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October 9, 2020
MSS File No. 20-004

Ms. Dawn Farrell, Administrative Clerk
Monroe Township Zoning Board of Adjustment
125 Virginia Avenue, Suite 5
Williamstown, NJ 08094

Re: Monroe Township Zoning Board of Adjustment
Preliminary & Final Major Site Plan Application
Cross Keys Airport
Block 14301, Lot 2
1531 Tuckahoe Road, Williamstown, NJ 08094
Monroe File: #503-SP

- A. This office has received the following documentation, submitted by the applicant in response to the September 21, 2020 Completeness Report from this office regarding the above referenced project:

Stormwater Management Report for Cross Keys Airport, Plate 143, Block 14301, Lot 2, 1531 N. Tuckahoe Road, Township of Monroe, Gloucester County, New Jersey, prepared by Site Civil Engineering, dated July 19, 2020.

- B. This office had previously received the following documentation, submitted by the applicant for Preliminary and Final Site Plan approval for addition of a temporary fabric airplane hanger and associated improvements at the existing Cross Keys Airport:
1. Site Plan Application;
 2. Major Site Plan Checklist;
 3. Architectural Plan Set, prepared by Urban Equipment LLC, dated 10/1/18, revised to 1/23/19;
 4. Pre Developed Drainage Area Plan, Cross Keys Airport, Plate 143, Block 14301, Lot 2, prepared by Site Civil Engineering, dated May 19, 2020;;
 5. Post Developed Drainage Area Plan, Cross Keys Airport, Plate 143, Block 14301, Lot 2, prepared by Site Civil Engineering, dated April 9, 2020;
 6. Site Photographs (6);

7. Site Plans for Cross Keys Airport, prepared by Site Civil Engineering, dated May 19, 2020, consisting of:

- a. Cover Sheet, Sheet 1 of 8;
- b. Site Plan, Sheet 2 of 8;
- c. Grading Plan, Sheet 3 of 8;
- d. Lighting & Landscaping Plan, Sheet 4 of 8;
- e. Soil Erosion & Sediment Control Plan, Sheet 5 of 8;
- f. Soil Erosion & Sediment Control Detail Sheet,, Sheet 6 of 8;
- g. Soil Compaction Mitigation Plan, Sheet 7 of 8;
- h. Detail Sheet, Sheet 8 of 8;

C. After review of the above documentation, the following comments are offered for consideration by the Board:

1. An environmental assessment meeting the requirements of Section 175-99.1 of the Comprehensive Land Management Ordinance of the Township of Monroe, County of Gloucester, State of New Jersey, has not been submitted. **The applicant has requested a waiver of the requirement to submit an environmental assessment. Lacking a waiver from the Board, the application would remain “incomplete”.**
2. **The applicant has requested a waiver of the requirement to provide topographic contours extending 200 feet beyond the boundaries of the Property.** This submission requirement has frequently been waived by the Board and a waiver of this requirement would not be unreasonable for this application. **Lacking a waiver from the Board, the application would remain “incomplete”.**
3. The applicant is requesting variances for side yard setback and side yard buffer. This office defers comment on required variances and waivers, landscaping, open space, buffers, recreation and COAH issues to the Board Planner;
4. Although the proposed site plan is not considered to be a major development per NJAC 7:8 stormwater regulations, **the Stormwater Management Report indicates that an increase in proposed runoff is proposed.** The report identifies the proposed increase as *de minimus*, being less than 0.2 cubic feet per second (<0.2 cfs) for each of the 2-, 10-, 25- and 100-year storm events.
 - a. The applicant is requesting the Board to accept the stormwater runoff increase as a *de minimus exception* and allow the small increase from the site.

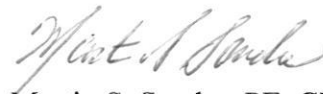
- b. **Without acceptance from the Board of a de minimus exception for increased stormwater runoff from the site, revised plans and drainage calculations indicating proposed runoff from the site at or below preconstruction levels will be required.**

D. If Preliminary/Final Site Plan approval granted by the Board, it should be conditioned upon:

1. Review and approval by:
 - Gloucester County Planning Board,
 - Gloucester County Soil Conservation District,
 - Monroe Township Fire Marshal,
 - Monroe Township MUA, and
 - MTZBA Planner
2. Payment of fees and posting of all required escrows. (Review fees must be paid in full by the applicant prior to endorsement of the plans for construction.)
3. Establishment of an inspection escrow account to cover the costs of inspections pursuant to N.J.S.A. 40:55D-53.h. The applicant's engineer should submit a construction cost estimate to the Township Engineer to assist him in determination of the total applicable project costs to be used for calculation of the required inspection escrow, the amount of which is determined by the Township Engineer.

Should you have any questions, please feel free to contact this office.

Very truly yours,



Martin S. Sander, PE, CME

MSS