

Western/Southern Cumberland Region Strategic Plan

March 6, 2006

To: All Municipal Clerks

Bridgeton – Darlene Richmond
Commercial – Hannah Nichols
Deerfield – Karen Seifrit
Downe – Lois Buttner
Fairfield – Rick DiVillasanta
Greenwich – Elaine Hancock

Hopewell – Ted Ritter
Lawrence – Ruth Dawson
Maurice River – Roy Oliver
Shiloh – Ron Campbell
Stow Creek – Bruce Porter
Upper Deerfield – Roy Spoltore

From: Tony Stanzione

I thank the clerks I have met with for your help in reviewing this process of regional and municipal plan endorsement. Based on your comments and suggestions from the Office of Smart Growth, I've written this revised memo covering the procedures to follow to prepare, review, accept public comment and approve the local and regional plan endorsement petitions for submission to the State.

This is the revised procedure for the Western Southern Cumberland Region Strategic Plan (WSCRSP) and for your local municipal plan and centers should you decide to apply for municipal plan endorsement concurrent submission of the regional plan.

Please find enclosed the following materials for your use in this approval process:

- A. Sample meeting agenda items and notices for your official newspaper.
- B. The notice in letter A may also be used for notifying local boards and committees, adjacent municipalities, Cumberland County and adjacent counties.
- C. List of names, addresses and fax numbers for notices required for Cumberland, Salem, Cape May and Atlantic County officials (as may be needed), for State officials and for adjacent municipalities as needed.
- D. Sample notice following approval of your plan and its submission to the State.

Note that copies of the sample notices, the full regional plan, sample endorsement petitions and sample resolutions are available online at www.cdcnj.com. Click on WSCRSP in the website menu and locate the link to the final draft of the plan or the supporting documents. You may also use this link <http://www.cdcnj.com/WSCRSP/Documents.htm> to go directly to the web page where the documents are located. PDF and Microsoft Word versions of the sample documents are available. If you'd like an email with the documents attached or a CD, please contact me.

Administered by Cumberland Development Corporation

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Participating Municipalities and Governments

- ◆ Bridgeton
- ◆ Commercial
- ◆ Cumberland County
- ◆ Deerfield
- ◆ Downe
- ◆ Fairfield
- ◆ Greenwich
- ◆ Hopewell
- ◆ Lawrence
- ◆ Maurice River
- ◆ Shiloh
- ◆ Stow Creek
- ◆ Upper Deerfield

Lead Planner:

Orth-Rodgers &
Associates: Dan Kueper
Maser Consulting:
Marcia Shiffman

Funded By

NJ Department of
Community Affairs
Office of Smart Growth

Steering Committee

Mayor Michael Pirolli
Mayor Ronald Sutton
Robert Brewer
Dep. Mayor Carol Musso
Mayor Harry Wilson
Mayor Craig Thomas
Mayor Ted Kiefer
Mayor Hal Bickings
Mayor Elmer Bowman
Mayor Ron Riggins
Mayor Howard Scull
Dep. Mayor Randy
Dickinson
Mayor Ken Hill
Brent Hankins
Joseph Donald
Tony Stanzione

GUIDELINES FOR PREPARATION AND REVIEW THE REGIONAL PLAN AND MUNICIPAL PLANS

Please follow this process in order to meet State guidelines for regional plan and municipal plan endorsement applications.

1. If you use the services of a professional planner including the Cumberland County Planning Department, the planner should be contacted for assistance in completing the application and petition process.
2. I will also provide as much assistance as possible including consulting with the CDC's professional planner for this project. Contact me for assistance before you schedule your public meetings in this regard.
3. If your municipality is going to seek municipal plan endorsement, the following documents should be prepared. **Make sure they are ready for public inspection before scheduling meetings of the planning board or governing body to review the plans and before providing the required meeting notices:**
 - a. **A plan endorsement petition.** Samples of the petitions presented by other municipalities are available online via this link <http://www.nj.gov/dca/osg/plan/endorsement.shtml> or by going to www.cdcnj.com. The plan endorsement petition may be an appropriate place for several items required by the state including but not limited to the items that follow:
 - b. A Plan Endorsement Application form, as provided by the Office of Smart Growth, fully completed and signed by the petitioner or a duly authorized official, representing the petitioner.
 - i. Note that many of the municipalities have already submitted master plans and other required documents to CDC and digital copies have been produced on CD's. Keep this in mind when completing the application form, checklists and the petition document. You may refer to this CD as needed.
 - ii. You may also make reference to sections of the WSCRSP that are applicable to or support your local petition.
 - iii. If there are additional documents to support your local endorsement application that were not submitted to CDC and are not included on the your town's CD, please contact me to make arrangements to have those documents scanned and additional CD's created for local and state use.
 - c. **A proposed planning and implementation agenda / agreement (PIA).** The WSCRSP includes a PIA for each municipality as well as the region. This may serve as a basis for your local PIA.
 - d. **A list of the documents being submitted to the State** to support your endorsement application.
 - e. **Proof that notice of the submission of the initial petition** to the State Planning Commission and the Executive Director of the Office of Smart Growth has been provided pursuant to N.J.A.C. 5:85-1.7(d). This can be a copy of the facsimile list with the name and fax number on it and your fax confirmation sheet.
 - f. **A certified resolution from each governing body** requesting plan endorsement endorsing the initial petition being submitted and designating the official of the municipality to submit the petition and execute the Planning and Implementation Agreement;

- g. **Copies of the minutes of each public meeting** at which the initial plan endorsement petition was reviewed and of the meeting at which the resolution endorsing the initial petition was approved. The minutes shall include a summary of public comments and copies of written comments filed before, or presented at, the public meeting.
- h. **If any changes to the State Plan Policy Map are proposed**, the current and proposed State Plan Policy Map boundaries shall be depicted on drafting film at a scale of 1:24,000 and corresponding to the United States Geological Survey (U.S.G.S.) 7.5 minutes topographic quadrangle maps or in digital files conforming to national standards of 1:24,000 scale accuracy and as provided in the Plan Endorsements Guidelines established by the State Planning Commission;
- i. **Ten copies and one electronic copy of the petitioner's plan**, and proposed Planning and Implementation Agreement. **Digital submission of CD, which CDC will produce, may eliminate the need for 10 hard copies.** The submission shall include for the area proposed for plan endorsement:
 - i. all current adopted master plans, including any adopted mandatory elements
 - ii. any adopted capital improvement programs
 - iii. an inventory of existing infrastructure
 - iv. any zoning map and any zoning schedule
 - v. a natural resources inventory based on existing data
 - vi. any other applicable supporting materials for the initial petition including any materials identified in the Plan Endorsement Guidelines that are relevant to the particular circumstances of the petitioner.
- j. **A narrative description of public participation** and planning coordination efforts used to prepare and adopt the plan, develop and submit the initial petition and the proposed Planning and Implementation Agreement.
- k. **Written documentation indicating good-faith efforts** to include neighboring jurisdictions in the plan endorsement process.
- l. **Cover sheet with the name of the municipality** and the names of the members of the governing body, clerk and other appropriate officials and contact information.
- m. **Vision statement** of the municipality.

GUIDELINES FOR PUBLIC NOTICES AND PUBLIC INPUT

When your local plans are ready for public review and comment, they may be reviewed and discussed and public comment accepted at planning / land use board and governing body meetings. While approval for submission is a governing body action, some municipalities are reviewing and accepting public input for their plans at their planning / land use boards as well as at a meeting of the governing body. This may be a good procedure to follow. In any case, please take note of the following notification procedure for all public meetings at which the plan endorsement petition is reviewed:

1. According to N.J.A.C. 5:85-1.7 (d), all public notices required to be given by a municipality or county pursuant to N.J.A.C. 5:85-3, 4 or 7 (plan endorsement) shall be provided as follows:
 - a. All public notice of meetings or hearings shall be provided at least 10 days in advance of the meetings or hearings and shall provide the time, date, location and purpose of the meeting or hearing.
 - b. The public notice shall also specify that the public can comment orally at the meeting or hearing or submit written comments within a specified time period.**

- c. **Written notice may be provided electronically, by facsimile copy, by the United States Postal Service or other comparable delivery system.**
- d. By publishing a standard legal advertisement in each official newspaper of the municipality required to give public notice.
- e. By notifying the mayor, clerk and planning board of any municipality that adjoins the municipality required to provide the public notice
- f. By notifying the board of chosen freeholders, county executive or administrator, if any, county clerk and county planning board of the county in which the municipality is required to provide the public notice is located, **and any county that adjoins the municipality** required to provide the public notice
- g. By notifying the State Planning Commission.
- h. By notifying the Executive Director of the Office of Smart Growth.
- i. By providing written notice to the municipal planning board, board of education, environmental commission, if any and each authority, board, commission, committee, and department involved in economic development, land use, infrastructure or resource protection in that municipality.

PUBLIC NOTICE REQUIREMENTS ONCE THE PETITIONS ARE APPROVED FOR SUBMISSION OF THE PETITION TO THE STATE PLANNING COMMISSION AND THE OFFICE OF SMART GROWTH

When your governing body has approved submission of the local petition to the State, you are required to notify the public and the same public officials as were notified regarding the public meetings where the petition was reviewed or discussed.

According to N.J.A.C. 5:85-1.7 (d), all public notices required to be given by a municipality or county pursuant to N.J.A.C. 5:85-3, 4 or 7 shall be provided as follows:

1. By publishing a standard legal advertisement in each official newspaper of the municipality required to give public notice.
2. By notifying the mayor, clerk and planning board of any municipality that adjoins the municipality required to provide the public notice.
3. By notifying the board of chosen freeholders, county executive or administrator, if any, county clerk and county planning board of the county in which the municipality is required to provide the public notice is located, and any county that adjoins the municipality required to provide the public notice.
4. By notifying the State Planning Commission (met by filing the petition with the Office of Smart Growth).
5. By notifying the Executive Director of the Office of Smart Growth (met by filing the petition with the Office of Smart Growth).
6. By providing written notice to the municipal planning board, board of education, environmental commission, if any and each authority, board, commission, committee, and department involved in economic development, land use, infrastructure or resource protection in that municipality.

Complete the local municipal plan endorsement application and petition. Send the completed application along with the resolutions and any other supporting documents to me at the CDC office or call me and I will arrange to pick them. I will provide for making the digital copies of all documents in the package.

Adopt resolutions approving the regional and municipal plans like the samples that have been provided. You may make a copy of the resolution part of the plan endorsement petition.

I will work with you and/or your professional planner or other designated official to coordinate completion of your local municipal plan endorsement application. Please contact me for this purpose. Most of the municipalities involved in this regional plan have submitted many planning documents required already. There is also a checklist that was completed when documents were submitted to my office in the past which indicates the items already submitted to me and the items that are part of the regional plan that will support or take the place of items required of each town.

If you would like me to provide a summary of the WSCRSP and review the sections of the plan pertaining to your municipality at a meeting prior to or at the meeting at which the plan will be considered, please contact me and I will attend if possible.

The importance of submitting local plan with the regional plan is clearly defined in the State's plan endorsement guidelines as follows:

Regional Planning Priority

One of the goals of the State Plan is to ensure sound and integrated planning and implementation statewide (The New Jersey State Development and Redevelopment Plan, 2001, Goal 8). As such, the State Planning Commission will give priority to petitions received from counties, regional entities, and urban complexes, as well as to municipalities that submit their master plans as part a petition from a county, regional entity or urban complex. The State Planning Commission will also give priority consideration to municipal petitions that have the support of counties with endorsed plans and joint petitions from more than one municipality within a region.

Please consult with the Strategic Plan Steering Committee member from your municipality and contact me if you have any questions about this process. Your cooperation and support in this matter is appreciated.

The timeline for completion of this plan endorsement review process has been extended to allow time for review by the planning / land use boards as well as the governing body and to allow time for proper public notice. Please complete this process and forward your local applications and the resolution supporting submission of the regional plan to me by May 31, 2006.

Sincerely,



Anthony Stanzione

Cc: WSCRSP Steering Committee Members and / or Mayors