

## PLANNING BOARD MINUTES

December 10, 2025

The pre-meeting of the Planning Board was called to order by Vice Chairman Mr. Michael Pantalone at 6:00 PM in the Second Floor Caucus Room of City Hall.

### Members Present:

David Catalana  
Jeffrey Di Matteo  
Douglas Menz  
Michael Pantalone  
Nilsa Rosario  
Robert Odorizzi  
David Manders

### Also present were:

Michael Malinsky, Planning Board Solicitor  
Yasmin Perez, Planning Board Secretary  
Kathleen Hicks, Supervising Planner  
Ryan Headley, Planning Board Planner/Engineer

### PRE-MEETING

James and Dolores Hoffman – located on the westerly side of Main Road between Chestnut Avenue and Linda Lane, Block 5007, Lots 19 and 20, Tax Map Sheet #50, Project No. PBA-25-00048. Minor subdivision approval to convey a portion of one lot to another and then create two (2) new lots for an end result of four (4) lots.

Mr. Headley explained that the property is located on the west side of South Main Road, adjacent to Pancoast Funeral Home. The site currently consists of two existing lots, including the funeral home property and a residential parcel containing an existing single-family dwelling with an oversized garage previously approved by the Zoning Board several years ago. The applicant proposes a minor subdivision that would reconfigure the existing lots into four conforming lots. All proposed lots conform to the R-3 Zone requirements, and no variances are requested. There are several minor plan perfection items outlined in Item 8 of the Planning report.

Juan and Yolanda Cortes- located on the northerly side of Chestnut Avenue between Myrtle Street and State Street, Block 4217, Lot 9.01 and 9.02, Tax Map Sheet #42, Project No. PBA-25-00038. Minor subdivision approval to convey a portion of one lot to another.

Mr. Headley explained that this property was the subject of a previously approved subdivision which included a duplex on one lot and a single-family dwelling on another. The applicant is proposing to relocate the rear lot line of Lot 9.02 approximately 20 feet to the rear in order to provide additional yard area. As a result of the reconfiguration, one variance is required for impervious lot coverage. The existing impervious coverage is approximately 54.1 percent where 30 percent is permitted; however, the proposed change would slightly improve the condition. The rear lot has approximately 15 percent impervious coverage, which conforms to ordinance requirements. One lot fronts on Arcadia Place, while the other fronts on Chestnut Avenue. He explained that the duplex lot was designed larger during the prior subdivision to meet duplex standards.

Redevelopment Plan Amendment- Hutton St 21, LLC, 1316 W. Landis Avenue, Block 2707, Lot 16.

Ms. Hicks explained that the subject property is located on West Landis Avenue, just west of the Taco Bell site. It is one of three remaining residential properties in that stretch between Delsea Drive and Orchard Road. The proposed application involves demolishing an existing single-family dwelling and constructing a drive-through oil change facility.

It is designed so that vehicles enter from one side and exit straight through the service bays. She explained that the property is located within the ARR Age Restricted Residential Redevelopment District. While other uses were contemplated under the redevelopment plan, they would have required the assemblage of multiple properties, which is unlikely. Additionally, a stream traverses the site, the same watercourse that runs beneath the Walmart property. Upon review, staff had no objections regarding the proposed use. The use is classified as a specialized repair garage, which is consistent with similar uses in the area, including a Mavis Tire facility located across the street.

### FLAG SALUTE

Public notice pursuant to the Open Public Meetings Act was given on December 17, 2024, by posting written notice on the Official Bulletin Board in City Hall, and mailing written notices to the Daily Journal, City Clerk, and the Board members.

MINUTES

Approval of minutes from the November 12, 2025, board meeting.  
The Chairman made a motion to approve the minutes.

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

RESOLUTIONS

Approval of resolutions from the November 12, 2025, board meeting.  
The Chairman made a motion to approve the resolution.

Resolution #6733

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

Resolution #6734

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

Resolution #6735

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

Resolution #6736

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

Resolution #6737

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

Resolution #6738

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

DEVELOPMENT PLAN

James and Dolores Hoffman – located on the westerly side of Main Road between Chestnut Avenue and Linda Lane, Block 5007, Lots 19 and 20, Tax Map Sheet #50, Project No. PBA-25-00048. Minor subdivision approval to convey a portion of one lot to another and then create two (2) new lots for an end result of four (4) lots.

Dolores and James Hoffman testified under their own behalf. Mrs. Hoffman testified that they have owned the property for approximately 15 to 20 years. She explained that the funeral home was sold approximately two years ago and is now owned by their nephew. The applicants are proposing to subdivide the rear portion of their larger lot in order to convey or sell it to their nephew. Additionally, the applicants wish to subdivide the property further to maintain flexibility for potential future conveyances to family members or possible expansion by the adjacent flower shop. Mrs. Hoffman stated that when they originally purchased the funeral home and the additional lot, they intentionally preserved the rear area to prevent residential development, and use the area as a walking trail. She noted that the current owner maintains a walking trail on the property and has a young family, and that preserving the open space was a shared goal. The funeral home has adequate parking and has never experienced parking issues, nor has there been any need to expand parking facilities.

Mr. Headley stated that review reports had minor items consisting primarily of notes and minor revisions. The applicant agreed to address all staff and professional review comments.

The Chairman entertained a motion to approve the application. Mr. Pantalone so moved, Mr. Odorizzi seconded.

Roll Call:

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Nilsa Rosaio: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

PUBLIC HEARING

Juan and Yolanda Cortes- located on the northerly side of Chestnut Avenue between Myrtle Street and State Street, Block 4217, Lot 9.01 and 9.02, Tax Map Sheet #42, Project No. PBA-25-00038. Minor subdivision approval to convey a portion of one lot to another.

The applicant was represented by Vince Panchari, Esq. He stated that the applicants received and reviewed the reports from the Planning Board professionals and had no objection to complying with any of the recommended conditions or plan revisions.

By way of background, he explained that in 2023 the applicants received minor subdivision approval, which included the conveyance of, or provision of an easement for the City in connection with a street frontage. Following that approval, a single-family dwelling was constructed on Lot 19.02. However, when the applicants applied for a certificate of occupancy, it was determined that the rear yard setback was deficient, as the distance between the rear of the house and the property line did not meet the required setback. The applicants are therefore seeking to realign the lot line by adding approximately 20 feet from the adjacent lot, which they also own, in order to bring the lot into compliance with the setback requirement. Lot 19.02 exceeds the maximum permitted impervious coverage. He noted that the house has already been constructed and that the proposed lot line adjustment is intended to improve the zoning nonconformities by addressing the rear yard setback issue.

Mr. Headley discussed the requirement under Section 8 of the report to show all structures within 150 feet of the property to be subdivided and indicated that the Board has previously granted partial waivers of this requirement. Upon request by the applicant, a partial waiver was sought to limit this information to buildings and driveways only. Additional discussion clarified that a portion of the area currently appearing as yard space could eventually be developed as a cul-de-sac by the City, pursuant to the earlier subdivision approval.

The Chairman entertained a motion to close the public hearing. Mr. Pantalone so moved, Mr. Odorizzi seconded.

Roll Call:

David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes

Michael Pantalone: Yes  
Nilsa Rosaio: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

The Chairman entertained a motion to approve the application. Mr. Pantalone so moved, Mr. Odorizzi seconded.

Roll Call:  
David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Nilsa Rosaio: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

Redevelopment Plan Amendment- Hutton St 21, LLC, 1316 W. Landis Avenue, Block 2707, Lot 16.

Ms. Hicks Staff reviewed the proposed application for a drive-through oil change facility known as “Take 5.” The project consists of a modest, two-lane development. The subject property is located within the ARR (Age-Restricted Residential Redevelopment District). Staff noted that this designation has presented challenges in prior redevelopment efforts, as the plan envisions assemblage of approximately ten properties to create a viable project, which is considered highly unlikely. Additionally, the property is bisected by a stream running beneath West Landis Avenue and continuing underground beneath the Walmart property, further limiting the feasibility of redevelopment in accordance with the current designation. The underlying zoning for the property is B-4, which permits a specialized repair garage. A similar use currently exists directly across the street in the form of a tire service facility, also classified as a specialized repair garage. She further noted that along this stretch of West Landis Avenue between Delsea Drive and Orchard Road, only three residential structures remain, including the subject property. One of the remaining residences to the west is currently listed for sale. Based on these factors, staff recommended favorable consideration of the requested redevelopment plan amendment. Staff advised that the proposed use would be consistent with the Master Plan. It was further noted that site plan approval would be required as a condition of any approval granted.

The Chairman entertained a motion to make a recommendation to City Council. Mr. Pantalone so moved, Mr. Odorizzi seconded.

Roll Call:  
David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Nilsa Rosaio: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

The Chairman entertained a motion to approve Resolution #6739. Mr. Pantalone so moved, Mr. Odorizzi seconded.

Roll Call:  
David Catalana: Yes  
Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Nilsa Rosaio: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

#### ADJOURNMENT

The Chairman entertained a motion to adjourn.

Roll call:

Roll Call:  
David Catalana: Yes

Jeffrey Di Matteo: Yes  
Douglas Menz: Yes  
Michael Pantalone: Yes  
Nilsa Rosaio: Yes  
Robert Odorizzi: Yes  
David Manders: Yes

TIME: 7:01 PM

Respectfully submitted,

Yasmin Perez  
Planning Board Secretary