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September 11, 2023

Ship Bottom Land Use Board

1621 Long Beach Blvd.
Ship Bottom, NJ 08008

Re: Applicant: Lisa V. Finnis
Block(s): 84
Lot(s): 4
Address: 204 W. 12th Street - Unit B.
Type of Application: Special Reasons "D" Variance
Docket No.: 2023-09
OLA File No.: SBLU-23-FINN

Dear Chairman and Members:

Our office is in receipt of the following for review as it relates to the above-referenced application:

- A. Variance Plan, One (1) Sheet, prepared by East Coast Engineering, Inc., signed by Jason M. Marciano P.E., P.P. The plan is dated 06/16/2023 with no revisions.
- B. Architectural Plans, Two (2) Sheets, prepared by CWB Architecture, signed by Sarah D. Jennings, A.I.A. The plans are dated 06/22/2023, with no revisions.
- C. Two Color photos showing various angles of the lot.
- D. Tax Map Sheet 14 with the subject lot highlighted.

The subject property is presently developed with a two-unit condominium structure and a second floor four season room addition, deck and new stairs for the upper level only. No improvements are proposed to the lower-level unit.

Based on this review, the following variances and existing non-conforming conditions exist:

1. **Zoning** – The subject site lies within the R-1 – Single- Family Residential Zone. Our review of the plans indicates the following:
 - a) **Special Reasons/"D" Variance** – The existing condominium use is not permitted in the R-1 Single-Family Residential Zone. The proposed addition represents an expansion of a non-conforming use, therefore, a Special Reasons/"D" Variance is required.
 - b) The existing minimum floor area of the first unit is 694 SF where 900 SF is required. This is an existing non-conforming condition.

2. **Architectural Plans** – The architectural plans indicate that the first story is to remain unchanged. A majority of the second floor also remains unchanged, however, the living room, kitchen, and open deck are to be altered with the addition of a new 3 seasons room. The stairs will be positioned so as to provide access to the altered open deck.
3. **Onsite Parking** – Four (4) parking spaces are required for this residential use and four (4) spaces are provided onsite.
4. **Utilities**- The property is currently serviced by existing sewer and water laterals. The applicant shall provide testimony.
5. **Concrete Curb**– No curbing is proposed along 12th Street therefore, a waiver is required.
6. **Flood Zone**- All construction shall adhere to the most stringent FEMA flood requirements at the time of construction including calculations for substantial improvement.
7. **Additional Approvals** – Additional approvals will be required from any other agencies that have jurisdiction.

We recommend this application be deemed complete provided the applicant has met the Administrative requirements of the Ordinance.

Very truly yours,



Frank J. Little, Jr., P.E., P.P., C.M.E.

FJL:ASI:hmh

Cc: Sara Dela Cruz, Land Use Board Secretary, (sdelacruz@shipbottom.org)
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Lisa V. Finnis, Applicant (finnislisa@gmail.com)