



**AGENDA FOR THE COUNCIL MEETING OF THE BOROUGH OF MOUNTAIN LAKES
HELD AT ML HIGH SCHOOL, 96 POWERVILLE ROAD, MOUNTAIN LAKES, NJ 07046
AUGUST 28, 2023
PUBLIC SESSION – BEGINS AT 7PM**

1) CALL TO ORDER AND OPEN PUBLIC MEETINGS ACT STATEMENT – Mayor

This meeting is being held in compliance with Public Law 1975, Chapter 231, Sections 4 and 13, as notice of this meeting has been reported to The Citizen and the Morris County Daily Record and The Star Ledger on January 9, 2023 and posted in the municipal building.

2) ROLL CALL ATTENDANCE - Clerk

3) FLAG SALUTE – Mayor

4) EXECUTIVE SESSION

5) COMMUNITY ANNOUNCEMENTS

6) SPECIAL PRESENTATIONS

7) REPORTS OF BOROUGH ESTABLISHED BOARDS, COMMISSIONS AND COMMITTEES

8) BOROUGH COUNCIL DISCUSSION ITEMS

- a. Second Quarter 2023 Current Budget Report
- b. Second Quarter 2023 Water Budget Report and Second Quarter 2023 Sewer Budget Report
- c. Trust Balances
- d. Capital Account Balances

9) PUBLIC COMMENT

Please state your name and address for the record. Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

10) ATTORNEY'S REPORT

11) MANAGER'S REPORT

12) RESOLUTIONS

13) ORDINANCES TO INTRODUCE

14) ORDINANCES TO ADOPT

- a. 13-23, Bond Ordinance Making a Supplemental Appropriation of \$1,045,000 for the Improvement of the Municipal Building In and By the Borough Heretofore Authorized to be Undertaken By the Borough of Mountain Lakes and Authorizing the Issuance of \$992,750 Bonds or Notes of the Borough for Financing Such Supplemental Appropriation

15) *CONSENT AGENDA ITEMS

Matters listed as Consent Agenda Items are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.

***RESOLUTIONS**

- a. *R151-23, Authorizing a Professional Services Agreement for Planning Services between the Borough of Mountain Lakes and Phillips Preiss Grygiel*
- b. *R159-23, Authorizing the Payment of Bills*
- c. *R160-23 Approving the Person-to-Person Transfer of Liquor License #1425-44-001-015 from Mountain Lakes Wine & Liquor LLC to Krishna Wine & Liquor Inc.*
- d. *R161-23, Acknowledging the Easement and Deed Restriction for Affordable Housing – GFM Properties, LLC Located at 376 Bloomfield Avenue / Route 46 in the Borough of Mountain Lakes*
- e. *R162-23, Change in Custodian of Petty Cash Fund*
- f. *R163-23, Appointing Tax Search Officer*
- g. *R164-23, Authorizing Cancellation of Refunds and Delinquencies Under \$10.00*
- h. *R165-23, Authorizing the Issuance of Not Exceeding \$3,347,676 Bond Anticipation Notes of the Borough of Mountain Lakes, in the County of Morris, New Jersey*

***APPROVAL OF MINUTES**

7/24/23 (Regular)

8/14/23 (Regular)

***BOARD, COMMITTEE AND COMMISSION APPOINTMENTS**

- a. *Evan Mei and Ryan Lalani (previously appointed) to the Environmental Commission as student members*
- b. *Andrew Hunter and Olivia Manchand to the Green Team as student members (previously appointed)*
- c. *Olin Bose and Jessica Fazendeiro to the Historic Preservation Committee as student members (previously appointed)*

16) DEPARTMENT REPORTS SUBMITTED FOR FILING

- Construction Department
- Department of Public Works
- Fire Department
- Health Department
- Police Department
- Recreation Department
- Code Enforcement/Property Maintenance

17) COUNCIL REPORTS

18) PUBLIC COMMENT

Please state your name and address for the record. Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

19) NEXT STEPS AND PRIORITIES

20) ADJOURNMENT

BOROUGH OF MOUNTAIN LAKES
INTEROFFICE MEMORANDUM

TO: Mitchell Stern, Borough Manager
SUBJECT: Second Quarter 2023 Current Budget Report
DATE: July 21, 2023

Attached is the second quarter budget report for the current fund budget:

Summary:

As of the end of the second quarter all the revenues realized seem to be on target with the budgeted amounts. The budget expenditure line items of concern are the petroleum products line item and the police salaries and wages line item. The petroleum is due to the high prices of gasoline and the police salaries and wages is due to overtime. If transfers are needed, they will be made to these accounts later in the year.

Revenues:

- Amount to be Raised By Taxation – The reserve for uncollected taxes for 2023 will be realized in the third quarter. The 2022 activity is the realization of the reserve for uncollected taxes that was budgeted.
- Anticipated Surplus – This amount is taken from the 12/31/22 fund balance which was \$4,125,170.87.
- General Capital Surplus – This amount was transferred from the general capital bank account.
- Fees & Permits – Fees and Permits consists of revenue from various departments such as; planning board, zoning board, police department, smoke detectors, and parking permits to name a few. This amount can vary from year to year.
- Interest on Investments – We have realized more than the budgeted amount primarily due to an interest rate increase for the accounts.
- Recreation Fees & Income – The majority of the anticipated amount has been collected. Any overage will go to fund balance.
- Uniform Construction Code Fees – These fees are based on the number of building permits that are filed and that can vary from year to year. We have collected 47.41% of our budgeted amount.
- State Aid Revenue – We received a payment schedule from the State and the revenue will be received from July through December. The Borough will receive additional State aid in the amount of \$43,535.00 which will be reserved and anticipated in the 2024 budget.
- Receipts Delinquent Tax – The delinquent tax balances as of 12/31/22 was \$485,173.55, an additional \$24,523.37 was added for the 6%-year end penalty. We collected \$458,917.29 through 6/30/23 leaving a balance of \$50,779.63.
- The tax collection percentage was 99.60% in the first quarter and 98.88% in the second quarter.

Expenditures:

- Salary and Wages – A portion of the finance salaries and wages and the planning and zoning wages are for part time employees which are paid after they work. The Uniform Construction Code has additional funds budgeted in case additional hours are needed for inspections. Solid Waste salaries and wages expended is a little low but more hours will be worked during the fall for leaf collection. Recreation salaries and wages is primarily for the summer positions. The police salaries and wages will be over budget due to increased overtime because one officer is out and a new patrolman is in training. There are also no funds left in the class II salaries line item so they will only be used when absolutely necessary.
- Mayor & Council Other Expenses – Funds are available in all line items.
- Clerk Other Expenses – Funds are available in the codification, elections, and seminars/conferences line items. These funds will be spent later in the year.

- Annual Audit – This budget amount is for the 2022 audit fees, which is complete.
- Computer Services – Charges for maintenance and cloud based hosting coverage for the police department were not charged to this account in error, it was corrected in July.
- Tax Collection Other Expenses – The service contract for Municipal Software is encumbered for the year.
- Tax Assessor Other Expenses – The reassessment contract has been encumbered for the entire year.
- Reserve for Tax Appeals – This amount has not been transferred into the Reserve account.
- Legal Other Expenses – The encumbrances are for the attorney's retainer for the entire year.
- Engineering Other Expenses – The engineering expenses are paid through April.
- Planning Board Other Expenses – The legal contract is encumbered through the year.
- Board of Adjustment Other Expenses – The legal contract is encumbered for the entire year and nothing has been spent for planning review of ordinances.
- Uniform Construction Code Other Expenses – The entire contract for Spatial Data has been paid.
- Code Enforcement Other Expenses – This is a small budget that is used for miscellaneous items as needed.
- Health Benefit Waiver – The water and sewer budget amounts for the year have not been transferred to the current fund budget therefore, a negative balance is showing. These amounts were transferred in July.
- Insurance – Unemployment Compensation – This amount will get transferred to the Unemployment Trust Account. Depending upon the unemployment claims filed during the year we might need to transfer more funds into this account later in the year.
- Police Other Expenses – The accounts that have a majority of their funds available as of 6/30/23 are: computer expenses, promotional exams, educational reimbursement, and accreditation. The majority of these expenses will be paid out by year end.
- Traffic and Safety Committee Other Expenses – Activity on this account is for the purchase of items for the bike rodeo.
- Interlocal Services MC Dispatch and Denville Court – The contracts are encumbered for the entire year.
- Emergency Management Other Expenses – Majority of their budget is for equipment that has not been purchased yet.
- Fire Department Other Expenses – The funds remaining in their budget for testing of equipment and fire prevention education will be done later in the year. They also have funds remaining for radio repairs and medical supplies which have not been needed so far this year.
- Fire Safety Other Expenses – The majority of the funds remaining are for training not yet taken.
- Streets and Roads Other Expenses – The majority of the funds remaining are for snow removal, tree removal, traffic line stripping, curb and sidewalk repairs, and pot hole repairs.
- Shade Tree Commission – Some pruning work has been done but nothing has been encumbered for the planting of trees.
- Solid Waste Other Expenses – The entire contract with Suburban Disposal is encumbered for the year.
- Recycling Tax – There is a blanket purchase order encumbered for the entire year.
- Building & Grounds – Funds are encumbered as needed.
- Health Other Expenses – The service contract is paid monthly. The contract is paid through April.
- Environmental Committee – The funds are encumbered as needed.
- Woodlands Committee – The funds are encumbered as needed.
- Dog Regulation – The entire budget is transferred to the Animal Control Trust account where the expenses are paid from. The expenses will be monitored in the trust fund and if additional funds are needed we will have to do a transfer in November.
- Parks & Playgrounds Other Expenses – The fireworks and trout derby balances were transferred to the trust account in July.
- Maintenance of Parks and Beaches – Funds are remaining primarily in the lake treatment, nutrient inactivation, and hydro raking line items. These funds should be spent by year end.
- Aid to Public Library – This is encumbered for the entire year.

- Accumulated Leave Compensation – Funds were transferred to the trust account.
- Celebration of Public Events – These funds are budgeted for the Memorial Day event, which all the expenses have been paid.
- Electricity & Street Lighting – As of June 30th we have paid the May street lighting bills and electrical bills. The bills are paid as we get the invoices.
- Natural Gas – As of June 30th expenses were paid through May. If more funds are needed a transfer will be done later in the year.
- Telecommunications – The expenses are paid through May and a blanket purchase order has been encumbered for the Borough Hall phones through year end.
- Petroleum Products – Due to the high cost of gasoline this account will probably be overbudget. We will continue to monitor the balance. As of June 30th, the balance in the account was prior to the finance office moving the second quarter outside services jobs gasoline percentage to the police trust account therefore, the account balance is lower. The Board of Education will be billed for their annual usage and the third and fourth quarter amounts from water and sewer totaling \$10,000.00 will be credited back to this account.
- Reserve for Salary Adjustment – This is budgeted in case the funds are needed later in the year.
- PERS – The employers' bill was paid in full in April. The remaining funds are for the employers' 2023 retros. An additional, \$600.00 will need to be transferred to this account to cover the 2023 retro bill.
- PFRS – The employers' bill was paid in full in April. The remaining funds are for the employers' PFRS 2023 retro bill.
- LOSAP – The 2023 budget amount will be paid out in 2024 for volunteer fire fighters that qualify.
- DCRP – This line item is for the employer's share (3%) of part time employee wages enrolled in the Defined Contribution Retirement Plan. As of June 30th the second quarter credit for the Borough hall employees was not made yet.
- Grant expenditures – These funds are transferred to the grant account and subsequently spent from there.
- Capital Improvement Fund – The entire budget amount was transferred to the General Capital account.
- Payment of Bonds Principal and Interest are paid according to a schedule of when they come due.
- Deferred Charges – This amount is fully charged out for the special emergency.
- Reserve for Uncollected Taxes – This amount will be charged out by journal entry against the Amount to be Raised revenue line item.

Monica Goscicki

Monica Goscicki
Chief Financial Officer

Borough of Mountain Lakes Budget Comparison

Current Fund - Expenditure Budgets

Activity to 6/30/2023

Activity to 6/30/2022

Account Number	Description	Budget	Activity to 6/30/2023			Activity to 6/30/2022			Total Expended in 2022/2023	Budget	Activity	Encumbered	Balance	% Expended	% & Encumb.
			Activity	Encumbered	Balance	% Expended	Balance	Expended							
01-201-20-100-001	GENERAL ADMIN - SALARY & WAGES	\$129,372.02	\$61,441.45	\$0.00	\$67,930.57	47.49%	47.49%	\$138,838.66	\$139,057.99	\$73,978.60	\$0.00	\$65,079.39	53.20%	53.20%	
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	\$93,234.00	\$23,229.53	\$8,198.13	\$61,806.34	24.92%	33.71%	\$49,876.31	\$92,600.00	\$26,738.48	\$16,805.10	\$49,056.42	28.88%	47.02%	
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	\$6,100.00	\$500.50	\$0.00	\$5,599.50	8.20%	8.20%	\$2,528.54	\$6,100.00	\$815.00	\$0.00	\$5,285.00	13.36%	13.36%	
01-201-20-120-001	MUNICIPAL CLERK - SALARY/WAGE	\$50,840.00	\$27,180.77	\$0.00	\$23,659.23	53.46%	53.46%	\$39,130.57	\$39,407.56	\$21,195.73	\$0.00	\$18,211.83	53.79%	53.79%	
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	\$23,200.00	\$3,127.39	\$3,311.79	\$16,760.82	13.48%	27.76%	\$11,937.27	\$21,700.00	\$2,063.23	\$4,071.07	\$15,565.70	9.51%	28.27%	
01-201-20-130-001	FINANCE - SALARY & WAGE	\$70,451.42	\$32,140.07	\$0.00	\$38,311.35	45.62%	45.62%	\$66,051.27	\$68,732.41	\$34,182.93	\$0.00	\$34,549.48	49.73%	49.73%	
01-201-20-130-020	FINANCE - OTHER EXPENSES	\$14,565.00	\$7,721.17	\$290.00	\$6,553.83	53.01%	55.00%	\$12,362.05	\$12,112.00	\$6,791.96	\$1,670.85	\$3,649.19	56.08%	69.87%	
01-201-20-135-020	ANNUAL AUDIT	\$24,525.00	\$24,525.00	\$0.00	\$0.00	100.00%	100.00%	\$24,058.50	\$24,059.00	\$9,125.00	\$0.00	\$14,934.00	37.93%	37.93%	
01-201-20-140-020	COMPUTER SERVICES	\$51,700.00	\$15,832.59	\$1,977.19	\$33,890.22	30.62%	34.45%	\$37,405.10	\$40,700.00	\$14,992.03	\$5,227.65	\$20,480.32	36.84%	49.68%	
01-201-20-145-001	TAX COLLECTOR - SALARY & WAGE	\$38,355.09	\$19,177.50	\$0.00	\$19,177.59	50.00%	50.00%	\$37,419.52	\$37,419.52	\$20,269.00	\$0.00	\$17,150.52	54.17%	54.17%	
01-201-20-145-020	TAX COLLECTOR - OTHER EXPENSES	\$11,775.00	\$5,706.99	\$1,750.00	\$4,318.01	48.47%	63.33%	\$5,265.85	\$6,325.00	\$4,116.50	\$0.00	\$2,208.50	65.08%	65.08%	
01-201-20-150-001	TAX ASSESSOR - SALARY & WAGE	\$23,523.75	\$11,761.89	\$0.00	\$11,761.86	50.00%	50.00%	\$22,950.00	\$22,950.00	\$12,431.25	\$0.00	\$10,518.75	54.17%	54.17%	
01-201-20-150-020	TAX ASSESSOR - OTHER EXPENSES	\$22,700.00	\$14,195.00	\$6,000.00	\$2,505.00	62.53%	88.96%	\$21,043.31	\$22,600.00	\$6,043.31	\$15,000.00	\$1,556.69	26.74%	93.11%	
01-201-20-151-020	RESERVE FOR TAX APPEALS - OTHER EXPENSE	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%	0.00%	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%	0.00%	
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	\$120,000.00	\$42,512.96	\$25,524.96	\$51,962.08	35.43%	56.70%	\$107,493.55	\$120,000.00	\$67,349.70	\$24,999.96	\$27,650.34	56.12%	76.96%	
01-201-20-165-020	ENGINEERING SERVICES	\$35,700.00	\$4,682.10	\$0.00	\$31,017.90	13.12%	13.12%	\$26,440.80	\$49,300.00	\$2,700.70	\$0.00	\$46,599.30	5.48%	5.48%	
01-201-21-180-001	PLANNING BOARD - SALARY & WAGE	\$13,543.03	\$5,748.47	\$0.00	\$7,794.56	42.45%	42.45%	\$11,601.61	\$13,230.72	\$5,544.56	\$0.00	\$7,686.16	41.91%	41.91%	
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	\$15,700.00	\$4,047.29	\$4,481.70	\$7,171.01	25.78%	54.32%	\$9,420.09	\$12,750.00	\$3,742.76	\$344.25	\$8,662.99	29.35%	32.05%	
01-201-21-185-001	BD OF ADJUST - SALARY & WAGE	\$13,543.03	\$5,748.41	\$0.00	\$7,794.62	42.45%	42.45%	\$11,601.54	\$13,230.72	\$5,544.52	\$0.00	\$7,686.20	41.91%	41.91%	
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	\$39,050.00	\$8,752.48	\$441.22	\$29,856.30	22.41%	23.54%	\$30,482.26	\$38,260.00	\$7,893.86	\$7,360.23	\$23,005.91	20.63%	39.87%	
01-201-22-195-001	UNIFORM CONST CODE-SALARY/WAGE	\$145,062.50	\$59,049.95	\$0.00	\$86,012.55	40.71%	40.71%	\$128,878.15	\$132,799.84	\$67,778.70	\$0.00	\$65,021.14	51.04%	51.04%	
01-201-22-195-020	UNIFORM CONST - OTHER EXPENSES	\$20,639.00	\$14,348.92	\$0.00	\$6,290.08	69.52%	69.52%	\$13,636.98	\$17,650.00	\$11,246.33	\$387.00	\$6,016.67	63.72%	65.91%	
01-201-22-196-001	CODE ENFORCEMENT - SALARY & WAGE	\$53,696.08	\$25,990.50	\$0.00	\$27,705.58	48.40%	48.40%	\$49,520.41	\$46,918.56	\$25,807.35	\$0.00	\$21,111.21	55.00%	55.00%	
01-201-22-196-020	CODE ENFORCEMENT - OTHER EXPENSE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%	0.00%	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.00%	0.00%	
01-201-23-210-020	INSURANCE - LIABILITY	\$125,795.20	\$56,772.01	\$0.00	\$69,023.19	45.13%	45.13%	\$99,743.48	\$110,553.03	\$50,078.24	\$0.00	\$60,474.79	45.30%	45.30%	
01-201-23-215-020	WORKERS COMPENSATION	\$91,546.70	\$45,773.13	\$0.00	\$45,773.57	50.00%	50.00%	\$87,136.08	\$87,136.08	\$43,568.04	\$0.00	\$43,568.04	50.00%	50.00%	
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	\$505,173.18	\$234,240.77	\$22,852.32	\$248,080.09	46.37%	50.89%	\$346,677.20	\$362,321.55	\$180,512.79	\$33,386.07	\$148,422.69	49.82%	59.04%	
01-201-23-222-020	HEALTH BENEFIT WAIVER	\$6,467.83	\$8,944.39	\$0.00	\$-2,476.56	138.29%	138.29%	\$6,973.11	\$6,998.66	\$2,899.97	\$0.00	\$4,098.69	41.44%	41.44%	
01-201-23-225-020	INSURANCE - UNEMPLOYMENT COMPENSATION	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	0.00%	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	0.00%	
01-201-25-240-001	POLICE DEPT - SALARY & WAGE	\$1,820,858.10	\$879,319.13	\$0.00	\$941,538.97	48.29%	48.29%	\$1,813,859.66	\$1,805,782.43	\$973,302.44	\$0.00	\$832,479.99	53.90%	53.90%	
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	\$111,725.00	\$37,160.81	\$5,861.84	\$68,702.35	33.26%	38.51%	\$91,165.37	\$112,810.00	\$29,237.14	\$25,025.00	\$58,547.86	25.92%	48.10%	
01-201-25-241-020	TRAFFIC & SAFETY COMM. - OE	\$1,600.00	\$1,088.56	\$0.00	\$511.44	68.04%	68.04%	\$1,535.25	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%	0.00%	
01-201-25-250-020	INTERLOCAL SERVICES: MC DISPATCH - OE	\$105,789.69	\$52,894.84	\$52,894.85	\$0.00	50.00%	100.00%	\$105,989.68	\$105,989.69	\$52,994.84	\$52,994.84	\$0.01	50.00%	100.00%	
01-201-25-251-020	INTERLOCAL SERVICES: DENVILLE COURT - OE	\$61,880.00	\$30,464.00	\$30,464.00	\$952.00	49.23%	98.46%	\$59,500.00	\$59,500.00	\$29,750.00	\$29,750.00	\$0.00	50.00%	100.00%	
01-201-25-252-001	EMERGENCY MGMT - SALARY & WAGE	\$5,500.00	\$2,750.04	\$0.00	\$2,749.96	50.00%	50.00%	\$5,500.00	\$5,500.00	\$2,979.21	\$0.00	\$2,520.79	54.17%	54.17%	
01-201-25-252-020	EMERGENCY MGMT - OTHER EXPENSE	\$4,100.00	\$0.00	\$0.00	\$4,100.00	0.00%	0.00%	\$1,329.67	\$4,100.00	\$233.74	\$0.00	\$3,866.26	5.70%	5.70%	
01-201-25-255-001	FIRE DEPT - SALARY & WAGE	\$7,500.00	\$3,750.00	\$0.00	\$3,750.00	50.00%	50.00%	\$7,500.00	\$7,500.00	\$4,062.50	\$0.00	\$3,437.50	54.17%	54.17%	
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	\$33,100.00	\$4,420.78	\$910.64	\$27,768.58	13.36%	16.11%	\$32,026.51	\$32,800.00	\$4,781.56	\$1,866.05	\$26,152.39	14.58%	20.27%	
01-201-25-266-001	FIRE DEPT - SAFETY - SALARY & WAGE	\$15,985.10	\$7,992.18	\$0.00	\$7,992.92	50.00%	50.00%	\$15,703.68	\$15,703.68	\$8,506.39	\$0.00	\$7,197.29	54.17%	54.17%	
01-201-25-266-020	FIRE DEPT - SAFETY - OTHER EXP	\$1,500.00	\$60.00	\$0.00	\$1,440.00	4.00%	4.00%	\$136.88	\$1,500.00	\$95.00	\$0.00	\$1,405.00	6.33%	6.33%	
01-201-26-290-001	STREETS & ROADS - SALARY/WAGE	\$375,302.18	\$170,635.41	\$0.00	\$204,666.77	45.47%	45.47%	\$333,309.37	\$365,433.37	\$174,855.07	\$0.00	\$190,578.30	47.85%	47.85%	
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	\$248,560.00	\$32,749.08	\$16,912.34	\$198,898.58	13.18%	19.98%	\$182,163.44	\$229,340.00	\$69,122.40	\$32,077.56	\$128,140.04	30.14%	44.13%	
01-201-26-300-020	SHADE TREE COMMISSION - O/E	\$60,245.00	\$11,595.25	\$14,275.00	\$34,374.75	19.25%	42.94%	\$54,663.24	\$56,045.00	\$3,970.00	\$4,592.20	\$47,482.80	7.08%	15.28%	
01-201-26-305-001	SOLID WASTE - SALARY & WAGES	\$21,422.10	\$9,027.90	\$0.00	\$12,394.20	42.14%	42.14%	\$26,422.48	\$26,422.48	\$11,530.69	\$0.00	\$14,891.79	43.64%	43.64%	
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	\$1,018,250.00	\$411,915.45	\$561,503.94	\$44,830.61	40.45%	95.60%	\$643,173.66	\$650,550.00	\$270,768.86	\$299,763.49	\$80,017.65	41.62%	87.70%	
01-201-26-306-020	RECYCLING TAX	\$4,900.00	\$1,681.35	\$2,777.36	\$441.29	34.31%	90.99%	\$3,896.97	\$4,700.00	\$1,595.25	\$2,875.64	\$229.11	33.94%	95.13%	
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	\$23,500.00	\$6,180.48	\$1,793.60	\$15,525.92	26.30%	33.93%	\$9,012.01	\$22,600.00	\$3,786.72	\$979.00	\$17,834.28	16.76%	21.09%	
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	\$55,000.00	\$12,587.49	\$16,086.80	\$26,325.71	22.89%	52.14%	\$43,882.99	\$55,080.00	\$14,788.82	\$5,585.04	\$34,706.14	26.85%	36.99%	

Borough of Mountain Lakes Budget Comparison														
Current Fund - Expenditure Budgets														
Activity to 6/30/2023														
Account Number	Description	Budget	Activity	Encumbered	Balance	% Expended	% Expend. & Encumb.	Total Expended In 2022/2023	Activity to 6/30/2022					
									Budget	Activity	Encumbered	Balance	% Expended	% Expend.
01-201-27-330-001	BOARD OF HEALTH - SALARY/WAGE	\$5,000.00	\$2,499.96	\$0.00	\$2,500.04	50.00%	50.00%	\$4,999.92	\$5,000.00	\$2,708.29	\$0.00	\$2,291.71	54.17%	54.17%
01-201-27-330-020	BOARD OF HEALTH - OTHER EXP.	\$30,500.00	\$8,994.68	\$0.00	\$21,505.32	29.49%	29.49%	\$26,984.00	\$26,984.00	\$13,492.00	\$13,492.00	\$0.00	50.00%	100.00%
01-201-27-335-020	ENVIRONMENTAL COMM. - OTHER EXPENSE	\$1,825.00	\$655.48	\$0.00	\$1,169.52	35.92%	35.92%	\$458.23	\$2,600.00	\$450.85	\$0.00	\$2,149.15	17.34%	17.34%
01-201-27-337-020	WOODLAND COMMITTEE - OTHER EXPENSE	\$3,400.00	\$399.00	\$0.00	\$3,001.00	11.74%	11.74%	\$947.00	\$2,850.00	\$0.00	\$280.00	\$2,570.00	0.00%	9.82%
01-201-27-340-020	DOG REGULATION - OTHER EXPENSE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	100.00%	100.00%	\$3,900.00	\$3,900.00	\$3,900.00	\$0.00	\$0.00	100.00%	100.00%
01-201-28-370-001	RECREATION DEPT. - SALARY/WAGE	\$117,285.05	\$19,251.24	\$0.00	\$98,033.81	16.41%	16.41%	\$96,686.92	\$114,552.06	\$26,231.86	\$0.00	\$88,320.20	22.90%	22.90%
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	\$55,917.00	\$6,029.15	\$295.39	\$49,592.46	10.78%	11.31%	\$40,619.45	\$44,225.00	\$34,658.63	\$4,931.89	\$4,634.48	78.37%	89.52%
01-201-29-390-020	MAINT OF PARKS (BEACHES/LAKES)	\$189,125.00	\$34,625.73	\$13,769.71	\$140,729.56	18.31%	25.59%	\$123,093.19	\$142,809.00	\$37,431.75	\$42,694.93	\$62,682.32	26.21%	56.11%
01-201-29-390-020	AID TO PUBLIC LIBRARY	\$371,235.00	\$216,553.75	\$154,681.25	\$0.00	58.33%	100.00%	\$312,051.00	\$312,051.00	\$182,029.75	\$130,021.25	\$0.00	58.33%	100.00%
01-201-30-415-010	ACCUMULATED LEAVE COMPENSATION - S&W	\$10,000.00	\$10,000.00	\$0.00	\$0.00	100.00%	100.00%	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	0.00%
01-201-30-420-020	CELEBRATION OF PUBLIC EVENTS - O/E	\$2,000.00	\$1,500.00	\$0.00	\$500.00	75.00%	75.00%	\$1,580.90	\$7,050.00	\$1,542.14	\$0.00	\$5,507.86	21.87%	21.87%
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	\$45,000.00	\$7,447.21	\$2,333.16	\$35,219.63	16.55%	21.73%	\$25,494.23	\$48,110.00	\$10,246.80	\$0.00	\$37,863.20	21.30%	21.30%
01-201-31-436-020	ELECTRICITY - STREET LIGHTING	\$47,940.00	\$15,860.31	\$0.00	\$32,079.69	33.08%	33.08%	\$46,175.43	\$47,940.00	\$15,079.60	\$0.00	\$32,860.40	31.46%	31.46%
01-201-31-437-020	NATURAL GAS	\$31,200.00	\$11,609.50	\$627.01	\$18,963.49	37.21%	39.22%	\$27,235.23	\$30,200.00	\$13,992.08	\$0.00	\$16,207.92	46.33%	46.33%
01-201-31-440-020	TELECOMMUNICATIONS	\$73,500.00	\$16,951.43	\$32,945.06	\$23,603.51	23.06%	67.89%	\$62,068.29	\$54,000.00	\$393.95	\$13,232.39	\$40,373.66	0.73%	25.23%
01-201-31-456-010	RESERVE FOR SALARY ADJUSTMENT	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.00%	0.00%	\$0.00	\$15,500.00	\$0.00	\$0.00	\$15,500.00	0.00%	0.00%
01-201-36-471-020	PERS	\$137,073.00	\$133,023.00	\$0.00	\$4,050.00	97.05%	97.05%	\$134,314.00	\$137,001.00	\$134,314.00	\$0.00	\$2,687.00	98.04%	98.04%
01-201-36-472-020	SOCIAL SECURITY (O.A.S.I.)	\$118,520.01	\$50,232.45	\$0.00	\$68,287.56	42.38%	42.38%	\$111,436.57	\$116,102.53	\$56,531.08	\$0.00	\$59,571.45	48.69%	48.69%
01-201-36-475-000	PFRS - CONTRIBUTION	\$577,961.00	\$572,961.00	\$0.00	\$5,000.00	99.13%	99.13%	\$531,573.53	\$532,151.00	\$531,551.00	\$0.00	\$0.00	99.89%	99.89%
01-201-36-476-020	LENGTH OF SVS AWARDS (LOSAP)	\$22,500.00	\$0.00	\$0.00	\$22,500.00	0.00%	0.00%	\$12,650.00	\$22,500.00	\$0.00	\$0.00	\$22,500.00	0.00%	0.00%
01-201-36-477-020	DCRP - EMPLOYER	\$8,000.00	\$5,713.34	\$0.00	\$2,286.66	71.42%	71.42%	\$7,603.20	\$8,000.00	\$5,351.83	\$0.00	\$2,648.17	66.90%	66.90%
01-201-41-700-000	GRANT EXPENDITURES	\$341,911.51	\$341,911.51	\$0.00	\$0.00	100.00%	100.00%	\$254,263.66	\$205,263.66	\$199,263.66	\$0.00	\$6,000.00	97.08%	97.08%
01-201-44-901-020	CAPITAL IMPROVEMENT FUND	\$327,484.26	\$327,484.26	\$0.00	\$0.00	100.00%	100.00%	\$52,248.62	\$52,248.62	\$52,248.62	\$0.00	\$0.00	100.00%	100.00%
01-201-45-920-020	PAYMENT OF BOND PRINCIPAL	\$755,000.00	\$315,000.00	\$0.00	\$440,000.00	41.72%	41.72%	\$845,000.00	\$845,000.00	\$285,000.00	\$0.00	\$560,000.00		
01-201-45-930-020	INTEREST ON BONDS			\$0.00				\$0.00						
01-201-45-935-020	INTEREST ON NOTES	\$302,106.25	\$152,431.25	\$0.00	\$149,675.00	50.46%	50.46%	\$324,157.00	\$324,157.00	\$163,325.00	\$0.00	\$160,832.00		
01-201-46-875-020	DEFERRED CHGS - SPECIAL EMER. 5 YEARS			\$0.00	\$0.00			\$0.00						
01-201-46-880-020	DEFERRED CHARGES	\$25,000.00	\$25,000.00	\$0.00	\$0.00			\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00	100.00%	100.00%
01-201-50-899-020	RESERVE FOR UNCOLLECTED TAXES	\$1,242,781.38	\$0.00	\$0.00	\$1,242,781.38	0.00%	0.00%	\$493.64	\$493.64	\$493.64	\$0.00	\$0.00		
TOTALS		\$10,773,739.46	\$4,724,099.48	\$990,195.29	\$5,059,444.69	43.85%	53.04%	\$9,593,297.76	\$9,935,586.24	\$5,722,851.94	\$769,791.61	\$3,442,942.69	57.60%	65.35%

**BOROUGH OF MOUNTAIN LAKES
INTEROFFICE MEMORANDUM**

TO: Mitchell Stern, Borough Manager

SUBJECT: Second Quarter 2023 Water Budget Report
Second Quarter 2023 Sewer Budget Report

DATE: July 21, 2023

Attached are the second quarter budget reports for the water operating and sewer operating budgets:

Revenue Summary:

The water operating revenue as of June 30, 2023, is approximately the same as 2022. The sewer operating revenue as of June 30, 2023, increased slightly from 2022.

Water Operating:

- The total Water Operating budget for 2023 is \$986,262.17, of that amount \$880,000.00 is from water usage fees. Two quarters' revenue of the water usage fees would be \$440,000.00 as of June 30, 2023 we've received \$272,271.65. Our receipts for the second quarter were \$125,797.57. The Borough's biggest collections for water usage fees are in the third and fourth quarters because of the yard usage that is billed.
- The expenditures paid or charged as of 6/30/23 are approximately 46.68% of the total budget. There is an overage on subaccount # 527 - line/pump/motor repairs in the amount of \$3,604.42. An additional pump will need to be replaced for an estimated cost of \$30,000.00. The entire pension bill for the year has been paid.

Sewer Operating:

- The total Sewer Operating budget is \$906,964.95, of that amount \$840,000.00 is from sewer usage fees. Two quarters' revenue from the sewer operating fees would be \$420,000.00. As of June 30, 2023, we've received \$393,907.58. Our receipts for the second quarter were \$179,872.07.
- The expenditures paid or charged as of 6/30/23 are 71.03% of the total budget. They are in excess of 50% of the budget because there are a number of blanket purchase orders currently encumbered and the entire pension bill has been paid for 2023.



Monica Goscicki
Chief Financial Officer

Borough of Mountain Lakes												
Water Operating - Revenue Budgets												
Activity to 6/30/2023						Activity to 6/30/2022						
Account Number	Description	Budget	Activity	Balance	% Received	Total Realized in 2022	Budget	Activity	Balance	% Received		
05-192-08-501-000	ANTICIPATED SURPLUS	\$106,262.17	\$53,131.08	\$53,131.09	50.00%	\$54,840.79	\$54,840.79	\$0.00	\$54,840.79	0.00%		
05-192-17-000-000	WATER OPERATING REVENUES	\$880,000.00	\$272,271.65	\$607,728.35	30.94%	\$886,739.62	\$860,000.00	\$272,198.83	\$587,801.17	31.65%		
05-192-17-100-000	MRNA - INTEREST EARNED	\$0.00	\$2,767.68	-\$2,767.68		\$2,626.59	\$0.00	\$808.34	-\$808.34			
TOTALS		\$986,262.17	\$328,170.41	\$658,091.76	33.27%	\$944,207.00	\$914,840.79	\$273,007.17	\$641,833.62	29.84%		
Water Operating - Expenditure Budgets												
Activity to 6/30/2023						Activity to 6/30/2022						
Account Number	Description	Budget	Activity	Encumbered	Balance	% Expended	Total Expended in 2022/2023	Budget	Activity	Encumbered	Balance	% Expended
05-201-55-510-001	Water Operating - Salary & Wages	\$465,319.11	\$190,823.45	\$0.00	\$274,495.66	41.01%	\$429,633.65	\$442,562.67	\$214,404.19	\$0.00	\$228,158.48	48.45%
05-201-55-520-520	Water Operating - Other Expenses	\$451,731.15	\$192,928.69	\$44,161.05	\$214,641.41	52.48%	\$302,759.78	\$404,817.08	\$143,059.29	\$28,731.59	\$233,026.20	42.44%
05-201-55-527-000	Water - Capital Outlay	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
05-201-55-531-000	Water - Social Security	\$35,596.91	\$14,386.43	\$0.00	\$21,210.48	40.41%	\$31,400.48	\$33,856.04	\$16,261.86	\$0.00	\$17,594.18	48.03%
05-201-55-532-000	Water - P.E.R.S.	\$18,615.00	\$18,065.00	\$0.00	\$550.00	97.05%	\$18,240.00	\$18,605.00	\$18,240.00	\$0.00	\$365.00	98.04%
TOTALS		\$986,262.17	\$416,203.57	\$44,161.05	\$525,897.55	46.68%	\$782,033.91	\$914,840.79	\$391,965.34	\$28,731.59	\$494,143.86	45.99%

Borough of Mountain Lakes												
Sewer Operating - Revenue Budgets												
Activity to 6/30/2023							Activity to 6/30/2022					
Account Number	Description	Budget	Activity	Balance	% Received	Total Realized in 2022	Budget	Activity	Balance	% Received		
07-192-08-501-000	ANTICIPATED SURPLUS	\$56,964.95	\$28,482.48	\$177,546.62		\$177,546.62	\$177,546.62	\$0.00	\$177,546.62			
07-192-17-000-000	SEWER OPERATING REVENUES	\$840,000.00	\$393,907.58	\$444,326.83	46.89%	\$846,298.44	\$824,000.00	\$379,673.17	\$444,326.83	46.08%		
07-192-17-001-000	SEWER - MISCELLANEOUS FEES	\$10,000.00	\$13,619.59	\$4,296.32	136.20%	\$13,784.64	\$10,000.00	\$5,703.68	\$4,296.32	57.04%		
07-192-17-200-000	MISC REVENUE NOT ANTIC (MRNA)					\$0.00						
TOTALS		\$906,964.95	\$436,009.65	\$626,169.77	48.07%	\$1,037,629.70	\$1,011,546.62	\$385,376.85	\$626,169.77	38.10%		
Sewer Operating - Expenditure Budgets												
Activity to 6/30/2023							Activity to 6/30/2022					
Account Number	Description	Budget	Activity	Encumbered	Balance	% Expended	Total Expended in 2022/2023	Budget	Activity	Encumbered	Balance	% Expended
07-201-55-510-001	Sewer Operating - Salary & Wages	\$252,852.31	\$117,887.57	\$0.00	\$134,964.74	46.62%	\$234,486.91	\$244,062.43	\$125,304.18	\$0.00	\$118,758.25	51.34%
07-201-55-520-520	Sewer Operating - Other Expenses	\$611,231.44	\$278,495.91	\$226,200.84	\$106,534.69	82.57%	\$560,548.42	\$725,282.41	\$276,283.61	\$238,964.00	\$210,034.80	71.04%
07-201-55-527-000	Sewer Operating - Capital Outlay	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
07-201-55-531-000	Sewer Operating - Social Security	\$19,343.20	\$8,506.51	\$0.00	\$10,836.69	43.98%	\$16,970.68	\$18,670.78	\$9,009.51	\$0.00	\$9,661.27	48.25%
07-201-55-532-000	Sewer Operating - P.E.R.S.	\$13,538.00	\$13,138.00	\$0.00	\$400.00	97.05%	\$13,266.00	\$13,531.00	\$13,266.00	\$0.00	\$265.00	98.04%
TOTALS		\$906,964.95	\$418,027.99	\$226,200.84	\$262,736.12	71.03%	\$825,272.01	\$1,011,546.62	\$423,863.30	\$238,964.00	\$348,719.32	65.53%

Borough of Mountain Lakes			
Water and Sewer - Billing and Revenue			
Second Quarter 2023			
	April	May	June
Water:			
Beginning Balance	\$35,521.72	\$111,996.22	\$22,336.94
Adjustments (+/-)			
Billed - Including Adjustments	\$97,308.93	\$1,411.42	\$10,420.81
Receipts - Including Adjustments	-\$20,834.43	-\$91,070.70	-\$13,939.95
Ending Balance	\$111,996.22	\$22,336.94	\$18,817.80
Sewer:			
Beginning Balance	\$51,480.58	\$170,620.84	\$38,114.56
Adjustments (+/-)			
Billed - Including Adjustments	\$151,377.49	\$1,612.50	\$9,988.13
Receipts - Including Adjustments	-\$32,237.23	-\$134,118.78	-\$17,050.60
Ending Balance	\$170,620.84	\$38,114.56	\$31,052.09

In Gallons

	1Q		2Q		3Q		4Q		Total		Total Water Res & Comm
	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	Water	Sewer	
2016											
Residential	17,993,622.04	18,346,543.28	29,706,092.56	28,687,308.08	32,663,837.32	31,481,829.24	23,951,436.80	24,309,167.04	104,314,988.72	102,824,847.64	207,139,836.36
Yard	29,381.44	-	19,739,595.16	-	22,902,957.24	-	572,504.24	-	43,244,438.08	-	43,244,438.08
Commercial	2,196,989.00	2,263,151.00	4,798,475.44	4,109,352.36	6,218,734.84	4,271,294.80	2,759,778.44	2,946,819.44	15,973,977.72	13,590,617.60	29,564,595.32
	20,219,992.48	20,609,694.28	54,244,163.16	32,796,660.44	61,785,529.40	35,753,124.04	27,283,719.48	27,255,986.48	163,533,404.52	116,415,465.24	279,948,869.76
2017											
Residential	22,830,865.00	22,888,733.84	25,549,138.96	24,771,044.08	25,109,834.20	24,246,142.36	21,901,129.88	22,293,119.52	95,390,968.04	94,199,039.80	189,590,007.84
Yard	155,968.52	-	13,855,956.68	-	16,339,274.68	-	178,372.04	-	30,529,571.92	-	30,529,571.92
Commercial	3,139,238.04	3,363,538.04	3,609,992.88	3,263,013.28	3,604,578.64	3,183,025.80	3,130,120.96	3,315,706.04	13,483,930.52	13,125,283.16	26,609,213.68
	26,126,071.56	26,252,271.88	43,015,088.52	28,034,057.36	45,053,687.52	27,429,168.16	25,209,622.88	25,608,825.56	139,404,470.48	107,324,322.96	246,728,793.44
2018											
Residential	22,446,514.44	23,300,720.20	21,776,923.76	21,640,726.32	27,307,292.16	26,872,337.56	20,798,653.72	21,224,128.40	92,329,384.08	93,037,912.48	185,367,296.56
Yard	33,709.00	-	12,321,982.44	-	17,198,510.32	-	19,100.00	-	29,573,301.76	-	29,573,301.76
Commercial	3,226,183.48	3,147,937.00	5,651,948.24	3,187,636.00	5,885,141.04	4,933,749.80	3,068,505.36	3,229,948.36	17,831,778.12	14,499,271.16	32,331,049.28
	25,706,406.92	26,448,657.20	39,750,854.44	24,828,362.32	50,390,943.52	31,806,087.36	23,886,259.08	24,454,076.76	139,734,463.96	107,537,183.64	247,271,647.60
2019											
Residential	20,962,108.84	20,860,361.96	22,743,753.68	22,384,406.92	26,179,373.44	24,992,783.76	24,748,316.12	24,986,100.32	94,633,552.08	93,223,652.96	187,857,205.04
Yard	-	-	9,717,477.60	-	17,016,834.56	-	4,488.00	-	26,738,800.16	-	26,738,800.16
Commercial	3,184,787.68	3,271,117.96	5,732,355.40	4,905,997.76	7,939,715.84	6,659,473.88	3,954,193.24	3,843,173.24	20,811,052.16	18,679,762.84	39,490,815.00
	24,146,896.52	24,131,479.92	38,193,586.68	27,290,404.68	51,135,923.84	31,652,257.64	28,706,997.36	28,829,273.56	142,183,404.40	111,903,415.80	254,086,820.20
2020											
Residential	16,901,849.88	17,705,309.64	28,417,748.60	26,505,730.76	29,617,417.48	28,878,829.56	21,933,298.08	22,289,529.12	96,870,314.04	95,379,399.08	192,249,713.12
Yard	-	-	12,723,972.08	-	19,910,212.16	-	233,414.04	-	32,867,598.28	-	32,867,598.28
Commercial	4,347,081.56	4,086,096.56	3,583,187.12	2,371,519.76	6,612,500.56	3,700,742.28	2,467,370.68	2,208,979.68	17,010,139.92	12,367,338.28	29,377,478.20
	21,248,931.44	21,791,406.20	44,724,907.80	28,877,250.52	56,140,130.20	32,579,571.84	24,634,082.80	24,498,508.80	146,748,052.24	107,746,737.36	254,494,789.60
2021											
Residential	21,152,078.80	21,384,174.96	28,418,898.96	27,239,013.00	22,507,333.52	22,038,915.92	23,230,304.56	23,318,392.96	95,308,615.84	93,980,496.84	189,289,112.68
Yard	41,074.96	-	15,409,320.48	-	14,898,857.64	-	18,879.60	-	30,368,132.68	-	30,368,132.68
Commercial	4,120,849.84	3,857,399.84	8,004,680.48	4,560,433.92	7,212,836.04	4,671,035.68	3,244,004.36	2,929,952.88	22,582,370.72	16,018,822.32	38,601,193.04
	25,314,003.60	25,241,574.80	51,832,899.92	31,799,446.92	44,619,027.20	26,709,951.60	26,493,188.52	26,248,345.84	148,259,119.24	109,999,319.16	258,258,438.40
2022											
Residential	17,974,511.24	18,203,204.92	26,042,142.60	25,338,246.48	27,992,694.04	27,482,293.08	18,335,502.32	19,121,036.40	90,344,850.20	90,144,780.88	180,489,631.08
Yard	204.96	-	11,455,515.32	-	22,195,926.92	-	255,094.32	-	33,906,741.52	-	33,906,741.52
Commercial	2,546,152.20	2,287,952.20	5,554,971.00	3,692,778.72	8,467,266.76	5,253,678.92	3,300,478.00	3,234,978.00	19,868,867.96	14,469,387.84	34,338,255.80
	20,520,868.40	20,491,157.12	43,052,628.92	29,031,025.20	58,655,887.72	32,735,972.00	21,891,074.64	22,356,014.40	144,120,459.68	104,614,168.72	248,734,628.40
2023											
Residential	17,256,615.56	16,129,577.36	24,166,664.84	23,859,835.60	-	-	-	-	41,423,280.40	39,989,412.96	81,412,693.36
Yard	711,188.48	-	14,241,554.12	-	-	-	-	-	14,952,742.60	-	14,952,742.60
Commercial	3,022,481.92	2,871,621.28	5,015,799.28	3,076,640.60	-	-	-	-	8,038,281.20	5,948,261.88	13,986,543.08
	20,990,285.96	19,001,198.64	43,424,018.24	26,936,476.20	-	-	-	-	64,414,304.20	45,937,674.84	110,351,979.04

Note:

1st Quarter use is January-March current year

2nd Quarter use is April-June current year

3rd Quarter use is July-September current year

4th Quarter use is October-December current year

Borough of Mountain Lakes
2023 Reserve Accounts

	Balance	1st Qtr 2023		2nd Qtr 2023		3rd Qtr 2023		4th Qtr 2023		Balance
	12/31/2022	Increases	Decreases	Increases	Decreases	Increases	Decreases	Increases	Decreases	
Reserve for Tax Appeals	\$288,541.85		\$9,103.70							\$279,438.15
Reserve for Storm Recovery	\$384,998.71									\$384,998.71
Reserve for Accum. Absences	\$60,597.75		\$19,443.60	\$10,000.00						\$51,154.15
Reserve for Liability Insurance	\$50,000.00									\$50,000.00
Capital Improvement Fund	\$233,620.53		\$101,000.00	\$327,484.26	\$326,484.00					\$133,620.79
Premium on Bonds	\$5,477.91 *				\$5,000.00					\$477.91
		1st Qtr 2023		2nd Qtr 2023		3rd Qtr 2023		4th Qtr 2023		Total
Tax Appeals paid from fund balance		Payments		Payments		Payments		Payments		\$28,219.26
		\$20,366.28		\$7,852.98						
* Premium on Bonds is part of the General Capital Fund Balance. The balance as of 12/31/2022 is the premium from the 2017 bond sale.										

Borough of Mountain Lakes			
Fund Number	Capital and Trust Accounts		Cash Balance 6/30/2023
4	General Capital		\$ 2,090,198.64
	Subaccounts - Part of the cash balance		
	Capital Improvement Fund Balance	133,620.53	
	Premium on Bonds - Part of Fund Balance	477.91	
6	Water Capital		\$ 13,929.62
8	Sewer Capital		\$ 39,751.59
12	Payroll Agency		\$ 60,452.92
13	Animal Control		\$ 9,587.33
14	Unemployment		\$ 44,133.13
17	Developer's Escrow		\$ 115,979.28
18	Other Trust		\$ 583,266.34
	Subaccounts:		
	Reserve for Municipal Alliance	6,174.76	
	Reserve for Parking Offenses Adj. Act	228.69	
	Fire Marshall Trust	7,889.76	
	Tax Sale Premiums	78,000.00	
	Video Systems for Police Cars	1,175.00	
	Reserve for Accumulated Absences	51,154.15	
	Reserve for Storm Recovery	384,998.71	
	Reserve for Liability Insurance	50,000.00	
19	Police Outside Services		\$ 77,986.41
20	Affordable Housing		\$ 57,948.75
23	Police Forfeiture of Assets		\$ 3,158.98
26	Flexible Spending		\$ 5,824.00
32	Shade Tree Trust		\$ 21,525.86
33	Recreation		\$ 394,899.65
	Subaccounts:		
	Historic Preservation Comm.	33,508.19	
	Mountain Lakes Centennial Comm.	15,997.97	
	Various Recreation Programs	345,393.49	
49	Net Payroll		70.44
* Less: \$41,000.00 for bond ordinance 12-23 supplemental appropriation of \$850,000.00 for Improvement of the Sunset Lake Dam. The ordinance was introduced on 7/10/23 and adopted 7/24/23.			

Capital Ordinances
General Capital
 Activity to 06/30/2023

*ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
04-215-55-975-000	BOND ORDINANCE #06-11: VAR CAP IMPROVE	-	4,392.00	-	(4,392.00)
04-215-55-975-001	ADMINISTRATION EQUIPMENT: FUNDED	750.00	750.00	-	-
04-215-55-975-002	ADMINISTRATION EQUIPMENT: UNFUNDED	14,250.00	14,250.00	-	-
04-215-55-975-003	FIRE DEPT EQUIPMENT: FUNDED	1,250.00	1,250.00	-	-
04-215-55-975-004	FIRE DEPT EQUIPMENT: UNFUNDED	23,750.00	23,750.00	-	-
04-215-55-975-005	POLICE DEPT EQUIPMENT: FUNDED	1,750.00	1,750.00	-	-
04-215-55-975-006	POLICE DEPT EQUIPMENT: UNFUNDED	33,250.00	33,250.00	-	-
04-215-55-975-007	DPW EQUIPMENT: FUNDED	675.00	675.00	-	-
04-215-55-975-008	DPW EQUIPMENT: UNFUNDED	12,825.00	12,825.00	-	-
04-215-55-975-009	INFRASTRUCTURE REPAIR/MAINT: FUNDED	216,500.00	215,420.00	-	1,080.00
04-215-55-975-010	INFRASTRUCTURE REPAIR/MAINT: UNFUNDED	313,500.00	313,500.00	-	-
04-215-55-975-011	BLDGS & GROUNDS REPAIR/MAINT: FUNDED	87,999.59	84,687.59	-	3,312.00
04-215-55-975-012	BLDGS & GROUNDS REPAIR/MAINT: UNFUNDED	82,000.00	82,000.00	-	-
04-215-55-975-013	WATER/SEWER UTIL EQUIPMENT: FUNDED	2,450.00	2,450.00	-	-
04-215-55-975-014	WATER/SEWER UTIL EQUIPMENT: UNFUNDED	46,550.00	46,550.00	-	-
04-215-55-975-015	LAKES MANAGEMENT: FUNDED	1,750.00	1,750.00	-	-
04-215-55-975-016	LAKES MANAGEMENT: UNFUNDED	33,250.00	33,250.00	-	-
		872,499.59	872,499.59	-	-
04-215-55-982-000	2016 CAPITAL ORDINANCE 06-16	-	-	-	-
04-215-55-982-001	Police - Recording System	3,500.00	3,500.00	-	-
04-215-55-982-002	Police - Pole Cameras	18,500.00	18,500.00	-	-
04-215-55-982-003	Fire - General Equipment	25,000.00	25,255.99	-	(255.99)
04-215-55-982-004	Public Works - Street Signs	18,000.00	18,000.00	-	-
04-215-55-982-005	CERT/Police - Radios	5,000.00	5,000.00	-	-
04-215-55-982-006	Public Works - Road Paving	270,000.00	270,000.00	-	-
04-215-55-982-007	Public Works - Road Paving State Aid	160,000.00	160,000.00	-	-
04-215-55-982-008	Public Works - Curbs & Sidewalks	50,000.00	50,000.00	-	-
04-215-55-982-009	Public Works - Storm Drain System	38,000.00	38,260.00	-	(260.00)
04-215-55-982-010	Water Utility - Insertion Valve	23,000.00	23,000.00	-	-
04-215-55-982-011	Water Utility - Hydrant Replacement	12,000.00	12,000.00	-	-
04-215-55-982-012	Public Works - Jet Vac	16,000.00	16,000.00	-	-
04-215-55-982-013	Bldgs & Grds - Borough Hall Roof	35,000.00	35,000.00	-	-
04-215-55-982-014	Bldgs & Grds - Railroad Station Steps	55,000.00	33,280.75	5,500.00	16,219.25
04-215-55-982-015	Bldgs & Grds - Esplande Steps	12,000.00	12,000.00	-	-

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Capital Ordinances General Capital Activity to 06/30/2023

*ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
04-215-55-982-016	Recreation - Midvale Boat Dock	15,000.00	15,000.00	-	-
04-215-55-982-017	Public Works - Blvd Traf. Light Generato	6,000.00	6,000.00	-	-
04-215-55-982-018	Recreation - Midvale Park Improvements	26,000.00	26,000.00	-	-
04-215-55-982-019	Manager - Annual Computer Upgrades	17,100.00	12,364.77	-	4,735.23
04-215-55-982-020	Manager - Server Upgrade - ECM	45,000.00	30,700.45	-	14,299.55
04-215-55-982-021	Police - Scheduling Software	3,300.00	3,300.00	-	-
04-215-55-982-022	Recreation - Island Beach Improv.	641,350.00	624,673.86	-	16,676.14
04-215-55-982-023	Recreation - Birchwood Lake Improv.	716,250.00	687,255.12	-	28,994.88
04-215-55-982-024	Sec.20 - Architect & Eng. Beach Projects	165,400.00	161,448.85	-	3,951.15
04-215-55-982-025	Public Works - HD Pick-up	52,000.00	52,000.00	-	-
		2,428,400.00	2,338,539.79	5,500.00	84,360.21
04-215-55-983-000	2017 CAPITAL ORDINANCE 05-17	-	-	-	-
04-215-55-983-001	Police - Dash Cam System	57,300.00	48,161.27	-	9,138.73
04-215-55-983-002	Fire - Personal Protective Gear (6 sets)	7,488.00	7,488.00	-	-
04-215-55-983-003	Fire - Pagers (2)	900.00	900.00	-	-
04-215-55-983-004	Fire - Positive Pressure Fan	4,900.00	-	-	4,900.00
04-215-55-983-005	Public Works-Street Sign Replacement	18,000.00	18,000.00	-	-
04-215-55-983-006	Public Works - Pollard Rd. Paving	50,000.00	50,000.00	-	-
04-215-55-983-007	Public Works - Road Milling @Gas Co Proj	25,000.00	25,000.00	-	-
04-215-55-983-008	Public Works - Pollard Rd. Water Main	375,000.00	375,000.00	-	-
04-215-55-983-009	Bldg & Grds-Eng & Design Sunset Lake Dam	99,000.00	80,172.49	91.16	18,736.35
04-215-55-983-010	Public Works - Aeration System-Birchwood	20,000.00	20,000.00	-	-
04-215-55-983-011	Public Works-Pick up Truck Replacement-2	43,000.00	43,000.00	-	-
04-215-55-983-012	Fire - Jaws of Life & Telescopic Ram	11,712.00	11,712.00	-	-
		712,300.00	679,433.76	91.16	32,775.08
04-215-55-984-000	2018 CAPITAL ORDINANCE 4-18	-	-	-	-
04-215-55-984-001	Police Weapon Replacement	10,000.00	9,540.15	459.85	-
04-215-55-984-002	Fire Personal Protective Gear	9,600.00	9,600.00	-	-
04-215-55-984-003	Fire Pager Replacement	900.00	900.00	-	-
04-215-55-984-004	Fire Other Equipment	4,900.00	4,900.00	-	-
04-215-55-984-005	Public Works Repair Concrete Pad - Recyc	40,000.00	40,000.00	-	-
04-215-55-984-006	Public Works Drainage Projects	19,400.00	19,400.00	-	-

Capital Ordinances General Capital Activity to 06/30/2023

*ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
04-215-55-984-007	Pub Wks Rd Repav N.Pocono, Cres. & Gro	575,000.00	575,000.00	-	-
04-215-55-984-008	Public Works Curbs and Sidewalks	141,000.00	141,000.00	-	-
04-215-55-984-009	Water System Fire Hydrant Replace.	25,000.00	23,824.22	-	1,175.78
04-215-55-984-010	Water System Entry Door - Well #3	3,500.00	3,500.00	-	-
04-215-55-984-011	Water System Chlorine Injection Well #2	5,000.00	5,000.00	-	-
04-215-55-984-012	Water System Mag Meters Well #2,3,4	20,000.00	20,000.00	-	-
04-215-55-984-013	Manager Borough Hall Architect	50,000.00	42,970.00	7,030.00	-
04-215-55-984-014	Public Works Engine Replac. 2006 Pick up	3,000.00	3,000.00	-	-
04-215-55-984-015	Public Works Replace 1997 Utility Truck	49,000.00	48,075.00	-	925.00
04-215-55-984-016	Public Works Replace 1997 Toro Tractor	43,000.00	43,925.00	-	(925.00)
04-215-55-984-017	Public Works Replace 2006 Code/Bldg Veh	35,000.00	35,000.00	-	-
04-215-55-984-018	Police On Board Computers	30,000.00	29,074.51	-	925.49
04-215-55-984-019	Manager Lightning Detection System	20,000.00	-	-	20,000.00
04-215-55-984-020	Public Works Repair Fence - Recycling	17,900.00	12,803.83	-	5,096.17
04-215-55-984-021	Park Maintenance Cove Park Improvements	16,500.00	-	-	16,500.00
04-215-55-984-022	Park Maintenance Playground Safety Imp.	9,500.00	-	-	9,500.00
04-215-55-984-023	Finance Section 20 Costs	50,000.00	50,000.00	-	-
		1,178,200.00	1,117,512.71	7,489.85	53,197.44
04-215-55-985-000	2019 CAPITAL ORDINANCE 2-19				
04-215-55-985-001	POLICE LIVESCAN FINGERPRINT STATION	35,000.00	35,000.00	-	-
04-215-55-985-002	POLICE ELEC. SIGNBOARD/SPEED TRAILER	15,385.00	15,385.00	-	-
04-215-55-985-003	FIRE PERSONAL PROTECTIVE EQUIPMENT	28,800.00	28,800.00	-	-
04-215-55-985-004	FIRE OTHER EQUIPMENT	4,900.00	4,900.00	-	-
04-215-55-985-005	PUBLIC WORKS VEHICLE LIFT	72,250.00	72,250.00	-	-
04-215-55-985-006	PUBLIC WORKS RD REPAVING POCONO,MIDVALE	428,966.00	428,966.00	-	-
04-215-55-985-007	PUBLIC WORKS CURBS AND SIDEWALKS	141,000.00	141,000.00	-	-
04-215-55-985-008	MANAGER SUNSET LAKE DAM	2,100,000.00	84,985.51	7,096.78	2,007,917.71
04-215-55-985-009	PUBLIC WORKS DUMP TRUCK	195,000.00	195,000.00	-	-
04-215-55-985-010	PUB WORKS ASBESTOS ABATEMENT DPW FAC.	34,500.00	34,500.00	-	-
04-215-55-985-011	PARKS TENNIS COURT SURFACE REPAIRS	14,000.00	-	14,000.00	-
04-215-55-985-012	PARKS TENNIS COURT FENCE	21,000.00	-	21,000.00	-
04-215-55-985-013	PARKS MIDVALE PARK AED INSTALL	6,500.00	-	-	6,500.00
04-215-55-985-014	ENGINEERING - SECTION 20 COSTS	5,000.00	4,805.27	-	194.73
04-215-55-985-015	FINANCE - SECTION 20 COSTS	83,655.00	72,275.74	-	11,379.26

Capital Ordinances
General Capital
Activity to 06/30/2023

* ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
		3,185,956.00	1,117,867.52	42,096.78	2,025,991.70
04-215-55-986-000	2019 CAPITAL ORDINANCE 10-19				
04-215-55-986-001	ROAD REPAVING, MORRIS AVE.	-	-	-	-
04-215-55-986-002	SECTION 20 COSTS - FINANCE COSTS	598,690.00	608,578.38	-	(9,888.38)
		11,310.00	1,421.62	-	9,888.38
		610,000.00	610,000.00		
04-215-55-987-000	2020 CAPITAL ORDINANCE 4-20				
04-215-55-987-001	FIRE AIR PACK REPLACEMENTS	-	-	-	-
04-215-55-987-002	FIRE AIR BOTTLE REPLACEMENTS	41,673.00	41,673.00	-	-
04-215-55-987-003	PUB WKS 52" MOWER	48,852.00	48,852.00	-	-
04-215-55-987-004	PUB WKS HYDRANT REPLACEMENT	13,500.00	13,500.00	-	-
04-215-55-987-005	PUB WKS ROAD REPAVING, CURBS & SIDEWALKS	15,000.00	-	-	15,000.00
04-215-55-987-006	PUB WKS IMPROV. TO STORMWATER DRAINAGE	111,247.00	111,247.00	-	-
04-215-55-987-007	POLICE RETROFIT POLICE VEHICLE	10,000.00	-	-	10,000.00
04-215-55-987-008	FIRE COMMAND VEHICLE	15,000.00	14,528.25	471.75	-
04-215-55-987-009	FIRE RETROFIT COMMAND VEHICLE	36,111.00	36,111.00	-	-
04-215-55-987-010	PUB WKS 2 MASON DUMP TRUCKS	10,000.00	10,000.00	-	-
04-215-55-987-011	ENGINEERING SECTION 20 COSTS	135,000.00	135,000.00	-	-
04-215-55-987-012	FINANCE SECTION 20 COSTS	10,000.00	9,999.99	-	0.01
04-215-55-987-013	PUB WKS CONDIT ROAD	30,571.00	30,571.00	-	-
04-215-55-987-014	PUB WKS MORRIS AVE.	250,000.00	250,000.00	-	-
		151,323.00	151,323.00	-	-
		878,277.00	852,805.24	471.75	25,000.01
04-215-55-988-000	2020 CAPITAL ORDINANCE 7-20				
04-215-55-988-001	PUB WKS CURBS AND SIDEWALKS	-	-	-	-
		6,000.00	-	-	6,000.00
		6,000.00			6,000.00

Capital Ordinances
General Capital
 Activity to 06/30/2023

*ACTIVITY = Budget - (Balance + Encumbered) (You can include the break out by journal from the report options)

Account Number	Description	Budget	Activity	Encumbered	Balance
04-215-55-989-000	2020 CAPITAL ORD. 8-20 BORO HALL RENOV.				
04-215-55-989-013	SECTION 20 COSTS - OTHER PROF. SVCS.	-	-	-	-
04-215-55-989-101	B.H. S&W DEMOLITION-LOWER LEVEL	-	5,134.90	-	(5,134.90)
04-215-55-989-102	B.H. S&W DEMOLITON-UPPER LEVEL	20,000.00	32,419.02	-	(12,419.02)
04-215-55-989-103	B.H. S&W DEMOLITION-ROOF	20,000.00	22,994.64	-	(2,994.64)
04-215-55-989-106	B.H. S&W FOOTING-EXCAVATION	10,000.00	15,047.85	-	(5,047.85)
04-215-55-989-108	B.H. S&W FOOTING-SLABS	15,000.00	29,389.09	-	(14,389.09)
04-215-55-989-109	B.H. S&W FOUNDATION-WALLS-BACK ADDITION	30,100.00	29,020.87	-	1,079.13
04-215-55-989-110	B.H. S&W FOOTING-ENTRANCE	20,000.00	20,014.34	-	(14.34)
04-215-55-989-111	B.H. S&W FOUNDATION-WALLS-ENTRANCE	31,600.00	37,767.08	-	(6,167.08)
04-215-55-989-112	B.H. S&W CMU WALLS-LOWER LEVEL	27,600.00	26,376.86	-	1,223.14
04-215-55-989-113	B.H. S&W CMUWALLS-UPPER LEVEL	100,580.00	82,133.85	-	18,446.15
04-215-55-989-114	B.H. S&W WATERPROOFING-FOUNDATION WALL	100,698.00	24,534.97	-	76,163.03
04-215-55-989-115	B.H. S&W TPO ROOF	4,820.00	5,118.77	-	(298.77)
04-215-55-989-116	B.H. S&W METAL STUD WALLS-UPPER LEVEL	52,000.00	29,615.35	-	22,384.65
04-215-55-989-117	B.H. S&W INSTALL DOOR'S FRAMES-UPPER	114,462.00	146,175.86	-	(31,713.86)
04-215-55-989-118	B.H. S&W METAL STUDS WALLS-LOWER LEVEL	7,000.00	8,720.68	-	(1,720.68)
04-215-55-989-119	B.H. S&W INSTALL DOOR'S FRAME-LOWER	96,231.00	112,243.27	-	(16,012.27)
04-215-55-989-120	B.H. S&W STONE VENEER	9,400.00	8,549.74	-	850.26
04-215-55-989-121	B.H. S&W EXTENDED ROOF WALL	74,300.00	57,014.86	-	17,285.14
04-215-55-989-122	B.H. S&W CEMENT FIBER SIDING	61,200.00	60,810.58	-	389.42
04-215-55-989-123	B.H. S&W CEILINGS	82,250.00	-	-	82,250.00
04-215-55-989-124	B.H. S&W INSULATION	35,250.00	14,950.93	-	20,299.07
04-215-55-989-125	B.H. S&W STUCCO	33,500.00	24,393.90	-	9,106.10
04-215-55-989-126	B.H. S&W DOORS	48,600.00	71,120.96	-	(22,520.96)
04-215-55-989-127	B.H. S&W SECURITY DOOR	16,550.00	548.67	-	16,001.33
04-215-55-989-128	B.H. S&W GARAGE DOOR	3,000.00	400.34	-	2,599.66
04-215-55-989-129	B.H. S&W WINDOWS-STORE FRONT	-	-	-	-
04-215-55-989-130	B.H. S&W WINDOWS SUN SHADES	46,300.00	38,457.40	-	7,842.60
04-215-55-989-131	B.H. S&W ELEVATOR	25,000.00	1,855.83	-	23,144.17
04-215-55-989-132	B.H. S&W ELECTRIC	-	4,168.04	-	(4,168.04)
04-215-55-989-133	B.H. S&W PLUMBING	160,000.00	179,701.74	-	(19,701.74)
04-215-55-989-134	B.H. S&W HVAC	125,000.00	104,134.41	-	20,865.59
04-215-55-989-135	B.H. S&W ALARMS	165,000.00	160,619.26	-	4,380.74
04-215-55-989-136	B.H. S&W PAINTING	21,200.00	55,272.34	-	(34,072.34)
04-215-55-989-137	B.H. S&W STAIRS AND RAILINGS	-	18,688.03	-	(18,688.03)
04-215-55-989-138	B.H. S&W FLOORS	31,000.00	29,540.68	-	1,459.32
04-215-55-989-139	B.H. S&W MENS AND WOMENS LACKER ROOMS	91,100.00	26,895.76	-	64,204.24
		3,100.00	-	-	3,100.00

Capital Ordinances
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 Activity to 06/30/2023

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Account Number	Description	Budget	Activity	Encumbered	Balance
04-215-55-989-141	B.H. S&W 7 BATHROOMS 2 JANITOR 2 LOCKER				
04-215-55-989-142	B.H. S&W SITE WORK	53,600.00	5,647.43	-	47,952.57
04-215-55-989-145	B.H. S&W MISCELLANEOUS	20,000.00	42,270.20	-	(22,270.20)
04-215-55-989-146	B.H. S&W MILLWORK	-	14,971.64	-	(14,971.64)
04-215-55-989-147	B.H. S&W STRUCTURAL STEEL	58,700.00	-	-	58,700.00
04-215-55-989-148	B.H. S&W CORRINATION OF WORK	22,500.00	103,154.79	-	(80,654.79)
04-215-55-989-150	B.H. S&W IT/TECH	34,000.00	40,794.23	-	(6,794.23)
04-215-55-989-151	B.H. S&W OTHER/RELOCATION/GENERATO	-	19,013.29	-	(19,013.29)
04-215-55-989-155	B.H. S&W ADMINISTRATIVE ASSISTANT	-	6,861.35	-	(6,861.35)
04-215-55-989-170	B.H. S&W CONTINGENCY	20,000.00	50,554.20	-	(30,554.20)
04-215-55-989-204	B.H. O/E DEMOLITON - CONTAINERS	10,109.82	18,910.34	-	(8,800.52)
04-215-55-989-205	B.H. O/E DEMOLITON - EQUIPMENT	11,000.00	5,912.15	-	5,087.85
04-215-55-989-207	B.H. O/E EQUIPMENT - RENTAL	10,000.00	1,024.05	-	8,975.95
04-215-55-989-208	B.H. O/E FOOTING - SLABS	6,000.00	4,297.34	-	1,702.66
04-215-55-989-209	B.H. O/E FOUNDATION - WALLS - BACK ADDITÿ	15,790.00	25,789.94	-	(9,999.94)
04-215-55-989-210	B.H. O/E FOOTING - ENTRANCE	6,000.00	6,817.29	-	(817.29)
04-215-55-989-211	B.H. O/E FOUNDTION - WALLS - ENTRANCE	13,375.00	12,464.41	-	910.59
04-215-55-989-212	B.H. O/E CMU WALLS - LOWER LEVEL	14,600.00	13,116.82	-	1,483.18
04-215-55-989-213	B.H. O/E CMU WALLS - UPPER LEVEL	18,200.00	12,842.55	-	5,357.45
04-215-55-989-214	B.H O/E WATERPROOFING FOUNDATION WALL	12,850.00	4,952.29	-	7,897.71
04-215-55-989-215	B.H O/E TPO ROOF	4,400.00	3,932.84	-	467.16
04-215-55-989-216	B.H. O/E METAL STUD WALLS - UPPER LEVEL	145,010.00	121,647.03	26,927.00	(3,564.03)
04-215-55-989-218	B.H. O/E METAL STUDS WALLS - LOWER LEVELÿ	35,300.00	61,369.15	-	(26,069.15)
04-215-55-989-220	B.H. O/E STONE VENEER	28,006.00	53,045.24	-	(25,039.24)
04-215-55-989-221	B.H. O/E EXTENDED ROOF WALL	28,000.00	10,304.61	23,385.36	(5,689.97)
04-215-55-989-222	B.H. O/E CEMENT FIBER SIDING	14,800.00	16,084.56	-	(1,284.56)
04-215-55-989-223	B.H. O/E CEILINGS	53,350.00	6,010.00	26,578.38	20,761.62
04-215-55-989-224	B.H. O/E INSULATION	12,100.00	1,430.75	-	10,669.25
04-215-55-989-225	B.H. O/E STUCCO	32,420.00	36,775.41	437.16	(4,792.57)
04-215-55-989-226	B.H. O/E DOORS	8,100.00	32,849.55	4,126.98	(28,876.53)
04-215-55-989-227	B.H. O/E SECURITY DOOR	94,250.00	55,163.52	22,340.13	16,746.35
04-215-55-989-228	B.H. O/E GARAGE DOOR	7,000.00	9,783.72	-	(2,783.72)
04-215-55-989-229	B.H. O/E WINDOWS - STORE FRONT	6,800.00	-	10,295.00	(3,495.00)
04-215-55-989-230	B.H. O/E WINDOWS SUN SHADES	144,000.00	121,482.97	36,706.36	(14,189.33)
04-215-55-989-231	B.H. O/E ELEVATOR	80,000.00	1,599.03	-	78,400.97
04-215-55-989-232	B.H. O/E ELECTRIC	110,000.00	96,679.83	10,700.00	2,620.17
04-215-55-989-233	B.H. O/E PLUMBING	220,209.20	154,613.20	40,458.97	25,137.03
04-215-55-989-234	B.H. O/E HVAC	72,089.00	65,879.00	10,692.24	(4,482.24)
		220,000.00	202,205.68	14,423.65	3,370.67

Capital Ordinances
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04-215-55-989-235	B.H. O/E ALARMS				
04-215-55-989-236	B.H. O/E PAINTING	24,299.98	20,793.95	950.25	2,555.78
04-215-55-989-237	B.H. O/E STAIRS AND RAILINGS	35,000.00	9,517.81	1,791.49	23,690.70
04-215-55-989-238	B.H. O/E FLOORS	37,039.00	33,290.75	4,910.00	(1,161.75)
04-215-55-989-239	B.H. O/E MENS AND WOMENS LOCKER ROOMS	79,600.00	22,950.42	21,240.00	35,409.58
04-215-55-989-241	B.H. O/E 7 BATHROOMS 2 JANITOR 2 LOCKER	13,100.00	-	-	13,100.00
04-215-55-989-242	B.H O/E SITE WORK	31,400.00	7,742.00	37,846.77	(14,188.77)
04-215-55-989-243	B.H. O/E RENTAL CONSTR. EQUIP & PURCHASEY	20,000.00	15,055.88	-	4,944.12
04-215-55-989-244	B.H. O/E OSHA - SAFETY EQUIPMENT	120,000.00	78,420.78	12,356.34	29,222.88
04-215-55-989-245	B.H. O/E MISCELLANEOUS	12,000.00	4,514.76	-	7,485.24
04-215-55-989-246	B.H. O/E MILLWORK	125,000.00	96,028.85	34,927.71	(5,956.56)
04-215-55-989-247	B.H. O/E STRUCTURAL STEEL	15,000.00	-	-	15,000.00
04-215-55-989-249	B.H. O/E FURNITURE	63,061.00	99,540.09	25,378.75	(61,857.84)
04-215-55-989-250	B.H. O/E IT/TECH	81,100.00	-	-	81,100.00
04-215-55-989-251	B.H O/E OTHER/RELOCATION/GENERATOR	69,000.00	11,811.51	8,750.00	48,438.49
04-215-55-989-252	B.H. O/E ARCHITECT	108,000.00	148,780.91	2,575.00	(43,355.91)
04-215-55-989-253	B.H. O/E ENGINEERING	171,000.00	167,938.28	-	3,061.72
04-215-55-989-254	B.H. O/E FINANCE	25,000.00	28,410.05	-	(3,410.05)
04-215-55-989-270	B.H. O/E CONTINGENCY	30,000.00	15,837.59	-	14,162.41
04-215-55-989-307	B.H. S&W Unantic. Relocating the square tubing	79,000.00	-	-	79,000.00
		-	(0.01)	-	0.01
		4,463,000.00	3,684,714.89	377,797.54	400,487.57
04-215-55-991-000	2021 CAPTIAL ORDINANCE 10-21				
04-215-55-991-001	ARMORED PLATE CARRIERS	-	-	-	-
04-215-55-991-002	AIR PACK REPLACEMENTS	10,511.00	9,809.80	701.20	-
04-215-55-991-003	TWO SALTERS	76,951.00	76,951.00	-	-
04-215-55-991-004	CHIPPER	10,000.00	11,738.80	-	(1,738.80)
04-215-55-991-005	TRACK HOE - DO NOT USE!!!!!!!!!!	55,000.00	57,639.56	-	(2,639.56)
04-215-55-991-006	ELECTRONIC MESSAGE BOARD	150,000.00	145,621.64	-	4,378.36
04-215-55-991-007	ROAD REPAVING - NORTH GLEN	15,000.00	15,000.00	-	-
04-215-55-991-008	DO NOT USE!!!!ROAD REPAVING - OTHER	228,901.00	236,140.64	-	(7,239.64)
04-215-55-991-009	DRAINAGE IMPROVEMENTS	180,561.00	175,172.80	-	5,388.20
04-215-55-991-010	RETROFIT POLICE VEHICLE	100,000.00	80,752.21	-	19,247.79
04-215-55-991-011	TRAFFIC LIGHT POCONO/N. POCONO	15,000.00	15,000.00	-	-
04-215-55-991-012	ENGINEERING GRUNDENS POND	104,000.00	103,892.50	-	107.50
04-215-55-991-013	WATER METER REPLACEMENT PROG.	59,570.00	-	57,650.00	1,920.00
		745,000.00	528,522.63	193,991.28	22,486.09

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04-215-55-991-014	ENGINEERING - SECTION 20	10,000.00	9,312.99	-	687.01
04-215-55-991-015	FINANCE - SECTION 20	73,743.00	13,972.52	-	59,770.48
		1,834,237.00	1,479,527.09	252,342.48	102,367.43
04-215-55-992-000	2022 CAPITAL ORDINANCE 2-22				
04-215-55-992-001	MOBILE VIDEO RECORDERS	-	-	-	-
04-215-55-992-002	TURNOUT GEAR	50,000.00	-	13,495.00	36,505.00
04-215-55-992-003	ELECTRONIC MESSAGE BOARD	15,000.00	15,000.00	-	-
04-215-55-992-004	BRINE MACHINE/HOLDING TANK	5,000.00	5,000.00	-	-
04-215-55-992-005	BRINE SPRAYING TANK	23,125.00	22,986.26	-	138.74
04-215-55-992-006	ROAD REPAVING - INTERVALE RD.	-	-	-	-
04-215-55-992-007	ROAD REPAVING - OTHER	481,000.00	321,371.54	144,076.45	15,552.01
04-215-55-992-008	CHIEF'S VEHICLE & RETROFIT	250,187.00	243,624.77	-	6,562.23
04-215-55-992-009	ELECTRIC - SCHOOL RES. OFFIC. VEHICLE	60,000.00	57,352.71	2,647.29	-
04-215-55-992-010	RETROFIT 2 POLICE VEHICLES	60,000.00	-	96.62	59,903.38
04-215-55-992-011	2 FORD F-350 TRUCKS	30,000.00	30,298.00	749.95	(1,047.95)
04-215-55-992-012	WATER UTILITY TRUCK	80,000.00	-	-	80,000.00
04-215-55-992-013	DPW BATHROOM RENOVATION	70,000.00	-	-	70,000.00
04-215-55-992-014	TENNIS COURT REN. & FENCING	15,000.00	4,569.08	2,445.63	7,985.29
04-215-55-992-015	ENGINEERING - SECTION 20 COSTS	80,000.00	-	80,000.00	-
04-215-55-992-016	FINANCE - SECTION 20 COSTS	10,000.00	3,536.88	-	6,463.12
		47,385.00	3,316.13	-	44,068.87
		1,276,697.00	707,055.37	243,510.94	326,130.69
04-215-55-993-000	2023 CAPITAL ORDINANCE 1-23				
04-215-55-993-001	REFURBISH TENNIS COURTS	-	-	-	-
		210,000.00	-	210,000.00	-
		210,000.00	-	210,000.00	-
04-215-55-994-000	2023 CAPITAL ORDINANCE 2-23				
04-215-55-994-001	IMPROVEMENT OF TENNIS COURTS	-	-	-	-
		311,000.00	-	302,000.00	9,000.00
		311,000.00	-	302,000.00	9,000.00

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04-215-55-995-000	2023 CAPITAL ORD 6-23 CAP. AMENDMENT				
04-215-55-995-001	DPW - VEHICULAR EQUIPMENT	-	-	-	-
04-215-55-995-002	PERSONAL PROTECTIVE EQUIP.	16,875.00	16,296.11	-	578.89
		3,889.00	3,889.00	-	-
		20,764.00	20,185.11	-	578.89
04-215-55-996-000	2023 CAPITAL ORDINANCE 8-23				
04-215-55-996-001	Bottom End of the Police Boat Motor	-	-	-	-
04-215-55-996-002	Interview Room Recording System	6,000.00	4,585.90	-	1,414.10
04-215-55-996-003	Men/Women Lockers	6,000.00	-	-	6,000.00
04-215-55-996-004	Evidence Lockers and Refrigerators	30,000.00	228.67	23,077.19	6,694.14
04-215-55-996-005	Armory: Bench, Shelving, Locker, Table, Chairs	25,000.00	-	18,272.55	6,727.45
04-215-55-996-006	Sally Port Pistol Lockers	7,000.00	-	7,000.00	-
04-215-55-996-007	PPE Regulators	500.00	-	-	500.00
04-215-55-996-008	Bobcat Skid Steer	8,553.00	8,116.68	436.32	-
04-215-55-996-009	New Goals for Midvale	18,288.00	-	-	18,288.00
04-215-55-996-010	New Picnic Tables: Kaufmann and Midvale	8,500.00	-	-	8,500.00
04-215-55-996-011	Morris Ave. Section 4	3,000.00	-	-	3,000.00
04-215-55-996-012	Road Repaving - All Other Roads	241,490.00	15,427.15	-	226,062.85
04-215-55-996-013	Retrofit 2 Police Cars	210,015.00	3,937.51	150,010.00	56,067.49
04-215-55-996-014	Side by Side ATV	40,000.00	-	-	40,000.00
04-215-55-996-015	Bathymetry Survey	20,000.00	-	-	20,000.00
04-215-55-996-016	Sidewalks - Library and Lake Drive	115,000.00	55,000.00	-	60,000.00
04-215-55-996-017	Vehicles for Fire Department	65,000.00	-	-	65,000.00
04-215-55-996-018	Computers for Police Vehicles	761,708.00	-	595,247.88	166,460.12
04-215-55-996-019	Section 20 Costs - Engineering	16,000.00	-	14,261.10	1,738.90
04-215-55-996-020	Section 20 Costs - Finance	15,000.00	537.75	-	14,462.25
		57,432.00	-	-	57,432.00
		1,654,486.00	87,833.66	808,305.04	758,347.30
TOTALS		19,641,816.59	13,567,974.73	2,249,605.54	3,824,236.32



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Mitchell Stern
Borough Manager
mstern@mtnlakes.org

400 Boulevard
Mountain Lakes, NJ 07046
P -973-334-3131 ext .2006

TO: Honorable Mayor and Borough Council
SUBJ: Manager's Report for the Borough Council meeting of August 28, 2023
CC: Robert Oostdyk, Borough Attorney

The following represents the Manager's report for the Borough Council meeting of August 28, 2023.

Tax Collector Retirement – Our long-time Tax Collector, Ann Purcell, will be retiring at the end of this month. Ann has been an asset to the Borough, often going above and beyond to assist those she interacts with. We wish Ann well in her retirement, which is very well earned.

Upon Ann's retirement, our DPW Administrative Assistant and Qualified Purchasing Agent, Anne Stusnick, will assume the day-to-day operations of the tax collector's office overseen by a temporary certified tax collector. Anne is in the final classes of the tax collector program and upon completion of the program, Anne will assume the position of Certified Tax Collector.

The DPW Administrative Assistant position is now being filled by Holly Gallegan, who started with us last week.

Morris Ave Road Rehabilitation – We are expecting this project (milling and paving) to begin on August 28th. The project should take approximately two weeks. Notifications to affected residents and businesses have gone out. Nixle messages will be sent prior to work starting.

Tennis Court Rehabilitation – The tennis court rehabilitation project is approximately two weeks behind schedule, primarily due to a shortage of fence material. The fence material has now been delivered to the site and is in the process of being installed. Upon completion of the fence work, the courts will be painted and stripped. Once stripped, the courts will be ready for play.



BOROUGH OF MOUNTAIN LAKES

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Mitchell Stern
Borough Manager
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Mountain Lakes, NJ 07046
P -973-334-3131 ext.2006

TO: Honorable Mayor and Borough Council
SUBJ: Manager's Report for the Borough Council meeting of August 28, 2023
CC: Page 2 of 2

Water Quality Test Kits – I have received an inquiry regarding the Borough supplying residents with water quality test kits. Since all of our water supply is tested at the source and complies with all Safe Drinking Water Act requirements, there are no plans to supply testing kits. Consumers are encouraged to source water quality test kits if they believe it is prudent to do so.

Water Meter Project Update –As of August 21st, 1,121 water meters have been replaced. Appointments for meter changeout continue to be scheduled with residents. Water service line types identified to date: Copper – 1,029; Galvanized – 87; Iron Pipe – 2; Poly – 2; Lead – 1. Currently, this leaves us with 88 water service lines that will need to be replaced (lead and galvanized).

There are approximately 200 meters that still need to be changed out. Our vendor has sent three postcards to these addresses requesting an appointment to change out the meter, with no response. I attribute a majority of the non-responsive to a combination of residents thinking the postcard was junk mail or residents being away over the summer. Our next step is to send a letter directly from the Borough explaining the process and the need to change the meter.

Next Steps Follow-Up

- **Well 4 Remediation** – I am working with our Borough Engineer to obtain proposals to conduct the necessary evaluation of our water system and assess alternatives to bring the system into compliance.
- **PFAS Reports** – The report has been posted to our website. A shortcut has been placed on the homepage under “Hot Topics” for easy access.

Should you have any questions, please feel free to contact me.

Respectfully,
Mitchell

RESOLUTION AND ORDINANCE REVIEW FOR THE AUGUST 28, 2023 MEETING

TO: MAYOR AND COUNCIL

FROM: MITCHELL STERN, MANAGER

RESOLUTIONS

R151-23, AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR PLANNING SERVICES BETWEEN THE BOROUGH OF MOUNTAIN LAKES AND PHILLIPS PREISS GRYGIEL LLC - this resolution authorizes the Borough to enter into an agreement with Phillips Preiss Grygiel for planning services to update and revise the Borough's land use ordinances.

R160-23 APPROVING THE PERSON-TO-PERSON TRANSFER OF LIQUOR LICENSE #1425-44-001-015 FROM MOUNTAIN LAKES WINE & LIQUOR LLC TO KRISHNA WINE & LIQUOR INC. - this resolution authorizes the liquor license transfer from Mountain Lakes Wine & Liquor to Krishna Wine & Liquor for premises located at 5 Romaine Road.

R161-23, ACKNOWLEDGING THE EASEMENT AND DEED RESTRICTION FOR AFFORDABLE HOUSING – GFM PROPERTIES, LLC LOCATED AT 376 BLOOMFIELD AVENUE / ROUTE 46 IN THE BOROUGH OF MOUNTAIN LAKES – this resolution acknowledges that the deed entitled “Deed of Easement and Restrictive Covenants” for affordable housing units located at 376 Bloomfield Avenue is accepted as a satisfaction of the requirement to deed restrict the units built on the property for regulated affordable housing.

R162-23, CHANGE IN CUSTODIAN OF PETTY CASH FUND – this resolution changes the petty cash fund custodian to Anne Stusnick. This resolution is necessary due to the retirement of the current custodian (tax collector).

R163-23, APPOINTING TAX SEARCH OFFICER – this resolution appoints Anne Stusnick as the tax search officer. This resolution is necessary due to the retirement of the current officer (tax collector).

R164-23, AUTHORIZING CANCELLATION OF REFUNDS AND DELINQUENCIES UNDER \$10.00 – this resolution authorizes Anne Stusnick to cancel refunds and delinquencies under \$10.00. This resolution is necessary due to the retirement of the tax collector.

R165-23, AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$3,347,676 BOND ANTICIPATION NOTES OF THE BOROUGH OF MOUNTAIN LAKES, IN THE COUNTY OF MORRIS, NEW JERSEY - this resolution allows the Borough to borrow money on a short-term basis to finance authorized improvement projects.

ORDINANCES TO INTRODUCE

None.

ORDINANCES TO ADOPT

13-23, BOND ORDINANCE MAKING A SUPPLEMENTAL APPROPRIATION OF \$1,045,000 FOR THE IMPROVEMENT OF THE MUNICIPAL BUILDING IN AND BY THE BOROUGH HERETOFORE AUTHORIZED TO BE UNDERTAKEN BY THE BOROUGH OF MOUNTAIN LAKES AND AUTHORIZING THE ISSUANCE OF \$992,750 BONDS OR NOTES OF THE BOROUGH FOR FINANCING SUCH SUPPLEMENTAL APPROPRIATION – this supplemental bond ordinance appropriates \$1,045,000 for the Borough Hall Renovation project and authorizes the issuance of a maximum \$992,750 in bonds or notes. Adoption of this ordinance is recommended by the Public Safety / Borough Hall Renovation Advisory Committee and the Borough Manager.

If there are any questions prior to the meeting, please feel free to contact me.

BOROUGH OF MOUNTAIN LAKES

MORRIS COUNTY, NEW JERSEY

ORDINANCE # 13-23

**BOND ORDINANCE MAKING A SUPPLEMENTAL
APPROPRIATION OF \$1,045,000 FOR THE
IMPROVEMENT OF THE MUNICIPAL BUILDING IN
AND BY THE BOROUGH HERETOFORE AUTHORIZED
TO BE UNDERTAKEN BY THE BOROUGH OF
MOUNTAIN LAKES, IN THE COUNTY OF MORRIS, NEW
JERSEY, AND AUTHORIZING THE ISSUANCE OF
\$992,750 BONDS OR NOTES OF THE BOROUGH FOR
FINANCING SUCH SUPPLEMENTAL APPROPRIATION**

**BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH
OF MOUNTAIN LAKES, IN THE COUNTY OF MORRIS, NEW JERSEY** (not less than
two-thirds of all the members thereof affirmatively concurring), **AS FOLLOWS:**

Section 1. The improvement described in Section 3 of this bond ordinance has heretofore been and is hereby authorized as a general improvement to be made or acquired by the Borough of Mountain Lakes, New Jersey, by Section 3(d) of the bond ordinance (the “Prior Ordinance”) of the Borough adopted on June 22, 2020 (#8-2020), entitled: “Bond ordinance providing for the improvement of the municipal building in and by the Borough of Mountain Lakes, in the County of Morris, New Jersey, appropriating \$4,463,000 therefor and authorizing the issuance of \$4,250,000 bonds or notes of the Borough for financing such appropriation”, as amended by an ordinance of the Borough adopted on May 24, 2021, entitled: “Ordinance amending a bond ordinance of the Borough of Mountain Lakes, in the County of Morris, New Jersey, heretofore adopted on June 22, 2020 (#08-20)”. The cost of the improvement described in Section 3(a) of this bond ordinance, estimated in June, 2020, at \$4,463,000 is now estimated at \$5,508,000. By the Prior Ordinance there has been appropriated to payment of the cost of said

improvement the sum of \$4,463,000. It is now necessary for the Borough to raise the additional sum of \$1,045,000 to meet the remainder of said \$5,508,000 estimated cost of said improvement not provided by the appropriation therefor made by the Prior Ordinance.

Section 2. For the financing of said improvement or purpose, including for the purpose of applicable United States Treasury regulations the reimbursement of expenditures heretofore or hereafter made therefor, and in addition to the sum of \$4,463,000 heretofore appropriated therefor by the Prior Ordinance, there is hereby appropriated the further sum of \$1,045,000 including the sum of \$52,250 as a down payment for said improvement or purpose required by law and now available therefor by virtue of provision in a previously adopted budget or budgets of the Borough for down payment or for capital improvement purposes. Said additional appropriation of \$1,045,000 shall be financed and met from the said down payment and the proceeds of negotiable bonds of the Borough which are hereby authorized to be issued in the principal amount of \$992,750 pursuant to the Local Bond Law of New Jersey. In anticipation of the issuance of said bonds and to temporarily finance said improvement or purpose, negotiable notes of the Borough in a principal amount not exceeding \$992,750 are hereby authorized to be issued pursuant to and within the limitations prescribed by said Local Bond Law.

Section 3. (a) The improvement heretofore and hereby authorized and purpose for the financing of which said obligations are to be issued is the improvement of the municipal building located at 400 Boulevard in and by the Borough by the full gutting thereof except for the structural frame and the complete rebuild and reconstruction thereof, such reconstructed and rebuilt building to be at least equal in useful life or durability to a building of Class A construction (as such term is used or referred to in section 40A:2-22 of said Local Bond Law), including the construction of a two-story addition to the rear of the existing building to house a sally port for the

Police Department of the Borough on the first level and office space on the second level, the construction of a one-story addition to the front of the existing building to house an elevator, stairway and restrooms, the reconstruction of the interior walls and the installation of new electrical, plumbing, heating, ventilation and air conditioning systems, together with all ductwork, landscaping, structures, furnishings, fixtures, equipment, lighting, paving, site work, work and materials necessary therefor or incidental thereto, all as shown on and in accordance with the plans and specifications therefor on file or to be filed in the office of the Borough Clerk and heretofore and hereby approved.

(b) The estimated maximum amount of bonds or notes to be issued for said purpose is \$5,242,750, inclusive of the \$4,250,000 principal amount of bonds or notes of the Borough heretofore authorized for said improvement or purpose pursuant to the Prior Ordinance.

(c) The estimated cost of said purpose is \$5,508,000 inclusive of the sum of \$4,463,000 heretofore appropriated for said improvement by the Prior Ordinance.

Section 4. The following additional matters are hereby determined, declared, recited and stated:

(a) The said purpose described in Section 3 of this bond ordinance is not a current expense and is a property or improvement which the Borough may lawfully acquire or make as a general improvement, and no part of the cost thereof has been or shall be specially assessed on property specially benefitted thereby.

(b) The period of usefulness of said purpose within the limitations of said Local Bond Law, according to the reasonable life thereof computed from the date of the said bonds authorized by this bond ordinance, is forty (40) years.

(c) The supplemental debt statement required by said Local Bond Law has been duly made and filed in the office of the Borough Clerk and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey, and such statement shows that the gross debt of the Borough as defined in said Local Bond Law is increased by the authorization of the bonds and notes provided for in this bond ordinance by \$992,750, and the said obligations authorized by this bond ordinance will be within all debt limitations prescribed by said Local Bond Law.

(d) An aggregate amount not exceeding \$100,000 for interest on said obligations, costs of issuing said obligations and other items of expense listed in and permitted under section 40A:2-20 of said Local Bond Law may be included as part of the additional cost of said improvement and has been included in the foregoing \$1,045,000 additional estimate thereof.

Section 5. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer, the acting chief financial officer or the treasurer (the "Chief Financial Officer"), provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer. The Chief Financial Officer shall determine all matters in connection with the notes issued pursuant to this bond ordinance, and the Chief Financial Officer's signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. §40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes from time to time at public or private sale at not less than par and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the



Borough Hall & Public Safety Facilities Project Overview, Update & the Homestretch

**Borough Hall & Public Safety Infrastructure Advisory Committee
August 28, 2023**

Agenda



Project History & Overview

Construction, Procurement & Schedule Update

Budget Update & Spending Authorization Request

The Homestretch

The Borough Hall & Public Safety Facilities Project was undertaken to fix serious deficiencies with the old building

- No ADA accessibility/compliance
- Lack of emergency exits
- Inadequate security
- Failure of core systems and infrastructure:
 - HVAC system
 - Electric & Plumbing
 - Roof
- Foundation water penetration and mold
- Lack of energy efficient building envelope
- Police Dept: Severe space constraints and failure to meet regulatory requirements
- Fire Department: Insufficient storage, administrative space and meeting space
- Inadequate & inefficient office space for administrative functions
- Insufficient technology infrastructure and file storage spaces

The old facilities, constructed in 1969, did not meet Borough needs and represented a safety risk to building users and a liability risk to taxpayers

These deficiencies were particularly severe in the ML Police Department

- No prisoner entrance separate from public entry
- Inadequate locker room space, including no facilities for a female officer
- Need for code compliant restroom facilities
- No prisoner holding area; no separation of adult/juvenile, male/female
- Lack of Internal affairs office as mandated
- Insufficient administrative facilities for officers and the specialized roles of Detective, School Resource Officer and Shift Supervisor
- Insufficient space for many police department functions: interview room, patrol room, roll call/training area, processing area, temporary and permanent evidence storage, weapons room/armory, and server room



The need to fix these problems had been discussed numerous times over several decades

- 1972** The Borough identified issues with the newly constructed Borough Hall & Public Safety facilities.
- 1980s/90s** Several discussions took place on how best to address deficiencies.
- 2004-2008** A committee was formed to address facility needs. The Borough engaged an architect to develop options for necessary improvements. The estimated project cost was \$5M in 2008.
- 2011** Borough Council set a goal of addressing needed facility improvements.

In 2017 Borough Council formed the Borough Hall & Public Safety Infrastructure Advisory Committee to tackle this issue once again

Mission: Advise Borough Council on improvements needed to provide employees and the public with a safe, healthy, functional, code-compliant operating environment – while minimizing the project cost

Membership: Has spanned two Borough Managers (Sheola & Stern) and four council members (Barnett, Happer, Holmberg & Menard), and includes representatives from the Police and Fire Departments. In addition, community members with professional expertise in planning, architecture, construction, and construction management have served on the committee

June 2018 Milestone: Borough Council approves Arcari & Iovino, a firm with deep experience in municipal and public safety projects, as Project Architect

December 2019 Milestone: Project design moves forward after lengthy delay as BOE deliberates whether to remain as a tenant in Borough Hall – BOE ultimately decides to re-locate to ML High School

Spring 2020 Milestone: Schematic Design Phase of project completed

Summer 2020 Milestone: Borough Council authorizes \$4.5M project spending

December 2020 Milestone: Demolition & excavation work commences

The Project Architect's \$4.5M cost estimate included Brick & Mortar spending, A/E fees, Lease payments, Bonding costs, etc.

- Minor renovations to the Fire Bay (1,914 sq ft)
- Major renovations to the rest of the existing building (7,355 sq ft)
- Two additions to the existing building (3,990 sq ft)
- Elevator Installation
- Architect & Engineering Fees
- Lease Payments & Other Relocation Expenses
- Limited Site Work
- Furniture
- Bonding Costs
- Contingency

Project Management

How is the project being managed? The Borough Hall & Public Safety Facilities Project is being managed in-house, an approach used successfully on the Birchwood Lake beach facilities project (completed in 2019) and the Island Beach facilities project (completed in 2020).

Why were the Birchwood Lake and Island Beach projects managed in-house? The Borough pulled management of these projects in-house after a series of failed bids in 2017 and 2018. The bids in 2017 ranged from \$2M - \$3M, 50% to 114% over the approved construction budget. The bids in 2018 failed again, despite an extensive effort to scale back the scope of the two projects. By managing the projects in-house, the Borough completed the two beach projects significantly under budget and with quality workmanship.

Why was this approach used for the Borough Hall & Public Safety Facilities Project? This approach was replicated for the Borough Hall & Public Safety Facilities project in order to save money (similar results to failed beach project bids were expected) and ensure quality craftsmanship. With the beach projects wrapping up, the Borough took advantage of its in-house capabilities to get the job done. The Borough had two years experience working with the Project Manager and was confident in his work. The Project Architect also had a long-standing relationship with the Project Manager and confidence in his work.

Project Management & Oversight

How does in-house management work? The Project Manager runs the project with hands-on Borough Manager involvement. The Borough acts as general contractor and follows all State of New Jersey procurement requirements (including public bidding and multiple cost estimates prior to purchase commitments).

How does project oversight work? The Borough engages professionals, including the Borough Engineer and a Project Architect with deep experience in municipal & public safety projects to help guide decision-making and provide oversight. The project committee acts in an advisory capacity, meeting regularly to review staffing, schedule, design, materials pricing, and budget – with a focus on minimizing cost and delivering quality work. Project finances are handled by the Borough's finance team with regular review by the Borough Manager, project committee and Borough Council. The Borough's auditor audits all Borough finances on an annual basis. Information on project expenses appears on every Council meeting agenda, which is available to the public.

Is this a heavy lift for the Borough? Yes, especially given the challenging supply chain, labor market and inflationary environment of recent years. However, the Borough is confident that the project has been managed responsibly, with appropriate oversight, and with keen attention to managing costs and delivering a quality end-product.

Where are we today?

Construction & Procurement Update

Completed since March 2023 Project Update

- ✓ Exterior Insulation & Stucco Prep for Final Finish Coat
- ✓ Exterior Emergency Stair Concrete Pour
- ✓ Exterior Door Delivery
- ✓ Interior Insulation
- ✓ Interior Partition Drywall
- ✓ Interior Partition Taping & Spackling
- ✓ Existing Ceiling Finish Preparation & Painting
- ✓ Interior Lighting Delivery
- ✓ Interior Finishes Review & Approval
- ✓ HVAC RTUs: Unit 2 & 3 Delivery (one unit arrived damaged & still missing accessories)
- ✓ RTU 2 & 3 Roof Placement

In Progress

- Exterior Stone Veneer Installation & Stucco Final Finish
- Building Fascia & Soffit Waterproofing
- Interior Wall Skim Coating, Priming & Finish Painting
- Interior Finishes
- Restroom Wall Tile & Epoxy Flooring
- New Interior Ceilings
- Interior Lighting Installation
- Concrete Floor Polishing
- HVAC Equipment Installation

Looking Ahead to Year-End

- Complete Exterior Finishes
- Exterior & Interior Door Installation
- Site Grading & Concrete Walk Installation
- HVAC RTUs Hook-up
- Split System Completion
- Complete Interior Finishes
- Restroom Plumbing Fixtures & Fittings
- Carpet & Epoxy Floor Installation
- Life Safety Systems Completion
- Testing & Inspections
- Furniture Delivery
- Move-In

Exterior Finishes – In Process



Exterior Finishes & RTU Installation – In Process



Interior Finishes – In Process



Interior Finishes – In Process



Why is the project behind schedule?

1. Significant Supply Chain Issues, including:

- Exterior Windows: Over 9 months for manufacture and delivery.
- HVAC Roof Top Units: Over 18 months for manufacture and delivery. The final two RTUs were recently delivered. One RTU arrived damaged, and all accessory equipment and materials still have not been delivered.

2. A Tight Labor Market for Construction Workers

- A shortage of skilled, qualified workers slowed progress of both interior and exterior work.

3. Extra Time Sourcing Materials & Labor to Manage Expenses

- The project team has not simply accepted price increases due to supply chain issues and inflation. The team continues to work hard to find and evaluate cost-saving alternatives.
- In addition, numerous construction materials were value engineered to reduce project costs. These items included exterior windows & doors, lighting, and interior finishes.

Budget Update & Spending Authorization Request

Project Budget through 7.31.23

Total Budget	Expenses	Encumbered	Balance
\$4,515,000	(\$3,880,000)	(\$291,000)	\$344,000

Projected Project Cost	Projected Contingency
\$5,405,000	(\$890,000)

- A projected project cost of \$5.4M requires spending authorization of \$890K
- An additional \$155K is highly recommended for several public safety improvements

Why is \$890K needed?

Rising Costs

Several factors, including an extended period of high inflation, supply chain issues, labor shortages, and increased demand for construction, have significantly impacted the cost of materials and labor.

Additional Public Safety & Other Work Completed

Significant work has been completed to make additional Public Safety and other required / advisable improvements.

Several project line items account for \$890K+

STRUCTURAL STEEL	\$	142,500	Cost Increase + Additional Work
HVAC	\$	124,000	Cost Increase + Additional Work
IT/TECH	\$	112,000	Cost Increase
ELECTRIC	\$	83,500	Cost Increase
METAL STUD WALLS	\$	70,000	Cost Increase
GENERATOR	\$	70,000	Additional Work
CEILINGS / PAINTING	\$	69,000	Cost Increase
ALARMS	\$	42,000	Cost Increase + Additional Work
DOORS	\$	42,000	Cost Increase
STUCCO	\$	41,500	Cost Increase
WINDOWS	\$	41,000	Cost Increase
PROJECT ADMIN ASST	\$	38,500	Additional Work
SITE WORK	\$	34,000	Additional Work

Rising Costs

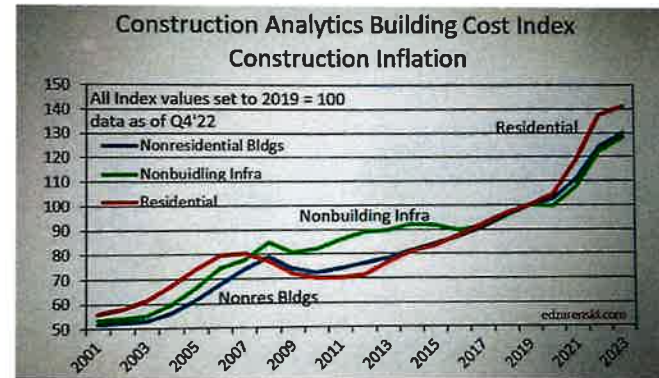
The Project Architect's original \$4.5M project cost estimate noted: "These amounts are preliminary in nature... based upon today's dollars without specific escalation to match a particular start date."

- US Inflation is up 18%+ since the Architect's cost estimate, a \$820K increase on a \$4.5M project

Cost increases in the construction industry are even higher.

- Construction costs are up 30%+, a \$1.35M increase on a \$4.5M project
- The cost of construction materials remain 38% higher than pre-pandemic costs

Many project line items have been impacted by rising labor & material costs, including steel, technology, HVAC, electrical, metal stud walls, doors, windows, exterior finishes, and painting.



Producer Price Index, January 2023

	1-Month % Change	12-Month % Change	Change Since Feb 2020
Inputs to Industries			
Inputs to Construction	1.3%	4.9%	37.7%
Inputs to Multifamily Construction	1.1%	5.4%	35.7%
Inputs to Nonresidential Construction	1.1%	4.9%	37.9%
Inputs to Commercial Construction	0.6%	5.2%	38.2%
Inputs to Healthcare Construction	0.8%	4.9%	38.0%
Inputs to Industrial Construction	1.1%	6.5%	32.7%
Inputs to Other Nonresidential Construction	1.2%	4.9%	37.9%
Inputs to Maintenance and Repair Construction	1.5%	5.4%	36.8%
Commodities			
Adhesives and Sealants	-0.2%	13.4%	31.3%
Brick and Structural Clay Tile	0.7%	12.9%	25.5%
Concrete Products	1.1%	14.8%	27.9%
Construction Machinery and Equipment	3.4%	12.2%	23.9%
Copper Wire and Cable	2.6%	-3.4%	33.0%
Crude Petroleum (Domestic Production)	-2.2%	-10.0%	50.0%
Fabricated Structural Metal Products	0.0%	3.2%	52.5%
Gypsum Products	-2.6%	10.7%	42.7%
Hot Rolled Steel Bars, Plates, and Structural Shapes	-4.6%	-7.1%	56.6%
Insulation Materials	0.3%	9.6%	35.5%
Iron and Steel	0.5%	-23.0%	55.9%
Lumber and Wood Products	-0.6%	-12.3%	28.7%
Natural Gas	-19.1%	7.9%	219.4%
Plumbing Fixtures and Fittings	0.5%	4.9%	17.5%
Prepared Asphalt, Tar Roofing and Siding Products	-3.2%	7.3%	33.4%
Softwood Lumber	-5.1%	-44.1%	17.0%
Steel Mill Products	-2.3%	-30.1%	64.6%
Switchgear, Switchboard, Industrial Controls Equipment	0.2%	18.3%	33.5%
Unprocessed Energy Materials	-8.5%	3.0%	100.1%

Source: U.S. Bureau of Labor Statistics

Additional Public Safety & Other Work Completed

Significant work (\$335K+) has been completed to make additional Public Safety and other required / advisable improvements, including:

Public Safety Upgrades (\$170k+)

- New emergency generator
- Covid-related HVAC system upgrade*
- Addition of exterior emergency stairs to Fire Dept Training Room and Upper Level
- Upgraded fire alarm system
- Additional ballistic panels for Police Department

Other (\$165k+)

- Installation of new sanitary sewer line, and extensive work to storm drains
- Unforeseen excavation issues (antenna tower footing & septic tank removal)
- Unexpected asbestos abatement
- Additional steelwork
- Unforeseen structural issues

**Note: The original intent was to fund the HVAC upgrade with American Rescue Plan funds. Instead, all ARP funds are being used to purchase a new Fire Dept vehicle.*

An additional \$155K is recommended

The project scope includes minor renovations to the Fire Bay. It would be cost-effective to complete high-priority additional work while construction is underway, and workers and equipment are on-site.

\$ 100K	Replace three Fire Bay doors and complete surrounding wall work
\$ 45K	Additional parking lot improvements (drainage, small expansion, lighting)
<u>\$ 10K</u>	Concrete floor repair & polishing
\$155K	

How does our total project cost stack up vs. other recent New Jersey municipal public safety projects?

Recent new construction, renovation, and mixed new construction / renovation projects:

- \$5.56M** Borough Hall & Public Safety Facilities, Mountain Lakes, NJ (13,259 square feet, \$419/sf)
- \$15M** Police & Fire Department Facilities, Collingswood, NJ (30,000 square feet, \$500/sf) – *completed in 2021*
- \$16M** Fire Department Facilities, Summit, NJ (32,000 square feet, \$500/sf) – *under construction*
- \$2.54M** Police Department Facilities, Mendham Township (5,000 square feet, \$507/sf) – *completed in 2022*
- \$22M** Fire Department Facilities, Vineland, NJ (38,000 square feet, \$579/sf) – *under construction*
- \$4.26M** Police Substation Facility, Ocean City, NJ (7,000 square feet, \$609/sf) – *funding approved in August 2023*
- \$22M** Fire Department Facilities, Asbury, NJ (31,800 square feet, \$692/sf) – *under construction*
- \$6.5M+** Fire Dept Facility, Avalon, NJ (8,980 square feet, \$724/sf) – *\$6.5M only includes construction costs. 2023 completion*
- \$12.1M** Police & Court Facilities, Leonia, NJ (16,221 square feet, \$747/sf) – *under construction*
- \$12.5M** Police & Administrative Facilities, Colts Neck, NJ (16,000 square feet, \$781/sf) – *completed in 2023*
- \$15M** Public Safety Facilities, River Vale, NJ (18,000 square feet, \$833/sf) – *Bids failed in July 2023. Additional \$6M funding to be requested, bringing projected total cost to \$21M (\$1167/sf)*

The Homestretch

- The project team is looking forward to completing the work necessary to obtain a Certificate of Occupancy and move in before year-end. While delays are frustrating, the project's in-house management approach has allowed the project team to navigate delays by juggling the work schedule to avoid employees sitting idle.
- Since the beginning of the project, costs have been managed responsibly. There have been significant project savings that have offset the potential for a larger spending authorization request, and there is a potential for additional savings as the project wraps up.
- **We are well on our way to completing a project that has been on the Borough's to-do list for decades. The renovated Borough Hall will provide employees and the public with a safe, healthy, functional, and code-compliant operating environment.**

Thank You

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 151-23

**“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR PLANNING SERVICES BETWEEN THE
BOROUGH OF MOUNTAIN LAKES AND PHILLIPS PREISS GRYGIEL LLC”**

WHEREAS, there exists the need for professional planning services for the Borough of Mountain Lakes; and

WHEREAS, Phillips Preiss Grygiel LLC has submitted a proposal dated July 3, 2023 indicating that planning services will be provided for a fee not to exceed \$15,000.00; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey:

Section 1. The Borough Manager and Borough Clerk are hereby authorized and directed to execute an agreement with Phillips Preiss Grygiel LLC for professional planning services for the Borough of Mountain Lakes as set forth in the attached contract, for an annual fee not to exceed \$15,000 per year.

Section 2. This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

Section 3. A notice of this action shall be printed once in the legal newspaper of the Borough of Mountain Lakes.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on August 28, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

CERTIFICATION OF THE AVAILABILITY OF FUNDS
01-201-21-185-029 - BD OF ADJUST - PLANNER REVIEW OF ORD. \$15,000.00



Monica Goscicki, CFO

**Borough of Mountain Lakes
Contract Review Checklist**

Vendor / Professional: Philipps Preiss Grygiel

Service Provided: Borough Planner Zoning Ordinance Amendments

Item	Applicability	Standard	Reviewed	Verified
Attorney Review	All Contracts	Confirmation that agreement has been reviewed by Borough Attorney	✓	✓
Financial Impact	All Contracts	Has the economic impact of the transaction been evaluated?	✓	✓
Insurance	All Contracts	Proof of Insurance As Required BY RFP, Specifications, or Contract	✓	✓
Invoice Process	All Contracts	Consistent with local public contracts law and Borough procedure	✓	✓
Iran Investment Disclosure	All Contracts	Disclosure of Investment Activities In Iran	✓	✓
Non-Collusion	All Contracts	Non-Collusion Affidavit Signed	✓	✓
Non-Performance	All Contracts	Provision addressing consequences for non-performance / breach of agreement	N/A	N/A
Payment Terms	All Contracts	Do standard payment terms apply?	✓	✓
Standard Agreement	All Contracts	Agreement Provided	✓	✓
Term	All Contracts	1-year professional services, 2-year goods / services, or statutory exemption	✓	✓
Termination	All Contracts	Right to terminate where appropriate	N/A	N/A
Affirmative Action Form	Goods & Services; Professional Services	Employee Information Report Provided	✓	✓
Business Entity / Corporate Disclosure	Goods & Services; Professional Services	Disclosure Affidavit Provided	✓	✓
Business Registration	Goods & Services; Professional Services	Copy of Registration Provided	✓	✓
Confidentiality	Goods & Services; Professional Services	Contract provisions where appropriate	N/A	N/A
Renewal	Goods & Services; Professional Services	Provision concerning renewal included where appropriate	N/A	N/A
Political Contribution Disclosure	Professional Services	Disclosure Language In Contract Form; Form Completed	✓	✓
Qualifications	Professional Services	Proof of professional licenses / certifications	✓	✓
Debarment	Public Works	Vendor Not Currently On State Debarment List	✓	✓

Reviewed by: Cara Fox Date: 6/19/23
 Verified by: [Signature] Date: 7/19/23



July 3, 2023

Mitchell Stern, Borough Manager
Borough of Mountain Lakes
400 Boulevard
Mountain Lakes, NJ 07046

**Subject: Proposal to Prepare Phase II Zoning Ordinance Amendments
Borough of Mountain Lakes, New Jersey**

Dear Mr. Stern:

Please accept this letter as our proposal to provide professional planning services related to a comprehensive, substantive overhaul of the Borough of Mountain Lakes Land Use Ordinances, including Chapter 40, Land Use Administration; Chapter 102, Environmental Factors; Chapter 208, Subdivision of Land and Site Plan Review; and Chapter 245, Zoning.

Beginning in late 2022, we undertook the first phase of this project, during which we worked with the Borough's Ordinance Committee to complete an administrative review and revision to the Land Use Ordinances. To conclude Phase 1, we prepared a list of recommendations for substantive changes to the Land Use Ordinances based on our review and conversations with the Ordinance Committee. The Ordinance Committee has now indicated that they wish to proceed with the substantive changes to the zoning ordinance. This letter outlines our proposed scope of work and budget for this project.

Scope of Work

In our capacity as Borough Planner for nearly 10 years, we have prepared several zoning ordinances, zoning studies, and master plans, including affordable housing zoning and substantial amendments to the Borough's Business Zone B that were adopted in 2020, as well as the Phase 1 component of this project as described above. Using this previous work as a basis for our analysis, we propose to undertake the following tasks at this time:

- Consolidate several existing chapters of the Land Use Ordinance into one integrated chapter containing Chapters 40, 208, and 245.
- Modify definitions and terminology throughout the Land Use Ordinances to reflect current State and Borough policies, to be consolidated into one chapter as applicable.
- Prepare substantive zoning amendments related to items identified in Phase 1, including but not limited to wireless telecommunication facilities, contributing dwellings, non-residential floor area ratio, bulk standards for non-residential uses in residential zones, steep slope requirements, and off-street parking and loading.
- Provide new definitions and/or zoning amendments for issues specifically identified by the Ordinance Committee per their ongoing revision and review.

This scope of work also includes attendance at two to three public meetings of the Borough Council, as well as collaboration with the Ordinance Committee. We anticipate the meeting schedule to include introduction and public hearing of the ordinance



Planning & Real Estate Consultants

before the Borough Council and one additional meeting if required. In addition, our scope anticipates periodic conversations with the Borough Engineer, Borough Attorney, and any other relevant professionals or staff prior to completion of the project. Our final work product at this stage will be a repackaging of the Borough's Land Use Ordinance that is inclusive of the administrative changes accepted as part of Phase 1 and the new substantive changes. This will, in tandem, represent a thorough overhaul and update of the Borough's Land Use Ordinances.

Staff and Fees

It is anticipated that Managing Principal Paul Phillips will direct the work for this assignment. Mr. Phillips has served as Borough Planner for Mountain Lakes since his initial appointment in 2012. He has extensive experience in the preparation of master plans and zoning ordinances throughout New Jersey, in addition to his work in the Borough. He will be assisted by Kate Keller, Associate Principal, and other staff members as necessary. Mr. Phillips and Ms. Keller are both licensed professional planners in the State of New Jersey.

We would estimate the cost of services to be approximately \$15,000, inclusive of the scope of work above. We propose to bill the Borough of Mountain Lakes for our services based upon the billing rates for Phillips Preiss principals and staff set forth in our 2023 contract with the Borough for planning services, as set forth below:

Paul Phillips, Managing Principal	\$160
Paul Grygiel, Principal	\$160
Elizabeth Leheny, Principal	\$160
Keenan Hughes, Principal	\$160
Kate Keller, Principal	\$140
Senior Urban Designer	\$140
Senior Planner	\$115
Planner	\$115
Director of Graphics	\$110
Support	\$50

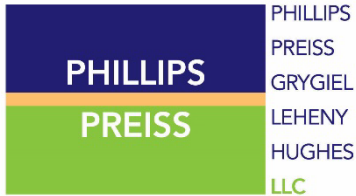
The above billing rates have been discounted 20 to 30 percent from our standard billing rates, consistent with company policy. Phillips Preiss will submit monthly invoices to the Borough of Mountain Lakes for work completed to date based upon these hourly rates.

Please feel free to contact me with any questions regarding this proposal. We look forward to assisting the Borough with this project.

Sincerely yours,

Paul A. Phillips, P.P., AICP
Managing Principal

CC: Christopher K. Richter, Borough of Mountain Lakes Councilmember



Planning & Real Estate Consultants

Memorandum

To: Borough of Mountain Lakes Land Use Ordinance Committee

From: Kate Keller, AICP, PP
Paul Phillips, AICP, PP

Date: February 17, 2023

Re: **Land Use Ordinance Overhaul**
Phase I: Proposed Administrative & Format Changes

In accordance with our previous discussion, we have undertaken the first phase of a proposed comprehensive overhaul of Chapters 40, 102, 208, and 245 of the Borough of Mountain Lakes Ordinance (referred to in combination as the “Land Use Ordinances”). At this time, we have reviewed the structure and contents of the Land Use Ordinances and offer the following memo and attached initial proposed draft amendments to the formatting and organization of the Land Use Ordinances.

Part 1 below provides a comprehensive list of proposed revisions to each chapter of the Land Use Ordinances. Changes to each chapter and article are listed in the order they appear in the proposed amended ordinances; individual chapter sections and subsections are listed only where revisions have been made. Where an existing section has been moved into a new chapter, the original location is noted. These amendments are generally administrative rather than substantive in nature and are intended to provide an enhanced user-friendly format and eliminate redundant, inconsistent, or superseded references within the ordinances.

As part of this process, we have also identified certain substantive issues in the Land Use Ordinances where further discussion is warranted before additional revisions are made. These items are set forth in **Part 2** and are intended to serve as a framework for our ongoing collaboration as we continue the ordinance overhaul process. We look forward to your feedback in anticipation of our next meeting.

Part 1. PROPOSED LAND USE ORDINANCE REVISIONS

Chapter 40. Land Use Administration

- Delete Attachment 1 related to bulk incentives; move to Chapter 245

Article I. General Provisions

§ 40-3. Definitions.

- Add pipeline definitions; move from §245-3).
- Delete two (2) definitions related to historic preservation that were eliminated in 2017 (“effective date,” “original structure”).

Article II – Planning Board
Article III – Zoning Board of Adjustment
Article IV – Provisions Applicable to both the Planning Board and ZBA

- No text changes.

Article V. Plans, Maps and Programs

§ 40-43. Master Plan

- Revise statutory time frame for reexamination from 6 years to 10 years per MLUL.

Article VI. Historic Preservation

§40-49. Bulk incentives.

- Delete zoning requirements related to bulk incentives; move to **§245-21**.
- Revise title from “Special zoning requirements for contributing dwellings” to “Bulk incentives for contributing dwellings” to reflect revised content.
- Revise where needed to reference new ordinance sections.

§40-50. Demolitions and relocations.

- Revise where needed to reference new ordinance sections.

Article VI. Zoning Permits;

- Revise title of article to **Permits and Certificates** to reflect new/ revised contents
- Add **§40-53. Building permit, certificate of occupancy required.**
- Add requirements for building permit and certificates of occupancy; move from **§245-15A, B, C.**

Additional Comments

- All ordinance definitions are proposed to be consolidated in §40-3, except those related to the specific environmental regulations in Chapter 102. Many of the terms and definitions used in Chapter 102 are based on specific State statutes, or are used differently than in the general land use context and are thus more appropriately categorized here. To this extent, we recommend that the Ordinance Committee engage the Borough Engineer to determine whether any definitions from §40-3 should be moved to Chapter 102.
- The list of Master Plan elements at §40-43 should be updated to reflect all current MLUL requirements.

Chapter 102. Environmental Factors; Soil, Water and Trees

Article I. General

§102-4. Definitions.

- Delete definitions from this section; move to **Article III**.
- Revise Planning Board terminology and reference to Chapter 40 definitions.

Article II. Environmental Impact Statement

- No text changes.

Article III. Soil Moving

§102-9. Definitions.

- Add definitions related to soil; move from **§102-4**.
- Delete “Planning Board” definition to avoid redundancy with new §102-4.

Article IV. Soil Erosion and Sedimentation Control

Article V. Surface Water Management

- No text changes.

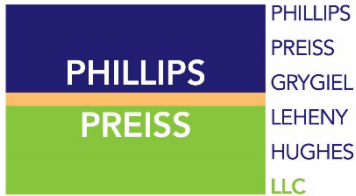
Article VI. Wellhead Protection Area Regulations

§102-32.1. Definitions.

- Add reference to definitions in Chapter 40.
- Delete redundant definitions and add abbreviations where appropriate.

Additional Comments

- No significant changes are proposed as part of Phase I. We defer to the Ordinance Committee and the Borough Engineer for further recommendations as to whether this chapter meets the Borough’s needs, and/or remains up to date with relevant State statutes. For example, NJDEP released a model soil and fill ordinance in 2020 that has since been adopted in a number of municipalities. In addition, Article V, Surface Water Management has not been updated since 1990; many of the topics covered are now included in the Stormwater Control regulations at Chapter 202 and/or are under the jurisdiction of NJDEP.
- Consider moving Article II, Environmental Impact Statement, to Chapter 208, Subdivision and Site Plan Review, with other checklist requirements.
- Article VII, Preservation and Protection of Trees, is limited so that only street trees and trees within the setback area of residential lots are regulated. This article should be reviewed to ensure that the regulations meet the Borough’s tree policy objectives.
- The formal title of this chapter (“Environmental Factors; Soil, Water and Trees”) does not fully reflect the scope of the regulations contained therein. If the chapter remains in the ordinance, consider amending the title to include the term “Environmental Regulations” or similar.



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Chapter 208. Subdivision of Land and Site Plan Review

Article I. General Provisions

Article II. Subdivisions

Article III. Site Plan Review

- No text changes.

Additional Comments:

- No significant changes are proposed as part of Phase I. We defer to the Ordinance Committee and Borough Engineer to determine whether the site plan and subdivision checklists or design standards should be amended, in addition to the comments we have already received related to the historic preservation checklist.
- The contents of §208-9 may need to be updated to reflect the 2018 MLUL amendment related to performance and maintenance guarantees.
- Consider whether wireless telecommunication facility design requirements (§208-19) could be consolidated with bulk or conditional use requirements in Chapter 245.
- As noted above, the requirements for environmental impact statements may be more logically located in this chapter.

Chapter 245. Zoning

- Delete Schedule II, Parking Setbacks; move to new **§245-30H**.
- Delete Schedule III, Off-Street Parking Requirements; move to new **§245-30C**.
- Delete Schedule IV (Reserved).
- Delete Schedule V, Dedicated Conservation Areas; revise Zoning Map to ensure that all lots are correctly categorized.
- Add Appendix A: Checklist and Certification for Eligibility for Bulk Incentives; move from Chapter 40.

Article I. General Provisions

§245-3. Definitions

- Delete definitions (all related to Pipelines); move to §40-3.

Article II. Zoning Districts and Zoning Map

§245-4. Zoning districts

- Add R-AH2 and R-AH3 Zones to list of zoning districts.

Article III. (Reserved)

- No text changes.

Article IV. Zoning District Regulations

- Revise title of Article from “Use Regulations” to “Zoning District Regulations” to better reflect existing and proposed contents.

§ 245-7. Residential Zones R-AA, R-A, R-1 and R-2.

- Revise accessory uses at **§245-7B** for clarity and to reflect new ordinance references.
- Revise **§245-7B(5)** to distinguish between accessory and conditional Home Occupation uses.
- Revise **§245-7B(6)** to reflect current MLUL reference for family day care homes.
- Revise **§245-7C** to reflect new Conditional Use chapters (see Article VII).

§245-8 through §245-9.3. RC / R-AH Zones:

- Revise where needed to reference new ordinance sections.

§245-10 and §245-11. Business Zones A & B

- Delete all conditional use standards at **§245-10C** and **11C**; move to new Conditional Use chapters (see Article VII).
- Delete references in **§245-11A** to uses that are now either conditional uses or no longer permitted in A Zone.
- Add **§245-11D**, supplemental landscaping requirement for B Zone; move from **Footnote 3** on **Schedule I**.
- Revise where needed to reference new ordinance sections.

§ 245-12. OL-1 and OL-2 Zones

- Add **§245-12D**, regulations applicable to OL Zones from “Supplementary use regulations” and bulk schedule; move from **§245-15I** and **Footnotes 5 and 6 on Schedule I**.
- Revise where needed to reference new ordinance sections.

§ 245-13. OL-2/R-1 Overlay

- Revise where needed to reference new ordinance sections.

§ 245-14. Conservation Zone C

- Revise **§245-14A, C, D** to reference that C-1 and C-2 Zones are shown on current Zoning Map.
- Add **§245-14B** prohibiting permanent buildings in C Zones; move from **§245-15R**.
- Revise where needed to reference new ordinance sections.

§ 245-15. OL-1/Multifamily Affordable Housing Overlay

- Revise section number from **§245-14.1** to **§245-15** to separate it from Conservation Zone.
- Revise where needed to reference new ordinance sections.

§ 245-15.1 OL-2/Multifamily Affordable Housing Overlay

- Revise section number from **§245-14.2** to **§245-15.1** to separate it from Conservation Zone.
- Revise where needed to reference new ordinance sections.

Article V, Bulk and Supplementary Zoning Requirements

- Revise title of article from “Bulk Requirements” to “Bulk and Supplementary Zoning Requirements” to reflect new/ revised contents.
- Add provisions that were previously in **§245-15, Supplementary Use Regulations; §245-18.1, Pipelines, and Article V, Bulk Requirements** as entirely new subsections.

§245-16. Schedule of bulk requirements

- Move from **§245-19**.
- Revise to clarify that certain bulk requirements are provided in **Article IV**.

§245-17. Number of principal buildings

- Move from **§245-15.0**.

§245-18. Lot regulations and exceptions.

- Move provisions/exceptions affecting lot size requirements from bulk schedule to **§245-18A, B, C** from **Footnotes 8, 10, 12 on Schedule I**, respectively.
- Revise where needed to reference new ordinance sections.

§ 245-19. Yard regulations and exceptions.

- Move all provisions from **§245-20**, Supplementary bulk regulations.

§245-20. Residential building height.

- Move residential building height requirements from **Footnote 17, Schedule I.**

§ 245-21. Special zoning requirements for contributing dwellings

- Move all zoning provisions affecting contributing dwellings from **§40-49.**
- Revise where needed to reference new ordinance sections.

§ 245-22. Accessory uses and structures.

- Revise section name from “Accessory uses” to “Accessory uses and structures.”
- Move requirements from **§245-15K.**
- Revise references to fences and principal buildings for clarity.
- Revise where needed to reference new ordinance sections.

§ 245-23. Requirements applicable to specific accessory uses and structures

- Move requirements applicable to fences, dish antennas and emergency generators from **§245-15P, Q, V** respectively.
- Revise where needed to reference new ordinance sections.

§ 245-24. Like Buildings

- Move from **§245-15K.**

§ 245-25. Open lot sale, storage or display

- Move from **§245-15D.**
- Add portions of former **§245-15E** related to outdoor storage for automobile service stations.

§ 245-26. Storage of solid waste and recyclable items.

- Move from **§245-15T.**

§ 245-27. Wireless telecommunications facilities.

- Move from **§245-15U.**
- Revise where needed to reference new ordinance sections.

§ 245-28. Cannabis establishments and uses prohibited.

- Move from **§245-15W**

§ 245-29. Pipelines.

- Move from **§245-18.1**

Article VI. Off-Street Parking and Loading

§ 245-30. Off-street parking requirements.

- Move from **§245-15L, Off-street parking; Schedule II, Parking Setbacks; and Schedule III, Minimum Off-Street Parking Requirements**
- Revise language at **§245-30D** regarding Planning Board authority at site plan approval
- Revise where needed to reference new ordinance sections

§ 245-31. Parking and storage of vehicles in residential zones

- Move parking of commercial vehicles from §245-15F and parking and storage of recreational vehicles from §245-15M.

§ 245-32. Electric vehicle supply/service equipment (EVSE) and make-ready parking spaces

- Add placeholder for State EV ordinance

Article VII. Conditional Use Requirements

- Add conditional use standards from §245-16) and all standards that were formerly in separate ordinance sections (e.g., Business Zones). Proposed new Sections are listed below; no changes have been made to the existing text except where noted.

§ 245-33. General provisions.

- Move from §245-16A.

§ 245-34. Home occupations.

- Move from §245-16B.
- Revise where needed to reference new ordinance sections.

§ 245-35. Clubs

- Move from §245-16C.

§ 245-36. Philanthropic or eleemosynary uses or institutions.

- Move from §245-16D.

§ 245-37. Child care centers in residential zones.

- Move from §245-16E.
- Add requirement that child-care centers be licensed; move from §245-15S.
- Revise where needed to reference new ordinance sections.

§ 245-38. Cluster development.

- Move from §245-16F.
- Revise where needed to reference new ordinance sections.

§ 245-39. Zero lot lines options.

- Move from §245-16G.

§ 245-40. Townhouse option in the RC-3 Zone.

- Move from §245-16H.
- Revise where needed to reference new ordinance sections.

§ 245-41. Wireless telecommunications facilities.

- Move from §245-16I.

§ 245-42. Assisted living facility

- Move from §245-16J.
- Revise where needed to reference new ordinance sections

§ 245-43. Hotels

- Move from §245-11C(2).

§ 245-44. Automobile service stations

- Move from §245-11C(3).

§ 245-45. Drive-in restaurants; restaurants with drive-through facilities

- Move from §245-11C(4).

§ 245-46. Self-Storage Facilities

- Move from §245-11C(5).

§ 245-47. Sexually Oriented Establishments

- Move from §245-10C(1) and §245-11C(1).

Article VIII. Signs

- Add new sections §245-48 through §245-51 to clearly separate definitions, general requirements, residential standards, and non-residential standards; move from §245-17.
- Revise where needed to reference new ordinance sections.

Article IX Nonconforming Uses, Buildings and Structures

- Add new sections §245-52 through §245-54 to consolidate existing related subsections in Chapter 245.

§ 245-52. Continuance.

- Move from §245-18A through D.
- Revise where needed to reference new ordinance sections.

§ 245-53. Completion and restoration of existing buildings.

- Move from §245-15H.
- Revise where needed to reference new ordinance sections

§ 245-54. Certificate of non-conformity

- Move from §245-18E.

Article X Performance Standards & Hazardous Uses

- Add new sections §245-55 and §245-56 to consolidate existing related subsections in Chapter 245.

§ 245-55. Performance standards.

- Move from §245-15J.

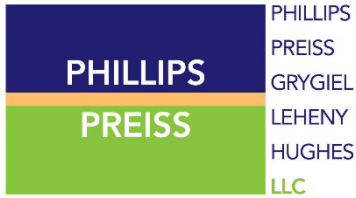
§ 245-56. Hazardous uses.

- Move from §245-15H.

Article XI Affordable Housing

Article XII Affordable Housing Accessory Apartments

- Revise where needed to reference new ordinance sections; no additional text changes.



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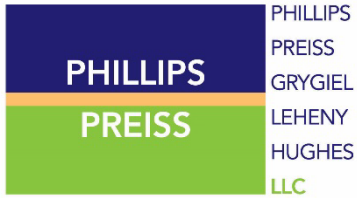
Additional Technical Comments:

- The revisions propose to move a number of footnotes from the Schedule of Bulk Requirements to in-line ordinance text, but have not revised the contents of the Schedule. If the Ordinance Committee agrees with this approach, a more substantial overhaul of the Schedule of Bulk Requirements should be included as part of Phase II.
- The last sentence of §245-5 appears to be contradictory and should be clarified: *“The zone boundaries follow property boundaries or the center of street rights-of-way, except as otherwise noted on the Zoning Map.”* In addition, as part of Phase II, we suggest a review of individual properties to identify and eliminate split-zoned lots.
- The Borough’s affordable housing provisions should be reviewed to eliminate any outdated or superseded ordinances. Are the provisions of the OL-2/R-1 Overlay at §245-13 still applicable to these specific lots under the current affordable housing plan? We note that this section also references Article III, Affordable Housing Overlay, which was repealed in 2019 at the time of the adoption of the most recent Affordable Housing ordinance.

Part 2. Future Zoning Considerations

We offer the following items as potential substantive changes for discussion as part of Phase II, based on our review of the ordinance and correspondence with the Ordinance Committee.

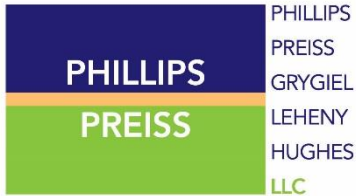
- **Definitions.** We have compiled a list of certain existing definitions in §40-3 that, in our opinion, warrant further review and discussion by the Ordinance Committee. The issues can generally be categorized as either administrative updates (e.g., inconsistencies with the MLUL, redundant terms) or policy changes (e.g., those related to specific uses or bulk requirements). We anticipate that this list will keep evolving and eventually include new proposed definitions as we work through the ordinance overhaul and head into the next phase of substantive changes.
- **Nonresidential bulk standards in residential zones.** The R-AA, R-A, R-1 and R-2 Zones permit schools, places of worship, libraries, museums and noncommercial recreation centers as principal uses in addition to single-family detached dwellings. However, no alternative zoning standards are provided and as a result, these uses are required to meet the large-lot residential bulk requirements otherwise applicable to the districts. Separate zoning requirements related to these uses should be provided.
- **Business A Zone.** The requirements for this zone should be reviewed as to whether the use and bulk standards are still feasible, and whether new uses such as residential should be considered given the location and context of the zone.
- **OL-1 and OL-2 Zones.** Review whether the permitted uses and development standards remain appropriate for Route 46 West.
- **Nonresidential FAR.** Floor area ratio requirements may be appropriate as development controls in A, B, OL-1 and OL-2 Zones, which currently lack such requirements. If added, ensure that the existing definition for “floor area” and “FAR” are applicable to commercial development as well as residential.
- **Steep slopes.** The current steep slope and building envelope requirements are applicable only to residential properties. The ordinance should be expanded to create a sliding scale of regulations by slope percentage, applicable to all existing and proposed residential and non-residential developments.
- **Off-street loading.** No loading standards are provided in the Zoning Ordinance, but §208-17C(2), Site Plan Review, requires space for loading and unloading of goods. Has this been sufficient for commercial uses?
- **Off-street parking.** Review existing off-street parking requirements to reflect all permitted uses and conform with RSIS, as well as update parking requirements for specific uses as needed to reflect modern standards (e.g., retail, light industrial) and update standards where appropriate.



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- **Wireless telecommunication facilities.** Both Chapters 208 and 245 contain standards related to wireless telecommunication facilities, including design, bulk, and conditional use standards. All sections should be reviewed to a) determine whether these sections could be consolidated and b) ensure that current Federal and State statutes are reflected.
- **Electric Vehicle Supply Equipment.** Section F of the State's Model Electric Vehicle ordinance should be reviewed to determine where the Borough may want to deviate from the standards to address visual impacts, layout, setback requirements, et al.

J22232



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Memorandum

To: Borough of Mountain Lakes Land Use Ordinance Committee

From: Kate Keller, AICP, PP
Paul Phillips, AICP, PP

Date: July 31, 2023

Re: Land Use Ordinance Overhaul
Phase 2 Kickoff: Response & Work Plan

Earlier this year, we provided the Borough of Mountain Lakes Ordinance Committee with draft zoning amendments that constituted Phase 1 of a two-part ordinance overhaul. In response, the Borough Ordinance Committee issued a memo dated May 1, 2023 with comments and requests for Phase 2, which is intended to consist of more substantive changes to the contents of the zoning ordinance. Below, please find our responses to that memo in **bold text**, as well as a work plan detailing the substantive changes that will be completed as part of Phase 2.

Response to the Ordinance Committee Memo (5/1/23)

General Comments

- Our Land Use Ordinance consists of six chapters. We would like to discuss the consolidation of chapters 40, 208 and 245 into one chapter. We would like to get your opinion on this.
Yes – this makes sense to us. The new combined chapter would include the current chapters of Land Use Procedures, Subdivision of Land and Site Plan Review, and Zoning.
- We do not want to consolidate chapters 102 and 202.
OK. The Environmental and Stormwater Control chapters will remain separate from the consolidated chapter.
- Consideration should be given to putting all the definitions into the new one chapter to create a master list.
As part of Phase 1, all definitions from Chapters 208 and 245 were moved into Chapter 40. We will continue this in the new consolidated chapter. The definitions for Chapters 102 and 202 will remain in their existing location.
- Consider changing the title of chapter 40.
We will work with the Ordinance Committee to ensure that the consolidated new chapter is appropriately named (e.g., “Land Use and Development”), as well as whether we want to change the title of Chapter 102 (currently “Environmental Factors; Soil, Water and Trees”).
- Consideration should be given to moving the checklists at 40-22D and 208-17 into appendices or exhibits or annexes of the relevant chapters.

Yes, agree. We will review the checklists for Zoning Board and Planning Board applications, as well as site plans, and potentially create a new universal checklist that will serve as an appendix to the consolidated land use ordinance.

Definitions – Chapter 40

- Consider streamlining the definition of “sexually oriented establishment” and its supporting definitions such as “specified anatomical area”. Additional consideration should be given to banning the activity under the zoning ordinance.
Yes, we will review/consolidate definition to match State statutes. We will discuss with the Ordinance Committee whether “sexually oriented establishments” should be prohibited; we note that these are currently conditional uses in the A & B Zones, but it’s unclear whether there are any locations where one may be legally established based on the conditions.
- We should have one definition of “Wetlands”. The redlined addition should be removed.
Agree. We will confirm the best/current definition and remove the other.
- Review definitions in land use ordinance relative to current state and / or accepted standards like International Residential Code or International Building Code. Consideration should be given to aligning all definitions wherever possible. We should review all definitions that deviate from IRC or IBC.
Yes, will review for overlap with IRC/IBC, in addition to MLUL, NJDEP regs, electric vehicles, etc.

Part 1, Chapter 40, Articles I, V and VI

- Please proceed with the proposed additions and deletions. With respect to the proposed revisions, we request you prepare revised language for our review.
Yes, Completed as part of Phase 1.

Part 1, Chapter 40, Article VI Zoning Permits, Additional Comments

- The borough engineer will review the definitions at the appropriate time in the review process. **OK.**
- Section 40-43 should be updated to reflect all current MLUL requirements.
OK, will update per MLUL.

Chapter 102

- We should keep this chapter separate from chapter 202. We should cross reference them. **OK.**
- Consideration should be given by the borough to having the relevant borough committees to review relevant elements of this chapter.
Agree; Ordinance Committee to confirm these groups: e.g., Environmental Commission, Shade Tree Commission, Lakes Management Advisory Committee; Woodlands Management Committee.
- Any definitions required for this chapter should appear as the first section of the chapter.

OK, will consolidate at the beginning of the chapter. This may require some additional review to ensure consistency between some of the overlapping definitions in this chapter.

Part 1, Chapter 102, Articles I, III and VI

- Please proceed with the proposed additions and deletions. With respect to the proposed revisions, we request you prepare revised language for our review.
Yes, Completed as part of Phase 1.

Part 1, Chapter 102, Additional Comments

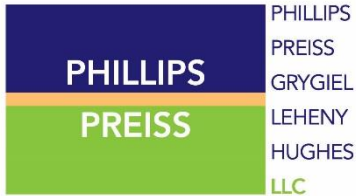
- Please proceed with your proposed changes and updates. We will coordinate with the relevant Borough committees you have mentioned in your comments. The proposed name change to this chapter listed under “Additional Comments” should be made.
OK, will revise content and title as noted.

Chapter 208

- Please update 208-9 to reflect the 2018 MLUL amendment.
OK, will update per MLUL.
- We agree, for 208-19, please provide us with the current standard for wireless telecommunication facility requirements. Consideration should be given to combining this section with the criteria in chapter 245.
Agree that these sections may be combined. We will provide updated language for wireless facilities for review/discussion with the Ordinance Committee.

Chapter 245

- General deletions and additions are agreed. **OK**
- Articles I & II changes are agreed. **OK**
- Article IV – XII changes are agreed. **OK**
- Article V additional comment to 245-21: Contributing Dwelling needs to be a defined term and tie to the list of properties that constitute the contributing dwellings.
OK. This term is defined in §40-3 (soon to be consolidated as one chapter) and we will revise to reference the list of properties.
- Article V additional comments to 245-25: Can we strike the outdoor storage provisions for automobile service stations?
Yes, this can be eliminated. We will review whether there any existing service stations that would be made nonconforming as a result.
- Article V additional comment: Can we streamline or eliminate 245-29 pipelines?
Yes, we should discuss whether this section is still relevant and can revise or eliminate as needed.
- Additional technical comments:
 - We agree to a substantial overhaul of the schedule of bulk requirements.
OK. We will prepare a new, user-friendly schedule of bulk requirements including all proposed changes.



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- We will update and modify the zoning map to reflect our overlay zones and eliminate split-zoned lots. **OK**
- We will review the affordable housing provisions as recommended.
We will also review the Housing Plan to for conformance with this section.

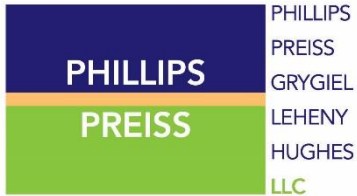
Future Zoning Considerations

- Nonresidential bulk standards in residential zones. We would like to get model language covering this topic.
Yes, will provide.
- Please provide us with the current standard language for non-residential FAR.
Yes, will provide.
- Steep slopes regulations should apply to all existing and proposed residential and non-residential developments. Move to section 102 under Environmental Factors.
Yes, we will review existing requirements and determine whether new or revised standards are needed for non-residential development.
- Off-street loading and off-street parking language should be included into our zoning ordinance.
Yes, we will prepare off-street loading ordinance and review all off-street parking regs to meet current standards.
- Current Wireless telecommunications facilities language will need to be included in the zoning ordinance.
Yes, we will provide updated language for wireless facilities.

Phase 2 Work Plan

As part of Phase 2, we will respond to all of the comments of the Ordinance Committee as indicated above. In particular, we note the following major substantive zoning changes that will be prepared:

- Consolidate the three main land use chapters for ease of use and readability.
- Review all definitions for conformance with current State statutes and modern land use procedures.
- Create/revise development checklists and consolidate as an appendix.
- Review all sections related to wireless telecommunication facilities and prepare revised or new language to comply with current standards and requirements.
- Prepare a new schedule of bulk requirements, eliminating footnotes and adding all revisions to standard.
- Prepare bulk requirements for nonresidential uses in residential zones (e.g., schools, churches, noncommercial recreation centers)
- Create definition and standards for non-residential FAR in Business and OL Zones.
- Expand steep slope ordinance so that it is applicable to all properties in the Borough.



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- Overhaul of off-street parking and loading requirements, including updates to reflect current uses as necessary.
- Review with Ordinance Committee several additional items on which we will need further policy guidance, including whether sexually oriented businesses should be prohibited, the need for the pipeline ordinance, and making sure we reach out to the correct environmental groups for review.

We look forward to continuing to work with the Ordinance Committee over the coming months to complete Phase 2 and prepare the new ordinances for adoption.

J22232

Attachment 2:

PROPOSED Amendments to the Mountain Lakes Land Use Ordinances
REDLINE VERSION

Chapter 40. Land Use Administration

Borough of Mountain Lakes, NJ

ATTACHMENTS

~~Attachment 1 — CHECKLIST AND CERTIFICATION FOR ELIGIBILITY FOR BULK INCENTIVES~~

Article I. General Provisions

§ 40-1. Short titles.

Chapters **40**, **102**, **208** and **245** shall be known and may be cited as the "land use ordinances" of the Borough of Mountain Lakes. This chapter shall be known and may be cited as the "Land Use Administration Ordinance."

§ 40-2. Purpose; enforcement; violations and penalties.

- A. The purpose of Chapters **40**, **102**, **208** and **245**, the land use ordinances, shall be to exercise the authority delegated to municipalities under the Land Use Law, N.J.S.A. 40:55D-1 et seq., to regulate development and the use of land in conformance with the purposes of such law.
- B. The provisions of these chapters shall be administered by the Borough Planning Board and enforced by the Construction Official, Code Enforcement Official, Zoning Officer, or such other officer or employee designated by the Borough Manager. Such official may refer any matter to the Planning Board or Zoning Board of Adjustment for determination if within that Board's jurisdiction.
- C. Penalties for violation of any provision of these chapters shall be as set forth in Chapter **1**, §**1-17** of this Code.
- D. Any matters which are not expressly regulated by the land use ordinances of the Borough of Mountain Lakes shall be governed by those applicable provisions of the Municipal Land Use Law. In the event of any conflict between the land use ordinances of the Borough of Mountain Lakes and the Municipal Land Use Law, the terms of the Municipal Land Use Law shall control.

§ 40-3. Definitions.

Certain words, phrases and terms in the land use ordinances are defined for the purpose thereof as follows, unless the context otherwise requires. Additional definitions of a special nature will be found in the respective chapters. If any definition conflicts with the provisions of the Municipal Land Use Law, the provisions of the Municipal Land Use Law shall govern. If this chapter adds any provisions concerning definitions, which provisions are not contained in the Municipal Land Use Law, the provisions of this chapter shall govern.

ACCESSORY USE

A use or structure naturally and normally incident and subordinate to the main use of the premises.

ADMINISTRATIVE OFFICER

The administrator appointed by the Borough Manager. This administrator may serve as the Secretary of the Planning Board and/or the Zoning Board of Adjustment. Also, more generally, "administrative officer" shall be defined as the term is used in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., when appropriate to the context.

ADULT DAY-CARE FACILITY

A nonresidential facility typically operating several hours per day, providing meals, social and recreational activities, transportation, personal care and counseling under general supervision for elderly persons and/or persons with disabilities.

AFFORDABLE HOUSING

A residential dwelling which is sold or rented at a rate within the means of a low- or moderate- income household as defined in N.J.A.C. 5:93-7.4.

ALTERATION

A change or rearrangement in a structure or the structural parts of an existing facility or an enlargement, whether by extension of a site or by increasing in size or height, or by moving from one location or position to another.

ANTENNA

Any exterior transmitting or receiving device that transmits, receives, magnifies, captures or radiates electromagnetic waves, digital signals, analog signals and radio frequencies.

APPLICANT

A developer submitting an application for development.

APPLICATION FOR DEVELOPMENT

The application or appeal form and all accompanying documents required for approval of a subdivision plat, site plan, conditional use, zoning variance or direction for the issuance of a permit.

AREA

See "lot area" and "floor area."

ASSISTED LIVING RESIDENCE

A facility licensed by the Department of Health and Senior Services that provides apartment- style housing, congregate dining, and provides assisted living services available when needed. Dwelling units offer, at a minimum, one unfurnished room, a private bathroom, a kitchenette and a lockable door on the unit entrance.

ATTIC

A space, under a sloping roof, in which the possible floor area with headroom of five feet or more occupies less than 40% of the total floor area of the story directly beneath.

AUTOMOTIVE SERVICE STATION or GASOLINE STATION

A place where gasoline, kerosene or any other motor fuel or lubricating oil or grease for operating motor vehicles is offered for sale to the public and deliveries are made directly into motor vehicles, including sale of accessories, greasing, oiling and light motor service on the premises.

BASEMENT

That portion of a building that is partly or completely below grade. See also "story above grade."

BEDROOM

A room planned, used or intended primarily for sleeping.

BILLBOARD

Sign.

BLOCK

The area bounded by one or more streets or a municipal boundary and of sufficient size to accommodate a lot or lots of the minimum size required in this chapter.

BOARDER

An individual who rents a room or rooms, with or without private bath, on other than a daily or transient basis for sleeping and dwelling purposes, in a residence owned by another who also supplies meals as a part of the rental agreement.

BOARDINGHOUSE

A building containing two or more sleeping and dwelling rooms, with or without private bath, which are rented to individuals on other than a daily or transient basis and where meals are cooked for and served to boarders.

BOARD OF ADJUSTMENT

Zoning Board of Adjustment.

BUILDING

A combination of materials, having a roof, to form a construction or structure adapted to permanent, temporary or continuous occupancy.

BUILDING COVERAGE

That area of a lot which is directly occupied by a building or structure, but not including uncovered walkways, steps, patios, a parking lot or any similar improvements thereto. See also "improved lot coverage."

BUILDING ENVELOPE

That portion of the lot area located within applicable setback lines required in Schedule I of Chapter **245**, Zoning, available to be used for the placement of buildings and associated improvements.

BUILDING HEIGHT**A. RESIDENTIAL ZONES**

The vertical distance measured from the average elevation of either the existing (original) or finished grade, whichever is lower, at the front of the building to the highest point of the roof, excluding chimneys. The average elevation shall be determined by taking measurements at approximately ten-foot intervals, six feet from the building wall, and averaging them. When a building faces on more than one street, each such elevation shall be considered a front elevation, and the height shall be measured on each street. In such a case, each height must meet the bulk requirements specified in Schedule I. See also footnote 17 in Schedule I.^[1]

B. NONRESIDENTIAL ZONES

The vertical distance measured from the average elevation of the finished grade at the front wall of the structure. (Exception: See Schedule I, Note 2.) Chimneys, equipment, parapet walls, cornices and similar projections are not included in calculating building height; however, such projections shall be included if they cover more than a combined total of 5% of the roof area. Parapet walls, cornices and similar projections may only be of a height necessary to hide utility structures.

BUILDING INSPECTOR

Construction Official.

BUILDING LINE

Setback line.

BUILDING PERMIT

Construction permit.

BUILDING, PRINCIPAL

A building or structure in which is conducted the principal use of the site on which it is situated.

BULK INCENTIVES

The modified bulk zoning requirements applicable to contributing dwellings satisfying the eligibility

requirements set forth in § 40-49.

BULK INCENTIVES EFFECTIVE DATE

With respect to any contributing dwelling, shall mean:

- A. For all contributing dwellings that are described as a "Hapgood" or "Belhall" structure in the National Register of Historic Places Registration Form for the Mountain Lakes Historic District, August 11, 2012; and
- B. For all other contributing dwellings, April 1, 2017.

CABLE TELEVISION COMPANY

A cable television company as defined pursuant to Section III of P.L. 1972, c. 186 (N.J.S.A. 48:5A-3).

CAPITAL IMPROVEMENT

Governmental acquisition of real property or major construction project.^[2]

CERTIFICATE OF OCCUPANCY

A certification, in writing, by the Construction Official that a premises and its use conform to the applicable codes and regulations and may be used or occupied.

CERTIFICATION

Written endorsement of a plan which indicates that the plan meets the standards established by the land use ordinances and other related regulations.

CHANNEL

A watercourse with a definite bed and banks which confine and conduct continuously or intermittently flowing water.

CHILD-CARE CENTER

Any home or facility, by whatever name known, which is maintained for the care, development or supervision of six or more children under six years of age, who attend for less than 24 hours a day, or any such facility for which a license is required from the State of New Jersey.

CIRCULATION

Systems, structures and physical improvements for the movement of people, goods, water, air, sewage or power by such means as streets, highways, railways, waterways, towers, airways, pipes and conduits and the handling of people and goods by such means as terminals, stations, warehouses and other storage buildings or transshipment points.

CLUB

An organization, corporation or association operating solely for benevolent, charitable, fraternal, social, religious, recreational, athletic or similar purposes and not for private gain.

CLUSTER DEVELOPMENT

An area to be developed as a single entity according to a plan containing residential units that have a common or public open space area as an appurtenance.

COAH

The New Jersey Council on Affordable Housing.

CODE ENFORCEMENT OFFICIAL

A person appointed by the Borough Manager to enforce and administer the regulations in Chapters 40, 102, 208, and 294 hereof.

COLLOCATION

Use of a common wireless telecommunications facility or a common site by two or more wireless license holders or by one wireless license holder for more than one type of communications technology and/or placement of a wireless telecommunications facility on a structure owned or operated by a utility or other public entity.

COMMITTEE

The Historic Preservation Committee established pursuant to the provisions of this article.

COMMON OPEN SPACE

An open space area within a site designated as a cluster development and designed and intended for the use and enjoyment of residents of the development. Common open space may contain such complementary structures and improvements as are necessary and appropriate for the common use or enjoyment of residents and owners of the development. See also "open space" and "public open space."

COMPATIBLE

When used in connection with a component of an alteration, shall mean the component is consistent or in keeping with the original structure or the existing structure. In order to be compatible, a component of an alteration is not required to be identical to components of the original structure or the existing structure. Being compatible includes both restoration and replacement of the original structural component.

COMPLETE APPLICATION

An application form completed as specified in the land use ordinances and certified as such by the administrative officer.

CONCEPT PLAN

Information in the form of text, maps or oral presentations that enables the Board to conduct a brief and informal review of an application for development, prior to the filing of a complete application, for the purpose of advising the applicant on general procedures and design questions. See also "plat, sketch."

CONDITIONAL USE

A use permitted in a particular zoning district only upon a showing that such use in a specified location will comply with the conditions and standards for the location or operation of such use as contained in the zoning regulations and upon the issuance of an authorization therefor by the Planning Board.

CONSTRUCTION OFFICIAL

A person licensed by the State Department of Community Affairs as a building subcode official and who may also be appointed by the Borough Manager to act as Zoning Officer.

CONSTRUCTION PERMIT

Certification by the Construction Official that the plans are in conformance with the applicable ordinances and that construction may be initiated.

CONTRIBUTING DWELLING

- A. One of the dwellings that:
- (1) Were constructed on or before December 31, 1938;
 - (2) Are listed as "contributing buildings" within the Mountain Lakes Historic District in the National Register of Historic Places Registration Form for the Mountain Lakes Historic District; and
 - (3) Have not been demolished; and
- B. Such other structures as are designated as "contributing dwellings" by ordinance upon the

recommendation of the Committee and the Planning Board. The Committee shall publish a listing of contributing dwellings on its website.

CONVENTIONAL DEVELOPMENT

Development other than cluster development.

COUNTY DEVELOPMENT STANDARDS

The current land development standards of the County of Morris, New Jersey, as adopted by the Morris County Board of Chosen Freeholders and as amended or supplemented, pursuant to N.J.S.A. 40:27-6.1 et seq.

COURT

An open, unoccupied area which is bounded by three or more building walls.

CRITICAL AREA

Any area which is environmentally sensitive, such as the prime aquifer area, or which, if disturbed during construction or operation of the proposed development, would adversely affect the environment, including but not limited to stream corridors, flood hazard areas, steep slopes, highly erodible soils, areas of high water table and mature stands of native vegetation.

CUL-DE-SAC OR DEAD-END STREET

A street or portion of a street in which accessibility is limited to only one means of vehicular ingress or egress.

CUT

A portion of land surface or area from which earth has been or will be removed, dug, quarried, uncovered, displaced or relocated. Synonymous with "excavation."

DAYS

Calendar days.

DEDICATION

The transfer of property from private to public ownership for the purpose of public usage of such property.

DEMOLITION or DEMOLISH

The razing, dismantling or destruction, whether entirely or in significant part, of any designated building, structure, site, object or improvement.

DENSITY

The permitted number of dwelling units per gross area of land to be developed.

DEVELOPER

The legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or any other person having an enforceable proprietary interest in such land.

DEVELOPER'S AGREEMENT

A contract between the Borough Council and a developer concerning the implementation of, and guaranties for, development plans.

DEVELOPMENT

The division of a parcel of land into two or more parcels; the construction, reconstruction, conversion, structural alteration, relocation or enlargement of any building or other structure; any mining excavation or landfill; and any use or change in the use of any building or other structure or land, or extension of

use of land, for which permission may be required, pursuant to the Municipal Land Use Law.

DEVELOPMENT REGULATION

A zoning ordinance, subdivision ordinance, site plan ordinance, official map ordinance or other municipal regulation of the use and development of land, or amendment thereto, adopted and filed pursuant to the Municipal Land Use Law or adopted as part of the land use ordinances.

DISH ANTENNA (SATELLITE EARTH STATION)

A dish-shaped antenna designed to receive television broadcasts relayed by microwave signals from earth-orbiting communications satellites.

DISTURBANCE OF SOIL

Any activity involving the clearing, excavating, storing, grading, filling or transportation of soil, or any other activity which causes soil to be exposed to the danger of erosion. Synonymous with "land disturbance."

DIVERSION

A channel, with or without a supporting ridge on the lower side, constructed across or at the bottom of a slope.

DRAINAGE

The removal of surface water or groundwater from land by drains, grading or other means, and including control of runoff to minimize erosion and sedimentation during and after construction or development and the means necessary for water supply preservation or the prevention or alleviation of flooding.

DRAINAGE RIGHT-OF-WAY

The lands required for the installation of stormwater sewers or drainage ditches or required along a natural stream or watercourse for preserving the channel and providing for the flow of water therein to safeguard the public against flood damage in accordance with N.J.S.A. 58:1A-1 et seq. See "public drainageway."

DRAINAGEWAY

The topographical pattern or system of drainage of surface water runoff on a particular site which carries surface water in a natural drainage flow or watercourse. See "public drainageway."

DRIVE-IN RESTAURANT

An establishment where food and/or beverages are served or delivered through a window or other opening in the building to customers located outside the building, whether in motor vehicles or otherwise.

DWELLING

Any permanent building or portion thereof designed or used exclusively as the residence or sleeping place of one or more persons. Rooming or boarding houses and other similar group quarters and institutional living space shall not constitute a dwelling as defined in this chapter.

DWELLING UNIT

One or more rooms occupied or intended for occupancy as separate living quarters by one family or household, provided that separate cooking, sleeping and sanitary facilities are provided within the dwelling for the exclusive use of the occupants thereof.

EASEMENT

A right given by the owner of land to another private or public party for specific limited use of such land.

EDUCATIONAL PLAY CENTER

A multipurpose children's activity space devoted to learning, recreation and entertainment, which may

offer classes and organized events such as birthday parties, and which may include accessory retail sales.

EDUCATIONAL USE

Public, parochial and private elementary and secondary schools duly licensed by the State of New Jersey, attendance at which is a sufficient compliance with the compulsory education requirements of the state. Educational uses shall also include institutions of higher education duly licensed by the State Department of Higher Education.

EFFECTIVE DATE

August 11, 2012.^[3]

ENCROACHMENT

Any obstruction or disturbance within a delineated floodway or drainageway.

ENVIRONMENTAL COMMISSION

A municipal advisory body established in Chapter 9.

ENVIRONMENTAL IMPACT STATEMENT

A written report with illustrations, prepared in accordance with the requirements of the land use ordinances, which identifies the environmental, social or economic conditions which may be changed, and the extent to which they may be changed, by a proposed development.

EROSION

The wearing away of land by the action of water, wind, gravity, or ice.

ESSENTIAL PUBLIC FACILITIES

Those public facilities which are required in order to provide basic health and safety services to residents and visitors of the Borough, including, without limitation, water sanitation plants, water treatment plants, sewer treatment plants, water storage facilities, telecommunication towers, police stations, fire stations, jails, courthouses, public health facilities, and emergency operations centers.

EXCAVATION

Any act by which land or rock is cut into, dug, quarried uncovered, removed, displaced or relocated.

EXISTING

When used in connection with a structure or a component or feature of a structure, refers to such structure as it existed on the bulk incentives effective date, including alterations deemed to have been made prior to the bulk incentives effective date pursuant to an approval granted under § 40-49B(5).

EXISTING GRADE

The vertical location of the existing surface of land prior to grading, excavation or other land disturbance.

FAMILY

Synonymous with "household."

FENCE

An artificially constructed barrier of any material or combination of materials erected to enclose or screen areas of land.

FILL

Sand, gravel, earth or other materials of any composition placed or deposited by any person or persons.

FINAL APPROVAL

The official action of the Planning Board or Zoning Board of Adjustment taken on a preliminary approved major subdivision or site plan after all conditions, engineering plans and other requirements have been completed or fulfilled and the required improvements have been installed or guaranties properly posted for their completion, or approval conditioned upon the posting of such guaranties.

FINAL PLAT

See "plat, final."

FLOOD DAMAGE POTENTIAL

The susceptibility of a specific land use at a particular location to damage by flooding and the potential of the specific land use to increase off-site flooding or flood-related damages.

FLOOR AREA

The sum of the gross horizontal areas of all stories, stories above grade, half stories, stairways, garages, breezeways, porches, and decks of all buildings on site. Floor area excludes attics, basements, up to 500 square feet of garage space unless contained within a basement, port cocheres, unroofed porches and decks, and up to 500 square feet of roofed breezeways, porches and decks which are open or enclosed solely by screening. Such areas shall be measured from the exterior surface of the outside walls or roof of the building.

FLOOR AREA RATIO (FAR)

The sum of the floor areas of all buildings or structures expressed as a percentage of the total area of the site, except that, in calculating the FAR involving a room with a cathedral ceiling or similar architectural treatment to create volume spaces within the room, each square foot of floor area in such a room shall be counted as 1.5 square feet of floor area. Where there are vertical walls creating spaces two stories in height, the area of the floor of the room so treated shall be multiplied by a factor of 2.0; if such spaces are greater than two stories in height, the factor shall be 2.5.

FLOOR SPACE

The total area of all floors of a building as measured to the outside surfaces of exterior walls and including halls, stairways, elevator shafts, basements, attached porches and balconies.

FRONTAGE

See "lot frontage."

FRONT YARD

An open space which lies between the setback line of the principal building and the front lot line.

GARAGE

A building or roofed structure primarily intended for the storage of one or more vehicles. A garage maintained for the resident occupant of the premises and in which no service is rendered to the public or business conducted is a private garage. Any garage other than a private garage is a public garage.

GRADE

- A. The finished ground elevation of a property at project completion.
- B. The slope of a street, path, swale or other surface expressed as a percentage.

GRADE PLANE

A reference plane representing the average of finished ground level adjoining the building at all exterior walls. Where the finished ground slopes away from the exterior walls, the reference plane shall be established by the lowest points between the building and a point six feet from the building. Finished ground level shall be measured at ten-foot intervals at a point six feet from the building utilizing either existing or proposed grades, whichever is lower.

GRADING

Any stripping, cutting, filling, stockpiling or any combination thereof, and includes the land in its cut or filled condition.

HAZARDOUS SUBSTANCE

Any substance designated under 40 CFR 116 pursuant to Section 311 of the Federal Water Pollution Control Act Amendments of 1972 (Clean Water Act, Public Law 92-500; 33 U.S.C. § 1251 et seq.), the Spill Compensation and Control Act (N.J.S.A. 58:10-23.11 et seq.) or Section 4 of the New Jersey Water Pollution Control Act (N.J.S.A. 58:10A-4). Substances listed include petroleum, petroleum products, pesticides, solvents and other substances.

HAZARDOUS SUBSTANCE TRANSMISSION PIPELINE CORRIDOR or TRANSMISSION PIPELINE CORRIDOR

The pipeline pathway defined by rights-of-way and easements in which the pipelines and facilities of a hazardous substance transmission pipeline are located, or proposed to be located, including rights-of-way and easements over and through public or private property.

HAZARDOUS SUBSTANCE TRANSMISSION PIPELINE or TRANSMISSION PIPELINE

A pipeline, whether above or below ground, which transports or is designed to transport a hazardous substance. As used herein, a transmission pipeline includes all parts of those physical facilities through which a hazardous substance moves in transportation, including pipes, valves, and other appurtenances attached to pipes, compressor units, pumping stations, metering stations, regulator stations, delivery stations, emergency response terminals, holders, breakout tanks, fabricated assemblies, and other surface pipeline appurtenances.

HAZARDOUS SUBSTANCES

Substances that are dangerous or potentially detrimental to health, safety and welfare; those elements and compounds, including petroleum products, which are defined as such by the New Jersey Department of Environmental Protection and Energy and which shall be consistent, to the maximum extent possible, with, and which shall include, the list of hazardous substances adopted by the Federal Environmental Protection Agency pursuant to Section 311 of the Federal Water Pollution Control Act, Amendments of 1972, Pub. L. 92-500 (33 U.S.C. § 1321), as amended; and the list of toxic pollutants designated by Congress or the Environmental Protection Agency pursuant to Section 307 of that Act (33 U.S.C. § 1317); except that sewage and sewage sludge shall not be considered as hazardous substances for the purposes of the land use ordinances.

HEALTH AND FITNESS FACILITY

An establishment open to the public on a membership basis which provides facilities for personal training, aerobic exercise, running and jogging, weight training and strength conditioning, game courts, swimming facilities and exercise equipment and which may include accessory sauna/steam rooms, showers, lockers, spa treatments, including massage, snack/juice bars and accessory retail sales of related sports apparel and equipment.

HEIGHT

Building height.

HIGH-CONSEQUENCE LAND USE

A land use that, if located in the vicinity of a hazardous materials transmission pipeline, represents an unusually high risk to life in the event of a transmission pipeline failure due to the characteristics of the inhabitants or functions of the use. High-consequence land uses include:

- (1) Child care;
- (2) Houses of worship, including churches and other religious institutions;

- (3) Hospitals;
- (4) High-rise buildings, including hotels, dormitories, apartment complexes, and office buildings, which may not lend themselves to a timely evacuation;
- (5) Open space uses, including Green Acres and Borough-owned lands designated as open space preservation areas, farmland preservation areas, historic preservation areas, Blue Acres preservation areas, active recreation areas, and passive recreation areas;
- (6) National Park Service designated National Natural Landmarks;
- (7) New Jersey Department of Environmental Protection (NJDEP) designated New Jersey Natural Areas and Natural Heritage Priority Sites;
- (8) Residential care facilities;
- (9) Institutional uses, including public and private schools, day-care facilities, and public or quasi-public buildings; and
- (10) Essential public facilities.

HISTORIC DISTRICT

The Mountain Lakes Historic District in the New Jersey Register of Historic Places and the National Register of Historic Places.

HISTORIC RESOURCE

Any buildings, structures, sites, objects, improvements or landscapes which are integral components either because they date from a time period which makes them historically significant or because they represent an architectural type, period or method which is historically significant.

HISTORIC SITE

Any building, structure, area or property that is significant in the history, architecture, archaeology or culture of the state, its communities or the nation and that has been so designated, pursuant to state or federal laws.

HOME OCCUPATION

An activity carried out for gain by a resident, conducted as an accessory use in the resident's dwelling unit.

HOUSEHOLD

Any number of individuals related by blood, marriage or adoption, or a limited number of individuals unrelated by blood, marriage or adoption, living together as a single housekeeping unit and using rooms, sanitary and cooking facilities in common. The number of unrelated individuals in a household shall not exceed the number of bedrooms in the dwelling unit. One on-site parking space shall be provided for each car owned by a resident. This definition shall not be construed to exclude up to two domestic employees in addition to a family related by blood, marriage or adoption, nor to exclude foster children living with such family in a regular parent-child relationship.

IMPROVED LOT COVERAGE

That portion of a lot which is improved or is proposed to be improved with principal and accessory buildings or structures or driveways, paved or otherwise, breezeways, porches or roofed decks, pools, patios, parking lots, pedestrian walkways, signs or other man-made improvements on the ground surface, excluding lawns or other landscaping improvements.

INDOOR COMMERCIAL RECREATION USE

An establishment where entertainment or recreation services are provided to the general public, and for which user fees are charged. Uses include, but are not limited to roller and ice skating rink, indoor

climbing gyms, gymnastics centers, bowling alleys, arcades, escape rooms, billiards and virtual experience centers.

INFORMAL REVIEW

A review by the Planning Board of a concept plan for a development for which the developer intends to prepare and submit an application for development. The developer shall not be bound by any concept plan for which review is requested, and the Planning Board shall not be bound by any such review.

INSTITUTIONS

Schools, churches, clubs, libraries and public facilities (other than municipal), but not including hospitals or convalescent or nursing homes.

INSTRUCTIONAL SCHOOLS AND STUDIOS

Establishments which provide classes and workshops for dance, yoga, pilates, culinary arts and crafts, music, martial arts, academics and athletics.

INTERESTED PARTY

Any person or legal entity whose right to use, acquire or enjoy property is or may be affected by any action taken by the Planning Board or the Board of Adjustment under the land use ordinances.

LAND

Any ground, soil, or earth, including marshes, swamps, drainageways and areas not permanently covered by water within the municipality.

LAND DISTURBANCE

See "disturbance of soil."

LOADING AREA

An on-site accommodation for the parking of a commercial vehicle during the process of transferring articles, materials, goods or merchandise between the vehicle and a building.

LOT

A designated parcel, tract or area of land, established by a plat or otherwise as permitted by law to be used, developed or built upon as a unit. The fact that a parcel, tract or area is designated as a separate lot on the Borough tax map does not mean that it meets this definition.

LOT AREA

The area contained within the lot lines but not including any street right-of-way.

LOT, CORNER

A lot fronting on two streets at their intersection. The greater frontage of a corner lot is its depth, the lesser frontage its width.

LOT COVERAGE

See "building coverage" or "improved lot coverage," as applicable.

LOT DEPTH

The mean distance between the front and rear lot lines measured in ten-foot intervals throughout its width parallel to a line connecting the midpoints of the front and rear lot lines.

LOT DIMENSIONS

The Planning Board may modify the method of computing the lot dimensions when required by unusually shaped lots where literal enforcement would be impracticable or would be contrary to the intent of the chapter.

LOT FRONTAGE

The distance between the side lot lines at their foremost points where they intersect with the street line, measured in a straight line. The street frontage of a corner lot shall be considered to be the distance between the side lot line and the street side lot line projected to meet the front lot line. In the case of lots on a cul-de-sac circle, the frontage may be reduced to a minimum of 50 feet, provided that the distance along the front setback line shall meet the required frontage.

LOT LINE

A line of record bounding a lot.

LOT LINE, FRONT

The lot line along the right-of-way or along a private lot road line.

LOT LINE, REAR

The lot line opposite and most distant from the front line and most parallel to same.

LOT LINE, SIDE

Any lot line other than a front or a rear lot line.

LOW-INCOME HOUSING

Housing affordable according to the United States Department of Housing and Urban Development or the standards included in the rules and regulations of COAH for home ownership and rental costs and occupied or reserved for occupancy by households with a gross household income equal to 50% or less of the median gross household income for households of the same size within the housing region in which the housing is located and which is subject to affordability controls promulgated or approved by COAH.

MAINTENANCE GUARANTY

Any security, other than cash, that may be accepted by the Borough for the maintenance of any improvement required by this chapter. See "performance guaranty."

MAJOR SITE PLAN

A site plan not classified as a minor site plan.

MAJOR SUBDIVISION

Any subdivision not classified as a minor subdivision.

MASTER PLAN

A composite of the mapped and written proposals recommending the physical development of the Borough which shall have been duly adopted by the Planning Board, pursuant to the Municipal Land Use Law.

MINOR SITE PLAN

A development plan of one or more lots not requiring variances or conditional use approval, any new street or the extension of any off-street improvement, the cost of which is to be prorated or assigned, pursuant to the land use ordinances. Such development, as determined by the Planning Board, must be of minor extent as to both site improvements and off-site impact.

MINOR SUBDIVISION

A subdivision of land that does not result in more than three lots, including the remaining lot or parcel, or involve a cluster development, any new street or the extension of any off-tract improvement, the cost of which is to be prorated or assigned, pursuant to the land use ordinances. Any subsequent subdivision from any tract of land, as such tract exists at or after the time of passage of this chapter, which is

submitted within a five-year period from the date of approval of the previous minor subdivision shall, for the purpose of administering the provisions of this chapter, be construed as a major subdivision.

MODERATE-INCOME HOUSING

Housing affordable according to the United States Department of Housing and Urban Development or the standards included in the rules and regulations of COAH for home ownership and rental costs and occupied or reserved for occupancy by households with a gross household income in excess of 50% but less than 80% of the median gross household income for households of the same size within the housing region in which the housing is located and which is subject to affordability controls promulgated or approved by COAH.

MULCHING

The application of plant or other suitable materials on the soil surface to conserve moisture, hold soil in place and aid in establishing plant cover.

NATURAL GROUND SURFACE

The existing ground surface of land prior to any grading, excavation, or other land disturbance.

NONCONFORMING BUILDING OR STRUCTURE

A building or structure the size, dimension or location of which was lawful prior to the adoption, revision or amendment of a zoning ordinance but which fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

NONCONFORMING LOT

A lot the area, dimensions or location of which was lawful prior to the adoption, revision or amendment of a zoning ordinance but which fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

NONCONFORMING USE

A use or activity which was lawful prior to the adoption, revision or amendment of a zoning ordinance but which fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

NONPOINT RUNOFF

Surface water entering a channel from other than a definable discharge source.

NUISANCE

Anything that interferes with the use or enjoyment of property, endangers personal health or safety, or is offensive to the senses.

NURSERY SCHOOL

See "child-care center."

NURSING AND CONVALESCENT HOME

A building, other than a hospital, providing lodging, food, and/or supplemental health care for the ill, injured or elderly and meeting the standards of the New Jersey Department of Institutions and Agencies to operate as a nursing home.

OBLIGOR

Any individual, firm, association, corporation or other legal entity and shall include either the subdivider or other owner or both as may be required by the Borough. The obligor shall be responsible for posting and executing any required performance guaranty.

OBSTRUCTION

Includes, but is not to be limited to, any structure, fill, excavation, channel modification, rock, gravel, refuse or matter in, along, across or projecting into any channel, watercourse or flood area which may impede, retard or change the direction of the flow of water either in itself or by catching or collecting debris carried by such water or that is placed where the flow of water might carry the same downstream to pose danger to life or property or substantially change the environmental characteristics.

OCCUPANCY, NONRESIDENTIAL

The use of any structure for any other purpose than dwelling.

OCCUPANCY, RESIDENTIAL

The use of any structure for dwelling purposes for any period of time.

OFFICIAL MAP

A document adopted pursuant to the provisions of § 40-44.

OFF SITE

Located outside the lot lines of the lot in question but within the property, of which the lot is a part, which is the subject of an application for development or within a contiguous portion of a street or right-of-way.

OFF TRACT

Not located on the property which is the subject of an application for development nor on a contiguous portion of a street or right-of-way.

ON SITE

Located on the lot in question.

ON TRACT

Located on the property which is the subject of an application or on a contiguous portion of a street or right-of-way.

OPEN SPACE

Any parcel or area of land or water essentially unimproved and set aside, dedicated, designated or reserved for public or private use or enjoyment or for the use and enjoyment of owners and occupants of land adjoining or neighboring such open space, provided that such areas may be improved with only those buildings, structures, streets and off-street parking and other improvements that are designed to be incidental to the natural openness of the land. See "common open space."

ORIGINAL

When used in connection with a structure or a component or feature of a structure, refers to such structure as it existed when originally constructed.

~~ORIGINAL STRUCTURE~~

~~The structure as it existed when originally constructed.~~

OWNER

An individual or other legal entity having proprietary interest in the land. Under these land use ordinances, an owner may also be a developer.

OWNERSHIP, COMMON

Two or more contiguous parcels of real property in substantially the same ownership.

OWNERSHIP, SINGLE

A separate parcel of real property not contiguous to land in substantially the same ownership.

PARCEL

A lot or a contiguous group of lots in common or single ownership or under single control and considered a unit for purposes of development. Synonymous with "plot" and "site."

PARKING AREA, PRIVATE

Any open area used for the temporary storage of registered, operable automobiles and other vehicles for the private use of the owners or occupants of the lot on which the area is located.

PARKING AREA, PUBLIC

Any open area, other than a road or other public way, used for the temporary storage of operable, registered automobiles and other vehicles and available to the public, whether for a fee or without compensation or as an accommodation for clients, customers or employees.

PARKING SPACE

An accommodation for the off-street parking of one operable, registered motor vehicle.

PARTY IMMEDIATELY CONCERNED

For purposes of notice, any applicant for development, the owners of the subject property and all owners of property and government agencies entitled to notice, pursuant to the Municipal Land Use Law.

PERFORMANCE GUARANTY

Any security that may be accepted by the Borough, including cash, provided that the Borough shall not require more than 10% of the total performance guaranty in cash. See also "maintenance guaranty."

PERFORMANCE STANDARDS

See "standards."

PERMITTED USE

Any use which shall be allowed subject to the provisions of these land use ordinances.

PERSON

Any natural person or legal entity.

PET CARE AND GROOMING FACILITY

An establishment that provides temporary boarding; training, grooming and care for dogs, cats or other domestic animals or household pets. This shall not include overnight boarding of pets, the breeding or sale of animals or veterinary services customarily offered at an animal clinic or hospital.

PLAN

Written and graphic materials describing provisions for development, including a plat or subdivision, all covenants relating to use, location and bulk of buildings and other structures, intensity of use or density of development, public or private streets, ways and parking facilities, open space and public facilities.

PLANNING BOARD

The Board established in Article II.

PLAT

A map or maps of a subdivision or site plan.

PLAT, FINAL

The final map or maps of all or a portion of the subdivision or site plan which are presented to the Planning Board for final approval in accordance with the land use ordinances and which, if approved, shall be filed with the clerk of the County of Morris for recording in accordance with the law.

PLAT, PRELIMINARY

The maps indicating the proposed layout of the subdivision or site plan which shall be submitted to the Planning Board for preliminary approval and which meet the requirements of the land use ordinances.

PLAT, SKETCH

The map or maps of a cluster development proposal of sufficient accuracy to be used for the purpose of discussion and classification and meeting the requirements of the land use ordinances. See also "concept plan."

PLAY EQUIPMENT

Any structure or structures erected on a residential property intended for play or recreation, including jungle gyms and swing sets but excluding basketball hoops. A playhouse shall not be considered play equipment but for all purposes shall be considered an accessory structure, building or improvement.

POTENTIAL AQUIFER POLLUTANTS

- A. Any material which is listed on the list of Environmental Protection Agency (EPA) pollutants, 40 CFR 116.4 and 401.15, as amended;
- B. Any chemical listed as acutely toxic in Appendix A of the EPA Chemical Emergency Preparedness Program, Interim Guidelines;
- C. Any material which is classified by the National Fire Protection Association (NFPA) as either a flammable liquid, a Class II combustible liquid or a Class IIIA combustible liquid; or
- D. Any material which is listed or defined as explosive, flammable, reactive or corrosive by the Department of Transportation, 49 CFR 172.101, as amended.

PRELIMINARY APPROVAL

The conferral of certain rights as to site plans and major subdivisions, pursuant to the land use ordinances, prior to final approval and after specific elements of a development plan have been agreed upon by the Planning Board and the applicant.

PREMISES

A lot or parcel of ground, including any structures thereon.^[4]

PRIMARY STREET-FACING FACADE

For a contributing dwelling that has only one street-facing facade, the primary street-facing facade is such street-facing facade. For a contributing dwelling that has more than one street-facing facade, the primary street-facing facade will be the street-facing facade of the contributing dwelling with the greatest width, with the following exceptions:

- A. If the contributing dwelling has a formal (or "front") entrance door in the street-facing facade facing the street that is also the street of the contributing dwelling's street address, the primary street-facing facade is the street-facing facade containing such entrance door; and
- B. The owner of a contributing dwelling with multiple street-facing facades may designate another street-facing facade as the primary street-facing facade for that contributing dwelling, provided that the Committee determines that such designation will better preserve the historic integrity of the contributing dwelling or the historic streetscape.

PROHIBITED USE

Any use which shall not be allowed.

PUBLIC AREAS

Public parks, playgrounds, trails, paths, lakes, streams and other recreational areas and public open spaces; scenic and historic sites; and sites for schools and other public buildings or structures.

PUBLIC DRAINAGEWAY

The land reserved or dedicated for the installation of stormwater sewers or drainage ditches or required along a natural stream or watercourse for preserving the channel and providing for the flow of water to safeguard the public against flood damage, sedimentation and erosion. See also "drainageway."

PUBLIC OPEN SPACE

An open space area conveyed or otherwise dedicated to the Borough, a Borough agency, the Board of Education, a state or county agency or any other public body for recreational or conservational uses. See also "common open space."

PUBLIC UTILITY FACILITIES

Telephone, cable television and electric lines, poles, equipment and structures, water or gas pipes, hydrants, valves, mains or structures or sewer pipes, together with accessories and appurtenances, maintained, operated and conducted for the service, convenience, necessity, health and welfare of the public.

QUORUM

The majority of the full authorized membership of a Borough agency.

RAINFALL, EXCESS

The portion of rainfall which becomes direct surface runoff.

RECREATION, COMMERCIAL

Facilities operated as a business and open to the public for a fee.

RECREATION, COMMERCIAL PRIVATE

Facilities operated as a business and open only to bona fide members and guests of such organization.

RECREATION, NONCOMMERCIAL PRIVATE

Facilities operated by a nonprofit organization and open only to bona fide members and guests of such nonprofit organization.

REPLACE or REPLACEMENT

The act or process of replicating any exterior architectural feature that is used to substitute for a deteriorated or extensively damaged architectural feature.

RESIDENTIAL DENSITY

The number of dwelling units per gross acre of residential land area, including streets and open space portions of a development but excluding prior easements.

RESIDENTIAL SITE IMPROVEMENT

Any street, road, parking facility, sidewalk, drainage structure and/or utility for a residential subdivision and/or site plan.

RESIDENTIAL SITE IMPROVEMENT STANDARDS

The statewide standards adopted by the New Jersey Department of Community Affairs governing the construction, alteration, addition, repair, removal, demolition, maintenance and use of residential site improvements.

RESTAURANT

An establishment regularly used for the purpose of providing food and refreshment for consumption by the public inside the premises. A restaurant may include the sale of takeout items (that is, food or beverage items which are ready for consumption and are packaged to be taken off the premises and

consumed elsewhere), provided that the sale of such items is clearly a subordinate and incidental part of the restaurant business. It may include outdoor dining facilities subject to submission of and approval of a site plan by the Planning Board. All service is to be provided by employees of the restaurant, including cleanup of tables.

RESTORATION

The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time. It may sometimes mean the removal of later work or the replacement of missing earlier work.

RESUBDIVISION

The further division or relocation of lot lines of any lot or lots within a subdivision previously made and approved or recorded according to law, or the alteration of any streets or the establishment of any new streets within any subdivision previously made and approved or recorded according to law. Not included are conveyances combining existing lots by deed or other instrument.

RETAIL BUSINESS

An establishment engaged in selling goods or services to the general public for personal or household use or consumption. Retail businesses shall include, but not be limited to, clothing boutiques, bookstores and establishments where food and/or beverage items which are prepared and ready for consumption are sold and delivered to the customer inside a building and are packaged to be taken off the premises and consumed elsewhere. They may include outdoor dining facilities subject to submission and approval of a site plan by the Planning Board. All service is to be provided by employees of the establishment, including cleanup of tables. Such business shall include, without limitation, bakeries and delicatessens.

RETAIL SALES

The sale of items on the premises directly to the consumer and not for resale.

RETAINING WALL

A structure constructed to hold back or support an earthen bank.

RIGHT-OF-WAY

The strip of land on which a street, path or municipal utility is located, owned by or dedicated to the public.

RIGHT-OF-WAY LINE

The boundary of a right-of-way.

ROAD, PUBLIC

A street which has been accepted and is maintained by the Borough, or any federal, state or county road.

ROOMER

An individual who rents or occupies, as a lodger, a room without cooking facilities, in a residence owned by another, on other than a transient basis.

ROOMING HOUSE

A building containing two or more sleeping and dwelling rooms, with or without private bath, which are rented to individuals on other than a daily or transient basis and where no meals are cooked for and served to roomers.

SATELLITE DRY-CLEANING ESTABLISHMENT

An establishment where clothes and other types of fabrics are dropped off and picked up before and after dry cleaning, which process is conducted entirely off-premises.

SEDIMENT

Solid material, both mineral and organic, that is in suspension, is being transported or has been removed from its site of origin by air, water or gravity as a product of erosion.

SEDIMENTATION

The deposit of soil that has been transported from its site of origin by water, ice, wind, gravity or other natural means as a product of erosion.

SEDIMENT BASIN

A barrier or dam built across a waterway or at other suitable locations to retain rock, sand, gravel, silt or other material.

SELF-STORAGE FACILITY

A building or group of buildings containing individual and private storage spaces of varying sizes available for lease or rent for varying periods of time and where the occupants have access to the facility only to store and remove their personal property.

SETBACK LINE

That line to which a building and any porches, patios or carports, whether or not enclosed, must be set back from the street line or lot lines. The setback distance shall be measured at right angles to the street line or lot line. Short entrance stairs, driveways and walkways shall be excluded from setback requirements.

SEXUALLY ORIENTED ESTABLISHMENT

- A. An establishment or other organization, whether for profit or not, that regularly offers any one or more of the following products or services as a substantial portion of its business or operation:
- (1) Sale, rental, use, dissemination or display of any of the following: books, magazines, periodicals or other printed material or photographs, films, motion pictures, videocassettes, slides or other visual representations which depict or describe a specified sexual activity or specified anatomical area; or still or motion picture machines, projectors or other image-producing devices where the images so displayed are characterized by the depiction of a specified sexual activity or specified anatomical area; or instruments, devices or paraphernalia which are designed for use in connection with a specified sexual activity;
 - (2) Waiters, waitresses, dancers or other live performances characterized by the exposure of a specified anatomical area or by a specified sexual activity; or
 - (3) Massage or other manipulation of a specified anatomical area or involving a specified sexual activity or administered to or by a person with any specified anatomical area not completely and opaquely covered.
- B. A hotel, motel, club or other establishment, whether for profit or not, which provides patrons with closed-circuit television transmissions, films, motion pictures, videocassettes, slides or other visual representations which depict or describe a specified sexual activity or specified anatomical area; or offers a sleeping room for rent for a period of time that is less than 10 hours; or allows an occupant of a sleeping room to subrent the room for a period of time that is less than 10 hours; or provides any of the other products or services described in Subsection **A(1)** through **(3)** above.

SIGN

Any device for visual communication that is used for the purpose of bringing the subject thereof to the attention of the public. This shall include any device, freestanding or attached to a building or structure, or erected, painted, represented or reproduced upon or in any building or structure, which displays, reproduces or includes any letter, word, name, number, model, insignia, design, device or

representation. "Sign" shall include "billboard."

SITE PLAN

A development plan of one or more lots on which is shown the existing and proposed conditions of the lot, including but not necessarily limited to topography, vegetation, drainage, floodplains, marshes and waterways; the location of all existing and proposed buildings, driveways, parking spaces, walkways, means of ingress and egress, drainage facilities, utility services, landscaping, structures and signs, lighting and screening devices; and any other information that may be reasonably required in order to make an informed determination as to approval of the plan by the Planning Board, pursuant to these land use ordinances.

SOIL

All mineral or organic material of whatever origin that overlies bedrock and can be readily excavated.

SOIL CONSERVATION DISTRICT

The Morris County Soil Conservation District, which is a governmental subdivision of this state organized in accordance with the provisions of Chapter 24, Title 4 (N.J.S.A. 4:24-1 et seq.).

SPECIFIED ANATOMICAL AREA

Less than completely covered and opaquely covered human genitals, pubic region, buttock or female breasts below a point immediately above the top of the areola, or human male genitalia in a discernibly turgid state, even if covered.

SPECIFIED SEXUAL ACTIVITY

The fondling or other erotic touching of covered or uncovered human genitalia, pubic region, buttock or female breast, or any actual or simulated act of human masturbation, sexual intercourse or deviate sexual intercourse.

STANDARDS

Design and maintenance regulations and criteria.

STORAGE

The keeping or placing of goods, wares, material, merchandise or equipment in a warehouse or other structure or in any open spaces.

STORY

That portion of a building included between the surface of any one floor and the ceiling next above it. See also "basement," "story above grade," "story, half," and "attic."

STORY ABOVE GRADE

Any story having its finished floor surface entirely above grade, except that a basement shall be considered as a story above grade where the finished surface of the floor above the basement is more than six feet above grade plane; more than six feet above the finished ground level for more than 50% of the total building perimeter; more than 12 feet above finished ground level at any point. Finished ground level shall be measured at ten-foot intervals at a point six feet from the building utilizing either existing or proposed grades, whichever is lower.

STORY, HALF

A partial story under a roof which has the line of intersection of the roof and the wall face not more than three feet above the floor level and in which space the floor area with headroom of five feet or more occupies no less than 40% and no more than 80% of the area of the story directly beneath. Where such floor area occupies less than 40%, it shall be considered an attic. Where it occupies more than 80%, it shall be considered a story. Dormers are included in determining the story status. See also "story."

STREET

Any street, avenue, boulevard, road, lane, parkway, viaduct, alley or other way which is an existing state, county or Borough roadway, or a street or way shown upon a plat hereto approved pursuant to law or approved by official action, or a street or way on a plat duly filed and recorded in the office of the County Recording Officer prior to the appointment of a Planning Board and the grant to such Board of the power to review plats. "Street" shall include the land between the street lines, whether improved or unimproved, and may comprise pavement, shoulders, gutters, sidewalks, parking areas and other areas within the street lines.

STREET-FACING FACADE

The principal facade of a contributing dwelling that 1) directly faces a street which abuts the property on which the contributing dwelling is located and which is actively used as a roadway for vehicular traffic by the public, and 2) is at an angle of 0° to 45° to the portion of such street that abuts the property. Contributing dwellings located on corner lots and "through lots" shall typically be considered to have two street-facing facades.

STREET LINE

Right-of-way line.

STRIPPING

Any activity which removes or significantly disturbs the vegetative surface cover of the land, including clearing and grubbing operations.

STRUCTURE

A combination of materials to form a construction for occupancy, use or ornamentation, whether installed on, above or below the surface of a parcel of land.

SUBDIVIDER

Any owner of land commencing proceedings to effect a subdivision of land for himself or for another in accordance with these land use ordinances.

SUBDIVISION

The division of a lot, tract or parcel of land into two or more lots, tracts, parcels or other divisions of land for sale or development. The term "subdivision" shall also include the term "resubdivision." The following shall not be considered subdivisions, if no new streets are created:

- A. Divisions of property by testamentary or intestate provisions.
- B. Divisions of property upon court order, including but not limited to judgments of foreclosure.
- C. Consolidation of existing lots by deed or other recorded instrument.
- D. The conveyance of one or more adjoining lots, tracts or parcels of land, owned by the same person or persons, and all of which are found and certified by the administrative officer to conform to the requirements of the municipal development regulations and are shown and designated as separate lots, tracts or parcels on the tax map.

SUBDIVISION COMMITTEE

A committee of Planning Board members appointed by the Chairperson of the Board for the purpose of reviewing and clarifying proposed subdivisions in accordance with the provisions in these land use ordinances and performing such other duties relating to land subdivision as may be conferred on this Committee by the Board.

SURFACE WATERS

Temporary or permanent watercourses, water bodies or wetlands where the waters are exposed to the atmosphere.

TELECOMMUNICATIONS TOWER

Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas for telephone, radio and similar communications purposes, including self-supporting lattice towers, guyed towers or monopole towers. The term includes, but is not limited to, radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone towers, alternative tower structures and the like.

TRANSMISSION PIPELINE OPERATOR

The company or person responsible for the operation, maintenance and management of the transmission pipeline.

TOWNHOUSE

A single-family dwelling attached to other similar dwellings by common walls extending from the foundation to the roof, provided with individual front and rear entrances and yards designed as an integral part of each unit, same as "townhouse unit."

USE

The specific purpose for which land or a building is designed, arranged or intended or for which it is or may be occupied or maintained.

VARIANCE

Permission to depart from the literal requirements of the land use ordinances.

VEGETATIVE PROTECTION

Stabilization of erosive or sediment-producing areas of land covering the soil with either one or more of the following: (i) permanent seeding or permanent plantings producing long-term vegetative cover of land; (ii) short-term seedling or short-term plantings producing temporary vegetative cover of land; (iii) sodding producing areas covered with turf of perennial sod-forming grass.

WATER BODY

A natural or man-made permanent lake or pond fed by precipitation, surrounding drainage, springs or groundwaters. See also "wetlands," "watercourse" and "surface waters."

WATERCOURSE

Any natural or artificial watercourse, stream, river, creek, ditch, channel, canal, conduit, culvert, drain, waterway, gully, ravine or wash, or other waterway in which water flows in a definite direction or course, either continuously or intermittently, and has a definite channel, bed and banks, and includes any adjacent area subject to inundation by reason of overflow or floodwater.

WATERSHED

An area or areas of surface water runoff which drain into a watercourse, and includes all areas down to the next larger watercourse.

WELLHEAD PROTECTION AREA (WPA)

An area described in plan view around a well, from which groundwater flows to the well and groundwater pollution, if it occurs, may pose a significant threat to the quality of water withdrawn from the well.

WETLAND

An area delineated and approved as a wetland by the New Jersey Department of Environmental Protection ("DEP") or other governmental authority.

WETLANDS

Areas defined as "freshwater wetlands" in the New Jersey Freshwater Wetlands Protection Act, N.J.S.A.

13:9B-1 et seq. Wetlands generally include swamps, marshes, bogs and similar areas. Wetlands have the following environmental characteristics:

- A. Hydric soils, as defined by the United States Soil Conservation Service and the United States Army Corps of Engineers, are present.
- B. The vegetation is dominated by obligate hydrophytic vegetation, as identified by the United States Fish and Wildlife Services and used by the United States Army Corps of Engineers in determining wetlands.
- C. The hydrology is characterized by inundation, either permanently or periodically, at mean water depths of less than 6 1/2 feet, or the soil is saturated to the surface at some time during the growing season of the prevalent vegetation.

WIRELESS TELECOMMUNICATION EQUIPMENT FACILITIES

Accessory facilities serving and subordinate in area, extent and purpose to, and on the same lot as, a telecommunications tower or antenna location. Such facilities include, but are not limited to, transmission equipment, storage sheds, storage buildings and security fencing.

WIRELESS TELECOMMUNICATIONS FACILITIES

Facilities for the provision of wireless communications services, including, but not limited to, antennas, antenna support structure, telecommunications towers and facilities defined as wireless telecommunications equipment facilities.

YARD

An open space which lies between the principal or accessory building or buildings and the nearest lot line, unoccupied and unobstructed from the ground upward except as herein permitted.

ZONING BOARD OF ADJUSTMENT

The same as "Board of Adjustment," the Board established in Article III.

ZONING OFFICER

A person appointed pursuant to § 45-9 of this Code to enforce and administer the regulations in Chapters 40, 102, 208 and 245 thereof.

ZONING ORDINANCE

A code regulating the use of land in accordance with the New Jersey Municipal Land Use Law.^[5]

ZONING PERMIT

A document signed by the Zoning Officer which is required by this code as a condition precedent to the commencement of a use or the demolition, construction, reconstruction, alteration, conversion, or installation of a structure, and which acknowledges that such use, structure or building complies with the provisions of the Zoning Ordinance^[6] or an approved variance, or is a legal nonconforming use.

[1] *Editor's Note: Schedule I is included at the end of Ch. 245, Zoning.*

[2] *Editor's Note: The former definition of "cellar," which definition immediately followed this definition, was repealed 9-26-2005 by Ord. No. 14-05.*

~~[3] *Editor's Note: This effective date applies to Ord. No. 08-12 only.*~~

[4][3] *Editor's Note: The former definition of "prime aquifer area," which immediately followed this definition was repealed 9-14-2015 by Ord. No. 08-15.*

[5][4] *Editor's Note: See Ch. 245, Zoning.*

[6][5] *Editor's Note: See Ch. 245, Zoning.*

Article II. Planning Board

§ 40-4. Establishment; membership.

There is hereby established, pursuant to N.J.S.A. 40:55D-1 et seq., in the Borough, a Planning Board of nine members and two alternate members consisting of the following classes:

A. Regular members.

- (1) Class I. The Mayor of the Borough.
- (2) Class II. One of the officials of the Borough other than a member of the Council, to be appointed by the Mayor, provided that if there is an Environmental Commission, the member of the Environmental Commission who is also a member of the Planning Board as required by N.J.S.A. 40:56A-1 shall be deemed to be the Class II Planning Board member if there is both a member of the Zoning Board of Adjustment and a member of the Board of Education among the Class IV members.
- (3) Class III. A member of the Council to be appointed by it.
- (4) Class IV. Six other citizens of the Borough to be appointed by the Council. The members of Class IV shall hold no other Borough office, except that one member may be a member of the Zoning Board of Adjustment and one may be a member of the Board of Education. A member of the Environmental Commission who is also a member of the Planning Board as required by N.J.S.A. 40:56A-1 shall be a Class IV Planning Board member unless there is among the Class IV members of the Planning Board a member of the Zoning Board of Adjustment and a member of the Board of Education, in which case the member of the Environmental Commission shall be deemed to be a Class II member of the Planning Board.

B. Alternate members.

- (1) Two alternate members shall be appointed to the Planning Board by the Council. They shall meet all qualifications of Class IV members. At the time of their appointment they shall be designated by the Mayor as "Alternate No. 1" and "Alternate No. 2."
- (2) Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member of any class. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote.

§ 40-5. Terms of office.

A. Regular members.

- (1) The term of the Class I member shall correspond with his official tenure. The terms of the Class II and Class III members shall be for one year or terminate at the completion of their respective terms of office, whichever occurs first, except for a Class II member who shall also be a member of the Environmental Commission. The term of a Class II or Class IV member who shall also be a member of the Environmental Commission shall be for three years or terminate at the completion of his term of office as a member of the Environmental Commission, whichever occurs first.
- (2) The term of a Class IV member who shall be also a member of the Zoning Board of Adjustment or Board of Education shall terminate whenever he is no longer a member of such other body or at the completion of his Class IV term, whichever occurs first.
- (3) The terms of all Class IV members shall be for four years except as otherwise hereinabove provided.
- (4) All terms shall run from January 1 of the year in which the appointment is made. Any member, other than a Class I member, after a public hearing if he requests one, may be removed by the Council for cause.

B. Alternate members. The terms of the alternate members shall be for two years, except that the terms of the alternate members shall expire in alternate years.

§ 40-6. Vacancies.

If a vacancy in any class occurs other than by expiration of term, it shall be filled by appointment as above provided for the unexpired term.

§ 40-7. Officers.

The Planning Board shall select a Chairperson and Vice Chairperson from the members of Class IV and shall also select a Secretary.

§ 40-8. Attorney.

The Planning Board may annually appoint and, subject to the appropriation of funds, fix the compensation of the Planning Board Attorney, who shall be an attorney other than the Borough Attorney.

§ 40-9. Experts and staff.

The Planning Board may also employ or contract for the services of experts and other staff and services as it may deem necessary. The Board shall not, however, exceed the amount appropriated by the Council for its use.

§ 40-10. Powers and duties generally.

The Planning Board is authorized to adopt bylaws governing its procedural operation. It shall also have the following powers and duties:

- A. To make and adopt and from time to time amend a Master Plan for the physical development of the Borough, including a specific policy statement respecting its relationship to any areas outside its boundaries which in the Board's judgment bear essentially upon the planning of the Borough, in accordance with the provisions of N.J.S.A. 40:55D-28.
- B. To administer the provisions of Chapter 208, Subdivision of Land and Site Plan Review, in accordance with the provisions of such chapter and the Municipal Land Use Law of 1975, N.J.S.A. 40:55D-1 et seq.
- C. To participate in the preparation and review of programs or plans required by state or federal law or regulations.
- D. To assemble data on a continuing basis as part of a continuous planning process.
- E. To establish the Official Map, pursuant to an ordinance of the Council, and recommend amendments to the same, pursuant to N.J.S.A. 40:55D-32 and 40:55D-33.
- F. To consider and report to the Council within 35 days of referral as to any proposed development regulation submitted to it pursuant to the provisions of N.J.S.A. 40:55D-26(a), and also pass upon other matters specifically referred to the Planning Board by the Council, pursuant to the provisions of N.J.S.A. 40:55D-26(b).
- G. Variance or direction for issuance of a permit.
 - (1) Whenever the proposed development requires approval of a subdivision, site plan or conditional use, but not a variance pursuant to N.J.S.A. 40:55D-70(d), § **40-21A(4)** of this chapter, to grant to the same extent and subject to the same restrictions as the Board of Adjustment:
 - (a) Variances pursuant to N.J.S.A. 40:55D-70(c).
 - (b) Direction pursuant to N.J.S.A. 40:55D-34 for issuance of a construction permit for a building or structure in the bed of a mapped street or public drainageway flood control basin or public area reserved pursuant to N.J.S.A. 40:55D-32.

- (c) Direction pursuant to N.J.S.A. 40:55D-36 for issuance of a construction permit for a building or structure not relating to a street.
 - (2) Whenever relief is requested, pursuant to the provisions of this subsection, notice of a hearing on the application for development shall include reference to the request for variance or direction for issuance of a construction permit, as the case may be.
 - (3) The developer may elect to submit a separate application requesting approval of the variance or direction of the issuance of a permit and a subsequent application for any required approval of a subdivision, site plan or conditional use. The separate approval of the variance or direction of the issuance of a permit shall be conditioned upon the granting of all required subsequent approvals by the Planning Board. No such subsequent approval shall be granted unless approval can be granted without substantial detriment to the public good and without substantial impairment of the intent and purpose of the zone plan and zoning ordinance.
- H. To perform other advisory duties, such as preparation of capital improvement programs, as may be assigned to it by ordinance or resolution of the Council for the aid and assistance of the Council or other agencies or officers.

§ 40-11. Time limitations for Planning Board action.

- A. Minor subdivisions. Minor subdivision approvals shall be granted or denied within 45 days of the date of submission of a complete application to the Planning Board or within such further time as may be consented to by the applicant. Approval of a minor subdivision shall expire 190 days from the date of Planning Board approval unless within such period a plat in conformity with such approval and the provisions of the Map Filing Law, N.J.S.A. 46:23-9.9 et seq., or a deed clearly describing the approved minor subdivision is filed by the developer with the County Recording Officer, the Borough Engineer and the Borough Tax Assessor. Any such plat or deed shall be signed by the Chairperson and Secretary of the Planning Board before it is accepted for filing by the County Recording Officer. The provisions of N.J.S.A. 40:55D-47(f) and (g) shall apply to any minor subdivision approval granted by the Planning Board.
- B. Preliminary approval of major subdivisions. Upon submission of a complete application for a subdivision of 10 or fewer lots, the Planning Board shall grant or deny preliminary approval within 45 days of the date of such submission, or within such further time as may be consented to by the developer. Upon submission of a complete application for a subdivision of more than 10 lots, the Planning Board shall grant or deny preliminary approval within 95 days of the date of such submission, or within such further time as may be consented to by the developer. The provisions of N.J.S.A. 40:55D-49 shall apply to any preliminary major subdivision approval granted by the Planning Board.
- C. Ancillary powers.
 - (1) Whenever the Planning Board is called upon to exercise its ancillary powers before the granting of a variance, as set forth in § **40-10G**, the Planning Board shall grant or deny approval of the application within 120 days after submission by a developer of a complete application to the administrative officer, or within such further time as may be consented to by the applicant.
 - (2) In the event that the developer elects to submit separate consecutive applications, the aforesaid provision shall apply to the application for approval of the variance or direction for issuance of a permit. The period for granting or denying any subsequent approval shall be as otherwise provided in this chapter.
- D. Final approval of major subdivisions. Application for final subdivision approval shall be granted or denied within 45 days of submission of a complete application, or within such further time as may be consented to by the applicant. Final approval of a major subdivision shall expire 95 days from the date of signing of the plat unless within such period the plat has been duly filed by the developer with the County

Recording Officer. The Planning Board may, for good cause shown, extend the period for recording for an additional period not to exceed 190 days from the date of signing of the plat. The provisions of N.J.S.A. 40:55D-52 and 40:55D-54 shall apply to any final major subdivision approval granted by the Planning Board.

- E. Site plan approval. Minor site plan approval shall be granted or denied within 45 days of the date of the submission of a complete application to the administrative officer. Minor site plan approval shall be deemed to be final approval of the site plan by the Planning Board, subject to any conditions that the Board may impose.
- (1) Upon submission of a complete application for preliminary approval for a major site plan for 10 acres or less, the Planning Board shall grant or deny preliminary approval within 45 days of the date of submission. Upon submission of a complete application for preliminary approval for a major site plan for more than 10 acres, the Planning Board shall grant or deny preliminary approval within 95 days of submission. Following preliminary approval, final approval of a major site plan shall be granted or denied within 45 days of submission of a complete application for final approval.
 - (2) The time for Board decision may be extended by consent of the applicant. Failure of the Planning Board to act within the period prescribed shall constitute approval of the plan.
 - (3) All necessary permits and approvals shall be obtained before a construction permit may be issued and before construction may commence.
 - (4) The provisions of N.J.S.A. 40:55D-49 shall apply to any preliminary major site plan approval granted by the Planning Board. The provisions of N.J.S.A. 40:55D-52 shall apply to any final major site plan approval granted by the Planning Board. The provisions of N.J.S.A. 40:55D-46.1(c) shall apply to any minor site plan approval granted by the Planning Board. Construction permits shall expire in accordance with the applicable provisions of the Uniform Construction Code.
- F. Failure of Planning Board to act. Failure of the Planning Board to act within the period set forth in Subsections **A** through **E**, whichever is appropriate, shall constitute the approval applied for, and a certificate by the administrative officer as to the failure of the Planning Board to act shall be issued upon request of the applicant, and it shall be sufficient in lieu of written endorsement or other evidence of approval.
- G. Completeness of applications. An application for development shall be complete for purposes of commencing the applicable time period for action by the Planning Board when so certified by the Planning Board or its authorized designee.
- (1) In the event that the Planning Board or designee does not certify the application to be complete within 45 days of the date of its submission, the application shall be deemed complete upon the expiration of the forty-five-day period for purposes of commencing the applicable time period unless:
 - (a) The application lacks information required by Chapter **208** of this Code for the particular type of application, which list of requirements shall be provided to the applicant; and
 - (b) The Planning Board or its designee has notified the applicant, in writing, of the deficiencies in the application within 45 days of submission of the application.
 - (2) The applicant may request that one or more of the submission requirements be waived, in which event the Planning Board shall grant or deny the request within 45 days. Nothing herein shall be construed as diminishing the applicant's obligation to prove in the application process that (s)he is entitled to approval of the application. The Planning Board may subsequently require correction of any information found to be in error and submission of additional information not specified in the chapter or any revisions in the accompanying documents as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for development have been met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required by the Planning Board.

§ 40-12. Environmental Commission.

The Planning Board shall make available to the Environmental Commission an informational copy of every application for development submitted to the Planning Board. Failure of the Planning Board to make such informational copy available to the Environmental Commission shall not invalidate any hearing or proceeding.

§ 40-13. Rules and regulations.

The Board shall adopt such rules and regulations as may be necessary to carry into effect the provisions and purposes of these land use ordinances. In the issuance of subpoenas, administration of oaths and taking of testimony, the provisions of the County and Municipal Investigations Law of 1953, N.J.S.A. 2A:67A-1 et seq., shall apply.

§ 40-14. Lack of quorum.

If the Planning Board lacks a quorum because any of its regular or alternate members is prohibited from acting on a matter due to the member's personal or financial interests therein, the provisions of N.J.S.A. 40:55D-23.2 shall apply.

Article III. Zoning Board of Adjustment

§ 40-15. Establishment; membership.

- A. A Zoning Board of Adjustment is hereby established which shall consist of seven regular members and two alternate members. All members shall be residents of the Borough and shall be appointed by the Council.
- B. Alternate members shall be designated at the time of appointment by the Council as "Alternate No. 1" and "Alternate No. 2."
- C. Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate No. 1 shall vote.

§ 40-16. Terms of office.

- A. Regular members. The term of each regular member shall be four years. The terms of the members first appointed under this chapter shall be so determined that, to the greatest extent practicable, the expiration of such terms shall be distributed evenly over the first four years after their appointment, provided that the initial term shall not exceed four years.
- B. Alternate members. The term of each alternate member shall be two years, except that the terms of the alternate members shall expire in alternate years.

§ 40-17. Vacancies.

If a vacancy occurs other than by expiration of a term, it shall be filled by appointment as above provided for the unexpired term.

§ 40-18. Officers.

The Zoning Board of Adjustment shall elect a Chairperson and Vice Chairperson from among its members and shall also select a Secretary.

§ 40-19. Attorney.

The Zoning Board of Adjustment may annually appoint and, subject to the appropriation of funds, fix the compensation of the Zoning Board of Adjustment Attorney, who shall be an attorney other than the Borough Attorney.

§ 40-20. Experts and staff.

The Zoning Board of Adjustment may also employ or contract for and fix the compensation of such experts and other staff and services as it may deem necessary. The Board shall not authorize expenditures which exceed the amount appropriated by the Council for its use.

§ 40-21. Powers and duties generally.

A. The Zoning Board of Adjustment shall have the following powers:

- (1) To hear and decide appeals where it is alleged by the applicant that there is error in any order, requirement, decision or refusal made by an administrative official or agency based on or made in the enforcement of the zoning ordinance.
- (2) To hear and decide requests for interpretation of the Zoning Map or zoning ordinance, or for decisions upon special questions upon which such Board is authorized by the zoning ordinance to pass.
- (3) Variance from zoning requirements.
 - (a) Where, by reason of exceptional narrowness, shallowness or shape of a specific piece of property, or by reason of exceptional topographic conditions or physical features uniquely affecting a specific piece of property, or by reason of an extraordinary and exceptional situation uniquely affecting a specific piece of property or the structures lawfully existing thereon, the strict application of any regulation pursuant to Chapter **245**, Zoning, of this Code would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardship upon, the developer of such property, to grant, upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship.
 - (b) Where, in an application or appeal relating to a specific piece of property, the purpose of N.J.S.A. 40:55D-1 et seq., the New Jersey Municipal Land Use Law, would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment, to grant a variance to allow departure from regulations pursuant to Chapter **245** of this Code; provided, however, that no variance from those departures enumerated in Subsection **A(4)** of this section shall be granted under this subsection, and provided further that the proposed development does not require approval by the Planning Board of a subdivision, site plan or conditional use in conjunction with which the Planning Board has power to review a request for a variance pursuant to § **40-10G** of this chapter.
- (4) Variance in particular cases.
 - (a) In particular cases and for special reasons, to grant a variance to allow departure from regulations, pursuant to Chapter **245** of this Code, to permit:
 - [1] A use or principal structure in a district restricted against such use or principal structure.
 - [2] An expansion of a nonconforming use.
 - [3] Deviation from a specification or standard pursuant to N.J.S.A. 40:55D-67, pertaining solely to a conditional use.
 - [4] An increase in the permitted floor area ratio, as defined in N.J.S.A. 40:55D-4, § **40-3** of this

chapter.

[5] An increase in the permitted density, as defined in N.J.S.A. 40:55D-4, § **40-3** of this chapter, except as applied to the required lot area for a lot or lots for detached one- or two-dwelling-unit buildings, which lot or lots are either an isolated undersized lot or lots resulting from a minor subdivision.

[6] A height of a principal structure which exceeds by 10 feet or 10% the maximum height permitted in the district for a principal structure.

(b) A variance under this Subsection **A(4)** shall be granted only by affirmative vote of at least five members.

(5) To direct issuance of a permit, pursuant to N.J.S.A. 40:55D-34, for a building or structure in the bed of a mapped street or public drainageway, flood-control basin or public area reserved on the Official Map.

(6) To direct issuance of a permit, pursuant to N.J.S.A. 40:55D-35, for a building or structure not related to a street.

(7) To grant, to the same extent and subject to the same restrictions as the Planning Board, subdivision or site plan approval, pursuant to N.J.S.A. 40:55D-37 through 40:55D-59,^[1] or conditional use approval, pursuant to N.J.S.A. 40:55D-67, whenever the Board is reviewing an application for approval of a use variance, pursuant to Subsection **A(4)** of this section.

[1] *Editor's Note: N.J.S.A. 40:55D-59 was repealed by L. 1983, c. 253.*

B. No variance or other relief may be granted under the provisions of Subsection **A(1)** through **(4)** of this section unless such variance or other relief can be granted without substantial detriment to the public good and shall not substantially impair the intent and purpose of the zone plan and zoning ordinance.

C. The developer may elect to submit a separate application requesting approval of the variance and a subsequent application for any required approval of a subdivision site plan or conditional use. The separate approval of the variance shall be conditioned upon grant of all required subsequent approvals by the Zoning Board of Adjustment. No such subsequent approval shall be granted unless such approval can be granted without substantial detriment to the public good and without substantial impairment of the intent and purpose of the zone plan and the zoning ordinance. The number of votes of Board members required to grant any such subsequent approval shall be as otherwise provided in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., for the approval in question, and the special vote, pursuant to Subsection **A(4)**, shall not be required. Any application under any provision of this section may be referred to any appropriate person or agency for its report, provided that such reference shall not extend the period of time within which the Zoning Board of Adjustment shall act.

§ 40-22. Appeals and applications.

A. Appeals to the Zoning Board of Adjustment may be taken by any interested party. Each appeal shall be taken within the 20 days prescribed by N.J.S.A. 40:55D-72(a) by filing a notice of appeal with the officer from whom the appeal was taken, together with three copies of such notice with the Secretary of the Zoning Board of Adjustment. Such notice of appeal shall specify the grounds of the appeal. The officer from whom the appeal is taken shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken.

B. Application addressed to the original jurisdiction of the Zoning Board of Adjustment, without prior application to an administrative officer or the Planning Board, shall be filed with the Secretary of the Zoning Board of Adjustment. At the time of filing the appeal or application, but in no event less than 10 days prior to the date set for hearing, the applicant shall also file all plot plans, maps, or other papers required by virtue of any provision of this chapter or any rule of the Zoning Board of Adjustment.

C. An appeal to the Board shall stay all proceedings in furtherance of the action in respect of which the

decision appealed from was made, unless the officer from whom the appeal is taken certifies to the Zoning Board of Adjustment after the notice of appeal shall have been filed with him/her that by reason of facts stated in the certificate a stay would, in his/her opinion, cause imminent peril to life or property. In such case, proceedings shall not be stayed other than by a restraining order which may be granted by the Zoning Board of Adjustment or by the Superior Court of New Jersey on application or notice to the officer from whom the appeal is taken and on due cause shown.

- D. An appeal or application to the Zoning Board of Adjustment shall be complete for purposes of commencing the applicable time period for action by the Board when so certified by the Board or its authorized designee. In the event that the Board or designee does not certify the application to be complete within 45 days of the date of its submission, the application shall be deemed complete upon expiration of the forty-five-day period for purposes of commencing the applicable time period unless:
- (1) The application lacks information in the form and substance required by the checklist set forth at the end of this Subsection **D** for the particular type of application, which list of requirements and forms shall be provided to the applicant; and
 - (2) The Zoning Board of Adjustment, or its designee, has notified the applicant, in writing, of the deficiencies in the application within 45 days of submission of the application. The applicant may request that one or more of the submission requirements be waived, in which event the Zoning Board of Adjustment shall grant or deny the request within 45 days. Nothing herein shall be construed as diminishing the applicant's obligation to prove in the application process that (s)he is entitled to approval of the application. The Zoning Board of Adjustment may subsequently require correction of any information found to be in error and submission of additional information not specified in the chapter or any revisions in the accompanying documents as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application for development have been met. The application shall not be deemed incomplete for lack of any such additional information or any revisions in the accompanying documents so required by the Zoning Board of Adjustment.

CHECKLIST

1. Application form, original and 13 copies with all items completed.
2. Fee required by § 111-3H of this Code.
3. If an appeal, copy of Zoning Officer's decision from which this appeal is being taken.
4. Certification of the Tax Collector that taxes have been paid.
5. Original and 13 copies of plot plan, current survey and area map. Must be ready for public inspection in administrative officer's office 10 days before hearing. The original survey should be brought to hearing. The plan must include the following:
 - (a) Lot lines, with dimensions shown on a current survey prepared by a licensed professional surveyor, engineer, architect or landscape architect in the State of New Jersey;
 - (b) Tax block and lot numbers;
 - (c) Zone district;
 - (d) Name of road or roads on which the property fronts;
 - (e) Easements, rights-of-way, and zone boundaries;
 - (f) Location of streams, lakes, and freshwater wetlands;
 - (g) Topographical information;
 - (h) Location of all existing buildings, proposed structures or changes showing front, rear and side yard dimensions and distance from buildings and accessory structures to property lines;

- (i) Architectural elevations and floor plans, including structural height, of proposed addition or new building;
 - (j) Building area allowed - draw lines showing required front, rear and side yard setbacks;
 - (k) Location, arrangement and dimensions of parking area, driveway, patios, etc.;
 - (l) Names of adjoining property owners with lot and block designations;
 - (m) Location of all buildings on all adjoining properties, including setbacks;
 - (n) Zoning compliance chart.
6. One copy of notice served, affidavit of service and list of property owners served, together with certified mail receipts, if applicable. Send or deliver to Administrative Office one week prior to hearing.

The area map may be copied from the tax maps in the assessment office. It must show the applicant's plot and the properties within 200 feet in outline, including properties outside the Borough, where necessary. It must indicate lot and block numbers on each plot within the two-hundred-foot area within or without the Borough.

§ 40-23. Reversal or modification on appeal.

The Zoning Board of Adjustment may reverse or affirm, wholly or in part, or may modify the action, order, requirement, decision, interpretation or determination appealed from, and make such other requirement, decision or determination as ought to be made, and to that end have all powers of the officer from whom the appeal was taken.

§ 40-24. Time for decision.

The Zoning Board of Adjustment shall render its decision no later than 120 days after the date an appeal is taken from the decision of an administrative official, or the submission of a complete application for development to the Board, pursuant to the provisions of N.J.S.A. 40:55D-70(b). In the event that the developer elects to submit separate consecutive applications in accordance with the provisions of § 40-21C, the aforesaid provisions shall apply to the application for approval of the variance. The period for granting or denying any subsequent approval shall be as otherwise provided in this chapter. Failure of the Zoning Board of Adjustment to act within the period prescribed shall constitute approval of the application.

§ 40-25. Rules and regulations.

The Board shall adopt such rules and regulations as may be necessary to carry into effect the provisions and purposes of this article. In the issuance of subpoenas, administration of oaths and taking of testimony, the provisions of the County and Municipal Investigations Law of 1953, N.J.S.A. 2A:67A-1 et seq., shall apply.

§ 40-26. (Reserved)

[1] *Editor's Note: Former § 40-26, Appeals to Council, was repealed 6-14-2010 by Ord. No. 06-10.*

§ 40-27. Lack of quorum.

If the Zoning Board of Adjustment lacks a quorum because any of its regular or alternate members is prohibited from acting on a matter due to the member's personal or financial interest therein, the provisions of N.J.S.A. 40:55D-69.1 shall apply.

§ 40-28. Report.

The Zoning Board of Adjustment shall, at least once a year, review its decisions on applications and appeals for variances and prepare and adopt by resolution a report of its findings on zoning ordinance provisions which were the subject of variance requests and its recommendations for zoning ordinance amendment or revision, if any. The Zoning Board of Adjustment shall send copies of the report and resolution to the governing body and Planning Board.

Article IV. Provisions Applicable to Both the Planning Board and Zoning Board of Adjustment

§ 40-29. Conflicts of interest.

No member of the Planning Board or Zoning Board of Adjustment shall act on any matter in which he has either directly or indirectly any personal or financial interest. Whenever any such member shall disqualify himself from acting on a particular matter, he shall not continue to sit with the Board on the hearing of such matter nor participate in any discussion or decision relating thereto.

§ 40-30. Meetings.

- A. Meetings of both the Planning Board and Zoning Board of Adjustment shall be scheduled no less often than once a month, and any meeting so scheduled shall be held as scheduled unless canceled for lack of applications for development to process.
- B. Special meetings may be provided for at the call of the Chairperson or at the request of any two Board members. Such meeting shall be held on notice to its members and the public in accordance with all applicable legal requirements.
- C. No action shall be taken at any meeting without a quorum being present.
- D. All actions shall be taken by majority vote of the members present except as otherwise required by any provision of N.J.S.A. 40:55D-70d.
- E. All regular meetings and all special meetings shall be open to the public. Notice of all such meetings shall be given in accordance with the requirements of the Open Public Meetings Law, N.J.S.A. 10:4-6 et seq. To the extent permitted by the Open Public Meetings Law, and in accordance with the provisions of N.J.S.A. 40:55D-9, an executive session for the purpose of discussing and studying any matters to come before either Board shall not be deemed a regular or special meeting, and no actions requiring a vote shall be taken.

§ 40-31. Minutes.

Minutes of every regular or special meeting shall be kept and shall include the names of the persons appearing and addressing the Board and of the persons appearing by attorney, the action taken by the Board, the findings, if any, made by it and reasons therefor. The minutes shall thereafter be made available for public inspection during normal business hours at the office of the administrative officer. Any interested party shall have the right to compel production of the minutes for use as evidence in any legal proceeding concerning the subject matter of such minutes. Such interested party may be charged a fee for reproduction of the minutes for his use as provided for in the rules of the Board.

§ 40-32. Fees.

Fees for applications or for the rendering of any service by the Planning Board or Zoning Board of Adjustment or any member of its administrative staff which are not otherwise provided by ordinance may be provided for and adopted as part of the rules of the Board, and copies of such rules or of the separate fee schedule shall be available to the public. Fees shall be as set forth in § 111-3G and H.

§ 40-33. Additional refundable escrow fees and court reporter costs.

- A. Upon filing any application for development with the Planning Board or Zoning Board of Adjustment, an applicant shall post escrow fees with the reviewing Board for those applications, and in the amounts, specified in § 111-3G and/or H of this Code. The provisions of N.J.S.A. 40:55D-53.2 and 40:55D-53.2a shall apply to all escrow fees posted with the Planning Board pursuant to § 111-3G and to all escrow fees posted with the Zoning Board of Adjustment pursuant to § 111-3H.
- B. Separate from any requirement for additional refundable escrow fees, if either the applicant or the Board desires a stenographic transcript of hearings or other meetings related to any application, the costs of appearance, taking down the testimony or discussion, transcribing it and providing a copy of the transcript to the Board shall be at the expense of the applicant, who shall also arrange for the attendance of a certified shorthand reporter.

§ 40-34. Public hearings.

- A. Rules. The Planning Board and Zoning Board of Adjustment may make rules governing the conduct of hearings before such bodies, which rules shall not be inconsistent with the provisions of N.J.S.A. 40:55D-1 et seq. or of this chapter.
- B. Oaths. The officer presiding at the hearing or such person as (s)he may designate shall have power to administer the oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant evidence, including witnesses and documents presented by the parties, and the provisions of the County and Municipal Investigations Law, N.J.S.A. 2A:67A-1 et seq., shall apply.
- C. Testimony. The testimony of all witnesses relating to an application for development shall be taken under oath or affirmation by the presiding officer, and the right of cross-examination shall be permitted to all interested parties through their attorneys, if represented, or directly, if not represented, subject to the discretion of the presiding officer and to reasonable limitations as to time and number of witnesses.
- D. Evidence. Technical rules of evidence shall not be applicable to the hearing, but the Board may exclude irrelevant, immaterial or unduly repetitious evidence.
- E. Records. Each Board shall provide for the verbatim recording of the proceedings by either stenographer or by mechanical or electronic means. The Board shall furnish a transcript or duplicate recording in lieu thereof on request to any interested party at his/her expense.

§ 40-35. Notice requirement for hearing.

Public notice of a hearing on all applications for development shall be given, except for minor site plans, minor subdivisions and final approval of major site plans and major subdivisions. Public notice shall be given in the event relief is requested, pursuant to N.J.S.A. 40:55D-60, 40:55D-70 or 40:55D-76 as part of an application for development otherwise excepted herein from public notice.

- A. Whenever a hearing shall be required on an application for development, pursuant to N.J.S.A. 40:55D-1 et seq., the applicant shall give notice thereof as follows:
 - (1) By publication in the official newspaper of the Borough;
 - (2) By serving a copy thereof on the owner as shown on the current tax duplicate or his/her agent in charge of the property; or
 - (3) By mailing a copy thereof by certified mail to the property owner at his/her address as shown on the current tax duplicate. A return receipt shall not be required. Notice shall be deemed complete upon mailing.
- B. Notice shall be given to the owners of all real property, as shown on the current tax duplicate, located within 200 feet in all directions of the property which is the subject of such hearing, and whether located within or without the municipality in which applicant's land is located. Notice to a partnership owner may

be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a vice president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. Notice to a condominium association, horizontal property regime, community trust or homeowners' association, because of its ownership of common elements or areas located within 200 feet of the property which is the subject of the hearing, may be made in the same manner as to a corporation without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.

- C. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given to the clerk of the municipality, which notice shall be in addition to the notice required to be given, pursuant to Subsection **B** of this section, to the owners of lands in such adjoining municipality which are located within 200 feet of the subject premises.
- D. Notice shall be given to the County Planning Board of a hearing on application for development of property adjacent to an existing county road or proposed road shown on the Official County Map or on the County Master Plan, adjoining other county land or situate within 200 feet of a municipal boundary.
- E. Notice shall be given to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state highway.
- F. Notice shall be given to the State Planning Commission of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Borough Clerk pursuant to N.J.S.A. 40:55D-10.
- G. Notice of hearings on applications for approval of a major subdivision or a site plan not defined as a minor site plan under this chapter and requiring public notice pursuant to this section shall be given, in the case of a public utility, cable television company, or local utility which possesses a right-of-way or easement within the Borough of Mountain Lakes and which has registered with the Borough in accordance with N.J.S.A. 40:55D-12.1, by serving a copy of the notice on the person whose name appears on the registration form on behalf of the public utility, cable television company, or local utility, or mailing a copy thereof by certified mail to the person whose name appears on the registration form at the address shown on that form.
- H. All notices hereinabove specified in this section shall be given at least 10 days prior to the date fixed for hearing, and the applicant shall file an affidavit of proof of service with the Board holding the hearing on the application for development.
- I. All notices required to be given pursuant to the terms in this section shall state the date, time and place of the hearing, the nature of the matters to be considered and identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the Borough Tax Assessor's office and the location and times at which any maps and documents for which approval is sought are available as required by law.

§ 40-36. List of property owners furnished.

Pursuant to the provisions of N.J.S.A. 40:55D-12c, the administrative officer shall, within seven days of receipt of a request therefor and upon receipt of payment of a fee as specified in § 111-3G and H, provide a list certified by the Tax Assessor from the current tax duplicate of names and addresses of owners in the Borough to whom the applicant is required to give notice, pursuant to § **40-35B**. In addition, the administrative officer shall include on the list the names, addresses, and positions of those persons who, not less than seven days prior to the date on which the applicant requested the list, have registered to receive notice pursuant to § **40-37**.

§ 40-37. Registration by public utilities, cable television companies and local utilities to receive notice of applications.

- A. Every public utility, cable television company, and local utility interested in receiving notice pursuant to

§ **40-35G** may register with the Borough to receive notice. This registration shall remain in effect until revoked by the public utility, cable television company, or local utility, or by its successor in interest.

- B. The administrative officer shall adopt a registration form and shall maintain a record of all public utilities, cable television companies, and local utilities which have registered pursuant to Subsection **A** of this section. The registration form shall include the name of the public utility, cable television company, or local utility, and the name, address, and position of the person to whom notice shall be forwarded. The information contained therein shall be made available to any applicant, as provided for in § **40-36**.
- C. Any public utility, cable television company, or local utility which registers to receive notice pursuant to Subsection **A** of this section shall pay to the Borough a registration fee as set forth at § 111-3G(6).
- D. The administrative officer shall notify the corporate secretary of every local utility that, in order to receive notice by an applicant pursuant to § **40-35G**, the utility must register with the Borough or any other municipality in which the utility has a right-of-way or easement.

§ 40-38. Decisions.

- A. Findings of fact and conclusions. The Board shall include findings of fact and conclusions based thereon in each decision on any application for development and shall reduce the decision to writing. Failure of a motion to receive the number of votes required to approve an application for development pursuant to the exceptional vote requirements of N.J.S.A. 40:55D-34 or § **40-21A(4)** of this chapter shall be deemed an action denying the application. The Board shall provide the findings and conclusions through:
 - (1) A resolution adopted at a meeting held within the time period provided in the Act for action by the Board on the application for development; or
 - (2) A memorializing resolution adopted at a meeting held not later than 45 days after the date of the meeting at which the Board voted to grant or deny approval. Only the members of the Board who voted for the action taken may vote on the memorializing resolution, and the vote of a majority of such members present at the meeting at which the resolution is presented for adoption shall be sufficient to adopt the resolution. An action pursuant to N.J.S.A. 40:55D-9, resulting from the failure of a motion to approve an application, shall be memorialized by resolution as provided above, with those members voting against the motion for approval being the members eligible to vote on the memorializing resolution. The vote on any such resolution shall be deemed to be a memorialization of the action of the Board and not to be an action of the Board. However, the date of the adoption of the resolution shall constitute the date of the decision for purposes of the mailings, filings and publications required by N.J.S.A. 40:55D-10(h) and (i).
- B. Conditional decisions; County Planning Board approval. Where required by law, see N.J.S.A. 40:27-6.6, the application shall be submitted to the Morris County Planning Board for review or approval, and in such cases the Borough Planning Board and Zoning Board of Adjustment shall condition any approval that each grants upon timely receipt of a favorable report from the County Planning Board or upon the County Planning Board's failure to report within the required time period. Decisions may all be conditioned on approval by other governmental agencies.
- C. Mailing. A copy of the decision shall be mailed by the Board within 10 days of the date of decision to the applicant or, if represented, then to his/her attorney without separate charge. A copy of the decision shall also be mailed to all persons who request it and who have paid the prescribed fee. A copy of the decision shall also be filed in the office of the administrative officer, who shall make a copy of such filed decision available for public inspection during his/her office hours and a copy available to any interested party upon payment of a fee calculated in the same manner as those established for copies of the other public documents in the Borough.
- D. Publication. A brief notice of every final decision shall be published in the official newspaper of the Borough. Such publication shall be arranged by the Secretary of the Planning Board or Zoning Board of Adjustment, as the case may be, for a reasonable charge. The applicant may also arrange for such

publication. Notice shall be sent to the official newspaper for publication within 10 days of the date of any such decision.

§ 40-39. Payment of taxes.

Pursuant to the provisions of N.J.S.A. 40:55D-39 and 40:55D-65, every application for development submitted to the Planning Board or Zoning Board of Adjustment shall be accompanied by proof that no taxes or assessments for local improvements are due or delinquent on the property which is the subject of such application, or, if it is shown that taxes or assessments are delinquent on the property, any approvals or other relief granted by either Board shall be conditioned upon either the prompt payment of such taxes or assessments or the making of adequate provision for the payment thereof in such manner that the Borough shall be adequately protected.

§ 40-40. Pending applications.

All applications for development filed prior to the effective date of this chapter may be continued, but any appeals arising out of decisions made on any such application shall be governed by the provisions of § 40-22 of this chapter.

§ 40-41. Copy of chapter to be filed with County Planning Board.

Immediately upon adoption of this chapter the Borough Clerk shall file a copy with the County Planning Board as required by law. The Borough Clerk shall also file with the County Planning Board copies of all other Borough land use ordinances.

§ 40-42. Expiration of variance.

Any variance hereafter granted by the Zoning Board of Adjustment or the Planning Board permitting the erection or alteration of any structure(s) or permitting a specified use of any premises shall expire by limitation unless such construction or alteration shall have been actually commenced on each and every structure permitted by the variance, or unless such permitted use has actually been commenced, within 18 months from the date memorializing the resolution by the Zoning Board of Adjustment or Planning Board, except that the running of the period of limitation herein provided shall be tolled from the date of filing an appeal from the decision of the Zoning Board of Adjustment or Planning Board to the Council or to a court of competent jurisdiction until the termination in any manner of such appeal or proceeding. Any variance may be extended for up to an additional 18 months by written request to the Zoning Board of Adjustment or Planning Board based on whichever granted the original variance relief. The written request shall provide the reasoning for the variance extension and the requested time period for the extension. The respective Board shall review the request and determine if an extension is warranted given the specific circumstances and considerations of the variance in question.

Article V. Plans, Maps and Programs

§ 40-43. Master Plan.

The Planning Board may prepare and, after public hearing, adopt or amend a Master Plan, or component parts thereof, to guide the use of lands within the Borough in a manner which protects the public health and safety and promotes the general welfare.

A. The Master Plan shall generally comprise a report or statement and land use and development proposals, with maps, diagrams, and text, presenting at least the following elements (1) and (2) and, where appropriate, the following elements (3) through (13), all as more particularly described in N.J.S.A. 40:55D-28:

- (1) A statement of objectives, principles, assumptions, policies and standards.

- (2) A land use plan element.
 - (3) A housing plan element.
 - (4) A circulation plan element.
 - (5) A utilities service plan element.
 - (6) A community facilities plan element.
 - (7) A recreation plan element.
 - (8) A conservation plan element.
 - (9) An economic plan element.
 - (10) An historic preservation plan element.
 - (11) Appendices or separate reports containing the technical foundation for the Master Plan and its constituent elements.
 - (12) A recycling plan element.
 - (13) A specific policy statement indicating the relationship of the proposed development of the Borough as developed in the Master Plan to master plans for contiguous municipalities, the county, and any other comprehensive guide plans, pursuant to N.J.S.A. 40:55D-28(d).
- B. The Planning Board shall give public notice of a hearing on adoption, revision or amendment of the Master Plan as required in the Municipal Land Use Law, N.J.S.A. 40:55D-11 and 40:55D- 13.
 - C. The Borough Council shall, at least every ~~sixten~~ (10) years, provide for a general reexamination of its Master Plan and development regulations by the Planning Board, which shall prepare a report on the findings of such reexamination. This periodic examination is regulated by the Municipal Land Use Law, N.J.S.A. 40:55D-89.

§ 40-44. Official Map.

The Borough Council may, by ordinance, adopt or amend an Official Map of the Borough, which shall reflect the appropriate provisions of the Borough Master Plan, Municipal Land Use Law, N.J.S.A. 40:55D-32 through D-36. The Official Map shall be referred to the Planning Board prior to the hearing on the adoption of the Official Map or any amendment thereto. The Official Map shall be deemed conclusive with respect to the location and width of streets and public drainageways and the location and extent of flood-control basins and public areas, whether or not such streets, ways, basins or areas are improved or unimproved or are in actual physical existence.

§ 40-45. Capital improvement program.

The Borough Council may authorize the Planning Board to prepare a program of municipal capital improvement projects projected over a term of at least six years, and amendments thereto, updated on an annual basis. Such program may encompass major projects being currently undertaken, or future projects to be undertaken, with federal, state, county, Borough or other public funds. The program shall take into account public facility needs indicated by the prospective development shown in the Master Plan and shall classify projects in regard to the urgency and need for realization. The Borough Council may adopt such program. (Municipal Land Use Law, N.J.S.A. 40:55D-29 through 40:55D-31).

Article VI. Historic Preservation

§ 40-46. Intended purposes and objectives.

The intention of this article is to effectuate and encourage the protection, enhancement and perpetuation of historic structures and historic landscapes within the Borough, to implement the historic preservation element of the Master Plan, and to advance the following public purposes:

- A. To foster civic pride in the history and architecture of Mountain Lakes and promote the heritage and community identity of Mountain Lakes;
- B. To promote appreciation of historic resources for the education, pleasure and welfare of the local population;
- C. To encourage beautification and private reinvestment in historic resources and surrounding properties;
- D. To discourage the unnecessary demolition of historic resources;
- E. To encourage the proper maintenance and preservation of historic resources.

§ 40-47. Historic Preservation Committee.

- A. Establishment. There is hereby established within the Borough a Historic Preservation Committee, hereinafter referred to as the "Committee," whose members shall serve without compensation.
- B. Responsibilities. The Committee shall have the responsibility to:
 - (1) Prepare a survey of historic sites of the Borough pursuant to criteria identified in the survey report;
 - (2) Make recommendations to the Planning Board on the historic preservation plan element of the Master Plan and on the implications for preservation of historic sites of any other Master Plan elements and to the Council for the adoption of historic preservation provisions, standards and criteria in the land use ordinances;
 - (3) Advise the Council on any features of the annual capital budget that have historic preservation implications;
 - (4) Advise the Planning Board and Zoning Board of Adjustment on applications for development;
 - (5) Provide guidance to the Zoning Board of Adjustment or Planning Board, as applicable, when applicants seek clarification concerning applicability and eligibility under the bulk incentives set forth in this article and on appeals from any decision to deny eligibility for the bulk incentives.
 - (6) Advise and assist applicants for construction permits, if requested by said applicants, in advance of a formal application concerning applicability and eligibility under the bulk incentives set forth in this article.
 - (7) Carry out such other advisory, educational and informational functions as will promote historic preservation in the Borough.
 - (8) Evaluate historic sites included in the community-wide survey against the criteria for the New Jersey Register of Historic Places and the National Register of Historic Places and prepare nominations for consideration of the State Historical Preservation Officer.
- C. Membership. The Committee shall consist of seven members and two alternates who shall be appointed by the Borough Council.
- D. Qualifications. Members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology or a related discipline, to the extent that such professionals are available in the Borough. Committee membership shall include other persons who have demonstrated special interest, knowledge or experience in building design and construction, history, architecture or a related discipline. Members may reside outside of the Borough, except that no more than two members of the Committee shall be nonresidents. Alternate members shall meet the qualifications of regular voting members and shall be designated as Alternate No. 1 and Alternate No. 2 at the time of appointment.
- E. Terms. The initial terms of office of the first regular Committee members shall be for one, two, three or four years, to be designated by the Borough Council in making such appointments in the following manner: one member shall be appointed for one year, two members shall be appointed for two years,

two members shall be appointed for three years and two members shall be appointed for four years. The initial terms of office for the first alternate members of the Committee shall be for one year and two years, respectively. The term of each member shall expire on December 31 of the last year of each member's term. All members of the initial Committee shall be appointed within 90 days of the final passage of this article. The terms of appointment of succeeding Committee members shall be for four years each for regular voting members and two years each for alternate members, to expire on December 31 of the last year of such succeeding member's term. Notwithstanding any other provision herein, the term of any member common to the Committee and the Planning Board or the Zoning Board of Adjustment shall be for that person's term of membership on the Planning Board or Zoning Board of Adjustment.

- F. Organization. At its annual organization meeting, the Committee shall elect from its membership a Chairperson to serve as presiding officer of the Committee. The Committee shall also elect a Vice Chairperson from its membership and select a Secretary who may or may not be a member of the Committee. In lieu of a Chairperson and Vice Chairperson, the Committee may elect from its membership two Cochairpersons to serve as presiding officers of the Committee on a shared basis.
- G. Training. A majority of Committee members shall attend a conference or training session in historic preservation or a related field. Failure to obtain adequate training may result in removal from the Committee.
- H. Vacancies. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term only, and the appointment shall be made by the Borough Council.
- I. Removal. A member of the Committee may be removed by the Borough Council for cause; provided, however, that such member shall be entitled to a public hearing if he or she requests it.
- J. Records and procedures. The Committee shall keep minutes and records of all meetings and proceedings, including but not limited to voting records, attendance, resolutions, findings, determinations and decisions. All such material shall be matters of public record. All meetings shall comply with the Open Public Meetings Act, N.J.S.A. 10:4-7 et seq. The Committee shall adopt such other procedural rules for the conduct of its business as it deems necessary and advisable. No Committee member shall vote or participate in any meeting concerning any matter in which he or she has a direct or indirect personal interest, monetary or otherwise.
- K. Quorum. A quorum for the transaction of business shall be four regular and/or alternate members.

§ 40-48. Designation of historic landmarks and historic districts.

The Committee shall maintain a comprehensive historic survey of the Borough to identify historic resources. The initial survey shall be the survey conducted in conjunction with, and included in, the nomination of the Mountain Lakes Historic District for listing on the New Jersey Register of Historic Places and the National Register of Historic Places in 2005.

§ 40-49. ~~Special zoning requirements~~Bulk incentives for contributing dwellings.

In order to provide an incentive for the preservation of contributing dwellings within historic districts, properties containing contributing dwellings and meeting the eligibility requirements of § 245-21 are eligible for the enhanced bulk requirements set forth at § 245-21, subject to the application review, documentation, and approval procedures set forth in that section.

§ 40-50. Demolitions and relocations.

- A. Demolition of a contributing dwelling.
 - (1) For any application for a demolition permit for a contributing dwelling, the Construction Official shall issue a demolition permit provided that all of the following requirements have been fully met:

- (a) Demolition notice.
 - [1] The applicant shall cause to be delivered to the Committee a notice setting forth the following:
 - [a] The applicant's intent to demolish, including a description of the subject property (by block and lot as well as by physical location) and a description of the contributing dwelling to be demolished; and
 - [b] The anticipated time frame(s) associated with the demolition.
 - [2] The notice shall include proof of payment of a nonrefundable fee of \$500 to the Borough of Mountain Lakes. This fee shall cover the costs incurred by the Committee and the Borough for review under this article. The notice shall be delivered to the Committee either in person at the Borough Hall or by certified mail.
 - (b) Notice period. The "notice period" shall commence on the date the notice is delivered to the Committee and shall run for a period of time of 90 days.
 - (c) Documentation. During the notice period, the applicant shall, on not less than 10 days' prior notice from the Committee, 1) provide access for a period of four hours during the notice period to all interior and exterior areas of the contributing dwelling proposed for demolition to permit documentation of the contributing dwelling, or 2) provide documentation of the contributing dwelling to the Committee in accordance with guidelines established by the Committee. Such documentation may include photographs, floor plans, measured drawings, an archeological survey, and any other comparable form of documentation stipulated by the Committee. Where the applicant elects to provide documentation of the contributing dwelling to the Committee pursuant to § 40-50A(1)(c)[2], the Committee shall send a letter to the applicant either confirming that the applicant has complied with the requirements of this § **40-50A(1)(c)** or notifying the applicant of any deficiencies in the applicant's submission. If the Committee does not send a letter to the applicant within 60 days of the submission, of the applicant's documentation, the applicant shall be deemed to have complied with the requirements of this § **40-50A(1)(c)**.
 - (d) Confirmation of compliance. At the conclusion of the notice period, if the applicant still wishes to demolish the subject contributing dwelling, the applicant shall perform the following:
 - [1] File an application for a demolition permit with the Construction Official; and
 - [2] Provide the Construction Official with an affidavit of delivery relating to the notice to the Committee including a copy of the notice and proof of delivery in person at the Borough Hall or mailing by certified mail; and
 - [3] Provide the Construction Official with a copy of a letter from the Committee confirming that the applicant has complied in all respects with its obligations pursuant to § **40-50A(1)(c)**.
- (2) Permit fee. The fee for an application for a demolition permit for a contributing dwelling set forth in Chapter **111** shall be increased by a defined amount over the otherwise applicable fee for noncontributing dwellings, which amount shall initially be \$500 as of the bulk incentives effective date and shall thereafter be adjusted from time to time. This increased fee shall be in addition to the nonrefundable fee paid pursuant to § **40-50A(1)(a)[2]**.
 - (3) Assignment. No assignment of the rights granted by a demolition permit to demolish shall be permitted.
 - (4) Expiration of approval. In cases where demolition is permitted, the demolition permit shall be valid for one year from the date of expiration of the notice period. The one-year period shall not be extended.

B. Applicability of bulk incentives.

- (1) Relocations. A contributing dwelling will not be ineligible for the bulk incentives set forth at § 245-21 solely because it has been relocated from its original site to another location within the boundaries of the historic district.
- (2) Replacement Dwellings. The bulk incentives set forth herein at § 245-21 will not be available for a building which replaces a demolished or relocated contributing dwelling.

§ 40-51. General.

- A. Other requirements unaffected. The requirements of this article shall be considered to be in addition to and in no case shall they be interpreted as a substitute for any other approval, permit or other action as otherwise provided for.
- B. Powers of other boards and committees. No duties or powers of the Committee shall supersede or infringe on the powers of other Borough boards and committees.

Article VII. Zoning Permits and Certificates

§ 40-52. Zoning permits required.

- A. A zoning permit issued by the Zoning Officer shall be required for the following activities and it shall be a violation of this chapter to engage in the following activities without first obtaining a zoning permit:
 - (1) No person shall commence the construction, reconstruction, demolition, alteration, conversion or installation of a structure without first obtaining a zoning permit.
 - (2) No person shall commence a use nor change an existing use of property without first obtaining a zoning permit.
 - (3) Prior to the issuance of a building permit, a zoning permit certifying that the request conforms with the provisions of this chapter shall be issued.
- B. A person desiring to obtain an official acknowledgement that an existing building, lot or use meets the requirements of the current Borough Zoning Ordinance may do so by obtaining a zoning permit. No other form of acknowledgement of zoning conformance shall be recognized by the Borough.
- C. The Zoning Officer shall issue a zoning permit where it is determined that at least one of the following conditions has been met:
 - (1) The use is permitted as a permitted use in the proposed location and the structure and lot meet all the requirements of the Land Use Ordinances; or
 - (2) It is clearly established that the use exists as a nonconforming use and/or nonconforming structure; or
 - (3) The use is permitted by the terms of a variance and the structure and lot meet all the conditions of the variance or all the requirements of the Land Use Ordinances.
- D. The Zoning Officer shall have the authority to promulgate any checklists and/or application forms necessary for the administration of this section.
- E. Appeal. The granting or denial of a zoning permit may be appealed to the Zoning Board of Adjustment by any interested party pursuant to N.J.S.A. 40:55D-70a.

§ 40-53. Building permit, certificate of occupancy required

- A. Conformance to regulations. See § 245-2.
- B. Permit required. No building, structure or part thereof shall be erected, raised, moved, extended, enlarged, altered or demolished until a permit has been granted by the Construction Official. A

construction permit shall be conditional until a foundation survey is made at the time the foundation is in place. At such time, the applicant shall submit an accurate foundation survey to the Construction Official for his review for compliance with the zoning regulations. This survey shall be sealed by a licensed surveyor and shall show the external dimensions of the foundation, the distances from its property lines and the elevation of the top of the foundation. Following his approval of the foundation survey, the Construction Official shall validate the permit for the completion of the building. A waiver of the requirement for a survey may be granted where the Construction Official is satisfied that the completed foundation meets the setback requirement.

C. Certificate of occupancy. No land or structure shall be occupied or used in whole or in part for any purpose until a certificate of occupancy shall have been issued by the Construction Official stating that the use and building therein specified, or either of them as the case may be, complies with all the provisions of these chapters. A new certificate of occupancy shall be required for a change of use of land or structure. A "change of use" shall mean a change from one specific use of land or structure as identified in this chapter to another such use. See also § **208-15**, Approval.

Chapter 102. Environmental Factors; Soil, Water and Trees

Article I. General

§ 102-1. Short title.

This chapter may be known and cited as the "Environmental Ordinance of the Borough of Mountain Lakes."

§ 102-2. Purposes.

The purposes of this chapter are to:

- A. Provide regulations for environmental impact statements.
- B. Regulate and control excavation and removal of soil for sale or use other than on the premises.
- C. Control, minimize and protect against all soil erosion and resulting sedimentation and pollution of surface and ground water resources which can occur during periods of land disturbance.
- D. Limit the rate and velocity and regulate and control the volume of surface water runoff created by the alteration of the ground cover and natural runoff patterns.
- E. Limit depletion and pollution of the Borough's groundwater resources to protect the health, safety and welfare of the residents of the Borough and surrounding communities.
- F. Protect trees from unintentional harm caused during development activities.

§ 102-3. Enforcement.

The provisions of this chapter shall be enforced by the construction official, Code Enforcement Official or the Borough Engineer, if authorized by the Planning Board. The enforcement agent shall inspect the work undertaken in connection with a plan or a permit. In the event of failure to comply with any condition of this chapter, the enforcement agent may revoke the construction permit or certificate of occupancy, issue stop orders and generally take such action as may be justified under the circumstances. Any person aggrieved by the action or decision by the enforcement agent taken hereunder may appeal such action or decision to the Planning Board. A decision of the Planning Board relating to enforcement hereof may be appealed to the Borough Council.

§ 102-4. Definitions.

- A. For the purpose of this chapter, ~~unless from the context a different meaning clearly appears, the following words shall be defined as follows:~~ "Planning Board" shall also mean the Zoning Board of Adjustment for those cases that may come under Zoning Board of Adjustment review.

SOIL

~~Includes surface, topsoil, soil and subsoil.~~

STRIPPING

~~Any activity which removes or significantly disturbs the vegetated surface cover of land, including clearing and grading operations and the like.~~

SUBSOIL

~~All soil beneath the top layer of soil, be it sand, gravel, clay, stone, rock, stone aggregate, dirt or a combination of one or more of the foregoing or otherwise.~~

- ~~B. For other definitions, see Chapter 40, § 40-3.~~

- B. For the purposes of this chapter, all other words shall be defined as set forth in the following articles, unless from the context a different meaning clearly appears.

- C. Where a word is not defined herein, the definition set forth in Chapter 40, § 40-3 shall apply. Where a conflict arises, the definition in this chapter shall apply.

§ 102-5. Fees.

Application and review fees for items in this chapter are set forth in Chapter 111, Fees.

Article II. Environmental Impact Statement

§ 102-6. Requirement; purpose.

- A. Each applicant, as part of submission to the Planning Board of an application for preliminary approval of a major subdivision or site plan, shall submit an original with maps in reverse-line sepia and 30 copies of an environmental impact statement relative to the proposed project submitted for approval to the Planning Board; or an original and five copies of an environmental impact statement relative to the proposed project to the construction official in the case of a construction permit or certificate of occupancy, provided that the provisions of this subsection shall not apply to the erection, alteration or use of a single-family residential structure or structure accessory thereto which shall be used individually and not as a part of a development.
- B. The environmental impact statement shall be prepared by a person or firm having expertise in the environmental field, by virtue of training, experience or education. The person or firm shall demonstrate their qualifications to the satisfaction of the Planning Board.
- C. The Planning Board may require that the applicant provide specialists to testify on important issues. If the proposed development is located in a Wellhead Protection Area, the Planning Board may require assessment by a professional geologist to ensure compliance with all applicable regulations.
- D. An environmental impact statement as required herein shall also be submitted as to all public or quasi-public projects unless they are exempt from the requirements of local law by supervening county, state or federal laws.
- E. The Planning Board may waive the requirement for an environmental impact statement, in whole or in part, if sufficient evidence is submitted to support a conclusion that the proposed project will have a negligible environmental impact or that a complete environmental impact statement need not be prepared in order to evaluate adequately the environmental impact of a project.
- F. The purpose of requiring an environmental impact statement shall be to permit the Planning Board or construction official to assess the impact of the proposed project upon the environment, especially with respect to water and air resources, pollution of all kinds, drainage, waste disposal, the landscape or any other pertinent environmental factors.

§ 102-7. Contents of statement.

The environmental impact statement shall include the following. To avoid duplication, reference may be made to subdivision or site plan application documents, if any:

- A. Plan and description of development. A project description, complete with maps and drawings, which shall specify what is to be done and how it is to be done, during construction and operation. The description shall include, but not be limited to, contours, buildings, roads, paved areas, grading and regrading, adjacent natural streams, stream encroachment boundaries, the project's relation to surrounding property and utility lines, and buffer zones for noise and light control.
- B. Inventory of existing environmental conditions. An inventory of existing environmental conditions at the project site and in the affected region shall describe sewer facilities, water supply, water quality, hydrology, air quality, traffic noise, and light characteristics levels, noise, light, demography, geology, topography, slope, soils and properties thereof, including capabilities and limitations, vegetation, wildlife, wildlife habitat, aquatic organisms, land use, aesthetics, historical site, and archaeological features. Air

and water quality shall be described with reference to standards promulgated by the Department of Environmental Protection of the State of New Jersey, and soils shall be described with reference to the Morris County Soil Conservation District Standards and Specifications.

C. Assessment of the anticipated impact project.

(1) An assessment, supported by environmental data, of the environmental impact of the project. The assessment shall include an analysis of the public costs to include data, source and assumptions of the project, including, but not limited to, the costs of additional schools, roads, police, fire protection, water supply, sewerage disposal, and other similar direct and indirect costs of the project, including the effect on recreational facilities, open space, and other similar municipal services. When possible, the assessment shall describe the anticipated impacts with reference to standards as may be determined by federal, state, and local statutes.

(2) For proposals involving the Wellhead Protection Area, see Article VI. The Planning Board may request an assessment of the anticipated impact on conditions mentioned in Subsection B but not specifically covered in Subsection C or on other conditions as may be appropriate to meet the intent of the chapter.

(a) Sewerage facilities. Show that sewage can be disposed of through facilities adequate to preclude air and water pollution, and:

[1] If disposal is on-site: data on underlying geology, water table, soils analysis, soil stratigraphy, percolation tests for every sewage disposal site, topography, location and depth of aquifers and depth, capacity, and type of construction of all wells within 500 feet of site, and any other pertinent data; or

[2] If disposal is off-site: a plan for disposal with a detailed description of expected quantity and classification of sewage effluent and acceptance in writing by the receiving facility; and

[3] Compliance with all state and local sewage and health regulations.

(b) Solid waste disposal. A plan for disposal by means of a facility operating in compliance with the state sanitary code, including suitable temporary on-site storage.

(c) Hazardous waste disposal. Identification and satisfactory provisions for disposal of hazardous materials as defined.

(d) Water supply. Evidence that an adequate water supply is available and the ratio of total anticipated demand to available supply, with source, shall be indicated.

(e) Surface water runoff (drainage). A plan to comply with the requirements of Article V.

(f) Wellhead Protection Area. Development activities in this area shall conform to Article VI

(g) Traffic, vehicular and pedestrian. An inventory of existing traffic, and a statement of the projected effect of anticipated traffic on all internal, access and bordering roads.

(h) Air quality. A statement of anticipated effect on air quality due to on-site activities such as heating incineration, any processing of materials, and traffic. Compliance with federal and state standards shall be required.

(i) Noise. A statement of anticipated effects on noise levels, magnitude and characteristics related to on-site activities and proposed methods of control.

(j) Artificial light. A statement of anticipated effects on light levels, magnitude and characteristics related to on-site activities and proposed methods of control with particular attention to the control of sky glow.

(k) Demography. A statement of the on-site and off-site effect on the utilization of public facilities due to changes in population density.

D. Mitigations. The steps to be taken to minimize adverse environmental impacts during construction and

operation which may be approved by the Planning Board shall constitute conditions of the approval of the environmental impact statement, together with such other conditions as the Planning Board may impose. All work may be stopped by the construction official if specified construction restraints are not followed. No certificate of occupancy shall be issued until compliance shall have been made with all conditions.

- E. Alternatives to the proposal. Alternatives to minimize adverse environmental impacts during construction and operation, both at the project site and in the surrounding region, shall be submitted as a part of the environmental impact statement.
- F. Licenses, permits and other approvals. A list of all licenses, permits and other approvals required by Borough, county or state laws and status of each.

§ 102-8. Review and approval.

In reviewing an environmental impact statement, the Planning Board shall take into consideration the effect of the applicant's proposal upon all aspects of the environment. The Planning Board shall submit the environmental impact statement for review and comment to the Environmental Commission, and to such other governmental bodies and to such consultants as it may deem appropriate. The Planning Board shall approve an environmental impact statement only if it determines that the proposed development has been designed with adequate safeguards as needed to protect the environment.

Article III. Soil Moving

§ 102-9. Definitions.

As used in this article, the following terms shall have the meanings indicated:

CUT AND FILL OPERATIONS

All soil moving activities that do not involve either removal or importation.

MAJOR SOIL MOVING PERMIT

A permit for the moving of 1,000 cubic yards or more of soil.

MINOR SOIL MOVING PERMIT

A permit for the moving of less than 1,000 cubic yards of soil.

PLANNING BOARD

~~For the purposes of this article, "Planning Board" shall also mean the Zoning Board of Adjustment for those cases that may come under Zoning Board of Adjustment review.~~

PREMISES

One or more contiguous parcels of land in single ownership.

SOIL

Includes surface, topsoil, soil and subsoil. For the purposes of this article, "soil" shall mean both soil and subsoil, as defined ~~in § 102-4~~ herein.

SOIL IMPORTATION

The transporting of soil onto any premises in the Borough from elsewhere.

SOIL REMOVAL

The transporting of any soil from any premises in the Borough for use elsewhere.

STRIPPING

Any activity which removes or significantly disturbs the vegetated surface cover of land, including

clearing and grading operations and the like.

SUBSOIL

All soil beneath the top layer of soil, be it sand, gravel, clay, stone, rock, stone aggregate, dirt or a combination of one or more of the foregoing or otherwise.

§ 102-10. (Reserved)

[1] *Editor's Note: Former § 102-10, Prime Aquifer Area, was repealed 9-14-2015 by Ord. No. 08-15.*

§ 102-11. Permit required; exemptions.

No person shall disturb the soil by soil removal, soil importation or cut and fill operations on any premises in the Borough unless a permit is first secured. Exemptions may be made only in the following cases:

- A. Soil moving activities of less than 50 cubic yards provided that the change in elevation is no more than two feet at any point. One exemption under this category shall be allowed for one property in any twenty-four-month period.
- B. Excavation for foundations or swimming pools where the grade is no more than 15%.
- C. Those cases where a site plan or major subdivision application is under consideration by the Planning Board or Board of Adjustment.

§ 102-12. Application requirements.

- A. Where a permit for soil moving is required, the owner of the premises, lessee or a representative shall first file with the administrative officer an application requesting such permission, together with a map of the premises, in duplicate, showing existing and proposed finished grade contour lines. The map shall also show the present and proposed topography of the premises in relation to the location and elevation of all abutting streets and adjoining properties. If buildings are to be constructed, their location shall be shown and elevation sketches shall be provided. The source of fill material must be identified, including the name and address of the supplier.
- B. In the case of a major soil moving permit, plans shall be prepared by a New Jersey licensed professional engineer or other qualified professional. For a minor soil moving permit, the construction official may require such preparation if (s)he deems the plans as submitted to be inadequate.

§ 102-13. Permit application; review; fee.

- A. Applications shall be made on the appropriate forms, and shall be filed with the Planning Board Administrator. Upon receipt of the application and attachments, together with the fees specified in § 111-3F, the administrative officer shall deliver copies of each to the Construction Official and Borough Engineer for review and processing as herein prescribed.
- B. Minor soil moving permit. In cases involving a minor soil moving permit, the Borough Engineer shall review the application and, following its approval, the Construction Official shall issue the permit.
- C. Major soil moving permit. Cases involving a major soil moving permit shall require a public hearing before the Planning Board, in accordance with § **40-35** and shall require a performance bond, as detailed in § **102-16**.

§ 102-14. Consideration guidelines.

In considering the application, the Planning Board or the construction official shall be guided by and shall take into consideration the following factors:

- A. Soil erosion by wind and water.
- B. Drainage. No sharp declivities or pits shall be formed.
- C. Water runoff. No increase in the quantity or velocity of stormwater emanating from the land, in accordance with Article V.
- D. Soil fertility.
- E. The landscaping plan. Provision shall be included for protection of the vegetation that is to be retained both on and off the site, with the understanding that disturbing or covering soil within the dripline of a tree may have a negative effect on the health of that tree.
- F. Lateral support slopes and grades of abutting streets and lands.
- G. Wellhead Protection Area guidelines.
- H. Adequacy of buffering of the surrounding properties.
- I. Cover. Fill shall be covered with clean arable soil or, in the case of a driveway, with stones or gravel.
- J. Land values and uses.
- K. Authority of applicant.
- L. Such other factors as may bear upon or relate to the coordinated, adjusted and harmonious physical development of the Borough.
- M. Additional consideration shall be given cases involving premises that, by virtue of their nature, location and other characteristics, are suitable for, and capable of, major subdivision under the appropriate ordinances and statutes. The Planning Board shall review such applications in light of this section, as well as sound planning considerations, zoning requirements, the Master Plan, any pending subdivision application and the nature of the surrounding terrain and proposed contours.

§ 102-15. Issuance of permit; time for completion of work; conditions.

- A. If, after considering the application and all maps, reports and other documents or evidence, the Planning Board or construction official determines that the proposed soil moving operation will not adversely affect the public health, safety or general welfare, a permit shall be granted to the applicant and shall include a reasonable time limit for completion of the operation.
- B. In granting permits under this section, the Planning Board or construction official shall have the power to condition the permit upon compliance by the applicant with such terms and conditions as may be deemed necessary or advisable to effect the provisions and intent of this section. Such conditions may include the requirement of as-built plans.

§ 102-16. Performance bond.

- A. Before a major soil moving permit shall be effective, the applicant shall file with the Borough Council a performance bond, conditioned upon full compliance with all of the terms and conditions of approval, including the provisions of this chapter. The amount of such bond shall be fixed by the Borough Council, upon recommendation of the Borough Engineer. The bond shall be in the form of cash or a surety bond in a form and with surety acceptable to the Borough Attorney.
- B. Where a surety bond is given, the Borough Council shall have the right to demand a cash bond equal to 10% of the total amount, it being understood that, in the event of default, the cash deposit shall be resorted to first by the Borough in pursuing its remedies.

§ 102-17. Care of land; responsibility of owner/lessee.

If permission for soil moving is granted, the owner and/or lessee shall bear responsibility for insuring that the

operation is so conducted that:

- A. There shall be no sharp declivities, pits or depressions. The area shall be properly leveled off, cleared of debris and graded to conform to the contour lines and grades as approved by the Planning Board or construction official.
- B. There shall be no damage to or littering of roads or other Borough property or private property in the Borough.
- C. The top layer of arable soil to a depth of six inches shall not be taken away. This soil shall be set aside for retention on the premises and shall be respread, consistent with approved levels and contour lines, when the rest of the soil has been properly graded. Nothing herein shall preclude the removal of nonarable soil and replacement thereof with arable soil to a depth of no less than six inches.

§ 102-18. Other applicable regulations.

Nothing herein shall exempt the applicant from any applicable provisions of other local, state and federal law.

Article IV. Soil Erosion and Sedimentation Control

§ 102-19. Regulations.

- A. No application to the Planning Board for any of the following approvals shall be granted unless and until a soil erosion and sedimentation control plan has been submitted to and approved by the Planning Board:
 - (1) Preliminary approval of a major subdivision.
 - (2) Final approval of a major subdivision.
 - (3) Site plan approval.
- B. In situations where none of the above subdivision or site plan approvals is required, it shall be unlawful for any person to create or cause any land disturbance greater than 5,000 square feet unless and until a soil erosion and sedimentation control plan shall have been submitted to and approved by the Planning Board.

§ 102-20. Waiver.

The Planning Board may waive the requirement for submission and approval of a soil erosion and sediment control plan in connection with applications for approval set forth in Subsection A upon a finding that there is no apparent risk or danger of material, substantial, harmful, or otherwise detrimental soil erosion or sedimentation based upon review of the plans submitted.

§ 102-21. Scope and contents of plan.

- A. The soil erosion and sedimentation control plan shall comprise a map and written report (together with whatever other instruments, writings, drawings, plans or specifications are necessary or appropriate under the circumstances) which fully and adequately describe both temporary and permanent measures to be employed to control, minimize and protect against soil erosion and sedimentation from a proposed land disturbance, taking into account the particular nature and characteristics of the land, the surrounding area, the watercourses, the land disturbance and the planned development involved. The plan shall cover all stages and aspects of the proposed land disturbance and planned development from grading, stripping, excavation and other site preparation through and including both final grading and the installation of permanent improvements. It shall accordingly include a timing schedule or schedules indicating:
 - (1) The anticipated starting and completion dates of each step in the land disturbance and development

sequence and the time of exposure of each land area prior to the completion of effective erosion and sedimentation control measures; and

- (2) The sequence of installation of planned erosion and sedimentation control measures as related to the disturbance and development sequence referred to in Subsection **A(1)** above, including anticipated starting and completion dates of such installations.

B. Soil erosion and sedimentation control measures shall, at a minimum, utilize and meet applicable standards and specifications promulgated under the New Jersey State Soil Erosion and Sediment Control Act.^[1] In addition, to the extent applicable in particular situations, the following measures or considerations shall be incorporated in the soil erosion and sedimentation control plan:

- (1) The smallest practical area of land shall be exposed at any one time during development, and the duration of such exposure shall be kept to a practical minimum.
- (2) Whenever feasible, natural vegetation and the natural ground surface shall be retained and protected.
- (3) Temporary vegetative protection plant cover and/or mulching shall be used to protect critical erosion areas during development.
- (4) Diversions and outlets, both temporary and permanent, shall be constructed and/or installed to accommodate the runoff caused by the changed soil and surface conditions during and after development.
- (5) Disturbed soil shall be stabilized as quickly as practicable.
- (6) Until the disturbed area is stabilized, sediment in the runoff water shall be trapped and removed to the maximum extent feasible by the use of debris basins, sediment basins, desilting basins, silt traps or other acceptable methods.
- (7) Whenever feasible, development shall preserve salient natural features and existing grades, thereby keeping grading, stripping and excavation to a minimum.
- (8) Adequate provisions shall be made to minimize surface water from damaging slopes and embankments. Cut-off ditches or diversions may be utilized for this purpose.
- (9) Fill shall be placed and compacted so as to minimize sliding or erosion, and shall not encroach on watercourses.
- (10) Fill placed adjacent to a watercourse shall have suitable protection against erosion for all weather stream flow conditions and particularly during periods of flooding.
- (11) During grading operations, methods for dust control shall be exercised.
- (12) During grading, excavation and other construction activities, slopes and embankments shall be stabilized by mulching with straw sprayed with asphalt mixture; jute matting staked in position; a seeding of annual ryegrass; or other acceptable methods in accordance with the standards.
- (13) Permanent (final) vegetative protection, plant cover, lawn or ground cover, and mechanical erosion control devices and measures shall be installed or constructed, and completed, as soon as practically possible.
- (14) Permanent improvements, such as roads, catch basins, curbs and the like, shall be installed or constructed, and completed, as soon as practically possible.

[1] *Editor's Note: See N.J.S.A. 4:24-39 et seq.*

§ 102-22. Implementation.

A. In considering and approving a soil erosion and sedimentation control plan, the Planning Board:

- (1) Shall provide for the posting of performance guaranties and maintenance bonds in the same

manner as provided in Chapter 208, Subdivision of Land and Site Plan Review, § 208-9B.

- (2) May refer the plan to the Soil Conservation District, and/or to any other qualified governmental agency or agencies, for review and may take no action on the plan until after a report has been received from the District or such other agency or agencies.
 - (3) May impose lawful conditions or requirements necessary or desirable to proper implementation of the plan and of the purpose and intent of this chapter.
- B. After a soil erosion and sedimentation control plan has been approved, it shall be unlawful for the applicant therefor, or any person performing services in implementing the plan, knowingly to deviate from, change, amend or modify the plan in any way, except in accordance with the provisions of Subsection **C** below.
 - C. Minor changes, amendments or modifications to a soil erosion and sedimentation control plan required as a result of conditions in the field during construction may be approved by the Construction Official, or the Borough Engineer as permitted by § **102-24**, who shall, in turn, notify the Planning Board thereof. Major changes, amendments or modifications to such a plan shall require the approval of the Planning Board.

§ 102-23. Maintenance.

Any person carrying out soil erosion and sedimentation control measures under this article, and all subsequent owners of the property upon which such measures have been carried out, shall adequately maintain all permanent control measures, devices and plantings in good order for a period of two years after completion of the work described in the approved plan implementation. Maintenance bonds therefor shall be posted in connection therewith as provided for in § **208-9B**.

§ 102-24. Enforcement.

- A. No approval of occupancy of any building shall be granted unless all measures required under the soil erosion and sediment control plan have been either completed or substantially provided for in accordance with this chapter. Approval for occupancy may be granted notwithstanding that permanent (final) vegetative protection, plant cover, or lawn or ground cover has not been installed if such permanent protection and cover has not been, and cannot be, installed because of conditions of weather; and the installation thereof is enforced by appropriate provisions in the bond or other security and improvement agreements which shall provide for installation within such time limits as may be reasonable upon direction of the Construction Official, or the Borough Engineer as soon as the weather conditions shall permit.
- B. Inspection of projects to determine execution in accordance with the certified plan shall be carried out by the Borough Engineer and/or Construction Official.
- C. The Borough Engineer shall determine whether or not the provisions of the certified plan and sequence of construction are being followed by the applicant.
- D. The Borough Engineer shall inform the applicant in writing of observed deviation from the certified plan and request immediate compliance with the plan. Failure of the applicant to adequately correct deficiencies in the time frame set forth in the Borough Engineer's letter to the applicant shall result in the issuance of a violation notice. Failure of the applicant to correct the deficiencies in the violation notice may result in the issuance of a stop-construction order.
- E. The Borough Engineer may issue a stop-construction order if the applicant takes no action to comply with the provisions of the certified plan. The Borough Engineer may issue a stop- construction order if a person initiates land disturbance prior to securing plan certification.
- F. When a stop-construction order is issued, no further construction activity or any other work may take place on the project except for implementation of erosion controls as required by the Borough Engineer,

until such time the project is in compliance with all provisions of the certified plan.

G. Report of compliance.

- (1) The Borough Engineer shall issue a written final report of compliance in accordance with this section, upon the determination that the project is in full and complete compliance with the requirements and provisions of the certified plan such that all permanent measures to control soil erosion and sedimentation are in effect for the entire project.
- (2) The report of compliance (ROC) shall be issued when the Borough Engineer determines that a project or portion thereof is in full compliance with the certified plan and the Standards for Soil Erosion and Sediment Control in New Jersey (see N.J.A.C. 2:90-1.3), and that the permanent measures to control soil erosion and sedimentation are in effect for the area encompassed by the ROC.
- (3) A report of compliance with conditions (CRC) shall be issued when the Borough Engineer determines that the project or portion thereof is not yet in full compliance with the certified plan but is in satisfactory compliance to the extent practicable and in accord with the sequence of development and requirements thereof, such that the issuance of a temporary and conditional approval is appropriate with such conditions as may be imposed. Satisfactory compliance means temporary measures and appropriate permanent measures for soil erosion and sediment control have been implemented according to the standards including provisions for stabilization, site work and that no other site specific concerns exists.
- (4) Upon written request from the applicant, the Borough Engineer may issue a ROC or CRC on a lot-by-lot or section-by-section basis for a project when lots or sections are a part of the project.
- (5) The Borough Engineer may withhold a ROC or CRC for any project which has not secured discharge authorization of the stormwater General Permit NJG0088323 where a NJPDES permit is required for stormwater discharges associated with a construction activity pursuant to N.J.A.C. 7:14A-24.2.
- (6) All fees shall be paid to the Borough prior to issuance of the ROC or CRC.
- (7) A standard report of compliance form approved by the State Soil Conservation Committee shall be utilized by the Borough Engineer and shall allow for the Borough Engineer's issuance of a CRC or ROC. The Borough Engineer shall complete the standard report of compliance form in accordance with the requirements set forth in N.J.A.C. 2:90-1.14.
- (8) Copies of the ROC or CRC shall be distributed by the Borough Engineer to the applicant; the construction code official having construction code jurisdiction for the project, if applicable; and/or in the case where a construction permit is not required for a project (such as for mining and land clearing projects among others), the municipal official having jurisdiction over such project, if any. The Borough Engineer may also issue a copy of a ROC or CRC, to such other persons or entities, as the Borough Engineer deems necessary or appropriate in his discretion. This includes, without limitation, any local district, county, state and federal agency, or instrumentality thereof, exercising any jurisdiction over the project.
- (9) No certificate of occupancy (CO) for a building or structure on a project, or any portion thereof, shall be issued unless there has been a ROC issued by the Borough Engineer indicating compliance with the provisions of the certified plan for measures to control soil erosion and sedimentation.
- (10) No temporary certificate of occupancy (TCO) for a building or structure on a project, or any portion thereof, shall be issued by a municipality or any other public agency unless a CRC or ROC is issued by the Borough Engineer.
- (11) During the non-growing season, as defined in the Standards for Soil Erosion and Sediment Control in New Jersey (the Standards), or where seasonal or weather related constraints exist, or where the applicant's scheduling has prevented or delayed final stabilization (for example, completed site

work during winter), the Borough Engineer may issue a CRC or ROC in accordance N.J.A.C. 2:90-1.14(k)1-3.

- (12) Where the applicant has completed temporary stabilization and provided temporary erosion control measures in compliance with the certified soil erosion and sediment control plan, the applicant may request a CRC or ROC from the Borough Engineer. The Borough Engineer may also require the applicant to provide a performance deposit and enter into a performance agreement with the Borough Engineer to assure completion of final stabilization. In such instance, the Borough Engineer, at his option, may issue the CRC or ROC subject to the requirement that final stabilization be completed by the date indicated on the performance agreement such as, by the end of the next growing season, as defined in the Standards or such reasonable time period established by the Borough Engineer. Upon receipt of the signed performance agreement and cash performance deposit, the Borough shall deposit the performance deposit into an interest-bearing escrow account with interest to accrue to the benefit of the applicant. The applicant shall sign and deliver to the Borough any and all forms required by the Borough or its bank to open and maintain such interest-bearing escrow account. Upon completion of final stabilization by the applicant, the Borough shall return such performance deposit with interest to the applicant minus the administrative costs assessed by the Borough pursuant to the Borough Fee Ordinance.^[1] Upon the failure of the applicant to timely or satisfactorily implement the permanent stabilization in accordance with performance agreement and this section, the Borough Engineer shall provide written notification of such failure to the applicant together with a demand that such failure be fully cured within 10 calendar days of the date of such notification to the Borough Engineer's satisfaction or a later date established by the Borough Engineer. If after such ten-calendar-day period, or agreed-to time frame, such failure is not fully and properly cured to the Borough Engineer's satisfaction, the Borough may utilize the applicant's performance deposit in order to contract for all work necessary or required to cure such failure and to complete all permanent measures in accordance with the performance agreement.

[1] *Editor's Note: See Ch. 111, Fees.*

§ 102-25. Violations and penalties.

Any person who violates any of the provisions of this chapter and standards promulgated pursuant to this chapter or fails to comply with the provisions of a certified plan shall be liable for a penalty of not less than \$25 nor more than \$3,000. Each day during which it continues shall constitute an additional, separate and distinct offense.

Article V. Surface Water Management

§ 102-26. Specific purposes.

This article shall be deemed essential and necessary to protect the public health, safety and welfare of the citizens of the Borough and the surrounding communities by accomplishing the following purposes:

A. Water management.

- (1) Maintain infiltration of surface water for groundwater recharge.
- (2) Improve quality of nonpoint runoff by water retention measures.
- (3) Maintain the adequacy of natural stream channels and prevent accelerated bank erosion by controlling the rate, velocity, volume and location of runoff discharge.

B. Flood control.

- (1) Preserve the adequacy of culverts and bridges by suppressing artificially induced flood peaks.
- (2) Reduce public expenditures for replacement or repair of public facilities that would be made necessary by artificially induced flood peaks.

- (3) Prevent damage to life and property from flooding resulting from excessive rates and velocities of runoff.
- C. Ecology.
- (1) Prevent degradation of stream biota, water and plant life, caused by excessive flushing and sedimentation.
 - (2) Prevent degradation of stream water quality due to impairment of the stream's biological function.
- D. Environmental protection. Enhance and protect the character of the lakes and streams of the Borough, and control discharges to downstream communities.

§ 102-27. Procedure.

- A. Regulation. There shall be no land area developed or altered which shall increase the quantity or velocity of stormwater emanating from the land area, except in accordance with an approved surface water management plan as provided by this article.
- B. Applicability. This article and the requirements stated herein shall apply to any application which shall by any means increase the quantity of surface water runoff emanating from the land area except the development or alteration of any area by construction resulting in aggregate improved lot coverage of less than 5% of the area or 2,000 square feet, whichever is more restrictive.
- C. Application for approval.
- (1) In cases where the development or alteration of land involves the construction of a building or other facility requiring site plan approval or a construction permit, the construction official shall determine whether the development involves construction resulting in aggregate improved lot coverage equal to 5% or more of the area or 2,000 square feet, as aforesaid.
 - (a) If the extent of the development or alteration to be undertaken by the applicant is found to be exempt, the construction official may proceed with the next step toward the issuance of a construction permit.
 - (b) The construction official may waive the surface water management plan requirement if, after reviewing the application for any single-family house, he determines that surface water runoff hazards are not significant. If he has any doubt about this waiver, he shall refer the question to the Planning Board.
 - (c) If the extent of the development or alteration to be undertaken requires approval with regard to the provisions of this article, or if the application would otherwise require approval by the Planning Board, the applicant shall proceed to submit a surface water management plan and other data as outlined herein to the Planning Board at the same time the plans for development or alteration are submitted.
- D. Data required. For engineering review by the Borough Engineer and submission to the Planning Board, the surface water management plan shall contain:
- (1) The inventory of the site showing all natural and man-made drainage features such as berms, culverts, terraces, grass waterways, favorable hydrologic soils, poorly drained soils, swamps, swales, watercourses, woodlands, stream encroachment lines, floodplains.
 - (2) The size of the watershed and location of the site within the watershed.
 - (3) Computations of the total surface water runoff before, during and after the disturbance of land and/or construction of impervious surfaces.
 - (4) A schedule of the sequence of installation of the surface water management plan, relating to the starting and completion dates of the project.
- E. General standards. In the preparation of a surface water management plan, the following general

standards shall be adhered to:

- (1) All facilities shall be designed in accordance with acceptable engineering practice and standards and are subject to the approval of the Borough Engineer.
- (2) The peak rate and velocity of runoff from the site following completion of the planned development shall not exceed that which:
 - (a) Prevailed under previous cover (zero increase runoff).
 - (b) Would prevail under total coverage in a meadow of good hydrologic condition or permanent meadow, as defined by Soil Conservation Service Standards, whichever produces the least amount of runoff.
- (3) All facilities shall be designed to accommodate a volume of runoff produced by 7 1/2 inches of rainfall over a twenty-four-hour period or three inches of rainfall over a one-hour period, whichever results in a greater storage requirement.
- (4) Volume of runoff from the site shall be controlled through on-site stormwater detention and/or ground absorption systems.
- (5) Appropriate use shall be made of presently existing surface water runoff control devices, mechanisms or areas such as existing berms, terraces, grass waterways, favorable hydrologic soils, swamps, swales, watercourses, woodlands, floodplains, in accordance with their functional capability.
- (6) Evaluation shall be made of the nature of the watershed of which the site is a part.
- (7) The plan shall coordinate with the soil erosion and sedimentation control plan and with the environmental impact statement plans for the site in question.
- (8) To the greatest possible extent, the plan shall avoid the concentration of flow and shall provide for dissipation of velocities at all concentrated discharge points.
- (9) All structures and land treatment practices shall conform to the latest edition of Standards and Specifications for Soil Erosion and Sediment Control in New Jersey, adopted by the Morris County Soil Conservation District. All outfalls shall be designed in a manner to retard velocities at the outfall and provide stream channel protection. Drainageways and watercourses which normally carry or receive surface water runoff shall not be overloaded with increased runoff, sediment or other pollution resulting from disturbance of soil and vegetation or incident to development, construction or other activity.
- (10) The plan shall identify, and include a schedule for the establishment of, temporary and permanent stormwater management measures to include seeding and established vegetative cover. All water-carrying structures and/or retention areas shall be completed and stabilized prior to diversions of water to them.
- (11) Due consideration shall be given to the relationship of the subject property to the natural or established drainage pattern of the watershed of which it is a part. Surface water runoff controls shall be designed to assure that the land in question uses no more than its proportionate watershed share of the natural stream and culvert capacity.
- (12) Innovative surface water runoff control and recharge devices may be proposed, such as rooftop storage, drywells, cisterns, roof drain infiltration trenches, provided they are accompanied by detailed engineering plans and performance capabilities.
- (13) The curbing requirement may be relaxed by the Borough Engineer in the interest of acceptable drainage accommodation that will relieve concentration of flow or discharge to a stormwater drain system.
- (14) Areas to be left undisturbed shall be physically marked with survey stakes or protected with temporary snow fence prior to any land disturbance.

§ 102-28. Review and approval.

- A. Surface water management plans shall be reviewed by the Planning Board with the advice and assistance of the Borough Engineer, Environmental Commission, Health Commission and any other agencies as may be appropriate.
- B. The Planning Board shall make a determination on such plans within 45 days of receipt of a complete application unless the Planning Board and the developer mutually agree upon an extension of the review time.
- C. The Planning Board, upon completing its review of the application and data, shall either approve, tentatively disapprove or disapprove the application. Upon approval, the construction official may proceed with the next step toward the issuance of a construction permit. If tentatively disapproved, the application and data shall be returned to the applicant for resubmittal.
- D. If the Planning Board determines that the proposed land disturbance or construction will generate no surface water runoff that will not be managed in accordance with the provisions of this article, and will not be detrimental to the public health, safety and general welfare in light of the paramount interest in the prevention of conditions which may result in surface water runoff damage, the Board shall approve the plan.
- E. If the Planning Board determines that the proposed land disturbance or construction will generate surface water runoff which will not be managed in accordance with the standards of this article or which will be detrimental to the health, safety and general welfare in light of the paramount public interest in the prevention of the conditions which may result in surface water runoff damage and environmental degradation, the Board shall tentatively disapprove the application. The Planning Board may also, at its sole discretion, disapprove the application.

§ 102-29. Maintenance.

Any person carrying out surface water management measures under this article, and all subsequent owners of the property upon which such measures have been carried out, shall ensure the correct functioning of such measures. The Planning Board may require that maintenance bonds be posted as set forth in § 208-9B.

Article VI. Wellhead Protection Area Regulations

§ 102-30. Findings.

The governing body of Mountain Lakes finds that:

- A. The groundwater underlying this municipality is a major source of existing and future water supplies, including drinking water.
- B. The groundwater aquifers are integrally connected with, are recharged by, and flow into the surface waters, lakes and streams, which also constitute a major source of water for drinking, commercial and industrial needs.
- C. Accidental spills and discharges of toxic and hazardous materials may threaten the quality of these groundwater supplies and related water sources.
- D. Contaminated water from any source is a detriment to the health, welfare and comfort of the residents of this municipality, and other users of these water resources.
- E. Spills or discharges of hazardous substances or hazardous wastes may contaminate or pollute water. As a preventive measure, the proximity of such materials to sources of water supplies, such as public community wells, should be restricted so that there will be sufficient time to find and clean up such spills or discharges before water supplies become contaminated.

§ 102-31. Purpose.

The purpose of this article is to protect the public health, safety and welfare through the protection of our wellheads underlying the municipality to ensure a supply of safe and healthful drinking water for the present and future generations of local residents, employees and the general public in this municipality, as well as users of these water supplies outside this municipality. Areas of land surrounding each public community well, known as "Wellhead Protection Areas" (WPAs), from which contaminants may move through the ground to be withdrawn in water taken from the well, have been delineated. Through regulation of land use, physical facilities and other activities within these areas, the potential for groundwater contamination can be reduced. The purpose of the regulations contained in this article is to prevent the migration of potential pollutants from areas within a WPA into groundwater that is withdrawn from a public community well.

§ 102-32. Statutory authority.

The Borough of Mountain Lakes is empowered to regulate these activities under the provisions of the New Jersey Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., which authorizes each municipality to plan and regulate land use to secure a safe and adequate drinking water supply for its residents. With the authority to implement the Water Resource Ordinance, Mountain Lakes Borough is also obligated to insure that its provisions are carried out in a manner which is consistent with N.J.A.C. 7:14B. The Health Department of this municipality has autonomous power granted by the State Legislature to develop this article to protect public health, safety and welfare, as set forth in the New Jersey Local Boards of Health Law, N.J.S.A. 26:3-1 et seq., and the New Jersey County Environmental Health Act, N.J.S.A. 26:3A2-21 et seq.

§ 102-32.1. Definitions.

As used in this article, the following terms shall have the meanings indicated: below. Where a word is not otherwise defined herein, the definition set forth in Chapter 40, § 40-3 shall apply.

ADMINISTRATIVE AUTHORITY

The Planning Board or Board of Adjustment and the Health Department, acting jointly and in consultation, with all of the powers delegated, assigned, or assumed by them according to statute or ordinance.

APPLICANT

Person applying to the Health Department, Planning Board, Board of Adjustment or the Construction Office proposing to engage in an activity that is regulated by the provisions of this article that would be located within a regulated Wellhead Protection Area.

AQUIFER

A formation, group of formations, or part of a formation that contains sufficient saturated permeable rock, sand, or gravel which is capable of storing and transmitting usable quantities of water to wells and springs.

BEST MANAGEMENT PRACTICES (BMP)

Performance or design standards established to minimize the risk of contaminating groundwater or surface waters while managing the use, manufacture, handling or storage of hazardous substances or hazardous wastes as set out in § 102-32.4.

CONTAMINATION

The presence of any harmful or deleterious substances in the water supply.

DEVELOPMENT

The carrying out of any construction, reconstruction, alteration of surface or structure or change of land use or intensity of use.

DISCHARGE

Any intentional or unintentional action or omission, unless pursuant to and in compliance with the conditions of a valid and effective federal or state permit, resulting in the releasing, spilling, pumping, pouring, emitting, emptying or dumping of a hazardous substance into the waters or lands of the state or into waters outside the jurisdiction of the state when damage may result to the lands, waters or natural resources within the jurisdiction of the state.

DRY WELL

A subsurface storage facility that receives and temporarily stores roof runoff. A dry well may be either a structural chamber and/or an excavated pit filled with aggregate in accordance with the requirements of the Borough Engineer.

GROUNDWATER

Water contained in interconnected pores of a saturated zone in the ground, also known as "well water." A saturated zone is a volume of ground in which the voids in the rock or soil are filled with water at a pressure greater than atmospheric.

HAZARDOUS SUBSTANCE

Any substance designated under 40 CFR 116 pursuant to Section 311 of the Federal Water Pollution Control Act Amendments of 1972 (Clean Water Act, Public Law 92-500; 33 U.S.C. § 1251 et seq.), the Spill Compensation and Control Act, N.J.S.A. 58:10-23.11 et seq., or Section 4 of the New Jersey Water Pollution Control Act (N.J.S.A. 58:10A-4). Substances listed include petroleum, petroleum products, pesticides, solvents and other substances.

HAZARDOUS WASTE

Any solid waste that is defined or identified as a hazardous waste pursuant to the Solid Waste Management Act, N.J.S.A. 13:1E et seq., N.J.A.C. 7:26-8, or 40 CFR Part 261.

MAXIMUM CONTAMINANT LEVEL (MCL)

The maximum permissible level of a contaminant in water which is delivered to any user of a public community water system.

NAICS

North American Industrial Classification System pursuant to the North American Free Trade Agreement of 1993.

NJDEP

New Jersey Department of Environmental Protection.

PERSON

Any individual, public or private corporation, company, partnership, firm, association, owner or operator, political subdivision of this state, and any state, federal or interstate agency or an agent or employee thereof.

POLLUTED WATER

In the context of drinking water, water is polluted when a pollutant is present in excess of a maximum contaminant level (MCL) or bacteriological limit established by law or regulation.

POTENTIAL POLLUTANT SOURCE (PPS)

An activity or land use which may be a source of a pollutant that has the potential to move into groundwater withdrawn from a well. For the purposes of this article, potential pollutant sources are defined in § 102-32.4.

PPS

~~Potential pollutant source.~~

PUBLIC COMMUNITY WELL

A public water supply well which serves at least 15 service connections used by year-round residents or regularly serves at least 25 - least 25-year-round residents.

SOLE SOURCE AQUIFER

Any drinking water aquifer upon which more than 50% of a population group depends and for which there is no practicable or affordable alternate water supply, as certified by the United States Environmental Protection Agency.

TIME OF TRAVEL (TOT)

The average time that a volume of water will take to travel in the saturated zone from a given point to a pumping well.

TIER 1 WELLHEAD PROTECTION AREA

That area of land within a WPA from which groundwater may enter the well within two years. (See maps referenced under § 102-32.20.0.

TIER 2 WELLHEAD PROTECTION AREA

That area of land within a WPA from which groundwater may enter the well within five years. (See maps referenced under § 102-32.2.1.

TIER 3 WELLHEAD PROTECTION AREA

That area of land within a WPA from which groundwater may enter the well within 12 years. (See maps referenced under § 102-32.2.

WELLHEAD

The well borehole and appurtenant equipment.

WELLHEAD PROTECTION AREA (WPA)

An area described in plan view around a well, from which groundwater flows to the well and groundwater pollution, if it occurs, may pose a significant threat to the quality of water withdrawn from the well.

WPA

~~Wellhead Protection Area.~~

§ 102-32.2. Establishment of Wellhead Protection Areas and maps.

A. Wellhead Protection Area maps.

- (1) The delineations of Wellhead Protection Areas are shown on a map entitled "Wellhead Protection Area - Borough of Mountain Lakes" dated February 3, 2014, which is adopted herein by reference. A copy of this map is available in the office of the Borough Clerk.
- (2) Wellhead Protection Areas, as shown on the maps described in Subsection **A(1)**, shall be considered to be superimposed over any other established zoning district. Land in a Wellhead Protection Area may be used for any purpose permitted in the underlying district, subject to the additional restriction presented herein.

B. Assignment of restriction within Wellhead Protection Areas. Properties located wholly or partially within a Wellhead Protection Area shall be governed by the restrictions applicable to the Wellhead Protection Area.

§ 102-32.3. Regulation of Wellhead Protection Areas for public community wells.

A. The Administrative Authority for administering the provisions of this article shall be the Planning Board

or Board of Adjustment, Zoning Officer and the Health Department of Mountain Lakes acting jointly and in consultation.

- B. Any applicant for a permit requesting a change in land use or activity, which is subject to review under the provisions of the Municipal Land Use Law and other pertinent regulations of Mountain Lakes and which is located within a delineated WPA, as defined in § **102-32.2**, that involves a potential pollutant source (PPS), as defined in § **102-32.4**, shall comply with the requirements of this article.
- C. Any applicant for a permit requesting a change in land use or activity, which is subject to the requirements of this article, shall file an operations and contingency plan, as required by § **102-32.6**, with the administrative authority. No permit that allows a change in land use or activity, which is subject to the requirements of this article, shall be granted unless an operations and contingency plan for the proposed change has been approved by the administrative authority. Any plan approved by the administrative authority shall be kept on file in the office of the Health Department of Mountain Lakes, and shall be available to the public for inspection.
- D. Any change in on-site land use or activity that adds a major or minor potential pollutant source (PPS), as defined in § **102-32.4**, shall be prohibited within a Tier 1 WPA.
- E. Any change in on-site land use or activity that adds a major PPS, as defined in § **102-32.4**, shall be prohibited within a Tier 2 WPA.
- F. Any change in on-site land use or activity that involves any PPS, as defined in § **102-32.4**, within any WPA, that is not prohibited pursuant to Subsection **D** or **E** of this § **102-32.3**, shall comply with the best management practice standards, as defined in § **102-32.5**.
- G. Exemptions:
 - (1) Retail sales establishments that store and handle hazardous materials for resale in their original containers. This exemption shall not preclude the submission of a best management practices and the operations and contingency plan in accordance with §§ **102-32.5** and **102-32.6**.
 - (2) Police, fire and emergency medical service facilities (subject to the preparation of a best management practices and operations and contingency plan in accordance with §§ **102-32.5** and **102-32.6**).
 - (3) Municipal, county and state government facilities (subject to the preparation of a best management practices and operations and contingency plan in accordance with §§ **102-32.5** and **102-32.6**).
 - (4) The use of any hazardous material solely as fuel in a vehicle fuel tank or as a lubricant in a vehicle.
 - (5) The transportation of a hazardous material through the WPA, provided that the transporting vehicle is in transit and meets all state and federal requirements for the transportation of such hazardous material.
 - (6) Preexisting facilities, but not expansion of same, that would qualify as a continuance of an existing nonconforming use.
 - (7) A NJDEP-approved discharge to groundwater permit (DGW) for remediation of groundwater clean up in any Tier WPA.
- H. This article is supplementary to other laws and ordinances in this municipality. Where this article or any portion thereof imposes a greater restriction than is imposed by other regulations, the provisions of this article shall supersede. These rules and regulations shall in no way affect the limitations or requirements applicable in the underlying municipal land use and zoning districts.
- I. The use limitations noted herein shall be considered as limitations stipulated in the permitted list of uses in each zone. The activities regulated herein shall be considered limitations accessory to permitted uses in each zone.

§ 102-32.4. Potential pollutant sources.

The following are major and minor potential pollutant sources (PPS) subject to the requirements of this article. This listing is consistent with the New Jersey Safe Drinking Water Act, N.J.A.C. 7:10-11.7 through 12.12.

A. Major PPSs include:

- (1) Permanent storage or disposal of hazardous wastes, industrial or municipal sludge or radioactive materials, including solid waste landfills.
- (2) Collection and transfer facilities for hazardous wastes, solid wastes that contain hazardous materials, and radioactive materials.
- (3) Any use or activity requiring the underground storage of a hazardous substance or waste greater than an aggregate total of 50 gallons and regulated by NJDEP under provisions of the Underground Storage of Hazardous Substances Act (N.J.S.A. 58:10A-21 et seq.).
- (4) Aboveground storage facility for a hazardous substance or waste with a cumulative capacity greater than 2,000 gallons.
- (5) Any industrial treatment facility lagoon.
- (6) Automotive service center (repair and maintenance).
- (7) Landfill.
- (8) Dry-cleaning facility (except retail distribution only of dropoff and pickup of dry cleaning only).
- (9) Road salt storage facility.
- (10) Cemetery or funeral homes or such facilities with embalming facilities.
- (11) Truck or bus maintenance yard.
- (12) Site for storage and maintenance of heavy construction equipment and materials.
- (13) Site for storage and maintenance of equipment and materials for landscaping.
- (14) Livestock operation.
- (15) Quarrying and/or mining facility.
- (16) Asphalt and/or concrete manufacturing facility.
- (17) Junkyard/auto recycling and scrap metal facility.
- (18) Farm or residential underground storage of 1,100 gallons or less capacity used for storing motor fuel for noncommercial purposes.
- (19) Underground heating oil storage tank for on-site consumption with a capacity greater than 2,000 gallons.
- (20) Transmission pipelines, including hazardous substance transmission pipelines, as defined by Chapter **245**.

B. Minor PPSs include:

- (1) Any use or activity requiring the underground storage of hazardous substance or waste of 50 gallons or less.
- (2) Underground heating oil storage tank for on-site consumption with a capacity of 2,000 gallons or less.
- (3) Sewage treatment facility.
- (4) Sanitary sewer system, including sewer line, manhole, or pump station within 100 feet of a regulated well. (See conditions in Subsection **C**.)

- (5) Industrial waste line. (See conditions in Subsection **C**.)
- (6) Septic leaching field.
- (7) Facility requiring a groundwater discharge permit issued by the NJDEP pursuant to N.J.S.A. 7:10-14A et seq.
- (8) Stormwater line within 100 feet of a regulated well. (See conditions in Subsection **C**.)
- (9) Waste oil collection, storage and recycling facility.
- (10) Agricultural chemical bulk storage and mixing or loading facility, including crop dusting facilities.
- (11) Aboveground storage of hazardous substance or waste in quantities of 2,000 gallons or less. (See conditions in Subsection **C**.)
- (12) Any facility with a NAICS Code number included under the New Jersey Safe Drinking Water Act Regulations at N.J.A.C. 7:10A-1.14, Table II(N)A, with a toxicity number of II or greater.

C. Conditions:

- (1) Sanitary sewer lines, industrial waste lines and stormwater lines may be located no closer than 100 feet to a regulated well, and only if they are constructed of watertight construction (that is steel, reinforced concrete, PVC or other suitable material as approved by the Borough utility authority).
- (2) Manhole and/or connections to a sanitary sewer system are restricted within 100 feet of a regulated well.
- (3) Dry wells dedicated to roof runoff and serving residential properties or commercial or industrial properties with NAICS codes not listed in Appendix A may be located no closer than 100 feet to a regulated well.
- (4) Aboveground heating oil storage tanks, 2,000 gallons or less, shall be permitted in any tier subject to approval by the approving authority of containment provisions in accordance with § **102-32.5** herein and shall be located no closer than 100 feet to a regulated well. The new aboveground tank and containment measures as specified herein shall be exempt from impervious coverage requirements for the zone. The aboveground containment measures shall be no larger than required to contain a spill of the contents of an aboveground tank. The aboveground tank is permitted within any side or rear yard but shall conform to the minimum setback requirement for accessory structures. The aboveground tank shall also include fencing or landscaping sufficient to provide a screen of the proposed aboveground tank and containment apparatus from adjacent properties.
- (5) An aboveground fuel storage tank for emergency electrical generators with maximum fuel storage capacity of 2,000 gallons shall be permitted in any tier subject to approval by the approving authority of containment provisions in accordance with § **102-32.5** herein and shall be located no closer than 100 feet to a regulated well.

§ 102-32.5. Best management practice performance standards.

Any applicant proposing any change in land use or activity that involves any PPS, as defined in § **102-32.4**, that would be located either wholly or partially within any WPA shall comply with and operate in a manner consistent with the following best management practices, and Mountain Lakes Borough is also obligated to insure that its provisions are not carried out in a manner which is inconsistent with N.J.A.C. 7:14B:

- A. All portions or areas of a facility in which hazardous substances or hazardous wastes are stored, processed, manufactured or transferred outdoors shall be designed so that the discharges of hazardous substances will be prevented from overflowing, draining, or leaching into the groundwater or surface waters.
- B. Outdoor storage, dispensing, loading, manufacturing or processing areas of hazardous substances or

hazardous wastes must be protected from precipitation, stormwater flows or flooding.

- C. Secondary containment structures.
 - (1) Wherever hazardous substances are stored, processed, manufactured or transferred outdoors, the design features shall include secondary containment and/or diversionary structures which may include but not be limited to:
 - (a) Containers, dikes, berms or retaining walls sufficiently impermeable to contain spilled hazardous substances, for the duration of a spill event.
 - (b) Curbing.
 - (c) Gutter, culverts and other drainage systems.
 - (d) Weirs, booms and other barriers.
 - (e) Lined diversion ponds, lined lagoons and lined retention basins, holding tanks, sumps, slop tanks and other collecting systems.
 - (f) Drip pans.
 - (2) All secondary containment and diversionary structures for underground storage tanks shall be consistent with N.J.A.C. 7:14B.
- D. Secondary containment and diversionary systems, structure or equipment must meet the following standards:
 - (1) The system must block all routes by which spilled hazardous substances could be expected to flow, migrate, or escape into the groundwater or surface waters.
 - (2) The system must have sufficient capacity to contain or divert the largest probable single discharge that could occur within the containment area, plus an additional capacity to compensate for any anticipated normal accumulation of rainwater.
 - (3) In order to prevent the discharge of hazardous substances into groundwater, all components of the system shall be made of or lined with impermeable materials sufficient to contain the substance for the duration of a spill event. Such material or liner must be maintained in an impermeable condition.
 - (4) No manufacturing area, processing area, transfer area, dike storage area, or other storage area, or secondary containment/diversion system appurtenant thereto shall drain into a watercourse, or into a ditch, sewer, pipe or storm drain that leads directly or indirectly into a surface or subsurface disposal area, unless provision has been made to intercept and treat any spilled hazardous substances in an NJDEP-approved industrial wastewater treatment or pretreatment facility, or other NJDEP-approved facility. Exceptions to this provision shall be for retail gasoline, diesel fuel and residential home heating oil dispensing wherein the procedures are in conformance with NJDEP standards and contain stormwater runoff controls in conformance with NJDEP requirements.
 - (5) Catchment basins, lagoons and other containment areas that may contain hazardous substances should not be located in a manner that would subject them to flooding by natural waterways.
- E. Stormwater shall be managed so as to prevent contamination of groundwater, and so as to be in accordances with applicable laws and regulations of the State of New Jersey, and of Mountain Lakes.

§ 102-32.6. Operations and contingency plan.

- A. Any applicant proposing any change in land use or activity that involves any PPS, as defined in § **102-32.4**, that would be located either wholly or partially within any WPA shall submit an operations and contingency plan to the administrative authority. This operations and contingency plan shall inform the administrative authority about the following aspects of the proposal:
 - (1) Types of PPS proposed for the site;

- (2) Types and quantities of hazardous substances or hazardous wastes that may be used or stored on site;
 - (3) Means to be employed to contain or restrict the spillage or migration of hazardous substances or hazardous wastes from the site into groundwater;
 - (4) Means to be used to contain or remediate accidental spillage of such materials;
 - (5) Means to notify the administrative authority about any accidental spillage of such materials;
 - (6) Demonstration that the proposed use and/or activity would employ, to the maximum extent possible, best management practices as set forth in § 102-32.5, to protect groundwater quality in the WPA and minimize the risk of potential groundwater contamination.
- B. The administrative authority shall review and shall approve or reject any operations and contingency plan prior to approving or denying the application for a land use change or activity.
- C. Any operations and contingency plan submitted shall be available for public review and comment.

§ 102-32.7. Enforcement.

A prompt investigation shall be made by the appropriate personnel of the Health Department of Mountain Lakes, of any person or entity believed to be in violation hereof. If, upon inspection, a condition which is in violation of this article is discovered, a civil action in the Special Civil Part of the Superior Court, or in the Superior Court, if the primary relief sought is injunctive or if penalties may exceed the jurisdictional limit of the Special Civil Part, by the filing and serving of appropriate process. Nothing in this article shall be construed to preclude a municipality's right, pursuant to N.J.S.A. 26:3A-25, to initiate legal proceedings hereunder in Municipal Court. The violation of any section or subsection of this article shall constitute a separate and distinct offense independent of the violation of any other section or subsection, or of any order issued pursuant to this article. Each day a violation continues shall be considered a separate offense.

Article VII. Preservation and Protection of Trees

§ 102-33. Purpose.

- A. The purpose of this article is to ensure the preservation and protection of street trees and shrubs and protected trees in the setback area of residential lots.
- B. The preservation of trees and their protection from significant harmful effects caused during development and other activities serves the public health, safety and welfare of Mountain Lakes. The benefits to the community include:
- (1) Reducing runoff into the lakes;
 - (2) Improving air quality;
 - (3) Conserving water;
 - (4) Abating noise;
 - (5) Providing cooling in summer;
 - (6) Contributing to the pleasant parklike ambience of the community; and
 - (7) Enhancing property values.
- C. The protection of trees also serves to reduce risks to the health and safety of others associated with falling or dropping limbs from unhealthy or dead trees.

§ 102-34. Definitions.

Certain words, phrases and terms are defined below for purposes of this article, unless the context otherwise

requires:

AFFECTED NEIGHBOR

The owner of record of any property adjacent to the affected property.

AFFECTED PROPERTY

The lot or lots for which a tree removal permit, road opening permit, soil moving permit or construction permit is issued.

APPLICATION FOR DEVELOPMENT

As defined in § 40-3 of the Code of the Borough of Mountain Lakes.

CONSTRUCTION PERMIT

The permit required by Chapter 88, Article II of the Code of the Borough of Mountain Lakes.

DEVELOPMENT

As defined in § 40-3 of the Code of the Borough of Mountain Lakes.

LOT LINE

As defined in § 40-3 of the Code of the Borough of Mountain Lakes.

OWNER

As defined in § 40-3 of the Code of the Borough of Mountain Lakes.

PROTECTED TREE

Any tree eight or more inches in diameter or 25 inches or more in circumference measured at a point 4 1/2 feet above the ground whose trunk is wholly in the setback area of the affected property. If a tree has multiple trunks, then each trunk's diameter shall be measured and added together to determine the size of the tree.

RIGHT-OF-WAY

As defined in § 40-3 of the Code of the Borough of Mountain Lakes.

ROAD OPENING PERMIT

The permit required by § 204-25 of the Code of the Borough of Mountain Lakes.

SETBACK AREAS

The area between the lot lines and the setback lines of a lot.

SETBACK LINE

As defined in § 40-3 of the Code of the Borough of Mountain Lakes and listed in Schedule I: Bulk Requirements.

SHRUB

A woody plant that does not have a center trunk and does not typically grow over 10 feet high.

SOIL MOVING PERMIT

The permit required by § 102-11 of the Code of the Borough of Mountain Lakes.

STREET TREE OR SHRUB

Any tree or shrub upon any Borough street, right-of-way, highway, public place or park.

TREE

Any living deciduous or coniferous species which reaches a typical mature height of 12 feet or more and has a typical mature diameter of four inches or greater measured at a point 4 1/2 feet above the ground.

TREE REMOVAL PERMIT

The permit required by § 102-36 of the Code of the Borough of Mountain Lakes.

§ 102-35. Street trees and shrubs in rights-of-way.

A. Regulations.

- (1) Approval for planting or removing street trees or shrubs. No person shall plant, prune or remove any tree or shrub upon any Borough street, right-of-way, highway, public place or park without written permission from the Shade Tree Commission. Except as required by Subsection **A(2)** herein, this provision shall not be construed to require a street tree management plan to plant or remove a tree or shrub upon any Borough street, right-of-way, highway, public place or park.
- (2) Street tree management plan required. The Construction Official shall not issue a construction permit for erecting or constructing a building or addition or alteration thereof or improvements upon a property, a road opening permit, or a soil moving permit until a street tree management plan has been approved by the Shade Tree Commission and implemented in accordance with the regulations and provisions of § 102-35. Throughout a period of any construction, alteration or repair to any building or structure, or work on a site which is subject to an approved street tree management plan, the owner, tenant, person, firm or corporation causing said construction, improvement or work shall in all respects comply with an approved street tree management plan. The Planning Board or Zoning Board of Adjustment shall require as part of an application for development a street tree management plan approved by the Shade Tree Commission.
- (3) Other restrictions. No person shall:
 - (a) Cut, break, injure or remove a tree or shrub upon any Borough street, right-of-way, highway, public place or park. This provision shall not apply to the actions of the Borough or a duly franchised public utility in the case of an emergency.
 - (b) Place rope, wire, sign, poster or other fixture on a tree or shrub upon any Borough street, right-of-way, highway, public place or park or injure, misuse or remove any device placed to protect a tree or shrub upon any Borough street, right-of-way, highway, public place or park. This provision shall not apply to the actions of the Borough or a duly franchised public utility in the case of an emergency.
 - (c) Fasten or attach an animal to or cause or allow an animal to injure a tree or shrub upon a Borough street, right-of-way, highway, public place or park.
 - (d) Place or store, or cause to be placed or stored, any earth, stone, cement, sidewalk, or other substance, that impedes the free access of water and air to the roots of a tree or shrub upon any Borough street, right-of-way, highway, public place or park.
 - (e) Pour salt water or other chemical, build fires or station any incinerator, tar kettle, road roller or other engine on or near a tree or shrub upon any Borough street, right-of-way, highway, public place or park in any such manner that the vapor or fumes therefrom may injure the same.

B. Street tree management plan.

- (1) Application. Any owner, person, firm or corporation who shall seek approval of an application for development by the Planning Board or Zoning Board of Adjustment; apply for a construction permit to erect or construct or cause to be erected or constructed a building or addition thereto or alteration thereof or install or cause to be installed improvements upon any property; seek a road opening permit; or seek a soil moving permit shall as a condition thereof apply for and receive approval for and comply with a street tree management plan on such forms and provide such information as may be reasonably required to satisfy the intent and purpose hereof by the Shade Tree Commission in accordance with the following:

- (a) Identify, by street, block and lot number, the site and adjacent Borough streets, rights-of-ways, highways, public places and parks.
- (b) Provide the name, address and telephone number of the owner or duly authorized agent of said owner, where applicable.
- (c) Identify and place on a site plan or survey the location of any existing and/or proposed tree or shrub on adjacent Borough streets, rights-of-ways, highways, public places and parks.
- (d) Mark any existing tree or shrub and/or the location of a proposed street tree or shrub, by visible, weatherproof and reasonably tamperproof means such as colored plastic tape. Existing trees or shrubs shall not to be sprayed with paint or chemicals or otherwise permanently marked, damaged or defaced.
- (e) Identify and mark a tree protection zone around trees and shrubs upon Borough streets, rights-of-ways, highways, public places and parks adjacent to the site to a minimum of one foot from the tree trunk in all directions where feasible equal to one-inch diameter of tree trunk (for example, 10 feet from a tree 10 inches in diameter) and one foot beyond the dripline of a shrub. The diameter of the tree must be determined as follows: measure the circumference of the tree 4.5 feet above the ground, then divide that number by 3.14. This is the diameter of the tree.
- (f) Construct and maintain barricades made of snow fencing, or comparable fence material approved by the Shade Tree Commission, to a height of no less than four feet around the perimeter of the tree protection zone, as identified above, until all work is completed and the condition of trees and shrubs within the tree protection zone is approved by the Shade Tree Commission.
- (g) Place signs on barricade denoting a tree protection zone.
- (h) Place all equipment, supplies, stockpiled earth and stones, ditches, and underground utility lines outside the tree protection zone. If an underground line must go within a tree protection zone, it is to be installed by a method approved by the Shade Tree Commission that minimizes to the extent feasible cutting of or damage to roots.
- (i) At the discretion of the Shade Tree Commission, fertilize protected trees and shrubs which show evidence of stress from construction activity to increase vigor and aid in overcoming stress.
- (j) Designate specific corridors for site access, where the driveways or parking areas or walks will be located, and provide protection of root zones where necessary.
- (k) Where a change of slope may cause harm to any existing tree or shrub upon a Borough street, right-of-way, highway, public place or park, a well or other means of protective barrier shall be erected accordingly, said barrier not to encroach on the area required to sustain life of the same.
- (l) In the event it is proposed to replace an existing tree or shrub or in the event a tree or shrub is killed, destroyed or substantially damaged during construction, it must be replaced by one or more trees or shrubs of equivalent size and of a type approved by the Shade Tree Commission. If replacing a tree with a trunk diameter greater than 2.5 to three inches measured 4.5 feet above the ground, in lieu of planting one tree with equivalent trunk diameter, a larger number of smaller trees may be planted, according to a formula based on the diameter of the trunk of the destroyed or damaged tree: For every two inches of tree diameter damaged or destroyed, plant one replacement tree acceptable to the Borough with a two-and-one-half to three-inch diameter measured one foot above planting level. To the extent such replacement tree or trees cannot reasonably be located upon the Borough street, right-of-way, highway, public place or park in place of the original existing tree, the Borough may designate an alternate location upon any Borough street, right-of-way, highway, public place or park.

- (2) Review. The Shade Tree Commission shall review a street tree management plan to determine its compliance with the requirements of this section. In reviewing the aforesaid items, the Shade Tree Commission may utilize the services of the Borough Manager, Borough Engineer, Arborist, or other Borough staff or consultants.
 - (3) Time for decision. The Shade Tree Commission shall, within 15 days after receipt of a complete application, render its decision.
- C. Maintenance guaranty. In the event the planting of trees or shrubs or the replacement of existing trees or shrubs is proposed, an applicant shall post a maintenance guaranty equal to 120% of the estimate of the Shade Tree Commission to plant or replace the same, which maintenance guaranty shall be subject to acceptance by the Borough Council. Upon completion of all construction or disturbance, an applicant may seek approval of planted or replaced trees and shrubs. All trees or shrubs which fail to survive for a period of three years following the approval thereof by the Shade Tree Commission shall be replaced at no cost or expense to the Borough. The replacement shall be made within 60 days following written demand for such replacement or within such additional time as the Shade Tree Commission may direct. In the event the applicant shall fail to comply with the written demand for such replacement by the Shade Tree Commission, the Council may default the guaranty upon notice to the applicant and the sum thereof shall be forfeited to the Borough of Mountain Lakes and applied to the budget of the Shade Tree Commission or Borough. A guaranty shall be released by the Council upon completion of all construction or disturbance, approval of planted or replaced trees and shrubs by the Shade Tree Commission and survival thereof for a period of three years following approval.

§ 102-36. Protected trees within setback area.

A. Regulations.

- (1) Tree removal permit required. No person shall remove a protected tree, which does not include dead trees, in the setback area of any lot without first obtaining a tree removal permit. A tree removal permit shall not be required for removal of a protected tree if the work to be done is in accordance with an approved setback tree management plan and the related permits required by Subsection **A(2)** herein. The tree removal permit shall be automatically approved, with no requirement for neighbor notification, if no more than 50%, up to a maximum of three of the protected trees, which does not include dead trees, in the setback area have been or will be removed in a twelve-month period.
- (2) Setback tree management plan required. The Construction Official shall not issue a construction permit for erecting or constructing a building or addition or alteration thereof or improvements upon a property, a road opening permit, or a soil moving permit until a setback tree management plan has been approved by the Borough Manager and implemented in accordance with the regulations and provisions of § **102-36**. Throughout a period of any construction, alteration or repair to any building or structure, or work on a site which is subject to an approved setback tree management plan, the owner, tenant, person, firm or corporation causing said construction, improvement or work shall in all respects comply with an approved setback tree management plan. The Planning Board or Zoning Board of Adjustment shall require as part of an application for development a setback tree management plan approved by the Borough Manager.

- B. Setback tree management plan and tree removal permit. When required by Subsection **A(1)** herein, an application for a tree removal permit shall be submitted on forms provided by the Borough Manager. When required by Subsection **A(2)** herein, a setback tree management plan for protected trees shall be submitted in like manner to § **102-35B**. A setback tree management plan must show the location of each protected tree within the setback area of the affected property. The plan must also include any tree or shrub on any Borough right-of-way abutting the affected property. The setback tree management plan must identify each protected tree and whether and how it will be protected. The setback tree management plan or tree removal permit must be approved by the Borough Manager in accordance with the procedures and standards set forth in Subsections **D** and **E** below. The Borough Manager may

seek the advice of the Shade Tree Commission, the Borough Engineer, the Arborist or other Borough staff or consultants in making any of the decisions entrusted to the Borough Manager by § **102-36**. The Borough Manager shall render his decision on a setback tree management plan or tree removal permit within 15 days after receipt of a complete application and the completion of the neighbor notification period in Subsection **E**.

- C. Appeal to Council. The applicant shall have the right to appeal the decision of the Borough Manager regarding the setback tree management plan or tree removal permit to the Council of the Borough within 10 days of receiving written notice of a decision. Said appeal shall be by written notice of appeal to the Borough Clerk. Upon receipt of said appeal, the Council shall proceed to hear said appeal upon notice to the applicant within 30 days after the filing of said notice of appeal. The Council may, in its discretion and upon complete review of the application and after hearing such testimony as may be warranted, reverse, modify or affirm the aforesaid decision.
- D. Standards. Upon receipt of a setback tree management plan or application for a tree removal permit, the Borough Manager shall review it and inspect the site on which the protected trees are located. The Borough Manager shall consider the following factors in deciding whether to approve the setback tree management plan or the application for a tree removal permit:
 - (1) Whether the preservation of the protected tree or trees is important to the benefits of § **102- 33**.
 - (2) The overall effect of removal of such protected tree or trees on the physical and aesthetic value of the applicant's property and adjacent property.
 - (3) Whether the proposed removal would constitute a significant change in the screening between existing or proposed buildings on contiguous lots.
 - (4) Whether more than 50% up to a maximum of three of the protected trees (which does not include dead trees) in the setback area have been or will be removed in a twelve-month period.
 - (5) Whether the tree management plan is adequate to insure the safety and health of any protected trees and all street trees.
 - (6) Whether the proposed cutting or removal would impair the growth and development of the remaining trees on the applicant's property or adjacent property.
 - (7) Whether the proposed cutting or removal would change existing drainage patterns.
 - (8) Whether the proposed removal would allow soil erosion or increase dust.
 - (9) Whether the proposed removal would constitute a horticulturally advantageous thinning of an existing overgrown area.
 - (10) Whether existing conditions or proposed changes in the topography of the area where such protected tree or trees are located have depressed land configuration or fill of land which shall be deemed injurious to the protected trees or other trees located nearby so as to require welling, construction of an aerification system, or tree removal or replacement.
 - (11) Whether the protected tree or trees are dying, diseased, or severely damaged, or the angle of growth makes them a hazard to structures, roads, or human life.
 - (12) Whether the presence of the protected tree or trees is likely to cause hardship or will endanger the public or an adjoining property owner by reason of it being diseased or dead or for some other adequate reason with the intent of this article.
- E. Neighbor notification. No permit shall be issued or setback tree management plan approved until 14 calendar days after a copy of the setback tree management plan or application for a tree removal permit has been delivered to each affected neighbor, except as specified in § **102- 36A(1)**, in order to give each such owner an opportunity to consult with the applicant, take other steps on his or her own property to protect potentially affected trees, and provide written comments on the setback tree management plan or tree removal permit to the Borough Manager within 14 calendar days of delivery. Such delivery to

each affected neighbor may be made by hand or by certified mail at the address of the property owner as shown on the current tax duplicate. If by certified mail, such delivery shall be deemed complete upon mailing. Prior to permit issuance, the applicant shall provide a signed affidavit of service attesting that such delivery has been completed as required.

§ 102-37. Fees, violations and penalties.

- A. Fees. The fee for a tree removal permit shall be as set forth in Chapter **111**.
- B. Violations and penalties for § **102-35**. Any person violating any provision of § **102-35** shall be subject to penalties up to the amount provided in Article **III** of Chapter **1** of this Code, as amended and supplemented. Each tree or shrub illegally removed or damaged shall be a separate violation. Notwithstanding, the Borough or court may reduce the penalties and suspend the imprisonment and community service in the event the violator shall agree as follows:
- (1) To abate the violation by replacing at his sole expense the tree or trees damaged or destroyed, as shall be determined by the Shade Tree Commission;
 - (2) To reimburse the Borough for all reasonable charges of the enforcing authority, Council, Shade Tree Commission and Borough Attorney;
 - (3) In exercising the authority established hereby, for any tree or shrub upon any Borough street, right-of-way, highway, public place and park, the Shade Tree Commission shall:
 - (a) Require that, for each tree damaged or destroyed, the violator plant a replacement tree or trees as specified by the Shade Tree Commission. The number of replacement trees required shall be based on the diameter of the damaged or destroyed tree(s) measured 4.5 feet from the ground. If the tree(s) has been cut to a height of less than 4.5 feet, or to ground level, then the diameter of the remaining stump(s) shall be used to determine the number of replacement trees required. If the tree and stump have been removed entirely, the last recorded diameter entered into the Street Tree Inventory Database shall be used to determine the number of replacement trees required. If there is a multiple-trunk tree, then each trunk's diameter shall be measured and added together to determine the total diameter of the damaged or destroyed tree. In all cases, the number of replacement trees shall be determined by this formula: one replacement tree of no less than 2.5 to three inches in diameter measured one foot above planting level for every two inches of diameter of damaged or destroyed tree, unless otherwise approved by the Shade Tree Commission.
 - (b) Direct that replacement trees be planted near the location of damaged or destroyed trees and otherwise throughout the Borough.
 - (c) Require that the violator provide a maintenance guaranty of the survival and normal healthy development of replacement trees for a period of three years in an amount equal to 120% of the cost of replacement trees in accordance with § **102-35C**.
- C. Violations and penalties for § **102-36**. Any person violating any provision of § **102-36** shall be subject to penalties up to the amount provided in Article **III** of Chapter **1** of this Code, as amended and supplemented. Each protected tree illegally removed or damaged shall be a separate violation. Notwithstanding, the Borough or court may reduce the penalties and suspend the imprisonment and community service in the event the violator shall agree as follows:
- (1) To abate the violation by replacing at his sole expense the tree or trees damaged or destroyed, as shall be determined by the Borough Manager;
 - (2) In exercising the authority established hereby for any protected tree, the Borough Manager shall:
 - (a) Require that, for each protected tree damaged or destroyed, the violator plant a replacement tree as specified by the Borough Manager.

- (b) Direct that replacement trees be planted near the location of damaged or destroyed trees.
 - (c) Require that the violator provide a maintenance guaranty of the survival and normal healthy development of replacement trees for a period of three years in an amount equal to 120% of the cost of replacement trees in accordance with § **102-35C**.
- (3) To reimburse the Borough for all reasonable charges of the enforcing authority, Council and Borough Attorney.
- D. Enforcement. No person shall prevent, delay or interfere with any lawful work undertaken by the Shade Tree Commission or the Borough's authorized agent. The Code Enforcement Official of the Borough of Mountain Lakes and, in his absence, the Borough Manager are designated as the enforcing agent for this article. The enforcing agent may order any tree work, or other activity that is carried on in violation of any decision or any provision of this article, to be stopped forthwith. The order shall be issued in writing and a copy served upon any person engaged in tree work or other activity, the applicant and the owner of the lot. Except for such work as is necessary to remedy the violation, any further work shall comply with the terms and conditions of the decision and of this article.
- E. Liability. Nothing in this article shall be deemed to impose any liability upon the Borough or its officers or employees or agents or upon the Shade Tree Commission or any of its members. Nothing in this article shall be deemed to relieve the owner and/or occupant of any private property from the duty to keep trees and shrubs thereon in a safe condition.

Chapter 208. Subdivision of Land and Site Plan Review

Article I. General Provisions

§ 208-1. Short title.

This chapter shall be known and may be cited as the "Land Subdivision and Site Plan Review Ordinance" of the Borough of Mountain Lakes.

§ 208-2. Purpose.

The purpose of this chapter shall be to provide rules, regulations and standards to guide land subdivision and site developments in the Borough.

§ 208-3. Definitions.

For definitions, see § 40-3 of Chapter 40, Land Use Administration.

§ 208-4. Approving agency and administration.

- A. The provisions of this chapter shall be administered by the Borough Planning Board in accordance with N.J.S.A. 40:55D-37 et seq. or the Zoning Board of Adjustment in accordance with N.J.S.A. 40:55D-76.
- B. Any action taken by the Planning Board under this chapter shall give primary consideration to the health, safety and welfare of the citizens of the Borough. However, if the applicant can clearly demonstrate that because of conditions pertaining to the premises the literal application of one or more of these rules, regulations and standards is impracticable or will exact undue hardship, the Planning Board may permit such change or changes therefrom as may be reasonable and within the general purpose and intent of the rules, regulations and standards.
- C. The provisions of the land use administration chapter shall govern the submission and processing of applications for subdivision and site plan approval.

§ 208-5. Applications; procedure for filing.

- A. Applications for development within the jurisdiction of the Planning Board, pursuant to the provisions of N.J.S.A. 40:55D-1 et seq., shall be filed with the administrative officer. The applicant shall file at least 15 business days before the date of the monthly meeting of the Board the number of required copies determined by the Planning Board Administrator of a sketch plat or concept plan if required, of the application for minor subdivision approval, plans for major subdivision approval, site plan review, conditional use approval, informal review or planned development. At the time of filing the application, but in no event less than 10 days prior to the date set for hearing, the applicant shall also file all plot plans, maps and other papers required by virtue of any provision of this chapter or any rule of the Planning Board. The applicant shall obtain all necessary forms from the administrative officer of the Board who shall inform the applicant of the steps to be taken to initiate applications and of the regular meeting dates of the Board.
- B. Separate and complete applications shall be submitted for preliminary and final plans. A change in a duly approved subdivision or site plan shall require approval of the Planning Board or Zoning Board of Adjustment.

Article II. Subdivisions

§ 208-6. Subdivision review.

The review and approval of subdivision applications shall be governed by Chapter 40 and this chapter.

- A. Informal review. At the request of the developer, the Planning Board shall grant an informal review of a concept plan for development for which the developer intends to prepare and submit an application for development. The developer shall not be required to submit an application fee for such an informal review but will be required to establish an escrow account to cover the cost for professional services. The developer shall not be bound by such a review. The informal review presentation shall be limited to 30 minutes.
- B. Preliminary subdivision review and approval.
 - (1) An application for preliminary subdivision review and approval shall meet requirements of this chapter. The Planning Board may submit copies of the application to other governmental bodies and to consultants for review and reports.
 - (2) Prior to issuance of preliminary subdivision approval, the Planning Board shall review the plans and reports and ascertain compliance with the provisions of the land use chapters, including, but not limited to, environmental impact statement, soil erosion and sedimentation control plan, surface water management plan and Wellhead Protection Area.
 - (3) All necessary permits and approvals shall be obtained before a construction permit may be issued and before construction may commence.
- C. Final subdivision plat review and approval.
 - (1) Before consideration by the Planning Board of a final subdivision plat, the subdivider shall have installed the improvements required by the Planning Board under § **208-9** or the Planning Board shall require the posting of adequate performance guaranties and subsequent maintenance guaranties as required in § **208-9B**.
 - (2) The final plat shall have incorporated therein all changes or modifications required by the Planning Board with respect to the preliminary plat.
 - (3) The final plat shall be accompanied by:
 - (a) A certification from the Borough Engineer stating that all improvements required by the Planning Board on preliminary approval have been installed in compliance with all applicable laws and to the satisfaction of the Engineer and, if required by the Planning Board, a certification from the Borough Clerk stating that a satisfactory maintenance bond has been filed; or
 - (b) A certification from the Borough Clerk stating:
 - [1] That a developer's agreement with the Borough has been executed providing such reasonable conditions as the Borough Council finds necessary to assure that the required improvements shall be properly executed and shall function so as not to create any nuisance or condition adverse to the public interest; and
 - [2] That a satisfactory performance guaranty has been filed.
 - (c) A certification from the Borough Engineer stating that the final plat has incorporated therein all changes or modifications required by the Planning Board in respect to the preliminary plat.
 - (4) Upon final approval, copies of the final plat shall be filed by the Planning Board with the:
 - (a) Administrative officer of the Planning Board.
 - (b) Construction Official.
 - (c) Borough Engineer.
 - (d) Borough Clerk.
 - (e) Tax Assessor.
 - (f) County Planning Board.

§ 208-7. Subdivision submission requirements.

- A. Common requirements. Plats shall be drawn on sheets measuring 24 inches by 36 inches. They shall show or include the following information:
- (1) Name and address of applicant and owner.
 - (2) Borough Tax Map block and lot numbers.
 - (3) Name, title, professional seal and signature of person preparing the plat.
 - (4) Place for the Chairman, the administrative officer of the Planning Board and the Borough Engineer to sign.
 - (5) Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
 - (6) Date and revision dates of drawings.
 - (7) North arrow.
 - (8) Key map showing the entire site plan and its relation to surrounding areas. Where required for a public hearing, the key map shall show name and location of all property owners within 200 feet, with block and lot numbers.
 - (9) Name and location of all contiguous property owners, with block and lot numbers.
 - (10) Existing zoning and zone boundaries and contiguous zone classifications.
 - (11) All existing and proposed streets within 200 feet.
 - (12) Area of entire tract.
 - (13) Area of each proposed lot, lot widths and depths.
 - (14) All existing and proposed property line dimensions and bearings, and all setback lines, except that a sketch plat for a cluster development need not show bearings.
 - (15) Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals.
 - (16) Location, size and nature of all existing and proposed rights-of-way, easements and other lands, if any, to be dedicated to the Borough.
 - (17) Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water and sanitary sewer lines.
 - (18) Location of all major trees and tree masses.
- B. Sketch plats.
- (1) Sketch plats for a cluster development subdivision shall be designed and drawn by a New Jersey licensed professional engineer, surveyor, planner or architect. It shall meet the requirements of Subsection **A** above and, in addition, shall show major environmental features such as vegetation, soils, ground and surface waters and land proposed to be left as open space.
 - (2) The Planning Board may require additional and more specific information to provide the basis for a decision on a conventional or a clustering design option.
- C. Minor subdivision plats. A minor subdivision plat shall be prepared by a New Jersey licensed professional engineer or land surveyor and shall meet the requirements of Subsection **A** above. In addition, the plat shall show all existing structures and trees over four inches in diameter on the tract.
- D. Preliminary plat. The preliminary plat shall be designed and drawn by a New Jersey licensed professional engineer in accordance with Section III(C) of the County Development Standards, as the

same presently exists and as may be amended or supplemented from time to time, and shall be accompanied by the other maps, documents, plans, items and other items specified in and required by Section III(C). It shall also meet the requirements of Subsection A, Common requirements, hereinabove. In addition, the developer shall:

- (1) Submit plans of any proposed utility layouts showing feasible connections to existing or any proposed utility system.
 - (2) Submit a copy of any protective covenants, easements or deed restrictions which apply to the land being subdivided.
 - (3) When an individual water supply or sewage disposal system is proposed, submit a plan for such system which has been approved by the appropriate local, county or state health agency. When a public sewage disposal system is not available, the developer shall have percolation tests made and submit the results, approved by the Borough Board of Health, with the preliminary plat.
 - (4) Submit an environmental impact statement.
 - (5) Submit a soil erosion and sedimentation control plan.
 - (6) Submit a surface water management plan.
 - (7) Submit a groundwater management plan if in the Wellhead Protection Area.
 - (8) Submit a landscaping plan.
 - (9) Submit a wetlands and transition area delineation or waiver approved by the New Jersey Department of Environmental Protection (NJDEP).
- E. Final plat. The final plat shall be designed and drawn by a licensed New Jersey land surveyor on the basis of, and in accordance with, the Map Filing Act, N.J.S.A. 46:23-9.9 et seq., and Sections III(D) and (E) of the County Development Standards, as the same presently exist and as the same may be amended or supplemented from time to time. The final plats shall show that all Borough and county requirements involved in obtaining tentative approval for the preliminary plat have been met and shall be accompanied by any other maps, documents, plans and other items specified in and required by said sections III(D) and (E).

§ 208-8. Violations and penalties.

- A. If, before final approval has been obtained, any person transfers, sells or agrees to sell, as owner or agent, any land which forms a part of a subdivision on which, by ordinance, the Planning Board shall be required to act, such person shall be subject to a fine as provided in Article III of Chapter 1, and each parcel, plot or lot so disposed of shall be deemed a separate violation.
- B. In addition to the foregoing, if the streets in the subdivision are not such that a structure on the land in the subdivision would meet requirements for a construction permit under N.J.S.A. 40:55D-34 and 40:55D-35, the Borough may institute and maintain a civil action for injunctive relief or set aside and invalidate any conveyance made pursuant to such a contract or sale if a certificate of compliance has not been issued in accordance with N.J.S.A. 40:55D-56.
- C. In any such action the transferee, purchaser or grantee shall be entitled to a lien upon the portion of the land from which the subdivision was made that remains in the possession of the subdivider or his assigns or successors to secure the return of any deposit made or purchase price paid, and also a reasonable search fee, survey expense and title closing expense, if any. Any such action shall be brought within two years after the date of the recording of the instrument of transfer, sale or conveyance of such land, or within six years if unrecorded.

§ 208-9. Installations and improvements.

- A. Installations.

- (1) Prior to the granting of final approval, the subdivider shall have installed or shall have furnished performance guaranties for the ultimate installation of the following where deemed necessary or appropriate by the Planning Board:
 - (a) Streets shall be constructed in accordance with Standards for Subdivision Construction, latest revision, as prepared by the Borough Engineer. Water and sewer construction and other improvements shall be performed in accordance with a developer's agreement with the Borough Council.
 - (b) Curbs and sidewalks.
 - [1] Curbs shall be installed on both sides of all new roads and shall conform with the above Standards for Subdivision Construction as required by the Planning Board.
 - [2] When curbing in residential areas is deemed necessary by the Planning Board, mountable curbing shall be installed, except where vertical curbing is required for pedestrian safety or where it has been an established pattern in the neighborhood. Such vertical curbing is to be of concrete unless a pattern of Belgian block has been established in the neighborhood in which case Belgian block shall be used.
 - [3] Sidewalks shall be installed on one side of a road, or as required by the Planning Board. The requirements of sidewalks may be waived if, in the judgment of the Planning Board with the concurrence of the Borough Council, they are neither desirable nor necessary.
 - (c) Streetlights.
 - (d) Shade trees shall be located as approved by the Borough Shade Tree Commission in the right-of-way so as not to interfere with utilities or sidewalks and shall be of any of the following types:
 - [1] Norway maple.
 - [2] Callery pear.
 - [3] Pin oak.
 - [4] Any other species approved by the Shade Tree Commission.
 - (e) Monuments shall be of the size and shape required by N.J.S.A. 46:23-9.9 et seq., and shall be placed in accordance with the statute.
 - (f) All water main, culvert and storm sewer installations shall be properly connected with an approved system and shall be adequate to handle all present and probable future development. All sewer connection fees for all lots shall be paid to the Borough.
- (2) All of the above listed improvements shall be subject to inspection and approval by the Borough Engineer who shall be notified by the developer at least 48 hours prior to the commencement of construction. No underground installation shall be covered until inspected and approved.
- (3) No topsoil shall be removed from the site or used as spoil unless approved by the Planning Board. Topsoil moved during the course of construction shall be redistributed so as to provide at least six inches of cover to all areas of the subdivision and shall be stabilized by seeding or planting. Nothing herein shall be deemed to waive any requirement of Chapter **102**, Environmental Factors; Soil, Water and Trees. Nothing herein shall be deemed to waive any requirements for construction permits.

B. Improvements.

- (1) Performance guaranty.
 - (a) Neither the Planning Board nor the Zoning Board of Adjustment shall approve any final major subdivision until the Borough Engineer has certified to the reviewing board that all required improvements have been completed, unless the developer has delivered to the Borough Council a performance guaranty in accordance with this section. Any bonding or surety

company providing a performance guaranty under this section shall be approved by the Borough Council. Ten percent of every performance guaranty shall be in the form of a certified check payable to the Borough of Mountain Lakes.

- (b) The performance guaranty shall be approved by the Borough Attorney as to form, sufficiency, and execution. Each performance bond shall contain the following language:

"It is hereby understood and agreed that in the event the principal shall default in the performance of its obligation under this obligation, then the surety shall perform or be responsible for the performance of said principal's obligation at the option of the obligee."

- (c) Each performance guaranty shall remain effective at least until all required improvements have been completed and accepted by the Borough Council.
- (d) Without limiting the foregoing in any way, the provisions of N.J.S.A. 40:55D-53 and N.J.S.A. 40:55D-53.5 shall apply to all performance guaranties submitted to the Borough of Mountain Lakes in accordance with this section.

(2) Maintenance guaranty.

- (a) Neither the Planning Board nor the Zoning Board of Adjustment shall approve any final major subdivision in which required improvements have been installed prior to final approval, unless the developer has delivered to the Borough Council a maintenance guaranty in accordance with this section. Further, the Borough Council shall condition its acceptance of any improvements upon the developer delivering to the Borough Council a maintenance guaranty covering such improvements, in accordance with this section.
- (b) Every maintenance guaranty shall be expressly conditioned upon maintenance by the developer of all covered improvements for a period of two years, and particularly shall guarantee the remedying of any defects in such improvements which occur during that period. The maintenance guaranty shall further guarantee the replacement of any shade trees found to be unhealthy within two years of planting.
- (c) Notwithstanding anything to the contrary herein, the Borough may use all or any part of moneys deposited in connection with a maintenance guaranty to the extent necessary to complete or repair required improvements, and such action by the Borough shall not relieve any obligor and/or surety of its obligations in connection with the maintenance guaranty.

(3) Notwithstanding any other provision of this chapter, no certificate of occupancy shall be issued to the subdivider until all improvements as shown on the approved improvement plans are installed and approved by the Borough Engineer, except such permit may be issued:

- (a) On certification in writing by the Borough Engineer that all improvements listed in Subsections **A** and **B** have been installed or improved; that the best interests of the Borough require a delay for engineering reasons before the subdivider completes the other improvements; and that the subdivider posts a cash bond in the amount approved by the Borough Engineer for that portion of the improvements yet to be completed and maintenance of those completed in the particular section affecting the building in question.
- (b) The subdivider shall notify each homeowner on forms supplied by the Borough Clerk that he has deposited funds with the Borough to guarantee the completion and maintenance of the required improvements and a copy thereof, together with proof of service, shall be filed with the Borough Engineer. The maintenance guaranty shall remain in effect for two years from date of approval of the improvement by the Borough Engineer.

(4) Grading.

- (a) Prior to the issuance of a certificate of occupancy, the subdivider shall have graded the land of the lot to which the certificate of occupancy applied, in a manner approved by the engineer to

ensure proper drainage of the lot.

- (b) All lots shall be graded to drain away from the buildings on the lot. The grading shall be at a minimum slope of 2%. Where the ground beyond the limits of the above grading rises in elevation, the grading shall include a swale parallel to the building. Such swale shall have a minimum slope of 1%. All drainage provisions shall be of such design so as to adequately handle the surface runoff and carry it to the nearest suitable outlet.
- C. Acceptance of certain public utility improvements. The provisions of N.J.S.A. 40:55D-53.6 shall apply to any street lighting required to be installed as a condition of any development approval on a dedicated public street connected to a public utility.

§ 208-10. Design standards.

- A. General. The subdivision plat and site plan shall conform to design standards that shall encourage good development patterns within the Borough. The subdivision and site plan shall conform to the proposals and conditions shown in the Master Plan. The streets, drainage rights-of-way, school sites, public parks and playgrounds shown on the Master Plan shall be considered. Streets and drainage rights-of-way shall be shown on the final plat in accordance with N.J.S.A. 40:55D-38 et seq., and shall be such as to lend themselves to the harmonious development of the Borough and enhance the public welfare in accordance with the design standards hereinafter set forth.
- B. Streets.
 - (1) The arrangement of streets shall be such as to provide for the appropriate extension of, or intersection with, existing streets.
 - (2) Minor streets shall be so designed as to discourage through traffic.
 - (3) Subdivisions abutting through traffic streets shall provide a marginal service road or reverse frontage with a buffer strip for planting, or some other means of separation of through and local traffic as the Planning Board may determine.
 - (4) The right-of-way width shall be measured from lot line to lot line and shall be not less than the following:
 - (a) Through traffic or arterial streets: 80 feet.
 - (b) Collector streets: 60 feet.
 - (c) Minor streets: 50 feet.
 - (d) Marginal access streets: 40 feet.
 - (e) The right-of-way width for internal roads and alleys in commercial and industrial development shall be determined on an individual basis and shall, in all cases, be of sufficient width and design to safely accommodate the maximum traffic, parking and loading needs and maximum access for fire-fighting equipment.
 - (5) The pavement width shall be determined for each case by the Planning Board, recognizing that, in residential areas, narrow streets and mountable curbing are preferred.
 - (6) No subdivision showing reserve strips controlling access to streets shall be approved except where the control and disposal of land comprising such strips has been placed in the Borough Council under conditions approved by the Planning Board.
 - (7) Subdivisions that adjoin or include existing streets that do not conform to widths as shown on the Master Plan or the street width requirements of this chapter shall dedicate by deed, additional width along either one or both sides of the road if so required by the Planning Board. If the subdivision is along one side only, 1/2 of the required extra width shall be dedicated, if so required.
 - (8) Grades of through traffic streets and collector streets shall not exceed 4%. Grades on other streets

shall not exceed 10%. No street shall have a minimum grade of less than 1%.

- (9) Street intersections shall be as nearly at right angles as is possible and in no case shall be less than 60°. The block corners at intersections shall be rounded at the property line with a curve radius of not less than 25 feet.
 - (10) Street jogs with center-line offsets of less than 125 feet shall be prohibited.
 - (11) A tangent at least 100 feet long shall be introduced between reverse curves on through traffic and collector streets.
 - (12) When connecting street lines deflect from each other at any one point by more than 10° and not more than 45°, they shall be connected by a curve with a center-line radius of not less than 100 feet for minor streets and 300 feet for through traffic and collector streets.
 - (13) All changes in grade shall be connected by vertical curves of sufficient radius to provide a smooth transition and proper sight distance.
 - (14) Dead-end streets or culs-de-sac shall provide a turnaround at the end with a right-of-way radius of not less than 50 feet. If a dead-end street is of a temporary nature, a similar turnaround shall be provided and provisions made for future extension of the street and reversion of the excess right-of-way to the adjoining properties.
 - (15) No street shall have a name which shall duplicate or so nearly duplicate as to be confused with the names of existing streets. The continuation of an existing street shall have the same name.
- C. Blocks. Block length and width or acreage within bounding roads shall be such as to accommodate the size of lot required in the area by Chapter **245**, Zoning, and to provide for convenient access, circulation control and safety of street traffic.
- D. Lots.
- (1) Lot dimensions and area shall not be less than the requirements of Chapter **245**, Zoning.
 - (2) Insofar as is practical, side lot lines shall be at right angles to straight streets and radial to curved streets. New side lot lines shall be straight from front to rear.
 - (3) Each lot shall front upon an approved street.
 - (4) Where extra width has been dedicated for widening of existing streets, lots shall begin at such extra line, and all setbacks shall be measured from such line.
 - (5) Where there is a question as to the suitability of a lot(s) for its intended use due to factors such as rock formations, flood conditions, high water table or where percolation tests or test borings show the ground conditions to be inadequate for proper sewage disposal, or where there exists similar circumstances, the Planning Board may, after adequate investigation, withhold approval of such lots. (See also Chapter **102**.)
 - (6) No lot may be subdivided so that a new house could be constructed behind existing houses in the interior of an established block, or in such a manner that a new lot can meet the required frontage only by creating a new street, except for a subdivision of more than three lots.
- E. Public use and service areas.
- (1) In large-scale developments, easements along rear property lines or elsewhere for utility installation may be required. Such easements shall be at least 15 feet wide and located in consultation with the companies or municipal departments concerned.
 - (2) Where a subdivision is traversed by a watercourse, drainageway, channel or stream, there shall be provided a stormwater easement or drainage right-of-way conforming substantially with the lines of such watercourse, and with such further width or construction, or both, as is necessary to protect such waterway, as determined by the Borough Engineer.

F. Building and design layout. The building and design layout of buildings and parking areas shall provide an aesthetically pleasing design and efficient arrangement. Particular attention shall be given to energy conservation during construction and operation, safety and fire protection and impact on surrounding development and contiguous and adjacent buildings and lands. Architectural design shall be compatible with the environmental and natural characteristics of the tract. Natural features such as trees, hilltops and views shall be preserved wherever possible in designing any subdivision containing such features.

G. Lighting.

- (1) Adequate lighting shall be provided to ensure safe movement of persons and vehicles and for security purposes. Lighting standards shall be a type approved by the Planning Board. Directional lights shall be arranged so as to minimize glare and reflection on adjacent properties.
- (2) All parking areas shall be lighted to provide a minimum of three footcandles at intersections and a total average illumination of one footcandle throughout the parking area. Such lighting shall be shielded in such a manner as not to create a hazard or nuisance to the adjoining properties or the traveling public.

H. Buffering.

- (1) Buffering shall be located to minimize headlights of vehicles, noise, light from structures, the movement of people and vehicles and to shield activities from adjacent properties when necessary. Buffering may consist of fencing, evergreens, shrubs, berms, rocks, boulders, mounds, bushes, deciduous trees or combinations thereof to achieve the stated objectives. The preservation of natural vegetation shall be maximized.
- (2) Extensive buffers shall be provided on nonresidential land abutting residential zones or areas.

I. Landscaping.

- (1) Landscaping shall be provided as part of the overall plan design and integrated into building arrangements, topography, parking and buffering requirements. Landscaping shall include trees, bushes, shrubs, ground cover, perennials, annuals, plants and the use of building and paving materials in an imaginative manner and with maximum use of existing vegetation where grading conditions permit.
- (2) A landscaping plan shall be submitted with each site plan application. The plan shall identify existing and proposed trees, shrubs, bushes, plant material, ground cover and natural features such as boulders and rock outcroppings and also utilities. It should show where they are or will be located and the planting details. When existing natural growth is proposed to remain, the applicant shall include in the plans proposed methods to protect the existing trees and growth during and after construction. These shall include fences, berms, curbing, tree walls and similar devices. The following principles should be followed:
 - a) Locate and select landscaping features to provide for climate control and solar energy usage; for example, shade trees on the south, of species to shield the hot summer sun, yet permit the winter sun to filter through.
 - b) Use landscaping to accent and complement buildings; for example, groupings of tall trees to break up long, low buildings and lower plantings for taller buildings.
 - c) Provide landscaping in public areas, recreation sites and adjacent to buildings
 - d) Consider vines and climbing plants for large expanses of walls.
 - e) Consider massing trees at critical points rather than in a straight line at predetermined intervals along streets. Vary types by neighborhood.
 - f) Use ground cover extensively to prevent erosion.
 - g) Provide for a variety and mixture of landscaping. The variety should consider susceptibility to disease, colors, season, textures, shapes, blossoms and foliage.

- h) Consider local soil conditions and water availability in the choice of landscaping.
- i) Consider the impact of any proposed landscaping plan at various time intervals. Shrubs may grow and eventually block sight distances. Foundation plants may block out buildings.
- j) Use fewer large specimens rather than more numerous smaller ones.
- k) Use deciduous trees of at least two-inch caliper at planting. Evergreens should be at least four feet tall, shrubs at least two feet tall, at planting, except in buffers, where a greater height may be required. All trees shall be balled and burlapped.
- l) Provide the following intervals between street trees depending on the type, if street trees are planted:

Type of Tree	Planting Interval (feet)	Mature Height (feet)
Large trees	50 to 70	75 and up
Medium trees	40 to 50	40 to 75
Small and ornamental trees	20 to 40	40 or less

- m) Provide special landscaping treatment at the site entrances.
- n) Save unusual specimen trees or trees on slopes whose root systems function as soil stabilizers by proper design of the grade. Maximum effort should be made to save clumps of trees rather than individual ones.
- o) Landscape at least 5% of the parking area and install one tree for each 10 spaces. The landscaping should be located in protected areas, such as along walkways, center islands and at the end of bays. In narrow islands, use low spreading plants.

§ 208-11. Utilities.

- A. General plans. When an individual water supply or sewage disposal system is proposed, the plan for such systems shall be approved by the appropriate local, county or state health agency and such approval shall be submitted with the preliminary plat. Any submission or part thereof which does not meet the requirements of this chapter and other applicable laws, ordinances and regulations shall not be approved. Any remedy proposed to overcome such a situation shall first be approved by the appropriate local, county or state health agency.
- B. Underground utilities. For all major subdivisions, the applicant shall arrange with the serving utilities for the underground installation of the utility's distribution supply lines and service connections in accordance with the provisions of the applicable standard terms and conditions incorporated as a part of its tariff, as the same are then on file with the State of New Jersey Board of Public Utility Commissioners. The applicant shall submit to the Planning Board, prior to the granting of preliminary approval, a written instrument from each serving utility, which shall evidence full compliance with the provisions of this subsection, provided that lots in such subdivisions which abut existing streets where overhead electric or telephone distribution supply lines have theretofore been installed on any portion of the streets involved may be supplied with electric and telephone service from such overhead lines or extensions thereof, but the service connections from the utilities' overhead lines shall be installed underground. The location of access facilities for servicing the utility in the proposed subdivision shall be developed in conjunction with and as part of the complete subdivision plan.
- C. Rights-of-way. Wherever the utility is not installed in the public right-of-way, an appropriate utility easement not less than 15 feet in width shall be provided.
- D. Inspection and approval by Borough. All such underground installations for utilities and their service lines shall be subject to inspection and approval by the Borough Engineer, who shall be notified of such underground installations at least 48 hours prior to any excavation therefor. No underground installation

shall be covered until inspected and approved by the Borough Engineer and those agencies having jurisdiction over the particular installation.

§ 208-12. Other standards to be met.

In addition to the provisions of this chapter, all subdivisions which adjoin, include or affect county roads, county drainage structures or county drainage facilities shall meet the design standards specified in and required by the County Development Standards; and subdivision development shall meet the regulations and requirements of all the land use chapters.

§ 208-13. Certificate showing approval of subdivision.

The provisions of N.J.S.A. 40:55D-56 and 40:55D-57 shall apply to any request by a prospective purchaser, mortgagee, or other person interested in any land which forms a part of a subdivision, or which formed part of such a subdivision, three years preceding the effective date of the Municipal Land Use Law, where such request is for the issuance of a certificate certifying whether or not such subdivision has been approved by the Planning Board.

Article III. Site Plan Review

§ 208-14. Informal review.

At the request of the developer, the Planning Board shall grant an informal review of a conceptual site plan for a development for which the developer intends to prepare and submit an application. The developer shall not be required to submit an application fee for such an informal review but will be required to establish an escrow account to cover the cost for professional services. The developer shall not be bound by any concept plan for which review is requested, and the Planning Board shall not be bound by any such review. The informal review presentation shall be limited to 30 minutes.

§ 208-15. Approval.

- A. Prior to the issuance of a construction permit or a certificate of occupancy for any proposed use or use accessory thereto, except for a single-family home and a municipal capital improvement project, the Planning Board shall review and approve a site plan of the proposed use to ascertain compliance with the provisions of the land use chapters. However, a sketch plan for a home occupation is acceptable, provided that the requirements of § 245-16 of Chapter 245, Zoning, are met and that the property has been inspected by a member of the Site Plan Committee of the Planning Board or by a Borough professional. For a change in use that requires no change in existing site improvements and which will cause no significant change in off-site impact, the Planning Board may waive the requirements for a site plan as part of its review. If the Planning Board finds that all requirements have been complied with, it shall approve the site plan and endorse the approval upon the original and at least two copies. One approved copy shall be returned to the applicant and one copy each filed with the Construction Official and Zoning Officer. A change in a duly approved site plan shall require approval of the Planning Board or the Zoning Board of Adjustment and shall require a new certificate of occupancy.
- B. The Planning Board, when acting upon applications for minor site plan and preliminary site plan approval, shall have the power to grant such exceptions from the requirements for approval as may be reasonable and within the general purpose and intent of the provisions for site plan review and approval of the land use chapters, if the literal enforcement of one or more provisions of the land use chapters is impracticable or will exact undue hardship because of peculiar conditions pertaining to the land in question.

§ 208-16. Enforcement and guaranties.

- A. With respect to any application for a construction permit or a certificate of occupancy, the Construction Official, Code Enforcement Official or Zoning Officer may require such evidence as may be necessary to determine whether or not the proposed use will reasonably conform to the requirements of this section and to the site plan previously approved by the Planning Board.
- B. Prior to the issuance of a construction permit or certificate of occupancy by the Construction Official, the Planning Board shall require the posting of a performance guaranty adequate to cover the cost of all improvements; such improvements shall be completed within 18 months after the date of approval of site plan.
- C. The Planning Board may require the posting of a maintenance bond as set forth in § **208-9B**.
- D. All necessary permits and approvals shall be obtained before a construction permit may be issued and before construction may commence.

§ 208-17. Site plan submission and design requirements.

- A. The site plan shall show or include the following information:
 - (1) Name and address of applicant and owner.
 - (2) Borough Tax Map block and lot numbers.
 - (3) Name, title, professional seal and signature of person preparing the plat.
 - (4) Place for the Chairperson, the administrative officer of the Planning Board and the Borough Engineer to sign.
 - (5) Scale shall equal 50 feet to the inch except, for one acre or less, the scale shall be 20 feet to the inch.
 - (6) Date and revision dates of drawings.
 - (7) North arrow.
 - (8) Key map showing the entire site plan and its relation to surrounding areas. Where required for a public hearing, the key map shall show name and location of all property owners within 200 feet, with block and lot numbers.
 - (9) Name and location of all contiguous property owners, with block and lot numbers.
 - (10) Existing zoning and zone boundaries and contiguous zone classifications.
 - (11) All existing and proposed streets within 200 feet.
 - (12) Area of lot.
 - (13) Lot frontage and lot depth.
 - (14) All existing and proposed bearings and all setback lines.
 - (15) Present and proposed elevations based on New Jersey Geodetic Control Survey Datum, at two-foot contour intervals, and delineate slopes of 15% or greater.
 - (16) Location, size and nature of all existing and proposed rights-of-way, easements and other lands, if any, to be dedicated to the Borough.
 - (17) Location and type of all existing and proposed storm drainage facilities, watercourses and ditches, water and sanitary sewer lines.
 - (18) Location of all major trees and tree masses.
 - (19) Location of all existing and proposed buildings.
 - (20) The location of all structures within 200 feet of the property.
 - (21) Location of off-street parking areas with dimensions showing parking spaces, loading docks, access

drives and a traffic circulation pattern showing all ingress and egress means to site.

- (22) Location and description of all proposed signs and exterior lighting.
- (23) Location, type and size of electric, telephone, cable television and gas mains and appurtenances, both above and below the ground.
- (24) All landscaping, fences, walls, hedges or similar facilities.
- (25) The first-floor plan and front elevation of all proposed buildings.
- (26) Environmental impact statement.
- (27) Soil erosion and sedimentation control plan.
- (28) Surface water management plan.
- (29) Wellhead Protection Area compliance.
- (30) Landscaping plan.
- (31) Wetlands and transition area delineation or waiver approved by the NJDEP.

B. All requirements, as applicable, of §§ **208-9**, **208-10** and **208-11** shall be met.

C. In reviewing and acting upon a site plan, the Planning Board shall ascertain that all of the following requirements have been complied with:

- (1) All provisions of Chapters **40**, **102** and **245**.
- (2) That the location, design or construction of any building or use, including the space for loading and unloading of goods and materials, is not likely to increase the risk of vehicular traffic congestion or danger to pedestrians or general public safety.
- (3) The location, number and size of signs and exterior lighting comply in all respects to Chapter **245**, Zoning, and § **208-10G**. With respect to lighting, the Planning Board may impose requirements concerning lumen strength, shielding and other similar matters, with the objective of protecting neighboring properties from such glare as might become a nuisance while providing sufficient illumination on the premises for safety, security and like purposes.
- (4) That adequate water supply, drainage facilities and sanitary and waste disposal facilities exist, provided that approval by the Planning Board shall not be given until the adequacy and arrangement of the water supply shall have been approved by the Borough Engineer and the purity of the water supply, drainage and sanitary and waste disposal facilities shall have been approved by the Board of Health and the Borough Engineer.
- (5) Anything hereinbefore stated to the contrary notwithstanding, before granting any site approval, the Planning Board shall obtain reports thereon from the Borough Engineer, the Board of Health, the Fire Department and the Police Department and may obtain reports thereon from the Environmental Commission, the Morris County Planning Board and from such other Borough officers, committees and commissions as may be deemed necessary, with special attention to the effect of such approval upon existing municipal services and utilities, it may also hold a public hearing thereon. Should additional facilities be needed, the Planning Board shall forward its recommendations to the Borough Council and shall not issue approval until the Borough Council has either entered into an agreement with the applicant regarding the development of such facilities or has authorized the Planning Board to proceed.

§ 208-18. Residential site improvement standards.

To the extent that any residential site improvement, as defined in § **40-3**, is governed by the Residential Site Improvement Standards, it shall be governed exclusively by the Residential Site Improvement Standards, as the same may be amended from time to time, and not by any other provisions of this chapter.

§ 208-19. Additional design requirements for wireless telecommunications facilities.

If the site plan proposes the placement, construction, erection or modification of a wireless telecommunications facility, in addition to the applicable documentation and items of information required for site plan approval, the following additional documentation and items of information are required to be submitted to the Planning Board or Board of Adjustment for review and approval as part of the site plan submission:

- A. Documentation by a qualified expert regarding the capacity of any proposed wireless telecommunications facility for the number and type of antennas;
- B. Documentation by a qualified expert that any proposed wireless telecommunications facilities will have sufficient structural integrity to support the proposed antennas and the anticipated future collocated antennas and that the structural standards developed for antennas by the Electronic Industries Association (EIA) and/or the Telecommunication Industry Association (TIA) have been met;
- C. A letter of intent by the applicant, in a form which is reviewed and approved by the Borough Attorney, indicating that the applicant will share the use of any wireless telecommunications facilities with other approved providers of wireless communications services;
- D. A visual impact study, graphically simulating through models, computer enhanced graphics or similar techniques, the appearance of any proposed tower and indicating its view from at least five locations around and within one mile of the proposed wireless telecommunications facility where the wireless telecommunications facility will be most visible; aerial photographs of the impact area shall also be submitted; and
- E. Comments and approvals from all boards, commissions and agencies having jurisdiction shall be considered before final approval.

Chapter 245. Zoning

ATTACHMENTS

Attachment 1 - Schedule I BULK REQUIREMENTS

Attachment 2 ~~-Schedule II - Zoning Map~~

Attachment 3 ~~-Schedule III - Appendix A CHECKLIST AND CERTIFICATION FOR ELIGIBILITY FOR BULK INCENTIVES~~

~~Attachment 4 - Schedule IV~~

~~Attachment 5 - Schedule V~~

~~Attachment 6 - Schedule VI~~

Article I. General Provisions

§ 245-1. Short title.

This chapter shall be known and may be cited as the "Zoning Ordinance" of the Borough of Mountain Lakes.

§ 245-2. Purpose and conformance.

A. Purpose. The purpose of this chapter is to regulate land use and land development as provided by, and in accordance with, the New Jersey Municipal Land Use Law, as amended.^[1]

[1] *Editor's Note: See N.J.S.A. 40:55D-1 et seq.*

B. Conformance to regulations. No land or premises shall be used and no building or structure shall be erected, raised, moved, extended, enlarged, altered or used for any purpose other than a purpose permitted herein for the zone district in which it is located, and all construction shall be in conformity with the regulations provided for the zone in which such building or premises is located.

C. Permitted and prohibited uses. Permitted uses in each district shall be limited to those uses which are designated in this chapter as permitted principal uses, permitted accessory uses and/or conditional uses, as the case may be. All other uses shall be prohibited. The failure to specifically exclude any use from a zone district shall not, under any circumstances, be construed to permit any such use.

§ 245-3. Definitions.

For definitions, see § 40-3 of Chapter 40, Land Use Administration.

~~A. As used in this chapter, the following additional terms shall have the meanings indicated:~~

~~ESSENTIAL PUBLIC FACILITIES~~

~~Those public facilities which are required in order to provide basic health and safety services to residents and visitors of the Borough, including, without limitation, water sanitation plants, water treatment plants, sewer treatment plants, water storage facilities, telecommunication towers, police stations, fire stations, jails, courthouses, public health facilities, and emergency operations centers.~~

~~HAZARDOUS SUBSTANCE~~

~~Any substance designated under 40 CFR 116 pursuant to Section 311 of the Federal Water Pollution Control Act Amendments of 1972 (Clean Water Act, Public Law 92-500; 33 U.S.C. § 1251 et seq.), the Spill Compensation and Control Act (N.J.S.A. 58:10-23.11 et seq.) or Section 4 of the New Jersey Water Pollution Control Act (N.J.S.A. 58:10A-4). Substances listed include petroleum, petroleum products, pesticides, solvents and other substances.~~

~~HAZARDOUS SUBSTANCE TRANSMISSION PIPELINE CORRIDOR or TRANSMISSION PIPELINE CORRIDOR~~

~~The pipeline pathway defined by rights-of-way and easements in which the pipelines and facilities of a hazardous substance transmission pipeline are located, or proposed to be located, including rights-of-way and easements over and through public or private property.~~

~~HAZARDOUS SUBSTANCE TRANSMISSION PIPELINE or TRANSMISSION PIPELINE~~

~~A pipeline, whether above or below ground, which transports or is designed to transport a hazardous substance. As used herein, a transmission pipeline includes all parts of those physical facilities through which a hazardous substance moves in transportation, including pipes, valves, and other appurtenances attached to pipes, compressor units, pumping stations, metering stations, regulator stations, delivery stations, emergency response terminals, holders, breakout tanks, fabricated assemblies, and other surface pipeline appurtenances.~~

~~HIGH-CONSEQUENCE LAND USE~~

~~A land use that, if located in the vicinity of a hazardous materials transmission pipeline, represents an unusually high risk to life in the event of a transmission pipeline failure due to the characteristics of the inhabitants or functions of the use. High-consequence land uses include:~~

- ~~(1) Child care;~~
- ~~(2) Houses of worship, including churches and other religious institutions;~~
- ~~(3) Hospitals;~~
- ~~(4) High-rise buildings, including hotels, dormitories, apartment complexes, and office buildings, which may not lend themselves to a timely evacuation;~~
- ~~(5) Open space uses, including Green Acres and Borough-owned lands designated as open space preservation areas, farmland preservation areas, historic preservation areas, Blue Acres preservation areas, active recreation areas, and passive recreation areas;~~
- ~~(6) National Park Service-designated National Natural Landmarks;~~
- ~~(7) New Jersey Department of Environmental Protection (NJDEP)-designated New Jersey Natural Areas and Natural Heritage Priority Sites;~~
- ~~(8) Residential care facilities;~~
- ~~(9) Institutional uses, including public and private schools, day-care facilities, and public or quasi-public buildings; and~~
- ~~(10) Essential public facilities.~~

~~TRANSMISSION PIPELINE OPERATOR~~

~~The company or person responsible for the operation, maintenance and management of the transmission pipeline.~~

~~WETLAND~~

~~An area delineated and approved as a wetland by the New Jersey Department of Environmental Protection ("DEP") or other governmental authority.~~

Article II. Zoning Districts and Zoning Map

§ 245-4. Zoning districts.

For the purpose of this chapter, the Borough is hereby divided into zones as follows:

R-AA	Residential Zone — Single-Family
R-A	Residential Zone — Single-Family
R-AH	Residential Zone — Affordable Housing
R-1	Residential Zone — Single-Family
R-2	Residential Zone — Single-Family
RC-1	Residential Zone — Single-Family Clustering Option
RC-2	Residential Zone — Single-Family Clustering Option

RC-3	Residential Zone — Single-Family Clustering Option
<u>R-AH</u>	<u>Residential Zone — Affordable Housing</u>
<u>R-AH2</u>	<u>Residential Zone — Affordable Housing</u>
<u>R-AH3</u>	<u>Residential Zone — Affordable Housing</u>
A	Business Zone
B	Business Zone
OL-1	Office, Light Industrial Zone
OL-2	Office, Light Industrial Zone
OL-2/R-1	Office, Light Industrial Zone/R-1 Residential Overlay
C-1	Conservation Zone
C-2	Conservation Zone
OL-1/MF-AHO	Office and Light Industrial Zone/Multifamily Affordable Housing Overlay
OL-2/MF-AHO	Office and Light Industrial Zone/Multifamily Affordable Housing Overlay

§ 245-5. Zoning Map.

The locations and boundaries of the zones are hereby established on the most recently approved and adopted Zoning Map on file with the Borough Clerk, which is hereby made and declared a part of this chapter. The zone boundaries follow property boundaries or the center of street rights-of-way, except as otherwise noted on the Zoning Map.

Article III. (Reserved)

[1] *Editor's Note: Former Article III, Affordable Housing Overlay, was repealed 5-29-2019 by Ord. No. 3- 19.*

§ 245-6. (Reserved)

Article IV. UseZoning District Regulations

§ 245-7. Residential Zones R-AA, R-A, R-1 and R-2.

In the R-AA, R-A, R-1 and R-2 Zones, the following uses shall be permitted:

- A. Permitted principal uses.
 - (1) Single-family detached dwellings.
 - (2) Public, private and church schools; playgrounds; parks; churches and similar places of worship; libraries; museums; and noncommercial recreation centers such as YMCAs.
 - (3) Any municipally owned or operated building, other structure, facility or use.
- B. Permitted accessory uses.
 - (1) Accessory uses customarily incident to a permitted use or to an authorized conditional use.
 - (2) Such accessory uses shall include garages, carports, sheds, toolhouses, pergolas, gazebos, boathouses, greenhouses, playhouses, private swimming pools, exterior air-conditioning units, exterior mechanical equipment and retaining walls.
 - ~~(3)~~ (3) Fences ~~are permitted only~~ in accordance with § ~~245-15P-23A~~.
 - ~~(3)~~(4) Play equipment shall be permitted as an accessory use upon all improved residential lots located within residential zones, provided that play equipment shall not be located closer to any street right-of-way line than the residence located on the lot; play equipment shall be set back by no less than 10 feet from any side, rear or lake lot line; and play equipment shall not exceed 12 feet in height, measured vertically from highest point.

~~(4)~~(5) Those home occupations or professions that have no nonresident employees, no client visitors, show no visible external evidence of the occupation and have no other negative impact on the neighborhood. Such occupation shall be considered accessory uses subject to the following conditions:

- (a) The principal use of the property must be as a residence, with the amount of the property used for the home occupation limited to a maximum of 500 square feet or 1/3 of the square footage of all buildings on the property, whichever is smaller.
- (b) The principal professional of any accessory home occupation shall reside on the premises.

~~(5)~~(6) Family day-care homes as defined in N.J.S.A. 40:55D-66.5.~~f1~~5b.

~~[1] — Editor's Note: N.J.S.A. 40:55D-66.5 was repealed by L. 1998, c. 139. See now N.J.S.A. 40:55D-66.5b.~~

C. Conditional uses ~~(see also § 245-16)~~.

(1) Home occupations that do not meet the defined requirements of an accessory use at Subsection **B(35)** above, subject to the provisions of § ~~245-3416~~. ~~See also Schedule III.~~^[2]

~~[2] — Editor's Note: Schedule III is included at the end of this chapter.~~

~~(2) Clubs, except clubs whose chief activity is a service carried on as a business and provided that any clubhouse or open terrace adjacent thereto, swimming area, handball, tennis, badminton and similar small games area or parking lot shall be located at least 50 feet from any residential lot line and provided that the use is such as not to create undue noise beyond the lot lines.~~

(2) Clubs, subject to the provisions of § 245-35.

(3) Philanthropic or eleemosynary uses or institutions, subject to the provisions of § 245-36 but not including a hospital, halfway house, sanitarium, correctional institution, asylum or institution for mental health, or institution for infectious or contagious diseases.

(4) Child-care centers, subject to the provisions of § 245-37.

§ 245-8. Residential Zones RC-1, RC-2 and RC-3.

In the RC-1, RC-2 and RC-3 Zones, the following uses shall be permitted:

- A. Permitted principal uses. Same as in § 245-7A.
- B. Permitted accessory uses. Same as in § 245-7B.
- C. Conditional uses.
 - (1) Same as in § 245-7C.
 - (2) Residential clustering subject to the restrictions and criteria in § ~~245-16F38~~.
 - (3) Zero lot line developments subject to the conditions in § ~~245-16G39~~.
 - (4) In the RC-3 Zones only, townhouses, subject to conditions and criteria stated in § ~~245-16F(1)(d)38B(3)~~, maximum number of lots; § ~~245-16F(2),38C~~, Procedures for cluster development; § ~~245-16F(3),38D~~, Location and use of open space; § ~~245-16F(4),38E~~, Disposition of open space; and § ~~245-16H40~~, Townhouse option of the RC-3 Zone; and other applicable criteria in the land use ordinances.

§ 245-9. Residential — Affordable Housing (R-AH) Zone.

The purpose of the R-AH Zone is to provide a realistic opportunity for the construction of affordable housing as part of a comprehensively planned housing development, in conformance with the Borough's approved Housing Element and Fair Share Plan and the regulations of this chapter governing affordable housing. In the R-AH Zone, the following uses shall be permitted:

- A. Permitted principal uses. Single-family attached or multifamily dwellings in accordance with the provisions below and the development standards enumerated in Subsection C:
- (1) A maximum of 47 dwelling units shall be permitted, of which at least eight units shall be set aside as affordable housing.
 - (2) Units may be age-restricted in accordance with the Fair Housing Act, 42 USC 3601 et seq.; provided, however, that no more than four of the units affordable to low- and moderate- income households may be age-restricted.
 - (3) Dwellings constructed for low- and moderate-income households shall be governed by deed restrictions ensuring long-term affordability controls in accordance with Article ~~VI~~XI of this chapter.
 - (4) The development, phasing and marketing of all housing constructed for low- and moderate-income households shall be undertaken consistent with the rules and regulations of the New Jersey Council on Affordable Housing and the provisions of Article ~~VI~~XI of this chapter.
- B. Permitted accessory uses. Same as in § **245-7B**, except that all accessory structures shall be designed to serve or be developed in relation to the entire development and shall be subject to site plan approval.
- C. Development standards.

Type	Requirement
Minimum tract size	8 acres
Minimum tract frontage and depth	100 feet
Minimum setbacks (principal buildings)	
From public right-of-way	40 feet ²
From side or rear perimeter property lines	25 feet
Minimum setbacks (accessory buildings)	
From public right-of-way	40 feet
From side or rear perimeter property lines	25 feet
Maximum height	2 1/2 stories/35 feet ³
Parking requirements	See N.J.A.C. 5:21-1.1 et seq. (Statewide Residential Site Improvement Standards) for total number of spaces to be provided. A minimum of one space per unit shall be provided in an enclosed garage. As to the low- or moderate-income units, there shall be no garage requirements.
On-site rights-of-way (ROW) and pavement widths	See N.J.A.C. 5:21-1.1 et seq.
Maximum floor area ratio (FAR)	30.5% ¹
Maximum improved coverage	34%

NOTES:

- ¹ The maximum FAR shall be calculated based upon the gross area of the site located within the R-AH Zone prior to any right-of-way dedication for road widening purposes along Moms Avenue and/or Fanny Road.
- ² An elevated deck attached to a townhouse shall be permitted to extend up to eight feet into the required minimum setback from the Fanny Road public right-of-way provided the floor area of the deck is less than 125 square feet and the deck is unroofed and unenclosed except for safety railings, and provided that the intervening yard area is effectively buffered by landscaping.

³ A maximum building height of three stories and 39 feet shall be permitted for market rate townhouses in buildings in which any portion of the building is within 150 feet of Morris Avenue or within 50 feet of Fanny Road. This extended height limit shall apply to a maximum of five buildings containing a maximum of 22 townhouse units.

- D. Setbacks between buildings; setbacks to interior roads and parking areas. In reviewing a site plan for any development in the R-AH Zone, the Planning Board shall have authority to review and approve all setbacks between buildings and between buildings and interior roads, parking areas and other structures in order to ensure the preservation of adequate light, air and open space.
- E. In site plan review process, the Planning Board shall also review consistency with the Master Plan requirements relating to the protection of environmental areas, particularly the Conservation Zone, and facilitation of pedestrian access to community resources.
- F. Homeowners' association. If a homeowners' association is formed, it shall be approved in the manner stipulated in § ~~245-16H(7)-40G~~.
- G. Affordable Housing Zone shall be exempt from measuring to existing (original) grades as defined in Chapter 40, § 40-3 under definitions for "Building height (residential zones)," "grade plane," and "story above grade." All measurements are to be from proposed grades.
- H. Affordable Housing Zone shall be exempt from the "three-foot maximum change in average grade as measured along any wall of a building" requirement, as ~~defined in Chapter 245 under Footnote 17 of Schedule I~~ set forth at § ~~245-20C~~.
- I. Each townhouse unit within the Affordable Housing Zone shall be considered a building for the purpose of measuring building height at street (residential zones), grade plane, and story above grade. Two or more units at similar floor elevations may be used to calculate the non-street frontage of building height.

§ 245-9.1. Residential — Affordable Housing 2 (R-AH2) Zone.

The purpose of the R-AH2 Zone is to provide a realistic opportunity for the construction of affordable housing as part of a comprehensively planned housing development, in conformance with the regulations of this chapter governing affordable housing. In the R-AH2 Zone, the following uses shall be permitted:

- A. Permitted principal uses. Townhouses and multifamily dwellings in accordance with the provisions below and the development standards enumerated in Subsection C:
 - (1) All of the market rate dwellings shall be townhouse units.
 - (2) Affordable dwellings may be either townhouse or multifamily units.
 - (3) Fifteen percent of all dwelling units shall be set aside as affordable housing.
 - (4) Dwellings constructed for low- and moderate-income households shall be governed by deed restrictions ensuring long-term affordability controls in accordance with Article ~~V-I-XI~~ of this chapter.
 - (5) The development, unit distribution and marketing of all housing constructed for low- and moderate-income households shall be undertaken consistent with the rules and regulations of the New Jersey Council on Affordable Housing and the provisions of Article ~~V-I-XI~~ of this chapter, except that the construction of affordable housing shall be required to be undertaken upon completion and issuance of certificates of occupancy for 50% of the market rate units within the development.
- B. Permitted accessory uses shall be the same as in § 245-7B, except that all accessory structures shall be designed to serve or be developed in relation to the entire development and shall be subject to site plan approval.
- C. Development standards.

Type

Requirement

Minimum tract size	7 acres
Minimum frontage on a public or private street or other right-of-way providing access to the tract	50 feet
Minimum setbacks (principal buildings)*	
From RC-3 zone boundary	50 feet
From any other tract boundary	25 feet
From internal access road	25 feet with sidewalks 22 feet without sidewalks
Minimum setbacks (accessory buildings)	Same as for principal buildings
Maximum height	3 stories/35 feet
Maximum density	5.5 dwelling units per gross acre; however, in no event shall the total number of dwellings exceed 40
Parking requirements	See N.J.A.C. 5:21-1.1 et seq. (Statewide Residential Site Improvement Standards) for total number of spaces to be provided. A minimum of one space per unit shall be provided in an enclosed garage for market rate units.
On-site rights-of-way (ROW) and pavement widths	See N.J.A.C. 5:21-1.1 et seq.
Maximum improved coverage	45%

NOTES:

* Dwelling unit patios, decks, elevated decks, appurtenances such as railings or stairs, privacy fencing, HVAC units and pedestrian entrance structures such as stairs, pads, roof overhangs, walkways, and railings shall be permitted to extend no more than 10 feet into any required minimum setback. No such area shall be enclosed except for overhead decks, pedestrian entrance roof overhangs and safety railings. Extensions into required minimum setbacks shall be effectively buffered by landscaping.

- D. Permitted slope disturbance. For the purpose of ensuring that there is sufficient area to reasonably accommodate the construction of townhouses/multifamily units while at the same time limiting the amount of disturbance within areas with slopes in excess of 15%, a slope disturbance analysis shall be included as part of the required submission. The slope analysis shall include the following information:
- (1) A building area shall be depicted on the plans which shall be inclusive of all proposed buildings as well as the area extending 20 feet from the front of said building and 10 feet from the side and rear of said buildings. The building area shall be the sum total of the footprints in square feet of all proposed buildings and the associated areas extending therefrom as herein described.
 - (2) A tabulation of the land areas within the following slope categories on the entire tract:
 - (a) 0% to 14.99%.
 - (b) 15% to 24.99%.
 - (c) 25% to 34.99%.
 - (d) 35% or greater.
 - (3) A tabulation of the land areas in the above listed slope categories within the building area that are proposed to be disturbed.
 - (4) Calculations showing the land areas of disturbance of each slope category within the building area as compared to the land area of slopes in each category on the entire tract. The maximum allowable slope disturbances within the building area as a percentage of land area in each slope category on

the entire tract shall be as set forth in the following table:

Slope Category	Maximum Slope Disturbance
0 to 14.99%	100%
25% to 34.99%	10%
35% or greater	5%

(5) Section ~~245-20C~~24 shall not apply in the R-AH2 Zone.

- E. Homeowners' association. If a homeowners' association is formed, it shall be approved in the manner stipulated in § ~~245-16H(7)~~40G.
- F. The Affordable Housing 2 Zone shall be exempt from measuring to existing (original) grades as defined in Chapter **40**, § **40-3**, under definitions for "building height (residential zones)," "grade plane," and "story above grade". Measurements shall be from the first floor elevation at the front door entrance of each market rate or affordable townhouse unit to the midpoint of a sloped roof. If the affordable dwellings are multifamily units and not townhouses, then the measurement shall be from the average first floor elevation at the front of the building to the midpoint of a sloped roof.
- G. The Affordable Housing 2 Zone shall be exempt from the "three-foot maximum change in average grade as measured along any wall of a building" requirement, as ~~defined in Chapter 245 under Footnote 17 of Schedule I~~set forth at § 245-20C.
- H. Multiple principal buildings are permitted, except that no more than six units shall be permitted within any building. Buildings shall be separated from other buildings by a minimum of 50 feet, except that side-to-side orientations of buildings shall be separated a minimum of 25 feet and side-to-rear orientations of buildings shall be separated by a minimum of 40 feet.
- I. Section ~~245-15N~~24 shall not apply to development in the R-AH2 Zone. Variation shall be incorporated in building plans for and in the construction of groups of three townhouse units or more ("townhouse unit groups") to present variations in the elevation, design and appearance of the townhouse unit groups. Variation shall be achieved by differentiation in at least three of the design characteristics between townhouse unit groups on a group-by-group basis:
 - (1) Building materials or color.
 - (2) Setbacks created by horizontal movement of front facade.
 - (3) Vertical stepping.
 - (4) Entryway or front doors.
 - (5) Garage door location or styling.
 - (6) Window treatments.
 - (7) Roof presentation and treatment.
- J. Fences, only to the degree necessary for the health, safety, or welfare, shall be permitted, including within setbacks. Examples of such necessary fencing include fencing of decks, patios with dropoffs, steeply sloped areas, and detention basins.

§ 245-9.2. Residential — Affordable Housing 3 (R-AH3) Overlay Zone.

- A. Permitted principal and accessory uses. It is the intent within the R-AH3 Overlay Zone to permit uses consistent with those permitted in the OL-2 Zoning District and to permit, as an alternative to the OL-2 uses, the development of an assisted living residence as conditional use. Permitted principal, accessory and conditional uses shall be as follows:
 - (1) All principal and accessory uses permitted in the OL-2 Zone; or

- (2) Assisted living residences, as defined within Article I, § 40-3, Definitions, of Chapter 40 of the Revised General Ordinances are permitted as a conditional use within the R-AH3 Overlay Zone. Assisted living residences shall only be permitted upon satisfaction of the standards contained in Article ~~IV~~VII, § ~~245-4216~~, ~~Conditional use requirements~~, of Chapter 245 of the Revised General Ordinances.

§ 245-10. Business Zone A.

In the A Zone, the following uses shall be permitted:

A. Permitted principal uses.

- (1) Business or professional office or office building, including banks and other financial institutions.
- (2) Restaurant and club, excluding drive-in restaurant.
- (3) Retail business or service, excluding any business with outside storage or selling of gasoline, diesel fuel, propane, methane, natural gas or other potential aquifer pollutants (excluding items which are sold in their original sealed container); automotive service stations, repair shops or body shops; new car dealerships, used car storage or sales, motor vehicle and trailer rentals; dry-cleaning establishments; motels, hotels, tourist homes, boardinghouses, rooming houses or other similar or analogous uses, including trailer camps and camps.
- (4) Child-care centers.

B. Permitted accessory uses.

- (1) Any use or structure customarily incidental to a principal permitted use.
- (2) Public and private parking.
- (3) Signs. See ~~§ 245-17~~Article VIII.
- (4) Child-care centers.

C. Conditional uses.

- (1) Sexually oriented establishments in accordance with ~~§ 245-47~~.

D. Prohibited uses. The following uses are expressly prohibited:

- (1) Sexually oriented establishments except as provided for in Subsection C above.

§ 245-11. Business Zone B.

A. Permitted principal uses are the same as in § 245-10A ("Business Zone A") ~~except that automobile service stations, dry cleaning establishments, motels, hotels and businesses using hazardous substances shall be excluded.~~. In addition, the following principal uses shall be permitted:

- (1) Adult day-care facility.
- (2) Educational play center.
- (3) Health and fitness facility.
- (4) Indoor commercial recreation use.
- (5) Instructional schools and studios.
- (6) Pet care and grooming facility.
- (7) Satellite dry-cleaning establishment.

B. Permitted accessory uses. Same as § 245-10B. In addition, electric car charging stations shall be permitted as an accessory use.

C. Conditional uses.

- (1) Sexually oriented establishments in accordance with ~~the following standards:~~ § 245-47.
- (2) Hotels in accordance with ~~the following standards:~~ § 245-43.
- (3) Automobile service stations in accordance with § 245-44.
- (4) Drive-in restaurants or restaurants with drive-through facilities where food or drink is served to customers in vehicles at a drive-through window in accordance with ~~the following standards:~~ § 245-45.
- (5) Self-storage facilities in accordance with ~~the following standards:~~ § 245-46.

§ 245-12. Office and Light Industrial Zones OL-1 and OL-2.

In the OL-1 and OL-2 Zones, the following uses shall be permitted:

A. Permitted principal uses.

- (1) Business, professional or service offices and establishments, banks and other financial institutions. Retail and wholesale activities and businesses using hazardous substances shall be excluded.
- (2) Light manufacturing; processing of data and materials; storing, assembly or fabrication of goods and materials; printing and publishing; research. Businesses using hazardous substances as defined shall be excluded. Any use shall meet applicable performance standards.
- (3) Child-care centers.

B. Permitted accessory uses.

- (1) Any use or structure customarily incidental to a principal permitted use.
- (2) Public and private parking.
- (3) Signs. See § 245-17 Article VIII.
- (4) Essential services.
- (5) Child-care centers.

C. Conditional uses. See also § 245-10C; § 245-9.2.

D. Supplemental regulations. In addition to the bulk requirements set forth in Schedule I, the following regulations shall apply to the OL-1 and OL-2 Zones:

- (1) Side and rear yard setbacks shall be increased to 150 feet where any OL-1 or OL-2 Zone abuts a residential use or zone.
- (2) A landscaped area of not less than 20 feet in depth shall be provided along all rights-of-way, except to allow for driveway access.
- (3) A planted buffer, measured 100 feet deep from the property boundary, shall be provided within any OL-1 or OL-2 Zone along any lot line abutting a residential use or zone. The plant materials and the planting design shall be in accordance with criteria for such plantings in Chapter 208, Subdivision of Land and Site Plan Review.
- (4) All yards that are not used for necessary drives, walks and permitted accessory uses shall be appropriately landscaped with trees, shrubs, flowers and grass lawns or other suitable ground cover as approved by the Planning Board.
- (5) There shall be no vehicular access to any use established in any OL-1 or OL-2 Zone from any street that primarily serves residential neighborhoods and is not an arterial street.
- (6) The maximum size of an undivided building or a building section which is offset from other building sections at least 20 feet shall not exceed 80,000 square feet of building coverage.
- (7) More than one principal building may be constructed in the OL-1 and OL-2 Zones, subject to all applicable regulations, and with a minimum distance between the adjacent buildings equal to the

height of the taller of the two facing walls measured at the point where the buildings are closest, but not less than 20 feet.

§ 245-13. Office, Light Industrial/R-1 Residential Overlay Zone OL-2/R-1.

- A. Permitted principal and accessory uses. It is the intent within the OL-2/R-1 Zone to permit uses consistent with those permitted in the OL-2 Zoning District and to permit, as an alternative to OL-2 uses, the development of single-family detached homes on individual lots comprised of at least 10,000 square feet each. Permitted principal and accessory uses shall be as follows:
- (1) All principal and accessory uses permitted in the OL-2 Zone; or
 - (2) As an alternative, single-family detached dwellings together with the accessory uses permitted in the R-1 Residential Zone.
- B. Bulk and design requirements and standards.
- (1) For office and light industrial uses, the bulk regulations, restrictions and requirements shall be the same as for the OL-2 Zone, as enumerated in Article V, Bulk [and Supplementary Zoning Requirements](#), and all applicable schedules incorporated therein.
 - (2) For single-family detached dwellings, the bulk regulations, restrictions and requirements shall be the same as for the R-1 Zone, as enumerated in Article V, Bulk [and Supplementary Zoning Requirements](#), and all applicable schedules incorporated therein, and the design development regulations, standards, restrictions and requirements, as enumerated in Chapter 102, Environmental Factors; Soil, Water and Trees, and Chapter 208, Subdivision of Land and Site Plan Review, of Code of the Borough of Mountain Lakes, except that with respect to Block 116, Lots 2 and 3.03, 13 lots shall be developed, subject to the following provisions which shall apply:
 - (a) Rights-of-way not less than 40 feet wide where the applicant for Block 116, Lots 2 and 3.03, owns or controls only one side of the property abutting the right-of-way.
 - (b) Radius of cul-de-sac no less than 43 feet.
 - (c) Maximum floor area ratio (FAR): 25%, excluding garages and basements.
 - (d) Up to four lots may have lot depths less than 100 feet. In no event shall any lot have a lot depth of less than 70 feet.
 - (e) Article III, Affordable Housing Overlay, of this chapter shall be satisfied through the developer's contribution of \$52,000 toward funding the cost of the Borough's compliance plan, payable in three \$17,333.34 installments within two days of the developer's receipt of each of the first three certificates of occupancy for lots in the proposed subdivision of the affected property.
 - (f) **Chapter 102, Article V**, Surface Water Management, of this Code shall be waived and detention shall not be required on the applicant's property where there exists expert testimony from a licensed professional engineer of the State of New Jersey that there is negligible downstream impact from the proposed development and, if pertinent, where the New Jersey State Department of Transportation has issued permits or approvals for the proposed development in accordance with the applicant's proposed management and disposal of such surface water and where other planning benefits, such as buffer, are retained or obtained as a result of the waiver.
 - (g) No additional or amended environmental impact study (EIS) shall be required where the number of lots sought to be approved as part of the subdivision of the applicant's property does not exceed the number of lots that has been the subject of any EIS previously submitted by the applicant in connection with an otherwise substantially similar subdivision application on the property within the past 24 months and where no substantial and material changes in the physical circumstances of the property have occurred in the interim that would reasonably require an updated EIS.

- (h) Notwithstanding the provisions of § 208-9A(1)(b), no sidewalks shall be required for the development of the subdivision of the applicant's property.
- (i) Chapter 102, Article VI, Groundwater Management, shall be amended as follows: The following sections shall not apply where the applicant's property is developed for single-family houses: §§ 102-30A, B(1), (2) and (3) and 102-31, except that § 102-30A shall apply only for building footprints.
- (j) Subdivision plan sheets, sized 30 inches by 42 inches, may be submitted instead of sheets sized 24 inches by 36 inches in order to depict the entire subdivision plan of the applicant's property on one sheet.

§ 245-14. Conservation Zone C.

A. Conservation Zones C-1 and C-2 encompass certain Borough-owned parks and open space areas. It is intended that these areas be preserved as open space and be used for recreation and conservation of the following natural resources:

- (1) Major existing or potential groundwater resources.
- (2) Erosion-prone soils, especially in steep areas of 15% or more grade and where surface water sedimentation may occur.
- (3) Ecologically important wetlands, which also serve as natural stormwater detention facilities.
- (4) Woodlands which provide environmental and aesthetic benefits.

B. No permanent building or structure shall be erected in a conservation zone except those structures deemed necessary by the Borough Council for recreational or environmental purposes or for the maintenance of the area.

~~B.C.~~ Conservation Zone C-1 ~~includes all areas formerly as~~ designated ~~as C Zone, except those portions now designated as Zone C-2~~ on the Borough Zoning Map ~~dated June 10, 2002~~.

- (1) Permitted principal uses.
 - (a) Recreational uses that involve limited disturbance to the natural environment, including, but not limited to, walking, jogging, biking on designated biking trails, bird-watching, fishing, cross-country skiing, and sledding.
 - (b) Unpaved trails and puncheon-type boardwalks, approved by the Borough Council, and in accordance with the New Jersey Freshwater Wetlands Protection Act.
- (2) Permitted accessory uses.
 - (a) Accessory uses normal and incidental to permitted principal uses, including signs, trash receptacles, benches and temporary or permanent structures as approved by the Borough Council.

~~C.D.~~ Conservation Zone C-2 ~~consists of areas~~ as designated on the Borough Zoning Map ~~dated June 10, 2002~~.

- (1) Permitted principal uses.
 - (a) All uses permitted in the C-1 Zone and recreational uses utilizing paved trails, playgrounds, tennis courts, athletic fields and other recreational facilities approved by the Borough Council.
- (2) Permitted accessory uses.
 - (a) Accessory uses normal and incidental to permitted principal uses, including parking, signs, fences for safety, trash receptacles, benches and temporary or permanent structures, but excluding lighting except as allowed by Subsection ~~CD~~**(2)(b)** hereof, and sound systems except as allowed by Subsection ~~CD~~**(2)(c)** hereof as approved by the Borough Council.

- (b) Lighting systems at Birchwood Lake and the Powerville tennis courts, lighting on walkways, parking areas and points of access, if necessary for safety.
 - (c) Amplified sound systems at the swimming area at Birchwood Lake and, if required for a specific event, wherever and whenever deemed appropriate by the Borough Council.
- (3) Supplementary requirements for Conservation Zone C-2.
- (a) To maintain Mountain Lakes' distinctive character and its blending of natural and man-made features, a natural vegetative buffer of 100 feet shall be provided between the edge of any land disturbance and contiguous residential properties. This natural vegetative buffer requirement shall not necessarily apply to uses and facilities existing prior to May 2002, but existing buffers of 100 feet or less must be preserved. Subsurface utilities may be located within buffer areas.

§ 245-14.115. Office and Light Industrial Zone OL-1/Multifamily Affordable Housing Overlay.

A. Permitted principal, accessory and conditional uses.

- (1) As set forth under § 245-12.
- (2) Multifamily inclusionary development consisting of townhouses and/or multifamily dwelling units as permitted principal uses with a required set aside for low- and moderate-income households of 20% if such units are for sale and 15% if such units are for rent. Low- and moderate-income units shall comply with the provisions of Article ~~VI~~XI of this chapter (i.e., Affordable Housing Ordinance) Permitted accessory uses shall include uses which are customarily incidental to the permitted principal use, including, but not limited to, indoor and outdoor recreational facilities and related amenities for the exclusive use of residents and guests.

B. Bulk and development standards.

- (1) For permitted uses other than multifamily inclusionary development, as set forth in Article **V** of this chapter for the OL-1 Zone.
- (2) For multifamily inclusionary development, as set forth below.
 - (a) Minimum lot size: three acres.
 - (b) Minimum lot frontage: 250 feet.
 - (c) Maximum density: 14 units per gross acre.
 - (d) Maximum building height: three stories/40 feet.
 - (e) Minimum front yard setback: 75 feet.
 - (f) Minimum side yard setback: 50 feet.
 - (g) Minimum rear yard setback: 75 feet.
 - (h) Maximum building coverage: 25%.
 - (i) Maximum improved coverage: 50%.
 - (j) There shall be no more than eight townhouse units in any building.
 - (k) There shall be no more than 16 units in any two-story multifamily building and no more than 24 units in any three-story building.
 - (l) The minimum distance between buildings shall be as follows:
 - [1] Windowless wall to windowless wall: 25 feet.
 - [2] Window wall to windowless wall: 30 feet.
 - [3] Window wall to window wall:

- [a] Front to front: 75 feet.
- [b] Rear to rear: 50 feet.
- [c] End to end: 35 feet.
- (m) Development shall maintain a minimum fifty-foot landscaped buffer to any residential zone boundary line which shall consist of either existing vegetation or new plantings, or where appropriate, a combination of existing vegetation and new plantings.
- (n) No parking area shall be located within 50 feet of a front lot line or within 25 feet of any other lot line.
- (o) Parking shall be provided in accordance with New Jersey Residential Site Improvement Standards (RSIS).

§ 245-14.215.1. Office and Light Industrial OL-2/Multifamily Affordable Housing Overlay.

- A. Permitted principal, accessory and conditional uses.
 - (1) As set forth under § 245-12.
 - (2) Multifamily inclusionary development consisting of townhouses and/or multifamily dwelling units as permitted principal uses with a required set aside for low- and moderate-income households of 20% if such units are for sale and 15% if such units are for rent. Low- and moderate-income units shall comply with the provisions of **Article VIXI** of this chapter (i.e., Affordable Housing Ordinance). Permitted accessory uses shall include uses which are customarily incidental to the permitted principal use, including, but not limited to, indoor and outdoor recreational facilities and related amenities for the exclusive use of residents and guests.
- B. Bulk and development standards.
 - (1) For permitted uses other than multifamily inclusionary development, as set forth in Article V of this chapter for the OL-2 Zone.
 - (2) For multifamily inclusionary development, as set forth below.
 - (a) Minimum lot size: three acres.
 - (b) Minimum lot frontage: 250 feet.
 - (c) Maximum density: 14 units per gross acre.
 - (d) Maximum building height: three stories/40 feet.
 - (e) Minimum front yard setback: 75 feet.
 - (f) Minimum side yard setback: 50 feet.
 - (g) Minimum rear yard setback: 75 feet.
 - (h) Maximum building coverage: 25%.
 - (i) Maximum improved coverage: 50%.
 - (j) There shall be no more than eight townhouse units in any building.
 - (k) There shall be no more than 16 units in any two-story multifamily building and no more than 24 units in any three-story building.
 - (l) The minimum distance between buildings shall be as follows:
 - [1] Windowless wall to windowless wall: 25 feet.
 - [2] Window wall to windowless wall: 30 feet.

- [3] Window wall to window wall:
 - [a] Front to front: 75 feet.
 - [b] Rear to rear: 50 feet.
 - [c] End to end: 35 feet.
- (m) Development shall maintain a minimum fifty-foot landscaped buffer to any residential zone boundary line which shall consist of either existing vegetation or new plantings, or where appropriate, a combination of existing vegetation and new plantings.
- (n) No parking area shall be located within 50 feet of a front lot line or within 25 feet of any other lot line.
- (o) Parking shall be provided in accordance with New Jersey Residential Site Improvement Standards (RSIS).

§ 245-15. Article V. Bulk and Supplementary Zoning Requirements, use-regulations.

§ 245-16. Schedule of bulk requirements.

Where not otherwise established in Article IV, lot areas and height, setback, coverage and other restrictions on the bulk of buildings shall apply according to the accompanying Schedule I: Bulk Requirements, which is hereby declared to be a part of this chapter.

§ 245-17. Number of principal buildings.

Except as provided in OL Zones, only one principal building may be erected on any one lot.

§ 245-18. Lot regulations and exceptions.

- A. Cul-de-sac turnarounds. The lot frontage for residential lots located at a cul-de-sac turnaround may be reduced to not be less than 50 feet, provided that the lot width at the building setback line shall meet the lot frontage requirement for the zone.
- B. In a residential zone, the shortest distance between the side lines shall not be less than 90% of the required frontage, except as set forth in § 245-18A above.
- C. A corner lot shall be considered to have front yards on all streets.

§ 245-19. Yard regulations and exceptions.

- A. Lakefront exceptions.
 - (1) It is the intent of this subsection that the view of the lake afforded existing houses or principal buildings on lakefront property shall be maintained to the extent reasonably achievable, balancing the rights of all parties. Where there is a neighboring house or principal building on an adjacent property, the setback distance from the lake of any proposed new house, addition or accessory structure shall be no less than the setback of the neighboring house or principal building, or 25 feet, whichever is greater. Where there are neighboring houses or principal buildings, on each side, on adjacent properties, the new setback distance shall be no less than the setback of a line drawn between the setbacks of the neighboring houses or principal buildings, or 25 feet, whichever is greater. Where the adjacent property is Borough-owned property, the next adjacent neighboring house or principal building shall be used to establish the setback as described above. This provision shall not apply to accessory structures five feet or less in height.
 - (2) No structure shall be located within 25 feet of the shoreline of a lake, of the bank of a watercourse or within delineated wetlands.

- B. Front yard exception. Where there are two or more buildings preexisting in the block fronting on the same street, the front setback line of any new proposed building shall be, instead of the above specified distance for the appropriate zone, the average of the setback observed by the adjacent building to the left and the adjacent building to the right, or if the other buildings are all to the left or all to the right, then the average of the setbacks observed by the adjacent and the next adjacent buildings. If the adjacent property is vacant on one or both sides of the new proposed building, then the setback line shall be the average of the setback observed by the two nearest buildings, whether both lie to the left, to the right, or to either side, in both cases, exclusive of garages or any other accessory use structures, except that in no event shall the setback be less than the above specified distance for the appropriate zone. A building erected in a residential zone on a corner lot shall comply with the front setback requirement as to all streets abutting such lot.
- C. Minimum building envelope.
- (1) Building envelope required. For the purpose of ensuring that every lot to be used for single-family residential development will have sufficient area to reasonably allow the construction of the dwelling and associated improvements without encroachment on easements that restrict development or environmentally sensitive features, there shall be a minimum building envelope, rectangular in shape, free of such features in the R-AA, R-A, R-1, R-2, RC-1, RC-2 and RC-3 Zones. The proposed building envelope must be created within the prescribed setback limits for the zone.
 - (2) Building envelope minimum size. Every lot to be used for single-family residential development shall have a minimum building envelope, rectangular in shape, in accordance with the following schedule:
 - (a) R-AA Zone: 85 feet by 100 feet.
 - (b) R-A Zone: 85 feet by 50 feet.
 - (c) R-1 Zone: 55 feet by 70 feet.
 - (d) R-2 Zone: 55 feet by 50 feet.
 - (e) RC-1 (conventional): 85 feet by 100 feet.
 - (f) RC-2 (conventional): 85 feet by 50 feet.
 - (g) RC-3 (conventional): 85 feet by 50 feet.
 - (3) The building envelope shall be free of:
 - (a) Easements that restrict development.
 - (b) Wetlands and wetland transition areas defined and delineated by the New Jersey Department of Environmental Protection (NJDEP).
 - (c) Slopes in excess of 15%.
 - (d) Open water bodies and watercourses.
- D. Minimum lot size. The minimum actual size of a lot in a subdivision may also be affected by the regulations in Chapters 102 and 208.
- E. Variances for solar energy. The Planning Board or Zoning Board of Adjustment, for the purpose of providing improved passive solar energy orientation of buildings, may grant a variance for minor adjustments of the setback requirements for a particular lot.
- F. Projections which extend over setback lines. The space between any setback line and its lot line shall be open and unobstructed except for:
- (1) The ordinary projections of window sills, belt courses, cornices, leaders and other similar ornamental or structural features which shall not project more than six inches.
 - (2) Roof overhangs which shall not project more than three feet.

- (3) Bay windows which shall not project more than three feet and shall not have a support from grade to projection, provided that they are less than 1/3 of the area of the wall from which they project.
 - (4) Balconies which shall not project more than three feet and shall not have a support from grade to projection.
 - (5) Entrance stairs of not more than six feet in width along the wall of the building, nor projecting more than 10 feet from the wall, and subject to a ruling by the reviewing board. See "setback line" definition.
- G. Pervious buffer. The first 2.5 feet from the rear and side property lines shall consist of pervious natural landscape. The purpose of the pervious buffer is to limit water runoff from driveways and other impervious surfaces of adjacent properties.

§ 245-20. Residential building height.

- A. In all residential zones, the building shall not exceed 2 ½ stories and 35 feet in height facing any street, nor three stories facing any other direction. A basement in which, in any elevation, the exposed distance from finished grade to the floor above exceeds six feet for 50% or more of the length of the elevation shall be considered a story only for the purposes of determining the number of stories in that elevation.
- B. The maximum average height of the nonstreet frontage building elevation shall be 38 feet. The nonstreet frontage average building height shall be measured as the vertical distance from the average finished grade along all nonstreet fronting building elevations, to the highest point of the roof, excluding chimneys. The average elevation shall be determined by taking measures at approximately ten-foot intervals, six feet from the building wall, and averaging them.
- C. The maximum change in average grade elevation from the original surface to the finished grade elevation along any wall of the building shall be three feet.
- D. Where the height of any building wall exceeds 35 feet, there shall be some type of architectural treatment of the building to minimize the visual impact of a high straight wall.

§ 245-21. Special zoning requirements for contributing dwellings.

- A. Bulk incentives. In order to provide an incentive for the preservation of contributing dwellings within historic districts, the bulk requirements in the Borough Zoning Ordinance have been enhanced for existing contributing dwellings in historic districts that satisfy the eligibility requirements set forth in **§ 245-21B.** It is intended that properties containing contributing dwellings that satisfy the eligibility requirements will enjoy the full benefit of the bulk incentives, in lieu of the corresponding standard bulk requirements, for all purposes under the Borough zoning ordinance, including any improvements to the property unrelated to the contributing dwelling (including but not limited to accessory structures, garages, swimming pools, terraces and driveways) and for the purpose of determining the scope of any variances required by the property owner.
- B. Bulk incentives eligibility requirements. Properties containing contributing dwellings will be eligible for the bulk incentives when all of the following conditions are satisfied with respect to any alterations (including proposed alterations) made to the contributing dwelling after the bulk incentives effective date, as defined in **§ 40-3**:
 - (1) Street-facing facades. The alterations to any street-facing facade must be compatible with the existing or original structure, and in particular with respect to the primary street-facing facade:
 - (a) The proportion between the width and height of the alterations must be compatible with the primary street-facing facade of the existing or original structure.
 - (b) The proportions and relationships between doors and windows in the primary street-facing facade must be compatible with the existing or original structure.

- (c) Any alterations consisting of side additions to the primary street-facing facade must have a minimum setback of 12 inches from the plane of the existing primary street-facing facade, and any associated roofline must have a minimum setback of 12 inches from the existing roofline.
- (d) Exceptions.
 - [1] The following exceptions to the foregoing minimum setback requirements will be permitted where there is, as of the bulk incentives effective date, an existing side addition or side porch to the primary street-facing facade:
 - [a] An existing open-air porch that does not comply with the twelve-inch setback requirement may be enclosed within the existing plane of the porch,
 - [b] An existing side addition that does not comply with the twelve-inch setback requirement may be extended a further five feet to the side of the same plane as the existing side addition.
 - [2] All of the foregoing exceptions are subject to compliance with the overall modified bulk requirements.
- (2) Height and roof shapes. The height of the alterations must be compatible with the existing structure. The design of the roof and any dormers must be compatible with the existing roof and dormers. Any alterations must preserve the existing or original roof ridge, roof pitch and overhangs of the existing or original structure, and new or altered dormers must be compatible with the typical styles of dormers associated with the original structure.
- (3) Architectural details. Architectural details and materials must be incorporated as necessary to relate the new with the old and to preserve and enhance the character-defining features of the existing or original structure. Windows may be replaced as long as they contain real or simulated divided lights, grille patterns, sizes and shapes that are compatible with the typical style of windows associated with the original structure and otherwise comply with the requirements of this Subsection **B(3)**.
- (4) Retention of original structure. After completion of the alterations:
 - (a) One hundred percent of the existing primary street-facing facade width and height must be retained intact consistent with the other requirements of this **§ 245-21B**.
 - (b) At least 75% of the floor area of the original structure as it existed on December 31, 1938, must remain. Interior renovations and any restoration to match the original will not be deducted in determining compliance with the 75% requirement.
- (5) Approval of exceptions to bulk incentives eligibility requirements. An owner of a contributing dwelling may seek approval for past or future alterations made after the bulk incentives effective date that do not strictly comply with the bulk incentives eligibility requirements, provided that such alterations are compatible with the existing or original structure as determined by the Zoning Board of Adjustment, upon the recommendation of the Historic Preservation Committee, under its authority to decide special questions under N.J.S.A. 40:55D- 70(b), provided that no special notice shall be required for such application. In connection with any application for approval under this **§ 245-21B(5)**, the Committee may request that the applicant or its architect meet with the Committee to review the alterations that are the subject of the application and submit such documentation as the Committee reasonably requires in order to evaluate the application. Any proposed alterations that receive final approval under this **§ 245-21B(5)** must be commenced within one year from the date of the final approval. Upon final approval of the application and completion of the alterations, the Committee will update any photographic records maintained in connection with this article to reflect the alterations as if they had been made prior to the bulk incentives effective date. Any alterations approved under this **§ 245-21B(5)** shall be deemed for all purposes under this article, including the checklists and certifications required under **§ 245-21D(2)**, to have been made prior to the bulk incentives effective date.

C. Modified bulk requirements. The following modified bulk requirements will apply to properties containing contributing dwellings that satisfy the eligibility requirements set forth in § [245-21B](#):

(1) Limit on FAR:

Zone	Properties Containing Contributing Dwellings
R-AA	16%
R-A	21%

(2) Limit on improved lot coverage:

Zone	Properties Containing Contributing Dwellings
R-AA	24%
R-A	30%

(3) Minimum side setback (each side and combined total both sides):

Zone	Properties Containing Contributing Dwellings
R-AA	20 ft. minimum side setback; minimum total of 50 ft. both sides
R-A	20 ft. minimum side setback; minimum total of 50 ft. both sides

(4) Grade plane calculations. A height variance shall not be required for an addition to a contributing dwelling in the event that the addition causes a change in the grade plane calculation, provided that the addition is at least one story lower than the adjoining portion of the preexisting structure.

(5) Preexisting nonconforming setbacks and height:

(a) A property containing a contributing dwelling with a side setback of less than 20 feet as of the bulk incentives effective date that satisfies the eligibility requirements set forth in § [245-21B](#) will still be eligible for the bulk incentives, and will not require a variance solely with respect to such existing nonconforming side setback, provided that:

[1] After the completion of the alteration or improvement, the property complies with the requirement that there be a minimum total side setback of 50 feet on both sides; and

[2] The alteration does not result in an increase in the bulk of the portion of the contributing dwelling or any other structure or improvement within the existing nonconforming side setback.

(b) A property containing a contributing dwelling with a front or rear setback of less than the applicable minimum setback set forth in the zoning ordinance as of the bulk incentives effective date that satisfies the eligibility requirements set forth in § [245-21B](#) will still be eligible for the bulk incentives, and will not require a variance solely with respect to such existing nonconforming front and/or rear setback, provided that the alteration or improvement does not result in an increase in the bulk of the portion of the contributing dwelling or any other structure or improvement within the existing nonconforming front and/or rear setback.

(c) A property containing a contributing dwelling with a height (in stories or feet) in excess of the applicable maximum height set forth in the zoning ordinance as of the bulk incentives effective date that satisfies the eligibility requirements set forth in § [245-21B](#) will still be eligible for the bulk incentives, and will not require a variance solely with respect to such existing nonconforming height, provided that the alteration or improvement does not result in an increase in the portion of the contributing dwelling or any other structure or improvement that exceeds such maximum height.

D. Documentation and approval of bulk incentives eligibility.

(1) Eligibility for bulk incentives will be determined by the Zoning Officer.

(2) Whenever an applicant seeks Borough approval of a construction permit in reliance on the bulk incentives, or makes any other application to the Zoning Board of Adjustment or the Planning Board

relying in whole or in part on eligibility for the bulk incentives, the applicant shall submit all of the following as part of the submission of the applicant's application:

- (a) A fully completed checklist and certification in the form of Appendix A to this article from a New Jersey licensed professional architect that any alterations (including any proposed alterations) made to the contributing dwelling after the bulk incentives effective date comply with all of the requirements of § 245-21B and that the architect is familiar with the publication entitled, "Historic Mountain Lakes - Restoration and Renovation Handbook." In order to enable access to the foregoing publication by certifying architects, the Committee shall publish such publication on its website and make physical copies of such publication available upon written request.
 - (b) In order to facilitate the Committee's periodic review of certifications made under this § 245-21D pursuant to § 245-21F, at least one additional complete copy of the applicant's application, including the checklist and certification required under § 245-21D(2)(a), shall be delivered to the Committee. The Borough shall modify all application checklists, including for construction permits or applications to the Zoning Board of Adjustment or the Planning Board, to include a requirement of confirmation and proof that this delivery requirement has been satisfied by the applicant.
- (3) If the Zoning Officer determines that, notwithstanding the submission of the checklist and certification required under § 245-21D(2), the applicant's application for a construction permit does not comply with the requirements of § 245-21B, the Zoning Officer shall deny the application and provide the applicant with a written statement of the grounds for such denial.
 - (4) The applicant may appeal a denial of an application under § 245-21D(3) to the Zoning Board of Adjustment following the procedures under the zoning ordinance applicable to denials of zoning permits generally. The applicant may combine such appeal with an application to the Zoning Board of Adjustment for a variance with respect to the standard regulations as set forth in Article V.
 - (5) The Planning Board or Zoning Board of Adjustment, as applicable, may also determine eligibility for bulk incentives in connection with any application for a subdivision involving a lot on which a contributing dwelling is located. Eligibility for bulk incentives shall be limited to the lot on which the contributing dwelling will be located after the subdivision and shall be determined using the procedures set forth in § 245-21D(2). Where the subject application for a subdivision does not involve any alterations to the contributing dwelling, eligibility for bulk incentives will be measured based on any alterations that have been made to the contributing dwelling after the bulk incentives effective date and prior to the date of the proposed subdivision.
- E. Requests for clarification. An applicant or architect may request clarification from the Zoning Board of Adjustment or Planning Board, as applicable, for a determination whether a given structure is eligible for the bulk incentives or whether a proposed alteration meets the eligibility requirements set forth in § 245-21D(2) for the bulk incentives. The Committee will act in an advisory capacity in such requests to the Zoning Board of Adjustment or Planning Board. The Zoning Board of Adjustment or Planning Board shall render its decision no later than 60 days after the date a request is submitted.
- F. Review of certifications. In order to evaluate the effectiveness of the certification process required under § 245-21D(2) in effectuating the purposes of this article, the Committee shall from time to time review applications that have been submitted in reliance on the bulk incentives and the accompanying checklists and certifications required under § 245-21D(2) and may make recommendations to the Planning Board and Borough Council regarding potential revisions to this article based on the results of such review.
- G. Records relating to alterations to contributing dwellings.
- (1) Whenever a question arises, for purposes of this article, as to the condition of a contributing dwelling on the bulk incentives effective date, the applicant and the applicant's certifying architect shall have the burden of establishing what the condition of the contributing dwelling was on the bulk incentives

effective date.

- (2) In order to facilitate establishing what the condition of contributing dwellings was on the bulk incentives effective date, all applicable Borough departments will maintain copies, which may be in hard copy or digital format, of files relating to applications for construction permits relating to contributing dwellings and make such files available to prospective applicants and their certifying architects for inspection and copying upon request. In addition, the Committee may create and maintain a photographic record of contributing dwellings to be used in documenting the condition of contributing dwellings.

§ 245-22. Accessory uses and structures.

- A. All accessory uses and structures shall be included in computing maximum improved lot coverage.
- B. No accessory structure or improvement shall be erected or constructed unless and until:
 - (1) A construction permit for such structure or improvement has been issued.
 - (2) Either a construction permit or a certificate of occupancy, or both, has been issued for the main use or structure to which it is accessory.
- C. No accessory structure or improvement shall be used or occupied unless and until:
 - (1) A certificate of occupancy for such structure or improvement has been issued.
 - (2) The main use or structure to which it is accessory is being used and occupied and a certificate of occupancy for such main use or structure has been issued.
- D. No accessory use, structure or improvement shall be permitted unless it is located upon the same lot as the main use or structure to which it is accessory; provided, however, that access driveways and/or parking facilities to serve uses within the R-AH Zone shall be permitted on any adjacent lot located in the R-A Zone, subject to Planning Board review and approval.
- E. No accessory structure or improvement shall be located within the area of the front, side or rear yard setback requirements, except for a retaining wall as defined, a fence in accordance with Subsection P§ 245-23A, or parking as provided in § 245-30. Schedule II.^[2]

[2] — Editor's Note: Schedule II is included at the end of this chapter.
- F. When any accessory structure is attached to or is located within 10 feet of the principal building, it shall be considered a part of such building and as such shall comply with all regulations applicable to the principal building. ~~No fence or other accessory structure shall be located closer to a street line than the principal building on the lot. Any accessory structure located within 10 feet of the principal building shall be considered part of such building~~
- G. No accessory structure shall be located closer to a street line than the principal building on the lot, except a freestanding stone wall in accordance with § 245-30A(2)a.
- H. No private garage or other structure accessory to a dwelling in a residence zone shall be used or occupied for housing of persons or animals and shall be used only for the storage of automobiles, recreational vehicles, trailers, boats, and other household personal property owned by residents of the dwelling unless otherwise prohibited or regulated by ordinance or other applicable law.

§ 245-23. Requirements applicable to specific accessory uses and structures.

- A. Fences- and Walls
 - (1) In Zones A, B, OL-1 and OL-2:
 - (a) No fence is permitted in a front yard.
 - (b) In side or rear yards, a fence need not conform to setback requirements.

(2) In residential zones:

(a) No fence is permitted in a front yard, with the following exceptions:

~~[1] Exception to no fences in front yard.~~

[a] Freestanding stone walls, using natural fieldstone and mortar, are permitted to a maximum height of 30 inches from finished grade. Stone piers not exceeding 24 inches by 24 inches by four feet zero inches high are permissible to act as anchors at the end of freestanding stone walls or can stand alone with no wall.

[b] The natural fieldstone walls and piers are to be consistent with the general appearance of stone walls in the Borough of Mountain Lakes, installed on footings to meet minimum depth requirements for a structurally sound, freestanding wall.

(b) In rear or side yards, the only fences permitted are:

[1] A fence of durable material and of workmanlike construction, not more than six feet in height and conforming to setback requirements. Materials subject to sagging, warping or other distortion under normal usage shall not be considered as durable for the purposes of this subsection.

[2] A swimming pool fence of a minimum height of four feet conforming to all state requirements and to all setback requirements.

(3) Fences around areas to be used solely to compost vegetation. These may be of wire construction suitable for the purpose and do not need to conform to setback requirements, but shall not exceed four feet in height, eight feet in length on any side or 64 square feet in area, nor encompass more than two areas.

(4) Fences to protect gardening areas during growing and harvesting seasons. These may be of wire construction suitable for the purpose, but shall meet the other requirements of Subsection PA(2)(b)[1] above.

(5) Fences on lakefront property to protect against intrusion by geese and other unwanted waterfowl. Fences shall not exceed 24 inches in height, shall be of green wire, shall be temporary in nature except if part of a hedgerow, shall not be permanently anchored and shall be readily removable.

B. Dish antennas.

(1) In residential zones, a dish antenna shall be permitted under the following conditions:

(a) It shall be only on a lot that contains a principal structure.

(b) It shall be designed for use by the residents of the principal structure only, except where the townhouse option has been elected.

(c) In the Residential RC-3 Zone where the townhouse option has been elected, only one dish antenna for common use is permitted per block of common wall houses. All other residential zone regulations apply.

(d) No lot may contain more than one dish antenna.

(e) Only a receiving dish antenna is permitted.

(f) A construction permit is required for any antenna installation. The fee shall be as specified in § 111-3B of this Code.

(2) A ground-mounted dish antenna is permitted as an accessory use, subject to the following regulations:

(a) A dish antenna may be located only in a rear yard and shall meet all setback requirements.

(b) Any such antenna shall be a freestanding structure mounted on and attached to the ground by

a concrete pad.

- (c) No dish antenna shall have a diameter exceeding six feet nor extend above the ground more than eight feet.
- (d) An antenna shall be made only of black or gray mesh.
- (e) Every dish antenna shall be screened by evergreen plantings in order to minimize to the greatest extent possible noise and visibility from any adjacent property or street. Screening shall not be required to the southwest. Plantings may be waived if natural terrain and landscaping provide adequate screening. The five-year growth potential of any evergreen plantings to be used shall be considered when determining acceptable spacing and heights of such plantings.
- (f) Power control and signal cables to or from the antenna shall be underground cable complying with applicable code requirements.

(3) A roof-mounted dish antenna is permitted as a conditional use, subject to the provisions of § 245-16A33, and subject to the following specific regulations:

- (a) It may not exceed three feet in diameter.
- (b) It shall be made of black or gray mesh aluminum, or material of comparable weight.
- (c) It may not project above the ridgeline of the roof and shall be mounted only on the rear of the building.

(4) In Business Zones A and B and in OL-1 and OL-2 Zones, a dish antenna, for receiving purposes only, shall be permitted as a conditional use, subject to Planning Board regulation, to ensure aesthetics and safety provisions compatible with the standards of the community.

C. Emergency generators. Generators for use during power outages on an emergency basis are permitted in all zones subject to the following bulk requirements:

- (1) Units must be installed in conformity with the property setbacks for the appropriate zone for the principle structure.
- (2) The sound output for the unit cannot exceed 70 db at 23 feet from the unit.
- (3) An improved lot coverage calculation is required for units installed on a pad over 12 square feet.
- (4) Units installed in the front yard shall be surrounded by landscape screening.
- (5) The testing, cycling and maintenance of all units will be conducted between the hours of 8:00 a.m. and 8:00 p.m. to be consistent with the Noise Ordinance (§ 160-2) which shall apply to emergency generators.

§ 245-24. Like buildings.

A. No construction permit shall be issued for the erection of any building for occupancy as a dwelling if it is like or substantially like any neighboring building then in existence, or for which a building permit has been issued, in more than three of the following six respects:

- (1) Height of the main roof ridge, or, in the case of a building with a flat roof, the highest point of the roof beams, above the elevation of the first floor.
- (2) Height of the main roof ridge above the top of the plate; all flat roofs shall be deemed identical in this dimension.
- (3) Length of the main roof ridge, or, in the case of a building with a flat roof, length of the main roof.
- (4) Width between outside walls at the ends of the building measured under the main roof at right angles to the length thereof.

- (5) Relative location of windows in the front elevation or in each of both side elevations with respect to each other and with respect to any door, chimney, porch, or attached garage in the same elevation.
- (6) In the front elevation both:
 - [1] Relative location with respect to each other of garage, if attached, porch, if any, and the remainder of the building; and
 - [2] Either the height of any portion of the building located outside the limits of the main roof, measured from the elevation of the first floor to the roof ridge, or, in the case of a flat roof, the highest point of the roof beams; or the width of such portion of the building, if it has a gable in the front elevation, otherwise length of the roof ridge or the flat roof in the front elevation.

B. Buildings shall be deemed to be like each other in any dimension with respect to which the difference between them is not more than two feet. Buildings between which the only difference in relative location of elements is end to end or side to side reversal of elements shall be deemed to be like each other in relative location of such elements. In relation to the premises with respect to which the permit is sought, a building shall be deemed to be a neighboring building if the lot upon which it or any part of it has been or will be erected is any one of the following lots, as shown on the Tax Map of the Borough:

- (1) Any lot on the street, upon which the building to be erected on such premises would front, which is the first or the second lot next along such street in either direction from the premises, without regard to intervening street lines;
- (2) Any lot on any part of the street line frontage of which is across the street from such premises or from a lot referred to in Subsection **B(1)** above;
- (3) Any lot on any part of the street line frontage of which faces the end of, and is within the width of, such street, if there are fewer than two lots between the premises and the end of the street;
- (4) Any lot on another street which adjoins such premises on such other street; or
- (5) Any lot on any part of the street line frontage of which is across such other street from the premises or from a lot referred to in Subsection **B(4)** above, provided that, notwithstanding any of the foregoing provisions of this section, no building shall be deemed to be a neighboring building in relation to the premises if its rear elevation faces the street upon which the building to be erected on the premises would front.

§ 245-25. Open lot sale, storage or display.

- A. No yard or any other open area of any lot shall be used for the sale, storage or display of merchandise, wares or personal property except as noted under Subsection **D**, Exceptions, below.
- B. The use of tents for any sales event shall not be allowed.
- C. Storage shall include the use of tractor- trailers and closed rolloff or shipping containers but shall not include storage sheds, provided that all applicable zoning regulations are met.
- D. Exceptions.
 - (1) Garage sales, yard sales, house sales, estate sales and estate auctions, provided that all of the following conditions are met:
 - (a) Only the personal belongings and/or contents of the property owner's house are for sale.
 - (b) The sale event(s) do(es) not exceed a cumulative total of six days in a calendar year.
 - (2) Nonprofit organizations which are located in the Borough.
 - (3) Automobile service stations, limited to the following:
 - (a) Oil for use in servicing motor vehicles, provided that it is kept in cans neatly racked or stacked

and provided that no such container shall exceed a capacity of five quarts.

(b) New tires for sale, provided that they are displayed in a single, floor-level rack containing not more than six new tires and located immediately adjacent to the main building.

(c) New storage batteries for sale, provided that they are displayed in a customary rack holding no more than six batteries and located immediately adjacent to the main building.

§ 245-26. Storage of solid waste and recyclable items.

Solid waste and recyclable items from all uses other than single-family homes, if stored outdoors, shall be placed in metal or plastic receptacles within a screened refuse area subject to the following minimum standards:

- A. The screened refuse area shall not be located within any front yard.
- B. The area shall be surrounded by a fence or wall suitably landscaped to provide screening of the view of refuse from adjoining properties or public streets. Any such fence shall be exempt from the provisions of any Mountain Lakes ordinance regulating fences, except that no such fence shall exceed 10 feet in height.
- C. Design for screening of the refuse area shall be subject to the approval of the Construction Official.
- D. In any site plan, if outdoor storage is not proposed, the methods proposed for accommodating solid waste and recyclables within the structure shall be detailed on the plan. The Planning Board may require that a suitable outdoor area be set aside, but not improved, for a future refuse storage area.

§ 245-27. Wireless telecommunications facilities.

- A. Wireless telecommunications facilities are permitted in all zones as a conditional use as regulated by § ~~245-1641~~ and subject to the additional bulk standards as provided herein.
- B. Anything herein notwithstanding, a wireless telecommunications facility may exceed the area, height and yard requirements of the district in which it is located, provided that it shall satisfy the requirements of a conditional use as set forth in § ~~245-1641~~ and the requirements and conditions as follows:

(1) Height.

- (a) Where permitted, wireless telecommunications towers and antennas may exceed the maximum building height limitations, provided that the height has minimal visual impact and is no greater than required to achieve service area requirements and potential collocation within the Borough of Mountain Lakes.
- (b) Wireless telecommunications equipment facilities shall be subject to the minimum height restrictions of the zoning district in which they are located.

(2) Setback.

- (a) Telecommunications towers and antennas shall have a setback equal to the height of the tower or antenna.
- (b) Wireless telecommunications equipment facilities shall be subject to the minimum bulk and height requirements of the zoning district in which they are located.

§ 245-28. Cannabis establishments and uses prohibited.

The operation of all classes of cannabis establishments as defined by P.L. 2021, c. 16,^[4] including, but not limited to, cannabis retailers, cultivators, manufacturers, distributors, wholesalers, testing facilities, delivery services, medical cannabis dispensaries, alternative cannabis treatment centers, including such operators holding a medical cannabis dispensary permit pursuant to P.L. 2009, c. 307 (N.J.S.A. 24:6I-7), are expressly prohibited uses within the jurisdictional boundaries of the Borough of Mountain Lakes.

[4] Editor's Note: See N.J.S.A. 24:6I-31 et seq.

§ 245-29. Pipelines.

- A. Applicability. The provisions in this section that apply to transmission pipelines apply to all proposed pipelines. To the extent any regulations within this section conflict with state or federal regulations or laws regulating hazardous substance transmission pipelines, those state or federal regulations and laws shall take precedence over these regulations. The Borough hereby adopts by reference the definitions set forth in the Hazardous Liquid Pipeline Safety Act of 1979, as amended, and recodified in 49 U.S.C. § 601 and 49 CFR 190 to 199.
- B. Pipelines uses. Pipelines not distributing services to end users within the Borough which are not otherwise regulated by the New Jersey Board of Public Utilities are prohibited in all residential zones and districts within the Borough and shall constitute conditional uses in all other zones and districts within the Borough.
- C. Requirements and standards for development and construction of new hazardous substance transmission pipelines. The following requirements and standards shall apply for the development and construction of new hazardous substance transmission pipelines:
 - (1) Approvals required; application. A resolution of approval by the Borough Planning Board shall be required prior to the commencement of any work to install a transmission pipeline within the Borough. An original application for a pipeline approval and permit shall be submitted to the Borough Planning Board Secretary and a copy submitted to the Borough Engineer. Each application shall be accompanied by three sets of plans showing dimensions and locations of the pipelines, related items or facilities within the subject right-of-way and roadway improvements. Also required for submittal are:
 - (a) Detailed cross-section drawings for all public street right-of-way easements, wetland and waterway crossings;
 - (b) A flow diagram showing daily design capacity of the proposed transmission pipeline;
 - (c) Changes in flow in the transmission pipeline; and
 - (d) The proposed maximum operating pressure, expressed in pounds per square inch gauge (psig) at all points of change in elevation greater than 500 feet, or every 500 feet in length as a minimum.
 - (2) Hazardous substance transmission pipeline corridor. Any easements or rights-of-way obtained by the pipeline owner or operator shall be recorded in the office of the County Clerk for all new hazardous substance transmission pipelines.
 - (3) Setbacks. In order to mitigate the aesthetic and environmental impacts of hazardous substance transmission pipelines, while minimizing potential damage or interruption to essential public facilities caused by transmission pipelines, the following setbacks shall be observed:
 - (a) Except as set forth in this section or unless approved by the Borough Engineer as part of the approval and permit process, where adequate mitigation measures have been demonstrated by the applicant to the satisfaction of the Borough Engineer, hazardous substance transmission pipeline corridors shall not be located within the vicinity of a wellhead protection area ("WPA"), as is defined in Chapter 102, § 102-32.1, and shall not be located closer than 2,500 feet in a Tier 1 WPA, 1,000 feet in a Tier 2 WPA, and 500 feet in a Tier 3 WPA. However, conditions such as slope and terrain may require additional mitigation as identified in the permit and approvals process.
 - (b) Except as otherwise set forth in this section, hazardous substance transmission pipelines shall not be located closer than 100 feet from:
 - [1] Any wetland;

- [2] Any year-round naturally occurring creek, stream, river, private or public well, or pond, unless approved by the Borough Engineer as part of the permit and approvals process where adequate mitigation measures have been demonstrated by the applicant; or
- [3] Any property in a business district or where a business is located.
- (c) A hazardous substance transmission pipeline, facility or appurtenance shall not be located closer than:
 - [1] One thousand feet from any high-consequence land use lot or essential public facility structure;
 - [2] One hundred fifty feet from any residential property, zone or district on level grade; or
 - [3] Two hundred fifty feet from any residential property, zone or district where the residential property, zone or district is located downhill from the transmission pipeline, facility or appurtenance at a grade equal to or greater than 5%, except that no transmission pipeline shall be located on slopes of a grade equal to or greater than 15%.
- (d) An emergency response terminal shall not be located closer than:
 - [1] Two thousand five hundred feet from any high-consequence land use lot or essential public facility structure; or
 - [2] Two thousand five hundred feet from any residential property, zone or district on level grade.
- (4) Submittal of information. Preliminary as-built information, including, without limitation, as-built drawings or additional information as may be requested by the Borough Engineer about the transmission pipeline, including a copy of GIS shapefiles of the pipelines and all appurtenances within the Borough, will be filed within 90 days before the pipeline is commissioned with the Borough Engineer. Updated as-built information, including, without limitation, as-built drawings or additional information as may be requested by the Borough Engineer about the transmission pipeline, including a copy of GIS shapefiles of the pipelines and all appurtenances within the Borough, will be filed within 60 days after the pipeline is commissioned with the Borough Engineer.
- (5) Hazardous substance transmission pipeline construction. The transmission pipeline owner, operator and/or contractor shall give documented notice 48 hours prior to the commencement of pipeline construction to the affected residents, businesses (including agricultural businesses) and to the Borough Police Department. Private property owners and business owners shall have access to their property at all times during construction.

D. (Reserved)

E. Hazardous substance transmission pipeline failure and remediation. In the event that a leak or failure has occurred with the transmission pipeline, the transmission pipeline operator shall notify the Borough Engineer, Borough Police Department, and all property owners within 1,000 feet of the affected pipeline area within four hours of discovery. Transmission pipeline operators shall, after being notified of an emergency, cooperate with Borough officials and make every effort to respond as soon as possible to protect the public's health, safety, and welfare. All leak or spill remediation plans shall be made in consultation with the Borough, and no remediation may be deemed complete without final approval thereof by the Borough. In the event that a transmission pipeline is shut down due to a leak or failure, the transmission pipeline operator shall not restart the transmission pipeline without the written approval of the Borough Engineer.

F. Hazardous substance transmission pipeline repair and maintenance. Following any repair of a transmission pipeline, any areas disturbed by such repair shall be revegetated in accordance with the applicable provisions of the Borough Code.

G. Hazardous substance transmission pipeline marking. Markers shall be installed and maintained to identify the location of transmission pipelines in accordance with all federal and state pipeline marking

requirements.

- H. Emergency preparedness plan. Prior to commissioning a transmission pipeline, the pipeline operator shall meet with the Borough Police Department and submit a copy of an emergency preparedness plan for any and all emergencies that may result in an accidental leak or failure incident regarding the pipeline or any supplemental equipment. The essential requirements stated in 49 CFR 195.402 and 195.403 shall be covered by the emergency preparedness plan. No transmission pipeline shall be commissioned, nor shall any hazardous substance be introduced into the pipeline prior to the pipeline operator receiving written approval of its emergency preparedness plan by the Chief of Police or his designee. Transmission pipeline operators shall designate a responsible local emergency response official and a direct twenty- four-hour emergency phone number.
- I. Insurance required. No transmission pipeline owner or operator shall commission any transmission pipeline or introduce any hazardous substance into a transmission pipeline without first securing insurance policies covering general liability, environmental incidents and contamination, and property damage in an aggregate amount to be determined by the Borough and based upon reasonable estimates of potential liability and property damage that would result from a leak, spill or other failure of a transmission pipeline. Prior to commissioning any transmission pipeline and every year in which the transmission pipeline is in operation thereafter, the pipeline owner or operator shall submit proof of its insurance coverage to the Borough, and the Borough shall be named as an additional insured on all required policies.
- J. Indemnification and hold harmless. Prior to commissioning a transmission pipeline, the pipeline operator shall agree in writing to indemnify and hold harmless the Borough, as well as its officers, officials, supervisors, employees, agents, contractors, and assigns, from any and all liability relating to or arising from the transmission pipeline, including, but not limited to, any failure, leak, spill, contamination, cleanup, remediation, property damage, and personal injury. The indemnification and hold-harmless agreement shall include a provision for the payment of the Borough's reasonable attorney's fees and litigation costs.

Article VI. Off-Street Parking & Loading

§ 245-30 Off-street parking requirements.

- A. Off-street parking shall be provided in accordance with the requirements of this section unless otherwise specified in this Chapter.
- B. The minimum dimensions of an off-street parking space shall be a rectangle 18 feet in length and 10 feet in width, except that the Planning Board may reduce the required width to not less than 8 1/2 feet when the proposed use warrants.
- C. Minimum off-street parking requirements for specific uses:

<u>Use</u>	<u>Requirement</u>
<u>Adult care facility</u>	<u>1 space per 200 square feet of floor area</u>
<u>Assisted living residence</u>	<u>1 space per 2 units</u>
<u>Banks, savings institutions</u>	<u>1 per 100 square feet of floor space</u>
<u>Child care center (in nonresidential area)</u>	<u>If the child care center is the principal use, parking shall be provided at 1 space for each employee plus 1 space for each 200 square feet of floor area</u>
<u>Child care center (in residential area)</u>	<u>1 for each employee and 1 for each car owned by the employer, subject to the exception provided under "home occupation"</u>

<u>Clubs</u>	<u>1 per 200 square feet of floor space plus 1 per 500 square feet of outdoor facilities</u>
<u>Education play center</u>	<u>1 space per 200 square feet of floor area</u>
<u>Health and fitness facility</u>	<u>1 space per 200 square feet of floor area</u>
<u>Home occupation</u>	<u>1 for each nonresident employee or visitor, not to exceed 3, and 1 for each car owned by a resident, except that a review by the Planning Board shall determine if adequate off-street parking can be provided within the residential character of the subject area</u>
<u>Hotel</u>	<u>1 space per guest room, plus 1 space per two seats in the restaurant/lounge and 1 space per 100 square feet devoted to ballroom or meeting space. The Planning Board may reduce the above parking requirement at its discretion subject to the applicant submitting a shared parking analysis demonstrating that a lesser number of parking spaces can adequately serve the development. The Planning Board may alternatively approve, in its discretion, a valet parking plan which can adequately accommodate activities at the development with a lesser number of parking spaces.</u>
<u>Indoor commercial recreation use</u>	<u>1 space per 200 square feet of floor area</u>
<u>Instructional schools and studios</u>	<u>1 space per 200 square feet of floor area</u>
<u>Light manufacturing</u>	<u>1 per 300 square feet of floor space</u>
<u>Office:</u>	
<u>Business</u>	<u>1 per 200 square feet of floor space</u>
<u>General</u>	<u>1 per 200 square feet of floor space</u>
<u>Professional</u>	<u>1 per 200 square feet of floor space</u>
<u>Pet care and grooming facility</u>	<u>1 space per 200 square feet of floor area</u>
<u>Private schools</u>	<u>1 per 10 seats</u>
<u>Public auditorium</u>	<u>1 per 4 seats</u>
<u>Residence</u>	<u>1 for each car owned by a resident, minimum 2 per dwelling unit</u>
<u>Restaurants</u>	<u>1 per 2 seats or 1 per 50 square feet of floor space</u>
<u>Retail, service</u>	<u>1 per 175 square feet of total floor space</u>
<u>Self-storage facility</u>	<u>1 space per 200 square feet of office area, plus 1 space per 5,000 square feet of storage/warehouse area</u>
<u>Service stations</u>	<u>3 per bay, plus 1 per employee in the maximum shift</u>
<u>Swimming pools</u>	<u>1 per 30 square feet of pool surface</u>
<u>Tennis courts</u>	<u>6 per court</u>
<u>Townhouses</u>	<u>2.4 per dwelling unit</u>

D. Off-street parking spaces shall be provided in the number required by Subsection C above, except that the Planning Board may, as part of a site plan approval, modify such requirements as follows:

- (1) Increase the required minimum off-street parking requirement, based upon reasonable expectations as to the number of automobiles that a particular use may attract; and
- (2) Impose a maximum limitation on the number of off-street parking spaces based on the nature and character of the area in which the premises are located.
- (3) Approve a site plan showing less paved area for parking than is required by this section, if any applicant can clearly demonstrate that, because of the nature of his operation or use, the parking requirements of this section are unnecessary or excessive; provided that a landscaped area of sufficient size to meet the deficiency shall be set aside and reserved for the purpose of meeting future off-street parking requirements in the event that a change of use of the premises shall make such additional off-street parking spaces necessary.

- E. The requirements for uses not listed in ~~Schedule III~~ Subsection C above shall be the same as for the most similar use which is listed. For mixed uses, the requirement shall be the total of the requirements for each use computed separately.
- F. Off-street parking facilities shall be provided on the same lot as the building to which they are accessory unless during site plan review and approval the Planning Board approves a convenient nearby location as an alternate.
- G. The width of aisles providing direct access to off-street parking stalls shall be as follows:

<u>Parking Angle (degrees)</u>	<u>Minimum Aisle Width (feet)</u>
<u>30°</u>	<u>12</u>
<u>45°</u>	<u>13</u>
<u>60°</u>	<u>18</u>
<u>90°</u>	<u>24</u>

- H. In nonresidential zones, off-street parking areas shall comply with the following minimum setback requirements:

<u>Zone</u>	<u>Front Yard (ft)</u>	<u>Side Yard (ft)</u>	<u>Rear Yard (ft)</u>
<u>A*</u>	<u>10</u>	<u>5</u>	<u>0</u>
<u>B</u>	<u>10</u>	<u>5</u>	<u>0</u>
<u>OL-1*</u>	<u>20</u>	<u>50</u>	<u>50</u>
<u>OL-2*</u>	<u>20</u>	<u>50</u>	<u>50</u>
<u>R-AH3 Overlay</u>	<u>20</u>	<u>20</u>	<u>12</u>

* In the A, OL-1 and OL-2 Zones, a 100-foot parking setback shall be required where a side or rear yard adjoins a residential zone or use.

- I. Off-street parking spaces for residential lots may include garage areas as well as separate outdoor parking areas and driveways. Such spaces and driveways need not all have separate access but shall be distinctly delineated and maintained for the purpose and shall have a firm surface.
- J. Off-street parking facilities for other than residential use shall be paved, drained, lighted and maintained in accordance with all pertinent Borough ordinances and regulations, and shall be arranged for convenient access and safety of pedestrians and vehicles subject to exceptions in cases of home occupations if approved by the Planning Board. Such facilities shall not be used for storage or other unrelated purposes.
- K. Off-street parking facilities for other than residential use which are visible from a public street shall be screened from the street by planting or other means approved by the Planning Board.

- L. In no case shall there be kept in the open for more than 30 days any vehicle which cannot be operated on a public highway by reason of legal, mechanical or other restrictions.

§ 245-31. Parking and storage of vehicles in residential zones.

- A. Parking of commercial vehicles. The daytime or overnight outdoor parking of any commercially licensed vehicle with a gross vehicle weight in excess of 6,000 pounds shall be prohibited in any residential zone except in the course of normal business with residents of the area.
- B. Parking and storage of recreational vehicles.
 - (1) For the purpose of this subsection, the term "recreational vehicle" shall mean a boat; a boat or any other vehicle mounted on a trailer; an automobile trailer not affixed to a foundation; a non-self-propelled or self-propelled house trailer, camper or motorized home so constructed as to permit the occupancy thereof as a dwelling or sleeping place for one or more persons and having no foundations other than wheels, skids, jacks, or other similar device integral with or portable by such recreational vehicle.
 - (2) No recreational vehicle shall be stored or parked in any zone, or in and on any premises in any zone, except in accordance with, and as may be permitted by, Subsection **B(3)**, **(4)** and **(5)** herein and provided that any such recreational vehicle shall not be used as living quarters while stored or parked.
 - (3) Any recreational vehicle may be stored or parked as follows:
 - (a) In a garage or boathouse.
 - (b) Temporarily in the driveway of any premises for periods not to exceed 48 hours for purposes of loading and unloading and for emergencies.
 - (c) Temporarily at a motor vehicle service station for the purpose of necessary repairs.
 - (4) In addition to the provisions of Subsection **B3** above, any recreational vehicle which is 20 feet or less in length, excluding the hitch in case of trailers, and five feet or less in height, excluding the mast in case of boats, may be stored or parked as follows:
 - (a) Where the side yard of any premises is, or exceeds, 15 feet, then to the rear of the front setback line of the main building on the premises.
 - (b) Where the side yard of any premises is less than 15 feet, then to the rear of the main building on the premises.
 - (c) Temporarily in the driveway of a resident owner of any premises by a guest of the resident provided that only one such vehicle is so parked at one time and that all such parking at any one premises shall not exceed 21 days in any one calendar year.
- C. In addition to the provisions of Subsection **B(3)** above, any recreational vehicle which is 20 feet or less in length, excluding the hitch in case of trailers, and nine feet or less in height but more than five feet, excluding the mast, in the case of boats, may be stored or parked as follows:
 - (1) In such a location on the premises, and to the rear of the front setback line of the main building on the premises, where the vehicle is or can be effectively screened, by natural vegetation if possible consisting of trees, shrubs or other plant life, from view from neighboring areas to the end that the vehicle as stored and parked on the premises shall not be clearly visible either from the street or from adjoining properties; provided that no vehicle shall be so stored or parked unless and until the Planning Board has approved both the proposed location and the actual or proposed screening of the vehicle on the premises. Any person desiring to so store or park a vehicle on premises shall submit a location and screening plan to the Planning Board for its review, consideration and approval. The Planning Board may modify such plan, require additional or substitute screening, and

generally take such action as may be necessary to implement the foregoing. Without limitation, the Planning Board may also eliminate, reduce or modify any possible requirement of additional screening in the event that topographical or other natural features render unnecessary the planting of additional natural vegetation to implement the foregoing.

- (2) Temporarily in the driveway of a resident owner of any premises by a guest of the resident, provided that only one such vehicle is so parked at one time and that all such parking at any one premises shall not exceed 21 days in any one calendar year.

§ 245-32. Electric vehicle supply/service equipment (EVSE) and make-ready parking spaces

To be determined

Article VII. § 245-16 Conditional Use Requirements.

§ 245-33. General provisions.

- A. A conditional use in a particular zone may be permitted by the Planning Board only after it has determined that the development proposal complies with the conditions and standards set forth in this chapter for the location and operation of such use and is found to be in harmony with the general purposes and intents of this chapter.
- B. A permit for a conditional use may be recommended or granted subject to such additional conditions and safeguards as may be deemed to be advisable and appropriate by the Planning Board.

§ 245-34. Home occupations.

- A. The provisions of this section apply to a home occupation as a conditional use, as defined in § 245-7C.
- B. A sketch plan shall be submitted for Planning Board review. It shall be done to scale, with sufficient accuracy to permit discussion, and shall include lot frontage and depth, the location of all buildings, delineation of parking spaces, and name and location of all contiguous property owners. A general outline of the location of the work area shall be indicated either on the plan or in writing. In the event of any proposed alteration to any structure upon the premises which would change its residential character, or any proposed violation of any requirement of this section or of ~~Schedule III,~~^[1] § 245-30C, a site plan shall be required.

~~[1] — Editor's Note: Schedule III is included at the end of this chapter.~~

- C. Conditional home occupations shall be subject to the following regulations:
 - (1) The principal use of the property must be as a residence, with the amount of the property used for the home occupation limited to a maximum of 500 square feet or 1/3 of the square footage of all buildings on the property, whichever is smaller.
 - (2) The principal professional of any accessory home occupation shall reside on the premises.
 - (3) No home occupation employing more than two nonresident individuals shall use the premises as a place of business.
 - (4) No home occupation shall use the premises as a place of business if its operation will require parking for more than three cars. See also ~~Schedule III,~~ § 245-30C for parking provisions for home occupations.
 - (5) No sign or other external evidence of the home occupation shall be permitted, except for an identification sign in accordance with § 245-1750.
 - (6) It is the intent of this section that the residential character of buildings in residential zones be retained. No use or external modification to buildings and/or grounds that would violate this intent shall be permitted.

~~C. Clubs. Clubs shall be subject to the following regulations:~~

§ 245-35. Clubs

- A. Any club house or open terrace adjacent thereto, swimming area, handball, tennis and similar game areas, and any parking lot shall be located at least 50 feet from any residential lot.
- B. Use of the club and its facilities shall be such as not to create undue noise beyond the lot line.

§ 245-36. Philanthropic or eleemosynary uses or institutions shall be subject to the following regulations:.

- A. Minimum size of lot: four acres.
- B. Minimum width of lot: 400 feet.
- C. Two side yards, minimum width each: 100 feet.
- D. Minimum depth, front yard: 100 feet.
- E. Minimum depth, rear yard: 100 feet.
- F. Maximum building height: two stories but not more than 35 feet.
- G. The lot shall be landscaped so as to be in harmony with the character of the neighborhood. All service areas, off-street parking areas, accessory buildings, open terraces and walks shall be suitably screened.

§ 245-37. Child care centers in residential zones.

- A. Child care centers shall ~~meet~~ be licensed under the requirements of § 245-15S-New Jersey Child Care Center Licensing Law, N.J.S.A. 30:5B-1 et seq., and/or any other statutes and regulations as may from time to time apply.
- B. A center shall be located on a lot of not less than 15,000 square feet.
- C. Any outdoor play area shall meet the side and rear setback requirements of the zone, and shall be behind the front setback of the house or facility.
- D. In the event that the child care center is the home occupation of the owner of the property, the regulations for home occupation contained in ~~Subsection B~~ § 245-34C(1), (3)(a), (e) and (e4) shall not apply.

§ 245-38. Cluster development.

~~(1) Criteria for cluster development.~~

- A. Cluster development shall be permitted as a conditional use in the Residential Zones RC-1, RC-2 and RC-3 only; subject to the following criteria.
 - (1) The minimum tract size shall be eight acres.
 - (2) The housing type shall be the same as permitted in the zone.
 - (3) The maximum number of lots to be permitted shall be arrived at by the applicant's submitting a sketch plat showing a conventional subdivision with the minimum lot sizes as indicated for each zone in Schedule I^[2] and with proper consideration given to the requirements in Chapters 102 and 208 as well as the steep slope requirements and other applicable requirements in this chapter.
[2] Editor's Note: Schedule I is included at the end of this chapter.
 - (4) The minimum lot sizes in a cluster development shall be 15,000 square feet for the RC-1 Zone, 10,000 square feet for the RC-2 Zone and a size that meets the requirement of a maximum of four dwelling units per acre in the areas to be developed in the RC-3 Zone.

- (5) The minimum setbacks shall be as shown in Schedule I for the respective zones, except as permitted under the zero lot line option.
- (6) The amount of open space shall be at least 20% of the total tract size but no less than two acres.
- (7) The requirements in Chapters **102** and **208** shall be met as applicable.

B. Procedures for cluster development.

- (1) An application for a cluster development shall be accompanied by sketch plats showing a conventional subdivision and the proposed cluster development option indicating in general the plan and the area to be retained in open space or used for other common or municipal purposes. (See also § **208-7A**).
- (2) If, in the opinion of the Planning Board, the clustering option will assist in the achieving of the objectives in the Master Plan and the land use chapters, then the Planning Board shall request a tentative approval from the Borough Council that the open space resulting from the cluster development be accepted by the Borough. If, however, the Borough Council finds that it would not be in the best interest of the Borough to accept the open space as public open space, then the Planning Board may permit the applicant to submit a clustering plan with common open space in accordance with Subsection ~~F(4)(bD)(2)~~ below.
- (3) The procedures for preliminary and final plats for clustering developments shall be the same as required for major subdivisions in these land use chapters.

C. Location and use of open space. The Planning Board shall have full authority to approve or disapprove the locations and proposed uses of open space. Lands required to be dedicated shall be so located as to meet the needs of open spaces, parks, playgrounds, rights-of-way and preservation areas protecting major streams and open drainageways, buffer areas and other environmental features, or to provide additional neighborhood area for recreational or school purposes.

D. Disposition of open space.

- (1) Dedicated open space shall be deeded free and clear of all mortgages and encumbrances to the Borough, if the Borough Council accepts the land as public open space.
- (2) Open space areas may, if the Planning Board and the Borough Council agree, be deeded free and clear of any encumbrances to a permanent property owner's association or cooperative for its use, control and management for common open space or common recreational use and providing appropriate restrictions to assure the effectuation of the purpose of this section. Such organization shall meet the following standards, to be written into the articles of incorporation or bylaws:

[1] It shall not be dissolved and shall not dispose of any open space, by sale or otherwise, without first offering to dedicate the same to the Borough. If the Borough refuses the offer, the open space may then be disposed of only to another organization conceived and established to own and maintain the open space for the benefit of such development.

[2] Failure to maintain.

[a] In the event that such organization fails to maintain the open space in reasonable order and condition, the Borough may serve written notice upon such organization or upon the owners of the development, setting forth the manner in which the organization has failed to maintain the open space in reasonable condition. Such notice shall include a demand that such deficiencies of maintenance be cured within 35 days thereof and shall state the date and place of a hearing thereon, which shall be held within 15 days of the notice. At such hearing the Borough may modify the terms of the original notice as to deficiencies and may give a reasonable extension of time, not to exceed 65 days, within which they shall be cured. If the deficiencies set forth in the original notice or in the modification thereof are not cured within the specified 35 days, or any permitted extension thereof, the Borough, in order to preserve the open space and maintain the same for a period of one year, may

enter upon and maintain such land.

- [b] Before the expiration of the year, the Planning Board shall, upon its initiative or upon the request of the organization theretofore responsible for the maintenance of the open space, call a public hearing upon 15 days' written notice to such organization and to the owners of the development, to be held by the Planning Board, at which hearing such organization and the owners of the development shall show cause why such maintenance by the Borough shall not, at the election of the Borough, continue for a succeeding year. If the Borough determines that such organization is ready and able to maintain such open space in reasonable condition, the Borough shall cease to maintain the open space at the end of the year.
 - [c] If the Borough determines such organization is not ready and able to maintain such open space in a reasonable condition, the Borough may, in its discretion, continue to maintain such open space during the next succeeding year, subject to a similar hearing and determination in each year thereafter. The decision of the Borough shall constitute a final administrative decision, subject to judicial review.
- [3] The cost of such maintenance by the Borough shall be assessed pro rata against the properties within the development that have a right of enjoyment of the open space, in accordance with assessed value at the time of imposition of the lien, and shall become a lien and tax on the properties and be added to and be a part of the taxes to be levied and assessed thereon and shall be enforced and collected with interest by the same officer and in the same manner as other taxes.

§ 245-39. Zero lot lines options.

Zero lot line (ZLL) design is a permitted use and design option in RC-1, RC-2 and RC-3 Zones subject to the conditions below:

- A. A zero lot line development is here defined as a subdivision where the principal buildings are placed at a setback distance of one inch from parallel side lot lines.
- B. A zero lot line development shall meet the following conditions:
 - (1) The lot adjacent to the zero setback side yard shall be under the same ownership as the ZLL lot at the time of initial construction and shall have the same size side yard toward the ZLL lot as the larger side yard in the ZLL lot.
 - (2) The side yard setback shall be either one inch or 20 feet in a clustered RC-2 or RC-3 Zone and 40 feet in an RC-1 Zone or in a conventional RC-2 or RC-3 Zone.
 - (3) The wall on the zero setback side shall be without windows or other openings and shall be constructed of maintenance-free masonry without projections over the property line.
 - (4) The opposite side yard setback of not less than 10 feet shall be kept perpetually free of permanent obstructions.
 - (5) A four-foot maintenance easement shall be created along the zero setback wall.
- C. The minimum lot width in a zero lot line development may be reduced to 80 feet in an RC-3 Zone.

§ 245-40. Townhouse option in the RC-3 Zone.

Townhouses in a cluster development design shall be permitted as a conditional use in the RC-3 Zone, subject to all applicable regulations in the land use ordinances, a review by the Planning Board and the following conditions:

- A. The minimum tract size shall be 10 acres.
- B. The maximum number of dwelling units shall be determined by the Planning Board, based on applicable

criteria in the land use ordinances, the site characteristics, environmental features and the objective that the number of people and the traffic volumes as estimated shall not exceed the corresponding numbers for a conventional development as permitted on the same tract. The maximum number of dwelling units shall not exceed 1.75 times the number of units allowed in a conventional development.

- C. The minimum amount of open space, as defined, excluding dry surface water detention facilities, shall be at least 30% of the total tract size, but no less than three acres.
- D. The bulk requirements shall be determined by the Planning Board, with consideration given to the environmental character of the site and the neighborhood, the type of proposed housing, the overall design of the development, the general health, safety and welfare of the residents and the following guiding requirements:
 - (1) The minimum lot size for any townhouse unit shall be 2,250 square feet and the minimum average lot size shall be 3,125 square feet.
 - (2) The minimum width for any townhouse unit shall be 18 feet and the minimum average unit width shall be 23 feet.
 - (3) The minimum lot depth for any townhouse unit shall be 125 feet.
 - (4) The minimum front setback shall be 30 feet.
 - (5) The minimum rear setback shall be 30 feet.
 - (6) The minimum side setback of an end unit shall be 20 feet, except that where an end unit abuts a street, the side setback shall be 30 feet.
 - (7) The maximum height shall be 2 1/2 stories, but no greater than 35 feet.
 - (8) The maximum number of dwelling units in any building shall be six, except that not more than two buildings may be permitted to contain eight dwelling units, provided that the total number of dwelling units does not exceed the maximum allowed in Subsection H(2).
 - (9) Each pair of townhouse units shall be offset from the adjacent pairs by at least five feet. Variation shall be used in building plans for and in the construction of contiguous townhouse dwelling units in terms of design so as to present reasonable and aesthetically desirable variations in the elevation, location, design and appearance of the units.
 - (10) The minimum distance between main walls of buildings shall be:
 - (a) Side to side: 40 feet.
 - (b) Rear to rear: 100 feet.
 - (c) Side to rear or front: 50 feet.
 - (11) There shall be a forty-five-foot buffer along the boundaries of the tract to shield activities from the neighboring properties. This buffer shall include natural vegetation and landscaping, including evergreens, as determined by the Planning Board, and shall be designated open space as in ~~Subsection F§ 245-38B~~(2).
 - (12) Parking shall be provided with at least 2.4 parking spaces per townhouse unit. Two parking spaces shall be provided on each townhouse lot, one of which shall be in a garage and the remainder in other off-street locations such as the driveway. The Planning Board shall have the power to approve a site plan showing less paved area for parking than is required by this section, provided that a landscaped area of sufficient size to meet the deficiency shall be set aside and reserved to meet future needs.
 - (13) The right-of-way and pavement widths for streets shall be determined by the Planning Board so as not to create excessive pavement or unnecessary removal of vegetation.
 - (14) No addition or extension may be constructed on the outside of the original building, except for a

patio or deck in the rear yard, no greater in depth than 15 feet, measured from the wall of the building. Such patio or deck may encroach five feet into the rear setback. A property divider accompanying a patio or deck for the purposes of privacy may not encroach upon the setback.

- E. Each tract in an RC-3 Zone shall have access to the surrounding road system at two locations. One of these two locations shall be for emergency access only.
- F. Walkways and bikeways shall be provided to create interior connections to other neighborhoods and shall be constructed as required by the Planning Board based upon recommendations from other concerned public bodies.
- G. A homeowners' association, with bylaws approved by the Planning Board and the Council, shall be formed to handle matters of common interest to the homeowners, such as the appearance and maintenance of grounds and buildings. The Borough and the homeowners' association shall have all the powers and duties prescribed in N.J.S.A. 40:55D-43.

§ 245-41. Wireless telecommunications facilities.

- A. Location priority. Upon showing that a wireless telecommunications facility is needed for the provision of adequate service in the Borough of Mountain Lakes, said facility shall be permitted as a conditional use at the following prioritized locations:
 - (1) The first priority location shall be collocation on existing wireless telecommunications facilities;
 - (2) The second priority location shall be on existing structures owned by the Borough of Mountain Lakes, with the consent of the Borough, and if a structure is not suitable or available, lands owned by the Borough of Mountain Lakes, with the consent of the Borough;
 - (3) The third priority location shall be on lands located in the B Business Zone as identified in the Borough of Mountain Lakes Zone Map but no closer to any residential zone or residential use than 300 feet;
 - (4) The fourth priority location shall be on lands located in the OL-2 Office, Light Industrial Zone as identified in the Borough of Mountain Lakes Zone Map, but no closer to any residential zone or residential use than 300 feet; and
 - (5) The fifth priority location shall be on lands located in the OL-1, Office, Light Industrial Zone as identified in the Borough of Mountain Lakes Zone Map, but no closer to any residential zone or residential use than 300 feet.
- B. If a wireless telecommunications provider seeks to place a wireless telecommunications facility on a lot that is located in a priority level other than the first priority location, the provider must establish that the priority locations prioritized ahead of the location in which the lot is located are either not available or not suitable for the provision of adequate wireless telecommunications services within the Borough of Mountain Lakes as provided in the Telecommunications Act of 1966 (47 U.S.C. § 332).
- C. Conditional use standards. All wireless telecommunications facilities shall be located to minimize visual impacts on the surrounding area in accordance with the following standards. In applying these standards, locations in a higher priority category under Subsection U(1) shall be deemed more acceptable than lower priority sites.
 - (1) Sites for wireless telecommunications facilities must demonstrate that they provide the least visual impact on residential areas and public ways. All potential visual impacts must be analyzed to illustrate that the selected site provides the best opportunity to minimize the visual impact of the proposed facility.
 - (a) Wireless telecommunications equipment facilities should be located to avoid being visually solitary or prominent when viewed from residential areas and the public way. The facility should be obscured by vegetation, tree cover, topographic features and/or other structures to the maximum extent feasible.

- (b) Wireless telecommunications facilities shall be placed to ensure that historically significant structures, views, streetscapes and landscapes are protected. The views from architecturally and/or historically significant structures should not be impaired or diminished by the placement of telecommunications facilities.

D. Site design standards.

- (1) Collocation. Any ordinance limitation on the number of structures on a lot shall apply except for wireless telecommunications facilities located on a lot with buildings or structures already located on it.
- (2) Security fencing. Wireless telecommunications facilities shall be enclosed by security fencing not less than six feet in height and shall be equipped with appropriate anti-climbing devices. Additional safety devices shall be permitted or required as needed by the Planning Board.
- (3) Landscaping. Landscaping shall be provided along the perimeter of the security fence to provide a visual screen or buffer for adjoining private properties and public right-of-way. Required front yard setback areas shall be landscaped. All wireless telecommunications equipment facilities shall be screened by an evergreen hedge eight to 10 feet in height at planting time.
- (4) Signs. Signs shall not be permitted except for a single sign displaying owner contact information, warnings, equipment information and safety instructions. Such signs shall not exceed two square feet in area. No commercial advertising shall be permitted. Only the minimum number of signs shall be permitted.
- (5) Color. Wireless telecommunications facilities shall be of a color appropriate to the tower's locational context and to make it as unobtrusive as possible, unless otherwise required by the Federal Aviation Administration.
- (6) Dish antennas. Dish antennas shall be colored, camouflaged or screened to make them as unobtrusive as possible, and in no case shall the diameter of a dish antenna be in excess of that which is reasonably needed for the intended purpose but in no event in excess of six feet.
- (7) Lighting. No lighting is permitted except as follows:
 - (a) Wireless telecommunications equipment facilities enclosing electronic equipment may have security and safety lighting at the entrance, provided that the light is attached to the facility, is focused downward and is on timing devices and/or sensors so that the light is turned off when not needed for safety or security purposes; and
 - (b) No lighting is permitted on a wireless telecommunications tower except lighting that specifically is required by the Federal Aviation Administration, and any such required lighting shall be focused and shielded to the greatest extent possible so as not to project towards adjacent and nearby properties.
- (8) Monopole. Any proposed new telecommunications tower shall be a "monopole" unless the applicant can demonstrate that a different type pole is necessary for the collocation of additional antennas on the tower. Such towers must employ camouflage technology to the greatest extent feasible and as agreed to by the Borough.
- (9) Noise. No equipment shall be operated so as to produce noise in excess of the limits set by the local noise ordinance, except for in emergency situations requiring the use of a backup generator.
- (10) Radio frequency emissions. Applicants shall provide current FCC information concerning wireless telecommunications facilities and radio frequency emission standards. Wireless telecommunications facilities shall be required to provide information on the projected power density of the proposed facility and how this meets the FCC standards.
- (11) Structural integrity. Wireless telecommunications facilities must be constructed to the Electronic Industries Association/Telecommunications Industries Association 222 Revision F Standard entitled "Structural Standards for Steel Antenna Towers and Antenna Supporting Structures" (or

equivalent), as it may be updated or amended.

(12) Maintenance. Wireless telecommunications facilities shall be maintained to assure their continued structural integrity and site plan, which includes landscaping. The owner of the wireless telecommunications facility shall also perform such other maintenance of the structure and of the site as to assure that it does not create a visual nuisance.

(13) Interference. Interference studies must be conducted to insure local emergency R/Frequency transmissions are not interfered with.

(14) Quarterly report. A quarterly maintenance report is required to the Borough Building Inspector indicating maintenance and ownership.

E. Collocation policy.

(1) The Municipal Engineer and the Borough Clerk/Administrator shall maintain an inventory of existing wireless telecommunications facilities locations within and near the Borough of Mountain Lakes.

(2) An applicant proposing a wireless telecommunications facility at a new location shall demonstrate that it made a reasonable attempt to find a collocation site acceptable to engineering standards and that none was practical or economically feasible.

(3) Each application shall include a site location alternative analysis describing the location of other sites considered, the availability of those sites, the extent to which other sites do or do not meet the provider's service or engineering needs and the reason why the subject site was chosen. The analysis shall address the following issues:

(a) How the proposed location of the wireless telecommunications facilities relates to the objective of providing adequate wireless communications services within and near the Borough of Mountain Lakes;

(b) How the proposed location of the proposed wireless telecommunications facility relates to the location of any existing antennas within and near the Borough of Mountain Lakes;

(c) How the proposed location of the proposed wireless telecommunications facility relates to the objective of collocating the antennas of many different providers of wireless communications services on the same wireless telecommunications facility; and

(d) How its plan specifically relates to and is coordinated with the needs of all other providers of wireless communications services within and near the Borough of Mountain Lakes.

(4) The Planning Board or Board of Adjustment may retain technical consultants as it deems necessary to provide assistance in the review of the site location alternatives analysis; the service provider shall bear the reasonable cost associated with such consultation, which cost shall be deposited in escrow.

F. Removal of abandoned wireless telecommunications facilities. Any wireless telecommunications facility that has not operated for a continuous period of 12 months shall be considered abandoned. If there are two or more users of a single wireless telecommunications facility, then the abandonment shall not become effective until all users cease using the wireless telecommunications facility for a continuous period of 12 months. Unless the Council of the Borough of Mountain Lakes shall authorize continuance of an antenna on terms acceptable to the Council, the owner of the property shall remove same within 90 days of notice from the Zoning Officer that the wireless telecommunications facility is abandoned. If such wireless telecommunications facility is not removed within said 90 days, the Borough of Mountain Lakes may remove such wireless telecommunications facility at the owner's expense. If the facility is to be retained, the provider(s) shall establish that the facility will be reused within one year of such discontinuance. If a facility is not reused within one year, a demolition permit shall be obtained and the facility removed. At the discretion of the Zoning Officer, upon good cause shown, the one-year reuse period may be extended for a period not to exceed one additional year.

§ 245-42. Assisted living facility (see also § 245-9.2).

- A. Shall not limit residence to persons of a certain age.
- B. Ten percent of the total bed compliment shall be set aside as affordable Medicaid beds, which meet the criteria of N.J.A.C 5:93-5.16.
- C. Dwellings constructed for low- and moderate-income households shall be governed by thirty-year deed restrictions (see N.J.A.C 5:93-5.16) ensuring long-term affordability controls in accordance with Article ~~VI~~ **XI** of this chapter.
- D. The development, unit distribution and marketing of all housing constructed for low- and moderate-income households shall be undertaken consistent with the rules and regulations of the New Jersey Uniform Housing Affordability Controls, the provisions of Article ~~VIXI~~ of this chapter, and N.J.A.C. 5:93-5.16, as may be applicable.
- E. Site design conditions.
 - (1) A buffer measuring 125 feet deep shall be provided within this zone. It will be along the lot line that abuts the RC-3 Residential Zone. Within the 125 feet, a one-hundred-foot planted buffer of trees shall be provided along with a twenty-five-foot roadway.
 - (2) Density shall be 15.5 dwelling units per gross acre with a maximum of 90 units; however, in no event shall the total number of beds exceed 120.
 - (3) A tree survey, tree preservation plan and an arborist on-site during the construction period. The tree preservation plan shall be developed in consultation with the Shade Tree Commission and designed to assure that all construction meets the intent of Chapter **102**, Article **VII**, of the Mountain Lakes Preservation and Protection of Trees Code to the maximum extent practicable.
 - (4) All new structures shall be set-back a minimum of 150 feet (inclusive of minimum yard set-backs for R-AH3 District) from any adjacent parcels located in a residential district.
 - (5) Site and a building light shall conform to the following:
 - [1] All lighting fixtures must be shielded and conform to the International Dark-Sky Association;
 - [2] Maximum mounting height of all lighting fixtures shall be 12 feet;
 - [3] No flashing, laser, searchlight, strobe, tracing, pulsating, or neon exterior lighting is permitted; and
 - [4] The illumination generated by all site and building lighting shall be minimized (recommended maximum of 0.5 footcandles or as determined to be appropriate by the Planning Board as part of site plan review).

§ 245-43. Hotels

- A. The minimum lot size shall be 2.5 acres.
- B. The maximum building height shall be three stories/40 feet for a flat-roof building and three stories/45 feet for pitched roof building.
- C. The minimum lot frontage along Route 46 shall be 200 feet.
- D. Ancillary facilities/amenities, including a restaurant/lounge, meeting facilities and ballroom space(s), shall be permitted.
- E. The architectural design shall incorporate the following: vertical and horizontal articulation of the building facades; changes in facade plane, size and rhythm of window spacing and surface material and pattern; and a contrasting roofline.

§ 245-44. Automobile service stations

- A. No painting repair work on cars shall be permitted or other work of the type usually conducted by and at automobile body shops in repairing damaged motor vehicles.
- B. A gasoline service station may also include a retail business in which case the minimum lot size shall be 1.5 acres.
- C. A minimum of one off-street parking space shall be provided for every 125 square feet of building floor area.
- D. All pumps, islands and canopies serving to protect customers while fueling shall be located a minimum of 40 feet from any street line and a minimum of 30 feet from any other lot line. Canopies, pumps and islands shall be considered accessory structures and not a second principal structure.
- E. All lifts, greasing racks and other similar equipment shall be within the building. The underground storage of petroleum products shall meet federal and state codes, as applicable, to protect the Borough's groundwater.
- F. The minimum lot frontage requirement shall be 200 feet.
- G. Motor vehicles may be parked upon the lot but only insofar as reasonably incident and accessory to the operation of an automotive service station and only in such a manner and location which neither interferes with ingress and egress to the premises nor creates any hazardous condition. No storage of motor vehicles, and no unsightly accumulation of vehicles or parts thereof, shall be permitted.
- H. A gasoline service station shall comply with Chapter 102, Environmental Factors; Soil Water and Trees, Article VI. Wellhead Protection Area Regulations, of the Revised General Ordinances of the Borough of Mountain Lakes.

§ 245-45. Drive-in restaurants; restaurants with drive-through facilities

The following standards shall be applicable to drive-in restaurants or restaurants with drive-through facilities where food or drink is served to customers in vehicles at a drive-through window:

- A. The pick-up window shall be located on the side or rear of the building to limit visibility from the primary road frontage.
- B. No driveway shall open upon a public street within 150 feet of an intersecting public street, measured from the intersection of the tangents of the adjacent curblines.
- C. One off-street parking space shall be provided for every two-seats.

§ 245-46. Self-Storage Facilities

- A. Self-storage facilities shall be at least two stories in height and no more than three stories in height and shall be designed architecturally to incorporate features typical of new multifamily residential or office building construction, including but not limited to facade articulation and materials treatment. The maximum height of a self-storage facility shall be 35 feet for a flat-roof building and 40 feet for a pitched roof building.
- B. The minimum frontage requirement shall be 200 feet.
- C. The only activities permitted in individual storage units shall be the rental of the unit and the pickup and deposit of goods and/or property in dead storage. Storage units shall not be used for the following activities:
 - (1) Residences, offices, workshops, studios, or hobby or rehearsal areas.
 - (2) Manufacturing, fabrication, or processing of goods; service or repair of vehicles, engines, appliances or other electrical equipment; or any other similar activities.

- (3) Conducting retail sales of any kind, including garage or estate sales or auctions, or any other commercial activity; provided that the operator of the self-storage unit may conduct a sale or otherwise liquidate the contents of any storage unit to satisfy and settle an account of unpaid rent or other charges, through public or private sales, in a manner provided by law.
- (4) Storage of flammable, perishable or hazardous materials or the keeping of animals.
- D. The rental of trucks, trailers or moving equipment, as well as the installation of trailer hitches, shall be prohibited.
- E. Sale of boxes or packing materials shall be permitted, but only if accessory to the self-storage facility.
- F. Self-storage facilities shall not operate or allow tenant access between the hours of 12:00 midnight and 6:00 a.m.
- G. All goods and property in a self-storage facility shall be stored in an enclosed building. No outdoor storage of any kind, including but not limited to storage of boats, RVs, vehicles, trailers or similar vehicles, or storage in outdoor storage pods or shipping containers, shall be permitted.
- H. All storage units above grade and all storage units visible from residential areas shall gain access from the interior of the building(s) only; no unit doors, loading bays, or docks may face or be visible from any adjacent residential areas.
- I. Electrical service to storage units shall be for lighting and climate control only. No electrical outlets are permitted inside individual storage units. Lighting fixtures and switches shall be of a secure design that will not allow tapping such fixtures for other purposes.

§ 245-47. Sexually Oriented Establishments

- A. The establishment shall be located at least 500 feet from the boundary of any residential zone within the Borough of Mountain Lakes and from any existing and/or approved but not yet existing house of worship, day-care center and school.
- B. In order to avoid a concentration of sexually oriented establishments, such establishment shall be located at least 1,000 feet from any other existing and/or approved but not yet existing sexually oriented establishment.
- C. The foregoing distance limitations shall be measured by a straight line drawn from the nearest point of the lot boundary on which the proposed use is to be located to the nearest point of the lot or district boundary, as the case may be, of the other use or district, and those uses, district boundary lines and dimensions shall be indicated on the submitted site plan.
- D. The building housing the sexually oriented establishment shall have a minimum front setback of 75 feet and a minimum side or rear setback of 25 feet. The building and associated parking area shall be surrounded by a perimeter landscape buffer of at least 20 feet in width, consisting of landscape plantings designed and installed to the satisfaction of the Planning Board.
- E. Every sexually oriented establishment shall be located in a single-occupant, freestanding building.
- F. No sexually oriented establishment shall be permitted in a building having a capacity to accommodate 50 or more occupants.
- G. Off-street parking requirements for a sexually oriented establishment are one space for every 200 square feet of gross floor area or portion thereof, plus one space for each employee, provided that a minimum of 10 parking spaces shall be provided.
- H. All other requirements of the Land Use Ordinance, including but not limited to the business zone requirements, shall be met.

Article VIII. Signs.

§ 245-48. Purpose; Definitions

- A. Purpose. The design, construction, location and maintenance of all signs in the Borough shall be regulated and controlled as provided for in this subsection.
- B. Definitions. The following words in this subsection shall be defined as follows (see also § 40-3):

BULLETIN BOARD

An outdoor structure containing a surface upon which may be displayed the name of a park, church, school, library, community center or similar institution or facility and the announcement of the services or activities thereof or thereon.

BUSINESS SIGN

A sign which advertises the business or businesses conducted, the commodities manufactured, produced or sold or the services rendered upon or from the premises upon which such sign is located.

CONSTRUCTION SIGN

A sign identifying the person, firm or business directly connected with a construction or remodeling project in all zones but residential.

CONTRACTOR'S SIGN

A sign in a residential zone identifying a contractor working on the premises.

FREESTANDING SIGN

A sign which is supported by one or more uprights, poles or braces in or upon the ground and which is not attached to a building.

GENERAL ADVERTISING SIGN

A sign which advertises a business, product or service conducted, sold or offered elsewhere than upon the premises upon which such sign is located.

IDENTIFICATION SIGN

A sign which designates the name of the owner or occupant of the premises upon which it is located or which identifies the premises; this shall include nameplates.

ILLUMINATED SIGN

A sign which is illuminated by means of light shining on the surface of the sign or which is illuminated internally.

PERMANENT SIGN

A sign which is affixed or otherwise attached to the property or to a structural frame upon the premises and is intended to remain there for other than a temporary period.

PROJECTING SIGN

A sign, other than a wall sign, which is attached to the exterior wall of a building and which extends beyond such exterior wall.

REAL ESTATE SIGN

A sign indicating that the property, premises or any portion thereof on which it is located is for sale, lease or rent.

ROOF SIGN

A sign that is mounted on or applied to the roof of a building or which is wholly dependent upon a building for support and which projects above the roofline of a building with a flat roof, or above the eave line of a building with a gambrel, gable, hip, mansard or other non- flat roof.

SIGN AREA MEASUREMENT

The area of any sign shall be computed as the product of the largest horizontal width and the largest vertical height of the lettering, illustration, display, frame, background or combination of these elements. This shall not be construed to include the supporting members of any sign which are used solely for such purpose. For signs with two display faces (back-to-back), the maximum area requirement shall be permitted on each side.

TEMPORARY SIGN

A sign which is displayed for no more than 30 days.

WALL SIGN

A sign which is attached to and placed flat against any exterior wall of a building or which is painted on any exterior wall of a building and which does not extend above the lowest point of the roofline.

WINDOW SIGN

A sign which is attached to or painted on either the inside or outside of an exterior window of a building or which is placed or intended to have the advertising thereon viewed primarily outdoors through an exterior window.

WIND SIGN

A sign which is not fully affixed to a building, structure or other structural frame and which is intended to flap freely in the open air.

§ 245-49. General regulations.

- A. Permits. No person shall erect, construct, reconstruct, relocate or use a permanent sign, including but not limited to a bulletin board, without first obtaining a sign permit, except for identification signs in residential zones as permitted in ~~Subsection D(1)(b)~~ **§ 245-50B** and ~~(e)-C~~.
- (1) Applications for a sign permit shall be made to the Zoning Officer in writing. Applications shall contain the following: proposed use, size, coloring, material, illumination, if any, wording, a scale drawing showing the sign's design and relation to the building and its location on the premises.
- (2) A fee shall be required with each application except applications from the Board of Education or local government bodies. The fee shall be as set forth in **§ 111-3B**.
- (3) If the Zoning Officer, after checking and reviewing the application and plans and specifications, determines that the proposed sign or the proposed alteration or relocation thereof conforms to all requirements of this subsection, he shall approve the application and issue a permit.
- (4) The Zoning Officer may issue a permit for a temporary wall, window or freestanding sign to be displayed for not more than 30 days in any two-month period.
- B. Limits. Signs shall be limited to indicate products, services, uses or occupants of the premises on which they are located.
- C. Construction and maintenance. All signs shall be neat, constructed of durable materials and maintained at all times in safe condition and good repair by the owner of the premises upon which they are erected. The Zoning Officer may require necessary repair and painting of any sign which has been neglected or require its removal.
- D. Signs at intersections; interference with traffic signs. No sign shall be located at or near any street, intersection or driveway so as to create a traffic hazard by obstructing vision. No sign shall be located, constructed or lighted so as to interfere with or obstruct the view of any authorized traffic sign, signal or device. No red, green or yellow sign shall be located where it might be confused with a traffic signal.
- E. Obstructions. No sign or sign structure shall be erected in such a manner that any portion thereof will interfere with the free use of any fire escape, exit or standpipe, or will obstruct or block or cover any

window except window signs.

- F. Construction signs. No construction sign shall have any moving parts or be constructed of any reflective material, and no such sign shall be illuminated or exceed 20 square feet in area, and no part of such sign shall be higher than six feet above finished grade.
- G. Bulletin boards. In any zone a single-faced bulletin board not to exceed 18 square feet in area shall be permitted and shall serve only to identify and announce the services and activities of a park, public or parochial or independent school, library, church, community center or other similar community facility or institution. Such bulletin board shall be located on the site of the community facility or institution, no closer than 10 feet to any street line or any lot line, and no portion thereof shall be higher than six feet above finished grade.
- H. Wall and window signs. The total area of all wall signs, including permanent window signs, shall not exceed 10% of the wall area of the side of the building fronting on the street or 40 square feet, whichever is less. Temporary signs may be placed in windows and may be in addition to the signs otherwise permitted on the premises.
- I. Real estate signs. One unilluminated real estate sign not more than 12 square feet in area in nonresidential zones and four square feet in area in residential zones is permitted on the premises to which it relates.
- J. Certain permitted signs. Political, religious or other signs conveying statements which are within the protection, of any provision of the Constitution of the United States shall be permitted except that no such sign shall be greater than 12 square feet, and shall otherwise conform to the provisions of this chapter.
- K. Prohibited signs. Signs of the following types, or types closely related to them, are specifically prohibited in all zones:
 - (1) Moving signs, wind signs, roof signs, banners, oscillating, rotating, flashing or other intermittent-type signs.
 - (2) General advertising signs.
- L. Removal. After a use, advertised by a sign, has been abandoned or terminated, the owner of the premises shall be responsible for the immediate removal of such sign. If such sign is not removed within 30 days after such abandonment or termination, the Construction Official shall cause removal of such sign, and cost of such removal shall be a lien on the premises.
- M. Nonconforming signs.
 - (1) Definition. A "nonconforming sign" is a sign lawfully constructed and maintained prior to the adoption of this chapter, but does not conform to the provisions of this chapter.
 - (2) Alterations and additions. No nonconforming sign shall be altered, enlarged and/or reconstructed, except in such a manner as to comply with the requirements of this chapter.

§ 245-50. Permitted signs in residential zones.

- A. Except as otherwise expressly provided in ~~Subsection C§ 245-49~~, no sign other than those hereinafter provided in this section shall be permitted in any residential zone.
- B. One single-faced personal identification sign plate no larger than 50 square inches overall, which may be placed on the wall of the building, shall be permitted.
- C. Single-faced property identification signs conforming to the following conditions shall be permitted:
 - (1) The maximum area of each such sign shall be one square foot.
 - (2) No more than two such signs shall be permitted.

- (3) House numbers shall be a minimum height of four inches and shall be placed in a conspicuous location at least 24 inches above the grade where located so as to be clearly visible from the street as per Chapter 164, § 164-3.
 - (4) House numbers may not exceed 8 inches in height, whether on a freestanding sign, on the house, or painted on a rock. They may not be painted on trees or utility poles as per § 164-3.
- D. For conditional home occupations, one single-faced identification sign, which may also specify the service or profession, not over two square feet in area, shall be permitted. Only one sign per dwelling unit shall be permitted.
 - E. One bulletin board not over 18 square feet in area shall be permitted for a community facility or institution.
 - F. Each contractor, while working on the premises, shall be permitted one sign of not over six square feet in area.
 - G. No sign except property identification signs shall be located closer than 10 feet to any front lot line or to any residence lot line.
 - H. No portion of any freestanding sign shall be more than six feet above finished grade.

§ 245-51. Permitted signs in non-residential Business zones.

- A. General regulations.
 - (1) The following signs shall be permitted on premises in businessnon-residential zones: business signs, one real estate sign (freestanding or wall), one construction sign (freestanding or wall).
 - (2) The number of identification and business signs on premises is limited to any combination of two of the following: one wall sign, one freestanding sign, one projecting sign.
 - (3) No part of any freestanding sign shall be closer than 10 feet to any front lot line. In specific situations for safety, the Zoning Officer may require a greater setback.
 - (4) No projecting sign shall exceed the lowest roofline or 12 feet in height, whichever is less, nor shall it be so low as to endanger the health and safety of pedestrian and vehicular traffic. In no event shall the projecting sign be lower than eight feet. A sign shall not project more than two feet from the wall.
 - (5) Signs may be illuminated. Illumination of a sign shall be only by white lighting such that the light intensity or surface brightness does not exceed that of a translucent plastic sheet or frosted glass lighted by 20 watts of power per square foot from fluorescent sources. All bare bulbs tubes and other light sources must be shielded from view from any point on a public right-of-way and from adjacent residential lots. No outdoor sign shall remain illuminated after 9:00 p.m. unless the establishment using the sign is open to the public for business.
 - (6) The Zoning Officer may authorize or require in writing additional signs for directional and safety purposes.
 - (7) In shopping or business centers containing more than one establishment, directory signs which are a part of the aggregate sign allowance for individual establishments are permitted and encouraged. The directory, if freestanding, shall constitute the one freestanding sign permitted for each individual establishment.
 - (8) Stores in structures with more than one store and with direct access from the side or rear may have an identification sign of not more than two square feet next to, over, or on the side or rear entrance.
- B. Permitted signs in Business Zone A:
 - (1) Two signs aggregating not more than 30 square feet in area shall be permitted, but in no event shall the permitted area of all signs on any premises exceed 10% of the overall surface of the street wall.

(2) No sign of any kind shall exceed three feet above the lowest roof line or 12 feet in height, whichever is less.

C. Permitted signs in Business Zone B:

(1) Two signs aggregating not more than 40 square feet in area shall be permitted.

(2) No sign of any kind shall exceed 18 feet in height above finished grade.

D. Office and Light Industrial Zones OL-1 and OL-2. For OL-1 and OL-2 Zones, applications for signs shall conform to the requirements of Subsections **A**, **B**, **C** and **D(2)(a)[3]** through **[7]** and shall be reviewed and approved or denied by the Planning Board, in accordance with the site plan provisions of the land use ordinances.

§ 245-18. Article IX Nonconforming Uses, Structures and Buildings

§ 245-52. Continuance.

A. Any nonconforming use or structure existing at the time of the passage of this chapter may be continued upon the lot or in the structure so occupied, and any such structure may be restored or repaired in the event of partial destruction thereof in accordance with ~~§ 245-15H~~**§ 53**.

B. No nonconforming use shall be extended, except by variance granted pursuant to N.J.S.A. 40:55D-70d. However, where a building meets the use requirements of this chapter but is nonconforming because of height, width, depth or yard requirements, said building may be altered or enlarged, provided that the height, area, coverage, FAR, yard or any other regulations in this chapter of the land use ordinances are not violated; for example, if a front yard is nonconforming, this does not preclude a conforming addition to the rear within the rear setback line.

C. Accessory uses and structures. Where a structure has been erected and used for an accessory use to a dwelling according to § 245-7B and such accessory use ceases, as by independent sale of either the dwelling or accessory structure or by the moving or demolition of the primary or accessory structure, the accessory structure shall lose its status as such and shall be governed by the regulations herein pertaining to a primary or main building.

D. Any structure existing at the time of the passage of this chapter which is essentially designed or readily adaptable to accommodate a permitted use may be occupied as such without regard to the bulk requirements of Article **V**, provided that:

(1) The structure is not expanded beyond its existing outside dimensions.

(2) Its use would not constitute a hazard to public health or safety.

(3) Site plan approval is obtained, if required.

§ 245-53. Completion and restoration of existing buildings.

A. Nothing herein contained shall require any change in the plans, construction or designated use of a building for which a construction permit has been issued, or for which plans and a construction permit application are on file and pending at the time of the passage of this chapter, provided such plans and intended use conform with the ordinance in effect at the time the application was made, and provided the construction of the building is diligently prosecuted after the permit is granted and completed within one year thereafter.

B. Nothing herein contained shall prevent the restoration of a building destroyed for any reason, including, but not limited to, fire, explosion, act of God, act of war, voluntary demolition or negligence, to the extent of no more than 50% of its current reproduction value, or prevent a change of its existing use under the limitations provided in § 245-52, but any building destroyed in the manner aforesaid to an extent exceeding 50% of its reproduction value at the time of such destruction may be reconstructed and thereafter used only in such a manner as to conform to all the provisions of these land use ordinances.

- C. No structure in process of completion or demolition and no ruins from fire or other casualty shall be abandoned in a disorderly, unsightly or hazardous state. Such structure shall be considered to have been abandoned when work to remedy the improper condition has not been initiated within 60 days after the occasion of the casualty, or, if initiated, work has been discontinued with the owner's consent for 30 or more consecutive days or for more than 30 days out of 60 days. Each day's abandonment shall be considered as a separate violation of this provision of these land use chapters.

§ 245-54. Certificate of non-conformity

The prospective purchaser, prospective mortgagee, or any other person interested in any land upon which a nonconforming use or structure exists may apply in writing for the issuance of a certificate certifying that the use or structure existed before the adoption of the ordinance which rendered the use or structure nonconforming. The applicant shall have the burden of proof. Application pursuant hereto may be made to the administrative officer within one year of the adoption of the ordinance which rendered the use or structure nonconforming or at any time to the Zoning Board of Adjustment. The administrative officer shall be entitled to demand and receive for such certificate issued by him a fee in the amount specified at § 111-3. The fees collected by the administrative officer shall be paid to the municipality. Denial by the administrative officer shall be appealed to the Zoning Board of Adjustment. The provisions of N.J.S.A. 40:55D-72 through 40:55D-75 shall apply to applications or appeals to the Zoning Board of Adjustment.

Article X. Performance Standards & Hazardous Uses

§ 245-55. Performance standards.

Performance standards. Before the issuance of any construction permit or certificate of occupancy for any construction, alteration or conversion or use of any building, structure or land, all of the following regulations shall be complied with:

- A. Fire and explosion hazards. All activities shall be carried on only as permitted and regulated by the laws of the United States of America and the State of New Jersey in structures which conform to the standards of the National Board of Fire Underwriters' Laboratories, Inc., or Borough of Mountain Lakes ordinances, whichever are more restrictive. All operations shall be carried on, and explosive raw materials, fuels, liquids and finished products stored, in accordance with the standards of such Underwriters' Laboratories, Inc. Buildings, if required by ordinance, shall be equipped with automatic sprinklers which conform to the standards of the Underwriters' Laboratories, Inc.
- B. Radiation. Any industrial or other operations or processes involving any form of radioactive materials, radioactivity or microwave and other electric radiations shall be conducted in accordance with the New Jersey Radiation Protection Act and Code, performance standards in the National Health and Safety Act of 1968 and other applicable state and federal regulations as administered by the Bureau of Radiation Protection, New Jersey Department of Environmental Protection and related health agencies.
- C. Smoke, fumes, gases, dust and odors.
 - (1) There shall be no emission of any smoke, fumes, gas, dust or odors, except in accordance with the standards established in and by the New Jersey Air Pollution Code. These and any other atmospheric pollutants as regulated in the New Jersey Air Pollution Control Code are prohibited.
 - (2) Odorous matter released from any operation or activity shall not exceed the odor threshold concentration beyond the lot lines, measured either at ground level or habitable elevation in accordance with the Standard Method for Measurement of Odor in Atmosphere (dilution method), 1972 Annual Book of the American Society Testing and Materials, Philadelphia, Pennsylvania.
- D. Vibration. There shall be no vibration other than noise which is discernible to the human sense of hearing beyond the immediate site on which such use is conducted.
- E. Noise.

- (1) There shall be no noise created on any property which may result in sound in excess of the standards listed below when measured at any point on the property line of the lot on which the use or source of sound is located, unless a variance is granted by the appropriate approving authority:
 - (a) Continuous airborne sound which has a sound level in excess of 65 dBA^[1] from 8:00 a.m. to 8:00 p.m. or 50 dBA from 8:00 p.m. to 8:00 a.m.
[1] Note: "dBA" means the abbreviation designating the unit of sound level as measured by a sound level meter using the A-weighting.
 - (b) Impulsive sound in air which has an impulsive sound level of 80 dBA.
 - (2) Measurement of sound level shall be in accordance with the provisions of N.J.A.C. 7:29-1.1 et seq., which is hereby adopted by reference.
 - (3) Compliance with these requirements is subject to review by a professional chosen by the Planning Board as needed.
- F. Petroleum storage. Any storage of petroleum products shall meet all applicable federal, state and local state codes.

§ 245-56. Hazardous uses of buildings or land.

- A. No building or land shall be used and no building or structure shall be erected, constructed, reconstructed, altered or repaired which is arranged, intended or designed for any trade, business or use that is hazardous or potentially hazardous to health or safety or which uses hazardous substances or potentially hazardous substances, or that is noxious or offensive by reason of the emission of odor, vapor, gas, dust, smoke, toxic or corrosive fumes, noise, vibration, heat, glare or flashes of light, radiation or objectionable waste, effluent or pollutants.
- B. No open area on any premises may be used for dumping, accumulating, piling or burying trash, junk or solid or liquid waste of any kind, or for storing, dismantling, demolishing or abandoning vehicles, machinery or parts thereof. Temporary storage of material for recycling shall be permitted in residential zones.
- C. The Planning Board may exempt certain minor uses of hazardous substances upon a finding that the operation of a business using the hazardous substances within the Prime Aquifer Area does not pose a risk to public health and safety and does not pose a risk to the groundwater supply.

Article ~~VIXI~~. Affordable Housing

[1] — Editor's Note: This ordinance also changed the title of this article from "Affordable Housing Regulations" to "Affordable Housing."

§ 245-2157. Purpose.

- A. This article sets forth regulations regarding the low- and moderate-income housing units in the Borough consistent with the provisions known as the "Substantive Rules of the New Jersey Council on Affordable Housing," N.J.A.C. 5:93 et seq., the Uniform Housing Affordability Controls ("UHAC"), N.J.A.C. 5:80-26.1 et seq., and the Borough's constitutional obligation to provide a fair share of affordable housing for low- and moderate-income households. In addition, this section applies requirements for very-low-income housing established in P.L. 2008, c.46 (the "Roberts Bill").^[1]
[1] Editor's Note: See N.J.S.A. 52:27D-329.2 et seq.
- B. This article is intended to assure that low- and moderate-income units ("affordable units") are created with controls on affordability over time and that low- and moderate-income households shall occupy these units. This article shall apply except where inconsistent with applicable law.
- C. The Mountain Lakes Planning Board has adopted a Housing Element and Fair Share Plan pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1, et seq. The Fair Share Plan has been endorsed by the governing body. The Fair Share Plan describes the ways the Borough of Mountain Lakes shall

address its fair share for low- and moderate-income housing as determined by the Superior Court and documented in the Housing Element.

- D. This article implements and incorporates the Fair Share Plan and addresses the requirements of N.J.A.C. 5:93, as may be amended and supplemented.
- E. The Borough shall file monitoring reports with the Superior Court and place the reports on its municipal website.

§ 245-~~2258~~. Monitoring and reporting requirements.

The Borough of Mountain Lakes shall comply with the following monitoring and reporting requirements regarding the status of its implementation of its Court-approved Housing Element and Fair Share Plan and N.J.A.C. 5:93.

- A. Beginning on January 29, 2020, and on every anniversary of that date through January 29, 2025, the Borough agrees to provide annual reporting of the status of all affordable housing activity within the municipality through posting on the municipal website with a copy of such posting provided to Fair Share Housing Center (FSHC), using forms previously developed for this purpose by the Council on Affordable Housing or any other forms endorsed by the FSHC.
- B. By July 1, 2020, as required pursuant to N.J.S.A. 52:27D-313, the Borough will post on its municipal website, with a copy provided to FSHC, a status report as to its implementation of the plan and an analysis of whether any unbuilt sites or unfulfilled mechanisms continue to present a realistic opportunity and whether any mechanisms to meet unmet need should be revised or supplemented. Such posting shall invite any interested party to submit comments to the municipality, with a copy to Fair Share Housing Center, regarding whether any sites no longer present a realistic opportunity and should be replaced and whether any mechanisms to meet unmet need should be revised or supplemented. Any interested party may by motion request a hearing before the court regarding these issues.
- C. By January 29, 2022, and every third year thereafter, as required by N.J.S.A. 52:27D-329.1, the Borough will post on its municipal website, with a copy provided FSHC, a status report as to its satisfaction of its very-low-income requirements, including the family very-low-income requirements referenced herein. Such posting shall invite any interested party to submit comments to the municipality and FSHC on the issue of whether the municipality has complied with its very-low-income housing obligation under the terms of this settlement.

§ 245-~~2359~~. Definitions.

The following terms when used in this article shall have the meanings given in this section:

ACCESSORY APARTMENT

A residential dwelling unit with a kitchen, sanitary facilities, sleeping quarters and a private entrance, which is created within an existing home or existing accessory structure on the same site, or is a dwelling above or connected to an existing building which has historically served as a rental apartment.

ACT

The Fair Housing Act of 1985, P.L. 1985, c. 222 (N.J.S.A. 52:27D-301 et seq.)

ADAPTABLE

Constructed in compliance with the technical design standards of the Barrier Free Subcode, N.J.A.C. 5:23-7.

ADMINISTRATIVE AGENT

The entity responsible for the administration of affordable units in accordance with this article, N.J.A.C. 5:93 and N.J.A.C. 5:80-26.1 et seq.

AFFIRMATIVE MARKETING

A regional marketing strategy designed to attract buyers and/or renters of affordable units pursuant to N.J.A.C. 5:80-26.15.

AFFORDABILITY AVERAGE

The average percentage of median income at which restricted units in an affordable housing development are affordable to low- and moderate-income households.

AFFORDABLE

A sales price or rent within the means of a low- or moderate-income household as defined in N.J.A.C. 5:93-7.4; in the case of an ownership unit, that the sales price for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.6, as may be amended and supplemented, and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.12, as may be amended and supplemented.

AFFORDABLE DEVELOPMENT

A housing development all or a portion of which consists of restricted units.

AFFORDABLE HOUSING DEVELOPMENT

A development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100% affordable development.

AFFORDABLE HOUSING PROGRAM(S)

Any mechanism in a municipal Fair Share Plan prepared or implemented to address a municipality's fair share obligation.

AFFORDABLE UNIT

A housing unit proposed or created pursuant to the Act, approved for crediting by the Court and/or funded through an affordable housing trust fund.

AGE-RESTRICTED UNIT

A housing unit designed to meet the needs of, and exclusively for, the residents of an age- restricted segment of the population such that all the residents of the development where the unit is situated are 62 years or older; or at least 80% of the units are occupied by one person that is 55 years or older; or the development has been designated by the Secretary of the U.S. Department of Housing and Urban Development as "housing for older persons" as defined in Section 807(b)(2) of the Fair Housing Act, 42 U.S.C. § 3607.

AGENCY

The New Jersey Housing and Mortgage Finance Agency established by P.L. 1983, c. 530 (N.J.S.A. 55:14K-1, et seq.).

ALTERNATIVE LIVING ARRANGEMENT

A structure in which households live in distinct bedrooms, yet share kitchen and plumbing facilities, central heat and common areas. Alternate living arrangements include, but are not limited to transitional facilities for the homeless, Class A, B, C, D, and E boarding homes, as regulated by the New Jersey Department of Community Affairs; residential health care facilities as regulated by the New Jersey Department of Health; group homes for the developmentally disabled and mentally ill as licensed and/or regulated by the New Jersey Department of Human Services; and congregate living arrangements.

ASSISTED LIVING RESIDENCE

A facility licensed by the New Jersey Department of Health and Senior Services to provide apartment-style housing and congregate dining and to assure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor and that offers units containing, at a minimum, one unfurnished room, a private bathroom, a kitchenette and a lockable door on the unit entrance.

CERTIFIED HOUSEHOLD

A household that has been certified by an administrative agent as a low-income household or moderate-income household.

COAH

The Council on Affordable Housing, which is in, but not of, the Department of Community Affairs of the State of New Jersey, that was established under the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301 et seq.).

DCA

The State of New Jersey Department of Community Affairs.

DEFICIENT HOUSING UNIT

A housing unit with health and safety code violations that require the repair or replacement of a major system. A major system includes weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and/or load bearing structural systems.

DEVELOPER

Any person, partnership, association, company or corporation that is the legal or beneficial owner or owners of a lot or any land proposed to be included in a proposed development including the holder of an option to contract or purchase, or other person having an enforceable proprietary interest in such land.

DEVELOPMENT

The division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any use or change in the use of any building or other structure, or of any mining, excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission may be required pursuant to N.J.S.A. 40:55D-1 et seq.

INCLUSIONARY DEVELOPMENT

A development containing both affordable units and market rate units. This term includes, but is not necessarily limited to new construction, the conversion of a nonresidential structure to residential and the creation of new affordable units through the reconstruction of a vacant residential structure.

LOW-INCOME HOUSEHOLD

A household with a total gross annual household income equal to 50% or less of the regional median household income by household size.

LOW-INCOME UNIT

A restricted unit that is affordable to a low-income household.

MAJOR SYSTEM

The primary structural, mechanical, plumbing, electrical, fire protection, or occupant service components of a building which include but are not limited to, weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement or load bearing structural systems.

MARKET-RATE UNITS

Housing not restricted to low- and moderate-income households that may sell or rent at any price.

MEDIAN INCOME

The median income by household size for the applicable county, as adopted annually by COAH or approved by the New Jersey Superior Court.

MODERATE-INCOME HOUSEHOLD

A household with a total gross annual household income in excess of 50% but less than 80% of the median household income.

MODERATE-INCOME UNIT

A restricted unit that is affordable to a moderate-income household.

NONEXEMPT SALE

Any sale or transfer of ownership other than the transfer of ownership between husband and wife; the transfer of ownership between former spouses ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a Class A beneficiary and the transfer of ownership by court order.

RANDOM SELECTION PROCESS

A process by which currently income-eligible households are selected for placement in affordable housing units such that no preference is given to one applicant over another except for purposes of matching household income and size with an appropriately priced and sized affordable unit (e.g., by lottery).

REGIONAL ASSET LIMIT

The maximum housing value in each housing region affordable to a four-person household with an income at 80% of the regional median as defined by/approved regional income limits.

REHABILITATION

The repair, renovation, alteration or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, N.J.A.C. 5:23-6.

RENT

The gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. In assisted living residences, rent does not include charges for food and services.

RESTRICTED UNIT

A dwelling unit, whether a rental unit or ownership unit, that is subject to the affordability controls of N.J.A.C. 5:80-26.1, as may be amended and supplemented, but does not include a market-rate unit financed under UHORP or MONI.

SPECIAL MASTER

An expert appointed by a judge to make sure that judicial orders are followed. A master's function is essentially investigative, compiling evidence or documents to inform some future action by the court.

UHAC

The Uniform Housing Affordability Controls set forth in N.J.A.C. 5:80-26.1 et seq.

VERY-LOW-INCOME HOUSEHOLD

A household with a total gross annual household income equal to 30% or less of the median household income.

VERY-LOW-INCOME UNIT

A restricted unit that is affordable to a very-low-income household.

WEATHERIZATION

Building insulation (for attic, exterior walls and crawl space), siding to improve energy efficiency, replacement storm windows, replacement storm doors, replacement windows and replacement doors,

and is considered a major system for rehabilitation.

§ 245-2460. Borough-wide mandatory set-aside.

- A. Any future multifamily residential development providing a minimum of five new housing units or more is required to include an affordable housing set-aside of 20% if the affordable units will be for sale and 15% if the affordable units will be for rent. This requirement shall not apply to residential expansions, additions, renovations, replacement, or any other type of residential development that does not result in a net increase in the number of dwellings of five or more. This requirement does not give any developer the right to any such rezoning, variance or other relief, or establish any obligation on the part of Mountain Lakes to grant such rezoning, variance or other relief. No subdivision shall be permitted or approved for the purpose of avoiding compliance with this requirement.
- B. This requirement shall not apply to any sites or specific zones otherwise identified in the Borough's Settlement Agreement with Fair Share Housing Center dated January 29, 2019, or in the Borough's Housing Element and Fair Share Plan, adopted by the Borough Planning Board and endorsed by the Borough Council, for which density and set-aside standards shall be governed by the specific standards set forth therein.

§ 245-2561. Accessory apartment program.

Accessory apartments created under this program shall abide by the regulations in this chapter and those outlined in Chapter 245, Article ~~VII~~XII, Affordable Accessory Apartments.

§ 245-2662. New construction.

The following general guidelines apply to all newly constructed developments that contain low- and moderate-income housing units, including any currently unanticipated future developments that will provide low- and moderate-income housing units.

- A. Phasing. Final site plan or subdivision approval shall be contingent upon the affordable housing development meeting the following phasing schedule for low- and moderate-income units.

Maximum Percentage of Market-Rate Units Completed	Minimum Percentage of Low- and Moderate-Income Units Completed
25%	0%
25%+1	10%
50%	50%
75%	75%
90%	100%

- B. Design. In inclusionary developments, to the extent possible, low- and moderate-income units shall be integrated with the market units.
- C. Off-site construction. A developer may construct affordable units off-site at the discretion of either the Planning or Zoning Board, whichever is the applicable reviewing entity, in accordance with N.J.A.C. 5:93.
- D. Utilities. Affordable units shall utilize the same type of heating source as market units within the affordable development.
- E. Low/moderate split and bedroom distribution of affordable housing units:
 - (1) The fair share obligation shall be divided equally between low- and moderate-income units, except that where there is an odd number of affordable housing units, the extra unit shall be a low-income unit.

- (2) In each affordable development, at least 50% of the restricted units within each bedroom distribution shall be low-income units.
- (3) Within rental developments, of the total number of affordable rental units, at least 13% shall be affordable to very-low-income households.
- (4) Affordable developments that are not age-restricted shall be structured in conjunction with realistic market demands such that:
 - (a) The combined number of efficiency and one-bedroom units shall be no greater than 20% of the total low- and moderate-income units;
 - (b) At least 30% of all low- and moderate-income units shall be two bedroom units;
 - (c) At least 20% of all low- and moderate-income units shall be three bedroom units; and
 - (d) The remaining units may be allocated among two- and three-bedroom units at the discretion of the developer.
- (5) Affordable developments that are age-restricted shall be structured such that the number of bedrooms shall equal the number of age-restricted low- and moderate-income units within the inclusionary development. The standard may be met by having all one-bedroom units or by having a two-bedroom unit for each efficiency unit.

F. Accessibility requirements:

- (1) The first floor of all restricted townhouse dwelling units and all restricted units in all other multistory buildings shall be subject to the technical design standards of the Barrier Free Subcode, N.J.A.C. 5:23-7.
- (2) All restricted townhouse dwelling units and all restricted units in other multistory buildings in which a restricted dwelling unit is attached to at least one other dwelling unit shall have the following features:
 - (a) An adaptable toilet and bathing facility on the first floor;
 - (b) An adaptable kitchen on the first floor;
 - (c) An interior accessible route of travel on the first floor;
 - (d) An interior accessible route of travel shall not be required between stories within an individual unit;
 - (e) An adaptable room that can be used as a bedroom, with a door or the casing for the installation of a door, on the first floor; and

G. Maximum rents and sales prices.

- (1) In establishing rents and sales prices of affordable housing units, the administrative agent shall follow the procedures set forth in UHAC and by the Superior Court, utilizing the regional income limits established.
- (2) The maximum rent for restricted rental units within each affordable development shall be affordable to households earning no more than 60% of median income, and the average rent for restricted low- and moderate-income units shall be affordable to households earning no more than 52% of median income.
- (3) The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for both low-income and moderate-income units. At least 13% of all low- and moderate-income rental units shall be affordable to households earning no more than 30% of median income.
- (4) The maximum sales price of restricted ownership units within each affordable development shall be affordable to households earning no more than 70% of median income, and each affordable

development must achieve an affordability average of 55% for restricted ownership units; in achieving this affordability average, moderate-income ownership units must be available for at least three different prices for each bedroom type, and low-income ownership units must be available for at least two different prices for each bedroom type. At least 13% of all low- and moderate-income rental units shall be affordable to households earning no more than 30% of median income. These very-low-income units shall be part of the low-income requirement.

- (5) In determining the initial sales prices and rents for compliance with the affordability average requirements for restricted units other than assisted living facilities, the following standards shall be used:
 - (a) A studio shall be affordable to a one-person household;
 - (b) A one-bedroom unit shall be affordable to a 1 1/2 person household;
 - (c) A two-bedroom unit shall be affordable to a three-person household;
 - (d) A three-bedroom unit shall be affordable to a 4 1/2 person household; and
 - (e) A four-bedroom unit shall be affordable to a six-person household.
- (6) In determining the initial sales prices and rents for compliance with the affordability average requirements for restricted units in assisted living facilities, the following standards shall be used:
 - (a) A studio shall be affordable to a one-person household;
 - (b) A one-bedroom unit shall be affordable to a 1 1/2 person household; and
 - (c) A two-bedroom unit shall be affordable to a two-person household or to two one- person households.
- (7) The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the unit, including principal and interest (based on a mortgage loan equal to 95% of the purchase price and the Federal Reserve H.15 rate of interest), taxes, homeowner and private mortgage insurance and condominium or homeowner association fees do not exceed 28% of the eligible monthly income of the appropriate size household as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however, that the price shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.3, as may be amended and supplemented.
- (8) The initial rent for a restricted rental unit shall be calculated so as not to exceed 30% of the eligible monthly income of the appropriate household size as determined under N.J.A.C. 5:80-26.4, as may be amended and supplemented; provided, however, that the rent shall be subject to the affordability average requirement of N.J.A.C. 5:80-26.3, as may be amended and supplemented.
- (9) The price of owner-occupied low- and moderate-income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.
- (10) The rent of low- and moderate-income units may be increased annually based on the percentage increase in the Housing Consumer Price Index for the United States. This increase shall not exceed 9% in any one year. Rent increases for units constructed pursuant to low-income housing tax credit regulations shall be indexed pursuant to the regulations governing low-income housing tax credits.
- (11) Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance approved by DCA for its Section 8 program.
- (12) Condominium and homeowners association fees. For any affordable housing unit that is part of a condominium association and/or homeowner's association, the Master Deed shall reflect that the association fee assessed for each affordable housing unit shall be established at 100% of the market rate fee.

§ 245-2763. Occupancy standards.

- A. In referring certified households to specific restricted units, to the extent feasible, and without causing an undue delay in occupying the unit, the administrative agent shall strive to:
 - (1) Provide an occupant for each bedroom;
 - (2) Provide children of different sex with separate bedrooms; and
 - (3) Prevent more than two persons from occupying a single bedroom.
- B. Additional provisions related to occupancy standards (if any) shall be provided in the municipal operating manual.

§ 245-2864. Control periods for restricted ownership units and enforcement mechanisms.

- A. Control periods for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.5, as may be amended and supplemented, and each restricted ownership unit shall remain subject to the requirements of this article until Mountain Lakes elects to release the unit from such requirements however, and prior to such an election, a restricted ownership unit must remain subject to the requirements of N.J.A.C. 5:80-26.1, as may be amended and supplemented, for at least 30 years.
- B. The affordability control period for a restricted ownership unit shall commence on the date the initial certified household takes title to the unit.
- C. Prior to the issuance of the initial certificate of occupancy for a restricted ownership unit and upon each successive sale during the period of restricted ownership, the administrative agent shall determine the restricted price for the unit and shall also determine the non-restricted, fair market value of the unit based on either an appraisal or the unit's equalized assessed value.
- D. At the time of the first sale of the unit, the purchaser shall execute and deliver to the administrative agent a recapture note obligating the purchaser (as well as the purchaser's heirs, successors and assigns) to repay, upon the first nonexempt sale after the unit's release from the requirements of this article, an amount equal to the difference between the unit's nonrestricted fair market value and its restricted price, and the recapture note shall be secured by a recapture lien evidenced by a duly recorded mortgage on the unit.
- E. The affordability controls set forth in this article shall remain in effect despite the entry and enforcement of any judgment of foreclosure with respect to restricted ownership units.
- F. A restricted ownership unit shall be required to obtain a continuing certificate of occupancy or a certified statement from the Construction Official stating that the unit meets all code standards upon the first transfer of title that follows the expiration of the applicable minimum control period provided under N.J.A.C. 5:80-26.5(a), as may be amended and supplemented.

§ 245-2965. Price restrictions for restricted ownership units, homeowner association fees and resale prices.

Price restrictions for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.1, as may be amended and supplemented, including:

- A. The initial purchase price for a restricted ownership unit shall be approved by the administrative agent.
- B. The administrative agent shall approve all resale prices, in writing and in advance of the resale, to assure compliance with the foregoing standards.
- C. The method used to determine the condominium association fee amounts and special assessments shall be indistinguishable between the low- and moderate-income unit owners and the market unit owners.
- D. The owners of restricted ownership units may apply to the administrative agent to increase the maximum

sales price for the unit on the basis of capital improvements. Eligible capital improvements shall be those that render the unit suitable for a larger household or the addition of a bathroom.

§ 245-~~3066~~. Buyer income eligibility.

- A. Buyer income eligibility for restricted ownership units shall be in accordance with N.J.A.C. 5:80- 26.1, as may be amended and supplemented, such that low-income ownership units shall be reserved for households with a gross household income less than or equal to 50% of median income and moderate-income ownership units shall be reserved for households with a gross household income less than 80% of median income.
- B. The administrative agent shall certify a household as eligible for a restricted ownership unit when the household is a low-income household or a moderate-income household, as applicable to the unit, and the estimated monthly housing cost for the particular unit (including principal, interest, taxes, homeowner and private mortgage insurance and condominium or homeowner association fees, as applicable) does not exceed 33% of the household's certified monthly income.

§ 245-~~3467~~. Limitations on indebtedness secured by ownership unit; subordination.

- A. Prior to incurring any indebtedness to be secured by a restricted ownership unit, the administrative agent shall determine in writing that the proposed indebtedness complies with the provisions of this section.
- B. With the exception of original purchase money mortgages, during a control period neither an owner nor a lender shall at any time cause or permit the total indebtedness secured by a restricted ownership unit to exceed 95% of the maximum allowable resale price of that unit, as such price is determined by the administrative agent in accordance with N.J.A.C. 5:80-26.6(b).

§ 245-~~3268~~. Control periods for restricted rental units.

- A. Control periods for restricted rental units shall be in accordance with N.J.A.C. 5:80-26.11, as may be amended and supplemented, and each restricted rental unit shall remain subject to the requirements of this article until the Borough of Mountain Lakes elects to release the unit from such requirements pursuant to action taken in compliance with N.J.A.C. 5:80-26.1, as may be amended and supplemented, and prior to such an election, a restricted rental unit must remain subject to the requirements of N.J.A.C. 5:80-26.1, as may be amended and supplemented, for at least 30 years.
- B. Deeds of all real property that include restricted rental units shall contain deed restriction language. The deed restriction shall have priority over all mortgages on the property, and the deed restriction shall be filed by the developer or seller with the records office of the County of Morris. A copy of the filed document shall be provided to the administrative agent within 30 days of the receipt of a certificate of occupancy.
- C. A restricted rental unit shall remain subject to the affordability controls of this article, despite the occurrence of any of the following events:
 - (1) Sale or other voluntary transfer of the ownership of the unit; or
 - (2) The entry and enforcement of any judgment of foreclosure.

§ 245-~~3369~~. Price restrictions for rental units; leases.

- A. A written lease shall be required for all restricted rental units, except for units in an assisted living residence, and tenants shall be responsible for security deposits and the full amount of the rent as stated on the lease. A copy of the current lease for each restricted rental unit shall be provided to the administrative agent. Assignment and subletting shall not be permitted.
- B. No additional fees or charges shall be added to the approved rent (except, in the case of units in an

assisted living residence, to cover the customary charges for food and services) without the express written approval of the administrative agent.

- C. Application fees (including the charge for any credit check) shall not exceed 5% of the monthly rent of the applicable restricted unit and shall be payable to the administrative agent to be applied to the costs of administering the controls applicable to the unit as set forth in this article.

§ 245-~~3470~~. Tenant income eligibility.

- A. Tenant income eligibility shall be in accordance with N.J.A.C. 5:80-26.13, as may be amended and supplemented, and shall be determined as follows:
 - (1) Very-low-income rental units shall be reserved for households with a gross household income less than or equal to 30% of median income.
 - (2) Low-income rental units shall be reserved for household with a gross household income less than or equal to 50% of median income.
 - (3) Moderate-income rental units shall be reserved for households with a gross household income less than 80% of median income.
- B. The administrative agent shall certify a household as eligible for a restricted rental unit when the household is a very-low-income, low-income household or a moderate-income household, as applicable to the unit, and the rent proposed for the unit does not exceed 35% (40% for age- restricted units) of the household's eligible monthly income as determined pursuant to N.J.A.C. 5:80-26.16, as may be amended and supplemented; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:
 - (1) The household currently pays more than 35% (40% for households eligible for age- restricted units) of its gross household income for rent, and the proposed rent will reduce its housing costs;
 - (2) The household has consistently paid more than 35% (40% for households eligible for age- restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;
 - (3) The household is currently in substandard or overcrowded living conditions;
 - (4) The household documents the existence of assets with which the household proposes to supplement the rent payments; or
 - (5) The household documents proposed third-party assistance from an outside source such as a family member in a form acceptable to the administrative agent and the owner of the unit.
- C. The applicant shall file documentation sufficient to establish the existence of the circumstances in Subsection **B(1)** through **(5)** above with the administrative agent, who shall counsel the household on budgeting.

§ 245-~~3571~~. Municipal Housing Liaison.

- A. The position of Municipal Housing Liaison (MHL) for Mountain Lakes is established by this article. The MHL shall be appointed by duly adopted resolution of the Borough Council and be subject to the approval by the Superior Court.
- B. The MHL must be either a full-time or part-time employee of the Borough of Mountain Lakes.
- C. The Municipal Housing Liaison shall be approved by the Court and shall be duly qualified through a training program sponsored by Affordable Housing Professionals of New Jersey before assuming the duties of Municipal Housing Liaison.
- D. The Municipal Housing Liaison shall be responsible for oversight and administration of the affordable housing program for Mountain Lakes, including the following responsibilities which may not be contracted out to the administrative agent:

- (1) Serving as the municipality's primary point of contact for all inquiries from the state, affordable housing providers, administrative agents and interested households;
- (2) The implementation of the affirmative marketing plan and affordability controls.
- (3) When applicable, supervising any contracting administrative agent.
- (4) Monitoring the status of all restricted units in the Borough of Mountain Lakes' Fair Share Plan;
- (5) Compiling, verifying and submitting annual reports as required by the Superior Court;
- (6) Coordinating meetings with affordable housing providers and administrative agents, as applicable; and
- (7) Attending continuing education opportunities on affordability controls, compliance monitoring and affirmative marketing as offered or approved by the Superior Court.

§ 245-~~36~~72. Administrative agent.

- A. The Borough shall designate by resolution of the Borough Council, subject to the approval of the Superior Court, one or more administrative agents to administer newly constructed affordable units in accordance with N.J.A.C. 5:93 and UHAC.
- B. An operating manual shall be provided by the administrative agent(s) to be adopted by resolution of the governing body and subject to approval of the Superior Court. The operating manuals shall be available for public inspection in the Office of the Municipal Clerk and in the office(s) of the administrative agent(s).
- C. The administrative agent shall perform the duties and responsibilities of an administrative agent as are set forth in UHAC and which are described in full detail in the operating manual, including those set forth in N.J.A.C. 5:80-26.14, 16 and 18 thereof, which includes:
 - (1) Attending continuing education opportunities on affordability controls, compliance monitoring, and affirmative marketing as offered or approved by the Superior Court;
 - (2) Affirmative marketing;
 - (3) Household certification;
 - (4) Affordability controls;
 - (5) Records retention;
 - (6) Resale and rental;
 - (7) Processing requests from unit owners; and
 - (8) Enforcement, though the ultimate responsibility for retaining controls on the units rests with the municipality.
- D. The administrative agent shall have authority to take all actions necessary and appropriate to carry out its responsibilities, hereunder.

§ 245-~~37~~73. Affirmative marketing requirements.

- A. Mountain Lakes shall adopt by resolution an affirmative marketing plan, subject to approval of the Superior Court, compliant with N.J.A.C. 5:80-26.15, as may be amended and supplemented.
- B. The affirmative marketing plan is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, ancestry, marital or familial status, gender, affectional or sexual orientation, disability, age or number of children to housing units which are being marketed by a developer, sponsor or owner of affordable housing. The affirmative marketing plan is also intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs all marketing activities toward

COAH Housing Region 2 and covers the period of deed restriction.

- C. The affirmative marketing plan shall provide a regional preference for all households that live and/or work in COAH Housing Region 2 comprised of Essex, Morris, Union and Warren Counties.
- D. The administrative agent designated by Mountain Lakes shall assure the affirmative marketing of all affordable units consistent with the affirmative marketing plan for the municipality.
- E. In implementing the affirmative marketing plan, the administrative agent shall provide a list of counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.
- F. The affirmative marketing process for available affordable units shall begin at least four months prior to the expected date of occupancy.
- G. The costs of advertising and affirmative marketing of the affordable units shall be the responsibility of the developer, sponsor or owner, unless otherwise determined or agreed to by Mountain Lakes.
- H. Selection of occupants of affordable housing units.
 - (1) The administrative agent shall use a random selection process to select occupants of low- and moderate-income housing.
 - (2) A waiting list of all eligible candidates will be maintained in accordance with the provisions of N.J.A.C. 5:80-26 et seq.

§ 245-3874. Enforcement of affordable housing regulations.

- A. Upon the occurrence of a breach of any of the regulations governing the affordable unit by an owner, developer or tenant the municipality shall have all remedies provided at law or equity, including but not limited to foreclosure, tenant eviction, municipal fines, a requirement for household recertification, acceleration of all sums due under a mortgage, recoupment of any funds from a sale in the violation of the regulations, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.
- B. After providing written notice of a violation to an owner, developer or tenant of a low- or moderate-income unit and advising the owner, developer or tenant of the penalties for such violations, the municipality may take the following action against the owner, developer or tenant for any violation that remains uncured for a period of 60 days after service of the written notice:
 - (1) The municipality may file a court action pursuant to N.J.S.A. 2A:58-11 alleging a violation, or violations, of the regulations governing the affordable housing unit. If the owner, developer or tenant is found by the court to have violated any provision of the regulations governing affordable housing units the owner, developer or tenant shall be subject to one or more of the following penalties, at the discretion of the court:
 - (a) A fine of not more than \$500 or imprisonment for a period not to exceed 90 days, or both. Each and every day that the violation continues or exists shall be considered a separate and specific violation of these provisions and not as a continuing offense;
 - (b) In the case of an owner who has rented his or her low- or moderate-income unit in violation of the regulations governing affordable housing units, payment into the Mountain Lakes Affordable Housing Trust Fund of the gross amount of rent illegally collected;
 - (c) In the case of an owner who has rented his or her low- or moderate-income unit in violation of the regulations governing affordable housing units, payment of an innocent tenant's reasonable relocation costs, as determined by the court.
 - (2) The municipality may file a court action in the Superior Court seeking a judgment, which would result in the termination of the owner's equity or other interest in the unit, in the nature of a mortgage foreclosure. Any judgment shall be enforceable as if the same were a judgment of default of the

first purchase money mortgage and shall constitute a lien against the low- and moderate-income unit.

- C. Such judgment shall be enforceable, at the option of the municipality, by means of an execution sale by the Sheriff, at which time the low- and moderate-income unit of the violating owner shall be sold at a sale price which is not less than the amount necessary to fully satisfy and pay off any first purchase money mortgage and prior liens and the costs of the enforcement proceedings incurred by the municipality, including attorney's fees. The violating owner shall have the right to possession terminated as well as the title conveyed pursuant to the Sheriff's sale.
- D. The proceeds of the Sheriff's sale shall first be applied to satisfy the first purchase money mortgage lien and any prior liens upon the low- and moderate-income unit. The excess, if any, shall be applied to reimburse the municipality for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the municipality in full as aforesaid, the violating owner shall be personally responsible for and to the extent of such deficiency, in addition to any and all costs incurred by the municipality in connection with collecting such deficiency. In the event that a surplus remains after satisfying all of the above, such surplus, if any, shall be placed in escrow by the municipality for the owner and shall be held in such escrow for a maximum period of two years or until such earlier time as the owner shall make a claim with the municipality for such. Failure of the owner to claim such balance within the two-year period shall automatically result in a forfeiture of such balance to the municipality. Any interest accrued or earned on such balance while being held in escrow shall belong to and shall be paid to the municipality, whether such balance shall be paid to the owner or forfeited to the municipality.
- E. Foreclosure by the municipality due to violation of the regulations governing affordable housing units shall not extinguish the restrictions of the regulations governing affordable housing units as the same apply to the low- and moderate-income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the affordable housing unit. The owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the Sheriff's sale shall not be entitled to any right of redemption.
- F. If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the first purchase money mortgage and any prior liens, the municipality may acquire title to the low- and moderate-income unit by satisfying the first purchase money mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the first purchase money mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the maximum resale price for which the low- and moderate-income unit could have been sold under the terms of the regulations governing affordable housing units. This excess shall be treated in the same manner as the excess which would have been realized from an actual sale as previously described.
- G. Failure of the low- and moderate-income unit to be either sold at the Sheriff's sale or acquired by the municipality shall obligate the owner to accept an offer to purchase from any qualified purchaser which may be referred to the owner by the municipality, with such offer to purchase being equal to the maximum resale price of the low- and moderate-income unit as permitted by the regulations governing affordable housing units.
- H. The owner shall remain fully obligated, responsible and liable for complying with the terms and restrictions of governing affordable housing units until such time as title is conveyed from the owner.

Article ~~VXII~~. Affordable Accessory Apartments

~~{1} — Editor's Note: This article also repealed former Art. VII, Municipal Housing Liaison.~~

§ 245-~~3975~~. Applicability and purpose.

- A. Applicability. This article applies to the establishment of accessory apartments in the Borough, in any

Residential District and in the A Business District. Until passage of this article, only single-family housing has been allowed in Residential Districts.

- B. Purpose. It is the purpose of this program to help meet a portion of the Borough's fair share housing obligation and provide a realistic opportunity for the development of affordable housing through creation of up to five accessory apartments for occupancy by very-low-income, low-income, or moderate-income households.

§ 245-4076. Definitions.

Definitions pertaining to affordable housing not found below are the same as those definitions that appear in the rules and regulations adopted by the Council on Affordable Housing in N.J.A.C. 5:93-1 et seq. as used in this chapter.

APPLICANT

The person or persons applying to establish an accessory apartment in accordance with the provisions of this chapter.

CONTRIBUTING DWELLING

One of the dwellings covered under Borough Ordinance Chapter **40**, Article **VI**, Historic Preservation, that was constructed on or before December 31, 1938, is listed as "contributing buildings" within the Mountain Lakes Historic District in the National Register of Historic Places Registration Form for the Mountain Lakes Historic District, and has not been demolished; and such other structures as are designated as "contributing dwellings" by ordinance upon the recommendation of the Mountain Lakes Historic Preservation Committee or successor entities and the Planning Board.

§ 245-4177. Minimum standards.

- A. An accessory apartment shall be permitted in an existing structure on a property which is in conformity with the regulations of the zoning district in which it is located, including minimum required lot area, lot frontage, lot width, lot depth, maximum floor area ratio (FAR), maximum impervious lot coverage (ILC) and all setback and other bulk requirements. An accessory apartment shall also be permitted in a preexisting nonconforming property as long as it does not require an additional bulk variance.
- B. Creation of any accessory apartment shall require a building permit prior to construction of additions and/or alterations and issuance of a certificate of occupancy prior to signing a lease with a tenant.
- C. An accessory apartment shall be created within the existing footprint of the existing dwelling or the existing footprint of the existing accessory structure (e.g., detached garage). A new entry door, landing, or covered porch, dormers and modifications to the roof-lines that are architecturally consistent with the details, materials, windows, massing and scale of the existing structure shall be permitted. All additions shall comply with the bulk requirements of the zone.
- D. An accessory apartment may be created within an existing contributing dwelling and shall be eligible for bulk incentives as specified in the latest adopted version of the Borough Ordinance 40-47, "Establishing a Historic Preservation Committee and Establishing Special Zoning Requirements for Contributing Dwelling." Any accessory apartment provided within a contributing dwelling shall utilize the Historic Mountain Lakes Restoration and Renovation Handbook Design standards.
- E. Accessory apartments shall have living/sleeping space, cooking facilities, a kitchen sink, and complete sanitary facilities for the exclusive use of its occupants. The accessory apartment shall have a private entrance. The ceiling height for habitable spaces shall be no less than seven feet.
- F. The potable water supply and sewage disposal system for the accessory apartment shall be adequate as evidenced by approval of the Borough Water and Sewer Utility.
- G. The creation of an accessory apartment shall not create a nonconforming condition on the site regarding applicable zoning requirements. An accessory apartment that is detached from the principal dwelling

shall conform to all of the accessory building requirements of the zone.

- H. There shall be no more than one accessory apartment located on any lot unless the property is in the A Business Zone and has more than one preexisting apartment.
- I. Off-street parking shall be provided for the occupants of the affordable accessory apartment in conformance with Chapter 245: Zoning; Article ~~IV, Use Regulations; § 245-15(L), Supplementary Use Regulations VI, Off-street Parking and Loading~~, and shall be depicted on the submitted sketch or site plan.
- J. Any renovation relative to the creation of an accessory apartment shall be architecturally consistent with the appearance of other structures on the same site. Accessory apartments shall be designed to blend and harmonize with the existing exterior architectural design of the original dwelling unit using similar materials, colors and details. The present exterior architectural design of the original dwelling unit shall be maintained to preserve the residential character of the neighborhood. Any accessory apartment provided within a contributing dwelling shall utilize the Historic Mountain Lakes Restoration and Renovation Handbook design standards.
- K. Any dwelling unit created or designated as an accessory apartment pursuant to this section shall be and shall remain permanently accessory to the primary use of the property, and shall in no way confer upon the property owner any future rights to subdivide the existing lot.
- L. In the case of an accessory apartment created without proper permits, which the property owner desires to designate as an accessory apartment under this program, all of the requirements of this article and all requirements of the U.C.C. shall apply.
- M. Any existing code deficiencies in the portion of the building to be devoted to the accessory apartment unit shall be corrected, and the unit shall be brought up to code standard. The standard for evaluating any rehabilitation activity on an existing dwelling unit shall be N.J.A.C. 5:23-2.4 and 5:23-2.5.
- N. Any accessory apartment created within an existing dwelling or an accessory structure (e.g. if provided above a detached garage) shall be fire-separated vertically and/or horizontally from the existing structure in accordance with the New Jersey Uniform Construction Code Rehabilitation Subcode, N.J.A.C. 5:23-6 6(e)12.
- O. The owner shall agree to rent the accessory apartment unit only to a moderate- low- or very- low-income tenant.
- P. The owner shall agree that prior to the issuance of a certificate of occupancy for the initial tenant of the accessory apartment, there shall be a recorded deed or declaration of covenants and restrictions applied to the property running with the land that maintains the affordability of the accessory apartment for the minimum ten-year period. A sample deed restriction and/or loan agreement prepared by the Borough Attorney shall be supplied to the applicant.
- Q. The accessory apartments shall adhere to all current building code requirements of the latest adopted editions of the International Residential Code New Jersey Edition and the New Jersey Uniform Construction Code.

§ 245-~~4278~~. Affordability controls.

- A. Liens on property. An owner who receives financial assistance under the provisions of the accessory apartments program shall be required to place a lien on his or her property. The following requirement shall apply to such liens:
 - (1) The Borough shall be specified as the lienholder.
 - (2) The lien shall specify that the value of the lien equals the amount of the monetary benefits received by the applicant under the accessory apartments program.
 - (3) A record of the lien will be kept on the property tax record, in the County Clerk's files, in the

administrative agent's records, and notification to the tax collector with the deed and with the insurance policy, as required by this program.

- (4) The owner shall notify the administrative agent, in writing, of the intent to sell a property that has benefited from the accessory apartments program, if the accessory apartment is still under the affordability controls and restrictions required by this program.
 - (5) Each time the unit is rerented, the administrative agent will verify that the unit will continue to be occupied by a qualified moderate- low-income or very-low-income household and that the rent charged meets the affordability guidelines of the program.
 - (6) All properties shall be periodically checked for liens, and any suspected violations of the program shall be reported to the administrative agent for further investigation.
 - (7) At the termination of the affordability controls, the loan shall be forgiven and the lien shall be discharged by way of a notice of lien discharged filed with the County Clerk.
- B. Length of affordability. Owners who utilize the provisions of the accessory apartments program shall accept a deed restriction on the property. The deed restriction shall state that only a moderate, low income, or very-low-income tenant, as determined by the administrative agent, shall occupy the accessory apartment unit. The deed restriction shall be recorded with the County Clerk, and a copy of the recorded deed shall be forwarded to the administrative agent. The deed restriction shall go into effect as soon as a certificate of occupancy has been issued and shall apply for a period of at least 10 years.
- C. Pricing.
- (1) Gross rents, including a utility allowance consistent with the utility allowance approved by HUD for use in New Jersey, shall be set so as not to exceed 30% of the gross monthly income for the appropriate household size and income level. Maximum rents for each household size and income level shall be calculated based on the regional weighted average of the current uncapped Section 8 income limits published by HUD.
 - (2) Rents of accessory apartments shall be affordable to very-low, low-, or moderate-income households as per the FHA, COAH or its successor agency, and UHAC regulations.
 - (3) Annual indexed increases. The rents of the accessory apartment units may be increased annually in accordance with N.J.A.C. 5:93-9.15.

§ 245-4379. Program compliance.

- A. The Borough shall designate an administrative agent to administer the accessory apartments program. The administration agent's responsibilities shall include advertising the accessory apartments, income qualifying prospective renters, setting rents and annual rent increases, maintaining a waiting list, distributing subsidies as applicable, securing certificates of occupancy, qualifying properties, handling application forms, filing deed restrictions, monitoring reports, and affirmatively marketing the affordable accessory apartment program in accordance with the UHAC.
- B. The administrative agent shall only deny an application for an accessory apartment if the project is not in conformance with the requirements N.J.A.C. 5:93-1 et seq., and/or the provisions of this article. All denials shall be in writing with the reasons clearly stated.
- C. Violations, defaults, and remedies. In the event of a threatened breach of any of the regulations governing the affordable unit by an owner of an accessory apartment, the administrative agent shall have all the remedies provided at law or equity, including the right to seek injunctive relief or specific performance, it being recognized by both parties that it will cause irreparable harm to the municipality, in light of the public policies set forth in the Fair Housing Act and the obligation for the provision of very-low-, low- and moderate-income housing.

| **§ 245-~~44~~80. Sunset clause.**

The provisions of this article permitting accessory apartments shall become null and void, having no further force or effect, upon the issuance of a certificate of occupancy for the fifth accessory apartment within the Borough of Mountain Lakes. The administrative provisions shall remain in full force and effect until the last deed restriction expires.

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 159-23

“RESOLUTION AUTHORIZING THE PAYMENT OF BILLS”

WHEREAS, the Borough Manager has reviewed and approved purchase orders requested by the Department Heads; and

WHEREAS, the Finance Office has certified that funds are available in the proper account; and

WHEREAS, the Borough Treasurer has approved payment, upon certification from the Borough Department Heads that the goods and/or services have been rendered to the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the current bills, dated August 28, 2023 and on file and available for public inspection in the Office of the Treasurer and approved by him for payment, be paid.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on August 28, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 08/28/2023 For bills from 08/11/2023 to 08/24/2023

Check#	Vendor	Description	Payment	Check Total
22559	124 - AC DAUGHTRY, INC.	PO 27473 S & R - EQUIPMENT & TOOLS	175.00	175.00
22560	4335 - AC OCEAN WALK, LLC	PO 27266 2023 LEAGUE OF MUNICIPALITIES HOTEL RESE	332.00	332.00
22561	206 - ALLEN PAPER & SUPPLY CO.	PO 27361 DPW / BOROUGH HALL - DEPARTMENT SUPPLIES	402.60	402.60
22562	196 - ALLIED OIL	PO 27094 DPW - UNLEADED FUEL - NJ STATE CONTRACT	2,945.83	2,945.83
22563	3861 - AMAZON CAPITAL SERVICES	PO 27382 POLICE: ORDER# 112-5063631-7057028	58.58	58.58
22564	189 - ANCHOR ACE HARDWARE	PO 26545 DPW - DEPARTMENT SUPPLIES - BLANKET	7.99	
		PO 26762 RECREATION - DEPARTMENT SUPPLIES - BLANK	7.99	
		PO 26817 BH: RENOVATIONS - SUPPLIES BLANKET	9.99	
		PO 27129 DPW / WATER DEPT - DEPARTMENT SUPPLIES -	69.55	
		PO 27129 DPW / WATER DEPT - DEPARTMENT SUPPLIES -	62.86	
		PO 27479 RECREATION - DEPARTMENT SUPPLIES - BLANK	47.08	205.46
22565	102 - ANDERSON & DENZLER ASSOC., INC	PO 27507 JULY 2023 PROFESSIONAL SERVICES	179.25	
		PO 27507 JULY 2023 PROFESSIONAL SERVICES	1,903.13	
		PO 27507 JULY 2023 PROFESSIONAL SERVICES	1,344.38	
		PO 27507 JULY 2023 PROFESSIONAL SERVICES	268.88	3,695.64
22566	3571 - ANN PURCELL - PETTY CASH	PO 27496 AUGUST 2023 - REIMBURSE PETTY CASH	36.34	36.34
22567	4375 - ARCO CONSTRUCTION, INC	PO 27353 BH RENO: WINDOW MATERIALS	5,100.00	5,100.00
22568	3957 - ATLANTIC COAST RECYLING, LLC	PO 27174 RECYCLING COSTS - 2023 - BLANKET	2,305.76	2,305.76
22569	4368 - BUY WISE AUTO PARTS, INC.	PO 27210 POLICE - VEHICLE REPAIRS	263.32	263.32
22570	2742 - CAESARS' ATLANTIC CITY	PO 27327 2023 LEAGUE OF MUNICIPALITIES - STEVE GL	483.00	483.00
22571	455 - CONDURSOS GARDEN CENTER	PO 26865 BUILDINGS & GROUNDS - BOROUGH APPEARANCE	280.00	280.00
22572	1481 - CORE & MAIN, LP	PO 24354 FURNISH & INSTALL WATER METERS - RESO# 1	49,399.50	49,399.50
22573	576 - DAVE'S TIRE, LLC	PO 27384 DPW - VEHICLE REPAIR	884.00	884.00
22574	652 - DOVER BRAKE AND CLUTCH CO. INC	PO 27291 DPW- EQUIPMENT REPAIR - BLANKET	42.30	42.30
22575	4472 - DPK CONSULTING, LLC	PO 27295 ADDENDUM PROPOSAL #1	2,250.00	2,250.00
22576	4505 - ENCLAVE AT MOUNTAIN LAKES CONDO ASSOC.	PO 27494 REIMBURSEMENT FOR STORM COSTS	627.54	627.54
22577	4215 - ENGINEERED AIR SOLUTIONS, LLC	PO 27366 BH RENO - MATERIALS	1,375.00	1,375.00
22578	4061 - EXTECH BUILDING MATERIALS	PO 27466 BH: RENOVATIONS -	10.98	10.98
22579	4125 - FELDMAN BROTHERS ELECTRICAL SUPPLY	PO 27468 BH: RENOVATIONS - ELECTRICAL SUPPLIES	1,056.82	
		PO 27513 BH: RENOVATIONS - ELECTRICAL SUPPLIES	1,297.80	2,354.62
22580	1170 - FERGUSON ENTERPRISES #501	PO 25984 BH: RENOVATIONS - PLUMBING SUPPLIES BLAN	63.55	
		PO 26947 DPW: BATHROOM RENOVATION	99.30	
		PO 27512 BH: RENOVATIONS - PLUMBING SUPPLIES	358.42	521.27
22581	3109 - FERRIERO ENGINEERING, INC	PO 27470 ENGINEERING SERVICES - PAST DUES 2020 &	128.50	
		PO 27470 ENGINEERING SERVICES - PAST DUES 2020 &	11,708.63	11,837.13
22582	2517 - FF1 FIREFIGHTER ONE, LLC	PO 27388 FIRE DEPT: REPAIRS	146.80	146.80
22583	4459 - FIELDTURF USA, INC	PO 26842 TENNIS COURT PROJECT - COOP: ESCNJ/AEPA-	113,954.40	113,954.40
22584	3993 - FSC LEAK DETECTION	PO 27474 WATER DEPT - ANNUAL LEAK SURVEY 2023	1,050.00	1,050.00
22585	4514 - GALLS, LLC	PO 27358 POLICE: CROSSING GUARD EQUIPMENT	201.33	201.33
22586	653 - GANNET NEW JERSEY NEWSPAPERS	PO 26527 PLANNING/ZONING - 2023 ADVERTISING - BLA	19.11	
		PO 27023 CLERK - 2023 ADVERTISING - BLANKET	200.16	219.27
22587	876 - GARDEN STATE LABORATORIES, INC	PO 26973 WATER DEPARTMENT - 2023 TREATMENT OF WEL	750.00	750.00
22588	2356 - GEAR WASH	PO 27412 FIRE DEPT: CLEANING/REPAIRS	635.00	635.00
22589	826 - GENERAL PLUMBING SUPPLY, INC	PO 27500 DPW BATHROOM RENOVATION	1,333.80	1,333.80
22590	3992 - HARD ROCK HOTEL & CASINO	PO 27272 2023 LEAGUE OF MUNICIPALITIES HOTEL RESE	1,176.00	1,176.00
22591	4209 - HUNTER CARRIER SERVICES	PO 27055 ADMIN: 2023 PHONES - ACCT BOML- BLANKET	1,004.98	1,004.98
22592	3817 - IL TORRENTE PIZZA	PO 26285 DPW - MEALS - BLANKET	43.80	
		PO 27457 DPW - MEALS - BLANKET	115.72	159.52
22593	3639 - IWOROQ SYSTEMS, INC.	PO 27465 INTERNET MGMT & SUPPORT - SEPT 2023 - AU	400.00	
		PO 27465 INTERNET MGMT & SUPPORT - SEPT 2023 - AU	400.00	
		PO 27465 INTERNET MGMT & SUPPORT - SEPT 2023 - AU	400.00	1,200.00
22594	801 - JAMES ZYLSTRA ENTERPRISES, INC.	PO 27506 BH: RENOVATIONS - HANDRAILS	1,080.00	1,080.00
22595	859 - JCP&L	PO 27497 MASTER ACCT#200 000 574 000/ BILL DATE:	67.98	
		PO 27498 M/A #200 000 020 764: BILL DATE: AUGUST	258.01	
		PO 27502 MAST ACCT# 200 000 021 275 / BILL DATE:	5,093.57	5,419.56
22596	859 - JCP&L	PO 27503 M/A #200 000 054 011/ BILL DATE: AUGUST	791.02	
		PO 27504 ACCT#100 076 421 971/ BILL PRD: 7/07 - 8	170.82	961.84
22597	1090 - KENVIL POWER MOWER	PO 27357 DPW - EQUIPMENT REPAIR	161.94	
		PO 27385 DPW - EQUIPMENT REPAIRS	267.98	
		PO 27446 DPW - EQUIPMENT REPAIRS	119.98	549.90
22598	4231 - KUIKEN BROTHERS COMPANY	PO 27372 BH RENO: MATERIALS	3,115.17	
		PO 27514 BH: RENOVATIONS - CEILINGS	417.10	3,532.27
22599	4326 - LEGACY OF MTN LAKES CONDO ASSOC. INC	PO 27493 STREET LIGHTING REIMBURSEMENT	1,561.45	1,561.45
22600	3093 - LEXIPOL	PO 27435 POLICE: ONLINE TRG TRAINING	2,901.84	2,901.84
22601	4529 - MAG ELECTRIC AND LIGHTING DESIGN, LLC	PO 27436 METERLESS SERVICING FOR WATER METER READ	1,985.00	1,985.00
22602	2790 - MC PUBLIC SAFETY TRAINING ACADEMY	PO 27399 FIRE DEPT: TRAINING	500.00	500.00
22603	1338 - MGL PRINTING SOLUTIONS, LLC	PO 27036 ADMIN: WINDOW ENVELOPES	261.50	
		PO 27252 CLERK: 2024 DOG/CAT LICENSES	452.00	
		PO 27394 ADMIN: NON-WINDOW ENVELOPES - PFOA / ADM	259.00	

List of Bills - CLAIMS/CLEARING CHECKING ACCOUNT

Meeting Date: 08/28/2023 For bills from 08/11/2023 to 08/24/2023

Check#	Vendor	Description	Payment	Check Total
22604	4516 - MILLER ENERGY CO	PO 27394 ADMIN: NON-WINDOW ENVELOPES - PFOA / ADM	259.00	1,231.50
22605	2534 - MORRIS COUNTY OVERHEAD DOOR COMPANY	PO 27338 WATER DEPARTMENT - WELL REPAIRS	2,491.89	2,491.89
22606	1295 - MORRIS CTY MUNICIPAL UTILITIES	PO 27495 FIRE DEPT LSOS DOOR REPAIRS	600.00	600.00
22607	1316 - MOST DEPENDABLE FOUNTAINS, INC	PO 26968 SOLID WASTE DISPOSAL - BLANKET	15,076.89	15,076.89
22608	4196 - MOUNTAIN LAKES REALTY, LLC	PO 27430 PARKS & PLAYGROUNDS - EQUIPMENT MAINTENA	101.00	101.00
22609	1394 - MTN. LAKES PUBLIC LIBRARY	PO 27477 BH: SEPT 2023 LEASE PAYMENTS FOR TEMP BO	2,575.00	2,575.00
22610	1472 - MURPHY MCKEON P.C.	PO 26924 JUNE - DEC 2023 MTN LAKES PUBLIC LIBRARY	30,936.25	30,936.25
		PO 26891 2023 LEGAL/ RETAINER FEES - BLANKET	4,166.66	
		PO 27486 JULY 2023 LEGAL SERVICES - TAX APPEALS	1,875.00	6,041.66
22611	4235 - NET2PHONE, INC.	PO 26391 2023 DEDICATED EFAX LINE - ACCT# 954962	32.67	32.67
22612	479 - NEW JERSEY HILLS MEDIA GROUP	PO 26671 ZBOA/PLANNING BRD - ACCT# 010902 - 2023	34.31	34.31
22613	1553 - NEW JERSEY NATURAL GAS	PO 27488 JULY - AUG 2023 SERVICE	552.44	552.44
22614	4168 - NEW JERSEY RECREATION & PARK ASSOC.	PO 27462 RECREATION: 2023 MEMBERSHIP	155.00	155.00
22615	2595 - NORTH JERSEY MUNICIPAL EMPLOYEE	PO 27004 2023 DENTAL PREMIUMS - GROUP 1624 - MAY	2,919.00	2,919.00
22616	3659 - OPTIMUM	PO 26933 2023 BORO TRAILER INTERNET SERVICES ACCT	165.49	165.49
22617	3113 - PHILLIPS PREISS GRYGIEL LEHENY HUGH	PO 25624 2022 PROFESSIONAL SERVICE CONTRACT - BLA	950.00	950.00
22618	4143 - PITNEY BOWES GLOBAL FINANCIAL	PO 27487 POSTAGE MACHINE 2023 LEASE - ACCT# 33129	448.05	448.05
22619	3624 - PREMIERE OUTDOOR MOVIES	PO 27449 AUGUST 2023 - OUTDOOR MOVIE ON THE BEACH	451.22	451.22
22620	1787 - R & J CONTROL, INC.	PO 26411 DPW / WATER TOWER - FACILITIES MAINTENAN	175.00	175.00
22621	1734 - READYREFRESH BY NESTLE	PO 26911 2023 BLANKET (2) - ACCT# 0016496903	120.01	120.01
22622	3990 - RICH TREE SERVICE, INC.	PO 27152 SHADE TREE COMMISSION - TREE REMOVAL	5,500.00	
		PO 27342 SHADE TREE COMMISSION - TREE REMOVAL	3,725.00	9,225.00
22623	4266 - SAMSON METAL SERVICE	PO 27333 BH RENO: MATERIALS - FORMED CHANNELS	684.15	684.15
22624	4254 - SCHIFANO CONSTRUCTION CORP.	PO 27048 2023 CO-OP PAVING PROJECT - MCCPC CONTRA	127,329.13	127,329.13
22625	3205 - SECURITY SHREDDING	PO 27491 2023 SHREDDING SERVICES - BLANKET	65.00	65.00
22626	1837 - SHERATON ATLANTIC CITY	PO 27264 2023 LEAGUE OF MUNICIPALITIES HOTEL RESE	288.00	288.00
22627	1994 - SHERWIN-WILLIAMS COMPANY	PO 27463 BH: RENOVATIONS - PAINTING/SUPPLIES	3,092.17	3,092.17
22628	2774 - STAPLES CONTRACT & COMMERCIAL, LLC	PO 27437 ADMIN: ORDER# 7613111340	101.60	
		PO 27437 ADMIN: ORDER# 7613111340	15.96	117.56
22629	4037 - STUDIO E DESIGN, LLC	PO 27469 BH: RENOVATIONS- FLOORS/CHEMICALS	6,360.00	6,360.00
22630	1981 - SUBURBAN DISPOSAL, INC	PO 27126 SOLID WASTE / RECYCLING COLLECTION 202	67,666.66	
		PO 27324 SOLID WASTE - DPW YARD DUMPSTER SERVICE	700.00	68,366.66
22631	4191 - TRANSUNION RISK & ALTERNATIVE	PO 27434 POLICE;:RISK MGNMENT	75.00	75.00
22632	4523 - TRITON TRAINING GROUP	PO 27393 POLICE: POLICE TRAINING - JASON DIMICK	450.00	450.00
22633	2074 - TROPICANA CASINO & HOTEL	PO 27267 2023 LEAGUE OF MUNICIPALITIES HOTEL RESE	384.00	384.00
22634	1736 - TWP OF PARSIPPANY - TROY HILLS	PO 26949 2023 SEWER MAINTENANCE CHARGES - BLANKET	37,397.05	37,397.05
22635	2977 - UGI ENERGY SERVICES, INC.	PO 27516 CUST# J0001077, 1078, 1079 - MOUNTAIN LA	14.12	14.12
22636	1062 - UNITED SITE SERVICES	PO 26363 DPW BATHROOM RENOVATION	87.50	
		PO 26961 PORTA JOHNS - 2023 MAY-DEC - CUST ID# 1	494.75	
		PO 27515 BH: 2023 PORTAJOHNS / TEMP FENCING - SIT	301.00	883.25
22637	2749 - VERIZON	PO 26881 2023 INTERNET SVC: A/C# 853-478-043-0001	52.33	
		PO 26881 2023 INTERNET SVC: A/C# 853-478-043-0001	37.33	126.99
		PO 26881 2023 INTERNET SVC: A/C# 853-478-043-0001	37.33	126.99
22638	4480 - VERIZON	PO 27489 PD: 2023 INTERNET SERVICES: ACCT 357-156	139.00	139.00
22639	4481 - VERIZON	PO 27490 DPW: 2023 INTERNET SERVICES ACCT# 457-15	28.71	
		PO 27490 DPW: 2023 INTERNET SERVICES ACCT# 457-15	41.58	
		PO 27490 DPW: 2023 INTERNET SERVICES ACCT# 457-15	28.71	99.00
22640	2135 - VERIZON WIRELESS	PO 27475 ACCT# 882388054-00001 / JULY 05 - AUG 04	726.49	726.49
22641	2186 - W.E. TIMMERMAN CO., INC	PO 27376 DPW - EQUIPMENT REPAIR	1,677.43	1,677.43
22642	4489 - WALLINGTON PLUMBING & HEATING SUPPLY CO.	PO 27276 BH: RENOVATONS - HVAC BLANKET	172.89	172.89
TOTAL				548,639.10

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	GENERAL ADMIN - OTHER EXPENSE	1,354.31			
01-201-20-110-020	MAYOR & COUNCIL - OTHER EXP'S	332.00			
01-201-20-120-020	MUNICIPAL CLERK - OTHER EXP'S	584.16			
01-201-20-140-020	COMPUTER SERVICES	756.82			
01-201-20-155-020	LEGAL SERVICES - OTHER EXPENSE	6,041.66			
01-201-20-165-020	ENGINEERING SERVICES	1,903.13			
01-201-21-180-020	PLANNING BOARD - OTHER EXPENSE	18.22			
01-201-21-185-020	BD OF ADJUST - OTHER EXPENSES	35.20			
01-201-22-195-020	UNIFORM CONST - OTHER EXPENSES	483.00			
01-201-23-220-020	GROUP INSURANCE PLANS-EMPLOYEE	2,919.00			
01-201-25-240-020	POLICE DEPT - OTHER EXPENSES	4,210.73			

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-25-255-020	FIRE DEPT - OTHER EXPENSES	1,281.80			
01-201-26-290-020	STREETS & ROADS - OTHER EXP.	3,592.78			
01-201-26-300-020	SHADE TREE COMMISSION - O/E	9,225.00			
01-201-26-305-020	SOLID WASTE - OTHER EXPENSES	85,328.56			
01-201-26-306-020	Recycling Tax	420.75			
01-201-26-310-020	BLDG & GROUNDS - MUNIC BLDG	1,289.41			
01-201-26-315-020	VEHICLE REPAIRS & MAINTENANCE	1,147.32			
01-201-27-335-020	ENVIRONMENTAL COMM - OTHER EXP	8.56			
01-201-28-370-020	PARKS & PLAYGROUNDS OTHER EXP.	762.29			
01-201-28-375-020	MAINT OF PARKS (BEACHES/LAKES)	494.75			
01-201-29-390-020	AID TO PUBLIC LIBRARY	30,936.25			
01-201-31-435-020	ELECTRICITY - ALL DEPARTMENTS	1,219.85			
01-201-31-437-020	NATURAL GAS	566.56			
01-201-31-440-020	TELECOMMUNICATIONS	1,764.14			
01-201-31-447-020	PETROLEUM PRODUCTS	2,945.83			
01-203-20-100-020	(2022) GENERAL ADMIN - OTHER EXPENSE		2,188.99		
01-203-21-185-020	(2022) BD OF ADJUST - OTHER EXPENSES		950.00		
01-203-25-240-020	(2022) POLICE DEPT - OTHER EXPENSES		75.00		
01-203-28-375-020	(2022) MAINT OF PARKS (BEACHES/LAKES)		128.50		
01-260-05-100	DUE TO CLEARING			0.00	162,964.57
TOTALS FOR	Current Fund	159,622.08	3,342.49	0.00	162,964.57
04-215-55-985-000	2019 CAPITAL ORDINANCE 2-19			11,531.31	
04-215-55-989-000	2020 CAPITAL ORD. 8-20 BORO HALL RENOV.			27,070.04	
04-215-55-991-000	2021 CAPITAL ORDINANCE 10-21			51,561.82	
04-215-55-992-000	2022 CAPITAL ORDINANCE 2-22			66,213.00	
04-215-55-994-000	2023 CAPITAL ORDINANCE 2-23			49,262.00	
04-215-55-996-000	2023 CAPITAL ORDINANCE 8-23			129,848.01	
04-260-05-100	DUE TO CLEARING			0.00	335,486.18
TOTALS FOR	General Capital	0.00	0.00	335,486.18	335,486.18
05-201-55-520-520	Water Operating - Other Expenses	11,626.03			
05-260-05-100	DUE TO CLEARING			0.00	11,626.03
TOTALS FOR	Water Operating	11,626.03	0.00	0.00	11,626.03
07-201-55-520-520	Sewer Operating - Other Expenses	38,110.32			
07-260-05-100	DUE TO CLEARING			0.00	38,110.32
TOTALS FOR	Sewer Operating	38,110.32	0.00	0.00	38,110.32
13-260-05-100	DUE TO CLEARING			0.00	452.00
13-286-56-000-000	RESERVE - ANIMAL LICENSE FUND			452.00	
TOTALS FOR	Animal Trust	0.00	0.00	452.00	452.00

Total to be paid from Fund 01 Current Fund 162,964.57
 Total to be paid from Fund 04 General Capital 335,486.18
 Total to be paid from Fund 05 Water Operating 11,626.03
 Total to be paid from Fund 07 Sewer Operating 38,110.32
 Total to be paid from Fund 13 Animal Trust 452.00

 548,639.10

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223328

List of Bills - (1710101001002) Escrow - Developers - Checking Developer's Escrow

Meeting Date: 08/28/2023 For bills from 08/11/2023 to 08/24/2023

Check#	Vendor	Description	Payment	Check Total
5369	102 - ANDERSON & DENZLER ASSOC., INC	PO 27464 MAY/JULY 2023 PROFESSIONAL SERVICES - ES	1,927.71	1,927.71
5370	4484 - JAMIENNE CAHALANE	PO 27346 REFUND OF ESCROW	1,423.40	1,423.40
5371	4208 - MENARD CONSTRUCTION/35 POLLARD RD	PO 27340 REFUND OF ESCROW	2,000.00	2,000.00
5372	3113 - PHILLIPS PREISS GRYGIEL LEHENY HUGH	PO 27467 JULY 2023 PROFESSIONAL SERVICES - ESCROW	320.00	320.00
5373	4518 - SUN VALLEY SERVICES	PO 27344 REFUND OF ESCROW	396.84	396.84
TOTAL				6,067.95

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
17-101-01-001-002	Escrow - Developers - Checking			0.00	6,067.95
17-500-00-050-306	Jamienne Cahalane			1,423.40	
17-500-00-091-301	35 POLLARD RD-8 RAINBOW TR PERFORM BOND			2,000.00	
17-500-00-091-318	RINGO SUPPLY - SUN VALLEY SERVICES			396.84	
17-500-00-091-320	CORVELLI SERVICES LLC			774.73	
17-500-00-091-404	HIGHVIEW HOMES LLC INSPECTION FEE ESCROW			491.85	
17-500-00-091-413	NOUVELLE, LLC - INSPECTON FEES			346.55	
17-500-00-091-414	ST. PETERS EPISCOPAL CHURCH			179.25	
17-500-00-091-418	PULTE HOMES - ENCLAVE SITE INSPEC.			455.33	
TOTALS FOR	Developer's Escrow	0.00	0.00	6,067.95	6,067.95

Total to be paid from Fund 17 Developer's Escrow

6,067.95

6,067.95

**List of Bills - (3310101001001) CASH - RECREATION
Recreation Trust**

Meeting Date: 08/28/2023 For bills from 08/11/2023 to 08/24/2023

Check#	Vendor	Description	Payment	Check Total
5576	4532 - ANTHONY M CORIGLIANO	PO 27484 2023 - SUMMER WRESTLING OFFICAL	80.00	80.00
5577	3650 - CARA FOX	PO 27391 RECREATION: REIMBURSEMENT	25.38	25.38
5578	4530 - CHRISTOPHER LAZZARA	PO 27482 2023 CAMP - DJ	250.00	250.00
5579	765 - FIRST STUDENT, INC	PO 27481 2023 TEEN CAMP BUSING	28,375.00	28,375.00
5580	1177 - LAKELAND TRACK AND FIELD	PO 27476 2023 CROSS COUNTRY DUES	730.00	730.00
5581	4531 - PAUL W. BONGIORNO	PO 27483 2023 - SUMMER WRESTLING	150.00	150.00
TOTAL				29,610.38

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
33-101-01-001-001	CASH - RECREATION			0.00	29,610.38
33-600-00-090-000	Recreation Trust Reserves			29,610.38	
TOTALS FOR	Recreation Trust	0.00	0.00	29,610.38	29,610.38

Total to be paid from Fund 33 Recreation Trust
 29,610.38
 =====
 29,610.38

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 160-23

**“RESOLUTION APPROVING THE PERSON-TO-PERSON TRANSFER OF LIQUOR LICENSE #1425-44-001-015 FROM
MOUNTAIN LAKES WINE & LIQUOR LLC TO KRISHNA WINE & LIQUOR INC”**

WHEREAS, an application has been filed for a Person-to-Person Transfer of Plenary Retail Distribution License Number 1425-44-001-015, heretofore issued to Mountain Lakes Wine & Liquor LLC for premises located at 5 Romaine Road, Mountain Lakes, New Jersey 07046; and

WHEREAS, the submitted application form is complete in all respects, the transfer fees have been paid, and the license has been properly renewed for the current license term; and

WHEREAS, the applicant, Krishna Wine & Liqor Inc, (the “Applicant”) is qualified to be licensed according to all standards established by Title 33 of the New Jersey Statutes, regulations promulgated thereunder, as well as pertinent local ordinances and conditions consistent with Title 33; and

WHEREAS, the Applicant has disclosed and the issuing authority reviewed the source of all funds used in the purchase of the license and the licensed business and all additional financing obtained in connection with the license business.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey does hereby approve, effective August 28, 2023, the transfer of the aforesaid Plenary Retail Distribution License to Krishna Wine & Liquor Inc, and does hereby direct the Municipal Clerk to endorse the license certificate to the new ownership as follows: “This license, subject to all its terms and conditions, is hereby transferred to Khrishna Wine & Liquor Inc effective August 28, 2023.”

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on August 28, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 161-23

**“RESOLUTION ACKNOWLEDGING THE EASEMENT AND
DEED RESTRICTION FOR AFFORDABLE HOUSING – GFM PROPERTIES, LLC LOCATED AT 376 BLOOMFIELD
AVENUE/ROUTE 46 IN THE BOROUGH OF MOUNTAIN LAKES”**

WHEREAS, GFM Properties, Inc. the owner of 376 Bloomfield Avenue/Route 46 in Mountain Lakes agreed to deed restrict its property for affordable housing and has presented the Borough of Mountain Lakes with a deed to the New Jersey Department of Community Affairs Division of Housing and Community Resources National Housing Trust Fund containing a deed restriction entitled “Deed of Easement and Restrictive Covenants” which has been recorded in the Office of the Morris County Clerk on March 9, 2023 in Deed Book 24574 at Page 1826; and

WHEREAS, the Borough Attorney and the Borough Housing Administrator have reviewed the deed and have found same to be acceptable as to form and description; and

WHEREAS, the Borough wishes to acknowledge that the filing of this deed satisfies the requirement for inclusion of the units on the site in the Borough affordable housing plan as affordable housing units.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that the deed entitled “Deed of Easement and Restrictive Covenants” for affordable housing units located at 376 Bloomfield Avenue in the Borough of Mountain Lakes, is hereby accepted in satisfaction of the requirement to deed restrict the units built on the property for regulated affordable housing.

This Resolution shall take effect immediately.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on August 28, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS**

RESOLUTION 162-23

“CHANGE IN CUSTODIAN OF PETTY CASH FUND”

WHEREAS, Ann Purcell was custodian of the Administration Department Petty Cash Fund, and

WHEREAS, in accordance with N.J.S.A. 40:5-21, the Borough of Mountain Lakes is changing custodians to Anne Stusnick; and

WHEREAS, Anne Stusnick is bonded in the amount of \$50,000 by virtue of a surety bond.

NOW THEREFORE, BE IT RESOLVED, that the Borough of Mountain Lakes, County of Morris hereby authorizes such action effective 9/1/23, and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on August 28, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 163-23

“RESOLUTION APPOINTING TAX SEARCH OFFICER”

WHEREAS, N.J.S.A. 54:5-11 requires the governing body to designate, by resolution, a bonded official of the municipality to make examinations of its records as to unpaid municipal liens and to certify the result thereof.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that **Anne Stusnick** is hereby appointed to the position of Tax Search Officer until such time a resolution stating otherwise is adopted.

BE IT FINALLY RESOLVED that a certified copy of this resolution is forwarded to the Tax Search Officer.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on August 28, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 164-23

“RESOLUTION AUTHORIZING CANCELLATION OF REFUNDS AND DELINQUENCIES UNDER \$10.00”

WHEREAS, N.J.S.A. 40A:17.1 allows for the cancellation of property tax refunds or delinquent amounts in the amount less than \$10.00; and

WHEREAS, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax delinquencies or overpayments of \$10.00 or less.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Mountain Lakes, County of Morris, State of New Jersey, that Anne Stusnick is authorized to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of the Resolution shall be forwarded to the Tax Collector and Borough Auditor.

XX

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on August 28, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						

**BOROUGH OF MOUNTAIN LAKES
COUNTY OF MORRIS, NJ**

RESOLUTION 165-23

**“RESOLUTION AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$3,347,676 BOND ANTICIPATION
NOTES OF THE BOROUGH OF MOUNTAIN LAKES, IN THE COUNTY OF MORRIS, NEW JERSEY”**

BE IT RESOLVED by the Borough Council of the Borough of Mountain Lakes, in the County of Morris, New Jersey, as follows:

Section 1. Pursuant to a bond ordinance of the Borough of Mountain Lakes (the “Borough”) entitled: “Bond ordinance appropriating \$1,293,572, and authorizing the issuance of \$992,724 bonds or notes of the Borough, for various improvements or purposes authorized to be undertaken by the Borough of Mountain Lakes, in the County of Morris, New Jersey”, finally adopted on April 25, 2022 (#2-22), bond anticipation notes of the Borough in a principal amount not exceeding \$992,724 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any bond anticipation notes heretofore issued therefor.

Section 2. Pursuant to a bond ordinance of the Borough entitled: “Bond ordinance appropriating \$1,654,486, and authorizing the issuance of \$1,203,202 bonds or notes of the Borough, for various improvements or purposes authorized to be undertaken by the Borough of Mountain Lakes, in the County of Morris, New Jersey”, finally adopted on April 10, 2023 (#8-23), bond anticipation notes of the Borough in a principal amount not exceeding \$553,202 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any bond anticipation notes heretofore issued therefor.

Section 3. Pursuant to a bond ordinance of the Borough entitled: “Bond ordinance making a supplemental appropriation of \$850,000 for the improvement of the Sunset Lake Dam in and by the Borough heretofore authorized to be undertaken by the Borough of Mountain Lakes, in the County of

Morris, New Jersey, and authorizing the issuance of \$809,000 bonds or notes of the Borough for financing such supplemental appropriation”, finally adopted on July 24, 2023 (#12-23), bond anticipation notes of the Borough in a principal amount not exceeding \$809,000 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any bond anticipation notes heretofore issued therefor.

Section 4. Pursuant to a bond ordinance of the Borough entitled: “Bond ordinance making a supplemental appropriation of \$1,045,000 for the improvement of the Municipal Building in and by the Borough heretofore authorized to be undertaken by the Borough of Mountain Lakes, in the County of Morris, New Jersey, and authorizing the issuance of \$992,750 bonds or notes of the Borough for financing such supplemental appropriation”, finally adopted on August 28, 2023 (#13-23), bond anticipation notes of the Borough in a principal amount not exceeding \$992,750 shall be issued for the purpose of temporarily financing the improvement or purpose described in Section 3 of said bond ordinance, including (to any extent necessary) the renewal of any bond anticipation notes heretofore issued therefor.

Section 5. All bond anticipation notes (the “notes”) issued hereunder shall mature at such times as may be determined by the treasurer, the chief financial officer or the acting chief financial officer of the Borough (the “Chief Financial Officer”), provided that no note shall mature later than one year from its date. The notes shall bear interest at such rate or rates and be in such form as may be determined by the Chief Financial Officer and shall be signed and sealed by officials and officers of the Borough in any manner permitted by N.J.S.A. §40A:2-25. The Chief Financial Officer shall determine all matters in connection with the notes issued hereunder, and the Chief Financial Officer’s signature upon the notes shall be conclusive evidence as to all such determinations. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. §40A:2-8. The Chief Financial Officer is hereby authorized to sell part or all of the notes at not less than par from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price. The

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Borough Council of Mountain Lakes, New Jersey, at a meeting held on August 28, 2023.

Cara Fox, Borough Clerk

Name	Motion	Second	Aye	Nay	Absent	Abstain
Cannon						
Korman						
Menard						
Muilenburg						
Richter						
Barnett						
Sheikh						



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

CONSTRUCTION OFFICE

MONTHLY ACTIVITY REPORT

JULY 2023

ADMINISTRATIVE SUMMARY

The number of permits issued is keeping pace with the same period last year. This number usually increases towards the end of the year due to an influx of mechanical installations. The increase in revenue collected also is holding steady.

Substantial progress has been made on the four-unit veterans housing project. The building has been framed and is closed-in. Utilities (plumbing, electrical, mechanical) are now being installed. Work has also started with the site utility connections.

The light-gauge steel framing of the retail building and the fuel pump island utilities have been installed. The building side wall sheathing has been installed as well as the roof insulation board. Work will continue through the next month on the retail building and site improvements.



Construction Permit Activity Report

7/1/2023 -> 7/31/2023

Summary

	Cost:	Count:			
New:	\$0.00	0	Cubic Footage:	11,700 Cu.ft	Permits Issued: 33
Addition:	\$59,100.00	2	Square Footage:	255 Sq.ft	Updates Issued: 7
Alteration:	\$673,153.00	36			
Demolition:	\$1,695.00	2			
Total:	\$733,948.00	40			

Permits	Count	Permit Fees	Admin Fees	Total	Inspections	Passed	Failed	Other
Building:	14	\$11,035.00	\$0.00	\$11,035.00	B	28	21 %75	5 %17.9
Plumbing:	9	\$1,145.00	\$0.00	\$1,145.00	P	13	11 %84.6	0 %0
Electrical:	22	\$3,895.00	\$0.00	\$3,895.00	E	47	37 %78.7	6 %12.8
Fire:	9	\$870.00	\$0.00	\$870.00	F	13	9 %69.2	2 %15.4
Elevator:	0	\$0.00	\$0.00	\$0.00	V	0	0 %	0 %
Mechanical:	17	\$1,710.00	\$0.00	\$1,710.00	M	35	33 %94.3	0 %0
	71	\$18,655.00	\$0.00	\$18,655.00		136	111	13
DCA Training:	2		43	Other Fees	(Note: Does not include result of none)			
DCA State:	35		1327	\$600.00				
DCA Minimum:	3		3					
	40		\$1,373					

Variations	Total	Paid
Building	0	0
Plumbing	0	0
Electrical	0	0
Fire	0	0
Mechanical	0	0
Elevator	0	0
Total:	\$0.00	\$0.00

Certificates	Issued Total	Paid Total
CA	33	\$0.00
CCO	0	\$0.00
CO	2	\$125.00
CC	0	\$0.00
TCO	0	\$0.00
TCC	0	\$0.00
Total:	35	\$125.00

NOTE:
 Information gathered is based on the Issue date for that item, ie permit issue date, certificate issue date.
 This will cause discrepancies between the payments section which uses Payment date. Example you took in money for a CO but the CO has not been issued yet.

Permit Subcode Exempted (State) Fees		
	Record Count	Total Exempted
Building	0	\$0
Plumbing	0	\$0
Electrical	0	\$0
Fire	0	\$0
Mechanical	0	\$0
Elevator	0	\$0
Total:		\$0

Permit Subcode Waived (Local) Fees		
	Record Count	Total Waived
Building	0	\$0
Plumbing	0	\$0
Electrical	0	\$0
Fire	0	\$0
Mechanical	0	\$0
Elevator	0	\$0
Total:		\$0

Payments (Based on Payment Date)	
Permit (82)	\$21,403.00
NON-UCC (0)	\$0.00
Variation Payments	\$0.00
Penalty (0)	\$0.00
Inspection Payments	\$0.00
Ongoing Invoice	\$0.00
Test Payments	\$0.00
Other Payments	\$0.00
Grand Total	\$21,403.00

	Record Count	Total Exempted
DCA Fees	0	\$0

Violations	Fines	Paid
Issued	0	\$0.00



Mountain Lakes Borough
 400 BOULEVARD
 MOUNTAIN LAKES, NJ 07046

Building Summary Report Comparison

Building Summary between the dates of 7/1/2023 and 7/31/2023.

Permit Summary	7/1/2023-7/31/2023	7/1/2022-7/31/2022	Month Diff %	YTD	YTD last Year	YTD Diff %
Permits Issued:	33	23	43.5%	184	186	-1.1%
Updates Issued:	7	3	133.3%	28	29	-3.4%
Inspections Scheduled:	136	135	0.7%	798	1013	-21.2%
Inspections Passed:	111	116	-4.3%	635	813	-21.9%
Inspections Failed	13	19	-31.6%	95	169	-43.8%
Certificates Of Occupancy Issued:	2	2	0%	9	18	-50%
Certificates of Approval Issued:	33	56	-41.1%	146	231	-36.8%
Cert Continuing Occupancy Issued:	0	0	NA	0	0	NA
Permit Payments Count:	82	54	51.9%	427	467	-8.6%
Fee Collected:	\$20,978	\$15,136	38.6%	\$92,004	\$80,275	14.6%
Fee Collected (Subcodes Only):	\$18,655	\$13,693	32.8%	\$82,099	\$72,923	11.4%
Violations	0	0	NA	8	7	14.3%
Violation Payments	\$0.00	\$500.00	-100%	\$1,250.00	\$600.00	108.3%
Ongoing Location Payments	\$0.00	\$0.00	NA	\$0.00	\$0.00	NA
Ongoing Test Payments	\$0.00	\$0.00	NA	\$0.00	\$0.00	NA



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

CONSTRUCTION OFFICE SUMMARY OF FEES COLLECTED

PERIOD	2021 COLLECTED	YEAR TO DATE	COMMENTS	AMOUNT
JANUARY	11,663.00	11,663.00		
FEBRUARY	40,193.00	51,856.00	Enclave fees	27,748.00
MARCH	37,128.00	88,984.00	Enclave fees	28,144.00
APRIL	10,024.00	99,008.00		
MAY	26,651.00	125,659.00		
JUNE	11,789.00	137,448.00		
JULY	12,009.00	149,457.00		
AUGUST	9,533.50	158,990.00		
SEPTEMBER	24,580.00	183,570.00		
OCTOBER	12,533.00	196,103.00		
NOVEMBER	16,916.00	213,019.00		
DECEMBER	9,126.00	222,145.00		

PERIOD	2022 COLLECTED	YEAR TO DATE	COMMENTS	AMOUNT
JANUARY	13,661.00	13,661.00		
FEBRUARY	6,934.00	20,595.00		
MARCH	13,951.00	34,546.00		
APRIL	8,038.00	42,584.00		
MAY	11,802.00	54,386.00		
JUNE	13,103.00	67,489.00		
JULY	15,811.00	83,300.00		
AUGUST	14,815.00	98,115.00		
SEPTEMBER	8,189.00	106,304.00		
OCTOBER	33,312.00	139,616.00	Wawa fees	26,104.00
NOVEMBER	5,991.00	145,607.00		
DECEMBER	8,991.00	154,598.00		

PERIOD	2023 COLLECTED	YEAR TO DATE	COMMENTS	AMOUNT
JANUARY	6,040.00	6,040.00		
FEBRUARY	18,631.00	24,671.00		
MARCH	17,114.00	41,785.00		
APRIL	7,334.00	49,119.00		
MAY	11,092.00	60,211.00		
JUNE	12,920.00	73,131.00		
JULY	21,403.00	94,534.00		
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

BOROUGH OF MOUNTAIN LAKES
DEPARTMENT OF PUBLIC WORKS
Department Activity
July 2023

IN HOUSE

All regular work details including building maintenance, vehicle repairs and maintenance, trash and recycling collection, trash bag deliveries, street sweeping, lawn maintenance, leaf and brush disposal, daily maintenance.

Additionally:

Streets & Roads Department:

- DPW
 - Removed barges & put in storage
 - Ronarm lawn repair from curb box repair
 - Multiple storm clean ups
 - Road side cutting along woodland
 - Reinstalled stop sign and post Cobb Road

- Beaches and Lakes
 - Major Island Beach clean up after storm

- Water Department
 - Hydrant inspections
 - Curb box locating and operating.
 - Howell Road sewer repair
 - Town wide basin top cleaning
 - Emergency shut off at Ronarm
 - Mylar install at beaches

- Tree Removal/ Pruning
 - Brush cutting along Glen Road
 - Tree clean up on Pollard
 - Cut bamboo along Dixon



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Joe Mullaney
Fire Chief
info@mlvfd.com

400 Boulevard
Mountain Lakes, NJ 07046
P -973-394-1094

TO: Mitchell Stern
DATE: 8/25/23
SUBJECT: July 2023 Report

The following lists the activity for the Mountain Lakes Volunteer Fire Department during the month of July 2023:

FIRE CALLS (20)

LOCATION	DATE	TIME	DESCRIPTION
117 Midvale Rd	7/2	9:51 PM	CO Alarm. High readings of CO detected in house.
333 Rt 46	7/3	1:26 PM	Fire Alarm-Malfunction
11 Old Timber Trail BT	7/5	1:58 PM	Assist Btn Twp. Fire Alarm
Barka Restaurant	7/6	10:00 AM	Fire Alarm-Malfunction
20 Lookout Rd	7/9	1:10 PM	CO Alarm- Malfunction of hot Water heater. High readings of CO Fans used to ventilate house
Rt 46 and Blvd	7/9	5:07 PM	Wire Fire
11 Grove Place	7/10	7:01 PM	Oven Fire
6 Pineview Lane	7/11	4:12 PM	Assist Boonton Twp-Fire Alarm
119 Midvale Rd	7/12	7:36 PM	Wire Fire
9 Condit Rd	7/16	8:19 AM	Fire Alarm-Malfunction
33 Melrose Rd	7/17	2:20 AM	Odor in house. Unfounded
Rt 46 East	7/17	1:25 PM	Motor vehicle accident
Craig School	7/21	12:35 PM	Fire Alarm-Malfunction
236 Morris Ave	7/18	8:37 AM	Portable generator leaking gas
Blvd/Pocono	7/20	8:14 PM	Motor vehicle accident
90 Crestview Rd	7/21	10:00 AM	Smoke Condition
85 Cobb Rd	7/21	4:59 PM	Fire Alarm-Malfunction
Craig School	7/25	9:45 PM	Fire Alarm-Power Failure
301 Rockaway Valley Rd BT	7/26	7:45 AM	Assist Btn Twp-Fire alarm
112 Intervale Rd	7/27	7:39 PM	Fire Alarm-set off in error

DRILLS/TRAINING (7)

LOCATION	DATE	TIME	DESCRIPTION
Firehouse	7/6	7:00 PM	JFD Officer Training
Firehouse	7/6	7:00 PM	JFD Officer Training
High School	7/9	1:00 PM	JFD Drill
Firehouse	7/11	7:00 PM	JFD Officer Training
Firehouse	7/18	7:00 PM	JFD Officer Training
High School	7/23	1:00 PM	JFD Drill
High School	7/30	1:00 PM	JFD Drill

MEETINGS (1)

LOCATION	DATE	TIME	DESCRIPTION
Firehouse	7/25	8:00 PM	Monthly Business Meeting

WORK DETAILS (0)

LOCATION	DATE	TIME	DESCRIPTION
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COMMUNITY EVENTS (1)

LOCATION	DATE	TIME	DESCRIPTION
Island Beach	7/2	7:30 PM	Stand by for fireworks

ANNOUNCEMENTS

1. I am pleased to announce that the following members of the Junior Fire Department have completed Firefighter 1 training

- Jack Fitch (Bergen County)
- John Barnett (Bergen County)
- Anthony Wu (Morris County)
- John Daniel (Morris County)

FF 1 is approximately 200 hours of classroom and practical training. This does not include travel time and class preparation time. Congratulations to all! When they turn 18 they will join the ranks of the Senior Department

Breakdown of Manhours

- Calls- 165
- Drills 90
- Meetings 10
- Community/Miscellaneous 20

Total- 285

Borough of Mountain Lakes

BOARD OF HEALTH

400 BOULEVARD • MOUNTAIN LAKES, NEW JERSEY 07046
Telephone: (973) 334-3131 • Fax: (973) 402-5595



July 2023 Health Department Activity Report – Mountain Lakes

This July 2023 report identifies the activities of the Health Officer, Health Department, and staff and provides an overview of the various tasks completed by the department during the previous months. Additional supplemental reports from Environmental, Nursing, and Health Education are provided to detail those activities.

Health Education:

- July Newsletters were printed on 6/29 and distribution began on 7/5. Public Health News (COVID-19 vaccine updates, travel vaccine awareness), National Parks & Recreation Month and UV Safety Month, healthy eating to reduce cancer risk, summer food safety tips and information on upcoming health screenings and programs, and details regarding COVID-19 testing, registering for vaccines, and upcoming events
- Chronic Disease Self-Management Program
- Developed August newsletter; topics: National Child Eye Health and Safety Month (10 tips for children's eye health), Nutrients to Boost Eye Health, Listening Corner August Immunization Awareness Month as well as information on county specific (Essex/ Morris/ Union) details regarding COVID-19 testing, registering for vaccines, and upcoming events
- Local Health Outreach Coordinator Work
- LHOC (Local Health Outreach Coordinator) sent 3 total outreach emails in July including Q3 Webinar, July SAVE Van Calendar, Farmers Market, Hookah Smoking, Updated Communicable Disease Column, Spotted Lantern Fly season, Water Safety, Andre's Armor Parent Workshops, Beat the Heat at Home, Heat Exhaustion vs. Heat Stroke, Bloomfield Civic Center Cooling Station, and more

Vaccinations & Communicable Diseases:

- The Health Department Vaccination Clinic: Currently only select vaccines available by appointment only based on nurse's availability.
- Adult & Child Vaccination Clinic: Held most Wednesdays in the clinic room of the Bloomfield Health Department by appointment only. Clinic is open to all individuals who are uninsured or underinsured. Some evening appointments available. Appointments for the Bloomfield Health Department clinic can be made by calling 973-680-4058.
- For the week ending July 27th, 2023 the influenza surveillance report for the Northwest region continues to be **low**. Influenza activity throughout the State remains **low**.
- Childhood Lead Poisoning Prevention Program; No new cases reported for this month.

MOUNTAIN LAKES BORO POLICE DEPARTMENT

Agency Activity Report

By CFS Classification

From Date: 7/1/2023 To Date: 7/31/2023

Report Date: 8/24/2023 9:08:36 AM

Classification code	Description	Total Events	0000-0800	0801-1600	1601-2359
0500	Burglary	1	0	0	1
0600	Theft	1	0	1	0
1100	Fraud	3	0	3	0
1300	Stolen Property	1	0	1	0
1400	Malicious Mischief	6	1	4	1
1700	Sex Offense	1	0	1	0
2000	Family Offense	1	1	0	0
2400	Disorderly Conduct	6	1	3	2
2600	All Other Offenses	10	1	4	5
4000	Non Criminal Investigations	38	8	13	17
4100	Fire Related	11	0	5	6
5000	Lost Found Property	3	0	2	1
5500	Animal Complaints	27	2	18	7
6000	Traffic Accidents	9	1	4	4
6300	Traffic Enforcement	264	48	114	102
6500	Parking Enforcement	10	1	6	3
6600	Traffic Services	15	0	14	1
7000	Public Services	409	216	119	74
7500	Assist other Agency	18	0	11	7
8000	Warrants	1	0	1	0
9000	Administrative	655	275	134	246
	Total:	1490	555	458	477

MOUNTAIN LAKES BORO POLICE DEPARTMENT

Officer Citation Report

From Date : 7/1/2023 To Date : 7/31/2023

Report Date : 8/24/2023 9:09 AM

Officers Name	Badge Number	Traffic Stops	Equipment	Moving	Radar	Parking	Ordinance	Warnings	Total
XX	X	33	6	1	0	0	0	0	7
XX	X	0	0	0	0	0	0	0	0
XX	X	0	0	0	0	0	0	0	0
XX	X	26	0	3	0	0	0	0	3
XX	X	31	7	1	0	0	0	0	8
XX	X	12	0	0	0	0	0	0	0
XX	X	1	0	0	0	0	0	0	0
XX	X	51	2	3	0	0	0	0	5
XX	X	14	1	0	0	0	0	0	1
XX	X	37	2	0	0	0	0	0	2
XX	X	8	2	0	0	0	0	0	2
XX	X	4	0	0	0	0	0	0	0
		Traffic Stops	Equipment	Moving	Radar	Parking	Ordinance	Warnings	Total
Total:		217	20	8	0	0	0	0	28

Time Used/Overtime by Month

	<u>Sick Time Hours</u>						<u>Vacation/Coma Hours/Per Day/Remarks</u>							<u>Court Overtime</u>						<u>Department Overtime</u>								
	2017	2018	2019	2020	2021	2022	2023	2017	2018	2019	2020	2021	2022	2023	2017	2018	2019	2020	2021	2022	2023	2017	2018	2019	2020	2021	2022	2023
Jan	236	216	79	588	324	96	264	22	15	14	0	42	48	224.5	\$0	\$158	\$0	\$154	\$0	\$0	\$0	\$2,998	\$4,159	\$4,348	\$9,570	\$7,154	\$6,557	\$14,494
Feb	226	252	86	444	266	68	48	84	104	220	111	189.5	252	171.5	\$0	\$0	\$210	\$258	\$0	\$0	\$0	\$7,009	\$4,927	\$2,138	\$4,789	\$21,810	\$4,939	\$15,797
March	288	310	110	392	180	36	118	198	148.5	168	74.5	81	289	257.75	\$151	\$0	\$0	\$0	\$0	\$447	\$0	\$12,822	\$29,829	\$6,254	\$4,081	\$7,510	\$4,771	\$29,020
April	209.5	0	106	456	240	94	222	154	250	265.5	0	226	333	215	\$0	\$0	\$422	\$0	\$263	\$0	\$0	\$5,399	\$12,146	\$27,385	\$3,930	\$12,820	\$10,392	\$18,838
May	128	204	96	564	204	46	48	254	178	169	36	681	482	260.5	\$0	\$0	\$993	\$0	\$0	\$0	\$0	\$12,700	\$24,263	\$29,828	\$5,202	\$18,415	\$16,882	\$22,341
June	140	130	106	540	312	140	69	288	208	254	194	727.5	385	198.5	\$0	\$193	\$0	\$0	\$0	\$161	\$0	\$17,917	\$21,572	\$32,632	\$21,692	\$25,194	\$12,050	\$37,501
July	318	152	47	442	420	44	70	518	524	84.5	551	877	482	669.5	\$0	\$158	\$0	\$0	\$0	\$0	\$0	\$31,018	\$24,005	\$27,180	\$26,802	\$32,344	\$25,516	\$41,289
August	272	94	246	312	168	104		606	682	748	708	792	541		\$140	\$193	\$0	\$0	\$263	\$0	\$21,042	\$18,754	\$34,709	\$22,125	\$30,577	\$28,939		
Sept	276	94	180	256	70	22		294	975.5	222.5	989	280	549.5		\$0	\$0	\$0	\$0	\$250	\$181	\$21,047	\$16,916	\$22,108	\$20,166	\$23,313	\$23,754		
Oct	392	106	154	314	48	120		125	208	216	292	204	502.5		\$0	\$0	\$0	\$0	\$0	\$161	\$12,876	\$14,514	\$15,865	\$17,041	\$34,942	\$25,878		
Nov	346	148	426	302	44	80		274.5	235.5	176	287	370	550.5		\$0	\$246	\$0	\$0	\$363	\$0	\$18,359	\$15,103	\$17,554	\$10,442	\$30,691	\$15,320		
Dec	392	254	600	424	206	104		171	345.5	144.5	976	265	642.5		\$302	\$0	\$0	\$0	\$0	\$0	\$18,360	\$20,920	\$21,126	\$25,206	\$22,102	\$15,766		
Total	3113.5	1960	2236	4974	2482	834	839	2968.5	3275	2682	3018.5	4735	5057	1997.3	\$593	\$947	\$1,625	\$412	\$1,139	\$929	\$0	\$181,548	\$206,506	\$241,128	\$171,046	\$266,872	\$190,558	\$179,279

July

<u>Total Overtime</u> <u>Hours Paid</u> 487.75
--

<u>Total</u>	<u>Total</u>	<u>% of Hrs Equating to</u>
<u>Vaca/Comp Hrs</u>	<u>Vaca/Comp/Personal/Bereave Hrs Creating OT</u>	<u>OT</u>
669.5	367.75	54.99%

<u>Total Sick Time</u>	<u>Total Sick Time</u>	<u>% of Hrs Equating to</u>
<u>Hrs</u>	<u>Hrs Creating OT</u>	<u>OT</u>
70	67	95.71%

** Operating with 11 Officers.

21 hours 4th of July
14 Hours Utility Pole install on Midvale
12 hours Misc.
6 hours arrest and Transport

BOROUGH OF MOUNTAIN LAKES
Recreation Department
Department Activity
July 2023

The Recreation Commission did not meet in July.

- Regularly toured all recreational facilities weekly throughout the summer season including: Midvale Playground, Midvale Boat Launch, Taft Field, Wilson Basketball Courts, Tennis Courts, Birchwood and Island Beaches, Esplanade and Cove in order to maintain the areas for resident use. Worked with DPW to keep facilities ready for resident use.
- July 2nd Fireworks successful.
- Worked with the Beach Director and DPW Beach Worker Dan to help keep beaches clean.
- Continued planning and hosting summer events: concerts (6) and movie night.
 - Attendance at first 2 were sparse due to weather & rain delays.
- ML Sailing Association had their Bon Fire on same night as Tourne Boys Band. Music and S'mores!
- ML Sailing also held a Pizza Party, Regatta.
- ML Sailing Adult Sail Lessons on Sunday mornings. Less attendance than last year. Residents sign up in advance to ensure there are enough instructors.
- Assisted our Mountain Lakes HUB Lakes Adult Sports League Representatives including: volleyball (men's, women's and coed), softball, table tennis, bowling, golf, tennis and attended HUB Lakes meeting. Managed equipment and facility requests for HUB Lakes summer league teams.
- Assisted in planning new HS Wrestling Clinics. Set up online registration and secured MLHS gyms.
- Set up online registration and program details for Fall Recreation Field Hockey program and Fall Cross Country.
- Updated Mountain Lakes Website with details of summer programs and events.
- Met with Beach Director on a regular basis to discuss beach usage, staffing and swim lessons.
- Swim lesson attendance was down this year. In addition, we could not procure a swim teacher who is certified in lessons. We substituted with regular lifeguards. Only 8 enrollees. The Beach Director would like to discuss cancelling this service for next year. Maybe we could outsource to the Lakeland Hills YMCA.
- Provided customer service, camp information and registration assistance to residents for all summer programs. Many changes within camps, but the cancellation numbers decreased.
- Assisted residents with various facilities requests.
- USSI Multi Sport Camps (Taft Field) well attended.
- Basketball Camp (Tyler Daniels) at Wilson Court well attended.
- Ongoing meetings with camp directors and site checks for all camps: Sailing, Teen Camp and Summer Recreation Camp. Every week of every camp sold out for 2 buses.
- Surf Camp had 16 participants.
- Rec Camp expanded this year. New Camp Director, Danielle Cabana exceeded expectations. She was more organized and scheduled activities that the children enjoyed. Approximately 100 kids per week. Sand castle instructor was a huge hit
- New BalancePoint onboarding system was not as successful and easy as anticipated. Many new hires never received the initial email. Therefore, approximately half of brand new hires had to submit paperwork the old way.
- Completed 4 of 8 modules to finalize National Youth Sports Administrator training.



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Joe Mullaney
Code Enforcement Officer
jmullaney@mtnlakes.org

400 Boulevard
Mountain Lakes, NJ 07046
P -973-334-3131 ext .2014
F -973-402-3466

TO: Borough Manager Mitchell Stern
DATE: 8/7/23
SUBJECT: Monthly Report July 2023

The following lists code enforcement/property maintenance issues for the month of July 2023:

- 7/12: Route 46 business notified regarding property maintenance violation. Corrective action taken.
- 7/16: Zoning official notified regarding possible violation at a Ball road address
- 7/17: Signs removed from the ROW at several locations along the Boulevard
- 7/18: Follow up on complaint received about property maintenance violations on Roberts Drive. 2 residents notified. Corrective action taken.
- 7/19: West Shore Road resident notified regarding property maintenance violation
- 7/20: Dartmouth Road resident notified regarding property maintenance violation,
- 7/24: Advertisement notices removed from several bus stops on the Boulevard
- 7/26: Pocono Road resident notified regarding property maintenance violation.

Smoke and Carbon Monoxide Detector Inspections

DATE	LOCATION	PASS/FAIL
7/5	240 Morris Ave	Pass
7/7	76 East Shore Road	Pass
7/8	14 Robinhood Dr	Pass
7/11	29 Condit Rd	Pass
7/11	23 Laurelwood Drive	Pass
7/11	75 Pollard Rd	Pass
7/14	19 Valley Rd	Pass
7/14	160 Morris Ave	Pass
7/14	69 Tower Hill Rd	Pass
7/31	6 Park Place	Pass

SIGN ENFORCEMENT –Monitor placement of temporary signs for compliance with ordinance.

Parking Enforcement: Monitor parking of landscaping trucks on Boulevard and around town to ensure compliance.