



HAROLD E. PELLOW & ASSOCIATES, INC.
CONSULTING ENGINEERS · PLANNERS · LAND SURVEYORS
ESTABLISHED 1969

HAROLD E. PELLOW, PRESIDENT
*2022 Distinguished Engineering Service Award
from the NJ Society of Professional Engineers*
NJ – P.E. & L.S., NJ – P.P., NJ – C.M.E.

ANN PELLOW WAGNER
NJ – C.L.A., VA – C.L.A., PA – C.L.A.
(5/26/84 – 7/27/89)

DAVID B. SIMMONS, JR., VICE PRESIDENT
NJ – P.E. & L.S., NJ – P.P., NJ – C.M.E.
NY – P.E. & L.S., PA – P.E. & L.S.

CORY L. STONER, EXEC. VICE PRESIDENT
NJ – P.E., NJ – P.P., NJ – C.M.E.

MATTHEW J. MORRIS
NJ – L.L.A., NJ – P.P.

THOMAS G. KNUTELSKY, ASSOCIATE
NJ – P.E., NJ – P.P.

March 3, 2023

MEMORANDUM TO: Andover Township Land Use Board

FROM: Cory L. Stoner, P.E., P.P., C.M.E., Land Use Board Engineer

SUBJECT: COMPLETENESS REVIEW
Preliminary & Final Site Plan Application
For Puff City Property, LLC
Property Located at 515 State Route 206
Block 134 Lot 17.06
Andover Township, Sussex County
HPA No. 23-076

Dear Board Members:

The Applicant is seeking preliminary and final site plan approval for a proposed new 6,120 square foot retail commercial building on the Block 134 Lot 17.06 property located at 515 State Route 206. Based on a review of the application and documents submitted in support of this application, I offer the following comments:

1. The plans and documents submitted in support of this application included:
 - a. Plans entitled “Puffcity Property, LLC, Proposed Retail Commercial Building, Preliminary & Final Site Plans, Block 134 - Lot 117.06, Tax Map 21, 515 State Route 206, Township of Andover, Sussex County, New Jersey”, prepared by Davies Engineering, LLC, consisting of seven (7) sheets and dated August 2, 2022.
 - b. Architectural Plan Entitled, “Proposed Retail Building, 515 Route 206, Andover, NJ, Floor Plans”, Prepared by Fineline Architectural Design LLC., consisting of two (2) sheets, dated January 26, 2023.
 - c. Survey entitled, “Topographic Survey, Block 134, Lot 17.06, Andover Township, Sussex County, New Jersey”, Prepared by John S. Simmons PLS., consisting of one (1) sheet, dated July 7th, 2022.
 - d. A report entitled, “Environmental Impact Statement, Prepared for: Puffcity Property, LLC, Regarding the: Proposed Retail Commercial Building, Block 134, Lot 17.06, 515 State Route 206, Township of Andover, Sussex County, New Jersey”, prepared by Davies Engineering, LLC, dated January 25, 2022.
 - e. Land Development Application, checklists, and other supporting documents.

2. The Applicant is proposing the demolition and removal of an existing building, accessory structure and asphalt pavement and the construction of a 6,120 square foot retail building on the Block 134 Lot 17.06 property. The site plan illustrates that the Applicant intends to maintain the current access to State Route 206 and propose site improvements that will include a parking lot for eighteen (18) vehicles, dumpster enclosure, lighting, landscaping and septic system/well upgrades.
3. **Completeness Comments:** Based on a review of the items submitted in support of this application and a review of the Andover Township Land Use Board Checklist #1 (General Requirements), Checklist #5 (Preliminary Site Plan) and Checklist #6 (Final Site Plan), I have the following comments regarding completeness:

Checklist #1 –General Requirements:

- a. #11- Narrative of application. List of all variance and waiver requests including statement of reasons why variance/waivers should be granted.

The applicant has provided a brief narrative of the project in the application and site plan but does not include any narrative of the reasons why variance/waivers should be granted for this project. The application does not include any variances that I have noted but I do note that a design waiver is being requested for not providing a fully curbed parking lot. A narrative describing why this waiver is being requested needs to be provided.

Checklist #5 – Preliminary Site Plan:

- a. #15 – Location and size of existing and proposed utilities on-site and within 200 feet of the site with easement or right-of-way (if any), including: a. Sanitary sewers or septic systems b. Storm drains with grate and invert information c. public water, water mains and wells d. Gas e. Telephone f. Electricity g. Cable TV:

The application documents do not show the location of any existing septic system on the site but they do show the location of the proposed septic system under the proposed parking lot. An application for the proposed septic system has supposedly been submitted to the Sussex County Health Department. A copy of the septic plan and application have not been provided. Any information regarding the existing septic system and the design plans for the proposed septic system need to be provided.

- b. #21 – An electronic copy of plans in .DWG format or a compatible format: I have not received a digital copy of the files.:

The files can be submitted as a condition of any approval granted and can be temporary waived.

- c. #22 – Copies of applications to Sussex County Planning Board, Sussex County Soil Conservation District and/or NJDOT, if applicable.

A copy of any application sent to Sussex County Planning Board, Andover Township Soil Conservation District, and/or an application to NJDOT if applicable should be submitted as a condition of any approval granted. I have no issue with temporary waiving this item for the sake of hearing this application.

- d. #23 – When wetlands are present, a letter of interpretation, letter of exemption or a copy of any application made to the NJDEP needs to be provided.

The applicant has applied to NJDEP for a L.O.I. The applicant has also applied to NJDEP for a permit to allow redevelopment of the site in a wetlands transition area. Copies of the NJDEP applications should be provided for review as part of this application. Any final determination or approval from the NJDEP can be a condition of any approval granted by the Board.

- e. #34 - Environmental Impact Statement, applicability determined per Ordinance 131-12, contents as described in 131-13:

An Environmental Impact Statement has been provided but does not address a number of items. The Environmental Impact Statement should be updated to address the following items required under Section 131-13:

- i. Surface and groundwater quality
- ii. Soil capabilities and limitations
- iii. Slope stabilities
- iv. Architectural design and relation to adjacent structures
- v. Land use aesthetics
- vi. Sewage volume
- vii. Water table elevation
- viii. Location of aquifers
- ix. Depth and capacity of all wells within 500 feet
- x. Expected groundwater yields
- xi. Volume and peak flow rates of stormwater runoff now existing and that to be generated by new improvements, which shall include volumes and rates for ten, twenty-five and one hundred year storm frequencies having durations producing maximum flow rates before and after the proposed development.
- xii. Changes of runoff rates and volumes to be caused by changes in land use and the time of concentration

Note: Even though the application is not deemed a “Major Project” per NJDEP and Township stormwater standards, the applicant will still need to provide drainage provisions to address the increase in runoff from

development of the site.

- f. #35 – Existing and proposed driveway locations with sight distance profiles. Sight distances shall conform to AASHTO sight design standards, or applicable Municipal Ordinance, based on posted speed limits. A design speed of 50 MPH shall be used if there is no posted limit.

The Applicant is requesting a waiver from providing this information since they are proposing to maintain the current access to this site. I have no problem waiving temporary waiving this item for the sake of hearing this application. Any approval that may be granted by the Board, however, should be conditioned on an approval or consent letter from the NJDOT being provided to prove that the current access driveways is acceptable for the new development use.

- g. #37- Plan and Profile of existing and proposed roadways including. G.) Horizontal and Vertical Alignment Annotation, H.) Low and High Points along profile, J.) Profile view at a scale of 1" = 50' horizontal and 1" = 5' vertical.

The applicant is requested a waiver for these items. This item is not applicable in my opinion since no major access driveway/roadway is part of this project.

- h. #39 – Roadway cross sections every fifty feet along the centerline alignment.

The applicant is requested a waiver for these items. This item is not applicable in my opinion since no major access driveway/roadway is part of this project.

- i. #46 – Lighting Plan including the fixture types, pole types, mounting heights, direction, shielding, wattage, isolux patterns, time of operation and footing details.

Details regarding fixture style, type, height and Isolux information for all lights proposed on the front façade of the building needs to be provided. The isolux patterns that are shown on the plans also need to be updated to include footcandle coverage levels and not just line work.

- j. #47 – Fire protection plans and details...

The Applicant is requesting a waiver from providing this information. While no fire protection plans are apparently being proposed, information regarding whether fire protection will be needed for this building should be provided by the project architect.

Checklist #6 – Final Site Plan:

- a. #15 – Location and size of existing and proposed utilities on-site and within 200 feet of the site with easement or right-of-way (if any), including: a. Sanitary sewers or septic systems b. Storm drains with grate and invert information c. public water, water mains and wells d. Gas e. Telephone f. Electricity g. Cable TV.

See comment regarding Checklist #5 – Item #15 above.

- b. #21 – An electronic copy of plans in .DWG format or a compatible format: I have not received a digital copy of the files.

See comment regarding Checklist #5 – Item #21 above.

- c. #22 – Copies of applications to Sussex County Planning Board, Sussex County Soil Conservation District and/or NJDOT, if applicable.

See comment regarding Checklist #5 – Item #12 above.

- d. #23 – When wetlands are present, a letter of interpretation, letter of exemption or a copy of any application made to the NJDEP needs to be provided.

See comment regarding Checklist #5 – Item #23 above.

- e. #35 – Existing and proposed driveway locations with sight distance profiles. Sight distances shall conform to AASHTO sight design standards, or applicable Municipal Ordinance, based on posted speed limits. A design speed of 50 MPH shall be used if there is no posted limit.

See comment regarding Checklist #5 – Item #35 above.

- f. #37- Plan and Profile of existing and proposed roadways including. G.) Horizontal and Vertical Alignment Annotation, H.) Low and High Points along profile, J.) Profile view at a scale of 1" = 50' horizontal and 1" = 5' vertical.

See comment regarding Checklist #5 – Item 37 above.

- g. #38 – Roadway cross sections every fifty feet along the centerline alignment.

See comment regarding Checklist #5 – Item #38 above.

- k. #45 – Lighting Plan including the fixture types, pole types, mounting heights, direction, shielding, wattage, isolux patterns, time of operation and footing details.

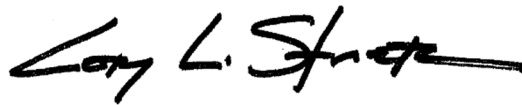
See comment regarding Checklist #5 – Item #46 above.

h. #46 – Fire protection plans and details...

See comment regarding Checklist #5 – Item #47 above.

As shown above, there are a number of items that I believe are needed. These items, in my opinion, are items that are needed in order for the Board to make a full and complete review of this application. It is, therefore, my recommendation that the application be deemed incomplete until the items listed above are provided.

Very truly yours,



Cory L. Stoner, P.E., P.P., C.M.E.
HAROLD E. PELLOW & ASSOCIATES, INC.
Andover Township Land Use Board Engineer

CLS:MJM:mjm:cls
K:\PROJECTS\MUNICIPAL\ANDOVER TWP\LAND USE BOARD\23-076 - PUFFCITY PROPERTY, LLC\PB1-COMPLETENESS.DOCX

cc: Via Email
Richard Briigliodoro, Esq. – Land Use Board Attorney
Stephanie Pizzulo – Land Use Board Secretary
Michael Selvaggi, Esq. – Applicant’s Attorney
Daniel Davies, PE – Applicant’s Engineer