

August 6, 2026

Planning Board
Township of Verona
880 Bloomfield Avenue
Verona, New Jersey 07044

Attention: Ms. Dolores Carpinelli, Zoning Board Secretary

Re: Church of Our Lady of the Lake
Planning Board Application
22 Lakeside Avenue
Block 1906, Lot 13
Township of Verona
Our File No. 26VAP103

Dear Board Members:

We have received copies of the following documents relative to the above referenced application:

- a. Township of Verona Zoning Application Review, dated June 25, 2026.
- b. Site Plans (11 sheets) entitled, "Preliminary and Final Site Plan, Our Lady of the Lake Parish, Parking Lot Improvements, 22 Lakeside Avenue, Block 1806 Lot 13, Township of Verona, Essex County, New Jersey", prepared by Bright View Engineering, dated July 15, 2026.
- c. "Stormwater Management Report for Our Lady of the Lake Parish, Block 1906, Lot 13, 22 Lakeside Avenue, Township of Verona, Essex County, New Jersey", prepared by Bright View Engineering, dated July, 2026.

Based on our review of the submitted documents, we offer the following comments:

Application

1. The Applicant/Owner in this matter is:

Church of Our Lady of the Lake
Fr. Pete Wehrle
22 Lakeside Avenue
Verona, NJ 07044

The Applicant must notify the Township of any changes in this information.

2. The site (Block 1906, Lot 13) is a through lot with frontage on Montrose Avenue and Lakeside Avenue. It should be noted that Lakeside Avenue is a County Road (CR 636).
3. The property lies within the Semi-Public (SP) Zone.



4. The property is currently developed with Our Lady of the Lake Church, school, rectory, administrative building, single-family dwelling, detached garage, and paved parking lot. The existing single-family dwelling and detached garage on site are to be removed.
5. The Applicant is proposing to construct a detached three-car garage in the southern corner of the property and reconfigure/reconstruct the existing parking lot with associated lighting, landscaping, and drainage improvements.

Submission Status

6. The application is deemed **complete** for a public hearing with respect to the items of the Municipal Code that the Municipal Engineer is charged to review.

Variances and Waivers

7. The following variances are required as indicated in the Zoning Denial Letter dated June 25, 2026 and Sheet C3:

Section	Item	Requirement	Existing	Proposed
150-17.18 D(3)	Min. Front Yard Setback	30 ft	21.6 ft (E)	26.5 ft (V)
150-17.18 D(10)	Max. Impervious Coverage	40%	70.4% (E)	69.2% (V)
150-12.4 B(5)	Parking	Not Permitted in Front Yard	Parking in Front Yard (E)	Parking in Front Yard (V)
150-12.6 C	Number of Parking Spaces	379 spaces	131 spaces (E)	122 spaces (V)
150-12.2A	Min. Parking Stall Dimensions	9 ft x 20 ft	9 ft x 18 ft (E)	9 ft x 18 ft (V)
150-12.4 B(1)	Max. Curb Width	20 ft	24 ft (E)	24 ft (V)
150-12.3 B	Min. Driveway Setback from Intersection	50 ft	0 ft (E)	0 ft (V)
150-7.3 B	Max. Fence Height in Front Yard	3 ft	6-foot-high fence along Montrose Avenue (E)	6-foot-high fence along Montrose Avenue (V)
150-7.3 D	Min. Fence Setback from Front Lot Line	10 ft	< 10 ft (E)	< 10 ft (V)

Note: (E)= Existing non-conformity; (V) = Variance required; (W) = Waiver required

Plot Plan

8. A signed and sealed copy of the property survey shall be provided to our office for review.



9. The Applicant shall provide testimony if any interior improvements are proposed to the existing buildings on site.
10. The Applicant shall provide testimony regarding the proposed detached garage and indicate if it will be open for public use. The Applicant shall also indicate if the garage is proposed as a one-story structure. Floor plans and elevation plans for the garage shall be submitted for review.
11. The site plan shows a crosswalk from the ADA spaced to the main building area. The crosswalk is orthogonal to the one-way travel way. It is recommended that an R1-5bL (Stop Here for Pedestrians, left arrow) sign be installed on the left side of the crosswalk, while an R1-5B (Stop Here for Pedestrians, default right arrow) be installed on the right side of the crosswalk facing the direction of vehicular travel.
12. All Fire Zone and No Parking Zone is subject to the approval of the Township's Fire Prevention Bureau.
13. The Site Plan shows only portion of curb and sidewalk to be replaced along Montrose Avenue. The Applicant shall provide testimony regarding the condition of the existing curb and concrete sidewalk along property frontage.
14. The site plan does not depict a trash enclosure. The Applicant shall provide testimony regarding trash pickup and recycling operations, including frequency, time, and who provides same.
15. The Applicant shall address how snow plowing operations are to be handled. An area should be identified for snow stockpiling after a plowable event, taking into account vehicular and pedestrian traffic, and the location of drainage inlets.
16. The Applicant shall confirm no changes are proposed to the existing utilities (water, sanitary, gas, etc.)
17. All proposed pavement marking letters, numerals, symbols and arrows shall be installed in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). All pavement markings shall be noted as thermoplastic.
18. The Applicant shall be aware of their responsibility to repair any damage to improvements within the Montrose Avenue and Lakeside Avenue Right-of-Ways including, but not limited to, any sidewalk, curb, and asphalt, caused by construction activities associated with the improvements on the subject lot.
19. The final grading of the lot must ensure additional surface runoff does not adversely impact any adjoining properties. Any required modifications shall be the property owner's responsibility, in coordination with their engineer.



ADA Facilities

20. All ADA parking spaces, accessible paths and pedestrian facilities constructed on site and within public rights-of-ways must be constructed in accordance with Federal ADA Standards. Compliant Design and Construction Certifications for ADA Facilities must be submitted to the Municipal Engineer.

Parking

21. As per the parking requirements table on Sheet C3, a total of 379 spaces are required whereas 122 spaces are proposed including five (5) ADA spaces. A variance is required.
22. The site plan shows a proposed electric vehicle (EV) parking sign in front of one of the parking spaces. The Applicant shall address the following:
 - a. Clarify whether the proposed EV parking space will be equipped with Electric Vehicle Supply Equipment (EVSE) or Make-Ready equipment.
 - b. Per Section 150-12.10 I(5)(b), a parking space equipped with EVSE or Make-Ready equipment counts as at least two parking spaces. The parking calculation table on Sheet C3 does not appear to account for this parking credit. The Applicant shall revise the parking calculations or provide clarification.
23. The Applicant shall provide testimony regarding the adequacy of the proposed parking layout and circulation.
24. The Applicant shall indicate whether any parking spaces will be designated for the Church staff or employees.
25. The Applicant shall provide testimony if any loading spaces are proposed.

Stormwater Management

26. The Applicant has submitted a stormwater management report. Our office has reviewed this report and drainage comments were issued on July 28, 2026 under separate cover.

Tree Removal

27. The Applicant shall indicate if any tree removal is proposed.
28. The Township of Verona has a Tree Removal Ordinance (Chapter 493, Article II) and any trees to be removed are subject to review and approval by permit only. The permit application is available on-line at the Township website and shall be reviewed independently of this review letter by the Township Zoning Official.



Lighting

29. The Applicant shall provide testimony as to the adequacy of the lighting for the building and parking areas.
30. The Applicant shall provide testimony if parking lot lighting be equipped with dimmers.
31. The point-by-point lighting footcandle analysis shall be extended beyond the southern property line to determine the impact of proposed lighting on adjacent residential lots.
32. The Applicant shall provide the hours of operation for the parking lot lighting.
33. The Township reserves the right to require modification and changes in the proposed lighting for a six (6) month assessment period after construction of the project is completed and a Certificate of Occupancy is issued so that the Township officials have the opportunity to determine what, if any, changes are necessary to lighting improvements.

Landscaping

34. The Applicant must provide testimony with respect to the landscaping proposed and the irrigation of same.
35. The Applicant shall provide testimony if the proposed landscaping complies with Verona's Recommended Plant Selection List.
36. The proposed landscaping must be reviewed and approved by the Verona Shade Tree Commission.

Soil Movement

37. The Applicant shall provide the estimated overall excavation and fill quantities in cubic yards for this development.
 - a. Any excess excavated soil shall be trucked offsite. Any fill to be imported to the site shall be certified as clean in accordance with NJDEP standards.
 - b. Additionally, The Applicant is required to provide evidence to the source of any fill to be brought to the site.
38. The Township of Verona has a Soil Removal Ordinance (Section 440) and any soil to be moved is subject to review and approval by Township Council.
39. The proposed site disturbance is noted to be 1.35 acres as indicated on Sheet C9. The application will require Soil Erosion Sediment Control Plan Certification from the Hudson-Essex-Passaic Soil Conservation District.
40. Any damage to the Township roadway, curb or storm drainage will be the responsibility of the property owner to satisfactorily address as per the Township Engineer. The contractor must maintain soil erosion and sediment control measures throughout the duration of construction.



Signage

41. The Applicant shall provide testimony regarding proposed signage and its compliance with Section 150-7.9 of the Township Code.
42. The Borough reserves the right to require changes on the lighting intensity for signage for a period of up to six (6) months after installation.

Roof Leaders, Sump Pump Discharge, Grading and Property Maintenance Guidelines

43. The Owner/Applicant must submit an As-Built Survey, post construction, mapping all the improvements, including the stormwater system. This survey must include all existing and finished grades.
44. Sump pump, roof leaders and storm water pipe drain discharge shall preferably be directed onto an absorbent surface as grass, mulch, rock or soil so the discharge will be dissipated and not immediately drain to the Township Right-of-Way or adjacent properties. The discharge location shall be as approved by the Engineer or Public Works Manager or his/her designee. In the event it is not feasible to direct discharge on to an absorbent surface, the discharge may be directed to a storm sewer, swale, ditch, detention basin, drainage basin or other drainage facility or location as approved by the Engineer, Public Works Manager or his/her designee. If a connection to the storm sewer is approved, a permit will be required from the Engineer, Public Works Manager prior to installation. The connection must also be inspected by the Engineer or Public Works Manager.
45. The discharge location shall not create a public nuisance. This includes any condition or act which is or may become injurious or hazardous to the public.
46. The discharge shall not create a build-up of icing, standing water or algae growth on the street, sidewalk or public Right-of-Way.
47. The discharge shall not be directed towards an adjacent property in such a manner as to cause damage to the adjacent property or create a nuisance.
48. No person shall connect, or cause or permit to be connected, any sump pump, pipe drain, floor drain, surface drain, subsoil drain or leader pipe with the house sanitary sewer, or to use the sanitary sewer connection or any pipe or drain connected therewith for the purpose of receiving and discharging drainage of any kind other than from plumbing fixtures.
49. Sump pump and pipe drain discharges may not be directed into a Township Street or Right-of-Way unless permission is granted by the Engineer, Public Works Manager or his/her designee.
50. Roofs and outdoor areas shall be sloped to direct water away from buildings. Roof drains shall be connected to an approved storm water drainage system where and when possible. If a subterranean leader system is to be utilized, the system must be approved by the Township Engineer.
51. Please note the following:
 - a. Water runoff which historically flowed from one property to another prior to an uphill home or developed area being built may continue to flow in the same direction after the home is built or area developed only if:



- There is no diversion or channeling which results in the water flow being concentrated in one area, and;
 - There is no substantial construction on the uphill lot resulting in increased rates of surface run-off.
- b. If a detrimental change in the natural pattern of drainage on an uphill lot has occurred, the uphill property owner is responsible for interception and piping or directing surface water to a natural drainage area or a storm water drainage system.
- c. The downhill property owner is responsible for providing proper drainage for water flow that occurs in accordance with natural drainage patterns, which existed prior to construction.
- d. Due to the inherent difficulty in accurately predicting post-construction water flow from a property, changes in water flow may not be discovered until well after the construction is completed. In such cases, if it is determined the lot is generating an additional flow or intensity of storm-water across an adjacent property, in excess of what existed prior to construction, the Applicant, at the Applicant's expense, will be responsible for all measures necessary to abate the excess flow of stormwater.

Thank you for your kind attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

Very truly yours,

Sarfeen Tanweer, PE

ST/da

cc: Kathleen Miesch – via email
Michael Caggiano, PE – via email