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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,

5. **Sight Triangles** – The applicant shall provide testimony related to the 25' x 25' Ship Bottom Sight Triangle Easement at the corner of 10th 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

Cc: Sara Gresko, Secretary (sgresko@shipbottom.org)
Joseph Coronato, Esq. (jcoronato@msn.com)
Douglas D. Clelland, PE (via USPS)
Daniel D'Agostino, AIA (via USPS)
Nicholas F. Talvacchia, Esq. (ntalvacchia@cooperlevenson.com)
JS Pro, LLC (via USPS)