

NJAPZA NEWS



New Jersey Association of Planning & Zoning Administrators
www.njapza.org

NJAPZA Plans New Programs

By Ilene Cutroneo, NJAPZA President

Time truly does fly! I find it amazing that another convention is upon us. Given the exhausting schedules that Board Administrators, Board Secretaries and Zoning Officers face, I must thank each and every one of you for the support extended to NJAPZA.

One of my major goals at the beginning of my term as President was to improve and enhance the education courses being offered to the membership. This year's Spring Continuing Education Seminar was once again an enormous success. In response to your requests, we have begun scheduling half-day regional sessions for those members who find it difficult to attend our New Brunswick-based programs. I know many of you participated in the program offered in the Northern region addressing issues regarding the Highlands. The program that was offered this past June in the Southern region on non-

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conforming uses will be brought to the Central region this December.

Thanks to our Education Co-Chair, Adele Lewis, we have started organizing an exciting new program, one that we hope will benefit people entering the area of Planning and Zoning. In conjunction with the courses offered at Rutgers, NJAPZA is in the process of establishing a Mentoring program. I hope to bring more information to you at the Annual Luncheon along with a 2006 starting date.

Please see *Programs* on page 2

Don't Miss the Annual Convention Luncheon!

By Kathy Dossena, Convention Chair

Our convention luncheon, meeting and seminar will be held on Wednesday, November 16 in the Chelsea Ballroom at Trump Plaza. The doors will open at 11:30 A.M. with the luncheon starting at 12:00 Noon. The cost is \$35 and we must receive your reservation by November 4. Please get your reservation in as soon as possible as we have a seating limit of 150 persons. In past years, we have had people come to the door the day of the luncheon and we have had to turn them away. If

our turnout keeps improving, we will have to request a room with a larger seating capacity (YEAH!).

Also, do not forget about our NJAPZA wine and cheese reception to be held on Tuesday, November 15 from 5:00 P.M. to 7:00 P.M. at Trump Plaza.

So, mark your calendars and I hope to see you all at Trump Plaza in November. □

Membership Grows and New Payment Options Proposed

By Deb Rogers, Membership Chair

Fall already? Where did the summer go? I can't believe we are all starting to plan our holiday schedules and getting our Boards ready for their year-end as well as starting to plan our 2006 meeting schedules.

If you have not done so already, PLEASE inform me of any changes to your contact information. If a member has retired or is no longer employed by your municipality, please notify us so that we may remove that name from the database and the directory.

Even with municipal budget constraints, our membership is still growing. Our database shows over 420 members! That's incredible! Thanks to past and present leadership, our name is getting out there and we are achieving more and more recognition.

We need more members to become involved in our committees and help with different aspects of the Association. If you or someone you know would

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Many of the newly implemented ideas came from you, the members, and I want to keep that line of communication open. So, if any of you have an idea or a topic that you would like to see covered as a part of our Continuing Education Seminars, please let us know and use our contact link on our website, www.njapza.org.

Once again, NJAPZA will be hosting a Wine & Cheese Hospitality Suite on Tuesday, November 15 from 5:00 P.M. to 7:00 P.M. in the Westminster Room at Trump Plaza. By now you should have received your convention materials and the registration form for our annual luncheon. Please be sure to note on your

like to become involved, please contact John Fugger, our President-Elect. We would welcome the helping hand.

On another subject, we are constantly struggling to make every attempt to include everyone in the directory; however, there are many of you that cannot return the membership application until well after the deadline because of budget issues. As I have said many times in the past, you do have the option of paying by personal check and, in turn, getting reimbursed by your municipality. But what if there was another way? What if you could pay by check, debit or credit card online at our website? You could print a receipt right there and put in for the reimbursement instantly. Please let me know your thoughts. Email me at drogers@princeton-township.nj.us and let me know your thoughts on the issue by November 10. I will compile the results and present them to the Executive Board.

I look forward to seeing you at the League of Municipalities convention in November.□

calendars that our 2005 Annual Luncheon Meeting will be held on Wednesday, November 16, also at Trump Plaza, in the Chelsea Ballroom. This is an election year and there is also a proposed By-Laws Amendment. Please watch for a separate mailing with the ballot and amendment.

Let me take this opportunity to thank all the members for their participation and enthusiasm that continues to make NJAPZA a leading organization in the state of New Jersey. I look forward to seeing you in Atlantic City on November 15.□

Fall Courses Offered for Planning & Zoning Professionals

By Ann MacKinnis, Education & Certification Chair

The following courses will be offered this fall, so save the dates for the courses of interest to you. The brochures with full details, including confirmation of the class locations noted below, will be mailed shortly.

BOARD SECRETARIES/LAND USE ADMINISTRATORS

Introduction to Planning & Zoning

October 14, 19 & 28 in Middletown Township
October 11, 18 & 25 in Dennisville in Cape May County

Financial & Records Management

November 30 in New Brunswick
November 4 in Great Meadows in Warren County

Understanding Plans

December 7 & 14 in Princeton
December 2 & 9 in Rockaway

ZONING OFFICIALS

Introduction to Administration & Enforcement:

October 18, 25 & November 1 in Pemberton
October 21, 28 & November 4 in Hazlet

Understanding Plans for Zoning Officials

November 22 & 29 in Newton in Sussex County
November 22 & 29 in Woodbridge in Middlesex County

Zoning Administration & Enforcement II

December 2, 9 & 16 in Mt. Arlington
December 2, 9 & 16 in New Brunswick

If you have any questions regarding these courses after reviewing the brochures, please contact our Rutgers liaison, Jackie Zelinka, at 732-932-3640, ext. 625.□

Board Secretary/Zoning Official Certificates Issued

The following new Board Secretary Certificates were issued since November 2004:

Nancy Abbott, Neptune Twp.
Bonnie Beeh, Tewksbury Twp.
Lorraine Clune, affiliation unknown
Becky D'Alleinne, Clinton Twp.
Samantha Daesener, Freehold Borough
Nancy Erlston, Twp. of Florence
Anna Foley, Elk Twp.
Leigh Franzino, Franklin Borough
Michelle Gable, Mansfield Twp.
Lindsay Graham, affiliation unknown
Nancy Groark, Mount Laurel Twp.
Rosalba Havey, Neptune Twp.
Margaret Kurdyla, Hanover Twp.
Kathryn Manning, Ogdensburg Borough
Maureen McConville, Sparta Twp.
Linda Mercadante, Borough of Fair Haven
Rosalind Miller, City of Plainfield

Maureen Mitchell, Brooklawn Borough
Charlotte Olivo, Lumberton Twp.
Partricia Oriolo, affiliation unknown
Valerie Santagata, Buena Borough
Doreen Schott, Borough of Hamburg
Hope Smith, Hillside Borough
Joan Taylor, affiliation unknown
Donna Tise, Borough of River Edge
Stephanie Trano, affiliation unknown
Eugenia Wiss, Hopatcong Borough

The following new Zoning Official Certificates were issued since November 2004:

Robert Berducci, Pittsgrove Twp.
John Bock, West Caldwell Twp.
Raymond Bucchi, Trenton
Kevin Burke, Point Pleasant Borough
William Cogger, affiliation unknown

Timothy Davis, affiliation unknown
James Graham, High Bridge Borough
John Gutwerk, Byram Twp.
Russell Heiney, Mendham Twp.
Janice Kisty, Jackson Twp.
Rose Ann Lafferty, Washington Twp.
Michael Laginestra, Berlin Twp.
Roberta Lang, Wall Twp.
Shelley Lea, Upper Twp.
Michael Marchitto, Jr., Voorhees Twp.
Michael Martin, Millstone Twp.
R. Hugh McCurley, Delran Twp.
James Mark Micali, affiliation unknown
William Nelson, affiliation unknown
Daniel Newman, Jr., Brick Twp.
Matthew O'Hara, Palmyra Borough
Robert Pizza, Parsippany Twp.
Geoffrey Price, no affiliation
Wayne Rumsey, Montague Twp.
Stephanie Trano, affiliation unknown
Eric Zanetti, Berkeley Twp.

“Ask Lou”

In every issue of NJAPZA News, we ask readers to submit their questions for Lou Rago, Esq., NJAPZA Legal Counsel. We received the following question from Arlene Volkay, Board Secretary, Township of Woodbridge:



Are Planning Board and Zoning Board members allowed to go on a property to view the site prior to hearing the application?

Unless a Planning Board or Zoning Board member is fully familiar with the property that is the subject of the pending application, I am firmly of the view that such a member should physically inspect the property in question in order to more fully understand the particular situation of the applicant's property and uses in the area. Although such a site visit is not specifically set forth in the Municipal Land Use Law, the general concept of board visits to property has been approved by the Courts. However, with respect to site visits, your board members should be aware of the following;

(a) If your application packets do not already provide for them, they should contain a site inspection authorization form that the applicant and/or property owner must sign, date and return to you with the application. This form, which grants your board members permission to visit the property during normal and reasonable hours, should also be authorized by the checklist ordinance of your municipality.

(b) If your board members independently visit the site on an informal basis, they should be provided with an identification card by the municipality.

(c) Some boards that I am familiar with have formalized their site inspection process to

provide a specific time and day for the inspection, usually on a Saturday morning, and the board secretary formally notices this site inspection in that a quorum of the board will be present at one time. The property owner/applicant should be made aware of this visit, and minutes should be kept.

(d) With regard to the extent of the on site inspection, common sense should prevail. If the subject property is several acres in size, I do not feel the board member needs to walk every inch of it, but should focus on the important and critical areas of the property that are under consideration by the full board.

(e) During the actual visit to the site, board members should not engage in discussions with the applicant, or other interested parties, concerning the merits or lack of merits of a particular application. The purpose of these visits is to allow board members to acquaint themselves with the particulars of the application and ask general questions to get a better sense of the relief that is being sought.

(f) It is important to note that knowledge of any particular facts by a board member are not to be used in making a decision unless the board member places such facts into the record at the time of the hearing so the applicant, and other interested parties, may respond to the observations of the board member.

I thank you for your inquiry.□

Town of Morristown Seeks Land Use Administrator

By John Fugger, President-Elect

The Town of Morristown is currently seeking a Land Use Administrator for its Planning & Zoning Department. The job requirements are as follows:

Under the direction of the Land Use Division Manager, the Land Use Administrator provides technical assistance to individuals in the completion of applications for land development; advises applicants as to local and state regulations and law regarding possible uses of land; maintains and disseminates information to interested parties concerning procedures, policies and regulations adopted by the local jurisdiction regarding its present and future land use development; performs other related work, including the processing of applications for development and assisting the Town planner with various Planning Board related matters.

Attendance at regular and special night meetings of the Planning Board and the Zoning Board of Adjustment is required. A minimum of three years experience in land use administration or related discipline required.

Knowledge/experience in zoning enforcement is helpful. Ability to learn to conduct field inspections required. Rutgers Land Use Administrator certificate preferred. College degree a plus. Salary – mid 40's to low 50's depending on qualifications. Anticipated starting date is October/November 2005. Excellent benefits package, EOE. Please submit resume to: Town of Morristown – John Fugger – Division Manager, Land Use, 200 South Street, CN 914, Morristown, NJ 07960.□

We're on the Web!

Visit us at:

www.njapza.org

Reminder

If you hold a Board Secretary, Land Use Administrator or Zoning Official certificate and are planning to attend the New Jersey State League of Municipalities Conference, please bring a continuing education credit form with you. Board Secretaries may receive one hour of continuing education credit for attending a relevant educational session at the League, while Land Use Administrators and Zoning Officials may receive up to two hours of credit. Proof of attendance must be submitted to Rutgers, and certificate holders must obtain a signature on a continuing education form from one of the speakers at the session(s). Completed forms should be mailed to: Jackie Zelinka, Center for Government Services, 33 Livingston Avenue, Suite 200, New Brunswick, NJ 08901.

Is there something you'd like to "Ask Lou" for our next issue? Lou Rago, Esq., NJAPZA Legal Counsel, will answer your burning questions. Don't miss out! Send your submissions to: Cindy Phillips Newsletter Editor Township of Long Hill 915 Valley Road Gillette, NJ 07933

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