

Township of Hillsborough – PLANNING BOARD

Approved Public Meeting Minutes

April 16, 2026

Chairman John Ciccarelli called the Planning Board Regular Public Meeting of April 16, 2026, to order at 7:03 pm. The meeting was held in the Courtroom of The Peter J. Biondi Building. All stood for the flag salute.

NOTICE OF MEETING

Chairman Ciccarelli announced the meeting has been duly advertised according to Section 5 of the Open Public Meetings Act, Chapter 231, Public Law 1975 (“Sunshine Law”). Notice of the 2025 Annual Meeting Schedule has been provided to the officially designated newspapers, the Township Clerk, posted on the Township’s website and available at the Hillsborough Township Municipal Complex.

Application documents have been made available on the Township’s web site

<https://hillsboroughnj.portal.civicclerk.com/> . Complete applications files are available in the Planning and Zoning Department for inspection, in accordance with the public meeting notice.

ROLL CALL

Present - Mayor Catherine Payne	Absent - Bruce Radowitz, <i>Secretary</i>
Present - Robert Wagner, Jr	Present - Angelo Vitale
Present - Deputy Mayor Shawn Lipani	Present - John Ciccarelli, <i>Chairman</i>
Present - Robert Peason, <i>Vice Chairman</i>	Absent - Surajit Deb (<i>Alt. #1</i>)
Present - Carl Suraci	Present - Jason Smith (<i>Alt. #2</i>)
Present - Jason Flagg	

Also in attendance: David Kois, PP, AICP, *Township Planning Director*; Eric Bernstein, Esq., *Board Attorney (Eric M. Bernstein & Associates)*; Mark Mayhew, PE, CME, *Board Engineer (Pennoni Associates)*; Michael Lombardozzi, CSR, CCR, *Board Court Reporter*; *Township Videographer (Fuerza Strategy Group)*

CONSIDERATION OF MEETING MINUTES

- February 5, 2026, regular meeting minutes were reviewed.

Mr. Bernstein states which members are not eligible to vote on the matter.

Mr. Kois states after having reviewed the draft, Mr. Suraci reached out to him to express concern that some of his comments were not properly reflected in the minutes. Mr. Kois reviewed the recording and suggested the following adjustments to PA 206, LLC – File 26-PB-02-INF the “Seven Brew” application, items 34, 35 & 36;

- Mr. Suraci asks for clarification if the medical building will be an urgent care or doctors’ offices. He questioned whether the proposed location and use are appropriate given the Township’s vision for the Town Center as a more walkable, downtown-type area. He noted that the long-term goal includes slower traffic speeds and a more pedestrian-oriented environment.
- Mr. Suraci expressed concern that a drive-thru use appears inconsistent with that vision and may be contrary to the intent of the zoning and Master Plan. He questioned whether the proposal, as presented, is a good fit for the Town Center.
- Mr. Suraci also questioned the need for an additional urgent care facility, noting that there is an existing urgent care location in the Township that is currently vacant.

A motion to approve as amended was made by Mr. Suraci, seconded by Deputy Mayor Lipani.

There are no further comments.

Roll Call:

Yes - Mr. Suraci	Yes - Deputy Mayor Lipani
Yes - Mr. Wagner	No - Mayor Payne
Yes - Mr. Flagg	Yes - Vice Chair Peason
Yes - Mr. Vitale	Yes - Chair Ciccarelli
Yes - Mr. Smith (<i>Alt. #2</i>)	

Motion carries.

CONSIDERATION OF RESOLUTIONS

- None

PLANNING BOARD BUSINESS

- **Master Plan subcommittee update**

Chair Ciccarelli reported the subcommittee has created an interactive workshop to help with the public which will be held on Wednesday, May 13, 2026 from 7:00-8:00 pm. It will be advertised on the township website and social media accounts.

- **Open Space Survey**

Mr. Kois announced it is now open to the public on EngageHillsboroughNJ.org

BUSINESS FROM THE FLOOR (*public comment for matters not on the agenda*)

Chairman Ciccarelli opens to comments from the public. He reminds of the rules, comments only no questions (there will be an additional period for questions), no comments regarding warehousing direct or indirect*, and there is a five-minute limit per person. He asks that each person state their name and address for the record.

(*warehouse-related comments and questions should be expressed during the designated public hearing portion of the meeting)

- None

CONSIDERATION OF ORDINANCES

- None

APPLICATIONS – PUBLIC HEARING

- **Somerset County Improvement Authority - File 26-PB-06-INF** -Block 142, Lot 23.02 - 360 Roycefield Road. In accordance with the MLUL, Section: N.J.S.A.40:55D-31, Applicant is seeking Informal Review to construct a two-building Street Sweeper Collection Facility, with associated improvements, on Property located in the ED, Economic Development District.

1. 7:10 pm start of hearing.
2. **Adam Slutsky**, engineer for the county, is sworn in.
3. **Patrick Conlon**, attorney for the applicant, introduces himself and points out an error in the application description read by Chair Ciccicarelli, stating this is a '*master plan consistency review*' pursuant to N.J.S.A.40:55D-31. Mr. Conlon summarizes the application and acknowledges receipt today of Mr. Mayhew's review letter.
4. Mr. Slutsky describes the site and the proposed buildings.
5. Vice Chair Peason asks why street-sweeper requires a special building rather than storing it with other vehicles.

6. Mr. Slutsky states DP regulations require it to be stored away from the elements and tarping it as other municipalities do can be difficult. This also makes disposing of the collected material easier.
7. Mayor Payne asks for clarification around the multi-municipality debris collection and removal process.
8. Mr. Slutsky states they do not have an exact operations plan yet but the intent is to share the services with other municipalities perhaps by appointment.
9. Vice Chair Peason asks if the debris collection area is for *only* street-sweeper debris.
10. Mr. Slutsky confirms.
11. Mr. Conlon asks Mr. Slutsky to discuss the goal of improving the storm water runoff quality.
12. Mr. Slutsky explains the debris is currently un-tarped and creating runoff during storms.
13. Chair Ciccarelli asks what other activities will be taking place on the site.
14. Mr. Slutsky reiterates they have not developed an operations plan yet which will determine timing of pick-ups and deliveries.
15. Chair Ciccarelli asks how the tarp-tents are anchored.
16. Mr. Slutsky describes the interlocking block system but states he is not familiar with all the details.
17. Chair Ciccarelli asks if this is on the same site as the other warehouse.
18. Mr. Slutsky confirms it will be on the back of that site.
19. Mr. Mayhew apologizes for the lateness of their letter and asks to review each bullet point.
20. Mr. Conlon reads into the record general comment one; he states they will be able to comply but not immediately as they do not know how it will operate since they do not know yet how many towns will be utilizing it.
21. Mr. Mayhew states there are certain guidelines the Board may want to suggest such as restricting hours of operation.
22. Mayor Payne asks if there is a potential for collapse for the tent structures due to snow.
23. Mr. Slutsky states he does not know the answer but when they submit drawing any calculations will be provided.
24. Mayor Payne asks if other towns have these yet.
25. Mr. Slutsky states not within Somerset County but he has seen them used in other municipalities.
26. Mayor Payne asks if he knows if any of the other municipalities had collapse issues.
27. Mr. Slutsky states he has not heard of any.
28. Mr. Suraci asks if these will be the first street-sweepers the county will own?
29. Mr. Conlon clarifies the county is not providing street-sweepers but rather a centralized place to dump the debris collected.
30. Mr. Conlon discusses comment two explaining they selected the location based on ease of operation which included reducing complicated turning movements for the trucks.
31. Mr. Slutsky explains there will be a fence and gate.
32. Vice Chair Peason asks for clarification about how street-sweepers will arrive as it is his understanding they are slow-moving vehicles.
33. Mr. Slutsky confirms they will arrive on trucks.
34. Mr. Mayhew states his office is taking a position on the setback but wanted to point out to the Board a height variance would be required if it remains in the current location.
35. Mr. Conlon agrees with the Board's assessment that the plans do not comply with the setback requirements. He explains it is his understanding that as a governmental entity a variance is not required but that they would like to understand the Board's stance on the matter.

36. Mr. Suraci refers to the 2016 Hillsborough fire which destroyed a federal warehouse and was determined to be caused by outdated safety systems.
37. Mr. Conlon states they will take it into consideration and further assess the operations to see if they can function within compliance and will update Mr. Kois.
38. Mr. Conlon moves on to the comment about stormwater drainage and Mr. Slutsky explains why they are not proposing a stormwater management system for this project.
39. Mr. Mayhew agrees it is an existing slab and the county is not adding impervious coverage and believes there is stormwater management in the proposal but it was designed to address warehouse construction and does not want to overburden the operation. He asks Mr. Slutsky to discuss the large landscape islands separating the slab from the southern roadway and possibly converting one into a BMP.
40. Mr. Slutsky states they could consider that option.
41. Mr. Conlon continues reviewing the comments.
42. Mr. Kois reminds the Board the property is in the economic district (ED) and reads the purpose of the district into the record.
43. There is a motion and second to open to public questions. All are in favor, none opposed. Motion carries.
44. There are no questions from the public.
45. There is a motion and second to close to public questions. All are in favor, none opposed. Motion carries.
46. Mr. Conlon asks Mr. Bernstein if a vote is required. He states the County will accept and review the feedback and asks the Board to wish them luck with the project.
47. Chair Ciccarelli calls for a motion to express support.
48. **Motion:** Deputy Mayor Lipani motions to concur with the proposed construction of a two-building, street sweeper collection facility with associated improvements on property located in the economic development district by the Somerset County Improvement Authority as presented with a condition to work with Mr. Mayhew's office on a possible BMP settlement, seconded by Mayor Payne.

Vice Chair Peason thanks the county for being proactive to anticipate DEP rules which require this type of thing.

Roll Call:

Yes - Mr. Wagner	Yes - Deputy Mayor Lipani
Yes - Mr. Suraci	Yes - Mayor Payne
Yes - Mr. Flagg	Yes - Vice Chair Peason
Yes - Mr. Vitale	Yes - Chair Ciccarelli
Yes - Mr. Smith (Alt. #2)	

Motion carries.

49. 7:37 pm end of hearing.

- **Flagship New Jersey Propco, LLC - File 26-PB-07-INF** - Block 199, Lot 55 - 425 Route 206. In accordance with the Hillsborough Township Ordinance Section: 188-113.5G(2)(a)(b), Applicant is seeking Informal Review of a conceptual plan related to Board of Adjustment application BA-25-15, to demolish the existing bank site and associated improvements, to construct a 13,955 SF car wash facility with associated stormwater and improvements, on Property located in the TC, Town Center District, and ASD, Architectural and Site Design Overlay District.

Participating: *Jennifer M. Knarich, Esq. of Price, Meese, Schulman & D’Arminio, P.C.; Judy Knop, Vice President of Development and Construction of Spotless Brands; and Joseph Holzapfel, PE or Keith Cahill, PE from Bohler Engineering.*

1. 7:37 pm start of hearing.
2. **Jennifer Knarich**, attorney for the applicant, introduces herself and summarizes the application. She lists the witnesses present and reviews the approvals they have received.
3. **Judy Knop**, applicant, introduces herself and summarizes the Spotless Brands company and their standard for grand openings.
4. Chair Ciccarelli defers to Mr. Bernstein as to how to proceed with a conceptual review.
5. Mr. Bernstein states the proposed business is not a permitted use so it must be determined by the Board of Adjustments if they are entitled to a use variance pursuant to 4055-D-70D.
6. Mr. Wagner asks for clarification of the location of the lot as the tax map and aerial map are showing different locations than the USGS and key maps.
7. Ms. Knop and their civil engineer review the maps.
8. Ms. Knop is sworn in.
9. **Joe Holzapfel** introduces himself, is sworn in and states his educational and professional background.
10. Mr. Holzapfel explains the location on each of the maps in question stating a difference in scale and states they will adjust the USGS map to correct the location.
11. Chair Ciccarelli asks if the applicant considered a different use for the lot.
12. Ms. Knop states they did not since their business is strictly car washes.
13. Mr. Kois explains how they normally proceed with non-permitted use applications.
14. Ms. Knarich explains they had not expected an informal hearing request, but they are prepared to proceed.
15. Mr. Kois summarizes their previous meetings.
16. Chair Ciccarelli asks them to address the wetlands at the rear of the property and explain their sidewalk plans.
17. Mr. Holzapfel confirms there are wetlands at the rear of the property and states for any impact they would have to go through the DEP for freshwater wetlands permitting which they are in the process of doing. He explains the access point will remain in the same location with a sidewalk along the front.
18. Mayor Payne asks for an explanation of the use of the building with regard to the interior layout.
19. Mr. Holzapfel presents the site plan, marked as Exhibit A-1, for the Board to review while Ms. Knop explains the car wash process which is contained within the building. She discusses the membership program, “flex concept” which allows customers to decide what they want included in their wash process, circulation and stations around the property and states there is a new location in Vineland, NJ.
20. Mayor Payne asks the cycle time of the average wash.
21. Ms. Knop explains a wash is on average three to five minutes and a dry belt process is on average six to eight minutes. She explains how the dry belt process works.
22. Deputy Mayor Lipani asks if this is a common layout plan for all their sites or is it site specific.
23. Ms. Knop states it is a prototypical flex and there are a few different models.
24. Deputy Mayor Lipani asks about customer car overflow.
25. Mr. Holzapfel discusses car estimates for each lane.

26. Ms. Knop states in a recent study of a similar layout, during peak hours their max queue was 12.
27. Deputy Mayo Lipani asks why their proposed height is necessary.
28. Mr. Holzapfel explains it is their understanding the variance requires a two-story minimum which puts them below the minimum but they will review that.
29. Deputy Mayor Lipani asks Mr. Mayhew if there is a storm water requirement included in the plans for this site.
30. Mr. Holzapfel states there are stormwater requirements and explains the plan.
31. Mr. Mayhew states his office did not prepare a review letter for this informal hearing, but they have prepared a completeness review letter for the zoning officer in anticipation of the Board of Adjustment meeting. He states in looking through the stormwater report he notices some test pits and basin flooding tests were done and those reports stated there was not enough drainage to meet DEP requirements and there does not appear to be a plan to infiltrate and recharge. With that in mind he explains the Hillsborough ordinance regarding reclassifying soils.
32. Mr. Suraci asks if they are the contract purchaser for this property.
33. Ms. Knop confirms.
34. Mr. Suraci asks if they are aware there are existing car washes in Hillsborough to the north and south of this property.
35. Ms. Knarich states Mr. Kois made them aware of this and they have done their due diligence.
36. Mr. Suraci asks if they have another location in a town center/main street area they can use for comparison.
37. Ms. Knop states not in NJ but perhaps one of the locations in the Delaware, Maryland, Virginia area. She discusses video studies they have done for the flex concept and offers to make them accessible to the Board.
38. Mayor Payne states the videos would be appreciated for the Board of Adjustments.
39. Mr. Vitale Board member asks for better understanding of how they will accommodate the increased impervious coverage and their MTP system.
40. Mr. Holzapfel discusses the area of the impervious coverage but is not sure what MTP is referring too. He believes the MTP is referring to the underground treatment device.
41. Mr. Kois asks if the applicant has any other questions related to his review letter and emphasizes reviewing the cross-access to the north and south.
42. Mr. Holzapfel confirms they will take it under consideration.
43. There is a motion and second to open to questions from the public. All are in favor, none opposed. Motion carries.
44. **Albert Internoscia**, business owner at 419 & 421 Hwy 206, expresses his fondness for car washes. He asks if it will fit into the desired look of the town center and expresses concern about how water runoff and increased impervious coverage will impact his adjacent properties. He states he has concerns about the water management.
45. Ms. Knop ensures when they go before the Board of Adjustment they will have significant testimony by a licensed engineer.
46. Mayor Payne asks Mr. Internoscia if he currently experiences a lot of flooding on his properties.
47. Mr. Internoscia explains the stream-like water backup that happens at the rear of 419 where it meets 421. He asks what the percentage increase is and if the property is pitched.
48. Mr. Holzapfel confirms there is an impervious increase and is aware of the 'wetlands pocket' at the rear of the property. He explains they are proposing curb lines, porous pavement in the front and discusses an underground basin.

49. Vice Chair Peason asks if the water the car wash used to wash is 100% recycled and what is done with the residue.
50. Ms. Knop states unfortunately no one in the car wash business recycles 100% of their water. On average her company recycles about 40% of the water. She explains the rest of the water goes to a combination of reclaim tanks and sanitary sewer.
51. Vice Chair Peason asks if anything from the wash process leaves to create runoff.
52. Ms. Knop states no.
53. There are no further questions from the public.
54. There is a motion and second to close to questions from the public. All are in favor, none opposed. Motion carries.
55. Motion: Mayor Payne motions to acknowledge the Planning Board conducted an informal review of a concept plan for Flagship NJ Propco LLC, gave comments, asked questions and provided advice to the applicant and planning and zoning department relative to the upcoming application if they so move before the Board of Adjustments, seconded by Deputy Mayor Lipani,
Roll Call:

Yes - Mr. Wagner	Yes - Deputy Mayor Lipani
Yes - Mr. Suraci	Yes - Mayor Payne
Yes - Mr. Flagg	Yes - Vice Chair Peason
Yes - Mr. Vitale	Yes - Chair Ciccarelli
Yes - Mr. Smith (Alt. #2)	
56. Motion carries.
57. 8:24 pm end of hearing.

Chair Ciccarelli announces the date of the next meetings, April 23 and May 7, 2026.

Mr. Kois recommends the April 23, 2026, business meeting as there is a Master Plan subcommittee meeting.

Motion: Mayor Payne motions to cancel the April 23, 2026, Planning Board business meeting, seconded by Mr. Suraci. All are in favor, none opposed. Motion carries.

Mr. Kois states there currently is nothing on the agenda for the May 7, 2026, meeting but recommends leaving it on the calendar for the time being.

Mr. Bernstein states he anticipates two resolutions for the May 7 agenda.

ADJOURNMENT

A motion to adjourn was made by Mayor Payne, seconded by Deputy Mayor Lipani. Motion carries unanimously.

8:26 pm meeting is adjourned.