Min Rcvd 1/15/02

December 10, 2001
Keyport, New Jersey

Minutes of a Special Meeting of the Mayor and Council, Borough of Keyport, held on the above date in the Keyport Senior Center, 110 Second Street, Keyport, N.J. pursuant to the adoption of Resolution #350-01, in accordance with the Open Public Meetings Act. Notices were faxed to the Courier, Asbury Park Press, Independent and Two River Times and posted on the Bulletin Boards.

Mayor Graham called the meeting to order at 7:07 P.M. and read the Sunshine Law Notice. The Planning Board called their meeting to order.

ROLL CALL

On Roll Call the following were present: Councilmembers Merla, Atkins, Bergen (arrived 7:22 P.M.), Pedersen. Absent: Councilmembers Ashmore and Antonucci. Others present: Gordon Litwin, Borough Attorney; Mr. Kriskowski, Borough Engineer; Unified Planning Board Members: Mayor Graham, Councilman Pedersen, Michael Palmisano, John Kovacs, Mark Sessa, Robert Zwingraf, Pat Menna, Planning Board Attorney and Jason Chaiken, Engineer.

DISCUSSION

1. **Master Plan.** Mayor Graham said the purpose of the joint meeting was to exchange information between the two bodies regarding the Master Plan. Planning Board Chairman Michael Palmisano said that the Committee findings were presented to the Board. Two sessions produced changes and they are being presented to the Governing Body. Mr. Menna said that John Kovacs is the sub-committee chairman. Revisions are being made per the Municipal Land Use Law to address anomalies and suggestions. Re-zones were reviewed and specific locations as to lack of any litigation and any imminent Waterfront Development. The zones were developed over the historic patterns. Keyport is small and to change zones invites use variance applications and forces minor matter applications; the zones should be left intact (small subdivisions and recycle small properties). A re-examination report was adopted by the board. If Council implements zoning changes, it would be smoother. The last re-examination was done in 1989. Both bodies reviewed the Re-examination booklet prepared by Schoor DePalma. The population statistics show no large open space inventory. With regard to New Dwelling Units and New Residential Construction, if it conforms, they could obtain Building Department Permits. The Governing Body should follow through on the Smart Growth Application. Ordinance changes; the Governing Body should consider Parks and Recreation (based on formula and off tract contribution [could impact streets, etc]) and recreation needs. The Historic Preservation element should be increased (20% income tax credit from Federal Government). Mayor and Council should consider Capital improvements such as storm water drainage, etc. Changes should be considered to the Land Development Ordinance. Review of the fence ordinance, a Sunset clause on abandoned buildings, fee structure should be revised (i.e. escrow) and an Administrative procedure should be established (a matter minor in nature). There are retail services who would like to use their second and third floors for residential uses, the businesses and property owners favor this idea in the downtown, but there could be parking issues. Developers Agreements should be eliminated in certain instances. The Aeromarine Property should be left as is. The Site Plan/Subdivision Ordinance should be increased from $15,000 to $50,000.

Engineer Chaiken said that the Zoning Ordinance should be amended. The report functions as 1) Planning Board requirement to reexamine the Master Plan and 2) change Ordinances. Councilman Merla asked for the consensus of the Board regarding mixed use; businesses remain the same (bottom floor) and residential area on the top floor - yes. Abatements in core Business district (figures, term). Mr. Menna said that this ties into the Smart Growth Application and this was discussed, but figures were not put in which might conflict with Smart Growth. With regard to a parking analysis, whatever changes are made, there will be parking problems; you have to be careful. Surveys will have to be done to create new spaces. Mr. Merla asked about the Historic Preservation element; any changes should re-enforce enforcement of Ordinances. This is not being done now. Curbs, sidewalks and driveways conflict with the present Ordinances; people park on their lawn during snow emergencies. Mr. Menna said that the Police need guidance. Mr. Kovacs said that uniform curbs are needed (thickness and kind of curbs). Mr. Merla asked about the sale of firearms. Mr. Menna said he agrees, but there is the home based business law and it can be challenged. Mr. Menna said that it addresses retail sale and prohibits distance from certain sites. It was asked how escrow fees are determined; accounts run short or does the Borough charge too much. Mr. Kriskowski said that compared with other municipalities for the initial escrows, Keyport is low. Mr. Merla asked how fees are determined; Mr. Kriskowski said that they are determined by the Zoning Officer. Mr. Menna said that the Planning Board should determine a formula for a minor application and decide if the Engineer should review the case or not. Mr. Bergen asked if there were any discussions on the State redevelopment statutes; Mr. Chaiken said only for the Aeromarine Property. Mrs. Poling asked about the Site Plan/Subdivision Ordinance that it needs to be updated - Mr. Kriskowski said that it does. Mr. Menna said that the report that was provided is to give the Borough direction. The concerns are Historic Preservation and Recreation; Council needs to be proactive. The theme is to use Committees.

Mayor Graham asked that Mr. Litwin advise Mayor and Council what needs to be done. Mr. Litwin said that no formal Council action is needed; the Planning Board adopts the Master Plan. The Council will attend to the Zoning recommendations and align them with the Master Plan. Ordinances are referred to the Planning Board. This was an informational meeting and in the near future Council will act. Mr. Merla asked if Council should form a Committee. Mr. Litwin said that this should first be listed on a Council Meeting and go from there; Council must prioritize. Mayor Graham thanked the Planning Board Members and Committee, as well as, Mr. Menna, Virginia Febo, Planning Board Secretary and John Kriskowski for their work.

ADJOURNMENT

Motion to Adjourn moved by Mr. Merla, seconded by Mrs. Atkins with Ayes by all present.

Time of Adjournment: 7:50 PM

Respectfully submitted,

Judith L. Poling/amc

Judith L. Poling, RMC/CMC
Borough Clerk/Administrator

Allyson M. Cinquegrana

per Allyson M. Cinquegrana, RMC
Deputy Borough Clerk