



**CHRIS CHRISTIE**  
*Governor*

**KIM GUADAGNO**  
*Lt. Governor*

## State of New Jersey

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

**EILEEN SWAN**  
*Executive Director*

March 31, 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 for your municipality's submission of all items requested in support of your 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 herewith deemed Administratively Complete. Within 10 days of the date of this letter, the Highlands Council 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).

The process of substantive review of the Petition will begin next. 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 upon 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.

To the extent that you have not already done so, you may submit all 2009 Plan Conformance Grant invoices accumulated through the date of your most recent Petition submittal. 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.

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). 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 [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 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 goals of the Highlands Act and 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

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