

**TO:** Gabriella Siboni, Borough Clerk, Board Secretary

**FROM:** John Barree, AICP, PP

**CC:** Neil Marotta, Esq  
Michael McClelland, PE, PP, CME  
Louis Ploskonka, PE  
Deanna Corio

**RE:** Heritage Plaza II  
290 Ryders Lane  
Block 131, Lot 31, 32, 33  
Second Completeness Review

**DATE:** November 29, 2018

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This memo constitutes the second completeness review for the above referenced application. The following materials were submitted by the applicant and provided to this office for review:

- Borough of Milltown Preliminary and Final Major Site Plan application and checklist, dated July 19, 2018.
- Preliminary and Final Major Site Plan, consisting of thirteen (13) sheets, prepared by Ameritech Engineering Inc, dated July 10, 2018.
- Operation and Maintenance Manual, prepared by Ameritech Engineering Inc, dated July 10, 2018.
- Traffic Impact Analysis, prepared by McDonough and Rea Associates (MRA), dated June 14, 2018.
- Stormwater Management Report, prepared by Ameritech Engineering Inc, dated July 10, 2018.
- Planning Board Affidavit of Ownership, dated June 30, 2018.
- Planning Board Affidavit of Applicant, dated February 26, 2018.
- Planning Board Escrow Fee Calculation Sheet, dated July 20, 2018.
- Planning Board Tax Clearance Certificate, dated March 14, 2018.
- Environmental Impact Statement prepared by Sharif Aly, PE, of Ameritech Engineering, Inc. dated September 19, 2018 (unsigned).
- Architectural Plans, consisting of nine (9) sheets, prepared by Kurt Ludwig, AIA, revised through July 19, 2018.
- Colorized Architectural Rendering (11x17) consisting of one (1) sheet, prepared by Kurt Ludwig, AIA, revised through July 19, 2018.

The applicant has requested several waivers from the required submission items for a preliminary and final major site plan. The requested waivers are:

- A Borough Engineering Statement regarding a Utility Location Map is required. A waiver has been requested.
- A Borough Engineer Statement regarding Improvements and a Performance Guarantee of those Improvements is required. A waiver has been requested.  
*Both of these items are within the purview of the Borough Engineer. These items are typically addressed as part of an engineering review and/or as a condition of future approval. We have no objection granting these waivers, but defer to the Engineer for confirmation.*
- Existing Site Features: Trees (min. 6" cal.) and wooded areas on the site and within 200' of the site have not been shown on the existing conditions plan or the site survey.
- Tree save locations, tree save details, and limit of disturbance line. Tree save locations have not been identified, as the existing trees on site have not been identified.  
*These items are both related to the existing wooded conditions in the previously undeveloped portion of the site that are proposed to be cleared. The applicant has provided an Environmental Impact Statement, but has not provided the level of detail requested on the checklist regarding the existing conditions.*

The applicant shall appear at the Planning Board to provide justification for the waiver requests. The Board shall make the final determination regarding the appropriateness of the waivers. It is my understanding that the application will proceed at a to-be-determined date in January, or as soon as possible thereafter, at which time the request for waivers will be heard and the application will commence.