

Hightstown Planning Board
Regular Meeting
October 13, 2015, 7:30 p.m.

OPEN SESSION

Fred Montferrat, Chairman, called the meeting to order at 7:33 p.m. and read the Open Public Meetings Act statement: "Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Law 1975, Chapter 231. Said notice was sent to the Trenton Times and the Windsor-Hights Herald, and is posted in the Borough Clerk's office."

Flag Salute

Roll Call

	PRESENT	ABSENT	LATE ARRIVAL
Mr. Lane	✓		
Mr. Montferrat	✓		
Mr. Stults	✓		
Mr. Hansen		✓	
Mr. Mulleavey	✓		
Mr. Searing	✓		
Mayor Quattrone	✓		
Mr. Musing	✓		
Ms. Colavecchio		✓	
Mr. Balcewicz, Alt. #1	✓		
Mr. Honsel		✓	

Also in attendance: Sandy Belan, Planning Board Secretary, Tamara Lee, Borough Planner and Carmela Roberts, Borough Engineer. Gary Rosensweig, Planning Board Attorney was not present. Rick Pratt, Chairman of the Historic Preservation Commission was also present

APPROVAL OF AGENDA

Mr. Montferrat asked for a motion to approve the agenda. Mr. Mulleavey made a motion to approve the agenda. Mr. Lane seconded.

Roll Call Vote: Mr. Lane, Mr. Montferrat, Mayor Quattrone, Mr. Stults, Mr. Searing, Mr. Musing, Mr. Mulleavey and Mr. Balcewicz voted yes. Mr. Hansen, Ms. Colavecchio and Mr. Honsel were absent. **Motion passed 8-0.**

APPROVAL OF MINUTES

Mr. Montferrat asked if there were any corrections or comments on the minutes of the September 16, 2015 Regular meeting. Mr. Balcewicz emailed the Board Secretary earlier regarding name misspelling. Minutes have been corrected. Mr. Montferrat asked for a motion to approve minutes as amended. Mr. Lane made a motion to approve the minutes. Mr. Stults seconded.

Roll Call Vote: Mr. Lane, Mr. Montferrat, Mayor Quattrone, Mr. Stults, Mr. Musing, and Mr. Mulleavey voted yes. Mr. Searing and Mr. Balcewicz abstained. Mr. Hansen, Ms. Colavecchio and Mr. Honsel were absent. **Motion passed 6-0, two abstentions.**

Mr. Montferrat asked if there were any corrections or comments on the minutes of the September 16, 2015 Executive session. Mr. Montferrat asked for a motion to approve Executive Session minutes. Mr. Lane made a motion to approve the minutes. Mr. Stults seconded.

Roll Call Vote: Mr. Lane, Mr. Montferrat, Mayor Quattrone, Mr. Stults, Mr. Musing, and Mr. Mulleavey voted yes. Mr. Searing and Mr. Balcewicz abstained. Mr. Hansen, Ms. Colavecchio and Mr. Honsel were absent. **Motion passed 6-0, two abstentions.**

PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

There being no public comments, the public portion of the meeting was closed.

NEW BUSINESS

- 1) Historic Preservation Commission Ordinance – Rick Pratt, Chairman of the Historic Preservation Commission was present to give an overview of the proposed changes to the ordinance. The HPC is ready to submit the revised HPC ordinance to the Borough Council. The revisions are changes recommended by the State Historic Preservation Office which are required to become a Certified Local Government. The Mayor supports the submission. The HPC is currently only advisory (hear applications, discuss and educate the homeowners. There are two types of HPC: (a) Weak HPC makes a determination; goes to the Planning Board for review, they make a determination and the construction or zoning official makes sure the project is completed per standards; (b) Strong HPC skips the Planning Board process. However, if the applicant disagrees with the HPC's determination, they may appeal to the Planning Board. Mr. Pratt suggested that perhaps someone from the State should attend the next meeting. Mayor Quattrone has witnessed work being done in the historic district. There is no cooperation and nothing is binding.

Discussion. Ms. Lee will review and compare this to the Municipal Land Use requirement for historic district and provide guidance to the Board at the next meeting. Chairman Montferrat suggested that each Board member review this ordinance carefully, and it will be discussed at the November meeting. Ms. Lee – in other towns they want the exterior to remain historic “visually in kind.” Once a town has adopted an Historic Preservation Ordinance, the residents choose to live there and there is an added responsibility to living in the historic district. The majority voted for it and they have a vested interest to maintain the historic character of the area. Suggested that the HPC could assist code enforcement regarding property maintenance in the historic district.

- 2) Proposed Development Fee Ordinance – The Borough Council, at the recommendation of the Borough Planner, has repealed the Growth Share Ordinance because it was obsolete. Council is now proposing the adoption of the Developer Fee Ordinance to replace it. Ms. Lee gave an overview of the proposed developer fee ordinance. Borough Council has suggested a graduated fee schedule. Discussion.

- 3) Downtown Hightstown Lakefront Vision Plan – Mr. Montferrat suggested that the Master Plan be amended to incorporate the proposed Lakeside Vision Plan. Ms. Lee will draft an amendment to the Master Plan, similar to the Route 33 Corridor amendment.

Motion made by Mr. Musing and seconded by Mr. Mulleavey to direct the Borough Planner to amend the Master Plan to incorporate the Lakefront Vision Plan which will be reviewed at the November meeting. Discussion.

Roll Call Vote: Mr. Lane, Mr. Montferrat, Mayor Quattrone, Mr. Stults, Mr. Searing, Mr. Musing, Mr. Mulleavey and Mr. Balcewicz voted yes. Mr. Hansen, Ms. Colavecchio and Mr. Honsel were absent. **Motion passed 8-0.**

OLD BUSINESS:

- 1) Hightstown Downtown Design Standards Manual – Numerous changes have been made over the past few months. Subcommittee did meet -- Dodie Colavecchio, Dimitri Musing and Fred Monteferrat. Will forward recommended changes to Ms. Lee and Mr. Rosensweig for their review. Final review at the November meeting.
- 2) Zoning – Signage in the Highway Commercial Zone – additional review by the subcommittee and final review at the November meeting. The Subcommittee will meet with George Chin, Zoning Officer for comments and review.
- 3) Zoning – Amending Chapter 28 – Home-based occupations – referred to the subcommittee for additional changes/specific explanation of what constitutes a permitted home-based occupation. Discussion – Board considers lawyers, real estate, and insurance companies as “professional” offices.

Mr. Montferrat asked for a motion to submit the Home-based occupations ordinance to Council for their review and approval. Motion made by Mr. Balcewicz and seconded by Mr. Searing.

Roll Call Vote: Mr. Lane, Mr. Montferrat, Mayor Quattrone, Mr. Stults, Mr. Searing, Mr. Musing, Mr. Mulleavey and Mr. Balcewicz voted yes. Mr. Hansen, Ms. Colavecchio and Mr. Honsel were absent. **Motion passed 8-0.**

- 4) Portable A-Frame (sandwich board) Signs – Mr. Stults reviewed the recommendations received from Mr. Chin, Zoning Officer. Discussion – permit larger sign based on design; safe walking distance; specific sidewalk location; number of signs per business (suggest one sign per business). Applicants would be required to provide a specific sign design and location. Mr. Stults and Mr. Montferrat will meet with George Chin, Zoning Officer, to finalize this ordinance and distribute to the Planning Board for review prior to the November meeting.

EXECUTIVE SESSION:

Chairman Montferrat read the Resolution 2015-12 Executive Session.

AUTHORIZING A MEETING WHICH EXCLUDES THE PUBLIC BE IT RESOLVED BY THE PLANNING BOARD OF THE BOROUGH OF HIGHTSTOWN THAT THIS BODY WILL HOLD A MEETING ON OCTOBER 13, 2015 AT OR AFTER 7:30 P.M. IN THE FIRST AID BUILDING LOCATED AT 168 BANK STREET, HIGHTSTOWN THAT WILL BE LIMITED ONLY TO CONSIDERATION OF AN ITEM OR ITEMS WITH RESPECT TO WHICH THE PUBLIC MAY BE EXCLUDED PURSUANT TO SECTION 7B OF THE OPEN PUBLIC MEETINGS ACT.

The general nature of the subject to be discussed:

Anticipated Litigation regarding Borough of Hightstown's
Council on Affordable Housing (COAH) Plan and any court matters

Stated as precisely as presently possible the following is the time when and the circumstances under which the discussion conducted at said meeting can be disclosed to the public January 13, 2016 or such date when the need for confidentiality no longer exists.

The public is excluded from said meeting, and further notice is dispensed with, all in accordance with sections 8 and 4a of the Open Public Meetings Act.

Mr. Montferrat asked for a motion to adjourn into Executive Session. Motion made by Mayor Quattrone and seconded by Mr. Searing. Unanimous consent.

Mr. Montferrat asked for a motion to reconvene into Public Session. Motion made by Mr. Searing and seconded by Mr. Stults. Unanimous consent.

COMMITTEE AND PROFESSIONAL REPORTS

Borough Engineer, Carmela Roberts – several capital projects underway – road program by Association Park. Borough received notice this morning that the DEP is ready to permit advertising for well two and settling tank improvements. Borough, in conjunction with Mercer County and Peddie School, will be making curb and sidewalk improvements on Etra Road, tentatively scheduled to begin on October 26. There are several surveyors in the area of Stockton and Joseph Streets and continuing on to Ward Street. This is part of the Safe Route to Schools grant.

CHAIRMAN AND BOARD MEMBER COMMENTS

Mr. Stults – Some comments made during the Lakefront Vision meeting mentioned the traffic pattern in the downtown area. Downtown Hightstown is working with the Main Street New Jersey Program to open discussions with the DOT and other interested parties to limit traffic through the downtown area. Next year the Historic Preservation Commission plan to apply for a \$100,000 grant through the Delaware Valley Regional Planning Commission.

There being no further business Mr. Montferrat asked for a motion to adjourn. Mr. Stults and seconded by Mr. Lane. All ayes. Meeting adjourned at 9:36 p.m.

Respectfully submitted,



Sandy Belan
Planning Board Secretary