

**MINUTES**  
**MAY 3, 2016**

**BOARD OF ADJUSTMENT**

**LONG HILL TOWNSHIP**

**CALL TO ORDER AND STATEMENT OF COMPLIANCE**

The Chairman, Dr. Behr, called the meeting to order at 8:00 P.M. He then read the following statement: Adequate notice of this meeting has been provided by posting a copy of the public meetings on the municipal bulletin board, by sending a copy to the Courier News and Echoes-Sentinel and by filing a copy with the Municipal Clerk in January 2016.

**MEETING CUT-OFF**

Chairman Behr read the following statement: Announcement is made that as a matter of procedure, it is the intention of the Board of Adjustment not to continue any matter past 11:00 P.M. at any Regular or Special Meeting of the Board unless a motion is passed by the members then present to extend the meeting to a later specified cut-off time.

**CELL PHONES AND PAGERS**

Chairman Behr read the following statement: All in attendance are requested to turn off cell phones and pagers as they interfere with the court room taping mechanism.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

On a call of the roll, the following were Present:

E. Thomas Behr, Chairman  
Edwin F. Gerecht, Jr., Vice-Chairman  
Richard Keegan, Member  
Michael O'Mullan, Member  
Thomas Sims, Member  
Jeffrey Wills, 1<sup>st</sup> Alternate  
Brian Johnson, 2<sup>nd</sup> Alternate

Excused:

Jerry Aroneo, Member  
Michael Pesce, Member

Cyndi Kiefer, Bd. Secretary

Dan Bernstein, Bd. Attorney  
Thomas Lemanowicz, Bd. Egr.  
Kevin O'Brien, Bd. Planner

Ms. Kiefer advised Chairman Behr that he had a quorum and could proceed.

**EXECUTIVE SESSION**

It was determined that there was no need to hold an executive session.

**APPROVAL OF MINUTES**

Mr. Gerecht motioned approval of the minutes of October 6, 2015 as written. Mr. Keegan seconded the motion and a **VOICE VOTE** was taken. The minutes were approved as written by unanimous vote. Mr. Johnson was ineligible to vote because he was not present at that meeting.

In the minutes of April 5, 2016, Mr. O'Mullan made two (2) corrections. The first was in the applicant's address. It should have read "Basking Ridge Road" instead of "Bashing Ridge Road." On page 2, under "Application Efficiency" the sentence should have read "...definition for the term 'impervious coverage' be added to the checklist." Mr. Gerecht motioned approval of the minutes of April 5, 2016 as amended and Mr. O'Mullan seconded the motion. A **VOICE VOTE** was taken and by unanimous vote, the minutes were approved as amended. Chairman Behr and Mr. Johnson were ineligible to vote since they were not present at that meeting.

**APPLICANT'S GUIDE**

Doctor Behr advised the board members that there would be no action taken on the guide this evening. Instead he proposed to test a draft version in a number of different ways. All new applicants would receive a copy and Ms. Kiefer would make note of any comments made by

those applicants. He also asked Ms. Kiefer to send a copy to some of the recent applicants for their feedback. In addition, he asked Mr. Keegan to take over management of this project through the next phase. He hoped to have a report back by September. Mr. Lemanowicz, Mr. O'Brien and Mr. Bernstein were also asked to review the draft guide.

### **2015 ANNUAL REPORT ON VARIANCES HEARD BY THE ZONING BOARD OF ADJUSTMENT**

Ms. Kiefer stated that this report was mandated by the Municipal Land Use Laws on an annual basis. She explained that she had taken the applications that were heard during 2015 and grouped them according to the report categories. The report generated five (5) recommendations that would be made to the Planning Board and subsequently to the Township Committee.

Chairman Behr briefly explained each one. The desired effect would be to relieve homeowners and some businesses from having to come before a board when the issue was not substantial.

The board members reviewed the remainder of the report and did not have any questions.

Mr. Gerecht moved to accept the 2015 Annual Report on Variances Heard by the Zoning Board of Adjustment as written. Mr. O'Mullan seconded the motion. A **ROLL CALL VOTE** was taken. Those in Favor: Mr. Gerecht, Mr. Keegan, Mr. O'Mullan, Mr. Sims, Mr. Wills, Mr. Johnson, Chairman Behr. Those Opposed: NONE. By unanimous vote, the report was approved as written.

### **CHECKLIST FOR LAND USE APPLICATIONS "A" V9**

Chairman Behr directed the board members' attention to Item 2. In the left-hand column he had added the words "Explain why each item you believe does not apply to your application."

Ms. Kiefer affirmed that the applicant would receive a copy of the Zoning Officer's Letter of Denial required in Item 3. Chairman Behr suggested that the phrase "You will have received this from the Zoning Officer." be added on the right-hand side.

Ms. Kiefer affirmed that she had added the phrase "Form Included" to the appropriate items on the right-hand side.

Ms. Kiefer noted that the board members had suggested using the format "4:6" as opposed to "4X6" when describing the size required for color photos. After discussion with Chairman Behr, she agreed that people would more readily identify with the "4X6" format.

Chairman Behr moved to page 2 and noted that the only change was the addition of the definition for "impervious coverage." Mr. O'Mullan pointed out a typographical error: "pooks" instead of "pools."

Mr. O'Mullan moved to adopt the Checklist for Land Use Applications "A" V9 as amended. Mr. Gerecht seconded the motion. A **ROLL CALL VOTE** was taken. All those in Favor: Mr. Gerecht, Mr. Keegan, Mr. O'Mullan, Mr. Sims, Mr. Johnson, Chairman Behr. Those Opposed: NONE. Motion to adopt the checklist was approved unanimously.

Chairman Behr thanked everyone for their work and contribution to streamlining the application process. Mr. Gerecht echoed that sentiment. Mr. O'Mullan thanked Chairman Behr for his work on the Applicant's Guide.

Mr. O'Mullan motioned, Mr. Gerecht seconded and the meeting was adjourned at 8:26 PM.

Date: \_\_\_\_\_

\_\_\_\_\_  
Cyndi Kiefer  
Planning & Zoning Coordinator