

JOHN H. ALLGAIR, PE, PP, LS (1983-2001)  
DAVID J. SAMUEL, PE, PP, CME  
JOHN J. STEFANI, PE, LS, PP, CME  
JAY B. CORNELL, PE, PP, CME  
MICHAEL J. McCLELLAND, PE, PP, CME  
GREGORY R. VALES, PE, PP, CME



TIM W. GILLEN, PE, PP, CME (1991-2019)  
BRUCE M. KOCH, PE, PP, CME  
LOUIS J. PLOSKONKA, PE, CME  
TREVOR J. TAYLOR, PE, PP, CME  
BEHRAM TURAN, PE, LSRP  
LAURA J. NEUMANN, PE, PP  
DOUGLAS ROHMEYER, PE, CFM, CME  
ROBERT J. RUSSO, PE, PP, CME  
JOHN J. HESS, PE, PP, CME

June 23, 2020

Marlboro Township Planning Board  
1979 Township Drive  
Marlboro, NJ 07746

**Re: Touchstone Veterinary Center (PB# 1209-20)  
Preliminary & Final Site Plan - Engineering & Planning Review #1  
Block 153, Lot 12  
Location: 382 NJ State Highway Route 79  
Zone: CS (Commercial Service District)  
CME File No.: HMRP0153.07**

Dear Planning Board Members:

Our office received the following information in support of the above-referenced application for Preliminary and Final Site Plan approval:

- Preliminary and Major Site Plan (10 Sheets) prepared by East Point Engineering, LLC dated April 7, 2020, unrevised.
- Partial Boundary and Topographic Survey (1 sheet) prepared by KF-2T Professional Land Surveyors dated November 8, 2019, unrevised.
- Architect Plans (8 sheets) prepared by Rauhaus, Freedendfeld and Associates dated May 11, 2020.
- Stormwater Management Report prepared by East Point Engineering, LLC dated April 8, 2020, unrevised.
- Freshwater Wetlands Delineation Report prepared by DuBois and Associates, dated January 2020, unrevised.
- Trip generation Report prepared by East Point Engineering LLC dated April 7, 2020, unrevised.
- A Development Application.

In accordance with your authorization, we have reviewed this application for Preliminary and Final Site Plan approval and offer the following comments:

1. Project Description

The subject 2.5 acre property is within a CS Zone District and provides 200 feet of frontage along the east side of NJ State Highway Route 79, approximately 1,444 feet south of the Beacon Hill Road intersection. Currently, the property contains a 1-story building utilized as an existing veterinary office with associated walk and paved drive with 12 existing parking

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CONSULTING AND MUNICIPAL ENGINEERS

1460 ROUTE 9 SOUTH • HOWELL, NEW JERSEY 07731 • (732) 462-7400 • FAX: (732) 409-0756



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spaces along the Route 79 site frontage. The property is traversed along the approximate midpoint by a portion of Sandy Brook, a non-category one water way, and is encumbered by wetlands and wetland buffer associated with same. The building is indicated to be serviced by municipal water and a private individual septic disposal system.

The Applicant proposes to construct an approximately 3,518 s.f., ground floor footprint, building addition (approximately 50 feet by 65 feet) along the south side of the existing building and to expand the existing paved parking areas along the front of the building and the northerly side property line to provide 30 total parking spaces, including two (2) ADA spaces. Access is to remain as exists, however, proposed to be designated as a one-way ingress and one-way egress along the Route 79 site frontage. In addition to the proposed 1-story building addition, a second floor building addition as well as a basement area floor addition are also proposed with this application whereby a total building gross floor area of 11,925 s.f. is indicated as proposed. Additional improvements include: on-site curbing and sidewalk, landscaping, lighting, recycling units, refuse enclosure, new site identification sign along Route 79 and a building mounted sign. The building is to continue municipal water service while a new onsite septic disposal system is proposed as well as a surface area stormwater basin. No improvements are proposed within the existing 50 foot wide wetland buffer onsite, however, improvements are proposed within the 100 wide stream buffer area required by the Township.

2. Surrounding Uses

Properties north and south of the subject site along Route 79 are similarly zoned CS and contain a mix of residential parcels and commercial uses. Properties east of the site are zoned LC containing vacant/wooded parcels. Properties west of the site opposite Route 79 are zoned C-2 containing a mix of residential parcels with scattered commercial uses and vacant/wooded parcels.

3. Zoning Compliance

The subject site is situated within a CS Zone District. The table below summarizes the zoning requirements and bulk measures for the property:

<b>Description</b>	<b>Required</b>	<b>Existing</b>	<b>Proposed</b>
Minimum Lot Area	2 acres	2.5 acres	2.5 acres
Minimum Lot Frontage	250 feet	200 feet (EC)	200 feet (EC)
Minimum Lot Width	250 feet	207 feet ± (EC)	207 feet ± (EC)
Minimum Lot Depth	300 feet	562 feet ±	562 feet ±



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<u>Description</u>	<u>Required</u>	<u>Existing</u>	<u>Proposed</u>
Minimum Front Yard Setback	75 feet	56.3 feet (EC)	59.3 feet (V) (proposed addition)
Minimum Side Yard Setback	50 feet	39.2 feet (EC)/ 105.4 feet	39.2 feet (EG)/ 50.1 feet (proposed addition)
Minimum Rear Yard Setback	50 feet	>50 feet	>50 feet
Minimum Side Setback (Accessory)	40 feet	N/A	N/A
Minimum Rear Setback (Accessory)	40 feet	N/A	N/A
Maximum Building Height	35 feet	<35 feet	30 feet ±
Maximum Building Height (Accessory)	15 feet	N/A	N/A
Maximum Gross Floor Area	1,200 s.f.	3,275 s.f.	11,925 s.f. ±
Minimum Ground Floor Area	1,000 s.f.	33,275 s.f. ±	6,755 s.f. ±
Total Building Coverage	30%	3% ±	6.2% ±
Total Lot Coverage	60%	9.7% ±	21.2% ±
Floor Area Ration	0.3	0.03	0.11

(EC) – Existing Condition      (V) – Variance Required

The following existing conditions would remain pertinent to the property:

- a. **Section 220-91E (Table 1)** – The minimum required lot frontage is 250 feet; 200 feet is provided.
- b. **Section 220-91E (Table 1)** – The minimum required lot width is 250 feet; approximately 207 feet is provided.



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- c. **Section 220-91E (Table 1)** – The minimum required front yard setback is 75 feet; 56.3 feet is provided to the existing building.
- d. **Section 220-91E (Table 1)** – The minimum required side yard setback is 50 feet; 39.2 feet is provided to the existing office building along the northerly side property line.

The Applicant has requested the following variance with this application:

- e. **Section 220-97F(11)** – The minimum required parking for a veterinary office shall be as required per ITE (Institute of Transportation Engineers) Parking Generation Manual, current edition, whereby, per 1,000 s.f. of gross floor area (11,926 s.f.) and 1.4 spaces per employee (8) are required resulting in 31 parking spaces being required; 30 spaces are proposed.

In addition to the above, the following variances appear necessary with this application:

- f. **Section 220-35C(4)** – No paved terrace or drive shall be permitted closer than 5 feet to any side or rear property line; the proposed paved parking area is located 1.3 feet from the northerly side property line.
- g. **Section 220-35F(5)(a)** – Stream corridors shall have a buffer of 100 feet on each side; onsite grading and stormwater basin, including retaining wall, as well as parking and circulation aisle and refuse enclosure area are proposed within the 100 foot stream corridor.
- h. **Section 220-35F(5)(b)** – No septic system shall be located within any stream corridor or stream corridor buffer; the proposed septic system is located within the 100 foot stream corridor.
- j. **Section 220-91K(3)** – Where the property line of a proposed commercial service lot abuts a residential zone or use, a buffer area shall be established, which shall include an area of land thirty (30) feet in width as measured from said property line and the purpose of establishing a building setback line along the buffer area, all side and rear yard lines shall be increased by a depth of thirty (30) feet; the property appears to adjoin a residential use to the south, which should be verified with the Board, with less than a 30 foot buffer and no increase in setback distance proposed along same.
- k. **Section 220-95A** – Fences shall be open fences not to exceed 3 feet in height when located in a front yard area; four (4) split rail fence with wire mesh is proposed as a required safety barrier along the retaining wall per Section 220-35D24(f)[5] within the front yard setback area.



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- l. **Section 220-97A(5)** – Parking areas may not be located within any required front yard area; additional parking is proposed within the front yard area matching existing site conditions.
- m. **Section 220-97B** – Each off-street parking space shall measure not less than 10 feet by 20 feet; 9 feet by 18 feet parking spaces are proposed.
- n. **Section 220-97E(2)** – All parking areas for 10 or more vehicles shall be landscaped with hedges and shade trees; no plantings are proposed along the rear parking area.
- o. **Section 220-97E(4)** – All parking areas for 20 or more vehicles shall contain island areas, minimum 6 feet wide and occupying a minimum of 10% of the area of the paved parking area and shall contain a minimum of one (1) shade tree for each 10 parking spaces; no interior landscaped island areas are proposed with the 30 total parking spaces.
- p. **Section 220-98A** – For every building, structure or part thereof having over 5,000 square feet of building area erected and occupied for commerce, hospital, laundry, dry cleaning, places of public and quasi-public assembly, industry and other similar uses involved in the receipt and distribution by vehicles of materials or merchandise, there shall be provided and permanently maintained adequate space for standing, loading and unloading services, in order to avoid undue interference with the public use of streets or alleys. Every building, structure or addition thereto having a use which complies with the above definition shall be provided with at least one truck standing, loading and unloading space on the premises not less than 12 feet in width, 35 feet in length and 14 feet in height; no loading area is proposed.
- q. **Section 220-99A(3)** – No part of any sign shall be located closer to any lot line than 10 feet; approximately 1 foot appears proposed for the site identification sign along the Route 79 right-of-way line.

In addition to the above, the following design waivers appear necessary:

- r. **Section 220-146A** – All curb, where required shall be granite block curb; concrete curb is proposed.
- s. **Section 220-159** – Submission of an Environmental Impact Report.
- t. **Section 220-159.1** – Submission a Site Investigation and Soil Sampling Report.



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- u. **Section 220-169B(2)** – A minimum of 5% of the interior of any parking area of 5,000 s.f. shall be landscaped; no interior landscaping is proposed within the parking area.
  - v. **Section 220-169E** – Except for single-family dwellings, the centerlines of any separate access points shall be spaced at least 65 feet apart and be at least 40 feet from any property line; approximately 19 feet is provided to the centerline of the egress drive along the Route 79 right-of-way from the northerly property line and approximately 63 feet is provided between the ingress and egress drive centerlines along said right-of-way, both as existing conditions.
4. The following required submission items should be provided or waiver requested:
- a. **Checklist IV, Item L** – Location and use of all existing structures within 200 feet.
5. Based upon or review of the subject application, we estimate that the following fees are required:

**Nonrefundable Application Fees:**

Preliminary Application Fee	\$50.00
Preliminary Approval Fee	
\$100 + \$2.00 per 1,000 s.f. of affected lot area (75,900 s.f. ±) + \$10 per parking space (18) + \$25.00 per 1,000 s.f. of proposed new gross floor area (8,650 s.f. ±)	\$649.00
Final Application Fee	\$100.00
Final Approval Fee	
50% preliminary	\$325.00
Environmental Impact Report Waiver	\$100.00
Bulk Variance	\$500.00
<b>Subtotal:</b>	<b>\$1,724.00</b>

**Professional Services Escrow Fees:**

Preliminary Site Plan (2,000-10,001 s.f. building)	\$7,500.00
Final Site Plan (2,000 – 10,000 s.f. building)	\$3,750.00
Bulk Variance	\$1,500.00
<b>Subtotal:</b>	<b>\$12,750.00</b>



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We recommend the Township collect \$1,724.00 in nonrefundable application fees and \$12,750.00 in professional services escrow fees from the Applicant prior to deeming the application complete. In addition, the Applicant will be required to pay all applicable revision fees as stipulated in the Township Ordinances.

6. The Applicant should be prepared to discuss the following issues with the Board:
- a. Overall operations of the use and site, including but not limited to: hours of operation; number of employees and employees per shift; truck/trailer traffic, loading/unloading and overall site circulation; refuse management, including mandatory recyclables; landscaping, buffering/screening and overall site aesthetics; etc.
  - b. Amount and type of animals anticipated onsite at any given time, including boarding/kenneling and duration of shelter.
  - c. Overall operations of the building and amenities/services available within same including: treatment and surgical services; boarding/kenneling, including any quarantine/isolation areas; examination rooms and offices; pharmacy; and any retail sale of pet products must be reviewed with the Board.
  - d. Compliance with Ordinance Section 220-37, Performance Standards, relative to: noise; glare; pollutants; flammable/hazardous material; solid/liquid and medical waste.
  - e. Access/maneuverability at the two (2) parallel parking spaces and to the refuse enclosure area.
  - f. The need for any delineated loading/unloading area and/or patron drop-off/pick-up.
  - g. The operations associated with the proposed refuse enclosure and the recycling shed(s) along the rear of the building, including the need for any detail of the recycling shed/unit(s), must be reviewed.
  - h. The proposed stormwater management of the site, and its compliance with NJDEP standards, specific to water quality, quantity, and recharge.
  - i. The need for any additional detail regarding: colors, fonts, anchoring, illumination, etc. For the site identification and/or building mounted signs.
  - j. The need for any improvements (curb, sidewalk, widening, right-of-way dedication, etc.) along the NJ State Highway Route 79 site frontage should be discussed with the Board.



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Our office defers all comment regarding any improvements within the Route 79 right-of-way to the NJDOT.

7. This application may be subject to the following outside agency approvals:

- a. Monmouth County Planning Board
- b. Freehold Soil Conservation District
- c. Monmouth County Board of Health
- d. NJDEP Letter of Interpretation (LOI)
- e. NJDOT Access Permit
- f. Marlboro Township Environmental Commission
- g. Marlboro Township Fire Bureau
- h. Marlboro Township Police Department
- i. Marlboro Township Water Division
- j. Western Monmouth Utilities Authority
- k. All other outside agency approvals as may be required. The Applicant shall address the Board regarding the status of all outside agency approvals for the project. In addition, copies of all outside agency approvals shall be forwarded to our office.

Based upon the minor nature of the information requested, we recommend that this application be deemed complete subject to the Applicant complying with all applicable notification requirements as set forth in the Marlboro Township Land Use Ordinance and the Municipal Land Use Law and the granting of the various submission waivers indicated above.

The right is reserved to present additional comments pending the receipt of revised plans and/or the testimony of the Applicant before the Board.





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Should you have any questions with regard to the above matter, please do not hesitate to contact the undersigned.

Very truly yours,

**CME Associates**

Laura J. Neumann, PE, PP  
*Planning Board Engineer & Planner*

LJN/GAC/pg/BM

cc: Dean Staknys, PE – Township Engineering Department  
Michael W. Herbert, Esq. – Planning Board Attorney  
Touchstone Veterinary Center – Applicant  
East Point Engineering, LLC – Applicant's Engineer  
KF2T Professional Land Surveyors – Applicant's Surveyor  
Rauhaus Freedenfeld & Associates – Applicant's Architect  
DuBois and Associates – Applicant's Environmental Engineer  
Anthony J. Hatab, Esq. – Applicant's Attorney

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**MARLBORO TOWNSHIP PLANNING BOARD**

***Touchstone Veterinary Center (PB #1209-20)***

***PRELIMINARY AND FINAL MAJOR S SITE PLAN***

**TECHNICAL ENGINEERING REVIEW #1**

**A. General:**

1. Verify General Note #19 on the Cover Sheet.
2. Revise the Planning Board signature certification to indicate Township Engineer rather than Board Engineer.
3. Verify number of parking spaces indicated as required within the Parking Requirement Schedule whereas fraction of a space should be rounded upward.
4. Revise the Site Plan to indicate dimensions for the ADA parking spaces and aisle as well as the parallel parking space width.
5. Provide a north arrow on the Site Plan.
6. Provide a Detail for the exterior exercise yard enclosure/fence and indicate surface material for same.
7. Revise the Retaining Wall Detail to include location of the required safety barrier fence along same.
8. Provide dimensions for the second floor and basement floor building additions on the Architect Plans for verification of Building Area Quantities.
9. Revise the concrete curb details to note 4,500 PSI concrete required.
10. Revise typical pavement section detail to include tack oil between pavement courses.

**B. Grading**

1. Clarify grading of proposed 127 and 128 elevation contours behind the curb radius along the southerly side of the southerly site access drive.
2. Revise Grading Note #5 to indicate 1.5% minimum and 4:1 maximum slope as permitted.



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3. Verify the proposed grading at the westerly end of the rear parking area along the northerly side property line that indicates proposed grade of approximately 1:1 at the corner.
4. Indicate top of berm elevation along the stormwater basin and indicate the Outlet Control Structure for same.
5. Revise the plan to depict the location of the proposed water service to the building as well as the existing water main's location, material, and size on Route 79.

### **C. Stormwater Management**

1. Identify the overflow structure on the construction plans.
2. Verify required 2-foot vertical separation between proposed stormwater area bottom elevation (122.0) and the March 25, 2020 soil boring log ESHWT elevations (120.7).
3. Clarification if rip rap is to be proposed and subsequently provided on the plans following the outflow inverts at the proposed flared end sections within basin.
4. Provide a Detail for the drainage pipes through the proposed retaining wall.
5. Revise the plans to identify the material of the proposed roof leader collector pipes.
6. Provide Operations & Maintenance Manual for the proposed stormwater system noting contact information for the Owner and the periodical costs of maintaining same.
7. Revise the plans to depict the locations of each soil profile pit and the collected data, as the provided sketch dated March 25, 2020 is not acceptable.
8. Provide callouts for the proposed flared end sections ("FES") noting the material and size for same.
9. Revise the detention basin detail to include the proposed elevations for basin bottom, top of berm, and ESHWT at a minimum. Also label the emergency spillway elevation.

### **D. Lighting**

1. Revise the plans to provide the manufacturer's catalog cut and ordering information for the proposed light pole, for further review.



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2. Provide isolux pattern details for proposed L3 light fixture.
3. Indicate proposed color and finish for all proposed fixtures and poles.

#### **E. Landscaping**

1. Clarify the conflicting proposed landscaping between the Architectural Plan and Landscape Plan, as the Applicant has depicted foundation landscaping across the frontage of the building as well as additional shade trees throughout the site on the architectural renderings but not on the Landscape plan.
2. Our office recommend plant materials be installed along the north side of the property where the parallel parking stalls are proposed as well as along the Route 79 frontage, to enhance site aesthetics. The Applicant might consider ornamental grasses, perennials and/or shrubs for these areas.
3. Revise the buffer (single row of ten (10) evergreen trees) to the resident to the south of the property in accordance with Township Ordinance Section 220-100A to consist of evergreen and deciduous trees and shrubs.
4. Revise the plans to provide a different tree species for the three (3) proposed AR ('Amstrong' Red Maple) located on the east side of the site, as these areas do not warrant a narrow columnar tree.
5. Revise the plans to provide landscaping and specifically indicate the disposition for the areas between the proposed walkway and the proposed building along the south and east sides, to prevent confusion during construction.
6. Revise the plans to provide four-season landscaping (deer resistant shrubs, i.e. Potentilla, Blue Mist Shrub, St. John's Wort, Spirea, etc.) at the base of the site identification sign.
7. Revise the plans to provide landscaping around the perimeter of the proposed trash enclosure.
8. Revise the 'Deciduous Tree Planting Detail', sheet 5 of 10, to indicate only two (2) tree stakes are to be provided, as indicated in the 'Planting Notes'. Also, graphically depict deer guards, to prevent confusion during construction. These guards should also be referenced within the 'Planting Notes'.



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#### **F. Forestry**

1. Verify the tree replacement calculations on the 'Tree Clearing Plan' in accordance with Township Ordinance Section 337-15M.
2. Revise the 'Tree Clearing Plan' to graphically depict tree protection fencing along the limit of clearing.
3. Revise plan sheet 9 of 10 to indicate the timing of fence installation and removal within the construction sequence.

#### **G. ADA (Americans with Disabilities Act)**

1. We defer compliance with ADA requirements to the Construction Code Official. At a minimum, our office has the following comments:
  - a. Provide an ADA Accessible Ramp Detail.
  - b. Revise the plans to graphically depict the current preferred stall layout standards. The current guidelines outline all access aisles to be five (5) feet wide with standard stalls eight (8) feet wide and van accessible stalls eleven (11) feet wide. This should also be depicted on the 'Accessible Parking Striping Layout' detail, sheet 3 of 10.

#### **H. Environmental**

1. Provide this office with a copy of the Line Verification type of Letter of Interpretation from the Division of Land Resource Protection (formerly the Division of Land Use Regulation) for our records.
2. Revise the plans to include a note that states any imported fill needs to meet the definition of Clean Fill, pursuant to the Technical Requirements for Site Remediation (as found at NJAC 7:26E-1.8).

#### **I. Circulation**

1. Our office recommends a curb end island be considered at the north end of the parking area along the front of the building and/or stop sign/bar at same.
2. Provide a circulation plan for a Firetruck and Garbage Truck.



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3. Provide concrete curbing around the center island at the existing driveway.
4. Revise the plans to note the existing portion of the parking lot will receive a 2" mill and overlay upon completion of the parking area expansion.
5. Provide dimensions for the diagonal striping proposed throughout the site.
6. Revise the plans and detail for pavement markings to note proposed markings parallel to the direction of travel must be long-life epoxy resin paint, and proposed markings perpendicular to the direction of travel (which a vehicle would pass over i.e. stop bar, traffic arrow, crosswalk etc.) must be thermoplastic.