

RARITAN TOWNSHIP PLANNING BOARD

PB RESOLUTION NO. 02-2026

BY-LAWS OF THE PLANNING BOARD OF RARITAN TOWNSHIP

ARTICLE I

N.J.S.A. 40:55d-1 et seq.

The objectives and purposes of the Planning Board of Raritan Township, of Hunterdon County, are those set forth in N.J.S.A. 40:55D-1 and those powers and duties delegated to the Planning Board by Township Committee by ordinance of February 12, 1979 in accordance with the above-mentioned enabling law. N.J.S.A. 40:55D)

ARTICLE II

Appointment of Members

Section I-Composition of the Board

The composition of the Planning Board shall be as set forth in the Raritan Township Development Ordinance and the members of Class II shall hold no other municipal office, except one maybe a member of the Board of Adjustment, one may be a member of the Board of Education and may be a member of the Environmental Commission.

SECTION II

All members of the Planning Board shall serve without compensation.

ARTICLE III

Officers and Their Duties

Section 1. The officers of the Planning Board shall consist of a Chairperson, Vice-Chairperson, and Secretary.

Section 2. The Chairperson shall preside at all meetings and hearings of the Planning Board and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The Chairperson shall be one of the citizen members of the Board. He/She shall have the privilege of discussing all matters before the Board and to vote thereon.

Section 4. The Vice-Chairperson shall act for the Chairperson in their absence. He/She shall be a citizen member of the Board.

Section 5. The Secretary shall keep the minutes and records of the Board, prepare the agenda of regular and special meetings with the Township Planner, provide notice of hearings, attend to correspondence of the Board and such other duties as are normally carried out by a Secretary. The Secretary need not be a member of the Board.

ARTICLE IV

Election of Officers

Section 1. Nomination of officers shall be made from the floor at the annual organization meeting which shall be held on January 14, 2026, and the elections shall follow immediately thereafter.

Section 2. A candidate receiving a majority vote of the entire membership of the Planning Board shall be declared elected and shall serve for one year or until his successor shall take office.

Section 3. Vacancies in offices shall be filled immediately by Regular election procedure.

ARTICLE V

Meetings

Section 1. Regular meetings shall be held on the 2nd and 4th Wednesday of each month at 7:00 p.m. at the New Township Municipal Building located at One Municipal Drive, Flemington, New Jersey.

- a. Meetings may run from 7:00 p.m. to 10:00 p.m. By two-thirds vote, the Board may elect to continue the meeting beyond 10:00 p.m., rather than adjourn, if it is in the best interest of the Board, or, the meeting may be adjourned. In such case, any unfinished items on the agenda shall be carried over to an adjourned meeting date, or to the agenda of the next regular meeting, or hearing may be continued at another date.
- b. All meetings at which official action is taken shall be open to the General public.
- c. Attendance- Any member of the Board who is unexcusedly absent from three consecutive regularly scheduled meetings of the Board shall be given notice by the Secretary of the Board that the absent member has missed the last three regularly scheduled meetings. The Secretary shall notify the Township Committee that the absent member has been absent from three consecutive regularly scheduled meetings, thereby creating a vacancy of the absent member's appointment and requesting the Township Committee to make another appointment to fill the vacant office.

Section 2. Special meetings may be called by the Chairperson. It shall be the duty of the Chairperson to call such a meeting when requested to do so in writing by a majority of the members of the Board. The notice of such a meeting shall specify the purposes of such a meeting

and no other business may be acted upon.

Section 3. On-Site inspection may be made by members on lots for which subdivision applications or other applications have been received. On-Site inspections may be called by the Chairman or on request of a majority of the members of the Board. The Secretary shall notify each member of the Board on the time, day and meeting place.

ARTICLE VI

Order of Business

The order of business at regular meetings shall be:

1. Call to Order
 - a. Roll Call
2. Comments and Reports.
3. Correspondence, Discussions & Recommendations
4. Adoption of Meeting Minutes
5. Adoption of Resolutions
6. Citizens Privilege
7. Public Hearings (Applications)
8. Schedule of future meetings
9. Adjournment

ARTICLE VII

Committees

Section 1. Standing Committees - The following standing committees may be appointed by the Chairman.

- a. On-Site Committee
- b. Technical Review Committee (TRC)
- c. Recreation Committee
- d. Other Committees shall be appointed by Chairman, as needed.

Section 2. Committees shall be appointed by the Chairperson for one year and shall consist of at least three members and hold membership for one year. Vacancies shall be filled immediately by the Chairman of the Board.

ARTICLE VIII

Employees

Section 1. The Board may employ a Secretary/Clerk to perform such duties as may be necessary for the functioning of the Planning Board.

Section 2. The Board may employ such staff and/or experts as it sees fit to aid the Board in its work. Appointments shall be made by a majority vote of the entire Board membership.

ARTICLE IX

Hearings

Section 1. In addition to those required by law, the Board may, at its discretion, hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of such hearings shall be made pursuant to Township Ordinance.

Section 3. The case before the Board shall be presented in summary by the Township Planner, or a designated member of the Board, and parties in interest shall have privilege of the floor. No record of statement shall be recorded or sworn to as evidence for any Court of Law without notice to the parties.

Section 4. A record shall be kept of those speaking before the Board.

Section 5. At its expense, the Applicant shall be responsible to provide a certified shorthand reporter to produce a transcript of the hearing, and a copy shall be provided to the Board Secretary.

ARTICLE X

Agendas

Section 1. An application shall be placed upon the Planning Board agenda if received and completed at least 10 days prior to the Planning Board meeting. The Administrative Officer may place an item on the agenda at his discretion, as directed by the Chairperson.

Section 2. An informal discussion shall be scheduled for discussion on an agenda if a request in writing is received at least 10 days prior to the Planning Board meeting. Informal discussions shall be limited to no more than 10 minutes.

ARTICLE XI

Quorum

A majority of the membership of the Board (4) shall constitute a quorum.

ARTICLE XII

Amendments

These by-laws may be amended at a regular meeting by a two-thirds vote of the entire membership of the Board.

ARTICLE XIII

The Board adopts for 2026 the "Raritan Township Planning Board ("Board") 2026 Rules and Regulations" for governance of its official business as on file with the Board Secretary.

ATTEST:



CHAIRPERSON



SECRETARY

DATED ADOPTED: January 14, 2026

**RARITAN TOWNSHIP PLANNING BOARD (“BOARD”)
2026 RULES AND REGULATIONS**

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PART I. ORGANIZATION AND ADMINISTRATION.

Rule 1:1. Membership; Attendance; Office; Annual Organization; Elections; Appointments.

1:1-1. Membership. The Planning Board ("Board") consists of seven (7) regular members and two (2) alternate members, all of whom are appointed by the Township governing body. Alternate members may participate in discussions of proceedings but may not vote on a matter except in the absence or disqualification of a regular member. In the event that a choice must be made as to which alternate member shall vote, Alternate No. 1 shall vote.

1:1-2. Attendance. If a member or alternate fails to attend or attends but leaves prior to the conclusion of a Board meeting, the member or alternate can ask the Board to excuse the absence at that meeting or at a subsequent meeting. The Board shall excuse the member or alternate if a majority of the authorized membership (a minimum of four (4) votes) determines that the absence was caused by legitimate illness, disqualification, or should otherwise be excused. If a member or alternate fails to attend or participate in four (4) consecutive regular meetings without being excused by the Board as set forth above, the secretary shall notify the governing body of that fact. This rule is based on N.J.S.A. 40A:9-12.1(g).

1:1-3. Office. The office of the Board shall be located at One Municipal Drive, Raritan Township, New Jersey 08822. All records of the Board shall be kept at this location and shall be available for public inspection at this location between the hours of 9:00 am and 4:00 pm, Monday through Friday, except for legal holidays.

1:1-4. Organization Meeting. In December of each year, the Board shall select a date in January of the next year on which to convene a meeting for the purpose of organizing the affairs of the Board for the calendar year. If the Board should fail to select such a January date in December, the organizational meeting shall take place on the second Wednesday of January. The organizational meeting shall be conducted in the presence of the Board Attorney who was appointed for and who served through the preceding calendar year, and who shall serve pro tem until reappointment or replacement.

1:1-5. Election of Officers. At the organization meeting, the Board shall elect from its members a Chair and Vice-Chair. The Board shall also elect a Secretary from among its members, except that if a Raritan Township employee is available to serve as Secretary, such person may so serve. The secretary shall be compensated upon agreement and in accordance with the ordinances and/or determinations of the Board and the Governing Body of Raritan Township. All officers shall serve from the date of appointment for one (1) year thereafter or until a successor is appointed.

1:1-6. Board Attorney. The Board shall annually appoint or reappoint an attorney-at-law of the State of New Jersey having recognized competence in the law of land use and zoning to be the Board's legal advisor and representative. The Board Attorney shall prosecute and defend litigation and appeals on behalf of the Board. The Board Attorney shall be compensated pursuant to agreement. The Board may also appoint or reappoint an attorney-at-law of the State of New Jersey having recognized competence in the law of land use and zoning to be the Board's conflict counsel for the purpose of serving as the Board's legal advisor and representative when the Board's attorney has a conflict of schedule or a conflict or an appearance of conflict of interest. The Board attorney and Board conflict counsel shall serve from the date of appointment for one (1) year thereafter or until successor(s) are appointed.

1:1-7. Board Engineering Expert(s). The Board shall appoint or reappoint licensed professional engineer(s) in the State of New Jersey who shall review and report on the applications and

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other matters pending before the Board at the direction of the Board, who shall attend the meetings of the Board and committees of the Board unless otherwise instructed, and who shall participate during hearings on applications as the Board's engineering expert(s). The Board engineering expert shall serve from the date of appointment for one (1) year thereafter or until a successor is appointed.

1:1-8. Planner(s). The Board shall appoint or engage licensed professional planner(s) in the State of New Jersey who shall review and report on the applications and other matters pending before the Board at the direction of the Board, who shall attend the meetings of the Board and committees of the Board unless otherwise instructed, and who shall participate during hearings on applications as the Board's planning expert(s). The Board Planning expert shall serve from the date of appointment for one (1) year thereafter or until a successor is appointed.

1:1-9. Other Assistance. The Board may also appoint such other officers and/or assistants and engage such additional experts or staff as it may be necessary either for the year or from time to time as needed, including a landscape architectural expert and traffic engineering expert.

Rule 1:2. Officers and Duties.

1:2-1. Chair. The Chair shall preside at all meetings and hearings of the Board, decide all points of order and matters of procedure governing said meetings or hearings, decide issues of expert qualifications and admission of evidence, appoint committees, provide for the oath to be administered to all witnesses in cases before the Board, provide for the issuance of subpoenas to compel the attendance of witnesses and the production of evidence, and shall perform all the duties normally pertaining to his or her office, as required by law, ordinance, these rules or prevailing parliamentary practice. Unless overruled by a majority vote of members, the Chair's decisions on the aforementioned issues shall be deemed the decision of the Board as a whole.

1:2-2. Vice-Chair. The Vice-Chair shall preside at all Board meetings and hearings in the absence or upon the disqualification of the Chair, and shall have all of the powers of the Chair under such circumstances.

1:2-3. Secretary. The Secretary shall generally perform the secretarial work of the Board during Board meetings including, but not limited to, the following:

- (a) attend all meetings of the Board;
- (b) prepare and distribute meeting minutes of all portions of all board meetings;
- (c) provide for the verbatim recording of all public portions of Board meetings by audio taping means;
- (d) take or direct the taking of roll call votes, and insure the recordation of affirmative and negative votes as well as abstentions;
- (e) sign true copies of all resolutions adopted by the Board and all site plans and subdivision plats approved by the Board once all conditions of approval have been satisfied.

The Board Secretary shall generally perform the secretarial work of the Board office hours at the municipal building including, but not limited to, the following:

- (a) conduct all official correspondence;
- (b) compile all required records, keep and maintain all necessary files and indexes with respect to the operation of the Board;
- (c) cause all notices of meetings required to be given pursuant to the Open Public Meetings Act, the Municipal Land Use Law or any other applicable law or ordinance to be given and published;
- (d) prepare and distribute agendas for all meetings; distributing applications and related materials to Board members before meetings;

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- (e) take and have custody of all records, documents, maps, plans and evidence, and provide for the care and custody of items for which no other provision is made by statute or these rules;
- (f) file the minutes in a book, and file signed copies of all resolutions in a book; and
- (g) serve as assistant secretary of the Board for the purpose of performing the functions of the Board Secretary in the event of the absence or unavailability of the Board secretary.

Rule 1:3. Meetings.

1.3-1. Regular Meetings. Meetings of the Board shall be held at the Municipal Building at 7:00 p.m. on the second and fourth Wednesdays of each month unless the Board determines at its organizational meeting held in January to meet on some other day(s) and/or dates(s). If the regular meeting falls on a legal holiday, such meeting shall be held on the next succeeding secular day or such other day as the Board may select. Whenever there are no matters to be considered at any regular meeting other than the organization meeting, the Chair may dispense with such meeting by directing the Secretary to provide notice of cancellation to each member of the Board by reasonable means and as soon as possible in advance of the time set for such meeting and by giving notice in accordance with the Open Public Meetings Act or otherwise posting the cancellation for the convenience and interests of the public.

1.3-2. Special Meetings. Special meetings may be called by the Chair at any time or upon the written request of two (2) or more members of the Board, provided that notice thereof be mailed or given to each member of the Board and to the public as required or allowed by law. An applicant may request but shall not be entitled to a special meeting. Special meetings at the request of an applicant may be scheduled at the pleasure of the Board provided the public interest is fairly and reasonably served. The Board shall attempt but shall not be required to schedule special meetings for the third Wednesday of each month unless the Board determines at its organizational meeting held in January to meet on some other day(s) and/or date(s).

1.3-3. Quorum. At all meetings of the Board, a quorum to conduct any business of the Board shall consist of four (4) members. In the absence of a quorum, the members present may convene a meeting only for the purpose of adjourning the same to another date. No hearing may proceed without a quorum of the Board for that particular hearing. In the event that the Chair becomes aware that the Board will be unable to provide a quorum for a particular meeting, the Chair may dispense with such meeting by directing the secretary to provide notice of cancellation to each member of the Board by reasonable means and as soon as possible in advance of the time set for such meeting and by giving notice in accordance with the Open Public Meetings Act or otherwise posting the cancellation for the convenience and interest of the public.

1.3-4. Open Meetings. Except as otherwise provided in these rules and regulations, the meetings of the Board shall be open to the public at all times. Nothing herein shall be construed to limit the discretion of the Board to permit, prohibit or regulate the active participation of the public at any meeting. The Board may exclude the public only from those portions of a meeting at which the Board discusses matters within the exclusions provided under N.J.S.A. 10:4-12b and/or N.J.S.A. 40:55D-9b.

1.3-5. Order of Business / Meeting Agenda. Subject to the discretion of the Chair to the contrary, the order of business / meeting agenda for all meetings of the Board shall be as follows:

- (a) call to order;
- (b) statement of compliance with the Open Public Meetings Act;
- (c) roll call;
- (d) comments;
- (e) announcements;
- (f) distribution and correspondence;
- (g) approval of minutes of previous meetings;
- (h) adoption of resolutions;
- (i) applications (continued hearings and new hearings);
- (j) other discussion; and

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(k) Adjournment.

1:3-6. Time Limitations. The Board shall be under no obligation to consider any old and/or new business after 10:00 p.m. This rule may be waived, however, by a majority vote of the Board members then present and qualified.

1:3-7. Parliamentary Procedure. Robert's Rules of Order, latest edition, shall be followed whenever a particular procedure or practice is not contemplated by these rules.

PART II. PROCEDURES.

Rule 2:1. Applications and Hearings.

2:1-1. Application to the Planning Board. An application for a sit plans and subdivision approval, variance, or for any other relief shall be commenced by the applicant submitting the requisite number of copies of an application with the Secretary of the Board together with the fee required by ordinance and all other documents and/or items required by the requisite checklist established by ordinance. Upon receipt of the application, the Clerk of the Board shall assign it a case number. Simultaneous with the applicant submitting the application and all other required documents and/or items to the Secretary of the Board, the applicant shall submit one (1) copy of the application and all other required documents and/or items directly to the Board attorney and any and all outside Board experts (by way of example but not Limitation, the Board landscape architectural expert and the Board traffic engineering expert, but not the "in-house" Board engineering or planning experts who are Township employees).

2:1-2. Scheduling; Transmittals. Upon a determination of completeness in accordance with the applicable ordinance(s) and the MLUL, the application shall be assigned a hearing date and the Board Secretary shall forward copies of all application materials and documents to the Board attorney, the Board engineering expert, the Board planning expert and any other Board expert(s) whose input should be sought. Applications shall be scheduled for hearing in the order in which they are declared complete except that an application may be advanced so as to comply with statutory and ordinance limitations of time but shall otherwise be at the discretion of the Board or its designee(s).

2:1-3. Filing of Maps and Documents. At least twenty-one (21) days prior to the date scheduled for the hearing, the applicant shall file with the Board Secretary, as well as directly with the Board attorney and any and all outside Board experts (by way of example but not limitation, the Board landscape architectural expert and the Board traffic engineering expert but not the "in-house" Board engineering or planning experts who are Township employees) the maps, plans, plats and/or documents for which approval is sought and/or which the Board required to be filed. Applicants should take note that N.J.S.A. 40:55D-10b provides a ten (10) day minimum filing period but not a maximum filing period. The Board has required a twenty-one (21) day filing period in order for its experts and staff to have sufficient time to prepare reports so that they can be filed prior to the date for the hearing, rather than on the date of the hearing. This twenty-one (21) day time requirement shall apply to the initial hearing session as well as all subsequent hearing sessions.

2:1-4. Notice of Hearing. Prior to a hearing commencing on an application, the applicant must have given notice of the hearing at least ten (10) days prior to the date set for the hearing in accordance with all requirements of the MLUL and case law and must file with the Board an affidavit of proof of service of the notice together with stamped certified proof of mailings (if service was by mail) and an affidavit of publication of notice in the newspaper. As to the requirement in N.J.S.A. 40:55D-12 that notice of a hearing be given to the owners of all real property as shown on the current tax duplicates, the applicant must send notice to all property owners on a list prepared by the Township Tax Assessor which is no more than four (4) months old at the time of service of the notices.

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Rule 2:2. Hearing Procedure.

2:2-1. Appearance. Individuals may either appear on their own behalf before the Board at the time of the hearing or be represented by an attorney authorized to practice law in New Jersey. Pursuant to New Jersey Court Rule 1:21.1(c), no business entity (whether a corporation, limited liability company, partnership or any other form), with the sole exception being a sole proprietorship, shall appear before the Board at the time of the hearing except through an attorney authorized to practice law in New Jersey.

2:2-2. Testimony under Oath. All persons giving testimony at a hearing shall be duly sworn by the Chair or his or her designee.

2:2-3. Order of Presentation. Each application shall be considered in accordance with the following order of presentation unless a good reason exists otherwise:

- (a) The applicant or, if the applicant is represented by an attorney, the attorney shall enter an appearance on the record. If counsel represents the applicant, the attorney shall enter his or her appearance, identifying the name and location of his or her firm, identifying the client who is represented.
- (b) All of the applicant's witnesses shall then be sworn, as well as any Board experts who have filed reports concerning the application and/or who may provide input on the application to the Board. The Board may swear in its experts at the Board's reorganization meeting and the experts shall remain under oath for the calendar year.
- (c) The applicant or, if the applicant is represented by an attorney, the applicant's attorney shall then proceed to make opening remarks, present testimony and any other evidence, documentary or otherwise, upon which the applicant intends to rely in order to establish a basis for the relief sought.
- (d) At the commencement of a witness' testimony and/or at the introduction of other evidence, the Chair shall rule on qualifications and admissibility and at the conclusion of a witness' testimony, the Chair shall allow Board members, Board experts, objectors and/or interested parties to ask questions of such witness, and may permit reasonable cross-examination by counsel representing an objector or interested party. An attorney representing a group of objectors or interested parties shall submit to the Board a written list of persons represented by such attorney and shall submit a copy of the same to the applicant or the attorney for the applicant. Such persons shall participate in the proceedings only through their attorney.
- (e) Upon the conclusion of the presentation of the application, any objector(s) wishing to present a case in objection to the relief sought may do so in such order as may be recognized by the Chair. The objector(s) may call any witnesses for testimony and introduce any documentary or other evidence subject to the same restrictions as apply to the witnesses and evidence submitted by the applicant. The Chair shall first recognize presentations of counsel for objectors and those presentations involving expert testimony in the order that the Chair shall determine upon the exercise of reasonable discretion. Such presentations shall be subject generally to the procedure set forth in the above subparagraphs, affording the attorney for the applicant, an applicant, pro se and any experts for the applicant a reasonable opportunity for cross-examination and commentary.
- (f) The Board shall thereafter recognize public commentary by interested parties appearing pro se, provided that those giving commentary shall be sworn, and each such interested party shall be subject to cross-examination. All rebuttal testimony and/or evidence shall be considered in such order as the Chair shall designate. Only relevant objections shall be considered by the Board. The Board shall not consider unreasonable, repetitive or disorderly objections. The Board shall have the power to limit objections to those expressed by interested parties as the term is defined in the Municipal Land Use Law and construed by the courts of this State.
- (g) Any member of the Board may place facts before the Board as to any relevant matter of which he or she has personal or official knowledge for the purpose of amplifying the record, including facts ascertained from a viewing of the premises in question subject to these rules.
- (h) The Board shall have the right to rely upon the expertise of its attorney as well as the expertise of its engineering and planning experts and any and all other Board experts that

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have reviewed the application, filed a report, and/or testified at the hearing. The Board may also call, as witnesses, other municipal officials such as police officers, municipal engineers, the tax assessor, municipal employees managing municipal utilities, etc., to testify as to particular facts pertinent to the application. The Board shall also have the power to acquire additional evidence consistent with these rules.

2:2-4. Reports from Officers, Board or Agencies. The Board may refer an application to another person or agency for a report provided that such reference shall not extend the time within which the Board must act. Such reports from other persons or agencies shall be made available to the applicant and to other interested parties for examination and refutation. The applicant and interested parties shall have the right to subpoena the officer making the report for purposes of cross-examination as to its contents and the basis for conclusions. The Board shall either obtain such reports prior to the hearing, giving all interested parties the right to examine the same, or the hearing may be adjourned to a specific time and place for the purpose of receiving the reports and recommendations of public officials or agencies involved.

2:2-5. Continuances. All cases may be continued to another date certain, which shall be the next regularly scheduled Board meeting unless otherwise determined by the Board. The Chair shall announce to all those present the date, time and place to which the hearing on the matter is continued. No further notice need be given by the applicant in that event. However, if the matter is continued to a special meeting, notice required under the Open Public Meetings Act shall be given. The Board reserves the right to continue a hearing on its own motion for purposes of further consideration, subject to limitations of time as provided in the Township ordinances and the Municipal Land Use Law. The Board may also grant reasonable requests of interested parties to continue a matter in order to afford such parties sufficient time to prepare, engage counsel, obtain witnesses or for other good cause. However, the Board shall do so only to the extent that the applicant's interests are not unduly compromised or prejudiced with respect to the applicant's protected interests pursuant to prevailing law. Where adjournment for a continuance would extend the statutory period within which the Board is required to act, the consent of the applicant shall be evidenced in writing or shall be made on the record.

2:2-6. Refusal to Consent to Continuance. Where an applicant refuses to consent to a continuance so that objectors can be heard or so that the Board can have sufficient opportunity to consider the matter, such refusal by the applicant may be deemed arbitrary and unreasonable by the Board. Should the applicant move the Board to decide the matter without granting a continuance under those circumstances, the applicant shall be at risk of a denial of the application for failure to sustain the burden of proof and/or failure to afford the Board an opportunity to reach an informed decision.

2:2-7. Testimony from Board-Employed and Other Expert Witnesses. The Board may require expert witnesses and/or reports from applicants if the Board believes same is/are necessary in order to make an informed decision on an application. Experts shall be qualified to the satisfaction of the Board. In addition to experts for the applicant or others, the Board shall have the power to engage its own independent experts to provide their opinions and/or to comment on the testimony of experts produced by an applicant or other party. The Board shall not be bound to accept the testimony of any expert. Where there is conflicting testimony of experts, the Board shall decide which to accept. These rules shall not be construed as requiring expert testimony to sustain a Board finding. The Board may require its consultants to confer with the experts of the applicant and, where appropriate, with experts hired by objectors or the Board in order to expedite consideration of the application. Informal communications between the Board's consultants or experts and those for the applicant shall be permitted outside the context of public meetings. The applicant shall reimburse the municipality for the expenses incurred by the municipality in having Board professionals and experts participate in such communications.

2:2-8. Site Visit by Board; Personal Knowledge of Board Members. The Board may make a site visit of the property that is the subject of the application upon reasonable notice to the parties and subject to the Open Public Meetings Act. In that event, or in the event that individual Board members visit the subject property or are well acquainted with the subject property, knowledge acquired of any particular fact or facts by way of a site visit or personal knowledge of the site may be used in making a decision if such member or members expresses such facts on the record at the time of the hearing. The applicant, any

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objector, or any interested party shall have an opportunity to refute such facts and the right to question the member or members on the circumstances of acquiring the knowledge. In the event that Board members visited the property subject to the application or have historical or other knowledge of the property and no reference is made to the same on the record, it will be presumed that such facts were not necessary to reach an informed decision and merely helped such members to understand the evidence presented to them at the hearing. The absence of references to site visits and impressions shall not vitiate any decision otherwise reached by the Board.

2:2-9. Evidence; Exhibits. The formal rules of evidence adopted by the courts of the State of New Jersey shall not apply in the proceedings before the Board. However, no decision shall be based upon any facts not proved or on matters that are not in the record unless they are items of which the Board is entitled to take judicial notice. When any exhibits are admitted into evidence during or for purposes of a hearing, they shall be marked and shall be retained by the Board as part of the permanent file unless the applicant agrees to take responsibility for safe keeping the exhibits. After the Board has rendered its decision and the time for filing an appeal has expired, the Board Secretary may return any such exhibits or documents to the person who submitted them. Any evidence presented, whether by testimony or by documents and exhibits presented for the purpose of the hearing(s), which are not questioned or controverted by any other party or by any member of the Board, may be deemed to be true by the Board for purposes of its decision. The Board may limit irrelevant, immaterial or redundant testimony. As set forth in the rules above, the Chair shall decide all issues of admission of evidence and, unless overruled by a majority of Board members, the Chair's decision shall be deemed the decision of the Board as a whole.

2:2-10. Effect of Restrictive Covenants and Deed Restrictions. The Board is established for the sole purpose of exercising the powers conferred upon it by the Municipal Land Use Law. The Board is authorized by local ordinance only to hear matters within the purview of the ordinance. A restrictive covenant or deed restriction shall be construed as being in the nature of a private contract which may be enforceable either by a Grantor or other protected party. Such a restriction shall not affect the jurisdiction of the Board, and the grant of relief by the Board shall not affect the validity of any restrictive covenant or deed restriction. The existence of a restriction shall generally have no bearing on the Board's determination, unless the Board, the Planning Board or the Township Committee imposed the restriction as a condition of prior approval.

2:2-11. Letters and Petitions. Letters of objection and petitions relating to an application for development shall not be admissible and, if submitted to the Board Secretary, shall be returned by the Secretary to the author or sender with a cover letter citing this rule and advising the author or sender that he or she can appear before the Board to testify regarding the application for development but cannot submit a letter or a petition of objection. This shall not bar the author of a letter or the signer of a petition from appearing and testifying under oath and, as part of such sworn testimony, reading a prepared statement, provided, however, that such person is subject to cross-examination and questioning.

2:2-12. Burden of Proof. The burden of proof is upon the applicant, and it is the applicant's responsibility to supply competent and credible evidence in order that the Board might determine the nature and degree of the relief sought by the applicant. The applicant must establish, to the Board's satisfaction, that pursuant to statutory and ordinance criteria, the applicant is entitled to the relief sought.

Rule 2:3. Voting.

2:3-1. Voting Procedure. The Board shall vote on all applications and matters by motion(s) made by eligible member(s). All motions shall require a second. In the absence of a second, the motion shall be deemed defeated. The Chair shall allow discussion on any motion made and duly seconded. The Board shall also have the right, but shall not be obligated, to conduct a deliberation on any application or matter prior to any motion being made. All votes on substantive motions shall be taken by roll call, and the vote and name of the member casting the vote shall be recorded in the minutes.

2:3-2. Voting Margin and Effect. An affirmative vote of a majority of up to seven (7) members present is required for any decision, determination or official action of the Board. If a motion to approve an

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application for development fails to receive the number of required votes, such failure shall be deemed an action denying the application.

2:3-3. Abstentions. Abstentions are disfavored except for good cause. An abstention shall be regarded as an assent to the vote of the majority. Thus, if the majority of those voting would affirm a measure, abstentions would be counted toward affirmance; if the majority would defeat a measure, abstentions will be counted toward defeat. A disqualified member shall not be counted as an abstention and shall, instead, remove himself or herself from the panel and not be involved in the consideration of the application. If the Board is evenly split in its decision, no majority exists with whom an abstaining member can be said to vote and accordingly abstentions shall not be assigned to either block. A tie vote shall defeat an application, and abstentions shall not be construed to approve an application; nor shall abstentions be used to create a tie.

2:3-4. Voting Eligibility; Review of Record. When any hearing before the Board has been continued, a member of the Board who was absent for one or more hearing session shall be eligible to vote on the matter upon which the hearing is conducted notwithstanding the member's prior absence provided that such member certifies in writing to the Board that he or she has read a transcript or listened to a recording of the entire session for which he or she was absent. This rule shall not be construed as authorizing any hearing to be held whenever less than a quorum of the Board is present.

Rule 2:4. Other Hearing Requirements and Procedures.

2:4-1. The Record. The record shall mean the application form, any plans, plats or maps submitted with the application, any other documents submitted by the applicant, an objector, an interested party and/or any Board expert(s), any exhibits submitted during the hearing, the verbatim record of the hearings, all Township ordinance provisions as well as all provisions of the Master Plan, any and all prior Board of Adjustment, Planning Board or Township Committee resolutions relevant to the application and/or property, and any and all other matters or documents of which the Board may take "judicial notice." The minutes of the meeting shall be considered both a summary of the record and part thereof but only a transcript of a hearing session or a recording of a hearing session shall constitute a verbatim record of the hearing session.

2:4-2. Transcripts. All applicants must provide a certified stenographer at the hearings. The stenographer shall furnish the Board Secretary and the Board attorney a copy of the transcript. The Board will neither prepare nor adopt a resolution unless the transcript is so furnished. The Board shall furnish a transcript of the hearing or duplicate recording in lieu thereof to any interested party at his or her expense. The option as to whether to furnish a duplicate recording or a transcript lies entirely with the Board. Interested parties shall not be charged more than the maximum permitted in N.J.S.A. 2A:11-15.

2:4-3. Inability to Make Verbatim Record. If, at the time set for hearing, a verbatim record cannot be made for good reason, as where recording equipment is inoperable and no certified stenographer is present, the Board shall, if time is not a factor, continue the hearing to another date. However, if time is a factor, and if all interested parties present agree, the Board may proceed with the hearing on the understanding that in the event of an appeal or further review, an agreed statement of facts will be supplied to the reviewing body. In the absence of such agreement, where time is a factor, the Board shall be entitled to deny the relief sought in order to prevent statutory approval by reason of the Board's failure to make a decision within the required time.

2:4-4. Subpoenas; Contempt. The Chair shall have power to provide for oaths to be administered to all witnesses in cases before the Board and to issue subpoenas to compel the attendance of witnesses and the production of relevant evidence, including witnesses and documents presented by the parties. The provisions of the county and municipal investigations law, N.J.S.A. 2A:67A-1 et seq. shall apply. Any person under subpoena who refuses or fails to appear or refuses to be examined or answer any proper questions or to produce any books, papers, documents or tangible things in accordance with the subpoena, shall be subject to the proceedings in the Superior Court for an Order to compel him or her to do so. If a person subject to subpoena shall engage in contemptuous conduct at any hearing, the Board may

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apply to the court to compel such person to refrain therefrom, and may seek costs and fees in connection therewith.

2:4-5. Perjury. Any person who shall willfully give false testimony under oath in the course of any hearing held before the Board shall, in accordance with the provisions of the County and Municipal Investigations Law (N.J.S.A 2A:67A-1 et seq.), be guilty of perjury.

2:4-6. Judicial Notice. The Board may take judicial notice of such matters as are so notorious as not to be the subject of reasonable dispute, including matters of common knowledge, provisions of law, provisions of the Township ordinances, resolutions adopted by the Board of Adjustment, Planning Board and Township Committee, and the contents of municipal, county, state and federal government documents and publications (including internet published documents).

2:4-7. Dismissal of Applications. The Board, on its own motion, may dismiss any action without prejudice if neither the applicant nor anyone on his or her behalf appears at the time set for the hearing of said application. The Board may also dismiss any action without prejudice if neither the applicant nor anyone on his or her behalf actively prosecutes the application. Further, the Board, on its own motion, may dismiss any action without prejudice for failure to comply with these rules. Any applicant may, at any time before the commencement of a hearing, voluntarily withdraw his or her application, in which case, the application shall be dismissed without prejudice. After commencement of a hearing, a voluntary dismissal may be taken only with the approval of the Board in which case the Board shall dismiss the action with or without prejudice depending on the circumstances of the particular case. The Board reserves the power to impose reasonable terms and conditions on any dismissal of an application made after commencement of the hearing on the application.

2:4-8. Amended Applications. An applicant may, prior to the commencement of a hearing, amend his or her application without leave of the Board, but in all such cases new notice shall be given as in the case of the original application and the amended application shall be subject to a completeness determination as is the case with the original application. After commencement of a hearing, an application may be amended only by leave of the Board. If the amendment after commencement of hearing is for the purpose of reducing the nature or extent of the variance sought, no new notice will be required. Otherwise, new notice shall be given. In either event, the time within which the Board has to act on the amended application shall be deemed to start to run from the day the amended application is determined or deemed complete.

2:4-9. Conditions. The Board shall have plenary power and discretion to impose conditions upon the grant of relief. The right to impose conditions is an inherent power of the Board that exists regardless of whether the Township ordinance grants such a right to the Board. Such conditions shall not be deemed exclusive, and the applicant shall be subject to terms and conditions of approval that are expressed and implied at law, including those imposed pursuant to ordinance as applied uniformly to every development application. The Board shall have the power to require that conditions be fulfilled within a stated period of time. The Board may require that some or all conditions of approval, or the resolution itself, be recorded with the County Clerk along with any maps for filing. Unless a compelling reason is shown, the Board shall impose and include in all resolutions it adopts for all approvals it grants (including but not reasonably limited to "c" variances, site plan and subdivision exceptions, preliminary and final site plan approval, preliminary and final subdivision approval, and conditional use approval) conditions for the purpose of insuring that the requirements necessary for approval of the application have been met, the positive and negative criteria of the requested relief will be satisfied, and for the purpose of carrying out the requirements, intent, and for purposes of all applicable municipal ordinances. At a minimum, the Board shall impose the following conditions, which the Board deems as its "standard" conditions and, in the event that the Board neglects to include any of the following conditions in a resolution approving an application for development, the following conditions shall deemed to have been imposed by the Board:

1. **Revisions to Plans/Plats.** The applicant shall be required to make revisions to the plan(s) and/or the plat(s) in accordance with Board's experts' reports and testimony to the satisfaction of the Board expert(s) who filed the report or testified as well as to the satisfaction of the Township

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Engineer and Township Planner. The Board shall impose as a further condition a time within which to make the revisions which shall be six (6) months unless the Board determines another time period is more appropriate depending on the circumstances of the case before it. (The Board notes that, in the absence of the within time limitation condition, it would decline to grant conditional approvals and, instead, would continue the hearing on an application for no more than a six month period to provide the applicant with the opportunity to revise the plat, plans and documents and, failure by the applicant to resubmit same to the Board within that period or submission within that period but failure of the applicant to make all the required revisions, would result in denial of the application.)

2. **Design, Construction and location of Improvements.** The applicant shall be required to design, construct and locate the proposed development to be substantially similar to the plans and the plats submitted to the Board as well as to the exhibits submitted into evidence during the hearing.

3. **Landscaping.** All landscaping, as installed, shall be substantially similar to and in accordance with the landscaping plan approved by the Township Engineer and Township Planner after consultation with and approval by the Board landscape architectural expert, and which landscape plan shall include any and all the landscaping changes required by condition #1 above. Prior to a permanent certificate of occupancy, completion or compliance (whichever is applicable), the landscaping shall be installed and a two (2) year maintenance bond in a form acceptable to the Township Attorney and in an amount acceptable to the Township Engineer, shall be posted with the Township. During the maintenance bond period, the applicant shall be required to replace dead or dying plant material within 60 days, or within the next planting season as determined by the Township. The 60 day period will commence upon written notification by the Township. If the applicant applies for a certificate of occupancy during a non-planting season, the applicant may obtain a temporary certificate of occupancy without installation of the landscaping but if and only if the applicant posts a performance bond in a form acceptable to the Township Attorney and in an amount acceptable to the Township Engineer guaranteeing installation of the landscaping during the next planting season and further guaranteeing the subsequent posting of a two (2) year maintenance bond.

4. **Enforcement and Maintenance of Parking.** The applicant shall strictly monitor and enforce parking as permitted and reflected on the signed site plan. This means that parking shall be permitted only in those areas and in those spaces designated on the site plan for same. The owner of the property shall include provisions in all leases to this effect. The applicant shall identify on the site through pavement markings and signage (as approved by the Township Engineer) all parking spaces and fire lanes/zones. The applicant shall have a continuing obligation to maintain all parking areas, which shall include but not be limited to repainting and reinstalling signage for all required spaces.

5. **Night-Light Test.** There shall be a night-light test conducted by the Township Engineer prior to the issuance of a certificate of occupancy, compliance or completion (whichever is applicable) and the applicant shall correct any lighting problems which are exposed as a result of the test prior to the issuance of said certificate. The purpose of the night-light test is to assure adequate lighting throughout the site for safety purposes while safeguarding neighboring property owners and the traveling public from glare, unnecessary brightness and glow.

6. **Escrow Fees.** Any and all outstanding escrow fees shall be paid in full and the escrow account replenished to the level required by ordinance within 15 days of the adoption of a resolution, within 10 days of written notice that a deficiency exists in the escrow account, prior to signing the site plan and/or subdivision plat, prior to the issuance of a zoning permit, prior to the issuance of construction permits, and prior to the issuance of a temporary and/or permanent certificate of occupancy, completion or compliance (whichever is applicable). Failure to abide by this condition shall result in the relief granted, as well as any and all underlying relief for the property, automatically terminating and becoming null and void. Applicants shall also be required to replenish the escrow account in a sum sufficient to cover all estimated professional expenses incurred prior to the Board's adoption of a memorializing resolution.

7. **Easements, Dedications and Conveyances.** Any and all easements dedications and/or conveyances running to and in favor of the Township which are proposed on the site plan and/or subdivision and/or required as a condition of the approval resolution shall, in addition to being identified on the applicant's plans, maps and/or plats, be contained in a separate document to be prepared by the applicant and approved by both the Board of Adjustment Attorney and the Township Attorney after the metes and bounds description has been reviewed and approved by the Township Engineer. Said document shall specifically outline the grant of the easement, dedication and/or conveyance and its purpose and shall contain a metes and bounds description of the easement, dedication and/or conveyance area. Any such document shall then be recorded and, upon completion of the recording process, be transmitted to the Township Clerk for maintenance with other title documents of the Township.

8. **Time to Obtain Site Plan and/or Subdivision Approval, Construction Permits, and Commence and Complete Construction.**

a. In cases where the Board grants final site plan and/or subdivision approval and/or where the Board grants a "c" variance or a statutory "planning" variance without site plan or subdivision approval, the Board shall impose a time limitation within which to obtain construction permits, commence construction and complete construction. Unless the Board determines that some other time periods are more appropriate, based upon the unique circumstances of the case before it, the standard time limitation condition shall be as follows: "The applicant shall apply for and obtain a construction permit within one (1) year of the date the resolution granting final site plan and/or subdivision approval and/or a "c" variance or a statutory "planning" variance is adopted. If during said one (1) year period, or extension thereof as granted by the Board, the applicant fails to obtain a construction permit, the within approval and all relief granted herein, as well as any and all underlying variance relief, shall automatically expire and become null and void. The applicant shall also have one (1) year from the date of issuance of the construction permit to commence construction and obtain a permanent certificate of occupancy. If during said one (1) year period, or extension thereof as granted by the Board, work is not commenced and/or a permanent certificate of occupancy is not obtained, the within approval and all relief granted herein, as well as any and all underlying variance relief, shall automatically expire and become null and void. Any and all extension requests made in accordance with the within condition must be made prior to the expiration of the approvals."

9. **Specific Approvals and Permits.** The approval shall be conditioned upon the applicant obtaining permits and/or approvals from all applicable agencies and/or departments including but not necessarily limited to the following municipal, county and/or state agencies and/or departments:

- a. Township Board of Health approval of any aspect of the development within its jurisdiction,
- b. Hunterdon County Department of Health approval of any aspect of the development within its jurisdiction,
- c. Hunterdon County Soil conservation Service certification of the soil erosion and sediment control plan,
- d. Hunterdon County Planning Board approval of any aspect of the proposed development within its jurisdiction,
- e. NJDOT highway access permit, and
- f. NJDEP approval of any aspect of the proposed development within its jurisdiction.

10. **Subject to Other Laws and Approvals.** All resolutions shall contain the following "catch-all" condition: "The within approval and the use of all property subject to the within approval are conditioned upon and made subject to any and all laws, ordinances, requirements, and/or regulations of and/or by any and all municipal, county, state and/or federal governments and their agencies and/or departments having jurisdiction over any aspect of the property and/or use of the property. The within approval and the use of all property subject to the within approval are also conditioned upon and made subject to any and all approvals by and/or required by any and all municipal, county, state and/or federal governments and their agencies and/or departments having jurisdiction over any aspect of the

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property and/or the use of the property. In the event of any inconsistency(ies) between the terms and/or conditions of the within approval and any approval(s) required by the above, the terms and conditions of the within approval shall prevail unless and until changed by the Board upon proper application.”

PART III. TAKING ACTION ON APPLICATIONS.

Rule 3:1. Decisions; Resolution of Board

3:1-1. Time of Decision. Unless the applicant has consented in writing or on the record to an extension of time, the Board shall render a decision not later than the following times:

- a. 120 days after the date of completeness of an application to the Board involving “c” variance;
- b. 45 days after the date of completeness of a bifurcated application for minor site plan approval;
- c. 45 days after the date of completeness of an application for a bifurcated preliminary site plan approval involving ten (10) acre of land or less and ten (10) dwelling units or less;
- d. 95 days after the date of completeness of a bifurcated application for preliminary site plan approval involving more than ten (10) acre of land or more than ten (10) dwelling units;
- e. 45 days after the date of completeness of a bifurcated application for minor subdivision approval;
- f. 45 days after the date of completeness of a bifurcated application for a preliminary major subdivision approval involving ten (10) or fewer lots; and
- g. 95 days after the date of completeness of a bifurcated application for conditional use approval.

3:1-2 Failure to Decide within Prescribed Time. Failure of the Board to render a decision within the period prescribed or within such further time as may be consented to by the applicant shall constitute a decision favorable to the applicant only if the Board intentionally fails to render the decision within said time period and acts in bad faith.

3:1-3. Form of Decision – Written Resolution. All decisions of the Board shall be in the form of a written resolution containing findings and conclusions and conditions, which resolution shall be adopted either on the date of the meeting at which the Board grants or denies approval, or, if the meeting at which such action was taken occurred within the final 45 days of the application, within 45 days of such meeting by the adoption of a resolution of memorialization setting forth the decision, findings, conclusions and conditions of the Board. The period in which for the Board to adopt any memorializing resolution is tolled by the number of days from which the Applicant furnished the Board attorney with all transcripts of the hearings. Thus, if by way of example, the Board votes on an application and the Applicant does not provide the Board attorney with all transcripts until 30 days after such vote, the period of time to adopt a memorializing resolution shall be 75 days. An action resulting from failure of a motion to approve an application shall likewise be memorialized by resolution regardless of the time at which such action occurs within the time period for rendering a decision. Whenever a resolution of memorialization is adopted in accordance with the provisions of N.J.S.A. 40:55D-10, the date of such adoption shall constitute the date of the decision for purposes of the mailings, filings and publications required by statute. A copy of the Board’s resolution shall be furnished to the applicant or his attorney within 10 days from the date of adoption thereof and a copy of the resolution shall also be made available to any person who has requested it and has paid the fee established therefor.

3:1-4. Effect of Resolution. Once the Board votes to adopt a resolution, the findings, conclusions and conditions set forth in the resolution become the findings, conclusions and conditions of the Board in the matter. It shall be immaterial that at the time of voting certain individual Board members may have given other reasons or discussed matters not addressed in the resolution. Nor shall it be necessary that Board members articulate particular reasons for reaching a decision at all, it being sufficient that the application be either approved or disapproved by a voice vote and that thereafter a resolution (of memorialization or otherwise) is adopted. The resolution shall be drafted in such a way to give the greatest possible support to the decision that has been made by the Board. Once the resolution has been voted on favorably by the requisite number of Board members and signed by the Board Secretary, it shall become the resolution and decision of the Board regardless of who drafted it.

3:1-5. Nature of Resolution Drafts. A draft or proposed form of resolution, regardless of who prepared it (i.e., a Board member or the Board attorney), which is transmitted to individual Board members, the Board Secretary, the Board attorney and/or Board experts for review, comment and/or consideration shall be deemed an attorney - client privileged document and shall not become a matter of public record unless the Board attorney or Board Secretary intentionally transmits it to any third party. Only the form of resolution that is ultimately adopted by the Board shall be a matter of public record unless the Board attorney or Board Secretary intentionally transmits a draft or proposed form of resolution to a third party and, in such case, only the draft or proposed form of resolution that is so transmitted shall also be a matter of public record. Only the form of the resolution that has been voted on favorably by the requisite number of Board members and signed by the Board Secretary shall constitute the decision of the Board.

3:1-6. Relief Granted. With respect to relief requested by an applicant, the Board may grant or deny such relief depending upon whether the applicant has proved entitlement to the relief. Additionally, however, the Board may also grant relief which may be different in kind or degree from that requested in the application, again depending upon the applicant's proofs, as the Board shall have the discretionary power to grant relief other than the precise relief or portion thereof sought by the applicant.

3:1-7. Retention of Jurisdiction. The Board may, when deemed necessary to satisfy the negative criteria and/or when deemed necessary in the public interest, specifically provide in its resolution for the retention of jurisdiction over the matter or certain aspects of the matter for a reasonable time, as therein specified, for the purposes of enabling it to vary the terms of any condition therein imposed, or for the purpose of imposing additional conditions deemed necessary to satisfy the negative criteria and/or deemed necessary in the public interest in the light of then existing circumstances.

3:1-8. Publishing Notice; Service of Copy of Resolution. The Board Secretary shall cause notice of the Board's action to be published once in the official newspaper of the municipality in accordance with the provisions of N.J.S.A. 40:55D-10i and shall also serve copies of the Board's decision on the applicant and to all who have requested copies, pursuant to N.J.S.A. 40:55D-10h.

Rule 3:2. Motions

3:2-1. Rehearing. Any applicant or other interested person may, within 20 days after the publication of notice of the decision, move the Board for a rehearing of the matter by filing an application in the form of a letter addressed to the Board containing a brief statement of the grounds relied upon. If the Board grants the motion, it shall fix a date for rehearing and shall require the moving party to give notice to all persons who participated in the original hearing or hearings, upon such terms as the Board may deem adequate. The Board may grant a rehearing on its own motion when unusual circumstances so require in the interest of justice.

PART IV. AVAILABILITY AND ELIGIBILITY OF MEMBERS.

Rule 4:1. Alternate Members.

4:1-1. Designation. There shall be two alternate members of the Board who shall be designated by the appointing authority as "Alternate No. 1" and Alternate No. 2," respectively, and each alternate shall retain said designation during the term for which he or she was appointed.

4:1-2. Appointment of Alternate to Serve on Case. During the absence or disqualification of any regular member, the Chair shall recognize one of the alternate members to serve in the place of said regular member; provided, however, that where the alternate member is designated to serve in place of a regular member who is disqualified from participating in the hearing of a particular case, the alternate member shall be designated to serve only with respect to such case unless otherwise needed to fill an absence of a member.

4:1-3. Alternate to Serve Until Final Disposition. In the event of disqualification of a regular member for any hearing or matter, an alternate member who has been designated to sit in place of a regular

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member and who has participated in such hearing or matter coming before the Board shall continue to act in the place of such regular member until the final disposition of said matter by the Board.

4:1-4. Alternate No. 1 to Vote. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote.

4:1-5. Alternate Not to Serve at Adjourned or Continued Hearing Unless Present at Prior Hearings and/or Reviewed Transcript of Recording. When a member has been present and has participated in the first hearing on any matter, no alternate member shall be designated to serve during the absence of such member during any adjourned or continued hearing or hearings on the same matter unless said alternate member was present at such first hearing or any prior adjourned or continued hearing on such matter or, if absent, said alternate member certifies in writing to the Board that he or she has read a transcript or listened to a recording of the entire session(s) for which he or she was absent. This rule shall not be construed as authorizing any hearing to be held whenever less than a quorum of the Board is present.

4:1-6. Rights and Privileges. An alternate member who has been designated to serve in the place of an absent or disqualified member shall, during the period of service, enjoy all of the rights and privileges and shall be subject to all of the duties and disabilities pertaining to members if the alternate member is eligible in all pertinent respects, provided, however, that no alternate member shall be eligible to serve as Chair or Vice-Chair of the Board.

4:1-7. Participation in Discussions; Voting. Alternate members may participate in discussions of the proceedings, but may not vote except in the absence or disqualification of a regular member, nor shall any vote be delayed in order that a regular member may vote instead of an alternate member.

Rule 4:2. Disqualification.

4:2-1. Disqualification Generally. No member of the Board shall be permitted to act on any matter in which he or she has, either directly or indirectly, any personal or financial interest. No member of the Board shall participate in proceedings in which such member has a conflicting interest that may interfere with the impartial performance of his or her duties as a member of the Board. The decision as to whether a particular interest is sufficient to disqualify shall depend on the facts and circumstances of the particular case. The test shall be whether the circumstances could reasonably be interpreted by a member of the public to show that they had the likely capacity to tempt the Board member to depart from his or her sworn public duty.

4:2-2. Local Government Ethics Law. The members of the Board shall comply with and be bound by the provisions of the Local Government Ethics Law, N.J.S.A. 40A: 9-22.1, et seq. and shall annually file a statement as prepared by the local Finance Board and the Division of Local Government Services, Department of Community Affairs. Pursuant to such law, no Board member shall act in his or her official capacity in any matter where he or she, a member of his or her immediate family or a business organization in which he or she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his or her objectivity or independence of judgment. Any interest or involvement of the Board member that is not shared in common with other members of the public shall be examined to determine eligibility.

4:2-3. Examples of Disqualification for Interest. Any member of the Board shall disqualify himself or herself from sitting on the hearing of any matter in which he or she has a disqualifying interest, such as, but not limited to, the following situations:

- (a) where the member owns property located within two hundred (200) feet of the property affected by the action;
- (b) where the applicant is related within the third degree of consanguinity to the member by blood or is the husband or wife of any person so related;
- (c) where the applicant or his or her attorney is the employer, employee, or partner of the member, or is a corporation in which the member beneficially owns more than 10% of the outstanding shares thereof or has other financial interest;

(d) where the member has any other personal or pecuniary interest in the proceeding.

4:2-4 Removal From Panel. Any member having deemed himself or herself disqualified in any matter or having been deemed by majority vote of the Board as having a disqualifying interest shall not sit with the Board and shall not participate in the consideration of such matter. The nature of any such disqualification shall be disclosed at the time of recusal unless doing so would constitute an unwarranted invasion of individual privacy or could adversely affect the public interest. Such member may be heard at the appropriate time as an interested party or applicant, but whenever such member appears before the Board on his or her own behalf or by legal representative, it shall be disclosed that the member's comments are made solely to exercise or protect private rights and are not expressed as a member of the Board. Every effort shall be made by such member to avoid the possible influence of fellow Board members and the appearance of impropriety from the point of view of the general public. While not required, any member subject to disqualification is encouraged to leave the hearing room during the pendency of the application and, if the member wishes to exercise his or her right to appear as an interested party, while not required, the member is encouraged to engage counsel and appear through such counsel.

4:2-5. Disclosure of Possible Conflicts; Waiver by Parties. Where conflict is only possible and not actual by virtue of involving, either directly or indirectly, any personal or financial interest, such conflict need not necessarily result in a disqualification but should be disclosed. For purposes of illustration, prior dealings and friendships should be disclosed so that disqualification can be considered on an informed basis. Disclosure of interest is necessary in order to judge whether a particular interest is sufficient to disqualify or is remote and speculative. Concern for the impartial exercise of authority, in appearance as well as in fact, requires that where a member of the Board must disqualify himself or herself in a matter because of a conflict of interest, the disqualification is absolute and cannot be waived. However, if a conflict is only potential and is disclosed, the Board may reasonably find that a particular interest is too remote or speculative to cause a disqualification. The Board Attorney shall be consulted in each such case. Whenever the Board is called upon to determine that a potential conflict should not result in disqualification, the affected Board member shall disclose the nature of the relationship and shall satisfy the Board that the relationship would not in any way influence his or her decision.

4:2-6. Remedy. When a member fails to disqualify himself or herself where the circumstances require disqualification, any interested party or any other Board member may move the Board for an order or determination that such member is or was disqualified to act and may, even after decision, seek the vacation of the decision and a rehearing or other appropriate relief. The motion shall contain a statement of the facts upon which it is based, and the Board may thereupon hold a hearing on the matter or take whatever action it may deem appropriate.

Rule 4:3. Rule of Necessity.

4:3-1. Appointment of Additional Members. If the Board lacks a quorum because any of its regular or alternate members are prohibited from acting on a matter due to the member's personal or financial interests therein, whether direct or indirect, or other applicable law, regular members of the Planning Board shall be called upon to serve, for that matter only, as temporary members of the Board of Adjustment in order of seniority of continuous service to the Planning Board until there are the minimum number of members necessary to constitute a quorum to act upon the matter without any personal or financial interest therein, whether direct or indirect. If a choice has to be made between regular members of equal seniority, the Chair of the Planning Board shall make the choice. This procedure shall be invoked only when the direct and proximate cause of a lack of quorum is the disqualification and not the mere absence of one or more members of the Board.

PART V. MISCELLANEOUS MATTERS.

Rule 5:1. Fees

5:1-1. Application Fees. No application shall be considered which is not accompanied by an application fee in accordance with the schedule of administrative fees for development applications, as amended and in effect at the time application is made.

5:1-2. Escrow Deposits for Professional Services. No application shall be considered with respect to which an applicant has failed to comply with the Board's by-laws, Township ordinance or statutory requirements for the payment of escrow deposits toward anticipated municipal expenses for professional services, as amended and in effect at the time application is made.

Rule 5:2. Payment of Taxes.

5:2-1. Proof of Payment; Alternative Agreement. The applicant, at the time of filing the application for development, shall file with the Board a certification of the Tax Collector that municipal taxes and/or assessments have been paid. In the event that taxes and/or assessments on the property affected by the application for development are unpaid, the applicant shall submit, in lieu of the certificate of payment of taxes and/or assessments, a written request that the Board take action, which request shall include a stipulation that any approval shall be subject to the payment of taxes and/or assessments and the Board may suspend post-approval execution and other action until such time as taxes and assessments are paid, subject to prevailing rules of law and ordinance.

Rule 5:3. Purpose and Source of Authority.

5:3-1. Purpose and Source of Authority of Rules. The within rules are supplementary to the provisions of the Township ordinances as they relate to the Board and are adopted pursuant to N.J.S.A. 40:55D-8a which provides that the Board shall adopt and may amend reasonable rules and regulations, not inconsistent with the MLUL or with any applicable ordinance, for the administration of its functions, powers and duties.

Rule 5:4. Amendments.

5:4-1. Amendments to the Rules. The Board may, from time to time, amend any part or parts of these rules and regulations at any regular meeting, provided notice of the consideration of any such amendment has been given in writing and/or electronically to each member of the Board at least three (3) days prior to such meeting. In no case, however, shall any rule, as amended, be applicable to any action commenced prior to the adoption of such amendment, where the application thereof would result in surprise, hardship or injustice to the applicant or any interested parties.

Rule 5:5. Relaxation of Rules.

5:5-1. Where Rules May be Relaxed. For good cause shown, or where the strict application of any rule would cause injustice, the Board may relax the requirement of such rule, except where the provision(s) of the rule at issue are non-waivable statutory requirements.

Rule 5:6. Objections.

5:6-1. Objections to Rule Violations. Anyone and/or any entity who/which objects to any action taken and/or not taken by the Board on the basis of violation of any part or parts of these rules and regulations must present the objection(s) to the Board prior to the Board taking action on the application. Failure to present the objection(s) prior to the Board taking action on the application shall be deemed a waiver of said objection(s).

Rule 5:7. Severability.

Date: January 14, 2026

5:7-1. Severability. The various parts, sections, sentences and clauses of these rules and regulations are hereby declared to be severable. If any part, section, sentences and/or clause is adjudged to be unconstitutional or otherwise invalid by a court of competent jurisdiction, the remainder of the rules and regulations shall not be affected thereby and shall remain in full force and effect.