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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)
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