

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

TIME AND PLACE OF MEETING

A scheduled meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on April 4, 2017 beginning at 7:30 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 5, 2016, 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 Mr. Szabo, HPC Chair, called the meeting to order. Ms. Scott, performed as recording secretary.

MEMBERS IN ATTENDANCE

Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh. Mr. Coffey requested to be excused. Motion made by Mr. Szabo, seconded by Ms. Ryan, all in favor.

Mr. Szabo welcomed Boy Scout Benjamin Cier and Ms. Val Cier. He also welcomed Ms. Susan Goetz, HPC Township Committee Liaison.

MINUTES

The minutes of the February 7, 2017 meeting was reviewed with minor corrections. Roll call to approve Ms. Ryan, Mr. Szabo and Mr. Walsh in favor. Record will reflect Ms. Marlowe was ineligible.

APPLICATIONS

11 Station Rd. (B35,L15) within HD, Classified C-; fence contractor emailed application on March 9, 2017 proposing to install a fence in the rear yard including a section from northeast corner of house to eastern elevation property line. After a few emails, all information to complete this application was received. An email was received from owner on April 3rd asking that the application be withdrawn.

OTHER APPLICATIONS

10 North Main St. (B33,L36) within HD, Classified C+C; application (minor) received on March 31, 2017, completed April 3, 2017. Proposed is to asphalt the existing stone driveway. This application was denied by the Zoning Officer with Chapter 150-44. A change of location or a variance will be required should the owner wish to install the driveway per the supplied plot plan. Application denied. Letter will be sent to homeowner. A concern about pervious coverage and its location near the flood hazard area was briefly discussed.

NEW BUSINESS

2016 Year End Report: Mr. Szabo and Ms. Ryan attended the March 27th Township Committee meeting to present this report to them. Mr. Szabo stated that it went well. He informed everyone that one of the items discussed at the meeting was the 2016 CLG grant. The timeline to have the grant completed gets shorter each day. The legal ad for the RFP will run on April 6th, scheduled to be opened on May 9th, and then off to be reviewed by the attorney. The RFP will be awarded at the Township Committee meeting on May 22nd. Mr. Szabo must be in attendance for the RFP opening and extended an invite to Ms. Goetz. The deadline date for all 109 properties to be inventoried is September 15th.

A second item discussed at the TC meeting is the surrounding Buffer Area (BA) of the Historic District (HD). It was discussed that the smaller HDs have a 200' BA but the large contiguous HD does not. According to the Historic Landmarks & Districts (Figure 7-1) found in the 2010 Master Plan, a 200' BA outlines the large HD. The BA issue was brought to HPC's attention due to an application recently received of a structure located within the BA, close proximity to the HD that will have extensive exterior work performed. A recommendation in the Master Plan is to amend the definition of the Historic Buffer Area. After much discussion, a possible and easiest solution would be to reinstate the BA. Language would be inserted into Chapter 93-2. Definitions stating that applications of properties located within the BA will be reviewed at the discretion of HPC when submitted. Ms. Goetz will research this issue, as written, within the Master Plan so both the Master Plan and Ordinance are consistent.

Ms. Goetz questioned what defines a Landmark. Ms. Ryan stated that landmark, is not the correct terminology for this use. A more appropriate terminology of properties within the HD would be contributing or non-contributing. Contributing means the structure positively contributes to the HD which has a period of significance.

Roll call to change the Ordinance Chapter 93 Buffer Area to be compliant and compatible with the Master Plan: AYES; Ms. Marlowe, Ms. Ryan, Mr. Szabo, and Mr. Walsh. Ms. Goetz explained the Chapter 93 amendment process to HPC and will keep them abreast.

Mr. Szabo had a thought of keeping a monthly tally and trend of applications received. He thought that in the coming year this would be of interest. Another item mentioned at the same meeting was the farmhouse located at 147 Plainsboro Road. This property has a deeded preservation easement. The structure on this property is not occupied and deteriorating. Mr. Szabo stated that Mr. Cook suggested that the town should need get input from different township groups, i.e. HPC, Cranbury Historic Preservation Society, etc. to come up with an alternate use for this farmhouse which then can be discussed with the current owner.

One last item discussed is to help HPC identify when a home is/will be sold home (transfer of new ownership) within the HD. In the past, when a home sold, only some of the new owners were conveyed the responsibility of owning a home within Cranbury's HD. HPC would like to narrow the gap and send a 'welcome' informational letter to all new owners within the HD. One idea to help aid HPC is a Certificate of Compliance which is required by Fire Code. New ownership information can be received in the HPC office on a monthly basis. Another idea is to use the Cranbury Township Sewer bill when an account is changed to indicate a new owner.

Presentation "Additions to Historic Houses and the Secretary of Interior's Standards" will be held at the Library on April 28th at 7pm. Ms. Ryan elaborated that while attending the Annual Preservation NJ (Roebing NJ) meeting, she saw a colleague, Mr. Eric Holtermann of HMR Architects. Mr. Holtermann informed Ms. Ryan that he is scheduled to present Additions to Historic Houses and the Secretary of the Interior's Standards at the Cranbury Library. He offered this opportunity for HPC to attend and perhaps elaborate on Cranbury's ordinance along with the process for adding or modifying historic properties. Mr. Szabo spoke with Ms. Murphy of the library and asked for a copy of the presentation so HPC is prepared. More clarification of the presentation as time draws nearer was advised. Mr. Szabo is available on this date and asked if other volunteers are available to attend, please do.

2017 CLG Grant: no update. The required documents to keep Cranbury Township CLG compliant were mailed to the State Historic Preservation Office (SHPO) on March 27, 2017. This includes Appendix C documents, all 2016 agendas and minutes, current ordinances, new volunteer resumes and 2016 Action Log.

Training: Preservation in Practice: A Primer for Historic Preservation Commissions was attended by Ms. Marlowe on Saturday March 18th at the EcoComplex in Bordentown, NJ. Ms. Marlowe said that the Primer was interesting. One discussion that quickly comes to mind was justification for porch railing and how this can work with building codes. Ms. Marlowe will bring the information to the HPC meeting which will be helpful to HPC.

Preservation New Jersey 2017 Annual Meeting was attended by Ms. Ryan on March 4, 2017 at the Roebing Wire Works Building, Trenton, NJ. A short talk about the Roebing complex and the work involved

was given. There is space that is occupied for another use. A brisk walk over to a different area that may have been a loading dock is reused as a supermarket, barber shop and other small establishments. A tour of a different area was interesting since it is in the process of being renovated.

DISCUSSION

Newsletter Article: Mr. Szabo will write an article for the upcoming newsletter about the CLG grant.

Financial Disclosure Forms: Information on the forms will be coming soon. There must be quick turnaround on this and can be done online. All volunteers must complete this.

PUBLIC COMMENT

Mr. Benjamin Cire asked what CLG is. HPC informed him that CLG stands for Certified Local Government explaining that Cranbury Township must follow certain criteria set forth by the NJ State. This status allows Cranbury along with other Township organizations eligible to apply for grants that other non-CLG municipalities. Cranbury Township is one of the 45 municipalities within NJ that are CLG. .

HPC received a \$24,999. no-match grant that will be used to re-survey approximately half of the properties listed within the Historic District. This information will be incorporated into a State database.

Mr. Cire ask about where to find The Design Guidelines which can be found on the Township website.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Mr. Szabo, seconded by Ms. Ryan 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 April 4, 2017 consisting of 2 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 2nd day of May 2017.

Linda M. Scott, Recording Secretary