



REPORT TO: Zoning Board

FROM: Ryan R. Headley, Supervising Engineer

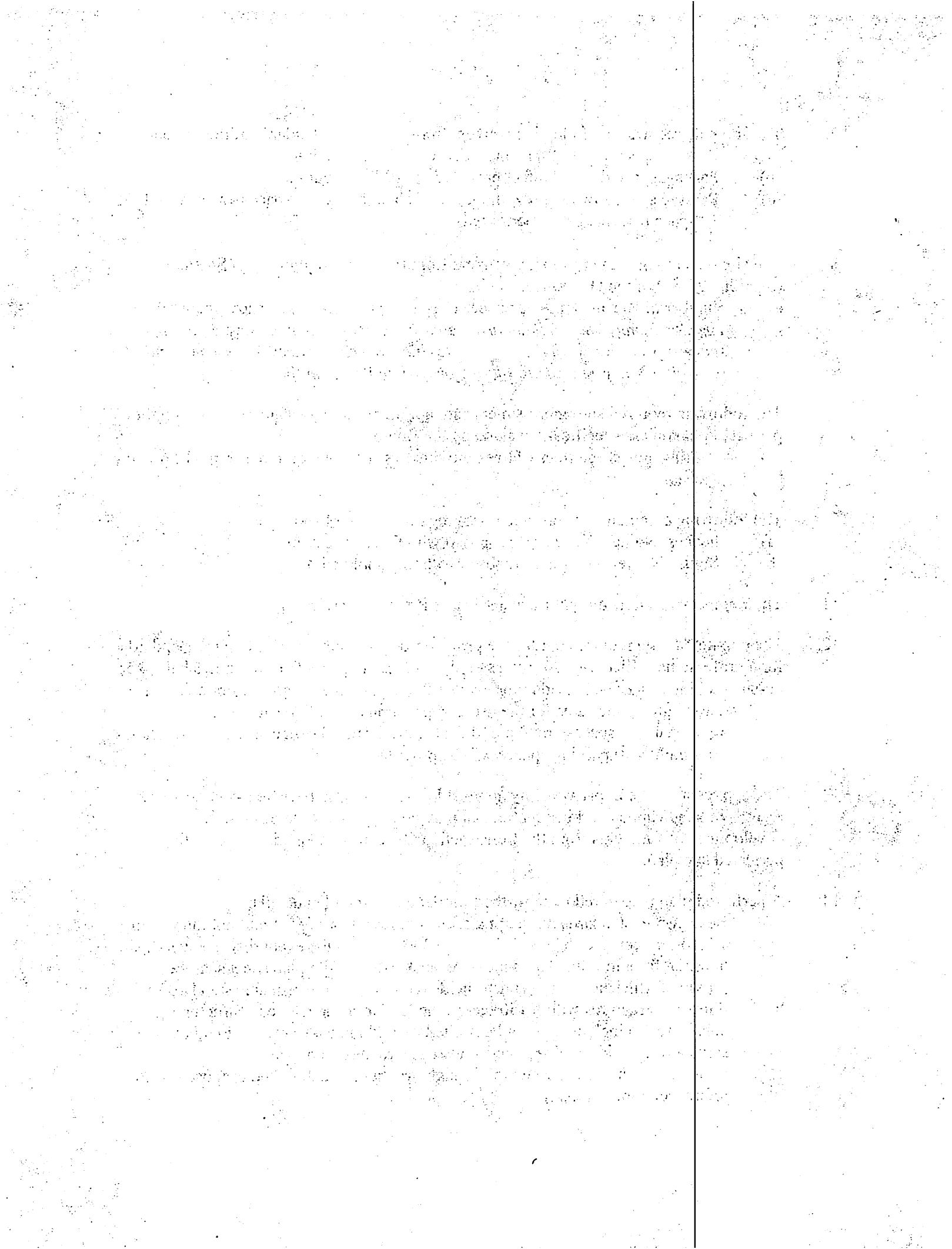
DATE: January 12, 2022

SUBJECT: Brentwood Condominiums Minor Site Plan – located on the northerly side of East Chestnut Avenue between Carpy Avenue and Brewster Road, Block 4405, Lot 32, Tax Map Sheet #44, Project No. ZBA-21-00014

Review of the above referenced site plan application yields the following comments:


1. The applicant requests a minor site plan approval, in conjunction with a “d” variance, to construct additional parking and site improvements to an existing professional office complex.
2. The site is within two zones. The majority of the site is located in the B-2 Business Zone. A small portion in the northeast corner of the site is located in the R-4 Residential Zone.
3. The site consists of approximately 100,764 square feet (2.31 acres) of land and contains an existing professional office complex.
4. The plan utilized for review consists of Sheet No. 1, prepared by Schaeffer Nassar Scheidegg Consulting Engineers LLC, dated December 1, 2020, (un-revised), entitled: "Minor Site Plan for: Brentwood Office Center Condominium Association, 2466 East Chestnut Avenue, Block 4405, Lot 32, City of Vineland, Cumberland County, New Jersey".
5. The subject property previously received minor subdivision approval pursuant to Resolution No. 6430 adopted February 10, 2021 by the City of Vineland Planning Board. As part of the subdivision approval, a 15,643 square foot portion of former lot 30 was conveyed to lot 32 to allow for the parking lot expansion.
6. The site plan requires the following variances from the area, yard, bulk and parking standards of the ordinance:
  - a) Side buffer (21.6 feet provided vs. 25 feet required from a residential use or residential zone).
  - b) Impervious lot coverage (50.6% provided vs. 50% maximum allowed).

7. The site plan requires the following waivers from the design standards of the ordinance:
  - a) Parking space width (9 feet provided vs. 9½ feet required).
  - b) Parking space depth (18 feet provided vs. 19 feet required).
  - c) Parking space row length without a tree island break (13 space row provided vs. 12 space row maximum permitted).
  
8. The site plan requires the following waivers from the Community Design Standards (Section 425-86) of the Ordinance:
  - a) Number of Bicycle Parking Spaces (0 spaces provided vs. 2 spaces required)  
*The Community Design Standards require a minimum of two bicycle parking spaces for all uses with more than 10 vehicle parking spaces. We recommend providing 2 bicycle parking spaces for each building on the site.*
  
9. The following required site improvements are not proposed, and shall be shown on the perfected plan unless specifically waived by the Board:
  - a) Parking area shade trees (0 trees provided vs. 1 trees required at 1 per 12 parking spaces).
  
10. The following comments are provided with regards to fences and signs:
  - a) Fences: No new fences are proposed with this application.
  - b) Signs: No new signs are proposed with this application.
  
11. The Engineering Division will issue a separate Engineering Report.
  
12. The on-site parking requirement for the proposed development is based on the standards for a professional office use. A professional office use requires that four and a half (4.5) on-site parking spaces be provided for every 1,000 square feet of gross floor area. The proposed total gross floor area for the use is approximately 14,800 square feet. Therefore, 67 parking spaces are required for the professional office use. The plan shows that seventy-eight (78) parking spaces will be provided on-site.
  
13. The applicant shall comply with any applicable New Jersey barrier free standards with regards to handicapped parking spaces that may be required by the proposed development. Comments from the Construction Official shall be addressed on the perfected site plan.
  
14. A perfected plan is required to show the following omitted plan details:
  - a) Be drawn to standard engineering scale, not less than 1"=50' and not more than 1"=10'. Sheet size shall be 24"x36" or 11"x17". In the event that the overall site does not fit onto a standard sheet size, an additional site plan sheet shall be provided which shows the entire site development at a reasonable standard scale.
  - b) Show all structures within 150 feet of the land to be developed. Structures are considered to include, but not be limited to, buildings, driveways, mailboxes, signs, utility poles, drainage and sewerage structures, and valves.
  - c) Indicate the on-site accessways and sight triangles, existing and proposed, with referenced dimensions.



- d) Indicate the driveway openings, existing and proposed, with referenced location and width at the curb line and at the property line.
15. In addition to any other required revisions/corrections or additional information listed in other factual findings of the resolution, the perfected plan shall show the following:
- a) The Zoning Table shall be revised to include all variances and waivers as noted in this report.
  - b) The plan shall be revised to remove the former existing lot lines of lot 30.
  - c) All references to Lot 30 shall be removed from the Site Plan.
  - d) Provide a notation that the refuse area will provide for the collection and removal of trash and recyclable materials as stipulated by City Code.
16. The ordinance stipulates that the duration of approval shall be the same as the period of zoning protections provided under NJSA 40:55D. Required site improvements shall be installed within the duration of approval. The time allowed for installation of the improvements for which a performance guarantee has been provided may be extended by the governing body by resolution.
17. Please note that obtaining all outside agency approvals is the sole responsibility of the Applicant. The outside agencies which require approval, prior to applications being made for construction permits, include, but are not limited to:
- a) Vineland Water Utility – [WaterUtilityProjectOffice@vinelandcity.org](mailto:WaterUtilityProjectOffice@vinelandcity.org)
  - b) Vineland Electric Utility – [tdunmore@vinelandcity.org](mailto:tdunmore@vinelandcity.org)
  - c) Vineland Fire Department – [fireprevention@vinelandcity.org](mailto:fireprevention@vinelandcity.org)
  - d) Landis Sewerage Authority
  - e) Cumberland-Salem Soil Conservation District
- All applicants must contact these agencies as soon as possible to avoid delays with the required Board Approvals and/or site construction requirements. Project number must be provided on all inquiries.
18. The following standard requirements must be met before the Planning Division can clear the applicant to apply for permits:
- a) Perfected plan (6 paper copies and 1 digital copy).
  - b) Surety being posted in the amount as determined by the City Engineer.
  - c) Final Cumberland County Planning Board approval.
  - d) Payment of the required inspection fee to the Planning Division.
  - e) Signature of the Tax Collector indicating that no taxes or assessments from local improvements are delinquent or due (to be determined at the time all other conditions are met).
  - f) Items from Engineering report.
19. The applicant shall be advised of the following:
- a) Certification from the Cumberland/Salem Soil Conservation District may be required.
  - b) Right-of-way opening permits, issued by the City Engineer's Office, will be required for all proposed work within the City right-of-way.

- c) Approval from the City of Vineland Planning Board or Zoning Board of Adjustment does not constitute approval from any other City, County, or State departments or agencies. The Applicant is solely responsible to obtain all outside agency approvals.
- d) Non-residential affordable housing development fee may be required (NJSA40:55D-8.1).
- e) The City of Vineland Municipal Electric Utility should be contacted as soon as possible to arrange for service.
- f) Any required revision brought on by an outside agency or agencies, including but not limited to the County of Cumberland, NJDOT or NJDEP, may require a revised approval by the Board or revised perfected plan.

  
\_\_\_\_\_  
Ryan R. Headley, P.E., P.P., A.I.C.P., C.M.E.  
Principal Engineer  
City of Vineland



## ENGINEERING REPORT

DATE: January 12, 2022

TO: Planning Division

RE: Brentwood Condominium Site Plan  
Minor Site Plan  
Block 4405, Lot 32  
Project No. ZBA-21-00014

Site Engineer: Schaeffer Nassar Scheidegg Consulting Engineers LLC  
Review Based on Drawings Dated: **December 1, 2020**

---

Based on review of the project drawings, reports, and submitted information for the above referenced project, the Engineering Division offers the following:

### **STORMWATER MANAGEMENT COMMENTS:**

1. The proposed project represents less than  $\frac{1}{4}$  acre of new impervious surfaces and less than 5,000 square feet of disturbed area. Therefore, this project is not considered a "major development" pursuant to the NJ Department of Environmental Protection Best Management Practices (BMP) Manual or the City of Vineland Stormwater Control Ordinance (Section 425-72).

### **SURVEY COMMENTS:**

2. There are no Survey comments at this time.

### **TRAFFIC ENGINEERING COMMENTS:**

3. There are no Traffic Engineering comments at this time.

### **OTHER ENGINEERING COMMENTS:**

4. It is recommended that the applicant review the plan such that minimal construction activities take place within 5 feet of the property line.

5. In no instances shall the grades be changed such that the direction of stormwater flow is reversed or otherwise negatively impact the neighboring properties.
6. The applicant shall address any comments from the Construction Official related to barrier free subcode prior to Perfected Plan submission.
7. The applicant shall provide an estimate of construction cost of the site improvements at the time of perfected plan submission for the computation of the performance guarantee.
8. Performance guarantee reduction and release procedure shall be in accordance with Municipal Land Use Law (NJSA 40:55D).
9. The applicant shall provide proof of any and all outside agency approvals required for this project prior to final plan certification. Outside agencies which may have an interest in this project include, but are not limited to:
  - Cumberland-Salem Conservation District;
  - Cumberland County Planning Board

Additional review may be required if revisions to the plans are required as conditions of approval and those revisions impact engineering related items, and as a result, additional comments may be required.

Prior to the submission of Perfected Plans for this project, the applicant can meet with the City Engineer to review engineering issues and revisions. **The Engineering Division will not accept any revised drawings.** All drawings, correspondence, or other related information are to be submitted to the Planning Division. Any set of plans that are submitted will be considered the official perfected plan submission.

Please contact me should you have any questions or comments.

Sincerely,



David J. Maillet, P.E.  
City Engineer

cc: Michael Bonham, CSCD