



AGENDA
PLANNING BOARD REGULAR VIRTUAL MEETING
APRIL 12, 2021 7:30 P.M.

Join Zoom Meeting

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Meeting called to order by Chairman 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 Law 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

Approval of Minutes March 8, 2021 Regular Meeting

Public Comment

New Business

Old Business

1) Affordable Housing Plan

Committee and Professional Reports

1) Complete Streets Committee – Mobility Plan Implementation

Chairman and Board Member Comments

Adjourn

Hightstown Planning Board Regular Meeting – Virtual
March 8, 2021, 7:30 p.m.

<https://zoom.us/j/7470887920?pwd=UkluZStlalJJVXJ1dHIvV2FXSk0wZz09>

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OPEN SESSION

Fred Montferrat, Chairman, called the meeting to order at 7:32 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 on the Borough’s website. Due to Covid-19 and self-distancing protocols, this meeting was held remotely through www.zoom.com.

Flag Salute

Roll Call

	PRESENT	ABSENT	LATE ARRIVAL
Mr. Montferrat, Chairman	X		
Mayor Quattrone		X	
Councilman Misiura	X		
Ms. Asselstine	X		
Ms. Jackson	X		
Ms. Watkins	X		
Mr. Searing	X		
Mr. Laudenberg	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 that the March 8, 2021 agenda be approved.

Motion made by Ms. Asselstine and seconded by Ms. Watkins to approve the March 8, 2021 agenda.

Roll Call Vote: Mr. Montferrat Mr. Misiura, Ms. Asselstine, Ms. Jackson, Ms. Watkins, Mr. Searing, Mr. Laudenberg and Mr. Balcewicz. Mayor Quattrone and Mr. Cabot were absent. Motion passed 8-0.

APPROVAL OF MINUTES

Mr. Montferrat asked if there were any changes to the February 8, 2021 Meeting Minutes.

Ms. Asselstine noted a correction on page 5 regarding Safe Routes to School.

Mr. Montferrat asked for a motion to approve the February 8, 2021 minutes as amended.

Motion made by Mr. Balcewicz and seconded by Ms. Jackson to approve the February 8, 2021 minutes as amended.

Roll Call Vote: Mr. Misiura, Ms. Asselstine, Ms. Jackson, Ms. Watkins, Mr. Searing, Mr. Laudenberg and Mr. Balcewicz. Mr. Montferrat abstained. Mayor Quattrone and Mr. Cabot were absent. Motion passed 7-0, one abstention.

PUBLIC COMMENT

Mr. Montferrat opened the floor for any public comments.

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

Board Discussion

- 1) Affordable Housing – Mr. Slaugh reviewed his memorandum Hightstown Borough Affordable Housing Opportunities dated March 5, 2021 (attached) which is a follow up to his February 7, 2021, memorandum outlining the major opportunities for the Borough to satisfy its Prior Round and Third Round affordable housing obligations.

Mr. Slaugh, reviewed the proposed options as outlines in his March 5, 2021 Affordable Housing Opportunities Memo

Overall, recommend the Borough take the following steps:

- Explore the cost of providing the necessary documentation to reduce the Borough's Rehabilitation obligation;
- Rezone, or adopt overlay zoning on, various properties to incentivize the private development of affordable units;
- Evaluate available affordable housing trust funds and determine how best to leverage them for the production of affordable units that require a municipal financial contribution.

The Planning Board suggested that the Borough's Construction or Housing Inspector conduct a "Structural Conditions Survey" to document the presence or absence of housing units in need of rehabilitation. Complete form – exterior inspection only which identifies units in need of rehabilitation: (roofing, siding, foundation, major systems would also be eligible for rehabilitation (heating, plumbing, electrical systems) and any accessory buildings. Building/Housing conduct exterior inspection of potential units that would meet the criteria.

The Affordable Housing Subcommittee (Mr. Montferrat, Mr. Misiura and Mr. Slaugh) will meet to review Mr. Slaugh's memorandum and the proposed steps and potential properties to be considered. Once complete, Planning Board would review again and forward to the Borough Council for review and comments. Once Council has reviewed, Planning Board will review and create an Affordable Housing Plan for the Master Plan.

- 2) Cannabis & Zoning – Mr. Slaugh reviewed his memorandum dated March 4, 2021 (attached). Memorandum will be sent to the Borough Council.

The Planning Board has referred the matter to Borough Council since at this time it is a policy issue.

Once Council makes their recommendations, the Planning Board will review the policy in relation the Municipal Land Use Law and Zoning Ordinances. Ms. Maziarz will also prepare a memorandum concerning the legal issues. The Planning Board established a subcommittee to review the cannabis issue: Joanna Jackson, John Laudenberg, Joe Balcewicz and Beth Watkins.

New Business

- 1) DVRPC Grant Project – Redevelopment Area Circulation Plan –Funded by a DVRPC Grant and PRC Group (redeveloper) is participating in the project.

Ms. Asselstine gave an overview of the project prepared by NV5 and Bright View Engineering (attached):

- 1) Traffic Analysis – main focus of the study is Franklin and Main Street Intersection; assess feasibility of a roundabout in that location, which was proposed in the Lake Front project; other options/treatments would be available.
- 2) Two other intersections: Bank Street, Academy Street and Stockton Street on the corners of the redevelopment area will also be included and the two other traffic lights in Hightstown because they would be impacted anything that will be done at that intersection.
- 3) Timeline/Overview: regular meetings and presentation; final presentation September to November (presentation/review) and incorporation into the Master Plan.

Committee and Professional Reports

Ms. Roberts reported that the bids for Springcrest, Taylor, Glen Brook, Schuyler and Spruce were received and came in \$100,000 lower than estimated. Project will move forward in the spring.

There being no further business Mr. Montferrat asked for a motion to adjourn. Motion made by Mr. Balcewicz and seconded by Mr. Laudenberg. All ayes. Meeting adjourned at 9:00 p.m.

Submitted by:

Sandra Belan
Planning Board Secretary

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
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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	