

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

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

Meeting ID: 747 088 7920

Passcode: 0Gz8yg

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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. Laudenberger	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 Slauch, 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. Laudenberger 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 outlined 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.
- 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

MEMORANDUM

Clarke Caton Hintz

Architecture
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Landscape Architecture

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To: Affordable Housing Subcommittee
Hightstown Planning Board

From: Brian Slaugh, PP, AICP, Borough Planner
Elaine Clisham, MCP

Re: Hightstown Borough Affordable Housing Opportunities

Date: March 5, 2021

This memorandum follows up on our February 7, 2021 memorandum outlining the major opportunities we see for the Borough to satisfy its Prior Round and Third Round affordable housing obligations. The options below are listed in a combination of decreasing number of potential units generated and increasing difficulty of execution.

As we noted in our February memo, the Borough will need to stipulate to a combined Prior Round and Third Round obligation of 106 units¹. In that memo we calculated that the Borough has 32 potentially creditable affordable units and can potentially claim 25 of 27 available rental bonuses, for a total of 57 credits toward satisfaction of its 106-unit obligation. This leaves an unsatisfied obligation of 47 actual units, and the possibility of being able to claim two more bonuses, a likely scenario (57+47+2=106). We estimate that, with implementation of some of the following strategies, the Borough can realistically satisfy its outstanding obligation.

Overall, we 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.

Rehabilitation Share: 39 units/credits

As our previous memo noted, on-the-ground observations and census data on substandard housing units in the Borough both indicate that there may not be the need for rehabilitation of 39 units between now and 2025. Affordable housing rule rules

¹ - 113 units per the Jacobson decision minus an employment adjustment of 7 units.

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Brian Slaugh, AICP
Michael Sullivan, AICP
Michael Hanrahan, AIA
Mary Beth Loneragan, AICP

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provide a municipality with a mechanism for reducing its Rehabilitation Obligation, which means conducting an exterior structural survey of housing units in the municipality and completing a form for each structure surveyed.

Recommendation: We recommend the Borough explore the cost of having either the Borough's construction official or a representative from Community Grants, Planning & Housing conduct a Structural Conditions Survey to document the presence or absence of housing units in need of rehabilitation.

We also recommend the Borough, as part of its ongoing communication with residents, take steps to publicize its participation in the Mercer County Housing Rehabilitation Program, and provide information on where income-qualified households may apply for funds. There is good communication on new housing opportunities on the Borough's website; adding information on the rehabilitation program would be advisable.

Unsatisfied Obligation (Prior Round and Third Round): 49 units/credits

Inclusionary Overlay Zoning: 23 units

The Westerlea apartment complex currently has 108 rental units on 8.4 acres, for a density of 12.9 units per acre. This is a relatively low density for garden apartment development. An inclusionary overlay zone would permit the owner of the complex to increase the density on the property to 18 units per acre for a potential total of 151 new units. We envision this occurring by adding additions to the existing buildings, or of demolishing and building new apartments. An earlier discussion with the landowner demonstrated that attempting to construct new buildings in between the existing buildings led to undesirable building arrangement outcomes. Of those units, 23 would need to be deed-restricted as affordable units, a set-aside of 15% of total units, which is standard for inclusionary rental projects. From what can be determined from the little rent information available, the affordable rents are only marginally lower than the market rents at the complex. The deed-restricted units could be dispersed among the older units leading to lower costs for the owner, allowing it to charge full market rents for the new units.

Recommendation: We recommend the Borough adopt an overlay zone on this property that will allow for the development of 151 total units.

Inclusionary Rezoning: 16 to 22 units

As we noted in our previous memo, aside from the overlay zoning opportunity noted at the Westerlea complex, this is the mechanism by which we believe the Borough can most easily generate affordable units, at the lowest cost. Residential construction must be

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permitted at a certain minimum density – typically six to 12 units per acre, depending on unit type. Rental apartments are usually at least 12 units per acre; townhouses at the lower densities. “Inclusionary” means that a portion of the project – minimally 15% for rental projects and 20% for for-sale projects – is set aside for low- and moderate-income households. This technique is used for vacant sites, sites that are underutilized where the density could be increased, or sites that are likely to redevelop. It does not require a financial contribution from the Borough.

Our analysis identified several sites that could be rezoned for inclusionary development. They are listed below, with sample densities, the number of total housing units the rezoning could yield, and the number of affordable units that would be generated.

Recommendation: We recommend the Borough adopt rezoning ordinances for the following properties:

- Empire Antiques, Block 24, lot 9. This is a 4.18-acre property on Monmouth Street, near the border with East Windsor. At 10 units per acre, it could generate 41 units, of which between 6 and 8 would be affordable.
- Tornquist Garage: This 1.5-acre site – Block 61.01, Lot 25 – is located toward the southwestern edge of the Borough, at the intersection of Route 33 and Grape Run Road. There is an existing building on it, but the business appears not to be operational. At 12 units per acre, this property could yield 18 units (perhaps slightly more with the addition of the point of land from the cemetery association), of which 3 or 4 would be affordable.
- 132 Maxwell Avenue: This is a vacant 25,800-square-foot lot (Block 27, Lot 38) next to St. Anthony’s church’s parking lot. The lot is currently zoned R-3, which only permits single-family residential development. Rezoning to permit townhouse development at eight to nine units per acre with an affordable housing set-aside would generate a single affordable unit.
- Former Lucas Electric: This property comprises 7.75 acres across Block 61.01, Lots 44 and 45. It is currently occupied by the Hightstown Police Department and an auto-related service business. Much of the rear of the site is vacant. Inclusionary rezoning at six units per acre could yield 45 total units, of which between 6 and 9 would be affordable. However, Board members may recall that potential site contamination was raised as a possible disqualifying factor last meeting.
- Broad and Monmouth Streets: This area includes Block 11, Lots 17.01, 17.02 and 19.01, on the north side of Monmouth Street where Broad Street dead-ends, and Block 26, Lots 27.01, 28, 29.01 and 30.01, along the west side of Broad Street, all of which lots total five acres. These properties have recently been rezoned Downtown Gateway, which permits detached single-family dwellings and

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duplexes, and apartments above commercial uses. Could this be an area where apartments by themselves be permitted?

Small Scale Development: Up to 8 units

A 2011 Habitat for Humanity presentation included in the February 2016 court submission shows the organization intended to provide as many as eight affordable units along South Academy Street.

Recommendation: We recommend the Borough engage in discussions with Habitat for Humanity to determine the potential for developing additional affordable for-sale units. This may require a municipal contribution, so we recommend the Borough evaluate available affordable housing trust funds to determine the feasibility of providing such a contribution.

Accessory Apartments: Up to 10 units

Although this program has the potential to generate up to 10% of the total obligation, or 10 units, it does require a per-unit municipal subsidy, except as noted below, of at least \$20,000 toward the creation of a moderate-income unit and at least \$25,000 toward the creation of a low-income unit. A visual survey of certain areas of the Borough revealed a number of detached garages, some of which may have the potential for addition of or conversion into apartment units.

Recommendation: with the affordable housing contribution from PRC, at least some portion of an accessory apartment program could be programmed with affordable housing trust fund money.

In addition, the draft 2016 Housing Element and Fair Share Plan indicated that there are some single-family homes in the Borough that have been converted without proper approvals into multi-family properties. While a visual survey did not provide significant evidence of this, if it is the case, the Borough may wish to offer property owners the chance to bring these units into compliance in return for allowing them to be deed-restricted and administered as affordable rentals. No municipal subsidy would be required in this case.

Recommendation: We recommend the Borough take steps to quantify the extent of these conversions and, depending on the results, develop a plan for offering property owners the opportunity to legalize the conversions in return for an affordable housing deed restriction.

A successful accessory apartment program could yield a maximum of 10 affordable units toward the Prior Round and 11 affordable units toward the Third Round.

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Special-Needs Group Homes: 4 to 8 bedrooms

Providers of group-home facilities for special-needs residents often look for existing housing units that can realistically be adapted as necessary. These facilities are licensed by the state and receive state subsidies for their residents' room and board. Credit for these facilities is by the bedroom, not by the housing unit. Typically, a provider that wants to establish a group home will ask a municipality for a subsidy toward the purchase or rehabilitation of the facility, in return for which the municipality typically requires a deed restriction. This subsidy can range from \$25,000 for rehabilitation to the full purchase price of a single-family home.

Recommendation: We recommend the Borough evaluate whether sufficient affordable housing trust funds are available to approach a group home provider or providers about establishing a new group home in the Borough.

Market-to-Affordable Program: 2 to 4 units

A municipality is permitted to satisfy up to 10 for-sale units and 10 rental units or a combined 10% of its obligation, whichever is greater, through a market-to-affordable program, through which it purchases suitable units at market prices, rehabilitates them as necessary, applies a deed restriction, and sells or rents them to income-qualified households. The municipality must dedicate at least \$25,000 to subsidize the purchase of a moderate-income unit and \$30,000 to subsidize the purchase of a low-income unit. This might be an area where Habitat for Humanity could be helpful.

Recommendation: We recommend the Borough review its affordable housing trust fund to evaluate whether sufficient funds are available to establish a market-to-affordable program.

Summary

Adding up the potential sites and programs that we have identified indicates the possible generation of affordable units from 45 to 75 units plus two more bonus credits. The low end of the scale is two short of 49 but there should be a combination of sites and programs that would meet the numbers as issued in the Jacobson decision.

MEMORANDUM

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Architecture
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To: Hightstown Planning Board
From: Brian Slaugh, PP, AICP, Borough Planner
Re: Cannabis Legislation and Land Use
Date: March 4, 2021

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On November 3, 2020, voters adopted a referendum to legalize the personal use of marijuana, or cannabis as it is called in the law. After several months of negotiations between the Governor and the Legislature, the *New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act* was signed into law on Monday, February 21, 2021. The legislation established licensing of cannabis, municipal opt out provisions, certain land use controls, levels of municipal taxation, penalties, and established a Cannabis Regulatory Commission to function much like the Alcoholic Beverage Control Division does for alcohol.

This report will concentrate on the land use and taxation effects of the bill relating to zoning considerations. There is also a glossary at the end that defines terms in the bill.

A. **License Types.** The legislation established six classes of cannabis licenses, namely:

- Class 1 – Cannabis Cultivator
- Class 2 – Cannabis Manufacturer
- Class 3 – Cannabis Wholesaler
- Class 4 – Cannabis Distributor
- Class 5 – Cannabis Retailer
- Class 6 – Cannabis Delivery Service

B. **Municipal Opt Out Ordinance.** Within 180 days of the effective date of the legislation, or August 20, 2021, a municipality may prohibit the operation of one or more license classes, except for Class 6, within its borders. If the municipal fails to enact an opt out ordinance, then the law automatically allows the uses and operations of the six license categories. If the municipality fails to act within the 180-day window, it must wait 5 years to enact such an ordinance and any establishment already up and running would be grandfathered. Not enacting an opt out ordinance would then enable the following actions to occur:

1. Any Class 1-4 and 6 licensees shall be permitted to be located in any industrial zone of the municipality;

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Michael Hannahan, AIA
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2. The selling of cannabis to consumers from a retail store will be allowed as a conditional use in all commercial zones or retail zones, subject to meeting the conditions set forth in any applicable zoning ordinance or receiving a variance from one or more of those conditions in accordance with the MLUL.
 3. The legislation does not affect the requirement for cannabis operators to otherwise obtain a site plan or conditional use approval from the Planning Board as any other use would be required.
- C. **Ordinance Considerations.** If the municipality elects to allow cannabis operations in whole or in part, it may govern the hours of operation, location, manner, number and type of cannabis licenses, provided it conforms to the law and rules of the Commission.
1. An ordinance regulating hours of operation, the manner in which the business is conducted, the number and types of licenses that would be allowed, point to the ordinance being part of the general police powers of the municipality. On the other hand, regulating the location would more typically be a function of the zoning ordinance. Certain parts of regulating the manner may also involve land use. For example, if the municipality decided to allow retail sales to consumers, it might prohibit drive-thru facilities, which would be a land use issue. It appears that more than one ordinance would be required.
 2. The ordinance may establish civil penalties for violations.
 3. A municipality may impose a separate local licensing or endorsement requirement, in addition to the State's licensing requirement, as part of its restrictions on the number of cannabis establishments, distributors or delivery services or their location, manner or times of operation. This would be similar to regulating liquor licenses.
 4. The municipality may designate cannabis consumption areas both indoors and outdoors.
- D. **Other Relevant Restrictions and allowances.**
1. Cannabis retailing is not permitted in a grocery store, delicatessen, indoor food market, or other store engaging in retail sales of food or retail sales of alcoholic beverages.
 2. A cannabis cultivator cannot operate on land that is farmland assessed.
 3. In a nod to the success of microbreweries, the legislation allows for microbusiness distributors and retailers.

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- E. **Municipal Taxation.** A big selling point for legislators is that they are convinced that the cannabis business will be a large revenue source, and the legislation shares that with municipalities.
1. A municipality may adopt an ordinance imposing a “transfer tax” on the sale of cannabis or cannabis items by a cannabis establishment that is located within the municipality.
 2. At the discretion of the municipality, up to the following tax rates may be imposed on four of the six classes of license holder.

2% of the receipts from each sale by a cannabis cultivator
2% of the receipts from each sale by a cannabis manufacturer
1% of the receipts from each sale by a cannabis wholesaler; and
2% of the receipts from each sale by a cannabis retailer
 3. A transfer tax or user tax is in addition to any other tax imposed at the point of sale.
- F. **Other Comments.** The legislation or its companion pieces (P.L. 2021, C. 19 and C. 25) also repealed the statute that permitted municipalities to prohibit underage alcohol and cannabis use on private property and liberalized the penalties for consumption.

GLOSSARY

Cannabis Consumption Area: A designated location operated by a licensed cannabis retailer or permit holder for dispensing medical cannabis, for which both a State and local endorsement has been obtained, that is either: (1) an indoor, structurally enclosed area of the cannabis retailer or permit holder that is separate from the area in which retail sales of cannabis items or the dispensing of medical cannabis occurs; or (2) an exterior structure on the same premises as the cannabis retailer or permit holder, either separate from or connected to the cannabis retailer or permit holder, at which the cannabis items or medical cannabis either obtained from the retailer or permit holder, or brought by a person to the consumption area, may be consumed.

Cannabis cultivator: Any licensed person or entity that grows, cultivates, or produces cannabis in this State, and sells, and may transport, this cannabis to other cannabis cultivators, or usable cannabis to cannabis manufacturers, cannabis wholesalers, or cannabis retailers, but not to consumers. This person or entity shall hold a Class 1 Cannabis Cultivator license.

Cannabis delivery service: Any licensed person or entity that provides courier services for consumer purchases of cannabis items and related supplies fulfilled by a cannabis

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retailer in order to make deliveries of the cannabis items and related supplies to that consumer, and which services include the ability of a consumer to purchase the cannabis items directly through the cannabis delivery service, which after presenting the purchase order to the cannabis retailer for fulfillment, is delivered to that consumer. This person or entity shall hold a Class 6 Cannabis Delivery License.

Cannabis distributor: Any licensed person or entity that transports cannabis in bulk intrastate from one licensed cannabis cultivator to another licensed cannabis cultivator, or transports cannabis items in bulk intrastate from any one class of licensed cannabis establishment to another class of licensed cannabis establishment, and may engage in the temporary storage of cannabis or cannabis items as necessary to carry out transportation activities. The person or entity shall hold a Class 4 Cannabis Distributor license.

Cannabis Establishment: A cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer.

Cannabis manufacturer: Any licensed person or entity that processes cannabis items in this State by purchasing or otherwise obtaining usable cannabis, manufacturing, preparing, and packaging cannabis items, and selling, and optionally transporting, these items to other cannabis manufactures, cannabis wholesalers, or cannabis retailers, but not to consumers. This person or entity shall hold a Class 2 Cannabis Manufacturer License.

Cannabis retailer: Any licensed person or entity that purchases or otherwise obtains usable cannabis from cannabis cultivators and cannabis items from cannabis manufacturers or cannabis wholesalers, and sells these to consumers from a retail store, and may use a cannabis delivery service or a certified cannabis handler for the off-premises delivery of cannabis items and related supplies to consumers. A cannabis retailer shall also accept consumer purchases to be fulfilled from its retail store that are presented by a cannabis delivery service which will be delivered by the cannabis delivery service to that consumer. This person or entity shall hold a Class 5 Cannabis Retailer license.

Cannabis wholesaler: Any licensed person or entity that purchases or otherwise obtains, stores, sells or otherwise transfers, and may transport, cannabis items for the purpose of resale or other transfer to either another cannabis wholesaler or to a cannabis retailer, but not to consumers. This person or entity shall hold a Class 3 Cannabis Wholesaler license.

Manufacture: The drying, processing, compounding, or conversion of usable cannabis into cannabis products or cannabis resins. "Manufacture" does not include packaging or labeling.

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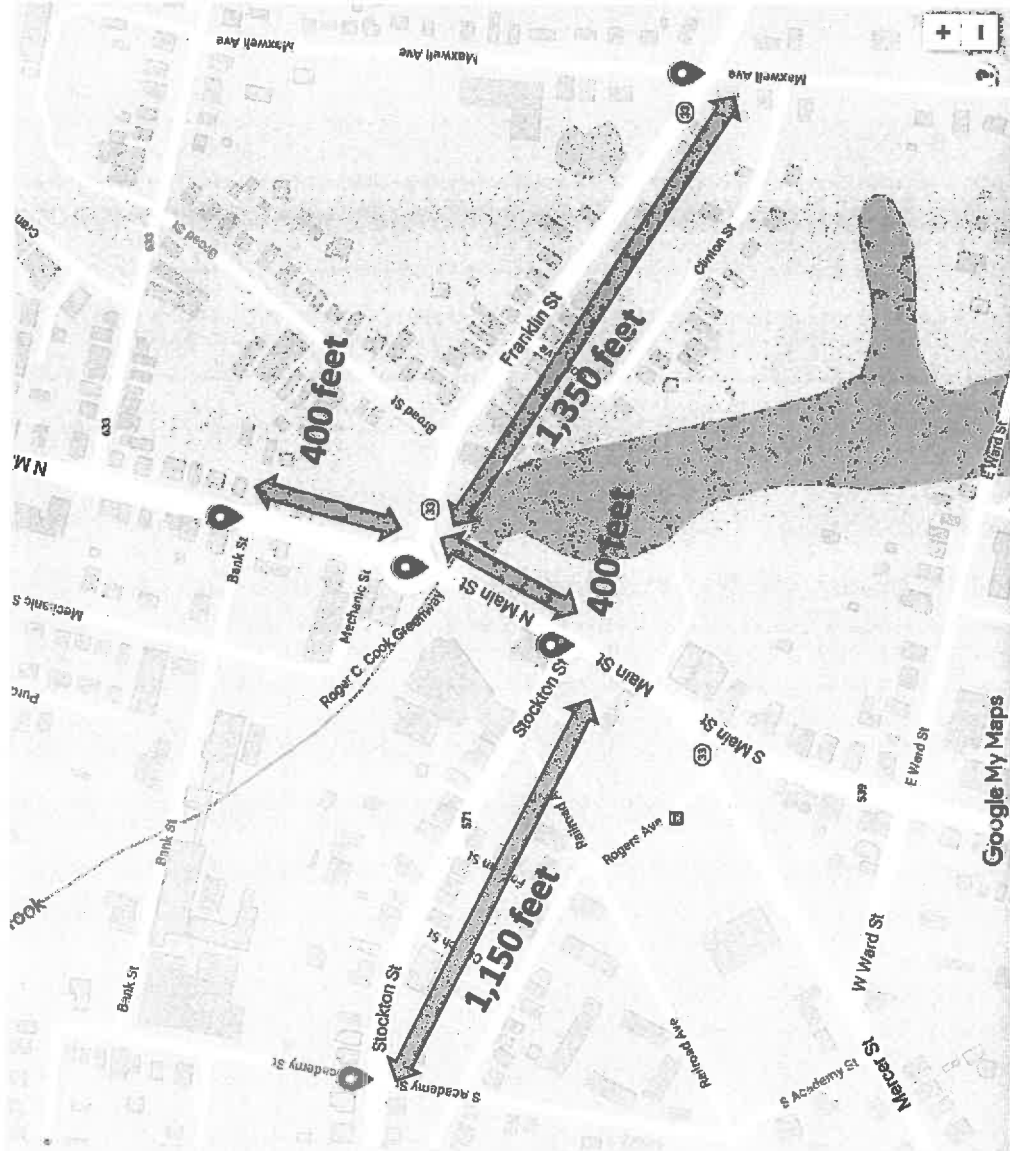
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Microbusiness: A person or entity licensed under the Act as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service that may only, with respect to its business operations, and capacity and quantity of product: (1) employ no more than 10 employees; (2) operate a cannabis establishment occupying an area of not more than 2,500 square feet, and in the case of a cannabis cultivator, grow cannabis on an area no more than 2,500 square feet measured on a horizontal plane and grow above that plane not higher than 24 feet; (3) possess no more than 1,000 cannabis plants each month, except that a cannabis distributor's possession of cannabis plants for transportation shall not be subject to this limit; (4) acquire each month, in the case of cannabis manufacturer, no more than 1,000 pounds of usable cannabis; (5) acquire for resale each month, in the case of a cannabis wholesaler, no more than 1,000 pounds of usable cannabis, or the equivalent amount in any form of manufactured cannabis product or cannabis resin, or any combination thereof; and (6) acquire for retail sale each month, in the case of a cannabis retailer, no more than 1,000 pounds of usable cannabis, or the equivalent amount in any form of manufactured cannabis product or cannabis resin, or any combination thereof.

Public place: means any place to which the public has access that is not privately owned; or any place to which the public has access where alcohol consumption is not allowed, including, but not limited to, a public street, road, thoroughfare, sidewalk, bridge, alley, plaza, park, playground, swimming pool, shopping area, public transportation facility, vehicle used for public transportation, parking lot, public library, or any other public building, structure, or area.

Traffic Analysis

- Adjacent Signalized Intersections
- Queuing projection is critical
- Backing into a roundabout disrupts circulating roadway
- Median treatments would need to be traversable by Fire/ EMS



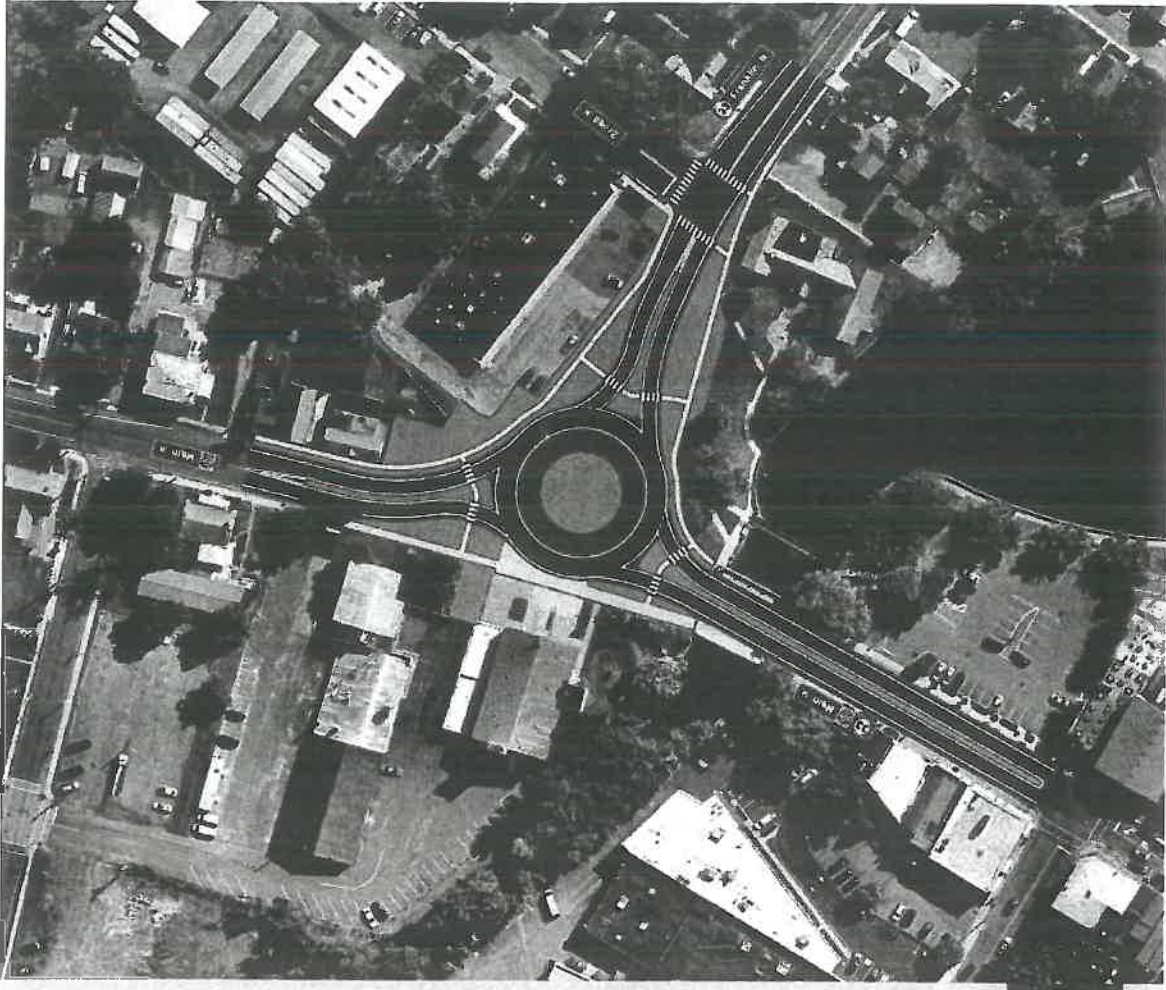
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Concept Design

- Familiar with Roundabout Planning & Design
- Traffic Analysis (at Franklin Street and at adjacent traffic signals)
- Tradeoffs of capacity and mobility
- Importance of Fire/ EMS roadway access
- Anticipate impacts



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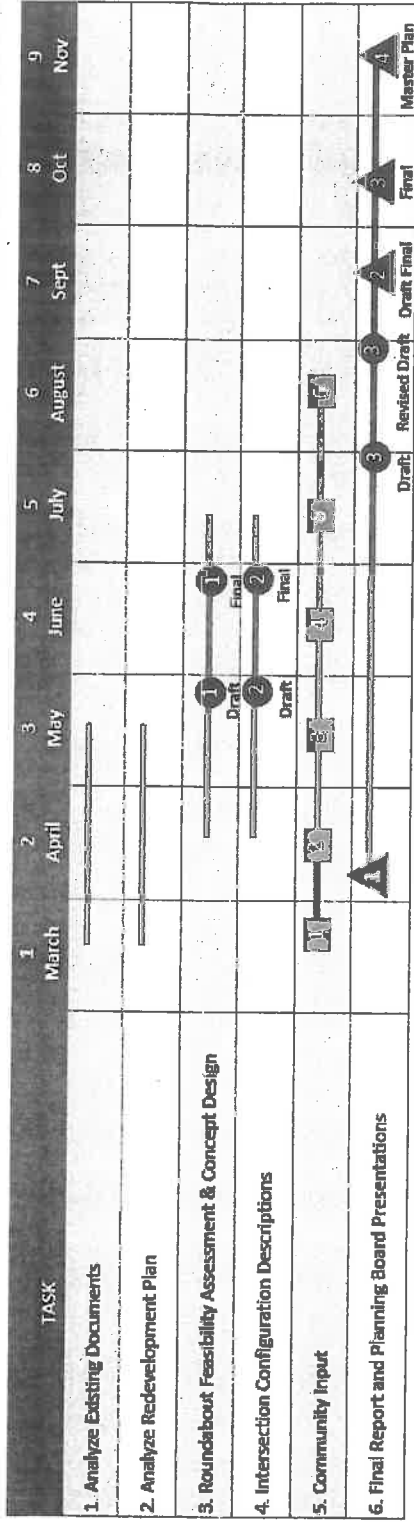


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Meeting you forward

Schedule

PROJECT TIMELINE & MILESTONES

HIGHTSTOWN REDEVELOPMENT AREA CIRCULATION STUDY



SCHEDULE OF PROJECT MEETINGS

- 1 Kick-off Meeting with Project Team
- 2 Analysis of Existing Documents and Plan Field Work
- 3 Review Field Work & Plan Community Outreach
- 4 Community Outreach and Input Gathering
- 5 Review Recommendations
- 6 Finalize Draft Plan for Presentation to Planning Board

Notes/Assumptions

- Deliverables for meetings include agenda/materials/minutes
- Monthly Progress Reports/Invoices

SCHEDULE OF KEY DELIVERABLES & PLANNING BOARD PRESENTATIONS

- 1 Roundabout Feasibility and Concept
 - 2 Intersection Descriptions [4]
 - 3 Draft/ Revised Draft Report
- 1 Planning Board presentation detailing approach
 - 2 Presentation of Draft Final Study and Concept Plan
 - 3 Presentation of Final Study and Concept Plan
 - 4 Presentation of Final Plan to Planning Board for adoption as part of Master Plan

- Deliverables include draft/final and materials
- All products to be provided in hard copy and electronic format



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