

**CITY OF SUMMIT  
PLANNING BOARD MINUTES  
January 27, 2025 Re-Organization Meeting**

**Adequate Notice Statement**

Ms. Balson-Alvarez 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".

**Pledge of Allegiance**

**Oath of Office**

The oath of office was administered to the following incoming members of the Planning Board by Attorney Steve Warner:

- Jennifer Balson-Alvarez, Class 4
- Augusto Dal'Maso, Class 2
- PJ Sala, Class 4, Alt. 2
- Mayor Elizabeth Fagan, Class 1

**Roll Call**

Present: Ms. Balson-Alvarez, Mr. Spurr, Mayor Fagan, Councilmember Hamlet, Mr. Dal'Maso, Mr. Formichelli, Mr. Salah

Excused: Mr. Zucker, Ms. Bowen, Mr. Felmet, Mr. Stern,

Also present are Ms. Soulios, Board Secretary and Mr. Warner, Board Attorney

**Reorganization**

**Board Appointments:**

**Mr. Warner requested nominations for Board Chair.** Councilmember Hamlet motioned for Mr. Spurr as Chair, seconded by Mayor Fagan. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet, Mr. Dal'Maso, Mr. Formichelli, Mr. Salah  
**ABSTAIN:** None  
**NO:** None

**Chairman Spurr requested nominations for the Vice Chair position.** Mayor Fagan motioned for Ms. Balson-Alvarez as Vice Chair, seconded by Councilmember Hamlet. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr  
**ABSTAIN:** None  
**NO:** None

**Chairman Spurr requested nominations for the Board Secretary position.** Vice Chairman Balson-Alvarez motioned for Ms. Soulios as Board Secretary, seconded by Mayor Fagan. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr.  
**ABSTAIN:** None  
**NO:** None

<b>Professional Appointments</b>
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Chairman provided a brief overview regarding the different board professionals and **requested nominations for Board Attorney.** Councilmember Hamlet motioned for Savo, Schalk, Corsini, Warner, Gillespie, O'Grodnick, and Fisher as the firm for Board Attorney, seconded by Mr. Salah. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr.  
**ABSTAIN:** None  
**NO:** None

Chairman Spurr **requested nominations for Board Planner.** Mayor Fagan motioned for Burgis Associates as the firm for Board Planner, seconded by Ms. Balson-Alvarez. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr.  
**ABSTAIN:** None  
**NO:** None

Chairman Spurr **requested nominations for Board Engineer.** Ms. Balson-Alvarez motioned for Colliers Engineering as the firm for Board Engineer, seconded by Mayor Fagan. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr.  
**ABSTAIN:** None  
**NO:** None

## Committee Appointments

Committee Appointments for 2025 were discussed among the board members with the following recommendations:

- Mr. Formichelli was appointed to the Environmental Commission.
- Chairman Spurr was appointed to the Mount Laurel division of the Affordable Housing Committee.
- Ms. Bowen was appointed to the Affordable Housing Committee.
- Mr. Felmet was appointed to the Park Line Steering Committee.
- Mr. Stern was appointed to the Shade Tree Advisory Committee.
- Ms. Balson-Alvarez was appointed to the Historic Preservation Committee.

Mayor Fagan motioned for the approval for the above-mentioned appointments, seconded by Mr. Dal'Maso. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr.  
**ABSTAIN:** None  
**NO:** None

## Planning Board Meeting Dates

Chairman Spurr advised that the previously approved meeting dates for 2025 needed to be amended due to a conflict. A motion was made by Councilmember Hamlet to amend the 2025 Planning Board Meeting Dates, specifically changing the December meeting to be held on December 15, 2025, seconded by Mr. Formichelli. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr.  
**ABSTAIN:** None  
**NO:** None

## Resolution Adoption - Official Newspapers

A motion was made by Ms. Balson-Alvarez to adopt the Union County Local Source and Star Ledger as the official newspapers, seconded by Mayor Fagan. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr.  
**ABSTAIN:** None  
**NO:** None

## Rules and Regulations for 2025

The board reviewed the Rules and Regulations for 2025. A motion was made by Councilmember Hamlet to adopt the rules and regulations, seconded by Ms. Balson-Alvarez. A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet,  
Mr. Dal'Maso, Mr. Formichelli, Mr. Salah, Chairman Spurr.  
**ABSTAIN:** None  
**NO:** None

## Meeting Minutes for Approval

Ms. Balson-Alvarez requested the following amendments to that the December 18, 2024 meeting minutes as follows:

- *“signage was not proposed at this time, but is anticipated.”*
- *“the Board expressed appreciation that the replacements would mimic the historic windows”*
- *“the board asked about the interior condition of the building and the applicant responded that the interior is in good condition, has plaster walls, bronze gates and coffered ceiling.”*

A motion was made by Ms. Balson-Alvarez to approve the amended minutes from December 18, 2024, seconded by Mr. Formichelli. A voice vote was conducted in which the following members had abstained: Councilmember Hamlet, Mr. Dal'Maso, Mayor Fagan, Mr. Salah. The remainder of the members were all were in favor, and none were opposed.

## Resolution for Memorialization

367 Springfield Avenue, SAF Summit LLC, BL: 1908 L: 1

Ms. Balson-Alvarez requested the following revisions be made:

- *“Historic Preservation Commission”* (8<sup>th</sup> bullet point)
- Correct name is *“National and State Registers of Historic Places”* (number 15)
- *“As found in the DRO, in the design guidelines, Secretary of Interior Standards.”*

Mr. Warner requested the following revisions be made:

- Six members voting in favor and none against (page 5)

A motion was made by Ms. Balson-Alvarez to approve the amended resolution for memorialization, A roll call vote was completed with the results listed below:

**YES:** Ms. Balson-Alvarez, Mr. Formichelli, Chairman Spurr.  
**ABSTAIN:** Councilmember Hamlet, Mr. Dal'Maso, Mayor Fagan, Mr. Salah  
**NO:** None

## **DRO Discussion**

Mr. Burgis brought forth several ordinance amendments to the DRO and provided a brief overview of the procedure under the Municipal Land Use Law when submitting this to the Governing Body.

In response to a question raised by Councilmember Hamlet, Mr. Warner and Mr. Burgis both advised that they would look into the new law regarding advertisements on EV stations. Chairman Spurr requested that the EV Ordinance be brought to the next Planning Board Meeting for review.

Mr. Burgis provided an overview of the next steps of the Housing Element and Fair Share Plan, suggesting that a draft ordinance be completed by the end of April as the City is required to submit an adopted plan by June 30, 2025. Additional discussion ensued on the process between the Board Members and Mr. Burgis.

Mr. Burgis then provided an overview on the process for the Master Plan and Master Plan Re-examination and shared his thoughts on how the Board should proceed. Discussion ensued amongst the Board Members and Mr. Burgis on various aspects including process, public engagement and working with the sub-committee.

Mr. Burgis also shared that under Municipal Land Use Law and if directed to do so, the Planning Board has the ability to review Capital Improvement Projects. Several Board Members shared how they feel this opportunity will be beneficial to the city and its residents.

An update on the State Plan was provided by Mr. Burgis to which he suggested discussing the matter further at the next meeting.

## **Adjournment**

Meeting was adjourned at 9:04 pm by Chairman Spurr.

Distributed: March 20, 2025

Approved: March 24, 2025

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Nicole M. Kotiga, Board Secretary