

**CITY OF SUMMIT  
PLANNING BOARD MINUTES  
March 24, 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: Ms. Balson-Alvarez, Mayor Fagan, Councilmember Hamlet, Mr. Dal'Maso, Mr. Felmet, Mr. Stern, Mr. Lijoi

Absent: Mr. Formichelli, Mr. Sala

Arrived After

Roll Call: Ms. Bowen (7:39pm)

Also present were Ms. Kotiga, Acting-Board Secretary, Mr. Warner, Board Attorney

**Oath of Office**

Steve Warner, Board Attorney advised that the oath of office had been previously administered to Mr. Lijoi as a new member of the Planning Board and to Mr. Felmet and Ms. Bowen in their new roles on the Board.

**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**

Upon motion of Mayor Fagan, duly seconded by Mr. Dal'Maso the January 27, 2025 meeting minutes were unanimously approved with an abstention from Mr. Lijoi.

Upon motion of Mr. Stern, duly seconded by Ms. Balson-Alvarez the February 24, 2025 meeting minutes were unanimously approved with an abstention from Mr. Lijoi.

### **DRO Discussion**

The Planning Board discussed and provided input on items they wish to look into for possible amendments.

In response to a comment made by Ms. Balson-Alvarez, Mr. Warner advised that he will need to converse with the City's Attorney to see if language can be added allowing the amend of various images within the DRO so that it is more befitting to what is written.

Ms. Balson-Alvarez suggesting exploring additional aspects of the DRO, such as accessory dwelling units, fewer demolitions, and enhancing stormwater management requirements.

Councilmember Hamlet recommended looking into the lighting portion of the DRO and the need for consistency reviews with Municipal and Board of Education projects.

### **Housing Element and Fair Share Housing Plan Discussion**

Mr. Burgis provided an update on Affordable Housing, and advised that the sub-committee will meet in April.

Mr. Burgis further explained that the City is required to adopt an endorsed Housing Element and Fair Share Housing Plan by June 30, 2025 and advised of the penalty if we fail to meet the deadline.

Chairman Spurr provided a rough timeline on how the Board plans to meet the June 30, 2025 as follows:

- Brief overview on round three.
- Seeking feedback from the public.
- Possibility of holding a special meeting in June for review of the final draft.
- If this is adopted, it will be forwarded to the Governing Body.

### **Listening Session: Preliminary State Plan**

Mr. Burgis provided an overview on the Preliminary State Plan, “cross-acceptance” and plans to have Tom Behrns, present at an upcoming Planning Board meeting to discuss further, in detail.

Peter Sobilo, 11 Greenfield Avenue, expressed his concerns about the deterioration of Martin’s Brook Park and that he would like to see the matter addressed.

Dan Crisafulli, 25 Greenbriar Drive, appeared on behalf of the Environmental Commission and shared various reasons on why climate change should be a top priority.

Councilmember Hamlet provided an update on the Salt Brook and solar initiatives.

Mr. Dal’Maso expressed the importance of public input in the Preliminary State Plan and encouraged residents to email their comments.

### **Adjourn**

Upon motion by Councilmember Hamlet to adjourn the meeting, duly seconded by Mr. Lijoi. A voice vote was held; all were in favor, and none were opposed. The meeting was adjourned at 8:23pm.

Distributed: April 7, 2025

Approved: April 28, 2025

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Nicole M. Kotiga, Acting Board Secretary

### **Minutes Attachments**

- Planning & Zoning Priorities Discussion Flyer

# Planning & Zoning Priorities Discussion

On Monday 03/24/25 at 7:30 PM in Council Chambers, Summit's Planning Board will accept public input on the question ***"What are your community's three most important local and regional planning goals and priorities?"*** in order to better inform our community's feedback on the Preliminary Draft of the New Jersey State Development and Redevelopment Plan.

For reference, 5 of the 10 goals envisioned in the Preliminary State Plan are:

- Economic Development
- Housing
- Infrastructure
- Historic and Scenic Resources
- Natural and Water Resources

If you would like more details for each category they are outlined here. 



If you can't make it to the meeting but want to provide feedback, please

email: [summitdcs@cityofsummit.org](mailto:summitdcs@cityofsummit.org) by April 21, 2025.

