

**CITY OF BEVERLY  
JOINT LAND USE BOARD MEETING  
April 29, 2014 ~ 7:00PM**

**SPECIAL MEETING  
MINUTES**

Chairman Iaia called the Meeting to Order at 7:05pm.

**FLAG SALUTE**

Chairman Iaia led those present in the Flag Salute

**OPEN PUBLIC MEETINGS ACT STATEMENT**

Chairman Iaia read the following statement into the minutes: *In compliance with the Open Public Meetings Act, NJSA 10:4-6, this is to announce that Adequate Notice of this meeting was provided in the following manner: On April 25, 2014 advance written notice of this meeting was posted on the Official Bulletin Board in the City Hall, was emailed to THE BURLINGTON COUNTY TIMES for publication and emailed to the CAMDEN COURIER POST for advise, was filed with the Municipal Clerk, and was mailed to all persons who requested and paid for such notice. The proceedings of all meetings are electronically and manually recorded, and the Minutes will be on file in the Office of the Secretary of the Joint Land Use Board.*

**ROLL CALL**

**Present:**

Hal Robertson

Lawrence Carlbon

Loretta Kimber

Jeffrey Iaia - Chair

Mayor Randy Miller

Maureen Cronin

Daniel Schoen

Alternate 1 - John Haaf

Attorney – Tom Coleman

Engineer – William Kirchner

Secretary – Leigh-Ann Esaia

**Absent:**

Pamela Hall

Jacquelyn Bryan – Vice Chair

Alternate 2 – Scott Bills

## **OLD BUSINESS**

Not applicable

## **NEW BUSINESS**

The Special Meeting was called to discuss the current fee schedule and to approve and discuss the checklist for completeness as well as the application process.

Mr. Kirchner, Engineer, began by explaining what the checklist has been designed for in its current form. Mr. Kirchner will complete the initial review of the application and make recommendations as to whether additional documents are needed and if waivers may be granted. Mr. Kirchner will then notify the Board secretary whether it is complete or if additional documents are needed and at that time the Board secretary will then be responsible for contacting the applicant. Discussion followed regarding the items on the checklist and if additional items could be included.

Ms. Cronin stated that many of the towns within their application have placed timelines for submission that paperwork would be due to the Board prior to the meetings. Discussion followed regarding the current timelines. Mr. Kirchner will review the initial application and with minor requests, he will determine if the application is complete. Major requests will be heard before the Board and determined if they are complete and a hearing will occur at the next meeting. This timeline meets the deadlines of the Municipal Land Use Law. These towns have also included that the necessary amount of copies needed for the Board also be provided. Mr. Kirchner stated that this could be adjusted in the checklist and request that 15 copies be provided. Mr. Coleman stated that applications should be submitted 15 days prior to the meeting.

The Board suggested that the checklist be amended as follows: applicant must provide 15 copies of all documents to the Board secretary and to include an informal review with item 15.

A motion was made by Mr. Schoen and seconded by Mr. Carlbon to approve the checklist with stated revisions and forward this document to Council. All members were in favor – motion carried.

Discussion followed regarding the current fee schedule the City provides to the applicant for the various applications that are made to the Board and comparison with other neighboring towns. Ms. Cronin stated that irregardless of what other towns are doing the Board needs to consider the possible fees to be charged by the engineer and the attorney to determine the rates for escrow. The Board requested the estimated hours needed from the attorney and the engineer. Mr. Haaf calculated what the fees would be based on these hours and estimated to the higher dollar amount to determine the suggested increase in the current escrows. The Board stated that the escrow agreement and the City Ordinances should include that a certificate of occupancy will not be issued unless the escrow account is satisfied. Ms Cronin noted that currently some neighboring towns are charging for services that we do not currently charge. Among these services, JLU Boards are charging for special meetings, submission of revised plans, informal concept plan, reviews by joint staff committees, a review for a developer by a joint staff committee, a request for extension, rezoning, and/or zoning changes, appeals to the Board/Council, and master plan, zoning, and street map copies.

A motion was made by Mr. Robertson and seconded by Mr. Schoen to approve the increase in the rates and submit them to Council for approval. Ms. Cronin stated that this fee schedule did not currently include the fees for the resubmission of plans. Both Mr. Robertson and Mr. Schoen agreed to include the friendly amendment within their original motion to include the application fee and the escrow deposit to have it re-submitted. Roll call vote – all in favor – Motion carried.

**PUBLIC COMMENT**

Mr. Bancroft of Melbourne Avenue stated that he is very happy to see the Board and the Council working together.

**COMMUNICATIONS**

Not applicable

**BOARD/PROFESSIONAL COMMENTS**

Mr. Iaia thanked Ms. Cronin for gathering all of her important information and Ms. Cronin thanked Mr. Haaf for his quick calculations.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

There being no further business at this time a motion was made by Mr. Schoen and seconded by Mr. Robertson to adjourn the meeting at 8:52pm. All members were in favor – Meeting adjourned

Respectfully submitted,

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Leigh-Ann Esaia  
Joint Land Use Board Secretary

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Jeffrey L. Iaia  
Chairperson

\_\_\_\_\_  
Date

ATTORNEY APPROVAL FOR RELEASE:

\_\_\_\_\_  
Thomas J. Coleman III

\_\_\_\_\_  
Date