

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

PASSAIC COUNTY  
NEW JERSEY



MINUTES – JANUARY 13, 2022

Chairman Hennion called the Planning Board meeting of Thursday, January 13, 2022, to order at 7:30 p.m. via a Zoom Meeting for the Borough of Totowa.

**PRESENT:**

Commission Niland	Commissioner Murphy	Commissioner Campilango	Councilman D'Angelo
Mayor Coiro	Commissioner Festa	Commissioner Sabatino	Mayor Coiro
Chairman Hennion	Commissioner Hanrahan	Richard Brigliadoro, ESQ	Mike Cristaldi, PE

The clerk read the statement of the meeting as follows: The meeting of the Planning Board to be held on the 13th day of January 2022 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***

Hello Fresh	Block 158 – Lot 4	Preliminary/Final Site Plan
8 Vreeland Ave		Existing loading & Parking

Planning Board Attorney, Rich Brigliadoro informed Board Members and public that Hello Fresh will be removed from the Agenda and the application will be dismissed without prejudice and they will reapply at a future date.

A motion was offered by Commissioner Campilango and seconded by Commissioner Festa to remove Hello Fresh from the Agenda and dismiss the application without prejudice. The applicant will reapply at a future date.

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

***ITEM #2***

Phoenix Title Agency	Block 106 – Lot 6	Minor Site Plan Approval
294 Union Blvd.		Certificate of Occupancy

Mr. Alfred Gellene, Attorney for the applicant and Sonia Garcia appeared requesting approval for the occupancy of approximately 1,600 sq. ft. of space to be used as strictly office space. There will be 3 employees.

Ms. Garcia testified that she plans to operate a title insurance business with her partner. The office staff will consist of Ms. Garcia, her business partner Maria Salazar and one employee. The Phoenix Title Agency will be open from approximately 9:00 a.m. to 5:00 p.m. Monday through Friday. There are two parking spaces allocated for use by Ms. Garcia and Ms. Salazar. Ms. Salazar indicated that the nature of her business is to operate a title insurance company, which will insure real estate purchases and sales of residential and commercial property.

The Applicant is proposing to install a façade sign over the front entrance to the tenant space. The sign will be 15 square feet in area and the sign will have a black background with white lettering.

A motion was offered by Commissioner Campilango and seconded by Commissioner Festa to approve the site plan for occupancy 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 pertaining to all alarms and security devices.
3. The Applicant is permitted to install a 15-square foot building façade sign above the front entrance. The proposed sign will have white lettering and a black background. Any signage or lettering on the glass windows or glass door shall not exceed 20% of the area of the glass window or glass door.
4. There will be no outside storage of equipment or materials.

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

**ITEM #2**

West River Realty Assoc. LLC  
20 West End Road

Block 170.03 – Lot 2  
(carried from 10/28/2021)

Preliminary & Final Site Plan  
Parking Area – Variances

Michael D. Sullivan, Esq. appeared providing an overview of the proposed project. Mr. Sullivan represented that there are 41 existing parking spaces and that six parking spaces will be removed and twenty-two parking spaces will be added, inclusive of three ADA parking spaces. Thus, there will be a total of 57 parking spaces on site. Mr. Sullivan stated the Applicant is expanding the rear truck parking area. Furthermore, the Applicant is modifying the westerly driveway curb radius to allow trucks to maneuver more effectively and efficiently out of the site. Mr. Sullivan also provided an overview regarding the current occupants at 20 West End Road. Mr. Sullivan represented that a company titled GBW Manufacturing occupies approximately 25,200 square feet of space at this location and has thirty employees on site. Another tenant identified as Greenland Dairy has five employees on site and another tenant identified as Euro Food has seven employees on site. Mr. Sullivan explained that Greenland Dairy and Euro Food together occupy approximately 41,100 square feet of space at this location.

Mr. Joshua Wirry, P.E., a licensed professional engineer reviewed Sheet 2 of the plan set providing an overview of the site. Mr. Wirry represented that there is an existing warehouse building which consists of approximately 66,000 square feet. He stated there is vehicular circulation around the building. Furthermore, there is truck parking and loading at the rear of the building. Mr. Wirry also represented that the site is approximately 3.4 acres in area and is similar to other properties along West End Road.

Mr. Wirry further testified that the Applicant is proposing improvements to the rear of the Property which will provide enhanced truck parking and maneuvering. Mr. Wirry also reviewed with the Board Exhibit A-1, which is a colorized rendering of the site plan exhibit dated October 28, 2021 and prepared by Dynamic Engineering Consultants PC. Mr. Wirry stated that twenty-two parking spaces are being added to the front of the building. The parking spaces are ten feet wide and eighteen feet in length. In addition, the Applicant is proposing a 24-foot-wide drive aisle. The Applicant is including three ADA parking spaces.

Mr. Wirry testified that the Applicant is proposing within the front parking lot, a striped off area relative to the proposed fire department connection. The Applicant is also proposing six-foot wide sidewalks against the front of the building. Furthermore, Mr. Wirry represented that the rear of the site is being modified to expand truck parking. The truck parking spaces are proposed at ten feet wide by forty feet in length. The Applicant is proposing eight striped, 10 foot by 40 foot truck parking spaces in the rear of the Property.

Mr. Wirry confirmed that the Applicant is modifying the western driveway to facilitate truck turning movements to be more efficient.

Mr. Wirry next reviewed stormwater management. Mr. Wirry testified that the project proposes to disturb a total area of 0.43 acres and will not increase impervious coverage on site by 0.25 acres resulting from the parking lot improvements and the expansion of the loading area. Therefore, Mr. Wirry testified that this project is not considered a major development and, as such, is exempt from the ground water recharge, runoff quality and New Jersey Department of Environmental Protection (NJDEP) standards.

Mr. Wirry testified that under existing conditions stormwater generated from most of the site flows overland and is collected by several of the existing on-site inlets/trench drains and is eventually discharged to an off-site conveyance system within West End Road. The proposed minor increase in impervious coverage will result in an increase in runoff volume and flow rates. Mr. Wirry testified that the Applicant will mitigate the increase by installing a small-scale detention depression and outlet structure which is proposed to collect and detain runoff. Further, the proposed on-site stormwater system has been designed to reduce flow as is leaving the site as compared to existing conditions, thereby mitigating any negative impacts to the downstream conveyance network or surrounding properties. Mr. Wirry also testified that there will be a decrease in proposed runoff with respect to two-year, ten-year and 100-year storm events.

Mr. Wirry also reviewed proposed lighting. Mr. Wirry represented that lighting at the property line would not exceed zero-foot candles. Mr. Wirry also stipulated that the Applicant would comply with all terms and conditions set forth in the Board Engineer's review report dated October 26, 2021.

The Applicant is also proposing the relocation of a fire hydrant at the westerly driveway entrance. The type of fire hydrant and location of the fire hydrant is subject to the review and approval of the Borough of Totowa Fire Official.

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

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

NO PUBLIC TO BE HEARD

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

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

A motion was offered by Commissioner Campilango and seconded by Commissioner Festa to approve the Preliminary & Final 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 Applicant will comply with all terms and conditions set forth in the review report of the Board Engineer, Michael Cristaldi of Richard A. Alaimo Engineering Associates dated October 26, 2021.
2. The Borough of Totowa Fire Official will approve the type of fire hydrant and the area where the fire hydrant will be relocated adjacent to the westerly driveway.
3. The Applicant will obtain the approval of the NJDEP, Hudson Essex Passaic Soil Conservation District and/or the Passaic County Planning Board if required.
4. The Applicant will open and maintain an escrow account with the Borough of Totowa and keep the account current with sufficient funds for professional inspection and review fees.

**ITEM #4**

11 WER LLC  
D/B/A Innovative Cosmetic Concepts, LLC  
11 West End Road  
Block 170.01 – Lot 4

Minor Site Plan Approval  
Certificate of Occupancy

Mr. Raymond Reddin, attorney for the applicant and Chris Justice, Senior Director of Operations appeared requesting approval for the occupancy of approximately 18,000 sq. ft. of space for the warehousing and storage of manufactured items. Mr. Justice stated more specifically this facility will be used as an overflow for warehouse space and storage space. He also indicated that this building will act in concert with the companion building located at 922 Riverview Drive.

Mr. Justice testified that this will not be a retail facility. Truck deliveries are typically one time per day or a few trucks per week. The anticipated hours of operation are 8:00 a.m. to 5:00 p.m. seven days per week. There will be between one to five employees at this location.

Mr. Justice represented that his company will be occupying the entire building. The Applicant is proposing to install the numerical building number on the façade of the building. The Applicant will have signage on the door identifying the name of the business.

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

5. 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.
6. 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.
7. There will be no outside storage of equipment or materials.

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

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to approve the Planning Board Minutes of December 9, 2021 as presented.

Eight agreed to a roll call vote... 8-0  
Councilman D'Angelo abstained

**RESOLUTIONS:**

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to approve the resolution for 1-800 New Parts, Block 170.03 – Lot 7 as prepared.

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

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to approve the resolution for Stanpac, Block 170.03 – Lot 7 as presented.

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

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to approve the resolution for Orange Distribution Solutions, Block 170.03 – Lot 7 as presented.

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

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to approve the resolution for Moo IT Solutions, Block 170.03 – Lot 7 as presented.

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

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to approve the resolution for Amano McGann Inc., Block 166.03 – Lot 14 as presented.

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

**RESOLUTIONS con't:**

A motion was offered by Commissioner Campilango and seconded by Commissioner Niland to approve the resolution for Award of Contract for Professional Services to Richard Briigliodoro, Weiner Law Group for the 2022 year as presented.

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

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

All in favor.....10-0

Respectfully submitted,

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Pete Campilango, Secretary

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Patricia Paulson  
Board Clerk

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Date Approved