

The Centers Designation Process

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The Centers Designation Process

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PREFACE

The State Development and Redevelopment Plan is, in effect, a look ahead to New Jersey in the year 2010. Its vision of "Communities of Place" proposes an alternative to the costly, haphazard sprawl that has characterized most of the State's development since the close of the second World War. The State Plan asserts that Communities of Place can be achieved by establishing common goals among each level of government, then coordinating the plans of each to reflect these goals. On June 12, 1992, after six years of discussion, comparison, and negotiation with counties, municipalities, State agencies, special interest groups and the public at-large, the New Jersey State Planning Commission adopted a series of such goals, strategies and policies in the State Development and Redevelopment Plan.

The vision of Communities of Place embraces the concept of centers. By coordinating State and local agency activities with private sector innovation and community involvement, growth and revitalization can be focused in well-designed centers with attractive housing and job opportunities, where public services can be cost-effectively furnished, and where vital natural resources in and around the center can be protected and preserved. Many of these places already exist — their established patterns of development make them ideal models for Communities of Place. In other places, new centers may be created through a variety of means. For example, some communities can use retrofitting techniques in and around existing development to re-focus growth into the form of a center. In other areas, centers may be formed as new settlements entirely "from scratch." Each center will reflect the unique qualities of the area in which it is located, as well as the diversity of the people that live and work there. Centers that are dynamic, diverse, compact and efficient will make real the vision of sustainable Communities of Place.

The State Plan sets 2010 as the target year for realizing the vision of Communities of Place. The State Plan offers incentives, such as priority for discretionary State funding and expedited and coordinated permit review, to communities that undertake the planning necessary to create centers. These centers must first be officially recognized — "designated" — by the State Planning Commission. This document, entitled "The Centers Designation Process," can be used by anyone interested in seeing their communities receive that recognition.

This document is a guide, intended to move the designation process forward. Communities may, however, successfully petition the Commission for designation of their center(s) by using their own techniques and resources, which can vary widely among municipalities and counties in New Jersey. The Commission's Plan Development Committee recommends that communities seeking designation not restrict themselves to the information suggested in this manual if other, equally effective data, methods and practices are available to them.

In general, the Plan Development Committee recommends that communities first become familiar with both the State Development and Redevelopment Plan and the State Planning Rules. Relevant sections of the State Plan and the Rules are referenced throughout this document. Interested parties should primarily use information that is readily available, such as master plan elements, capital improvement programs and natural resource inventories, in preparing their petitions. The staff of the Office of State Planning is available to assist the petitioner at any stage of the process, and will be fully involved in facilitating the Commission's review of the center. All communities should be assured that any action regarding center designation does not constitute an approval or disapproval of the focal master plan or of any land development project by the State Planning Commission or any other State agency, (see N.J.A.C. 17:32-8.2{b})

The Commission recognizes that many communities have elements of centers already embedded in their master plans. In some cases, uncertainties of the real estate market, patterns of land ownership, sewer moratoria or other environmental constraints, or equity concerns may have slowed or prevented implementation. In other cases, centers may be a new, unfamiliar concept. In either case, the Commission is committed to coordinating the efforts of State agencies to advance centers. Where appropriate, the Commission will work with municipalities and counties to urge legislative and administrative changes necessary to encourage development in the form of centers and to promote other creative and innovative ways to satisfy the goals and objectives of the State Plan. A number of these changes are described in the New Jersey *State Planning Commission Report on Implementation Issues*,

Like the Cross-acceptance process that was used to develop the State Plan, this process of designating centers is unique to New Jersey. It will evolve over time as it is refined. The guidelines that follow are intended to be flexible and to improve coordination and cooperation among everyone involved in development and redevelopment in New Jersey.

A NOTE ABOUT EXISTING CENTERS

Most of the centers listed in the State Development and Redevelopment Plan as "identified" centers already exist. These centers are listed in Appendix C of the State Plan and are represented by a symbol on the Resource Planning and Management Map (the official map) of the State Plan. When an identified center is "designated," its community development boundary and targets for population and employment growth are added to the State Plan.

For an existing center, the designation process is simply one of achieving a consensus among municipal, county and State agencies and public and private interests with regard to the future pattern of growth. As existing centers are typically addressed in some form in county and municipal master plans, technical studies beyond these plans are not generally necessary. New Jersey's Urban Centers are already designated in the State Plan, using the municipal boundary as the community development boundary — no further action for designation is required for these centers.

The designation process for an existing center should therefore move quickly. Communities seeking designation for an existing center should first consult with the staff of the Office of State Planning to ensure that the process will not involve the commitment of significant local resources.

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1. PARTICIPANTS IN THE PROCESS

The centers designation process is the procedure by which a center is incorporated in the State Development and Redevelopment Plan (SDRP). The purpose of this document is to help the agencies, organizations and individuals participating in this process to follow the procedures established in the State Planning Rules for the Amendment of the Resource Planning and Management Map (*N.J.A.C. 17:32-8*, see Appendix 1). This process, depicted in Exhibit 1, will help communities create successful centers — by resolving conflicts among government agencies and the private sector early in the planning stage, cooperation among these participants will be improved in subsequent stages of design and construction. This section describes the role of each participant in this process.

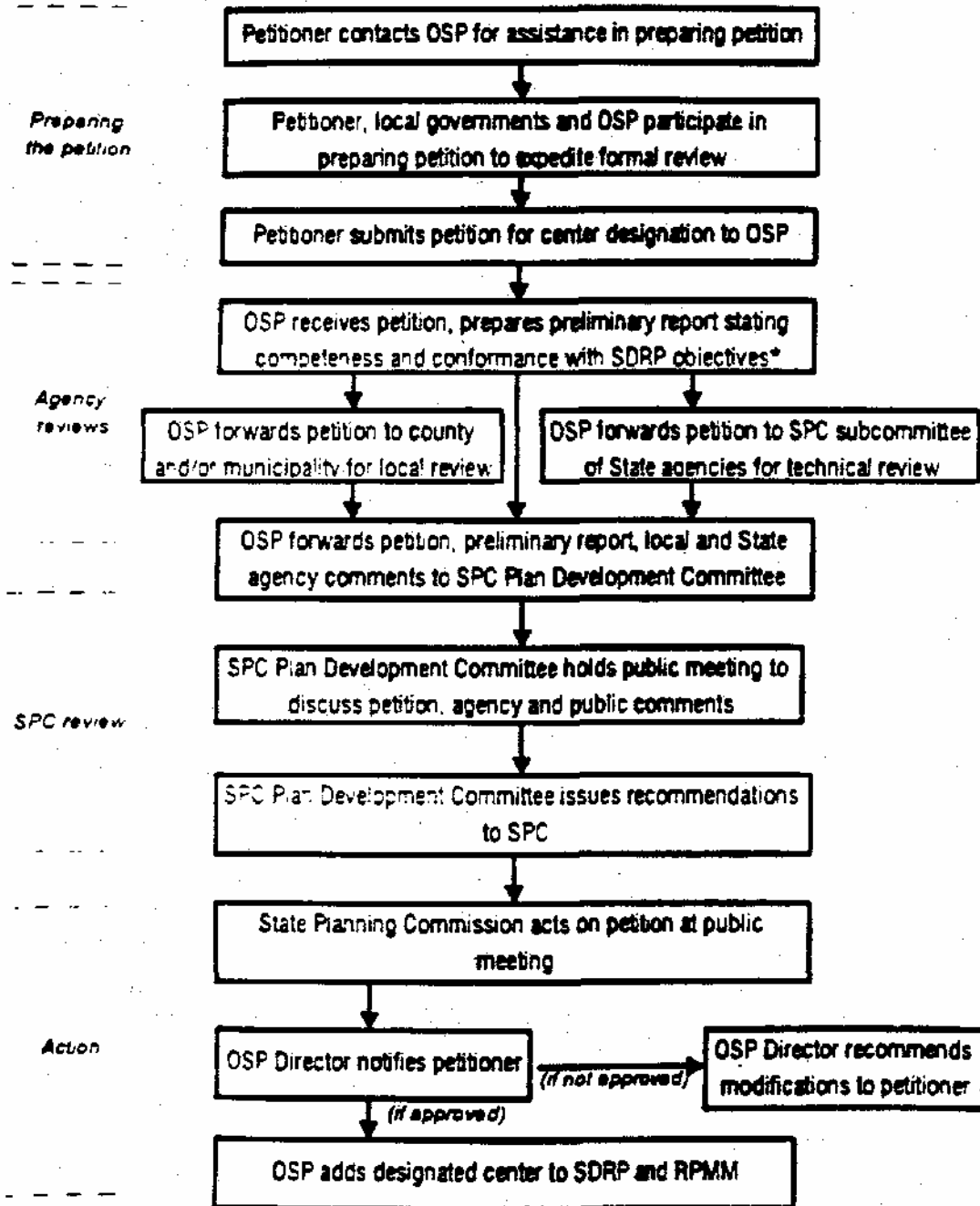
A. Office of State Planning: Technical Advice and Support

The Office of State Planning is prepared to serve as a technical advisor to petitioners, and can expedite the designation process by helping to ensure that petitions are complete and based on the best available information before they are formally submitted. Petitioners should therefore contact the Office, even at the conceptual stage of a planned center, and share information, coordinate planning and initiate a dialogue prior to submitting a formal request. The Office of State Planning is also available to assist petitioners in developing approaches for citizen involvement in the preparation of petitions for center designation that are appropriate to local conditions and needs.

Following formal submission of a petition, the Office of State Planning will review the materials submitted to ensure that information is complete and conforms with the adopted policy objectives and applicable growth projections of the State Plan. Information developed during this preliminary staff review will be shared with the affected county and municipal governments, providing an opportunity to amend the application, if necessary. This process is interactive, allowing information to flow among the Office, the petitioner, and other affected agencies and interests. The Office of State Planning will promptly forward complete applications with its recommendations to a committee of State agency representatives prior to any review by the State Planning Commission,

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Exhibit 1: Diagram of the Centers Designation Process



(* = The Director may disapprove petitions under his own authority under conditions specified in N.J.A.C. 17:32-8.5(f))

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In accordance with its statutory responsibilities, the Office of State Planning will provide technical and administrative support to the Commission and its committees, compiling the results of committee discussions into a report for review by the full State Planning Commission.

B. State Planning Commission: Negotiation and Decision Making

The State Planning Commission, or a committee designated by the Commission for this purpose, will conduct one or more public meetings to review petitions for center designation (N.J.A.C. 17:32-5.5 W). These meetings will be held in the vicinity of the center if possible, and will provide opportunities to openly discuss, negotiate and resolve concerns and issues regarding the petition with counties, neighboring municipalities and others interested in the center designation. Designation of a center by the Commission acknowledges that the center is planned in a manner that is responsive to local conditions and supports the goals and objectives of the State Plan.

Following approval by the State Planning Commission, designated centers will be shown in the State Plan and on the Resource Planning and Management Map (RPMM), and will be eligible to receive the priority benefits that the State Plan offers for centers (SDRP, pp. 29-34). Communities with petitions not acceptable to the Commission will receive a report from the Office of State Planning on the Commission's decision, together with suggestions and recommendations for modifications that will address the Commission's concerns.

C. State Agencies: Problem Solving and Coordination

State agency review will help ensure that an area can accommodate the amount or intensify of development proposed. State agencies, such as the New Jersey Departments of Transportation, Community Affairs, Commerce and Economic Development, Agriculture, Environmental Protection and Energy and the New Jersey Council on Affordable Housing have information and expertise on infrastructure and natural system capacities and development needs that can help planning for centers. This State-level support will be provided in the early stages of the review process. Findings will be made available so that petitions may be modified, if necessary. •

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The State Planning Commission will convene a committee of State agency representatives early in the process to provide petitioners with recommendations from the unique perspective and expertise of each agency. State agency reviews will be concurrent with the Office of State Planning's preliminary review and prior to consideration of the application by the Commission's subcommittee responsible for centers designation. The State agencies will be provided a complete set of information submitted by the petitioner.

This review will allow agency staff to compare the materials submitted by petitioners with existing data files and current programs. While this review is not a substitute for State agency permit reviews required for specific development projects, it will enable State agencies to respond in a coordinated manner to local needs and development issues.

D. Counties: Regional Context

County planning agencies are important participants in the center designation process. Development and redevelopment in centers of any scale usually has impacts on roads, water supplies, wastewater treatment and other infrastructure systems that the county can readily identify. County planning agencies can also facilitate discussions among municipalities, neighboring counties, and the Office of State Planning in preparing or reviewing petitions for center designation, particularly when a proposed community development boundary approaches or crosses into a second or third municipality or county, or when several centers are advanced for designation under a single petition. In any case, county planning agencies should prepare and review petitions for center designation in consultation with other county level agencies (such as engineering, housing and transit departments; educational' special services and soil conservation districts; and historical, cultural and park commissions) potentially affected by the designation. Counties should also arrange for local opportunities for public participation in the preparation or review of petitions for center designation.

County planning agencies are well prepared to assist and coordinate the activities of municipalities petitioning for the designation of local centers. Every county planning agency in New Jersey has gained experience working with the State Planning Commission and the Office of State Planning in the Cross-acceptance process in preparing the State Plan,

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In any case that involves a petition to designate a center within the county which was not submitted by the county itself, the Director of the Office of State Planning will forward a copy of the petition to the county planning board for review, and comment. This opportunity for comment is voluntary on the part of the county. However, if the Office of State Planning does not receive comments from the county within 90 days after the petition is mailed to the county, the Commission will assume that the county is in agreement with the petition. (N.J.AC. 17:32-8.5(c))

E. Municipalities: Initiative

The designation of centers is ultimately a local initiative. Municipalities are most affected by development within a center, and can guide and implement its development through the designation process. As the design, function and services within the center affect the character of the community, municipalities should exercise this opportunity to achieve the vision the community has for its future. Municipal planning agencies should prepare and review petitions for center designation in consultation with other municipal-level agencies (such as engineering, housing and recreation departments; utilities authorities; school districts; and historic commissions) potentially affected by the designation. Opportunities for public participation in the preparation or review of these petitions should be created by each-municipality.

As with the counties, in those cases that involve a petition to designate a center within the municipality that is not submitted by the municipality itself, the Director of the Office of State Planning will forward a copy of the petition to the municipal planning board for review and comment. This opportunity for comment is voluntary on the part of the municipality. However, if the Office of State Planning does not receive comments from the municipality within 90 days after the petition is mailed to the municipality, the Commission will assume that the municipality is in agreement with the petition. (N.J.AC. 17:32-8.5(c))

F. Private Sector: Innovation

The State Plan is intended to guide development and redevelopment to where it may be best supported by public facilities and services with the least impact on limited fiscal and environmental resources. The State Plan, including the Resource Planning and Management Map (RPMM), is intended "to guide municipal and master planning. State agency functional planning and infrastructure

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investment decisions." (*SDRP*, p. ii.) Therefore, private interests involved in development decisions that may benefit from a center designation are encouraged to use the process by working with local governments, State agencies and the public to plan and create centers. Where necessary, private developers may initiate their own petitions in consultation with the Office of State Planning. In such cases, the Commission encourages groups of land owners and developers affected by the center designation to join in advancing a single petition, so that the private interests may be reconciled as early as possible in the process.

G. The Public: Community Involvement

While the State Plan defines ways in which the actions of government at all levels may become more cooperative and coordinated, communities are made through the involvement of their individual citizens. Individuals are encouraged to participate as full partners in the preparation and review of petitions, and to describe their concerns and offer advice in planning for centers. While individuals may most readily work with local governments, State agencies and the private sector to plan and create centers, individuals and public interest groups may, where necessary, initiate their own petitions in consultation with the Office of State Planning.

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II. THE STATE, LOCAL CONTEXT

The New Jersey State Development and Redevelopment Plan (State Plan) adopted on June 12, 1992 promotes the concept of centers as "the organizing planning principle for achieving a more effective and efficient pattern of development in New Jersey." (SDRP, p. 21)

According to the State Plan, public investment policy and municipal plans and regulations should organize new growth and development into the compact form of centers. Existing and planned centers identified by municipalities and counties during the Cross-acceptance process should be designated in municipal master plans and incorporated into the State Plan in accordance with its criteria. The "centers designation process" is the procedure through which centers are incorporated into the State Plan. Designated centers will receive public investment and other priorities defined in the State Plan and, as a result of the intergovernmental consensus reached in the process of reviewing and approving petitions for designation, designated centers will benefit from expedited and coordinated program, capital funding and permit reviews and approvals by State and local government agencies.

The State Plan promotes the strategic use of investment and regulatory policy to:

- repair and maintain infrastructure in developed areas;
- reestablish adequate levels of service in over-burdened communities; and
- protect the agricultural, natural and cultural resources of the State.

The State Plan includes two major components to accomplish this — the Statewide Policy Structure and the Resource Planning and Management Structure.

The Statewide Policy Structure includes goals, strategies and policies. The goals provide the ends to which government at all levels should aspire in planning and decision-making. The strategies identify the most effective approaches for achieving these goals and provide a context for statewide policies in seventeen topics ranging from agriculture to waste management. Many of the statewide policies specifically address the role of centers in carrying out the Plan's strategies.

Through the Resource Planning and Management Structure, the statewide policies may be applied differently among "planning areas," "centers" and "environs" in order to achieve the goals of the State Planning Act. The Resource Planning and Management Structure contains specific "policy objectives" that shape and define the application of the statewide policies to address the unique qualities and conditions

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that exist in each planning area. These planning objectives are intended to guide municipal and county planning in general and, in addition, guide the location and size of centers within each planning area. Statewide policies can be effectively addressed and their implementation optimized by providing opportunities for growth within centers and by managing the relationships between each center and its environs. Statewide policies therefore identify important considerations for planning development in centers, and should be addressed during the centers designation process.

The State Plan defines five types of centers: urban centers, towns, regional centers, villages and hamlets. Centers were nominated by counties and municipalities for inclusion in the State Plan through the Cross-acceptance process, "identified" and designated centers are listed in Appendix C of the State Plan and are shown on the Resource Planning and Management Map (RPMM). Centers are located throughout New Jersey, including the coastal area. Centers were not included if they were located within the jurisdiction of the Pinelands Commission or the Hackensack Meadowlands Development Commission, as the State Plan must by law rely upon the adopted plans and regulations of these agencies to implement the objectives of the State Plan (SDRP, pp. 83-92). Of the 608 centers originally listed in the Plan, 542 currently existed; sixty-six centers were defined as planned new communities. Only the eight Urban Centers (Atlantic City, Camden, Elizabeth, Jersey City, Newark, New Brunswick, Paterson, and Trenton) were included in the Plan as "designated" centers. The remaining centers were "identified." Identified centers do not qualify for priority under the provisions of the State Plan until they are designated.

Centers that satisfy the Plan's applicable statewide policies and its policy objectives for planning areas are eligible for designation by the State Planning Commission. This designation results in a delineated "community development boundary" on the RPMM, and enables the center to qualify for the benefits directed to these places by the State Plan. The community development boundaries of the Urban Centers designated in the State Plan are, by definition, the municipal boundaries of these centers.

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III. PETITIONING FOR CENTER DESIGNATION

Centers and their boundaries are to be drawn on USGS quadrangles and accompanied by Information that supports the designation.

The procedure for designating a center is governed by the State Planning Rules for amending the Resource Planning and Management Map of the State Development and Redevelopment Plan. **The procedure is to formally petition the State Planning Commission to designate a center.** The petition **must** include an application form and mapped information together with supporting materials. A petition may include more than one center. Any center is eligible for designation — it is not necessary for a center to have been identified in the State Plan to be eligible for designation. Sufficient copies of the petition should be submitted for distribution to the State agencies, county(-ies) and municipality(-ies) involved in the review of the petition.

Any State agency, county or municipal governing body, and private citizen or organization may submit a petition to the State Planning Commission to amend the Resource Planning and Management Map. Specific procedures governing the submission of these petitions are defined in N.J.AC 17:32-8.1 *et seq.* (see Appendix 1). The State Planning Commission has directed the Office of State Planning to help petitioners complete this process by providing guidance, data, and any other appropriate assistance. The Commission encourages any person considering submitting such a petition to contact the Office of State Planning in advance of the formal submission to gain the most benefit from the resources available.

A. Map Amendment Request Form

The Map Amendment Request Form is to be completed for all petitions for center designation. A copy of this form is attached as Appendix 10 to this report, and may be photocopied for use by a petitioner.

The front of the form requests basic reference information to assist in processing and tracking the petition. The back of the form is a check **list for** required attachments. To speed review of the petition, the Office of State Planning recommends that the attachments be submitted in the form of a Community Development Boundary Map and a Center Report.

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B. Community Development Boundary Map

Community development boundaries:

- define the geographic limit of planning for the center;
- protect the environs of the center where the capacity to accommodate growth is more limited;
- improve predictability in public investment for infrastructure; and
- inform government and the private sector about where development is expected, so both public and private interests can plan for the provision of adequate infrastructure to support it (SDRP, pp. 23-27).

The community development boundary will be incorporated in the Resource Planning and Management Map (RPMM) of the State Plan upon designation of the center by the State Planning Commission.

The RPMM is the official map of the State Development and Redevelopment Plan. The RPMM is comprised of a series of more than 160 maps corresponding to the 1:24,000 scale (equivalent to 1 -inch = 2,000 feet) United States Geological Survey (USGS) 7.5 minute topographic quadrangle maps which cover the State. Any other graphic representation, at any scale, of the delineations and other pertinent data contained on the RPMM is for illustrative purposes only, and is not considered to be the official map. It is therefore necessary that information concerning the designation of centers and the delineation of community development boundaries be provided at the same scale and format as the official RPMM. Appendix 3 of this document provides guidelines which, if followed, will ensure that mapped information is accurately incorporated into the RPMM.

As part of the RPMM, the accuracy of the delineation of this boundary is limited to the scale of 1:24,000. The resulting generalization of the community development boundary at this scale is both necessary and appropriate for regional planning purposes. More detailed delineations, however, should be incorporated in local master plans.

The State Plan seeks delineations of community development boundaries that define areas to accommodate growth projected for a year 2010 horizon (SDHP, p. 27). The use of long-range time horizons provides sufficient flexibility to accommodate the normal shifts in short term real estate markets. Further, the delineation of the community development boundaries should be based on an analysis of "build out" (i.e. when the center is fully developed) under existing or

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proposed planning and zoning designations and projected real estate markets; the projected 2010 growth should not require more land than is provided under build-out conditions. In addition to accommodating the projected growth through 2010, the community development boundary should contain an appropriate multiple of land area planned and zoned to accommodate growth expected within a six year period, consistent with local capital budgets, to ensure that sufficient land is available to accommodate anticipated development in a center while preventing short-term market distortions that may result from a scarcity of land (SDRP, p. 26). In delineating the community development boundary, consideration must also be given to equitably distributing the benefits and burdens of center development in accordance with the State Plan's policies (SDRP, p. 13). If necessary, the community development boundary may be reconsidered through the six-year review of municipal master plans and the three-year review (and Cross-acceptance) of the State Development and Redevelopment Plan, and, if necessary, modified through subsequent amendments to the Resource Planning and Management Map.

To the extent feasible, visible physical features such as streets or roads, streams and rivers, parks and greenways should be used in delineating these boundaries. In urban areas, changes in housing patterns, densities or types may define boundaries. In rural areas, permanent open space preserved through such programs as conservation easements, transfer of development rights, purchase of development rights, fee simple purchases and similar programs may define the boundary. In suburban areas, some combination of these conditions may serve to define the boundary.

In areas served by urban infrastructure (see Appendix 7), community development boundaries should include areas for new development and redevelopment, coordinated public investment, affordable and middle-income housing, and transportation links. In areas served, or to be served, by community infrastructure (see Appendix 7), the community development boundary should delineate the future limits of a center's capital facilities and, therefore, the geographical extent of higher intensities of development.

For existing centers that are essentially fully developed, community development boundaries should be delineated in a manner that protects the desirable characteristics of these communities. If sufficient amounts of available developable or redevelopable land cannot be provided within the center, other nearby centers within the municipality or the larger market area should be identified to accommodate projected levels of growth.

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C. Center Report

The report that accompanies the mapped information should include a completed Center Worksheet (see Appendix 9), a generalized location map, and the following supporting documentation to facilitate the State Planning Commission's review of the petition;

1. *Basis for Designation*, providing statements required pursuant to the State Planning Rules (N.J.A.C. 17:32-8.5(b)2,3,4).
2. *Population and employment*, existing (1990) and projected through 2010, for the center and the municipality(-ies) and county(-ies) in which the center is located (SDRP, pp. 22-23).
3. *Resource inventories* and/or resource management plans for natural resources, historic and other cultural resources, and housing for the center and its environs (SDRP, pp. 22-27).
4. *Capacity analyses* of natural, cultural, infrastructure, and socioeconomic systems, or of limiting factors of these systems, to support existing and projected population and employment levels, including a discussion of planned infrastructure improvements related to the projected growth of the center (SDRP, pp. 22-27).
 - I. *Center design guidelines*, describing the center's core and the relationship of the center to its environs (SDRP, pp. 23-27).
6. *Growth management mechanisms* to be used to guide growth both to and within the center (SDRP, pp. 23-27).
7. *Authorization and Endorsements*, including resolutions of the local and county governing bodies requesting designation or as otherwise provided by the State Planning Rules (N.J.A.C. 17:32-8.5(b)6).
8. *Master Plan Elements*, including copies of appropriate county and municipal master plan provisions indicating the center is part of the local plan or planning process, pursuant to the State Planning Rules (N.J.A.C. 17:32-8.5(b)4). One exception applies: where a municipality is in the process of updating a master plan element, a resolution of the governing body, expressing the intent to modify the

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local master plan and including a schedule for completion of the master plan update, may be submitted in lieu of an adopted master plan element..

The State Plan envisions planning for centers as an intergovernmental process. Although the State Planning Rules allow petitions for center designation from private individuals and organizations, the State Planning Commission encourages petitioners to coordinate closely with the municipality(-ies) and county(-ies) in which the center is located.

The county planning agency, serving as the regional coordinator for planning and having served as the negotiating entity in the Cross-acceptance process, should coordinate planning for designating centers. For centers involving more than one municipality, the county should act to resolve any differences between municipalities prior to the submission of the petition. Similarly, neighboring counties should coordinate their responses to petitions for the designation of centers which are coincident with, or span, county boundaries. The State Plan and State Planning Rules also identify opportunities for municipalities and other interested groups and individuals to become involved with center planning and designation.

The State Planning Commission will consider petitions for center designation that are submitted without the participation of a municipality or county in which the center is located. Where a petition to designate a center originates from entities other than the county or municipality, copies of that documentation will be forwarded by the Office of State Planning to the appropriate county and municipal planning board officials for comment (N. J.A.C. 17:32-8.5(c)}. In cases where any municipality or county is found by the petitioner prior to the submission of the petition to be unable or unwilling to participate in the center designation process for any reason, the petition for center designation should include a statement documenting the steps the petitioner has taken to include those agencies and the response of each agency to the petition. This opportunity for comment is voluntary on the part of the municipality and county. However, if the Office of State Planning does not receive comments within 90 days after the petition is mailed, the Commission will assume that the county or municipality is in agreement with the petition. (N.J.AC. 17:32-8.5{c})

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IV. THE CENTER REPORT

The State Planning Rules require that the petitioner's interest in the center designation be disclosed, and that the basis for the designation be defined and substantiated. Further, the State Plan recommends that counties compile and analyze information on the capacities of existing and planned infrastructure, natural and cultural resources, social and housing needs, and fiscal/economic systems to identify opportunities and trends for growth within and among centers. (*SDRP*, p. 22) This analysis should be used to determine the proper locations, numbers and sizes of existing and planned centers necessary to accommodate expected population and employment through the year 2010.

This information is effectively presented in the form of a Center Report, the contents of which are described in this section. The Center Report is submitted as part of the petition for center designation together with the Community Development Boundary Map and the Map Amendment Request Form. Exhibit 2 presents a sample outline for the center report. A sample center report for a hypothetical existing center is included in this document as Appendix 2. A generalized location map should be included to orient readers of the report. The Center Worksheet, exhibiting summary information concerning the center, is included as Appendix 9 and may be reproduced for use in a petition.

The State Planning Commission recognizes that kss information is necessary to designate existing centers and to delineate community development boundaries where their location and development pattern are already established and readily apparent. To further enhance the efficiency of planning efforts, a strategic revitalization plan and program (*SDRP*, pp. 44-47) may be cited by the petitioner to satisfy similar information requirements in the Center Report — conversely, a strategic revitalization plan and program subsequently submitted for a designated center may cite portions of its petition for designation to fulfill certain requirements of the strategic revitalization plan and program. Further, the items presented in this section need not be completed in the order presented. In practice, the results of one item may create a need to revisit an earlier item. Ultimately, all the elements must be addressed in a manner that is responsive to the goals and objectives of the State Plan, and to the policy objectives of the planning area in which the center is located. Each center is expected to be unique to its own circumstances. For example, the size and character of centers planned in a rural area will differ from centers in a metropolitan area

Exhibit 2: Sample Outline of a Center Designation Report

**CENTER REPORT
Contents**

Location Map Center
Worksheet

1. Basis for Designation
2. Population and Employment
3. Resource Inventories and Capacity Analyses
4. Center Design Guidelines
5. Growth Management Mechanisms

Appendix

- A. Authorization and Endorsements
- B. Master Plan Elements

A. Basis for Designation

Each petition must include statements describing the basis for the designation and the petitioner's Interest In the land area under consideration.

To meet the requirements of the State Planning Rules, **the Center Report** should include a discussion of how designation **of the center** will advance the goals, objectives and policies of the State Plan as well **as other local, regional** and State goals and objectives; how designation **is consistent** with the State **Plan** and county and local plans or helps the municipality and county to achieve consistency with the State Plan, how designation will affect public sector decisions; and why the designation should be made before the required triennial revision of the State Plan

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(N.J.A.C. 17:32-S.5(b)3,4). This last requirement should not be interpreted to suggest that the Commission in any way discourages the submission of petitions for center designation prior to the triennial review of the State Plan.

The State Planning Rules also declare that "it is not the purpose of this process to provide for amendments to the Map to reflect, or 'validate,' land use changes or to serve as a legal basis for making such changes.* (N.J.A.C. 17:32-8.2(b)) Therefore, the petitioner's interest in the land area under consideration for designation must be described. For a public agency, its public policy interests such as planning and regulatory jurisdictions should be identified. For a private citizen or organization, the financial, ownership or contractual interests of the petitioner must be disclosed and pertinent regulatory actions concerning the use of the property during the immediate past five years or planned or anticipated in the next three years must be described (N.J.A.C. 17:32-8.5(b)2). It is not necessary for a private citizen or organization to have a financial interest in a center to submit a petition for its designation.

B. Population and Employment

Each petition for center designation should include a current population and employment estimate and horizon year (2010) population and employment projections.

The State Plan includes a range of projections for population and employment for each county through the year 2010 (SDHP, pp. 19-21 and 136-137). The projections in the State Plan are not binding — alternative projections may be advanced for consideration if appropriate supporting documentation is submitted in the petition. In consultation with counties, municipalities and the Office of State Planning, a year 2010 county projection should be distributed among the municipalities, then apportioned among existing and planned centers within the municipalities. Although a single series of growth projections is preferred, ranges of population and employment projections for counties, municipalities and centers are acceptable.

Counties and municipalities should consider how to plan for growth consistent with the Resource Planning and Management Structure. This growth allocation procedure is intended to ensure that adequate capacity for new development and redevelopment is provided within existing and planned centers to allow them to be attractive alternatives for accommodating appropriate growth, while meeting planning area objectives. The results are intended to prevent a scarcity of

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developable land within centers, and do not require that a county or municipality exclude growth outside of centers (*SDRP*, pp. 17-29).

The Office of State Planning has prepared two technical reference documents, *Population Trends and Projections* and *Employment Trends and Projections*, describing population and employment projection and disaggregation techniques. Additionally, the Office has a computer model described in its report, *Distributing Population and Employment Growth to Municipalities*, that offers technical information to support the growth distribution process. Further, Appendix 4 of this document suggests a procedure for distributing municipal population and employment projections among planning areas and centers.

C. Resource Inventories and Capacity Analyses

Each petition for center designation should include an analysis of the capacities of natural and cultural resources, existing and planned infrastructure and social and fiscal/economic systems that will support the existing or planned center.

The capacity of an area to accommodate growth is an important consideration in determining appropriate locations and boundaries for centers. The State Plan recommends using capacity based planning to decide how to support or accommodate growth (*SDRP*, pp. 16-22). Existing information concerning the opportunities and constraints provided by natural resources, existing and planned cultural resources, existing and planned infrastructure, and fiscal and economic conditions in and near the existing or planned center should be compiled and analyzed. The analysis will help to define the opportunities and constraints to guide the location, growth and development or redevelopment of the center. An earlier Office of State Planning technical manual, the *Mapping and Growth Accommodation Guide* (Publication 78), and the Office of State Planning report, *Planning for Natural and Cultural Resources; a Report of the Natural Resources State Planning Advisory Committee* (Publication 68), provide a detailed listing of the types and sources of information that are most important and useful. A State Planning Commission report, *Assessment of Trend Infrastructure Needs to 2010* (Publication 82), also provides information and methods that may contribute to the analysis.

Even in the case of existing centers where development patterns are already established, resource inventories may be used to evaluate opportunities for infill

The Centers Designation Process

development, to guide the center's expansion beyond the existing developed area, and to delineate the community development boundary.

The capacity of an area to meet the State Plan's housing goals and objectives should also be considered when determining suitable locations for centers. Centers identified in municipal master plan housing elements and designated in the State Plan may provide opportunities to satisfy housing needs assigned to the municipality by the New Jersey Council on Affordable Housing. Areas with excess infrastructure capacity, or potential excess capacity, and with significant housing needs are areas that may be well suited to support the establishment or expansion of a center (*SDRP*, pp. 26,33).

The resource inventories and capacity analyses should include information regarding the center's role in the planning areas in which the center and its environs are located. For example, a center that is a transportation hub or the receiving area for a transfer of development rights program may receive additional benefit from priorities established in the State Plan.

The resource inventories and capacity analyses used in the designation process will continue to benefit communities that use the information to enhance the efficiency and predictability of local land development review in centers.

D. Center Design Guidelines

Each center *should have design guidelines that define a center core, surrounding neighborhoods, linkages within the center and with other centers, and a transition or buffer area at the community development boundary.*

The State Plan envisions centers as vibrant, attractive, aesthetically pleasing, livable communities. Although the State Plan provides criteria for centers, many communities may find themselves at a loss in deciding:

- how should a center function?
- where and how can infrastructure be used efficiently?
- what mixtures and intensities of land uses are appropriate and satisfy existing and projected market need?

Further, the State Plan links the vision of Communities of Place to centers:

The Centers Designation Process

COMMUNITY OF PLACE means a dynamic, diverse, compact and efficient center that has evolved and been maintained at a human scale with an easily accessible central core of commercial and community services, residential units, and recognizable natural and built landmarks and boundaries that provide a sense of place and orientation. (SDRP, p. 160)

These questions give rise to the need to develop design guidelines for centers. These guidelines should promote "desirable future development patterns" with a compact, mixed use core that meets the policy objectives of the planning areas within which the center is located and that relates to other centers within the region. Ultimately, the vision of "Communities of Place" is more likely to be realized in municipalities that establish and use design guidelines that unite the form and function of their centers (SDRP pp. 27-27).

Land use within the community development area should be planned to achieve the goals, objectives and policies of the State Plan. The guidelines presented in Appendix 5 of this document clarify the Commission's intention with respect to land use and development within the various types of centers. These are presented as planning targets and are meant to guide, not override, local planning prerogatives. Communities that use these guidelines as they undertake planning for centers will achieve land use patterns that are both locally desirable and consistent with the State Plan. Modifications in planning and zoning to satisfy the guidelines may require modifications to the community development boundary. Petitions for center designation that fall outside the ranges presented in Appendix 5 of this document will be considered, but should describe:

- why the proposed center characteristics fall outside these ranges;
- how the proposed center will relate to other neighboring centers; and
- how the center will satisfy the goals, objectives and policies of the municipality, region and the State Plan.

Although centers are a compact form of development, they consist of a number of distinct elements. Within the community development area, some places may be undeveloped, others may be developing, and others may be fully developed. There is at least one, and there often may be more than one, focus of residential, commercial and service development. These focal points are described in the State Plan as the *center core* (SDRP, pp. 23, 159). The center core should reflect the general design and function of the center itself. The range and intensity of use will

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vary by type of center and by the planning area in which it is located. For example, Regional Center cores should be of higher intensity than Village cores. The center core of Towns and Regional Centers should be planned carefully, as their success in establishing a unique identity for the center will play a large role in developing the remainder of the center. Community design guidelines for Villages and Hamlets should promote the center core as a focus for community activities and interaction.

In all cases the center core should be designed at a human scale. It should be a pedestrian-oriented area, with suitable amenities and infrastructure systems that encourage interaction within the community. The center core should group activities within walking distance, typically not more than one-half mile from origin to destination. Pedestrian routes should be safe, using sidewalks, walkways and paths that minimize conflict with vehicle and bicycle traffic. Architectural design guidelines, such as short to moderate building setbacks and the provision of street landscaping and furniture, are important for the physical elements that create a "sense of place." Coordination with school district master planning is also necessary, as schools can serve, and have often traditionally served, as focal points for educational, social, recreational, health care, and other activities within their communities.

Center design guidelines should identify infrastructure and public service needs within the core, as higher levels of public facilities and services may be necessary to support the higher intensity of activity in these areas. These guidelines should promote social, economic, transportation and communication links between the core and neighborhoods within the community development area. These links offer opportunities for interaction and unify the center. Links should provide easy access to and from the core, yet should be scaled to the size of the center. For example, Village and Hamlet cores may have be linked to surrounding areas by pedestrian and roadway systems, whereas Town and Regional Center cores may have additional transportation networks that include separate bikeways and various types of public transit and para-transit opportunities. Center design guidelines should always address how automobile traffic will be managed throughout the center, as through traffic, congestion and parking dramatically affect the extent to which social, economic, communication and public transportation links within and among centers are either reinforced or severed (*SDRP*, pp. 54-63).

Design guidelines may call for a center core that includes the majority of non-residential uses with a mixture of densities, intensities and usage that are locally desired and appropriate for the specific center. Although the concept of the center core tends to focus non-residential activities and public services into the core, certain

The Centers Designation Process

of these uses may be more appropriate outside the core. Therefore, local conditions should shape the final form and composition of centers with regard to their cores and surrounding neighborhoods.

Appendix 6 of this document provides a range of planning targets for center cores. These targets are quantitative descriptors to assist in the practice of planning and design, and are not required criteria.

Development at or near the community development boundary should also receive attention during design planning. Changes in types and intensities of land use should be established for either transitions or buffer areas where the more densely developed center meets the surrounding environs. In areas where the boundary is defined by natural resources, an undeveloped buffer may be appropriately used to protect natural resources while establishing a recognizable center boundary. In metropolitan and suburban planning areas, the transition from higher densities in centers to moderate and lower densities in the environs should also be carefully designed to establish a boundary within the developed environment.

The relationship of a center to other centers within a planning area or region should also be defined in the center design guidelines. Individual centers should satisfy certain needs within a community or region. A planned system of linkages between centers serving different functions can contribute to a system of centers that is more stable, more diverse, and meets a great variety of needs.

E. Growth Management Mechanisms

The final required element for the designation of a center is a local growth management mechanism.

Growth management techniques to guide the development of a center should be presented as part of the centers designation process (*SDRP_i*, pp. 23-27). Information regarding the existing and planned capacities of road, water supply and wastewater treatment systems and their ability to accommodate current and anticipated demands, combined with a planning program for the timing and sequencing of system expansion and enhancement and an equitable program for implementation, creates a basis for a growth management system (*SDRP*, pp. 13-27). While the techniques discussed in this section are considered effective, the petitioner is encouraged to advance other techniques that may be considered equally effective

The Centers Designation Process

The State Plan recommends that growth within centers be guided by the location and capacity of infrastructure. The State Plan further specifies that intensities of use within centers should be varied to make efficient use of infrastructure. Basic public services should be available throughout a center's community development area (SDRP, pp. 23-27). However, infrastructure timing and sequencing and other growth management mechanisms can steer development and redevelopment into areas that are now, or readily can be, prepared to accommodate those pressures.

Centers can be as large as several square miles, with a core of substantial density, or as small as an existing Hamlet. Growth within centers should therefore be guided by growth management mechanisms to enhance the predictability of the center's development. Wastewater collection systems can be a strong tool to shape patterns of growth within a center's community development area. If combined with planning for other systems, such as water supply and transportation (particularly with the financing mechanisms available in Transportation Development Districts), wastewater management is a strong and cost-efficient incentive for growth to occur where supporting infrastructure systems are in place or planned.

Growth management measures can ensure the long term protection of resource-sensitive land while the center accommodates the growth that may have otherwise occurred throughout the larger area. Conventional techniques, such as cluster development, lot averaging, use assessment and "right-to-farm" ordinances, may be adapted to achieve this purpose. The State Plan also encourages the use of creative land use tools such as capacity-based planning, timing and sequencing, privately coordinated multi-tract development, equity insurance, sliding-scale zoning and the transfer of development rights, to accommodate growth while maintaining the viability of agriculture, particularly in the Rural Planning Area (SDRP, pp. 79-83, 110-114, 164-165). The use of growth management techniques does not in itself create a basis for center designation, however —• a cluster subdivision does not necessarily constitute a center. These techniques must be applied in such a way that they satisfy the State Plan's objectives for centers, such as encouraging appropriate growth and development, protecting sensitive resources and enhancing the efficiency of infrastructure.

The description of growth management mechanisms should indicate how short term (six year) capital improvement program needs will be met in the context of a long term infrastructure plan or needs assessment (SDHP, pp. 35-40). By providing

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this information to landowners and developers, private investment and development decisions can be coordinated with public planning and capital improvements.

The Centers Designation Process

APPENDICES Appendix 1.

State Planning Rules for Map Amendment

(See following pages)

? A description of the action that was requested; and ^.

A description and date of (he State Planning Co' n of the petition.

Newspaper notices may be published as a standard Impel advertise-
mint

!7:.t2-7.6 Suspension or extension of lime requirements

(-T) At the request of the Director of (he Office of State Planning, 'he Mate Planning Commission may suspend or extend the time allowed fur certain actions under these rules in the event that the number of requests if>r consistency review* exceeds Ice resources of the Office of Mir Planning it> process those requests in accordance with these rules.

(b) The Director of the Office of State Planning shall notify petitioners of any suspension or extension of time periods resulting from (a) above.

Subchapter R. AMENDMENT OF THE RESOURCE PLANNING AND MANAGEMENT MAP

NJ.S.A. SMKA.203.

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Ve; 24 NJJt. t24|<>>. 24 NJ.R. 22<7(i)

1 7:32 -R.I Resource Pfenning ami Management Map

(a) The official map of the State Development and Redevelopment Plan is entitled the "Resource Planning and Management Map" (RPMM) and is comprised of • series of maps corresponding to Ice 1:24,000 scale United States Geological Survey (U.S.O.S.) 7.5 inch topographic quadrangle maps comprising the geographic area of the State of New Jersey.

(b) Each said quadrangle map i\$ labeled "RPMM" and reflects at a minimum the following State Planning Commission approved delineations and information:

- t. Planning area*;
2. Identified or designated centers;
- .1. Community development boundaries;
4. Population and employment allocations for each Center;

5. Critical Environmental Sites; ami

6. The certification, **signature, and appropriate** initiahnp of re
visions, if any, by the Secretary of the Commission.

(c) Any other graphic representation, **at any** scale, of delineations and other pertinent data contained on the **Resource** Planning and Management Map that is included rn ihc State Development and Redevelopment Plan or any other document, is for illustrative purposes only and is not to be considered the official map of the Stale Plan as outlined m (a) ami (b) above.

!7:.12-<.2 Purpose

(a) In most cases, the **Resource Planning and** Management Map reflects the intergovernmental **consensus arrived at during** the cross accep-
tance process. While the **cross-acceptance process** provided sufficient data, coordination and dialogue **to prepare an initial** Map, new research, con-
ditions and events may also **suggest appropriate changes** to the Map. **The** purpose of this suhchapter, **therefore, is to create a process** for amending the **Resource Planning and Management Map after adoption** of the State Developmen* **and Redevelopment Plan in order to** accommodate such **newly disco/ red or newly important conditions, situations or** knowledge **that emerge as Ice Stale Plan is applied, as well as to update the Map as progress is made by municipalities and counties in their own planning.**

(b) **Neither the State Development and Redevelopment Plan nor its Resource Planning and Management Map is regulatory and it is not the purpose of this process to provide for amendments to the Map to reflect. or "validate," land use changes or to serve as a legal basis for making such changes. There is no site specific change of land use that is inherently inconsistent with the State Plan. To the extent that such a change of use may be inconsistent with another public entity'* plan. code, ordinance or regulation formulated to be consistent with the Slate Plan, and :>> a result be disapproved by that entity, resolution of the issue resides with that public entity and the interested or aggrieved party.**

(c) **Individuals or organizations considering submitting a petition to the State Planning Commission to amend the Resource Planning and Management Map are encouraged to submit petitions for a letter of clarification pursuant to NJ.A.C. 17:32-A, where Ice petition to amend may involve a clarification of a provision of the State Development and Re-
development Plan relative to the geographic area in question. Municipalities, counties and Slate agencies also are encouraged to volun-
tarily petition the Commission for review for consistency pursuant lo NJ.A.C. 17:32-7. to obviate the need for numerous requests for letters of clarification and petitions to amend the Resource Planning and Manage-
mint Map,**

(a) Any State agency, county or municipal governing body, any private nonprofit or organization may submit a petition to the State Planning Commission to amend the Resource Planning and Management Map.

(h) The State Planning Commission may consider the following petitions

t Petitions to amend planning areas supported by new or updated capacity based planning information, as defined in the State Development and Redevelopment Plan, that would realign the boundaries of planning areas.

2 Petitions to amend centers and growth allocations supported by new or updated capacity based planning information, as defined in the State Development and Redevelopment Plan, that:

i. De-designate, or otherwise eliminate, a center that was identified/designated in the State Plan, said petition including appropriate adjustments to population and employment allocations among centers; n. Identify or designate additional centers based on new or updated information, said petitions including appropriate adjustments to population and employment allocations;

iii. Identify, or adjust, the population and employment allocation among centers, maintaining the municipal and county population and employment levels, or ranges, identified in the State Plan; or

iv. Delineate, or adjust the delineation of, the "community development boundary" of a center. (said delineation or adjustment accompanied by appropriate adjustments. If any, of the population and employment allocation among centers; and

1. Petitions to include new critical environmental sites on, or remove them from, the Resource Planning and Management Map based on new information related to the criteria for such sites found in the State Development and Redevelopment Plan.

17:32-11.4 Notification of petition filing

(a) Municipalities shall provide public notice of their filing of a petition under this subchapter. in a newspaper of general circulation within the municipality, prior to their submission of a petition to amend the Resource Planning and Management Map. Notice shall also be sent to the planning board of the county within which the municipality is located and to the planning boards of adjoining municipalities.

(h) Counties shall provide public notice of their filing of a petition under this subchapter. in a newspaper of general circulation within the county. prior to their submission of a petition to amend the Resource Planning and Management Map. Notice shall also be sent to the planning

boards of all municipalities within the subject county and 10 the boards of any adjoining counties.

(c) A private citizen or organization shall provide notice of their filing of a petition under this subchapter. in a newspaper of general circulation within the municipality effected by the petition, prior to their submission of a petition to amend the Resource Planning and Management Map. Notice shall also be sent to the planning boards of the subject municipality and county.

(d) State agencies shall provide notice of their filing of a petition under this subchapter, in a newspaper of general circulation within the county effected by the petition. prior to their submission of a petition to amend the Resource Planning and Management Map. Notice shall also be sent to the planning boards of the subject municipality and county

(e) All notifications required under this section shall contain, at a minimum, the following information:

1. The name and address of the person or organization filing the petition
 2. A description of the action being requested;
 - 3 Where copies of the petition and supporting documentation can be examined; and
 4. Instructions to forward comments on said petition to both the petitioner and the Office of State Planning.
- (0 Newspaper notices may be published as a standard legal advertisement.

17:32-8.5 Procedure

(a) Petitions to amend the Resource Planning and Management Map may be submitted to the Director of the Office of State Planning, who shall serve as agent for the State Planning Commission in the administration of these rules, no sooner than 10 days after adoption of the State Development Plan by the State Planning Commission. Centers that are identified on the RPMM at the time of the adoption of the first SDRP. are exempt from the 10 day waiting period for the purposes of petitioning for their designation.

(b) A petition to amend the Resource Planning and Management Map shall include at a minimum:

1. Petitioner's name, address and telephone number, including the same information for the duly authorized agent, if any, who will represent the petitioner, with proof of authorization;
2. A statement describing the petitioner's interest in the land area under consideration, including, at a minimum:
 - i. For a public entity, its public policy (planning and/or regulatory) interests;

STATT- PLANNING ROLFS

ii. For a private citizen or organization, his, her, or in financial, ownership or contractual interests and a description of any preliminary actions occurring during the immediate past five years or anticipated in the next three years regarding the use of the property;

V A statement describing:

i. How the amendment promotes local, regional and State goals and objectives;

ii. How the amendment will impact public sector decisions; and in the event the amendment cannot await the triennial revision of the State Development and Redevelopment Plan; *A statement describing:

i. How the proposed amendment is consistent with the provisions of the State Development and Redevelopment Plan and with municipal and county plans, citing the pertinent provisions in each plan; and

ii. How the amendment helps the municipality and county to achieve consistency with the State Development and Redevelopment Plan;

5. Map(s) at a scale of 1:24,000 on drafting film and corresponding to U.S.G.S. 7.5 inch topographic quadrangle maps, delineating the geographic area that is the subject of the amendment and a sufficient amount of the vicinity to adequately identify the location and issues; and

6. Proper authorization and endorsement as follows:

i. For a municipality or county, the petition shall include a resolution of the governing body authorizing submission of the petition;

ii. For a State department, the petition shall include a transmittal letter on letterhead from the departmental Commissioner or Secretary requesting consideration of the petition;

iii. For a private organization, the petition shall include a certified copy of the authorization to submit the petition; and

iv. For a private citizen, at the discretion of the petitioner, the petition may include endorsements of the amendment by public and private organizations.

(c) In cases where the petition to amend the Resource Planning and Management Map is submitted by an entity other than the municipality or county within which the subject geographic area is located, the Director of the Office of State Planning shall forward one copy of the petition to the appropriate municipal and county planning board(s) for their review and comment. If no comment is received within 30 days after mailing said petition, the municipality and/or county shall be deemed to have no comment on the petition.

(d) The State Planning Commission may, at its discretion, appoint one or several subcommittees to hear and review petitions. Only the Commission may dispose of a petition, except as set forth in (f) below.

(e) The Director of the Office of State Planning shall ensure prompt review of the petition and submit both the petition and the Director's recommendation(s) to the State Planning Commission or its duly authorized subcommittee(s), if any.

(f) The Director of the Office of State Planning may disapprove petitions to amend the Resource Planning and Management Map under the following circumstances:

1. The petition is incomplete, contains false information or is not properly submitted;

2. The petition involves land areas that have been the subject of a previous petition submitted and disposed of in accordance with this subchapter within the previous three years;

3. The petition involves land areas that are actively under regulatory review at any level of government (active regulatory review includes the filing of an application under the Municipal Land Use Law, the County Planning Act or any other State, county or Federal permit process);

4. The petition requests an amendment that conflicts with the criteria set forth in the State Development and Redevelopment Plan;

5. The petition is based on an improper application of, or a misunderstanding of, the role of the State Development and Redevelopment Plan, as described in N.J.A.C. 17:27-K.2(b);

6. In the case of planning areas, the petition involves a land area smaller than one square mile in size; or

7. For reasons not anticipated in this rule but, in the judgment of the Director of the Office of State Planning, the petition conflicts with the purposes described in N.J.A.C. 17:27-8.2 for providing this amendment process, in which case the Director shall advise the State Planning Commission to act in emergency and subsequently, but with reasonable speed, promulgate appropriate amendments to these rules.

(g) In cases where petitions are disapproved pursuant to (f) above, the Director of the Office of State Planning shall inform the petitioner and the State Planning Commission in writing of the reasons therefor.

(h) All meetings of the State Planning Commission, or its duly authorized subcommittee(s), to consider petitions shall be conducted in accordance with the Open Public Meetings Act, and opportunity shall be provided to the public at all said meetings to comment on petition(s) being considered prior to action being taken.

(i) The State Planning Commission or the Director of the Office of State Planning shall consider the petition in accordance with this subchapter within a period of 120 days after receipt of the petition, or 210 days in the event a petition is forwarded for municipal or county

comment pursuant to (c) above, or in a period of time established pursuant to N I AC 17 V-R.7.

17:32-8 A Notification of disposition

(a) The Director of the Office of State Planning shall, within 30 days after the State Planning Commission action, notify the petitioner in writing of the Commission's disposition of the petition.

(b) Municipalities shall provide public notice of the disposition of their petition under this subchapter in a newspaper of general circulation within the municipality, within 30 days of their receipt of the Director's notification pursuant to (a) above. Notice shall also be sent to the planning boards of the county within which the municipality is located and to the planning boards of adjoining municipalities within the same 30-day time

(c) Counties shall provide public notice of the disposition of their petition under this subchapter in a newspaper of general circulation within the county, within 30 days of their receipt of the Director's notification pursuant to (a) above. Notice shall also be sent to the planning boards of all municipalities within the subject county and to the planning boards of any adjoining counties within the same 30-day time period.

(d) A private citizen or organization shall provide notice of the disposition of their petition under this subchapter, in a newspaper of general circulation within the municipality effected by the petition, within 30 days of their receipt of the Director's notification pursuant to (a) above. Notice shall also be sent to the planning boards of the subject municipality and county within the same 30-day time period.

(e) State agencies shall provide notice of the disposition of their petition under this subchapter, in a newspaper of general circulation within the county effected by the petition, within 30 days of their receipt of the Director's notification pursuant to (a) above. Notice shall also be sent to the planning boards of the subject municipality and county within the same 30-day time period.

(f) All notifications required under (b), (c), (d) and (e) shall contain, at a minimum, the following information:

1. The name and address of the person or organization that filed the petition;
2. A description of the action that was requested; and.
3. A description and date of the State Planning Commission's disposition of the petition.

(g) Newspaper notices may be published as a standard legal advertisement.

17:32-8.7 Suspension or extension of time requirements

(a) At the request of the Director of the Office of State Planning, the State Planning Commission may suspend or extend the time allowed for certain actions under these rules in the event that the number of requests for amendments to the Resource Planning and Management Act exceeds the resources of the Office of State Planning to review the requests in accordance with these rules.

(b) The Director of the Office of State Planning shall notify petitioners of any suspension or extension of time periods resulting from (a) above.

The Centers Designation Process

Appendix 2. Center Report Example

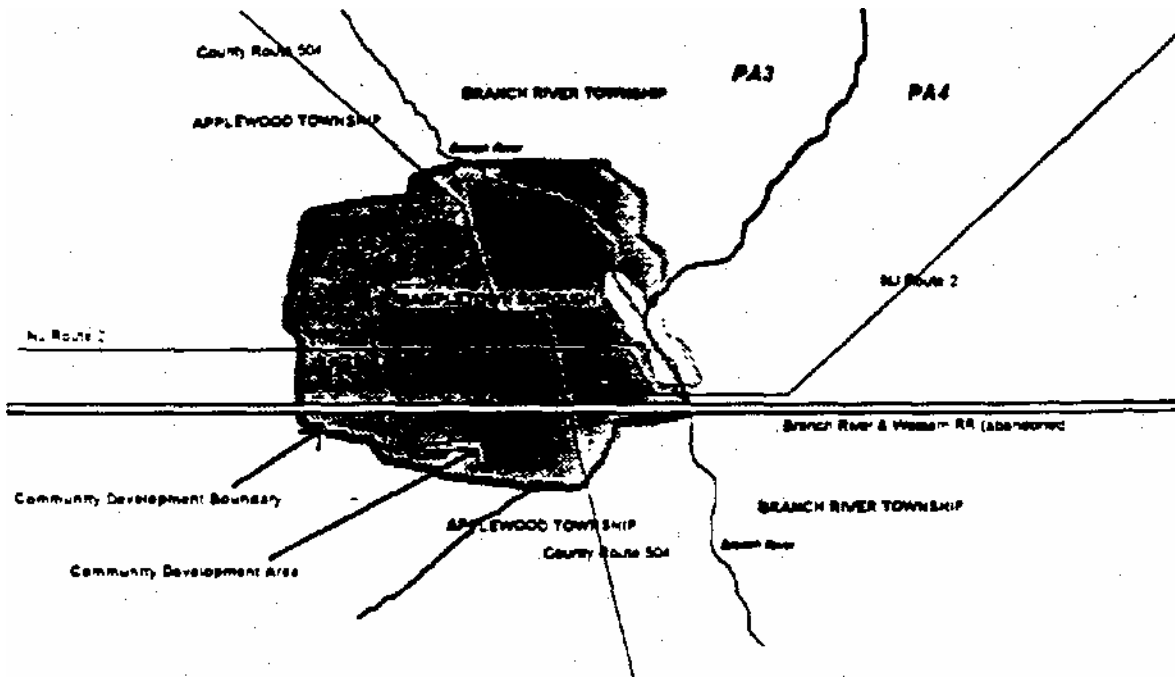
CENTER DESIGNATION REPORT FOR SAMPLETOWN

N.J. Office of State Planning
January 1993

(Note: This appendix illustrates one way in which the guidance provided in the text of The Centers Designation Process may be applied by using a hypothetical center. The format and detail of an actual Center Designation Report should vary from this example in response to the specific circumstances of each petition.)

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Location Map



Samletoum Town Center

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Center Worksheet for Sampletown

Date of Petition	<u>January 1.1993</u>
County	Best County
Municipality	Sampletown Borough, Appiewood Township (portion), Branch River Township (portion)
Name of Center	<u>Sampletown Town</u>
Type of Center	<u>84.85</u>
Resource Planning and Management Map Number	1.000 acres (est.)
Land Area w/in Community Development Boundary	_____
Existing Population {1990J;	<u>412.898</u>
County	Sampletown Borough: 3.477
Municipalrly	Appiewood Township: 5345
	<u>Branch River Township: 2.504</u>
	5,000 (est.)
 Center	
Projected Population (2010).	<u>453.000</u>
County Municipalr.	Sampletown Borough 3,600 - 3,800
	Appiewood Township: 6,200 - 7,000
	<u>Branch River Township: 2.600 - 3.000</u>
	5,700
Center	
Existing Employment (1990;	
County Municipal'?,	<u>186.752</u>
	Sampletown Borough: 904
	Appiewood Township: 2,480
	<u>Branch River Township: 208</u>
	1,000 (est.)
Center	
Projected Employment '2TIC	
Count, Municipal;?',	<u>235.000</u>
	Sampletown Borough 1,000- 1,100
	Appiewood Township: 2,680 - 2.700
	<u>Branch River Township 240 - 270</u>
	1.200
Center	
Date of Municipal Master Pian (most recent update)	Sampletown Borough: 11/13/92
	Appiewood Township: 6/7/87
	<u>Branch River Township: 11/17/90</u>
	<u>(Sarnptetown.Bnmch River) YES (Appiewood) NO</u>
Center Identified in Municipal Plan	March 1985
Date of County Master Plan (most recent update)	X YES NO
Center Identified in County Plan	PA3
Planning Area in which Center is located	PAS and PA4
Planning Area(s) adjacent to Center boundary	<u>Sewer capacity, highway capacity</u>
Limiting Factor(s)	Sampletown: Pending * submitted 12/15/92
State of Municipal COAH Certification	Appiewood None
	Branch RJVCT: Approved 7/539 _____

The Centers Designation Process

1. Basis for Designation

This petition to designate Sampletown as a Town Center in the State Development and Redevelopment Plan was prepared by Sampletown Borough and Branch River Township in Best County, and has been endorsed by Best County. The public policy interests of the petitioners is to improve intergovernmental coordination and cooperation and to gain priority for funding and other programs associated with the implementation of the New Jersey State Development and Redevelopment Plan.

Sampletown is an existing town center that is approximately 1.6 square miles in area. It consists of the municipality of Sampletown Borough and portions of neighboring Applewood and Branch River Townships in Best County. Located at the intersection of NJ Route 2 and County Route 504, Sampletown serves the region with a range of governmental, economic and community functions including regional schools, a public library, municipal parks, a post office, commercial establishments, professional services, and several small industrial areas.

Sampletown was first settled as a trading post, due to its proximity to water and transportation routes. The Branch River & Western Railroad provided freight services to Sampletown from the 1880's to 1967 when the line was abandoned; in response to recent development in the region, the rail line is now being considered for reactivation as a commuter line. In the early 1960's, a wastewater collection and treatment system was installed in Sampletown Borough in response to public health concerns resulting from failing on-site systems. In 1987, sewers were extended into adjacent developed and developing portions of Applewood Township.

Sampletown has a current master plan which reflects the range of activities that occur in the community. As active participants in the State Plan's Cross-acceptance process, Sampletown, Applewood and Branch River believe that the designation of Sampletown as a Town will advance the goals, objectives and policies of the State Plan as well as those of the county and municipal master plans. Sampletown is part of the Fringe Planning Area (PA3) and borders on a Rural Planning Area (PA4). Designation of Sampletown prior to the triennial revision of the State Plan will expedite achievement of the following policy objectives for the Fringe Planning Area: Land Use: Designation will reinforce existing land use plans and regulations that coordinate development and redevelopment opportunities with the provision of capital facilities, and will ensure that sufficient land is available within the town's community development boundary to support an appropriate balance of

The Centers Designation Process

residential, non-residential and mixed land uses under anticipated market conditions.

Housing: Sampletown has a diverse housing stock with opportunities for development, redevelopment and infill of affordable, middle, and market rate housing within its community development boundary. Designation should expedite implementation of the municipal affordable housing elements that is coordinated with overall community development objectives.

Economic Development: Receiving higher priority for participation in existing economic development and community redevelopment programs will target public capital and program investments to the center and will leverage private investments that will enable Sampletown to revitalize its existing business district and industrial areas.

Transportation: The proposed extension of commuter rail service to Sampletown will receive higher priority for implementation and support as a result of center designation.

Natural Resource Conservation: By reinforcing cluster development ordinances and by increasing priorities for easement acquisition programs, designation should increase opportunities for capital improvements and investments that will encourage growth within the community development area and draw development pressures away from critical environmental/historic sites and the center environs in PAS and PA4.

Agriculture: Designation will reinforce design planning and development buffers at the community development boundary that have been established in Branch River Township (and are being considered by Applewood Township) to minimize conflicts with surrounding agricultural development, to ensure that new development will provide local markets for agricultural products, and, with appropriate legislation and funding, to provide opportunities for the purchase and transfer of development rights for farms near the community development boundary.

Recreation: Designation will increase priorities for funding and technical assistance to coordinate local planning, design and development of recreation facilities with existing State park programs and other State and local capital improvement programs.

Historic Preservation: Priority for participation in State historic preservation programs will enable the historic core of Sampletown to be better maintained and enhanced through capital improvements and revitalization programs coordinated with center design guidelines.

Public Facilities and Services: Designation will help to coordinate existing local long range infrastructure needs assessments and short-range capital improvement

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programs with State agency programs and funding in ways that will better define priorities for public and private investments in public facilities, particularly with regard to water supply, wastewater management, streets and transit.

Intergovernmental Coordination: The petition for the designation of Samletown was prepared through a number of community workshops and with the participation of a local planning advisory committee consisting of representatives of Samletown Borough, Applewood and Branch River Townships, and Best County, together with representatives of the Samletown School District, the Best County Chamber of Commerce, the Upper Best County Board of Realtors, the Best County Board of Agriculture, the Branch River Watershed Association, and a number of other organizations and individual citizens and business owners and managers. Designation will represent a consensus among municipal, county and State agencies with regard to development and growth expectations that expedites approvals for agency permits and funding.

2. Population and Employment

1990 Census data indicates that Samletown Borough has approximately 3,500 residents and 900 at place employees. It is estimated that 1,000 residents live in portions of the center in Applewood Township and 500 residents live in the Branch River Township portions. Municipal growth projections were negotiated with the Best County Planning Board based on development trends from 1975 through 1992, and the expectation that population and employment will continue to migrate into Best County from neighboring Urban County and Suburban County and nearby Urban City. The center is forecasted to grow by 700 residents and 200 employees through the year 2010; most of the growth is expected to be located in the Applewood Township portions of the center.

3. Resource Inventories and Capacities

Samletown Borough and Branch River Township include conservation elements in their adopted municipal master plans. Branch River Township also maintains a natural resource inventory which has been updated frequently since its initial preparation in 1932 by using information obtained from development proposals and State agency studies. Celery Swamp, at the border of Samletown Borough and Branch River Township along the Branch River, is pending acquisition with State Green Acres funding assistance applied for.

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Sewer needs for Sample town were reviewed in the 1972 "201* Wastewater Management Study for the West Best County Utilities Authority, and subsequently included in the Upper Branch River Basin "208" Water Quality Management Plan in 1978. The Sampletown sewage treatment plant is currently operating at its capacity of 0.5 MGD, and an expansion to 0.75 MOD is proposed. A wastewater management plan delineating sewer service areas and establishing capacity needs for the Sampletown sewer system has been required by NJDEPE and is being prepared; it is expected to be submitted to NJDEPE in six months. A water supply study commissioned in 1985 in response to the drought determined that adequate quantities of ground water were available to support Sampletown*s projected growth.

Traffic congestion on State Route 2 and County Route 504 is increasing, particularly during peak (commuter) hours and on winter and summer weekends (through travel to recreational destinations). A county bypass road proposed in 1973 has not been constructed due to funding and environmental (wetland) constraints. Efforts of drivers to avoid traffic congestion on the highways through Sampletown has resulting in increased traffic and wear on local streets. A transit feasibility study prepared by Best County in 1991 recommended the construction of a passenger rafl platform with a 350 car parking structure in Sampletown Borough. Feeder transit and para-transit services are currently being explored as alternatives to the construction of the parking structure. Transit and circulation improvements have been programmed in the Best County T.I.P.

Affordable housing needs of approximately 200 units are addressed in housing elements for Sampletown Borough and Branch River Township. The fiscal capacity of Sampletown Borough is limited — capital needs for street and sewer improvements together with a declining ratable base have resulted in significant annual increases in the local purpose tax rate. Tax rates in Applewood and Branch River Townships have been comparatively stable.

4. penter Design Guidelines

Sampletown Borough formed an Historic Preservation Commission in 1991, which has applied for participation in the Main Street Program of the National Trust for Historic Preservation and of the NJDEPE Office of New Jersey Heritage. It is proposed that design guidelines for the town "core" and its immediate surrounds will be developed and instituted through this program by 1995. The Branch River Township Environmental Commission has designed a system of greenways and

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pedestrian pathways that is being considered by the **Samletown Borough Planning Board** for extension into the Borough, which would **establish new links between residential and commercial development in the center**. **Redevelopment opportunities** for multiple use development and **recreational facilities along these links** are also being considered for incorporation **in the municipal master plans and development ordinances**.

5. Growth Management Mechanisms

The community development **boundary was delineated based on existing property lines and zoning designations**. **To ensure that adequate land would be available to support projected development**, a land availability analysis was performed. The analysis is included in this report as Appendix C, and the results are summarized in the Table below.

**Table: Land Availability Analysis Summary
for Samletown Town Center**

	Samletown Boro	Applewood Twp	Branch River Twp	CENTER TOTALS
Total Land Area (acres)	640	300	60	1,000
Zoned Residential Area (acres)	300	200	50	550
- Existing Residential Development (acres)	175	134	32	341
<u>- Residential Unavailable for Development (ac)</u>	<u>45</u>	<u>14</u>	<u>6</u>	<u>65</u>
Residential Available for Development (ac.)	80	52	12	144
<u>+ Residential Available for Redevelopment (net)</u>	<u>20</u>	<u>30</u>	<u>2</u>	<u>52</u>
Total Residential Land Available (acres)	100	82	14	196
Residential Land Demand through 2010 (acres)	7	34	10	51
Residential Land Availability/Land Demand	14.3	2.4	1.4	3.8
Zoned Nonresidential Area (acres)	200	90	7	297
- Existing Nonresidential Development (acres)	150	13	5	168
<u>- Nonresidential Unavailable for Development (ac)</u>	<u>40</u>	<u>12</u>	<u>0</u>	<u>52</u>
Nonresidential Available for Development (ac.)	10	65	2	77
<u>+ Nonresidential Available for Redevelopment (net)</u>	<u>50</u>	<u>3</u>	<u>3</u>	<u>56</u>
Total Nonresidential Land Available (acres)	60	68	5	133
Nonresidential Land Demand through 2010 (acres)	10	20	5	35
Nonresidential Land Availability/Land Demand	6.0	3.4	1.0	3.8
Public and Quasi-Public Lands (acres)	50	0	3	53
Other Land Uses (acres)	90	10	0	100

Key components to manage growth within and about the **Samletown community** development boundary are the aforementioned Main Street revitalization program, sewer improvements, and the train station. Each are **needed** to induce growth,

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redevelopment, and infill within the center. The acquisition of open space through fee purchase (Celery Swamp), purchase or transfer of development rights, and cluster development (currently permitted in Branch River Township) will be used to establish a buffer area of farms, forests and low density development at the community development boundary. Highway access management plans will be prepared in consultation with NJDOT and Best County for NJ Route 2 and County Route 504 to ensure that new development assumes a smaller scale clustered, center-based land use pattern in the environs of Sampletown yet complementary to the Town Center functions of Sampletown, particularly in Applewood Township. Annual capital improvement programs, zoning ordinances, and the wastewater management plan will be coordinated to ensure the most efficient timing and sequencing of the expansion of high and moderate intensities of development from the center core to the community development boundary. The local planning advisory committee and community planning workshops will also be continued to ensure the sensitivity of these mechanisms to changing circumstances.

Appendices to the Sampletown Center Report ("Attached")

•A. Authorization and Endorsements

1. Sampletown Borough (authorization)
2. Branch River Township (authorization)
3. Applewood Township (description of efforts to secure endorsement)
4. Best County (endorsement)

B. Master Plan Elements

1. Sampletown Borough Master Plan
2. Sampletown Borough FY1993 Capital Budget
3. Branch River Township Master Plan
4. Branch River Township FY1993 Capital Budget
5. Apple wood Township Master Plan (excerpts)
6. Applewood Township FY1993 Capital Budget
7. Best County Comprehensive Plan
8. Best County FY1993 Capital Improvements Program
9. Best County FY1993 Transportation Improvement Program Proposal

C. Land Availability Analysis

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Appendix 3. Center Mapping **Guidelines**

The center mapping guidelines are intended to speed the process of designating centers by assisting petitioners in preparing maps that are most readily reviewed by the State Planning Commission and most accurately incorporated in the Resource Planning and Management Map of the State Development and Redevelopment Plan.

Each petition for center designation should include a map on which the name and community development boundaries of the center is presented on a U.S.G.S. Topoquad registered map at 1:24,000 scale. Centers should be submitted on drafting film in black ink using a technical pen or with a mechanical pencil with "H" Series black lead or a sharp "H*" Series pencil as indicated below:

- Step 1 The corners of the neat line from the U.S.G.S. Topoquads should be transferred to fresh drafting film using a straight edge.
- Step 2 Each map is to be labeled as to its U.S.G.S. Topoquad name in the lower right corner. The Office of State Planning quadrangle reference number is to appear under the name. The name of the entity producing the map and the date of completion is to be placed in the lower left corner.
- Step 3. Where the community development boundary for a center falls on more than one map, the boundary must edge match with adjacent maps. Lines must meet closely, and adjoining areas must have the same center designation.
- Step 4. All centers should be centrally labeled, as follows:

UC - Urban Center	EV - Existing Village
ER - Existing Regional Center	PV - Planned Village
PR - Planned Regional Center	EH - Existing Hamlet
TN • Town	PH - Planned Hamlet

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- Step 5. When designation for multiple centers is sought, each center should be assigned a cross-reference number. This number should be placed inside a circle adjacent to the center's label and used in the supporting documentation to cross-reference the center mapping with the supporting documentation.
- Step 6. Center mapping should be accompanied with appropriate supporting documentation including a completed "Center Worksheet" for each center. (Worksheet included in Appendix 9)

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Appendix 4. Allocating Growth Projections

The guidelines in this Appendix are intended to assist petitioners in developing population and employment projections for centers, given a series of projections to the municipal level. Proceed to the next step only if additional growth remains to be allocated.

- Step 1. Distribute population and employment growth projections to municipalities.
- Step 2. Determine growth to be accommodated within existing centers within the municipality in PA 1.
- Step 3. Determine growth to be accommodated within planned centers within the municipality in PA 1.
- Step 4. After maximum of projected growth is accommodated in centers within PA 1, repeat Steps 2 and 3 for PA2 using remainder of growth projection.
- Step 5. After maximum of projected growth is accommodated in centers within PA 1&2, repeat Steps 2 and 3 for PAS using remainder of growth projection.
- Step 6. After maximum of projected growth is accommodated in centers within PA 1.2&3, repeat step 2 (existing centers) in PA 4 using remainder of growth projection.
- Step 7. After maximum growth **projection is accommodated in existing and planned centers** within PA 1.2&3 and in existing centers in PA4, repeat step 2 (existing centers) for PAS using remainder of growth projection.
- Step 8. After maximum growth projection is accommodated in centers within PA 1,2,3 and existing centers in PA 4 and 5, repeat step 3 for planned centers in PA 4 and then PA 5 using remainder of growth projection.

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Appendix 5. Center Planning Guidelines

The following information is illustrative. It provides ranges of factors petitioners should consider as they plan for the development of a center. This information is to guide local planning and establish a common vision and understanding for intergovernmental dialogue, and does not establish required standards for center planning.

Towns

Area	< 2 square miles
Population	> 1000" - < 10,000"
Employment	> 500 • < 10,000"
Dwelling units	500 • 4,000H
Job:Dwelling unit ratio	1:1 - 4:1"
Dwelling units per acre	3 - >12" net

Regional Centers

Area	1-10 square miles"
Population	PA 1, 2, 3 - > 10,000' PA 4, 5- > 5,000"
Employment	PA 1, 2, 3 - > 10,000" PA 4, 5- > 5,000"
Dwelling units	2,000 -15,000'
Job:DweUing unit ratio	2:1 - 5:1"
Dwelling units per acre	3" • > 20" net

Villages

Area	< 1 square mile
Population	< 4,500"
Employment	50 -1,000
Dwelling units	75 - 2,000
Job:Dwelling unit ratio	0.5:1 - 2:1*
Dwelling units per acre	> 3"* net

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Hamlets	
Area	10 - 25 acres (with community wastewater treatment)' < 100 acres (no community wastewater treatment)"*
Population	> 25~ - < 250~
Employment Dwelling	> 5
units Job:Dwelling unit	10:100'
ratio Dwelling units per	0:25:1-1:1
acre	> 2 net

Sources:

New Jersey Office of State Planning, *Regional Design: A Report of the Regional Design System State Planning Advisory Committee*, Publication 69. November 1990

** New Jersey State Planning Commission, *Communities of Place, The New Jersey State Development and Redevelopment Plan*, Publication 94. June 1992.

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Appendix 6. Center Core Characteristics

The following information, developed in consultation with State and local agencies and the public, is illustrative. It provides ranges of factors petitioners should consider as they plan for the development of a center's core. While these characteristics may not describe existing development patterns for some centers, as planning guidelines, these characteristics should be considered in the design of planned centers and in the retrofitting and redevelopment of existing centers. Therefore, this information is to guide local planning and establish a common vision and understanding for intergovernmental dialogue, and does not establish required standards for center core planning

Town Core

Area	0,2 to 0.5 square miles
Population	800 - >4,500
Employment Dwelling	800- >5,000
Units Floor Area Ratio	400 . >2,000
Open Space Ratio	
Mode split (work trips)	0.2 65% - 85% auto 10% - 20% transit, car-pool, rideshare, and other group transportation (rail station or express bus stop in core can increase residential transit share by 2% - 15%, increasing with proximity to an Urban Center)
Parking	5% - 15% pedestrian, bicycle, work at home <3.0 spaces per 1,000 square feet gross floor area, or <0.85 parking spaces per employee for non-retail non-residential development.

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Regional Center Core

In PA 1, 2 and 3:

Area	0.2 • 1 square mile
Population	800 - >5,000
Employment	2,500- >12,000
Dwelling Units per (gross) acre	400->2,500
Floor Area Ratio	>15 1
Open Space Ratio	- >5 0.15-0.2 60%
Mode split (work trips)	- 70% auto 20% - 25% transit, car-pool, rideshare, and other group transportation (rail station or express bus stop in core can increase residential transit share by 2% • 15%)
Parking	5% -15% pedestrian, bicycle, work at home <3.0 spaces per 1,000 square feet gross floor area, or <0.85 parking spaces per employee for non-retail non-residential development

In PA 4 and 5:

Area	0.3 - 0.5 square
Population	400 - >2,500
Employment	1,000->5,000
Dwelling Units per Floor Area	200 -> 1,200
Open Space Ratio	0.25 - 0.3
Mode split (work trips)	70% - 80% auto 10% * 20% transit, car-pool, rideshare, and other group transportation (rail station or express bus stop in core can increase residential transit share by 3% - 7%)
Parking	10% -15% pedestrian, bicycle, work at home <3.0 spaces per 1,000 square feet gross floor area, or <0.55 parking spaces per employee for non-retail non-residential development

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Appendix 7. Glossary

Capacity based planning - planning based on the ability of an area to accommodate growth and development within the limits defined by existing and planned infrastructure systems and natural resource capabilities.

Community Development Area • the land around a center and within the community development boundary where the community infrastructure system, utilities and community facilities and services are located and provided to accommodate the anticipated long-term growth for that center.

Community Development Boundaries - the outer limits of a community development area, as defined by physical features, such as rivers, roads, or changes in character of urban structures, or by permanent open spaces preserved through such programs as transfer of development rights, fee simple purchase, easement purchase, existing use zoning and other similar programs.

Community Infrastructure • capital facilities and land assets commonly associated with and supportive of urban densities (generally over 1,000 persons per square mile) provided within a community development boundary; and generally including community sewage and water distribution systems, parks and transportation systems that move people and goods within and among centers.

Designated Center • a center formally recognized by the State Planning Commission and delineated on the RPM Map based upon the following criteria: relevant resource inventories {e.g., agricultural, environmental, cultural resources); twenty year population and employment projections; delineated community development boundary; capacity based planning (or planning based on a limiting factor); growth management mechanisms; detailed community design guidelines; and inclusion in municipal and county plans. Urban Centers have already been designated by the State Planning Commission.

Existing Center • an area that currently meets the criteria in the Plan as a center within a planning area that may accommodate the planning and policy objectives for centers, regardless of its status with regard to designation by the State Planning Commission.

Floor Area Ratio (FAR) • the ratio of the gross floor area of a non-residential structure to the area of the building lot on which the structure is located.

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Hamlet • an existing or planned settlement, predominantly residential with a small, compact core offering limited convenience goods and community activities, that accommodates development in a more compact form than might occur otherwise in scattered clusters and single-tract, standard-design subdivisions on nearby individual tracts of lands.

Identified Centers - a center included in municipal and county master plans and/or submitted to the State Planning Commission through the Cross* acceptance process. Identified centers should be delineated on the RPM Map based on the following criteria; capacity based planning (or planning based on a limiting factor); capital program including an infrastructure needs assessment; relevant natural and cultural resource inventories {agricultural, environmental, historical, etc..}.

Open Space Ratio (OSR) • the ratio of the area of open land (not covered by structures or paving) to the total area of the building lot on which the structure is located.

Planned Center • an area that is not currently developed, or that is currently partially developed, that is intended to accommodate the planning and policy objectives and, criteria for centers, regardless of its status with regard to designation by the State Planning Commission.

Regional Center - an existing or planned center of high intensity, mixed use development, with an urban density and an emphasis on employment. It has a compact character and possesses sufficient density and adequate design to support pedestrian mobility within the center and public transportation services. Connected to an urban area by a transportation corridor, it possesses sufficient market demand to enable it to function as a magnet to attract development from within the corridor and from surrounding areas, without competing with Urban Centers.

Strategic Revitalization Plan and Program - a plan and its associated specific action program describing problems, capacities and potential opportunities for revitalization for a distressed municipality.

Technical Reference Document • one of a series of reports, technical manuals and guidelines prepared by the State Planning Commission and/or its staff, the Office of State Planning, pursuant to the State Planning Act (N.J.S.A 52:18A-196 *etseq.*) to foster preparation and implementation of the State Plan.

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Town - a center that has an urban density and interrelated mixed uses, as described in the State Plan. This term does not necessarily refer to the form of incorporation of a municipality.

Urban Center - a city of statewide importance; a large settlement that has a high intensity of population and mixed land uses, including industrial, commercial, residential and cultural uses; the historical foci for growth in the major urban areas of New Jersey.

Urban Infrastructure • capital facilities and land assets commonly associated with and supportive of urban densities (generally over 1,000 persons per square mile); and, generally including regional or community-based water distribution, wastewater collection and treatment, storm drainage, transportation (including public transportation), and parks.

Village - a small, compact center of predominantly residential character but with a core of mixed-use commercial, residential and community services. It often incorporates local-scale economic and social functions which are integrated with housing. A village typically has a recognizable center, discrete physical boundaries, and a pedestrian scale and orientation. This term does not necessarily refer to the form of incorporation of a municipality; a village is often smaller than a municipality.

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Appendix 8. References

New Jersey Office of State Planning, *Mapping and Growth Accommodation Guide*. Technical Assistance Manual, Publication 78. December 1991.

New Jersey Office of State Planning, *Planning for Natural and Cultural Resources: A Report of the Natural Resources State Planning Advisory Committee*, Publication 68. November 1990.

New Jersey Office of State Planning, *Regional Design: A Report of the Regional Design System State Planning Advisory Committee*, Publication 69. November 1990.

New Jersey Office of State Planning, *Resource Planning and Management State Planning Advisory Committee, Report #2** Publication 88. April 1992.

New Jersey State Planning Commission, *Assessment of Trend Infrastructure Needs to 2010*, Publication 82. January 1992.

New Jersey State Planning Commission, *Communities of Place, The New Jersey State Development and Redevelopment Plan*, Publication 94. June 1992.

New Jersey State Planning Commission, *Report on Implementation Issues*, Publication 98. June 1992.

New Jersey State Planning Commission, *State Planning Rules: New Jersey Administrative Code 17:32-1.1 et seq.*

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CENTER WORKSHEET

Date of Petition _____
County _____
Municipality _____
Name of Center _____
Type of Center _____
Resource Planning and Management _____
Map Number _____
Land Area within Community _____
Development Boundary _____
Existing Population (1990):
County _____
Municipality _____
Center _____
Projected Population (2010):
County _____
Municipality _____
Center _____
Existing Employment (1990):
County _____
Municipality _____
Center _____
Projected Employment (2010):
County _____
Municipality _____
Center _____
Date of Municipal Master Plan (most recent update) _____
Center Identified in Municipal Plan _____ YES _____ NO
Date of County Master Plan (most recent update) _____
Center Identified in County Plan _____ YES _____ NO
Planning Area in which Center is Located _____
Planning Area(s) adjacent to Center Boundary _____
Limiting Factor(s) _____
Status of Municipal COAH Certification _____

NEW JERSEY OFFICE OF STATE PLANNING

PETITION TO AMEND THE RESOURCE PLANNING AND MANAGEMENT MAP
(N.J.A.C. 17:32-8)

DSP Use:

Number: _____ Date Received: _____ Disposition: _____

1. PETITIONER:

Name: _____

Address: _____

2. AUTHORIZED AGENT:

Name: _____

Title: _____

Address: _____

Telephone: _____

3. Provide a short description of proposed amendment(s):

4. Does this petition involve land areas that are actively under regulatory review at any level of government?

yes _____ no _____

Describe the nature and level of the review:

5. Have any of these amendments ever been submitted to OSP or SPC before?

yes _____ no _____

List the amendments, dates submitted and the final disposition:

6. Was notification of this petition provided in accordance with the State Planning Rules, N.J.A.C. 17:32-8.4?

yes _____ date _____ no _____

SEE REVERSE SIDE FOR REQUIRED ATTACHMENTS

- Use additional pages if necessary
- Form may be photocopied
- Forward completed forms and attachments to:

Director
Office of State Planning
New Jersey Department of the Treasury
33 West State Street, 9th Floor
CN 204
Trenton, New Jersey 08625-0204

Phone: (609) 292-7156

Attachments: (check)

- ___ 1. A statement describing the petitioner's interest in the land area under consideration, including, at minimum:
 - a. For a public entity, its public policy (planning and/or regulatory) interests;
 - b. For a private citizen or organization, his, her, or its financial, ownership or contractual interests and a description of any pertinent regulatory actions occurring during the immediate past five years or planned/anticipated in the next three years regarding the use of the property.

- ___ 2. A statement describing:
 - a. How the amendment promotes local, regional and State goals and objectives;
 - b. How the amendment will impact public sector decisions; and
 - c. The reason(s) why the amendment cannot await the triennial revision of the State Development and Redevelopment Plan.

- ___ 3. A statement describing:
 - a. How the proposed amendment is consistent with the provisions of the State Development and Redevelopment Plan and with municipal and county plans, citing the pertinent provisions in each plan; and
 - b. How the amendment helps the municipality and county to achieve consistency with the State Development and Redevelopment Plan.

- ___ 4. Map(s) at a scale of 1:24,000 on drafting film and corresponding to U.S.G.S. 7.5 minute topographic quadrangle maps, delineating the geographic area that is the subject of the amendment and a sufficient amount of the vicinity to adequately identify the location and issues.

- ___ 5. Proper authorization and endorsement as follows:
 - a. For a municipality or a county, the petition shall include a resolution of the governing body authorizing submission of the petition;
 - b. For a State department, the petition shall include a transmittal letter on letterhead from the departmental Commissioner or Secretary requesting consideration of the petition;
 - c. For a private organization, the petition shall include a certified copy of the authorization to submit the petition; and
 - d. For a private citizen, at the discretion of the petitioner, the petition may include endorsements of the amendment by public and private organizations.

- ___ 6. Proof that notification requirements have been met.