

## Memorandum

DATE: May 4, 2018

TO: South Orange Planning Board - Chair & Board Members

FROM: Philip Abramson, PP – Board Planner  
Chris Kok, PP – Principal Review Planner

SUBJECT: Application #264 – 305 Ridgewood Rd North  
Minor Site Plan

APPLICANT: Orange Lawn Tennis Club  
c/o Woodmont Properties  
100 Passaic Avenue, Suite 240  
Fairfield, NJ 07004  
(973) 316-9400

ATTORNEY: Stephen Santola  
(same information as Applicant)

The purpose of this memorandum is to provide the Board with guidance in its evaluation of Application #264, submitted by Stephen Santola on behalf of Woodmont Properties and Orange Lawn Tennis Club.

### I. APPLICATION SUMMARY

#### A. Existing Conditions

- *The Neighborhood:* The surrounding neighborhood primarily consists of single-family homes located within the RA-100 district. The average property size of the single-family properties on the block is over half an acre. The property is located within the North Ridgewood Road Historic District.
- *The Site:* The site is occupied by the Orange Lawn Tennis Club and is bordered by Forest Road to the north, Ridgewood Road to the east, Redmond Road to the south and Wyoming Avenue to the west. The property is concentrated within the block and is adjacent on all sides to single family homes. Though the property is not included in the Village's list of "Local Landmarks," the site has significant historical value including its status as the second oldest tennis club in New Jersey and has historic architecture.
- *Zoning:* The property is governed by the Orange Lawn Redevelopment Plan, which splits the property into two districts: Residential Townhouse District and PR: Private Recreation Facilities District. The improvements proposed by this application are located within the Private Recreation Facilities District.
- *Existing Structures:* Near the center of the property is the principal structure (clubhouse), which is a 2 ½ story masonry structure with one-story additions on either side. There are two accessory structures serving a pool area at the north west side of the property, a structure serving five paddle courts, two garage structures and a 1 ½ story cottage. The property contains ten grass tennis courts, ten clay tennis courts, five paddle courts, and a pool area.

- *Bulk Chart:* The following bulk chart outlining requirements for temporary tennis court enclosure structures is provided for reference:

Requirements	Required	Existing	Proposed
Max. Structure Height	40 ft	N/A	38.75 ft (Dome #1) 38.12 ft (Dome #2)
Min. Setback from Property Line	50 ft	N/A	50.00 ft (Dome #1) 164.63 ft (Dome #2)
Max. Quantity	2 Domes	N/A	2 Domes
Max. Combined Area	30,000 sf	N/A	12,980 sf (Dome #1) 12,672 sf (Dome #2)

## B. The Proposal

The Applicant proposes the following:

- Install, on a temporary basis, two temporary tennis court enclosure structures, enclosing a total of four tennis courts.
- Utilize structure between October 15 and April 15
- Install a modular block wall with fence to screen mechanical equipment of the temporary tennis enclosure closes to properties on Wyoming Avenue.

## C. Jurisdiction

The project is subject to review by:

- Historic Preservation Commission

Review by the Design Review Board is not required since the proposed improvements will not be visible from any public streets.

## II. COMPLETENESS REVIEW.

The following table shows the Applicant's conformance with the submission requirements of the Township of South Orange Village. **Planner recommends that application be deemed complete.** Required items are shown in bold in the "Recommendation" column.

Checklist Item	Status	Notes	Recommendation
#1 – Completed Checklist	Complete		
#2 – Application Form – Township	Complete		
#3 – Individual Checks made out to the Township of South Orange Village.	Complete		
#4 – Tax Collector Certification	Complete		
#5 – Certified list of property owners within 200'	Complete		
#6 – Deed and affidavit Title for lands	Complete		
#7 – Completed Escrow Agreement	Complete		

Checklist Item	Status	Notes	Recommendation
#8 – Ownership Disclosure Affidavit	Complete		
#9 – Public Hearing Notification	Required prior to site plan hearing. No notice language provided as part of application.		Notice shall be completed ten (10) days prior to hearing.
#10 – Letter(s) signed by a responsible officer of the water company, sewer authority, or other utility company	Complete	Applicant states that gas and electric have been provided and that no new water, sanitary, or telecommunications utilities are proposed.	
#11 – Application Form for County	Waiver Requested	While the property is not located on a County road, it is unknown whether the application would impact county sewerage facilities.	Testimony shall be provided as to any potential impacts on County sewerage facilities. If no impacts are expected, Planner recommends the granting of a waiver.
#12 – Completed Essex County Health Department Application	Waiver Requested		Applicant shall provide testimony regarding conformance of waste facilities with applicable local, county and state laws and regulations.
#13- Hudson-Essex-Passaic Soil Conservation District application	Complete		
#14 – New Jersey State Approvals	Waiver Requested	Applicant states that no approvals are required.	
#15 – Digital copy of the Site Plan	Complete		
#16 – A Final Plat/ Site Plan	Complete		
#17 – Environmental Impact Assessment	Not Applicable		
#18 – Photograph(s) of the subject premises	Complete		
#19 – Traffic and Parking Impact Assessment	Not Applicable		

Checklist Item	Status	Notes	Recommendation
#20 – Affirmative Statement in Writing for Compliance with Conditional Uses	Not Applicable		
#21 – An Engineer's Cost Estimate of all improvements.	Applies at the time of construction permits. (Waiver Requested)		If the Board acts favorably on this application, Applicant shall provide a cost estimate prior to issuance of any construction permits.
#22 – Certification from the Township of South Orange Village Tax Assessor	Not Applicable		
#23 – "As-Built" Plans or Final Plats	Applies at the time of the certificate of occupancy. (Waiver Requested)		If the Board acts favorably on this application, Applicant shall provide as built plans prior to any issuance of a certificate of occupancy.
#24 – Certificate from the Township of South Orange approving road names and subdivision name	Not Applicable		
#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 inch equals 50 feet	Complete		
#29 – Professional Seals	Complete		
#30 – Zoning Compliance Schedule	Complete		
#31 – Historic Site or District identification	Incomplete	The property is within the North Ridgewood Road Historic District.	Application is subject to review by the Historic Preservation Committee.
#32 – Boundary information, Lot Lines	Complete		

Checklist Item	Status	Notes	Recommendation
#33 – Setback Lines	Complete		
#34 – Areas and Dimensions of Lots	Complete		
#35 – Existing Critical Environmental Areas	Complete	Applicant states that there are no such areas on the site.	
#36 – Existing Trees	Complete		
#37 – Existing Wells and Septic System	Complete	Applicant states that no septic systems were observed on site. One existing irrigation well is located on the western side of the property near lot 19.	
#38 – Landscaping Plan	Complete		
#39 – A Developer's Agreement	Applies at the time of the certificate of occupancy. (Waiver Requested)		Applicant shall provide any required Developer's Agreement prior to receipt of any certificate of occupancy.
#40 – Key Map	Complete		
#41 – Signature Blocks for Board Chairperson, Secretary and Engineer	Complete		
#42 – Approvals Statement	Waiver Requested		Submission of list of prior approvals should be made a condition of any approval.
#43 – Utility Systems	Complete		
#44 – Structure Locations and Uses	Complete	Applicant states that the facility has a total of 18 employees and 15-16 as the maximum number of employees in busiest shift.	
#45 – Shortest Distance between buildings, lot lines, etc.	Complete		
#46 – Architectural Plans and Elevations	Complete		

Checklist Item	Status	Notes	Recommendation
#47 – Solid Waste and Recyclable Material	Waiver Requested		Planner recommends the granting of a waiver.
#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	Not Applicable	Applicant states that there will be minimal increase in impervious coverage.	
#53 – Circulation Plan	Not Applicable		
#54 – Parking Calculations	Not Applicable		
#55 – Lighting Plan	Waiver Requested	Applicant states that there is no new site lighting proposed.	Applicant shall provide testimony regarding existing site lighting of paths connecting to the tennis courts. Use of temporary tennis court enclosure structures is permitted by the Redevelopment Plan between the hours of 7am and 10pm from October 15 to April 15. Given the limited daylight hours during this period, it is likely that the courts could be in use after dark, and as such, site lighting may be necessary.
#56 – Sign Plans	Complete		
#57 – Soil Erosion and Sediment Control Plan	Complete		
#58 – Residential Cluster Details	Not Applicable		
#59 – Certification from Applicant's Engineer re: conformance of final plat to preliminary plat	Not Applicable		

Checklist Item	Status	Notes	Recommendation
#60 – Soil Permeability Logs	Not Applicable		

### III. PLANS & DOCUMENTS REVIEWED

1. Planning Board Application Form, consisting of six (6) pages, signed on April 9, 2018.
2. Site Plans, consisting of six (6) pages, signed by Michael T. Lanzafama of Casey & Keller Incorporated on March 19, 2018.
3. Architectural Drawings, consisting of six (6) pages, prepared by Hay/Stevens of Arizon Building Systems on March 16, 2018.