

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

TIME AND PLACE OF MEETING

The regular meeting of the Cranbury Township Historic Preservation Commission was held on October 20, 2020 at 7:00 pm by remote access videoconferencing in response to COVID-19 and the updated Open Public Meeting Act guidelines.

STATEMENT OF ADEQUATE NOTICE

Pursuant to the Sunshine Law, adequate notice in accordance with the Senator Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6) was provided on December 16, 2019, 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. Notification of remote access meetings going forward, until further notice, was posted on the Township website on July 3, 2020 and sent to the Trenton Times, Home News, and Cranbury Press on July 3, 2020.

CALL TO ORDER

With a quorum present, Mr. Walsh called the meeting to order at 7:00 p.m., and Ms. Thompson performed as recording secretary.

MEMBERS IN ATTENDANCE

Mr. Banks, 1st Alternate; Mr. Golisano, Vice Chair; Ms. Marlowe; Ms. Ryan; Ms. Suttmeier, 2nd Alternate; and Mr. Walsh, Chair

Motion was made and seconded to excuse Mr. Szabo.

NON-MEMBERS IN ATTENDANCE

Ms. Evelyn Spann, Township Liaison; Ms. Kirstie Venanzi, President, Cranbury Township Public Library Board of Trustees; Ms. Marilyn Mullen, Library Director; Mr. John Kilbride

OLD BUSINESS

Cranbury Hamlet, Station Depot, Railway Update:

Ms. Elizabeth Leheny, Principal, Phillips Preiss, was not present. As such, there was no update available on the research pertaining to the advancement of the historic designation of the Cranbury Hamlet and Depot. Ms. Leheny's attendance will be secured for the next regular meeting of the Historical Preservation Commission (HPC) on November 17, 2020, to allow time to complete the research. Ms. Jennifer Suttmeier will also make available Hamlet research for Ms. Leheny.

Regarding Station Depot, Mr. Golisano reviewed briefly the 2001 Camden and Amboy Railroad Historic Districts study that he made available. Mr. Golisano suggested that Ms. Leheny be provided with the contact information for Cranbury resident Mr. John Kilbride who has expertise in railroad history. The HPC Secretary will provide Mr. Kilbride's contact information to Ms. Leheny.

Proposed Changes to the Historic District and Buffer Areas:

Mr. Richard Preiss, Township Planner, was not present. As such, discussion was limited pertaining to the Proposed Amendment to the Cranbury Village Historic District and Buffer.

On a procedural note, Ms. Evelyn Spann stated that any proposal advanced for action in one calendar year must also come to conclusion within that same calendar year. Given the short amount

APPROVED MINUTES

of time before the end of the 2020 calendar year and the few remaining meetings of the HPC, Planning Board, and Township Committee, the issues of the Hamlet and revised Historic District and Buffer Zone will not be able to come to conclusion by the end of this year. As such, the process for addressing these proposed changes will need to be begin again in January 2021. It was recommended that both issues be addressed together in a single Master Plan amendment proposed to the Planning Board. While there do not appear to be any concerns with either proposal, the public must be properly notified and have the opportunity to comment on them.

At Mr. Walsh's direction, the HPC Secretary will contact Ms. Leheny to request that she obtain from Mr. Preiss a timeframe for completion of the tax map for the proposed revised Historic District and Buffer Zone. This item will also be scheduled on the agenda for the November 17, 2020 HPC meeting.

New Homeowner Letters

None sent.

2020 Volunteer Term Dates:

Ms. Thompson reviewed the process as set forth by the Township Clerk for notification of resignation by Mr. Banks and recommendations for changes in position for Mr. Szabo and Ms. Suttmeier. A recommendation will be made for Mr. Szabo to be appointed to fill the remainder of the unexpired term as 1st Alternates upon Mr. Banks's resignation. Further, a recommendation will be made for Ms. Suttmeier to fill the full member position that will become available once vacated by Mr. Szabo. The recommended changes will be put forth in formal letters to the Township Clerk in December to become effective in January 2021.

APPLICATIONS

None.

NEW BUSINESS

#30 N. Main, Oddfellows Hall, Cranbury Township Public Library (Preliminary/Conceptual Discussion).

Ms. Kirstie Venanzi, President of the Cranbury Township Library Board of Trustees, and Ms. Marilynn Mullen, Library Director, were present for the preliminary/conceptual discussion.

It was noted that a number of different plans had been considered for relocating the Cranbury Township Public Library since vacating the school facility on August 15, 2020; however, none of those plans had previously worked out. Odd Fellows Hall, at 30 North Main Street, was one of those locations that had been considered, but the landlord had initial concerns about floor loading and ADA compliance (installation of ramp). However, the Cranbury Township Public Library and the landlord of 30 North Main Street were able to come to an agreement, and the Library has since signed a two-year lease for space at that location. The lease offered a 30-day contingency clause that would allow the Public Library to be released from the lease if permission was not secured for the installation of the ADA compliant ramp. The lease was signed on October 13 and, hence, action will be needed soon in order for the Public Library to exercise the 30-day contingency clause to be released from the lease if the Library is unable to secure permission for the ramp.

The ramp is proposed for installation in an existing alleyway that was once used by mail trucks when the building previously housed the post office. There is a door to the building located in the alleyway, accessible from the ramp. Mr. Golisano had previously provided some ideas and cost estimates to the Library regarding the ramp, and it was determined that the installation of a ramp would be reasonable for the Library. Mr. Golisano noted also that the proposed ramp is aluminum in

construction and comes in a kit that would be assembled on site. Its appearance is relatively subtle and would sit between 50 and 70 feet back from the sidewalk. There would also be parking and vehicle accessibility to the ramp at the back of the building.

It was noted that while the installation of an ADA compliant ramp is not required by federal guidelines for historic buildings, as it is sometimes cost prohibitive to retrofit historic buildings. However, Ms. Venanzi and Ms. Mullen felt strongly that a public library should offer such accommodation. It was noted also that the ramp would be a temporary structure.

Mr. Walsh encouraged Ms. Venanzi and Ms. Mullen to submit the Certificate of Approval application as soon as possible to facilitate review of the proposed ramp.

It was noted also that the Library will not seek to make any exterior changes to the front of the building since the Library will be only a tenant. There will be a book drop box in front, which is currently located temporarily in front of the Cranbury History Center building at 6 South Main Street, and a sandwich board sign, which is currently located temporarily in front of the Cranbury United Methodist Church at 21 North Main Street.

HPC073-20, #2 Maplewood Avenue (Preliminary/Conceptual Discussion).

Mr. Jeffrey Madison, homeowner, was not present. Ms. Marlowe recused herself from the discussion.

The HPC Secretary noted that subsequent to the placement of this application on the agenda there was an email exchange between the Township Zoning Officer and Mr. Madison. The subject of that exchange pertained to the size and setback of the proposed shed. The issues were not resolved prior to the October 20 HPC meeting. The HPC Secretary will follow up with Mr. Madison. This application will be rescheduled for discussion at a subsequent meeting of the HPC.

#63 North Main Street, Proposed Demolition of Former Cranbury Pizza Building (Preliminary/Conceptual Discussion).

Mr. Richard Schroeder was not present at the meeting. Some discussion ensued pertaining to securing an engineering assessment of the need for demolition of the building. Ms. Spann noted that the Township Committee would like to see this project move forward.

In Mr. Schroeder's absence, Mr. Walsh directed that the item be rescheduled for discussion at a subsequent meeting of the HPC. The HPC Secretary will follow up with Mr. Schroeder to secure his attendance at an upcoming meeting and address with him the issue of obtaining an engineering assessment of the building.

#55 North Main Street, Re/Max Office Signage (Preliminary/Conceptual Discussion).

The Re/Max office at #55 North Main Street seeks approval for a window sign that would be larger than permitted by current code. Mr. Golisano recused himself from the discussion, as he is the architect for the business and has been directly involved in the signage issue. Initial discussion focused on the placement of the sign, the desired size, and the sign construction/material. It was noted that as long as the sign was internal and not placed on the actual window, Re/Max would be permitted to proceed with the desired signage.

It was noted further that the size of a sign in proportion to window space is directed by ordinance. The sign must also be limited to identification of the business and may not include any additional language. Discussion ensued regarding the role of the HPC in make determinations regarding signage. Since there is an ordinance governing signage, the ordinance should be sufficiently clear so as to make HPC involvement unnecessary unless a variance is requested. Re/Max is responsible to review the ordinance and to ensure that the proposed sign is compliant with

such. The appropriate ordinance will be made available from Mr. Richard Preiss and Mr. Walsh will reach out to Re/Max to determine the appropriate involvement of HPC.

MINUTES

The minutes from the October 6, 2020 meeting were reviewed and minor corrections noted. Roll call was taken to approve the minutes as amended: AYES: Mr. Golisano, Ms. Marlowe, Ms. Ryan, Mr. Walsh.

DISCUSSION

HPC072-20, #2 North Main Street, Repair of Lakeside Stone Wall.

This application to repair the stone wall along the property's lakeside edge was deemed ordinary maintenance/repair. The property owner will retrieve stones that have fallen into the lake over time in order to restore the previously existing stone wall to original condition and appearance.

Federal Fiscal Year 2021 (FFY21) Certified Local Government (CLG) Grant Cycle.

The new FFY21 CLG grant application has not yet been made available. The HPC Secretary will contact the NJ Department of Environmental Protection (DEP) again to try to get a timeframe for release of the application.

In discussing possible projects for a CLG grant application, Mr. Golisano noted that there had been previous discussion about conducting a phase 3 survey of historic properties in the township focusing on the farms west of town. The HPC Secretary will review the minutes from prior 2020 HPC meetings to confirm that discussion.

Resource Book Purchases.

Mr. Golisano provided the following titles and approximate pricing of two books for recommended purchase using remaining 2020 budgeted HPC book/publication funds:

- *East Jersey Under the Proprietary Governments*, with an appendix containing "The Model of the Government on East New-Jersey, in America," by G. Scot of Pitlochie. Second edition, revised. Whitehead, William A. (Approximate cost: \$6.50)
- *Scotland and Its First American Colony, 1683-1765*, Landsman, Ned C. (Approximate cost: \$25.00)

There was agreement to purchase the recommended books, and no further discussion ensued. HPC Secretary will proceed with the purchase.

Next HPC Meeting Date.

No meeting is scheduled for Tuesday, November 3, due to Election Day. However, discussion ensued regarding the possible need to conduct a special meeting on that date due to the pressing need to address projects critical to local businesses and the Public Library. It was noted that, in the past, the lack of physical space in Town Hall on Election Day precluded meeting on that day. However, given that meetings are now virtual, consideration can be given to holding a meeting on Election Day.

Three members must be present for a quorum, and a sufficient number of HPC members indicated their willingness to participate in a meeting on November 3. Mr. Walsh asked the HPC Secretary to inquire as to whether it would be permissible to schedule a special meeting on that date if

deemed necessary. The HPC membership will be subsequently advised of any plan to schedule a meeting on that date.

ADJOURNMENT OF MEETING

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

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 five (5) pages, constitutes a true and correct copy of the minutes of the regular meeting held on October 20, 2020.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this ____day of November 2020.

Lori Thompson
Recording Secretary
Historic Preservation Commission