

**Elk Township Combined Planning and Zoning Board
Regular Business Meeting**

October 16, 2024

Minutes

Call to Order:

Regular Business Meeting was called to order at 7:05pm.

Roll Call:

Present: Mr. Hughes, Mrs. Nicholson, Mr. Richardson, Mr. Wolf,
Mr. Peterson (alt. 1), Mr. Swanson (alt. 2), Chairman Afflerbach

Absent: Mr. Goetsch, Mr. Lucas, Mr. McKeever, Mrs. Wheeler

Open Public Meeting Act: was read by the Board Secretary

Flag Salute: Chairman Afflerbach led the flag salute.

Concept Plan Review: None

Approval of Minutes: September 18, 2024

Mrs. Nicholson moved to approve the minutes of September 18, 2024

Seconded by Mr. Hughes

With all other members in favor, *the motion was carried.*

General Business:

Old Business:

Memorialize Resolution: 2024 – 14 granting a Minor Subdivision to Russo Land Holdings LLC, regarding property located at 1499 Ellis Mill Rd, and being further shown as Block 10, Lot 26 on the Tax Maps of the Township of Elk,
 Application No.: SD-24-04

Mr. Hughes moved to adopt resolution 2024 - 14. Seconded by Mrs. Nicholson. .

| Roll Call Vote | | | | | Roll Call | | | | |
|----------------|-----|-----|---------|--------|-----------------------|-----|-----|---------|--------|
| Vote | | | | | | | | | |
| Committee | Aye | Nay | Abstain | Absent | Committee | Aye | Nay | Abstain | Absent |
| Goetsch | | | | A | Wheeler | | | | A |
| Hughes | Y | | | | Wolf | Y | | | |
| Lucas | | | | A | Peterson (Alt. 1) | Y | | | |
| McKeever | | | | A | Swanson (Alt. 2) | Y | | | |
| Nicholson | Y | | | | Afflerbach (Chair) | Y | | | |
| Richardson | Y | | | | | | | | |

For: 7 Against: 0 Abstain: 0 7-0-0

New Business:

Zone Striping Major Site Plan Block 30 Lot 14.01
718 Jacob Harris Lane Application No. SP-24-02
Technical and Final

Board Solicitor, Jeffrey Cheney, swore in Scott Brown, the Applicant’s Engineer and Mr. Steve Bach, Planning & Zoning Board Engineer had no objection to Mr. Brown being called as an expert witness.

Mr. David Thatcher, Esq. of Thatcher and Passarella P.C. out of Washington Township, NJ represents Zone Striping Inc.

Mr. Passarella states that Zone Striping is located at 718 Jacob Harris Lane and is in the M-1 Light Manufacturing District and the use that is applied for is in accordance with the zoning terms of that district.

Board Solicitor, Jeffrey Cheney, swore in Paul Mitchell President of Zone Striping Inc. and Ed Pleczynski manager of Zone Striping Inc.

Mr. Passarella stated that this is an application for a Site Plan Approval for the construction of a separate office building and a new parking lot along with other associated improvements to the new building.

Mr. Passarella stated that the new building would be approximately 35' wide and approximately 65' in length and would house office staff associated with the business and there are no variances required with the application.

Mr. Passarella stated that the purpose of the new building is to move the staff from the old building into the new building and use the old building for repair and service of vehicles associated with the business.

Mr. Paul Mitchell, President of Zone Striping Inc. stated that there are 30 fulltime staff (in season), 15 office staff and 15 mechanics along with 80 Field Employees (in season).

Mr. Paul Mitchell, President of Zone Striping Inc. stated that they are looking to have more shop/warehouse space to store temperature sensitive materials in the winter along with truck and vehicle maintenance along with office space. There will be no increase in the number of employees, just relocation.

Mr. Paul Mitchell, President of Zone Striping Inc. stated that there will be no new signage associated with the new office building.

Mr. Paul Mitchell, President of Zone Striping Inc. stated that the utilities that are on site now are Electric, Natural Gas, Well and Septic. No new utilities are proposed.

Mr. Paul Mitchell, President of Zone Striping Inc. stated that there is existing lighting on the current building.

Mr. Paul Mitchell stated that all 4 sides of the current building has lights and then referred to the exhibit, showing those lights. Mr. Passarella stated that the exhibit being referred to is the updated Landscaping and Tree Protection Plan marked sheet 6 of 6.

Mr. Passarella handed out 4 photographs of the building and Mr. Paul Mitchell identified the building and the location of the lights on the building.

Mr. Passarella referred to comment #5 under Site Plan on page 6 of Review Letter #2 dated October 14, 2024 regarding the permanent edging be provided along the entirety of the proposed parking lot to avoid paving edge deterioration.

Mr. Paul Mitchell stated that they would propose to put in concrete parking blocks consistent with the other parking lots on site.

Mr. Steve Bach, Planning & Zoning Engineer, stated that if they thickened the edge of the paving of the parking lot in lieu of the concrete curb, it would prolong the life of the paving.

Mr. Steve Bach stated that for the Western Parking areas, if the applicant feels the existing lighting meets the same standards then a light survey can be performed of that western parking lot and noted on the plan and provide supplemental lighting if necessary.

Mr. Steve Bach asked Mr. Brown if he had received the Review letter dated October 14, 2024 and if there are any objections to any of the comments in terms of being able to comply.

Mr. Brown had a question on vehicle charging stations in the review letter.

Mr. Bach stated that they are required by State Statute and they have to be make ready which means they will have to be wired up but not having to put the charging units in.

Mrs. Nicholson asked if the applicant would have to put in the charging units when someone who works there has an Electric Car.

Mr. Bach stated that the applicant must comply with the statutory requirement of make ready the vehicle charging stations.

Mr. Hughes asked if a handicap spot be make ready as well?

Mr. Bach stated that yes a handicap spot will have to be make ready as well.

Mr. Bach suggested that the applicant designate the make ready to be right at the separation between the handicap and next adjacent spot which would comply with the statute.

Mr. Brown stated that it will be acceptable.

Mr. Bach stated that information on the prior applications of this site such as the DEP Wetlands Permit and Stormwater Management Policies be added to the Stormwater Narrative.

Mr. Brown stated that it will be added.

Mrs. Nicholson asked if the new Parking Lot considered an impervious surface?

Mr. Bach stated that no it is not impervious.

Mr. Brown stated that the parking lot that was there before was stone and that has been removed.

Mr. Bach stated that there is new impervious ground in the area of the new parking lot.

Mrs. Nicholson asked if the applicant does not have to show that the Stormwater Basins can handle the new flow since it does not exceed the de minimis.

Mr. Bach agreed that the applicant does not have to show that.

Mr. Brown stated that the Stormwater Basins can accommodate this proposed development.

Mr. Bach stated that he has no objections as long as this is documented in the report and travel through to the DEP.

Mr. Bach stated that Mr. Brown and the applicant have indicated that they will comply with all of the conditions of the review, a light survey will be conducted for the western parking areas adjacent to the proposed new office building and will supplement the lighting if necessary.

Mr. Hughes asked if the Demolition Plan spoken about on Page 6 of the October 14, 2024 Review letter refers to any demolition inside the building.

Mr. Bach stated no that the Demolition Plan, would only be for the Site Plan Set. The Demolition inside the building would be taken care of by the Construction Office of the Twp.

Mr. Hughes asked if comment #2 on Page 7 of the October 14, 2024 Review Letter is correct as the applicant is proposing a 1000 gallon septic with a pump chamber to be added and the comment reads that there are no new utilities being planned on site.

Mr. Bach stated that comment is referring to no new utility extensions will be going out to the roadway.

Mr. Hughes asked if comment #5 on Page 6 of the October 14, 2024 Review letter should read Gloucester County Soil Conservation Service instead of Salem County Soil Conservation Service.

Mr. Bach says yes, it should read Gloucester County Soil Conservation Service, an error was made.

Mr. Hughes asked if there was to be lighting on all 4 sides of the new building.

Mr. Brown stated yes, there will be lighting on all 4 sides of the new building.

Mr. Hughes moved to open the public, seconded by Mrs. Nicholson.

With all members in favor, ***the motion was carried.***

With no comment from the public, ***Mrs. Nicholson moved to close to the public, seconded by Mr. Hughes.***

With all members in favor, ***the motion was carried.***

Mr. Hughes moved to grant Preliminary & Final Major Site Plan approval to Zone Striping (adhering to all the conditions from the 10/14/2024 Bach Review Letter, as well as provided by testimony) seconded by Mr. Wolf.

| Roll Call Vote | | | | | Roll Call | | | | |
|----------------|-----|-----|---------|--------|-----------------------|-----|-----|---------|--------|
| Vote | | | | | | | | | |
| Committee | Aye | Nay | Abstain | Absent | Committee | Aye | Nay | Abstain | Absent |
| Goetsch | | | | A | Wheeler | | | | A |
| Hughes | Y | | | | Wolf | Y | | | |
| Lucas | | | | A | Peterson (Alt. 1) | Y | | | |
| McKeever | | | | A | Swanson (Alt. 2) | Y | | | |
| Nicholson | Y | | | | Afflerbach (Chair) | Y | | | |
| Richardson | Y | | | | | | | | |

For: 7

Against: 0

Abstain: 0

7-0-0

Mr. Hughes moved to enter the General Public Portion of the Meeting, seconded by Mrs. Nicholson

With all members in favor, ***the motion was carried.***

Mr. Hughes moved to close the General Public Portion of the Meeting, seconded by Mr. Swanson.

With all members in favor, ***the motion was carried.***

Correspondence:

A reminder that the November Planning & Zoning Meeting has been moved to November 6, 2024.

Adjournment:

Mr. Wolf moved to adjourn, seconded by Mr. Peterson.

With all members in favor, the motion was carried.

Adjournment time: ***7:48 pm***

These minutes are a brief summary of the proceedings that took place during the Elk Township Planning & Zoning Board meeting held October 16, 2024 and should not be taken as verbatim testimony.

Respectfully submitted,

Ann Marie Weitzel, Board Secretary