


INTEROFFICE CORRESPONDENCE
VILLAGE OF RIDGEWOOD
Department of Public Works
Division of Engineering

TO: Village of Ridgewood Zoning Board of Adjustment

FROM: Christopher J. Rutishauser, P.E., C.P.W.M, Village Engineer, 

RE: **Kathleen Carter**
535 North Monroe
Block 1603, Lot 21
File No. ZBA 2025-16

SUB: **Review of Submitted Materials**

DATE: July 7, 2025

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I have reviewed the submitted materials for the referenced application. The site is currently a single-family home for which the applicant is seeking to improve the landscaping and outdoor amenities. The proposed amenities are listed in the "Notice to Property Owners".

The following materials were reviewed:

- A drawing, "Pool Grading Plan for 535 N Monroe Street", labelled 1 of 1, prepared by Kiersten Osterkorn, P.E., P.L.S., Omland and Osterkorn, Inc., 22 Madison Heights, Wyckoff, New Jersey 07481 with a date of March 14, 2025, with one revision dated June 26, 2025.
- A Landscaping Plan, unsigned and unsealed, prepared by Magic Landscaping, with no visible address or signature on the plan, with a date of February 13, 2025.

The following comments and observations are for the Board's consideration regarding this application.

Application Nomenclature

- The drawing labelled as "Pool Grading Plan for 535 N Monroe Street" is a bit of a stretch. The only pool proposed is a hot tub.
- The section of the "Pool Grading Plan for 535 N Monroe Street" identified as "Site Preparation Plan" should be more accurately considered the "Existing Conditions Plan".

Existing Site Conditions

- The existing parcel is a non-conforming lot according to the Village zoning for the R-2 district occupying a triangular shaped property at 535 North Monroe Street.

Proposed Conditions

- Two pea gravel areas are proposed. Recommend that the pea gravel areas be underlain by a durable filter fabric to minimize the pea gravel being mushed into the ground over time.
- The proposed conditions show a fire pit. The details show both a fire pit and a BBQ structure. Is the barbecue structure part of the outdoor kitchen area?
- How deep is the proposed hot tub?
- No key map is provided. {Chapter 190-67, I., (4)}.
- Please provide proper documentation demonstrating that no wetlands exist on the subject property. {Chapter 190-67, K.}.
- A 6-foot high privacy fence is proposed enclosing the backyard. I did not see any entry gate in the fence. Recommend one off of the driveway on the south side of the house.

Storm Water Management

- At the north end of the property, a yard inlet is proposed. I recommend this inlet be rotated approximately 0.25 of a clockwise turn to capture runoff sheet flow from the swale indicated by the 97, 96, and 95 contour lines shown on the "Proposed Conditions" drawing
- A storm water management plan shall be submitted for the proposed site in accordance with the requirements of Chapter 190-67, N.
- Recommend that the site grading be designed so as to retain as much as possible of storm water runoff onsite.
- In response to complaints of stormwater runoff flowing to a property north of the site, recommend that an earthen berm, approximately 12-inches in height, be constructed just inside of the property line to retain this sheet flow onsite.
- Recommend that storm water inlets and trench drains in traffic areas be H-20 load rated.
- The Village recommends a minimum horizontal pipe diameter of 6-inches for storm drainage lines.

Soil Movement

- I did not see any calculations for proposed soil movement for the improvements. These should be provided.
- During any and all site excavation work, request that the contractor exercise care so as to not damage the roots systems of the trees/shrubs to remain.
- A Bergen County Soil Conservation District permit may be required if the project is approved. Please submit a copy for the Board's records.