MINUTES
Millville Town Hall | 290 Main Street

December 19, 2019

Board Members present: Justin Allen, Chris Drew and Brian Mullaly. Also in attendance was Sarah Hoecker, Town Planner

Minutes

GENERAL BUSINESS
The meeting was called to order at 7:08 pm.

The board received meeting minutes for the October 17th and November 4th meetings. Since they were not given sufficient time to review the minute before the meeting approval was tabled until the next meeting.

Correspondences received and read out loud before the board:
• DHCD (Department of Housing and Community Development) released their annual Subsidized Housing Inventory (SHI) documenting the number of affordable housing units in Millville
• Request from Town Clerk to submit a section from the Planning Board for the Town’s annual report before February 10th

PLANNING BOARD FORUM
Richard Hurteau delivered a written request for documents regarding the Town’s acceptance of Carriage Estates I and milling of the finished pavement after the completion of the solar project.

Rocco Addeo submitted a completed application for site plan review and special permit to rehabilitate the property at 18 Prospect Street and increase the level of use for up to 4 different tenants. Project narrative asserts since the area is “off the beaten path” with a minimal amount of current traffic on the roadway, and that new tenants will not significantly impact the traffic flow. Proposed business hours are 6AM to 7PM Monday – Friday, 7AM to 6PM on Saturday, with all businesses closed on Sunday. Engineer rendering of the site submitted include; proposed plantings, removal of brush, location for dumpster, and 6 diagonal parking spaces with no ADA compliant parking. Additionally, the proposed plan indicates street entrances from both Prospect Street and Hope Street. Mr. Addeo also submitted two waiver requests to be heard by the board.

Waiver 1: Due to the small scale of this re-modeling project, the applicant is requesting that the already submitted site plan (Attachment “A”) will be suitable for the Planning Board to move forward with his Site Plan and Special Permit application.

Waiver 2: The applicant is requesting to waive the Special Permit fee and pay for the Site Plan Review fee, which is the higher of the two.
The board reviewed the rendering submitted. Discussion focused on the site overall including the type of plantings, particularly along Prospect Street. Mr. Mullaly wanted to make sure the plantings would be salt tolerant since they will be so close to the road. Mr. Drew asked about the dumpster onsite. Mr. Addeo stated it would be shielded from the public. Mr. Addeo also stated he had secured a permit to replace the roof from the Building Inspector. The building sustained a small internal fire in December of 2018 triggering the need for roof replacement. Mr. Drew made a motion for the board to; grant waiver 1 as requested and accept the renderings as provided. Mr. Allen seconded the motion, the board voted unanimously 3/0 to accept the current renderings as provided as sufficient to move forward.

The board discussed the matter of fees. The fee schedule effective March 27, 2017 outlines the following costs the Special Permit fee is $500 + engineering consultant review cost if required; and the Site Plan Review fee is $750 + engineering consultant review cost of required. Mr. Drew indicated he was not in favor of waiving the fee completely. Mr. Mullaly proposed ½ of the payment for the Special Permit fee. Mr. Drew made a motion of for the board to; grant a waiver to reduce the Special Permit fee by half, to $250 dollars, Mr. Allen seconded the motion, and the board voted unanimously 3/0 to grant the waiver as amended.

PUBLIC FORUM
None

MISC. BUSINESS
A few months ago, the board meetings were moved from Monday to Thursday. Scheduling has once again changed and the board will be moving their meetings back to Mondays, typically on the first and third Monday of the month, contingent upon Monday holidays. Ms. Hoecker will be creating an annual schedule to be posted on the website.

Ms. Hoecker stated she will be vacating her role as the Town Planner. The unconventional hours are becoming challenging due to personal medical struggle. Ms. Hoecker will facilitate a transition supporting the board for the upcoming Public Hearing for 18 Prospect Street but encourages the board to start looking for a replacement. Mr. Drew made a motion for the board to engage in pursuing a replacement, Mr. Allen seconded the motion, and the board voted unanimously 3/0 to begin recruitment.

On motion made by Mr. Drew, seconded by Mr. Allen, the board voted unanimously to close 3/0 at 8:24 pm.

Pamela Maloney
Brian Mullaly

Justin Allen
William Coupe

Chris Drew