



JOHN H. ALLGAIR, PE, PP, LS (1983-2001)
DAVID J. SAMUEL, PE, PP, CME
JOHN J. STEFANI, PE, LS, PP, CME
JAY B. CORNELL, PE, PP, CME
MICHAEL J. McCLELLAND, PE, PP, CME
GREGORY R. VALES, PE, PP, CME

TIM W. GILLEN, PE, PP, CME (1991-2019)
BRUCE M. KOCH, PE, PP, CME
LOUIS J. PLOSKONKA, PE, CME
TREVOR J. TAYLOR, PE, PP, CME
BEHRAM TURAN, PE, LSRP
LAURA J. NEUMANN, PE, PP
DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

MEMORANDUM

To: *Chairman and Members of the
West Orange Planning Board*

From: *John J. Hess, PE, PP, CME
Planning Board Engineer*

Date: *December 7 2022*

Re: *Application No. PB-22-13
West Crescent Realty, LLC
Conditional Use, Preliminary & Final Site Plan
and 'C' Variances - Review #1
14-16 Northfield Road
Block 17, Lot 62
Our File: VWRP0017.01*

CC: *Paul Grygiel, AICP, PP - Township Planning Director
Leonard Lepore, PE – Township Engineer
Diana McGovern, Esq. – Planning Board Attorney
West Crescent Realty, LLC - Applicant
William C. Sullivan, Jr., Esq. – Applicant's Attorney
Jose Izquierdo, RA, PP – Applicant's Architect
Anthony J. Sereno, PLS – Applicant's Surveyor*

Our office has received for review the following documents which were submitted in support of the above referenced application for Conditional Use, Preliminary & Final Site Plan and 'C' Variances approval:

- A set of architectural plans (10 sheets) prepared by Jose A. Izquierdo, RA, PP with JAI Architect LLC of Cliffside Park, New Jersey and bearing a latest revision date of September 30, 2022.
- A print of a Survey (1 sheet) prepared by Anthony J. Sereno, PLS of Whiting, New Jersey dated August 7, 2022.
- A completed Application Form dated October 6, 2022.
- An undated statement entitled "Proposal and Reasons for Relief" which describes the proposed development, details the variances that are requested by the Applicant, addresses the conditions for conditional use approval and sets forth the reasons why the application should be approved.
- A completed Site Plan/Subdivision Checklist.
- A completed Sustainability Checklist Form.



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- A Verification of Taxes & Sewer Charges Paid from the Office of the Tax Collector dated October 10, 2022 which states that the taxes for Block 17, Lot 62 are paid until October 31, 2022 and the sewer charges are paid in full for 2022.
- A list of property owners within 200 ft of Block 17, Lot 62 from the Office of the West Orange Assessor dated September 2, 2022.

We have reviewed the information submitted in support of this application and offer the following comments:

A. PROJECT DESCRIPTION

The property in question is an irregularly shaped tract which fronts on the southerly side of Northfield Avenue approximately 128 ft west of the intersection with Valley Road. It has an area of approximately 11,258 sf or ± 0.258 acres and is located in the B-1 Zone. The property is currently occupied by a brick building having 3 stories in the front, 2 stories in the middle and 1 story in the rear. The ground floor includes 2 retail spaces and warehouse space while the second floor consists of office and warehouse space and the third floor consists of office space.

The Applicant is seeking Conditional Use, Preliminary & Final Site Plan and 'C' Variances approval to renovate the building into a mixed-use building. The existing retail space and warehouse space is proposed to remain on the ground floor. The Applicant proposes to convert the upper floors into twelve (12) apartments. The apartment units will consist of 2 studio apartments, 5 lofts and 5 one bedroom units. On-site parking is proposed for 8 vehicles including 2 handicap accessible parking spaces. In addition, the Applicant states that they have entered into a Parking Agreement with the Township to obtain annual parking permits for use in Municipal Parking Lot 3 on Lindsley Avenue and Lot 4 on Valley Street for up to 12 spaces for parking for tenants of the building.

B. DESIGN COMMENTS

1. The Applicant has requested the following submission waivers:
 - a) Item #27 – *Property owners and lines of all parcels within 200' identified on most recent tax map sheet.*
 - b) Item #29 – *Existing right-of-way and/or easements on and within 200' of tract.*
 - c) Item #31 – *Existing and proposed contour intervals based on U.G.S. & G.S. datum. Contours to extend at least 200' beyond property.*
 - d) Item #33 – *Existing system of drainage of subject site and any larger tract or basin of which it is a part.*
 - e) Item #34 – *Drainage Area Map.*
 - f) Item #35 – *Drainage Calculations.*



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- g) Item #36 – *Proposed utility infrastructure plans.*
2. Based on our review, we find that the following items from the Site Plan/Subdivision Checklist must be addressed:
- a) Item #14 – *Affidavit of ownership.*
 - b) Item #20 – *Copy and/or delineation of any existing or proposed deed restrictions or covenants.*
 - c) Item #23 – *List of required regulatory approvals or permits.*
 - d) Item #25 – *Requested or obtained design waivers or exceptions.*
 - e) Item #46 – *Solid waste management plan.*
 - f) Item #52 – *Plans and legal documents for compliance with West Orange COAH Ordinances.*
3. It shows on the Proposed Site Plan on sheet TO2 of the architectural plans that angle parking (30°) for 8 vehicles is proposed along the easterly side of the building. The plan should be revised to dimension the width of the drive aisle. By scale, it appears that the drive aisle will be 9 ft wide whereas §25-12.1.h of the Land Use Regulations requires a minimum aisle width of 11 ft for 30° angle parking.
4. The Applicant should clarify how vehicles using the 8 parking spaces on the easterly side of the building will be able to turn around to exit the site as the one way driveway has no exit at the rear of the site. Therefore, it appears that any vehicles using these parking spaces will have to back out onto Northfield Avenue which is unacceptable and will create a safety issue.
5. A pedestrian connection should be provided from the side entrances to the building to the sidewalk along the Northfield Avenue site frontage.
6. It states on the Sustainability Checklist that "*Storm Water from roof shall comply with Storm water Management Plan regulations as required by County*". Therefore, the plans must be revised to show the storm water improvements that are proposed at the site as stormwater management is under the jurisdiction of the municipality.
7. We note that Northfield Avenue is a County road. Therefore, any improvements that are proposed within the County right-of-way must conform to the County standards.
8. The Proposed Site Plan shows proposed landscaping; however, the type of landscaping that is proposed is not identified. Therefore, the plans should be revised to include a landscape schedule which identifies the types of plantings that are proposed, the quantities of each and the size at planting.



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9. The plans should be revised to indicate the proposed landscape bed treatment (i.e. mulch or stone).
10. Sheet T02 includes an Apron Detail, a Concrete Walkway Detail, a Pavement Repair Detail, and a Drop Curb Detail. The Proposed Site Plan must be revised to identify the locations where each are proposed. In addition, we note that the Pavement Repair Detail only applies to the pavement repair over a trench.
11. The Apron Detail and the Concrete Walkway Detail must be revised to specify the proposed concrete strength.
12. The Proposed Site Plan shows wall mounted lights with 2 different isolux patterns. However, sheet T02 only includes a detail for one type of wall mounted light. This discrepancy must be resolved.
13. The Applicant should address the Board regarding their plans to provide a loading zone at the site as required by §25-12.3. of the Land Use Regulations.
14. The Applicant should address the Board regarding the anticipated frequency and hours for deliveries to the site.
15. The Applicant should address the Board regarding how the trash and recyclables generated at the site will be handled. We note that a refuse enclosure area is not shown on the Proposed Site Plan.
16. The Applicant should address the Board regarding whether any new utility connections (i.e. water, sanitary sewer, gas or electric) are required to service the proposed development. If so, then they must be shown on the Proposed Site Plan and the appropriate details provided..
17. If the Planning Board permits parking along the easterly side of the building, then the following items must be addressed:
 - a) It shows on the Proposed Side Elevation (East) on sheet A03 that the existing garage door on the easterly side of the building is to remain as this door provides access to the warehouse. We note that the 2 of the proposed parking spaces will be located in front of the existing garage door effectively blocking its use. Therefore, the Applicant should address the Board regarding the reason for keeping the existing garage door.
 - b) It shows on the Proposed Site Plan that the proposed parking spaces will be 8 x 18 ft. However, by scale the parking spaces measure 8 ft x 17 ft. We note that the Ordinance requires the parking spaces to be not less than 9 ft x 18 ft.
 - c) The width of the access aisle between the handicap accessible parking spaces must be dimensioned on the Proposed Site Plan.



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- d) Handicap accessible parking signs must be provided at the front of the handicap accessible parking spaces. In addition, a detail of the handicap accessible parking signs must be added to the plans.
- e) Wheel stops should be installed at the front of each parking space to protect the building from damage. In addition, a wheel stop detail should be added to the plans.
- f) Based on our review of the street view images on Google Earth, it appears that the existing driveway is rutted and in poor condition. Therefore, the Applicant should address the Board regarding their plans to repair the existing pavement.
- g) A detail of the proposed parking space striping must be added to the plans.
- h) It shows on the Proposed Site Plan that the level of illumination in the parking area will be very low, dropping to 0.02 fc before reaching the rear of the parking spaces. §25-14.2 of the Land Use Regulations requires a minimum lighting level of 2.0 fc for parking areas and 0.9 fc for pedestrian walkways.

The Applicant is hereby advised that any revised plans or other documents submitted to the Board should be accompanied by a cover letter which addresses each of the comments in this review letter and also details any other changes that have been made to the plans as these may not be readily apparent.