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Completeness Report #1

Date: January 4, 2021

To: South Orange Planning Board

From: Greer Patras, AICP, PP, Board Planner

Applicant: Tania Roddi

Subject: Application No. 277
468 Valley Street, Block 2215, Lot 26
Preliminary & Final Site Plan with Bulk Variances

This purpose of this report is to provide the Board with guidance as to the completeness of Application #277, submitted by Jay B. Bohn on behalf of Tania Roddi (the "Applicant"). The Applicant proposes to renovate the existing building and make it an indoor children's playground and requires preliminary and final site plan approval. The proposal will also require "c" bulk variance relief.

The following items were reviewed:

- A. **Planning Board Application Submission**, filed December 18, 2020.
- B. **Cover Letter**, written by Jay B/ Bohn, dated December 18, 2020.
- C. **Architecture Plan**, consisting of four sheets prepared by Jose Carballo Architectural Group, P.C., dated December 18, 2020.

I. EXISTING CONDITIONS

A. **The Site:** The Site is a corner lot with frontage along Valley Street and Hixon Place and is located along the border of South Orange Village and Maplewood Township. The Site occupies 5,924 SF (0.14 AC) and contains an existing 1.5-story commercial building which was previously a sandwich shop. The Site also contains a parking lot with about 6 spaces and a stockade fence which is located around the north and east sides of the building. The Site can be accessed via ingress/egress from Valley Street and Hixon Place.

B. **Zoning:** Secondary Business (B-2)

II. PROJECT PROPOSAL

A. **Proposed Project:** The Applicant proposes the following:

1. Renovate existing building with indoor and exterior improvements to convert it to an indoor children's playground
 - First floor to have gym area, sensory tower, baby pond, climbing wall, seating area, front desk, and bathroom
 - Second floor to have playground equipment storage, equipment washing area, and staff bathroom
2. 6 parking spaces, 1 of which is handicap accessible

3. Landscaping, lighting, and refuse improvements

III. COMPLETENESS DISCUSSION

A. **Submission Waivers:** The Applicant has requested the several submission waivers, to which we offer the following comments:

#6 - Deed and Affidavit Title for Lands

- Waiver Recommended / Not Applicable: No land being conveyed

#8 - Ownership Disclosure Affidavit

- Waiver Recommended / Not Applicable: Applicant has filed as an individual, not a corporation or partnership. We defer to the Board Attorney.

#10 – Letter Signed by Officer of Water Company, Sewer Authority, or Other Utility

- Waiver Recommended / Not Applicable: No utility improvements proposed

#12 – Completed County Health Department Application

- Waiver Recommended / Not Applicable: Can be provided in resolution compliance if approved

#14 – New Jersey State Approvals

- Waiver Recommended / Not Applicable: No impacts to State systems

#16 – Final Plat/Site Plan

- Waiver Recommended: Applicant has offered to provide a final site plan and/or as-built plan if approved, as part of Resolution Compliance. We find this acceptable.

#17 – Environmental Impact Assessment

- Waiver Recommended: Application appears to have minimal impacts to environmental conditions, but further information may be needed once a planning/engineering review has commenced. We defer to any comments to the Board Engineer.

#20 – Conditional Use Standards Statement

- Waiver Recommended / Not Applicable: Conditional use is not part of application

#21 – Engineer's Cost Estimate

- Waiver Recommended / Not Applicable: Can be provided in resolution compliance if approved

#23 – "As-Built" Plans or Final Plats

- Waiver Recommended: Applicant has offered to provide a final site plan and/or as-built plan if approved, as part of Resolution Compliance. We find this acceptable.

#31 – Historic Site or District Identification

- Waiver Recommended / Not Applicable: Not located in historic district

#35 – Existing Critical Environmental Areas

- Waiver Recommended / Not Applicable: Subject area has already been developed. We defer to any comments to the Board Engineer.

#36 – Existing Trees

- Waiver Recommended / Not Applicable: No trees located on property

#37 – Existing Wells & Septic System

- Waiver Recommended / Not Applicable: No existing wells or septic systems

#39 – Developer's Agreement

- Waiver Recommended / Not Applicable: We defer to the Board Attorney regarding applicability of this item. If approved, we recommend this be done as part of Resolution Compliance

#42 – Approval's Statement

- Waiver Recommended / Not Applicable: Can be provided in resolution compliance if approved

#43 – Utility Systems

- Waiver Recommended / Not Applicable: No utility improvements proposed. We defer any comments to the Board Engineer.

#49 – Existing & Proposed Rights-of-Way & Easements

- Waiver Recommended / Not Applicable: No existing and proposed rights-of-way and easements

#51 – Grading Plan

- Waiver Recommended / Not Applicable: No change of grading proposed. We defer any comments to the Board Engineer.

#52 – Stormwater Management Plan

- Waiver Recommended / Not Applicable: No change of impervious coverage proposed. We defer any comments to the Board Engineer.

#57 – Soil Erosion & Sediment Control Plan

- Waiver Recommended / Not Applicable: Proposal will not disturb over 5,000 SF of soil. We defer the any comments and requirements related to County and local Soil Erosion and Sediment Control and Major/Minor Soil Disturbance permits/ approvals to the Board Engineer.

#58 – Residential Cluster Details

- Waiver Recommended / Not Applicable: No residential proposal

#59 – Applicant's Engineer Certification

- Waiver Recommended / Not Applicable: Preliminary and final approval being sought simultaneously

#60 – Soil Permeability Logs

- Waiver Recommended / Not Applicable: On-site sewage disposal system not proposed

At the completeness hearing, the Applicant may provide any additional information related to the requested submission waivers, for the Board's consideration.

B. Outstanding Items: The following information should be provided prior to public hearing or as directed by the Board in the Completeness Determination Hearing:

1. Item #2 – Township Application Form

- Number 12 asks for prior applications affecting the property. The site has several existing non-conforming conditions. The Applicant must show proof that these non-conforming conditions are legally existing (ie. has received prior approval) or request them as part of this application.

2. Item #19 – Traffic & Parking Impact Assessment & #53 – Circulation Plan

- While a full traffic and parking analysis and circulation plan may not be necessary, additional information may be necessary to review existing and proposed parking and travel paths. The Applicant's Professionals should be prepared to address changes to the plan and confirm safe and compliant circulation for vehicles, pedestrians, and cyclists. Any existing/proposed non-conforming conditions must be identified on the plans.
- The County Planning Board submission states that 8 parking spaces are existing and proposed, which is inconsistent with this submission showing 6 spaces. This must be corrected.
- The Applicant must clarify whether the 1,359 SF includes just the ground level or the second level as well, and update the parking requirements accordingly. Variance relief for number of parking spaces must be listed on the plan if applicable.
- The configuration of the ADA parking aisle does not meet code, as the aisle must be the full length of the handicap stall. This must be addressed, and the Applicant must show compliance with the ADA requirements as well as the NJ Barrier Free Subcode requirements.

3. Item #28 Scale

- The site plan should be drawn at a smaller scale so that the image is larger and more easily read.

4. Item #30 – Zoning Compliance Schedule

- The Applicant should revise the bulk chart to add a "proposed" column to clearly show what bulk standards are proposed.
- The Applicant must indicate any existing non-conforming conditions that are being exacerbated and explicitly request such variance approval. This may be applicable for non-conforming side yard setback for a wall that is being heightened as part of this application.
- The chart reports that the existing height is 28' tall which appears incorrect. This must be revised.

5. Item #32 – Original boundary survey used to prepare the plan should be provided with the application
6. Item #38 & #55 – Landscaping Plan & Lighting Plan
 - The Applicant should provide a separate plan dedicated to landscaping and lighting improvements, to provide clarify on the site plan
 - All planting details and locations should be provided on the plan
 - All lighting fixture details, locations, and lighting levels should be provided on the plan
7. Item #46 – Architectural Plans and Elevations
 - Building dimensions should be provided on the proposed site plan.
 - Building square footages must be provided for each floor.
 - The Applicant should provide the colors and materials of the exterior architecture
 - The Applicant should update the floor plans to say “second floor” instead of attic, or provide proof that it meets the definition and code requirements of an “attic”
 - The Applicant should provide details of the proposed trash enclosure, screening, and fencing and show height and setbacks compliance with the Ordinance
8. Item #50 – Current topographic survey should be provided with the application.
9. Item #56 – Sign Plans
 - The Applicant should confirm if any signage is proposed. If signage is proposed, details of the signs must be to sign types, sizes, materials, colors, locations, lighting, and compliance with the ordinance.

The Applicant should address all items discussed at the Completeness Hearing. Revised plans should be accompanied by a Response Letter or highlights on the plan to identify all changes made, to facilitate our review. We recommend all revised information be provided prior to 14 days of the public hearing.

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

Sincerely,



Greer Patras, AICP, PP
Board Planner