

CHATHAM BOROUGH PLANNING BOARD
September 10, 2008 7:30 p.m.

Chairman H.H. Montague called the Chatham Borough Planning Board meeting of September 10, 2008 to order at 7:30 p.m. in the Council Chambers, Chatham Municipal Building. Mr. Montague announced that all legal notices have been posted for this meeting.

Members Present: Mayor V. Nelson Vaughan*, Councilman Bruce Harris**, John Hague, John Bitar, James Mitchell, Donna Cali-Charles, Chairman H.H. Montague.

*arrived 7:36 p.m.

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Members Absent: Vincent DeNave, Alan Pfeil.

Anne Marie Rizzuto, Esq., attorney for the Board, was not present.

Mr. Montague announced that Board members Thomas Sennett and Alison Pignatello have officially submitted their resignations.

At this point in the meeting, Mayor Vaughan and Councilman Harris joined the meeting.

Open to the Public

There were no comments from the public.

Approval of Minutes

The following minutes were approved as amended:

June 11, 2008 – Regular Meeting

June 11, 2008 – Closed Session

The following minutes were approved as submitted:

July 2, 2008 – Regular Meeting

July 2, 2008 – Closed Session

Motion for Closed Session on Retention of a Planner for the B-4 District Review

At 7:45 p.m. Mr. Hague made a motion for the Board to go into Closed Session to discuss the employment of a planner with respect to the review of the B-4 District. Mr. Mitchell seconded the motion. The motion was unanimously approved.

At 8:11 the Board returned to public session.

Old Business

Final Draft of Bylaws

Mr. Bitar reported that he has sent out the final draft to Board members. He has also drafted a resolution for the Board to adopt these by-laws.

The Board agreed with Mr. Montague's suggestion that the Board attorney, Ms. Rizzuto, review this final draft before the Board votes on the resolution.

Land Development Ordinance Changes

Mr. Montague distributed and explained his document: Possible Land Development Ordinance Revisions.

Mr. Montague suggested the first two issues that the Board should work on revising are the B-4 Business Zone and Signage.

Mr. Montague and Councilman Harris discussed Item #11 regarding drive thru facility requirements at restaurants/eating & drinking establishments. Councilman Harris reminded Board that the definitions for restaurant, eating and drinking establishments need distinction and clarification (Item #12). Mr. Montague agreed to move Item #11 up to #6 on the list of ordinances to be revised by the Board. Porta-sans and Storage PODS will become Item #7. Regarding the height definition (Item #4), Mr. Montague suggested the Board first collect all the questions and concerns on the height issue and have them reviewed by the planner. The height issue will now be #8 on the list.

Mr. Montague reported that someone in town has advised him that the Borough should change its cellular antenna ordinance to permit cellular companies to use Borough property be used for cellular installations. Currently, the M-1 District is the first on the list for possible installation sites. Someone feels that Borough property should be ahead of transmission properties on the list. This issue will be added to the list.

Application Checklist – Draft Review

Mr. Montague distributed copies of the latest draft which incorporated changes suggested by Councilman Harris. The checklist has now been consolidated. Mr. Montague still needs comments from Mrs. Maramonte in the Construction Office.

Mr. Montague compared the requirements stated in the checklist to what is required in the LDO. He pointed out a number of inconsistencies. Mr. Montague and the Board discussed the terms "administrative officer" and "administrative secretary" as specified in the checklist.

Mr. Montague reported that the Construction Office has requested that the required number of copies of the applicant's plans be included in the checklist. Mr. DeNave has also recommended that it should be three copies.

Councilman Harris and Mr. Hague suggested the Construction Office be given guidelines for an informal review. Mr. Hague also suggested that Section 165-163 be removed. It is inconsistent. Also a memo of instruction should be given to the applicant to follow. Mr. Hague reviewed what the letter to the applicant should say, informing the applicant whether his application has been deemed complete or not.

The Board discussed the granting and the denying of waivers to applicants regarding submission of certain pieces information. Mr. Hague said the Board could delegate administrative officer or authorized committee to decide on requests for waivers. Currently the Board makes these decisions. The Board decided to keep it the current method.

Before adjourning, Mr. Montague recommended that only one meeting be held in October. To date no applications have come in for the Board. The Board decided to hold their October 1st meeting and to cancel their October 8th meeting.

At 9:15 a.m. the meeting adjourned.

Respectfully submitted:

Elizabeth Holler
Recording Secretary