

EXHIBIT LIST

**Variance # 016-20
CAVALLARO, Richard & Susan
Block 42.17, Lots 5 – 31 Scarlet Dr.**

ADMINISTRATIVE & TECHNICAL (APPLICANT)

- A-1 Variance Application Form
- A-2 Variance Checklist Submission Documents
- A-3 Consent to Inspect
- A-4 Escrow Maintenance Form/W-9/Tax Statement
- A-5 Survey of Property, prepared by Flannery Webb & Hansen, P. A., revised 3/10/1998
- A-6 Pool House Plan & Elevations, prepared by Weltz Molinari Architecture, dated 7/10/2020
- A-7 Variance Plan, prepared by Geller Sive & Company, revised 8/5/2020
- A-8 Proof of Service

REPORTS/CORRESPONDENCE

- P-1 Freehold Township Planning Board's Declaration of Completeness, dated 6/26/2020
- P-2 Memorandum from Timothy P. White, Township Engineer, dated 8/18/2020
- P-3 Memorandum from Kate Keller, PP, Phillips, Preiss, Grygiel, LLC, dated 7/21/2020

TOWNSHIP OF FREEHOLD



MAYOR
Lester A. Preston, Jr.

TOWNSHIP COMMITTEE
Thomas L. Cook, Deputy Mayor
Anthony J. Ammiano
Maureen Fasano
Alan C. Walker

"Preserving and Enhancing the Quality of Life"

Office of the Planning Board

June 26, 2020

Mr. Jared Pape
Heilbrunn & Pape, Counsellors at Law
516 Highway 33
Millstone Township, NJ 08535

RE: **Variance Application**
Cavallaro, Richard & Susan
Block 42.17 Lot 5 – 31 Scarlet Dr
COMPLETENESS REVIEW

VAR# 016-20

Dear Mr. Pape:

Please be advised that the above referenced application has been deemed complete pursuant to N.J.S.A. 40:55D-10.3. As indicated in the cover letter, dated June 23, 2020, hardcopy documents are to be submitted at the earliest ability. Documents and their quantities, of which may differ from your waiver request letter, have been listed below for your reference and confirmation.

1. Architectural Floor Plans [1 sheet total] – Qnty. 2

Please note that under the statute, your obligation to prove your entitlement to an approval is not diminished by the declaration of completeness. Please note also that we may require correction of information found to be in error and submission of additional information as may be reasonably necessary for the Board to make an informed decision as to whether the requirements necessary for approval of the application have been met. While your failure to provide any such additional requested information will not affect the declaration of completeness, you should be aware that the absence of the information for the Board's consideration may negatively affect your obtaining the requested approval.

If you have any questions, please do not hesitate to contact me.

Sincerely,

TODD BROWN
Planning Board

cc: Timothy P. White, Township Engineer *(via email only)*
Richard and Susan Cavallaro *(via email only)*
Robert D. Sive, PE *(via email only)*
PB File

TOWNSHIP OF FREEHOLD



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"Preserving and Enhancing the Quality of Life"

Timothy White, PE, PLS, CME
Township Engineer

MEMORANDUM

TO: Planning Board, c/o Donna Butch, Administrative Officer

FROM: Timothy P. White, Township Engineer |

DATE: August 18, 2020

RE: Richard and Susan Cavallaro
Block 42.17, Lot 5
31 Scarlet Drive
Variance Application #016-20
REVIEW #2

RECEIVED
AUG 21 2020

FREEHOLD TOWNSHIP
OF ANNUAL ROAD

This review refers to the following:

- Variance Plan, Swimming Pool Cabana, Tax Lot 5, Block 42.17, 31 Scarlet Drive, Freehold Township, Monmouth County, New Jersey, one (1) sheet, dated June 10, 2020, revised August 5, 2020, prepared by Geller Sive & Company, signed and sealed by Robert D. Sive, P.E.
- Pool House Plan & Elevations, Proposed Alterations/Addition For: Mr. & Mrs. Richard Cavallaro, 31 Scarlet Drive, Freehold New Jersey, Lot 5, Block 42.17, one (1) sheet, dated November 6, 2019, prepared by Weltz | Molinari Architecture, unsigned.
- Survey of Property, Lot 5, Block 42.17, situated in Freehold Twp., Mon. Co., N.J., one (1) sheet, dated October 23, 1997, prepared by Flannery, Webb & Hansen, P.A., signed by Thomas R. Hansen, P.L.S.

Executive Summary

The applicant is seeking approval to install an approximate 581 sq. ft. pool cabana within the rear yard of the subject property adjacent to an existing in ground swimming pool. The proposed cabana will be completely enclosed and contain a kitchen area, seating area, storage room and a fireplace. The property is located in the Residential R-60 zone, however it was originally developed under the R-25 Variable Lot Size Option as part of the Seven Oaks Subdivision. Variance relief is requested to allow the proposed cabana, which is a non-permitted accessory use structure.

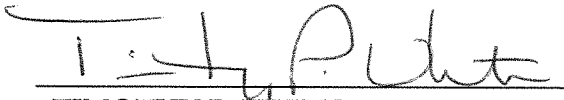


TOWNSHIP OF FREEHOLD

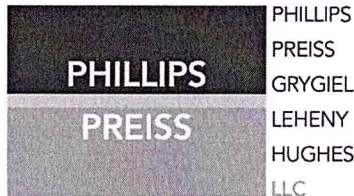
To: Planning Board
Re: Richard and Susan Cavallaro
Block 42.17, Lot 5 – 31 Scarlet Drive
Variance Application #016-20
REVIEW #2

August 18, 2020

At this time, this office has no comments relative to any engineering issues.


TIMOTHY P. WHITE
Township Engineer

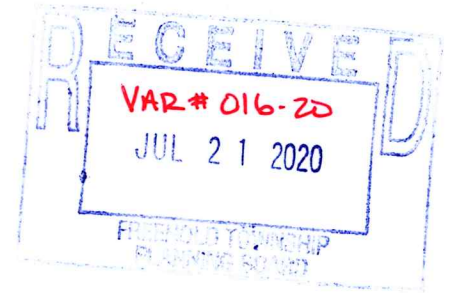
TPW/mb



Planning & Real Estate Consultants

July 21, 2020

Freehold Township Planning Board
% Donna Butch, Administrative Officer
Freehold Township
1 Municipal Plaza
Freehold, New Jersey 07728



RE: **Variance Application #016-20**
Planner's Review Letter
Richard Cavallaro
31 Scarlet Drive
Block 42.17, Lot 5
Residential Zone (R-60) / R-25 Variable Lot Size Option

Dear Chairman and Members of the Board:

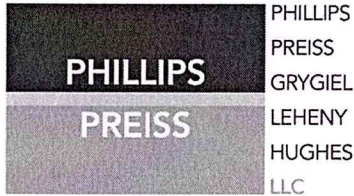
We have reviewed the above-referenced development application, including the following documents:

- 2020 Variance Application, prepared by Richard Cavallaro (Applicant), received 6/23/2020
- Survey of Property, for Richard Cavallaro and Susan B. Cavallaro, prepared by Thomas R. Hansen PLS, of Flannery, Webb & Hansen, PA, dated 10/23/1997
- Variance Plan, by Robert D. Sive PE, of Geller, Sive & Company, dated 6/20/2020.
- Pool House Plan & Elevations Architectural Plan, by Jeffrey Wultz, RA, of Wultz Molinari Architecture, dated 11/6/2019

Project Description

The applicant is seeking bulk "c" variance approval in order to permit the construction of a 581-square foot accessory structure in the rear yard of a single-family residential property. The accessory structure, labeled as a "pool cabana," is proposed to include a kitchen, a prefabricated wood fireplace and storage space. As this type of enclosed structure is not specifically contemplated by the Township Zoning Ordinance, bulk "c" variance relief is required to permit the cabana.

The subject property currently consists of 36,098 square feet (0.83 acres) and is developed with a 2-story single-family dwelling, a 119-square foot storage shed, an in-ground pool with surround concrete pavement and related accessory structures. The property is considered a corner lot as it is located on the northwest corner of Scarlet Drive and Pin Oak Road within the Seven Oaks major subdivision, which is located east of Kozloski Road and south of Burlington Road. Comparably sized single-family residences surround the subject property in the same zone (R-60/R-25 cluster).



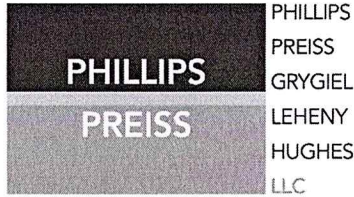
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The applicant is seeking variance relief to construct a one-story pool cabana, to measure 28 feet wide by 20 feet deep (581 square feet) and 15 feet in height, exclusive of the chimney, which would rise approximately 2 feet above the roofline. The pool cabana is proposed to be located to the rear of the existing dwelling and west of the existing in-ground pool. It would be located 12 feet from the rear property line (shared with Lot 6) and 32.67 feet from the side property line (shared with Lot 4) property lines. The same property lines are lined with landscaping to act as a visual buffer to adjoining residential properties. An existing iron fence surrounds the rear yard and pool area.

A concrete walk is proposed to connect the existing in-ground pool concrete surround to the proposed pool cabana. The pool cabana is proposed to contain kitchen facilities (refrigerator, flattop grill, BBQ grill and pizza oven), a fireplace, a wet bar, a fireplace, and seating/storage areas. No bathroom or bedroom facilities are proposed. The cabana is proposed to be clad in vinyl siding and fiberglass shingle roof, both of which are indicated to match the existing dwelling, with a stone veneer chimney along its west elevation.

Zoning Compliance & Planning Comments

1. The subject property is part of the Seven Oaks major subdivision, approved and recorded in August 1997 and zoned R-60 (using the R-25 variable lot size option). The subject property and all existing improvements continue to meet the required lot size and setback requirements for the zone.
2. Per §190-130B, a “pool cabana” is not specifically permitted as an accessory structure in residential zones. As such, bulk “c” variance relief is required. Testimony should be provided describing the proposed use and design of the structure. We note that open structures such as gazebos and pergolas, as well as closed structures such as storage sheds, are limited to 192 square feet in area. The applicant should provide testimony as to the need for the proposed size (581 square feet) and discuss the potential visual impact on neighboring properties. Testimony should also discuss what utilities are proposed to be connected to the cabana.
3. Per §190-104A, no accessory building to a residential structure may exceed 16 feet in height. While the cabana roof is proposed to measure 15 feet in height, a chimney is proposed on the west side of the cabana that appears to measure approximately 17 feet in height. While §190-104B exempts chimneys and other appurtenances attached to principal structures from height requirements, the ordinance is silent on the topic of chimneys, etc. on accessory structures. With the understanding that the chimney comprises a very small portion of the overall building height, bulk “c” variance relief is technically required to permit the



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proposed structure to measure 17 feet in height to the top of the chimney. The applicant should provide testimony in support of this variance request

4. As per §190-110 (B), in all residential zones, any accessory structures exceeding 192 square feet shall be constructed of materials which are the same as or consistently similar to the materials of the principal structure. The applicant should provide testimony confirming compliance with the above standard.
5. The Variance Plan indicates that the existing storage shed is to be relocated to the southwest and remain no less than 10 feet from the side and rear yard property lines, in compliance with ordinance requirements. The applicant should provide testimony as to the status of this relocation as well as the status of other construction on the property (i.e. patio and addition, as indicated on the plan).
6. As bulk "c" variance relief is required in connection with the application, the Board must find that there is either undue hardship or practical difficulty associated with the strict application of the requirements of the zoning ordinance in connection with this specific piece of property; or that one or more purposes of zoning would be advanced by the deviation and the benefits of granting the variance(s) for this specific piece of property would substantially outweigh any detriment. In addition, the Board must be satisfied that the granting of the variance(s) would not cause substantial detriment to the public good or substantially impair the intent and purpose of the zone plan and zoning ordinance.

We trust the above information is responsive to your needs.

Respectfully submitted,

Kate Keller, P.P., AICP

cc: Roger A. McLaughlin, Planning Board Attorney
Timothy P. White, P.E., Township Engineer

J20176

EXHIBIT LIST

**Preliminary and Final Major Subdivision # 900-19 and Variance #010-19
Pollock, Thomas – Block 97, Lot 38.05 – 350 Brandon Blvd.
Loff, Robert & Kristy - Block 97, Lot 38.06 – 178 Jackson Mills Rd.**

ADMINISTRATIVE & TECHNICAL (APPLICANT)

- A-1
 - a. Preliminary Major Subdivision Application
 - b. Final Major Subdivision Application
 - c. Application for Variance
- A-2
 - a. Preliminary Major Subdivision Checklist – Part A (Submission Documents)
 - b. Preliminary Major Subdivision Checklist – Part B (Plat Requirements)
 - c. Final Major Subdivision Checklist – Part A (Submission Documents)
 - d. Final Major Subdivision Checklist – Part B (Plat Requirements)
 - e. Affidavit of Completeness
- A-3 Consent of Owner/Consent to Inspect
- A-4 Escrow Maintenance Form/W-9/Tax Statement (2)
- A-5 Waiver of Statutory Time Limitations
- A-6 Waiver Requests from Green Site Engineering, dated 1/7/2019
- A-7 Narrative, received 4/12/2019
- A-8 Zoning Schedule
- A-9 Final Plat – Major Subdivision, by Shark River Land Surveying, LLC, dated 2/28/2020
- A-10 Monmouth County Planning Board Exemption Letter, received 4/30/2019
- A-11
 - a. Previous Resolutions: Variance #003-16 and Prelim & Final Subdivision #721-1-96
 - b. Previous Subdivision Plat, prepared by Abbington Associates, dated 11/19/1999
- A-12 Deed of Easement, dated 12/21/1999
- A-13 Description of Property, Estates at Freehold, Homestead Tract, dated 11/18/1999
- A-14 Survey, prepared by P2 Land Surveying, revised 2/1/2019
- A-15 Proof of Service

REPORTS/CORRESPONDENCE

- P-1 Freehold Township Planning Board's Declaration of Completeness, dated 4/29/2019
- P-2 Memorandum from Timothy P. White, Township Engineer, dated 5/26/2020
- P-3 Memorandum from Kate Keller, PP, Phillips, Preiss, Grygiel, LLC dated, 6/5/2020
- P-4 Memorandum from Tom Moskal, Environmental Commission, dated 5/14/2019
- P-5 Memorandum from Michael D. Imbriaco, Township Tax Assessor, dated 5/16/2019

TOWNSHIP OF FREEHOLD



MAYOR
Barbara J. McMorrow

TOWNSHIP COMMITTEE
Lester A. Preston, Jr., Deputy Mayor
Anthony J. Ammiano
Thomas L. Cook
David M. Salkin

"Preserving and Enhancing the Quality of Life"

Office of the Planning Board

April 29, 2019

Richard Stone, Esq.
StoneMandia, LLC, Attorneys at Law
685 Neptune Blvd.
PO Box 846
Neptune, NJ 07754-0846

Re: Preliminary and Final Major Subdivision # 900-19 & Variance #010-19
Thomas Pollock (Lot 38.05)
Robert & Kristy Loff (Lot 38.06)
Block 97, Lot 38.05 – 350 Brandon Boulevard
Block 97, Lot 38.06 – 178 Jackson Mills Rd.
COMPLETENESS REVIEW

Dear Mr. Stone:

Please be advised that the above referenced application has been deemed complete pursuant to N.J.S.A. 40:55D-10.3. Please note that under the statute, your obligation to prove your entitlement to an approval is not diminished by the declaration of completeness. Please note also that we may require correction of information found to be in error and submission of additional information as may be reasonably necessary for the Board to make an informed decision as to whether the requirements necessary for approval of the application have been met. While your failure to provide any such additional requested information will not affect the declaration of completeness, you should be aware that the absence of the information for the Board's consideration may negatively affect your obtaining the requested approval.

You are also obligated to pay such additional monies for escrow fees as shall be required in accordance with ordinance number 0-85-36 and any amendments thereto.

If you have any questions, please do not hesitate to contact me.

Sincerely,

DANIELLE B. SIMS
Administrative Officer, Planning Board

/ds

cc: Timothy P. White, Township Engineer
PB File

TOWNSHIP OF FREEHOLD



MAYOR
Lester A. Preston, Jr.

TOWNSHIP COMMITTEE
Thomas L. Cook, Deputy Mayor
Anthony J. Ammiano
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Alan C. Walker

"Preserving and Enhancing the Quality of Life"

Timothy White, PE, PLS, CME
Township Engineer

MEMORANDUM

TO: Planning Board, c/o Donna Butch, Administrative Officer

FROM: Timothy P. White, Township Engineer

DATE: May 26, 2020

RE: Thomas Pollock (Lot 38.05)
Robert & Kristy Loff (Lot 38.06)
Block 97, Lot 38.05 – 350 Brandon Boulevard
Block 97, Lot 38.06 – 178 Jackson Mill Road
Preliminary and Final Major Subdivision #900-19 & Variance #010-19
REVIEW #3

RECEIVED
MAY 29 2020

FREEHOLD TOWNSHIP
PLANNING BOARD

- Final Plat – Major Subdivision of Property of Robert & Kristy Loff, 178 Jackson Mills Road, Tax Block 97, Lot 38.06 and Thomas Pollock, 350 Brandon Boulevard, Tax Block 97, Lot 38.05, situated in the Township of Freehold, Monmouth County, New Jersey, Tax Map Sheets No. 48 and 51, one (1) sheet, dated February 28, 2020, prepared by Shark River Land Surveying, LLC, signed and sealed by Rodolfo Pierri P.L.S.
- Project Narrative, Major Subdivision, Block 97, Lots 38.05 and 38.06, undated, unsigned.
- Monmouth County Planning Board, Conditional Final Approval, Thomas Pollock and Robert & Kristy Loff, Brandon Boulevard Minor Subdivision, Block 97, Lots 38.05 & 38.06, dated March 25, 2019, signed by Phyllis Harrington.

Executive Summary

The applicant is seeking preliminary and final major subdivision approval to subdivide approximately 4.4 acres off lot 38.06, the original homestead lot of the Estates at Freehold subdivision and annex this portion of the lot onto lot 38.05 in block 97. The subject lots are located in the Rural Environmental (R-E) Zone. This application is considered a technical or a "creeping" major subdivision as lot 38.06 was previously subdivided in 1999 as part of the "Estates at Freehold" and lot 38.05 was created as part of that subdivision. Both lots 38.06 and 38.05 contain residences. If approved, the newly enlarged lot becomes flag shaped and wraps around the adjacent existing lots. This will result in an unusual and irregular shaped lot.

It should be noted that as a result of the 1999 subdivision, lot 38.06 no longer has frontage on Jackson Mill Road. Access to Jackson Mill Road was maintained via an existing gravel drive and a new access easement conveyed by the developer to the property owner. Frontage for the property was created on Brandon Boulevard. Subsequently, in 2016 "d" variance relief was granted to subject lot 38.06 to increase the size of the existing residence and to continue the use of the existing garage which was converted into living quarters. As part of the current application, the applicant is requesting to continue the existing variance granted to allow two principal uses on Lot 38.06.



To: Planning Board
Re: Thomas Pollock (Lot 38.05)
Robert & Kristy Loff (Lot 38.06)
Block 97, Lot 38.05 – 350 Brandon Boulevard
Block 97, Lot 38.06 – 178 Jackson Mill Road
Preliminary and Final Minor Subdivision #900-19 & Variance #010-19
REVIEW #3

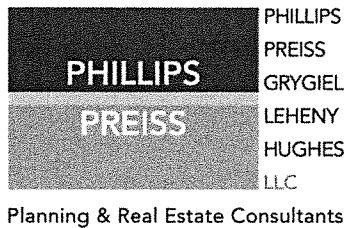
May 26, 2020

The following comments are provided:

1. The applicant shall provide testimony explaining the proposed need of the irregular shaped lot.
2. Revise title of plat to "Preliminary and Final Major Subdivision Plat".
3. Correct typographical error in the Township Engineer's License Number (GB42576).
4. Tax lot 38.07 is mislabeled. Revise accordingly.
5. The applicant shall provide a bond in the amount of \$3,250 (\$250/monument x 13 monuments) to guarantee the future setting of the monuments as designated and shown on the plat.
6. The conservation easement line/new property line shall be delineated with shrubs, trees or other vegetation.
7. Related to the requested variance, it should be noted that the variance granted in 2016 (Var. #003-16) to permit occupancy of the existing garage as a living quarters on Lot 38.06 was limited to guest facilities supplemental to the principal residence. No kitchen, cooking, or food preservation or storage equipment of any nature were permitted to be installed within the garage building. To reiterate comments made by this office in the prior variance application (#003-16), the following items must still be addressed:
 - a. The applicant shall install a driveway from the main house and garage of lot 38.06 to the Brandon Boulevard or the future right-of-way as described on the tax map. The driveway should be paved in the proximity to the garage and house as well as near the right-of-way in accordance with Township Standards.
 - b. The existing access easement to Jackson Mill Road should be modified, if necessary, to hold the Township harmless from any litigation or injuries that may occur and also require maintenance of the driveway to be the responsibility of the owner and/or successive owners of lot 38.06.
 - c. The applicant shall provide testimony related to the status of specific condition #1 of the previously granted use variance (003-16) which requires that all kitchen facilities in the residential section of the garage building be completely removed so that the only remaining residential facilities will be sleeping quarters and a bathroom.
8. Applicant must receive final "unconditional" Monmouth County Planning Board Approval.

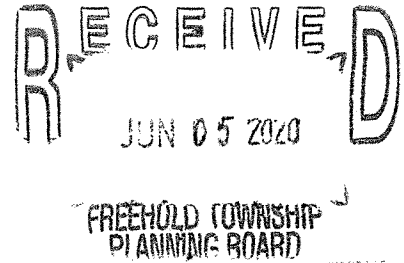
TIMOTHY P. WHITE
Township Engineer

TPW/mb



June 5, 2020

Freehold Township Planning Board
% Donna Butch, Administrative Officer
Freehold Township
1 Municipal Plaza
Freehold, New Jersey 07728



RE: **Preliminary and Final Major Subdivision #900-19 / Variance #010-19
Planner's Review Letter #3
Pollock / Loff Subdivision
350 Brandon Boulevard / 178 Jackson Mills Road
Block 97, Lots 38.05 and 38.06
R-E Rural Environmental Zone**

Dear Chairman and Members of the Board:

The applicant has submitted revised plans in connection with the above-referenced development application. We previously issued a review letter dated May 15, 2019; more information about the proposed development is contained in that letter. At this time, we have reviewed the following documents:

- Final Plat – Major Subdivision for Block 97, Lots 38.05 and 38.06, prepared by Rodolfo Pierri, PLS, of Shark River Land Surveying LLC, dated 2/28/20

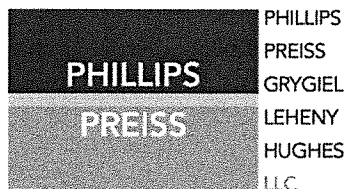
Project Description

The applicant is seeking preliminary and final major subdivision approval to modify the lot lines between the subject properties. The lots would remain known as Block 97, Lots 38.05 and 38.06.

The subject properties are located in the southeasterly portion of the Township, east of Georgia Road and west of Jackson Mills Road. Land use in the vicinity of the subject property is comprised primarily of single-family residences and undeveloped/wooded lands, including Township-owned property.

Both properties are presently developed with single-family residences and associated accessory structures. Lot 38.05 measures 0.94 acres (40,811 square feet) in area and has frontage on Brandon Boulevard. Lot 38.06 measures 41.93 acres (1,826,554 square feet) in area. Lot 38.06 has frontage on Brandon Boulevard; however, access to the existing residence is provided from Jackson Mills Road via an access easement through Township-owned property (Block 97, Lot 38.07). There are conservation easements in the northern and western portions of Lot 38.06 associated with wetlands and a stream corridor.

The applicants are proposing to modify the existing lot lines of the two properties such that the area of Lot 38.05 is increased by 192,538 square feet (4.42 acres), while Lot



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PHILLIPS
PREISS
GRYGIEL
LEHENY
HUGHES
LLC

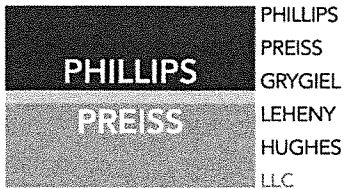
38.06 is accordingly decreased by same. The existing and proposed lot areas are as follows:

- **Block 97, Lot 38.05:** 0.94 acres (40,811 square feet) existing; 5.36 acres (233,349 square feet) proposed
- **Block 97, Lot 38.06:** 41.93 acres (1,826,553 square feet) existing; 37.52 acres (1,634,017 square feet) proposed

The proposed rear lot line would follow the boundary of an existing conservation easement and wetlands buffer located on Lot 38.06. The conservation easement is proposed to remain on Lot 38.06. The existing dwellings on each lot would remain. No new improvements are proposed as part of this application.

Zoning Compliance & Planning Comments

1. The applicant is seeking major subdivision approval in accordance with §190-3 of the Township Land Use Ordinance, as the proposal constitutes a further subdivision of a tract of land that was previously the subject of an application. Both lots were originally part of a larger farm property that was the subject of an application for preliminary and final major subdivision that was approved in 1999. The resulting subdivision is known as the Estates at Freehold and was approved and is accessed via Brandon Boulevard. Lot 38.05 was developed with a single-family residence as part of the subdivision, while Lot 38.06 is the remaining portion of the original farm lot.
2. Lot 38.06 received Planning Board approval in 2016 to permit expansion of the first floor of the existing dwelling (Resolution #003-16). "D(1)" use variance approval was granted to permit existing living quarters above the garage to remain. A bulk "c" variance was granted at this time to permit accessory structures to be located in the front yard. The applicant should indicate the status of Lot 38.06's conformance with the conditions of approval contained within Resolution #003-16. Per Conditions #1 and #2, all kitchen facilities in the garage living quarters were to be removed and the garage living quarters were to be supplemental to the principal dwelling. Only. Per Condition #3, the applicant agreed to construct a stone driveway connecting the dwelling on Lot 38.06 to Brandon Boulevard, to be approved by the Township Engineer.
3. Though the subject properties are located in the R-E Rural Environmental zone, the Estates at Freehold subdivision approval was granted under the variable lot size option for the R-40 Zone at the time. As a result, Lot 38.05 is undersized for the R-E zone, where a minimum lot size of 10 acres is required. We note that while the proposed subdivision will bring the area of Lot 38.05 closer to the required minimum lot area, bulk "c" variance relief is technically required to



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permit the proposed lot size of 5.35 acres where 10 acres is required. Testimony should be provided in support of this variance.

4. The frontage of Lot 38.06 is proposed to be reduced from 412.7 feet to 374 feet along Brandon Boulevard, where 400 feet is required in the R-E Zone. We note that the lot is irregularly shaped and that a ± 300 -foot portion of the property has frontage on a "future right-of-way." However, bulk "c" variance relief is technically required to permit the proposed reduction as Brandon Boulevard is the only existing street abutting the property. Testimony should be provided in support of this variance.
5. As bulk "c" variance relief is required in connection with the application, the Board must find that there is either undue hardship or practical difficulty associated with the strict application of the requirements of the zoning ordinance in connection with this specific piece of property; or that one or more purposes of zoning would be advanced by the deviation and the benefits of granting the variance(s) for this specific piece of property would substantially outweigh any detriment. In addition, the Board must be satisfied that the granting of the variance(s) would not cause substantial detriment to the public good or substantially impair the intent and purpose of the zone plan and zoning ordinance.

We trust that the above information is responsive to your needs.

Respectfully submitted,

Kate Keller, P.P., AICP

cc: Roger J. McLaughlin, Planning Board Attorney
Timothy P. White, P.E., Township Engineer

19137



Township of Freehold

ENVIRONMENTAL COMMISSION

One Municipal Plaza, Freehold, NJ 07728

TO: Danielle B. Sims, Administrative Officer, Planning Board

FROM: Tom Moskal, Environmental Commission

DATE: 5/14/19

Project Name

Preliminary and Final Major Subdivision #900-19 and Variance # 010-19

Thomas Pollock (Block 97 Lot 38.05 – 350 Brandon Boulevard)

Robert and Kristy Loff (Block 97 Lot 38.06 – 178 Jackson Mills Rd.)

The May 13, 2019 meeting of the Freehold Township Environmental Commission was called to order by Chairman Moskal at 7:35 pm. Board members present: William Lombardi, Brian Dougherty, Steve Leone, Dave Puchalski, and Tom Moskal.

The following statement was read by Chairman Moskal: “In accordance with the Open Public Meetings Law, c.231, P.L. 1975, this meeting was announced by posting a notice on the bulletin board reserved for that purpose, by mailing such notice to the office of the official newspapers of the Township, and by filing such notice with the Township Clerk.”

Upon review and discussion the Commission has no comments or concerns regarding this project.

The meeting was adjourned at 8:00 pm.

Tom Moskal
Chairman

TOWNSHIP OF FREEHOLD



MAYOR
Barbara J. McMorrow

TOWNSHIP COMMITTEE
Lester A. Preston, Jr., Deputy Mayor
Anthony J. Ammiano
Thomas L. Cook
David M. Salkin

"Preserving and Enhancing the Quality of Life"

MEMORANDUM

TO: Planning Board, c/o Danielle Sims, Administrative Officer

FROM: Michael D. Imbriaco, Township Tax Assessor

DATE: May 16, 2019

RE: Preliminary and Final Major Subdivision #900-19 & Variance #010-19
Thomas Pollock (Lot 38.05)
Roberty & Kristy Loff (Lot 38.06)
Block 97 Lot 38.05-350 Brandon Blvd
Block 97 Lot 38.06-178 Jackson Mills Rd

This review refers to the following:

- Final Plat Major Subdivision-Loff, Block 97 Lot 38.06-178 Jackson Mills Rd & Pollock, Block 97 Lot 38.05-350 Brandon Blvd, dated 10/8/2015, prepared by P2 Land Surveying, Inc., signed and sealed by James Pica, P.L.S. The most recent Final Plat Major Subdivision was revised and dated 2/1/2019.

I am satisfied with the proposed lot numbers as they will remain the same and require nothing further on my end.
Thank you.

Sincerely,

MICHAEL D. IMBRIACO
Tax Assessor, Freehold Township

MI/mi

EXHIBIT LIST

**Minor Site Plan # 525-3-19
Variance Application # 019-19
Bank of America
Block 85.11, Lots 17 – 510 West Main St.**

ADMINISTRATIVE & TECHNICAL (APPLICANT)

- A-1 a. Application for Minor Site Plan, dated 6/11/2019
b. Application for Variance, dated 6/11/2019
- A-2 a. Minor Site Plan Checklist – Part A, Submission Documents, dated 6/11/2019
b. Minor Site Plan Checklist – Part B, Plat/Map Requirements, dated 6/11/2019
c. Checklist Waiver Memo – Addendum, from Stonefield Engineering, dated 10/4/2019
d. Affidavit of Completeness
- A-3 Project Narrative, from Stonefield, dated 6/10/2020
- A-4 Consent of Owner / Consent to Inspect / Disclosure Statement
- A-5 Escrow Maintenance Form/W-9/Tax Statement
- A-6 Waiver of Statutory Time Limitations
- A-7 Environmental Impact Statement Waiver Memo, from Stonefield Engineering, dated 7/3/2019
- A-8 Monmouth County Planning Board Exemption Letter, dated 6/14/2019
- A-9 Plans for ATM Capacity Addition, 5 sheets, received 9/2/2020
- A-10 Minor Site Plan set, prepared by Stonefield Engineering, revised 9/22/2020
- A-11 Structural Plan, prepared by French & Parrello, received 9/2/2020
- A-12 Sign Application, Façade, dated 10/9/2019
- A-13 Proof of Service

REPORTS/CORRESPONDENCE

- P-1 Freehold Township Planning Board's Declaration of Completeness, dated 10/22/2019
- P-2 Memorandum from Timothy P. White, Township Engineer, dated 9/24/2020
- P-3 Memorandum from Kate Keller, PP, Phillips, Preiss Grygiel, LLC dated 7/17/2020
- P-4 Memorandum from Nicholas Netta, Netta Architects, dated 7/13/2020
- P-5 Memorandum from Andrew Feranda, Shropshire Associates, dated 7/14/2020
- P-6 Memorandum from Shaun Reilly, Township Fire Bureau, dated 7/8/2020

TOWNSHIP OF FREEHOLD



MAYOR
Barbara J. McMorrow

TOWNSHIP COMMITTEE
Lester A. Preston, Jr., Deputy Mayor
Anthony J. Ammiano
Thomas L. Cook
David M. Salkin

"Preserving and Enhancing the Quality of Life"

Office of the Planning Board

October 22, 2019

Diane Hickey, Esq.
Riker, Danzig, Scherer, Hyland and Perretti, LLP
Headquarters Plaza
One Speedwell Avenue
Morristown, NJ 07962-1981

RE: Minor Site Plan # 525-3-19 and Variance Application # 019-19
Bank of America
Block 85.11 Lot 17 – 510 West Main Street
COMPLETENESS REVIEW

Dear Ms. Hickey:

Please be advised that the above referenced application has been deemed complete pursuant to N.J.S.A. 40:55D-10.3. Please note that under the statute, your obligation to prove your entitlement to an approval is not diminished by the declaration of completeness. Please note also that we may require correction of information found to be in error and submission of additional information as may be reasonably necessary for the Board to make an informed decision as to whether the requirements necessary for approval of the application have been met. While your failure to provide any such additional requested information will not affect the declaration of completeness, you should be aware that the absence of the information for the Board's consideration may negatively affect your obtaining the requested approval.

You are also obligated to pay such additional monies for escrow fees as shall be required in accordance with ordinance number 0-85-36 and any amendments thereto.

If you have any questions, please do not hesitate to contact me.

Sincerely,

TODD BROWN
Planner-Trainee, Planning Board

/tb

cc: Timothy P. White, Township Engineer
PB File

TOWNSHIP OF FREEHOLD



MAYOR
Lester A. Preston, Jr.

TOWNSHIP COMMITTEE
Thomas L. Cook., Deputy Mayor
Anthony J. Ammiano
Maureen Fasano
Alan C. Walker

"Preserving and Enhancing the Quality of Life"

Timothy White, PE, PLS, CME
Township Engineer

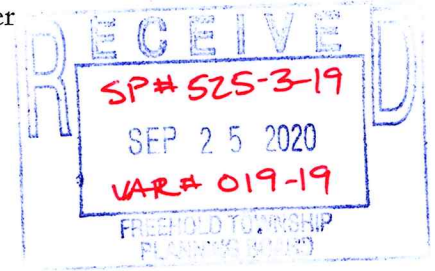
MEMORANDUM

TO: Planning Board, c/o Donna Butch, Administrative Officer

FROM: Timothy P. White, Township Engineer

DATE: September 24, 2020

RE: Bank of America
Block 85.11, Lot 17 - 510 West Main Street
Minor Site Plan #525-3-19 and Variance #019-19
REVIEW #3



This review refers to the following:

- Minor Site Plan, Bank of America, Block 85.11, Lot 17, 510 West Main Street, Freehold Township, Monmouth County, New Jersey, eight (8) sheets, dated June 2, 2020, last revised September 22, 2020, prepared by Stonefield Engineering & Design, by Paul D. Mutch Jr., P.E.
- Project Narrative Description, Bank of America Proposed ATM Upgrades, Block 85.11, Lot 17, 510 West Main Street, Freehold Township, Monmouth County, NJ, dated June 10, 2020, prepared by Stonefield, unsigned.
- Architectural Plans, Bank of America, Freehold West, ATM Capacity Addition, 510 West Main Street, Freehold, NJ 07728, five (5) sheets, dated January 2019, last revised June 4, 2020, prepared by Gensler, unsigned.
- Structural Plan, Bank of America, Freehold West, ATM Capacity Addition, 510 West Main Street, Freehold, NJ 07728, one (1) sheet (S1.0), dated January 2019, prepared by Gensler, unsigned.
- Bank of America ATM Renderings and Plans, Model 3511 Surround, dated February 15, 2019 and February 27, 2019, prepared by Companion, unsigned.
- Operations and Use Memorandum, Minor Site Plan for Bank of America Drive-Up ATM Kiosk, Tax Map Sheet #31, Block 85.11, Lot 17, Township of Freehold, Monmouth County, New Jersey, dated October 4, 2019, prepared by Stonefield Engineering & Design, unsigned.
- Checklist Waiver Memorandum – Addendum, Minor Site Plan for Bank of America Drive-Up ATM Kiosk, Tax Map Sheet #31, Block 85.11, Lot 17, Township of Freehold, Monmouth County, New Jersey, dated October 4, 2019, prepared by Stonefield Engineering & Design, unsigned.
- Monmouth County Planning Board, Letter of No Interest, Bank of America, 510 W. Main Street, Block 85, Lot 117, Freehold, New Jersey, dated June 14, 2019, signed by Victor Furmanec, P.P., A.I.C.P.



September 24, 2020

To: Planning Board
Re: Bank of America
Minor Site Plan #525-3-19 and Variance #017-17
Block 85.11, Lot 17
REVIEW #3

Executive Summary

The existing bank is equipped with three (3) drive thru lanes including a drive up ATM in Lane 1 and vacuum air tube (VAT) systems in lanes 2 and 3. The applicant is seeking minor site plan approval for the elimination of the middle drive thru lane and the addition of a 24-hour ATM in the outer drive thru lane. The existing VAT systems will be removed. Associated site improvements include the following:

- Removal, replacement and enlargement of the concrete island between existing lanes 2 and 3 to accommodate the new ATM and to eliminate the middle drive thru lane.
- ATM protection bollards, striping and directional pavement markings.
- Decorative/security metal fencing along the curb line adjacent to the drive-thru canopy.
- Drive-Up ATM signage.
- An LED area light adjacent to the existing refuse enclosure to bring the site into ATM security lighting compliance.
- Installation of privacy slats within the existing refuse enclosure gate.
- Concrete curb repairs and re-striping as warranted throughout the parking lot.

The site is located in the B-2 "Service & Supply Zone". There are no other site modifications proposed or any variances requested as part of this application.

The following comments are provided:

1. The existing detention basin, outlet control structure and low flow channel located on the property contain debris and sediment which shall be removed. Additionally, in accordance with the Township's NJDEP Stormwater Permit, the applicant shall provide all detention basin inspection and maintenance records for the stormwater management facilities to be kept on file with the Township Engineering Department.
2. The applicant indicates that variances are not required related to signage. The applicant shall provide testimony in this regard. (i.e. - will the proposed ATM or existing canopy contain any signage that would require approval by the Board?). This office defers to the Township's Planning Consultant in this regard.

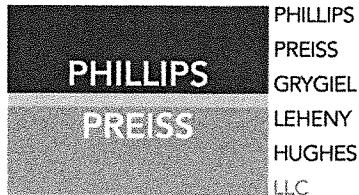
This office has no additional comments relative to any engineering issues.



TIMOTHY P. WHITE
Township Engineer

TPW/mb

cc: Kate Keller, P.P. – Phillips Preiss (via email)

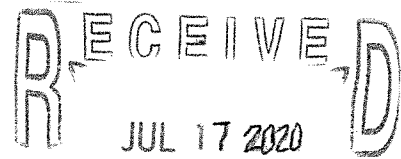


Planning & Real Estate Consultants

PHILLIPS
PREISS
GRYGIEL
LEHENY
HUGHES
LLC

July 17, 2020

Freehold Township Planning Board
% Donna Butch, Administrative Officer
Freehold Township
1 Municipal Plaza
Freehold, New Jersey 07728



FREEHOLD TOWNSHIP
PLANNING BOARD

RE: **Minor Site Plan #525-3-19 and Variance #019-19**
Planner's Review Letter
Bank of America – Drive-Up ATM
510 West Main Street
Block 85.11, Lot 17
B-2 Commercial Zone

Dear Chairman and Members of the Board:

We have reviewed the above-referenced development application, including the following documents:

- Minor Site Plan, Bank of America, Lot 17, Block 85.11, 510 West Main Street, Township of Freehold, Monmouth County, New Jersey, consisting of 8 sheets, prepared by Paul D. Mutch Jr., P.E., of Stonefield Engineering, dated 6/2/2020

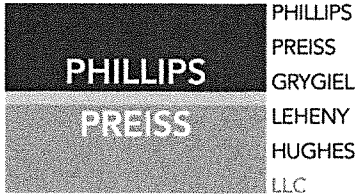
Project Description

The applicant is seeking minor site plan approval in order to replace existing drive-up remote teller facilities with a new drive-up ATM at a Bank of America retail banking facility.

The subject property measures 2.62 acres and is developed with a Bank of America bank building with a drive-up facility, located in the northern portion of the subject property. Parking is located to the north and southwest of the building. The subject property has frontage along West Main Street and Redwood Lane and abuts single-family residential development along Redwood Lane to the south

Land use in the vicinity of the subject property is comprised mainly of commercial uses along West Main Street. The Raintree Towne Center shopping plaza is located across West Main Street to the north of the subject property, and CentraState Medical center is located to the northwest of the subject property, also along West Main Street.

There is currently a three-lane drive-up facility associated with the bank, including an ATM kiosk in Lane 1, a drive-up teller window in Lane 1, and drive-up remote teller systems in Lanes 2 and 3. The applicant is proposing to remove the remote teller system and construct a new drive-up ATM in its place. The resulting layout will include 2 lanes with a bypass lane to the east of the ATM.



Planning & Real Estate Consultants

New lighting is proposed as necessary to meet required ATM security lighting compliance, to include one new 20-foot pole-mounted area light to be located adjacent to the existing trash enclosure. A new 6-foot high security fence is proposed along the easterly side of the bypass lane to enhance security within a radius of the ATM. The detail provided depicts decorative black metal fencing. No new signage is proposed as part of this application.

Zoning Compliance & Planning Comments

1. The existing use as a bank is permitted in the B-2 Commercial Zone. The Planning Board previously granted minor site plan and variance relief to the applicant by Resolutions #525-2-17 and #017-17, dated December 7, 2017, to permit the construction of a drive-thru ATM kiosk with related signage and lighting.
2. The applicant has indicated that the proposed changes are anticipated to increase 24-hour capacity for customers using the ATMs on the site. Testimony should be provided indicating what, if any, impacts on site circulation, employee hours, etc., are anticipated as a result. No changes to the underlying bank use are proposed. We defer to the Township Engineer for any additional comment on site circulation.
3. The proposed new pole-mounted lighting is located so that it may be visible from CR-537/West Main Street. We recommend that the proposed typical commercial-style lighting fixture be replaced with a decorative post top fixture if possible.
4. Testimony should be provided regarding whether the proposed new site lighting would have any impact on neighboring properties. All lighting fixtures should be shielded as required to prevent spillover.

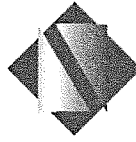
We trust that the above information is responsive to your needs.

Respectfully submitted,

Kate Keller, P.P., AICP

cc: Roger A. McLaughlin, Board Attorney
Timothy P. White, P.E., Township Engineer

J19334



NETTAARCHITECTS

RECEIVED
JUL 14 2020

FREEHOLD TOWNSHIP
PLANNING BOARD

July 13th, 2020

Mrs. Donna Butch
Administrative Officer
Township of Freehold
One Municipal Plaza
Freehold, NJ 07728

**RE: Architectural Review: Application for Minor Site Plan and Variance
[SP #525-3-19 & Variance #019-19]
Bank of America
Block 85.11, Lot 17- 510 West Main St.
Freehold, New Jersey
Review #2**

Dear Mrs. Donna Butch:

Pursuant to our recent communication, on June 29th, 2020 and subsequent to your request, we are pleased to submit our architectural review of the project referenced above. Netta Architects has reviewed the following documentation;

- Cover Letter dated 06.26.20 from Stonefield Engineering
- Project Narrative Description
- Preliminary & Final Site Plan Prepared by Stonefield Engineering & Design dated 06.02.20

Upon review of the application, our response is based on our firms' previous experience and specific reference to architectural design requirements noted in the Freehold Township Ordinance, Chapter 190, Article XII, Section 114, Architectural Design Requirements for Commercial, Office and Industrial Development. Our comments to the above referenced project are as follows;

1. The proposed exterior signage renovations appear to conform to the buildings architectural style and the regulations outlined under Chapter 190 Article XVII Section 179 of the township ordinance. We defer to further review by the sign review committee.

The firm of Netta Architects is very pleased to furnish you with the above comments in regards to the referenced projects architectural design. These comments do not address additional issues the project may have such as, structural design, code compliance, compliance with ADA, and/or site design. Please feel free to reach out to us if there are any additional questions with the project referenced above.

Very truly yours,

Nicholas J. Netta, AIA, NCARB
Principal

Traffic Engineering, Transportation Planning & Design

277 White Horse Pike, Suite 203, Atco, NJ 08004
P: 609-714-0400 F: 609-714-9944 www.sallc.org

David R. Shropshire, PE, PP
A Andrew Feranda, PE, PTOE, CME
Randal C. Barranger, PE
Nathan B. Mosley, PE, CME

July 14, 2020

Ms. Donna Butch
Administrative Officer
Freehold Township Planning Board
One Municipal Plaza
Freehold, NJ 07728-3099

(via email: DButch@twp.freehold.nj.us)

Re: **Bank of America**
(SP# 525-3-19 & V# 019-19)
510 West Main Street; Block 85.11, Lot 17
Freehold Township, Monmouth County
SA Project No. 19527

RECEIVED
JUL 14 2020

FREEHOLD TOWNSHIP
PLANNING BOARD

Dear Ms. Butch:

At the request of Freehold Township, a traffic review was performed for the above referenced application. The materials submitted for review include:

1. Cover Letter for Minor Site Plan for Bank of America proposed ATM Upgrades; prepared by Stonefield Engineering & Design; dated June 26, 2020
2. Minor Site Plan set for Bank of America, Block 85.11, Lot 17, 510 West Main Street; prepared by Stonefield Engineering & Design; revised to June 2, 2010
3. Project Narrative Description for Bank of America proposed ATM Upgrades; prepared by Stonefield Engineering & Design; dated June 10, 2020

The Applicant seeks Minor Site Plan approval for the addition of a second drive-up ATM to the existing bank. The existing bank has 3 drive-thru lanes with an existing 24-Hour ATM in lane-one. Drive-thru lane-one has a teller window with an existing ATM approximately 50 feet (ft) prior to the teller window. Drive-thru Lanes 2 and 3 have VAC tubes for teller services. The proposal is for the removal of the existing teller windows and VAC tubes and add a drive-up ATM machine in Lane 3 of the drive-thru lanes. The existing ATM in drive-thru lane-one will remain. Additionally, the teller tubes in drive-thru lanes two and three will be removed.

A traffic review letter dated November 15, 2019 was issued for the proposed improvements to the fence sales facility. A Technical Review Committee (TRC) meeting was held on December 16, 2019 at which traffic and other review comments were discussed. The Applicant has since revised the plans and provided additional information to address comments found in the traffic review and other professional review letters.

Based on review of the Site Plan set and corresponding documents the following traffic comments remain:



Access:

Access to the bank will remain via a full movement driveway along Redwood Lane and a right-turn exit-only along West Main Street (County Route 537).

All comments addressed.

Circulation:

The site's driveways and circulation aisles will remain. The circulation aisles for the drive-thru will be altered to allow for the second drive-up ATM in Lane 3. The teller canopy will remain but teller window and VAC tubes will be removed.

- 1. The existing ATM is located approximately 50 feet (ft) prior to the teller window. It is suggested that the ATM could be relocated to the Lane 1 teller window, under the canopy, for better all-weather access.***
- 2. ATM pavement markings with arrows are shown for Lanes 1 and 3. The arrow detail provided on sheet C7 shall be revised to include ATM text detail. Text shall be white and dimensioned in the detail.***

Parking & Loading:

No revisions are proposed to parking or loading on-site.

All comments addressed.

Traffic Report:

No traffic report was provided.

The use and size of the bank will not change therefore a waiver can be granted from providing a traffic report for the proposed ATM improvements.

Additionally, should the application proceed to Site Plan, the Applicant shall obtain all required approvals including, Monmouth County, Freehold Fire Department and any other outside agency approvals.

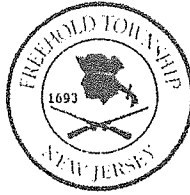
Sincerely,
Shropshire Associates LLC

A handwritten signature in black ink that reads 'A. Andrew Feranda'.

A. Andrew Feranda, PE, PTOE, CME
Traffic Consultant
AAF/jab

cc: Timothy White, Engineer (via email: TWhite@twp.freehold.nj.us)
Todd Brown, Planner (via email: TBrown@twp.freehold.nj.us)

TOWNSHIP OF FREEHOLD



MAYOR
Lester A. Preston, Jr.

TOWNSHIP COMMITTEE
Thomas L. Cook, Deputy Mayor
Anthony J. Ammiano
Maureen Fasano

"Preserving and Enhancing the Quality of Life"

July 8, 2020

RECEIVED
JUL 08 2020

Freehold Township Planning Board
1 Municipal Plaza

FREEHOLD TOWNSHIP
PLANNING BOARD

Freehold, NJ 07728

ATT: Mrs. Donna Butch

RE: Application for Minor Site Plan & Variance SP #525-3-19 with Variance # 019-19

Bank of America

Block 85.11, Lot 17 – 510 West Main Street

Dear Mrs. Butch

I have performed a technical review of the submitted plans and approve them as submitted.

Sincerely,

Shaun M. Reilly
Fire Official / Chief of the Board

P-6