

**BOROUGH OF WESTWOOD  
PLANNING BOARD MINUTES  
REGULAR PUBLIC MEETING  
September 24, 2020**

**APPROVED 10/22/2020**

**1. OPENING OF THE MEETING**

**<https://us02web.zoom.us/j/86929864231?pwd=cDVmWGw2am9DanRPQ2ZEEZjBGL3lOUT09> - Meeting ID: 869 2986 4231 - Password: 801590**

The meeting was called to order at approximately 8:08 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:** Jaymee Hodges, Chairman  
Dan Olivier, Vice-Chairman  
Mayor Raymond Arroyo  
Robert Bicocchi, Councilmember  
William Martin  
Anthony Zorovich  
Ann Costello  
Keith Doell  
Yash Risbud  
Lauren Letizia (Alt. #1)  
Kristy Dougherty (Alt. #2)

**ALSO PRESENT:**

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

**ABSENT:** None

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**4. OPEN TO PUBLIC ON NON-AGENDA ITEMS:**

A motion to open to public was made by Dan Olivier, seconded by Ann Costello, and carried. Maria Costello from the public commended the Board on the 9-11 Observation Ceremonies. There were no further questions or comments, and the matter was closed to the public on motion by Ann Costello, seconded by Dan Olivier and carried.

**5. MINUTES:** The Minutes of the **6/25/2020** meeting were **approved** on motion made by William Martin, seconded by Dan Olivier, and carried unanimously on roll call vote.

**6. CORRESPONDENCE:** See below

**7. RESOLUTIONS:**

**1. 2020 Borough of Westwood Re-examination Report of the Master Plan Resolution dated 6/4/2020** - The Board Attorney introduced the Resolution for the record. A motion for approval was made by William Martin 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, Lauren Letizia, Kristy Dougherty, and Jaymee Hodges voted yes. The remaining members present were not eligible to vote.

**8. PENDING NEW BUSINESS:**

**1. Lakeland Bank, 21 Jefferson Avenue - Bulk Variances and Site Plan for an Emergency Generator** - Louis Raimondi sent in a review letter and was awaiting receipt of a revised plan, at which time he would update his review. Mr. Raimondi questioned whether the generator would serve the apartments as well. Ed Snieckus commented he did not provide a Memo due to the small accessory nature of the application. Mr. Martin commented the application is engineering in nature. Mr. Snieckus stated Mr. Raimondi was still awaiting a full set of plans, and he could recommend that it be deemed complete with that submission. **Set for the 10/8/2020 Worksession.**

**2. Rise Up Together, LLC, 372 Fairview Avenue - Site Plan to Create a Parking Lot (Zoning Application was denied by Zoning Official, which stated that Site Plan Approval was required. The applicant started the work anyway; a Court Summons is**

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**pending)** - Memo forwarded to Board by Ed Snieckus dated 9/21/2020 deemed matter incomplete. The matter is complex. The premises are utilized as a group home, and there is a statute stating these should be treated as a single family home. Therefore, he recommends the matter be referred to the Zoning Board, since variances are required, and the Planning Board does not hear single family homes with bulk variances. Mr. Raimondi prepared a report. The matter would be **forwarded to the Zoning Board.**

**3. Morefield's Handcrafted, LLC, 499 & 513 Broadway - "C" Variances & Site Plan to Convert a Single Family Home into an Ice Cream Parlor** - Memo forwarded to Board by Ed Snieckus dated 9/22/2020 deemed matter incomplete. The Checklist must be submitted. The C Variance needs to be addressed. The applicant should be advised this information needs to be submitted prior to completeness and scheduling. Mr. Raimondi reported on his review, particularly easements, and changes should be submitted in order to be deemed complete and scheduled to be heard. Mr. Raimondi will send his report. If submitted, the matter would be **scheduled for 10/22/2020 meeting.** Mr. Martin requested floor plans be submitted 10 days prior to the meeting.

**9. VARIANCES, SUBDIVISIONS AND/OR SITE PLANS:** None  
SWEARING IN OF BOARD PROFESSIONALS FOR PUBLIC HEARINGS

**10. DISCUSSION:**

**1. Borough of Westwood Social Media Policy** - Chairman Hodges sent out the Borough's Social Media Policy for all to review and be aware of, and to use discretion accordingly. Signatures acknowledging the policy may be requested. Mr. Snieckus asked if the volunteers needed to sign it. Mayor Arroyo advised him to contact the Borough Administrator. Mr. Snieckus would do so.

Councilman Bicocchi thanked the Board Members for all their hard work on the Master Plan, which is now going before the Council. Chairman Hodges concurred that much hard work went into this Master Plan Re-examination.

**11. ADJOURNMENT** - On motion made by Dan Olivier, seconded by Yash Risbud, all in favor, none opposed, the meeting was adjourned at approx. 8:53 pm.

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Respectfully submitted,

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MARY R. VERDUCCI, Paralegal  
Planning Board Secretary