

March 30, 2020

Woodbury Heights Planning/Zoning Board  
500 Elm Avenue  
Woodbury Heights, NJ 08097

**RE: PRELIMINARY/FINAL MAJOR SITE PLAN & MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106**

Dear Chairman and Board Members:

As of March 16, 2020, we have received the following additional documents as part of the Planning/Zoning Board Application package for the proposed Preliminary/Final Major Site Plan and Minor Subdivision Application.

1. Cover Letter, prepared by The Pettit Group, LLC, dated March 6, 2020
2. Email from the Tax Assessor's Office dated December 16, 2019
3. Stormwater Management Report, prepared by The Pettit Group, LLC, dated February 2020 and last revised March 2020
4. Stormwater Maintenance Plan, prepared by The Pettit Group, LLC, dated March 2020
5. Schematic Building Elevation, prepared by The Pettit Group, LLC, dated March 4, 2020
6. Plan of Minor Subdivision, prepared by Vargo Associates, dated December 12, 2019 and last revised February 27, 2020
7. Self Storage Facility – Preliminary/Final Major Site Plan and Minor Subdivision plan set, prepared by The Pettit Group, LLC, dated February 3, 2020 as listed in the following table:

Sheet	Description	Date	Revised
1	Cover Sheet	2/3/20	3/4/20
2	Ex. Conditions & Demolition Plan	2/3/20	3/4/20
3	Site Plan	2/3/20	3/4/20
4	Grading & Utility Plan	2/3/20	3/4/20
5	Landscaping & Lighting Plan	2/3/20	3/4/20
6	Soil Erosion & Sediment Control Plan	2/3/20	3/4/20
7	SESC Notes & Details Plan	2/3/20	3/4/20
8-10	Construction Details	2/3/20	3/4/20

**RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106**

**March 30, 2020**

The property is located in the "HC" Highway Commercial Zoning District. The property is located along the western portion of Glassboro Road (Gloucester County Route 553) and adjacent to the Barlow Avenue right-of-way. The applicant is proposing to expand their existing Self Storage Facility, located on the eastern side of Glassboro Road, to this proposed location.

The plan is proposing the removal of two existing residential buildings and the subdivision of Lot 2 to allow for the construction of three storage buildings totaling 25,175 sf along with circulation drives and storm water management facilities.

With respect to application completeness items, we offer the following comments:

**Completeness Comments**

1. **Open.** The tax verification form (Form 4 of the Planning Board Application) indicating that all taxes have been paid for each lot shall be submitted. We defer to Ms. Elton on this matter.
2. **Open.** A copy of the request for property owners within 200 feet (Form 10 of the Planning Board Application) shall be provided). We defer to Ms. Elton on this matter.
3. **Open.** Proof of application and escrow fees being payed shall be submitted. We defer to Ms. Elton on this matter.
4. **Open.** Section 49.9 requires an Environmental Impact Report be provided. This issue was discussed at the Sketch Plan presentation. We recommend soil testing be completed on the portion of Lot 2 to be included with the proposed site plan.

**The applicant's engineer has indicated soil testing will be completed prior to signatures of the plans. This must be a condition of any approval granted by the Board.**

5. **Open.** A waiver is being requested to allow the construction of fencing within the front yard. Testimony shall be provided.

**Testimony must be provided to the Board.**

**RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106**

**March 30, 2020**

6. **Open.** A waiver is requested from submitting plans at a scale of 1"=50'. We have no objections to this waiver.
7. **Testimony must be provided to the Board.**
8. **Open.** A waiver is requested from submitting a traffic impact study report. Testimony shall be provided to the Board as access is to a County roadway.  
**Testimony must be provided to the Board.**
9. **Open.** A waiver is requested from providing a fiscal impact study report. Testimony shall be provided to the Board.  
**Testimony must be provided to the Board.**
10. **Open.** A waiver is requested from providing cross sections and profiles for all aisles, lanes, and driveways. Testimony shall be provided to the Board. We are acceptable to a waiver being granted.  
**Testimony must be provided to the Board.**
11. **Open.** A waiver is requested from providing profiles for all storm sewers. Testimony shall be provided to the Board. Although the proposed system is very shallow, we are acceptable to the wavier being granted.  
**Testimony must be provided to the Board.**

Subject to the above matters being addressed with the Board, we offer the following technical comments for your consideration:

### **Technical Comments**

#### **Variances**

1. **Open.** A variance is requested for the minimum parking setback of ten feet from any street line where five feet is proposed. Testimony shall be provided to the Board.

RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106

March 30, 2020

**Testimony must be provided to the Board.**

2. **Open.** A variance is requested for the minimum parking setback of five feet from any side lot line where zero feet is proposed. Testimony shall be provided to the Board.

**Testimony must be provided to the Board.**

3. **Open.** A variance is requested for the minimum landscape buffer of 50 feet adjacent to the right-of-way where five feet is proposed. Testimony shall be provided to the Board.

**Testimony must be provided to the Board .**

4. **Open.** A variance is requested from providing a trash and garbage pickup location. Testimony shall be provided to the Board.

**Testimony will be provided to the Board .**

**Plan of Minor Subdivision**

1. **Satisfied.** Proposed lot numbers must be approved by the County tax assessor. Confirmation must be forwarded to the Board and our office.
2. **Open.** The proposed Lot "2.02" appears to be landlocked. Per Borough ordinance §70-21B, all lots must front upon an approved street. Testimony shall be provided to the Board how proposed Lot 2.02 will be consolidated with Lots 9 & 10.

**The Applicant's Engineer has indicated testimony must be provided to the Board.**

3. **Open.** The minimum allowable lot area in the HC district is 12,500 square feet. The proposed Lot "2.02" would have an area below the allowable minimum at approximately 8,762.29 square feet. Testimony shall be provided to the Board.

**RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106**

**March 30, 2020**

**Testimony must be provided to the Board.**

4. **Satisfied.** The plan depicts a 30' front yard setback behind proposed Lot 2.02. We believe this should be a 10' side yard setback.
5. **Open.** We defer any further zoning issues to the Board's planner.
6. **Open.** Contingent upon the board approving the application, the three-foot-wide temporary construction/permanent fence easement must be recorded upon a deed.

**Ex. Conditions & Demolition Plan**

1. **Satisfied.** The existing potable water and sanitary sewer service to be terminated must be shown on the plan. The Applicant and the contractor will need to coordinate with the County, Woodbury Heights, and Woodbury Public Work Department's for the termination of the services.

**Site Plan**

1. **Satisfied.** The north arrow datum shall be shown on the plans.
2. **Open.** An inlet and retaining wall are proposed to be removed and the manhole proposed to be constructed on the adjacent Lot 12. Consent/easement shall be provided by the owner of Lot 12 prior to sign off of the plans by the Board.

**Written consent must be provided prior to signatures of plans. Acknowledgement of the shared storm water use between the two properties must be clarified as an easement does not appear to be shown on the survey.**

3. **Open.** The Applicant must request a waiver for not installing concrete curb along the proposed edge of pavement. (§49.5).

**A note requesting a waiver for the installation of concrete curb has been added to the site plan. Testimony must be provided to the Board to insure runoff is not directed to neighboring properties during heavy rain events. In several areas on site, there is only 3" difference between the inlet grates and edge of paving. The store water asbuilt plan required prior to TCO should**

RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106

March 30, 2020

also include these areas to insure the 3" vertical clearance has been maintained.

4. **Open.** A County road opening permit will be required for the construction of the new entrance and closure of the existing driveway along the right-of-way for Glassboro Road.
5. **Satisfied.** The Lot "A" setback from Lot "B" is shown as 30 feet on the subdivision plan and 5 feet on the site plan. The necessary revisions shall be made.
6. **Open.** Testimony shall be provided to the Board as to the use of the proposed parking spaces outside the gate.

**Testimony must be provided to the Board.**

7. **Open.** The driveway between the cartway and right-of-way will be subject to the County review.
8. **Satisfied.** No fencing is to be installed until a building permit has been issued, per Borough Ordinance §70-19C. A note shall be added to the plan.
9. **Partially Satisfied.** At the previous sketch review presentation to the Board, the issue of the access for the Borough's fire trucks was raised. A plan depicting the turning radii for the fire trucks should be provided.

**The fire truck turning radii appear to have minimal clearance at various portions of the site. In particular the width of the entrance/exit gates appear to conflict with the truck radii on the southern side of the exit lane. The applicant shall confirm the truck sizes and turning radii with the Fire Department.**

10. **Satisfied.** The heights of the proposed buildings shall be indicated. The maximum allowable building height in the HC district is 35 feet.
11. The approved lot numbers shall be shown on the site plan.

RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106

March 30, 2020

**Drainage & Grading**

1. **Partially Satisfied.** The cross-section of the stormwater basin should be scaled and should show the emergency spillway, pipes and inverts, outlet control structure, and the 2-year, 10-year, and 100-year storm elevations. The bottom elevation and top of berm elevation of the basin shall also be shown.
  - **The yard drain and 10" HDPE pipe on the detail doesn't match the grading plan.**
  - **The water quality storm elevation shall be shown on the cross-section.**
2. **Satisfied.** The cover page of the Stormwater Management Report shall be revised to reflect the correct parcels, municipality, and county.
3. **Partially Satisfied.** Additional existing spot grade must be provided between the proposed basin and northern property line, the edge of pavement and existing building along the southern property line, at the front southeast corner of the site, and along Lot 1 to clarify the proposed grading will not extend onto the adjacent properties. It may be beneficial to provide small scale drawings of those areas to verify the proposed grading.
4. **Satisfied.** A minimum time of concentration of six minutes shall be used, per TR-55.
5. **Partially Satisfied.** The depth of stoned filler fabric proposed along Barlow Avenue and Lot 1 must be clarified.

**The plan denotes 6" thick stone for the slope stabilization. The plans must clarify if any geotextile or geogrid will be used beneath the stone to maintain separation between the soils and stone. As the stone area is behind the fence, the plans must clarify how that area will be maintained.**

6. **Satisfied.** It appears that the pre-development drainage area exceeds the post-development area. The analysis and report should be revised to resolve the difference in the areas.

RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106

March 30, 2020

7. **Partially Satisfied.** The Low Impact Development Checklist (LID) must be provided to explain the incorporation of the nine nonstructural strategies into the project as required by the NJDEP BMP manual chapter 2, Borough ordinance §70-49.6A.(2)(b)[2], and N.J.A.C. 7:8-5.3.

**The lot and block numbers on page A-2 appear to be reversed and shall be revised.**

8. **Partially Satisfied.** A Stormwater Maintenance Plan shall be provided in accordance with NJ BMP Manual Chapter 8 and Borough ordinance §70-49.6B(3)(g). The Stormwater Management Maintenance Facility manual must be recorded upon the deed. A copy of the deed must be provided prior to the site plans being signed off by the Board.

**A copy of the deed filing the document must be provided to the solicitor and our office for review prior filing same at the County. A filed copy must be provided to this office prior to plans being signed off by the Board.**

9. **Partially Satisfied.** Per the Chapter 6 of the BMP Manual, the Applicant is seeking a waiver from the groundwater recharge requirement due to the poor soils in the area. We request the Applicant's engineer verify if the roof runoff can be infiltrated in the collection system versus the basin.

**In light of the Design Waiver request for infiltration, the applicant's engineer needs to further clarify in the Storm Water report the soil borings taken along the northern portion of the site are indicative of the soils to the south of the site. The Borough will need to have that information to review when the NJDEP inspects the Public Works Department for storm water maintenance and new construction.**

10. **Satisfied.** The Applicant must clarify if roof drains/gutters will be having roof leaders to the collection system or discharge to the paved driveways. Details shall be provided if connection to the gravity collection system will be proposed.
11. **Satisfied.** Complete NJPDES Attachment D for the basin with all information available to date and provide a copy to our office.

**RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106**

**March 30, 2020**

12. **Satisfied.** The grate must be fastened to the yard inlet. Add a note to the detail.
13. Water Quality Design/Storm filter.
  - a. **Open.** Confirm the water quality flow rate (3.82 cfs in report, 0.95 cfs rating on Storm filter). Verify treatment capacity of the storm filter.
  - b. **Open.** Confirm how the water quality volume (5,551 cf) is rated to the storm filter prior to discharge through OCS-1 at elevation 33.80.
  - c. **Open.** Clarify how the rating through the storm filter maintains the peak rate control for the 2-, 10-, and 100 yr. storms.
  - d. **Partially Satisfied.** Resolve the discrepancy between the inverts on the grading plan and storm filter detail.  
  
**The grate elevation of the yard inlet is 32.25 on the plans and 32.75 in the report calculations. The discrepancy shall be resolved.**
14. **Satisfied.** Label the pipe in the stone trench on the grading plan.
15. **Satisfied.** Review minimum pipe cover and the use of RCP to increase the slope of the storm pipes where possible.
16. **Satisfied.** A stormwater asbuilt of the basin and pipe collection must be provided to the Borough Engineer's office prior to the request for a TCO or CO. A note must be added to Sheet 4 of 10.
17. Provide design information for the emergency spillway.
18. The plans must clarify what geotextile will be used to stabilize the proposed 3:1 basin side slopes where runoff will drain directly from the roadways

**Lighting & Landscaping**

**RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106**

**March 30, 2020**

1. **Open.** The Applicant should be prepared to testify whether the lights will be reduced in intensities during the overnight hours and whether night time security or cameras will be used.
2. **Open.** We defer to the Board for any additional lighting and landscaping comments.

**Details**

1. **Partially Satisfied.** Details for the proposed gates and electronic gate opener shall be provided/clarified.  
  
**The material and dimensions of the gate shall be included on the detail. A clearer detail of the electronic gate opener shall be provided. It appears a fire truck departing the site may impact same as it attempts to leave the site.**
2. **Satisfied.** The width of the striped island should be noted on the plan.
3. **Open.** Compaction requirement for the trench detail and type A inlet detail must be provided.
4. **Satisfied.** Dimensions for the concrete footing of the fence shall be clarified on the detail.
5. **Satisfied.** The outlet invert for the storm filter shall match on the plan and the detail.
6. **Satisfied.** The Design Engineer approved shop drawing installation instructions for the oil debris hood/snout must be provided to the Borough Engineer prior to construction. A note must be added to the plan.
7. **Satisfied.** A cleanout detail shall be provided for the proposed underdrain system.
8. **Satisfied.** A detail shall be provided for the proposed pylon sign.

**RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106**

**March 30, 2020**

**Miscellaneous**

1. **Satisfied.** The scale of the tax and zoning maps on the cover sheet shall be provided.
2. **Open.** The Applicant shall discuss if the project will be phased. A phasing plan would be required.

**Testimony must be provided to the Board.**

3. **Open.** Architectural/building elevation plans must be provided to the Board prior to the Public Hearing.

**The colors and types of building materials to be utilized must be clarified to the Board.**

4. **Open.** The applicable bonding and inspection escrows must be provided in accordance with the NJ Land Use Law.
5. **Open.** Confirmation from the Applicant's surveyor that all monumentation has been installed must be provided to the Board prior to sign off of the plans.

The following are a list of possible outside agency approvals:

- A. Gloucester County Planning Board
- B. Gloucester County Soil Conservation District
- C. Woodbury Heights Fire Department

**RE: PRELIMINARY/FINAL MAJOR SITE PLAN  
& MINOR SUBDIVISION  
BLOCK 38, LOTS 2, 3, 10.01, & 11  
APPLICANT: STEVE'S STORAGE SHACKS, LLC  
COMPLETENESS/TECHNICAL REVIEW #2  
S&A File No. WH-1106**

**March 30, 2020**

Should you have any questions or comments, please call our office to discuss them further.

Very truly yours,

**SICKELS & ASSOCIATES, INC.**



Mark R. Brunermer, P.E., C.M.E.

Woodbury Heights Planning/Zoning Board Engineer

JCR/MRB:kc

cc: B. Michael Borelli, Esquire, WHP/ZB Solicitor (via email only)  
Tiffany Morrissey, WHP/ZB Planner (via email only)  
Robert DeSanto, Applicant's Attorney (via email only)  
Ryan Wells, CPWM, Public Works Director (via email only)  
Christian Romano, Construction Code Official (via email only)  
Donald Banks, Zoning Official (via email only)  
Steve's Storage Shacks, LLC, Applicant (via email only)  
Michael R. Vargo, PLS, Applicant's Surveyor (via email only)  
Brian W. Cleary, PE, Applicant's Engineer (via email only)

F:\PROJECTS\Woodbury Heights\WH-1106\Completeness Tech Review #2 - 3-16-20.doc