



# State of New Jersey

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## HIGHLANDS REGIONAL MASTER PLAN MONITORING PROGRAM IMPLEMENTATION TECHNICAL ADVISORY COMMITTEE MEETING

**DATE:** December 1, 2015  
**TIME:** 9:30AM - 11:30AM  
**LOCATION:** Highlands Council Office  
100 North Road  
Chester, NJ

**ATTENDEES:**

| First Name | Last Name       | Organization                                      |
|------------|-----------------|---|
| Lou        | Cattuna         | NJ Department of Environmental Protection (NJDEP) |
| Elizabeth  | George-Cheniara | New Jersey Builders Association (NJBA)            |
| Laurette   | Kratina         | Somerset County                                   |
| Jessica    | Sanchez         | Delaware River Basin Commission (DRBC)            |
| Chris      | Squazzo         | NJ Department of Environmental Protection (NJDEP) |
| Shaun      | Van Doren       | Tewksbury Township                                |
| Kurt       | Alstede         | NJ Highlands Council – Member                     |
| Richard    | Vohden          | NJ Highlands Council – Member                     |
| Margaret   | Nordstrom       | NJ Highlands Council – Executive Director         |
| Chris      | Danis           | NJ Highlands Council – Staff                      |
| Corey      | Piasecki        | NJ Highlands Council – Staff                      |
| Judy       | Thornton        | NJ Highlands Council – Staff                      |
| Ellis      | Calvin          | Regional Plan Association                         |
| Courtenay  | Mercer          | Regional Plan Association                         |

## **MEETING PURPOSE:**

Technical Advisory Committees (TACs) serve to engage those with specific technical content knowledge across the ten topic areas included in the Highlands Regional Master Plan (RMP). TAC membership represents academic institutions, business and industry, regulatory agencies, and non-government organizations each providing a unique perspective on its area of expertise. Each TAC will meet twice over the course of the RMP Monitoring Program project.

The purpose of TAC Meeting 1 was to review the draft indicators proposed to date, as well as sample indicator reports demonstrating the type of output anticipated to be included in the Monitoring Program Recommendation Report (MPRR). As time allowed, the TACs were also to discuss potential milestones.

## **MEETING SUMMARY:**

The meeting opened with welcome remarks by the MPRR project consultant, Courtenay Mercer, New Jersey Director at Regional Plan Association (RPA). After attendees introduced themselves, Ms. Mercer provided an overview of the meeting purpose and an explanation of the meeting materials, which included the Agenda, RMP Goals information sheet, Briefing Memo, and Draft Indicator Spreadsheets.

Participants were presented with several general questions regarding implementation indicators in the MPRR, including:

- Do the indicators adequately analyze the Agricultural Resources goals and policies of the RMP? Are there any missing indicators, or are any indicators listed in an inappropriate tier?
- For the sample indicators, does the proposed MPRR format present the indicator clearly (in its narrative, tables, charts, and maps)?
- For each indicator, what may serve as the appropriate corresponding milestone?

To begin, participants sought clarification as to whether the indicators were concerned more with process or specific outcomes. Participants also requested an overall summary of the other TACs to better understand the role of the Implementation TAC in the context of the MPRR. Ms. Mercer briefly outlined the other nine TACs (Natural Resources, Water Resources, Water and Wastewater Utilities, Agricultural Resources, Historic, Cultural, Archaeological, and Scenic Resources, Future Land Use, Economic Development, Land Owner Equity, and Transportation and Air Quality). She noted that while outcomes were the focus of nearly all the indicators in other MPRR topic areas, implementation indicators were currently framed largely around process and administration.

The TAC then discussed the draft proposed Tier 1 indicators (those with the strongest nexus to the goal and policies of the RMP), to be analyzed as part of the MPRR.

For the Fair Share Plans indicator, participants sought clarification as to whether the indicator noted the adoption of plans or the actual number of Fair Share housing units. They suggested it would be beneficial to integrate the monitoring of both process and outcomes into the same indicator. Participants discussed including the difference between planned units and built units. They also suggested tracking the number of municipalities that have received third round certification, or petitioned the court for third round certification. Members suggested the Department of

Community Affairs (DCA) as a source for data relating to affordable housing, although all acknowledged that DCA data has not been updated since 2010. It was ultimately determined that the indicator should include: 1) the total number of existing and proposed affordable housing units, 2) the total number of court petitions, and 3) the total number of third round approvals.

For Agricultural Conservation Plans, participants wanted clarification as to what was included in the indicator. Highlands Council staff answered that it includes very specific plans related to requests to exceed impervious coverage thresholds, and that there are different impervious cover allowances for different types of plans. Participants asked whether it was worthwhile to look at incidental indicators and to distinguish between regulatory and programmatic indicators. Highlands Council staff indicated that adoption of Agricultural Conservation Plans did not appear relevant as an indicator of the level of stewardship and implementation, since none have been required pursuant to NJDA's Highlands rules since they were adopted. For Resource Management Plans, it was determined that the number of acres affected should be included with the count of plans/participating farms.

In addition to looking at the number of adopted Farmland Preservation Plans, participants suggested including the total Agriculture Development Area (ADA) acres, eligible farm acres, and preserved acres.

For the Highlands Grants indicator, the TAC suggested that it might be helpful to get an understanding of where the grant money is being spent geographically. They also emphasized the importance of showing the amount of grant dollars awarded that have yet to be spent by municipalities. It was decided that this information would be integrated into the Plan Conformance indicator table.

Related to the desire to understand the amount of state and federal grants coming to Highlands municipalities, participants suggested a new indicator tracking the amount of money awarded from the Environmental Infrastructure Trust, noting that the data should be readily available.

An indicator tracking Hazard Mitigation Plans was suggested; but, it was decided not to pursue it, as it is not mentioned in the RMP and is not a requirement of Plan Conformance. Ms. Mercer noted that hazard mitigation planning could be included as a recommendation for the Highlands Council to consider as part of the MPRR process.

Participants referred the Historic/Cultural Resource Inventory indicator to the Historical, Cultural, and Archeological Resources TAC.

Participants felt the number of Tier 1 indicators included under Implementation was too high, and sought to consolidate or remove redundant or unnecessary indicators. Highlands Council Programs, RMP and LUCZ Map Up-dates, Watershed-based Management Plans, and Inter-Agency Coordination were eliminated or demoted to Tier 2 indicators. The TAC suggested that the ideal number of indicators would be three to five per topic area and one to two pages on each indicator, whether the audience for the MPRR is experts, decision-makers, or the general public. They also suggested that a more compelling visualization would help improve the document.

Ms. Mercer then reviewed the final proposed changes to the Implementation indicators:

**Agriculture Conservation Plans**

- Add numbers of farms and acreage

**Fair Share Plans (Affordable Housing)**

- Add total number of existing and planned affordable housing units
- Add number of Third Round Certifications and petitions to the Court

**Farmland Preservation Planning**

- Add total Agriculture Development Area (ADA) acres, eligible farm acres, and preserved acres

**Highlands Council Grants**

- Add amount awarded and expended by municipality/county to the Plan Conformance indicator

**Highlands Educational Programs**

- No suggested changes to this indicator

**Highlands Council Programs**

- Eliminate

**Highlands Development (Preservation Area)**

- No discussion about this indicator; however, eliminate because redundant to analysis performed in Land Owner Equity topic area

**Highlands Project Review**

- No discussion about this indicator; however, eliminate because redundant to analysis performed in Land Owner Equity topic area

**Historic and Cultural Resource Inventory**

- Moved to Historic, Cultural and Archeological Resources topic area

**Inter-Agency Coordination**

- Moved to Tier 2

**Local Participation**

- No discussion about this indicator

**Low Impact Development Projects**

- No discussion about this indicator

**Land Use Capability Zone (LUCZ) Map**

- Eliminate

**National Resource Conservation Service (NRCS) Program Participation**

- No discussion about this indicator; however, eliminate because being analyzed as part of Water Resources Protection topic area.

#### **Plan Conformance**

- Add Highlands Grant amount awarded and expended by municipality/county
- Add Sustainable Economic Development Plan adoptions
- Add Stormwater Ordinance adoptions
- Add Historic, Cultural and Scenic Resource plan and ordinance adoptions
- Add Plan Conformance ordinance training

#### **Plan Conformance – Economic Development**

- No suggested changed to this indicator; however, move to main Plan Conformance indicator

#### **Plan Conformance – Historic and Scenic Resources**

- No discussion about this indicator; however, move to main Plan Conformance indicator

#### **Plan Conformance – Ordinance Training**

- No discussion about this indicator; however, move to main Plan Conformance indicator

#### **Public Infrastructure Investment**

- Moved from Tier 2
- Refine to look at only NJ Environmental Infrastructure Trust Investments

#### **Research Initiatives**

- No discussion about this indicator

#### **RMP Up-dates and Map Adjustments**

- Eliminate per LUCZ Map discussion

#### **RMP Up-date Applications**

- Eliminate per LUCZ Map discussion

#### **Stormwater Ordinances**

- No discussion about this indicator; however, move to main Plan Conformance indicator

#### **Tourism Programs**

- No discussion about this indicator

#### **Transit-Oriented Development**

- No discussion about this indicator

#### **Wastewater Management Planning**

- No discussion about this indicator

#### **Watershed-Based Management Plans**

- Moved to Tier 2

Ms. Mercer thanked the participants for attending and sharing their feedback. She noted that they would be able to continue to participate and share additional thoughts on refining Tier 1 indicators via the online platform, which would be made available soon.

## REVISED DRAFT IMPLEMENTATION INDICATORS LIST:

### TIER 1 INDICATORS:

*(Note that the TAC will be further refining the Tier 1 indicators using Asana, and some of these may be eliminated or moved to Tier 2 or 3.)*

- **Agriculture Conservation Plans:** Measures number of adopted Farm Conservation and Resource System Management Plans, including the number of acres affected.
- **Fair Share Plans (Affordable Housing):** Measures the number and status of Fair Share Plans and court petitions, as well as the number of planned and existing affordable housing units.
- **Farmland Preservation Planning:** Identifies county and municipally adopted Comprehensive Farmland Preservation Plans, and the number of Agriculture Development Area (ADA), eligible farm, and preserved acres.
- **Highlands Educational Programs:** Identifies educational programs developed or implemented by New Jersey Highlands Council.
- **Highlands Council Grants:** The grant programs developed and in operation, and the amounts awarded, expended, and remaining for the various Highlands Council grant programs.
- **Local Participation:** The number of meetings the Highlands Council has held for public outreach by municipality.
- **Low Impact Development Projects:** Number of low impact projects implemented for new construction, redevelopment, or retrofit.
- **Plan Conformance - County:** A matrix of county Plan Conformance components and the current status of municipal completion, including for example, adoption of Highlands master plan element and zoning amendments.
- **Plan Conformance - Municipal:** A matrix of municipal Plan Conformance components and the current status of municipal completion, including for example, adoption of Highlands master plan element and zoning amendments.
- **Public Infrastructure Investment:** Measures change in infrastructure investments by the NJ Environmental Infrastructure Trust.
- **Tourism Programs:** Local, county, state or national initiatives that support tourism, including local ordinances, agritourism programs, and support from the National Park Service.
- **Transit-Oriented Development:** Identifies transit-friendly and transit-oriented plans and projects, and Transit Village participation.
- **Wastewater Management Plans:** The status of wastewater management plans for municipalities petitioning for plan conformance for the whole municipality.

### TIER 2 AND 3 INDICATORS:

- **Agriculture Impervious Cover:** Participation in incentive program for 5 percent maximum impervious cover on agricultural land.
- **Best Management Practices (BMP) Implementation:** Number and location of BMP implementation projects
- **BMP Retrofits and Repair Projects:** Number and location of BMP retrofit and repair projects.
- **Cash Flow Timetable:** Dollars spent or encumbered in Highlands Council planning grants and on preservation in the Highlands Region; dollars awarded as part of the Highlands Property Tax Stabilization Aid, Watershed Moratorium Offset Aid; and dollars associated with state aid funding in Highlands municipalities and counties.
- **Community Facilities Plans:** Number of Community Facility Plans adopted.
- **Economic Development Initiatives:** Economic development initiatives available for Highlands communities.
- **Economic Development Support:** Total dollars spent within Region by State and Federal programs targeted toward economic development.
- **Inter-Agency Coordination:** Summary of inter-agency coordination activities between the Highlands Council and other agencies.
- **Lake Management:** The number of lakes in the Highlands Region for which lake management plans have been developed, funded and implemented.
- **HUC Deficit Mitigation Projects:** Number and type of mitigation projects approved in deficit areas.
- **Plan Conformance – Business:** Municipal ordinances that allow home office and live-work units as a permitted use in a residential zone.
- **Regional Stormwater Plans:** Number and location of regional stormwater plans.
- **Remediation Projects:** Number and status of remediation projects in the Highlands Region.
- **Right to Farm Ordinances:** Number of agricultural municipalities that have adopted Right to Farm ordinances.
- **Stormwater Plans and Controls:** Number of stormwater plans adopted and controls implemented.
- **Tourism Programs:** Active programs that advocate, facilitate and support tourism in the Highlands Region.
- **Water Protection Ordinances:** Identifies number and location of water protection ordinances.
- **Water Use and Conservation Management Plans:** Number of Water Use and Conservation Management Plans in place.
- **Water Use Waivers:** Number and type of water use waivers granted.
- **Wellhead Protection Area Ordinances:** Number and location of Wellhead Protection Area Ordinances adopted.



- **Cluster Development:** Number of cluster provisions adopted and applications with implemented cluster provisions.
- **Community Design Plans:** Identifies the number and location of Community Design Plans Adopted.
- **Community Forestry Management Plans:** Number and location of Community Forestry Management Plans adopted.
- **Wellhead Protection Area Education:** Number of people educated about wellhead protection areas and protecting groundwater quality.
- **Water Resources Protection Education:** Number of people educated about water quality and methods for protecting water resources.
- **Historic Investment:** Public dollars dedicated to scenic resource protection.
- **Housing:** Creation of comprehensive approach to housing needs.
- **Projects with Conditional Water Availability Allocated:** Number of projects with conditional water availability allocated.
- **Significant Natural Areas Stewardship:** Identifies number and location of stewardship activities in Significant Natural Areas.
- **Violations and Discharges:** Number of violations and discharges associated with Highlands Region lands.