

**TOWNSHIP OF WEST ORANGE
PLANNING BOARD
MINUTES
September 3, 2014**

The Township of West Orange Planning Board held a regular meeting on September 3, 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 7:33 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 (7:39 P.M.), Gerald Gurland, Council President Susan McCartney, Vice Chairman Ron Weston, William Wilkes II (7:39 P.M.)

ABSENT: Jason Lester, Lee Klein

ALSO PRESENT: Paul Grygiel, AICP, PP, Acting Township Planner, Robin Miller, Board Secretary, Debbie Dillon, Audio-Digital Transcription Service

PLEDGE OF ALLEGIANCE

Chairman Heller requested all persons 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

The next Planning Board regular meeting will be held on October 1, 2014 in Council Chambers at 7:30 P.M.

Per Applicant request, PB-14-06/AutoZone Northeast, Inc., will be carried to the October 1, 2014 regular meeting.

ADOPT MINUTES

The minutes of the May 21, 2014 special meeting and the June 4, 2014 regular meeting were unanimously adopted.

SWEARING IN

Paul Grygiel, AICP, PP, Acting Township Planner

RESOLUTIONS

PB-14-10/RKS Properties
Block: 9; Lots: 1, 7, 44, 50 and 56; Zone: MUBR
22-26 Central Avenue; 9-15 Mitchell Street
Final Site Plans

DISCUSSION

Chairman Heller asked the Secretary to verify the List of Owners of properties within 200 feet of the Applicant’s property were served; the Secretary said the Proof of Service was received on July 29, 2014; all documentation was reviewed and deemed in order. Chairman Heller asked the Secretary to give the Board a brief description of the Public Noticing process; the Secretary described the process to the Board.

Chairman Heller advised the Board there were two changes to the Resolution; Evidence Submitted Item #11, “the roof would be light colored and the bottom portion of the front and side elevations to have stone veneer up to the first floor window sills with stucco (or some other neutral colored material) above.” The second revision was condition of approval Item #16, “Applicant to designate two (2) spaces in the western end of the parking island and two (2) spaces in the eastern end for employee use only, subject to the review and approval of the Board Engineer.”

The Board voted on the Resolution as follows:

Motion: Chairman Heller

Second: Dr. Bagoff

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

PB-14-11/NxStage Newark, LLC

Block: 176.03; Lot: 14; Zone: B-1
445 Pleasant Valley Way
Preliminary and Final Site Plan with “c” Variance.

DISCUSSION

Mr. Eben stated the Resolution erroneously identified Mr. Kidd as a P.E. (Professional Engineer). Chairman Heller said the change would be noted.

The Board voted on the Resolution as follows:

Motion: Chairman Heller

Second: Dr. Bagoff

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

PB-14-13T/Dialysis Center of West Orange, LLC

Block: 164; Lot: 1.03; Zone: OB-2

101 Old Short Hills Road

Technical Review Application

DISCUSSION

Vice Chairman Weston gave a recapitulation of the Technical Review Application for expansion of an existing dialysis center in to adjacent medical office tenant suite. All improvement were for interior work only; the Township professionals had reviewed the plans and found them to be in order. The Committee approved the Application at the August 14, 2014 meeting with the conditions: (a) subject to receipt of all required State regulatory approvals; (b) Applicant to include License Number and Certificate of Authorization information on the architectural plans as required.

The Board voted on the Resolution as follows:

Motion: Vice Chairman Weston

Second: Mr. Gurland

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

PB-14-14T/Crestmont Country Club

Blocks: 174 and 175; Lot: 1.01; Zone: R-2

750 Eagle Rock Avenue

Technical Review Application

DISCUSSION

Mr. Weston gave a recapitulation of the Technical Review Application; the Applicant had received prior Board approval for an enclosed building addition but due to budget constraints, they had decided to install a 2,162 sq. ft. patio in an open area to the rear of the clubhouse. The Committee approved the Application at the August 14, 2014 meeting with conditions: (i) There shall be self-closing doors with screening materials to and from the club’s interior; (ii) The retaining wall as shown on the plan shall not exceed 30” (thirty inches) in height; (iii) There shall be an emergency shut off valve installed for the gas line to the patio; (iv) In the event a Knox Box does not currently exist on the premises, one must be installed near the main entrance of the facility; (v) It has been specifically determined that the Applicant is exempt from the imposition of the requirements of the Township’s Outdoor Seating Ordinance as it does not apply to this particular use in the R-2 zone district.

The Board voted on the Resolution as follows:

Motion: Vice Chairman Weston

Second: Mr. Gurland

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

DISCUSSION

Technical Review Subcommittee Ordinance and Application Process.

Mr. Grygiel said that at the last regular meeting the Board briefly discussed changing the current Technical Review Ordinance and devising a flowchart or brochure for new Applicants to help guide them through the process of opening a business in West Orange. He said that since the last meeting, he had reviewed a basic flowchart prepared by Susan Borg; additionally the Secretary had found several flowchart examples that could be adapted for West Orange, especially if the Technical Review Committee was revised and would no longer hear smaller applications. Chairman Heller opined the Board should be working on a flowchart to create a more efficient and Applicant friendly process.

Mr. Grygiel distributed a memorandum he wrote (dated September 3, 2014) which addressed his recommendations for potential changes to Technical Review and other application procedures per the Board discussion at the August 6, 2014 meeting. He gave a recapitulation of his recommendations including replacing the existing Technical Advisory Committee with a Site Plan Review Advisory Board as permitted by the Municipal Land Use Law (MLUL); providing standards for when site plan approval was required; defining "major" and "minor" site plans; and requiring technical review of all major site plans applications to both the Planning Board and Zoning Board of Adjustment. Mr. Grygiel noted that the last item would be a big change; however, the current ordinance already required review by both Boards; but the requirement was not being enforced. Mr. Grygiel told the Board he had prepared a draft of the changes to the Land Use Regulations Ordinance, Site Plan and Technical Review Procedures; for the Board's reference, additions were show in **bold underline**; deletions were shown in ~~strikethrough~~. He opined the Board should review the memorandum and if the Board so determined, the revisions could be provided to the Council for their consideration.

Mr. Eben said there was a helpful guidebook about building in West Orange that had been written in the early 1990's; it just needed to be updated. Ms. Carlucci said the guidebook was available online in the Planning Department document library. Mr. Eben suggested the guidebook be updated and the information incorporated in the proposed flowchart. Chairman Heller opined a visual guide with bold graphics might be a better informational tool than a written guidebook. Dr. Bagoff suggested the Board involve the Building Department in the process; what were the top ten things an Applicant should know before starting a project; the overall goal should be to convey essential information to the average person looking to make renovations including plumbing upgrades, electrical upgrades, etc. Chairman Heller said the information should include what were the most common mistakes; what were frequent roadblocks; the goal was to make the process more user-friendly. Council President McCartney said it was important to provide detailed information, she suggested that the updated information forgo the use of acronyms that would be unfamiliar to a layperson. Chairman Heller suggested two brochures be made available; one for professionals, the other for property owners (to help them understand the process and better communicate with their professionals). Ms. Carlucci said the Building and Planning Department had much information currently available; but what was needed was a better way of providing the information to the public. Dr. Bagoff suggested the Board consider making public presentations to the community once or twice a year to discuss the Planning and Building process in West Orange. Council President McCartney suggested a new item be added to the Site Plan/Subdivision checklist to include Title Block requirement.

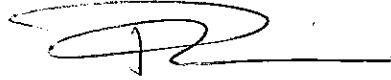
The Board determined that they would review Mr. Grygiel's memorandum and send any comments to the Secretary prior to the October 1, 2014 meeting. Council President McCartney requested the

Secretary email the current Technical Review Advisory Committee ordinance to the Board for their reference.

Vice Chairman Weston said the goal would be to present a recommendation for the revised ordinance to the Council by the end of the year.

MEETING ADJOURNED at approximately 8:16 P.M.

Minutes adopted October 1, 2014



Robin Miller, Planning Board Secretary
Township of West Orange

THE NEXT REGULAR MEETING OF THE PLANNING BOARD WILL BE
WEDNESDAY NOVEMBER 5, 2014 AT 7:30 P.M. IN COUNCIL CHAMBERS