

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

PASSAIC COUNTY
NEW JERSEY



MINUTES – JANUARY 26, 2023

Secretary Campilango called the Planning Board meeting of Thursday, January 26, 2023, to order at 7:30 p.m. for the Borough of Totowa.

PRESENT:

Councilman D'Angelo Commissioner Festa Mayor Coiro Commissioner Campilango
Commissioner Sabatino Commissioner Murphy Commissioner Niland Richard Briigliodoro, 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 26th day of January 2023 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

Minerva Tavarez Insurance
547 Union Blvd.

Block 145 – Lot 12

Site Plan Approval
Certificate of Occupancy

Ms Minerva Tavarez appeared requesting the occupancy of approximately 720 sq. ft. of space to sell insurance both personal insurance policies and commercial insurance policies. There will be 2 employees on site.

The anticipated hours of operation are Monday through Friday from 8:30 a.m. to 5:00 p.m. Ms. Tavarez also testified that there is sufficient parking on site to accommodate her proposed use of the premises.

With respect to signage, the Applicant is permitted to install a sign in the space provided in the existing sign box on the front façade of the building. The Board notes that the sign box contains the names of the other tenants in this multi-tenant building.

A motion was offered by Commissioner Festa and seconded by Commissioner Murphy 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. There will be no outside storage of equipment or materials on the premises.
4. The Applicant will be replacing a sign in the space provided on the front façade of the building.

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

ITEM #2

Skyllamas Productions
547 Union Blvd.

Block 174 – Lot 12

Site Plan Approval
Certificate of Occupancy

Mr. Slawomir Roszak appeared requesting approval for occupancy of approximately 960 sq. ft of space for day to day operations as well as photoshoots, podcast productions, editing and space rental for other professionals. Mr. Slawomir specializes in professional photo and video productions for businesses and individuals. The Applicant may also utilize the space for small video viewing sessions and seminars.

Mr. Roszak intends to operate its business based on flexible hours with appointments only for potential customers. However, the Applicant confirmed that the hours of operation would generally be 9:00 a.m. to 10:00 p.m., 7 days per week.

Currently Mr. Roszak represented that there are 3 to 5 contractors working for his firm. In addition, this is a multi-tenant building with a parking field of 512 parking spaces in total and, as such, there is more than sufficient parking for this business. It was represented to the Board that parking is shared in common with other tenants of this shopping center.

With respect to signage, the Applicant will place a sign on the door to the entry suite identifying his business. In addition, Mr. Roszak represented that the Applicant is permitted to place the name of his business in the directory inside the building.

A motion was offered by Commissioner Festa and seconded by Commissioner Murphy 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. There will be no outside storage of equipment or materials on the premises.
4. The Applicant place a sign on the door to the entry suite identifying his business. The Applicant is permitted to place the name of his business in the directory inside the building.

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

MINUTES:

A motion was offered by Commissioner Campilango and seconded by Commissioner Festa to approve the Planning Board Re-Organization Minutes of January 12, 2022 as presented.

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

A motion was offered by Commissioner Campilango and seconded by Commissioner Festa to approve the Planning Board Minutes of January 12, 2022 as presented.

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

RESOLUTIONS:

A motion was offered by Commissioner Campilango and seconded by Commissioner Festa to approve the resolution for Med Urban Renewal, LLC, Block 154 – Lot 19.07 as prepared.

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

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

All in favor.....7-0

Respectfully submitted,

Pete Campilango, Secretary

Patricia Paulson
Board Clerk

Date Approved