



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

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
KEITH CHIARAVALLO, PE, CME

MEMORANDUM

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

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

Date: *July 26, 2023*

Re: *Application No. ZB-23-08
Orange Valley Social Settlement House, Inc.
T/A Valley Settlement House
Review #1
Preliminary & Final Site Plan with 'C' and 'D' Variances
37 Tompkins Street
Block 6, Lot 47
Our File: VWRZ0006.01*

CC: *Paul Grygiel, AICP, PP - Township Planning Director
Leonard Lepore, PE - Township Engineer
Steven Warner, Esq. - Zoning Board Attorney
Orange Valley Social Settlement House - Applicant
Marsha M. Moore, Esq. - Applicant's Attorney
John Inglese, RA, PE, LEED AP - Applicant's Architect & Engineer
Matthew Seckler, PE, PP, PTOE - Applicant's Planner
Thomas Ricci Jr., PP - Applicant's Planner
George R. Pronesti, PLS - Applicant's Surveyor*

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

- A set of architectural plans (7 sheets) prepared by John Inglese, RA, PE with Inglese Architecture & Engineering of Cedar Grove, New Jersey, undated.
- A Boundary Survey of Block 6, Lots 11.01, 43, 45 & 47 (1 sheet) prepared by George R. Pronesti, PLS with Pronesti Surveying, Inc. of Cedar Grove, New Jersey dated October 27, 2022.
- A report entitled "Planning & Zoning Evaluation" prepared by Matthew Seckler, PE, PP, PTOE and Thomas Ricci Jr., PP with Stonefield Engineering & Design, LLC of Rutherford, New Jersey dated June 1, 2023.
- A completed Application Form with an Addendum to Section G.
- A completed Disclosure Statement.



West Orange Township Zoning Board
Re: Orange Valley Social Settlement House, Inc. (ZB-23-08)
Preliminary & Final Site Plan with 'C' and 'D' Variances
Review #1

July 26, 2023
Our File No. VWRZ0006.01
Page 2

- A completed Site Plan/Subdivision Checklist.
- A blank Sustainability Checklist Form.
- A copy of a February 24, 2023 statement from the Tax Collector's Office which shows that the property is tax exempt and the sewer is paid in full for 2022.
- A copy of a Buffer Report which lists the owners of property within 200 ft of block 6, lot 47 from the Office of the West Orange Assessor dated January 18, 2023.

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

A. PROJECT DESCRIPTION

The property in question is a rectangular tract located on the westerly side of Tompkins Street approximately 125 ft north of the intersection with Freeman Street. It is located in the R-M Zoning District and has an area of 13,131 sf or approximately 0.301 acres and is presently occupied by a vacant 2½ story frame building with a basement and an attached 2-story masonry building over a raised basement which is used as a gymnasium. On-site parking for 11 vehicles currently exists at the site including 1 handicap accessible parking space.

The Applicant is seeking Preliminary & Final Site Plan approval with 'C' and 'D' variances to permit the first floor of the 2½ story frame dwelling to be converted to a child care center and classroom and to permit the second and third floors to be converted into an apartment for the complex's caretaker. We note that no changes are proposed to the gymnasium building. In addition, no changes are proposed to the parking lot at the front of the site.

B. DESIGN COMMENTS AND PLAT DETAILS

1. Based on our review, we find that the following items from the Township's Site Plan Checklist must be addressed:
 - a) Item #3– *The title block must denote the type of application..*
 - 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.*
2. The Applicant has requested the following waivers:
 - a) Item #9 – *Appropriate certification blocks as required by Map Filing Law.*
 - b) Item #10 – *Monumentation as specified by Map Filing Law.*
 - c) Item #30 – *Topographical features of subject property from U.S.G.S. map.*



West Orange Township Zoning Board

Re: Orange Valley Social Settlement House, Inc. (ZB-23-08)
Preliminary & Final Site Plan with 'C' and 'D' Variances
Review #1

July 26, 2023
Our File No. VWRZ0006.01
Page 3

- d) Item #31 – *Existing and proposed contour intervals based on U.G.S. & G. S. datum. Contours to extend at least 200' beyond subject property.*
 - e) Item #32 – *Boundary, limits, nature and extent of wooded areas, specimen trees, and other significant physical features.*
 - f) Item #33 – *Existing system of drainage of subject site and of any larger tract or basin of which it is a part.*
 - g) Item #34 – *Drainage Area Map.*
 - h) Item #35 – *Drainage Calculations.*
 - i) Item #46 – *Solid waste management plan.*
 - j) Item #36 – *Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric & cable TV.*
 - k) Item #37 – *Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric & cable TV.*
 - l) Item #38 – *Soil Erosion and Sediment Control Plan.*
 - m) Item #39 – *Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations.*
 - n) Item #40 – *Constriction details as required by the ordinance.*
 - o) Item #41 – *Road and paving cross-sections and profiles.*
 - p) Item #44 – *Lighting plan & details.*
 - q) Item #45 – *Landscape plan & details prepared by a professional landscape architect.*
 - r) Item #46 – *Solid waste management plan.*
 - s) Item #47 – *Site identification signs, traffic control signs, and directional signs.*
 - t) Item #48 – *Sight triangles.*
 - a) Item #49 – *Vehicular and pedestrian circulation patterns.*
3. The Applicant has submitted a blank Sustainability Checklist Form. The Applicant should submit a Sustainability Checklist Form which shows the sustainability features that are proposed at this site.
4. The Zoning and Location Map and the 200 Ft. Radius Map on sheet T-100 of the architectural plans must be revised to include north arrows.



West Orange Township Zoning Board

Re: Orange Valley Social Settlement House, Inc. (ZB-23-08)
Preliminary & Final Site Plan with 'C' and 'D' Variances
Review #1

July 26, 2023
Our File No. VWRZ0006.01
Page 4

5. The Zoning and Location Map and the 200 Ft. Radius Map on sheet T-100 both show that the property in question includes lots 11.01, 43, 45 & 47. However, the Application Form states that the Applicant is seeking approval for lot 47. In addition, the title block on each drawing shows that the property in question is lot 45. These discrepancies must be resolved.
6. It shows on the Proposed Site Plan (sheet C-110) that 11 parking spaces exist at the site including 1 handicap accessible parking space. The dimensions of the existing parking spaces must be shown on the plan.
7. Sheet C-110 shows 6 existing parking spaces along the southerly side of the site. However, it appears that at least 1 of the parking spaces will not be accessible when a vehicle is parked in the handicap space.
8. Sheet C-110 should be revised to show that a handicap parking sign will be installed in front of the handicap accessible parking space. In addition, a detail of the handicap parking sign must be added to the plans.
9. Sheet C-110 should be revised to show that wheel stops will be provided for the 4 parking spaces on the northerly side of the parking lot which abut the existing sidewalk.
10. The Applicant should address the Board regarding their plans to provide a make-ready electric vehicle parking space at the site.
11. The Applicant should address the Board regarding their plans to provide a trash enclosure at the site to accommodate the trash and recyclables that will be generated at the site.
12. The Applicant should address the Board regarding the proposed hours of operation for the child care center and classroom.
13. The plans do not provide any information regarding the existing parking lot lighting at the site. The plans must be revised to show the existing lighting. In addition, the Applicant must demonstrate that the existing parking lot lighting complies with the requirements in Chapter 25-14 of the Township Code.

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.