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January 12, 2024

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 MEMO #2

Minor Site Plan Application
For 698 Route 206, LLC
Property Located at 689 State Route 206
Block 158 Lot 1
Andover Township, Sussex County
HPA No. 23-374

Dear Board Members:

The Applicant is seeking minor site plan approval for various improvements which have been made on the subject property since the previous approval received by the Applicant in 1993. The application was found incomplete at the October 3, 2023 Land Use Board Meeting. The Applicant has since submitted updated information. Based on a review of the new documents submitted in support of this application, I offer the following comments:

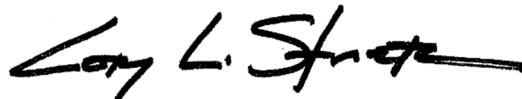
1. The new plans and documents submitted in support of this application included:
 - a. Plan entitled, “Amended Preliminary & Final Site Plan Waiver, 698 Route 206 South, LLC, Block 158, Lot 1, Township of Andover, Sussex County, New Jersey”, prepared by CP Engineering, consisting of one (1) sheet, dated August 25, 2023 and last revised November 30, 2023.
 - b. Plan entitled, “Amended Preliminary & Final Site Plan Waiver, Sign Details, 698 Route 206 South, LLC, Block 158, Lot 1, Township of Andover, Sussex County, New Jersey”, prepared by CP Engineering, consisting of one (1) sheet and dated November 30, 2023.
2. The Applicant previously received a site plan waiver approval from the Andover Township Planning Board on October 15, 1990 for improvements to the parking lot, changing the existing fence and additional fencing on the site. The Applicant again came to the Andover Township Planning Board and received a site plan waiver approval memorialized on April 19, 1993 for the replacement of the existing garage in the rear of the property. On August 12, 2022 and again on November 1, 2022 the Applicant received a zoning violation for improvements on the site which did not agree with the 1993 site

plan waiver plan. The Applicant is now coming to the Board to amend their site plan waiver plan to accommodate account for the variations from the approved plan.

3. **Checklist Review:** The Applicant has submitted additional information to address my letter dated October 3, 2023. While this letter listed a number of checklist item that needed to be addressed, I had also forwarded a detailed email to the Applicant's Attorney on October 4, 2023 which outlined the items that the Board decided were needed prior to the application being deemed complete. Based on a review of the newly submitted plans, I believe there are still a number of items that need to be provided. These items include:
- a. Application and site plans updated to reflect that this is a Minor Site Plan and not a Site Plan Waiver application.
 - b. Narrative for the application describing purpose of application, listing the uses of each building on the property and listing all variances and/or design waivers that may be required. The front sheet of site plan submittal includes zoning notes but a written narrative that clearly explains what zoning requirements are to be considered with this application needs to be provided.
 - c. The location of all outdoor storage areas needs to be shown on the plans.
 - d. Fences and/or screening for outdoor storage areas needs to be shown on the plans.
 - e. Location of the dumpster pad with details for the trash enclosure needs to be provided.
 - f. Limits of the 1993 impervious coverage versus the limits of the current impervious coverage shown on the plan.
 - g. Provide a certification that all construction permits have been issued for all improvements since the 1993 site plan waiver approval.

The above listed items were listed in the referenced October 4, 2023 email and still have not been provided. Since these items have not been provided, I believe the application is still incomplete and the plans are not ready for Board review. It is my recommendation that the application still be deemed incomplete until the item listed above have been fully 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

Andover Township Land Use Board
RE: Minor Site Plan Application for
698 Route 206 South, LLC
January 12, 2024

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Enclosure (*Copy of Email from C. Stoner to M. Hanifan – Dated October 4, 2023*)

cc: Via Email
Stephanie Pizzulo – Land Use Board Secretary
Richard Briigliodoro, Esq. – Land Use Board Attorney
Michael Hanifan, Esq.
David Clark, P.E.