


To: Village of Ridgewood Zoning Board of Adjustment
Corey Klein, Esq.

From: John Barree, PP, AICP - john@mjplanningllp.com 

CC: Bruce Whitaker, Esq. Board Attorney
James McGrath, PE, Director of Public Works / Village Engineer
Jane Wondergem, Board Secretary

Date: January 22, 2026

Re: Westside Presbyterian Church of Ridgewood
6 South Monroe Street & South Hillside Place
Block 2403, Lot 17.01 & Block 2404, Lot 3
Completeness Review and Comments

This memorandum constitutes a final completeness review for the referenced application. As requested, I have reviewed the following materials in preparation of this report:

- Village of Ridgewood Zoning Application with attachments, dated July 21, 2025, revised November 25, 2025.
- ALTA Survey dated July 21, 2025
- Preliminary and Final Site Plan, consisting of 19 sheets, prepared by B.S Crowder, P.E. of Bohler Engineering, revised through September 19, 2025.
- Architecture Plan, consisting of 4 sheets, prepared by Mary FitzPatrick Scro of Z+ Architects, dated July 11, 2025.
- Completeness Review prepared by Kyle+McManus Associates, dated November 7, 2025.
- Response Memorandum from Ben Crowder, P.E., dated November 25, 2025.

Completeness Review

The purpose of this memorandum is to confirm that the application is complete and may be scheduled for a hearing at the Zoning Board of Adjustment. The review memorandum prepared by Kyle+McManus Associates (KMA), dated November 7, 2025, identified several items that required response from the applicant. The applicant provided updated materials and a memorandum with a point by point response addressing the comments from the KMA report.

Based on my review of the application materials, the prior memoranda, and correspondence, the application can be deemed technically complete and scheduled for a hearing. A technical planning review letter will be issued prior to the Board hearing reviewing the variance a design exceptions required along with any other relevant planning comments.

Please contact Ms.Wondergem to arrange a hearing date.