

**BOROUGH OF WESTWOOD  
PLANNING BOARD MINUTES  
WORKSESSION/REGULAR PUBLIC MEETING  
June 13, 2013**

**APPROVED 7/25/13**

**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 Worksession/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:** Mayor Birkner  
William Martin  
Thomas Constantine  
Daniel Olivier  
Councilmember Ray Arroyo  
Philip Cerruti, Vice-Chairman  
Jaymee Hodges, Chairman  
Ann Costello (Alt. #1)  
Keith Doell (Alt. #2)

**ALSO PRESENT:**

Thomas Randall, Esq., Board Attorney  
Ed Snieckus, Burgis Associates, Board Planner  
Louis Raimondi, Brooker Engineering,  
Board Engineer

**ABSENT:** Richard Bonsignore (excused absence)

**4. MINUTES:** The **Minutes of 4/25/13 & 5/9/13** were approved on motions made, seconded and carried.

**5. CORRESPONDENCE:**

(WWPB 6/13/13 Minutes)

1. Memo from Karen Hughes, Borough Clerk, RE: Ordinance 13-15 - to be scheduled for adoption 6/24/13 RE: Yard and Height Regulations;

2. Certificate issued to Keith Doell for completion of the Land Use and Planning Course;

3. Memo of Burgis Associates, dated 6/11/13, RE: Sign Amendment Research and Recommendations;

4. Memo of Burgis Associates, dated 6/12/13, RE: Outdoor Dining Regulation Adjustments and Temporary Use Permit Considerations;

5. Memo of Burgis Associates, dated 6/12/13, RE: Minor Site Plan Criteria Amendment;

**6. RESOLUTIONS:**

1. **JTZ Holdings, LLC - 313 Broadway, Block 907, Lot 2 - Minor Site Plan Approval** - Thomas Randall, Esq. read the Resolution of Approval into the record. A motion for approval was made by Ann Costello, and seconded by Dan Olivier. There were no further questions, comments or discussions. On roll call vote, Mayor Birkner, Philip Cerruti, Dan Olivier, Ray Arroyo, Ann Costello, and Jaymee Hodges voted yes.

7. **PENDING NEW BUSINESS: None**

8. **VOUCHERS: None**

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

SWEARING IN OF BOARD PROFESSIONALS FOR PUBLIC HEARINGS

The Board Professionals were sworn in

**None**

**10. DISCUSSIONS:**

Mr. Snieckus reviewed his updated reports dated 6/11/13, 6/12/13 and 6/12/13 as follows:

1. Sign Amendment Research and Recommendations - Ordinance Section 195-158 C (All Signs) and H (Window Signs) -

(WWPB 6/13/13 Minutes)

Mr. Snieckus distributed his Memo dated 6/11/13, which he advised needed further revisions, and therefore, he would come back with same at the next meeting. **Carried to the next meeting.**

**2. Outdoor Dining Criteria - Ordinance Section 195-168 N-**  
Mr. Snieckus reviewed his Memo 6/12/13, per the last review by the Board. Table umbrellas are permitted for outdoor dining, and the previous language "excluding the right-of-way area of Westwood Avenue" was deleted. The Mayor commented they are trying to make it easier for businesses to come into Westwood.

**3. Temporary Use Permits - Ordinance Section 195-130 F -**  
As stated in Mr. Snieckus' Memo dated 6/12/13 per the last review by the Board, Temporary Use Permits will be required for all swimming pools and tennis courts. This section addressed the location and setbacks from the dwelling and property lines. Both swimming pools and tennis courts are to be suitably fenced. A temporary use permit for a temporary accessory swimming pool (quick-assembly or inflatable types) shall be permitted for a period not longer than 120 days and shall be no higher than six feet from the ground. This type of pool must be disassembled each year.

**4. Minor Site Plan Criteria - Ordinance Section 195-42 - Definitions -** Mr. Snieckus' Memo dated 6/12/13 addressed the minor site plan threshold requirement per the last review by the Board. The criteria language was amended: A site plan for a development or building alteration "resulting in" (changed from "requiring") fewer than 10 parking spaces, ("as required in this chapter" was deleted) and containing less than 2,500 new or additional sq. ft. of floor area.

**A motion to accept the foregoing three amendments and recommend same to the Mayor and Council** was made by William Martin and seconded by Keith Doell. There were no further questions, comments or discussions. On roll call vote, all members voted yes.

**5. Escrow Fees and Procedures -** The Board discussed current escrows fees and procedures, noting an applicant's hearing can be denied if the escrow is not current or posted. Mr. Martin commented applicant should be notified three weeks prior to the hearing.

(WWPB 6/13/13 Minutes)

**6. Open to Public:**

**Peggy Marsh, a resident,** came forward in connection with her above-ground pool that she had taken down and was in the process of replacing, in accordance with the pending new ordinance regulating pools and requiring permits. Details of her new pool were given and she was advised as to the time frame for the ordinance to be adopted by the Mayor and Council.

**Pompilio's Pizza owner** came forward with an attractive umbrella and base for outdoor dining at his establishment for the Board's view. Owner John proceeded to measure the umbrella for its maximum height per the ordinance, and it appeared to have met the guidelines.

**11. ADJOURNMENT** - On motions, made seconded and carried, the meeting was adjourned at approx. 10:15 p.m.

**Respectfully submitted,**

---

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