

**MINUTES  
OF THE  
CRANBURY TOWNSHIP  
HISTORIC PRESERVATION COMMISSION  
CRANBURY, NEW JERSEY  
MIDDLESEX COUNTY**

**TIME AND PLACE OF MEETING**

A regular meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on May 15, 2018 beginning at 7:31 pm.

**STATEMENT OF ADEQUATE NOTICE**

Pursuant to the Sunshine Law, adequate notice in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-5) was provided on December 4, 2017, of this meeting's date, time, place and an 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.

**CALL TO ORDER**

With a quorum present, Ms. Ryan called the meeting to order and Ms. Scott performed as recording secretary.

**MEMBERS IN ATTENDANCE**

Mr. Banks, Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh. Mr. Coffey was present but not in an official capacity.

**APPLICATIONS**

1 North Main Street (B23L71.01): within the Historic District; Architect, Mr. Bill Gittings, and homeowner, Ms. Suzanne Palocz, were present for discussion of the bump out addition to house an elevator onto the rear corner of existing structure. Application was submitted with ½ set and 2 whole sets of plans. Of the two existing windows, the ocular window will be left alone. The idea is should the elevator be removed, this original detail will remain as built. A basement window will be removed where the proposed addition will be located. A new window with a similar style of the existing windows will be installed on the third floor to allow day-light to enter and will use salvaged trim. Details include to slope roofline with membrane, exterior trim to match existing, Hardiplank siding, boral corner boards, and new aluminum siding with J bead wrap will match existing. The new concrete will be parged, scored, and then painted to match.

Hearing no other questions or comments for this application, roll call to approve this application as submitted; AYES: Mr. Banks, Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh.

The two full sets were stamped, dated, and marked approved. They will be forwarded to the Constructions Department.

52 Maplewood Avenue (B33, L8): within Historic District; no one present for discussion of the submitted application. Homeowner was emailed the agenda. The application is to install a wood fence on 3 sides of property, north, south and west elevations. The south elevation has 3 styles of fence, a 4' solid fence, an 8' sweep panel, and a 5' solid fence. The north elevation will have a 5' solid extending from the existing rear corner to the garage and another 5' solid section between the garage and house with a 4' gate. The west elevation 4' 50% open fence will extend across the yard from the front of house to north corner. The retaining wall has been removed from this application per homeowner.

Hearing no other questions or comments for this application, roll call to approve this application as submitted; AYES: Mr. Banks, Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh.

37 North Main Street, (B23,L55): within Historic District; information has been received on a new window with exterior grilles per HPC's request of the May 1<sup>st</sup> meeting. Anderson 400 Series double hung full divided light with grille profile of ½ inch will be installed on the front 7 windows. HPC reviewed the supplied specifications and Ms. Ryan, Chair, approved this application as a minor application.

Continued on Page 2

Continued from Page 1

During the May 1<sup>st</sup> meeting, HPC reviewed the window specs for replacing the windows on both sides and rear façade of the structure and a ½ round gutter is proposed to replace the existing (rotted) gutter over the front porch with leader. Both of these items are considered as ordinary maintenance.

101 North Main Street (B25,L30.01) within Historic District; General Contractor Marty Coffey was present to conceptually discuss the plan to replace/repair the front porch which includes the roof, columns (capitals and plinths), rails, and floorboards. Mr. Coffey explained the owner would like to replace the materials to be low maintenance and all porch details will match existing. The ledger on the block and the piers are in good condition so work, if any, would be minimal. The front steps may be replaced to match the rear porch. The existing cross buck front door is not original and will be replaced with a 6 panel solid wood door. The two hanging mail boxes will be removed.

HPC complimented Mr. Coffey on the roof that was replaced in 2016.

22 South Main Street (B23L79): Secretary called Mr. Conley, Project Manager, to inquire about the ADA ramp material. Mr. Conley stated that it will be wood since Trex can be slippery when wet. Traction strips will be installed.

## **MINUTES**

The minutes from the May 1, 2018, meeting was reviewed. Motion to approve was made by Mr. Banks, seconded by Ms. Ryan, all in favor. Record reflects Mr. Walsh was not eligible.

## **NEW BUSINESS**

Alternate vacancy: Ms. Ryan asked Mr. Coffey of his interest in moving from his current Alternate #2 position into the vacant Alternate #1 position. He is agreeable to this although he conveyed that he has personal issues that will require his time but will inform HPC should this be an issue. Ms. Ryan will email the Mayor with this recommendation.

Mr. Banks asked if resumes are submitted along with their letter of interest. Since HPC is CLG certified, having a volunteer with interest, experience, or education in Preservation is preferred. Also, CLG requires all new volunteers have their resume included with the annual required documents/reports sent to SHPO to insure Cranbury's CLG status.

## **DISCUSSION**

54 North Main Street (B32,L1): within the Historic District; it was noticed that work is currently being performed on the eye windows and the frieze board on the structure. No application has been submitted to HPC for this work. The Zoning Officer was called for this purpose and had visited the site and relayed his findings. Secretary spoke with the owner via phone. The owner explained that the contractor visited Town Hall to obtain the proper construction permits. Secretary did not have the opportunity to confirm with Construction Dept. regarding this work. The owner was invited to attend this meeting but is not present but will be invited to attend the next HPC meeting.

Year End Report was presented to the Township Committee at their May 14, 2018, meeting. Ms. Ryan and Mr. Szabo appeared and discussed this report as well as HPC's 2018 goals. At this meeting, there was a discussion regarding the lack of volunteer application for open positions on the township boards/committees/commissions. Since HPC currently has an open Alternate position Committeeman Dan Mulligan made sure that this open position was noted in the meeting minutes as well as to those in the audience.

It was stated the Mayor inquired about the (BA) Buffer Area. HPC responded that there are homes that are in the (HD) Historic District that do not qualify as historic and homes outside the BA that should be included in the HD. It was stated that at the conclusion of the current inventory project, HPC will take another look at the current Historic District boundaries and any buffer areas where appropriate.

The contract for the Intensive Level Inventory Phase 2 was not approved since the vendor did not return the signed contract prior to the meeting. It should be approved at the next TC next meeting on May 29<sup>th</sup>.

Mr. Banks researched other communities that have an HD and their enforcement. He states that Princeton NJ has a form on their website where residents can alert the appropriate department for possibly violators within their HD. It was stated that Cranbury should have a trigger mechanism that when a property located within the HD applies for a permit, the HPC should be informed. The issue here is when a permit is not required, what does HPC do about enforcement for residents that perform work on their home that alters the exterior. The HPC Liaison on the TC should be able to assist here but since that person has recently resigned, a replacement has yet to be named. Ms. Ryan will email the Mayor to ask about the HPC Liaison position.

While attending the Township meeting, Mr. Philip Sean Curran of the Packet Media approached Ms. Ryan. He is interested in doing a story about the HPC. She invited him to attend tonight's HPC meeting but was unavailable. Mr. Banks asked if he was interested in taking photos as well.

Training: Mr. Szabo signed up for a webinar pertaining to retro-fitting windows. He will submit documentation that he completed this.

#### **ADJOURNMENT OF MEETING**

There being no further business, a motion duly made by Mr. Szabo, seconded by Mr. Banks and carried, the meeting was thereupon adjourned.

#### **CERTIFICATE OF SECRETARY**

I, undersigned, do hereby certify;

That I am the duly appointed secretary of the Cranbury Township Historic Preservation Commission and,

That the foregoing minutes of the Historic Preservation Commission, held on May 15, 2018 consisting of 3 pages, constitute a true and correct copy of the minutes of the said meeting.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this 5<sup>th</sup> day of June 2018.

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Linda M. Scott, Recording Secretary