

**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 December 1, 2015 beginning at 7:30 pm.

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 on December 2, 2014 of this meeting's date, time, place and an 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.

CALL TO ORDER

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

MEMBERS IN ATTENDANCE

Mr. Banks, Ms. Marlowe, and Mr. Szabo, Mr. Walsh and Mr. Ziegler.

MINUTES

The minutes of the November 17, 2015 meeting were not available for reviewed and will be placed on the December 15th agenda.

APPLICATIONS

None for review.

OTHER APPLICATIONS

61 North Main (B23,L47) In Historic District, Classified C: application received to install a sign from the porch entablature to advertise the current business. It will measure 8'L x 1"H and will replace signage from a previous business using existing eyehooks. This application was received on November 30, 2015. It was deemed as a minor application, then approved by Ms. Marlowe on December 1, with the condition of approval by the Zoning Officer.

15 North Main Street (B23,L66) In Historic District, Classified C: application received to install a sign to advertise the current business. Sign will measure 4"L x 18"H and hang 12" from the porch entablature using existing eyehooks. This application was deemed as a minor application and approved by Ms. Marlowe with the condition of approval by the Zoning Officer.

OLD BUSINESS

CLG Grant: Mr. Damon Tvaryanas and Mr. Bob Wise of Richard Grubb & Associates (RGA) were present. Mr. Banks worked on a draft Scope of Work for the CLG Grant. He thanked Mr. Tvaryanas and Mr. Wise for taking the time to attend this meeting then gave a brief overview of the draft. He stated that the original 2015 scope was used but was added to and updated. He changed the format to personalize it with more specific ideas as to why Cranbury would benefit from the proposed intensive-level survey project. He also added a schedule for the project. He feels that including photos from the Design Guidelines would give the reviewer or observer the opportunity to see some architecture in Cranbury. It was suggested that once a draft of the grant is performed, HPC should submit it to Mr. Jonathan Kinney, CLG Program Coordinator, for any offered feedback prior to submitting a completed grant application.

Mr. Banks is aware that funding is getting more difficult to secure. He felt that HPC should request the total allowable amount (\$24,999) and try to complete the entire Historic District intensive-level survey. He thought, with help of volunteers, the project could be completed, should Cranbury be granted the full amount.

He asked, since RGA quoted the 2015 CLG Grant to inventory 100 homes for \$24,999, would they be willing to split the approx. 218 inventory homes at least 50/50. Mr. Tvaryanas felt doing the addition 9 count would not be an issue. Mr. Tvaryanas received the draft scope yesterday so did not have time to digest it completely. He feels the approach in the scope is acceptable to RGA. Mr. Tvaryanas suggested two different approaches; 1) that HPC assemble the raw data on draft forms and RGA will edit and professionalize so the presented forms have the same consistent quality, or 2) RGA would complete half of the 218 structures starting with the Key and Contributing structures so there is control of the content. Mr. Wise stated that there is a lot of complicated architecture here in Cranbury. It will take time to survey the architecture description, setting, main façade and then side façade, which could be difficult to an untrained person. To address where or how to begin, two common approaches is to either prioritize the significant structures or do it geographically, block by block. A list of structures would be needed if priority is the plan.

Mr. Ziegler asked about the template form and the information needed for it to be complete. Mr. Tvaryanas stated the forms are not simple. The data required must be of a richer content. There is a significant history section, the amount of info depends on the resource. HPC has the 1989 Survey written by Connie Griefff and other information in the HPC file that can be beneficial. Mr. Wise looked through the Survey and felt that the descriptions did not offered much information. Mr. Ziegler stated as RGA starts to populate and embellish the form with information, it seems that volunteers can start the other set of buildings, following their lead. It was stated that access to input information on the database form is limited to one person at a time. The main part of the form is text, which is the description and the history of the building.

Mr. Szabo suggested that the History Center may have the already researched and archived information on some structures. He asked if there is info on the structures, would and could this be used to help with the history. Ms. Marlowe answered that they would be willing to share info. There are also home with plaques which required research of deeds to find the original owner of the home. Mr. Wise suggested that a local historian often helps with research. Mr. Wise inquired if there is a history written for the historic district. It was stated that there is written since it was needed for a historic district designation. There are a handful of Key structures but these were classified back in 1989. Since then, changes to structures have occurred that may have changed the original classification.

Mr. Szabo asked about access to the computerized form. It was stated that one must have the access program software which is uses an older computer.

Mr. Tvaryanas would like to go through the draft scope document. He stated that a specific proposal will be needed for this project as well as 2 other quotes. It was stated that the grant amount, if accepted, would go to the consultant. Mr. Banks stated that this is second time that this grant would be submitted and if acceptable, RGA would perform the work. RGA would perform the GIS mapping for all properties. An exact number of properties is needed for the grant.

Mr. Banks suggested that HPC tweak the scope per changes from this discussion and put the documents in order, RGA provide the budget proposal, and submit the documents for review so if there are any questions or concerns the NJSHPO has, there is time to address them before the deadline submission date. In addition to pages of the Design Guidelines of the village vernacular, Mr. Tvaryanas suggested that a few copied pages from the 1989 Survey be included so NJSHPO is aware of what Cranbury works with when reviewing applications within the district.

NEW BUSINESS

Mr. Ziegler informed HPC that he will resign from HPC at the end of 2015. He introduced Ms. Susan Ryan, a Cranbury resident with a Masters in Historic Preservation from Columbia University. Ms. Ryan, a qualified replacement, has expressed interest in serving HPC and the community. Once appointed, will fulfill the term as a Class A volunteer. HPC will miss the experience and critique offered by Mr. Ziegler throughout his six years of service and are excited about a qualified candidate. Mr. Ziegler will submit his resignation letter so a vacancy can be created. Ms. Ryan will submit her letter of interest. Timing is fitting since the Township Committee will be appointing members at their January 4th Re-org meeting.

Ms. Ryan served as Vice-Chair of the Mt. Holly Historic Commission before moving to Cranbury. At that time, she became familiar with the CLG form since Mt. Holly updated their historic survey of approximately 150 properties while she served and was very involved.

ADJOURNMENT OF MEETING

There being no further business, a motion duly made by Mr. Szabo, second by Mr. Banks 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 December 1, 2015 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 15th day of December 2015.

Linda M. Scott, Recording Secretary