

Department of Community Development
Engineering Office

Nicole S. Shapiro, PE, PP, CME
Director of Community Development
& Township Engineer



Parminder Sumal, PE, PP, CME
Assistant Engineer

MEMORANDUM

TO: Meeting Attendees

FROM: Nicole S. Shapiro, PE, PP, CME
Director of Community Development
Township Engineer

DATE: August 13, 2018

SUBJECT: **Proposed Cottrell Farm Park**

PURPOSE

OF MEETING: **Steering Committee Meeting No. 1**

DATE, TIME & PLACE: Wednesday, July 26, 2018 @ 1:30pm
Old Bridge Township
One Old Bridge Plaza, Conference Room 201

IN ATTENDANCE: Attendance Sheet Attached

HANDOUTS: Proposed Cottrell Farm Park Presentation, Agenda and Sign-in Sheet
(Attached)

ITEMS OF DISCUSSION:

1. Nicole Shapiro, Director of Community Development & Township Engineer, began the meeting by giving a brief description of the intent for the Steering Committee Meeting. Last year the previous Township Planner, Katie O’Kane and Township Engineer, Nicole Shapiro developed a concept plan for the proposed Cottrell Farm Park and presented to the Planning Board and to the Township Council for input. Using this Concept Plan, a request for proposals for Architectural and Engineering Design Services for the proposed park was distributed to our pre-qualified professionals to obtain responses for the cost associated with the multi-phased design of the park. Steering Committee member, Mrs. Miller, of the historical society, informed the Committee that the house was constructed in 1831.
2. Ms. Shapiro continued the meeting by reviewing the original presentation that was presented to the Planning Board and Council in 2017 (attached) which included the conceptual elements and some additional uses to be considered for the park. She concluded with the original concept and presented the more refined concept developed by French and Parrello Associates.

3. Old Bridge Township Engineering Consultants, French and Parrello Associates, PA were awarded the design of the site work. Mr. Michael Piga and Ms. Sarah Bisaha continued the meeting by reviewing the refined Concept Plan. The following revisions to the original concept were discussed:
 - a) The “Great Lawn” was re-oriented to be parallel to County Route 516 to offer closer access to the parking areas.
 - b) The large parking lot at the intersection of Cottrell Road and County Route 516 was reduced in size and two other parking lots created to the east of the main farm house building. The main parking lot along Cottrell Road is envisioned to serve the farmers market, community/ butterfly garden area and event parking. A smaller parking lot is located adjacent to the main farm house to serve the visitors of that building. A lot further east of the farmhouse was proposed to serve the newly relocated splash pad, playground area and great lawn areas. A location for a fourth parking lot area has been earmarked should it be needed for the future.
 - a) A grand entrance had been developed with a roundabout to access the existing buildings and parking areas to the east and west of the buildings. The Cottrell Road entrance was widened to offer exclusive left and right turn lanes while exiting the park. It was noted that the driveway on Cottrell Road cannot be moved to the north to be directly across from the Municipal Complex driveway due to environmental constraints such as freshwater wetlands and associated buffers.
 - c) The Amphitheatre was relocated closer to the great lawn and shown in two possible locations, the northern location offers a focal point from CR 516 and the eastern location offers a focal point from the Cottrell Road entrance. These two locations push the amphitheater into the park and away from residents so as not to cause a noise issue.
 - d) A secondary “blue” walking path was delineated within the existing apple orchards to offer residents a shorter opportunity to traverse the site.
 - e) It was suggested that it would make sense to install electrical wiring and outlets, etc in the large parking lot area to provide vendors the ability to plug in, to have lighting in evening hours and eliminate generators. This has been done in one of the Monmouth County Parks off the parkway that hosts many events.
4. The Steering Committee had the following comments and concerns on the site plan:
 - a) The first concern was the driveway off Cottrell Road with left turns into the park. Ms. Shapiro had noted that she believed that there was ample roadway width to introduce a dedicated left turn lane into the proposed park. She would contact Middlesex County to determine the feasibility as they were unable to attend the meeting.
 - b) The second concern was the left turn access from CR516 eastbound into the site. There was a suggestion to move the access to the park to the east further away from the intersection of CR516 or create an additional access driveway to the east of the grand entrance to accommodate left turns from CR 516 eastbound. If this would occur the grand entrance will

permit a right in/ right out movement only. The design team will discuss with Middlesex County.

c) Sergeant Herb Doctors was curious if an emergency access driveway would be possible to be added from the Old Bridge Mews Development for Emergency Vehicles only. The design team agreed to incorporate into the preliminary design potentially using load bearing grass pavers in keeping with the parks aesthetics.

d) Fire Marshal Gerity had requested additional fire hydrants within the park. Mr. Gerity also would like an area for ambulances to be able to pull off the path should they need to work on a patient.

e) There is a concern with the left turn lane on Cottrell Road to Route 516. In the next reiteration or supplement to the plan the design team will look at the width of the road and the configurations and come up with an alternate plan for access to the park from Cottrell Road and the CR516 based on discussions with Middlesex County.

5. Old Bridge Township Architectural Consultants, EI Associates, were awarded the architectural design of the existing buildings. Ms. Michelle Feigelis continued the meeting by reviewing the existing buildings and proposed initial improvements. The was discussed:

a) **The Cottrell Farm House** (Main House - 3,469 SF) - Four Seasons
Meeting Hall, Lecture Hall, Warming Kitchen, and Administrative Offices

Findings:

- Recommend B Use and Warming Kitchen
- Construct Accessible Restrooms
- Add Air Conditioning
- Shore Up First Floor Meeting Rooms
- Paint, Refinish Wood Floors
- Clean Kitchen
- Replace One Counter and Appliances
- Add walls and fixtures in 2nd Floor restrooms

b) **The Barn** (Barn - 1,375 SF) - Three Seasons
Large event space with option for use on the Mezzanine

Findings:

- Add 3 Season Heat
- Add Tie Rods
- Stain and Seal Exterior
- Paint Doors/Window Trim
- Seal Interior Wood

c) **The Stone Garage** (Stone Garage - 947 SF) - Three Seasons
Buffet style food and drink service for large events
Small events space

Findings:

- Add 3 Season Heat

- Add New Sealed Concrete Slab Over Existing
- Replace Interior Plaster Lath at Exterior Walls with Painted Gypsum Board Walls
- Paint Doors/Window Trim
- Seal Existing Roof Beams, Slats

d) **The Shop Building** (CMU Garage - 1,890 SF) - Three Seasons

Medium size events space

Overflow space

Space for large events in conjunction with large events in the Barn

Findings:

- Add 3 Season Heat
- Add New Sealed Concrete Slab Over Existing
- Shore Up/Repair Slab and Walls at Southwest Corner of Building
- Remove Interior Wall, Add Pilasters
- Refinish Exterior Walls
- Paint Walls, Doors and Window Trim
- Seal Existing Roof Trusses and Slats

There was discussion to add more office/community meeting rooms to this building. This was considered to be a four seasons building and keeping the wall in this building. Township would like storage and one meeting area in the building. A suggestion was also made as a partition sliding wall to separate the community meetings. The Design Team will review.

e) **The Pool Cottage** (Rear Garage - 720 SF) - Three Seasons

Restroom facility

Findings:

- Add Restroom Facility (Not included in Estimate)
- Add 3 Season Heat
- Remove Existing Kitchen
- Repair and Seal Existing Concrete Slab
- Paint Walls, Doors and Window Trim
- Seal Existing Roof Trusses and Slats
- Patch Exterior Stucco

There was discussion on making this a storage building and using a prefabricated restroom building to be placed in close proximity to this storage building, as there is no other area within the park for storage.

6. Mr. Pat Reardon, Old Bridge Township Construction Code Official asked to look at the Occupant Load for the main house. The design team requested he review the report and prepare a memorandum to Nicole Shapiro before the next Steering Committee meeting.
7. Sean Moriarty, NJDEP Green Acres Regulatory Officer suggested we look more closely at the uses of the building. If the buildings are not historical, then there are different uses for the building. The buildings are not on the federal historical registry but we should still look to keep the historical elements of the buildings.

8. Mayor requested Town Center District be followed along Cottrell Road and CR 516.
9. The presentation was emailed out to all members present at the Steering Committee. Comments should be back to Nicole Shapiro within 10 business days, August 9, 2018.
10. Construction estimated to start early next year, with some of the buildings completed by the fall 2019.

NEXT STEPS:

1. Steering Committee to provide additional comments.
2. Fire Marshal to provide Hydrant Locations
3. Construction Code Official to review initial architectural Report and provide comments.
4. Old Bridge Township to meet with Middlesex County Engineering on Cottrell Road and County Route 516 access points.
5. Consultants to incorporate comments and advance design.
6. Next Steering committee meeting in September 2018 with Public information center scheduled for Fall 2018.

We believe the foregoing record to be an accurate summary of the discussion and related decisions. We would appreciate notification of exceptions or corrections to these Minutes within five (5) working days of receipt. Without notification, we will consider these Minutes to be a record of fact.

Respectfully Submitted,



Nicole S. Shapiro, PE, PP, CME
Director of Community Development
& Township Engineer



ATTENDANCE SHEET

Proposed Cottrell Farm Park - Steering Committee Meeting
Old Bridge Township Administration Building
Second Floor, Conference Room 201

July 25, 2018 @ 1:30 PM

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Name	Company/ Department	Telephone/Email
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