

Monroe Township Planning Board Meeting

7/13/2017 at 7:00 pm

Pledge of Allegiance

Call to Order

Proper notice of this meeting was given as required in the Open Public Meetings Act on January 6, 2017 and a copy was posted on the first floor bulletin board and a copy was given to the Township Clerk.

“Be advised, no new business or item of discussion will be started after 10:30 pm and the meeting shall terminate no later than 11:00 pm”.

Roll Call:

Members:

Mr. Agnesino - Present
Mr. Cooper- Present
Vice Chairman, Mr. Crane - Excused
Ms. Flaherty- Present
Councilman Heffner – Present @ 7:05pm
Mr. Masterson - Present
Chairman, O'Brien - Present
Mr. Scardino - Present
Mayor Teefy - Present
Alt.1, Ms. Hui - Excused
Alt. 2, Mr. Cotton - Present

Professionals:

Mr. Rocco, Attorney - Present
Mr. Jordan, Engineer - Present
Mr. Kernan, Planner - Present
Acting Secretary – Rosemary Flaherty – Present
Acting Transcriber – Tara Park - Present

Memorialization of Resolutions:

Mr. O'Brien announced that all of the resolutions will be grouped together to be voted on:

Resolution #55-17, Application #WSP-34-2017 (Denied), Doan Pham on behalf of Love Nails

322 Sicklerville Road, Block 1903 Lot 18

The applicant Love Nails was denied approval for a nail salon at this location. The applicant will need a more detailed outline of the changes proposed to parking, elevations, signage, ingress and egress.

Resolution #56-17, Application #WSP-35-2017, Verizon Wireless (Approved) 2636 S. Black Horse Pike, Block 5501 Lot 4.01

The applicant was approved for the replacement of (6) antennas and (3) new radio heads on the existing monopole.

Resolution #57-17, Application #WSP-37-2017, Venture Escape Room (Approved) 1034 North Main Street, Block 1301 Lot 20

The applicant was approved for an entertainment business use at this location called "Escape Room" whereas patrons go through an inside building maze and figure out how to escape the building.

Motion to approve:

1st: Mr. Agnesino

2nd: Mr. Cooper

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Ms. Flaherty - Yes

Councilman Heffner - Absent

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Alt. 2, Mr. Cotton - Yes

Chairman, O'Brien - Yes

Application #1734, HRTJ, LLC, Extension Request

The applicant was approved in 2005 for a major subdivision approval #1734, the applicant appeared before the Planning Board in 2016 and was granted a one-year extension under PB-33-16. The applicant is requesting an additional one-year extension.

There were no questions from the Board members, but the Mayor did recommend sitting with the Zoning Officer to see what could be done to help speed up his process.

Motion to approve:

1st: Mayor Teefy

2nd: Mr. Masterson

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Ms. Flaherty - Yes

Councilman Heffner – Abstain since he missed part of the proceeding.

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Alt. 2, Mr. Cotton - Yes

Chairman, O'Brien - Yes

Site Plan Waivers:

Application WSP-32-2017, Angela Beckett on behalf of Our Village Our Kids 1809 North Black Horse Pike, Block 701 Lot 30

The applicant is proposing a summer day care center at this location. The previous use at this unit was daycare services.

The Chairman announced that this application will be put on hold and asked for a motion to approve.

Motion to postpone application:

1st: Mr. Cooper

2nd: Mayor Teefy

All were in favor, none were opposed and the application is postponed until further notice.

Application #WSP-36-2017, Dung Tran on behalf of Josephine Nails 1708 S. Black Horse Pike, Block 3801 Lot 27

The applicant is proposing a change of ownership of this existing nail salon. The services will be nails service, pedicures and manicures. No new signage is proposed.

Mr. Rocco, Esq. swore Dung Tran of 1708 South Black Horse Pike for the record.

Zoning Officers Report:

Please be advised that I have reviewed Application WSP-36-17, Josephine Nails, 1708 S. BHP, Block 3801 Lot 27, I have the following comments and recommendations:

1. The property is located in the RC-C Zone, Regional Growth Commercial Zone.
2. The property is located in the Pinelands but since this is a change of ownership only and new additional services, no new filing is required.
3. The applicant should provide testimony about the entire business and services provided.

The applicant stated it is a nail salon only.

4. The applicant should understand that this use does not include massage use at this location.

The applicant stated that there in massages at this location.

5. The applicant should provide testimony on how many employees will be at this location including full time and pan time.

The applicant stated that there are four full time employees.

6. The applicant should provide testimony on parking and whether the applicant has enough parking and if there is at least one handicap parking space that complies with ADA requirements.

The applicant provided a diagram for parking currently and said there will be no changes as it complies with all regulations.

7. The applicant should provide testimony on whether any new signage is proposed. It should be noted for the record that temporary lawn signs and neon signs are not permitted in the township.

There is no new signage proposed, the name is not changing.

8. The applicant should provide the hours and days of operation for the record.

The hours of operation are in the application.

9. A copy of all cosmetology licenses issued by the State of NJ be submitted at the time of zoning permit.

The applicant said that she will submit these to the Zoning Officer.

6. All permits including, zoning, construction and board of health approvals are required as a condition of approval.

The applicant agreed to do so.

Summary: This is a great use for the shopping center and when operated properly are a great amenity to our residents. I recommend the approval of this site plan waiver.

Motion to approve:

1st: Mayor Teefy

2nd: Mr. Masterson

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes
Mayor Teefy - Yes
Alt. 1, Ms. Hui - Yes
Alt. 2, Mr. Cotton - Yes
Chairman, O'Brien - Yes

Application #WSP-38-17, Velocitel, 1041 Glassboro Road, Block 13901 Lot 28.02

The applicant is proposing to swap (5) antennas, remove (1) TMA, add (1) RRU and (2) 6' x 12' hybrid and (1) standoff mount, upgrade BTS breakers to 100A and is requesting a site plan waiver.

Mr. Rocco swore in Bill Leonard of Velocitel.

Zoning Officers Report:

Please be advised that I have reviewed **Application WSP-38-17, Velocitel on behalf of T-Mobile, 1041 Glassboro Road, Block 13901, Lot 28.02**, I have the following comments and recommendations:

1. The property is located in BP Zone Business Park.
2. The property is not located in the Pinelands.
3. The proposed use of the replacement of 5 antennas and remove 1 TMA, ADD 1 RRU, 2 6' x 12' hybrid and 1 Stand-off Mount, Upgrade the BTS breaker to 100A. Testimony regarding each one of these proposed changes should be provided for the record.
4. Testimony regarding any added height to the structure should be noted on the record.
There is no added height, and in fact 38 less lbs.
5. Testimony regarding any additional cabinets, equipment, concrete pad or driveway configurations or any changes to the property should be noted for the record.
No changes are to be made to these items.
6. Any signage proposed should be noted for the record.
No signage is proposed.
7. Testimony regarding the maintenance of the property and who is responsible with an emergency contact number should be a condition of approval.
Sean Nottage of SBA 1-215-834-5876
6. All permits including, zoning, construction and state and county approvals are required as a condition of approval.

The applicant approved.

Summary: This is more of an administrative change and the sole purpose for this approval is to have a file that matches the site and to ensure we have all the changes proposed included in the resolution of approval. I recommend the approval of this site plan waiver.

Mr. Cooper wanted to know if the amperage change is safe, and the applicant said it is.

Motion to open this application to the public:

1st. Mr. Cooper

2nd. Mr. Cotton

Motion to close this application to the public:

1st. Mr. Cooper

2nd. Mr. Scardino

Motion to approve:

1st. Mr. Agnesino

2nd. Mr. Scardino

Roll Call:

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Application #WSP-39-17, Sandy Cannon on behalf of Geets Diner, Block 1509 Lot 1

The applicant is proposing to re-open Geets Diner restaurant at this location and signage.

The applicant was not present for the meeting but since it was solely for the change of ownership, the Board proceeded with the application, and approval/denial.

Zoning Officers Report:

Please be advised that I have reviewed **Application WSP- 39-17, Sandy Cannon on behalf of Geets Diner, 14 North BHP, Block 1509 Lot 1**, I have the following comments and recommendations:

1. The property is located in the C Zone, Commercial.
2. The property is not located in the Pinelands.
3. The property is currently serviced by public water and sewer.
4. The applicant has applied to reopen the restaurant and lounge area.
5. The hours of operation should be noted for the record.

This information is on the application.

6. The amount of employee's full time and part time should be noted for the record.

This information is on the application.

7. The applicant should know that subleasing is not permitted as a condition of approval.
8. The applicant should testify as to whether or not he has a dumpster for trash and where it is located for the record and if the dumpster is enclosed.

The pad has been replaced and the new enclosure is being installed in the existing place.

9. The applicant should testify as to any signage proposed, freestanding and façade, no temporary lawn signs are permitted for the record.

The applicant has expressed interest in having the GEETS sign spin again, which is the only change she is proposing.

10. Currently there is no sidewalk on the roadways fronting this property and it's the boards discretion to waive the same.
11. The applicant should provide testimony on any changes proposed as part of their application.
12. The applicant should testify as to any parties, events or banquets held at this location for the record.
13. All permits including, zoning, construction and board of health not limited to any state or county approvals are required as a condition of approval.

Summary: This is a great use for the residents of the community and this property is known to be a landmark in this town. It is such a great honor to have it reopen for the entire community and I recommend the site plan waiver approval.

The Board members requested Mrs. Cannon remove the shrubs around the roundabout as well as the three parking spots under the signage prior to opening. The Mayor said that she responded to his request for a tentative opening date of September 2017. He also announced that if anyone has pictures of Geets throughout the years to please get them to Mrs. Cannon as she would like them.

Motion to open this application to the public:

1st. Mr. Heffner

2nd. Mr. Scardino

Motion to close this application to the public:

1st. Mayor Teefy

2nd. Mr. Agnesino

Motion to approve sidewalk waiver:

1st. Mayor Teefy

2nd. Mr. Heffner

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - No

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Motion to approve Site Plan Waiver:

1st: Mr. Agnesino

2nd: Mrs. Flaherty

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Public Hearing:

Minor Subdivision: Application #1848, Minor Subdivision, Anthony F. DiMauro

1946 Herbert Boulevard, Block 401 Lot 56

The applicant is proposing to subdivide his existing lot into two lots.

Mr. Rocco swore in Anthony DiMauro for the record, and his attorney Wayne Streitz introduced himself and spoke to the board briefly about Mr. DiMauro's application.

Mr. Kernan said that he has received revised plans since his original review that presented updated plans and at this time the only item left for the variance is item b. Mr. Kernan then deemed the Minor Subdivision application complete.

Planner's Report:

Minor Subdivision (1st Review)

Plate 4, Block 401, Lot 56

470 Prosser Avenue

Zone: R-2, Suburban Residential Option District

Applicant: Anthony DiMauro

Application № 1848

MC № MMP-035

The above referenced application is a request for minor subdivision approval.

1.0 Project Description

1.1 Applicant's Proposal

The applicant is proposing to subdivide one (1) lot into two (2) lots. The two new lots to be created will measure .721± acres (31,420 square feet) for proposed lot 56 and 1.000± acres (43,560 square feet) for proposed lot 56.01. A 1.5 story, single-family frame dwelling with driveway already exists on lot 56 and a new single-family dwelling is proposed to be constructed on proposed lot 56.01.

1.2 Existing Conditions

The subject property consists of approximately 74,980 square feet (1.721 acres) fronting on Prosser Avenue and Herbert Boulevard. The property contains a 1.5 story, single-family frame dwelling with bituminous drive fronting Prosser Avenue. The property is served by on-site sewerage disposal. The balance of the property is wooded. The parcel is zoned R-2, Suburban Residential Option District

1.3 Surrounding Land Uses

The area is residential in character. The Township of Winslow is approximately 1,000 feet to the north on Herbert Boulevard.

2.0 Materials Reviewed

We have reviewed the referenced submission, encoded by the Planning Board as 1848, received on May 23, 2017, consisting of the following:

Sheet	Title	Date
---	Minor Subdivision Checklist	May 5, 2017
---	Application	---
---	Deed	July 28, 2005
---	Title Insurance Commitment	July 28, 2005
---	Description of Property, Block 401, Lot 56	July 14, 2008

---	Description of Property, Block 401, Proposed Lot 56	July 14, 2008
---	Description of Property, Block 401, Proposed Lot 56.01	July 14, 2008
1 of 1	Plan of Survey & Minor Subdivision Plan	Revised to May 22, 2013

The plan is signed and sealed by Keith M. Ludwig, PLS of Taylor Wiseman & Taylor. The proposed property descriptions were also prepared and signed by Keith M. Ludwig.

3.0 Submission Requirements

3.1 In accordance with § 175-67, submission of the following information is required as part of an application for minor subdivision plan approval. Based upon our review of the submitted items, we have determined that this minor subdivision application is incomplete unless the following checklist item(s) are granted a waiver for completeness or deferred by the Planning Board to be provided as a condition of approval:

- B. All existing structures and wooded lands within the area to be subdivided and within 200 feet thereof, and the shortest distance from any existing structure to any proposed and existing lot line.
- C. The name of the owner and all adjoining property owners as disclosed by the most recent municipal tax records.

Note: The list on the plan is dated April 26, 2007.

- D. The Tax Map, block and lot numbers and the subdivision application number.
- E. All existing and proposed streets within 200 feet of the area to be subdivided for minor subdivisions with rights-of-way and names indicated.

Note: The plan conforms but the edge of paving line should be turned on.

4.0 Zoning Requirements

4.1 Use

In accordance with § 175-162B, single-family detached dwellings are a principal permitted use in the R-2, Suburban Residential Option District.

4.2 Bulk Requirements

1. **Lot Area:** The minimum required lot area is 1 acre. The plan does not conform to this requirement. Proposed lot 56 measures 0.721 acres. As proposed, a variance is required for this lot.
2. **Front Yard Setback:** The minimum required front yard/building setback is 60 feet. All setbacks shall be measured from the proposed right-of-way width for any public street as shown on the last adopted State, County or Township Master Plan and/or Official Map. The plan does not conform to

this requirement, having a front yard of 43.4 feet for proposed lot 56. This represents a pre-existing, nonconforming condition.

3. **Side Yard Setback:** The minimum required side yard setback is 20 feet with the exception of a corner lot which is 30 feet. The plan conforms to this requirement.
4. **Rear Yard Setback:** The minimum required rear yard setback is 75 feet. The plan conforms to this requirement.
5. **Lot Frontage:** The minimum required lot frontage is 120 feet. The plan conforms to this requirement.
6. **Lot Width:** The minimum required lot width is 150 feet. The plan conforms to this requirement.
7. **Lot Coverage:** The maximum permitted lot coverage is 20 percent. The plan conforms to this requirement.

Design, Performance and Evaluation Standards

5.1 Sidewalks

1. In accordance with § 175-133, unless specially waived by the Planning Board or Zoning Board, sidewalks shall be installed in all types of development and shall be installed along all streets and wherever pedestrian traffic is expected. The proposed development is located within Sidewalk Area 2. Sidewalk Area 2 consists of all lands located within two miles of a public or private elementary or middle school or 2 1/2 miles of a high school, except properties located within the AG, BP, FD-10, FD-40, RD-A, RG-PR and RG-20 Districts, and all properties located on the Black Horse Pike east of Malaga Road. Sidewalk Area 2 generally includes those portions of the Township located just beyond the more heavily developed Sidewalk Area 1. Because of the proximity to schools and future pedestrian traffic generators, the need for sidewalks in these areas is high. The plan does not conform to this requirement, as no sidewalk exists or is proposed on either Prosser Avenue or Herbert Boulevard. As proposed, a waiver is required.
2. In addition, § 175-133C requires that where the construction of sidewalks has been waived by the Planning Board, a ten-foot-wide graded area shall be provided, partly to provide for pedestrian safety and partly to provide area for future sidewalk construction if the need arises. The composition of the graded area shall be at the discretion of the Planning Board.

6.0 Master Plan Consistency

The proposed minor subdivision will not have an impact on the goals and objectives of the Master Plan.

7.0 Fees, Contributions, and Obligations

7.1 Deed Review

The plan indicates that the proposed subdivision is to be filed by deed. I have reviewed the legal descriptions submitted and find them acceptable as submitted, with the exception that they don't reference the most recent plan revision and the fourth course for the descriptions of existing lot 56 and proposed lot 56 should read a distance of 202.08 feet.

7.2 Lot Numbers

Lot numbers must be approved by the Tax Assessor's Office.

7.3 COAH

The applicant is required to satisfy its affordable housing production obligation, which requires payment of a development fee of one and one-half (1.5%) percent of the equalized assessed value of the residential construction into a Housing Trust Fund established by Monroe Township Council. A condition of receiving a building permit is the payment of approximately 1/2 of this fee, the balance being calculated and paid at the time of the request for a certificate of occupancy.

7.4 Lot Grading

In accordance with § 175-117.1, prior to applying for a building permit, the applicant must first obtain grading plan approval for the construction of a new single-family dwelling on proposed lot 56.01.

7.5 Escrow

The applicant must contact the Township's Finance Office to settle any outstanding review escrow accounts prior to the deeds being signed.

8.0 Outside Agency Approval

This minor subdivision is subject to the review and approval of all outside agencies with jurisdiction, if not already received, including but not limited to the following. Evidence of these approvals must be submitted to the Planning Board.

- = Gloucester County Planning Board;
- = Gloucester County Soil Conservation District;
- = Monroe Township Fire Official; and
- = Any others as may be required.

9.0 Waivers and Variances

9.1 As proposed, the following variances are required:

1. From §175-162 to allow a lot area of 0.721 for proposed lot 56 where 1 acre is required.

Following the Planners review, the applicant said that he agrees with all of the comments and will comply with health department requirements for well and septic during the construction of a single family dwelling on the newly subdivided lot.

Motion to open this application to the public:

1st. Mr. Heffner

2nd. Mr. Cooper

Motion to close this application to the public:

1st. Mr. Cooper

2nd. Mr. Scardino

Motion to approve:

1st: Mr. Agnesino

2nd: Mayor Teeffy

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - No

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teeffy - Yes

Correspondences/Discussion:

The Director of Community Development has reached out to the County in order to arrange a meeting to discuss the Daycare at St. Matt's. After review of the file and corresponding with the Township Engineer, Kathryn Cornforth, it has been decided that the applicant will need to appear before the board for the changes proposed and a new notice should be provided to the residents within 200 feet of the project property known as Block 15101 Lot 14.

The Board members discussed possible changes and Mrs. Flaherty said she has contacted residents who attended previous meetings to make them aware as well.

Approval of Minutes:

6/8/2017 - Planning Board Minutes

Motion to approve:

1st: Mr. Agnesino

2nd: Mr. Scardino

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Application PB #1850 and #SP-472, Cross Keys Monroe LLC, Minor Subdivision and Site Plan, Preliminary and Final Approval

The applicant is proposing a minor subdivision consisting of a lot line adjustment of lots 3.06 and 3.07. Existing lot 3.06 containing 1.976 acres will be reduced to 1.884 acres, excluding the road easement. Lot 3.07 containing 1.836 acres will be increased to 1.920 acres. Lot 3.06, the proposed site of a new restaurant will front Berlin-Cross Keys Road, a county highway known as CR 689 and Falcon Way Boulevard, a private roadway for the Barclay Glen Apartment Complex. Lot 3.07, the proposed site of a daycare center contains frontage on Falcon Way Boulevard.

Mr. Rocco swore in Anthony Guzzo for the record, and Mr. Paul Witthohn, Engineer, for the record.

Mr. Robert Mintz, Attorney for the applicant and Mr. Paul Witthohn, Engineer for the applicant presented Board Members with information about the proposed applications in front of the Board as well as exhibits showing colored rendering of the site, and future buildings elevations and footprints, and a shared responsibility exhibit. Mr. Mintz also spoke about the possible cut through of a street to an adjacent property if the owners of that lot and Mr. Guzzo come to an agreement to provide access to Falcon Way from the adjacent property.

Planner's Report:

This application will need to be deemed complete first with the following waivers:
Architectural Plans and Elevations with names of neighboring property owners in order to proceed.

Motion to approve for completeness:

1st: Mayor Teefy

2nd: Mr. Cooper

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

1.0 Project Description

1.1 Proposal

The applicant proposes the construction of a 10,000 square foot restaurant (7,500 s.f. indoor area and 2,500 s.f. seasonal patio) on lot 3.06 and a 10,000 square foot day care center on lot 3.07. Both sites propose parking, landscaping and other site amenities in addition to signage. The applicant also proposes to adjust the property lines of these lots, resulting in a decrease in size for lot 3.06 from 1.976 acres to 1.891 acres and an increase in size for lot 3.07 from 1.836 acres to 1.920 acres. The properties are served by public water and sewer.

The applicant was granted preliminary & final major site plan and subdivision approval by the Zoning Board on April 15, 2014 to construct 72 residential apartments on 5.55± acres (new lot 3.08) and create lots 3.06 and 3.07 for future commercial development, which are the subject of this application.

1.2 Existing Conditions

Lot 3.06 fronts on the easterly side of Cross Keys-Berlin Road (CR #689), which is the Township line between Monroe Township and Washington Township to the north and lot 3.07 sits to the east of lot 3.06 and has its frontage along the boulevard access drive easement known as "Falcon Way Boulevard." The parcels consist of vacant farm fields, some wooded areas and are zoned BP, Business Park district.

1.3 Surrounding Land Uses

The area, previously of rural character, has moved towards commercial and multi-family developments. Abutting uses are predominately vacant or farm uses on the Monroe Township side. To the southwest, lot 3 was previously approved for and has since been constructed with townhouse style residential development as part of a proposed mixed-use development. Directly across Cross Keys-Berlin Road within Washington Township is an existing residential development of single- family detached homes. To the northeast and southeast are agricultural uses, which are also zoned BP, Business Park.

2.0 Materials Reviewed

We have reviewed the referenced submission, encoded by the Planning Board as 472-SP and 1850, received on June 5, 2017, consisting of the following:

Sheet	Title	Date
---	Major Site Plan Application	May 18, 2017
---	Minor Subdivision Application	May 31, 2017
---	Stormwater Management Report	May 2017
1 of 14	Cover Sheet	May 22, 2017
2 of 14	Existing Conditions and Demolition Plan	May 22, 2017
3 of 14	Surrounding Site Features	May 22, 2017
4 of 14	Site Plan	May 22, 2017
5 of 14	Grading and Drainage Plan	May 22, 2017
6 of 14	Utility Plan	May 22, 2017
7 of 14	Landscape Plan	May 22, 2017
8 of 14	Lighting Plan	May 22, 2017
9 of 14	Landscape and Lighting Notes and Details	May 22, 2017
10 of 14	Construction Details & Profiles	May 22, 2017
11 of 14	Construction Details	May 22, 2017
12 of 14	Storm Sewer Details	May 22, 2017
13 of 14	Soil Erosion and Sediment Control Plan	May 22, 2017

The plans and stormwater management report are signed and sealed by Paul A. Whitthohn, P.E. of Consulting Engineer Services (CES) and the plan of survey and subdivision is signed and sealed by Adam R. Grant, PLS, also of CES.

3.0 Submission Requirements

3.1 In accordance with § 175-67, submission of the following information is required as part of an application for minor subdivision plan approval. Based upon our review of the submitted items, we have determined that this minor subdivision application is incomplete unless the following checklist item(s) are granted a waiver for completeness or deferred by the Planning Board to be provided as a condition of approval:

- B. All existing structures and wooded lands within the area to be subdivided and within 200 feet thereof, and the shortest distance from any existing structure to any proposed and existing lot line.
- C. The name of the owner and all adjoining property owners as disclosed by the most recent municipal tax records.

4.0 Zoning Requirements

4.1 Use

In accordance with § 175-163B, community commercial is a permitted use in the BP, Business Park zoning district. The proposed restaurant and day care facility are defined as “community commercial.”

4.2 Bulk Requirements

BP, Business Park – Community Commercial (§ 175-163D(2)(a))

The Board has previously applied the BP zone community commercial bulk standards to the overall proposed Cross Keys Pavilion development plans.

1. **Lot Area:** The minimum required lot size is 20,000 s.f. The plan conforms to this requirement.
2. **Front Yard/Building Setback:** The minimum required front yard/building setback is 40 feet. The plan conforms to this requirement.
3. **Lot Frontage/Width:** The minimum required lot frontage/lot width is 100 feet. The plan conforms to this requirement.
4. **Side Yard Setback:** The minimum required side yard setback is 20 feet. The plan conforms to this requirement.
5. **Rear Yard Setback:** The minimum required rear yard setback is 35 feet. The plan conforms to this requirement.

6. **Lot Coverage:** The maximum permitted lot coverage is 75%. The plan does not conform to this requirement, proposing coverage of 78.6% on lot 3.06. As proposed, a variance is requested.
7. **Buffer:** The minimum required buffer width is 25 feet along all exterior tract boundaries, except street right-of-ways for all non-residential projects, subject to the requirements of § 175-93, Buffers. The plan does not conform to this requirement, proposing a minimum buffer width of 12.0 feet for a portion of lot 3.06. As proposed, a variance is required.
8. **Building Height:** The maximum permitted building height is 35 feet, subject to the requirements of § 175-09. The plan conforms to this requirement.
9. **Off-Street Parking:** Subject to the requirements of § 175-123, off-street parking and loading. Refer to Section 5.2 for comments.

5.0 Design, Performance and Evaluation Standards

5.1 Sidewalk

1. The frontage of the subject property is located within Sidewalk Area 4. Sidewalk Area 4 generally includes the most rural portions of the Township where low pedestrian traffic is anticipated. However, due to the nature of the proposed development and its proximity to the more developed Sidewalk Area 1, the need for sidewalk is high. The plan conforms as sidewalk has been provided along the property frontage of existing lot 3.06; and sidewalk is proposed along the entire frontage of proposed lot 3.07 along the future Boulevard connection.
2. In accordance with Sections 175-133I, the sidewalk shall be located at least four feet back from the curbline. The applicant has requested a waiver to allow the interior sidewalk to abut the curb line in certain locations, in lieu of the (4) feet minimum as required. As proposed, a waiver is required.

5.2 Off-Street Parking and Loading

1. In accordance with § 175-123E(1), off-street parking spaces shall be 10 feet wide by a minimum of 20 feet long. The plan does not conform to this requirement. The plan proposes a combination of 9 feet wide by 18 feet long, 9'x20' and 10'x20' spaces. As proposed, a waiver is required.
Note: A waiver for 9'x18' vs. 10'x20' was previously granted for the adjacent commercial pad site construction on lots 3.01 thru 3.04 of this mixed-use development project known as "Cross Keys Pavilion."
2. In accordance with § 175-123J(5), 1 parking space per 50 s.f. of gross floor area is required for restaurant use. Accordingly, 200 spaces are required (7,500 s.f. inside + 2,500 s.f. outside = 10,000 s.f./50 s.f. = 200). In accordance with § 175-123J(28), 1 parking space per 500 s.f. of gross floor area is required for daycare use. Accordingly, 20 spaces are required (10,000

s.f./500 s.f. = 20). The plan proposes the parking facilities to be shared between the two (2) lot uses. The total required number of parking spaces for both uses is 220 spaces. The plan does not conform to this requirement, proposing 172 spaces. (107 spaces on lot 3.06 and 54 spaces on lot 3.07 and 11 existing on street spaces). As proposed, a variance is required.

3. In accordance with § 175-123K(2), no parking spaces shall be located in any required buffer area. The plan does not conform to this requirement, proposing parking 12 feet adjacent to block 101, lot 7 where 25 feet is required. As proposed, a waiver is required.

5.3 Buffers and Landscape

1. In accordance with § 175-93A, buffer areas are required along all exterior tract boundaries excluding street rights-of-way for all non-residential projects. Buffer areas shall be developed in an aesthetic manner for the primary purposes of screening views and reducing noise perception beyond the lot. Buffer widths shall be as specified in the zoning standards and shall be measured horizontally and perpendicularly to lot and street lines. No structure, activity, storage of materials, parking or driving of vehicles shall be permitted in a buffer area. The buffer shall be designed, planted, graded, landscaped and developed with the general guideline that the closer a use or activity is to a property line or the more intense the use, the more effective the buffer area must be in obscuring light and vision and reducing noise beyond the lot. The plan does not conform to these requirements, as parking spaces are proposed within a portion of the required buffer. As proposed, a waiver is required.
2. In accordance with § 175-93B, notwithstanding the above, a minimum of ½ but in no case less than 10 feet of the horizontal width of any buffer required along a periphery shall have an area which shall be designed, planted, graded landscaped and developed to obscure the activities of the site from view. The plan conforms to this requirement.
3. In accordance with § 175-147F(2), all trees with a diameter of five inches or greater shall be indicated on the site plan and grading sheets of development plans. The species and condition of the trees shall be indicated. The plan does not conform to this requirement. As proposed, a waiver is required.
4. Pockets of additional landscaping should be provided along the southwest perimeter of the stormwater management basins, along its frontage with Falcon Way Boulevard. The applicant is in agreement.
5. Conflicts between shade trees and lighting standards should be eliminated.

5.4 Signage

1. In accordance with § 175-135C(4), in lieu of a freestanding sign, one monument sign may be erected, provided that it is not situated within a sight

triangle, and further provided that said monument sign does not exceed an area of 50 square feet nor exceed a height above grade of eight feet. One (1) monument sign is proposed for each lot. The daycare sign is 35 s.f. and 3'-2" high, which conforms to these requirements. However, the area of the restaurant monument sign has not been provided. As such, its conformance could not be confirmed. Also the word "tenant" is listed twice on that sign. It should be confirmed if this sign will advertise only the restaurant or will it also advertise the day care? The signage will only be for the restaurant, not the daycare, and the plan will be revised.

2. In accordance with § 175-135C(5), each principal use shall be entitled to one facade sign for every frontage of the lot on a public right-of-way. For the purpose of this subsection, each leased module of a larger development may be considered a separate use. The size of each sign shall not exceed 10% of the facade area. The plan does not conform to these requirements. Waivers are required to allow two (2) facade signs not fronting a public right-of-way on lot 3.06 and three (3) facade signs on one facade and one (1) facade sign on another facade all not fronting a public right-of-way on lot 3.07, where only one (1) is permitted if fronting a public right-of-way.

5.5 Basin Ownership and Maintenance

1. In accordance with §175-140F(2)(a), the design engineer shall prepare an inspection, maintenance and repair plan for the stormwater management measures, including both structural and non-structural measures incorporated into the design of a major development.
2. The applicant should be prepared to discuss ownership and maintenance of the common basin and shared responsibilities between the overall development tracts. We defer to the Board Engineer on the review of the Stormwater Management Operations & Maintenance Plan.

6.0 General Comments/Recommendations

- 6.1 The proposed surface treatment for the parking areas and the playground should be labeled on the plans.
- 6.2 Architectural plans and elevation views have not been provided. Additional foundation plantings along the buildings may be warranted.
- 6.3 Site plan related information, other than lot area, frontage and yard requirements should be eliminated from the minor subdivision plan (i.e. parking calculations, site plan variances and waivers requested, etc.).

7.0 Fees, Contributions and Obligations

7.1 COAH

In accordance with the Statewide Nonresidential Development Fee Act (N.J.S.A. 40:55D-8.1-8.7), the applicant is required to make payment of a development fee of 2.5% of the equalized assessed value of the non-residential construction into a Housing Trust Fund established by Monroe Township Council. A condition of receiving a building permit is the payment of approximately ½ of this fee, the balance being calculated and paid at the time of the request for a certificate of occupancy.

7.2 Deed Review

The applicant has indicated that the subdivision will be filed by deed. Copies of the deed and legal description for each lot must be submitted for review and approval prior to the deeds being signed and filed.

7.3 Escrow

The applicant must contact the Township's Finance Office to settle any outstanding review escrow accounts prior to the plans being signed.

8.0 Outside Agency Approval

This site plan is subject to the review and approval of all outside agencies with jurisdiction, if not already received, including but not limited to the following. Evidence of these approvals must be submitted to the Planning Board.

- = Gloucester County Soil Conservation District;
- = Gloucester County Planning Board;
- = Gloucester County Utilities Authority;
- = Monroe Township Fire Official;
- = Monroe Township MUA; and
- = Any others as may be required.

9.0 Summary of Required Variances & Waivers

9.1 Variances

1. Variance from the requirements of § 175-93A and § 175-163B to allow 12.0 feet of buffer where a minimum of 25 feet is required.
2. Variance from the requirements of § 175-163 to allow a lot coverage of 78.6% where only 75% is permitted.
3. Variance from the requirements of § 175-123J(5) and § 175-123J(28), which require 220 parking spaces combined, where 172 parking spaces are proposed.

9.2 Waivers

1. A waiver from § 175-67 to exclude the addition of existing structures and wooded lands within 200 feet of the area to be subdivided.
2. A waiver from § 175-67 to exclude a list of all adjoining property owners on the plan.
3. A waiver from § 175-93A regarding buffer area use and width.
4. A waiver from § 175-123E(1) to allow 9'x 18' and 9' x 20' spaces where a minimum of 10' x 20' spaces are required.
5. A waiver from § 175-123K(2) to allow parking spaces in a buffer area.
6. A waiver from § 175-133I to allow the interior sidewalk to abut the curb line in lieu of the (4) feet minimum as required.
7. A waiver from the requirements of § 175-135C(5) to allow two (2) façade signs not fronting a public right-of-way on lot 3.06 and three (3) façade signs on one façade and one (1) façade sign on another façade not fronting a public right-of-way on lot 3.07, where only one (1) is permitted if fronting a public right-of-way.
8. A waiver from § 175-147F regarding identification of existing trees on the plans.

There was a concern about those parking spots in front of the daycare backing into oncoming traffic and the applicant agreed to come back to the Board if this becomes a problem when the street is created in the future. There was also a discussion about adding a table at the crosswalk to help slow down traffic in the area as well.

Engineers Report:

This application will need to be deemed complete first with the following waivers:
Environmental Assessment: *The applicant mentioned they are asking for a waiver with exception of the daycare for the Environmental Assessment since that has been previously done for the site and the state will require the daycare to have theirs regardless during the permitting & licensure process.*

Motion to approve for completeness:

1st: Mr. Cooper

2nd: Mayor Teefy

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes
Ms. Flaherty - Yes
Councilman Heffner - Yes
Mr. Masterson - Yes
Mr. Scardino - Yes
Mayor Teefy - Yes

Based on our review of the above noted submission, we offer the following:

This application proposes a minor subdivision consisting of a lot line adjustment of Lots 3.06 and 3.07. Existing Lot 3.06 containing 1.976± acres will be reduced to 1.884± acres, excluding the road easement. Lot 3.07 containing 1.836± acres will be increased to 1.920± acres. Lot 3.06, the proposed site of a new restaurant, contains frontage on Berlin-Cross Keys Road, a County highway, (CR 689), and Falcon Way Boulevard, a private roadway for the Barclay Glen Apartment Complex. Lot 3.07, the proposed site of a day care center contains frontage on Falcon Way Boulevard.

The existing site is vacant with light vegetative cover. An existing woods line exists along the north property line. An existing stormwater management basin exists on the south side of the tract spanning both Lots 3.06 and 3.07, that will be eliminated as part of the development of the property.

In addition to the roadway easement noted above, there is also a 30-foot-wide MUA utility easement that runs along the west side of the property that parallels Berlin-Cross Keys Road. A sign easement also exists at the southwest corner of Lot 3.06. An existing 8" sanitary sewer and an 8" water main runs through the north end of the property in an east to west direction.

In addition to minor subdivision approval, the applicant is seeking preliminary and final site plan approval to construct a 7,500-square foot indoor restaurant with a 2,500 square foot all season patio and associated parking on Lot 3.06 and a 10,000-square foot day care center building that includes an outdoor fenced play area and parking on Lot 3.07. In addition, a stormwater management basin will be constructed at the east end of Lot 3.07 but will service both Lots 3.06 and 3.07.

Minor Subdivision and Zoning

We defer review of the minor subdivision and zoning issues to the Board's Planner.

Submission Requirements

The applicant has submitted all necessary and applicable information listed on the Major Site Plan checklist with the exception of architectural plans and elevations and an environmental assessment for which the applicant has requested a waiver. The application may be deemed **complete** pending the Board's acceptance of the waiver requests.

Variances Requested

1. Variance for Lot 3.06 to permit two (2) façade signs on a façade not fronting a public right-of-way, where one (1) façade sign for every frontage of a lot not on public right-of-way

is permitted.

2. Variance for Lot 3.07 to permit three (3) façade signs on a single façade not fronting on a public right-of-way and one (1) façade sign on a façade not fronting on a public right-of-way, where one (1) façade sign for every frontage of the lot on a public right-of-way is permitted.
3. Variance for providing a total of 172 parking spaces for both the restaurant and day care center, where 220 parking spaces are required.
4. Variance for a lot coverage of 78.6% for Lot 3.06, where a maximum cover of 75% is permitted.
5. Variance for a 12-foot minimum buffer is being proposed for Lot 3.06, where 25 feet is required.

Waivers Requested

1. Waiver from showing extended contours 200 feet beyond the boundary of the property, which we do not take exception to.
2. Waiver to permit granite block curb where concrete curb is required, which we do not take exception to.
3. Waiver to permit six 8-foot-wide handicap parking spaces and two 8-foot-wide access aisles and one 5-foot access aisle in accordance with ADA requirements, which differs from the ordinance. We endorse compliance with ADA standards.
4. Waiver to permit 9'x18' and 9'x20' parking spaces, where 10'x20' parking spaces are required, which we do not take exception to.
5. Waiver to permit sidewalk to abut the curb instead of providing a 4-foot grass strip as required. This condition will exist within the site and not along public roads. We do not take exception to the waiver.
6. Waiver from providing an environmental assessment. We recommend that the environmental assessment be provided particularly due to the proposed day care center.

TECHNICAL REVIEW

1. Per Section 175-71, Preliminary Site Plan Review requires the following information be provided on the plans:

A. An applicant shall submit a preliminary site plan in tentative form for discussion purposes in conformity with the following minimum criteria:

- (1) The preliminary site plan shall be drawn to a scale of no less than one (1) inch equals 100 feet, but consideration shall be given to a smaller scale if it permits the total project to be clearly depicted on a standard sheet of the sizes permitted in the Map Filing Law.

The above listed requirement has been included with this submittal.

- (2) All plans shall be certified by a licensed architect or engineer, including accurate lot lines certified by a licensed land surveyor in the State of New Jersey.

The above listed requirement has been included with this submittal.

- (3) The plan shall include, but not be limited to the following:

- (a) A deed plotting of the tract may be submitted in lieu of an actual field survey of the lot lines, but the applicant accepts the responsibility that at final submission, if the accuracy of said deed plotting sufficiently alters the intent of the proposal, the Board shall reserve the right to reject the final submittal without prejudice and require a re-submittal for preliminary approval.

The above listed requirement has been included with this submittal.

- (b) Topographic contours from the United States Geological Survey (USGS) quadrangle sheets may be submitted in lieu of an actual field or aerial topographical survey, or the applicant may opt to furnish the same. Contours shall extend 200 feet beyond the boundary of the proposal. All existing streams that will receive, either directly or indirectly, the tract stormwater runoff shall be indicated. A key plan of a smaller scale may be shown if it's not practicable to indicate it on the site plan.

The applicant has requested a waiver from providing contours 200 feet beyond the boundary of the proposal, which we do not take exception to.

- (c) All dimensions needed to confirm conformity with appropriate zoning ordinances and other zoning criteria (i.e., density, land coverage, etc.) shall be indicated.

The above listed requirement has been included with this submittal.

- (d) All contiguous owners, existing dedicated streets (ownership and route numbers, if applicable), existing wooded areas in outline only, and geophysical conditions of any open or recreation space to be dedicated for public or quasi-public use.

The above listed requirement has been included with this submittal.

- (e) An architectural plan and view of each type of building shall be furnished and certified by an architect licensed in the State of New Jersey.

As noted above, the applicant has requested a waiver from this requirement. We recommend that architectural plans and elevations be provided.

- (f) Proposed circulation plans, including access streets, easements, fire lanes, and a typical section of all major cart ways proposed shall be required.

The above listed requirement has been included in this submittal.

- (g) Existing and proposed stormwater drainage and collections systems shall be indicated and designed in accordance with the standards of Section 175-140 (Stormwater Management). Information required by such standards, including hydrological and hydraulic calculations, soil boring logs, maintenance schedules, etc., shall be provided. The size/capacity of existing facilities, which are to be utilized in the proposal, must be analyzed and indicated.

The above listed requirement has been included in this submittal.

- (h) Size, height, location, and arrangement of all existing and proposed

buildings, structures, and signs shall be in accordance with the requirements of this chapter.

The above listed requirement has been included in this submittal.

- (i) The location of existing and proposed wastewater collection facilities and potable water supply facilities shall be indicated.

The above listed requirement has been included in this submittal.

- B. The plan shall be signed by the applicant and owner and shall include respective names and addresses.

The above noted requirement has been included in this submittal.

- C. Section 175-99.1B requires that an Environmental Site Assessment be provided.

The applicant has requested a waiver from providing an Environmental Site Assessment. We recommend that an Environmental Site Assessment be provided.

- 2. Section 175-72, Final Major Site Plan Review, requires that plans submitted for final major site plan approval shall be as follows:

- A. Each plan shall be at a scale of one (1) inch equals 50 feet for a tract up to 40 acres in size; one (1) inch equals 100 feet for a tract between 40 and 150 acres or more. All plans shall be certified by a licensed architect or engineer, including accurate lot lines certified by an 8 ½ inches by 13 inches; 15 inches by 21 inches; 24 inches by 36 inches; or 30 inches by 42 inches.

The above listed requirement has been included in this submittal.

- B. The plans shall include the following data (if one sheet is not sufficient to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal sizes with reference on each sheet to the adjoining sheets): boundaries of the tract; north arrow; date; scale; zone district(s) in which the lots are located; existing and proposed contour lines based on USGS data and topographical surveys not older than two (2) years, at two (2) foot intervals inside the tract and within 200 feet of any paved portion of the tract; title of the plans; existing and proposed streams and easements; total building coverage in the area and percent of lot; total number of parking spaces. All dimensions needed to confirm conformity with this chapter, such as but not limited to buildings, lot lines, parking spaces, setbacks, and yards; a small key map giving the general location of the parcel to the remainder of the municipality; and the site relation to all remaining lands in the applicant's ownership.

- A copy of the survey has been provided. The applicant has requested a waiver from providing contours 200 feet beyond the boundary of the proposed, which we do not take exception to.

- C. The plan shall also have the following minimum criteria for review and approval:

- (1) Size, height, location, and arrangement of all existing and proposed buildings, structures, and signs in accordance with the requirements of this chapter, including a licensed architect's and/or engineer's drawing of each building or a typical building and signs showing front, side, and rear elevations, and the proposed use of all structures.

The above listed requirement has been included in this submittal.

- D. Proposed circulation plans, including access streets, curbs, aisles and lanes,

easements, fire lanes, driveways, parking spaces, loading areas, loading berths or docks, pedestrian walks and all related facilities for the movement and storage of goods, vehicles, and persons on the site and including the location of lights, lighting standards, and signs and driveways within the tract and within 100 feet of the tract. Sidewalks shall be provided from each building entrance/exit along expected paths of pedestrian travel, including but not limited to access to parking lots, driveways, or other buildings where pedestrian traffic can be expected to be concentrated. Plans shall be accompanied by cross sections of new streets, aisles, lanes and driveways, which shall adhere to applicable requirements of this chapter and applicable design standards in the subdivision ordinance.

The applicant shall provide lights and driveways within 100 feet of a tract or request a waiver, which we would not take exception to.

- E. Existing and proposed woods areas, buffer areas, and landscaping shall be shown. The landscaping plan, including seeded and/or sodded areas, grading, retaining walls, fencing, signs, recreation areas, shrubbery, trees, and buffer areas shall be in accordance with applicable requirements of this chapter. These plans shall show the location, species, and caliper of plant material for all planted or landscaped areas.

It appears that the above listed requirement has been included with this submission, however, we defer review of the requirement to the Board's Planner.

F. Utilities

- (1) The proposed location of all drainage (including calculations), sewage, and water facilities, with proposed grades, sizes, capacities, and types of materials to be used, including any drainage easements acquired or required across adjoining properties. The method of sewage and waste disposal and waste incineration, if any, shall be shown; percolation tests and test determination of adequacy shall be included where septic tanks and leaching fields are permitted and are proposed. Such plans shall be reviewed by the Board of Health and/or the Board Engineer and/or other appropriate authority, as applicable, with recommendations to the Planning Board.

Drainage issues will be addressed later in this letter. Potable water and sanitary services will be provided by connecting to an existing water main and sanitary sewer located on the north side of the subject lots.

Will an easement be created for these lines?

The applicant and the professionals discussed this at a recent meeting .

- (2) Proposed lighting facilities shall be included showing the direction and reflection of the lighting. All public services shall be connected to an approved public utilities system, where one exists.

Although the plans show that these stipulations are met, the applicant shall provide testimony that all public services shall be connected to an approved public utilities system, where one exists.

The applicant and the professionals discussed this at a recent meeting and stated that all utilities will be available and able to service.

- (3) The applicant shall arrange with the servicing utility for the underground installation of the utilities' distribution supply lines and service connections, in accordance with the provisions of the applicable standard terms and

conditions incorporated as part of its tariff as the same are then on file with the State of New Jersey Board of Public Utility Commissioners, and the developer shall provide the Township with four (4) copies of the final plan showing the installed location of the utilities.

The applicant shall provide testimony that arrangements will be made with all applicable servicing utilities for the underground installation of the utilities distribution lines and service connections in accordance with all applicable provisions, terms, and conditions.

The applicant has provided previous testimony.

- (4) The applicant shall submit to the Board, prior to the granting of final approval, a written instrument from each serving utility, which shall evidence full compliance or intended full compliance with the provision of this subsection provided, however, that lots which abut existing streets where overhead electric or telephone distribution supply lines and service connections have heretofore been installed, may be supplied with electric and telephone service.

The applicant shall submit the necessary written instruments from all applicable servicing utilities.

- (5) A written description of the proposed operations of the building(s) including the number of employees or members of nonresidential buildings; the proposed number of shifts to be worked and the maximum number of employees on each shift; expected truck and tractor trailer traffic, emission of noise, glare and air and water pollution; safety hazards; and anticipated expansion plans incorporated in the building design. Where the applicant cannot furnish the information required herein because of non-determination of use, site plan approval may be conditionally granted subject to further review and approval of the applicant's final plans. No certificate of occupancy shall be issued until all such plans are approved.

The applicant may provide this information in testimony to the Board.

3. We defer all Buffer (Section 175-93) issues to the Board's Planner.
4. Section 175-123 Off-street Parking and Loading requires the following information be provided on the plans:

- A. Access to and from lots. Drives shall be limited to a maximum of two (2) to any streets. The driveways shall be at least ten (10) feet from any property line.

The plans conform to the requirements. A common driveway has been provided for both lots.

We assume that a cross access easement will be established for the two (2) properties, which shall be confirmed in testimony.

- B. Access to parking and loading spaces. Individual parking and loading spaces shall be served by on-site aisles designed to permit each motor vehicle to proceed to and from each parking and loading space without requiring the moving of any other motor vehicle. A loading area has been provided for the restaurant. We assume that a loading area is not needed for the day care center, which shall be confirmed in testimony by the applicant. The applicant stated that this is correct.

- C. Buffer parking and loading areas, especially commercial and industrial uses, shall be buffered from adjoining streets, existing residential uses or any residential zoning district. We defer review of the buffering to the Board's Planner.

D. Curbing. All off-street parking areas containing 20 or more spaces and all off-street loading areas shall have concrete curbing around the perimeter of the parking and loading spaces. Curbing has been provided in the parking areas. The applicant is seeking a waiver to use granite black curb in lieu of concrete curb, which we do not take exception to.

E. Off-street parking spaces shall be ten (10) feet wide and minimum of 20 feet in length.

(1) The applicant is proposing 9'x18' and 9'x20' parking spaces, therefore, a waiver is being sought, which we would not take exception to.

(2) The ordinance Section 175-123 J(5 & 31) requires that one (1) parking space per 50 square feet of gross floor area be provided for the restaurant and patio area, which yields 200 parking spaces.

The ordinance Section 175-123 J(28) requires that one (1) parking space per 500 square feet of gross floor area be provided for the day care center, which yields 20 parking spaces. Therefore, the total number of required shared parking spaces for the development (restaurant and day care center) is 220 parking spaces. A total of 172 parking spaces are proposed for this combined development, which includes 11 on-street (Falcon Way Boulevard) parking. As 172 parking spaces are proposed and 220 parking spaces are required, the applicant is seeking a parking variance.

It shall be noted that in all likelihood, the peak restaurant use will not occur at the same time the peak day care center.

(3) Six (6) handicap parking spaces are provided at the proper size that conforms to the Uniform Construction Code (UCC). The applicant has requested a waiver for the handicap spaces as it does not conform to the ordinance. It does conform to ADA requirements and in our opinion, a waiver is not required.

E. The applicant proposes a pavement section for the parking lot consisting of 2" HMA 9.5M64 Surface Course on 4" HMA 19 M64 Base Course on 6" Dense Graded Aggregate, which is acceptable.

5. As previously noted, a Phase I Environmental Assessment was not provided and should be.

6. The submittal was reviewed with respect to the requirements in Section 175-116, Lighting, and we note the following:

Illumination for the site will be provided by single and double pole mounted fixtures.

A. The pole mounted lights will be 16 feet high, which conforms to Township standards.

B. It would appear that the site lighting is sufficient.

C. The number of each type light shall be checked in the Luminaire Schedule.

D. A detail of the decorative light has been provided and will match the existing lights throughout the development.

E. It is assumed that only a few lights for security will stay lit through the night which should be noted on the plans.

7. Section 175-130.1 requires that a Rodent Control Plan be provided.

8. We defer all landscape issues to the Board's Planner.

9. This application proposes a six (6) foot wide sidewalk along the south and west sides of the restaurant. Sidewalks of varying widths, 5', 6', and 10' wide is also proposed for the day care center. A detail of the sidewalk has been provided on the plans and is acceptable.

A four (4) foot wide sidewalk has been provided along Falcon Way Boulevard to fill in the gap. Sidewalks already exists along the Berlin-Cross Keys Road side of the property.

10. It appears that the site design meets the requirements set forth in Section 175-134, Sight Triangles, of the Ordinance.
11. We defer all Sign (Section 175-135) issues to the Board's Planner.
12. The applicant shall testify as to the largest vehicle accessing the site. A wheel turning radii template has been provided for trash trucks. Wheel turning radii templates shall also be provided for vehicles larger than a tractor trailer, if larger vehicles are expected to access the site, i.e., fire equipment, large delivery trucks, etc.
13. A trash enclosure has been provided for each building. The trash enclosure for the restaurant will match the finish of the restaurant while the trash enclosure for the day care center will match the PVC fence of the playground.
14. The property directly north of the subject property is undeveloped. Consideration might be given, either now or in the future to having the drive between the restaurant and day care center extended to connect the two (2) properties.
The applicant previously testified and agreed to this.
15. We note for the Board's information that none of the basins within the current development have fences, however, the Board may wish to consider having a PVC split guiderail fence along the parking spaces facing the basin.
16. If the play area contains playground equipment, details of the playground and equipment shall be provided.

STORMWATER MANAGEMENT

The approximate 3.8 acre site is currently undeveloped, but shows signs of previous development. In the existing condition, the northern 1.22 acres of the site drains overland toward Cross Keys – Berlin Road (C.R. 589). The southern 2.59 acres drains to the south to an existing shallow basin adjacent to Falcon Way Boulevard. The shallow basin appears to drain to the southeast through an existing 24" HDPE pipe that flows to Block 3.08 and continues toward Nina Court. The proposed condition includes a 10,000 sf restaurant, 10,000 sf day care center, parking for both buildings, and a stormwater management basin that will be situated on the southeast property line. Water from the roofs of the buildings and the paved parking lots will be collected using a series of inlets and pipes and conveyed to the proposed stormwater management basin. The basin has been designed as an infiltration/detention basin.

Based on our review of the plans and report, we offer the following comments:

1. The proposed stormwater management basin has been designed as an infiltration basin. Soil borings in Appendix D indicate that existing soils underlying the basin are hydraulically restrictive. The basin will be over-excavated to a depth of approximately 17', to allow for the placement of 8' of K4 sand to ensure positive drainage.
2. Basin Design Criteria paragraph 3 on page 4 of the Stormwater Report states the basin will drain within 72 hours. Appendix G of the report includes a print-out showing drain time between 70 and 72 hours. The Applicant should provide calculation input data for review.
3. The Stormwater Report states the project has been designed in accordance with NJDEP Stormwater Best Management Practices. Stormwater quantity shall be reduced to 50%, 75% and 80% of existing discharge, for the 2yr, 10yr and 100yr design storms, respectively. The provided calculations in Appendices A and B support this statement.
4. Stormwater quality requirements are proposed to be met by retaining and infiltrating the entire Water Quality (WQ) storm event. The outlet structure grate (its only opening) with elevation of 167.15 is higher than the WQ storm elevation of 162.25, ensuring the entire WQ storm event is retained. The replacement sand described in a previous comment is intended to ensure infiltration.
5. The outlet structure detail on Sheet 12 shows a grate elevation of 168.00, which differs from Utility Plan Sheet 6 and the Stormwater Report, both of which call for a grate elevation of 167.15. The Applicant should review their calculations and correct the detail or plan and report as needed.
6. Should storms exceed the 100yr event, or should the basin sands become clogged, the basin's proposed outlet control device (Type 'E' inlet) is intended to convey the entire basin inflow of 19.66 cfs to an existing stormwater basin south of the project area, toward Nina Court. In this rare event, the proposed flow greatly exceeds the existing flow of area EX2 which is 4.76 cfs. The Applicant should investigate any potential downstream impacts and provide their findings for review.
7. The proposed stormwater management system has been designed to convey the 25yr storm event to the proposed basin.
8. Conduit outlet protection, in the form of scour holes, has been provided for the two headwalls that discharge water to the proposed basin.
9. Inlet E2 on Sheet 6 shows one 15" RCP in with invert of 163.58 and one 15" RCP out with invert of 163.58. The profile on Sheet 10 shows an additional pipe with invert of 163.26. The Applicant should review their calculations and revise the plans accordingly.
10. Sheet 14 has a detail for erosion matting to be installed on the emergency spillway. The matting does not appear to be called out on any of the Site, Grading, Utility or Soil Erosion plans. The Applicant should add notes and labels to the plan sheets.
11. The proposed basin has the potential for clogging and may require future maintenance. The Applicant should provide a basin maintenance plan for review.

TRAFFIC ENGINEERING

The applicant has not submitted a traffic report for the proposed development. We would assume that when the application for this overall development was approved, the traffic was taken into account. The property fronts on a County roadway, CR 689. If the County requires a traffic study and/or report, the report shall also be provided to the Board and our office.

Bonds and Fees

This application is subject to the posting of a site improvements performance bond in an amount equal to 120% of the site improvements cost as review by the Township Engineer and a five (5%) percent escrow fee for the site inspection. The applicant is further advised that a two (2) year maintenance bond must be provided in the amount of fifteen (15%) percent of the site improvements cost upon release of the performance bond.

Outside Agency Approvals

Evidence of approval by the following agencies shall be condition of any approvals by the Monroe Township Planning Board.

1. Gloucester County Planning Board
2. Gloucester County Soil Conservation District
3. Monroe Township Fire Code Official
4. Monroe Township Municipal Utilities Authority
5. Monroe Township Construction Code Official regarding Accessibility for Individuals with Disabilities
6. Any and all other agency approvals, as may be required.

The only concerns presented by Board members consisted of fencing for the retention pond by the daycare, and Mr. Witthohn said it is a 5 foot solid fence. The last concern was that of the construction vehicle access and the applicant agreed that they would comply with all Gloucester County Soil Conservation District regulations.

Motion to open this application to the public:

1st. Mr. Cooper

2nd. Mayor Teefy

Motion to close this application to the public:

1st. Mr. Agnesino

2nd. Mr. Masterson

Motion to approve the Minor Subdivision:

1st: Mayor Teefy

2nd: Mr. Heffner

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Motion to approve the Site Plan & Final Site Plan:

1st: Mr. Agnesino

2nd: Mayor Teefy

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Application #470-SP and #1849 Kardon Real Estate, Minor Site Plan and Lot Line Adjustment

110 Sicklerville Road, Block 2201 Lot 2

The applicant is proposing 1,864 square foot addition to existing building and a lot line adjustment for property located at 860 Sicklerville Road. The property is Zoned C Commercial.

Attorney John Arman Jr. introduced himself and the engineer and applicant. Mr. Rocco swore in James Donnelly, owner, for the record and Brian Peterman, Engineer for the record. Mr. Donnelly spoke about his business, his application for proposed work and his love for Williamstown and how great it has been for his business and the relationships it has built with schools, emergency services and the local government for making his processing so welcoming to abide by in addition to the success it has achieved in 25 of his 27 years in business. Mr. Peterman went over the following reports, requests and comments and stated the applicants responses and changes that have been made since the original application and the workshop meeting with the Board professionals.

This application will need to be deemed complete first with the following waivers:
Submission Requirements

3.1 In accordance with § 175-67, submission of the following information is required as part of an application for minor subdivision approval. Based upon our review of the submitted items, we have determined that this minor subdivision application is incomplete unless the following checklist item(s) are granted a waiver for completeness or deferred by the Planning Board to be provided as a condition of subdivision approval: Mr. Kernan requested be B & D be waived and E & J be deferred.

- B. All existing structures and wooded lands within the area to be subdivided and within 200 feet thereof, and the shortest distance from any existing structure to any proposed and existing lot line.
- D. The Tax Map, block and lot numbers and the subdivision application number.
- E. All existing and proposed streets within 200 feet of the area to be subdivided for minor subdivisions with rights-of-way and names indicated.
- J. The location and width of all existing and proposed utility easements in the area to be subdivided.

Motion to approve for completeness:

1st: Mr. Heffner

2nd: Mayor Teefy

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Planner's Report:

The above referenced application is a request for minor site plan and minor subdivision approval.

1.0 Project Description

1.1 Applicant's Proposal

The applicant proposes to construct a 1,864 square foot, 2-story addition (total 3,611 s.f.) to their existing 2,442 square foot (2,436 site plan vs. 2,442 building plan), 1-story masonry building to be used for office space for their transportation trucking business. The applicant also proposes to adjust the property lines of

existing lots 2 and 3, resulting in a decrease in size for lot 2 from 4.12 acres to 3.87 acres and an increase in size for lot 3 from 4.08 acres to 4.34 acres. The applicant's trucking business, known as ASL Transportation, has a total of 25 on-site employees and approximately 105 off-site employees. The property is served by public water and sewer.

1.2 Existing Conditions

The parcels total 8.2± acres and front on Sicklerville Road. Lot 3 contains a 1-story masonry building and 1-story frame warehouse building with concrete and gravel parking areas. Lot 2 also contains a gravel parking area but is mostly vacant and wooded.

1.3 Surrounding Land Uses

The area surrounding the site is wooded to the north and east. A self-storage facility is located to the south and across Sicklerville Road, to the west, is Holiday City.

2.0 Materials Reviewed

We have reviewed the referenced submission, encoded by the Planning Board as #470-SP and #1849, received on May 25, 2017 and subsequently on June 5, 2017.

The site plan is signed and sealed by Brian S. Peterman, PE of Peterman Maxcy Associates, LLC. The minor subdivision and survey are signed and sealed by Joseph W. Maxcy PLS, also of Peterman Maxcy Associates, LLC. The architectural plans were prepared by John Gibson Martin, AIA.

3.0 Submission Requirements

3.1 In accordance with § 175-67, submission of the following information is required as part of an application for minor subdivision approval. Based upon our review of the submitted items, we have determined that this minor subdivision application is incomplete unless the following checklist item(s) are granted a waiver for completeness or deferred by the Planning Board to be provided as a condition of subdivision approval:

- C. All existing structures and wooded lands within the area to be subdivided and within 200 feet thereof, and the shortest distance from any existing structure to any proposed and existing lot line.
- F. The Tax Map, block and lot numbers and the subdivision application number.
- G. All existing and proposed streets within 200 feet of the area to be subdivided for minor subdivisions with rights-of-way and names indicated.
- K. The location and width of all existing and proposed utility easements in the area to be subdivided.

4.0 Zoning Requirements

4.1 Use

1. Wholesale distribution and warehousing is a permitted conditional use in the C, Commercial district, subject to the requirements of §175-163F as follows:

- a. Uses shall be limited to those indicated in § 175-11, under "light industrial use." Wholesale distribution centers for wholesale sales, storage and distribution, including facilities for bulk storage; enclosed service and repair facilities; equipment sales and service; business offices and office buildings falls under the definition of light industrial use.
- b. Site design shall require maximum attention to proper site design considerations, including the location of structures and parking areas, proper ingress and egress, development of an interior street system, architectural design, landscaping and the compatibility of any proposal with the natural foliage, soils, contours, drainage patterns and the need to avoid visual intrusions and performance nuisances upon adjacent residences or residential zones. The applicant should be prepared to address this requirement. The applicant addressed that they will be adding landscaping, and parking barriers around the office building, and a tree buffer on the opposite side of the entrance to help block the view of the garage more from the street.
- c. Gross floor area. Planned industrial uses shall have a total minimum gross floor area of 80,000 square feet, which shall be contained within at least two principal buildings which can be structurally connected for efficient pedestrian circulation. Not applicable.
- d. Any principal building may contain more than one use or organization. Any lot may contain more than one principal building, provided that the total building coverage specified herein is not exceeded and the following building separation requirements are met.
 - 1. All principal buildings shall be separated by a minimum of 40 feet, provided that such separation is to be used solely for pedestrian circulation. Principal buildings within planned commercial uses may be structurally linked, provided that such linkages are part of a well-conceived architectural design and representative architectural achievements with such concepts. Not applicable
 - 2. All principal buildings shall be separated by a minimum of 75 feet when such separation is to be used for parking or vehicular circulation. Not applicable.
- e. At least the first 30 feet adjacent to any street line and 20 feet adjacent to any lot line shall be planted and maintained in lawn area or ground cover or landscaped with evergreen shrubbery and shall be separated from the parking area by suitable curbing as determined by this chapter and the Planning Board during site plan review. The plan does not conform to this requirement. This represents a pre-existing, nonconforming condition.
- f. No merchandise, products, waste equipment or similar material or objects shall be displayed or stored outside except for outdoor storage of mobile

equipment. The applicant should be prepared to address this requirement.
The applicant does not have any of the above.

- g. All buildings shall be compatible designed, whether constructed all at one time or in stages over a period of time. All building walls facing any street or residential district line shall be suitably finished for aesthetic purposes. The plan conforms to this requirement.
- h. All portions of the property not utilized by buildings or paved surfaces shall be landscaped utilizing combinations such as landscaped fencing, shrubbery, lawn area, ground cover, rock formations, contours, existing foliage and the planting of conifers and/or deciduous trees native to the area in order to either maintain or reestablish the tone of the vegetation in the area and lessen the visual impact of the structures and paved areas. The established grades on any site shall be planted for both aesthetic and drainage purposes. The grading plan, drainage facilities and landscaping shall be coordinated to prevent erosion and silting as well as assuring that the capacity of any natural or man-made drainage system is sufficient to handle the water generated and anticipated both from the site and contributing upstream areas. Additional landscaping is required to conform.
- i. A minimum buffer area of 50 feet in width shall be provided along any common property line with a residential district in accordance with § 175-93 of this chapter. Not applicable.
- j. Parking shall be as required by § 175-123 of this chapter, but in no case shall the total parking area for a planned industrial development be less than the total resulting from 1,250 square feet of parking lot area to every 1,000 square feet of gross floor area. Refer to section 4.2.9.
- k. Each activity shall provide for off-street loading and unloading with adequate ingress to and egress from streets and shall provide such areas at the side or rear of the building. Each space shall be at least 15 feet by 40 feet, and one space shall be provided for every 8,000 square feet of gross floor area or fraction thereof in each building. There shall be no loading or unloading from the street. The plan conforms to this requirement.
- l. Loading area requirements may be met by combining the floor areas of several activities taking place under one roof and applying the above ratios.
- m. There shall be at least one trash and garbage pickup location provided for each building, which shall be separated from the parking spaces by the storage of trash and/or garbage in a steel-like, totally enclosed container located in a manner to be obscured from view from parking areas, streets and adjacent residential uses or zoning districts by a fence, wall, planting or combination of the three. If located within the building, the doorway may serve both the loading and trash/garbage functions. If a container is

used for trash/garbage functions and is located outside the building, it may be located adjacent to or within the general loading area(s), provided that the container in no way interferes with or restricts loading and unloading functions. All off-street loading areas shall be lighted. The applicant should be prepared to address this requirement. The existing enclosure is at the rear of the site and is satisfactory to Mr. Kernan.

- n. All planned industrial developments shall comply with the Schedule of Limitations[2] with respect to minimum requirements for area, setback and coverage. Refer to section 4.2.

4.2 Bulk Requirements

1. **Lot Area:** The minimum required lot area is 80,000 square feet. The plan conforms to this requirement.
2. **Lot Frontage/Width:** The minimum required lot frontage/width is 150 feet. The plan conforms to this requirement.
3. **Front Yard/Building Setback:** The minimum required front yard/building setback is 100 feet. Setbacks shall be measured from the proposed right-of-way width for any public street as shown on any adopted State, County or Township Master Plan and/or official map. The plan does not conform to this requirement, having a front yard of 86.0 feet for the existing 1-story masonry building on lot 3. This represents a pre-existing, nonconforming condition. The proposed building addition will have a setback of 93.2 feet (the proposed setback to the ultimate right-of-way should be provided). As proposed, a variance is required.
4. **Side Yard Setback:** The minimum required side yard setback is 50 feet. Corner lots shall have a side yard of 30 feet adjacent to the non-fronting street. The plan does not conform to this requirement, having an existing side yard setback of 37.2 feet to the existing 1-story frame building on lot 3. This represents a pre-existing, nonconforming condition. The proposed building addition conforms to this requirement.
5. **Rear Yard Setback:** The minimum required rear yard setback is 50 feet. The plan conforms to this requirement.
6. **Lot Coverage:** The maximum permitted lot coverage is 65%. The plan conforms to this requirement.
7. **Buffers:** The minimum required buffer width is 50 feet for side, rear and front. The plan does not conform to this requirement, having less than 50 feet on all sides. This represents a pre-existing, nonconforming condition.
8. **Building Height:** The maximum permitted building height is subject to the requirements of § 175-109. The plan conforms to this requirement.
9. **Off-Street Parking:** Minimum off-street parking is subject to the requirements of § 175-123. It appears approximately 36 parking spaces are

required and at least 36 parking spaces exist. The applicant should be prepared to address parking with the Board.

5.0 Design, Performance and Evaluation Standards

5.1 Buffers and Landscaping

1. In accordance with § 175-93B, a minimum of ½ but in no case less than 10 feet of the horizontal width of any buffer required along a periphery shall have an area which shall be designed, planted, graded, landscaped and developed to obscure the activities of the site from view. The plan does not conform to this requirement. As proposed, a waiver is required. The applicant should be prepared to discuss buffering and landscaping with the Planning Board.

5.2 Off-Street Parking and Loading

1. In accordance with § 175-123K(5), parking areas for nonresidential uses shall be setback a minimum of 20 feet from the right-of-way and shall be setback a minimum of 10 feet from any adjacent nonresidential property line. Where said parking area abuts lots zoned for residential use, or upon which is located a residential use, the minimum parking area setback shall be increased to 15 feet. Where buffer setbacks as set forth in Article XIV of this chapter exceeds the setbacks contained herein, the minimum setback shall be the greater dimension. The plan does not conform to these requirements, having existing parking into the right-of-way and up to the southern property line. This represents a pre-existing, nonconforming condition.

5.3 Sidewalk

1. In accordance with § 175-133, unless specially waived by the Planning Board or Zoning Board, sidewalks shall be installed in all types of development and shall be installed along all streets and wherever pedestrian traffic is expected. The plan does not conform to this requirement, as no sidewalk exists or is proposed along Sicklerville Road. As proposed, a waiver is required.
2. In addition, Section 175-133C requires that, where the Planning Board has waived the requirements relating to the construction of sidewalks, a 10-foot wide graded area be provided, partly to provide for pedestrian safety and partly to provide an area for future sidewalk construction if the need arises. The composition of the graded area shall be at the discretion of the Planning Board.

Upon the review of the property, the location, surrounding properties, and the future of redevelopment Mr. Kernan said he would support a waiver and the members were in agreement that this side of Sicklerville Road wouldn't be beneficial so they would recommend a sidewalk waiver, including Mr. Cooper who said those he know who walk from Williamstown to the Park and Ride in Sicklerville walk on the opposite side of the street.

6.0 Fees, Contributions, and Obligations

6.1 Deed Review

The applicant has indicated that the subdivision will be filed by deed. Copies of the deed and legal description for each lot must be submitted for review and approval prior to being signed and filed.

6.2 COAH

In accordance with the Statewide Nonresidential Development Fee Act (N.J.S.A. 40:55D-8.1-8.7), the applicant is required to make payment of a development fee of 2.5% of the increase in the equalized assessed value of the non-residential construction into a Housing Trust Fund established by Monroe Township Council. A condition of receiving a building permit is the payment of approximately ½ of this fee, the balance being calculated and paid at the time of the request for a certificate of occupancy.

6.3 Escrow

The applicant must contact the Township's Finance Office to settle any outstanding review escrow accounts prior to the plans being signed.

7.0 Outside Agency Approval

This major site plan is subject to the review and approval of all outside agencies with jurisdiction, if not already received, including but not limited to the following. Evidence of these approvals must be submitted to the Planning Board.

- Gloucester County Planning Board;
- Gloucester County Soil Conservation District;
- Monroe Township Fire Official; and
- Any others as may be required.

Engineers Report:

Based on our review of the above noted submission, we offer the following:

This application proposes to subdivide the existing 8.2± acre tract containing two (2) existing lots, Lots 2 & 3 to form two (2) new lots. Existing Lot 3 will be increased in size from 4.08 acres to 4.34 acres. Existing Lot 2 will be decreased in size from 4.12 acres to 3.87 acres. The tract contains frontage on Sicklerville Road, which is a County highway, CR 536. The existing tract contains a one (1) story frame building that is used for maintenance of the trucking operation and a one (1) story masonry building that is used as an office building for the trucking business. Existing Lot 3 contains the two (2) existing buildings and a paved driveway, the remaining area consists of a stone surface that is used for truck parking. Existing Lot 2, except for a small stone area adjacent to Lot 3, which is used for truck parking, is predominantly wooded. The area created by the subdivision on Lot 3 will be utilized to construct a two-story 1,864 square foot addition onto the one (1) story masonry office building.

Minor Subdivision and Zoning

We defer review of the minor subdivision and zoning issues to the Board's Planner.

Submission Requirements

The applicant has submitted all of the necessary and applicable information listed on the minor site plan checklist. We, therefore, recommend that the application be deemed **complete**.

Motion to approve for completeness:

1st: Mr. Heffner

2nd: Mayor Teefy

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Variances and Waivers Requested

1. A variance is requested for front yard setback to the new addition. 100 feet is required and 92.95 feet is proposed to the tax map right-of-way. The existing front yard building setback of 75.75 feet to the tax map right-of-way does not conform to the ordinance; however, this is a pre-existing condition.
2. A variance is requested for rear yard parking setback, 50 feet is required and less than 30 feet is proposed for Lot 3.
3. A variance is requested for side yard parking setback, 50 feet is required and 0 feet exists and is proposed for Lots 2 and 3.

Technical Review

A technical review has been performed and the following is noted:

1. Section 175-70 Minor Site Plan Review requires that plans submitted for minor site plan approval shall be as follows:
 - a) Makeup of Plan
 - (1) Each site plan submitted for approval shall be at a scale of one inch equals 50 feet for a tract up to 40 acres in size; one inch equals 100 feet for a tract between 40 and 150 acres, and one inch equals 200 feet for a tract 150 acres or more. The plan complies.

- (2) All plans shall be certified by a licensed architect or engineer, including accurate lot lines certified by a land surveyor, submitted on one of the following standard sheet sizes: 8 ½ by 13 inches; 15 by 21 inches; 24 by 36 inches; or 30 by 42 inches; and including the following data (if one sheet is not sufficient to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal sizes, with reference on each sheet to the adjoining sheets): boundaries of the tract; North arrow; date; scale; zone district(s) in which the lot(s) are located; existing and proposed streets and street names; existing and proposed contour lines based on United States Geological Survey data and topographical surveys not older than two years, at five-foot intervals inside the tract and within 200 feet of any paved portion of the tract; title of plans; existing and proposed streams and easements; total building coverage in area and percent of lot; total number of parking spaces; all dimensions needed to conform to this chapter, such as but not limited to buildings, lot lines, parking spaces, setbacks and yards; a small key map giving the general location of the parcel to the remainder of the municipality; and the site relation to all remaining lands in the applicant's ownership.

The existing and proposed parking spaces shall be shown.

The applicant agreed to do so.

- b) The plan submitted for approval shall have the following minimum criteria for review and approval:

- (1) Size, height, location and arrangement of all existing and proposed buildings, structures and signs in accordance with the requirements of this chapter, including a licensed architect's and/or engineer's drawing of each building or a typical building and sign showing front, side and rear views and the proposed use of all structures.
Architectural elevations have been provided.

- (2) Proposed circulation plans, including access street, curbs, aisles and lanes, easements, fire lanes, driveways, parking spaces, loading areas, loading berths or docks, pedestrian walks and all related facilities for the movement and storage of goods, vehicles and persons on the site and including the location of lights, lighting standards and signs and driveways within the tract and within 100 feet of the tract. Sidewalks shall be provided from each building entrance/exit along expected paths of pedestrian travel, such as but not limited to access to parking lots, driveways or other buildings where pedestrian traffic can be expected to be concentrated. Plans shall be accompanied by cross sections of new streets, aisles, lanes and driveways, which shall adhere to the applicable requirements and design standards of this chapter.

Location of lights shall be shown.

- (3) Existing and proposed wooded areas, buffer areas and landscaping shall be shown on the plan. The landscaping plan, including seeded and/or sodded areas, grading, retaining walls, fencing, signs, recreation areas, shrubbery, trees and buffer areas shall be in accordance with applicable requirements of this chapter. These plans shall show the location, species and caliper of plant materials for all planted or landscaped areas. For applications in the Pinelands area, the landscaping plan shall incorporate the elements set forth in § 175-147E [Amended **4-28-1997 by Ord. No. O-27-97**]

We take no issues with the wooded areas shown on the plan as it concerns this application; however, we defer this issue to the Board's Planner.

(4) Utilities

- a) The proposed location of all drainage (including calculations), sewage and water facilities with proposed grades, sizes, capacities and types of materials to be used, including any drainage easements acquired or required across adjoining properties. The method of sewage and waste disposal and waste incineration, if any, shall be shown, percolation tests and test borings from sufficient locations on the site to allow a determination of adequacy shall be included where septic tanks and leaching fields are permitted and are proposed. Such plans shall be reviewed by the Board of Health and Board Engineer and/or other appropriate authority, as applicable with recommendations to the Planning Board.

The applicant shall provide testimony as to how water and sanitary service is provided to this facility. The existing connection will be used. New gas and electric services will be used.

- b) Proposed lighting facilities shall be included, showing the direction and reflection of the lighting. All public services shall be connected to an approved public utilities system where one exists.

Proposed lighting facilities shall be provided on the plans.

- c) The applicant shall arrange with the servicing utility for the underground installation of the utilities' distribution supply lines and service connections, in accordance with the provisions of the applicable standard terms and conditions incorporated as part of its tariff as the same are then on file with the State of New Jersey Board of Public Utility Commissioners, and the developer shall provide the Township with four copies of a final plan showing the installed location of the utilities.

We assume that utility service to the new building addition will be extended from the existing services which shall be confirmed in testimony. This was confirmed by the applicant.

- d) The applicant shall submit to the board, prior to the granting of final approval, a written instrument from each serving utility, which shall

evidence full compliance or intended full compliance with the provisions of this subsection; provided, however, that lots which abut existing streets where overhead electric or telephone distribution supply lines and service connections have heretofore been installed may be supplied with electric and telephone service from these overhead lines, but any new service connections from the utilities' overhead lines shall be installed underground. In cases where total electrical and telephone load and service cannot be determined in advance, such as industrial parks, shopping centers etc., perimeter utility poles may be used, but service to buildings from poles shall be underground.

We assume that utility service to the new building addition will be extended from the existing services which shall be confirmed in testimony. This was confirmed by the applicant.

- e) A written description of the proposed operations of the buildings, including the number of employees or members of nonresidential buildings; the proposed number of shifts to be worked and the maximum number of employees on each shift; expected truck and tractor-trailer traffic, emission of noise, glare and air and water pollution; safety hazards; and anticipated expansion plans incorporated in the building design. Where the applicant cannot furnish the information required herein because of non-determination of use, site plan approval may be required and, if conditionally granted subject to further review and approval of the applicant's final plans, the applicant may proceed with this application. No certificate of occupancy shall be issued until all such plans are given final approval.

The applicant has provided a description of the existing operations at the facility.

2. We defer all Buffer (Section 175-93) issues to the Board's Planner.

3. Section 175-123 Off-street Parking and Loading requires the following information be provided on the plans:

- a) Access to and from lots. Drives shall be limited to a maximum of two (2) to any streets. The driveways shall be at least ten (10) feet from any property line.

The plans conform to the requirements. There is a single access driveway to this property from Sicklerville Road.

- b) Access to parking and loading spaces. Individual parking and loading spaces shall be served by on-site aisles designed to permit each motor vehicle to proceed to and from each parking and loading space without requiring the moving of any other motor vehicle.

There are existing parking spaces on site. Existing and proposed parking spaces shall be shown on the plan.

- c) Buffer parking and loading areas, especially commercial and industrial uses, shall be buffered from adjoining streets, existing residential uses or any residential zoning district.

We defer this issue to the Board's Planner.

- d) Curbing. All off-street parking areas containing 20 or more spaces and all off-street loading areas shall have concrete curbing around the perimeter of the parking and loading spaces.

Although the parking spaces have not been shown, we would assume that this facility would require more than 20 spaces and therefore, curbing around the parking area perimeter would be required. The applicant may seek a waiver from this requirement, which we would not take exception to.

- e) Off-street parking spaces shall be ten (10) feet wide and a minimum of 20 feet in length.

- 1) The applicant is proposing 9'x18' parking spaces, therefore, a waiver must be sought, for which we would not take exception to.

- 2) The plans shall note any loading access on site.

- 3) The total area of the existing office building and addition is 6,164 square feet, including the second floor of the addition. Based on the office requirements for parking, one (1) space per 200 square feet of gross floor area, yields 31 parking spaces.

In addition to the maintenance operations (automobile repairs), the ordinance requires one (1) space per 400 square feet of gross floor area. The maintenance floor area is 6,360± square feet; therefore, 16 parking spaces are required for the maintenance garage. The description of the operations at the property indicates that there will be 25 employees working at the site.

It would appear that a minimum of 47 parking spaces are needed at the site, if less than 47 parking spaces are provided, a variance must be sought.

- 4) One (1) handicap parking space shall be provided that is paved. The applicant shall testify if the building's first floor is handicap accessible and indicate the access route to the building on the plan.

- f) The existing parking area consists of a gravel surface. Township standards require that parking areas be paved, which for this application would require a design waiver which we would not take exception to. We recommend that wheel steps be provided to delineate the parking spaces as painted stall are not practical. The applicant agreed to this.

- 4. As noted above, the applicant shall provide a lighting plan.

5. Section 175-130.1 requires that a Rodent Control Plan be provided.
6. We defer all landscape issues to the Board's Planner.
7. We assume that a sidewalk/walkway will be provided from the parking area to the building which shall be shown on the plan.
8. A sight triangle should be shown for the driveway at Sicklerville Road in accordance with Section 175-134. Sight Triangles of the ordinance.
9. We defer all sign (Section 175-135) issues to the Board's Planner.
10. The plans do not provide for a trash enclosure. A trash enclosure should be located on the plan.

Stormwater Management

The front of the property drains toward Sicklerville Road. The area containing the new building will drain toward the north. Best Management Practices will not be employed as there is less than 0.25 acres of paved area added to the site and less than one (1) acre of disturbance.

The improvements to the property should not adversely impact adjacent properties.

Bonds and Fees

This application may be subject to the posting of a site improvements performance bond in an amount equal to 120% of the site improvements cost as review by the Township Engineer and five a (5%) percent escrow fee for the site inspection. The applicant is further advised that a two (2) year maintenance bond must be provided in the amount of fifteen (15%) of the site improvements cost upon release of the performance bond.

Outside Agency Approvals

Evidence of approval by the following agencies shall be a condition of any approvals by the Monroe Township Planning Board:

1. Gloucester County Planning Board.
2. Gloucester County Soil Conservation District, if more than 5,000 square feet is disturbed.
3. Monroe Township Fire Code Official.
4. Monroe Township Construction Code Official regarding Accessibility for Individuals with Disabilities.
5. Any and all other agency approvals, as may be required.

The applicant requested the waiver of the performance bond, and Mr. Jordan agreed that the performance bond should be waived but an escrow should be required until the final inspections are completed by the Township Engineer. There was a question about the parking spaces and if the sizes were efficient for all sizes of vehicles and the applicant stated that his employees keep their vehicles at his customers locations, not typically at their site.

Motion to open this application to the public:

1st: Mr. Agnesino

2nd: Mr. Masterson

Motion to close this application to the public:

1st: Mr. Agnesino

2nd: Mr. Masterson

Motion to approve the Minor Subdivision:

1st: Mayor Teefy

2nd: Mr. Heffner

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Motion to approve the Minor Site Plan:

1st: Mr. Agnesino

2nd: Mayor Teefy

Roll Call:

Mr. Agnesino - Yes

Mr. Cooper - Yes

Vice Chairman, Crane - Yes

Ms. Flaherty - Yes

Councilman Heffner - Yes

Mr. Masterson - Yes

Mr. Scardino - Yes

Mayor Teefy - Yes

Public Portion:

Motion to open this meeting to the public:

1st: Mr. Heffner

2nd: Mr. Scardino

Motion to close this meeting to the public:

1st: Mr. Heffner

2nd: Mr. Agnesino

Adjourn:

Motion to approve:

1st: Mr. Heffner

2nd: Mr. Agnesino

Voice Vote: All in favor

These minutes are a brief summary of the proceedings that took place on 6/8/2017 and should not be taken as verbatim testimony.

Respectfully submitted,

Tara Park

Acting Transcriber