

**BOROUGH OF WESTWOOD  
PLANNING BOARD MINUTES  
REGULAR PUBLIC MEETING  
October 24, 2013**

**APPROVED 12/19/13**

**1. OPENING OF THE MEETING**

The meeting was called to order at approximately 8:00 p.m.

Open Public Meetings Law Statement:

This meeting, which conforms with the Open Public Meetings Law, Chapter 231, Public Laws of 1975, is a Regular Public Meeting of the Planning Board.

Notices have been filed with our local official newspapers and posted on the municipal bulletin board.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL:**

**PRESENT:** Thomas Constantine  
Daniel Olivier  
Richard Bonsignore  
Councilmember Ray Arroyo  
Philip Cerruti, Vice-Chairman (arrived approx. 8:11 pm)  
Jaymee Hodges, Chairman  
Ann Costello (Alt. #1)  
Keith Doell (Alt. #2)

**ALSO PRESENT:**

Thomas Randall, Esq., Board Attorney  
Ed Snieckus, Burgis Associates, Board Planner  
(arrived approx. 8:30 pm)  
Steve Lydon, Burgis Associates, Acting Board  
Planner (approx. 8-8:50 pm)  
Louis Raimondi, Brooker Engineering,  
Board Engineer

**ABSENT:** Mayor Birkner (excused absence)  
William Martin (excused absence)

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**4. MINUTES:** The **Minutes of 7/25/13** were approved on motion made by Ann Costello, seconded by Dan Olivier, and carried unanimously. The **Minutes of 9/12/13** were tabled and carried to the public meeting on motion made by Ray Arroyo, seconded by Dan Olivier and carried unanimously.

**5. CORRESPONDENCE:** None

**6. RESOLUTIONS:** None

**7. PENDING NEW BUSINESS:**

**1. Ginger & Cream of Westwood, Inc., 356 and 368 Center Avenue, Block 807, Lots 16 and 15 - Minor Site Plan Amendment/Variance** - Applicant requested to be heard 11/7/13 for a minor amendment/change to its handicapped ramps at both properties, proposing to add a common ramp between the two approved ramps. The matter was set for 11/7/13.

**8. VOUCHERS: \$7,754.00** - A motion to approve Vouchers totaling \$7,754.00 was made by Keith Doell, seconded by Phil Cerruti, and carried unanimously on roll call vote.

**9. VARIANCES, SUBDIVISIONS AND/OR SITE PLANS**

SWEARING IN OF BOARD PROFESSIONALS FOR PUBLIC HEARINGS

The Board Professionals were sworn in **NOT REQUIRED**

**1. Bank of America, 1 Westwood Avenue, Block 2103, Lot 3 - Minor Site Plan** - Scott Collins, Esq. represented the applicant. Matthew Welch, Licensed NJ Engineer, was sworn in, qualified and accepted. The plan was marked Exhibit A1, Minor Site Plan, prepared by Stonefield Engineering and Design, LLC, last revised to 7/15/13, consisting of six sheets.

Mr. Welch testified. The site consists of a four-story office building currently being used as a Bank of America, with 36 parking stalls. The plan is to remove the southerly teller lane and replace it with a new, drive-through ATM lane. It will have additional hours of operation and provide more conveniences for their patrons. The bypass lane would remain. Mr. Welch continued discussing the additional lighting. They proposed one 20' free-standing light fixture, two wall-mounted, pulse-start, halide lights, and two wall-mounted halide lights to illuminate the new drive-through ATM accommodations. The additional

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lighting is non-conforming with the Borough's ordinances. Waivers for light spillage and minimum light intensities are required. Modifications to the current landscaping were also proposed.

Questions of Mr. Welch followed. (Mr. Snieckus arrived at approx. 8:30 pm) Mr. Lydon explained how a use variance is triggered, per request of Councilman Arroyo. The facility is already in existence. The ordinance refers to drive-through facilities, and the site has two drive-through facilities and will continue to have two, but the difference is one will be manned, and the other will be machine-operated, allowing the transaction to be completed more quickly.

Mr. Raimondi questioned Mr. Welch if any issues arise, if the applicant would adjust the lighting. Attorney Randall suggested adding language in any resolution that the lighting be reviewed in the first six months and adjusted if necessary. It was agreed to. Mr. Raimondi asked for a signed and sealed survey. Same would be provided.

Mr. Lydon asked if the ATM will be open 24 hours. Mr. Welch responded yes. It is a change for this structure. The lights will be on from dusk to dawn. Foot-candles and spillage were discussed. Chairman Hodges requested a bollard on the westerly side. A sign would be replaced stating "no walk-ups". There were no further questions, comments or discussions.

A **motion for approval** was made by Ann Costello and seconded by Phillip Cerruti. Attorney Randall set forth the conditions as stated, which were accepted. There were no further questions, comments or discussions. On roll call vote, Thomas Constantine, Phillip Cerruti, Dan Olivier, Richard Bonsignore, Ray Arroyo, Ann Costello, Keith Doell, and Jaymee Hodges voted yes.

Mr. Lydon departed. Mr. Snieckus took his seat at the dais.

**2. Westwood Car Care Center, 345 Old Hook Road, Block 907, Lot 9 - Minor Site Plan/C Variance** - Carried to the 11/7/13 meeting at the request of the applicant;

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10. DISCUSSIONS:

**Ed Snieckus, Burgis Associates presented the following:**

1. **Review of Ordinance 195-113d #8: Exemption of Zoning Requirements for Temporary Handicap Ramp; front, rear or side yards.** Mr. Snieckus gave an introduction and overview of what was being presented for the Board's consideration, that being a proposed ordinance for a handicap ramp in a residential zone in the front lot if the house is on a corner lot. Mr. Raimondi suggested adding a stipulation of the time period if approved, with extensions applied for as required. Discussions ensued regarding whether it would be a permanent situation. Chairman Hodges commented after the initial 180 days and going into the next 180 days, they should come in for a variance if it is becoming a permanent structure. Mr. Bonsignore asked if the applications would be formal applications. Mr. Snieckus responded they would be. At the end of the 180 days temporary permit, they would have to submit a formal application and drawings. Mr. Snieckus would take the Board's comments and return at the next meeting.

2. **Wireless Telecommunications Ordinance 195-138 - Memo of Ed Snieckus, Burgis Associates dated 9/10/13: Contemplated Revisions to Article XVII, Telecommunications Towers and Antennae Regulations -** Mr. Snieckus explained his office was directed to reexamine Article XVII, Wireless Telecommunications Towers and Antennas in Chapter 195 to ascertain how the current Article might be restructured to achieve greater clarity and be updated due to changes within the MLUL. **Mr. Snieckus gave an overview of his Memo** containing recommendations to help orient the Board to the proposed amendments and offered an overall summary of the nature of the changes to the wireless regulations of the Borough Code. **Existing Wireless Regulations were attached for reference.**

**Mr. Snieckus' Handouts consisted of:**

(a) **Memorandum regarding Telecommunications Towers and Antennae Regulations dated 9/10/13; and**

(b) **Draft "Process" Flow Chart: Municipal Wireless Antennae Application for Collation, dated 9/26/13 - to help follow the process of the regulations;**

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**(c) Supplementary Provisions for siting wireless telecommunication towers and antennas, dated 9/23/13.**

**Mr. Snieckus discussed key points:**

1. The majority of the recommendations are intended to refine the "process" by which a wireless provider must satisfy the requirements for collocation prior to submitting an application to either the Planning Board or the Zoning Board;

2. The recommendations update the regulations to reflect recent changes to the MLUL regulations regarding replacement and modifications to existing wireless facilities;

3. The recommendations establish a prioritized siting preference for antennae or poles.

Mr. Snieckus further also discussed collation and suggested encouraging same. He commented that building-mounted antennas are recognized. Technology is always changing, he noted, and the antennas are getting smaller. Board discussion followed. **Mr. Arroyo would bring the Board's comments back to the Council.**

There were no further discussions.

Mr. Constantine stated he would not be present at the 11/7/13 for reasons stated and was excused.

**11. ADJOURNMENT** - On motions, made seconded and carried, the meeting was adjourned at approx. 9:55 p.m.

**Respectfully submitted,**

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**MARY R. VERDUCCI, Paralegal  
Planning Board Secretary**