



State of New Jersey

Highlands Water Protection and Planning Council
100 North Road (Route 513)
Chester, New Jersey 07930-2322
(908) 879-6737
(908) 879-4205 (fax)
www.nj.gov/njhighlands



CHRIS CHRISTIE
Governor

JIM RILEE
Chairman

KIM GUADAGNO
Lt. Governor

MARGARET NORDSTROM
Executive Director

MEMORANDUM

To: RMP Update Committee

From: Margaret Nordstrom, Executive Director

Subject: Record of RMP Update Committee Meeting of January 4, 2017

Date: January 13, 2017

The RMP Update Committee met on Wednesday, January 4, 2017 at the Highlands Council office in Chester.

Committee Members present: Committee Chair Alstede, Committee Members Holtaway, Sebetich and Vohden.

Highlands Council Staff Members present: Margaret Nordstrom, John Maher, Kim Ball Kaiser, James Humphries, Maryjude Haddock-Weiler, Corey Piasecki, Carole Ann Diction, and Annette Tagliareni.

Also present: Council Chairman Jim Rilee (via phone), and Lisa LeBoeuf, Assistant Counsel, Governor's Authorities Unit

Committee Chair Alstede called the meeting to order at 2:09pm.

RMP Amendment Procedures

The committee members received a draft copy of the Procedure for Considering Proposals to Amend the Highlands Regional Master Plan (the "Procedures"). It is anticipated that the Procedures will be finalized by end of week. The only topic still being discussed is the number of public hearings necessary for consideration of amendments. It is anticipated that at Council's January 19th meeting, members will consider a resolution that authorizes the release of the Procedures and the draft procedures for Highlands Redevelopment Area Designation for public comment and public hearings.

Committee Member Holtaway commented that use of the word “amendment” in the Procedures can be confusing in some places and suggested use of the plural since multiple amendments may be heard at a single public hearing. Committee Chair Alstede asked if there were any substantial changes made to the Procedures since the committee had previously reviewed. Ms. Nordstrom replied that some language was removed, but the process remains the same.

Committee Chair Alstede confirmed with staff that the Procedures will become part of the RMP upon adoption after required public hearings. Mr. Piasecki added that the Highlands Redevelopment Areas Designation procedures will also become part of the RMP upon adoption after required public hearings. There are other procedures currently being developed or revised that will become part of the RMP following the same process (Center Designation, Plan Conformance.). It is anticipated that these procedures will be available for review in the coming months. Committee Member Holtaway asked if the public hearings will be part of the Council meetings. Mr. Humphries responded that the public hearings will be conducted by staff separate from Council meetings (similar to the Highlands Open Space Partnership Funding Program public hearing).

Monitoring Program Recommendation Report (MPRR)

Committee members were provided with an outline for the MPRR, which is being used by Highlands staff as they prepare the text of the Report. Members received drafts of the following sections:

- Outreach Process Summary – recaps public involvement in the Monitoring Program.
- Recommendation Report Intro – overall introduction to the topic areas chapters of the MPRR
- Topic Areas Introductions – introductions to each of the nine (9) topic area chapters

Mr. Piasecki noted that the draft Implementation topic area introduction will be provided to the committee shortly. The indicator reports that will follow the introductions are being drafted by our consultant. A Highlands staff technical lead is assigned to each topic area and several staff members are involved in multiple rounds of reviews. Staff anticipates providing the committee with several draft Indicator Reports at its next meeting, scheduled for February 6th.

Fiscal Impact Assessment (FIA)

The committee members received the FIA report. Mr. Piasecki noted that the report is still in draft form, but very near final pending minor proofreading and formatting. Committee Chair Alstede asked if PlaceWorks’ services are completed. Ms. Nordstrom responded that the services are completed. Committee Chair Alstede asked if the report will be given to Council members at its next meeting. Highlands staff responded that Council members will receive the document at its next meeting along with the Peer Review of the document and the Highlands Regional Factbook. The documents will be posted on Council’s website following the meeting.

Report Out to Council

The full Council will receive the following documents at its January 19th meeting:

- Procedures to Amend the RMP
- Fiscal Impact Assessment
- Peer Review
- Fact Book

Upon Council's approval, all of the documents above will be posted to Council's website after the January 19th meeting.

Next Committee Meeting

Next committee meetings are scheduled on:

Mon., February 6, 2017 at 2:00pm
Thurs., March 9, 2017 at 2:00pm

The meeting adjourned at 3:06pm.