

**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 scheduled in Town Hall, Cranbury, New Jersey, on January 18, 2011, beginning at 7:30 pm was held.

**CALL TO ORDER**

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

**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. Driscoll, Ms. Marlowe, Ms. Stasi. Mr. Girardet requested to be excused, motion made by Ms. Marlowe, second by Ms. Driscoll, all in favor. Mr. Ziegler requested to be excused, motion made by Ms. Stasi, second by Ms. Marlowe, all in favor.

**OTHERS IN ATTENDANCE**

Mr. Glenn Johnson, Township Committee liaison for HPC, was present.

**MINUTES**

Minutes were not reviewed.

**DISCUSSION**

Double sided printed copies of the Design Guidelines (DGs) were available for review. It was noted that some of the sentences have font kerning issues. They appear on many pages which is distracting. This issue will need to be addressed prior to having the Township Committee (TC) review them at the January 24<sup>th</sup> meeting. It is unknown when the kerning issue may have occurred. Despite the font issue, everyone agreed that the double sided copies are pleasing to view.

Ms. Stasi noted that the cover page should be updated since this is a new year and the Township Committee has changed. In addition, HPC will include their alternates.

Ms. Marlowe gave Mr. Johnson a brief history of the DGs saying that this adheres to Chapter 93; it is not a binding document. It guides the applicant as to the appropriate action for their project. The document abides with Chapter 93 and Chapter 21 of the Township Ordinance and the Cranbury Township Master Plan.

Ms. Marlowe will be present during the next TC meeting and shall give a brief explanation of the DGs then. The end of the year report will also be discussed. Ms. Stasi will be unable to attend this meeting due to a class commitment at Mercer County Community College.

Mr. Johnson suggested that copies of the DGs be given to the TC for their review. He feels that this document would be beneficial when posted on the website.

There are pages within the DGs that have the kerning fonts. Mr. Johnson suggested that pages from the original document could be inserted, to replace the effected page of the current document. This would allow time to address the kerning font issue after TC has reviewed the DGs. The kerning situation may have happened when the PDF was opened on the secretary's

computer. Ms. Driscoll suggested that the library may be of assistance here. Secretary will contact the library.

The cover memo for the DGs was once again reviewed. With the exception of a typing error, this memo will be submitted with the DGs.

Ms. Marlowe suggested that a copy of the DGs be delivered to Mr. Swanagan. He has been very informative and supportive throughout the long DG process. Secretary will send him a copy.

The 2010 Year End Report and cover memo was reviewed for updates. Ms. Driscoll addressed goals for solar/greening preservation. Ms. Stasi explained that on occasion, one day seminars or classes are offered in this area through local community college or at Drew University that often address this topic. Ms. Marlowe stated that these opportunities are important to attend not only for the information but for the credits that Certified Local Government require. Mr. Johnson informed everyone that the TC would now like to have the commission liaison sign off on the requests to attend these events. The cover memo and Year End Report will be submitted to the TC for their review.

Mr. Johnson questioned one of the goals on the cover memo. The buffer zone applies to the three stand alone buildings. Ms. Marlowe explained that as defined, the buffer zone does not include the area surrounding of the larger historic district. This oversight should be addressed so it includes the historic district. Ms. Marlowe stated that she had requested of the Township Administrator, Ms. Marabello, to make certain that this oversight be addressed in the Master Plan.

2011 Grant: Ms. Marlowe spoke about the desire to apply for state funds through a grant. It is HPC's wish to have the Historic District inventory updated with the possibility of applying for grant money for an intensive level survey. There is a lot of detail involved when applying for grant funding. It is HPC's understanding that if the submitted grant proposal is not worded correctly, it would be rejected. The last inventory was performed in 1988/89.

The Frequently Asked Questions (FAQ) for the HPC portion on the Townships' website was started. Ms. Driscoll viewed other townships Historic District websites. She feels having a FAQ on Cranbury's website would be a tool prior to submitting an application or just viewing for information. She took the lead on this writing down the suggested questions as other HPC members proposed.

Ms. Marlowe asked Mr. Johnson why HPC now meets in the new meeting room. HPC has met for many years in the Gourgaud Gallery without incident. The new meeting room is adequate when attendance is low, such as this evening. When applicants and their architects attend HPC meetings, viewing large plans can take up much table top space. With membership at full capacity and attendees, this room can be tight. The Gallery is a highly visible and inviting room; the illuminated room can be seen when approaching Town Hall from School House Lane. Ms. Marlowe will ask TC about meeting in the gallery on January 24<sup>th</sup>.

## **ADJOURNMENT OF MEETING**

There being no further business, a motion duly made by Ms. Marlowe, seconded by Ms. Stasi 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 18, 2011 consisting of 2 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 1<sup>st</sup> day of March 2011.

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Linda M. Scott, Recording Secretary