

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

PASSAIC COUNTY
NEW JERSEY



MINUTES – JULY 17, 2025

Chairman Hanrahan called the Planning Board meeting of Thursday, July 17, 2025 to order at 7:30 p.m. for the Borough of Totowa.

PRESENT:

| | | | |
|-------------------------|--------------------|--------------------|---------------------|
| Commissioner Zarek | Mayor Coiro | Chairman Hanrahan | Commissioner Niland |
| Councilman D'Angelo | Commissioner Festa | Commissioner Coyle | 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 17th day of July 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

| | | |
|-----------------|-------------------|--------------------------|
| Signed Up | Block 43 – Lot 23 | Minor Site Plan Approval |
| 243 Union Blvd. | | Certificate of Occupancy |

Mr. Mauricio Ruiz appeared requesting the approval for occupancy of approximately 2,400 sq. ft of space to be used as a custom printing and production office for large-format graphics. The space will be used for printing, finishing, packaging, and occasional customer pickups. Mr. Ruiz further explained that the printing graphics consist of vinyl lettering, banners, signs, and other custom printed materials. All work is produced on-site using commercial grade printing equipment. Also, Mr. Ruiz indicated there would be no retail sales.

Mr. Ruiz indicated the anticipated hours of operation will be Monday thru Friday from 9:00am to 5:00pm and Saturday from 10:00am to 2:00pm. There will be three to five employees. The Applicant has dedicated off-street parking via a long driveway, which can accommodate four vehicles. As per Mr. Ruiz, most of the Applicant's business is online, and it will have no more than three to four customer visits per day. The Board discussed with Mr. Ruiz the need for a dumpster, and he expressed the Applicant's willingness to secure one. One sign is proposed which will be black and white with back-lit channel letters affixed to the building and will meet the Boro Sign Ordinance.

A motion was offered by Commissioner Festa and seconded by Commissioner Coyle 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.

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

ITEM #2

Seclen Services LLC
335 Union Blvd

Block 92 – Lot 01

Minor Site Plan Approval
Certificate of Occupancy

Applicant was not present.

A motion was offered by Commissioner Festa and seconded by Commissioner Coyle to carry this matter to the next regular Planning Board meeting of August 14, 2025.

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

ITEM #3

Review Borough of Totowa Ordinance No. 11-2025 - Adult Housing District

Borough Planner, Tom Czerniecki provided an overview of his review and found that the proposed Ordinance is consistent with the Borough's Master Plan. There were no comments from the Board Members, therefore a motion was made by Commissioner Festa and seconded by Commissioner Coyle to recommend approval to the Mayor and Council.

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

MINUTES:

A motion was offered by Commissioner Festa and seconded by Commissioner Coyle to approve the Planning Board regular Meeting Minutes of June 12, 2025 as presented.

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

Chairman Hanrahan & Commissioner Niland abstained

A motion was offered by Commissioner Festa and seconded by Commissioner Zarek to approve the Planning Board Special Meeting Minutes of June 19, 2025 as presented.

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

Commissioners Niland & Coyle abstained

RESOLUTIONS:

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

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

A motion was offered by Commissioner Festa and seconded by Commissioner Coyle to approve the resolution for Karako Suits, Block 172 – Lot 3 as prepared.

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

RESOLUTIONS con't:

A motion was offered by Commissioner Festa and seconded by Commissioner Coyle to approve the resolution for KLA Corp., Block 179 – Lots 2.04 & 2.06 as prepared.

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

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

All in favor.....7-0

Respectfully submitted,

Anthony Murphy, Secretary

Patricia Paulson
Board Clerk

Date Approved