

HILLSBOROUGH TOWNSHIP PLANNING BOARD

PUBLIC MEETING MINUTES

February 01, 2018

Chairman, Shawn Lipani called the Planning Board Public Meeting of February 01, 2018 to order at 7:34 p.m. All stood for the Pledge of Allegiance. The meeting took place in the Courtroom of the Hillsborough Township Municipal complex.

Chairman Lipani announced the meeting had been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975 ("Sunshine Law").

ROLL CALL

Committeeman Carl Suraci - Present

Robert Wagner, Jr. - Present

Committeeman Frank DelCore - Present

Robert Peason - Absent

Stephanie Forrest - Present

Neil Julian, Vice Chairman - Present

Sally Becorena - Absent

Shawn Lipani, Chairman - Present

Kenneth Hesthag, Secretary - Present

Ron Skobo (Alt. #1) - Absent

Sam Weinstein (Alt. #2) - Present

Also present: David K. Maski, PP, AICP, Planning Director; Eric Bernstein, Esq., Board Attorney (Eric M. Bernstein & Associates); William H.R. White, III, PE, CME, Board Engineer (Maser Consulting P.A.); Lucille Grozinski, CCR, Board Court Reporter; and Caz Bielen, Board Videographer (Premier Media, LLC).

DISPOSITION OF MINUTES

- December 14, 2017

A motion to approve was made by Mr. Wagner, seconded by Vice Chairman Julian.

Roll Call: Mr. Wagner - yes; Vice Chairman Julian - yes; Committeeman Suraci - yes; Chairman Lipani - yes. Motion carries.

- January 11, 2018 - Reorganization Meeting

Committeeman Suraci congratulated Mr. Lipani on being elected the 2018 Chairman.

A motion to approve was made by Mr. Weinstein; seconded by Committeeman Suraci.

Roll Call: Mr. Wagner - yes; Mr. Hesthag - yes; Mr. Weinstein - yes; Vice Chairman Julian - yes; Committeeman DelCore - yes; Committeeman Suraci - yes. Motion carries.

- January 11, 2018 - Regular Meeting

A motion to approve was made by Committeeman DelCore, seconded by Committeeman Suraci.

Roll Call: Mr. Wagner - yes; Mr. Hesthag - yes; Mr. Weinstein - yes; Vice Chairman Julian - yes; Committeeman DelCore - yes; Committeeman Suraci - yes. Motion carries.

DISPOSITION OF RESOLUTIONS

None

PLANNING BOARD BUSINESS

- Appointment of Master Plan Subcommittee

Chairman Lipani appointed Committeeman Suraci; Committeeman DelCore; Vice Chairman Julian; and Mr. Peason as the Alternate, to join him on the 2018 Master Plan Subcommittee.

Mr. Maski informed Chairman Lipani that the Board is required to file a Master Plan Re-examination Report by October. He said the Master Plan Subcommittee will be involved in the process.

- Hillsborough Estates Homeowners Association, LLC - File 17-PB-09-MS - Extension through 03-31-18

Mr. Bernstein noted this application was approved by the Board in the Fall of 2017, subject to updated engineering and related documents, which have not yet been completed.

A motion to approve was made by Mr. Hesthag, seconded by Vice Chairman Julian.

Roll Call: Ms. Forrest - yes; Mr. Wagner - yes; Mr. Hesthag - yes; Mr. Weinstein - yes; Vice Chairman Julian - yes; Committeeman DelCore - yes; Committeeman Suraci - yes; Chairman Lipani - yes. Motion carries.

SPECIAL COMMITTEE REPORTS

None

BUSINESS FROM THE FLOOR

None

CONSIDERATION OF ORDINANCES

None

PUBLIC HEARING - SUBDIVISION/SITE PLAN APPLICATIONS

- **Hillsborough Gardens Associates, LLC - (Clubhouse)** - 17-PB-14-MSP - Block 153.16, Lot 1 - Farm Road. Applicant seeking preliminary and final major site plan approval (update if variances) to construct an approximately 2,900 sf. building, and sidewalk and access driveway consisting of approximately 1,050 sf. to be used for the Hillsborough Gardens Community, to contain a recreation component, laundry facility, and rental office, for property located in the PD, Planned Development Zoning District. (EC Reviewed: 12-18-17)

Peter Klouser, Esq. of Heilbrunn Pape, LLC, representing the applicant, said the preliminary and final site plan is for the existing residential community, which has been in existence since the 1970's. The purpose is to create a clubhouse and common area with rental office, laundry facilities, and exercise equipment. The facilities would be for residents only. No variances are proposed nor have been identified in the professionals' reports.

Fred Mosesman was sworn in. Mr. Mosesman said he is the Project Manager and representative for Hillsborough Gardens. He said they are looking to eliminate six (6) laundry rooms that are non-handicap accessible, that are located in the basements of buildings throughout the community. They are looking to build a facility that is handicap accessible with laundry room, exercise room, and small lobby for the residents and an office for the rental agent. Mr. Mosesman said the laundry room will be designed by a professional laundry management company. It is expected there will be twelve washers and twelve dryers.

Mr. Mosesman confirmed the laundry facilities would be for the residents only. The existing laundry areas will not be converted to livable space.

Chairman Lipani asked if the facility is a single-story building.

Mr. Mosesman said it is.

Chairman Lipani asked how the residents will have access to the facility.

Mr. Mosesman said they plan to give the residents a key fob to have access during certain hours. The facility will be monitored by video. It will not be a 24-hour facility.

Mr. Wagner asked what will happen to the existing facilities.

Mr. Mosesman said all of the laundry facilities will be closed up and no longer used. The existing facilities will be vacant space.

Mr. Maski said any re-use of that space may require Board approval.

Mr. Klouser said that is understood.

Mr. Maski asked how many laundry facilities there are currently throughout the buildings.

Mr. Mosesman said there are seventeen of each spread throughout six buildings. He said there is efficiency when you put them all together. The existing facilities have approximately fourteen steps to go down into the basement.

Mr. Hesthag commented that having a facility that is handicap accessible is beneficial but having it in one building could make it longer of a walk for some to access.

Mr. Mosesman agreed.

Open to the public.

Paul Wargo - 26 Farm Road

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- Mr. Wargo asked where the new facility will be located.

The Board advised Mr. Wargo those details will be addressed by another witness.

Michael Pucci, PE, PP of Chester Ploussas Lisowsky, was sworn in, gave his credentials, was accepted by the Board, and gave the following testimony:

Exhibits:

A-1 "Title Survey for Hillsborough Gardens - Section 1"

A-2 "Overall Site Plan - Hillsborough Gardens"

A-3 Partially Colorized "Site & Grading Plan, Hillsborough Gardens"

Mr. Pucci showed the location of the subject property using Exhibit A-1. He said the site is located on Farm Road; is approximately 16.4 acres; and known as "Hillsborough Gardens". There are a number of buildings on-site, with 268 units in total. Within the existing buildings, there are parking lots and green space. Mr. Pucci identified the proposed areas for the new facility, located on what is now green space.

Mr. Pucci identified Cardinal Lane on the map for the benefit of a member of the public, Mr. Wargo.

Mr. Pucci said Exhibit A-2 is the third sheet of the plan set for the application. Detailed topographic information has been obtained for the site, at the request of the Township's Planner and Engineer. Exhibit A-3 is an enlarged section of the fourth sheet of the setplan, shows a colorized section where the proposed building will be located. In that area, there is an existing sidewalk extension to the South of Building #4, which runs out to the parking lot. A piece of that sidewalk will need to come out to allow for the proposed approximate 2,900 sf. building, that will take up a portion of what is now green space. The building itself will be described by another witness.

Mr. Pucci said in conjunction with putting the footprint in that area, they are proposing other site improvements. At the end of the parking lot to the North (front) of Building #4, there will be an access drive to the back corner of the building for storage of materials used on the site for maintenance purposes. The sidewalk in the front of that building will be extended, but the existing sidewalk will be torn out and replaced to make it compliant with ADA standards. The existing parking lot in front of that building will be restriped. The elevations are within grade and the slopes are not in excess of handicap standards, but the curb will need to be taken out. The sidewalk and curb in front of that building will be replaced so that both accesses into the building are ADA compliant.

Mr. Pucci said there is an existing sanitary sewer line underneath the area of the new building. The matter has been discussed with the HTMUA. The decision was to re-route the sanitary sewer line around the building since there is adequate slope to do so. There is no easement over the existing pipe. Mr. Pucci said if an easement is necessary; it will be provided for the relocated pipe. A "will serve" letter has been obtained from the HTMUA but a commitment will not be made until a formal application has been made. A "will serve" letter has also been obtained from New Jersey American Water. There is an existing waterline in Farm Road. Mr. Pucci said the plan is to trench in the parking lot all the way out to Farm Road to get water service to the building. There is water service currently available but since it is uncertain it would be sufficient to handle the water for this facility, a new line will be brought in.

Mr. Pucci said with regards to stormwater, currently the subject area is a vacant lot. The parking lot of Building #5 either drains to Farm Road or to the easement where the high tension wires are located. There is a storm drainage pipe within the high tension wires that eventually drains off to the South. Mr. Pucci said the proposed 2,900 sf. building with sidewalk and access drive, comes to 3,950 sf., just under 1/10 of an acre. This project is not "major" and is not required to be governed by the stormwater management regulations of the State. An application has been submitted to the DRCC, and also determined this project is "exempt". Mr. Pucci said the stormwater will be handled by placing roof liters to discharge onto the surface, to flow in the general direction it currently runs today. The application has also been submitted to the SCPB, and has been approved since there is no impact to any County facilities.

Mr. Pucci explained there is one change on the plan (A-3) from the plan set submitted. He said the Environmental Commission, as well as the Township Engineer, asked for landscaping. The Township Engineer also requested shade trees. A draft Landscaping Plan was submitted to the Environmental Commission for review. The plan was also submitted to the Board for comment. Exhibit A-3 shows the landscaping plan applied to the proposed site plan. There is currently only one existing tree between Buildings #4 and #5. Two Evergreen and two deciduous foundation trees, as well as ornamental landscaping are proposed.

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Mr. Klouser said the Engineer requested to have spot grades done to confirm the stormwater management.

Mr. Pucci said it will be taken care of.

Mr. Pucci addressed lighting. He said there are no light poles out in the parking lots. All of the lighting is handled by exterior lighting wall packs that are secured to the eaves of the second floor of the buildings. He said there is one on the corner of Building #6 that aims out towards the subject area; and there is one on the North face of Building #4 that lights the front parking lot. There is also a light on the end of Building #5, where the fire was, that aims to the West. Mr. Pucci said where the new building is to be placed is not in line with any of the existing lights and where they cast illumination and will not impact the existing lights. Mr. Pucci said the project Architect will address the decorative lighting.

Mr. Maski asked for further explanation of pedestrian access from Building #4 and the parking lot.

Mr. Pucci said residents would have to walk all the way around the building to get to the access.

Mr. Maski asked what would prevent someone from taking a short-cut; crossing over the maintenance driveway to the front door.

Mr. Pucci said the tree placement is proposed to prohibit that but if the Board prefers, the trees can be located further apart to allow for sidewalk.

Mr. Maski said the driveway will access the maintenance portion of the building with a garage bay door. He asked if there would be a safety issue with adding sidewalk in that area due to the access driveway.

Mr. Pucci said the answer should come from the Applicant as to how the maintenance room will be used, and how frequently.

Mr. Mosesman was brought back up to address the questions. He stated there would probably be no more than two truck stops per week, mainly for bulky items such as appliances that are difficult to carry.

Mr. Maski asked if this building would have deliveries and house ground maintenance equipment.

Mr. Mosesman said the building would be used primarily for storage of items too bulky to carry down stairs. He said there is a maintenance facility in the basement of one of the other buildings. That facility is right off the parking lot.

Mr. Maski asked Mr. White if he had a preference whether or not to add an additional sidewalk area.

Mr. White said the trips are infrequent.

Mr. Maski said the driveway would need to be adequately marked and the landscaping would have to be spaced to accommodate the sidewalk.

Mr. Mosesman said sidewalks are proposed where they are needed.

Mr. Maski requested the Applicant be proactive by providing additional sidewalk along the building.

Committeeman DelCore asked if there is access from the back of the building.

Mr. Mosesman said there is not an access into the building from the back.

Chairman Lipani suggested running the sidewalk adjacent to the south wall rather than the north wall.

Mr. Pucci said that would be too close to the building.

Vice Chairman Julian asked for further explanation of the impervious coverage for the site.

Mr. Pucci said there is no restriction within the Township's ordinance that restricts impervious coverage in the PD Zone. He said the Environmental Commission asked that the existing impervious coverage be calculated. In response, the Title Survey was used to calculate the impervious coverage within the 16.4 acres. The total came to about 380,000 sf. of existing impervious surface. Adding the proposed 3,950 sf.

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yields an increase to the existing of about ½ percent. However, there is no limitation as to what that number can be. The impervious coverage will go from 53.16% to 53.71%.

Secretary Hesthag asked if there is any safety concern with not having access on the back of the building.

Mr. Pucci said there will be two access doors at the front of the building and one egress door on the south wall, or right of the building. He said the Architect will describe the layout of the buildings and the doorways.

Mr. Klouser said the building would be built according with the Fire Code. He said the Fire Marshal provided a memo stating he had no issue with the application.

No questions from the public for this witness.

Steven Radosti, AIA, of Perez & Radosti Associates, P.C. was sworn in, stated his credentials, was accepted by the Board, and gave the following testimony:

Exhibit:

A-4 Sheet CS-2 "Proposed Floor Plan and Exterior Elevations"

Mr. Radosti stated the exhibit is a colorized version of the plan submitted with the application, with a few small changes. He said the proposed building is a one-story 2,931 sf. Clubhouse building. The building would match the materials, colors and finishes of the existing buildings. The proposed building has a brick water table course; white colored double-hung windows that would coordinate with the existing buildings; red to burgundy trim at the front doors, building accessories, and shutters; tan to cream colored siding; faux cedar shakes in an off-white color; and various white to off-white colored trim throughout the building.

Mr. Radosti pointed out the main entrance on the display. He said upon entering, there will be a foyer with a skylight above. Two leasing offices will be located on the right-hand side. A multi-purpose room is located straight off the lobby, with a kitchenette for use by the residents. Two restrooms will be accessible off of that space, as well as a generator closet.

Mr. Radosti explained there will be a separate entrance off of the laundry room. The laundry room will have commercial washers and dryers; the quantity has not yet been determined. There will be a separate toilet facility off the laundry room. The exercise room with vaulted ceilings will be accessible off the laundry room. The overhead door for maintenance area use is on the side of the building. All exterior finished will follow around the building.

Mr. Radosti noted the changes to the plan. He said shutters have been added for interest. A 2 sf. non-illuminated metal sign has been added to read "Leasing Office" to identify the office. Decorative LED, low wattage wall sconces have been provided throughout the facades of the building to give the building a residential look.

Mr. Radosti said the building would meet the *International Building Code, New Jersey Edition, 2015*, which is the current Code in the State. There are double doors in the front and one means of egress on the side. There will be a separate egress door off the maintenance room, for a total of four separate single or double doors throughout the building, in addition to the overhead door.

Committeeman DelCore said other than the front doors, the other doors would be designated for "Emergency Only".

Mr. Radosti said the entrance door in the maintenance area would only be used for employees; the other doors would be for emergency egress.

Chairman Lipani asked Mr. White if the lighting proposed is adequate.

Mr. White said a lighting plan has not been provided. The development was built in the 70's; the ordinance was different back then but is likely not adequate. He said the area around the parking lot will need to be well lit and in accordance with the ordinance.

Mr. Maski said the Board could require a lighting plan as a condition of approval, to meet the satisfaction of the Board's Engineer.

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Mr. Klouser suggested Mr. Pucci would be able to testify as to what could be provided with the lighting.

Mr. Maski asked how late the building will be open.

Mr. Pucci said the exact hours have not yet been determined but will probably be open until 9 or 10pm.

No questions from the public for Mr. Radosti.

Gary Dean, PE, PP of Dolan & Dean Consulting Engineers, LLC, was sworn, accepted by the Board, and gave the following testimony:

Mr. Dean said the proposal is simply displacing the function the existing basement laundry rooms serve to now concentrate it in one location. Board Staff raised the question as to whether or not the change would have an impact on parking, for those residents who elect to drive rather than carry their laundry to the building.

Mr. Dean said they took several samples of parking at six different occasions, to include Saturday weekdays and weekday evenings. He said they focused on the parking fields off of Buildings #4 and #5. Mr. Dolan said they found at the time when there was the least amount of parking, there were still 27 spaces available. He said testimony from Mr. Mosesman was that there will only be 24 appliances so the conclusion is there will be sufficient parking for the proposed facility at the times residents will be doing laundry. Mr. Dean stated that was the only area he was asked to address for this application.

Mr. Maski said Mr. Dean's report noted there were 11 pieces of construction equipment in the parking area of Building #5. He asked Mr. Dean for further information about the construction equipment. Mr. Dean said the equipment was temporarily stored there. He said the equipment moved, depending on the day his firm was out to the site. The spaces would otherwise be available for the residents.

Vice Chairman Julian commented that residents could use the building to work out and to do laundry separately.

Mr. Dean agreed the building could be used for multiple uses.

Committeeman DelCore asked if there will be handicap parking.

Mr. Dean said there will be a net loss of one parking space. The building will be handicap accessible. There is a row of parking spaces along the northern side of the building. Three of those spaces will be converted into two ADA spaces for the building.

No other questions for Mr. Dean.

Mr. Klouser brought Mr. Pucci back to address the lighting.

Mr. Pucci said there are no light on poles in front of the building. He said there are no details known about the existing fixtures on the buildings that currently illuminate the lots. He suggested a condition of approval, that once the building has been constructed with the wall sconces Mr. Radosti testified to, and are in place and operational; if they provide adequate light for the proposed sidewalk system, to the satisfaction of the Board's professionals, the lighting would have been addressed. If however, the lighting is not adequate, the Applicant would be required to provide additional lighting. He said typically the lighting would be ½ a foot candle for residential lighting, but it may be determined that the lighting would need to provide more of a commercial lighting.

Chairman Lipani suggested the lighting should be addressed prior to construction.

Mr. Klouser said the lighting details would be provided and that they could work with the Board's professional to make sure the lighting is to the professionals' satisfaction.

Mr. Pucci said providing details for the new lighting is not difficult. He said the issue is that they do not know the details of the existing lighting. If the issue is how the parking lot and handicap areas will be lit, the Architect can provide the details as to what fixtures have been chosen, to the satisfaction of the Board's professionals.

Chairman Lipani confirmed that is what the Board is looking for.

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Mr. Klouser stated he had no other witnesses, but that the witnesses remain open for questions.

Committeeman Suraci asked Mr. Bernstein if the application generates an affordable housing obligation.

Mr. Bernstein said because the use of the building is non-residential, although in a residential community, he believes it would not generate an affordable housing obligation, unless the "to be emptied" space is used for residential use. Should that be the case, then (a) the Applicant would need to come back for approval; and (b) there would be an affordable housing component.

Secretary Hesthag asked if the Clubhouse will be locked every night and unlocked in the morning.

Testimony indicated access would be by way of a key fob.

Mr. Weinstein asked if there will be Staff on hand to operate the building.

Mr. Klouser said a leasing agent will be in the building, as well as maintenance personnel.

Chairman Lipani asked if the intent for having a kitchenette is to provide accommodations for parties.

Mr. Mosesman said the kitchenette will only have a microwave for heating up coffee, and a small refrigerator for bottled water. It will not have any major appliances, and there is no intension for renting it out.

No questions from the public.

Close public

Chairman Lipani called for a motion. He said there was discussion on putting a sidewalk on the other side of the building where the maintenance entrance is located. There was also discussion about submission of a landscaping plan.

Mr. Maski added, the options are to leave the plan "as is" and have the residents walk around the building; a second option is to cross the maintenance drive and move landscaping over to accommodate a sidewalk on the north side; or option three, to provide a second sidewalk on the south side of the building, albeit somewhat close to the other sidewalk.

Chairman Lipani spoke in favor of having the sidewalk on the north side of the building, next to Building #4, rather than having to walk completely around the building.

Chairman Lipani asked to have a motion, with that option for the sidewalk, and with the approval of Mr. White on the lighting.

Mr. Maski emphasized that any repurposing of the vacated space, if outside of an acceptable use, would require the Applicant to come back before the Board for approval for either site plan approval and/or a variance.

Committeeman DelCore asked if the Applicant was willing to do any of the options for the sidewalk.

Chairman Lipani stated the testimony was that the Applicant would comply as a condition of approval.

A motion to approve, as stated, was made by Committeeman DelCore, seconded by _____.

Roll Call: Ms. Forrest – yes; Mr. Wagner – yes; Mr. Hesthag – yes; Mr. Weinstein – yes; Vice Chairman Julian – yes; Committeeman DelCore – yes; Committeeman Suraci – yes; Chairman Lipani – yes. Motion carries.

CORRESPONDENCE

- 2017 Board of Adjustment Annual Report – Approved 01-17-18
- Yannuzzi Group Inc. – File 16-PB-11-SRV- LSRP Report dated 12-11-17

Chairman Lipani said the next meeting scheduled for February 8.

Mr. Maski informed the Board there is no business scheduled to the meeting on the 8th but that the Capital Planning Committee presentation is scheduled for the 22nd.

Mr. Bernstein added there will also be review of an ordinance.

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A motion to cancel the meeting of February 8, 2018 was made and seconded. All were in favor, none opposed; motion carries.

ADJOURNMENT

A motion to adjourn was made by Committeeman Suraci, seconded by Ms. Forrest. All were in favor; motion carries.

The meeting was adjourned at 8:32pm.

*Submitted by:
Debora Padgett
Administrative Assistant / Planning Board Clerk*

Approved