

Holland Township Planning Board

Minutes of the Regular Meeting

December 10, 2018

The meeting was called to order by the Chairman Rader:

“I call to order the December 10, 2018 Regular Meeting of the Holland Township Planning Board. Adequate notice of this meeting was given pursuant to the Open Public Meeting Act Law by the Planning Board Secretary on December 21, 2017 by:

1. Posting such notice on the bulletin board at the Municipal Building.
2. Published in the December 21, 2017 issue of the Hunterdon County Democrat
3. Faxed to the Express Times for informational purposes only.

Flag Salute

Chairman Rader asked all to stand for the Pledge of Allegiance

Identification of those at the podium

Present: Casey Bickhardt, Dan Bush (arrived 7:59 pm), Ken Grisewood, Dave Grossmueller, Michael Keady, Carl Molter, Mike Miller, Dan Rader, Tom Scheibener, Duane Young, John Gallina, Esq., Michael O’Krepky, CME for Rick Roseberry/Bill Burr, Engineer, Darlene Green, Planner, and Court Reporter Donna Mackey for Lucille Grozinski, CSR and Maria Elena Jennette Kozak, Secretary.

Excused Absent: Elizabeth McKenzie, Alternate Planner (professional excused per the Chairman).

Let the record show there is a quorum.

Minutes

A motion was made by Mike Keady and seconded by Mike Miller to dispense with the reading of the minutes of the October 8, 2018 meeting and to approve the minutes as recorded. All present were in favor of the motion with the exception of Ken Grisewood who abstained. Motion carried.

A motion was made by Mike Miller and seconded by Dune Young to dispense with the reading of the minutes of the November 12, 2018 meeting and to approve the minutes as recorded. All present were in favor of the motion with the exception of Casey Bickhardt, Ken Grisewood, Dave Grossmueller, and Tom Scheibener who abstained. Motion carried.

Discussion

There were no Discussion items scheduled to discuss.

Old Business:

There was no Old Business scheduled to discuss.

New Business:

There was no New Business scheduled to discuss

Completeness Review:

There was no Completeness Reviews scheduled to discuss.

Resolution

There was no Resolution scheduled to discuss

Public Hearings

- Block 24 Lots 3 and 13 – Huntington Knolls LLC – Minor Subdivision & Final Site Plan – Phases 2, 3, 4 – Received into the office on July 24, 2018 and July 27, 2018 – The 45-day-completeness deadline is September 7, 2018. Deemed complete August 13, 218 for Minor Subdivision & Final Site Plan – Phases 2 and 3 only. Revised Plans received September 9, 2018. Carried from September 10, 2018, October 8, 2018, and November 12, 2018 to December 12, 2018. Board Action Needed.

For the record, Board Members Ken Grisewood and Mike Keady recused themselves and left the building at 7:37 pm.

Applicant's Attorney William Caldwell was not present, however substitute attorney Anthony Ambrossio was present.

Witness #1 – Andrew Holt – Attorney Gallina swore him in. Andrew Holt is a principal at Suburban Consulting Engineering Inc. He is a licensed Planner, since 1998 and Engineer since 1994. He is not an AICP. He is accepted as an expert witness.

Exhibit A12 – HTVFC Letter prepared by Chief Tom Welsh dated December 10, 2018

(secretary note...this advisory memo is modified to be inserted into the minutes.)

Holland Township Volunteer Fire Co.

971 Milford Warren Glen Rd.

Milford, NJ 08848

Station One (908) 995-2220 (908) 995-0045 Fax

Station Two (908) 995-4900 (908) 995-7874 Fax

RE: Huntington Knolls Phase III

10 December, 2018

The Holland Township Volunteer Fire Company has been provided with community plans for COAH Apartments and Townhouses by Suburban Consulting Engineers, Inc. for Phase III of Huntington Knolls. Upon review of these plans, Holland Fire has the following recommendations for Phase III:

- Booster Pump shall be active for completion of Phase III
- Additional fire hydrant added by COAH apartment complex at far end of parking lot
- Where proposed sidewalks exist behind Townhouses L1A through L3E, widen to create surface approximately 16' in width to accommodate aerial ladder trucks to allow for 360 degree access in case of emergency. The same for access behind R2A through R6D
- Increase access area behind COAH apartment building to allow for ground operations and use of ladders or fire apparatus in case of emergency
- No parking shall be permitted on any roadway within the community, except in designated areas outlined in the proposed plans
- Even though hydrant flow meets minimum in N.J. A.C. 5:21-5.2, respectfully request that flow rate be increased to 1000 GPM at 20 PSI

If you have any questions or concerns, please feel free to contact me at 908-763-6161 or chief15fire@gmail.com

Regards,

Thomas J. Welsh

Chief

Holland Township Volunteer Fire Company

Andrew Holt to address the comments of the December 10, 2018 letter and has spoken with Fire Chief Welsh.

The testimony in October described the booster pumps and how adequate pressure is available. Pressure can be increased with a future phase but for the proposal the applicant meets the minimum standard. The applicant agrees to install the hydrant at the COAH units and will install the booster pump. Andrew Holt stated that he appreciates the request of the Fire Department but that to gain full access behind as well as in front of the building is impossible due to topography and the environmental constraints. They respectfully decline moving forward with the requests. At the October meeting calculations were described and the Fire Chief concurs that the flow described is adequate and meets the RSIS standards.

With no additional questions, that concludes the discussion of the Fire Department letter.

Exhibit B3 - Planning Board Planner Letter of December 5, 2018 as prepared by Darlene Green, Maser Consulting

(secretary note...this advisory memo is modified to be inserted into the minutes.)

December 5, 2018

PLANNING REPORT

Planning Board

Township of Holland
61 Church Road
Milford, NJ 08848
Re: Huntington Knolls, LLC
Milford Warren Glen Road
Block 24, Lot 3, 13 & 13.01
Review Letter #3
MC Project No. HLP-002B

Dear Board Members:

Huntington Knolls, LLC (hereinafter “the Applicant”) has filed an application for minor subdivision and final site plan approval to construct a multi-family residential development comprised of 106 townhouses and 26 affordable housing units. The Applicant has appeared before the Board multiple times since 2003. Below is a history of approvals associated with the proposed development since 2003:

- May 12, 2003 – The Board granted preliminary overall planned development approval, preliminary major subdivision approval and Phase I preliminary site plan approval to the Applicant for a comprehensive age-restricted planned development, subject to the conditions of the Resolution. The development was named Huntington Knolls.
- June 12, 2006 – The Board granted final site plan approval for the initial phase of the development and minor subdivision approval to create Lot 13.01 in the western area of the property.
- September 12, 2011 – The Board approved the Applicant’s request to convert the previously approved age-restricted housing development to a non-age-restricted housing development pursuant to P.L. 2009, c.82, which authorized the conversion of the development.
- May 12, 2014 – In order to simplify the previous resolutions, the Board amended the above resolutions by adopting a new resolution that contained a list of conditions from all previous approvals that is still applicable to the current development. The revised list of conditions supersedes the conditions in the three previous resolutions.

September 8, 2014 – Additional changes to the May 12, 2014 resolution were adopted by the Board in a new “Master Resolution” that supersedes all conditions listed in the previous resolutions. This resolution also granted preliminary site plan approval for Phase II of the project, which involved the construction of a “farmette” (farmhouse and associated outbuildings) and open space/agricultural land.

- November 10, 2014 – The Board granted preliminary site plan approval for Phases III and IV of the development. The preliminary approval was subject to the conditions of the Master Resolution and additional conditions contained in this resolution.

Many modifications to the site plans and phases of the development have occurred since the initial application in 2003. According to the Master Resolution, dated September 8, 2014, the development consists of five phases which are described below:

- Phase I: Subdivision of Lot 13 into Lots 13 and 13.01. The 20-acre Lot 13.01 was subsequently developed with a single-family dwelling. The dwelling is reported to be owned and operated as a group home.
- Phase II: The development of the farmette. Subdivision approval for the farmette and associated building was not approved and therefore is located on Lot 13.
- Phase III: The construction of 44 townhouse units and at least 11 affordable units and all the recreational facilities. The required buffering and stormwater detention facilities are also part of this Phase.
- Phase IV: The construction of 62 townhouse units and up to 15 affordable units.
- Phase V: The development of the commercial portion of the project consisting of the restoration of the existing brick tavern and barn.

The following documents, which were submitted in support of the Application, have been reviewed:

1. Plans entitled “Minor Subdivision and Final Site Plan for Phases 2 and 3 of Huntington Knolls LLC. Huntington Knolls Development Project”, prepared by Andrew S. Holt, P.E. of Suburban Consulting Engineers, Inc., dated July 19, 2018, revised through September 17, 2018, consisting of 51 sheets.
2. Plans entitled “New Townhouses: Huntington Knolls”, prepared by Unlimited House Design, LLC, dated March 8, 2018, consisting of 4 sheets.
3. Plans entitled “Proposed COAH Units at Huntington Knolls Holland Twp, NJ”, prepared by Ralph L. Finelli of Ralph L. Finelli Architect, LLC, dated January 31, 2014, consisting of 1 sheet.

Plans entitled “Water System Design and Permitting for Huntington Knolls – Phase III (90% Draft)”, prepared by Andres S. Holt, P.E., of Suburban Consulting Engineers, Inc., dated July 19, 2018, consisting of 6 sheets.

5. Plans entitled “Project: Structures”, prepared by Brian Sherry of Little Tikes Commercial, dated September 18, 2018, consisting of 2 sheets.

6. Affordable Buildings Architecture Floor Plans and Elevations, author unknown, no date, consisting of 6 sheets.

7. Planning Board Application and supporting documents, dated July 24, 2018.

8. Checklist for Determining Completeness of Application Minor Subdivision, no date.

9. Checklist for Determining Completeness of Application Final Major Site Plan, no date.

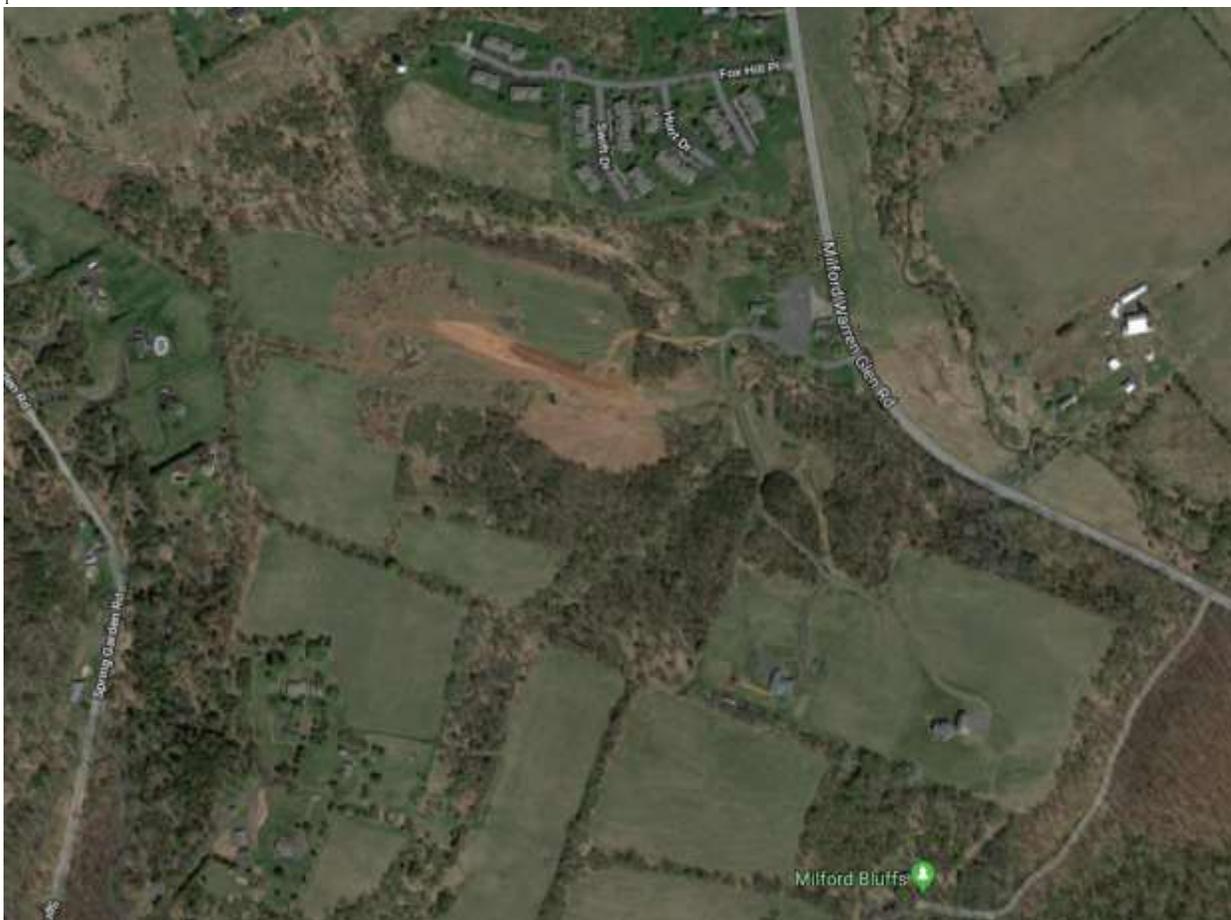
10. Letter entitled “Minor Subdivision & Final Site Plan for Huntington Knolls Development Project – Phases 2, 3, 4”, prepared by Andrew S. Holt, P.E., P.P., CME of Suburban Consulting Engineers, Inc., dated July 27, 2018, consisting of 37 pages.

11. Engineer Cost Estimate, prepared by Suburban Consulting Engineering, Inc., dated June 14, 2018.

12. Response Letter, prepared by Peter D. Chandler, P.E. of Suburban Consulting Engineers, Inc., dated September 19, 2018, consisting of 13 pages.

A. Existing Zoning and Surrounding Land Use

The property is located in the PCD/PSV Planned Commercial Development/ Planned Senior Village Development District on the south side of Milford Warren Glen Road. The property is surrounded by agricultural uses to the northeast, east and south. Single-family dwellings lie to the west of the property, while the Fox Hill townhouse development is situated to the north. See the image on the next page for the general location of the site. It should be noted that the approximate location of the existing property lines is shown in red and the proposed subdivision is shown in orange.



As per Article XIA, Sections 100-91.4 to 100-91.7, the bulk requirements for the PCD/PSV District, are as follows:

Minimum Tract Area – 40 acres²

Minimum Tract Frontage – 300 feet³

Minimum Lot Depth – 500 feet⁴

Minimum Building Setback from Pre-existing Street Center Line – 100 feet

Minimum Building Setback from Public or Publicly Maintained Street within a PCD – 25 feet

Minimum Setback to Tract Boundary – 75 feet

Minimum Distance Between any Two Detached Buildings – 20 feet

² A 12-acre tract is required for the mandatory PCD and a 5-acre tract is required for any individual lot not part of a PCD or PSV development that has received preliminary site plan approval.

³ At least 200 feet of frontage is required for any individual lot within a PCD.

⁴ At least 250 feet of depth is required for any individual lot within a PCD.

⁵ If an accessway intervenes, the minimum distance shall be 30 feet

B. Design Waiver

It should be noted that the Applicant's attorney appeared at the September 10, 2018 Planning Board meeting. During that meeting, the attorney indicated previously submitted Architectural Plans were compliant. Board Engineer Roseberry instructed the Applicant to submit those plans (dated approximately 2006) prior to the next hearing. No Architectural Plans were submitted. If those plans are submitted and they differ from the prior plans, it may trigger additional design waivers. The Application requires the following design waiver, which we do not believe was previously granted:

1. Section 100-91.14E(13)(d) – Waiver for sign. The Ordinance permits a 30-square-foot sign identifying an assisted living facility along Route 519.

The Applicant proposes a 30-square-foot sign for the residential development, which is not an assisted living facility.

C. Comments

Based on our review of the above-referenced materials, we offer the following comments. It should be noted that text in italics reflects the current status of the comments, based on the submission of revised plans:

General

1. Pursuant to Richard Roseberry's Memorandum, dated August 10, 2018, the Board has only deemed Phases II and III complete. Therefore, this office has only reviewed the Plans associated with Phases II and III.

2. The Applicant's professionals must provide testimony to support the grant of the design waivers required. Testimony must address both the negative and positive criteria requirements of the MLUL.

3. The phase lines on Sheet 5 of the Site Plans do not correctly represent the Phases of the development as stated in the Master Resolution dated November 10, 2014. The Applicant shall revise the phase lines to illustrate the correct phases of development.

The Phase Lines have been revised.

Site Plans

4. The Site Plans consist of 51 sheets. However, the Index of Drawings lists Sheets 52 and 53 as "reserved". The Applicant shall provide testimony on this.

The Applicant's Engineer provided testimony on this at the October 8, 2018 hearing. This comment has been satisfied.

5. Sheet 5 of the Plans indicate the farmette is proposed. However, the Board should note the farmette associated with Phase II of the development has been constructed. The proposed bio-retention basin along this driveway has not been constructed. The Applicant shall revise the Plans to indicate the features of Phase II that have been constructed and the features that are proposed.

Sheet 5 has been revised and indicates the farmette is existing while the bio-retention basin is proposed. This comment has been satisfied.

6. The Open Space plan illustrates dedicated open space areas that are closer than 20 feet to Claremont Drive. Pursuant to Section 100-91.9A., open spaces areas closer than 20 feet to any building, parking areas and roads shall be excluded from the open space calculation.

Unless a previous variance was granted, the Applicant shall revise the open space to comply with the Ordinance.

The Applicant has revised Sheet 6 to illustrate compliance with the Ordinance. This comment has been satisfied.

7. Sheet 7 of the Site Plans contains two zoning tables that reference the "PCD Zone". The Applicant shall clarify if this was a typo and the text should read "PCD/PSV Zone".

Additionally, the tables contain proposed conditions that match the requirement. Many of these distances cannot be found on the Plan. The Applicant shall provide testimony on these discrepancies.

The Applicant has revised the zoning tables to reference the PCD/PSV Zone. However, the information within the tables has not been revised, excluding the proposed open space area. The Applicant's Engineer testified at the October 8, 2018 hearing this would be addressed during resolution compliance.

8. The trail leading to the recreation area is proposed to have a woodcarpet path surface. Will this be the same for the trail between the Phase III and Phase IV townhouse units?

Testimony shall be provided.

Comment C.9 in the Response Letter indicates the trail between Phases III and IV will not be woodcarpet and will instead be stone aggregate. Sheet 43 contains a Trail Surface Detail illustrating the proposed stone aggregate surface.

9. Is the Applicant proposing any signage for the development? If so, the standards in Section 100-91.14E.(13) shall apply.

Sheet 7 illustrates the location of a 30-square-foot sign along Route 519. No details were provided. The Board should note that Section 100-91.14E.(13) only permits 30-squarefoot

signs for assisted living facilities. This has triggered a new design waiver. The Board discussed this during the October 8, 2018 hearing and the Mayor asked for additional information to be provided regarding the size of signs permitted within the Township. We have not seen this additional information.

Sheet 5 illustrates the Phasing Plan and the trail between Phase III and IV is partially in Phase IV. The Applicant should consider moving this small portion of the trail into Phase III.

The Applicant's Engineer testified at the October 8, 2018 hearing this would be moved entirely to Phase 3. It is unclear if this will be done now or during resolution compliance.

11. There is a note on Sheet 5 that states that Building 2 and its amenities will be constructed in Phase IV. What "amenities" are being referred to?

The Applicant's Engineer testified at the October 8, 2018 hearing that the amenity is the sidewalk. This comment has been satisfied.

Parking and Circulation

12. A note on Sheet 5 of the Site Plans states "COAH Improvements such as parking and grading, as well as Building No. 1 shall be constructed as part of Phase 3. Building No. 2 along with its amenities shall be conducted as part of Phase 4." The Applicant shall clarify if the proposed dumpster area for the COAH units will be constructed during Phase III or Phase IV.

Comment C.12 of the Response Letter indicates the dumpster will be constructed as part of Phase III. The phasing also shows the dumpster area as part of Phase IV.

13. The Parking Calculation table on Sheet 7 indicates 105 parking spaces are proposed for Phase III. However, this number does not include the 58 affordable unit parking spaces. Therefore, the total Phase III parking is 163 parking spaces. Additionally, it should be noted that all affordable units parking will be constructed during Phase III, but the construction of only 12 (or 14) affordable units will be completed.

The Parking Calculation table has been revised to indicate 163 parking spaces are proposed for Phase III. This comment has been satisfied.

Landscaping and Recreation

14. The Plant Schedule on Sheet 21 indicates 13 October Glory Maple trees are proposed, while only 12 are illustrated on the Plans. The Applicant shall eliminate this discrepancy.

The Plant Schedule has been revised accordingly. This comment has been satisfied.

15. The Plant Schedule on Sheet 21 indicates there are three Oakleaf Hydrangea shrubs proposed, while six are illustrated on the Plans. The Applicant shall eliminate this discrepancy.

The Plant Schedule has been revised accordingly. This comment has been satisfied

Sheet 22 illustrates landscaping planted beyond the Phase III construction limit. It is unclear if those plantings are part of Phase III or Phase IV. Therefore, this office has not verified if the Plant Schedule quantities matches what is illustrated on the Plans.

Comment C.20 of the Response Letter indicates the plans have been revised to indicate the Phase III versus Phase IV plantings. However, other than the perimeter plantings, no indication regarding the plantings over the Phase III construction limit was provided. It should be noted that regardless of phasing, the quantities in the Plant Schedule match the number of plantings illustrated.

17. The proposed perimeter landscaping on Sheet 23 appears very congested. The Applicant should consider three rows of landscaping, rather than two rows.

The perimeter landscaping has been revised to illustrate three staggered rows of landscaping. This comment has been satisfied.

18. The Applicant shall provide the manufacture detail sheet for the large, medium and fitness facilities.

The Applicant has provided two sheets of details from Little Tikes Commercial. This comment has been satisfied.

19. Section 100-91.12B.(3)(g) requires evergreen trees to be planted at a height of at least four feet. On Sheet 23, the Applicant has provided the size of the proposed Colorado Blue Spruce and Eastern White Pine evergreen trees in caliper. The Applicant shall provide the height of the evergreen trees to confirm Ordinance compliance.

The Applicant's Engineer testified at the October 8, 2018 hearing that the plants will be five to six feet tall and amended during resolution compliance.

20. The size of the proposed Paper Birch trees has not been provided. The Applicant shall revise the Plant Lists on Sheets 21 and 22 to ensure Ordinance compliance.

The Applicant's Engineer testified at the October 8, 2018 hearing that the size will be two to 2.5 inches caliper and will be addressed during resolution compliance.

Architecture

21. The Applicant is requesting Preliminary and Final Site Plan approval but has submitted

Architecture Plans for the Affordable Buildings that are not signed or sealed by a Licensed Architect. The Applicant shall submit signed and sealed plans.

22. The Ordinance requires garbage to be stored inside for the townhome units. The smallest garage shown is approximately 18 feet deep by 11 feet wide. Testimony should be provided on the sufficiency of space within the garage to store garbage, recycling and a vehicle if it was not previously provided.

23. We offer the following comments on the Affordable Buildings Architecture Plans:

a. The Plans do not illustrate the proposed building height. The Plans shall be revised to include the building height.

The new Architecture Plans illustrate the Affordable Buildings with a height of 29 feet from the top of the foundation to the roof peak.

b. The Plans only provide the front elevation. All four sides of the building shall be provided as the Applicant is seeking final approval for Phase III.

The new Architecture Plans provide elevations of each side of the building. However, the Site Plans illustrate two different buildings, a 12-unit building (50 feet wide by 120 feet long) and a 14-unit building (50 feet wide by 140 feet long), while these new plans illustrate a 16-unit building (82 feet wide by 94 feet long). It is now unclear if the second affordable building is a different size or the same as shown by the Architectural Plans. Furthermore, the dimensions on the Architectural Plans do not match the buildings on the Site Plans. These conflicts must be eliminated. The Applicant shall provide testimony on how many units are in each building and the total affordable units being proposed.

c. The floor plans shall be revised to show doors, windows, interior layouts and which units are handicapped accessible. Dimensions shall be provided.

The new Architecture Plans illustrate doors, windows, interior layouts and note which units are handicap accessible. However, interior dimensions of the units were not provided. Additionally, the handicapped units must provide the radius circles to ensure the bathrooms are appropriately sized.

d. The three-bedroom unit may ultimately house up to six persons as per the rules. This office strongly encourages the Applicant to add a powder room to the unit.

A powder room has been added to the three-bedroom units. This comment has been satisfied.

e. Under the UHAC rules, the number of one-bedroom units cannot exceed 20% of the total affordable units. 26 units multiplied by 20% equals 5.2. Therefore, a maximum of 5 one-bedroom units is permitted. The rules also require a minimum of 20% of the units to be three-bedrooms. In this case, the rules typically round up. The Board will need to decide if they are going to require 5 or 6 three-bedroom units. The plans currently provide 2 three-bedroom units.

The Response Letter indicates that the TWA has five three-bedroom units. This issue needs to be discussed and resolved at the hearing. The new Architecture Plans illustrate a total of four three-bedroom units, four one-bedroom units and eight two bedroom units. The floor plans are only for one building. Testimony shall be provided on the remaining unit bedroom distribution.

f. The previous approvals indicate 12 affordable units will be constructed in Phase III.

The Plans indicate 14 units per building. Testimony shall be provided.

Sheet 34, "COAH Plan" in the Site Plans indicate 12 COAH units will be constructed during Phase III and 14 COAH units will be constructed during Phase IV. The building shapes on the Site Plans do not match the new Architectural Plans.

g. *The Applicant shall revise the Architectural Plans to include a title block.*

h. *There are a total of eight interior units (four on each floor) where the Living/Dining room area has no windows. The Architect shall provide testimony if this conforms with all Building and Fire Codes.*

i. *The new Floor Plans illustrate an 82 foot deep building while the elevations illustrate an 81 foot six inch deep building. The Applicant shall confirm which dimension is correct and revise the Plans.*

Affordable Housing

24. If the Board is inclined to approve the Application, the following should be conditions of approval:

a. The Applicant shall deed restrict the affordable housing units for a minimum of 30 years. The deed restriction shall indicate the unit or apartment number of the affordable units.

b. The Developer shall be responsible for retaining a certified Administrative Assistant, subject to the review and approval of the Township.

c. The below documentation shall be submitted to the Township's Municipal Housing

Liaison at least 160 days prior to the issuance of any Certificate of Occupancy for Phase III:

(1.) Deed restriction.

(2.) An affirmative marketing plan.

d. The phasing of the affordable units shall comply with the affordable housing rules.

As per Mr. Roseberry's September 5, 2018 Memorandum, the Applicant has an obligation of 26.6 affordable units. The Applicant has the option of providing 27 affordable units or paying a pro-rated payment-in-lieu. We recommend a fee of \$150,000 for 2018. It should be noted the fee recommended by COAH in 2008 was \$145,903. \$150,000 multiplied by 0.6 equals \$90,000. Testimony shall be provided indicating which alternative the Applicant prefers and is willing to stipulate to.

During the October 8, 2018 hearing this matter was discussed. The Applicant's Attorney said they will only pay 0.6 x \$25,000 or \$15,000. The Board did not make a decision on this "offer".

Details

26. A detail for the proposed trash enclosure has not been provided. The Applicant shall provide this information.

A Trash Enclosure Detail has been provided on Sheet 42. However, the color of the vinyl fence has not been noted. The Applicant's Engineer testified at the October 8, 2018 hearing that the color will be similar to the building color.

27. A detail for the proposed split rail fence has not been provided. The Applicant shall provide a detail of the fence.

A detail for the proposed split rail fence has been provided on Sheet 43. This comment has been satisfied.

28. A six-foot-tall board on board fence has been provided on Sheet 42. However, the Plans do not show a board on board fence. The Applicant shall eliminate this discrepancy.

The revised Site Plans contain a Trash Enclosure Detail illustrating a six-foot-tall board on board fence on three sides. Therefore, the detail for the board on board fence is necessary. This comment has been satisfied.

29. No detail was provided for the proposed pump station with generator pad north of the proposed stormwater basin. The Applicant shall provide this information.

Sheet 6 of the Water System Design and Permitting Plans (separate from the Site Plans), which was included in the previous submission, contains the details for the proposed pump station and generator pad. This comment has been satisfied.

30. Details shall be provided for the optional paver patios as indicated on the Architecture Plans.

31. No detail has been provided for the crosswalks in Phase III. This shall be provided.

A crosswalk detail has been provided on Sheet 43. This comment has been satisfied.

**** end of memo ****

A discussion began at the October Planning Board meeting regarding the signage. The zone allows for a 30 foot sign if for age restricted. The applicant under the Sarlo Bill lifted the age restriction to fair market value units. Mayor Bush had asked if anyone reviewed what other signs were in the area. Fox Hill Condominium has a 10 foot sign out front. As of this moment, no one is prepared to really discuss the signage so the determination is no signage for now and if the developer wants to do a sign then the developer will come back to the township for determination.

Trail discussion. If the applicant wants to address the trail in Phase III then a change is needed to the resolution. The dumpster enclosure was discussed as being part of Phase III. Item 16 and the tables are correct but the buffer in Phase I is to be done in Phase III – there was confusion but his testimony is that it will be done in Phase III.

Item 21 – Signed and sealed plans to be provided. Discussion took place about having the signed and sealed plans now while the applicant was waiting for final approval before submitting. Discussion tabled for now.

Item 22 – 11 x 18 foot garage – sized for a car and regular garbage cans.

Item 23b-unit count – Plans show 16 COAH units

Exhibit A13 – sheet 34 of 35 dated December 10, 2018 foot print of Phase 3 COAH building

The purpose is to depict the view showing the 16 units in the Phase III Building and Phase IV proposed 10 units in the building which would give the Township 26 units in total. The Bedroom breakdown in the 16 unit building is 4 one bedrooms, 8 two bedrooms, 4 three bedrooms. Planner Green explained that there is a bedroom requirement based on affordable housing rules. In the Proposed Phase IV COAH building the

applicant suggests the bedroom breakdown to be 1 one bedroom, 8 two bedroom and 1 three bedroom, however no schematic was presented. The applicant suggests that this presents Holland Township with 26 Affordable Housing units with a bedroom breakdown of 5 one bedrooms, 16 two bedrooms and 5 three bedrooms.

All agreed that half of item 23b is satisfied. The applicant agreed on record that Phase IV is in limbo and that discussion is for another conversation. The 16 affordable units are in Phase III and proposed 10 affordable units are in the future Phase IV.

Item 23c details – the first floor units have to be accessible. There needs to be a 5 foot radius and it needs to be on the plans as per the resolution.

Item 23e – TWA permit. Flow capacity is adequate for the building proposed.

The applicant is proposing 5 three bedroom units however Darlene Green explained that 20% of the affordable housing units is 5.2 so the requirement is really 6 three bedroom units. The board can grant a deviation from the rules. In phase III the applicant is providing 4 three bedroom units which is more than the 20% requirement. Board member Miller asked if the applicant is proposing to make up the difference in the Phase IV building and Andrew Holt stated that was not the case. Board member Scheibener stated his opinion that 5 three bedrooms are acceptable.

Item 23f – Building layout and square footage. Less square footage is used than originally proposed and there is a slight decrease in runoff. The plan works for the units, fits the requirements and the project. There are four units with no windows in the living spaces which fits the requirements of having windows in the bedroom as egress.

Plans can be revised as a condition of compliance.

More discussions took place about the length of the building which is 81.6 as well as the proposal of 26 unit's vs COAH calculations which have a decimal and translates to a requirement of 27 units.

Item 21 – the applicant is seeking approval without submitting plans.

At 8:10 pm the Chairman requested a break in the meeting with the meeting resuming at 8:15pm

Andrew Holt continued his testimony and discussed the Planning Board actions of the November 10, 2014 paragraph 6 of page 9 regarding the Architectural Plans. Attorney Gallina then cited the Planning Board actions of May 12, 2014 paragraph 17 which says the plans must be submitted prior to Phase III final approval. Discussions went back and forth with board members also making comments and asking for clarification.

At 8:25 the chairman called for a break so Secretary Kozak could make copies of the November 10, 2014 resolution with the meeting being called back to order at 8:35 pm.

Witness – Vincent Jiovino – 38 Edgewater Road Bridgewater – applicant. Vincent Jiovino expressed his frustration pertaining to the ongoing project of many years. More discussions took place about the 26 units and how affordable housing is a team effort. He concludes that plans can be a condition of the resolution and that he will provide the board with what is requested but asks for the board's support in taking a vote and moving this project forward.

Planner Green reminded the board that at the October hearing applicant's attorney Bill Caldwell and she discussed in detail the requirement for the submittal of final Architectural Plans. The requirement is a condition of the resolution for which the applicant has been aware of for years. She is frustrated that discussions took place in October regarding the plans and the applicant's attorney was made aware of the prior resolution requirements and did not follow up with the request but asks the board to dismiss the request. In regards to the 5 three bedrooms proposed vs a sixth, the board can accept five. Applicant's attorney Anthony Ambrosio expressed that the plans can be done after the fact and expressed his opinion that someone goofed with submitting them now. More discussions took place about the requirement with various opinions and statements being expressed.

Attorney Gallina reminded the board that the applicant granted an extension thru this evening and that the board could take action tonight or the applicant can add another extension to the January meeting.

A payment in lieu conversation took place as mentioned in the Planner's memo. More discussions took place about the requirement of the plans being submitted. The applicant, Vincent Jiovino, stated that the plans are ready and asked if he delivered them to Secretary Kozak and granted an extension to the Planning Board

meeting in January, can the board then take action at the scheduled reorganization meeting. Clarification was needed regarding the proposed subdivision. Engineer Roseberry prepared a memo dated November 28, 2018.

(secretary note...this advisory memo is modified to be inserted into the minutes.)

MEMORANDUM

To: Members of the Holland Township Planning Board

From: C. Richard Roseberry PE, PP, AICP

Date: November 28, 2018

Re: Huntington Knolls

Block 24, Lots 3, 13 & 13.01

Holland Township, Hunterdon County, NJ

MC Project No. HLP-002

Dear Members of the Planning Board:

Our office has reviewed the sketch plan for subdivision of the Huntington Knolls Development. This memo incorporates comments from Darlene Green P.P., AICP. The following items have been submitted for our review:

- Minor Subdivision and Final Site Plan for Phases 2 and 3 of Huntington Knolls LLC, Huntington Knolls Development Project, Lots 3 & 13, Block 24, Township of Holland, County of Hunterdon, State of New Jersey;

And offer the following comments:

1) The application is proposing to subdivide Phases 2 through 5 of the development into six (6) lots. Phase 1 of the development was previously subdivided. All of the lots are located in the PCD/PSV (Planned Commercial and Senior Village Development) zoning district.

2) Section §100-91.4 permits the subdivision of the tract based on the following: “When preliminary site plan approval has been granted for a PCD or PSV and a subdivision is subsequently proposed for a portion of the PCD or PSV, the minimum lot area and dimensional requirements for individual lots in the PCD/PSV Zone shall not be applicable, provided that all terms and conditions of the previously approved PCD or PSV and all other requirements applicable to the subdivision of the land in the Chapter 100 shall be met.”

3) The sketch should include the setback lines for front, side, and rear yards. As several of these lots do not have frontage on a public street, the designation of “front”, “side”, and “rear” should be reviewed and approved by the Board. §100-91.13 stipulates the required setbacks for each lot in the PCD portion of the development.

4) The zoning district (§100-91.4.C.) requires a minimum 12-acre portion of the PCD/PSV District shall be used as a planned *commercial* development. The subdivision of the lot for the “barn” may require a use variance as it is being subdivided from the restaurant site.

Confirmation should be provided that minimum 12-acres of the tract will be used commercially as a planned commercial development.

5) The subdivision of land in the PCD zone requires interconnection of parking lots. Easements shall be provided for this purpose. See §100-91.13.C.(3).

6) The applicant will need to show compliance with all the bulk criteria for each of the lots in the PCD tract.

7) §100-174 requires all lots to front upon a street. The definition of “street” in the ordinance references state, county, or municipal roadways. Private streets are not included in the street definition. It appears that variances will be needed for the proposed lot configuration. Furthermore, lots within the PCD zone are required a minimum street frontage of at least 200 feet for any individual lot (§100-91.5).

8) Section §100-91.6 requires a minimum lot depth of 250’ for any individual lot within a planned *commercial* development. Lot Depth is measured as the shortest horizontal distance between the front lot lines and a line drawn parallel to the front lot line through the midpoint of the rear lot line.

9) The farmette on Phase 2 of the development is required to comply with all bulk requirements of the R-5 zoning district.

10) As four (4) of the proposed lots will be land-locked, easements shall be provided between each of the lots to ensure that all lots maintain rights to essential services, such as access and utilities through the other lots. In addition, maintenance responsibilities for each of the lot owners should be agreed upon and defined in each of the property deeds.

11) The Board Attorney shall advise the Board if the subdivision of the lots will impact the “Master Deed” of the site and “Covenants and Restrictions”, or if they will still be applicable to the entire “tract”.

12) The zoning ordinance regulates development of the PCD/PSV zone based on overall “tracts”. A minimum tract size of 40 acres is required for the PSV and minimum 12 acres for PCD. Future development of each of these lots can only occur if the overall “tract” requirements are met. Provisions should be included in each of the deeds advising future owners of the lots that future development is based on the overall “tract” and is not based on each lot.

13) The subdivision and any future development will be subject to the Highlands Land Use Ordinance, located Chapter 101.

14) The Plan should be revised to clearly label the proposed lots, it is difficult to read as presented.

15) The proposed lots are not uniquely identified. The Applicant should identify each lot, even as A, B, C, etc. for referral and discussion purposes.

16) Bulk data for each lot was not provided. This should be provided in any future revisions.

17) No accessway is permitted within 20 feet of any site lot line as per §100-91.8.D.(4). The proposed private road is located ~~closer than 20 feet from the side lot line of the first proposed lot it passes through.~~

18) The plan proposes to sever two parking spaces from the COAH Buildings. The line should be adjusted so that all the parking related to the COAH Buildings is on the same lot.

If you have any questions regarding this correspondence, please contact this office at your earliest convenience.

Very truly yours,

C. Richard Roseberry PE, PP, AICP

Holland Township Engineer

Attorney Anthony Ambrosio is formally withdrawing the subdivision concept plan at this time with the understanding it could be something sought in the future.

Everyone present, the board, board professionals, applicant, applicant’s professionals agreed to another extension with the public hearing continuing to the scheduled Planning Board meeting of January 14, 2019. The public is aware of the hearing being carried and no further notice is required. All present further understand that the applicant will submit plans to the Secretary immediately. The applicant will also comply with the Board Engineer letter dated October 4, 2018 and the board will take action at the meeting.

Exhibit D4 – Maser Consulting memo prepared by Engineer Roseberry dated October 4, 2018

(secretary note...this advisory memo is modified to be inserted into the minutes.)

MEMORANDUM

To: Members of the Holland Township Planning Board

From: C. Richard Roseberry PE, PP, AICP

Date: October 4, 2018

**Re: Huntington Knolls
Block 24, Lots 3, 13 & 13.01
Holland Township, Hunterdon County, NJ MC
Project No. HLP-002**

Dear Members of the Planning Board:

Our office has received a revised application for Minor Subdivision approval and Final Site Plan approval for Phases 2, 3, and 4 of the Huntington Knolls Development. The following items have been submitted for our review:

- A letter dated September 19, 2018 from Suburban Consulting Engineers addressing the outstanding conditions of prior resolutions;
- A set of plans titled “Minor Subdivision and Final Site Plan for Phases 2, 3 and 4 of Huntington Knolls LLC; Block 24 Lots 3 & 13” prepared by Suburban Consulting Engineers, dated July 19, 2018, revised to September 17, 2018;
- A set of plans titled “Playground Layout Compliance”, consisting of two (2) sheets, dated September 18, 2018;

In an effort to reduce the length of this letter, all items of prior resolutions that have been satisfied have not been included.

Minor Subdivision Description:

The minor subdivision is intended to adjust the boundary lines between Lots 3 and 13 to create a minimum 12-acre commercial property that is a requirement of the PCD/PSV zoning district. No development is proposed on the 12-acre property at this time and is considered to be Phase 5 of the overall project.

Final Site Plan Phases 2, 3, and 4:

Phase 2 consists of the construction of the “farmette”; which has been completed except for satisfying the conditions of approval and constructing the bio retention basin. Obtaining final approval for Phase 2 will bring the farmette closer to satisfying the conditions of the prior approval.

Phase 3 consists of the construction of 44 townhouses and 12 affordable housing units. This phase has all regulatory agency approvals except for the water main extension; which has been submitted to the DEP for approval.

The plans have been revised to include Phase 4 in the title, but no additional information has been submitted. Phase 4 had previously been deemed incomplete as it is not included in the water system design plans or permitting. Phase 4 consists of the construction of 62 townhouses and 14 affordable housing units. This phase does not have sufficient water allocation by the NJDEP. Construction of Phase 4 cannot proceed until the applicant provides proof of sufficient water. The plan title should be revised back to Phase 2 and 3 only.

Phase 5 is not proposed for Final Site Plan at this time and consists of the commercial portion of the development fronting on County Route 519. Phase 5 does not have sewer or water allocation from the DEP.

Recommended Conditions of Approval (*Italicized* comments are from prior resolutions; *Underlined* comments are new)

1) The phasing plan has been revised to show the COAH buildings to be built in Phase III. The plans still show a portion of the trail crossing into Phase IV. This should be amended so that the entire trail is constructed in Phase III.

2) *Pursuant to the 2011 Conversion Plan approval (and as required by law), 20 percent, or 26.6 units out of the total of 133 units approved for this development by the Planning Board, are required to be affordable to low and moderate-income households in full compliance with all of COAH's requirements and the UHAC. The Applicant proposes to address the affordable housing set-aside requirement with 26 rental apartments available to the general public, to be constructed in Phases III and IV of the development, unless the Applicant can demonstrate that the six (6) bedrooms in the group home on Lot 13.01, created as Phase I of the development, satisfy all of the applicable requirements for crediting against Holland Township's fair share obligation as set forth at N.J.A.C. 5:97-1, et seq. (or any subsequent rules and regulations in effect at the time the creditworthiness of the group home is demonstrated), N.J.A.C. 5:80-26.1, et seq., and the Fair Housing Act, as amended. If this is the case, the Applicant need only construct 20 low and moderate-income rental units, with no change in the number of market units permitted to be constructed. The 0.6 fraction of an affordable unit that is required based on a 20% set-aside within a 133-unit development may either be satisfied with one additional affordable unit (and one fewer market unit) being provided within the development or with a pro-rated in lieu payment into the Township's affordable housing trust fund.*

The plan for providing the affordable units shall include an identification of the locations of the units, sizes (number of bedrooms), utility systems, provisions for accessibility and compliance with all other applicable COAH and UHAC requirements, including COAH's phasing requirements for the construction of the affordable units. The COAH phasing requirements shall be separately and independently met within each of Phases III and IV of the development, and the Developer's Agreement(s) with Holland Township shall include a schedule for the construction and occupancy of the affordable units versus the market units within each phase that is both fair to the applicant considering the specifics of the project and also reflects COAH's intentions with respect to the timing of the completion of the affordable units.

All of the affordable units shall comply with all requirements set forth at N.J.A.C. 5:97-1, et seq., N.J.A.C. 5:80-26.1, et seq., and the Fair Housing Act, as may be amended or superseded through the date of the issuance of Construction Permits for the affordable units.

The Applicant is proposing to construct twenty-six (26) affordable units per Township requirements. Twelve (12) of these will be constructed in Phase 3 and the remaining fourteen (14) units in Phase 4. Architectural building plans have been submitted as part of this Application per Township request. The applicant shall address the comments from the Township Planner regarding unit mix, bedroom distribution, and compliance with all UHAC requirements.

3) *Prior to final site plan approval for each phase, the improvements required for that phase shall either be installed, inspected and approved by the Township Engineer or a performance bond shall be issued to cover the cost of such improvements pursuant to N.J.S.A. 40:55D-53, and no Certificate of Occupancy shall be issued for any dwelling unit in any phase until all improvements associated with that phase have been substantially completed as defined and regulated at N.J.S.A. 40:55D-53 (which specifically excludes the top or surface course of street pavement), provided that the installation of landscaping, may, in the discretion of the Township Engineer, be deferred to an appropriate planting season, if all other required improvements have been substantially completed. Notwithstanding any other provision of this Resolution, upon the grant of preliminary site plan approval for Phase III of the development, the Applicant may obtain a Construction Permit for and may construct one townhouse building to be used and occupied as an office and model for sales or leasing promotions, but no part of such building shall be permitted to be sold or rented or otherwise occupied for residential purposes until all required improvements associated with Phase III have been substantially completed.*

4) *A maintenance easement and agreement for the existing driveway shall be submitted to the Board for review and approval and shall be recorded prior to the issuance of a Certificate of Occupancy for the farmette in Phase II of the development.*

5) *Open space areas shall be subject to such conservation easements or permanent deed restrictions as may be required to effectuate the preservation of such open space, and such conservation easements or deed restrictions shall reflect that no other use shall be permitted thereon except for those open space and recreational uses as may be expressly permitted pursuant to the preliminary and/or final site plan approval(s) granted by the Planning Board. The conservation easements or deed restrictions shall run in favor of and be enforceable by Holland Township as well as any open space organization established (or Homeowners' Association that may be established) to own and maintain such open space.*

Certain areas of Lot 13.01 were required to be and shall remain permanently protected by a conservation/tree protection easement in favor of both the owner of (or any Homeowners' Association established for) the Huntington Knolls development and the Township of Holland.

6) *Comment Satisfied.*

7) *A set of proposed Homeowners' Association documents shall be submitted for review and approval by the Planning Board and Township Committee prior to the grant of a Certificate of Occupancy for any unit to be occupied as a dwelling in Phase III of the development (i.e., not including the units in the model building) unless the applicant has previously declared his intention to rent the market units within the development instead of selling them.*

8) *The Applicant shall provide the Board with records of water usage for all completed and occupied units in Phase III within six (6) months of occupancy. Such records shall be obtained from Aqua New Jersey or its successor utility based upon monthly metering data. The Planning Board reserves the right to require the applicant to make any modifications needed and appropriate to reduce water usage in Phase IV, if water usage in Phase III is found to exceed the projections of water usage, in order to maintain consistency with NJDEP permits and requirements.*

9) *The proposed water system shall be looped in accordance with RSIS standards (N.J.A.C. 5:21- 1, et seq.) and to have adequate water storage for firefighting purposes. The looped portion of the water main shall be constructed in Phase III of the development.*

Applicants Response: The proposed water distribution system has been shown on the plans and is in accordance with RSIS requirements. The 20,000-gallon water tank has been removed and a looped configuration is currently proposed. The system will connect to the existing water system in the adjacent Fox Hills community and feature a booster pump station as well as fire hydrants.

The plans do not propose a looped system for Phase III. Only Phase IV will be looped. This item shall be discussed with the Board with testimony provided by the applicant. A waiver or exemption from RSIS may be required. As there is no water allocation for Phase IV, the Board should consider an alternate plan for a looped system in the event Phase IV is never built.

10) The following outside agency approvals are required to be granted, if they have not already been received, as a condition of any subdivision or site plan approval granted by the Township of Holland for any phase of the development requiring subdivision or site plan approval, and prior to the issuance of any Construction Permit for the applicable phase except as specifically provided herein or in any subsequent resolution(s) approved by the Planning Board:

a. Hunterdon County Planning Board approval.

b. All applicable New Jersey Department of Environmental Protection permits and approvals, including, but not necessarily limited to:

- Water Extension. Unsatisfied.*

Applicants Response: A Water Main Extension Permit to allow the construction of the proposed water main distribution system is being applied

for and will be provided under separate cover as a condition of approval. A copy of the water main design drawings is included with this application.

c. Approval of the proposed water supply, storage, and distribution system design and details by Aqua New Jersey, Inc., the NJDEP and the Holland Township Fire Chief.

Applicants Response: A Water Main Extension Permit to allow the construction of the proposed water main distribution system is being applied for and will be provided under separate cover as a condition of approval. A copy of the water main design drawings is included with this application.

11) No lot or dwelling unit in the development shall be conveyed unless and until all applicable deed restrictions, easements and covenants required by this Resolution have been duly recorded or, in the alternative, that the lot or dwelling unit in question has been suitably deed restricted in recognition of its being part of a planned development and thereby subject to any such deed restrictions, easements and covenants that might be required by the Planning Board to ensure compliance with N.J.S.A. 40:55D-45.

12) As a condition of final approval for any phase of the development, the Applicant shall enter into a Developer's Agreement with the Township of Holland addressing how all of the conditions of such final approval and of this Resolution will be met with respect to that phase.

13) The issuance of a Certificate of Occupancy for the farmette in Phase II of the development shall not require the construction of any portion of Claremont Drive. A maintenance easement and agreement for the existing driveway shall be submitted to the Board for review and approval and shall be recorded prior to the issuance of a Certificate of Occupancy for the farmette in Phase II of the development.

14) Fire truck turnaround areas shall be reviewed by the Fire Company for adequacy.

15) The Applicant shall obtain an easement for the proposed connection of the water main to the 8" water line on the Fox Hill property, since it appears that work will be required to be undertaken on private property.

16) The applicant has submitted architectural plans in accordance with the prior resolution. The Board should review these plans for compliance.

17) Prior to the issuance of the first Construction Permit for any building in Phase III, a legal instrument shall be recorded to ensure that the Applicant and its successors and assigns maintain(s) the stormwater collection and management facilities on the site in accordance with the Township's Stormwater Control Ordinance. The form of the legal instrument shall be subject to the review and approval by the Board Attorney and Township Attorney and Township Engineer prior to its recordation.

19) Pursuant to Condition 14 of the Master Resolution, prior to the issuance of a Certificate of Occupancy for any unit to be occupied as a dwelling in Phase III, the required Homeowners' Association documents shall have been reviewed and approved by the Planning Board and Township Committee

20) Prior to the grant of final approval for either Phases III or IV of the development, the applicant shall have complied with all of the conditions and requirements of the preliminary approval as set forth in this Resolution and with all of the conditions and requirements set forth in the Master Resolution, except as same may have been specifically modified by the terms and conditions of this Resolution.

21) Comments on the Minor Subdivision Plan:

- a. Satisfied
 - b. The applicant's response is not acceptable. The hatching for the access easement shall extend to Route 519.
 - c. Satisfied.
 - d. The applicant's response is not acceptable. The Conservation Easement on Lot 13.01 does not contain a map reference. Proof shall be submitted that the easement exists.
 - e. The applicant's response is not acceptable. The proposed easements shall indicate who the grantee will be. For example, the utility easement for water may be different than the utility easement for sewer and electrical as it extends to the north across Lot 3.
- 21) The applicant's response is not acceptable. The RBZ plans were to be revised to conform to the resolutions of approval. The resolution requires that "to the extent feasible, given the tracts topography, townhouse units shall be designed so that each dwelling has direct access from the living space within the unit to a private side or rear outdoor area". It is not discretionary for the developer to decide if a unit has a secondary access.
- 22) Comment Satisfied.
- 23) Comment Satisfied.
- 24) Comment Satisfied.

**** end of memo ****

As mentioned in a prior meeting by Engineer Roseberry regarding the review the comments in Italics are comments from prior resolutions that still need to be addressed with Architectural comments being addressed later.

Andrew Holt agreed to compliance with the memo mentioned above. The memo from the fire chief was discussed earlier in testimony and all issues resolved. Engineer O'Krepky does not take any exception with the testimony. The memo from the Fire Company and the testimony are both acceptable.

Planner Green described the outstanding items needing the applicant's review from her memo are: Page 6 item 7, Page 7 item 10, Page 8 Item 19, 20, 21 (signed and sealed plans prepared by Andrew Holt to be delivered to Secretary Kozak asap), page 9 item 23c (units and interior dimensions with the applicant stating on record that Phase III will have a building consisting of 16 Affordable Housing units with the following bedroom distribution of 4 one bedroom, 8 two bedrooms and 4 three bedrooms and Phase IV to have 12 Affordable Housing units with the following bedroom distribution of 2 one bedroom, 8 two bedrooms, 2 three bedrooms in distribution), Item 23i, item 24 all letters and item 25 is satisfied and eliminated.

The applicant consents to the matter being carried till the Planning Board meeting of January 14, 2019. All items will be addressed. If the weather for the scheduled January meeting is bad then the extension carries till the end of the following month. New plans to be submitted to Secretary Kozak at least 10 days before the scheduled meeting with the preference of submittal being as early as possible.

Sub-Committee Status and Updates:

Ongoing work to be discussed – Holland Township Highlands Plan Conformance Subcommittee –The Water Use and Conservation Management Plan with comments from the subcommittee is with CDM Smith. The revised plan will be submitted to the Highlands Council, Maser Consulting, and the sub-committee consisting of Tom Scheibener, Mike Keady and Jerry Bowers. The plan, once acceptable will be submitted to the Planning Board as an element of the Master Plan for review and adoption. More details to follow.

Housekeeping – Update of the Planning Board submission checklists – the marked up versions were submitted to the board members for review. Secretary Kozak is working with the Highlands Council for approval of a scope of work prepared by Planner Green of Maser Consulting and Attorney St. Angelo of Gephardt and Keiffer in order to create a checklist for Chapter 101 Land Use Ordinance. Nothing new to report.

The Environmental Commission is reviewing the Environmental Impact Assessment checklist (G). and is working with Maser Consulting on incorporating The NJDEP Green Acres Preliminary Assessment Checklist items into the Township's EIA checklist and ordinance.

Check List

**For Determining Completeness of
Environmental Impact Assessment
Township of Holland, Hunterdon County, New Jersey**

Project Name: _____

Street Name: _____
Applicant: _____
Applicant Signature: _____
Zoning District: _____
Block: Lot: _____

The information or items contained in the checklist items listed below must be submitted with the development application and completed checklist. Any checklist item for which a waiver is specifically being requested shall be accompanied by a narrative paragraph explaining why the applicant is entitled to such waiver. The waiver may be approved for administrative purposes but required prior to the approval of the application. An Environmental Impact Assessment is required [under Sec. 100-168.1 of the Township Code] to be prepared and submitted for review and approval in conjunction with the following types of projects:

- An application for major subdivision approval; or
- An application for major site plan approval involving the creation of more than five dwelling units, or more than 20,000 square feet of non-residential floor area, or more than 20 new parking spaces, or more than 20,000 square feet of total additional impervious surface coverage on a site; or
- An application for subdivision or site plan approval requiring a variance pursuant to N.J.S.A. 40:55D-70d(2) [expansion of a non-conforming use], N.J.S.A. 40:55D-70d(4) [an increase in permitted floor ratio], N.J.S.A. 40:55D-70d(5) [an increase in permitted density], or N.J.S.A. 40:55D-70d(6) [an increase in the allowed height of a structure].

SECTION G:

Environmental Impact Assessment

Version September 6, 2018

Applicant Portion Township Portion

Applicant Portion

Complies, Not Applicable, Waiver Requested

Township Portion

Complies, Not Applicable, Waiver Requested

Phase I Requirements- The Phase I EIA requirements are encouraged to be submitted at the concept plan review stage. [Details are in Sec. 100-168.1 of the Township Code.]

G-1 Submit twenty-one (21) copies of the Phase I EIA (the applicant is encouraged to submit the Phase I EIA before submitting a concept plan for proposed project).

G-2 Inventory of existing conditions, including:

- a. Site description
- b. Scenic resources
- c. Geology
- d. Soils
- e. Topography
- f. Surficial hydrology and surface water hydrology
- g. Groundwater hydrology and groundwater quality
- h. Flora and fauna
- i. Historical and archeological sites
- j. Unique or Irreplaceable Land Type and Scenic Resources
- k. Environmental constraints map(s)
- l. Air Quality
- m. Noise

G-3 Description of proposed development, including a project narrative and mapped descriptions indicating the nature of the proposed development, the changes that will occur on the site as a result of the proposed construction, the intended use of buildings, and a comparison to applicable zoning requirements.

G-4 Written assessment of proposed project impacts, including increased potential for water pollution, potential damage to existing vegetation and wildlife systems, alteration of geological features, soil disturbance, increased potential for sedimentation and siltation, increased volumes of stormwater runoff, increases in peak or decreases in low stream flows, loss of farmland, and loss of scenic resources.

G-5 Summary listing of short term and long term impacts attributable to the proposed development.

G-6 Analysis of design alternatives.

G-7 List of required permits and other agency approvals. .

G-8 Bibliography and sources of data.

Phase II Requirements- The additional Phase II requirements shall be submitted as part of a complete application for any development approvals listed in Section 100-168.1.B.1 of the Holland Township Code.

G-9 Submit twenty-one (21) copies of the Phase II EIA with an application for development approval.

G-10 Inventory of existing conditions, including:

- a. Site description
- b. Scenic resources
- c. Geology
- d. Soils
- e. Topography
- f. Surficial hydrology and surface water hydrology
- g. Water quality testing/sampling plan
- h. Water Quality Testing/Sampling Plan
- i. Groundwater hydrology and groundwater quality
- j. Hydrogeological Analysis
- k. Flora and fauna
- l. Tree survey
- m. Historical and archeological sites
- n. Unique or Irreplaceable Land Type and Scenic Resources
- o. Environmental constraints map(s)
- p. Air Quality
- q. Noise

G-11 Include a construction schedule and quantifications of proposed land clearance and soil relocation; projected traffic generation; projected sewage generation and potable water demands; proposed methods of storm water management; projected solid waste generation; projected hazardous waste generation where applicable; and projected demands on public utilities with “will serve” letters from each. Narrative to include maps, drawings, and illustrations.

G-12 Description of proposed development, including a project narrative and mapped descriptions indicating the nature of the proposed development, the changes that will occur on the site as a result of the proposed construction, the intended use of buildings, and a comparison to applicable zoning requirements.

G-13 Assessment of impacts from sewage/wastewater generated by the project.

G-14 Assessment of impacts from solid waste generated by the project.

G-15 Assessment of impacts from hazardous waste generated from project.

G-16 Assessment of impacts on water supply by proposed project.

G-17 Assessment of impacts of surface water runoff from proposed project.

G-18 Assessment of traffic (pedestrian and vehicular) impacts of proposed project.

G-19 Assessment of impacts of artificial lighting resulting from proposed project.

G-20 Assessment of fire protection demands generated by proposed project.

G-21 Assessment of impacts on avian, terrestrial and aquatic flora and fauna and on their habitats, including the impacts on critical breeding or feeding habitats of rare, threatened or endangered fauna.

G-22 Assessment of impacts on vegetation communities and associations and on unique, rare or imperiled plant species.

G-23 Assessment of impacts on Holland Township’s historic and scenic resources, with descriptions, maps and photographs of views to the site from prominent nearby and remote locations in the Township and an analysis of the impact on the context of an historic resource.

G-24 Assessment of potential noise impacts on surrounding residences as well as an assessment of project construction and post-construction compliance with State mandated limits on daytime and nighttime noise levels as described at N.J.A.C. 7:29-1.2.

G-25 Assessment of irreversible or unmitigated impacts, and expected benefits to the community, resulting from proposed development.

G-26 Summary listing of short term and long term impacts attributable to the proposed development.

G-27 Analysis of design alternatives.

G-28 List of required permits and other agency approvals.

G-29 Bibliography and sources of data.

Rev. 2/01/2013

Green Acres Program - Preliminary Assessment Checklist

To ensure that your Preliminary Assessment and Preliminary Assessment Report meet the minimum requirements as defined in the Technical Requirements for Site Remediation, N.J.A.C. 7:26E-3.1 through 3.2, as well as the NJDEP’s January 2012 Preliminary Assessment Technical Guidance document

(http://www.state.nj.us/dep/srp/guidance/srra/pa_soils_guidance.pdf)

and to avoid delays to your project that may result from submitting incomplete information, please complete the attached checklist.

1. Have you performed a diligent inquiry into the operation and ownership history of the property from 1932 or before the property was developed and naturally vegetated, whichever is later? Yes ___ No ___
2. Have you performed inquiries of current and former employees and agents whose duties include or included any responsibility for hazardous substances, hazardous wastes, or pollutants, and any other current and former employees or agents who may have knowledge or documents relevant to the inquiry? Yes ___ No ___
3. Have you reviewed the following sources of information in order to prepare the site history?
 - a. Sanborn Fire Insurance Maps; b. MacRae's Industrial Directory; c. Title and Deed; d. Site plans and facility as-built drawings; e. Federal, state, county and local government files; and f. The NJDEP’s Geographic Information SystemYes ___ No ___
4. Have you presented a description of any past industrial or commercial operations conducted on site by each owner and operator? Yes ___ No ___
5. Have you listed the hazardous substances, hazardous wastes, hazardous constituents and pollutants, that are or were historically present on the site? Yes ___ No ___
6. Have you identified all former and current wastewater discharges (sanitary and/or industrial waste), and mapped all discharge and disposal points on a scaled site map? Yes ___ No ___
7. Have you identified the source of potable and/or industrial process water? Yes ___ No ___
8. Have you identified how structures on the property are heated? Yes ___ No ___
9. Have you presented an interpretation of the aerial photography for the period dating from 1932, or the earliest photograph available, to the present? Yes ___ No ___
10. Have you provided a copy of the aerial photographs which depict the property boundaries of the property? Yes ___ No ___
11. Have you identified any current or prior remediation activities on the site, including the name of any government agency involved and case identification number? Yes ___ No ___
12. N.J.A.C. 7:26E-1.8, defines areas of concern as areas in which pollutants, hazardous substances or wastes may have been discharged to the environment. (See the Technical Requirements for Site Remediation for a complete listing of areas of concern.) Have you presented a list of any potential areas of concern, identified during the performance of the preliminary assessment? Yes ___ No ___

13. Have you presented a recommendation, per N.J.A.C.7:26E-3.2(a)6, for each area of concern identified at the site, and provided documentation to support this belief? Yes ___ No ___
14. Have you listed any administrative, civil, or criminal enforcement actions for alleged violations of environmental laws which may have resulted in an environmental impact on the site? Yes ___ No ___
15. Have you conducted a site visit to confirm the findings of the review of historic information obtained through diligent inquiry? Yes ___ No ___
16. Have you provided a copy of the United States Geologic Survey 7.5 minute topographic quadrangle, or a copy of a portion thereof, that includes the site? Yes ___ No ___
17. Have you certified the report, pursuant to N.J.A.C. 7:26C-1.5? Yes ___ No ___

The certification wording is provided below:

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, including all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, to the best of my knowledge, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil penalties for knowingly submitting false, inaccurate or incomplete information and that I am committing a crime of the fourth degree if I make a written false statement which I do not believe to be true. I am also aware

that if I knowingly direct or authorize the violation of any statute, I am personally liable for the penalties.

Signature: _____ Date: _____

Print Name/Title: _____

Board Member Discussion:

- Bock 15 Lot 1 – Phillips Farm on the corner of Rt 519 and Rt 614. Nothing to report at this time.

Public Comment

Ted Harwick – Thank you for having the drawings as they help a lot.

Executive Session

There was no Executive Session scheduled at this time.

Adjournment

Tom Scheibener made a motion to adjourn. Motion approved. The meeting ended at 9:15 p.m.

Respectfully submitted,

Maria Elena Jennette Kozak

Maria Elena Jennette Kozak

Secretary