

**MINUTES
OF THE
CRANBURY TOWNSHIP
HISTORIC PRESERVATION COMMISSION
CRANBURY, NEW JERSEY
JANUARY 24, 2024**

www.cranburytownship.org/historic-preservation-commission

TIME AND PLACE OF MEETING

The Rescheduled Meeting of the Cranbury Township Historic Preservation Commission (HPC) was held on January 25, 2024, 7:00 pm at Town Hall, 23A North Main Street, Meeting Room.

CALL TO ORDER

Ms. Tillou, Administrative Officer, called the meeting to order and presided over the meeting until Ms. Suttmeier was elected Chair.

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 December 27, 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. Suttmeier, Chair *4.25; Ms. Ryan, Vice-Chair *3.25; Mr. Geier *1.25, Mr. Houle, 26.25; Ms. Marlowe *4.25; Mr. Szabo, Alt I *3.25; Vacancy, Alt II

Professionals and Staff Present: Robin Tillou, HPC Administrative Officer
Lisa Knierim, Township Committee Liaison

*Volunteer hours including 1.25 Hour of the Meeting Tonight.

HPC 2024 REORGANIZATION

HPC Chair Nomination

Upon a motion made the appointments were as follows:

Jennifer Suttmeier as Chairperson.

MOTIONED TO ELECT JENNIFER SUTTMEIER AS CHAIRPERSON: Ms. Ryan

ROLL CALL:

AYES: Ms. Suttmeier, Ms. Ryan, Mr. Geier, Mr. Houle, and Ms. Marlowe

NAYS: None

ABSTAIN: None

MOTION PASSED

Suan Ryan as Vice-Chairperson.

MOTIONED TO ELECT SUSAN RYAN AS VICE-CHAIRPERSON: Ms. Suttmeier

ROLL CALL:

AYES: Ms. Suttmeier, Ms. Ryan, Mr. Geier, Mr. Houle, and Ms. Marlowe

NAYS: None

ABSTAIN: None

Robin Tillou as HPC Administrative Officer/Secretary.

MOTIONED TO APPROVE ROBIN TILLOU AS HPC SECRETARY/ADMINISTRATIVE OFFICER: Ms. Suttmeier

ROLL CALL:

AYES: Ms. Suttmeier, Ms. Ryan, Mr. Geier, Mr. Houle, and Ms. Marlowe

NAYS: None

ABSTAIN: None

HPC 2024 Mayoral/Township Committee Appointments

At the January 2, 2024 Township Committee Reorganization Meeting, the following HPC appointment/reappointments were made by the Mayor/Township Committee:

- Brendan Houle was appointed as HPC Member (1/1/2024 – 12/31/2027).
- Ms. Lisa Knierim was appointed as HPC Township Committee Liaison (1/1/2024 – 12/31/2024).

Approved 2024 HPC Schedule

Regular Public Meetings will be held on the third Tuesday of the month (unless otherwise noted), in-person at Town Hall in the Meeting Room on the 1st Floor, 23-A N. Main Street, Cranbury, NJ beginning at 7:00 pm on the following 2024 dates:

January 16, February 20, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19 and December 17.

Special Meetings - as called by the Chairperson or requested by a majority of the Board to be held at such time and place as shall be necessarily provided that the 48 hours' notice is given under the Open Public Meetings Act.

NEW BUSINESS

2023 Accomplishments/2024 Goals

HPC discussed their 2023 accomplishments and their goals for 2023.

The 2023 accomplishments the Commission discussed are as follows:

- Research was done for the inventory of all street signage.
- Street signage logistics were completed.
- Completed Phase III of Intensive Level Surveys.
- Advised the new owner of the Camden Amboy Train Depot, 2-4 Cranbury Hightstown Road of options to preserve the structure.
- Donated two (2) books to the Cranbury Public Library. Those books include “A Guide to the Architecture of Hightstown Houses” by Harlin Pratt and “Sears Roebuck Home Builders Catalog 1913” by Sears and
- The Historic Preservation Office of New Jersey held a training session that the Commission members attended titled “Historic Preservation Tools” addressing the role of Commission members and options available to them.
- The training for the “New Jersey Historic Property Reinvestment Program” was attended by the Commission members on September 26, 2023.
- Volunteer Hours were kept a record of and will be documented.

The 2024 goals of the Commission were as follows:

- Collaborating with the Owner of the Camden Amboy train depot located at 2 – 4 Cranbury Station Road to preserve the depot.
- Implementing and auditing street signs in the Historic District.
- Continuing Public Outreach.
- Designate properties that were proposed at the July 20, 2021 Public Hearing and remove the buffer area around the Cranbury Village Historic District.

- Obtaining the Cranbury Station Hamlet Historic District Certificate of Eligibility to move forward with the CLG grant in 2024/2025.
- Interactive Map for the surveys for public access.
- Inventory of historic sites outside of the Cranbury Village Historic District to potentially designate.
- Once the inventory of the historic sites is completed, notify owners of the identified properties of potential designation of their property.
- Participating in the joint effort of other historic entities on the planning of Revolutionary New Jersey.

OLD BUSINESS

CLG Grant

Chair Suttmeier advised the 2024 CLG Grant initiative will not be pursued due to the Certificate of Eligibility not being ready to submit by the due date. All HPC members should contribute to the pursuit of the Certificate of Eligibility.

Richard Grubb & Associates Survey Presentation

Architectural Historian, Kristen Herrick, Richard Grubb & Associates produced surveys for Phase III as part of the 2023 CLG State Grant. These surveys are part of the process for the designation of a property. Ms. Herrick will be doing her presentation of the surveys at the Cranbury Public Library at 7:00 pm.

Ms. Knierim suggested the Commission tell the homeowners why it is necessary to do surveys of their properties.

Vice-Chair Ryan advised there is a slide advising of the purpose of the surveys.

Mr. Szabo stated their properties are contributing to the historic streetscape.

Chair Suttmeier stated it is the pride of having ownership of a historic home and it helps the property values. The property owner is contributing to preserving important historic happenings from years ago. The properties capture the core elements of a property that make it historic and can be seen from the streetscape.

Ms. Knierim stated it is for the greater good of the community. The historic value brings people to the community. It is contributing to the historic aesthetic.

Mr. Geier suggested putting the presentation on the HPC website so the public can view it.
www.cranburytownship.org/historic-preservation-commission

Cranbury Township Signage

Chair Suttmeier advised that the signs have been delivered to the DPW site. On January 25, 2024 she will go to the DPW site to inspect the signage to ensure all of them are in order. No members were able to assist her in that task as requested by the Chair. Chair Suttmeier will be submitting the phone numbers and availability of all the members to Jerry Thorne, DPW.

Mr. Geier suggested running a weekly or biweekly inventory to advise of ones that have been installed.

Ms. Knierim asked what would happen to the signs that are being replaced.

Chair Suttmeier advised they will be auctioned off on the website the Township uses every year for auctions.

Vice Chair Ryan stated DPW should be advised to save the existing signs.

Chair Suttmeier stated DPW should start installing the signage in Spring 2024.

Cranbury Township Bike Plan

Chair Suttmeier advised that she had spoken with the Township Administrator and a meeting will be set up for the district gateway signage being proposed in 2024 with the Traffic Subcommittee. They will meet to discuss and find the locations being proposed acceptable.

Mr. Szabo asked if the welcome signage coming into the Township, for example the proposed Plainsboro Road sign, will be included in their meeting.

Chair Suttmeier advised that should be a part of Phase III of HPC signage and she did advise the Township Administrator of those signs.

Ms. Knierim advised the Commission of the TC budget meeting to be held on Saturday, January 27, 2024.

Mr. Houle asked if the signage proposed by HPC will be coordinating with the bike plan and the sign will be the same style as the bike plan.

Chair Suttmeier stated HPC will be using the same as on Route 130. HPC advised of locations that were important to be added. One is in the Cranbury Village Hamlet Historic District, a welcoming sign to Hamlet Historic District, and the other is right near The Elms.

Mr. Houle asked if it should be separate budgets.

Chair Suttmeier advised it will be budgeted in the same department.

Commission Training

HPC members had no training to report.

Vice-Chair Ryan advised that she will be on the panel for Historic Commissions at the 2024 New Jersey History and Historic Preservation Conference.

Library Books

Chair Suttmeier confirmed that “Sears Roebuck Home Builders Catalog 1913” by Sears and “Field Guide to American Homes” were donated to the Cranbury Public Library. It was confirmed that the library will be putting together a shelf for HPC donations. She would like it if a Commission member could check at tomorrow night’s special meeting if a shelf has been started.

Identifying Historic Properties

There are no updates from the Commission members regarding identifying historically significant properties.

Public Outreach

Chair Suttmeier gave the Boy Scouts that were getting their Citizenship badge and they invited her to give a presentation on the Cranbury Historical & Preservation Society and HPC. The boy scouts were engaged and interested. They are fascinated by the moving of the 1817 home. There should be a presentation as Committee members use with other groups that inquire about what HPC does.

Ms. Knierim gave a presentation about volunteering and there was interest from children. There was an idea of a junior Boards and Commissions to have a shadowing program.

Vice Chair Ryan advised the Commission to think about a table for the Colonial Fair (if it does happen this year) and Cranbury Day.

Ms. Knierim suggested making a Main Street sign for the table.

Chair Suttmeier asked Commission members if they could make themselves available for Cranbury Day.

Revolutionary New Jersey

Chair Suttmeier suggested making a couple of the Commission members work on the CoE and others work on Revolutionary New Jersey.

Ms. Marlowe advised that she is working on the Revolutionary New Jersey.

Ms. Knierim advised that Karen Kelley will be working on the planning as well as Parks Commission and Recreation.

Minor/Ordinary Maintenance and Repair Approved Applications

HPC Number	Block	Lot	HD or BA	Address	Approved / Denied / Withdrawn	COA & Letter sent
198-23	38	3	HD	54 S. Main Street – Driveway	Approved	11/29/2023
199-24	32	3	HD	46 N. Main Street – Front Porch	Approved	01/17/2024

MINUTES

December 5, 2023

Mr. Geier made the motion to approve the minutes with amendments. Ms. Ryan offered a second.

ROLL CALL:

- AYES: Ms. Suttmeier, Ms. Ryan, Mr. Geier, Ms. Marlowe and Mr. Szabo
- NAYS: None
- ABSTAIN: None

PUBLIC COMMENT

Chair Suttmeier opened the meeting to the public.

Lisa Beach, 2 Jefferson Road, advised the Hess farm was saved 25 years ago on Cranbury Road and Prospect Plains Road and she is requesting to put that in the inventory of the identified historic site properties. It was previously a D.A.R.E. project to restore the home. D.A.R.E. is no longer there. It was a white farmhouse with a red barn that was saved.

With no other public comments, Chair Suttmeier closed the public portion of the meeting.

ADJOURNMENT OF MEETING

There being no further business, a motion was made by Mr. Geier to adjourn the meeting and Ms. Ryan offered a second. By unanimous vote, the meeting was thereupon adjourned at 8:15 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 six (6) pages, constitutes a true and correct copy of the minutes of the regular meeting held on January 24, 2024.

IN WITNESS WHEREOF, I have hereunto subscribed my name on this day of February 21, 2024.

Robin Tillou
Robin Tillou
Administrative Officer
Historic Preservation Commission