

Report on meeting held at Woodbridge Center, Management Office Monday, February 16, 2004.

Present:

- Jim Bereheiko, Operations Manager, Woodbridge Center, 250 Woodbridge Center Drive, Woodbridge
- Matt D'Agostino, La Bonbonniere's Cookie Jar, 356 Main Street, Woodbridge

Purpose of meeting was to further develop ideas to enhance the chamber web site to inform new members what procedures should be followed when opening or remodeling a business in Woodbridge Township and to point these businesses to the administrative officials that could answer their questions.

Issues discussed

Jim Bereheiko submitted the following:

***Steps To Take In New Store Construction Or
Store Remodeling In The Town Of Woodbridge***

- Contract with a NJ licensed architectural firm, preferably familiar with Middlesex County and Woodbridge Township – complete drawings and sealed.
- Food establishments must deliver plans to Board of Health at the same time as submitting to the town of Woodbridge (*be sure to ask and obtain Chapter 12 of the health code.*)
- Employee toilet shall comply with ICC/ANSI A.117.1, 1998 requirements
- (*Woodbridge code states toilet area must be 7.5' x 6.5'. This means anything smaller must have a variance. Under all circumstances, minimum radius is 5 feet.*)
- Contract with an expeditor to ensure permits are applied for properly. (*An expeditor could mean the difference of getting plans back within two weeks rather than longer. If the town officer has confidence in the expeditor, the process is streamlined considerably.*)
- Contract with a general contractor specializing in store construction. (Home contractors do not know the pitfalls of store construction and are unfamiliar with some of the building codes that must be adhered to in Woodbridge).

- Contractor should submit a construction schedule with a completion date with penalties built in for time overruns.

Jim would like to continue to help with this effort. He has volunteered to attend a meeting of business owners thinking of remodeling or starting new store construction for a Q & A dialogue. He does not profess to have knowledge in new office construction – strictly retail stores.

Jim also asked Michael Gianfrancesco, an expediter specializing in demolition and contracting in the township, to attend the above session. He will help flesh out a guidance pamphlet / web information site for the chamber. Included with the guide will be the names of town officials and their role in this process.

Many thanks to Jim Bereheiko and Amy Bellisano of Woodbridge Center for their help with this project.

Respectfully submitted,

Matthew P. D'Agostino
Member, Steering Committee
Sub-committee Chair for New Business Construction or Remodelling

President, La Bonbonniere Bake Shoppes
2062 Rt. 27, PO Box 981, Edison, NJ 08818-0981
Web Site: www.labon.com Email: matt@labon.com
Tel: 800-471-2253 Fax: 732-287-0015