

# MEETING MINUTES OF PLANNING BOARD/BOARD OF ADJUSTMENT OF HIGH BRIDGE BOROUGH

**Meeting Date:** December 12, 2016 - **Meeting Time:** 7:30 P.M.

**Meeting Location:** High Bridge Rescue Squad, 95 West Main St, High Bridge, NJ 08829

## 1. CALL TO ORDER:

This is a regular meeting of the Planning/Zoning Board of the Borough of High Bridge. Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act in that a Notice was published in the Hunterdon County Democrat on December 16th, 2016 and the notice of and agenda for this meeting were posted on the bulletin board in the Borough Hall.

**2. FLAG SALUTE:** Led presiding officer.

## 3. ROLL CALL:

Don Howell, absent; Keith Milne, present; Doug Walker, present; Brent Dugan, present; John Moskway, absent ; William Giordano, present; Chris Zappa, present; Steve Dhein, present; Mark Desire, present. Mark Desire arrived at 7:43.

Board attorney Caldwell, Alternate, Pablo Delgado and 3 members of the public including press were present at this meeting.

## 4. PUBLIC COMMENTS:

It is the policy of the Borough Council that all public comments on an issue shall be limited to Five (5) minutes per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Borough issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to the Board.

Adrienne Shipps, Council EDC liaison, asked that the board reconsider zoning in the Downtown Business zone, as well as the mixed zoning in the 513 corridor.

Steve Dhein responded that the Exact Level and Tool property was established as an Area of Redevelopment. He also stated we will be discussing zoning in the Downtown Business zone tonight.

Nancy Hunt, a member of the Cultural and heritage Committee, stated that she would like to know what the goals and visions of the Planning Board are in relation to Cultural and Heritage. She also stated that there is a 20 percent tax credit for commercial properties that are doing renovations that are keeping within historic guidelines.

Chris Zappa asked for clarification of this tax break. Nancy Hunt replied that it is a Federal tax credit. The Borough would have to present a package in order for this to occur. Discussion with the Board ensued regarding this tax credit.

## 5. READING AND APPROVAL OF MINUTES: September, 19, 2016.

Motion to dispense with the reading of prior meeting minutes:

Motion: Zappa, Second: Giordano Voice vote: Five ayes, Zappa and Desire abstain. Motion passes.

Motion to approve the September 19, 2016 meeting minutes:

Motion: Walker Second: Giordano Voice vote: Five ayes, Zappa and Desire abstain. Motion passes.

## 6. NEW BUSINESS: RESOLUTION PB12-2016: Adopt 2017 Meeting Schedule Planning Board/Board of Adjustment

Motion to adopt: RESOLUTION PB12-2016

Motion, Walker; Second, Giordano Voice vote: Seven ayes, motion passes.

## 7. DISCUSSION ITEMS:

A. Board to discuss possibly recommending to Council a change in Zoning for the Downtown Business

District.

Chairman Dhein opened a discussion regarding a possible change in zoning for the downtown Business zone. Two major topics were discussed with the Board. First, the Board expressed opinions regarding allowing a first floor apartment on the ground level in the Downtown Business zone. The second idea proposed was a possible change in zoning regarding approved the uses of retail space in the downtown business zone. Discussion ensued regarding these topics and the Board members agreed to discuss these topics in detail at the January 23<sup>rd</sup> ,2017 meeting providing that there are no pending applications.

**B. Board to discuss application process.**

Steve Dhein gave overview of what a Completeness review entails. Discussion ensued with the Board and Board Attorney regarding this process. Board members asked questions regarding waivers and presence of professionals at the Completeness review. Mr. Caldwell stated he is not in favor of the Board not determining completeness. Mr. Dhein stated that according to the current ordinances in place, the Board does need to determine completeness, he was just hoping to streamline the process. Mr. Caldwell also stated that the process must be uniform. Clarification was made that the Secretary is the only one that is permitted to notify the applicant regarding completeness. The Board also discussed keeping to the two-step process of having the completeness hearing at a separate meeting from the Public hearing for approval. Mr. Caldwell gave a brief overview of the application process. The Board also discussed that they would like to receive all reports for a Public hearing a week to ten days prior to the meeting. Various scenarios were discussed regarding this issue. The Board also asked questions regarding site visits. Mr. Caldwell stated that this is not recommended unless the Public is notified and such visits must be noticed because everyone must have access to the same information.

**9. PUBLIC COMMENTS:**

It is the policy of the Planning Board that all public comments on an issue shall be limited to five (5) minute per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Board issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to the Chairman and Board members at the public microphone.

Adrienne Shipps recommended that if the Board plans to discuss these topics at the January 23, 2017 meeting, then Council should also have a discussion prior to that. She also said she spoke to Rob Fernandez regarding the rental of the retail spaces on Main Street. She stated that Mr. Fernandez told her that there were a few parties interested in renting the retail space, but none wanted to apply for variances. Mr. Zappa asked if any of these interested parties were for retail and Councilwoman Shipps replied that they were not and this could be due to the size of the space. Councilwoman Shipps did suggest that the old Borough hall building be used for professional services. The Board discussed that not having an ADA accessible building could be a hindrance for renting the space for professional services.

**8. ADJOURNMENT:** Motion to adjourn: Walker, Second: Milne Voice vote: All ayes, motion passes.

**Next Meeting Date:** Re-organizational meeting January 9, 2017

**Meeting Location:** High Bridge Rescue Squad, 95 West Main St, High Bridge, NJ 08829

**Meeting Time:** 7:30 P.M.

# **REORGANIZATIONAL MEETING MINUTES OF THE PLANNING BOARD/BOARD OF ADJUSTMENT OF HIGH BRIDGE BOROUGH**

**Meeting Date:** January 9, 2017 - **Meeting Time:** 7:30 P.M.

**Meeting Location:** High Bridge Rescue Squad, 95 West Main St, High Bridge, NJ 08829

## **1. CALL TO ORDER:**

This is a reorganizational meeting of the Planning/Zoning Board of the Borough of High Bridge. Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act in that a Notice was published in the Hunterdon County Democrat on December 16th, 2016 and the notice of and agenda for this meeting were posted on the bulletin board in the Borough Hall.

**2. FLAG SALUTE:** Led by presiding officer.

## **3. PRESENTATION OF 2016 BOARD MEMBERS AND OATHS OF OFFICE**

- a. Christopher Zappa – Class III- term expiring 12/31/2017
- b. William Giordano – Class IV - term expiring 12/31/2020
- c. Donald Howell– Class IV - term expiring 12/31/2020
- d. Pablo Delgado- Alternate #1- term expiring 12/31/2018
- e. George Columbus-Alternate #2-term expiring 12/31/2017

## **4. ROLL CALL:**

Don Howell, present; Keith Milne, present; Doug Walker, present; Brent Dugan, present; John Moskway, present; William Giordano, present; Chris Zappa, present; Steve Dhein, present; Mark Desire, present.

Alternate Pablo Delgado was also present at this meeting. There were zero members of the public including press at this meeting.

## **5. NOMINATIONS AND ELECTIONS:**

### **a. Election of Chairperson**

Motion to nominate Steve Dhein and approve Resolution PB01-2017:

Motion: Milne, Second: Howell

Motion to close Nominations for Chairperson:

Motion: Moskway, Second: Walker

Don Howell, yes; Keith Milne, yes; Doug Walker, yes; Brent Dugan, yes; John Moskway, yes; William Giordano, yes; Chris Zappa, yes; Steve Dhein, yes; Mark Desire, yes.

Nine ayes, motion passes.

Motion to Approve Resolution PB01-2017:

Motion: Milne, Second: Howell

Don Howell, yes; Keith Milne, yes; Doug Walker, yes; Brent Dugan, yes; John Moskway, yes; William Giordano, yes; Chris Zappa, yes; Steve Dhein, abstain; Mark Desire, yes.

Eight ayes, one abstention, motion passes.

### **b. Election of Vice-chairperson**

Motion to nominate Don Howell for Vice-Chairperson

Motion: Walker, Second: Milne

Motion to close Nominations for Chairperson:

Motion: Moskway, Second: Walker

Don Howell, yes; Keith Milne, yes; Doug Walker, yes; Brent Dugan, yes; John Moskway, yes; William Giordano, yes; Chris Zappa, yes; Steve Dhein, yes Mark Desire, yes.  
Nine ayes, motion passes.

Motion to Approve Resolution PB02-2017:

Motion: Walker, Second: Milne

Don Howell, abstain; Keith Milne, yes; Doug Walker, yes; Brent Dugan, yes; John Moskway, yes; William Giordano, yes; Chris Zappa, yes; Steve Dhein, yes Mark Desire, yes.

Eight ayes, one abstention, motion passes.

6. It is the policy of the Planning Board that all public comments on an issue shall be limited to five (5) minute per person and no person may make more than one (1) comment per subject. Comments may be made on any subject pertaining to Board issues. Comments pertaining to Public Hearings should be saved for that section of the agenda. No debating between residents. Comments should be addressed to Chairman and Board members at the public microphone.

**None at this time.**

**7. CONSENT AGENDA:**

- a. Resolution PB03-2017 – Selection of contract professionals
  - Board Engineer, Mott-MacDonald
  - Planner, Maser Consulting
  - Planning Board / Board of Adjustment Attorney, Carter, Van Rensselaer, Caldwell
- b. Resolution PB04-2017: Selection of newspaper(s) for publications of legal notice
- c. Resolution PB05-2017: Selection of Board Secretary and Deputy Board Secretary
  - Board Secretary, Barbara Kinsky
  - Deputy Board Secretary, Adam Young

Motion to adopt **Resolutions PB03-2017 through PB05-2017:**

Motion: Walker, Second: Giordano

Don Howell, yes; Keith Milne, yes; Doug Walker, yes; Brent Dugan, yes; John Moskway, yes; William Giordano, yes; Chris Zappa, yes; Steve Dhein, yes Mark Desire, yes.

Nine ayes, motion passes.

- 8. ADJOURNMENT:** Motion to adjourn: Walker Second: Moskway

Voice vote: all ayes

Nine ayes, Motion passes.

**Next Meeting Date:** Regular meeting – January 23rd, 2017

**Meeting Location:** High Bridge Rescue Squad, 95 West Main St, High Bridge, NJ 08829

**Meeting Time:** 7:30 P.M.

**Application Calendar: Deadlines for decisions After Completeness Review**

(N.J.S.A. 40:55D)

Minor Subdivision:

- Determination within 45 days

Major Preliminary Subdivision

- Fewer than 10 lots: determination within 45 days
- 10 or more lots: determination within 95 days

Major Final Subdivision

- Determination within 45 days

Major Site Plan

- Determination within 45 days

Major Site Plan—Preliminary and Final

- Less than 10 acres, less than 10 dwelling units: determination within 45 days
- 10 acres or more, 10 dwelling units or more: determination within 95 days

Conditional Use

- Determination within 95 days

Any application with associated variances

- Determination within 120 days.

Appeals

- Determination within 120 days from the decision of an administrative officer