**Elk Township Combined Planning and Zoning Board**

**Regular Business Meeting**

**December 15, 2021**

**Minutes**

**Call to Order**:

Regular Business Meeting was called to order at 7:09pm.

**Roll Call:**

**Present:** Mr. Afflerbach, Mr. Clark, Mr. Hughes, Mrs. Nicholson, Mr. Richardson,

Mr. Schmidt, Mr. Shoultz, Mr. Swanson (alt. 2), Madam Chairwoman White,

**Absent:**  Mr. McKeever, Mr. Poisker,

**Open Public Meeting Act:** was read by the Board Secretary

**Flag Salute:** Madam Chairwoman White led the flag salute.

**Approval of Minutes:**

1. November 17, 2021

***Mr. Afflerbach moved to approve the minutes of November 17, 2021,***

***Seconded by Mr. Schmidt.***

***With all other members in favor, the motion was carried***.

**New Business:**

Completeness Hearing**:**

Kirsten Oravec, Minor Subdivision (Lot Line Adjustment) with variances and waivers

Preliminary and Final Site Plan Approval, 36 Valley Rd, Block 23 Lot 37

Completeness followed by Public Hearing, Application #SD 21-04

Representing the applicant was Attorney Marla Gaglione of Holston, MacDonald, Uzdavinis & Miles at 66 Euclid St. Woodbury, NJ 08096.

The following individuals were sworn to provide testimony:

Ms. Kirsten Oravec applicant

Board Planner, Candace Kanaplue of Bach Associates, referred to her letter dated December 7, 2021 and the Board’s Engineer, Stan Bitgood of Fererici & Akin’s review letter dated December 13, 2021 regarding the following requested waivers:

Item # 8 requires copies of applications to and certification of approvals from outside agencies. The applicant should submit copies of any approvals to the Township.

***Waiver is recommended for completeness only.***

Item # 14 requires certification from the Tax Collector that all taxes are paid to date.

***Waiver is not recommended.***

Item # 33 requires statement demonstrating compliance with affordable housing requirements as applicable including section 70-4. The applicant does not propose any new dwellings.

***Waiver is recommended.***

Item # 36 requires copies of any protective covenants, easements and restrictions of record, including the current title policy. Applicant will submit deed.

***Waiver is not recommended.***

Item # 40 requires the location and dimensions of new structures. The general location of the septic field should be provided. These plans were received by the Board Engineer.

***Waiver is recommended for completeness only.***

Item #49 requires the location of existing trees and tree masses.

***Waiver is recommended.***

Item # 50 requires a tree protection plan.

***Waiver is recommended.***

Item # 53 requires any structures of historic significance within 200 feet of the tract.

***Waiver is recommended.***

Item # 57 requires the applicant to provide a grading plan.

***Waiver is recommended.***

Item # 58 requires the applicant to provide a soil erosion and sediment control plan.

***Waiver is recommended.***

Item # 59 requires the applicant to provide a location of soil borings.

***Waiver is recommended for completeness only.***

Item # 67 requires results and locations of all percolation tests and borings if septic is required.

***Waiver is recommended for completeness only.***

Item # 73 requires an LOI from NJDEP verifying the existence of wetlands boundaries or transition areas on the subject property.

***Waiver is recommended.***

Item # 75 requires the applicant to submit a Utility plan.

***Waiver is recommended.***

Both the Board Planner and Board Engineer had no additional items.

Mr. Shoultz asked how many square feet is needed for a septic system. Mr. Bitgood then explained it depends on the size of the septic field and the DEP regulates distances from wells, property lines, etc.

Mr. Afflerbach asked if the Township would be starting to see this type of application from members of Lake Gilman whose septic systems fail. Mr. Bitgood answered yes, when you have smaller lots that will need to expand to accommodate a new septic field.

Mr. Afflerbach asked if the Township would consider making it easier for homeowners in this situation to negotiate this process.

***Mr. Afflerbach moved to grant the waivers and deem the application complete.***

***Seconded by Mr. Clark***

***Roll Call:***

***Voting in favor:***

***Mr. Afflerbach, Mr. Clark, Mr. Hughes, Mrs. Nicholson, Mr. Richardson, Mr. Schmidt,***

***Mr. Shoultz, Mr. Swanson (alt. 2), Madam Chairwoman White***

***Against: None Abstain: None 9-0-0***

Board Planner Candace Kanaplue again referred to her review letter regarding the Variances requested:

Variance from 96-71.1D(14) Minimum driveway/pavement setback from side yard is requested to permit a setback of 0 feet from the walkway/bridge where 5 feet is required.

Open Space Requirements of 40 acres is satisfied

Applicant should correct the bulk standard table that is on the plan

The HOA should record that the 40 acres is available for future use if necessary

Board Engineer Stan Bitgood referred to his review letter regarding his Technical Review:

Monuments are required where property lines intersect rights of way. These shall be shown and shall either be guaranteed or installed prior to signatures on the deeds by the Chairman and Secretary.

Addresses and Lot Numbers: The applicant shall provide confirmation that the required 911 address numbers is properly posted and visible from the right of way.

A copy of the Deed Restriction shall be provided, prior to signatures to the Board Secretary

***Mr. Afflerbach moved to open to the public, seconded by Mr. Swanson***

***With all members in favor, the motion was carried.***

***With no comment from the public, Mrs. White moved to close the public portion,***

***seconded by Mr. Hughes***

***Mr. Swanson moved to grant Final Site Plan Approval, seconded by Mr. Afflerbach***

***Roll Call:***

***Voting in favor:***

***Mr. Afflerbach, Mr. Clark, Mr. Hughes, Mrs. Nicholson, Mr. Richardson, Mr. Schmidt,***

***Mr. Shoultz, Mr. Swanson (alt. 2), Madam Chairwoman White***

***Against: None Abstain: None 9-0-0***

***Mr. Hughes moved to enter into our General Public Portion, seconded by Mr. Shoultz***

***With all members in favor, the motion was carried.***

***With no comment from the public, Mrs. White moved to close the public portion,***

***seconded by Mrs. Nicholson***

Correspondence: none

**Closed Session: Discussion regarding appointing Planning & Zoning Professionals for the 2022 term**

***Mrs. Nicholson moved to go into close session, seconded by Mr. Afflerbach***

***With all members in favor, the motion was carried.***

***Mr. Afflerbach made a motion to come out of closed session, seconded by Mr. Hughes***

***With all members in favor, the motion was carried.***

***During this closed session, applicants for Planning & Zoning Professionals for the upcoming year of 2022 were discussed, no decisions were made.***

***Madam Chairwoman White moved to come back into the meeting, seconded by Mr. Clark***

***With all members in favor, the motion was carried.***

***Adjournment:***

***Madam Chairwoman White moved to adjourn, seconded by Mr. Hughes***

***With all members in favor, the motion was carried.***

Adjournment time: 8:29pm

Respectfully submitted,

Ann Marie Weitzel, Board Secretary