

**MINUTES**  
Borough of Mountain Lakes  
Housing Element and Fair Share Plan (HEFSP) Committee  
February 9, 2016 – 6:00 PM  
Borough Hall

*Attendance: Blair Bravo, Committee Coordinator; Martin Kane, Planning Board Chair; Tom Dagger and Corey Nachshen, Planning Board Members; John Lester and Bill Barrett (phone), Councilmen; Stephen Shaw and Sandy Batty, Community Volunteers; Paul Phillips, Planner; Rich Sheola, Borough Manager*

1) *Welcome*

Blair reported that at the Planning Board reorganization meeting Jim Baily resigned and Martin Kane was elected as the Planning Board Chair. She welcomed Corey Nachshen as the newest HEFSP Committee member from the Planning Board.

2) *Approval of Minutes*

The minutes of the 1/26/16 meeting were approved with some corrections suggested by Tom.

3) *Comments from Committee Members*

Bill Barret asked to make a few comments up front because he would not be able to stay on during the entire meeting due to a conflicting business commitment. Bill stressed that it is important to move forward as quickly as possible and keep the PB apprised of our timeline. We also need to have an ongoing dialogue with the PB as we continue our work. Stephen agreed with Bill and noted that three PB members were present and that a special PB meeting has already been scheduled to handle the timeline we agreed upon at the last meeting. Other members of the committee agreed.

4) *Comments from Planner Paul Phillips*

Paul reported that based on his further review, we can only get credit for 4.5 units via an assisted living development rather than the 10 units we discussed at the last meeting. The 4.5 units are calculated as follows:  $17RDP + 1 Rehab = 18 \times .25 = 4.5$ .

Paul suggested we look developing 4-5 accessory apartments to make up the difference since we had 7 units of accessory apartments in the draft of our last plan. We have approximately \$30,000 in our affordable housing trust fund that could be used to fund the accessory apartments. The Committee agreed that the accessory apartments were a good option.

5) *Discussion of Overlay Zone Properties*

Paul reported that we need to account for an unmet need of 33 units. Based on our discussions at previous meetings, we agreed that we would address the unmet need with an overlay zone. Assuming a density of 6DU/acre and a 20% set aside we need to identify approximately 27 acres of property to accommodate the unmet need.

Committee members had reviewed options based on a map of potential properties that was distributed at the last meeting. Sandy asked why some properties were left off the map and asked that they be considered. Paul explained that he had identified some

properties but was looking to the committee for input because of our in depth knowledge of the Borough. The committee agreed that the properties Sandy identified should be considered. A great deal of discussion took place regarding advantages and disadvantages of certain parcels. The committee agreed that the following criteria should be used in identifying parcels:

- Parcels should be contiguous or adjacent to each other
- In the same zone
- Not isolated from the community

Based on those criteria the committee identified 5 parcels on the North Western side of Rt. 46.

6) *Timeline*

The committee revised the timeline as follows:

- Draft plan from Paul - February 16<sup>th</sup>
- HESP meeting to discuss draft plan - February 25<sup>th</sup> at 5:00
- PB meeting for general topical discussion - February 25<sup>th</sup> (Paul to attend)
- Plan finalized by March 3<sup>rd</sup> and distributed to PB
- Special PB meeting to discuss plan - March 10th
- PB public hearing- March 24th

Further discussion took place regarding how to present our work to the PB. It was agreed that Paul would be authoring the actual plan. The committee would be responsible for drafting a report that would summarize our work to give context to the plan. Blair agreed to work on a first draft of our report. She will circulate for comments.

Meeting adjourned at 7:05 PM

Submitted by: Stephen Shaw