

Tiffany A. CuvIELLO, PP, LLC
Community Development and Planning

July 2, 2020

Shannon Elton
Woodbury Heights Planning and Zoning Board
500 Elm Avenue
Woodbury Heights, NJ 08097

RE: Kelsch Associates, Inc
Block 38, Lot 12 (335 Glassboro Road)
Highway Commercial Zoning District
Amended "D(1)" Variance

Dear Ms. Elton:

I have reviewed plans for the above referenced application and have the following comments:

1. The applicant is requesting a use variance to permit a social service agency to operate a life-skills center at the Westview Office Condominiums, the site of the New Beginnings Bible Fellowship. This site received approvals in 2007, 2012 and 2014 to permit the church to operate in the building. The property is located on Glassboro Road in the Highway Commercial (HC) zoning district.
2. The contract of sale appears to be for the front building only and some land, although there is no description to indicate if this relates to the entire tract. Additional information should be provided for the balance of the property and use of the rear office building. Floor Plans would assist in understanding how the building will be utilized and if other tenants are using the space.
3. The site improvements are for the entire property and both buildings have use of the parking area. The applicant should discuss how the area is maintained, responsibility, and if there are any restrictions or covenants for the balance of the property.
4. For a "D(1)" use variance, the applicant must demonstrate the special reasons why the proposed project carries out a purpose of zoning or how the refusal to allow the project would impose an undue hardship. In addition to proving special reasons, the applicant must offer "an enhanced quality of proof" that the variance sought is not inconsistent with the intent and purpose of the master plan and zoning ordinance, proof which must reconcile the proposed use variance with the zoning ordinance's omission of the use from those permitted in the district.
5. The applicant must address the "negative criteria" and demonstrate that the granting of the use variance will not cause a substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

6. The applicant indicates that the site will accommodate approximately 35 clients and 25 staff. The applicant indicates they have a fleet of vehicles for transportation of clients. The applicant indicates they currently have 6-8 SUV's and 2-3 Vans which will be stored on-site. It is not clear if the vehicles are taken off-site for the evening or left when not in use.
7. A parking calculation should be provided on the plans for both buildings. According to the approved site plan from 1991 there should be 91 parking spaces available. The 1991 approval included a third building which has not been constructed. As such there should be adequate parking available. However, an updated parking calculation should be provided on the site plan addressing the uses in both buildings.
8. Hours of operation are Monday through Friday with occasional night and weekend usage.
9. There are no site improvements proposed to the property. All existing conditions will remain.
10. The applicant proposes to change out the signage and indicates the new sign will conform to the ordinance. If they require additional signage they will return to the Board.

Please call with any questions.

Very truly yours,

Tiffany A. Morrissey

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Cc: B. Michael Borelli, Esq.
Mark Brunermer, P.E.
Bob McKee (via email Bob.mckee@kelschnj.com)
Joe Alacqua (via email jalacqua@comcast.net)