

**TOWNSHIP OF LONG HILL  
ORDINANCE #369-15**

**AN ORDINANCE CHANGING ALL REFERENCES FROM “PLANNING AND  
ZONING ADMINISTRATOR” TO “PLANNING AND ZONING COORDINATOR”  
IN THE TOWNSHIP LAND USE ORDINANCE**

*STATEMENT OF PURPOSE: To amend the Land Use Ordinance to reflect the fact that the Township Planning & Zoning Administrator has been replaced by a Planning & Zoning Coordinator.*

**WHEREAS**, Dawn Wolfe served in various capacities in the Township Planning, Zoning and Engineering Department for over 30 years before retiring effective August 1, 2015;

**WHEREAS**, for the last 19 years, after she earned her certification in Planning and Zoning Administration from the New Jersey Association of Planning and Zoning Administrators Dawn Wolfe designated as the Township Planning and Zoning Administrator; and

**WHEREAS**, Dawn Wolfe has been replaced by Cyndi Kiefer, who has been given the title Planning and Zoning Coordinator since she has not yet obtained her certification in Planning and Zoning Administration; and

**WHEREAS**, there are references to the “Planning and Zoning Administrator” in various sections of the Township Land Use Ordinance; and

**WHEREAS**, those sections should be amended to reflect Cyndi Kiefer’s title;

**NOW THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey, that the Township Land Use Ordinance (1996) (as supplement and amended) is further amended as follows:

**Section 1.** Sections 111 entitled “General Terms”, 161 entitled “Jurisdiction and Responsibility”, 163 entitled “Submission of Variance and Site Plan Waiver Applications Not

Requiring Site Plan or Subdivision Approval” and 167 entitled “Land Use Application Checklist” are amended as indicated below:<sup>1</sup>

## SECTION 110 DEFINITIONS

### 111 GENERAL TERMS

For the purposes of this Ordinance, certain words and terms are defined as follows: unless the context clearly indicates the contrary, words used in the present tense include the future; the singular number includes the plural, and the plural, the singular; the word "shall" is mandatory and not discretionary, and the word "may" is permissive; the word "lot" includes the words "plot" and "premises" and "property;" and the words "use" and "uses" refer to any purpose for which a lot or land or part thereof or building or structure or part thereof is arranged, erected, designed, constructed or reconstructed, enlarged, altered, converted, maintained, occupied, rented, leased or intended to be used. Whenever a term is used in this Ordinance which is defined in the Municipal Land Use Law, N.J.S.A. 40:55D-1, et seq., such term is intended to have the meaning as defined in the Law. Any word or term not defined herein shall be used with a meaning as defined in Webster's Third New International Dictionary of the English Language, unabridged, or latest edition thereof.

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*Administrative Officer* —

1. The Township Planning and Zoning ~~Administrator~~ Coordinator shall be the Administrative Officer 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.
2. The Administrative Officer may consult with the Township Technical Review Committee in determining complete applications.
3. The Township Zoning Enforcement Officer shall be the Administrative Official for all other purposes.

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*Secretary* — the Planning Board Secretary, Zoning Board of Adjustment Secretary and/or the Planning and Zoning ~~Administrator~~ Coordinator of the Township of Long Hill.

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<sup>1</sup> Deletions are shown by ~~strike through~~; additions are shown underlining.

## SECTION 160 SITE PLAN AND SUBDIVISION REVIEW

### 161 JURISDICTION AND RESPONSIBILITY

- 161.1 The Planning Board and Zoning Board of Adjustment have the powers specified in Section 170 of this Ordinance to review all site plan, subdivision and related applications in the Township.
- 161.2 There shall be a Site Plan Waiver Subcommittee (SPWS) which shall consist of two (2) Planning Board regular or alternate members (and a third Planning Board member or alternate as an alternate member of the SPWS) as voting members. The Planning and Zoning ~~Administrator~~ Coordinator, or her designee, and the Construction Official or his designee, shall serve as non-voting members of the SPWS in an advisory capacity, as needed. The SPWS shall review all site plan waiver applications for a change in use or occupancy using the following criteria:
- a. Upon receipt of a complete application (see Administrative Site Plan Waiver Checklist set forth in subsection 163.4 below) and the required application fee (see subsection 181.1b below), the Planning and Zoning ~~Administrator~~ Coordinator will research the application and provide any applicable Planning Board or Board of Adjustment history of the subject property to the SPWS. Copies of the application will then be distributed to the members of the SPWS who will arrange for a site visit utilizing an established criteria checklist adopted by the Planning Board by resolution.
  - b. After the site visit is conducted, the Planning and Zoning ~~Administrator~~ Coordinator will be notified to schedule a meeting of the SPWS (within two (2) weeks of submission of the complete application and application fee, if feasible). All SPWS meetings will be held in the daytime or at such other time more convenient for the SPWS members. The SPWS may request a meeting with the applicant and/or property owner.
  - c. After it completes its review, the SPWS will render a written decision to either grant an administrative site plan waiver or refer the application to the full Planning Board. An administrative site plan waiver shall be granted by the SPWS if it finds that existing and proposed site improvements meet or will exceed the development design standards specified in Section 150 of the Township Land Use Ordinance. If an administrative waiver is granted by the SPWS, a written "findings of fact" will be generated by the Planning and Zoning ~~Administrator~~ Coordinator describing the nature of the use, hours of operation, number of employees, proposed parking, lighting, landscaping and other site improvements, and all other applicable conditions of the administrative site plan waiver, with a deadline for completion set forth. A performance guarantee in accordance with the provisions of N.J.S.A. 40:55D-53 may be required when deemed necessary by the Planning and Zoning ~~Administrator~~ Coordinator in consultation with the Township Engineer. The administrative waiver granted by the SPWS

shall not be effective until it is signed by the applicant and, when appropriate, by the property owner as well. Copies of the signed findings of fact shall be distributed to the Planning Board file, Construction Official, Zoning Enforcement Officer and the applicant.

- d. The Planning and Zoning ~~Administrator~~ Coordinator shall monitor the applicant's compliance with the terms and conditions of the findings of fact. If the applicant does not comply with the terms and conditions of the findings of fact within the time limits set forth in the SPWS's written decision, the matter will be referred to the Zoning Officer for enforcement.
- e. A written monthly report of actions taken by the SPWS will be prepared by the Planning and Zoning ~~Administrator~~ Coordinator and circulated among the members of the Planning Board.  
(Ord. No. 149-04 § 1; Ord. No. 195-06 § 1; Ord. No. 241-09 § 1)

## **163 SUBMISSION OF VARIANCE AND SITE PLAN WAIVER APPLICATIONS NOT REQUIRING SITE PLAN OR SUBDIVISION APPROVAL**

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### **163.4 Submission Requirements (Checklist) for Administrative Site Plan Waivers**

Every applicant for an administrative site plan waiver shall submit seven (7) copies of the following checklist and all supporting documentation to the Planning and Zoning ~~Administrator~~ Coordinator:

## **167 LAND USE APPLICATION CHECKLIST**

The Land Use Application Checklist is hereby adopted by the Township as Section 167, Exhibit A.  
(Ord. No. 300-12 § 1)

### **LAND USE APPLICATION CHECKLIST TOWNSHIP OF LONG HILL Section 167, Exhibit A**

#### **#54 Item Description**

Upon the completion of the installation of all utilities, the applicant shall provide the Township with four (4) copies of "as built" plans distributed to: Planning and Zoning ~~Administrator~~ Coordinator, Township Engineer, Construction Official and Zoning Officer.

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**Section 2.** All other references in the Land Use Ordinance to “Planning and Zoning Administrator” not specifically described in section 1 above are also changed to “Planning and Zoning Coordinator.”

**Section 3.** 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 4.** 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 5.** 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 28, 2015 will be considered for final passage and adoption at a public hearing held at a meeting beginning at 7:30 p.m. on Wednesday, December 9, 2015 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.

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Cathy Reece, RMC, CMR  
Township Clerk

*1<sup>st</sup> Reading and Introduction: October 28, 2015*

*1<sup>st</sup> Publication: November 5, 2015*

*Referral to Planning Board: October 29, 2015*

*Notice to County Planning Board Prior to Adoption: October 30, 2015*

*2<sup>nd</sup> Reading and Adoption:*

*2<sup>nd</sup> Publication:*

*Filing with County Planning Board:*