

# TOWNSHIP OF MIDDLETOWN

Planning Board  
1 Kings Highway  
Middletown, NJ 07748-2594

DAVID MERCES  
Chairman



AMY H. CITRANO, P.P., A.I.C.P.  
Director of Planning

FIONA TRIGG  
Board Secretary

Tel: (732) 615-2098

## TECHNICAL MEMORANDUM

**DATE:** January 22, 2026  
**APPLICATION:** Gerilyn & David 877-885 Main Street LLC  
877 Main Street  
Block 499, Lot 2  
B-1 Business Zone  
Waiver of Minor Site Plan

---

### PROJECT DESCRIPTION

The applicant seeks a waiver of minor site plan approval for interior renovations to an existing mixed-use building. The applicant proposes to convert 955 sf of existing second-story storage space into a new two-bedroom apartment.

The subject property contains the following pre-existing non-conforming conditions:

- Minimum front yard setback where 15' is required and 8.9' exists;
- Minimum side yard setback where 5' is required and 4.8' exists;
- Minimum street side yard setback where 7.5' is required and 7.4' exists;
- Maximum lot coverage where 70% is permitted and 93.5% exists; and
- Minimum buffer width where 50' buffer to a residential zone is required and 22' exists.

---

### PROPERTY HISTORY

In 2005, the subject property was granted Preliminary and Final Major Site Plan approval by the Planning Board to establish a mixed residential/retail use by adding a 11,900 sf second story to an existing single-story commercial building to create ten (10) apartments; construct eleven (11) new parking spaces to the rear of the building; and to reconfigure a portion of the existing front parking area. Ten (10) parking spaces in the rear of the building were to be designated as "resident parking only" and two (2) parking spaces in the front were to be designated as "employee parking only."

---

### PROPERTY DESCRIPTION, ZONING AND SURROUNDING LAND USE

The subject property, located in the area known as Campbell's Junction, is 25,552 sf in area, and contains a two-story mixed-use building with commercial uses on the first floor, 10 residential units on the second floor and associated parking in the front and rear of the building. The property has primary frontage along Main Street, secondary frontage along Maple Avenue to the northern elevation of the building and tertiary

#### **Many Neighborhoods. One Middletown!**

Belford ◦ Chapel Hill ◦ Fairview ◦ Harmony ◦ Leonardo ◦ Lincroft ◦ Locust ◦ Middletown Village  
Monmouth Hills ◦ Navesink ◦ New Monmouth ◦ North Middletown ◦ Nut Swamp ◦ Oak Hill ◦ Port Monmouth ◦ River Plaza

frontage along Midway Drive to the rear of the building. The subject property is located in the B-1 Business Zone and is surrounded by commercial uses to the south and west, single family uses in the R-10 Zone to the north and by a multi-family apartment building to the east.

The subject property contains cross access and parking easements for the adjacent commercial lots 1 (Dunkin Donuts) and 3 (south of the subject building).

---

#### **PLANNING COMMENTS**

---

1. Minor Site Plan Waiver - Chapter 540-408F of the Middletown Township Land Use Development Regulations permits the Planning Board to grant a waiver of site plan approval for certain applications if the applicant can clearly demonstrate that because of particular conditions relating to the subject property literal enforcement of a formal application for minor site plan is impractical and that the proposal does not noticeably effect the items set forth in the Planning and Development Regulations.

The proposal may be considered for a site plan waiver by the Planning Board under 540-408F(1)(c) as long as the Applicant can confirm that building alterations and additions do not increase the footprint of the structure and do not increase the total gross floor area by 25% or more, provided that adequate parking presently exists on site or is proposed.

The applicant shall indicate in testimony the proposed use(s) for the existing building so that the off-street parking requirement can be calculated and verified. Two (2) parking spaces will be required for the proposed apartment. The parking should be located to the rear of the building along with the other designated "resident only" spaces.

2. Compliance Review of 2005 Conditions of Approval - Additionally, the applicant shall indicate in testimony that the proposed improvements will comply with the 2005 Resolution of Approval. Specifically, ensuring that the designated parking for residents and employees are clearly identified as such.

---

#### **MISCELLANEOUS COMMENTS**

---

1. Review and approval from the Fire Advisory Review Board is required.
2. Review and approval from TOMSA is required.
3. Contribution to the Affordable Housing Trust Fund will be required at the time of Certificate of Occupancy.

---

#### **DOCUMENTS REVIEWED**

---

- Written request of checklist waivers, prepared by Gerilyn & David 877-885 Main St LLC, dated November 13, 2025;
- Certificate of Limited Liability Company for Gerilyn and David 877-885 Main Street, LLC, dated July 13, 2025;
- Proposed Interior Alteration Plans, consisting of three (3) sheets, prepared by W. Lerman Architecture, dated September 24, 2024, last revised March 13, 2025;
- Location Survey, prepared by Bertin Engineering, dated August 10, 2012, last revised September 4, 2024;
- NJ Department of Community Affairs Certificate of Registration;
- Deed for subject property;

- Verification that property taxes are current;
- Zoning Officer Denial; and
- Development Permit Application.

We reserve the right to make additional comments based upon the submission of additional documents or testimony presented to the Board.

**Report Prepared by:**



---

Amy Citrano, PP AICP  
Planning Director



---

Patricia Dunkak  
Sustainability Coordinator



---

**LOCATION MAP**

---

