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ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

MEMORANDUM

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

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

Date: *December 1, 2020*

Re: *Application No. ZB-20-12
Jesus, Others, Yourself Church of God, Inc.
Review #1
Preliminary & Final Site Plan with 'C' and 'D' Variances
446 Northfield Avenue
Block 160, Lot 11
Our File: VWRZ0160.01*

CC: *Paul Grygiel, AICP, PP - Township Planning Director
Leonard Lepore, PE - Township Engineer
Alice Beirne, Esq. - Zoning Board Attorney
Jesus, Others, Yourself Church of God, Inc. - Applicant
Richard S. Schkolnick, Esq. - Applicant's Attorney
J. Michael Petry, PE, PP, RA - Applicant's Engineer, Planner & Architect
John J. Butler, 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 'D' Variance:

- A Site Plan of Existing Conditions (1 sheet) prepared by J. Michael Petry, PE, PP, RA with Petry Engineering, LLC of Fairfield, New Jersey dated June 16, 2020.
- A set of architectural plans (2 sheets) prepared by J. Michael Petry, RA dated June 16, 2020. Sheet 1 shows the existing floor plans and sheet 2 shows the existing and proposed elevations.
- A Boundary Survey (1 sheet) prepared by John J. Butler, PLS with Butler Surveying & Mapping, Inc. of Midland Park, New Jersey dated March 3, 2020.
- A Planner's Report prepared by J. Michael Petry, PP dated September 23, 2020.
- A completed Application Form.
- An unsigned Project Narrative dated September 4, 2020 which describes the proposed use, lists the variances that are required and sets forth the reasons for the requested relief.
- A completed Site Plan/Subdivision Checklist.
- A completed Sustainability Checklist Form.



West Orange Township Zoning Board

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- A copy of a Property Tax Statement which shows that taxes in the amount of \$4,343.47 are currently due with interest through September 10, 2020.
- A list of property owners within 200 feet of the site prepared by the Tax Assessor's office dated July 2, 2020.

We have reviewed the submitted information and offer the following comments:

A. PROJECT DESCRIPTION

The property in question is an irregularly shaped tract located on the southerly side of Northfield Avenue approximately 428 ft east of the intersection with Walker Road. It is located in the R-4 Single Family Residential Zone and has an area of 12,555 sf or approximately 0.288 acres. The site is presently occupied by a 2½ story mixed use commercial building with a basement having 2,893 sf of office space. Access is provided to the site via a one way entrance drive at the easterly side of the site and a one way exit drive at the westerly side of the site. In addition, on-site parking is provided for 13 vehicles.

The Applicant is seeking Use Variance and Preliminary & Final Site Plan approval to permit the Jesus, Others, Yourself Church of God, Inc. to occupy the first and second floors of the building. The first floor will include 678 sf of worship space and 138 sf of storage/private office space while the second floor will include meeting rooms totaling 582 sf. In addition, a psychologist currently occupies the office space in the basement of the building which has a gross floor area of 1,022 sf. The psychologist is proposed to remain. Finally, the Applicant proposes to restripe and repair the existing asphalt parking lot.

B. DESIGN COMMENTS AND PLAT DETAILS

1. Based on our review, we find that the following items from the Township's Site Plan Checklist must be addressed:
 - a) Item #1 - The title block on sheet SP-1 must denote that the Applicant is seeking Preliminary & Final Site Plan approval.
 - b) Item #8 - Sheet SP-1 must be revised to include an approval block for the signatures of the Board Chairman, Secretary Municipal Engineer.
 - c) Item #20 - Copy and/or delineation of any existing or proposed deed restrictions or covenants.
 - d) Item #23 - List of required regulatory approvals or permits.
 - e) Item #31 - Existing and proposed contours extending at least 200 ft beyond the subject property.
 - f) Item #44 - Lighting plans and details.



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2. It shows on sheet SP-1 that the Turtle Brook runs through the southerly portion of the site. The Applicant should address the Board regarding whether there are any existing approvals and/or environmental restrictions related to this watercourse.
3. The Applicant should address the Board regarding the days and hours of operation of the various activities that are proposed at the church.
4. It states in the Project Narrative that there will be small group meetings one or two weeknights per week with a few congregants present for committee work or fellowship meetings. Since the building will be used at night, sheet SP-1 should be revised to show the existing parking lot lighting at the site. In addition, the Applicant must demonstrate that the parking lot lighting complies with the requirements in Section 25-14 of the Land Use Regulations.
5. It states on sheet SP-1 that 13 parking spaces presently exist at the site whereas 33 parking spaces are required. In addition, it states in the Project Narrative that the Applicant intends to require mandatory carpooling, with a designated Church official organizing and "making sure" that the mandatory car pool policy is strictly enforced. It further states that as an additional safeguard, the Church owns a van and can use the van for pick-ups/drop-offs to lessen parking demand and make sure that the parking facilities meet demand. The Applicant should address the Board regarding the mandatory carpooling and van service to demonstrate that the existing parking will be adequate to service the proposed uses at the site both under current conditions as well as in the future when the congregation grows.
6. Sheet SP-1 should be revised to designate a handicap accessible parking space at the site as required by the Americans with Disabilities Act (ADA) Standards. In addition, the appropriate handicap accessible parking space signage must be provided.
7. Sheet SP-1 must be revised to dimension the parking spaces and the circulation drive.
8. Based on our review of the street view images available on Google Earth, it appears that the existing parking lot pavement is in very poor condition with severe alligator cracking, pot holes and surface raveling. The applicant should address the Board regarding their plans to rehabilitate the parking lot pavement. In addition, the parking space markings are nearly gone and the parking spaces must be restriped.
9. The Applicant should submit a truck turning template to the Board to demonstrate that adequate maneuvering room is available at the site for trash trucks, delivery vehicles and emergency vehicles.
10. Sheet SP-1 should be revised to show the existing traffic directional signage at the site. In addition, the Applicant should address the Board regarding whether any additional directional signage is required such as a right turn only sign at the exit.



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11. Sheet A-2 of the architectural plans is entitled "Existing and Proposed Elevations". However, the plan appears to only depict the existing conditions at the site. The Applicant should clarify if any exterior improvements are proposed to the building. If so, they should be clearly identified on the plan.
12. The Applicant should address the Board regarding whether a site identification sign is proposed. If a site identification sign is proposed, then the location must be shown on sheet SP-1 and a sign detail provided.
13. The Applicant should address the Board regarding their plans for the disposal of trash and recyclables at the site and the need to provide a trash enclosure. If a trash enclosure is required, then the location must be shown on sheet SP-1 and the appropriate details provided.

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.