



REGULAR MEETING - BOROUGH OF HIGHLANDS LAND USE BOARD

08.13.2026

151 Navesink Ave. - Court Room
Thursday, August 13, 2026 at 7:00 PM

Minutes

The Regular Meeting of the Land Use Board of the Borough of Highlands was held August 13, 2026 at Borough Hall, 151 Navesink Avenue Highlands.

Regular MEETING: 7:00 pm

Chairman Knox called the meeting to order and stated that the meeting is being held in compliance with the Open Public Meetings Act. The "Open Public Meetings Act" compliance statement was read. Chairman Knox had everyone stand for the Pledge of Allegiance.

Roll Call:

Members Present –Mayor Broullon, Chief Burton, Ms. Olszewski, Mr. Sayah, Mr. Montecalvo, Ms. Chang, Mr. Cody, Mrs. Vickery

Members Absent – Ms. Tierney, Mr. Zill, Mr. Cramer

Professionals Present: Attorney Dustin Glass, Board Planner Susan Gruel

Open for Public Comment: *General Questions or Comments not pertaining to Applications*

- Resident Melissa Pedersen of 17 Bay Street inquired about the required notice for Board hearings. She asked if notice needs to be sent out before an application is put on the agenda. Board Attorney Dustin Glass asked if she was referring to the application for Ross Builders and advised that it was deemed complete and was anticipated to be heard at tonight's meeting. However, the applicant's attorney advised that they will not be ready to present and would like to be heard at the next month's meeting. In fact, an email was received right before the meeting began stating they now wish to be heard in October. Attorney Glass advised that when an application is deemed complete, it is added to the agenda with the assumption that the applicant will do the required notice. The applicant is required to notice properties within 200 feet of the site at least ten (10) days before the set hearing date and proof of said notice is required to be given to the Borough at least three (3) days before. If notice is not received and/or it is not sufficient, the application is removed from the agenda.
- Resident Kathleen Dillon on behalf of her father, Thomas Dillon of 15 Bay Street, asked for clarification on the timing of required notices. Attorney Glass stated notice must be sent/posted at least ten (10) days before a hearing date and must be received by the Borough no later than three (3) days before. Mrs. Dillon asked if the Board could require notice be received before an item is placed on the agenda. Attorney Glass advised that this is a State statute under Municipal Land Use Law that the Board cannot change. Again Attorney Glass stated that when an application is deemed

complete, it is added to the agenda with the assumption that the applicant will do the required notice. If the notice is incorrect/inadequate or not done, the agenda is revised and the item is removed. Ms. Dillon also asked if an applicant is permitted to enter the surrounding properties and take pictures. That question was redirected to Chief Burton who suggested they speak with either him or an officer on duty after the meeting to discuss the matter.

Ms. Dillon then advised that the Board should have received a certified letter from her father and surrounding neighbors regarding the application and when should she expect a response. Mayor Broullon advised that it was received yesterday and will be forwarded to all Board members and Council members for review. Chairman Knox believed that the letter can be addressed & responded to during the hearing of that application. Attorney Glass advised that the letter will need to be presented by them during the hearing for the application during the public comment portion. Chairman Knox advised, with certainty, that the Board will address their concerns at that time. He went on to explain that an application before the Board does not guarantee approvals. The applicant will have to present their evidence and make their case as to why it should be granted.

Action on Other Business:

1. Review the Ordinance Amending the 'Amended Central Business District Redevelopment Plan'

Board Attorney Dustin Glass advised that the Governing Body introduced the proposed amendment under O-26-20 at the Council meeting on July 15th. The ordinance is to alter some elements of the CBD Zone. He advised that it now gets moved to the Land Use Board for a Consistency Review in their Planning Board capacity. The Board must find whether the proposed amendments are substantially consistent or substantially inconsistent with the Master Plan. Board Planner Susan Gruel reviewed her report as to the proposed amendments and advised the Board that it was not inconsistent with the Master Plan.

Motion to approve: Mr. Knox

Second: Ms. LaRussa

Ayes: Mayor Broullon, Chief Burton, Ms. LaRussa, Mr. Montecalvo, Councilwoman Olszewski, Mr. Sayah, Mr. Knox, Ms. Chang, Mr. Cody, Mrs. Vickery

Nays: None

Abstain: None

Absent: Ms. Tierney, Mr. Zill, Mr. Cramer

Deemed Substantially Consistent

2. Review the Master Plan Survey Results

Board Planner, Susan Gruel, introduced the draft 2026 Master Plan Reexamination Report where the Master Plan Survey results were a main component that provided guidelines as to policy decisions and recommendations. She went on to explain that the Master Plan is required to be reviewed by the Land Use Board at least every 10 years to determine if the goals and objectives originally set forth remain the same or if new recommendations can be introduced. The survey was sent out to the residents of Highlands to get feedback on the positive & negative aspects of the Borough, what changes they believe should be made, what should remain the same, etc.

The draft report revisits the 2016 Master Plan and integrates the survey results to make the recommendations for the 2026 Master Plan and potential changes can then be made via new or

amended ordinances. Ms. Gruel advised that the next step would be for the Board to prepare a Land Use Plan element which would recommend zoning changes, sustainability options, and resilience considerations. Chairman Knox asked if this would be done by an executive meeting or can it be placed on the agenda for public notice. Ms. Gruel advised it should be made public to get more of the residents' input. However, the Board should review the draft now to ensure any questions/comments they have can be addressed before it is heard at a Board meeting. Chairman Knox advised that it would be beneficial to have this discussed sooner rather than later, so he suggested putting this item on the November meeting agenda.

Mayor Broullon suggested that all members review the comprehensive draft of the reexamination and should they have questions or comments, can submit them to the Board Secretary who will then forward them to the Board Planner's office for review. Mayor Broullon also advise that the survey is still open and is still getting responses from the public. Once the survey is closed, the survey results will be posted to the Borough website.

Communication and Vouchers:

Attorney Glass advised the Board and the public that the Seastreak application will have another Special Meeting on Wednesday, September 30th at the Henry Hudson Regional High School. The applicant will re-notice to all properties within 200 feet and a notice will be posted to the Borough website beforehand.

Vice Chair Sayah asked if any Site Review Committee has been established for site visits on applications. He also asked if the Board has ever been issued identification cards of any kind for something like this. Chairman Knox advised that there isn't one, but encourages Board members to visit sites for applications so they can get a better grasp of what the current conditions are. Attorney Glass stated that a discussion on procedure can occur, but advised that the applicant through the application process authorizes Board members to visit/go on to the site in question. He went on to say that if members are walking onto neighboring properties, they should make contact with the property owner first and identify themselves.

Approval of Minutes:

Approval of LUB Meeting Minutes July 7, 2026

Motion to approve: Mr. Sayah

Second: Mayor Broullon

Ayes: Mayor Broullon, Chief Burton, Mr. Montecalvo, Councilwoman Olszewski, Mr. Sayah, Ms. Chang, Mr. Cody, Mrs. Vickery

Nays: None

Abstain: Ms. LaRussa, Mr. Knox

Absent: Ms. Tierney, Mr. Zill, Mr. Cramer

Minutes approved

Resolutions:

LUB 26-01 – Dunn – 26 Seadrift Avenue, B76 L9 – Bulk Variances

Motion to approve: Mr. Cody

Second: Mr. Montecalvo

Ayes: Mayor Broullon, Chief Burton, Mr. Montecalvo, Councilwoman Olszewski, Mr. Sayah, Ms. Chang, Mr. Cody, Mrs. Vickery

Nays: None

Abstain: Ms. LaRussa, Mr. Knox

Absent: Ms. Tierney, Mr. Zill, Mr. Cramer
Resolution Memorialized

Hearings on Old Business:

None

Hearings on New Business:

None

Meeting Adjournment:

A motion was made by Ms. LaRussa for adjournment of the Land Use Board Regular Meeting, all were in favor. Meeting adjourned 7:34pm.