



YOUR GOALS. OUR MISSION.

KUPB-R2090

September 16, 2021

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

Via email and mail

Attn: Denise Nellis, Recording Secretary

**Re: 23 Brook Avenue– Variance Application (21-11)
Block 102, Lot 6
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. Planning Board Application, dated August 16, 2021, consisting of thirteen (13) sheets.
2. Zoning Denial of Application, dated January 12, 2021, consisting of one (1) sheet.
3. Architectural Plans, prepared by Jason Peist, AIA, of Jason Peist Architect, LLC, dated May 17, 2021.
4. Survey of Property, prepared by Robert T. Kee, Jr. P.E., PLS of Kee Engineering Enterprises, Inc., dated March 11, 2021.

A. Project Description

The applicant is seeking approval to construct a new single-family two-story dwelling.

The subject property, consisting of 3,760 square feet, which includes Lot 6 of Block 102, is located at the mid-block of Brooks Avenue, between Hall Place and Von Dorn Street. The site is currently vacant. The entirety of the site is located within the Residential District A (RA) Zone.

Zoning Data: Residential District A (RA) Zone

	REQUIRED	EXISTING	PROPOSED
Minimum Lot Requirements			
Minimum Lot Area	5,000 S.F.	3,760 S.F. <i>(ENC)</i>	No Change
Minimum Lot Width	50 feet	40 feet <i>(ENC)</i>	No Change
Principal Building Setbacks			
Front Setback	20 feet	N/A	20 feet
Side Setback	6 feet	N/A	6.05 feet
Combined Side Setback	16 feet	N/A	16.33 feet
Rear Setback	15 feet	N/A	23.76 feet



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	REQUIRED	EXISTING	PROPOSED
Maximum Building Height			
Principal Building Stories	2.5 stories	N/A	2 stories
Accessory Building Stories	1.5 stories	N/A	N/A
Maximum Percent Lot Coverage			
Principal Building	30%	N/A	29.76 %
All Buildings & Impervious Surface	60%	N/A	36.14%
Front Yard Coverage By Parking	30%	N/A	30%

(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.C. Wooded areas and topography with two (2) foot intervals. ***I have no objection to the Board granting a completeness waiver for this item, provided that the applicant provides a plot plan with proposed grading as a condition of approval.***

Item 2.D. All lot lines, approximate location of all structures and owners of lots within two hundred (200) feet of the site. ***I have no objection to the Board granting a completeness waiver for this item, provided the applicant revises the plans to include all structures within 200 feet of the site.***

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)



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*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)

*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 2.E. Streets, easements, watercourses and right-of-way. *I have no objection to the Board granting a completeness waiver for this item provided that the applicant provides a plot plan denoting streets, easements, and right-of-way as a condition of approval.*
- Item 2.F. Utility and drainage plans and information. *I have no objection to the Board granting a completeness waiver for this item provided that the applicant provides a plot plan with proposed utility and drainage facilities as a condition of approval.*
- Item 2.H. Preliminary plans for parking, lighting, load signs, landscaping and buffers. *I have no objection to the Board granting a completeness waiver for this item provided that the applicant provides a plot plan with proposed lighting and landscaping as a condition of approval.*
- Item 2.I. An extension of off-tract improvements necessitated by the proposed improvements. *I have no objection to the Board granting a completeness waiver for this item provided that the applicant provides a plot plan showing limits of off-tract improvements as a condition of approval.*



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- 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 5. Submission of Environmental Impact Statement. *Due to the limit scope of improvements, have no objection to the Board granting a completeness waiver for this item.*
- Item 7. Stormwater management plan. *Due to the limit scope of improvements, have no objection to the Board granting a completeness waiver for this item.*
- 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 10. Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership. *I have no objection to the Board granting a completeness waiver for this item, provided that the applicant submits the required disclosure prior to the public hearing.*
- 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, 4 and 10 as noted above prior to the public hearing.

C. Fee Calculation

The Application Fee for this project is \$50.00 as shown below. Additionally, the Ordinance Fee Schedule requires an Escrow Fee be posted in the amount of \$200.00. 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	\$50.00 (\$25.00/variance)	\$200.00

D. Planning and Engineering Review

1. The minimum lot area for the RA Zone of the Borough is 5,000 SF, whereas 3,760 SF currently exists. This is an existing non-conformity.



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2. The minimum lot width for the RA Zone of the Borough is 50', whereas 40' currently exists. This is an existing non-conformity.
3. 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.
4. The applicant shall submit a plot plan showing the proposed dwelling, any proposed accessory structures, utility connections, concrete curb, sidewalk, driveway apron, grading, drainage, fencing, lighting, landscaping and all improvements associated with the application. The applicant shall provide testimony regarding the same. All work within the Borough right-of-way shall be completed to the satisfaction of the Borough Engineer.
5. RSIS requires 2.5 parking spaces for a single family detached dwelling with 4 bedrooms. Currently there are 2 parking spaces proposed for the dwelling. The applicant shall provide testimony regarding how the parking requirement will be met.
6. The site is not located in a flood zone and therefore is not subject to the Borough Flood Damage Prevention Ordinance.
7. The applicant will be required to repair any pavement, curb, sidewalk or pavement that is damaged as a result of the proposed improvements.
8. The applicant should confirm that the property is not subject to any existing easements, deed restrictions and/or covenants.
9. The applicant will be required to obtain any necessary municipal building permits if any are required.
10. 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.



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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


STANLEY SLACHETKA P.P., A.I.C.P.
PLANNING BOARD PLANNER

FWM:DMD:AWD:lkc

cc: Marc Leckstein, Planning Board Attorney
Mark Sessa, Planning Board Chairman
Lawrence Kantor, Applicant's Attorney
Robert Kee, Applicant's Engineer (rtkiii@kee-engineering.com)
Jason Peist, Applicant's Architect (info@jasonpeist.com)
30 South Street, LLC, Applicant, 55 West Front Street, Keyport, NJ 07735

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