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Completeness Report #1

Date: January 4, 2021

To: South Orange Planning Board

From: Greer Patras, AICP, PP, Board Planner

Applicant: Seton Hall University

Subject: Application No. 276
400 South Orange Avenue, Block 901, Lot 3
Preliminary & Final Site Plan

This purpose of this report is to provide the Board with guidance as to the completeness of Application #276, submitted by Kevin J. Coakley, Esq. on behalf of Seton Hall University (the "Applicant"). The Applicant proposes a renovation and building addition to the existing University Center building along with other site improvements and requires preliminary and final site plan approval. The proposal does not appear to require variance relief at this time, however a full review will be performed and a report will be provided prior to the public hearing.

The following items were reviewed:

- A. **Planning Board Application Submission**, filed December 18, 2020.
- B. **Cover Letter**, written by Nicole B. Dory, dated December 18, 2020.
- C. **Site Plan**, consisting of twelve sheets prepared by Leonard D. Savino of Langan Engineering and Environmental Services, Inc., dated December 17, 2020.
- D. **Landscape Architecture Plans**, consisting of fifteen sheets prepared by George M. Hibbs, A.I.A. of Clarke Caton Hintz, dated December 18, 2020.
- E. **Average Grade Calculations**, consisting of two pages prepared by Langan Engineering and Environmental Services, Inc., dated December 17, 2020.
- F. **Stormwater Management Report**, consisting of 426 pages prepared by Leonard D. Savino of Langan Engineering and Environmental Services, Inc., dated December 17, 2020.
- G. **Stormwater Maintenance Plan**, consisting of 18 pages prepared by Leonard D. Savino of Langan Engineering and Environmental Services, Inc., dated December 17, 2020.

I. EXISTING CONDITIONS

- A. **The Site:** The Site is the Seton Hall University campus which occupies 56.96 acres and contains numerous buildings. Within the campus is the three-story University Center building which is located in the northern section of the Site. The University Center building connects to various walkways, and towards the east of the building is three parking spaces. Per the Applicant, the University Center is viewed as the centerpiece of the campus and primary hub for student life.
- B. **Zoning:** University (U)

II. PROJECT PROPOSAL

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

1. Increase University Center building by 1,384 SF with additions to the east and west entries (from 62,070 SF to 63,454 SF)
2. Landscaping, streetscape, and other site improvements including but not limited to:
 - i. Front of University Center building:
 - Outdoor amphitheater performance space with associated lawn, seating, and steps
 - Outdoor performance area with seating, tables, and landscaping
 - Outdoor double-sided fireplace with seating
 - Bike rack for 5-6 bicycle parking spaces
 - Building overhang
 - Multiple landscaped areas, retaining walls, paver crosswalks, and steps with railings
 - ii. Rear of University Center building:
 - East entry outdoor plaza
 - Terraced meditation garden with planter beds
 - Prayer garden and statue relocation
 - Grotto with landscaping
 - Bike rack for 4-5 bicycle parking spaces
 - Building overhang
 - Multiple landscaped areas, retaining walls and concrete sidewalks
3. The Applicant also proposes improvements to the Duffy Hall parking lot such as a SHUFly shuttle bus shelter, striping, pavement improvements, a paver sidewalk, and sign relocation.

III. COMPLETENESS DISCUSSION

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

#4 - Tax Collector Certification

- Waiver Recommended / Not Applicable: University is tax exempt

#6 - Deed and Affidavit Title for Lands

- Waiver Recommended / Not Applicable: No land being conveyed

#9 - Public Hearing Notification

- Waiver Recommended / Not Applicable: Waived for completeness but Applicant must issue notification form prior to hearing

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

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

#11 – County Application Form

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

#12 – Completed County Health Department Application

- Waiver Recommended / Not Applicable: No impacts to CHD

#13 – HEPSCD Application

- Waiver Recommended: Not required as part of completeness, however, 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

#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.

#19 – Traffic & Parking Impact Assessment

- Waiver Recommended: Application appears to have minimal impacts to traffic or parking, 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

#22 – Block & Lot Designation Certification

- Waiver Recommended / Not Applicable: No new blocks/lots being created

#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.

#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, which can be provided as part of resolution compliance if approved.

#42 – Approval’s Statement

- Waiver Recommended / Not Applicable: Required approvals is provided on site plan and approvals will be provided upon receipt

#43 – Utility Systems

- Waiver Recommended / Not Applicable: The Applicant has submitted stormwater management and maintenance reports along with will serve letters from associated utility companies. We defer any comments to the Board Engineer.

#44 – Structure Locations & Use

- Waiver Recommended / Not Applicable: Applicant has identified structure locations and use on master plan site plan drawing and prior approvals

#49 – Existing & Proposed R.O.W. & Easements

- Waiver Recommended / Not Applicable: None proposed

#53 – Circulation Plan

- Waiver Recommended / Not Applicable: Application will not impact traffic circulation. We defer to any comments to the Board Engineer.

#59 – Applicant’s Engineer Certification

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

#60 – Soil Permeability Logs

- Waiver Recommended / Not Applicable: No on-site sewage disposal system proposed

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

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