

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

TIME AND PLACE OF MEETING

A re-organizational meeting of the Cranbury Township Historic Preservation Commission was held in Town Hall, Cranbury, New Jersey, on January 6, 2009 beginning at 7:30 pm.

CALL TO ORDER

With a quorum present during interregnum, recording secretary, Linda M. Scott, called the meeting to order.

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, and Mr. Williams were present. Record will reflect that Ms. Stops called to say she will be unable to attend.

REORGANIZATION

A nomination to appoint Ms. Roberta Marlowe as Chair was made by Mr. Williams, second by Ms. Stasi, all in favor.

A nomination to appoint Ms. Diane Stasi as Vice-Chair was made by Ms. Marlowe, second by Mr. Girardet, all in favor.

A nomination to select Ms. Linda Scott as Recording Secretary was made by Ms. Stasi, second by Ms. Marlowe, all in favor.

MINUTES

The minutes of the November 18, 2008 meeting were reviewed, amended and approved with a motion by Ms. Stasi, second by Ms. Marlowe, all in favor.

APPLICATIONS

11 North Main Street, (B23,L68) In Historic District, Classified K; Homeowner Bobbie Marlowe recused herself as HPC member, was present to discuss her submitted application. Above the back door rear entrance, away from public view, she proposes to install a small simple design hood that will project out 18" over the entrance to protect the door from the elements. Construction will be wood with copper flashing and asphalt shingles.

A verbal roll call to approve this application as presented:

AYES: Mr. Girardet, Ms. Stasi, and Mr. Williams. Ms. Marlowe recused herself from voting on this application.

OTHER APPLICATIONS

10 Symmes Court, (B23,L90) In Historic District, Classified C: on December 29, 2008 an ordinary maintenance application was approved by the Administrative Officer for repair/replacement of the flat roof on the rear of house.

9 Park Place, (B31,L5), In Historic District, Classified C+: on December 30, 2008 an emergency maintenance application was approved by the Administrative Officer for replacement of a roof membrane located on the slightly pitched top main house, the existing gutters will not be removed. The porch roof will not have work performed on it.

DISCUSSION

Ms. Marlowe gave an update regarding properties that are situated with the 200' Buffer Zone passing through a portion of it. Ms. Marlowe reported that according to the Township Attorney these properties will be addressed but it is not an easy process. The Township Attorney and Township Planner will attend to this issue. HPC Secretary and Chair will identify the properties within this zone.

Administrative Officer emailed Mr. George Chidley on December 9, 2008, regarding CLG status. He responded stating that he "contacted the National Park Service (NPS) earlier today regarding the status. The coordinator was not available; (he) left a message and followed up with an e-mail inquiry. The NPS should have responded mid-November. As far as the HPO is concerned you (Cranbury) are certified. If you (Cranbury) intend to file a grant application on January 5th, please proceed. The lack of a notice from the NPS will not impact the application."

Ms. Stasi received an email from the HPO stating that Mr. Chidley has transferred to another department within the DEP. Andrea Tingey is now the CLG Coordinator for the State of NJ.

2008 Annual Year End Report and cover letter were reviewed. Ms. Stasi recommended that last names be inserted into the cover letter. 62 applications were reviewed. Secretary will amend this memo then forward it onto the Township Committee for their review.

2009 Goals will see that the Buffer Zone properties be addressed. Another goal is to finish the Design Guidelines. Communication between Ms. Marlowe and Ms. Hunton is open. Printing a couple copies of Design Guidelines after the updates should be performed. Ms. Stasi mentioned a recognition award of some sort for applicants who have completed their project according to the Secretary of Interior Standards. Ms. Marlowe warned that this may be trickier that it appears, expressing concern as to how to choose one applicant over another. Perhaps one award at the end of the year but the criteria process would need to be addressed. Mr. Girardet addressed the inventory. Since Cranbury is CLG, funding for an updated inventory can be obtained through a grant. The organization for submitting a grant should begin soon. Ms. Stasi also indicated that another Historic Preservation Consultant be obtained. This person will be needed prior to filing for grant funding.

Ms. Stasi will be unable to attend the Changing the Face of Preservation in Your Town: A Primer on January 31st. Ms. Donna Harris of Heritage Consulting, Inc. is the presenter.

Ms. Stasi inquired from HPC regarding cedar roofing materials. She explained that cedar shingles can be 18" or 24" long. The length can alter the exterior appearance. The Administrative Officer said that when a roofing application is received, it is stipulated that the materials removed be replaced like with like, same materials and style. Mr. Williams suggested that it may have something to do with the roof pitch. He asked if the HPC library has any historical reference to this. He suggested that a link on the Cranbury website be posted that will help homeowners find information that reference exterior elements such as the Secretary of Interior Standards.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Bobbie Marlowe, seconded by Harry 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 January 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 3rd day of February 2009.

Linda M. Scott, Recording Secretary