

**Franklin Borough Planning Board**  
**Meeting Minutes for**  
**February 18, 2020**

The meeting was called to order at 7:30 PM by the Chairman, Mr. Wes Suckey, who then led the assembly in the flag salute.

Mr. Suckey read the Statement of Compliance pursuant to the "Open Public Meetings Act, Chapter 231, PL 1975."

**Oath of allegiance – Floy Estes**

Mr. Brady swore Mr. Estes in under oath as Mr. Estes read allowed the oath of allegiance.

**ROLL CALL OF MEMBERS:**

Mr. Wes Suckey, Chairman (Present)  
Mr. John Christiano, Vice Chairman (Present)  
Mr. John Sowden, Mayor (Absent)  
Mr. John Postas, Council liaison (Absent)  
Mr. Floy Estes (Present)  
Mr. Jim Nidelko (Present)  
Mr. Jim Williams (Present)  
Mr. John Friend (Present)  
Mr. Richard Knop (Present)  
Mr. Michael Raperto, Alternate #1(Absent)  
Mr. Stephen DeFinis, Alternate # 2 (Present)  
Ms. Sharon Schultz, Alternate #3 (Present)

**ALSO, PRESENT:**

Mr. Dave Brady, Board Attorney  
Mr. Tom Knutelsky, Engineer  
Mr. Ken Nelson, Planner

**Approval of Minutes:**

**Franklin Borough Planning Board Meeting Minutes for the Reorganization Meeting for January 21, 2020.**

Motion made by **Mr. Friend**. Seconded by **Mr. Christiano**

**Upon Roll Call Vote:**

**AYES: Friend, Nidelko, Williams, Knop, Christiano, Suckey, DeFinis, Schultz**

**NAYS: None                      ABSTENTIONS: Estes**

**Approved**

**Franklin Borough Planning Board Meeting Minutes for the January 21, 2020 Meeting Minutes.**

Motion made by **Mr. Friend**. Seconded by **Mr. Knop**

**Upon Roll Call Vote:**

**AYES: Friend, Nidelko, Williams, Knop, Christiano, Suckey, DeFinis, Schultz**

**NAYS: None                      ABSTENTIONS: Estes**

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**Approved**

**PAYMENT OF BILLS:**

**Mr. Williams** made a motion to approve the escrow report for February 18, 2020.

Seconded **by Mr. Friend**

**Upon Roll Call Vote:**

AYES: **Friend, Nidelko, Estes, Williams, Knop, Christiano, Suckey, DeFinis, Schultz.** NAYS: None

ABSTENTIONS: None

**Approved**

Mr. Suckey stated the second part of the payment of bills is the revised accounts receivable.

Mr. Suckey stated that board secretary has been working very diligently on collecting outstanding escrow funds and has cut the amount due to the professionals in more than half of what was due to them.

Mr. Suckey stated there are still four applicants that have not responded to Mrs. Babcock's letters.

Mr. Suckey stated that it is now the time to pass this along to Mr. Ursin. Mr. Suckey stated allowing the town attorney to go ahead with the legal actions that should take place as discussed at the last planning board meeting.

Mr. Suckey asked for a motion.

**Mr. Friend** made a motion to have our planning board attorney to pursue drafting a letter to the town council and the town attorney to follow the legal procedures to the applicants who still have outstanding invoices and a depleted escrow account. **Seconded by Mr. Williams**

**Upon Roll Call Vote:**

AYES: **Friend, Nidelko, Estes, Williams, Knop, Christiano, Suckey, DeFinis, Schultz.** NAYS: None

ABSTENTIONS: None

**Approved**

**APPLICATIONS OF COMPLETENESS:**

None

**APPLICATIONS TO BE HEARD:**

Ian Sherwood (PB-01-20-1), Block 2602 Lot 9, 193 Corkhill Road, Preliminary site plan, Use "D" Variance.

Mr. Brady stated that Mr. Askin has submitted the proof of publication and notices and they seem to be in order.

Mr. Askin assured Mr. Brady that he doubled and tripled checked and spent a lot on postage for the notices.

Mr. Askin Introduced himself as William Askin from Askin and Hooker on behalf of the applicant Ian Sherwood.

Mr. Askin explained that the property is owned by ITS Properties, LLC which is owned by the applicant Ian Sherwood along with the Black Pegasus farm.

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Mr. Askin explained which is operated as a horse boarding business.

Mr. Askin stated that this property is block 26.02 lot 9 owned by the applicants for 10 years.

Mr. Askin stated that he has with him tonight Mr. and Mrs. Sherwood along with their professional Jason Dunn from Dykstra Associates.

Mr. Askin stated that he is proceeding tonight for a site plan application to add a social hall for gathering and entertaining.

Mr. Askin explained that they are proposing to use an existing barn on the property.

Mr. Askin stated that there are no new structures being built.

Mr. Askin gave a brief description of the property.

Mr. Askin went on to explain the ideas and events that the applicants are expecting to have using this proposed area.

Mr. Askin stated that his client Mr. Sherwood would be the first to testify this evening on behalf of the application.

Mr. Brady Swore Mr. Sherwood in under oath.

Mr. Askin went on to ask Mr. Sherwood if everything that he just stated to the board in regards to his property was correct.

Mr. Sherwood stated yes.

Mr. Askin asked Mr. Sherwood if he would give the board a better idea of what Mr. Sherwood's goals are for his farm and what he is asking for in his application.

Mr. Sherwood gave a brief history of the property.

Mr. Sherwood stated that he and his wife have been thinking of this idea for some time now.

Mr. Sherwood stated that he and his wife really started thinking hard about the idea when it was brought to his attention from his clients that the farm was such a beautiful area with such beautiful scenery that many did not know existed here in Franklin.

Mr. Sherwood stated that even Franklin residents were telling him that they did not know that Franklin had such a beautiful area hidden back there.

Mr. Sherwood stated that opening the farm as a small rustic venue would allow for Franklin residents to be able to enjoy the scenery that they would not be able to do so if they did not have a horse.

Mr. Sherwood explained that the small venue would be to host milestone birthdays, engagement, parties, business lunches, and weddings.

Mr. Sherwood stated that hopefully this will help the business because the horse business is difficult.

Mr. Sherwood stated that he and his wife are just trying to expand with the times.

Mr. Askin asked Mr. Sherwood if he had a business plan as far as seasons of operation and hours of operation.

Mr. Sherwood stated right now he sees the venue being operated during the spring, summer and fall.

Mr. Sherwood stated that the venue would be available seven days a week.

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Mr. Sherwood stated as far as the hours they would differ depending on the occasion being celebrated.

Mr. Sherwood stated that they would of course follow all of the town's ordinances as far as morning and night noise ordinances.

Mr. Sherwood explained what his vision would be as far as advertising and getting the word out about this venue.

Mr. Sherwood gave a brief description of the current space and its uses right now and how he sees the barn being converted into the event space.

Mr. Askin asked Mr. Sherwood about utilities as far as heat and air conditioner.

Mr. Sherwood stated that he is not proposing any HVAC systems.

Mr. Sherwood stated that at this time there would be no heating or cooling systems

Mr. Sherwood stated that would be something that could be addressed further down the road if the success of the business allows.

Mr. Askin asked Mr. Sherwood if there would be water, kitchens or bathrooms.

Mr. Sherwood stated that there would be no kitchen and bathrooms would be brought in "luxury" porta Johns. Which would be brought in on a trailer and would have the full amenities of a bathroom.

Mr. Askin asked who would be providing food and beverage.

Mr. Sherwood stated that would be per event. Mr. Sherwood stated it would be up to the people renting the space out to whom they wanted to use for catering.

Mr. Sherwood stated that there would be no cooking on site.

Mr. Sherwood stated that all food would be prepared off site and brought into the venue.

Mr. Askin asked Mr. Sherwood to briefly describe the traffic in that area as of right now on a daily basis.

Mr. Sherwood stated because that particular barn is considered self-care there is more traffic due to the owners coming in and out to take care of their horses.

Mr. Sherwood stated that there are at least 20 trips a day and at least 140 trips for week for the self-care horses in that barn that will become the venue space if all goes accordingly.

Mr. Askin stated that he did not have any further questions for Mr. Sherwood at this time and asked the planning board's chairman how he would like to proceed at this time.

Mr. Suckey stated that he would allow for the planning board members to ask their questions at this time.

Mr. Nidelko asked where the horses will be located that are currently housed in the barn being proposed as the venue area.

Mr. Sherwood stated that they will be located to another barn on the property.

Mr. Williams asked if Mr. Sherwood would be working with the building department as far as when Mr. Sherwood eliminates some of the stables in the barn to be sure that the structure is structurally sound.

Mr. Williams went on to ask if Mr. Sherwood would have some sort of fire protection as well.

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Mr. Sherwood stated absolutely we intend to do everything the right way and follow any rules or regulations that are necessary in the process of this transformation.

Mr. Sherwood went on to explain that he already has fire protection in place and would follow any suggestions that were made by the building department and or fire sub code.

Mr. Knutelsky stated that would be something that would be written in a favorable resolution under a condition.

Mr. Knutelsky stated that would be something that the Hardyston building department would oversee.

Mr. Suckey stated that the fire sub code would review the plans.

Mr. Suckey stated that fire sub code will also set the occupancy based on table, chairs, space etc.

Mr. Christiano asked Mr. Sherwood when the venue is rented and party goers are using the venue are the party goers allowed to roam about the farm at their leisure.

Mr. Sherwood assured Mr. Christiano that there would be strict restrictions on where party goers and guests would be allowed during the time of use of the venue.

Mr. Sherwood stated that there would be plenty of photo opportunities in the area of the proposed barn to be used.

Mr. Sherwood stated that he would also go as far as maybe taking some horses up to the area for ambiance and photo opts.

Mr. Sherwood stated that there would be no reason for anyone to be roaming around the farm while attending an event.

Mr. Suckey asked about the parking arrangements and what Mr. Sherwood's plan was as far as the surface to be used for parking.

Mr. Sherwood stated that the parking area would be hard stone QP and graded.

Mr. Nelson asked what other structures were on the property.

Mr. Nelson asked about another house that is also listed on the property.

Mr. Sherwood stated that there is a smaller house on the property that Mr. Sherwood's father resides only a few months out of the year.

Mr. Askin stated that Mr. Dunn will address the whole site plan when he testifies.

Mr. Brady asked about music during events at the venue.

Mr. DeFinis elaborated on the question in regards to how music whether it be bands or DJs would be handled at the venue.

Mr. Sherwood stated that the music would only be inside the barn and would follow the town's noise ordinance.

Mr. Sherwood assured Mr. DeFinis that all music would be contained to inside the barn area.

Mr. Brady asked what Mr. Sherwood envisioned for the outside area.

Mr. Sherwood stated that he would follow the landscape in that area as they would the rest of the farm.

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Mr. Sherwood stated it is hard to plant flowers.

Mr. Sherwood stated that deer proof really isn't deer proof.

Mr. Sherwood stated that he would make it look as nice as he can. He stated that wedding ceremonies could be preformed outside that there could be an area for a ceremony behind the barn.

Mr. Knutelsky stated that it was stated that all garbage would be taken off the property at the end of every event.

Mr. Knutelsky suggested that there be a language in the resolution if approved that there be a plan for a garbage enclosure on site at some point.

Mr. Knutelsky stated that if business picks up like you would like for it too, it may be a good idea to have a garbage enclosure on the property.

The board members discussed different options and ideas for the removal of the garbage at the end of each event at length.

Ultimately deciding to have the applicants re submit a site plan with the added drawings to the exhibit from tonight's meeting in the area of any future additions to the area. A Patio or a small arch way to hold a wedding ceremony on the outside of the venue area.

Mr. Brady stated that he was not sure if this would be approved or not but instead of coming to a vote this evening the board could approve Mr. Brady to draft up a resolution that would have these details added into the approval.

Mr. Brady stated as long as Mr. Sherwood's professionals could get them to him to be add to the drafted resolution.

Mr. Nelson brought up the farm land assessment and wanted to make sure that Mr. Sherwood understood what any future builds would mean for his assessment and or loss of assessment in that particular area.

Mr. Askin stated that he and Mr. Sherwood are completely aware of the farm land assessment and handling that accordingly.

There was a discussion about limiting the number of events that the venue would host per day.

Mr. Sherwood stated that he would agree to that as well.

Mr. Sherwood stated he hopes he gets this business to the point where he would have two events scheduled and have to turn away a third.

Mr. Suckey opened the meeting to the public to ask questions to Mr. Sherwood on what he just testified on.

***Sharon Jacobovitz 293 Corkhill Road -***

Ms. Jacobovitz biggest concern was the noise.

Ms. Jacobovitz asked if all the noise will be inside.

Mr. Sherwood assured Ms. Jacobovitz that the music would strictly be inside the structure as far as all the other noise there will be some outside people talking and cars coming in and out.

Mrs. Jacobovitz thanked Mr. Sherwood and the planning board and returned to her seat.

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Mr. Suckey stated not seeing anyone else coming forward he would close this portion of the meeting to the public.

Mr. Suckey stated at this time we will processed with the applicant's professional.

Mr. Askin introduced Mr. Jason Dunn.

Mr. Dunn stepped forward and introduced himself as Jason Dunn professional planner and licensed architect with Dykstra Associates.

Mr. Brady swore Mr. Dunn in under oath and Mr. Askin qualified Mr. Dunn in as a professional. The planning board accepted Mr. Dunn as an expert.

Mr. Dunn stated that he would walk the board through the site plan that has been submitted.

Mr. Dunn gave a brief description of the site plan explaining the area in which the proposed venue area would be and the properties near the proposed area of use.

Mr. Dunn have a brief description of the property and the structures currently on the property along with the properties near by including the Wallkill Valley River and the JCP&L easement that runs through the site.

Mr. Dunn stated that he feels that this property would be the ideal setting for something as the proposed event venue.

Mr. Dunn explained the beautiful scenery alone is enough to make people want to enjoy the location and celebrate their event.

Mr. Dunn clarified once again that there would be no cooking on the property and there would be no septic or added running water.

Mr. Dunn stated that he would like to address the portable restrooms that were briefly touched on earlier during Mr. Sherwood's testimony.

Mr. Dunn explained on sheet two of the site plan that there is a small area behind the proposed venue location that is already paved.

Mr. Dunn explained this would be the location for the portable trailers that would have two portable restrooms on them for each event.

Mr. Dunn stated that this would be a temporary transportable unit that would come in as a needed basis.

Mr. Dunn stated that he would like to touch on the parking lot and parking situation proposed on the site plan.

Mr. Dunn stated that he has modified the parking lot from the once proposed 54 parking slots to a new proposed parking area with modifications done to the fencing to help accommodate more parking in that same location.

Mr. Dunn stated that he would like to enter that proposed parking area as exhibit A1 marked with today's date.

Mr. Brady asked if there was a title for this exhibit

Mr. Dunn stated presentation plan with today's date is the title used.

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Mr. Dunn stated that the new proposal for parking with the modifications to the existing fence allowed for 62 parking slots.

Mr. Sherwood and Mr. Dunn feel that the goal number is 200.

Mr. Dunn stated of course that number being approved by the sub code officer. Mr. Dunn stated that staying closest to the 200 number would be the best-case scenario.

Mr. Dunn stated that the town's ordinance for parking refers more of a club or hall parking than restaurant parking.

Mr. Dunn went on to summarize the parking having 69 parking spots.

Mr. Dunn explained 7 spaces would be closer to the building and there would be handicap spots in that area as well and the rest of the 62 spaces would be in the pasture as described on the exhibit A1.

Mr. Dunn suggested the board to consider bank the parking.

Mr. Dunn stated that all of this parking may not be necessary in the first year or two.

Mr. Dunn suggested developing the parking as it becomes needed to the success of the business.

Mr. Williams asked about parking lot lighting and if that has been addressed.

Mr. Dunn gave a description of the proposed lighting.

Mr. Knutelsky also elaborated on the different lighting plans that can be revised and added to the language in an approval resolution if the planning board members are in agreement.

Mr. Knutelsky also stated that he would like to hear testimony on sight distance along Corkhill is necessary to make sure that it is safe.

Mr. Friend stated that he would just like to add that getting into the property from Corkhill is one issue the other concern is leaving the property especially those who will be turning left on to Corkhill and those who are not familiar with the bends and turns taking a left out of the venue property could be very dangerous. Mr. Friend suggested making party goers turning right out of the property especially if they are not familiar with the road.

Mr. Dunn gave testimony on the sight distance along Corkhill to make a right or left into the venue and during the study he found that it had a significant amount of safe sight distance.

Mr. Dunn stated that he would like to address the sign.

Mr. Dunn explained that there is an existing sign at the beginning of the entrance on the boulevard drive. The applicant would like to keep the existing sign and would add a smaller sign within the sign on the bottom to identify the venue piece of the farm.

Mr. Dunn stated that he would like to enter the picture of the sign as an exhibit.

Mr. Brady stated the picture was included in the board members packet and would not need to be entered as an exhibit.

Mr. Dunn described the picture.

Mr. Dunn stated that as mentioned before the existing sign will remain the same and the sign below would be the name of the proposed venue.



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Mr. Sherwood stated that he and his wife are still discussing a name.

Mr. Dunn stated that before we go into the reports, he would like to give testimony on the use variances this application is proposing.

Mr. Dunn explained he is requesting a use variance and asking the board allow for an event venue, a commercial use in a residential zone.

Mr. Dunn explained that currently there is already a boarding horse's business on the property.

Mr. Dunn explained the existing stable/ barn would be renovated and converted into a hall/gathering area to be used as a party venue.

Mr. Dunn briefly described why he thought that this event venue concept would be a good idea for this property highlighting the positive criteria.

Mr. Dunn stated that the positive criteria clearly out numbers the negative criteria.

Mr. Dunn stated that he believes it would be an economic generator. This concept is what people are being drawn to.

Mr. Dunn stated that the rustic, one with nature concept is an up and coming trend.

Mr. Dunn stated that if business does well it can even be considered a destination for Franklin Borough a place people want to go and have their events there.

Mr. Dunn went into describing the property and the neighboring properties.

Mr. Dunn stated that closest neighbor is over 500 ft away from the proposed venue property.

Mr. Dunn explained the second variance the applicant is seeking which is consumed into the use which is an existing condition.

Mr. Dunn explained that the lot does not have any frontage on Corkhill road or any public road in franklin for that matter and would ask for the board to allow that to continue.

Mr. Nelson asked Mr. Dunn if there would be a third variance in the regards of parking.

Mr. Nelson stated that he and Mr. Knutelsky were under two different impressions of what the parking would be qualify under.

Mr. Knutelsky stated that he believed it would be under the catering parking and gave his reasons why he believed that should be catering banquet parking.

Mr. Knutelsky stated however, catering/banquet parking does not fall under the town's ordinance.

Mr. Knutelsky suggested the applicant finding a bank parking on the site for another 25 parking stalls on site.

Mr. Knutelsky this can be a condition in the resolution if the application should pass.

Mr. Knutelsky stated that it is something the applicant and the board has to think about.

At 9:42 Mr. Suckey stated that he would like to take a 10-minute break.

Mr. Suckey called the meeting back to order at 9:54.

Mr. Dunn stated that during the break their client Mr. Sherwood and the professionals came to the agreement for the board members to consider of a maximum of two hundred guests and to use the banquet hall factor for parking which, would require 100 spaces.

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Mr. Dunn stated there would be 70 spaces adding one to the 69 spaces that are already on the site plan.

The 30 other spaces would be considered bank parking.

Mr. Dunn gave a brief description of what bank parking is.

Mr. Dunn stated that concluded his testimony.

Mr. Dunn stated that he would take questions from the board members if there were any at this time.

Mr. Schultz asked if this area ever flooded.

Mr. Sherwood stated no.

Mr. Suckey asked the members if anyone else had any questions.

There were no more questions from the members.

Mr. Suckey opened the meeting to the public.

Mr. Suckey stated anyone from the public who wished to come forward and ask any questions to Mr. Dunn on the testimony he just gave can do so now.

There being no one stepping forward Mr. Suckey closed the meeting to the public.

Mr. Suckey stated that at this time Mr. Knutelsky will go through his report.

Mr. Knutelsky stated that he would be reading from his report dated February 18, 2020

Mr. Knutelsky read his report highlighting the areas that have been addressed from both the applicant and Mr. Dunn the professional.

Mr. Knutelsky stated the one area that was not clearly touched on is landscaping.

Mr. Knutelsky stated that he would default the landscaping to Mr. Nelson's report.

Mr. Knutelsky explained the changes in the lighting and mentioned that the applicant is going to revise the lighting plan.

Mr. Knutelsky stated signage was discussed and there were no issues with the existing signage and the proposed signage.

Mr. Knutelsky stated because they are not disturbing less than one acre of land this is not considered a storm water management.

Lastly, Mr. Knutelsky stated that he is looking for a letter from the Sussex County Health department to ensure the building that is being proposed is satisfactory to operate under temporary portable bathrooms.

Mr. Knutelsky stated COAH requirements should be addressed, if any are required in a resolution.

Mr. Knutelsky explained that permits are required part of the application.

Mr. Knutelsky stated a letter is needed from the Sussex County Planning Board, the Franklin/Hardyston construction building for the permits that will be required.

Mr. Suckey asked if there were any questions from the board members.

There not being any questions.

Mr. Suckey asked if the applicant had anything else to address to Mr. Knutelsky.

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Mr. Askin stated that his client would cooperate with all the conditions that were addressed in Mr. Knutelsky's report.

Mr. Askin stated that his client will be willing to follow through with all the letters/ approvals and permits needed to make this project successful.

Mr. Askin stated that the updates to the site plan will be submitted in compliance with the resolution if granted.

Mr. Knutelsky stated resolution compliance would be satisfactory to his office.

Mr. Suckey stated that Mr. Nelson could proceed with his report.

Mr. Nelson stated that he had two areas that he would like further clarification on, one being the landscaping plan.

Mr. Nelson stated that he agrees that there does not have to be landscaping in the area of the parking lot.

Mr. Nelson did state that he would like to see planters or some sort of landscaping adjacent to the building that will be used as the venue.

Mr. Sherwood agreed.

Mr. Nelson stated that during Mr. Dunn's testimony it was mentioned the unique characteristics of this particular property.

Mr. Nelson hopes that the board keeps that in consideration for this property being in a R1 zone and would indicate in the resolution that is not a typically idea/use for most or any other R1 zones in the borough.

Mr. Suckey asked the board members if there were any more questions or comments.

There were no more questions from the board members.

Mr. Suckey asked Mr. Askin if he had anymore testimony to give this evening.

Mr. Askin stated testimony for this application was complete.

Mr. Suckey opened the meeting to the public who wish to make any comments on what has been addressed this evening on this application.

Mr. Suckey stated not seeing anyone coming forward. Mr. Suckey closed the meeting to the public.

Mr. Brady recommended that the board makes a motion to authorize Mr. Brady to prepare a resolution of approval.

Mr. Brady stated from now until the next meeting Mr. Dunn can work on getting me the revised site plan and other moving parts to add the wording into the resolution.

Mr. Brady stated that when the board meets again in March, the board can approve and adopt the resolution in the same night.

Mr. Brady briefly went over his notes as far as conditions to be added to the resolution.

The board members, all the professionals and the applicants Mr. and Mrs. Sherwood were in agreement to the conditions to be added to the resolution of approval.

Mr. Suckey asked for a motion to approve Mr. Brady to draft a resolution of approval.

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**Mr. Christiano** made the motion. Seconded by **Mr. Williams**

**Upon Roll Call Vote:**

AYES: **Friend, Nidelko, Estes, Williams, Knop, Christiano, Suckey**

NAYS: None ABSTENTIONS: None

**Approved**

Mr. Suckey stated that the next meeting will be held on Monday March 16<sup>th</sup>

Mr. Askin thanked the board and the professionals and exited the meeting room.

**APPROVAL OF RESOLUTIONS:**

There were no resolutions for approval

**OLD BUSINESS:**

***Final draft – Proposed changes to land use ordinance 161-32 accessory structures and use.***

Mr. Suckey stated that this was a request from the town council.

Mr. Suckey stated that the sub committee met and reviewed it coming to this final draft.

Mr. Nidelko explained what he thought the changes were the last time this topic was discussed.

Mr. Suckey stated that the reason why this has been brought to the planning board's attention is because the town's ordinance is vague and the council has asked the planning board to weigh in with their suggestions for the council to consider when they create the ordinance.

The committee discussed and shared their thoughts and concerns on the proposed changes.

Mr. Brady stated that he would like to take a look a better look at the proposed draft and thinks Mr. Knutelsky and Mr. Nelson should do so as well before we send any final suggestions to the town council. The members were in agreement.

Mr. Suckey stated that at the next meeting we will finalize our suggestions and pass them on to the council at that time.

Mr. Suckey asked for a motion to have the professionals look at the draft and come back with their recommendations at the March 16<sup>th</sup> 2020 meeting. **Mr. Williams** made a motion.

Seconded **Mr. Friend**.

**All were in favor.**

**NEW BUSINESS:**

There was no new business addressed.

**OPEN PUBLIC SESSION:**

Mr. Suckey opened the meeting to the public.

Mr. Suckey stated not seeing anyone coming forward Mr. Suckey closed the meeting to the public.

**DISCUSSION:**

Mr. Nelson gave a brief update on the Highlands.

Mr. Nelson stated that the Housing Program is being led by Jessica Caldwell.

Mr. Nelson stated that he has been working with Ms. Caldwell and has recommended some changes.

Mr. Nelson stated there is a good chance at either the March or April meeting Mr. Nelson and Ms. Caldwell will be giving the planning board a presentation on the Housing Plan.

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Mr. Nelson stated that the board will ultimately adopt the Housing Plan as part of the Master Plan.

Mr. Nelson also suggested having a joint meeting with the Mayor & Council as well in the next few months to address the Housing Plan.

Mr. Nelson stated that not going into a lot of detail he believes the Borough's Housing Plan obligation is around the 350- 375 number of units.

Mr. Nelson stated that he believes that the Borough will not have a problem with that number.

Mr. Nelson stated that there are credits available and past approvals that that can also be used.

Lastly, Mr. Nelson briefly gave an update on the water conservation study.

Mr. Nelson stated that the Highlands Coalition has hired a water consultant to prepare that study.

Mr. Nelson stated that he will keep the board up to date as the information becomes available.

Mr. Suckey asked if anyone had any questions or comments for Mr. Nelson.

There not being any questions or comments at this time for Mr. Nelson.

Mr. Suckey asked for a motion to adjourn the meeting.

**ADJOURNMENT:**

**Mr. Christiano** made a motion to adjourn. Seconded by **Mr. Friend**

**All were in Favor.**

The meeting adjourned to executive session at 10:38 P.M

Respectfully submitted,  
Michelle Babcock  
Planning Board Secretary