

**Minutes of the Metuchen Historic Preservation Committee Regular Meeting  
December 3, 2021**

**Virtual Meeting (Zoom)**

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Chair Nancy Zerbe called the December 3, 2021, regularly scheduled meeting of the Metuchen Historic Preservation Committee (HPC) to order at 7:31 p.m.; the meeting was held virtually due to COVID-19 restrictions. The chair announced that the Borough of Metuchen had posted public notice of the meeting in accordance with New Jersey's Open Public Meetings Act and that instructions for participating in the Zoom meeting were publicly posted.

**Attendance:** Suzanne Andrews, Lori Chambers, Steve Kitsko, Richard Miller, Steven Patrick, Nancy Zerbe; and Tyler Kandel (Council Liaison).

**Guest Presenters:** The following guests were welcomed to the meeting:

- Andrea Tingey and Lindsay Thivierge, New Jersey Historic Preservation Office
- Sam Seigel, New Jersey Historic Trust

**Public Comment:** No other members of the public were present.

**Review of Minutes:** The minutes of the October 28, 2021, regular meeting were reviewed; Steve Kitsko/Steve Patrick (M/S/C, unanimous) to approve.

**Presentation on Certified Local Government Program**

Andrea Tingey and Lindsay Thivierge, coordinators of the Certified Local Government (CLG) Program, administered by the New Jersey Historic Preservation Office (NJHPO), presented an overview of the program, which offers municipalities the opportunity to 1.) participate more directly in state and federal historic preservation programs; and 2.) be eligible to apply for Historic Preservation Fund (HPF) grants for a variety of local preservation activities.

They explained that communities interested in participating in the CLG program are required to have both a historic preservation ordinance and a historic preservation commission that conforms to certain specifications. They also outlined the application and designation process for communities interested in becoming CLGs.

In addition, they presented an overview of historic preservation ordinances and commissions in the State of New Jersey, including: the basic elements of a historic preservation ordinance; the structure and responsibilities of a historic preservation commission; and the advisory assistance provided by the NJHPO to communities interested in applying for designation as a CLG.

Following the presentations, Ms. Tingey and Ms. Thivierge, joined by Sam Seigel of the New Jersey Historic Trust, which has provided a grant to Metuchen for the drafting of a historic preservation ordinance, took questions from committee members. Topics discussed included:

- Aligning a historic preservation ordinance with CLG program requirements, a condition of the NJHT grant
- The kinds of local preservation activities that have received HPF grants, currently ranging from \$9,000 to \$50,000
- Pros and cons of "strong" versus "weak" historic preservation commissions
- The benefits of historic preservation ordinances / commissions in retaining community character and property values
- Addressing teardowns / demolitions in historic preservation ordinances

**Discussion with Barton Ross**

A discussion with Barton Ross, consultant on our NJHT grant, on issues related to the draft ordinance was included on the agenda but was tabled to a later meeting.

**Scheduling 2022 Meetings**

The HPC will continue to meet on the fourth Thursday of the month for 2022. Lori Chambers will coordinate the meeting schedule with the borough.

**Adjournment:** There being no further business, the meeting was adjourned at 9:04 p.m.

Respectfully submitted by:  
Lori Chambers  
HPC Secretary