we are a Certified Local Government. In 2017 HPC did receive a letter from United States Department of Interior that she had found and something in that letter could be added to the introduction.

It was discussed that the buffer zone will be removed once the individual properties are designated as discussed at the August 2021 meeting.

Mr. Golisano stated the map in the CoA application online should be updated to be clearer.

Mr. Ponnada indicated that there is something called the “way back machine” online that may help with the Camden Amboy train depot information that advises you of all historic items listed online. He will also go to the Princeton library to view mockups of the Camden Amboy train depot.

Mr. Golisano stated there was a Rails Trails in Wayland, Massachusetts and they had recently renovated their freight depot along the Rails Trails path. That could be a reference to the Camden Amboy train depot.

Chair Ryan stated the only information received from the Mayor's newsletter regarding information on the train depot was from Linda Shilling from the history center for the depot. We must make an appointment with the history center to look through what they have for the depot.

PUBLIC COMMENT

Chair Ryan opened the meeting to the public.

With no public comment, Chair Ryan closed the public portion of the meeting.

ADJOURNMENT OF MEETING

There being no further business, a motion was made by Mr. Golisano to adjourn the meeting and Ms. Marlowe offered a second. By unanimous vote, the meeting was thereupon adjourned at 8:45 pm.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that I am the duly appointed secretary of the Cranbury Township Historic Preservation Commission, and that this document, consisting of seven (7) pages, constitutes a true and correct copy of the minutes of the regular meeting held on March 7, 2023.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this day of April 5, 2023.

Robin Tillou
Robin Tillou
Recording Secretary
Historic Preservation Commission