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Memorandum

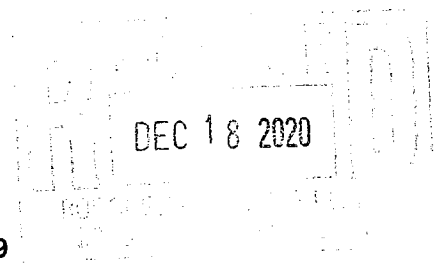
To: Borough of Morris Plains Zoning Board

From: Elizabeth C. Leheny, AICP, PP

Date: December 17, 2020

Cc: Leon Hall, PE
Michael Sullivan, Esq.

Re: Zoning Board Application #BA-1-19
2 Glenbrook Road
Block 27, Lot 22
B-4 Business District
Completeness of Application



We have reviewed the following documents to determine if the above captioned application is complete from a planning standpoint:

- Application for Development, Borough of Morris Plains for Application # BA-1-19, REVISED November 6, 2020
- Borough of Morris Plains Land Development Ordinance Section 13-4.2G(6) Checklist F
- Planning Board Resolution dated June 11, 1985 for Block 27, Lots 22 and 23 to convert first floor residence to insurance office.
- Refusal of Permit issued by Donald Salerno, Zoning Officer, dated 1/28/2019
- Tax and Assessment Payment Report for 2 Glenbrook Road, dated 10/15/2018
- Certified list of property owners within 200 feet dated 10/29/20
- Certification that Taxes are Paid dated October 28, 2020
- Photographs of existing building
- Survey of land prepared by Patrick A. Cebellis, Jr., dated 03/13/19
- First Floor Plan Scheme 5 prepared by Zimmerman Architects, dated 03/8/19
- Minutes of the Morris Plains Planning Board held on June 3, 1986.
- Minutes of the Morris Plains Planning Board held on June 10, 1986.
- Letter from Martin Newmark, Esq. to Karen Coffey dated December 11, 2020

A. PROPOSED PROJECT

The applicant is proposing to convert the first floor of a two-story building from an office use to a 2-bedroom apartment use. The existing second story is currently used for an apartment. A "d" use variance is required because apartment uses are not permitted in the B-4 zone.

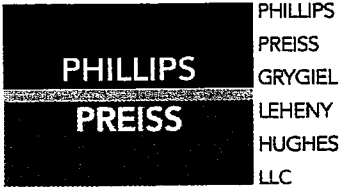
B. COMPLETENESS

We have reviewed the application and its compliance with Checklist F and offer the following comments:

33-41 Newark Street
Third Floor, Suite D
Hoboken, NJ 07030
201.420.6262
www.phillipspreiss.com

e-mailed / HC applicant

*Done by
Bd / PE
e-mailed
HC*



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Item 2: This item requires a completed application form. The applicant must fill out the following:

Page 3: Item 10 does not provide specific sections of the zoning regulations.

Per December 11, 2020 letter from Martin Newmark to Karen Coffey, Mr. Newmark discussed potential bulk variances with Board attorney, Michael Sullivan. Mr. Newmark and Mr. Sullivan agreed that there are no bulk variances required. This comment no longer applies.

Item 8: This item requires Certification from Tax Collector that no taxes or assessments are due or delinquent. Item not filled out. However, information was provided.

Item 13: This item requires a copy of Zoning Officer's decision from which appeal is taken, if any. Item not filled out. However, information was provided.

Item 18: This item requires List of names, addresses, lot and block number of all owners of property within 200 feet. Item not filled out. However, information was provided.

Item 19: This item requires the location, size, nature, purpose, and text of all existing rights-of-way, easements, protective covenants, agreements, and any other encumbrances or restorations on or effecting the subject property. Item not filled out.

Item 24a: This item requires a topographic map. Waiver requested. Waiver recommended.

Item 24d: This item requires building elevations at a scale of not less than 1/8"=1'. Waiver requested. Waiver recommended.

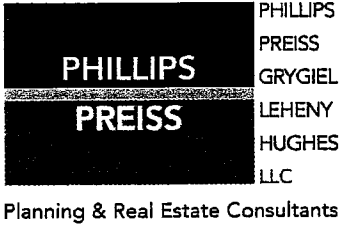
Item 24e: This item requires elevations at corners of all proposed buildings and paved areas and at property corners. Waiver requested. Waiver recommended.

Item 24f: This item requires colored photographs of each residence located along the same street within 200 feet of the property. Waiver requested. Waiver recommended.

Item 24g: This item requires data for each lot located within 500 feet of the extreme limits of the property.

Item 24g(1): Area of lot. Waiver requested. Waiver recommended.

Item 24g(2): Front, rear and side yard setbacks. Waiver requested. Waiver recommended.



Item 24g(3): Building coverage and principal floor area. **Waiver requested. Waiver recommended.**

Item 24g(4): Principal building height in stories. **Waiver requested. Waiver recommended.**

Item 25: This item requires all flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams. **Waiver requested. Waiver recommended.**

Item 26 a-c: This item requires freshwater wetlands delineation. **Waiver requested. Waiver recommended.**

Item 29: This item requires steep slope map details. **Waiver requested. Waiver recommended.**

Item 30: This item requires delineation of riparian zones. **Waiver requested. Waiver recommended.**

Based on the above, we recommend that the Board deem the application complete from a planning standpoint.

Should you have any questions on the above I will be happy to answer them at the hearing on the application.

J19040