

**PASSAIC COUNTY PLANNING BOARD
MINUTES OF A REGULAR MEETING
Thursday, January 21st, 2021
WebEx Meeting**

Chairman Miguel Diaz opened the meeting at 5:06 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: Miguel Diaz, Chairman; Nakima Redmon, Vice Chair; Joseph Metzler, Commissioner; William Gervens, Commissioner; Stephen Martinique, Commissioner; Kenneth Simpson, Commissioner; Steve Edmond, Alternate Commissioner (non-voting member for this meeting); County Engineer Jonathan Pera; County Commissioner Theodore Best

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

REORGANIZATION: Commissioner Nakima Redmon was nominated for Planning Board Chair by Commissioner Metzler and seconded by Chairman Diaz. Commissioner Redmon accepted the nomination. A motion was made by Commissioner Martinique to appoint Commissioner Redmon as Planning Board Chair for 2021 and was seconded by Commissioner Gervens. The motion passed unanimously.

Commissioner Stephen Martinique was nominated for Planning Board Vice Chair by Commissioner Metzler and seconded by Commissioner Gervens. Commissioner Martinique accepted the nomination. A motion was made by Commissioner Metzler to appoint Commissioner Martinique as Planning Board Vice Chair for 2021 and was seconded by Commissioner Gervens. The motion passed unanimously.

Planning Board Director Michael Lysicatos was nominated for Planning Board Secretary by Vice Chair Martinique and seconded by Commissioner Diaz. Planning Director Lysicatos accepted the nomination. A motion was made by Vice Chair Martinique to appoint Planning Director Lysicatos as Planning Board Secretary for 2021 and was seconded by Commissioner Diaz. The motion passed unanimously.

MINUTES: A motion to adopt the minutes of the January 7th, 2021 and January 12th, 2021 meetings was made by Commissioner Metzler and seconded by Vice Chair Martinique. The motion passed unanimously.

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

- Jessie Summers has been hired by the Planning Department as a Landscape Architect and Open Space Coordinator.
- The Highlands Rail Trail Phase II will begin design work in the near future.
- Work continues on the Morris Canal Greenway Phase IV project which will connect Wayne to Little Falls through North Jersey District Water Company property. The Planning Department will be meeting with both the Water Company and NJDOT over the next week to discuss design goals.

- The Bike Passaic County consultant assistance will be going out to bid, with a consultant to be selected next month.
- The Planning Department is assisting the design of a pedestrian walking bridge in Ringwood through an NJ Highlands Grant. The bridge will be maintained by the municipality.

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

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

DEVELOPMENT REVIEW

SP-21-002 – Holy Institution Panagia Soumela – 253 Marshall Hill Road, West Milford

Staff explained that this is a new site plan application in which the applicant has proposed to construct second story additions to existing religious buildings. The applicant has also proposed to construct a pavilion, bathhouse, ten (10) storage sheds, and construct other minor site improvements. No demolition is proposed. The proposed pavilion and bathhouse will be free standing and located to the rear of the site. The proposed storage sheds will also be towards the rear of the site. The applicant has proposed to construct an entryway addition between two existing buildings, as well as construct several concrete stoops and overhangs.

The site has a primary driveway on Marshall Hill Road that connects to a parking lot. Both the driveway and parking lot are gravel. The driveway is gated. The applicant has indicated there are 52 parking spaces on the site, although the gravel parking lot does not have designated parking stalls. There is an additional gravel driveway to the east of the Dairy Queen (Lot 9); it is unclear what this driveway is used for. The applicant has not proposed to construct sidewalk or curbing, which conforms with the other properties along Marshall Hill Road.

Regarding the drainage, the applicant has indicated that all inlets and roof leaders will connect to an on-site detention system. There is no drainage retention at the site driveways, which are sloped towards Marshall Hill Road. No landscaping is proposed along the site frontage.

There are conditions that must be addressed before the application can be granted unconditional approval. The applicant must submit signed and sealed copies of the referenced surveys. The plans must indicate the Master Plan right-of-way of 66 feet. The applicant shall enter into an “if and when” agreement to install a sidewalk along the frontage of the site at a future date. The applicant must clarify the use of the gravel driveway east of the Dairy Queen, across from Lycosky Street. A waiver will be required for the driveway to remain in the present location within 10 feet of the side property line with Lot 9. The entrance driveway must be paved within 50 feet of the right-of-way line. The driveway shall have a maximum width of 30 feet. The plans must indicate the distance between the right-of-way line and the first parking space.

The applicant must install a stop sign, stop bar, and double yellow centerline at the site driveway. All striping must be noted as thermoplastic. The applicant must provide information on the driveway gate, including procedures for opening and closing the gate. The private signs within the County right-of-way should be re-located onto the site. The applicant must submit driveway profiles for both driveways. All stormwater runoff toward Marshall Hill Road must be collected on-site. The applicant must submit drainage calculations. The applicant must submit copies of the referenced architectural drawings. The

applicant must submit a copy of Highlands Exemption from the Township. The applicant must provide the Corridor Enhancement Fee of \$9,508.00 payable to Passaic County.

Commissioner Edmond asked if the applicant can level the portion of the county right of way in anticipation of installing curbing and sidewalk. Staff represented that this could be problematic due to the grade and the presence of a number of trees that should remain unless a sidewalk is needed at this time.

Stefan Thomatos, representative for the applicant, was sworn in. He provided background information on the site. Commissioner Edmond inquired about the storage sheds on site. Stefan Thomatos responded that the sheds would be used to store equipment for groups that would be visiting the church.

No comments were made by the public.

Commissioner Diaz made a motion to **withhold approval** of this site plan application. The motion was seconded by Commissioner Metzler. The motion passed unanimously.

SP-21-003 – Valley Ridge Shopping Center – 560-600 Valley Road, Wayne

Staff explained that this is a new site plan application in which the applicant has proposed to construct unmanned electric vehicle charging stations in an existing strip mall parking lot. Six (6) existing parking stalls will be converted into a total of four (4) electric vehicle charging only spaces. No changes are proposed elsewhere on the property. The site has existing driveways along Valley Road and Preakness Avenue. The shopping center was previously reviewed as SP-18-027, which was granted an unconditional approval in 2019.

There are conditions that must be addressed before the application can be granted unconditional approval. The plans must indicate the existing right-of-way and Master Plan right-of-way widths along Valley Road. The applicant must provide the Corridor Enhancement Fee of \$250.00 payable to Passaic County.

Commissioner Edmond inquired if the charging station was within the County's Master Plan right of way. Commissioner Simpson asked if all charging stations along the county right of way will be sent before the board. Staff informed the commissioner that if it is deemed a local site plan the County would review.

Michael Lavigne, counsel for the applicant, stated that the applicant was not the property owner of the site. He asked if the applicant would be exempt from the previously deficient comments. County Counsel Abdelhadi stated that it was the Board's previous position was that the applicant still must correct the deficiencies even if they were not the property owner. Devon Vlasin, project development manager for the applicant, was sworn in. The Board inquired about the cost associated with charging an electric vehicle at the charging station. Commissioner Edmond asked if there were any variances required from Wayne. Michael Lavigne responded that it would not require a variance.

No comments were made by the public.

Commissioner Metzler made a motion to **withhold approval** of this site plan application. The motion was seconded by Vice Chair Martinique. The motion passed unanimously.

SU-21-001 – Hastings Subdivision – 38 Peterson Road, Wayne

Staff explained that this is a new minor subdivision in which the applicant has proposed to subdivide an existing lot in order to create a total of two (2) lots, 64 and 64.01. There is an existing single-family dwelling on proposed Lot 64, which will remain. A new single-family dwelling will be constructed on

proposed Lot 64.01. All access will be to Peterson Road, a municipal street. The proposed lots do not have any frontage along any County roadways or pose any impact to County facilities.

The submitted plans have been reviewed by staff. As the proposed subdivision does not pose any impact to County facilities, it is recommended that the application be approved.

No comments were made by the public or Board.

Vice Chair Martinique made a motion grant **unconditional approval** of this site plan application. The motion was seconded by Commissioner Gervens. The motion passed unanimously.

OLD BUSINESS

The following amended meeting dates to the previously approved 2021 Planning Board Dates was proposed as follows:

- Addition of a new meeting on December 29th, 2021
- Moving the January 6th, 2022 meeting to January 13th, 2022
- Moving the January 20th, 2022 meeting to January 27th, 2022

Vice Chair Martinique made a motion to accept the amended meeting dates and was seconded by Chair Redmon. The motion passed unanimously.

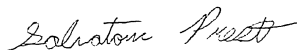
NEW BUSINESS – None.

CORRESPONDENCE – None.

RESOLUTIONS – None.

ADJOURNMENT: Commissioner Metzler made a motion to adjourn the meeting at 5:59 PM that was seconded by Vice Chair Martinique. The motion passed unanimously.

Respectfully submitted,
Salvatore Presti for



MICHAEL LYSICATOS



County of Passaic

Department of Planning & Economic Development
401 Grand Street, Room 417
Paterson, New Jersey 07505

www.passaiccountynj.org

Michael Lysicatos AICP, PP
Director

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

January 25th, 2021

West Milford Board of Adjustment
1480 Union Valley Road
West Milford, NJ 07480

Re: Site Plan Review – Holy Institution Panagia Soumela; 253 Marshall Hill Road, West Milford;
Block 6404, Lot 10 (Passaic County File Number SP-21-002)

Members of the Board,

The above referenced site plan dated September 11th, 2020 was reviewed by the Passaic County Planning Board on January 21st, 2021 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 401 Grand Street, Room 417, Paterson, NJ 07505.

Approval of this site plan application has been **withheld** pending receipt in an acceptable form of the following:

1. The applicant must submit signed and sealed copies of the referenced surveys (Ref. 1-3 on Sheet 1).
2. The applicant must verify that the site has been consolidated into a single lot.
3. The plans must indicate the Master Plan right-of-way width of 66 feet.
4. The applicant shall coordinate with County staff to enter into an “if and when” agreement for the installation of a sidewalk along the frontage of the site at a future date.
5. The gravel driveway to the east of the Dairy Queen site (Lot 9), across from Lycosky Street, is considered deficient due to the following reasons:
 - a) The driveway grade is too steep.
 - b) The driveway does not meet Marshall Hill Road at a 90 degree angle.
 - c) The sight distance is restricted by trees.

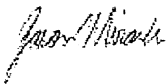
Passaic County Planning Board
Holy Institution Panagia Soumela (SP-21-002)
253 Marshall Hill Road, West Milford
Block 6404, Lot 10

For the Board to consider the granting of a waiver to permit the driveway to remain, the applicant must clarify the use of the driveway and provide justification for its continued use. The driveway would still need to be constructed to County standard. The applicant should coordinate with staff on the County's driveway standards.

6. The primary site driveway must be paved within 50 feet of the right-of-way line. The driveway shall have a maximum width of 30 feet.
7. The plans must indicate the distance between the right-of-way line and the first parking space.
8. The applicant must install a stop sign, stop bar (12 inches, white), and double yellow centerline at the primary site driveway. All striping must be noted as thermoplastic.
9. The applicant must provide information on the driveway gate, including procedures for opening and closing the gate.
10. The private signs within the County right-of-way must be re-located onto the site.
11. The applicant must submit driveway profiles for both driveways.
12. All stormwater runoff toward Marshall Hill Road must be collected on-site.
13. The applicant must submit drainage calculations.
14. The applicant must submit copies of the referenced architectural drawings (Ref. 4 on Sheet 1).
15. The applicant must submit a copy of Highlands Exemption from the Township.
16. The applicant must provide the Corridor Enhancement Fee of \$9,508.00 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
Tyler VanderValk, P.E.

Holy Institution Panagia Soumela, Inc.
File



County of Passaic

Department of Planning & Economic Development
401 Grand Street, Room 417
Paterson, New Jersey 07505

www.passaiccountynj.org

Michael Lysicatos AICP, PP
Director

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

January 25th, 2021

Wayne Planning Board
475 Valley Road
Wayne, NJ 07470

Re: Site Plan Review – Valley Ridge Shopping Center Electric Vehicle Charging Station; 560-600 Valley Road, Wayne; Block 1808, Lot 51 (Passaic County File Number SP-21-003)

Members of the Board,

The above referenced site plan dated June 22nd, 2020, revised as of September 4th, 2020, was reviewed by the Passaic County Planning Board on January 21st, 2021 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 401 Grand Street, Room 417, Paterson, NJ 07505.

Approval of this site plan application has been **withheld** pending receipt in an acceptable form of the following:

1. The plans must indicate the existing right-of-way and Master Plan (80 feet) right-of-way widths along Valley Road.
2. Per inspection of the site, the following site work required as part of the previous site plan approval (SP-18-027, see attached plan) has not been completed:
 - a) The easternmost driveway on Preakness Avenue still has a single line for the centerline. The applicant was required to install a double yellow centerline.
 - b) The stop sign at the westernmost Preakness Avenue driveway has not been replaced as required.
 - c) The exit lane at the westernmost Preakness Avenue driveway is still 18 feet wide, allowing for side-by-side exits. The applicant was required to re-stripe the lane to be 12 feet in width.

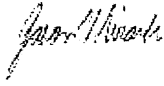
This work must be completed and satisfactorily inspected by County staff before this current site plan application can be granted an unconditional approval.

Passaic County Planning Board
Valley Ridge Shopping Center Electric Vehicle Charging Station (SP-21-003)
560-600 Valley Road, Wayne
Block 1808, Lot 51

3. 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
Urstadt Biddle Properties, Inc.
File

Electrify America, LLC
Kimley-Horn & Associates, Inc.



County of Passaic
Department of Planning & Economic Development
401 Grand Street, Room 417
Paterson, New Jersey 07505

www.passaiccountynj.org

Michael Lysicatos AICP, PP
Director

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

January 22nd, 2021

Wayne Planning Board
475 Valley Road
Wayne, NJ 07470

Re: Minor Subdivision Review – Hastings Subdivision; 38 Peterson Road, Wayne; Block 2328,
Lot 64 (Passaic County File Number SU-21-001)

Members of the Board,

The above referenced subdivision plat dated February 18th, 2013, revised as of January 17th, 2014,
was reviewed by the Passaic County Planning Board on January 21st, 2021 pursuant to the
provisions of the Passaic County Subdivision Resolution. This minor subdivision application has
been granted **unconditional approval**.

Best Regards,

Jason Miranda
Senior Planner

Cc: Passaic County Engineer
Darmstatter, Inc.

June Hastings
File