



MEMORANDUM

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

From: *Ryan MacNeill, PE
Planning Board Engineer*

Date: *March 16, 2026*

Re: *Application No. PB-26-01
15 Ridgeway, LLC
Minor Subdivision with "C" Variances – Review #1
15 Ridgeway Avenue
Block 158, Lot 28.01
Our File: 115.WRP0158.V01 (60001)*

CC: *Geniece Gary-Adams – Director of Planning & Development/Zoning Official
Zayibeth Carballo, PE, PLS, PP, CME, CFM, CFS – Municipal Engineer
Diana McGovern, Esq. – Planning Board Attorney
Malvika Apte, AICP, PP – Planning Board Planner
15 Ridgeway, LLC – Applicant
Frank J. Materia, Esq. – Applicant's Attorney
William S. Scott, PE – Applicant's Engineer
Theodora Boyadjis, RA, LEED AP – Applicant's Architect
Michael J. Pessolano, AICP, PP – Applicant's Planner*

Our office has received for review the following documents which were submitted in support of the above referenced application for Minor Subdivision approval with "C" variances:

- A set of Minor Subdivision Plans (4 sheets) prepared by William S. Scott, PE and Nancy J. Scott, PLS with Ensurplan, Inc. of Warren, New Jersey and bearing a latest revision date of January 6, 2026.
- A set of unsigned Architectural Floor Plans and Elevations (5 sheets) prepared by Theodora Boyadjis, RA, LEED AP with Theodora Boyadjis Designs of Metuchen, New Jersey and bearing a latest revision date of December 5, 2025.
- A print of a Property Survey (1 sheet) prepared by Nancy J. Scott, PLS with Ensurplan, Inc. of Warren, New Jersey and dated August 21, 2025.
- A completed Application Form.



- An Application Proposal prepared by Michael J. Pessolano, AICP, PP, which describes the proposed development and sets forth the reasons why the requested relief should be granted.
- A copy of a Verification of Taxes & Sewer Charges Paid for Block 158, Lot 28.01 from the Office of the Tax Collector dated December 15, 2025.
- A copy of a Buffer Report which lists the owners of the property within 200 Feet of Block 158, Lot 28.01 from the Office of the Tax Assessor dated December 15, 2025.
- A copy of a Deed dated September 26, 2025, which conveys ownership of Block 158, Lot 28.01 from Shalom Naim and Antonia Silvestri Naim to 15 Ridgeway, LLC. This deed was recorded in the Essex County Register of Deeds & Mortgages Office on October 2, 2025 as Instrument #2025062136.

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 flag lot located approximately 380 feet south of the intersection of Ridgeway Avenue and Old Indian Road. It is located in the R-4 Zoning District and has an area of 53,084 sf or approximately 1.22 acres. The property is currently occupied by a 2-story single family dwelling with an associated paved driveway from Ridgeway Avenue. Additional improvements include front and rear porches, a wood deck, a fabric covered carport, a bocci court, a fish pond, and a retaining wall.

The Applicant is seeking Minor Subdivision approval with "C" variances to subdivide the property into two (2) new lots. New Lot 28.03 will have an area of 26,234 sf and will contain the existing 2-story single family dwelling which is proposed to be renovated. Additional improvements include an associated paved driveway, walkways and a rear patio. New Lot 28.04 will have an area of 26,850 sf and will contain a proposed 2-story single family dwelling with an associated paved driveway and a rear covered patio. All other existing site improvements are proposed to be removed from the property. Both new lots will include 14.8 feet of frontage along Ridgeway Avenue. Access is provided to both new lots via a shared 14 feet wide driveway within a proposed common use access and utility easement.

B. VARIANCES AND/OR WAIVERS FROM LOCAL ORDINANCES

1. The Applicant has requested a variance to permit a lot frontage of 14.8 feet for both new Lot 28.03 and Lot 28.04 whereas a minimum lot frontage of 75 feet is required.
2. The Applicant has requested a variance to permit a lot width of 14.8 feet for both new Lot 28.03 and Lot 28.04 whereas a minimum lot width of 100 feet is required.



3. Based on our review, we find that the following items from the Township's Site Plan/Subdivision Checklist must be addressed:
 - a) Items #20 – *Copy and/or delineation of any existing or proposed deed restrictions or covenants.*
 - b) Item #35 – *Drainage calculations.*
 - c) Item #43 – *New lot and block numbers confirmed with local accessor or municipal designee.*
 - d) Item #52 – *Plans and legal documents for compliance with West Orange COAH Ordinances.*

C. DESIGN COMMENTS AND PLAT DETAILS

1. The Applicant should address the Board regarding whether this minor subdivision will be perfected by the filing of the plat or by deed. We have performed our review based on the assumption that the subdivision will be perfected by filing of the plat.
2. As stipulated in the Municipal Land Use Law, the approval of this minor subdivision will expire 190 days after the date that the resolution of municipal approval is adopted unless within such period a minor subdivision plat or deed has been filed with the county recording officer, the municipal engineer and the municipal tax assessor.
3. The proposed street address for each new lot must be shown on the Minor Subdivision Plan (Sheet 3). Further, the proposed block and lot numbers and street addresses for each new lot must be approved in writing by the Tax Assessor.
4. If the Applicant intends to perfect the minor subdivision approval by filing of the plat, then the following Map Filing Law requirements must be addressed:
 - a) The Minor Subdivision Plan (Sheet 3) must be revised to list the names and addresses of the Property Owner and the Applicant.
 - b) The Property Owner's certification on the Minor Subdivision Plan (Sheet 3) shall be revised to include a line for the signature of a notary public.
 - c) The Planning Board Secretary's certification on the Minor Subdivision Plan (Sheet 3) must be revised to indicate the date by which the plat is required to be filed.
 - d) The Minor Subdivision Plan (Sheet 3) must be revised to show a Point of Beginning and indicate the error of closure.
5. A note should be added to the plans stating that the runoff from the future dwelling on Lot 28.04 will not be directed onto any neighboring properties as stipulated in Section 25-8.16 of the Land Use Regulations.
6. The Applicant should address the Board regarding their plans to remove the existing site improvements prior to filing of the subdivision plat or deed. Further, the Existing Conditions Survey Depicting Improvements to Be Removed (Sheet 2) should be revised



to clarify if the existing chain link fence associated with the existing dwelling will be removed.

7. Section 25-29.2 of the Land Use Regulations 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.
8. The Applicant must demonstrate compliance with Section 25-29.3.c of the Land Use Regulations which 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.
9. Section 25-29.9.a.1 of the Land Use Regulations 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.
10. The Applicant proposes the use of a drywell system to mitigate the increase in runoff from the site. It states 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 must demonstrate to the satisfaction of the Board that the other listed methods are not feasible for this project.
11. As stipulated under Section 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 Section 25-29.11.c. The Applicant must demonstrate that all of the required information has been submitted to the Board.
12. 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.



13. The Applicant should address the Board regarding the required outside agency approvals for the project. In addition, copies of all required outside agency approvals shall be forwarded to the Planning Board and our office upon receipt.

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.