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July 1, 2025

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

Re: Completeness Review No. 1  
Preliminary Major Site Plan  
Owner/Applicant: Highlands Landing Corporation/Jack Bevins  
Block 100, Lot 27  
326 Shore Drive  
Borough of Highlands, Monmouth County, New Jersey  
Our File No.: HLPB25-06

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 Applicant seeks approval for a Preliminary Major Site Plan for modifications to an existing parking lot and an existing seasonal use situated on a 7.66 Ac lot in the WC-2 Waterfront Commercial District.

The site is the upland portion of the Seastreak Ferry facility that includes the existing parking lot for ferry patrons and public access and the beach area in the northwest corner of the property. During the summer, the existing Sandbox beach bar and associated amenities operate on the beach with food trucks in the existing parking lot. The Sandbox is a second use on the lot. The Applicant is seeking Use Variance relief for the continued seasonal operation of the beach, including the Sandbox beach bar during the summer season with food trucks. The parking lot and bar are permitted uses in the WC-2 district.

The modifications include repaving, improved drainage, a reconfigured parking layout and traffic flow, 2 row car lift parking, sidewalks, ADA compliant walks and parking, concrete and gravel areas, traffic flow, signage, pedestrian safety, landscaping and lighting.

Major Site Plan checklist items and comments have been provided below by this office.

We have reviewed the following documents submitted in support of the above referenced application for completeness purposes:

1. Copy of the Land Use Board Application received May 6, 2025, and signed April 28, 2025.
2. Copy of the Borough of Highlands Zoning Permit Application Checklist.
3. Copy of submission letter to Courtney Lopez, Highlands Zoning Officer from Brad Thompson, PE of Najarian Associates dated April 25, 2025.
4. Copy of a plan entitled, "Boundary and Topographic Survey, Highlands Landing Corporation, Block 100, Lot 27, Tax Map Sheet No. 19, Borough of Highlands, Monmouth County, New Jersey", prepared by Najarian Associates, signed and dated June 25, 2024.
5. Copy of a plan entitled, "Seastreak Ferry Terminal, Repaving Project for Highlands Landing Corporation, Major Site Plan, Block 100, Lot 27, 326 Shore Drive, Borough of Highlands,

Monmouth County, New Jersey”, prepared by Najarian Associates, dated April 22, 2025, and signed consisting of 9 sheets.

6. Copy of a report entitled, “Stormwater Management Report for a Proposed Repaving Project, Seastreak Ferry Terminal, Block 100, Lot 27, 326 Shore Drive, Borough of Highlands, Monmouth County, New Jersey”, prepared by Najarian Associates, dated April 2025.
7. Copy of an Application for Soil Erosion and Sediment Control Plan Certification, Freehold Soil Conservation District dated April 24, 2025.

We offer the following comments and recommendations for the Land Use Board’s consideration:

**I. ZONING**

1. This property is located in the WC-2 Waterfront Commercial District.
2. The existing parking lot and bar (Sandbox beach bar-seasonal) are permitted uses.
3. A Major Site plan checklist was not provided.
4. The Applicant requires two (2) bulk “c” variances for maximum lot coverage and parking. 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.

We defer to the Borough Planner’s letter for additional comments.

5. The Applicant requires Use Variance relief for the second use of the continued seasonal operation of the beach, including the Sandbox beach bar during the summer season with food trucks.

There are two existing storage containers, a shed and a large freezer associated with the beach operation.

We defer to the Borough Planner’s letter.

6. The following bulk requirement summary is provided for the Board’s reference.

Schedule I – Bulk and Area Requirements				
WC-2 Waterfront Commercial District				
	Required	Existing	Proposed	Variance
Min. Lot Area (sf)	N/A	333,717	333,717	No
Lot Frontage/Width (ft)	100	201.78	201.78	No
Lot Depth (ft)	150	870.61	870.61	No
Min. Front Yard Setback (ft)	20	828.9	828.9	No
Min. Side Yard Setback (ft)	10	173.3	173.3	No
Min. Rear Yard Setback (ft)	N/A	41.3	41.3	No
Max. Building Height (ft)	36	<36	<36	No

Max. Lot Coverage (%)	70	83.68*	83.10 (1)	Yes
Max. Building Coverage (%)	25	20	20	No
Parking				
On-Site Parking (spaces)	1,863*	957*	804 (2)	Yes
ADA Parking (spaces)	17	12*	17	No
ADA Van Parking (spaces)	3	0*	3	No
Min. Front Yard Setback	10	2.05*	10	No
Min. Side Yard Setback	5	5.44	8	No

\* Existing non-conformity

#### **VARIANCES REQUESTED**

1. Max. Lot Coverage (%) § 21-96.4

Max lot coverage is 70% whereas 83.10% is proposed.

2. The number of parking spaces required (1,863) is deficient by 1,059 parking spaces.

The required parking according to § 21-65.14.D.7a(2), Parking Schedule for Nonresidential Uses:

a. Assembly hall, community building,...eating and drinking establishments:

1 for every 4 seats or 8 per 1,000 square feet of gross floor areas, whichever is larger

b. Ferry transportation services:

0.7 space for every passenger seat on all departing boats during a regular 24-hour period.

2,660 passenger seats noted by the Applicant.

$2,660 \times 0.7 = 1,863$  spaces

c. Public and private beaches, recreational uses:

1 space for every 250 square feet of beach or recreational area.

The Applicant accounted for the ferry service and not the secondary uses. Please refer to the General Comments regarding parking below.

#### **II. CHECKLIST ITEMS**

1. Date, name, location of site, name of owner, scale, and reference meridian. **Provided.**

2. Area of the lot and all lot line dimensions and bearings. **Provided.**

3. The location of all existing watercourses, wooded areas, easements, rights-of-way, streets, roads, highways, rivers, buildings, structures, and any other feature on the property and within seventy-five (75) feet of the property line. **Provided.**
4. Location, use and ground floor area of all existing and proposed buildings, with the building setback, sideline, and rear yard distance. **Provided.**
5. Elevations at the corners of all proposed buildings and paved areas and at property corners if new buildings or paved areas are proposed. **Provided.**
6. The location and widths of existing and proposed streets servicing the site plan. **Provided.**
7. Specifications for and location of proposed surface paving and curbing. **Provided.**
8. Location of all structures within seventy-five (75) feet of the property. **Partially provided and acceptable.**
9. Location of off-street parking areas, with dimensions, showing proposed parking and loading spaces, with dimensions, width of proposed access drives and aisles and traffic circulation. **Provided.**
10. Stormwater management and sanitary sewer reports, including proposed storm drainage and sanitary disposal facilities; specifically, the location, type and size of all existing and proposed catch basins, storm drainage facilities, utilities, plus all required design data supporting the adequacy of the existing or proposed facilities to handle future storm flows. **Provided.**
11. Existing and proposed contours of the property and for seventy-five (75) feet outside the property at one (1) foot intervals when new buildings or parking areas are proposed. Spot elevations for any development in a flood hazard area. **Partially provided and acceptable.**
12. The location and treatment of proposed entrances and exits to public rights-of-way, including the possible utilization of traffic signals, channelization, acceleration and deceleration lanes, additional widths, and any other devices necessary to traffic safety and/or convenience. **Provided.**
13. The location and identification of proposed open space, parks, or other recreation areas. **Provided.**
14. The location and design of landscaping, buffer areas and screening areas showing size, species and spacing of trees and plants and treatment of unpaved areas. **Provided.**
15. The location of sidewalks, walkways, traffic islands and all other areas proposed to be devoted to pedestrian use. **Provided.**
16. The nature and location of public and private utilities, including maintenance and solid waste disposal, recycling and/or storage facilities. **Partially provided. Additional information is required.**
17. Specific location and design of traffic control devices, signs, and lighting fixtures. The Board may require of the applicant expert testimony concerning the adequacy of proposed traffic control devices, signs, and lighting fixtures. **Provided.**
18. Preliminary architectural plans for the proposed buildings or structures, indicating typical floor plans, elevations, heights and general design or architectural styling. **Not applicable.**

19. The present and past status use and contemplated use of the property and all existing buildings on the property. A cleanup plan where such is necessary because of the past or present use of the site. **Provided.**
20. A soil erosion and sediment control plan are required. Said plan shall be submitted to the Soil Conservation District and approval of the application shall be conditioned upon certification of the soil erosion and sediment control plan by the District. **Pending.**
21. Soil borings, when required by the Board Engineer. **Not required.**
22. Certification statement for the required municipal signatures, stating:

Application No. \_\_\_\_\_ approved/disapproved by the Borough of Highlands Land Use Board as a Major Site Plan on (date). **Partially provided. Revise to Land Use Board.**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

23. Certification statement for the County Planning Board approval/disapproval, if required.  
**Not applicable.**
24. The Board may require any additional information which is reasonably necessary to ascertain compliance with the provisions of this chapter. **Open.**

### III. COMPLETENESS

Adequate information has been provided to perform a technical review and therefore we recommend the application be deemed COMPLETE.

### IV. GENERAL COMMENTS

#### Plan

1. The boundary shown on the key map and the survey are not consistent. Please provide the lot lines for Lots 27.04 and 27.05 on the plan and update.
2. Sheets C-01 and C-02 indicate only Lot 27, however subsequent sheets indicate Lots 27.04 and 27.05 as part of the plan set. Please clarify.
3. Lot 27.06 (apartments) is noted as R-2.03 on the 200' Radius Map shown on the Cover Sheet; however, the lot is situated in the WC-2 zone according to the zoning map. Lot 30.02 is situated in the MF zone according to the zoning map. Please revise.
4. Please indicate the Zone X500 0.2 pct annual change flood hazard area on the plan.
5. Please provide the extent of the gas easement and other utilities underlain by the pavement shading on the plans.
6. The project site is located in the Coastal Area Facilities Review Act (CAFRA) Zone. The Applicant shall comply with all applicable NJDEP requirements and should confirm any specific restrictions and/or permitting requirements accordingly.

7. Please revise the certification statement according to checklist No. 22.
8. We have concern regarding the proposed ADA ramps with landings and the flush sidewalk along the entrance to the existing employee parking area and the existing inlet. More grading information is needed to demonstrate a safe walking area for pedestrians and no flooding.

The existing inlet is not shown on the grading plan. According to the survey the grate has an elevation of 7.86. Whereas there is a proposed bottom of curb elevation of 9.07 close by. Please review.

Please indicate if the employee gravel parking lot is to be removed. The existing depressed curb is noted as being removed, the proposed grades do not indicate driveway access, and proposed landscaping is shown within the existing parking area.

9. Please provide the location of disposal dumpster(s) and recycling area. Provide no parking area striping in this area.
10. We recommend bike racks be provided based upon current bike usage. Please show on the plan.

#### **Parking**

1. The proposed parking count has a deficit of 1,059 spaces from the required 1,863 spaces. The Applicant has indicated that overflow parking is available at an overflow parking lot located at Block 101, Lot 12.01. Please confirm if this location is owned by the applicant. Provide specific information about the number of parking spaces available at the overflow parking lot and ease of access to the overflow parking lot. Indicate whether this overflow parking site is to be considered in the determination of the parking deficiency.

The Applicant is required to provide additional information about the insufficient number of required spaces according to § 21-65.13.E, *Commercial Parking Deficiency Variance and Parking Deficiency Fee*.

2. The parking lot does not include any electric vehicle charging spaces. Please provide the required number of Electric Vehicle Make-Ready parking spaces according to § 21-65A.D.2, *Requirements for New Installation of EVSE and Make-Ready Parking Spaces*.
3. The Applicant has noted that food trucks will be participating during festivals at this location. Please indicate on the plan the area dedicated to the food trucks. Please provide information about if and how the food trucks will decrease the available parking.
4. Please indicate if the employee gravel parking is remaining and included in the site improvements. Provide the number of available parking spaces. The proposed landscaping seems to block access to the gravel parking area. Please confirm or revise the landscaping.
5. Please provide a parking summary consisting of the number of spaces required for the Ferry transportation services, employees, restaurant, employees (ferry and other), beach and recreational uses and electric vehicles for parking lots. Please provide information regarding the seasonal impact to available spaces. Please explain why the total number of parking spaces has been reduced and how this reduction may impact the facility.
6. According to § 21-65.14.D.6, *In general, ninety (90) degree parking spaces shall be nine (9) feet wide by eighteen (18) feet long; and parallel parking spaces shall be eight (8) feet wide by twenty-one (21) feet long.*

The 90-degree parking is proposed as 8.50' x 18.00'. The Applicant is required to revise the parking space width or seek a design waiver.

7. Provide painted crosswalks.
8. Please provide information on how servicing the car lift will not impede vehicle access along the two-way drive and the driveway exit.
9. The portion of the driveway with the painted 'Stop' will not be very visible without signage. We recommend an R1-1 Stop sign at the end of the opposing aisle, as done at other aisles.
10. Please provide a vehicle circulation plan for emergency and commercial vehicles.
11. A fire lane is currently located along the common property line of Lot 27 and Lot 27.06. Proposed standard and parallel parking is shown in the same area without fire zone striping. The Fire Chief must review and approve the proposed layout.

#### **Utilities**

1. A sanitary sewer manhole is shown in the parking lot. Please indicate how the site is serviced for sanitary sewer. Please provide the location of the existing sanitary sewer system along Shore Drive and along Lot 27.06 on the Grading, Drainage & Utility Plan.
2. A clean out detail has been provided. If cleanouts are in the parking area, please update the detail to indicate caps for vehicle load and grass areas. Please indicate the cleanout locations.
3. Provide horizontal and vertical utility clearances for the proposed storm sewer relative to the sanitary system.

#### **Lighting**

1. According to § 21-65.11 Lighting, *The light intensity anywhere shall not exceed five-tenths (0.5) footcandle along any property line or three-tenths (0.3) footcandle if a residential property line. Light shields shall be provided, where needed to eliminate light spillover onto adjacent properties.*

The lighting intensity is exceeded on adjoining Lot 27.06. Lot 27.06 consists of rental apartments in the WC-2 Waterfront Commercial District. Although the three adjacent buildings are not in a residential zone, we recommend the light intensity be reduced to (0.3) footcandles.

#### **Stormwater Management**

1. The Applicant is required to demonstrate that the proposed improvements will meet stormwater quantity, quality and recharge requirements per NJDEP in N.J.A.C. 7:8-1.1 for a major development.

The Applicant has demonstrated the site meets stormwater quantity, quality and recharge requirements by reducing the impervious coverage.

Drainage patterns are remaining the same and piping is being improved to reduce flooding to the site and surrounding infrastructure during smaller storms.

The Applicant has designed a piping system to reduce the impact of the 2-yr storm on the site. The site is near a tidal water body and prior to the improvements the system had multiple areas

flooding above six inches on the site. The proposed system continues to flood with only one inlet flooding above six inches.

Please indicate on the plan the location of the inlet that will experience on ground flooding.

2. The report States on Page 8:

*"The NJDEP BMP manual chapter 5 and NJAC 7:8 define the stormwater regulations to be used for the proposed site, which requires the demonstration through hydrologic and hydraulic analysis for stormwater leaving the site, post-construction runoff hydrographs for the current and projected 2-, 10-, and 100-year storm events, as defined and determined pursuant to N.J.A.C. 7:8-5.7(c) and NOAA Atlas 14, do not exceed, **at any point in time**, the pre-construction runoff hydrographs for the same storm events."*

However, the POA Tables on Page 10 only show the "Peak" Flow Analysis Reductions, and the Summary Hydrographs for POA1 and POA2 are presented graphically, so it impossible to determine if the proposed flow does not exceed the predevelopment flow, **at any point in time**.

Based on the design, the reduced impervious cover and the similar time of concentrations, the proposed flow is assumed to be acceptable. However, the Applicant must present tabular hydrographs for the 2-, 10- and 100-year storm for Current and Future results as shown in Tables 3.2, 3.3 and 3.4.

3. The 'E' and 'A' inlets along the eastern side of the parking lot have been analyzed as POA 2 in the Stormwater Report. Please indicate these inlets on the Grading, Drainage & Utility Plan.
4. The 'E' and 'A' inlet along the eastern side of the parking lot are shown as "filled w/ silt" on the Boundary and Topographic Survey. Please provide directions to have the inlets cleaned. Please provide directions to have the inlets inspected and maintained after storms.
5. According to the Stormwater Report, the Applicant has noted that Lots 27.04 and 27.05 are owned by the applicant but not included in the application. It is unclear how Lots 27.04 and 27.05 are associated with the site.
6. Drainage Piping System Analysis has been provided in the Stormwater Report. Please identify the storm. Please identify the pipe ID section and indicate which pipes and structures will surcharge on a plan in the report.
7. Please provide storm sewer profiles.
8. The parking count in the narrative is not consistent with the site plan. Please correct.

#### **Construction details**

1. Please revise the concrete sidewalk detail to a 28-day strength of 4,500 psi.
2. Please provide construction details:
  - a. 'A' and 'E' inlets
  - b. Pipe connection
  - c. Trenching
  - d. Gravel section



- e. Car lift
- f. ADA parking signs and the international pavement marking
- g. Crosswalk

**V. APPROVALS**

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

- 1. Freehold Soil Conservation
- 2. NJDEP FHA
- 3. 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](mailto:mmuscillo@highlandsborough.org))  
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