



**Roberts**  
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August 1, 2025

Nancy Tran  
Land Use Board Secretary  
Borough of Highlands Land Use Board  
151 Navesink Avenue  
Highlands, New Jersey 07732

Re: Amended Preliminary and Final Site Plan  
Review No. 2  
60 Bay Ave Highlands, LLC  
60 Bay Avenue  
Block 42, Lot 1  
Borough of Highlands, Monmouth County, New Jersey  
Our File No.: HLPB25-05

Dear Ms. Tran:

As requested, we have reviewed the above referenced application in accordance with the Borough of Highlands Zoning and Land Use Regulations.

The residential building is situated on a 6,625 SF (0.147 Ac) lot in the Central Business District (CBD). It is located within the CDB Redevelopment Area Overlay 2 Zone - Gateway Parcels and is bounded by Bay Avenue, South Street, and Shrewsbury Avenue, Lot 15 in the same zone and residential Lot 7 within the R-2.02 District. The property is located within the AE Flood Hazard zone, partially in the Coastal A zone, and in the Limit of the Moderate Wave Action (LiMWa) delineation area.

The Applicant received approval under Land Use Board Resolution 2024-16 Memorialization of Preliminary and Final Site Plan Approval, approved August 8, 2024, and memorialized September 12, 2024. The Applicant was approved to move and elevate an existing 3-story multi-family residential building (4 units), renovate, construct two extensions, decks, provide ground floor storage and garage parking and associated site improvements. The proposed multi-family residential building was approved to consist of 5 units having 4-two-bedroom units and 1-three-bedroom unit, one-1 car garage, and one-2 car garage. For this resubmission, the residential building has been revised to have only one-1 car garage. The parking count remains because one garage space has been replaced by a carport space, and one garage space is now an exterior onsite parking space.

The Applicant filed an application and sought approval from the Monmouth County Planning Board (MCPB), which has jurisdiction over Bay Avenue (Monmouth County Route No. 8) for driveway access. The driveways were eliminated in the previous submission and the former garages have been replaced with storage units with access doors in lieu of garage doors. The Applicant was granted conditional approval on July 16, 2025, for a proposed 466 sf right-of-way dedication or easement along Bay Avenue from MCPB. Receipt for the easement to widen County Rt. 8, a performance bond and fees are pending.

Roberts Engineering Group, LLC has received revised plans. The revised plans pertain to the compliance review letter dated May 21, 2025, and testimony at the July 10, 2025, Land Use Board meeting.

Per the Board's recommendation, the Applicant has redesigned the garages and driveways along Shrewsbury Avenue with a full-width driveway serving three units and providing 2 carports. Two (2) waivers are now required for the site. Additional and revised site improvements have been provided on the revised plans.

This review was prepared in accordance with the following documents:

1. Copy of the Response Letter to Nancy Tran from InSite Engineering, LLC dated July 25, 2025.
2. Copy of an internal memorandum to Joe Barris, Director of Planning under the Board of County Commissioners of the County of Monmouth Department of Public Works & Engineering, HSP10591, dated July 15, 2025. Re: Performance bond.
3. Copy of Development Application Action, File No. HSP10591 prepared by the Monmouth County Development Review Committee, date received May 30, 2025, and Action Date: July 16, 2025, Approval Status: Conditional Approval.
4. Copy of plans entitled, "Preliminary & Final Major Site Plan for Proposed Multi-family Residence, Block 42, Lot 1, 60 Bay Avenue, Borough of Highlands, Monmouth County, New Jersey", prepared by InSite Engineering, LLC., dated February 5, 2024, and last revised July 25, 2025, as "Per Board Comments". The set consists of 17 sheets.
5. Copy of Architectural plans entitled, "60 Bay Ave Highland LLC, Multi-family Residence, 60 Bay Avenue, Highlands, New Jersey, prepared by Salvatore La Ferlita, R.A. issued April 11, 2025, consisting of 7 sheets. Revised garages/carport.
6. Copy of the Borough of Highlands, County of Monmouth, Land Use Land Use Board Resolution 2024-16 Memorialization of Preliminary and Final Site Plan Approval. Approved: August 8, 2024, and Memorialized: September 12, 2024.

The following comments are offered:

**I. COMMENTS – DRIVEWAY ACCESS, PARKING AND BUILDING REPOSITIONED**

The outstanding conditions noted in the Resolution and the Land Use Board meeting are shown in italic with comments shown in non-italic text.

1. *The proposed driveways along Bay Avenue have been removed from this application. The garage doors have been replaced with swing doors. Provide the overall opening dimension of the double doors and confirm no vehicle access is possible.*

The Applicant has testified that the doors are 6 ft wide and no curb cuts for vehicle access.

*The proposed 0.011 Ac right-of-way dedication or easement along the frontage of Bay Avenue remains for this application.*

The Applicant has received conditional approval from the Monmouth County Planning Board.

*The Applicant is to obtain final approval for the right-of-way dedication or easement and removal of the existing and proposed driveway access to Bay Avenue from the Monmouth County Planning Board.*

Pending.

2. Per the Board's recommendation, the Applicant has modified the two proposed driveways accessing Shrewsbury to a 36.90 ft width at the curb and 34.71 ft average setback width.

Two proposed open carports located beneath a portion of the building extend from the proposed gravel driveway.

The Applicant will require two (2) waivers.

Per § 21-65.5.C.1, the maximum width of a residential driveway at the curb is 18 ft. and the maximum interior width is 22 ft.

3. *The Applicant's modified site improvements have increased the impervious coverage to 75.8%. The amended plans dated April 1, 2024, and the Resolution compliance plans dated February 20, 2025, consisted of 74.6% and 74.3%, respectively.*

The lot coverage has increased to 75.87% and is below the allowable 80%.

4. *Provide the apron flares on the plans.*
  - a. Indicate the curb transition for the southern portion of the proposed driveway.
  - b. Proposed depressed curb and sidewalk will meet the existing depressed curb and sidewalk along Lot 2.
  - c. Please provide grades on the proposed curb and sidewalk.
5. *Confirm that the proposed rolled concrete curb and gutter is replacing the same type of existing curb and gutter on Shrewsbury. Provide note.*
  - a. Please note on the plans as rolled or vertical curb.
  - b. Provide depressed rolled curb detail, if applicable.
6. There was concern regarding the safe approach and maneuverability of vehicles entering and exiting the driveways on Shrewsbury Ave in the previous reviews.

Along with testimony and providing 4 circulation plans with this submission, the Applicant has demonstrated a proper and safe operation for entering and exiting using the carports and the widened driveway. Vehicles are not driving into opposing traffic.

Additionally, the Applicant has demonstrated sufficient clearance to avoid sideswiping vehicles.

## **II. COMMENTS – OTHER**

1. *Installation of proposed utilities will require trenching within South Street and Shrewsbury Avenue. Indicate pavement milling and paving to be the full width of South Street and Shrewsbury Avenue and 25-ft beyond the outer limits of the trenches longitudinally. Restripe the roadway in the area disturbed and repaved. The Applicant is responsible for the cost of pavement milling and paving as well as restriping.*

The Applicant has provided the area of pavement milling and paving.

Please provide a note on the plans that the Applicant is responsible for the cost of pavement milling and paving as well as restriping.

2. *The lighting plan needs to be updated based on the additional 1 foot in FF elevation which may affect the mounting height of the proposed lighting units placed along the walls of the building relative to the ground. Plans were updated.*

*The Applicant is required to maintain:*

- a. *§ 21-65(11)(E) Minimum Lighting Level. 0.3 fc and average of 0.5 fc*

The proposed average is 0.7 fc. Does not comply.

- b. *§ 21-65(11)(F) Maximum Lighting Level at property line. 0.3 fc*

Level exceeded at the northwest and northeast corners to Lot 15.

Please revise. Update schedule of lighting table.

- c. *§ 21-65(11)(D) Maximum Mounting Height at 15 ft.*

Not applicable, all 8 ft. or less now.

3. *The proposed roof leader system will be connected to an existing inlet on Shrewsbury Ave and no sidewalk is shown to be disturbed and replaced.*

*Please provide a plan note on the Grading, Drainage & Utility Plan as to how the system will be connected and that the sidewalk shall not be disturbed. Please confirm that a 6-inch header pipe will be adequately sized for all gutters to connect to.*

- a. The Applicant has indicated the replacement sidewalk.

Please provide grades or notes to meet existing sidewalk. Provide sidewalk replacement detail.

- b. The Applicant has stated that capacity calculations were added to the plan. However, the storm pipe capacity calculations are not shown on the Grading, Drainage & Utility Plan. Please provide.

4. The ground floor and first floor have been revised to contain a carport.

- a. Please update the deck outline in the southeast corner.

- b. Please indicate the carport surface as concrete per the architectural plans.

- c. Please provide grades for the carport.

- d. Please provide gravel driveway and concrete carport detail.

5. The proposed sanitary connection is in an open area of the carport and appears to be a vertical connection to the first floor.

- a. Relocate the lateral to a walled area of the proposed building.

- b. Please revise the proposed sanitary sewer lateral to have 45° bends and not curved. Please provide cleanouts at the bends.
6. Please indicate the deck support column bases on the plan to confirm there is no conflict with the proposed utilities and trenches.
7. The Architectural plans have been updated however the previous revision date is shown.
  - a. Please provide a current revision date.
  - b. Please update the site layout on the cover sheet.

**V. APPROVALS**

Approval of this application will be conditioned upon the Applicant obtaining or providing approved documents for the following:

1. Monmouth County Planning Board. - Pending
2. Freehold Soil Conservation Service – Received certification
3. NJDEP FHA - Pending
4. Coastal Area Facilities Review Act (CAFRA) Zone, if required per NJDEP.

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

Very truly yours,



Carmela Roberts, PE, CME, CPWM  
Land Use Board Engineer

cc: Michael Muscillo, Borough Administrator, (mmuscillo@highlandsborough.org)  
Dustin F. Glass, Esq., Land Use Board Attorney (dglass@semerarolaw.com)  
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