

The Keyport Unified Planning Board held a Regular Meeting on March 27, 2025, which was called to order by Juan Carlos Oviedo at 7:00 PM, the Sunshine Law Notice was read followed by the Flag Salute.

Present: Mayor Araneo, Councilmember Merla, W. Kane, H. Aumack T. Burke, C. Demarest, W. McDermott, J. Oviedo, D. Pacheco, S. Dixon, K. Bartolome

Absent:

Professionals: Board Attorney Marc Leckstein, Trevor Taylor, CME

EXECUTIVE SESSION MINUTES FROM DECEMBER 5, 2024

Motion made by W. McDermott, second by Councilmember Merla

Ayes: Mayor Araneo, Councilmember Merla, Chairman Oviedo, C. Demarest, W. McDermott, D. Pacheco

MINUTES: FEBRUARY 27, 2025

Motion made by Mayor Araneo, second by Councilmember Merla

Ayes: Mayor Araneo, Councilmember Merla, Chairman Oviedo, C. Demarest, W. McDermott, D. Pacheco

**RESOLUTION: KUPB 24-13 ABROHOM SCHLAFF
ZONING APPEAL/INTERPRETATION
3 CASS STREET
BLK 33 LOT 16**

MOTION TO APPROVE RESOLUTION:

Motion made by W. McDermott, second by D. Pacheco

Ayes: Mayor Araneo, Councilmember Merla, Chairman Oviedo, C. Demarest, W. McDermott, D. Pacheco

Abstain: H. Aumack, T. Burke

**RESOLUTION: KUPB 24-08 KEY 122 PROPERTY LLC
MINOR SUBDIVISION/VARIANCE RELIEF
122 CHINGARORA AVE
BLK 27 LOT 14 & 15**

MOTION TO APPROVE RESOLUTION:

Motion made by Councilmember Merla, second by D. Pacheco

Ayes: Mayor Araneo, Councilmember Merla, Chairman Oviedo, C. Demarest, T. Burke
W. McDermott, D. Pacheco, S. Dixon

Abstain: H. Aumack

**APPLICATION: KUPB 25-02 IAN AND JESSICA PORTER
BLOCK 46, LOT 7
76 MAPLE PLACE
VARIANCE APPROVAL (Request to be carried to the April meeting
without further notice)**

Motion to carry without further notice to the April 124th meeting was made by Councilmember Merla, second by W. McDermott with ayes by all present.

**APPLICATION: KUPB 25-03 KEYPORT WATERFRONT PARK GREEN ACRES
SUBDIVISION**

Mr. Leckstein explained that the applicant will notice, since it was on the agenda, he wanted to state that this application would be heard at the May 22nd meeting at 7pm.

There was discussion regarding what property was being included in the application. Mr. Taylor explained part of it was green acres requirement. This way the Borough has recreation and open space inventory. There was further discussion regarding this application.

**APPLICATION: KUPB 24-09 DIANE OMBRELLINO
BLOCK 91, LOT 13
87 CHURCH STREET
BULK VARIANCE APPROVAL**

Diane Ombrellino and Raymond Driscoll was sworn in. Mr. Driscoll stated he didn't own the house he was there as support for Ms. Ombrellino.

Exhibit A1 – As built
Exhibit A2 – Survey dated 2/4/25
Exhibit A3 – Proposed Survey
Exhibit A4 – foot print
Exhibit B1 – CME letter dated 3/17/25
Exhibit L1 – Picture of house

Ms. Ombrellino explained that they are looking to add to the back of the house an 18x18 room to extend the kitchen to a family room.

Mr. Oviedo asked if it was one story; yes. Mr. Leckstein explained that all the variances are pre-existing except for the side yard, building is going to be bigger so the impervious coverage will be smaller. Mr. Leckstein asked if all the materials will match the existing building; yes.

Mr. Aumack stated that he went to this site but there was a disadvantage. The addition isn't a small addition it is an 18'x 18' usually there are some types of plans that is what is being proposed to be built. The CME letter stated that they reviewed the plans but he didn't see them. He explained that he couldn't picture what was going to be built.

Mr. Taylor explained that he had a footprint of what the proposed addition is. It's not architectural plans. He stated that the applicant didn't want to spend the money for architectural plans unless they were going to get approved.

Ms. Ombrellino explained that she was told that a homeowner didn't necessarily have to have architectural plans that you could do your own drawing.

There was discussion regarding the documents that the Board didn't have. Ms. Ombrellino explained that she submitted an amended application.

The amended application didn't include exhibit A4 in the package.

Mr. Aumack stated that the neighbors house is close on the right of the property, he explained that the right side couldn't have a window. Mr. Leckstein asked if the application was approved as a condition of approval would they agree there would be no window on the right side of the building; yes.

Mr. Aumack mentioned that the foundation wall is failing, and the back right-hand side underneath the deck. If the application is approved will this be fixed along with the new foundation. Mr. Driscoll stated that the whole part would be rebuilt.

Mr. Leckstein asked what was going in the addition; Ms. Ombrellino explained a couch, table. It was confirmed that the addition was not going to be a bedroom; correct.

Chairman Oviedo asks if the staircase on the left could be moved to the back; yes. Mr. Taylor asked if there was a back entrance currently; yes. Mr. Taylor asked what is on the back deck currently; hot tub which is going to be removed.

Mr. Leckstein explained to the applicant that the Board would like to see an actual drawing of the addition.

Motion to open to the public at 7:15PM was made by C. Demarest, second by Mayor Araneo with ayes by all present.

Mr. Lane, 51 First Street – the house is beautiful it is a very tight neighborhood. He explained that plans must be posted ten days prior to the meeting for residents to see. The only thing he saw was the foot print which has no delineation of the roof, windows, doors he explained all that needed to be clearly delineated.

Diane Patrick, 174 Therese St – she wanted to state that she wasn't in attendance for this application, she wanted to observe the process.

Motion to close to the public at 7:30pm was made and carried.

There was a motion to carry the application without further notice to the May 22nd meeting at 7PM.

EXECUTIVE SESSION: PERSONNEL AND LITIGATION

Motion to go into executive session at 7:35 was made by Councilmember Merla, second by Mayor Araneo

Ayes: Mayor Araneo, Councilmember Merla, Chairman Oviedo, C. Demarest, T. Burke W. McDermott, D. Pacheco, H. Aumack

Motion to go back into public session at 8:00PM was made and carried.

Motion to adjourn at 8:05PM was made by Mayor Araneo, second by Councilmember Merla with ayes by all present.