



YOUR GOALS. OUR MISSION.

KUPB-R2140

July 7, 2022

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

Via email and mail

Attn: Denise Nellis, Recording Secretary

**Re: 280 Washington Street – Variance Application (22-03)
Block 8, Lot 23
First Completeness, Engineering & Planning Review**

Dear Board Members:

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

1. Denial of Application, dated March 21, 2022, consisting of one (1) sheet.
2. Zoning Board Application, dated March 17, 2022, consisting of two (2) sheets.
3. Planning Board Application, dated March 17, 2022, consisting of seven (7) sheets.
4. Escrow Agreement, dated May 19, 2022, consisting of two (2) sheets.
5. Affidavit of Service, dated May 19, 2022, consisting of one (1) sheet.
6. Tax Payment Certification, dated May 13, 2022, consisting of three (3) sheets.
7. Property Survey, prepared by Robert M. Ragan, PLS, dated June 10, 2022, consisting of one (1) sheet.
8. Architectural Plan, prepared by Po Yi Wu, RA, dated March 8, 2022, unsigned, consisting of three (3) sheets.

A. Project Description

The applicant is seeking bulk variance relief for side yard setback of a second floor addition to an existing dwelling which was denied by the Zoning Officer as per letter dated March 21, 2022.

The subject property, consisting of 8,150 square feet, which includes Lot 23 of Block 8, is located at the mid-block of Washington Street, between Orchard Street and May Street. The site is currently developed with a residential dwelling. The entirety of the site is located within the Residential District A (RA) Zone.



Le: Denise Nellis, Recording Secretary

Re: 280 Washington Street-- Variance Application (22-03)
Block 8, Lot 23
First Completeness, Engineering & Planning Review

Zoning Data: Residential District A (RA) Zone

	REQUIRED	EXISTING	PROPOSED
Minimum Lot Requirements			
Minimum Lot Area	5,000 sf	8,150 sf	8,150 sf
Minimum Lot Width	50 feet	40 feet (ENC)	40 feet (ENC)
Principal Building Setbacks			
Front Setback	20 feet	21.3 feet	21.3 feet
Side Setback	6 feet	1.3 feet (V)	1.3 feet (V)
Combined Side Setback	16 feet	14.3 feet (V)	14.3 feet (V)
Rear Setback	15 feet	143.4 feet	143.4 feet
Maximum Building Height			
Principal Building Stories	30 feet/2.5 stories	24.8 feet/2 stories	24.8 feet/2 stories
Maximum Percent Lot Coverage			
Principal Building	30%	11%	11%
All Buildings & Impervious Surface	60%	26%	26%
Front Yard Coverage By Parking	30%	2.2%	2.2%

(ENC): Existing Non-Conformity (V): "c" Variance Required.

B. Completeness Review

Based on our review of the variance completeness checklist, the following items must be submitted, or completeness waivers must be granted prior to the application being deemed complete:

Item 2.J. The following legend shall be on the site plan map:

Site plan of _____
Block _____ Lot _____ Zone _____
Date _____ Scale _____
Applicant _____
Address _____
I consent to the filing of this site plan with the Planning Board

(Owner) ***(Date)***

I hereby certify that I have prepared the site plan and that all dimensions and information thereon depicted is correct.

(Name) ***(Title & License)***



Le: Denise Nellis, Recording Secretary

Re: 280 Washington Street– Variance Application (22-03)
Block 8, Lot 23
First Completeness, Engineering & Planning Review

I have reviewed this site plan and certify that it meets all codes and ordinances under that jurisdiction

(Date) (Municipal Engineer)

Approved by Planning Board:

Preliminary _____

Final _____

(Chairman) (Date)

I have no objection to the Board granting a completeness waiver for this item, provided the applicant revises the plans to include the same.

- Item 3. Certification by Borough Tax Collector that all taxes including current taxes are paid. *I have no objection to the Board granting a completeness waiver for this item, provided that the applicant submits proof of taxes paid prior to the public hearing.*
- Item 4. Payment of all applicable fees for preliminary site plan review. *I have no objection to the Board granting a completeness waiver for this item, provided that the applicant pays all applicable fees prior to the public hearing.*
- Item 8. Referral to Monmouth County Planning Board for review and approval. *I have no objection to the Board granting a completeness waiver for this item, provided that the applicant make a submission to the Monmouth County Planning Board as a condition of approval.*
- Item 9. Six copies of completed checklist. *I have no objection to the Board granting a completeness waiver for this item, provided that the applicant submits the required checklist.*
- Item 15. Owners signed Certificate of Concurrence with the plan. *I have no objection to the Board granting a completeness waiver for this item, provided that the plan is revised to include the same.*

The applicant shall address Items 3, and 4 as noted above prior to the public hearing.

C. Fee Calculation

The Application Fee for this project is \$75.00 as shown below. Additionally, the Ordinance Fee Schedule requires an Escrow Fee be posted in the amount of \$150.00. The applicant is required to post any remaining balance prior to the application being schedule for public hearing.

Site Plan	Application Fee	Escrow Fee
“C” Variances	\$75.00 (\$25.00/variance)	\$150.00



Le: Denise Nellis, Recording Secretary

Re: 280 Washington Street– Variance Application (22-03)
Block 8, Lot 23
First Completeness, Engineering & Planning Review

D. Planning and Engineering Review

1. The minimum lot width for the RA Zone of the Borough is 50', whereas 40' currently exists. This is an existing non-conformity.
2. The minimum side yard setback for the RA Zone of the Borough is 6', whereas 1.3' is proposed. Therefore, a variance is required.
3. The minimum combined side yard setback for the RA Zone of the Borough is 16', whereas 14.3' is proposed. Therefore, a variance is required.
4. The applicant shall provide testimony to address the positive and negative criteria for the requested 'c' variances. The applicant's testimony should focus on the following:
 - a. Positive Criteria: The applicant shall provide testimony to the board regarding the physical conditions of the property and how the strict application of the provisions of the ordinance would result in a hardship that is inconsistent with the purpose and intent of the ordinance. Alternatively, the applicant may testify that the required variance furthers the purposes of the Municipal Land Use Law and that the benefits of granting the variance will substantially outweigh any detriments.
 - b. Negative Criteria: The applicant must demonstrate that the variance can be granted without substantial detriment to the public good, and that the granting of the variance will not substantially impair the intent and the purpose of the zone plan and zoning ordinance.
5. Parking Requirements: The parking requirements under the Residential Site Improvement Standards (RSIS) are as follows:

Single-Family Detached:
4 BR = 2.5 Spaces Per Dwelling Unit
1 Unit x 2.5 Spaces = 2.5 spaces = **3 spaces**

A total of 3 spaces are provided via the driveway, whereas 3 spaces are required, therefore, the parking demand is met.
6. The structure is not located in a flood zone and therefore, is not subject to the Borough Flood Damage Prevention Ordinance.
7. The applicant shall testimony regarding the types of materials and color proposed for the dwelling façade.
8. The applicant shall specify if any lighting or landscaping is proposed as part of this application and provide testimony of same. The plans shall be revised to show the location of any proposed lighting or landscaping. The applicant shall demonstrate there will not be any light spillage onto the adjacent lots.



Le: Denise Nellis, Recording Secretary

Re: 280 Washington Street– Variance Application (22-03)
Block 8, Lot 23
First Completeness, Engineering & Planning Review

9. The plans shall be revised to show the location of all roof leaders and any other additional drainage proposed. The applicant shall demonstrate that there will not be any stormwater runoff directed towards the adjacent lots.
10. The applicant will be required to repair any curb, sidewalk or pavement that is in disrepair and/or damaged as a result of the proposed improvements. All improvements must be completed to the satisfaction of the Borough Engineer.
11. The applicant should confirm that the property is not subject to any existing easements, deed restrictions and/or covenants.
12. The applicant will be required to obtain any necessary municipal building permits if any are required.
13. An aerial of the site, prepared utilizing Google Maps, has been attached to this report and is for general reference and may not accurately reflect existing conditions.

If you have any questions or require additional information, please do not hesitate to call.

Very truly yours,

T&M ASSOCIATES

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

KENDRA A. LELIE, P.P., A.I.C.P., L.L.A.
PLANNING BOARD PLANNER

FWM:DMD:AWD:lkc

cc: Marc Leckstein, Planning Board Attorney
Mark Sessa, Planning Board Chairman
David Olsen, Zoning Officer
Robert M. Ragan, Applicant's Surveyor
Po Yi Wu, Applicant's Architect
Maria Teresa Ferguson, Applicant, 280 Washington Street, Keyport, NJ 07735

Le: Denise Nellis, Recording Secretary

Re: 280 Washington Street– Variance Application (22-03)
Block 8, Lot 23
First Completeness, Engineering & Planning Review

