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## Completeness Report #1

Date: July 7, 2021

To: South Orange Planning Board

From: Greer Patras, AICP, PP, Board Planner

Applicant: BC UW / Madeline Housing Partners, LLC

Subject: Application No. 284  
41-45 Third Street, Block 1902, Lots 39 & 40  
Preliminary Site Plan with Bulk Variances

The purpose of this report is to provide the Board with guidance as to the completeness of Application #284, submitted by Toby M. Cohen, Esq. on behalf of BC UW / Madeline Housing Partners, LLC (the "Applicant"). The Site is within the Church Street Redevelopment Zone (District R-38 – Affordable Housing Overlay). The Applicant proposes to remove all existing site improvements and construct a 26-unit multi-family apartment building. The Applicant requires preliminary site plan approval as well as bulk variance relief. Upon preliminary site plan approval, which entails more limited site plan requirements, the Applicant must return for final site plan approval from this Board.

The following items were reviewed:

- A. **Planning Board Application Submission**, filed June 18, 2021.
- B. **Cover Letter**, written by Toby M. Cohen, Esq., dated June 17, 2021.
- C. **Application Amendment Letter**, written by Derek W. Orth, Esq., dated July 2, 2021.
- D. **Site Plan**, consisting of 6 sheets prepared by David A. Hals, P.E., L.S., P.P., C.M.E. of Schwanewede/Hals Engineering, dated June 15, 2021.
- E. **Architectural Plans**, consisting of 3 sheets prepared by Mary Fitzpatrick Scro of Z+ Architect, LLC, dated June 14, 2021.
- F. **Drainage Calculations**, consisting of 10 pages prepared by David A. Hals, P.E., L.S., P.P., C.M.E. of Schwanewede/Hals Engineering, dated June 15, 2021.
- G. **Site Photos**, consisting of 8 pages, undated.

### I. EXISTING CONDITIONS

- A. **The Site:** The Site consists of Block 1902, Lots 39 and 40. The combined lots occupy an area of approximately 0.490 acres (21,234 square feet). Block 1902, Lot 39, known as 41 Third Street, is an approximately 0.34-acre lot containing a two-story house built circa 1910 and was acquired by the Village in May 2012. Block 1902, Lot 40, known as 45 Third Street, is an approximately 0.15-acre lot containing a two-story house built circa 1905 and was acquired by the Village in late spring to summer 2020. The East Branch Rahway River runs through Block 1902, Lot 39 towards the east, and a portion of the Site is located in a flood zone.

- B. **Zoning:** Church Street Redevelopment Zone (District R-38 – Affordable Housing Overlay)

### II. PROJECT PROPOSAL

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

- 1. Remove existing site improvements on the Site, including both structures, pavement improvements, etc.

2. Construct a 3 ½ story, multi-family apartment building, containing 26 units in total ranging from one to three-bedroom units.
3. Connect the proposed building to the public sidewalk by a concrete walkway leading to a covered front entrance.
4. Concrete walkway leading to a fenced-in concrete pad along the western side of the proposed building with bicycle parking sufficient for 14 bicycles.
5. Mill and resurface the existing driveway along the eastern side of the property and to install a dumpster enclosure at the rear of the site.

### III. COMPLETENESS DISCUSSION

A. **Recommended Submission Waivers:** The Applicant has requested the following submission waivers, which we recommend be granted:

#31 – Historic Site or District Identification

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

#37 – Existing Wells or Septic Systems

- Waiver Recommended / Not Applicable: None located on-site

B. **Recommended Temporary Submission Waivers:** The Applicant has requested several temporary submission waivers, to which we recommend be discussed between the Applicant and the Board:

#3 – Individual Checks

- Application states that checks are forthcoming and will be submitted shortly.

#4 – Tax Collector Certification

- Property is owned by the Village. We defer to the Village and Board Attorney.

#5 – Certified Property Owners' List

- Application states that the certified list will be obtained and submitted. An uncertified list has been included on the site plan.

#6 - Deed(s) and Affidavit Title or Lands being conveyed

- Property is owned by the Village. We defer to the Village and Board Attorney.

#7 – Completed Escrow Agreement

- Application states that this will be provided.

#9 – Public Hearing Notification

- Applicant to complete upon determination of completeness and assignment of meeting date.

#10 – Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company

- Applicant states that the utilities will be submitted when obtained.

#11 - Application Form – County

- Applicant states that they will file this Application upon determination of completeness.

#12 - Completed Essex County Health Department Application

- Proof of application submission should be provided prior to any public hearing, or the Applicant shall prove that this Application is exempt.

#13 – Hudson-Essex-Passaic Soil Conservation District Application

- Applicant states this will be obtained and submitted, and has provided details on their submitted site plan.

#14 – New Jersey State Approvals

- Applicant states that they “will comply when submitted.”

#17 – Environmental Impact Assessment

- The Applicant has requested a submission waiver for this item, stating that the Site was previously developed and is located in a redevelopment area. We defer the granting of this request and/or the request of a Limited EIS in lieu of a full report to the Board and Board Engineer.

#19 – Traffic and Parking Impact Assessment

- The Applicant has requested a submission waiver for this item, stating that no on-site parking is proposed. We defer the granting of this request and/or the request to the Board and Board Engineer.

#39 – Developer’s Agreement

- The Applicant requests Redeveloper’s Agreement to be provided by the Village’s Redevelopment Counsel. Consistent with Village Ordinance Section 185-250 through - 259, upon the granting of preliminary/final approval, the Applicant must submit their developer’s fees, as a new residential development is proposed. We defer further comment to the Board Attorney.

#53 – Circulation Plan

- Turning templates and details on sight triangles for site ingress and egress for cars and trucks should be provided for the proposed driveway.

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.

While the Applicant only requests preliminary site plan approval at this time, the Applicant should provide additional information regarding compliance with the design standards of the Redevelopment Plan, architectural details related to colors and materials, parking strategy, move in and out strategies, loading strategies, and lighting, which will assist the Board in its evaluation for preliminary site plan approval. The Applicant should revise the engineering plans to correct a discrepancy regarding the quantity of proposed one-bedroom, two-bedroom, and three-bedroom affordable housing units on each floor of the building. In addition, the Applicant should revise the General Notes on the Site Plan which indicate that 27 residential units are required, where only 26 are prescribed by the adopted Redevelopment Plan Amendment.

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

Sincerely,



Greer Patras, AICP, PP  
Board Planner