

**RESOLUTION NO. 71-2021**  
**APPROVING PROPOSAL FROM COFONE CONSULTING GROUP, LLC**  
**FOR THE PREPARATION OF THE HOUSING ELEMENT AND**  
**FAIR SHARE PLAN OF THE MUNICIPAL MASTER PLAN AND SPENDING PLAN**

Councilmember Leckstein introduced and offered for adoption the following Resolution; seconded by Councilmember Keeler:

**WHEREAS**, the Borough of Sea Bright recognizes the need to prepare a Housing Element and Fair Share Plan within Sea Bright's Master Plan in accordance with N.J.S.A. 52:27D-310 as it relates to a municipalities protection from builder's remedy lawsuits; and

**WHEREAS**, the Borough Council of the Borough of Sea Bright approved Resolution No. 06-2021 on January 2, 2021 awarding a professional service contract to Christine Cofone, Cofone Consulting Group, LLC to serve as 2021 Borough Planner; and

**WHEREAS**, Cofone Consulting Group, LLC has submitted a proposal dated February, 2021 (attached hereto), consisting of a Project Scope to prepare a housing element designed to achieve the goal of access to affordable housing to meet present and prospective housing needs, for a fee of \$12,000.00; and

**WHEREAS**, it is the recommendation of the Borough Administrator that the proposal dated February, 2021 be accepted from Cofone Consulting Group, LLC; and

**CERTIFICATION OF FUNDS**

I, Michael J. Bascom, Chief Financial Officer of the Borough of Sea Bright, do hereby certify that funds in the amount of \$12,000.00 are available in Planning Board Budget Line No. 1-01-21-180-228 for the purpose stated herein.



**MICHAEL J. BASCOM, CFO**

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Sea Bright, in the County of Monmouth, State of New Jersey that the proposal submitted by Cofone Consulting Group, LLC to prepare the Housing Element and Fair Share Plan of the Municipal Master Plan and a Spending Plan is hereby approved for an amount not to exceed \$12,000.00; and

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be forwarded to the following:

1. Cofone Consulting Group, LLC
2. Finance Manager
3. Planning Board Secretary

<b>Roll Call:</b>	Birdsall,	Booker,	Catalano,	Keeler,	Lamia,	Leckstein
	Yes	Yes	Yes	Yes	Yes	Yes

March 16, 2021

**Certification**

I, Christine Pfeiffer, Borough Clerk, do hereby certify the foregoing is a Resolution adopted by the Borough of Sea Bright, in the County of Monmouth, State of New Jersey, at a Council Meeting held on March 16, 2021

  
Christine Pfeiffer, Borough Clerk



**COFONE CONSULTING GROUP, LLC**

**CHRISTINE A. COFONE, PP, AICP**  
*Principal*

## **PROPOSAL**

### **BOROUGH OF SEA BRIGHT**

*TO PREPARE THE HOUSING ELEMENT & FAIR SHARE PLAN  
OF THE MUNICIPAL MASTER PLAN AND SPENDING PLAN*

**SUBMITTED BY:**

**COFONE CONSULTING GROUP, LLC  
125 HALF MILE ROAD, SUITE 200  
RED BANK, NJ 07701  
732-933-2715**

**DATE: FEBRUARY 2021**

125 Half Mile Road, Suite 200 • Red Bank, New Jersey 07701 • Office: 732.933.2715 • Fax: 732.933.2601 • Cell: 732.439.6400

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E-mail: [ccofone@cofoneconsulting.com](mailto:ccofone@cofoneconsulting.com) • [www.cofoneconsulting.com](http://www.cofoneconsulting.com)



**CHRISTINE A. COFONE, PP, AICP**  
*Principal*

**COFONE CONSULTING GROUP, LLC**

February 10, 2021

**Mr. Joseph Verruni**  
**Borough Administrator**  
**Borough of Sea Bright**  
1167 Ocean Ave  
Sea Bright, NJ 07760

**Subject: Professional Planning Services**  
**Preparation of Housing Plan Element, Fair Share Plan, & Spending Plan**

Dear Mr. Verruni:

The Cofone Consulting Group, LLC is pleased to present this proposal for the preparation of the Housing Element and Fair Share Plan of Sea Bright's Master Plan along with the Spending Plan.

A land use planning consultancy based in Red Bank, the Cofone Consulting Group is composed of Christine A. Cofone-Nazzaro, AICP, PP, principal of the firm, and Justin E. Auciello, AICP, PP.

Ms. Cofone-Nazzaro and Mr. Auciello collectively possess over 40 years of land use planning experience, and have represented both public and private clients, ranging from municipalities to state agencies and homeowners to multinational corporations.

Both have extensive experience in comprehensive master planning, affordable housing planning, redevelopment investigations and plans, impact studies, development escrow review, and expert planning testimony.

Ms. Cofone-Nazzaro currently serves as an Affordable Housing Special Master in multiple Superior Court vicinages in New Jersey, serving as a planning mediator between interested parties and municipalities in multiple vicinages.

What sets the Cofone Consulting Group apart from other land use planning firms is its extensive work in both the private and public sections as well as its eager and rapid responsiveness to client needs. The Cofone Consulting Group aggressively avails itself to its clients, meeting needs on a seven day a week, 24 hour a day basis.

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CHRISTINE A. COFONE, PP, AICP  
*Principal*

## COFONE CONSULTING GROUP, LLC

Both Ms. Cofone-Nazzaro and Mr. Auciello are lifelong residents of the Jersey Shore, currently serve as the Borough's Planner, have produced redevelopment investigations in Sea Bright, and are honored to be candidates to produce a Housing Element for the Borough of Sea Bright

Thank you for reviewing our submission.

### Proposed scope of work

CCG will produce a Housing Element and Fair Share Plan that will be included within the Borough's Master Plan in addition to a Spending Plan.

The Municipal Land Use Law ("MLUL") requires that "the housing element be designed to achieve the goal of access to affordable housing to meet present and prospective housing needs, with particular attention to low and moderate income housing."

A municipal master plan must contain a housing element to give a municipality protection from 'builder's remedy lawsuits' through the COAH process. As per the MLUL, the housing element must be prepared in accordance with N.J.S.A. 52:27D-310.

### Proposed fee for all deliverables

CCG proposes a total fee of **\$12,000.00** for the work product, broken down as follows:

#### *Project Tasks, including but not limited to:*

1. Analysis of U.S. Census data.
2. Analysis of past, present, and anticipated development and employment activity.
3. Review and analysis of the Borough's past affordable housing efforts.
4. Preparation of the Housing Element.
5. Preparation of the Fair Share Plan.
6. Preparation of the Spending Plan.
7. Public testimony in support of all plans.

This proposal is also inclusive of subcontracting services, including mapping and final report design. We propose billing **\$200.00/hour** for all municipal meetings and public hearing attendance.

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CHRISTINE A. COFONE, PP, AICP  
*Principal*

**COFONE CONSULTING GROUP, LLC**

If you have any questions regarding our proposal or require additional information, please do not hesitate to call Christine at 732.439.6400.

Yours sincerely,

Christine A. Nazzaro-Cofone, AICP, PP  
Principal

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Accepted by an Authorized Agent for the **Borough of Sea Bright**

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Date

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