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August 8, 2025

**Ship Bottom Land Use Board**  
1621 Long Beach Blvd.  
Ship Bottom, NJ 08008

**Re: Docket # 2025-06 – Preliminary and Final Major Site Plan**  
**Applicant: JS Pro, LLC**  
**Block: 95**  
**Lot: 3**  
**Location: 1012 Central Avenue**  
**Engineer: Douglas D. Clelland, PE**  
**Architect: Daniel D’Agostino, AIA**  
**Attorney: Nicholas F. Talvacchia, Esq.**  
**OLA File No.: SBLU- 25-JSPRO**

Dear Chairman and Members:

This office is in receipt of and has reviewed the Preliminary and Final Major Site Plan application for the referenced site.

In addition to the application, the submission consists of the following:

- A. Preliminary and Final Major Site Plan, Fourteen (14) Sheets, prepared by InSite Engineering, LLC, signed by Douglas D. Clelland, P.E. and dated 07/24/2025, unrevised.
- B. Architectural Drawings, Eight (8) Sheets, prepared by Plan Architecture, signed by Daniel D’Agostino, A.I.A. and dated 07/23/2025, unrevised.
- C. One (1) Color Photo of the subject property.

The subject property is a 12,500-square-foot lot located at the southeast corner of Central Avenue and 10th Street, currently improved with a two-story commercial building. The applicant proposes to demolish the existing structure and construct a new 5,060 SF two-story office building, accompanied by a 15-space parking lot. The first floor is proposed for use as a professional interior design office, while the second floor will serve as an office for a licensed contractor.

Based on our review of the submitted materials, we offer the following for the Board’s consideration:

- 1. **Zoning** – Our review of the Site Layout Plan indicates that the following:
  - a. **Permitted Use** – The property is located in the OR–Office Residential Zone, where professional office uses are permitted. Borough Code Section 16.36.010 specifies that principal permitted uses within this zone include professional offices and office buildings limited to doctors, dentists,

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architects, engineers, lawyers, insurance brokers, real estate agents, or other similar licensed professional uses. If the Board determines that a contractor's office or an interior design service does not meet the definition of a permitted use, a Special Reasons Variance will be required. Testimony shall be provided.

- b. **Filling of Lot** – In accordance with Ordinance 15.23.010 as it relates to the filling of lots, an interior lot must be filled 16" above the centerline road grade at the midpoint of the lot. In this case, it appears that the centerline road grade is (3.9) on 10<sup>th</sup> Street, therefore, the required midpoint grade elevation onsite is (5.23) whereas 4.34 +/- is proposed. The first floor elevation of the building is 8.0. Revisions to the plan will be required to meet this Ordinance Section or a waiver is required.
  - c. **Onsite Parking** - The new commercial development on this lot will consist of 5,060 SF of office space which will generate the need for Twenty-One (21) onsite spaces, however, only fifteen (15) spaces are proposed, therefore, a variance is required.
2. **Concrete Curb and Sidewalk** –Concrete curb and sidewalk is proposed along the property frontage on 10<sup>th</sup> Street and new sidewalk is also proposed along Central Avenue while the existing curb there will be maintained. Should any portion of the existing curb become damaged or found to be below design standard, it shall be removed and replaced at the direction of the Borough Engineer. Handicap curb improvements which include depressed curb and a ramp to access the sidewalk from the crosswalks have already been installed as part of a recent roadway improvement project.
3. **Architectural Plans** – The Architectural Plans show two levels of proposed office space with an entry vestibule for access to the building. Two (2) staircases and an elevator are also proposed. The interior fit out of each office space is not provided therefore, features such as bathroom facilities cannot be reviewed. All commercial fit out requirements will be reviewed for compliance by the Building Code Official at time of permit plan review. The rooftop area will be utilized for mechanicals only.
4. **Onsite Parking** –
- a. The new commercial development on this lot will consist of 5,060 SF of office space which will generate the need for twenty-one (21) 9'x18'onsite spaces, however, only fifteen (15) 9'x18'spaces are proposed. A variance is required.

Requirements:     1 space/250 SF (5,060 SF) = 21 spaces required  
15 spaces provided

- b. The parking lot area will be comprised of an asphalt surface and parking spaces will be delineated with striping and concrete wheelstops.
- c. Six (6) of the parking spaces will be located underneath a portion of the new building and a van accessible handicap parking space is also proposed onsite.

5. **Sight Triangles** – The applicant shall provide testimony related to the 25' x 25' Ship Bottom Sight Triangle Easement at the corner of 10<sup>th</sup> Street and Central Avenue since it appears that planters and the access ramp to the building will lie within this easement. In accordance with Ordinance 16.08.020 (Sight Triangles Easements at Intersection), no grading, planting or structure shall be erected or maintained more than 30 inches above the street centerline except for street signs, fire hydrants and light standards. Revisions to the plan may be required.
6. **Lighting** – A Lighting Plan has been provided for review and indicates that a pole light mounted at 12 FT will be utilized along with six (6) building mounted fixtures. Lighting note # 2 specifies that lighting hours are from dusk until dawn each day.
7. **EV Compliance** –Based upon our review of the New Jersey State Ordinance authorizing and encouraging electric vehicle supply and service equipment (EVSE) and Make Ready Spaces, the installation of one (1) Make Ready Space or EV Charging Unit is required for this new development as the parking lot contains less than 25 parking spaces. The site layout plan/utility plan appears to indicate that the make ready space will be located within the required handicap parking space. Although EV spaces may be accessible, handicap spaces cannot be replaced by EV charging stalls and any EV charging accessibility is additional, not substitutive. Testimony shall be provided and plan revisions may be required.
8. **Signage** – The architectural rendering depicts a small identifying sign on the façade of the building, however, no detail is provided nor is detail provided related to any proposed freestanding signage. All signage shall comply with Code Section 16.52.130 of the Ordinance.
9. **Off Street Loading** – No loading zone is provided onsite nor is a loading zone required within the OR-Office Residential Zone. However, the Board shall review the Statement of Operations and determine if loading facilities for these uses are necessary and the applicant shall discuss the intended means of any deliveries also. Plan revisions may be required.
10. **Landscaping** – In accordance with Ordinance 16.36.010(E), the minimum setback area shall include a planted buffer of 5 FT in width along any common property line with a residential district or use. In this case, the properties to the east and south of the subject site are developed with residential dwellings and planted buffers are proposed however, along the southerly side, only a portion of the property will be buffered and 5 FT may not be available for the adequate buffer width. A Variance may be required.
11. **Refuse Management** – In accordance with Ordinance 16.36.010(E), there shall be at least one trash pickup location which shall be obscured from view from streets and adjacent residential uses by a fence, wall, plantings or all three. On the subject site, a 10' x 15' FT trash enclosure area will be provided within the parking area and surrounded by a 6 FT wood board on board enclosure fence as noted on the construction detail. It appears that a fence may be proposed along the easterly and southerly lot lines but this fence is not specifically described on the plan nor is a fence detail within the plan set. Testimony shall be provided and plan revisions may be required.

12. **Statement of Operations** - A statement of operations shall be submitted detailing the proposed commercial office building's intended hours of operation, number of employees, anticipated client or visitor traffic, and any other relevant operational characteristics.
13. **Stormwater** – This development is not considered Major Development in that it does not include more than 1 acre of disturbance, however, the applicant should consider the installation of a recharge system that will connect all roof leaders to the system to promote infiltration onsite and decrease off site run off.
14. **Outside Agencies** – Should the Board approve this application, additional approvals/requirements will be as follows:
  - a. Ocean County Planning Board approval.
  - b. Ocean County Soil Conservation District
  - c. Ship Bottom Borough Water and Sewer Department
  - e. All other outside agency approvals as may be required.

It is therefore recommended that should the Board approve this application, it be conditional upon consideration of the comments cited above and any other conditions the Board may wish to impose.

Very truly yours,

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

FJL:ASI:blg

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