

**TOWNSHIP OF WEST MILFORD  
PLANNING BOARD**

**November 8, 2004  
WORKSHOP**

**MINUTES**

Meeting opened at 8:42 p.m. with the reading of the legal notice.

**ROLL CALL**

Present: Joseph Elcavage, James O'Bryant, Douglas Ott, Michael Siesta, Leslie Tallaksen. Alternate: Clinton Smith. Chairman: Michael Tfank. Planning Director: William Drew, P.P.

Absent: Edward Orthouse, Kurt Wagner. Alternate: Matthew DeFede. Principal Planner: Linda Lutz, P.P. Planning Board Engineer: Robert Kirkpatrick, P.E. GIS Specialist: Robert Sparkes.

**PUBLIC PORTION**

No one wished to speak.

**SITE PLAN WAIVER APPLICATIONS** – None.

**APPLICATIONS** – None.

**MASTER PLAN SUBCOMMITTEE**

Press release from the Master Plan Subcommittee to be prepared and mailed to the newspapers.

**MINUTES**

**MOTION** made by James O'Bryant, seconded by Leslie Tallaksen, to approve the minutes of the October 7, 2004 work meeting. On voice vote all were in favor.

**MISCELLANEOUS**

**Highlands Water Protection and Planning Act:** William Drew, Planning Director, apprised the Board regarding the status of administering various applications in light of the Highlands legislation. He noted that the Board Attorney had prepared an analysis of the Highlands Act to determine the capabilities that a municipality had to operate in terms of development applications and the processing of building permit applications. A meeting was held with the Board Attorney, who issued two memos addressing how the Township should proceed with development applications. Subject to the Mayor and Council's acceptance of his recommendations the Township will take over the responsibility of issuing permits where an application clearly meets the exemption provisions of the Act. Notices have also been prepared to inform potential applicants of the impact of the Highlands Act on their development. Members suggested that press releases be prepared to advise the public as to how to proceed. And, that the press releases and the notices be put on the Township web site.

**ADJOURNMENT**

Meeting adjourned by unanimous consent at 8:56 p.m.

Respectfully submitted,

Grace R. Davis  
Secretary