MINUTES FOR BOROUGH OF RIVERTON PLANNING BOARD
DECEMBER 23, 2025

Chairman Threston called the meeting to order at 7:00 PM and led the salute to the flag. Chairman Threston also read the Open Public Meetings Act Statement – Public Notice of this meeting has been given in the following manner:

- **a.** Posting written notice on the official bulletin board and the door of the Borough Hall on January 30, 2025
- **b.** Having written notice published in the Burlington County Times on February 2, 2025.
- **c.** Forwarding written notice for informational purposes only to the Courier Post on January 30, 2025

1. Roll call

Mr. Aird	Present
Vice Chair Brandt	Absent
Mr. Byers	Present
Mr. Della Penna	Present
Mr. Ehrenreich	Present
Mr. Levins	Absent
Mr. Martin	Present
Mr. Paszkiewicz	Present
Mayor Quinn	Present
Ms. Reis	Present
Mr. Ruggiano	Present
Chairman Threston	Present
Councilman Wilburn	Present

2. Approval of Minutes

- October 28, 2025
  Motion to approve minutes: Mr. Ruggiano   Seconded: Mayor Quinn

Chairman Threston	Yes
Vice Chair Brant	Absent
Mayor Quinn	Yes

Mr. Ruggiano	Yes
Mr. Wilburn	Yes
Ms. Reis	Yes
Mr. Paszkiewicz	Yes
Mr. Martin	Yes
Mr. Della Penna	Yes
Mr. Aird	Yes
Mr. Levins	Absent
Mr. Ehrenreich	Abstain
Mr. Byers	Yes

Motion carried

3. New Business

- Applicant Scott Brady – 14 Broad Street, Block 701, Lot 38
  Minor Site Plan Approval and Bulk Variances
  Review letters dated 11/22/2024 and 11/17/2025 – Board Engineer
  Review letters dated 11/19/2024 and 12/11/2025 - Board Planner

Present for Applicant: Dr. Brady, Dr. Lillie, Ms. Kimberly Dunn, Architect, Mr. William H. Nicholson, PE, Engineer and Mr. Robert Incoilingo, Esq., Attorney. All witnesses for the Applicant and Mr. Hanson and Ms. Tayor were sworn in by Mr. Koutsouris.

Mr. Incoilingo explained that the current lots 37 & 38, addresses 12 and 14 Broad St. will be consolidated to fold the 12 Broad which holds the dentist office with 14 Broad for the development of an additional parking lot.

Mr. Nicholson asked if the Planning Board would still want a deed restriction if the site had a dental office only and Mr. Hanson responded that if the two lots are consolidated under one entity the need for a deed restriction would not be necessary. Chairman Threston asked about County approvals since vehicles will be entering and existing off Broad Street. Mr. Nicholson testified to his expertise and the Planning Board was satisfied with his expertise. Mr. Nicholson indicated that he has spoken to the County and they expressed some concerns with storm sewer connection and ingress/egress traffic plan and the applicant will need County Planning Board approvals. Mr. Koutsouris explained that any approvals from this Board would be conditioned on County approvals. Exhibit A-1; Applicant's response letter dated 12/23/2025 to the Planning Board Engineer and Planner's review comments. Mr. Nicholson indicated that the impervious coverage calculation has been corrected to 62%, which is below the Maximum allowed in that zone which will satisfy the zoning comment number 2 in Mr. Hanson's letter.

There was discussion regarding the trash enclosure and Chairman Threston asked about the disposal of medical waste. Dr. Lillie responded that a contractor picks up medical waste from inside the building where it is stored. Mr. Koutsouris confirmed the vehicle or truck that is used to pick up the waste can be accommodated. Mr. Nicholson indicated the applicant, in response to #8 under general comments in the Engineer's letter, is requesting to be allowed a 4 ft fence instead of 6 ft and Mr. Hanson agreed since they will just have trash cans stored and not a dumpster. Mr. Brady agreed that if a dumpster is ever put in the applicant would agree to install a new 6 ft. fence.

There was discussion regarding #9 under general comments from the Engineer regarding the ADA accessibility aisle and Ms. Bunn indicated that they could reconfigure the sidewalk to accommodate handicap parking and Mr. Hanson agreed with that comment. The applicant agreed to work with the Engineer to revise the plans to comply with the ADA requirement.

The Planning Board discussed grading and stormwater management. Mr. Hanson stated that at the use variance hearing a neighbor was concerned about flooding, so he is recommending an on-site infiltration system be installed to address overflow water to neighboring properties and there was additional discussion of a rain garden being installed to address this issue. The Planning Board will defer to the County regarding storm sewer connection and the applicant agreed to add a sight triangle to the plan for the driveway entrance

There was discussion of whether the application would require HPC review. Mr. Hanson indicated that the building is younger than 1941 and Ms. Bunn responded that when they started the application she spoke to the HPC and they indicated it was not historically significant. Chairman Threston stated that in 2024 there was an Ordinance that created a formal HPC and Mr. Koutsouris recommended that the applicant might consider submitting an application to the HPC since they are in continued development and confirm that the HPC still has no interest. The applicant agreed.

Mr. Nicholson addressed Ms. Taylor's review letter. There was discussion regarding a 4 ft. hedge between the sidewalk and parking area which Ms. Taylor indicated the Board could waive and added there is not a lot of consistency in that area. Ms. Taylor recommended that the parking stalls could be reduced to allow for additional buffering. Mr. Nicholson indicated that the applicant agrees with all other items in Ms. Taylor’s letter. There was discussion of Township trees and Ms. Taylor indicated that the trees have to be protected or replaced. Chairman Threston suggested the applicant have a conversation with the Shade Tree Commission. Ms. Taylor also recommended that revision to the grading plan regarding tree roots to minimize the impact on the trees.

Mr. Ruggiano asked what type of material the 4 ft fence would be, and the applicant responded they are not sure yet. Mr. Ruggiano indicated that he would like to see a vinyl fence because they are more durable and he added that if the fence does need to be changed at any time a zoning application would be needed. Mr. Koutsouris agreed that a permit would still be needed to change the size in the future. The applicants agreed to install a vinyl fence. Ms. Taylor added that it should be a warm neutral tone and not stark white. She suggested a tan fence and the applicant agreed.

The Applicant had no further testimony to add and Mr. Hanson and Ms. Taylor also had nothing to add. Mr. Ehrenreich asked if the Planner had any suggestions on the back plantings and who would suggest those changes. Ms. Taylor would suggest evergreens, and she added that she can work with the applicant after the fact on this issue.

Motion made to open the public hearing: Mr. Ruggiano Seconded: Mr. Della Penna. All were in favor. Motion carried and public hearing was open.

Hearing no one for public hearing a motion to close the public hearing was made by Mr. Ruggiano and seconded by Mr. Della Penna. All were in favor. Motion carried and the public hearing was closed.

Chairman Threston asked if approved as submitted what are the parameters the Board will need to consider. Mr. Koutsouris stated that the Board would be approving minor site plan and bulk variances. He added that the applicant agrees to the following:

1. The applicant will be in compliance with the professionals review letter and any items as modified tonight.
2. The applicant would agree to be bound specifically to variances set forth in comment e2 of the Planner's review letter to reduce the parking stalls to 9 ft width and 18 ft length.
3. The applicant agrees the fence established on the plans would be modified to provide for a neutral tone for the color, be vinyl and 4 ft in height. In addition, if the applicant seeks to change the fence in the future, they would need 6 ft in height and would need all zoning and construction permits as required.
4. Ms. Taylor stated they would need a variance for item c1 (street scape) and need waivers for buffers.
5. Mr. Hanson clarified design waivers.
6. Mr. Koutsouris added that the applicant agrees to work with the Planner on the nature and types of plantings.
7. The applicant agrees to a rain garden or equivalent for stormwater management as indicated in Mr. Hanson's review letter and testimony provided.
8. All outside approvals will be required as a condition of approval.
9. Deed consolidation is required and pursuant to Mr. Hanson's testimony a deed restriction is not needed.
10. Mr. Hanson stated that a variance for seven (7) off-street parking spots where fourteen (14) spots is required. Mr. Hanson commented that with the changes they would be gaining seven (7) more spots onsite.

    Motion to grant minor site plan approval with bulk variances and conditions set forth above: Mr. Martin Seconded: Mr. Della Penna

Chairman Threston	Yes
Mayor Quinn	Yes
Mr. Ruggiano	Yes
Mr. Wilburn	Yes
Ms. Reis	Yes
Mr. Paszkiewicz	Yes
Mr. Martin	Yes
Mr. Della Penna	Yes
Mr. Aird	Yes

11. Old Business – Mr. Koutsouris stated that in discussions with Mr. Wilburn there is a need to have a hearing on the Master Plan element as it relates to HPC and send it onto the County Planning Board. He added that if there is an impact on any Ordinances such as a zone being changed then the governing body would need to take action because they would need to adopt amended Ordinances. Chairman Threston asked if this could be done in January and Mr. Koutsouris will need to check to see if there is enough time to notice. There was additional discussion that the master plan re-examination will be required in the next couple of years. Mr. Koutsouris stated that there will be a need for professionals to undertake the re-examination and this will need to be budgeted for. He suggested the Township Council discuss this in 2026. Mayor Quinn clarified the goal of the hearing is that it establishes the official HPC.

12. Reports Pertaining to Planning Board Matters

- **a.** Chairman - Chairman Threston introduced Mrs. Mele who will begin January as the new Planning Board Secretary.
- **b.** Council liaison – Mr. Wilburn stated that the 2nd reading on the Ordinance regarding curb strip was in January, as well as, a Resolution to appoint Ms. Mele. He also discussed a grant opportunity through the DVRPC regarding climate change implications.
- **c.** HPC – Mr. Aird gave an update on all November and December applications. He also stated that the HPC will have a new secretary and there was an RFP submitted for a planner for 2026.
  Mayor Quinn reported that the HPC ordinance was tabled and there will be a town hall meeting on the Ordinance held on January 28, 2026.
- **d.** Minor Site Plans – Mr. Ruggiano went over the minor site plan applications that have been proposed to him. He also reported that he spoke to the Applicant for 401 Marthas Lane and they are currently waiting on full size plans to submit with the application for use variance, site plan and any other variances required. He also reported that the County Club should be submitting an application to the HPC regarding the fence after the 1st of the year, then to the Planning Board.

13. Correspondence - None

14. Public Comment

Motion made to open public comment: Mr. Ruggiano Seconded: Mr. Della Penna
All were in favor. Motion carried and public comment was opened.

Mr. Feinstein 201 Linden Ave wished everyone happy holidays and a happy New Year. He added that the Planning Board has done a fantastic job this year.

Hearing no one further for public comment, a motion was made by Mr. Ruggiano and seconded by Mr. Della Penna. All were in favor. Motion carried and the public comment portion of the meeting was closed.

Chairman Threston thanked everyone for their service this year and wished everyone happy holidays and new year.

15. Motion to adjourn: Mr. Ruggiano Seconded: Mr. Della Penna

All were in favor. Motion carried and the meeting adjourned at 8:13 PM.

Respectfully submitted,

Patricia Clayton, Secretary