



BOROUGH OF FAIR HAVEN

748 River Road
New Jersey 07704

NICOLAS J. PORUCHYNSKY • ZONING OFFICER • MUNICIPAL BUILDING
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January 9, 2018

Laurie Caccavo
Owner – The China Closet and Home Furnishings
756 River Road
Fair Haven, NJ 07704

Re: 756 River Road
Fair Haven, New Jersey 07704
Block: 52 Lot: 01 Zone: B-1
Zoning Permit Application: ZP# 17-207

Dear Mrs Caccavo:

I am in receipt of the zoning permit application for the above-mentioned address including the following:

1. Zoning permit application form along with fee received on 08-02-17 by the Zoning Office.
2. Survey of Property entitled, "Survey of Property, Lot 1 Block 52, Borough of Fair Haven, County of Monmouth, New Jersey" prepared by Morgan Engineering & Surveying, signed by David J. Von Steenburg, Professional Land Surveyor, dated 08-15-17, Sheet # 1 of 1.
3. Hand sketch floor plans representing not to scale drawings of proposed retail space.
4. Fair Haven Historic Preservation Commission Memorandum of Action for Application of: Laurie Caccaro, Proposed work: Addition of columns, paint the building a historic combination of gray and cream, and add signage. Commission Meeting Date on Matter: 07-25-2017. Memorandum adopted: 07-28-2017.
5. Drawings with limited dimensions w/o locations for proposed business signage created by Powerhouse Sign Works dated 07/28/17.

It is my understanding that you are seeking approval of Commencement/Change of Use and Sign Installation. As discussed, in our meeting of January 8, 2018, we have deemed the application incomplete and are awaiting a new amended application with updated and current applicant/property owner information and additional information to complete our review and approval.

After reviewing your initial zoning permit application, we note the following:

- Commencement/Change of Use and Sign Installation. The proposed retail use is a permitted use as detailed in Table B – Schedule of Permitted Uses Non-Residential District (Subsection §30-5.1) for the B-1 Zone. The new retail use replaces an existing office use.
- The ZPA 17-207 is being classified as Exempt Development in accordance with §30-2.4. Additional support information and detailed narrative are required to support classification as an exempt development.
- To date our understanding is the proposed retail use will offer bridal registry, home furnishings, home décor, gifts, tabletop and barware operating Monday-Saturday 10-5pm.
- No proposed site plan was included showing parking calculation and traffic circulation. Applicant to document the proposed use will generate less traffic and parking than that for which the property was previously utilized.
- The applicant to confirm the existing facility and/or exterior dimensions of the building will not be expanding. Aesthetic and cosmetic changes to be detailed would not require zoning approval.
- Floor plan hand sketches were not to scale and did not delineate square footage to any detail and outline use to support exempt development classification. The plans outlined proposed retail on first floor with ADA bathroom and proposed retail on second floor with offices, bathroom and kitchen with maximum of three employees. This information to be confirmed.
- During our zoning review, it was uncovered that current existing and proposed improvements do not meet previous Planning Board Minor Site Plan approval from 01/24/2000 (see attached Resolution from Planning Board). As discussed, the Applicant to layout all proposed improvements for new retail use and prepare an appropriate site plan/design to address all existing and possible future improvements and submit for approval to the Planning Board to amend the previously approved Minor Site Plan to address the following:
 - Shared Parking Agreement – Applicant to confirm, document and maintain cross access agreement with adjacent property at Block 52 Lot 26.
 - Review and confirm dedication of Borough ROW for sidewalk.
 - Review and confirm site triangle easement at the corner of Fair Haven Road and River Road.
 - Site Lighting for Parking lot and appropriate screening.
 - Trash and Recycling operations for deliveries for proposed retail use.
 - Site Circulation in parking lot with driveway access on River Road and Fair Haven road, parking spaces dimensions, existing and proposed striping, loading zones and ADA parking. It appears parking lot was initially designed for one way circulation and currently being used as two-way.
 - Applicant to confirm ADA access requirements and barrier free accessible route.

- Onsite Drainage especially downspouts discharge stormwater for roof over sidewalks within public ROW.

Currently, the Applicant/Owner has opened retail store without Zoning Permit Approval or Commercial CO Inspection. Once the Zoning Permit is reviewed, deemed complete, the applicant to submit for all necessary construction permits, inspections as required by local, state, and federal regulations. If you have any questions regarding this application, please feel free to contact me at the number or e-mail address above.

Sincerely,



Nicolas J. Poruchynsky, PE, PP, CME
Assistant Director of Engineering and Public Works,
Code Enforcement Officer and Zoning Officer

CC: File

Richard Gardella, Director of Engineering and Public Works *(via email)*
Judith Fuller, Board Secretary *(via email)*
Kevin Asadi, Applicant Attorney *(via email)*
Theresa Casagrande, Borough Administrator *(via email)*
Sal Alfieri, Borough Attorney *(via email)*
Dennis Peras, Borough Construction Official *(via email)*