

**MINUTES OF THE JANUARY 26, 2023
HILLSDALE PLANNING/ZONING BOARD MEETING
BOROUGH OF HILLSDALE, NJ**

MEMBERS PRESENT: Chairman S. Riordan, Vice Chair M. Kates, Secretary S. Raymond, E. Alter , D. Friedman, J. MacEwen, S. Griep

MEMBERS ABSENT: Council Liaison John Escobar, Mayor J. Ruocco

EMPLOYEES PRESENT: N. Nabbie, Esq., Board Attorney
C. Statile, P.E., Board Engineer
Deputy Secretary N. Rowe

Vice Chairman Riordan called the meeting to order at approximately 7:30 pm. Secretary Kates recited the Open Public Meeting Statement and Pledge of Allegiance.

OPEN TO PUBLIC (for matters not on the Agenda):

The meeting was opened to the public. No residents wished to speak; therefore, the meeting was closed to the public.

ADMINISTERING OATH OF OFFICE

Oaths of office were administered by the Board Attorney to the below board members for the positions noted.

- Meredith Kates, Class IV, Term Ending December 31, 2023
- Scott Raymond, Class II, Term Ending December 31, 2025
- John MacEwen, Class IV, Term Ending December 31, 2024

Council Liaison John Escobar will be sworn in at the February 9th, 2023 meeting. Vice Chairman Riordan expressed gratitude for all volunteers past and present and specifically thanked Joanne Miano who recently resigned for her service.

ELECTIONS FOR PLANNING BOARD MEMBERS

A motion to nominate Meredith Kates to the position of vice chairperson was made by Mr. Raymond and seconded by Mr. Alter. The board was polled and the motion passed.

A motion to nominate Mr. Raymond to the position of Secretary was called by Vice Chair Kates and seconded by Mr. Alter. The Board was polled and the motion passed.

RESOLUTION

RESOLUTION NO. 2022-21; PZ-08-22; Block 1210 Lots 6&7; Westwood Banana Co.

A motion was made to adopt RESOLUTION NO. 2022-21 for Block 1210 Lots 6&7; Westwood Banana Co. by Vice Chair Kates and seconded by John MacEwen. Mr. Statile stated that an updated site plan was received by his office. The correct revised plan date will be amended by the attorney. Mr. Raymond recused himself from the vote. The Board was polled and the motion passed.

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MEETING MINUTES

A motion was made by Secretary Raymond and seconded by Mr. Alter to approve the minutes of January 5, 2023 meeting. The board was polled and the motion passed.

INVOICES

Invoices for Cleary Giacobbe Alfieri Jacobs associates totaling \$3360.00 were presented for approval. A motion was made by Vice Chair Kates and seconded by Secretary Raymond to approve the invoices. The Board was polled and the motion passed.

Invoices for C.P. Statile P.A. totaling \$10,400 were presented for approval. A motion was made by Secretary Raymond and seconded by Mr. Griep to approve the invoices. The Board was polled and the motion passed.

The Board asked about the outstanding balances and again expressed concerns regarding timely payment to professionals. Chairman Riordan stated that he is proactively following up with the Borough on this matter and is looking for a swift resolution.

COMPLETENESS

PZ-11-2022; Block: 1706 Lot: 23
39 Hopkins Street
Buesser (Bulk Variance)

Mr. Statile provided a summary of the application and the completeness review. The board asked questions regarding the review. A motion to deem the application complete was made by Secretary Raymond and seconded by Mr. Friedman. The board was polled and the motion passed. The hearing date is scheduled for February 28, 2023.

PZ-10-2022

Block: 1210-1211 Lot: 10-11 & 1-2;
60-77 Brookside Place, 131-145 Patterson Street
Patterson St Urban Renewal (Site Plan)

This agenda item was included in error as the review was previously deemed complete.

HEARINGS

PZ-10-2022 (Adjourned to February 9, 2023)
Block: 1210-1211 Lot: 10-11 & 1-2;
60-77 Brookside Place, 131-145 Patterson Street
Patterson St Urban Renewal (Site Plan)

This hearing is carried to February 9th, 2023, 7:30pm in the council chambers.

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PZ-09-2022

Block: 1007 Lot: 6

42 Parkview Drive

Padovan (Bulk Variance)

Applicants Frank and Francine Padovan and the professionals were sworn in by the Board attorney and provided a summary of the application. Mr. Statile, Board Engineer reviewed his findings regarding impervious coverage. The board members asked questions regarding the placement and installation of the pool and deck, flooding and the location and type of the shed reflected on the survey. A motion was called by Secretary Raymond to approve the application and seconded by Mr. Alter with the condition that the shed is moved over three (3) feet from the property line. The Board was polled and the motion passed.

DISCUSSION

The Board discussed the Variance Application and made suggestions to improve and clarify the process.

Survey Requirements

The Board agreed that submitted surveys should be current within five (5) years of the application date and should reflect the current structures on the property. Applications will not be accepted for review if these parameters are not met.

Application

The variance application was last updated in 2018. Ms. Nabbie will circulate applications from other towns for consideration of the Board. A statement regarding the 5 year survey requirement and submitting the application by scheduling an appointment with the deputy secretary will be added. The application will be updated by Mr. Statile's office.

Escrow

The Board recently proposed increasing escrow fees across the board for applications; however, the increases have not yet been approved by council. As part of the review process the board will review escrow balances and outstanding or anticipated fees.

The Deputy secretary will develop a dashboard that will be distributed to Board members to summarize the status of current applications.

Annual Report

Chairman Riordan asked for topics to include in the Annual Report and requested that Mr. Statile provide his annual report. The below were offered:

- Height of fences
- Front yard fences with 50% open space
- Green building checklist
- Clear regulations on setbacks including overhangs – should this be part of the setback?

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- Definition of a 'drive through'

ADJOURNMENT:

With no further discussion, the meeting was adjourned at 9:00 pm.