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TOWNSHIP OF BERLIN

ENGINEERING DEPARTMENT

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January 24, 2022

Berlin Township Planning Board
Berlin Township Municipal Building
135 Route 73 South
West Berlin, New Jersey 08091

ATTN: Mr. Craig DeGeorge, Chairperson

RE: PRELIMINARY AND FINAL SITE PLAN- PROPOSED BUILDING ADDITION
HALE TRAILER BRAKE & WHEEL
551 Cooper Road; Block 2103, Lots 10, 11 and 13.01
Berlin Township, Camden County, New Jersey

Dear Planning Board Members,

I have visited the site and completed my review of the following:

1. "Preliminary/ Final Site Plan", 12 sheets, dated November 4, 2021, by Clifton W. Quay, P.E., P.P.

I offer the following comments and recommendations for consideration by the Planning Board member:

1. The site is located along the northeast side of Cooper Road (Camden County Rt. No. 657) and contains a two-story office building along Cooper Road; a building, behind the office building, which contains two stories of office area and trailer maintenance garage. The applicant is proposing 40 feet x 128 feet two-story, 10,208 square feet office building to the office-garage building.
- 2a. The original site plan application for the office building, equipment maintenance building and yard for construction equipment and materials for William Bowman Associates, Inc. was approved on February 1, 2000. On March 13, 2007, the Planning Board conditionally approved the site plan for Hale Trailers. The following items remain to be completed under the Hale Trailer approval.
 - 1) A 25 feet wide roadway easement is to be created between the end of the right-of-way of Chestnut Avenue and the Township line.
 - 2) The deed for the consolidation of the lots must, still, be recorded with the County Clerk's Office.
- 2b. I question if the 6,240 square feet of office area, within the office-garage building, was approved by the Planning Board as the approved site plan, in 2007, still depicted the entire building to be utilized for equipment maintenance. If there is no record of this conversion being approved, I recommend that this office area become record as part of the current site plan application.

- 2c. There are various business-related items, which are being stored along the entire length of the paved area, along the southeast side of the office/vehicle maintenance building. Since this outside storage area was not approved by the Planning Board, the applicant must obtain approval for this outside storage. The applicant must demonstrate that these items are not visible from any adjacent properties and the road.
3. The lots are located within the I-1 Light Industrial zoning district. The proposed offices are permitted within this zoning district. The existing lot area and existing and proposed buildings comply with the lot area and bulk requirements for the zoning district.
- 4a. As required by the previous site plan approvals, the deed of lot consolidation, along with the road easement at the end of Chestnut Avenue, must be recorded with the County Clerk's Office.
- 4b. I recommend that the applicant submit copies of the most recent survey of the premises and the most current deed with any easements, deed restrictions and protective covenants to the Planning Board.
- 5a. The Parking Schedule notes that 88 parking spaces are required for the existing buildings and an additional 41 parking spaces for the proposed offices for a total required 129 parking spaces. There are 80 existing parking spaces within the existing parking area and the plan depicts the conversion of three regular spaces to two handicap spaces with a common access aisle plus 8 proposed parking for a total of 87 proposed parking spaces. There are no designated parking spaces at the existing office/garage building, even though trucks are being parked, around this building, in undesignated parking areas. **The plan notes that the applicant is requesting a variance to permit the proposed 87 parking spaces rather than the required 129 parking spaces, which is 32.6% less than what is required. The applicant must demonstrate why the Planning Board should consider granting this variance [Section 340-85. A. (14) and (15)].** I recommend that the plan be revised to note the correct section number of the Code, regarding this variance request.
- If the Planning Board grants the variance for the lesser number of parking spaces, I recommend that it be specific to this business only and any change of use would require an amended site plan to demonstrate the provision for an adequate number of parking spaces for the new use.
- 5b. The plan does not depict a designated loading area. Even though a majority of the site can be utilized as a loading area, I recommend that the applicant address the provisions for unloading of materials and supplies for the offices and the garage. **If a specific location is not designated, it may be necessary for the applicant to request a waiver from this requirement (Section 340-94).**
- 5c. The plan depicts the expansion of the existing parking row, which is closest to the access point for the proposed office building, creating two handicap parking spaces with a shared access aisle. A handicap accessible route is proposed, between the proposed handicap parking spaces and the proposed building access point. All applicable improvements must comply with the Federal and State regulations, regarding the provisions for disable persons.
6. During my site visit, in addition to the dumpster stored inside the trash enclosure, I observed a trash dumpster being stored outside and along the trash enclosure. I, also, observed a recyclables dumpster near the southwest corner of the offices/vehicle maintenance building. It appears that, especially with the construction of additional office area, the existing trash enclosure must be expanded or supplement trash enclosure(s) constructed to house all waste and recyclable items. **Since the recyclables dumpster is stored within the fenced area and not visible from the adjacent properties or road, I question of the applicant is requesting a waiver to permit this dumpster to remain at the current location, without an enclosure.** The applicant must address these issues.

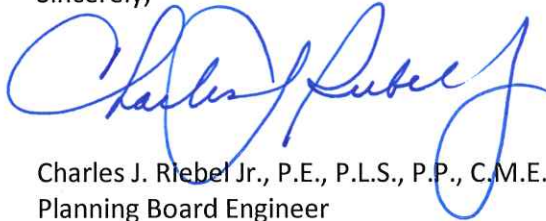
7. The plan depicts existing and proposed spot elevations and contour lines. I recommend that the plan be revised to depict the high point in the proposed curb, to coincide with the high point within the existing pavement, along the west side of the proposed building addition. It appears that, holding the existing pavement elevation at the high point may result in the curb and adjacent landscape area being higher than the first-floor elevation of the proposed building addition. I question the proposed elevation and respective slopes for the handicap ramp at the northwest corner of the proposed building addition. I question the proposed curb and pavement elevations and limits of proposed pavement reconstruction at the proposed handicap parking spaces. I recommend that the proposed curb elevations be adjusted so that the top of curb at the northwest corner of the proposed row of eight parking spaces is consistent with the existing adjacent ground elevation and the proposed contour lines be consistent with the proposed curb elevations. I recommend that the proper inlet grate elevation be depicted for Inlet #4. Due to the differences between the existing and proposed pavement elevations along the proposed curb, I recommend that the plan be revised to depict the limits of the proposed pavement.
- 8a. The plan notes that the proposed improvements result in an overall increase of impervious surfaces of 531 s.f. The applicant must demonstrate that the proposed development is exempt from the current N.J.D.E.P. Stormwater Management Regulations and I recommend that a note be added to the plan noting this exemption, if that is the case.
- 8b. The existing stormwater retention basin is in immediate need for improvements. Flared end sections with toe walls must be installed at the RCP and PVC pipe outfalls. The scouring and erosion at the pipe outfalls must be addressed by the applicant. The sediment and vegetation must be removed from the basin bottom, the bottom excavated, filter fabric (sides of the sand, only) and 6" thick K5 sand placed by the applicant. An access route to the basin bottom must, also, be depicted on the plans.
- 8c. I recommend that a cleanout be depicted for the proposed roof drain leader pipe, immediately upgradient of the connection to the existing 24" RCP storm pipe for easier cleaning, if necessary.
- 8d. I recommend that a stormwater maintenance plan be prepared for the site and recorded at the County Clerk's Office. I recommend that the applicant submit the annual stormwater maintenance report to the Township Engineer's Office by February 1st of the following year.
- 8e. I recommend that the heads for the Type 'B' storm inlets be changed to ECO-N heads or retrofitted to reduce the head opening to meet the NJDEP stormwater regulations.
9. The plan depicts the locations and respective 0.25 footcandle isolux line for the existing and proposed site lighting. I recommend that a minimum level of one footcandle be provided for all areas, which are utilized by pedestrians and motorists, while preventing the carryover of any glare or illumination past the property lines.
- 10a. The plan depicts the removal of some of the existing landscape plantings to allow for the proposed development and proposed landscape plantings. The plan must be revised to note that irrigation will be provided for the proposed landscape and lawn areas. The applicant must also demonstrate that the existing irrigation system is properly operating. I would note that the existing lawn and landscape areas, around the office building and surrounding parking area are well kept.
- 10b. Many of the evergreen trees, which were planted along the southeast line of the property and were to serve as a screen to the adjacent property, are sparse, unhealthy, dying or dead and must be replaced and/or supplemented with full-bodied, nursery grown evergreen trees. I recommend that a note be added to the plan, addressing this matter.

11. The applicant must submit a floor plan and architectural building elevations for the three exposed sides of the proposed building addition, depicting the locations of windows and doors and noting the exterior materials and colors.
- 12a. The plan must be revised to depict the 5 feet wide shade tree easement along Cooper Road (Section 200-92.G.).
- 12b. The plan does not depict concrete sidewalk along the frontages of Cooper Road and Chestnut Avenues. This improvement was waived by the Planning Board with the previous site plan applications. **The applicant must obtain a waiver from this requirement for the proposed development (Section 200-107).**
- 13a. The plan depicts the existing utility lines, the rerouting of utility lines for the proposed building addition and the proposed utility lines and connections.
- 13b. I recommend that the plan be revised to depict the diesel tank with secondary containment, which is located along the outside of the northeast side of the vehicle maintenance building. The applicant must demonstrate that the tank complies with the governing regulations.
- 13c. I recommend that the existing sanitary sewer cleanout, which protrudes approximately three feet above the ground surface and near the proposed pedestrian crossing, be set flush with the adjacent ground surface.
- 14a. The applicant must obtain site plan approval from the Camden County Planning Board.
- 14b. The applicant must obtain development certification (approval) from Camden County Soil Conservation District.
15. The applicant must post as safety and stabilization guarantee and inspection escrow with the Township at the time period required by the Township. The Township Engineer's Office will determine the amounts for the guarantee and escrow.
- 16a. I recommend that the applicant consider revising the "Downspout" detail to depict provisions for overflow relief at the ground service, in case the underground system becomes blocked.
- 16b. I recommend that Planting Note No. 5 be revised to add "and the Township," at the end of the note.
- 16c. I recommend that the stop line for the main drive, at Cooper Road, be repainted. I recommend that the extremely faded "DO NOT ENTER" sign, near the trash enclosure, be replaced by the applicant.
- 16d. I recommend that hot mix asphalt patch be placed in the settled pavement area, behind the depressed curb along Cooper Road, for the south end driveway.
17. I recommend that the Fire Marshal, Fire Chief, and Police Department review the plans and submit their comments and recommendations to the Planning Board, prior to the hearing for the site plan application.

18. I recommend that any consideration for the denial or approval of the site plan be conditional upon:
- a. the comments of the Planning Board and Solicitor.
 - b. the comments of the Camden County Planning Board, County Engineer and County Planner.
 - c. comments of the Fire Marshal, Fire Chief, and Police Department.
 - d. receiving any necessary variances and waivers.
 - e. obtaining all necessary approvals and permits from all governing departments and agencies.
 - f. contents of this report.
 - g. compliance with all applicable Federal, State, County, and Township rules, regulations, laws and ordinances.

Please contact me with any questions or comments regarding this matter.

Sincerely,



Charles J. Riebel Jr., P.E., P.L.S., P.P., C.M.E.
Planning Board Engineer

c.c.: Honorable Mayor Phyllis A. Magazzu (email)
 Council President Christopher T. Morris (email)
 Vice Chairperson Frank McHenry (email)
 Mr. John Holroyd, Township Construction Official (email)
 Mr. Dante Magazzu (email)
 Ms. Alvinia Moore (email)
 Mr. Edward Potts (email)
 Ms. Betsy Simpson (email)
 Ms. Suzanne Cossaboon, Alternate No. 1 (email)
 Mr. David F. Carlamere, Esq., Planning Board Solicitor (email)
 Mr. David N. Rowan, Esq., Planning Board Solicitor (email)
 Police Chief Ron Silvestro (email)
 Fire Marshal Joseph Cornforth (email)
 Fire Chief Joseph Jackson Jr. (email)
 Mr. Joshua Shellenberger, Township Zoning Officer (email)
 Ms. Kevin Becica, P.E., P.P., C.M.E., Camden County Engineer (email)
 Mr. Andrew Levecchia, P.P., A.I.C.P., Camden County Planner (email)
 Mr. Scott McBride, Director of Facilities, Hale Trailer Brake and Wheel, Inc. (email)
 Mr. Jeffrey I. Baron, Esq. (email)
 Mr. Clifton W. Quay, P.E., P.P., Stantec (email)
 Ms. Kelley Shendock, Planning Board Secretary (email)