

## HUNTERDON COUNTY PLANNING BOARD

### Minutes - January 8, 2015

**MEMBERS PRESENT:** Carol Hoffmann, Page Stiger, Andy Borkin, Ken Novak, Phil Greiner, Jim Martin, Freeholder Lagay

**ABSENT:** Dana Desiderio, Elaine Niemann, Tom Kacedon, Freeholder King and Freeholder Lanza

**STAFF PRESENT:** Sue Dziamara, Carrie Fellows, Ken Bogen, Bill Millette, Rick Steffey, Adam Bradford, Josie Glynn  
Shana Taylor, County Counsel, Aaron Culton, Assistant County Counsel

Planning Director, Sue Dziamara, read the Open Public Meetings Act notice and called the meeting to order at 8:32 A.M.

*"This meeting is being held in accordance with the provisions of the Open Public Meetings Act. Adequate notice has been provided by prominently posting and maintaining so posted throughout the year in the Office of the County Clerk, Hall of Records, Main Street, Flemington, New Jersey, a public place reserved for such announcements, and by mailing on or before December 15, 2014 to the Star Ledger, The Trenton Times, The Express-Times, and The Courier News, newspapers designated by the Hunterdon County Planning Board to receive such notices. Notice has also been posted on-line in the Hunterdon County News"*

**REPORT OF THE NOMINATING COMMITTEE:** Sue Dziamara requested the report of the Nominating Committee. Jim Martin presented the slate of officers: Page Stiger, Chairman, Carol Hoffmann, Vice Chair, Andy Borkin, Secretary. Moved by Ken Novak, seconded by Phil Greiner. The motion was approved.

Sue turned the meeting over to Chair Page Stiger.

### **MINUTES OF THE NOVEMBER 5, 2014 MEETING/SUMMARY DECEMBER 4, 2014 MEETING:**

November meeting: Motion to approve by Andy Borkin, seconded by Phil Greiner. Motion carried  
Abstained: Ken Novak

December meeting: Phil, noted on page 1 item 1 - "Establishing Standing Committees" - this had names penciled in - were not set up at the meeting - will be removed

Motion to approve with change by Ken Novak, seconded by Page Stiger

### **DEVELOPMENT REVIEW COMMITTEE MEETINGS:**

January 8, 2015: Page Stiger, Phil Greiner

January 22, 2015: TBD - Once Sue announces committee assignments

### **DESIGNATION OF NEWSPAPERS & APPROVAL OF 2015 MEETING DATES**

A motion was made by Ken Novak and seconded by Page Stiger to designate the Hunterdon Democrat, The Star Ledger, Courier News Express-Times, The Trenton Times & HC News to carry Public Notices & Advertisements and to approve the 2015 meeting dates motion carried.

### **DIRECTOR'S REPORT:**

**Staff Activity Report:** Staff Activity Report for November/December was included in the packet - no questions. 2015 Staff Work Program and a 2014 staff year end report were distributed.

**CEDS Update:** The CEDS document has been completed. We are adding some information requested by the Regional EDA representative regarding potential jobs and private investment anticipated for some of the listed projects and will be submitted to the USEDA by the 15<sup>th</sup> of January.

Sue recognized the fantastic job that Carrie Fellows has done for the Cultural & Heritage Commission. Not only organizing the State Council on the Arts meeting after being here only for one month; but also organizing Freeholder Walton's reception at the Courthouse after the Reorganization meeting. This included the first Art Exhibit done in the Courthouse.

Sue went over the Staff Assignments for 2015 and noted that staff has a busy work program and is prepared for a busy 2015 with many planning activities.

Adam briefly spoke about NJTPA's Small Use Area Impact Tool Pilot Project - Hunterdon County was chosen as the "Rural" candidate for the northern region. This is an online tool that will demonstrate how different factors relate to regional planning and development. The Borough of Flemington has been selected as the pilot community for the Small Area Land Use Impact Tool. As this project progresses, we will provide more information. On February 2<sup>nd</sup>, Placeways Consultant and NJTPA will be conducting a tour of Flemington from 1:30 - 4:30.

Sue congratulated Carol Hoffmann on her reappointment to the Planning Board.

Sue congratulated Freeholder Lagay on her election as the 2015 Deputy Director. Planning is happy to have Freeholder Lagay again as our liaison to the Planning Board, Cultural & Heritage and Open Space. Freeholder King was elected Freeholder Director and continues his assignment to the Planning Board and Freeholder Lanza is the alternate.

Starting this year we will be keeping the entire Board aware of the Development Review applications we are reviewing. Adam briefly went over the applications for today's DRC:

1. Franklin Twp - Minor Subdivision - Lot Line Adjustment on County Route 579
2. West Amwell Twp - Non-residential Site Plan - new warehouse building with office space
3. West Amwell Twp - Non-residential Site Plan - Mixed use building
4. Raritan Twp - Non-residential Site Plan - Starbucks - The Shoppes at Raritan

To keep the entire PB up to date on development activity, a Development Review Committee will be created, Ken, Tom, Dana and Elaine were suggested as members.

In the future, this report will be prepared and the committee will give the report. A suggestion was made by Ken Novak to put the name applicant on the report in case there is a conflict. The expectation is that 2 of the 4 people on the committee will attend the DRC meetings.

The new committees Sue has established are:

Executive Committee  
 Process and Guidance Committee  
 CEDS Committee  
 Development Review Committee  
 Parks Committee  
 Municipal Outreach Committee

There will be a staff person assigned to each committee - Sue will create a spreadsheet and will send out. If you want to change your committee assignment, you should reach out to other members and arrange to change assignments.

Process and Guidance Committee will be reviewing and proposing revisions to the PB bylaws. Counsel will review the bylaws to see if public members can be appointed to serve on Committees of the Planning Board.

**HUNTERDON COUNTY CEDS WEBSITE:** Ken gave a demonstration of the CEDS website.

([www.hunterdonceds.com](http://www.hunterdonceds.com))

Freeholder Lagay asked Sue to announce the committees again so everyone knows what the committees are - Then asked if everyone knew the international sign of commitment! "UU" - "You're Butt is On the Line!!!" Sue will send out the list with her suggested members and chairs.

For the DRC meeting of January 22<sup>nd</sup>, Sue will let them (the committee) know who is on the committee and let them figure out who will be attending.

**FREEHOLDER UPDATE:** Freeholder Lagay said when it comes to Economic Development and CEDS, she and Matt Holt will be getting a group together to look at how it will be developed in the County. ED is a new area in our Organizational chart and we are looking at how it will be established and how it will be operationalized. The feedback from the CEDS has been immeasurably important.

The Freeholder Reorganization meeting was held on Tuesday - Freeholder King is the new director, Freeholder Lagay is the Deputy Director.

**OLD BUSINESS / NEW BUSINESS:**

Ken asked if the Planning Board has gotten involved with the Pipeline. Sue said the Freeholders have not stated a position to date. It is expected that the Freeholders will be making a statement but are not rushing until they have done more research.

Ken Novak asked about Share Services - Ken Bogen said a Shared Services Advisory Group was set up last year consisting of most of the department directives and give updates on shared services they have available and the activities they are working on. Freeholder Lagay said the group is examining what is viable and does it help municipalities. They are meeting regularly and measuring progress. FH Lagay said she will provide a report on the committee each time they meet.

Ken asked about Animal control - FH Lagay said it was past at their last meeting on the 30<sup>th</sup>. The expectation is that 10 municipalities will participate in the County program.

For those interested in the Highlands, Sue mentioned that they are in the process of doing a 6-year monitoring report. This report will look at the Regional Master Plan changes that have taken place and begin benchmarking so that they can evaluate how far they have come and if it has made a difference. There is a briefing book and a meeting scheduled on January 14<sup>th</sup> at the Oldwick Fire Company from 7-9 PM. Sue will send the link to anyone that is interested.

Before adjournment, Page wanted to thank Dana (although she could not be here) for all her efforts and energy for the past 3 years as Chair.

There was no further business to be brought before the Board. Ken Novak made a motion to adjourn the meeting; Andy Borkin, seconded. Meeting was adjourned at 9:32.

**NEXT MEETING DATE:** February 5, 2015, 8:30 AM

Josie Glynn for Secretary, Andy Borkin