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February 15, 2021

**VIA EMAIL AND USPS**

Dawn Farrell, Administrative Clerk  
TOWNSHIP OF MONROE PLANNING BOARD  
125 Virginia Avenue, Suite 5A  
Williamstown, New Jersey 08094-1768

Re: Conditional Use, Preliminary and Final Major Site Plan (2<sup>nd</sup> Review)  
Tall Pines Day Camp  
1349 Sykesville Road  
Plate 108, Block 10801, Lots 21 & 22  
Zone: AG, Agricultural Production District  
Applicant: Tall Pines Day Camp, Inc.  
Application No 496-SP  
MC No MMP-065

Dear Ms. Farrell:

The above referenced application is a request for conditional use, preliminary and final major site plan approval.

**1.0 Project Description**

**1.1 Applicant's Proposal**

The applicant requests approval for the expansion of their Tall Pines Day Camp to allow for additional recreation facility improvements added since 1992 to their existing summer-time day camp. In addition, and as a result of a meeting held with the Pinelands Commission and subsequent Certificate of Filing; the applicant proposes the following:

- 1) The removal of a portion of the volleyball area from the wetlands buffer;
- 2) Removal of concrete pads from both the wetlands buffer and adjacent area onsite;
- 3) Removal of the following from the wetlands buffer and relocation of same to outside of the buffer a) five (5) sheds; b) golf driving range and range barrier; c) climbing area to former high ropes area; and d) archery area and its post & rail fence enclosure.
- 4) Pinelands approval of the development proposed beyond the development existing in 1991 (currently existing in violation without Pinelands approval) consisting of forty one (41) structures overall including barns, sheds,



pavilions, athletic courts and other miscellaneous recreational improvements on the parcel.

- 5) Construction of six (6) stormwater management basins, modification to the existing stormwater management basin and several yard drains.

The property is serviced by an on-site subsurface sewage disposal system. The Planning Board previously granted conditional use approval and major site plan approval to convert the prior overnight campground to the current summer-time day camp in January 1992 (Resolutions PB-12-92 and PB-15-92).

*Note: The property is situated in the Pinelands. As such a Certificate of Filing is required to be deemed complete and the applicant has submitted same dated January 12, 2021.*

## **1.2 Existing Conditions**

The 65.764± acre parcel is located at 1349 Sykesville Road approximately 4,000 l.f. from its intersection with Corkery Lane and is zoned AG, Agricultural Production Zoning District. The subject property being Block 10801, Lot(s) 21 & 22 contains an existing day camp facility with a gravel driveway from Sykesville Road (a.k.a. Ames Road). The site's existing development consists of a large gravel parking area (with approximately 60 spaces), eleven (11) buildings which house the office, rec hall, dining hall, kitchen, locker rooms, nurses office, craft rooms, studios, gymnastics, caretakers quarters, nature learning, well house and various equipment storage barns for zip lining, maintenance, baseball and security. Only six (6) of these 11 structures are both heated and air conditioned totaling 44,147 s.f. and the others are non-heated/non-air conditioned structures totaling 1,786.9 s.f.

Additional structures onsite include seven (7) pavilions (13,397.9 s.f.), three (3) gazebos (1,263 s.f.) and a net twenty four (24) wood sheds and/or small barns to support the various activities onsite (5,546.2 s.f.), as well as numerous associated wooden decks (5,587.1 s.f.).

The existing camp provides a wide range of activities including but not limited to swimming, boating, tennis, hockey, lacrosse, archery, volleyball, golf, soccer, pedal karts, climbing, zip lining, basketball, baseball and arts & crafts. In addition to the buildings and structures listed above, these activities consist of 50,543 s.f. of paved surfaces, 5,109.7 stoned surfaces, 7,095.9 s.f. of mulched surfaces and 2,294.9 s.f. of sand surfaces.

The property also contains a lake and ponded areas along the rear of the site as well as several ponds that bifurcate the property which are associated with the



Hospitality Branch. There are regulated wetlands flood hazard areas and riparian zones related to same.

Overall, the day camp’s footprint is located within portions of the property that were previously cleared as part of prior agricultural use.

### 1.3 Surrounding Land Uses

The area is rural in nature with wooded parcels, farmland and a few scattered dwellings surrounding the property in question.

### 2.0 Materials Reviewed

We have reviewed the referenced submission, encoded by the Planning Board as #496-SP 02142020, received on February 19, 2020 and subsequent revised submission encoded by the Planning Board as #496-SP 01252021 received via email on January 29, 2021 and February 1, 2021, consisting of the following:

<i>Sheet</i>	<i>Title</i>	<i>Date</i>
---	Cover Letter from Dawn Farrell, Administrative Clerk	January 29, 2021
---	Cover Letter from Dawn Farrell, Administrative Clerk	February 18, 2020
---	Letter from Clint B. Allen regarding Pinelands Filing	January 12, 2021
---	Engineer’s Response Letter	October 26, 2020
---	Site Plan Checklist	---
---	Site Plan Application	January 22, 2020
---	Addendum to Application	---
---	Environmental Inventory Report	February 7, 2020
---	Addendum to Environmental Inventory	October 13, 2020
---	Modified Phase I Environmental Site Assessment	March 17, 1995
---	Stormwater Report	Revised November 20, 2020
---	Traffic Engineering Assessment	February 11, 2020
---	Resolution for Use and Site Plan Approval - PB-15-92	February 14, 1992
---	NJ Pinelands Certificate of Filing	January 12, 2021
<i>Architectural Plans</i>		
1 of 3	Dining Hall Plan	May 3, 2019
2 of 3	Attic and Elevations	May 3, 2019
3 of 3	Foundation Plan	May 3, 2019



<i>Site Plans</i>		
1 of 13	Cover sheet	Revised to November 20, 2020
2 of 13	Information Plan	Revised to November 20, 2020
3 of 13	Existing Conditions	Revised to November 20, 2020
4 of 13	Existing Conditions as of 1991 Approval	Revised to November 20, 2020
5 of 13	Existing Conditions Prior to 1991	Revised to November 20, 2020
6 of 13	Demolition/Relocation Plan	Revised to November 20, 2020
7 of 13	Proposed Area of Limited Use Plan	Revised to November 20, 2020
8 of 13	Proposed Grading and Utility Plan	Revised to November 20, 2020
9 of 13	Soil Erosion and Sediment Control Plan	Revised to November 20, 2020
10 of 13	Soil Compaction Plan	Revised to November 20, 2020
11 of 13	Soil Erosion and Sediment Control Narrative Sheet	Revised to November 20, 2020
12 of 13	Soil Erosion and Sediment Control Detail Sheet	Revised to January 7, 2021
13 of 13	Soil Erosion and Sediment Control Detail Sheet	Revised to November 20, 2020
1 of 1	Existing Conditions Survey	February 4, 2020

The plans are signed and sealed by Jesse D. Dougherty, PE of Marathon Engineering & Environmental Services and the survey is signed and sealed by Steven F. Mervine, PLS also of Marathon. The architectural drawings are signed and sealed by Richard F. Johnson, AIA of Long Architectural Services, Inc. The environmental inventory report and addendum are jointly signed by Donald W. Brickner and Rick Ricciardi, both of Marathon and the traffic engineering assessment was prepared by Nathan B. Mosley, PE of Shropshire Associates LLC. The stormwater report is signed by Jesse Dougherty, PE.

### **3.0 Zoning Requirements**

#### **3.1 Use**

The day camp use is defined by NJ Pinelands Commission Pinelands Management Regulations and the Ordinance as an intensive recreational use. In accordance with § 175-159, Attachment 2, the expansion of intensive recreational uses are a conditional use, subject to the requirements of § 175-159D(2) in the AG, Agricultural Production zoning district.

#### **3.2 Conditional Use Requirements**

1. In accordance with § 175-159D(2), expansion of intensive recreational uses, where permitted, must meet the standards that:



- (a) The intensive recreational use was in existence on February 7, 1979, and the capacity of the use will not exceed two times the capacity of the use on February 7, 1979.
- (b) The use is necessary to achieve recreational use of a particular element of the existing Pinelands environment.
- (c) The use is environmentally and aesthetically compatible with the character of the Pinelands Agricultural Production Area and the characteristics of the particular basin in which the use is to be located, taking into consideration the proportion of cleared and developed land, ambient water quality, ecologically sensitive areas and unique resources and will not unduly burden public services.

*As was established with the prior 1992 conditional use approval for the day camp, the proposed expansion will continue to satisfy these requirements subject to the requirements and conditions imposed by Pinelands. Supporting testimony regarding same should be provided.*

### **3.3 Bulk Requirements**

#### **AP, Agricultural Production**

*As there are no specific standards listed for expansion of intensive recreational uses, the standards for agricultural commercial establishments have been utilized here.*

1. **Lot Area:** Not applicable.
2. **Building Coverage:** The maximum permitted building coverage is 2,500 square feet. The plan does not conform to this requirement. The plan indicates a total of 66,141.0 s.f. which is an increase of 26,124.0 s.f. above existing conditions as of 1991. As proposed, a variance is required and has been requested by the applicant.
3. **Lot Coverage:** The maximum permitted lot coverage is 10%. The plan conforms to this requirement.
4. **Front Yard/Building Setback:** The minimum required front yard/building setback is 50 feet. The plan conforms to this requirement.
5. **Rear Yard Setback:** The minimum required rear yard setback is 50 feet. The plan conforms to this requirement.



6. **Side Yard Setback:** The minimum required side yard setback is 20 feet. The plan conforms to this requirement.
7. **Lot Frontage/Width:** The minimum required lot frontage/width setback is 150 feet. The plan conforms to this requirement.
8. **Buffers:** The minimum required buffer width is 25 feet, subject to the requirements of § 175-93, Buffers. The plan does not conform to this requirement. As proposed, a variance is required and has been requested by the applicant.

#### 4.0 Design, Performance and Evaluation Standards

##### 4.1 Sidewalk

1. Sidewalk Area 3 consists of all lands within the AG, BP, FD-10, FD-40, RD-A, RG-PR and RG-20 Districts located within two miles of a public or private elementary or middle school, or 2 1/2 miles of a high school. Sidewalk Area 3 is similar to Sidewalk Area 2, with the exception that the maximum permitted residential densities are lower. The need for sidewalks is high in the vicinity of pedestrian traffic generators and schools. The plan does not have existing sidewalk nor does the plan propose sidewalk along the property frontage of the lot in question. As proposed, a waiver is required and has been requested by the applicant.

*It is noted that there is no existing sidewalk directly on either side of the lot in question.*

##### 4.2 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 parking area appears to have 9'x18' spaces. The Board may reduce the width to 9'x18' if the applicant can demonstrate design adequacy. Due to the nature of the use we do not take exception to 9'x18' spaces. As proposed, a waiver is required.
2. In accordance with § 175-123J(28), 1 parking space per 500 s.f. of gross floor area is required for day camp use. Accordingly, 88 spaces are required (44,147 s.f./500 s.f. = 88.3). The plan does not conform to this requirement having only 60 designated parking spaces. The plan does show an overflow parking area, however the layout or number of spaces there have not been quantified. Testimony should be provided regarding available parking in this overflow area



and when it is used. As proposed, a variance is required, and the applicant has requested said variance

The parking count is based on the six (6) main buildings (B1-B5 & B7) with HVAC which totals 44,147 s.f. It should also be noted that the plans indicate that 1) during summer camp there are 100 staff/day with an average 300-400 people/day and 2) during special events there are 20 staff/day and between 400-500 people per day.

3. In accordance with § 175-123K(2), no parking spaces shall be located in any required buffer area. The parking area appears to conform to this requirement being greater than 25' from the property line. Testimony should be provided to confirm compliance.

#### **4.3 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 whereas there are portions of the site's perimeter that do not have, nor are any proposed, vegetative landscaping for the purpose of buffering or screening. As proposed, a waiver in addition to the buffer variance noted in Section 3.3, 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 does not conform to this requirement. As proposed, a waiver is required.
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 size, species and condition of the trees shall be indicated. The engineer/landscape architect of the Township's Planning or Zoning Board shall inspect the trees and determine which trees must be preserved and/or protected.



Trees greater than 25 inches in diameter shall be considered to be specimen trees and must be preserved based on conditions in the above subsection. The plan does not conform to this requirement, as submitted a waiver is required.

*It should be noted that the applicant has indicated that no trees are proposed to be removed and notes regarding same have been added to Sheet C0002.*

4. In accordance with § 175-147G, compensatory planting. Every effort shall be made to avoid the removal of trees having a caliper of five inches or greater from the property in the process of subdividing, site plan approval, grading, or installing improvements. If during the development process, trees indicated to be saved are damaged or removed, the developer shall install trees of at least three-inch caliper for every tree of one-inch caliper removed or damaged. The municipal engineer shall be responsible for all compliance and mitigation inspections as per Subsections F and G.

*It should be noted that the applicant has indicated that no trees are proposed to be removed and notes regarding same have been added to Sheet C0002.*

#### **4.4 Signs**

The plans do not specifically address site signage. Some signs are shown but not labeled. Testimony regarding any existing or proposed identification signage and the adequacy of onsite signage should be provided.

### **5.0 General Comments/Recommendations**

1. A dimension should be provided from the parking area on the east side of the property to the property line.
2. The plan does not show a designated loading/unloading space. The applicant should provide testimony as to what types of deliveries the facility receives and where the loading or unloading will take place.
3. The applicant should clarify the 34.61 acre proposed deed restriction and proposed limited use area shown on sheet CO101 vs. the 65.76 acre deed restriction mentioned in the project's Pineland's Certificate of Filing.

### **6.0 Fees, Contributions and Obligations**

#### **6.1 Escrow**

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





## 6.2 Pinelands Conditions

1. Prior to the Commission's issuance of a letter advising that any municipal or county approval or permit may take effect, the applicant shall:
  - a. obtain a freshwater wetland permit for the dock
  - b. record the required deed restriction of the 65.76-acre portion of the parcel prohibiting any future development of that area.
2. Remove all structures located within the wetlands and required buffer to the wetlands by May 31, 2021.
3. Construct the stormwater management facilities by September 1, 2021.

## 7.0 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.

- New Jersey Department of Environmental Protection;
- New Jersey Pinelands Commission (Certificate of Filing 1/12/2021);
- 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.

The above comments and/or recommendations are submitted for your review and consideration. Should you have any questions with regard to this matter or require additional information, please do not hesitate to contact our office at (609) 910-4068.



Dawn Farrell, Administrative Clerk  
MC Project No. MMP-065  
February 15, 2021  
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Best regards,

**COLLIERS ENGINEERING & DESIGN, INC.  
DBA MASER CONSULTING**

A handwritten signature in blue ink that reads 'Pamela J. Pellegrini'. The signature is written in a cursive, flowing style.

Pamela J. Pellegrini, P.E., P.P., C.M.E.  
Sr. Project Manager

PJP/rld

cc: Stephen Boraske, Esquire  
Doug White, PE, CME

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