

HUNTERDON COUNTY PLANNING BOARD

Minutes – November 5, 2020

**MEMBERS PRESENT:** Carol Hoffmann, Phil Greiner, Andy Borkin, Gabrielle Bolarakis, Page Stiger Richard Dodds

**ABSENT:** Marc Saluk, Dana Desiderio, Tom Mathews, Freeholder Van Doren

**STAFF PRESENT:** Bill Millette, Adam Bradford, Bob Hornby, Carrie Fellows, Frank Bell  
Aaron Culton - County Counsel

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Meeting was held online via WebEx  
Online Meeting Number (access code): 180 377 8866 Online Meeting Password: HCPB  
By phone: 1-844-621-3956 US Toll Free

Chair, Carol Hoffmann read the Open Public Meetings Act notice and called the meeting to order at 8:15 AM

*"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 17<sup>th</sup>, 2019 to The Hunterdon Democrat, The Express Times, Courier News, The Trenton Times, Star Ledger, and TAPinto, newspapers designated by the Hunterdon County Planning Board to receive such notices. Notice has also been posted on-line in the Hunterdon County News."*

**MINUTES OF THE OCTOBER 1, 2020 MEETING:**

Motion to approve minutes, Richard Dodds, Page Stiger seconded, motion carried. Dana Desiderio,

**FREEHOLDER UPDATE:**

No Freeholder present to give report.

**STAFF UPDATES:**

Land Development Standards (LDS): Adam Bradford

Adam reported that he has taken on Ken's planning responsibilities due to his retirement. There are no DRC applications to review for this meeting. The LDS presentation will be presented later in this morning's meeting.

Farmland Update: Bob Hornby

There are 33 active applications in the various preservation programs. There were several closings, one in the Direct Easement Program in Alexandria on the Alexandria Airpark, 71 acres at no County cost. The Peacefield/Janssen Project also closed, roughly 310 acres under 4 separate easements. 474 acres have now closed in 2020 with two more projects expected to close. Soil Conservation reported inspections on ~80 farms since June. The November 12 CADB meeting will be a dual live or by phone at 8pm for discussion of an Ag Labor housing unit on a Readington Township property and a Right to Farm in Franklin. The Beneduce (Alexandria) Right to Farm Hearing was begun during a special meeting on October 29. There will be a continuation once a mutually convenient time is found.

Open Space: Bill Millette

Bill reported about the he has been working with Green Acres and posting signs at Jugtown Mountain in Bethlehem Township telling the public that they are proposing a communications tower built in the parking lot. The county had purchased a 5-acre adjacent lot for the purpose of this tower, but in review Green Acres thought it would be less detrimental if the tower was in the parking lot, and the 5 acres was given to the park as a tradeoff. There will be no impact to the park as the tower would be in the parking lot. There will be a (remote) public hearing via conference call on December 9. The plans for the tower and aerial views of the site and 5-acre lot are on the Planning Board website for review. The County is moving forward with the Milford project purchase. Phase 1 of the Stanton Station Road property is also moving forward. Our last POSAC meeting will be November 2, we will be discussing grant funding to applicants as there are a lot of grant monies available. As a reminder these monies do roll over to the next year if not used.

Department Head: Carrie Fellows

Carrie reported that the staff activity report is attached. Adam has taken on a lot of Ken's projects. The Supervising Planner position has been posted for a few weeks now. Frank and Bill have picked up DRC and are helping Adam lighten his workload.

Highlands Conformance: we meet with John Barree from Heyer-Gruel for the Highlands Conformance process; a draft implementation agenda was distributed to the affected departments for comments/revisions. Some of the recommended Conformance projects include: the Farmland Plan; the Historic Preservation Plan that was last updated in 1978; a Forestry Stewardship Plan to address trees that are in danger of invasive species such as the Emerald Ash Borer and the Spotted Lantern Fly; Planning is also involved with the Division of Economic Development for Tourism initiatives and the I78 transportation corridor.

Parks has been addressing the tree removals. This past summer the arboretum was closed for removal of dangerous trees by an outside vendor.

Cultural & Heritage has 4 NJ Historical Commission regrant applications and 9 NJ State Council on the Arts (NJSCA) applications. NJSCA funded an additional \$5000.00 more this year.

GIS updates: GIS contributes to the County COVID website and provides support to all other departments. GIS has been backing up IT and helping with anything that will be rolling out to staff.

Disaster Preparedness: I have been working on updating the County's Continuity of Operations Plan (COOP) and the County's Hazard Mitigation Plan is also being updated. The plans provide guidance documents for how to mitigate in advance of disaster, and for COOP, succession plans if key staff, buildings or systems are unavailable or incapacitated so essential work may continue.

**COMMITTEE REPORTS**

Executive Committee:

Carol reported that the Executive Committee did set up guidelines for possible in person meetings. But we will be checking monthly due to the increase in COVID cases, but since the numbers are going up we will continue on with call ins. She did sit on the on the County Ag Boards meetings and said that they went well on the platform of in person and call in, except for the person in the back which you couldn't hear. Although, it appears that no in person meetings will be had until it looks like next year at some point.

DRC Committee Report:

Carol said that the DRC meeting for today has been cancelled. Carol and Andy volunteered for the November 19 meeting. Adam reported that there were no DRC applications on the agenda for review. He will provide the Board with an updated DRC active application report as soon as possible. Adam did provide the Board with an update regarding the Fallone DRC application. The applicant recently submitted revised plans and documentation to address the outstanding conditions and receive conditional approval after review and approval from the County engineer.

Supervisors Report: Carrie Fellows

There were no questions or comments regarding the September staff activity report.

Transportation: Adam Bradford/Tom Mathews

Tom was not present to report at this time. Adam reported that he did not have any transportation updates for the Board although, the planning board staff report indicates all the transportation meetings he attended for the month of October. Adam attended the North Jersey Transportation Planning Authority symposium on racial injustice within the realm of metropolitan transportation and the opportunities available through the promotion of effective regional transportation programs to help in alleviating these issues.

Land Development Standards Report: Adam Bradford

Adam presented a power point presentation on the County Land Development Standards (LDS) update. He added that the LDS update is available for public comment on the Hunterdon County Planning Board website. The December 3, 2020 planning board meeting will include any changes, corrections or deletions to the LDS that have occurred since the 2000 update. The updating of the plan includes the addition of surveying and geographic information systems methodology and requirements that need to be added into the new LDS document. If the proposed update is approved by the Board, then the LDS would go before the Board of Chosen Freeholders for adoption in early 2021. Adam also said that staff generated an LDS update memo which has been electronically distributed to all twenty-six municipalities, stakeholders, and the media. Phil asked if a focus page could be created showing the changes made in the update to aid the Board in their review as the LDS document is over 250 pages. Carol asked for an executive summary to be created. Adam said he would draft a memo to the Board outlining the updates and changes that were

made from the current LDS. Carol said that the Board will review the proposed update to the LDS again next month. Richard mentioned that one of the goals during the LDS subcommittee review process was to make the document easier to read for the lay person.

Old Business/New Business:

Richard reported that the pipeline news remains quiet. They are now in front of the DRBC (Delaware River Basin Commission) for review.

Public Comments:

Barbara Sachau commented that she had had a great deal of trouble getting into the meeting, and asked that the directions be made clearer in the future.

There was no further business to be brought before the Board. Richard made a motion to adjourn the Planning Board meeting, Phil seconded. Meeting was adjourned at 9:14AM.

**NEXT MEETING DATE:** Thursday December 3rd, 2020 at 8:15 AM

Susan Pena for Secretary, Phil Greiner