



TOWNSHIP OF LONG HILL
COUNTY OF MORRIS
Gillette, Homestead Park, Meyersville, Millington, Stirling

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ZONING BOARD OF ADJUSTMENT
MINUTES OF THE MEETING
January 5, 2016

The Long Hill Zoning Board of Adjustment met for a Regular/Reorganizational Meeting/Hearing in the Court Room of the Township of Long Hill Municipal Building located at 915 Valley Road, Gillette, New Jersey.

(1) **Call to Order** – At 8:06 pm, Planning & Zoning Coordinator Cyndi Kiefer called the meeting to order.

(2) **Statement of Compliance**

(3) **Pledge of Allegiance** – Recited by all in attendance

(4) **Oath of Office** – The oath of office was administered by Planning & Zoning Coordinator Kiefer to Richard Keegan, Thomas Sims and Jeffrey Wills.

(5) **Roll Call** – Planning & Zoning Coordinator Kiefer called the roll:

Present:	E. Thomas Behr	Absent:	Jerry Aroneo
	Ed Gerecht		
	Richard Keegan		
	Michael Pesce		
	Michael O’Mullan		
	Thomas Sims		
	Jeffrey Wills (Alt. #1)		
	Brian Johnson (Alt. #2 – to be sworn at a future meeting)		
	Cyndi Kiefer, Board Secretary		
	Daniel Bernstein, Esq., Board Attorney		
	Kevin O’Brien, Board Planner		
	Tom Lemanowicz, Board Engineer		

(6) **Election of Chairman**
Upon motion made by and seconded, E. Thomas Behr was elected Chairman unanimously by all members present and eligible to vote to serve at the pleasure of the Board for the year 2016.

(7) **Election of Vice Chairman**
Upon motion made by and seconded, Ed Gerecht was elected Vice Chairman unanimously by all members present and eligible to vote to serve at the pleasure of the Board for the year 2016.

(8) **Annual Report**
Chairman Behr noted the Annual Report will be deferred to a future meeting, as there will be discussions by the Board regarding suggestions to be made to the Planning Board for their consideration.

(9) **Planning & Zoning Coordinator’s Appointment (8:13)**
Upon motion made and seconded, and by the unanimous votes of all members present, Cyndi Kiefer was appointed the Planning & Zoning Coordinator to serve for the year 2016.

(10-12) Appointments

The Board asked Ms. Kiefer to amend the professional's contracts for consistency in the billing language.

Upon motion made and seconded, and by the unanimous votes of all members present, the following actions were taken:

- Appointment of Daniel Bernstein, Esq. as Board Attorney to serve for the year 2016.
- Appointment of Kevin O'Brien / Shamrock Enterprises, Ltd. as Board Planner to serve for the year 2016.
- Appointment of Tom Lemanowicz / Remington, Vernick & Arango Engineers as Board Engineer to serve for the year 2016.

(13-17) Agenda Items

Upon motion made and seconded, and by the unanimous votes of all members present, the following actions were taken:

- Approval of the Calendar/Agenda Order of Business Rule
- Approval of the Notice of Publication Rule
- Approval of the Meeting Minutes Rule
- Approval of the Annual Membership with the New Jersey Planning Officials
- Approval of the Meeting Cut-Off Rule

(18) Adoption of the 2016 Meeting Schedule

Upon motion made and seconded, the Board adopted the 2016 meeting schedule to be posted on the municipal bulletin board and website, copies will be sent to the Echoes-Sentinel and Courier Newspapers and filed with the Municipal Clerk. 2016 meeting dates are as follows:

January 5	January 19
February 2	February 16
March 1	March 15
April 5	April 19
May 5	May 17
June 7	June 21
July 5	(No second meeting in July)
August 2	(No second meeting in August)
September 6	September 20
October 4	October 18
November 1	November 15
December 6	(No second meeting in December)
January 3, 2017	Reorganization Meeting

(19) 2016 Budget

Upon motion made and seconded, the Board adopted the 2016 Budget as presented.

(20) Public Hearing (8:35)

Preliminary & Final Site Plan with Use & Bulk Variances (Carried from 5/19/15 & 11/3/15)

Block: 10515; Lot: 3
227 Main Avenue
Application No. 14-07Z
Stirling Hotel, Inc.

Upon agreement, the application was carried to February 16, 2016 with no further notice required by the Applicant.

(21) Resolution of Memorialization (8:45)

James & Sara Semper / Application No. 15-05Z

Upon motion made and seconded, the Board memorialized the resolution as amended by the votes of Mr. Keegan, Mr. Pesce, Mr. O'Mullan, Mr. Sims, Mr. Wills, Vice Chairman Gerecht and Chairman Behr; they being all of the Members present and eligible to vote.

(22) **Resolution of Memorialization (8:47)**

Antonio Cerqueira / Application No. 15-04Z

Upon motion made and seconded, the Board memorialized the resolution as amended by the votes of Mr. Keegan, Mr. Pesce, Mr. O'Mullan, Mr. Sims, Mr. Wills, Vice Chairman Gerecht and Chairman Behr; they being all of the Members present and eligible to vote.

(23) **Discussion / Possible Action (8:51)**

"Checklist for Land Use Applications Limited to Bulk Variances"

Chairman Behr stated that the Board would be reviewing and discussing process improvements and ordinance change recommendations to include critical areas, impervious coverage and stormwater management issues that will be included in the Annual Report.

The Board was in recess from 8:54 pm to 9:05 pm.

After discussion, the Board requested the Board Professionals to provide a review of current ordinances and recommendations for changes that should be made.

(24) **Discussion / Possible Action (9:59)**

"Process improvements to be taken by the Zoning Board of Adjustment in 2016 to further streamline the application process and lower costs for homeowners."

Chairman Behr asked Ms. Kiefer to discuss the difficulties applicants are having with the current check list form in the application. Ms. Kiefer noted the checklist is simply too complicated. Board Planner O'Brien suggested creating a separate form for c/bulk variances, more specific and user friendly to residential applicants. Ms. Kiefer will review this possibility further with the Board Professionals.

Chairman Behr noted he and Ms. Kiefer are working to revise the development application and working to create a homeowner's guide to the BOA hearings in simple language easy to understand.

Chairman Behr and Board Attorney Bernstein suggested reviewing the possibility of solving any engineering issues prior to an Applicant's hearing in order for the hearings to go quicker, resolutions to be less cumbersome, thus saving money for the Applicants.

The Board requested having further discussion on these matters at a future work session meeting. Volunteers will be requested at the next meeting to review specific issues with the Board Professionals to present to the Board as recommendations.

Lastly, Chairman Behr suggested there be a future discussion regarding the elimination of having a court stenographer for hearings.

Ms. Kiefer and Chairman Behr will get together with the Board Professionals to identify areas that required immediate improvements to be on an agenda before the Board's next meeting.

(25) **Adjournment** – The Regular and Organizational Meeting was adjourned at 10:25 pm.

Respectfully submitted,

Debra Coonce

Planning & Zoning Coordinator
(As of December 4, 2017)

Videos of Planning Board meeting(s) are available on the Township website at www.longhillnj.gov. Audio recordings of the meeting(s) are available for purchase by filing an OPRA (Open Public Records Act) request through the Municipal Clerk's office. All documents relating to applications may be examined by the public in the Planning & Zoning Office located in the Township of Long Hill Municipal Building.