

**TOWNSHIP OF LONG HILL
ORDINANCE #404 -17**

**CREATING THE POSITION OF PLANNING AND ZONING COORDINATOR AND
SUPPLEMENTING AND AMENDING CHAPTER II OF THE TOWNSHIP CODE
ENTITLED “ADMINISTRATION”**

BE IT ORDAINED by the Township Committee of the Township of Long Hill in the County of Morris, State of New Jersey, that Article V, entitled “Municipal Officials,” in Chapter II of the Township Code entitled “Administration,” is hereby supplemented and amended as follows:

Section 1. There is hereby created a new section 2-26 entitled “Planning and Zoning Coordinator” which reads as follows:

“2-26 PLANNING AND ZONING COORDINATOR

2-26.1 Creation of Office

The position of Long Hill Township Planning and Zoning Coordinator is hereby created.

2-26.2 Appointment; Term

The Planning and Zoning Coordinator shall be appointed by the Township Committee and shall serve at the pleasure of the Township Committee. The Planning and Zoning Coordinator’s hours and compensation shall be set by the Township Committee.

2-26.3 Qualifications

The Planning and Zoning Coordinator shall be appointed on the basis of administrative abilities and qualifications with special regard to education, training and experience in planning and zoning, and familiarity with affordable housing, zoning ordinance enforcement, and the operations of municipal planning boards and zoning boards of adjustment. A person appointed as the Planning and Zoning Coordinator need not be a resident of the Township.

2-26.4 Powers and Duties of the Planning and Zoning Coordinator

The Planning and Zoning Coordinator shall:

- a. Supervise the staff of the Planning and Zoning Department.
- b. Supervise the activities of the Township Zoning Officer and coordinate enforcement activities between and among the Zoning Officer, the Construction Office and the Fire Official.
- c. Be the staff liaison to the Planning Board, the Zoning Board of Adjustment and the Environmental Commission, and work with the members of the boards.
- d. Interface with consulting planners and engineers employed by the Township Committee, the Planning Board and the Zoning Board of Adjustment.
- e. Act as the Municipal Housing Liaison in accordance with the provisions of N.J.A.C. 5:95-16.1, et seq., for the purpose of administering the Township's Affordable Housing Program.
- f. Be the "Administrative Officer" (as defined in Section 111 of the Township Land Use Ordinance) charged with reviewing development applications and requests for administrative waivers and determining whether they are complete in accordance with the provisions of N.J.S.A. 40:55D-10.3.
- g. Serve as a member of the Technical Review Committee, pursuant to Section 162.9 of the Township Land Use Ordinance.
- h. Serve as the "board secretary" as that term is defined in section 111 of the Township Land Use Ordinance, for the sole purpose of signing off on subdivision and site plans.
- i. Serve as recording secretary to both the Planning Board and the Zoning Board of Adjustment; attend all regular and special meetings of the boards and draft minutes for every meeting.
- j. Perform such other duties as may be requested by the Township Committee."

Section 2. Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

Section 3. In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

Section 4. This ordinance shall take effect immediately upon final passage and publication as required by law.

NOTICE

The foregoing ordinance having been introduced and passed on first reading by the Township Committee of the Township of Long Hill, in the County of Morris on Wednesday, October 25, 2017, will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, November 29th, 2017 at the Municipal Building, 915 Valley Road, Gillette, New Jersey, when and where or at such time and place to which said meeting may be adjourned, all persons interested will be given an opportunity to be heard concerning said ordinance.

Deborah Brooks, RMC, CMR, Clerk

First Reading and Introduction: 10/25/2017

1st Publication: 11/02/2017

Second Reading and Adoption: November 29, 2017

2nd Publication: December 7, 2017