

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

PASSAIC COUNTY
NEW JERSEY



MINUTES – MAY 22, 2025

Chairman Hanrahan called the Planning Board meeting of Thursday, May 22, 2025 to order at 7:30 p.m. for the Borough of Totowa.

PRESENT:

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

The clerk read the statement of the meeting as follows: The meeting of the Planning Board to be held on the 22nd day of May 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

PAL Pro Builders 40 Vreeland Avenue	Block 158 – Lot 3.01 <i>(carried from 3/27/25)</i>	Minor Site Plan Approval Certificate of Occupancy Outside Storage
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Mr. Raymond B. Reddin, Esq., of Reddin Masri LLC; and Sinisha Spasovski, President and owner of Pal-Pro Builders LLC, appeared for continuation of its application. Mr. Reddin and Mr. Spasovski, informed the Board that the Applicant was withdrawing any request for permission to have outdoor storage, and was instead seeking only a minor site plan approval and certificate of use approval for approximately 4,500 sq. ft. of office space.

The Applicant, a general contractor, who handles public projects in northern New Jersey. The office will be used by the Applicant's accounting and project management employees. Mr. Spasovski testified that there will be no more than six to eight employees. The anticipated hours of operation will be Monday through Friday, 8:00 a.m. to 5:00 p.m. There will be no weekend hours. Mr. Spasovski stated that the Applicant has been allocated eleven parking spaces. Minor interior space renovations to split existing conference rooms into smaller spaces are planned. There are no plans to perform any exterior renovations. The Applicant proposes to have signage on the entry door to the space.

The Applicant acknowledged that some materials and equipment were still present on the exterior of the property, for which the Applicant had been cited by the Building Department. The Applicant committed to cleaning up the area in the next thirty to sixty days, and that it would address the pending violations.

A motion was offered by Commissioner Niland and seconded by Commissioner Murphy 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 devices.
3. The applicant states proposed signage will be consistent in size to the existing signage, as applicable, and comply with the ordinance requirements.
4. There will be no outside storage of equipment or materials and that any such existing stored equipment and materials be removed from the property within the next thirty to sixty days. .

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

ITEM #2

UPS Store 79 Union Blvd.	Block 91 – Lot 14 Unit C	Minor Site Plan Approval Certificate of Occupancy
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Mr. Dakshesh Patel, owner, appeared requesting approval for the occupancy of approximately 1,250 sq. ft. of space to operate a business that will offer shipping, packaging, mailbox rental, notary, business supply, and authorized package drop-off and return services to the public.

Mr. Patel testified that the anticipated hours of operation will be 8:00 a.m. to 7:00 p.m., Monday through Friday, 9:00 a.m. to 4:00 p.m. on Saturdays, and 11:00 a.m. to 3:00 p.m. on Sundays. The Applicant will have four to six employees, with two working at any one time. There are thirty shared parking spaces, but the Applicant expects that all customers will be there no more than ten to fifteen minutes. UPS trucks generally will arrive between 5 p.m. and 6 p.m., utilizing a back entrance. There will be no outside storage nor a drop-off box. The Applicant will put up a façade sign and a sign on the pylon with the “UPS Store” name consistent with the requisite corporate color scheme. These signs will be the same size as the existing signage.

A motion was offered by Commissioner Niland and seconded by Commissioner Murphy 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 devices.
3. The applicant states proposed signage will be consistent in size to the existing signage, as applicable, and comply with the ordinance requirements.
4. There will be no outside storage of equipment or materials.

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

MINUTES:

A motion was offered by Commissioner Murphy and seconded by Commissioner Zarek to approve the Planning Board regular Meeting Minutes of May 8, 2025 as presented.

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

Commissioner Niland, Commissioner Coyle,
Vice Chairman Coiro & Chairman Hanrahan abstained

RESOLUTIONS:

A motion was offered by Commissioner Murphy and seconded by Commissioner Zarek to approve the resolution for Ford Motor Company, Block 166.03 – Lot 17 as prepared.

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

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

All in favor.....9-0

Respectfully submitted,

Anthony Murphy, Secretary

Patricia Paulson
Board Clerk

Date Approved