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October 7, 2020

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

Attn: Denise Nellis
Recording Secretary

**Re: RBSM Consulting, LLC
22 Van Dorn Street - Application No. KUPB 20-03
Extension of Minor Subdivision Approval
Completeness, Planning and Engineering Review and Fee Determination
Block 99, Lots 13, 14, 15
Borough of Keyport, Monmouth County, NJ
Our File: HKPE0099.01**

Dear Chairman Sessa 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:

- Minor Subdivision Plan set, prepared by WJH Engineering, dated August 21, 2017, revised through January 8, 2019, consisting of five (5) sheets;
- Minor Subdivision Plat, prepared by WJH Engineering, dated August 31, 2017, revised through January 8, 2019, consisting of one (1) sheet;
- Completed application forms and various other application documents and submission items.
- Freehold Soil Conservation District Certificate dated November 21, 2018.

We have reviewed the subject application for extension of the Minor Subdivision and offer the following comments for the Board's consideration:

1) Property Description

The subject property is known as Block 99, Lots 13, 14 and 15, is located at 22 Van Dorn Street mid-block between Hurley Street and Maple Place (Monmouth County Route 516). The property has a total area of 11,633.34 square feet (.267 acres) and is situated in the RA Residential District. Lot 13 contains an existing one-story frame dwelling while Lots 14 and 15 are currently vacant with some trees at the center of the property and to the rear. The Applicant is seeking Minor Subdivision approval as the original approval obtained from the Borough Planning Board under application #17-08 on August 23, 2018 has expired.

Review of the FEMA Flood Hazard Maps indicates the property is located in Zone "X" area of minimal flood hazard. There are no environmental concerns noted for the property.

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CONSULTING AND MUNICIPAL ENGINEERS

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2) Surrounding Uses

There are similar single-family dwellings as what is proposed for the property to the north, south and east along Van Dorn Street. To the west along Atlantic Street there is a Baptist Church and single-family dwellings.

3) Zoning Compliance

The subject property is situated within the RA Residential District. Permitted uses within the RA District include:

- Single-family detached dwellings;
- Public Parks and Playgrounds.
- Off-street parking:
Minimum off-street parking requirements shall be in accordance with the Residential Site Improvement Standards, N.J.A.C. 5:21. The number of proposed bedrooms has not been specified. In accordance with RSIS when the number of bedrooms is not specified for a proposed single family dwelling a minimum of 2.5 parking spaces per dwelling is required. The plans indicate that 3.0 parking stalls will be provided for each dwelling.
- Bulk Standards:
The table below summarizes the bulk and zone requirements for the property:

Standard	Required	Lot 13.01	Lot 13.02
Minimum Lot Area (sq. ft.)	5,000 sq. ft.	5816.67 sq. ft.	5816.67 sq. ft.
Minimum Lot Frontage & Width(ft.)	50 ft.	49 ft. (V)	49 ft. (V)
Principal Building Setbacks			
Front Yard (ft.)	20 ft.	21 ft.	21 ft.
Side Yard (ft.)	6 ft.	9.2 ft	9.2 ft
Side Yard Combined (ft.)	16 ft.	18.4 ft.	18.4 ft.
Rear Yard (ft.)	15 ft.	43.9 ft.	43.9 ft.
Building Coverage	30%	25.8%	25.8%
Lot (Impervious Surface) Coverage	60%	35.8%	35.8%
Building Height (Stories)	2-1/2 stories	2 stories	2 stories
Maximum Building Height (ft.)	30 ft.	*	*

(V)-Variance required

*- Unable to determine, architectural plans not submitted



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- 4) Completeness Review: The application as submitted is for Extension of Minor Subdivision. At this time the application cannot be deemed complete by this office until the following information is addressed by the Applicant or waivers are granted by the Board:
- a) Plans for elevations and floor plans. **Architectural floor plans and elevations have not been provided. We have no objection to the Board granting a completeness waiver and making a condition of any approval that the Applicant obtain approval from the Borough construction department. The Applicant shall also provide testimony indicating the height of the two proposed single family homes.**
 - b) Certification by Borough Tax Collector that all taxes including current taxes are paid. **The request has been submitted, however final determination of payment of taxes has not been provided. This certification should be provided prior to a hearing.**
 - c) Monmouth County Planning Board review and approval. Submission to the Monmouth County Planning Bboard is Required. **We have no objection to the Board granting a completeness waiver and making a condition of any approval that the Applicant obtain all outside agency approvals.**
 - d) Owners signed Certificate of Concurrence with the plan. **This item has not been provided. The final subdivision plan shall be signed by the owners.**
 - e) Payment of performance guaranty in favor of the Borough and approved by the Borough Attorney and Borough Engineer. **An estimate for and the performance guarantees was prepared for the previous application and will be updated is approval is granted by the Board.**
 - f) Soil Permit signed by the Borough Engineer. **The Information regarding the Engineer's sign off of the Soil Permit has not been provided. This item may be made a condition of any approval granted for the project.**
 - g) Engineering Inspection fees. **Engineering Inspection fees have not been provided. This item may be made a condition of any approval granted for the project.**
 - h) Permits from other authorities upon which approvals were conditioned. **Information regarding submission to outside agencies has not been provided. We have no objection to the Board granting a completeness waiver an making a condition of any approval that the Applicant obtain all outside agency approvals.**



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Fee Determination

Based upon our review of the subject application, we estimate that the following fees are required:

<u>Description</u>	<u>Application Fee</u>	<u>Escrow Fee</u>
Minor Subdivision	\$200.00	\$800.00 (\$400.00 per lot)
Bulk Variance (C)	\$50.00 (\$25.00/variance)	\$200.00

We recommend the Borough collect \$250.00 in nonrefundable application fees and \$1,000.00 in professional services escrow fees from the Applicant prior to deeming the application complete.

5) Applicant's Proposal

The Applicant is seeking extension of a previously approved Minor Subdivision with Bulk Variance to permit the subdivision of three (3) undersized lots to two (2) undersized lots. Each of the proposed lots (Lots 13.01 and 13.02) is indicated to be 5,816.67 square feet in area with 49 feet of frontage on Van Dorn Street in the RA Residential District. A variance is required for the undersized lot width.

It should be noted that since the original subdivision approval was granted, the bulk standards for the RA zone have been amended and the minimum lot area reduced to 5,000 square feet. With this being said, a lot area variance is no longer required for the application.

The existing one-story dwelling is proposed to be demolished and two new single-family dwelling are proposed to be constructed on identically sized lots. The two (2) new dwellings are indicated to have a 1,500 square foot footprint. The plans do not indicate the proposed overall square footage of the proposed dwellings nor do the plans indicate the number of stories and overall dwelling height. Architectural floor plans and elevations have not been submitted.

An 18 foot-wide driveway is proposed for each dwelling however it is not shown if a garage is proposed.

6) Parking

Parking the proposed dwellings is regulated by the Residential Site Improvement Standards (RSIS) section 5:21-4.14. In accordance with RSIS when the number of bedrooms is not specified 2.5 parking spaces per dwelling are required. With garage space each of the proposed dwellings appear to satisfy RSIS requirements. The Applicant should provide testimony regarding the number of bedrooms proposed for each unit and if a garage is proposed for each house to meet the requirement of 2.5 off street parking spaces.



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7) Planning Comments

- a) The Applicant should be prepared to address all completeness deficiencies to expedite a completeness determination. All completeness deficiencies should be addressed or a waiver granted by the Board prior to proceeding with the Public Hearing.
- b) The applicant should provide testimony regarding the need for the new Minor Subdivision approval.
- c) The Applicant should provide testimony justifying the requested variances
- d) The Applicant should provide Architectural floor plans and elevations to confirm conformance with height requirements and zoning standards.
- e) The Applicant shall confirm the new lot numbers with the Town Tax Assessor.
- f) A Minor Subdivision Plat in accordance with the "Map Filing Law" shall be provided.
- g) The proposed subdivision should be filed by deed or plat. Should the subdivision be filed by deed, the deeds shall be filed with the Monmouth County Clerk's Office within 190 days of the adoption of the resolution of approval in accordance with 40:55D-47 of the Municipal Land Use Law. Prior to filing, deeds and descriptions shall be submitted for the review and approval of staff. All certifications shall be provided on the Subdivision Plan per the Map Filing Law requirements. The Subdivision Map must comply with the Map Filing (Recordation) Law when being filed by Deed.
- h) Deeds and lot closure documentation should be provided for the review and approval of Borough Staff prior to the filing of the deeds. The computer printout Closure Reports and Descriptions for the proposed lots should be submitted for review and approval of staff prior to the filing of the deeds.
- i) The plans should be revised to indicate if any trees will need to be removed and replacement plant material.

8) Engineering Review

- a) The Applicant should provide testimony as to the status of the minor subdivision of the properties and status of resolution compliance as approved under Planning Board application #17-08.
- b) The Applicant shall provide all necessary calculations and details for the proposed storm drainage for the review and approval of the Board Engineer.
- c) The Zoning Table on sheet 1 shall be revised to reflect the amended RA Zone bulk standards.



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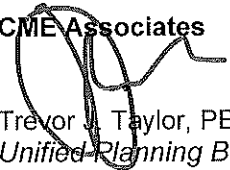
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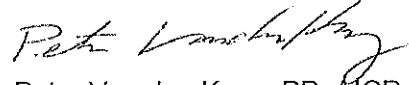
- d) The Applicant shall post a performance guarantee and escrow for inspection services.
- e) Unless waived by the Borough, the Applicant shall enter in to a Developers Agreement with the Borough.
- f) The Applicant shall post connection fees for the connection to the Borough's water and sanitary sewer main. A connection fee may also be required from the Bayshore Regional Sewerage Authority.
- g) Approvals or letters of no interest should be provided from the following outside agencies:
 - 1. Monmouth County Planning Board;
 - 2. Freehold Soil Conservation District;
 - 3. Borough Utility Department for Sanitary and Water Services;
 - 4. Bayshore Regional Sewerage Authority;
 - 5. Police;
 - 6. Fire;
 - 7. Any other agencies as may be required by law.

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
Unified Planning Board Engineer


Peter Van den Kooy, PP, AICP
Unified Planning Board Planner

TT:LZ

cc: Marc Leckstein, Esq.
David Olsen, Zoning Officer
Thomas Fallon, Chief Financial Officer
RBSM Consulting LLC
Sal Alfieri, Esq.
Walter J. Hopkin, PE