

AGENDA FOR THE REGULAR MEETING OF
THE HIGHTSTOWN ENVIRONMENTAL COMMISSION

Tuesday April 27, 2021 at 7 PM

Virtual Meeting via Zoom

Join Zoom Meeting

<https://peddie.zoom.us/j/91984999098?pwd=WWo3ZlV1Tno2N3ZEQnRBekdBMTJodz09>

Meeting ID: 919 8499 9098

Passcode: EARTH

One tap mobile

+13017158592,91984999098# US

1. Approval of Agenda
2. Open Public Meeting Act Statement: In Compliance with Chapter 213 of the Public Laws of 1975, notice of this meeting was given by way of the Annual Notice published in the Trenton Times and Princeton Packet by the Borough Clerk and posted on the Borough Website.
3. Attendance
4. Approval of Meeting Minutes from regular meeting on March 23, 2021
5. Shade Tree Matters:
 - a. Shade Tree Official's Report - attached
6. Parks and Recreation:
7. Planning Board Update:
8. Grants and Funding Update:
 - a. NJDEP Forestry Grant Project discussed in Shade Tree Official's Report.
 - b. The 2021 Sustainable Jersey Grants Cycle funded by the PSEG Foundation
9. New Business:
 - a. Resolution 2021-065 Proclaiming Hightstown Volunteer Week from April 18-24, 2021 and recognizing, honoring and thanking Hightstown's Volunteers! (attached)
 - b. 2021 Budget was submitted for \$13,970.00, no word from the Borough on approval
 - c. Arbor Day Celebration and Stream Cleanup
 - i. Event went very well. 43 volunteers for the stream cleanup and 337 lbs of trash cleaned up.
 - ii. Approximately 25 people brought paper for shredding/secure recycling. Estimated at close to 1,000 lbs of paper recycled.
 - iii. A Sunset Maple was planted in the Arboretum in Association Park to celebrate Arbor Day.

- d. Yearly Stormwater Pollution Prevention Plan (attached) – Todd to return to the Borough
 - e. Complete Streets Committee – Mobility Plan Implementation (attached)
 - f. Sustainable Jersey recertification
 - i. Potential to extend until December 2022.
 - ii. Application is due on June 6, 2021 if applying this year.
 - iii. Meeting with Clare Lumkong on March 24. Discussed opportunities to partner with Rise on Sustainable Jersey application such as reusing goods, addressing food shortage and youth education on sustainability
10. Plan Review:
- a. 324 Park Ave Pool - Plans attached for review and discussion
 - b. 102 Gilman Place Patio installation - Plans attached for review and discussion
 - c. 216 Maxwell Ave Pool – Plans attached for review and discussion
 - d. Water Treatment Plant Flood Mitigation, Flood Hazard Area Individual Permit Hardship Exception – Letter from Roberts Engineering dated March 19, 2021
11. Liaison updates:
- a. The Watershed Institute –
 - b. Meadow Lakes –
 - c. Peddie School -
 - d. Hightstown High School –
12. Correspondence, Conferences and Workshops:
13. Calendar:
14. Adjournment

Next Regular Meeting Date is May 25, 2021.

MINUTES FOR THE REGULAR MEETING OF
THE HIGHTSTOWN ENVIRONMENTAL COMMISSION

Meeting Date and Time: March 23, 2021 at 7pm

Meeting Location: Held virtually through Zoom

Attendees: Todd Frantz (Chair)
Tom Muza (Vice Chair)
David Zaiser (Shade Tree Official)
Julie Bond (Secretary)
Cristina Fowler (Council Liaison)
Sheila Hittesdorf
Sophie Glovier (Watershed Institute Liaison)
Shani Peretz (Peddie School Liaison)
John Laudenburger (Planning Board Liaison)

Absent: Gary Grubb

Open Public Meeting Act Statement: In Compliance with Chapter 213 of the Public Laws of 1975, notice of this meeting was given by way of the Annual Notice published in the Trenton Times and Princeton Packet by the Borough Clerk and posted on the Borough Website.

Approval of Agenda: David Zaiser motioned to approve the agenda which was seconded by Tom Muza.

Shade Tree Matters:

Shade Tree Official's Report added as an attachment to the regular meeting minutes.

1. EC will pay for tree plantings and will be reimbursed for 90% through the NJDEP forestry grant.
2. Todd will add this to the EC budget.

Parks and Recreation: No updates.

Planning Board Update: No updates.

Grants and Funding Update: Shade Tree Official's report NJDEP forestry grant project (see attachment). The 2021 Sustainable Jersey Grants Cycle funded by the PSEG Foundation is tabled for now.

New Business:

1. 2021 EC Budget
 - a. Due to the Borough by April 5th.
 - b. Budget requests for 2021
 - i. ANJEC dues
 - ii. Tree plantings
 - iii. Marketing materials
 - iv. Todd will check with Gary Grubb for Parks + Recreation expenditures
2. Arbor Day Celebration, stream cleanup and tree planting ceremony -- April 17 9-11am.
 - a. Will send an announcement to Peggy Riggio to post event on the Borough calendar.
 - b. Jim Sidelinger from OEM approved the general plan in an email correspondence to David.
 - c. COVID-19 Event Guidance published by Borough on March 1, 2021.
 - i. Todd will complete Special Event COVE-19 Prevention Plan Certification.
 - ii. Volunteers will register for either 9am or 10am to maintain state mandate.
 - d. Shred-It will be stationed at the Memorial Park parking lot from 9-12pm.
 - e. Donna Syx confirmed Public Works will handle the trash collection.
 - f. Steve Tuorto will serve as the Watershed Institute representative.
3. HBEC Facebook page
 - a. Received images and pictures from Keith LePrevost.
 - b. Sheila will post Arbor Day information on the new page.
4. Sustainable Jersey recertification
 - a. Todd will meet with Clare Lumkong of Sustainable Jersey on March 24 to discuss the application.

Plan Review:

1. 117 Taylor Ave Patio installation – recommended rain garden with native plantings.
2. 111 Park Ave Patio installation – recommended rain garden with native plantings.

3. 249 Monmouth Street Pool and Patio – Plans attached for review and discussion
 - a. David Zaiser emailed recommendations for rain gardens or narrow swales to capture potential runoff.

Liaison updates:

1. The Watershed Institute – Discussion of Arbor Day event.
2. Meadow Lakes – No updates
3. Peddie School - Shani will market Arbor Day event to faculty and students.
4. Hightstown High School – Julie reached out HHS principal Dennis Vinson.

Correspondence, Conferences and Workshops:

1. ANJEC dues have been paid and an updated contact list for EC members has been sent.
2. Borough Mail
 - a. Letter dated February 1, 2021 from Roberts Engineering providing a copy of NJDEP Treatment Works Approval Application for Improvements to Springcrest Drive, Taylor Ave, Spruce Court, Glen Drive, and Schuyler Ave.

Calendar:

1. Stream Cleanup/Arbor Day celebration – April 17, 9-11 AM

Next Meeting Date: Tuesday April 27, 2021 at 7pm.

Adjournment: Meeting was adjourned.

Borough of Hightstown Environmental Commission

Shade Tree Official's Report

To: Environmental Commission
From: David Zaiser, Shade Tree Official
Date: 27 April 2021 Meeting
Re: Shade Tree Official's (STO) Report – New items in **boldface**

1.0 Tree Work

1.1 **Resident request to remove a 20-inch Sawtooth Oak at 309 Park Avenue because it is “messy.” Tree is in good condition. Discuss approach with EC.**

2.0 NJ DEP (Forestry) Grant Project

2.1 Scope of Work: Plant **43** street trees along North and South Main Streets. Targeting **Mid-May 2021** for planting.

2.2 North and South Main Streets re-surveyed for existing tree conditions in July 2020.

2.3 Grant Executed by Borough/ State on 11/2/2020.

2.4 Letter of Support received from Mercer County DOT dated 10/15/2020.

2.5 Approval of Tree Species Schedule by Mercer County DOT on 12/3/2020.

2.5 Planting Plan submitted to NJ DEP for review on 12/4/2020. State responded on 12/14 that their review is ongoing.

2.6 State has returned comments and STO has responded with additional questions (1/26/21).

2.7 State has addressed STO questions (2/10/2021). Final submission w/ minor edits due to State. Final Submission approved by the State. (2/27/21)

2.8 Bid Documents reviewed by Borough Clerk (3/15/21). Project is out to Bid. Targeting planting between April 15th and May 31st.

2.9 **Two proposals received. Low price proposal from Brightview. Proposal reviewed with Brightview to confirm scope. Plant letters hand delivered to residents at potential tree locations. P.O. being processed by Borough.**

3.0 Lincoln/ Hagemount/ Rocky Brook Streetscape Project

3.1 STO worked with Roberts Engineering to adjust documented tree locations on site on 11/13/2020.

3.2 Yan Troizier reviewed installation and emailed concerns to STO on 11/23/2020.

3.3 STO issued memo to Roberts Engineering formalizing installation concerns on 11/25/2020 (attached). There has been no response.

3.4 **Still no response (1/26/21) (2/23/21) (3/23/21) (4/27/21)**

4.0 Springcrest Street Sidewalks

4.1 Roberts Engineering asked for tree species and location recommendations. Still to be recommended.

5.0 Arbor Day Celebration

5.1 Council resolution passed (3/15/21).

5.2 Tree donated by Growing Concern.

5.3 Association Park planting, celebration set for noon on 17 April.

5.4 Arbor Day event held in Association Park. A Sunset Maple tree was planted. Article in Wind-Hights Herald (attached).

End of Report

Resolution 2021-065

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

PROCLAIMING HIGHTSTOWN VOLUNTEER APPRECIATION WEEK AND RECOGNIZING, HONORING AND THANKING HIGHTSTOWN'S VOLUNTEERS

WHEREAS, the week of April 18 – 24, 2021 has been proclaimed National Volunteer Week to recognize and celebrate the efforts of volunteers at the local, state, and national levels; and

WHEREAS, the Borough of Hightstown and its residents have benefited greatly from hundreds of volunteers who each year give tirelessly and selflessly to the service of others; and

WHEREAS, volunteerism strengthens communities, improves society, and enhances the overall quality of life for all citizens; and

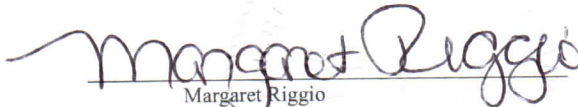
WHEREAS, volunteering changes the lives of volunteers in a positive way, increasing self-confidence, self-esteem and physical wellbeing; offering the chance to meet new friends and associates; and providing opportunities to learn new skills and abilities; and

WHEREAS, the Hightstown Borough Mayor and Council wish to acknowledge and thank its volunteers for their dedication and tireless efforts.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Hightstown hereby proclaims the week of April 18 – 24, 2021, as Hightstown Volunteer Week and expresses its sincere appreciation and gratitude for the dedication and untiring efforts of all those who volunteer to help make our community a better place to live and work.

CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 18, 2021.


Margaret Riggio
Deputy Borough Clerk

Attachment B – Points System for Public Education and Outreach Activities

The Tier A Municipality shall implement a Public Education and Outreach Program that focuses on educational and pollution prevention activities about the impacts of stormwater discharges on surface water and groundwater and to involve the public in reducing pollutants in stormwater runoff and mitigating flow.

The Tier A Municipality shall **annually** conduct educational activities that total at least **12 points** and include activities from at least three of the five categories found below. At a minimum, at least one of the activities shall involve educating businesses and the general public of hazards associated with illicit connections and improper disposal of waste. Each approved activity is listed below with an assigned point value. Additional information on how to conduct these Public Education and Outreach activities can be found under Notes and Definitions Part IV.A.3 and 4 of this Tier A MS4 NJPDES permit. Records shall be kept necessary to demonstrate compliance with this requirement, including date of activities and any other relevant documentation.

Category 1: General Public Outreach		
Activity	Description	Points
Website and Social Media	Maintain a stormwater related page on the municipal website or on a municipal social media site. The web page may include links to other stormwater related resources, including the NJDEP stormwater website (www.njstormwater.org).	1
Newspaper Ad	Use Department created and approved stormwater education materials available on www.cleanwater.nj.org to publish an ad in a newspaper or newsletter that serves the municipality.	1
Radio/Television	Broadcast a radio or television public service announcement from www.cleanwater.nj.org on a local radio or municipal public service channel.	1
Green Infrastructure Signage	Post signs at municipally-owned green infrastructure sites that describe the function and importance of the infrastructure, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*
Billboard/Sign	Produce and maintain (for credit in subsequent years) a billboard or sign which can be displayed on a bus, bus stop shelter, recreation field (outfield sign), or other similar public venue.	2
Mural	Produce and maintain (for credit in subsequent years) the planning and painting of a stormwater pollution themed mural, storm drain art or other artwork at a local downtown/commercial area or other similar public venue.	2
Stormwater Facility Signage	Post signs at municipally-owned stormwater management basins or other structural stormwater related facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information. *New signs receive 0.5 credits per sign. Existing signs that are maintained or upgraded receive 0.25 credits per sign. A maximum of 5 credits are allowed.	5*

Category 2: Targeted Audiences Outreach		
Activity	Description	Points
Stormwater Display	Present a stormwater related display or materials at any municipal event (e.g., Earth Day, town picnic), at the municipal building or other similar public venue.	1
Promotional Item	Distribute an item or items with a stormwater related message (e.g., refrigerator magnets, temporary tattoos, key chains, bookmarks, pet waste bag dispensers, coloring books, and pens or pencils). Municipality must initially have available a minimum number of the items equal to 10% of the municipal population.	2
Mailing or e-Mailing Campaign	Provide information to all known owners of stormwater facilities not owned or operated by the municipality (i.e., privately owned) highlighting the importance of proper maintenance of stormwater measures. For assistance, see information at www.nj.gov/dep/stormwater/maintenance_guidance.htm .	3
Mailing or e-Mailing Campaign	Distribute any of the Department’s educational brochures, tip cards, or a municipally produced equivalent (e.g., community calendar, newsletter, or recycling schedule) via a mailing to every resident and business in the municipality.	2
Ordinance Education	Distribute a letter or e-mail from the mayor or municipal official to every resident and business in the municipality highlighting the requirements and environmental benefits of the Pet Waste, Wildlife Feeding, Litter Control, Improper Disposal of Waste, Containerized Waste/Yard Waste Collection, Private Storm Drain Inlet Retrofitting and Illicit Connection ordinances. Provide a link to the municipal website where subject ordinances are posted.	3

Category 3: School / Youth Education and Activities		
Activity	Description	Points
School Presentations	Provide water-related educational presentation(s) and/or activities to local preschool, elementary, middle, and/or high school classes using municipal staff or local partner organizations. Topics could include stormwater, nonpoint source pollution, watersheds, water conservation and water quality. For ideas, see information at www.nj.gov/dep/seeds . *Presentations receive 1 credit per presentation, with a maximum of 5 credits allowed.	5*
Water Education Workshops	Provide water-related professional development workshops for local teachers from a registered NJ Department of Education Professional Development Provider.	2
Storm Drain Labeling	Organize a project to label and/or maintain storm drain labels (that are not already precast with a message) with a scout troop, local school district, or faith based group, or other community youth group for a minimum of 40 labels. This project could also include stenciling over precast labels to improve legibility.	3
Educational Contest for Schools	Organize an educational contest with a local school district or a local community organization serving youth to design a poster, magnet, rain stick, rain barrel or other craft/art object. Contest themes shall have an appropriate stormwater message. Winning entries are to be displayed at publicly accessible locations within the municipality such as at the town hall, library, post office, or school. The winning design should be shown on the municipality's website or social media site, if practical.	3
AmeriCorps Event	Coordinate an event (e.g. volunteer stream monitoring, educational presentations, or stormwater awareness project) through AmeriCorps NJ Watershed Ambassador Program	4
Clean-up	Sponsor or organize a litter clean up for a scout troop, local school district, faith based group or other community youth group along a local waterway, public park, stormwater facility, or in an area with storm drains that discharge to a local lake or waterway.	3

Category 4: Watershed/Regional Collaboration		
Activity	Description	Points
Regional Stormwater Collaboration	Participate in a regional stormwater, community collaborative or other watershed-based group on a regular basis to discuss impaired waterbodies, TMDLs, regional stormwater related issues, or watershed restoration plans that address those waterbodies. Evaluate, develop and implement remedies that resolve stormwater-related issues within the affected waterbody or watershed.	3
Green Infrastructure Workshop	Organize or participate in a rain barrel, rain garden or other green infrastructure workshop on a regional or watershed basis. This could be a partnership exercise with a local watershed organization, utility, university, school, youth/faith based group, and/or other organization.	3
Community Activity	Organize or participate in the organization of a regional or watershed based event to carry out stormwater activities such as stormwater facility maintenance or litter clean-up. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, utility, university, school, youth/faith based group, and/or other organization to carry out these activities	3

Category 5: Community Involvement Activities		
Activity	Description	Points
Volunteer Stormwater Assessment or Stream Monitoring	Establish a volunteer stormwater facility assessment (inspection, inventory and/or mapping) or stream monitoring program for a waterbody within the municipality in order to gauge the health of the waterway through chemical, biological or visual monitoring protocols. Contact NJDEP's <u>AmeriCorps NJ Watershed Ambassador Program</u> or review <u>USEPA National Directory of Volunteer Monitoring Programs</u> .	3
Rain Barrel Workshop	Organize or participate in a rain barrel workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
Rain Garden Workshop	Organize or participate in a rain garden training or installation workshop. This could be a partnership exercise with a local watershed organization, university, school, youth/faith based group, and/or other nonprofit.	3
Community Event	Organize or participate in the organization of a community event to carry out stormwater activities such as stormwater measure maintenance or a stream buffer restoration. The municipality may identify and enter into a partnership agreement with a local group such as a watershed organization, university, utility, school, youth/faith based group, and/or other nonprofit to carry out these activities.	3
Community Involvement	Organize a project with a local organization to create and post signs at either green and/or gray stormwater infrastructure sites or facilities that describe the function and importance of the facility, contact phone number, municipal identification number, and/or website for more information. *Signs receive 0.5 credits per sign. A maximum of 5 credits are allowed.	5*

Hightstown Borough Complete Streets Committee

Date: April 4, 2021

From: Complete Streets Committee

To: Hightstown Boards and Commissions

Subject: Mobility Plan Implementation

The Hightstown Mobility Plan was created under a technical assistance grant from the New Jersey Department of Transportation. It was adopted as an amendment to the Borough Master Plan in January 2021. You can find the Mobility Plan on the Planning Board page of the Borough website or by clicking this link:

https://www.hightstownborough.com/wp-content/uploads/2021/03/2.-Hightstown-Mobility-Master-Plan_LowRes.pdf

The Complete Streets Committee requests your input on implementation strategies for the Plan. Our goal is to identify projects that can be developed and ready to implement as funding becomes available. On the following pages you will find a matrix that we've created based on the recommendations in the Plan that will help us capture your comments. We would like to attend one of your meetings to discuss. Below is a list of Boards and Commissions and the Complete Streets Committee member to contact. Thank you for your help on this important initiative.

Board of Health	Joe Cicalese jcicalese@hightstownborough.com
Cultural Arts Commission	Brian Clissold brian.clissold@gmail.com
Environmental Commission	Dave Zaiser dzaiser@comcast.net
Historic Preservation Commission	Bev Asselstine baamjc@aol.com
Parks and Recreation Commission	Joe Cicalese jcicalese@hightstownborough.com
Planning and Zoning Board	Bev Asselstine baamjc@aol.com

Mobility Plan Implementation Strategies

7 key next steps (page 130)

The recommendations in this plan include engineering, education, evaluation, encouragement and enforcement strategies to improve the walking and bicycling conditions in the Borough. The Borough should first focus on the priority corridors and intersections in conjunction with NJDOT and Mercer County, then work towards the rest of the recommended network and any other locations throughout the Borough.

PLEASE PROVIDE COMMENTS IN THE NOTES COLUMN:

RECOMMENDATION	NOTES
1. Adopt the plan as an element of the Master Plan	Completed 1/2020
2. Develop initial concepts of the recommendations in the plan based on more detailed data collection, analysis, survey, community preference and coordination with Mercer County and NJDOT where needed. Consider conducting “pilot” projects / temporary installations to test recommendations and gather community feedback	See 8 target high priority street segments and intersections. Pilot - Maxwell and Ward: Pilot using paint for mini-rotary in 2021, apply for municipal aid for this area in the next cycle to include curbing, crosswalks and sidewalks extending down Maxwell to Franklin Street
3. Obtain funding for the recommendations	
4. Adopt the latest Complete & Green Street Model policy	<p>Council Discussion March 1. They agreed that the Complete Streets Committee can move forward with developing implementation recommendations with an eye to simplifying the approach in a way that makes sense for Hightstown.</p> <p>https://www.state.nj.us/transportation/eng/completestreets/pdf/CS_Model_Policy_2019.pdf https://www.state.nj.us/transportation/eng/completestreets/resources.shtm</p> <p>Components recommended by NJDOT: Updates our existing policy, including:</p> <ul style="list-style-type: none"> • Identifying a public participation body (could be Complete Streets Committee) • Identifies an exception process for projects that don't want to/can't comply • Calls for an audit of all existing official guidance documents • Provides benchmarks for annual progress evaluation • Adds 4 new checklists: <ul style="list-style-type: none"> ➤ Concept Development ➤ Preliminary Engineering ➤ Construction ➤ Maintenance

	Could be followed later by an ordinance, which has more legal basis to comply in future. Legal review of new policy should be part of planning process.
5. Develop and adopt a community-focused traffic calming policy	Explore what it would take to develop a rotational paint schedule for all crosswalks and pavement markings on Borough roads.
6. Advance recommendations on state roadways in this plan as problem statements prepared in coordination with NJDOT and DVRPC	Scope of problem statement TBD: Complete for full length of Route 33 when Redevelopment Area Circulation Study is complete? Complete for a portion of Route 33 to start – Maxwell intersection, Ward/Academy intersection?
7. Provide a status update to NJDOT within a year of adoption of the plan	Due December 2021

Bicycle and Pedestrian Network Recommendations (page 68)

The Plan provides an overall network of bicycle and pedestrian routes on Map #16 on page 69. It also provides general design guidance based on the NJDOT Complete Streets Design Guide.

PLEASE PROVIDE COMMENTS ON POTENTIAL PROJECTS, APPROACH AND PRIORITIES IN THE NOTES COLUMN:

RECOMMENDATION	NOTES
Develop network links	<ul style="list-style-type: none"> • Union Transportation Trail – dependency: obtain right-of-way from Summit to Airport Road • Connect to Route 130 along Rocky Brook <ul style="list-style-type: none"> ➤ @ Hutchinson – explore right-of-way ➤ Thru the Municipal sewage treatment plant at Oak Lane • Connect through Rocky Brook Park <ul style="list-style-type: none"> ➤ Greeley Street – potential DEP issues with creek crossing, explore right-of-way ➤ Wilson - explore right-of-way ➤ Glen Brook Place – potential DEP issues with creek crossing, explore right-of-way ➤ Reed Street - verify right-of-way, likely an easy place to create a path • Greenway extension <ul style="list-style-type: none"> ➤ Around Peddie Lake – revisit with Peddie School, potential DEP issues with bridge at Rocky Brook entry near Ward Street ➤ Improve Stockton to Rogers link for greenway
Complete sidewalk network at key locations	<p>Future Municipal Aid Grants</p> <ul style="list-style-type: none"> ➤ Springcrest – grant awarded, project in design ➤ Maxwell – tie into redesign of Franklin intersection, implementation of rotary at Ward and County bridge replacement project on Ward ➤ Orchard, Schuyler, South Main – water line on Schuyler approved and in design now, future project will address repaving and sidewalks (including gaps on South Main to Borough line) ➤ Sidewalk gaps on Manlove, Monmouth, Maxwell, North Main, Mechanic, Mercer

Implement bikeway designs throughout network	Bike route signs, pavement markings – create an overall plan to be ready for grant opportunities
----------------------------------------------	--------------------------------------------------------------------------------------------------

Engineering Recommendations, Priority Locations (page 70)

The Plan provided conceptual design recommendations for 4 priority street segments and 4 priority intersections.

PLEASE PROVIDE COMMENTS ON THE PROJECTS AND PRIORITIES IN THE NOTES COLUMN:

RECOMMENDATION	NOTES
STREET SEGMENTS:	
NJ Route 33 / Mercer Street / Franklin Street	Dependency – State DOT, create formal “Problem Statement”
Summit Street	Issue – septic system creates infrastructure challenge (expensive)
East and West Ward Street	Dependency – Mercer County uses West Ward and planning bridge replacement
Bank Street	In redevelopment area
INTERSECTIONS:	
NJ Route 33 / Mercer Street / West Ward Street and South Academy Street	Dependency – State DOT, create formal “Problem Statement”
NJ Route 33 / Franklin Street / Maxwell Avenue	Dependency – State DOT, create formal “Problem Statement”
Maxwell Avenue and East Ward Street	Dependency – Mercer County planning bridge replacement Good pilot location.
Stockton Street / Oak Lane / Dutch Neck Road / Harron Avenue	Dependency – Mercer County

Programmatic Recommendations (page 95)

The Plan provides a range of ideas for a holistic approach to implementation across four key areas: Education, Encouragement, Enforcement and Evaluation/Planning.

PLEASE PROVIDE COMMENTS ON PROJECTS AND PRIORITIES IN THE NOTES COLUMN:

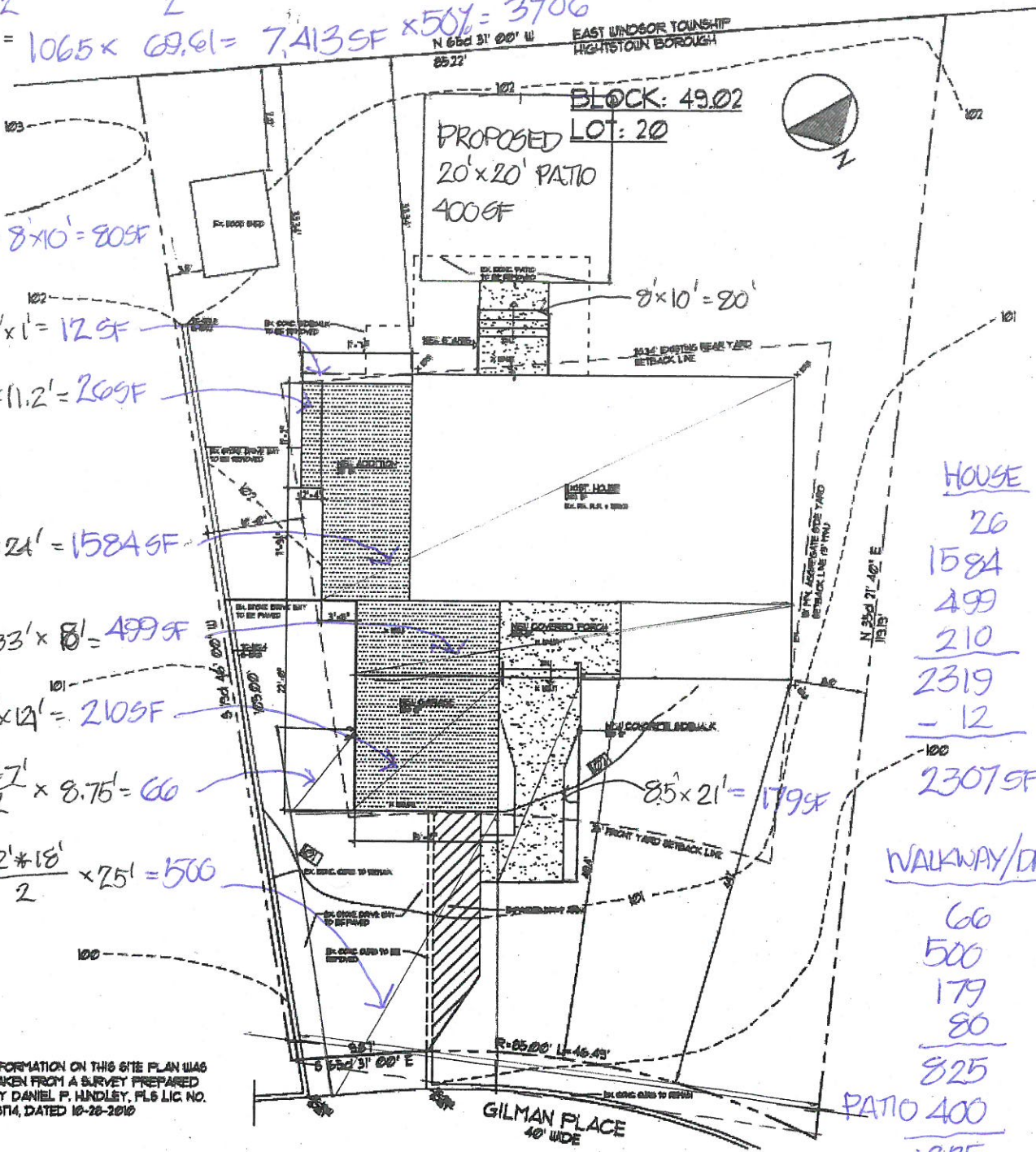
RECOMMENDATION	NOTES
Education	
Street Smart NJ	Street Smart campaigns https://gmtma.org/street-smart/ Further information on Street Smart can be found at https://bestreetsmartnj.org/ May 2021, Bike event May 15, obtain signs/banners for display around town, handout materials at local businesses
Community-Oriented Traffic Calming	
Traffic Safety Curriculum	
League of American Bicyclist’s League Cycling Instruction (LCI) Program	
Signs	
Encouragement	
Bicycle Mentor Program	
Social Bicycle Rides	
Safe Routes to Schools	Award designation application in process for 2019-2020 cycle

Bike Rodeo	
Open Streets Event	Hightstown Fair
Annual Park(ING) Day	
Bike Sharing Program	
Bicycle to School and Walk to School Policies	
Enforcement	
Pedestrian Safety Enforcement Program	
New Jersey Crossing Guard Training Program	
Feedback Signs	GMTMA Speed Studies https://gmtma.org/speed-studies/ , speed monitor/sign reserved for May
Police Bike Patrol	
Evaluation / Planning	
Complete & Green Streets Model Policy	
Snow Removal and Maintenance Policy	
Interactive Maintenance Reporting	
Tactical Urbanism	
Traffic Calming Policy	

LOT SIZE

$$\frac{100' + 113'}{2} \times \frac{85.22' + 54'}{2} =$$

$$= 106.5 \times 69.61 = 7,413.57 \text{ SF} \times 50\% = 3706$$



SHED = 8'x10' = 80SF

MINUS 11.625'x1' = 12 SF

2.3'x11.2' = 26 SF

66'x24' = 1584 SF

62.33'x8' = 499 SF

15'x12' = 210 SF

$\frac{8'x7'}{2} \times 8.75' = 60$

$\frac{22'x18'}{2} \times 25' = 500$

HOUSE

26
1584
499
210
2319
- 12
2307 SF

WALKWAY/DRIVEWAY

66
500
179
80
825
PATIO 400
1225

INFORMATION ON THIS SITE PLAN WAS TAKEN FROM A SURVEY PREPARED BY DANIEL P. HINDLEY, FLG LIC. NO. 83714, DATED 10-28-2010

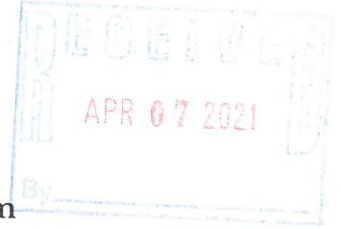
1 PLOT PLAN
1/8" = 1'-0"
1/16" = 1'-0"

SHED = 80

TOTAL 3612 SF
= 48.7% OK



The Borough of Hightstown
 Construction and Zoning Office
 156 Bank Street
 Hightstown, NJ 08520
 (609) 490-5100 Ext 617
 Website: Hightstownborough.com



ZONING PERMIT APPLICATION

APPLICANT'S NAME: John & Stephanie Hannum

MAILING ADDRESS: 216 Maxwell Ave. Hightstown NJ 08520

PROPERTY/BUSINESS ADDRESS IF DIFFERENT FROM ABOVE: _____

EMAIL ADDRESS: (Notification will be emailed) hannumfamily99@gmail.com

PHONE # (DAY): 610-213-5712 CELL #: 917-881-4573

PROPERTY BLOCK 28 LOT 22 ZONE R-1 35% MAX LOT COVERAGE

The minimum Zoning Permit Fee for sheds, sidewalks, driveways, fences, additions, decks, pools and general construction is \$45. In addition, for driveways and fences, the fee is \$15/\$1,000 of construction cost, but not less than \$45. No Application will be reviewed until payment is made.

I, the owner of the property upon which the above work is to take place, grant the Zoning Officer of the Borough of Hightstown permission to enter the above property for the purpose of any and all inspections required pursuant to this Zoning Permit Application.

St D Han
 APPLICANT'S SIGNATURE

3/29/2021
 DATE

WORK MAY NOT BEGIN UNTIL THE APPROPRIATE BUILDING PERMIT IS OBTAINED.

_____ Based upon the documents attached to this Application, a Zoning Permit is APPROVED.

_____ Based upon the documents attached to this Application, a Zoning Permit is DENIED for the following reasons: _____

DATE: _____

 GEORGE CHIN, ZONING OFFICER

FOR OFFICE USE ONLY

Date Received: 4/7/2021 Fee: 45 Check No. / Cash 379

STEP 1 DESCRIPTION OF WORK Installation of above ground pool
(partially recessed into a sloping grade) installed by Statewide
Pool Installers, Inc
Tuckson, NJ

NUMBER OF EMPLOYEES: _____

STEP 2 - PLEASE ATTACH A COPY OF A SURVEY OF THE EXISTING CONDITIONS ON THE PROPERTY SHOWING THE LOCATION OF THE WORK AND ALL EXISTING BUILDINGS, SIDEWALKS AND OTHER STRUCTURES ON THE PROPERTY.

STEP 3 - PLEASE COMPLETE THE FOLLOWING IF A STRUCTURE IS BEING CONSTRUCTED OR PLACED ON THE PROPERTY OR AN ADDITION IS BEING BUILT.

Lot Area of property (in square feet) 13,950 SF

Lot Width of property (in feet) 75'

Lot Depth of property (in feet) 186'

Square footage of existing buildings + PATO 1989 SF

Square footage of proposed buildings 329 SF

Square footage of existing parking area ~~18~~ 1968 SF

Square footage of proposed parking area _____

EXISTING

PROPOSED

PRINCIPAL STRUCTURE

Front yard setback _____

Side yard setback _____

Rear yard setback _____

Height of existing structure _____

Height of proposed structure _____

ACCESSORY STRUCTURE

Front yard setback _____

Side yard setback _____

Rear yard setback _____

Height of existing structure _____

Height of proposed structure _____

Building Coverage (% of lot area) _____

Impervious Coverage (% of lot area) _____

4286 SF = 31% < 35% ok

STEP 4 - REQUIRED ONLY FOR CHANGE OF USE

Present Use of Property _____

Proposed Use of Property _____



LOT 27
N/F MICHAEL J. GALLAGHER

N23°30'00"E 75.00'

LOT AREA
~~13244~~
 $\frac{193+179}{2} \times 75 = 13,950$

HOUSE+PATIO
1680
136
33
140

1989

DRIVEWAY
858
348
650

1856
WALK 112

1968
POOL 329
HOUSE 1989
PATIO 2206 = 31%

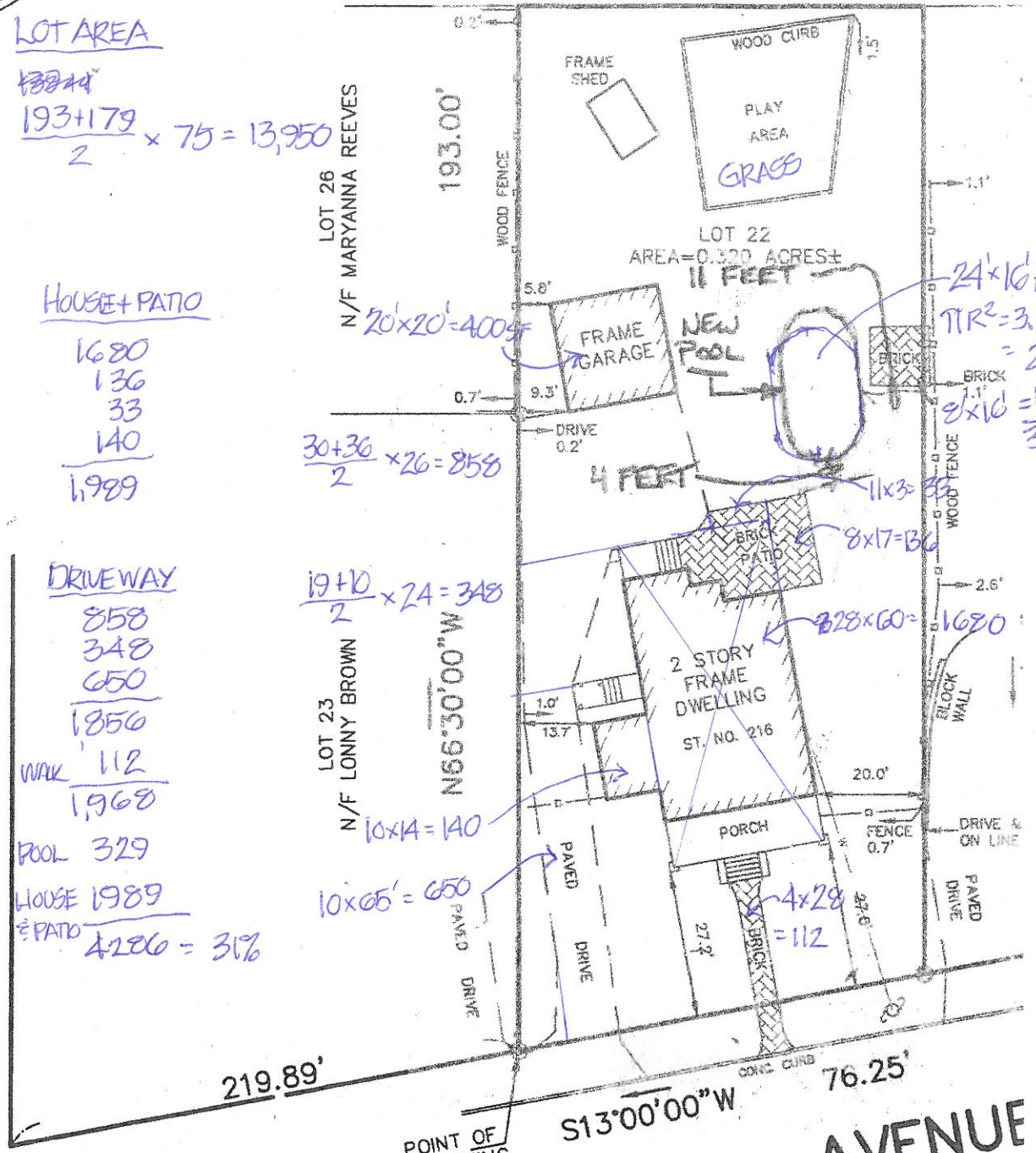
LOT 26
N/F MARYANNA REEVES

$\frac{30+36}{2} \times 26 = 858$

$\frac{19+10}{2} \times 24 = 348$

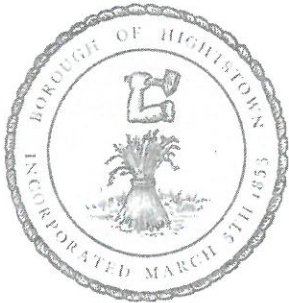
10x14 = 140

10x65 = 650

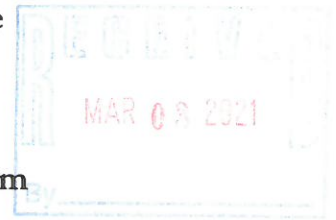


MAXWELL (50' R.O.W.)

AVENUE



The Borough of Hightstown
 Construction and Zoning Office
 156 Bank Street
 Hightstown, NJ 08520
 (609) 490-5100 Ext 617
 Website: Hightstownborough.com



ZONING PERMIT APPLICATION

APPLICANT'S NAME: Seasonal World
 MAILING ADDRESS: 532 Monmouth Road, Clarkstown NJ
 PROPERTY/BUSINESS ADDRESS IF DIFFERENT FROM ABOVE: _____
324 Park Ave
 EMAIL ADDRESS: (Notification will be emailed) Bea@SeasonalWorld.com
 PHONE # (DAY): 609-259-8330 CELL #: _____
 PROPERTY BLOCK 52 LOT 9 ZONE _____

The minimum Zoning Permit Fee for sheds, sidewalks, driveways, fences, additions, decks, pools and general construction is \$45. In addition, for driveways and fences, the fee is \$15/\$1,000 of construction cost, but not less than \$45. No Application will be reviewed until payment is made.

I, the owner of the property upon which the above work is to take place, grant the Zoning Officer of the Borough of Hightstown permission to enter the above property for the purpose of any and all inspections required pursuant to this Zoning Permit Application.

[Signature] _____ DATE 3.2.21

WORK MAY NOT BEGIN UNTIL THE APPROPRIATE BUILDING PERMIT IS OBTAINED.

- Based upon the documents attached to this Application, a Zoning Permit is APPROVED.
- Based upon the documents attached to this Application, a Zoning Permit is DENIED for the following reasons: _____

DATE: _____ GEORGE CHIN, ZONING OFFICER

FOR OFFICE USE ONLY

Date Received: 3/3/2021 Fee: 45 Check No. / Cash 028642

STEP 1 DESCRIPTION OF WORK in ground pool

NUMBER OF EMPLOYEES: _____

STEP 2 - PLEASE ATTACH A COPY OF A SURVEY OF THE EXISTING CONDITIONS ON THE PROPERTY SHOWING THE LOCATION OF THE WORK AND ALL EXISTING BUILDINGS, SIDEWALKS AND OTHER STRUCTURES ON THE PROPERTY.

STEP 3 - PLEASE COMPLETE THE FOLLOWING IF A STRUCTURE IS BEING CONSTRUCTED OR PLACED ON THE PROPERTY OR AN ADDITION IS BEING BUILT.

Lot Area of property (in square feet) 8728 SF

Lot Width of property (in feet) 60'

Lot Depth of property (in feet) 148'

Square footage of existing buildings 858 SF

Square footage of proposed buildings 680 SF

Square footage of existing parking area 2263 SF

Square footage of proposed parking area 1,597 SF

	EXISTING	PROPOSED
--	-----------------	-----------------

PRINCIPAL STRUCTURE

Front yard setback	_____	_____
Side yard setback	_____	_____
Rear yard setback	_____	_____
Height of existing structure	_____	_____
Height of proposed structure	_____	_____

ACCESSORY STRUCTURE

Front yard setback	_____	_____
Side yard setback	_____	_____
Rear yard setback	_____	_____
Height of existing structure	_____	_____
Height of proposed structure	_____	_____
Building Coverage (% of lot area)	_____	_____
Impervious Coverage (% of lot area)	_____	<u>3907 SF 45% OK</u>

STEP 4 - REQUIRED ONLY FOR CHANGE OF USE

Present Use of Property _____

Proposed Use of Property _____

N23°20'00"E
8.34'
(N23°50'00"E 8.08' DEED)

S76°16'26"E
35.81'
(34.00' DEED)

CAPPED P.M.

S76°00'00"E

LOT
60 x 140.50 = 8,430
35.81 x 8.34 = 298
8,728

50% LOT COVERAGE
= 4,364 SF

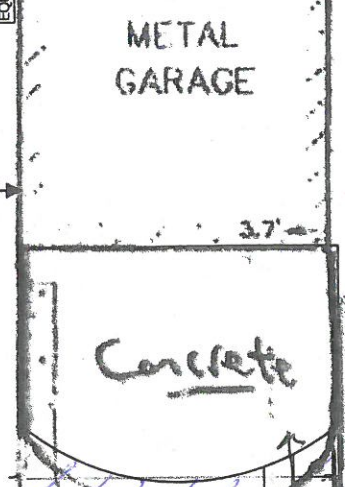
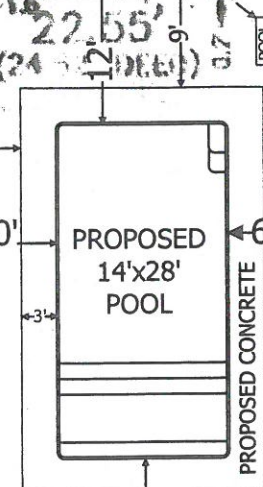
GARAGE
26' x 32' = 832

POOL
20' x 34' = 680 SF

4633 SF
- 666 GRAVEL
3,967

N/F BOARD OF EDUCATION OF EAST WINDSOR TOWNSHIP
LOT 31

140.50'
(142.38' DEED)
N14°00'00"E



GRAVEL AREA
TO BECOME
GRASS

4' x 12' = 48
15' x 6' = 90

148.85'
(150.00' DEED)
DRIVEWAY
26' x 19' = 832
 $\frac{11+26}{2} \times 30$
185 = 606
11' x 60' = 660
2,158
WALK 105
2,263

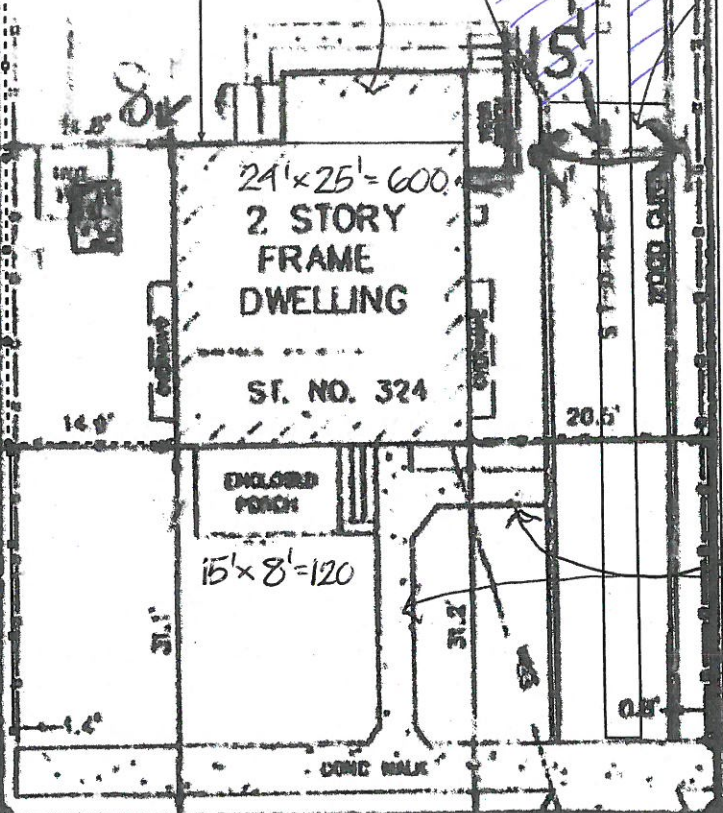
HOUSE

48
90
600
120
858 SF

HOUSE 858 SF
GARAGE 832 SF
POOL 680 SF

2,370 SF
DRIVEWAY & WALK 2,263 SF

4,633 SF
50% - 4,364 SF
2,694 SF



WALK
10' x 3' = 30
3' x 25' = 75
105

N76°00'00"W

60.00'

POINT OF BEGINNING