The Keyport Unified Planning Board held Regular Meeting on June 28, 2018 which was called to order at 7:00 PM in the Council Chambers at Borough Hall, 70 West Front Street, Keyport, NJ, called to order by Mark Sessa, the Sunshine Law Notice was read followed by the Flag Salute.

ROLL CALL:

PRESENT: Councilman Goode, R. Benedict, D. Fotopoulos, K. Howe, M. Sessa, R. Benedict, L. Davidson, J. Kovacs-Olsen
Absent: Mayor Aumack, N. Vecchio, J. Oviedo

Marc Leckstein, Planning Board Attorney, Donna Miller, Planner, Fran Mullan, Engineer

PROFESSIONALS SWORN IN

COMMUNICATION:

Application Withdrawal letter from S. Gouin regarding KUPB 18-03, 333 First Street, Blk 11 lot 138

Package from Keyport Board of Education regarding the football field/track

Mr. Sessa asked if there was anything the Board had to do; Mr. Leckstein stated if the Board has no comments then there is nothing that needs to be done.

MINUTES: May 22, 2018
May 24, 2018

Motion to approve May 22, 2018 was made by L. Davidson, second by R. Benedict

Ayes: M. Sessa, R. Benedict, L. Davidson, D. Fotopoulos, K. Howe
Abstentions: M. Goode, J. Kovacs

Motion to approve May 24, 2018 was made by D. Fotopoulos, second by R. Benedict

Ayes: M. Sessa, R. Benedict, L. Davidson, D. Fotopoulos, K. Howe, J. Kovacs

Abstentions: M. Goode

RESOLUTION: KUPB 18-02 (DENIAL)
KEYPORT HOMES, LLC
26 WAVERLY PLACE
BLOCK 128 LOTS 2, 3, 4.01
USE VARIANCE
PRELIMINARY AND FINAL SITE PLAN

Motion to approve resolution was made by D. Fotopoulos, second by L. Davidson

Ayes: M. Sessa, R. Benedict, L. Davidson, D. Fotopoulos, K. Howe, J. Kovacs

RESOLUTION: KUPB 18-01 - KEYPORT HOMES, LLC
138 BROAD STREET
BLOCK 60 LOTS 15 & 16
USE VARIANCE
PRELIMINARY AND FINAL SITE PLAN

Motion to approve Resolution was made by J. Kovacs, second by R. Benedict

Ayes: M. Sessa, R. Benedict, L. Davidson, D. Fotopoulos, K. Howe, J. Kovacs

CARRIED APPLICATION: RBSM CONSULTING
22 VAN DORN ST
BLK 99, LOTS 13 – 15
USE VARIANCE / SITE

Mr. Sessa explained that they received notification that the applicants engineer was on vacation and couldn't attend the meeting. They are requesting either a special meeting or to carry the application to the July 26 meeting without further notice. Mr. Leckstein asked if they noticed for the meeting on June 28th; Ms. Nellis stated that they did. Mr. Leckstein explained that they couldn't be carried to a special meeting because they weren't at the meeting to see if the date would work. After discussion it was decided that the application would be carried to the July 26th meeting.

Motion to carry to the July 26, 2018 meeting without further notice was made by J. Kovacs, second by M. Goode with ayes by all present.

NEW BUSINESS:

APPLICATION: ST. JOSEPH CHURCH
KUPB 17-10
BLK 5 LOT 18
ZONING APPEAL

Mr. Leckstein explained that the zoning officer denied the application. The Board already decided that a food pantry is a permitted use with the church. He believed that was decided in a previous application with the Community Church has permitted the use in the zone

Mr. Fotopoulos asked if they vote in favor of the appeal do they still have to get site approval; yes. Mr. Leckstein explained that the zoning appeal decision has nothing to do with the site plan approval.

Mr. Kovacs asked if they should vote on the appeal so they have it in writing; Mr. Leckstein stated it wasn't necessary.

APPLICATION: ST. JOSEPH CHURCH
KUPB 18-05
BLK 5 LOT 18
SITE PLAN

Edward Christopher, Attorney for the applicant spoke about the application. Mr. Christopher stated that he had three (3) witnesses for this application.

John Curry, President of St Joseph Conference was sworn in.

Mr. Curry gave the background of St. Vincent De Paul. Mr. Curry stated that the organization provides counseling to other organizations, food from the pantry and financial support. They are not limited to just the parish they also include Keyport, Matawan, Union Beach, Cliffwood and Cliffwood Beach. Mr. Curry stated that the pantry has been in business since 1984 it was located in Aberdeen that property was sold. The only time that the pantry is open to the public is once a month, total of four (4) hours which is required by the state and the food bank. The pantry is opened the first Thursday of the month from 10am to 2pm. The rest of the time the food is delivered to the homes.

They usually get a delivery from a 30 foot box truck once a month, usually the first Friday of the month at 9:00am. Mr. Leckstein asked for clarification on the days that the food pantry would be open. There was further discussion regarding the amount of days the food pantry is open. Mr. Curry stated the most would be twice a month, four (4) hours each day.

Mr. Leckstein asked if they serve anything at the food pantry; no food or lodging is in the food pantry.

Mr. Christopher mentioned that the bathroom is required so that the public can use it on the days it is open.

Ms. Kovacs-Olsen asked how often are there people in the office; three (3) hours a day. Ms. Kovacs-Olsen asked how many cars come in and out on a daily basis; six (6) cars.

Mr. Benedict asked if there was any food prep; no. Ms. Davidson stated the she thought there was mention as to having a kitchen in the pantry; no kitchen, the kitchen is over in the school property.

Mr. Leckstein asked how many cars are there when the pantry is open; possibly 12 maybe 18 in total on an open day. Mr. Leckstein questioned that the delivery is on Friday; yes at 9am.

Ms. Kovacs-Olsen asked about the merging of the two (2) churches, do they foresee an increase; they might get more press but the clients are not from the church.

Mr. Leckstein asked as a condition of approval would they agree not to have the Food Pantry open during church event or service; yes agreed.

Motion to open to the public at 7:22pm was made by R. Benedict, second by J. Kovacs with ayes by all present.

Mr. Mullan asked for clarification regarding the kitchen and food preparation; there is no kitchen and no preparation. There was discussion regarding the trash disposal.

Michael Lane, 51 First Street, stated that the mission of St. Vincent De Paul was fantastic. Mr. Lane spoke about the notice. There was discussion regarding the owners of the lots.

Mr. Lane asked why the food pantry can't be located in the school; Mr. Curry explained why the school cannot be used. The school facility is not ADA compliant.

Mr. Lane asked if there were no accessible rooms that didn't involve steps; no.

Motion to close to the public at 7:29pm was made by K. Howe, second by J. Kovacs with ayes.

Mr. Leckstein marked in the exhibits. Exhibit A1 - Application
Exhibit A2 - Site Plan layout from Kennedy Engineering
Exhibit A3 - Architect Plans produced by Mr. Nicholl
Exhibit A4 - 20x40 Shed Structure with Office
Exhibit B1 -T&M Letter

Scott Nicholl, Registered Architect in the State of NJ. Mr. Nicholl spoke about his credentials.

Mr. Christopher asked if Mr. Nicholl was familiar with the site plan; yes he spoke to Mr. Kennedy. Mr. Kennedy prepared the site plan. Mr. Nicholl explained why they picked the site for the pantry. Mr. Nicholl stated that the property is approximately six (6) or more acres. Mr. Nicholl spoke about the location and the parking. He stated that they would only lose four (4) spaces. Mr. Christopher mentioned that there is 320 parking spaces; yes.

Mr. Nicholl described the shed structure and office space on Exhibit A4, the facade would be vinyl siding with an asphalt shingled roof. Mr. Leckstein asked for clarification as to the mount of parking spaces are going to be available; 315 spaces would be left.

There was discussion regarding lining the parking spaces in the lots to make the isle. Mr. Mullan stated that don't feel strongly about the lining or striping. There main concern is that no obstruction for the drivers.; possibly have the building a little more narrow possible three and half feet from the property line. There was further discussion regarding the size of the building and the location. They agreed to move the building back two feet as a condition of approval.

There was discussion regarding the drive isle and the property line. What is the full dimension, Mr. Mullan wants to make sure it all fits. There was further discussion regarding the size of the building. Mr. Nicholl stated that they need the 20 foot wide building. There was further discussion regarding this topic.

Mr. Fotopoulos stated that there at least two containers on the property, wanted to know what the plan is for them.

Gary Neville, 58 Avondale Lane, Aberdeen NJ, VP of St. Joseph and member of the Parish. The container will be removed, they are using it for storage right now for tables. If the Board asked that to be removed as a condition of approval would the applicant agree; yes. Mr. Fotopoulos asked about the other container on the property; the Parish is looking to keep that one for storage. Mr. Fotopoulos asked if there were any other containers stored on the property; no.

Mr. Kovacs asked if the utilities will be underground. The electric will be from the pole, the sanitary sewer will be underground. There was discussion regarding the slope for the sewer line. Mr. Christopher stated that the utility meters would be on the side of the building, and they can connect to the existing sanitary sewer line.

Mr. Mullan spoke about drainage and run off being directed on the property and any lighting that it doesn't affect the neighbors. Mr. Nicholl explained that the water drainage would go to the parking lot. Any area that is disturbed by the project will be repaired. As far as lighting they would be mounted to the front and the two entrances of the building they would be motion detectors. There was discussion regarding the lights. Mr. Mullan asked the height of the building; it would be a maximum of 14-15 feet.

Mr. Mullan went through some of the items in the T&M review letter. Mr. Leckstein asked the applicant if there is anything on the review letter that they are not willing to comply with; Mr. Nicholl stated no.

Mr. Christopher stated that they cannot afford to pave the entire parking lot. Mr. Fotopoulos asked about repairing the existing cracks; Mr. Christopher stated that the treasury is in worse shape than the parking lot. There was further discussion regarding the items in the T&M letter.

Mr. Fotopoulos asked about restriping the spots near the building so people can see where to park; yes.

Ms. Davidson asked where the garbage collected will be housed during the one day; Mr. Curry explained that they it would fit in one trash can. There was discussion regarding the recyclables; they are kept inside and then a member takes it the recycling center.

Ms. Davidson asked about the handicapped spots; there was discussion regarding whether a handicapped spot is needed. Ms. Miller stated that with the low intensity; the volunteers could bring it to the car. Ms. Miller doesn't feel that a handicapped spot is necessary.

Mr. Howe asked about the windows proposed if they are glass cubes; yes. There was discussion regarding the glass cubes for the window. Mr. Howe confirmed that the lighting is motion not a switch that could be left on; they would be motion and not left on. There was a discussion regarding providing security for the building; the applicant didn't feel there was a need for security. There was discussion regarding fence that is currently on the property and the driveway access.

Mr. Howe asked if there was going to be any signage; a sign would be placed on the wall of the building.

Motion to open to the public at 8:14pm was made by J. Kovacs, second by K. Howe with ayes by all present.

Mr. Lane spoke of the ballads, there was further discussion regarding the location of the ballads.

Mr. Lane asked if the adjourning properties okay with the project; Mr. Nicholl stated that the church owns the lots and they are fine with the project. There was discussion regarding the lots and the possibility of merging the lots.

Motion to close to the public at 8:25pm was made by K. Howe, second by J. Kovacs with ayes by all present.

Councilman Goode spoke about the possibility of a variance being needed.

Motion to open to the public at 8:26pm was made by D. Fotopoulos, second by J. Kovacs with ayes by all present.

Elmer J. Graham Jr, 22 St. Peters Place – stated it is simple plan and feels it should be approved.

Motion to close to the public at 8:27pm was made and carried.

Motion to approve application was made by D. Fotopoulos, second by M. Goode
Ayes: Councilman Goode, R. Benedict, D. Fotopoulos, K. Howe, M. Sessa, R. Benedict, L. Davidson

PLANNING BOARD PROFESSIONALS: Update on applications

Ms. Miller spoke about preliminary firms are now effective. There was further discussion regarding this topic.

Motion to adjourn at 8:29pm was made by R. Benedict, second by K. Howe with ayes by all present.

The next regularly scheduled Planning Board Meeting will be Thursday, July 26, 2018.