

**TOWNSHIP OF WEST MILFORD  
PLANNING BOARD**

**September 8, 2004  
WORKSHOP**

**MINUTES**

Meeting opened at 7:36 p.m. with the reading of the legal notice.

**ROLL CALL**

Present: Joseph Elcavage, Douglas Ott, Michael Siesta (Arrived Late), Leslie Tallaksen. Alternate: Matthew DeFede, Clinton Smith. Chairman: Michael Tfank. Planning Director: William Drew, P.P.

Absent: James O'Bryant, Edward Orthouse, Kurt Wagner. Planning Board Engineer: Robert Kirkpatrick, P.E. Principal Planner: Linda Lutz, P.P. GIS Specialist: Robert Sparkes.

**PUBLIC PORTION**

Elaine Duffy, 21 Warwick Turnpike, and Michele La Placa, 4 Greenbrook Drive, addressed the Board regarding the proposed zone change request submitted by Zanado Enterprises. Ms. Duffy questioned the procedures for notification and expressed concerns regarding the impact of development on the environment and the traffic. Ms. La Placa was concerned about the increase of traffic in that area if the zone change is granted.

**SITE PLAN WAIVER APPLICATIONS**

William Drew advised the Board that the application of Lakeland Bank was being carried, as revised plans had not been received.

**ZONE CHANGE APPLICATIONS**

**ZANADO ENTERPRISES**

**Zone Change #0450-0176**

Block 6803; Lots 4 and 11

Warwick Turnpike and Union Valley Roads; CC Zone

Continued review of request to change existing CC Zone

William Drew advised that the applicant had submitted revised plans and wished to pursue the matter further. He noted that the applicant was not required to notify at this stage of the application process.

The Board expressed disappointment that the applicant or his representatives were not present to explain his request to reconsider the application. After discussion the members agreed to hear the applicant at the September 22, 2004 regular meeting.

**APPLICATIONS**

**BALD EAGLE COMMONS**

**Amended Preliminary Site Plan**

**Final Site Plan #0420-8815 (Phase III A)**

Block 5308; Lot 3

Cahill Cross Road; SCC Zone

Construction of a single-story commercial building.

COMPLETE: 07-23-04

DEADLINE: 09-06-04

EXTENDED TO: 09-30-04

The applicant or his representatives were not present. William Drew, Planning Director, provided an overview of the application.

**BALD EAGLE COMMONS**

**Minor Subdivision #0410-1966**

Block 5308; Lots 2 and 3

Cahill Cross Road; SCC Zone

COMPLETE: 07-23-04

DEADLINE: 09-06-04

EXTENDED TO: 09-30-04

Lot line adjustment.

The applicant or his representatives were not present. William Drew, Planning Director, provided an overview of the application.

**THOMAS & CHRISTINE SCHNEIDER**  
**Minor Subdivision #0410-1962**  
**Variance #0430-0676**

COMPLETE: 08-04-04  
DEADLINE: 12-02-04

Block 2303; Lots 8 and 10  
23 & 29 Gladstone Road; LR Zone  
Lot line adjustment to eliminate a driveway encroachment.

The applicant was not present. William Drew, Planning Director, provided an overview of the application.

### **MASTER PLAN SUBCOMMITTEE**

William Drew reported that the staff is continuing its writing of a draft plan. He also noted that the subcommittee was waiting for confirmation of a meeting date with the Recreation Director. The subcommittee was also initiating a study of senior citizen needs and how to reach out to that segment of the population.

**ORDINANCES REFERRED FROM COUNCIL** – None.

### **MINUTES**

Motion made by Douglas Ott, seconded by Joseph Elcavage, to approve the of minutes of the March 24, 2004 closed session, the May 26, 2004 closed session, the July 28, 2004 regular meeting and the August 5, 2004 work meeting. On voice vote all were in favor.

### **MISCELLANEOUS**

**State Aid for Capital Improvement Projects:** William Drew noted that grants are available for improvements, such as sidewalks. He advised that he had discussed proposed locations with the Township Engineer, Richard McFadden. They identified the area from the senior housing complex to the shopping center as an area in need of sidewalks. Grant to be prepared and submitted.

**Highlands Water Protection and Planning Act** – Memo from Susan Bass Levin – DCA Commissioner concerning applications for development. New regulations discussed.

**DEP Permits for Septic Repairs** – Memo from Health Officer to Township Administrator in response to Board memo. Members noted that the memo did not answer their request for a written policy. Memo to be sent to the Mayor and Council advising that the Board had not received a response to numerous requests to receive a written policy regarding the replacement or repair of existing septic systems.

**Cell Towers** – Leslie Tallaksen requested information regarding these facilities operating without Certificates of Occupancy. Members suggested that fines be imposed if the companies do not conform to the Township regulations.

### **APPLICATION PROCEDURES**

Topic involves discussion on applications for preliminary and final approvals for subdivisions and site plans for development; application review process; Planning Board hearing process; subsequent development/construction process.

Tonight's continued discussion is with Planning Board Attorney regarding item 2.B of Application Process outline, which was provided at last July meeting. There was no discussion on this item. The Board carried the matter to the October work meeting.

**ADJOURNMENT**

Meeting adjourned by unanimous consent at 9:04 p.m.

Respectfully submitted,

Grace R. Davis  
Secretary