

**TOWNSHIP OF WEST MILFORD
PLANNING BOARD**

**January 6, 2005
WORKSHOP**

MINUTES

Meeting opened at 7:39 p.m. with the reading of the legal notice.

ROLL CALL

Present: Joseph Elcavage, Edward Orthouse, Michael Siesta, Kurt Wagner.
Alternate: Clinton Smith. Chairman: Michael Tfank. Planning
Director: William Drew, P.P. Principal Planner: Linda Lutz, P.P. GIS
Planning Board Engineer: Robert Kirkpatrick, P.E. Specialist: Robert
Sparkes.

Absent: James O'Bryant, Douglas Ott, Leslie Tallaksen. Alternate: Matthew
DeFede.

PUBLIC PORTION

Elaine Duffy, Warwick Turnpike, addressed the Board regarding the status of the Tichenor House.

SITE PLAN WAIVER APPLICATIONS – None.

APPLICATIONS

ROBERT SCHMIDT COMPLETE: 12-02-04
Minor Subdivision #0410-1965 DEADLINE: 04-01-05
Bulk Variance #0430-0667
Block 2001; Lot 12
11-13 Paterson Road; LR Zone
Subdivide an existing lot with two houses into two separate lots.

The applicant, Robert Schmidt, was present. Linda Lutz, Principal Planner, provided an overview of the application.

HIGH CREST LAKE LODGE, INC. COMPLETE: 12-17-04
Minor Subdivision #0410-1932 DEADLINE: 04-16-05
Bulk Variance #0430-0668
Block 13201; Lot 25
12 Northwood Drive; LR & R-4 Zones
Subdivide to create three (3) building lots.

Matter carried at the applicant's request.

GEORGE IV AND DIANA CLUFF COMPLETE: 12-20-04
Minor Subdivision #0410-1969 DEADLINE: 04-19-05
Bulk Variance #0430-0685
Block 7212; Lot 4
7207 19
1665 Union Valley Road & 44 Shadowy Lane; R-2 and LR Zones
Subdivide to create a separate lot for an existing dwelling on Lot 4 and the annexation of a portion of Lot 4 to the adjoining property owner.

The applicant or his representatives were not present. Linda Lutz, Principal Planner, provided an overview of the application.

MASTER PLAN SUBCOMMITTEE

ORDINANCES REFERRED FROM COUNCIL - NONE

MINUTES

Motion made by Kurt Wagner, seconded by Michael Siesta, to approve the minutes of the December 2, 2004 work meeting. On voice vote all were in favor.

MISCELLANEOUS

Open Space Presentation: Presentation of open space prioritization by Environmental Commission representative. Dr. Les Lynn made the presentation to the Board recommending a prioritization of open space for future acquisition. This presentation was made as the culmination of an in depth analysis and review of the Township's open space needs by a subcommittee of the Environmental Commission. An analysis of potential suitable lands for active recreation was also presented to the Planning Board by Dr. Lynn for consideration as part of any identified additional recreation needs the Township may have.

It was noted that the Environmental Commission subcommittee, chaired by Dr. Lynn, reviewed the draft open space report prepared by the Open Space Committee in 2002 and presented to the Planning Board in November 2003. The subcommittee prepared an addendum report summarizing their findings and identifying the recommended goals concerning future open space acquisitions. The Planning Board unanimously accepted these recommendations.

Michael Tfrank made a recommendation that the Township Council designate the Township Environmental Commission as the responsible authority regarding matters of open space. During discussion it was noted that the Environmental Commission prepared the original Open Space Plan, which was incorporated into the 1987 Township Master Plan and that the Commission had made recommendations to the Board with regard to the Open Space Report prepared by the Open Space Committee. Further it was noted that legislation empowers the Commission to conduct research into the use and possible use of the open land areas of the municipality. It may coordinate the activities of unofficial bodies organized for similar purposes, and prepare reports and produce information on and relating to open space. The Commission has the authority to recommend to the Planning Board or, if none, to the Mayor and governing body plans and programs for inclusion in a municipal Master Plan and the development and use of such areas. As the Board is undertaking the preparation of a new Master Plan the experience and knowledge of the Commission would be beneficial.

Respecting the long standing reputation of the Township Environmental Commission and its expertise in environmental matters, the Planning Board unanimously recommended that the authorization and responsibility for managing the Township Open Space Plan and making recommendations to achieve its goals be the responsibility of the Township Environmental Commission. A resolution memorializing this recommendation will be scheduled for the Board to adopt at its regular meeting of January 26, 2005, which upon adoption will be forwarded to the Mayor and Council.

DEP Permits for Septic Repairs: Kenneth Hawkswell, Health Officer, was present to discuss department policy regarding permits required for the repair of existing septic systems. He explained the permits required by the DEP and the time involved in obtaining the necessary approvals. He noted that to his knowledge all permits submitted to the DEP had been approved. Joseph Elcavage suggested that the Board send a recommendation to the Township Council that they draft a resolution urging the State to grant the Township the ability to approve the repair or replacement of existing septic systems. The Board noted that these emergency situations should not have to wait weeks for an approval. The applications could then be forwarded to the DEP for their information. This recommendation was unanimously accepted by the Board.

Brownfields Program: Robert Sparkes provided an overview of research he had completed on the subject. He explained what was considered a brownfield. Members identified and discussed various brownfield sites in the Township, which might be eligible for the program.

Tichenor House: Status of building discussed. It was noted that the County had installed a tarp on the roof to protect the building. William Drew outlined the correspondence that had transpired between the Township and the County regarding the maintenance of the facility. He also reported that he had been in contact with the State Historic Preservation Commission regarding a grant to hire a professional to prepare an application for State designation for the building. Mr. Drew to speak to the Administrator regarding the possible deeding of the property to the Township.

Cross Acceptance Process with Passaic County: The Board discussed the Township's concerns regarding the County draft Cross-Acceptance Report as it pertains to West Milford Township. The Board identified the local planning goals that it wished to pursue over the next several years. William Drew to prepare a letter and report to the County advising them of the Board's concerns.

ADJOURNMENT

Meeting adjourned by unanimous consent at 10:35 p.m.

Respectfully submitted,

Grace R. Davis
Secretary