

## **Holland Township Planning Board**

### **Minutes of the Regular Meeting**

**July 10, 2017**

The meeting was called to order by the Chairman Rader:

“I call to order the July 10, 2017 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 8, 2016 by:

1. Posting such notice on the bulletin board at the Municipal Building.
2. Published in the December 8, 2016 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: Ken Grisewood, Michael Keady, Mike Miller, Dan Rader, Tom Scheibener, Duane Young, Todd Bolig, Esq., Bill Burr, Engineer, Court Reporter Lucille Grozinski, CSR, and Maria Elena Jennette Kozak, Secretary.

Excused Absent: Casey Bickhardt, Dan Bush, Dave Grossmueller, Carl Molter, and Elizabeth McKenzie, Planner

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 May 8, 2017 meeting and to approve the minutes as recorded. All present were in favor of the motion with the exception of Dan Rader and Tom Scheibener who abstained. Motion carried.

A motion was made by Mike Keady and seconded by Duane Young to dispense with the reading of the minutes of the June 12, 2017 meeting and to approve the minutes as recorded. All present were in favor of the motion with the exception of Tom Scheibener who abstained. Motion carried.

#### **Conceptual Plan**

There was no Concept Plan scheduled at this time.

#### **Old Business:**

There was no Old Business scheduled at this time.

#### **New Business:**

Updates needed for the Planning Board application and checklists. A motion was made by Tom Scheibener and seconded by Ken Grisewood to have Secretary Kozak work with the board professionals to review, comment and make suggestions on changes needed regarding the Planning Board application and checklists. All present voted in favor of the motion. Motion carried.

#### **Completeness Review:**

Block 9 Lot 20.01– Pivotal Utility Holdings Inc. dba Elizabethtown Gas Company – 231 Adamic Hill Road – Minor Site Plan – 45-day completeness deadline July 14, 2017. Board Action needed to determine completeness.

Applicant's Attorney Rich Valenti is present along with Engineer Serafino Catapano. The review letter prepared by Board Engineer Bill Burr of Maser Consulting dated July 6, 2017 was discussed. The Memorandum is as follows:

### MEMORANDUM

**To: Members of the Holland Township Planning Board**

**From: William H. Burr, IV, PE  
C. Richard Roseberry PE, PP, AICP**

**Date: July 6, 2017**

**Re: Pivotal Utility Holdings, Inc. (dba Elizabethtown Gas Co.)  
12" Gilbert I Transmission Line – Proposed Remotely Controlled Valve Sta.  
Completeness & Technical Review #1  
Condition Use Approval and Minor Site Plan  
Township of Holland, Hunterdon County, NJ  
MC Project No. HLP-022**

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Dear Board Members:

This office is in receipt of an application for the above-referenced Conditional Use Approval and Minor Site Plan application. The following documents were submitted for our review:

- Completed application for Minor Site Plan with supporting documents.
- Completed checklist for Determining Completeness of Application for Minor Site Plan.
- A letter from the applicant's engineer, Rich Padgitt, P.E., dated May 26, 2017, regarding the submission documents.
- A plan consisting of six (6) sheets titled "12" Gilbert I Transmission Line, Proposed Remotely Controlled Valve Station, Holland Township, Hunterdon County, New Jersey" prepared by James F. McGoldrick, P.E. of PS&S, dated May 26, 2017.
- Copy of Amendment to Grant of Easement between Pivotal Utility Holdings, Inc. (dba Elizabethtown Gas Company) and property owners, Charles T Brown, III and Randall K. Brown as filed with Hunterdon County Clerk's Office on December 29, 2016.

#### Project and Property Description

The subject property is known as Block 9, Lot 20.01, consists of 58.11 acres, is located in the R5 (Residential) Zoning District and has frontage along Academic Hill Road. The property is owned by Charles T. Brown III and Randall K. Brown, and Pivotal Utility Holdings, Inc. (dba Elizabethtown Gas Co.) owns the existing gas transmission pipe line that traverses the property and is located within existing easement(s). There is also a 250 ft. wide JCP&L easement located on the property adjacent to the gas-line easement. The existing property contains several accessory structures, and is actively farmed.

According to the applicant, "to accommodate the need for a remotely controlled valve to facilitate a more rapid closer in the event of an emergency, Elizabethtown Gas Company (ETG) is proposing to install a remotely controlled valve along the route of the proposed Gilbert I gas transmission replacement pipeline." Pursuant to Federal Regulations, all transmissions pipelines shall have sectionalizing valves. The proposed valve will be able to operate remotely to aid in closing of gas flow more rapidly in case of emergency, and can also be operated for the general maintenance or during scheduled work on the pipeline.

In addition to constructing the new valve, the proposed improvements also include constructing a grass paver driveway, gravel parking area, chain link fence and landscape plantings.

## **COMPLETENESS**

Upon review of the above-referenced submission versus the Holland Township Development Review Checklist, this office finds that Items #F-17, F-34 and F-37 are outstanding. The applicant has requested waivers of Items #F-34 and F-37, but not for Item #F-17. We note that there are a number of other items that were marked by the applicant as “N/A” and we have no objection to these determinations.

**Item F-17 Highlands Exemption Determination issued by the Highlands Council.** The applicant has indicated that an exemption request was submitted to Highlands on May 23, 2017. The Board could grant a waiver of this item with the condition that the applicant obtain a formal exemption from the Highlands Council.

**Item F-34 Bearings, distances, curve data, etc. on all existing and proposed property lines.** The applicant has indicated that no boundary survey was performed due to the fact that Elizabethtown Gas entered into negotiations with the property owner to purchase an easement to allow for the installation of the proposed improvements and a copy of the executed agreement was provided. In addition, the proposed work is minor in nature compared to the overall size of the tract. This office is agreeable to the Board granting a waiver of this item.

**Item F-37 Plans shall indicate the location and description of all survey monumentation found or set.** The applicant has indicated that no boundary survey was performed due to the fact that Elizabethtown Gas entered into negotiations with the property owner to purchase an easement to allow for the installation of the proposed improvements and a copy of the executed agreement was provided. In addition, the proposed work is minor in nature compared to the overall size of the tract. This office is agreeable to the Board granting a waiver of this item.

In summary, this office recommends that the Board could deem this application complete provided the Board agrees to waive Items #F-17, F-34 and F-37.

## **TECHNICAL**

This office has the following comments regarding the plans for the Board’s consideration:

1. Section 100-51 of the Land Use Ordinance pertaining to this particular conditional use in the R-5 district requires:
  - a. The Board shall determine that the proposed use at the proposed location will not be detrimental to the public safety and health and is reasonably necessary for the service, convenience and welfare of the public.
  - b. No equipment or apparatus used in the transmission or distribution of electric power, other than overhead or underground transmission or distribution lines, shall be located closer than 35 feet to any lot or street line.
  - c. All areas of the lot not devoted to buildings and structures, parking areas, and driveways and required screens, shall be landscaped with grass, trees, or shrubs.
  - d. A permanent visual screen shall be provided either around the perimeter of the lot or around the structures or security fence on the lot. Such screening shall be approved by the approving authority upon the nature of the structures to be screened, the existing vegetation on the lot and the potential visual impact of the proposed structures on adjoining lots. As a minimum, evergreen shall be provided wherever screening is required.

The applicant and its professionals shall provide testimony and/or plan revisions to confirm that these requirements will be met.

2. The applicant should provide testimony to explain the purpose of the proposed installation.

3. Property owner certification should be provided on the site plans.
4. There is a discrepancy between the labels of the existing and proposed elevations/contours that should be corrected.
5. We recommend that a paved driveway apron be provided within the right of way at the entrance to the facility off Academic Hill Road and that a construction detail for the proposed apron also be added to the plans.
  6. The applicant shall advise the Board if any signs are proposed?
  7. The applicant shall advise the Board if any lighting is proposed?
  8. The applicant should clarify how often the facility will be visited, what types of maintenance will be required and frequency of such maintenance? Will the gas company be able to remotely monitor the facility to ensure that the facility is operating correctly with no issues, etc.?
  9. We agree with the Board Planner, Betsy McKenzie, that the proposing landscape plantings should be provided in a staggered and/or irregular cluster so as to appear more natural, not in a linear row as currently proposed. We would also recommend that the applicant provide a mix of evergreen and deciduous trees, and our office can work with the applicant's engineer to develop an appropriate screening plan.
  10. The plan proposes to surround the valve station site with 6 ft. high chain link fence along with 3 rows of barbed wire. What color will this fence be and can any improvements be made to enhance the visual appearance of the fence?

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

CRR/WHB/dw

Cc: Holland Township Land Use Board Members (via email)  
Elizabeth McKenzie AICP, PP  
Todd Bolig, Esq., Board Attorney  
Township of Holland, Applicant  
Rich Valenti, Esq., Applicants Attorney  
James McGoldrick, P.E., Applicant's Engineer

Item F17 was discussed and the applicant has applied to the Highlands Council and the letter will be forwarded to the Board for review. Items F34 and F37 were discussed and the applicant is looking for a waiver for completeness. The technical discussion will take place at public hearing regarding how the survey shows 50 acres but the portion for the project is relatively small and that is the focus of the proposed project. Board Engineer Burr expressed his opinion that a waiver is applicable. Board member Grisewood questioned why a Letter of Interpretation (LOI) not applicable and the applicant stated that they would discuss the concerns at the scheduled public hearing. There were no further questions at this time. A motion was made by Tom Scheibener and seconded by Mike Keady to grant completeness waivers for checklist items F17, F34, and F37 and to deem the application complete. At a roll call vote, all present voted in favor of the motion. Motion carried. The public hearing will take place at the next scheduled planning board meeting of August 14, 2017.

### **Resolution**

There are no resolutions to discuss at this time.

### **Public Hearings**

There are no Public Hearings to discuss at this time.

### **Sub-Committee Status and Updates:**

There was nothing new to report at this time except that the Highlands Council Subcommittee is working with the Highlands Council Planner to move forward with various tasks including the Land Use Ordinance, The Land Use Inventory, the Zoning Map and the Agriculture Plan.

**Public Comment**

Let the record show there is no one present in the audience.

**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 7:40 p.m.

Respectfully submitted,

*Maria Elena Jennette Kozak*

Maria Elena Jennette Kozak

Secretary