

BOROUGH OF GLASSBORO

KAREN COSGROVE, RMC/CMR
Borough Clerk
Phone: 856-881-9230 ext. 88144
kcosgrove@glassboro.org

KATHLEEN MCLEER, CMR
Deputy Borough Clerk
Phone: 856-881-9230 ext. 88199
kmcleer@glassboro.org



"Summit City USA"

BOROUGH CLERK'S OFFICE
1 South Main Street
Glassboro, NJ 08028-2592
Fax: 856-881-4248

Borough of Glassboro Website
www.glassboro.org



December 13, 2023

Brian Breslin

Via email: opra+request-55086-bfcd86e4@requests.opramachine.com

Dear Mr. Breslin,

The Borough of Glassboro received your Open Public Records Act (OPRA) request on November 7, 2023. The Records Custodian, Kristine D'Amico, received your OPRA request on November 7, 2023. Accordingly, the initial seven (7) business day deadline to respond to your request under OPRA was November 20, 2023. By correspondence dated November 13, 2023 and follow-up email on November 20, 2023, we preliminarily identified a substantial number of responsive records, including oversized plans and bound records, which a special service charge may apply. By email on December 13, 2023, you modified your request for only the application, no additional files.

The following records are being provided in their entirety and are responsive to your request.

Dear Glassboro Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:
Copy of the Planning Board Application for Altius NJ, LLC.

Yours faithfully,

Brian Breslin

Dear Sheila Ortiz,

I am only requesting a copy of the application, no additional files.

Yours sincerely,

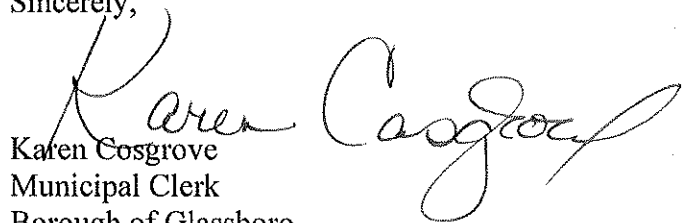
Brian Breslin

These records are being transmitted to you via email: opra+request-55086-bfcd86e4@requests.opramachine.com, per your request. Pursuant to N.J.S.A. 47:1A-5.b., the cost associated with this request is nothing.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Borough of Glassboro to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail to the following at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc.

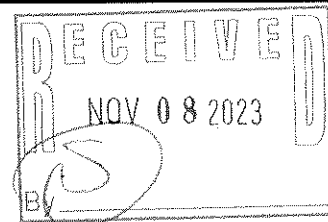
The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,


Karen Cosgrove
Municipal Clerk
Borough of Glassboro

Sheila Ortiz

From: Karen Cosgrove
Sent: Wednesday, November 8, 2023 8:59 AM
To: Sheila Ortiz; Kerrianne Kennedy
Cc: Kathy McLeer
Subject: FW: OPRA request - Planning Board Application



Please process the request below.

Karen Cosgrove, RMC
Borough Clerk
Borough of Glassboro
1 S. Main Street * Glassboro, NJ 08028
(856)881-9230 ext. 88144

-----Original Message-----

From: Brian Breslin <opra+request-55086-bfcd86e4@requests.opramachine.com>
Sent: Tuesday, November 7, 2023 7:45 PM
To: Karen Cosgrove <kcosgrove@glassboro.org>
Subject: OPRA request - Planning Board Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

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opra+request-55086-bfcd86e4@requests.opramachine.com

Is kcosgrove@glassboro.org the wrong address for OPRA requests to Glassboro Borough? If so, please contact us using this form:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fchange_request%2fnew%3fbody%3dglassboro_borough&c=E,1,LjwbzrPwHXELIDy9evo2MuDpVUjoJPIgAT8S7E-OWomYe8Lm2ZH5WzMjX4dAQaUOW2DDj2AzUT0RZ5PIY2_65V-g3dSEKkmUUKgzbdl0O4nnT2vh&typo=1
Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:
https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,zrPZxuTrd22SV0oVpFS8beetvIXCyNtjbqWLGXKrnAJXkJVIL_nwNuYLtxrZi4KVJJlgTxcFB0puSRidookowi-uVvGpGDkehB57N03pXOllVw,,&typo=1

View this OPRA request & responses online:

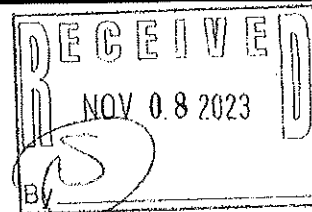
https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fplanning_board_application_5&c=E,1,sllWk7i0sJkZbi05S57UboAzb9XkZV6-HjIF2QfeRQzbKe4-SmqwUhp_CmTqs3VcQcRM0T_CeDhh492h9nxukU5-kpifz3wyT2fa1w3WidodiZ-6UDiIyzc8,&typo=1

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

Sheila Ortiz

From: Karen Cosgrove
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https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,zrPZxuTrd22SV0oVpFS8beetvXCyNtjbqwlGXXKrnAJXkJVil_nwNuYLtxrZi4KVJlTxcFB0puSRIdookowluVvGpGDkehB57N03pXOHVw,,&typo=1
Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2fhelp%2fofficers&c=E,1,zrPZxuTrd22SV0oVpFS8beetvXCyNtjbqwlGXXKrnAJXkJVil_nwNuYLtxrZi4KVJlTxcFB0puSRIdookowluVvGpGDkehB57N03pXOHVw,,&typo=1

View this OPRA request & responses online:

Kerstin D'Anico
1 Planning & Zoning
11/9/23

https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fopramachine.com%2frequest%2fplanning_board_application_5&c=E,1,slIWk7i0sjkZbi05S57UboAzb9XkZV6-HjIF2QfeRQzbKe4-SmqwUhP_CmTqs3VcQcRM0T_CeDhh492h9nxukU5-kpifz3wyT2fa1w3WidodiZ-6UDIyzc8,&typo=1

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**GLASSBORO PLANNING BOARD
APPLICATION
GLASSBORO, NEW JERSEY**

Application must be submitted at least 21 Days prior to a meeting. All questions must be answered on this application. If the questions do not apply, put NA (Not Applicable). The application will be deemed incomplete if not filled out totally.

APPLICATION NUMBER: _____

RECEIVED BY: _____

DATE SUBMITTED: _____

FEE PAID: _____

LANDOWNER'S NAME: KPALM ENTERPRISES LLC

SIGNATURE: _____

PHONE NUMBER: ()

ADDRESS: _____

APPLICANT'S NAME: Altius NJ LLC

SIGNATURE: Jeffrey H. Darn

PHONE NUMBER: () EMAIL: _____

ADDRESS: _____

ATTORNEY: CherylLynn Walters

ADDRESS: 4030 Ocean Heights Avenue, Egg Harbor Township, NJ 08234

PHONE NUMBER: () EMAIL: _____

PERSON PREPARING PLAN: Rod Ritchie, PE, PP, Dynamic Engineering Consultants, PC

SIGNATURE: _____

PHONE NUMBER: () EMAIL: _____

LICENSE (SEAL MUST BE AFFIXED HERE) No. 43547

ADDRESS: 5 Greentree Center, 525 Route 73 N, Suite 406, Marlton, NJ 08053

NOTE: The signatures indicate an understanding of all parties that are part of this application including the plans attached hereto.

INTEREST OF APPLICANT IF OTHER THAN THE LANDOWNER: _____

Applicant is leasing the premises from the Owner.

STATEMENT OF LANDOWNER WHERE THE APPLICANT IS NOT THE LANDOWNER:

I, Julie Romanchick of KPALM Enterprises, LLC, the owner of Block[s] 31,
Lot[s] 1, 2, 2.01, 3.02, 3.04, in the Borough of Glassboro, Gloucester County, New Jersey,
hereby acknowledge that the application of Altius NJ LLC for development on said
lot[s] is made with my complete understanding and permission in accordance with an agreement of
purchase or option agreement entered into between me and the applicant herein stated.

SIGNATURE OF OWNER: Julie Romanchick
KPALM Enterprises, by Julie Romanchick, Authorized MemberIS A VARIANCE and or WAIVERS NEEDED: Variances: Parking Coverage & # Parking Spaces. Waivers: Parking Stall Length & Parking Planting IslandIs so, specify applicable section of statute: N.J.S.A. 40:55D-70(c)(1)If so, specify applicable section of Borough Ordinance: §249-5; §107-54 E(1); §107-54.K(2); §107-54 K(2)

PROPOSED DEVELOPMENT:

Title of plat: Altius NJ LLC Preliminary & or Final Preliminary & FinalStreet Address: 60 N Delsea Drive and 210 New StreetBlock and Lot Numbers: Block 31; Lot 1, 2, 2.01, 3.02, 3.04Zoning District: C-4Area of Tract: 52,680 SF existing; 47,141 SF proposed (due to County ROW taking)Number of Proposed Lots: No change.Total Paved Area: 35,206 sq. ft. = 74.7% % of lot area.Total Building Area: 6,582 sq. ft. = 14.5% % of lot area.Total Lot Coverage: 41,788 sq. ft. = 88.6% % of lot area.Proposed Use: RetailTotal Number of Dwelling Units: 0Total Number of Parking Spaces: 52Total Number of Loading Spaces: 1

GENERAL FACILITIES: [ANSWER ALL QUESTIONS EITHER YES OR NO]

Each lot served by existing public street - YesNew street being constructed - NoExisting street being widened - NoExisting public water available to tract - YesPublic water being extended to tract - YesOther method of providing water [explain] - NAExisting off-tract sewage treatment available - YesOff-tract sewage treatment to be extended to development - NoOther method of sewage treatment [explain] - NAAre there deed restrictions, covenants, or easements effecting tract? If yes, attach three copies - YesAll utilities to be underground - YesAre any streams proposed as storm water impoundment or detention? If yes, are State approvals attached? - NoAre copies of performance guarantees and maintenance agreements with the governing body attached for public improvements and drainage facilities? - YesIs the application for a new building on undeveloped tract? - NoIs the application for additional buildings or improvements to a tract having existing buildings or improvements? - YesIs the application for a new tenant or occupant of an existing building? - New tenantIs the application for a new use of an existing building? - NoIs there a previously approved site plan for this property? If so, attach an approved copy. - NoWill the literal enforcement of one or more regulations exact undue hardship? If yes, attach explanation. - NoIs this site, which is the subject of this application, within 200 feet of a Glassboro Municipal? Boundary? - NoEXTENSION OF TIME FOR APPROVING AUTHORITY ACTION: [Previous deadline for action by the approving authority]: N/AConsent to extend the deadline to the following date: N/ASignature of landowners/ applicant and date of signature: N/A

REGISTERED AGENTS FOR OUT-OF-STATE APPLICANTS: I, the applicant hereto, hereby advise the Glassboro Planning Board that in as much as I am an out-of-state applicant, with no permanent address in the State of New Jersey, hereby advise the Planning Board that my registered agent for all matters relating to this application, including but not exclusive of, to receive service of process on my behalf, is as follows:

NAME OF REGISTERED AGENT: N/AADDRESS OF REGISTERED AGENT: N/ATELEPHONE NUMBER OF REGISTERED AGENT: N/AOTHER COMMENTS OR EXPLANATIONS: N/A. Applicant is in New Jersey.