



MUNICIPALITY ^{of} PRINCETON

Planning Department
400 Witherspoon Street
Princeton, NJ 08540
(609) 924-5366
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MEMORANDUM

To: Princeton Mayor and Council
From: Justin Lesko, AICP, PP – Planning Director *jl*
Date: November 7, 2025
Subject: **Ordinance 2025-18: Revising the Definition of “Minor Site Plan”; Modifying Certain Provisions Pertaining to Administrative Approvals and Zoning Permits; Updating the Checklist for Minor Site Plan Applications**

The Princeton Council referred Ordinance #2025-18 to the Planning Board for master plan consistency review pursuant to N.J.S.A. 40A:55D-26a. The Planning Board reviewed the ordinance in a regular meeting open to the public on November 6, 2025.

By a unanimous vote, the Board found Ordinance #2025-18 to be substantially consistent with the Princeton Master Plan and recommended approval of the ordinance.

My memo to the Board as well as my memo to the Council alongside introduction of this ordinance are attached to this document.

Please reach out if there are any questions or concerns regarding the ordinance or the Planning Board’s review.



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MEMORANDUM

To: Princeton Mayor and Council
From: Justin Lesko, AICP, PP – Planning Director *jl*
Date: October 31, 2025
Subject: **Ordinance 2025-18: Revising the Definition of “Minor Site Plan”; Modifying Certain Provisions Pertaining to Administrative Approvals and Zoning Permits; Updating the Checklist for Minor Site Plan Applications**

The Princeton Council has referred Ordinance #2025-18 to the Planning Board for master plan consistency review pursuant to N.J.S.A. 40A:55D-26a. The ordinance was introduced on October 27th and is scheduled for a public hearing on November 24th.

The proposed ordinance makes the following changes to procedures governing minor site plan applications, administrative waiver of site plan applications and zoning permits:

- changing the definition of a minor site plan to require any application seeking stormwater relief, conditional use approval, subdivision approval, or variance approval to apply as a major site plan, thus removing the step of minor site plan committee review for classification, but continuing the requirement of a public hearing at the Planning Board;
- removing minor site plan checklist requirements that would become obsolete based on the aforementioned change;
- adding an expiration date to administrative waiver of site plan approvals of 12 months if construction permits are not obtained;
- harmonizing the expiration of zoning permits in the former Township with the same regulations of the former Borough.

This ordinance is related to the Land Use Goal of the Princeton Master Plan to streamline review, permitting and approval procedures. The Board shall determine if they find the ordinance consistent with the Master Plan and provide any comments to Council.



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MEMORANDUM

To: Princeton Mayor and Council
From: Justin Lesko, AICP, PP – Planning Director *jl*
Date: October 24, 2025
Subject: **Ordinance 2025-18: Revising the Definition of “Minor Site Plan”; Modifying Certain Provisions Pertaining to Administrative Approvals and Zoning Permits; Updating the Checklist for Minor Site Plan Applications**

Attached for Mayor and Council’s consideration is an ordinance making the following changes to procedures governing minor site plan applications, administrative waiver of site plan applications and zoning permits:

- changing the definition of a minor site plan to require any application seeking stormwater relief, conditional use approval, subdivision approval, or variance approval to apply as a major site plan, thus removing the step of minor site plan committee review for classification, but continuing the requirement of a public hearing at the Planning Board;
- removing minor site plan checklist requirements that would become obsolete based on the aforementioned change;
- adding an expiration date to administrative waiver of site plan approvals of 12 months if construction permits are not obtained;
- harmonizing the expiration of zoning permits in the former Township with the same regulations of the former Borough.

Once introduced, this ordinance will be referred to the Planning Board to review for master plan consistency. That review is expected to take place at one of the Board’s two scheduled November meetings.

Please reach out if there are any questions or concerns about the ordinance at this time.