

**City of Millville**  
**Planning Board Minutes**  
**July 12th, 2021**

**Open Public Meetings Act Statement of Conformance:**

Members of the Millville Planning Board met on the above date for their regularly scheduled monthly meeting in the Richard C. McCarthy Chamber, on the 4<sup>th</sup> Floor of City Hall. The Chairman called the meeting to order at 6:30 PM and announced that this meeting was being conducted in accordance with the Open Public Meetings Act of 1975, was advertised, posted, and made available to the public as required by Statute. In attendance were Vice-Chairman Kasuba, Chairman Gallaher, Commissioner Udalovas, Mr. Ed Gallagher, Mr. Laubengeyer, and Mr. Caregnato. Present were Board Solicitor Mr. Van Embden, City's Assistant Engineer Michelle Baker, and City's Planning Trainee Yazmin Moreno. Absent were Ms. Arrigo, Mr. Malone, and Mayor Santiago.

**MINUTES:**

Vice-Chairman Ed Kasuba made a motion to approve the June 7<sup>th</sup>, 2021, special meeting minutes and seconded by Commissioner Udalovas. Mr. Gallagher, Mr. Laubengeyer, Mr. Caregnato, Chairman Gallaher voted yes.

Edward Gallagher made a motion to approve the June 14<sup>th</sup>, 2021, regular planning board minutes and seconded by Commissioner Udalovas. Mr. Caregnato, Vice-Chairman Kasuba, and Chairman Gallaher voted yes. Mr. Laubengeyer abstained

**CORRESPONCES:**

N/A

**RESOLUTIONS:**

Edward Gallagher made a motion to memorialize Resolution #12-2021 the recommendation for Cannabis operations within limited areas and determined approval to be submitted to the Board of Commissioners and was seconded by Vice-Chairman Kasuba. All present voted yes.

Ed Gallagher made a motion to memorialize Resolution #13-2021 for Preliminary and Final Major Site Plan approval of existing structure for assembly use and was seconded by Commissioner Udalovas. All present voted yes.

**APPLICATIONS:**

N/A.

**OTHER BUSINESS:**

Yazmin Moreno gave a presentation today to increase the application and escrow fees for the City of Millville to help cover consultant fees generated by sending applications out for review, to CME, Pennoni, and board solicitor. We would also like to clean up the fee schedule for the board applications, making it more user friendly and we would like to add a fee schedule to the zoning board application as well. The new fee schedule we were looking at was created by Sally Birdsall's planning application from 2018. Michelle and Yazmin like the layout of the application created by Sally.

Chairman Gallaher was concerned about how they compare to surrounding municipalities.

Yazmin: We compared them to Vineland, Deptford, and Freehold Township. We are still the lowest municipality; we are about \$50-\$75 lower than Vineland.

Chairman Gallaher: Do we have a sense of what the real costs are for some of these applications? We do bring in a lot of consultants and we have limited staff. How often do we look at the fees?

Yazmin: We looked at both CME and Pennoni's costs and estimated roughly (baseline) what it would be. So, if we needed to add more funds it would not be as much.

Michelle: We want to make sure we are covered because we are using more outside resources due to short staffing at the city. This is the first time I have looked at this and I have worked for the city for 4 years.

Wayne: likes the idea of making the applicant better understand what the fee schedule would be for their application.

Nathan: Bills for the tech review, communication with applicants' attorneys, resolutions, and emails. I do not bill for the actual board meetings. This is an adjustment to the ordinance and best to add when there is a revision to the ordinance.

A narrative that states the intention of the fee structure including escrow, to capture sufficient funds to make an applicant pay as you go to impact fees or the users pay for the services rendered, but not more. A fair reimbursement for the city's board review costs and the examination on projects. The cost of an appeal is on the city.

Do you like the lay out and do you agree with the fees? The chairman and the board agree with the update of fees. Put the new completed fee schedule on next month meeting and then the board can vote on the new fee schedule. Wayne, the Zoning Officer and board member, would like the zoning permit fee schedule to be added for review at the next planning board meeting. We'd like to make the application more user friendly by breaking it down and separating site plan, variance, and subdivision projects. We would also like to add a fillable pdf onto the website as well.

Land use regulation discussion: Planner trainee; Yazmin Moreno, Zoning Officer; Wayne Caregnato, and City's Assistant Engineer, Michelle Nothafft will meet once a week to work on Chapter 30 sections of the City's ordinance. Commissioner Udalovas spoke on the city's existing Chapter 30 and the newly proposed 413-pages Chapter 30 drafted by Sally Birdsall. Which we know the drafted Chapter 30 is very lengthy, public comment pointed out small typographical errors, and even parts taken from other municipal ordinances that do not align with our city. Have the sections that do not align with the city's goals, removed because they are not easily enforceable in the city, nor are they completely relevant. We can use the existing Chapter 30 scope and sequence to try to connect those past elements that reflect the 2017 Land Use Element of the Master Plan. Then try to insert what is needed. The integration is a problem. That is what we want our department to have, a solid foundation on what direction to work in. More time efficient and give us a better grasp of what will be adopted. If we go with the new copy then we are looking at a complete revised and adoption of chapter 30. There is a lot of feedback, should the definitions be in a different order, should our sequence reflect a little bit more of the previous format, that is all something that really needs to be discussed in detail by the board: then inserted into the draft. How do we make the department's time more efficient, by committing to the new draft and these are the parts needed revised and edited? Or are the problems with integration where you say we remain with our existing chapter 30. Try to insert all that new information in. What will be enforceable and what will be

relevant to the City of Millville. One of the comments we had from the public is whether the new draft really follows the 2017 Land Use Plan Element by way of sequence. Commissioner Udalovas and Chairman Gallaher would like to remain with the new draft and make it functional based on what our professional impart to the board. I think that would be the most time efficient and less 'prone to error' direction. The other municipalities have a lot more staff in Millville, we have Yazmin Moreno, Planner Trainee, Economic Development, and CDBG (Community Development); Wayne Caregnato, Zoning Officer; and Kristine Klawitter, Planning and Zoning Boards' Secretary and CDBG. They do other things but there is not enough time in a day.

Chairman agrees we are short staff, but we need to show progress and wants monthly updates every meeting. Wayne is almost done with the sign ordinance. Wawa is waiting for us to commit and relay what Millville is going to do with the old shopping center (south of Route 55).

Commissioner Udalovas is working on retrieving all the recovered notes from previous meetings to further the discussion about the existing non-conforming overlay with a new overlay. Will be working to recovering the notes given.

Yazmin Moreno City's Planner-Trainee would like to add more regulations to the ordinance. These regulations would include more detail on land aspects, adding setbacks and other site related requirements, and lastly district regulations to both enforce and inform the public. Nathan stated there are already regulations for both the I-1 and I-3 districts which cannabis has been added as a permitted use. Chairmen, make adjustment to the I-1 and I-3 regulations for the Cannabis. Look at the state's requirements for cannabis type facility and see how much can be applied to the city's regulations. The City will follow up and periodically send updates to the chairman.

Commissioner Udalovas made a motion to adjourn, and Mr. Edward Gallagher seconded the motion. All present agreed.