



BOROUGH OF OCEANPORT PLANNING BOARD

REGULAR MEETING • AGENDA

Clement V. Sommers Municipal Building
910 Oceanport Way, Oceanport, NJ 07757

JANUARY 27, 2026 at 7:00 PM

1. **Call to Order**

2. **Open Public Meetings Statement** In accordance with New Jersey law, Notice of the within meeting has been published in the Asbury Park Press and the Two River Times. Notice of the meeting has also been placed on the online version of the Asbury Park Press. The said Notices advised as to the 2026 meeting dates, meeting locations, and meeting times. Additionally, in accordance with New Jersey Law, Notice of the meeting was also published on the Municipal website. The Notice of the meeting was also placed on the New Jersey Secretary of State website (once the same has been officially established). The Notice was also placed on the Municipal bulletin board. As a result, the within meeting complies with the prevailing requirements of the Open Public Meetings Act/Sunshine Statement, as amended.

3. **Flag Salute**

4. **Board Policy**

- It is Board Policy that no application will be opened after 9:30 PM.
- No new testimony will be taken after 10:00 PM, except at the discretion of the Board.

5. **Roll Call**

6. **Discussion**

**Plot Plan / Site Plan Checklist
Checklist Requirements**

7. **Board Business**

- 7.1. Re-approving Resolution PR-26-01
2026 Meeting Schedule

8. **Approval of Minutes**

9. **Resolutions**

- 9.1. PR-26-08 Resolution of Approval, Ralph Mocci, 6 Blue Point Cove Road
9.2. PR-26-09 Resolution of Approval, TripleScoops, LLC, 1000 Sanger Avenue
9.3. PR-26-01 Resolution Approving Annual Meeting Schedule (revised)

10. **Old Business**

11. **New Business**

- 11.1. PB2025-19 Matthew Chavlovich
Block 65, Lot 1.04
14 Balmer Court

Proposed Inground Pool

Maximum Impervious Coverage, 37% permitted, 31% existing, 42.78% proposed

The lot technically has two front yards, applicant is seeking relief to install pool in the second front yard

12. **Petitions from the Public**
13. **Adjournment**

**OCEANPORT BOROUGH
MONMOUTH COUNTY, NEW JERSEY**

SITE PLAN COMPLETENESS CHECKLIST
(To be completed by applicant)

SUBMITTED	WAIVER REQUESTED	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Original and 4 copies of application forms and a digital set emailed
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Application form signed and notarized
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Owner Consent
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 5 complete sets of plans (site plan, lighting, details, etc.) and one digital set emailed. (Eight (8) additional sets of plans to be provided upon determination of completeness - plan sets can be of a reduced plan size, at the discretion of the Board Chairman)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Application fee and completed application/escrow fee schedule
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Escrow fee and completed application/escrow fee schedule
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Signed escrow agreement
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Signed W-9 authorization form
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> One (1) complete "Tax and Assessment Payment Report" forms which will be forwarded to the Tax Collector's office for verification that no delinquent taxes or assessments are due.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Survey of property which is less than 1-year old prepared by a New Jersey Licensed Land Surveyor showing: <ol style="list-style-type: none"> a. Boundaries of the property b. Building and setback lines and the lines of all existing streets, roads, reservations, easements, right-of-ways and areas dedicated to public use, within two hundred (200) feet of the property c. Title, reference meridian, scale d. Name and address of record owner e. Name, address, professional license number and seal of the surveyor who prepared the survey

The following shall be on the plans submitted:

11. Key map showing site and its relation to surrounding area. Map shall be at a scale of not less than one inch equals 1000 feet. Names of all streets and Township boundaries within 500 feet shall be shown.
12. Plans certified by appropriate professional as stipulated by New Jersey revised statutes Title 45:8, 13:40-7.1 et seq
13. Date (of original and revisions), scale, and north arrow
14. Zone data, including zone district and tax map block, lot and street number
15. Location of all existing and proposed buildings or structures with spot elevations
16. Names of all owners of record of all adjoining property, and property directly across the street or streets from the property involved, and the block and lot numbers of all the property shown on the plan
17. Existing and proposed contours at 1 foot intervals based on National Geodetic Vertical Datum 1929 to determine general slope and natural drainage of the land. Where necessary to evaluate drainage, the Board shall require contours to be shown for all lands within 200 feet of the property in question.
18. Existing and proposed easements
19. The location of all existing watercourse, wooded areas, rights-of-way, streets, roads, highways, freeways, railroads, canals, rivers, buildings, structures or any other feature directly on the property or beyond the property if such feature has an effect upon the use of said property.
20. All existing schools and zoning district boundaries within two hundred (200) feet of the property. Such features shall be shown on a separate map or as a key map on the detailed map itself.
21. The distances, as measured along the centerlines of existing streets abutting the property to the nearest intersection with any public street.
22. Location of existing edge of pavement and proposed edge of pavement of all roadways abutting site.

23. Location of all existing and proposed storm drainage structures and utility lines including telephone, power, water, sewer, gas, etc., whether publicly or privately owned, with pipe sizes, grades and direction of flow.
24. Proposed use or uses of land and buildings, including outdoor storage.
25. Size and location of all driveways and curb cuts.
26. Cross sections and construction details of all streets, pavement, curb, sidewalks and walkways
27. Parking and loading layout
28. Total number of parking or loading spaces
29. Dimensions of parking or loading spaces, aisles and parking islands
30. Interior traffic and pedestrian circulation
31. Percent total impervious coverage
32. Percent total building coverage
33. Building dimensions
34. Area, finished floor elevation and height of proposed and existing building or structures.
35. Preliminary architectural plans for proposed buildings including building elevations (each side) indicating materials and colors to be used in construction, height and general design or architectural styling.
36. Location, direction of illumination and intensity of all outdoor lighting. Type if fixture and height of lighting area to be indicated and isolux lines are to be superimposed on the plan.
37. Manufacturer's catalogue cut sheet for proposed lighting
38. The location, size, materials, illumination and construction details of existing and proposed signs
39. Existing and proposed screening and landscaping, including a planting plan, with quantity, species, caliper and location of plantings.

40. The location of and identification of proposed open spaces, parks or other recreation areas
41. Name, address, professional license number and seal of the architect, engineer, planner or surveyor preparing the site plan
42. Refuse enclosure location and detail
43. Fencing detail
44. Percolation test and soil log results (if applicable) certified by New Jersey Licensed Professional Engineer
45. Soils Report, including location of seasonal high ground water table
46. Evidence of soil erosion and sediment control plan submittal to Freehold Soil Conservation Service (if soil disturbance meets or exceeds 5,000 square feet)
47. Evidence of submittal to New Jersey Department of Transportation for Access Permit and Drainage Permit (if applicable)
48. Traffic study, including anticipated traffic volumes, capacity of existing or proposed roads traffic impact on road network and need for traffic improvements
49. Evidence of submittal to New Jersey Department of Environmental Protection for stream encroachment permit (if applicable)
50. A Letter of Interpretation from New Jersey Department of Environmental Protection Freshwater Wetlands Division, including evidence that notice was given to the Municipal Clerk pursuant to N.J.S. A. 13:9B. If the New Jersey Department of Environmental Protection deems that wetlands are present, or the applicant does not receive a response to its request for a Letter of Interpretation, the applicant shall show such areas on a survey of the property, prepared by a Licensed Surveyor of the State of New Jersey.
51. Evidence of submittal to Monmouth County Planning Board (if on County road or involving County drainage structure)
52. Stormwater Management Report

53. Statement of the steps to be taken by the applicant to eliminate any downstream drainage problems which may be caused by the development of the site and to mitigate impact from prior upstream development.
54. Copy of any protective covenants or deed restrictions that are intended to cover all or any part of the tract
55. Statement detailing size of proposed building, proposed use, number of tenants, number of employees, anticipated hours of operation, traffic, etc.
56. Such other items and information pertaining to the site as the Board Engineer reasonably determines would be necessary or helpful to the Planning or Zoning Board in reviewing the application.
57. Staging plan for any area that will be developed in stages, a total development plan must be submitted in accordance with this section.
58. Location of 100 year flood limit as depicted on current State of New Jersey, Department of Environmental Protection, Bureau of Flood Plain Management, Delineation of Floodway and Flood Hazard Area Map. If stream has not been studied then a copy of the application for floodplain delineation to NJDEP Land Use Regulation Program should be provided, if applicable.

**OCEANPORT BOROUGH
MONMOUTH COUNTY, N.J.
PLOT PLAN CHECK LIST**

PROJECT NAME: _____

LOT: _____

Date _____

BLOCK: _____

1. POINT OF BEGINNING: _____
2. BEARINGS AND DISTANCES CLOCKWISE: _____
3. ADJOINING LOT & BLOCK NUMBERS: _____
4. LOT AREA: _____
5. ROAD NAMES & RIGHT OF WAY WIDTH: _____
6. EXISTING TOPOGRAPHY AND CONTOURS LABELED: _____
7. TIE TO NEAREST ROAD INTERSECTION: _____
8. EXISTING UTILITIES (STORM, SEWER, WATER) _____
9. OTHER UTILITIES (GAS, ELECTRIC, CABLE): _____
10. LEGEND: _____
11. GRAPHIC SCALE: _____
12. NORTH ARROW: _____
13. INFORMATION OF FACT REFERENCING CORRECT FILED MAP _____
14. SIGNATURE OF BOTH ENGINEER AND LAND SURVEYOR: _____
15. ALL DIMENSIONS OF DWELLING: _____
16. SPOTS SHOTS AT ALL CORNERS OF DWELLING: _____
17. SETBACKS DIMENSIONED: _____
18. DRIVEWAY LABELED AND SLOPE OF DRIVEWAY SHOWN: _____
19. MIN. 2% YARD SLOPES: _____
20. TIES SHOWN FROM HOUSE TO PROPERTY LINE: _____
21. INDICATE DROPS IN FLOORS INSIDE DWELLING: _____
22. INDICATE LOCATION, SIZE OF PIPE AND DIRECTION OF FLOW OF
SUMP PUMP DISCHARGE, IF APPLICABLE _____

BOROUGH OF OCEANPORT PLANNING BOARD

**RESOLUTION APPROVING ANNUAL MEETING SCHEDULE
JANUARY 27, 2026**

WHEREAS, the Open Public Meetings Act requires that all public bodies at the time of their annual organization meetings or within 7 days thereof, shall post, mail to newspapers and give notice to certain persons the schedule of meetings for the year 2026.

NOW, THEREFORE, BE IT RESOLVED that the Oceanport Planning/Zoning Combined Board for the 2026 calendar year will conduct the following meetings for the purpose of conducting Board business for 2026. Meetings are generally held on the second and fourth Tuesday of each month, except as otherwise noted below, in the Clement V. Sommers Municipal Building, 910 Oceanport Way, Oceanport, NJ 07757. All meetings will begin at 7:00 p.m. A Workshop Session will be held at 6:30 p.m. prior to a Regular Meeting as the Board deems it necessary. Official action may be taken.

January	13 th	27 th
February	10 th	24 th
March	10 th	24 th
April	14 th	28 th
May	12 th	26 th
June	9 th	23 rd
July*	14 th	
August*	11 th	
September	8 th	22 nd
October	13 th	27 th
November*	10 th	
December*	8 th	

*Summer schedule is in effect with one meeting in July and August and due to holidays, November and December have one meeting scheduled.

BE IT FURTHER RESOLVED that the Board Secretary is hereby directed to file a copy of the schedule with the municipal clerk, post and maintain posted a copy of the schedule in the place designated for the posting of notices and forward a copy of same to The Two River Times and the Asbury Park Press.

BE IT FURTHER RESOLVED that this resolution and the schedule contained herein may be amended from time to time provided the terms of the Act are fully followed.

This resolution was offered by _____, seconded by _____, and adopted on roll call by the following vote:

ROLL CALL	YES	NO	ABSTAIN	ABSENT	INELIGIBLE
Whitson, J	()	()	()	()	()
Kahle, J	()	()	()	()	()
Widdis, C.	()	()	()	()	()
Foster, J	()	()	()	()	()
Cooper, P	()	()	()	()	()
Gruskos, D	()	()	()	()	()
Barham-Widdis, L.	()	()	()	()	()
Davis, D	()	()	()	()	()
Dailey, M	()	()	()	()	()
Padula, L. (Alt. #1)	()	()	()	()	()
Verdi, E. (Alt. #2)	()	()	()	()	()

I hereby certify that the foregoing Resolution was adopted by the Planning Board of the Borough of Oceanport at its meeting of January 27, 2026.

Stephanie Kramer, Board Secretary

101 Crawfords Corner Road
Suite 3400
Holmdel, New Jersey 07733
Main: 877 627 3772
colliersengineering.com



December 23, 2025

VIA EMAIL

Stephanie Kramer, Deputy Planning Board Secretary
Borough of Oceanport Planning Board
910 Oceanport Way
P.O. Box 370
Oceanport, NJ 07757

Review No. 1

Application No. PB2025-19

14 Balmer Court - Block 65, Lot 1.04
Borough of Oceanport, Monmouth County, New Jersey
Colliers Engineering & Design Project No.: OPP-0380

Dear Board Members,

Our office has received the following information in support of the above-referenced Application:

- Plan entitled "Survey of Property" prepared by Charles Surmonte, PE, PLS., dated June 20, 2025, consisting of one (1) sheet;
- Plan entitled "Swimming Pool Grading Plan" prepared by MGC Associates, last revised October 11, 2025, consisting of one (1) sheet;

The subject property is a 17,893 SF (0.4108-acre) parcel which was formerly a portion of the old Borough Hall site located in the R-3 Residential Zone. The property is the southwestern most lot on the exterior of the loop road. A previous property owner received approval (application PB2021-08) to install a shed and fence in the rear/front yard. The lot has frontage on Balmer Court and Myrtle Avenue and technically has two (2) front yards. The applicant is seeking relief to install a pool in the second front yard.

Based on our review, we recommend that the Application be deemed **complete** and scheduled for the next available meeting. A planning and engineering review of the Application is included below:

A. VARIANCES/DESIGN WAIVERS

We offer the following comments for the Board's consideration:

1. Bulk variances are required for the following:

- a) Accessory Structure location: Ordinance 390:19C does not permit accessory structures to be in a front yard. The proposed pool is eighteen and a half (18.5) feet from Myrtle Avenue Right of Way.
- b) Maximum Impervious Coverage – 37% permitted, 31% existing, 42.78% proposed. The applicant should discuss what measures are being provided to mitigate the additional runoff flowing over the rear property line.

The Municipal Land Use Law permits the granting of a hardship variance under either of two (2) following situations (C.40:55D-70c):

1. **Hardship c(1) - Physical Constraints** – Hardship variances may be granted if the strict application of the ordinance would impose peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer based upon the existence of the following conditions:
 - a. Exceptional narrowness, shallowness, or shape of a specific piece of property;
 - b. Exceptional topographic conditions or physical features uniquely affecting a piece of property; and,
 - c. An extraordinary and exceptional situation uniquely affecting a specific piece of property of the structures lawfully existing thereon.
2. **Flexible “c” or c(2) - Benefits Outweighing Detriments** - A variance may be granted where the purpose of the Municipal Land Use Law would be advanced by the proposed deviation and the benefits of the deviation would substantially outweigh any detriment.

B. GENERAL COMMENTS

1. A signed and sealed copy of the topographic survey shall be submitted.
2. The applicant shall clarify the type of ground cover around the AC units and generator.
3. Testimony shall be provided as to the ownership of the various fences enclosing the pool.
4. The property is in an AE10 Flood Zone. The pool equipment must be installed at or above elevation 12.4.

Should you have any questions or require any additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.



William H.R. White, III, P.E., P.P., CME, CFM
Oceanport Planning Board Engineer and Planner

WHW/

cc: Kevin Kennedy, Esq., Board Attorney (via email)
Matthew Chavlovich, applicant. (via email) MJCHAV@gmail.com

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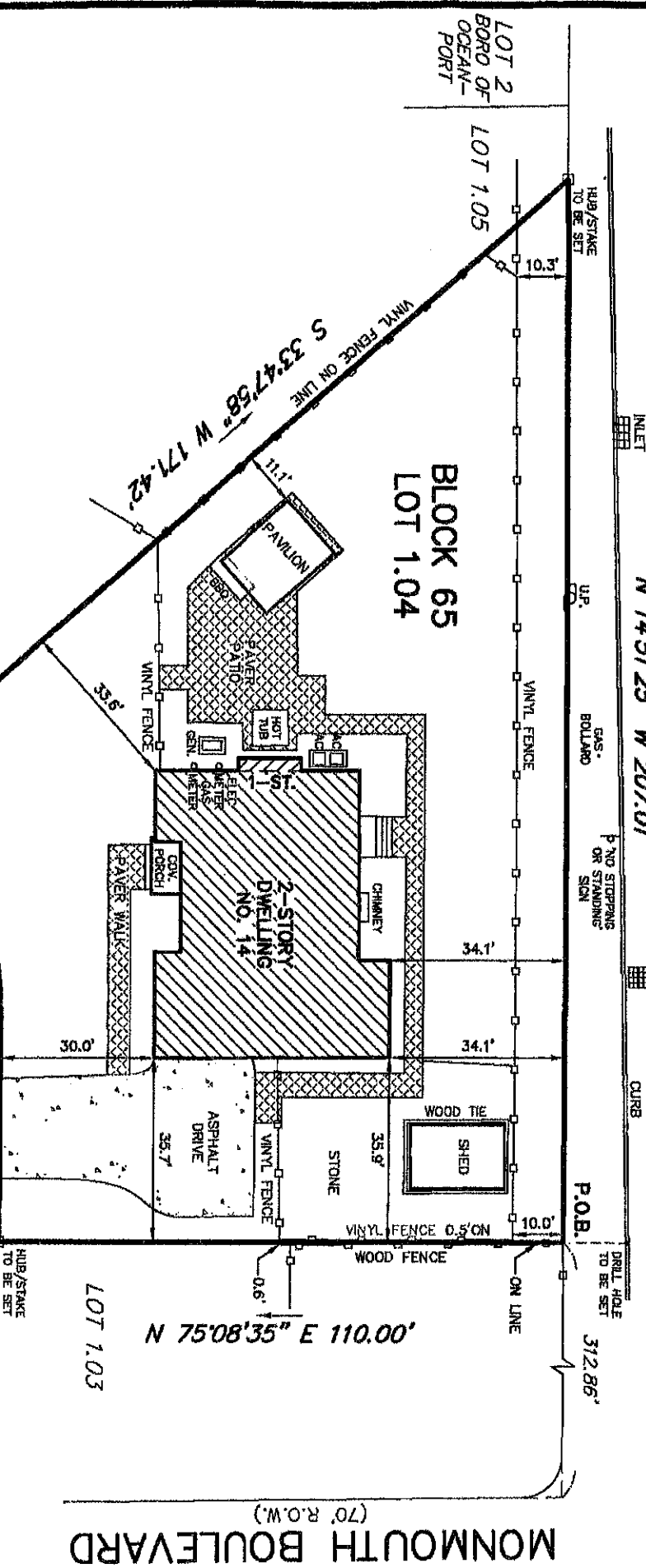


F.M. 321-27

MYRTLE AVENUE

(55' R.O.W., 30' FROM CENTERLINE)

N 14°51'25" W 207.01'



BALMER COURT

(50' R.O.W.)

MONMOUTH BOULEVARD

(70' R.O.W.)

- THIS SURVEY IS CERTIFIED TO:
- MATTHEW CHAWLOWICH
 - CATTIC TITLE INSURANCE COMPANY
 - NORTH STAR TITLE AGENCY, LLC (NS-327-10147)
 - ERIC A. WASSERFALL, ESQUIRE

DEED DESCRIPTION:
 BEING KNOWN AND DESIGNATED AS LOT 1.04 IN BLOCK 65 AS SHOWN ON A MAP ENTITLED, "PRELIMINARY & FINAL MAJOR SUBDIVISION PLAN, MAJOR SUBDIVISION PLAT, OCEANPORT BOROUGH HALL SUBDIVISION, BOROUGH OF OCEANPORT, MONMOUTH COUNTY, NEW JERSEY" WHICH MAP WAS FILED IN THE MONMOUTH COUNTY CLERK'S OFFICE ON JUNE 3, 2020 AS CASE No. 321-27.

NOTES:

1. ALSO KNOWN AS LOT 1.04 IN BLOCK 65 AS SHOWN ON THE OFFICIAL TAX MAPS OF THE BOROUGH OF OCEANPORT, MONMOUTH COUNTY, NEW JERSEY, SHEET No. 7.
2. EXCEPT AS SHOWN, UNDERGROUND UTILITIES NOT LOCATED BY THIS SURVEY.
3. THIS SURVEY IS SUBJECT TO CONDITIONS WHICH MIGHT BE DISCLOSED BY AN ACCURATE TITLE SEARCH.
4. OFFSETS AS SHOWN HEREON ARE NOT TO BE USED TO ESTABLISH PROPERTY LINES.

SURVEY OF PROPERTY

14 BALMER COURT
LOT 1.04 BLOCK 65

BOROUGH OF OCEANPORT

MONMOUTH COUNTY

NEW JERSEY

Charles Surmonte P.E. & P.L.S.

New Jersey Professional Engineer and
License No. 358835

301 Main Street, 2nd Floor
Allenhurst, New Jersey, 07711
Phone 732-660-0606
Fax 732-660-0404

PROJECT No.	25-517	DATE	06-20-25	SCALE:	1"=30'	SHEET:	1 OF 1
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