



JOHN H. ALLGAIR, PE, PP, LS (1983-2001)
DAVID J. SAMUEL, PE, PP, CME
JOHN J. STEFANI, PE, LS, PP, CME
JAY B. CORNELL, PE, PP, CME
MICHAEL J. McCLELLAND, PE, PP, CME
GREGORY R. VALES, PE, PP, CME

TIM W. GILLEN, PE, PP, CME (1991-2019)
BRUCE M. KOCH, PE, PP, CME
LOUIS J. PLOSKONKA, PE, CME
TREVOR J. TAYLOR, PE, PP, CME
BEHRAM TURAN, PE, LSRP
LAURA J. NEUMANN, PE, PP
DOUGLAS ROHMEYER, PE, CFM, CME
ROBERT J. RUSSO, PE, PP, CME
JOHN J. HESS, PE, PP, CME

March 17, 2025

Sent Via Electronic Mail

Keyport Unified Planning Board
70 West Front Street
PO Box 60
Keyport, NJ 07735

Attn: Denise Nellis

**Re: Diane Ombrellino - Applicant
Block 91, Lot 13 – 87 Church Street - Application No. KUPB 24-09
Bulk Variance Approval
Completeness, Planning and Engineering Review #3
Borough of Keyport, Monmouth County, NJ
Our File: HKPE0091.02**

Dear Chairman Oviedo and Board Members:

In accordance with your authorization, our office has performed a review of the above referenced application, including but not limited to the following submission items:

- Location Survey of Lot 13, Block 91 on the Official Tax Map of the Borough of Keyport, unsigned; with the proposed building addition and other site information drawn on plan.
- Untitled plan of proposed building addition with construction details.
- Completed Application to the Keyport Unified Planning Board form.
- Existing Condition Survey of Property for Lot 13 in Block 91, Borough of Keyport, Monmouth County, New Jersey, Dated 2/4/2025 prepared by Leo A Kalieta & Co., Professional Surveyors.
- Proposed Condition Survey of Property for Lot 13 in Block 91, Borough of Keyport, Monmouth County, New Jersey, Dated 2/4/2025 prepared by Leo A Kalieta & Co., Professional Surveyors

Based upon our review of same, we offer the following comments.

- 1) The Applicant is seeking variance relief to make alterations to an existing 2-1/2 story single family house located on Block 91, Lot 13 (87 Church Street). It appears that the dwelling is proposed to be serviced by existing utilities. There are no other public improvements proposed as part of this application. The proposed alterations to the house require several variances. The proposed alterations include a 18-foot X 18.4-foot addition on the east side of the house with a bay window and entrance stairs & landing on the north side. The addition is proposed as a single-story addition and the overall height of the structure will not change as a result of the alterations. The proposed addition is shown to not further encroach into the setbacks on the south side of the building. The bay window and entrance stairs & landing on the north side of the proposed addition will extend further into the side yard than the existing dwelling. An existing rear deck will be removed for the proposed building addition.



Keyport Unified Planning Board
 Re: 87 Church Street - Application No. KUPB 24-09
 Completeness, Planning and Engineering Review #3

March 17, 2025
 HKPE0091.02
 Page 2

- 2) The 3,000 square foot property has 30.00 feet of frontage along the eastern side of Church Street and is located approximately 140 feet south of the 3rd Street intersection. The property is an interior lot that is non-conforming to the minimum lot area and minimum lot width in the RB Zoning District in which it is located.
- 3) The property is not located in a flood zone as shown on the FEMA Flood Map 34025C0037F.
- 4) Our review has deemed this application to be **COMPLETE** as the Applicant has submitted a legible, current property survey plan showing current conditions including all accessory structures and a survey plan showing proposed conditions including lot coverages.

5) Zoning Compliance

The subject property is situated within the Residential B (RB) Zone District and the table below summarizes the bulk measures and zone requirements for the property:

Table 1: Bulk Standards, RB 1 Family Residential Zone (§25:1-6)			
Standard	Required	Existing	Proposed
Minimum Lot Area (sq. ft.)	5,000 SF	3,000 (EC)	3,000 (EC) (V)
Minimum Lot Width(ft.)	50'	30.0' (EC)	30.0 (EC) (V)
Principal Building Setbacks			
Front Yard (ft.)	20'	15.42 (EC)	15.42' (EC) (V)
Side Yard (ft.)	6'	1.67' (EC)	1.67'(EC) (V)
Side Yard Combined (ft.)	16'	11.6 (EC)	9.6 (V)
Rear Yard (ft.)	15'	53.6'	37.6'
Accessory Building/ Struct. Setbacks			
Side Yard (ft.)	3'	0.8' (EC)	0.8' (EC) (V)
Rear Yard (ft.)	15'	-0'- (EC)	-0'- (EC) (V)
Maximum Lot Coverage – Principal Building	30%	19%	31%(V)
Maximum Lot Coverage – Accessory Building	10%	7.6%	7.6%
Building Coverage (Inclusive of Accessory)	40%	26.4%	38.3%
Lot (Impervious Surface) Coverage	60%	62% (EC)	61% (V)
Principal Building Height (Stories)	2.5'	C	C
Maximum Principal Building Height (ft.)	30'	C	C
Accessory Building Height (Stories)	1.5	C	C
Maximum Accessory Building Height (ft.)	16'	D	D
Maximum Front Yard Coverage by Parking	30%	33% (EC)	33% (EC) (V)

(EC) Existing Condition **(V)** Variance Required **(C)** Complies **(D)** Unknown; the Applicant should provide



Keyport Unified Planning Board
Re: 87 Church Street - Application No. KUPB 24-09
Completeness, Planning and Engineering Review #3

March 17, 2025
HKPE0091.02
Page 3

- 6) The site is existing non-compliant with the RB Single Family zoning requirements for minimum lot area, lot width, front yard, side yard and combined side yard setbacks. The existing sheds in the rear yard do not conform to the required rear setbacks. The proposed addition will increase the Maximum Lot Coverage – Principal Building to greater than the 30% coverage allowed in the Zoning District.
- 7) We offer the following comments for review and consideration by the Board and discussion at the Public Hearing:
 - a) The Applicant shall provide testimony on the height of the existing building; height of the accessory structure (rear yard sheds) and conformance with the zoning requirements.
 - b) The Applicant shall provide testimony in support of the required variances; that the variances can be granted without causing substantial detriment to the public good and that the granting of the variances will not substantially impair the intent and purpose of the municipal zoning plan and ordinance.
 - c) The Applicant should confirm that the new addition will not project further into the building setback from the south property line than the existing structure (side yard).
- 8) The following items should be conditions of any approval granted by the Board:
 - a) The owner shall obtain all required building permits from the Borough prior to any renovations to the structure.
 - b) A final as-built survey shall be submitted to the Borough once any renovations to the structure are complete.
 - c) The Applicant is responsible for repair of any damage to Church Street and sidewalk caused by the construction. All repairs needed are to be made to the satisfaction of the Planning Board Engineer.



Keyport Unified Planning Board
Re: 87 Church Street - Application No. KUPB 24-09
Completeness, Planning and Engineering Review #3

March 17, 2025
HKPE0091.02
Page 4

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

Very truly yours,
CME Associates

Trevor J. Taylor, PE, PP, CME
Planning Board Engineer

TT :TF

cc: Marc Leckstein, Esq.
Dianne Ombrellino, Applicant
Malvika Apte, PP, AICP, Board Planner