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MARGARET NORDSTROM
Executive Director

MEMORANDUM

To: Plan Conformance Committee
From: Margaret Nordstrom, Executive Director
Subject: Committee Meeting Minutes– March 26, 2015
Date: April 1, 2015

A Plan Conformance Committee meeting was held on Thursday, March 26, 2015 at the Highlands office in Chester. Committee Members Vohden and Tfrank were present via phone and Member Richko attended in person.

Staff Members present: Margaret Nordstrom, Chris Danis, Maryjude Haddock-Weiler, James Humphries, Nathan McLean, Chris Ross and Sabina Martine

Also present via phone: Michael Collins, Assistant Counsel, Governor's Authorities Unit.

Procedures for Highlands Redevelopment Area Designations

Ms. Nordstrom said the current procedures for Highlands Redevelopment Designations have been tightened up and should provide clarification of process.

The following summarizes the proposed revisions:

- Flow chart on page 2- two "NO" steps were added, one to the NJDEP Brownfields Designation indicating that not all may result in a "YES" as was previously erroneously presented; and the second "NO" was to clarify that multiple property owners need to act under a single petition (submitted by the municipality) for the redevelopment area which may be a portion or all of the multiple parcels identified for the redevelopment area. This clarifies it is in accordance with the Municipal Land Use Law zoning authority by the municipality.
- Section 1.3 was re-formatted to clarify the process for the boundary, particularly 1. Ownership and contiguity of parcels, which is not clearly stated in the current procedures.

- Section 1.6.1 1.c and 2; Section 1.6.2 and Section 1.7 (g) and (h) now have noticing requirements spelled out for the property owners within 200 feet. This requirement is not clearly stated but inferred in the current procedures.
- Section 1.8 Final Determination section (d) was clarified to indicate it may be subject to rescission if the approval conditions change. This is not clear in the current document but inferred.
- Section 1.8 Final Determination section (e) was added as the current version has no spelled out expiration dates but the inference was that they would be with the HPAA timeframe.
- Appendix C – Definitions were moved out of the text in the current document to an appendix and cleaned up to reflect only relevant definitions and their citation source.

Member Richko made a motion and Member Vohden seconded the motion. All members were in agreement concerning the revisions.

Plan Conformance Implementation

Staff member James Humphries provided an update on Plan Conformance saying significant progress has been made toward implementation. The status of Plan Conformance is updated monthly and is available on the Highlands Council website. Staff is in the process of sending Plan Conformance status letters to municipalities to advise them of where they stand in the Plan Conformance process and priority for next steps in 2015.

Ms. Nordstrom explained that staff is being proactive with the Plan Conformance process.

Municipal Exemption Training

Staff member Maryjude Haddock-Weiler talked about our next Municipal Exemption training scheduled for April 29th. There will be 2 sessions, one in the morning and one in the afternoon. The training is part of the certification program that allows municipalities to issue certain exemptions.

Stormwater Mapping Mobile Application

Staff member Nathan McLean demonstrated the stormwater mapping mobile application and indicated that each municipality that has an approved Plan Conformance petition is eligible for up to \$15,000 in funding.

Staff member Chris Danis explained that State regulations have been in place since 2004 and this funding would help the municipalities enhance and/or complete the required mapping of stormwater outfall locations which is required by the NJDEP municipal stormwater permit (MS4). If a municipality has already completed the mapping component, the funds may be used for a different component of the Highlands Stormwater Management Program. A Highlands Stormwater Management Training Session is scheduled for April 23rd. There will be 2 sessions, one in the morning and one in the afternoon. The training is optional and supports the use of the stormwater mapping mobile application and the NJDEP MS4 Permit.

The Plan Conformance Committee meeting adjourned at 3:45pm.