



YOUR GOALS. OUR MISSION.

KUPB-R1080

November 18, 2022

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

Via email and mail

Attn: Denise Nellis, Recording Secretary

**Re: Keyport Professional Plaza, LLC – Amended Site Plan Application (No. 21-10)
25 E. Front Street; Block 80, Lot 1.02
Third Completeness, Planning and Engineering Review**

Dear Board Members:

As requested, we have reviewed the plans, entitled “Gulls View Apartments” that were prepared by Gregory S. Oman, P.E., of Menlo Engineering Associates, dated April 3, 2018, latest revision September 12, 2022, consisting of fourteen (14) sheets. Additionally, the applicant submitted the following documents in support of this application:

1. *Grading and Utility Plan prepared by Gregory S. Oman, P.E. of Menlo Engineering Associates, dated April 3, 2018, revised through November 3, 2022, consisting of one (1) sheet,*
2. Architectural Floor Plans and Elevations prepared by Ricardo Perez, AIA, Perez & Radosti Associates, p.c., dated June 12, 2021, latest revision September 12, 2022, consisting of seven (7) sheets.
3. *Architectural Floor Plans and Elevations prepared by Ricardo Perez, AIA, Perez & Radosti Associates, p.c., dated June 12, 2021, revised through October 17, 2022, consisting of three (3) sheets.*
4. *Cover Letter outlining proposed changes to project, prepared by Ricardo Perez, A.I.A. N.C.A.R.B, of Perez + Radosti Associates, P.C., dated November 1, 2022, consisting of one (1) page.*
5. Traffic Report prepared by John H. Rea, P.E., of McDonough & Rea Associates, Inc., dated October 26, 2021, latest revision September 9, 2022.
6. Application to the Keyport Unified Planning Board, dated June 25, 2021.

In addition, we respectfully request that we receive copies of any review letters from the following for our awareness and reference:

1. Fire Official
2. Traffic Safety Officer
3. DPW Director



Re: Keyport Professional Plaza, LLC – Amended Site Plan Application (18-04)
25 E. Front Street; Block 80, Lot 1.02
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4. Historic Society

A. Project Description

The applicant previously received Preliminary and Final Site Plan and parking variance approval per Board Application No. 18-04 to demolish a portion of the existing building and construct a new addition consisting of twenty-four (24) residential apartments with a 20-space parking garage and 54 surface level, off-street parking spaces, for a total of 74 spaces, whereas 84 were required, as outlined in Resolution of Approval dated March 28, 2019.

The proposed multifamily residential building in the previous application (No. 18-04) was to be constructed above the existing medical office and professional office on site, constituting a mixed residential/commercial use. At the time the application was submitted, residential uses, including mixed commercial/residential uses were not permitted by the existing Zoning Ordinance in the GC Zone, thereby requiring a D(1) Use Variance. However, the necessity of said D(1) use variance for the proposed mixed residential/commercial use, and as included in the Second Planning and Engineering review dated December 12, 2018, was deemed unnecessary by the Board due to the adoption of a new Zoning Ordinance permitting mixed residential/commercial use. The Resolution states, *“During the course of the proceedings of the previously approved application, the Borough Council adopted Ordinance # 28-2018. Prior to its adoption, the proposed residential use had not been permitted within the GC Zoning District, meaning use variance relief had been required pursuant to N.J.S.A. 40:55D-70(d)(1). Under the new zoning ordinance scheme, residences were now permitted in the GC Zone making the application completely conforming from a use perspective.”*

The current amended Site Plan application proposes a separate multifamily building that does not incorporate the existing offices on the ground floor as in the previously approved application. Per the most recent correspondence and plans submitted, the applicant now proposes the following changes to the Application:

1. One (1), 1,324 square-foot, ground-floor commercial space/storefront located in the southwest corner of the building with direct access to East Front Street;
2. Aluminum awnings added above the glazing along the East Front Street façade;
3. Two 20 sq. ft. façade signs for the proposed retail space located above the two aluminum awnings on the East Front Street building elevation;
4. Additional glazing along East Front Street facade for commercial space;
5. Electrical/fire, water and gas rooms located from the ground floor of the southwest corner of the building to the ground floor in the north-central area of the building;
6. Existing, adjacent one-story building updated to match awnings and color scheme of retail space and East Front Street Façade;
7. Parapet height location adjustments on building elevations; and,
8. Stucco and brick locations adjustments on building elevations.



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The applicant is currently requesting Amended Site Plan approval to demolish a portion of the existing office buildings and construct an addition to add 50 residential apartments with an interior courtyard and a 35-space parking garage. As the applicant now proposes 1,324 sq. ft. of commercial space on the ground floor, a “d(1)” use variance is no longer required, as outlined in Item D.1. below

The subject property, consisting of approximately 63,369 square feet, is located in the GC General Commercial District, on the north side of E. Front Street between Broad Street and Church Street. The property is developed with two office buildings, a one-story building with access and frontage on Broad Street and the other is a three-story building on E. Front Street. Both buildings have paved parking lots, with the main lot having access from E. Front Street that wraps around the rear of the property and abuts the townhouses on First Street.

B. Completeness Review

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

1. Item Preliminary 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. *(We have no objection to the Board granting a completeness waiver for this item, provided that the applicant provides a copy of the property survey for the Board’s file prior to the public hearing.)*
2. Items Preliminary 3 and Final 8– 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 that taxes are current prior to the public hearing.)*
3. Items Preliminary 4 and Final 3– Application and Escrow Fees. *(We have no objection to the Board granting a completeness waiver for this item, provided that the applicant pays all required application and escrow fees prior to the public hearing.)*
4. 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.)*
5. 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 or a Letter of No Interest from the Monmouth County Planning Board as a condition of approval.)*
6. Item Preliminary 10 – Disclosure of 10% ownership interest of corporation or partnership which is 10% owner of applying corporation or partnership. *(We have no objection to the Board granting a completeness waiver for this item, provided that the applicant provides the information prior to the public hearing.)*



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7. 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 owner’s concurrence signature block is signed and notarized as a condition of approval.)*
8. Items Final 4 and 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.)*
9. 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.)*
10. 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.)*

C. Fee Determination

The Application Fee for this project is \$625.00 as shown on Attachment “A”. Additionally, the Fee Schedule requires a minimum Escrow Fee be posted in the amount of \$2,248.00. We recommend the applicant be required to post any remaining balance prior to the public hearing.

D. Planning and Zoning

1. Conformance with Use Requirements

- a. The subject property is located in the GC General Commercial District. Pursuant to Section 25-1-9.1 of the Borough’s Land Use Regulations Ordinance, permitted principal uses in the GC General Commercial District include the following:
 - i. “Uses permitted in the Neighborhood Commercial District.
 - ii. Apparel shops.
 - iii. Banks and other financial institutions.
 - iv. Bars and cocktail lounges.
 - v. Club, exclusive of a swimming pool club.
 - vi. Furniture stores.
 - vii. (Reserved)
 - viii. Theaters.
 - ix. Department stores, specialty shops, personal and business service establishments.
 - x. Paint and wallpaper stores.



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- xi. *Studios for yoga, personal training, exercise, gyms, photography, art, music and dance.*
- xii. *Sporting and athletic goods.*
- xiii. *Mixed residential commercial use.”*

b. Pursuant to Section 25-1-9.2 permitted accessory uses include the following:

- i. *“Signs subject to § 25-1-17.*
- ii. *Parking garages, off-street parking and loading areas.*
- iii. *Accessory uses and structures customarily incidental to a principal permitted use.*
- iv. *Accessory storage within a wholly enclosed permanent building of materials, goods and supplies intended for sale, processing or consumption on the premises, except new and used cars and boats may be stored outside.”*

Additionally, in accordance with Section 25-1-9.2(c) of the Borough Land Use Ordinance, the proposed outdoor space and seating area on the roof of the building is considered an accessory use and structure incidental to the permitted residential use. However, pursuant to Section 25-1-9.7(a) "All uses shall be conducted wholly within a completely enclosed building, except for outdoor dining, drinking and food preparation, service stations, banks, dry cleaners and florists, parking lots, off-street parking and loading facilities, provided such outdoor uses comply with all setback requirements for commercial buildings abutting properties located in a residential zoning district, as set forth in this section." As the proposed outdoor rooftop seating area is unenclosed and is not listed as an exemption from this requirement, a "c" variance is required.

2. Conformance to Bulk and Dimensional Requirements

The proposal's conformance with the bulk and dimensional requirements is outlined in "Attachment B: below. The proposed building addition complies with all bulk requirements including building coverage, impervious coverage, side and rear yard setbacks. However, the proposed building height exceeds the maximum dimensional requirement.

The permitted building height is 70 feet as measured from NAVD 88. The overall height of the proposed building is 72 feet which is measured to the highest elevation of the elevator bulkhead. However, the majority of the building appears to be less than 70 feet as measured from NAVD 88 according to the architectural elevations. Exceeding the maximum height requirement by less than 10% of the maximum permitted height requires "c" variance approval.

3. "c" Variance Considerations

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. We defer to the Board Attorney on all legal matters.



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

The finding of a ‘c(1)’ hardship would address the following:

- i. *by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or*
- ii. *by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or*
- iii. *by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structure lawfully existing thereon, or*
- iv. *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.*

It should be noted that the finding of the hardship must be for the specific property in question – 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.

b. Positive Criteria for a “c(2)” hardship 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:

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

It should be noted that the finding of the benefits must be for the specific property in question – 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.

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

- i. *“The proposal will not create a “substantial detriment to the public good”;* and



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ii. *The proposal will not a substantial detriment to the zone plan and zoning ordinance.”*

4. Relationship to Master Plan

The Borough’s 2017 Master Plan identifies a specific goal supported by a policy objective with respect to the GC District:

- a. *Support Downtown development and redevelopment by permitting mixed-use that is functional, attractive, and compatible with the scale of the surrounding area.*

Policy Statement: Development and redevelopment should generate new residents to expand the potential customer base for the downtown businesses and support the broadening of available commercial services. The purpose is to integrate this mixed-use development into the current development pattern, more specifically at the general size and scale that exists.

Which is furthered with a specific land use recommendation:

- b. *Increase the economic value of the General Commercial (GC) District by orienting buildings and uses to take advantage of the water view and waterfront, one of the district’s greatest assets. The strategy for achieving this goal is to accomplish the following objectives:*
- c. *Add mixed-use to the permitted uses in the GC district with clearly defined mixed-use design standards that promote a walkable downtown.*

The Housing Element within the 2017 Master Plan specifically recommends the following:

- d. *Any new multi-family housing development application must provide a twenty (20) percent set-aside of affordable housing in a manner that is compliant with applicable sections of the Uniform Housing Affordability Controls (N.J.A.C. 5:80-26.1 et seq.).*

For the Borough of Keyport to attract a wide variety of residents, a full spectrum of housing options is necessary. The Borough continues to encourage a balanced housing supply where housing opportunities are provided for households at both the low and high ends of the income scale, and, as well as for those households in between.

The applicant shall address conformance with this Master Plan requirement. The required 20% set-aside would require 10 affordable housing units be included in the multi-family residential development, pursuant to the New Jersey Council on Affordable Housing (COAH) and New Jersey Uniform Housing Affordability Controls (UHAC).



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E. Engineering Comments

1. Floodplain Management

- 1.1 The property is located in Zone “AE”, Special Flood Hazard Area with a base flood elevation of 13 NAVD 88, per the Preliminary FIRM Panel #34025C0029G dated January 30, 2015. The Effective FIRM, dated September 25, 2009, shows part of the property within Zone “AE” with a base flood elevation of 11 and part within Zone “X” Area of Minimal Flood Hazard, areas of 0.2% annual chance flood or area of 1% annual chance flood with average depths of less than 1 foot. By copy of this letter, I am requesting the Flood Plain Manager review the subject application for conformance with the Borough’s Flood Damage Prevention Ordinance.

2. Off-site and Off-tract Improvements

- 2.1 Broad Street is under Monmouth County jurisdiction, therefore we defer to Monmouth County with respect to any off-site or off-tract improvements along that frontage. The applicant shall be required to obtain approval from Monmouth County Planning Board as a condition of approval.
- 2.2 Any existing pavement, sidewalk or curb that is in poor condition or is damaged as a result of the proposed construction must be replaced to the satisfaction of the Borough Engineer, and the plans revised to include a note stating the same. All new sidewalks must comply with ADA regulations. All pavement repairs along Front Street will require full width milling and paving.

3. Traffic Circulation and Layout

- 3.1 The applicant shall provide testimony regarding the proposed plan changes to the parking lot and garage layout.
- 3.2 The applicant shall provide testimony regarding the proposed increase in trip generation for the proposed additional use of 50 dwelling units.
- 3.3 The parking requirements as per 25-1-18.h. of the ordinance are not applicable to the GC Zone. However, the applicant will be required to provide parking for the 50 dwelling units in accordance with the Residential Site Improvement Standards (RSIS) as follows:

Garden Apartment:

1 BR = 1.8 Spaces/Unit

38 Units x 1.8 Spaces = 68.4 Spaces = **69 Spaces**

2BR = 2 Spaces/Unit

12 Units x 2 Spaces = **24 Spaces**



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A total of **93 spaces** are required.

Statewide Municipal Electric Vehicle (EV) Ordinance Requirements:

Make-Ready Spaces = 15% of the required off-street parking spaces
 $93 \text{ Spaces} \times 15\% = 13.95 \text{ Spaces} = \mathbf{14 \text{ Spaces}}$

Electric Vehicle Supply/Service Equipment (EVSE) Spaces = $1/3$ of the required Make-Ready spaces
 $14 \text{ Spaces} \times 1/3 = 4.62 \text{ Spaces} = \mathbf{5 \text{ Spaces}}$

The applicant is currently proposing **14 EVSE spaces**, therefore the EV requirements are satisfied.

In accordance with the EV ordinance, Make-Ready or EVSE spaces shall count as at least two parking spaces for the purpose of complying with the minimum parking requirements. This shall result in a reduction of no more than 10% of the total required parking.

Based on the information noted above, the parking calculation for the site is as follows:

93 Spaces Required

Maximum EV Credit = 10% of 93 Spaces = 9.3 Spaces = **9 Spaces**

A total of **84 spaces** are required for the site, whereas the applicant is proposing **85 spaces**. Therefore, the parking requirement is satisfied.

We note that the applicant has reconfigured the ground floor of the parking garage to maintain the 35 garage spaces as previously proposed. The proposed Fire/Water/Gas room has been relocated adjacent to the Electric room within the garage along the northerly side of the building.

- 3.4 Table 208.2 of the “ADA Standards for Accessible Design” requires a minimum of four (4) ADA spaces, with one (1) of the provided spaces being van accessible, for parking facilities with 76 to 100 spaces. The applicant is currently proposing four (4) ADA spaces, with one (1) of the provided spaces being van accessible. Therefore, the ADA parking requirement is satisfied.
- 3.5 The applicant should provide testimony on its proposal for the parking and unloading of furniture moving vehicles.
- 3.6 The applicant should provide testimony pertaining to the frequency of and time of deliveries and anticipated size of delivery vehicles.
- 3.7 The applicant should address how parking will be reserved for the residents, employees and clients of the existing uses and whether any restrictions will be placed on access to the garage.



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- 3.8 The entrance on Front Street notes two-way traffic whereas the entrance on Broad Street is one way traffic only. The applicant shall clarify the traffic circulation for the site.
- 3.9 The plans shall be revised to provide details for the proposed EV Charging Stations and ADA spaces.
- 3.10 Testimony should be provided regarding how the ADA and EV space requirements will be satisfied. The plans shall be revised to clearly show the location of all ADA and EV spaces.
- 3.11 The applicant shall clarify the wall being proposed at the egress from the parking garage. Details of same shall be added to the plans.
- 3.12 Any existing pavement, sidewalk or curb that is in poor condition or is damaged as a result of the proposed construction must be replaced to the satisfaction of the Borough Engineer, and the plans revised to include a note stating the same.

4. Grading and Drainage

- 4.1 The proposed development does not disturb one (1) acre or more of land and does not create one-quarter acre or more of regulated impervious surface. Therefore, the project is not considered a “major development,”
- 4.2 The applicant shall provide testimony regarding the proposed changes to the stormwater management infrastructure.
- 4.3 The plans should be revised to include additional spot elevations throughout the site and along the proposed walkways to ensure it conformance with ADA regulations.
- 4.4 The proposed development will result in an increase in stormwater run-off, principally due to roof run-off from the proposed building addition. Run-off must be reduced so the post development runoff does not exceed the pre-development run-off.
- 4.5 The stormwater management report should be revised to include pipe calculations for the proposed stormwater conveyance system designed for the 25-year storm event and drainage calculations for 2, 10 and 100-year storm events.
- 4.6 The applicant is proposing to relocate the existing Borough owned stormwater management and sanitary sewer infrastructure to facilitate construction of the proposed building. The applicant shall revise the plans to provide an easement dedicated to the Borough to access and maintain their infrastructure. The easement documentation shall be submitted to the Board Attorney for review.
- 4.7 The plans shall be revised to provide a minimum horizontal distance of 10 feet between the proposed stormwater and sanitary sewer infrastructure.



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- 4.8 The applicant shall TV inspect and clean upstream and downstream of the proposed stormwater and sanitary sewer installation and provide copies of the report to the Board Engineer for review. Any repairs required to be made to the system shall be completed to the satisfaction of the Borough Engineer.
- 4.9 The plans shall be revised to provide the Keyport Borough construction details for the proposed stormwater and sanitary sewer infrastructure. All improvements shall be made to the satisfaction of the Borough Engineer.
- 4.10 The plan shall be revised to note twin 24” ductile iron pipes running from the existing inlet on Front Street to proposed inlet C4. The applicant shall confirm the size and materials of all existing infrastructure and revise the plans accordingly.
- 4.11 The applicant shall TV inspect the existing 12” force main along First Street to confirm there are not any connection prior to abandoning the existing pump station. Copies of the report shall be provided to the Board Engineer for review.

5. Utilities

- 5.1 The applicant will be responsible for paying all water and sewer fees related to the proposed connection as required by Chapter XIV of the Borough Water and Sewer Ordinance. These fees shall include, but not be limited to, the Borough’s Sanitary Sewer Connection Fees per Chapter XIV, Section 14-2.11 and the Borough’s Water Connection Fees per Chapter XIV, Section 14-1.15, Schedule IV entitled Connection Fees and any fees required by Bayshore Regional Sewerage Authority.
- 5.2 The site plan indicates a trash room located within the proposed parking garage. The applicant should clarify the manner and frequency in which the residential refuse will be collected.
- 5.3 The amount of solid waste and recyclable materials expected to be generated by the residential use should be quantified to ensure there is sufficient area to store materials until pick-up day.
- 5.4 The applicant should also provide testimony on the adequacy of the dumpster and refuse collection area for the existing office uses, particularly any measures to improve its appearance and operation.
- 5.5 The applicant shall provide a solid waste plan to the Recycling Coordinator for review and approval and provide copies of said approval for the Board’s file.

6. Landscaping and Lighting

- 6.1 Pursuant to Section 25-1-9.7 b, all uses abutting a residential district shall be screened in accordance with Section 25-1-14.6. Pursuant to Section 25-1-14.6 b, any nonresidential development shall provide a six-foot high solid fence or planted evergreen screen along any



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lot line which is contiguous with a residential lot. The applicant has not provided the required buffer between the multi-family development and the adjacent townhouses within the RC zoning district. The applicant shall comply or request a variance from this requirement. The ordinance does indicate that 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.

- 6.2 Given the large expanse of building façade on the east side of the building, it is recommended that larger plant species be provided to soften the large expanse of brick façade in this location. In addition, larger screen plantings are recommended between the Front Street sidewalk and the doorway to the refuse disposal area.
- 6.3 The plans should be revised to include all existing trees on the property and specify which are to be removed in order to accommodate the proposed improvements.
- 6.4 The applicant shall provide a landscaping plan for the proposed rooftop garden and courtyard area.
- 6.5 Pursuant to Section 25-1-14.6 c., no exterior light source shall emit direct glare beyond the lot lines of the site which located. Several of the light poles appear to spill over onto the adjacent lot. The applicant shall revise the plans and add lighting shields where necessary to eliminate any spillage to the adjacent properties.
- 6.6 The lighting plan shall be revised to provide the location, model, mounting height and output of the proposed building mounted lighting.
- 6.7 The plans do not indicate any lighting in the parking lot under the proposed building. The applicant should clarify the proposed lighting in the parking lot under the building and revise the plans accordingly. Additionally, the applicant shall revise the plans to provide the model, mounting height and output of any proposed lighting. The plans shall be revised to include the proposed foot candles.

7. General Comments

- 7.1 The applicant should clarify whether the residential units will be rental or sales units and its proposal for ownership and maintenance of the common areas. If a homeowners' association is created the organization shall be approved by the Board Attorney and shall incorporate the provisions maintenance and ownership of the open space, common elements, landscaping, and stormwater management areas.
- 7.2 The applicant shall specify the proposed retail use, potential tenant, anticipated hours of operation, anticipated number of employees and provide a floor plan of the proposed retail space. The applicant shall provide testimony as to whether the proposed retail use will comply with the principal permitted uses pursuant to Section 25-1-9.1 of the Borough Land Use Ordinance and listed in Item D.1.a above.



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- 7.3 The architectural plans shall be revised to provide the proposed elevation at each floor.
- 7.4 The applicant shall provide testimony regarding the courtyard and roof deck, how the areas will be accessed and what safety measures will be utilized.
- 7.5 The applicant shall provide testimony regarding the proposed materials and the color scheme for the proposed buildings.
- 7.6 The applicant shall note the location of all mechanicals and proposed screening of same.
- 7.7 The architectural plans shall be revised to provide glazing around the entire building, particularly at the ground floor rear, left and right building elevations.
- 7.8 The applicant shall provide perspectives of the proposed building.

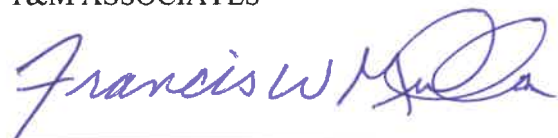
8. Permits and Approvals

- 8.1 The applicant is required to obtain all necessary municipal building permits, as well as permits and approvals including, but not limited to, CAFRA, Monmouth County Planning Board, Freehold Soil Conservation District and Bayshore Regional Sewerage Authority and provide copies of same to the Board.
- 8.2 The applicant should clarify if 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.
- 8.3 The applicant must post performance and maintenance guarantees and inspection fees, as necessary. The applicant may be required to enter into a Developer's Agreement with the Borough.
- 8.4 The applicant is advised that no permits for any work on the site will be issued until all requirements of final site plan approval are met, including submission of the required revised plans for signature.

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


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



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FWM:DMD:AWD:

c: Marc Leckstein, Planning Board Attorney
Mark Sessa, Planning Board Chairman
Trevor Taylor, Keyport Floodplain Manager (trevort@cmeusa1.com)
Sal Alfieri, Applicant's Attorney (salfieri@cgajlaw.com)
Mike Marinelli, Applicant's Engineer (mmarinelli@menloeng.com)
Ricardo Perez, Applicant's Architect (ric@pranj.com)
Keyport Professional Plaza, LLC, Applicant, 525 Milltown Road, Suite 402, North Brunswick, NJ 08902

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**ATTACHMENT “A”
APPLICATION FEE SCHEDULE**

**Keyport Professional Plaza, LLC
Amended Site Plan and Use Variance Application (18-04)
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Determination of Fees

Site plan	Application Fee	Escrow Fee
Preliminary Site Plan	\$300.00	\$924.00 (36,960 SF disturbance x \$0.025)
Final Site Plan	\$100.00	\$924.00 (36,960 SF disturbance x \$0.025)
Use Variance	\$150.00	\$200.00
“C” Variances	\$75.00 (\$25.00/variance)	\$200.00
Total	\$625.00	\$2,248.00



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**ATTACHMENT “B”
ZONING TABLE**

**Keyport Professional Plaza, LLC
Amended Site Plan and Use Variance Application (21-10)
25 E. Front Street; Block 80, Lot 1.02**

Zoning Schedule: Section 25-1-16: General Commercial (GC) Zone				
	REQUIRED	EXISTING	PREVIOUSLY APPROVED (APP. # 18-04)	PROPOSED
Minimum Lot Requirements				
Minimum Lot Area	N/A	63,369 SF	No Change	No Change
Minimum Lot Width	N/A	306.6 feet	No Change	No Change
Principal Building Setbacks				
Front Setback	N/A	0 feet	No Change	No Change
Side Setback	N/A	0 feet	No Change	No Change
Combined Side Setback	Note 3	105.45 feet	No Change	70.8 feet
Rear Setback	Note 3	51.19 feet	44 feet	43 feet
Maximum Building Height				
Principal Building Stories	N/A	2 stories	3 Stories	5 Stories
Principal Building Feet	Note 4	< 35 feet	64.33 feet	72 feet (V)
Maximum Percent Lot Coverage				
Principal Building	85%	24%	36%	35%
Total Buildings	85%	24%	36%	35%
All Buildings & Impervious Surface	90%	73%	82%	80%

(V): “c” Variance Required.

Note 3: Minimum setback from a residential district is 20 feet.

Note 4: The peak of the roof and any equipment shall not exceed an elevation of 70.0 feet referenced to Datum NAVD 88.