

**Upper Pittsgrove Township
Land Use Board Minutes
December 19, 2024**

TO: Township Committee
Land Use Board Members

Linda R. Stephens, Twp. Clerk
L. Andrew Hoglen, Zoning Officer

A regular meeting of the Upper Pittsgrove Township Land Use Board was held in the Township Hall on the above date. The meeting was called to order at 7:30 P.M. by Board Chairman William Gantz reading the public announcement stating that adequate notice had been given provided under the “Open Public Meetings Act” and a flag salute.

Members present were: William Gantz, Thomas Buzby, Edward Meschi, Benjamin Wilson, Tyler Bill, Michael Foote, Kevin Bishop, and Linda Stephens.

Also present was: Adam Telsey, Esquire, Kenneth Miller, Esquire, Mark Leonetti, and Michala Yohe, Recorder.

Business to come before the Board:

1. Minutes October 17, 2024
2. 218 Richwood LLC
3. Resolution –
Canvasback Holdings, LLC

1. Minutes –

A motion to approve the minutes from the October 19, 2024 meeting was made by Benjamin Wilson. This motion was seconded by Kevin Bishop and adopted unanimously.

2. 218 Richwood, LLC – Block 18 Lots 13 & 14

The Board Chairman opened the hearing for 218 Richwood, LLC. Daniel Parenti, Esquire was representing the applicant. Mr. Parenti explained that the applicant planned to convert an existing beauty salon to two separate offices. Fifty (50) percent would be dedicated to the applicant’s construction business, and the other 50 (50) percent to some kind of office in the future. The only changes to the site were for aesthetic purposes. At this time the applicant was seeking a waiver from providing Site Plan. Wade Zane, owner stated that the only changes were to the exterior of the building for the construction of a porch over the existing concrete walkway. Mr. Zane acknowledged that if any changes were made to the site a full site plan would need to be submitted.

Thomas Buzby made a motion to deem this application complete. This motion was seconded by Michael Foote and adopted unanimously. Board Engineer, Robert Mulford reviewed the Board Engineer's letter dated December 12, 2024. Mr. Zane described the nature of his business and proposed use of the site. He stated that they anticipated low customer visits to the office at 1 per month. The proposed hours were Monday through Friday 7AM to 5PM. Typically, there would be himself in the office and at times two additional employees could visit to complete paperwork. The anticipated employee count for the yet to be determined 2nd office would be limited to 8. There were not currently and there would not be any work trucks, trailer or other construction equipment at the site unless site plan approval was obtained. Mr. Zane stated that signage would be limited the façade of the building. The Board Chairman opened the hearing to the public for comment. There being no one present, the Board Chairman closed the hearing to the public. Kevin Bishop made a motion to grant the Waiver of Site Plan request. This motion was seconded by Thomas Buzby and adopted unanimously.

3. Resolutions –

Benjamin Wilson made a motion to adopt the Resolution for Canvasback Holdings, LLC that was emailed to all Board members eligible to vote on it. This motion was seconded by Kevin Bishop and adopted unanimously by those eligible to vote.

There being no further business before the Board Thomas Buzby made a motion to adjourn, which motion was seconded by Benjamin Wilson and adopted unanimously.

Respectfully submitted,

Linda Stephens, Secretary
Upper Pittsgrove Township
Land Use Board