



AGENDA

Please be advised that the agenda as shown may be subject to change. This meeting is a quasi-judicial proceeding. Any questions or comments must be limited to issues that are relevant to what the board may legally consider in reaching a decision and decorum appropriate to a judicial hearing must be maintained at all times.

CALL TO ORDER: *The chair reserves the right to change the order of the agenda.*

PLEDGE OF ALLEGIANCE

OPEN PUBLIC MEETING STATEMENT: *As per requirement, notice is hereby given that this is a Regular Meeting of the Borough of Highlands Land Use Board and all requirements have been met. Notice has been transmitted to the Asbury Park Press and the Two River Times. Notice has been posted on the public bulletin board. Formal Action will be taken.*

ROLL CALL

OPEN FOR PUBLIC COMMENTS: *General Questions or Comments not pertaining to Applications*

ACTION ON OTHER BUSINESS

COMMUNICATION AND VOUCHERS

APPROVAL OF MINUTES

1. 1. 06-11-2026 LUB Minutes
2. 06-25-2026 LUB Special Meeting Minutes

RESOLUTIONS

HEARINGS ON OLD BUSINESS

HEARINGS ON NEW BUSINESS

2. 1. LUB 26-01 - Dunn - 26 Seadrift Ave., B76 L9, Bulk Variance

ADJOURNMENT

Board Policy: • All meetings shall adjourn no later than 10:00 P.M. unless a majority of the quorum present at said hour vote to continue the meeting to a later hour. • No new hearing shall commence after 9:15 P.M. unless the Chairperson shall rule otherwise. • The Chair may limit repetitive comments or irrelevant testimony and may limit the time or number of questions or comments from any one citizen to

ensure an orderly meeting and allow adequate time for members of the public to be heard.



REGULAR MEETING - BOROUGH OF HIGHLANDS LAND USE BOARD

06.11.2026

151 Navesink Ave. - Court Room
Thursday, June 11, 2026 at 7:00 PM

Item 1.

Minutes

The Regular Meeting of the Land Use Board of the Borough of Highlands was held June 11, 2026 at Borough Hall, 151 Navesink Avenue Highlands.

Regular MEETING: 7:03 pm

Chairman Knox called the meeting to order and stated that the meeting is being held in compliance with the Open Public Meetings Act. The "Open Public Meetings Act" compliance statement was read. Chairman Knox had everyone stand for the Pledge of Allegiance.

Roll Call:

Members Present –Mayor Broullon, Chief Burton, Ms. Olszewski, Mr. Sayah, Mr. Montecalvo, Ms. LaRussa, Mr. Knox, Ms. Tierney, Mr. Zill, Ms. Chang, Mr. Cramer, Mr. Cody, Mrs. Vickery

Members Absent – None

Professionals Present: None

Open for Public Comment: General Questions or Comments not pertaining to Applications

Resident Richard Jones of 4 Mountain Street inquired about the upcoming Special Meeting for applicant Highlands Landing Corp. (Seastreak) and any revised plans that may be available. Mayor Broullon advised that the Special Meeting for Seastreak is scheduled for June 25th 2026 at 7:00pm at Henry Hudson Regional High School. Chairman Knox advised that once the Board Professionals review the most recent submission of plans and deem it complete for that meeting, Board Packets will be made and posted to the Borough website. Secretary Maloney advised that the recently submitted plans can always be viewed in person at Borough Hall between business hours.

Approval of Minutes:

1. Approval of LUB Meeting Minutes May 14, 2026

Motion to approve: Ms. Vickery

Second: Ms. LaRussa

Ayes: Mayor Broullon, Mr. Burton, Ms. LaRussa, Mr. Montecalvo, Council Member Olszewski, Mr. Saya, Mr. Zill, Ms. Tierney, Mr. Knox, Ms. Chang, Mr. Cramer, Mr. Cody, Mrs. Vickery

Nays: None

Abstain: None

Absent: None

Minutes approved

Resolutions:**1. LUB Resolution 2026-15: LUB2021-05: Mattina, 149 Portland Rd., B12 L4.01 &4.02 Extension**

Motion to approve: Mr. Knox

Second: Council Member Olszewski

Ayes: Mayor Broullon, Mr. Burton, Ms. LaRussa, Council Member Olszewski, Mr. Sayah, Mr. Zill, Ms. Tierney, Mr. Knox, Ms. Chang, Mrs. Vickery

Nays: None

Abstain: Mr. Montecalvo, Mr. Cramer, Mr. Cody

Absent: None

Resolution Memorialized

2. LUB Resolution 2026-16: LUB24-08: Conti – 212 Linden Ave., B110 L12 Dismissal

Motion to approve: Mr. Sayah

Second: Ms. Chang

Ayes: Mayor Broullon, Mr. Burton, Ms. LaRussa, Mr. Montecalvo, Council Member Olszewski, Mr. Sayah, Mr. Zill, Ms. Tierney, Mr. Knox, Ms. Chang, Mr. Cody, Mrs. Vickery

Nays: None

Abstain: Chief Burton, Mr. Cramer

Absent: None

Resolution Memorialized

3. LUB Resolution 2026-18: LUB25-10: Solar Powered 44 – 44 Miller Street – B 58 L 7.01

Motion to approve: Mr. Sayah

Second: Ms. LaRussa

Ayes: Mr. Burton, Ms. LaRussa, Mr. Montecalvo, Mr. Saya, Mr. Zill, Ms. Tierney, Mr. Knox, Mr. Cramer, Mr. Cody, Mrs. Vickery

Nays: None

Abstain: Mayor Broullon, Council Member Olszewski, Ms. Chang

Absent: None

Resolution Memorialized

1. LUB Resolution 2026-17 Consistency Review – Ordinance O-26-10 Amending Chapter 21 (Zoning and Land Use Regulations), Section 21-65.9 (Grading and Topsoil Removal), Section 21-48B (Steep Slopes and Slump Blocks), Section 21-99 (Enforcement) and Section 21-107B (Fees) of the Code of the Borough of Highlands.

Motion to approve: Mr. Knox

Second: Mr. Sayah

Ayes: Mr. Burton, Ms. LaRussa, Mr. Montecalvo, Mr. Saya, Mr. Zill, Ms. Tierney, Mr. Knox, Mr. Cramer, Mr. Cody, Mrs. Vickery

Nays: None

Abstain: Ms. Chang

Absent: None

Resolution Memorialized

4. **LUB Resolution 2026-14: Appointing Kate Maloney as Board Secretary**

Item 1.

Motion to approve: Mayor Broullon

Second: Mr. Knox

Ayes: Mayor Broullon, Mr. Burton, Ms. LaRussa, Mr. Montecalvo, Council Member Olszewski, Mr. Sayah, Mr. Zill, Ms. Tierney, Mr. Knox, Ms. Chang, Mr. Cody, Mrs. Vickery

Nays: None

Abstain: Mr. Cramer

Absent: None

Resolution Memorialized

Action on Other Business:

None

Communication and Vouchers:

None

Hearings on Old Business:

None

Meeting Adjournment:

A motion was made by Ms. Tierney for adjournment of the Land Use Board Regular Meeting, all were in favor. Meeting adjourned 7:15pm.



SPECIAL MEETING - BOROUGH OF HIGHLANDS LAND USE BOARD

06.25.2026

1 Grand Tour – Henry Hudson Regional High School
Thursday, June 25, 2026 at 7:00 PM

Minutes

The Special Meeting of the Land Use Board of the Borough of Highlands was held June 25, 2026 at Henry Hudson Regional High School, 1 Grand Tour, Highlands.

Special MEETING: 7:11 pm

Chairman Knox called the meeting to order and stated that the meeting is being held in compliance with the Open Public Meetings Act. The “Open Public Meetings Act” compliance statement was read. Chairman Knox had everyone stand for the Pledge of Allegiance.

Roll Call:

Members Present – Chief Burton, Ms. Olszewski, Mr. Sayah, Ms. LaRussa, Mr. Knox, Ms. Tierney, Mr. Zill, Mr. Cramer, Mr. Cody, Mrs. Vickery

Members Absent – Mayor Broullon, Mr. Montecalvo, Ms. Chang

Professionals Present: Attorney Dustin Glass, Board Engineer Cameron Corini, Board Planner, Susan Gruel

Open for Public Comment: *General Questions or Comments not pertaining to Applications*

None.

Approval of Minutes:

None.

Resolutions:

None.

Action on Other Business:

None.

Communication and Vouchers:

None.

Hearings on New Business:

LUB 25-06: Highlands Landing Corp., B100 L27, 326 Shore Drive

Attorney, Sal Alfieri Esq., representing the applicant, Highlands Landing Corp., reviewed the previous submission. He explained the plans have been revised since the last Special Meeting held in December of 2025. He introduced the applicant’s Engineer, Brad Thompson P.E. of Najarian Associates, to explain the plan being presented. Mr. Thompson was then sworn in by the Board Attorney and proceeded to hand the Board Members and Board Professionals a colorized Site Plan Rendering dated 6/23/26. He also had the

plan on display for the audience. The plan, which showed site layout, lighting, and landscaping, was marked into evidence as “Exhibit A-1”.

Mr. Thompson described that the plan shows the proposed modified parking layout and traffic flow. In the Northeast section of the parking lot, the car lift structure was removed and replaced with (70) double stacked, at-grade valet parking spaces. There are also thirteen (13) ADA spaces by the pier and four (4) ADA spaces by the food truck area. In the Southwest section of the parking lot, the lighting brightness has been reduced while the East section remains the same brightness. The site will have thirty (30) light poles throughout the lot with each pole being 15’ in height. He went on to describe how the traffic flow is proposed to be a one-way entrance at the Southern property line and a one-way exit at the Northern property line. The plan also shows a 5’ wide pedestrian sidewalk starting at the Southern property line entrance to the pier at the rear of the property. The site includes proposed landscaping along the front and side property lines which adds to the site’s overall pervious coverage. Mr. Thompson and the applicant believe this will also deter parking in those areas.

The applicant’s engineer also provided testimony as to the existing operations of the two sites. He explained the Seastreak Ferry parking lot use is to stay the same as is the auxiliary parking lot use. The main site also includes the Sandbox public beach and beach bar use. This seasonal use includes open seating, beach activities such as volleyball, food trucks, live music, and employs seventy-five (75) people with a maximum of twenty-five (25) employees on site at any given time. The hours of operation are 11am – 9 pm Sunday through Thursday and 11am – 10pm Friday and Saturday with peak days being Saturday and Sunday. On the days when music is played, it ends at 10pm. However, Mr. Thompson was unsure of the time the music starts. He stated, though, that the site, which has an occupancy capacity of 1500, abides by local noise ordinances.

Mr. Thompson reviewed the proposed variances the applicant is seeking. Firstly, the public access beach use as it is not a permitted use within the zone and it is proposed to remain. Secondly, off-site parking on the auxiliary lot where all parking on site is required. Thirdly, the minimum number of parking spaces where 1,863 spaces are required and 955 are proposed (734 in the main lot and 221 in the auxiliary lot.) Fourthly, the front yard setback for parking spaces on the auxiliary lot where half the required front yard setback or 10’ is required and 0’-1’ is proposed. Fifthly, the light intensity where maximum 0.3 footcandle by residential properties is permitted and .5-.7 footcandle is proposed. Lastly, the maximum impervious coverage where 70% is permitted and 83.1% is proposed.

Mr. Thompson continued his testimony and reviewed the proposed design waivers the applicant is seeking. Firstly, they are requesting the existing 8.5’ x 18’ angled & 8’x16’ compact angled parking spaces to remain where angled spaces are required to be 9’x18’. The parallel spaces conform to the required 8’ x 21’ width. Secondly, they are requesting to not install the required 30” wood bumper in the parking spaces. Lastly, they are requesting to not install the required make-ready EV and ADA EV parking spaces.

Mr. Thompson went on to advise the Board members and Board professionals of the proposed drainage system on site. He stated that the applicant had received permits from both NJDEP (CAFRA) and Freehold Soil on the plan presented. While the previous plan showed stormwater runoff was directed to the bay with cleaned inlets and 8” plastic pipes, he advised that with water runoff currently going to Shore Drive, if they installed 15” pipes and connected them to existing inlets, they would actually let more water in to Shore Drive during high tide. Instead, they are proposing to install more inlets with runoff directed to Shore Drive. With this design, they can catch more water and send over less or similar run-off to Shore Drive.

Mr. Thompson went on to explain that this design was modeled for the future 2, 10, and 100 year storm events. He stated that under the 2-year storm event, the site currently produces 14.92 CFS (cubic feet per second) discharge and the proposed plan produces 14.84 CFS; showing a slight reduction. For the 10-year storm event, the site currently produces 23.06 CFS and the proposed plan produces 22.93 CFS. For the 100-year storm event, the site produces 41.53 CFS and the proposed plan shows 41.36 CFS; again showing slight reductions.

Multiple Board Members and the Board Professionals had questions about Mr. Thompson's testimony.

Regarding the use of the lot, Mr. Sayah questioned if the Sandbox use had any storage containers and/or storage areas for the beach bar's items during off season. (I.E. where are the chairs/benches/tables/volleyball nets/etc. stored during the off-season?) Mr. Thompson replied that he was unsure and would reach out to the applicant directly to get that information.

Regarding parking, both Mr. Zill and Ms. Tierney discussed how the ridership of the Seastreak ferry is projected to increase. Mr. Zill questioned why the number of parking spaces is proposed to be reduced? Additionally, Ms. Teirney inquired that with the anticipation of increased ridership and the possibility of larger ferry boats, shouldn't the number of parking spaces be increased? Mr. Thompson responded by stating that the goal of the parking lot is for overall improvement of parking as well as the circulation flow, but also to try to lessen the existing impervious coverage. In order to achieve this, landscaping on site was added, which led to a slight decrease in the number of parking spaces.

Chief Burton questioned how the required number of parking spaces was calculated to which Mr. Thompson advised that he did the calculations himself based on previous plans and discussions. Chief Burton also inquired about parking in the food truck areas. He asked when the food trucks are present, do those vehicles take up the required parking spaces in that area? Mr. Thompson confirmed that they did. Chief Burton went on to ask if the double-stacked parking spaces would be an effective system and how many valet attendants would be manning the area? Mr. Thompson stated that, yes, the double-stacked spaces work and are effective in similar parking lots. He was unsure how many valet attendants would be working in that area, but would ask the applicant for that information. Chairman Robert Knox followed up, asking would the valet attendants also be directing parking and traffic flow? Mr. Thompson was unsure.

Mr. Sayah asked if there would be designated parking spaces for Seastreak parking and for Sandbox parking. Ms. Teirney followed Mr. Sayah's question by also asking if the food trucks take up the twenty-four (24) required spaces in that area, would the area be blocked off from early ferry riders to avoid parking there and being blocked in by the trucks? Mr. Thomspson stated that the site would not have designated parking areas, but would look into blocking off the food truck area for early riders.

Chairman Robert Knox inquired about the maintenance of the graveled portions of the parking lot and how often it occurs. Mr. Thompson stated he believed it occurred twice a year. Chairman Knox advised that it would be beneficial to have regular maintenance to ensure the striping in those areas doesn't fade and make individual parking spaces more difficult to see. Board Attorney Glass advised the Board that, should the application get approved, they can request maintenance be done on both lots every six (6) months or more frequently as a condition of approval. They can also coordinate appropriate dates/times when the lots should receive maintenance. Chairman Knox also inquired about why they did not want to install parking bumpers as they make it easier to identify parking spaces. Mr. Thompson's opinion on bumpers was that they do not comply with ADA requirements and were a tripping hazard.

Board Engineer, Cameron Corini, asked if the entrance drive isle could be tightened in order to have the pedestrian sidewalk and light poles along the Southern property line be moved to conforming locations and avoid the variances. Mr. Thompson advised that if the drive isle width was reduced, it may impact the turn radii for emergency vehicles. Additionally, if the width was reduced, light poles in those areas would need to be relocated closer to parking spaces which may require more spaces to be eliminated. Mr. Corini advised to still revise the layout to verify if could be reduced or not.

Chief Burton asked if a barricade or “do not enter” sign for the proposed entrance way could be installed to deter drivers from trying to exit the lot in that area. Mr. Thompson stated that he believed that to be a good idea and would look into it with the applicant. Chief Burton also asked for the applicant to revisit the line of sight at the egress of the sight and think about opening the curb radius.

Regarding site lighting, Chairman Knox asked if the lights closer to the residential areas can be put on timers and can those timers be adjusted during the different seasons? Mr. Thompson advised that yes, they can be set to timers and can also be put on timers to dim the lights as opposed to being off completely. The lights will be LED with inserts so there will not be any glare onto the neighboring properties. Chief Burton asked about the light poles’ footings and bollards. He asked what the measurements of each light pole bollard would be and whether those bollards would impact the vehicles parked in those spaces with the poles. Mr. Thompson advised that the bollards are to be designed by others, but would be about 2’-3’ in height and 10”-12” in diameter. The spaces are to be 8.5’ wide with average cars measuring 6.5’, so there would be little impact to vehicles parked in those areas. Mr. Sayah asked about larger vehicles like trucks, would they be impacted? Mr. Thompson advised that they would only slightly be impacted as parking is less frequent; so less in & out, door openings and closings.

Mr. Sayah inquired about the lighting on the auxiliary lot. Would there be any improvements or changes with lighting on the second lot? Mr. Thompson advised that, at this time, there are no proposed changes for the auxiliary lot. Mr. Sayah advised that if improvements are being made to the main lot, those same improvements should be made to auxiliary lot as well.

Regarding drainage, Chairman Knox asked if the proposed plan would help alleviate some of the storm water runoff to Shore Drive, would it be the same, or would it make it worse? Mr. Thompson advised that the drainage as proposed would only make it slightly better, but would likely stay the same. Chief Burton asked Board Attorney Glass if the Board can require the applicant to do more for drainage. Mr. Glass advised that the site would have to meet the legal standards. Mr. Thompson and Mr. Alfieri both advised that the plan as shown was approved by NJDEP and met their requirements.

Mr. Corini also asked if the applicant and/or Mr. Thompson had done analysis on a pump station. Mr. Thompson advised that they have not as pump stations are not a NJDEP requirement and would be a substantial added cost to the applicant. Additionally, it would be highly possible that a pump station would be rendered useless if sand from the bay were to get into the system. Mr. Corini agreed that a pump station could become cumbersome and expensive, he advised that one could be possible on site if it was elevated 6’ above grade with a generator to power it. He asked that the analysis on the pump station be done.

The applicant’s Engineer then reviewed the reports from both the Board Engineer and Board Planner. Mr. Thompson, going in numerical order, went through the general comments on the Board Engineer’s report. He advised that they will comply with comments #1, #3, #4, #6, and #7. For #5, he advised that the existing gas easement (from a previous hotel) has not yet been vacated, but they will look into doing so. For #8,

they will provide more grading information and will raise the grate on the existing lower inlet. For #9, will locate the dumpsters on the plan and the existing employee parking lot is to remain and is not included in the parking calculations. For #10, they will include bike racks on the plans. Additionally, Mr. Thompson advised that pedestrian crosswalks can be added to an extent along major drive isles.

Mr. Thompson quickly went through the Board Planner's report overviewing the dual use variances, parking space deficiency, ridership & peak hours with drivers/drop offs/bike riders, compact & angled parking stalls sizes, and EV parking station requirements. As was discussed during the hearing, the Board Attorney will review the state requirements for EV and ADA EV parking stations and advise the Board members and Board professionals. He went on to advise that they will still request a waiver for the bumpers as they do not believe they are beneficial to the parking lot.

Multiple members of the public had questions regarding the testimony presented.

Jerry Serghis of Mathews Street asked if the drainage system can be revisited. He stated he is a Licensed Master Plumber and is familiar with the area and how it drains. He believes if several rows of 15" pipes are installed and directed towards the bay it can be an effective way to reduce stormwater runoff on Shore Drive. He also believed a pump station can be an effective tool as well. He again asked that these items be revisited by the applicant's engineer.

James Bemis of the Twin Lights Condo Association asked if the applicant can revisit the installation of EV charging stations especially in the area of the Sandbox bar. Board Attorney, Dustin Glass, advised that if EV parking stations are required by law, they will need to install. Mr. Glass advised that he will look into the state requirements and advise the Board as such.

Elroy Darden of 330 Shore Drive advised that the proposed double stacked valet parking spaces are in front of his home. He asked if a privacy fence is to be installed. Mr. Thompson advised he will speak with his client about installing a fence in that area.

John Valkas who manages properties around Seastreak questioned if the applicant did the public notices correctly. He stated many of the properties he manages around Seastreak did not get notice. Mr. Alfieri advised that, according to state law, he is required to submit notice to every property on the 200' list which is generated by the Tax Assessor. Mr. Glass advised that he reviewed their public notice documents and it was done correctly. If Mr. Valkas is questioning whether certain addresses are not shown on the 200' list that should be, he should speak to the Borough tax Assessor directly as that is the person who produces those lists. Mr. Valkas also asked for a clarification on the term "stack" parking spaces. Are cars stacked one on top of the other or next to each other. Mr. Thompson clarified that the vehicles in the double stacked parking spaces would not be stacked one on top of the other, but one in front of the other.

Patricia Uber of 15 Beach Boulevard asked when the public comment portion of the hearing would begin. Mr. Glass advised that the public comment portion comes once all testimony and cross examination is done. This is the second special meeting for the applicant and the engineering testimony has not yet been finished. It's hard to say if the testimony of not only their engineer but the testimony of the applicant's other professionals – Traffic Engineer, Professional Planner, and Seastreak representatives – would be completed by the next special meeting. Board Chairman Knox advised that this is the legal procedure of the Board and stated that once all testimony is completed, the public will have their opportunities to speak.

Gary Kiena of 8 King Street asked if there were going to be plans for the auxiliary lot. Mr. Alfieri advised that at this time they did not have plans for that lot, but based on the Boards requests at this meeting, they will look to revisit it.

Cindy Zipf, Executive Director of Clean Ocean Action and of 4 Mountain Street inquired about plans being available for public view as they were only posted to the website a few days before. She advised that if she had more time to review the plans, she would have more questions about what was presented tonight. Due to time, Chairman Knox advised to review the plans presented and save the question(s) for the next special meeting.

The Board members were unable to agree on a July meeting date. The applicant agreed to re-notice when a definitive date and location is decided. The Board Secretary advised she will reach out to the Board Members and Professionals for available dates in both August and September.

Meeting Adjournment:

A motion was made by Ms. Vickery for adjournment of the Land Use Board Special Meeting, all were in favor. Meeting adjourned 10:09 pm.



Roberts

ENGINEERING GROUP LLC

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May 19, 2026

Kate Maloney
Land Use Board Secretary
Borough of Highlands Land Use Board
151 Navesink Avenue
Highlands, New Jersey 07732
Email: landuse@highlandsnj.gov

Re: Completeness Review No. 2
Applicant: Danielle Dunn
Block 76, Lot 9
26 Seadrift Avenue
Borough of Highlands, Monmouth County, New Jersey
Our File No.: HLPB26-01

Dear Ms. Maloney:

As requested, we have reviewed the above referenced application in accordance with the Borough of Highlands Zoning and Land Use Regulations. The Applicant is seeking bulk variance relief to permit the installation of an in-ground swimming pool, a patio, and associated pool equipment, including a filtration system, on the property.

The subject property is a three-story, single-family dwelling on a 2,333-sf lot. The property is located in the R-2.01 Residential District and within the AE (Elevation 11) Flood Hazard Area Zone.

We have reviewed the following documents submitted in support of the above referenced application for completeness purposes:

1. Copy of a plan entitled, "Swimming Pool Grading Plan, Tax Lot 9, Block 76, 26 Sea Drift Avenue, Borough of Highlands, Monmouth County, New Jersey", prepared by MGC Associates, dated December 1, 2025, and last revised April 27, 2026.

We offer the following comments and recommendations for the Land Use Board's Consideration:

I. ZONING

1. This property is located in the R-2.01 Residential District.
2. The Applicant requires six (6) bulk variances and one (1) design waiver based on the current information provided. To be entitled to bulk "c" variance relief, the applicant must provide proof to satisfy the positive and negative criteria pursuant to N.J.S.A 40:55D-70c for bulk variances.

Five (5) of the requested variances relate to existing non-conforming conditions currently affecting the subject property, while one (1) additional bulk variance is associated with the proposed improvements. In addition, the Applicant seeks one (1) design waiver related to the non-conforming swimming pool setback.

The Applicant will be required to provide proof during testimony.

3. The following bulk requirement summary is provided for the Board’s reference. In accordance with Ordinance §21-85, existing and proposed bulk deficiencies which require bulk “c” variances are noted as follows:

Schedule I – Bulk and Area Requirements				
R-2.01 Single Family Residential District				
	Required	Existing	Proposed	Variance
Min. Lot Area (sf)	3,750	2,333 ⁽¹⁾	2,333 ⁽¹⁾	Yes
Lot Frontage/Width (ft)	50	33.33 ⁽¹⁾	33.33 ⁽¹⁾	Yes
Lot Depth (ft)	75	70 ⁽¹⁾	70 ⁽¹⁾	Yes
Min. Front Yard Setback (ft)	20	9.5 ⁽¹⁾	9.5 ⁽¹⁾	Yes
Min. Side Yard Setback (ft)	6/8	1.7 ⁽¹⁾	1.7 ⁽¹⁾	Yes
Min. Rear Yard Setback (ft)	20	18.4	18.4	No
Max. Building Height (ft)	30	< 30	< 30	No
Max. Lot Coverage (%)	75	57.2	84.5	Yes
Max. Building Coverage (%)	33	32.7	32.7	No
Swimming Pool Setback (ft) ⁽²⁾	6	N/A	3 (side) 4 (rear)(confirm)	Design Waiver

- (1) Existing non-conformity.
 (2) Design Waiver from § 10-8.4, ‘Locations,’ of the Borough Ordinances.

II. CHECKLIST ITEMS

- A. The required Checklist was provided with the application.

The Checklist items are as follows:

1. Submit original LUB Application plus one copy. Include surveys and supportive plans. (If applicable include corporate disclosure/owner authorization.) **Provided.**
2. Submit three signed copies of completed Development Completeness Checklist with applicable waiver letters. **Provided.**
3. Electronic copies of all application documents in PDF format. **Provided.**
4. Non-refundable applicable filing fees & escrow (paid by separate checks made payable to Highlands Borough), Calculated by LUB. **Provided.**
5. Two (2) W-9 forms with original signatures. **Provided.**
6. Certification of paid property taxes from Tax Collector. **Provided.**
7. Certified list of names, blocks and lots, and property owners within 200 feet of the property as prepared by the Highlands Tax Assessor, also to be shown on site plan if applicable. (You may need to obtain a 200-ft list from an adjoining municipality if your application involves property located within 200-ft of an adjoining municipality.) **Provided.**

8. Upon Application Completeness: PDF of detailed narrative as to the applicant's proposal for the overall project, including existing/proposed site conditions/use/operations.

Pending – Applicant has indicated this item will be provided.

9. Three (3) copies of protective covenants, deed restrictions, or easements applying to the site, to be submitted with the application, and/or indicated on the submitted plan (if applicable).

Applicant Response: N/A.

Comment: Not acceptable; Applicant shall provide a detailed statement or deed indicating that no protective covenants, deeds restrictions, or easements apply to the subject site. This shall be provided prior to any approval.

10. Upon Application Completeness: Three 3 copies of property survey no more than 5 years old, prepared by a NJ-licensed land surveyor showing data including, but not limited to: Block/Lot number(s), existing/ proposed monuments, structures, lot lines, lot area, lot dimensions, metes and bounds, right-of-way lines, and easements and/or deed restrictions.

Applicant Response: N/A.

Comment: Acceptable, as this item is not a submission requirement for this application type.

11. Upon Application Completeness: Three (3) copies of dimensioned architectural plans, including floor plans, elevation views. Plans prepared by a NJ licensed architect sufficiently depict all building features, including color, material, and textures (if applicable).

Applicant Response: N/A.

Comment: Acceptable, as the proposed improvements are limited to a pool, patio, and associated equipment, which does not require the submission of architectural plans.

12. Three (3) copies of proof of application for all required outside agency approvals, including but not limited to: Monmouth County Planning Board, Freehold Soil Conservation District, Monmouth County Board of Health, NJDOT, and NJDEP.

Applicant Response: N/A

Comment: The property is located in an AE (Elevation 11) Flood Hazard Area Zone. Compliance with NJDEP Flood Hazard Area regulations is required, and the applicant shall provide proof of application or confirmation that no permit is needed. It appears that a Permit-By-Registration is required. Applicant's Engineer to confirm and shall provide testimony.

13. Three (3) copies of folded development plans, e.g. grading, plot, or landscaping. ***Provided.***

14. Zoning schedule indicating zone classification, existing and proposed use, and all bulk and area requirements, including site area, setbacks, building coverage, impervious

coverage, building height, floor area ratio, density, and all other data needed to ensure conformity with the Highlands Borough Development Regulations. Front, rear and side yard setback lines shall be depicted graphically on the plan.

Applicant Response: Provided.

Comment: A zoning table has been provided; however, it appears to be incorrect. Additional comments regarding the zoning table are provided in the General Comments section of this review letter.

15. Location of accessory structures, including fences, walls, trash enclosures, recycling areas, and details of each.

Applicant Response: N/A.

Comment: Acceptable, as this item is not a submission requirement for this application type. It is noted that the Grading Plan submitted includes these features.

16. Total area of landscaping/open space expressed in square feet and as a percentage of total area disturbed.

Applicant Response: N/A.

Comment: Acceptable, as this item is not a submission requirement for this application type.

17. Location of existing and proposed wells and septic systems, with Board of Health application if applicable. ***Provided.***

18. Photographs (including date) showing existing conditions and structures on the subject property. ***Provided.***

19. Letter from Homeowners' Association consenting to proposed development (if applicable).

Applicant Response: N/A.

Comment: Acceptable, as the subject property is not part of a Homeowners' Association.

III. COMPLETENESS

Checklist Items 9 and 12 remain outstanding; however, we recommend that the Board deem this application **COMPLETE, subject to the submission of the two required documents.**

IV. GENERAL COMMENTS

1. The zoning information regarding the proposed rear pool setback is not consistent between the zoning table and the setback dimension shown on the plan, which indicate setback distances of 3 feet and 4 feet, respectively. Please confirm the correct setback distance and revise the plans and/or zoning table accordingly so that the application materials are consistent.

2. A grading plan and property survey were provided.

The grading plan is specific to this site; however, it does not demonstrate how the proposed grades will impact adjacent properties. In addition, the proposed improvements extend nearly to the property lines and may contribute to increased stormwater runoff to adjacent properties.

The proposed improvements include pavers, which have been labeled as pervious; however, a construction detail has not been provided. A detail for the pervious pavers must be provided on the plans.

A written description of how stormwater will be prevented from draining onto adjacent properties, along with supporting calculations as necessary to demonstrate effectiveness, shall also be provided.

The plans shall be revised to include sufficient additional detail, including any necessary grading and related information, to clearly demonstrate that stormwater runoff will not adversely impact adjacent properties.

We will continue our review upon submission of the necessary plans and documents.

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

Very truly yours,



Cameron Corini, PE, CME, CPWM
Land Use Board Engineer

cc: Michael Muscillo, Borough Administrator, (mmuscillo@highlandsnj.gov)
Susan Gruel, Borough Planner, (mail@hgapa.com)
Dustin F. Glass, Esq., Land Use Board Attorney, (dglass@padulalawgroup.com)
Courtney Lopez, Zoning Officer, (clopez@highlandsnj.gov)
Steven Winters, CFM, Floodplain Administrator, (swinters@highlandsnj.gov)
Kathy Shaw, CRS Coordinator, (kshaw@highlandsnj.gov)
Danielle Dunn, Applicant, (ddunn9@gmail.com)
Gary Chiang, PE, Applicant's Engineer, (mgcassociatesllc@gmail.com)
Stephanie Katz, Roberts Engineering Group, LLC
Carmela Roberts, PE, CME, CPWM

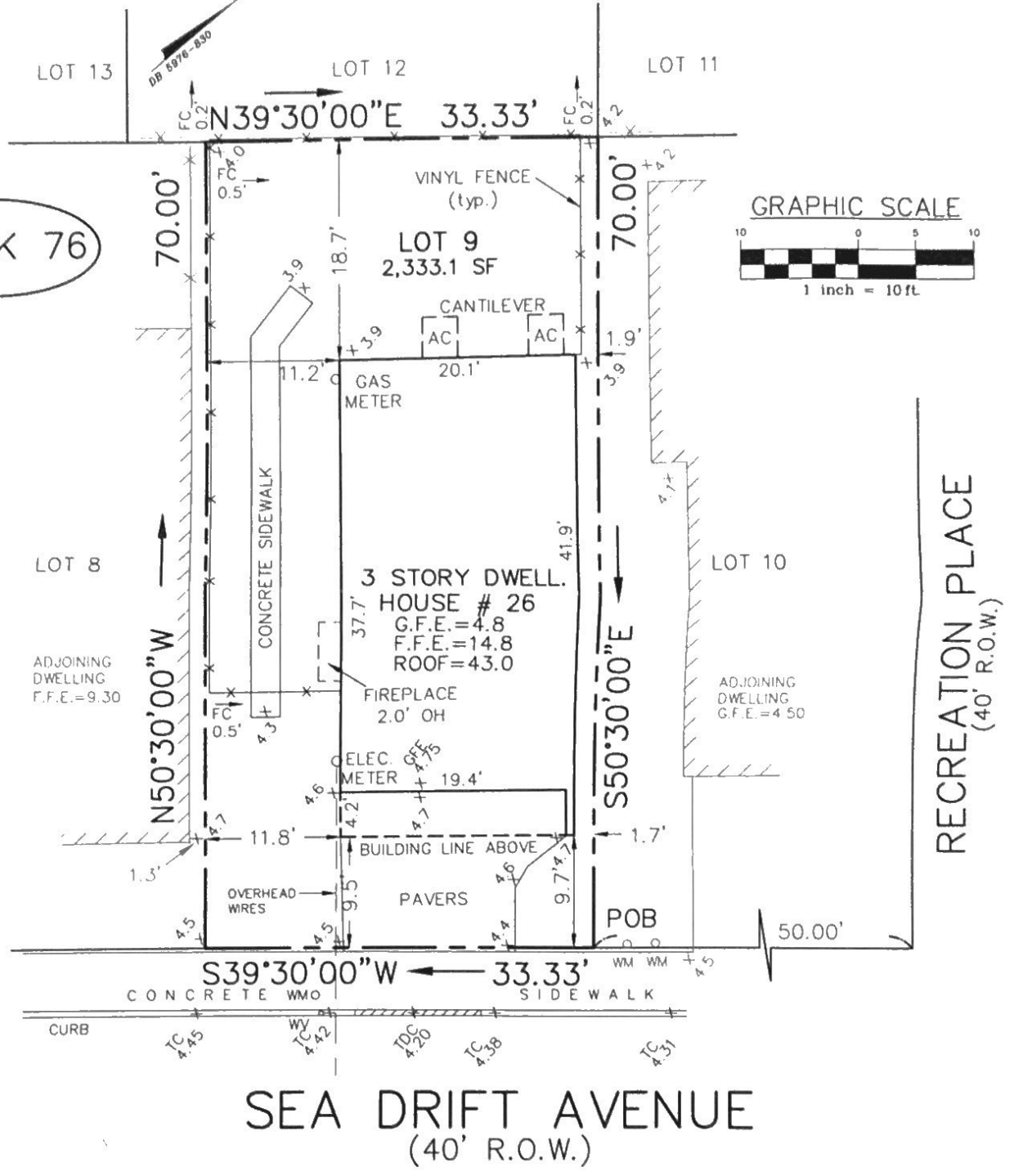
NOTES
 ONLY COPIES FROM THE ORIGINAL OF THIS SURVEY MARKED WITH AN ORIGINAL OF THE LAND SURVEYOR'S EMBOSSED SEAL SHALL BE CONSIDERED TO BE VALID COPIES.
 SIGNATURE AND EMBOSSED SEAL SIGNIFY THAT THIS SURVEY WAS PREPARED IN ACCORDANCE WITH THE EXISTING CODE OF PRACTICE ADOPTED BY THE N.J. STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS.
 ALL UNDERGROUND IMPROVEMENTS OR ENCROACHMENTS ARE NOT SHOWN HEREON.
 UNAUTHORIZED ALTERATIONS OR ADDITIONS TO A SURVEY MAP BEARING A LICENSED LAND SURVEYOR'S SEAL IS ILLEGAL AND PUNISHABLE BY LAW. PROPERTY IS SUBJECT TO ALL DOCUMENTS OF RECORD.
 THIS CERTIFICATION IS MADE ONLY TO HEREON NAMED PARTIES FOR PURCHASE AND/OR MORTGAGE OF HEREIN DELINEATED PROPERTY BY THE NAMED PURCHASER. NO RESPONSIBILITY OR LIABILITY IS ASSUMED BY SURVEYOR FOR ANY OTHER PURPOSE INCLUDING, BUT NOT LIMITED TO, USE OF SURVEY FOR SURVEY AFFIDAVIT, RESALE OF PROPERTY, OR TO ANY OTHER PERSON NOT LISTED IN THE CERTIFICATION, EITHER DIRECTLY OR INDIRECTLY.

SURVEY NOTES:

- ELEVATIONS SHOWN HEREON BASED UPON N A V D 88 ESTABLISHED VIA GPS OBSERVATIONS UTILIZING LEICA SMARTNET.
- PROPERTY LIES WITHIN FLOOD ZONE AE 11 AS DEPICTED ON FEMA FIRM MAP 34025-0088F EFFECTIVE DATE 9-25-09.

PROPERTY SUBJECT TO:
 RESTRICTIVE COVENANTS IN DEED BOOKS & PAGES: 774-110, 944-522 & 9204-6080.
 TIDELANDS CLAIM AS DEPICTED ON TIDELANDS MAP NUMBER 567-2184. GRANT TO JESSE A HOWLAND, WILLIAM H DENYSE & GEORGE W ROGERS 12-27-1905 LIBER Q, PAGE 608, ETC.

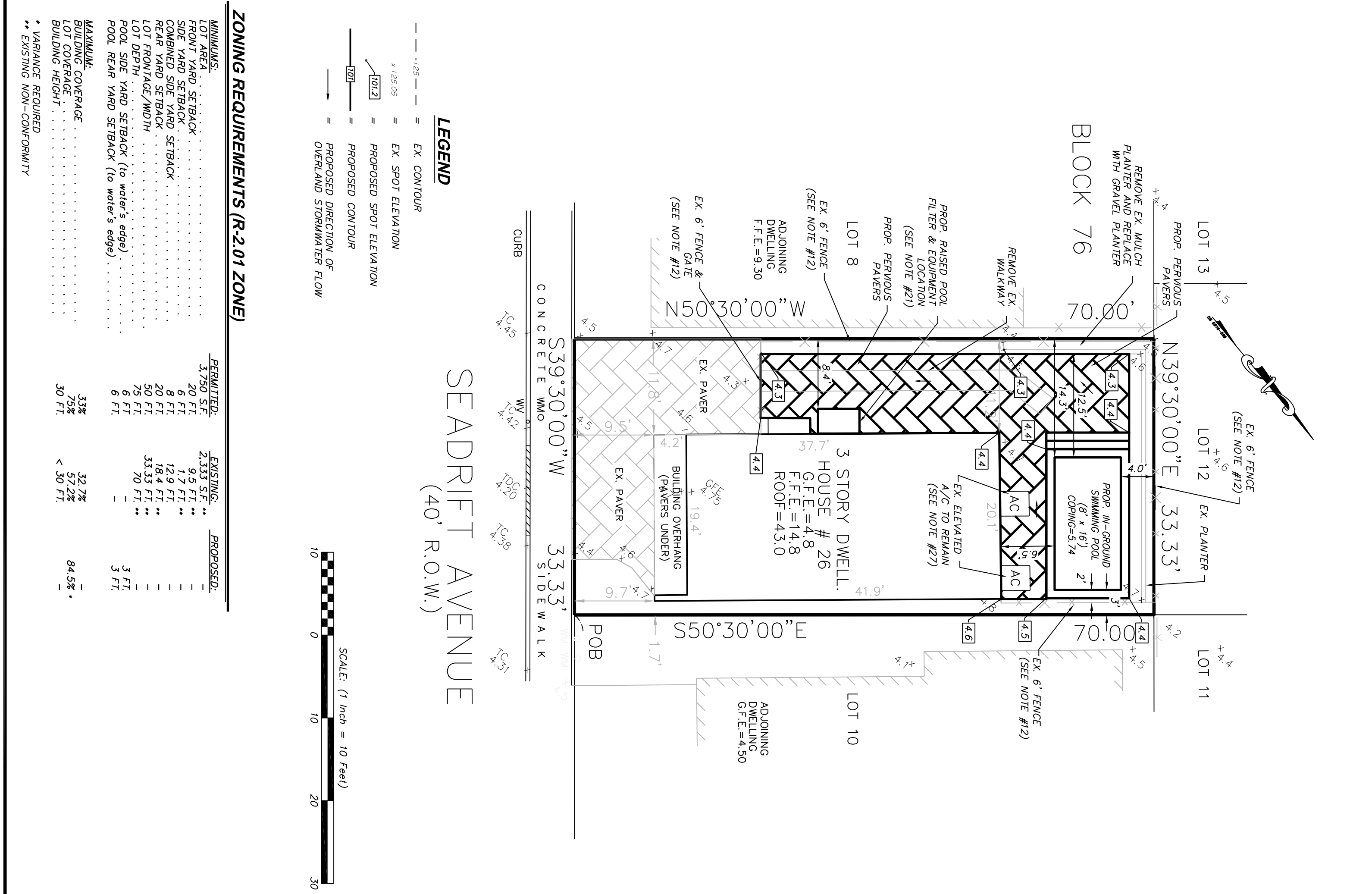
BLOCK 76



RECORD DRAWING
 LOT 9 IN BLOCK 76
 BOROUGH OF HIGHLANDS MONMOUTH COUNTY NEW JERSEY
 DATE 12-07-17 SCALE 1" = 10' JOB NO 2017

CERTIFIED TO:
 BRIAN MALLOY
 -NOTICE-
 THIS DRAWING AND ALL INFORMATION CONTAINED HEREIN IS AUTHORIZED FOR USE ONLY BY THE PARTY FOR WHOM THE WORK WAS CONTRACTED OR TO WHOM IT IS CERTIFIED.

DPCSS
 Land Surveyors
 EMAIL: DPCSSNJNY@GMAIL.COM
 NEW JERSEY ADDRESS: 14 CARRIAGE WAY BARNEGAT, NJ 08005 TEL. (609) 276-4902 FAX. (609) 698-5350
 NEW YORK ADDRESS: 128 WILLIAM HILL ROAD P.O. BOX 593 CHESEBORTOWN, NY 12817 TEL. (518) 94-4027
 Russell J. Palubnik
 NEW JERSEY PROFESSIONAL LAND SURVEYOR, LIC. NO. 37953



IMPERVIOUS COVERAGE CALCULATIONS

Category	Area (Square Feet)
IMPERVIOUS COVERAGE	838
EX DWELLING & OVERHANG	409
EX PAVED DRIVEWAY	0
EX WALKWAY (87 S.F.)	180
PROP POOL & COPING	545
PROP POOL PATIO	---
TOTAL	5,750

REVISIONS

No.	Date	Revision
1.	4/27/26	REV. IN ACCORDANCE WITH ENG 4/15/26 LETTER

GENERAL NOTES

- PROPERTY BEING KNOWN AS BLOCK 76, TAX LOT 9 WITHIN THE BOROUGH OF HIGHLANDS, MONMOUTH COUNTY. THE PROPERTY CONTAINS APPROXIMATELY 2,333 S.F.
- OUTBOUND, TOPOGRAPHIC AND EXISTING SITE IMPROVEMENT INFORMATION IS BASED UPON A PLAN ENTITLED "RECORD DRAWING LOT 9 IN BLOCK 76, BOROUGH OF HIGHLANDS, MONMOUTH COUNTY, NEW JERSEY", PREPARED BY DP-CSS LAND SURVEYORS, DATED 12/7/17.
- THE LIMIT OF DISTURBANCE LIES WITHIN FLOOD HAZARD AREA ZONE AE (ELEVATION 11) AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, MAP NUMBER 34025C0088H, EFFECTIVE DATE 6/15/22. A PERMIT BY REGISTRATION WILL BE REQUIRED FROM NJDEP.
- NO VERIFIED FRESHWATER WETLANDS ARE WITHIN THE LIMIT OF DISTURBANCE, AS PER THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION NJL-GEOMED SERVICE.
- THE SITE IS CURRENTLY DEVELOPED WITH A SINGLE-FAMILY RESIDENTIAL DWELLING, PAVED DRIVEWAY AND OTHER ANCILLARY STRUCTURES & UTILITIES.
- PROPOSED IMPROVEMENTS CONSIST OF INSTALLING AN IN-GROUND SWIMMING POOL, PATIO AND FILTER/POOL EQUIPMENT.
- PROPOSED SWIMMING POOL SIZE, SHAPE AND LOCATION ARE BASED UPON INFORMATION PROVIDED BY THE CLIENT.
- THE CONTRACTOR SHALL FINISH GRADE THE AREA AROUND THE IN-GROUND SWIMMING POOL AND DWELLING IN A MANNER WHICH PROVIDES POSITIVE OVERLAND STORMWATER RUNOFF/FLOW AWAY FROM THE POOL AND DWELLING.
- ALL AREAS NOT DESIGNATED FOR WALKWAY AND/OR THE IN-GROUND SWIMMING POOL SHALL BE STABILIZED IN ACCORDANCE WITH THE MOST CURRENT REQUIREMENTS OF THE LOCAL SOIL CONSERVATION DISTRICT.
- ALL EXISTING ON-SITE STRUCTURES ARE TO REMAIN AS PART OF THIS APPLICATION, UNLESS NOTED OTHERWISE.
- THE PROPOSED IN-GROUND SWIMMING POOL AND ASSOCIATED UTILITIES/AMENITIES SHALL COMPLY WITH THE LAND USE CODE BOOK OF THE BOROUGH AND THE INTERNATIONAL RESIDENTIAL CODE (IRC), NEW JERSEY EDITION, LATEST REWSED.
- THE PROPOSED POOL SHALL BE ENCLOSED BY A NON-CRIMBABLE BARRIER AT LEAST 4 FEET IN HEIGHT, WHICH IS EQUIPPED WITH A SELF-LOCKING MECHANISM ON ALL GATES, IN ACCORDANCE WITH BOROUGH AND IRC REGULATIONS, LATEST REWSED.
- THE CONTRACTOR SHALL REROUTE ANY UNDERGROUND SPRINKLERS, DRAINAGE/ROOF LEADER PIPES POSITIVE DISCHARGE LOCATION.
- SILT FENCING SHALL BE PLACED AROUND THE AREA DISTURBANCE AND LEFT IN PLACE UNTIL THE PROPERTY IS PERMANENTLY STABILIZED.
- NO SOIL INVESTIGATION HAS BEEN PERFORMED TO CLASSIFY SOIL CHARACTERISTICS OR DETERMINE THE SEASONAL HIGH GROUNDWATER ELEVATION.
- THE CONTRACTOR OR LAYOUT PARTY SHALL VERIFY ALL DIMENSIONS AND ELEVATIONS ON THE JOB SITE AND SHALL VERIFY THAT THE PLANS BEING UTILIZED ARE FINAL AND APPROVED PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF ANY DISCREPANCIES EXIST PRIOR TO PROCEEDING WITH CONSTRUCTION. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR WORK HAVING TO BE REDONE DUE TO ELEVATIONS AND/OR DIMENSIONS SHOWN INCORRECTLY ON THESE PLANS IF SUCH NOTIFICATION HAS NOT BEEN PROVIDED.
- THE HORIZONTAL AND VERTICAL LOCATION OF ALL EXISTING UTILITIES SHOWN ARE APPROXIMATE ONLY. THE EXACT LOCATION SHALL BE DETERMINED BY THE CONTRACTOR PRIOR TO INSTALLATION OF PROPOSED IMPROVEMENTS. IN ADDITION, THE CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY IF "OTHER" UTILITIES NOT SHOWN ON THE PLAN EXIST WITHIN THE AREAS OF PROPOSED IMPROVEMENTS. SHOULD THERE BE "OTHER" UTILITIES, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY TO ANALYZE ANY POTENTIAL UTILITY CONFLICTS.
- THE CONTRACTOR SHOULD CALL 1-800-272-1000 SEVEN (7) DAYS PRIOR TO EXCAVATION FOR FIELD MARK OUT OF UNDERGROUND UTILITIES.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY IF UTILITIES EXIST WITHIN THE AREA OF PROPOSED IMPROVEMENTS. SHOULD THERE BE UTILITIES, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY TO ANALYZE ANY POTENTIAL UTILITY CONFLICTS.
- PRIOR TO STARTING SITE CLEARING/CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE ALL REQUIRED PERMITS/APPROVALS HAVE BEEN OBTAINED. ALL SITE WORK SHALL BE COMPLETED IN ACCORDANCE WITH THESE PLANS AND THE REQUIREMENTS AND STANDARDS OF THE PERMITTING AGENCY.
- THE PROPOSED POOL FILTER UTILIZES A CARTRIDGE FILTRATION SYSTEM, WHICH DOES NOT REQUIRE THE FILTER TO BE BACK-WASHED. IN THE EVENT THE POOL NEEDS TO BE EMPTIED FOR MAINTENANCE, A FLEXIBLE HOSE WILL CARRY DISCHARGE TO THE DRIVEWAY AND NOT DOWN THE STEEP SLOPES.
- THE POOL INSTALLER/CONTRACTOR SHALL CONFORM THE PROPOSED IN-GROUND SWIMMING POOL IS INSTALLED IN COMPLIANCE WITH THE MINIMUM SEPARATION STANDARDS FOR ELECTRICAL (OVERHEAD AND/OR UNDERGROUND) WIRES.
- NO TREES ARE BEING REMOVED AS PART OF THIS PROPOSED DEVELOPMENT.
- THERE ARE NO STEEP SLOPES ON THE PROPERTY.
- THERE WILL NOT BE ANY NET FILL ON THE PROPERTY. TOTAL CUT = 7.5 CY, TOTAL FILL = 7.0 CY.
- THE EXISTING DWELLING IS SERVED BY PUBLIC WATER AND SEWER.
- THE EXISTING ELEVATED A/C IS APPROXIMATELY 7.5' HIGH. ELECTRICAL OUTLETS ARE UNDER THE A/C UNITS ON THE DWELLING WALL. THE PLACEMENT OF THESE ELEMENTS WILL NOT PRESENT ANY SAFETY CONCERNS IN RELATION TO THE POOL.

SWIMMING POOL GRADING PLAN
TAX LOT 9 BLOCK 76
26 SEADRIFT AVENUE
BOROUGH OF HIGHLANDS
MONMOUTH COUNTY, NEW JERSEY

MGC ASSOCIATES
 Consulting Engineer

GARY CHIANG
 N.J. Professional Engineer No. 44469

Office Location:
 237-1 Burns Road
 Burlington, NJ 08016
 609-556-4915

4/27/26

DATE	SCALE	SHEET	JOB NUMBER
12/1/25	1"=10'	1 OF 1	251211