



2009 Plan Conformance Grant Program
Module 4.
Highlands Environmental Resource
Inventory

Prepared by State of New Jersey Highlands Water Protection and
Planning Council in support of the Highlands Regional Master Plan

March 2009

PLAN CONFORMANCE GRANT PROGRAM
MODULE 4: HIGHLANDS ENVIRONMENTAL RESOURCE INVENTORY

1.0 Introduction

Environmental Resource Inventories

The requirements for Basic Conformance include supplementing a municipality's existing ERI (or adopting a new ERI if none exists). The Highlands Council will provide a model Highlands Environmental Resource Inventory (Highlands ERI) along with tabular data, which may be used as either a supplement to an existing municipal ERI or as a stand-alone ERI, where the municipality has not previously adopted one. The Highlands ERI will include resource narrative applicable to the Highlands Region generally, as well as municipal-specific data and maps reflective of the particular resources of each Highlands municipality. Each section includes a place for the municipality to insert specific information pertinent to the municipality, as discussed below.

Each data insertion section shall include information on the allocation of resources (i.e., acreage) in the Planning Area and the Preservation Area. The Highlands Council recognizes that the Regional Master Plan was created at a regional scale, and that additional information available at the municipal level may also be incorporated to update the model Highlands ERI. The Highlands ERI will be useful as a tool for municipalities to update land use or conservation plans and protection policies for conformance with the RMP. (Further development of ERI components will occur during later parts of Plan Conformance, in 2010 and beyond, including new mapping that results from RMP Updates to preserved lands, wastewater and public water supply service areas and septic system yields.

The 2009 Plan Conformance Grant provides for up to \$2,000 (base grant amount) to be used to prepare the ERI in a format directly applicable to the municipality, for approval by the Highlands Council prior to municipal adoption.

Additional Funding

Should a municipality find that additional funding is necessary beyond the \$50,000 base grant amount for Modules 1 through 7 in order to properly complete the Plan Conformance Module requirements, a written request should be submitted to the Executive Director providing a statement of need, the rationale for approval of such request, and the specific tasks for which such additional funding is required. Please see the 2009 Plan Conformance Grant guidance for additional information.

Detailed Scope of Work

Task 1: Municipalities will be required to submit a Highlands Environmental Resource Inventory (ERI) using the model Highlands ERI, maps and tabular data provided to the municipalities on CD-ROM. The Highlands Council will provide municipalities with relevant information required for the ERI including the following:

- Highlands ERI Template (in Microsoft Word® 2007 file);
- Example ERI for Bedminster Township (in Adobe® .pdf file);
- Highlands Data Table specific to their municipality (in Microsoft Excel® 2007 file); and
- Highlands Geographic Information System (GIS)-based ERI Maps specific to their municipality (in .jpeg or Adobe® .pdf format).

The Bedminster Township example is provided so that municipalities have a clear guide for how the directions below will result in a municipal-specific ERI. The added municipal information is shown in highlighted text, and the maps are specific to Bedminster Township. NOTE: this example is a product of the Highlands Council, and may be modified by Bedminster Township to address local needs and issues. It is based on information from the RMP on preserved lands, wastewater and public water supply service areas and septic system yield, which may not reflect current municipal conditions as determined through the municipal build-out process.

Completion Instructions

1. The municipality shall add the Highlands ERI either as a single appendix or addendum to its existing ERI or as integrated within pertinent sections of its existing ERI. If a municipality chooses this second option, the integrated text shall be clearly marked or highlighted for Council review. If the municipality does not have an existing ERI, the municipality shall adopt the Highlands ERI as its municipal ERI.
2. The municipality shall utilize Microsoft Word® Track Changes for all text insertions or deletions, so that the Highlands Council may efficiently review the revisions for approval. Where a section of the ERI is not relevant to a municipality (e.g., agricultural resources for a municipality that has no agricultural lands), the section should be deleted in Track Changes in its entirety.
3. The municipalities shall fill in all italicized and bracketed text with pertinent municipal information except where noted below.
4. Where the italicized and bracketed text calls for specific data (acreage, etc), the municipality shall reference the Highlands data table, provided to the municipality on the CD-ROM. The municipality shall copy the data from the data table, and paste it into the narrative, where specified. The data table is a composite of five Excel® tables (ERI Data, Critical Wildlife, HDSF, Public Community Water, and HUC Data). The accompanying Data Dictionary provides detail about each data column and the information within. It is recommended that the municipality utilize the Data

Dictionary in conjunction with the data table in order to understand which data column matches with the data insertion sections of the ERI.

5. Where the italicized and bracketed text calls for specific Figures, the municipality shall copy the map from the source map series provided by the Highlands Council on the CD-ROM, and paste it into specified Figure insertion location at the end of the Highlands ERI narrative. The municipality shall also insert the Figure number within the resource section text to correspond with the Figure section at the end of the Highlands ERI. Map insertion should not be performed in Word® Track Changes to avoid formatting problems. Therefore, we recommend that all map insertions occur at one time.
6. Text that is not italicized in the narrative (which is derived directly from the RMP and associated Technical Reports) should not be edited unless the municipality provides justification, but new text may be added (in Word® Track Changes) within each specific resource section, at the municipality's discretion.
7. A municipality may include additional sections, including figures using the map template provided, but this is not required for Basic Plan Conformance. The Highlands ERI includes all information necessary to support municipal Plan Conformance at the Basic level.

A Highlands ERI Addendum shall be deemed complete upon:

- The insertion of all pertinent municipal information (text) in Word® Track Changes;
- The insertion of all specific municipal data from the Highlands data table; and
- The insertion of all specific municipal maps/figures from the Highlands GIS-based ERI Maps.

Submittal Instructions

1. The preferred method of ERI submittal is via electronic copy, submitted to the Highlands Council's Manager of Grants Administration (see Plan Conformance Grant contract and cover letter).
2. The municipality shall submit to the Highlands Council:
 - a. A cover letter of transmittal
 - b. 1 electronic copy of a completed ERI in Microsoft Word® document format with all text insertions in Track Changes
 - c. 1 electronic copy of a completed Notification Form

Upon receipt of the ERI as discussed above, the Highlands Council staff will review the draft product and provide detailed edits or general comments as necessary to the municipality. Upon receipt of Highlands Council comments, the municipality will make necessary revisions (if any) and finalize the document. Final product shall be submitted as a Microsoft Word® document with Track Changes, a clean Microsoft Word® document, an Adobe® pdf document, and a hard copy. All product shall be submitted to the Highlands

Council as final product for Module 4. Submittal of the final products shall be deemed sufficient for submittal of an invoice for Module 4 costs. The Highlands Council will post the Adobe® .pdf document on its Web site for public access.

1.2 Technical Proficiency

System Requirements: ESRI ArcGIS Desktop 9.3 (ArcInfo or Arc Editor Editions)

The data review portion of this process is intended for proficient GIS users with the appropriate software and hardware for viewing both tabular and spatial attributes in personal (single user) geodatabases. Operations include overlaying spatial data and viewing metadata.

Professional Staff or Consultant Requirements:

Proficient with system requirements specified above. Lead consultant must be both familiar and experienced with environmental resource inventories and natural resources management. Familiarity also required with municipal zoning and land use ordinances, NJDEP Land Use/Land Cover data and open space/preserved lands related to all levels of government, non-profit organizations and water supply authorities. Familiarity is required with the NJDEP regulations at N.J.A.C. 7:38, regarding Highlands Preservation Area standards.

1.3 Schedule for Completion

Municipalities will be expected to complete these Plan Conformance Module Tasks in accordance with the schedule below. **Please note: This grant program includes stringent timelines to facilitate municipal completion of planning to meet the timelines established in the Highlands Act and the timelines for completion of Fair Share planning.**

Deliverables will include an electronic version of the Highlands ERI in Microsoft Word or compatible word processing program, e-mailed to the Highlands Council. Municipalities are encouraged to submit, on or before May 29, 2009, their Highlands ERI. By making application to the Highlands Council for Plan Conformance Grant funding under this Module, all applicants will be considered to understand and to be committed to the time schedule for completion and submission of grant deliverables.

Item	Task 1
Highlands ERI	June 30, 2009

1.4 Contact Information

Technical questions on implementation of Module 4 may be directed to Erin Lynam, Resource Management Specialist at erin.lynam@highlands.state.nj.us, or (908) 879-6737.