



TOWNSHIP OF WEST ORANGE DEPARTMENT OF ENGINEERING

25 LAKESIDE AVENUE, WEST ORANGE, N.J. 07052

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MEMORANDUM

TO: ZONING BOARD MEMBERS

FROM: ZAYIBETH CARBALLO, P.E., P.L.S., P.P, CME, CFM
DIRECTOR/MUNICIPAL ENGINEER

DATE: JANUARY 15, 2026

SUBJECT: APPLICATION FOR BUILDING ADDITION
ZB-25-12
12 KNOLLWOOD DRIVE
BLOCK 161.06, LOT 21

We are in receipt of the following information pertaining to the above-referenced application:

- A. Plans entitled, "New Reading Room & Deck for: The Pullman Residence, 12 Knollwood Drive, West Orange, NJ 07052". The plans prepared by William Figdor, AIA of Art + Architecture, LLC, consisting of three (3) sheets, last dated December 1, 2025;
- B. Survey of property prepared by Steven R. Lupo P.L.S. of Richlan, Lupo & Associates, Inc. dated March 18, 2025;
- C. Township's Board Application and associated documents; and
- D. Written Statement for "Variance – Proposal and Reasons for Relief" prepared by William Figdor, AIA dated December 9, 2025.



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I. INTRODUCTION

The subject property is located along the east side of Knollwood Drive between Walker Road and Hillcrest Avenue and located within the Township's Residential (R-4) Zone District on a ± 0.26 Acre lot. The site is occupied with a one (1) story single-family dwelling and respective driveway and wooden deck. The lot contains a 25 ft. storm sewer and sanitary sewer easement on the southeasterly side of the lot. According to Township's records it contains an 18" storm pipe and a sanitary sewer main.

The Applicant proposes to construct a 168 square foot (SF) addition to the principal building and to reconstruct an existing deck. The proposed improvements will result in a reduction of the size of the existing deck from 638.5 SF to approximately 440 SF. Therefore, the proposed improvements will provide an overall reduction in lot coverage from $\pm 35.2\%$ existing to $\pm 34.9\%$ proposed.

Per the Bulk Zoning requirements of the R-4 zone, a minimum rear-yard setback of 35 feet is required. The Applicant proposes a rear-yard setback of 20.0 feet (house) and 18.0 feet (deck), where the existing setback is 30.5 feet and 12.0 feet, respectively. Additionally, the required minimum lot area is 15,000 SF where 11,461 SF is existing. The proposed improvements result in a change to an existing non-conforming rear-yard setback condition, and must seek relief from the Board.

II. ZONING

This proposal does not meet the requirements noted above, the Applicant must seek relief from the Board pursuant to the Municipal Land Use Law under N.J.S.A. 40-55D-70c.

"C" or "Hardship" Variance

In judging an application by the C(1) criteria, the core question presented to the Board is whether there has been a showing of (1) peculiar and exceptional practical difficulties to, or (2) exceptional and undue hardship upon, the applicant arising out of (a) the exceptional narrowness, shallowness or shape of the subject property, or (b) by reason of exceptional topographic conditions or physical features uniquely affecting the subject property, or (c) by reason of an extraordinary and exceptional situation uniquely affecting the subject property or the structures lawfully existing thereon. In all cases the alleged hardship must relate to a specific piece of property



III. PROPOSAL

- 3.1 Provide steep slopes calculations confirming that disturbance is within the 0 to 10% slope range that allows 100% disturbance. Refer to section 25-28 of the Township's ordinance;
- 3.2 The proposed improvements result in a reduction of 30.5 SF of impervious cover and therefore, below the 400 SF threshold for a Stormwater Minor Development permit which is defined in Section 25-29 of the Municipal Code;
- 3.3 The plans should show the type of restoration for the area showing the removal of the existing deck;
- 3.4 Signature blocks for the Board Engineer, Chairman and Secretary need to be added to the plan;
- 3.5 The location of roof leaders and downspouts for the proposed addition needs to be shown on the plans and not directed to adjacent properties;
- 3.6 Testimony should be provided indicating that there are no existing trees in the vicinity of the addition and deck reconstruction;
- 3.7 Provide soil movement calculations for the proposed improvements within the limit of disturbance;
- 3.8 A Soil erosion and sediment control plan with details needs to be provided and show the area of disturbance;
- 3.9 Prior to commencing construction activities, soil erosion and sediment control measures must be in place and maintain until the disturbed ground is permanently stabilized;

IV. PERMITS

Should the Board approve this application:

- 4.1 Soil removal permit will be required if more than 300 CY of soil will need to be moved.
- 4.2 A tree removal application and permit will be required from the Township Forester if any trees are to be removed.
- 4.3 We recommend an "As-Built Topographic Plan" be submitted once the construction is completed.

Please contact us should you have any questions.

ZC/jrm



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