


TO: Mark J. Semeraro, 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 – 2025 Resubmission Completeness 2nd Review

DATE: April 24, 2025

This memo constitutes the second completeness review for the above referenced application, updating and superseding the letter issued on April 15, 2025. The following materials were submitted by the applicant in March and April 2025 and provided to this office for review:

- Site Plan prepared by Bertin Engineering, dated June 13, 2022 consisting of 11 sheets, revised through November 4, 2024.
- Alternate Grading Utility & Soil Erosion Control Plan prepared by Bertin Engineering, consisting of 1 sheet, revised through February 25, 2025.
- Alternate Landscape and Lighting Plan prepared by Bertin Engineering, consisting of 1 sheet, revised through February 25, 2025.
- Setback Exhibit prepared by Bertin Engineering, consisting of 1 sheet, undated.
- Stormwater Drainage Analysis prepared by Bertin Engineering revised through November 4, 2024.
- Site Grading and Stormwater Control Plan Checklist (and accompanying exhibits), consisting of 5 sheets.
- Architectural Plans, prepared by Bilow Garrett Group Architects and Planners, P.C., consisting of 4 sheets, revised through October 29, 2024.
- **Stormwater Operation and Maintenance Manual, prepared by Bertin Engineering, revised through April 22, 2025.**
- **Response letter from Mark J. Semeraro, Esq., dated April 23, 2025.**

The following additional items were part of the prior application. It is unclear whether the applicant intends for these items to be considered part of the application moving forward. Updated versions have not been submitted to this point:

- Targeted Site Investigation Summary, prepared by Eikon Planning and Design, LLC, dated September 9, 2021.

- Village of Ridgewood Development Application with attached Resolutions dated September 8, 2022.
- Stormwater Operation and Maintenance Manual prepared by Bertin Engineering, dated June 13, 2022.
- Survey prepared by Bertin Engineering, dated March 16, 2022 consisting of 1 sheet.
The applicant has provided a response letter dated April 24, 2025, that indicates the above referenced items that were submitted previously with the original application are intended to be relied upon moving forward. This item has been addressed and no further action is necessary.

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 legally non-conforming autobody shop (the extent of the non-conformity having been approved by the Board in November 2024), and single-family residence into one property to be developed with a new autobody shop.

The following items, which are general application requirements pursuant to Section 190-67 of the Village code, have not been submitted:

M. (8) Stormwater management maintenance and repair plan.

- A Stormwater Operation and Maintenance Manual prepared by Bertin Engineering, dated June 13, 2022 was submitted with the original application. An updated version was not provided with the new submission materials.

An updated Stormwater Operation and Maintenance Manual, dated April 22, 2025 has been submitted. This item has been addressed.

N. (1) A current survey of the site indicating existing conditions.

- A survey prepared by Bertin Engineering, dated March 16, 2022 was submitted with the original application. For any surveys more than 1 year old, the Board requests either an update or a signed affidavit indicating that the conditions on the property have not changed.

The applicant indicates that the survey is unchanged and will continue to be used. I defer to the Board as to whether they would like an affidavit confirming the conditions are unchanged, but it may be in the applicant's interest to supply one to avoid a potentially lengthy conversation about this issue during the public hearing. For completeness purposes, this item has been addressed with any further action at the discretion of the applicant.

The following items, which are required for preliminary major site plan submissions pursuant to Section 190-73 of the Village code, have not been submitted:

- J. Existing and proposed signs, including the size, materials, nature of construction, location and any illumination of same.
- The architecture plans provide a general depiction of a façade sign, but do not include any of the details identified above. It is unclear whether any relief is required.

- The civil plans identify a monument sign and planting bed, with a note to “see architectural plan for detail.” No such detail has been provided on the architectural plans.

The applicant has indicated that a signage plan will be provided at least 10 days prior to the scheduled May 13, 2025 hearing date.

Please provide a response letter with updated materials addressing the deficient items noted in this report. In addition, please coordinate with Ms. Wondergem to ensure that an up to date certified list of property owners is provided and that a tax clearance certificate confirming that the property taxes are current is part of the file.

The response letter and revised submissions have addressed the open comments noted in the April 15, 2025 completeness report. The application is technically complete to be heard on May 13, 2025 or a subsequent date. The Board reserves the right to request additional details if necessary during the course of the hearing.