

MADISON HISTORIC PRESERVATION COMMISSION

Regular Meeting – July 14, 2020

Meeting conducted remotely through Zoom, with assistance from Michael Pellessier, Communications & Technology Coordinator for the Borough of Madison.

Attending: Madison Historic Preservation (“HPC”) Chair Janet Foster; Executive Chairs Mary Ellen Lenahan and Dr. Jill Rhodes; Members John Forte, David Luber and John Solu; Council Liaison Carmela Vitale; Recording Secretary Laurie Hagerich. Absent: Members, Max Hart, Chris Kellogg and Carmine Toto. One member of the public, Sandy Kolakowski, was present.

The meeting was called to order by Ms. Foster at 7:35 pm and Ms. Lenahan announced the meeting was called in accordance with the Open Public Meetings Act. A verbal roll call was taken by Ms. Hagerich.

The minutes of the June 9, 2020, Public Meeting were considered and on motion made, seconded and unanimously approved, the minutes were accepted as written.

Sign & Façade Update:

Ms. Lenahan reported several new Sign and Façade Applications were reviewed by the Subcommittee between meetings and sent photos of the new signage just prior to the meeting:

- 18 Main Street – The Hat Shop: This new sign, essentially the same as the sign at the prior location, was approved.
- 65 Main Street – BTS Blow Dry: New signage was approved.
- 32 Main Street – The Snooki Shop: New sign was installed but it is not the signage reviewed and approved by HPC

The Snooki Shop sign originally submitted to the Subcommittee in March was approved as a back-lit sign (lighting behind the letters). In mid-June, Ms. Lenahan and Ms. Foster saw the actual sign which is fully illuminated. This is not what the Subcommittee reviewed nor would it be acceptable. There was discussion of HPC’s disapproval of illuminated signs in the Civic and Commercial Historic District and that unfortunately the Snooki sign could set a precedent for future signage. It was noted the new Ordinance gives HPC a stronger voice in signage in the Downtown Historic District. Ms. Lenahan will follow up with Ms. Lisa Ellis of the Downtown Development Commission and Main Street/Business Development regarding this sign. Ms. Vitale will speak with Council Member Astri Baille and Zoning Officer Frank Russo to see if the Sign and Façade process and enforcement can be improved.

Old Business:

Preservation Celebration Update:

Ms. Lenahan reported on the Celebration. The lawn sign designed by Clara Forte was approved with some minor changes. Write ups on the two sites are in process, 16 Myrtle Avenue by Ms. Lenahan and 37 Crescent Road by Mr. Forte. Ms. Foster noted the Department of Public Works (DPW) and DPW personnel are also to be recognized for saving a historic bottle that surfaced during repaving of Rosedale Avenue earlier this summer. The 19th Century Bottle used for carbonated water is presently at the Madison Historical Society office and Mr. Luber will take a photograph. Ms. Vitale will ask the

Mayor to place the awards presentations on the Council Agenda in September and to prepare appropriate Resolutions. Michael Pellessier will be asked to help in preparing the Resolutions and putting information on the Borough website, as well as preparing news articles for the Madison Eagle and digital news media. The write ups on the two properties and the bottle, as well as pictures of the properties and their owners, and the bottle and the appropriate DPW personnel, should be ready to be given to Mr. Pellessier in the next two weeks.

Report of Subcommittee for Ordinance revision:

Dr. Rhodes thanked all HPC members for their comments, which attorney Jason Hyndman has incorporated into a final draft, sent to members prior to this meeting by email. Also sent were two public relations documents prepared by Ms. Foster, a Question & Answer document explaining the new Ordinance and one-page Executive Summary of the revised Ordinance. Help is still needed to work on a public education brochure. Michael Pellessier will be asked to help with posting a final version of the Executive Summary on the Borough website and Facebook page. Members were asked to forward comments on the PR documents to Ms. Foster by Friday, July 17 and comments on the Ordinance final draft to Dr. Rhodes by 10 am on Saturday, July 18. Thereafter, Mr. Hyndman will make any final changes to the draft. It will then be sent to Ms. Vitale for forwarding to Mayor Conley and other Council members. Ms. Vitale will let HPC know when the matter can be scheduled for a Council meeting. The public will be made aware that the redrafted Ordinance is still open for public discussion and input. After the first Council presentation, the revised Ordinance will be reviewed by the Planning Board. It will then go back to the Council for a second time, when a Resolution will be presented and voted upon. Ms. Vitale will speak with the Mayor to confirm these are the correct procedures.

Ms. Foster is drafting a Certificate of Appropriateness, which will also apply to signage, and appropriate fees are being considered. There are examples of Certificates of Appropriateness for other municipalities which can be viewed online.

Design Guidelines Update:

Ms. Foster reported that the second round of Request for Proposals for preparing illustrated Design Guidelines resulted in a single response, a bid from Clarke Caton Hintz (CCH) in the amount of \$30,000. Ms. Foster indicated the proposal from CCH offered a good description of the work to be performed at a lower price than the only other bid received. Ms. Foster proposed that the bid of Clarke Caton Hintz be accepted and the sum of \$2,100 remaining in HPC's current year budget from funds not spent be applied toward the \$30,000 fee. The remaining funds will be applied for through the Open Space & Historic Preservation Fund. A motion to this effect was made, seconded and unanimously carried. It was noted that there would be funds remaining in HPC's budget to pay current secretarial expenses and expenses for the Preservation Awards.

Master Plan Update:

Mr. Lubber, HPC's representative on the Master Plan Steering Committee, reported the Master Plan is ready to be presented to the Planning Board on July 21, 2020, and there will be a public webinar on July 29 for land use, community mobility and historic preservation. Mr. Lubber thanked Ms. Foster and Ms. Lenahan for their assistance on the Historic Preservation Element of the Master Plan.

Public Comment:

Sandy Kolakowski, from the Save Madison Theater group, asked about the status of the documentation of the Lyons Theater prior to demotion, which was a condition of the July 2019 HPC Resolution on the theater demolition proposal and if it would be available for review by the public. Ms. Foster stated there is a team hired by Saxum Real Estate working on this and that there will be an opportunity for the public to review and comment. Ms. Foster will ask attorney Jonathan Testa to contact Saxum's attorney regarding when the documentation will be ready for HPC review. It will also be presented at a future HPC open public meeting. Ms. Kolakowski was referred to Zoning Officer Frank Russo for a question about the demolition permit.

Other Business, Future Meetings, Adjournment:

The next meeting of the Commission will be on Tuesday, August 11, 2020, via Zoom.

There being no further business, on motion made, seconded and unanimously carried, the meeting was adjourned at 9:15 p.m.

Laurie Hagerich, Recording Secretary