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May 3, 2024

MEMORANDUM TO: Andover Township Land Use Board

FROM: Cory L. Stoner, P.E., P.P., C.M.E., Land Use Board Engineer

SUBJECT: ENGINEERING REVIEW
Minor Site Plan Application
For 698 Route 206, LLC
Property Located at 689 State Route 206
Block 158 Lot 1
Andover Township, Sussex County
HPA No. 23-374

Dear Board Members:

The above referenced application is for a minor site plan approval submitted for the Block 158 Lot 1 property located at 698 Route 206. This application has been submitted in response to zoning violation notices that have been issued by Andover Township for the property that currently has three separate commercial buildings, gravel parking lots and signage. Based on a review of the application submitted, I offer the following comments:

1. The plans and documents submitted in support of this application included:
 - a. Plan entitled, “Minor Site Plan, 698 Route 206 South, LLC, Block 158, Lot 1, Township of Andover, Sussex County, New Jersey”, prepared by CP Engineering, consisting of one (1) sheet, dated August 25, 2023 and last revised March 12, 2024.
 - b. Plan entitled, “Minor Site Plan, Sign Details/Coverage, 698 Route 206 South, LLC, Block 158, Lot 1, Township of Andover, Sussex County, New Jersey”, prepared by CP Engineering, consisting of one (1) sheet, dated November 30, 2023 and last revised March 12, 2024.
 - c. Letter dated March 14, 2024 prepared by David Clark, P.E. to address completeness items requested by the Land Use Board.
 - d. Certification of David C. Mosner dated March 12, 2024.
 - e. Updated Application for a Minor Site Plan and other supporting documents.

2. The site currently has three principal structures on the site: a home improvements office in Building A, a dog grooming business in Building B and a warehouse dock business in Building C. The Applicant is proposing an outdoor storage area to the west and south of Building C, a stockade fence for screening and a dumpster enclosure as well as verification of the existing signs and uses on the subject property from the Board.

3. **Zoning Comments:**

a. The Block 158 Lot 1 property is located in the newly created Route 206 Redevelopment Zone. A review of the current uses of the property and the bulk requirements for the Route 206 Redevelopment Zone are as follows:

Item	Required	Existing	Proposed	Variance
Min. Lot Area	N/A	40,000 sf.	No Change	No
Min. Lot Width	100 ft.	200 ft.	No Change	No
Min. Front Yard Setback	20 ft.	30 ft. Building A 38 ft. Building B 112 ft. Building C	No Change	No
Min. Rear Yard Setback	20 ft.	147 ft. Building A 107 ft. Building B 51.3 ft. Building C	No Change	No
Min. Side Yard Setback	10 ft.	83 ft. Building A 19.8 ft. Building B 21.4 ft. Building C	No Change	No
Max. Building Coverage	50%	9.7%	No Change	No
Max. Impervious Coverage	75%	47.4%	No Change	No
Max. Building Height	3 Stories/ 50 ft.	<3 Stories <50 ft.	No Change	No
Accessory Structure – Trash Enclosure				
Min. Front Yard Setback	20 ft.	N/A	188.1 ft.	No
Min. Side Yard Setback	5 ft.	N/A	80 ft.	No
Min. Rear Yard Setback	10 ft.	N/A	5.2 ft.	Yes

b. There are currently multiple principal uses on the property. Prior to the zone change in this area, only one principal structure was permitted on this property. Now, multiple principal uses are permitted in the Route 206 Redevelopment Zone.

c. The proposed trash enclosure will be located 5.2 feet from the rear yard property lien and does not meet the rear yard setback requirement for an accessory structure. The trash enclosure should be moved to a location more than 10 feet from the rear yard setback or a variance for not meeting this requirement will be needed.

- d. The Applicant should be prepared to discuss the uses of all three buildings on the subject property and illustrate how all uses are permitted uses in the Route 206 Redevelopment Zone.
4. **Violation Letters:** Over the last two years the Applicant has received a number of zoning violation letters related to the operations of the subject property. Below is a list of dates of the letters as well as a summary of the violations:
- a. August 12, 2022 – Zoning Officer Notice of violation.
 1. The trash enclosure was placed on the property without a zoning permit.
 2. An addition on the south side of Building C. This addition would encroach within the required 20 foot setback and a variance would be required. (Note: setback requirement was for zone prior to Route 206 Redevelopment Zone being enacted).
 - b. November 1, 2022 – Zoning Officer Notice of Violation – 2nd Notice. It was noted that a number of items were not in conformance with the 1993 Site Plan Waiver approval. These items included:
 1. The addition on the south side of Building C did not have a valid zoning permit and was encroaching onto the required side yard setback.
 2. The area south of Building C was to be restored to lawn but was still gravel and was being utilized for storage of materials.
 3. The parking area behind Building C was to be fenced in by a proposed chain fence but the fence was never installed.
 - c. April 6, 2023 – Special Zoning Officer Letter.
 1. The uses of Building A and B changed without a zoning permit.
 2. Building C was originally proposed as accessory storage for Building A and now stands on its own, requiring a zoning permit.
 3. No zoning permits were on file with the Township for the existing signs.
 4. All parking of vehicles not related to the approved uses are not permitted.
 - d. May 31, 2023 – Special Zoning Officer Letter. Letter reiterating the following items which need to be addressed:
 1. Building C must be used as an accessory structure to Building B.
 2. All parking and storage of materials for Accurate Door must be inside Building C.
 3. Addition to south side of Building C must be removed.
 4. Area between Building C and property line must be restored to grass.
 5. All uses and signage for Building A and B need to be reviewed and approved.

6. Installation of the fence as per the 1993 approval.

- e. June 9, 2023 – Special Zoning Officer Letter. Letter acknowledging that a stay be granted from the previous violations until August 1, 2023 so that an application to the Land Use Board could be made.
- f. August 10, 2023 – Special Zoning Officer Letter. Letter acknowledging and extension of the stay until August 25, 2023.

5. **Site Plan Layout & Parking:**

- a. The plan shows eighteen parking spaces. Per the Route 206 Redevelopment Plan, retail space requires 1 parking space per 350 square feet, office space requires 1 parking space per 250 square feet and all other uses require 1 parking space per 350 square feet. I calculate the parking needs as follows:

691 sf. of office use x 1 space/250 sf	= 3 spaces
1,071 sf. of retail use x 1 space/350 sf.	= 3 spaces
2,109 sf. of flex space use x 1 space/350 sf.	= <u>6 spaces</u>
Total	= 12 spaces

18 spaces are provided and the requirements of the Route 206 Redevelopment Plan have been met.

Note: The parking requirements table on the Sheet 1 of the site plans should be updated to reference the Redevelopment zone parking standards.

- b. Per the Route 206 Redevelopment Plan, a minimum of 65% of the off-street parking shall be located in the side and rear of the building. This requirement is not met with the existing uses on the property and the application as presented does not include any changes. I believe this is a pre-existing condition and no variances are required.
- c. The Route 206 Redevelopment Plan requires all loading areas to be screened. No screening is proposed but the loading area near Building C is being mostly screened by the various buildings on the property. I believe that the requirement of screening the loading area is addressed by the positioning of the various buildings on the property.
- d. Per Section 131-37A of the Township Code, parking areas are to be paved. The majority of the existing parking lot is not paved. The Applicant should be prepared to discuss why the parking area has not been paved over the years and justify why the parking lot remaining gravel will be acceptable going forward knowing that three separate uses will remain on the property. An exemption from not meeting the design requirement of paving all parking areas will be needed if the Board agrees that the parking area can remain as a gravel area.

- e. Per Section 131-37C of the Township Code, parking spaces shall be 10' x 20'. 9' x 18' spaces are proposed. Based on a review of the parking areas, I believe all spaces can be modified to be 10'x 20' without any new parking areas being created. It is recommended that the parking space size be modified in order to eliminate the need of an exemption from meeting the parking space size requirement.
- f. Per Section 131-37I of the Township Code, all parking areas shall have curbing. No exists with the current parking lot area. If no curbing will be constructed, it is recommended that an exemption be requested and granted for not meeting the requirement of curbing the parking area.

6. **Grading & Drainage Comments:**

- a. The Applicant has provided information regarding the area of impervious surface which existed in 1993, at the time of the last Board approval, and the impervious surface as it exists today. Per the plans provided, the overall area of impervious surface has not increase since the 1993 approval. Since the overall area has not increased, I do not believe that any additional stormwater management measures are needed.

7. **Lighting & Landscaping:**

- a. After review against the Route 206 Redevelopment Plan, there are a number of landscaping requirements that are not met by the property as exists today. These include the following:
 - i. The perimeter edge of the parking lot shall be planted with an evergreen hedge.
 - ii. At least 10 percent of the parking lot shall be green. No planting is proposed with the application and a variance will be required.
 - iii. Street trees a minimum size of 2.5-inch caliper shall be planted along street frontages.

There is little to no landscaping on the property today. It is recommended that the Applicant review the existing landscaping on the property and state whether any landscaping could be added to improve the appearance of the property and work toward the Township's desire to improve properties in the Route 206 Redevelopment Zone by adding new landscaping.

- b. No information has been provided regarding lighting intensities and it cannot be determined if the existing lights meet the requirement of the Township code. The Applicant should be prepared to discuss lighting on the property. Information that should be provide should include number and location of lights and hours of

operation at a very minimum.

b. **Signs:**

- a. There are currently three signs on the property. These signs are as follows:
 - i. Freestanding Sign #1 for Building A – 29.97 SF and 8 feet high.
 - ii. Freestanding Sign #2 for Building B – 27.19 SF and 8’- 10” high
 - iii. Building Façade Sign on Building C – 28 SF
- b. Section 190-94 allows each establishment to have one façade sign and one freestanding general director or pylon sign. While there are multiple businesses on the property, I believe the property itself is servicing as one establishment with multiple uses and that one free standing sign is permitted for this property. The second freestanding sign on the property will require a variance.
- c. Per the Township sign code, freestanding signs shall be 12 feet from the lot line and no more than 15 feet in height. Both freestanding signs do not meet this requirement. While at least one of the signs has a previous zoning permit approval, it is my recommendation that variances be considered for both these signs.
- d. The existing façade sign on Building C meets the requirements of Section 190-93 that limits the façade sign to 15% of the total area of the building on which it is erected or 64 feet, whichever is less.
- e. There are a number of window signs in Building A. Per Section 190-88 of the Township Code, nonilluminated window signs are permitted if less than 25% of the total window area. The Applicant should be prepared to discuss the window signs on Building A.

c. **Other Comments:**

- a. Outdoor storage: Per Section 190-21 of the Township Code, no article or material shall be kept or stored, except articles for sale, outside the confines of a building unless it is so screened by special planting or a fence, as approved by the Land Use Board, so that it is not visible from any adjacent residential zone or public street. The Applicant should be prepared to discuss the screening of all storage to meet this section of the Code.
- b. Septics: The site plan shows the approximate location of existing septics for Building A and B and no sink or bathroom facilities in Building C. The Applicant should be prepared to discuss the condition of these systems and what Building C does for bathroom facilities.

- c. Wells: The site plan shows a single well on the property. The Applicant should provide information regarding how Building A and B share the water source.

Very truly yours,



Cory L. Stoner, P.E., P.P., C.M.E.
HAROLD E. PELLOW & ASSOCIATES, INC.
Andover Township Land Use Board Engineer

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cc: Via Email
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