

**TOWNSHIP OF VERONA**  
COUNTY OF ESSEX, NEW JERSEY



**BOARD OF ADJUSTMENT AGENDA**

**REGULAR MEETING**

**7:30 P.M.**

**January 8, 2026**

**VERONA COMMUNITY CENTER BALLROOM  
880 BLOOMFIELD AVENUE, VERONA, NJ 07044  
This Meeting is In-Person Only**

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**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. STATEMENT re: OPEN PUBLIC MEETINGS ACT**

**D. OATHS OF OFFICE (Administered by Board Attorney)**

- I. Jesus (Bill) Cuartas – Term Expires December 31, 2029
- II. Kevin Ryan – Term Expires December 31, 2029

**E. ROLL CALL**

**F. REORGANIZATION OF THE BOARD OF ADJUSTMENT**

**1. ELECTIONS**

- i. Nomination and Election of the Chairperson
- ii. Nomination and Election of the Vice Chairperson

**2. APPOINTMENTS**

- i. Appointment of Greg Mascera as Board of Adjustment Attorney
- ii. Appointment of Sarfeen Tanweer as Board of Adjustment Engineer
- iii. Appointment of Dolores Carpinelli as Board of Adjustment Secretary

**3. Designation of the Township Newspaper**

**G. APPROVAL OF MINUTES:**

- 1. Minutes from Regular Meeting of December 12, 2025

**H. RESOLUTIONS:**

- 1. **Resolution 2026-01**-Appointment of Greg Mascera as Board of Adjustment Attorney
- 2. **Resolution 2026-02**- Appointment of Sarfeen Tanweer as Board of Adjustment Engineer
- 3. **Resolution 2026-03**- Appointment of Dolores Carpinelli as Board of Adjustment Secretary
- 4. **Resolution 2026-04** – Designation of the Township Newspaper

**I. NEW BUSINESS**

1. **Application #2025-11- 24 S. Prospect Street, Block 1607, Lot 47, R-60 Zone- *carried from December 11, 2025 meeting where no testimony was heard and no new noticing required. Carried from the November 11<sup>th</sup> meeting.*** Applicant is seeking to change the use of existing single family residential garage to an office space with conference room and bathroom; and proposing a home occupation in the garage with an additional employee to the homeowner and occasional conferences. No signage has been proposed.
  - a. Per § 150-7.6 C. Private garages shall only be utilized for the storage and security of motor driven vehicles. Private garages and carports shall not be utilized for the conduct of any business, service, or residency – **A Variance is Required**
  - b. Per § 150-8.8 B. There shall be no employees other than those who reside on the premises. **A Variance is required.**
2. **Application # 2026-01- 63 Pease Avenue, Block 2107, Lot 9, R-50 Zone.** The applicant is requesting approval for the installation of a new wall mounted mini-split unit on the SW side of house.
  - a. Per Section 150-17.5 F. (1) Minimum side yard setback (one): eight feet; proposed as 5± feet from the SW side property line – **A Variance is Required;**
  - b. Per Section 150-17.5 F (2) Minimum rear yard setback: 10 feet; proposed is 161± feet from the rear property line – Compliant;
  - c. Unit is proposed as 18± inches off grade
3. **Application # 2026-03- 21-25 Grove Avenue, Block 1702, Lot 22- C-2 Zone.** The applicant is seeking approval to construct a residential townhouse development with a total of 11 three-bedroom dwelling units along with associated parking, lighting and landscaping improvements.
  - Per § 150-17.11 A., B., C. A residential townhouse development is not a permitted use in the C-2 district – **A Use Variance is required;**
  - Per § 150-17.11 D. (1) Minimum lot size: 15,000 square feet; existing with no proposed change is 31,210 square feet – Compliant;
  - Per § 150-17.11 D. (2) Minimum lot width: 100 feet; existing with no proposed change is 145.5 feet – Compliant;
  - Per § 150-17.11 D. (3) Minimum front yard setback: 20 feet; existing is 29.8 feet and proposed is 20 feet – Compliant;
  - Per § 150-17.11 D. (4) Minimum side yard setback (one): 15 feet; existing is 10.9 feet and proposed is 11.6 feet at most narrow point – **A Variance is required;**
  - Per § 150-17.11 D. (5) Minimum side yard setbacks (both): 35 feet; existing is 60.4 feet and proposed is 26.6 feet – **A Variance is required;**
  - Per § 150-17.11 D. (7) Minimum rear yard setback: 50 feet; proposed is 38.6 feet from last unit and 10.6 feet from drive aisle – **A Variance is required;**
  - Per § 150-17.11 D. (8) Maximum height for principal building (stories/feet): 2.5/35; proposed is 3 floors / maximum building height of 42.70 feet – **A Variance is required for both stories and height;**
  - Per § 150-17.11 D. (10) Maximum lot coverage: 30% proposed is 31.9% - **A Variance is required;**

- Per § 150-17.11 D. (11) Maximum improved lot coverage: 65%; proposed is 61.8% - Compliant;
- Per § 150-17.11 D. (12) Maximum floor area ratio: 50%; proposed is 57% - **A Variance is required;**
- Per § 150-17.11 D. (13) Minimum landscaped buffer along residential zone: 15 feet; lot is bordered by residential zones in both the rear (R-50) and the SE side by R-50B; **A Variance is required.** Should a variance be granted for consideration please see § 150-5.2 B. (3) All rooftop appurtenances shall be appropriately screened from all adjoining properties with architectural screening, the material color and composition of which shall be approved by the approving body.

#### **DECKS:**

- Per § 150-17.11 D. (9) Maximum height for accessory structures: 15 feet; decks are proposed at 8.8 feet from grade;
  - Per § 150-7.21 If an existing building fails to comply with zoning setback requirements, uncovered decks may be added, provided that all of the following conditions are met:
    - A. That the deck does not exceed 20% of the building footprint - Compliant.
    - B. That no portion of the deck shall be elevated more than four feet above grade, excluding handrails and guardrails; proposed at 8.8 feet from grade – **A variance is required;**
    - C. That the deck does not extend into the side yard beyond the line of the existing dwelling unless the deck meets the side yard setback requirements of this chapter - **A variance is required;**
    - D. That the deck shall be no less than five feet from the side lot line and no less than 20 feet from the rear lot line.
  - Unit #1 – 2.25foot setback to the SE side property line;
  - Unit #2 – 3.5foot setback to the SE side property line;
  - Unit #3 – 5.75foot setback to the SE side property line;
  - Unit #4 – 5.5foot setback to the SE side property line;
  - Unit #5 – 6foot setback to the SE side property line;
  - Unit #6 – 7.5foot setback to the SE side property line;
  - Unit #7 through #11 – 5foot feet setback each from the NW side property line;
- Variances are required;**

#### **ROOFTOP TERRACES:**

- **Individual rooftop terraces** are proposed at 267 square feet (20'x16") on end units and 204 square feet (17'x12') on middle units; located on the rear section of each unit's roof with parapet at 3.875 feet in height; Noting that the rooftop terraces will face residential districts on both the SE side and the rear of the proposed development. Roof-top Terraces are not a permitted accessory use within the C-2 Zoning District –**Variance is required.**

#### **HVAC UNITS:**

- Per § 150-7.13 Mechanical equipment. A. No mechanical equipment shall be located within a required minimum yard requirement and shall not extend more than five feet from the structure for which they serve.

- Per § 150-17.11 D. (4) Minimum side yard setback (one): 15 feet; HVAC units are proposed as (unit #s as identified per page SP-3 Layout Plan of the Site Plan)
  - Unit #1 - 10foot setback to the SE side property line;
  - Unit #2 - 11foot setback to the SE side property line;
  - Unit #3 - 13foot setback to the SE side property line;
  - Unit #4 – 13.25foot setback to the SE side property line;
  - Unit #5 – 13.6foot setback to the SE side property line;
  - Unit #6 – 14.625foot setback to the SE side property line;
  - Unit #7 through #11 - 12 feet setback each from the NW side property line;

**Variances are required;**

- Units should be installed in accordance with manufacturer specifications;

**PARKING:**

- Per §150-12.2 A. Each off-street parking space shall measure not less than nine feet by 20 feet exclusive of access drives and aisles and shall be of usable shape and condition. Where front overhang of the vehicle is possible onto a paved or grass area not used for vehicular or pedestrian circulation or parking, the space may be reduced to 18 feet; parking stalls are proposed as 9 feet by 18 feet with no overhang – **A Variance is required;**
- Per §150-12.4 A (1) Access drives or driveways, except for one-family dwellings, shall be not less than 12 feet wide. In the business district where customer parking is involved, driveways for two-way traffic shall be at least 20 feet wide, proposed parking aisle width is 20 feet – Compliant;
- Per RSIS §5:21-4.14 - 2.4 spaces per 3-bedroom unit; there are 11 3-bedroom units proposed:  $2.4 \times 11 = 26.4$  spaces -> 27 spaces required with 35 spaces proposed
- Electrical Vehicle Parking per NJAC 40:55D-66.20 –  $27 \text{ spaces} \times 15\% = 4.05$  spaces; 4 spaces proposed;

Proposed Parking Calculations per RSIS §5.21 – 4.14 o 2 car garage & driveway combination 3.5 spaces per RSIS

- o 1 car garage & driveway combination 2.0 spaces per RSIS
- o Garage and driveway combinations = 18 spaces
- o 5 two car garages with no driveway parking = 10 spaces
- o Outdoor lot = 4 spaces
- o EV Credit (Counts as double up to 10% of requirement = 3 spaces
- o **Total spaces 35**
- C Variance for minimum required parking aisle width where a minimum parking aisle width of 24 feet is required pursuant to Verona Ordinance §150-12.4A (1) and a parking aisle width of 20 feet is proposed.
- **Note:** Engineering with review parking and turn radius for final approval;

**TREES:**

- 13 trees are proposed to be removed; while the DPM of the trees are shown, the condition of the trees i.e. alive, dead, hazardous, etc. are not shown and therefore the mitigation fee and replacement cannot be verified.

- A tree condition listing must be submitted for mitigation determination and the Tree Planting Schedule on page SP-5 of the Site Plan must be approved by the Township Forester. This must be submitted for Board review.

| <b># of Trees<br/>Proposed for<br/>Removal</b> | <b>DPM</b> |
|--|------------|
| 1  | 24"        |
| 1  | 32"        |
| 2  | 6"         |
| 2  | 8"         |
| 4  | 12"        |
| 2  | 28"        |

**J. EXECUTIVE SESSION** (if necessary)

**K. ADJOURNMENT**