



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 29, 2010

The Honorable Glenn Sisco  
Kinnelon Borough  
130 Kinnelon Road  
Kinnelon, New Jersey 07405

Subject: Petition for Plan Conformance  
2009 Plan Conformance Grant: Module 7  
Kinnelon Borough - Grant #09-033-011-1415

Dear Mayor Sisco:

Thank you on behalf of the Highlands Water Protection and Planning Council (Highlands Council), for your municipality's submission of a Petition for Plan Conformance. In accordance with Highlands Council Plan Conformance guidelines, we have reviewed your municipality's Petition for purposes of completeness. Please be advised that as of the date of this letter, additional submission materials are needed and the Petition has thus been deemed Administratively Incomplete.

Substantive review of the Petition cannot begin until all required items have been provided to the Highlands Council. It is important that missing items be provided in a timely fashion, particularly in the case of any Petition involving Preservation Area lands. We seek to expedite the process for all petitioners and will update the status of your Petition as any item is received. A detailed list of all components missing from your Petition is provided in the enclosure to this letter. Each item should be submitted in accordance with the procedures established under Module 7 of the Plan Conformance Grant Program, "Municipal Petitions for Plan Conformance."

For Preservation Area components, all items must be submitted to the Highlands Council within 45 calendar days of the date of this letter. For Planning Area components, we request that you submit all outstanding items as soon as possible.

We would be pleased to assist your municipality, including any staff and professionals working on the Petition, to address the outstanding items and encourage you to contact our offices as needed. A Highlands Council Staff Liaison has been assigned to each municipality to coordinate interactions with municipal staff and consultants on any issues regarding Petitions for Plan Conformance. The Staff Liaison for your municipality is James Humphries, Regional Planner, who may be reached by telephone at (908) 879-6737 ext. 112 or via e-mail at [james.humphries@highlands.state.nj.us](mailto:james.humphries@highlands.state.nj.us). Should any Liaison assignment or contact information change, we will notify you without delay. If you have questions specifically regarding the Module 7 Petition for Plan Conformance package, you may also contact Erika Webb Cramer, Regional Planner by telephone at (908) 879-6737 ext. 104 or via e-mail at [erika.webb@highlands.state.nj.us](mailto:erika.webb@highlands.state.nj.us).

Please note that this letter has been copied to all individuals on the also 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 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. 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.

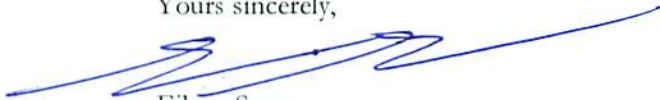
Lastly, please be advised that to the extent that you have not already done so, invoices for work completed to date on all portions of the Petition package that have been submitted to the Highlands Council, may be submitted for payment, provided that:

7. The municipality has provided the Highlands Council with an adopted resolution or ordinance petitioning the Highlands Council for Plan Conformance; and
8. The resolution or ordinance submittal has not itself been deemed incomplete, as evidenced by its inclusion on the enclosed list of items needed for Administrative Completeness.

If you have questions or concerns regarding grants or invoices, please contact Herbert August, Manager of Grants Administration by telephone at (908) 879-6737 ext. 105, or via email at [herbert.august@highlands.state.nj.us](mailto:herbert.august@highlands.state.nj.us). Should you or other elected or appointed officials have any other questions, I will 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).

We recognize the significant level of effort required to develop a complete Petition for Plan Conformance and appreciate what has been accomplished thus far. We look forward to receipt of all outstanding materials and to working with you to keep this process moving forward. Thank you for your continued cooperation.

Yours sincerely,



Eileen Swan  
Executive Director

enclosures

New Jersey Highlands Council Administrative Completeness Review  
Municipal Petition for Plan Conformance

**Municipality:** Kinnelon Borough

**Date:** January 29, 2010

**SUBMISSION ITEMS NEEDED FOR COMPLETENESS**

1. **2009 Plan Conformance Grant Program Documents**
  - a. **Module 4 - Environmental Resource Inventory**
    - i. Proposed edits should be indicated using MSWord Track Changes. The version submitted appears to be a “clean” copy.
  - b. **Module 5 – Highlands Master Plan Element**
    - i. Maps/Exhibits – All Missing.
    - ii. Color copies of any non-Highlands maps created in color, if applicable.
  - c. **Module 6 – Highlands Area Land Use Ordinance**
    - i. Maps/Exhibits – All Missing.
    - ii. Color copies of any non-Highlands maps created in color, if applicable.
2. **List of Current Municipal Planning and Regulatory Documents**
  - a. Dates of most recent adoption of all planning/regulatory document(s) are missing.

**Advisory:** The listing(s) above is/are intended to be all encompassing for purposes of Administrative Completeness. However, a finding of Administrative Completeness shall in no event preclude the Highlands Council from requesting such additional information as may prove necessary during the process of its review of a Petition for Plan Conformance, to clarify, complete, correct or modify a Petition in the interest of ultimately achieving Plan Conformance.

**Submission Format:** All information should be provided in both electronic (MSWord, Adobe Acrobat, GIS Shape Files) *and* paper form in accordance with the Municipal Petitions Instructions Document (see Plan Conformance Grant Program Module 7).

Glenn Sisco, Mayor  
Kinnelon Borough  
130 Kinnelon Road  
Kinnelon, NJ 07405

Elizabeth Sebrowski, Clerk  
Kinnelon Borough  
130 Kinnelon Road  
Kinnelon, NJ 07405

Adrian Humbert, Planner  
Kinnelon Borough  
Adrian Humbert Associates  
8 Rickland Drive  
Randolph, NJ 07869

Stuart Koenig, Planning Board Attorney  
Kinnelon Borough  
, NJ

Jennifer Highers, Planning Secretary  
Kinnelon Borough  
130 Kinnelon Road  
Kinnelon, NJ 07405

William Powell, Planning Board Chair  
Kinnelon Borough  
130 Kinnelon Road  
Kinnelon, NJ 07405

Bernard Bacchetta, Board of Adjustment  
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