

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

PASSAIC COUNTY
NEW JERSEY



MINUTES – FEBRUARY 13, 2025

Chairman Hanrahan called the Planning Board meeting of Thursday, February 13, 2025, to order at 7:30 p.m. for the Borough of Totowa.

PRESENT:

Commissioner Zarek	Vice Chairman Coiro	Chairman Hanrahan	Commissioner Sabatino
Commissioner Coyle	Commissioner Murphy	Commissioner Niland	Commissioner Schell
Mayor Coiro	Councilman D'Angelo	Mike Cristaldi, PE	Paul Danner, ESQ
Tom Czerniecki, Planner			

The clerk read the statement of the meeting as follows: The meeting of the Planning Board to be held on the 13th day of February 2025 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, posted on the Borough's website and a copy has been on file in the Construction Official's Office. The Planning Board Agenda has also been posted on the entrance doors to the Municipal Building including the entranceway for handicapped individuals.

ITEM #1

Minnisink Rd. Urban Renewal, LLC	Block 154 - Lot 19.07	Prem/Final Site Plan Approval
205-222 Minnisink Road		1 year extension request

Chairman Hanrahan read a letter from the attorney requesting the Board grant a one-year extension of the Board's approval affording the Application protection(s) in connection with this Project. This is the Applicant's first such request.

Applicant received approval from the Board on July 14, 2022, and memorialized on August 11, 2022, for preliminary and final major site plan approval with "c" variance relief, pursuant to the provisions of the Board's Resolution.

After a discussion, the Board determined an extension would be appropriate. Because the initial two-year period of protection expired on August 11, 2024, the extension will begin on the date of such expiration and the one-year expiration date is hereby extended to August 11, 2025.

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland to approve the request for the one year extension which will begin on August 11, 2024 and end August 11, 2025.

Nine agreed to a roll call vote... 8-0
Commissioner Sabatino abstained

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland to admit Vice Chairman Coiro into the remainder of the meeting

All in favor.....9-0

ITEM #2

Michele Nazario Photography
305 Totowa Road

Block 117 – Lot 59

Minor Site Plan Approval
Certificate of Occupancy

Michele Nazario appeared requesting the approval for occupancy of approximately 500 sq. ft of space to provide photography and portraits to the public. Photographic sessions will be by appointment only, during the hours from 9:00 a.m. to 10:00 p.m., seven days per week. The Applicant was allocated two parking spaces at the rear of the building, and Ms. Nazario will be the only employee. The Applicant plans to cover the existing sign with black and white vinyl and lettering. The Applicant testified that it would comply with all signage requirements.

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland 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 requires 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 pertaining to all alarms and security device.
3. The Applicant is replacing signage and be no larger.
4. There will be no outside storage of equipment or materials on the premises.

Nine agreed to a roll call vote... 9-0

ITEM #3

LRF3 NJ 1Commerce Way, LLC
1 Commerce Way

Block 166.03 – Lot 13
(carried from 12/12/24)

Amended Site Plan Approval
Certificate of Occupancy

Jennifer M. Porter, Esq. attorney for the applicant appeared requesting an Amended Preliminary and Final Major Site Plan Approval and for two - one-year extensions for the property designated as Block 166.03, Lot 13. Mr. Paul Newman, AIA, RA, CID – Architect from Kimmerle Newman Architects, and Mr. Dipple - Civil Engineer from L2A Land Design, both appeared and testified on behalf of the Applicant;

Mr. Newman testified providing the history of the previously approved plans, which included ten (10) loading docks at the rear of the building, multiple pedestrian access doors at the front of the building, an overhang at the front of the building, a garage-style access door at the front of the building, and a height of thirty-eight (38) feet for the building. Mr. Newman testified that the proposed amended plan seeks to make the façade of the building more consistent with the surrounding properties as well as the following changes:

- Reducing the number of loading docks to six and installing them in a recessed “sawtooth” direction;
- Eliminating all previously proposed front access doors and instead constructing two (2) glass-door entry points at either corner of the front of the building;
- Eliminating the overhang at the front of the building;
- Eliminating the garage-style access door at the front of the building; and
- Increasing the building height to forty feet, which is still consistent with the permitted height in the I-3 Zone.

He also testified that the amended plan contemplated the same use of the Property, but fewer occupants/tenants, which accounts for the reduced and/or proposed amended door access points.

Next, Mr. Dipple testified concerning, among other things, the proposed parking and traffic flow into the Property and around the building. A total of fifty-four parking spaces are proposed including thirty-seven at the front of the building, thirteen spaces on the south side of the building, and four additional spaces, which is well below the previously approved ninety spaces.

Motor vehicle and trailer traffic would enter the Property via the cul-de-sac and proceed around the building in a clockwise direction. As Mr. Dipple explained, these changes, as well the sawtooth loading and new angular parking for motor vehicles, are proposed in large part because of feedback from the NJDEP following the Applicant's receipt of prior approval by the Board. Specifically, the NJDEP required the Applicant to have greater setbacks to account for the surrounding wetland area(s) than initially approved and install a bioretention basin at the front of the Property between the cul-de-sac and the building. Mr. Dipple represented that the Applicant agreed to these changes, the NJDEP provided the Applicant the requisite approvals, and that if the Board approved the present application, the Applicant would not need to return to the NJDEP for further approval(s).

There was discussion with the Board about the aesthetic appearance of the bioretention basin. Mr. Dipple testified a grass berm reaching approximately three feet would be installed as well as a landscaping plan specifically designed for bioretention areas. Mr. Dipple further testified the basin would be discharged into the existing cul-de sac. The Board inquired as to the maintenance manual for the basin, which Mr. Dipple represented that the Applicant would provide the Stormwater Maintenance Manual to the Town.

Additional discussion took place concerning directional signage in the cul de sac area particularly as to tractor trailer traffic. There is a two-way twenty-four (24) foot access road/driveway on the south side of the building, which is shared with the adjacent property. As proposed by the Applicant the access road/driveway would only be used by vehicular traffic leaving the Property. Mr. Dipple represented that the Applicant would work with the Town's engineer to erect satisfactory site directional signage, including such signage to prevent tractor trailer traffic from entering the Property via the access road/driveway.

The following exhibits were referenced and marked during the hearing:

- Exhibit A-1 – Proposed Flex Space Building, Site Plan (C-04), prepared by L2A, signed by Mr. Dipple and dated August 3, 2021; and
- Exhibit A-2 – Proposed Flex Space Building, Site Plan (C-04), prepared by L2A, signed by Mr. Dipple and dated January 9, 2025.

Drawing C-09 was referenced, and discussed, but not marked at the hearing.

The Applicant does not currently seek any proposed exterior signage at or near the cul de sac. Applicant advised that a building number would be affixed to the front façade to identify the building and be consistent with the surrounding building(s). Sticker signage on the newly proposed glass doors at the corners of the front of the building were also discussed.

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland 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. All terms and conditions of the Board's 2021 Approval and related resolution of approval shall remain in full force and effect except as satisfied, or amended, or not in conflict with this approval.
2. The granting of this application is subject to and conditioned upon the Applicant: (a) working with the Board's engineer, Mr. Cristaldi, to erect appropriate directional signage on the Property; and (b) providing the Town a copy of the Stormwater Maintenance Manual, which would include the bioretention basin.
3. The granting of this application is subject to and conditioned upon the Applicant obtaining and maintaining all requisite NJDEP permits for the Property and ensuring that the bioretention basin and its maintenance comply with the NJDEP's requirements and oversight.
4. The granting of this application is subject to and conditioned upon the Applicant placing signage on the glass front door area(s) identifying the address of the building, and that the Applicant comply with all signage ordinance requirements of the Borough of Totowa Zoning and Land Use Code.

5. The granting of this application is subject to and conditioned upon Passaic County Planning Board approval, if required.
6. The granting of this application is subject to and conditioned upon Hudson Essex Soil Conservation District approval, if required.
7. The construction of internal partitions, exits, entrances and fire safety devices are subject to and requires the approval of the fire sub-code official, the fire inspector, and the building inspector.
8. The applicant will supply the Chief of Police with an emergency contact list and will also obtain the approval of the Police Chief pertaining to all alarms and security devices.
9. There will be no outside storage of equipment or materials on the premises.

Nine agreed to a roll call vote... 9-0

MINUTES:

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland to approve the Planning Board regular Meeting Minutes of January 9, 2025, as presented.

Eight agreed to a roll call vote... 8-0

Commissioner Sabatino & Councilman D'Angelo abstained

RESOLUTIONS:

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland to approve the resolution for Jim Bush/State Farm Ins. - Block 106 - Lot 6 as prepared.

Eight agreed to a roll call vote... 8-0

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland to approve the resolution for LRF3 NJ- Longpoint - Block 166.04 - Lot 1 as prepared.

Eight agreed to a roll call vote... 8-0

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland to approve the resolution for EcoShield Pest Solutions -Block 166.03 – Lot 12 as prepared.

Eight agreed to a roll call vote... 8-0

A motion was offered by Commissioner Murphy and seconded by Commissioner Niland to approve the resolution for LRF3 NJ- Fly Deals - Block 173 – Lot 33 as prepared.

Eight agreed to a roll call vote... 8-0

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

All in favor.....9-0

Respectfully submitted,

Anthony Murphy, Secretary

Patricia Paulson
Board Clerk

Date Approved