

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: October 24, 2018

SUBJECT: **Proposed Cottrell Farm Park**

PURPOSE

OF MEETING: **Steering Committee Meeting No. 2**

DATE, TIME & PLACE: Wednesday, October 17, 2018 @ 2:30pm
Old Bridge Township
One Old Bridge Plaza, Conference Room 201

IN ATTENDANCE: Attendance Sheet Attached

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

ITEMS OF DISCUSSION:

1. Nicole Shapiro, Director of Community Development & Township Engineer, began the meeting by giving a brief reminder of the project initiation and the project progress since the first Steering Committee Meeting held in July 2018, as follows:
 - Preliminary Meeting with Middlesex County Planning and Engineering Department to discuss improvements required on County Route 516 and Cottrell Road (CR687)
 - Preliminary Meeting with OBMUA to discuss potable water and sanitary service lines required.
 - Meeting with Conservation Officer/ Forrester and Shade Tree Commission member to review memo of suggested revisions to the park to keep in line with the historical nature of the buildings and orchard.
 - Coordination with Office of Emergency Management and Fire Marshal and Construction Code Official on hydrant location and emergency access and building requirements, respectively.

- Compiled and addressed Steering Committee Comments since the first meeting in July.
 - Investigation of Funding Opportunities with Middlesex County and State still ongoing.
 - Design Consultants redesign of original conceptual plan presented at last Steering Committee meeting based on comments above.
2. Ruben Garrido, Manager of EI Associates Architectural Department, continued the meeting by reviewing the revisions and/or clarifications to the architectural design presented at the last Steering Committee meeting, as follows:
- Farm House will be limited to 49 person occupancy 1st floor (meeting areas), 29 person Occupancy 2nd Floor (office space).
 - The CMU Garage to be used as Office/ Community Room(s) and will be designed with mechanicals to support four seasons. The restroom will be rehabilitated within the building to update all existing features and the room redesigned to provide internal ADA ramp since the bathroom floor is 8 inches higher than the garage floor. The door on the east side of building will be removed and front windows replaced with doors and both garage doors will be replaced to provide for insulation. Two concepts were prepared for the internal wall within this garage:
 - i. Demolition of the existing internal wall & the addition of a folding partition wall for use as two separate spaces when required, and;
 - ii. Maintain and repair the existing wall and provide an updated internal door.
 - Pool Cottage to be used for Storage and designed for two seasons since there is no storage on site. Refurbish the building, replace doors and add a slop sink.
 - Since now the pool cottage will not be restored to be used as a restroom, a rustic designed prefabricated restroom building will be selected and located more central to the park features.
3. Mr. Garrido continued the meeting by reviewing each building and internal proposed layout and recommendations of each. In addition he reviewed a proposed exterior rendering of what the CMU garage would look like with the features as he identified above.
4. At this time, Ms. Shapiro pointed out to the Steering Committee that she received a letter prepared by Chris Aboia, President, Madison-Old Bridge Township Historical Society, dated October 16, 2018 on behalf of the Board of Directors that requests the design of the park *“be restored with a farm like atmosphere, maintaining the trees, and as many of the existing structures and buildings as possible.”* Ms. Shapiro confirmed that all the buildings will be maintained and the only changes within the building are to provide ADA compliant restrooms and to meet building code requirements for public use. All Heritage trees have been identified by Gary Lovallo, Township Conservation Officer, and mapped on the conceptual plan to limit their removal. Finally, the exiting apple orchards will be maintained for future enjoyment by our residents.
5. Old Bridge Township Engineering/Landscape Architect Consultants, French and Parrello Associates, PA, (FPA) Michael Piga and Sarah Bisaha continued the meeting by reviewing

the revised Concept Plan. FPA had a new survey prepared and updated the Concept Plan to include the heritage trees and the revised survey. The following revisions from the original concept were discussed:

- Town Center District Standards implemented for streetscape along CR516 & Cottrell Road and altered to reduced removal of trees.
- Emergency access for ambulances & police from Bradford Drive (Old Bridge Mews) using load bearing decorative pavers.
- Additional hydrants within the site for fire protection.
- Realignment of internal driveway to preserve heritage trees and to align with proposed commercial driveway across CR516.
- Grand entrance revised.
- Dedicated left turn lanes from Cottrell Road and CR516 into the park and no left turns from CR516 driveway.
- Relocation of key site features closer to parking areas
- Sample photos of proposed site features such as site identification signs for historical buildings, heritage trees and nature walk were shown. In addition samples of rustic park pavilion and prefabricated restrooms were shown. Lastly an example of a farm themed playground was presented.

COMMENTS FROM STERRING COMMITTEE:

1. Councilwoman Mary Sohor would like the park exit on CR 516 to be a right out only and would like it designed with tight curbs to force people to go right. FPA Consultants stated that they would revise the concept plan to tighten the right out only lane and add signage to indicate the right out only turning movement.
2. Barbara Cannon, Panning Board Chairwoman, would like to see Old Bridge Day held at the Cottrell Farm Park. Ms. Shapiro stated that it would be a possibility to share the event with Cottrell Farm but because the parking areas are segregated it may not be possible to have the entire event at the Park.
3. Ms. Cannon asked if electrical outlets were going to be available along the parking lots for events to give power to vendors or food trucks? Ms. Shapiro stated that since lighting is proposed within the parking lot areas that the electrical outlets are easily added to the light pole fixtures in lieu of separate pop up outlets.
4. Gary Lovallo Township Conservation Officer /Forrester had stated that the revisions to the concept plan since the last Steering Committee represents a better design in that it keeps with the character of the farm and preserves the heritage trees. He also had the following comments:
 - The 100 foot buffer placed between the park features and the orchard is a good idea but asked that signage indicating “active orchard operations” be included in the contract.

- The proposed sidewalks and walking paths that meander around & through the trees is a good idea.
 - Any activity involving a grade change should consider no cuts in grade around the trees.
 - Mr. Lovallo recommended a semi-pervious surface such as crushed compacted stone for the entrance, interior roads and parking areas. Ms. Shapiro interjected and stated that crush stone would be a maintenance issue and that paved surface would be more cost efficient for these areas and easier to maintain. The consultants will be using “low impact development” design in which they will limit the stormwater structures within the parking lot and grade the parking areas to direct runoff to vegetated swales and limit the amount on curbing to sheet flow water directly into the stormwater detention basin instead of a closed pipe system within the park and beneath the parking lot. This will also save money during the construction.
 - One of the future phases should include expansion of trail into wooded areas.
 - Arboretum to be set up through existing heritage trees with signage. Botanical garden/memorial area with dedicated trees to be set up with signage.
 - Shade Tree Commission willing to contribute funding of the project with respect to planting trees, landscaping and botanical/memorial/ heritage tree signage.
6. Kasey Lenning, Department of Public Works, Building Maintenance Foreman, stated that the original concept of the roundabout at the grand entrance allowed for vehicles who enter from Cottrell Road to access the east side of the CR516 entrance by going around the roundabout. The current concept plan layout would require vehicles that access the site from the Cottrell Road entrance to have to exit back onto Cottrell Road and re-enter at the CR516 entrance. FPA consultants will revise the concept plan to address this issue.
 7. Pinder Sumal, Assistant Township Engineer, not present at meeting but provided comment prior to meeting, stated that the driveway radius of the grand entrance was too tight. FPA consultants noted that the tight radius was purposefully added to slow vehicles; however as per Steering Committee Comment #6 they will review the CR516 grand entrance driveway.
 8. Mayor Owen Henry requested that the design be revised to include preservation of the greenhouse foundation for possible future use.
 9. Ms. Shapiro closed the meeting by thanking the participants for their valuable input and reminding them that this is a multi-million dollar project that will be constructed over more than several years. Funding for the project will be through grants and Township Capital Ordinances.

NEXT STEPS:

1. A Public Information Meeting will be held on Friday October 26, 2018, 7:00pm at Old Bridge Township Administration Building, 1 Old Bridge Plaza, Old Bridge NJ, in the Courtroom. Public comments will be incorporated into the design.

2. The Township will be pursuing additional means of funding through the state and County.
3. Once we receive public input the design team will determine a project cost estimate and break the project out into phasing. Once Phase I construction is confirmed preparation of contract plans and specifications will begin. Phase I Public Bid and Award is anticipated in Spring 2019 with construction in Spring 2019/Summer 2019.
4. Project information, presentation, concept plan, minutes of Steering Committee meetings can be found on the Township website at www.oldbridge.com/projects.

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,

A handwritten signature in blue ink that reads "Nicole S. Shapiro". The signature is written in a cursive, flowing style.

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



ATTENDANCE SHEET

Proposed Cottrell Farm Park - Steering Committee Meeting No. 2

1 Old Bridge Plaza, Administration Building, 2nd Floor

October 17, 2018 2:30 PM – 4:00 PM

Conference Room 201

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Name	Company/ Department	Telephone/Email
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Kyle Harris	DPW	732-721-5600 x 7925
Mayor R. John	Old Council President	732-672-9955
Barbara Lamm	Planning Board	732-718-1171 barbaralamm1234@optimum.net
Kasey Lanning	DPW	732-721-5600 6120 KLanning@oldbridge.com
Garry Lawrie	Conservation Officer Shade Tree	732-521-3202 shadetree@wpb.org.com
Veena Sawant	Township Planner	732-721-5600 ext vsawant@oldbridge.com 2350
Himanshu Shah	Business Administration	732-607-7202 himanshu@oldbridge.com



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RICHARD PUCCIARELLI	R MADISON-OLDBRIDGE TWP HISTORICAL SOCIETY-BOARD OF DIRECTORS	
CHRISTINA ABOIA	MADISON-OLDBRIDGE TWP HISTORICAL SOCIETY, PRESIDENT	