



# Township of Lakewood

MUNICIPAL BUILDING  
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## OFFICE OF THE MUNICIPAL MANAGER

*Thomas L. Henshaw*

Gerard Scharfenberger, Ph.D., Director  
NJ State Planning Commission  
33 West State Street, 4<sup>th</sup> Floor  
PO Box 820  
Trenton, NJ 08625-0820

April 20, 2017  
*Via email and first class mail*  
([Gerard.Scharfenberger@sos.nj.gov](mailto:Gerard.Scharfenberger@sos.nj.gov))

**Re: Plan Endorsement  
Township of Lakewood**

Dear Mr. Scharfenberger:

On behalf of the governing body of the Township of Lakewood please accept this letter outlining the progress the municipality has made in addressing the conditions of the grant of Plan Endorsement and the Planning Implementation Agreement (PIA). As outlined below, the Township has undertaken efforts to fulfill the conditions of the approval and has made significant progress. However, additional time may be required to address some of the PIA items, including adopting of the required zoning ordinances. The specific items are detailed herein.

You will recall that the State Planning Commission conditionally approved Lakewood's petition for plan endorsement on February 17, 2016, by Resolution 2016-01. The adopted resolution indicates that the town's petition conditionally meets the goals of the State Plan and will achieve final Plan Endorsement when the following conditions in the PIA are completed:

- Adoption of a revised zoning map, zoning ordinance amendments, and Master Plan;
- Adoption of environmental protection ordinances;
- Adoption of an updated Circulation Element as part of the Master Plan; and,
- Adoption of mechanisms to permanently protect lands outside the sewer service area.

The resolution stated that the above conditions must be adopted within 18 months of the effective date of the resolution. The resolution also stated the State Planning Commission may "extend the conditional plan Endorsement and provide more time for the completion" of the conditions.

In that regard we submit the following information as to the status and progress toward completion of the conditions of said approval.



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**1. Master Plan and Zoning Ordinances**

In January 2016, the Township authorized T&M Associates to prepare a comprehensive update of the Master Plan. The new master plan will establish the planning foundation for the zoning amendments implementing the centers, planning areas, cores and nodes of the Lakewood Smart Growth Plan. Shortly thereafter, the Township Committee established a Master Plan Advisory Committee to oversee the development of the plan. The Master Plan Advisory Committee, chaired by the Planning Board chairman, held its first meeting in May 2016 and reviewed a Background Study prepared by T&M Associates. The background study provides a comprehensive review of the demographics, land use, circulation, natural resources and community facilities of the municipality as a basis for the update to the current master plan.

Subsequently, the Master Plan Advisory Committee formed a series of subcommittees to focus on the major issues and subject areas of the plan, facilitate community outreach, and formulate recommendations for the master plan. The following subcommittees were formed: Open Space, Circulation, Downtown, Housing Density and Senior Issues. The subcommittees met on numerous occasions in late 2016 and early 2017 and have submitted written reports listing recommendations for the full Master Plan Advisory Committee's consideration. The Master Plan Advisory Committee will meet on May 3rd to review the recommendations and reports of the subcommittees, which serve as the foundation of the draft Master Plan. It is anticipated that the Master Plan Advisory Committee will meet in mid to late June to review a draft master plan and forward the draft to the Planning Board for public hearing.

2. **Environmental Protection Ordinances.** The Township Committee authorized T&M Associates on March 2, 2017, to prepare the required environmental protection ordinances for introduction and adoption. Draft wellhead protection, water conservation, and riparian corridor ordinances have been prepared and submitted to the Township Attorney for review. It is our understanding that the Township has scheduled the ordinances for introduction (i.e. first reading) on April 20.
3. **Circulation Element.** An updated circulation plan element will be prepared as part of the master plan. The updated circulation will include the recommendations formulated by the Transportation subcommittee. The Township Committee also has authorized Maser Consulting to conduct a series of workshops focusing on solutions and ideas to relieve traffic problems throughout the municipality. This additional study is currently in progress and the Township anticipates the findings of the study will be incorporated into the updated Circulation Element.
4. **Mechanisms to Protect Lands outside the sewer service area.** Lakewood will shortly begin discussion with NJDEP to review mechanisms to protect lands located outside of the approved sewer service areas, including the area proximate to the Kettle Creek, including an ordinance to allow non-contiguous clustering. The preparation of the non-contiguous clustering ordinance was authorized by the Township Committee on March 2, 2017. Prior to introduction of the ordinance Lakewood Township will consult with the NJDEP and NJ OPA concerning the provisions of the draft ordinance.

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**5. Other Planning Implementation Agreement (PIA) Items**

Although not due by August, some of the items in the PIA will be addressed as part of the comprehensive master plan update. Those items include: Historic Preservation Plan, Community Facilities Plan land use issues related to the airport and an update to the conservation plan. Other items in the PIA are on-going.

**Extension Request:**

The extensive public outreach process associated with the preparation of the master plan including public meetings of the Master Plan Advisory Committee and its various subcommittees has added to the time required to complete the master plan. While time-consuming, Lakewood feels that the involvement of numerous stakeholders and additional citizen input will be beneficial to the overall planning effort and establish a sound foundation for the ordinances implementing the plan.

Therefore, Lakewood Township requests the State Planning Commission grant a six (6) month extension for completion of the conditions of Plan Endorsement that were otherwise required to be completed by August 2017 and proposes the following schedule for the completion of these items within the requested extension period:

- Adoption of the Master Plan (including the circulation element) - September 2017.
- Adoption of environmental protection ordinances - September 2017.
- Adoption of mechanism to permanently protect lands outside the sewer service area - December 2017.
- Adoption of the Zoning Ordinance amendments and revisions to the Zoning Map - February 2018.

As shown, the Township has been following through in a diligent manner on the Master Plan effort and implementation of the required PIA items. However, additional time will be required to complete the master plan and adopt the requisite ordinances. Therefore Lakewood requests that the Commission grant a modest extension to complete these items.

Please contact my office if there are any questions concerning this letter. Thank you for your time and attention to this matter.

Very truly yours,



Thomas Henshaw  
Township Manager

cc: Township Committee  
Steven Secare, Esq.  
Township Clerk  
Justin Flancabaum, Chairman, Master Plan Advisory Committee  
Yechiel Herzl, Chairman, Planning Board