



KUPB-R2270

March 18, 2024
Via email

Keyport Unified Planning Board
70 West Front Street
Keyport, New Jersey 07735

Attn: Denise Nellis, Recording Secretary

**Re: KUPB Application No. 22-08 — Lincoln Hose Co.
Minor Subdivision
142 Second Street; Block 129, Lot 4
RA (Residential) Zoning District
Second Completeness, First Planning & Engineering Review**

Dear Ms. Nellis and Unified Planning Board Members:

As requested, we have reviewed the following documents submitted by the applicant in support of this application:

Initial application Submission:

1. Borough of Keyport Unified Planning Board Application and supplemental documents, consisting of 13 pages, dated March 29, 2023.
2. Draft Subdivision Plan consisting of one (1) sheet, unsigned and undated;
3. Location of subject property on Borough Tax Map Sheet 12, unsigned and undated; and,
4. Denial Letter from Borough Zoning Officer consisting of one (1) page, dated February 21, 2023.

Revised Submission Received March 1, 2024:

5. *Minor Subdivision Plan prepared by Michael L. Roman, PLS, PP, of Main Street Surveying, consisting of one (1) sheet, dated January 11, 2024 (no revisions);*
6. *Survey prepared by Michael L. Roman, PLS, PP, of Main Street Surveying, consisting of one (1) sheet, dated January 11, 2024 (no revisions);*
7. *Metes and Bounds Description of proposed Lot 4.01 prepared by Michael L. Roman, PLS, PP, of Main Street Surveying, consisting of one (1) sheet, dated January 11, 2024; and,*
8. *Metes and Bounds Description of proposed Lot 4.02 prepared by Michael L. Roman, PLS, PP, of Main Street Surveying, consisting of one (1) sheet, dated January 11, 2024.*

We offer the following comments regarding the above-referenced Application and supporting documents.

A. Subject Property and Surrounding Area

The subject property, 142 Second Street, is comprised of Block 129, Lot 4 and consists of 16,193 sq. ft. as indicated on the submitted Survey. Lot 4 is an irregularly shaped through lot with frontage on Second Street and Third Street. The property is located within Residential (RA) Zoning District. The lot is comprised primarily of a dirt and gravel surface, with a paved asphalt portion along the Northwest property line. The property is owned by the Lincoln Hose Company and currently serves as an equipment storage and overflow parking area for the Lincoln Hose firehouse located on adjacent Lot 3. As the Lincoln Hose Company Serves as part of the Borough's volunteer fire department, the subject

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property is designated as Class 15F – Other Tax Exempt per current MOD IV data and County tax records. The subject property is improved with (3) storage sheds and an existing gravel driveway that provides access to the site from Second Street. The property is not located within a flood hazard area.

All lots surrounding the subject property are also located within the RA Zone. Single family dwellings are located adjacent to the east of the subject property. The Keyport Lincoln Hose Fire Station and the Keyport VFW Post are located adjacent to the east. Directly to the north of the property and opposite Second Street are single family dwellings. To the south of the property, on the opposite side of Third Street, are existing residential uses, including a townhouse complex and a single-family dwelling.

Google Street View of Subject Property from 2nd Street (Image Captured August 2018)



Google Street View of Subject Property from 3rd Street (Image Captured August 2018)



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B. Project Description

The applicant is requesting Minor Subdivision approval to subdivide the existing 16,193.92 SF Lot 4 into Proposed Lots 4.01 and 4.02. Lot 4.01 will consist of 8,325.76 SF and will provide approximately 61.1 feet of frontage on Second Street. Lot 4.02 will be located adjacent to the rear (south) of Lot 4.01, and will be comprised of 7,868.16 SF, with approximately 54.6 feet of frontage on Third Street. The applicant proposes to remove the existing pavement and the three (3) existing sheds from proposed Lot 4.01. Both proposed lots conform with the minimum area and dimensional requirements of the RA Residential Zone. The application is for subdivision approval only and does not include the construction of new dwellings or other site improvements at this time.

NearMap Aerial – Approx. Outline of Subject Property
(Block 129, Lot 4 and Proposed Lot 4.01 and 4.02) Image Captured May 29, 2023



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Checklist Item No.:

- 2.C. Wooded areas and topography with two (2) foot intervals. *The submitted Survey and Subdivision Plan do not include this information. As no site improvements are proposed, we do not object to the Board granting a completeness waiver for this item, provided the applicant give sufficient testimony on the existing topography of the site. We note that there are no wooded areas currently present on the subject property.*
- 2.D. All lot lines, approximate location of all structures and owners of lots within two hundred (200) feet of the site. *The plans do not include this information. We do not object to the Board granting a completeness waiver for this item, provided both the Subdivision Plan is revised to include a list of property owners within a 200-foot radius of the subject property. Should the Board act favorably on the application, these revisions should be made prior to any final approval and filing with the Monmouth County Planning Board.*
- 2.H. Preliminary plans for parking, lighting, loading signs landscaping and buffers. *We do not object to the Board granting a completeness waiver for this item, provided the applicant give sufficient testimony on whether any additional parking, lighting, loading signs and landscaping/buffering is proposed as part of the application. The plans should be revised accordingly (if necessary) based on the applicant's testimony prior to any final approval, should the Board act favorably on the application.*
4. Payment of all applicable fees for preliminary site plan review. *We defer to the Board Secretary regarding this item. All applicable application and escrow fees must be paid in full prior to the application being scheduled for a public hearing.*
8. Referral to Monmouth County Planning Board for review and approval. *Copies of the subdivision filing and recording with Monmouth County Planning Board must be provided prior to any final approval.*
9. Six copies of completed checklist. *We do not object to the Board granting a completeness waiver for this item, provided the applicant submits completed copies of this Application Checklist prior to any final approval.*

FINAL SITE PLAN APPLICATION CHECKLIST

- Items 1, 2 & 6 have been addressed from a planning and engineering standpoint.
- Items 5 & 8 are not applicable to the application.

The items listed below require additional action from the Applicant.

Item No.:

3. Payment of all Final Site Plan Filing Fees. *We defer to the Board Secretary regarding conformance with this item. All Application and escrow fees shall be paid in full prior to the Application being scheduled for a public hearing.*
4. Payment of Performance Guaranty in favor of municipality approved by the Borough Attorney and Borough Engineer. *We have no objection to the Board granting completeness waivers for these items, provided that performance guarantees are paid if applicable as a condition of any final approval. We defer to the Borough Engineer regarding calculations for said performance guarantees.*

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7. Engineering Inspection Fees. *We have no objection to the Board granting a completeness waiver for this item, provided that performance guarantees are paid if applicable as a condition of any final approval. We defer to the Borough Engineer regarding calculations for said inspection fees.*
9. Permits from other authorities upon which approvals were conditioned. *We have no objection to the Board granting completeness waivers for these items, provided that a copy of the recording from Monmouth County Planning Board is submitted prior to any final approval.*

The applicant shall provide or clarify the following items prior to the application being scheduled for a public hearing:

Preliminary Site Plan Checklist:

Item 4.

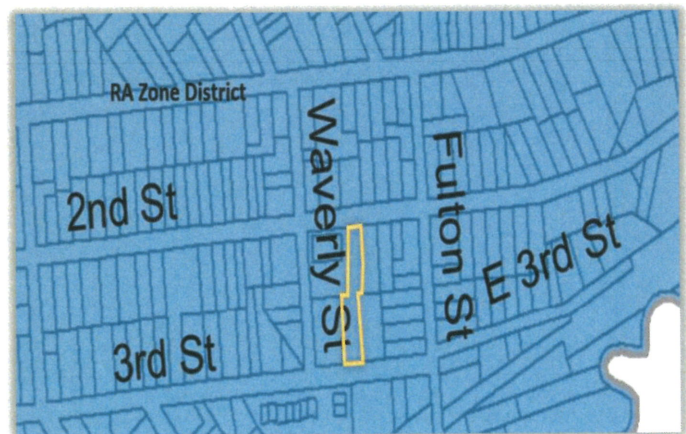
Final Site Plan Checklist:

Item 3.

PLANNING AND ENGINEERING REVIEW

D. Zoning – Permitted Uses and Proposed Use – RA (Residential) Zone:

1. As indicated in the Subject Property Description above and the Borough Zoning Map (right), the subject property is located within the Residential (RA) Zone. Pursuant to § 25-1-5.1 of the Borough's Land Use Regulations Ordinance, the following are permitted principal uses within the RA (Residential) Zone:



- a. *Single-family detached dwelling.*
 - b. *Public Park and Playground.*
2. Pursuant to § 25-1-5.2 of the Borough's Land Use Regulations Ordinance, the following are permitted accessory uses within the Residential (RA) Zone:
 - a. *Uses customary and incidental to principal use.*
 - b. *Home gardening but not the raising of livestock, poultry, or similar objectionable activities.*
 - c. *Signs subject to standards of § 25-1-17.*
 - d. *Private garages and private parking areas.*
 - e. *Other accessory uses and structures customarily appurtenant and incidental to a principal permitted use, including radio and television antenna subject to Subsection 25-1-15.14.*
 - f. *Home occupations and home professional offices*
3. Pursuant to § 25-1-5.3 of the Borough's Land Use Regulations Ordinance, the following are permitted conditional uses within the Residential (RA) Zone:

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- a. School or college subject to standards of § 25-1-15.
- b. Licensed nursing homes and nursery schools subject to standards of § 25-1-15.
- c. Places of worship, eleemosynary and philanthropic institutions subject to standards of § 25-1-15.

4. As described in Item B. above, the application is for minor subdivision only and no change of use is currently proposed for the new lots as part of the application.

E. Zoning – Area and Bulk Requirements

1. The proposed development's compliance with the bulk and area requirements of the RA (Residential) Zone are outlined in the table below, pursuant to § 25-1-16, Attachment 2 of the Borough's Land Use Regulations Ordinance:

Area and Bulk Requirements: RA (Residential) Zone — §25-1-16, Attachment 2					
DESCRIPTION	PERMITTED	EXISTING (LOT 4)	PROPOSED (LOT 4.01)	PROPOSED (LOT 4.02)	CONFORMING
Minimum Lot Requirements					
Minimum Lot Area	5,000 SF (0.115 acre)	16,193.92 SF (0.372 acre)	8,325.92 SF (0.191 acre)	7,868.16 SF (0.181 acre)	Yes
Minimum Lot Width	50 feet	54.6 ft. (Third Street Setback); 60.4 ft. (Second Street Setback)	54.6 ft.	60.4 ft.	Yes
Yard Depth - Principal Building					
Minimum Front Yard Setback – Principal Building	20 feet	N/A	N/A	N/A	Yes
Minimum Side Yard Setback – Principal Building: One Side	6 feet	N/A	N/A	N/A	Yes
Minimum Side Yard Setback – Principal Building: Both Sides	16 Feet	N/A	N/A	N/A	Yes
Minimum Rear Yard Setback – Principal Building	15 Feet	N/A	N/A	N/A	Yes
Minimum Side Yard Setback – Accessory Building	3 Feet	7.66 ft. (Existing Shed)	N/A (Existing Sheds to be Removed)	N/A (All Existing Sheds to be Removed)	Yes
Minimum Rear Yard Setback – Accessory Building	3 Feet	N/A (Through Lot)	N/A (Existing Sheds to be Removed)	N/A (All Existing Sheds to be Removed)	Yes
Maximum Building Height					
Stories – Principal Building	2.5 Stories	N/A	N/A	N/A	Yes
Feet – Principal Building	30 feet	N/A	N/A	N/A	Yes
Stories – Principal Building	1.5	N/A	N/A	N/A	Yes

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Area and Bulk Requirements: RA (Residential) Zone — §25-1-16, Attachment 2					
DESCRIPTION	PERMITTED	EXISTING (LOT 4)	PROPOSED (LOT 4.01)	PROPOSED (LOT 4.02)	CONFORMING
Feet – Accessory Building	16 feet	UNSPECIFIED ON PLANS (Existing Sheds)	N/A (All Existing Sheds to be Removed)	N/A (All Existing Sheds to be Removed)	Yes
Maximum Percent Lot Coverage					
Maximum Building Coverage – Principal Building	30%	N/A	N/A	N/A	Yes
Maximum Lot Coverage – Accessory Building	10%	Approx. 1.37% (Existing Sheds)	0% (Existing Sheds to be Removed)	0% (Existing Sheds to be Removed)	Yes
Buildings Inclusive of Accessory Buildings	40%	Approx. 1.37% (Existing Sheds)	0% (Existing Sheds to be Removed)	0% (Existing Sheds to be Removed)	Yes
All Buildings and Impervious Coverage	60%	Approx. 16.7% (Existing Sheds & Asphalt)	0% (Existing Sheds & Asphalt to be Removed)	0% (Existing Sheds & Asphalt to be Removed)	Yes
Maximum Front Yard Coverage by Parking	30 %	N/A	N/A	N/A	Yes

2. As outlined in the table above, the proposed lots conform with the minimum area and dimensional requirements of the RA Residential Zone. Many of the bulk requirements are not applicable to the proposal as the lot does not contain any existing principal building(s) nor are any new principal building(s) proposed. The three (3) existing accessory sheds are to be removed along with the existing paved asphalt area. No additional site improvements are proposed.

F. Additional Comments

1. The applicant shall submit a plot plan for review and approval prior to the issuance of building permits.
2. The applicant should provide testimony on whether the use of each lot proposed is anticipated to change.
3. Testimony should be provided on whether the lots are anticipated to be maintained under current ownership or sold.
4. If the application is approved by the Board, the subdivision must be submitted and recorded with the Monmouth County Planning Board. A copy of the County Recording must be submitted to the Borough.
5. The applicant should provide testimony on whether the property is subject to any existing easements, covenants or any other deed restrictions.
6. The applicant should provide testimony on whether any fencing and landscaping is proposed. We recommend that a 6-foot high, wooden privacy fence be installed on the property line between the subject property and adjacent Lot 5.

Le: Denise Nellis, Recording Secretary

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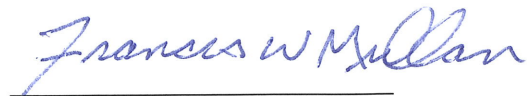
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7. In addition to the item above, we recommend additional landscape buffering be provided along the property line between the subject property and adjacent Lot 5.

Please do not hesitate to contact our office should you have any questions or require additional information.

Sincerely,

T&M ASSOCIATES



FRANCIS W. MULLAN, P.E., C.M.E.
PLANNING BOARD ENGINEER



CAROLINE Z. REITER, P.P., A.I.C.P.
PLANNING BOARD PLANNER

Cc (via email): Denise Nellis, Planning Board Secretary (dnellis@keyportonline.com)
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