



CHRIS CHRISTIE  
*Governor*

## State of New Jersey

Highlands Water Protection and Planning Council  
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JACK J. SCHRIER  
*Acting Chairman*

EILEEN SWAN  
*Executive Director*

January 22, 2010

The Honorable Stanley Kovach  
Glen Gardner Borough  
83 Main Street Post Office Box 307  
Glen Gardner, New Jersey 08826

Subject: Petition for Plan Conformance  
2009 Plan Conformance Grant: Module 7  
Glen Gardner Borough - Grant #09-033-011-1012

Dear Mayor Kovach:

Thank you for your municipality's submission of a Petition for Plan Conformance. On behalf of the Highlands Water Protection and Planning Council (Highlands Council), I am pleased to advise you that your municipality's Petition is Administratively Complete. Within 10 days of the date of this letter, the Highlands Council will provide public notice of and will post the complete Petition on the Highlands Council website at: [www.highlands.state.nj.us/njhighlands/planconformance/](http://www.highlands.state.nj.us/njhighlands/planconformance/).

After posting, the process of substantive review of the Petition will begin. We anticipate that this phase will require 45-90 days, culminating in preparation of a Draft Consistency Review and Recommendations Report. This Draft Report will provide a detailed assessment of the Petition for Plan Conformance and its level of consistency with the Highlands Regional Master Plan. The Draft Report will be provided to the municipality for review and consideration, with a municipal response period to follow, prior to any further official action. The Highlands Council will also begin consideration of any RMP Updates or Map Adjustments requested by the municipality. Depending on the nature and complexity of these requests, their processing may occur on a different schedule than the development of the Draft Consistency Review and Recommendations Report. We will advise you regarding the schedules, process and information needs regarding such requests. The opportunity to request new or additional RMP Updates will continue throughout the Plan Conformance process via an automated process being developed for the Highlands Council website.

Please be advised that a finding of Administrative Completeness does not preclude the Highlands Council from requesting additional information, should it prove necessary during the process of substantive review, to clarify, complete, correct, or modify a Petition in the interest of ultimately achieving Plan Conformance.

Please note that this letter has been copied to all individuals on the enclosed Plan Conformance Service List, which was developed based on the most current municipal information available to the Highlands Council. The list should contain the names and contact information for the specific individuals designated by the municipality to receive copies of all direct communications from the Highlands Council regarding Plan Conformance. Please review the Plan Conformance Service List for inclusion of all appropriate individuals and for accuracy of contact information. To the extent feasible, we would prefer to send copies of the original paper communication to Service List representatives by e-mail. Please be aware that the Service List will become a public document, however, and should not contain personal e-mails that individuals may wish to

keep private. Should modifications to the Service List be necessary, please forward the requested changes by e-mail to your Highlands Council Staff Liaison, whose name and contact information is provided below. Please be advised that the Service List should be limited to municipal officials, staff representatives, and/or municipal professionals responsible for guiding or assisting in the Plan Conformance process. All other interested parties will have access to municipal Plan Conformance reports, status, and petition materials via postings and tracking sheets to be incorporated into the Highlands Council website. The Service List is a subset of the complete municipal contact list maintained by the Highlands Council, which will be updated by the municipality on-line, as discussed in the Module 7 instructions for Municipal Petitions for Plan Conformance (see Part C, on page 6). Separate instructions have been provided to your Clerk for this update process in time to meet the February 15 and March 15, 2010 deadlines.

We are also pleased to advise that to the extent that you have not already done so, you may now submit all 2009 Plan Conformance Grant invoices accumulated through the date of submittal of your municipality's Petition for Plan Conformance, including costs regarding Modules 3 and 7, and any invoices for Modules 1, 2, 4, 5 and 6. All invoices should be grouped by Module and must be broken down by task, employee, date completed, hours spent, and applicable billable rate. As always, if the total amount of the requested reimbursement exceeds the base amount for a Plan Conformance Grant Program Module, please provide a letter substantiating the need for additional funding along with your invoices. All requests will be considered.

A Highlands Council Staff Liaison has been assigned to each municipality to coordinate interactions with municipal staff and consultants on issues regarding Petitions for Plan Conformance. The Staff Liaison for your municipality is Christine Danis, Principal Planner, who may be reached by telephone at (908) 879-6737 ext. 117 or via e-mail at [chris.danis@highlands.state.nj.us](mailto:chris.danis@highlands.state.nj.us). Should any Liaison assignment or contact information change, we will notify you without delay. If you have questions or concerns regarding grants or invoices, please contact Herbert August, Manager of Grants Administration at (908) 879-6737 ext. 105, or via e-mail at [grants@highlands.state.nj.us](mailto:grants@highlands.state.nj.us). Should you or other elected or appointed officials have any other questions, I will also continue to be available to you for all Highlands matters and can be reached at (908) 879-6737 ext. 101, or via e-mail at [eileen.swan@highlands.state.nj.us](mailto:eileen.swan@highlands.state.nj.us).

Thank you for partnering with the Highlands Council to address the mandates of the Highlands Act and to protect the unique qualities of the Highlands Region. We recognize the significant time and effort that have gone into development of your Petition for Plan Conformance and look forward to working with you to ensure a successful outcome.

Yours sincerely,



Eileen Swan  
Executive Director

enclosure

Stanley Kovach, Mayor  
Glen Gardner Borough  
83 Main Street Post Office Box 307  
Glen Gardner, NJ 08826

Marilyn Hodgson, Clerk  
Glen Gardner Borough  
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Elizabeth McKenzie, Planner  
Glen Gardner Borough  
Elizabeth McKenzie, PP, PA  
9 Main Street  
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Jerry Baucom, Planning Board Attorney  
Glen Gardner Borough  
, NJ

Judy Bass, Planning Secretary  
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J Jost, Attorney  
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Judy Bass, Zoning Officer  
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Robert Clerico, Engineer  
Glen Gardner Borough  
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Tom Grochowicz, Planning Bd Chair  
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