

**RESOLUTION 2023-160**

**RESOLUTION OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AUTHORIZING TOWNSHIP PLANNER, JAMES M. ORIS, PE, PP, OF REMINGTON & VERNICK TO RESEARCH AND CREATE A NEW DIGITAL ZONING MAP**

**WHEREAS**, James M. Oris, PE, PP, of Remington and Vernick was duly appointed as the Township Planner by Resolution 2023-005;

**WHEREAS**, the Township is in need of a new digital Zoning Map which has not been updated to reflect zone designation changes since 2007; and

**WHEREAS**, Remington and Vernick have submitted a proposal to perform planning services to research and create a new digital Zoning Map for the Township of Little Egg Harbor, attached hereto as Schedule A; and

**WHEREAS**, the Chief Financial Officer has certified that there are funds available for this contract, which certification is annexed hereto; and

**WHEREAS**, the Township desires to authorize the additional work in accordance with said proposal from Remington and Vernick to research and create a new digital Zoning Map for the Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Township Committee of the Township of Little Egg Harbor, County of Ocean, State of New Jersey, as follows:

1. That Township Committee does hereby authorize the Township Planner, James M. Oris, PE, PP, of Remington & Vernick, to perform planning services in accordance with the attached proposal as set forth on Schedule

**r|m|s|h|c**

Rothstein, Mandell, Strohm,  
Halm & Cipriani, P.A.  
ATTORNEYS AT LAW

98 East Water Street  
Toms River, NJ 08753

o: 732.363.0777  
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A, attached hereto and made a part hereof, to research and create a new digital Zoning Map for the Township.

2. That said services shall be billed and invoiced pursuant to the current Professional Services Agreement between the Township Planner and the Township of Little Egg Harbor for the year 2023.
3. No services shall be rendered under the contract until the Chief Financial Officer has certified the availability of funds for such services. The following is the line item appropriation(s) which constitute the availability of funds for this contract 01-20-715-028.
4. That this resolution shall take effect immediately.
5. That a certified copy of this resolution shall be provided by the Township Clerk to the Chief Financial Officer and Remington & Vernick Engineers.

**CERTIFICATION**

I, **KELLY LETTERA, RMC** do hereby certify that the foregoing is a true copy of a resolution adopted by the Governing Body of the Township of Little Egg Harbor at a meeting held on the 11<sup>th</sup> day of **May, 2023**.

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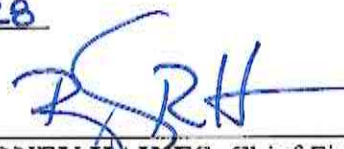
**KELLY LETTERA, RMC**  
Township Clerk  
Little Egg Harbor Township

**CERTIFICATE OF AVAILABILITY OF FUNDS**

I, **RODNEY HAINES**, Chief Financial Officer for the Township of Little Egg Harbor, do hereby certify that adequate funds are available for an open-ended contract with the Remington & Vernick Engineers for Township Planner.

The amount of the contract to be awarded under this resolution is determined not to exceed \$14,895.00 which sum is based upon a reasonable estimate of the Planning services required over the contract term for research and creating a new digital Zoning Map for the Township of Little Egg Harbor. The Township of Little Egg Harbor is not obligated to spend this amount and is permitted to exceed this amount during the course of performance of this contract.

The funds which area available for this open-ended contract are found in the following line item appropriation(s): 01-20 - 715 -028

  
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**RODNEY HAINES**, Chief Financial Officer  
Township of Little Egg Harbor

**r|m|s|h|c**

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REMINGTON  
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9 Allen Street  
Toms River, NJ 08753  
O: (732) 286-9220  
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May 2, 2022

Township of Little Egg Harbor  
Attn: Rodney Haines, Administrator  
665 Radio Road  
Little Egg Harbor Township, NJ 08087

**Subj: Research and Prepare New Digital Official Zoning Map Document for the Township of Little Egg Harbor, County of Ocean, New Jersey M2022-1517**

Dear Mr. Haines:

**REMINGTON & VERNICK ENGINEERS** is pleased to present this proposal to research and create a new digital Zoning Map for the Township of Little Egg Harbor. The existing Zoning Map was created in October 2000 and last revised in December 2007. It was converted by RVE into a GIS format in June 2021 and is based on the last updated zoning changes through 2007.

It is our understanding that a new digital Zoning Map will need to be created, which reflects the recent zone designation changes since 2007. In order to certify the newly created and updated zoning map, it needs to be verified against the adopted ordinances by a professional planner and then signed and dated that the document is compliant with the statutes.

We have a proposed approach to address this request of reviewing and certifying the new digital zoning overlay map for date, signature, and formal adoption for Little Egg Harbor Township. This new zoning map layer can then be incorporated into the new updated digital tax parcel mapping to current conditions as a GIS layer once approved.

#### **SCOPE OF SERVICES**

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Remington & Vernick Engineers will perform the entire scope of services outlined herein to review, approve, and adopt the new updated zoning map as the "official zoning document" that supports the ordinances.

##### ***A. Inventory, Research and Review***

Remington & Vernick Engineers will need to be provided all zoning ordinances since the last adopted zoning map in 2007 (Zoning Amendments, Ordinances, Redevelopment Areas, Overlays, etc.). The Township's existing Zoning Map was digitally generated in GIS (\*.mxd) format. All updates to these maps are completed digitally.

##### ***B. Protracting the Ordinances and New Zoning Map***

Remington & Vernick Engineers will protract and close the new ordinances based on the descriptions by block, lot and address designated. These recently adopted zoning ordinances would then be overlaid, compared, and verified against the newly updated digital zoning map, by our professional surveyor and planner, in order to be sure that the ordinances were interpreted and detailed correctly on the new map.

Should any edits be required, based on our review and protraction, Remington & Vernick Engineers would apply those edits digitally to the new zoning map file as we are the responsible professional dating, signing, and certifying the final document based on the finished review.

All digital data will be created on the New Jersey State Plane Coordinate System and North American Datum of 1983 (NAD 83) in English units (feet). This coordinate system was originally established to provide a common reference and standardized mapping system for surveyors and cartographers throughout the United States. It also serves as a common denominator for all data covering the same geographic areas. This will make it easier for the Township of Little Egg Harbor to share digital mapping data with Ocean County in the future, and vice versa.

Remington & Vernick Engineers will need to work closely with the Township of Little Egg Harbor throughout the review and approval process. We will verify that all applicable changes and revisions to the zoning map are complete and accurate as possible before the map is endorsed by our New Jersey Licensed Land Surveyor. The information would be based on the current tax map and GIS data available and as the tax maps change, the appropriate indexed sheet would reflect that change and be replaced accordingly. All information will be layered for ease of inventory and maintenance and a color-coded legend will be applied.

If we find that no edits are needed and everything complies, we can affix our title block and signature block for Craig F. Remington to sign and certify as Professional Planner.

#### ***C. Adopted Zoning Map***

Once the newly updated digital zoning map is dated and signed, the approved, adopted zoning map is the "official zoning document" that supports the ordinances and is used to approve or deny a zoning board application and as such, needs to be signed and certified by a licensed professional by law in order to protect Little Egg Harbor Township and its professionals.

The zoning map is a very public map document, and should an application be approved or denied based on an uncertified or incorrect map, it becomes a very public issue that does not benefit anyone if inaccurate, which is why we are required to take the steps we do to protect the Township.

The new and updated digital Zoning Map and protracted ordinances for Little Egg Harbor Township can also be utilized and referenced as part of a future Master Plan Reexamination Report. All work will be created utilizing the latest Autodesk AutoCAD and Esri ArcGIS software applications and will comply with the guidelines set forth in the current New Jersey Department of Environmental Protection handbook, Mapping and Digital Data Standards.

#### ***D. Township Review and Comment***

Remington & Vernick Engineers will provide a copy of the new/revised mapping products in draft form to the Township of Little Egg Harbor for final review. Any changes or revisions requested by the Township will be applied to the both the electronic and hard copies of the map(s) at that time. The final drafts of the maps will be based upon this review process and will be considered complete and ready for delivery once any requested changes have been made.

#### ***E. Final Deliverables***

The following final deliverables will be provided to the Township of Little Egg Harbor upon completion of the mapping work proposed:

- Six (6) 36" x 48" color copies on glossy photo paper of the updated Zoning Map for use by the various offices of Little Egg Harbor Township

- Six (6) 36" x 48" black/white copies on bond paper of the updated Zoning Map for use by the various offices of Little Egg Harbor Township
- One accessible ShareFile link containing all correspondence and a printable PDF copy of the new digital Zoning Map, the GIS Zoning Map geodatabase file with FDGC compliant metadata and other digital mapping products
- Necessary time to load the printable PDF maps on the Township server and/or individual workstations, as directed by the Township, for in-house viewing and printing of PDF mapping products

### **COST OF SERVICES**

It is our understanding the Little Egg Harbor Township has a digital parcel-based GIS layer and a new digital zoning layer previously created by another consultant. RVE already obtained a copy of these datasets and will update to current conditions accordingly along with its metadata and incorporation into the digital mapping layers as outlined above.

The estimated cost of services for completion of the updated parcels to current conditions and New Digital Zoning Map, as outlined herein, we anticipate a total time and material, not-to-exceed cost of **\$14,895.00**. The estimated completion time is three (3) to four (4) weeks from written authorization to proceed.

**All time will be invoiced at our current Little Egg Harbor Township contract rates. A dedicated project number will be established for billing purposes.**

Remington & Vernick Engineers will not proceed with any additional work that will exceed the **\$14,895.00** cap without prior written authorization from the Township. The cost of services for any/all new mapping work not outlined in this scope of services will be provided as a separate proposal on an as-needed basis and upon Township request only.

Should you have any questions, or if there are budget and timeframe issues based on the scope of work proposed, please do not hesitate to contact Kevin R. Zelinsky, GISP, CMS, Tax Map/GIS/CADD Manager and Senior Associate in our Haddonfield office at (856) 795-9595, extension 1064, or the undersigned.

We look forward to working with you on this important mapping project.

Sincerely,

**REMINGTON & VERNICK ENGINEERS**



James M. Oris, PE, PP, CME, CPWM  
Regional Manager

JMO/KRZ/ag

cc: Mayor and Committee