



KUPB-R2130

July 8, 2022

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

Via email and mail

Attn: Denise Nellis, Recording Secretary

**Re: 57 Main Street – Bulk Variances and Sketch Plan Approval (#22-02)
Block 60, Lot 1
First Completeness, Engineering & Planning Review**

Dear Board Members:

As requested, we have reviewed the plans, entitled “Additions & Alterations for: The Maksimow Residence” that were prepared by A. Vincent Minkler, AIA of Minkler Architecture and Design, consisting of two (2) sheets, dated March 4, 2022, last revised June 24, 2022. Additionally, the applicant submitted the following documents in support of this application:

1. KUPB Application dated May 13, 2022.
2. Survey of Property prepared by Vincent Lugari, PLS, of DSV & Associates, consisting of one (1) sheet, dated January 29, 2009

A. Project Description & History

The applicant is requesting Preliminary and Final Site Plan Approval to construct an addition to the existing single-family home and the subsequent conversion from a single-family to a two-family home.

The subject property is an existing, non-conforming lot consisting of 2,856 SF located at the intersection of Main Street (CR 4) and West Third Street. The site has approximately 28 feet of frontage on Main Street and 102 feet of frontage on West Third Street. The entirety of the site is located within the Two-Family Residential District B (RB) Zone.

A previous zoning permit Application was denied on March 21, 2022 due to a variance required for construction in the side yard setback and conversion from a single-family to a two family home.

B. Completeness Review

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

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Item 2.E: Streets, easements, watercourses and right-of-way. *We have no objection to the Board granting a completeness waiver for this item, provided the applicant shall clarify if there are any existing easements or other deed restrictions on site.*

Item 2.F: Utility and drainage plans and information. *We have no objection to the Board granting a completeness waiver for this item, provided that the applicant revises the plans to include all underground utilities and roof leaders.*

Item 2.H: Preliminary plans for parking, lighting, load signs, landscaping and buffers. *We have no objection to the Board granting a completeness waiver for this item provided that the applicant revises the plans to include any lighting and landscaping.*

Item 2.I: An extension of off-tract improvements necessitated by the proposed developed. *We have no objection to the Board granting a completeness waiver for this item provided that the applicant revises the plans to include the replacement of deficient curb and sidewalk.*

Item 2.L: The following legend shall be added to the plans:

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)

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 _____

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(Chairman)

(Date)

We have no objection to the Board granting a completeness waiver for this item, provided that the above is added to the plans as a condition of approval.

Items Preliminary 3 and Final 8: Certification by Borough Tax Collector that all taxes including current taxes are paid. *Prior to the public hearing, the applicant shall provide proof that taxes are current.*

Items Preliminary 4 and Final 3: Application and Escrow Fees. *Application and Escrow Fee calculations to be provided under a separate cover.*

Item Preliminary 5: Submission of Environmental Impact Study. *We have no objection to the Board granting a waiver for this item.*

Item Preliminary 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 that the applicant obtains Freehold Soil Conservation District approval as a condition of approval.*

Item Preliminary 7: Stormwater Management Plan. *We have no objection to the Board granting a waiver for this item.*

Item Preliminary 8: Referral to the 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 obtains approval from the Monmouth County Planning Board as a condition of approval.*

Item Preliminary 9: Six copies of completed checklist. *We recommend this item be provided prior to the public hearing.*

Item Preliminary 10: Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership. *We recommend this item be provided prior to the public hearing.*

Item Preliminary 12: Application for state ingress and egress approval. *We have no objection to the Board granting a waiver for this item.*

Item Preliminary 15: Owner's signed Certificate of Concurrence with the plan. *We have no objection to the Board granting a completeness waiver for this item, provided that the*

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owner's concurrence signature block is signed and notarized as a condition of approval.

Items Final 4 & Final 7: Performance Guarantees and Inspection Fees. *We have no objection to the Board granting completeness waivers for these items, provided that performance guarantees and inspection fees are provided as a condition of any approval.*

Item Final 5: Soil Removal Permit. *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 site.*

Item Final 9: Permits from other authorities. *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.*

We recommend that the applicant provide or clarify the items noted 2.E, 2.F, and 2.H prior to the scheduled public hearing.

C. Fee Calculation

The Application Fee for this project is \$325.00 as shown below. Additionally, the Ordinance Fee Schedule requires an Escrow Fee be posted in the amount of \$500.00. The applicant is required to post any remaining balance prior to the application being schedule for public hearing.

Sketch Plat	Application Fee	Escrow Fee
Sketch Plat	100.00	100.00
“C” Variances	\$200.00 (\$25.00/variance)	\$200.00
Total Fee	\$300.00	\$300.00

D. Zoning and Bulk Requirements

1. The proposed project is located within the RB Residential Zone. The bulk requirements and the applicant's compliance with these requirements pursuant to Section 25-1-16 of the Zoning Ordinance are outlined in the table below:

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Bulk Requirements RB 2-Family Residential Zone - Section 25-1-16			
	REQUIRED	EXISTING	PROPOSED
Minimum Lot Requirements			
Minimum Lot Area	7,500 sf	2,856 sf (ENC)	2,856 sf; (V)
Minimum Lot Width	75 ft	28 ft (ENC)	28 ft; (V)
Principal Building Setbacks			
Front Yard Setback	20 ft	13.76 ft (ENC)	8.59 ft (V)
Side Yard Setback	6 ft	0.52 ft (ENC)	0.52 ft (V)
Combined Side Yard Setback	16 ft	4.24 ft (ENC)	4.24 ft (V)
Rear Yard Setback	15 ft Principal Building	58.3 ft Principal Building	41.42 ft (Principal Building)
Maximum Building Height			
Principal Building Stories	2.5 Stories	2.5 Stories	2.5 Stories
Principal Building Feet	30 ft – Principal Building	25.7	No Change
Maximum Percent Lot Coverage			
All Buildings Coverage	30% - Principal Building	24.1% (principal building)	45.14% (V)
All Buildings & Impervious Surface	60%	28.7%	47.1%
Maximum Percentage of Front Yard Covered by Parking	30%	N/A*	N/A*

(ENC) = Existing non-conformity

(V) = Variance Required

*No off-street parking currently exists on the subject property, and no existing parking provisions are shown on the application and plans provided.

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2. Undersized Lot: The RB 2-family Residential Zone permits 2 residential units on a minimum 7500 sq. ft. lot size, whereas the applicant proposes 2 residential units on a 2,856 sq. ft. lot. While the lot size is considered an existing non-conformity, a 'c' bulk variance is required due to the proposed expansion of the existing building which intensifies the use on the undersized lot.
3. Excessive Building Coverage: The maximum building coverage required for the RB 2- family Residential Zone is 30% of the total lot area for the principal building, whereas the applicant proposes a maximum building coverage of 45.14% for the principal building. Therefore, a 'c' bulk variance is required.
4. Minimum Lot Width: The minimum lot width required for the RB 2-Family Residential Zone is 75 feet whereas the existing lot width is 28 feet. While this is considered an existing non-conformity, a 'c' bulk variance is required due to the proposed expansion of the existing building which intensifies the use on the lot that does not have the required lot width to support the use.
5. Minimum Front Yard Setback: The minimum front yard setback required for the RB 2-Family Residential Zone is 20 feet, whereas 8.59 feet is proposed. A 'c' bulk variance is required.
6. Minimum Side Yard Setback: The minimum side yard setback required for the RB 2- Family Residential Zone is 6 feet, whereas the existing side yard setback is 0.52 feet. While this is considered an existing non-conformity, a 'c' bulk variance is required due to the proposed expansion which increases the magnitude of the side yard setback nonconformity.
7. Combined Side Yard Setback: The minimum combined side yard setback required for the RB 2- Family Residential Zone is 16 feet, whereas the existing combined side yard setback is 4.24. While this is considered an existing non-conformity, a 'c' bulk variance is required due to the proposed expansion which increases the magnitude of the combined side yard setback nonconformity.
8. Parking Requirements: The parking requirements under the Residential Site Improvement Standards (RSIS) are as follows:

2-Family Duplex - 1 Bedroom Unit:

1 BR = 1.5 Spaces/Unit

1 Unit x 1.8 Spaces = 1.5 spaces = **2 spaces**

2-Family Duplex - 2 Bedroom Unit:

2 BR = 1.5 spaces/unit

1 Unit x 1.5 spaces = 1.5 spaces = **2 spaces**

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A total of 0 spaces are provided, whereas 4 spaces are required, therefore, a parking variance is required.

9. The applicant shall provide testimony regarding the existing parking arrangements. As there is no existing or proposed parking area, the applicant shall also testify regarding the proposed parking arrangements for the second unit proposed.
10. The applicant shall provide testimony to address the positive and negative criteria for the requested 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.
11. The applicant shall testify regarding the compatibility of the proposed two-family dwelling with the surrounding neighborhood and how the proposed development would enhance the visual appearance of the area.
12. 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.
13. The applicant shall specify whether the existing fencing is compliant with the fencing requirements outlined in Section 25-1-15.6 of the Zoning Ordinance. proposed as part of the application. The plot plan shall be revised to show the location of any proposed fencing.
14. The applicant shall provide testimony regarding the types of materials and colors proposed for the facades and the front/rear
15. 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.

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16. 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.
17. The site is not located in a flood zone and therefore, is not subject to the Borough Flood Damage Prevention Ordinance.
18. The applicant should confirm that the property is not subject to any existing easements, deed restrictions and/or covenants.
19. The applicant will be required to obtain any necessary municipal building permits if any are required.
20. 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 (marc@lecksteinlaw.com)
Mark Sessa, Planning Board Chairman (markorlisa.sessa@verizon.net)
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**Google Earth Aerial – 57 Main Street; Block 60, Lot 1; 2-Family RB
Residential Zone**

