



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
Technical Review #2

Dear Board Members:

The applicant, Tall Pines Day Camp, Inc., was previously granted Conditional Use Approval and Preliminary and Final Site Plan approval on January 23, 1992. Since then, there have been many improvements made that were not previously granted. Tall Pines Day Camp, Inc., is requesting that the Monroe Township Planning Board grant Conditional Use Approval, Preliminary Major Site Plan Approval, Final Major Site Plan Approval and Bulk Variance Approval to allow for these additional improvements. T&M Associates has reviewed the application and have deemed it incomplete.

We have received the following for review:

<u>Sheet</u>	<u>Title</u>	<u>Materials Received for Review</u>	<u>Date/Last Revised</u>
Prepared by Marathon Engineering & Environmental Services			
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

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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
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Prepared by Shropshire Associates, LLC

Traffic Engineering Assessment	2-11-20
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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
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Prepared by Francis Pandullo, P.E.

"Modified" Phase 1 Environmental Site Assessment	3-17-95
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NJ Freshwater Wetlands Statewide General Permit No.19	1-7-21
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Site Description

The subject property, Block 10801, Lots 21 and 22, is approximately 65.764 +/- acres in size and is located at 1349 Sykesville Road in Monroe Township, Gloucester County. The site is currently developed and used as a day camp facility with a gravel driveway connected to Sykesville Road, gravel parking areas with 60 spaces, five (5) buildings, including two (2) one-story buildings used for miscellaneous activities; one (1) one-story building occupied by a kitchen, dining room and multi-purpose room; one (1) two-story office building; and one (1) one-story building, multiple small storage buildings; multiple pavilions; athletic facilities; one (1) outdoor playground; one (1) pedal cart track; one (1) gold driving range; one (1) high ropes climbing course area; one (1) horse riding area; one (1) outdoor swimming pool with patio; one (1) archer range; and, one (1) stormwater management (infiltration) basin located south of the swimming pool. The site is accessed through the gravel driveway connecting to Sykesville Road.

The Applicant is proposing the removal of structures from the 90-foot wetlands buffer area, including the gold driving range, portion of high ropes course, climbing area, two (2) sheds, one (1) concrete pad, and a portion of the volleyball court. The applicant is also proposing the construction of six (6) stormwater management (infiltration) basins in the southern portion of the Subject Property; and, the modification of the existing stormwater management (infiltration) basin located in the southern portion of the Subject Property, adjacent to the outdoor swimming pool.

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

Submission Requirements

We reviewed the requirements set forth in the following Ordinance Sections: 175-61, Major Site Plan Review; Section 175-71, Preliminary Major Site Plan Review; Section 175-72, Final Major Site Plan Review; Section 175-140, Stormwater Management. In our letter dated February 22, 2021 we deemed this application **incomplete**.

Requested Waivers

The Applicant does not appear to request any waivers.

Required Waivers

There does not appear to be any waivers required.

Requested Variances

The Applicant states on the Addendum to Application that on January 23rd, 1992, the Planning Board granted Conditional Use Approval, Preliminary Major Site Plan Approval and Final Major Site Plan Approval and, on February 14, 1992, adopted Resolution No. PB-12-92 and Resolution No. PB-15-92 to allow for the conversion and expansion of an existing overnight campground to create the Tall Pines Day Camp. In addition to these approvals, the Applicant is requesting that the Planning Board grant Bulk Variance Approvals to allow for:

1. 44,147 +/- square feet of building coverage where Ordinance Section 175 limits building coverage to 2,500 square feet.
2. No perimeter buffer, where Ordinance Section 175 requires a 25-foot buffer.

Required Variances

There does not appear to be any additional variances required.

Zoning Requirements

We defer to the Board's Planner for review of the zoning issues relative to this application.

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A. §175-93 Buffers

We defer all buffer issues to the Board's Planner.

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B. §175-96 Curb and Gutters

Section 175-96(A) requires that concrete curbing be installed along every street within a development and at intersections with local roads, county roads and state highways. **The Applicant shall discuss with the board whether curbing is required.**

C. §175-98 Easements

We defer all easement issues to the Board's Planner. We have no easement comments.

D. §175-99.1, Environmental Assessments

The Applicant has provided an Environmental Inventory by Marathon Engineering & Environmental Services, dated February 7, 2020. The Applicant has provided an Addendum, dated October 13, 2020, to the Environmental Inventory Report. We note the following:

1. ~~As per the ordinance, §175-99.1, an Environmental Assessment (Preliminary Assessment) is required where none has been provided. **We recommend that this assessment, to the extent not previously addressed, be provided. As part of and as a condition for approval for each application for preliminary major site plan approval pursuant to §175-61, the developer shall submit a preliminary assessment. Due to the nature of what is proposed onsite and the history of the subject site as a former agriculture use that is currently a day camp for children, the applicant should describe any previous preliminary assessments conducted at the site. The Environmental Inventory should be revised to include a section on the review of regulatory agency file data, environmental reports, aerial photographs and property ownership records. File data and existing reports should be reviewed to determine if any existing documents show that the site was used for waste disposal or burial and to determine if any existing documents show that the site was used for waste disposal or burial and to determine if the site has previously been identified as a suspected source or receptor of contamination. Satisfied.**~~
2. Based on the engineering drawings, site grading is proposed, but does not indicate whether soils will be imported from an offsite source. **The applicant should state whether fill will be imported to the site. If fill is to be imported, then the applicant should perform analytical testing, in accordance with N.J.A.C. 7:26E et seq., on the fill at frequency suitable to demonstrate that contaminants are not present within the fill soil at concentrations above the relevant NJDEP Soil Cleanup Criteria, and an acceptable route of transport should be agreed upon with the Planning Board engineer. Satisfied.**
3. The Environmental Impact Report (EIR) indicates that the following will be removed from the wetland buffer – golf driving range, portion of the high ropes course, climbing area, two (2) sheds, one (1) concrete pad and a portion of the volleyball court. **The applicant shall provide proof to the Township that this has been completed.**
4. **The applicant shall provide the Township with the NJ Pinelands Certificate of Filing and Approval upon receipt. The Certificate of Filing, dated January 12, 2021, has been provided. Now awaiting the approval.**

5. The section entitled Vegetation on Page 7 of the Environmental Inventory mentions that there is no development within the wetlands or wetlands buffer, except for a dock that will be authorized under a General Permit. ~~Once the wetlands permit is approved, it should be sent to the Township upon receipt. The Freshwater Wetland Statewide General Permit No. 19 dated January 27, 2021 has been provided.~~ Satisfied.
 6. ~~The applicant should revise the EIS to include a section of Wetlands and Wetlands Buffers and discuss these features including impact, avoidance and minimization of the project on these habitats. It should also provide the name of the consultants and date they were delineated. The description should indicate if the boundaries of the wetlands were approved by the Pinelands Commission. The Wetland section should include information on impacts to the wetlands from the proposed dock and more information on the General Permit to be submitted or that has been submitted. The plans should be revised to include a call out labeling the location and limit of disturbance associated with the dock.~~ Satisfied.
 7. The section entitled Food Chains on Page 9 of the Environmental Inventory states that there are no rare ecological communities or Natural Heritage Priority Sites documented on or in the vicinity of the Subject Property. ~~This section needs to be revised to include information on the mapped vernal habitat onsite. The report should describe the habitat and the project impact, avoidance and minimization on the habitat.~~ Satisfied.
 8. It appears there are structures at the site which required demolition. ~~The applicant should demonstrate that the demolition material will be properly disposed in accordance with local, state and federal requirements. A note regarding this condition should be added to the site plans.~~ Satisfied.
 9. The applicant has not provided a list of licenses, permits or other approvals pending or approved for the site. **The applicant should provide a status of the approvals. If some of these approvals or permits are pending, the applicant should agree to provide the Township with a copy of the approvals, permits or license.**
- E. §175-100 Fences, Walls and Screening
No fences, walls or screenings are proposed.
- F. §175-116 Lighting.
- There are no proposed light fixtures. Some existing lighting is shown on the plans. **The Applicant shall clarify the locations of the existing light fixtures and provide testimony indicating if adequate lighting is provided along the pedestrian walkways and parking area.**

G. §175-123 Off-street parking and loading

- (1) ADA regulations requires a minimum of 3 handicap accessible spaces provided for a parking lot with 51 to 75 parking spaces and the Township Ordinance requires 5% of total parking spaces be designated as handicap accessible spaces. The existing parking lot consists of sixty (60) parking spaces with three (3) handicap spaces.
- (2) Section 175-123(D) requires that 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 areas. ~~The Applicant shall discuss with the board whether curbing is required.~~ **The Applicant proposes concrete wheel stops and utility poles for use with care parking. Testimony should be provided.**
- (3) Section 175-123(E1) requires that off-street parking spaces shall be 10 feet wide and a minimum of 20 feet in length. ~~There are no dimensions provided for the existing parking spaces.~~ **The revised plans show the existing parking spaces to be 9'x18', which is an existing non-conformance. A waiver is required. We support this waiver due to the nature of the use.**
- (4) There does not appear to be an obvious truck loading area. **The Applicant shall provide testimony on when deliveries will occur and the proposed loading area for the trucks.** Loading areas may not conflict with fire lanes.

H. §175-124 Off-Tract Improvements

No off-tract improvements are proposed on public property.

I. §175-129 Public Utilities

No proposed or existing utilities are shown on the plan.

J. §175-130.1 Rodent Control

~~The Applicant shall submit a rodent control program as required by this section of the Ordinance.~~ **Satisfied.**

K. §175-132 Shade Trees

We defer all Shade Tree issues to the Board's Planner.

L. §175-133 Sidewalks

The project is located within Sidewalk Area 3. Sidewalk currently does not exist.

The Applicant should discuss with the board to determine if the area and the Township would be better served without the construction of sidewalk. Testimony should be provided regarding the lack of sidewalks proposed.

M. §175-134 Sight Triangles

There are no sight triangles shown on the plan. ~~Applicant shall provide site triangles on the site plans.~~ **Satisfied.**

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N. §175-135 Signs

We defer all sign issues to the Board's Planner.

O. §175-140 Stormwater Management

This project is required to comply with Section 175-140 of the Township Ordinance as it is considered a major development (greater than 5,000 SF disturbance). A Stormwater Management Report has been submitted with this application and we note the following:

- (1) The New Jersey BMP Manual requires a groundwater mounding analysis be performed. This analysis has been provided in Appendix 4 of the Stormwater Report.
- (2) All disturbed areas, plus offsite areas flowing onto the site, must be compared in existing versus proposed conditions. **The Applicant shall revise the drainage area maps and calculations as needed. The drainage area boundaries must match the contours (that are missing on the plans). The soil erosion plan depicts over an acre of disturbance. This requires stormwater quantity control calculations. Testimony shall be provided to discuss with the Board the impacts of the new infiltration basins and the modification of the existing basin on the overall site runoff quantities.**
- (3) The drainage area map shows an overall area of what will be draining to Basins 3A, 3B, 3C, and 3D. The top and bottom elevations are shown on the site plan. ~~The applicant shall revise the drainage area maps to specify the drainage to each basin and revise the calculations as needed.~~ **Satisfied.**
- (4) The applicant is proposing to modify the existing infiltration basin on site. ~~The applicant does not discuss how this modification will affect the existing headwalls shown on the plan. Any modifications to the existing headwalls shall be noted on the plan.~~ **Applicant indicates no modification to the headwall.**
- (5) The applicant is proposing to have six (6) new infiltration basins on site. No contours are shown on site. **The application shall, at minimum, provide testimony regarding potential downstream impacts from the proposed basin spillways. All basins should have emergency spillways with the proper freeboard and top of berm widths indicated on the grading plans. The Applicant provided emergency spillway analysis for Basins 1 and 2. No emergency spillway analysis was provided for Infiltration basins 3A, B, C, D. However, the engineer has indicated that there is a storage depth of at most 12 inches for the 10-year storm. The engineer shall provide testimony regarding the potential impact areas downstream of the infiltration basins.**
- (6) The Applicant stated in the Stormwater Report that runoff from the proposed site will be directed to the detention/infiltration basins, thus satisfying the 80% removal rate.
- (7) The plans and calculations contain confusing and mixed basin numbering and stormwater modelling calculations; ~~the documents should be adjusted.~~ **Satisfied.**

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- (8) **The calculations should indicate the basin volume calculations (stage-storage) on an individual basis and then totaled if that is how the calculations are to be evaluated. The Applicant will need to provide a supplemental summary of the individual basins 3A, B, C, and D that proves they add up to the combined area shown in the report.**
- (9) The report and application plans depict permeability soil borings for the infiltration basins. ~~They do not provide the required number and distribution of stormwater test pits and borings. The NJDEP BMP manual requires that test pits be performed, and the application does not contain those. The application documents should be revised accordingly. The report contains Appendix 5 detailing the Soil Logs and Permeability Testing.~~ Satisfied.
- (10) ~~The report should detail the permeability testing method used in the test soil borings and verify that those methods meet the BMP requirements.~~ Satisfied.
- (11) The Applicant has provided a Stormwater Maintenance Plan, which appears to meet the requirements set forth in the Ordinance and the BMP Manual. **A copy of the Stormwater Maintenance Plan shall be filed with the town. The title and date of the maintenance plan and the name, address, and telephone number of the person with stormwater management measure maintenance responsibility as specified in the plan must be recorded on the deed of the property on which the measure is located.**
- P. §175-141 Street and Traffic Control Signs
There are no proposed signs. Existing signs are shown on the site plans.
- Q. §175-147 Vegetation
We defer all landscaping and vegetation issues to the Board's Landscape Architect.
- R. §175-151 Wetlands
Wetlands are found throughout the site and are shown on the site plans as well as the wetlands buffer. The applicant is proposing to remove current structures from the wetland buffer.
- S. Traffic Engineering Assessment
The Applicant has provided a traffic engineering assessment. **The applicant should testify about any changes to traffic loading or camp activities that will occur.**
- T. Additional Comments
No additional comments.

Bonds and Fees

This application is subject to the posting of a site improvement performance bond in an amount equal to 120% of the bondable site improvements cost as reviewed by the Township Engineer and a five (5%) percent escrow fee for the site inspection.

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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 Soil Conservation District
2. Monroe Township Municipal Utilities Authority
3. New Jersey Department of Transportation – **if required**
4. Monroe Township Fire Code Official
5. Gloucester County Planning Board

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