

WYCKOFF PLANNING BOARD
JANUARY 9, 2019
JANUARY 9, 2019 PUBLIC WORK SESSION MEETING MINUTES

Public Work Session: 7:30 p.m. Second Floor Court Room, Memorial Town Hall
Public Business Meeting: 8:00 p.m. Second Floor Court Room, Memorial Town Hall

The meeting commenced with the reading of the Open Public Meeting Statement by Board Attorney Joseph Perconti, Esq.

“The regular January 9, 2019 Public Work Session Meeting of the Wyckoff Planning Board is now in Session. In accordance with the Open Public Meeting Act, notice of this meeting appears on our Annual Schedule of Meetings. A copy of said Annual Schedule has been posted on the bulletin board in Memorial Town Hall; a copy has been filed with the Township Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers.” Formal action may be taken.

Members of the public are welcome to be present at this meeting. However, in accordance with Section 7(A) of the Open Public Meetings Act, participation on the part of the public at this meeting will not be entertained.

Mr. Perconti read this statement into the record: *“All applicants are hereby reminded that your application, if approved, may be subject to the terms, conditions and payment of the Affordable Housing Development Fee requirements of the Township. Information can be obtained from the Code of the Township of Wyckoff, Chapter 113-8 on the Township’s website, www.wyckoff-nj.com”*

“This meeting is a judicial proceeding. Any questions or comments must be limited to issues that are relevant to what the board may legally consider in reaching a decision and decorum appropriate to a judicial hearing must be maintained at all times.”

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Board Member Attendance: Robert Fortunato, Tom Madigan, Mayor; Rudy Boonstra, Township Committee Representative, Kevin Purvin, Michael Homaychak, Glenn Sietsma, Sarah Caprio and John An.

Board Members Absent: Kevin Hanly, Scott Fisher and George Alexandrou.

Staff Present: Joseph Perconti, Planning Board Attorney; Mark DiGennaro, Township Engineer; Peter Ten Kate, Boswell Engineering Representative; Maureen Mitchell, Board Secretary; Robert Shannon, Township Administrator.

ORGANIZATIONAL BUSINESS/MOTIONS

1. Oath of office to Board Members
Board Attorney Perconti administered oaths of office to Mayor Madigan, Board Member Caprio, and Board Member Purvin.
2. Roll call of Board Members.

3. Election of Officers: Chairman, Vice Chairman

Board Member Homyachak made a motion to nominate Robert Fortunato as Chairman of the Wyckoff Planning Board for the year 2019. Second, Board Member Sietsma. Voting in favor: Mr. Purvin, Mr. Homyachak, Mr. Sietsma, Mr. An, Ms. Caprio, Mr. Boonstra and Mayor Madigan.

Board Member Boonstra made a motion to nominate Kevin Hanly as Vice Chairman of the Wyckoff Planning Board for the year 2019. Second, Board Member Homyachak. Voting in favor: Ms. Caprio, Mr. Purvin, Mr. Homyachak, Mr. An, Mr. Sietsma, Mr. Boonstra, Mayor Madigan and Chairman Fortunato.

4. Resolution 19-001 for: Appointment of Planning Board Attorney

Chairman Fortunato made a motion to reappoint Joseph C. Perconti, Esq. as the Wyckoff Planning Board Attorney for the year 2019. Second, Board Member Homyachak. Voting in favor: Mr. Purvin, Mr. Homyachak, Mr. Sietsma, Mr. Boonstra, Ms. Caprio, Mr. An, Mayor Madigan and Chairman Fortunato.

5. Appointment of Secretary

Board Member Boonstra made a motion to re-appoint Maureen Mitchell as the Board Secretary for the year 2019. Second, Board Member Homyachak. Voting in favor: Mr. Purvin, Mr. Homyachak, Mr. Sietsma, Mr. Boonstra, Ms. Caprio, Mr. An, Mayor Madigan and Chairman Fortunato.

6. Compliance with Open Public Meeting Act: Annual Notice of Meetings; Continuation of Current Rules and Regulations; Official Newspapers – The Record, the Ridgewood News and the North Jersey Herald and News Acceptance of Annual Report

Board Member Homyachak made a motion to accept compliance with the Open Public Meeting Act. Second, Board Member Purvin. Voting in favor: Mr. Purvin, Mr. Homyachak, Mr. Sietsma, Ms. Caprio, Mr. An, Mr. Boonstra, Mayor Madigan and Chairman Fortunato.

OLD BUSINESS

Approval of the November 29, 2018 Special Meeting Minutes

Approval of the December 12, 2018 Work Session and Regular Business Minutes

Board Member Homyachak made a motion to approve the November 29, 2018 Special Meeting minutes. Second, Mr. Sietsma. Voting in favor: Mr. An, Mr. Purvin, Mr. Homyachak, Mr. Sietsma, Mr. Boonstra and Chairman Fortunato.

Board Member Sietsma made a motion to approve the December 12, 2018 work session and regular business meeting minutes. Second, Mr. Boonstra. Voting in favor: Mr. Purvin, Mr. Homyachak, Mr. An, Mr. Boonstra and Chairman Fortunato.

RESOLUTION TO APPROVE VOUCHERS FOR PAYMENT
RESOLUTION #19-01

Board Member Homyachak made a motion to approve Resolution #19-01 for payment of vouchers as amended. Second, Board Member Sietsma. Voting in favor: Mr. Purvin, Mr. Homyachak, Mr. An, Ms. Caprio, Mr. Sietsma, Mr. Boonstra, Mayor Madigan and Chairman Fortunato.

RESOLUTION(S) TO BE MEMORIALIZED

LEE, JOONHEE AND HELEN BLK 340 LOT 25 (RA-25 CORNER) 468 Vance Avenue. (*The applicant proposes to install a privacy fence on this corner lot which will encroach into the front yard setback*).

Board Member Homyachak made a motion to memorialize the Resolution. Second, Mr. Boonstra. Voting in favor: Mr. Purvin, Mr. Homyachak, Mr. Sietsma, Mr. An, Ms. Caprio, Mr. Boonstra, Mayor Madigan and Chairman Fortunato.

FOR COMPLETENESS REVIEW

GALASSO ENTERPRISES, LLC BLK 203 LOT 3.04 (L-2) 825 Windham Court North. (*Amendment to Existing Site Plan. Applicant proposes to add 56 additional parking spaces to the site which currently has 50 parking spaces*)

Township Engineer DiGennaro gave the application overview:

The subject property is located in the L-2 Light Industrial 4-Acre zone and contains 174,248 SF of land area with a 23,371 SF principal building. The parcel is non-conforming due to frontage and lot width, front yard setback, rear yard and side yard setbacks to a residential zone. Based on information provided, it appears that the property currently has 50 parking spaces which includes 1 ADA parking space.

The applicant is proposing to expand the existing parking lot by adding an additional 56 parking spaces which include 4 ADA spaces with no proposed change in building use. The proposal includes lighting improvements, pedestrian access improvements, landscaping and drainage. The site changes require site plan review and approval by the Planning Board.

Application

1. Page 1- Item E and the addendum to application state there are currently 35 parking spaces serving the property where the plan indicates 50. This must be clarified by providing the existing conditions survey.
2. Section J - #6 – Building Height – incorrectly states the permitted number of stories as 2.5 where only 2 stories is permitted. The existing and proposed number of stories listed as 2 conflicts with the information provided on the plan and addendum to application sheet which state the building is 1 story.

Checklist Section 46-40 B

- C. Soil erosion and sediment control plan must be filed with Bergen County Soils as the project disturbs more than 5000 SF.
- J. Incomplete – Landscape plan has been provided.
- M. Retaining walls in excess of 2 feet are proposed and stability calculations are required by a

licensed NJ PE.

- O. Incomplete – written certification of zero net increase in storm water runoff is required and not provided.

Checklist Section 46-40 C

- 1b) - Sheet L.01 – Lighting and Landscaping Plan is illegible. Fixture locations and landscape notes are unclear.
- 3) & 4) - Signature block required and not provided.
- 9) Incorrectly checked. ADA signs are proposed on the plan.
- 12) Photos not provided and must be included in board member packets.
- 17) All abutting property owner information not provided.
- 21) Application to include soil moving permit approval by the Planning Board as the project contemplates moving in excess of 100 CY.
- 22) Formal waiver request for traffic study may be appropriate.
- 23) Formal waiver request for EIS may be appropriate.
- 24) Traffic signage and safety plan should be provided to clearly indicate traffic flow thru the property.
- 27) Applicant to provide information on proposed use and estimated number of employees.

Site Plan

1. Southerly parking lot setback to the residential property line must be dimensioned.
2. Proposed new parking and sidewalk area totals do not agree with net increase area shown in impervious summary table.
3. Additional information to support the building area parking calculation is needed and should identify the mezzanine level that appears to exist.
4. Stormwater design must be clarified to include detailed calculations, considerations for soil permeability if percolation is to be considered and volume of water to be collected by catch basins. A technical discussion with the designer will be scheduled to aid in clarification.
5. ADA sign locations not shown on the plan. Detail should include post support.
6. ADA parking spaces are not clearly identified for van accessibility on the site plan. 5 required spaces provided where at least 1 space must be van accessible.
7. It is recommended, but not required, that all new ADA ramps include detectable warning surfaces.
8. Ground mounted signs, if desired, must be included in this application.
9. Ingress and Egress access to be dimensioned on the site plan. 168-20(A) requires 25 foot width for combined access and minimum of 12 feet for individual access.
10. Dumpster Enclosure – 168-20(D) requires enclosed storage for garbage and refuse.
11. 186-20 (I) – Traffic circulation on the property is required to be shown on the plan.
12. Loading space sizes to be dimensioned on the plan.

Lighting & Landscape Plan (Code Ref. for lighting 168-20E)

1. Plan is difficult to read and must be clarified. Specifically, lighting locations and landscape notes.
2. LED lighting temperatures exceed the maximum allowable 3000K.
3. Fixture cut sheets to be provided which include architectural style.
4. Maximum illumination at property lines shall be 0.1 foot-candle at grade. Isolux indicates exceedances at the property line. In addition, it is unclear if the westerly most property

line boundary has site lighting exceedances as it appears to be cut off by the plan border. The isometrics also do not extend to the property line in that location.

5. Note to be added to plan : “There shall be a six-month assessment period after construction of the project is completed and a certificate of occupancy is issued, so that Township officials have the opportunity to determine what, if any, changes are necessary to lighting improvements. Applicants shall comply with such requested changes to the lighting plan and improvements, pursuant to this section. The applicant shall be required to maintain escrow funds to cover the cost of the Township's lighting professional to conduct any as-built lighting assessments and issue recommendations.”
6. White pines are an unacceptable evergreen species.
7. 168-20(F) - a planting strip not less than six feet wide, consisting of suitable shrubbery or hedges maintained at a height of 10 feet and a density to shield effectively the year-round undesirable visual exposure so as to provide a natural protective screen from incompatible uses and surroundings.
8. 186-26 – Tree planting required at 50 foot intervals along parking lot.

It is recommended that the applicant address the items listed above in order for the application to be deemed complete at the February 13, 2019 meeting and scheduled for public hearing in March. Chairman Fortunato called for a motion to deem this application incomplete. Board Member Sietsma made the motion to deem incomplete. Second, Mr. Boonstra. Voting in favor: Mr. Purvin, Mr. Homaychak, Mr. Sietsma, Mr. Boonstra, Mr. An, Ms. Caprio, Mayor Madigan and Chairman Fortunato.

PUBLIC HEARINGS – CARRIED

DAIRY QUEEN BLK 219 LOT 14 (B1-CORNER); 299 Franklin Avenue. *(The applicant proposes to install a generator in the second front yard along Godwin Avenue).*

This application will be heard at the public meeting at 8:00 p.m.

Revised plans have not been submitted by the applicant. The application will be carried to the Feb 13, 2019 meeting.

INTERNATIONAL CENTER FOR MINIMALLY INVASIVE SURGERY BLK 492 LOT 18.01 (B2); 461 Goffle Road. *(The applicant proposes to erect an 8' x 20' storage shed in the rear yard within the setback line).*

This application was heard at the November 14, 2018 meeting. The attorney was advised to present revised plans at the next meeting. The application was carried to December and January without further notice from the applicant. The application will be carried to the February 13, 2019 meeting. A letter will be sent to the applicant advising submission of revised plans to the Planning Board Office no later than January 29, 2019 to be heard at the February Planning meeting. If the revised plans are not received by the deadline, the application will be dismissed at the February 13, 2019 meeting.

FOR DISCUSSION

Township Administrator Robert Shannon notified the Board that NJ State law requires new Board members to take a mandatory training course within 18 months of appointment. The board secretary will send information regarding the schedule of classes to the new board members.

A discussion was had regarding the function of the alternate members of the board. The MLUL N.J.S.A 40:55D-23.1 and 40:55D-69 provides a system whereby alternates may be appointed to

Planning and Zoning Boards. Alternates shall be designated as Alternate No. 1 and Alternate No. 2. Alternates may participate in all matters but may only vote in the absence of or disqualification of a regular member. If both alternates have attended all of the hearings and are qualified to vote, Alternate No. 1 must always vote. The board secretary will announce at the start of each meeting if an alternate or alternates will be called upon to vote during the meeting depending on the number of absentee board members.

Chairman Fortunato welcomed new Board Members Sarah Caprio and Mayor Madigan to the board.

There being no further business, a motion to adjourn the work Session meeting was made and seconded and passed unanimously. The meeting concluded at 8:02 p.m.

Respectfully submitted,

Maureen Mitchell, Secretary
Wyckoff Planning Board