

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

PASSAIC COUNTY
NEW JERSEY



MINUTES – FEBRUARY 11, 2021

Vice Chairman Coiro called the Planning Board meeting of Thursday, February 11, 2021 to order at 7:30 p.m. in the Municipal Building of the Borough of Totowa.

PRESENT:

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

The clerk read the statement of the meeting as follows: The meeting of the Planning Board to be held on the 11th day of February 2021 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.

The Agenda for tonight's meeting was posted on the Borough website. Notice of the hearing and the Planning Board Agenda were also posted on the entrance doors to the Municipal Building including the entranceway for handicapped individuals. The Notice of the remote public meeting was published more than 48 hours before tonight's meeting as is required under the Open Public Meetings Act.

ITEM #1

Sub Palace	Block 96 – Lot 1	Site Plan Approval
401 Union Blvd		Certificate of Use.

Mr. Stephen Aimutis appeared requesting approval for the occupancy of approximately 600 sq. ft. of space to operate a sandwich shop.

Vice Chairman Coiro read a letter of intent into the record. The anticipated hours of operation will be 9:00 a.m. to 6:00 p.m. seven days per week. It is anticipated that there will be three employees on-site.

Mr. Aimutis testified that there are no proposed structural renovations to the interior of the tenant space. However, the Applicant will make cosmetic improvements. Mr. Aimutis also indicated that the Applicant will install a small utility sink in the existing bathroom. There are also seven on-site parking spaces for use by the business. Mr. Aimutis testified that the menu will include submarine sandwiches, chips and snacks and cold drinks.

He stated there will be no cooking on the premises and all the sandwiches will be cold sandwiches. In regard to signage, the Applicant is going to change the color of the awning to black with white lettering which will include, but not be limited to, the name of the business and the logo. Mr. Aimutis also testified that there is a dumpster for his use in the rear of the building.

A motion was offered by Commissioner Campilango 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 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 Totowa Sign Ordinance. The applicant is going to change the color of the awning to black with white lettering which will include the name of the business and logo
5. The Applicant shall obtain and maintain any and all licenses, certificates or permits from any and all licensing authorities, including, but not limited to, the Borough of Totowa, County of Passaic, State of New Jersey or any federal agency having jurisdiction hereunder.

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

ITEM #2

Hello Fresh
8 Vreeland Ave

Block 158 – Lot 4

Site Plan Approval
Certificate of Use

Mr. Duncan Prime, attorney for the applicant appeared requesting approval to move a “Man” door and widen a concrete apron for a new compactor. Mr. Duncan Prime recapped the Hello Fresh Operation.:

HelloFresh is operating on 2 shifts. Ride Share provided for workers - employees arrive via ride share which is paid for by the company. Mr. Prime indicated the Board may see an application for off-site parking in the future. Eliminate 2 employee parking spaces, .126 to 124 or 125 to 123. The total number of parking spaces to be confirmed.

Mr. Rob Walsh, P.E., presented an enlargement of the southern portion of the building, it was labeled Exhibit Sheet A-11. Mr Walsh testified as to the four loading dock doors and the Man door to be moved farther to the left. Mr. Walsh also indicated that the concrete apron would be widen about 6 feet to allow trucks to go through that area and will accommodate improved truck turning movement. The Applicant will remove the grass island and will plant a tree on another part of the site – This change improves truck circulation on-site.

Mr. Walsh presented Exhibit A-1 Drawing entitled “Compactor Truck Circulation Plan”, dated 2/11/2021. He also indicated that of the existing loading docks-1 used as a trash compactor. The new compactors are 8 1/2 wide by 24 feet long.

Mr. Mitchell Jacobs – Head of US Safety and Corporate Security for HelloFresh, OSHA Compliance Officer, testified that the Parking is safe even without 2 parking spaces. There are 5 outgoing loading docks.

Mr. Jacobs indicated that a shuttle is a better alternative than having 125 cars coming back and forth to the site. The shuttle creates less traffic. Mr. Jacobs also indicated that the shuttle does not move if it is empty, and it’s not a continuous loop for shuttle service. Shuttle is running only if any point in time an employee was to leave for a personal emergency, they can do so.

Mayor Coiro addressed the applicant reiterating that this is a high traffic area. He indicated that Tractor trailers are parking on Vreeland Avenue, which is not permitted. Cars are parked in the drive area on the way into the site and not in designated stall.

Mr. Jacobs testified that Hello Fresh hired a guard/off duty officer to regulate deliveries during the designated receiving times. The guards make sure the trucks are only there during the appointed time or else they have to make a new appointment.

The trucks lining up on Vreeland Ave was attributed to a snow day on 1/25/2021 at which time the building lost power and no deliveries were made. Hello Fresh is committed to ensure that the roadway is kept clear.

There is a designated spot outside of employees' entrance for shuttle drop off area and will be delineated on a plan as well as an outdoor smoking area.

Mr. Colin Bennett – General Counsel HelloFresh indicated that the dumpsters are located on the right side of Bldg. are being used as open top dumpsters. Open top dumpsters currently results in daily collection of trash.

By adding the Trash compactors would reduce truck traffic on-site and there would no need for daily collection.

Mr. Bennett indicated they are in negotiation for leased parking at the Willowbrook Mall to alleviate traffic.

HelloFresh will pay employees for ride shares. The Applicant will be back to the Board in the future for off-site parking. The Mayor indicated that he does see the shuttle bus there throughout the day.

Mr. Bennet testified that all comments of Planning Board Engineer's Report will be complied with by Applicant. It was also indicated that revised plans will be submitted and a Lighting Study and structural calculations can be submitted after the hearing.

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to open the public portion of the meeting.

All in Favor 8-0

Debra D'Agostino, 70 Vreeland Ave. had concerns regarding the traffic on Vreeland Ave. She indicated that trucks parking on Vreeland Ave. Mrs. D'Agostino also had concerns regarding employee's break time – employees are walking along Vreeland Ave and smoking outdoors on the front lawn. There should be no smoking or breaking on east side of building. Delineated smoking area would need cameras. Employees must comply with CDC Guidelines, maintaining social distance. Mrs. D'Agostino also expressed her concerns regarding the exterior lighting on the building. She indicated that there was added lighting to building which is alleged to extend beyond the lot line – Lighting should not extend beyond the lot line.

Mrs. D'Agostino indicated there should be no right turn out of the Hello Fresh site to go down Vreeland Ave to Riverview Drive, she also explained that her mailbox gets hit by tractor trailers.

Mayor says – ask the shuttle bus to take Route 46 to Minnisink Road to access the site rather than off of Riverview Drive.

HelloFresh indicated that the tractor trailers go to Vince Lombardi's rest stop if they cannot get on their site.

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to close the public portion of the meeting.

All in Favor 8-0

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to carry this matter to the next regular meeting of February 25, 2021 at or about 7:30pm with no further notice required.

All in Favor 8-0

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to approve the Planning Board Minutes of January 28, 2021 as prepared.

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

Commissioner Ferraro abstained

RESOLUTIONS:

A motion was offered by Commissioner Campilango and seconded by Commissioner Zarek to approve the resolution for Little Greek – Blk. 92 – Lot 10 as presented.

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

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

All in favor.....8-0

Respectfully submitted,

Pete Campilango, Secretary

Patricia Paulson
Board Clerk

Date Approved