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60 Union Street, #1N
Newark, NJ 07105

Completeness Report #1

DATE: May 2, 2019
TO: South Orange Planning Board
FROM: Greer Patras, AICP, PP
SUBJECT: Application #269
1-9 South Orange Avenue (Block 1909, Lot 1)
Preliminary and Final Site Plan
APPLICANT: PTB Investments, LLC,
363 Bloomfield Avenue Ste 2A, Montclair, NJ 07042
ATTORNEY: Thomas Trautner of Chiesa, Shahinian & Giantomasi, PC
One Boland Drive, West Orange, NJ 07052

The purpose of this report is to provide the Board with guidance as to the completeness of Application #269 submitted by PTB Investments, LLC. Applicant proposes to convert and expand the top two (2) floors of the property from a restaurant into a shared office space, Work Moziac.

I. APPLICATION SUMMARY

- A. **Neighborhood Context:** The Site is located at 1-9 South Orange Avenue, adjacent to the Village's downtown train station. The downtown corridor contains a range of commercial and mixed-use buildings.
- B. **The Site:** Lot 1 is an existing 22,828 square foot lot containing a three-story commercial building, with a Ashley's Market grocery on the first floor, and a space previously used as a restaurant on the second and third floor.
- C. **Zoning:** CB-1 (Central Business District Redevelopment District 1)
- D. **The Proposal:** The Applicant proposes to expand the second and third floors of the existing three-story commercial structure and convert these floors from a restaurant into a shared co-working office space. This includes the following:
 - 1. Access to the co-working space on the second floor will be via the shared entrance on South Orange Avenue that also serves Ashley Market. No changes are proposed to the Ashley Market space.
 - 2. The second floor will expand with a 4,200 SF addition over the existing rooftop patio, for a total of 12,505 SF. The shared office space shall contain fifty (50) offices, two (2) conference rooms, two (2) training centers, one (1) ricoh space (copy center), one (1) community space, seven (7) co-working spaces, and three (3) phone booths.
 - 3. The 3,010 SF third floor will be converted to contain fifteen (14) offices, two (2) conference rooms, and an intelligent locker system.
 - 4. The Applicant also proposes renovations to the façade to include:
 - i. Exterior repainting
 - ii. Installation of cast stone sills and cornices to match existing building features
 - iii. Installation of metal prefinished canopy on first floor entrance
 - iv. Replace all existing awnings with new black fabric awnings

- v. Refurbish front first floor entrance with automatic glass and aluminum door
- vi. Relocate gooseneck light fixtures
- vii. An extensive signage package:
 - New 29.25 SF sign (24" x 175.5") reading 'work MOZAIC' and would be located above the second-floor windows facing South Orange Avenue.
 - Two new 27 SF (3' x 9') blade aluminum sign that reads 'work MOZAIC'. This sign would be mounted to the third floor and be illuminated at night using reverse LED lights.
 - New 61.33 SF sign for Ashley Marketplace located on the front of the building, above the first floor. This sign would have carved black lettering.
 - New 22.69 SF sign located above the rear entrance facing the parking lot. This sign would have black carved lettering.
 - New sign on the train station side that would read 'work MOZAIC'; size must be provided
 - New sign above front entrance that would read 'work MOZAIC'; size must be provided.

II. VARIANCE DISCUSSION

A. Bulk Chart: Below is a table detailing bulk compliance for the CB-1 district:

The Applicant did not provide a bulk chart, so the following information has been estimated from the plans. The Applicant should confirm the existing and proposed bulk conditions and include a bulk chart on their plans.

CB-1 Requirements	Required	Existing	Proposed
Minimum Lot Area	40,000 SF	22,828 SF (E)	No Change
Minimum Lot Width	200'	114' (E)	No Change
Maximum Building Height	5 ST / 58'	3 ST / 32' ¹	3 ST / 32' ¹
Min. Front Yard Setback	0'	0' (E)	0'
Min. Side Yard Setback	0'	0' (E)	0'
Min. Rear Yard Setback	0'	Must be provided	
Max. Lot Coverage	100%	100%	100%
Min. Parking Spaces	52 spaces	67 spaces (E)	67 spaces
Min. Loading Spaces	1 space	Not Provided	0 spaces (V)
Signage	Must be provided		
(E) Existing Condition (V) Variance Required			
¹ The Applicant should clarify existing and proposed height.			

B. Loading Spaces (Section 185-177)

- i. Required: one
- ii. Proposed: zero

C. Signs and Awnings (Section 185-XXIII)

At this time, we are unable to identify the extent of the relief required for the proposed sign package. The Applicant should provide a signage chart to demonstrate the existing and proposed signs for both Ashley Market and Work Mozaic. This should include all sign types (façade signs, blade signs, and awning signs), placement on the building, height from sidewalk and projection information, and area of each sign, as well as gross signage area, relative to compliance with ordinance.

Primarily, it appears that relief will be required for the following:

D. Section 185-140.A: Prohibited Signs

- i. Required: signage may not extend over the line or surface of the sidewalk
- ii. Proposed: two (2) blade-style signs that extend over the surface of the sidewalk

E. Section 185-142.B: Regulations Applicable to Signs and Security Gates Within Business, Commercial, and Industrial Districts.

- i. Required: Maximum gross signage area not to exceed 200 square feet.
- ii. Proposed: It appears that the proposed gross signage area may exceed 200 square feet.

Applicant shall confirm compliance and/or request necessary relief. Additionally, details should confirm the colors and materials of all signs, mounting information, as well as illumination information to confirm compliance with the ordinance.

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 followed by the Board Planner's recommendations for guidance:

A. The Applicant requested, and the Board Planner recommends the following Submission Waivers:

1. **Item #6 – Deed(s) and affidavit Title for lands** – *no change from existing conditions*
2. **Item # 10 – Letter(s) signed by a responsible officer of the water company, sewer authority, or utility company** – *no change from existing conditions*
3. **Item #11 – County Application Form** – *no change from existing conditions*
4. **Item #12 – Completed Essex County Health Department application** – *restaurant use to be removed*
5. **Item #13 – SCD Application** – *no change from existing conditions*
6. **Item #14 – NJ State Approvals** – *no change to existing conditions*
7. **Item #17 – Environmental Impact Statement** – *no change to existing conditions. A report containing the "biennial protectiveness certification of the soil remedial action permit" was provided.*
8. **Item #18 - Photograph(s) of the subject premises** – *no changes from existing conditions that would warrant additional context by photographs*
9. **Item #21 – Engineer's Cost Estimate**– *Applicant shall submit if Board approves project.*
10. **Item #31 – Historic Site or District** – *site is not subject to historic preservation regulations*
11. **Item #36 – Existing Trees** – *no change from existing conditions*
12. **Item #37 – Existing wells and septic system** – *no change from existing conditions*
13. **Item #38 – Landscaping plan** – *no change from existing conditions*
14. **Item #42 – Approvals Statement** – *Applicant shall submit if Board approves project*
15. **Item #59 – Applicant's Engineer Certificate**– *Applicant shall submit if Board approves project.*

B. The Applicant requested, and the Board Planner does not recommend the following Submission Waivers:

1. **Item #5 – Certified List of property owners within 200'** – *must be provided.*
2. **Item #16 – Final Site Plan** – *site plan should detail all setback lines, location and dimensions of new bicycle racks, etc. should be shown on the plans.*
3. **Item #30 – Zoning Compliance Schedule** – *must be provided.*

4. **Item #43 – Utility Systems** – *all ground-mounted or roof-mounted equipment should be shown and any changes to utility systems should be identified.*

IV. COMPLETENESS REVIEW

- A. **Completeness Status:** Should the Applicant agree to comply with the recommendations of this report, the application can be deemed CONDITIONALLY COMPLETE.
- B. **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 and signage should be illustrated on the plans, in a chart or with notes, and identify any/all required relief.
 2. Parking details to show location, confirm quantity, access, and any agreements.
 3. The location and dimensions of proposed bicycle parking should be shown on the plans and details should be provided.
- C. **General Comments:** The following items are not required as part of completeness but are provided to facilitate the Applicant's plan revisions prior to the hearing. Additional planning comments will be offered in a planning report, once the completeness items have been submitted.
1. Applicant should be prepared to provide further information regarding the parking. Specifically, the Applicant should detail total parking spaces reserved for Mozaic, total spaces reserved for Ashley Marketplace, and the times these spaces are reserved for the respective businesses.
 2. The Applicant should be prepared to provide a detailed description of the traffic report. It appears that Dynamic's analysis used multipliers meant for offices in Dense Urban Mixed-Use locations, which may underestimate the anticipated vehicle trips. We recommend that the Applicant provide estimates using the ITE numbers for General Urban/Suburban settings closer to South Orange's density and traffic.
 3. The Applicant should clarify whether they plan to add 2 new gables on frontage (which would make four on frontage overall). This may be a minor error on the existing plans, but if this is proposed, further details should be provided.
 4. The Applicant should be prepared to discuss changes to the shared entrance on South Orange Avenue. The height and width of proposed entrance should be shown on the plans. Applicant should consider whether it would be best to have signs showing that both businesses are accessed via this entrance.
 5. A detailed roof plan should be provided. The roof plan should show where the portion that will be enclosed and the portion containing air conditioning units and that will remain open.


V. DOCUMENTS REVIEWED

- o **Application Form**, filed April 15, 2019.
- o **Preliminary and Final Site Plan**, consisting of four (4) pages, signed and sealed by Charles P. Dietz, A.I.A. of The Dietz Partnership on April 15, 2019.

- **As-Built Survey**, consisting of one (1) page, prepared by Stanley T. Omland, P.L.S. on April 5, 2010.
- **Traffic and Parking Impact Study**, consisting of six (6) pages, prepared by Dynamic Traffic.
- **Biennial Protectiveness Certification of the Soil Remedial Action Permit**, prepared by Roux Associates, dated April 11, 2019.

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

Sincerely,



Greer Patras, AICP, PP
Board Planner