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60 Union Street, #1N
Newark, NJ 07105

Completeness Report #1

DATE: March 1, 2019
TO: South Orange Planning Board
FROM: Greer Patras, AICP, PP
Golda Speyer, AICP, PP
SUBJECT: Application #268
109 & 115 South Orange Ave West (Block 1904, Lot 16 & 17)
Preliminary and Final Site Plan

APPLICANT: Ridgewood Commons Group, LLC
c/o John Wyciskala, Esq.

ATTORNEY: John Wyciskala, Esq.
600 Parsippany Road, Suite 204
Parsippany, NJ 07054

The purpose of this memorandum is to provide the Board with guidance as to the completeness of Application #268, submitted by Ridgewood Commons Group, LLC. Applicant proposes to demolish an existing commercial structure and construct a two-story child day-care center with parking.

I. APPLICATION SUMMARY

- A. **Neighborhood Context:** The Site is located South Orange Avenue West, near the intersection with Church Street. This downtown corridor contains a range of commercial and mixed-use buildings, in close proximity to the South Orange Train Station. The adjacent site to the rear contains the South Orange Middle School.
- B. **The Site:** The Site consists of two lots:
1. Lot 16 is an existing 12,414 square foot flag-shaped lot containing a one-story commercial building, most recently used for Michelin Tire.
 2. Lot 17 is an existing 4,748 square foot blacktop parking lot.
- C. **Zoning:** B-1 (Business)
- D. **The Proposal:** The Applicant proposes to demolish the existing one-story commercial structure on Lot 16, and construct a two-story child day-care center and parking, on the combined lots. The proposed development includes the following:
1. At-grade:
 - i. 2,892 SF first floor level of the child care center space containing infant/toddler room area, office, bathroom, staircase, and an elevator.
 - ii. 24-space parking lot, almost entirely covered by the 2nd floor, with some walled enclosures surrounding.
 2. Second-story (13,435 SF)
 - i. 8,685 SF second level of the child care center space containing preschool classrooms, child play area, staff area, laundry, closet space, bathrooms, staircase, and an elevator.
 - ii. 4,750 SF outdoor rooftop playground, in rear of second floor of building.

3. Other site improvements include:
 - i. Asphalt surface parking (23 regular spaces and 1 handicap accessible space).
 - ii. Reconstruct front sidewalk with pavers and asphalt into the Right-Of-Way, including off-site street improvements at the Church Street intersection.
 - iii. Relocate utility pole and place
 - iv. New bollards, signage, landscaping, trash enclosure, line striping, and concrete sidewalks.
 - v. Temporary 6' x 14' sign at front of property and
 - vi. Permanent wall mounted, illuminated building signs.

E. **Bulk Chart:** Below is a table detailing bulk compliance within the B-1 Business zone:

Requirements	Required	Existing ¹	Proposed ¹
Minimum Lot Area	6,000 SF	17,160 SF	No Change ²
Minimum Lot Width	50'	110'	No Change ²
Maximum Building Height	4 ST / 48'	2 ST / 20'	2 ST / 34'
Min. Front Yard Setback	0'	0'	0'
Min. Side Yard Setback	10'	0' (E)	10'
Min. Rear Yard Setback	0'	0'	5.6'
Max. Lot Coverage	N/A	100%	78.3%
Min. Parking Spaces	14 spaces	Not Provided	24 spaces
Min. Parking Setback	5'	Not Provided	0' (V)
Min. Loading Spaces	1 space	Not Provided	0 spaces (V)
Min. Parking Screening	Screening from ROW	Not Provided	None (V)
(E) Existing Condition (V) Variance			
¹ Measurement of both Lot 16 and 17 combined			
² Upon confirmation of lot merger, bulk table to change reflecting change			

II. VARIANCE DISCUSSION

A. **Parking and Loading:** at this time, it appears that the Site does not comply with the following items:

1. **Section 185-113(3): Parking Setback**
 - i. Required: 5'
 - ii. Proposed: 0'
2. **Section 185-177: Loading Spaces**
 - i. Required: one
 - ii. Proposed: zero
3. **Section 185-113(15): Parking Screening**
 - i. Required: parking must be screened from public roadway
 - ii. Proposed: no screening provided

Applicant shall confirm compliance and/or request necessary relief.

B. **Lots:** The Board Planner recommends that the Applicant confirm at the Completeness Hearing that they will consolidate Lots 16 and 17 into a singular lot, otherwise further review will be necessary to identify potential use and bulk variances, which could affect Board jurisdiction.

III. WAIVERS DISCUSSION

Waivers have been requested by the Applicant. The Board may waive any or all submission requirements provided that it has adequate information at its disposal to ensure that the applicant has met all requirements for approval. Below is a list of waiver(s) requested and Board Planner's recommendations for guidance:

- A. The Applicant requested, and the Board Planner recommends the following Submission Waivers:
 1. **Item #9 – Public Hearing Notice** – *to be submitted prior to Hearing.*
 2. **Item #11 – County Application Form** – *to be submitted prior to Hearing.*
 3. **Item #13 – SCD Application** – *to be submitted prior to Hearing.*
 4. **Item #16 – Final Site Plan** – *Applicant shall submit if Board approves project.*
 5. **Item #21 – Engineer's Cost Estimate**– *Applicant shall submit if Board approves project.*
 6. **Item #23 – “As Built” Plans/Final Plans** – *Applicant shall submit if Board approves project.*
 7. **Item #42 – Approvals Statement** – *Applicant shall submit if Board approves project.*
 8. **Item #59 – Applicant's Engineer Certificate**– *Applicant shall submit if Board approves project.*

- B. The Applicant cited “N/A” on their application, and the Board Planner recommends the Applicant clarify applicability at Completeness Hearing:
 1. **Item #12 – County Health Department Application**
 2. **Item #14 – NJ State Approvals**
 3. **Item #37 – Existing Wells/Septic System**
 4. **Item #60 – Soil Permeability Logs**

- C. The Applicant requested, and the Board Planner does not recommend the following Submission Waivers:
 1. **Item #17 – Environmental Impact Assessment** – since the project is currently a commercial/auto use proposing to become a day care center, the Board Planner recommends a variation of an environmental review prepared by a professional planner and/or engineer. This review should detail an assessment of potential site contamination, underground storage tanks, explosive/flammable hazards and associated environmental impacts associated with current use and mitigation if required.
 2. **Item #19 – Traffic and Parking Impact Assessment** – since the project proposes to expand parking, reconfigure the Site's traffic pattern, and proposes improvements into South Orange Avenue West (CO 501), the Board Planner recommends a letter/statement from an engineer determining scope of traffic/parking impact and mitigation if required.

IV. COMPLETENESS REVIEW

- A. **Completeness Status:** Should the Applicant comply with the recommendation of Section II.B of this report, the application can be deemed CONDITIONALLY COMPLETE. Should the Applicant not comply with the recommendation of Section II.B of this report, the application will be *incomplete* as further review of use/bulk standards will be required.

- B. **Review Board:** Given the unique building configuration and architecture of the proposed building, we recommend review by Historic Preservation Commission /

Design Review Board. Additional information may be necessary for their review. We recommend color renderings be provided, at a minimum.

- C. **Submission Items for Full Completeness:** Upon submission of the following items at least fourteen (14) days before a scheduled hearing, the following are required to be deemed complete:
1. Compliance with ordinance requirements for loading, lighting, landscaping, accessory structure and signage should be illustrated on the plans, in a chart or with notes, and identify any/all required relief.
 2. Confirmation that the lots will be consolidated if approved.
 3. Revision to cover page to identify variance relief identified in Section II.A of this report.
 4. Submission of architectural roof plans showing details, specifications and dimensions of structures.
 5. Item #17 – Environmental Impact Assessment (*unless waived by the Board*)
 6. Item #19 – Traffic and Parking Impact Assessment (*unless waived by the Board*)
 7. Item #47 – Solid waste and recyclable material statement/details on site plan.
 8. Item # 52 – Stormwater Management Plan.

V. DOCUMENTS REVIEWED

- A. **Application Form**, filed January 31, 2019.
- B. **Preliminary and Final Site Plan**, consisting of twelve (12) pages, signed and sealed by Gerard Gesario, P.E. of Jarmel Kizel on January 3, 2019.
- C. **Architectural Drawings**, consisting of two (2) pages, signed by Mathew Jarmel, AIA of Jarmel Kizel on January 24, 2019.
- D. **Topographic Survey**, consisting of one (1) page, prepared by David J. Von Steenburg, P.L.S. on February 5, 2017.

If you have any further questions regarding this application, please feel free to contact our office.

Sincerely,



Greer Patras, AICP, PP
Board Planner

Exhibit A: Planner Checklist Review

PROJECT: 109 & 115 South Orange Avenue

APPLICANT: Ridgewood Commons Group, LLC

Topology

Site Plan (Major) Preliminary + Final Checklist Item	Notes	Status
#1 – Completed Checklist		COMPLETE
#2 – Application Form		COMPLETE
#3 – Checks to Township		COMPLETE
#4 – Tax Collector Cert.		COMPLETE
#5 – Certified property owners list		COMPLETE
#6 – Deed / Title for lands		COMPLETE
#7 – Escrow Agreement		COMPLETE
#8 – Ownership Disclosure		COMPLETE
#9 – Public Hearing Notification	Temporary Waiver Requested	CONDITIONALLY COMPLETE <i>To be provided prior to Hearing</i>
#10 – Water/Sewer/Utility Letter		COMPLETE
#11 – County Application Form	Temporary Waiver Requested	CONDITIONALLY COMPLETE <i>To be provided prior to Hearing</i>
#12 – Completed County Health Department Application	Applicant stated N/A	CONDITIONALLY COMPLETE <i>Applicant to confirm at Completeness Hearing</i>
#13- Hudson-Essex-Passaic Soil Conservation District application	Temporary Waiver Requested	CONDITIONALLY COMPLETE <i>To be provided prior to Hearing</i>
#14 – NJ State Approvals	Applicant stated N/A	TBD <i>Applicant to confirm at Completeness Hearing</i>
#15 – Digital Site Plan		COMPLETE
#16 – Final Plat/Site Plan	Temporary Waiver Requested	CONDITIONALLY COMPLETE <i>To be provided upon approval</i>
#17 – Environmental Impact Assessment	Waiver Requested	TBD <i>Planner does not recommend waiver</i>
#18 – Photograph(s)		COMPLETE
#19 – Traffic and Parking Impact Assessment	Waiver Requested	TBD <i>Planner does not recommend waiver</i>
#20 – Statement for conditional use compliance	Applicant stated N/A	COMPLETE <i>Not conditional use</i>
#21 – Engineer’s cost estimate	Temporary Waiver Requested	CONDITIONALLY COMPLETE <i>To be provided upon approval</i>
#23 – “As-Built” Plans or Final Plats	Temporary Waiver Requested	CONDITIONALLY COMPLETE <i>To be provided upon approval</i>
#25 – Title Block		COMPLETE
#26 – Name, Address and Telephone Number		COMPLETE
#27 – North Arrow with Reference		COMPLETE
#28 – Drawn at Scale not less than 1”=50’	Not compliant to scale	COMPLETE <i>Planner recommends waiver of scale</i>
#29 – Professional Seals		COMPLETE
#30 – Zoning Compliance Schedule		COMPLETE

Exhibit A: Planner Checklist Review

PROJECT: 109 & 115 South Orange Avenue

APPLICANT: Ridgewood Commons Group, LLC

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Site Plan (Major) Preliminary + Final Checklist Item	Notes	Status
#31 – Historic Site or District identification	Applicant stated N/A	COMPLETE <i>Not historic site/ district</i>
#32 – Boundary information, lot lines		COMPLETE
#33 – Setback lines		COMPLETE
#34 – Areas and dimensions of lots		COMPLETE
#35 – Existing critical environmental areas		COMPLETE
#36 – Existing Trees		COMPLETE
#37 – Existing Wells and Septic System	Applicant stated N/A	TBD <i>Applicant to confirm at Completeness Hearing</i>
#38 – Landscaping Plan		COMPLETE <i>Same page as Site Plan</i>
#39 – Developer’s Agreement (Affordable Housing)	Applicant stated N/A	COMPLETE <i>No housing</i>
#40 – Key Map	Not compliant to scale	COMPLETE <i>Planner recommends waiver of scale</i>
#41 – Signature Blocks		COMPLETE
#42 – Approvals Statement	Temporary Waiver Requested	CONDITIONALLY COMPLETE <i>To be provided upon approval</i>
#43 – Utility Systems		COMPLETE
#44 – Structure Locations and Uses		COMPLETE
#45 – Shortest Distance between buildings, lot lines, etc.		COMPLETE
#46 – Architectural Plans and Elevations		COMPLETE
#47 – Solid Waste and Recyclable Material		INCOMPLETE <i>Applicant to provide</i>
#48 – Entire Tract on One Sheet		COMPLETE
#49 – Existing and Proposed Rights-of-Way and Easements		COMPLETE
#50 – Current topographic Survey		COMPLETE
#51 – Grading Plan		COMPLETE
#52 – Stormwater Management Plan		INCOMPLETE <i>Applicant to provide</i>
#53 – Circulation Plan		COMPLETE <i>Provided in Site Plan</i>
#54 – Parking Calculations		COMPLETE
#55 – Lighting Plan		COMPLETE
#56 – Sign Plans		COMPLETE
#57 – Soil Erosion and Sediment Control Plan		COMPLETE
#59 –Applicant’s Engineer Certificate	Temporary Waiver Requested	CONDITIONALLY COMPLETE <i>To be provided upon approval</i>
#60 – Soil Permeability Logs	Applicant stated N/A	TBD <i>Applicant to confirm at Completeness Hearing</i>