

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

OPEN SESSION

Fred Montferrat, Chairman, called the meeting to order at 7:30 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; Gary Rosensweig, Planning Board Attorney; Tamara Lee, Borough Planner and Carmela Roberts, Borough Engineer.

APPROVAL OF AGENDA

Mr. Montferrat asked for a motion to approve the agenda. Mr. Stults made a motion to approve the agenda as amended. Ms. Colavecchio seconded.

Roll Call Vote: Mr. Montferrat, Mr. Stults, Mayor Quattrone, Mr. Hansen, Mr. Searing, Mr. Musing, Ms. Colavecchio and voted yes. Mr. Lane, Mr. Mulleavey, Mr. Honsel and Mr. Balcewicz were absent. **Motion passed 7-0.**

APPROVAL OF MINUTES

Mr. Montferrat asked if there were any corrections or comments on the minutes of the June 8, 2015 Regular meeting. Seeing none, Mr. Montferrat asked for a motion to approve. Mr. Hansen made a motion to approve the minutes. Mr. Searing seconded.

Roll Call Vote: Mayor Quattrone, Mr. Hansen, Mr. Searing, Mr. Musing and Ms. Colavecchio and voted yes. Mr. Montferrat and Mr. Stults abstained. Mr. Lane, Mr. Mulleavey, Mr. Honsel and Mr. Balcewicz were absent. **Motion passed 5-0, two abstentions.**

Mr. Montferrat asked if there were any corrections or comments on the minutes of the June 8, 2015 Executive Session. Seeing none, Mr. Montferrat asked for a motion to approve. Mr. Hansen made a motion to approve the minutes. Mr. Searing seconded.

Roll Call Vote: Mayor Quattrone, Mr. Hansen, Mr. Searing, Mr. Musing and Ms. Colavecchio and voted yes. Mr. Montferrat and Mr. Stults abstained. Mr. Lane, Mr. Mulleavey, Mr. Honsel and Mr. Balcewicz were absent. **Motion passed 5-0, two abstentions.**

PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments regarding anything that is not on the agenda. Seeing no comments, Mr. Montferrat closed the public comment portion of the meeting.

NEW BUSINESS - None

OLD BUSINESS

1. Hightstown Downtown Design Manual – Mr. Musing – has reviewed the manual line-by-line. Is this manual a recommendation or mandatory? Do not want to discourage businesses and residents. Discussion on the Manual and how it will be implemented, who will be responsible, and how will it be monitored. Planning Board’s overall consensus is this would be an excellent guideline for homeowners and businesses. Ms. Lee – once finalized this document would become part of the Master Plan, it would not have to go to Council. Subcommittee (Mr. Musing, Ms. Colavecchio and Mr. Hansen) will review the Manual and forward updates to Ms. Lee who will consolidate the information and forward to Planning Board for final review.
2. Zoning – Signage in Highway Commercial Zone – tabled to next meeting.
3. Zoning Ordinance – Amending Chapter 29 – Signs – Council reviewed the Planning Board’s recommended changes and have suggested additional changes: Yard sale signs ...shall not be erected more than 24 **(48)** hours prior to such sale; shall include address and **date** of the sale. No yard or garage sale shall take place for more than ~~three (3)~~ **two (2) consecutive days.**

Mr. Montferrat asked for a motion to approve Chapter 29 Signs as recommended by the Borough Council. Mr. Musing made a motion to approve Chapter 29 Signs as amended. Mr. Hansen seconded.

Roll Call Vote: Mr. Montferrat, Mr. Stults, Mayor Quattrone, Mr. Hansen, Mr. Searing, Mr. Musing, Ms. Colavecchio and voted yes. Mr. Lane, Mr. Mulleavey, Mr. Honsel and Mr. Balcewicz were absent. **Motion passed 7-0.**

4. Zoning Ordinance – Chapter 28 - Home-based occupations – Borough Council has suggested some minor changes. Mr. Underhill suggested that the subcommittee check the Chatham Township ordinance regarding definition. Below is their definition. General description of business without being specific. Two most common ways to control home based business: control the number of employees (usually family members) and do not receive customers/clients.

5. COAH – Ms. Lee informed the Board that Fred Raffetto, Borough Council Attorney, filed the Borough’s “Notice of Declaratory Judgment Action and Motion before the Superior Court of New Jersey Seeking Temporary Immunity from Mount Laurel Lawsuits and Related Relief” on July 8, 2015. The Borough has approved a resolution authorizing the execution of a Shared Services Defense Agreement for participation in the preparation of a statewide fair share analysis by Rutgers University and authored as the Burchell Fair Share Analysis. The Housing Plan has been updated.

Ms. Lee and Councilman Steve Misiura met with the Housing Authority Meeting. Discussion followed regarding the Housing Authority and Housing Plan.

EXECUTIVE SESSION: NO EXECUTIVE SESSION WAS HELD

COMMITTEE AND PROFESSIONAL REPORTS

Carmela Roberts – Association Park progress going well. Peddie School new dorms construction is underway.

Ms. Lee – DVRPC Transportation grant based on form based ordinance. We should start working on this grant.

CHAIRMAN AND BOARD MEMBER COMMENTS

Mayor Quattrone – North Main Street repaving is complete and the lines will be added. Mayor has asked Fred Montferrat to serve on the Redevelopment Committee.

Mr. Stults – Mill project – moving forward in a positive direction. They have hired a planning consultant Looney Ricks Kiss, Jim Constantine. Borough Council will ask the consultants to make their presentation to a joint meeting of the Borough Council and Planning Board.

Latino Festival – first festival held at Rocky Brook Park, Sat., July 11 – well attended.

The August 10 Planning Board meeting may be cancelled due to numerous vacations.

There being no further business Mr. Montferrat asked for a motion to adjourn. Mr. Hansen moved to adjourn. Mr. Searing seconded. All ayes. Meeting adjourned at 9:00 p.m.

Respectfully submitted,



Sandy Belan
Planning Board Secretary