



ANDOVER TOWNSHIP

SUSSEX COUNTY • NEW JERSEY

Land Use Board
Municipal Building
134 Newton Sparta Road
Minutes
April 29, 2025
7:30 p.m.

CALL TO ORDER:

The Board Secretary called the meeting to order at 7:30pm.

PLEDGE OF ALLEGIANCE:

The Board Secretary led everyone in a flag salute.

OPEN PUBLIC MEETINGS ACT NOTICE:

The Board Secretary read the following into the record:

This is an open public meeting of the Andover Township Land Use Board to be conducted in-person only at the Municipal Building, located at 134 Newton Sparta Rd., Andover, NJ 07860. Notice of this meeting was given in accordance with the Open Public Meetings Act, Chapter 231, Public Law 85. The rules are generally as stated on the agenda. No new testimony will be taken after 10:30pm. Adequate notice of this meeting has been provided, with an electronic copy posted on the Andover Township website at www.andovertwp.org. The Township cannot guarantee the reliability of internet service and the ability of a member of the public to join the meeting. In the event that the live stream meeting is unavailable, the in-person meeting will proceed as scheduled.

ROLL CALL:

Eric Karr (Class I) – Present
Richard Then (Class II) – Present
Krista Gilchrist (Class III) – Present
Richard Skewes (Class IV) – Present
Joseph Ordile (Class IV) – Present
Eric Olsen (Class IV) - Excused
John Carafello (Class IV) – Excused
James Casler (Class IV) – Present
Karen Rozek (Alternate 1) - Excused
Paul Messerschmidt (Class IV) – Excused

Also Present:

Cory Stoner, PE
Matthew Morris, PP

Thomas Molica, Esq. (via Phone)
Stephanie Pizzulo, Secretary

A motion to appoint Ms. Krista Gilchrist as temporary Board Chair was made by Mr. Karr and seconded by Mr. Skewes. Roll Call: Eric Karr – yes, Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, James Casler – yes. Motion carried.

Ms. Gilchrist chaired the meeting from this point forward.

ADMINISTRATIVE ITEMS:

Approval of Minutes: None.

RESOLUTIONS: None.

ORDINANCES: None.

COMPLETENESS: None.

HEARINGS: (All submitted materials can be found under the Land Use section on the Township website www.andovertwp.org.)

1.) Andover Township Master Plan

Mr. Molica swore in Mr. Matthew Morris, PP who was accepted by the Board.

Mr. Morris presented a document entitled Andover Township Master Plan, April 2025 which was marked and entered as exhibit A-1.

Mr. Ordile thanked all the people involved in drafting the Master Plan especially Mr. Morris and the members of the Master Plan Subcommittee. He said the Master Plan was posted on the Township website.

Mr. Morris presented a document entitled Master Plan Goals, Objectives & Strategies dated April 29, 2025 which was marked and entered as exhibit A-2.

Mr. Morris explained the Master Plan process. He said the Board has two responsibilities; which are the controlling of development, subdivisions, and zoning within the Township as well as development of the Master Plan. He explained how the Municipal Land Use Law guides this process. He said the MLUL has a list of required elements and a list of elements, where appropriate, should be added to the Master Plan. The required elements are a statement of objectives, principles, assumptions, and policies upon which the proposals of the physical, economic and social development of the municipality are based. The second element is a Land Use Element and the third element is a policy statement indicating the relationship of the

proposed development to the surrounding municipalities, the County Master Plan as well as the State Plan. The Andover Master Plan had additional elements, which include a housing plan element, circulation plan element, a community facility plan element, historic plan element, capital improvement plan element, and a resource conservation element. Mr. Morris said the history of Andover's Master Plan goes back to the original Master Plan that was developed in 1958. There was a subsequent Master Plan done in 1976, and the last full Master Plan completed in 1989 with amendments that took place through 1992.

Mr. Morris explained the six steps of the Master Plan process, which are to identify the problems, create a vision statement, set goals and objectives, develop and analyze options, adopt the plan and then implementation. Mr. Morris explained the survey the subcommittee developed and the outreach they performed. He said the goals and objectives are the main parts of the Master Plan. He said the subcommittee also created a list of strategies. He said he prepared environmental resource mapping to help with future development planning.

Mr. Morris discussed some of the areas of the Master Plan. He read the vision statement into the record and outlined the various sections of the Master Plan. He said the document talks about how it agrees with the Sussex County Strategic Growth Plan. He discussed the climate change related to hazard vulnerability assessment and said in 2018 the NJ State legislature addressed future climate change and vulnerabilities. He noted the County in 2021 updated their Hazard Mitigation Plan and explained the process. He explained the build out analysis. He explained the circulation plan and the classification of roadways in the Township. Mr. Morris explained the housing and fair share element and said it is a requirement in N.J. He said the summary is the result of the previous efforts by the municipality and in 2025 there is a fourth round of affordable housing requirement. He explained the community facilities element and said there was a map in the appendix showing the locations of the facilities. Mr. Morris explained the historic plan element and said previous Master Plans had talked about a Historical Commission in the Township. He discussed the capital improvement element, the resource conservation element, and the strategies to preserve those areas of the town. Mr. Morris said the recycling plan is a requirement of the Master Plan. He discussed the relationship of the Master Plans to surrounding towns plans. He went over the maps in the appendices.

Ms. Gilchrist said the Master Plan needed to be updated with updated goals and objectives.

Mr. Stoner said the strategies are important because they setup future ordinances and give hints on how the Board should review applications. He said the Board has changes to the Zoning Map they would like to do and the strategies justify those changes.

Mr. Molica swore in Mr. Cory Stoner, PE. Mr. Stoner said the Stormwater Management Plan element would be updated and will be brought back to the Board.

Mr. Ordile said the Township has 10 years to accomplish the strategies but suggested the Township start working on them soon. Mr. Karr said the capital improvement plan is being discussed at the Township Committee level. He felt the strategies of 30 years ago are different from today's strategies.

Ms. Gilchrist opened the meeting to the public and read the following into the record:

If a member of the public has a question or comment, please raise your hand and wait to be recognized by the Chairperson to speak. Please come forward when recognized and state your name and address, unless you are a registered covered person under Daniel's Law by the Office of Information Privacy. Please refrain from asking questions or making comments about any pending application before the Board, as the applicant may not be present for cross-examination.

Mr. Molica swore in Mr. Ray Wexler. Mr. Wexler discussed defensible space and felt it could be part of a Township wide informational program. He felt it is critical due to the increase in wildfires.

With nobody else from the public coming forward, the meeting was closed to the public.

Mr. Stoner said the climate change discussion in the Master Plan does address the wildfire issues. Mr. Stoner noted the resource conservation element and the recycling element are not in the table of contents. He said the recycling element had a formatting error. The Board Secretary noted a few typographical errors.

A motion to approve and adopt the 2025 Andover Township Master Plan which was marked as exhibit A-1 with the noted corrections was made by Mr. Ordile and seconded by Mr. Karr. Roll Call: Eric Karr – yes, Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, James Casler – yes. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS: None.

LIAISON REPORTS:

Township Committee – Eric Karr

Mr. Karr said the Committee adopted the budget. He said they discussed the Ash trees in town.

Environmental Commission –Eric Olsen

Mr. Olsen was not present to give a report.

Sustainable Andover – Eric Olsen

Mr. Olsen was not present to give a report.

Economic Development Committee – John Carafello

Mr. Carafello was not present to give a report.

VOUCHERS:

Company	Purpose	Amount	Paid By
Vogel, Chait, Collins & Schneider	Legal	\$425.00	Budget
Vogel, Chair, Collins & Schneider	Ringo Properties, LLC	\$127.50	Applicant's Escrow
Vogel, Chait, Collins & Schneider	Robinson vs. Canniff & Andover LUB	\$1,020.00	Litigation
Harold Pellow & Assoc.	Pura Vita	\$300.00	Applicant's Escrow
Harold Pellow & Assoc.	Seegull, LLC	\$410.00	Applicant's Escrow
Harold Pellow & Assoc.	Master Plan	\$120.00	Master Plan Budget

A motion to approve the vouchers was made by Mr. Then and seconded by Mr. Karr. Roll Call: Eric Karr – yes, Richard Then – yes, Krista Gilchrist – yes, Richard Skewes – yes, Joseph Ordile – yes, James Casler – yes. Motion carried.

PUBLIC PORTION:

Ms. Gilchrist read the following into the record:

If a member of the public has a question or comment, please raise your hand and wait to be recognized by the Chairperson to speak. Please come forward when recognized and state your name and address, unless you are a registered covered person under Daniel's Law by the Office of Information Privacy. Please refrain from asking questions or making comments about any pending application before the Board, as the applicant may not be present for cross-examination. The Chairperson has the right to limit the amount of time a person from the public has to ask questions and make comments so all members of the public may have a chance to speak.

Mr. Molica swore in Mr. John Kowalchuk. Mr. Kowalchuk said he was present for the application for Pedro Aguila, which he thought, was on the agenda. Mr. Karr asked if the application had been scheduled and if the applicant was aware of the date. The Board Secretary said the application had been scheduled and the applicant is aware of the date. Mr. Stoner said the application has been scheduled for May 20, 2025. Mr. Kowalchuk asked if the application could be heard on May 6, 2025 to which Mr. Karr said the applicant needs to make that request.

With nobody else from the public coming forward, the meeting was closed to the public.

CORRESPONDENCE:

1.) From: Virgil R. Rome, JR, County Fire Marshall

Re: Report for Abbey Alpha, LLC, Block 151, Lots 22 & 22.02, 289 US Route 206

2.) From: Thomas J. Molica, Jr., Esq.

To: Michael S. Selvaggi, Esq.
Re: Scotto Land Development, LLC Block 161, Lots 3 & 3.01

3.) From: Joseph A. O'Neill, Esq.
Re: Ringo Properties, LLC, Block 158, Lot 6, 662 Route 206 S.

4.) From: Richard Vander Ploeg, Sussex County Division of Engineering & Planning
Re: Alpha Abbey, LLC, Block 151, Lots 22 & 22.02, 293 US Route 206

SCHEDULING OF PENDING APPLICATIONS:

- 1.) Pura Vita, LLC, B: 108, L: 1.01 – Deemed incomplete 3.4.25
- 2.) Abbey Alpha, LLC B: 151, L: 22 & 22.02 – Hearing scheduled for 5.6.25
- 3.) ZJM Properties, LLC B:126, L: 5.03 – Deemed Incomplete 4.15.25
- 4.) Aguila, Pedro B:134 L: 28 – Hearing scheduled for 5.20.25

UPCOMING MEETINGS: May 6, 2025, May 20, 2025

ADJOURNMENT:

With no further business to come before the Board, a motion to adjourn was made by Mr. Ordile. It was seconded by Mr. Karr and passed with everyone saying aye.

Respectfully submitted,

/s/ Stephanie Pizzulo

Stephanie Pizzulo

Land Use Administrator