

The October 13, 2003 regular semi-monthly meeting of the Township of Chatham Planning Board was called to order at 7:30 p.m. by Chairman Bill McCutcheon. The Open Public Meetings Act Statement was read into the record. The agenda included a review of applications, discussion of the proposed site plan waiver procedure and criteria, signs, by-laws and parking lot and sidewalks.

- - -

Roll Call

Those present were Mr. McCutcheon, Mrs. Twomey, Mr. Cashman, Mrs. Chambers, Mrs. Fair, Mrs. Hoag and Mr. Jacobson. Absent were Mr. Connelly, Mr. Caprioglio and Mr. Ciccarone. Jim McCreedy, Esq., substituting for Planning Board attorney Don Malehorn ,Esq. and Planning Board engineer Marshall Frost were also present.

- - -

Minutes

Mrs. Hoag moved to accept the minutes from the September 22, 2003 meeting and Mrs. Chambers seconded, with all in favor.

- - -

Discussion

There was discussion about the scheduled TCC Meeting with Peapack-Gladstone Bank and the subjects of parking, sidewalks and lighting. Also discussed was the provision in the Oak Knoll School memorialization giving the Planning Board one year to require a sidewalk and additional shade trees.

Mr. McCutcheon indicated the newly posted GIS maps. Mrs. Hoag agreed to prepare a training session on using the GIS software at the next meeting. Mr. McCutcheon, Mr. Cashman and Mr. Jacobson requested hard copies of the GIS maps.

The budget of the Planning Board was also discussed. Mr. McCutcheon plans to review the budget with Mr. Ciccarone and encouraged other members to attend if available. Mr. Cashman and Mrs. Twomey indicated an interest in attending.

Agenda categorization was reviewed.

- - -

Review of Applications

The Board updated each of the pending applications:

SABE: Mr. Frost stated that this applicant is still at the Board of Health and will not be ready for a hearing on October 20, 2003. There are outstanding issues for the Planning Board and there will be an additional submission following the Board of Health outcome. Mr. Frost will speak with the applicant's engineer, regarding the incomplete application status.

Parisi: The Board directed Mr. Malehorn (via Mr. McCreedy) to notify the applicant that they will not be heard on October 20, 2003 as they have not submitted materials to the Board 10 business days prior to the hearing date, as required. Mr. Frost will verify that the materials were not available. The applicant is tentatively scheduled for November 17, 2003.

Rolling Hill at Candace: Mr. Frost says information on the subdivision plan was re-submitted and Mr. Bennett had reviewed the storm water management and issued a memo dated October 3, 2003. Mr. Frost issued a partial review memo on October 6, 2003. Mr. Frost stated it was his opinion that a variance was required for the steep slopes; Mr. Frost was also concerned about the limits of disturbance and that approval was required from an offsite property owner for drainage. Other comments by Mr.

Frost included a change on the storm water management easement; the conservation easements on the rear of the lots are of little value to the Township but should be monumented; sidewalks should be shown on Meyersville Road; the grading on the driveways on Candace Lane should be developed as if a sidewalk was to be installed for assistance in drainage and the driveways should be curbed and paved; the front yard setback on Lot 16.01 should be extended more than the required 75' to have it behind the drainage easement; and the useable lot area review showed the applicant does comply. Mrs. Hoag stated the importance of requiring a conservation easement on the steep slopes to prevent tree and brush removal causing silt runoff into the drainage system. A letter from the applicant's attorney, Mr. Schaeffer, requested an extension to November 30, 2003. Mrs. Fair made a motion to grant the extension to November 30, 2003 and Mrs. Hoag seconded, with all in favor.

Rose Pond: Mr. Frost stated this application is incomplete.

Hickory Tree Shopping Center: Mr. Frost stated that the Hickory Tree Shopping Center representatives have presented their plans to Morris County and Mr. Frost is waiting to see the plans. Mr. Frost has some concerns about the plan. The County's position is that there will be no effect on the county road. Mrs. Twomey commented that efforts should be made to have constructive dialogues with the applicant to maintain a positive working relationship to foster improvements. Mr. Frost agreed that improvements were the goal. Other members made comments relative to the discussion. Mr. McCutcheon concluded with advice to await the application and discuss the various issues at that time.

Discussions

Proposed Site Plan Waiver Procedure and Criteria

Mr. Jacobson reported on the proposed site plan waiver procedure and criteria and Mr. Malehorn's proposed re-draft of the wording. While the re-draft, in Mr. Jacobson's opinion, is well done,

he recommends that the current ordinance be left as is, as it is satisfactory on a substantive level. In Mr. Jacobson's opinion, the current wording gives the Planning Board the authority to waive site plans for applications in which there is no change in use and no substantial site development considerations -- the zoning officer has the right to waive it when the application does not affect parking, drainage or sewage. Instructions should be given to the zoning officer as to his responsibilities. Mrs. Hoag stated the importance of enforcing the reporting to the Board by the zoning officer. Mr. McCutcheon will speak with the zoning officer.

Mr. Jacobson also recommended reviewing the central business district in the coming year with the planner. There was discussion of the many different retail options and the parking concerns. Mr. Jacobson recommended that the Board address its concerns about parking by revising parking requirements and addressing changes in intensity of use rather than altering the site plan waiver ordinance. Mr. Frost indicated that his major concerns were changes in use from businesses with non-competing parking needs such as cinemas, banks and restaurants, to basic retail or service. The Board will follow up on this topic at the next meeting to address Mr. Malehorn's concerns.

Master Plan Committee

Mrs. Fair will report on the goals of the Master Plan Committee on November 3, 2003.

By-Laws

Mrs. Hoag will review the existing by-laws and report back to the Board.

GIS

Mrs. Hoag will lead an introduction on GIS at the October 20, 2003 meeting.

Site Plan Subdivision Checklist Ordinance

Mr. Frost will research his information on the proposed amendments to the ordinance and distribute it to the Board on October 20, 2003.

Signs

Mr. Jacobson, Mrs. Twomey and Mr. Cashman will meet to discuss window and exterior signs and report back to the Board on October 20, 2003 on window signs and November 3 on exterior signs.

Parking Lot Location in Business Districts/Sidewalks

There was discussion about rewriting the ordinance to have parking lots in the rear of businesses. Mr. Frost and members of the Board made comments relative to setbacks, rights of way, sidewalks and square footage highlighting various retail spaces including Kings, Charlie Brown's and Valley National Bank, with parking in the rear.

The Board agreed to request Eileen Banyra, Planning Board Planner, to review many of these discussion points.

- - -

The Board went into Executive Session. Following Executive Session, there being no further business, the Township of Chatham Planning Board Meeting of October 13, 2003 was adjourned.

Respectfully submitted,

Katherine T. Hollerith
Recording Secretary