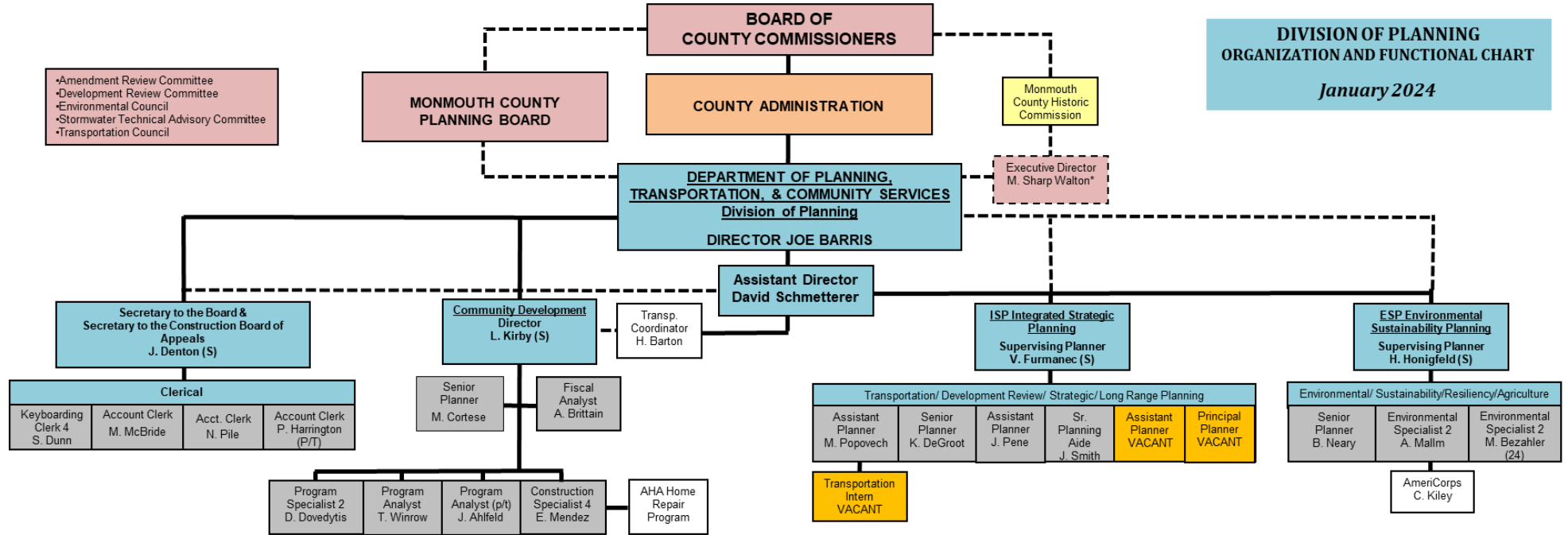


Monmouth County Division of Planning Year in Review 2023



DIVISION OF PLANNING ORGANIZATION AND FUNCTIONAL CHART

January 2024



COMMUNITY DEVELOPMENT PROGRAM	INTEGRATED STRATEGIC PLANNING (ISP)	ENVIRONMENT & SUSTAINABILITY PLANNING (ESP)	NOTES
<ul style="list-style-type: none">•Coordinate HUD Committees•Asbury Park CDBG Program•Middletown CDBG Program•Community Development Block Grant Programs<ul style="list-style-type: none">•Municipal•Community Service•Grow Monmouth Façade Improvement•Home Repair•HOME Program<ul style="list-style-type: none">•First Time Homebuyers Program•Affordable Housing Assistance•Fair Housing Officer•Fair Housing Poster Contest•ESG Programs<ul style="list-style-type: none">•COVID/CARES/CDBG-CV Prepare/Manage•Analysis of Impediments•5-Year Consolidated Plan•Annual Plan•CAPER•CDBG Program Bylaws•DIS•Coordinates CD programs w/Finance•Participates in Bond Calls w/Finance <div>HUD Oversight Committee CDBG/HOME/ESG Committees Fair Housing Board</div>	<ul style="list-style-type: none">•Master Plan & Updates•Cultural Planning•Virtual Cultural and Heritage Byways•Annual Profile Report•Annual At-a-Glance•Insight Reports & Special Studies•Maintain Municipal Ordinance Files•Planning Board Merit Awards•Planning/Technical Assistance<ul style="list-style-type: none">•Municipal Planning Assistance•Redevelopment•Monmouth Arts Support•Brookdale CC Support•Grow Monmouth Program•Upper Freehold Historic Farmland Byway•NJTPA/TNJ Liaisons•Administer STP Core Program (STP)•Administer Sub Regional Program (SSP)•Administer JARC Grant•Special Transportation Reports<ul style="list-style-type: none">•Transit Map•Bicycle/Pedestrian advocacy•Prepare and Maintain County Road Plan•Transportation Newsletter•Complete Streets•Technical Assistance to Municipalities as needed <div>Development Review Committee Sustainable Jersey Hub Planning Board Merit Awards Committee MC Transportation Council</div>	<ul style="list-style-type: none">•Development Review•Amend and Maintain Development Regulations•Performance Bond Releases•Collection of Improvement Fees•Developer Agreement Inventory•Quarterly and Annual Development Activity Reports/GIS data•Archive and File Management•Assist w/ County Road Plan•Research and Technical Assistance as needed <div>CRS User Group MC Environmental Council MC Agriculture/Development Board Amendment Review Committee (ARC) Stormwater Technical Advisory Committee (STAC)</div>	<ul style="list-style-type: none">* Planning Division provides administrative assistance <div>Trainee/Assistant Planners M. Popevch: Transportation Focus Q. Ruff: Development Review Focus A. Shanahan: General K. DeGroot: General</div>



A photograph of a light-colored dog swimming in a body of water, holding a log in its mouth. The background is a blurred forest. The image is split vertically, with the left half showing the dog and water, and the right half being white with text.

ENVIRONMENTAL PLANNING

- Multi-Jurisdictional Program for Public Information (MJPPI): Expanding the CRS Program
- Stormwater Ordinance Reviews in Response to New Legislation
- Countywide Resiliency Meeting

ENVIRONMENTAL PLANNING

Multi-Jurisdictional Program for Public Information (MJPPI)

Expanding the CRS Program

Staff has been working with the New Jersey Coastal Coalition (NJCC) and several Community Rating System (CRS) municipalities in the county to create a MJPPI similar to that found in South Jersey communities. A MJPPI provides information to the public on a variety of flood-related topics and issues. This activity works as a CRS credits multiplier for other CRS eligible activities. Towns that participate in the MJPPI can expect additional CRS points that could result in larger flood insurance premium reductions.



ENVIRONMENTAL PLANNING

Stormwater Ordinance Reviews in Response to New Legislation

In response to an update to N.J.A.C. 7:8, all municipal stormwater control ordinances must be revised by July 18, 2024. The mandated changes incorporate measures to implement the latest New Jersey Municipal Separate Storm Sewer System (MS4) permits. Accordingly, the Monmouth County Planning Board and its Stormwater Technical Advisory Committee are tasked with this assignment, which is already underway.

Countywide Resiliency Meeting

In July, the Monmouth County Division of Planning and the Monmouth County Community Rating System Users Group convened a meeting of various government, educational, and nonprofit partners working on coastal resilience projects. The participants completed an interactive survey and Geographic Information System mapping exercise to highlight projects underway throughout the county.



FARMLAND PROGRAMS

- Farm Preservation
- The First Two Special Occasion Events (SOE) Permits
- The First Use of Readiness and Environmental Protection Integration (REPI) Funds in Monmouth County



FARMLAND PROGRAMS

Farm Preservation

The Monmouth County Agriculture Development Board acquired two new agricultural easements in 2023 bringing the total farmland preserved in the county (with state-format deeds of easement) to 15,734 acres.

The First Two Special Occasion Events (SOE) Permits

P.L. 2023, c. 9 became law in February, allowing preserved farms to host special occasion events such as weddings under certain conditions. The Monmouth County Agriculture Development Board processed and approved its first two permits for events at Bullock Farms in Upper Freehold and Beyond Organic Growers in Howell. In addition to obtaining county approval, the farms must also conform with municipal zoning and secure local approvals before sponsoring any relevant events.



FARMLAND PROGRAMS

The First Use of REPI Funds in Monmouth County

Monmouth County spearheaded a number of planning projects in the last decade to support Naval Weapons Station Earle, including the 2017 NWS Earle Joint Land Use Study and the 2022 Next Steps to Compatibility Planning Study. As complement to these efforts, Monmouth County and Monmouth Conservation Foundation have been working with the US Navy to protect land through the Department of Defense's (DoD) Readiness and Environmental Protection Integration (REPI) Program. Thus, the first two conservation and agricultural easements in Monmouth County purchased through an agreement with the DoD closed in the fall of 2023.

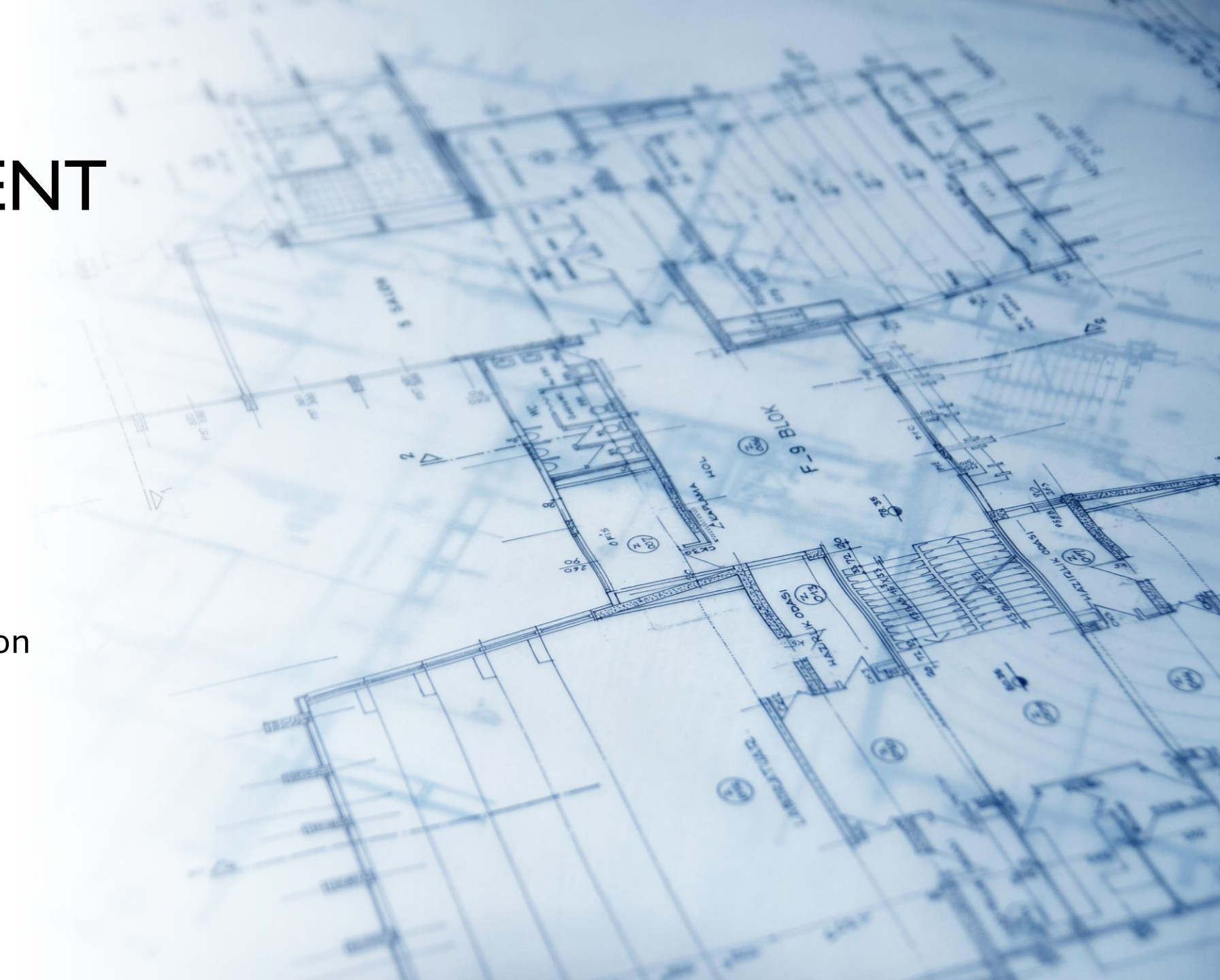
- 20+/- acre wooded parcel on Brickyard Road in Howell
- 235-acre equine farm on Hockhockson Road in Colts Neck

Adjacent to Naval Weapons Station Earle, these sites will help to buffer the military base and minimize land use conflicts with the public. Monmouth County, the DoD, Monmouth Conservation Foundation, and the two municipalities contributed funds to the deals.



DEVELOPMENT REVIEW

- Development Activity
- Development Review Database
- Development Regulation



DEVELOPMENT REVIEW

Development Activity

Planning staff processed and reviewed plans for 208 new development applications and revised plans for 252 applications. Affordable housing and warehouse development comprised the main types of development in 2023. Fees collected in 2023 totaled \$241,068.39, including application, revised plan, inspection and agreement preparation fees.

Development Review Database

Planning staff is working with IT staff to develop a new SQL database to replace the current outdated Access database. This will make it easier to generate data driven reporting. Anticipated rollout is early 2024.



DEVELOPMENT REVIEW

Development Regulation

Staff spent much of the year working on revisions to the County of Monmouth Development Regulations, Volume 1, Application Review and Approval Procedures. The modifications are intended to make the regulations and its associated documents more user friendly by removing duplicative instructions and clarifying the review and approval process. The new regulations are anticipated to be approved in early 2024.



A background image showing a business meeting. In the foreground, a person's hands are visible, holding a black pen and pointing at a document. The document contains various charts, including a pie chart and several bar charts. Other people's hands and arms are visible in the background, suggesting a collaborative work environment. The overall tone is professional and focused on data analysis.

STRATEGIC PLANNING

- Planning Board Annual Merit Awards
- Warehouse Development Report
- Insight Reports (At-A-Glance and County Profile)

STRATEGIC PLANNING

Planning Board Annual Merit Awards

Nine projects were nominated in 2023, seven of which were presented with a merit award and one project was awarded an honorable mention. Submission of applications was moved to an online format this year in order to streamline the process of compiling information for each application for presentation to the Planning Board.

Warehouse Development Report

With the growing concern about warehousing conflicting with other land uses and land preservation efforts, the Planning Division provided the Planning Board with an overview presentation of warehouse development in the County since the 1980s. Planning staff began using the ArcGIS Insights data analysis tool to make the collection and formatting of data more efficient. The software now allows for analysis of data, e.g., square feet of warehouse development by decade, which shows that warehouse development over the first three years of the 2023 decade already exceeds that of all prior decades.



STRATEGIC PLANNING

Insight Reports (At-A-Glance and County Profile)

Planning staff continued to evolve the 2023 editions of the Monmouth County At-A-Glance and County Profile reports, which are now prepared in an online format for convenience and functionality. Improvements this year included the inclusion of interactive maps for each municipality and soliciting photographs from Monmouth County residents.



TRANSPORTATION PLANNING

- SS4A a.k.a. Safe Streets for All
- Monmouth PATHS: Access for All
- SCAT Ridership Data
- Transportation Services



TRANSPORTATION PLANNING

SS4A a.k.a. Safe Streets for All

This federal grant has progressed to the agreement process, with staff coordinating administrative elements between U.S. Federal Highway and the grant's municipal sub-recipients. Planning staff presented Monmouth County's approach to the program and desired outcome of the county's "Road Safety Action Plan" at the 2023 NJ TransAction Conference.

SCAT Ridership Data

Planning staff analyzed SCAT ridership data in order to evaluate current operations and develop recommendations for improving SCAT services.

Transportation Services

Planning staff initiated greater coordination and cooperation between the Division of Planning, the Department of Transportation, the Department of Health, and the Office on Aging with an aim to enhance transportation services to eligible clients through Monmouth ACTS.



TRANSPORTATION PLANNING

Monmouth PATHS: Access for All

Planning staff and the consultant team of Stantec and FHI Studio embarked on a county-wide analysis of residents and visitors access to critical destinations, e.g., education, employment, health and shopping opportunities. The study team assessed demographic, geographic, and resident-provided data to develop a broad view of current conditions residents face in traveling to such basic needs. The study funded through NJTPA with a match from the County is on schedule and on budget with a completion date of June 2024.



COMMUNITY DEVELOPMENT

- 2023 Community Development Allocations
- 2022 Allocations
- Program Highlights
- CARES ACT Funds
- Fair Housing Poster Contest



COMMUNITY DEVELOPMENT

2023 Community Development Allocations

- \$2,499,282 in Community Development Block Grant (CDBG)
- \$1,621,258 in HOME Investment Partnerships Program (HOME)
- \$206,782 in Emergency Solutions Grant (ESG)

2022 Community Development Expenditures

During the FY2022 program year (July 1, 2022- June 30, 2023) Monmouth County expended:

- \$3 million in CDBG funds
- \$1.3 million in HOME funds
- \$255,725 in ESG funds



COMMUNITY DEVELOPMENT

Program Highlights

- 6 small façade improvement grants
- 64 Home Repair Program
- 15 households were provided grants up to \$10,000 in downpayment assistance through the Monmouth County First Time Homebuyer Program
- HOME funds towards the completion of 4 affordable rental units and 3 affordable homebuyer units
- Completed Public Facility and Infrastructure Projects in Keyport, Hazlet, Wall, Freehold Borough, Union Beach, Howell, Highlands, Red Bank.
- Provided funds to 7 nonprofits providing assistance to low/moderate income residents of Monmouth County



COMMUNITY DEVELOPMENT

CARES ACT funds

Monmouth County was awarded a total allocation of \$7,588,266 in CDBG-CV funds designated to help *eligible* small businesses and nonprofits recover from the Covid-19 pandemic.

In total, 364 small business and nonprofits were assisted through this program.

Additionally, Monmouth County was awarded \$2,525,700 in ESG-CV funds designated to local nonprofits to assist homeless and very low-income households affected by the Covid-19 pandemic.

In total, 1,288 (unduplicated) clients through rapid rehousing, homeless prevention, emergency shelter, and street outreach programs. The Emergency Rental Assistance Program was completed in October 2023



COMMUNITY DEVELOPMENT

Fair Housing Poster Contest

In 2023, 181 Monmouth County sixth grade students entered the Monmouth County Fair Housing Poster Contest. This contest helps to raise public awareness, to promote Fair Housing priorities, and to help eliminate housing discrimination. An awards luncheon was held at the Sheraton Eatontown to recognize the 25 prize winners. The 2024 calendar featuring the award-winning submissions was distributed in December 2023.





CLERICAL

- Answered 136 Open Public Records Act (OPRA) Requests
- Processed 193 Ordinances Received from Our Municipalities
- Construction Board of Appeals

CLERICAL

OPRA: Answered 136 Open Public Records Act (OPRA) Requests.

Records: Processed 193 Ordinances received from our Municipalities.

Construction Board of Appeals

Received 25 Appeal requests that were returned unprocessed, for either being filed untimely, or request withdrawn before application could be processed.

Received 4 appeal requests that were forwarded to Ocean County, due to conflicts.

Processed 32 appeal requests.

- 4 of the requests were forwarded to us from Ocean County.
- 16 requests were settled and withdrawn prior to hearing dates.
- 9 appeals were heard, and decisions processed (plus 1 appeal that had been adjourned from 2022).
- 7 appeals have been adjourned to 2024 dates.



Monmouth County Division of Planning New and Notable for '24



Photo by [Arthur Chauvineau](#) on [Unsplash](#)

Category	Task	Status	Master ...	Task Lead	Staff Support				Priority	Level
2020-2024 Consolidated Plan Followup	Section 3 Plan	In progress	10	Laura Kirby	Laura Kirby	Marissa Cortese	Joe Barris	Debbie Dovedytis	High	Lower
2020-2024 Consolidated Plan Followup	Marketing Plan for Minority Business Enterprises and Women Business Enterprises	In progress	10	Laura Kirby	Laura Kirby	Marissa Cortese	Joe Barris	Debbie Dovedytis	High	Lower
2020-2024 Consolidated Plan Followup	Update Limited English Proficiency Plan (LEP)	In progress	10	Laura Kirby	Laura Kirby	Marissa Cortese	Joe Barris	Tracy Winrow	Medium	Lower
2025 Comprehensive Plan	County Comprehensive Plan	Project Planni...	All	David Sc...	Laura Kirby	Ashley Brittain	Debbie Dovedytis	Elise Menenc	High	Significa
Administrative Support Services	Car Pool Coordination	In progress	NA	Nailah Pile	Nailah Pile	Sabrina Dunn			High	Moderate
Administrative Support Services	Finance Coordination	In progress	NA	JoAnn De...	JoAnn Denton	Ashley Brittain			High	Moderate
Administrative Support Services	Mail Distribution/Mailings	In progress	NA	Nailah Pile	JoAnn Denton	Nailah Pile	Sabrina Dunn	Marisa McBride	High	Moderate
Administrative Support Services	OPRA	In progress	NA	JoAnn De...	JoAnn Denton	Marisa McBride			High	Significa
Administrative Support Services	Reception/Phone Calls	In progress	NA	Nailah Pile	Nailah Pile	Sabrina Dunn	Marisa McBride		High	Significa
Administrative Support Services	Conference Room Management	In progress	NA	Nailah Pile	Nailah Pile	Marisa McBride			High	Lower
Administrative Support Services	RIM System	In progress	NA	Nailah Pile	Nailah Pile	JoAnn Denton			High	Moderate
Administrative Support Services	Web Page Content Management	In progress	NA	Nailah Pile	Nailah Pile	Marisa McBride			High	Moderate
Administrative Support Services	Filing, Library Organization, Archiving	In progress	NA	JoAnn De...	JoAnn Denton	Sabrina Dunn	Jeannine Smith	Marisa McBri	Medium	Significa
Data Management										
Administrative Support Services	Monmouth County Planning Board	In progress	NA	JoAnn De...	JoAnn Denton	Marisa McBride	Kyle DeGroot		High	Significa
Administrative Support Services	Construction Board of Appeals	In progress	NA	JoAnn De...	JoAnn Denton	Marisa McBride	Kyle DeGroot		High	Significa
Administrative Support Services	Historical Commission			Clerk I	Marisa McBride				Low	Moderate
Administrative Support Services	Monmouth County Environmental Council			Melissa B...	Harriet Honigfeld				Medium	Moderate
Administrative Support Services	Timekeeping and Payroll			Nailah Pile	Nailah Pile	JoAnn Denton	Ashley Brittain		High	Significa



Integrated Strategic Planning - ISP

- **Finalize the SS4A Grant Agreement and Project Kick-off**
- **New State Plan**
- **DocuSign!**
- **Development Regulations Volume I Update**
- **Development Review Database**



Environmental and Sustainability Planning -ESP

- **Procedure Updates – Stormwater Technical Advisory Committee and Waste Water Amendment Review Committee**
- **Fully Staffed!**



Clerical

- **Fully Staffed!**
- **Time to Cross Train on Important Tasks**



Community Development

- **Affordable Housing Alliance expanding our Home Repair Program Capabilities**



Photo by [Raze Solar](#) on [Un](#)

Admin

- **Continue and Expand Work with the New SCAT Director**
- **Wellness Transportation Program and Transportation Coordinator**





Admin

- **Continue and Expand Work with the New SCAT Director**
- **Wellness Transportation Program and Transportation Coordinator**
- **A Serious Conversation About AI**

