

**DELRAN TOWNSHIP  
ZONING BOARD  
REGULAR MEETING MINUTES  
MUNICIPAL BUILDING  
FEBRUARY 18, 2016 – 7:15 PM**

**OPEN PUBLIC MEETINGS ACT**

Delran Township Zoning Board regular meeting of Thursday, February 18, 2016 was called to order by Mr. Schultz at 7:15pm, in the Delran Township Municipal Building.

The Open Public Meeting Act Announcement was read by Mr. Schultz and the pledge of allegiance was performed.

**ROLL CALL**

**Present:** Mr. Gonzaga, Mr. Schultz, Mr. Smith, Mr. Jeney, Mr. Jesuele, Mrs. Wuebker, Mr. Hewko & Mr. Lyon.  
**Absent:** Mrs. Parento  
**Professionals:** Eileen Fahey, Esq. Board Solicitor; Terry Combs, PP, Board's Planner; Joseph Raday, PE, Board's Engineer.

**MINUTES**

**Minutes from the January 19, 2016 Reorganization Meeting.**

**Mr. Jeney made a motion to approve the minutes from the Reorganization Meeting and Mr. Smith seconded it. The results of the voting is as follows:**

**Voted in the Affirmative:** Mr. Gonzaga, Mr. Schultz, Mr. Smith, Mr. Jeney, Mrs. Wuebker, Mr. Hewko & Mr. Lyons  
**Absent:** Mrs. Parento  
**Abstain:** Mr. Jesuele

**MINUTES**

**Minutes from the January 19, 2016 regular meeting.**

**Mr. Gonzaga made a motion to approve the minutes as amended from regular meeting and Mr. Jeney seconded it. The results of the voting is as follows:**

**Voted in the Affirmative:** Mr. Gonzaga, Mr. Schultz, Mr. Smith, Mr. Jeney, Mrs. Wuebker, Mr. Hewko & Mr. Lyons  
**Absent:** Mrs. Parento  
**Abstain:** Mr. Jesuele

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**RESOLUTION**

**Lidl US Operations, LLC  
Rt. 130 & South Fairview St.  
Blk 65, Lot 13, 14, 15 and 16  
Use Variance  
ZZ2015-06**

**Mrs. Wuebker made a motion to table the Resolution from the regular meeting and Mr. Gonzaga seconded it. The results of the voting is as follows:**

**Voted in the Affirmative:** Mr. Gonzaga, Mr. Schultz, Mr. Smith, Mr. Jeney, Mrs. Wuebker, Mr. Hewko & Mr. Lyons

**Absent:** Mrs. Parento

**Abstain:** Mr. Jesuele

**DISCUSSION**

**Sat at a round table to discuss issues of the Board and how to handle things in the future.**

1. Night of the reorganizational meeting to be on the first scheduled meeting date of the year which will be the 3<sup>rd</sup> Thursday of that month at 7:15 normal start time. We will call an executive session before we actually start meeting, then come out and start the re-org. If we are hearing an applicant on the same day, then the cutoff time will be at 10pm. There will be no new applicants starting after 9:30. Also, try to stay on tract and keep the side conversation down while others are talking.
2. Letters of completeness for Applicants – A use of a checklist stating whether the applicant has all pieces of material required in order for our professionals to review & make a decision of completeness or not complete. Second part of completeness – submit what they have so far and put W for waiver for the docs that we don't have yet. Check the legal notice & make sure that what they said they are coming in for, that it is what they submitted for application.
3. Use Variances and what are the concerns with this use & make sure that that resolution of approval for the use variance protects you & it's a document that you can refer back too when they come in for site plans. Saying this was a concern of ours, it should have been addressed with the site plan. So it's very appropriate to put conditions in your use variance that are site plan issues.

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4. Discussed the fact that if there was any previous issues that we possibly should have the appropriate official there at the meeting. Example: If it would be a zoning issue then have the Zoning Official be able to attend the scheduled meeting. We will rely on Terry to communicate after review of the applicant whether we would need to have an official attend the meeting.
5. Procedural issues with getting docs to the Board members in a timely manner. Typically they go out thru email after the approval letters come back from the Professionals. Need to make sure that the application along with everything else gets to the Board members 2 weeks prior of a meeting date for review. If a Board members wants a copy of the paper plans, then just contact Kathy the Secretary & she will have them ready to be picked up during business hours. If you can't make it then they will be mailed to you.
6. Annual report is something you can look at as part of the reorganization, compiled by the Attorney & or the Secretary, looked at during the annual meeting and typically it will have a summary of the types of applications heard & the amounts of those type that have been denied or approved. Indicating denials, approvals of different types of applications. Recommendations that the Board may have which we might put in there & make part of the report that can be sent on to council. EX: fences come in at 6' for corner lot, you should instead of having to be a 4' you should just put up a 6' cause we are granting them all anyway. Review of our fees & maybe adjust up or down. This is just examples of an annual report. This will give some clarification for council to review & decide on important things.

**ADJOURNMENT**

**Paul motioned that we finish up the Policy & Procedure meeting.**

**Motion carried with a unanimous voice vote.**