



KUPB-R2330

October 10, 2023

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

Via email

Attn: Denise Nellis, Recording Secretary

**Re: KUPB Application No. 23-15
Keyport Yacht Club Inc.
Minor Site Plan
93 First Street Block 94, Lots 17, 17.01, 18, 19, 20, 20.01, 21, 23, & 25.01
GMC (General Marine Commercial) Zone
First Completeness, Planning & Engineering Review**

Dear Chairman Sessa and Unified Planning Board Members:

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

1. Cover Letter and Transmittal Sheet prepared by Salvatore Alfieri, Esq., of Cleary, Giacobbe, Alfieri, Jacobs, LLC, consisting of one (1) page, dated August 25, 2023;
2. Keyport Unified Planning Board Application and supplemental attachments, consisting of nineteen (19) pages and supplemental attachments, dated August 25, 2023; and,
3. Plans entitled "Site Plan for Keyport Yacht Club" prepared by Robert T. Kee Jr., P.E., P.L.S., of Kee Engineering Enterprises, Inc., consisting of four (4) sheets, dated July 5, 2023.

We offer the following comments based on our review of the application materials listed above.

A. Subject Property & Surrounding Area Description

Subject Property. The subject property contains the existing Keyport Yacht Club and is located at 93 First Street, comprised of Block 94, Lots 17, 17.01, 18, 19, 20, 20.01, 21, 23, & 25.01 as identified on the Borough of Keyport Tax Map. The proposed improvements as part of the Application are on Lots 18 and Lot 19. Lot 18 is located at the northwestern corner of the First Street and Atlantic Street intersection and situated within the GMC (General Marine Commercial) Zoning District. Lot 19 is located east adjacent to Lot 18. Lots 20.01 and 25.01 are both non-terrestrial lots and are not included with the total square footage referenced below.

Lot 18 consists of 9,383.20 SF and contains 69.83 feet of frontage on First Street and is located within Flood Zone AE. Lot 19 consists of 9,578 SF. The subject property is located within flood zone AE and is served by municipal sewer and water. Lot 18 is currently vacant and improved with existing grading, a 4,300 SF stone area in the front portion of the Lot, three existing trees, a block wall, and a concrete wall.

The Keyport Yacht Club property contains the nine (9) lots (referenced above) totaling 58,150 SF, and approximately 165 total FT of frontage on First Street and is improved with a one-and-a-half-story, framed commercial building. Additional existing site improvements include: a front entrance canopy, paved parking lot, metal deck with concrete pad and three sheds in the rear of the building, dumpster enclosure at the end of Atlantic Street, sidewalks, concrete/stone walls, wooden boardwalk, dock, a

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paved driveway connecting the rear of the property to First Street, and one (1) wooden boat slip servicing the Yacht Club.

Surrounding Area. Across First Street to the south of the subject property are multi-family residential apartment complexes located within the RB (Residential) Zone. Additionally, across First Street to the south is a single-family dwelling located within the RA (Residential A) Zone. Adjacent to the west of Lot 18 is a single-family dwelling located within the RB (Residential B) Zone. To the north-adjacent of the subject property is a wooden dock containing boat slips servicing the Keyport Yacht Club. Adjacent to the east of Lot 23 is a commercial use located within the RA (Residential A) Zone. Lastly, Lot 22 is a existing residential property located within the RA (Residential A) Zone. This lot is surrounded by Lot 21 to the west, Lot 20 to the north, and Lot 23 to the east, with frontage on First Street.

B. Project Description

Project Description. The applicant proposes to construct an additional off-street stone parking area, a pavilion, and outdoor fireplace with a seating area on Lot 18. A proposed driveway apron connecting the vacated portion of Atlantic Street to the proposed parking area will serve as the only point of vehicular ingress/egress. The pavilion, fireplace and seating area are proposed to the north (behind) of the new parking area. Additionally, the applicant proposes to update one (1) existing off-street parking space on Lot 19 to an Electric Vehicle (EV) Make-Ready Parking space.

Prior Approval.

1. On September 6, 2011, the Borough of Keyport adopted Ordinance No. 16-11, which authorized the vacation and abandonment *"of a portion of Atlantic Street north of its intersection with First Street lying between Lots 17, 18, 19, and 21 in Block 94 of the Tax Map of the Borough of Keyport."* This vacated, dead-end portion of Atlantic Street is now used as a private driveway for the Yacht Club and serves as a point of vehicular ingress/egress to the existing asphalt parking area on Lots 19 and 21.
2. On April 27, 2023, the Borough of Keyport adopted Ordinance No. 2023-07, which authorized the change of zoning designation for Block 94, Lot 18 from RB (Residential B) Zone to GMC (General Marine Commercial) Zone.

Provided below are an aerial photo with an approximate outline of the subject site and proposed improvements; an outline of the subject property on the Borough Tax Map, and a Google Street View Imagery of Block 94 Lot 18 from First Street.



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KUPB-R2330

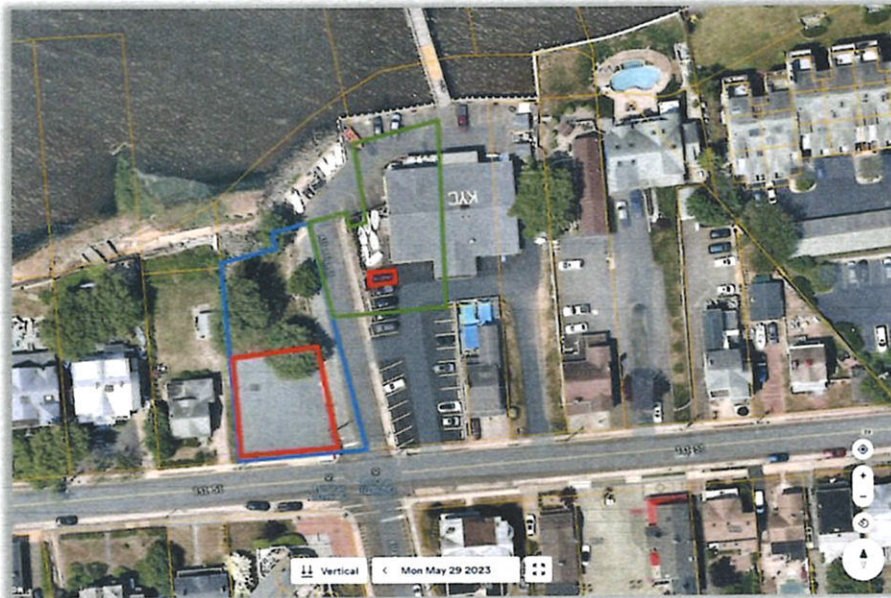
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NearMap – Approximate Outline of Subject Property and Improvements – Block 94, Lot 18 in Blue; Block 94, Lot 19 in Green; Proposed Improvements Outlined in Red



Borough Tax Map Outline of Subject Property; Block 94, Lot 18 in Blue; Block 94, Lot 19 in Green



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Google Street View of Block 94, Lot 18 From First Street – Image Captured September, 2019
(We note that the existing residential dwelling shown on the left has since been demolished.)



C. Completeness Review

Based on our review of the submitted items and revised plans, we recommend the application be deemed **complete**. However, the applicant should be prepared to address and clarify the applicable completeness checklist items below:

Preliminary Site Plan, Waivers, and Variance Checklist:

- Items 1, 2, 2A-2D, 2L, 2N, and 15 have been provided and we recommend be deemed complete from a planning and engineering standpoint.
- Items 10 & 12 are not applicable to this Application and are not required to be submitted.

The items listed below require additional action from the Applicant.

Item 2.E Streets, easements, watercourses, and rights-of-way. *Addressed. However, Note 23 on Sheet 3 of the plans states that, "...this office is not responsible for any easements, restrictions or covenants that are not provided by the client...". The applicant should provide testimony regarding whether any easements and/or deed restrictions are present on the subject site. If applicable, the Applicant shall submit copies of said easements and restrictions at least 10 days prior to the scheduled public hearing.*

Item 2.F Utility and drainage plans and information. *We do not object to the Board granting a completeness waiver for this item, as Sheet 1 of the site plans states that no changes are proposed for the existing utility and drainage plan. However, the applicant should provide*

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sufficient testimony confirming whether the proposed site improvements will impact the existing drainage on site.

- Item 2.G Plans for elevations and locations of structures including exterior materials and trim. *We do not object to the Board granting a completeness waiver for this item, provided that a construction detail of the proposed pavilion, including proposed materials and dimensions is submitted at least ten (10) days prior to the scheduled public hearing.*
- Item 2.H Preliminary plans for parking, lighting, loading signs, landscaping, and buffers. *Sheet 1 of the site plans indicates a waiver is being requested for lighting and landscaping. We do not object to the Board granting a completeness waiver for both items, provided the applicant provides sufficient testimony in support of this request.*
- Item 2.I An extension of off-tract improvements necessitated by the proposed development. *We do not object to the Board granting a completeness waiver for this item, provided the applicant provides sufficient testimony confirming whether any improvements are proposed to the existing sidewalk fronting First Street and any other off-tract improvements. We note that Sheet 1 of the site plans states that no off-tract improvements are proposed.*
- Item 2.J The lot and block number, tax map number, exact dimensions, and acreage of property to be built upon. *We do not object to the Board granting a completeness waiver for this item, provided the plans are revised to include the acreage of Lot 17, 17.01, 18, 19, 20, 20.01, 21, 23, & 25.01 which are also part of the Keyport Yacht Club property. Additionally, setback dimensions for all existing structures and the proposed parking area, pavilion, and fireplace/seating should be added to the plans and submitted at least ten (10) days prior to the scheduled public hearing.*
- Item 2.K A survey prepared by a licensed surveyor of the State of New Jersey shall accompany the plan, showing existing and proposed monuments and all existing and proposed lot lines and all set back lines. *We do not object to the Board granting a completeness waiver for this item, provided that the applicant provides a copy of the survey at least ten (10) days prior to the scheduled public hearing.*
- Item 2M. Name and License number of site planner of Professional Engineer with documents sealed with raised seal. *We have no objection to the Board granting a completeness waiver for this item, provided the plans are revised to include a seal prior to any final approval.*
- Item 3. Certification by Borough Tax Collector that all taxes, including current taxes, are paid. *We have no objection to the Board granting a completeness waiver for this item, provided that the applicant submits a Tax Payment Certification (Application Form #5) signed and certified by the Borough Tax Collector at least ten (10) days prior to the scheduled public hearing.*
- Item 4. Payment of all applicable fees for preliminary site plan review. *We defer to the Board Secretary regarding conformance with this item. All Application and escrow fees shall be paid in full at least ten (10) days prior to the scheduled public hearing.*

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- Item 5. Submission of Environmental Impact Statement. *We have no objection to the Board granting a completeness waiver for this item, provided the applicant provides sufficient testimony to support this waiver request.*
- Item 6. Soil Erosion and Sediment and Control Permit and Soil Conservation District Approval. *We have no objection to the Board granting a completeness waiver for this item, provided the applicant provides sufficient testimony to support this waiver request.*
- Item 7. Stormwater Management Plan. *We have no objection to the Board granting a completeness waiver for this item, provided the applicant provides sufficient testimony to support this waiver request.*
- Item 8. Referral to Monmouth County Planning Board for review and approval. *We note that the applicant is located on Monmouth County Route 6. We have no objection to the Board granting a completeness waiver for this item, conditioned upon the applicant providing confirmation of approval or no interest from the Monmouth County Planning Board as a condition of final approval.*
- Item 9. Six copies of completed checklist. *We have no objection to the Board granting a completeness waiver for this item, provided the applicant submits the required checklist at least ten (10) days prior to the scheduled public hearing.*
- Item 11. Applicant for a project located within a flood hazard area to apply for approval in conformance with the "90 Day Construction Permit Act." *The subject property is located within Flood Zone AE. We defer to the Borough Floodplain Administrator regarding the proposal's conformance with this item.*
- Item 13. Variance(s) from Section(s) and reasons, if necessary. *Continuing comment. The plans should be revised to show the required dimensional "c" variances outlined below and submitted at least ten (10) days prior to the scheduled public hearing.*
- Item 14. Waiver required from Section(s) and reason. *Addressed. Sheet 1 of the site plans includes a list of requested waivers and the reason for each request. However, the applicant shall provide sufficient testimony to support each waiver request.*

Final Site Plan Application Checklist:

- Items 1, 2, and 6 have been provided and we recommend be deemed complete from a planning and engineering standpoint.

The items listed below require additional action from the Applicant.

- Item 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.*



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- Item 4. Payment of Performance Guaranty in favor of municipality approved by Borough Attorney and Engineer. *We have no objection to the Board granting completeness waivers for these items, provided that performance guarantees and/or inspection fees are provided as a condition of any approval.*
- Item 5. Soil Permit signed by Borough Engineer. *We have no objection to the Board granting a completeness waiver for this item, provided that the applicant obtains a soil removal permit as a condition of any approval if any soil will be removed from the subject site.*
- Item 7. Engineering Inspection Fees. *We have no objection to the Board granting completeness waivers for these items, provided that payment of engineering inspection fees is provided as a condition of any approval.*
- Item 8. Certification form Tax Collector that all taxes are current on the property through the current month quarter. *We have no objection to the Board granting a completeness waiver for this item, provided that the applicant submits a Tax Payment Certification (Application Form #5) signed and certified by the Borough Tax Collector at least ten (10) days prior to the scheduled public hearing.*
- Item 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 copies of all applicable permits and approvals are provided as a condition of any approval.*

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

Preliminary Site Plan Checklist:

Item 4.

Final Site Plan Checklist:

Item 3.

The applicant shall provide or clarify the items below 10 days prior to the scheduled public hearing:

Preliminary Site Plan Checklist:

Items 2.E., 2.F., 2.G., 2.H., 2.J., 2.K., 3., 9., & 13.

Final Site Plan Checklist:

Item 8.

D. Fee Calculation

The application fee for this project is \$500.00 as shown in the table below. Additionally, the Ordinance Fee schedule requires an Escrow Fee to be posted in the amount of \$1,200.00. The applicant is required

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to post the total balance of \$1,700.00 prior to the application being scheduled for public hearing. We note that additional application and escrow fees may be required based on the required parking spaces, accessory structure proposed height, and the accessory structure proposed use.

Proposal	Application Fee	Escrow Fee
Site Plan - Preliminary	\$300.00	\$500.00
Site Plan – Final	\$100.00	\$500.00
“C” Variances	\$75.00 (\$25.00 per variance × 3 “c” variances required)	\$200.00
Total: Application & Escrow Fees	\$475.00	\$1200.00
Total Fee	\$1,675.00	

E. Permitted Uses

The following uses are permitted within the GMC (General Marine Commercial) Zone pursuant to Borough Ordinance § 25-1-9B:

1. Permitted Principal Uses: § 25-1-9B.1

- Marinas and yacht clubs.*
- Eating and drinking establishments.*
- Bicycle, boat, jet ski or similar rentals and launch.*
- Retail sales or services that support water-based recreation or entertainment.*
- Single-family dwelling on lands outside the special flood hazard area subject to the requirements of the RA District.*

2. Permitted Accessory Uses: §25-1-9B.2

- Signs subject to §25-1-17.*
- Parking garages, off-street parking, and loading.*
- Accessory uses and structures customarily incidental to a principal permitted use.*
- Accessory storage within a wholly enclosed permanent building of materials, goods and supplies intended for sale, processing or consumption on the premises, goods and supplies intended for new and used boat sales.*

As outlined in the project description above, the applicant is proposed to construct the following changes: On Lot 18, a stone off-street parking area consisting of fourteen parking spaces for parking overflow, a pavilion, and a proposed seating area with a fire pit. Additionally, the applicant is proposing to update one (1) parking space on Lot 19 to an EV “Make Ready” parking space. The proposed uses conform with the uses outlined above and are thereby permitted.

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F. Zoning – Bulk and Area Requirements

1. The proposal's compliance with bulk and yard standards of the GMC (General Marine Commercial) Zoning District is as follows:

Bulk and Yard Requirements – § 25-1-16 – GMC (General Marine Commercial) Zone – All Lots within Yacht Club				
DESCRIPTION	REQUIRED	EXISTING	PROPOSED	CONFORMING
Minimum Lot Requirements				
Minimum Lot Area	10,000 SF	58,150 SF – Lots 17, 18, 19, 20, 21, & 23	No Change	Yes
Minimum Lot Width	100 FT	204.36 FT – Lots 17, 18, 19, 20, 21, & 23	No Change	Yes
Building Setbacks – Principal Building				
Front Yard – First Street	20 FT	129.9 FT	No Change	Yes
Minimum Side Yard	6 FT	23.3 FT	No Change	Yes
Combined Side Yard	16 FT	142.1 FT	No Change	Yes
Rear Yard	20 FT	44.1 FT	No Change	Yes
Maximum Building Height – Principal Building				
Principal Building – Stories	3 stories	1 story	No Change	Yes
Principal Building – Feet	35 FT	<35 FT	<35 FT	Yes
Building Setbacks – Accessory Building				
Side Yard – Eastern	6 FT	2.3 FT – Existing Shed on Lot 23 (ENC)	No Change	No (ENC)
Side Yard – Western	6 FT	N/A	50 FT – Proposed Pavilion on Lot 18	Yes
Front Yard (§ 25-1-16, Note 2)	0 FT/Not Permitted	N/A	96.2 FT – Proposed Pavilion on Lot 18	Yes
Rear Yard	16 FT	10 FT – Existing Shed on Lot 23 (ENC)	No Change	No (ENC)
Maximum Building Height – Accessory Building				
Accessory Building Stories	1.5 stories	NOT SHOWN ON PLANS	NOT SHOWN ON PLANS	TO BE DETERMINED
Accessory Building Feet	16 feet	NOT SHOWN ON PLANS	NOT SHOWN ON PLANS	TO BE DETERMINED
Maximum Lot Coverage				
Maximum Principal Building Coverage	35%	9.3% (5,407 SF)	No Change	Yes

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Bulk and Yard Requirements – § 25-1-16 – GMC (General Marine Commercial) Zone – All Lots within Yacht Club				
DESCRIPTION	REQUIRED	EXISTING	PROPOSED	CONFORMING
Maximum Accessory Building Coverage	15%	0.4% (265 SF)	2% (1,185 SF)	Yes
Buildings Inclusive of Accessory Buildings	35%	9.8% (5,672 SF)	11.8% (6,857 SF)	Yes
All Buildings & Impervious Surface	90%	76.9%	85.7%	Yes

(ENC) = Existing Non-Conformity

- We note that while Lots 20.01 and 25.01 are included in the subject property, they are not included with the Bulk and Yard Requirement calculations as both lots are located entirely within the Raritan Bay.

G. Off-Street Parking Requirements

The proposal's compliance with the off-street parking requirements of § 25-1-9.B.4. is outlined in the following table:

Minimum Off-Street Parking Requirements - § 25-1-9.B.4.				
DESCRIPTION	REQUIRED	EXISTING	PROPOSED	CONFORMING
0.6 Spaces per Slip or Contracted Rack Storage	NOT SHOWN ON PLANS	21	35	TO BE DETERMINED

- Pursuant to §25-1-18.a.2. – *Each off-street parking space shall have a minimum area of 180 square feet (nine feet by 20 feet) exclusive of access drives and aisles and shall be of usable shape and condition.* Off-street parking spaces shall be a minimum of 9 feet by 20 feet whereas, all of the proposed parking spaces on Lot 18 measure 9 feet by 18 feet, and nearly all of the remaining spaces on Lot 19 do not meet these minimum dimensions. **Therefore a “c” variance is required. Additional testimony should be provided confirming whether prior variance relief was granted for the existing non-conforming parking space sizes on Lot 19.**
- Pursuant to §25-1-18.a.5. – *Off-street parking and loading areas for four or more vehicles shall be effectively screened by fence or hedge as provided in §25-1-14.6. on the side abutting an R District.* **Sufficient testimony shall be provided regarding the existing fence providing screening from the abutting residential district/use to the west of Lot 18. Pending the Applicant's testimony, an additional “c” variance may be required.**
- Pursuant to §25-1-18.a.6 – *Off-street parking and loading facilities for four or more spaces shall not be closer than five feet to any R-zoned lot or any street right-of-way line.* Off-street parking areas of four or more spaces a minimum setback from any R-zoned lot of 5 feet is required, whereas a setback of zero (0) feet is proposed. **Therefore, a “c” variance is required.**

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4. Pursuant to §25-1-18.a.7 – *Any off-street parking or loading area for four or more spaces should be surfaced with an asphalt or Portland cement pavement or similar durable and dustless surface. All areas should be marked so as to provide for the orderly and safe loading, parking and storage of self-propelled vehicles.* Off-street parking areas of four or more spaces should be surfaced with asphalt or Portland cement or a similar durable and dustless surface, whereas the proposed 14 space off-street parking area is to be surfaced with stone. **Therefore, a “c” variance is required.**
5. The applicant shall provide testimony regarding the proposed “Make Ready” space and compliance with EV ordinance. Details of any proposed EV charges shall be added to the plans.
6. The applicant shall provide turning templates for the most northerly parking spaces in the overflow lot to demonstrate the spaces will be functional.
7. The applicant shall provide testimony regarding how the ADA parking requirements will be met. The applicant shall revise the plans to delineate all ADA spaces.

H. Variance Considerations

The applicant should provide testimony to address the positive and negative criteria for the requested ‘c’ variance as outlined below.

Upon hearing testimony and input from the public (if any), the Board should evaluate the positive and negative criteria set forth below to determine whether the Applicant has met its burden of proof for a “c(1)” or “c(2)” variance.

1. Positive Criteria for “c(1)” hardship variance

The finding of a “c(1)” hardship would address the following:

- a. *by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or*
- b. *by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or*
- c. *by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structure lawfully existing thereon, or the strict application of any regulations...would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon the developer of such property.*

The finding of the hardship must be for the specific property in question (i.e., it must be unique to the area). Note also that a hardship variance cannot be granted by a self-created hardship or personal hardship of the applicant.

2. Positive Criteria for “c(2)” flexible variance

For the finding of a “c(2)” flexible variance to permit relief from zoning regulations where an alternative proposal results in improved planning would address the following:

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- a. *The purposes of the MLUL would be advanced by the deviation, and*
- b. *The benefits of the deviation from the zoning ordinance requirements would substantially outweigh any detriment.*

The finding of the benefits must be for the specific property in question (i.e., it must be unique to the area). The zoning benefits resulting from permitting the deviation(s) must be for the community, and not merely for the private purposes of the owner. It has been held that the zoning benefits resulting from permitting the deviation(s) are not restricted to those directly obtained from permitting the deviation(s) at issue; the benefits of permitting the deviation can be considered in light of benefits resulting from the entire development proposed. Notwithstanding, the Board should consider only those purposes of zoning that are actually implicated by the variance relief sought.

3. The Municipal Land Use Law (NJSA 40:55D-70) requires the applicant to satisfy *both* components of the negative criteria:

- a. *The proposal will not create a "substantial detriment to the public good"; and*
- b. *The proposal will not create a "substantial detriment to the zone plan and zoning ordinance."*

I. Lighting

1. No existing and proposed lighting is shown on the plans. We note that the applicant has requested a waiver from submitting a lighting plan however, sufficient testimony should be provided confirming whether there are any existing lighting fixtures on Lot 18 to illuminate the proposed parking area. **If there is existing and/or proposed lighting for the proposed parking area, then a lighting plan should be submitted to confirm whether there is any lighting spillage onto the adjacent residential property.**
2. The applicant should confirm whether the proposed parking area will be used after daylight hours. **If the proposed parking area is to be used outside of daylight hours, we recommend that a lighting plan be provided as a condition of approval should the Board act favorably on the application.**

J. Landscaping and Buffering

1. Pursuant to §25-1-14.6.a, - *"All nonresidential development shall provide landscaping and/or fencing to enhance site appearance, provide for visual screening of parking areas, waste disposal facilities and loading areas. The Planning Board may waive this requirement due to existing vegetation, topography, or other physical features at or adjacent to the site which provides effective screening."* Sheet 3 on the site plans indicates that an existing wooden fence is proposed to be relocated .5' from the property line. Additionally, Sheet 3 indicates that a metal fence is existing along the westerly and southerly property line. **Testimony should be provided confirming the height and condition of the existing fences, and the site plans should be revised to include the existing wooden and metal fence heights.**

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2. Pursuant to §25-1-14.6.b, *"Any nonresidential development shall provide a six-foot high solid fence or planted evergreen screen along any lot line which is contiguous with a residential lot. The Planning Board may waive this requirement due to existing vegetation, topography, or other physical features at or adjacent to the site which provides effective screening."* **Testimony should be provided confirming the height and condition of the existing fence. Additionally, the site plans should be revised to include the existing wooden fence height, as a minimum height of six (6) feet is required when abutting a residential lot. Pending the applicant's testimony, an additional "c" variance may be required.**
3. We recommend that the applicant provide a 6' high vinyl privacy fence along the westerly property line. Details of same shall be added to the plans.
4. We recommend that a four-season, evergreen planting buffer be added to the western property line of Lot 18 to the north of the proposed parking area, as well as along the southerly property line. This will help to provide a more sufficient buffer between the proposed pavilion and the proposed fire pit/seating area to the adjacent residential property, and better screen the proposed parking area.

K. Additional Comments

1. The Zoning Schedule on Sheet 1 of the site plans should be revised to include the existing and proposed accessory building dimensions as they pertain to the bulk requirements table above. There are currently three existing accessory sheds on the eastern portion of the property and one proposed an accessory structure (pavilion) on the western side of the property which should be included in this table.
2. A parking table should be added to the site plans identifying the required, existing, and proposed quantity of parking spaces based on the off-street parking requirements pursuant to § 25-1-9.B.4.
3. We recommend that all lots owned by the Yacht Club within the subject property be merged and recorded by deed as a condition of approval.
4. The plans should be revised to delineate all portions of the property located within the flood zone.
5. NearMap Aerial Imagery from May 29, 2023, indicates that the one (1) existing ADA parking space located on Lot 20 is not striped. We recommend that the plans be revised to include striping of the existing ADA parking space on Lot 20 as a condition of approval.
6. The applicant should provide testimony confirming whether additional signage is proposed.
7. The applicant should provide testimony confirming the proposed use for the accessory pavilion structure.
8. Sheet 3 of the site plans states that the proposed pavilion details will be provided at the time of a building permit. We recommend that details of the proposed pavilion displaying the proposed height be provided on the plans as indicated in completeness Item 2G. above.

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93 First Street Block 94, Lot 17, 17.01, 18, 19, 20, 20.01, 21, 23, & 25.01
GMC (General Marine Commercial) Zoning District
First Completeness, Planning & Engineering Review**

9. The site plans should be revised to include the square footage for all existing and proposed principal and accessory buildings proposed.
10. The applicant should provide testimony confirming whether the existing metal fence shown on the plans is proposed to remain.
11. The applicant shall provide testimony regarding the proposed gazebo, seating and fire pit area and anticipated use times. Details of same shall be added to the plans. The applicant shall specify the type of fuel used to power the fire pit and how the same will be maintained.
12. The applicant shall specify if any trees on site are proposed to be removed.
13. The plans shall be revised to show replacement of the failing block wall. Details of same shall be added to the plans.
14. Construction details of the proposed post and rail fence should be added to the site plans.
15. Construction details of the proposed EV Make Ready Parking space on Lot 19 should be added to the site plans.
16. As indicated in Borough Ordinance § 19-1 – Schedule C, the subject property is located within the First Street Historic District. Pursuant to Borough Ordinance § 2-7.6(3)(a), we defer to the Board as to whether the Applicant shall submit a “Certificate of Appropriateness” application to the Borough Historic Preservation Commission.
17. The applicant should clarify whether any soil is proposed to be removed from the site. If so, a Soil Removal Permit should be obtained as a condition of any approval.
18. We recommend that the Applicant be required to repair any existing curb, sidewalk or pavement adjacent to the subject property that is in disrepair or damaged during construction.
19. The applicant should confirm that the property is not subject to existing easements, deed restrictions, or covenants.
20. The applicant shall obtain approval from Monmouth County and provide copies of same to the board for their records.
21. Prior to any final approval, the applicant shall address all required Borough fees, permits and approvals.



YOUR GOALS. OUR MISSION.

Le: Denise Nellis, Recording Secretary

Re: KUPB Application No. 23-15
Keyport Yacht Club Inc.
Minor Site Plan
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Should you have any questions, please do not hesitate to contact us.

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

AWD:THJ

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