

BOROUGH OF ALLENHURST
MINUTES
December 11, 2018

The Meeting of the Board of Commissioners of the Borough of Allenhurst was held on the above date with Mayor McLaughlin presiding and Commissioner McLoughlin and Commissioner Bolan answering the roll call. Also in attendance was the Borough Clerk/Administrator and Borough Attorney.

The meeting was called to order at 7:30 P.M. with a salute to the flag.

Mayor McLaughlin announced that the notice requirements of R.S. 10:4-18 had been satisfied by delivering the required notice to the Coaster, posting the notice on the board in Borough Hall and filing a copy of said notice with the Borough Clerk.

COMMUNICATIONS:

None

ANNOUNCEMENTS:

Reminder – No Plastic Bags in Recycling

ORDINANCES FINAL READING

ORDINANCE #2018-16

**AN ORDINANCE REVISING THE BOROUGH CODE OF THE
BOROUGH OF ALLENHURST, CHAPTER XXV ENTITLED “LAND USE
PROCEDURES” REGULATING THE PROCEDURES EMPLOYED BY
THE BOROUGH’S COMBINED BOARD**

Offered By: Mayor McLaughlin

Seconded By: Comm. McLoughlin

WHEREAS, it has been determined that there is a need to revise the application completeness checklist as part of the submission package for any person making an application to the combined Planning/Zoning Board of the Borough of Allenhurst; and

WHEREAS, the Municipal Land Use Law, specifically N.J.S.A. 40:55D-10.3 provides that an application has to be deemed complete within a certain time frame upon submission; and

WHEREAS, an application checklist will assist both an applicant and the Borough in the smooth processing and review of said applications to determine their completeness; and

WHEREAS, on November 7, 2018, the Planning Board adopted a Resolution requesting that the Borough Council adopt the within Completeness Checklist; and

WHEREAS, the Borough Council of the Borough of Allenhurst has determined that it is in the best interests of the community to revise certain portions of its existing Borough Code concerning the Procedures employed by the Borough’s combined Planning/Zoning Board;

NOW THEREFORE, BE IT ORDAINED by the Borough of Allenhurst, County of Monmouth, State of New Jersey, that the Borough Code of the Borough of Allenhurst be and is hereby amended and supplemented as follows:

I. Chapter XXV subsection “25-3.18” entitled “Applications; Procedures for Filing” be and is hereby amended to include the following checklist for completeness:

**BOROUGH OF ALLENHURST PLANNING BOARD COMPLETENESS CHECKLIST FOR
CERTIFICATE OF APPROPRIATENESS, MAJOR AND/OR VARIANCE APPLICATION
PURSUANT TO N.J.S.A. 40-55D-10.3**

(An application for development shall be complete for purposes of commencing the applicable time for action by the Planning Board when so certified by the Planning Board or its authorized committee or designee that the following documents having been properly submitted in completed form.)

ALPB 18-00

**Borough of Allenhurst Planning Board Completeness Checklist
for Certificate of Appropriateness, Major and/or Variance Application
Pursuant to NJSA 40-55D-10.3**

This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by NJSA 40-55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of initial application.

Applicant Name: _____

Address: _____

Block No.: _____ Email: _____

Lot No.: _____ Phone: _____

Attorney Information:

Name: _____

Firm: _____

Address: _____

Email: _____ Phone: _____

Engineer Information:

Name: _____

Firm: _____

Address: _____

Email: _____ Phone: _____

Surveyor Information:

Name: _____

Firm: _____

Address: _____

Email: _____ Phone: _____

Architect Information:

Name: _____

Firm: _____

Address: _____

Email: _____ Phone: _____

General Requirements:

	Yes	No	N/A	Waiver
1. Provide identification of subject/property /properties’ Special Flood Hazard Area Zone	()	()	()	()
2. Applicant/Owner to provide verification of taxes paid (this will be further verified by the Administrative Officer	()	()	()	()
3. Copy of Zoning Permit and Impervious Surface Determination/Denial	()	()	()	()
4. Six (6) copies of signed and sealed survey prepared by a New Jersey Licensed Professional Land Surveyor	()	()	()	()
5. Six (6) copies of Soil Erosion & Sediment Control Plans and proof of submission to Freehold Soil Conservation District or letter of exemption from FSCD	()	()	()	()
6. Plot Plans shall not be drawn at a scale smaller than 1" = 50' and no larger than 1" = 10'	()	()	()	()
7. The site plan shall be based on a monumented, current certified boundary survey, prepared in accordance with New Jersey Administrative Code 13:40-5.1, “Preparation of Land Surveys” dated September 1984 and as amended. The date of the survey and the name of the individual who prepared the survey shall be shown on the site plan. The survey must be dated six (6) months of the application date or submitted with a survey affidavit of no change executed by the property owner.	()	()	()	()

Title Block:

	Yes	No	N/A	Waiver
8. Tax Map Sheet, block and lot number	()	()	()	()
9. Date of original and all subsequent revisions	()	()	()	()
10. Name, signature, address and license number of the engineer, architect, land surveyor, or planner who prepared the plan with their embossed seal.	()	()	()	()

Plot Plan:

11. Zoning Table:

Zone District: _____

Bulk Requirements	Permitted	Existing	Proposed
Lot Area			
Minimum Lot Frontage			
Minimum Lot Width			
Minimum Lot Depth			
Minimum Front Yard Setback			
Minimum Side Yard Setback			
Minimum Combined Side Yard Setback			
Minimum Side Yard Setback (50% of Bldg. Height)			
Maximum Rear Yard Setback (% Lot Depth)			
Minimum Rear Yard Setback Principle Dwelling			
Maximum Building Coverage			

Maximum Impervious Coverage			
Building Height			
Minimum First Floor Area			
Minimum Gross Floor Area			
Maximum Porch Projection			

		Yes	No	N/A	Waiver
12.	Signature Block for Planning Board Chairman, Secretary & Engineer (every sheet)	()	()	()	()
13.	Date Scale & North Arrow	()	()	()	()
14.	Zone boundaries and the tax map sheet, lot and block numbers and the names of owners of all properties within two hundred (200') feet of the site.	()	()	()	()
15.	A key map, at a scale of not less than one (1) inch equals one thousand (1,000) feet, showing the location of the site with reference to surrounding areas, existing streets, the names of all such streets and any zone boundary or municipal boundary which is two hundred (200') feet radius.	()	()	()	()
16.	All lot lines and property owner’s structures, building setbacks, lot lines, addresses, lot and block numbers within two hundred (200') feet radius.	()	()	()	()
17.	Dimensions of the lot, setback lines for front, side and rear yards	()	()	()	()
18.	The location of curbs and sidewalks	()	()	()	()
19.	Cross sections showing the composition of pavement areas, curbs and sidewalk	()	()	()	()

Pool Plot Plan

20. Zoning Table:

Pool	Permitted	Proposed
Maximum Water Surface Area		
Minimum Distance to Structure		
Minimum Distance to Rear Property Line		
Minimum Distance to Side Property Line		
Ocean High Water Mark		
Street Curb		

		Yes	No	N/A	Waiver
21.	Grading and drainage plan prepared, signed and sealed by a professional engineer, licensed in the state of New Jersey	()	()	()	()
22.	Exterior lighting plan, including the location, direction of illumination expressed in horizontal foot candles, wattage and drawn details of all outdoor lighting standards and features	()	()	()	()
23.	Fence detail (no less than fifty (50%) percent open)	()	()	()	()
24.	A full depth soil boring, soil log, soil analysis and groundwater analysis, including establishment	()	()	()	()

of depth to the seasonal high groundwater table shall be provide with any residential swimming pool permit application. A report on the soil and groundwater conditions shall be prepared by a licensed geotechnical engineer and submitted as part of any proposed pool application, including any recommended construction details.

25. Plans shall specify the dimensions of the proposed pool, location thereof with respect to building, property lines and curb lines, the material proposed to be used in the construction, plumbing layout and safety provisions.
26. Landscaping and screening plan showing the location, type, spacing and number of each type of tree or shrub and the location, type and size, spacing and number of each type of ground cover to be utilized and planting details for trees, shrubs and/or ground cover
27. Parking requirements per Ordinance Section 26-4.4K

Private Garage

28. Zoning Table

Garage	Permitted	Existing
Minimum Side Yard Setback		
Minimum Rear Yard Setback		
Percentage of Rear Yard Area		
Minimum Garage Width		
Minimum Garage Depth		

Accessory Structure

29. Zoning Table

Accessory Structure	Permitted	Existing
Height		
Square Footage		
Side Property Line		
Rear Property Line		

Certificate of Appropriateness

- YesNoN/AWaiver
30. Property Classification
31. Design Guidelines for Historic Preservation
- A. Exterior walls and surface treatment material

B. Windows

C. Doorways and porches

D. Trim

E. Railing

F. Roof

G. Exterior painting
- YesNoN/AWaiver

H.	Rhythm & directional emphasis	()	()	()	()
I.	Building element	()	()	()	()
J.	Mechanical system	()	()	()	()
K.	Compatibility of new construction	()	()	()	()
32.	Floor plans and building elevation drawings of all existing structures for every floor, including basement, attic, and all habitable floors, and all facades	()	()	()	()
33.	Floor plans and building elevation drawings of any proposed structure or structures or existing structures to be renovated	()	()	()	()
34.	Construction table outlining demolition, additions, floor area, patio area (s), and covered porch area	()	()	()	()

All Applications

		Yes	No	N/A	Waiver
35.	Written request for waivers from any of the above requirements must be attached to the land development application	()	()	()	()

The following items are not required for application completeness, but may require by the Engineer for further technical review:

1. Method of solid waste storage and disposal
2. Soil erosion & sediment control plan
3. Drainage calculations

The list above indicates the general requirements for information necessary for an application to be considered reasonably complete and sufficient for review by the Board.

All documents and application must be submitted directly to the Board Secretary. Individual submission to board professional may delay the project review.

II. All ordinances and parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency; and, it is further **ORDAINED** that except as herein above provided, the remainder of Chapter XXV subsection “25-3.18” entitled “Applications; Procedures for Filing” shall remain unaltered and in full force and effect; and it is further **ORDAINED** that the provisions of these ordinances are declared to be severable, and if any section, subsection, sentence, clause or phrase hereof shall, for any reason, be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, subsections, clauses and phrases of these ordinances shall stand notwithstanding the invalidity of any part; and it is further **ORDAINED** that the Borough Clerk be and is hereby directed to give notice at least ten (10) days prior to hearing on the adoption of this Ordinance to the Monmouth County Planning Board and to the Clerks of each adjacent municipality pursuant to N.J.S.A. 40:55D-15. Upon the adoption of this Ordinance after public hearing thereon, the Borough Clerk is further directed to publish notice of the passage hereof and to file a copy of the Ordinance as finally adopted with the Monmouth County Planning Board as required by N.J.S.A. 40:55D-16. The Borough Clerk shall also forthwith transmit a copy of this Ordinance after final passage to the Borough Tax Assessor as required by N.J.S.A. 40:49-2.1; and it is further **ORDAINED** that this Ordinance shall take effect twenty (20) days after the first publication thereof after final passage as provided by law.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTIONS

RESOLUTION #2018-255

A RESOLUTION TO RATIFY AND APPROVE MINUTES

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That the minutes of the regular meeting held November 27, 2018, be ratified and approved.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2018-256

A RESOLUTION TO DISPENSE WITH READING OF MINUTES

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, that the Clerk dispense with the reading of the minutes of the regular meeting held November 27, 2018.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2018-257

A RESOLUTION TO APPROVE RAFFLE LICENSE

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, By the Board of Commissioners of the Borough of Allenhurst, that a non-draw raffle license, #RA-1-2019, be granted to the Allenhurst Fire Department, No. 1, which raffle shall be held on Friday, January 1, 2019, from Noon to 5:00 PM, at the Allenhurst Fire House, 318 Hume Street, Allenhurst.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2018-258

A RESOLUTION TO HIRE PUBLIC WORKS EMPLOYEE

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

WHEREAS, Douglas Gatta was hired as a Laborer in the Public Works Department on a seasonal temporary basis; and,

WHEREAS, Douglas Caron, Public Works Supervisor, has recommended that Douglas Gatta be hired on a permanent, full-time basis;

NOW, THEREFORE, BE IT RESOLVED, That Douglas Gatta be and he is hereby employed as a Laborer in the Public Works Department on a permanent, full-time basis at an annual salary of \$33,280.00, effective January 1, 2019.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

RESOLUTION #2018-259

A RESOLUTION TO APPROVE FIRE AND FIRST AID APPOINTMENTS

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That the following duly elected, named members of the Allenhurst Fire Company #1 and First Aid Squad be granted municipal approval for the positions indicated, for the year 2019:

FIRE DEPARTMENT

William Reng

Patrick Harvey

Kyle Ebbetts

Rutledge Varley

Chief

Assistant Chief

Captain

Lieutenant

RESOLUTION #2018-265

A RESOLUTION TO APPROVE BILLS & PAYROLL (12/1/2018 to 12/31/2018)

Offered By: Comm. McLoughlin

Seconded By: Comm. Bolan

BE IT RESOLVED, That bills and payrolls totaling \$372,988.58 be approved for payment; and,

BE IT FURTHER RESOLVED, That, the December 31, 2018 consolidated bill list be attached hereto and made a part thereof.

VOTE: Comm. McLoughlin-AYE; Comm. Bolan-AYE; Mayor McLaughlin-AYE

ITEMS FOR DISCUSSION

The Mayor thanked SPW, Fire and EMS for the great job they did at the tree lighting.

The Mayor asked about the Route 71 project. The Borough Administrator stated that the paving should be done this week and both sides of the road will reopen. Final paving will be done in the Spring.

The Borough Administrator discussed that the water company will be replacing mains on Cedar Avenue, Main Street, and Elberon Avenue. Work will start in January.

There was a brief discussion on a letter received from Dr. Fernicola concerning DEP issues and the JCP&L property. The Borough Attorney stated that the Borough cannot enforce and the power rests with the DEP. The DEP will make the developers' clean it up to their standards. The Commissioners feel that the rest of Dr. Fernicola's concern are being met.

PUBLIC COMMENTS

Ernest Mignoli from Asbury Park stated the reason he came to tonight's meeting was because he had attended a previous Borough meeting and there was a photograph taken of him and someone (not from the Borough of Allenhurst) had used it in an improper manner. He also had expressed some concerns at that meeting and asked if the Borough had addressed them. Mr. Mignoli then went into a lengthy discussion of various topics which generally did not pertain to Allenhurst. The Mayor told Mr. Mignoli that the Borough meeting is for Allenhurst business only. Comm. Bolan stated to Mr. Mignoli that if he had specific facts or a specific allegation of improper conduct against a Borough employee or volunteer to state it, otherwise the meeting would move on.

Donna Klauss asked about the competitive contracting in the agenda and what it was for. Comm. Bolan stated that it was to go out to bid on the Beach Club Snack Bar as the previous contract had been mutually terminated by the Borough and the Lessee.

There being no further business or comments, Commissioner McLoughlin moved, seconded by Comm. Bolan that the meeting move to executive session at 7:45 PM. Motion carried.

After reconvening, Commissioner McLoughlin moved, seconded by Comm. Bolan that the meeting be adjourned at 8:50 PM. Motion carried.

Donna M. Campagna, RMC
Borough Clerk/Administrator