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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: February 4, 2026

**Re: Application No. ZB-25-11
Juan & Zenobia Perez
Preliminary & Final Site Plan with 'C' and 'D' Variances – Review #1
66 Whittlesey Avenue
Block 129, Lot 60
Our File : 115.WRZ0129.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 – Zoning Board Planner
Juan & Zenobia Perez – Applicant
Joseph N. Bachi, P.E., C.M.E. – Applicant Engineer
Joseph Molinari – Applicant's Architect
William P. Stimmel, PE, PP, PTOE – Applicant's Planner
Robert A. Gaccione, Esq. – Applicant's Attorney**

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 print of a Grading Plan (1 sheet) prepared by Joseph N. Bachi, PE, CME. with EKA Associates, PA of Scotch Plains, New Jersey and bearing a latest revision date of July 7, 2025.
- A set of unsigned architectural plans (4 sheets) prepared by Weltz Molinari Architecture of Red Bank, New Jersey dated September 15, 2025.
- A Planner's Report prepared by William P. Stimmel, PE, PP, PTOE with Stimmel Engineering of Rutherford, New Jersey dated December 30, 2025.

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NJ CERTIFICATE OF AUTHORIZATION NO. 24GA28359000 (CME)
NJ CERTIFICATE OF AUTHORIZATION NO. 24GA28412500 (ARTHEON)

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- A completed Application Form dated August 25, 2025.
- A completed Site Plan/Subdivision Checklist.
- A completed Sustainability Checklist Form.
- A Proposal prepared by Gaccione Pomaco of West Orange, New Jersey dated August 25, 2025 which describes the proposed development and sets forth the type of approval and the variance relief requested by the Applicant.
- A Buffer Report which lists the owners of properties within 200 ft of Block 129, Lot 60 from the Office of the West Orange Assessor dated September 5, 2025.
- A Verification of Taxes & Sewer Charges Paid from the Office of the Tax Assessor which shows that the property taxes on Block 129, Lot 60 are paid until October 31, 2025 and the 2025 sewer charges have been paid.

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 in the easterly side of Whittlesey Avenue approximately 350 north of the intersection with Ridge Avenue. It is located in the R-T Zone and has an area of 7,500 sf. The property is currently occupied by a 2½ story single family dwelling with a 1 story covered porch in front, a detached shed, a garage with an attached shed and a paver driveway.

The Applicant is seeking Major Site Plan approval with 'C' and 'D' variances to construct a 960 sf addition to the existing dwelling. The addition will include 2 apartments with each apartment having 2 bedrooms and a bath. One of the apartments will be on the first floor and the other on the second floor. The Applicant also proposes to remove the existing detached shed and install a drywell in the rear yard to mitigate the increase in runoff from the proposed development. The roof drains from the proposed addition will be connected to the drywell.

B. DESIGN COMMENTS

1. Based on our review, we find that the following items from the Township's Site Plan/Subdivision Checklist must be addressed:
 - a) As required by NJAC 13:40-7.2, a signed and sealed copy of a survey of the property must be submitted to the Board with the site plan submission.
 - b) Item #20 – *Copy and/or delineation of any existing or proposed deed restrictions or covenants.*
 - c) Item #52 – *Plans and legal documents for compliance with West Orange COAH Ordinances.*



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2. The Applicant has requested the following waivers from the Township's Site Plan/Subdivision Checklist
 - a) Item #4 – *A key map at specified scale showing location of tract with reference to surrounding properties, streets, municipal boundaries, etc., within 500'.*
 - b) Item #8 – *Signature blocks for Chairman, Secretary and Municipal Engineer.*
 - c) Item #14 – *Affidavit of ownership.*
 - d) Item #23 – *List of required regulatory approvals or permits.*
 - e) Item #29 – *Existing right-of-way and/or easements on and within 200' of tract.*
 - f) Item #30 – *Topographical features of subject property from U.S.G.S. map.*
 - g) Item #31 – *Existing and proposed contour intervals based on U.G.S. & G.S. datum. Contours to extend at least 200' beyond subject property.*
 - h) Item #33 – *Existing system of drainage of subject site and of any larger inlet or basin of which it is a part.*
 - i) Item #34 – *Drainage Area Map.*
 - j) Item #36 – *Proposed utility infrastructure plans, including sanitary sewer, water, storm sewer management, telephone, electric & cable TV.*
 - k) Item #37 – *Proposed utility infrastructure plans, including sanitary sewer, water, storm sewer management, telephone, electric & cable TV.*
 - l) Item #44 – *Lighting plan & details.*
 - m) Item #45 – *Landscape plan & details prepared by a professional landscape architect.*
 - n) Item #46 – *Solid waste management plan.*
 - o) Item #48 – *Site triangles.*
 - p) Item #49 – *Vehicular and pedestrian circulation.*
 - q) Item #50 – *Parking plan showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.*
3. The architectural plans are unsigned. The Applicant must submit to the Board architectural plans which have been signed and sealed by the Registered Architect preparing same.
4. It shows on the Grading Plan that the stairs providing access to the addition will encroach into the right-of-way of Whittlesey Avenue which is unacceptable. In addition, the length of the stairs shown on the Grading Plan is significantly longer than what is shown on the architectural plans. These issues must be resolved.



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5. It shows on the Grading Plan that 3 parking spaces are proposed behind the proposed addition. The plan should be revised to clarify if the existing paver driveway must be expanded to accommodate the additional parking. Our office is unable to determine the limits of the existing driveway from the information provided.
6. The Grading Plan includes a callout which states that an existing wall is to be removed. The limits of the proposed wall removal must be shown on the plan.
7. The Grading Plan must be revised to show the proposed limits of disturbance and the proposed area of disturbance.
8. The Grading Plan includes a Concrete Walk Detail. The location(s) where a concrete walk is proposed must be clearly shown on the plan.
9. The Grading Plan includes a Paver Walkway/Driveway Detail. The location(s) where a paver walkway/driveway is proposed must be clearly shown on the plan.
10. A pipe bedding detail must be added to the plan.
11. §25-29.2 of the Township Code defines a "Minor Development" as any land development and/or the construction of any site improvements that result in an increase in impervious cover by 400 sf that results in an increase of stormwater runoff but does not meet the definition of a major development. Based on our review, we find that the proposed development is classified as a minor development.
12. §25-29.3.c of the Township Code states that the stormwater management measures for minor development shall be designed to provide erosion control, groundwater recharge and stormwater runoff quantity control through the utilization of green infrastructure techniques as follows:
 - a) Stormwater management facilities shall be designated to manage six inches of rainfall on all new impervious surfaces and meet the standards for runoff quantity and green infrastructure.
 - b) Soil testing shall be performed in accordance with the current rules at N.J.A.C. 7:8.
 - c) The minimum standards for erosion control established under the Soil Erosion and Sediment Control Act, N.J.S.A. 4:24-39 et seq., and implementing rules at N.J.A.C.2:9 shall be met.
 - d) Regular and effective maintenance shall be performed for all stormwater management facilities and shall be protected by the owner.
13. §25-29.9.a.1 of the Township Code stipulates for minor developments that for each square foot of increased impervious surface, six inches per square foot of stormwater shall be managed using green infrastructure practices as set out in Table 7.
14. The Applicant proposes the use of a drywell system to mitigate the increase in runoff from the site. It state in Table 7 that the use of a drywell is allowed only where the other listed methods cannot feasibly meet the requirements of this section. Therefore, the Applicant



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must demonstrate to the satisfaction of the Board that the other listed methods are not feasible for this project.

15. Based on our review of the Drywell Sizing Calculation table on the Grading Plan, we find that the currently proposed system has not been designed to comply with the Township Code. Therefore, the proposed design must be revised to comply with the requirements in §25-29 of the Township Code.
16. As stipulated in §25-29.9.a.1 of the Township Code, the Applicant must submit all of the required components of the checklist for the site development stormwater plan at §25-29.11.c. The Applicant must demonstrate that all of the required information has been submitted to the Board.

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.