

FLEMINGTON BOROUGH  
PLANNING/ZONING BOARD MEETING  
38 PARK AVENUE, FLEMINGTON, NJ 08822  
HELD VIRTUALLY VIA [www.GOTOMEETING.COM](http://www.GOTOMEETING.COM)  
TUESDAY, APRIL 14, 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. Campion, Mr. Cook, Mr. Long, Mrs. Pedrick@7:13 p.m. via phone call in, Ms. Giffen, Mr. Budney, Mr. Hain, Mr. Norton, Attorney Kaczynski, Planner McManus, Mr. Hill, Engineer Clerico, Traffic Engineer Troutman.

**Excused:**

Ms. Kaczynski stated that the virtual meeting had been properly noticed in conformance with the Open Public Meetings Act using the guidelines provided by the DLGS during the current health emergency regarding the Covid-19 epidemic.

1. **Public Comments:** None. Ms. Parks discussed that no public comments had been submitted as of 3:00 pm to either the planning board email [eparks@historicflemington.com](mailto:eparks@historicflemington.com) or the [publiccomments@historicflemington.com](mailto:publiccomments@historicflemington.com) email.

2. **Mayor Comments:**

Mayor Driver discussed the long process that the Borough was going through regarding the health emergency, with a Council meeting held last night to continue to keep the Borough moving along and were staying focused on governing and did not think that only a month ago things would be changed so dramatically. Mayor Driver to create a subcommittee including representation across including Borough with Council, Planning Board, FPC and stakeholders noting that pending ordinances had been kicked down the road so to speak and that Council had a long discussion on the Master Plan and where the Borough might be going during the health emergency. Mayor Driver discussed that the 2020 budget was not introduced at last night's Council meeting.

3. **Council Items:** Mr. Long discussed that Ordinance 2020-03 was scheduled for public hearing on March 9 but that there was so many people that showed up that they moved the hearing to March 25, 2020 to take place at the Courthouse, but this had to be deferred as well due to the pandemic and State of emergency. Mr. Long discussed that new notice would be mailed out to the public when a new public hearing could be scheduled.

4. **HPC Comments:**

Richard Giffen, member of the HPC, discussed that they would try to get back to meetings soon and that the Rutgers seminar was cancelled and that the planned walk and talk historic tour of the Borough on May 9<sup>th</sup> was postponed. Mr. Giffen discussed that the registration with SHPO was moving forward and that there were no HPC applications at this time.

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**5. Approval of minutes for the March 2, 2020 regular meeting.**

Motion to approve the minutes was made by: Driver, seconded by: Engelhardt.

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

Nays: (None)

Abstain: Pedrick

Motion passed: 8-0-1

**6. Discussion: Subcommittees**

Mr. Cook asked for updates from the subcommittees.

Mr. Hain discussed the rules for citizen input, which he would distribute his comments to the board and was working on the Bylaws and rules of procedure by the Board from research from other municipalities which he was converting to word and was approximately 90% done. Mr. Hain would forward to Ms. Parks for distribution to the Board.

Mr. Hill discussed the parking and circulation study overview.

Mr. Troutman discussed that he had prepared an exhaustive list and would like the Board to discuss to gain a better understanding of what the Borough's needs and what we want to know about parking and traffic whether it was to manage parking downtown, something the Board can point to when making a decision on an application, and depending on common supply whether contributions are requested on an application. Mr. Troutman asked the scope of the study, whether it was the business improvement district, inventory, parking supply available, regulations, crunch times in town and needed input from the Board on whether they wanted to manage current supply or increase the capacity.

Mayor Driver was concerned on the impact on residential areas when a variance was granted for an application and on potential future developers suggesting that there may be a need to eliminate business parking minimum requirement and noted that the abundance of parking in the Borough make investors interested in the Borough adding that the last Master Plan recommended a parking structure in the downtown area. Mr. Cook suggested looking at electric car parking station and perhaps the creation of a parking authority. Mr. Hill suggested looking at shared parking on off hours and increasing the wayfinding signs for the existing parking. Mr. Campion discussed the increase in parking lots during snow events. Mrs. Engelhardt discussed that the Board has previously encouraged shared access easements across parking lots but received push back from the applicants and asked Ms. Kaczynski to explore those cross access agreements and agreed that the Board should look at lowering the minimum amount of parking spaces required for uses. Ms. McManus discussed that this has been talked about

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numerous times to eliminate or lower parking required per floor area or identify common uses to lower requirements noting that you cannot make an adjacent property owner provide access to an applicant.

Mr. Hill discussed that an aggressive study may be possible when the health emergency was done but in the current environment you could not do traffic counts and suggested that what can be done now for the Master Plan would be existing inventory of parking.

Mr. Troutman discussed the traffic study portion and requested input from the Board on areas for the study to focus on asking what problems do we have in town then look at the future development adding that he can leverage as much existing data right now. Mr. Hill suggested that they could work on a schedule of tasks for each year and come up with a proposal to accomplish the goals.

Mrs. Engelhardt recommended that access at the end of Stangl Road and Route 12 should be on the list of intersection to study and the impact of school traffic on Highland Avenue and Route 31 as well as Emery Road, Pennsylvania Avenue, Court and Park Avenue, and Elwood and Capner intersection be added to the list. Mayor Driver recommended the study include Emery & New York Avenue and other means that vehicles get into town, agreed that Stangl and Route 12 was a high impact spot and would like to prioritize the extension of Church Street to turn onto Central Avenue by the brewery. Mrs. Engelhardt recommended the intersection of Fulper and Church St. extension would be the success to any development in that area with access from Route 12 and interconnectivity which needed to be north of the railroad tracks to avoid involvement with the railroad adding that it was important to have traffic access included in any redevelopment plan in Liberty Village.

Mr. Troutman to prepare a 'menu' approach proposal with each cost for 2-3 year plan. Mr. Troutman, Mr. Hill and Mr. Campion to coordinate and revise the map to identify intersection in the study.

Ms. McManus discussed her proposal for the Master Plan and detailed the elements and plan options suggesting that the Farmland and Transfer of development rights elements to be eliminated for the Borough. Ms. McManus discussed the important elements of 'Goals and Objectives' and 'Land Uses' noting that the Housing element, though important had been recently completed and approved with the affordable housing settlement. Ms. McManus discussed her proposal which listed each element with a cost including: Goals and objectives & Land use plan – mandatory elements; Circulation plan – Mr. Troutman to coordinate with additional costs for his services; Utility service plan – would work with Borough & Board engineer which would have additional costs; Community Facilities plan – which would look at existing and proposed borough operations; the Recreation plan – looking at existing and

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proposed facilities; Economic development plan – would look at the work force in town and surrounding region, useful to towns like Flemington – should be coordinated with FCP; Historic preservation plan – could be useful to the Borough; Recycling plan – look at existing dumpster space – collection of recycling - State recycling plan goals; Educational facilities element – which would coordination with school district & anticipate growth; Conservation plan and the Green buildings and environmental sustainability plan.

Mayor Driver discussed that she did not want to overlap the work with the Council planner which was dependent on the Opportunity Zone and Charettes grants noting that the bad news was that she was sure that the grants were going to happen now while trying to help businesses stay afloat and not sure when the opportunity would be available again or at all and that no grants should be assumed noting that the Council had approved hiring a grant writer last night. Mayor Driver discussed that with the public health emergency, the June deadline for center designation would most likely be extended but was not sure when the Planning Advocacy would make that call. Mayor Driver stated that she was not sure that any of this would be happening this year and what the effect Covid-19 would have on the Borough's budget and was unsure of the economic ability to proceed with the Master Plan or parking/circulation study right now.

Mrs. Engelhardt discussed her understanding and that defining the goals were important suggested that some elements could be done by the Board. Ms. McManus discussed that there were pitfalls in doing this. The Board discussed having the FCP involved to perhaps provide consultants to do a market study where these experts know market trends and may help identify new shifts in a post Covid-19 world. Mayor Driver suggested that given the current situation this may be an expense that can be reimbursed.

The next steps would be setting some goals and objectives, coordinate with the FCP prepare a survey for public comment/input. Mayor Driver discussed that the Recycling element was important as there was a new contract due next year with a cost to the taxpayers. The Board discussed the survey and coordinating with some technology firms to prepare the survey for an outside fresh look at the Borough which could be useful.

Mrs. Pedrick left at 8:01 p.m.

Mr. Cook stated that there were no comments for the sign review committee.

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Mrs. Engelhardt had no new information regarding the HPC recommendation and would reach out to Mr. Budney and Mr. Eckel and John Hatch.

Ms. Giffen discussed that the Census would be happening virtually with any increase for Borough input was diminished. Mayor Driver stated that the deadline had been extended to June. The Board discussed ways to increase the census response for the Borough and its importance. Ms. Giffen to reach out to Council member McCormick to send out a text on the 'swift911' platform, Mr. Long to reach out to the school district to perhaps reach out to students/parents with students, Mayor to reach out to Hunterdon County mayors/freeholders during next meeting.

**7. Chair Items:**

Mr. Cook stated the meeting went well and that the next meeting date was April 28, 2020 which would be another virtual meeting.

Mrs. Engelhardt reminded the Board to file their financial disclosure forms on line where the deadline was April 30, 2020.

**8. Bills:**

Motion to audit the bills: Giffen; second: Engelhardt

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

Nays: (None)

Abstain: (None)

Motion passed: 9-0-0

**9. Professional Reports:**

Attorney: Ms. Kaczynski discussed that there was no new information from the courts and would provide some additional guidelines for the virtual meetings and timelines for documents to be made available noting that any submission from Shamy Shine would need to have the involvement of Attorney Gianos.

Planner: Ms. McManus had nothing additional.

Engineer: Mr. Clerico provided a stormwater regulations memo and had some communication with the Shamy Shine applicant.

Traffic Engineer: Mr. Troutman had nothing additional.

**10. Executive Session:** None

**11. Adjournment:**

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Motion to adjourn the meeting at 9:15 p.m. was made by: Hill, seconded by: Giffen. All were in favor.

Respectfully submitted:

Eileen Parks, Planning Board Secretary