

**BOROUGH OF GIBBSBORO  
PLANNING BOARD MINUTES  
August 28, 2024  
7:00 P.M.**

**Meeting called to order** at 7:01 p.m.

**Secretary Troxel read the Opening Statement:** "All the notice requirements of the Open Public Meeting Act have been complied with in full."

**ROLL CALL**

Present:

Chairwoman LuAnn Watson  
Vice Chairman Michael Kelly  
Mayor Edward G. Campbell  
Councilman Michael MacFerren  
Mrs. Susan Croll  
Mr. Barry Rothberg  
Mr. Dennis Deichert  
Ms. Barbara Gellura

Absent:

Mr. John Ritz

Professionals:

Solicitor, Kathleen McGill Gaskill  
Planner, Brian Slaugh  
Shawn Seroka, Key Engineers

Engineer, Gregory Fusco

**RESOLUTIONS**

PB2024-8-20 RESOLUTION GRANTING A CERTIFICATE OF APPROPRIATENESS TO JOHN AND CHERYL BALLMAN FOR RENOVATIONS AT THE PREMISES KNOWN AS BLOCK 59.01 LOT 1.03, ALSO KNOWN AS 207 KIRKWOOD ROAD, GIBBSBORO, NEW JERSEY

Motion to approve resolution: Mr. Kelly, second Mayor Campbell

Poll: Ayes – Kelly, Campbell, Gellura, Deichert, Watson

**MINUTES**

Motion to dispense reading and approve the minutes of 7/24/24: Ms. Gellura, second Mr. Kelly

Vote: Ayes unanimous (Croll, Rothberg, MacFerren abstain)

**CORRESPONDENCE**

**SWEARING IN OF PROFESSIONALS**

Ms. Gaskill swears in Mr. Slaugh and Mr. Seroka in preparation for their testimony.

**DETERMINATION OF COMPLETENESS**

1. BULK VARIANCE TO CONSTRUCT ADDITION (#24-07)

Applicant: Michael & Sarah Patterson  
Project: Construction of an addition to existing residential structure  
Location: 69 Holly Road (Block 88, Lot 6 & 7)  
Fee/Escrow: Paid

Sarah Patterson appeared on behalf of the application and was sworn in by Ms. Gaskill.

Mr. Slaugh recommended the application be deemed complete.

Motion to deem application complete: Mrs. Croll, second Mr. Deichert

Poll: Ayes – Kelly, Rothberg, Croll, MacFerren, Campbell, Deichert, Watson

2. BULK VARIANCE & COA TO INSTALL SHED (#24-08)

Applicant: Robert Jack & Margaret Anderson  
Project: Installation of a shed  
Location: 106 Berlin Road (Block 26, Lot 5)  
Fee/Escrow: Paid

Margaret Anderson and Robert Jack appeared on behalf of the application and were sworn in by Ms. Gaskill.

Mr. Slaugh recommended the application be deemed complete.

Motion to deem application complete: Mr. Rothberg, second Mr. Kelly

Poll: Ayes – Kelly Rothberg, Croll, MacFerren, Campbell, Deichert, Watson

**OLD BUSINESS**

**NEW BUSINESS**

1. BULK VARIANCE TO CONSTRUCT ADDITION (#24-07)

Applicant: Michael & Sarah Patterson  
Project: Construction of an addition to existing residential structure  
Location: 69 Holly Road (Block 88, Lot 6 & 7)  
Fee/Escrow: Paid

Planner Review, dated 8/19/24

Mr. Slaugh testified that a front, side and rear yard variance are required for the proposed improvements. The applicant seeks a side yard variance to construct an addition which will allow for one additional bedroom and bathroom, a rear yard variance to construct

a deck, and a front yard variance to replace the front steps. The proposed improvements to the existing structure will have minimal impact on the adjacent properties.

Ms. Patterson testified that the exterior materials for the existing and new portions of the structure will match.

Mr. Seroka testified that the increase to impervious coverage on the lot is minimal.

Public Comment: None

Motion to grant bulk variances (front, rear, and side yard setbacks) for the proposed improvements to an existing structure on an undersized lot: Councilman MacFerren, second Mr. Rothberg

Poll: Ayes – Kelly, Rothberg, Croll, MacFerren, Campbell, Deichert, Watson

2. BULK VARIANCE & COA TO INSTALL SHED (#24-08)

Applicant: Robert Jack & Margaret Anderson  
Project: Installation of a shed  
Location: 106 Berlin Road (Block 26, Lot 5)  
Fee/Escrow: Paid

Planner Review, dated 8/13/24

Ms. Anderson testified that due to the configuration of the lot, they could not meet the setback requirement for a new shed. The applicant also seeks a variance for a 10x12-foot shed where a maximum of 100 square feet is permitted. The additional space is needed to store and protect a grill and patio furniture during the winter as well as recreational items for convenient use.

Mr. Slauch concurred that the shape of the lot presents a hardship, that the proposed shed would not be easily seen from the street or by any neighbors. The proposed placement of the shed is the best for the use and enjoyment of the property.

The materials to be used include asphalt shingles and DuraTemp siding. The materials will not match the house, but the applicants intend to eventually replace the siding and shingles on the house to match the shed.

Public Comment: None

Motion to grant bulk variances (side and rear yard setbacks, and oversized shed) and a Certificate of Appropriateness for the installation of a 10x12-foot shed: Mrs. Croll, second Councilman MacFerren

Poll: Ayes – Kelly, Rothberg, Croll, MacFerren, Campbell, Deichert, Watson

**PENDING BUSINESS**

1. CERTIFICATE OF APPROPRIATENESS TO INSTALL SOLAR PANELS

Applicant: Leonard Toliver  
Project: Installation of solar panels  
Location: 46 West Clementon Road (Block 58.01, Lot 8.02)  
Fee/Escrow: Paid

**INFORMATIONAL**

1. The Planning Board meeting is scheduled for Wednesday, September 25, 2024 at 7:00 p.m. at the Gibbsboro Borough Hall at 49 Kirkwood Road.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Motion to adjourn the meeting at 7:49 p.m. Chairwoman Watson, second Mr. Rothberg

Vote: Ayes unanimous



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AMY C. TROXEL, Secretary

**RESOLUTION OF THE GIBBSBORO PLANNING BOARD  
GRANTING A CERTIFICATE OF APPROPRIATENESS TO JOHN AND CHERYL  
BALLMAN FOR RENOVATIONS AT THE PREMISES KNOWN AS BLOCK 59.01 LOT 1.03,  
ALSO KNOWN AS 207 KIRKWOOD ROAD, GIBBSBORO, NEW JERSEY**

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On July 24, 2024, the Borough of Gibbsboro Planning Board (hereinafter the “Board”) held a public hearing at which time the following members were present:

LuAnn Watson, Chairperson  
Michael Kelly, Vice-Chairperson  
Edward Campbell, Mayor  
Councilman Michael Mac Ferren  
Ms. Barbara Gellura  
Mr. Barry Rothberg  
Mr. Dennis Deichert  
Mr. John Ritz

The following were also present at the meeting:

Kathleen McGill Gaskill Esquire, Solicitor  
Amy C. Troxel, Planning Board Secretary  
Greg Fusco, Planning Board Engineer-absent  
Brian Slaugh, Planning Board Planner

**SUBJECT**

Whereas the Board considered the Application of John and Cheryl Ballman, residing at 207 Kirkwood Road, Gibbsboro, New Jersey 08026 (hereinafter referred to as “the Applicants”), seeking a Certificate of Appropriateness with respect to their proposed second floor addition to their residence at the aforementioned premises, also known as Block 59.01, Lot 1.03 on the Gibbsboro Tax Map (hereinafter the “Subject Property”), which is located in the Historic District of the Borough of Gibbsboro; and

Whereas the Board considered the following documents submitted by the Applicant:

1. Gibbsboro Planning Board Land Use Application undated;
2. Gibbsboro Historic Preservation Application, undated;
3. Narrative by the Applicants dated 6/16/2024;
4. Architecture Plans prepared by David Brand Architecture, dated 5/17/2024, showing the proposed front elevation plan, floor plan for the second floor, a color photograph of the existing front elevation, and samples of the new exterior materials;

Whereas a hearing on this application was conducted on July 24, 2024 with the Applicants appearing *pro se*;

Whereas the Board heard the testimony of John and Cheryl Ballman and that of the Board’s planner, Brian Slaugh, AICP, and having open the hearing to the public and no member of the

RESOLUTION GRANTING A CERTIFICATE OF APPROPRIATENESS TO JOHN AND CHERYL BALLMAN FOR RENOVATIONS AT THE PREMISES KNOWN AS BLOCK 59.01 LOT 1.03, ALSO KNOWN AS 207 KIRKWOOD ROAD, GIBBSBORO, NEW JERSEY

public appearing and having considered the application and exhibits submitted in connection herewith.

**FINDINGS OF FACT**

1. The Subject Property is a two-story split-level style single family residence located at 207 Kirkwood Road and situated in the Historic District. A Certificate of Appropriateness in accordance with Section 222-7(a)(1) of the Gibbsboro Historic Preservation Ordinance and the Municipal Land Use Law, N.J.S.A. 40:55-111 is required for any additions or renovations to the residence.

2. The Applicants are the owner of the Subject Property and seeks permission to add a second-floor addition on top on the middle level of the residence where the living room is situated. The Applicants have indicated that their family has outgrown the existing layout and space of the existing home, and the addition will add additional space and customary modern amenities to their home, such as a primary bedroom with an ensuite bathroom and walk-in closet as shown on the floor plan submitted by the Applicants. The primary bedroom will have two front facing double hung windows which will have a six over six window grids. The windows will not match the front windows on the lower level of the residence but will be more consistent with the front living room window directly below them. Both the roof pitch and the shingles to be installed on this second-floor addition will match the pitch and shingles of the existing roof on the lower level of the residence. The Applicant produced a sample of the siding to be installed on this addition which will match the existing siding of the residence.

3. The Applicant testified that the home was originally built in 1957 and in allowing this addition to proceed, the Board’s planner testified that this split-level house located in the Historic District is not a contributory structure to the Borough’s historic district.

**CONCLUSION OF LAW**

1. The Gibbsboro Planning Board has jurisdiction to approve the application for the Historic Certification of Appropriateness in accordance with N.J.S.A. 40:55D-111 and Section 222-7(a)(1) of the Gibbsboro Historic Preservation Ordinance.

2. The Planning Bord concludes that the application is complete and sufficiently satisfies the criteria for granting a Certificate of Appropriateness and complies with the review standards under Section 222-8 of the Borough Ordinances subject to the condition hereinabove set forth.

**NOW THEREFORE, BE IT RESOLVED**, by the motion duly made by Mayor Campbell and seconded by Vice-Chairman Michael Kelly on July 24, 2024, that the Board grants the Certificate of Appropriateness for the renovations proposed in this application for the Subject Property.

LuAnn Watson, Chairperson	Yes
Michael Kelly, Vice-Chairperson	Yes
Edward Campbell, Mayor	Yes
Barbara Gellura	Yes
Dennis Deichert	Yes
John Ritz	Yes

RESOLUTION GRANTING A CERTIFICATE OF APPROPRIATENESS TO JOHN AND CHERYL BALLMAN  
FOR RENOVATIONS AT THE PREMISES KNOWN AS BLOCK 59.01 LOT 1.03, ALSO KNOWN AS 207  
KIRKWOOD ROAD, GIBBSBORO, NEW JERSEY

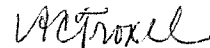
BE IT FURTHER RESOLVED that a certified copy of this Resolution of Memorialization be sent via regular mail to the Applicant within ten (10) days of the date of adoption, and a copy of this Resolution shall be filed with the Administrative Officer or Clerk of the Borough, Borough Construction Official, Borough Zoning Officer and make available to all other interested parties.



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Amy C. Troxel, Secretary  
Planning Board  
Borough of Gibbsboro

The foregoing Resolution is a true copy of the Resolution adopted by the Planning Board of the Borough of Gibbsboro at a duly noticed meeting on July 24, 2024, memorializing the action of the Board taken on June 26, 2024.



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Amy C. Troxel, Secretary