

**PASSAIC COUNTY PLANNING BOARD  
MINUTES OF A REGULAR MEETING  
Thursday, January 7<sup>th</sup>, 2021  
WebEx Meeting**

Chairman Miguel Diaz opened the meeting at 5:05 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; William Gervens, Commissioner; Stephen Martinique, Commissioner; Joseph Metzler, Commissioner; County Engineer Jonathan Pera, Commissioner; County Commissioner Terry Duffy.

**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.

**MINUTES:** A motion to adopt the minutes of the December 17<sup>th</sup>, 2020 meeting was made by Commissioner Metzler and seconded by Commissioner Gervens. The motion passed unanimously.

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

- Planning Director Lysicatos explained that, due to the County Commissioner Reorganization Meeting also scheduled for the night, he is requesting a motion to table all applications except SP-20-043 and for a special meeting to be convened on Tuesday, January 12<sup>th</sup>, 2021 at 5 PM. This change would allow Planning Board Members to attend the Reorganization meeting. SP-20-043 must be reviewed prior to January 12<sup>th</sup> due to the statutory requirement that all applications be reviewed within 30 days of a complete submission.

**PUBLIC PORTION:** Chairman Diaz made a motion to open the meeting to the public that was seconded by Vice Chair Redmon. The motion passed unanimously.

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

**DEVELOPMENT REVIEW:** Commissioner Metzler made a motion to table all scheduled applications except SP-20-043 and to convene a special Planning Board meeting on Tuesday, January 12<sup>th</sup>, 2021 at 5:00 PM. The motion was seconded by Commissioner Gervens. The table applications: SP-20-037, SP-20-044, SP-20-045, SP-20-046, SP-20-047, and SP-20-048. The motion passed unanimously.

**SP-20-043 – Prop. Commercial Storage – 325 Margaret King Avenue, Ringwood**

Staff explained that this is a new site plan application in which the applicant has proposed to utilize the rear of a residential property for commercial storage. The site is adjacent to Lot 9, which is currently used for commercial storage and has paved driveway access to Margaret King Avenue. A driveway connection between the rear of the site and adjacent Lot 9 will be constructed to facilitate traffic from the paved driveway to the proposed use. An existing single-family dwelling, served by a gravel driveway, will remain on the site. A gate will be installed between the residential and commercial portions of the site.

The applicant has submitted a draft easement allowing for cross-access between the site and Lot 9. No changes to the existing driveway are proposed. The plans do not indicate any drainage facilities; however, staff have observed an existing trench drain across the paved driveway to Lot 10. It is not clear what the trench drain connects into. There is existing landscaping along the frontage of the site.

The applicant must submit two signed and sealed copies of the referenced survey by John J. Galiano, PLS. The applicant must submit two signed and sealed copies of the referenced as-built plan by Boyce L. McGeoch, PLS. The plans must show all of Margaret King Avenue up to the guard rail on the opposite side of the roadway. The Master Plan right-of-way of 66 feet must be labelled. A waiver request must be submitted for the existing gravel driveway within 10 feet of the side property line with Lot 9. The applicant must install a stop sign, stop bar (12", white), and double yellow centerline at the paved driveway to Lot 9. All striping must be noted as thermoplastic. The plans must include grade contours. The plans must include a driveway profile for the paved driveway on Lot 9. The applicant must include a note on the plans stating that commercial vehicles shall not utilize the gravel driveway on Lot 10. The submitted cross-easement shall be executed by the applicant and recorded with the County Clerk. The existing trench drain across the paved driveway on Lot 9 must be repaired, and the drainage connections shown on the plan. Calculations for the trench drain must be submitted. The applicant must submit any required NJDEP permits. The applicant must provide the Corridor Enhancement Fee of \$2,983.00 payable to Passaic County.

No comments were made by the public or Board.

Tyler VanderValk, engineer for the applicant, was sworn in and testified on the nature of the site. Mr. VanderValk asked that the board consider waiving some comments if he could provide as-built plans from a previously approved site plan. He also stated that he would indicate on the plans that the trench drain will be repaired, and that the residential driveway will not be used by any commercial vehicles.

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

**OLD BUSINESS – None.**

**NEW BUSINESS – None.**

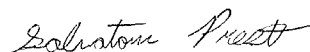
**CORRESPONDENCE – None.**

**RESOLUTIONS – None.**

**ADJOURNMENT:** Commissioner Metzler made a motion to adjourn the meeting at 5:33 PM that was seconded by Commissioner Martinique. The motion passed unanimously.

Respectfully submitted,

Salvatore Presti for



MICHAEL LYSICATOS

**RESOLUTION**

WHEREAS, on December 17, 2020, the Passaic County Planning Board approved a Resolution, pursuant to the provisions of the New Jersey Open Public Meetings Act (N.J.S.A. 10:4-6 et seq), setting the date, time and location of the regular meetings of the Passaic County Planning Board for the 2021 calendar year; and

WHEREAS, on January 7, 2021, the Passaic County Planning Board met to review the following applications: SP-20-037, SP-20-043, SP-20-044, SP-20-045, SP-20-046, SP-20-047, SP-20-048; and

WHEREAS, due to time limitations, the Passaic County Planning Board was unable to review applications SP-20-037, SP-20-044, SP-20-045, SP-20-046, SP-20-047, SP-20-048; and

WHEREAS, in an effort to comply with statutory review time limits on applications submitted for review before a county planning board, the Passaic County Planning Board voted to schedule a special meeting to complete its review of applications SP-20-037, SP-20-044, SP-20-045, SP-20-046, SP-20-047, SP-20-048; and

WHEREAS, all interested parties that appeared for the Passaic County Planning Board January 7, 2021 regular meeting were advised of the special meeting date and time.

NOW, THEREFORE, BE IT RESOLVED that applications SP-20-037, SP-20-044, SP-20-045, SP-20-046, SP-20-047, SP-20-048 will be rescheduled and reviewed at a special meeting to be held via CISCO WEBEX on January 12, 2021 at 5:00 pm.

BE IT FURTHER RESOLVED that certified copies of this Resolution be posted, mailed, submitted to all persons or public entities as required by the aforementioned Open Public Meetings Act.

BE IT FURTHER RESOLVED that this Resolution be spread full in the minutes of this meeting.

Michael Lysicatos  
Michael Lysicatos (Jan 12, 2021 09:19 EST)

Jan 12, 2021

Miguel Diaz  
Miguel Diaz (Jan 12, 2021 09:39 EST)

Jan 12, 2021

MICHAEL LYSICATOS, Secretary  
PASSAIC COUNTY PLANNING  
DEPARTMENT

MIGUEL DIAZ, Chair  
PASSAIC COUNTY PLANNING BOARD

John A. Abdelhadi  
John A. Abdelhadi (Jan 12, 2021 09:37 EST)

Jan 12, 2021

**JOHN A. ABDELHADI, ESQ.**  
**ATTORNEY FOR THE PASSAIC COUNTY PLANNING BOARD**



# County of Passaic

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

[www.passaiccountynj.org](http://www.passaiccountynj.org)

**Michael Lysicatos AICP, PP**  
*Director*

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

January 8<sup>th</sup>, 2021

Ringwood Board of Adjustment  
60 Margaret King Avenue  
Ringwood, NJ 07456

Re: Site Plan Review – Prop. Commercial Storage; 325 Margaret King Avenue, Ringwood; Block 311, Lot 10 (Passaic County File Number SP-20-043)

Members of the Board,

The above referenced site plan dated March 11<sup>th</sup>, 2020, revised as of December 7<sup>th</sup>, 2020, was reviewed by the Passaic County Planning Board on January 7<sup>th</sup>, 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.

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

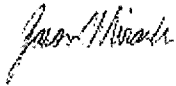
1. The applicant must submit two signed and sealed copies of the referenced survey by John J. Galiano, PLS.
2. The applicant must submit two signed and sealed copies of the referenced as-built plan by Boyce L. McGeoch, PLS.
3. The plans must show all of Margaret King Avenue up to the guard rail on the opposite side of the roadway. The Master Plan right-of-way of 66 feet must be labelled.
4. A waiver request must be submitted for the existing gravel driveway within 10 feet of the side property line with Lot 9.
5. The applicant must install a stop sign, stop bar (12", white), and double yellow centerline at the paved driveway to Lot 9. All striping must be noted as thermoplastic.
6. The plans must include grade contours.

Passaic County Planning Board  
Prop. Commercial Storage (SP-20-043)  
325 Margaret King Avenue, Ringwood  
Block 311, Lot 10

7. The plans must include a driveway profile for the paved driveway on Lot 9.
8. The applicant must include a note on the plans stating that commercial vehicles shall not utilize the gravel driveway on Lot 10.
9. The submitted cross-easement shall be executed by the applicant and recorded with the County Clerk.
10. The existing trench drain across the paved driveway on Lot 9 must be repaired, and the drainage connections shown on the plan.
11. Calculations for the trench drain must be submitted.
12. The applicant must submit any required NJDEP permits.
13. The applicant must provide the Corridor Enhancement Fee of \$2,983.00 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  
Houser Engineering, LLC

Tom Winkler  
File