

# APPROACH

## The Cross-Acceptance Work Program

Through Cross Acceptance, the State of New Jersey seeks to provide a simple and uniform process that maximizes input from constituent municipalities in relating their own master plans, zoning ordinances, and planning policies – and, by extension, their individual image and vision – with the overall State Plan.

The County of Bergen serves as the negotiating entity to communicate and coordinate the planning efforts of its municipalities, the State, and any regional body that has an impact on planning efforts.

The process as set forth by the County of Bergen has engendered the collaborative nature of Cross Acceptance through an iterative approach to reconciling local planning with the broader statewide effort.

So as to best facilitate Cross-Acceptance throughout Bergen County, the County has been divided into 6 planning “regions”, each consisting of a comparable number of municipalities and sharing many common planning issues, concerns, and opportunities. The County, as negotiating entity, scheduled meetings in each of the regions to distribute information, review the process, and facilitate communication of these issues, concerns, and opportunities.

The County’s Cross-Acceptance effort has sought to obtain information on future development anticipated within each municipality, a community’s current image and vision for its future, and the use of the State Plan and its policies by the municipality.

As this iterative process entailed the bulk of substantive comparison, policy consideration, and outreach efforts, the County obtained assistance from a full-time, in-house consultant funded under the Cross-Acceptance Grant to aid in the information flow and facilitate 70 municipal meetings, as well as the Kickoff and Regional meetings. County Planning staff were on hand to help synthesize this information and provide technical assistance, where applicable.

Base information collected through this process was compiled to help determine future growth in population and employment, development and redevelopment, and preservation efforts (including farmland and open space initiatives). Specific locations slated for growth were also identified.

In line with this, the County’s Cross-Acceptance effort also identified proposed changes to the State Plan and its map – most importantly, where it does not accurately reflect the landscape underlying its designations. Given that the State Plan map will be used for future permitting and infrastructure investment, it is critical to note whether areas appropriate for development are designated as such by the State (thereby incurring less stringent permitting requirements, and prioritized for infrastructure investment, where available), while areas that are home to critical environmental features or better

suited for preservation efforts are accurately designated for more intensive permitting requirements to stave off inappropriate development and/or encourage preservation efforts.

In order to accomplish all of these key elements, the County's Cross-Acceptance effort was (and continues to be) accomplished through the following phases of work:

- ***Pre-Cross Acceptance.*** In anticipation of the April release of the 2004 New Jersey State Development and Redevelopment Plan, the County assumed its role as negotiating entity by preparing for county participation and municipal preparation on simultaneous tracks.
- ***Comparison.*** The comparison element of Cross Acceptance entailed initial data collection and analysis, review of State-issued Plan elements, and meetings with stakeholders in various arenas, including an overall Smart Growth Resource Forum and Countywide Kickoff Meeting, as well as Regional Meetings that targeted areas of the county based upon common issues, concerns, resources, and histories. As the comparison phase entailed the bulk of substantive comparison, policy consideration, and outreach efforts, the County sought assistance to be funded under the Cross-Acceptance Grant to aid in the information flow and facilitate 70 municipal meetings, as well as the Kickoff and Regional meetings.
- ***Draft Cross-Acceptance Report.*** Issuance of this Draft Cross-Acceptance Report has incorporated all changes and refinements made during the Cross-Acceptance Process, in cooperation with the Participating Municipalities and the County.
- ***Negotiation.*** As the negotiation element of the Cross-Acceptance Process unfolds, it will address issues, concerns, and conflicts regarding changes and refinements made, with the participation of Affected Municipalities, the County, and the State.
- ***Final Plan Approval/Adoption.*** Final Plan Approval and Adoption represents the completion of the Cross-Acceptance Process and the Formalization of the refined State Development and Redevelopment Plan.

## **Overall Scope of Work & Schedule**

### **PRE-CROSS-ACCEPTANCE**

*In anticipation of the April release of the 2004 New Jersey State Development and Redevelopment Plan, the County assumed its role as negotiating entity by preparing for county participation and municipal preparation on simultaneous tracks. This has entailed the following:*

#### **Preparation for County Participation**

- Drafting a Notice of Participation, outlining the County's role as negotiating entity and willingness to participate actively in the Cross-Acceptance process.
- Submitting a Freeholder Resolution of Approval, memorializing the County's governing body's sanction of this activity and the assignment of the Department of Planning and Economic Development as lead executing agency.
- Submitting the work program and grant application to the Office of Smart Growth.
- Attending the mandatory Cross-Acceptance Grant Application Meeting, held on February 20, 2004 before the New Jersey County Planners Association.

#### **Preparation for Municipal Participation**

- Creating initial mailing lists to 70 Mayors, in order to have them appoint a Municipal Cross-Acceptance Representative. This mailing list also included Regional Agencies and other interested parties.
- Preparing a municipal letter, gauging municipalities' willingness to participate in the Cross-Acceptance process.
- Preparing a form (for mailing and/or FAX-back) to identify Municipal Cross-Acceptance Representative (including sign-off by mayor, governing body, and Planning Board chairperson).
- Preparing a sample Municipal Resolution/Waiver, memorializing municipalities' willingness to participate in the Cross-Acceptance process.
- Preparing a mailing of all above elements.

- Preparing a questionnaire to collect information on municipal planning resources, policy issues, localized issues of concern, and potential mapping conflicts and changes.
- Preparing Planning Area and Information Layer Maps (printed from GIS format, overlaid with Bergen County Parcel Map information layer, and itself overlaying the most recent digital orthophotography/aerials) for 70 Municipalities.
- Creating a mailing list of 70 Municipal Cross-Acceptance Representatives based upon returns from the above-referenced form.
- Preparing a mailing of questionnaire and support information.

## **COMPARISON**

*The comparison element of Cross Acceptance entailed initial data collection and analysis, review of State-issued Plan elements, and meetings with stakeholders in various arenas, including an overall Smart Growth Resource Forum and Countywide Kickoff Meeting, as well as Regional Meetings that targeted areas of the county based upon common issues, concerns, resources, and histories. As the comparison phase entailed the bulk of substantive comparison, policy consideration, and outreach efforts, the County sought assistance to be funded under the Cross-Acceptance Grant to aid in the information flow and facilitate 70 municipal meetings, as well as the Kickoff and Regional meetings. This has entailed the following:*

### **Collection of Analytical Data**

- Collecting and reviewing data layers provided by State Agencies.
- Collecting requisite data for analysis of County Planning Resources (In-house Review)
- Collecting requisite data for analysis of Municipal Planning Resources (Questionnaire results and matrix of municipal planning resources/information).

### **Preliminary Plan Release**

- Reviewing Preliminary Plan in anticipation of Countywide Kickoff Meeting and Smart Growth Resource Forum.
- Preparing fact-sheet of salient points of Preliminary Plan (to include in Kickoff Meeting/Forum informational packets).

### **Countywide Kickoff Meeting/Smart Growth Resource Forum**

- Preparing invitation to Kickoff Meeting/Forum (for municipal information and participation).
- Preparing informational packets for Kickoff Meeting/Forum.
- Facilitating/conducting Meeting/Forum between Office of Smart Growth, County Representatives, constituent municipalities (and their respective Cross-Acceptance Representatives), and interested agencies. This entailed presentation of the Preliminary Plan, as well as the Cross-Acceptance and Plan Endorsement Guidelines to municipalities, as well as the general public.

### **Comprehensive Review and Analysis of Preliminary Plan**

- Conducting a comprehensive review of the Preliminary Plan.
- Soliciting comments on policy elements of State Plan from Municipal Cross-Acceptance Representatives. This entailed individual meetings, telephone conversations, and corollary outreach to these representatives, their planning and zoning officials, consultants, and other associates.
- Soliciting comments on substantive mapping elements of State Plan from Municipal Cross-Acceptance Representatives. This entailed individual meetings, telephone conversations, and corollary outreach to these representatives, their planning and zoning officials, consultants, and other associates.
- Analyzing Data at Varying Geographic Levels for Consistency/Inconsistency (State, County, and Local).
- Compiling Suggested Mapping/Policy Changes based upon above Data Collection and Analysis.

### **Regional Outreach Meetings**

- Reviewing questionnaire results from Municipal Cross-Acceptance Representatives.
- Individual visits to 70 Municipalities to review questionnaire, maps, and identify further issues and concerns regarding Municipal, County, Regional, and State Planning.
- Identifying issues of import for Regional Meetings (based upon above).
- Preparing informational packets for Regional Meetings.

- Conducting Regional Outreach Meetings. Three (3) meetings were conducted, based upon common geography – the “Planning Regions” of Bergen County (Northwest Bergen, Pascack Valley, Northern Valley, Central Bergen, Southwest Bergen, and Southeast Bergen) were reviewed to determine a logical approach to determining this geography. In so doing, the municipalities that comprise each of these Planning Areas were provided a forum to discuss issues both common to the overall area, and particular to that individual community.

## **DRAFT CROSS-ACCEPTANCE REPORT**

*Issuance of this Draft Cross-Acceptance Report has incorporated all changes and refinements made during the Cross-Acceptance Process, in cooperation with the Participating Municipalities and the County. This has entailed the following:*

- Preparing and Reviewing Map Amendment Documents based upon municipal input.
- Preparing the Draft Bergen County Cross-Acceptance Report.
- Upcoming Public Hearing on Draft Bergen County Cross-Acceptance Report.
- Upcoming soliciting and incorporation of comments on Draft Bergen County Cross-Acceptance Report.

## **NEGOTIATION OF POLICY AND MAPPING CHANGES**

*As the negotiation element of the Cross-Acceptance Process unfolds, it will address issues, concerns, and conflicts regarding changes and refinements made, with the participation of Affected Municipalities, the County, and the State. This will entail the following:*

- Establishing the Negotiating Committee.
- Facilitating the Negotiating Committee Meeting with State Planning Commission.
- Reviewing Municipal Dissenting Reports.
- Conducting Municipal Negotiation Session.
- Receiving and Incorporating Comments into Statement of Agreements/Disagreements.

## **FINAL PLAN APPROVAL/ADOPTION**

*Final Plan Approval and Adoption represents the completion of the Cross-Acceptance Process and the Formalization of the refined State Development and Redevelopment Plan. This will entail the following:*

### **Final Bergen County Cross-Acceptance Report**

- Preparing Final Bergen County Cross-Acceptance Report.
- Authorizing transmittal of Report to State Planning Commission, via Freeholder Resolution.

### **Final State Development and Redevelopment Plan**

- Reviewing Final State Development and Redevelopment Plan, reflecting changes and refinements made through the Cross-Acceptance Process.

### **SPC Public Hearing**

- Attending Public Hearing for the Final State Development and Redevelopment Plan, as conducted by the State Planning Commission.

**BERGEN COUNTY CROSS-ACCEPTANCE  
WORK PROGRAM AND SCHEDULE OF DELIVERABLES**

<b>TASK (by Phase of Work)</b>	<b>SCHEDULE</b>	<b>PRODUCT (where applicable)</b>
<b><i>PRE-CROSS ACCEPTANCE</i></b>		
<b><u>Preparation for County Participation</u></b>		
Draft Notice of Participation	COMPLETE (January 2004)	Notice of Participation
Submit Freeholder Resolution for Approval	COMPLETE (January 2004)	Freeholder Resolution
Submit Work Program and Grant Application to OSG	COMPLETE (January 2004)	Work Program/Grant Application
Attend Mandatory Cross-Acceptance Grant Application Meeting	COMPLETE (February 2004)	Review Meeting Materials
<b><u>Preparation for Local Participation</u></b>		
Create Initial Mailing Lists (70 Mayors, Regional Agencies, Other Interested Parties)	COMPLETE (March - April 2004)	Computerized Mailing List
Prepare Municipal Letter	COMPLETE (March - April 2004)	Municipal Outreach Letter
Prepare Form to Identify Municipal Cross-Acceptance Representative	COMPLETE (March - April 2004)	Municipal Representative Form
Prepare Sample Municipal Resolution/Waiver	COMPLETE (March - April 2004)	Sample Municipal Resolution/Waiver
Prepare Mailing of all above elements	COMPLETE (March - April 2004)	Packets of Information for 70 Municipalities
Prepare Municipal Questionnaire (to be sent to Cross-Acceptance Representative)	COMPLETE (March - April 2004)	Municipal Questionnaire and Support Information
Prepare Planning Area and Information Layer Maps for 70 Municipalities	COMPLETE (March - September 2004)	Packets of Maps/Information to be included with Questionnaire
Create Mailing List of 70 Cross-Acceptance Representatives	COMPLETE (April - September 2004)	Computerized Mailing List
Prepare Mailing of Questionnaire and Support Information	COMPLETE (April - September 2004)	Packets of Information for 70 Municipalities
<b><i>COMPARISON</i></b>		
<b><u>Collection of Analytical Data</u></b>		
Collect and Review Data Layers (provided by State Agencies)	COMPLETE (January - September 2004)	Comments and Changes submitted to OSG
Collect Requisite Data for Analysis of County Planning Resources	COMPLETE (April - May 2004)	In-house Review of Planning Resources
Collect Requisite Data for Analysis of Municipal Planning Resources	COMPLETE (April - September 2004)	Questionnaire Results/Matrix of Municipal Planning Resources/Info
<b><u>Preliminary Plan Release</u></b>		
Review Preliminary Plan in anticipation of Countywide Kickoff Meeting/Forum	COMPLETE (April - May 2004)	
Prepare Fact-sheet of Salient Points of Preliminary Plan (to include in Kickoff Meeting/Forum Packets)	COMPLETE (April - May 2004)	Fact-Sheet of Salient Points
<b><u>Countywide Kickoff Meeting/Smart Growth Resource Forum</u></b>		
Prepare Invitation to Kickoff Meeting/Forum	COMPLETE (May 2004)	Invitation to Kickoff Meeting/Forum
Prepare Packets for Kickoff Meeting/Forum	COMPLETE (May 2004)	Packets for Kickoff Meeting/Forum
Facilitate Meeting between OSG, County, Constituent Municipalities, and Interested Agencies	COMPLETE (June 2004)	Conduct/Facilitate Meeting
Conduct Meeting between OSG, County, Consituent Municipalities, and Interested Agencies (this will entail presentation of Preliminary Plan, as well as the Cross-Acceptance and Plan Endorsement Guidelines to Municipalities, as well as the General Public)	COMPLETE (June 17, 2004)	Conduct/Facilitate Meeting
<b><u>Comprehensive Review and Analysis of Preliminary Plan</u></b>		
Comprehensive Review of Preliminary Plan	COMPLETE (June - October 2004)	
Solicit Comments on Policy Elements of State Plan from Municipal Cross-Acceptance Representatives	COMPLETE (June - October 2004)	Matrix of Policy and Goal Statements from Municipalities, relative to the State Plan
Solicit Comments on Substantive Mapping Elements of State Plan from Municipal Cross-Acceptance Representatives	COMPLETE (June - October 2004)	Matrix of Suggested Mapping Changes

<b>TASK (by Phase of Work)</b>	<b>SCHEDULE</b>	<b>PRODUCT (where applicable)</b>
Analyze Data at Varying Geographic Levels for Consistency/Inconsistency	<b>COMPLETE</b> (June - October 2004)	Documented Analysis of Consistency/Inconsistency between Planning Resources
Compile Suggested Mapping/Policy Changes based upon above Data Collection and Analysis	<b>COMPLETE</b> (June - October 2004)	Submission of Suggested Mapping/Policy Changes
<b>Regional Outreach Meetings</b>		
Review Questionnaire with Municipalities	<b>COMPLETE</b> (June - October 2004)	Completed Questionnaire with Results
Individual Municipal Visits (70 Municipalities) to Review Questionnaire, Maps, and Identify Further Issues/Concerns	<b>COMPLETE</b> (June - October 2004)	Matrix of Municipal Input, including Map Amendment Document information and Suggested Amendment of Policy/Goal Statements
Identify Issues for Regional Meetings (based upon above)	<b>COMPLETE</b> (August - October 2004)	In-house "White Paper" on issues
Prepare Packets for Regional Meetings	<b>COMPLETE</b> (August - October 2004)	Packets for Regional Meetings
Conduct Regional Outreach Meetings:		
Regional Outreach Meeting #1	<b>COMPLETE</b> (September 27, 2004)	Conduct/Facilitate Meeting
Regional Outreach Meeting #2	<b>COMPLETE</b> (October 4, 2004)	Conduct/Facilitate Meeting
Regional Outreach Meeting #3	<b>COMPLETE</b> (October 19, 2004)	Conduct/Facilitate Meeting
<b>DRAFT CROSS-ACCEPTANCE REPORT</b>		
Preparation of Map Amendment Documents and Mapping Changes	<b>COMPLETE</b> (June - December 2004)	Map Amendment Documents/Mapping Changes (GIS format)
Preparation of Draft Bergen County Cross Acceptance Report	<b>COMPLETE</b> (June - December 2004)	Draft Cross Acceptance Report (Transmit to OSG, regional entities, municipalities, and public, along with info on right to file dissenting reports)
Public Hearing on Draft Cross Acceptance Report	<b>COMPLETE</b> (January 10, 2005)	Conduct/Facilitate Meeting
Receive and Incorporate Comments on Draft Cross Acceptance Report	<b>COMPLETE</b> (January 12, 2005)	Receive/Compile Comments
<b>NEGOTIATION OF POLICY AND MAPPING CHANGES</b>		
<b>Negotiate Changes &amp; Establish Agreement/Disagreement</b>		
Establish Negotiating Committee	February 2005 - March 2005	Establishment of Negotiating Committee (Planning Board) -- Submit to OSG
Negotiating Committee Meeting with State Planning Commission	March 2005 - April 2005	Conduct/Facilitate Meeting
Review Municipal Dissenting Reports	March 2005 - April 2005	
Conduct Municipal Negotiation Session	March 2005 - April 2005	Conduct/Facilitate Meeting
Receive and Incorporate Comments into Statement of Agreements/Disagreements	April 2005	Statement of Agreements and Disagreements
<b>FINAL PLAN APPROVAL/ADOPTION</b>		
<b>Final Cross-Acceptance Report</b>		
Prepare Final Cross Acceptance Report	January 2005 - February 2005	Final Cross Acceptance Report
Authorize transmittal to SPC via Freeholder Resolution	January 2005 - February 2005	Freeholder Resolution
<b>Final State Development and Redevelopment Plan</b>		
Review Final State Development and Redevelopment Plan/Infrastructure Needs Assessment	Pending SPC Dissemination and Countywide Negotiations	
<b>SPC Public Hearing</b>		
Attend SPC Public Hearing	July 20, 2005	Attend SPC Public Hearing