

TOWN OF HACKETTSTOWN, WARREN COUNTY, NEW JERSEY
HIGHLANDS IMPLEMENTATION PLAN AND SCHEDULE (REVISED)

FINAL MUNICIPAL IMPLEMENTATION PLAN AND SCHEDULE FOR PLAN CONFORMANCE BY TASK		FY2012 Priority (√) or N/A	Approximate Budget	Anticipated Completion Date	Responsible Entity	Status and Comments
1.	Housing Element & Fair Share Plan (Module 3)		\$5,000			
	a. Modifications of municipally approved and adopted Housing Element and Fair Share Plan (incl. COAH submittals) as applicable	√	--	As needed	Planning Board, Governing Body	Plan Conformance Grant. Potential changes in applicable State laws and/or regulations acknowledged. Modifications as needed to retain compliance and ensure protection from legal challenge.
	b. Adoption of Implementing Ordinances	√	--	As needed	Planning Board, Governing Body	Amended Plan Conformance Grant
2.	Highlands Environmental Resource Inventory (Module 4) – Adopted	√	\$2,000	60 days	Envl Comm., Planning Board	Plan Conformance Grant
3.	Highlands Element of Municipal Master Plan (Module 5) – Adopted	√	\$3,000	120 days	Planning Board	Plan Conformance Grant
	a. Reexamination Report and Resolution	√		60 days	Planning Board	Review of existing municipal master plan to support adoption of Checklist Ordinance, Highlands Master Plan Element, Highlands Land Use Ordinance, and Zoning Map.
4.	Municipal Master Plan Elements (as applicable)			FY 2012	Planning Board	2011 activities to be selected based upon priorities relevant to specific municipality. All others FY2012+
	a. Land Use Plan Element					
	i. Update to Land Use Inventory	√	\$1,000	120 days		An updated Land Use Plan Inventory Map to be prepared for inclusion in the Highlands Element (Exhibit B). Highlands Council will supply any available GIS data.
	b. Conservation Plan Element					
	c. Circulation Plan Element					
	d. Land Preservation and Land Stewardship Plan Element					
	e. Community Facilities Plan Element					
	f. Sustainable Economic Development Plan Element		\$20,000			Preparation of this element to be linked with planning for center designation (14a below) and potential redevelopment opportunities, as well as downtown revitalization efforts. Funding released upon approval of scope of work.
	g. Historic Preservation Plan Element		\$5,000			Update the existing Historic Preservation Plan element to address some of the concerns raised in the January 2008 Reexamination Report, for example, research appropriate architectural guidelines for use within the Historic District and consider revisions to the existing historic preservation ordinance. The update of this element shall include development of a strategy plan for incorporating the Historic Districts and other historic resources into the Town's center and economic development planning.
	h. Septic System Yield Allocation (if applicable)					
5.	Highlands Land Use Ordinances (Module 6) – Adopted	√	\$10,000	150 days	Planning Board, Governing Body	Plan Conformance Grant
	a. Adopt Planning Area Petition Ordinance	√	\$500	60 days	Governing Body	Plan Conformance Grant
	b. Adopt Checklist Ordinance	√	\$1,000	60 days	Planning Board, Governing Body	Plan Conformance Grant
6.	Zoning Map Update – Adopted (Update to reflect Highlands Overlay Zones, Districts)	√	\$5,000	150 days	Planning Board, Governing Body	Amended Plan Conformance Grant
7.	Cluster Development					
	a. Municipal Cluster Development Plan		TBD	FY 2012-13	Planning Board	
	b. Municipal Cluster Development Ordinance and Design Guidelines		TBD	FY 2012-13	Planning Board, Governing Body	

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8.	Resource Management Plans and Programs					
	a. Water Use and Conservation Management Plan		\$40,000			The Town of Hackettstown will work cooperatively with the Hackettstown Municipal Utilities Authority, affected municipalities and the Highlands Council to prepare a Water Use and Conservation Management Plan for the Musconetcong R (Hances Bk. thru Trout Bk.) subwatershed [HUC14 02040105160010]. The Highlands Council will serve as lead for this project.
	b. Habitat Conservation and Management Plan		\$5,000	FY 2012+		Municipal-wide Habitat Conservation & Management Plan. Funds to be released upon approval of scope of work.
	c. Stream Corridor Protection/Restoration Plan (optional)		\$20,000	FY 2012		Development of plans to protect/restore streams will be linked with the Habitat Conservation & Management Plan (see 8b above) and investigation of the potential for a recreational greenway. Highlands Council will supply available GIS base-mapping data.
	d. Wastewater Management Plan		\$3,000	NJDEP Schedule		NJDEP Administrative Order 2010-03 (Local WMP)
	e. Septic System Management/Maintenance Plan		TBD	FY 2012+	Health Board	
	f. Lake Restoration Management Plan (if applicable)		TBD	FY 2012+		
	g. Scenic Resource Management Plan (optional)		TBD	FY 2012+		
	h. Municipal Stormwater Management Plan		TBD	FY 2012+		Updates only as needed to incorporate RMP provisions; Plans are required under NJDEP regulations.
	i. Regional Stormwater Management Plan (if applicable)		TBD	FY 2012+		
	j. Land Preservation and Land Stewardship Program		TBD	FY 2012+		
	k. Forest Stewardship Plan (optional)		TBD	FY 2012+		
9.	Board of Health Ordinances					
	a. Septic System Maintenance		TBD	FY 2012+		Subsequent to release of final model ordinance and completion of 9e
	b. Potential Contaminant Source Management		TBD	FY 2012+		Subsequent to release of final model ordinance
10.	Implementing Ordinances for Management Plans and Programs					
	a. Water Use and Conservation Management Plan Ordinance		TBD	*		*Following completion of 8.a
	b. Habitat Conservation and Management Plan Ordinance		TBD	*		*Following completion of 8.b
	c. Stream Corridor Ordinance		TBD	*		*Following completion of 8.c
	d. Lake Restoration Management Plan Ordinance		TBD	*		*Following completion of 8.f
	e. Tree Clearing Ordinance		TBD	FY 2012+		
	f. Right to Farm Ordinance (if applicable)	√	--	FY 2012	Governing Body	Adoption of State model ordinance
	g. Transfer of Developments Right Ordinance (if applicable)		TBD	*		
	h. Scenic Resource Mgmt Ordinance (if applicable)		TBD	*		*Following completion of 8.g, if selected
	i. Stormwater Management Ordinance		TBD	*		*Updates only, as needed to incorporate RMP provisions; following 8h, 8i
	j. Other Ordinance Provisions (specify)		TBD	Local schedule		
11.	Redevelopment and Brownfields Opportunities					
	a. Highlands Redevelopment Area Planning			Local schedule		
12.	RMP Updates					
	a.			Local schedule		Updates processed; additional modifications to be accomplished through the Center Designation.
13.	Map Adjustment Petition(s) (optional)					
	a.			Local schedule		

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14.	Highlands Center Petition					
	a. Hackettstown Highlands Center Designation Planning		\$20,000	Local schedule		Planning for a Highlands Center to incorporate the central business district of the Town and shall include an investigation of redevelopment opportunities. The Town wishes to utilize form-based code as a tool to achieve the goals and objectives of the Highlands Center. Funds to be released upon approval of scope of work .
15.	Submission of Municipal Planning and Regulatory Documents and Supporting Materials	√		45 days		Plan Conformance Grant
	a. Town of Hackettstown Master Plan (October 1988)					
16.	Discretionary Documents or Requests (financial and technical assistance requests from the municipality)					
	a.			Local schedule		
17.	Attendance at Highlands Council Training Sessions					
	a. Municipal Exemption Determinations	√	\$1,000	4-6 months	Highlands Council	Exemption Designees (e.g., Zoning Officer)
	b. Ordinance Administration: Application Procedures, Implementation, Enforcement	√	\$1,500	4-6 months	Highlands Council	Land Use Administrator/Board Secretary, Zoning Officer, Enforcement Officer, Property Inspector, Professionals
2011-12 Total Approximate Budget			\$143,000			

This Plan will be altered over time, to reflect the municipality's progress toward completing all Plan Conformance activities and to address funding and implementation tasks that carry forward into future years. All such changes will involve a collaborative effort and agreement between the municipality and the Highlands Council. Important in such considerations is the on-going recognition of the voluntary nature of Plan Conformance with respect to the municipality's Planning Area. The Highlands Council may modify, in consultation with the municipality, the above deadlines for completion and may also reallocate the approximate budget costs within the total amount approved. No timeframe will be considered to have begun, however, until the municipality has been provided the tools (including grant funding) with which to accomplish each component of the Plan Conformance program.

Hackettstown

8/23/2011

Account of Highlands Council Grant Awards

Type of Grant	Status	Resolution Date	Grant Amount	Tasks	Payments
Initial Assessment	Closed	January 15, 2009	\$ 15,000.00	IA Report	\$ 3,553.75
Plan Conformance	Executed	December 18, 2008	\$ 100,000.00	Module 1 -	\$ 7,848.75
				Module 2 -	\$ 1,936.25
				Module 3 -	\$ 18,302.50
				Module 4 -	\$ 1,402.50
				Module 5 -	\$ 7,770.83
				Module 6 -	\$ 2,085.00
				Module 7 -	\$ 9,189.75
				<i>Subtotal</i>	\$ 48,535.58
			<i>Grant Award Total</i>	\$ 115,000.00	<i>Balance</i>
					\$ 51,464.42
TOTAL REIMBURSEMENT AMOUNT					\$ 52,089.33

Anticipated Expenses, 2011-2012 Amended Plan Conformance Grant

Completion of Module 3 – COAH Certification	\$ 5,000.00
Completion of Module 4 – Finalize/Adopt ERI	\$ 2,000.00
Completion of Module 5 – Highlands Element	\$ 3,000.00
Completion of Module 6 – Land Use Ordinances	\$ 10,000.00
Land Use Inventory	\$ 1,000.00
Sustainable Economic Development Plan	\$ 20,000.00
Historic Preservation Plan Element	\$ 5,000.00
Planning Area and Checklist Ordinances	\$ 1,500.00
Municipal Zoning Map Update	\$ 5,000.00
Water Use and Conservation Management Plan	\$ 40,000.00
Habitat Conservation and Management Plan	\$ 5,000.00
Stream Corridor Protection/Restoration Plan	\$ 20,000.00
Wastewater Management Plan	\$ 3,000.00
Highlands Center Petition	\$ 20,000.00
Highlands Council Training Sessions	\$ 2,500.00
TOTAL	\$ 143,000.00

Balance Forward	\$ 51,464.42
Municipal Review Council Response Costs	\$ (5,378.64)
Estimate of Available Funds	\$ 46,085.78

Amended Plan Conformance Grant

Anticipated 2011-2012 Expenses	\$ 143,000.00
	\$ (46,085.78)
Estimated Total Need	\$ 97,000.00