

Meeting was called to order by Ms. Martinelly @ 7:00 pm for the purpose of reorganization of the Shrewsbury Planning Board.

All saluted the flag, and the Presiding Officer's Statement was read.

Present: Martinelly, Carroll, Burden, Doran-Eulner, Reger, Forrest, Collela,  
Barnett, Groom, Poling  
Donato  
Cranmer (Engineer)  
Absent: Hemel

**Reorganization meeting for 2018:**

Oath of offices for 2018:  
Carroll, Eulner, Groom, Poling

**REORGANIZATION FOR 2018:**

**ELECTION OF CHAIRMAN:**

A motion was made by, Mr. Burden, seconded by Ms. Walter-Reger, nominating Ms. Martinelly as Chairman for 2018, with no other nominations.

Roll Call:

Affirmative: Carroll, Burden, Eulner, Reger, Forrest, Collela, Barnett, Groom

Negative: None

**ELECTION OF VICE CHAIR:**

A motion was made by, Ms. Martinelly, seconded by, Ms. Walter-Reger nominating Mr. Carroll as Vice Chairman for 2018, with no other nominations.

Roll Call:

Affirmative: Martinelly, Burden, Eulner, Walter-Reger, Forrest, Collela, Barnett, Groom

Negative: none

**ELECTION OF SECRETARY:**

A motion was made by Ms. Martinelly, seconded by, Mr. Carroll, nominating Ms. Walter-Reger as Secretary for 2018, with no other nominations.

Roll Call:

Affirmative: Martinelly, Carroll, Burden, Eulner, Forrest, Collela, Barnett, Groom

Negative: None

Martinelly, Collins, Carroll, Reger, Forrest, Collela, Barnett

Negative: None

A motion was made by Mr. Burden, seconded by Ms. Walter-Reger for a consent agenda approval for items 6D, E, F, G, H, I J.

Roll Call:

Affirmative: Martinelly, Carroll, Burden, Eulner, Walter-Reger, Forrest, Collela, Barnett  
Groom

Negative: None

**Review of Planning Board Policy:**

Mr. Cranmer explained that the only committee the Planning Board has is the Master Plan Committee and that we will be conducting review this year of the Master Plan, due to the settlement of the Affordable Housing Element and future Ordinance proposed Ordinance changes and to finalize the codification process. There was a brief discussion as to who would want to sit on the committee.

Ms. Donato suggested that only 2 board members and Mr. Cranmer, which would not require a notice but if more members want to be on the committee then a notice would be required.

Mr. Cranmer advised the last review had 5 members and notice was given, with dates and times.

Ms. Donato suggested that the board could make it a committee of the “whole” to allow others to participate. Mr. Burden feels that a committee of the “whole” would be time consuming. Mr. Cranmer feels that this process would be less intense.

***Mr. Groom, Ms. Walter-Reger, Mr. Barnett & Mr. Burden will like to serve on the committee***

A motion was made by Mr. Burden, seconded by Ms. Walter-Reger to adopt the Planning Board Policy “as submitted”.

Roll Call:

Affirmative: Martinelly, Carroll, Burden, Eulner, Reger, Forrest, Collela, Barnett, Groom

Negative: None.

A motion was made by Mr. Carroll, seconded by Mr. Barnett to adjourn the reorganization meeting @ 7:30 pm. All Approved.

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Ms. Martinelly called to order the regular meeting of the January 17, 2018 meeting @ 7:30 pm:

**Roll Call:**

Present: Martinelly, Carroll, Burden, Eulner, Walter- Reger, Forrest, Collela, Barnett,  
Groom, Poling

Absent: Hemel  
Donato (Attorney)  
Cranmer (Engineer)

**Correspondence:** Seminar 1/20/2018 8:00 am – 1:00 pm -

**Minutes:**

A motion was made by Mr. Burden, seconded by Mr. Walter-Reger to adopt the minutes of the October 18, 2017 meeting as submitted. All approved.

**Planning Board Business:**

**Zoning Rep:**

3 Use Variances were granted, 2 restaurants – Greens & Grains & Frutta a Bowl, & Orange Theory Fitness Studio

Mr. Burden advised that Mr. David Henderson has been appointed to the Zoning Board

A motion was made by Mr. Burden, seconded by Mr. Carroll to open the meeting to the public. All approved

No public in attendance

A motion was made by Mr. Carroll, seconded by Ms. Eulner to close the meeting to the public. All approved.

**Unfinished Business: none**

**New Business:**

**Lunch Break:**

Shrewsbury Plaza  
648 Broad St.  
Bl: 31, Lot: 1

**Use Variance**

Ms. Martinelly stated that she never owned the building at 648 Broad St, she had her business there as a “tenant” on known as Brokers 3.

Ms. Donato asked for a clarification of the proposed tenants is it Lunch Break Career Services or Lunch Break Inc. Mr. Zager advised Lunch Break Inc. which is a 501C3.

Ms. Gwendolyn Love, Executive Director Lunch Break, was sworn. She advised that Lunch Break is a 501C3 Non Profit which makes them Lunch Break Inc.

Mr. Zager advised that the applicant is proposing to use the property “as is” with a clean-up only, for a Career Training Center. They will be some improvements for accesses and handicapped entrances.

Ms. Love gave a brief history of Lunch Break which was formed in 1983, Senator Gagliano and Ms. Norma Todd, they will be celebrating their 35<sup>th</sup> year of serving the community. When they initially opened they served hot meals and provide pantry items and clothing, they continue to provide those items, but they have grown to provide cooking classes for children, mentorship programs for young boys, toy holiday program, meals to the homebound seniors, and produce to the senior centers. They are now proposing to launch a career service center at the Broad Street location, since they do not have the space in the Red Bank location. This will be a platform for their professional volunteers & staff will help to empower individuals employed and unemployed to help build a better future for themselves and families. The participants would meet with both the staff and volunteers at the Broad Street location where they will provide professional

development and career services. Some of the services will provide assessments, resume building, job search assistance, mock interviews and learning basis computer skills, etc. There will be "O" cross services from our Red Bank location, no food will be served, delivered or picked up at the Broad Street location, with the exception of bottled water, coffee, tea etc. Volunteers will staff the office daily and they will have a paid Coordinator Maryann Lashardem, who will start tomorrow, managing the day to day activities under their current director. They have met with local employers to discuss future hiring needs i.e. Lowes, HomeDepot, Meridian Health Systems, Sunrise Senior Living and Sickles.

Ms. Love testified that they excited about the proposal and this would be a great opportunity to help people into self-sufficiency and provide generational changes. They are excited to come to and work in Shrewsbury.

Ms. Love gave the hours of operation: Monday, Tuesday & Thursday & Friday – 10:00 am to 2:00 pm, Wednesday evening from 12:00 pm to 6:00 pm by appointment only, which might cause changes in the scheduling, for the most part it would be Monday to Friday with staff on site every day. They anticipate 1-2 staff members on site and 2-4 volunteers at one given time.

Ms. Love explained that they are going to focus on their client base which is out of the Lunch Break in Red Bank, any clients coming in would be by appointment only. If someone calls to use their services, they would support the request.

Ms. Love testified that do not have a concrete plan for the property that they purchased in Red Bank, they are currently in the 3<sup>rd</sup> year of their 5 year plan, could that be a potential move, yes, but there are no plans at this time. They would be a tenant on the Broad Street facility, they have a long term lease of approximately 11 years.

Ms. Martinelly asked if they will be have classes on site? Ms. Love explained that Brookdale has offered space when they want to hold classes, there will not be any classes at the Broad Street facility, only a one on one.

Ms. Love testified that they have clients that come in from all over Monmouth County, they either drive, take public transportation or driven in by a friend. The public transportation stops right on Broad Street.

A motion was made by Mr. Burden, seconded by Ms. Walter-Reger to open the meeting to the public. All approved.

No comments/questions

A motion was made by Mr. Burden, seconded by Ms. Walter-Reger to close the meeting to the public. All approved.

Mr. Jeremy Lange, Planner/Engineer, Maser Consulting was sworn, 331 Newman Springs Rd., Red Bank, NJ 07701 Mr. Lange gave his educational & professional background was accepted as an expert witness.

A-1: Minor Site Plan of Lunch Break, 1 of 1, described Ariel Photo of surrounding area.  
In the B-1 Zone

A-2: Minor Site Plan, 2 of 3, showing the improvements, described same

Mr. Lange advised that the previous use was a Real Estate Office and the applicant is proposing a business office providing career services. The building is approximately 1,500 sq. ft. of usable space.

Mr. Lane testified that they are proposing the following changes:

- Seal coat and restripe the parking lot for approximately 26 spaces
- Elimination of 1 space in front of the steps
- Low usage at one time, they are currently over the parking requirements of 6 parking stalls based on 1 stall per 250 sq. ft.
- Handicapped ramp will be added from the north side of the parking lot, concrete sidewalk will transition into a wooden ramp, compliance with the ADA Standards, adding a new landing in front of a new door.
- 2 handicapped van accessible parking stalls with an 8' wide access aisle between the stalls
- Proposing less than ¼ acre of new impervious surface, the sidewalk area leading to the handicapped ramp will be the only new impervious coverage on site
- Drainage goes toward to the southeast towards the intersection of Rt. 35 & Queen Ann Drive proposing to continue the drainage pattern.
- No wetlands exist on the site or Flood Plains on site.
- Sanitary Sewer and Water Service will continue through the existing laterals New Jersey American Water
- No new on site lighting is proposed at this time, 2 – 16' pole lights with LED fixtures are going to be donated they are proposed on either side of the building, they will light the parking lot with enough ambient light from Rt 35 to sufficiently light the parking in its entirety. No glare or spill over will be thrown back toward the Grove and not the residential homes behind the site.
- A 42" x 36" façade sign is proposed externally lit identifying "Lunch Break"
- The use is permitted in the B1 Zone, lot is fully conforming in area. The building is conforming with regard to setbacks, height, square footage, FAR, lot coverage & impervious coverage.
- The pre-existing non-conforming conditions i.e: parking in front of the site, setbacks from Rt 35, side lot lines, which have been in existence since 1953. They are not seeking relief from these non-conformities, but rather Design Waivers.

Mr. Cranmer feels that these existing non-conforming features i.e. off street, and since they are repurposing the site for a different use, the change in use necessitates the appearance for site plan approval, and the non-conformities may continue if there will not be any detriment to the public and no increase in the degree of non-conformity.

Mr. Cranmer feels that the board should acknowledge that they presently exists. If the board were to grant variances and the building was destroyed the owner would have the right to simply reconstruct the building since variances were granted, if there were no variances granted any new construction would have to apply with our present Ordinance. His recommendation would be that the find that there is not going to be an impairment to

the public good, acknowledge the existence of the non-conformities as requested by the applicant and not consider the variance relief. Ms. Donato agreed with Mr. Cranmer's assessment.

Mr. Cranmer doesn't feel that there are any safety issues, but we will hear testimony on the traffic circulation, and parking that is currently occurs on the site presently.

Mr. Burden asked if there will be a connecting walkway from Broad St to the building? Mr. Lange explained that the existing condition doesn't have a path and there is no barrier between the sidewalk and the parking lot, but they will provide a connection with either a landscape strip to the sidewalk or stripe off one of the parking stalls making it an access. They will be doing some new landscaping on site.

Mr. Burden asked if the specimen rhododendron in the front of the building, and he asked that they be retained. Mr. Lange indicated that the south side of the building can be saved but the one on the north side will have to be checked into during construction, the handicapped ramp is proposed for that area, he will try to cut back the plant to be able to install the ramp. Mr. Cranmer indicated he will consult with Mr. Lange in the field.

Mr. Lange explained why the existing curb cuts will remain, Mr. Cranmer will work with Mr. Lange on the placement of the ramp vs the location of the existing curb cut and will try and save the rhododendrons by either adjusting the location of the ramp or trimming.

Mr. Lange will work with Mr. Cranmer on the grading of the site. Mr. Lange doesn't feel that any permits will be needed for highway access, they are not altering the driveway and they will not have 100 trips in the peak hour threshold.

Mr. Cranmer referred to the "over parking" would the applicant be will to remove some of the parking. Mr. Lange stated that they are not the owners of the property so no, they don't have the funds for that. They are not formally proposing new landscaping, but there will be some installed from some neighboring property owners.

Mr. Cranmer referred to the traffic circulation, and the parking of cars that wait for the kids. Mr. Lange referred to Ms. Love. Ms. Love indicated that she has seen other cars in the parking lot, and she feels that they have enough parking and they will never fill the lot. She will speak to the owners that are using the lot, and she will check to see if the Landlord has a stipulation that no one else can use it, it is owned by the McCabe Family Trust. They have sub leased the property from JP Morgan Chase, for the balance of their Lease which is 11 years.

Mr. Zager asked Ms. Love about the hours of operation. He referred to the hours that she gave earlier, is it possible that the hours could be adjusted based on how the center goes. Ms. Love said they could be much less in the beginning, and in terms of growing or expanding it could be a possibility, but she would like to have some flexibility. Mr. Cranmer said that the hours of operation are set by the governing body by Municipal Code, if there is a particular limitation that the board feels is appropriate as part of a site plan process, if there are variances necessary he board would have that jurisdiction, this is a permitted use that is being brought before the board for a change in use, site plan and to make a determination that the non-conformities require variance relief or an acknowledgement of their existence. As long as they conform to the hours

of operation that any other business in the Borough has, outside any variances, then we will have to “live with it”.

Mr. Lange stated that the Site Triangle Easement at the corner of Rt 35 & Queen Ann, the bushes will be removed to eliminate the obstruction in that area, but as far as the Easement he will defer this to Ms. Love to see if she could secure an Easement from the owner. Ms. Love said that she doesn't have any relationship with the owner.

Mr. Zager indicated that they would accept a condition to maintain the landscaping at the corner. Mr. Cranmer suggested that a “best effort or reasonable effort” on behalf of the applicant to secure an Easement and the removal of the obstruction and will maintain the corner. Mr. Zager agreed.

Mr. Lange stated that he agrees to the following:

- Hairpin style stripping
- Will comply with ADA Requirements with regard to the ramp & asphalt, and it will not create any ponding
- Landscaping on a volunteer basis
- Applicant does not have any legal rights to remove and of the asphalt
- Lighting – will move the lighting back from the current 4', comply with Ordinance, light poles are shown on the plan
- Design Waiver being requested for lighting since they are not fully complying with the Ordinance with the new 2 l.e.d. lighting poles.

Ms. Donato stated that the board can make a determination to stay with the existing Lighting conditions, require compliance with the existing Ordinance, Grant the Design Waiver. Mr. Cranmer said that he is comfortable with the lighting design that is shown on the plans

**Lighting:**

4.4: Grant the Design Waiver for the existing lighting, which technically a design waiver, there are only 2 poles and he feels the lighting will be sufficient

4.5: applicant will comply and move the poles back

**Landscaping:**

4' wide landscape strip surrounding the building - Waiver being requested  
50' buffer to existing residential uses – Waiver being requested.

Mr. Cranmer would like to see when any additional landscaping is installed it is directed to increase buffering to the neighboring residential uses, and some of the pavement be removed and replaced with landscaping if there are available funds. Mr. Lange agreed.

Mr. Cranmer advised that he has no concerns with the driveway is @ 25' without a radius, since this will be a low volume use, vehicles exiting the site can use either one of the driveways that currently exist on the site. This use is a non-traffic generator.

A motion was made by Mr. Burden, seconded by Ms. Walter-Reger to open the meeting to the public for questions or comments. All approved

Mr. Chris Cole, Mgr Partner, Grove spoke in favor of the application. Mr. Cole advised that he will be partnering with Lunch Break on the landscaping issues and future employment. Mr. Cole advised that he will work with Mr. Cranmer to ensure that the Site Triangle area is maintained.

A motion was made by Mr. Burden, seconded by Ms. Walter-Reger to close the meeting to the public. All approved.

Ms. Donato asked what is being proposed for the landscaping. She asked if the applicant does get volunteers and donations, how does the board want the landscaping to be determined, do you want the applicant to work with the Shade Tree Commission. Mr. Cranmer said that the applicant should agree to consult with the Shade Tree Commission as part of any landscaping improvements, which would not require an appearance before the board, but give the Shade Tree Commission an opportunity to comment on the landscaping plan. Mr. Zager agree.

Ms. Donato reviewed the possible conditions:

- Construction pedestrian access walkway from Broad St onto the site,
- Mr. Cranmer will work with Mr. Lange to determine the exact location.
- Gore stripping, eliminate 1 parking stall ...inaudible....
- Revision of plans to include the parking stall elimination

A motion was made by Mr. Burden, seconded by Ms. Walter-Reger to grant minor site plan approval and acknowledge the existence of existing non conformities with respect to off street parking, landscaping & buffering and consent to the Design Waivers as requested by the Applicant during the testimony to Lunch Break, 648 Broad St., Bl: 24, Lot: 1.

Roll Call:

Affirmative: Martinelly, Carroll, Burden, Doran-Eulner, Walter-Reger, Forrest,  
Collela, Barnett, Groom

Negative: None

**Resolution 2/21/ 2018.....**

A motion was made by Ms. Walter-Reger, seconded by Ms. Doran-Eulner to adjourn the meeting at 9:42 pm. All approved.