

FLEMINGTON BOROUGH
PLANNING/ZONING BOARD MEETING
MONDAY, JANUARY 6, 2020 – 7:00 PM

MINUTES

The meeting was called to order at 7:00 PM by Attorney Kaczynski in accordance with the Open Public Meeting Act.

Roll Call @ 7:45 p.m.:

Present: Mayor Driver, Mr. Long, Mr. Champion, Mr. Cook, Mrs. Engelhardt, Mrs. Pedrick, Mr. Hain, Mr. Budney, Ms. Giffen, Mr. Hill, Mr. Norton, Attorney Kaczynski, Engineer Clerico, Planner McManus

Excused: Traffic Engineer Troutman

1. Oaths of Office:

Oath of office forms were signed for the following Board members and alternates:

Class	Years	Name	Expires
I	1	Betsy Driver - Mayor	12/31/2020
II	1	Michael Champion	12/31/2020
III	1	Jeremy Long	12/31/2020
IV	4	Susan Engelhardt	12/31/2023
Alternate #2	2	David Norton	12/31/2021

2. Nomination for Chairman

Todd Cook was the only nominee for chair and was unanimously elected. Nomination made by Budney, seconded by Norton. Members in favor of Cook for Chair 2020: Giffen, Champion, Engelhardt, Driver, Long, Pedrick, Budney, Hain. Members abstaining: Cook

3. Nomination for Vice Chairman

Susan Engelhardt was the only nominee for vice chair and was unanimously elected. Nomination made by Hain, seconded by Budney. Members in favor of Engelhardt for Vice Chair 2020: Giffen, Engelhardt, Driver, Champion, Long, Pedrick, Cook, Budney, Hain.

4. Chair Remarks

Chairman Cook discussed that 2020 would be a busy year and encouraged the Board participation in the various projects and suggested some Board members for each which was not to exclude anyone else from contributing. The 2020 projects included preparation of by-laws or 'rules of engagement' for the Board and suggested Mr. Hain; updating the Master Plan and implementation of charettes for the Opportunity Zone and suggested Mrs. Engelhardt & Mr. Budney; a comprehensive parking/traffic study for the Borough suggesting Mr. Hill, Mr. Champion along with Mr. Troutman; creation of a 2020 Census committee suggesting Mrs. Engelhardt, Mr. Budney & Ms. Giffen continue; review and recommendations of the HPC procedures where Mrs. Engelhardt & Mr. Budney would continue the project; continuing technical review committees for application which would be specific to the project and the sign review committee members would continue with Mr. Cook, Mr. Hain, Mr. Norton, Mr. Eckel and Robin Lapidus from the FCP. Mr. Cook welcomed Councilman Jeremy Long to the Board and looked forward to working with him and everyone on the Board.

FLEMINGTON BOROUGH
PLANNING/ZONING BOARD MEETING
MONDAY, JANUARY 6, 2020 – 7:00 PM

MINUTES

5. Mayor's remarks

Mayor Driver thanked everyone on the Board and the HPC for their service in 2019. Mayor Driver discussed that a redeveloper was designated for the Global Ag site in late December by Council and that a redevelopment committee was being developed to include Mayor Driver, Mr. Runion, Mr. Long and Mrs. Engelhardt for this project. Mayor Driver also noted that a new developer had control of the Nilkanth site and that she expected some progress on the Bemis site with the overlay zone to be adopted in the coming months. Mayor Driver stated that the 144 Main Street property may be sold soon and noted that the Union Hotel site continued to take some time with the hope to have movement there as well. Mayor Driver discussed that the Borough was working with the planner as a center designation was expected soon for the Borough where certain steps must be met by June. Mayor Driver looked forward to the Master Plan review and the comprehensive parking study where the Borough could work the County and their Economic Development.

6. Council remarks

Councilman Long looked forward to working with the Planning Board and having good communication with Council.

7. HPC remarks

Don Eckel of the HPC discussed that the HPC would be having their reorganization meeting on Wednesday January 8, 2020 and looked forward to continuing to work on improvements to streamline the application process noting that the HPC had completed several items in 2019 including the application form. Mr. Eckel discussed that the HPC would receive some grant money from SHPO in 2020 and the HPC would like to complete the historic map revisions and how to manage the process going forward and added that the HPC would like to be involved in the Master Plan review. Mr. Eckel stated that Councilwoman Kim Tilly, (present) was the liaison to the HPC for 2020 and looked forward to working with her.

8. Resolution PB-2020-01: Open Public Meetings Act

The list of dates in the agenda (based on the first Monday/fourth Tuesday norm) was presented.

Mr. Cook stated that a second meeting in November had been added.

The meeting schedule, which will be published in the official newspaper, the Hunterdon Democrat and transmitted to the weekly alternate, the Courier News, is as follows:

Month	Meeting Dates
January	6, 28
February	3, 25
March	2, 24
April	6, 28
May	4, 19
June	1, 23

FLEMINGTON BOROUGH
PLANNING/ZONING BOARD MEETING
MONDAY, JANUARY 6, 2020 – 7:00 PM

MINUTES

July	6, 28
August	3, 25
September	8, 22
October	5, 27
November	10, 24
December	7, 15

Motion to approve the 2020 meeting dates as shown above per resolution PB-2020-01 by
Campion, seconded by Engelhardt

Ayes: Giffen, Engelhardt, Driver, Campion, Cook, Long, Pedrick, Budney, Hain.

Nays: (None)

Abstain: (None)

Motion passed 9-0-0

9. Resolution PB-2020-02: Appointments for professional services

Kara Kaczynski, Esq. of MYKL, LLC as the Board's Attorney.

Elizabeth McManus of Kyle McManus as the Board's Planner

John Hatch of Clarke Caton Hintz as the Historic Architect

Jay Troutman, P.E. of McDonnough and Rea Associates, Inc. as the Board's Traffic Engineer

The Board discussed that the RFP's and professional contract for Board engineer would be
discussed later in executive session.

Motion by Engelhardt, seconded by Hain, to appoint the professionals as listed.

Ayes: Giffen, Campion, Engelhardt, Driver, Cook, Long, Pedrick, Budney, Hain.

Nays: (None)

Abstain: (None)

Motion passed: 9-0-0

10. Resolution PB-2020-03: Board secretary position

Motion by Cook, seconded by Engelhardt, to re-appoint Eileen Parks as Board Secretary for 2020

Ayes: Giffen, Engelhardt, Driver, Campion, Cook, Long, Pedrick, Budney, Hain.

Nays: (None)

Abstain: (None)

Motion passed 9-0-0

11. Approval of minutes for December 11, 2019

Mrs. Engelhardt discussed revisions to the minutes to clarify that she was recused from the 70
Church Spice Factory, LLC application and where her name was called in error on the adoption
of the resolution.

Motion to approve the minutes to be revised as discussed: Hain, seconded by Hill

FLEMINGTON BOROUGH
PLANNING/ZONING BOARD MEETING
MONDAY, JANUARY 6, 2020 – 7:00 PM

MINUTES

Ayes: Giffen, Campion, Engelhardt, Driver, Cook, Pedrick, Budney, Hain
Nays: (None)
Abstain: Long
Motion passed: 8-0-1

7:45 p.m. Roll Call was called – all were present as listed above.

12. Completeness: Wertsville Properties, LLC – Block 45, Lots 9, 11, 12 & 15 (Route 12)

Mayor Driver and Mr. Long were recused from the application and left the dais.

Attorney for the applicant, William Robertson, appeared and discussed the completeness review prepared by Mr. Clerico stating that he took no exceptions to any of the comments noting that a use variance was required and that the applicant was applying for a bifurcated application where the applicant was applying for the use variance first prior to engineering the full subdivision/site plan. Mr. Clerico discussed his review letter which recommended the minimum amount of information needed from the applicant to submit that would be necessary for the Board to decide on the use variance adding that the applicant indicated that they would provide these items. Ms. Kaczynski discussed that the Board could always ask for additional information at a later time as well if deemed necessary. Mr. Clerico recommended that the application be deemed incomplete to stop the 'clock' and give the applicant time to prepare and submit the additional information. Mr. Robertson explained the bifurcated application process and reasoning for the Board. The Board discussed the additional items to be submitted. Mr. Robertson stated that some items will take some time to prepared and agreed to come back for a completeness determination once those items have been submitted. Mrs. Engelhardt asked if any site clearing or demolition would be included in the first phase of the bifurcated application. Mr. Robertson discussed that there was no intent of demolition without full site plan approval.

Motion was made to deem the application incomplete Engelhardt, seconded by Budney.

Ayes: Giffen, Campion, Engelhardt, Cook, Pedrick, Budney, Hain.

Nays: (None)

Abstain: (None)

Motion passed: 7-0-0

Mayor Driver and Mr. Long returned to the dais.

A motion by Hain to amend the agenda to remove item 13 'Council Items' as a duplicate item, seconded by Budney. All were in favor.

A motion by Engelhardt to amend the agenda to add 'Public Comments' as item 13, seconded by Hain. All were in favor.

13. Public Comments: None

FLEMINGTON BOROUGH
PLANNING/ZONING BOARD MEETING
MONDAY, JANUARY 6, 2020 – 7:00 PM

MINUTES

14. Chair Items

Chairman Cook thanked the Board in advance in creating subcommittees for the upcoming projects and discussed that the Census workshop was Friday evening January 10, 2020 where Mr. Budney & Mrs. Engelhardt would attend, Mayor Driver stated that she would not be able to attend, Ms. Giffen would then be able to attend as there would not be a quorum. Mrs. Engelhardt discussed the importance of the Census and some highlights for the Borough would be getting an accurate count, transportation, development, redevelopment, lack of liquor licenses, quality housing and encouraged the Board members to attend the January 8, 2020 workshop that the Census Bureau was having with the Board of Education. Mrs. Engelhardt discussed a sustainability seminar on January 16, 2020 7:30 p.m. in Madison that she could not attend but encouraged others to look into and attend if possible.

Ms. Giffen discussed that she was now on the Environmental Commission (EC) and would like to coordinate the timing of the EC report preparation prior to the Planning Board public hearing on applications. Ms. McManus discussed that a report from the EC would not be appropriate during a completeness determination, but the EC could begin their review early as soon as the plans were submitted to allow time to prepare the report.

Mr. Cook suggested that the agenda include a report from the professionals as necessary.

Mr. Cook stated that the next meeting was January 28, 2020.

15. Executive Session:

8:10 pm. A motion to enter into executive session to discuss professional contracts where action may be taken was made by Engelhardt, seconded by Giffen. Members in favor: Giffen, Engelhardt, Campion, Cook, Long, Pedrick, Budney, Hain. Members against: Driver.

8:25 p.m. A motion to exit executive session was made by Hain, seconded by Budney. Members in favor: Giffen, Engelhardt, Driver, Campion, Cook, Long, Pedrick, Budney, Hain.

Roll Call:

Present: Mayor Driver, Mr. Long, Mr. Campion, Mr. Cook, Mrs. Engelhardt, Mrs. Pedrick, Mr. Hain, Mr. Budney, Ms. Giffen, Mr. Hill, Mr. Norton, Attorney Kaczynski, Engineer Clerico

Excused: Planner McManus, Traffic Engineer Troutman

16. Amended Resolution PB-2020-02: Appointments for professional services

Kara Kaczynski, Esq. of MYKL, LLC as the Board's Attorney.
Robert Clerico of Van Cleef Engineering Associates as the Board's Engineer
Elizabeth McManus of Kyle McManus as the Board's Planner
John Hatch of Clarke Caton Hintz as the Historic Architect
Jay Troutman, P.E. of McDonnough and Rea Associates, Inc. as the Board's Traffic Engineer

FLEMINGTON BOROUGH
PLANNING/ZONING BOARD MEETING
MONDAY, JANUARY 6, 2020 – 7:00 PM

MINUTES

Motion by Engelhardt, seconded by Giffen, to appoint the professionals as amended.

Ayes: Giffen, Engelhardt, Driver, Cook, Long, Pedrick, Budney, Hain.

Nays: (None)

Abstain: Campion

Motion passed: 8-0-1

17. Adjourn

Motion to adjourn at 8:30 p.m.: Cook; second: Budney

Ayes: All were in favor

Nays: (None)

Motion passed: 11-0-0

Respectfully submitted

Eileen Parks
Planning Board Secretary