

**TOWNSHIP OF WEST ORANGE
PLANNING BOARD
MINUTES
May 7, 2014**

The Township of West Orange Planning Board held a regular meeting on May 7, 2014 at 7:30 P.M. in Council Chambers, 66 Main Street, West Orange, New Jersey.

Chairman Heller called the meeting to order at approximately 7:30 P.M. It was announced that notification of this meeting was given to the Township Clerk, and posted on the Township Bulletin Board on November 21, 2013 in accordance with the requirements of the "Open Public Meetings Act".

PRESENT: Chairman Ben Heller, Robert Bagoff, Joanne Carlucci, Jerome Eben, Tekeste Ghebremicael, Gerald Gurland, Lee Klein, Council President Susan McCartney (7:41 P.M.), Vice Chairman Ron Weston, William Wilkes II

ABSENT: Jason Lester

ALSO PRESENT: Paul Grygiel, AICP, PP, Acting Township Planner, Frank Russo, PE, Omland Engineering, Patrick J. Dwyer, Esq., Board Attorney, Robin Miller, Board Secretary, Debbie Dillon, Audio-Digital Transcription Service

PLEDGE OF ALLEGIANCE

Chairman Heller requested all attendees stand for the Pledge of Allegiance.

ROLL CALL

Robert Bagoff, Joanne Carlucci, Jerome Eben, Tekeste Ghebremicael, Gerald Gurland, Chairman Ben Heller, Lee Klein, Jason Lester, Council President Susan McCartney, Vice Chairman Ron Weston, William Wilkes II

ANNOUNCEMENTS

A Planning Board Special Meeting will be held on May 21, 2014 in Council Chambers at 7:30 P.M.

The next Planning Board regular meeting will be held on June 4, 2014 in Council Chambers at 7:30 P.M.

Per Applicant request, PB-14-04/Essex County Country Club, will be carried to the June 4, 2014 regular meeting.

ADOPT MINUTES

The minutes of the March 5, 2014 and April 2, 2014 Planning Board meetings were unanimously adopted.

SWEARING IN

Paul Grygiel, AICP, PP, Acting Township Planner
Frank Russo, PE, PP, Consulting Engineer

RESOLUTIONS

PB-14-01/Communication Infrastructure Corporation

Block: 84.01; Lot: 22; Zone: B-2

10 Marcella Avenue

Conditional Use Site Plan to install telecommunication antennas to existing tower; install new cabinet and platform for equipment.

DISCUSSION

None.

The Board voted on the Resolution as follows:

Motion: Vice Chairman Weston

Second: Ms. Carlucci

Bagoff:	-	Carlucci:	Yes	Eben:	Yes	Ghebremicael:	Yes
Gurland:	Yes	Klein:	Yes	Lester:	Absent	McCartney:	Absent
Weston:	Yes	Wilkes:	Yes	Heller:	-		

PB-14-03/Valley Road Residential, LLC (Former Harvard Press Site)

Block: 9; Lots: 1, 7, 44, 50 and 56; Zone: MUBR

22-26 Central Avenue; 9-15 Mitchell Street

Final Site Plans

DISCUSSION

Mr. Dwyer advised the Board the draft resolution had been revised to correctly identify the Application to be a Final Site Plan.

The Board voted on the Resolution as follows:

Motion: Dr. Bagoff

Second: Mr. Eben

Bagoff:	Yes	Carlucci:	Yes	Eben:	Yes	Ghebremicael:	-
Gurland:	Yes	Klein:	Yes	Lester:	Absent	McCartney:	Absent
Weston:	Yes	Wilkes:	-	Heller:	-		

APPLICATIONS

PB-13-19/Sirius XM Radio, Inc.

Block: 84.01; Lot: 22.01; Zone B-2

12-16 Marcella Avenue

Conditional Use Site Plan replace existing antenna, add new antennas and replace existing cabinet and equipment.

EXHIBITS

- A-1** - Site Plan Sheet No. Z01, signed by Stephen A. Bray, PE, KMB Design Group, revised 3/25/14;
- A-2** - Elevation Sheet No. Z04, signed by Stephen A. Bray, PE, KMB Design Group, revised 3/25/14;
- A-3** - Photo Simulations: 1-Existing conditions view from 510 Prospect Avenue; 1A-Proposed development view from 510 Prospect Avenue;

- A-4** - Photo Simulations: 2-Existing conditions view from Mt. Pleasant Avenue; 2A-Proposed development view from Mt. Pleasant Avenue;
- A-5** - Photo Simulations: 3-Existing conditions view from terminus of Marcella Avenue; 3A-Proposed development view from terminus of Marcella Avenue;
- A-6** - Photo Simulation: 4-Existing Conditions view from Mt. Pleasant Avenue.

DISCUSSION

Reginald Jenkins, Esq., Price, Meese, Shulman & D'Arminio, P.C., attorney for Applicant gave a brief description of the Application that involved the removal of Applicant's existing antenna with new antenna on existing 310' lattice tower; the installation of a new ground mounted small gps dish antenna, and replacement and installation of new equipment cabinet.

Ekata Shah, PE, KMB Design Group, LLC was sworn in, stated her credentials, and was accepted by the Board to be an expert in civil engineering. Referring to Exhibit A-1, Ms. Shah described the existing conditions of the site; the property was a little over a quarter acre in size; the existing 310 ft. lattice tower supported various antennas including existing Sirius antennas and equipment cabinet. Two legs of the tower were on higher ground, two on lower ground; measuring from the lower ground, the maximum height of the structure was 310 ft. Referring to Exhibit A-2, Ms. Shah said Applicant proposed to remove their existing 5-ft. diameter antenna located at 212 ft., and replace it with new 38-inch diameter panel antenna at same height; a new 4-inch gps antenna would be installed on a 10-ft. pole at ground level adjacent to existing tower; Applicant's existing equipment cabinet would be removed and new cabinet installed. The height of existing tower would not increase. Ms. Shah said that all improvements would comply with building codes; she noted that the Structural Analysis Report prepared by Consolidated Engineering (dated 5/28/13), indicated the existing tower was not structurally stable. The Applicant would comply with all recommendations of the report. Mr. Jenkins explained the tower had a new owner who was working on its structural integrity to make it code compliant.

Council President McCartney indicated Mr. Jenkins had answered her question regarding the procedural sequence of the repairing the tower structure; Mr. Jenkins said the Applicant would comply with all building codes; he explained the existing structure was not structurally stable; the tower had a new owner who was working on its structural integrity.

Dr. Bagoff asked the height of the gps antenna and why was the existing cabinet going to be replaced. Ms. Shah said the height of the gps antenna pole would be 10-ft.; the cabinet was being replaced to meet the needs of the client. With regard to replacing the cabinet, Mr. Jenkins advised Dr. Bagoff that the next witness would be able to reply to the inquiry.

Mr. Weston asked if the new panel antenna was physically smaller, visually smaller and lighter weight than existing antenna being replaced; Ms. Shah said the new antenna was approximately 3-ft. in diameter, the surface area was slightly more, maybe 10 percent; but the visual impact would be less than the existing antenna. Referring to the Consolidated Engineering report (dated January 16, 2014), he asked if the report had been conducted for the Application, he was concerned about the load capacity of the structure, which indicated it was over one-hundred-fifty percent; the structure was deficient and the load was significantly over capacity. Ms. Shah said the report was prepared for the Application using previous information, she noted that page 6 of the report listed all recommendation to address deficiencies for structural repair that would be done prior to installation of new antennas; those repairs would bring the load capacity down to one-hundred-five percent.

Referring to Exhibit A-2, Mr. Eben asked Ms. Shah to clarify who provided the inventory list; he also asked what would be done with the existing cabinet when it was replaced. Ms. Shad said the Engineer had provided the inventory list; Ms. Shah and Mr. Jenkins said the existing cabinet would be demolished and removed from the property site.

Referring to the Consolidated structural report Dr. Bagoff inquired as to who was responsible for the foundation issues of the structure. Mr. Jenkins said the tower owner was responsible for addressing foundation issues and the Township Construction Official was responsible for inspection to make sure the issues had been addressed.

The Township professionals and Public had no questions for Ms. Shah. The Public Advocate was not present.

Brian Damstrom, P.E., Sirius XM Radio, Inc. was sworn in, stated his credentials, and was accepted by the Board to be an expert in radio frequency. Mr. Damstrom gave a brief overview of Sirius XM Radio, Inc. operations; he confirmed the company was licensed by the FCC; he explained why the site was an important link carrying line-of-sight signal to Manhattan. He said the current Omni antenna was causing signal interference between New Jersey and Manhattan, the proposal was to point new antenna in a westerly direction away from the mountaintop. He further explained that Sirius and XM had merged; the reason for the cabinet replacement was to upgrade system to merge signals. The overall plan of the company was to merge all Sirius and XM signals; depending on the area – they would eliminate some existing sites and add some new sites. (The) ground-mounted antenna was a VSAT (very small aperture terminal) dish, which pointed to satellite, received signal and then rebroadcasted information. Mr. Damstrom explained that a ground-mounted antenna was easier to service; he opined that all operators prefer ground mounted antennas; the VSAT antenna was sensitive to wind speeds resulting in lost satellite reception due to shaking; the ground location was more efficient.

Dr. Bagoff asked where the ground antenna would be located, would it be on the structure or contiguous to it, would its size trigger a site plan. Mr. Damstrom said the antenna would be off-structure; Ms. Shah said the pole would be mounted on a concrete base, Mr. Damstrom added it would be similar to a fence post; Mr. Jenkins said the Board had been provided materials showing the actual size of the antenna. He said the Applicant's planner would discuss what the antenna looked like.

Mr. Gurland asked if the antennas would be sending and/or receiving signals from a satellite or other antennas. Mr. Damstrom said the transmitting antenna would be mounted on the tower; it would pick up the signal from the VSAT (ground mounted) dish and then transmit signal; the VSAT dish would be the antenna receiving the satellite signal.

Mr. Klein asked what was the purpose of the gps on the antenna; Mr. Damstrom said it was strictly for timing; it facilitated the complicated satellite and terrestrial networking system.

The Township professionals and Public had no questions for Mr. Damstrom.

Meghan Hunscher, PP, was sworn in, stated her credentials and was accepted by the Board to be an expert in planning. Ms. Hunscher advised the Board she had visited the site; reviewed the Applicant's plans; reviewed previous Zoning Board approvals for the site; had reviewed the local ordinance Conditional Use criteria; and reviewed the photo simulation prepared by her colleague David Karlebach, PP, PC; (Exhibits A-3 through A-6); she stated that all federal and state requirements had been met. Ms. Hunscher described the existing property site conditions and adjacent area; she said the area was generally mixed use with a concentration of utilities and numerous towers. She opined that from a

planning perspective, there was little to say; the tower antenna would be upgraded, a new ground mounted antenna would be installed. There was no through traffic on the site; the proposed antennas would be located behind a gated property. She stated the FCC regulations pre-empted State and Local statutes.

Council President McCartney asked if the photo simulations of the existing conditions showed all approved equipment or might there be approved equipment not yet installed. Ms. Hunscher said not to her knowledge.

Regarding the statute's description of collocation, Dr. Bagoff requested Ms. Hunscher interpret what it meant. Ms. Hunscher said that it typically antennas would be located within an approved site location. She opined that in the proposed Application, a ground antenna would fit the interpretation. Dr. Bagoff said he was concerned about the soundness of the structure; Ms. Hunscher said the recommended improvements would make the tower structurally sound.

Citing MLUL (40:55D-46.2.), Mr. Dwyer clarified the issue of collocation; he said the placement of the ground antenna within the gated area of the property was permitted.

Mr. Weston inquired if the Applicant had coordinated the photo simulations with World Class Wireless, LLC ("WCW"); Mr. Grygiel advised the Board that the Technical Review Subcommittee (meeting of March 13, 2014), requested WCW coordinate submittals with Sirius since both Applications were scheduled to be heard at same regular meeting. Mr. Weston asked Ms. Hunscher if it was her opinion that the replacement and installation of the new antennas would constitute any undue clustering or concentration of antennas from a visual standpoint. Ms. Hunscher opined there was no negative impact; the Application was for equipment upgrade only.

Mr. Grygiel had no questions for Ms. Hunscher; however, he stated that with regard to Dr. Bagoff's inquiry to the issue of collocation, he said that there was also a secondary section of the federal law that pre-empts the issue of collocation; he said he agreed with Mr. Jenkins citing of the federal regulation; the ground antenna was not collocation in the traditional sense; the antenna was less than two meters in diameter, zoning could not regulate its placement.

The Public had no questions for Ms. Hunscher.

The Public had no comments for the Board regarding the Application.

Mr. Dwyer asked Mr. Jenkins to describe the relationship of Consolidated Engineering to the Applicant. Mr. Jenkins said Consolidated Engineering had been commissioned by Sirius to perform the structural analysis; they were a third party entity not owned by Sirius.

Mr. Eben said he was concerned about the site conditions; he opined the tenant should demand the site owner maintain the property. Mr. Jenkins said the onus was on the structure owner and property owner. Dr. Bagoff and Council President McCartney discussed conditions of approval to include site maintenance and confirmation by the Building Department that structural improvements to the tower had been completed.

Conditions:

1. The Applicant shall comply with all applicable Township, County, State and Federal laws, ordinances, regulations and directives, including without limitation, obtaining all applicable local, state and federal approvals and/or permits. Without limitation of the foregoing, prior to

the signing of the approved site plans, and prior to the commencement of any land disturbance or construction, the Applicant shall submit to this Board, with a copy to the Board Engineer, proof that it has obtained all required governmental approvals.

2. If another governmental entity or agency grants a waiver or variance substantially affecting the plans and/or exhibits submitted by the Applicant, this approval or the conditions attached to it, then the Applicant shall re-apply to this Board respecting the same and this Board shall have the right to view that issue as it relates to this approval and these conditions and modify and amend same, if appropriate.
3. In the event that any other required regulatory approval conflicts with the terms and conditions hereof, or materially alters the same, or the terms and conditions hereof are materially altered by any change in applicable law or regulation other than those municipal regulations for which change is prohibited by the Municipal Land Use Law (MLUL), or in the event Applicant or its successors or assigns construct or attempt to construct any improvement in conflict with or in violation of the terms of this approval, the Board hereby reserves the right to withdraw, amend or supplant the instant approval.
4. All construction, use and development of the property shall be in conformance with the plans approved herein, all representations of the Applicant and its witnesses during the public hearing, all exhibits introduced by the Applicant, and all terms and conditions of this resolution.
5. The Applicant shall pay all outstanding taxes, tax liens, application fees and technical review fees, as well as any inspection fees that may be required hereunder. The Applicant shall pay any additional fees or escrow deposits which may be due and owing within thirty (30) days of notification or this approval shall be deemed withdrawn.
6. All notes included in the approved plans, including notes required by this Resolution, shall be deemed conditions of approval having the same force and effect as conditions expressly set forth in this Resolution.
7. Applicant to submit evidence of compliance with the recommendations contained in the report of Consolidated Engineering, Inc. dated January 16, 2014 for improvements to the structural integrity of the tower prior to Applicant commencing work on the proposed changes which are the subject of this application.
8. Applicant to confirm that the foundations of the existing tower are structurally sufficient to support the tower per the report of Consolidated Engineering dated January 16, 2014 at page 5.
9. Applicant to remove all of its unused equipment and antenna from the site.
10. Applicant to notify the site owner that the site needs to be cleaned up and to provide proof of such notice. No building permits shall be issued until the site has been cleaned up.

The Board voted on the Application as follows:

Motion: Chairman Heller

Second: Dr. Bagoff

Bagoff: Yes Carlucci: Yes Eben: Yes Ghebremicael: Yes

Gurland: Yes Klein: - Lester: Absent McCartney: Yes

Weston: Yes Wilkes: Yes Heller: Yes

Chairman Heller announced a brief recess at approximately 8:50 P.M. The meeting reconvened at approximately 8:55 P.M.

PB-14-02/World Class Wireless, LLC

Block: 84.01; Lot: 22.01; Zone: B-2

12 Marcella Avenue

Conditional Use Site plan to replace existing telecommunication antenna.

EXHIBITS

- A-1** – Site Plan and General Notes (Sheet C-1), signed by Alec S. Norris, PE, Dewberry Engineers Inc., dated February 3, 2014 (last revision dated March 7, 2014);
- A-2** – Elevation View and Equipment Layout (Sheet C-2), signed by Alec S. Norris, PE, Dewberry Engineers Inc., dated February 3, 2014 (last revision dated March 7, 2014);
- A-3** – Aerial site photographs and photo simulations of proposed conditions (four sheets: Sheet 1 undated, Sheets 2, 3 & 4 dated 12/8/11, revised 4/14/); prepared by Tsvia Adar, PP, AICP, Senior Planner, Dewberry Engineers Inc.;
- A-4** – Aerial site photographs from Eagle Ridge Development (two sheets: Sheet 1 dated 6/17/2010, Sheet 2 dated 4/2/12; revised 4/29/14); prepared by Tsvia Adar, PP, AICP, Senior Planner, Dewberry Engineers Inc.

DISCUSSION

Eric S. Goldberg, Esq., Stark & Stark, P.C., attorney for Applicant, told the Board the Application was basically the same as the one just heard, with some modifications. He said that the Applicant currently had two antennas on the structure at a center line height of approximately 100-feet; one was a 6' dish antenna that would remain in place; the plan was to replace the other existing 2'4" antenna with a new 6' antenna; the height would increase slightly to a center line height of approximately 107-feet.

Damian Ameen, RF Engineer, World Class Wireless, LLC, was sworn in, stated his credentials, and was accepted by the Board to be an expert in radio frequency engineering. Mr. Ameen explained the site was part of an existing point-to-point network system between Chicago and Newark. He said there were physical limits to how far signals could transmit, which necessitated setting up a series of transmitting locations. The site was the second to last location on the route; it was a repeater location. The plan was to re-route the end location from Newark to Secaucus; the existing dish was not adequate to carry the signal, for the signal to carry the point-to-point antennas had to be unobstructed. The proposed height of the new antenna would be at the minimum height needed to carry the signal clear of all obstructions. There would be no changes to the height of the tower structure. In response to inquiry from Mr. Goldberg, Mr. Ameen confirmed that World Class Wireless was FCC licensed.

The Board, Township professionals and Public had no questions for Mr. Ameen.

Alec S. Norris, PE, Dewberry Engineers, Inc., was sworn in, stated his credentials, and accepted by the Board to be an expert in civil engineering. Referring to Exhibit A-1, Mr. Norris described the existing conditions and proposed plan for replacing existing dish antenna with new dish antenna; he stated there would be no changes to the ground property, and no changes to existing cabinet. The site would be remotely monitored; no additional parking, paving or fencing would be required. In response to inquiry from Mr. Goldberg regarding the Consolidated Engineering report dated January 16, 2014, all recommended structural modifications would be met prior to equipment installation.

The Board, Township professionals and Public had no questions for Mr. Norris.

Tsvia Adar, PP, AICP, Senior Planner, Dewberry Engineers Inc., was sworn in, stated her credentials, and accepted by the Board to be an expert in planning. Referring to Exhibits A-3 and A-4, Ms. Adar described the property existing conditions and the proposed plan. She opined the changes to the site would be minimal; the height of the antenna change-out would be no higher than 110-feet. The site would be structurally sound; the tower would be reinforced and meet all uniform building codes. She opined the antennas met all ordinance requirements and the change-out did not result in an undue concentration of antennas; there was no negative impact.

The Board, Township professionals and Public had no questions for Ms. Adar.

Conditions:

1. The Applicant shall comply with all applicable Township, County, State and Federal laws, ordinances, regulations and directives, including without limitation, obtaining all applicable local, state and federal approvals and/or permits. Without limitation of the foregoing, prior to the signing of the approved site plans, and prior to the commencement of any land disturbance or construction, the Applicant shall submit to this Board, with a copy to the Board Engineer, proof that it has obtained all required governmental approvals.
2. If another governmental entity or agency grants a waiver or variance affecting the plans and/or exhibits submitted by the Applicant, this approval or the conditions attached to it, then the Applicant shall re-apply to this Board respecting the same and this Board shall have the right to view that issue as it relates to this approval and these conditions and modify and amend same, if appropriate.
3. In the event that any other required regulatory approval conflicts with the terms and conditions hereof, or materially alters the same, or the terms and conditions hereof are materially altered by any change in applicable law or regulation other than those municipal regulations for which change is prohibited by the Municipal Land Use Law (MLUL), or in the event Applicant or its successors or assigns construct or attempt to construct any improvement in conflict with or in violation of the terms of this approval, the Board hereby reserves the right to withdraw, amend or supplant the instant approval.
4. All construction, use and development of the property shall be in conformance with the plans approved herein, all representations of the Applicant and its witnesses during the public hearing, all exhibits introduced by the Applicant, and all terms and conditions of this resolution.
5. The Applicant shall pay all outstanding taxes, tax liens, application fees and technical review fees, as well as any inspection fees that may be required hereunder. The Applicant shall pay any additional fees or escrow deposits which may be due and owing within thirty (30) days of notification or this approval shall be deemed withdrawn.
6. All notes included in the approved plans, including notes required by this Resolution, shall be deemed conditions of approval having the same force and effect as conditions expressly set forth in this Resolution.
7. Applicant to submit evidence of its compliance with the recommendations contained in the report of Consolidated Engineering, Inc. dated January 16, 2014 for improvements to the

structural integrity of the tower before the modifications proposed by Applicant herein may be installed.

8. Applicant to confirm that the foundations of the existing tower are structurally sufficient to support the tower per the report of Consolidated Engineering dated January 16, 2014 at page 5.
9. Applicant to remove all of its unused equipment and antenna from the site.
10. Applicant to notify the site owner that the site needs to be cleaned up and to provide proof of such notice. No building permits shall be issued until the has been cleaned up.

The Board voted on the Application as follows:

Motion: Chairman Heller

Second: Dr. Bagoff

Bagoff:	Yes	Carlucci:	Yes	Eben:	Yes	Ghebremicael:	Yes
Gurland:	Yes	Klein:	-	Lester:	Absent	McCartney:	Yes
Weston:	Yes	Wilkes:	Yes	Heller:	Yes		

DISCUSSION

Technical Review Subcommittee Ordinance and Application Process

Carried from the April 2, 2014 regular meeting.

Mr. Weston gave a brief recapitulation of the discussion of the April 2, 2014 meeting regarding the Technical Review Subcommittee Ordinance and Application process. He said that Mr. Grygiel had issued a memo after that meeting regarding his comments and thoughts on the process.

Mr. Grygiel said he had issued a memo dated April 9, 2014 for distribution to the Board. He explained the main points of the memo were questions he had posed at the April regular meeting. He said the primary question to be addressed - what was the purpose of Technical Review. He gave a brief recapitulation of issues for discussion. He explained that the existing rules and regulations were not being followed. The rules indicated that all applications were subject to technical review (including Zoning Board applications); the committee was supposed to include only one member of the Planning Board; and it was unclear if Municipal Land Use Law (MLUL) allowed a committee to review applications that did not require site plan approval. He opined that the Board might consider reviewing the ordinance to clarify exactly when site plan approval was required. He stated the ordinance itself had issues; he asked the Board to decide if the ordinance should be followed as written, or amended. He discussed how the Downtown Alliance could take over design review for downtown businesses, however, that would not address businesses outside the SID zone. He cited examples of how other townships determined the review process. He suggested the Board might consider going in the direction of establishing a Site Plan Review Advisory Board to vet both Planning and Zoning applications.

Council President McCartney said the original intent of the Technical Review Subcommittee was to be an advisory entity. It was important for a business owner to be aware of the requirements of all departments within the Township in order to open a new business; she said the advisory committee should facilitate the process.

Mr. Eben said he wanted to make sure there was consistency in submissions; when was a site plan required; what plans were required for submission. He said that commercial properties required submissions prepared by licensed professionals; only homeowners could submit hand-drawn plans. He

said he had a problem with the determination between a change of use and a change in tenancy. He opined the result was that businesses were being hurt by having unnecessarily going through the application process.

Mr. Weston said he had been on the Technical Review Committee for a long time; he said it had been set up with the best of intentions. He agreed with Mr. Grygiel's assessment that the procedures were not following the ordinance. He suggested that with the help of the Board professionals and counsel, the Board draft a recommendation to the Township Council to do away with the Technical Application; additionally, he suggested the Board revert back to an advisory site plan review comprised of the Township professionals and one member of each Board; that could review site plan applications in an effective way to streamline the process and make it more consistent with prevailing processes.

Mr. Gurland opined the Technical Review process was helpful for the larger site plan applications.

Chairman Heller said he would like to see the monetary threshold eliminated from the ordinance.

Dr. Bagoff opined the Technical Review Committee did help smaller Applicants maneuver through the process by informing them of the requirements of other Township departments, i.e., Health Department and Building Department. He opined that in lieu of the Technical Applications; and with the input of other departments, a checklist of requirements be provided to assist the smaller business owner in the process.

Chairman Heller requested Mr. Grygiel prepare a framework of modifications to help the Board in drafting a recommendation to Township Council.

Dr. Bagoff suggested that once the recommendation and checklist had been drafted, the documents be submitted to the Construction Official and Zoning Official for their comments before a final recommendation was sent to the Township Council.

Chairman Heller announced a Planning Board special meeting would be held on May 21, 2014 in Council Chambers at 7:30 P.M.; the next Planning Board regular meeting would be held on June 4, 2014 in Council Chambers at 7:30 P.M.

Council President McCartney advised she would be recusing herself from the May 21, 2014 Special meeting.

MEETING ADJOURNED at approximately 9:40 P.M.

Minutes adopted July 2, 2014



Robin Miller, Planning Board Secretary
Township of West Orange

**THE NEXT REGULAR MEETING OF THE PLANNING BOARD WILL BE
WEDNESDAY AUGUST 6, 2014 AT 7:30 P.M. IN COUNCIL CHAMBERS**