

Minutes of the Metuchen Historic Preservation Committee Regular Meeting

February 9, 2016

**Metuchen Borough Hall
500 Main Street, 2nd Floor
Metuchen NJ**

Chair Nancy Zerbe called the February 9, 2016, regularly scheduled meeting of the Metuchen Historic Preservation Committee (HPC) to order at 7:34 p.m.

Attendance

Suzanne Andrews, Lori Chambers, Michele Clancy, Richard Miller, Becky Seely, Nancy Zerbe, and Jay Muldoon (council liaison)

Public Comment

No members of the public were in attendance.

Review of Minutes

The minutes of the January 12, 2016, meeting were reviewed. Richard Miller/ Michele Clancy (M/S/C, unanimous) to approve.

Old Business

National Register Nomination

Revision of draft nomination. Members provided an update on their progress with fact checking the field survey of the proposed historic district and providing edits to the draft national register nomination. Nancy Zerbe reported that she is working to coordinate the members' revisions and that Tyreen Reuter will incorporate the individual building histories into the revised document. A process for selecting photographs remains to be determined.

Public outreach by the HPC. The committee discussed the need for outreach regarding the nomination. Jay Muldoon advised updating the borough council on the committee's work to date. The committee agreed the update should precede a public meeting with homeowners in the proposed district. Suzanne Andrews suggested that committee members could hold informal get-togethers in their homes and volunteered to do so. The following course was proposed:

- Council meeting (March 7): to update/brief the council
- Informal get-together (April 17): hosted by Suzanne Andrews for her neighbors
- Public meeting (April 25): in council chambers with property owners within the proposed historic district
- Council meeting (date TBD): to request council approval on the draft nomination

Members discussed materials that would be helpful in briefing the council, including: map of the proposed historic district, review of grant funding history, information on comparable towns and their historic assets/districts, etc. The process for inviting members

of the public was discussed, including funding the mailing and obtaining addresses; Jay Muldoon stated that he would coordinate this with the borough.

Public outreach by the state. Nancy Zerbe briefed the committee on the state's role in public outreach. Due to the size of the historic district, the New Jersey Historic Preservation Office (NJ HPO) is required to hold an outreach meeting for all property owners in the district; this meeting is held after the nomination is deemed complete by the NJ HPO staff but before it is presented to the New Jersey State Review Board.

Historic Preservation Workshop

The following committee members will attend a March 5 historic preservation workshop at Rutgers-Camden: Nancy Zerbe, Becky Seely, Tyreen Reuter, and Richard Miller. The workshop is sponsored by the New Jersey Historic Trust, the Mid-Atlantic Regional Center for the Humanities, and Friends of New Jersey Heritage and is designed for the benefit of local historic preservation commissions.

Scavenger Hunt

In consideration of the work remaining on the National Register nomination, the committee agreed to skip the scavenger hunt this year.

Local History Day

Richard Miller volunteered to staff a table for the HPC at this Feb 14 event.

New Business

Metuchen Parking Authority Signage/Way-Finding Project

Nancy Zerbe reported that she will represent the HPC at a March 2 kick-off meeting for a new project of the Metuchen Parking Authority. The project entails the development of new signage and a way-finding system for the downtown area.

Communication with Mayor

Nancy Zerbe reported that she has requested an opportunity for her and Council Liaison Muldoon to meet with Mayor Cammarano to review the work of the HPC and to discuss his thoughts for the committee's future goals.

There being no further business, the meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Lori Chambers
HPC Secretary