

**BOROUGH OF INTERLAKEN  
MINUTES- PLANNING BOARD  
SEPTEMBER 15, 2014, 7:30 P.M.  
BOROUGH HALL, 100 GRASMERE AVE**

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A meeting of the PLANNING BOARD of the Borough of Interlaken, Monmouth County, New Jersey was held on September 15, 2014 at 7:30 p.m. in the Borough Hall.

Chairman Gunn, opened the meeting, announced that the meeting was being held in accordance to the Open Public Meetings Act and that Notice of the Meeting had been published in the Coaster and was followed by the Pledge of Allegiance.

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**ROLL CALL:**

Present: Chairman Gunn, Mr. Papp, Mr. Tilton, Mr. Menditto, Councilman Miller  
Mr. Wasilishen, Ms. Umfrid

Absent: Ms. Dalton

Also Present: Board Attorney Sanford Brown, Planning Board Secretary Gina Kneser, Board Contracted Planners James W. Higgins and Alison Coffin.

UPON MOTION of Mr. Papp, seconded by Mr. Menditto, carried, the Board approved the minutes of June 16, 2014 meeting.

ROLL CALL: Ayes: Mr. Papp, Mr. Tilton, Mr. Menditto, Mr. Wasilishen, Ms. Umfrid,  
Chairman Gunn

Nays: none

Absent: Ms. Dalton

Ms. Allison Coffin and Mr. James Higgins of James W. Higgins Associates reviewed their suggested ordinance changes with the Board. The Board discussed the recommendations. Changes were suggested in several areas of the ordinance including: several definitions, Single Family Residential Zone, Permitted Accessory Uses, Area, Yard and Building Requirements and Fence Regulations.

After a line by line review by the Board, it was agreed that Ms. Coffin and Mr. Higgins would provide the Board with a draft of the ordinance with the desired changes. Ms. Coffin and Mr. Higgins would return to a future meeting to review the draft ordinance with the Board.

The Board discussed changes made by applicants after an application has been memorialized. Board Attorney Brown fielded questions regarding the role of the Board and the Zoning Officer after memorialization of an application.

The Board had a brief discussion regarding escrow fees. The Board is considering raising the amount of initial escrow fees collected for applications. Board Attorney Brown was asked to confer with Mr. Higgins regarding escrow policies in other towns. The matter was tabled.

Board Secretary Kneser stated that the November meeting needs to be moved or cancelled. The decision will be made at the October meeting. The League of Municipalities Conference is scheduled for the same time. There will be no secretary available for the scheduled date.

Board Secretary Kneser stated that there is a mandatory training class for new Board members scheduled for Saturday, October 18, 2014. Additional information will be provided to anyone interested in attending.

There being no other business, UPON MOTION of Mr. Wasilishen, seconded by Mr. Papp, carried, the meeting was adjourned.

Approved: \_\_\_\_\_  
John Gunn, Chairman

Attest: \_\_\_\_\_  
Gina Kneser, Secretary