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MEMORANDUM

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

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

Date: *September 18, 2023*

Re: *Application No. ZB-23-08
Orange Valley Social Settlement House, Inc.
T/A Valley Settlement House
Review #2
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 (8 sheets) prepared by John Inglese, RA, PE with Inglese Architecture & Engineering of Cedar Grove, New Jersey and bearing a latest revision date of September 8, 2023.
- 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 and bearing a latest revision date of September 6, 2023.
- A September 8, 2023 letter from John Inglese, RA, PE, LEED AP to the West Orange Zoning Board which addresses the comments in our July 26, 2023 review memorandum.
- An Amended Addendum to Application Section G Requirements for Variances, undated.
- A completed Site Plan/Subdivision Checklist.



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- A completed Sustainability Checklist Form with attachment.
- A Potential List of Witness/Professional Experts.
- A Verification of Taxes & Sewer Charges Paid from the Office of the Tax Collector dated September 7, 2023 which states that Block 6, Lot 11.01 is tax exempt and the sewer charges are paid in full for 2023.
- A Verification of Taxes & Sewer Charges Paid from the Office of the Tax Collector dated September 7, 2023 which states that Block 6, Lot 43 is tax exempt and the sewer charges are paid in full for 2023.
- A Verification of Taxes & Sewer Charges Paid from the Office of the Tax Collector dated September 7, 2023 which states that Block 6, Lot 45 is tax exempt and the sewer charges are paid in full for 2023.
- A Verification of Taxes & Sewer Charges Paid from the Office of the Tax Collector dated September 7, 2023 which states that Block 6, Lot 47 is tax exempt and the sewer charges are paid in full for 2023.

In addition to the above, our office previously received the following information as part of the original submission for this application:

- 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 completed Application Form with an Addendum to Section G.
- A completed Disclosure Statement.
- 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.



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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, 1 of the existing parking spaces in front of the building will no longer be utilized.

B. DESIGN COMMENTS AND PLAT DETAILS

1. 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.*
- 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 #36 – *Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric & cable TV.*
- j) Item #37 – *Proposed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric & cable TV.*
- k) Item #38 – *Soil Erosion and Sediment Control Plan.*
- l) Item #39 – *Spot and finished elevations at all property corners, corners of all structures or dwellings, existing or proposed first floor elevations.*
- m) Item #40 – *Constriction details as required by the ordinance.*
- n) Item #41 – *Road and paving cross-sections and profiles.*
- o) Item #44 – *Lighting plan & details.*
- p) Item #45 – *Landscape plan & details prepared by a professional landscape architect.*
- q) Item #46 – *Solid waste management plan.*



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- r) Item #47 – Site identification signs, traffic control signs, and directional signs.
 - s) Item #48 – *Sight triangles.*
 - a) Item #49 – *Vehicular and pedestrian circulation patterns.*
2. 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 his September 8, 2023 letter, Mr. John Inglese states that *"Valley Settlement's operations currently exist on all of the noted lots. This application is for work proposed on one building, on lot 47"*. Since the work is proposed on only one lot, our office questions why the other lots are listed on the plans. In addition, the Applicant should address the Board regarding their plans, if any, to consolidate the existing lots.
 3. It shows on the Proposed Site Plan (sheet C-110) that 10 parking spaces are proposed at the site including 1 handicap accessible parking space whereas the Zoning Table on sheet T-100 shows that 11 parking spaces are proposed. This discrepancy must be resolved.
 4. The Applicant should address the Board regarding their plans to provide a make-ready electric vehicle parking space at the site. We note that §25-12.6.d.2 in the Land Use Regulations stipulates that at least 1 make-ready electric vehicle parking space be installed as a condition of preliminary site plan approval for an application involving a parking lot.
 5. The plans have been revised to add an 8 ft x 8 ft trash enclosure in front of the handicap accessible parking space. The Applicant should address the Board regarding the feasibility of relocating the trash enclosure so that access to the trash enclosure is not blocked when a vehicle is parked in the handicap accessible parking space.
 6. The Applicant should provide testimony to the Board to demonstrate that the trash enclosure will have adequate capacity accommodate the trash and recyclables that will be generated at the site.
 7. The Applicant should address the Board regarding the proposed hours of operation for the child care center and classroom.
 8. It shows on sheet C-120 that 2 building mounted floodlights are proposed to illuminate the front of the property. The light from the floodlights will spill into the right-of-way of Tompkins Street which is unacceptable. §25-14.1 in the Land Use Regulations stipulates that *"The lighting for off-street parking areas shall be designed to direct light downward towards the parking areas. Shields or cutoffs when necessary shall be installed to prevent spillover of light onto residential areas and public streets"*. Therefore, the lighting design should be revised to comply with the Ordinance.



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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.