

PLANNING BOARD MINUTES

July 9, 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:

John Casadia
Jeffrey Di Matteo
Douglas Menz
Thomas Tobolski
Sandy Velez
Nilsa Rosario
Robert Odorizzi
Elizabeth Arthur
Michael Pantalone

Also present were:

Amanda Moscatello, Alternate Planning Board Solicitor
Yasmin Perez, Planning Board Secretary
Kathleen Hicks, Supervising Planner
Ryan Headley, Planning Board Planner/Engineer
Elizabeth Jambor, Assistant Planner

PRE-MEETING

My Great Space, LLC – located on the northerly side of Butler Avenue between S. East Boulevard and Main Road, Block 7101, Lots 73 and 74, Tax Map Sheet #71.01, Project No. PBA-25-00026. Minor subdivision approval to create one (1) new lot with two (2) remainder lots.

Ms. Jambor explained that the applicant is proposing to subdivide existing Lots 73 and 74, located on the northwest side of Butler Avenue, into three new lots. As shown on the display, the subdivision involves removing the existing lot line between Lots 73 and 74 and creating three new lots, including one remainder lot. All proposed lots will have street frontage, but they each require a variance for lot width, as they do not meet the 160-foot minimum requirement for properties not serviced by public sewer. Despite this, all lots meet the minimum area and depth requirements. The lots are narrower than the standard, but still consistent or larger in size compared to nearby properties, particularly those in the adjacent subdivision. One of the proposed lots fronts on two streets, which results in two frontages. However, the temporary cul-de-sac located behind the lots does not count toward frontage under our current standards. The subject property is approximately 6+ acres in size, with each new lot measuring over 2 acres and having depths exceeding 700 feet. There is no public sewer service in this area, which limits the potential for a major subdivision. The Planning report incorrectly references “remainder Lot 74” multiple times. These references should be corrected as follows: Section 6C should refer to remainder Lot 73. Section 6F should also refer to remainder Lot 73.

Orchard Estates - located on the westerly side of Orchard Road between Walnut Road and Chestnut Avenue, Block 4703, Lots 22 and 23, Tax Map Sheet #47, Project No. PBA-25-00027.

Mr. Headley explained that the applicant sought final major subdivision approval for a residential development consisting of 14 lots—4 fronting South Orchard Road, 9 along the Mayer Street extension, and 1 on Brittingham Street. The development includes two stormwater basins and a temporary cul-de-sac. The project had previously received preliminary approval. No variances or design waivers were requested at this stage. Minor submission waivers were identified in the staff report; most will be addressed by the applicant. The development meets all current stormwater management regulations. One resident raised concerns regarding drainage along Orchard Road; however, the proposed basins are expected to improve runoff conditions and that Orchard Road is a County-maintained roadway. If approved, the applicant must submit required documentation for legal and engineering review, followed by City Council acceptance of the public improvements and final filing of the plat with the County.

Redevelopment Amendment – Veteran’s Senior Housing Project, 112 S. Third Street, Block 3806, Lot 9.

Ms. Hicks explained that the Veterans Housing Project is a federally supported development intended to provide housing and on-site services for veterans using Section 8 project-based vouchers. The applicant is requesting a technical waiver to permit perimeter fencing around the entire site, with a mix of fencing with and without privacy slats. Staff had no objection to the waiver. The project includes multiple residential buildings and a social services facility for wrap-around support. Each building contains four units (two up, two down), offering a more home-like environment. The site is well suited for the proposed use due to its proximity to the VA clinic, public transit, and other community resources. The development is designed to serve formerly homeless or housing-insecure veterans. City staff assisted the applicant in connecting with agencies to secure tax credits and

HUD support, as the service providers do not directly fund construction. They expressed support for the project and acknowledged its potential positive impact on the community and local veteran population.

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 June 11, 2025 board meeting.
The Chairman made a motion to approve the minutes.

John Casadia: Abstain
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Abstain
Sandy Velez: Abstain
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

RESOLUTIONS

Approval of resolutions from the June 11, 2025 board meeting.
The Chairman made a motion to approve the resolution.

Resolution #6715

John Casadia: Abstain
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Abstain
Sandy Velez: Abstain
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

Resolution #6716

John Casadia: Abstain
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Abstain
Sandy Velez: Abstain
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

Resolution #6717

John Casadia: Abstain
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Abstain
Sandy Velez: Abstain
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

Resolution #6718

John Casadia: Abstain
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Abstain

Sandy Velez: Abstain
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

Resolution #6719

John Casadia: Abstain
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Abstain
Sandy Velez: Abstain
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

Approval of resolution from the June 26, 2025 special meeting.

Resolution #6720

Thomas Tobolski: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

PUBLIC HEARING

My Great Space, LLC – located on the northerly side of Butler Avenue between S. East Boulevard and Main Road, Block 7101, Lots 73 and 74, Tax Map Sheet #71.01, Project No. PBA-25-00026. Minor subdivision approval to create one (1) new lot with two (2) remainder lots.

The applicant was represented by Matthew Robinson, Esq. The application is for a minor subdivision approval to reconfigure two existing lots into three residential lots. The proposed lots exceed the minimum lot area and depth requirements but require variances for frontage/lot width, as they do not meet the 160 feet requirement for lots without public sewer. The variances requested are for Lot 74.01 – 150 feet frontage/width (160 feet required). Lot 73.01 – 124.31 feet frontage/width (160 feet required). Remainder Lot 73 – 124.31 feet frontage/width (160 feet required). All the lots are over 2 acres in size and located in the R-5 Residential Zone. The applicant agreed to comply with all items in the June 27, 2025 Planning and Engineering Reports, including conditions under Section 7. They are requesting a partial waiver to show structures within 150 feet using aerial imagery; the applicant will include all buildings and driveways.

One nearby resident raised concerns about vehicle storage on an adjacent property. The concern was determined to be unrelated to the subject lots, which are currently vacant. The resident was referred to Code Enforcement for further action.

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

Roll Call:
John Casadia: Yes
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

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

Roll Call:
John Casadia: Yes
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Yes
Sandy Velez: Yes

Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

Orchard Estates - located on the westerly side of Orchard Road between Walnut Road and Chestnut Avenue, Block 4703, Lots 22 and 23, Tax Map Sheet #47, Project No. PBA-25-00027.

The applicant was represented by Matthew Robinson, Esq. Preliminary approval was previously granted by the Planning Board in January 2024. The applicant previously appeared before the Board in December 2023 and received a Planning Board resolution memorialized on January 10, 2024, granting preliminary major subdivision approval. The submitted plans conform to the previously approved preliminary layout and that all technical comments have been addressed to the satisfaction of the Board's professionals.

Teal Jeffers, Licensed Engineer testified on behalf the applicant. Mr. Jeffers confirmed that all outside agency approvals have been obtained and that revised engineering drawings were submitted, addressing comments from the professional staff. A review meeting with the Board Engineer took place earlier that day to discuss the Final Plan review. The applicant is requesting a partial relief from the requirement to show all structures within 150 feet of the property boundary (Item 7e of the engineer's report). They are proposing to show prominent structures such as buildings and driveways but seeking a waiver from depicting minor or miscellaneous features.

Mr. Jeffers confirmed that all required bulk variances and stormwater management matters were addressed and approved during the preliminary review. No new variances or waivers (other than the above partial waiver) are being requested. The engineering plans have been updated to comply with NJDEP's latest stormwater regulations. He further confirmed that he reviewed the Board Engineer's July 3, 2025 report, and the applicant agrees to comply with all conditions outlined in that report.

Mr. Robinson stated that Roger Mula, representing the applicant's LLC membership, was also present to address any factual or ownership questions.

Mr. Robinson noted that, if approval is granted, he will continue to work with staff on Homeowners Association documentation and administrative matters.

Mr. Headley stated he had no objection to the granting of the partial waiver requested for Item 7e.

Jay Gaidosh, 793 S. Orchard Road, for 17 years and is very familiar with the area. He expressed concerns about the stormwater impacts of the proposed development, noting that the subject property acts as a natural catch basin. He referenced multiple recent rain events, including two storms in the past two weeks with rainfall rates of approximately 2 inches per hour and 1.3 inches over the course of several hours. He emphasized that this is the lowest point in the area, and therefore a critical concern regarding drainage and flooding. Mr. Gaidosh requested additional details regarding the size of the proposed homes, and whether they would include basements or crawlspaces, citing concerns about water intrusion, mold, and fungus in low-lying areas. He also questioned the number of waivers and variances that had been granted, stating that at the last meeting, he observed "waiver after waiver" being approved.

Mr. Jeffers clarified that the lot layout has not changed since preliminary approval and that four lots with access to Orchard Road were part of the original approved subdivision. He explained that the 15-foot-wide area behind the Orchard Road lots is a drainage easement containing underground piping and catch basins. Stormwater will be conveyed from the development and portions of Orchard Road into two interconnected stormwater management basins: Lot 22.15, located near the Orchard Road frontage. Lot 22.16, located at the western side of the site. Each basin is designed in accordance with the latest NJDEP stormwater regulations, including projected rainfall conditions (as required by rule updates in 2023). The system was reviewed and approved by both the City Engineer and the County Planning Board. Per regulations, maximum standing water depth for infiltration basins is limited to 2 feet, though the basins span approximately 2.5 to 3 acres in total.

Mr. Headley responded to concerns about maintenance, the applicant stated that a Homeowners Association (HOA) will be established as a condition of approval. All homeowners in the development will be required to join the HOA, which will be responsible for the long-term operation and maintenance of the stormwater basins. The applicant and City staff clarified that the HOA has the legal ability to place liens on properties for non-payment.

Anna Donahue, 784 S. Orchard Road, noting that she recently purchased the property and was not present for the preliminary subdivision hearing. She explained that she works full-time and has not had the opportunity to review the plans in person during business hours.

Ms. Moschillo explained that the applicant is seeking final major subdivision approval, and that the preliminary approval, which included all engineering, drainage, lot layout, and variances, had already been granted by the Board in a prior hearing. The only item under consideration that evening was a partial waiver from the

requirement to show all off-site structures within 150 feet of the property boundary. It was explained that the applicant is proposing to show prominent features (e.g., driveways, buildings) but is requesting relief from depicting minor structures.

Ms. Hicks further clarified that final subdivision approval is primarily procedural, involving the recording of the approved lot layout with the County Clerk's office. All substantive site issues were addressed during the preliminary review.

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

Roll Call:

John Casadia: Yes
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

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

Roll Call:

John Casadia: Yes
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

Redevelopment Amendment – Veteran's Senior Housing Project, 112 S. Third Street, Block 3806, Lot 9.

Ms. Hicks presented an overview of a proposed Veteran Senior Housing Project to be located on Third Street, consisting of 28 units total. The project will include multiple residential buildings, each containing four (4) apartments, two on the first floor and two on the second floor with each unit being approximately 650 square feet. An additional building on the site will house supportive social services. The project is part of a federally supported housing initiative that offers Section 8 housing vouchers specifically for homeless veterans, ensuring that only that target population can occupy the units. Staff noted that the project addresses a demonstrated need in the community and that the design is appropriate for the site. The proposal avoids large apartment blocks, instead utilizing small-scale residential structures distributed across a large tract. Staff expressed support and recommended that the Board forward a positive recommendation to City Council.

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

Roll Call:

John Casadia: Yes
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Michael Pantalone: Yes

The Chairman entertained a motion to approve Resolution 6721. Ms. Velez so moved, Mr. Odorizzi seconded.

Roll Call:

John Casadia: Yes
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes

Robert Odorizzi: Yes
Michael Pantalone: Yes

ADJOURNMENT

The Chairman entertained a motion to adjourn.

Roll call:

John Casadia: Yes
Jeffrey DiMatteo: Yes
Douglas Menz: Yes
Thomas Tobolski: Yes
Sandy Velez: Yes
Nilsa Rosario: Yes
Robert Odorizzi: Yes
Elizabeth Arthur: Yes
Michael Pantalone: Yes

TIME: 7:31 PM

Respectfully submitted,

Yasmin Perez
Planning Board Secretary