

January 14, 2013

A regular meeting of the Allendale Planning Board was held in the Municipal Building on January 14, 2013. The meeting was called to order at 8:06 PM by Mr. Quinn, Chairman, who announced that the requirements of the Open Public Meetings Act were met by the required posting and notice to publications.

The following members answered to roll call: Mr. Quinn, Mr. Strauch, Mr. Sirico, Ms. Sheehan, Mr. Zambrotta, Mr. Sasso, and Mr. Scherb.

Absent: Mr. Barra, Mr. Fliegel, and Mr. Walters

Mr. Quinn announced that the election of officers, appointment of officials, and approval of minutes would be done at the Thursday night meeting.

The next item on the agenda was the preliminary site plan application for Trinity Episcopal Church at 55 George Street which is on Block 1604, Lot 15. The people in attendance representing the Church were Timothy Cross the Senior Warden, Father Michael Allen, Ruth Schultz the project coordinator, Michael Campbell the architect, Mark Remo the engineer, and Karen Roy the Junior Warden. Mr. Cross told the Board that the Trinity Episcopal Church wants to put on an addition to add meeting space, a classroom, two offices, and a new kitchen which will be brought up to code. They have a Parish hall but they want to add a room for meetings and they also want a classroom for Sunday school classes. They plan to remodel the building by putting in another emergency exit door, new windows, and roof replacement. Michael Campbell added that he wants to give the church a more traditional look than the 1970's contemporary look on the exterior. He also asked about the height variance that was put in a memo he received from Mr. Yakimik. He didn't think it was thirty-eight feet as Mr. Yakimik said but thought it was not over the thirty-five feet as per ordinance. Mr. Quinn responded that he was glad to hear that information as the Board seeks to minimize the number of variances in site plan applications. Mr. Quinn asked the members to walk them through the plans.

Mr. Campbell said they had been working on the plans for a little over a year. He proceeded to show the Board the plans of the rooms currently located in the building. Mr. Campbell spoke about the addition that was put on the building in the 1980's when a fellowship hall, an office, and storage space were added. The new proposed addition includes two offices for the pastor and the staff, a classroom, and a new kitchen which will be about 50% larger than the old kitchen. The Congregation wants a bigger kitchen for their fellowship dinners. The whole building including the new bathrooms will be handicapped accessible. A classroom and a meeting room will also be added. The addition will not increase the intensity of the site as they are not adding or changing the sanctuary. Mr. Quinn asked if pews were being added for additional seating and the answer was no. Mr. Campbell explained that the Church will be renovated to take away the 1970's look and give it a more modern look. The perimeter of the addition is driven by the wetlands surrounding it. There was a wetlands survey done. Mr.

Campbell said that architecturally it works nicely as it is an octagonal shape facing into the woods with wraparound windows and a fireplace. Mr. Sirico asked about an odd-shaped storage area, but Mr. Campbell said it didn't matter because it was just storage. Mr. Zambrotta asked about the old versus the new areas so he understood the addition. Mr. Campbell explained about the outdoor deck and where the addition would be placed. There was some discussion on the additional footprint of space being added and whether it included the deck or not. The church is on 6.49 acres of property and the addition will be about 3200 square feet which includes the new deck. Mr. Cross asked Mr. Campbell to explain the new doorway that is in the plans. Mr. Campbell told the Board that during a previous addition a code violation was created where you would exit a door into a courtyard. They are adding an exit door to the sanctuary to bring it up to code. They are also changing the exterior to a fieldstone base and board and batten siding, and adding cottage style windows with divided lights on top, and placing porticos on the existing entrances. Mr. Sasso asked if the addition faced south towards Brookside and Mr. Campbell replied southeast. Mr. Quinn inquired about exterior lighting. Mr. Campbell replied that there would be carriage style lighting by the entrances and the required exit emergency lighting and that Mark Remo would talk more about the site lighting. Ms. Sheehan asked about the path that is there and how the addition will affect it. Mr. Cross explained that the addition would cover the path. Ms. Sheehan commented that it seems to be a heavily used path. Mr. Cross stated they would put one back and Mr. Allen agreed. Ms. Schultz said that it was originally an Eagle Scout project and that if anyone knew a scout who might want to build the next path to have the scout contact the Church. Mr. Sasso asked about the path that went from the parking lot to Hillside School which is an informal sort of path. Mr. Allen said it wasn't really a path and Mr. Sasso said it was becoming one. Mr. Allen agreed and said that they were going to have to construct another path. He didn't mind having the parents' park there as it was great for advertising purposes. Mr. Sasso said it is a great place for late pick-ups and Ms. Sheehan agreed.

Mr. Yakimik asked about the height of the new addition. Mr. Cross put thirty-eight feet on the application. The Borough code stipulates that a building shouldn't be taller than thirty-five feet. When Mr. Yakimik scaled the height as a result of the grade dropping he got 36.5 feet. Mr. Yakimik explained that we measure our height from the lowest grade immediately adjacent to the structure. If it is intent of the Church not to increase the height over thirty-five feet then you would simply raise the grade around the building to conform. If you have thirty-five feet or lower no variance would be required. Mr. Quinn said that not having a height variance would resonate with the board. He commented that the street level view would be the same or unchanged. Mr. Campbell said it is an existing ridge that has nothing to do with the addition. Mr. Sirico asked if everything inside was all one level and the answer was yes.

Mark Remo from Remo Engineering went over the site plan briefly. He calculated 37.3 feet for the height which would need a variance. He will double check the height which might be lower due to changes in the architectural plans. Mr. Quinn asked if that was based on the older plans that did not come before the Board and Mr. Remo agreed. Mr. Remo remarked that since there

weren't any changes in relation to seating in the sanctuary the Church was not required to add more parking spaces. The Church has fifty-two spaces and they are only required to have forty-six per Borough Code. The parking lot will be milled and resurfaced with two handicapped spaces included. Mr. Remo told the Board that the wetlands are located to the south and east sides of the building. The Church applied to the DEP for a transition area waiver to compensate for any disturbance in the buffer. Mr. Remo explained that eighteen foot pole mounted lights will be placed in the parking lot. The lights will shine down and not outward. Mr. Zambrotta asked if lights are there now and Mr. Remo answered that there were not. Mr. Zambrotta asked if the lights were on timers or if they would be on all night. Mr. Remo answered that they would be on timers. Ms. Schultz said it was really for people who were entering and exiting the building at night. Mr. Allen asked Mr. Scherb if it would affect the police if the lights were off and Mr. Scherb replied no. Mr. Sirico asked about the house that is located to the left in the plans that might be directly affected by the lights. He was told that house is the rectory and that Mr. & Mrs. Allen had already reviewed the lighting plans.

Mr. Remo discussed the landscaping plan. Shade trees will be placed along the perimeter and the foundation. Ms. Sheehan asked if they were cutting down trees and Mr. Cross answered that only five or six would be taken down. Ms. Sheehan commented that there weren't many trees located there and Mr. Cross agreed and added that they wanted to cut down as few as possible.

Ms. Sheehan wanted to know if the construction around the wetlands would create more water problems. Mr. Yakimik had received the soil testing and drainage report at the start of the meeting. The soil tests showed that the soil is not conducive for a seepage pit as there would be additional run-off. Mr. Remo said that the goal was to make the run-off go to the parking lot so it is not going to other properties. Mr. Zambrotta asked where the runoff would go and was told that it goes to an inlet in the parking lot and leads through a pipe that goes into a sewer. Mr. Yakimik stated that the water goes into an open ditch at 210 Brookside. There have been some problems during heavy storms when the ditch overflows its banks and the town has received complaints from the owner. Mr. Yakimik continued that there is a concern with any additional run-off occurring downstream but he recognized the fact that this applicant had under a quarter of an acre of development and under an acre of disturbance so it didn't rise to level of strict Storm Water Management regulations according to the code. Since there will be over fifty cubic yards of soil moved the applicant can't increase the volume of run-off from the property to adjacent properties. There has to be some kind of mitigation effort. Mr. Yakimik recommended to the Board that the applicant try to find an inexpensive detention or retention method to mitigate problems that are occurring downstream. Mr. Remo said the alternative is to see if soil is better in the parking lot and if roof run-off can go that way with a seepage pit in the ground. Mr. Yakimik suggested pipe storage. He also mentioned George Street is being repaved and the run-off of water from that street is being redirected to Weiner Place and to the rear of Borough Hall to cut off some of the water that is making its way to 210 Brookside and the Church property. It is an ongoing problem that the Borough is trying to solve and it would be helpful if

the Trinity Episcopal Church could try to find an economical way to handle this as well. Mr. Allen said that they have worked with the Borough in the past. Mr. Yakimik reminded Mr. Remo and the Board that the applicant is only responsible for the additional impervious area and that it would be better to focus on the 25 year storm rather than the 100 year storm. He added that it is imperative not to increase the problem at 210 Brookside but to keep it the same or make it better. Mr. Remo said the roof run-off would be less depending on the change in the architectural plans.

Mr. Remo said they are waiting for the DEP approval for the LOI and wetland transition area waiver permit. He hopes that after the plans are revised and sent in to the DEP that he will hear back from them within thirty days. He felt that reducing the transitional area and making the addition smaller will work better with the DEP. Mr. Yakimik said there are new architectural plans and that the plans dated 5/2012 were superseded. Mr. Yakimik and Mr. Remo discussed how the plans have changed and how the changes would effect the drainage situation.

Mr. Yakimik read through his report of January 14, 2013. The first page describes the reason for the addition and what the addition will entail. Mr. Yakimik said that the Board had to decide whether this application was a minor or major site plan. Since the addition could have effects on drainage, landscaping, lighting, and off street parking Mr. Yakimik recommended that the site plan be considered a major site plan. He added that minor site plans have less than 2500 square feet of space being added and the applicant is at about 3200 square feet. Mr. Quinn agreed with Mr. Yakimik that the plan should be considered a major site plan. Then Mr. Yakimik proceeded with his report. The applicant had put down not applicable for variances but that may need to be changed and would be discussed shortly. An affidavit of ownership was not turned in to Mr. Yakimik and he wasn't sure if it was needed or not. The Church members questioned whether this was the deed or not. Mr. Dunn responded that the Church should send in title documents and Ms. Schultz said they had turned in a copy to Borough Hall which it was determined had not made it to the Board for that evening's meeting. Mr. Yakimik spoke to the tax assessor and he believed the church was known by a prior name until recently. The Church members replied that Church of the Epiphany was the old name. But the tax assessor did not have it on her rolls and Mr. Allen replied that the State still had the documents. The letter of interpretation was submitted to DEP and Ms. Schultz had an e-mail from a woman at the DEP confirming that the process had been started. Also needed from the applicant was a list of witnesses who would be testifying at the hearings, dimensions listed on the site plan, and photographs of the site. Mr. Yakimik said that the waivers for hardships on any of the items needed didn't seem to apply. He also suggested that the applicant place utility services on the plans so that the plans could be referred back to in the future if needed. Mr. Yakimik also stated that the church should check for existing wells or septic systems on the site. Drainage was also on his completeness list but had been discussed that evening and a drainage report was turned into him earlier. Mr. Quinn commented that the most important thing was not to create a problem on adjacent properties. Mr. Cross replied that the landscaping and the piping system in the parking lot should help with the

drainage. Mr. Yakimik also mentioned that applications had to be sent into the County. Mr. Yakimik did not think the County would be interested in the application as it is not on a county road and it is not a large development. There were questions from the members as to why these applications had to be filled out and Mr. Yakimik and Mr. Dunn told them that New Jersey law says the county has the right to take jurisdiction over a project.

Mr. Yakimik discussed the variances possibly needed. The expansion is permitted in the zone. The zone is a dual zone designation because it is an AAA residential zone and ML3 zone. The Church and expansion are in the AAA zone. The ML3 areas are toward the west. Expansion of a kitchen and classrooms complies with the section of code. The Zone allows accessory uses to not conduct any activity for gain. Mr. Strauch said gain means profit. Mr. Zambrotta asked what they were going to use the addition for in the future. Mr. Sirico asked about the number of employees and he was told that there are three employees working at the Church and that new employees were not being added because of the addition. Mr. Cross explained that they will use the new rooms for meeting space for groups at night like Boy Scouts and other community based groups. Mr. Quinn asked if they were renting the space out to a commercial enterprise and they responded no. Mr. Zambrotta questioned whether they would contemplate having anything in the facility that they would charge for and Mr. Cross answered that he didn't think so. The members did say that weddings occur in the sanctuary and that donations are made at the time and that if a civic group who used the Church for meetings wanted to make a donation to offset utility charges that would be acceptable as no one is looking at this addition as a profit making venture. The addition is more for education and socializing. Mr. Allen commented that they were not thinking of putting in a nursery school. Mr. Zambrotta asked if they would need additional parking spaces and Ms. Roy responded that they don't fill the lot on Sundays. Mr. Campbell said that most ordinances determine parking lot spaces by the size of the sanctuary. Mr. Yakimik asked if there was any intent to use the hall and church concurrently so it would be filled to the capacity. Mr. Cross said no and Mr. Campbell said they were existing uses. Ms. Roy said they would like to increase their membership but the parking lot is not full on Sundays nor are the pews. Mr. Allen said that they have seating for 182 people and they are lucky if they have 75-80 at any given time. The hall can seat 130 people but they have never had that many people there at once. Mr. Strauch asked how long the parishes have been merged and the answer was three years. Mr. Yakimik asked if they use the Borough Hall parking lot at all and they never do not even at Easter. Mr. Allen said they want the Church used more frequently but it is not being done for profit. Ms. Schultz said the fellowship hall and sanctuary will not be used at the same time because worship and social gatherings happen at different times.

Mr. Yakimik felt the code needs to be changed in the future to bring the size of parking spaces from the current 10 x 20 to the standard 9 x 18. The only variance that will be needed is the one on parking space size and Mr. Dunn said that should be included in the notice to the public.

Mr. Quinn said that at the Thursday meeting the Planning Board could hopefully get to a completeness determination and then next month would then be a public hearing. Ms. Schultz

wanted to review what was needed for Thursday so the application would be complete. There was some discussion on procedures so the Church understood how the process worked. Mr. Dunn also went into details about how to notify people. Mr. Sirico said the next month's meetings were February 18th and 21st.

The Board will talk on Thursday about Mr. Yakimik and his new role as Borough engineer and how that will affect the board in the future. An outside consultant will be used if needed. The election of officers and professionals will also be done on Thursday. The Board said that the circulation element of the Master Plan might be the next area to discuss.

On a motion from Mr. Sirico, seconded by Mr. Zambrotta, the meeting was adjourned at 9:55PM.

Respectfully submitted,

Diane Knispel