



THE BOROUGH OF HIGHTSTOWN PLANNING BOARD

156 Bank Street, Hightstown, NJ 08520
Phone: 609-490-5100 x617 Fax: 609-371-0267

PLANNING BOARD REGULAR VIRTUAL MEETING AGENDA **MONDAY, SEPTEMBER 12, 2022 - 7:30 P.M.**

www.zoom.com

Meeting ID: 860 8909 2616

Passcode: nynE2L

<https://us06web.zoom.us/j/86089092616?pwd=SlIXNkI4aEJWVkJZBL2o2NUhkV1EzQT09>

By Phone:

(929) 205-6099

Meeting ID: 860 8909 2616#

Passcode: 818561#

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.

Meeting called to order by Chairperson Beverly Asselstine

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 on the Hightstown Borough website.

Flag Salute

Roll Call – Planning Board

Approval of Agenda

Approval of Minutes May 9, 2022 – Regular Virtual Meeting

Public Comment

Public Hearing Application #2021-02 – Americana Hospitality Group –
Preliminary & Final Site Plan for parking lot

Old Business Downtown Redevelopment Area Expansion
Affordable Housing Plan

New Business

Committee and Professional Reports

Chairman and Board Member Comments

Adjourn



**THE BOROUGH OF HIGHTSTOWN
PLANNING BOARD**

REGULAR VIRTUAL MEETING MINUTES
MAY 9, 2022, 7:30 P.M.

OPEN SESSION

Bev Asselstine, Chairperson, called the meeting to order at 7:30 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, led by Ms. Asselstine

Roll Call – Planning Board

	PRESENT	ABSENT	LATE ARRIVAL
Mayor Quattrone	X		
Councilman Misiura	X		
Ms. Asselstine, Chair	X		
Ms. Jackson, Vice-Chair		X	
Mr. Laudenberger	X		
Mr. Searing	X		
Ms. Watkins	X		
Mr. Balcewicz, Alt. #1	X		
Mr. Cabot, Alt. #2	X		
Mr. Gainey	X		
Mr. Yandoli	X		

Also in attendance: Jane Davis – Planning Board Secretary, Scott Miccio – Attorney & Carmela Roberts – Engineer

Approval of Agenda

Ms. Asselstine asks for a motion to approve the Agenda as there are no revisions.

Motion made by Mr. Cabot and seconded by Mr. Balcewicz to approve the agenda for the May 9, 2022 Planning Board meeting.

Roll Call Vote: Mayor Quattrone, Mr. Misiura, Ms. Asselstine, ~~Ms. Jackson~~ (ABSENT), Mr. Laudenberger, Mr. Searing, Ms. Watkins, Mr. Balcewicz, Mr. Cabot & Mr. Yandoli. Ms. Jackson was absent. Motion passed 10-0; 1 absence.

Approval of Minutes

Ms. Asselstine asks for any comments on the meeting minutes from the regular virtual meeting on April 11, 2022. There being no comments, she asks for a motion to approve the minutes. Motion made by Mr. Balcewicz and seconded by Mr. Searing.



THE BOROUGH OF HIGHTSTOWN PLANNING BOARD

REGULAR VIRTUAL MEETING MINUTES

MAY 9, 2022, 7:30 P.M.

Roll Call Vote: Mayor Quattrone, Ms. Asselstine, ~~Ms. Jackson~~ (ABSENT), Mr. Laudenberg, Mr. Searing, Ms. Watkins, Mr. Balcewicz, Mr. Cabot & Mr. Yandoli. Mr. Gainey abstained. Ms. Jackson was absent. Motion passed 9-0; 1 abstention; 1 absence.

Public Comment

There being no members of the public in attendance of the meeting, Ms. Asselstine opens & closes public comment.

Old Business

Ordinance / Website changes – Ms. Asselstine defers to Ms. Davis for updated on the website and ordinance changes. Ms. Davis explains that she met with Mr. Miccio to discuss this topic and continued work will be done. Additional updates will be presented as progress is made.

New Business

Capital Review – Ms. Asselstine introduces Ms. Roberts to inform the Board of updates on the improvements to Hausser Ave, Bennett Place and Prospect Drive. Mr. Roberts explains that roadways and curbs will be repaired, and new sidewalks will be installed due to receiving a grant from NJDOT. Additionally new water mains will be installed on Hausser Avenue and Prospect Drive. All water service lines except for one were found to be copper. She goes on to explain the work in further detail as shown on the plans provided in the agenda packet. Ms. Roberts opens up questions for the Board. Mr. Balcewicz questions whether the water line replacement will be at the expense of the homeowner or the expense of the project. Ms. Roberts explains that has not yet been determined by Council. Mr. Misiura asks how it's determined which side of the street the new sidewalk will be installed on. Ms. Roberts explains that it's dependent on the existing conditions of the property that would cause the least disturbance. Mr. Misiura also notes that it would be helpful to include a key map on future drawings. Mayor Quattrone notes that the driveways on the west side of Hausser are shallow and should be looked at further. Ms. Asselstine echoes the sentiment. Mr. Miccio confirms that there is no formal action required from the Planning Board, only consideration of any comments. Ms. Asselstine asks if there will be any new road signage. Ms. Roberts states that there will be all new signage installed. Ms. Asselstine asks for a "Children at Play" or the like to be considered for the entry points to that neighborhood.

Committee and Professional Reports

Ms. Asselstine asks for any new committee or professional reports.



THE BOROUGH OF HIGHTSTOWN PLANNING BOARD

REGULAR VIRTUAL MEETING MINUTES

MAY 9, 2022, 7:30 P.M.

Ms. Roberts – Ms. Roberts gives an overview of the lead service law. Every lead service line in the state will need to be replaced within the next 10 years. 10% of the lead service lines need to be replaced each year and by 2031 there will be no more lead service lines in the state. Lead service is described as any lead or galvanized pipe from the main to the house. The Borough is currently completing a lead service line inventory and map. The DEP wants to know where the lead service lines are in the road and behind the curb. The borough is obligated to ensure both the curb side and the house side are replaced and the Council is discussing financial options. The latest grant received for the neighborhood of Meadow Drive, Clover Lane & Orchard Avenue all have copper service lines. The Borough is required to notify anyone who has a galvanized or lead service line.

Mr. Miccio – Nothing additional to report.

Chairman and Board Member Comments

Ms. Asselstine – Reminds members to submit their annual financial disclosure statements.

Historic Preservation Committee – Mr. Cabot reports that the historic banners have all been rehung. The Civil War monument is being refreshed with new plantings and mulch. 3PRCLLC has been working with the HPC to salvage some of the architectural details from the Willis House.

Complete Streets Committee – Ms. Asselstine briefly updates that there has been a report created identifying crosswalks and intersections that need to be repainted. 7 of the intersections will be taken care of by Mercer County. The remaining crosswalks will be taken care of by the Borough's Public Works. There will be a booth at the Harvest Fair to give out updates in regard to traffic calming measures and projects in relation to the Master Plan. Mr. Balcewicz suggests including bicycle safety information.

No additional committee reports. Ms. Asselstine asks for any comments. She continues that there are several applications that are incomplete or being reviewed. Ms. Davis gives a brief update on the pending submitted applications.

There being no further business, Ms. Asselstine asks for a motion to adjourn. Motion made by Mr. Laudemberger & seconded by Mr. Gainey. All ayes. Meeting adjourned at 8:16 PM.

Submitted by:

Jane Davis, Planning Board Secretary

RECEIVED

JUL 21 2022

Borough of Hightstown

BOROUGH OF HIGHTSTOWN
156 BANK STREET
HIGHTSTOWN, NJ 08520
609-490-5100, ext. 617

PLANNING BOARD APPLICATION

The applicant must submit 21 copies of the completed application and plans; see checklist for sizes.

The application, with supporting documentation, must be filed with the Planning Board Secretary no less than 31 days prior to the meeting at which the application is to be considered.

NOTE: Some applications may be subject to additional fees, please refer to Chapter 26, Section 10, "Land Use" in the Revised General Ordinances of the Borough of Hightstown

RE-SUBMISSION To be completed by Borough Staff

Dated Filed: JULY 21, 2022 Application Number: #2021-02

Application Fees: Escrow Deposit:

Scheduled for:

Review for Completeness: BEFORE SEPTEMBER 4, 2022

Hearing Date: *SEPTEMBER 12, 2022*

1. APPLICANT

Name: Katsifis Family LLC
Address: 359 US Route 130 North
East Windsor, NJ 08520
Telephone: 609-273-6406
Fax: 609-371-8361
E-mail:

Mailing Address: same as above

Applicant is a: [] Corporation [] Partnership [] Individual [X] Limited Liability Co.

Corporations must be represented by an attorney

Attorney's Name: Mark S. Shane, Esq.
Address: Shane and White LLC
1676 Rt. 27
Edison, NJ 08817
Telephone: 732-819-9100

If the applicant is a corporation or partnership, please attach a list of the names and address of all persons having a 10% interest or more in the corporation or partnership.

2. The relationship of the Applicant to the property in question is:

[] Owner [X] Lessee [] Purchaser (under contract) [] Other, specify

3. If owner is other than applicant, provide the following information:

Owner: Borough of Hightstown
Owner's Address: 148 N. Main Street
Hightstown, NJ 08520
Telephone: 609-490-5100

4. Type of Application (check all that apply)

- A. SITE PLAN
 Waiver Preliminary Final
 Amendment to an Approved Site Plan
- B. MINOR SUBDIVISION
 Preliminary Final
Number of lots to be created including remainder lot _____
- C. MAJOR SUBDIVISION
 Preliminary Final
Number of lots to be created including remainder lot _____
- D. VARIANCE
 Hardship Use Substantial Benefit
Section(s) of Ordinance from which a variance is requested:

- E. Conditional Use
F. Conceptual Review
G. Appeal decision of an Administrative Officer
H. Interpretation of Map or Ordinance
I. Other

Please specify: Applicant seeks a modification of the stormwater collection process to comply with the Municipality requirements. Lighting has been installed and will need to be approved. Amended Final Site Plan: 1) Reconfigured Island within the parking lot to save the existing 36" maple tree. The island allowed the existing transformer which services the diner to remain. 2) Minor circulation change due to the reconfigured island. Relocation of the dumpsters, added planting and relocated handicapped parking. Applicant will seek a design waiver for the Parking Stall size.

5. Explain in detail the exact nature of application: See item 4I above. Client is seeking to develop the property adjacent to the Americana for offices and H-C uses.

6. Waivers requested of Development Standards and/or Checklist Requirements: None.

7. Subject PROPERTY

A. Address: _____

B. Block 7 Lot(s) 40.02 & 41

C. Zoning District R-3

D. Is the subject located on a:

County Road State Road

Within 200 feet of a Municipal Boundary

E. Use of Property:

Existing: for parking

Proposed: _____

F. Are there any existing or proposed deed restrictions, easements, right-of-ways or other dedication? NO YES (Attach Copies)

G. List all maps and other exhibits accompanying this application.

Set of plans consisting of cover sheet, existing conditions sheet, 200' surrounding areas plan, overall plan, geometry plan, grading and utility plan, landscaping plan, lighting plan, soil erosion & sediment control plan, woodlands management plan, utility profile and detail sheets.

8. Applicant's PROFESSIONALS

A. ENGINEER Menlo Engineering Associates Inc

Address 261 Cleveland Avenue

Highland Park, NJ 08904

Telephone 732-846-8585

Email _____

Fax _____

B. PLANNING CONSULTANT _____

Address _____

Telephone _____

Email _____
Fax _____

C. TRAFFIC ENGINEER _____

Address _____

Telephone _____

Email _____

Fax _____

D. ARCHITECT _____

Address _____

Telephone _____

Email _____

Fax _____

E. List any other expert who will submit a report or who will testify for the Applicant.

Name: _____

Field of Expertise: _____

Address _____

Telephone _____

Email _____

Fax _____

9. The Applicant hereby requests that copies of the reports of the professional staff reviewing the application be provided to the following of the Applicant's professionals:

APPLICANT'S PROFESSIONALS

REPORTS NEEDED

Menlo Engineering Associates Inc

261 Cleveland Avenue

Highland Park, NJ 08904

732-846-8585

10. Certification from the Tax Collector that all taxes, water, sewer rents due on the subject property have been paid is provided.
11. Attach a copy of the Notice that will appear in the official newspaper of the municipality and that will be mailed to owners of all real property, as shown on the current tax duplicate, located within 200 feet in all directions of the property which is subject of this application. The Notice must specify the sections of the Ordinance from which relief is sought, if applicable.

THE PUBLICATION AND SERVICE OF THE AFFECTED OWNERS MUST BE ACCOMPLISHED AT LEAST 10 DAYS PRIOR TO THE DATE SCHEDULED BY THE ADMINISTRATIVE OFFICER FOR THE HEARING.

**CERTIFICATION OF OWNERSHIP OF APPLICANT
AS REQUIRED BY NEW JERSEY LAW
(P.L. 1997, CHAPTER 336)**

Listed below are the names and addresses of all owners having ten percent (10%) or more of the stock / interest* in the undersigned applicant corporation / partnership

NAME	ADDRESS
1. Constantine Katsifis	359 US Route 130 North, East Windsor, NJ 08520
2. Chris Katsifis	359 US Route 130 North, East Windsor, NJ 08520
3. Athena Toto	1 Jefferson Way, New Egypt, NJ 08533
4.	
5.	
6.	
7.	
8.	
9.	
10.	

* Where corporations / partnerships own ten percent (10%) or more of the stock / interest in the undersigned or in another corporation / partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders / individual partners exceeding the ten percent (10%) ownership criterion have been listed.



Signature of Officer / Partner	Date
Constantine Katsifis	
*Katsifis Family LLC	
Name of Applicant Corporation Partnership	

TO BE COMPLETED BY TITLE INSURANCE COMPANY OR N.J. ATTORNEY AT LAW

CERTIFICATE OF TITLE

Gentlemen:

I hereby certify that according to the records in the County Clerk's Office of

_____ /
County of Mercer, the owner of record in fee simple of the following
described premises, by deed dated (See Attached Deeds) and recorded in Deed Book
_____ at Page _____, and that
the owner has _____ not sold, assigned, or in
any way disposed of their _____ rights
in said lands so far as the records of said County reveal.

DESCRIPTION

IN WITNESS WHEREOF, I have hereunto placed
my hand and seal this _____ day of
_____, 20 ____.



Signature

1676 Rt 27, Edison, NJ 08817
Address

East Windsor
Municipality

RECEIVED

SEP 02 2022

**Borough of
Hightstown**

**NOTICE OF HEARING
PLANNING BOARD OF
THE BOROUGH OF HIGHTSTOWN**

NOTICE is hereby given that the Planning Board of the Borough of Hightstown, located at 156 Bank Street, Hightstown, Mercer County, New Jersey, will hold a public meeting via ZOOM (Meeting ID: 860 8909 2616; Passcode: nynE2L) on September 12th, 2022, at or about 7:30 p.m. in order to hear the application of Katsifis Family, LLC, located at 359 US Route 130 North, East Windsor, New Jersey, concerning premises known as Block 7, Lot 40.02 & 41 on the tax maps of the Borough of Hightstown, County of Mercer and State of New Jersey. You may appear either on your own behalf or by agent or attorney and present any statements in support of or in objection to the application.

The applicant seeks to develop the property adjacent to the Americana Kitchen and Bar located in Hightstown, New Jersey in order to amend the previously approved final site plan to modify the lighting and the stormwater collection to comply with the municipal requirement. In addition, the applicant has reconfigured the island within the parking lot to save the existing 36" maple tree. A variance for impervious conveyance will be requested as well as a design waiver for the Parking Stall size. The island will allow the existing transformer for the building to remain. There were also minor traffic circulation changes and a relocation of the dumpsters, added plantings and a relocated handicapped parking.

The applicant seeks to utilize the parking on the Hightstown Borough property for the project. The applicant is seeking to use the Hightstown Borough property for parking for the entire project, including the existing restaurant. The premises are located in the R-3 residential zone. The applicant shall seek any and all variances and waivers, including but not limited to

those set forth above, and any additional variances or waivers which the Board may deem necessary and appropriate.

All documents relating to this application may be inspected by the public between the hours of 8:30 a.m. and 4:30 p.m., Monday thru Friday, in the office of the Planning Board in the Municipal Building.

By: Mark S. Shane
Attorney for Katsifis Family, LLC