

FLEMINGTON BOROUGH  
PLANNING/ZONING BOARD MEETING  
38 PARK AVENUE, FLEMINGTON, NJ 08822  
TUESDAY, MARCH 2, 2020 – 7:00 PM

MINUTES

The meeting was called to order at 7:00 PM by Mr. Cook.

**Roll Call:**

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

**Excused:** Mr. Hain, Mr. Norton, Engineer Clerico, Traffic Engineer Troutman.

1. **Public Comments:** None

2. **Mayor Comments:**

Mayor Driver reminder of March 25, 2020 meeting presentation by Cardinal Capital for the Nilkanth site conceptual plans which was noticed as a joint meeting with Council, Planning Board and HPC to be in conformance with the Open Public Meetings Act.

Mayor Driver discussed that there was a charitable organization that was searching for a new home in the Borough and was looking at a site in the HR zone which does not allow a social service as a permitted use. Mayor Driver spoke to the zoning officer who thought it was an oversight, Council to look at adding social service use to the HR zone ordinance.

Mayor Driver noted that the public hearing for Ordinances 2020-02 & 2020-03 was scheduled for the March 9, 2020 Council meeting.

3. **Council Items:** Ordinance 2020-01 was adopted by Council at the last meeting.

4. **HPC Comments:**

Don Eckel, Chair of the HPC, discussed that Rutgers was having a seminar April 25<sup>th</sup> on historic preservation including the relationship of the Commission with a Planning Board, if any one was interested please contact him. Mr. Eckel discussed that the HPC was conducting a walk and talk historic tour of the Borough on May 9<sup>th</sup>.

Mr. Cook asked how the HPC application process was working now that the ordinance had been amended. Mr. Eckel discussed that the process was working better and reducing the time frame from application submission to approval to permitting.

Mrs. Engelhardt asked the requirements for the HPC to be a local certified government, Mr. Eckel discussed that it was run by the DEP, has grants for historic preservation and that the HPC could move forward in becoming certified now that there was an adopted historic district, a review process and that there would certain thing that were required each year including education for the members. Mrs. Engelhardt discussed that there was a grant workshop being offered in Hillsborough in the middle of March which may be helpful.

Mayor Driver asked the status of the historic map revisions. Mr. Eckel discussed that the HPC could move forward with the current boundaries as is and get it approved this year with no expansion or contraction of the boundary line noting that the HPC would like to see the produce approved if it was the consensus of the Council and Board to have something accomplished for the money that was spent

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adding that the reason for not going forward with expansion of the district boundaries was a scheduling problem but could be done at a future date.

**5. Approval of minutes for the February 11, 2020 special meeting.**

Motion to approve the minutes to be revised as discussed was made by: Driver, seconded by: Pedrick.

Ayes: Driver, Giffen, Engelhardt, Campion, Long, Budney

Nays: (None)

Abstain: Pedrick, Cook, Hill

Motion passed: 6-0-3

**6. Discussion: 2020 Meeting dates**

Mr. Cook discussed moving the Board meeting dates to the second and fourth Tuesday of each month to provide more consistency between meetings noting that he checked with the professionals for their availability and the schedule was checked for any conflicts with holidays. Ms. Parks discussed that May and October had conflicts with holidays where the meeting date was moved to accommodate. The Board discussed the advantages of moving the meeting dates.

**7. Resolution 2020-05: Open Public Meeting Act – 2020 Meeting dates**

Motion to adopt the resolution was made by: Driver, seconded by: Campion.

Ayes: Driver, Engelhardt, Campion, Giffen, Cook, Pedrick, Long, Budney, Hill

Nays: (None)

Abstain: (None)

Motion passed: 9-0-0

**8. Discussion: Subcommittees**

Mr. Cook asked for updates from the subcommittees.

Mrs. Engelhardt had asked the planner to put together a report for the Master Plan update including what the process should be and prepare a cafeteria style breakdown of costs for each element of the Master Plan. Mrs. Engelhardt discussed that some elements like the charettes from the Opportunity Zone grant and zoning changes would overlap and did not want to go over a process twice but rather combine resources where possible. Mayor Driver discussed the grant for the OZ which was designated for the business district and not for single family districts to make the Borough attractive to developers and she would ask the County for funds to update zoning which they have done in other towns adding that we could use some of the work done in other towns to reduce costs and the Mayor talked to the Borough planner Lelie regarding the State Center Designation which would have some redundancy as well, noting the deadline for the center designation was in June.

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Ms. McManus stated that it was difficult to prepare a proposal with parts up in the air where some parts of the Master Plan will be done by other processes including the charettes in the OZ but that the process would be to take a snap shot picture of the municipality and input data from these other sources including self-assessment data to build recommendations on and need to work out deadlines where it all needs to be done in the first half of the year. Ms. McManus stated that the Board would need to identify the pieces that were important and what could be funded where the goals and land use element were mandatory and that there were 11 other items that could be included including circulation, recycling, etc. Mayor Driver discussed the recycling issue and her concern for a tax increase due to the increasing costs noting that the FCP was to prepare a plan.

Ms. McManus would prepare a proposal for the next meeting put together with options and price for each element also to include evaluations and public input and discussed ways to reach out to residents The Board discussed setting up a website or link from the Borough website to include background information, public participation including surveys, meeting dates and draft documents to review.

Mrs. Engelhardt discussed that she could work on a 21<sup>st</sup> Century Strategic Plan grant and suggested using Liberty Village or a parking study as the subject. Mrs. Engelhardt suggested that the proposal include an update once the 2020 Census date is completed to not have old data in the new Master Plan. Ms. McManus suggested including an appendix that could be updated as the census date was available with a page report on any recommendations based on the new data.

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Mrs. Engelhardt had no updates on the HPC recommendations.

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Mr. Hill discussed the comprehensive parking/circulation study and suggested that it would need to be incorporated into any plan being prepared and asked the scope. Mr. Cook suggested that Mr. Troutman prepare a menu approach proposed as well noting that it would have to budgeted for this year. The Board discussed that the study could be part of the Master Plan.

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Mr. Hain, not present, was provided information from other towns on the by-laws and was reviewing.

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Mrs. Engelhardt stated that the Board was not charged with doing anything with the Census other than knowing how the data effects the town.

**9. Chair Items:**

Mr. Cook asked Mayor Driver and Mr. Long to consider the Planning Board from a budgeting perspective and earmark more funds than last year. Mayor Driver to find out if the Master Plan can be bonded for and would check will Mr. Hance. Mrs. Engelhardt discussed that the Master Plan was the only item that the Planning Board owned and this year there would an opportunity to create a comprehensive document.

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The next meeting date was March 24, 2020 – expect proposals for Master Plan and parking/circulation study from Ms. McManus and Mr. Troutman.

**10. Bills:**

Motion to audit the bills: Giffen; second: Campion

Ayes: Driver, Engelhardt, Campion, Giffen, Cook, Pedrick, Long, Budney, Hill

Nays: (None)

Abstain: (None)

Motion passed: 9-0-0

**11. Professional Reports:**

Attorney: Ms. Kaczynski discussed that a buffer should be added for the ongoing litigation in the Planning Board budget and discussed the discovery reports

Planner: Ms. McManus to provide proposal for the Master Plan preparation.

Engineer: None

**12. Executive Session:** None

**13. Adjournment:**

Motion to adjourn the meeting at 8:10 p.m. was made by: Driver, seconded by: Long. All were in favor.

Respectfully submitted:

Eileen Parks, Planning Board Secretary