

**CITY OF SUMMIT  
PLANNING BOARD MINUTES  
Monday, January 23, 2023**

**Adequate Notice Statement**

Chairman Anderson called the meeting to order at 7:30 PM and stated that adequate notice of this meeting has been provided in accordance with the “Open Public Meetings Act”. This evening’s meeting is the reorganization meeting.

**Pledge of Allegiance**

**Oath of Office:**

The following individuals were sworn in by Mr. Warner, Board Attorney:

- a. Andy Minegar, *Council Liaison*
- b. Christian Hillabrant, *Alternate II*
- c. William Anderson, *Chair, reappointed*
- d. Ellen McNeil, *full member, reappointed*
- e. Frederic Bell, *Alternate I*
- f. Paul Stern, *full member, reappointed*

**Present**

Chairman Anderson  
Mr. Brinkerhoff  
Ms. Balson-Alvarez  
Ms. McNeil  
Mr. DiLauri  
Councilmember Minegar  
Vice Chair Zucker  
Mr. Formichelli  
Mr. Stern  
Mr. Bell (Alt. I)  
Mr. Hillabrant (Alt II)

Mr. Warner, Board Attorney  
Ms. Soulios, Board Secretary

**Reorganization**

Board:

Mr. Zucker nominated Mr. Anderson for the chair position for the Planning Board. This was seconded by Mr. DiLauri. All were in favor, and none were opposed.

Mr. Anderson nominated Mr. Zucker for the vice chair position for the Planning Board. This was seconded by Ms. McNeil. All were in favor, and none were opposed.

Mr. Anderson nominated Ms. Soulios for the secretary position with the Planning Board. This was seconded by Mr. Zucker. All were in favor, and none were opposed.

Professional Appointments:

Mr. Formichelli motioned for Savo, Schalk, Corsini, Warner, Gillespie, O'Grodnick, and Fisher as the board attorney, and Mr. DiLauri seconded it.

**Roll Call Vote:**

**YES:** Chairman Anderson, Mr. Brinkerhoff, Ms. Balson-Alvarez, Ms. McNeil, Mr. DiLauri, Councilmember Minegar, Vice Chairman Zucker, Mr. Formichelli, Mr. Stern.

**NO:** None

**ABSTAIN:** None

Ms. McNeil motioned for Burgis Associates as the board planner, and Mr. Formichelli seconded it.

**Roll Call Vote:**

**YES:** Chairman Anderson, Mr. Brinkerhoff, Ms. Balson-Alvarez, Ms. McNeil, Mr. DiLauri, Councilmember Minegar, Vice Chairman Zucker, Mr. Formichelli, Mr. Stern.

**NO:** None

**ABSTAIN:** None

Mr. Formichelli motioned for Colliers Engineering and Design as the board planner, and Mr. Stern seconded it.

**Roll Call Vote:**

**YES:** Chairman Anderson, Mr. Brinkerhoff, Ms. Balson-Alvarez, Ms. McNeil, Mr. DiLauri, Councilmember Minegar, Vice Chairman Zucker, Mr. Formichelli, Mr. Stern.

**NO:** None

**ABSTAIN:** None

Committee Appointments:

- a. Environmental Commission: Rick Bell
- b. Affordable Housing: Mr. DiLauri
- c. Park Line Steering Committee: Mr. Brinkerhoff
- d. Shade Tree Advisory Committee: Mr. Formichelli
- e. Historic Preservation Committee: Jennifer Balson-Alvarez

**Resolution Adoption: Official Newspaper**

The Planning Board adopted the Union County Local Source and the Star Ledger as the official newspapers for publication through which applicants can provide notice of their hearing to the public, as well as for the city to utilize to publicize a Notice of Decision after a variance is granted.

**Roll Call Vote:**

**YES:** Chairman Anderson, Mr. Brinkerhoff, Ms. Balson-Alvarez, Ms. McNeil, Mr. DiLauri, Councilmember Minegar, Vice Chairman Zucker, Mr. Formichelli, Mr. Stern.

**NO:** None

**ABSTAIN:** None

**Resolution Adoption: 2023 Rules and Regulations**

The Planning Board adopted the 2023 Rules and Regulations.

**Roll Call Vote:**

**YES:** Chairman Anderson, Mr. Brinkerhoff, Ms. Balson-Alvarez, Ms. McNeil, Mr. DiLauri, Councilmember Minegar, Vice Chairman Zucker, Mr. Formichelli, Mr. Stern.

**NO:** None

**ABSTAIN:** None

**Application being heard:**

- **115 & 117 Oak Ridge Avenue, Matthew Coppolecchia, BL: 4606, L:12 & 13, PB-22-264-Minor subdivision; adjust common lot line of 115 and 117 Oak Ridge to create a conforming building lot.**

Mr. Warner swore in both board professionals: Dipti Sheth, Board Engineer and Joe Burgis, Board Planner. All witnesses were also sworn in for this application as well: Matthew Coppolecchia, applicant's attorney, Andrew Clarke, applicant's engineer, and Steven Losacco, applicant. Mr. Warner also explained that adequate notice was provided to the public for this application to be heard this evening. Mr. Coppolecchia introduced the application and spoke about the lots which made up this application. 115 Oak Ridge was referred to as Lot 12, and 117 Oak Ridge was referred to as the subject lot. The applicant wishes to adjust the common lot line to create a conforming building lot in the subject lot. The present subject lot is not conforming in width, and the owner would like to increase the lot. Lot 12 is described as in a state of disarray, having a shed structure which is also non-conforming. Mr. Clarke, engineer, and surveyor, spoke about the application and introduced *exhibit A1*, showing the lot lines of the properties. He also introduced *exhibit A2*, which depicted the front elevation of 115 Oak Ridge, and *exhibit A3* showing Georgian Sketches (concepts) of homes showing all 3 elevations. Mr. Clarke answered questions from the board. Ms. Patricia Ducharme was the first member from the public with questions regarding this application. Ms. Ducharme resides at 104 Oak Ridge, which she states is diagonally across the street from the properties being discussed. Mr. Coppolecchia clarifies that no construction has actually been done at this time, and what she is viewing is existing debris left over from the previous owners. The property was purchased by Mr. Losacco in November 2022. Ms. Ducharme questions the public safety and health from the debris and is wondering how the applicant plans to maintain the health and safety for the public. Mr. Losacco confirmed that the property would be maintained, and all debris will be disposed of properly. It was also pointed out by the board that there are codes that property owners must abide by regarding maintenance. The board professionals also had questions for the applicant. Mr. Burgis asked about the timing and extent of the demolition. The next

witness was Mr. Ricardo Rieppi, residing at 126 Mountain Avenue. Mr. Rieppi had questions about a fence that is on the property, but not shown on the survey. Mr. Rieppi lives directly behind the lots. Mr. Rieppi introduced *exhibits 01 and 02*, which were pictures taken of the fence on January 22, 2023, and a survey from his property done by ABC Survey. There was a discussion regarding the fence, and Mr. Losacco agreed to demolish it and have a discussion with Mr. Rieppi regarding a replacement. The next witness was Ms. Meegan Burke, residing at 157 Oak Ridge. Ms. Burke also wanted to know about the time line of the construction, and if all 3 properties would be worked on at the same time. The final witness from the public was Mr. Jacob Dowden, residing at 120 Mountain Avenue. Mr. Dowden resides directly behind 115 Oak Ridge. Mr. Dowden had questions regarding the rodent mitigation and if there would be any negative impact from water run-off. The questions were answered by Mr. Losacco, and a complete testimony can be found in the transcript of this application. The board deliberated, and Vice Chairman Zucker made a motion to approve this application, and Mr. Brinkerhoff seconded the motion.

**ROLL CALL VOTE:**

**YES: Chairman Anderson, Mr. Brinkerhoff, Ms. Balson-Alvarez, Ms. McNeil, Mr. DiLauri, Councilmember Minegar, Vice Chairman Zucker, Mr. Formichelli, Mr. Stern**

**NO: NONE**

**ABSTAIN: NONE**

**Resolutions for Memorialization**

**19, 23, 27 Edgemont Avenue, Liam and Suzanna Carr, George and Brenda Shepherd, Shannon Mahaney, PB-22-263.** Eligible voting members are Chairman Anderson, Mr. Brinkerhoff, Mr. DiLauri, Vice Chairman Zucker, Mr. Stern.

**ROLL CALL VOTE**

**YES: Chairman Anderson, Mr. Brinkerhoff, Mr. DiLauri, Vice Chairman Zucker, Mr. Stern.**

**NO: NONE**

**ABSTAIN: NONE**

**Minutes for Approval**

Chairman Anderson asked if the Board had comments relating to the minutes from December 21, 2022, to which there were none. Mr. Brinkerhoff moved to approve the minutes and Mr. Stern seconded the motion. *All* were in favor, and *none* were opposed. Those who were not present during the December 21, 2022 meeting abstained from voting: Ms. Balson-Alvarez, Ms. McNeil, Mr. Bell, and Mr. Formichelli.

The meeting adjourned at 9:30 pm.