

BOROUGH OF TOTOWA P L A N N I N G B O A R D

PASSAIC COUNTY
NEW JERSEY



MINUTES – NOVEMBER 12, 2020

Vice Chairman Coiro called the Planning Board meeting of Thursday, November 12, 2020 to order at 8:00 p.m. in the Municipal Building of the Borough of Totowa.

Due to COVID-19 and Executive Orders by Governor Murphy, this Planning Board Meeting is being held virtually via Zoom.

PRESENT:

Commissioner Zarek	Commissioner Festa	Mayor Coiro	Commission Campilango
Commissioner Sabatino	Councilman D'Angelo	Vice Chairman Coiro	Richard Briigliadoro, ESQ
Tom Lemanowicz, PE			

The clerk read the statement of the meeting as follows: The meeting of the Planning Board to be held on the 12th day of November 2020 is in accordance with the Schedule of Annual Notice, which is posted, and in accordance with Chapter 231 P.L. 1975 of the State of New Jersey. The agenda for this meeting has been prepared and distributed to the members of the Planning Board and a copy has been on file in the Construction Official's Office.

ITEM #1

United Federated 10 Gordon Drive	Block 179 – Lot 2.02 <i>(carry to 12/10/2020)</i>	Amended Site Plan 1 Story Addition
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Planning Board Attorney indicated that this matter will be carried to our next regular meeting of December 10, 2020 at 8:00pm without further notice.

A motion was offered by Commissioner Zarek and seconded by Commissioner Festa carry this matter to our next regular meeting of December 10, 2020 at 8:00pm without further notice.

Seven agreed to a roll call vote... 7-0

ITEM #2

Shred 265 Route 46 West	Block 174– Lot 7 <i>Suite 103</i>	Site Plan Approval Certificate of Use
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Mr. Joseph Merlino, applicant appeared requesting the approval for occupancy to operate a high intensity interval training fitness business. Mr. Merlino testified that classes will be held Monday through Saturday for a total of 36 classes in a six day week.

Vice Chairman Coiro read a letter of intent into the record. The anticipated hours of operation will be Monday through Friday 5:30 a.m. to 7:30 p.m. and on Saturday from 8:00 a.m. to 10:00 a.m. Parking will be shared and common with other tenants of the shopping center.

Mr. Merlino testified that he will install a sign 2 feet by 6 feet in the space provided on the existing pylon sign on the Furler Street side of the building in order to reflect the name of the new business. He also indicated that there will be a sign on the door entering the building identifying the name of his business.

A motion was offered by Commissioner Zarek and seconded by Commissioner Festa to approve the minor site plan as presented. This approval is subject to and contingent upon the following conditions and will be memorialized in a Resolution at a future date:

1. The construction of internal partitions, exits, entrances and fire safety devices are subject to and require the approval of the fire sub-code official, the fire inspector and the building inspector.
2. The applicant will supply the Chief of Police with an emergency contact list and will also obtain the approval of the Police Chief in regards to all alarms and security devices.
3. There will be no outside storage of equipment or materials.
4. The Applicant will install a sign in the existing free-standing sign on the premises.

Six agreed to a roll call vote... 6-0

A motion was offered by Commissioner Zarek and seconded by Commissioner Festa to admit Commissioner Campilango into the remainder of the meeting.

All In Favor 6-0

ITEM #3

Cibo Vita
25 Madison Road

Block 169 – Lot 8

Site Plan Approval
Certificate of Use

Mr. Anthony Fiorello, attorney for the applicant appeared requesting approval of the remainder of space at their current location. The initial lease was for 1/2 of the exiting premises located on a 6.9-acre area of land. However, due to business expansion, Cibo Vita, has now leased the entire building at 25 Madison Road facility for its operation. The applicant is in the business of importing food items, processing, packaging, and distributing them to customers throughout the United States and the world.

Mr. Ortiz, Chief Operating Office testified that in the new portion of the building to be occupied, it will be primarily a rack system for the storage of raw materials. Mr. Ortiz represented that there would be no external changes to the building. The hours of operation are Monday through Friday from 7:00 a.m. to 5:00 p.m., however, the business may operate as late as 8:00 p.m. In addition, the business is open on Saturdays when circumstances require that the building be open.

Mr. Ortiz indicated that there are 180 parking spaces on-site and 12 loading docks. Further there are 65 employees currently located in the first half of the building that is occupied by Cibo Vita. Mr. Ortiz represented that approximately five employees would be located in the additional space which is being occupied as part of this application. Mr. Ortiz stated that there is sufficient on-site parking for the employees.

Mr. Ortiz further testified that there will be no outdoor storage of equipment or materials. Mr. Ortiz also represented that there would be no long term storage of products on the truck. The products on the truck will be loaded and unloaded as soon as practicable. The Applicant is not proposing any changes to signage.

A motion was offered by Commissioner Zarek and seconded by Commissioner Sabatino to approve the amended site plan as presented. This approval is subject to and contingent upon the following conditions and will be memorialized in a Resolution at a future date:

1. The construction of internal partitions, exits, entrances and fire safety devices are subject to and require the approval of the fire sub-code official, the fire inspector and the building inspector.

2. The applicant will supply the Chief of Police with an emergency contact list and will also obtain the approval of the Police Chief in regards to all alarms and security devices.
3. There will be no outside storage of equipment or materials.
4. The applicant stipulates no trucks or tractor trailers will be allowed to park on the public road. Any trucks or tractor trailers accessing the site must be located either at a loading dock or in the parking lot. Any tractor trailer or truck on-site must comply with New Jersey law regarding idling of vehicles.
5. All terms and conditions of the Board's prior Resolution remains in full force and effect except as satisfied or amended and not in conflict with this approval.

Seven agreed to a roll call vote... 7-0

ITEM #4

Hello Fresh
8 Vreeland Ave

Block 158 – Lot 4

Site Plan Approval
Certificate of Use

Mr. Duncan Prime, attorney for the applicant, and Ms. Joanna Hicks appeared requesting the approval for occupancy of approximately 127,055 sq. ft. of warehouse space for the packaging and distributing an on-line kit delivery service.

Ms. Joanna Hicks testified that she is the head of the United States Fulfilment for the company in North America. She also indicated that she will be in charge of this facility. Ms. Hicks represented that the proposed use is identical to the previous occupant of this space. The Applicant proposes no facade alterations as a result of Hello Fresh occupying the site. Ms. Hicks testified that there would be a breakroom for employees inside the building. Hello Fresh does not contemplate installing any picnic tables outside of the building for use by workers.

Ms. Hicks testified that the hours of operation will be 7:00 a.m. to 5:00 p.m. and then 7:00 p.m. to 5:00 a.m. seven days per week. Ms. Hicks testified that there is a two hour gap in order to safely allow workers on the outgoing shift to leave the premises and workers on the incoming shift to arrive for work. Ms. Hicks testified that there are 125 parking spaces and 400 employees. In order to address the situation, the workers are separated by two shifts. In addition, the company is offering reimbursement to workers who co-share rides to work or who take an uber-type service to go to work. The Applicant contends there is sufficient on-site parking for the proposed occupancy by Hello Fresh.

Ms. Hicks also testified that there are four in-bound loading docks and five outgoing loading docks. She stated that there would be no more than two trailers coming into the loading dock area and two trailers going out from the loading dock area at any one time. Ms. Hicks testified that there will be 53 foot refrigerated trailers on site. Trailers are loaded and unloaded in the span of one hour. The only tractor trailers that would be located on site overnight would be outbound trailers that would be in a loading dock for loading purposes. Inbound deliveries occur during the day and outbound deliveries occur between midnight and 3:00 a.m. Hello Fresh provides for recycling, food refuse and non-food refuse. All refuse and recycling is removed from the site by a private carting service.

Mr. Josh Klein, a licensed professional engineer represented that the proposed use is substantially similar to the previous use that was there. Mr. Klein confirmed that deliveries are scheduled by Hello Fresh. He also represented that it takes one hour to load a truck and one hour to unload a truck. He also highlighted the fact that there is a two hour gap between shifts.

Mr. Klein reviewed Exhibit A-1 and identified it as an aerial of the site which was dated November 12, 2020. Mr. Klein also testified that there are four existing access drives as follows: 1) office; 2) trucks in-bound; 3) outbound driveway; and 4) access to main employee parking area.

Mr. Klein further testified that trucks are the equivalent of WB-67 in size and can circulate the site. He also represented there would be a barrier between the employee parking area and the loading dock area. Regarding signage, the Applicant will have a sign on the door and the Applicant will utilize the existing free-standing sign and will change the text to reflect the name of the new business.

A motion was offered by Commissioner Zarek and seconded by Commissioner Sabatino to approve the amended site plan as presented. This approval is subject to and contingent upon the following conditions and will be memorialized in a Resolution at a future date:

1. The construction of internal partitions, exits, entrances and fire safety devices are subject to and require the approval of the fire sub-code official, the fire inspector and the building inspector.
2. The applicant will supply the Chief of Police with an emergency contact list and will also obtain the approval of the Police Chief in regards to all alarms and security devices.
3. There will be no outside storage of equipment or materials.
4. The Applicant will comply with the sign Ordinances of the Borough of Totowa. The Applicant will install a sign on the entrance door as well as to install signage in the space provided on the existing free-standing sign.
5. The Applicant stipulates that there will be no spillover lighting onto adjoining properties.
6. All terms and conditions of the Board’s prior Resolution remains in full force and effect except as satisfied or amended and not in conflict with this approval.

Seven agreed to a roll call vote... 7-0

A motion was offered by Commissioner Campilango and seconded by Commissioner Sabatino to approve the Planning Board Minutes of October 22, 2020 as prepared.

Five agreed on a roll call vote.....5-0

Commissioner Zarek and Vice Chairman Coiro abstained

RESOLUTION:

A motion was offered by Commissioner Campilango and seconded by Commissioner Sabatino to approve the resolution for University Health and Urgent Care – Blk. 147 – Lot 31 as presented.

Four agreed on a roll call vote.....4-0

A motion was offered by Commissioner Campilango and seconded by Commissioner Sabatino to approve the resolution for NJDC Urban Renewal – Medical Office Building – Blk. 154 – Lot 19.07 as presented.

Five agreed on a roll call vote.....5-0

A motion was offered by Commissioner Campilango and seconded by Commissioner Sabatino to approve the resolution for NJDC Urban Renewal – Assisted Living– Blk. 154 – Lot 19.07 as presented.

Five agreed on a roll call vote.....5-0

There being no other business, a motion was offered by Commissioner Campilango and seconded by Commissioner Sabatino to adjourn the meeting.

All in favor.....7-0

Respectfully submitted,

Pete Campilango, Secretary

Patricia Paulson
Board Clerk

Date Approved