

**Borough of Pitman Combined Planning/Zoning Board
Pitman, New Jersey**

Minutes of September 19, 2016

Call to Order:

Chairman Aspras called the meeting to Order at 7:00pm.

Attendance:

Chairman Aspras, Councilman Pierpont, Mrs. Hausmann, Mrs. Kelley, Mr. Lowden, Mr. Ryder, Mr. Owen , Mr. Romick

Absent members: Mr. Fijalkowski, Mr. Slenkamp, Mrs. Stech

Advisors Present:

Mr. MacDonald, Solicitor, Mr. Kernan, Engineer/Planner, Mr. Pierpont, Zoning Officer.

Public Comments:

None.

Approval of August Minutes:

A motion was made by Mrs. Hausmann, second by Mr. Ryder to approve the August minutes. On voice vote: Chairman Aspras, Mrs. Hausmann, Mrs. Kelley, Mr. Ryder, Mr. Owen, Mr. Romick

Abstain: Councilman Pierpont, Mr. Lowden

Historic Preservation Commission:

Mr. MacDonald swore in Walt Madison.

2016-36: Old Ground House; 56 S Broadway B-2, L-3

Replace all windows and door frames to fit in the Historic Guidelines, add stucco to the façade

2016-37: Joshua Hitehner; 143 6th Avenue B- 18, L- 23

Remove and replace siding and repair termite damage

2016-38: Steven Narleski; 28 Pitman Avenue B- 74 L-12

Matching sign window from existing

A motion was made by Mrs. Kelley, second by Mrs. Hausmann to approve Historic Applications 2016-36, 37 & 38. On voice vote: Chairman Aspras, Councilman Pierpont, Mrs. Hausmann, Mrs. Kelley, Mr. Lowden, Mr. Ryder, Mr. Owen , Mr. Romick

Mr. Madison wanted to discuss application 2016-39 with the board. A couple of months ago this applicant applied and was approved for siding. The applicant placed up different siding that was not approved by the Historic Commission. Then this property was cited by the construction office to stop work for building an "A" frame porch without Historic approval or zoning approval. Afterwards, Ms. Disimone came into the construction office and applied for the porch work, application 2016-39. The Historic Commission reviewed this application and agreed that the "A" frame porch can stay. Mr. Madison stated that the Historic Commission is concerned about the support posts, because they do not match the existing posts on the porch. Earlier today, the construction official went out for the final inspection and discovered that the support posts do not match the existing posts. Mr. MacDonald questioned about application 2016-39 and what the applicant is applying for in the application. Mr. Madison stated that she is applying for the porch "A" frame roof and to have the support posts match existing style. Mr. MacDonald informed the board that they should only vote on this application and to vote without prejudice on any existing or prior violations. Mr. Madison questioned about this support post not matching the existing posts. Mr. MacDonald stated that the applicant wrote on the application that she will have those posts match and if it is not done after this board approves her application, then that too would be a violation that will be enforced by the construction office.

2016-39: Catherine Ventura Disimone; 8 Webb Avenue B-7 L-30
Adding an "A" frame roof, replace support poles to match existing style

A motion was made by Mr. Owen, second by Mr. Lowden to approve Historic application 2016-39 without prejudice against prior violations. On voice vote: Chairman Aspras, Councilman Pierpont, Mrs. Hausmann, Mrs. Kelley, Mr. Lowden, Mr. Ryder, Mr. Owen, Mr. Romick

Update & Review of New Use Process and C.O. Process:

Chairman Aspras asked if Mr. Pierpont would give the board an update of the new use waiver committee process.

- Committee was formed a couple of years ago.
- 80 – 90% of applications are prime candidates for the waiver.
- Committee is geared for applicants with simple changes of use.
- Applicants are given the full information on the new use waiver committee or on the full site plan application from the construction office.
 - If any part of the application requires more information they are recommended for the full Site Plan
 - Applicant is aware if not approved in the new use committee then they must apply for the Full Site Plan
- New use committee is a quick turnaround for simple applications.
- Full site plan is a longer process and requires escrow account.

Mr. Pierpont then gave the board examples of more complex applications that should in the future be recommended to do a full site plan. The applicant at 120 N Broadway for a Craft Store was approved by the new use waiver committee. Then the applicant wanted to have classes and it was discovered that behind the building there is a parking lot. The parking review was then recommended to be drawn up and turned into the zoning office for the zoning officer to approve. The zoning officer does not have a license to review or approve any type of parking plans. This application will have to submit escrow money to have the engineer review. The second issue that came up is for an applicant that is not open up for business yet (new nano-brewery). This issue came up in the construction office, because of notes that were written on the application. This brought up confusion on the applicant who thought their notes that they wrote on a couple of pages of the application were part of the approval they received from the committee; because of the nature of the application, it brought representatives down from the State level to come in person and to question the construction office on all their procedures. Mr. Pierpont stated that in the future to have all the recommendations to be spelled out completely on the last page of the application to void this mix up in the future and to make sure any notes on the application to be removed before signing the approval. Chairman Aspras stated that there should be a type of plan to cut off when reviewing an application in the new use to say this must go in front of the full board for a site plan.

Mr. Owens wanted to give the board EDC concerns about the permit process.

- It was heard that applicants are getting missed information
 - What is required to do and what might have to be done.
- Planning Board made the process very easy for applicants
 - EDC thinks a new packet should be handed out on the process
- Joint meeting needs to be made between a few members of this board, EDC and the construction office.

Chairman Aspras stated to Mr. Owens that there is no problem and the process cannot get any easier. Mr. Pierpont stated that these concerns came up a few years back and the construction office hands out a packet stating what needs to be done and who to contact to be able to start a business in the Borough. His advice to the EDC is to just have prospected businesses come straight to the construction office for information. Councilman Pierpont offered to take copies of the packet from the construction office and give it to the EDC so they can pass out the information as well.

Chairman Aspras wanted to discuss the process for a CO. He spoke with Susan Weaver about the process on how applications receive a CO without meeting all the requirements approved from this board. An example of a property was Marvin Chew; a CO was issued without the applicant planting any of his trees, because it is not part of the uniform construction code. Mr. Pierpont stated that it is up to the zoning officer to review and to make sure that the requirements proposed by this board are done.

Update on Changes to C-1 Historic Requirements:

Chairman Aspras sent an email of the changes for the C-1 district. He stated if any board member wants to add or change anything needs to contact him by email before the October 17th meeting. Mr. Pierpont stated that the changes from the word “should” to the word “shall” needs to be backed up by a Borough Ordinance to be able to enforce. Chairman Aspras stated that it is part of the intention to have some of the Ordinances updated.

Report from Zoning Officer:

No report this month.

New Use Waiver Committee:

None.

Economic Development Committee:

Mr. Owens gave the board his report.

- Businesses are looking for smaller square footages to rent.

Site Plan Committee:

None.

Subdivision Committee:

None.

Master Plan Committee:

None.

Environmental Commission:

None.

Council Report:

Councilman Pierpont gave the board his report.

- Last Borough Council meeting Council approved to advertize the sale of two Borough lots
 - Block 11, Lot 30- 119^{3rd} Avenue
 - Block 13, Lot 23- 120 12th Avenue
 - with the minimum bid reduce by 40% from the original bid at the beginning of this year

Other Business:

Mr. Owen stated to the board that the Courts are now stating that you cannot treat political speech any different than other temporary signs. The Borough’s temporary ordinance states sixty (60) days. He is now going to follow what the Courts in New Jersey are allowing and he will place his signs up thirty (30) days before the elections. Mr. Pierpont questioned if he is placing

his signs up at thirty (30) days before the election then; Mr. Owen jumped in as Mr. Pierpont was speaking to correct himself by stating before thirty (30) days.

Adjournment:

A motion was made by Mrs. Kelley, second by Mr. Romick. On voice vote: Chairman Aspras, Councilman Pierpont, Mrs. Hausmann, Mrs. Kelley, Mr. Lowden, Mr. Ryder, Mr. Owen , Mr. Romick

Respectfully Submitted,

Jessica Vernacchio