

**AGENDA FOR THE REGULAR & BUDGET MEETING
OF THE MAYOR & COUNCIL OF THE BOROUGH OF WALDWICK
TUESDAY, FEBRUARY 10, 2026 AT 6:30 PM
IN THE ADMINISTRATION BUILDING COUNCIL CHAMBERS
63 FRANKLIN TURNPIKE, WALDWICK**

To view meeting live - <https://www.youtube.com/@boroughofwaldwick2372/streams>

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Meeting ID: 237 655 219 553 28

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Phone conference ID: 705 164 570#

I. CALL TO ORDER

II. STATEMENT OF COMPLIANCE - This meeting is being held in conformance with the Sunshine Law. Notice of time, date and place has been furnished to The Bergen Record and The Ridgewood News. Notice has also been posted on the bulletin board of the Administrative Building.

III. ROLL CALL

Mayor Giordano ____, Mr. Brennecke ____, Ms. Cericola-Drake ____, Mr. Martinello ____, Mr. Ritchie ____, Ms. Smith ____, Ms. Wingate ____.

Also present: Borough Administrator Tatiana Marquis, Borough Clerk Kelley Halewicz and Borough Attorney Craig Bossong.

IV. PLEDGE OF ALLEGIANCE, MOMENT OF SILENCE HONORING VETERANS & PRAYER

V. PROCLAMATIONS & PRESENTATIONS

VI. MAYOR'S REPORT AND REPORTS OF COMMITTEES

- a. Mayor's Report - Mayor Giordano
- b. Financial & Administrative Committee - Mr. Martinello
- c. Fire & Police Protection Committee - Mr. Brennecke
- d. Public Safety Committee - Ms. Wingate
- e. Recreational & Health Committee - Ms. Smith
- f. Public Works Committee - Mr. Ritchie
- g. Buildings & Grounds Committee - Ms. Cericola-Drake

VII. DEPARTMENT HEAD REPORTS

VIII. CONSENT AGENDA RESOLUTIONS

2026-64 Approval of Consent Agenda

Policy Vote(s)

- a. Jen and Paul Reimels requests to use Pavilion A on May 2 from 11:00 am - dusk for a birthday party with alcoholic beverages being served
- b. Kayla Piccinich requests to use Pavilion A on May 30 from 2:00 pm - 6:00 pm for a birthday party with alcoholic beverages being served
- c. Angela Scrivanich requests to use Pavilion B on June 6 from 9:00 am - dusk for an end of year soccer party with alcoholic beverages being served

2026-65 Authorization for the Execution of an Application for New Jersey Department of Environmental Protection Treatment Works Approval - 6 Monroe Waldwick, LLC - Everson Street, Block 134.02, Lot 15

2026-66 Appointment of Clean Communities Coordinator - Lindsay Rulli

2026-67 Appointment of the Municipal Recycling Coordinator - Lindsay Rulli

2026-68 Approval of Appropriation Transfers - *Coming from CFO*

2026-69 Payment of Vouchers

IX. PUBLIC HEARING & ADOPTION OF ORDINANCE(S)

- a. Ordinance No. 2026-#01 - AN ORDINANCE AMENDING CHAPTER 91 VEHICLES AND TRAFFIC, SECTION 91-12 PARKING TIME LIMITS ON CERTAIN STREETS, SUBSECTION A FOR WEST PROSPECT STREET TO CHANGE TIME LIMITS AND HOURS

X. INTRODUCTION OF ORDINANCE(S)

- a. Ordinance No. 2026-#02 – AN ORDINANCE AMENDING CHAPTER 97 - ZONING TO AMEND AHO-1 AFFORDABLE HOUSING OVERLAY ZONE-1; AHO-2 AFFORDABLE HOUSING OVERLAY ZONE-2; AFFORDABLE HOUSING CONTROLS, AND DEVELOPMENT FEES

XI. UNFINISHED BUSINESS

- a. 2026 Municipal Budget discussion

XII. NEW BUSINESS**XIII. PUBLIC COMMENT****XIV. CLOSED SESSION** - Any matter permitted to be discussed in Closed Session pursuant N.J.S.A. 10:4-12

- 2026-70 Authorize Closed Session
Contract Negotiations

XV. ADJOURNMENT

KELLEY HALEWICZ, RMC/CMC - MUNICIPAL CLERK

****NEXT MEETING IS TUESDAY, FEBRUARY 24, 2026, 6:30 PM,
COUNCIL REGULAR & BUDGET MEETING****

**MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey**

RESOLUTION NO. 2026-64

Approval of Consent Agenda

BE IT RESOLVED that the following resolutions herewith listed by consent having been considered by the Governing Body of the Borough of Waldwick are hereby passed and approved:

2026-64 Approval of Consent Agenda

Policy Vote(s)

- a. Jen and Paul Reimels requests to use Pavilion A on May 2 from 11:00 am - dusk for a birthday party with alcoholic beverages being served
- b. Kayla Piccinich requests to use Pavilion A on May 30 from 2:00 pm - 6:00 pm for a birthday party with alcoholic beverages being served
- c. Angela Scrivanich requests to use Pavilion B on June 6 from 9:00 am - dusk for an end of year soccer party with alcoholic beverages being served

2026-65 Authorization for the Execution of an Application for New Jersey Department of Environmental Protection Treatment Works Approval - 6 Monroe Waldwick, LLC - Everson Street, Block 134.02, Lot 15

2026-66 Appointment of Clean Communities Coordinator - Lindsay Rulli

2026-67 Appointment of the Municipal Recycling Coordinator - Lindsay Rulli

2026-68 Approval of Appropriation Transfers

2026-69 Payment of Vouchers

Approved: _____
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution was adopted by the Mayor and Council of the Borough of Waldwick at its Regular Meeting of February 10, 2026.

Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brennecke						
Cericola-Drake						
Martinello						
Ritchie						
Smith						
Wingate						
Mayor Giordano						

Reso book, Adm, CFO

**MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey**

RESOLUTION NO. 2026-65

Authorization for the Execution of an Application for New Jersey Department of Environmental Protection Treatment Works Approval – 6 Monroe Waldwick, LLC – Everson Street, Block 134.02, Lot 15

WHEREAS, 6 Monroe Waldwick, LLC, Everson Street, Block 134.02, Lot 15, Waldwick, NJ 07463 received approval for construction of a new subdivision with 4 single-family homes on Monroe Street adjacent to the Village of Ridgewood municipal border. Formal Planning Board approval was given on December 1, 2021; and,

WHEREAS, this development will require the submission of a Treatment Works Approval Application to the New Jersey Department of Environmental Protection (NJDEP); and,

WHEREAS, the plans and application materials were reviewed and approved by the Borough Engineer and were found acceptable.

NOW, THEREFORE, BE IT RESOLVED that the Municipal Council of the Borough of Waldwick hereby authorizes Tatiana Marquis, Borough Administrator to execute the Statement of Consent (Form WQM-003) and any other required documents for the submission of a NJDEP Treatment Works Approval for the development of Block 134.02, Lot 15 in the Borough of Waldwick.

Approved: _____
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution was adopted by the Mayor and Council of the Borough of Waldwick at its Regular Meeting of February 10, 2026.

Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brennecke						
Cericola-Drake						
Martinello						
Ritchie						
Smith						
Wingate						
Mayor Giordano						

Reso book, Adm, CA, CFO, Water Operator, Engineer

**MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey**

RESOLUTION NO. 2026-66

Appointment of Clean Communities Coordinator - Lindsay Rulli

WHEREAS, the Borough of Waldwick participates in New Jersey's Clean Communities Program, which is a comprehensive, statewide liter-abatement program; and,

WHEREAS, as part of the Borough of Waldwick's participation in the Clean Communities Program, the Borough receives grants; and,

WHEREAS, in order to participate in the Clean Communities Program, the Borough of Waldwick must designate a Clean Communities Coordinator; and,

WHEREAS, Lindsay Rulli possesses the requisite certification, knowledge and skills to serve as the Clean Communities Coordinator for the Borough of Waldwick.

NOW, THEREFORE, BE IT RESOLVED that the Municipal Council of the Borough of Waldwick hereby appoints Lindsay Rulli as the Borough's Clean Communities Coordinator effective January 1, 2026 and a \$1,500 stipend.

Approved: _____
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution was adopted by the Mayor and Council of the Borough of Waldwick at its Regular Meeting of February 10, 2026.

Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brennecke						
Cericola-Drake						
Martinello						
Ritchie						
Smith						
Wingate						
Mayor Giordano						

**MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey**

RESOLUTION NO. 2026-67

Appointment of the Municipal Recycling Coordinator - Lindsay Rulli

BE IT RESOLVED that the Municipal Council of the Borough of Waldwick hereby appoint Lindsay Rulli as the Municipal Recycling Coordinator for the Borough of Waldwick as per Borough Code 71-2; and N.J.S.A. 13:1E-99.16; and,

BE IT FURTHER RESOLVED that Ms. Rulli shall receive a stipend of \$1,500 for this position.

Approved: _____
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution was adopted by the Mayor and Council of the Borough of Waldwick at its Regular Meeting of February 10, 2026.

Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brennecke						
Cericola-Drake						
Martinello						
Ritchie						
Smith						
Wingate						
Mayor Giordano						

Reso book, Adm, CFO, Acct Payable

**MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey**

RESOLUTION NO. 2026-68

Approval of Appropriation Transfers

WHEREAS, N.J.S.A. 40A:4-59 allows for transfer of budget appropriations during the first three months of the succeeding budget year under certain circumstances; and,

WHEREAS, the Chief Financial Officer has determined that certain accounts need additional funds to pay certain commitments.

NOW, THEREFORE, BE IT RESOLVED that transfer of appropriations be made as follows:

COMING FROM CFO

Approved: _____
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution was adopted by the Mayor and Council of the Borough of Waldwick at its Regular Meeting of February 10, 2026.

Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brennecke						
Cericola-Drake						
Martinello						
Ritchie						
Smith						
Wingate						
Mayor Giordano						

Reso book, CFO

**MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey**

RESOLUTION NO. 2026-69

Payment of Vouchers

Approved: _____
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution was adopted by the Mayor and Council of the Borough of Waldwick at its Regular Meeting of February 10, 2026.

Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brennecke						
Cericola-Drake						
Martinello						
Ritchie						
Smith						
Wingate						
Mayor Giordano						

Reso book, CFO

PUBLIC HEARING OF AN ORDINANCE

Date: February 10, 2026

Clerk read the ordinance by title

Ordinance No. 2026-#01 - AN ORDINANCE AMENDING CHAPTER 91 VEHICLES AND TRAFFIC, SECTION 91-12 PARKING TIME LIMITS ON CERTAIN STREETS, SUBSECTION A FOR WEST PROSPECT STREET TO CHANGE TIME LIMITS AND HOURS

Mayor asks if any Council Member wishes to comment on the ordinance.

Mayor closes Council comments and opens the public hearing to audience.

Mayor closes the public hearing after comments are heard.

Mayor asks for motion to pass the ordinance on second reading and that the Clerk be authorized to advertise in the local, legal newspaper as required by law.

Motion: _____

Seconded: _____

Roll Call:

Council Members:

Roll Call:

Brennecke

Cericola-Drake

Martinello

Ritchie

Smith

Wingate

Giordano

Ordinance No. 2026-#01 - AN ORDINANCE AMENDING CHAPTER 91 VEHICLES AND TRAFFIC, SECTION 91-12 PARKING TIME LIMITS ON CERTAIN STREETS, SUBSECTION A FOR WEST PROSPECT STREET TO CHANGE TIME LIMITS AND HOURS

BE IT ORDAINED that the Municipal Council of the Borough of Waldwick hereby amends Chapter 91 Vehicles and Traffic, Section 91-12 Parking Time Limits on Certain Streets, Subsection A for West Prospect Street to change time limits and hours. The changes to Code of the Borough of Waldwick below shows deletions to the code in ~~strike through~~ and additions in underline as follows:

§ 91-12. Parking time limited on certain streets.

- A. Parking Time Limited Certain Hours. No person shall park a vehicle for longer than the time limit between the hours listed on any day (except Saturdays, Sundays and public holidays) upon any of the streets or parts of streets described.

Name of Street	Sides	Time Limit	Hours	Location
West Prospect Street	South	30 Minutes	8:00 a.m. to 12:00 noon <u>5:00 pm</u>	From a point 100 feet west of Franklin Turnpike to Harrison Avenue
West Prospect Street	South	2 Hours <u>30 Minutes</u>	8:00 a.m. to 12:00 noon <u>5:00 pm</u>	From Lafayette Street to Harrison Avenue

BE IT FURTHER RESOLVED that the ordinance shall take effect upon publication and adoption as required by law.

INTRODUCTION OF ORDINANCE

Date: February 10, 2026

Mayor Giordano asked the Clerk to read Ordinance No. 2026-#02 by title:

Ordinance No. 2026-#02 - AN ORDINANCE AMENDING CHAPTER 97 - ZONING TO AMEND AHO-1 AFFORDABLE HOUSING OVERLAY ZONE-1; AHO-2 AFFORDABLE HOUSING OVERLAY ZONE-2; AFFORDABLE HOUSING CONTROLS, AND DEVELOPMENT FEES

Mayor: A motion is in order to move and pass the ordinance on first reading, and that the Municipal Clerk be authorized to publish said Ordinance and Notice of Hearing in accordance with law, with the Public Hearing on said Ordinance to be held at 7:30 pm or as soon thereafter as the matter may be heard on Tuesday, March 10, 2026.

Motion: _____

Seconded: _____

Roll Call:

Brennecke

Cericola-Drake

Martinello

Ritchie

Smith

Wingate

Giordano

Proposed Affordable Housing Zoning Amendments Borough of Waldwick

Note: additions shown in underline, deletions in ~~strikethrough~~

97-119.15. AHO-1 Affordable Housing Overlay Zone-1

The AHO-1 Zone shall encompass the entire VC-3 Zone and a portion of the VC-2 Zone on the east side of the New Jersey Transit railroad tracks. Within the AHO-1 Zone, the following standards shall apply:

- A. Permitted uses in the AHO-1 Zone. In addition to any use permitted in the underlying zone district, the following uses shall be permitted:
1. Multifamily residential.
 2. Mixed-use development. Permitted uses on the ground floor of a mixed-use development shall include the following permitted uses in the C-1 District as listed in Section 97-119.9A1, 2, 3, 4 and 13: retail trade stores, service uses, business and professional offices, personal services and child day care centers. Dwelling units in a mixed-use development shall only be permitted on upper floors.
- B. Required Conditions. The regulations of the underlying zone district are still applicable. However, properties within this overlay zone may also be developed with multifamily residential or mixed-use development in accordance with the following requirements:
1. Minimum lot area: 10,000 square feet.
 2. Minimum lot frontage: 75 feet.
 3. Minimum front yard setback: five feet.
 4. Minimum side yard setback: five feet.
 5. Minimum rear yard setback: 20 feet.
 6. Maximum building coverage: 40%.
 7. Maximum impervious coverage: 85%.
 8. Maximum building height: three stories/42 feet.
 9. Maximum gross residential density: 1015 dwelling units/acre.
 10. Residential parking: per New Jersey Residential Site Improvement Standards.
 11. Nonresidential parking: one space per 250 square feet of floor area.
- C. Affordable housing requirements. Low- and moderate-income dwelling units shall be provided in accordance with this subsection. The minimum affordable housing set-aside shall be 20% of the dwelling units in the development, except that the minimum set-aside shall be 15% where affordable rental units are provided. Of these, at least half must be reserved for, and affordable to, low-income households. A minimum of 13% of the affordable units shall be affordable to households earning 30% or less of the area median income for the previously established Council on Affordable Housing region. Low- and moderate-income housing units shall be governed by the standards set forth in the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq., and shall comply with ~~the applicable rules of the Council on Affordable Housing and any other all~~ relevant state statutes and regulations. All development including affordable dwelling units shall also be subject to 97-120, Affordable Housing Controls of the Borough of Waldwick Land Use and Development Code.

DRAFT

97-119.16. AHO-2 Affordable Housing Overlay Zone-2

The AHO-2 Zone includes two properties located a short distance from the Borough's central business district, Block 101, Lot 6.01 and Block 109.02, Lot 6.04. Within the AHO-2 zone, the following standards shall apply:

- A. Permitted uses in the AHO-2 Zone. In addition to any use permitted in the underlying zone district, mixed-use development shall be permitted. Permitted uses on the ground floor of a mixed-use development shall include the following permitted uses in the C-1 District as listed in Section 97-119.9A1, 2, 3, 4 and 13: retail trade stores, service uses, business and professional offices, personal services and child day care centers. Dwelling units shall only be permitted on upper floors, except that ground floor dwelling units shall be permitted on the portion of a property located more than 80 feet from any public street.
- B. Required Conditions. The regulations of the underlying zone district are still applicable. However, properties within this overlay zone may also be developed in accordance with the following requirements:
1. Minimum lot area: 30,000 square feet.
 2. Minimum lot frontage: 200 feet.
 3. Minimum front yard setback: 10 feet.
 4. Minimum side yard setback: 15 feet.
 5. Minimum rear yard setback: 30 feet.
 6. Maximum building coverage: 35%.
 7. Maximum impervious coverage: 85%.
 8. Maximum building height: three stories/42 feet.
 9. Maximum gross residential density: ~~40~~15 dwelling units/acre.
 10. Residential parking: per New Jersey Residential Site Improvement Standards.
 11. Nonresidential parking: one space per 250 square feet of floor area.
- C. Affordable Housing Requirements. Low- and moderate-income dwelling units shall be provided in accordance with this subsection. The minimum affordable housing set-aside shall be 20 percent of the dwelling units in the development, except that the minimum setaside shall be 15 percent where affordable rental units are provided. Of these, at least half must be reserved for, and affordable to, low income households. A minimum of 13 percent of the affordable units shall be affordable to households earning 30 percent or less of the area median income for the previously established Council on Affordable Housing region. Low and moderate income housing units shall be governed by the standards set forth in the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26.1 et seq., and shall comply with ~~the applicable rules of the Council on Affordable Housing and any other all~~ relevant state statutes and regulations. All development including affordable dwelling units shall also be subject to 97-120, Affordable Housing Controls of the Borough of Waldwick Land Use and Development Code.

§ 97-120. Affordable Housing Controls.

- A. Affordable housing obligation.

DRAFT

- (1) BE IT ORDAINED by the governing body of the Borough of Waldwick, Bergen County, New Jersey, that the Code of the Borough of Waldwick is hereby replaced to include provisions addressing Waldwick's constitutional obligation to provide for its fair share of low- and moderate-income housing, as directed by the Administrative Director of the Courts Superior Court and as stipulated by P.L. 2024, c. 2 and N.J.S.A. 52:27D-301 et seq. (the amended Fair Housing Act). N.J.A.C. 5:99-1 et seq., as amended and supplemented, establishes procedures to be used by municipalities in addressing and implementing the requirements set forth in the Amended Fair Housing Act. P.L. 2024 c.2 also established the Affordable Housing Dispute Resolution Program ("Dispute Resolution Program"), which provides a new process for municipalities to come into constitutional compliance with their affordable housing obligations, consistent with N.J.A.C. 5:93-1 et seq., as amended and supplemented, N.J.A.C. 5:80-26.1 et seq., as amended and supplemented, and the New Jersey Fair Housing Act of 1985. This section is intended to ensure compliance with the foregoing provisions and with the regulations of the Uniform Housing Affordability Controls, N.J.A.C. 5:80-26 et seq., as amended and supplemented. Additionally, the purpose of this section is to provide assurances that low- and moderate-income units are created with controls on affordability over time and that low- and moderate- income households shall occupy those units. This section shall apply except where inconsistent with applicable law.
- (2) The Borough of Waldwick Planning Board has adopted a Housing Element and Fair Share Plan pursuant to the Municipal Land Use Law at N.J.S.A. 40:55D-1 et seq. The Housing Element and Fair Share Plan have been endorsed by the governing body. This section implements and incorporates the adopted and endorsed Housing Element and Fair Share Plan and addresses the requirements of N.J.S.A. 52:27D-301 et seq. N.J.A.C. 5:93-1 et seq., as amended and supplemented, N.J.A.C. 5:80-26.1 et seq. as amended and supplemented, and the New Jersey Fair Housing Act of 1985.
- (3) The Borough of Waldwick shall comply with the reporting requirements set forth in N.J.S.A. 52:27D-329.2, N.J.S.A. 52:27D-329.4, and N.J.A.C. 5:99-5.

~~provide annual reporting of its Affordable Housing Trust Fund activity to the New Jersey Department of Community Affairs, Council on Affordable Housing or Local Government Services, or other entity designated by the State of New Jersey, with a copy provided to Fair Share Housing Center and posted on the municipal website, using forms developed for this purpose by the New Jersey Department of Community Affairs, Council on Affordable Housing or Local Government Services. The reporting shall include an accounting of all Affordable Housing Trust Fund activity, including the source and amount of funds collected and the amount and purpose for which any funds have been expended. The Borough of Waldwick shall provide annual reporting of the status of all affordable housing activity within the municipality through posting on the municipal website, with copies provided to Fair Share Housing Center, using forms previously developed for this purpose by the Council on Affordable Housing or any other forms endorsed by the Court appointed Special Master and Fair Share Housing Center. For the midpoint realistic opportunity review due on July 1, 2020, as required pursuant to N.J.S.A. 52:27D-313, the Borough of Waldwick shall post on its municipal website, with copies provided to Fair Share Housing Center, a status report as to its implementation of its Plan and an analysis of whether any unbuild sites or unfulfilled mechanisms continue to present a realistic opportunity. Such posting shall invite any interested party to submit comments to the municipality, with copies provided to Fair Share Housing Center, regarding whether any sites no longer present a reopportunity and should be replaced. Any interested party may by motion request a hearing before the Court regarding these issues.~~

~~Every three years, the Borough of Waldwick will post on its municipal website, with copies provided to the Fair Share Housing Center, a status report as to its satisfaction of its very low income requirements, including the family very low income requirements referenced herein. Such posting shall invite any interested party to submit comments to the municipality, with copies provided to the Fair Share Housing Center, on the issue of whether the municipality has complied with its very low income housing obliga~~

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- B. Definitions. The following terms when used in this section shall have the meanings given in this subsection:

ACCESSORY APARTMENT-DWELLING UNIT — a residential dwelling unit that provides complete independent living facilities with a private entrance for one or more persons, consisting of provisions for living, sleeping, eating, sanitation, and cooking, including a stove and refrigerator, and is located within a proposed or existing primary dwelling, within an existing or proposed structure that is accessory to a dwelling on the same lot, constructed in whole or part as an extension to a proposed or existing primary dwelling, or constructed as a separate detached structure on the same lot as the existing or proposed primary dwelling. A self-contained residential dwelling unit with a kitchen, sanitary facilities, sleeping quarters and a private entrance, which is created within an existing home, or through the conversion of an existing accessory structure on the same site, or by an addition to an existing home or accessory building, or by the construction of a new accessory structure on the same site.

ACT — The Fair Housing Act of 1985, P.L. 1985, c. 222 (N.J.S.A. 52:27D-301 et seq.), as amended through P.L. 2024, c.2.-

ADAPTABLE — Constructed in compliance with the technical design standards of the Barrier Free Subcode, N.J.A.C. 5:23-7.

ADMINISTRATIVE AGENT — The individual or entity designated by the Borough and approved by the Division as pursuant to N.J.A.C. 5:99-7, responsible for the administration of affordable units in accordance with this section, N.J.A.C. 5:96, N.J.A.C. 5:97 and N.J.A.C. 5:80-26.1 et seq. as set forth within N.J.S.A. 52:27D-321, and the Uniform Housing Affordability Controls set forth at N.J.A.C. 5:80-26 et seq.

AFFIRMATIVE MARKETING — A regional marketing strategy designed to attract buyers and/or renters of affordable units pursuant to N.J.A.C. 5:80-26.165.

AFFORDABILITY AVERAGE — The average percentage of regional median income at which restricted units in an affordable housing development are affordable to low- and moderate-income households.

AFFORDABLE — A sales price or rent within the means of a low-or moderate-income household as defined within N.J.S.A. 52:27D-301 et seq. in N.J.A.C. 5:93-7.4; in the case of an ownership unit, that the sales price for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.76, as may be amended and supplemented, and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.132, as may be amended and supplemented.

AFFORDABLE DEVELOPMENT — A housing development all or a portion of which consists of restricted units.

AFFORDABLE HOUSING DEVELOPMENT — A development included in or approved pursuant to the Housing Element and Fair Share Plan, or otherwise intended to address the Borough's fair share obligation and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100% affordable development.

AFFORDABLE HOUSING PROGRAM(S) — Any method of creating or preserving actual housing units available to low- and moderate-income households or creating a realistic opportunity for the construction of such units, and any mechanism in a municipal Fair Share Plan prepared or implemented to address a municipality's fair share obligation.

AFFORDABLE UNIT — A housing unit proposed or created pursuant to the Act and approved for crediting by the Court and/or funded through an affordable housing trust fund, (housing unit proposed or created pursuant to the Act, credited pursuant to N.J.A.C. 5:97-4, and/or funded through an affordable housing trust fund.)

DRAFT

AGE-RESTRICTED UNIT — A housing unit designed to meet the needs of, and exclusively for, the residents of an age-restricted segment of the population [where the adult member of the family who is the head of the household for the purposes of determining income eligibility and rent is a minimum age of either 62 years, or 55 years and meets the provisions of 42 U.S.C. §§ 3601 through 3619, except that due to death, a surviving spouse of less than 55 years of age is permitted to continue to reside in the unit, such that: 1\) all the residents of the development where the unit is situated are 62 years or older; or 2\) at least 80% of the units are occupied by one person that is 55 years or older; or 3\) the development has been designated by the Secretary of the U.S. Department of Housing and Urban Development as "housing for older persons" as defined in Section 807\(b\)\(2\) of the Fair Housing Act, 42](#)

U.S.C. § 3607.

AGENCY — The New Jersey Housing and Mortgage Finance Agency established by [P.L. 1983, c. 530 \(N.J.S.A. 55:14K-1 et seq.\)](#).

ALTERNATIVE LIVING ARRANGEMENTS — A structure in which households live in distinct bedrooms, yet share kitchen and plumbing facilities, central heat and common areas. Alternative living arrangements include, but are not limited to: transitional facilities for the homeless; Class A, B, C, D and E boarding homes as regulated by the State of New Jersey Department of Community Affairs; residential health care facilities as regulated by the New Jersey Department of Health; group homes for the developmentally disabled and mentally ill as licensed and/or regulated by the New Jersey Department of Human Services; and congregate living arrangements.

ASSISTED LIVING RESIDENCE — A facility licensed by the New Jersey Department of Health and Senior Services to provide apartment-style housing and congregate dining and to assure that assisted living services are available when needed for four or more adult persons unrelated to the proprietor and that offers units containing, at a minimum, one unfurnished room, a private bathroom, a kitchenette and a lockable door on the unit entrance.

[BARRIER-FREE ESCROW — The holding of funds collected to adapt affordable unit entrances to be accessible in accordance with N.J.S.A. 52:27D-311a et seq. Such funds shall be held in a municipal affordable housing trust fund pursuant to N.J.A.C. 5:99-2.6.](#)

[BOROUGH — The Borough of Waldwick in Bergen County, New Jersey.](#)

CERTIFIED HOUSEHOLD — A household that has been certified by an administrative agent as a [very-low-income household](#), low-income household, or moderate-income household.

[CHOICE — The no-longer-active Choices in Homeownership Incentives for Everyone Program, as it was authorized by the Agency.](#)

[COAH or THE COUNCIL — The Council on Affordable Housing, which is in, but not of, the Department of Community Affairs of the State of New Jersey, that was previously established under the New Jersey Fair Housing Act \(N.J.S.A. 52:27D-301 et seq.\), abolished effective March 20, 2024, pursuant to Section 3 at P.L. 2024, c. 2 \(N.J.S.A. 52:27D-304.1\).](#)

[COMPLIANCE CERTIFICATION — The certification issued to a municipality by a county-level housing judge pursuant to section 3 at P.L. 2024, c. 2, that protects the municipality from exclusionary zoning litigation during the current round of present and prospective need and through July 1 of the year the next affordable housing round begins, which is also known as a "judgment of compliance" resulting in an "order for repose." The term "compliance certification" includes a judgment of repose granted in an action filed pursuant to section 13 at P.L. 1985, c. 222 \(N.J.S.A. 52:27D-313\).](#)

[CONSTRUCTION — New construction and additions, but does not include alterations.](#)

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reconstruction, renovations, conversion, relocation, or repairs, as those terms are defined in the State Uniform Construction Code promulgated pursuant to the State Uniform Construction Code Act, P.L. 1975, c. 217 (N.J.S.A. 52:27D-119 et seq.).

CONTINUUM OF CARE or CoC – One of the 16 local planning bodies in New Jersey that coordinate service providers and other interested parties to prevent and end homelessness, as authorized by subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act of 1987, 42 U.S.C. §§ 11431 through 11435.

COUNTY-LEVEL HOUSING JUDGE – A judge appointed pursuant to section 5 at P.L. 2024, c. 2 (N.J.S.A. 52:27D-313.2), to resolve disputes over the compliance of municipal fair share affordable housing obligations and municipal fair share plans and housing elements with the Act.

DCA or DEPARTMENT – The State of New Jersey Department of Community Affairs.

DISPUTE RESOLUTION PROGRAM – The Affordable Housing Dispute Resolution Program, established pursuant to section 5 of P.L. 2024, c.2 (N.J.S.A. 52:27D-313.2). The Dispute Resolution Program is established within the Executive Branch of the State, for the purpose of resolving disputes associated with the Fair Housing Act with respect to municipalities seeking to obtain a certification of compliance of their adopted Housing Element & Fair Share Plan.

DEFICIENT HOUSING UNIT – A housing unit with health and safety code violations that require the repair or replacement of a major system. A major system includes weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement and/or load-bearing structural systems.

DEVELOPER – Any person, partnership, association, company or corporation that is the legal or beneficial owner or owners of a lot or any land proposed to be included in a proposed development including the holder of an option to contract or purchase, or other person having an enforceable proprietary interest in such land.

DEVELOPMENT – The division of a parcel of land into two or more parcels, the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any use or change in the use of any building or other structure, or of any mining, excavation or landfill, and any use or change in the use of any building or other structure, or land or extension of use of land, for which permission may be required pursuant to N.J.S.A. 40:55D-1 et seq.

DIVISION – Means the Division of Local Planning Services in DCA.

EMERGENT OPPORTUNITY – A circumstance that has arisen whereby affordable housing will be able to be produced through a delivery mechanism not originally contemplated by or included in a fair share plan that has been the subject of a compliance certification.

EQUALIZED ASSESSED VALUE OR EAV – The assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with sections 1, 5, and 6 at P.L. 1973, c. 123 (N.J.S.A. 54:1-35a, 54:1-35b, and 54:1-35c). Estimates at the time of building permit may be obtained by the tax assessor using construction cost estimates. Final EAV shall be determined at project completion by the municipal assessor.

EXCLUSIONARY ZONING LITIGATION – Litigation challenging the fair share plan, housing element, ordinances, or resolutions that implement the fair share plan or housing element of a municipality based on alleged noncompliance with the Act or the Mount Laurel doctrine, which litigation shall include, but shall not be limited to, litigation seeking a builder's remedy.

EXTENSION OF EXPIRING CONTROLS – Extending the deed restriction period on units where the controls will expire in the current round of a housing obligation, so that the total years of a deed restriction is at least 60 years.

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FAIR SHARE OBLIGATION or AFFORDABLE HOUSING OBLIGATION – The total of the present need and prospective need as determined by a court of competent jurisdiction.

FAIR SHARE PLAN – The plan that describes the mechanisms, strategies and the funding sources, if any, by which the Borough proposes to address its affordable housing obligation as established in the Housing Element, including the draft ordinances necessary to implement that plan, and addresses the requirements of P.L.1985, c.222 (N.J.S.A. 52:27D-301 et seq.)

HOUSING ELEMENT – The portion of the Borough's Master Plan, required by the Municipal Land Use Law ("MLUL"), N.J.S.A. 40:55D-28b(3) and the Act, that includes the information required by N.J.S.A. 52:27D-301 et seq., and establishes the Borough's fair share obligation.

HOUSEHOLD INCOME – A household's gross annual income calculated in a manner consistent with the determination of annual income pursuant to section 8 of the United States Housing Act of 1937 (Section 8), not in accordance with the determination of gross income for Federal income tax liability.

HOUSING PROJECT – A project, or distinct portion of a project, which is designed and intended to provide decent, safe, and sanitary dwellings, apartments, or other living accommodations for persons of low- and moderate-income; such work or undertaking may include buildings, land, equipment, facilities, and other real or personal property for necessary, convenient, or desirable appurtenances, streets, sewers, water service, parks, site preparation, gardening, administrative, community, health, recreational, educational, welfare, or other purposes. The term "housing project" may also be applied to the planning of the buildings and improvements, the acquisition of property, the demolition of existing structures, the construction, reconstruction, alteration, and repair of the improvements, and all other work in connection therewith.

HOUSING REGION – A geographic area established pursuant to N.J.S.A. 52:27D-304.2b.

INCLUSIONARY DEVELOPMENT – A development containing both affordable units and market-rate units, in which a substantial percentage of the housing units are provided for a reasonable income range of low- and moderate- income households. This term includes, but is not necessarily limited to: new construction, the conversion of a nonresidential structure to residential and the creation of new affordable units through the gut rehabilitation or reconstruction of a vacant residential structure.

JUDGMENT OF COMPLIANCE OR JUDGMENT FOR REPOSE – A determination issued by the Superior Court approving a municipality's fair share plan to satisfy its affordable housing obligation for a particular 10-year round.

LOW-INCOME HOUSEHOLD – A household with a ~~total gross annual~~ household income equal to 50% or less of the regional median household income.

LOW-INCOME UNIT – A restricted unit that is affordable to a low-income household.

MAJOR SYSTEM – The primary structural, mechanical, plumbing, electrical, fire protection, or occupant service components of a building which include but are not limited to weatherization, roofing, plumbing (including wells), heating, electricity, sanitary plumbing (including septic systems), lead paint abatement or load-bearing structural systems.

MARKET-RATE UNITS – Housing not restricted to low- and moderate-income households that may sell or rent at any price.

MEDIAN INCOME – ~~The median income by household size for the applicable county, as adopted annually by COAH the Affordable Housing Professionals of New Jersey or other a successor entity approved by the Court.~~

MODERATE-INCOME HOUSEHOLD – A household with a ~~total gross annual~~ household income in excess of 50% but less than or equal to 80% of the regional median ~~household~~ income.

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MODERATE-INCOME UNIT — A restricted unit that is affordable to a moderate-income household.

MONI — The no-longer-active Market Oriented Neighborhood Investment Program, as it was authorized by the Agency.

MULTIFAMILY UNIT — A structure containing five or more dwelling units.

MUNICIPAL HOUSING LIAISON or MHL — An appointed municipal employee who is, pursuant to N.J.A.C. 5:99-6, responsible for oversight and/or administration of the affordable units created within the municipality, and oversight of the authorization of individuals being provided access to the AHMS.

MUNICIPAL HOUSING TRUST FUND — A separate, interest-bearing, account held by a municipality for the deposit of development fees, payments in lieu of constructing affordable units on sites zoned for affordable housing, barrier-free escrow funds, recapture funds, proceeds from the sale of affordable units, rental income, repayments from affordable housing program loans, enforcement fines, unexpended RCA funds remaining from a completed RCA project, application fees, and any other funds collected by the municipality in connection with its affordable housing programs, which shall be used to address municipal low- and moderate-income housing obligations within the time frames established by the Legislature and as governed at N.J.A.C. 5:99-2.

NEW CONSTRUCTION — The creation of a new housing unit under regulation by a code enforcement official regardless of the means by which the unit is created. Newly constructed units are evidenced by the issuance of a certificate of occupancy and may include new residences created through additions and alterations, adaptive reuse, subdivision, or conversion of existing space, and moving a structure from one location to another.

NONEXEMPT SALE — Any sale or transfer of ownership ~~other than the transfer of ownership between husband and wife of a restricted unit to one's self or to another individual other than the transfer of ownership between spouses or civil union partners~~; the transfer of ownership between former spouses or civil union partners ordered as a result of a judicial decree of divorce or judicial separation, but not including sales to third parties; the transfer of ownership between family members as a result of inheritance; the transfer of ownership through an executor's deed to a class A beneficiary; and the transfer of ownership by court order.

ORDER FOR REPOSE — The protection a municipality has from a builder's remedy lawsuit for a period of time from the entry of a judgment of compliance by the Superior Court. A judgment of compliance often results in an order for repose.

PAYMENT IN LIEU OF CONSTRUCTING AFFORDABLE UNITS — The payment of funds to the municipality by a developer when affordable units are not produced on a site zoned for an inclusionary development.

PRESENT NEED — The number of substandard existing deficient housing units in the municipality currently occupied by low- and moderate-income households, which is calculated pursuant to N.J.S.A. 52:27D-329.1 et seq. Also known as the "rehabilitation obligation."

PRICE DIFFERENTIAL — The difference between the controlled sale price of a restricted unit and the contract price at the exit sale of the unit, determined as of the date of a proposed contract of sale for the unit. If there is no proposed contract of sale, the price differential is the difference between the controlled sale price of a restricted unit and the appraised value of the unit as if it were not subject to UHAC, determined as of the date of the appraisal. If the controlled sale price exceeds the contract price or, in the absence of a contract price, the appraised value, the price differential is zero dollars.

PRIOR ROUND UNIT — A housing unit that addresses a municipality's fair share obligation from a round prior to the fourth round of affordable housing obligations, including any unit that: (1) received substantive certification from COAH; (2) is part of a third-round settlement agreement or judgment of compliance approved by a court of competent jurisdiction, inclusive of units

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created pursuant to a zoning designation adopted as part of the settlement agreement or judgment of compliance to create a realistic opportunity for development; (3) is subject to a grant agreement or other contract with either the State or a political subdivision thereof entered into prior to July 1, 2025, pursuant to either item (1) or (2) above; or (4) otherwise addresses a municipality's fair share obligation from a round prior to the fourth round of affordable housing obligations. A unit created after the enactment of P.L. 2024, c. 2 (N.J.S.A. 52:27D-304.1) on March 20, 2024, is not a prior round unit unless: (1) it is created pursuant to a prior round development plan or zoning designation that received COAH or court approval on or before the cutoff date of June 30, 2025, or the date that the municipality adopts the implementing ordinances and resolutions for the fourth round of affordable housing obligations, whichever occurs sooner; and (2) its siting and creation are consistent with the form of the prior round development plan or zoning designation in effect as of the cutoff date, without any amendment or variance.

RANDOM SELECTION PROCESS — A lottery process by which currently income-eligible households are selected, at random, for placement in affordable housing units such that no preference is given to one applicant over another, except in the case of a veterans' preference where such an agreement exists; for purposes of matching household income and size with an appropriately priced and sized affordable unit (e.g., by lottery); or another purpose allowed pursuant to N.J.A.C. 5:80-26.7(k)3. This definition excludes any practices that would allow affordable housing units to be leased or sold on a first-come, first-served basis.

REGIONAL ASSET LIMIT — The maximum housing value in each housing region affordable to a four-person household with an income at 80% of the regional median as defined by duly adopted Regional Income Limits published annually by the Affordable Housing Professionals of New Jersey or other ~~COAH or an successor~~ entity approved by the court, calculated pursuant to ~~§ 97-120G(4)(a)[1].~~

REGIONAL CONTRIBUTION AGREEMENT or RCA — A contractual agreement, pursuant to the Act, into which two municipalities voluntarily entered into prior to July 18, 2008, to transfer a portion of a municipality's affordable housing obligation to another municipality within its housing region.

REGIONAL MEDIAN INCOME — The median income by household size for an applicable housing region, as calculated annually in accordance with N.J.A.C. 5:80-26.3.

REHABILITATION — The repair, renovation, alteration or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, N.J.A.C. 5:23-6.

RENT — The gross monthly cost of a rental unit to the tenant, including the rent paid to the landlord, as well as an allowance for tenant-paid utilities computed in accordance with allowances published by DCA for its Section 8 program. In assisted living residences, "rent" does not include charges for food and services.

RESTRICTED UNIT — A dwelling unit, whether a rental unit or ownership unit, that is subject to the affordability controls of N.J.A.C. 5:80-26.1, as may be amended and supplemented, but does not include a market-rate unit that was financed ~~under pursuant to UHORP, or MONI, or CHOICE.~~

UHAC — The Uniform Housing Affordability Controls set forth in N.J.A.C. 5:80-26.1-1 et seq., as amended and supplemented.

UHORP — The Agency's Urban Homeownership Recovery Program, as it was authorized by the Agency Board.

VERY-LOW-INCOME HOUSEHOLD — A household with a total gross annual household income equal to 30% or less of the regional median household income.

VERY-LOW-INCOME UNIT — A restricted unit that is affordable to a very-low-income household.

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VETERAN – A veteran as defined at N.J.S.A. 54:4-8.10.

VETERANS' PREFERENCE – The agreement between a municipality and a developer or residential development owner that allows for low- to moderate-income veterans to be given preference for up to 50% of rental units in relevant projects, as provided for at N.J.S.A. 52:27D-311j.

WEATHERIZATION – Building insulation (for attic, exterior walls and crawl space), siding to improve energy efficiency, replacement storm windows, replacement storm doors, replacement windows and replacement doors, and is considered a major system for rehabilitation.

95/5 RESTRICTION – A deed restriction governing a restricted ownership unit that is part of a housing element that received substantive certification from COAH pursuant to N.J.A.C. 5:93, as it was in effect at the time of the receipt of substantive certification, before October 1, 2001, or any other deed restriction governing a restricted ownership unit with a seller repayment option requiring 95% of the price differential to be paid to the municipality or an instrument of the municipality at the first non-exempt sale following the expiration of the deed restriction.

The definitions in the Uniform Housing Affordability Controls (UHAC) at N.J.A.C 5:80-26.2 shall be applicable where a term is not defined. In the event of a discrepancy between a definition in this section and UHAC, the current UHAC definition shall be applicable.

- C. Applicability. The provisions of this section shall apply to all affordable housing developments and affordable housing units that currently exist and that are proposed to be created within the Borough of Waldwick pursuant to the Borough's most recently adopted Housing Element and Fair Share Plan.
- D. Affordable housing programs. The Borough of Waldwick has determined that it will use the following mechanisms to satisfy its affordable housing obligations:

(1) A rehabilitation program.

(a) Waldwick shall continue to participate in the Bergen County Home Improvement Program (HIP), including marketing the program in physical and digital formats.

~~(a)(b)~~ Waldwick shall continue to manage its municipal Home Improvement Program and to participate in the County of Bergen CDBG rehabilitation program, which shall be designed to renovate deficient housing units occupied by low- and moderate-income households such that, after rehabilitation, these units will comply with the New Jersey State Housing Code pursuant to N.J.A.C. 5:28 and the requirements of the Rehabilitation Subcode, N.J.A.C. 5:23-6, as applicable.

~~(b)(c)~~ Both owner-occupied and renter-occupied units shall be eligible for rehabilitation funds.

~~(e)(d)~~ All rehabilitated units shall remain affordable to low- and moderate-income households for a period of 20 years (the control period). For owner-occupied units the control period will be enforced with a lien and for renter-occupied units the control period will be enforced with a deed restriction.

~~(d)(e)~~ The Borough of Waldwick shall dedicate a minimum of \$10,000 for each unit to be rehabilitated through this program, reflecting the minimum hard cost of rehabilitation for each unit.

~~(e)(f)~~ The Borough of Waldwick shall designate, subject to the approval of the Division, COAH, one or more administrative agents to administer the rehabilitation program in accordance with N.J.A.C. 5:99 and N.J.A.C. 5:96 and N.J.A.C. 5:97, as amended and supplemented, where applicable. The administrative agent(s) shall provide a rehabilitation manual for the owner occupancy rehabilitation program and a

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rehabilitation manual for the rental occupancy rehabilitation program to be adopted by resolution of the governing body and subject to [approval of review by the Division, COAH](#). Both rehabilitation manuals shall be available for public inspection in the Office of the Municipal Clerk and in the office(s) of the administrative agent(s).

(f)(g) Units in a rehabilitation program shall be exempt from N.J.A.C. 5:97-9, [as amended and supplemented, where applicable](#), and [the](#) Uniform Housing Affordability Controls (UHAC), but shall be administered in accordance with the following:

- [1] If a unit is vacant, upon initial rental subsequent to rehabilitation, or if a renter-occupied unit is re-rented prior to the end of controls on affordability, the deed restriction shall require the unit to be rented to a low- or moderate- income household at an affordable rent and affirmatively marketed pursuant to [N.J.A.C. 5:97-9, where applicable and as amended and supplemented and the UHAC and subject to review and approval by the Division](#).
- [2] If a unit is renter-occupied, upon completion of the rehabilitation, the maximum rate of rent shall be the lesser of the current rent or the maximum permitted rent pursuant to N.J.A.C. 5:97-9, [where applicable and as amended and supplemented and the UHAC](#).
- [3] Rents in rehabilitated units may increase annually based on the standards [established in the UHAC and N.J.A.C. 5:97-9, where applicable and as amended and supplemented](#).
- [4] Applicant and/or tenant households shall be certified as income- eligible in accordance with N.J.A.C. 5:97-9, [where applicable and as amended and supplemented and the UHAC](#), except that households in owner-occupied units shall be exempt from the regional asset limit.

(2) A supportive and special needs housing unit program.

(a) All supportive and special needs housing units shall meet the following conditions:

- [1] Supportive and special needs housing units shall be permitted in the VC-2 Village Center District, the VC-3 Village Center District and the C-1 Village Commercial District. Supportive and special needs housing includes, but is not limited to: residential health care facilities as licensed and/or regulated by DCA or the New Jersey Department of Health and Senior Services if the facility is located with, and operated by, a licensed health care facility; group homes for people with developmental disabilities and mental illness as licensed and/or regulated by the New Jersey Department of Human Services; permanent supportive housing; and supportive shared living housing. Long-term health care facilities including nursing homes, and Class A, B, C, D, and E boarding homes do not qualify as supportive and special needs housing.
- [2] Supportive and special needs housing shall comply with all applicable statutes and regulations of the State of New Jersey in addition to all building codes.
- [3] The following provisions shall apply to permanent supportive housing, group homes, residential health care facilities and supportive shared living housing:
 - [a] The unit of credit shall be the unit for permanent and supportive housing, but shall be the bedroom for group homes, residential health care facilities and supportive shared living housing.
 - [b] Housing that is age-restricted shall be included with the maximum number of units that may be age-restricted pursuant to [P.L. 2024, c. 2 and N.J.S.A.](#)

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52:27D-301 et seq., N.J.A.C. 5:97-3.8.

- [c] Units/occupancy shall not be restricted to youth under 18 years of age.
 - [d] All sites shall meet the site suitability criteria set forth in N.J.A.C. 5:97-3.13, where applicable and as amended and supplemented.
 - [e] The municipality or developer/sponsor shall have site control or the ability to control the site(s).
 - [f] The bedrooms and/or units shall comply with N.J.A.C. 5:97-9, where applicable and as amended and supplemented and the UHAC with the following exceptions:
 - [i] Affirmative marketing (N.J.A.C. 5:80-26.165); -Unless stated otherwise, supportive housing units, including group homes, must comply with the affirmative marketing requirements of their respective sponsoring programs, where applicable; provided, however, that the units or bedrooms may be affirmatively marketed by the provider in accordance with an alternative plan approved by the Division; however, group homes, residential health care facilities, permanent supportive housing and supportive shared living housing shall be affirmatively marketed to individuals with special needs in accordance with a plan approved by the Council's Executive Director;
 - [ii] Affordability average and bedroom distribution (N.J.A.C. 5:80-26.43), with the exception of supportive housing units whose sponsoring program determines the unit arrangement, where applicable; and
 - [iii] With the exception of units established with capital funding through a twenty-year operating contract with the Department of Human Services, Division of Developmental Disabilities, group homes, residential health care facilities, supportive shared living housing and permanent supportive housing shall have the appropriate controls on affordability in accordance with N.J.A.C. 5:97-9 the UHAC, unless an alternative commitment is approved by the Dispute Resolution Program or the Division.
- [4] The following documentation shall be submitted prior to marketing the completed units or facility:
- [a] An affirmative marketing plan in accordance with Subsection D(2)(a)[3][f][i] above; and
 - [b] If applicable, proof that the supportive and/or special needs housing is regulated by the New Jersey Department of Health and Senior Services, the New Jersey Department of Human Services or another state agency in accordance with the requirements of this section, which includes validation of the number of bedrooms or units in which low- or moderate-income occupants reside.
 - [c] Municipal building permit fees shall be waived in all cases involving permanent supportive housing, group homes, residential health care facilities and supportive shared living housing development under this section.

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- (3) Inclusionary housing requirements for rezonings, variances and redevelopment or rehabilitation plans. Any development that produces a net increase of five or more new multifamily residential units as a result of a rezoning, Zoning Board approval, or a new or amended redevelopment or rehabilitation plan shall produce low- and moderate- income housing on-site or elsewhere in the Borough ~~or pay a fee in lieu of providing affordable units.~~ The number of affordable units to be provided ~~or in lieu payment~~ shall be equal to 20 percent of the residential units in the development, or 15 percent for affordable rental units. ~~The amount of the payment in lieu of providing housing shall be as determined by the appropriate rules of the New Jersey Council on Affordable Housing and any other relevant state regulations.~~ This requirement does not give any applicant the right to any such rezoning or similar relief. Any affordable units created in accordance with this section shall be administered in accordance with UHAC and have deed restrictions of at least 30 years.

E. Alternative living arrangements.

- (1) The administration of an alternative living arrangement shall be in compliance with N.J.A.C. 5:~~93~~ ~~5.899~~¹⁰ and UHAC, with the following exceptions:

~~(a)~~ Affirmative marketing (N.J.A.C. 5:80-26.1~~65~~); Unless stated otherwise, supportive housing units, including group homes, must comply with the affirmative marketing requirements of their respective sponsoring programs, where applicable; provided, however, that the units or bedrooms may be affirmatively marketed by the provider in accordance with an alternative plan approved by the ~~Court~~Division.

~~(a)~~

(b) Affordability average and bedroom distribution (N.J.A.C. 5:80-26.~~43~~), with the exception of supportive housing units whose sponsoring program determines the unit arrangement, where applicable.

- (2) With the exception of units established with capital funding through a twenty-year operating contract with the Department of Human Services, Division of Developmental Disabilities, alternative living arrangements shall have at least thirty-year controls on affordability in accordance with UHAC, unless an alternative commitment is approved by the ~~Dispute Resolution Program or the Division~~Court.

(a) The service provider for the alternative living arrangement shall act as the administrative agent for the purposes of administering the affirmative marketing and affordability requirements for the alternative living arrangement.

- F. Phasing schedule for inclusionary zoning. Inclusionary developments shall adhere to the project phasing schedule requirements as set forth in UHAC, N.J.A.C. 5:80-26.1 et seq, as amended and supplemented. ~~In inclusionary developments the following schedule shall be followed:~~

~~Maximum Percentage of Market Rate Units Completed~~

~~Minimum Percentage of Low and Moderate-Income Units Completed~~

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25	0
25 + 1 unit	10
50	50
75	75
90	100

G. New construction.

(1) The following general guidelines apply to all newly constructed developments that contain low- and moderate-income housing units, including any currently unanticipated future developments that will provide low- and moderate-income housing units. The required income and bedroom distributions of affordable housing units, as well as additional applicable standards, shall be as set forth in UHAC, N.J.A.C. 5:80-26.1 et seq. as amended and supplemented.

(a) Low-/moderate-income split and bedroom distribution of affordable housing units:

[1] The fair share obligation shall be divided equally between low- and moderate-income units, except that where there is an odd number of affordable housing units, the extra unit shall be a low-income unit. At least 13% of all restricted units shall be very-low-income units (affordable to a household earning 30% or less of regional median income). The very-low-income units shall be counted as part of the required number of low-income units within the development, and shall be within each bedroom distribution.

[2] At least 25% of the obligation shall be met through rental units, including at least half in rental units available to families.

[3] A maximum of ~~25~~30% of the Borough's obligation may be met with age-restricted units. At least half of all affordable units in the Borough's Plan shall be available to families.

~~[4] In each affordable development, at least 50% of the restricted units within each bedroom distribution shall be low income units.~~

~~[5]~~[4] Unless otherwise approved pursuant to 7, below, Affordable developments that are not age-restricted or supportive housing shall be structured in conjunction with realistic market demands such that:

[a] At a minimum, the number of bedrooms within the restricted units equals twice the number of restricted units;

[b] ~~Two-bedroom and/or three-bedroom units compose at least 50% of all restricted units;~~

~~[a]~~[c] The combined number of efficiency and one-bedroom units, rounded up or down to the nearest whole number in either direction, shall be no greater than 20% of the total low- and moderate-income units;

~~[b]~~[d] At least 30% of all low- and moderate-income units, rounded up or down to the nearest whole number in either direction, shall be two-bedroom units;

~~[c]~~[e] At least 20% of all low- and moderate-income units, rounded up or down to the nearest whole number in either direction, shall be three-bedroom units; and

~~[d]~~[f] The remaining units may be allocated among two and three bedroom units

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at the discretion of the developer in accordance with the Borough's housing element and fair share plan.

[5] Unless otherwise approved pursuant to 7 below, Affordable developments that are age-restricted or supportive housing, except those supportive housing units whose sponsoring program determines the unit arrangement, shall be structured such that, at a minimum, the number of bedrooms within the restricted units shall equal the number of ~~age-restricted low and moderate income~~ units within the ~~inclusionary development~~. The standard may be met by having ~~all one-bedroom units or by having~~ a two-bedroom unit for each efficiency unit. In affordable developments with 20 or more restricted units that are age-restricted or supportive housing, two-bedroom units must compose at least 5% of those restricted units.

[6] Unless otherwise approved pursuant to 7 below, in each affordable development, the following income distribution requirements must be independently satisfied by the restricted units that are age-restricted, the restricted units that are supportive housing, and the restricted units that are neither age-restricted nor supportive housing, as well as by all of the restricted units in the development, considered in the aggregate:

[a] At least 50% of all restricted units are low-income or very-low-income units;

[b] At least 50% of all restricted efficiency or one-bedroom units, rounded up or down to the nearest whole number in either direction, are low-income units or very-low-income units;

[c] At least 50% of all restricted two-bedroom units, rounded up or down to the nearest whole number in either direction, are low-income units or very-low-income units;

[d] At least 50% of all restricted three-bedroom units are low-income units or very-low-income units;

[e] At least 50% of all restricted units with four or more bedrooms, rounded up or down to the nearest whole number in either direction, are low-income units or very-low-income units; and

[f] Any very-low-income units are distributed between each bedroom count as proportionally as possible, to the nearest whole unit, to the total number of restricted units within each bedroom count. For example, if half of the restricted units are two-bedroom units, then half of the very-low-income units should be two-bedroom units.

[6][7] -The requirements at 4, 5, and 6 above must be satisfied by all restricted units in the Borough, considered in the aggregate. The individual requirements at 4, 5, and 6 above may be waived or altered for a specific affordable development with written approval from the Division if such waiver or alteration would not result in a material deviation from the municipal housing element and fair share plan. Any waiver or alteration that would result in a material deviation from the municipal housing element and fair share plan must receive written approval from a county-level housing judge.

(2) Accessibility requirements:

(a) The first floor of all restricted townhouse dwelling units and all restricted units in all other multistory buildings shall be subject to the technical design standards of the

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Barrier Free Subcode, N.J.A.C. 5:23-7, ~~(and N.J.A.C. 5:97-3.14, as amended and supplemented).~~

- (b) All restricted townhouse dwelling units and all restricted units in other multistory buildings in which a restricted dwelling unit is attached to at least one other dwelling unit shall have the following features:
- [1] An adaptable toilet and bathing facility on the first floor;
 - [2] An adaptable kitchen on the first floor;
 - [3] An interior accessible route of travel on the first floor;
 - [4] An interior accessible route of travel shall not be required between stories within an individual unit;
 - [5] An adaptable room that can be used as a bedroom, with a door or the casing for the installation of a door, on the first floor; and
 - [6] If not all of the foregoing requirements in Subsection G(2)(b)[1] through [4] can be satisfied, then an interior accessible route of travel must be provided between stories within an individual unit, but if all of the terms of Subsection G(2)(b)[1] through [4] above have been satisfied, then an interior accessible route of travel shall not be required between stories within an individual unit; and
 - [7] An accessible entranceway as set forth at P.L. 2005, c. 350 (N.J.S.A. 52:27D-311a et seq., as amended and supplemented) and the Barrier Free Subcode, N.J.A.C. 5:23-7 ~~and N.J.A.C. 5:97-3.14~~, or evidence that the Borough of Waldwick has collected funds from the developer sufficient to make 10% of the adaptable entrances in the development accessible:
 - [a] Where a unit has been constructed with an adaptable entrance, upon the request of a disabled person who is purchasing or will reside in the dwelling unit, an accessible entrance shall be installed.
 - [b] To this end, the builder of restricted units shall deposit funds within the Borough of Waldwick's affordable housing trust fund sufficient to install accessible entrances in 10% of the affordable units that have been constructed with adaptable entrances.
 - [c] The funds deposited under Subsection G(2)(b)[7][b] above shall be used by the Borough of Waldwick for the sole purpose of making the adaptable entrance of any affordable unit accessible when requested to do so by a person with a disability who occupies or intends to occupy the unit and requires an accessible entrance.
 - [d] The developer of the restricted units shall submit a design plan and cost estimate for the conversion from adaptable to accessible entrances to the Construction Official of the Borough of Waldwick.
 - [e] Once the Construction Official has determined that the design plan to convert the unit entrances from adaptable to accessible meet the requirements of the Barrier Free Subcode, N.J.A.C. 5:23-7 (and N.J.A.C. 5:97-3.14), and that the cost estimate of such conversion is reasonable, payment shall be made to the Borough of Waldwick's affordable housing trust fund in care of the Municipal Treasurer (Chief Financial Officer) who shall ensure that the funds are deposited into the affordable housing trust

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fund and appropriately earmarked.

- [f] Full compliance with the foregoing provisions shall not be required where an entity can demonstrate that it is site impracticable to meet the requirements. Determinations of site impracticability shall be in compliance with the Barrier Free Subcode, N.J.A.C. 5:23-7 ~~(and N.J.A.C. 5:97-3.14)~~.

(3) Design.

- (a) In inclusionary developments, to the extent possible, low- and moderate-income units shall be integrated with the market units.
- (b) The occupancy standards set forth at N.J.A.C. 5:80-26.5 shall be applicable regarding the design of proposed affordable housing developments. ~~In inclusionary developments, low- and moderate income units shall have access to all of the same common elements and facilities as the market units.~~

(4) Maximum rents and sales prices.

- (a) In establishing rents and sales prices of affordable housing units ~~for which income limits are not already established through a federal program exempted from the Uniform Housing Affordability Controls pursuant to N.J.A.C. 5:80-26.1~~, the administrative agent shall follow the procedures set forth in UHAC utilizing the most recently published regional weighted average of the uncapped Section 8 income limits published by HUD and by the Superior Court, ~~utilize the regional income limits calculated by the Borough of Waldwick, which shall be updated by the Borough annually within 30 days of the publication of determinations of median income by HUD and by the Dispute Resolution Program as follows:~~

~~[1] Regional income limits shall be established for the region that the Borough is located within (i.e., Region 1) based on the median income by household size, which shall be established by a regional weighted average of the uncapped Section 8 income limits published by HUD and by the Dispute Resolution Program. To compute this regional income limit, the HUD determination of median county income for a family of four is multiplied by the estimated households within the county according to the most recent decennial Census. The resulting product for each county within the housing region is summed. The sum is divided by the estimated total households from the most recent decennial Census in the Borough's housing region. This quotient represents the regional weighted average of median income for a household of four. The income limit for a moderate income unit for a household of four shall be 80% of the regional weighted average median income for a family of four. The income limit for a low income unit for a household of four shall be 50% of the HUD determination of the regional weighted average median income for a family of four. The income limit for a very low income unit for a household of four shall be 30% of the regional weighted average median income for a family of four. These income limits shall be adjusted by household size based on multipliers used by HUD to adjust median income by household size. In no event shall the income limits be less than those for the previous year.~~

~~[2] The income limits attached hereto as Exhibit C are the result of applying the percentages set forth in Subsection G(4)(a) above to HUD's determination of median income for FY 2017, and shall be utilized until the Borough updates the income limits after HUD has published revised determinations of median income for the next fiscal year.~~

~~[3] The Regional Asset Limit used in determining an applicant's eligibility for affordable housing pursuant to N.J.A.C. 5:80-26.176(b)3 shall be calculated by the Borough~~

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~~annually by taking the percentage increase of the income limits calculated pursuant to Subsection G(4)(a) above over the previous year's income limits, and applying the same percentage increase to the Regional Asset Limit from the prior year. In no event shall the Regional Asset Limit be less than that for the previous year.~~

- (b) The maximum rent for restricted rental units within each affordable development shall be affordable to households earning no more than 60% of regional median income; however, municipalities may permit a maximum rent affordable to households earning no more than 70% of regional median income for moderate-income units within affordable developments where very-low-income units compose at least 13% of the restricted units. In such developments, the number of units with rent affordable to households earning 70% of regional median income may not exceed the number of very-low-income units in excess of 13% of the restricted units.; and ~~the~~ The average rent for restricted low- and moderate-income units shall be affordable to households earning no more than 52% of regional median income.
- (c) The developers and/or municipal sponsors of restricted rental units shall establish at least one rent for each bedroom type for ~~both very-low-income, low-income, and moderate-income units~~ provided that at least 13% of all ~~low and moderate-income restricted~~ rental units shall be affordable to very-low-income households earning no more than 30% of regional median income, with at least half of such units made available for very-low-income families with children. Such very low-income units shall be counted toward the minimum 50% low-income housing requirement to address the Borough's prospective need obligation. Nothing in this subsection precludes the Borough from requiring affordable developments to have at least 13% of restricted units be affordable to and reserved for very-low-income households.
- (d) The maximum sales price of restricted ownership units within each affordable development shall be affordable to households earning no more than 70% of regional median income, and each affordable development must achieve an affordability average of 55% for restricted ownership units; in achieving this affordability average, moderate-income ownership units must be available for at least three different sales prices for each bedroom type, and low-income ownership units must be available for at least two different sales prices for each bedroom type.
- (e) In determining the initial sales prices and rents for compliance with the affordability average requirements for restricted units other than assisted living facilities and age-restricted developments, the following standards shall be used:
- [1] A studio or efficiency unit shall be affordable to a one-person household;
 - [2] A one-bedroom unit shall be affordable to a one-and-one-half-person household;
 - [3] A two-bedroom unit shall be affordable to a three-person household;
 - [4] A three-bedroom unit shall be affordable to a four-and-one-half-person household; and
 - [5] A four-bedroom unit shall be affordable to a six-person household.
- (f) In determining the initial sales prices and rents for compliance with the affordability average requirements for restricted units in assisted living facilities and age-restricted developments, the following standards shall be used:
- [1] A studio or efficiency unit shall be affordable to a one-person household;

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- [2] A one-bedroom unit shall be affordable to a one-and-one-half-person household; and
- [3] A two-bedroom unit shall be affordable to a two-person household or to two one-person households.
- (g) The initial purchase price for all restricted ownership units shall be calculated so that the monthly carrying cost of the unit, including principal and interest (based on a mortgage loan equal to 95% of the purchase price and the [FreddieMac 30-Year Fixed Rate-Mortgage Federal Reserve H.15](#) rate of interest), taxes, homeowner and private mortgage insurance and [realistic](#) condominium or homeowner association fees do not exceed ~~2830~~% of the eligible monthly income of the appropriate size household as determined under [N.J.A.C. 5:80-26.4](#), as may be amended and supplemented; provided, however, that the price shall be subject to the affordability average requirement of [N.J.A.C. 5:80-26.43](#), as may be amended and supplemented.
- (h) The [administrative agent shall set the](#) initial rent for a restricted rental unit. [The initial rent for a restricted rental unit](#) shall be calculated so as not to exceed 30% of the eligible monthly income of the appropriate household size ~~including an allowance for tenant paid utilities~~, as determined under [N.J.A.C. 5:80-26.54](#), as may be amended and supplemented; provided, however, that the rent shall be subject to the affordability average requirement of [N.J.A.C. 5:80-26.43](#), as may be amended and supplemented. [For assisted living units, the combined cost of rent, food, and services may not exceed 80% of the eligible monthly income of the appropriate household size as determined pursuant to N.J.A.C. 5:80-26.4.](#)
- (i) [The maximum resale price for a restricted ownership unit, if the resale occurs prior to the one-year anniversary of the date on which title to the unit was first transferred to a certified household, is the initial purchase price. If the resale occurs on or after such anniversary date, the maximum resale price is the most recent non-exempt purchase price increased to reflect the cumulative annual percentage increases to the regional median income, effective as of the same date as the regional median income calculated pursuant to N.J.A.C. 5:80-26.3. The price of owner-occupied low and moderate income units may increase annually based on the percentage increase in the regional median income limit for each housing region. In no event shall the maximum resale price established by the administrative agent be lower than the last recorded purchase price.](#)
- (j) [At the anniversary date of the tenancy of the certified household occupying a restricted rental unit, following proper notice provided to the occupant household pursuant to N.J.S.A. 2A:18-61.1.f, the rent may be increased to an amount commensurate with the annual percentage increase in the Consumer Price Index for All Urban Consumers \(CPI-U\), specifically U.S. Bureau of Labor Statistics Series CUUR0100SAH, titled "Housing in Northeast urban, all urban consumers, not seasonally adjusted." The maximum allowable rent increase for the year will be effective as of the same date as the regional median income limits determined pursuant to N.J.A.C. 5:80-26.3. This rent increase may not exceed 5% in any one year and notice thereof must be filed with the administrative agent. The rent of low and moderate income units may be increased annually based on the permitted percentage increase in the Housing Consumer Price Index for the United States. This increase shall not exceed 9% in any one year. Rents for units constructed pursuant to low-income housing tax credit regulations shall be indexed pursuant to the regulations governing low-income housing tax credits.](#)
- ~~(k) For any affordable housing unit that is part of a condominium association and/or homeowner's association, the master deed shall reflect that the association fee~~

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~~assessed for each affordable housing unit shall be established at 100% of the market rate fee.~~

H. Utilities.

- (1) Affordable units shall utilize the same type of cooling and heating sources as market units within an inclusionary development.
- (2) Tenant-paid utilities that are included in the utility allowance shall be so stated in the lease and shall be consistent with the utility allowance approved by DCA for its Section 8 program. For units constructed with State funding, an alternate utility allowance approved by DCA or the Agency must be used. For units that receive ENERGYSTAR certification, a utility allowance calculated according to an energy consumption model provided by an energy consultant with an active registration with the New Jersey Board of Public Utilities must be used, subject to approval by the administrative agent.

I. Affirmative marketing requirements.

- (1) The Borough of Waldwick shall adopt by resolution an Affirmative Marketing Plan, subject to review by the Division, approval of the Court that is compliant with N.J.A.C. 5:80-26.165, as may be amended and supplemented.
- (2) The affirmative marketing plan-process is a regional marketing strategy designed to attract buyers and/or renters of all majority and minority groups, regardless of race, creed, color, national origin, English-speaking ability, ancestry, marital or familial status, gender, affectional or sexual orientation, disability, age (except for "housing for older persons" as defined at N.J.S.A. 10:5.1 et seq. and age-restricted units as permitted by 42 U.S.C. § 3601 et seq.), ~~or~~ number of children, source of lawful income, or any other characteristic described in the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 through 5.50, to housing units which are being marketed by a developer, sponsor or owner of affordable housing. The affirmative marketing plan-process is also intended to target those potentially eligible persons who are least likely to apply for affordable units in that region. It is a continuing program that directs all marketing activities toward Housing Region 1 and covers the period of deed restriction. In addition, the affirmative marketing plan shall maintain certain notification requirements, as described further below.
- (3) The affirmative marketing plan shall provide a regional preference for all households that live and/or work in Housing Region 1 comprised of Bergen, Hudson, Passaic and Sussex Counties.
- (4) The municipality-Borough has the ultimate responsibility for adopting the Affirmative Marketing Plan and for the proper administration of the affirmative marketing program, including initial sales and rentals and resales and re-rentals. The administrative agent designated by the Borough of Waldwick shall implement the Affirmative Marketing Plan to assure the affirmative marketing of all affordable units, including accepting applications and maintaining a list of applicants for each affordable development. The administrative agent shall document and report the affirmative marketing plan for the Borough and the affirmative marketing activities undertaken for each of the units within their purview to the municipal housing liaison, who shall ensure that developers and administrative agents are marketing units in accordance with the provisions in this section. The marketing of restricted units must be consistent with the affirmative marketing plan adopted by the Borough. Unless stated otherwise, supportive housing units, including group homes, must comply with the affirmative marketing requirements of their respective sponsoring programs, where applicable.
- (5) In implementing the affirmative marketing plan, the administrative agent shall designate an experienced staff person to provide a list of counseling services to low- and moderate-income

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applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law. Implementation of the affirmative marketing plan by the administrative agent shall also include all other required provisions set forth at N.J.A.C. 5:80-26.16(f).

- (6) The Affirmative Marketing Plan shall contain all the components (i.e. housing project information, eligibility/selection criteria, strategies and mediums of advertising, timelines) required as set forth within N.J.A.C. 5:80-26.16, subsections (d) and (e) in particular describe the media to be used in advertising and publicizing the availability of housing. In implementing the Affirmative Marketing Plan, the administrative agent shall consider the use of language translations where appropriate.
- (7) The affirmative marketing process for available affordable units shall begin at least four months (120 days) prior to the expected date of occupancy and may begin before construction commences. All affirmative marketing advertising and outreach activities utilized must be employed at the start of the marketing program.
- (8) All units being affirmatively marketed shall be listed on the State Housing Resource Center website in accordance with applicable law. ~~The list of organizations to be the organizations set forth in Paragraph 10 of the Settlement Agreement.~~ The following community and regional organizations shall be notified when affordable units are available: Fair Share Housing Center, the New Jersey State Conference of the NAACP, the Latino Action Network, the Bergen County Chapter of the NAACP, and Bergen County Urban League. Any other entities, including developers or persons or companies retained to do affirmative marketing, shall comply with this subsection.
- (9) Applications for affordable housing shall be available in several locations, including, at a minimum, the county administration building and/or the county library for each county within the housing region; the municipal administration building and the municipal library in the municipality in which the units are located Borough; and the developer's ~~rental~~ office. The Borough shall post the application links and/or notices of affordable housing either directly on the home page of the Borough's official website or on a landing page directly, clearly, and conspicuously linked to from the home page of the Borough's official website. Pre-applications shall be emailed or mailed to prospective applicants upon request.
- (10) The costs of advertising and affirmative marketing of the affordable units shall be the responsibility of the developer, sponsor or owner, which shall be a condition of approval for any such affordable housing application before the Borough's Planning/Zoning Boards, unless otherwise determined or agreed to by the Borough of Waldwick.

J. Occupancy standards.

The occupancy standards set forth at N.J.A.C. 5:80-26.5 shall be applicable.

- (1) In referring certified households to specific restricted units, to the extent feasible, and without causing an undue delay in occupying the unit, the administrative agent shall strive to:
 - (a) Provide at least one occupant for each bedroom; except for age-restricted units;
 - (b) Provide a bedroom for every two (2) adult occupants;
 - (c) With regard to occupants under the age of 18, accommodate the household's requested arrangement, except that such arrangement may not result in more than two occupants under the age of 18 occupying any bedroom; and
 - ~~(a)(d)~~ Avoid placing a one-person household into a unit with more than one bedroom.
 - ~~(b)~~ Provide children of different sex with separate bedrooms;

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~~(e) Provide separate bedrooms for parents and children; and~~

~~(d) Prevent more than two persons from occupying a single bedroom.~~

(2) Additional provisions related to occupancy standards (if any) shall be provided in the municipal operating manual.

K. Control periods for restricted ownership units and enforcement mechanisms.

(1) Control periods for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.65, as may be amended and supplemented. Each restricted ownership unit shall remain subject to the requirements of this section for a deed-restricted control period, of at least 30 years until the Borough of Waldwick elects to release the unit from such requirements. Prior to such action, a restricted ownership unit must remain subject to the requirements of N.J.A.C. 5:80-26.1, as may be amended and supplemented, except that, for any units approved after October 13, 2016, such controls shall be for at least 50 years, or until such time after the initial fifty year period as the Borough of Waldwick elects to release the unit from such requirements. The minimum duration of the control period is:

(a) Thirty years for any ownership unit created on or after December 20, 2024.

(b) Thirty years for any ownership unit receiving an extension of affordability controls on or after December 20, 2024, unless the original term of affordability exceeds 30 years, in which case, the minimum control period for the extension is the number of years, not less than 20 years, that in combination with the original term results in 60 years of affordability.

(c) Governed by the grant of substantive certification, judgment of compliance, grant agreement, or other contract for any prior round ownership unit, including all units governed by 95/5 restrictions, sold before December 20, 2024.

(a)(d) Governed by the form of UHAC in effect as of December 20, 2024, for any unit sold between December 20, 2004 and December 20, 2024, that is not the subject of a grant of substantive certification, judgment of compliance, grant agreement, or other contract.

(2) The affordability control period for a restricted ownership unit shall commence on the date the initial certified household takes title to the unit or, if existing affordability controls are being extended, on the effective date of the extension. The date of commencement must be identified in the deed restriction.

(3) ~~For each restricted ownership unit, at initial sale, Prior to the issuance of the initial certificate of occupancy for a restricted ownership unit and upon each successive sale during the period of restricted ownership,~~ the administrative agent shall determine a preliminary recapture amount equal to the price differential between the restricted price for the unit, based on the requirements at N.J.A.C. 5:80-26.7, and ~~shall also determine~~ the nonrestricted, fair market value of the unit based on either an appraisal or the unit's equalized assessed value ~~without the restrictions in place.~~

(4) ~~At the time of the initial sale of the unit, t~~The initial purchaser and each successive purchaser during the control period shall execute and deliver to the administrative agent a recapture note, secured by a recapture lien evidenced by a duly recorded mortgage on the unit, obligating the purchaser (as well as the purchaser's heirs, successors and assigns) to repay a recapture amount at the time of the exit sale,; The recapture note and lien must be determined upon exit sale and will be equal to the price differential minus the equity share amount, or another amount determined by an ordinance of the municipal governing body, which must be less than the price differential minus the equity share amount,~~upon the first~~

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~~nonexempt sale after the unit's release from the requirements of this section, an amount equal to the difference between the unit's nonrestricted fair market value and its restricted price, and the recapture note shall be secured by a recapture lien evidenced by a duly recorded mortgage on the unit.~~

- (5) The affordability controls set forth in this section and within N.J.A.C. 5:80-26.1 et seq shall remain in effect despite the entry and enforcement of any judgment of foreclosure with respect to restricted ownership units.
 - (6) A restricted ownership unit shall be required to obtain a continuing certificate of occupancy or a certified statement from the municipal building inspector Construction Official stating that the unit meets all code standards upon the first transfer of title following the expiration of the deed-restricted control periodremoval of the restrictions provided under pursuant to N.J.A.C. 5:80-26.65(a), as may be amended and supplemented.
- L. Price restrictions for restricted ownership units, homeowner association fees and resale prices.
- (1) Price restrictions for restricted ownership units shall be in accordance with N.J.A.C. 5:80-26.71, as may be amended and supplemented, including:
 - (a) The initial purchase price for a restricted ownership unit shall be approved-set by the administrative agent.
 - (b) The administrative agent shall approve all resale prices, in writing and in advance of the resale, to assure compliance with the foregoing standards.
 - (c) The master deeds and declarations of covenants and restrictions of inclusionary affordable developments shall provide no distinction between restricted units and market-rate units in the calculation of the condominium or homeowner association fees and special assessments to be paid by low- and moderate-income purchasers and those paid by market purchasers. Notwithstanding the foregoing sentence, condominium units subject to a municipal ordinance adopted before December 20, 2004, which ordinance provides for condominium or homeowner association fees and/or assessments different from those provided for in this subsection are governed by the ordinance.
 - (d) The owners of restricted ownership units may apply to the administrative agent to increase the maximum sales price for the unit to reflect eligible on the basis of capital improvements completed since they purchased the unit. Eligible capital improvements shall be those that render the unit suitable for a larger household, that is, or the addition of a bedroom and/or bathroom.
- M. Buyer income eligibility.
- ~~(1)~~ Buyer income eligibility for restricted ownership units shall be in accordance with (2)(1) N.J.A.C. 5:80-26.81, as may be amended and supplemented. Very-low-income ownership units are reserved for households with a household income less than or equal to 30% of regional median income., such that ~~if~~ low-income ownership units shall be reserved for households with a gross-household income less than or equal to 50% of regional median income and moderate-income ownership units shall be reserved for households with a gross household income less than or equal to 80% of regional median income.
 - ~~(3)(2)~~ Notwithstanding the foregoing, however, the administrative agent may, upon approval by the Borough Council, and subject to the Court's approval, permit moderate-income purchasers to buy low-income units in housing markets where, as determined by the Division, units are reserved for low-income purchasers, if the administrative agent determines that but there is an insufficient number of eligible low-income purchasers to permit prompt occupancy.

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of the units. All such low-income units to be sold to moderate- income households shall retain the required pricing and pricing restrictions for low- income units. Similarly, the administrative agent may permit low-income purchasers to buy very-low-income units in housing markets where, as determined by the Division, units are reserved for very-low-income purchasers, but there is an insufficient number of very-low-income purchasers to permit prompt occupancy of the units. Again, all such very-low-income units to be sold to low-income households shall retain the required pricing and pricing restrictions for very-low-income units.

~~(4)~~(3) A certified household that purchases a restricted ownership unit must occupy it as the certified household's principal residence and shall not lease the unit; provided, however, that the administrative agent may permit the owner of a restricted ownership unit, upon application and a showing of hardship, to lease the restricted unit to another certified household for a period not to exceed one year.

~~(5)~~(4) The administrative agent shall certify a household as eligible for a restricted ownership unit when the household is a low-income household or a moderate-income household, as applicable to the unit, and the estimated monthly housing cost for the particular unit (including principal, interest, taxes, homeowner and private mortgage insurance and realistic condominium or homeowner association fees, as applicable) does not exceed 353% of the household's certified-eligible monthly income.

N. Limitations on indebtedness secured by ownership unit; subordination.

(1) Prior to incurring any indebtedness to be secured by a restricted ownership unit, the owner shall apply-submit to the administrative agent a notice of intent to incur such indebtedness (for example, a home equity loan or solar loan), in such form and with such documentary support as determined by the administrative agent, for a determination in writing that the proposed indebtedness complies with the provisions of this section, and the administrative agent shall issue such determination prior to the owner incurring such indebtedness.

(2) With the exception of original (first) purchase money mortgages, during a control period neither an owner nor a lender shall at any time cause or permit the total indebtedness secured by a restricted ownership unit to exceed 95% of the maximum allowable resale price of that unit, as such price is determined by the administrative agent in accordance with N.J.A.C. 5:80-26.7~~6~~(c**b**).

O. Capital improvements to ownership units.

(1) The owners of restricted ownership units may apply to the administrative agent to increase recalculate the maximum sales price for the unit to reflect eligible on the basis of capital improvements made since the purchase of the unit. Eligible capital improvements shall be those that render the unit suitable for a larger household, that is, the addition of a bedroom and/or -or that adds an additional bathroom. In no event shall the maximum sales price of an improved housing unit exceed the limits of affordability for the larger household.

(2) Upon the resale of a restricted ownership unit, all items of property that are permanently affixed to the unit or were included when the unit was initially restricted (for example, refrigerator, range, washer, dryer, dishwasher, wall-to-wall-carpeting or flooring) shall be included in the maximum allowable resale price. Other items may be sold to the purchaser at a reasonable price that has been approved by the administrative agent at the time of the signing of the agreement to purchase. The purchase of central air conditioning installed subsequent to the initial sale of the unit and not included in the base price may be made a condition of the unit resale provided the price, which shall be subject to ten-year, straight-line depreciation, has been approved by the administrative agent. Unless otherwise approved by the administrative agent, the purchase of any property other than central air conditioning shall not be made a condition of the unit resale. The owner and the purchaser must personally

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certify at the time of closing that no unapproved transfer of funds for the purpose of selling and receiving property has taken place at ~~the time of or as a condition of resale.~~

P. Control periods for restricted rental units.

(1) Control periods for restricted rental units shall be in accordance with N.J.A.C. 5:80-26.12~~1~~, as may be amended and supplemented, and each restricted rental unit shall remain subject to the requirements of this section for a deed-restricted control period, ~~of at least 30 years, until Waldwick takes action to release the unit from such requirements. Prior to such action, a restricted rental unit shall remain subject to the requirements of N.J.A.C. 5:80-26.1, as may be amended and supplemented, except that, for any units approved after October 13, 2016, such controls shall be for at least 50 years, or until such time after the initial fifty-year period as the Borough of Waldwick elects to release the unit from such requirements. For new projects receiving nine percent low income housing tax credits, a control period of not less than a thirty-year compliance period plus a fifteen-year extended use period shall be required. The minimum duration of the control period is set forth below. LIHTC units are not governed by the provisions of this section, but rather by the provisions of the State's Qualified Allocation Plan, N.J.A.C. 5:80-33.1 through 33.40.~~

(a) Forty years for any rental unit created on or after December 20, 2024;

(b) Thirty years for any rental unit in a 100% affordable property that, on or after December 20, 2024, elects to extinguish its existing deed restriction to enter into a new deed restriction and commence refinancing and/or rehabilitation for the purpose of preservation;

(c) Thirty years for any other rental unit that, on or after December 20, 2024, extends its affordability controls for a new term of affordability, unless the original term of affordability exceeds 30 years, in which case, the minimum control period for the extension is the number of years, not less than 20, that in combination with the original term results in 60 years of affordability;

(d) Governed by the grant of substantive certification, judgment of compliance, grant agreement, or other contract for any prior round rental unit that was issued its certificate of occupancy before December 20, 2024; and

(e) Governed by the form of UHAC in effect as of December 20, 2004, for any prior round rental unit that was issued its certificate of occupancy between December 20, 2004 and December 20, 2024, and that is not the subject of a grant of substantive certification, judgment of compliance, grant agreement, or other contract.

(2) The control period for the restricted rental unit(s) in a development commences on the first date that a unit is issued a certificate of occupancy following the execution of the deed restriction or, if affordability controls are being extended, on the effective date of the extension. The control period for the restricted rental unit(s) in a development continues until the end date identified in the deed restriction, or until the minimum duration has elapsed if a specific end date cannot be determined according to the terms of the deed restriction. After the end of the control period, each restricted rental unit in the development remains subject to the affordability controls of this subchapter until:

(a) The occupant household vacates the unit, at which point affordability controls terminate;
or

(~~a~~)(b) The occupant household's household income is found to exceed 80% of the regional median income for the relevant household size, after which affordability controls terminate at the later of either the next scheduled lease renewal or in 60 days.

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(3) Deeds of all real property that include restricted rental units created or extended pursuant to the existing rules shall contain deed restriction language that conforms with the requirements of this subchapter and is substantially in the form set forth at N.J.A.C. 5:80-26 Appendix E. ~~The deed restriction shall have priority over all mortgages on the property, and the deed restriction shall be filed by the developer or seller with the records office of the County of Bergen. The deed shall also identify each affordable unit by apartment number and/or address and whether that unit is designated as a very low, low or moderate income unit. Neither the unit nor its affordability designation shall change throughout the term of the deed restriction. A copy of the filed document shall be provided to the administrative agent within 30 days of the receipt of a certificate of occupancy.~~ The deed restriction must meet the following requirements:

(a) Is to be read in accordance with the requirements of this subchapter, such that any term that directly conflicts with or circumvents the requirements of this subchapter, regardless of intention, is unenforceable, of no legal effect, and contrary to the public policy of the State;

(b) Is governed by the requirements of this subchapter regardless of the language ultimately utilized in the recorded deed restriction document;

(c) Is severable, such that invalidation of any provision due to inconsistency with these regulations will not terminate the deed restriction, but, rather, will result in the deed restriction being read to include the provision of these regulations with which the original language was inconsistent;

(d) Has priority over all mortgages on the property; and

(e) Must be filed with the records office of the county in which the unit is located by the developer or owner of the restricted rental units, who then must, no later than 30 days after the commencement of the control period, provide to the administrative agent:

i. A copy of the filed deed restriction; and

ii. Certification by the preparer of the deed restriction that the deed restriction conforms with all requirements of this subchapter, and that the deed restriction language at N.J.A.C. 5:80-26 Appendix E, has been included therein.

(2)(4) ~~Failure to record a deed restriction does not, under any circumstances, excuse a property from the requirements of this subchapter. If a development is sold by a developer prior to recording the deed restriction, the buyer is not excused from adhering to the requirements of this subchapter and any recourse shall be to recover from the seller rather than seeking to extinguish any affordability controls of the development. Prior to the issuance of any building permit for the construction/rehabilitation of restricted rental units, the developer/owner and the Borough shall record a preliminary instrument in the form set forth at N.J.A.C. 5:80-26 Appendix P-2, incorporated herein by reference that specifies, at a minimum, the total number of rental units to be constructed/rehabilitated, the number of restricted rental units to be constructed/rehabilitated, the anticipated numbers of restricted rental units that will be very-low-income, low-income, and moderate-income, the address(es) and parcel(s) of the property, and the anticipated timeline for completion, including projected phasing. The preliminary instrument must provide that it will be replaced by the recording of a full deed restriction prior to the issuance of the certificate of occupancy, at which point the preliminary instrument will be extinguished. The full deed restriction must be recorded prior to receiving a certificate of occupancy.~~

(3)(5) A restricted rental unit shall remain subject to the affordability controls of this section and N.J.A.C. 5:80-26.1 et seq., despite the occurrence of any of the following events:

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- (a) Sublease or assignment of the lease of the unit;
- (b) Sale or other voluntary transfer of the ownership of the unit; or
- (c) The entry and enforcement of any judgment of foreclosure ~~or grant of a deed in lieu of foreclosure on the property containing the unit; or~~
- ~~(e)(d) -The end of the control period, until the occupant household vacates the unit or is found to be income-ineligible (found to exceed 80% of the regional median income for the relevant household size, after which affordability controls terminate at the later of either the next scheduled lease renewal or in 60 days).~~

Q. Price restrictions for rental units; leases.

- (1) A written lease shall be required for all restricted rental units, except for units in an assisted living residence, and tenants shall be responsible for security deposits and the full amount of the rent as stated on the lease. Final lease agreements are the responsibility of the landlord and the prospective tenant and all lease provisions must comply with applicable law. The landlord shall provide the administrative agent with sufficient information for preparation of a unit inventory form for entry into the centralized affordable housing unit inventory system. A copy of ~~the current~~each lease ~~for each~~entered into with a certified household restricted rental unit shall be provided to the administrative agent within 10 business days after the execution of each lease.
- (2) No additional fees, operating costs, or charges shall be added to the approved rent (except, in the case of units in an assisted living residence, to cover the customary charges for food and services) without the express written approval of the administrative agent.
- (3) Application fees (including the charge for any credit check) shall not exceed 5% of the monthly rent of the applicable restricted unit and shall be payable to the administrative agent to be applied to the costs of administering the controls applicable to the unit as set forth in this section and N.J.A.C. 5:80-26.1 et seq.
- ~~(4) No rent control ordinance or other pricing restriction shall be applicable to either the market units or the affordable units in any development in which at least 15% of the total number of dwelling units are restricted rental units in compliance with this section.~~

R. Tenant income eligibility.

- (1) Tenant income eligibility shall be in accordance with N.J.A.C. 5:80-26.143, as may be amended and supplemented, and shall be determined as follows:
 - (a) Very-low-income rental units shall be reserved for households with a ~~gross~~-household income less than or equal to 30% of regional median income.
 - (b) Low-income rental units shall be reserved for households with a ~~gross~~-household income less than or equal to 50% of regional median income.
 - (c) Moderate-income rental units shall be reserved for households with a ~~gross~~-household income less than or equal to 80% of regional median income.
- (2) The administrative agent shall certify a household as eligible for a restricted rental unit when the household is a very-low-income, low-income household or a moderate-income household, as applicable to the unit, and the rent proposed for the unit does not exceed 35% (40% for age-restricted units) of the household's eligible monthly income as determined pursuant to N.J.A.C. 5:80-26.176, as may be amended and supplemented; provided, however, that this limit may be exceeded if one or more of the following circumstances exists:

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- (a) The household currently pays more than 35% (40% for households eligible for age-restricted units) of its gross household income for rent, and the proposed rent will reduce its housing costs;
 - (b) The household has consistently paid more than 35% (40% for households eligible for age-restricted units) of eligible monthly income for rent in the past and has proven its ability to pay;
 - (c) The household is currently in substandard or overcrowded living conditions;
 - (d) The household documents the existence of assets with which the household proposes to supplement the rent payments; or
 - (e) The household documents proposed third-party assistance from an outside sources such as a family member in a form acceptable to the administrative agent and the owner of the unit.
- (3) The applicant shall file documentation sufficient to establish the existence of the circumstances in Subsection R(2)(a) through (e) above with the administrative agent, who shall counsel the household on budgeting.

S. Municipal Housing Liaison.

- (1) ~~The Borough of Waldwick shall adopt an ordinance creating the position of municipal housing liaison. Subject to the approval of the Division, the Borough shall appoint a municipal employee by resolution of the governing body or letter from the chief executive, and shall identify the municipal housing liaison by name and title on the municipal website. The Borough of Waldwick hereby appoints a specific municipal employee to serve as a~~ Municipal Housing Liaison ~~is~~ responsible for ~~the creation, preservation, and administration~~ of the affordable housing programs, ~~affordable units, including affordability controls, the Affirmative Marketing Plan,~~ monitoring and reporting, and, where applicable, supervising any contracted administrative agent ~~to ensure that they execute the practices, procedures, and standards set forth in this subchapter and within N.J.A.C. 5:80-26.1 et seq. Waldwick shall adopt a resolution appointing a Municipal Housing Liaison.~~ The Municipal Housing Liaison shall be appointed by the governing body and may be a full or part time municipal employee. The Municipal Housing Liaison shall be approved by the Court and shall be duly qualified through a training program sponsored by Affordable Housing Professionals of New Jersey successfully complete the Division's Education Program as described at N.J.A.C. 5:99-9 within the timeframes specified by the Division before assuming the duties of Municipal Housing Liaison.
- (2) The Municipal Housing Liaison shall be responsible for oversight and administration of the affordable housing program for Waldwick, including the following responsibilities which may not be contracted out to the administrative agent:
- (a) Serving as Waldwick's primary point of contact for all inquiries from the state, affordable housing providers, administrative agents and interested households;
 - (b) ~~Overseeing the M~~monitoring of and reporting on the status of all ~~proposed and completed affordable housing programs and affordable units restricted units in~~ Waldwick's Fair Share Plan ~~and ensuring compliance with the requirements of the Amended Fair Housing Act;~~
 - (c) ~~Overseeing and monitoring administrative agents within the Borough's jurisdiction to ensure compliance with the UHAC;~~
 - ~~(b)(d)~~ Ensuring that an administrative agent is assigned to administer the sales, rentals, re-

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sales, and re-rentals of all deed-restricted affordable units in the Borough at all times. For units at the end of their deed-restricted control period, an administrative agent shall be available to administer the sale of all properties until such time of the first authorized non-exempt sale after controls on affordability have been in effect on the unit;

- (e) ~~Compiling, verifying, certifying, and submitting providing annual monitoring and reporting information within reports as may be required by the Court; the AHMS at such time and in such form as the Division requires. Access to AHMS shall be authorized only by the municipal housing liaison, or their designee, which shall be a municipal employee. Information regarding specific characteristics of municipal affordable housing projects or programs and the resulting unit completions may be entered into AHMS by a contracted entity other than the municipal housing liaison with the written approval of the Borough and pursuant to the oversight of the municipal housing liaison. Monitoring reports shall include the information described at N.J.A.C. 5:99-5.2 and N.J.A.C 5:99-5.3. Monitoring reports for each calendar year shall be in the form of a certification specifying that all information provided in the AHMS is complete, accurate, and current through the most recent calendar year and shall be accompanied by a year-end bank or other financial institution statement that will be used to reconcile municipal reporting. Municipal monitoring information certifications shall be submitted by the municipal housing liaison, or their designee, which shall be a municipal employee, through the AHMS, by February 15 of each year for trust fund activity through December 31 of the previous year;~~
- (e)(f) ~~Listing, on the municipal website, contact information for the administrative agent for each completed project with an affordable component within the Borough;~~
- (e)(g) ~~Overseeing the Coordination of meetings with affordable housing providers, developers, municipal officials, and administrative agents, as needed; and~~
- (e)(h) ~~Where applicable, providing to an administrative agent a copy of the adopted municipal operating manual(s), housing element and fair share plan, and ordinances relating to the creation and administration of the Borough's affordable housing programs and/or affordable units. Attending continuing education opportunities on affordability controls, compliance monitoring and affirmative marketing at least annually and more often as needed.~~
- (3) ~~The municipal housing liaison may also serve as the administrative agent pursuant to N.J.A.C. 5:99-7 for some or all of the affordable units in the Borough, subject to the submission of qualifications to the Division, successful completion of the Division's Education Program as described at N.J.A.C. 5:99-9, and approval by the Division. These duties of the municipal housing liaison shall be outlined in the municipal ordinance establishing the position of the municipal housing liaison. All applicable tasks not performed by the municipal housing liaison, shall be contracted to an administrative agent pursuant to N.J.A.C. 5:99-7. Subject to the approval of the Court, the Borough of Waldwick shall designate one or more administrative agent(s) to administer newly constructed affordable units in accordance with UHAC. An operating manual for each affordable housing program shall be provided by the administrative agent(s) to be adopted by resolution of the governing body and subject to approval of the Court. The operating manual(s) shall be available for public inspection in the office of the Borough Clerk, in the office of the Municipal Housing Liaison, and in the office(s) of the administrative agent(s). The Municipal Housing Liaison shall supervise the contracting administrative agent(s).~~
- (3)(4) ~~The Division shall monitor the performance of any approved municipal housing liaison and may revoke said approval, should the Division find that the municipal housing liaison has failed to administer the Borough's affordable housing programs and/or affordable units in accordance with the rules of the Division pursuant to N.J.A.C. 5:99-5.6.~~

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T. Administrative agent.

- (1) The Borough shall designate or approve, for each affordable housing project or program within its fair share plan, an administrative agent to administer the affordable housing program and/or affordable units in accordance with the requirements of the Amended Fair Housing Act, the Program, this chapter, and the UHAC. The administrative agent shall may be the municipal housing liaison, the RCA administrator, other municipal employee, or a person or entity selected pursuant to the UHAC, an independent entity serving under contract to and reporting to the municipality. For new sale and rental developments, all of the fees of the administrative agent shall be paid by the owners of the affordable units for which the services of the administrative agent are required. For resales, single family homeowners and condominium homeowners shall be required to pay 3% of the sales price for services provided by the administrative agent related to the resale of their homes. That fee shall be collected at closing and paid directly to the administrative agent. The administrative agent shall perform the duties and responsibilities of an administrative agent as set forth in UHAC, including those set forth in N.J.A.C. §§ 5:80-26.154, 176 and 198 thereof, which include: Administrative agents shall be approved through the municipal housing liaison (if the prospective administrative agent is an individual other than the current municipal housing liaison), and designation of administrative agents is also subject to approval by the Division.
- (2) Qualified administrative agents shall have been certified as required pursuant to N.J.S.A. 52:27D-321, shall have evidence of satisfactory completion of the Division's Education Program as described at N.J.A.C. 5:99-9; and shall have submitted all other required information to the Division.
- (3) The administrative agent shall perform the duties and responsibilities of an administrative agent as set forth at N.J.A.C. 5:99-7 and set forth in UHAC, and in accordance with the requirements of the Amended Fair Housing Act and the Dispute Resolution Program. The Division and the municipal housing liaison shall monitor the performance of all approved administrative agents for compliance with this chapter. In the event the administrative agent does not administer the Borough's affordable housing program and/or affordable units in accordance with the certificate of compliance, municipal ordinance, or the Division's rules, the Division may revoke its approval and/or require the Borough to retain a different administrative agent. The Division reserves the right to revoke approval of an administrative agent for other compelling circumstances.
- (1)(4) The primary responsibility of the administrative agent is to ensure that the restricted units under administration are sold or rented, as applicable, only to very-low, low-, and moderate-income households in accordance with the provisions of the UHAC. The administrative agent is also responsible for the following:

 - (a) Affirmative marketing:

 - [1] Conducting an outreach process to affirmatively market affordable housing units in accordance with the Affirmative Marketing Plan of the Borough of Waldwick and the provisions of N.J.A.C. 5:80-26.165; and
 - [2] Designate an experienced staff person to provide ~~provide~~ ing counseling or contracting to provide counseling services to low- and moderate-income applicants on subjects such as budgeting, credit issues, mortgage qualification, rental lease requirements, and landlord/tenant law.
 - (b) Household certification:

 - [1] Soliciting, scheduling, conducting and following up on applications and/or interviews with interested households;

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- [2] Conducting interviews and obtaining sufficient documentation of gross income and assets upon which to base a determination of income eligibility for a low- or moderate-income ~~unit~~household;
- [3] Providing written notification to each applicant as to the determination of eligibility or noneligibility;
- [4] Requiring that all certified applicants for restricted units execute a certificate substantially in the form, as applicable, of either the ownership or rental certificates set forth in Appendices J and K of N.J.A.C. 5:80-26.1 et seq.;
- [5] Creating and maintaining a referral list of eligible applicant households living in the housing region and eligible applicant households with members working in the housing region where the units are located; and
- [6] Employing a random selection process as provided in the Affirmative Marketing Plan of the Borough of Waldwick when referring households for certification to affordable units. It is noted that supportive housing units, including group homes, must also comply with the selection processes of their respective sponsoring programs, where applicable.
- [6][7] Subject to the approval of the municipal housing liaison, administrative agents may grant a waiver of the income qualification requirement for units where a buyer has not been identified for an extended period of time and where the administrative agent has developed a set of criteria to determine that a waiver is necessary due to a lack of qualified applicants. This waiver shall not change the deed restriction in any way on the unit and the next sale shall be conducted according to the applicable rules.

(c) Affordability controls:

- [1] Furnishing to attorneys or closing agents forms of deed restrictions and mortgages for recording at the time of conveyance of title of each restricted unit;
- [2] Creating and maintaining a file on each restricted unit for its control period, including the recorded deed with restrictions, recorded recapture mortgage and note, as appropriate;
- [3] Subject to prior written approval from the municipal housing liaison, Ensuring that the removal of the deed restrictions and cancellation of the mortgages ~~note~~ are effectuated and properly filed with the Bergen County Register of Deeds or County Clerk's office after the termination of the affordability controls for each restricted unit as set forth in N.J.A.C. 5:80-26.1 et seq.;
- [4] Communicating with lenders regarding foreclosures; and
- [5] Ensuring the issuance of continuing certificates of occupancy or certifications from municipal building inspectors, pursuant to N.J.A.C. 5:80-26.110.
- [5][6] Exercising appropriate authority to discharge and release any or all instruments, as set forth in the UHAC appendices establishing affordability controls;

(d) Resales and re-rentals:

- [1] Instituting and maintaining an effective means of communicating information between owners of affordable units and the administrative agent regarding the availability of their restricted units for resale or re-rental; and

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[2] Instituting, ~~—and—~~ maintaining, and documenting an effective means of communicating information to low- and moderate-income households regarding the availability of restricted units for resale or re-rental, inclusive of listings on the New Jersey Housing Resource Center pursuant to N.J.S.A. 52:27D-321.6;-

~~[2]~~[3] Sending annual mailings to owners as prescribed for in the UHAC at N.J.A.C. 5:80-26.19.

(e) Processing requests from unit owners:

[1] Reviewing and approving requests for determination from owners of restricted units who wish to take out home equity loans or refinance during the term of their ownership that the amount of indebtedness to be incurred will not violate the terms of this section;

[2] Reviewing and approving requests to increase the maximum sales prices from owners of restricted units who wish to make capital improvements to the units that would affect the selling price, such authorizations to be limited to those improvements resulting in additional bedrooms or bathrooms and the depreciated cost of central air-conditioning systems installed subsequent to the initial sale of the unit;

[3] Notifying the municipality-Borough of an owner's intent to sell a restricted 95/5 unit, as defined in the UHAC at N.J.A.C. 5:80-26.2; and

[4] Making determinations on requests by owners of restricted units for hardship waivers.

(f) Enforcement:

[1] Securing annually from the municipality-Borough a list of all affordable housing units for which tax bills are mailed to absentee owners, and notifying all such owners that they must either move back to their unit or sell it;

[2] Securing from all developers and sponsors of restricted units, at the earliest point of contact in the processing of the project or development, written acknowledgement of the requirement that no restricted unit can be offered, or in any other way committed, to any person, other than a household duly certified to the unit by the administrative agent;

~~[3] The posting annually in all rental properties, including two family homes, of a notice as to the maximum permitted rent together with the telephone number of the administrative agent where complaints of excess rent or other charges can be made;~~

[3] Sending annual mailings to all owners of affordable dwelling units, reminding them of the notices and requirements outlined in N.J.A.C. 5:80- 26.198(d)4;

[4] Establishing a program for diverting unlawful rent payments to the municipality's Borough's Affordable Housing Trust Fund; and

[5] Creating and publishing a written operating manual as set forth at N.J.A.C. 5:99-7.2 in plain English and in such other languages as may be appropriate to serving the respective client base for each affordable housing program administered by the administrative agent, to be approved by the Municipal Housing Liaison. The operating manual, administered by the administrative agent and to be approved by the Borough Committee and the Court, setting shall set forth procedures for administering the affordability controls, including procedures for long-term control of restricted units; for enforcing the covenants set forth in the UHAC appendices.

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consistent with the provisions at N.J.A.C. 5:80-26.19; and for releasing restricted units promptly at the conclusion of applicable control periods. The operating manual shall have a separate and distinct chapter or section setting forth the process for identifying applicant households seeking certification to restricted units, for reviewing applicant household eligibility, and for certifying applicant households in accordance with the household certification and referral requirements set forth at N.J.A.C. 5:80-26.17.

(g) Additional responsibilities:

- [1] The administrative agent shall have the authority to take all actions necessary and appropriate, as permitted by law, to carry out its responsibilities as set forth in this chapter, N.J.A.C. 5:99-7, and N.J.A.C. 5:80-26.1 et seq hereunder.
- [2] The administrative agent shall prepare annual monitoring reports for submission to the Municipal Housing Liaison and the Division by February 15 of each calendar year, including a detailed description of completed units and any other information necessary for the Borough to produce its status report as required pursuant to N.J.S.A. 52:27D-329.4 in time to meet any monitoring, requirements and deadlines imposed by the Court.
- [3] The administrative agent shall attend continuing education sessions on affordability controls, compliance monitoring, and affirmative marketing at least annually and more often as needed.

U. Enforcement of affordable housing regulations.

- (1) Upon the occurrence of a breach of any of the regulations governing the affordable unit by an owner, developer or tenant; the municipality-Borough, administrative agent, and the State shall have all remedies provided at law or equity, including but not limited to forfeiture, foreclosure, tenant eviction, municipal fines, a requirement for household recertification, acceleration of all sums due under a mortgage, recoupment of any funds from a sale in the violation of the regulations, divestment of rent proceeds from illegal rentals, injunctive relief to prevent further violation of the regulations, entry on the premises, and specific performance.

~~(2) It is the responsibility of the municipal housing liaison and the administrative agent(s) to ensure that affordable housing units are administered properly. All affordable units must be occupied within a reasonable amount of time and be re-leased within a reasonable amount of time upon the vacating of the unit by a tenant. If an administrative agent or municipal housing liaison becomes aware of or suspects that a developer, landlord, or property manager has not complied with these regulations, it shall report this activity to the Division. The Division must notify the developer, landlord, or property manager, in writing, of any violation of these regulations and provide a 30-day cure period. If, after the 30-day cure period, the developer, landlord, or property manager remains in violation of any terms of this subchapter, including by keeping a unit vacant, the developer, landlord, or property manager may be fined up to the amount required to construct a comparable affordable unit of the same size and the deed-restricted control period will be extended for the length of the time the unit was out of compliance, in addition to the remedies provided for in this section. For the purposes of this subsection, a reasonable amount of time shall presumptively be 60 days, unless a longer period of time is required due to demonstrable market conditions and/or failure of the municipal housing liaison or the administrative agent to refer a certified tenant. After providing written notice of a violation to an owner, developer or tenant of a low- or moderate income unit and advising the owner, developer or tenant of the penalties for such violations, the municipality may take the following action against the owner, developer or tenant for any violation that remains uncured for a period of 60 days after service of the~~

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written notice:

- ~~(3) The municipality may file a court action pursuant to N.J.S.A. 2A:58-11 alleging a violation, or violations, of the regulations governing the affordable housing unit. If the owner, developer or tenant is found by the court to have violated any provision of the regulations governing affordable housing units the owner, developer or tenant shall be subject to one or more of the following penalties, at the discretion of the court:~~
- ~~(4) A fine of not more than \$500 per day or imprisonment for a period not to exceed 90 days, or both. Each and every day that the violation continues or exists shall be considered a separate and specific violation of these provisions and not as a continuing offense;~~
- ~~(5) In the case of an owner who has rented his/her low or moderate income unit in violation of the regulations governing affordable housing units, payment into the Borough of Waldwick Affordable Housing Trust Fund of the gross amount of rent illegally collected;~~
- ~~(6) In the case of an owner who has rented his/her low or moderate income unit in violation of the regulations governing affordable housing units, payment of an innocent tenant's reasonable relocation costs, as determined by the court.~~
- ~~(7) The municipality may file a court action in the Superior Court seeking a judgment, which would result in the termination of the owner's equity or other interest in the unit, in the nature of a mortgage foreclosure. Any judgment shall be enforceable as if the same were a judgment of default of the first purchase money mortgage and shall constitute a lien against the low and moderate income unit.~~
- ~~(8) Such judgment shall be enforceable, at the option of the municipality, by means of an execution sale by the Sheriff, at which time the low and moderate income unit of the violating owner shall be sold at a sale price which is not less than the amount necessary to fully satisfy and pay off any first purchase money mortgage and prior liens and the costs of the enforcement proceedings incurred by the municipality, including attorney's fees. The violating owner shall have the right to possession terminated as well as the title conveyed pursuant to the Sheriff's sale.~~
- ~~(9) The proceeds of the Sheriff's sale shall first be applied to satisfy the first purchase money mortgage lien and any prior liens upon the low and moderate income unit. The excess, if any, shall be applied to reimburse the municipality for any and all costs and expenses incurred in connection with either the court action resulting in the judgment of violation or the Sheriff's sale. In the event that the proceeds from the Sheriff's sale are insufficient to reimburse the municipality in full as aforesaid, the violating owner shall be personally responsible for and to the extent of such deficiency, in addition to any and all costs incurred by the municipality in connection with collecting such deficiency. In the event that a surplus remains after satisfying all of the above, such surplus, if any, shall be placed in escrow by the municipality for the owner and shall be held in such escrow for a maximum period of two years or until such earlier time as the owner shall make a claim with the municipality for such. Failure of the owner to claim such balance within the two year period shall automatically result in a forfeiture of such balance to the municipality. Any interest accrued or earned on such balance while being held in escrow shall belong to and shall be paid to the municipality, whether such balance shall be paid to the owner or forfeited to the municipality.~~
- ~~(10) Foreclosure by the municipality due to violation of the regulations governing affordable housing units shall not extinguish the restrictions of the regulations governing affordable housing units as the same apply to the low and moderate income unit. Title shall be conveyed to the purchaser at the Sheriff's sale, subject to the restrictions and provisions of the regulations governing the affordable housing unit. The owner determined to be in violation of the provisions of this plan and from whom title and possession were taken by means of the~~

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Sheriff's sale shall not be entitled to any right of redemption.

~~(11) If there are no bidders at the Sheriff's sale, or if insufficient amounts are bid to satisfy the first purchase money mortgage and any prior liens, the municipality may acquire title to the low and moderate income unit by satisfying the first purchase money mortgage and any prior liens and crediting the violating owner with an amount equal to the difference between the first purchase money mortgage and any prior liens and costs of the enforcement proceedings, including legal fees and the maximum resale price for which the low and moderate income unit could have been sold under the terms of the regulations governing affordable housing units. This excess shall be treated in the same manner as the excess which would have been realized from an actual sale as previously described.~~

~~(12) Failure of the low and moderate income unit to be either sold at the Sheriff's sale or acquired by the municipality shall obligate the owner to accept an offer to purchase from any qualified purchaser which may be referred to the owner by the municipality, with such offer to purchase being equal to the maximum resale price of the low and moderate income unit as permitted by the regulations governing affordable housing units.~~

~~(13)(2) The owner shall remain fully obligated, responsible and liable for complying with the terms and restrictions of governing affordable housing units until such time as title is conveyed from the owner.~~

V. Appeals.

(1) Appeals from all decisions of an administrative agent designated pursuant to this section and N.J.A.C. 5:80-26.1 et seq. shall be filed in writing with the Municipal Housing Liaison Court. A decision by the Municipal Housing Liaison may be appealed to the Division. A written decision of the Division Director upholding, modifying, or reversing an administrative agent's decision is a final administrative action.

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**Proposed Development Fee Ordinance Amendments
Borough of Waldwick**

Note: additions shown in underline, deletions in ~~strikethrough~~

Chapter 97. Zoning
Article VII. Development Fees

§ 97-51. Purpose.

- a) In Holmdel Builder's Association v. Holmdel Township, 121 N.J. 550 (1990), the New Jersey Supreme Court determined that mandatory development fees are authorized by the Fair Housing Act of 1985 (the Act), N.J.S.A. 52:27d-301 et seq., and the State Constitution, subject to the then functioning Council on Affordable Housing's adoption of rules.
- b) Pursuant to P.L. 2008, c. 46 section 8 (N.J.S.A.C. 52:27D-329.2) ~~and the Statewide Non-Residential Development Fee Act (N.J.S.A.C. 40:55D 8.1 through 8.7)~~, COAH ~~was is~~ authorized to adopt and promulgate regulations necessary for the establishment, implementation, review, monitoring and enforcement of municipal affordable housing trust funds and corresponding spending plans. Municipalities that ~~are were~~ under the jurisdiction of the Council or court of competent jurisdiction and ~~had have~~ a COAH-approved spending plan ~~may were able to~~ retain fees collected from non-residential development.
- c) In Re: Adoption of N.J.A.C. 5:96 and 5:97 by the New Jersey Council on Affordable Housing, 221 N.J. 1 (2015), also known as the Mount Laurel IV decision, the Supreme Court remanded COAH's duties to the Superior Court. As a result, affordable housing development fee collections and expenditures from the municipal affordable housing trust funds to implement municipal Third Round Fair Share Plans through July 1, 2025 were under the Court's jurisdiction and were subject to approval by the Court.
- b)d) Pursuant to P.L.2024, c. 2, the authority relating to rulemaking on the collection of residential and non-residential development fees is appropriately delegated to the Department of Community Affairs, following the abolition of COAH, effective March 20, 2024. As such, municipalities which have obtained or are in the process of seeking compliance certification may retain and expend these development fees.

This ordinance establishes standards for the collection, maintenance, and expenditure of development fees pursuant to ~~COAH's regulations and~~ P.L. 2024, c.2, N.J.S.A. 52:27D-301 et seq., N.J.A.C. 5:99-1 et seq., and as previously established in accordance with P.L. 2008, c. 46, Sections 8 and 32-38. Fees collected pursuant to this ordinance shall be used for the sole purpose of providing low and moderate-income housing. ~~This ordinance shall be interpreted within the framework of COAH's rules on development fees, codified at N.J.A.C. 5:97-8.~~

~~e)~~

~~e)f) — 3.~~ Basic requirements.

1. This ordinance shall not be effective until approved by ~~COAH~~ the Dispute Resolution Program, as enforced by the Division of Local Planning Services, pursuant to P.L. 2024, c. 2, N.J.S.A. 52:27D-301 et seq. and N.J.A.C. 5:99-1 et seq. N.J.A.C. 5:96-5.1.
2. The Borough of Waldwick shall not spend development fees until ~~COAH~~ the Dispute Resolution Program, as enforced by the Division of Local Planning Services, has approved a plan for spending such fees in conformance with P.L. 2024, c. 2, N.J.A.C. 5:99-1 et seq. and N.J.S.A. 52:27D-301 et seq. N.J.A.C. 5:97-8.10 and N.J.A.C. 5:96-5.3.

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§ 97-52. Definitions.

The following terms, as used in this article, shall have the following meanings:

ACT

The Fair Housing Act of 1985, P.L. 1985, c. 222 (N.J.S.A. 52:27D-301 et seq.), as amended through P.L. 2024, c.2.

ADMINISTRATIVE AGENT

The individual or entity designated by the Borough and approved by the Division to administer affordable units in accordance with this chapter, the regulations of the amended Fair Housing Act (P.L.1985, c. (N.J.S.A. 52:27D-301 et seq.)), as designated pursuant to N.J.A.C. 5:99-7, and the Uniform Housing Affordability Controls set forth at N.J.A.C. 5:80-26 et seq.

AFFORDABLE

A sales price or rent level that is within the means of a low- or moderate-income household as defined within N.J.S.A. 52:27D-301 et seq., and, in the case of an ownership unit, that the sales price for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.7, as may be amended and supplemented, and, in the case of a rental unit, that the rent for the unit conforms to the standards set forth in N.J.A.C. 5:80-26.13, as may be amended and supplemented.

AFFORDABLE HOUSING DEVELOPMENT

Means a development included in the Housing Element and Fair Share Plan, and includes, but is not limited to, an inclusionary development, a municipal construction project or a 100 percent affordable development.

AFFORDABLE HOUSING PROGRAM(S)

Any method of creating or preserving actual housing units available to low- and moderate-income households or creating a realistic opportunity for the construction of such units, and any mechanism in a municipal fair share plan prepared or implemented to address a municipality's fair share obligation.

AFFORDABLE HOUSING MONITORING SYSTEM or AHMS

The Department of Community Affairs (DCA) or Department's cloud-based software application, which shall be the central repository for municipalities to use for reporting detailed information regarding affordable housing developments, affordable housing unit completions, and the collection and expenditures of funds deposited into the municipal affordable housing trust fund.

AFFORDABLE UNIT

A housing unit proposed or created pursuant to the Fair Housing Act and approved for crediting by the court and/or funded through an affordable housing trust fund.

BOROUGH

The Borough of Waldwick, in Bergen County, New Jersey.

COAH or THE COUNCIL

Means the New Jersey Council on Affordable Housing, as previously established by the New Jersey Fair Housing Act (N.J.S.A. 52:27D-301 et seq.), prior to its abolition effective March 20, 2024 through P.L.2024, c.2 under the Act which has primary jurisdiction for the administration of housing obligations in accordance with sound regional planning consideration in the State.

COMPLIANCE CERTIFICATION

The certification issued to a municipality by a county-level housing judge pursuant to section 3 at P.L. 2024, c. 2, that protects the municipality from exclusionary zoning litigation during the current round

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of present and prospective need and through July 1 of the year the next affordable housing round begins, which is also known as a "judgment of compliance" resulting in an "order for repose." The term "compliance certification" includes a judgment of repose granted in an action filed pursuant to section 13 at P.L. 1985, c. 222 (N.J.S.A. 52:27D-313).

CONSTRUCTION

New construction and additions, but does not include alterations, reconstruction, renovations, conversion, relocation, or repairs, as those terms are defined in the State Uniform Construction Code promulgated pursuant to the State Uniform Construction Code Act, P.L. 1975, c. 217 (N.J.S.A. 52:27D-119 et seq.).

DCA or DEPARTMENT

The State of New Jersey, Department of Community Affairs.

DEVELOPMENT FEE

Means money paid by a developer for the improvement residential and non-residential property as permitted pursuant to N.J.S.A. 52:27D-329.2 and 40:55D-8.1 through 40:55D-8.7 and N.J.A.C. 5:99-3. of property as permitted in N.J.A.C. 5:97-8.3.

DEVELOPER

Means the legal or beneficial owner or owners of a lot or of any land proposed to be included in a proposed development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

DISPUTE RESOLUTION PROGRAM

Means the Affordable Housing Dispute Resolution Program, established pursuant to section 5 of P.L. 2024, c.2 (N.J.S.A. 52:27D-313.2). The Dispute Resolution Program is established within the ~~Judiciary~~Executive Branch of the State, for the purpose of resolving disputes associated with the Fair Housing Act with respect to municipalities seeking to obtain a certification of compliance of their adopted Housing Element & Fair Share Plan.

DIVISION

The Division of Local Planning Services within the Department of Community Affairs.

EMERGENT OPPORTUNITY

A circumstance that has arisen whereby affordable housing will be able to be produced through a delivery mechanism not originally contemplated by or included in a fair share plan that has been the subject of a compliance certification.

EQUALIZED ASSESSED VALUE or EAV

Means the assessed value of a property divided by the current average ratio of assessed to true value for the municipality in which the property is situated, as determined in accordance with sections 1, 5, and 6 of P.L. 1973, c. 123 (C. 54:1-35a through C. 54:1-35c). Estimates at the time of issuance of a building permit may be obtained by the Tax Assessor utilizing estimates for construction cost. Final equalized assessed value will be determined at project completion by the Municipal Tax Assessor.

FAIR SHARE OBLIGATION

The total of the present need and prospective need as determined by a court of competent jurisdiction.

GREEN BUILDING STRATEGIES

Means those strategies that minimize the impact of development on the environment, and enhance the health, safety and well-being of residents by producing durable, low-maintenance, resource-efficient housing while making optimum use of existing infrastructure and community services.

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HOUSING PROJECT

A project, or distinct portion of a project, which is designed and intended to provide decent, safe, and sanitary dwellings, apartments, or other living accommodations for persons of low- and moderate-income; such work or undertaking may include buildings, land, equipment, facilities, and other real or personal property for necessary, convenient, or desirable appurtenances, streets, sewers, water service, parks, site preparation, gardening, administrative, community, health, recreational, educational, welfare, or other purposes. The term "housing project" may also be applied to the planning of the buildings and improvements, the acquisition of property, the demolition of existing structures, the construction, reconstruction, alteration, and repair of the improvements, and all other work in connection therewith.

MIXED USE DEVELOPMENT

Any development that includes both a non-residential development component and a residential development component, and shall include developments for which: (1) there is a common developer for both the residential development component and the non-residential development component, provided that for purposes of this definition, multiple persons and entities may be considered a common developer if there is a contractual relationship among them obligating each entity to develop at least a portion of the residential or non-residential development, or both, or otherwise to contribute resources to the development; and (2) the residential and non-residential developments are located on the same lot or adjoining lots, including, but not limited to, lots separated by a street, a river, or another geographical feature.

MUNICIPAL AFFORDABLE HOUSING TRUST FUND

A separate, interest-bearing account held by a municipality for the deposit of development fees, payments in lieu of constructing affordable units on sites zoned for affordable housing, barrier-free escrow funds, recapture funds, proceeds from the sale of affordable units, rental income, repayments from affordable housing program loans, enforcement fines, unexpended RCA funds remaining from a completed RCA project, application fees, and any other funds collected by the municipality in connection with its affordable housing programs, which shall be used to address municipal low- and moderate-income housing obligations within the time frames established by the Legislature and this chapter.

NEW JERSEY AFFORDABLE HOUSING TRUST FUND

An account established pursuant to N.J.S.A. 52:27D-320.

NON-RESIDENTIAL DEVELOPMENT

1. Any building or structure, or portion thereof, including, but not limited to, any appurtenant improvements, which is designated to a use group other than a residential use group according to the State Uniform Construction Code, N.J.A.C. 5:23, promulgated to effectuate the State Uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq., including any subsequent amendments or revisions thereto;

2. Hotels, motels, vacation timeshares, and child-care facilities; and

3. The entirety of all continuing care facilities within a continuing care retirement community which is subject to the Continuing Care Retirement Community Regulation and Financial Disclosure Act, N.J.S.A. 52:27D-330 et seq.

NON-RESIDENTIAL DEVELOPMENT FEE

The fee authorized to be imposed pursuant to the Statewide Non-Residential Development Fee Act (N.J.S.A. 40:55D-8.1 through 40:55D-8.7.)

PAYMENT IN LIEU OF CONSTRUCTING AFFORDABLE UNITS – The payment of funds to the municipality by a developer when affordable units are not produced on a site zoned for an inclusionary

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development.

REHABILITATION

The repair, renovation, alteration, or reconstruction of any building or structure, pursuant to the Rehabilitation Subcode, N.J.A.C. 5:23-6.

RESIDENTIAL DEVELOPMENT FEE

Money paid by a developer for the improvement of residential property as permitted pursuant to N.J.S.A. 52:27D-329.2 and N.J.A.C. 5:99-3.2.

SPENDING PLAN

A plan to predict funds that will be paid into a municipality's affordable housing trust fund and to allocate how those funds will be spent to advance the interest of low and moderate income households subject to limitations required by law.

The definitions in the Uniform Housing Affordability Controls (UHAC) at N.J.A.C 5:80-26.2 and N.J.A.C. 5:99 shall be applicable where a term is not defined. In the event of a discrepancy between a definition in this section and UHAC and N.J.A.C. 5:99, the current UHAC or N.J.A.C. 5:99 definition shall be applicable.

§ 97-53. Residential development fees.

a) Imposed fees.

- i. Within all zoning districts, residential developers, except for developers of the types of development specifically exempted below at §97-53b, shall pay a fee of one and a half percent of the equalized assessed value for residential development provided no increased density is permitted.
- ii. When an increase in residential density pursuant to N.J.S.A. 40:55D-70d(5) (known as a "d" variance) has been permitted, developers may be required to pay a development fee of six percent of the equalized assessed value for each additional unit that may be realized. However, if the zoning on a site has changed during the two-year period preceding the filing of such a variance application, the base density for the purposes of calculating the bonus development fee shall be the highest density permitted by right during the two-year period preceding the filing of the variance application.

Example: If an approval allows four units to be constructed on a site that was zoned for two units, the fees could equal one percent of the equalized assessed value on the first two units, and the specified higher percentage up to six percent of the equalized assessed value for the two additional units, provided zoning on the site has not changed during the two-year period preceding the filing of such a variance application.

b) Eligible exactions, ineligible exactions and exemptions for residential development

- i. Affordable housing developments, affordable housing developments where the affordable units are being provided elsewhere in the Borough, and developments where the developer has made a payment in lieu of on-site construction ~~of for all the units in the project affordable units~~ shall be exempt from residential development fees.
- ii. Developments that have received preliminary or final site plan approval prior to the adoption of a municipal development fee ordinance shall be exempt from development fees, unless the developer seeks a substantial change in the approval.

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Where a site plan approval does not apply, a zoning and/or building permit shall be synonymous with preliminary or final site plan approval for this purpose. The fee percentage shall be vested on the date that the building permit is issued.

- iii. Development fees shall be imposed and collected when an existing structure undergoes a change to a more intense use, is demolished and replaced, or is expanded, if the expansion is not otherwise exempt from the development fee requirement. The development fee shall be calculated on the increase in the equalized assessed value of the improved structure.
- iv. ~~Developers of all residential housing~~ Residential structures demolished and replaced as a result of a natural disaster ~~such as a~~ fire or flood, or catastrophe, shall be exempt from paying a residential development fee, even if the new structure has an increased EAV as compared to the previous structure.
- v. ~~Non-profit organizations that have received tax exempt status pursuant to the Internal Revenue Code, providing current evidence of that status is submitted to the municipal clerk, together with a certification that services of the organization are provided at reduced rates to those who establish an inability to pay existing charges, shall be exempted from paying a development fee; and~~
- iv-vi. ~~Federal, State, county, and local governments shall be exempt from paying a development fee.~~

§ 97-54. Non-residential development fees.

The Borough shall impose, collect, retain, and expend fees collected from non-residential development in accordance with the Statewide Non-Residential Development Fee Act, N.J.S.A. 40:55D-8.1 through 40:55D-8.7 and this chapter.

a) Imposed fees.

- i. Within all zoning districts, non-residential developers, except for developers of the types of development specifically exempted, shall pay a fee equal to two and one half (2.5%) percent of the equalized assessed value of the land and improvements, for all new non-residential construction on an unimproved lot or lots.
- ii. Non-residential developers, except for developers of the types of development specifically exempted, shall also pay a fee equal to two and one half (2.5%) percent of the increase in equalized assessed value resulting from any additions to existing structures to be used for non-residential purposes.
- iii. Development fees shall be imposed and collected when an existing structure is demolished and replaced. The development fees of two and a half percent (2.5%) shall be calculated on the difference between the equalized assessed value of the newly improved structure, i.e. land and improvement, at the time final certificate of occupancy is issued. If the calculation required under this section results in a negative number, the non-residential development fee shall be zero.
- iv. Non-residential construction connected with the relocation of the facilities of a for-profit hospital shall be subject to the fee authorized to be imposed pursuant to this section to the extent of the increase in equalized assessed valuation.
- iii-v. In the event of any conflict between this ordinance and the Statewide Non-Residential Development Fee Act (SNDFA), the SNDFA shall apply.

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b) Eligible exactions, ineligible exactions and exemptions for non-residential development

- i. The non-residential portion of a mixed-use inclusionary or market rate development shall be subject to the two and a half (2.5%) percent development fee, subject to the provisions at N.J.S.A. 52:27D-329.1 et seq., unless otherwise exempted below.
- ii. The 2.5 percent fee shall not apply to an increase in equalized assessed value resulting from alterations, change in use within existing footprint, reconstruction, renovations and repairs.
- ~~iii.~~ Non-residential developments shall be exempt from the payment of non-residential development fees in accordance with the exemptions required pursuant to P.L. 2008, c. 46, as specified in the Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption Form". Any exemption claimed by a developer shall be substantiated by that developer. All non-residential construction of buildings or structures on property used by churches, synagogues, mosques, and other houses of worship, and property used for educational purposes, that are tax-exempt pursuant to N.J.S.A. 54:4-3.6, shall be exempt from the imposition of a non-residential development fee pursuant to this section, provided that the property continues to maintain its tax exempt status pursuant to that statute for a period of at least three years from the date of issuance of the certificate of occupancy.
- ~~iv.~~ Parking lots and parking structures, regardless of whether the parking lot or parking structure is constructed in conjunction with a non-residential development, or whether the parking lot is developed as an independent non-residential development;
- ~~v.~~ Any non-residential development that is an amenity to be made available to the public, including, but not limited to, recreational facilities, community centers, and senior centers that are developed in conjunction with, or funded by, a non-residential developer;
- ~~vi.~~ Non-residential construction resulting from a relocation of, or an on-site improvement to, a nonprofit hospital or a nursing home facility;
- ~~vii.~~ Projects that are located within a specifically delineated urban transit hub, as defined pursuant to N.J.S.A. 34:1B-208;
- ~~viii.~~ Projects that are located within an eligible municipality, as defined pursuant to N.J.S.A. 34:1B-208, the Urban Transit Hub Tax Credit Act, when a majority of the project is located within a one-half mile radius of the midpoint of a platform area for a light rail system; and
- ~~iii.ix.~~ Projects determined by the New Jersey Transit Corporation to be consistent with a transit village plan developed by a transit village designated by the New Jersey Department of Transportation.
- ~~iv.x.~~ A developer of a non-residential development exempted from the non-residential development fee pursuant to P.L. 2024, c. 2 and P.L. 2008, c.46, as amended and supplemented, shall be subject to it at such time the basis for the exemption no longer applies, and shall make the payment of the non-residential development fee, in that event, within three years after that event or after the issuance of the final certificate of occupancy of the non-residential development, whichever is later.
- ~~v.xi.~~ If a property which was exempted from the collection of a non-residential development fee thereafter ceases to be exempt from property taxation, the owner of the property shall remit the fees required pursuant to this section within 45 days

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of the termination of the property tax exemption. Unpaid non-residential development fees under these circumstances may be enforceable by the Borough of Waldwick as a lien against the real property of the owner.

§ 97-55. Collection procedures.

- a) Upon the granting of a preliminary, final or other applicable approval for a development, the applicable approving authority shall direct its staff to notify the construction official responsible for the issuance of a building permit.
- b) For non-residential developments only, the developer shall also be provided with a copy of Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption" to be completed as per the instructions provided. The Developer of a non-residential development shall complete Form N-RDF as per the instructions provided. The construction official shall verify the information submitted by the non-residential developer as per the instructions provided in the Form N-RDF. The Tax Assessor shall verify exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.
- c) The construction official responsible for the issuance of a building permit shall notify the local Tax Assessor of the issuance of the first building permit for a development which is subject to a development fee.
- d) Within 90 days of receipt of that notice, the municipal Tax Assessor, based on the plans filed, shall provide an estimate of the equalized assessed value of the development.
- e) The construction official responsible for the issuance of a final certificate of occupancy notifies the local assessor of any and all requests for the scheduling of a final inspection on property which is subject to a development fee.
- f) Within 10 business days of a request for the scheduling of a final inspection, the municipal assessor shall confirm or modify the previously estimated equalized assessed value of the improvements of the development, calculate the development fee; and thereafter notify the developer of the amount of the fee.
- g) Should the Borough of Waldwick fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in subsection b of section 37 of P.L. 2008, c.46 (N.J.S.A. 40:55D-8.6), as amended and supplemented.
- h) The Borough shall collect one-hundred percent of the development fee for residential and non-residential development at or prior to the issuance of the certificate of occupancy. Fifty percent of the development fee shall be collected at the time of issuance of the building permit. The remaining portion shall be collected at ,or prior to, the issuance of the certificate of occupancy. The developer shall be responsible for paying the difference between the fee calculated at the time of the issuance of the building permit and that determined at issuance of certificate of occupancy. Developers shall be notified of the fee by the Borough, including when payment is required to be made, at the time of land use board approval or application for a construction permit.

§ 97-56. Appeal of development fees.

- 1) A developer may challenge residential development fees imposed by filing a challenge with the County Board of Taxation. Pending a review and determination by the Board, collected fees shall be placed in an interest bearing escrow account by the Borough of Waldwick. Appeals from a determination of the Board may be made to the tax court in accordance with the

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provisions of the State Tax Uniform Procedure Law, [N.J.S.A.R.S. 54:48-1](#) et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

- 2) A developer may challenge non-residential development fees imposed by filing a challenge with the Director of the Division of Taxation. Pending a review and determination by the Director, which shall be made within 45 days of receipt of the challenge, collected fees shall be placed in an interest bearing escrow account by the Borough of Waldwick. [The local code enforcement official shall thereafter issue the certificate of occupancy provided that the construction is otherwise eligible for a certificate of occupancy.](#) Appeals from a determination of the Director may be made to the tax court in accordance with the provisions of the State Tax Uniform Procedure Law, [N.J.S.A.R.S. 54:48-1](#) et seq., within 90 days after the date of such determination. Interest earned on amounts escrowed shall be credited to the prevailing party.

§ 97-57. Affordable Housing Trust Fund.

- a) There is hereby created a separate, interest-bearing housing trust fund to be maintained by the Chief Financial Officer for the purpose of depositing development fees collected from residential and non-residential developers and proceeds from the sale of units with extinguished controls. [The Borough shall provide written authorization, in the form of a three-party escrow agreement between the Borough, the bank or other financial institution, and the Division, to permit the Division to direct the disbursement of the funds, as provided for at N.J.A.C. 5:99-5.6, shall be maintained at all times. This authorization shall be submitted to the Division within 21 days from the opening of the trust fund account and/or within 21 days of any change in banks or other financial institutions in which trust funds are deposited. The Borough's affordable housing trust fund shall be used to address municipal low- and moderate-income housing obligations within the time frames established by the Act and N.J.A.C 5:99-1 et seq. All development fees paid by developers pursuant to this chapter shall be deposited into this fund. The Borough shall identify the funds on its monitoring report pursuant to N.J.A.C. 5:99-5 and include a plan for the use of the funds in its spending plan.](#)
- b) The following additional funds shall be deposited in the Affordable Housing Trust Fund and shall at all times be identifiable by source and amount:
 1. Payments in lieu of on-site construction of affordable units;
 2. Developer contributed funds to make ten percent (10%) of the adaptable entrances in a townhouse or other multistory attached development accessible ([barrier-free escrow funds](#));
 3. Rental income from municipally operated units;
 4. [Repayments](#) from affordable housing program loans;
 5. Recapture funds;
 6. [Proceeds from the sale of affordable units; and](#)
 7. [Enforcement fines](#)
 - 6-8. [Unexpended RCA funds remaining from a completed RCA project](#)
 - 7-9. Any other funds collected in connection with the Borough of Waldwick's affordable housing program.
- ~~e) Within seven days from the opening of the trust fund account, the Borough of Waldwick shall provide COAH with written authorization, in the form of a three party escrow agreement~~

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~~between the municipality, in the official bank of the Borough, and COAH to permit COAH to direct the disbursement of the funds as provided for in N.J.A.C. 5:97-8.13(b).~~

§ 97-58. Use of funds.

~~a) The expenditure of all funds shall conform to a spending plan approved by COAH the court. Funds deposited in the housing trust fund may be used for any activity approved by COAH the court to address the Borough of Waldwick's fair share obligation and may be set up as a grant or revolving loan program. Funds deposited in the housing trust fund may be used for any eligible activity as set forth in the amended Fair Housing Act. (N.J.S.A. 52:27D-301 et seq.), N.J.A.C. 5:99-2, and for any housing activity as approved by Dispute Resolution Program pursuant to N.J.S.A. 52:27D-329.2.a(4) to address the municipal fair share, or by the Division pursuant to N.J.A.C. 5:99-4. Such activities include, but are not limited to: preservation or purchase of housing for the purpose of maintaining or implementing affordability controls, rehabilitation, new construction of affordable housing units and related costs, accessory apartment, market to affordable, or regional housing partnership programs, conversion of existing non-residential buildings to create new affordable units, green building strategies designed to be cost saving and in accordance with accepted national or state standards, purchase of land for affordable housing, improvement of land to be used for affordable housing, extensions or improvements of roads and infrastructure to affordable housing sites, financial assistance designed to increase affordability, administration necessary for implementation of the Housing Element and Fair Share Plan, or any other activity as permitted pursuant to N.J.S.A. 52:27D-301 et seq. and N.J.A.C. 5:97-8.7 through 8.9, as applicable and specified in the approved spending plan.~~

1. A rehabilitation program whose purpose is to renovate deficient housing units that are occupied by low- and moderate-income households, in accordance with the New Jersey State Housing Code, N.J.A.C. 5:28, or the requirements of the Rehabilitation Subcode, N.J.A.C. 5:23-6, as applicable, and costs related to the rehabilitation of the unit. Any recaptured funds from a rehabilitation program shall be deposited into the Borough's affordable housing trust fund and subject to the provisions thereof;
2. New construction of affordable housing units and related development costs; in the case of inclusionary developments, eligible costs shall be prorated based on the proportion of affordable housing units included in the development;
3. Creation of a market to affordable program to pay down the cost of unrestricted units and offer them in sound condition, for sale or rent, at affordable prices to low- and moderate-income households to address all or a portion of the affordable housing obligation;
4. Extensions or improvements of roads and infrastructure directly serving affordable housing development sites; in the case of inclusionary developments, costs shall be prorated based on the proportion of affordable housing units included in the development;
5. RCAs, approved prior to July 17, 2008;
6. Acquisition and/or improvement of land to be used for affordable housing;
7. Accessory dwelling units;
8. The extension of expiring controls;
9. The construction of group homes and supportive and special needs housing;
10. Maintenance and repair of affordable housing units;

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11. To defray the costs of structured parking; in the case of inclusionary developments, eligible costs shall be prorated based on the proportion of affordable housing units included in the development;

12. Affordability assistance in accordance with N.J.A.C. 5:99-2.5;

13. Repayment of municipal bonds issued to finance low- and moderate-income housing activity;

14. Any other activity as specified in the approved spending plan or as approved by the Division as an emergent affordable housing opportunity; or

~~15.~~ Any other activity approved by the Division.

- b) ~~Funds shall not be expended to reimburse Borough of Waldwick for past housing activities. Until a new spending plan is approved pursuant to the declaratory judgement action filed in accordance with the amended Fair Housing Act, the Borough shall be entitled to expend funds from the housing trust fund in accordance with the approved spending plan dated August 2018 in conjunction with the Borough's application for approval for Round 3 or in accordance with the Fair Housing Act as amended in March 2024. Thereafter, funds shall not be expended to reimburse the Borough for activities that occurred prior to the authorization of the Borough to collect development fees; on attorney fees or court costs to obtain a judgment of compliance or order of repose, including any associated administration costs; on any costs in connection with a challenge to a determination of the Borough's fair share obligation; on any costs in connection with a challenge to the Borough's obligation, housing element, or fair share plan.~~
- c) At least ~~30-20~~ percent of all development fees collected and interest earned shall be used to provide affordability assistance to very-low, low, and moderate income households in affordable units included in the municipal Fair Share Plan pursuant to N.J.S.A. 52:27D-329.1 and in accordance with N.J.A.C. 5:99-2.5. One-third of the affordability assistance portion of development fees collected shall be used to provide affordability assistance to those households earning 30 percent or less of median income by region.
- i. Affordability assistance programs may include down payment assistance, security deposit assistance, low interest loans, rental assistance, assistance with homeowners association or condominium fees and special assessments, common maintenance expenses, and assistance with emergency repairs and rehabilitation to bring deed-restricted units up to code.
 - ii. Affordability assistance to households earning 30 percent or less of regional median income may include offering a subsidy to developers of inclusionary or one-hundred (100%) percent affordable housing developments or buying down the cost of low or moderate income units in the municipal Fair Share Plan to make them affordable to households earning 30 percent or less of regional median income, including special needs and supportive housing opportunities. The use of development fees in this manner shall not entitle the Borough of Waldwick to bonus credits except as may otherwise be allowed by applicable precedent, pursuant to N.J.A.C. 5:97-3.7.
 - iii. Payments in lieu of constructing affordable units on site and funds from the sale of units with extinguished controls shall be exempt from the affordability assistance requirement.
- d) The Borough of Waldwick may contract with a private or public entity to administer any part of its Housing Element and Fair Share Plan, including the requirement for affordability assistance or any program or activity for which the Borough expends development fee proceeds, in accordance with N.J.S.A. 52:27D-301 et seq. and N.J.A.C. 5:99-1 et seq. 5:94-7, as

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applicable N.J.A.C. 5:96-18.

- e) No more than 20 percent of all revenues collected from development fees ~~may shall~~ be expended on administration, in accordance with N.J.A.C. 5:99-2.4, including, but not limited to, salaries and benefits for municipal employees or consultant fees necessary to develop or implement a new construction program, a Housing Element and Fair Share Plan, and/or an affirmative marketing program. In the case of a rehabilitation program, no more than 20 percent of the revenues collected from development fees shall be expended for such administrative expenses. Administrative funds may be used for income qualification of households, monitoring the turnover of sale and rental units, and compliance with DCA or other court approved entity's COAH's monitoring requirements. Legal or other fees related to litigation opposing affordable housing sites or objecting to the Council's regulations and/or action are not eligible uses of the affordable housing trust fund. Administrative expenses may include costs reasonably related to the determination of the fair share obligation and the development of a municipal housing element and fair share plan and may include fees necessary to develop or implement affordable housing programs, an affirmative marketing program, and/or expenses that are reasonably necessary for compliance with the processes of the Program, including, but not limited to, the costs to the Borough of resolving a challenge pursuant to the Program. Administrative expenses may also include costs associated with functions carried out in compliance with UHAC, including activities related to the marketing program and waitlist management, administering the placement of occupants in housing units, income qualification of households, monitoring the turnover of sale and rental units, preserving existing affordable housing, and compliance with the Division's monitoring requirements. The proportion of a municipal employee's salary related to the MHL or RCA administrator functions and fees for required educational programs, may be paid as an administrative expense from the municipal affordable housing trust fund.

§ 97-59. Monitoring.

- a) The Borough of Waldwick ~~shall comply with the reporting requirements set forth in N.J.S.A. 52:27D-329.2, N.J.S.A. 52:27D-329.4, and as set forth at N.J.A.C. 5:99-5.~~ shall complete and return to COAH all monitoring forms included in monitoring requirements related to the collection of development fees from residential and non-residential developers, payments in lieu of constructing affordable units on-site, funds from the sale of units with extinguished controls, barrier free escrow funds, rental income, repayments from affordable housing program loans, and any other funds collected in connection with the Borough of Waldwick's housing program, as well as to the expenditure of revenues and implementation of the plan certified by COAH. All monitoring reports shall be completed on forms designed by COAH.

§ 97-60. Ongoing collection of fees.

- a) ~~The ability for the Borough of Waldwick to impose, collect and expend development fees shall expire with its substantive certification unless the Borough of Waldwick has filed an adopted Housing Element and Fair Share Plan with COAH, has petitioned for substantive certification, and has received the Dispute Resolution Program COAH's approval of its development fee ordinance. If the Borough of Waldwick fails to renew its ability to impose and collect development fees prior to the expiration of substantive certification, it may be subject to forfeiture of any or all funds remaining within its municipal trust fund. Any funds so forfeited shall be deposited into the "New Jersey Affordable Housing Trust Fund" established pursuant to section 20 of P.L. 1985, c. 222 (N.J.S.A.C. 52:27D-320), as amended and supplemented. The Borough of Waldwick shall not impose a residential development fee on a development that receives preliminary or final site plan approval after the expiration of its substantive certification or judgment of compliance, nor shall the Borough of Waldwick retroactively impose a development fee on such a development. The Borough of Waldwick shall not expend development fees after the expiration of its substantive certification or judgment of~~

compliance.

§ 97-61. When effective.

This ordinance shall take effect upon passage and publication as required by law and upon receiving approval of the [Dispute Resolution Program, as enforced by the Division of Local Planning Services Council on Affordable Housing](#).

**MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey**

RESOLUTION NO. 2026-70

Authorize Closed Session

WHEREAS, Section 8 of the Open Public Meetings Act (N.J.S.A. 10:4-12(b)(1-9)) permits the exclusion of the public from a meeting in certain circumstances; and,

WHEREAS, the Mayor and Council is of the opinion that such circumstances exist.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Waldwick, County of Bergen, State of New Jersey, as follows:

The public shall be excluded from discussions of the Closed Session.

The general nature of the subject matter to be discussed is as follows:

Contract Negotiations

It is anticipated at this time that the above-mentioned subject matter will be made public within 60 days or as soon thereafter as it is deemed to be in the public interest to do so based on the conclusion of the matter.

This resolution shall take effect immediately.

Approved: _____
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution was adopted by the Mayor and Council of the Borough of Waldwick at its Regular Meeting of February 10, 2026.

Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brennecke						
Cericola-Drake						
Martinello						
Ritchie						
Smith						
Wingate						
Mayor Giordano						

Reso book