



February 22, 2021

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

Re: File #496-SP – Tall Pines Day Camp, Inc.  
 Application for Preliminary & Final Major Site Plan Approval  
 1349 Sykesville Road, Williamstown, New Jersey  
 Block 10801, Lots 21 and 22  
 Zoning District: AG (Agricultural Production)  
 T&M# MRPBR1340  
 Completeness Review

Dear Board Members:

We have received the following for review:

<u>Sheet</u>	<u>Title</u>	<u>Materials Received for Review</u>	<u>Date/Last Revised</u>
<b>Prepared by Marathon Engineering &amp; Environmental Services</b>			
1 of 13	Cover Sheet		2-04-20 / 11-20-20
2 of 13	Information Plan		2-04-20 / 11-20-20
3 of 13	Existing Conditions Plan		2-04-20 / 11-20-20
4 of 13	Existing Conditions as of 1991 Approvals		2-04-20 / 11-20-20
5 of 13	Existing Conditions Prior to 1991		2-04-20 / 11-20-20
6 of 13	Demolition/Relocation Plan		2-04-20 / 11-20-20
7 of 13	Proposed Area of Limited Use Plan		2-04-20 / 11-20-20
8 of 13	Proposed Grading & Utility Plan		2-04-20 / 11-20-20
9 of 13	Soil Erosion and Sediment Control Plan		2-04-20 / 11-20-20
10 of 13	Soil Compaction Plan		2-04-20 / 11-20-20
11 of 13	Soil Erosion and Sediment Control Narrative Sheet		2-04-20 / 11-20-20
12 of 13	Soil Erosions and Sediment Control Detail Sheet		2-04-20 / 11-20-20
13 of 13	Soil Erosions and Sediment Control Detail Sheet		2-04-20 / 11-20-20
	Site Plan Application		1-22-20 /
	Addendum to Application (unsigned)		(undated)
	Exiting Conditions Survey		2-04-20 /
	Stormwater Report		2-04-20 / 11-20-20
	Stormwater Maintenance Facility Maintenance Manual		2-04-20 /

**Prepared by Marathon Engineering & Environmental Services, Inc.**

Environmental Inventory

2-7-20 / 10-13-20



**Prepared by Shropshire Associates, LLC**

Traffic Engineering Assessment 2-11-20

**Prepared by Long Architectural Services, Inc.**

1 of 3 Dining Hall Plan 5-03-19  
2 of 3 Attic and Elevations 5-03-19  
3 of 3 Foundation Plan 5-03-19

**Prepared by Archer & Greiner, P.C.**

New Jersey Pinelands Commission Certificate of Filing 1-12-21

**Prepared by Francis Pandullo, P.E.**

“Modified” Phase 1 Environmental Site Assessment 3-17-95

NJ Freshwater Wetlands Statewide General Permit No.19 1-7-21

The subject property is the existing Tall Pines Day Camp located at 1349 Sykesville Road, roughly 4,000 feet south of the intersection of with Corkery Lane. The camp is located on Block 10801 Lots 21 & 22, comprised of approximately 64.65 ± acres. The site contains wooded areas but is predominately cleared and developed with many buildings, athletic fields and recreational areas associated with the Tall Pines Day Camp. The site is bordered by woods to the west and agricultural fields to the north, east and south. There is also a large wetlands area and pond (Hospitality Branch) running through the center of the site.

The Applicant was previously granted Conditional Use Approval and Preliminary and Final Major Site Plan approval on January 23, 1992. Since that time, several improvements have been made that were not a part of the 1992 approval. According to the Zoning Schedule on Sheet 2, these new improvements total roughly 4,500 SF of building coverage and 15,500 SF of additional land disturbance. This application is requesting that the Board Grant Conditional Use Approval and Preliminary and Final Major Site Plan Approval with bulk variances to allow the additional improvements made to the site since 1992. The Applicant proposes to remove or relocate all improvements located within the wetlands buffer area and construct additional stormwater management facilities. According to the Zoning Schedule on Sheet 2, the improvements proposed by this application will result in 9,450 SF less impervious coverage/disturbance on site, after construction is finished.

These submittals have been reviewed for compliance with the submission requirements of the Monroe Township Land Use Ordinance. We note the following:

Pursuant to the Applicant’s engineer’s response letter dated October 26, 2020 to our March 5, 2020 Completeness letter and upon review of the documents submitted and the requirements set forth in the below mentioned sections of the Ordinance, we believe the application as submitted is **incomplete** but can proceed with the application hearing,



provided testimony is given on the items in question below. Items in question are shown in bold.

### Completeness Review

1.  §175-61, Major Site Plan Review

A. Preliminary Review:

(1)  Site Plans

(2) Items Required to be Submitted:

a.  Site Plan

**~~Applicant shall ensure all sheet names match the Sheet Index.~~  
Satisfied.**

b.  Township and County Application Forms

c.  Protective Covenants or Deed Restrictions

**~~Deed restrictions for the wetlands buffer area shall be provided.~~  
Applicant states a copy will be provided once approved by the  
Pinelands.**

d.  Escrow Fee and Fee Agreements

e.  For Projects in the Pinelands Area – New Certificate of Filing

**~~Applicant stated this will be provided.~~ Satisfied.**

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:

I.  Stormwater Report

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 provided survey shows three different lines for the lot line  
between Lots 18.01 and 21/22. Testimony should be provided to  
clarify conflicting lot lines and how the situation will be resolved.**

b.  Topography (extending 200' beyond development)



~~Topography extending 200' beyond the property is not provided.~~  
**Applicant states topography is provided on the existing conditions plan C1801 based on lidar data obtained from NOAA. We support a waiver.**

(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
- f.  Proposed Circulation Plans

**Applicant shall provide testimony regarding intended site circulation so the Board can determine if a circulation plan is needed.**

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

~~Existing and proposed wastewater and potable water facilities are not shown on the plans.~~ **Satisfied.**

- 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 **See comments and 2.A.(3).**

~~Calculations for required parking spaces only account for three buildings while Sheet 4 lists additional buildings on site.~~ **Satisfied. Applicant shall provide testimony on the required parking space calculations.**

- C. Plan shall include:

- (1)  Existing & Proposed Structures
- (2)  Proposed Circulation Plans, Lighting, Parking, Signs and Sidewalk
- (3)  Existing & Proposed Landscaping and Recreation Areas

**A landscaping plan is not provided. The Applicant has requested a waiver from providing a buffer surrounding the property.**

- (4) Utilities

- a.  Proposed Drainage, Sewage and Water Facilities

~~Two yard drains and a 12" PVC pipe are shown on the plans. No elevations are provided and there is a note stating to see the detail, however it doesn't appear a detail is provided.~~ **Satisfied.**

- b.  Proposed Lighting **Not Shown**  
**No additional lighting is proposed.**

- c + d.  Written Agreement with all Utility Providers



**The Applicant should provide testimony on history of utility service and approvals and how the proposed improvements will affect the existing utilities.**

- (5)  Written Description of Proposed Building Use/Operations

**~~The Applicant shall provide written descriptions for buildings constructed since the original approval and for anything proposed to be relocated.~~  
Satisfied.**

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:

- a. All site plans and subdivisions for major developments that require preliminary or final site plan or subdivision review; and
- b. All major development projects undertaken by the Township of Monroe.  
(Note: This clause is intended to provide consistency with DEP's stormwater management requirements. As per normal practice, all development within the Pinelands Area which is undertaken by a Pinelands Area municipality shall comply with all requirements of the CMP.

- Note: A major development as defined by the Ordinance is any division of land into five or more lots; any construction or expansion of any housing development of five or more dwelling units; any construction or expansion of any commercial or industrial use or structure on a site of more than three acres; or any development, grading, clearing or disturbance of an area in excess of 5,000 square feet. "Disturbance" for the purpose of this section is the placement of impervious surface or exposure and/or movement of soil or bedrock or clearing, cutting or removing of vegetation.

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. We support a waiver.**

- (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



~~An 8 1/2" x 11" drainage area map has been provided. The Applicant shall provide a full-size drainage area map that is to scale.~~  
**Satisfied.**

- (6)  Calculations
  - a.  Stormwater runoff rate reductions  
**Testimony should be provided regarding the effect of the basins on the overall runoff rates for the site.**
  - b.  Water quality
  - c.  Groundwater recharge
  - d.  Groundwater mounding analysis
- (7)  Inspection, maintenance, and repair plan

**A separate letter will be issued with technical review comments.**

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: Marla D. Gaglione, Esquire  
Pamela Pellegrini, P.E., P.P., C.M.E., Board Planner

G:\Projects\MRPB\1340\Correspondence\Tall Pines Day Camp\_Completeness Review #2.docx