



NEW JERSEY COUNTY PLANNERS ASSOCIATION

President Tom Stanuikynas Burlington County	Treasurer Mark Villinger Ocean County	Secretary Virginia Michelin Morris County	President Emeritus Francesca Giarratana Hudson County
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NJCPA Regular Meeting

Hybrid Friday, January 20, 2023 at 11:00AM

In-person: Thompson Park Visitor Center in Lincroft, NJ & Via Zoom

Minutes

1. **Welcome and Roll Call** - President Stanuikynas wished everyone a Happy New Year and opened the meeting at 11:02am. He asked everyone present and online to introduce themselves. Secretary Michelin called the roll call. A quorum of 14 counties was present. (Union arrived after roll call to make 15 counties).

2. **Business**

- a. **Executive Committee Report: Tom Stanuikynas** – Talked about starting up our committees. There are currently 6 committees. If you are still interested in serving on these committees or would like to serve on a committee please reach out to President Stanuikynas via email. (Open Space & Environment, Utilities & Transportation, Legislative, Housing & Community Development, Statewide Planning & Smart Growth, and Education & Technology).

President Stanuikynas asked if committees could provide written summaries to give to people in the event the meetings run long. If committees have speaker ideas, they could help organize a speaker for a NJCPA meeting. They should bring these suggestions to the Board or up at a meeting.

President Stanuikynas also indicated we need a by-laws committee (Kamal Saleh and Walt Lane are members) to make sure our nonprofit status is correct. If anyone has an interest, please reach out to President Stanuikynas via email.



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Education & Technology Committee awarded our first scholarship last year. Working with Rutgers to get funding to the student. This year's scholarship round will be opening soon.

Discussion about bringing up County dues to \$150 since COVID should be behind us and meeting in-person, will discuss more under the Treasurers report.

NJAPA and NJCPA looking to have a joint legislative priorities meeting in March. NJAPA also asked NJCPA if we wanted to sponsor a reception for the National Planning Conference in April 2023 in Philadelphia. Working on getting more details on both.

b. October 2022 and December 2022 Meeting Minutes: Mark Villinger -

Treasurer Villinger indicated the meeting minutes for both meetings were sent out. No comments were received. On a motion by Virginia Michelin (Morris) and seconded by Andras Holzmann (Passaic). All voted in favor and minutes were approved.

c. Treasurer's Report/Budget: Mark Villinger - Treasurer's report was handed out and emailed out to the membership. As of December 2, 2022 our account balance was \$16,112.28. There were three expenses totaling \$2832.22 for the month (holiday luncheon fee, December speaker fee and reimbursement for AICP credit fee to Francesca Giarratanna). After fees and including petty cash, total assets are \$16,317.28. Treasurer Villinger asked for a motion to accept the treasurer's report. On a motion by Virginia Michelin (Morris) and seconded by Harriet Honigfeld (Monmouth) and treasurer's report was unanimously accepted.

Treasurer Villinger initiated a discussion about the draft budget that was made available. He is proposing upping the dues back to the pre COVID level of \$150 per county. Treasurer Villinger discussed how expenses have changed and how the proposed budget shows us as breaking even with dues going to \$150 per



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county. Discussion about making a donation to Thompson Park, Zoom license, summer tour, holiday luncheon and revising the budget to reflect current expenses.

President Stanuikynas asked for two votes: one on making a \$200 donation to the Monmouth County parks and the second for raising the dues back to \$150. Doug Greenfeld (Middlesex) asked for some clarification about why we are donating to Monmouth County Parks. Discussion ensued about the history of why we make a donation to Monmouth County Park. It is not a requirement, but they provide us equipment, coffee, technical assistance etc.. Treasurer Villinger will look to see who the previous checks were made payable to. The vote to make a donation to Monmouth County parks will be tabled for now and added to the 2023 budget for adoption.

President Stanuikynas asked for a motion to raise dues back to \$150 Kamal Saleh (Union) made a motion, Ryan Conklin (Warren) seconded. Discussion ensued. Fees were reduced because of the burden of COVID not that expenses have gone done. In the past there were discussions of getting rid of fee for food and raising dues to \$200, \$250, \$300, but that was pre COVID. The motion passes unanimously, dues raised back to \$150 for 2023.

3. Presentation by Donna Rendeiro and Matt Blake, NJ OPA, “Understanding the SPC’s Warehouse Siting Guidance”

Donna Rendeiro discussed doing 8 presentations, 4 coming down the pike on warehouses. Presented at League webinar yesterday (86 attendees present). Giving standard presentation on warehouses are still in demand, still a big issue statewide. NJ Office of Planning Advocacy (OPA) is in the Department of State. NJOPA coordinates state planning and state development and redevelopment plan, they are not regulatory. Logistics in NJ is a huge part of our economy. OPA job is to balance 1st priorities of



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each department (NJDEP priority is environment, EDA is economic growth etc.) We are a logistics state (between ports) and the Garden State. Need to balance both. 12% of NJ jobs are in Logistics.

Improperly scaled project can have detrimental effects to surrounding communities.

Pressures on Farmland and open space communities. Urban communities overburdened (truck, diesel traffic). Warehouses themselves aren't bad, traffic the issue.

Transportation network is impacted, today impacts, and tomorrow impacts. Towns need to be proactive to look at Master Plan and ordinances ahead of time.

We've had a state plan since the 1930's. Up until 10 years ago all warehouses in the urban core of NJ. This makes these communities heavily burdened.

1980's brought the housing sprawl, now we have the warehouse sprawl.

Guidance developed to help Counties and Muni's update their master plans. Adopted by State Planning Commission in September. Not regulatory, it is a guidance document. Muni's need to consult with their Land Use attorney and be consistent with their local approach to land use. Land Use policies vary between municipalities. *Municipalities should consult with their Land Use attorney on how they should address these issues.*

Guidelines in three main categories. Municipalities must be proactive, look at master plans etc., some considerations go beyond. County planning departments are extremely underutilized, when they have resources, they should be utilized.

Matt Blake takes over:

SPC adoption process had lots of input on this document. Public wanted to see regional authorities (State, Highlands, Pinelands, Counties) take a more proactive role in regulating warehouse development. OPA shares many of the public concerns, poorly sited developed. SPC does not have authority to regulate, but can develop policies,



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guidance etc. Many policy statements are included in the guidance document to help municipalities.

Guidance aims for towns to do planning upfront, do reexams sooner than later. Make it more comprehensive especially if more warehouses are coming or expecting larger development. Different towns will be able to use different parts of the guidance document to suit their needs. Different types of warehouses, zoning not always designed to cover all the different types, especially these super center, larger warehouses. Definitions needs to be clearer as to what type of warehouse you are talking about, allowed as a use or a conditional use. Geography of transport, definition of warehouses that OPA likes to use. (Transport systems, storage facilities, manufacturing facilities, parcel facilities, distribution facilities and terminal facilities)

Traditional vs modern warehouses., duration that goods stay on site.

Trip generation manual, ITE manual, another good guide to traffic and warehouses. Three types of fulfillment: distribution, fulfillment and last mile fulfillment (stations).

Size of warehouses are consideration, LOS (level of service) is a big consideration, sensitive sites. There are different sizes of warehouses: large format regional facilities, major distribution center, large fulfillment centers, last mile. Under 150,000 sq ft need to be nearer residential as they are delivery facilities. May be okay in an overburdened community. Need to look at sites and what the end goal of a warehouse is.

High cube warehouse (HCW), above three stories in it. Less employees, more repackaging of goods. Lots of these in the Lehigh valley. Take up less land, less impervious area, but lots of vehicles coming in and out. How can these types of structures be repurposed if current use goes away?

UPDATE MASTER PLAN AND ZONING BEFORE HAND! Treads and developments keep changing do not wait until the proposal is in, it's too late.



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Areawide siting consideration – SPC all about compact, center growth. Towns look at excluding significant resources, wetlands, flood hazard areas etc. Not appropriate to take preservation areas and develop them. Don't over burden certain communities.

Toolkit, impact analysis (LU, traffic, infrastructure, sensitive resources, etc.) and cost benefit analysis (costs, wages, employment demand). Developer will say x, you need to look at numbers.

Special exemptions: Large-scale warehouses etc: traffic, air, noise, odors impacts. Need to buffer from sensitive receptors. Ordinances need to be clear, vague could get over turned in court (re: vague ordinances).

Redevelopment and brownfields, PILOTS (potential tool), process to be looked at, another tool to help. Can get creative with performance standards and negotiate with redeveloper.

Traffic, transportation, road safety planning, substantial issues. Where do vehicles park? Truck routes should be laid out. Regional impacts should be laid out. A quarters study should be done.

Sustainable design, see sustainable NJ, use greener design. Solar on roof tops. Site plan, ask developers for concessions, especially with variances and waivers. Negotiate. Color, materials, etc. are all part of the discussion. Aesthetics of your community is also important, should be in Master Plan (graphic representation also helpful maybe form-based code).

Community engagement important. Residents can have good intel, input, you should get feedback/input sooner than later. Sometimes it's too late if you wait. Community support is good. Regional approach helpful. County subdivision and site plan review can require offsite improvements within the confines of the County Planning Act.



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Establish TAC for regional approach, state agency, county etc. Part of a quarter study or planning process.

Donna Rendeiro Back:

OPA working on three major efforts: working group structure effort; model draft ordinance for warehouses and mapping project with Rowan, NJ Future, SADC, existing warehouse and proposals and areas to site or not site warehouses map. Burlington and Somerset being asked to be guinea pigs for this effort, appear to have buy in. This is the 9th presentation on Warehouse guidance documents. More presentations by OPA on the guidance warehouse documents will be happening.

Everyone thinks warehouse guidance content is good. It's a living document and will be updated as needed. Public wants it to be more regulatory, others don't want any more regulations. Currently four bills in the legislature right now concerning warehouses/guidance document. OPA hopes towns take it to heart and adopt and use these guidance documents. Donna thinks counties could play a huge role in the Warehouse process. Work with your neighboring municipalities. Not required but helpful to do that.

Discussion ensued about what counties and state receive as feedback from the public. Public doesn't understand the master planning process needs to address types of uses, they need to be involved in this process before development is proposed. Public doesn't understand that counties have no override authority. Once project comes in, can't change zoning or master plan.

Ryan Conklin, Warren County getting lots of warehouse overflow from Lehigh Valley. Truck routing an issue as well. County had meeting with all towns except one. Needs to be a more ground up approach in the MLUL. All Warren County towns want the rateables. Problem with prorated share of traffic, developers threatening to sue the County. Development not on county road. TDR with tax sharing as a possible solution.



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Transportation district development act is underutilized. Discussion about a Warehouse TDR program as a potential tool/option.

Allen Weston NJAC Update – Some more bills are pending about Warehouses. New Jersey Association of Counties (NJAC) is having their conference May 3-5th.

Presentation on Open Space Trust Fund (Walt Lane, Mark Villinger, Francesca Giarratana), proposals due Feb. If we have any topics, let him know. Health benefit increase are coming for state plan. Hoping their will be an agreement soon, subsidized \$125, possibly capping raising rates at 3% for employees. Hoping something will come soon for counties in state run health plan.

Stephen Milgrom – NJ BAC “Business Advocacy within State Government”

President Stanuikynas met Steve Milgrom a couple months ago. Counties should work closely with their EDC directors.

NJ Business Action Center (BAC) has existed for over 30 years. Been reorganized around a lot over the years. They are a business management group. They take phone calls, have a call center. Helps developers get projects going, find a good location for these projects. They are site selectors, help with approvals, NJDEP, NJDOT, help guide companies thru this process.

Office of export promotion, help companies how to export. Great opportunity, advise and consult with companies on who could be a good partner, place to export.

State trade and expansion program (STEP) provides financial support to those looking to expand their global business. Allows companies to attend international trade shows.

Don't need to be a partner with the state. Help companies to see if there is a market for their products.



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NJBAC needs to coordinate with OPA. They need to work together. Steve Milgrom works with Donna and Matt Blake. Help companies have facts, saves them time and money on projects.

Office of small business advocacy, works with startups to main street. Getting licenses of DBE, MBE, VOB, DVOB etc. Navigating regulatory processes, procedure processes.

Cannabis training academy, providing training for companies, virtual. Educate, empower, and establish people on how to develop a business. It's a very expensive and costly business. People need to know the startup costs and business issues. Storage issues with cannabis, store money in a vault, can't put in a bank.

NJBAC also works with NJEDA. EDA is the bank, for loans and grants for various businesses. NJBAC helps businesses contact government agencies. NJ Division of Taxation has a direct contact with NJBAC to help companies. NJBAC provides hiring grants. Steve Milgrom is the ombudsman to the NJDEP. NJBAC also works closely with county EDCs. Local EDCs usually Steve Milgrom's first call.

Small business dept has a check list for people starting a business.

<http://www.Business.nj.gov> great website for business. They have a live chat 8-5pm daily. Business starter kits are available for different businesses (food truck, cleaning service, etc.) Helps company with IRS, registering with Division of Taxation.

They work with Small Business Development centers (SBCD) and SCORE, UCEDC, PTAC (Procurement TAC), other services available.

EDA has loans, CDFIs have loans as well. Overall goal is to grow businesses. NJBAC needs help with Construction code officials. They don't always arrive in a timely manner.

Certified registrations are free since COVID. Certifications take ~8 weeks to get. STEP program helped businesses with E-commerce, since no trade shows happened during



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COVID. Secretary of State to provide assistance to do export of food businesses (WBE, DBE only).

Munis should create their own EDC or an economic development plan. Towns should have a contact person who understands and can get to local officials to make things happen, bring up issues and help usher projects thru. They could be a partner for Stephen Milgrom & the NJBAC.

Andras Holzmann (Passaic) finds that lots of developers don't understand the County site plan review is different. Asks Steve Milgrom if that is part of the training process for new businesses and how to build a new business. Steve Milgrom said they can reach out to the NJBAC with questions and that working with municipalities is part of the process.

Stephen.Milgrom@sos.nj.gov Stephen Milgrom, Manager, <https://www.nj.gov/state/bac/>

Business Chat line (800) JERSEY-7

4. Agency / Partner Updates (NJTPA, DVRPC, SJTPO, OPA, NJDEP, NJAC, RPA, NJEDA, etc.)

OPA – Donna Rendeiro, looking for municipalities that have digitized zoning, Donna needs it.

DVRPC written comments read by President Stanuikynas, new executive director Ariella Maron. She has 20 years' experience both public and private sector. First new ED in 16 years. DCI grant guidance will be out February 1st, applications open February 16th and application due date of April 28th. New grants to be available for four county region up to \$600,000 in funding available for this round.

DCA had no update via chat.



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No other partners on.

5. Committee Updates

Open Space committee update emails out by Secretary Villinger. President Stanuikynas asked if all committees could do a summary sheet going forward to help when time is short but an update is needed. There were updates on Open Space, Farmland and the Environment, see the summary sheet.

Utilities & Transportation, Kamal Saleh (Union) Dec 12, grant to study TOD along Bergen Light Rail line, extension, go up to Englewood Medical Hospital. Part of NJ Transit 10-year plan. NJ Transit, student discount program for buy 3 months and get one month (for full time and parttime). Port Authority, Dec 12, the monthly airport volume surpassed pre COVID amounts: 11 million more passengers, 112% amount, PA update on \$2.7 billion terminal A update, it opened. Estimated 13.6 million passengers for the upcoming year. First flights this month.

If anyone is interested in committees, email President Stanuikynas. Legislative committee hoping to meet with NJAPA in March. Education & Technology committee to look at scholarship for upcoming year. Bylaws committee to start up as well (Kamal Saleh and Walter Lane), reach out to President Stanuikynas if any interest in these.

6. Other Updates/Necessary Business

President Stanuikynas thanked Francesca Giarratana and Hudson County for all their help. He thanked fellow board members. If anyone has any comments or suggestions for future meetings email President Stanuikynas.

Next meeting is **February 17th**.

Joe Barilla (Morris) motions and Andras Holzmann (Passaic) seconds, meeting ends at 1:35pm



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County Attendees

Bob Lindaw
 Tom Stanuikynas
 Lauren Purdom
 Matt Pisarski
 Nick Cressman
 Kevin Force
 Sophia Calcaterra- Hull
 Marcella Traina
 Katherine Fullerton
 Doug Greenfeld
 Harriet Honigfeld
 Joe Barilla
 Virginia Michelin
 Mark Villinger
 Andras Holzmann
 Walt Lane
 Angela Knowles
 Kamal Saleh
 Ryan Conklin

Affiliation

Atlantic
 Burlington
 Cape May
 Cumberland
 Gloucester
 Hudson
 Hudson
 Hudson
 Hunterdon
 Middlesex
 Monmouth
 Morris
 Morris
 Ocean
 Passaic
 Somerset
 Somerset
 Union
 Warren

Partners/Presenters

Donna Rendeiro
 Matt Blake
 Stephen Milgrom
 Allen Weston
 Maria Connolly

Affiliation

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 NJOPA
 NJBAC
 NJAC
 NJDCA