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July 22, 2021

Willingboro Township Zoning Board of Adjustment
Municipal Complex
One Salem Road
Willingboro, New Jersey 08046

Attn: Reyan Frank, Zoning Board Secretary

**Re: *Potter House Lion of Judah Pentecostal Church
Use Variance Application - Completeness Review #1
399 Charleston Road
Block: 238, Lot: 1, Zone: B-3 (Tertiary Business District)
Willingboro Township, Burlington County, NJ
Our File: HWLZ0238.01***

Dear Zoning Board Members:

Our office has performed a review of the above-referenced application including, but not limited to, the following:

- Plan entitled "Plan of Survey, 399 Charleston Road, Willingboro Township, Burlington County, NJ" consisting of one (1) sheet, prepared by Bruce Benish, PLS of Louis Lehman, PA, dated March 24, 2021; (*Not to Scale*)
- Submittal Letter prepared by Wells & Singer Law Office, LLC, dated June 21, 2021;
- Letter from Applicant, undated; and
- Willingboro Township Planning Board & Zoning Board Application.

Based upon our review, we offer the following comments:

- 1) The subject property is a corner lot indicated to contain approximately 19,878 square feet (0.456 acres) within a B-3 Zone District and provides road frontages along Charleston Road to the south and John F. Kennedy Way (County Route 633) to the east. The property appears to contain a currently vacant one-story building with associated parking area. Access is provided via two (2) parking lot entrances, one (1) along Charleston Road and one (1) along John F. Kennedy Way (CR 633).
- 2) The Applicant is seeking Use Variance approval to convert the existing vacant building into a place of worship. Other than interior modifications to the existing building and some landscaping improvements, the Applicant has not proposed any other site improvements (parking, grading, stormwater management, etc.), or lighting improvements with this application. The Applicant has requested a waiver from providing a site plan, but has provided a survey of the property.



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- 3) The subject property is located in the B-3 (Tertiary Business District) Zone District, which does not permit places of worship as a permitted use per §370-61 or §370-85.
- 4) The table below summarizes the zone requirements for Places of Worship per §370-85 and B-3 Zone District:

Table 1: Bulk Standards, §370-85.F and B-3 (Tertiary Business District) Zone (§370 Art. XIII)		
Standard	Required	Provided
Minimum Lot Area (acres)	3	.456 (EC)
Minimum Lot Frontage (ft.)	200	200
Principal Building Setbacks		
Front Yard (ft.) (Charleston Rd.)	75	46.7 (EC)
Front Yard (ft.) (John F Kennedy Way)	75	44.7 (EC)
Side Yard (ft.)	75	N/A
Rear Yard (ft.)	75	19.4 (EC)
Accessory Building Setbacks		
Side Yard (ft.)	25	N/A
Rear Yard (ft.)	25	N/A
Distance To Other Building (ft.)	50	N/A
Maximum Floor Area Ratio	0.30	(TBP)
Lot (Impervious Surface) Coverage	30%	(TBP)
Maximum Number of Stories	2 ½	1
Maximum Building Height (ft.)	35	<35
Minimum Floor Area (s.f.)	800	(TBP)

(EC): Existing Condition

(TBP): To Be Provided

- 5) Other than the Use Variance, the Applicant has not requested any new/additional variances and/or design waivers with this application as no site improvements appear to be proposed. The Applicant has requested waivers from the Township of Willingboro Site Plan Checklist, however the following submission waivers appear necessary:
 - a) **Checklist Item 37:** Traffic Analysis
- 6) The following items are required to be submitted prior to application being deemed complete for review and public hearing:
 - a) The Applicant will be required to provide a Traffic and Parking Analysis that demonstrates adequate parking onsite as well as trip generation from the proposed use.



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b) The survey provided should be properly scaled and resubmitted to our office.

Based upon the above, our office recommends that the application be deemed **INCOMPLETE**. Once the above noted items have been submitted, our office will review for completeness, prepare a review letter and indicate when the Applicant can be scheduled for a public hearing. Based upon our review of the subject application, we estimate the following fees are required:

a. **Nonrefundable Application Fees:**

Site Plan Waiver	\$100.00
Use Variance	\$100.00
Subtotal:	\$200.00

b. **Professional Services Escrow Fees:**

Site Plan Waiver	\$500.00
Use Variance	\$1,500.00
Subtotal:	\$2,000.00

Should you have any questions or require additional information, please do not hesitate to contact this office.

Very truly yours,
CME Associates



Bennett Matlack, PE, CME, CFM
Zoning Board of Adjustment Engineer

BM/dol

cc: Zeller & Weiliczko, LLP – Zoning Board Solicitor
Potter House Lion of Judah Pentecostal Church – Applicant
Jonas Singer, Esq. – Applicant's Attorney
James A. Miller, AICP, PP – Applicant's Planner