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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: *July 12, 2021*

Re: *Application No. ZB-21-15
Hutton Park Professional Bldg., Inc.
Preliminary & Final Major Site Plan
with 'D' Variance - Review #1
7 Hutton Avenue
Block 78.01, Lot 1
Our File: VWRZ0078.01*

CC: *Paul Grygiel, AICP, PP - Township Planning Director
Leonard Lepore, PE – Township Engineer
Alice Beirne, Esq. – Zoning Board Attorney
Hutton Park Professional Bldg., Inc. – Applicant
Savino J. Russoniello, Esq. – Applicant's Attorney
Anthony Marucci, PE, LS – Applicant's Engineer
Anthony Marucci, PP – Applicant's Planner
Tomasz Bona, RA – Applicant's Architect*

Our office has received for review the following documents which were submitted in support of the above referenced application for Preliminary and Final Major Site Plan approval with 'D' Variance:

- A set of drawings (3 sheets) entitled "Proposed Site Improvements, Hutton Park Professional Building Inc., 7 Hutton Avenue" prepared by Anthony Marucci, PE, PLS, PP with Marucci Engineering Associates, Inc. of Whippany, New Jersey dated March 2, 2021.
- A set of architectural plans (5 sheets) prepared by Tomasz Bona, RA with Bonarch Architecture & Design LLC of Wood Ridge, New Jersey dated April 17, 2021.
- A Planning Report prepared by Anthony Marucci, PE, LS, PP dated July 2, 2021.
- A completed Application Package.
- A document entitled "Proposal and Reasons for Relief", undated.
- A copy of a May 17, 2021 statement from the Office of the Tax Collector which verifies that the taxes on lot 1, block 78.01 are paid through July 31, 2021 and sewer is paid in full for 2021.



Chairman and Members of the West Orange Township Zoning Board
Re: E&J Masonry Supply LLC (ZB-21-15)
Preliminary & Final Major Site Plan
with 'D' Variance - Review #1

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We have reviewed the information submitted in support of this application and offer the following comments:

A. PROJECT DESCRIPTION

The property in question is an irregularly shaped tract located on the southerly side of Hutton Avenue at the intersection with Northfield Road. It is located in the OB-1 District and has an area of 14,425.75 sf or approximately 0.33 acres. It is currently occupied by a 3 story office building with a basement and a detached garage. In addition, on-site parking for 11 vehicles currently exists at the site including 1 handicap accessible parking space.

The Applicant is seeking Preliminary & Final Major Site Plan approval with 'D' Variance relief to convert the offices on the 2nd and 3rd floors to residential use. The Applicant proposes 1,930 sf of office space on the first floor, 2 one-bedroom apartments on the 2nd floor and 1 one-bedroom apartment on the 3rd floor. In addition, the Applicant proposes to install a new handicap access ramp to the front of the building and to restripe the existing parking lots. A total of 11 parking spaces including 1 handicap accessible parking space are proposed.

B. DESIGN COMMENTS

1. The Applicant must submit twenty (20) copies of a completed Site Plan/Subdivision Checklist (1 original and 19 copies).
2. The Applicant must submit twenty (20) copies of a completed Sustainability Checklist Form (1 original and 19 copies).
3. Based on our review of the submitted documents, we request that the following additional information be submitted as stipulated on the Site Plan / Subdivision Checklist:
 - a) Item #8 – *Signature blocks for Chairman, Secretary and Municipal Engineer.*
 - b) Item #20 – *Copy and/or delineation of any existing or proposed deed restrictions or covenants.*
 - c) Item #23 – *List of required regulatory approvals or permits.*
 - d) Item #25 – *Requested or obtained design waivers or exceptions.*
 - e) Item #46 – *Solid Waste Management Plan.*
 - f) Item #52 – *Plans and legal documents for compliance with West Orange COAH Ordinance.*
4. The Applicant should address the Board regarding the need to provide a loading space at the site.
5. The Applicant should address the Board regarding the need to provide a trash enclosure at the site.



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6. The Applicant should address the Board regarding the adequacy of the existing lighting at the site.
7. The Applicant should address the Board regarding the existing/proposed use of the detached garage at the site.
8. It shows on Google Earth street view that there is an entry door on the northerly side of the garage which will be blocked if a vehicle is parked in the adjacent parking space. The site plan drawings should be revised to provide adequate separation between the wall of the garage and the parking space to ensure that access to the door will not be obstructed.
9. It shows on Google Earth Street View that the existing pavement in the parking lot on the westerly side of the building is in poor condition with cracks and potholes. The Applicant should address the Board regarding their plans to rehabilitate the existing pavement.
10. It shows on sheet 1 of the site plan drawings that a new walkway is proposed to the front of the building from the westerly parking lot. The width of this walkway should be dimensioned and a detail provided. In addition, it should be noted on the plan that the existing asphalt sidewalk in this location will be removed.
11. It shows on Google Earth Street View that the existing asphalt sidewalk from the easterly parking lot to the front of the building is in poor condition with a tree blocking a portion of the sidewalk. The Applicant should address the Board regarding their plans to replace this sidewalk.

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.