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March 9, 2026

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

**Re: Docket # 2025-013 – Preliminary and Final Major Site Plan**  
**Applicant: JAJB Properties, LLC**  
**Block: 99**  
**Lot: 7**  
**Location: 240 West 9<sup>th</sup> Street**  
**Engineer: Jason M. Marciano, PE, PP**  
**Architect: Sarah D. Jennings, AIA,**  
**Attorney: Richard Visotcky, Esq.**  
**OLA File No.: SBLU-25-JAJB**

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:

- ❖ Site Plan, Seven (7) Sheets, prepared by East Coast Engineering, Inc. signed by Jason M. Marciano, PE, PP and dated 9/4/2025 as follows:
  - Sheet 1 – Title Sheet
  - Sheet 2 – Improvement Plan
  - Sheet 3 – Grading & Drainage Plan
  - Sheet 4 – Landscape & Lighting Plan
  - Sheet 5 – Soil Erosion Plan
  - Sheet 6 – Soil Erosion Notes & Details
  - Sheet 7 – Construction Details
  
- ❖ Architectural Plans, Three (3) Sheets, prepared by CWB Architecture, signed by Sarah D. Jennings, AIA, and dated 1/25/2025 as follows:
  - Sheet A-1 – Ground Floor and First Floor (Unit A) Plan
  - Sheet A-2 – Second Floor (Unit B) and Roof Deck Plan
  - Sheet A-3 – Elevations

The applicant proposes to construct a three-story mixed-use building on a lot that was previously developed but is currently vacant. The proposed building will contain office space on the ground floor with two (2) separate apartment units located on the second and third floors. Ground-floor storage areas are also proposed.

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Site improvements include a paved parking area providing seven (7) parking spaces, placement of fill to regrade the lot, construction of a retaining wall, site lighting, landscaping, and a designated trash storage area.

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

1. **Zoning** – The subject site lies within the GC – General Commercial Zone and the proposed mixed-use building is permitted in this zone. Review of the Preliminary and Final Major Site Plan indicates that the following variances and existing non-conformities are required:
  - a. **Lot Area - Section 16.48.010(D)** - Proposed Lot Area is 5,700 SF where 16,000 SF is required for the new mixed-use building, therefore, a Variance is required.
  - b. **Lot Frontage - Section 16.48.010(D)** – Proposed Lot Frontage is 60 FT where 160 FT is required for the new mixed-use building, therefore, a Variance is required.
  - c. **Lot Width - Section 16.48.010(D)** – Proposed Lot Width is 60 FT where 160 FT is required for the new mixed-use building, therefore, a Variance is required.
  - d. **Lot Depth - Section 16.48.010(D)** – Proposed Lot Depth is 95 FT where 100 FT is required for the new mixed-use building, therefore, a Variance is required.

The proposed three-story building will meet all other setback and lot coverage requirements of the ordinance including permitted residential density as 1 unit/2,850 SF is proposed and a minimum of 1 unit/2,722.5 SF is permitted.

2. **Concrete Curb and Sidewalk** – Concrete curb and sidewalk currently exist along the property frontage on 9th Street. The plans propose approximately forty (40) LF of depressed curb to accommodate two-way driveway access to the site. ADA-compliant sidewalk ramps and detectable warning mats are also proposed.

A note shall be added to the plans stating: “Should any portion of the existing curb or sidewalk be found to be deteriorated or below Borough design standards, it shall be removed and replaced at the direction of the Borough Engineer.”

3. **Parking** – The parking layout and circulation plan have been reviewed and adequate parking along with handicap parking will be provided as follows:

	<u>Required Spaces</u>	<u>Provided Spaces</u>
Office Space 1 Space/250 SF GFA (885 SF)	4 spaces	4 spaces (includes one (1) handicap stall)
Two (2) – 3 Bedroom Apartment Units	<u>2 spaces (1 space each)</u> 6 spaces	<u>3 spaces</u> 7 spaces

- a. The proposed parking area will be paved, and the 9'x18' parking spaces will be delineated with pavement striping and wheel stops. One (1) accessible parking space measuring 8'x18' feet, with an adjacent access aisle, is also proposed. "Residential Parking Only" signs will be installed for the two parking spaces closest to the building on the easterly side of the lot.
- b. No loading zone is required for an office use.

4. **Lighting and Landscaping** – The plans indicate building-mounted lighting consisting of eleven (11) wall-pack downlights and two (2) building entry lights. No additional lighting is proposed within the parking area. Based on the overall size of the parking lot, the proposed fixtures appear sufficient to provide adequate site illumination and meet the minimum requirements of the Ordinance.

Should it be determined that additional lighting is necessary to ensure safe illumination of the parking area, the applicant shall coordinate with the Borough Engineer prior to the issuance of a Certificate of Occupancy.

A landscaping plan has been provided for review which includes a vinyl stockade fence along the side and rear property lines as well as decorative plants near the front of the building and 5 FT wide vegetated buffer along the rear property line which is adjacent to a residential use. No buffers are required on the easterly or westerly sides of the lot as neither are strictly residential in use.

5. **Water and Sewer** – Water and sewer services are proposed to be installed for the subject site and coordination will be required with the Borough Engineer at time of construction.
6. **Architectural Plans** – The plans depict the construction of a three-story mixed-use building consisting of commercial office space on the first floor and two residential dwelling units located on the second and third floors. The first floor is proposed to contain approximately 885.4 SF of office space. The office layout includes a waiting/reception area, conference room, two private offices, a storage area, and an accessible (ADA-compliant) restroom facility.

In addition to the commercial space, the first floor will contain a stairwell and vestibule providing access to the residential units located on the upper floors. The plans also indicate two separate storage areas at the first-floor level, each measuring approximately 258.1 SF, which appear to be designated for use by the respective apartment units above.

The second and third floors each contain a residential apartment unit measuring approximately 1,309.3 SF. The plans indicate that the two units are identical in layout and configuration. Each dwelling unit includes three bedrooms, one bathroom, a living room, kitchen, and dining area. Each unit also provides access to an exterior covered deck.

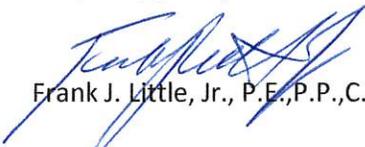
A rooftop deck is also proposed above the building. While the plans do not clearly specify the intended use or access arrangements, it appears that the rooftop deck would be available for use by the occupants of both residential units.

7. **Signage** – The applicant shall confirm that the 59.6 SF proposed wall-mounted signage on the building front façade will comply with the requirements of Ordinance Section 16.48.010.H, pertaining to Permitted Signs, and specifically that the sign area will not exceed twenty percent (20%) of the wall face on which each sign is mounted. The applicant shall also indicate whether the proposed signage will be illuminated or non-illuminated, as both types are permitted under the ordinance.
8. **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 site plan demonstrates that this lot will be filled so that the midpoint of the lot provides a grade of 7.92 FT +/- (centerline of road is 4.68 FT) and retaining walls will be constructed along the rear and side property lines as needed.
9. **Electric Vehicle Charging Requirement** –The DCA published a Model Statewide Municipal Electric Vehicle (EV) Ordinance on September 1, 2021, which became effective the same date by requiring municipalities to require installation of electric vehicle supply/service equipment (EVSE) and make-ready parking spaces as part of a preliminary site plan. Based on the scale of the proposed development, the project does not trigger the electric vehicle charging infrastructure requirements established under P.L. 2021, c.171, as amended. The residential component includes fewer than five dwelling units, and the anticipated number of off-street parking spaces is below the 25-space threshold that would require EV make-ready parking spaces for non-residential development.
10. **Additional Testimony** - The applicant should address the following site-specific issues and provide supplemental information as needed:
  - a. Trash Enclosure – A 4-bin trash corral and 4-bin recycle corral are proposed along the westerly side of the lot and will be used for both the office and residential uses. General note # 9 states that the solid waste disposal is to be provided by a commercial carting company and the cans will be picked up along 9<sup>th</sup> Street between the hours of 6am and 7am on a given day.
  - b. Business Operation – The proposed hours of operation for the office are 8 am to 8 pm/ 7 days per week and two (2) employees are anticipated to utilize this commercial space.
11. **Flood Zone**- The subject property lies within Flood Zone AE, Elevation 7 as shown on FEMA Firm Map Panel 34029C0516G dated 12/16/2021 and Flood Zone AE, Elevation 7 as shown on FEMA Firm Map Panel 34029C0516H dated 01/30/2015. All construction shall be in accordance with the applicable regulations at the time of construction. We note that flood gates are proposed as part of the non-residential design and we defer additional review and compliance to the Borough Construction Code Official.
12. **Outside Agencies** – Should the Board approve this application, additional approvals/requirements will be as follows:
  - a. Ocean County Planning Board approval
  - b. New Jersey Department of Transportation
  - c. Ship Bottom Borough Water and Sewer Department

- d. 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:ASl:kmd

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