



## MONMOUTH COUNTY DEVELOPMENT REVIEW COMMITTEE

### Development Application Action

FILE NUMBER: HSP10591

Application:	60 Bay Avenue Multifamily Residence	Municipality:	Highlands
Applicant:	60 Bay Avenue Highlands, LLC	Municipal Agency:	Planning Board
Owner:	Applicant	Block:	42
Design Professional:	InSite Engineering	Lot:	1
Plan Date:	4/10/2025	Date Received:	5/30/2025
Project Description:	Addition and off-street parking at existing multifamily residence		
Action Taken By:	X Development Review Committee Planning Director		Approval Status: Conditional Approval Action Date: 6/23/2025

If conditionally approved, the conditions listed below or on the attached sheet shall be satisfactorily addressed before final approval is issued. This action does not release the applicant from obtaining a consistency determination pursuant to N.J.A.C. 7:8-1 et seq. (Monmouth County Areawide Water Quality Management Plan). Prior to commencing any work within the right-of-way of a county highway or before doing any work that affects a county bridge, the applicant is required to obtain a road opening permit from the Monmouth County Highway Department. A review of the location of subsurface utilities within county road rights-of-way will be conducted by the County Highway Department upon application for a road opening permit. Prior to planting or removal of trees or shrubs within or along the right-of-way of a county highway, the applicant is required to obtain a permit from the Monmouth County Shade Tree Commission. Note: County review is made only on items covered by statutory authority.

On 6/23/2025, a waiver was granted from §5.1-1 to accept an easement instead of a dedication, to avoid creating new bulk variances.

#### Conditions:

1. Address the comments in the memorandum prepared by Michael T. Brusca, dated June 23, 2025.
2. Receipt of an easement to widen the Bay Avenue (County Route 8) right-of-way to a distance of 30 feet from the centerline. The only format acceptable to the County of Monmouth is provided on the Division of Planning webpage at [www.visitmonmouth.com](http://www.visitmonmouth.com). The draft deed shall be submitted to the Division of Planning for review and approval. Following approval, submit the executed deed directly to this office for filing with the Monmouth County Clerk.
3. Receipt of a performance guarantee to ensure the satisfactory installation of required improvements in the Bay Avenue (County Route 8) right-of-way. The performance guarantee may be in the form of a bond, letter of credit, or bank/certified check. Sample formats for bonds and letters of credit acceptable to the County of Monmouth may be found at the Division of Planning webpage at [www.visitmonmouth.com](http://www.visitmonmouth.com). This application has been referred to Engineering for the preparation of a bond estimate.

Submit questions via email to [DevelopmentReview@co.monmouth.nj.us](mailto:DevelopmentReview@co.monmouth.nj.us).

Joseph Barris, P.P., A.I.C.P., C.F.M.  
Director of Planning  
For the Development Review Committee

cc: InSite Engineering  
Donna M. Jennings, Esq.  
Mark R. Aikins, Esq.  
J. Ettore; V. Cardone; T. Lombardi; V. Zabat; M. Brusca  
Highway Department/Construction Official  
HSP10591 1470 CA

Monmouth County Planning Board  
Hall of Records Annex  
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# The Board of County Commissioners of the County of Monmouth

## DEPARTMENT OF ENGINEERING & TRAFFIC SAFETY

**JOSEPH M. ETTORE, P.E.**  
County Engineer  
Email: [engineer@co.monmouth.nj.us](mailto:engineer@co.monmouth.nj.us)



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June 23, 2025

### MEMORANDUM

**TO: Joe Barris, Director of Planning**

**FROM: Michael Brusca, Assistant Engineer**

**RE: HSP10591 - 60 Bay Ave. Highlands  
County Route 8 – Bay Avenue  
Block 42 - Lot 1  
Borough of Highlands**



The following items were received by this office in connection with the above-referenced application:

- 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 Douglas Clelland, P.E., of Insite, dated February 5, 2024, last revised April 1, 2025, received May 30, 2025.

The following comments/recommendations are made to the Development Review Committee (DRC) pursuant to the Design Standards set forth in the Monmouth County Development Regulations (MCDR):

#### General Civil Comments:

GC2. Was the right-of-way established at 30-ft from the centerline of C.R. 8, Bay Avenue? If so, indicate on the site plans and provide dimension. Indicate the deed book and page. Provide the following information:

- a. Metes and bounds of the dedication;
- b. area of dedication, in acres and sq.ft.;
- c. grantee of dedication;
- d. deed of dedication, with parcel description for review.

If right-of way was not established as above, then provide a proposed dedication to 30-ft from the centerline of C.R. 8, Bay Avenue. Provide the information requested in comments 3a – 3d

To: Joe Barris, Director of Planning  
6/23/25

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*Comment from 1/13/25 memo: The applicant's engineer has responded with a request for the Development Review Committee to grant an easement in lieu of a dedication citing setback variances as a hardship. In consideration of granting the easement, the DRC should consider the location of the footing of the garage(s) wall as it overlaps the boundary of and would impact the area of the proposed easement.*

*Comment from 3/24/25 memo: Building geometry shifted to no longer overlap easement which allows recommendation of granting the easement in lieu of a dedication. If approved by the Development Review Committee, provide deed of easement for review by the County surveyor.*

**PARTIALLY ADDRESSED:** The Development Review Committee will review the easement request at their June 23, 2025 meeting. In addition, the updated site plans indicate a 6" PVC roof leader collection system which runs along the C.R. 8, Bay Avenue frontage within the proposed easement. Relocate the 6" PVC outside of the easement boundary.

Please request the applicant and the engineer to provide an itemized response to these comments. Please advise the applicant that responses to this Request for Information may result in additional requests and / or conditions on the application.

cc: Joseph M. Ettore, County Engineer  
Tom Lombardi, Supervising Engineer  
Vince Cardone, Principal Engineer II  
Victorino Zabat, Principal Engineer  
Dave Schmetterer, Asst. Planning Director  
Victor Furmanec, Principal Planner  
Kyle DeGroot, Senior Planner  
Jeannine Smith, Planning Aide