

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

TIME AND PLACE OF MEETING

A special meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on July 11, 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 July 7, 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, Mr. Szabo, HPC Chair, called the meeting to order. Ms. Scott, performed as recording secretary.

MEMBERS IN ATTENDANCE

Mr. Banks, Ms. Marlowe, Ms. Ryan (arrived 7:32pm), Mr. Szabo, and Mr. Walsh. Mr. Coffey is unable to attend, motion to excuse him was made by Mr. Banks, seconded by Mr. Szabo, all in favor.

Record will reflect that Boy Scout Connor Stewart (with parent) were present. He is working on his Communication Badge.

MINUTES

The minutes of the June 20, 2017 meeting was reviewed and approved, roll call to approve: AYES: Mr. Banks, Ms. Marlowe, Ms. Ryan and Mr. Walsh. Mr. Szabo is not eligible and did not participate.

APPLICATIONS

28 Station Rd (B18L39) within HD; application received on June 30, 2017. Discussion of the proposed updates on the previously approved application at June 20th meeting was reviewed. The changes include installation of a built-in copper lined gutter and Boral cornice to match the porch fascia. The proposed changes are timely since the roof rafters and re-shingling work will be taking place as previously approved.

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

Three large plan sets were included with the application, they were signed by Mr. Szabo. Two sets will be delivered to the Construction Office.

OTHER APPLICATIONS

5 South Main St (B35,L1.01) within HD; this application was discussed at the June 20th meeting. A sample of the fiberglass material proposed for the columns was requested and received. HPC wanted to determine if the fiberglass was a shiny material and also ascertain if paint would adhere to the product. Mr. Szabo reviewed the material on June 28th and determined that it is not shiny and paint would adhere. This application was deemed as ordinary maintenance.

10 North Main St (B33,L36) within HD; application received to install a 24' x 21' paved pad to be installed according to zoning regulations in the existing driveway area. This application was reviewed by Mr. Szabo as a minor application on June 28th 2017 and approved.

9 Station Rd (B35,L14) within HD; application and photos received to replace the deteriorated porch floor boards on the front and side porches with like material. Application deemed as ordinary maintenance on June 27, 2017.

64 Maplewood Ave (B33,L3) within the HD; an application received on July 6th to replace existing shingles with GAF Timberline shingles. The vinyl enclosed metal stack on the main house will be removed, exposing the metal shaft. This minor application was approved by Mr. Szabo same day received.

14 Cranbury Neck Rd (B23,L110) within the BA. Application received to replace the existing shingles with GAF Timberline shingles. HPC application requested, received, review not required.

NEW BUSINESS

Update 2016 CLG Grant Inventory Project: Mr. Szabo stated that Friday, July 14th, is the date for the first half of the inventory to be received at the NJSHPO (NJ State Historic Preservation Office). He relayed to HPC that a phone conversation between Mr. Kinney, of NJSHPO, Ms. Scott and himself confirmed that the grant information is not a living document. Mr. Szabo continued that HPC will not have access to updating the files other than viewing them. These applications should be kept as a separate record, with photos, for ease of updating in the future.

It has been noted that some properties within the HD are not historic and some historic houses within the BA (Buffer Area) are. These houses should be identified and evaluated. A question was asked how a non-historic house gets built within the HD and the homeowner who desires to make minor change to the exterior of their home may not be able to do what they would like? There is one home within the HD that comes to mind, built with materials reflective of that time but applications are reviewed and evaluated individually taking into account different variables like location, impact, materials, and integrity.

Review 2016 CLG Grant Inventory Project: Ms. Kristen Herrick and Mr. Seth Hinshaw, both from Richard Grubb & Associates (RGA), were present for discussion and review of the 55 inventoried properties to date. HPC volunteers received a copy of the inventoried properties for review. The informational updates to the inventory forms will need to be updated and delivered to the state by Friday, July 14th in Access format. Only one photo is required for the inventory form. Ms. Ryan expressed a concern of not including multiple photos and feature details. She felt that it may be advantageous to include more than one photo for the handful of corner properties within the survey. She requested that approximately 2 photos be included on the form for each of the corner properties inventoried so far. Ms. Herrick agreed and will submit additional photos for these properties.

Mr. Hinshaw stated that when the National Historic Register was written years ago, it was decided which buildings or properties were historic, contributing, and non-contributing. The determination of contributing uses the 50 year cut off, anything less than 50 years old is not historic unless a significant historic occurrence happen on that site. There are properties, not many, that are potential candidates to have their status changed. A note on the survey form, if the contributing status changes, would be beneficial. The State would view and process the status, it will not be HPC's decision. HPC discussed the pros and cons for status change. In the past and still today, when HPC reviews an application, the surrounding properties and its impact is taking into account. This survey is a snapshot of 2017.

Ms. Ryan kindly donated her copy of *Cranbury 1697-1997* to RGA. It contains information that may be useful for research. The survey forms were viewed with comments and updates for some. Facts, admissions or detractors were identified on certain forms and will be reviewed for insertion. The discussed properties will be addressed by RGA and updated accordingly. The next set of draft survey forms will be reviewed at a special meeting to be held on August 8th. They are due to be at the SHPO by August 23rd.

Mr. Szabo will complete the second half of the survey photo session this week and perhaps into early next week, depending on the weather.

For the final report, Ms. Herrick needs to include a paragraph or two about the history of the HPC and the history of preservation in Cranbury. She asked for a general source to look to. Information along with a

short paragraph can be found on the township's website. Secretary will supply the year-end memos or reports to Ms. Herrick.

DISCUSSION

July 18, 2017 HPC meeting has been cancelled due to lack of applications and/or business.

CLG Status: Mr. Szabo stated that an email was received from Mr. Jonathan Kinney of the SHPO. Mr. Kinney states that he had the opportunity to review the required check listed items submitted for Cranbury Township to remain CLG compliant. The list included the annual report, minutes, legal ads of posting agendas/actions, filling vacancies, CEUs, etc. Mr. Kinney commended Cranbury Township on the performance of its local historic preservation program and the HPC. Mr. Kinney sent updated links to the National Parks Service website that includes the Secretary of Interior Standards and best practices. Mr. Szabo noted that these links have already been forwarded and will be included on the Cranbury Township's HPC webpage.

Mr. Szabo brought to HPC's attention that education is an ongoing process. He stated that if anyone has a preference or aware of a training opportunity that is of interest, please bring attention to it.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Ms. Marlowe, seconded by Mr. Szabo, 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 July 11, 2017 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 8th day of August 2017.

Linda M. Scott, Recording Secretary