

**Call to Order:**

The regular meeting of the Monroe Township Planning Board was called to order at 6:30 p.m. by Chairman O'Brien who read the following statement, "Be advised no new item of business will be started after 10:30 p.m. and the meeting shall terminate no later than 11:00 p.m."

The Board saluted the flag.

Roll call: Present- Mr. Caspar, Mr. Dilucia, Mr. Helsel, Mr. Kozak, Mr. McMahon, Mr. O'Brien, Mr. O'Reilly, Mrs. Salvadori, Mr. Sullivan. Absent- Mr. Hodges (excused), Ms. Kennedy (excused). Also present- Mrs. Gaglione, solicitor, Mr. Hunt, Planner, Ms. Berenato, Engineer, Mrs. Orbaczewski, secretary and Mrs. Gallagher, clerk transcriber.

Mrs. Orbaczewski read the following statement, "Notice of this meeting was given as required by the Open Public Meetings Act in the Annual Notice of Meetings on January 12, 2022. A copy was posted on the second floor bulletin board of Town Hall and posted on the Township website. In addition, notice of this evening's public hearing was sent in writing on November 16, 2022 by the applicant's attorney."

**Memorialization of Resolutions:**

1. PB -31-2022 - #1865 Diocesan Housing Services Corp./ Mews at St. Mary's

Motion to approve by Mr. Kozak, seconded by Mr. Caspar. Roll call vote; Ayes- Mr. Kozak, Mr. Caspar, Mr. Dilucia, Mr. Helsel, Mr. O'Reilly, Ms. Salvadori, Mr. O'Brien. Nays- Zero. Abstentions- Zero.

2. PB-32-2022 - #515-SP Diocesan Housing Services Corporation of the Diocese of Camden

Motion to approve by Ms. Salvadori, seconded by Mr. Caspar. Roll call vote; Ayes- Mr. Caspar, Mr. Dilucia, Mr. Kozak, Mr. O'Reilly, Ms. Salvadori, Mr. O'Brien. Nays- Zero. Abstentions- Zero.

3. PB-33-2022 - #354-ASP Domenick Muzzupappa

Motion to approve by Mr. Caspar, seconded by Mr. Kozak. Roll call vote; Ayes- Mr. Caspar, Mr. Dilucia, Mr. Kozak, Ms. Salvadori, Mr. Sullivan, Mr. O'Brien. Nays- Zero. Abstentions- Zero.

4. PB-34-2022 – #WSP-06-22 High End Car Stereo and Performance

Motion to approve by Mr. Caspar, seconded by Mr. Dilucia. Roll call vote; Ayes- Mr. Caspar, Mr. Dilucia, Mr. Kozak, Ms. Salvadori, Mr. Sullivan, Mr. O'Brien. Nays- Zero. Abstentions- Zero.

**Memorialization of Resolutions:** (continued)

5. PB-35-2022 - #WSP-07-22 Mohd O. Kashlan

Motion to approve by Mr. Kozak, seconded by Mr. Dilucia. Roll call vote; Ayes- Mr. Caspar, Mr. Dilucia, Mr. Kozak, Ms. Salvadori, Mr. Sullivan, Mr. O'Brien. Nays- Zero. Abstentions- Zero.

6. PB-36-2022 - #WSP-08-22 Marcella Hernandez/ Randy's Pizza

Motion to approve by Mr. Kozak, seconded by Ms. Salvadori. Roll call vote; Ayes- Mr. Dilucia, Mr. Caspar, Mr. Kozak, Ms. Salvadori, Mr. Sullivan, Mr. O'Brien.

**Deed Extension for Board Action:**

1. #1850A – Summerfields West – Deed Extension

Mrs. Gaglione stated that there were some changes requested by Mr. Kernan and the time has run out so the attorney for the applicant is requesting an extension to file the deeds. Mr. Kozak asked if this was common. Mrs. Gaglione replied yes, and it was likely due to them working with our Board professionals. Mrs. Gaglione stated they will have 90 days on the extension.

Motion to approve by Mr. Kozak, seconded by Mr. Helsel. Roll call vote; Ayes- Mr. Caspar, Mr. Dilucia, Mr. Helsel, Mr. Kozak, Mr. McMahon, Mr. O'Brien, Mr. O'Reilly, Ms. Salvadori, Mr. Sullivan. Nays- Zero. Abstentions- Zero.

2. #494-SP – Richard Schmidt – Preliminary & Final Major Site Plan Extension

Mrs. Gaglione stated the approval was originally granted during the Covid shutdown. She explained that the Board can extend this approval to February of 2025. Mr. Kozak asked if this was what the Board should do. Mrs. Gaglione explained that it would grant the applicant his three one-year extensions all at once. Mr. O'Reilly asked if the applicant was the actual owner of the property. Mrs. Orbachewski confirmed that Mr. Schmidt is the owner of the property.

Motion to approve by Mr. Kozak, seconded by Mr. Sullivan. Roll call vote; Ayes- Mr. Caspar, Mr. Dilucia, Mr. Helsel, Mr. Kozak, Mr. McMahon, Mr. O'Brien, Mr. O'Reilly, Ms. Salvadori, Mr. Sullivan. Nays- Zero. Abstentions- Zero.

**Public Hearings:**

1. #518-SP – Community Health Care, Inc. – Minor Site Plan

The applicant is proposing to rehabilitate the existing one-story structure to accommodate the proposed use of a medical office. Associated site improvements include parking, lighting and landscaping. The property is located at 711 Marsha Avenue, also known as Block 1701 Lot 14 in the Commercial Zoning District.

**Public Hearings:** (continued)

1. #518-SP – Community Health Care, Inc. (continued)

Theodore Ritter, attorney for the applicant is present. Robert Moran, representative of Community Health Care, and Thomas D'Arrigo, an architect, were sworn in by Mrs. Gaglione. Mr. Ritter gave some background on Community Health Care. He stated that it's a federally funded nonprofit health agency. They offer medical services such as dental, obstetrics, psychological, pediatric, etc. They have a number of other locations. They plan to remodel the existing building. Mr. Ritter stated they are requesting a waiver to adjust the ADA parking, a bulk variance for rear yard setback due to an existing condition, and bulk variance for a nonconforming buffer and the number of parking spaces. They are requesting a waiver for a storm management grading and plan as the existing condition of the property will be changed.

Mr. Ritter stated that this will be their third location in the county. The building is on a cement pad, it has a loft attic. There will be six exam rooms, a maximum of nine employees and there will only be one shift. They do not expect any truck or tractor trailer traffic other than a trash truck and deliveries such as FedEx or UPS. The supplies needed will arrive by van from the company. There's no plan to expand as there is no opportunity for that in this location. He stated the types of family practice to be offered are internal medicine, pediatrics, podiatry, and phlebotomy. Mr. Ritter explained that no one is turned away, they will get treated with or without insurance.

Mr. Moran testified that they are a federally qualified health center. They have two grants that the government supports. He stated that the services are offered as a form of charity care, but they do also accept all forms of insurance. Mr. Kozak asked if this would be run like an urgent care where people can just walk in for service. Mr. Moran replied it is not an urgent care, it is strictly primary care services. Mr. Kozak asked if they would need to make an appointment or just walk in. Mr. Moran replied would prefer people to make appointments but they will accept walk-ins. Mr. Kozak asked if they find at their other locations where there might be a line outside because of so many people needing service. Mr. Moran replied they don't see things getting to that point. Mr. Kozak asked if the government liked this area because of the federally funded housing in the area. Mr. Moran replied that was taken into consideration but there are many other variables to why this location was chosen. Mr. O'Reilly asked if there were any drugs dispensed at the location. Mr. Moran replied no, they would need to fill their prescriptions at the pharmacies.

Mr. O'Reilly asked what type of security lighting there would be. Mr. Ritter replied they would have the same type of security as other locations, as it has been successful. They have access ID for entry, there will be 360-degree surveillance and internal security cameras. Mr. O'Reilly stated he's concerned for someone to break in and what could they get. Mr. Ritter stated they have other locations in difficult neighborhoods and they are aware of the concerns. Ms. Salvadori asked if all the specialty doctors would be in the building at the same time or if they would rotate. Mr. Moran replied there would be a maximum of two doctors there at one time. He stated they would let the demand of the population determine the need. The hours of business would generally be 8:00 to 4:30 but they will adjust if needed. Mr. Moran stated they are trying to spotlight men's health since it's often overlooked.

**Public Hearings:** (continued)

1. #518-SP – Community Health Care, Inc. (continued)

Ms. Berenato stated the application cannot be deemed complete. She began to discuss the items that need to be addressed for completeness. She stated that the site plan submitted was not correctly scaled, therefore a waiver would be needed and she had no objection to that waiver. Ms. Berenato stated that the plan should be signed by a licensed planner and correctly scaled, she had no objection to the being provided. Mr. Ritter stated they did have one done by Ewing Associates and he believes it was submitted. Ms. Berenato stated then no waiver necessary for that. Ms. Berenato stated they need existing and proposed grades on the survey and on the site plan. She stated they do not recommend waiver but it can be a condition. She asked if there can be testimony on the grading. Mrs. Gaglione stated that Mr. Ritter should continue with his presentation and witnesses, then Ms. Berenato can talk about completeness.

Mr. Ritter asked Mr. D'Arrigo to give a summary of the site plan. Mr. D'Arrigo stated that his qualifications are that he is a licensed professional architect, he has practiced since 1992 and he is qualified as a land use expert many times prior to this. He stated he also has an undergraduate degree in art and a bachelor's in science and architecture. Mr. D'Arrigo testified referring to the site plan that the existing asphalt was poor so they replaced the entire lot, relocated the front entrance and reconfigured the parking spaces. They are proposing to rebuild the front façade with a trussed roof so there is a covered entrance. Mr. Kozak asked if there would be any additional signs other than what's on the building. Mr. D'Arrigo replied there is a sign proposed that complies with the ordinance. Mr. Kozak asked about the dumpster since there will also be medical waste. Mr. D'Arrigo stated that the medical waste will be addressed by Mr. Moran, but there will be an enclosure for the other waste.

Mr. Ritter asked if the grading will remain the same. Mr. D'Arrigo replied it is generally a very flat site, any changes made to the grading would be minimal and they can provide that. Ms. Berenato stated that since they are redoing the ADA parking and relocating the driveway the site plan should show spot elevations and the flow of water. Mr. D'Arrigo stated they can provide that. Mr. Ritter stated the sign is going to be in the same exact location as from the prior user. Mr. Ritter stated the engineer's report asked for dimensions and setbacks to be added. Mr. D'Arrigo stated they can do that. Mr. Ritter stated they need to show the circulation arrows and fire lanes. Mr. D'Arrigo stated they can provide that.

Mr. Ritter stated they need to show sewer and water facilities. Mr. D'Arrigo stated they are on the architectural drawings and somehow didn't make it to the site plan but they can provide that. Mr. Kozak asked if this was serviced by the MUA or septic. Mr. D'Arrigo confirmed it has public water and sewer. Ms. Berenato stated they will need to provide a letter from the MUA that they are okay with the proposed usage. Mr. Ritter stated that the engineer's comment about the buffers, when years ago the buffer requirements were much less than they are today and they are requesting a variance waiver for that. Mr. Ritter asked for Mr. D'Arrigo about the curb and curb design. Mr. D'Arrigo stated that they can provide details to clarify that.

**Public Hearings:** (continued)

1. #518-SP – Community Health Care, Inc. (continued)

Mr. Ritter referenced both the planner's and engineer's reports that the foot candles were too high. Mr. Hunt and Ms. Berenato corrected that's only at the property line. Mr. D'Arrigo stated they can control that for the neighbors. Mr. Ritter asked Mr. D'Arrigo to explain the number and height of the poles. Mr. D'Arrigo stated they went for maximum height to get the correct number of foot candle. Mr. Kozak asked why they didn't have an engineer present. Mr. Ritter stated the law in New Jersey allows. Mr. Kozak asked wouldn't it be better though. Ms. Berenato stated that usually there is an engineer but if the project is under 10 acres, and architect can do it. Mr. Ritter stated they are requesting a 25' light pole instead of two 16' poles. Mr. D'Arrigo stated that there's limited area to place lighting and it would be more efficient for them. Mr. Hunt stated that due to the residential area adjacent the 25' lighting is not appropriate and the lighting instead should be two or three 16 foot poles. Mr. Ritter affirmed they would make that change.

Ms. Berenato asked about the existing parking on site. Mr. D'Arrigo stated that it's inconsistent, some are on asphalt and some are on concrete. Ms. Berenato stated the ordinance calls for parking spaces to be 10' x20', but she's fine if they are requesting a waiver for 9' x 18' instead. Mr. Ritter refers to the engineer's report about the ADA issue. Ms. Berenato recommended a waiver for that. Mr. Ritter mentioned about the loading and maneuvering. Mr. D'Arrigo stated there would be potential for loading on the right side of the building. Mr. Ritter stated the number of parking they can provide is 27, the ordinance calls for 29; but they would like to propose to add two EV spaces as make ready. Mr. Ritter asked Mr. D'Arrigo to explain the existing buffer and sidewalk situation. Mr. D'Arrigo stated that he can work with the engineer to take away from the landscaping to accommodate the sidewalk. Ms. Berenato asked what the dimension is of the grass strip. Mr. D'Arrigo stated that he does not have that currently but he can provide it. Ms. Berenato stated that if it's close she would consider a waiver, but she needs more information. Mr. Hunt stated they would still like to see some landscaping in the front of the property.

Mr. Ritter referred to the soil erosion and sediment control. Mr. D'Arrigo stated they are going to try to get a waiver from the soil conservation district. Ms. Berenato asked about the stormwater management. Mr. Ritter asked Mr. D'Arrigo if he would anticipate any effect on stormwater versus what's there now. Mr. D'Arrigo stated the impact would be limited, they will be restoring conditions as they were. He stated they will provide drainage and spot elevations. Ms. Berenato asked if there would be an increase in impervious coverage. Mr. D'Arrigo replied, if there is it would be minimal. Ms. Berenato stated she would like to see that in a narrative explaining it. Mr. D'Arrigo stated they did provide that. Mr. Ritter asked Mr. D'Arrigo if there would be any change in traffic as opposed to the two prior uses of the site. Ms. D'Arrigo replied there would not be an increase in traffic from what has been there before so they are asking for a waiver. Ms. Berenato stated she is recommending a waiver for that.

**Public Hearings:** (continued)

1. #518-SP – Community Health Care, Inc. (continued)

Mr. Ritter referred to the engineer's report to address the nonconforming rear yard setback, and that the other properties are already approved. Also referring to the report that a graphic scale should be provided on the plans, he stated they can add that. He stated the grass strip shall be removed, that will be taken care of. He stated the survey plans shall be signed by a licensed surveyor, they will do that. He stated that they will make sure the engineer sees the demolition plan. Mr. Ritter asked Mr. D'Arrigo to talk about the fence. Mr. D'Arrigo stated there is a chain link fence that runs the property line, they want to replace it with a new solid fence. Mr. O'Reilly asked to clarify if it would be solid vinyl fence. Mr. D'Arrigo affirmed. He stated they are not sure who owns the chain-link fence but they intend to remove it. Mr. Hunt asked to clarify where the fence switches from 4' to 6'. Mr. D'Arrigo stated that it would be 4' until they get to the security gate at the building, then it would be 6' around the rear. Mr. Hunt asked if they will coordinate with the neighbor on the removal of the fence. Mr. D'Arrigo affirmed. Mr. Ritter referred to the engineer's report and stated they will provide the ADA details. Mr. Ritter stated they still need the approval of the fire official, the MUA, soil conservation district for a waiver, and the planning board they did file with.

Mr. Ritter stated they will move on to the Planner's report. He stated the planner mentioned the variances and or waivers some of which have already been testified to; for the rear yard setback, the buffer, the parking spaces including make ready EV spaces and lighting shields. Mr. Ritter mentioned the quality of proofs provided. He stated they have no option to get any more land from adjacent properties for the nonconforming site. Mr. D'Arrigo stated that it would be of interest to the community to approve this. Mr. Ritter stated they will add the residential dwelling to the site plan. Mr. D'Arrigo affirmed. Mr. Ritter stated the hazardous waste issue will be testified to by Mr. Moran. Mr. Ritter asked Mr. D'Arrigo if the block enclosure for the dumpster would be the same color as the building. Mr. D'Arrigo affirmed.

Mr. Ritter stated the lighting would be redesigned. Mr. Ritter asked if there could be a timer on the lighting. Mr. D'Arrigo stated they could discuss that but he wouldn't want the lighting turned off. Mr. Hunt agreed, and stated maybe just turned down since security is an issue. Mr. Ritter stated they agree to work with the planner to provide adequate landscape screening. Mr. Ritter mentioned a township ordinance about a trust fund. Mr. Hunt stated that is handled through the tax assessor's office and is required by township code.

Mr. Ritter asked Mr. Moran to talk about the signage. Mr. Moran stated that the sign is going to be upgraded but will remain the same size as what is there currently. Mr. Hunt stated they have not seen details on the plan and if it meets the ordinance requirements. Mr. D'Arrigo stated that the diagram they provided meets the ordinance dimensions. Mr. Moran stated the specifications will be provided. Mr. Ritter asked Mr. Moran about any truck traffic on site. Mr. Moran stated there will be a contractor to pick up the medical waste that is stored in a red container which is held in a room until scheduled pick up, there will be no exterior storage of medical waste. Mr.

**Public Hearings:** (continued)

1. #518-SP – Community Health Care, Inc. (continued)

Moran stated that any medical supplies will be delivered internally by a van. Mr. Ritter asked if the trash truck would be the largest truck they can expect. Mr. Moran affirmed, but clarified that water jug deliveries may have a large truck. Mr. Kozak stated that this is a residential area and to be cognizant that the dumpster pick up times are appropriate. Mr. Moran agreed and stated they will do their best. Ms. Berenato stated that she is satisfied that everything was discussed that she made note of for completeness.

Motion passed to deem application complete. Roll call vote; Ayes- Mr. Kozak, Mr. Caspar, Mr. Dilucia, Mr. Helsel, Mr. O'Brien, Mr. O'Reilly, Mr. McMahon, Ms. Salvadori, Mr. Sullivan. Nays- Zero. Abstentions- Zero.

Mr. Hunt reviewed his report for the Board. He reviewed all of the notes that were addressed by testimony. He asked the applicant if they can move the sign to the other side of the driveway. Mr. Kozak asked why he wants that moved. Mr. Hunt replied that it's adjacent to the residential, if it's on the other side where the library sits it wouldn't bother the residential. Mr. O'Reilly asked if the sign would be lit. Mr. Hunt replied they did say it would be LED illuminated. Mr. Moran stated they agree to move the sign.

Motion approved to open the hearing to the public. There being none, motion passed to close the hearing to the public.

Mrs. Gaglione reviewed the application for the Board. She stated that the applicant agreed to various conditions for their approval.

Motion to approve by Mr. Kozak, seconded by Mr. Caspar. Roll call vote; Ayes- Mr. Caspar, Mr. Dilucia, Mr. Helsel, Mr. Kozak, Mr. McMahon, Mr. O'Brien, Mr. O'Reilly, Ms. Salvadori, Mr. Sullivan. Nays- Zero. Abstentions- Zero.

**Reports:**

Mrs. Orbachewski stated the reorg meeting is January 12<sup>th</sup>. She stated they are headed to the Library after this meeting for the Christmas party. She stated the public hearing for the Master Plan is scheduled on December 22, that's a Thursday at 6:30.

**Adjournment:**

Meeting was adjourned at 7:57 p.m.

These minutes are an extract from the meeting that was held on the above date and are not a verbatim account or to be construed as an official transcript of the proceedings.

Respectfully submitted by: Amy Gallagher, Clerk Transcriber