



September 9, 2020

Dawn M. Farrell, Administrative Clerk
 Township of Monroe Planning Board
 125 Virginia Avenue, Suite 5A
 Williamstown, NJ 08094

Re: File #501-SP - Monroe Equities, LLC
Application for Preliminary & Final Major Site Plan
 Retail/Restaurant Pad Site
 Fries Mill Road & Glassboro-Cross Keys Road, Williamstown, NJ
 Block 14801, Lot 12.01
 Zoning District: C (Commercial)
 T&M# MRPBR1380
Completeness Review

Dear Board Members:

We have received the following for review:

Materials Received for Review

<u>Sheet</u>	<u>Title</u>	<u>Date/Last Revised</u>
Prepared by Consulting Engineer Services		
1 of 8	Cover Sheet & Index of Drawings	05-12-20 /
2 of 8	Ex. Conditions & Demolition Plan	05-12-20 /
3 of 8	Site Plan & Details	05-12-20 /
4 of 8	Grading & Utility Plan	05-12-20 /
5 of 8	Landscape & Lighting Plan & Details	05-12-20 /
6 of 8	Sanitary Sewer Details	05-12-20 /
7 of 8	Soil Erosion & Sediment Control Plan & Details	05-12-20 /
8 of 8	Turning Movement Plan	05-12-20 /
	Phase 1 Environmental Site Assessment	02-24-20 /
	Parking Analysis	03/2020 /
	Traffic Impact Study	03/2020 /
	Technical Specifications for Sanitary Sewer System	05/2020 /
	Engineer's Report for Sanitary Sewer System	05/2020 /



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The subject property is Block 14801 Lot 12.01 and is located on the west side of Fries Mill Road (CR 655), roughly 140 feet south of the Fries Mill Road (CR 655) and Glassboro-Cross Keys Road (CR 689) intersection. The property is a 39,190 sq. ft. (± 0.90 acres) pad site which is currently developed with parking and stormwater improvements associated with the CVS Pharmacy on adjacent Lot 12.02 to the north. The existing parking lot, which stretches across Lots 12.01 and 12.02, currently has 97 parking spaces.

This application proposes to remove a portion of the existing parking lot to construct a 6,000 sq. ft. commercial building with associated parking. The 6,000 sq. ft. building will contain a 4,000 sq. ft. retail space and a 2,000 sq. ft. restaurant with one drive-thru lane. There will be a total on 26 parking spaces for Lot 12.01 and 71 spaces on Lot 12.02.

These submittals have been reviewed for compliance with the submission requirements of the Monroe Township Land Use Ordinance. Upon review of the requirements set forth in the below mentioned sections of the ordinance, we believe this application can be considered complete if the noted outstanding requirements are made a condition of approval.

Completeness Review

1. §175-61, Major Site Plan Review

A. Preliminary Review:

(1) Site Plans

(2) Items Required to be Submitted:

- a. Site Plan
- b. Township and County Application Forms
- c. Protective Covenants or Deed Restrictions **(N/A)**
- d. Escrow Fee and Fee Agreements
- e. For Projects in the Pinelands Area – Certificate of Filing **(N/A)**
- f. Tax Collector's Certification
- g. Certification of Corporation or Partnership Involvement
- h. Architectural Plans and Elevations
- i. Environmental Assessment
- j. Any Additional Documents, including but not limited to:

l. Stormwater Report **(Waiver Requested)**

The major site plan checklist states that architectural plans are to be submitted.



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The applicant has requested a waiver from the requirements of the stormwater management ordinance, as the proposed development creates less than ¼ acre new impervious surfaces and disturbs less than 1 acre of land. However, §175-140 considers a major development any construction disturbing more than 5,000 sq. ft. **At a minimum, the applicant should provide a narrative describing treatment of storm water on-site in the existing vs proposed condition and the impacts to Township and County facilities.**

II. Traffic report

2. §175-71, Preliminary Major Site Plan Review

A. Plan Sheet Requirements:

- (1) Plan Sheet Size and Scale
- (2) Certification by Licensed Architect or Engineer and Surveyor
- (3) Plan sheet minimum required information:

- a. Survey or Deed Plotting

The Applicant shall provide a signed and sealed copy of the Plan of Survey and Topography dated 9/4/2019, last revised 12/5/19 prepared by Consulting Engineer Services.

- b. Topography (extending 200' beyond the subject property)

Topography extending 200' beyond the property is not provided.
(See 4.B.(3).a.(1) for more stringent topography requirement)

- c. Dimensions showing conformity with Zoning Requirements
- d. Contiguous Property Owners/Existing Streets and Wooded Areas
- e. Architectural Plan

Architectural Plans are to be provided.

- f. Proposed Circulation Plans
- g. Existing & Proposed Stormwater Management
- h. Existing & Proposed Structures
- i. Existing & Proposed Wastewater and Potable Water Facilities



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B. Plan signed by Applicant and Owner

3. §175-72, Final Major Site Plan Review

A. Plan Sheet Size, Scale, and Certifications

B. Plan Sheet Minimum Required Information

Topography extending 200' beyond the property is not provided.

C. Plan shall include:

(1) Existing & Proposed Structures

(2) Proposed Circulation Plans, Lighting, Parking, Signs and Sidewalk

(3) Existing & Proposed Landscaping and Recreation Areas

(4) Utilities

a. Proposed Drainage, Sewage and Water Facilities

b. Proposed Lighting

c + d. Written Agreement with all Utility Providers

The applicant has applied for Form A & B approval from Monroe MUA and Treatment Works Approval from NJDEP Division of Water Quality. **Copies of both approvals shall be provided to the Board upon receipt.**

(5) Written Description of Proposed Building Use/Operations

The applicant states that the tenants for the retail space and restaurant are unknown at this time. **The applicant shall provide testimony to the Board regarding anticipated/desired tenants, including the anticipated number of employees and expected operating hours.**

4. §175-140, Stormwater Management

A. General Provisions

(1-2) This section establishes minimum stormwater management requirements and controls consistent with all state regulations.

(3) Applicability. This section shall apply to:

This project is required to comply with §175-140 of the Township Ordinance as it is considered a major development (greater than 5,000 SF disturbance). However, the applicant has requested a waiver from the requirements of the stormwater management ordinance, as the proposed development creates less than ¼ acre new impervious surfaces and disturbs less than 1 acre of land, which would not be considered a major development by state



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standards. At a minimum, the applicant should provide a narrative describing treatment of storm water on-site in the existing vs proposed condition and the impacts to Township and County facilities.

- B. Site Development Stormwater Plan Requirements:
(1-2) Submission of Site Development Stormwater Plan
(3) Checklist Requirements:

- a. Engineering plans submitted in CAD Format 15 or higher and the following:

Applicant shall submit plans electronically in format of at least CAD 2015.

- (1) Topography (extending 300' beyond development)

Topography does not extend 300 feet beyond the property boundaries. As submitted, a waiver would be required.

- (2) Environmental Site Analysis and Detailed Soils Report
(3) Project description and site plans
(4) Land use planning and source control plan (nonstructural strategies)
(5) Stormwater management facilities map
(6) Calculations
a. Stormwater runoff rate reductions
b. Water quality
c. Groundwater recharge
d. Groundwater mounding analysis
(7) Inspection, maintenance and repair plan

A separate letter containing any technical review comments will be provided in the future.

Should you have any questions regarding these comments, please do not hesitate to contact this office.

Very truly yours,
T & M ASSOCIATES

Kyle R. Humphreys, P.E.
Planning Board Engineer

cc: Stephen Boraske, Board Solicitor
Pamela Pellegrini, P.E., P.P., C.M.E., Board Planner

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