

Regular Public Meeting of the Englewood Cliffs
Planning Board Minutes
December 11, 2025

The Regular Meeting of the Englewood Cliffs Planning Board was called to order by Chairman Porrino at 7:37 pm.

Roll Call:

Present:

Chairman Porrino
Vice Chairwoman Mrs. O'Shea
Mr. O'Shea
Mrs. Rizvi – 1st Alternate
Mr. Lee – Borough Representative
Mr. You – Mayor Designee
Councilwoman Biegacz

Absent:

Ms. Correra
Mr. Kim
Mrs. Villari
Mrs. Zamecki – 2nd Alternate
Mayor Park

Present:

Thomas Randall Esq., of Randall & Randall, LLP, the planning board's attorney.
Mr. Craig Zimmerman, of Colliers Engineering, the planning board's engineer.

Flag Salute

Public notice of this regular virtual meeting has been given in compliance with the Open Public Meeting Law by advertisement in The Record, notification to The Press Journal, and posting of notice on the municipal website at www.EnglewoodCliffsNJ.org and posting on the entrance of the borough hall building at 482 Hudson Terrace, Englewood Cliffs, NJ.

Chairman Porrino wanted to put on the record that there is specific information for the list of condition of approvals listed on the minutes that will be included on the resolution for 495 Sylvan Avenue Englewood Hospitality application. Chairman Porrino requested a motion to approve the minutes of November 13, 2025. A motion was made by Chairman Porrino and seconded by Mrs. O'Shea and roll call vote. 4 Ayes (Mrs. O'Shea, Mr. O'Shea, Mr. Lee, and Chairman Porrino), No Nays, 3 Abstentions (Mrs. Rizvi, Councilwoman Biegacz and Mr. You)

Old Business:

Application #345K - Commercial Site Plan Approval
Englewood Hospitality, LLC – 495 Sylvan – Block 512 Lot 3
Resolution – Approval

Chairman Porrino stated that the applicant has requested to have the resolution carried to the January meeting to complete additional information requested by the board prior to adoption of the resolution.

Application #349K - Commercial Sign Variance
45 Sylvan Ave., LLC – 45-47 Sylvan Ave. – Block 207 – Lot 5

Mr. Capizzi attorney for the applicant PCB Bank at 45 Sylvan Ave., gave an overview of the signage on site now and what they are requesting for a variance on this site. Mr. Capizzi stated

that they are looking to obtain illuminated signage on the Van Nostrand elevation as well as a ground sign at the intersection of Sylvan Ave. and Van Nostrand Ave. This property was in front of the board back in 1985 seeking the signage that we are looking for this evening, which was created but somewhere a long time they were removed after PNC Bank sold it and PCB took over. Mr. Capizzi entered as exhibit "A1 & A2" two photographs of the PNC Bank to show what was previously on the site. Mr. Capizzi gave a description of each picture.

Mr. Steven Collazuol engineer for the applicant, gave an overview of the two-page plan that was submitted with the application. The color rendering page marked in as exhibit "A3" since it was not submitted with the application and was produced for this evening's meeting. Mr. Collazuol described the signage on the site and building today. The proposal is to place a illuminated sign labeled "B" on the plan whereas existing sign labeled "C" will remain in that location and we have a proposed sign at the intersection of Sylvan and Van Nostrand Ave. With respect to zoning there is no change to the building there are a couple existing conditions that are labeled "E". Regarding the signs attached to the building the maximum that is permitted is one sign and we are proposing the two signs "B" & "C". The total area of signs permitted is 32 sq. ft. The existing sign is 12.2 sq. ft and the proposed is a total of 23.5 sq. ft. so the area complies. The maximum height for the signs allowed is 4' and the existing sign is 2.3' and the proposed is 2.4' which complies. The maximum length of signs permitted is 16' the existing sign is 9.2' and the proposed is 14.85', just slightly under 15'. Maximum number of signs allowed is one and we are proposing two including the existing mounted building sign. As far as illumination it is not permitted. We are proposing one illuminated sign which is "B". The ground sign the maximum total sign area permitted is 32 sq. ft. and we are proposing 13.5 sq. ft. Maximum height allowed is 4' we are proposing 3' in height which complies and maximum length us 8' and we are proposing 4.5' which complies. The total height allowed from the ground is 6' and we are proposing 5'. However, the minimum distance from the ground sign to the street sign is 30' and we are proposing 12' that variance is required. The minimum distance of the sign to the lot line is to be 20' and we are proposing 2.8' so that too is a variance request which is very much like the previous sign that was there that has been eliminated. This sign will also be illuminated.

There was discussion about the type of illumination of the signage being that the letters would be illuminated not the background of the signage.

Mr. Lee questioned that there are two signs proposed on the Van Nostrand side what the sq. footage are because I see that if you add them up, they are more than 32 sq. ft. in total. Mr. Collozual stated that it will be a total of 23.5 sq. ft. After discussions the two signs on the building will be 35.7 sq. ft. There was also discussion about the borough's code on signage that it states one sign totally 32 sq. ft. and they are proposing a total of 3 signs with a total sq. ft. of 41.5 sq.ft. Sign "A" being 18 sq. ft., sign "B" being 11.3 sq. ft. and sign "C" being 12.2 sq.ft.

Mr. Zimmerman questioned to go over each sign to clearly size each. The existing sign labeled "A" you show as a 27" rectangle x 110" equaling 9.2 ft in length and 2.3' in height totally 12.2 sq. ft. Sign "B" illuminated which will be 2 1/2' tall 14.84' in length which is 37.13 sq. ft. whereas the 23.5', because you measured just the letters and logo not the actual width and height of the actual rectangle which will bring it to 37.13 sq. ft.. That is the way you measured sign "A". There was back and forth discussion between Mr. Zimmerman and Mr. Collazuol. After discussions it was determined that calculating the size sq. ft. should be the same for all signs. Mr. Zimmerman questioned if sign "C" the ground sign is single or double sided. Mr. Collazuol stated one sided. Mr. Lee then stated the plan states double sided. Mr. Zimmerman wanted it

on the record. Mr. Collazoul stated yes, it is double sided. Mr. Capizzi stated we will amend the plan to only be one sided. Mr. Zimmerman stated the monument sign is proposed to be 71" in height which is 5.92' with a total width is 4.9'. The sign on the monument is 4 ½' x 3.5' with a total sq. ft. of 13.5'. You are showing it as 18 sq. ft. Mr. Collazoul stated on the zoning table it is 13.5' the 8.5' must be a typo. Mr. Zimmerman questioned how it will be illuminated is it back lit etc. Mr. Collazoul stated that the letters will be back lit. The letters are channel letters with channel lighting. There was much discussion on the illumination of the signs.

Mrs. O'Shea stated she is concerned about the base of the monument sign that it is very high and will block the vision for drivers coming out at that corner. If you are to get the monument sign it should be like what was preexisting in height which was much lower.

Chairman Porrino stated that several members have concerns of the location of the monument sign and that maybe you should consider a different location of it. Maybe move it back 4.6' to improve the line of site and lower it down some whereas the sign could then be about 3-4' in height whereas you have it at 6' in height. There was discussion among members and applicants professionals on moving the sign and size.

Mrs. O'Shea stated three signs for a building this size is overkill in my opinion.

There was discussion about the timing of the signs to be on. Chairman Porrino stated it usually is about 10 pm. Chairman Porrino proposed that the building signs are linear and all that the script letters etc. are on one line the ground sign is broken up into two rows. If you were to squish that sign down in terms of height so that the logo and PCB Bank are all on one line, we can even reduce this down which could be like the old PNC Bank sign which you have shown us. So, it would be 3' in height but maybe like 18" to 24". There was discussion about this possibility.

Councilwoman Beigacz questioned are all signs illuminated? Chairman Porrino stated that only two new signs will be illuminated on the Van Nostrand side. Mrs. O'Shea stated that they shouldn't have two illuminated signs and why on the same side. Mrs. O'Shea feels the monument sign doesn't need to be illuminated, you are going to have the sign on the building illuminated, that should be enough as per my opinion.

Chairman Porrino stated there seems to be some push back on the ground sign. Is the applicant agreeable to reducing the height of the ground sign from grade to the top of the structure would not exceed 36". You would have a 24" sign itself and 12" base. Mr. Capizzi stated we were hoping for 4'. Chairman Porrino stated that we have since talked about changing the figuration so that all the letters will appear on one line so that can reduce the overall height of the sign. Overall, it will be 3' from grade and the sign itself will not exceed 2'. Mr. Capizzi stated he feels that is fine. Chairman Porrino stated it will also be a one-line sign with a max width illuminated on one side. The width will be 6' overall so that it will be 2'x6' total. It will be illuminated on one side, and all signs will be shut off by 10 pm till the next evening. Movement of the location by 4.6' further back from the proposed 2.8' for the ground sign. We also are asking for a 6-month look back regarding the lighting of the signs.

Chairman Porrino then discussed signs "B" and "C" building signs which he stated he didn't have any comments or concerns and questioned board members with no response.

Mrs. O'Shea questioned what is the total sq. footage of all signs combines and that it is over 32 sq. ft. Chairman stated yes, it is way over. Mrs. O'Shea stated then they should get rid of one of the signs since it is a small building. They are at 41 sq. ft. instead of 32 sq. ft. Mr. Capizzi stated the Bank of Hope has more than this bank. Chairman Porrino state that is because they had two businesses on that location. Mr. Capizzi stated he feel it is less signage then other commercial properties on Sylvan Ave.

Chairman Porrino requested a motion to open to the public for this matter. A motion was made by Mr. Lee seconded by Chairman Porrino and carried unanimously by voice vote.

No Comments

Chairman Porrino requested a motion to close the public. A motion was made by Mrs. O'Shea seconded by Mr. Lee and carried unanimously by voice vote.

Chairman Porrino stated that there seems to be a difference of opinion on number of signs included in this application among members if it was to be approved. We understand the applicant is looking for more visibility. Maybe to satisfy members who are uncomfortable granting this approval from what I am hearing what if we eliminate the illumination on the ground sign is that something the applicant would consider. Mr. Capizzi stated that we are agreeable to remove the illumination on the ground sign. Chairman Porrino stated everything else stated will stay as stated during the evening.

Chairman Porrino Requested a motion of approval with the following conditions:

1. Signs "B & "C" approved as per plan submitted
2. Sign "B" to be non-illuminated
3. Sign "C" to be illuminated as per testimony
4. Sign "A" moved back 4.6' from proposed location. Would be removed from 6' to maximum of 3' the signage portion no more then 2' in height leaving approx. 12" for the base the letters and logo will be on one line width to be no more then 6' and not to be illuminated
5. Illuminated sign to be shut down at 10 pm. There will be a 6 month look back to check on the level of illumination.
6. If State DOT is required, the applicant should request and inquire.
7. Applicant can rotate the ground sign by a distance no more than 18" instead of 16' setback to Van Nostrand right of way that may be decreased to 14.6' so that it will be more visible.

A motion was made by Mr. Lee seconded by Chairman Porrino with a roll call vote. 7 Ayes (Mrs. O'Shea, Mr. O'Shea, Mrs. Rizvi, Mr. Lee, Mr. You, Councilwoman Biegacz and Chairman Porrino) No Nays

Chairman Porrino reminded the members of the 2024 Annual Report that we discussed previously we need to discuss quickly so that we can complete the procedure.

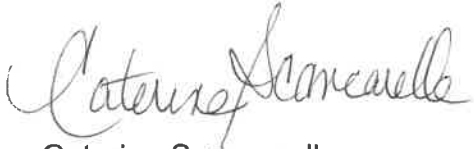
There was discussion about each application that was heard in 2024 between the members. Members agreed to have Chairman Porrino prepare the Narrative Report which will be shared with all members and to be approved at the January meeting to submit to the Mayor & Council.

Chairman Porrino requested a motion to open to the public for this matter. A motion was made by Mrs. O'Shea seconded by Mr. Lee and carried unanimously by voice vote.

No Comments

Chairman Porrino requested a motion to close the public portion and adjourn the meeting at 9:02 pm. A motion was made by Mrs. O'Shea seconded by Mr. You and carried unanimously by voice vote.

Respectfully submitted.

A handwritten signature in cursive script, reading "Caterina Scancarella". The signature is written in black ink and is positioned above the printed name.

Caterina Scancarella
Planning Board Administrative Secretary

ENGLEWOOD CLIFFS PLANNING BOARD
REGULAR MEETING – December 11, 2025, 2025 7:30 PM

10 Kahn Terrace, Englewood Cliffs, NJ

CALL TO ORDER

The meeting of the Englewood Cliffs Planning Board will come to order this (date). The time is (time).

FLAG SALUTE:

"OPEN PUBLIC MEETINGS ACT" STATEMENT

This meeting which conforms with the Open Public Meetings law, Chapter 231, Public Laws of 1975, is a regularly scheduled Planning Board meeting by advertisement in The Record, notification to the Northern Valley Press Journal, the Suburbanite, posting of notice on the municipal website at www.inglewoodcliffsnj.org, and at Borough Hall, 482 Hudson Terrace, Englewood Cliffs, NJ.

ROLL CALL

APPROVAL OF MINUTES: November 13, 2025 – Regular Meeting

OLD BUSINESS:

Application #345K - Commercial Site Plan Approval
Englewood Hospitality, LLC – 495 Sylvan Ave. – Block 512 – Lot 3
Resolution - Approval

NEW BUSINESS:

Application #349K - Commercial Sign Variance
45 Sylvan Ave., LLC – 45-47 Sylvan Ave. - Block 207 – Lot 5

Discussion of 2024 Annual Report and Resolution.

COMMUNICATIONS:

EXECUTIVE SESSION:

COMMITTEE REPORTS:

PUBLIC COMMENTS OTHER THAN HEARING ON THIS AGENDA

ADJOURNMENT

400 Valley Road
Suite 304
Mt. Arlington New Jersey 07856
Main: 877 627 3772



November 12, 2025

Cathy Scancarella, Administrative Secretary
Borough of Englewood Cliffs
482 Hudson Terrace
Englewood Cliffs, NJ 07627

Engineering Review #1
Application No. 349K
PCB Bank c/o Jungwhan Ryu – Executive Vice President (Applicant)
45-47 Sylvan Avenue (Block 207, Lot 5)
Colliers Engineering & Design Project No. ECP-0185

Dear Ms. Scancarella,

As requested, our office has reviewed Application No. 349K submitted by PCB Bank c/o Jungwhan Ryu – Executive Vice President (Applicant), seeking site plan approval to install and/or modify signs at the subject property.

The following documents, which were submitted in support of the Application, have been reviewed:

1. Application & Cover Letter, dated June 24th, 2025;
2. 200' adjacent owners list, dated May 5th, 2025;
3. Planning Board Resolution, dated April 25th, 1985;
4. Planning Board Resolution, dated October 15th, 1985;
5. Tax Certificate dated, April 29th, 2025;
6. Engineering Plan prepared by Collazuol Engineering & Surveying Assoc., consisting of two (2) sheets dated April 21, 2025, and last revised as of September 24, 2025; and
7. Response Letter prepared by Collazuol Engineering & Surveying Assoc., dated September 25, 2025 outlining the revisions made to the aforementioned plan set.

A. Existing Conditions

The subject site, known as Lot 5 of Block 207, is located at 45-47 Sylvan Avenue, located at the intersection of Van Nostrand Avenue and Sylvan Avenue. The parcel contains 14,321.40 square feet in area (approximately 0.329 acres) and is located in the Borough's B-2 (Limited Business) zone district. The property contains 139.65 feet of frontage along Sylvan Avenue and 102.59 feet of frontage along Van Nostrand Avenue. The subject site is currently developed with a two-story building with drive through lanes, driveway access on Van Nostrand, parking, landscaping, signage, lighting and related appurtenances. The property is currently occupied by tenant PCB Bank.

B. Proposed Conditions

The Applicant is seeking to install the following signage at the subject property:

- I. One (1) illuminated ground sign at the corner of Van Nostrand on the subject property with the ends of the sign being approximately 16' from the curb of Van Nostrand and approximately 12' from the curb of Sylvan Avenue. See sign "A" on the applicant's plans.
- II. One (1) illuminated building sign facing Van Nostrand Avenue. See sign "B" on the applicant's plans.
- III. One (1) existing, non-illuminated building sign facing Sylvan Avenue to remain. See sign "C" on the applicant's plans.

The application does not appear to propose any additional site modifications other than cited above.

C. Planning & Variances

Below is a zoning schedule provided by the applicant's professional delineating the Required, Existing and Proposed conditions, including variances

ZONING SCHEDULE			
B-2 LIMITED BUSINESS			
	REQUIRED	EXISTING	PROPOSED
MIN. LOT AREA (S.F.)	80,000	14,321.40 (E)	14,321.40 (E)
MIN . LOT WIDTH (FT.)	125	139.65	139.65
MIN. FRONT YARD (FT.)	60	26.03 (E)	26.03(E)
MIN. REAR YARD (FT.) (1)	20.4	20.46	20.46
MIN. ONE SIDE (FT.)	30	34.67/8.67 O.H.(E)	34.67/8.67 O.H.(E)
MIN. CORNER SIDE (FT.)	30	74.61	74.61
MAX. LOT COVERAGE (%)	33.3	16.26	16.26
MAX. IMPERVIOUS COVERAGE	N/A	N/A	N/A
MAX. BLDG HEIGHT (FT./STORIES)	35/2	24.05/2	24.05/2

ITEM-SIGNS ATTACHED TO BUILDINGS 19-15.b	REQUIRED	EXISTING	PROPOSED
MAX. TOTAL SIGN AREA (S.F.)	32	12.2	23.5
MAX. HEIGHT (FT.)	4	2.3	2.42
MAX. LENGTH (FT.)	16	9.2	14.85
MAX AMOUNT OF SIGNS PER BUILDING	1	1	2* (2)
ILLUMINATED SIGNS	0	0	1*

ITEM-GROUND SIGNS 19-16.c	REQUIRED	EXISTING	PROPOSED
MAX. TOTAL SIGN AREA (S.F.)	32	-	13.5
MAX. HEIGHT (FT.)	4	-	3
MAX. LENGTH (FT.)	8	-	4.5
TOTAL HEIGHT OF SIGN MEASURED FROM GROUND (FT.)	6	-	5.92
MAX AMOUNT OF GROUND SIGNS	1	-	1
MIN. DISTANCE OF GROUND SIGN FROM STREET LINE	30	-	12*
MIN. DISTANCE OF GROUND SIGN FROM LOT LINE	20	-	2.8*
ILLUMINATED SIGNS	0	-	1*

(1) 20% OF LOT DEPTH
 (2) INCLUDES EXISTING BUILDING MOUNTED SIGN
 (E) EXISTING CONDITION
 * VARIANCE REQUIRED

D. Proposed Site Plan Conditions

1. Grading: The applicant does not propose any changes to the grading of the existing site.
2. Driveway: The applicant does not propose any changes to the egress of the existing site.
3. Drainage: The applicant does not propose any additional impervious area and/or related drainage improvements to the existing site. The proposed site plan does not increase the impervious coverage.
4. Landscaping: The applicant does not propose any landscaping for this project.
5. Lighting:
 - a. The applicant shall be prepared to provide additional testimony / details regarding lighting to demonstrate the proposed lighting conform with all aspects of the Englewood Cliffs Code, specifically section § 30-5.16.9 Lighting.
6. Soil Erosion and Sediment Control: The applicant does not propose any soil movement.
7. Constructability:
 - a. The applicant shall be prepared to provide additional testimony / details regarding the sequence of construction, how the construction will be completed without negatively impacting the surrounding area.

E. Waivers/Exceptions

The Applicant does not request any waivers or exceptions in the application.

F. Miscellaneous Comments

1. The Applicant is hereby advised that if stormwater runoff drainage problems occur as a result of the site improvements that are detrimental to the property and/or neighboring properties as a result of this construction, it shall be the responsibility of the owner of the property to remedy that drainage issue to the satisfaction of the Building Department and/or Borough Engineer.
2. All excavated material shall be removed from the site unless approved for backfill by the Borough. Any soil disturbance shall be done as set forth by Borough Ordinance.
3. The Applicant shall be aware of their responsibility to repair any damage to improvements within the Borough Right-of-Way including, but not limited to, sidewalk, curb, and asphalt, caused by construction activities associated with the installation of the improvements on the subject lot. We defer to the Borough's Department of Public Works in regard to this item.
4. The Applicant shall determine the limits of disturbance and install appropriate soil erosion preventative measures as necessary prior to constructing the proposed scope in association with this application and as shown on the plans.
5. The Applicant shall obtain any and all applicable approvals required by the Borough Building Department as well as outside agencies, including, but not limited to, the NJDOT, NJDEP, BCUA, and Bergen County. If applicable, proof of Bergen County Soil Conservation District shall be provided as this plan's limit of disturbance is over 5,000 square feet. It is the Applicant's

responsibility to determine what outside agency permits are required. Copies of said approvals shall be provided upon receipt.

6. The Applicant shall be aware that posting of engineering escrow for construction administration oversight, plan review, and project closeout will be required at the time building permits are issued. Please be aware that unused escrow money will be returned to the property owner upon the issuance of a Certificate of Occupancy (C.O.)
7. The Applicant shall adhere to the building department's approved design plan. Any alterations and/or changes to the approved design plan(s) and contractor questions shall be brought to the attention of the Building Department for review prior to construction or installation on-site.
8. A signed and sealed "As-Built" site plan should be submitted as a requirement for this office to "sign off" on the issuance of the Certificate of Occupancy (C.O.). The provided "As-Built" should accurately show all installed site features including grading, spot elevations, structures, etc., and will be compared to the approved design plan in association with the application. The Applicant is hereby advised that deviations from the approved design plan without prior consent or approval by the building department are not acceptable. If in the event the As-Built deviates significantly from the approved design plan, the Building Department may not sign off on a C.O, especially if said deviation triggers or requires a zoning variance.

We reserve the right to make additional comments based upon further review or submission of revised plans or new information.

Should you have any questions concerning the above comments, please do not hesitate to contact my office.

Sincerely,

Colliers Engineering & Design



Craig Zimmermann, PE, CME
Senior Project Manager
Joint Land Use Board Engineer

CSZ/bt

CC: Ms. Gloria Duby, Paralegal, Applicant's Attorney (via email) gloria@capizzilaw.com
Mr. Russel Porrino, Planning Board President (via email) rporrinopb@englewoodcliffsnj.org
Thomas Randall, Esq. Board Attorney (via email) rrslaw@aol.com
Michael O'Krepky, Colliers Engineering and Design (via email)

