



# NEW JERSEY COUNTY PLANNERS ASSOCIATION

President  
**Francesca Giarratana**  
Hudson County

Treasurer  
**Tom Stanuikynas**  
Burlington County

Secretary  
**Mark Villinger**  
Ocean County

President Emeritus  
**Ranae Fehr**  
Atlantic County

NJCPA Regular Meeting – Hybrid

Friday, October 21, 2022 at 11:00AM

## Minutes

1. Welcome and Roll Call

President Giarratana opened the meeting and Secretary Villinger called the roll. A quorum is present. Due to our presenters' time constraints the NJ Transit presentation will go first.

2. Presentation by NJ Transit - Transit Friendly Data App

Michael Swan, NJ Transit introduced the NJ Transit Friendly Data Application which was formerly known as NJLUTRANS. The app allows users to map, report and download a range of land use, travel, public transit, demographic and real estate development data. The app can assist with exploring the interaction between transit, development, and land use. The initial focus has been the Hudson-Bergen Light Rail and the new focus is on transit villages.

Lucas Marxen, Rutgers University demonstrated how to use the data application. He noted it has basic mapping functionality along with several analysis tools. There are a number of transportation layers available for use. The application is able to save and export maps and all of the datasets are also available for download. The application is available at: <https://transitfriendlydata.org/> and Lucas is available by email for any questions on the application at [ljmarxen@njaes.rutgers.edu](mailto:ljmarxen@njaes.rutgers.edu).

3. Business

a. Executive Committee Report: Francesca Giarratana

President Giarratana asked Walter Lane (Somerset) to share conversation he had with a PhD student. Walter noted that he had a PhD student interview him about warehouse development. Anyone interested in providing County experiences with these developments let Walter know and he will connect you. Donna Rendeiro (NJOPA) noted that the same student had contacted her and she shared the Warehouse guidance document.

President Giarratana requested some feedback in regards to the upcoming holiday meeting. The Executive Committee discussed this should be an in person only meeting but she is concerned about having a quorum for election of officers and the bylaws adoption. A separate virtual business meeting was suggested.

President Giarratana advised that the Ad Hoc Bylaws Committee did not meet again but will soon. We had hope to have bylaws adopted by end of the year.

She also noted that NJ APA conference proposals are going to be due soon. Please reach out to her with any topics for a proposal or if you have any interest in being on a panel. The NJAC proposals will also be due soon.

Moving forward the membership was asked how they would like to continue meetings in 2023. We are seeking feedback on whether any required in-person meetings would be an issue for quorum. A hybrid approach still seems to be preferred and some members noted we should consider moving the physical location of meetings to different parts of the state. Other members noted this has come up in the past but never gets the buy in needed for quorum.

b. May 2022 Meeting Minutes:

Secretary Villinger noted the minutes of the May 20<sup>th</sup> meeting have been distributed. Andras Holzman (Passaic) noted that he was in attendance at the meeting. Ranae Fehr (Atlantic) made the motion to approve minutes with this correction and Andras Holzman (Passaic) seconded. All in favor, motion passed

September 2022 Meeting Summary:

Secretary Villinger noted that the meeting summary from the Joint Meeting with the NJ State Association of County Engineers was distributed. This is for informational purposes only and does not require a vote.

c. Treasurer's Report:

Treasurer Stanuikynas shared the report from May 1s through October 21st. The current balance in the account is \$16,471.53. Since the last meeting expenses included the April Meeting Lunch catering fee and the September Joint Meeting with County Engineers. For the joint meeting with the County Engineers, the Association covered the lunch for up to one person per County. Additional attendees from Counties paid for their lunch directly. He also noted that dues have been received form 20 of the 21 counties. Kamal Saleh (Union) made a motion to approve the Treasurer's Report, and was seconded by Walter Lane (Somerset), all in favor, motion passed.

4. Presentation by Linda Weber, Middlesex County: "ePlan", an Electronic Development Review System

Linda Weber (Middlesex) presented on their new electronic development review system which launched on March 1<sup>st</sup>. Avolve software has a cloud-based product, "ePlan" which Middlesex has worked with them to customize for their development approvals. All development applications must be submitted through the system. The software stores all the plans and review comments online. It streamlines and automates some elements of the process. It frees up storage space by reducing the need for paper files and has improved transparency.

Linda reviewed the workflow for the system and demonstrated the site plan application form and the applicant view where they can upload plan files. She then moved on to the plan review perspective and showed how comments and plan status are added. Applicants are able to respond to comments directly. The review screen becomes a log

for review and conditions of approval. The log can also be exported into a staff report. The system is able to identify the changes in updated plans that are submitted.

The system can calculate fees and applicants can pay the fees online. The system requires an initial setup cost and an annual maintenance cost. Middlesex worked closely with Avolve to configure the software for a County Planning Board and it could be replicated. Anyone interested can check the developer's website at: <https://avolvesoftware.com/solutions/project-dox/>

*(15 minute break for lunch)*

5. County Planning Project Highlight: Somerset County Preservation Plan Team  
Walter Lane introduced his team and the Somerset County Preservation Plan. The Plan combines the open space plan, farmland preservation plan, and historic preservation plan into one document. It identified linkages between the programs including, economic development, natural resource conservation, and tourism. They held four virtual meetings and received 470 comments.

Kaitlin Bundy provided an overview of the Cultural Heritage and Tourism chapter. The plan identified a number of tourism opportunities that cross over into other sections of the plan including eco-tourism, agri-tourism, heritage tourism, and arts tourism.

Angela Knowles provided an overview of the Open Space chapter. She noted that this section of the plan identifies open space and recreation resources, funding, highlights County Parks system, open space issues and needs, preservation partners, details stewardship for County Parks and concludes with a vision moving forward.

Katelyn Katzer provided an overview of the Farmland Preservation Plan component. Update to the County's 2008 Farmland Plan with a greater focus on education and outreach. Providing this outreach was key during the COVID19 pandemic which included education opportunities such as how to safely continue operating farmers markets. The plan follows the State Agriculture Development Committee guidelines for County Comprehensive Farmland Management Plans. There are currently 8,000 acres preserved and the plan set a preservation goal of 16,000 acres for preserved farms.

Tom D'Amico outlined the Historic Preservation element of the plan. This is one of the few plans not tied to a historic survey. The chapter outlines the history of the County, the benefits of historic preservation, historic preservation planning and regulatory framework, historic resources in the County, historic preservation issues and funding opportunities, and concludes with historic preservation goals and strategies. The chapter recommends an updated survey of historic resources in the County as well as an increased allocation of funds towards historic preservation efforts.

Walt Lane concluded the presentation on how to advance the recommendations of the plan. The plan contemplates moving forward to keep the county desirable place to live, protect more open space with a goal of an additional 4,000 acres preserved, build people into the system, ensure the County is increasingly resilient and sustainable, encourage

coordinated local government action, and to pursue partnerships. The plan received an NJPO Achievement in Planning Award in September 2022 and Preservation New Jerseys' Preservation Documents Award in October 2022.

6. Resolutions

There were no resolutions presented.

7. Committee Updates

Ranae Fehr (Atlantic) noted that scholarship applications were due in May. NJCPA received only one application. The applicant is in their undergraduate program in planning at Rutgers University. The review committee met to go over the application and it was recommended to approve the scholarship at the full \$1,000.00 level. Kamal Saleh (Union) made a motion to approve the scholarship at \$1,000.00, and was seconded by Walter Lane (Somerset), all in favor, motion passed.

8. Agency/ Partner Updates

Donna Rendeiro (NJOPA) noted that OPA has been making presentations around the state on the adopted Warehouse Guidance. OPA staff are available to present the guidance to municipalities or counties.

Motion to adjourn the meeting as made by Tom Stanuikynas (Burlington) and seconded by Walter Lane (Somerset), all in favor motion passed.

County Attendees

Ranae Fehr	Atlantic
Tom Stanuikynas	Burlington
Lauren Purdom	Cape May
Joseph Zaccaria	Cumberland
David Antonio	Essex
Nick Cressman	Gloucester
Francesca Giarratana	Hudson
Kevin Force	Hudson
Katherine Fullerton	Hunterdon
Kristopher Melchers	Hunterdon
Matthew Zochowski	Mercer
Doug Greenfield	Middlesex
Minda Weber	Middlesex
Mirah Becker	Middlesex
Harriet Honigfeld	Monmouth
Kyle DeGroot	Monmouth
Joseph Barilla	Morris
Virginia Michelin	Morris
Daniel Sindoni	Ocean
Mark Villinger	Ocean
Timothy Gleason	Ocean

Andras Holzman	Passaic
Salvatore Presti	Passaic
Angela Knowles	Somerset
Kaitlun Bunder	Somerset
Katelyn Katzer	Somerset
Tom D'Amico	Somerset
Walter Lane	Somerset
Autumn Sylvester	Sussex
Kamal Saleh	Union
Ryan Conklin	Warren

Partner Agencies/ Presenters

Donna Rendeiro	OPA
Michael Swan	NJ Transit
Lucas Marxen	Rutgers