

**BOROUGH OF WESTWOOD
PLANNING BOARD MINUTES
REORGANIZATION & REGULAR PUBLIC MEETING
January 13, 2022**

APPROVED 2/24/22

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 **Reorganization & 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: Jaymee Hodges, Chairman
Dan Olivier, Vice-Chairman
Mayor Raymond Arroyo
Christopher Montana, Councilmember (8:15 pm)
William Martin
Anthony Zorovich
Ann Costello

Yash Risbud
Lauren Letizia, Alt. #1
Kristy Dougherty, Alt. #2

ALSO PRESENT:

Steven Paul, Esq., appeared on behalf of
Thomas Randall, Esq., Board Attorney
David Novak appeared on behalf of
Ed Snieckus, Burgis Associates, Board Planner

ABSENT: Keith Doell (excused absence)

Not Required/Excused: Louis Raimondi, Board Engineer

REORGANIZATION MEETING

SWEARING IN OF MEMBERS:

Board Members were sworn in by Thomas Randall, Esq.

- James Hodges(Class IV) 12/31/2025
- Keith Doell(Class IV) 12/31/2025
- William Martin(Class II) 12/31/2025
- Lauren Letizia(Alt.# 1) 12/31/2023

NOMINATIONS FOR CHAIRMAN OF THE PLANNING BOARD:

Thomas Randall, Esq. requested a nomination for the position of Chairman of the Planning Board.

A motion to nominate Jaymee Hodges as Chairman of the Planning Board was made by William Martin and seconded by Yash Risbud. There were no further nominations.

Upon motion of William Martin, seconded by Yash Risbud, all in favor, none opposed, the Board closed the nominations for Chairman. On roll call vote, all members voted yes.

NOMINATIONS FOR VICE-CHAIRMAN OF THE PLANNING BOARD:

Chairman Hodges, requested a nomination for the election of a Vice-Chairman of the Planning Board:

A motion to nominate Dan Olivier as Vice-Chairman of the Planning Board was made by William Martin and seconded by Yash Risbud. There were no further nominations.

Upon motion of William Martin, and seconded by Yash Risbud, all in favor, none opposed, the Board closed nominations for Vice-Chairman. On roll call vote all members voted yes.

NOMINATIONS FOR APPOINTMENT OF RECORDING SECRETARY FOR THE PLANNING BOARD:

Chairman Hodges requested a nomination for the appointment of a Recording Secretary for the Planning Board:

A motion to nominate Mary R. Verducci as Recording Secretary for the Planning Board was made by William Martin, and seconded by Anthony Zorovich. There were no further nominations.

Upon motion of William Martin, seconded by Anthony Zorovich, all in favor, none opposed, the Board closed the

nominations for Recording Secretary. On roll call vote, all members voted yes.

NOMINATIONS FOR APPOINTMENT OF ATTORNEY FOR THE PLANNING BOARD:

Chairman Hodges requested a nomination for the appointment of a Board Attorney:

A motion to nominate Thomas W. Randall, Esq. as Attorney for the Planning Board was made by William Martin and seconded by Yash Risbud. There were no further nominations.

Upon motion of William Martin, seconded by Yash Risbud, all in favor, none opposed, the Board closed the nominations for Board Attorney. On roll call vote, all members voted yes.

NOMINATIONS FOR APPOINTMENT OF PROFESSIONAL ENGINEER FOR PLANNING BOARD:

Chairman Hodges requested a nomination for the appointment of a Professional Engineer:

A motion to nominate Louis A. Raimondi as Professional Engineer for the Planning Board was made by William Martin and seconded by Anthony Zorovich. There were no further nominations.

Upon motion of William Martin, seconded by Anthony Zorovich, all in favor, none opposed, the Board closed the nominations for Professional Engineer. On roll call vote, all members voted yes.

NOMINATIONS FOR APPOINTMENT OF PROFESSIONAL PLANNER FOR THE PLANNING BOARD:

Chairman Hodges requested a nomination for the appointment of a Professional Planner of the Planning Board:

A motion to nominate Ed Snieckus and Burgis Associates as Professional Planner for the Planning Board was made by William Martin and seconded Yash Risbud. There were no further nominations.

Upon motion of William Martin, seconded by Yash Risbud, all in favor, none opposed, the Board closed the nominations for Professional Planner. On roll call vote, all members voted yes.

ADOPTION OF 2022 MEETING DATES: A motion for approval of the meeting dates for 2022 was made by Yash Risbud, seconded by William Martin, and carried unanimously.

ADOPTION OF PROCEDURAL RULES & BY-LAWS: Carried to the next meeting;

REGULAR MEETING

4. OPEN TO PUBLIC ON NON-AGENDA ITEMS:

A motion to open to public was made by Dan Olivier, seconded by Yash Risbud, and carried. There were no questions or comments, and the matter was closed to the public on motion by Yash Risbud, seconded by William Martin and carried.

5. MINUTES: The Minutes of the **12/9/21** meeting were approved on motion made by Ann Costello, seconded by Yash Risbud, and carried unanimously on roll call vote.

6. CORRESPONDENCE: See Memo of Ed Snieckus, Burgis Associates, dated 1/10/22 RE: Outdoor dining below;

7. RESOLUTIONS:

1. 63 Woodland Enterprises - 63 Woodland Ave, Block 2110, Lot 3 - C Variances and Amended Site Plan - Board Attorney Stevens 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, Dan Olivier, William Martin, Anthony Zorovich, Ann Costello, Yash Risbud, Mayor Arroyo, Lauren Letizia, and Jaymee Hodges voted yes. Councilmember Montana and Kristy Dougherty were not eligible to vote.

8. PENDING NEW BUSINESS: None

9. VARIANCES, SUBDIVISIONS AND/OR SITE PLANS:

SWEARING IN OF BOARD PROFESSIONALS FOR PUBLIC HEARINGS

1. 96 Sand LLC, 96 Sand Road - Major Subdivision with Bulk Variances - Memo of Ed Snieckus dated 10/21/21 RE: 96 Sand Road, LLC, 96 Sand Road, Block 1801, Lot 4 - Preliminary and Final Major Subdivision Application - Withdrawn/removed from the agenda;

10. DISCUSSION:

1. Review of Chapter 195-167 - 195-171 - Outdoor Dining:

Memo from Edward Snieckus, Jr. PP, LLA, ASLA, Burgis Associates, RE: Post Pandemic Outdoor Café Regulation Review,

Revised January 10, 2022 - Mr. Snieckus reviewed his Memo, stating the following is an updated summary of the Planning Board's discussions and recommendations regarding outdoor dining regulations contained in Article XXI, and other considerations based upon review of the post pandemic online survey. The following amendments were offered:

Time of Year Limitation: Language changed: beginning "from April 1" was changed to beginning "from March 1";

Movable Barriers to define dining space - language added: "All movable barriers shall be at minimally 2'6" high and no greater than 3'6" high. Sectional fencing or railings may be made of metal (aluminum, steel, iron, or similar) or of wood construction. Planters may be used in conjunction with any sectional fencing or railings."

Movable Barriers - Board comments/questions:

Ms. Letizia commented there cannot be a trip hazard. Mr. Martin commented 30" is fine, but 3'6" too high. He would like to see at 30" tops. Ms. Letizia suggested language "at the discretion of the Zoning Officer" could be added.

Councilmember Montana expressed concern about the anchors that stabilize the barriers, specifically anchors that extend outward, creating a tripping hazard and asked how the measurements would be taken--from the bottom of the barrier or the sidewalk. Mr. Novak commented he would think from the sidewalk. Ms. Dougherty commented it would be a tripping hazard and certain requirements are to be met. It should not encroach onto the 4' sidewalk clearance. Mayor Arroyo commented about the need for the barriers. Ms. Costello noted there should be guidelines. Mr. Novak stated the barriers are a current requirement, and the thought process is to provide some guidelines for them. A lengthy discussion on the barriers ensued, considering different venues, streets and requiring them or not requiring them for all outdoor dining establishments. Mr. Martin suggested consulting with Mr. Marini as to the requirements. Mr. Olivier commented the base should be ADA compliant.

Retractable Awnings - language added: "and hard wired to the building's electrical system. All retractable awnings shall be subject to the approval of the Borough Building Official. No support posts shall be added to support a retractable awning."

Retractable Awnings - Board comments/questions:

Mr. Martin suggested stating, "no vertical support posts should be permitted". A brief discussion followed.

There were no further discussions. Mr. Novak gave an overview of the Board's comments and would review them with Mr. Snieckus and return to the Board. Mr. Snieckus would reach out to Mr. Marini as to his intentions to have the barriers. If optional, then establishing guidelines is recommended.

2. Adoption of Procedural Rules & By-Laws - Noted for approval - Carried to the next meeting;

There were no further questions comments or discussions and none from the public.

11. ADJOURNMENT - On motions, made seconded and carried, the meeting was adjourned at approximately 9:05 p.m.

Respectfully submitted,

MARY R. VERDUCCI, Paralegal
Planning Board Secretary