



**PASSAIC COUNTY PLANNING BOARD
MINUTES OF A REGULAR MEETING
Thursday, September 10th, 2020
WebEx Meeting**

Chairman Miguel Diaz opened the meeting at 5:04 PM and read the notice that the requirements of the Open Public Meeting Act had been met. He then proceeded to the roll call.

MEMBERS PRESENT: Chairman Miguel Diaz; Nakima Redmon, Vice Chair; Stephen Martinique, Commissioner; Joseph Metzler, Commissioner; County Engineer Jonathan Pera, Commissioner; Kenneth Simpson, Commissioner; Steve Edmond, Alternate Commissioner (non-voting); Freeholder Terry Duffy; Freeholder Pat Lepore, Alternate.

OTHERS PRESENT: John Abdelhadi, Planning Board Counsel; Michael Lysicatos, Planning Director and Board Secretary; Jason Miranda, Senior Planner; Salvatore Presti, Assistant Planner.

MINUTES: A motion to adopt the minutes of the August 27th, 2020 meeting was made by Freeholder Duffy and seconded by Commissioner Martinique. The motion passed unanimously, with Vice Chair Redmon and Commissioner Gervens abstaining.

PLANNING DIRECTOR'S REPORT: Planning Director Lysicatos reported on the following initiatives:

- The Department is working with the cities of Paterson and Passaic, who are subgrantees for the census, to organize census response events before the 2020 Census concludes on September 30th. Passaic County is currently on pace to out do the 2010 self-response rate, and New Jersey has already exceeded its census response rate.
- A questionnaire has been sent to 2020 grantees of the Open Space Program inquiring about their existing applications as the program has been delayed due to COVID-19.
- The Economic Development Division has been working on a number of initiatives including COVID response programs for the business community. The Department has wrapped up a small business grant program, and is working with the Board of Chosen Freeholders to develop additional efforts.
- The Department is in the process of hiring new staff members who will be joining the County by the end of the year.

PUBLIC PORTION: Commissioner Martinique made a motion to open the meeting to the public which was seconded by Vice Chair Redmon. The motion passed unanimously.

Seeing no one present, Commissioner Martinique made a motion to close the public portion that was seconded by Vice Chair Redmon. The motion passed unanimously.

DEVELOPMENT REVIEW

SP-20-027 – Saba Apartments – 441 Paulison Avenue, Passaic

Staff explained that this is a previously withheld site plan application in which the applicant has proposed to construct a three-story, 8,244 sq. ft. residential building containing thirteen (13) apartment units and thirteen (13) parking spaces. The site is currently vacant following the demolition of a residential structure. The applicant was withheld by the Board on August 27th, 2020 with 8 comments.

The applicant has proposed to construct a parking garage, with one rear apartment unit, on the first floor of the new structure. The garage would connect to a single, combined driveway along Paulison Avenue. The applicant has provided information on the operation of the proposed garage. The applicant has requested a waiver for one (1) parking space to remain within 20 feet of the County right-of-way. An additional waiver request was made for the driveway to remain within 10 feet of a side property line; this waiver was granted by the Board on August 27th. The applicant has proposed to replace the existing sidewalk and curbing. The applicant has submitted architectural plans. Regarding the drainage, the applicant has proposed to install a trench drain at the driveway entrance/exit. The trench drain and roof leaders will connect to four (4) proposed on-site seepage pits, which will in turn connect to the Paulison Avenue municipal drainage system. applicant has submitted a drainage report. The applicant has proposed to plant one (1) Allegheny serviceberry tree along the frontage, outside of the sight triangle.

There are conditions that must be met before the application is granted unconditional approval. The waiver request to permit parking within 20 feet of the right-of-way line is recommended by staff. The applicant has relocated the first parking space back from the garage entrance and provided turning templates. Only the first space remains within 20 feet of the right-of-way line. Staff will provide a draft maintenance agreement, for all proposed improvements within the County right-of-way, for execution by the applicant. The agreement has been drafted by staff and will be provided to the applicant for signature after review by County Counsel.

No comments were made by staff or the board. No comments were made by members of the public.

Freeholder Duffy made a motion grant **conditional approval** to the site plan application. The motion was seconded by Commissioner Martinique. The motion passed unanimously.

SP-20-031 – Prime Storage Clifton – 47 Main Avenue, Clifton

Staff explained that this is a new site plan application in which the applicant has proposed to construct a keypad-controlled access gate to an existing parking lot at a self-storage facility. The self-storage facility was previously approved by the Board as a site plan application (SP-99-063) in 2005. No building construction or demolition is proposed. The site has frontage along Main Avenue in Clifton.

The proposed gate will be located at the site's sole access driveway, and will be a vertical pivot gate. The gate will be set 25 feet behind the existing sidewalk, in order to prevent vehicles entering the site from stalling within the roadway, as there is a travel lane adjacent to the curb. The vertical pivot gate will be controlled by a keypad. The existing slide gate on site is to remain to regulate traffic from the exit lane. There is existing curbing and sidewalk, in good condition, along the site's frontage. There is an existing trench drain at the driveway, which connects into the Main Avenue system. Roof leaders connect into an existing on-site drywell, which as an overflow connection to the Main Avenue system. No changes are proposed to the drainage. The applicant has proposed to plant three (3) Zelkova serrata trees along the frontage, to the north of the driveway.

There are conditions that must be met before the application is granted unconditional approval. The applicant must submit two (2) signed and sealed copies of the referenced survey revised October 8th, 2018. The name and address of the applicant and the owner must be noted on the plan. All variations in right-of-way width must be noted in the correct location. The stop bar must be noted as 12 inches and white. The centerline must be noted as double yellow. All striping must be noted as thermoplastic. The driveway width must be dimensioned on the plans. The plans must be revised to include a raised apron, per County detail. Besides cars, the most common vehicle to use self-storage facilities are 30-foot single unit trucks, or small car-pulled U-Haul trailers, which also have an overall dimension of 30 feet. The distance from the curb to the gate is 33 feet. The gate shall be relocated two (2) feet further away from Main Avenue in order to provide a buffer of 35 feet. The travel lane of Main Avenue is up against the curb line, so this dimension is critical. The dimension must be noted on the plans. Signing shall be provided limiting the maximum truck size or car-trailer to 30 feet. Even if it is only occasionally, larger vehicles will stick out into the travel lanes of Main Avenue, creating a hazardous condition. The business must also provide the communication they provide to tenants, advising them that trucks longer than 30 feet are not permitted. A copy of the rental agreement shall also be submitted. For the trench drain, the drainage connection must be shown on the plan. Staff will provide a draft maintenance agreement for all proposed improvements within the right-of-way of Main Avenue. The applicant must provide the Corridor Enhancement Fee of \$250.00 payable to Passaic County.

Hal Simoff, engineer for the application, was sworn in and testified that the comments laid out by the Board will be addressed by the applicant.

No additional comments were provided by the Board. No comments were made by the public.

Vice Chair Redmon made a motion to grant **conditional approval** to the site plan application. The motion was seconded by Commissioner Simpson. The motion passed unanimously.

MC-2020-14-6-SP-0 – Route 15 Properties – Hellers Lane, Jefferson (Morris County)

Staff explained that this is an application that was submitted to the Morris County Planning Board. Due to a conflict of interest, the application was referred to the Passaic County Planning Board for review. The application must be reviewed per the Morris County Land Development Standards.

This is a new site plan application in which the applicant has proposed to construct an apartment building and wholesale commercial building. The applicant has also proposed an on-site wastewater treatment facility. The proposed apartment building will have 27 residential units and the commercial building will have 5000 sq. ft. of retail space. The site does not have any frontage along a Morris County road.

The proposed apartment building will include 27 residential units, a freestanding garage, and a parking lot. The proposed parking lot will contain 56 parking spaces and the garage will contain 6 parking spaces. All access to the site will be via two driveways on Heller Lane. The northerly driveway will have both an entrance and exit driveway, and the southerly driveway will be entrance only. The applicant has proposed to construct a 4-foot sidewalk along the residential site frontage. The sidewalk will connect via painted crosswalks across Heller Lane to proposed sidewalk along the frontage of the proposed commercial site. The applicant has not proposed new curbing. Regarding the drainage, the applicant has proposed to construct several inlets on-site and connect them to the existing drainage system on the adjacent QuickChek site. Roof leaders will also connect to this system. Stormwater calculations have been provided.

The proposed wholesale building will be a 5000 sq. ft. commercial structure. The parking lot will contain 12 parking spaces and have access to Hellers Lane via a driveway. The applicant has proposed to construct sidewalk that will connect to the proposed residential building's sidewalk via crosswalks across Hellers Lane. The applicant has proposed constructing several inlets and roof leaders on-site, and connecting them across Hellers Lane and into the QuickChek drainage system. An overflow connection to the Hellers Lane system is also proposed. Stormwater calculations have been provided.

The proposed wastewater treatment facility will empty into an 8,000 sq. ft. disposal bed. The applicant has proposed installing a paved driveway and parking area that connects to Heller Lane. Wastewater from both the residential building and commercial building will connect to this facility. The applicant has proposed to plant a variety of trees and shrubs along all site frontages with Hellers Lane.

Staff explained that there are conditions that must be met before the application is granted unconditional approval. The applicant shall submit an agreement permitting right of discharge from Lot 12 to Lot 1, and from Lot 1 to the QuickChek property. Any existing cross-easements pertaining to stormwater or access shall be submitted.

Commissioner Edmond inquired about the wastewater plants previous approval and its previous volume capacity.

Ken Dykstra, engineer for the applicant, was sworn in and testified that the applicant had previously submitted the plan for the QuickChek application. The applicant owns all lots, including the QuickChek property. He also stated that the required permits for the waste water treatment facility had been submitted to the NJDEP.

Commissioner Edmond inquired about the status of the approval of the NJDEP permits. After further discussion, the Board agreed to add a comment requiring all NJDEP approvals to be finalized and submitted before final approval is granted.

Freeholder Duffy made a motion grant **conditional approval** to the site plan application. The motion was seconded by Vice Chair Redmon. The motion passed unanimously.

OLD BUSINESS – None.

NEW BUSINESS – None.

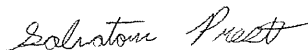
CORRESPONDENCE – None.

RESOLUTIONS – None.

ADJOURNMENT: Commissioner Metzler made a motion to adjourn the meeting at 5:43 PM that was seconded by Vice Chair Redmon. The motion passed unanimously.

Respectfully submitted,

Salvatore Presti for



MICHAEL LYSICATOS



County of Passaic

Department of Planning & Economic Development
930 Riverview Drive, Suite 250
Totowa, New Jersey 07512

www.passaiccountynj.org

Michael Lysicatos AICP, PP
Director

PLANNING BOARD
TEL (973) 569-4040
FAX (973) 812-3450

September 11th, 2020

Passaic Planning Board
330 Passaic Street
Passaic, NJ 07055

Re: Site Plan Review – Saba Apartments; 441 Paulison Avenue, Passaic; Block 3220, Lot 29
(Passaic County File Number SP-20-027)

Members of the Board,

The above referenced site plan dated January 6th, 2020, revised as of September 3rd, 2020, was reviewed by the Passaic County Planning Board on September 10th, 2020 pursuant to the provisions of the Passaic County Site Plan Resolution.

This site plan application has been granted **conditional approval**. Staff will provide a draft maintenance agreement, for all proposed improvements within the County right-of-way, for execution by the applicant.

Best Regards,

Jason Miranda
Senior Planner

Cc: Passaic County Engineer
Corey Klein, Esq.
File

443 Paulison Ave, LLC
Patrick D. McClellan, P.E.



County of Passaic

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September 11th, 2020

Clifton Planning Board
900 Clifton Avenue
Clifton, NJ 07013

Re: Site Plan Review – Clifton Prime Storage; 47 Main Avenue, Clifton; Block 82.03, Lot 14
(Passaic County File Number SP-20-031)

Members of the Board,

The above referenced site plan dated December 28th, 2004, revised as of July 22nd, 2020, was reviewed by the Passaic County Planning Board on September 10th, 2020 pursuant to the provisions of the Passaic County Site Plan Resolution.

Passaic County Standards and Requirements: All submissions must consist of 2 paper copies plus a PDF digital file of all plans and technical reports. Signed and sealed copies of all plans and technical reports must be submitted to the Department of Planning & Economic Development at 930 Riverview Drive, Suite 250, Totowa, NJ 07512.

This site plan application has been granted **conditional approval** pending receipt in an acceptable form of the following:

1. The applicant must submit two (2) signed and sealed copies of the referenced survey revised October 8th, 2018.
2. The name and address of the applicant and the owner must be noted on the plan.
3. All variations in right-of-way width must be noted in the correct location.
4. The stop bar must be noted as 12 inches and white. The centerline must be noted as double yellow. All striping must be noted as thermoplastic.
5. The driveway width must be dimensioned on the plans.
6. The plans must be revised to include a raised apron, per County detail (attached).
7. Besides cars, the most common vehicle to use self-storage facilities are 30-foot single unit trucks, or small car-pulled U-Haul trailers, which also have an overall dimension of 30

Passaic County Planning Board
Clifton Prime Storage (SP-20-031)
47 Main Avenue, Clifton
Block 82.03, Lot 14

feet. The distance from the curb to the gate is 33 feet. The gate shall be relocated two (2) feet further away from Main Avenue in order to provide a buffer of 35 feet. This dimension is critical as the travel lane of Main Avenue is up against the curb line. The dimension must be noted on the plans.

8. Signing shall be provided limiting the maximum truck size or car-trailer to 30 feet. Even if it is only occasionally, larger vehicles will stick out into the travel lanes of Main Avenue, creating a hazardous condition. The business must also provide the communication they provide to tenants, advising them that trucks longer than 30 feet are not permitted. A copy of the rental agreement shall also be submitted.
9. For the trench drain, the drainage connection must be shown on the plan.
10. Staff will provide a draft maintenance agreement for all proposed improvements within the right-of-way of Main Avenue.
11. The applicant must provide the Corridor Enhancement Fee of \$250.00 payable to Passaic County.

Subsequent submissions must include a cover letter indicating how each condition has been addressed. Plans submitted without a cover letter will be considered incomplete.

Best Regards,



Jason Miranda
Senior Planner

Cc: Passaic County Engineer
Prime Storage Clifton, LLC
Simoff Engineering Associates

Nicholas Zevits
Matthew Futerman
File



County of Passaic

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Michael Lysicatos AICP, PP
Director

PLANNING BOARD
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September 16th, 2020

Jefferson Township Land Use Board
1033 Weldon Road
Lake Hopatcong, NJ 07849

Re: Site Plan Review – Route 15 Properties; Hellers Lane, Jefferson; Block 273.01, Lot 12; Block 273.02, Lot 1 (Morris County File Number 2020-14-6-SP-0)

Members of the Board,

The above referenced site plan dated March 31st, 2020 was reviewed by the Passaic County Planning Board on September 10th, 2020 pursuant to the provisions of the Morris County Land Development Standards.

Note: All submissions must consist of 2 paper copies plus a PDF digital file of all plans and technical reports. Signed and sealed copies of all plans and technical reports must be submitted to the Department of Planning & Economic Development at 930 Riverview Drive, Suite 250, Totowa, NJ 07512. For each submission, one copy must be submitted to the Morris County Planning Board at 30 Schuyler Place, Morristown, NJ 07960.

This site plan application has been granted **conditional approval** pending receipt in an acceptable form of the following:

1. The applicant must provide copy of an easement agreement providing for sewage discharge from Lot 12, through Lot 1, and onto the adjacent QuickChek property. The applicant shall provide copies of all cross-easements required as part of the QuickChek application.
2. The applicant must submit copies of all required NJDEP approvals for the proposed development.

Subsequent submissions must include a cover letter indicating how each condition has been addressed. Plans submitted without a cover letter will be considered incomplete.

Best Regards,

Jason Miranda
Senior Planner

Cc: Passaic County Engineer
Route 15 Properties, LLC
Ken Dykstra, P.E.

Morris County Planning Board
Katherine A. Coffey, Esq.
File