

ORDINANCE 2026-4

ORDINANCE AMENDING CHAPTER 2, “ADMINISTRATION,” AND CHAPTER 17, “THE DEVELOPMENT REGULATIONS ORDINANCE OF THE BOROUGH OF LAKE COMO,” OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF LAKE COMO, COUNTY OF MONMOUTH, STATE OF NEW JERSEY, CREATING A ZONING OFFICE AND ZONING OFFICER NUNC PRO TUNC AND DESIGNATING ADMINISTRATIVE OFFICERS UNDER CHAPTER 17

WHEREAS, by Ordinance 90-534, the Borough Council of the Borough of South Belmar repealed “the Borough of South Belmar Development Regulations pursuant to the Municipal Land Use Law,” adopted January 30, 1979, and enacted the “Municipal Land Use Law of the Borough of South Belmar, Monmouth County, New Jersey”; and

WHEREAS, through inadvertence, the 1990 land use ordinance as codified did not establish a Zoning Office or the position of Zoning Officer of then-South Belmar; and

WHEREAS, Lake Como, the successor to South Belmar, believes the Zoning Office was created by ordinance as described in minutes of the South Belmar Council, which ordinance is no longer accessible; and

WHEREAS, the Municipal Land Use Law, N.J.S.A. 40:55D-1 *et seq.*, requires municipalities that adopt land use ordinances to create a zoning office and zoning officer, and to designate an “Administrative Officer” to perform the various functions and duties under the regulations; and

WHEREAS, Chapter 17-7 identifies the “Administrative Officer” as the Borough Clerk of the Borough of Lake Como; and

WHEREAS, the responsibilities of the Administrative Officer under the zoning ordinance are diverse and involve various tasks which should be allocated by job description and specialization;

NOW, THEREFORE, the Borough Code of the Borough of Lake Como is amended as follows:

SECTION I. Chapter 2, Article III, Section 2-21, is hereby amended to read as follows:

2-21. Zoning Office

2-21.1 Established. There is hereby established in the Borough of Lake Como a Zoning Office, nunc pro tunc to 1990.

2.21.2 Supervision. The Zoning Office shall be under the supervision of the Zoning Officer of the Borough of Lake Como, and shall consist of the Zoning Officer and such other employees as shall be designated by the Council.

2.21-3. Zoning Officer

a. Position Established. The position of Zoning Officer of the Borough of Lake Como is hereby established, nunc pro tunc to 1990.

b. Duties. The duties of the Zoning Officer of the Borough of Lake Como shall be as otherwise set forth in the Code of the Borough of Lake Como.

c. Salary. The salary of the Zoning Officer is as established by salary ordinance.

SECTION II. Chapter 17 of The Development Regulations Ordinance of the Borough of Lake Como, is hereby amended as follows:

Section 17-7, Definitions and Descriptions

[3] Administrative Officer shall mean: ~~the Borough Clerk of the Borough of Lake Como, Monmouth County, New Jersey~~

1. for matters before the Borough Council, the Borough Clerk or his or her designee;
2. for matters involving an application for development, including submission of application materials, record keeping, issuance of Board decisions and other ministerial functions, the Administrative Officer shall be the Secretary of the Planning Board;
3. for issuance of the official list of adjacent property owners for required notices, the Administrative Officer shall be the Borough Clerk or his or her designee;
4. for determinations of the completeness of an application before the Planning Board, the Administrative Officer shall be the Secretary of the Planning Board;

5. for determinations of the amount of the escrow fee required pursuant to §17-15.1(i)(3)-(5), the Administrative Officer shall be the Secretary of the Planning Board;

5. for applications for and issuance of zoning permits, and the enforcement of the provisions of this Chapter, the Administrative Officer shall be the Zoning Officer or his or her designee; and

6. for any other matters under this Chapter not otherwise indicated by ordinance, the Administrative Officer shall be the Zoning Officer or his/her designee.

SECTION III. If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudicated and the remainder of the Ordinance shall be deemed valid and effective.

SECTION IV. All Ordinances or parts of ordinances inconsistent with or in conflict with this ordinance are hereby repealed to the extent of such inconsistency.

SECTION V. This Ordinance shall take effect immediately after final passage, adoption and publication according to law.

SO ORDAINED as aforesaid.

NOTICE

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at a meeting of the Lake Como Borough Council held on April 21, 2026. Said Ordinance will again be read and considered for final passage at a meeting of the Lake Como Borough Council to be held at 7:30 p.m. on May 5, 2026 at 1740 Main Street, Lake Como, New Jersey 07719. At said time and place, all persons having an interest in the foregoing Ordinance will be granted an opportunity to be heard concerning the same prior to consideration for final passage by the Council.

AMY L. BONEY, RMC, Borough Clerk