Approved 2/7/2013
Offered = Vignola
2nd = Bace

Minutes January 17, 2013

The Reorganization Meeting of the Hazlet Township Planning Board of Adjustment scheduled for January 17, 2013 was called to order at 7:30 pm with a Salute to the Flag followed by a Moment of Silent Prayer and a Reading of the Letter of Compliance.

MOTION: To appoint Kevin Lavan as temporary chairman to conduct the reorganization meeting was offered by: Deputy Mayor DiNardo and seconded by: Jeff Tyler.

ROLL CALL: Mr. Glackin, Mr. Pobega, Mr. Vignola, Mr. DeMatteo, Mr. Mann, Mr. Bace, Mr. Tyler, Deputy Mayor DiNardo, Mayor Belasco in attendance.

Professionals: Sharon Keegan, Zoning Officer.

MOTION: To appoint Jeff Tyler as permanent Chairman for the calendar year 2013 offered by: Mr. Lavan, seconded by: Mr. Glackin.
YES: Mr. Glackin, Mr. Pobega, Mr. Vignola, Mr. DeMatteo, Mr. Mann, Mr. Bace, Mr. Tyler, Deputy Mayor DiNardo, Mayor Belasco
ABSTAIN: Mr. Tyler

MOTION: To appoint Andy Bace as a permanent Vice-Chairman for the calendar year 2013 was offered by: Mr. Tyler and seconded by: Mayor Belasco.
YES: Mr. Glackin, Mr. Pobega, Mr. Vignola, Mr. DeMatteo, Mr. Mann, Mr. Tyler, Deputy Mayor DiNardo, Mayor Belasco
ABSTAIN: Mr. Bace

MOTION: To appoint Linda Courtney as permanent Board Secretary for the calendar year 2013 offered by Mayor Belasco and seconded by Mr. Bace.
Unanimously carried.

MOTION: To appoint Greg Vella as Board Attorney for the calendar year 2013 offered by: Mr. Vignola and seconded by Mr. DeMatteo.
Unanimously carried.

MOTION: To appoint CME Associates as Board Engineer for the calendar year 2013 offered by: Deputy Mayor DiNardo and seconded by Mr. Pobega.
Unanimously carried.

Board Attorney- Mr. Vella suggested that Board members consider the following before making a decision regarding appointing a Board Consulting Engineer/Planner for the calendar year 2013. He offered:
A). Make an appointment from one of the Engineering firms that applied for the job.
B). Appoint a firm after a conflict occurs.
*Reason being: some large firms prefer not being a permanent consulting engineer because then that firm cannot practice in the town.
The Board decided to hold off and appoint someone when a conflict arises.

MOTION: To establish Planning Board meeting dates for the calendar year 2013 offered by Mr. Bace and seconded by Mr. Pobega.
Unanimously carried.

MOTION: To approve the Minutes of the Regular Planning Board meeting of September 20, 2012 offered by Mr. Glackin and seconded by Mr. Bace.
YES: Mr. Glackin, Mr. Vignola, Mr. DeMatteo, Mr. Mann, Mr. Bace, Mr. Tyler

MOTION: To approve the Minutes of the Regular Plannign Board meeting of October 4, 2012 offered by Mr. Glackin, seconded by Mr. Mann.
YES: Mr. Glackin, Mr. Vignola, Mr. DeMatteo, Mr. Mann, Mr. Bace

****CARRIED OVER to February 7, 2013**
Case 12-03P Elegant Properties
780 Poole Ave Block 66 Lot 1.02 BRZ Zone 48 Townhouses
Board Attorney Mr. Vella explained to anyone in attendance regarding this case that they would not be notified again and to consider this notice to attend the February 7, 2013 meeting if interested.

Conceptual Review
875 Poole Ave Block 183 Lot 4 Dr. Avendano
Renovation of an existing doctor's office. Proposing to add space to lower (basement) level for use by an additional physician, not previously occupied.

Doctor Avendano spoke to the board regarding her current medical business (Gastroenterologist), solo practitioner (which limits the need for a large staff & she outsources billing). She has been practicing in Hazlet for about 8 years. She currently shares a space with another doctor (Nephrologist) on Middle Road in Hazlet.
She purchased the property on Poole Avenue from the late Dr. Alexander which currently has 2900 square feet and needs renovating.
The doctors currently hold separate business hours so they do not over lap. She sees patients on Mondays and Thursdays, while the other doctor sees patients Tuesdays and Fridays.
The basement level is approximately 2500 sq feet and the other doctor is interested in renting this space. When the survey was reviewed by the doctor it looked like the property had ample parking for her practice as well as another doctor that wants to occupy the basement level.

Board Attorney Vella asked Mrs. Keegan to comment.
Mrs. Keegan stated this is strictly for the basement space. The renovations of the current space have already been approved. Parking is sufficient for her practice but not sufficient for adding another doctor. The building has 8 ***approved*** parking spaces currently. There are also lighting issues with regards to the basement plan.

Professional for the applicant, Engineer, A. J. Garrido explained currently the asphalt lot has an upper and lower level. About 19 spaces on the survey.
Conceptual: proposing as many as 27 spaces, each doctor would have 5 spaces plus 1 per employee. (4 doctors x 5 spaces + 7 spaces for employees).

Board member questioned fire equipment access. Discussion.

Sidewalks discussed. Applicant's engineer agreed to include sidewalks in the proposed plan.

The width of the isle will be 24 or 25 feet.

Chairman Tyler asked about adjoining uses. They are doctor office and an accountant directly adjoining the property.

Board Attorney Mr. Vella added: the area behind Red Oak is not developed and to the right of this property is another office building which has a lot of parking.
From the Board's prospective, when reviewing this type of proposal which is now for medical use, we need to look at the parking as if it were fully operational, and consider future use.

Chairman Tyler asked how many current paved spaces exist today?

Engineer Garrido: 19 on the survey, due to construction it's difficult to see.
Current dimensions of stalls are 9' x 18'. If spaces are widened to 10' x 20'
1 or 2 spaces may be lost, but it would be a compliant plan.

Board members had a concern for the older clientele and would favor fewer, wider spaces.

Board Attorney Mr. Vella advised if the Board grants approval for 25 spaces, the Board may want to limit approval for the maximum number of doctors/employees. Then it becomes an enforcement issue and each lease and C.O. would need to identify how many doctors and employees as part of the approval process so there's a paper trail.

Chairman Tyler: Board expects to see a sidewalk as a condition of any approval.

Attorney Mr. Vella discussed landscaping.

When asked about medical waste, the doctor advised she has only gloves at this time.
No need for dumpster or special removal of waste.

Ordinance regarding dumpsters was discussed for the benefit of the doctor.

Mrs. Keegan asked the doctor if she plans on doing procedures as parking will be affected if she changes what she is doing. The doctor said in the future she is considering doing procedures, but currently it's done in her Ocean Twp office.

Chairman Tyler: addressed the possibility of different tenants and uses. Understanding that keeping in mind the set backs and other ordinances – determines how many doctors can work out of this office with ample parking.

CME engineer Paul Kittner advised that once the plans are revisited that they examine Section 181-512 (parking & loading). Variances will be required for parking in the front yard, the offset of the parking to the building, and buffering as well.
Standard for parking for professional office- ordinance requires: 5 spaces per professional plus 1 space per employee.

Chairman Tyler: addressed occupancy vs. required parking.

Handicap accessibility discussed.

Existing retaining wall issue discussed.

As to the left turn distance into rear parking. Engineer A.J. Garrido replied about a 10 foot radius.

Chairman Tyler thanked the doctor for remaining in Hazlet, purchasing and improving the property. The Board looks forward to working with the doctor in completing this project.

Board Attorney Mr. Vella advised the doctor it is up to her and her professionals to get their plans delivered in a timely manner. The project would not be held up by this Board.

Public portion opened by Chairman Tyler.
Public portion closed: offered by Mr. Pobega and seconded by Mr. Glackin
Voice vote: Unanimous

Board Attorney Mr. Vella advised the Board members to listen to the tapes of October 4, 2012 regarding Elegant Properties. If members fail to listen to the tapes they will not be able to participate in the vote.

MOTION: To Adjourn offered by Mr. Pobega and seconded by Mr. Bace
Voice vote: Unanimous

Next meeting: February 7, 2013

Linda Courtney, Board Secretary