

**PLANNING BOARD  
MINUTES**

**November 9, 2020**

On the above date at 7:00 PM the Port Republic Planning Board Secretary Vicki Cantell called the teleconference meeting to order and stated that the Board is in compliance with Sunshine Law.

**Roll Call**

Members Present: Kevin Cain, Mayor Gary Giberson, Kathy Brady, Doreen Kelly, Joe Martin, Bill Montag, Donna Riegel, and Paul Smisek.

Board Attorney Joe McGroarty and Board Secretary Vicki Cantell

Absent: Gail Haviland, Robert Haviland, and Barry Horas.

**OPEN TO THE PUBLIC** – Attorney McGroarty inquired if there were any members of the public on the line and received no response.

**Minutes** – On the motion of Mayor Giberson, second of Mrs. Riegel and carried unanimously to accept the minutes of July 13, 2020.

**City Council Report** – Mrs. Riegel stated that the Unfit Dwelling Ordinance that everyone received would be presented at tomorrow night's Council meeting. She stated that the wording had been altered to include the Board's suggestion to required Council oversight prior to the Building Official taking final action. She inquired if any one had concerns relating to the "vacant only" section not being addressed. There was no response. Mrs. Riegel asked that if any member thought of anything they thought needed to be addressed that they email her.

She informed the Board that it would be announced that the 610 Bridge would go out for bid this month with the bid opening in December.

**NEW BUSINESS – Block 19, Lot 2**, 161 Clarks Landing Road. Harold & Kimberly Frazee appeared and were sworn in by Attorney McGroarty. They are applying for a C1 Hardship Variance due to an existing undersized lot that does not meet the one-acre requirement. Mrs. Frazee stated that they wish to build there Forever Home while downsizing. The presently live on Mill Street but have sold their home and will be going to settlement next week. They wish to live in the existing bungalow (790 sq ft) on the property while building the new home. There is also an existing small garage on the property being used to store items from their Mill Street home. Their intention is to build a 3-bedroom ranch home and a detached garage. When the new build is completed, they will demolish the existing structures. They have owned it for about two years. The existing cottage had been occupied by their daughter but she has moved out.

Mr. McGroarty asked how old the cottage was and Mrs. Frazee stated they believed it was from the early 1900s. If this building were removed the lot would become unusable.

Mrs. Kelly noted that the present garage is 22 feet from the property line and asked how close to the property line the new garage would be. She expressed concerns as to the removable of trees that now protect the privacy of adjoining property owners. Mrs. Frazee stated that they intend to keep 22 feet from the line and do not intend to removed any trees other than what's necessary in the middle of the lot.

Kathy Brady asked if a Certificate of Occupancy (CO) had been obtained for the existing house as she was concerned that the house was safe. Mrs. Frazee stated it had not but that at some point a newer kitchen, heating unit and electric had brought it up to code.

Mr. Martin inquired as to their ability to cover the demolition cost. Mrs. Frazee stated they had budgeted \$10,000 and would have the funds available upon settlement on the Mill Street home.

Mr. Smisek asked about the septic and well. Mrs. Frazee stated that they have begun the permitting process for both. The new house will be closer to the road and a new well will be installed in front of the house and temporarily connected to the existing home. When the new home is completed the new well will then be rerouted there. The old septic will be removed and the new will be in the same area.

Mrs. Riegel suggested that a CO be required prior to occupancy of the existing home. Mrs. Brady and Mrs. Kelly agreed as did the rest of the Board.

Mrs. Riegel asked if additional escrow would be required to ensure the removal of the existing structures. Mr. Martin inquired if a Temporary CO for 90 days could be used instead of a monetary amount siting the need to leave funds available to complete the house.

Mr. Cain, the Building Official, explained that a TCO is good for 30 days and then the Building Official has the option on renewing it in 30-day increments and can deny extending it should the applicant not meet the demolition requirement. He did not recommend escrow as he has faith in the TCO. He further stated that a CO for the existing bungalow should be obtained. Members agreed.

Open to Public – no response

On the motion of Mayor Giberson, second of Mr. Cain and carried by unanimous roll call vote to approved the C1 variance for a single family home and garage with the requirements that a Certificate of Occupancy be obtained for the existing home, the new well and septic get approval, and the existing structures must be removed within 90 days of the completion of the new structures being completed.

Mrs. and Mr. Frazee thanked the Board for their consideration and approval.

**OLD BUSINESS** - None

**CORRESPONDENCE** – New Jersey Planning Official membership bill received. After a short discussion the amount and usage of the membership the Board unanimously agreed to join.

**ADJOURNMENT** – On the motion of Mayor Giberson, second of Mrs. Brady and carried unanimously to adjourn the meeting at 7:41 PM.

Respectively submitted,

Vicki L. Cantell, Board Secretary