

Plan Endorsement Renewal  
Guidelines  
DRAFT 9.17.20

**The Plan Endorsement Renewal process is meant to build on earlier Plan Endorsement (PE) received from the State Planning Commission (SPC).** The State Planning Commission wants to ensure that the Petitioner's Plans remain aligned with the current State Plan and is in compliance with the current Plan Implementation Agreement. Since the Municipal Self-Assessment (MSA) and Community Visioning were previously performed, they will not be required for Renewal, unless the current vision has changed or significant time has elapsed since the last visioning. .

The Executive Director of OPA shall certify to the SPC that they are up to date and are engaged with OPA concerning their original endorsement. Departure from consistency or lack of progress on the previous Plan Implementation Agreement without sufficient cause would make the Petitioner ineligible for simple renewal.

#### **Step 1 - Plan Endorsement Renewal Request**

Nine (9) months prior the PE expiration, the Petitioner shall send a letter to OPA requesting certification that the municipality is eligible for Renewal. The Executive Director will issue a letter of determination within 90 days.

If eligible, approximately (six) 6 months prior to expiration of Endorsement, the Mayor shall submit a letter, along with any required municipal authorization, petitioning the SPC 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 and municipal vision remain 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.

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- Metrics created to evaluate goals and principles established within their Master Plan
  - Statement of coordination with county or regional 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 to include population and employment. Optional -other relevant demographic information can be submitted.
  - 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, Ordinance and Schedules in PDF & GIS format; and

### 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 and provide details on new PE Guideline requirements
- Additional requirements that were not previously discussed or required.

Within two weeks after the meeting, a memo will be drafted by OPA and agreed with by Petitioner, State Agencies, County and relevant others (Highlands, Pinelands for example) of additional required material. ~~material that we will all work together and will and provide additional material or answer questions before proceeding.~~

~~An example of a question might relate to the Petitioner seeking something from an agency and the agency might need to confer with others before committing to proceed.~~

### Step 3 - Action Plan and Plan Implementation Agreement

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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 as well as significant delays remaining incomplete items from the ~~from the~~ previous endorsement period and new PE Guidelines.

Any requested mapping change will be addressed as part of the Action Plan and will comply with existing mapping protocols.

#### Step 4 - Recommendation

Office of Planning Advocacy staff will present the staff recommendation to either support or deny the request for Renewal to the Plan Implementation Committee. After PIC ~~for~~ final review, comment, and input, ~~Once approved by the Committee~~, staff will report to the State Planning Commission and will request SPC approval of the recommended action. The recommendation will include ~~the results of the Renewal process, past performance, current status and the agreed upon path forward. Additionally, the~~ ~~the in a memo and~~ revised PIA and a Memorandum of Agreement (which would have prior approval from the municipal governing body) will be included. ~~y prior to the SPC meeting).~~

~~The memo will either support or decline to support the renewal. The recommendation will include past performance, current status and the agreed upon path forward. The memo declining support will include past performance, current status and reason(s) why the renewal will not move forward.~~

#### Step 5 – Monitoring

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