



KUPB-R2240

February 23, 2023

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

Via mail and email

Attn: Denise Nellis, Recording Secretary

**Re: 161 Luppatatong Avenue, LLC
KUPB Application No. 23-005
161 Luppatatong Avenue
Block 33, Lot 51
Preliminary and Final Site Plan
First Completeness Review**

Dear Board Members:

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

1. Borough of Keyport Unified Planning Board Application No. 23-005 and supplemental documents, consisting of 29 pages, received by the Unified Planning Board January 11, 2022;
2. Preliminary Site Plan Checklist prepared by Raymond Laytham, Esq., consisting of four (4) pages, dated December 22, 2022;
3. Survey of Tax Lot 51, Block 33, prepared by Jeffrey S. Grunn, PLS and Marc J. Ciffone, PLS, of Lakeland Surveying, consisting of one (1) Sheet, dated September 6, 2022;
4. Architectural floor plans prepared by Jeffrey D. Martin, AIA, of Evolution Design Studio, consisting of two (2) sheets, dated August 11, 2021;
5. Review Letter prepared by Tony Vecchio, Borough Fire Marshall, consisting of one (1) page, dated February 7, 2023; and,
6. Change of Occupancy Certificate prepared by Borough Housing Inspector, consisting of one (1) page, dated March 29, 2021.

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

A. Subject Property Description and Surrounding Area

The subject property is a rectangular, 50 ft. x 250 ft. lot consisting of 12,500 sq. ft. (0.287 acres) and is comprised of Block 33, Lot 51, as identified on the Borough Tax map. Lot 51 is located at 161 Luppatatong Avenue and is situated approximately 100 feet to the north of NJ Route 35 within the Highway Commercial (HC) Zone. As stated on the submitted application, the property is currently improved with a two-story commercial office building with associated off-street parking,



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a detached garage, and two accessory storage sheds located to the rear of the existing office building.

B. Project Description

1. As stated in the submitted application, the applicant proposes to renovate the second floor of the existing office building, which will be converted from office use to one (1) residential dwelling. We note that the architectural plans and site plans submitted do not reflect this part of the proposal, and no information is provided regarding this proposed residential dwelling.
2. The existing garage and two (2) accessory storage sheds to the rear of the existing office building are proposed for demolition, and a new garage with a 30 ft. by 60 ft. footprint is proposed in this location.

C. Completeness Review

Based on our review of the submitted items, we recommend the application be deemed **incomplete**. Several of the checklist items were not included with the plan set and shall be submitted prior to the application being deemed complete. Below is a summary of the items that shall be submitted and/or completeness waivers granted by the Board prior to the scheduled public hearing.

Preliminary Site Plan Checklist:

- Item 2B. Locator map showing all road intersections within fifteen hundred (1,500) feet. *The plans should be revised to include all road intersections within fifteen hundred (1,500) feet of the subject site prior to the scheduled public hearing.*
- Item 2C. Wooded areas and topography with two-foot intervals. *The submitted checklist indicates that this is not provided, however we note that the combined Survey/Site Plan includes existing trees and topography with one-foot intervals on site. This item is addressed.*
- Item 2D. All lot lines, approximate locations of all structures and owners of lots within two hundred (200) feet of the site. *The plans should be revised to include all structures and owners within two hundred (200) feet of the subject site prior to the scheduled public hearing.*
- Item 2E. Streets, easements, watercourses and right-of-way. *We have no objection to the Board granting a completeness waiver for this item provided that the applicant provide testimony confirming there are no existing easements on the subject site.*



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- Item 2F. Utility and drainage plans and information. *No proposed utilities and drainage information is shown on the plans. Given the increase in impervious coverage due to the proposed garage, the plans should be revised to include proposed utilities and drainage information prior to the application being deemed complete.*
- Item 2G. Plans for elevations and locations of structures, including exterior materials and trim. *No building elevations have been provided for the proposed garage. Additionally, we note that the proposed floor plans do not show any residential unit proposed on the second floor of the existing office building, as proposed in the application. Building elevations and revised floor plans shall be submitted for the application to be deemed complete.*
- Item 2H. Preliminary plans for parking, lighting, loading signs, landscaping and buffers. *Proposed parking is shown on the combined Survey/Site Plan, however no proposed landscaping, buffering and lighting are shown. The plans should be revised to include this information before the Application is deemed complete. If no additional lighting and landscaping are proposed, a note should be added to the plans confirming same.*
- Item 2I. An extension of off-tract improvements necessitated by the proposed development. *We have no objection to the Board granting a completeness waiver for this item provided that the applicant revise the plans to include any off-tract improvements required to facilitate the proposed development.*
- Item 2K. 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. *The submitted Survey is combined with the Site Plan and does not appear to show the existing garage and two framed sheds proposed for demolition, as stated in the Application. No required setback lines or Zoning Table are included on the Survey/Site Plan, however this information is included in the application checklist. The Site Plan shall be revised to include this information, and a separate Survey containing showing only the existing conditions shall be submitted for the Application to be deemed complete.*
- Item 2L. 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



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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)

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)

We note that this information has been included in the checklist, however it is not shown on the submitted Site Plan/Survey. The site plan shall be revised to include this information for the application to be deemed complete.

Item 2M. Name and License number of site planner of Professional Engineer with documents sealed with raised seal. *The applicant seeks a waiver for a raised seal on the submitted Site Plan/Survey, and submission by a licensed Engineer. The plans shall include a raised seal on both the separate Site Plan and separate Survey for the Application to be deemed complete. The site plan must prepared by a New Jersey licensed Professional Engineer. As stated in Item 2K. above, a separate sealed Survey showing only the existing conditions of the site must be submitted for the application to be deemed complete, along with a separate site plan showing all proposed site improvements.*

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 provides proof taxes are current prior to the public hearing. We note that the applicant has submitted a request to the Borough Tax Collector on November 15, 2022, however no signed Tax Payment Certification (Form #5) has been provided.*



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- Item 4. Payment of all applicable fees for preliminary site plan review. *Application and escrow fee calculations to be provided under a separate cover. We 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 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 obtains approval or Letter of No Interest from the Freehold Soil Conservation District as a condition of approval.*
- Item 7. Stormwater Management Plan. *Given the increase in impervious coverage due to the proposed garage, and the existing drainage system on site, the applicant shall provide a stormwater management plan prior to the application being deemed complete.*
- Item 8. Referral to Monmouth County Planning Board for review and approval. *We have no objection to the Board granting a completeness waiver for this item, provided that the applicant provide a submission to the Monmouth County Planning Board as a condition of approval.*
- Item 13. Variance(s) from Section(s) and reasons, if necessary. *We note that the following variances have been identified, as stated below in the submitted Application:*
- *N.J.S.A. 40:55D-70c(1), variances for:*
 - *Insufficient side yard setback for principal building*
 - *Insufficient side yard setback for proposed garage*
 - *Insufficient front yard setback for principal building*
 - *Insufficient rear yard setback for proposed garage*
 - *Insufficient lot area*
 - *Excessive impervious coverage*
 - *N.J.S.A. 40:55D-70d(1), variance to permit a residential apartment in a commercial building in district restricting residential use.*

Additional variances (if any) applicable to the proposed project will be included under separate cover in our First Engineering and Planning Review.



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Final Site Plan Checklist:

- Item 3. Payment of all Final Site Plan filing fees. *Application and escrow fee calculations to be provided under a separate cover. We 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 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, if performance guarantees and inspection fees are provided as a condition of any approval.*
- Item 5. Soil removal 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 from 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 provides proof taxes are current prior to the public hearing. We note that the applicant has submitted a request to the Borough Tax Collector on November 15, 2022, however no signed Tax Payment Certification (Form #5) has been provided.*
- 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 permits and approvals are provided as a condition of any approval.*

The following items shall be addressed based on the comments above for the Application to be deemed complete:

Preliminary Site Plan Checklist:

Items 2F, 2G, 2H, 2K, 2L, 2M, and 7.



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We recommend that the applicant provide or clarify the items below prior to the start of the scheduled public hearing.

Preliminary Site Plan Checklist:

Items 2B, 2D, 2E, 2I, 3, 4, 5, 6, 8, and 13.

Final Site Plan Checklist:

Items 3, 4, 5, 7, 8, and 9.

Should 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

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

FWM:DMD:AWD

Cc (via email): Marc Leckstein, Planning Board Attorney (marc.lecksteinlaw.com)
Denise Nellis, Planning Board Secretary (dnellis@keyportonline.com)
Mark Sessa, Planning Board Chairman (markorlisa.sessa@verizon.net)
David Olsen, Borough Zoning Officer (dolsen@keyportonline.com)
Derek Jordan, Borough Engineer (derek.jordan@collierseng.com)
Andrew Denbigh, P.E., T&M Associates (adenbigh@tandmassociates.com)
Dennis Dayback, C.F.M., T&M Associates (ddayback@tandmassociates.com)
161 Luppataong Avenue LLC, Applicant, 26 Warren Street, Rumson, NJ 07760
Raymond Laytham, Applicant's Attorney 77 W Front Street, Keyport NJ 07735