

**MINUTES OF
THE TOWNSHIP of CRANBURY
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 5, 2010, beginning at 7:30 pm.

CALL TO ORDER

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

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 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

Ms. Marlowe, Ms. Stasi, Mr. Williams and Mr. Ziegler were present. Record will reflect that Mr. Girardet has requested and has been excused from attending the meeting.

INTRODUCTION OF 2010 MEMBERS

Mayoral appointments were made during the January 4, 2010, Township Committee meeting. They include Mr. Allan Kehrt as 1st Alternate, Class C, term expires 12/31/10; Ms. Bobbie Marlowe, Class C, term expires 12/31/13; and Mr. John Ziegler Class B, term expires 12/31/13.

REORGANIZATION

According to Township Code 21-3 F, a nomination to appoint Ms. Roberta Marlowe as HPC Chair was made by Mr. Ziegler, second by Mr. Williams, all in favor. Ms Marlowe recused herself.

According to Township Code 21-3 F, a nomination to appoint Ms. Diane Stasi as HPC Vice-Chair was made by Mr. Williams, second by Ms. Marlowe, all in favor. Ms. Stasi recused herself.

According to Township Code 21-3 F, a nomination to select Ms. Linda Scott as Recording Secretary was made by Ms. Marlowe, second by Mr. Ziegler, all in favor.

Mr. Kehrt has been reappointed as 1st Alternate, Ms. Marlowe and Mr. Ziegler have been reappointed as regular members of HPC by the Township Committee on January 4, 2010.

MINUTES

The minutes of the December 1, 2009 meeting were reviewed, amended and approved with a motion by Ms. Marlowe, second by Mr. Williams, all in favor. Ms. Stasi and Mr. Ziegler recused themselves from voting.

APPLICATIONS

Conceptual for 36-38 Maplewood Avenue, (B23,L68) In Historic District, Classified C-/I; Homeowner Mr. Ralph Ciardella and Architect Mr. Tom Besold were present for discussion of the 3 submitted concept plans to extend the rear/side of existing dwelling. The property is located on the corner of Maplewood and the entrance to Village Park, allowing high visibility from public property.

Of the 3 concept plans submitted, HPC prefers the plainest exterior plan. Discussion of the details includes wood square columns on the side stoop, the side entrance door should be painted wood, and new windows will be aluminum clad wood 6/6. The proposed transoms on the plan are not in keeping with the surrounding area;

HPC suggests that better use of the rear view is to use taller windows, and remove the transoms. The rear view long line of windows as drawn on the plan gives a modern look to this dwelling; a suggestion was made to place breaks between the windows, this will visually soften this row of windows. The new addition shall differentiate from existing with a break board or a step back. The side porch extends out bringing too much attention to it. This will be addressed. The slope of roof would be enhanced if it were gabled. A suggestion to make a change to the roof line would tend to read better with the existing house. Either a 3 tab shingle or a metal flat seam roofing material would be acceptable as roofing material on the new lean-to plan. Mr. Williams expressed that the homeowners not waste money on features that would not have a big visual impact but to invest on the details that would.

Mr. Besold asked to be tentatively scheduled for the next meeting, but definitely for the meeting thereafter. He will submit 6 – 11x17 copies. Photos were requested to be submitted along with plans.

It was explained to Mr. Ciardella that the submitted application (dated 12/3/09) prior to tonight's meeting discussing the concept plans will need an action according to township code. Mr. Ciardella can withdraw the application or it will be formally denied by HPC. Mr. Ciardella withdrew the application. There was no action on behalf of HPC.

OTHER APPLICATIONS

ZBA176-09 44 Cranbury-Station Road, (B16,L6) outside of district, ZBA application was received today, January 5, 2010. It was explained that this application is seeking to add additional antennas to an already existing 150' monopole. This property is near the railroad tracks on Hightstown Cranbury Station Road which is quite a distance from the district. HPC has no comment.

37 North Main Street, (B23,L55) an emergency re-roofing application was received on December 24, 2009. Roof is leaking in the rear of structure. Re-roofing material will match existing asphalt material. Application approved by Administrative Officer.

DISCUSSION

200' Buffer Zone: Ms. Marlowe gave an update regarding the Buffer Zone as written in §93. Currently, there are zones around the smaller free standing historic districts but not the large contiguous district. She asked Mr. Kehrt, HPC 1st Alternate and 2009 Planning Board Vice Chairman, for his input or suggestions for this issue. She also reported that according to the Township Attorney this issue will be addressed but it is not an easy process. Also, this issue must be addressed and completed within the same calendar year.

Ms. Stasi suggested that during this interim period, applications for buffer zone properties be considered and acted upon with advisory recommendations. HPC felt this would be an acceptable process.

Attendance: Back in November 2009, a memo was received regarding State statute (A-2784/S-1426) and briefly discussed with HPC about this law signed by Gov. Corzine addressing the process of volunteerism and mandatory attendance for local boards, committees, commissions, etc. It stipulates that any volunteer member who does not attend 4 meetings in a row or 8 consecutive weeks, the board secretary shall inform the governing body of these absences, who will address the issue. This new attendance law is being brought to each member's attention so everyone is aware. For the record, an unexcused absence is not showing up at the meeting without calling or informing the board secretary of such.

2009 Annual Year End Report and cover letter were reviewed. Ms. Marlowe informed HPC that when Township Committee reviewed the HPC 2008 yearend report accolades were during the meeting for the formatting and ease of reading every application determination. Mr. Ziegler queried the attendance regarding specific meetings. Secretary will investigate and make the necessary updates. In addition, the cover memo will be amended as discussed. The amended memo and report will be reviewed at the next HPC meeting.

2010 Goals will see that the

- Buffer Zone: the definition as printed in §93 will be addressed.
- Design Guidelines: Communication between Ms. Marlowe and Ms. Hunton is open. With the last of the replacement photo selected, the DGs will be able to move forward. Printing a couple copies of Design Guidelines after the updates should be performed.
- CLG RFP is still on the table, two outstanding issues still are being addressed by Ms. Stasi and Ms. Scott.

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 5, 2010, 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 2nd day of February 2010.

Linda M. Scott, Recording Secretary