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March 16, 2022
Via FedEx/Email

Town of Hackettstown
Land Use Board
215 Stiger Street
Hackettstown, NJ 07840

Attn: Paul M. Sterbenz, P.E., PP
Board Engineer

**RE: Proposed Parking Lot Improvements
859 Willow Grove Street
Block 44, Lot 3
Town of Hackettstown
Warren County, NJ
DEC# 3559-99-002**

Dear Mr. Sterbenz,

On behalf of our client, Performance Fleet Maintenance, LLC, enclosed please find the following items for your review:

- Twenty (20) signed & sealed copies of the Preliminary & Final Site Plan, prepared by our office, dated November 22, 2021, last revised March 16, 2022,
- Twenty (20) signed & sealed copies of the Boundary Survey, prepared by 3 Wire Surveying, LLC dated March 1, 2022
- Twenty (20) copies of the Stormwater Summary

Below please find an itemized response to address the Completeness Review, prepared by Colliers Engineering and Design.

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Completeness Review , prepared by Paul M. Sterbenz, PE, PP and Adam T. Wisniewski, PE of Colliers Engineering & Design, dated December 15, 2021.

A. Completeness

1. Variance Checklist

a. *Based upon a review of the submission vs. the variance checklist, the following deficiencies were identified:*

- i. *Certain physical features such as freshwater wetlands, drainage pipes, etc., within 100 feet of the site boundary were not shown on the site plan.*

Response: The applicant is requesting a waiver for this checklist item; there is no disturbance proposed outside of existing site limits of disturbance & there are no proposed improvements which will affect the offsite area adjacent to the subject property.

- ii. *A consistency determination from the Highlands Council or confirmation that the project is exempt from the provisions in the Highlands Act was not furnished.*

Response: In progress, exemption letter is anticipated.

The applicant must address the noted deficiencies.

b. *The applicant has noted that the following checklist items are "not applicable":*

- i. *Proposed buffer and landscaped areas*
- ii. *Floodplain delineation*
- iii. *The depiction of marshes, ponds, and lands subject to flooding*
- iv. *Existing and proposed monuments*
- v. *Sight triangle easements*
- vi. *Major Development Stormwater Summary sheet*

We agree that the above checklist items are "not applicable" to this application.

Response: Acknowledged.

2. Preliminary Major Site Plan Checklist

a. *Based upon a review of the submission vs. the preliminary major site plan checklist, the following deficiencies were identified:*

- i. *The location of natural features within 100 feet of the site boundary was not indicated on the site plan.*

Response: The applicant is requesting a waiver for this checklist item; there is no disturbance proposed outside of existing site limits of disturbance, and there are no proposed improvements which will affect the offsite area adjacent to the subject property.

- ii. *A lighting plan for the new parking lot was not included in the site plan set.*

Response: A Lighting Plan (Sheet 7 of 9) has been provided.

- iii. *A landscaping and screening plan for the new parking lot was not including in the site plan set.*

Response: A Landscaping Plan (Sheet 5 of 9) has been provided. The applicant believes existing screening is sufficient, but has added additional landscaping throughout the proposed site.

- iv. *An updated statement including but not limited to the overall work hours, maximum number of employees, etc. was not furnished with the application.*

Response: A Lighting Plan (Sheet 7 of 9) has been provided.

- v. *A consistency determination from the Highlands Council or confirmation that the project is exempt from the provisions in the Highlands Act was not furnished.*

Response: In progress, exemption letter anticipated.

- b. *The applicant is requesting the following submission waivers:*

- i. *The depiction of existing and proposed contours*
- ii. *Plans, typical cross-sections, and construction details for existing and proposed streets*
- iii. *The submission of protective covenants and deed restrictions*
- iv. *The submission of a detailed grading plan*
- v. *The submission of an Environmental Impact Statement*
- vi. *The submission of an Historic Impact Statement*

The Board must obtain testimony from the applicant and its professional representatives to justify the submission waivers that are being requested.

Response: Testimony to be provided.

- c. *The applicant has indicated that the following checklist items are "not applicable":*

- i. *Watercourse information*

Response: Not applicable, no watercourses are located within 100 FT of the subject property.

- ii. *Soil Erosion and Sediment Control Plan*

Response: Not applicable, earth disturbance is under 5,000 SF.

- iii. *Size, height and location of all proposed structures and buildings*

Response: Not applicable, no structures or buildings are proposed.

- iv. *Dimensions necessary to confirm Ordinance compliance*

Response: Dimensions applicable to the proposed parking lot improvements are shown on the Site Plan (Sheet 4 of 9).

- v. *Lighting Plan*

Response: A Lighting Plan (Sheet 7 of 9) has been provided.

- vi. *Screening and Landscaping Plan*

Response: A Landscaping Plan (Sheet 5 of 9) has been provided.

- vii. *Storm drainage calculations*
Response: Not applicable, stormwater is not required, see included Stormwater Summary addressing existing and proposed impervious surfaces.
- viii. *The location of utility structures within 200 feet of the site boundaries*
Response: Not applicable, no utilities are proposed.
- ix. *Plans for utility improvements*
Response: Not applicable, no utilities are proposed.
- x. *Existing and proposed utility easement information*
Response: Not applicable, no utilities are proposed.
- xi. *Proposed permanent monuments*
Response: Not applicable, no permanent monuments are proposed.
- xii. *HMUA submission*
Response: Not applicable, sewer is not proposed.
- xiii. *Major Development Stormwater Summary Sheet*
Response: Not applicable, the applicant is not proposing additional impervious surfaces; therefore, not impacting the existing stormwater management system. See the included Stormwater Summary addressing existing and proposed impervious surfaces.

We agree that a number of the above checklist items are "not applicable" to this application. However, several of the items are relevant as previously noted in Comment 2a above. Also, the limits of the paved areas on-site appear to differ from the Intercounty Paving Site Plan so there may be a need for stormwater improvements.

Response: Please see responses above in regards to comment 2a. Additionally, see the included Stormwater Summary addressing existing and proposed impervious surfaces.

3. Final Major Site Plan Checklist

- a. *Based upon a review of the submission vs. the final major site plan checklist, the following deficiencies were identified*
 - i. *The same deficiencies identified in Comment 2a above*
Response: The items in comment 2a are addressed above.
 - ii. *A floor plan for the building identifying the office space for the applicant's operation was not furnished.*
Response: A floor plan of the existing building is included on the Site Plan (Sheet 4 of 9), and shows the location of offices & cubicles that the applicant will be occupying for operations.

The applicant must address the above noted deficiencies.

b. *The applicant has indicated that the following checklist items are "not applicable":*

i. *All details stipulated in Section 804B of the LDO*

Response: See Construction Details (Sheet 8 of 9) for applicable details.

ii. *All details required at the time of preliminary approval*

Response: See Construction Details (Sheet 8 of 9) for applicable details.

iii. *A section or staging plan*

Response: The applicant is requesting a waiver for this checklist item; no staging is required for this project.

iv. *Utility letters*

Response: The applicant is requesting a waiver for this checklist item; no utilities are proposed for this development.

v. *Major Development Stormwater Summary Sheet*

Response: Not applicable, the applicant is not proposing additional impervious surfaces; therefore, not impacting the existing stormwater management system. See the included Stormwater Summary addressing existing and proposed impervious surfaces.

A number of the above noted checklist items are applicable to this application. Some have even been addressed (example: utility letters). The Board should review these checklist items with the applicant to determine the items that have not been addressed and if any waivers should be granted.

Response: The items above have been addressed accordingly.

4. Completeness Summary

We recommend that the application filed by Performance Fleet Maintenance LLC, in support of an application for Use Variance and Preliminary and Final Major Site Plan approvals to install a parking area for two hundred (200) vans and passenger vehicles to be utilized in connection with Amazon deliveries be deemed incomplete for the deficiencies outlined in Sections 1, 2 and 3 above.

Response: No response required.

B. Conclusion

If any Board member has questions on this report, please do not hesitate to call us.

We kindly request the enclosed information be reviewed at your earliest convenience.

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

Sincerely,

Dynamic Engineering Consultants, PC

A handwritten signature in black ink, appearing to read 'Steven R. Cattani', with a long horizontal flourish extending to the right.

Steven R. Cattani, PE, CFM, CME

Enclosures

CC:

Brendan Durkin

Wendy DeJesus

Michael Selvaggi