

Guidance for Municipal Plan Conformance with the Highlands Regional Master Plan
Community Facilities Conformance Standards
New Jersey Highlands Council

COMPONENT	STATUS ¹	STANDARDS	COMMENTARY
Municipal Master Plan, Community Facilities Plan Element		BASIC PLAN CONFORMANCE STANDARDS: 1. General (Background Statement): NA 2. Policy Statement: Adopt by reference RMP Policy 6O5 and 6O6 into the policies, goals, objectives section of the Master Plan. Relate the policies to MLUL purposes as appropriate. 3. LUC Zones: NA 4. Preservation Area Special Provisions: NA	<i>See Policy 6O5 regarding the location and maintenance of community facilities and services that support compact development patterns, shared services, and high levels of service. See Policy 6O6 requiring that conforming municipalities identify existing and planned community facilities and to encourage shared service opportunities as part of the Community Facilities Plan Element.</i>
		PLAN CONFORMANCE STANDARDS: 1. Master Plan Requirements: Establish that compact development patterns, shared services, and high service levels may be achieved in part through planning for current and future community facilities and services. The design and location of community facilities should be in keeping with the physical and demographic needs of the Region. Establish community facilities and service planning as a policy of the municipality, enumerating the purposes and benefits as cited in the Community Facilities Plan element. 2. Community Facilities Plan Requirements: Municipalities must identify existing and planned community facilities and encourage shared service opportunities in the Community Facilities Plan Element. Those municipalities without an existing Community Facilities Plan Element must develop the element. The Community Facilities Plan Element shall minimally show (consistent with the Municipal Land Use Law (40:55D-28)), the existing and proposed location and type of education or cultural facilities, historic sites, libraries, hospitals, firehouses, police stations and other related facilities, including their relation to the surrounding areas. Community facilities must be planned to meet the current and future needs of the municipality, based upon the implementation of the RMP. Municipalities must also consider opportunities for shared services (both inter and intra municipal). In order to complete the aforementioned items, municipalities shall first complete the following Plan Conformance activities, pursuant to the Plan	<i>Community facilities house the many essential services that residents of the Highlands rely upon, such as emergency fire and rescue services. They also include such facilities as government offices, libraries, schools, and community centers. The design and location of community facilities should be in keeping with the physical and demographic needs of the Region, while still providing a high level of service. RMP policy encourages the use of energy efficient or green building techniques and the use of shared services or co-location; which can reduce the overall costs of services.</i> <i>Conforming municipalities are required to identify existing and planned community facilities and encourage shared service opportunities as part of the local Community Facilities Plan Element.</i>

¹ This column is for the municipal self-assessment. C = fully complete. P = partially complete, with a need for improvement. IP = in progress. NS = not started. NA = not applicable (e.g., for a municipality for which this component is not relevant).

NJ Highlands Council: Community Facilities Standards for Municipal Plan Conformance

		<p>Conformance Guidelines:</p> <p>(1) Review Highlands LUCM maps, charts and technical data to identify any need for RMP Updates. The RMP Updates Program is designed to facilitate and coordinate the exchange and verification of updated, relevant factual information. As a result, the RMP and LUCM will reflect the most current data for use during Plan Conformance.</p> <p>(2) Determine local land use capability, through a Land Use Capability Analysis and “Limiting Factor” Analysis, combining land, resource, and utility based capacity considerations consistent with the provisions of the RMP (pursuant to the Land Use Capability Analysis Approach Program).</p> <p>(2) Utilize the Highlands Build Out Model to develop a local build out analysis that incorporates RMP policies and objectives to evaluate land use capability and capacity planning. The local build out analysis will assist municipalities in determining household and employment projections that are consistent with RMP conformance.</p> <p>(4) Based on the findings from the Land Use Capability Analysis, “Limiting Factor” Analysis, and Highlands Build out Model, municipality shall consider modifications to zoning to more fully utilize available resource or utility capacities, protect natural resources, and permit development and redevelopment to meet the current and future needs of the municipality consistent with RMP policies.</p>	
Institutional Capability		<ol style="list-style-type: none"> Planning: The Council will provide assistance should planning board and zoning board of adjustment members and staff require assistance with this issue to ensure that the Community Facilities Plan Element is properly implemented and that conformance with the RMP is maintained. 	
		<ol style="list-style-type: none"> Independent Projects: The municipality must periodically and in a timely manner inform the Highlands Council of special or independent projects (e.g., shared service studies) developed and implemented regarding community facilities planning, as related to Plan Conformance or RMP implementation. 	
Recommended Model or Example Ordinances (up to five, with model ordinances listed first)		<ol style="list-style-type: none"> New Jersey Department of Community Affairs, Division of Local Government Services SHARE Program has sample Interlocal Service Agreements. For information call 609-292-7842. 	<p>Model and draft ordinances are listed for informational purposes only. Specific language from each ordinance must be reviewed by competent legal and planning experts to determine what is most appropriate for use in complying with the Highlands Council standards for Plan Conformance.</p>