

Plan Endorsement Renewal
Guidelines
DRAFT 7.17.20

Step 1 - Plan Endorsement Renewal Request

Approximately 6 months prior to expiration, the Mayor shall submit a letter, along with any required municipal authorization, petitioning the State Planning Commission to renew their Endorsement. The letter shall explain why the municipality is seeking the renewal, outline assistance it seeks from state agencies and should include requests (if any) for map amendments. The letter should request an Endorsement Renewal meeting and will be accompanied by:

- ✓ An official Endorsement Statement that includes a recap and overview of the previous 10 years' activities and how the municipality remained consistent with each of the State Plan goals by including:
 - Major planning accomplishments from the past 10 years, including
 - Economic development and redevelopment
 - Infrastructure and utilities capacity, capital improvement
 - Transportation/Complete Streets
 - Sustainability (certification through Sustainable NJ program for example)
 - Center-based development and mixed use
 - Affordable housing compliance
 - Resiliency, hazard planning and mitigation (Including CRS level if applicable)
 - Protection of environmentally sensitive areas and sites of historic and/or cultural significance
 - Farmland preservation, open space, recreation and community facilities
 - Statement of how planning and economic growth and development goals are consistent with, and advance the goals and policies of the State Plan.
 - Statement of coordination with county plans, where applicable
 - Proposed Map Amendments (in GIS format), including new or modifications to Planning Areas, Centers, Cores or Nodes, along with justification for the requested change
 - Past 10 year demographic changes within Smart Growth Areas in relation to the Environs (need to determine what demographics are relevant)
 - Demographic projections for the next 10 years
 - Overview of current and future needs or desires for the next 10 years
- ✓ Documentation to be included:
 - Current Master Plan;
 - Last Master Plan Reexamination Report;
 - Current ROSI;
 - Copy of most recent Plan Implementation Agreement (PIA), along with the status of each item
 - Latest Hazard Mitigation Plan;
 - Climate Action Plan and/or Resiliency Plan if done;
 - Current Zoning Map in PDF & GIS format; and

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Step 2 - Endorsement Renewal Meeting

Within 30 days of receiving the letter requesting to renew the PE Petition, the Executive Director will schedule an Endorsement Renewal meeting with the petitioner and relevant State Agency partners to discuss their submission. At the Endorsement Renewal Meeting. Discussion topics will include:

- Municipal submission and expectation
- State Agency initial response

Step 3 - Action Plan and Plan Implementation Agreement

The Office of Planning Advocacy, with the assistance from State Agency partners, will work with the municipality to identify and agree to Action Plan and Plan Implementation Agreement items, along with necessary timelines in order to maintain consistency with State Planning Goals.

The Action Plan/Plan Implementation Agreement must address inconsistencies from the previous endorsement period. Egregious departure from consistency without sufficient cause would subject the municipality to ineligibility for renewal.

Step 4 - Recommendation

Office of Planning Advocacy staff will present the staff recommendation to the Plan Implementation Committee for final review, comment, and input. Once approved by the Committee, staff will report to the State Planning Commission the results of the Renewal process. And would either support the renewal or decline to support the renewal. The recommendation will include past performance, current status, the agreed upon path forward, the Plan Implementation Agreement and a Memorandum of Agreement (which would have prior approval from the municipal governing body).

Step 5 – Monitoring

If approved by the State Planning Commission the Renewal will be applicable for 10 years and subject to biennial review.