

# Citizen's Guide to Millburn Township

Covering boards, commissions, and municipal affairs.

Administration Department  
Township of Millburn



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## Introduction

The *Citizen's Guide to Millburn Township* covers a range of the boards, commissions, and services offered by the municipality. Residents are encouraged to peruse this document and utilize it as a starting point to understanding municipal government operations. Links are provided in the *Guide* to online resources, and this document will be updated with new content periodically.

## Township Committee

Millburn Township was created by an act of the New Jersey State Legislature on March 20, 1857. Since its incorporation as a municipality in 1857, the Township has operated under the Township Committee form of government. A Business Administrator manages the day-to-day functions of the Township. The Township Committee is made up of 5 members elected to staggered, 3-year terms. At the Committee's organizational meeting each January, 1 member is elected to serve as chairman for a 12-month term and another is chosen to serve as vice chairman. Under state statute the chairman of a Township Committee also holds the title of Mayor. Millburn Township Committee meetings are typically held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:30PM at town hall. The meeting dates may be confirmed on the township calendar located on the homepage of the website.

The Township Committee may introduce ordinances to be added or revised in the [municipal code](#). Once an ordinance has been introduced it is published in "The Item of Millburn and Short Hills", the Township's designated official newspaper, typically including a statement of purpose. A public hearing may be held at least ten days after the ordinance has been formally introduced and at least one week after advertisement in "The Item of Millburn and Short Hills" (certain exemptions apply). The Committee may adopt the ordinance following the public hearing, or may carry the public hearing to the next meeting if additional time is required to examine the ordinance or hear additional public comment. Following adoption, the ordinance is sent to be codified and added to the [municipal code](#), which is located in the "Resident Services" section of the Township website. Codification typically takes place once a year and ordinances pending codification are located on the municipal code website under pending codification.

Whereas ordinances are laws passed by the Township Committee, resolutions act as motions and both are listed in full in the Township Committee minutes. Resolutions passed by the Committee are used to approve bills, contracts, licenses, appointments to board positions, and everyday business items. A resolution is any act or regulation of the Governing Body that is required to be reduced to writing but which may be finally passed at the meeting at which it is introduced. Resolutions are not codified in the municipal code, and serve as declarations of the Committee. Resolutions are typically listed under Consent Agendas wherein all the resolutions are approved at the same time which provides rapid, effective action on routine matters requiring little discussion.

There are many instances where business conducted by the Township Committee overlaps with other boards and commissions. As an example, the Committee may pass a zoning ordinance covering statues relevant to the Zoning Board of Adjustment; however, the Committee cannot rule on individual zoning

applications. Additionally, Planning and Zoning Boards are governed in large part by state statutes, and thus unable to be superseded.

Those interested in viewing Township Committee agendas can visit the Millburn Township website and view them prior to meetings. Minutes for Township Committee meetings are also available on the Township website once they are approved. Additionally, residents can get notified once new agendas and minutes have been posted by signing up under the "[Notify Me](#)" section of the website.

**Contact Information:**

Christine Gatti, Township Clerk

973-564-7073

[cgatti@millburntp.org](mailto:cgatti@millburntp.org)

[Website](#): includes Township Committee members, minutes, and agendas.

## Planning and Zoning

### Planning Board

The Planning Board, also known as the "board of permitted uses", typically handles cases regarding site plans, maps, and subdivisions. The Board has the power to grant variances as part of a site plan, and its guiding policy is the Township's [Master Plan](#). If the applicant meets the requirements of a planning or zoning ordinance, in most cases the Board must approve the application.<sup>1</sup> The Planning Board consists of 9 members with 2 alternates. There are educational requirements placed upon members of the Board, including courses on the planning and zoning process.<sup>2</sup>

As per N.J.S.A 40:55D-25, the Planning Board shall accordingly exercise its powers in regards to the Master Plan; Subdivision Control and Site Plan Review; Official Map; Zoning Ordinance and Conditional uses; Capital Improvements Program; Variances and certain Building Permits in conjunction with subdivision, site plan and conditional approval. The Planning Board may: 1) participate in the review of programs required by State or Federal law or regulation; 2) assemble data on a continuing basis as part of a continuous planning process; and 3) perform other advisory duties as assigned to it by ordinance or resolution of the governing body of the aid and assistance of the governing body or other agencies or officers.

Once a resident files an application, the Administrative Officer to the Planning Board reviews it against Township ordinances, deeming the application complete or incomplete. The Planning Board has a designated time period to review the applicant, and must follow a particular timeline. Attorneys, consultants, and engineers are available to the Board to assist in ruling on whether the application can be approved.

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<sup>1</sup> Glenn C. Kienze, Esq. "The Complete Guide to new Jersey Planning Boards and Zoning Boards of Adjustment," 2013. pp.1

<sup>2</sup> Ibid. pp. 8

If a particular hearing requires public notice, according to New Jersey Municipal Land Use Law (MLUL) public notice must be provided 10 days prior to the hearing date in the Township's official newspaper as well as personal service or certified mail to all owners of property within 200 feet as determined and certified by the Township Engineer. This may include properties that fall within Millburn Township as well as neighboring municipalities, as long as they are within 200 feet of said property.

For documents relating to individual Planning Board meetings, please visit the "Agendas & Minutes" section from the homepage of Township website.

## Zoning Board of Adjustment

Whereas the Planning Board deals with issues of "permitted uses," the Zoning Board of Adjustment is the "Board of non-permitted uses." Issues that the Board evaluates include bulk requirements and uses that are not permitted. The Board is comprised of 7 members and 2 alternates.

Pursuant to N.J.S.A. 40:55-69, the Zoning Board of Adjustment has the power to:

- a. Hear and decide appeals, where it is alleged by the appellant that there is error in any order, requirement, decision or refusal made by an administrative officer based on or made in the enforcement of the zoning ordinance;
- b. Hear and decide requests for interpretation of the zoning map or ordinance or for decisions upon other special questions upon which such board is authorized to pass by any zoning or official map ordinance in accordance with this act; and
- c. Grant variances in special cases as per N.J.S.A. 40:55D-70 (c) and (d).

When an applicant applies for a zoning variance, the Board must evaluate their application as it relates to the Township's zoning ordinance as well as state statutes. The zoning ordinance contains requirements for the size of parcels, setbacks, parking, signs, conditional uses, as well as other regulations. The Township [zoning ordinance](#) is available under the "Resident Services" section of the website.

For documents relating to individual Zoning Board of Adjustment Board meetings, please visit the "[Agendas & Minutes](#)" section from the homepage of Township website.

### Contact Information:

Eileen Davitt, Zoning Officer

973-564-7752

[edavitt@millburntwp.org](mailto:edavitt@millburntwp.org)

[Website](#): includes meeting dates, minutes, agendas, and board members.

## Recreation Commission

The Recreation Commission is an organization appointed by the Mayor designed to manage fees, policies, and facilities regarding recreation-based public activities. It supervises the Recreation Department through the Secretary and oversees various subcommittees. Subcommittees include Pool,

Finance, Program & Personnel, and Facilities. Each of these committees, and the overarching Recreation Committee, work in the spirit of cooperation with the Commission as well as Millburn residents.

The Commission is responsible for community recreation; plans, promotes, organizes and administers a comprehensive recreation service for the entire community; establishes administrative procedures to assure maximum services are provided at a reasonable cost; checks effectiveness of the recreation services; studies community recreation needs to develop immediate and long-range plans to meet these needs; interprets the recreation organization, its philosophy and objectives; establishes and maintains cooperative planning and working relationships with neighboring community agencies and interested individuals in cooperation with the Superintendent of Recreation.

The Commission is made up with 7 members and 2 alternates who each serve 5 year terms and meet 11 times a year. These members oversee a legal trust account and are responsible for getting the approval from the New Jersey Department of Community Affairs for projects undertaken by the Township. The Commission also works with the school board, sharing facilities, exchanging money and fees, and keeping the playing fields in top condition.

**Contact Information:**

Bob Hogan, Recreation Director

973-564-7095

[rhogan@millburntwp.org](mailto:rhogan@millburntwp.org)

[Website](#): Includes meeting dates and Commission members.

## Historic Preservation Commission

In order to safeguard the heritage of the Township by preserving Millburn's cultural, historical, social, archaeological, economic, and architectural resources the Township Committee, by ordinance, created an Historical preservation Commission in 1987. Among its duties are the maintenance of the Historic Structures Survey and the recommendation of any actions necessary for updating the historic preservation element of the Master Plan. The Commission advises the Planning and Zoning Boards on applications for development affecting designated historic districts and sides.

The Historic Preservation Commission consists of 13 members, and its meetings are attended by the City Attorney and a consultant that assists the board. When a resident submits an application in the Building Department the plans are sent to the commission if the property is designated as historic, or if it affects requirements in a historic neighborhood.

Historic Preservation may, depending on the project, deal with Shade Tree, Planning, and Zoning matters. If an application is approved by the Commission then it is sent to the Planning Board or Zoning Board of Adjustment, depending on the project.

**Contact Information:**

Nicole Verducci, Secretary to the Historic Preservation Commission  
973-564-7043

[nverducci@millburntwp.org](mailto:nverducci@millburntwp.org)

[Website](#): Includes meeting dates, agendas, and minutes.

## Shade Tree Advisory Board

The Shade Tree Advisory Board is established to assist and advise the Township Committee, the Superintendent of Public Works and the Township Forester with respect to the planting, care and control of trees and shrubbery in public places owned, leased or managed by the Township.

The Advisory Board consists of 5 members, each appointed to three year terms. The Advisory Board meets on a quarterly basis, and considers issues affecting Millburn's 8,000 street trees. The Shade Tree Advisory Board assists in efforts such as designating replanting locations, the types of trees that are to be planted, as well as the aesthetics of the community.

**Contact Information:**

Tom Doty, Township Forester  
973-564-7058

[tdoty@millburntwp.org](mailto:tdoty@millburntwp.org)

[Website](#): Includes meeting dates and advisory board members.

## Environmental Commission

The Environmental Commission consists of 7 commissioners and 2 alternates, with a Chairman of the Commission. Commissioners are elected to three year terms, and alternates to two years. The Commission advises the Township Committee on various health and environmental issues, including environmental impacts of Planning and Zoning applications. One commissioner of the Environmental Commission serves as a member of the Planning Board.

The Environmental Commission was established by ordinance in 1969, for the protection, development or use of natural resources, including water resources, located within the Township. It keeps an index of all open areas in the Township, makes recommendations about their use for inclusion in the Master Plan, and may acquire land for the Township by gift.

**Contact Information:**

[Website](#): Includes meeting dates and commissioners.

## Communications Platform

This section will cover the services and applications offered by the Township of Millburn. These components allow the Township to communicate with residents.

### Website

The Township's website, which can be accessed by visiting [www.twp.millburn.nj.us](http://www.twp.millburn.nj.us), is a clearing house for all online municipal content. The site includes [emergency alerts](#), [Township advisories](#), [links](#), and pages covering every department and committee. Other features include a [Document Center](#), [Agendas and Minutes](#) for Township Boards and Committees, [news](#), [calendars](#), [tax payments](#), [registration for Recreation programs](#), and a [performance measurement portal](#). The "FAQ" and "How Do I" sections provide answers for common questions and concerns. Residents may submit requests, questions, and concerns via the [RequestTracker](#) feature on the Homepage.

### Twitter

Millburn's [Twitter](#) account provides important Township updates, news, and events, reminders of construction, severe weather warnings and health and safety notices. Follow Millburn on Twitter @MillburnTwp.

### Instagram

Millburn's [Instagram](#) features community events and Recreation programs as well as relevant Township information. Follow Millburn on Instagram @millburntownship.

### *Senior Happenings* Newsletter

A mini-newsletter sent twice a month informing you of past and upcoming special events and any other general announcements. To subscribe to the Senior Happenings newsletter, as well as view past postings, visit <http://tinyletter.com/seniorhappenings/>

### Mobile App

The new Millburn Township application allows user to access features found on the website including News Flashes, Calendars, Quick Links, and more. The application is available in the Apple and Android app stores.

### CodeRED

CodeRed notification services are useful in emergency situations. Individuals and businesses can select to receive alerts to their mobile phone (via text or call) and/or email address More information can be found on the Township's main website page under the "[Emergency Notification Sign Up](#)" button.

### TV Station

Millburn Township's local access television station can be accessed on channel 47 through Verizon and 35 through Comcast. The station televises past Township Committee and School Board meetings, a bulletin board, and other Township programming.