

Hightstown Planning Board
Regular Meeting
September 16, 2015, 7:30 p.m.

OPEN SESSION

Fred Montferrat, Chairman, called the meeting to order at 7:32 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, and Tamara Lee, Borough Planner. Carmela Roberts, Borough Engineer was not present.

APPROVAL OF AGENDA

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

Roll Call Vote: Mr. Montferrat, Mr. Stults, Mayor Quattrone, Mr. Hansen, Mr. Lane, Mr. Musing, Ms. Colavecchi, Mr. Mulleavey and Mr. Honsel voted yes. Mr. Searing and Mr. Balcewicz were absent. **Motion passed 9-0.**

APPROVAL OF MINUTES

Mr. Montferrat asked if there were any corrections or comments on the minutes of the July 13, 2015 Regular meeting. Seeing none, Mr. Montferrat asked for a motion to approve. Mr. Lane made a motion to approve the minutes. Mr. Stults seconded.

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

PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

1. Juan and Manuel Mendieta, 132 Franklin Street – Mr. Mendieta presented a letter to the Planning Board which outlines his concerns regarding renting a portion of his property. The Planning Board does not oversee the Construction Dept. Mr. Rosensweig and Mr. Montferrat will discuss this matter with George Chin and will respond to his letter.
2. Leslie Koppel, Executive Director, RISE-Community Action Service Center, 116 North Main Street – The A-Frame signs are very important and necessary for our businesses. The signs are an important tool for all the businesses. Mr. Stults explained the Planning Board's decision for the moratorium and reviewed the proposed changes that the Board will be considering tonight. Downtown Hightstown also feels that the signs are beneficial to the local businesses. The Planning Board will finalize the ordinance and include designs, descriptions and specific materials to be used for the A-Frame signs. Later in this meeting we will discuss establishing a temporary renewal until a new ordinance is adopted.

There being no additional public comments, the public portion of the meeting was closed at 7:55 p.m.

NEW BUSINESS

- a) Preliminary Application Review Committee (Mr. Lane, Mr. Musing and Mr. Honsel) – Two upcoming projects which need to be reviewed by the Application Review Committee.
 1. Joe Mannino, Block 31, Lot 6, Church Street – develop vacant property. The Subcommittee will schedule a meeting within the next two weeks.
 2. Purchase and demo of 210 Academy Street to build a new multi-family residence – interested in meeting with the subcommittee to discuss project. Referred to the subcommittee.

Mr. Monteferrat is also available to attend the subcommittee meeting if needed.

b) Borough Council Referrals

1. Clothing Bin Ordinance – This ordinance was proposed several years ago and to date it has not been adopted. Mr. Rosensweig noted that the ordinance is consistent with the law and you must be a registered charitable organization. There is a limit on the location and number of bins. Currently the Borough has no restrictions on clothing bins. Adoption of the ordinance will provide guidance for the zoning officer.

Discussion regarding locations – “At Hightstown Municipal parking lots” – remove this item.

Planning Board has reviewed the ordinance “Amending and Supplementing Chapter 28, Entitled “Zoning” of the “Revised General Ordinance of the Borough of Hightstown, New Jersey.” Pertaining to Clothing Bins –Section 2 – Clothing Bins, Locations and Permits -- The Planning Board proposed the following change – delete the second paragraph “~~At Hightstown Municipal parking lots (1 bin per site).~~”

Motion made to refer the proposed clothing bins ordinance as amended back to the Borough Council for their action. Motion made by Mr. Lane and seconded by Mayor Quattrone.

Roll Call Vote: Mr. Montferrat, Mr. Stults, Mayor Quattrone, Mr. Hansen, Mr. Lane, Mr. Musing, Ms. Colavecchi, Mr. Mulleavey and Mr. Honsel voted yes. Mr. Searing and Mr. Balcewicz were absent. **Motion passed 9-0.**

2. Tax Exemption Ordinance and accompanying resolution of determination – Discussion. Mr. Rosensweig gave an overview of the proposed resolution which would permit residential properties in need of rehabilitation to obtain limited tax exemption relief. This ordinance would designate the entire area of the Borough to be an “area in need of rehabilitation.” The improvements to the property would be tax exempt for a period of five (5) years only. Ms. Lee suggested that this could also be beneficial to the downtown commercial properties. Discussion on also including the commercial properties.

Planning Board approves the Tax Exemption Ordinance and accompanying resolution of determination with the proposed addition - recommends that the Borough Council consider including “**retail properties**” as part of the “area in need of rehabilitation.”

Motion made by Mayor Quattrone and seconded by Mr. Lane.

Roll Call Vote: Mr. Montferrat, Mr. Stults, Mayor Quattrone, Mr. Hansen, Mr. Lane, Mr. Musing, Ms. Colavecchi, Mr. Mulleavey and Mr. Honsel voted yes. Mr. Searing and Mr. Balcewicz were absent. **Motion passed 9-0.**

OLD BUSINESS:

- a. Hightstown Downtown Design Standards Manual – Numerous changes have been made over the past few months. Finalizing some of the preludes. Dodie Colavecchio, Dimitri Musing and Fred Monteferrat will review the Manual and forward a finalized copy to Ms. Lee and Mr. Rosensweig. Final review will take place at the October meeting.
- b. Zoning – Signage in the Highway Commercial Zone – additional review by the subcommittee and final review at the October meeting. Original discussion was on grand opening signs, which are currently not permitted.
- c. Zoning – Amending Chapter 28 – Home-based occupations – referred to the subcommittee for additional changes/specific explanation of what constitutes a permitted home-based occupation and final review at the October meeting.
- d. Portable A-Frame (sandwich board) Signs – Mr. Stults reviewed the reasons for the moratorium on A-Frame signs. Discussion.

The Planning Board is recommending to the Borough Council that Resolution 2015-163 “Issuing a Moratorium on the Issuance of Yearly A-Frame Sign Permits” be lifted. Temporarily extend current A-Frame sign permits and waive permit fees for a period of three months or until a new ordinance is adopted. The Planning Board will be proposing a new sign ordinance which will include examples and design samples for A-Frame signs which will be forwarded to the Borough Council.

Motion made to request the Borough Council to lift the moratorium on A-Frame signs as established by Resolution 2015-163 and grant a temporary extension and waiver of A-Frame sign permit fees for a period of three (3) months and/or until a new ordinance is adopted.

Motion made by Mr. Stults and seconded by Mr. Musing.

Roll Call Vote: Mr. Montferrat, Mr. Stults, Mayor Quattrone, Mr. Hansen, Mr. Lane, Mr. Musing, Ms. Colavecchi, Mr. Mulleavey and Mr. Honsel voted yes. Mr. Searing and Mr. Balcewicz were absent. **Motion passed 9-0.**

EXECUTIVE SESSION:

Mr. Montferrat read the Resolution 2015-11 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 September 16, 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 December 16, 2015 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 Mr. Stults and seconded by Mr. Mulleavey. Unanimous consent.

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

COMMITTEE AND PROFESSIONAL REPORTS

Mayor Quattrone expressed his appreciation to the Planning Board for all their time and work.

CHAIRMAN AND BOARD MEMBER COMMENTS

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 9:21 p.m.

Respectfully submitted,



Sandy Belan
Planning Board Secretary