City of Cape May Planning Board Meeting Minutes  
Tuesday, September 24, 2019

Opening: The meeting of the City of Cape May Planning Board was called to order by Chairperson Bill Bezaire at 6:30 PM. In compliance with the Open Public Meetings Act, adequate notice was provided.

Roll Call: Mr. Bezaire, Chairperson Present  
Mr. Shuler, Vice Chairperson Present  
Mr. Elwell Present  
Mr. Macciocchi Absent - excused  
Deputy Mayor Hendricks Present  
Mr. Inderwies Present  
Mr. Jones Present  
Mayor Lear Present  
Dr. Maslow Present  
Dr. Wolf Alt #1 Present  
Mr. Martz Alt #2 Present

Also Present: Richard King, Esquire - Board Solicitor – Absent - excused  
Craig Hurless – Board Engineer  
Karen Keenan – Board Secretary

Minutes:

Motion was made by Deputy Mayor Hendricks to adopt the meeting minutes from September 11, 2019, seconded by Dr. Maslow and carried 9-0. Those in favor: Mr. Elwell, Deputy Mayor Hendricks, Mr. Inderwies, Mr. Jones, Mayor Lear, Dr. Maslow, Dr. Wolf, Mr. Shuler, Mr. Bezaire. Those opposed: None. Those abstaining: None.

Resolutions:

Motion was made by Deputy Mayor Hendricks to adopt Resolution number 09-10-2019: 2 – Corrected, Broadway Beach, Inc., 7 First Avenue, Block 1016, Lot(s) 20, seconded by Dr. Maslow and carried 9-0. Those in favor: Mr. Elwell, Deputy Mayor Hendricks, Mr. Inderwies, Mr. Jones, Mayor Lear, Dr. Maslow, Dr. Wolf, Mr. Shuler, Mr. Bezaire. Those opposed: None. Those abstaining: None.

Discussion:

Historic Preservation Commission Presentation:

Historic Preservation Commission Chairperson Warren Coupland and Historic Preservation Commission Member Tom Cataldo were present to discuss the process for approval of historic district surveys and to present an updated Historic Preservation District Map for approval. Discussion began with the presentation of the current historic district preservation map and a proposed map. Mr. Coupland explained that there are anomalies in the current map where there
is a home that is not in the historic district surrounded by several homes that are in the historic district plus there is a contributing property that is far away from the rest of the historic district. Mr. Coupland explained that the historic preservation map is really used for streetscape and described a relatively new vinyl sided home in what he thought to be the historic district. He later checked and found that this property was one of the exceptions (surrounded by properties in the district but not in the district). The owner of this property did not need any approval of the HPC, but the neighbors had to obtain the approval of the HPC to make any changes.

Mr. Cataldo presented the reasoning for coloring in the gaps south of Madison, on New Jersey, New York, and Washington, the marina district, Yacht Avenue, undeveloped areas, Spencers Creek, as it is difficult for owners, Zoning and the HPC to understand what the streetscape was supposed to look like. Mr. Cataldo and Mr. Mullock (then a voting member of the HPC) rode around town with a view of conforming the proposed historic district map line to property lines.

The board members asked questions such as how many properties are impacted, and Mr. Cataldo responded that it is way less than one hundred, with a number in the mid tens. The board members commented that is a lot of owners. There was also discussion on Zoning and HPC approvals. The board members asked for copies of the maps and a written list of the affected properties, so they could review the properties more closely. The overall reaction to the proposed historic preservation map was positive with an agreement that more information is needed for the next step and to not rush the process with a view of doing it right.

Bill Bezaire exited the meeting at 6:55 p.m.

The board asked what it means to a property owner if their property is in the Historic Preservation District. Tom Cataldo and Warren Coupland explained that proposed exterior changes to a property not only need Zoning approval but HPC approval as well and that the practical impact to the owners is minimal. Mr. Coupland went on to say that a property that already has vinyl windows and siding would be approved same for same on a regular basis, but that the HPC would try to convince them to do something different. He also stated that the HPC recommends cement board siding, wood/vinyl clad windows, asphalt shingles in keeping the style and size that fits into the streetscape. The process for demolition review by the HPC was discussed, specifically the nine points of demolition.

More discussion on the importance of involving those affected commenced with a view to not make the citizens into adversaries.

Bill Bezaire, Tom Cataldo, Scott Maslow, and Craig Hurless will work together to get addresses and maps for input prior to presenting to citizens. Warren Coupland will try to make the map clearer. The plan is to get the map and property list for review at the next work session, which is October 22, 2019. Further, the list of contributing properties will be reviewed.

Mr. Coupland next addressed the board members on the process of the individual historic surveys which are conducted as part of the obligation of the national historic landmark status and evolved from 50/50 grants to full grants. He went on to say that surveys were coming before the City Council each year, the prior administration asked the HPC to bundle the surveys and currently the
HPC has three years of surveys to present to the City. Board members asked questions about the process and the grants. Mr. Coupland stated that the surveys conducted through 2014 have been approved, showed the board the stack of one year’s worth of surveys and shared a 2008 survey that has been approved. He said that a total of 1,883 surveys have been completed and that every property in the City has to be surveyed every ten years to meet the national historic landmark standard and it has been agreed by the NJSHPO that for certain properties, for example, Village Green, the City will be able to review entire blocks.

Board members asked questions regarding historic status changes, the surveys and the time frame and stated that they prefer to review the surveys within two to three months of completion versus bulk submission.

Craig Hurless recited the role of the Planning Board in the historic district survey adoption process, as stated in the Master Plan.

The members decided to take the matter up again at the next meeting with a view to approve the batch of surveys and to review historic surveys on an annual basis in the future. Another suggestion is that the historic surveys be available online.

**Master Plan Advisory Committee:**

Dr. Wolf suggested that perhaps the community could be informed about the historic surveys via a presentation by the HPC chair in a town hall meeting.

Dr. Wolf addressed the members of the board on the efforts of the Master Plan Advisory Committee and requested that the members email to her a list of their preferences of three to five items of the Master Plan that the members want the Committee to examine first. Dr. Wolf reported that the Master Plan Advisory Committee chair has already requested other committees to report what they are doing in regard to the Master Plan to avoid duplicating. Dr. Wolf listed the steps in the process including elements, recommendations, action steps for implementation, who is responsible, the dates by which things should be exercised, and evaluation. She will report back to the Planning Board with the Master Plan Advisory Committee plan, the rationale and other Advisory Committee activities.

**There was no public comment.**

**Motion made to adjourn by Dr. Maslow at 8:00 PM with all in favor.**

**Respectfully submitted:** Karen Keenan, Board Secretary

**Copy of presentation available on the City of Cape May website.**