

RESOLUTION NO. 2026-4
TOWNSHIP OF WILLINGBORO
ZONING BOARD OF ADJUSTMENT
ADOPTION OF RULES OF PROCEDURE

WHEREAS, the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-8, permits a zoning board of adjustment to adopt and amend reasonable rules and regulations, not inconsistent with the Municipal Land Use Law or with any applicable ordinance, for the administration of its functions, powers and duties;

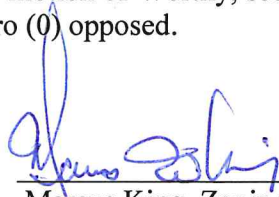
WHEREAS, the Township of Willingboro Zoning Board (“Board”) has determined that it is prudent to adopt certain rules of procedure pursuant to N.J.S.A. 40:55D-8;

NOW, THEREFORE, upon motion duly made and seconded and passed by a vote of seven (7) in favor and zero (0) opposed, **BE IT RESOLVED** by the Board that the following rules of procedure shall govern all applications, proceedings, and/or matters before the Board:

1. Time Limitations. No new applications will be introduced or heard after 10:00 p.m. In addition, the Board’s meetings will end no later than 10:30 p.m. The Board shall be under no obligation to consider testimony, evidence or proofs after 10:30 pm. These time limits may be extended at the discretion of the Board Chair upon request and for good cause shown.
2. Parliamentary Procedure. Roberts Rules of Order, latest edition, shall be followed whenever a particular procedure or practice is not contemplated or set forth in these rules or the New Jersey Municipal Land Use Law.
3. Testimony.
 - a. For the Applicant: Statements, witness and expert testimony, cross examination and redirect are subject to reasonable limitations in the discretion of the Board Chair.
 - b. For the Objector: Statements, witness and expert testimony, cross examination and redirect are subject to reasonable limitations in the discretion of the Board Chair.
4. Public Comment. The Board shall recognize public commentary on applications pending before the Board by interested parties appearing pro se or represented by an attorney, and each such interested party shall be subject to cross-examination. All such public commentary will be limited to five (5) minutes, which may be extended in the discretion of the Board Chair upon request and for good cause shown. Only relevant objections shall be considered by the Board and the Board shall not consider unreasonable, repetitive, irrelevant, or disorderly objections. The meeting is a quasi-judicial proceeding. Any questions or comments are to be limited to issues that are relevant to what the Board may legally consider in reaching a decision and decorum appropriate to a judicial hearing must be maintained at all times.


5. Continuances. All cases may be continued to another date certain, which generally shall be the next regularly scheduled meeting, unless otherwise determined by the Board. Generally, no further notice shall be needed to be given by the applicant in that event if announcement of the specific date of the continued hearing is provided, unless the Board Chair determines that notice be given.
6. Letters & Petitions of Objection. At “live” in-person Board meetings, letters of objection or support and petitions shall not be admissible, though the writer of a letter or the signer of a petition may appear and testify. If unable to attend, a licensed attorney in the State of New Jersey may appear on behalf of the absent public member.
7. Dismissal Without Prejudice. 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 or for other good cause, including, but not limited to, an applicant refusing to consent to a continuance as detailed in paragraph #6 above.
8. Availability: A copy of these Rules of Procedure shall be maintained in the Office of the Board Secretary and Director of Community Development and shall be provided to any person upon request.

The foregoing action was adopted and memorialized by the Willingboro Township Zoning Board of Adjustment on January 7, 2026, upon the motion of Worthy, seconded by Ballard, with the vote on the motion being seven (7) in favor, zero (0) opposed.



Marcus King, Zoning Board Chair

Attest:



Latoya Cooper-McBride,
Zoning Board Secretary