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May 16, 2023

Joyce Lanier, Zoning Board Secretary
City of Orange
City Hall
29 North Day Street
Orange, New Jersey 07050

Re: City of Orange Township, County of Essex, State of New Jersey
220 North Center Street (Block 901, Lot 12)
Completeness and Technical Review #1
CP Project No.: 580.529

Members of the Zoning Board:

Overview:

The Applicant, Latoya Bernard, requests approval to convert an existing single family residential structure to a two (2) family residential structure on a lot in the Urban One and Two Family Residential (R-2) Zone. A meeting was held between the Applicant's and Board's Professionals on April 21, 2023 to discuss this application. The Applicant is proposing to convert the existing Urban One Family Detached residential structure to a Two-Family residential structure. This building typology is permitted in the R-2 Zone.

With this understanding our review of this application indicates the Applicant will require the following variance(s) and/or waiver(s) as listed below.

Density	The proposed density of 28 is greater than the maximum allowable density of 17.5 (City Ordinance 210-24.3 Two Family). A variance is required.
Lot Area	The proposed lot area of 3,117 square feet is less than the minimum lot area of 5,000 square feet (City Ordinance 210-24.3 Two Family). This is a previously existing, non-conforming condition. A variance is required.
Lot Width	The proposed lot width of 30.11 feet is less than the minimum lot width of 40 feet (City Ordinance 210-24.3 Two Family). This is a previously existing, non-conforming condition. A variance is required.
Front Yard Setback	The proposed front yard setback of 16 feet is less than the minimum allowable front yard setback of 20 feet (City Ordinance 210-24.3, Two Family). This is a previously existing, non-conforming condition. A variance is required.
Side Yard Setback (N)	The proposed side yard setback of 1.6 feet is less than the minimum allowable side yard setback of 8 feet (City Ordinance 210-24.3, Two Family). This is a previously existing, non-conforming condition. A variance is required.



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| Side Yard Setback (S) | The proposed side yard setback of 2.3 feet is less than the minimum allowable side yard setback of 8 feet (City Ordinance 210-24.3, Two Family). This is a previously existing, non-conforming condition. A variance is required. |
| Parking | The proposed 0 off street parking spaces is less than the minimum required off street parking spaces of 4 (1 space for each ½ unit; City Ordinance 210-29.1). A variance is required. |

The following drawings and documents, received electronically, have been reviewed:

1. City of Orange Board of Adjustment Application for Preliminary and Final Site Plan review with variances dated March 23, 2023.
2. Zoning Approval Denied, dated March 9, 2023
3. “Proposed Renovation, 220 North Center Street, Orange, NJ 07050” prepared by Chris Teeter, R.A., unsigned, unsealed, consisting of the following sheets:

<u>Sheet</u>	<u>Description</u>	<u>Latest Revision Date</u>
T-000.00	Title Sheet, General Notes	March 21, 2023
A-000.00	Zoning Analysis	April 27, 2023
A-100.00	Existing/Demo Floor Plans	March 21, 2023
A-200.00	Proposed Plans	March 21, 2023
A-300.00	Proposed Reflection Ceiling Plan	March 21, 2023
A-600.00	Existing & Proposed Elevations	March 21, 2023
A-800.00	Typical Details 1 of	March 21, 2023

4. “Location Survey of 220 North Center Street, City of Orange, Essex County, New Jersey”, prepared by Behar Surveying, PC, unsigned, unsealed, and dated January 10, 2023, consisting of one sheet.

A properly signed and sealed survey was not provided as part of the application. The Applicant should provide an original survey, signed and sealed by a licensed professional surveyor to the Zoning Board Secretary prior to the Zoning Board meeting.

Completeness Review:

As directed, I have reviewed the subject application and documents for completeness in accordance with the applicable City of Orange Township Development Regulations. From an engineering perspective, it is my recommendation that this application be deemed **administratively complete**, subject to the receipt of the signed and sealed survey and comments from the Board Planner and Zoning Board Secretary.

Technical Review:

As directed, I have reviewed the subject application for conformance with the City of Orange Township Development Regulations and offer the following:

With Regards to the Overall Application and Plan:

1. The survey of the property shows a chain link fence at the front and sides of the property, will this fence remain?

2. During the April 21, 2023 meeting it was discussed that the Applicant would provide plan(s) depicting the existing and/or proposed landscaping for this application. These plans may be provided as exhibits at the Zoning Board Meeting.

With Regards to the Title Sheet, General Notes (Chris Teeter, R.A., Sheet T-000.00):

1. No comment.

With Regards to the Zoning Analysis (Chris Teeter, R.A., Sheet A-000.00):

1. In the Zoning Summary Chart, coordinate units for existing conditions items with the units required for each condition (e.g. feet for lot width).
2. In the Zoning Summary Chart, revise proposed building height in stories to be 3 stories. A building height of 3 stories is permitted for a Two-Family building typology.
3. In the Zoning Summary Chart, revise the comments for the front yard setback to indicate an existing non-conforming condition.
4. In the Zoning Summary Chart, revise the south (plan right) side yard setback to be 2.3 feet as shown on the survey for this application.
5. In the Zoning Summary Chart, coordinate floor area ratio values to show existing conditions in existing column and proposed conditions in proposed column. Table currently indicates proposed conditions in existing column and "no change" in proposed column. Proposed floor area ratio is less than maximum allowable floor area ratio for the Two-Family building typology.
6. In the Zoning Summary Chart, revise the provided density information to show the correct existing and proposed density values for the project. Density is calculated by dividing the total number of dwelling units by the area of the property in acres.
7. In the Zoning Summary Chart, revise the off-street parking requirements to be those in the City Code (1 space for each ½ dwelling unit, City Ordinance 210-29.1). For a two-family home, this computes to a total of four (4) off street parking spaces.

With Regards to the Existing/Demo Floor Plans (Chris Teeter, R.A., Sheet A-100.00):

1. No comment.

With Regards to the Proposed Plans (Chris Teeter, R.A., Sheet A-200.00):

1. No comment.

With Regards to the Proposed Reflection Ceiling Plan (Chris Teeter, R.A., Sheet A-300.00):

1. No comment.

With Regards to the Existing & Proposed Elevations (Chris Teeter, R.A., Sheet A-600.00):

1. No comment.

With Regards to the Typical Details 1 of (Chris Teeter, R.A., Sheet A-800.00):

1. No comment.



Additional Requirements (as applicable):

1. Application is subject to comments from Board Planner, Board Secretary, and Board Members.
2. All other State, County, and Municipal regulatory agency reviews and approvals that may be necessary must be obtained.
3. No construction permits of any type shall be issued by the Construction Code Official of the City of Orange Township until all Board escrow fees have been paid, a Resolution of Approval has been memorialized and appropriately signed by the Board, and the Construction Code Official has received final plans appropriately signed by the Board Chairman, Board Secretary, and Board Engineer.
4. Pursuant to the provisions of N.J.S.A. 40:55D-39 and 55D-65, the Applicant shall provide proof that no taxes or assessments for local improvements are due on the property.
5. Prior to initiation of construction activities, the Applicant shall provide inspection escrow funds in accordance with Section 210.56, Page 196 of the City of Orange Township Ordinance for fees associated with engineering construction inspection of the project.
6. Any affordable housing requirements shall be addressed by the Applicant in accordance with the Board/Municipal Planner's comments.

If you should have any questions regarding the above, please do not hesitate to contact my office.

Sincerely,
CP Engineers, LLC



David A. Clark, P.E., C.M.E.
Zoning Board of Adjustment Board Engineer

CC: Latoya Bernard (latoyahumphrey@hotmail.com) – email only
Chris Teeter, R.A. (cteeter@metamechanics.com) – email only
Gerard M. Haizel, P.P., Nishuane Group (ghaizel@nishuanegroup.com) – email only
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