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### MEMORANDUM

**To:** Plan Conformance Committee  
**From:** Margaret Nordstrom *MN* Executive Director  
**Subject:** Committee Meeting Minutes– November 7, 2014  
**Date:** November 20, 2014

A Plan Conformance Committee meeting was held on Friday, November 7, 2014 at 3:30pm at the Highlands office in Chester. Committee Members present: Member Vohden; Committee Members present via phone: Council Chair Rilee, Members Dressler and Tfank.

Staff Members present: Margaret Nordstrom, Chris Danis, James Humphries, Chris Ross, Keri Bencoter, and Annette Tagliareni.

Also present: Tyler Yingling, Assistant Counsel, Governor's Authorities Unit.

The first item on the agenda for discussion was staff's recommendations for the use of the Checklist Ordinance approach for one municipality. The overall basis for this recommendation is the extremely limited development potential of the town. The proposed municipality is:

- Franklin Township (Warren County) – 3 parcel/448 acres (Preservation Area)

The analysis for the Township was distributed to committee members. Ms. Nordstrom gave an overview on the analysis employed in reaching the recommendation for the use of the Checklist Ordinance approach for Franklin Township. The parcels are all Q-farm parcels based on the MOD IV tax record and are eligible for farmland preservation. Each parcel is currently in agricultural use but also contains significant forestlands.

After discussion, Member Vohden made a motion on staff's recommendation for a Checklist Ordinance approach in the Township of Franklin (Warren County). Member Tfank seconded the motion and all were in favor.

Committee Member Richko will announce at the Council's December 4<sup>th</sup> meeting that the Township of Franklin is recommended by Highlands staff for a Checklist Ordinance approach. Highlands staff

will provide a presentation to Council and the presentation and supporting materials will be posted on the Council's website after the December 4<sup>th</sup> meeting.

At the January 22, 2015 meeting, Council will consider a resolution to approve these Minutes of the Plan Conformance Committee.

The second item on the agenda for discussion was a proposed Highlands Redevelopment Area Designation in Oakland Borough. Based on a field survey conducted on October 27, 2014 and further analysis by the Highlands Council staff it was determined that an area of "shot rock" shown on the plans as impervious surface was not actually impervious surface and the area proposed for redevelopment was not previously developed or disturbed land. Therefore, the application was determined to have fallen short of the impervious cover and redevelopment area standards required for designation as a Highlands Redevelopment Area. Highlands staff explained the administrative history of the proposed project and noted that it will likely be on Council's December 4<sup>th</sup> agenda.

*The Plan Conformance Committee adjourned at 4:07pm.*