



The Borough of Hightstown Planning Board

156 Bank Street, Hightstown, New Jersey 08520
609-490-5100, extension 617

PLANNING BOARD MEETING AGENDA REORGANIZATION/REGULAR MEETING

January 14, 2019– 7:30 P.M.

Meeting called to order by Fred Montferrat

PLEASE TURN OFF ALL CELL PHONES DURING YOUR ATTENDANCE AT THIS MEETING TO AVOID SOUNDS/RINGING OR CONVERSATIONS THAT MAY INTERFERE WITH THE RECORDING OR THE ABILITY OF ATTENDEES TO HEAR THE PROCEEDINGS. THANK YOU FOR YOUR COOPERATION.

STATEMENT: Adequate notice of this meeting has been given in accordance with the Open Public Meetings Act, pursuant to Public Laws 1975, Chapter 231. Said notice was advertised in the Trenton Times and Windsor-Hights Herald as required by law, and is posted in the Borough Clerk's Office.

Flag Salute

Roll Call – Planning Board

Approval of Agenda

Nominations: Chairperson and Vice Chairperson

Oath of Office: Steve Misiura, Class III
Bill Searing, Class II
Raymond Cabot – Alternate #2
Ryan Rosenberg

Approval of Minutes: December 10, 2018 Regular Meeting

Public Comment

Resolutions
2019-01 - Meeting Schedule 2019
2019-02 - Newspaper Designation
2019-03 - Appointing the Planning Board Secretary
2019-04 - Appointing the Planning Board Engineer
2019-05 - Appointing the Planning Board Attorney
2019-06 - Appointing the Planning Board Planner

Subcommittee Appointments

- 1) Architectural Review Committee
- 2) Affordable Housing Subcommittee
- 3) Bicycle Planning Subcommittee
- 4) Liaisons:
 - a. Historic Preservation Commission
 - b. Environmental Commission

Old Business

- 1) Green Development Practices Checklist – Carmela Roberts and Beverly Asselstine

New Business

Committee and Professional Reports

Chairman and Board Member Comments

Adjournment

Hightstown Planning Board
Planning Board Meeting
December 10, 2018, 7:30 p.m.

OPEN SESSION

Fred Montferrat, Chairman, called the meeting to order at 7:33 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. Montferrat, Chairman	X		
Mayor Quattrone	X		
Councilman Misiura		X	
Ms. Asselstine	X		
Ms. Colavecchio	X		
Mr. Searing	X		
Mr. Jackson	X		
Mr. Cicalese	X		
Mr. Balcewicz, Alt. #1	X		
Mr. Cabot, Alt. #2	X		

Also in attendance: Sandy Belan, Planning Board Secretary, Carmela Roberts, Engineer, Jolanta Maziarz, Attorney and Brian Slaugh, Planner.

APPROVAL OF AGENDA

Mr. Montferrat asked for a motion to approve the December 10, 2018 Agenda

Motion made by Mr. Balcewicz and seconded by Mr. Searing to approve the December 10th agenda.

ROLL CALL VOTE: Mr. Montferrat, Mayor Quattrone, Ms. Asselstine, Ms. Colavecchio, Mr. Searing, Mr. Jackson, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Mr. Misiura was absent. Vote: 9-0

APPROVAL OF MINUTES:

Mr. Montferrat asked if there were any corrections or comments to the minutes of the November 13, 2018, Regular Meeting. Mr. Cicalese noted a typographical error. Motion made by Mr. Balcewicz and seconded by Mr. Cabot to approve the minutes as amended.

ROLL CALL VOTE: Ms. Asselstine, Mr. Searing, Mr. Jackson, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Mr. Montferrat, Mayor Quattrone and Ms. Colavecchio abstained. Mr. Misiura was absent. Vote: 6-0, 3 abstentions.

PUBLIC COMMENT:

Mr. Montferrat opened the Public Comment portion of the meeting.

Keith LePrevost, 213 Greeley St., asked if there would be public comment after each discussion item and Mr. Montferrat confirmed that there would be.

There being no other comments, Mr. Montferrat closed the public portion of the meeting.

OLD BUSINESS:

- 1) Chapter 28 Zoning Ordinance – Accessory Use (treehouse, gazebo, arbor, etc.) – discussion on definition of roofed structures.

Mr. Balcewicz – The subcommittee reviewed the proposed ordinance. Changed the wording for clarification:

- a) changed wording and definition from “roofed structures” to “yard structures”
- b) Discussion on rear yard and corner lots – Borough Ordinance define - Lot, corner shall mean a lot at the junction of and abutting on two (2) or more intersecting streets.
- c) In the case of a lot on the corner of two (2) or more streets, either lot line not bordering on a street may be elected by the owner to be the rear line, provided that he notes the same on his plans as officially filed with the Building Inspector.
- d) In case of a triangular lot between two (2) streets meeting at an angle of ninety (90E) degrees or less, the lot line which is not also a street line shall be considered a side lot line and not a rear lot line.
- e) Discussion of inspecting tree house – Board and professional consensus that the Borough not inspect the tree house.
- f) Item (f) Zoning Permit valid for two years – renewed biannually.

Fred Raffetto, Borough Attorney suggested the addition of the following disclaimer be added:

“As a condition to receipt of the zoning permit, the applicant shall execute a waiver, indemnification and hold harmless agreement in favor of the Borough of Hightstown (including Hightstown Borough employees, officials and agents) relating to the construction, maintenance and use of the tree house at the applicant’s property. The waiver, indemnification and hold harmless agreement shall be in a form that is approved by the Borough Attorney and the Borough’s insurance carrier.”

- g) Discussion on providing sealed drawings – not required since Borough will not be doing inspections.
- h) Discussion on “mature tree” – maximum size of the tree house eighty (80) square feet.

Mr. Montferrat opened public comment on this subject. There being no comments, Public Comment was closed.

Motion made by Mr. Searing and seconded by Mr. Balcewicz to forward the proposed amendments and additions to Chapter 28 Zoning - Subsection 28-2-2 (add Definitions of arbor, gazebo and pergola); Subsection 28-3-5 (add (h) Yard structures and (i) Tree Houses); Subsection 28-10-20 (new section “Yard Structures”); Subsection 28-10-21 (new section Tree Houses).

Revised 12/10/18

Revised 12/3/18

Revised 10/4/18

Subsection 28-2-2 Definitions.

As used in this chapter:

Arbor shall mean an accessory shelter that is made by growing plants or vines over a frame.

Gazebo shall mean an accessory building consisting of a detached, covered, freestanding, open-air structure.

Pergola shall mean an accessory structure of parallel colonnades supporting an open roof of crossing rafters or trelliswork.

Subsection 28-3-5 R-1 Residential District.

a. Permitted Uses. In the R-1 Residential District, the following uses, and no others, shall be permitted:

1. Principal Uses:

2. Accessory Uses:

(a) Carports, accessory garages and/or open parking spaces with necessary driveways for vehicles belonging to residents on the premises and their guests.

(b) Noncommercial solariums and home swimming pools, provided that suitable protective fencing at least four (4') feet high shall surround the pool.

(c) Home-based occupations as defined in Section 28-10-6 and professional offices, provided that the professional resides on the premises, and further provided that no more than one nonresident employee shall be permitted.

(d) Signs as provided in subsection 28-3.5b, 12.

(e) Fences and walls.

(f) Subject to lot coverage requirements, no more than two (2) storage sheds are permitted on a lot.

(g) Satellite dishes, subject to the restrictions and requirements set forth in subsection 28-10.18.

(h) Yard structures to include gazebos, pergolas or arbors, subject to the restrictions and requirements set forth in subsection 28-10.20.

(i) Tree houses, subject to the restrictions and requirements set forth in subsection 28-10.21.

Section 28-10

SPECIAL USE REGULATIONS

Subsections:

28-10-00 Special Use Regulations.

28-10-1 Schools.

- 28-10-2 Places of Worship.
- 28-10-3 Professional Offices; Private Schools.
- 28-10-4 Fences, Walls and Small Sheds.
- 28-10-5 Swimming Pools.
- 28-10-6 Home-Based Occupations.
- 28-10-7 Shelters for Victims of Domestic Violence Housing More Than Six (6) Persons But Less Than Sixteen (16) Persons Excluding Staff.
- 28-10-8 Sight Triangles.
- 28-10-9 Laundries; Dry-Cleaning Establishments.
- 28-10-10 Off-Street Parking and Off-Street Loading Facilities.
- 28-10-11 Motor Vehicle Filling Stations.
- 28-10-12 Automobile Repair Establishments.
- 28-10-13 Hotels and Motels.
- 28-10-14 Shopping Centers.
- 28-10-15 Portable Toilets.
- 28-10-16 Portable Storage Units and Dumpsters.
- 28-10-17 Temporary Trailers.
- 28-10-18 Satellite Dishes.
- 28-10-19 Permanently Installed Standby Generators.

28-10-20 Yard Structures

- a. Yard structures include free standing gazebos, pergolas or arbors.
- b. Yard structures are permitted only in the rear yard and cannot be closer than 10'-0" to any property line.

This is the same setback as required for swimming pools. Sheds and garages have a 5' minimum setback, but people do not sit or lounge in them. The 10' setback will provide a more personal comfort buffer to the neighbors.

- c. The maximum size is 256 square feet or 20% of the rear yard, whichever is smaller. The maximum height is sixteen (16) feet.

256 sq feet is a 16' x 16' structure. The R-4 zone has the smallest lots, with a lot width of 50' x 35' rear yard setback or 1750 sq ft. Other towns use 25% of the rear yard, which comes out to 437 sq ft. 20% comes out to 350 sq ft. The 20% maximum is to keep the roof structure from

overwhelming the rear yard. Rear yards smaller than 1280 sq ft (about 36' wide x 35' rear yard setback) will start to be limited by 20% of the rear yard requirement or the 10' minimum property line setback.

It should be noted that there are properties on Monmouth St with only a 20' width. These properties will not be able to have a roofed structure unless the property line setback is reduced.

The maximum height of 16 feet is similar to the maximum height for other accessory structures and it will permit a double roof with a cupola.



- d. Yard structures with completely covered roofs will be included in the total lot coverage for all buildings. Yard structures with open roofs or lattice will be included in the total lot coverage for of all structures and other improvements.

To help prevent this.



28-10-21 Tree Houses

December 10, 2018

Planning Board

- a. The tree house is permitted only in the rear yard and cannot be closer than 10'-0" to any property line.

This is the same setback as required for swimming pools. There was a complaint once from a resident that the neighbor's kids were peeping into his window from their property. This would add a buffer.

- b. Maximum size of the tree house is eighty (80) square feet. Maximum height to the highest element of the tree house is twelve 12 feet.

This would be an 8' x 10' tree house. The maximum height of a platform would be 9'-6" above the ground if it had a railing. It would be lower if a roof was built.

- c. The tree must be a mature, healthy deciduous or coniferous tree with a trunk diameter of sufficient size to be able to support the tree house. Anchorage and supports must be structurally sound and cannot damage the tree.

Revised from the last submission to be more performance based.

- d. Platforms require railings or wall enclosure a minimum of thirty (30) inches above the platform. The bottom of any window or opening must be thirty (30) inches above the platform.

To help prevent children from falling off of the platform.

- e. Electric, plumbing, lighting or gas service is not allowed in or on the tree house or tree.

- f. The zoning permit is only to allow the tree house to be built. Hightstown Borough is not responsible for the structural integrity of the tree house. Hightstown Borough assumes no responsibility for how the tree house is used. As a condition to the receipt of the zoning permit, the applicant shall execute a waiver, indemnification and hold harmless agreement in favor of the Borough of Hightstown (including Borough of Hightstown employees, officials and agents) relating to the construction, maintenance and the use of the tree house at the applicant's property. The waiver, indemnification and hold harmless agreement shall be in a form that is approved by the Borough Attorney and the Borough's insurance carrier. The zoning permit for a tree house is good for only two years. It must be renewed bi-annually. The tree house shall be removed when it is no longer being used.

Ridgewood requires renewal every 5 years. A yearly renewal will help speed up the removal of the tree house when it is no longer being used. It could also be required to be removed if the house is sold, but a nice tree house may be a selling point for the house for a buyer with children.

- g. Since the tree house will be visible to the neighbors, it will also be governed by the Hightstown Borough Property Maintenance Code.

- 2) Best Practices, as issued by the State of New Jersey – "In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency?"

Ms. Roberts – State already requires a lot during plan reviews regarding Stormwater Management. The Borough is up to date with all the State requirements that should be in the ordinance. The Borough mirrors the State's regulations completely and follow along every year with municipal Stormwater permit and Planning Board reviews.

Mr. Montferrat opened public comments on this subject.

Keith LePrevost, 213 Greeley St., - The Environmental Commission is working with Watershed Institute on new guidance on stormwater management especially in small lots with disturbances of 100 sq. feet or more. The current ordinance is good but is only voluntary, not required. Princeton and other towns have taken the same ordinance and improved it to add requirements to capture certain amounts of stormwater per square foot of impervious cover created. We are working with the Watershed Institute to develop a new Borough ordinance which will help with our stormwater plan and management in the future.

Stream cleaning – DEP has specific guidelines (issued July 2017) on stream cleaning, fallen trees and permit requirements. If any type of machinery is used, it usually requires a permit since it is in the riparian zone.

The Environmental Commission will monitor the water ways and will report any issues.

There being no further comments, Mr. Montferrat closed the public comment.

NEW BUSINESS

1) Green Development Practices Checklist

Ms. Roberts – has no problem adding the Green Development Practices Checklist. Mercer County is responsible for all the bridges and large culverts in the County. The Borough or private owners are responsible for clearing and maintaining the water ways on their properties. Ms. Roberts will check with DEP to determine if permits are required for maintenance in the water ways.

Discussion on the Green Checklist:

- a) Applicant or planner may incorporate some of these items.
- b) The goal of the checklist is to get a developer/applicant to begin thinking about these concepts.

Mr. Slaugh noted that in the site plan development a “checklist” is a specific term.

Ms. Maziarz – This could not be part of a “checklist” that is used to deem an application complete. It should be clear that this is only for “guidance” in the way the Borough would like the applicant to approach green development.

Ms. Roberts – Could this be incorporated under a new name (Green Development Practices) and have it incorporated into the “application package.” They would have to respond, but they are not held to completeness per the law.

Ms. Maziarz – The applicant is only required to respond to items required in the Borough’s ordinance.

Ms. Roberts and Ms. Asselstine will review the checklist in more detail for further discuss at the January meeting.

- 2) Ordinance amending the Land Use Ordinance of the Borough of Hightstown to Add Affordable Housing Procedural and Eligibility Requirements, to Implement the Third Round of Affordable Housing in Accordance with the Fair Housing Act of 1985.

Borough Council forwarded this ordinance to the Planning Board for their review and comments.

Mr. Slaugh reviewed the proposed ordinance which contains:

Mr. Slaugh reviewed the proposed ordinance which contains:

- a) Definitions
- b) Affordable Housing Procedural and Eligibility Requirements
- c) Purpose and General Provisions
- d) Affordable Housing Required
- e) Borough Administrative Agent
- f) Submission of Affordable Housing Plan
- g) Household Income Limitations
- h) Household Income Verification
- i) Certificate of Eligibility, Waiting List and Selection
- j) Unit Standards and Requirements
- k) Initial Selling and Renting Determinations
- l) Affordability Controls for Ownership Units
- m) Affordability Controls on Rental Dwellings
- n) Accessibility Requirements
- o) Exempt Transactions
- p) Leasing Restriction
- q) Effect on Landlord and Tenant Relationship
- r) Affirmative Marketing for Affordable Housing
- s) Violations of Affordable Housing Regulations

Mr. Slaugh suggested a minor change: Page 20, 28-17-17 – Violations Regulations to read “Violations of Affordable Housing Regulations.”

Mr. Montferrat opened public comments on this subject.

Keith LePrevost, 213 Greeley St. – This ordinance is standard language. This will codify in Hightstown the cost per affordable housing unit. This will codify the amount of very low-income units you have to accommodate in any new development. This is a step in the right direction.

Motion made by Mr. Cabot and seconded by Mr. Jackson that the Planning Board finds the proposed Ordinance amending the Land Use Ordinance of the Borough of Hightstown to Add Affordable Housing Procedural and Eligibility Requirements, to Implement the Third Round of Affordable Housing in Accordance with the Fair Housing Act of 1985, with the proposed amendment as stated above, to be not inconsistent with the Borough of Hightstown Master Plan.

ROLL CALL VOTE: Mr. Montferrat, Mayor Quattrone, Ms. Asselstine, Ms. Colavecchio, Mr. Searing, Mr. Jackson, Mr. Cicalese, Mr. Balcewicz and Mr. Cabot voted yes. Mr. Misiura was absent. Vote: 9-0

PROFESSIONAL & COMMITTEE REPORTS

Ms. Asselstine – Walking Audit was held November 29 in Downtown Hightstown. Preliminary report will be reviewed by participants and will submit a combined report with the Streets and Sidewalks Subcommittee. Ms. Asselstine and Mr. Cicalese met with the grant writer today.

Mr. Cicalese asked about joining the Street & Sidewalk Committee. This committee is appointed by the Mayor.

BOARD MEMBERS AND CHAIRMAN COMMENTS – None

There being no further business Mr. Montferrat asked for a motion to adjourn. Motion made by Mr. Cicalese and seconded by Ms. Colavecchio. All ayes. Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Sandra Belan
Planning Board Secretary

Resolution 2019-01

*BOROUGH OF HIGHTSTOWN PLANNING BOARD
COUNTY OF MERCER
STATE OF NEW JERSEY*

2019 MEETING SCHEDULE

BE IT RESOLVED by the Planning Board of the Borough of Hightstown that the meetings of the Planning Board for the remainder of 2019 and for the first meeting in 2020, will be held at **7:30 p. m.**, at the Hightstown Engine Co. #1 Firehouse Hall, 140 North Main Street, Hightstown, on the following dates:

2019

Monday	January 14, 2019
Monday	February 11, 2019
Monday	March 11, 2019
Monday	April 8, 2019
Monday	May 13, 2019
Monday	June 10, 2019
Monday	July 8, 2019
Monday	August 12, 2019
Monday	September 9, 2019
Tuesday	October 15, 2019
Tuesday	November 12, 2019
Monday	December 9, 2019

2020

Monday	January 13, 2020
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CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 14, 2019.

Sandra Belan, Planning Board Secretary

Resolution 2019-02

*BOROUGH OF HIGHTSTOWN PLANNING BOARD
COUNTY OF MERCER
STATE OF NEW JERSEY*

DESIGNATING OFFICIAL NEWSPAPERS

BE IT RESOLVED by the Planning Board of the Borough of Hightstown that the *Trenton Times* and the *Windsor-Hights Herald* are hereby designated as the official newspapers for the year 2019.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 14, 2019.

*Sandra S. Belan
Planning Board Secretary*

Resolution 2019-03

*BOROUGH OF HIGHTSTOWN PLANNING BOARD
COUNTY OF MERCER
STATE OF NEW JERSEY*

APPOINTING PLANNING BOARD SECRETARY

WHEREAS, there exists a need for a Planning Board Secretary for the Borough of Hightstown Planning Board; and

WHEREAS, it is the desire of the Planning Board to appoint Sandra S. Belan to this position; and

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Borough of Hightstown, as follows:

1. Sandra S. Belan is hereby appointed as Planning Board Secretary for the year 2019 at the rate of \$25.00 per hour.
2. A copy of this Resolution shall be placed on file with the Borough Clerk.
3. A notice of this action shall be published once in an official newspaper of the Borough as required by law.
4. This Resolution is contingent upon the provision of funding in the Borough's 2019 budget, where funds are being made available.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 14, 2019.

Sandra S. Belan
Planning Board Secretary

Resolution 2019-04

*BOROUGH OF HIGHTSTOWN PLANNING BOARD
COUNTY OF MERCER
STATE OF NEW JERSEY*

APPOINTING PLANNING BOARD ENGINEER

WHEREAS, there exists a need for engineering services for the Planning Board of the Borough of Hightstown, and

WHEREAS, Carmela Roberts, Roberts Engineering Group, LLC has served in the previous years as both the Borough Engineer and the Planning Board Engineer, and

WHEREAS, the Planning Board desires the continued services of Ms. Roberts for the 2019 year as the Planning Board Engineer as stated in her "Hourly Fee Schedule" previously approved by Borough Council.

WHEREAS, this contract is awarded as a "fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Borough of Hightstown, as follows:

1. Carmela Roberts is hereby appointed Planning Board Engineer for the 2019 year.
2. A copy of this Resolution shall be placed on file with the Borough Clerk.
3. A notice of this action shall be published once in an official newspaper of the Borough as required by law.
4. This Resolution is contingent upon the provision of funding in the Borough's 2019 budget, where funds are being made available.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 14, 2019.

*Sandra S. Belan
Planning Board Secretary*

Resolution 2019-05

*BOROUGH OF HIGHTSTOWN PLANNING BOARD
COUNTY OF MERCER
STATE OF NEW JERSEY*

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL LEGAL SERVICES – VENTURA, MIESOWITZ, KEOUGH & WARNER, P. C.

WHEREAS, there exists the need for specialized legal services for the Planning Board during 2019; and

WHEREAS, it is the desire of Planning Board to appoint **Ventura, Miesowitz, Keough & Warner, P.C., Summit, New Jersey**, as Planning Board Attorney for the year 2019; and

WHEREAS, the cost for the proposed services shall be as stated in the “2019 Hourly Fee Schedule” as approved by the Planning Board; and

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the anticipated term of this contract is for the 2019 calendar year, and it may only be renewed upon further action of the Planning Board; and

WHEREAS, this contract is awarded as a “fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Planning Board of the Borough of Hightstown that the Planning Board Chairman is authorized to execute and the Planning Board Secretary to attest an agreement between the Borough of Hightstown and Ventura, Miesowitz, Keough & Warner, P.C., for professional legal services for the year 2019.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Borough of Hightstown, as follows:

1. The Chairman and Secretary are hereby authorized and directed to execute an Agreement with Jolanta Maziarz, Ventura, Miesowitz, Keough & Warner, P.C., 783 Springfield Ave., Summit, New Jersey 07901-2322.
2. This Contract is awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contracts Law, (N.J.S.A. 40A:11-5(a)) as a contract for services to be performed by a person authorized by law to practice a recognized profession that is regulated by law.
3. A copy of this Resolution and Contract shall be placed on file in the Office of the Borough Clerk.
4. Notice of Adoption of this Resolution should be published in an official Borough newspaper.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 14, 2019.

Sandra S. Belan
Planning Board Secretary

Resolution 2019-06

*BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY*

APPOINTING AND AUTHORIZING AN AGREEMENT FOR PROFESSIONAL PLANNING SERVICES – BRIAN M. SLAUGH

WHEREAS, there exists the need for specialized planning services for the Planning Board during 2019; and

WHEREAS, it is the desire of Planning Board to appoint Brian M. Slaugh, PP, AICP of the firm Clarke Caton Hintz, 100 Barrack Street, Trenton, New Jersey, as Planning Board Planner for the year 2019; and

WHEREAS, funds for this purpose will be made available in the 2019 budget; and,

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Planning Board; and

WHEREAS, this contract is awarded as a “fair and open contract” pursuant to and in accordance with the Local Unit Pay-to-Play Law.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Borough of Hightstown, as follows:

1. Brian M. Slaugh is hereby appointed Planning Board Planner for the 2019 year.
2. A copy of this Resolution shall be placed on file with the Borough Clerk.
3. A notice of this action shall be published once in an official newspaper of the Borough as required by law.
4. This Resolution is contingent upon the provision of funding in the Borough’s 2019 budget, where funds are being made available.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Planning Board at a meeting held on January 14, 2019.

Sandra Belan
Planning Board Secretary

Borough of Hightstown
GREEN DEVELOPMENT PRACTICES CHECKLIST
Update: 01/08/2018

The "Green Development Practices" are intended to function as "guiding principles" for all Site and Subdivision applications in the Borough of Hightstown. Each applicant shall be expected to responsibly incorporate as many of these items, as practical, into the project design. The practices are offered as a checklist to enable flexibility to be progressive and innovative, since many of these practices are still being incorporated into the mainstream realm of the development industry. It is expected that these items will facilitate more sustainable development. Sustainable development seeks to balance environmental, economic and social aspects of a proposal such that the resultant neighborhood or business will be efficient in cost, impact and function. This list is not intended to be exclusive; incorporation of additional "Green Development Practices" similar to these items is strongly encouraged to help achieve the goal of making the Borough of Hightstown a more sustainable community.

By incorporating this checklist into the Borough plan submission checklist, developers will be encouraged to consider "Green Development Practices" with the genesis of the project program.

Borough staff will be using this checklist to review the "green" character of an application.

Applicants will be asked to provide testimony and support documents to describe the actions or practices that will be incorporated into their proposal, including verification subsequent to implementation.

Green Development Practices Categories

- A. LANDSCAPE – Landscape plantings / ecosystem management
- B. WATER – Potable water use and disposal
- C. STORMWATER – Stormwater management and harvesting
- D. ENERGY - Energy use and generation – climate design
- E. RESOURCES – Materials and species - preservation – recycling - reuse
- G. SOCIAL – Promote community interaction – gathering – pride – health
- H. AIR – Reduce air pollution / restore air quality

Borough of Hightstown
GREEN DEVELOPMENT PRACTICES CHECKLIST
Update: 01/08/2018

- 1 Specify only indigenous plant species within 300 feet of the Borough Greenbelt. Completely avoid exotic invasive plant species anywhere in the Borough. Borough will maintain a list of species to avoid.

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

- 2 Develop landscape and stormwater maintenance specifications that employ integrated pest management post-bond to assure implementation for five years after occupancy LANDSCAPE

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

Borough of Hightstown
GREEN DEVELOPMENT PRACTICES CHECKLIST
Update: 01/08/2018

- 3 Construct drip landscape irrigation *in lieu* of spray systems or install soil water sensors to conserve irrigation water use. WATER

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

- 4 Design and construct 10% to 30% of parking lots with pervious pavements (eco-pavers, etc.). Consider pervious paver or pavement parking stalls and impervious (more durable) surfacing for drive aisles. STORMWATER

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

Borough of Hightstown
GREEN DEVELOPMENT PRACTICES CHECKLIST
Update: 01/08/2018

- 5 Develop innovative and progressive stormwater best management practices that embrace ecosystem-based, natural and sustainable versus artificial and high-maintenance means of treating storm water quality at the conceptual design phase (e.g., raingardens; bioretention swales / basins). Sand bottom basins are not considered sustainable since they are not ecosystem-based. **STORMWATER**

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

- 6 Re-think stormwater management – do not think of stormwater as a by-product – manage stormwater as a resource. Implement stormwater harvesting elements such as collection of stormwater in cistern that is pumped into a building for water closet flushing, or into a water feature using solar-powered pumps. **STORMWATER**

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

Borough of Hightstown
GREEN DEVELOPMENT PRACTICES CHECKLIST
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- 7 Implement solar or other alternative energy generation systems for the building, or planned development. Seek to attain a minimum goal of 20% electric energy generation from on-site alternative, sustainable sources, or a 20% reduction in energy consumption through site and building design features. ENERGY

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

- 8 Implement L.E.D. lighting technology for site lighting fixtures. Consider solar electric generation for pedestrian scale lighting systems and/or project signs. ENERGY

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

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- 9 Apply the following site planning techniques to all applications - *Site planning should respect climate and wind orientation to ensure proper building siting enabling energy conservation (e.g., maximize southern building exposure for use of solar energy, consider proper wind orientation to reduce negative effects of cold winter winds and to take advantage of cooling summer breezes). Implement landscape that reinforces these techniques.* ENERGY

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

- 10 Demonstrate exterior building design features or elements that promote passive solar shading and natural daylighting for interior spaces (window “awnings” and windows that enable indirect lighting of interior spaces) ENERGY

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

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- 11 Specify and implement site furnishings, site improvement and exterior building materials that are manufactured locally - within a radius of 500 miles - Provide list of products and manufacturer location to be evaluated with resolution compliance. RESOURCES

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

- 12 Construction Waste Management - Divert construction, demolition and land clearing debris from landfill disposal. Recycle and or salvage at least 50% to 75% (by weight) all construction, demolition and land clearing waste. RESOURCES

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

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- 13 Implement indigenously inspired art in the landscape (sculpture – garden – mural/ relief – artistic site furnishing, etc.) - one application per building or per 300 residential units. SOCIAL

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits-

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

- 14 Reduce Light Pollution - Eliminate all light trespass from the building and site. SOCIAL

Project will implement this practice – YES _____
Describe how this practice will be implemented and the benefits -

Project will not implement this practice – NO _____
Reason this practice can not be integrated into this project -

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Other Green Building Practices that could be voluntarily implemented, exceeding building code requirements, to be listed for verification as part of code official review, but distinctly separate from the requirements of the building code review.

Project will implement other practices – YES _____

Describe what additional practices will be implemented -

Describe benefits expected from the additional practices -

Project will not implement additional practices – NO _____

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This list of green building practices includes suggested additional elements that can be incorporated into building design. These tend to introduce sustainable design practices into the building itself as opposed to the previous checklist which focuses on site improvements. These are offered as supplemental ideas for applicant consideration and discussion with the Township; the Applicant is not obligated to provide specific intentions on any of these at this time.

Water Use Reduction

Maximize water efficiency within buildings - use high efficiency fixtures, dry fixtures such as waterless urinals, and occupant sensors to reduce the potable water demand. WATER

Recycled Content

Specify a minimum of 25% of building materials that contain in aggregate, a minimum of 20% post-consumer or 40% post-industrial recycled content material. RESOURCES

Construction IAQ (Indoor Air Quality) Management Plan

Develop and implement an IAQ Management Plan for the construction and pre-occupancy phases of the building. Can use the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guideline for Occupied Buildings under Construction, 1995. AIR

Low-Emitting Materials

Reduce the quantity of indoor air contaminants, e.g., VOCs from adhesives, sealants, paints, composite wood products and carpet systems, that are odorous or potentially irritating to provide installer and occupant health and comfort. AIR

Commissioning

Verify and ensure that fundamental building elements and systems are designed, installed and calibrated to operate as intended. ENERGY

Green Roofs

Implement green roof planting on flat roof multi-story buildings – alternatively implement light color for roof surface. ENERGY

Energy Star

1) Incorporate Energy Star-labeled building products, lighting, heating and cooling, appliances, and plumbing. 2) Achieve Energy Star certification for residential or commercial buildings. (see: <http://www.energystar.gov/index.cfm?c=home.index>) – ENERGY