RARITAN TOWNSHIP PLANNING BOARD

PB RESOLUTION NO. 03-2026

APPOINTMENT OF CERTIFIED SHORTHAND REPORTER

WHEREAS, the Raritan Township Planning Board (the "Board") has determined that there is a need for a professional stenographer to attend the public hearings for certain land use applications before the Board; and

WHEREAS, certain land use applications are so complicated in nature and/or involve lengthy testimony which require the creation of a transcript of the public hearing on the application in order to allow for the Board to make proper findings and adopt an accurate memorializing resolution; and

WHEREAS, the costs of providing a stenographer to attend the public hearings and copies of the subsequent transcripts shall be borne by the applicant making the application; and

WHEREAS, the Board hereby finds that it is in the best interest of the applicants and the public to establish a policy to require applicants on certain land use applications to provide for a stenographer to attend all public hearings on said applications and provide copies of the transcript of such hearings to the Board.

NOW, THEREFORE, BE IT RESOLVED by the Raritan Township Planning Board, in Hunterdon County, New Jersey that the following policy is hereby created and adopted:

1. Unless notified otherwise, all land use applications filed with the Board shall require a stenographer to attend all of the public hearings before the Board on said application. The applicant shall hire or contract with a licensed stenographer of the State of New Jersey, at its sole cost and expense, to attend all public hearings before the Board on the application, and to create a transcript of each such hearing. After each public hearing before the Board, the applicant shall provide copies of the transcript of such hearing to the Board Secretary and the Board Attorney.

2. The Township Planner, in consultation with the Board Attorney, shall review each land use application filed with the Board and determine if there is no need for a stenographer to attend the public hearings on said application. If determined that a stenographer is not necessary, the Township Planner shall advise the applicant of same prior to the first hearing on the application.

3. The failure to provide a stenographer at any of the public hearings before the Board will result in such hearing being carried to the next available, regular Board meeting date, or until such time as a stenographer is provided.

4. Any applicant required to provide a stenographer may appeal such decision to the Board, upon written request and appearance before the Board, which, upon a showing of good cause

in support thereof, may waive the requirement for a stenographer.

ATTEST:

By: Taylor Vaughn
Name: Taylor Vaughn
Title: Board Secretary

RARITAN TOWNSHIP PLANNING BOARD

By: _____
Name: Edward Gettings
Title: Chairperson

DATE APPROVED: January 14, 2026