



BOROUGH OF SHREWSBURY

New Jersey

PLANNING BOARD

PO BOX 7420
419 SYCAMORE AVE.
SHREWSBURY, NJ 07702
PHONE 732-741-4200
FAX 732-741-6549

Proposed Modifications to Planning Board Meeting Policy

The following policy is being proposed as a mechanism to improve the efficiency of the Shrewsbury Planning Board in reviewing applications before the board.

1. The Board will hold one regular public meeting per month on the third Wednesday, except for the November meeting, which will be held on the first Thursday. An optional special meeting will be held on the first or second Thursday of the month.
2. No application will be placed on the board's agenda, unless the plans are on file a minimum of ten (10) calendar days prior to the meeting.
3. The board will review the applications in the order in which they are filed and deemed complete, the oldest being heard first. However, if an applicant is due for a decision and the applicant does not extend the time then that application will be heard.
4. In addition to the regular meetings, the board, at the request of an applicant, may hold special meetings for Major/Minor Site Plan and Subdivision applications pending before the board. Escrow Fees to be paid in conjunction with Site Plan Committee and Special meetings:

Special meeting: A check payable to the Borough of Shrewsbury in the amount of \$1,725.00, to be posted 10 days prior to meeting to cover the cost of professionals.
5. If an applicant requests and is given a special meeting, the application will not be heard at the regular meeting in the same month unless agreed to by the board.

WRB: 4/16/197 revised/adopted 5/1/97

PB meeting 1/8/98 revised

PB meeting 3/18/98 revised

PB meeting 1/20/99 revised

PB meeting 3/15/00 revised



BOROUGH OF SHREWSBURY

New Jersey

PLANNING BOARD

PO BOX 7420
419 SYCAMORE AVE.
SHREWSBURY, NJ 07702
PHONE 732-741-4200
FAX 732-741-6549

POLICY REVIEW OF ALL APPLICATIONS - PLANNING BOARD

To comply with the provisions of the Municipal Land Use law, the Shrewsbury Borough Council adopted an ordinance amending the administration and powers of the Planning Board.

Therefore, in compliance with Article 6, Section b of the Land Use Law, the Planning Board adopts the following rules to govern the hearings of all applications for development, or adoptions, revision or amendment of the Master Plan of the Borough:

1. Regular meetings will be held on the third Wednesday of each month at 7:30 p.m. in the Borough Hall and shall be open to the public except as otherwise noted.
2. Special meetings may be called by the Chairman or on request of any two members and shall be open to the public. Special meetings shall be held on the 1st Thursday of the month with an alternate day being the 2nd Thursday of the month. Fee of \$1,725.00 10 days prior to meeting.
3. No action shall be taken at any meeting without a quorum being present. All actions shall be taken by a majority vote except as otherwise provided in Article 5 of the Land Use Law. Board members absent for one or more meetings can vote on matters heard during their absence only after they have certified in writing that they have read a transcript or listened to a recording of the meeting at which the matter was heard.
4. The Board will consider each application for completeness purposes only on the first date said application is scheduled for action. No public notice of this meeting shall be published or served. The notices required in items 5 through 10 of the Board's Application Instructions shall not be served/published by the applicant until a public hearing date is scheduled by the Board.
5. As all proceedings of every regular or special meeting will be recorded verbatim, the Chairman will hear only one person, duly recognized, at one time.

6. Minutes of every regular or special meeting shall be kept and shall include the names of persons appearing and addressing the Planning Board, the actions taken by the Board, findings, if any, and reasons therefore. These minutes shall be available for public inspection during regular business hours in the Land Use office.
7. Procedure to be followed in the administration of oaths and the taking of testimony shall be in accordance with 40: 55D-10.
8. All provisions of the Borough Zoning Ordinance, Subdivision Ordinance and Shade Tree Ordinance for submission and processing of applications for development, including the standards for preliminary and final approval, not inconsistent with the provisions of the Land Use Law shall apply to all applications for approval.
9. To comply with 40:55D-1Ob, one set of the required number of copies of applications, maps and documents for which approval is sought shall be on file and available for public inspection at least 10 days before the date of the hearing during regular business hours in the Borough Clerk's office.
10. Upon receipt and acceptance by the Planning Board of an application for review and approval, the Planning Board Clerk shall distribute copies of the application, maps and documents to:

Members of the Planning Board (11)	Board of Health
Borough Clerk	Fire Marshal (Marra)
Borough Engineer	Police Department
Shade Tree Commission (1)	First Aid Squad
Environmental Commission (1)	Tax Assessor –
	(2 Subdivisions)

Statements from the reviewing agencies granting or denying approval and any reports of the actions taken, findings, if any, and reasons therefore, must be submitted in time to be considered at the meeting designated for the public hearing of the application. Failure of a municipal reviewing agency to act within the period prescribed (30 days) shall result in the Board proceeding with application without that agency's report

11. It shall be the responsibility of the applicant to submit required applications for approval to the New Jersey Department of Environmental Protection, New Jersey State Highway Department, Freehold Soil Conservation District, Monmouth County Planning Board, TRWRA (Sewer Authority).
12. The Planning Board shall grant or deny approval within the period prescribed in the Municipal Land Use Law. Failure of the Board to act within the period prescribed shall constitute final approval unless waived by the applicant.
13. Conditional approvals shall be granted as prescribed in 40:55D-22.

14. A copy of the decision shall be mailed by the Planning Board Clerk within 10 days of the date of decision to the applicant, or if represented then to his/her attorney. A copy of the decision shall also be filed in the Borough Clerk's office and be available for public inspection in the Borough Clerk's office during regular business hours and that a copy of that decision be mailed to the Construction Code Official & Zoning Official.
15. A brief notice shall be published in an official newspaper of the Borough as provided by ordinance.
16. The rules governing the hearings of all applications for development or adoptions, revision or amendment of the Master Plan of the Borough as moved and adopted by a majority vote of the Planning Board in 2014 shall be posted on the Municipal Bulletin Board in the Borough Hall shall be available for public inspection during regular business hours in the Borough Clerk's office.
17. The applicant shall submit 2 originals (reproducible) and 6 copies for each approved Site Plan and each approved Subdivision containing all revisions within 45 days of adoption of the Final Resolution.

DISTRIBUTED TO THE FOLLOWING:

- | | |
|-------------------------------|-------------------------------|
| a. Planning Board files | - copy |
| b. Borough Engineer | - copy & mylar (reproducible) |
| c. Construction Code Official | - copy |
| d. Borough Clerk's Office | - mylar (reproducible) |
| e. Environmental Commission | - copy |

Revised: 8/22/16 #3