

Approved, March 25, 2026

**TENAFLY PLANNING BOARD
REGULAR PUBLIC MEETING
MINUTES
January 28, 2026**

2026 Chairwoman Mary Beth Wilmit of the Planning Board called the meeting to order at 7:35 p.m. The announcement was made regarding compliance with the Sunshine Law.

OATHS OF OFFICE

Planning Board attorney, Andrew Coder administered the Oath of Office to the following Planning Board members into their respective positions:

- Councilwoman Lauren Dayton, Class III Member, term 1 year, expiring 1/1/2027

ROLL CALL

The secretary was asked to call the roll:

Voting Members present: Mary Beth Wilmit, Nichole Osborne, Jon Warms, Ted Nevins,
Lynda Baldini, Councilwoman Lauren Dayton and Mayor Mark Zinna
Voting Members Absent: Dan Oelsner, Julia Park, Linda Khorozian and Jordan Brink
Others Present: Andrew Coder, Esq., Nicki Louloudis, PE, and David Novak, PP

APPROVAL OF MINUTES

A motion was made by Mayor Zinna and seconded by Mr. Warms to approve the minutes of the Special Public Meeting for Reorganization of January 14, 2026. A voice vote carried the motion. All eligible members voted in favor of the motion; none were opposed.

APPOINTMENTS OF BOARD PROFESSIONALS

• **Special Affordable Housing Attorney:**

A motion was made by Mrs. Baldini and seconded by Mrs. Osborne to approve the resolution to appoint and contract with Wendy R Quiroga, Esq., Weiner Law Group LLP, as Special Affordable Housing Attorney to the Planning Board. A voice vote carried the motion. All eligible members voted in favor of the motion; none were opposed. Wendy R Quiroga, Esq. is the attorney for the Special Affordable Housing Attorney to the Tenafly Planning Board for the 2026 calendar year.

PUBLIC HEARING

- PB#1-25-05, Site Plan w/ Variances
1-11 Serpentine Road, Block 715, Lots 11, 12, 13 & 14
Applicant: BC UW/Madeline Housing Partners, LLC

Mrs. Wilmit stated that the application to be heard tonight was for 1-11 Serpentine Road, Block 715, Lots 11, 12, 13 & 14 for Site Plan w/ Variances, Applicant: BC UW/Madeline Housing Partners, LLC.

Mr. Bruce Whitaker, Esq. is the attorney for the applicant. He gave a brief summary of the application before the Board. The property is located in the MF-A1 multifamily 100% affordable housing zone. The applicant is seeking preliminary and final site plan with variance and soil moving approval. The proposal is to construct a new dwelling that is 100% affordable housing with sixteen (16) units. A variance is requested for the landscape buffer due to the topographic conditions. Mr. Whitaker also noted that there would be no signage except for the numerical address, trash will be collected through the town's waste hauler and that eighteen (18) trees will be removed and thirty-two (32) trees will be replaced.

Mr. Whitaker called upon Mark Martins, Mark Martins Engineering, LLC, located in Norwood, NJ to give his testimony. He gave his qualifications to the Board and was accepted as an expert in Engineering.

The following exhibit was entered into the record:

- Exhibit A-1, Existing Conditions, last revised December 17, 2025
- Exhibit A-2, Colorized Site Plan

Mr. Martins stated the existing condition of the property and that all the dwellings have been removed with lot a area of 15,130sf. The proposed development is a three-story multi-family residence with sixteen affordable units and parking underneath the building. There will be twenty-seven (27) total parking spaces provided that will be assigned, including three (3) handicap spaces and five (5) EV spaces. There will be steps from Serpentine Road to the first-floor entrance and a handicap-accessible path. Mr. Martins stated that the maximum height is 3 ½ stories and 45ft. The front yard setbacks on Serpentine Road and Phelps Avenue are 10ft and the side and rear yard requirements are also 10ft. The variance requested is for the landscape buffer, which has a 5ft requirement. Due to the grading differences, the building can go under Phelps Avenue, but the retaining walls are needed on the north and east sides. The utilities will connect to existing utilities on Serpentine Road and Phelps Avenue. A drainage system is proposed with two (2) 24-inch perforated HDB pipes under the parking area for retention with an overflow and new connection to Dean Drive. A stormwater management report was submitted, and all requirements will be met, including reductions for 110-year and 2-year storm frequencies.

Mr. Martins stated that eighteen (18) trees will be removed and thirty-two (32) trees will be replaced. Enhanced landscaping is planned along Serpentine Road and Phelps Avenue, including foundation plantings. As for the lighting plan, the parking lot will be illuminated with ceiling-mounted, downlit LED fixtures which will also illuminate pedestrian walkways. A trash room will be located on the first floor, fronting Serpentine Road. Public pickup is preferred and the applicant will coordinate with the Director of Public Works regarding pickup. If this does not work, then the applicant will need to look into a private trash hauler.

Mrs. Wilmit opened the meeting to the Board for questions about the testimony heard. Members of the Board asked about shielding the view of the cemetery and asked for clarification on the tree plantings, drainage system, parking and EV spaces and type of units. Mr. Martins responded that they could use evergreen trees along the property line as shielding. The stormwater management system would be under the parking lot, below grade of Phelps Avenue. They are also providing three (3) EV spaces. The Board also asked if possibly two (2) benches can be placed along the streetscape, Mr. Martins agreed to that request.

As for the types of affordable units, Mr. Zenn called upon Mr. Novak, Board Planner of Burgis Associates, Inc. Mr. Novak stated that the development is not age restricted, it's multi-family and is a component to address the Third Round of the housing requirements. There being no further questions from the Board, this portion of the meeting was closed.

Mrs. Wilmit opened the meeting to the Public for questions about the testimony heard. There being no questions from the Public, this portion of the meeting was closed.

Mr. Whitaker called upon Mr. James Virgona, Virgona & Virgona Architects, Edgewater, NJ to give his testimony. He gave his qualifications to the Board and was accepted as an expert in Architecture.

Mr. Virgona stated that the slope on the property runs from northeast to southwest and described the existing conditions of the property. The project consists of sixteen (16) affordable units, with the breakdown being three (3) three-bedroom units, three (3) one-bedroom units, ten (10) two-bedroom units. The proposed project is a three-story structure with the ground level for garage parking and will also contain the electrical, meter and elevator machine rooms and the trash room. The main floor/first floor will contain most of the building amenity space. The community room is for residents' activities and not for public use. The rest of the building's access and layout was described to the Board.

Mr. Virgona stated that the unit sizes exceed the minimum affordable unit standard implements in January 2025. He continued to describe the square footage for each of the bedroom units and noted that they are comparable to market-rate units. They types of materials for the roof and façade of the building were also described in great detail.

Mrs. Wilmit opened the meeting to the Board for questions about the testimony heard. Board members asked about the types of windows, privacy screens for the decks on the lower level, railing to be placed on top of the wall on the cemetery side, balcony lighting, utilities, the front ramp. Mr. Whittaker stated that the applicant would comply with everything stated in David Novak's report dated January 6, 2026. Mrs. Louloudis, Engineer asked about a generator. Mr. Virgona stated that the building does not require an emergency generator, none is being proposed. There being no further questions from the Board, this portion of the meeting was closed.

Mrs. Wilmit opened the meeting to the Public for questions and or comments about the testimony heard.

Mr. Zenn asked Mr. Novak to help the Board understand the Affordable Housing Plan as it pertains to this application. Mr. Novak provided background on how the project integrates with the Borough's Affordable Housing Plan. He stated that this development has been in the works for ten (10) years. Back in 2017 the Borough amended its Spending Plan to acquire three (3) properties on Serpentine Road. In 2020, the Borough amended the Spending Plan to acquire the one (1) more lot to increase the development potential of the site. He added that one of the benefits of an affordable housing project like this, which is 100% affordable, is that it really does cut down on the number of units you would have to construct to otherwise get those units. The Borough recently adopted an ordinance that would require a 20% set aside across the board. There being no further questions or comments from the Board or the Public, this portion of the meeting was closed.

Mrs. Wilmit stated that this is a very important project and thanked the United Way for being incredible partners and cooperating with the Council. She noted that the project is well-designed and takes into account the community's needs.

Mr. Coder stated all the conditions that would be added to a resolution if the Board voted in favor of this application and that the applicant will have to comply with the requirements set forth in the engineer and planning reports. The applicant would install two (2) benches and would coordinate with the Director of Public Works regarding the trash.

A motion was made by Mr. Warms and seconded by Mrs. Osborne to approve the site plan application with the conditions stated by Mr. Coder. Voting Yes: Mrs. Wilmit, Mrs. Osborne, Mr. Warms, Mr. Nevins, Mrs. Baldini, Councilwoman Dayton and Mayor Zinna. Voting No: None.

APPOINTMENT OF MEMBERS TO 2026 PLANNING BOARD COMMITTEES

- **SITE PLAN REVIEW COMMITTEE**
 - Nichole Osborne, Jon Warms, Mary Beth Wilmit & Mayor Mark Zinna
- **LDR COMMITTEE**
 - Julia Park, Nichole Osborne, Mary Beth Wilmit & Mayor Mark Zinna
- **JOINT AFFORDABLE HOUSING - COAH COMMITTEE**
 - Mary Beth Wilmit, Jon Warms, Mayor Mark Zinna, Councilwoman Lauren Dayton, & Dan Oelsner (alternate)
- **MASTER PLAN COMMITTEE**
 - Mary Beth Wilmit, Ted Nevins, Dan Oelsner & Mayor Mark Zinna
- **ENVIRONMENTAL COMMISSION REP**
 - Jon Warms
- **HISTORIC PRESERVATION COMMISSION REPS**
 - Linda Khorozian, Lynda Baldini & Jordan Brink (alternate)
- **ENTERTAINMENT COMMITTEE**
 - Linda Khorozian & Amanda Booth

A motion was made by Mayor Zinna and seconded by Mr. Warms to approve the Members of the 2026 Planning Board Committees. A voice vote carried the motion. All eligible members voted in favor of the motion; none were opposed.

The next Planning Board Meeting will be held on Wednesday, February 11, 2026, at 7:30pm. There were no further items to be discussed this evening, a motion was made by Mayor Zinna and seconded by Councilwoman Dayton to adjourn the meeting at 8:52pm. A voice vote carried the motion. All eligible members voted in favor; none were opposed.

Respectively submitted,

Amanda Booth

Amanda Booth
Planning Board Secretary