

**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 October 6, 2009 beginning at 7:30 pm.

**CALL TO ORDER**

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

**STATEMENT OF ADEQUATE NOTICE**

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

**MEMBERS IN ATTENDANCE**

Mr. Girardet, Ms. Marlowe, Ms. Stasi, Mr. Williams, and Mr. Ziegler were present.

**MINUTES**

The minutes of the September 1, 2009 meeting were reviewed and approved with a motion by Mr. Girardet, seconded by Mr. Ziegler, all in favor. Record will reflect that Ms. Stasi and Mr. Williams did not participate.

**APPLICATIONS**

No applications have been submitted for review.

**OTHER APPLICATIONS**

ZBA160-09, The Verde Group, LLC, 1260 South River Road, (B5,L18) Outside the Historic District and Buffer Zone; Application was received from the Zoning Board office on September 24, 2009, with a request to review and submit any comments/recommendations before October 5, 2009.

*TO: Zoning Board of Adjustment  
FROM: Bobbie Marlowe, HPC Chair  
DATE: October 1, 2009  
RE: Application No. ZBA160-09  
The Verde Group, LLC  
Block 5, Lot 18, Zone LI  
1260 South River Road*

*Use Variance, Bulk Variance, Conditional Use Variance, Minor Subdivision*

*Having reviewed the plans for the above referenced application, HPC comments that the proposed grouping of structures will fit in well within this area of Cranbury. The development appears to be a well designed complex with traditional detail elements. HPC recommends that the projections of the facade elements such as the store front, faux stone, shutters and roofing materials should be dimensional.*

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*HPC is pleased to see the design of the subdivision keeps the existing farmhouse and barn undisturbed. Although outside the Historic District and Buffer Zone, HPC appreciates the review opportunity.*

9 Prospect Street, (B23,L34), In Historic District; application was received in HPC office on October 5, 2009, which was deemed as ordinary maintenance. The existing working brick chimney will be removed above the roof line and rebuilt. The same existing details such as the brick, white iron spot and mortar, including thickness, will be duplicated.

## **DISCUSSION**

18 Prospect Street, (28, L20) Ms. Marlowe informed everyone that Ms. Riley, who recently received approval to remove the existing aluminum siding and replace it with vinyl siding, will forego replacing the aluminum siding on the entire house. She has opted to replace the damaged siding only with like material.

Design Guidelines –no updates. Ms. Marlowe will send an email to Gail Hunton.

Ms. Stasi attended a Guiding Design on Main Street session on July 29 & 30, 2009, sponsored by the NJDCA (Department of Community Affairs). She commented that during one of the day sessions, awnings were discussed. Typically, other than the name of the business on the flap, no other information should be displayed. When the awning is closed, the name will be showing. Cranbury Township is not an active participant with the *Main Street* Program.

2010 Operating Budget: each line item was discussed in detail. HPC is at full commission membership with 5 regular volunteers. The 2010 requested budget for:

- Miscellaneous (025) includes expenditures such as travel reimbursements to attend courses, seminars, or training classes for the Commission. This category was increased to \$400.
- Advertising (100) includes the required legal notices to advertise agendas and actions. Due to the 2009 advertising history record, this category was increased to \$1,000.
- Book, Subscriptions (110) includes the purchase of periodicals, books and reference materials for residents/applicants to review for their information. This category was increased to \$150.
- Postage (120) no funding in 2009, so no funding in 2010.
- Printing (130) it is hopeful that quality printed (spiral) bound copies of the Design Guideline be available for referencing at HPC meetings. This fund was increased for 2010 to \$300.
- Membership Dues (160) this category funds the membership of organizations. It remains at \$400.
- Office Supplies & Materials (170) currently over budget for 2009, so this category was increased to \$300.
- Training (190) this category funds the required attendance for historic preservation courses, seminars, or training classes for a full commission. It has been increased to \$3,000 for 2010.
- Professional Contracts – Legal (300) shall remain at \$500. for 2010

2010 Meeting Dates:: The 2010 calendar was reviewed for any dates that may cause a conflict. The usual 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays in the month are acceptable, with the exception of November 2<sup>nd</sup>, Election Day. HPC briefly discussed the possibility of saving some money by reducing the number of meetings during the summer months. There are other Boards that meet once a month. This year, several meetings were cancelled due to the lack of applications or business. It was stated that it would be unfair to have an applicant wait the time period between meetings to present their project. It was decided that remaining with the normal schedule would be best and that through natural attrition the meetings would be cancelled.

2009 Term Dates: Ms. Marlowe and Mr. Ziegler will have their terms expire at the end of this year. Both members would like to continue on for another term. Secretary will inform the Township Clerk of their interest.

Request for Proposal (RFP): Ms. Stasi and HPC Secretary met prior to the meeting to review the RFP. Secretary reported that Hopewell responded to her July request asking if a copy of their RFP could be sent. On September 1<sup>st</sup>, a copy of their Design Guidelines RFP was received. There are a couple of issues that need addressing. Ms. Stasi will contact Ms. Andrea Tingey of SHPO and the secretary will contact the Township Administrator.

NJ Downtown Revitalization & Management Institute Session: Through an email invite, Ms. Stasi attended a two day seminar *Downtown Revitalization Management* hosted by NJSLOM on July 29<sup>th</sup> and 30<sup>th</sup>. She explained that this paperless seminar was extremely interesting and that a PowerPoint presentation could be downloaded. Ms. Stasi will make the presentation to the Township liaison during one of their scheduled meetings. She informed HPC that currently most NJ downtown districts have perceived parking issues, empty storefronts and concerns on how to revitalize the community. This seminar addressed how to view the issues with different approaches to solve them. Secretary will download the presentation onto a CD for future reference.

#### **ADJOURNMENT OF MEETING**

There being no further business, a motion duly made by Ms. Marlowe, seconded by Mr. Williams 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 October 6, 2009 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 20<sup>th</sup> day of October 2009.

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Linda M. Scott, Recording Secretary