

**Minutes of the Metuchen Historic Preservation Committee Regular Meeting  
January 27, 2022**

**Virtual Meeting (Zoom)**

---

Chair Nancy Zerbe called the January 27, 2022, regularly scheduled meeting of the Metuchen Historic Preservation Committee (HPC) to order at 7:34 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, Brian Keenan, Isaac Kremer, Tommy Mullins, Steven Patrick, Nancy Zerbe; and Tyler Kandel (council liaison).

**New Members:** Brian Keenan and Isaac Kremer were welcomed as new members of the committee; the service of outgoing members Richard Miller and Steve Kistko was recognized.

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

**Review of Minutes:** The minutes of the December 3, 2021, regular meeting were reviewed; Suzanne Andrews/Steve Patrick (M/S/C, unanimous) to approve.

**Election of Officers**

Nancy Zerbe and Lori Chambers were re-nominated to election as chair and secretary, respectively; Suzanne Andrews/Steve Patrick (M/S/C, unanimous) to approve.

**Historic Preservation Ordinance Project**

Nancy Zerbe reviewed the status of our grant-funded project to develop a draft historic preservation ordinance for Metuchen. She reported that our consultant, Barton Ross, submitted a draft ordinance in December. The draft was reviewed by subcommittee; in addition, it was shared with Andrea Tingey and Lindsay Thivierge, coordinators of the state's Certified Local Government (CLG) Program, which is administered by the New Jersey Historic Preservation Office, for their advice and feedback.

Reporting to the full committee, subcommittee members (Suzanne Andrews, Steve Patrick, and Nancy Zerbe) summarized their impressions of the draft ordinance and their recommendations for next steps in the process, including:

- The draft ordinance needs to be simplified/streamlined for concision and clarity.
- Several key elements covered by historic preservation ordinances need to be considered/resolved by the HPC so that guidance can be provided to the consultant.
- One of the critical decision points for the HPC is determination of the appropriate structure for a historic preservation commission for Metuchen, a properly structured commission being a requirement for eligibility in the CLG program.

The full committee discussed the key elements, including the pros/cons of the two types of commission structures, and agreed the latter issue requires further reflection and discussion.

To adhere to the grant's timeframe, the subcommittee will work on a markup of the draft ordinance to share and consult with the full committee.

**Outreach Efforts**

The committee received status reports on ongoing outreach efforts (Facebook posts; video under development). In addition, the committee discussed developing strategic communications (e.g.,

targeted outreach) to build a constituency for historic preservation in the Metuchen community. Isaac Kremer proposed establishing a communications subcommittee to lead these efforts.

**Adjournment:** There being no further business, the meeting was adjourned at 8:49 p.m.

Respectfully submitted by:  
Lori Chambers  
HPC Secretary

**2022 Meetings**

Feb 24  
Mar 24  
Apr 28  
May 26  
June 23  
July 28  
Aug 25  
Sept 22  
Oct 27  
Dec 1 (combined Nov/Dec meeting)