

CHATHAM BOROUGH PLANNING BOARD  
 October 21, 2015 7:30 p.m.

Chairman Susan Favate called this Chatham Borough Planning Board meeting of October 21, 2015 to order at 7:30 p.m. in the Council Chambers, Chatham Municipal Building. Mrs. Favate announced that all legal notices have been posted for this meeting.

Name	Present	Absent
Mayor Bruce Harris	X	
Council Member Fife		X
Janice Piccolo	X	
Chrmn. Susan Favate	X	
Matthew Wagner	X	
H.H. Montague	X	
John Bitar		X
James Mitchell	X	
Joseph Mikulewicz		X
William Heap	X	
Wolfgang Robinson	X	
Vincent K. Loughlin, Esq.	X	
Dr. Susan Blickstein	X	

Public Comment

No one came forward.

Resolution #PB 15-22

The Board approved the minutes of the September 16, 2015 Planning Board meeting.

Discussion

Scope of Work for the Master Plan Update

Mrs. Favate noted that the Board had discussed at an earlier meeting what form the Master Plan Update should take. Tonight the Board has before them copies of the Professional Services Agreement, a scope of the project.

Dr. Blickstein reported that she has met with Clarke Caton Hintz (CCH), an urban design firm. She proposes to partner with CCH and have them participate in the Master Plan process, with the Board's permission. CCH would particularly be helping with the downtown strategy. Dr. Blickstein has met with Mr. Mike Sullivan, a Principal of CCH.

Dr. Blickstein reviewed the Scope of Work that she and CCH will undertake, should the Board approve of their professional services:

- 1) Meet monthly with the Master Plan Subcommittee over a period of seven months, starting, perhaps as early as November.
- 2) Work towards a Community Workshop to be held in February 2016 to engage the community in identifying issues of concern

- 3) A series of Small Group discussions will be held to identify challenges facing the Borough as well as to brainstorm ideas/solutions.

Dr. Blickstein would like to take a good look at the zoning boundaries and make sure things are properly zoned. She also recommended developing specific goals and a vision for the downtown.

Dr. Blickstein would like to incorporate the recent work the Board has done on the M Zones into the Master Plan Update.

Dr. Blickstein noted that a second community workshop could be held in June once the goals and key recommendations were developed and an initial draft was available. Perhaps a **visioning** exercise could be held with the public.

Dr. Blickstein stated that ultimately the Master Plan will hold a hearing and then hopefully be adopted in September. A lump sum, maximum fee will be included for the scope of work, including CCH's participation.

Mrs. Favate suggested that the second community workshop should be held before the Chatham school year ends.

Mr. Mitchell asked for more information on Clarke Caton Hintz (CCH).

Dr. Blickstein said that CCH is one of the top New Jersey firms in terms of urban design. Their principals are comprised of both architects and planners. They have supplied expert witnesses on different cases and have done redevelopment work.

Mrs. Favate added that she and Mayor Harris had considered a number of firms. As a planner herself, Mrs. Favate has had a good relationship with CCH.

Attorney Loughlin pointed out that CCH is a well-known statewide firm. He has had extensive dealings with CCH and they are highly regarded. CCH is well respected by the courts statewide.

Attorney Loughlin confirmed with Mayor Harris that the Borough Administrator is on board with the funding requirements for this project.

Dr. Blickstein stated that for the remainder of this year she would like to get the Master Plan subcommittee in place and hold a meeting. Discussions can begin on key issues.

A motion was made/seconded to approve the Chatham Master Plan Re-examination/Master Plan Update Professional Services Agreement offered by Dr. Blickstein and Clarke Caton Hintz (CCH). A voice vote was taken. All Board members present voted aye.

Mrs. Favate noted that she has asked Mr. Robinson and Mr. Heap to join the Master Plan subcommittee. They will be working with Council Member Fife and Mrs. Favate on this subcommittee.

Mrs. Favate encouraged Board members to invite their friends and neighbors to the upcoming Community workshops for the Master Plan. Input from the public is very important.

Dr. Blickstein noted that the Borough may want to choose a suitable meeting area for these Community workshops. Mrs. Favate suggested one of the meeting rooms at the Chatham Library.

Attorney Loughlin will compose a resolution regarding the Board's decision tonight to hire the professional services of Dr. Blickstein for the Master Plan Re-examination Report. The Board Chairperson and Board Secretary will sign this document and forward it on to the Borough Clerk.

Before adjourning, the Board decided to cancel their meeting scheduled for Wednesday, November 4, 2015.

The next Planning Board meeting will be held on Wednesday, November 11, 2015, 7:30 p.m., Council Chambers, Chatham Municipal Building.

At 8 p.m. the meeting adjourned.

Respectfully submitted:

Elizabeth Holler  
Recording Secretary