

**CITY OF SUMMIT
PLANNING BOARD MINUTES
April 28, 2025 Regular Meeting**

Chairman Spurr called the meeting to order at 7:30 PM.

Pledge of Allegiance

Adequate Notice Statement

Chairman Spurr then read the following statement:

In accordance with New Jersey Statute 10:4-10, adequate notice of this meeting has been provided to the newspapers of record and has been posted here in City Hall.

For the benefit of the interested public, this meeting is being livestreamed to the City's YouTube page, and also broadcast on Summit's government channel, which is Comcast channel 34 and Verizon channel 30.

Any hearings on applications for development in this meeting are quasi-judicial proceedings. Any questions or comments must be limited to the issues that are relevant to what the Board may legally consider in reaching a decision and decorum appropriate to a judicial hearing must be maintained at all times.

Please note that fire exits are too my right, your left, and at the back of the room where you entered. The city has a listening system to assist the hearing impaired. If anyone needs hearing assistance, please obtain the necessary equipment here at the dais and return it immediately after our meeting.

Roll Call

Present: Balson-Alvarez, Bowen, Mayor Fagan, Councilmember Hamlet, Dal'Maso, Formichelli, Stern, Lijoi, Spurr

Absent: None

Arrived After

Roll Call: Sala (7:39pm), Felmet (7:41pm joined via Conference Call)

Also present were Alex Fisher substituting for Mr. Warner as Planning Board Attorney; Mr. Joe Burgis, Board Professional; and Ms. Kotiga, Acting-Board Secretary,

Opening Remarks

Chairman Spurr then read the following statement:

Mr. Warner is the Planning Board's Attorney. Mr. Warner will advise Board Members on matters of law and serves as key interface with each applicant's attorney. Mr. Warner will not vote on applications or other matters formally considered by this board. Nicole Kotiga who led us in roll call is a city employee and is the Planning Board Secretary. Ms. Kotiga assists applicants in preparing their applications, planning our agendas and keeping

our meeting minutes for anyone who is preparing applications and Mr. Dal'Maso and Mr. Nicola also pitch in every now and then. Ms. Kotiga does not vote on applications or other matters formally considered by this board.

Among the Board Professionals in attendance tonight, in addition to our attorney, are contracted annually by the Board and provide input to the Board. Tonight Mr. Burgis is joining us from Burgis Associates. Mr. Burgis is seated to the table to the right of the Board, the public's left and does not vote on applications or other matters formally considered by this board.

Our Board consists of eleven members. All members can participate in any hearings, but only a maximum of nine can vote. All applications require a simple majority to be approved.

Approval of Meeting Minutes

Ms. Balson-Alvarez suggested a minor change within the DRO Discussion. Change from "certain projects" to "Municipal and Board of Education projects".

Upon motion of Mr. Formichelli duly seconded by Mr. Lijoi the March 24, 2025 amended meeting minutes were unanimously approved.

DRO Review and Revision Subcommittee Update

Ms. Balson-Alvarez provided a brief overview of what the committee is working on as follows:

- Mr. Lijoi – stormwater management and drainage mitigation.
- Mr. Formichelli – lighting.
- Ms. Balson-Alvarez – working with the Zoning Officer on possible ideas, problems, edits.

The Planning Board further discussed and provided input on items they wish to look into.

Summary on 3/24/2025 Preliminary State Plan Listening Session and Additional Public Input Received on Cross Acceptance

Mr. Burgis advised that Tom Behrns has been working on the Cross Acceptance Report and will be providing a draft within the next few days. Mr. Burgis then explained the differences between the current plan and the previous State Plan.

Chairman Spurr then discussed the question "What our community's three most important local and regional land use planning goals and priorities?".

Three main points of focus being:

1. Empowering local stakeholders to ensure residential, commercial and other development respects unique character of the municipality.
2. Anticipate, understand and mitigate environmental impact on local and regional levels that may arise from rapid or intense development.
3. Connection people, organizations and places within the municipality to shared regional resources through planning and investment in transportation.

Draft of the form will be provided to the State through the County.

In response to questions raised by Councilmember Hamlet, Mr. Burgis advised that the CART and the Infrastructure Needs Assessment for the Municipality and Board of Education have not yet been completed. Councilmember Hamlet then shared her feelings on the importance of including the Board of Education.

Housing Element and Fair Share Housing Plan Update

Chairman Spurr provided a brief overview on what the Board is seeking to accomplish. Then requested Mr. Burgis provide an update on the Housing Element and Fair Share Housing Plan. To which Mr. Burgis explained that in previous years the State allowed a full year of preparation, however this year the time frame is shorter and feels rushed.

Mr. Burgis further explained that adoption of the Housing Element and Fair Share Housing Plan needs to be completed by June 30, 2025 and advised of the penalty if we fail to meet the deadline.

At the next meeting (*May 29, 2025*), Mr. Behrns will be providing an overview of the draft. The Planning Board then plans to hold a public hearing on the plan to which the Governing Body has to adopt a resolution endorsing said plan. Upon the endorsement, the City has forty-eight (48) hours to file with the State. Failure to do so has consequences. Mr. Burgis further explained the process after the endorsement has been filed with the State.

Chairman Spurr then advised that the above-mentioned State mandated timeline to which the city is adhering to, has been published on the city's website for the public.

Public Comment

Chairman Spurr called for comments from the public.

Mark McBride, Madison, NJ, read from a prepared statement, hereto attached.

Dennis White, 137 Tulip Street, shared his thoughts regarding round three and round four of Summit's Affordable Housing obligations.

Authorize Closed Session

Upon motion of Mr. Dal'Maso duly seconded, the Board entered into Closed Session under the following:

Resolution # 2025-02

Litigation and/or attorney-client privilege matters - NJSA 10:4-12.b (7)
Affordable Housing / Housing Element and Fair Share Plan

Adjournment

Upon motion by Mayor Fagan to adjourn the meeting, duly seconded by Ms. Balson-Alvarez. A voice vote was held; all were in favor, and none were opposed. The meeting was adjourned at 9:25pm.

Distributed: May 19, 2025

Approved: May 29, 2025



Jessica Sands, Board Secretary

Minutes Attachments

- Public Comment - McBride, Mark