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E. M. WATERBURY & ASSOCIATES, P.A.
ENGINEERING • PLANNING • LAND USE & DEVELOPMENT

January 19, 2021

West Long Branch Zoning Board of Adjustment
c/o Ms. Chris Ann DeGenaro, Zoning Board Secretary
965 Broadway
West Long Branch, NJ 07764

File No. WLBZB 2019-22

Re: Completeness Review No.1
Monmouth University (ZB 2019-22)
Use & Bulk Variances, Preliminary and Final Major Site Plan
400 Cedar Avenue
Block: 13, Lot: 1-5, 7-9, 11, 12.01 & 12.02; Zones: R-22 & I

Dear Board Members:

As requested, I have received the following as it relates to the referenced application:

- Correspondence prepared by Gary S. Forshner, Esq. of Greenbaum Rowe Smith & Davis LLP dated December 5, 2019;
- Completed Variance Application for the referenced project dated December 5, 2019;
- Correspondence prepared by Steven Mlenak, Esq. of Greenbaum Rowe Smith & Davis LLP dated December 24, 2020 with attached Phasing Plan;
- Completeness report and fee calculation for Bifurcated Variance application prepared by T&M Associates dated February 24, 2020;
- Revision Resubmission application form prepared by Steven Mlenak, Esq. dated December 24, 2020;
- Completed Development Regulations Checklist prepared by William E. Fitzgerald, PE, PP dated December 24, 2020;
- Application for Environmental Commission Site Plan Review;
- Architectural plans prepared by Brian Fitzgerald RA, AIA for Proposed Storage/ Maintenance Building Block 39, Lot 12.02 Monmouth University” dated last revised December 3, 2019, consisting of one (1) sheet;
- Architectural plans prepared by Brian Fitzgerald RA, AIA for Existing Residence Conversion to proposed Monmouth University Alumni House Block 39, Lot 2 dated last revised December 3, 2019, consisting of nine (9) sheets;
- Architectural plans prepared by Brian Fitzgerald RA, AIA for Proposed Conversion to Monmouth University office Block 39, Lot 12.02, 98 Larchwood Avenue” dated last revised December 3, 2019, consisting of six (6) sheets;
- Architectural plans prepared by Brian Fitzgerald RA, AIA for Proposed Conversion of Existing Alumni House to Temporary Police Station and Future Academic Building” Block 39, Lot 12.01 dated last revised December 3, 2019, consisting of six (6) sheets;
- Architectural plans prepared by Edward Matthew O’Brien RA, AIA for Proposed Golf House and Learning Center dated last October 4, 2019, consisting of four (4) sheets;
- Architectural plans prepared by Stephen J. Carlidge, AIA of Shore Point Architecture, PA for Monmouth University Police Headquarters last revised December 4, 2019, consisting of five (5) sheets;
- Engineering plan entitled “Monmouth University ‘D’ & ‘C’ Variance/ Preliminary and Final Site Plan prepared by William E. Fitzgerald, PE, PP consisting of thirty (30) sheets;
- Stormwater Management Report prepared by William E. Fitzgerald PE, PP dated last revised December 3, 2020;



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- Correspondence dated December 9, 2020 prepared by William E. Fitzgerald PE, PP;
- Traffic Report prepared by John H, Rea, PE and Scott T. Kennel dated December 5, 2019.

The application is for a use variance to expand the existing university property into lots containing residential homes at the corner of Larwood and Cedar Avenues. The majority of the existing university is located within the I Zone of the community. The proposed development proposes to convert residential properties located within the R-22 Zone into buildings and support improvements for the university. The proposed use is not permitted in the R-22 Zone. The portion of the university containing the development is located at the corner of Cedar Avenue and Larchwood Ave.

Summary

The applicant submitted an application to bifurcate the Use Variance aspect of the application on December 3, 2019. A completeness and fee calculation report was prepared by T&M Associates for the bifurcated application. On December 9, 2020 revised plans depicting information for the 'D' and 'C' variances as well as Preliminary and Final Site Plan were submitted to the Board. An updated application package amending the application to also request Preliminary and Final Site Plan was submitted to the Board December 24, 2020. The applicant is before the Board for Completeness determination of the Variance and Site Plan aspects of the application. This report replaces the report provided by T&M Associates dated February 24, 2020.

I offer the following for the Board's consideration.

1.0 Completeness Review

The applicant has submitted a completed checklist for review. Items have been noted as provided, not required or waiver. I offer the following as it relates to the outstanding checklist items:

- 1.1 Checklist No. 23 – Name address and Lot and Block numbers of properties within 200 feet of subject property. The applicant has requested a waiver of providing this information on the plan. There is a large number of properties within the perimeter of the full Monmouth University property. I have no objection from an engineering point of view to this not being provided on the plan as long as it is provided in written form for the Board. The key map shows the location of the adjacent lots and their associated lot and block numbers.
- 1.2 Checklist No. C4 – Performance Guarantees – The applicant has requested a waiver of this item. The quantity calculation used for the preparation of Performance Guarantee amounts are not complete until an approval is granted to the application. Therefore, I have no objection from an engineering point of view to granting a waiver of this item at this time. I recommend the posting of the performance guarantee be a condition of any approval the Board may grant.
- 1.3 Checklist No. C5 – Executed Developers Agreement – The applicant has requested a waiver of this item. The preparation of a Developers Agreement and execution between the developer and the Council is not completed until an approval is granted to the application. Therefore, I have no objection from an engineering point of view to granting a waiver of this item at this time. I recommend the execution of a Developers Agreement be a condition of any approval the Board may grant.



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- 1.4 Checklist No. C8 – Statement from utilities companies as to serviceability of site – The applicant has requested a Waiver of this item. Monmouth University is presently served by utilities. I have no objection to a waiver of this item at this time. I recommend any approval the Board may grant be conditioned upon obtaining approval from jurisdictional utilities as may be required for the project.
- 1.5 Checklist Item C-11 – Environmental Impact Report – I have reviewed NJDEP and FEMA mapping of the area. These maps do not indicate environmental sensitive lands in the area of the proposed development. However, I recommend this be confirmed by the applicant. Should none be in the area, I have no objection to the waiver be granted for completeness purposes. Please note, the applicant has submitted an Environmental Commission Review Checklist.
- 1.6 Checklist Item No. C7- Disclosure Statement – The applicant has indicated that at this time it is not required. I defer comment to the Board Attorney if this is required for this application.

I have no objection to the Board granting waivers of the items noted in comments 1.4-1.5. The application is considered incomplete until this information is either provided or a submission waiver is granted by the Board at a waiver hearing. Please note, the granting of waivers of checklist items for completeness purposes does not prohibit the Board from requesting the information during the hearings. A detailed Engineering report will be forwarded once the application is deemed complete.

2.0 Fee Determination

2.1 Following is a fee determination in accordance with Section 18-14.3 of the Borough ordinances and Ordinance O-19-5. Based on the ordinance, the fees are as follows:

Non-Refundable Application Fee: \$16,115.00; Escrow Fee: \$8350.00

a. Non-Refundable Application Fee –

Preliminary Application Fees	= \$ 300.00
Other Uses	= \$ 100.00
Lot area \$20* 296000/1000	= \$5920.00 (area of disturbance)
New Building GFA \$20* 8000/1000	= \$ 160.00
New Parking Spaces \$25* 339	= \$8475.00
Ex. GFA converted \$10* 16000/1000	= \$ 160.00
Sign	= \$ 50.00
Hardship or bulk variance for single-family residential uses – \$25.00 per variance (\$75.00 min)	
Eleven ‘C’ variances requested	= \$ 275.00
Use Variance	= \$ 500.00
<u>Stenographer fee</u>	<u>= \$ 175.00</u>
Total	= \$16,115.00



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b.	<u>Escrow Fee – per Ordinance O-19-5</u>	
	Use & Bulk ‘C’ Variance	= \$ 850.00
	Preliminary 2000-20,000SF	= \$5,000.00
	<u>Final – ½ Preliminary</u>	= \$2,500.00
	Total	= \$8,350.00

The required application and escrow fees are to be posted prior to a hearing before the Board.

I reserve the right to make additional comments once the above information is requested. If you have any questions or require additional information, kindly advise.

Very truly yours,

Elizabeth M. Waterbury, P.E., P.P.
West Long Branch Zoning Board Engineer

cc: Gordon N. Gemma Esq., via email
Steven Mlenak, Esq., via email
smlenak@greenbaumlaw.com