

Passaic County Self-Assessment & Implementation Schedule
Highlands Basic Plan Conformance Submittal
January 4, 2010

1. **County Self Assessment (CSA) Report** – The following outlines all the items that have changed and remain necessary in order to achieve Basic and Full plan conformance.
 - a) **Preservation Area Ordinance** – The Passaic County Board of Chosen Freeholders adopted a resolution submitting a Petition for Plan Conformance in the Preservation Portion of the Highlands. This resolution was adopted on December 8, 2009.
 - b) **County Master Plan and Management Plans** – The Passaic County Planning Staff has prepared a Draft Highlands Element to the Passaic County Master Plan. This document includes all the elements called for under the plan conformance guidelines. A copy of the Draft Highlands Master Plan Element was provided to the Passaic County Planning Board for review on November 12, 2009 .At † the subsequent meeting on December 3, 2009 planning board members supported the document and placed emphasis on protecting visual aesthetics, steep slopes, and guarding against clear cutting in the Highlands Preservation Area . The Draft Highlands Master Plan Element will only address the Highlands regulations as they pertain to the powers of the Passaic County Planning Board and the plan review process. The document still calls for Planning Board guidance on matters that do not directly fall under their jurisdiction ~~since because~~since they are a land use board. One portion of the plan that is not complete is the Sustainable Economic Development Plan Element. This section is not required for Basic Plan Conformance but Passaic County Staff will provide it as soon as it is complete. All other comments and changes have been tracked and will be included with the submission.

c) **Development Review and Site Plan and Subdivision Regulations** – No changes have been made to these regulations as of yet. The most current issue that Passaic County Planning Staff and the Passaic County Planning Board are investigating is the Completeness Checklist Resolution. There has been debate about whether the model resolution that was provided by Highlands Staff would be advantageous to the applicant, staff conducting plan review, and the Passaic County Planning Board. If the Passaic County Planning Board is the last group to view the plans it is likely that an applicant will have another set of changes that need to be made and brought back to the boards that previously reviewed the plans. In addition, it would likely diminish the ability of the Passaic County Planning Board to recommend any land use changes that are not directly under county jurisdiction but would benefit the public greatly nonetheless. An example of such a recommendation would be to have building constructed as close to the street as possible to provide a positive pedestrian experience and a traffic calming element. This type of recommendation would not be addressed as part of a Highlands review and may not be stressed at the municipal level. If the applicant was asked to do this after multiple changes and approvals had already been completed is very likely these comments would be ignored. Passaic County Planning Staff is investigating what options may be available to make this process as easy for the applicant and as effective for the goals of the Passaic County Planning Board and Staff. Once a recommendation is complete it will be forwarded to the Highlands Staff for review.

The digital submission standards produced by Highlands Staff are also under consideration due to the various formats we already receive from applicants and how it may apply to the areas outside the Highlands. In addition, there have also been changes made as to when these standards will be applied by Highlands Staff themselves. Once we have made recommended changes to our submittal standards they will be sent to Highlands Staff for review.

- d) **Transportation/Circulation Plan** – Passaic County Planning Staff is currently undertaking an update to the Passaic County Master Plan Transportation Element. It will incorporate all the requirements within the Preservation Area and will be based directly on linking land use with mobility options. The update is anticipated to be completed early 2011.
- e) **Historic Preservation Plan** – Historic preservation is always a focus of Passaic County Planning Staff and the Passaic County Planning Board. An explicit element has not been started as of yet.
- f) **Map Adjustments** – Passaic County Planning Staff has reviewed the various maps that were provided in order to complete the Environmental Resource Inventory (ERI). Any changes that are need at this point have been included in a memo that will be included in the Basic Plan Conformance package. The memo addresses changes that need to be made to the mapped inventory of preserved lands and farmlands.
- g) **Environment Resource Inventory (ERI)** – Passaic County Planning Staff has completed an ERI using the guidance document provided by Highlands Staff. Any questions or comments about how standards apply to Passaic County have been included along with all other track changes.
- h) **Official Map** – There is currently no official map for Passaic County. In the event that an official map is created and adopted, any applicable changes or notes will be made.
- i) **Highlands Regulations for Development of County Lands and Facilities** – This document guides the policies that Passaic County will follow for County lands and facilities located in the Preservation Area of the Highlands. It will be discussed by various Freeholder committees prior to the anticipated adoption by the Board of Chosen Freeholders when complete. The model

document that was provided by Highlands Staff , and presented to the Passaic County Board of Chosen Freeholders Public Works Committee on November 9, 2009. This committee oversees any action items that come out of the public works departments such as engineering, parks, roads, and buildings and grounds. It was forwarded through this board to all department heads for comment. We received all comments by November 23, 2009. Passaic County Planning Staff is currently addressing some of these comments and questions and will provide the draft version of this document as part of our conformance package as soon as it is complete. We anticipate this being complete early in January of 2010.

j) **Management Plans** – Passaic County Planning Staff has begun collecting all management plans written by the county for any portion of Passaic County in the Highlands Area.

k) **Discretionary Components** – All discretionary components are being investigated but none have been completed.

2. **Implementation Schedule** – The following outlines the schedule for implementing all of the necessary items for Basic and Full Plan Conformance. Some of the items have already been completed as part of the Basic Plan Conformance Process.

a) **Preservation Area Ordinance** – (Complete) The Passaic County Board of Chosen Freeholders adopted a resolution submitting a Petition for Plan Conformance in the Preservation Portion of the Highlands. This resolution was adopted on December 8, 2009.

b) **County Master Plan and Management Plans** – After a public hearing, Passaic County Planning Staff is anticipating the submission of comments on this document in the Spring/Summer of 2010. All comments will be reviewed by staff and a set of recommendations on how to address the comments will

be made within thirty (30) days. The amended document can then be sent to the Passaic County Planning Board and the public for additional comment. This process will involve a ten (10) day period after publication to hold the meeting which will begin the actual thirty (30) day comment period. All public comments and Planning Board comments will be incorporated into the document within thirty (30) days and adopted at the next available Planning Board meeting date.

Any other Passaic County Master Plan Elements that currently exists, such as the Open Space Preservation Plan, can be provided at any time.

- c) **Development Review and Site Plan and Subdivision Regulations** – All changes to the development review regulations will be submitted in draft form in January 2010. Passaic County Planning Staff is anticipating receiving comments on this document in the spring/summer of 2010. All comments shall be reviewed by staff and a set of recommendations on how to address the comments will be made within thirty (30) days. The amended document can then be sent to the Passaic County Planning Board and the public for comment. This process will involve a ten (10) day period after publication to hold the meeting which will begin the actual thirty (30) day comment period. All public comments and Planning Board comments will be incorporated into the document within thirty (30) days and adopted at the next available Planning Board meeting date.

- d) **Transportation/Circulation Plan** – Passaic County Planning Staff is currently undertaking an update to the Passaic County Master Plan Transportation Element. It will incorporate all the requirements within the Preservation Area and will be based directly on linking land use with mobility options. The update is anticipated to be completed early 2011.

- e) **Historic Preservation Plan** – A Historic Preservation Plan will be submitted in draft format by the end of 2010. Once Passaic County Planning Staff receives comments, they shall be reviewed by staff and a set of recommendations on how to address the comments will be made within thirty (30) days. The amended document can then be sent to the Passaic County Planning Board and the public for comment. This process will involve a ten (10) day period after publication of a meeting which will begin the actual thirty (30) day comment period. All public comments and Planning Board comments will be incorporated into the document within thirty (30) days and adopted at the next available Planning Board meeting date.

- f) **Map Adjustments** – (Complete) Passaic County Planning Staff has reviewed the various maps that were provided in order to complete the Environmental Resource Inventory (ERI). Any changes that are need at this time have been included in a memo that will be included in the Basic Plan Conformance package. The memo addresses changes that need to be made to the mapped inventory of preserved lands and farmlands.

- g) **Environment Resource Inventory (ERI)** – (Complete) Passaic County Planning Staff has completed an ERI using the guidance document provided by Highlands Staff. Any questions or comments about how standards apply to Passaic County have been included along with all other track changes.

- h) **Official Map** – There is currently no official map for Passaic County. In the event that an official map is created and adopted any applicable changes or notes will be made.

- i) **Highlands Regulations for Development of County Lands and Facilities** – Passaic County Planning Staff is anticipating receiving comments on this document in the spring/summer of 2010. All comments will be presented to the Passaic County Board of Chosen Freeholders Public Works Committee

and circulated to the appropriate department heads. Each department head will respond with a set of recommendations on how to address the comments will be made within thirty (30) days. The amended document can then be sent to the Public Works Committee for approval to be go to public comment at the next available meeting of the Board of Chosen Freeholders. This process will involve a ten (10) day period after publication for a meeting which will begin ~~to prepare the advertisement and then~~ the actual thirty (30) day comment period. All comments will be addressed and incorporated into the document within thirty (30) days and adopted at the next available meeting of the Board of Chosen Freeholders.

- j) **Management Plans** – The Stormwater Management Plan is currently the only management plan that the county has completed and that would apply to this category in the future. Once Passaic County Staff has obtained a copy we will send it to the Highlands Staff.
- k) **Discretionary Components** – All discretionary components are being investigated but none have been completed.