

**Borough of Highlands
Planning Board
Regular Meeting
November 13, 2014**

Meeting Location: Highlands Elementary School, 360 Navesink Ave, Highlands, NJ.

Mr. Stockton called the meeting to order at 7:37 p.m.

Mr. Stockton asked all to stand for the Pledge of Allegiance.

Roll Call:

**Present: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Colby, Mr. Britton,
Mr. Korn, Mr. Francy, Mr. Stockton**

**Absent: Mr. Danzeisen, Mr. Kovic
Note: Mr. Gallagher resigned**

**Also Present: Carolyn Cummins, Board Secretary
Jack Serpico, Esq., Board Attorney
Robert Keady, P.E. Board Engineer**

Resolution Appointing Vice Chairman

Mayor Nolan offered the following Resolution be memorialized and moved on its adoption:

**BOROUGH OF HIGHLANDS
PLANNING BOARD RESOLUTION
DESIGNATING VICE CHAIRPERSON
FOR THE ONE YEAR UNEXPIRED TERM FOR 2014**

BE IT RESOLVED by the Borough of Highlands Planning Board that Larry Colby be appointed Vice Chairperson of the Planning Board for a unexpired one (1) year term expiring December 31, 2014.

Seconded by Mr. Korn and adopted on the following Roll Call Vote:

ROLL CALL:

**AYES: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Colby, Mr. Britton,
Mr. Korn, Mr. Francy, Mr. Stockton**

NAYES: None

ABSTAIN: None

**Resolutions for Professional Planning & Legal Services for the Master Plan & Setting up
Master Plan Meeting Dates**

Mr. Hill explained that we have to go out for Request for Proposals for the professional services because we are using grant money to fund this.

Board had brief discussion.

Mr. Francy wants to remove the \$50,000 limit in the RFP because we may get a better experienced Professional Planner. He wants resumes as well for sustainable recovery.

Mr. Francy offered a motion to remove the \$50,000 cap and to require resume's for sustainable recovery. Seconded by Mr. Colby and approved on the following roll call vote:

ROLL CALL:

**AYE: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Colby, Mr. Britton,
Mr. Korn, Mr. Francy, Mr. Stockton**

NAY: None

ABSTAIN: None

**Borough of Highlands
Planning Board
Regular Meeting
November 13, 2014**

The resolutions awarding professional master plan services will be done at the December Meeting.

Mr. Francy – the Planning Board needs to do interviews at next meeting and do a subcommittee interview. We can review RFP's at the December meeting and award at the January Meeting.

Discussions about setting up first subcommittee meeting an informal with no professionals. The board secretary was directed to coordinate a meeting at the fire house on a Monday evening.

Mr. Card – will that meeting be published?

Mr. Serpico – no but once organized the six meetings will be noticed.

Mayor Nolan stated that we already picked the four Master Plan Subcommittee members.

Discussion

Mayor Nolan offered a motion to move Chris Francy from alternate subcommittee member to a Regular Member because Mr. Gallagher resigned. Seconded Mr. Redmond and approved on the following roll call vote:

ROLL CALL:

**AYE: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Colby, Mr. Britton,
Mr. Korn, Mr. Francy, Mr. Stockton**
NAY: None
ABSTAIN: None

Mr. Colby offered a motion to appoint Rick Korn as alternate member for the subcommittee. Seconded by Mr. Britton and approved on the following roll call vote:

ROLL CALL:

**AYE: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Colby, Mr. Britton,
Mr. Korn, Mr. Francy, Mr. Stockton**
NAY: None
ABSTAIN: None

Discussions continued

Mr. Serpico – you are required to have two additional members, non-planning board members.

Review of Zoning Ordinance O-14-33

Mr. Stockton read the title of Ordinance O-14-33.

Rob Keady, P.E. was sworn in.

Mr. Keady explained that there are two bungalow colonies, two types with multiple units on one lot or multiple lots on one colony. Our ordinance Section C are lot of them already exceed this to allow a bungalow to do improvements without going before the board. Section "c" site plan requirements should not be required.

Mr. Francy explained that the ordinance carves out Honey Suckle and Gravelly Point but item three 21-98 is quite comprehensive and some of these provisions want to be in place.

Board has discussion.

Mr. Stockton questioned site plan requirements.

Mr. Colby – if non-season round units.

Discussions continued

**Borough of Highlands
Planning Board
Regular Meeting
November 13, 2014**

Suggestion – put in recommendation need definition of bungalow colony. Section “c” exemption out acceptance to just elevation.

Mr. Colby wants c/o’s to be required for summer rentals.

Mr. Serpico – does this meet the master plan consistency.

Mr. Mullen was sworn in and stated that there is not a legal subdivision of the lots in Gravelly Point.

Discussions continued.

Mr. Colby offered the following Resolution and moved on its adoption:

**RESOLUTION
BOROUGH OF HIGHLANDS PLANNING BOARD REVIEW AND
RECOMMENDATIONS FOR PROPOSED ORDINANCE No. 0-14-33, AMENDING THE
ZONING ORDINANCES OF THE BOROUGH OF HIGHLANDS**

WHEREAS, the Mayor and Council of the Borough of Highlands authorized the Planning Board by resolution to undertake a review of potential zoning ordinance amendments that will amend Section 21-86, of the Borough Zoning Ordinance pertaining to existing bungalow colonies; and

WHEREAS, the Municipal Land Use Act, NJSA 40:55D-26 & 64, set forth the issues to be considered by the Board and requires that the Planning Board prepare and transmit a report back to the Governing Body; and

WHEREAS, the Board conducted a review of the proposed amendment on November 13, 2014; and

WHEREAS, the Board received comments on the proposed amendments from members of the public and the members of the Board; and

WHEREAS, the Board discussed the proposed amendments at the aforementioned hearing pursuant to the requirements of the aforementioned statutes.

NOW, THEREFORE BE IT RESOLVED, by the Planning Board of the Borough of Highlands that it hereby adopts the findings and recommendations of the Board set forth below and further recommends that the Mayor and Council be guided accordingly when considering the adoption of the proposed Ordinance:

1. The Board finds that the proposed amendment(s) are consistent with the Master Plan of the Borough of Highlands.
2. The Board recommends that a clearly defined definition of the term “bungalow colony” be created within the zoning ordinances of the Borough.
3. The Board recommends that a certificate of occupancy be required for seasonal rentals.
4. The Board recommends that section 4.b.(2) (e) of the proposed amended ordinance be modified to exempt from the site plan requirement any application that is filed to elevate a structure to mitigate a flood issue.

BE IT FURTHER RESOLVED that the Board hereby directs its Secretary to transmit said findings to the Clerk of the Borough of Highlands pursuant to the Statute first mentioned above forthwith for consideration by the Mayor and Council of the Borough of Highlands.

**Borough of Highlands
Planning Board
Regular Meeting
November 13, 2014**

Roll Call Vote:

Ayes: Mayor Nolan, Mr. Hill, Mr. Redmond, Mr. Colby, Mr. Britton,
Mr. Korn, Mr. Francy, Mr. Stockton

Nays: None

Abstain: None

Approval of Minutes:

Mr. Francy offered a motion to approve the October 9th Planning Board Minutes. Seconded by Mr. Redmond and approved on the following roll call vote:

ROLL CALL:

AYE: Mr. Hill, Mr. Redmond, Mr. Korn, Mr. Francy, Mr. Stockton

NAY: None

ABSTAIN: None

Communications

Peter Mullen of 11 Marine Place questioned the RFP Process.

Mr. Hill explained

Mayor Nolan offered a motion to adjourn, seconded by Mr. Francy and all were in favor.

The meeting adjourned.

Carolyn Cummins, Board Secretary