

MINUTES

7:30 PM

PRESENT: R. Dodds
C. Ely
D. Haywood
S. McNicol
L. Riggio
M. Syrnick
L. Voronin, Alt #1
C. Clarke, Engineer
D. Pierce, Attorney

ABSENT: L. Frank
J. Mathieu
J. Strasser

CALL TO ORDER

The meeting was called to order by L. Riggio at 7:30 PM.

NOTIFICATION

In order to ensure full public participation at this meeting, all members of this Board, and members of the public are requested to speak only when recognized by the Chair so that there is no simultaneous discussion or over-talk, and further, all persons are requested to utilize the microphones which are provided for your use by the Township. Your cooperation is appreciated.

Notification of the time, date and place of this meeting has been published in the Hunterdon County Democrat and Courier News on January 25, 2018, and has been posted in the Kingwood Township Municipal Building on January 22, 2018 and has been filed with the Municipal Clerk.

NEW AND PENDING MATTERS

PRIVILEGE OF THE FLOOR

Rowan University – NJ Map Buildout Modeler Project

L. Joyce and J. Hasse of Rowan University called in to the meeting.

R. Dodds worked the overhead in conjunction with the call. J. Hasse instructed R. Dodds on how the navigation of the program works. The program can show different views of the area. The icon on the top left of the window gives the person the option of the build-out tool. The overhead showed the existing developments by indicating them with little green houses. The DEP is interested in maintaining the number of future septic systems in water sheds to not surpass the nitrate dilution model. If you click on the watershed option, you can see that Kingwood is covered by two watersheds. The DEP calculations for nitrate dilution are different in each watershed. The municipality can share their watersheds with other municipalities. The DEP is only concerned with the watersheds in your particular municipality. The nitrate dilution determines how they are calculating the number of septic systems the watersheds can handle. The next option provided a look at the zoning map. The zoning data is not accurate on this version. The majority of the Township is zoned AR-2. The next option

was to turn off the zoning and turn on the sewer service area. There are some in Frenchtown and some that are site specific. There are no large areas of sewer service in Kingwood. The DEP's nitrate dilution calculations do not have jurisdiction over any sewer service areas. The next option was the constraints which were the urban land use, such as a house, building or roadway. The land use option shows the areas that are developed. The wetlands options, of which there is quite a bit in Kingwood, showed the mapping of the wetlands, which included the stream buffers (C1 300' and C2 150') and water bodies. They have the County Open Space maps and State Open Space maps which have been indicated on the map. The Township has sent them the updated open space and preservation parcels but they have not yet been included in the map. Incorporating the open space and preserved areas into the constrained areas, the Township looks like swiss cheese. The areas where there is no black could possibly receive development. The next option was to click on the top of the drop down menu which indicates the existing zoning. It is a representation of the possible housing development for every area. He requested R. Dodds to turn back on the parcel level. For any parcel you click on, it will give you the information box on the left and the bottom information on that parcel and number of housing units. Looking at the information, the Board can see that the minimum lot size is not correct. There is an error in the data that was utilized. On Block 28, Lot 16 contains 109 acres with 89 buildable acres which would result in 21 units. If you utilize the nitrate dilution model you would see that the watershed can handle 17 units. The nitrate capacity is in the seven (7) acre range. The punchline to the model is that when you click on any parcel, you will be able to obtain the information reviewed above. The nitrate capacity is higher than the current zoning. The Township will be way above the nitrate rule due to the preserved open space. The nitrate numbers could be higher even though the zoning density is 7 acres. The essence of this tool is to allow you to see what the DEP and Wastewater Management Rules want to maintain under the nitrate dilution model. The Township's zoning does come within and well in excess of complying with the DEP nitrate rules. Out of the six other municipalities, Kingwood's is probably the best performing zoning that they have completed. The other municipalities have a higher build out through zoning than for nitrate. The program would like to create better zoning to bring down the number of permitted units. The scenario zoning is not yet functioning. It will allow you to change the zoning on a parcel or on the whole township and see what the buildout will be with the changes. The scenario zoning will allow municipalities that are not in compliance with the DEP nitrate dilution model to see how they can become in compliance through zoning. There is a lot of additional mapping that will be available. Hopefully they will be able to show more options when they return to the Board. The buildout modeler does one specific thing but there is a lot of other data available.

L. Joyce requested the Board members click on the blue banner on the program and send them some feedback. He offered to come up and meet with the Board and offer some training.

One comment was made that they may want to change some of the colors so that the layers could be more useful. It was difficult to distinguish the different constraints with them all in black.

J. Hasse stated all of the layers are distinguished and labeled and they have them in a much more effective choreographic style. They will review the suggestion and see if they can come up with a subtle difference in the colors.

J. Hasse stated he will contact the Board to schedule their next meeting.

NEW AND PENDING MATTERS

S. McNicol recused herself from the following matter.

Perini Properties – Block 15, Lot 8.01 – Route 12 – Liebherr USA – Graphics Permit

G. DeSapio, attorney, was present in case the applicant needed an attorney representing them. J. Hannigan of Fast Signs was present for the application this evening.

J. Hannigan stated the property his office is located at 1 State Highway 12, Flemington. He appreciated the opportunity to address the Board this evening. Liebherr purchased Block 15, Lot 8.01 several months ago. It is an international company and this is an expansion of the company domestically. The building and road signage are the corporate standard. It is designed to help their visitors find their business. The applicant approached FastSigns to work with them on this project. He applied to the zoning officer for a permit. He reviewed the sign specifications as follows:

Leibherr Street Sign, 847 Route 12, Kingwood, NJ 08825 Block: 15, Lot 8.01, Zone BusP7

- The sign 4' wide and 3' high. (12 SF)
- The bottom of the sign is 2' from the ground and the highest point of the sign is 5' from the ground.
- Kingwood Township code for the BP zone is up to 32 sf and 10 feet high.
- The sign is double sided and is located 60' from the road outside of the area of state land.
- The posts will be sunk 30" in the ground and will be secured by concrete footings.
- Illumination will be by one solar powered 70W, 6800 lumen flood light on each side focused directly on sign with no glare or illumination extending beyond the sign. Lighting will be turned off between 12:01 am and 6 am.
- There is no landscaping for this sign. The ground will be raked flat and grass seed thrown down after installation



C. Clarke inquired if the sign was out of the site triangle. J. Hannigan responded it was out of the site triangle.

Leibherr Building Sign, 847 Route 12, Kingwood, NJ 08825 Block: 15, Lot 8.01, Zone BusP7

- The area of the letters is 20' 4" wide and 2' 6" high. (51 SF)
- The sign is less than 15% of the building façade. Building code for BP Zones allows up to 40% coverage.
- Letters are 30" high, 3" deep, metal channel letters reverse lit with white LEDs.
- LEDs are on the inside of the letters directed at the building so there is no direct light emitted from the sign.
- Letters are mounted to a 2" thick, 3' high metal backer painted building color.
- In addition to building and electrical permits, we will provide a sealed engineered drawing indicating the letters and installation method comply with IBC 2015 NJ Edition for dead load, snow load, wind pressure and wind speed.
- Each letter will be connected to a low voltage electric power source.



It was moved by R. Dodds, seconded by C. Ely and carried to approve the Graphic Permit Application for Block 15, Lot 8.01. All members present voted **AYE** on **ROLL CALL VOTE**.

S. McNicol resumed her seat on the Board at this time.

Discussion on Checklist and Stormwater Management Rules

C. Clarke, engineer at Van Cleef Engineering, was present this evening. T. Decker had a scheduling conflict. In January 1, 2018, the State updated the regulations for a Tier B MS4 permit. C. Clarke reviewed the memo from T. Decker with the suggested ordinance amendments or changes:

As a follow-up to our February 26, 2018 and February 28, 2018 memorandums to the Township Committee as requested by the Planning Board, please find below recommended revisions to the Township Ordinance to clarify or remain in compliance with the R10-Tier B Municipal Stormwater General Permit. Additional text is provided in brackets [] and ~~strikethrough text~~ to be deleted:

Chapter 153: Sewage Disposal Systems; Nonpublic Water Systems and Wells
§153-21 Definitions

POTABLE WATER

Any water used or intended to be used for drinking or culinary purposes. *[Potable water line flushing and discharges from potable water sources owned or operated by the Municipality are eligible non-stormwater discharges in accordance with the Tier B MS4 NJPDES Master General Permit NJ0141861. This, however, excludes discharges of filter backwash and certain discharges from well development and redevelopment activities.]*

C. Clarke stated a residential water line is not being regulated. For any municipally owned building, the potable water and cleaning out of the lines would be governed under this section. Individual residences are not a concern.

D. Pierce stated a resident in a development who discharges from their water line flushing and potable water sources would be calculated in the on-site stormwater facility. For municipally owned buildings and lands it would exclude the volume from the stormwater calculation.

Chapter 96: Property Maintenance

Article I: General Provisions

[Adopted 6-1-2009 by Ord. No. 15-07-2009]

§ 96-1 Responsibilities of owner and tenant.

It shall be the duty of any owner and tenant or person in possession of any lands in the Township:

[B. To maintain all structural and non-structural Stormwater Facilities on site. The property owner must submit an annual inspection report to the Kingwood Township Clerk due no later than June 30th of each year prepared by a Professional Engineer or New Jersey Certified Stormwater Inspector. NJDEP maintenance guidance documents, maintenance log and inspection record samples can be found at http://www.njstormwater.org/maintenance_guidance.htm. The inspection report must review all stormwater facilities on site. This includes but is not limited to all detention/retention systems, stormwater catch basins, porous pavement, drainage ditches/swales, and stormwater pipe systems. All parts of the premises must drain within 72 hours of the cessation of any storm. All parts of the premises shall be graded, and where necessary, provided with run-off drains and other means to carry and dispose of surface water in such a manner as to eliminate any recurrent or excessive accumulations of stormwater on premises, without causing excessive accumulations of water on adjoining properties. The report must determine if the stormwater facilities are in good working order and/or deficiencies must be addressed as soon as possible

or no later than October 1st of each year. Failure to comply will result in a Notice of Violation as per §96-5. For the first year, 2018, the inspection report must be submitted no later than September 30th and deficiencies must be addressed within 60 days.]

C. Clarke stated this is a big change. The stormwater coordinator is required to report back to the state that all stormwater facilities are being maintained. The stormwater coordinator has to have the records that everyone is maintaining any stormwater facility. This is not for individual homeowners. An individual person cannot be responsible for the maintenance of a detention basin. The Homeowner's Association is responsible.

D. Piece stated there are a number of Homeowner's Association that do not maintain their stormwater management facilities. The state is imposing on the Township an obligation for a reporting requirement. They must certify to the stormwater management coordinator that they are in compliance. It falls on the individual lot owner. The major development should all have Homeowner's Associations but some of the older developments do not have a Homeowner's Association. The easements are either recorded or implied for the other lots in the development to discharge into the facility and because of the easements they have an obligation to maintain it.

C. Clarke stated the regulations apply to businesses as well.

R. Dodds stated the Township has about seven (7) detention basins.

D. Pierce stated the way this is written is to impose the regulations upon the owner. They will have to hire their own professional engineer and certify to the Township that they are in compliance with the regulations. It regulates both structural and non-structural systems. If you look at the beginning of this Section 96, it applies to each and every property in the Township.

R. Dodds stated every homeowner who could impact on a stormwater facility could have an issue with the new regulations.

M. Synchronic inquired if someone built a rain garden on the property would they be required to comply with these regulations.

D. Pierce inquired if he would be required to hire a professional to make sure that the swales along his driveway are in compliance. T. Decker had assured him that it was not the intention of the regulations. It was for developments to comply with the stormwater management requirements. The Township needs to provide clarification of who is required to comply. The definition of a stormwater facility needs to convey the limitations of its reach.

C. Ely stated he can drive through the Township and can look at a lot of farms where 50, 60, 70, 80 years ago they dug a trench to stop water buildup which would run down to the creek and it has been there forever and has gone through many owners. Do the regulations require the new owner to be responsible to maintain and certify the trench?

R. Dodds responded no but if you did a development and you had stormwater facilities planned you would have to comply.

D. Pierce stated the definition would make this apply to all structural and non-structural stormwater facilities required pursuant to Best Management Practices Manual under the State stormwater regulations.

R. Dodds stated one could argue that if you have gutters on your house that it may fall under stormwater management.

L. Riggio inquired if T. Decker has to report back on the 80 year old ditch. C. Clarke stated back in the 1980's is when the State started to see detention basins and what would be considered stormwater management facilities. It limits it to that extent. It would apply from the mid-1980's through the current times. Going forward any additional new stormwater management facilities that are required, based on a major development permit through the Township, would be required to report to the clerk on an annual basis.

C. Clarke stated the clarification with the proposed changes in the property maintenance is that particular property owner has to inspect the facility and make sure it is working properly. One of the big things is that if it doesn't drain within 72 hours you are becoming a mosquito breeding area. It is one of the concerns of the State that it drains within 72 hours.

L. Riggio inquired if there was any other paperwork that needed to be updated. An example is an individual has a basin that is being handled by an individual owner and there is no Homeowner's Association associated with it and they are now selling their property.

D. Pierce stated the sale of the property does not trigger it but limits it to only facilities that are subject to the stormwater management regulations so if that development was approved before 1980 it would not be subject to this requirement.

L. Riggio stated the development he lives in was built in 2000 and has a detention basin. There is no Homeowner's Association. An owner takes care of the detention basin. The approval was post 1980.

D. Pierce stated he may have been built in 2000 but might have been approved long before the requirements.

M. Syrnick stated going forward any residential developments that come to the Board should be required to have a Homeowner's Association.

C. Clarke stated under Chapter 96, Property Maintenance, looking to add Section B. D. Pierce will clarify that it is not all property owners but just the ones that involve major stormwater facilities. She wanted to discuss the deadlines for this current year. At the end of Section B, for the first year, 2018, the inspection report must be submitted no later than September 30th and deficiencies must be addressed within 60 days. She is not sure of the timeline of going back to the Township Committee and whether or not that would be a reasonable time frame. The timeline would allow them to address any deficiency starting with the growing season or if any concrete had to be repaired it would allow it to cure without having to worry about the temperature range.

R. Dodds stated the timeline would be introduction and adoption on first reading and then public hearing and final adoption. The process takes 2 months.

M. Syrnick stated the stormwater package that came to the Township had the forms in the package. Depending on the type of stormwater facility, there was a different set of forms for each one.

C. Clarke under the link mentioned above provides sample inspection reports that the property owner can utilize. They are trying to streamline as much as possible so that every property is not making up their own guidelines as to how they are inspecting the facilities. It makes the evaluation of the report standardized.

D. Pierce stated the ordinance would define who it applies to and provide the reference site for the forms.

R. Dodds stated the Township would have to notify the responsible parties.

L. Riggio stated he is looking for clarification that this starts on June 30th of 2019.

C. Clarke stated the clarification on the bottom of the paragraph is for this year. The idea is in moving forward if you evaluate it in the spring months then you can identify areas that you need to address over the summer or early fall and still be in compliance by January 1st. It gives them enough time to contract for any major repairs.

L. Riggio stated they would have to basically do it twice in nine (9) months. C. Clarke stated they would have to do it September and then again in June of the following year.

M. Syrnick inquired what happens if the Township is not able to complete it in the allotted time frame.

C. Clarke stated State has been doing a number of audits. The State will come to individual municipalities and look how they have been enforcing their stormwater management ordinances, how they are reviewing their applications and how is the Township enforcing maintenance to get them to the standard that they want to be at for the facilities. Associated with those audits are fines if you don't comply.

D. Pierce stated the Township will have recalcitrant owners who do not want to comply. Violations may have to be issued and have them comply through court. The next logical step would be for the Township to step in and charge the cost as a lien against the property to avoid having the Township fined by the DEP.

L. Voronin stated there would be a cost to the Township to hire the people to go and inspect a non-complying property owner.

C. Clarke stated it would be a cost to the Homeowner's Association. If it is functioning as it was designed, it would require about an hour or two of inspection. If it is severely deficient the original plans would have to be located and a remedy to make it fully functioning would have to be designed, which would require more involvement by the professional.

R. Dodds stated a property owner would have to hire a professional each year to inspect and certify that the stormwater facility is functioning properly.

In response to a question from a Board member, D. Pierce responded it has been the policy of the Township to not own any detention facilities for developments.

S. McNicol stated it seems a little intense to have it every year. She stated every three years would be more reasonable.

C. Clarke responded in some areas the trash accumulation could make it not function in that one year period. The basin would have to be remediated to the point as it was approved by the Board. Any deficiency would have to be documented.

C. Clarke stated for the existing requirements for stormwater management one of the things the State has taken an eye to is soil conditions and data. The following paragraph added some requirements.

§115-6.2 Stormwater Management

I. *Requirements for a site development stormwater plan.*

(1) *Submission of site development stormwater plan.*

(a) *Whenever an applicant seeks municipal approval of a development subject to this section, the applicant shall submit all of the required components of the checklist for the site development stormwater plan at Subsection **I(3)** below as part of the submission of the applicant's application for subdivision or site plan approval.*

(b) *The applicant shall demonstrate through submission requirements that the project meets the standards set forth in this section.*

(c) *The applicant shall submit to the approving municipal authority the required number of copies of the materials listed in the checklist for site development stormwater plans in accordance with Subsection **I(3)** of this section.*

(2) *Site development stormwater plan approval. The applicant's site development project shall be reviewed as a part of the subdivision or site plan review process by the municipal board or official from which municipal approval is sought (the review agency). That review agency shall consult the engineer retained by the Planning and/or Zoning Board (as appropriate) to determine if all of the checklist requirements have been satisfied and to determine if the project meets the standards set forth in this section.*

(3) *Submission requirements. The information in Subsection **I(3)(a)** through ~~**(g)**~~ **[(h)]** below shall be provided:*

(a) *Existing Site Conditions Base Map, including topography, [soil data,] streams, roads and current built environment. The reviewing engineer may require upstream tributary drainage system information as necessary. It is recommended that the topographic base map of the site be submitted which extends a minimum of 300 feet beyond the limits of the proposed development, at a scale appropriate to show site details, showing two-foot contour intervals.*

(b) *Environmental site analysis. A written and graphic description of the natural and manmade features of the site and its environs. This description should include a discussion of soil conditions, slopes, wetlands, waterways and vegetation on the site. Particular attention should be given to unique, unusual, or environmentally critical areas and to those that provide particular opportunities or constraints for development.*

(c) *Project description and site plan(s): A map (or maps) at a scale appropriate for the site indicating the location of existing and proposed buildings, roads, parking areas, utilities, structural facilities for stormwater management and sediment control, and other permanent structures. The map(s) shall also clearly show areas where alterations occur in the natural terrain and cover, including lawns and other landscaping, and seasonal high groundwater elevations. A written description of the site plan and justification of proposed changes in natural conditions may also be provided.*

(d) *Stormwater site planning and design summary. This plan shall provide a demonstration of how the goals and standards of Subsections **C** through **F** are being met, including both nonstructural and structural approaches. The focus of this plan shall be to describe how the site is being managed or developed to meet the objective of controlling groundwater recharge, stormwater quality and stormwater quantity problems at the source by land management and source controls whenever possible. Refer to the municipal stormwater*

management plan and/or the municipal stormwater pollution prevention plan for additional requirements. It should explain in full the maps required by this section.

(e) Stormwater Management Facilities Map(s). The following information, illustrated on a map at a scale appropriate for the site, shall be included:

[1] Total area to be paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon, land area to remain in natural vegetation, and details of the proposed plan to infiltrate, manage, control and dispose of stormwater.

[2] Details of all stormwater management facility designs, during and after construction, including discharge provisions, discharge capacity for each outlet at different levels of detention, and emergency spillway provisions with maximum discharge capacity of each spillway.

(f) Calculations.

[1] Comprehensive hydrologic and hydraulic design and discharge stability calculations for the predevelopment and post-development conditions for the design storms specified in Subsection D of this section.

C. Clarke stated it was up to the applicant whether or not to require that a soil report be submitted.

[2] When ~~the proposed~~ stormwater management control measures [are proposed] (e.g., ~~infiltration basins~~) ~~depend on the hydrologic properties of soils, then~~ a soils report shall be submitted. The soils report shall be based on on-site boring logs or soil pit profiles. [Soil testing must meet the requirements of the NJ Stormwater BMP Manual Appendix E]. The number and location of required soil borings or soil pits shall be determined based on what is needed to determine the suitability and distribution of soils present at the location of the control measure. The municipality shall be notified of site investigation activities and given the opportunity to have a witness, either prior to approval or as a condition of approval, as appropriate for the specific type of measure. Subsequent to approval of the major development, post- construction bulk soil density and infiltration testing shall be required for all infiltration measures that were used as justification for meeting the recharge standard, to ensure that they were properly constructed.

(g) Maintenance and repair plan. The design and planning of the stormwater management facility shall meet the maintenance requirements of Subsection J.

[(h) Major Development Stormwater Summary. Attachment D of the Tier B MS4 NJPDES Permit No. NJ 0141861.]

C. Clarke stated the state is requiring the above language. It should be part of the application and submitted with the report. When the property changes hands, it will be easy to review the past maintenance on the facilities.

Comment with regard to §115-6.2 Stormwater Management

This section of the ordinance is located within Chapter 115 Subdivision of Land. This can be misleading as stormwater management is required for all Subdivisions and Site Plans that meet the definition of a Major Development per 115-6.2B. This section should either be relocated to Chapter 132 Zoning or included in Chapter 132 by duplication or reference. Inclusion in the Zoning chapter will better facilitate enforcement.

D. Piece stated T. Decker would revise the draft ordinance and present it to the Township Committee for introduction and adoption on first reading and then it would come back to the Planning Board for comments. If there are no comments or changes, the Township Committee can then have the public hearing and final adoption.

Draft Ordinance – GIS – Digital Submission for Digital Tax Maps

T. Decker provided the following for review by the Board:

AN ORDINANCE OF THE TOWNSHIP OF KINGWOOD, COUNTY OF HUNTERDON, STATE OF NEW JERSEY SPECIFYING THE REQUIRED FORMAT FOR DIGITAL SUBMISSION OF LAND DEVELOPMENT APPLICATIONS TO ESTABLISH AND/OR MAINTAIN A DIGITAL TAX MAP & GIS BASED PARCEL LAYER

WHEREAS, the Township has invested both human and financial resources in the development of a digital tax map and the implementation of Geographic Information Systems (GIS) technology to improve the efficiency and effectiveness of Township operations; and

WHEREAS, in order to maintain municipal tax maps and facilitate GIS implementation, certain processes have been identified for the inclusion of digital tax map and GIS requirements. The Planning Board's land development review application is one such process; and

WHEREAS, the standards and details provided herein are meant to facilitate the interaction of consultants, applicants, municipality and others by providing clear goals and requirements. No standard presented in this document is intended to countermand any State law.

NOW, THEREFORE, BET IT ORDAINED by the Township of Kingwood as follows:

SECTION 1: Chapter _____ of the Code of the Township of Kingwood shall be amended by adding Subsection _____ as follows:

DATA STANDARDS

1. This data standard has been established to manage both hardcopy (paper) and electronic data submittals required by the Municipality. These standards are part of the comprehensive Municipal initiative to best manage, inventory and utilize information. This section contains the submittal standards for planning application data. The data submittals will be divided into the following two categories, Application Documents and Design Documents. Within these groups data will be submitted in either paper copy or electronic copy as outlined in these standards.
2. The Municipality intends to move toward the elimination of paper copy documents and as such intends to eliminate paper processes, where appropriate, which are obsolete or redundant.
3. Standard Electronic Format for Application Documents
 - a. File type: The required format is an Archival standards compatible Portable Document Format (PDF/A) file generated directly from document files. They should be compatible with the latest Adobe Acrobat Version Readers.
 - i. Scanned images of report text are not acceptable as the text cannot be searched.
 - ii. Scanned correspondence bearing the original signature and seal shall be included.
 - iii. Scanned documents will only be accepted when the native electronic files are not available or developed for the application.
 - b. File naming: Application documents and report file names should be named utilizing a reasonable descriptive naming convention.

- c. Font should be those commonly available such as Times New Roman or Arial. Other fonts may not readily open or print from all computers. Less common fonts that are used (for instance ESRI symbols) must be embedded to allow printing in all environments.
- d. Security settings must be set so as to allow searching of text, printing at full resolution, adding comments (to facilitate electronic comment by reviewers, and for users to annotate their own copies if they wish), content copying and extraction (to facilitate preparation of management direction, and quoting of materials in other documents), making changes related to document assembly to allow users to rotate pages and create bookmarks and thumbnails to facilitate use of the document.
- e. Resolution: Minimum resolution for scanned documents shall be in accordance with the New Jersey Division of Archives and Records Management (NJDARM) as per N.J.A.C 15:3.4.
- f. Cartography: Information on maps should be easily understood when reproduced in black and white – sole reliance on color to convey information means maps cannot be faxed or usefully printed in black and white. Where color is necessary or useful, it should be combined with techniques like line coding and patterned fills to ensure all users can extract the information. This principle applies also to labels and other layers added to images.
- g. Submissions must be on current accepted media.
- h. All digital media shall be provided with the following label data on both the media and media container:
 - i. Municipality, Tax Block, and Lot number
 - ii. Applicant Name
 - iii. Submittal Date
 - iv. Revision number

4. CAD File Standards

- a. Computer-Aided Design (CAD) is a tool used for producing design documentation and plan sets required for the planning application process. It can also provide a common medium of information exchange. In fact, the true power and potential of CAD is the ability to re-use and share the information contained within the CAD document. The key to realizing this potential is common organizing principles and standards for the production and dissemination of CAD information. The standard organization of files, layers and entities, as well as standardized software applications is essential for effective work and communication.
- b. This section establishes performance standards for CAD data provided to the Municipality with the application package. The Municipality does not intend to influence the methods or means of practice of outside consultants. Consultants may use any CAD system to develop design documents as long as the delivered data conforms to the Municipality's CAD data standards.
- c. Much of the CAD data created through the planning process will be utilized to update the municipal tax maps and brought into the municipal and/or County GIS parcel data system. Data received by the Municipality must follow these CAD data standards to be readily useful within that system.
- d. Electronic CAD files for Minor Subdivisions, Final Site Plans and Final Subdivisions shall be submitted in conformance with the standards listed below:
 - i. CAD Drawings: Consultants shall deliver at minimum, a CAD document in electronic format to the municipality. The document(s) must include all supporting CAD data and must be delivered as follows:
 - In the native CAD format as read only
 - In the CAD “dxf” file format.

- Using the data structure defined by these standards.
 - File naming shall comply with the standards established for Application Documents.
- ii. Text and Fonts: Utilize only industry wide supported fonts, no custom fonts can be accepted. All fonts shall be provided with CAD file.
- iii. Layers: Specific layers shall be created and drawings organized in conformance with the most current naming convention developed by the New Jersey Digital Tax Map Task Force (see <http://www.state.nj.us/treasury/taxation/lpt/DigitalTaxMaps.htm>)
- iv. When possible, proposed lots, easements and rights-of-ways shall be comprised of closed polygons.
- v. Easement and Parcel Boundaries shall be coincident in the CAD file when coincident on ground.
- vi. All drawings shall be un-rotated and created at 1 to 1 “full scale”.
- vii. Coordinate Reference: All submittals, paper and digital, shall be in NAD 83 (current) New Jersey State Plane Coordinates in U.S. Survey Feet and North American Vertical Datum 1988 (current) and in accordance with all other provisions of P.L.1960, c.141 (C.46:23-9.9 et seq) “The Map Filing Law”.
- viii. There shall be endorsed upon any map, plat or plan submitted to the Planning Board or Zoning Board a certification by the municipal or board engineer the following: I have carefully examined this map and the required digital submissions and to the best of my knowledge and belief find it conforms with the provisions of the municipal ordinances and requirements applicable thereto. There shall also be provided a line for the municipal or board engineer’s signature and professional seal.

SECTION 2 – REPEALER: All ordinances or parts of ordinances or resolutions inconsistent or in opposition to the provisions of this Ordinance are hereby repealed in their entirety.

SECTION 3 – SEVERABILITY: Each section, subsection, sentence, clause and phrase of this article is declared to be an independent section, subsection, clause and phrase, and the finding or holding of any such portion of this article to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this article.

SECTION 4 – EFFECTIVE DATE: This ordinance shall take effect as provided by law.

M. Syrnick stated the County is requesting for any changes to the Tax Map be submitted in a GIS Format. The Planning Board recommended to the Township that they introduce and adopt an ordinance requiring all future submissions be submitted in a GIS Format.

R. Dodds stated the Township Committee voted to employ Van Cleef Engineering to digitize Kingwood’s tax map. Any new developments will be responsible for the cost of adding the development to the tax map. No one is drawing a subdivision with a pencil on paper. The majority are utilizing AutoCad. It is a standard. It doesn’t matter if the development is one lot or five lots. They are all using the same tool. The applicant is already paying for the subdivision and engineering work so it is not an undue burden on the applicant.

Millings and Soil Importation

M. Syrnick stated the Township Committee requested the Planning Board review soil importation last year. The Board was provided with several samples from various municipalities. There are bits and pieces that can

be picked from each one. The Board needs to come up with a purpose, outcome and what will trigger it. One of the important things is asphalt millings.

R. Dodds suggested splitting the two. The asphalt millings may already have regulations that have been designed by the State.

M. Syrnick stated the State already has regulations that pertain to millings. You cannot leave it stockpiled or unsealed. The bitumen binder used in asphalt paving contains a high concentration of a family of carcinogenic compounds. The dust and particles can be disbursed into the air, soil or water.

S. McNicol shared her milling's concern. A number of years back when Route 12 was resurfaced some arrangement was made with one of the landowners and DOT to take those millings from the highway and place them on a property in Kingwood. A person filled a two acre lot with millings. They were coming in the evening and continued truck after truck until 11 PM. They had the State Police escorting the trucks. Shortly thereafter the Township had a huge rain storm. T. Kratzer and she went to the Lockatong Creek and you could see the little particles of the millings floating. The Lockatong Creek is drinking water for many people. She is not opposed to people using them for their driveways but specific rules should be designed as to how they should be handled. Her concern is to prevent someone from filling in a whole lot. The State Police won't enforce our local ordinances and if the zoning officer is only on call for two hours a week how will he enforce the ordinance.

R. Dodds stated he had received a call from a resident about a truck full of millings on a property in Kingwood. They inquired if the Township could do anything. He had to inform them that because the Township has no local ordinance they would have to go to the State and wait for them to enforce their requirements. If the Township had an ordinance our General Code Enforcement Officer could enforce it. The regulations would be that the resident would have to come to the Township for a permit to assure the Township that they are installing it properly.

After some discussion, it was moved by R. Dodds, seconded by L. Voronin to request the secretary to prepare a draft ordinance for the storing and utilization of millings in the Township. All members present voted **AYE**.

In regard to soil importation, it was decided that the Board members would review the ordinances from the municipalities and provide the secretary with a listing of the parts of the ordinances they would like to see in Kingwood's by June 28, 2018.

Electronic Application Submission

D. Laudenbach requested the Board consider adding to the checklist a requirement that the entire development application be provided in a PDF format. It would eliminate the need to check the paper files in the case of an OPRA request.

D. Pierce stated it can be incorporated into the GIS ordinance as well as incorporating into the ordinance for the change to the checklist.

Notice of Public Hearing on Amended Housing Element and Fair Share Plan

Notice was provided to the Board members that on July 12, 2018 the Planning Board will hold a public hearing on the Amended Housing Element and Fair Share Plan.

Approval of Minutes

It was moved by R. Dodds, seconded by C. Ely and carried to approve the minutes of May 10, 2018 and place on file. All members present voted **AYE** on **ROLL CALL VOTE**, except L. Riggio and M. Syrnick, who **ABSTAINED**.

CORRESPONDENCE

PRIVILEGE OF THE FLOOR

M. Syrnick would like to acknowledge T. Kratzer for his work in providing the science for the increase in the lot size by utilizing the nitrate dilution model.

Transfer of Development Rights (TDR)

S. McNicol inquired as to the progress of the TDR program. R. Dodds responded it is a long process. It is being worked on by the professionals. The biggest concern is that no one loses any value of their property.

ADJOURNMENT

It was moved by S. McNicol, seconded by R. Dodds and carried to adjourn the meeting at 9:23 PM. All members present voted **AYE**.

Respectfully Submitted,

Diane Laudenschick, Secretary