ORDINANCE 2019-01

Borough of Metuchen
County of Middlesex
State of New Jersey


BE IT ORDAINED by the Mayor and Council of the Borough of Metuchen that Chapter 110 of the Code of the Borough of Metuchen be amended as follows:

SECTION 1. Chapter 110, Article 2, Zoning Permits, of the Code of the Borough of Metuchen is hereby amended to revise the following to Section 110-7.1 – Exemption from site plan review for signs:

§110-7.1. Exemption from site plan review for signs.

A. Applications which involve deviation from Article 48, Sign Regulations, limited to the following: one (1) additional sign in addition to the maximum number of signs that are permitted, any sign with a dimension that is no more than 25% greater than the maximum permitted area, height, width, thickness of signboard, height of letters, numbers or other characters or images, any blade sign that has height of letters, numbers or other characters or images less than what is permitted, any blade sign that projects no more than 25% greater than the maximum projection from building wall, or any internally illuminated blade sign may be exempt from obtaining site plan approval at the determination of the Zoning Officer. The Zoning Officer may issue a zoning permit after consultation with the Chairperson of the Planning Board and the Executive Director of the Metuchen Downtown Alliance and after the application has been reviewed by the Borough Planner to verify and confirm that no variances are required and that all other aspects of the application conform to applicable Borough design standards. All other deviations from Article 48, Sign Regulations, shall be subject to minor site plan approval.

B. An applicant may request an exemption upon application for a zoning permit by submitting four (4) copies of an application for development and a statement setting forth reasons for the exemption and providing sufficient plan information as determined by the Zoning Officer to verify that an exemption may be granted.

SECTION 2. Chapter 110, Article 12, Minor Site Plan Applications, of the Code of the Borough of Metuchen is hereby amended to revise the following to Section 110-48 – Applicability:


This article is applicable in appropriate cases where minor development is proposed that does not qualify for an exemption from site plan requirements in accordance with Article 2 of this chapter, as determined by the Zoning Officer. Applications for minor site plan approval shall be reviewed in accordance with § 110-217.J. Approvals, if granted, shall be granted by resolution of the Board having jurisdiction, provided, however, that applications proposing an expansion of a nonconforming use or structure shall
not qualify for minor site plan approval. Minor site plan approval shall be required for development involving any of the following:

A. Substantial alterations to one or more of the building elevations.

B. A change of use of a structure, building or land to a nursery school, day-care center, eating or drinking establishment with greater than 50 seats, and any light industrial use.

C. A change of occupancy or use of a structure, building or land that requires more parking than was required for the previous use pursuant to § 110-154 of this chapter and which parking is not provided on the site. Uses shall be exempt from obtaining site plan approval if they obtain up to two (2) parking spaces from a municipal or public parking operator, for residential or employee use only, in order to meet the parking requirement, provided that such uses are located within 1/4 of a mile of a municipal or public parking facility.

D. The construction of an upper-story addition to a principal structure, consisting of no greater than 2,500 square feet in floor area, provided that such addition is located entirely within the building footprint of the existing principal structure.

E. The construction of an accessory structure, exclusive of A/C condenser units, generators and tanks, consisting of greater than 200 square feet in area and no greater than 500 square feet in floor area.

F. The use of land for a driveway or parking lot, involving the creation of greater than two (2) parking spaces or 500 square feet in area and no greater than four (4) parking spaces or 1,000 square feet in area.

G. Any application requiring an exception from any requirement of Part IV of this chapter.

H. Minor amendments to an existing site plan or minor subdivision plat that do not result in a substantial alteration of any aspect of the existing approval.

SECTION 3. Chapter 110, Article 12, Minor Site Plan Applications, of the Code of the Borough of Metuchen is hereby amended to delete and reserve Section 110-49 – Exemptions:

§ 110-49. Reserved.

SECTION 4. Chapter 110, Article 13, Major Site Plan Applications, of the Code of the Borough of Metuchen is hereby amended to revise the following Section 110-51 Applicability:


This article shall apply to all applications for development involving any of the following:

A. The construction of a new principal structure.

B. An addition to an existing principal structure, except an addition which meets the requirements of Article 12 of this chapter.

C. The construction of an accessory structure, exclusive of A/C condenser units, generators and tanks, except an accessory structure which meets the requirements of Articles 2 and 12 of this chapter.
D. The use of land for a driveway or parking lot, involving the creation of five (5) or more parking spaces or 1,000 or more square feet in area.

SECTION 5. Chapter 110, Article 13, Major Site Plan Applications, of the Code of the Borough of Metuchen is hereby amended to revise the title of Section 110-52 Exceptions:

§ 110-52. Exemptions.

Lots used exclusively as detached single- and two-family dwellings are hereby exempted from site plan review, pursuant to N.J.S.A. 40:55D-37a.

SECTION 6. Chapter 110, Article 53, Technical Review Committee (TRC), of the Code of the Borough of Metuchen is hereby amended to revise the following Section 110-217 Duties:

§ 110-217. Duties.

The TRC shall have the following duties:

A. To acquaint the applicant with the substantive and procedural requirements of this chapter.

B. To provide for an exchange of information regarding the proposed development plan and applicable elements of the Master Plan, this chapter and other development requirements.

C. To advise the applicant of any public sources of information that may aid the application.

D. To otherwise identify policies and regulations that create opportunities or pose significant constraints for the proposed development.

E. To review any proposed concept plans and consider opportunities to increase development benefits and mitigate undesirable project consequences.

F. To permit input into the general design of the project.

G. To assist in determining the completeness of an application.

H. To solicit and review comments from Borough officials and agencies.

I. To informally review all applications for development, except for variances pursuant to § 110-205D and N.J.S.A. 40:55D-70(d) (as to which applications the TRC shall review subdivision plans, site plans and design) and individual lot applications for detached one- or two-dwelling-unit buildings. The Zoning Officer may waive TRC review where requested by the applicant and where the Zoning Officer finds that the nature or lack of complexity of an application does not warrant TRC review.

J. To review minor site plan applications and make written recommendations to the Planning Board regarding formal action on such applications.
I hereby certify the foregoing to be a true copy of an ordinance introduced by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on January 14, 2019.

Susan D. Jackson, RMC
Borough Clerk

I hereby certify the foregoing to be a true copy of an ordinance adopted by the Borough Council of the Borough of Metuchen, Middlesex County, New Jersey at a regular meeting held on February 11, 2019.

Susan D. Jackson, RMC
Borough Clerk

ATTEST: BOROUGH OF METUCHEN

By: Jonathan M. Busch
Mayor