

BOROUGH OF BELMAR

DEPARTMENT OF CONSTRUCTION, PLANNING & ZONING 601 Main Street Post Office Box A Belmar, NJ 07719

Phone: (732) 681-3700 x225 Fax: (732) 681-3434 Web: www.belmar.com

DEVELOPMENT APPLICATION

DATE RECEIVED:	APPLICATION NO:			
RECEIVED BY:				
RECEIVED BY:(Items above to be fill	ed out by the Borough)			
Date Prepared: June 16, 2019 (Please	e Print) Zone: R-50			
Block(s): 121	Lot(s): 16.01			
Site Address: 214 Thirteenth Avenue				
Name of Owner(s): Michelle Fontanez				
Owner Address: 200 11 th Avenue				
Phone #: c/o George D. McGill, Esq.	Email: c/o George D. McGill			
	Email: Gro George 15, Ividdiii			
Name of Applicant (if different than owner): <u>Its not</u>				
Applicant Address: as above				
Phone #: as above	Email: as above			
Name of Professional Preparing Plan: Mary Hearn,	AIA License #: <u>C-12055</u>			
Name of Firm: M.B. Hearn Architecture, LLC				
	19			
Phone #: <u>732-556-9055</u>	Email: mhearn@mbhearn.com			
Name of Attorney Representing Applicant: George	D. McGill, Esq			
Name of Firm: McGill & Hall, LLC				
Firm Address: 708 10th Avenue				
Phone #: <u>732-419-9000</u>	Email: gdm@mcgillhall.com			

1.	Applic	eation Request			
	a.	The applicant is hereby requesting an app	lication for the following:		
		☐ Minor Subdivision	☐ Final Major Site Plan		
		☐ Preliminary Major Subdivision	☐ Appeal of Zoning Officer's Decision ("A")		
		☐ Final Major Subdivision	☐ Interpretation of Zoning Ordinance ("B")		
		☐ Conditionally Exempt Site Plan	x Hardship or Flexible Bulk Variance ("C")		
		☐ Minor Site Plan	☐ Use Variance ("D")		
		☐ Preliminary Major Site Plan			
		☐ Amended Preliminary, Final or Minor	Subdivision		
		☐ Amended Preliminary, Final or Minor	Site Plan		
	Is a variance or conditional use approval required? <u>yes</u> If so, please sp section of the Ordinance: <u>40-5.1a.2 and Schedule 40-5-1A</u> provide a detailed explanation of the variances needed and attach explanation is				
		See Attached Addendum A.			
2.	<u>Items</u>	of Proposed Development			
	a.	Address: 214 13 th Avenue			
	b.	Zoning District: R-50			
	c.	Number of Existing Lots: One	Number of Proposed Lots: One		
	d.	For the construction of: (check all that apply and	provide # of each type)		
		☐ Single Family Dwelling	☐ Accessory Use		
		☐ Two Family Dwelling	☐ Addition		
		☐ Other Residential	☐ Commercial Structure(s)		
		X Other (Describe) <u>proposed remodelin</u>	g to include additions and alterations		
		Number of units that will qualify as Affo	ordable Units N/A for sale and for rent.		
	e.	Provide brief description of proposed dev	relopment:		
		Please see Addendum A			

3. Consent for Site Review

	a.	The applicant and owner realize that as part of the Planning Board / Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable to visit the subject premises for the purposes of performing a site inspection and review. The applicant and owner do hereby give permission to any member of the Borough of Belmar's Planning Board and Zoning Board of Adjustment as well as any other Borough employee or officer to enter the subject premises for the purpose of performing a site inspection and review.				
		Owner Initials Date Applicant Initials Date				
5.	<u>Ce</u>	rtificate of Concurrence & Statement of the Landowner				
	a.	I hereby certify that I am the Owner of Record of the site depicted and that I concur with the plans presented to the Planning Board / Zoning Board of Adjustment.				
	b.	Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.				
	c.	Permission is hereby granted to:				
The owner and applicant same person						
		Owner Initials Date Applicant Initials Date				
6.	Es	crow Agreement				
	a.	The ordinances of the Borough of Belmar require the Applicant to pay certain sums into an				
		escrow account for review of said application for development and for the Owner of said property to agree to the charges against same or become a lien on its property.				
	b.	escrow account for review of said application for development and for the Owner of said				
	b. с.	escrow account for review of said application for development and for the Owner of said property to agree to the charges against same or become a lien on its property. The Applicant shall submit an escrow payment to the Borough of Belmar in the amount of to				
		escrow account for review of said application for development and for the Owner of said property to agree to the charges against same or become a lien on its property. The Applicant shall submit an escrow payment to the Borough of Belmar in the amount of to be held by the Borough in an interest bearing account pursuant to N.J.S.A. 40:55D-53.1. The Borough has the right to withdraw funds from said escrow account for payment of all invoices submitted by the professionals reviewing the application on behalf of the Borough				

3. Consent for Site Review

The applicant and owner realize that as part of the Planning Board / Zoning Board of Adjustment review of its application, that the Board may determine it necessary or advisable rforming a site inspection and review. The

		applicant and owner do hereby give permission to any member of the Borough of Belmar's Planning Board and Zoning Board of Adjustment as well as any other Borough employee of officer to enter the subject premises for the purpose of performing a site inspection and review Owner Initials Date Date
5.	<u>Ce</u>	rtificate of Concurrence & Statement of the Landowner
		I hereby certify that I am the Owner of Record of the site depicted and that I concur with the plans presented to the Planning Board / Zoning Board of Adjustment.
	ъ.	Application is made with my complete understanding and permission in accordance with the agreement of purchase or other option entered into between me and the applicant.
	c.	Permission is hereby granted to:,otherwise known as the Applicant, to submit the proposed development plans on my behalf as the: (Tenant of Contract Purchaser if applicable):
		The owner and applicant same person
		Owner initials Date Applicant Initials Date

6. Escrow Agreement

- a. The ordinances of the Borough of Belmar require the Applicant to pay certain sums into an escrow account for review of said application for development and for the Owner of said property to agree to the charges against same or become a lien on its property.
- b. The Applicant shall submit an escrow payment to the Borough of Belmar in the amount of to be held by the Borough in an interest bearing account pursuant to N.J.S.A. 40:55D-53.1.
- c. The Borough has the right to withdraw funds from said escrow account for payment of all invoices submitted by the professionals reviewing the application on behalf of the Borough pursuant to N.J.S.A. 40:55D-53.2.
- d. If the escrow account is reduced to 25% of its original amount or if additional payments are deemed necessary by the Planning Board / Zoning Board of Adjustment / Borough, the Applicant shall be notified of such and agrees to make an additional payment within twentyone (21) days of receipt of request pursuant to Borough Code.

NIL	MIDIA		
Owner Initials	pale /	Applicant initials	Date

7.	Final Certific	ation Owner	Applicant (if other than owner)		
	Name:	Michelle Fontancz			
	Address:	214 13 th Avenue			
	Signature:	Belmar, New Jersey Michael Guran			
		Notary Public	Attorney on behalf of Applicant/Owner		
	Name:				
	Address:				
	Signature:				
	Stamp:		George D. McGHI, Esq. Attorney at Law State of New Jersey		
	Seal:				

7.	Final Certific	eation Owner	Applicant (if other than owner)		
	Name:	Michelle Fontanez			
	Address:	214 13 th Avenue			
		Belmar, New Jersey			
	Signature:	***************************************			
		Notary Public	Attorney on behalf of Applicant/Owner		
	Name:	MANA TO THE PROPERTY OF THE PR			
	Address:				
	Signature:				
	Stamp:		George D. McGill, Esq. Attorney at Law State of New Jersey		
	Seal:				

Professional Engineer/Architect

Applicant continued

Street Address of Property:	Block:	Date Submitted:	Signature:	Contact Name:	,	Address:	Company Name:
214 13 th							
	Lot:	·	***************************************				
	License No.:	Date Submitted:	Signature:	Contact Name:		Address:	Company Name: M
	C-12055	06-19-19	Mayteau	Mary Hearn, AIA		1007B Main Street, Belmar, New Jersey	Company Name: Mary Hearn, AIA; M.B. Architecture, LLC
Scal						7 Jersey	e, LLC

Addendum A

The applicant is Michelle Fontanez who is a year-round resident of the Borough of Belmar. She is presently renting in Belmar while she is awaiting review of the plans to remodel her existing structure to include additions and alterations. The plans were prepared by Mary Hearn, AIA and reviewed by Ted Bianchi. Ted Bianchi's denial is attached to this application for the Board's review. The applicant is seeking the following variances:

- Building coverage where 30% is permitted, 30.5% is existing and 36.4% is proposed.
- Front yard setback house where 20 feet is required, 16.2 feet exists and 13.8 feet is proposed
- Front yard setback porch where 12 feet is required/permitted, 5.7 feet exists and 8.4 feet is proposed.
- Side yard setback where 5 feet is required, 3.8 feet is existing and 3.8 feet is proposed.

The applicant is proposing to reduce the size of the front porch to make the dwelling more streetscape-friendly and is proposing to essentially maintain the setback of existing front façade with the exception of a proposed second floor bump-out. This bump-out adds an aesthetic architectural appeal while not presenting undue bulkiness. The existing porch is being scaled back from a 5.7 foot front setback to an 8.4 foot setback. The existing front façade has a set back of 16.4 feet for the majority of the structure with a slight bump out to 16.2 feet. The proposed front façade also has a front yard setback of 16.4 feet for a substantial portion of the front facade with the exception of the architectural bump-out on the second floor which has a setback of 13.8 feet. The applicant proposes to maintain the existing sidelines of the structure which on the easterly side encroach into the side yard presently to 3.8 feet off the property line. The proposed structure will be adding additional construction at this setback line however both vertically, and to a small extent, horizontally. The applicant is proposing to add additional coverage to the footprint of the house only to the rear and only to the extent of 129 square feet which is necessary to remodel the house while accommodating the existing rear stairs of the dwelling which present unique difficulties when designing a modern, open first floor plan. The building coverage issue is otherwise driven by a modest 12 x 20 single car garage (4.8%) to be placed at the end of the driveway which is presently existing and proposed to be redone in pavers. The applicant is otherwise presenting an appealing design. The existing structure is one of those houses which is best not looked at too much. The proposed design offers a tremendous improvement to the streetscape and an aesthetic benefit to the community. The proposed design provides a more efficient use of the existing structure and serves to modernize a structure that is greatly in need of modernization. These are benefits that may support the granting of the relief requested. The application is not overblown as the proposed structure remains well under the permitted FAR where 75% is permitted and 65% is proposed. The structure is not maxed-out by any means. The property has 50 feet of frontage and 100 feet of depth for a total of 5,000 square feet which limits the ability on this lot to remodel the existing structure and include the proposed garage and in that sense presents the applicant with a certain hardship. The Project otherwise will be in keeping with other new houses being constructed in the area and will not be out of synch with the scope and scale of the neighborhood. Its hard to see how the application presents any detriment to the neighboring properties and will likely be of great benefit to the surrounding properties due to the aesthetic enhancements proposed.

STATEMENT OF CORPORATE OR OTHER OWNERSHIP

This is to be completed if the property is owned by a corporation or LLC.

1. Please indicate if the applicant is a(an):					
	a.	Corporation	N/A		
	b.	Partnership			
2.	If the	applicant is a Co	orporation or a Partners	hip, the following shall be provided:	
	a.	The names and class;	addresses of all stockl	olders owning 10% or more of its stoo	k of any
	b.	The names and therein.	addresses of all indiv	dual partners who own 10% or greate	r interest
3.	stock	holders holding	10% or more of that	ers is itself a corporation or partner corporations stock, or the individual ship, as the case may be, shall also be	partners
Na	me:			Name:	
Ad	dress:			Address:	
Per	centag	e Ownership:		Percentage Ownership:	
Sig	nature	:		Signature:	
Da	te:			Date:	
Na	me:	Minus		Name:	wo
Ad	dress:			Address:	
Per	rcentag			Percentage Ownership:	
Signature:			Signature:		
Date:			Date:		



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Belmar, NJ 07719

MINOR LAND USE - ZONING PERMIT

BLOCK: [2]	LOT: SI	TE ADDRESS: 214 Thir	teenth Avenue
	Residential Single Family □ R	tesidential Multi-Family # of units	Commercial
☐ Minor Subdivision			☐ Addition
Accessory Use	☐ Driveway	Swimming Pool	☐ Sign/Awning
□ Deck/Porch	☐ A/C Unit	□ Fence	☐ Generator
-If other, please desc	ribe: May Heary, N	18Hearn Aschitectur	e, 732-656-9055
Brief description of Detacled G	proposal: Addition & Dange, New Proc.	Alteration to existing New Site Improveme	thelling, New nts
	ANT NOTE: Please attach a continuition is required: Lot Size:	opy of the property survey and a s 2.000 Zone: K-F	
		Zone: <u>Z-5</u> Side Yard: <u>3.8</u> Total Side	
A/C Unit and Generator			
Building Coverage:	Existing: 30.5 %	Proposed: 36.4	_%
Impervious Coverage:	Existing: <u>38.4</u> %	Proposed: 51.3	_%
Floor Area Ratio:	Existing: 31.1 %	Proposed: <u>65.5</u>	_%
Height of Structure:	Existing: <u>±23.6</u>	Proposed: 34.8'	
Owners Name:	(please print)	V2Date: 5 16	19
Owners Signature:	Michily Jonta		32165812
		mhearnembhearn	·com
☐ Approved ≥	Denied Date: 5/2	0119 Signature: TED	Bauch
Comments: BUILO Frank yard Side yard	ding average is a Sethank 138 F1 Sethank (East)	36.4%-30% is more -20F4 Preq. Porchs 38F4-5F4 require	d. 2460ck 8.491_1091rg
Application Fees; Residential Home \$150 Residential Addition \$75 Minor/Major Subdivision \$7	Non-Residential Use \$375 Commercial Other \$75 Fence/Signs/Awnings/Air Conditions/ Swimming Pool/Deck/Porch/Patio/Dri		Check Sac 19

BOROUGH OF BELMAR PLANNING BOARD RESOLUTION

GRANTING PRELIMINARY AND FINAL SUBDIVISION AND AMENDED MINOR SITE PLAN APPROVAL FOR THE PROPERTY LOCATED AT BLOCK 121, LOT 16

WHEREAS, James A. Stewart, hereinafter referred to as the "Applicant," is the owner of property located at Block 121, Lot 16, as shown on the official tax map of the Borough of Belmar, located at 214 13th Avenue, in the Borough of Belmar, County of Monmouth and State of New Jersey; and

WHEREAS, the Applicant has made application for preliminary and final minor subdivision approval, together with approvals for an amended minor site plan, to subdivide the property to create two single-family residential building lots in the R-50 single family residential zone wherein the property is located; and

WHEREAS, the Applicant seeks the following variance relief and/or design waivers:

Proposed Lot 16.01

- Front yard setback wherein 20 feet are required and 16.4 feet are proposed, an existing condition resulting from the location of structures presently on the lot;
- Side yard setback wherein a minimum of 5 feet are required and 3.8 feet are proposed;
- Porch setback wherein a minimum of 12 feet are required and 5.7 feet will be provided, an existing condition resulting from the location of the structure on the site;
- Maximum building coverage wherein 30% shall not be exceeded and 40.2 feet are proposed;

Waivers Requested:

 Applicant has requested waivers from the submission of the Environmental Impact Report, as well as the submission of a Traffic Study; and

WHEREAS, but for the variance relief sought and/or waivers identified hereinabove, the application otherwise conforms to the requirements of the Borough of Belmar Land Use Ordinances in all respects; and

WHEREAS, after proper notice, a public hearing on the application was heard on January 8, 2018; and

WHEREAS, the Board considered:

a. Borough of Belmar Planning Board/Zoning Board Development

Application consisting of twelve pages (with attached checklist), marked A-1;

- Boundary Survey prepared by D.W. Smith Associates, LLC, over the signature of Kevin J. Murphy, Professional Engineer & Land Surveyor, N.J.P.E.
 P.L.S. No. 24GB03586400, dated November 17, 2017, consisting of one page, marked A-2;
- c. Minor Site Plan prepared by D.W. Smith Associates, LLC, over the signature of Timothy P. Lurie, Professional Engineer, N.J.P.E. No. 24GE04027900, N.J. Professional Planner License No. 33LI00565000, dated December 8, 2017, consisting of one sheet, marked A-3;
- d. Minor Subdivision Plan prepared by D.W. Smith Associates, LLC, over the signature of Kevin J. Murphy, Professional Engineer & Land Surveyor, N.J.P.E. & P.L.S. No. 24GB03586400, dated December 4, 2017, consisting of one sheet, marked A-4;
- e. Aerial view of the property depicting conditions in and about the property, undated, marked A-5;
- f. Engineering report dated December 22, 2017, prepared by Borough of Belmar Engineer, Maser Consulting, P.A., over the signature of Joseph R. Venezia, P.E., P.P., C.M.E., consisting of four pages marked PB-1;

as well as testimony by or on behalf of the Applicant, Mr. James A. Stewart and engineer, Timothy Lurie; and

WHEREAS, after carefully considering the evidence presented to it, the Board has made the following findings of fact:

- 1. The Applicant is proposing to subdivide an existing 100 ft. x 100 ft. lot into two (2) conforming 50 ft. x. 100 ft. lots.
- 2. The existing lot contains a two-story single family dwelling developed with a rear wooden deck, steps leading to the deck in the eastern side yard, cellar entrance located in the eastern side yard and wooden steps located in the eastern side yard providing access to the front attached, covered wooden porch, as well as a single-story framed detached accessory garage structure straddling the proposed side yard subdivision line.
- Once the subdivision is perfected, the Applicant intends to develop proposed Lot 16.02 with a single-family residential structure.

- 4. On Lot 16.01, the existing two-story residential structure shall remain; however, the wooden steps to the front porch will be removed from the eastern side yard and relocated in the western side yard, providing access to the front porch; the cellar entrance presently located to the east of the existing dwelling structure shall be removed; the wooden steps located on the eastern side of the property leading to the rear wooden deck will be removed; and the existing detached accessory garage structure straddling the property line will also be removed.
- Applicant shall develop Lot 16.01 with a single-story detached accessory garage structure located in the northwestern corner of the property for which no variance relief is required.
- 6. Applicant shall further develop in the western side yard of proposed Lot 16.01 a curb cut allowing for a concrete apron for placement of a driveway and associated concrete ribbon driveway running the depth of the property to the proposed future garage structure.
- 7. The existing residential structure at proposed Lot 16.01 contains four bedrooms, and the proposed driveway and future garage structure will adequately meet and conform to the Zoning Ordinances for parking requirements.
- 8. The existing curb cut located to the east of the proposed subdivision lot line shall remain and the concrete driveway presently associated with the same shall remain, provided, however, that this curb cut and driveway shall now serve Lot 16.02.
- 9. The site is located within the CAFRA Zone but outside of any flood zone.
- 10. There is no objection to the request for waivers from the Borough Engineer in this instance associated with the waiver of the submission of an Environmental Impact Statement, as well as Traffic Report.
- Applicant has confirmed that the impervious coverage requirements will be conforming to the Zone.
- Applicant has agreed to set monuments prior to submission of the Subdivision Plan for filing.

- 13. Applicant has agreed that when developed, curb cuts and concrete aprons shall be provided for for proposed Lot 16.01, and no changes are proposed for the driveway and/or curb cut associated with the driveway on Lot 16.02.
- 14. The Board finds that there is adequate onsite parking to conform to the parking requirements for both lots.
- 15. The Applicant has advised it can build the requisite structures in conformance with the variances granted, and that no other variance relief will be required to develop the properties as testified to before the Board.
- 16. Subdivision will not require the extension of municipal facilities at the expense of the Borough.
- 17. Subdivision construction resulting therefrom will not adversely affect the drainage of the basin in which the lots are situated.
- 18. No portion of the lands involved have constituted a part of the minor subdivision within three (3) years preceding this application.
- 19. Applicant has provided testimony that as configured, all properties can be developed in conformance of this approval, without the need of any further variance relief or design waivers of any kind whatsoever.
- 20. Applicant has agreed that it will provide separate service for sewer, gas, water, electric, telephone lines and utilities of whatever kind and/or nature required to be placed for each lot. Same shall be constructed in accordance with regulations and specifications of the appropriate utility authority.
- 21. The Board finds that development of this site and proposed use and density will be consistent with the development in and about the area.
- 22. The Board finds that the development proposed by the Applicant will not diminish the value of adjoining properties, nor decrease light and/or air to other properties, and will have a positive impact upon the surrounding structures in and about the area.
- 23. The Board finds that a portion of the variance relief required are the results of the location of the existing structure on site.
- 24. The Applicant has attempted to minimize the impact of the site's development by relocating and/or removing certain existing structures associated

with the stairs and the existing framed detached accessory garage structure; the balance of the variance relief is associated with the placement of the concrete ribbons which will run the depth of the property to the proposed garage.

- 25. The Board finds that it is desirable in this area to have a detached accessory garage structure and that the existing residential structure at the site precludes the placement of an attached accessory garage structure and associated driveway area. Applicant has agreed that any accessory garage developed on either lot shall not contain any habitable area.
- 26. The Board finds that the development of the single-family residence in this area will encourage the utilization of the Borough's housing stock for yearround occupancy and will result in the protection of the integrity of the Borough's single-family residential districts from overdevelopment.
- 27. The Board also finds that upon recommendation of the Borough Engineer, the granting of the waivers in this instance is appropriate.
- 28. Though variance relief is sought for the particular application, the Board finds that the purposes of the Borough of Belmar Zoning and Development Regulations would be advanced by the deviation from the Zoning Ordinance requirements in this instance, the variance relief sought can be granted without substantial detriment to the public good; moreover, the Board finds that the benefits from the deviation of the non-conforming conditions substantially outweigh any detriment to the Zone Plan and Zoning Ordinances and, accordingly, variance relief can be granted without substantial impairment to the intent and purpose of the Zone Plan and Zoning Ordinances.

NOW, THEREFORE, BE IT RESOLVED that the Planning Board of the Borough of Belmar hereby approves the application for preliminary and final minor subdivision with variance relief in accordance with the application submitted, subject to the following conditions:

A. Publication by the Applicant of a notice of this decision in the official newspaper serving the Borough of Belmar and return of proof of publication to the Secretary of the Planning Board.

- B. Payment of all taxes and assessments to date. No building permits or certificates of occupancy are to be issued until proof is furnished to the Secretary of the Planning Board that there are no taxes or assessments due or delinquent on the property in question.
- C. The Applicant will comply with the requirements of the New Jersey Map Filing Law.
- D. The Applicant shall develop the site in a manner consistent with the testimony presented, plans submitted and consistent with the Board's findings of fact. No accessory garage developed on either lot shall contain any habitable area.
- E. The Applicant will comply with any and all other requirements of the Borough of Belmar and/or any governmental subdivision, as set forth in any laws, ordinances or regulations and will obtain any permits or approvals required thereunder.
- F. The Applicant shall post appropriate performance guarantees in a form acceptable to the Borough of Belmar and in amounts approved by the Borough of Belmar after consultation with the Borough Engineer, and the Borough Planning Board Attorney, to ensure proper placement of all work, inclusive of: placement of sidewalks, driveway areas, driveway pavers, curb cuts, sewer mains, water mains, site drainage and all other improvements of a similar kind associated with the project. Said performance guarantees are to be forfeited in the event the work and/or improvement(s) are not satisfactorily completed.
- G. The Applicant shall submit a utility plan prepared by the appropriate utility for approval by the Borough Engineer prior to construction and placement of utilities.
- H. With the exception of complying with the Map Filing Law, the Applicant shall satisfy all conditions of approval within one year of this approval and shall submit an Affidavit of Compliance showing that all conditions of approval have been met.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Secretary of the Planning Board to be a true copy be forwarded to the Borough Clerk, the

Borough Construction Official, the Borough Engineer, the Borough Tax Collector, the Borough Tax Assessor, the Water and Sewer Department and the Borough Attorney and the Applicant herein;

BE IT FURTHER RESOLVED that this Resolution be and herewith is effective on February 12, 2018;

The foregoing Resolution was offered by Mr. Campbell and seconded by Mr. Meyer and adopted by a roll call vote:

In Favor:

Mr. Meyer, Mr. Campbell, Mr. Windas, and Mr. Burke

Opposed:

Mr. Magovern

Abstained:

Mr. Cohen, Mr. Hoffman, and Mr. Reynolds

Ineligible:

Absent:

Mr. Doherty, Mr. Forte, and Ms. Sheridan

The foregoing is a true copy of a Resolution adopted by the Planning Board of the Borough of Belmar on this February 12, 2018.

April Claudio

Planning Board Secretary