

**BOROUGH OF FAIR HAVEN PLANNING BOARD**  
**Regular Meeting Minutes – November 15, 2023**

The meeting was called to order at 7:30 pm by the Chairman, Mr. Rolff, with a reading of the Open Public Meetings Act statement (see attached) and salute to the flag.

Roll Call:

Present: Koch, Paolo, Rolff, Anderson, Olson, Anttonen

Absent: Bordelon, Newell, Nitka

Also present: Dan Roberts, Esq, Board Attorney's Office

Mr. Rolff led a salute to the flag and stated that he would rearrange the order of things and that the discussion of the Environmental Commission's Model Green Development Checklist would be addressed last.

He introduced the first agenda item: *Boro of Fair Haven – Allen Street/ Hendrickson Place, Block 45, Lots 10, 11, 12; Minor Subdivision*. Request for a sixty (60) day extension to file required deeds. He asked if anyone had a concern with that request.

Mrs. Koch stated that this was discussed at the Monday night Council meeting and it was agreed the Borough should request a 60-day extension.

Christina Malamut from Andrew Sobel's office was in attendance and assured the board that everything will be squared away within the 60 days.

Mr. Rolff asked if anyone would like to make a motion to grant the extension.

MOTION by Mrs. Koch and second by Mrs. Busch to grant the 60-day extension to file required deeds.

In favor: Koch, Paolo, Rolff, Anderson, Olson, Anttonen

Opposed: none

Mr. Rolff introduced the first administrative item on the agenda: *Approval of minutes from September 19, 2023 meeting*.

MOTION by Mr. Rolff and second by Mrs. Koch to approve the minutes.

In favor: Koch, Paolo, Rolff, Anderson, Olson, Anttonen

Opposed: none

Mr. Rolff introduced the next item of business: *Proposed 2024 Meeting dates.*

He stated that they are consistent with how we usually schedule the meeting dates and asked if anyone had any comment.

Mr. Paolo noted that one of the local private schools would be closed the week of March 19<sup>th</sup> and that that might pose a conflict for some. After discussion, it was agreed that the March date would be changed to the 26<sup>th</sup>. The dates for the MLK and Presidents Day holidays were noted to be during the week of the meetings in January and February but decided that it would not present a problem. It was also decided that the October meeting would be scheduled for October 8<sup>th</sup>.

MOTION by Mr. Roff and second by Mr. Paolo to approve the 2024 dates as follows:

January 16<sup>th</sup>, February 20<sup>th</sup>, March 26<sup>th</sup>, April 16<sup>th</sup>, May 21<sup>st</sup>, June 18<sup>th</sup>, August 20<sup>th</sup>, September 17<sup>th</sup>, October 8<sup>th</sup>, November 19<sup>th</sup>, December 17<sup>th</sup>, 2025 Reorganization: tentatively January 21, 2025

Mr. Rolff introduced the only agenda item from *New Business: Environmental Commission's Model Green Development Checklist.*

Mr. Olson introduced the topic and said that it is a work in progress. He is working with Kelly Flanagan, Green Team member, to come up with an edited checklist using the Sustainable New Jersey Certified Green Development Checklist as a guide. They identified categories including water and land and then subcategories within each, for example, a drywell, a rain garden, native plants, and tree cover. The format would include a description of the subcategory, benefits, costs, an example, and a link to resources. A residential and commercial component may be developed. The goal is to create a voluntary checklist of best practice standards. It would provide residents with a guide to avoid extra costs while taking positive steps for the environment.

Mr. Rolff stated that he was trying to understand what the role of the Planning Board would be in this process.

Mrs. Koch said that the Planning Board could have the authority to make such a recommendation to an applicant but that it would need to go to the Council, and they would need to vote on it first. She added that there are also borough ordinances that restrain the amount of runoff from a property, especially with new construction.

Mr. Paolo asked Mrs. Koch if there was any progress on the new Fair Haven Borough tree ordinance. She stated that it would be introduced in January.

Mr. Olson said that he would have some kind of mockup for review at the next meeting.

Mr. Rolff noted that there would be no formal action asked of the board at this time.

The meeting was opened to the public. There were no comments from the public.

Mr. Rolff asked if the board had any other matters they would like to discuss.

Mr. Paolo said that they had received an email regarding a riparian ordinance. He asked Mrs. Koch if current permitted projects would be grandfathered in before the new language.

Mrs. Koch stated that is more a question of legal terminology and that nothing has changed.

Mr. Anderson said that a lot of changes would be coming from the NJDEP, maybe as early as this summer.

MOTION to adjourn was made by Mr. Rolff and second by Mr. Paolo. The meeting was adjourned at 8:31pm.

Respectfully submitted,  
Sheilah Olson  
Board Secretary

### **Public Announcement of Compliance**

**This is a regular meeting of the Fair Haven Planning Board. Adequate notice of this meeting has been given pursuant to the provisions of the Open Public Meetings Act. At the time of the Board reorganization in January of this year, the Board adopted its regular meeting schedule for the year. Notice of the schedule was sent to and published in the Asbury Park Press and the Two River Times on February 9, 2023. That Notice was also posted on the bulletin board in Borough Hall and has remained continuously posted there as required by the Statute. A copy of the Notice is and has been available to the public and is on file in the Office of the Borough Clerk. A copy of the Notice has also been sent to such members of the public as have requested such information in accordance with the statute. Adequate notice having been given, the Board Secretary is directed to include this statement in the minutes of this meeting.**