

**REORGANIZATION MEETING**  
**OF THE TOWN OF DOVER**  
**PLANNING BOARD**

**JANUARY 07, 2004**

The Reorganization Meeting of the Planning Board was held in Town Hall, 37 North Sussex Street, Dover, New Jersey in the Council Chambers.

Clerk/Secretary Regina Nee called the meeting to order at 7:00 PM.

**ROLL CALL**

**PRESENT:** Commissioner Hooper, McGrath, Yamoza, Gilbert, Frister, Bocchino, Shauer, Ruiz, Alternate Walker, and Alderman Shuler.

**ABSENT:** Alternate I Fico

**ALSO PRESENT:** Attorney Lee Greb and Engineer and Planner Michael Hantson.

**PLEDGE OF ALLEGIANCE** was recited by all present.

**ADEQUATE NOTICE** was read by Secretary Nee

**ELECTION OF CHAIRMAN**

Secretary Nee asked for a nomination for Chairman.

Commissioner McGrath nominated Robert Hooper. Commissioner Frister moved to close the nomination, seconded by Commissioner Gilbert.

The Clerk/Secretary cast the unanimous vote for Robert Hooper for Chairman.

After congratulating Chairman Hooper, Secretary Nee turned the meeting over to him.

**ELECTION OF VICE-CHAIRMAN**

Commissioner Frister nominated Paul McGrath as Vice-Chairman.

Commissioner Gilbert moved to close the nominations, seconded by Commissioner Frister.

The Clerk/Secretary cast the unanimous vote for Paul McGrath for Vice-Chairman.

**ELECTION OF SECRETARY**

Chairman Hooper nominated Regina Nee for Clerk/ Secretary.

Vice-Chairman McGrath moved to close the nominations, seconded by Commissioner Frister.

Chairman Hooper cast the unanimous vote for Regina Nee for Clerk/Secretary.

**ELECTION OF TREASURER**

Vice-Chairman McGrath nominated Commissioner Frister as Treasurer. Commissioner Walker moved to close the nominations, seconded by Commissioner Gilbert. Secretary Nee cast the unanimous vote for Commissioner Frister as Treasurer.

**APPOINTMENT OF PLANNER**

Vice-Chairman McGrath nominated Michael Hantson as Planner. Commissioner Gilbert moved to close the nomination, seconded by Commissioner Shauer.

Secretary Nee read the Resolution into the record appointing Michael Hantson Planner for the year ending December 31, 2004.

A roll call was taken to vote on the nomination for Planning Board Planner as indicated in the resolution.

**ROLL CALL**

AYES: Chairman Hooper, Vice-Chairman McGrath, Commissioner Yamoza, Gilbert, Frister, Shauer, Ruiz, Walker

NOES: Commissioner Bocchino and Alderman Shuler

The Resolution is passed.

**APPOINTMENT OF ATTORNEY**

Commissioner Frister nominated Morris Leo Greb as Planning Board Attorney. Alderman Shuler moved to close the nomination, seconded by Vice-Chairman McGrath.

The Resolution appointing Planning Board Attorney Morris Leo Greb was read into the record by Secretary Nee.

A roll call vote was take to vote on the nomination for Planning Board Attorney.

**ROLL CALL**

AYES: Chairman Hooper, Vice-Chairman McGrath, Commissioner Yamoza, Gilbert, Frister, Walker, and Alderman Shuler.

NOES: Commissioner Bocchino, Shauer, and Ruiz

The Resolution is passed.

**APPOINTMENT OF COMMITTEES**

**Subdivision** - Chairman Hooper advised that he will hold off until the first regular meeting to make the committee appointments. He asked all Board members to advise him if they had an interest in serving on any of the committees.

The Master Plan committee will be required to meet for additional meetings during the year as this is a very involved plan.

**Site Plan** -

**Master Plan** -

**Finance** -

**DATE AND TIME OF REGULAR MEETINGS**

All Board members agreed that the 4th Wednesday of every month would be the meeting day for the Planning Board. The Workshop will begin at 7:00PM and the Regular Meeting will begin at 8:00PM.

Secretary Nee presented the meeting dates for 2004:

January 28	July 28
February 25	August 25
March 24	September 22
April 28	October 27
May 26	November - <u>None</u>
June 23	December 1
	January 26, 2005

If a member is unable to attend a meeting, please advise Regina Nee. The absence will be noted in the minutes as an excused absence if the Clerk is advised prior to the meeting.

A voice vote by all present accepted the meeting dates as presented.

**OFFICIAL NEWSPAPER**

Chairman Hooper stated the only newspaper that is feasible for this Board to use is the Daily Record as they are the only paper that can really satisfy our needs due to dates and time constraints involved.

A voice vote confirmed the use of the Daily Record as the official newspaper.

**SET FEES**

Chairman Hooper stated the fees for mailing of the agenda and copies of documents would be the same as last year. Mr. Hantson advised that the fees are set by Town Ordinance and those are the fees that should be established as the fees by this Board. These are fees that are charged for copies of publications.

A voice vote confirmed the fees as set by the Mayor and the Board of Alderman.

**JOIN NJ FEDERATION OF PLANNING OFFICIALS**

Chairman Hooper stated the Planning Board usually joins the Federation of Planners in conjunction with the Board of Adjustment. The entire cost is \$296.00, each Board to pay \$148.00.

Chairman Hooper advised the Board that there are workshops and seminars available to members to attend. Secretary Nee will provide vouchers and the Board has money budgeted for this. Secretary Nee will also have a list of available correspondence at each meeting and any training or seminar information will be forwarded to the members in your packet. New members can attend the Morris County Planning Board seminar.

A voice vote confirmed joining the Federation of Planners.

Chairman Hooper took a moment to welcome all new and returning Board members. He stated that he looks forward to working with all of you. Happy New Year!

Mr. Hantson stated that what you have in front of you are cost estimates for budgetary purposes. Commissioner Frister, Secretary Nee, and Mr. Hantson met to go over the budget. A significant cost from Master Plan element updates and any Transit Village Redevelopment proposals pursued; there are significant costs associated with that. Some estimating costs have been provided to Mr. McDougall and I would be proposing that as part of the Planning Board Budget for next year. They are items that are jurisdictional to this Board. The Board can only spend the money budgeted to it, therefore, the Board needs to be advised that there are some pretty significant numbers to accomplish what is needed. The Master Plan must be reviewed and updated every six years. The entire land use element must be reviewed. In addition, there are significant changes in the Council on Affordable Housing Regulations in the State of New Jersey that will be going into effect which will change our co-obligations for housing. There are new formulas for what you are required to accomplish and the way to accomplish that is through the housing element of the Master Plan. This would be an appropriate time to include this cost in. There is also a lot of interest from the Recreation Commission in the Town of Dover to study available land to expand parks and play grounds, ball fields, and things like that. The appropriate form to do that is in the Park Recreating and Open Space element of the Master Plan of the Town. The Town of Dover, currently, does not have a Park, Recreation, Open Space element. It is an optional element in accordance with the Municipal Land Use Law, whereas, the Land Use element and the Housing element are required elements of the Master Plan. We will be getting into the statutory requirements

for the Master Plan. Mr. Hantson advised that the Board has never spent this kind of money, but to do it properly, the estimated costs should be included.

The town is in the budgetary process at this time and they needed to have the numbers. The state, through a grant, will not fund Master Plans for individual municipalities for normal land use, housing, and statutory elements.

The laws in the state of New Jersey state that if you want to put zoning restrictions on Historical districts or buildings, or historical elements in the town, a prerequisite to doing that, is that you must have a Historical element to the Master Plan. If the Governing Body adopts an ordinance regulating the Historical districts, then the law requires that you shall have a Historical Preservation Commission appointed and any application that comes before the Planning Board or the Board of Adjustment, would have to go to the commission first, be approved by them, prior to the Board being able to act on it. If any town is serious about protecting the historical features of the town, in order to have the power of law to force that to happen or to prevent a property owner from making changes to the building, then you have to take these steps. The commission is advisory, but the ordinance is mandatory. The Planning Board cannot violate the provisions of the ordinance.

Right now, we do have a historic district in the downtown. It is not regulated by the town through zoning or the Master Plan, it is just designated.

The sign ordinance must also be dealt with through the Master Plan.

Commissioner Bocchino made a motion to add a Historic element to the Master Plan and appropriate \$10,000.00 in the budget for the Planning Board, seconded by Commissioner Walker. All present were in favor.

The preparation of a Redevelopment Plan is a unique zoning ordinance for a specific area that you are going to designate. There are requirements for a plan to be written, certain public hearings, certain ordinances to be passed; and there is a whole process involved with that. There are statutory requirements on what you have to show if you want to do a redevelopment for any area. There is a significant cost involved in preparing a redevelopment plan. A redevelopment plan becomes more specific and becomes very definitive and is a legal document.

**PUBLIC PORTION** This portion of the meeting was opened to the Public.

Robin Kline, 49 Jackson Ave, came forward. She wanted to bring to the Board the idea of a Circulation Plan element. It deals with pedestrian walkways. We have a lot of places where our kids can walk.

Bill Cook, 91 Princeton Avenue, came forward. He would definitely like to see the Board deal with the Sign ordinance and home occupations. He asked for the "Site plan requirement" to be removed from a home occupation application.

This portion of the meeting was closed to the Public.

The law says that the Master Plan must be reviewed every six years. The separate and distinct elements can be dealt with separately.

**ADJOURNMENT**

Commissioner Frister made a motion to adjourn the meeting with all present in agreement. The meeting adjourned at 8:18PM.

Respectfully submitted,

A handwritten signature in black ink that reads "Regina Nee". The signature is written in a cursive style with a large initial 'R' and a long, sweeping tail.

Regina Nee  
Clerk/Secretary  
Planning Board