

**Minutes of Meeting**

The regular meeting of the Tavistock Planning Board was held on the above date at 6:15 p.m. as a remote meeting in accordance the amended Open Public Meetings Act. Chairman Del Duca called the meeting to order.

Pledge to the flag:

Sunshine Notice:

*This is a meeting of the Tavistock Planning Board. Notice is given to the newspapers serving the Borough and posted on the bulletin board at Tavistock Country Club; wherein, it is stated that this Board will meet this time and this place. The Tavistock Planning Board Meeting will be held as a Virtual Zoom Meeting, until such time that the location of the meeting will change through the adoption of an official Resolution.*

*This Board is a quasi-judicial Board therefore this meeting shall be conducted in a similar manner to a judicial proceeding. Decorum appropriate to a judicial hearing must be maintained at all times and any questions or comments must be limited to issues that are relevant to what the Board may legally consider in reaching a decision.*

Roll Call:

Present: Joseph Del Duca, Mindy Del Duca

Colin Mack-Allen was absent with prior notice

Approval of Minutes: July 11, 2022

Motion to Approve: Joseph Del Duca, Mindy Del Duca 2nd

Roll Call: Joseph Del Duca – Yes; Mindy Del Duca – Yes

Business: Minor Site Plan / Applicant: Tavistock Country Club  
Property: Block 1, Lot 1 owned by Tavistock Country Club

Beth Marlin of Brown & Connery, LLP located at 6 North Broad Street, Woodbury, NJ introduced the professional staff representing the Tavistock Country Club:

Tom Hutchinson, Tavistock Country Club

Brian Atkins, Engineer, SR3 Engineers

Chris Moon, Architect, Chambers Architect & Interiors

Colin Smith, Architect, Chambers Architect & interiors

All the witnesses along with the Borough Engineer, Douglas Johnson, Remington & Vernick were sworn in by Donna Sigel Platt, Borough Planning Board Solicitor.

Brian Atkins is the Civil Engineer from SR3 Engineers in Bellmawr. Mr Atkins has been practicing civil engineering in New Jersey for over 20 years and licensed in New Jersey for the last fifteen years. Mr Atkins have testified before other boards in New Jersey. Chairman Del Duca accepts Mr Atkins credentials as an expert witness.

Chris Moon is an architect and is licensed in New York and Maryland. Colin Smith is also an architect with Chambers has been a licensed architect since 1999 and have worked locally and nationally. Mr. Smith has testified before planning boards but not in New Jersey. Both Mr. Moon and Mr. Smith are not licensed in New Jersey. There is another architect in the firm that is licensed in New Jersey and has reviewed all the plans. Chairman Del Duca accepts their credentials to provide information about the interior of the project even though they are not considered expert witnesses.

There are submission waivers requested for the small addition at the back of the building. The waivers include the stormwater plan, utility plan, lighting plan, solid waste plan and traffic impact report.

- Stormwater Plan – the project is de minimis and it does not meet the requirements of NJAC 7:8. There are no changes to the current stormwater plan. The additional is 750 ft from any property line.
- Utility Plan – There are no additional utilities services being installed. Existing utilities are shown on the site plan.
- Lighting Plan – the lighting is incorporated with the structure. There are no separate site lights.
- Solid Waste Plan – it is an operating Club there is no proposed changes to the solid waste management.
- Traffic Impact Report – scope of project is minimal and is not expected to generate any additional traffic. The extension is to service the existing members.

Mr Atkins explained the waiver for the grading plan is not on a separate plan, the grading plan is included with the project plan.

The Borough Engineer, Doug Johnson, confirmed an initial letter was generated prior to the plan submission. Mr Atkins provided explanation for the waivers. Our office does not have an issue with the waivers being granted.

Mr Atkins shared the screen showing pictures of the current structure (exhibit A1 & A2) while providing a description of the proposed changes. The plans were also shared on the screen identifying the expansion of the structure, the expansion of the patio and the sidewalk and retaining wall are adjusted to accommodate the new setbacks. Mr. Atkins confirmed that the project meets all the bulk standards and the parking standards. The Club is required to have 194 parking spaces and there are currently 222 parking spaces.

The Borough Engineer raised concerns about the steps from the patio to the golf storage area and there was a question about ADA access to the cart storage. The access to the area is current through the parking lot and there are no changes proposed.

Another area the Borough Engineer addressed was tree protection during this process. In the vicinity of the expansion there are no trees that will be affected. There is small landscaping, but no tree protection concerns.

The Engineer raised an issue that there is no railing around the area. Exhibit A2 shows the edge of the patio is separated from the retaining wall by four feet of a landscape bed creating a softer barrier. The soil conservation application has been submitted and it is currently under technical review. A condition of the approval would extend the landscape bed the length of the patio.

Chairman Del Duca questioned the status of the approval from the County Planning Board. Ms. Marlin confirmed the County issued a letter of no interest.

Mr. Smith provided a description of the materials and color scheme for the expanded structure. The retaining wall will be the same material and color. The interior is renovating and upgrading the dining area and adding storage.

After hearing the entire presentation. Doug Johnson, Borough Engineer, took the opportunity to provide feedback and ask questions:

- Lighting under the pergola impact
- Height of the landscape buffer would need the same density as the current buffer
- Fire Marshal approval

Mr Smith responded to the lighting impact. The lighting consists of downward lights on the pergola and there will be ceiling fan lights that will shine down on the patio. The Borough Engineer agrees that the setup of the lighting would not have an impact since it is very controllable.

Mr. Smith confirmed the landscaping would accommodate the requirements to have the appropriate height for the Japanese hollies and the plans have been sent to the Haddonfield Fire Marshal but there has not been a response. The resolution will reflect that approval from the Fire Marshal is required and if there are changes that the Borough Engineer can review and if it does not fundamentally change the site plan, there is no need for additional Board review.

Solicitor Platt asked Ms. Marlin for the record to confirm that notwithstanding the five waivers, is it your client's position that they will be in compliance with the Engineer's report of August 25, 2022. Ms. Marlin responded in affirmative.

Public participation: Chairman Del Duca opened the public portion of the meeting.

Elizabeth Dennis – 220 JFK Blvd, Lawnside - Questioned about the letter referring to two hundred feet from their property. Chairman Del Duca explained the reason the letter was distributed. There were concerns about lights and noise. Mr. Smith confirmed there will not be an issue with lights effecting the neighbors.

Michael Kelly – 220 JFK Blvd, Lawnside – Had a question about the soil removal from the project. Mr. Atkins confirmed that the removal is part of the Soil Conservation permit. The traffic for removal would be through Tavistock Lane, and it is anticipated that if there were any extra soil the Club would utilize it. Chairman Del Duca confirmed that during construction there is no anticipated soil runoff going across the golf course and impact the neighboring properties.

Travis Searles – 31 Hemmings Way, Lawnside – Question about runoff because there is currently runoff effecting his property. Mr. Atkins confirmed based on the location of the project, there will not be a runoff issue. Chairman Del Duca suggested that Mr. Searles contact the Manager of the Country Club to discuss his current issue.

Chairman Del Duca closed the public portion of the meeting.

In closing, Chairman Del Duca thanked the professionals for the presentation and the residents for the participation. Based on the extensive testimony there will not be an impact to the neighboring properties for lighting, noise, and drainage standpoint. The minor site plan meets all the requirements of the bulk criteria of the Borough's ordinance and the submission waiver requests are reasonable and appropriate based on the guidance and recommendation from the Borough engineer.

It is appropriate for the Board to approve with application with the following conditions:

- all outside agencies provide approvals
- landscaping will be dense enough to protect similar to the current conditions
- client will provide a response for the all the conditions of the engineer letter
- lighting conditions confirming there is no impact on the neighbors
- No soil run-off on the neighboring properties

The Borough Engineer will review all the information to make sure the plans are complying.

Chairman Del Duca made a motion to approve the application for preliminary and final minor site plan with the conditions discussed that will be reflected in a written resolution.

Motion to approve: Joseph Del Duca, Mindy Del Duca 2nd

Roll Call: Joseph Del Duca – Yes; Mindy Del Duca – Yes

Last point is it would be beneficial for the Club to contact the resident about the runoff issue.

Meeting Adjourned at 7:07 p.m.

Respectfully submitted,

Denise K. Moules, Planning Board Secretary

Dated: October 11, 2022