



MEMORANDUM

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

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

Date: November 17, 2025

**Re: Application No. ZB-24-17
Pardo Development Group, Inc.
Variance Application - Review #2
104 Winding Way
Block 46.01, Lot 33
Our File: 115.WRZ0046.V01**

**CC: Geniece Gary-Adams – Director of Planning & Development/Zoning Official
Zayibeth Carballo, PE, PLS, PP, CME, CFM, CFS – Municipal Engineer
Steven K. Warner, Esq. – Zoning Board Attorney
Christopher N. Dochney, PP, AICP – Zoning Board Planner
Pardo Development Group, Inc. – Applicant
Stephen F. Hehl, Esq. – Applicant's Attorney
Giovanni Manilio, PE – Applicant's Engineer
Paulo Dantas, RA – Applicant's Architect**

Our office has received for review the following documents which were submitted in support of the above referenced application for Variance Plan approval with 'C' Variances:

- A set of Variance Plans (5 sheets) prepared by Giovanni Manilio, PE with ManTerra Design, LLC of Somerville, New Jersey and bearing a latest revision date of November 4, 2025.
- An undated print of a Tree Survey.
- A copy of the Township of West Orange Resolution ZB-03-39 dated July 14, 2005, memorialized August 18, 2005, which denied eight 'C' variances for the property in question.
- A copy of a response letter, prepared by Giovanni Manilio, PE with ManTerra Design, LLC dated November 4, 2025.



Chairman and Members of the West Orange Township Zoning Board
Re: Pardo Development Group (ZB-24-17)
Variance Application – Review #2

November 17, 2025
Our File No. 115.WRZ0046.V01
Page 2

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

- A print of a Boundary and Topographic Survey (1 sheet) prepared by James R Watson, PLS with EKA Associates, PA of Scotch Plains, New Jersey dated April 9, 2020.
- A completed Application Form.
- A completed Application for Tree Removal and Replacement Permit dated October 21, 2024.
- A Statement of Principal Points which describes the work that is proposed, lists the variances that are required and sets forth the reasons that the variances should be granted.
- A completed Statement of Ownership Disclosure.
- A copy of a printout from the Township's website which shows that the real estate taxes on lot 33, block 46.01 are paid through the 2nd quarter of 2025.

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 nearly rectangular tract located on the westerly side of Winding Way at the end of Undercliff Terrace South at the point where it transitions to Winding Way. We note that Undercliff Terrace South is currently paved while Winding Way is an unimproved right-of-way. The property has an area of 14,351.96 sf or approximately 0.329 acres and is located in the R-1 Zoning District. The property in question is currently vacant. It shows on the Boundary & Topographic Survey that various stone walls currently exist throughout the property.

The Applicant is proposing to construct a 2.5 story single family dwelling on the property in question. The Applicant proposes to connect the driveway to the end of Undercliff Terrace South.

B. DESIGN COMMENTS

1. Based on our review of the submitted documents, the following information remains to be submitted to the Board as stipulated on the Checklist of Required Items for "C" and "D" Applications, Interpretations, and Appeals:
 - a) *All plans and documents for West Orange COAH requirements.*
2. The Applicant should provide testimony to the Board to demonstrate that the design of the dwelling complies with the requirements in §25-9.7 of the Land Use Regulations.



Chairman and Members of the West Orange Township Zoning Board
Re: Pardo Development Group (ZB-24-17)
Variance Application – Review #2

November 17, 2025
Our File No. 115.WRZ0046.V01
Page 3

3. It shows on sheet 4 of the Variance Plans that 15 existing trees are proposed to be removed. As stipulated in §28-4e of the Township Code, the Applicant must submit a report from a Qualified Tree Expert outlining the reasons stated for the removal of trees on the lot. The Applicant must also address the outstanding review comments outlined in the Memorandum prepared by the Township Forrester, Walt Kipp, dated November 13, 2025.
4. It shows on sheet 2 of the Variance Plans that the Applicant proposes to disturb 52.8% of the lot area which exceeds 25% in slope, whereas no disturbance is permitted within these slopes. Our office notes that the Applicant has requested a variance to disturb slopes greater than 25%.
5. It shows on sheet 2 of the Variance Plans that the Applicant proposes to disturb 81.4% of the lot area which varies in slope from 20% to 24.99% whereas only 20% disturbance is permitted within these slopes. Our office notes that the Applicant has requested a variance to disturb more than 20% in slopes between 20% to 24.99%.
6. It shows on sheet 3 that the Applicant proposes retaining walls along both sides of the driveway, along the northerly side of the dwelling into the rear yard, along the southerly side of the of the property and 2 retaining walls in the rear yard behind the dwelling. The retaining walls will be up to 21.0 ft high whereas §25.28.8.f.11 stipulates that retaining walls greater than 4 ft high require a variance. Our office notes that the Applicant has requested a variance for all retaining walls that are proposed greater than 4 ft in height.
7. The property in question has a street address of 104 Winding Way. However, the plans show that the driveway will be connected to the end of Undercliff Terrace South. In order to avoid confusion for 911 responders and mail delivery, the Applicant should contact the Tax Assessor to determine if the property in question should be assigned a new street address on Undercliff Terrace South.
8. Sheet 3 of the Variance Plan should be revised to provide 6" of stormwater runoff storage for each square foot of increased impervious coverage in accordance with §25.29.9.a.1.
9. The Applicant must obtain Soil Erosion and Sediment Control Plan Certification from the Hudson-Essex-Passaic Soil Conservation District prior to construction.
10. Retaining wall design plans and calculations, prepared by a structural engineer, must be provided prior to final approval.

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.