


**TO:** Gregory K. Asadurian, Esq.  
Village of Ridgewood Zoning Board of Adjustment

**FROM:** John Barree, AICP, PP, LEED Green Associate 

**CC:** Christopher Rutishauser, PE, CPWM, Director of Public Works / Village Engineer  
Bruce Whitaker, Esq, Board Attorney  
Jane Wondergem, Board Secretary

**RE:** Les Dann, LLC  
246-264 South Broad Street  
Block 2003, Lot 8  
Preliminary and Final Site Plan Completeness Review

**DATE:** October 11, 2022

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This memo constitutes the first completeness review for the above referenced application. The following materials were submitted by the applicant and provided to this office for review:

- Village of Ridgewood Development Application with attached Resolutions dated September 8, 2022.
- Site Plan prepared by Bertin Engineering, dated June 13, 2022 consisting of 10 sheets.
- Survey prepared by Bertin Engineering, dated March 16, 2022 consisting of 1 sheet.
- Architectural plans prepared by Coppa Montalbano Architects, dated August 24, 2022 consisting of 4 sheets.
- Stormwater Drainage Analysis prepared by Bertin Engineering dated June 13, 2022.
- Stormwater Operation and Maintenance Manual prepared by Bertin Engineering, dated June 13, 2022.
- Photographs of the subject property and the applicant's facility in Wayne.
- Tax Collector's Certification
- Certified Property Owners List

The applicant is seeking use variance approval along with preliminary and final site plan approval and bulk variances. The applicant proposes the consolidation of three existing lots developed with a contractor yard, autobody shop, and single-family residence into one property to be developed with a new autobody shop.

As submitted, the application is deficient in the following technical details required by the Preliminary and Final Major Site Plan submission requirements as set forth in the Village Ordinance at 190-67, 190-73, and 190-74:

#### 190-73 Preliminary Major Site Plans

- J. Existing and proposed signs, including the size, materials, nature of construction, location and any illumination of same.

*No details have been provided for site or building signage. The applicant shall submit revised plans including the required information related to signage or a response letter indicating that no approval for signage is sought as part of the application.*

- L. The location and design of solid waste disposal containers and recycling containers.

*The site plans show the location of two dumpsters within the fenced yard area, but design details have not been provided. Nor have details or locations for recycling containers.*

#### 190-67. General Requirements

- M. (2) Environmental site analysis. A written and graphical description of the natural and man-made features of the site and its environs. This description should include a discussion of soil conditions, slopes, wetlands, waterways, and vegetation on the site. Particular attention should be given to unique, unusual, or environmentally sensitive features and to those that provide particular opportunities or constraints for development.

*Due to the historic use of the subject property as an autobody repair facility, the applicant should provide a narrative detailing any environmental investigations that have been conducted on the site, NJDEP permits and enforcement actions if applicable, and any conditions associated with soil or groundwater that potentially constrain the use of the property.*

- M. (7) When the proposed stormwater management control measure (e.g. infiltration basins) depend on the hydrologic properties of soils, then a soils report shall be submitted. The soils report shall be based on on-site boring logs or soil pit profiles...The Village Engineer may waive the requirement for borings if in his opinion the same are unnecessary to determine the hydrologic properties of the soil(s).

*The applicant has not provided a soils report based on observed on-site conditions. I defer to the Village Engineer to determine whether on-site soil evaluation is necessary for this application.*

#### 190-121.1 Electric vehicle supply/service equipment

*The applicant shall revise the plans to demonstrate compliance with the Village EVSE ordinance requirements.*

The application shall be considered incomplete until the required items have been submitted and found to satisfy the completeness requirements. If the applicant wishes to request a waiver from any of the required submission items, a request including justification for the waiver should be submitted for review.

If you have any questions, please do not hesitate to contact me.