

**Call to Order:**

It is 6:31 p.m. on September 19, 2024 and this is the regular meeting of the Monroe Township Planning Board. Notice of this meeting was given as required by the Open Public Meetings Act and a copy was posted on the 2<sup>nd</sup> floor bulletin board in Town Hall and on the Township's website.

“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. Brown, Mr. Giacomucci, Mr. Helsel, Mr. Laughlin, Mr. Maure, Mr. O'Brien, Mr. O'Reilly, Mr. Wolfe, Mr. Young. Also present; Mr. Campbell, Solicitor, Mr. Kernan, Engineer, Ms. Gallagher, Secretary, Ms. Gabbianelli, Transcriber. Excused; Ms. Kennedy, Mr. Marino, Mr. Dochney.

**Memorialization of Resolution:**

1. PB-22-24 – #544-SP – 3852 SBHP Properties, LLC – Minor Site Plan Approved

Motion to Approve by Mr. Brown, seconded by Mr. Helsel. Roll call vote; Ayes- Mr. Brown, Mr. Helsel, Mr. Giacomucci, Mr. Laughlin, Mr. Wolfe, Mr. O'Brien, Mr. Young. Nays- Zero.

2. PB-23-24 – WSP-02-24 –Shellmarc, LLC/Capri Tans and Spa LLC–Site Plan Waiver Approved

Motion to Approve by Mr. Helsel, seconded by Mr. Brown. Roll call vote; Ayes- Mr. Helsel, Mr. Brown, Mr. Giacomucci, Mr. Laughlin, Mr. O'Brien, Mr. Young. Nays- Zero.

**Oaths:**

Mr. Campbell swears in Tim Kernan, Engineer.

**Applications:**

2. #537-SP – Open Bible Baptist Church – Minor Site Plan

The applicant is seeking minor site plan approval for parking lot reconfiguration and parking lot lighting, a preexisting 25' wide landscape buffer, and any other variances or waivers deemed necessary by the board. This property is located at 1073 New Brooklyn Road, also known as Block 2302, Lot 8 in the R-2 Zoning District.

1. #537-SP – Open Bible Baptist Church – Minor Site Plan (cont.)

David Wollman is representing the applicant. Mr. Campbell swears in Richard Clemson, Engineer, Sal Yannizzi, Pastor and Bob Fenton, Project Manager.

Mr. Clemson states they are seeking a site plan approval for Open Bible Baptist Church. It is a simple application for milling and overlaying their existing parking lot. Restriping the parking lot, adding some additional curbs and islands, new lighting and concrete walkaway replacement along the Eastern side of the chapel building. 19.3 acreage in size and frontage on New Brooklyn. Mr. Wollman marks exhibit A-1 for the Board. This is an aerial photo exhibit. Single family homes and/or woods surround their property. It is currently developed with two buildings directly associated with the church. The chapel itself is to the east and the administration building is to the West. They have a garage at the top right-hand corner of the property. This is accessed off of Radix Road. The parking lot that services the church buildings access is off of New Brooklyn Road. The church building is 8,700 square feet and the admin's 32,000. The church's large asphalt paved parking lot currently has about 253 spaces. There are two access, two curb cuts along New Brooklyn. The parking area is in fairly poor condition and needs to be resurfaced. The striping within the parking lot is barely visible. Mr. Clemson states to the north of the buildings is large expanse of lawn. This is a fairly manicured lawn with some isolated pockets of landscaping. The church is serviced by public sewer and water. The proposed restriping will result in 208 parking spaces. This is a more efficient and better circulation pattern. They do decrease the spaces but they are well accessed of what is required. The Chapel has 400 seats. Per the ordinance there must be one space for every 4 seats. They are going to double what is required. There are 12 ADA accessible spaces. Mr. Clemson marks the circulation pattern as A-2. They are going to use the easterly driveway existing curb cut. That will be on a one-way driveway all around the loop. The exit would come out to the east of the chapel building. It is the second curb cut that already exist. They have a series of two-way drive aisle that are 25 foot each. They run parallel to New Brooklyn. The ADA spaces are in the middle, closest to the entrance into the chapel. Mr. Clemson states they have made some changes to the plans that were originally submitted. They have clear site triangle lines that are on the plan. There is additional traffic signage. They have the islands and proposed enhanced lighting.

Pastor Yannizzi states the church has been on the site for 50 years. Church services on Sunday will have the bulk of traffic. They have services on Wednesday night. In addition, the Board of Education rents space 5 days a week on the property. From mid-morning to 5 pm. Monroe Township Police Department trains there as well. Pastor Yannizzi wants to make the parking lot safer, more comfortable and pleasing to the eye.

Mr. Kernan updated their review. He discusses the different phases but since it is all on their site plan, he does not feel they need to return to the Board. Mr. Clemson speaks upon Phase 2 and Phase 3. All it involves is improving ADA access to the north side of the chapel, putting in a covered landing and putting in a covered 10-foot-wide walkway that goes from the chapel into the administration building. Mr. Clemson agrees with Mr. Kernan because the grading and details for this work is on the plans. These plans would be submitted to the Construction Department.

1. #537-SP – Open Bible Baptist Church – Minor Site Plan (cont.)

Mr. Kernan states there is a pedestrian drop off area that is a future phase as well. In his review letter, Mr. Kernan goes over some submission requirements. First is showing the size, height, location and arrangement of all existing and proposed buildings. Since the building has existed for 50 years there is no need to show architecture. He supports a waiver for this item. Second item deals with utilities. A written description of the proposed operations of the buildings. Mr. Kernan says the testimony from the applicant is sufficient and does not need anything in writing. He would support a waiver for this item. He would deem the application complete with the support of these two waivers.

Motion passed to deem the application complete by Mr. Wolfe, seconded by Mr. Helsel. Roll call vote; Ayes- Mr. Wolfe, Mr. Helsel, Mr. Brown, Mr. Giacomucci, Mr. Laughlin, Mr. O'Reilly, Mr. Young, Mr. Maure, Mr. O'Brien. Nays- Zero.

Mr. Campbell notes for the record the applicant's council provided the Board's secretary with proof of publication and the application was properly noticed.

Mr. Kernan has some comments on design, performance and evaluation standards. They received the updating lighting package. They do need a waiver for the illumination level on the parking lot. For churches the levels should be 0.8 footcandles, they are proposing 1.57. Mr. Kernan is fine with this and would support a waiver for this item. The applicants will comply with light shields. Mr. Kernan asks about the concrete bases and Mr. Clemson says they will be flushed and at worse they would be 2-3 inches above the ground just for corrosion purposes. Mr. Kernan asks if they are going to conform to the maximum mounting and they agree. There is no waiver for this item. Mr. Kernan asks about dimmers and timers. Mr. Clemson states of the 16 proposed lights, 8 of them will go off entirely. The other 8 will be dimmed. Mr. Kernan agrees to this. Off-street parking and loading are discussed. Mr. Kernan states he picked up a waiver from the buffering requirements to adjoining streets, existing residential, etc. The existing parking lot does not have a buffer along New Brooklyn Road, just the south side. He supports the waiver requested for this item.

Mr. Kernan reviews the Planner's report in absence of Chris Dochney. His letter discusses parking lot landscaping. He requires 1 tree per 20 spaces. Mr. Kernan states if they did that then there would not be room for the lights. There will be shrubbery and mulch around the proposed lights. A waiver will be required from this item. The parking set back is right up to the right of way line and into the right of way of New Brooklyn Road. Mr. Kernan asks if they have had any feedback from the county. They have had a preliminary but nothing substantial. Mr. Kernan discusses the need for trash/garbage pickup area, totally enclosed steel-like containers. He says they have a stone parking area near the detached garage heading towards Radix Road. The dumpster is located there and it has been that way for a long time. Mr. Kernan will leave it up to the Board if they feel it needs to be change. He asks what is parked on the stone parking area. They park their vans and buses there, along with the trash container. The garage acts as a buffer from Radix. They are seeking a waiver that no sidewalks exist on New Brooklyn Road and on their side of Radix. There

1. #537-SP – Open Bible Baptist Church – Minor Site Plan (cont.)

is sidewalk on the north side and nothing on the south side. Mr. Kernan would support a waiver for this item. Mr. Kernan only comment is for the pedestrian drop-off area in Phase 2. Instead of the passenger getting out onto grass, they make it a sidewalk. Mr. Clemson says they can work with this request.

Mr. Dochney's letter states there is one variance for the landscape buffer width of 25 feet is required on the side yards of the property. On the east side it is not a full 25 feet of landscaping. This is an existing condition that Mr. Dochney listed as a variance. Mr. Clemson reviewed this and states the only part that is not an effective dense screen is when you get down to New Brooklyn Road. That property along that side is the rectory. Mr. Campbell states it is a preexisting condition. He would recommend not to grant a variance but, in the resolution, he is acknowledged it as a preexisting condition. In Mr. Dochney's planning comments, the applicants gave testimony on the accuracy of the parking which is more than adequate. And they discussed the use of the other buildings on the site.

Mr. Wolfe thanks Pastor Yannizzi for being a good neighbor for many years. Motion passed to close the public portion. Mr. Campbell suggests if they entertain a motion to approve the applicant works with the Board's staff on lighting and landscaping. They agree.

Motion to approve by Mr. Helsel, seconded by Mr. Wolfe. Roll call; Ayes- Mr. Helsel, Mr. Wolfe, Mr. Brown, Mr. Giacomucci, Mr. Laughlin, Mr. O'Reilly, Mr. O'Brien, Mr. Young, Mr. Maure. Nays- Zero.

2. #545-SP – B&C Auto Tech LLC – Minor Site Plan

The applicant is seeking minor site plan approval for the construction of a 4200 square foot commercial building for automotive repair, and a front yard variance to allow 66.9 feet where 75 feet is required; along with any other variances or waivers deemed necessary by the Board. This property is located at 716 Clayton Road, also known as Block 13001, Lot 21 in the RG-C Zoning District.

Leonard Schwartz is representing the applicants. Mr. Campbell swears in William Gilmore, Engineer, Brian and Christa Nees, owners.

Mr. Schwartz explains the property use to be the Pace Target Brokerage building. The applicants would like to demolish it and replace it with a three-bay auto repair business. The present business, B & C Auto is on Fries Mill Road. They would move it from that location to the proposed location. Mr. Gilmore marks the color rendering as A-1. This is the site plan that was submitted and a photo for context. North is generally straight up; Clayton Road is where the cars are and the colored area is a size about 2.03 acres. Existing it is a two-story building in poor condition on concrete foundation. It has a unique parking lot and a failed septic system. It has access to Clayton Road

2. #545-SP – B&C Auto Tech LLC – Minor Site Plan (cont.)

through a single driveway on the east side of the building. Generally, it has some landscaping and an existing sign. The proposal is to demolish the building and utilize a portion of the existing footprint to build a new pole barn. The pole barn will have three service bays and an office. They are proposing an 800 square foot lean-to on the rear of the building where there is an existing pad they would like to keep. The lean-to would be enclosed and used for storage. It will be accessible from the inside of the building. They plan to store machines that they are not using in this area. They are proposing to replace the failed septic system which will be reviewed by the Board of Health. They submitted the application to Gloucester County and they received their review letter. Gloucester County is not requiring any sidewalks or curbs along the frontage. However, they are requiring to fix the paved apron in the front and provide grading of the site. Proposed it will be 3,440 square foot pole barn for automotive use. They are not proposing any additional impervious coverage. They are including to add a trash enclosure that will be fenced in. Also, they are adding self-closing gates.

Mr. Gilmore says they are seeking some waivers and one variance. The variance is a minimum front yard proposed 66.9 feet where 75 feet is required. They are seeking a waiver for loading. He explains there is no loading there now and there was not with the former use. Mr. Gilmore explains once the shop is operational there will be no deliveries and just parts from local automotive suppliers. The delivery time will be very brief on site. They are requesting waivers for sidewalk and curbing along the frontage. Currently, there are no sidewalks and curbing along the stretch of road in this area. Mr. Gilmore states they would like to reutilize the existing sign. It meets the Code except the height. It is a free-standing sign and the code requires 8 feet from the ground to the bottom of the sign. They are 7.67 feet. They will comply with the Board's Engineer and Planner's letter. They will comply with the lighting: the color and being on a timer. It is a residential area and they will have light shields so it does not create any glare. Also, it is buffered on the rear side/right side. They are seeking a buffer waiver for the south side. This is the rear of the building and all of the operations will occur on the right side that are buffered by tree lines. The school is adjacent to the right. Mr. Gilmore explains they will inquire bollard lighting for pedestrian areas on the sidewalk. But, they have a very limited sidewalk approach: proposing light stands on the opposite sides of building parking lot. These would face the building. They have one that is pole mounted between the street and the driveway, about midway point. That has a shield on it and will face towards the school. The building mounted light is directed to both sidewalks. They do not see the need for bollard lights, so they are requesting a waiver for that. Mr. Gilmore summarizes and states because there is no additional impervious coverage they are slightly reducing it. Storm water runoff will be slightly less. They are not changing any drainage patterns or any circulation/flow.

Mr. Kernan reviews his letter for the Board. First waiver Mr. Kernan supports is architectural information of each building. Showing the front, side and rear views. They did receive a sketch of the floor plans from Mr. Gilmore. Mr. Kernan asks if they have anything to show what the proposed building may look like. Mr. Gilmore submits photos to the Board. He says it will be a neutral color steel side building, perhaps light gray and a steel roof. Mr. Campbell marks the photos as A-2. Mr. Kernan states they now have a drawing of the proposed building. This is a concept

2. #545-SP – B&C Auto Tech LLC – Minor Site Plan (cont.)

of what they are proposing. Mr. Kernan believes a waiver is still required because it is not an architectural drawing. Mr. Kernan discusses utilities. The applicant testifies they are replacing the failing septic system. They are not required a waiver for this item. The applicant shall arrange with the servicing utility for the underground installations of utilities. Everything is existing so they do not need a waiver for this item. And the will serve letter is already being served so they do not need a waiver for this item. A written description of the proposed operations of the buildings. Mr. Gilmore states the building proposed will be owner operated by B & C Auto Tech. This is a general automotive repair shop. They have been in business since 2016. They will operate 5 days a week/ 9 hours a day. Maximum 4 employees on site during operational hours including owner/operator, 2 additional automotive technicians and office personnel. 1 employee will work in the office while the other 3 in repair bays. Based on operations at current locations they anticipate 3 to 5 vehicles a day. There will be no truck traffic or anything of that nature. They have a spill kit and all their chemicals/oils are picked up by NJDEP licensed recycler. There should not be any environmental hazards associated. Mr. Kernan states this testimony is sufficient.

Motion to deem application complete by Mr. Brown, seconded by Mr. Laughlin. Roll call vote; Ayes- Mr. Brown, Mr. Laughlin, Mr. Giacomucci, Mr. O'Reilly, Mr. Wolfe, Mr. Helsel, Mr. O'Brien, Mr. Young, Mr. Maure. Nays- Zero.

Mr. Campbell notes for the record the applicant's council provided the Board's secretary with proof of publication and the application was properly noticed.

Mr. Kernan discusses design, performance and evaluation standards, beginning with curbs and gutters. Mr. Kernan states this is the County's jurisdiction on this matter. A waiver would be required and supported. Mr. Kernan discusses fences, walls and screening. He notes there is an existing driveway gate that should remain and it complies with height requirement. Mr. Kernan has comments on lighting items 1-3. Mr. Gilmore states they will comply with all of these items and not seek waivers. They must seek a waiver to not provide bollard-type. Mr. Kernan says they do not need to and those type of lights are for big shopping center parking lots. Mr. Kernan supports this. The applicant agrees to comply with item 5, so there is no waiver for that. For off-street parking, they testified that they see no need for a dedicated loading, Mr. Kernan agrees and supports a waiver. A waiver for sidewalks is required and Mr. Kernan supports this. He asks if there are safe passage for pedestrians and Mr. Gilmore states there are. The applicant is going to comply and show sight triangles. The stormwater management is not increasing run off. Mr. Gilmore will comply with all of Mr. Kernan's general comments.

Mr. Kernan reviews the Planner's report in absence of Chris Dochney. Mr. Dochney's letter points out one variance that is sort of a preexisting condition because the new building is going to go on the same footprint but a little further of the right of way. The minimum requirement for front yard setback is 75 feet, where 66.9 feet is proposed. They are seeking one waiver from the buffer plantings to the southwest. This is a preexisting condition. Mr. Kernan asks if they can confirm that all storage areas will be screen and no junk or unregistered vehicles will be store outside the service station. They agree. A waiver is required for the freestanding sign. Ms. Gallagher asks Mr.

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Kernan to clarify the the variance for the front yard setback. Mr. Kernan says the building that is sitting there today has a 61.7 setback. The new building will have a 66.9 setback. This will conform more with today's code.

Mr. Wolfe says they received a letter from residence James and Eleanor Pontano, 697/699 Clayton Rd. Williamstown. He clarifies some of the resident's concerns. Water retention basins does not change because there are less impervious coverages. Mr. Kernan says there is no change at all. Mr. Gilmore says there will be a decrease and they are maintaining all existing drainage patterns. They are not changing any kind of concentration. They performed a formal stormwater management report to meet with Pineland's code. They were compliant with the code and Pineland's submission department. Mr. Wolfe ask if the waivers for the sidewalk and curbing help with water run-off. Mr. Kernan replies it depends on the lay of the land and where the run-off coming off of Clayton Rd. currently goes. If the proposed property was curbed it could just push the problem to the next downstream neighboring property. And it could make it worse. Mr. Gilmore says on Clayton Rd. it drains to the west which is downhill. The front and rear yard have the same flow towards the left. The parking lot drains to the rear. Mr. Gilmore states Clayton Rd. drains onto the property. If you curbed it across the front it would concentrate right onto the neighbor's lawn. Sheet 5 of the grading plan was included in the application. Mr. Wolfe says there were some concerns about the possibility of chemicals and oil used. But the applicant's clarified by using certified NJDEP. Mr. Wolfe asks about hours of operation. Mr. Gilmore replies 5 days a week/8am-5pm. Another concern is noise level. Mr. Gilmore states all activities will be performed inside the building. The doors face the school property. Mr. Wolfe discusses well groomed yards. Mr. Kernan states they are going to do some landscaping in the front and on the right side. They are going to enhance what is already there. Mr. Young is concerned with the proposed plantings which are invasive species in New Jersey. Mr. Gilmore is going to comply with Mr. Dochney's report and get different native species. Mr. O'Reilly asks if there will be any vehicles in sight on the west side/back side of the building. Mr. Gilmore says no. Mr. Giacomucci asks about the lean-to. Mr. Gilmore reminds him it is an enclosed lean-to. Mr. Brown asks if they can guarantee the neighbors, the Pontanos, will not experience more flooding due to this new business. Mr. Gilmore replies yes. Mr. Young asks about the new septic system and leach field. They state it is a standard septic system.

Motion passed to open to the public. Mr. Campbell swears in Laura Pontano Bates whom is speaking on behalf of Eleanor and James Pontano, 697/699 Clayton Rd. and swears in Eleanor Bates, neighbor. Ms. Bates expresses her concerns to the Board. They are concerned with the new structure of the roof, the lean-to, water run-off and oil spillage. She submits two photos of the current conditions when there is heavy rain. Ms. Pontano is very concerned about water run-off due to losing her home and wants protection. Mr. Kernan states he will work with the applicant's engineer on placements of gutters, downspouts and come up with a proper location where runoff should be exited off the building. The Board states they will contact the County since Clayton is a County Rd. to see if they can alleviate some of the problems the Pontano's have occurred.

Motion to passed to close the public portion. Mr. Campbell summarized the application to the Board.

2. #545-SP – B&C Auto Tech LLC – Minor Site Plan (cont.)

Motion passed to close the public portion. Motion to approve by Mr., Wolfe seconded by Mr. Helsel. Roll call vote; Ayes- Mr. Wolfe, Mr. Helsel, Mr. Brown, Mr. Giacomucci, Mr. Laughlin, Mr. O'Reilly, Mr. O'Brien, Mr. Young, Mr. Maure. Nays- Zero.

**Public Portion:** None

**Discussion for the Board:**

Chapter 175 Land Management- codebook updates and ordinance adoption. Mr. Campbell announces the Board will carry this discussion over until the next meeting on October 3, 2024

**Approval of Minutes:**

1. August 15, 2024

Motion passed to approve minutes.

**Reports:** None

**Adjournment:** This meeting was adjourned at 7:45 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: Scottie Gabbianelli, Clerk Transcriber