

**CITY OF SUMMIT  
PLANNING BOARD MINUTES  
Monday, May 21, 2018**

**Present**

Chairman Anderson	Council President Naidu
Ms. Balson-Alvarez	Mr. Parella, 2nd Alternate
Mr. Drummond	Mr. Vartan, 1st Alternate
Mr. Dunn	Mr. Zucker
Mr. Kieser	Mr. Gibbons, Esq., Board Attorney
Mr. Matias	Mr. Nicola, Board Secretary

**Notice of Meeting**

Chairman Anderson called the meeting to order at 7:30 PM and stated that adequate notice of this meeting had been provided in accordance with the “Open Meetings Act.”

**Flag Salute**

**Approval of Minutes – April 23, 2018**

Chairman Anderson asked if the Board had comments relating to the minutes from April 23. The Board made minor edits to the minutes. Mr. Dunn moved approval of the minutes as amended and Ms. Balson-Alvarez seconded.

VOTE: YES: Anderson, Balson-Alvarez, Drummond, Matias, Zucker, Dunn, Parella  
NO: None  
Abstain: Naidu, Kieser

**Historic Preservation Commission Presentation**

Tom Conway, Chair of the Historic Preservation Commission (HPC), stated that he is here to help the Planning Board achieve the goals from the Master Plan. Tom Conway introduced Melissa Spurr, who explained the role of the HPC to the Planning Board.

Ms. Spurr noted that the Master Plan asks the HPC to update the historic districts survey from 1991. Ms. Spurr stated that the HPC will evaluate whether any new areas are eligible for consideration for historic district designation. Ms. Spurr explained that The Master Plan also includes an objective to strengthen design guidelines for Summit’s downtown. Ms. Spurr stated that HPC is working with City staff to develop a purchasing policy for streetscape elements, to create consistency in the downtown and address the inconsistencies that presently exist. Mr. Conway showed the Board examples of other Municipalities streetscapes that have been successful. Ms. Spurr stated that the Master Plan calls for the HPC and Planning Board to undertake revision for more detailed design and signage guidelines for the downtown historic district. Ms. Spurr also noted the Master Plan calls for consideration of controls to protect specific buildings and defined areas from exterior changes without review.

Chairman Anderson asked if any members of the Board had questions or comments. Mr. Dunn asked if HPC reviews all applications to the Zoning or Planning Board. Mr. Conway stated that HPC reviews anything that requires a variance, but they do not review anything that is conforming. A discussion ensued about why the HPC should be involved in deciding what

materials property owners use. Council President Naidu asked what percentage of Summit is made up of historic districts. Mr. Conway stated that he does not have an exact answer to that question. Chairman Anderson stated that it will be interesting to see how the review process integrates into the DRO and how early in the review process HPC will be involved as well as what areas of the City which will be reviewed by HPC. Chairman Anderson stated that during a series of meetings with professionals that engage with the City, there was a discussion about how to preserve historic homes. During that meeting, it was mentioned that more flexibility in the zoning ordinances would allow certain issues to be updated in a historic home rather than knocking the home down. Council President Naidu stated that HPC should review properties that are going through the demolition process. Ms. Balson-Alvarez stated that if specifics are added to the design standards and guidelines section of the DRO, architects and developers will understand what materials are favored by the City. Mr. Kieser asked if the design standard manual of the HPC has been updated from 2004. Mr. Conway stated that he hopes to update it and relate it to the DRO. Mr. Zucker asked if the goal is to have a conversation about design standards for the parts of the City that are not historic districts. Mr. Conway stated that the City would be dependent on the zoning.

### **Stormwater Training**

Aaron Schrager City Engineer/ Deputy Community Services Director/ Storm Water Coordinator explained the type of stormwater system the City has. Mr. Schrager stated that the City uses a Municipal Separate Storm Sewer System (MS4) system that collects runoff and discharges to the water bodies surrounding the City. Mr. Schrager also explained that Summit is classified as a tier A municipality. The state carries NJdeps (New Jersey Pollute and Discharge Elimination System) and they carry that permit for all tier A communities. Mr. Schrager stated that the City certifies that they are following all the requirements of that permit. Mr. Schrager explained that this year when the permit was renewed on January 1, 2018 it was the first time in a decade there was significant changes to the requirements. Mr. Schrager then explained the role that the Planning Board will have in relation to stormwater management. He explained that it is important to ensure that the plans presented to the Board are in accordance with the stormwater regulations.

Chairman Anderson asked what the biggest challenges are relating to stormwater management. Mr. Schrager stated that it is how to accommodate new development while implementing new strategies to better assist with maintaining and cleaning the runoff from the developed properties. Chairman Anderson asked if any members of the Board had any questions. Council President Naidu stated that the Environmental Commission is also pursuing rain gardens and if they can be incorporated in the DRO process. Council President Naidu asked if there are stormwater maps available online so people can see where piping and water sheds are located. Mr. Schrager responded it is currently available online as a PDF and that the Engineering Department is working on a way to make it more user friendly. Chairman Anderson asked a question about the value of green roofs for public and commercial buildings. Mr. Schrager stated that moving forward it is something that can be considered.

### **Village Green**

Mr. Matias recused himself from this case. Mr. Schrager explained that the Village Green Master Plan was completed and adopted in 2009. Mr. Schrager stated that the war memorial area will remain untouched. Mr. Schrager noted that the primary intent of the plan is to address the walkways and the angle on how they approach Broad Street to improve pedestrian safety. Mr. Schrager stated that the plans include a fence to protect the existing trees. Mr. Schrager stated that the walkway will be removed in its entirety and the new walkway will mimic the original

Master Plan layout and design. Mr. Schrager noted that the sidewalks connecting to the war memorial will be replaced. He also noted that the lighting on the north side will be carried through to the south side. Chairman Anderson asked Mr. Schrager to comment on the City Forrester's and Environmental Commissions reports. Mr. Schrager stated that if a tree was inadvertently missed it will be addressed. Chairman Anderson asked if any Board members had any questions for Mr. Schrager. Mr. Parella asked if the HPC was consulted when this plan was done. Mr. Schrager stated that the HPC received the packets that the Board members received. Mr. Gibbons noted that since this is a City project the requirements are not as strict for the presentation. A discussion amongst the Board members ensued pertaining to the proposed lighting.

**Update**

Chairman Anderson asked Mr. Matias for an update on the DRO. Mr. Matias stated that City Planner Joe Burgis will come to the June 25, 2018 meeting. Mr. Matias noted that the Zoning Officer and the City Planner have been working on the administrative components of the DRO.

Chairman Anderson stated that Vice Chairman Brinkerhoff will be joining the subcommittee that examines goals within the Master Plan and that Rick Matias will be moving off that subcommittee.

The meeting concluded at 9:27 PM.