

**BOROUGH OF RIVERTON PLANNING BOARD**

**A G E N D A**

**January 17, 2017**

1. Meeting called to order at 7:00 PM
2. Salute to the Flag
3. Open Public Meetings Notice Act

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

1. Posting notice on the official bulletin board in the Borough Office on January 21, 2016.
2. Forwarding written notice for publication to the Burlington County Times on January 22, 2016
3. Forwarding written notice for informational purposes only to the Courier Post on January 22, 2016.”

4. Roll Call

5. Reorganization

A. Administer Oath of Office to new/reappointed members per Borough Council

Suzanne Cairns Wells, Mayor (Class I)  
Mary Lodato (Class II)  
Joe Creighton (Class III)  
Robert Martin (Alternate 1)  
Richard Gaughan (Alternate 2)  
Michelle Hack, Secretary

B. Resolutions

PB-2017-01 Appointment of Board Professionals  
PB-2017-02 Meeting Dates and Times  
PB-2017-03 Official Newspaper

C. Board Nominations

Chairman  
Vice Chairman

6. Adopt October 18, 2016 regular meeting Minutes
7. Correspondence and Announcements
8. Review/consider Invoices & Vouchers – NONE
9. Old Business
  1. Master Plan Discussion

10. Committee Reports:

- Council Liaison Report (Mayor Cairns Wells or Councilman Creighton)
- Environmental Commission Report (Mr. Threston)
- Minor Site Plans Report (Ms. Lodato)

11. New Business:

1. Discussion-Review 2017 Goals and Objectives & Formal Recommendations to Borough Council to be memorialized for Resolution PB-2017-04 and Resolution PB-2017-05

12. Public Comment

13. Adjourn

**BOROUGH OF RIVERTON  
PLANNING BOARD  
A G E N D A**

**February 21, 2017**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

—Meeting called to order at 7:00 PM

—Salute to the Flag

—Open public meetings notice act and roll call

—January 17, 2017 (re-org) Minutes for approval

—Correspondence

—Invoices & Vouchers

☐ Charles Petrone	1/17/2017 Meeting Attendance	\$300.00
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—New Business:

— **Applicant:** ~~Shree Ambey Realty, LLC~~

☐ **Location:** ~~Block 1501 Lot 22 (702-710 Broad Street)~~

☐ **Request:** ~~Permission to construct a drive-through window and line at the existing retail building; construct a landscape island barrier; reconfigure traffic in a one-way direction behind building with a one-way drive lane; directional and monumental signage.~~

—Old Business:

—Approval of Resolution PB-2017-04 Annual Report and Recommendations to Council

—Approval of Resolution PB-2017-05 Goals and Objectives for 2017

—Committee Reports:

☐ Council matters of importance to board – Mayor

☐ Environmental Commission report – Joe Threston

☐ Minor Site Plans report – Mary Lodato

—Meeting open to the Public

—Adjourn



**BOROUGH OF RIVERTON  
PLANNING BOARD  
A G E N D A**

**April 18, 2017**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

- Meeting called to order at 7:00 PM
- Salute to the Flag
- Open Public Meetings Act notice
- Roll call
- March 21, 2017 Minutes for approval
- Correspondence
- Invoices & Vouchers
  - o Charles Petrone                      Escrow: Shree Ambey Realty                      \$329.00
- New Business:
- Public Hearing SD-01-2017
  - Name**                      Kenneth and Michele Mills
  - Property**                      105 Midway
  - Action**                      Permission to sub-divide into two lots that previously existed
  - Desired**                      to build a Single Family structure requesting relief of lot  
frontage of 15 feet
- Old Business: Master Plan Review
- Committee Reports:
  - o Council matters of importance to board – Mayor
  - o Environmental Commission report – Joe Threston
  - o Minor Site Plans report – Mary Lodato
- Meeting open to the Public
- Adjourn

**BOROUGH OF RIVERTON  
PLANNING BOARD  
A G E N D A**

**May 16, 2017**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

- Meeting called to order at 7:00 PM
- Salute to the Flag
- Open Public Meetings Act notice
- Roll call
- April 18, 2017 Minutes for approval
- Correspondence
- New Member Announcement/Swearing in Ray Paszkiewicz
- Invoices & Vouchers
  - o Charles Petrone Meeting Attendance (4/18/2017) \$300.00
  - o Charles Petrone K. Mills Escrow \$231.00
  - o Tamara Lee K. Mills Escrow \$517.50
- New Business:
- Public Hearing SD-01-2017 - **POSTPONED TO JUNE 20, 2017**
  - Name** Kenneth and Michele Mills
  - Property** 105 Midway
  - Action** Permission to sub-divide into two lots that previously existed
  - Desired** to build a Single Family structure requesting relief of lot frontage of 15 feet
- Old Business: Master Plan Review
- Committee Reports:
  - o Council matters of importance to board – Mayor
  - o Environmental Commission report – Joe Threston
  - o Minor Site Plans report – Mary Lodato
- Meeting open to the Public
- Adjourn



**BOROUGH OF RIVERTON  
PLANNING BOARD  
A G E N D A**

**July 18, 2017**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

- Meeting called to order at 7:00 PM
- Salute to the Flag
- Open Public Meetings Act notice
- Roll call
- June 20, 2017 Minutes for approval
- Correspondence
- Invoices & Vouchers
- Petrone           \$1322.00 Mills           \$168.00 Shaw
- T. Lee            \$977.50 Mills
  
- New Business:
- **Public Hearing V-05-2017**
  - Name**           Jeffrey and FredErika Blatz
  - Property**       14 Laurel Road
  - Action**         Requesting a waiver to allow a front yard setback of 23' instead of the
  - Desired**        required 25ft' for the purpose of constructing a front porch.
  
- Old Business:
- Master Plan Review
  
- Memorialize Resolution PB-2017-07
  - o 808 3<sup>rd</sup> Street John and Jana Shaw
  
- Memorialize Resolution PB-2017-06
  - o 105/103 Midway Ken and Michele Mills
  
- Committee Reports:
  - o Council matters of importance to board – Mayor
  - o Environmental Commission report – Joe Threston
  - o Minor Site Plans report – Mary Lodato
  
- Meeting open to the Public
- Adjourn

BOROUGH OF RIVERTON  
PLANNING BOARD  
A G E N D A

AUGUST 15, 2017

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

**Meeting Cancelled due to lack of**

**Business and lack of quorum**



**BOROUGH OF RIVERTON  
PLANNING BOARD  
A G E N D A**

**September 19, 2017**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

14. Meeting called to order at 7:00 PM

15. Salute to the Flag

16. Open Public Meetings Act notice

17. Roll call

18. July 18, 2017 Minutes for approval

19. Correspondence

20. Bill Review for Advice Only

August Bill List

PetronePlanning Board	Blatz
300.00	161.00
259.00	

ERI BILLS ON DRAFT MOVED TO COUNCIL OCTOBER BILL LIST

21. New Business: NONE

22. Old Business:

- Master Plan Review / Community Planning Survey
- Memorialize Resolution PB-2017-08  
14 Laurel Road Jeffrey and FredEricka Blatz

23. Committee Reports:

- a. Council matters of importance to board – Mayor
- b. Environmental Commission report – Joe Threston
- c. Minor Site Plans report – Mary Lodato

11. Resolution to Enter into a Closed Session to Discuss Potential Litigation (Recused members excluded: Mills, Threston, Greenwood, Martin)

12. Meeting open to the Public

- Adjourn

**BOROUGH OF RIVERTON  
PLANNING BOARD  
A G E N D A**

**October 17, 2017**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

- 24. Meeting called to order at 7:00 PM
- 25. Salute to the Flag
- 26. Open Public Meetings Act notice
- 27. Roll call
- 28. September 19, 2017 Minutes for approval
- 29. Correspondence
- 30. Bill Review for Advice Only

<u>Invoice Paid to</u>	<u>Petrone</u>	<u>ERI</u>	<u>T. Lee</u>
Attendance	\$300		
Legal Matters	\$861		
Mills		\$1529	
Shaw		\$375	
Blatz		\$187.50	
PKH Realty	\$232		\$575

- 8. New Business:
  - A. Site Plan 06-2017**
    - Name** PKH Realty
    - Property** 702-710 Broad Street Block 1501 Lot 22
    - Action Desired** Permission to make façade renovations to allow for a 5000 square foot outside play area; interior redesign of existing structure for child daycare center including a reconfigured parking plan and monument signage

- 31. Old Business:
  - Master Plan Review

- 32. Committee Reports:
  - a. Council matters of importance to board – Mayor
  - b. Environmental Commission report – Joe Threston
  - c. Minor Site Plans report – Mary Lodato

- 33. Meeting open to the Public
- 34. Adjourn

**BOROUGH OF RIVERTON PLANNING BOARD  
A G E N D A**

**December 19, 2017**

**\*\*NO NEW APPLICATIONS WILL BE HEARD AFTER 10:00 PM\*\***

- 35. Meeting called to order at 7:00 PM
- 36. Salute to the Flag
- 37. Open Public Meetings Act notice
- 38. Roll call
- 39. November 21, 2017 Minutes for approval
- 40. Correspondence
- 41. Bill Review for Advice Only- These were paid on the Bill List by Council on December 13, 2017

<u>Invoice Paid to:</u>	<u>Petrone</u>	<u>ERI</u>	<u>T. Lee</u>
Attendance	\$100 (11/21/17)		
Legal Matters	\$		
PKH Realty	\$781	\$1000	\$575

- 8. New Business:
  - A. Resolution PB-2017-11 PHK Realty
- 9. Old Business:
  - A. Master Plan Update
- 10. Committee Reports:
  - A. Council matters of importance to board – Mayor
  - B. Environmental Commission Report – Joe Threston
  - C. Minor Site Plan Report/s – Mary Lodato
- 11. Meeting open to the Public
- 12. Adjourn

**RIVERTON BOROUGH PLANNING BOARD**  
**MINUTES**  
**January 17, 2017**

The January 17, 2017 reorganization meeting of the Riverton Planning Board was called to order at 7:00 PM by Mayor Cairns Wells, who then announced Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

4. Posting notice on the official bulletin board in the Borough Office on January 21, 2016.
5. Forwarding written notice for publication in the Burlington County Times on January 22, 2016.
6. Forwarding written notice to the Courier Post for informational purposes only on January 21, 2016

**PRESENT:** Mayor Suzanne Cairns Wells, Councilman Joseph Creighton, Richard Gaughan, Ken Mills, Robert Martin, Mary Lodato, Joseph Threston

**ABSENT:** Kerry Brandt, Craig Greenwood, Joe Della Penna, Robert Kennedy, John Kohms and Michelle Hack

Ms. Cairns Wells asked for a nomination for Chairman of the Board. Mr. Threston nominated Mr. Brandt which seconded by Mr. Mills. All votes in the affirmative.

Mr. Threston nominated Mr. Mills to serve as the Vice Chairman to which Mr. Martin the second. All votes in the affirmative.

Mr. Threston motioned to approve Resolution PB 2017-02, which sets the dates and times of the Planning Board meetings for 2017. Mr. Threston provided the second. All votes in the affirmative.

Under Resolution PB-2017-01, Mr. Threston moved to appoint Charles D. Petrone as the Board Solicitor for 2017, Tamara Lee as the Board Planner for 2017 and Mr. William Kirchner with Environmental Resolutions Inc., as Board Engineer for 2017. Mr. Mills provided the second. All votes in the affirmative.

Motion to approve Resolution PB-2017-03 which designates the Burlington County Times as the Official Newspaper of the Riverton Borough Planning Board made by Mr. Threston and seconded by Mr. Creighton. All votes in the affirmative.

Resolutions PB-2017-04 and PB 2017-05 are required to summarize the previous year's variances and recommendations will be presented and discussed at the February 21, 2017 meeting.

Ms. Hack, Board Secretary who also serves the Borough in the capacity of Municipal Clerk is designated as the Planning Board's Administrative Officer under N.J.S.A. 40:55D-3 for the year 2017.

Solicitor Charles Petrone conducting the swearing on of Councilman Creighton, Mary Lodato, Richard Gaughan and Robert Martin.

**MINUTES:** A motion was made by Mr. Threston and seconded by Mr. Martin to adopt the minutes of the October 18, 2016 with an amendment to reflect a correction to the attendance of Mr. Threston. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS** NONE

**REVIEW/CONSIDER INVOICES & VOUCHERS** NONE

**OLD BUSINESS** NONE

**COMMITTEE REPORTS**

- **Council Matters of Importance to the Board** – Mayor Cairns Wells thanked all returning Planning Board members for the dedication
- **Master Plan** – the Board discussed the Master Plan update is due at the end of 2017. Mr. Martin commented the overall plan is good but needs updating and reworking. Mr. Mills suggested the Board set a review deadline. It was agreed this discussion would carry into the February meeting when more members were present.
- **Minor Site Plan**- Ms. Lodato reported on the approval of Tone Craft Guitar Inc., at 523 Howard Street needs the signature of Mr. Brandt. This business is for the repair and assembly of guitar parts.
- **Environmental Commission**- Mr. Threston announced the first meeting of 2017 to be held January 19, 2017; they are launching a Facebook page; the group has earned points for Sustainable Jersey for obtaining grants; they have placed signs for the rain garden at the Riverton School.

**NEW BUSINESS** NONE

**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

**ADJOURNMENT:** Motion to adjourn by Mr. Threston and seconded by Mr. Creighton.

Respectfully submitted:

Michelle Hack Secretary  
RIVERTON PLANNING BOARD

Adopted on: February 21, 2017

**RIVERTON BOROUGH PLANNING BOARD 2**  
**MINUTES**  
**February 21, 2017 at 7:00 P.M.**

The February 21, 2017 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt. Ms. Hack stated that Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

- a) Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.
- b) Having written notice published in the Burlington County Times on February 3, 2017.
- c) Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.

**PRESENT:** Kerry Brandt Joe Della Penna Robert Kennedy Ken Mills Councilman Joseph Creighton Richard Gaughan Mary Lodato Joe Threston Mayor Suzanne Cairns Wells Craig Greenwood Robert Martin

**ABSENT:** John Kohms

**BOARD PROFESSIONALS:** Michelle Hack, Bd. Sec'y Charles Petrone

**MINUTES:** A motion was made by Mr. Brandt and seconded by Mr. Mills to adopt the minutes of the January 17, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** The original draft agenda for this meeting listed an application for a Dunkin Donuts at 702-10 Broad Street, however the application was removed from the agenda due to lack of completion.

Ms. Hack informed the Board of a new administrative policy that outlines a schedule for all 2017 Planning Board submission dates.

**INVOICES & VOUCHERS**

Charles Petrone Meeting Attendance \$300.00 (1/17/2017)

A motion was made to approve the aforementioned by Mr. Threston and seconded by Mr. Martin. All approved in the affirmative.

**NEW BUSINESS:**

Resolution PB-2017-04 was motioned for approval by Mr. Threston and seconded by Mr. Brandt. This resolution is requested under the MLUL to be approved and passed along to Borough Council. The resolution provides a list of all variances that were heard by the Board and their approval status and a listing of any recommended code changes.

Resolution PB-2017-05 was motioned for approval by Mr. Threston and seconded by Mr. Brandt. This resolution is a list of the 2017 Goals and Objectives for the Planning Board.

**OLD BUSINESS:** NONE

**COMMITTEE REPORTS:**

**Council Liaison:**

## **Master Plan:**

Mayor Cairns Wells stated that Affordable Housing talks are still ongoing however it seems we are working toward a resolution. She also stated that the Council will host a budget work session on Saturday, March 4, 2017 at 9:00 A.M. with an effort to introduce on March 8, 2017. Mr. Creighton gave an overview on the park reconstruction.

Mr. Brandt distributed Master Plan assignments and created subcommittees amongst Board members. Each subcommittee is encouraged to meet prior to the schedule March meeting where there will be an update discussion.

Historic Economic Circulation Education  
Municipal Services Recreation  
Land Use

Bob Kennedy Joe Threston  
Ken Mills, Craig Greenwood Rich Gaughan, Kerry Brandt Ken Mills, Suzanne Cairns Wells Bob  
Martin, Joe Creighton  
Kerry Brandt, Bob Kennedy, Mary Lodato, Joe Threston

## **Environmental Commission Report:**

### **Minor Site Plan:**

Mr. Threston reported that the Commission has met two times since January and they are working on the Environmental portion of the Master Plan and also gave an update on the raingarden at Riverton School.

Ms. Lodato reported on the approval of "Homecraft" at 523 Howard Street

**PUBLIC COMMENT** - No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Threston and seconded by Mr. Brandt. All approved in the affirmative.

Respectfully submitted:  
Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on March 21, 2017 \_\_\_

**RIVERTON BOROUGH PLANNING BOARD  
MINUTES  
March 21, 2017 at 7:00 P.M.**

The March 21, 2017 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt. Ms. Hack read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

- Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.
- Having written notice published in the Burlington County Times on February 3, 2017.
- Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

<b>PRESENT:</b>	Kerry Brandt	Councilman Joseph Creighton	Joe Della Penna
	Richard Gaughan	Craig Greenwood	Mary Lodato
	Robert Martin	Ken Mills	Joe Threston
<b>ABSENT:</b>	Mayor Suzanne Cairns Wells	Robert Kennedy	John Kohms
<b>BOARD PROFESSIONALS:</b>		Michelle Hack, Bd. Sec'y	Charles Petrone

**MINUTES:** A motion was made by Mr. Threston and seconded by Mr. Mills to adopt the minutes of the February 21, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** None

**INVOICES & VOUCHERS** Charles Petrone Meeting Attendance \$300.00 (2/21/2017)

A motion was made to payment by Mr. Mills and seconded by Mr. Threston. All approved in the affirmative.

**NEW BUSINESS:** None

**OLD BUSINESS:** NONE

**COMMIITTEE REPORTS:**

**Council Liaison:** Councilman Creighton informed the Board that Council passed a resolution to authorize the Mayor to request grant assistance from the Burlington County Bridge Commission for rewriting of the Master Plan. Mr. Brandt indicated that although the BCBC writes it, he would like to ensure that Tamara Lee review the product before we adopt. Mr. Petrone informed him of the process

**Master Plan:** The Board discussed the various portions of the Master Plan in which they are working to develop. This will be valuable for the professionals at the BCBC to incorporate into the new Master Plan. The Board agreed it's important to have the public's input on the Master Plan and suggested surveys are used to gather data. It will also be required that we hold Public Hearings in the Master Plan. The timeline for the Master Plan is to have the first draft done by the end of May and a public hearing in June (or in accordance with MLUL criteria). Adopt the Plan in September/October with a public meeting (notification) the meeting prior.

**Environmental Commission Report:** Mr. Threston reported that the EC met on 3/16 and plans to meet again on 4/20/2017 where Sustainable Jersey will be the main topic.

**Minor Site Plan:** None



**PUBLIC COMMENT** – No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Threston and seconded by Mr. Mills. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on:                     **April 18, 2017**

RIVERTON BOROUGH PLANNING BOARD 2

MINUTES

April 18, 2017 at 7:00 P.M.

The April 18, 2017 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt. Ms. Hack read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.

Having written notice published in the Burlington County Times on February 3, 2017.

Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

<b>PRESENT:</b>	Kerry Brandt	Councilman Joseph Creighton	Mayor Suzanne Cairns Wells
	Joe Della Penna	Craig Greenwood	Robert Kennedy
	Mary Lodato	Robert Martin	Ken Mills
	Joe Threston		
<b>ABSENT:</b>	Richard Gaughan	John Kohms	
<b>BOARD PROFESSIONALS:</b>		Michelle Hack, Bd. Sec’y	Charles Petrone

**MINUTES:** A motion was made by Mr. Threston and seconded by Mr. Della Penna to adopt the minutes of the March 21, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** Secretary Hack announced that FDS emails we sent out on April 13<sup>th</sup> noting the delayed time frame and therefore will now be due May 30<sup>th</sup>. All submission are to be completed online.

**INVOICES & VOUCHERS** Charles Petrone Escrow (Shree Ambey) \$329.00

A motion was made by Mr. Threston; seconded by Mr. Della Penna. All approved in the affirmative.

**NEW BUSINESS:** None

- Public Hearing SD-01-2017

**Name** Kenneth and Michele Mills  
**Property** 105 Midway  
**Action Desired** Permission to sub-divide into two lots that previously existed to build a Single Family structure requesting relief of lot frontage of 15 feet

There was a discussion of the accuracy of the 200-foot list as provided by the Borough. Mr. Mills volunteered to re-notice neighbors that were not included on the original list but were included on the updated list. A motion was presented to postpone public hearing to May 16<sup>th</sup> meeting and re-notice and re-publish all residents on the updated 200-foot list accordingly. Motion made Mrs. Cairns Wells and seconded by Mr. Greenwood. All approved in the affirmative.

**OLD BUSINESS:** NONE

**COMMIITTEE REPORTS:**

**Council Liaison:** Councilman Creighton informed the Board of the June 3<sup>rd</sup> Fundraiser hosted by the Riverton Police for the Special Olympics on June 3<sup>rd</sup> at the Orange Blossom. The 2017 Municipal Budget was approved by the State and adopted at the April 12<sup>th</sup> Borough Council meeting.

**Master Plan:** The grant request the Borough submitted to the Burlington County Bridge Commission is on their agenda for approval at the meeting scheduled for Thursday April 20<sup>th</sup>. Mr. Brandt asked Board members to think of ideas for the future vision of the Borough and develop survey questions. There was also discussion on the need for a Business Association in the place of an Economic Development group, and how to work to achieve this. Mayor Cairns Wells stated the Council hosted a similar discussion at their last meeting but all volunteers are welcomed to help out with this.

**Environmental Commission Report:** Mr. Threston reported that the EC would be meeting on 4/20/2017 where Sustainable Jersey and the Master Plan will be the main topics.

**Minor Site Plan:** None

**PUBLIC COMMENT** No one from the public came forth to speak therefore closing the public portion

Motion to adjourn by Mr. Threston and seconded by Mr. Martin. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on: \_\_\_\_\_ **May 16, 2017**

RIVERTON BOROUGH PLANNING BOARD 2

MINUTES

May 16, 2017 at 7:00 P.M.

The May 16, 2017 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt. Ms. Hack read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.

Having written notice published in the Burlington County Times on February 3, 2017.

Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

<b>PRESENT:</b>	Kerry Brandt	Mayor Suzanne Cairns Wells	Joe Della Penna
	Richard Gaughan	Craig Greenwood	Mary Lodato
	Robert Martin	Ken Mills	Joe Threston

<b>ABSENT:</b>	Councilman Joseph Creighton	Robert Kennedy	John Kohms
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<b>BOARD PROFESSIONALS:</b>	Michelle Hack, Bd. Sec'y
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**MINUTES:** A motion was made by Mr. Threston and seconded by Mr. Della Penna to adopt the minutes of the April 18, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** Secretary Hack reminded members there were still a few Planning Board Members in need of completing their online FDS submissions noting they are due for completion no later than May 31<sup>st</sup>.

New member Ray Paszkiewicz of 401 8<sup>th</sup> Street was introduced and sworn in as Alternate #4 of the Riverton Planning Board. He was appointed by the Mayor on May 10, 2017 at the regular meeting of the Borough Mayor and Council. This is an unexpired term ending 12-31-2018.

**NEW BUSINESS:**

- Public Hearing SD-01-2017

<b>Name</b>	Kenneth and Michele Mills
<b>Property</b>	105 Midway
<b>Action Desired</b>	Permission to sub-divide into two lots that previously existed to build a Single Family structure requesting relief of lot frontage of 15 feet

This hearing is postponed at the applicants request and new notices will be sent for June 20, 2017.

**OLD BUSINESS:** NONE

**COMMIITTEE REPORTS:**

- Council Liaison:** Mayor Cairns updated the Board of a changeover in Borough patrolmen and the Riverton Police Annual Fundraiser for Special Olympics held on June 3<sup>rd</sup> at Orange Blossom Café.
- Master Plan:** Mr. Brandt announced the Borough was chosen for the Burlington County Bridge Commission grant for the Master Plan and he, Ms. Hack and Mayor Cairns Wells met with the BCBC on May 15 where they discussed the requirement of a re-examination report (which the grant is covering). Other items to be included in the re-examination is the Board of Education's 5-year plan, mapping, rewrite of Land Use section and their ability to conduct a survey. He asked for volunteers for a Re-exam Subcommittee. Ms. Hack will also sit on this with 4 members.
- Mr. Threston stated that he is meeting with the County Economic Development Committee and discussed them being able to assist Riverton in building a Business Development Committee.
- The Board decided a target of 20-25 questions should be the limit and each subcommittee is charged with coming up with three questions.
- Environmental Commission Report:** Mr. Threston reported that the EC met on 4/20/2017 and Sustainable Jersey and the Master Plan will be the main topics they provided updates for the Recreation and Municipal Services portion of the Master Plan. .
- Minor Site Plan:** None
- PUBLIC COMMENT** No one from the public came forth to speak therefore closing the public portion.

Motion to adjourn by Mr. Threston and seconded by Mr. Martin. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on: June 20, 2017

RIVERTON BOROUGH PLANNING BOARD 2

MINUTES

June 20, 2017 at 7:00 P.M.

The June 20, 2017 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt. Ms. Hack read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.

Having written notice published in the Burlington County Times on February 3, 2017.

Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

<b>PRESENT:</b>	Kerry Brandt	Mayor Suzanne Cairns Wells	Joe Della Penna
	Richard Gaughan	Craig Greenwood	Robert Kennedy
	Robert Martin	Ken Mills	Joe Threston
<b>ABSENT:</b>	Councilman Joseph Creighton	Mary Lodato	John Kohms
		Ray Paszkiewicz	Michelle Hack, Bd. Sec'y
<b>BOARD PROFESSIONALS:</b>		Charles Petrone, Esquire	Tamara Lee, Planner
		G. Jeff Hanson, Engineer	

**MINUTES:** A motion was made by Mayor Cairns Wells and seconded by Mr. Greenwood to adopt the minutes of the May 16, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** None

**NEW BUSINESS:**

a) Public Hearing: V-03-2017

<b>Name</b>	John and Jana Shaw
<b>Property</b>	808 3 <sup>rd</sup> Street
<b>Action</b>	Permission for a side yard setback of 15 feet instead of the required 20 feet for
<b>Desired</b>	the purpose of constructing a deck that will be attached to the home

At this time Mayor Cairns Wells recuses herself and left the building. Mr. Shaw introduced himself and was sworn in to provide testimony for his application wherein a Variance requested to permit 15 foot side yard where 20 feet is required to build an “L” shaped deck to replace the existing porch to better see back yard and the pool, which is 16 feet x 30 feet. The proposed porch will not extend the line of the porch. He submitted (Exhibit A-1) a photograph of the existing porch. Adjacent properties all have decks, including Lots 11 and 12; Existing pool is approximately; at this time, the Chairman opened the floor to the public; no one came forward to speak therefore closing the public portion of this hearing. Mr. Hanson commented that there is no issue with impervious coverage and no drainage issues exist or are expected; Deck will be slatted and not constructed over concrete; Distance of approximately 161 feet from end of deck to rear property line. Motion to approve as submitted by Mr. Martin and seconded by Mr. Threston. Roll call vote indicates 7 Yes, 0 No, 0 Abstaining

b) Public Hearing SD-02-2017

<b>Name</b>	Kenneth and Michele Mills
<b>Property</b>	105 Midway
<b>Action</b>	Permission to sub-divide into two lots that previously existed to build a Single Family
<b>Desired</b>	structure requesting relief of lot frontage of 15 feet

Mr. Mills removed himself as a Board member at this time. Solicitor Petrone asked to have Mayor Cairns Wells return to the building made a statement regarding board members recusing themselves for a conflict of interest because of personal relationships that they may have with the Applicant, outside of being board members. Board Members Mr. Greenwood, Mr. Threston, and Mr. Martin recuses themselves. Solicitor Petrone confirmed that all jurisdictional items have been met and the applicant is compliant.

David Oberlander, Esquire, was present to as represent the Applicant, Mr. Ken Mills. At this time he introduced and conducted a swearing in of Mr. Ken Mills, Leah Furey Bruder, PP, AICP and James Sassano, PLS, Plan Preparer (both recognized by Board as expert witnesses). He presented the Board with the following exhibits: A-1 Subdivision Plan; A-2 Sample Photographs of appearance of proposed dwelling; A-3 Aerial Photograph of Property and neighborhood; A-4 Borough Zoning Map. The following testimony was provided throughout the public hearing process:

During the Public Hearing, the Chairman opened the floor to the public for comments on this application. Various members of the public spoke as outlined below. When there were no further, comments from the public, the Chairman closed the floor for this application.

**Ken Mills Testimony (direct examination by David Oberlander, cross examination by Richard Roy and Lauren Beetle and responding to questions from Board and comments from public):**

- a) He is the owner of the properties;
- b) Existing home is a 3 story craftsman style, 30 feet by 45 feet, not centered on the Property;
- c) Proposed home will be a Victorian/Craftsman style with an appearance of an old-style Riverton home with crown molding, frieze boards, siding, and porch;
- d) The third floor window is for architectural aesthetics – not proposed as living space;
- e) Garage will be a one car, detached garage, located toward back of Lot 3;
- f) Large number of the homes in Riverton are Victorian style;
- g) No knowledge as to whether a home previously existed on proposed Lot 3;
- h) An existing telephone pole impacts the location of the driveway on Lot 3, alternative would be to move the proposed house closer to the house on adjacent Lot 4 and he was trying to keep as much separation between the Lot 4 house and the house proposed for Lot 3;
- i) Impervious coverage on Lot 2 will be 40.1%, the maximum is 35%;
- j) The total excess square footage is 450Square feet and he could reduce the coverage to the 35% maximum permitted;
- k) The stormwater currently sheet flows directly to the north and the new improvements will not create a flooding issue;
- l) A grading plan will be submitted with the permit application as required
- m) New house will be approximately 2,500 SF, 1250 per floor;
- n) Existing house is 3000 SF+ with a third floor living area;
- o) Property was purchased at one time, two tracts in one deed;
- p) Knew the PIQ was zoned R-8 and knew of its restrictions when purchased;
- q) Did not know patio improvement on Lot 2 extended onto Lot 3 and it was covered by vegetation but acknowledged that the survey submitted with original application did show the slate patio primarily located on Lot 2 crossing the Lot 2/Lot3 property line;
- r) No attempt to mitigate by purchasing other Property;
- s) Does not know if the two lots were ever sold separately;
- t) Lot frontage requirement is the same for R-8 and R-15, even though the lot area requirements are different;
- u) The lot frontages along Midway, between Linden and Elm only, there is one smaller than 60 feet and the rest are larger;
- v) 55 foot lot frontage is directly across the street from Lot 3
- w) No drainage study was prepared;
- x) With respect to streetscape issue, between Elm and Linden there are 4 corner lots with 2 oriented with their frontages along Midway, one fronting the side street and 101 Midway oriented with its frontage along Midway and a door fronting Midway;
- y) Will withdraw his request for an impervious coverage variance

**Leah Furey Bruder Testimony (direct, cross and responding to questions and comments)**

- a) Resubdivide the 18,000 SF Property into 2 lots;
- b) Describes the neighborhood – South and West of PIQ – R-15 and North and East is the R-8;
- c) Historic Overlay and Solidly Residential
- d) Corner Lots in the neighborhood will have larger frontages of 75 to 80 feet;
- e) Interior lots will generally be non-conforming with 55 to 60 foot frontages
- f) Burden in on the Applicant and that burden is met;
- g) Deviations advance MLUL purposes 2a, 2e, 2g, 2i
- h) She reviewed the Master Plan 1998, and 2007 reexamination report
- i) In-fill housing is supported in MP
- j) A-4 Zoning Map has a jagged boundary within the same block and the PIQ could have easily been placed in the R-15 zone since adjacent parcels are zoned R-15;

- k) No substantial detriment would result from the variance;
- l) No impact to the zone plan as the goals of the Master Plan are met
- m) Alternative would be to tear down existing house (assuming demo process is satisfied) and build a bigger house or enlarge the existing house to such a size that although setbacks are met, the house would be so large that it would be out of character for the neighborhood;
- n) Applicant will comply with letter from Shade Tree Commission regarding the preservation of an existing tree;
- o) Compares the lot frontages in the neighborhood;
- p) Not a hardship variance situation; this is a better planning alternative;
- q) Streetscape preservation provision in ordinance (Section 128-54) – size, shape and orientation will be met with the subdivision – corner lots will be larger but the size, shape and house orientation will be consistent with the internal lots on Midway;
- r) Anomalies exist in all zoning ordinances in response to R. Roy's question as to why the jagged zone line was not applicable to the placement of the 15,000 square foot lot at corner of Elm and Midway into r-15 and not R-8;
- s) Common in Riverton to have the zone boundary internal to a block and not follow block lines;
- t) Did not average lot sizes from intersection to intersection;
- u) Did not average lot frontages from intersection to intersection;
- v) Frontages are not mentioned in 128-54;
- w) Subdivision promotes economic vitality and not just for the Applicant, as a new family will contribute by way of a new ratable and by shopping in town;
- x) With maturing suburbs like Riverton, better to have more kids in school districts that are experiencing declining enrollments;
- y) The streetscape section is an attempt to codify something that cannot be codified as it is difficult to make it objectively verifiable;
- z) Streetscape preservation does not mean no change, does mean it is consistent

#### James Sassano Testimony

- a) Will comply with review letters;
- b) Grading and topo plan will be submitted with permit package;
- c) No drainage impact, runoff does not go toward adjacent properties as the runoff will follow the gutter line;

Richard Roy, Esquire – Representing owners of 101 Midway, questioned Applicant and Applicant's witnesses and questioned his witness Joseph Mancini. Joe Mancini testimony stated the following:

Professional background and recognized as PE and PP;

- a) Reviewed Application, Ordinance, Master Plan, Reexamination Report and Land use Element;
- b) Rationale of merger doctrine is to bring lots closer to conformance;
- c) Cannot say if Lot 2 and Lot 3 were used as one lot but the patio and barbeque area encroaches onto Lot 3;
- d) The Lot 2 house was constructed in 1928 and there is nothing to show that the Lots were used separately or sold separately;
- e) The (c)(2) burden has not been met by the Applicant and the streetscape preservation requirement has not been met;
- f) Have to look at Midway between Elm and Linden only and the average lot frontage excluding the subdivision is 80 feet and 75 feet when including the subdivision;
- g) In viewing streetscape preservation, the frontage is critical;
- h) Prevailing lot size is 12,000 square feet;
- i) Benefits do not outweigh detriments as the intent of the streetscape preservation section is to keep lots consistent and the proposed SD does not accomplish this intent;
- j) The PIQ was probably kept in the R-8 zone in 1998 because it was shown on the tax maps as 2 lots and the drafters may not have been aware of the common ownership;

#### Rich Roy comments

- a) 128-54 can only be viewed from intersection to intersection, not all of Midway;
- b) Lots were already merged and did not occur as a result of the Master Plan rezoning;
- c) In-fill is not applicable as its not an in-fill lot situation;
- d) The subdivision will result in 2 non-conforming lots;
- e) This is one lot and the merger happened before 1998;
- f) Average lot size is 12,000 square feet

Lauren Beetle, 110 Midway, neighboring property owner and lawyer  
P-1 Survey submitted with original submission;



P-2 April 18, 2017 letter from Lauren Beetle objecting to application – (Board Solicitor statement that the letter does not discuss streetscape section as witness stated in offering P-2 and that the letter was her legal opinion prepared before any testimony was provided)

It is a negative that a lot is created that is smaller than the average;  
Aggregate of variances is too excessive

Alison Hayes Conroy, 108 Midway

Streetscape will be altered;

The town in past decade has seen homes overbuilt for their lot size;

Substantial detriment does exist as green space will be eliminated, trees removed and use value of property is effected

Victor Velez, 108 Midway

moved here because of the historical and architectural features of the area;

it was one lot;

only a financial gain to the applicant

Donald Dietz, 304 7<sup>th</sup> Street

Riverton is unique;

Questions why does a building have to be placed on open space;

That part of the PIQ was used as an aviary for prior owner;

Block should not look different than it did it the past

Kim and Chris Williams, 106 Midway

Directly across Midway from Lot 3;

View of open space was an appeal to buy their home;

Did not think that lot would be developed;

Concerned with safety due to more traffic, additional parking on a narrow street;

Water issue in their basement, without the additional construction;

Applicant has not been upfront with neighbors – did not notice everyone originally and described what he was going to build differently based in terms of size and use;

Conflict of interest for a board member to file an application – Solicitor put on the record that a Board Member does not give up his right to file an application and that board members had recused themselves because of a personal relationship with the Applicant, a relationship that would give rise to an appearance that they could not act on the merits of the Application;

House is 100 years old

Bill Kirby, Thomas Avenue

The Applicant is an outstanding person and loves Riverton he will build a great house;

Adam Flade, 202 Midway

Just hopes that if the Board grants the requested variances that the Applicant does what he says he will do;

Mike Veneziano, Linden Avenue

Opposes application because it will create more traffic and only benefits the Applicant;

Pat Gallagher, 631 Thomas

Opposes Application;

Questions the number of subdivisions that are approved

Tamara Lee Testimony – throughout hearing

Discussion regarding the 1998 Master Plan preparation included a land Use Inventory resulting in entire town being rezoned with 3 residential districts established to reflect the 4000, 8000 and 15,000 square foot lot areas;

Master Plan – existing small lots could continue and also recognized the resubdivision of merged lots to what was there when merger took place so that a substantially larger house is not built;

The streetscape section does not provide for eliminating the largest and smallest lots when averaging but that is what is normally done as that the average is not skewed

When zoned in 1998 for R-4, R-8 and R-15, the Master Plan recognized smaller lots but did not want them undersized lots to dictate;

Lot size was the most important factor in 1998, rather than setbacks;

Reviews her June 13, 2017 review letter

Lot frontage variance required;

Garage now complies

Height complies

Applicant should make lot coverage comply as he testified that it can be easily accomplished; Existing patio will be removed; rationale for driveway location makes sense as the location is impacted by an existing telephone pole;

The ARC will review the house plans and if not a favorable review, the Applicant will be required to come back to the Board;

Applicant's witnesses articulately described the variance proofs;

Must look at the deviation and determine its affect on the master plan;

Master Plan did not want to force the lots to merge;

Cannot use the streetscape preservation section to increase the lot are requirement;

Streetscape section deals with size of a lot not frontage;

Streetscape can be considered as part of weighing the positive and negative criteria

Evaluating the lot frontage variance – will planning objectives be upheld if variance is granted; Vacant area of Lot 3 – final build out of the land use pattern of the area

G. Jeffrey Hanson testimony

Reviews his June 15, 2017 Review Letter;

Grading Plan must be submitted as part of permitting process and must be approved by Borough Engineer prior to the issuance of a construction permit

Board comments

Not concerned with the streetscape argument presented by the public, as one large house on the lot is not consistent with streetscape.

Subdivision will create interior lots that are consistent with the interior lots across Midway;

The applicant withdrew the impervious coverage variance.

Motion to approve lot frontage variances to permit 60 feet frontages for both lots. Motion by Mr. Kennedy and seconded by Mr. Della Penna. Roll call vote indicated Roll call vote indicated: Yes 4, No 1 (Cairns Wells), Abstain 0

Motion to approve subdivision, subject to review letters, impervious coverage for both lots to comply, revised plans, grading and topographic plan prior to construction, removal of patio, testimony of applicant, appearance of dwelling requires ARC approval with Ms. Lee being part of the process to confirm submission to ARC is consistent with testimony and Exhibit A-2, landscaping plan to be reviewed and approved by Board Planner, submission of subdivision deeds to be approved by Board Engineer and Solicitor. Motion by Mr. Kennedy and seconded by Mr. Della Penna. Roll call vote indicated: Yes 4, No 1 (Cairns Wells), Abstain 0.

Discussion on 707 Main Street, Solicitor explained that the application does not require any actions from the Planning Board.

#### **OLD BUSINESS:**

#### **COMMITTEE REPORTS:**

**Council Liaison:** none

**Master Plan:** Mr. Brandt will send an email reminding members for

**Environmental** None

**Commission Report:**

**Minor Site Plan:** none

**PUBLIC COMMENT** The floor was opened for public comment however, no one was present to speak, and therefore the Chairman closed this portion of the meeting.

Motion to adjourn by Mr. Gaughan and seconded by Mr. Kennedy. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on: July 18, 2017

RIVERTON BOROUGH PLANNING BOARD 2

MINUTES

July 18, 2017 at 7:00 P.M.

The July 18, 2017 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt. Ms. Hack read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.

Having written notice published in the Burlington County Times on February 3, 2017.

Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

<b>PRESENT:</b>	Kerry Brandt	Mayor Suzanne Cairns Wells	Joe Della Penna
	Richard Gaughan	Craig Greenwood	Robert Kennedy
	Robert Martin	Ken Mills	Joe Threston
<b>ABSENT:</b>	Councilman Joseph Creighton	Mary Lodato	John Kohms
		Ray Paszkiewicz	Michelle Hack, Bd. Sec'y
<b>BOARD PROFESSIONALS:</b>		Charles Petrone, Esquire	Tamara Lee, Planner
		G. Jeff Hanson, Engineer	

**MINUTES:** A motion was made by Mayor Cairns Wells and seconded by Mr. Greenwood to adopt the minutes of the May 16, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** Ms. Hack announced the Borough is in receipt of all outstanding escrow balances from 2016.

**NEW BUSINESS:**

- Public Hearing V-05-2017
  - Name** Jeffrey and FredErika Blatz
  - Property** 14 Laurel Road
  - Action Desired** Requesting a waiver to allow a front yard setback of 23' instead of the required 25ft' for the purpose of constructing a front porch.

Mr. Petrone conducted the swearing in of Mr. and Mrs. Blatz and Board Engineer Mr. Jeff Hanson to provide testimony to this application. Ms. Hack confirmed that all jurisdictional criteria has been received and is compliant. Mr. Jeffrey Blatz enter exhibit A-1 into evidence which is a Google Earth photograph of his house. He explained that the porch would be partially open and partially enclosed, with the enclosed portion being non-heated and serve as a “3 season” porch. The Blatz’s have requested 23 feet setback instead of the required 25 however this has not accounted for front access steps. Mr. Hanson confirmed that if an allowance of 16 feet to account for steps is given that the impervious coverage is well under the required amount. Mr. Blatz testified that he plans to landscape the yard and build up the ground under the porch so it won’t be too high off the ground, an possibly need less front access steps. Mr. Hanson read his report which confirmed with the applicant’s testimony that the porch will be designed to blend with the colors and style of the house and does not appear to be a detriment to the neighborhood. Mr. Hanson also addressed Stormwater, noting the runoff calculations should not be affected by the proposed porch and the applicants stated the gutters will discharge underground, the same as current and the area of the proposed porch. At this time the Chairman opened the floor for public comment on this application. No one came forth to speak therefore closing the public portion. Mr. Threston made a motion to approve the application with an amendment to provide for a 23 foot porch setback and an additional set back of 16 feet for the steps. Mayor Cairns Wells seconded the motion Roll call vote indicated 9 yes 0 no and 0 abstain.

**OLD BUSINESS:**

A motion to memorialize Resolution PB-2017-07 for 808 3<sup>rd</sup> Street John and Jana Shaw was made by Mr. Greenwood and seconded by Mr. Kennedy. Roll call vote indicated 6 yes 0 no and 4 Abstain (Mills, Cairns Wells, Lodato, Creighton)

A motion to memorialize Resolution PB-2017-06 for 105/103 Midway Ken and Michele Mills was made by Mr. Della Penna and seconded by Mr. Kennedy. Roll call vote indicated 3 yes 0 no and 7 Abstain (Mills, Cairns Wells, Greenwood, Creighton, Lodato,

Threston, Martin)

**PUBLIC COMMENT:**

The floor was opened for public comment by a motion from Mr. Della Penna, which was seconded by Mayor Cairns Wells. Ms. Carol Crawford of 101 Midway came forth to speak on the resolution for Ken and Michele Mills that was approved earlier this evening. She asked for information regarding the application and changes that occurred during that Public Hearing on June 20, 2017. She was however was advised that Mr. Mills is not under oath and the Board cannot rehash the Public Hearing. She was provided with a draft copy of the Resolution for this application. No one else came forth to speak therefore the Chairman closed this portion of the meeting

**COMMITTEE REPORTS:**

**Council Liaison:** Mayor Cairns Wells updated the Board to the approval of NJ DOT Grant for 2017 for next year's road project to include Beechwood and Homewood. She also noted this year's project is set to start that will include Maple Lane, Church Lane and Carriage House Lane. Park Reconstruction is coming along, we are in the prices of requesting grant reimbursement and final grading, topsoil and grass-seed is being quoted out. The website is expected to be up no later than September 1, 2017

**Master Plan:**Chairman Brandt reviewed the questions he has received to be asked in a survey for the Master Plan. This survey will be implemented by the Bridge Commission using Survey Monkey and Mr. Fox will advise on format and technical portions of the questions. The Board talked about the future of the "dry town" status if the Borough and historical guidelines and more or less input from the ARC. Ms. Hack will send an email to Mr. Fox and Mr. Gerkens to ask for an update on the status of the reexamination report.

**Environmental Commission Report:** Mr. Threston announced that the EC is meeting on Thursday 7/20 and met last in June. At that meeting, they developed questions that were submitted to Mr. Brandt.

**Minor Site Plan:** Ms. Lodato reported there were no Minor site Plans submitted.

Motion to adjourn by Mr. Mills and seconded by Mr. Greenwood. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on: \_\_\_\_\_ **September 19, 2017**

**RIVERTON BOROUGH PLANNING BOARD 2**  
**MINUTES**  
**September 19, 2017 at 7:00 P.M.**

The September 19 2017 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Della Penna, Solicitor Petrone read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.  
Having written notice published in the Burlington County Times on February 3, 2017.  
Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

<b>PRESENT:</b>	Mayor Suzanne Cairns Wells	Councilman Joseph Creighton	Joe Della Penna
	Richard Gaughan	Craig Greenwood	Mary Lodato
	Robert Martin	Ray Paszkiewicz	
<b>ABSENT:</b>	Kerry Brandt	Ken Mills	Robert Kennedy
	John Kohms	Joe Threston	Michelle Hack, Bd. Sec’y
<b>BOARD PROFESSIONALS:</b>		Charles Petrone, Esquire	

**MINUTES:** A motion was made by Mr. Greenwood and seconded by Mr. Martin to adopt the minutes of the July 18, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** Review of the following bills that were paid by Borough Council

August Bill List

Petrone Planning Board	Blatz	
300.00		161.00
259.00		

**NEW BUSINESS:** None

**OLD BUSINESS:**

A motion to memorialize Resolution PB-2017-08 for 14 Laurel Road, Jeffrey and FredErika Blatz was made by Mr. Martin and seconded by Mr. Gaughan. Roll call vote indicated all approved in the affirmative.

The Board discussed the Master Plan and worked through which are the best survey questions. In speaking of the Master Plan/Parks and Recreation the topic was on a possible canoe launch and pocket park improvement. The survey will contain questions to gauge resident interest on a canoe launch, among other improvements to Memorial Park and if residents are aware that there are, pocket parks out there and they are in fact Borough owned property and open for public use. Mr. Creighton will rework these topics into questions that pertain to open space, environmental and recreation.

The Board also discussed removing questions are too specific under Economic Development.

C. Mr. Petrone informed the Board that Ms. Carol Crawford has filed an appeal to the approval given to Ken and Michelle Mills at 103/105 Midway. He was served notice that the Borough is being sued and the Planning Board has been named as a defendant. Motion to approve resolution PB-2017-08 which authorized a closed session for the purpose to discuss litigation was made by Mr. Creighton and seconded by Ms. Lodato. All approved in the affirmative.

Motion to exit closed session was made by Mr. Creighton and seconded by Mr. Paszkiewicz. No formal action resulted as a result of this closed session, it was for discussion purposes only. The particulars of this closed session will be made when the time is appropriate and filed in the Closed Minute Session Book in the Clerk’s possession.

**PUBLIC COMMENT:**

The floor was opened for public comment; however, no one else came forth to speak therefore Mr. DellaPenna closed this portion of the meeting

**COMMITTEE REPORTS:**

**Council Liaison:** Website progress is being made. Carriage House Lane, Maple and Church are currently being worked on.

**Master Plan:** Already covered in Old Business.

**Environmental Commission Report:** None

**Minor Site Plan:** Ms. Lodato reported there on Minor Site Plan approved and submitted, for a candle making shop which conducts online sales only. The location is 14 Broad Street..

Motion to adjourn by by Mr. Creighton and seconded by Mr. Paszkiewicz. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on: October 17, 2017

RIVERTON BOROUGH PLANNING BOARD 2

MINUTES

October 17, 2017 at 7:00 P.M.

The October 17 2019 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Mills, Solicitor Petrone read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

- Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.
- Having written notice published in the Burlington County Times on February 3, 2017.
- Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

**PRESENT:** Mayor Suzanne Cairns Wells      Councilman Joseph Creighton      Joe Della Penna  
 Mary Lodato      Robert Martin      Ken Mills  
 Ray Paszkiewicz      Joe Threston  
**ABSENT:** Kerry Brandt      Richard Gaughan      Craig Greenwood  
 Robert Kennedy  
**BOARD PROFESSIONALS:** Charles Petrone, Esquire      Michelle Hack, Bd. Sec’y

**MINUTES:** A motion was made by Mr. Martin and seconded by Ms. Lodato to adopt the minutes of the September 19, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** Ms. Hack provided a review of the most recent bills that were approved by Borough Council at their October 11, 2017 meeting for payment concerning the Planning Board.

Invoice Paid to:	Petrone	ERI	T. Lee
Attendance	\$300		
Legal Matters		\$861	
Mills			\$1529
Shaw			\$375
Blatz			\$187.50
PKH Realty	\$232		\$575

**NEW BUSINESS:** There was a Public Hearing for PKH Realty on the agenda, however this application will not be heard at this meeting due to a jurisdictional issue with the Public Notice. This shall be re-advertised when appropriate.

**OLD BUSINESS:**

The Board review the questions that were put together in a draft by Ed Fox. After reviewing the survey questions, the Board agreed to leave the questions as is and proceed with moving forward in disbursing the questions through the Bride Commission. Mr. Mills made a motion to submit the questions that were discussed for the survey to be submitted to Mr. Ed Fox. Mr. Martin provided the second. All approved in the affirmative. Mr. Creighton stated he would inform Mr. Fox not to amend the questions pertaining to open space and move forward to conducting the survey.

**PUBLIC COMMENT:**

The floor was opened for public comment, however no one else came forth to speak therefore Mr. DellaPenna closed this portion of the meeting

**COMMITTEE REPORTS:**

**Council Liaison:** Ms. Hack reported that the website is up and running, the road project on Carriage House is well underway, and the introduction of an ordinance that would allow a limited brewery to be a permitted use in a neighborhood business zone. This will be on a future Planning Board agenda for a formal discussion in November. A discussion ensued that the Borough is historically dry and the demographics that would be opposed to this change; even though a limited brewery would not change the status of the Borough being a dry town.



**Master Plan:** Already covered in Old Business.

**Environmental Commission Report:** Ms. Hack stated that the DEP conducted a storm water inspection in the Borough, and the DEP was happy to see the rain garden at Riverton School. This may help bolster points for Sustainable Jersey.

**Minor Site Plan:** None

Motion to adjourn by Mr. Martin and seconded by Mr. Della Penna. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on: November 21, 2017

RIVERTON BOROUGH PLANNING BOARD 2

MINUTES

November 21, 2017 at 7:00 P.M.

The November 21 regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt, Ms. Hack read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

- Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.
- Having written notice published in the Burlington County Times on February 3, 2017.
- Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

- PRESENT:** Mayor Suzanne Cairns Wells      Kerry Brandt      Joe Della Penna  
 Richard Gaughan      Craig Greenwood      Robert Kennedy  
 Mary Lodato      Robert Martin      Ken Mills  
 Ray Paszkiewicz      Joe Threston
- ABSENT:** Councilman Joseph Creighton
- BOARD PROFESSIONALS:** Charles Petrone, Esquire      Michelle Hack, Bd. Sec’y  
 Tamara Lee, Board Planner      Jeff Hanson, PE

**MINUTES:** A motion was made by Mr. Mills and seconded by Mr. Threston to adopt the minutes of the October 11, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** Ms. Hack provided an overview of the most recent bills that were approved by Borough Council at their November 8, 2017 meeting for payment concerning the Planning Board.

Invoice Paid to:	Petrone	ERI	T. Lee
Attendance	\$300	(10/17)	
Legal Matters	\$532		
Blatz	\$91		
PKH Realty	\$147		\$460

**NEW BUSINESS:**

**A. Public Hearing of Site Plan 06-2017**

- Name**      PHK Realty  
**Property**      702-710 Broad Street Block 1501 Lot 22  
**Action Desired**      Permission to make façade renovations to allow for a 5000 square foot outside play area; interior redesign of existing structure for child daycare center including a reconfigured parking plan and monument signage

Ms. Hack confirmed that all jurisdictional items were in order and compliant. Mr. Ted Costa, Esquire was present to represent the applicants/owners of PHK Realty, Mr. Manhar Patel and Soham Patel. They were sworn in to provide testimony, as were the Engineer Gerald Gasario and Architect Cheryl Schweiker. Both professionals presented their qualifications and Mr. Petrone confirmed they were qualified witnesses to testify. Mr. Costa began by describing the lot and existing structure, and the surrounding lots, (CVS and Beneficial Bank). He stated that although each is an independent lot, the original Site Plan stipulated that all three lots serve and act as a single lot. Covenant agreements were signed by all parties. To that point the adjacent lots must be noticed and agree to the proposed changes. The current site, which houses a gym that is relocating, and two vacant storefronts is 10648 square feet and is currently underused. The proposed daycare facility will operate in the exact footprint as was original approved. There are no alterations to size or to the footprint of the building. The applicant will build a 5000 sq. ft. playground area at the east side of the building that to be divided in two parts, by age groups. The playground will be surrounded by a white six-foot privacy fence surrounded by bollards in the parking lot. The entire area shall be re-stripped, re-lined, and improved curb work to be Belgium Block (to match existing curbs). There will not be any changes to drainage calculations or pathways, or utilities. Ms. Schweiker testified that they have completed a survey which indicates there are no underground utilities known of at the playground area. Should further work continue and reveal underground utilities, they will be addressed appropriately and this was confirmed with Mr.

Hanson in his report. Ms. Schweiker continued to provide testimony concerning the classroom sizes and the age groups of attendees; She stated the total capacity was designed for 167 students and 21 staff members; bearing in mind the building is not expected to be to be fully occupied at any given time due to variables of on enrollment and staffing, vacations, illness and part-time schedules. The Learning Experience will be open Monday through Friday 6:30 am – 6:30 pm excluding all major Holidays and never open on weekends. The Learning Experience does not host school-wide events, possibly class-only events, and usually these events are dedicated to the older children. She described the pickup and drop off process, which should take no longer than 5-10 minutes each, and times vary based on parent's needs. Parents are to park in the front of the building and escort their child into the lobby for drop off. To this end, Ms. Lee stated during her remarks that the parking plan complies with the Borough's ordinance, as there are currently 147 spaces, and there are only 134 required to be compliant with the Borough Code. With the removal of spaces for the playground, there are still 136 remaining spaces. Ms. Schweiker testified that there would be a monument sign that would be designed to Borough Code specifications, and the Board noted their concern as to placement. It was decided to try to place the sign closer to the bank's sign in an effort to better control traffic. The traffic signage indicates no left turn, however this is ignored. A change in signage location may alleviate this. The bank will have to agree to this and Mr. Hanson stipulated it cannot be within the sight triangle of the Broad Street entrance. Other comments from Mr. Hanson include the police and fire-safety review of the site plan for safety and security concerns, use of Belgium block for curbing, and the cleaning out and maintenance of the drainage basin. He testified that DEP Stormwater inspection has already revealed that this needs attention. Mr. Patel agreed to start on this right away and will maintain the basin. Ms. Schweiker described the emergency access points for egress. There will be a gated/locked chain-link fence all around the back of the building extending 5-feet. From there, children will be taken to refuge area. This emergency escape plan will need to be reviewed by the State Licensing division and will be part of the re-licensing requirements annually as well as the Fire Official. The Board expressed concern that this is not yet in place, however is under the jurisdiction of the State Board of Licensing for childcare providers. Ms. Lee asked in her report for more clarifications on the playground and placement of the dumpster. She was concerned the receptacle was too close to the playground and in turn would expose the children to odors and critters. Further stating that she believes a Certified Playgrounds Safety Inspection (CPSI) would indicate this. The applicant's professionals, with the Board looked for an alternative area for the dumpster but it was decided there is no other location on site and the brick enclosures are already in place. Board discussed they worry about the odors and when garbage pick-up will occur. Ms. Schweiker stated that pick-ups would be based on enrollment, which they will not know until the daycare is operational. Ms. Lee reported the play area will be hot and should be better shaded with trees. Along this discussion of a CSPI, Ms. Schweiker testified that the playground equipment would be CSPI certified; however, after questioning from Ms. Lee confirmed that only the equipment will be CSPI certified and not the actual playground as a whole. Ms. Lee informed the Board that the inspection of the actually play area would be beneficial. Ms. Schweiker reiterated that the State of NJ only requires the equipment to be certified and not the actual play area (unless the equipment is not CSPI certified, than a site inspection and cert is required.). Since the purchaser is CSPI certified and will be providing the installation and a warranty, Mr. Costa stated that asking his client to obtain both is onerous and unfair to supersede the state requirements. Ms. Schweiker followed up to state the canopies and shaded play toys are within the prescribed standards and that Shade Trees can overhang and drop into the enclosed area which is a cause of concern. The Board agreed that the addition CPSI would not be required.

Mr. Mills opened the floor for public comment on this application. Ms. Elaine Skudder (a resident on the 200-foot list) spoke up that while she is not opposed to a childcare center at this site she worries an awful lot about the traffic and business of the area and it becoming dangerous for children's safety. Mr. William Corbi asked how big the dumpster would be, to which the reply was it will not be different from what was in place and will use the same permanent enclosure. No one further spoke on the application therefore Mr. Threston made a motion to close which Mr. Mills seconded.

Throughout the testimony, the applicant referred to Exhibits A1-A5 and submitted to the Board for the file. These are various photograph and renderings of the site.

Mr. Martin made a motion to approve as with the conditions that the monument sign is compliant with the current Code, and also relocated closer to Martha's Lane; no Left onto Broad Street; if utilities are found they are moved; curbing to match existing, gates to be added to play area and outer building fence; fire safety review; bollards to match fencing; drainage basin to be landscaped and maintained; property fencing is maintained; dumpster to be emptied at two times a week, at minimum, play area/turf specs submitted and maintains shading; applicant must educate parents on parking lot traffic patterns. Ms. Cairns Wells provided the second. Roll call vote 8 yes, 0 abstain and 1 no (Threston)

**B. Review of Borough Ordinance O-2017-12 “An Ordinance Amending and Supplementing the Code of the Borough of Riverton to Amend Chapter 128 Section 31 Regulation the Use of Property in Neighborhood Business (NB) District to Permit as a Principal Use a Limited Brewery” in accordance with N.J.S.A. 40:55D-26 and 64**

There was a discussion on the history of the Borough and being a “dry town”. Solicitor Petrone reminded the Board that passage of the Ordinance by Borough Council does not grant a liquor license so the Master Plan is not affected. The Board discussed specific differences in determining a Limited Brewery, such as food and beverage restrictions, taking brewery tours, and limitations on serving size and take-home sizes.

**C. Resolution PB-2017-10 Planning Board Acceptance of Ordinance O-2017-12**

Motion to approve resolution to accept a Limited Brewery is consistent with the Borough’s Master Plan. The Board however reports to the Governing Body the following changes: to clarify the definitions of “Limited Brewery” and include the General Business Zone (GB) as an acceptable zoning designation for a Limited Brewery by Mr. Threston and seconded by Mr. Mills. Roll call vote 8 aye; 1 nay (Mr. Martin), 0 abstain.

**PUBLIC COMMENT:**

The floor was opened for public comment by a motion from Mr. Mills and seconded by Mr. DellaPenna. No one else came forth to speak therefore Mr. Threston motioned to close the floor and Mr. Mills seconded the motion.

**COMMITTEE REPORTS:**

**Council Liaison:** Mayor Cairns Wells informed Planning Board members that a Holiday Party date will be announced soon and reminded all members they are invited and encouraged to attend.

**Master Plan:** Mr. Fox is working to develop an advisement that will be posted at various locations in town and distributed through the schools.

**Environmental Commission Report:** Mr. Threston said that the Commission has recently met and they are working on several projects to earn points for Sustainable Jersey.

**Minor Site Plan:** None

Motion to adjourn by Mr. Martin and seconded by Mr. Della Penna. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on: December 19, 2017

The December regular meeting of the Riverton Planning Board was called to order at 7:00 PM by Mr. Brandt, Ms. Hack read the following:

“Public Notice of this meeting pursuant to the Open Public Meetings Act has been given in the following manner:

- Posting written notice on the Official Bulletin Board in the Borough Hall on January 20, 2017.
- Having written notice published in the Burlington County Times on February 3, 2017.
- Forwarding written notice for informational purposes only to the Courier Post on January 20, 2017.”

**PRESENT:** Mayor Suzanne Cairns Wells      Kerry Brandt      Joe Della Penna  
Richard Gaughan      Craig Greenwood      Mary Lodato  
Robert Martin      Ken Mills      Ray Paszkiewicz  
Joe Threston

**ABSENT:** Councilman Joseph Creighton      Robert Kennedy

**BOARD PROFESSIONALS:** Charles Petrone, Esquire      Michelle Hack, Bd. Sec’y

**MINUTES:** A motion was made by Mr. Mills and seconded by Mr. Threston to adopt the minutes of the November 21, 2017 as submitted. All approved in the affirmative.

**CORRESPONDENCE/ANNOUNCEMENTS:** Ms. Hack informed the Board that all RFPs have been uploaded to Google Docs for Board viewing; the application for 503 Bank has been withdrawn. Ms. Hack shared, for advice only, the following bills that were paid at the December 13, 2017 Borough Council meeting

<u>Petrone</u>		<u>ERI</u>	<u>T. Lee</u>
Attendance \$100 (11/21/17)			
Legal Matters	\$		
PKH Realty	\$781	\$1000	\$575

**NEW BUSINESS:** NONE

**OLD BUSINESS:** Resolution PB-2017-11 PHK Realty: Motion to approve by Mayor Cairns Wells and seconded by Mr. Mills. Mr. Threston suggested that we alter the wording on the Resolution under 11B to clarify Mrs. Swickard has overseen the “planning and development of 80” facilities. The Board concurred. Roll call confirmed 7 yes 0 no 1 abstain (Threston).

**PUBLIC COMMENT:** The floor was opened for public comment by the Chairman, however no one came forth to speak therefore closing the floor.

**COMMITTEE REPORTS:**

**Council Liaison:** Mayor Cairns Wells encouraged all Planning Board members to RSVP and attend the Holiday Party on Thursday 12/21/2017.

**Master Plan:** Mr. Brandt shared concerns of questions concerning the Architectural Review Committee and preservation of historic homes in Riverton. He thought the current questions were unrealistic. The Board agreed to gear the questions so that they are in an educational manner. Another concern that was shared and agreed was the map is not clear. The Board reviewed the final questionnaire and discussed how to disseminate. Ms. Hack suggested including in the Borough Directory which is expected to be completed in February.

**Environmental Commission Report:** Mr. Threston stated that the EC will meet on December 21 where he will share a copy of the Environmental Stewardship Award that was given by the NJDEP to the Borough resulting from the Stormwater inspection for the raingarden at Riverton School.

**Minor Site Plan:** None

Motion to adjourn by Mr. Threston and seconded by Mr. Della Penna. All approved in the affirmative.

Respectfully submitted:

Michelle Hack, Secretary  
RIVERTON PLANNING BOARD

Approved on: January 16, 2018