



**OWEN,  
LITTLE  
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INC.**

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February 6, 2024

**Ship Bottom Land Use Board**

1621 Long Beach Blvd.  
Ship Bottom, NJ 08008

**Re: Applicant:** Alice Sheppard and Tanya Hayner  
**Block(s):** 114  
**Lot(s):** 23  
**Address:** 237 W. 7<sup>th</sup> Street  
**Type of Application:** Special Reasons "D" and Bulk Variance Application  
**Docket No.:** 2024-02  
**OLA File No.:** SBLU-24-Hayner

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 East Coast Engineering, Inc. signed by Jason M. Marciano, PE, PP, and dated 12/21/2023.
- B. Survey Map with Topography, One (1) Sheet, prepared by East Coast Engineering, Inc., signed by Jay F. Pierson, PLS and dated 08/17/2023.
- C. Architectural Floorplans and Elevations, One (1) Sheet, prepared by Ten 10 Architecture, signed by Daniel Paul Wheaton and dated 12/22/2023

The subject property is 3,000 SF in total lot area and currently improved with a one-story single-family dwelling. The applicants propose the demolition and reconstruction of a new two-story single-family dwelling.

Based on this review, we offer the following for the Board's consideration:

- 1. **Zoning** – The subject site lies within the R-1 Single Family Residential Zone. Our review of the plans indicates the following:
  - a) **Minimum Lot Area 16.24.010(D)** – Existing Lot Area is 3,000 SF where 6,000 SF is required. This is an existing non-conforming condition.
  - b) **Minimum Lot Width 16.24.010(D)** – Existing Lot Width is 30 FT where 60 FT is required. This is an existing non-conforming condition.
  - c) **Minimum Lot Depth 116.44.010(D)** – Existing Lot Depth is 79.72 FT where 80 FT is required. This is an existing non-conforming condition.

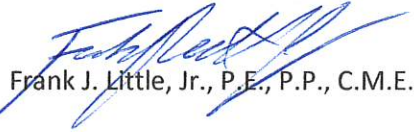
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- d) **Minimum Side Yard Setback 16.24.010(D)** – Proposed Side Yard Setback is 5 FT one side/ 10 FT combined where 10 FT one side/ 15 FT combined is required. A Variance is needed.
  - e) **Maximum Height 16.24.010(D)** –In all residential zoning districts in the Borough of Ship Bottom, on lots with a width of less than 40 FT, no building shall be erected consisting of more than one (1) habitable story or exceeding 24 FT in height. The proposed building is two (2) stories and 32 FT, therefore, a Special Reasons/"D" Variance is required for the height and number of stories of the proposed dwelling.
2. **Architectural Plans** – The architectural plans indicate a proposed two-story dwelling with four (4) bedrooms, three full bathrooms and one half bathroom, a kitchen, dining/bar area and living area as well as an elevator that provides access to all living floors. A lower will provide one (1) parking space and the remainder of the lower enclosure shall only be used for storage. Two outdoor decks and a rooftop deck are proposed with access via an exterior staircase.
  3. **Onsite Parking** – The minimum parking requirement for four (4) bedrooms is three (3) spaces per RSIS where two (2) 9' x 18' spaces are provided in the driveway and one (1) additional 9' x 18' parking space is proposed within the garage area. A 12 FT wide driveway opening is proposed which will allow adequate access to the driveway.
  4. **Utilities**- The property is currently serviced by existing sewer and water laterals and no changes are proposed. Subject to review by the Water and Sewer Department, upgrades to the existing laterals may be required.
  5. **Filling of Lots West of Long Beach Boulevard 15.23.010**- Any new construction on any interior lots West of Long Beach Boulevard shall be raised 16 inches above the centerline of the road grade, at the midpoint of the lot. The proposed Variance Plan demonstrates that this lot will be filled so that the midpoint of the lot provides a grade of 6.3 FT (centerline of road is 4.72 FT) and retaining walls will be constructed along the rear and side property lines. Once final grading is complete, the yard groundcover will be stone.
  6. **Concrete Curb and Sidewalk**– Twelve (12) feet of depressed concrete curb is proposed along the frontage of the property for driveway access and the existing depressed curb will be replaced with full face curb. Inspection of the site indicates that the existing curb is deteriorated and below design standard and any remaining segments should be replaced. The variance plan should be revised accordingly. Also, any existing concrete sidewalk that is damaged during construction or deemed below design standard by the Borough Engineer shall be removed and replaced.
  7. **Air Conditioning Units** – The plans indicate that the air conditioning units will be located on the roof of the building and will adhere to the setback requirements of the zone.
  8. **Pool**- A pool is proposed in the rear of the property in conformance with the ordinance requirements.
  9. **Flood Zone**- All construction shall adhere to the most stringent FEMA flood requirements at the time of construction. The proposed First Floor Elevation is (15.77).

10. **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:caa

cc: Sara Dela Cruz, Land Use Board Secretary, ([sdelacruz@shipbottom.org](mailto:sdelacruz@shipbottom.org))  
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Alice Sheppard and Tanya Hayner, Applicants

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