

**WYCKOFF PLANNING BOARD
APRIL 10, 2013 PUBLIC MEETING MINUTES**

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

The meeting commenced with the reading of the Open Public Meeting Statement by Richard Bonsignore, Chairman:

"The regular April 10, 2013 Public Hearing Meeting of the Wyckoff Planning Board is now in session. In accordance with the Open Public Meetings 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."

Board Member Attendance: Richard Bonsignore, Chairman; Rudy Boonstra, Mayor; Brian Scanlan, Township Committee Representative; Jaime McGuire; Michael Palumbo; Glenn Sietsma, Alt. #1;

Absent: Robert Kane, Vice Chairman; Scott Fisher; Drita McNamara; Doug Macke; Michael Bruno, Alt. #2.

Staff Attendance: Joseph C. Perconti, Board Attorney; Mark DiGennaro, Township Engineer; Peter Ten Kate, Boswell Engineering Representative; Susan Schilstra, Board Secretary.

Roll call was taken.

The Planning Board meeting began with the Pledge of Allegiance.

OLD BUSINESS

Approval of the February 13, 2013 Work Session and Regular Business Minutes

The minutes were approved at the work session meeting.

RESOLUTION(S)

RESOLUTION #13-03 – Approve vouchers for payment

RESOLUTION #13-002 – Professional Service to appoint Joseph C. Perconti to defend the Wyckoff Planning Board

RESOLUTION #13-003 – Professional Service to appoint Joseph C. Perconti to defend the Wyckoff Planning Board

These resolutions were acted upon at the work session meeting.

FOR CONSIDERATION

NRT, LLC BLOCK 253 LOT 1; 360 Franklin Avenue. Amending a condition in the previous Resolution of approval.

David Becker, the attorney representing the applicant, NRT, LLC the parent company of Coldwell Banker, said they will be entering into a lease to rent the facility at 360 Franklin Avenue. He said there will be no change to the existing site and the applicant will occupy the entire building. This real estate use is a permitted use and there is sufficient parking on site. He said the applicant will conform to the site plan and the existing landscape plan. He said the applicant is present tonight for the purpose of the limiting language in the resolution regarding the use of the basement. A township ordinance passed that stated that basements can be used as office space in this B1 zone. He asked that the Planning Board memorialize the allowed use of office space in the basement at this time since they have adequate parking.

Board Attorney Perconti asked that the following items be marked as exhibits:

A-1 Application and site plan package

A-2 April 5, 2013 Becker letter

B-1 Boswell Engineering letter dated April 3, 2013

Nick Tsapatsaris, the applicant's architect and engineer, who had designed and built the original building, was sworn. He said there will be no changes to the perimeter of the building but there will be one change to the site plan which is part of the previous approval allowing for the second floor to be used. He said that one parking space will be removed to create a better handicapped accessibility parking space which will be part of this application and will be line striped.

Mr. Becker said this parking space was never physically done on site and the applicant will comply with the site plan.

Chairman Bonsignore said that when this handicapped parking space is striped then there will be 36 parking spaces.

Mr. Tsapatsaris said that the original 2005 site plan approval only permitted 2700 square feet on the main level. The basement was limited to laundry and storage and the upper level was not being used. The subsequent application in 2009 permitted for 60% of the second floor to be used for office space and the basement to remain for storage. The purpose of this application is to permit for 974 square feet of the basement to be used as office space. He added that anything greater than 974 square feet would trigger a parking variance.

Mr. Becker said the dumpster area will be improved per the amended site plan and the applicant will comply with the Township of Wyckoff code with regards to signage.

Board Member McGuire Jaime asked if the real estate will use basement, first floor and second floor.

Mr. Tsapatsaris said the applicant will use all 3 floors.

Board Member Sietsma asked if any changes have been made to the original landscape plan.

Mr. Becker said the applicant will comply with the existing landscaping plan.

Ms. Darlene Bandazian, employed by Coldwell Banker in Wyckoff as the Sales Manager was sworn. She said there are 4 employees in the building and there are 75 sales agents that are associated with the office. The typical day is 10 to 12 of those agents will stop in the office for an hour or 2 and then they are back out in the field again selling. She said that office meetings are twice a month with 30 people at the meeting. The 2 conference rooms will be used for 2 to 3 customers to come in and meet with an agent. The offices will be occupied by administrative assistants, an agent, myself and a financial advisor, who is there 2 days a week for 4 to 5 hours. The hours of operation will be from 9 a.m. to 6 p.m. 7 days a week. The office meetings will be on the first floor in a conference room.

Chairman Bonsignore asked what will be the intended use in the basement.

Ms. Bandazian said 8 to 10 sales people will have work stations assigned to them in an "open area office space". She said that group meetings will be on the first floor or the second floor. She said training is usually 6 to 8 people and a coffee station will also be located on the first floor.

OPEN TO THE PUBLIC

No one appeared.

CLOSED TO THE PUBLIC

Board Member Sietsma asked that a copy of the landscape plan be provided to the Shade Tree Commission for their review.

Board Attorney Perconti said that there will be no subleasing of this building and it will only be occupied by NRT, LLC

Board Member Palumbo made a motion to accept the amended site plan that the restricted conditions as previous set forth in 2005 and 2009 resolutions be vacated in order to comply with the current application and use of the basement. Second, Board Member Sietsma. Voting in favor: Mr. Sietsma, Ms. McGuire, Mr. Palumbo, Mr. Scanlan, Mayor Boonstra and Chairman Bonsignore.

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There being no further business, a motion to adjourn the meeting was made and seconded and passed unanimously. The meeting concluded at 8:25 p.m.

Respectfully Submitted,

Susan Schilstra, Secretary
Wyckoff Planning Board