



Borough of Red Bank

90 Monmouth Street
Red Bank, NJ 07701

Shawna S. Ebanks, PP, AICP
Director Community Development

732-530-2752
sebanks@redbanknj.org

To: Ziad Shehady
Borough Administrator

Cc: Red Bank Planning Board
Red Bank Borough Council

From: Shawna Ebanks, PP, AICP
Director of Community Development

RE: Borough of Red Bank Master Plan Update

A Master Plan is a policy framework that impacts the decisions that affect the physical, social and economic environment of a municipality. A typical master plan provides goals and strategies for the next 20 years. The Borough's last comprehensive master plan was adopted in May 1996, making the plan 25 years old.

Since a master plan is cumbersome and expansive, the Municipal Land Use Law (MLUL) allows municipalities to adopt master plan re-examination reports to help the localities reflect on the current conditions and any accomplished the policies outlined in the existing master plan. Under N.J.S.A 40:55D-89, the governing body must complete a re-examination of the master plan every ten years. The Borough's last re-examination report was adopted in 2019. Although the Borough has completed a re-examination report within the past two years, it is recommended that the municipality undertake a new comprehensive plan that reflects the current demographics, development patterns, and the future vision for a sustainable Red Bank. Below is an outline of the process for drafting a new master plan.

Timeline

On average, the master planning process is a maximum of two years starting from a planning consultant's designation to the plan's final adoption.

<u>Steps</u>	<u>Responsible Parties</u>	<u>Timeframe</u>
<u>I. Pre-Plan Development</u>		
<ul style="list-style-type: none">Develop a budget for professional planning consultant services and master plan	Governing Body	1 month
<ul style="list-style-type: none">Adopt resolution for master plan budget		
<ul style="list-style-type: none">Draft a RFQ/RFP for professional planning services	Planning Board Master Plan Committee & Department of Planning and Zoning	1 month
<ul style="list-style-type: none">Approve resolution to advertise RFQ/P	Governing Body	1-2 months
	Administration	

<u>Steps</u>	<u>Responsible Parties</u>	<u>Timeframe</u>
<ul style="list-style-type: none"> Post the RFQ/P on Borough website and newspaper 		
<ul style="list-style-type: none"> Review proposal submissions and recommend planning consultant selection to governing body Approve resolution awarding contract to selected consultant 	<p>PB Master Plan Committee</p> <p>Governing Body</p>	1 month
II. Data Collection & Plan Development		
<ul style="list-style-type: none"> Hold a contract kick-off meeting 	Planning Consultant, Department of Planning and Zoning & Administration	1 week
<ul style="list-style-type: none"> Form Master Plan Steering/Advisory Committee (comprised of Borough professionals, local officials, community leaders and project consultants) – Optional 	Planning Consultant & Department of Planning and Zoning	1 month
<ul style="list-style-type: none"> Gather data from the Borough’s various departments, community organizations, etc. Develop set of objectives, policies and goals based on findings 	Planning Consultant	<i>Subject to consultant’s proposed timeline</i>
<ul style="list-style-type: none"> Facilitate community outreach and engagement (<i>Ongoing</i>) NOTE: the MLUL only requires one public meeting for a master plan which is the presentation before the planning board. However, extensive community input is needed to achieve the goals and strategies outlined in the plan. <ul style="list-style-type: none"> Steering Committee Meetings Surveys (optional-determined by consultants) Community Meetings (amount determined by consultants) Other engagement tools (determined by consultants) 	Planning Consultant	<i>Subject to consultant’s proposed timeline</i>
<ul style="list-style-type: none"> Draft the master plan and official maps Review and comment on draft plan prior to Planning Board Presentation 	<p>Planning Consultant</p> <p>Planning Board Master Plan Committee, Department of Planning and Zoning, & Administration</p>	<i>Subject to consultant’s proposed timeline</i>
III. Post Plan Development		
<ul style="list-style-type: none"> Hold public hearing for presentation and adoption of plan – Required 	Planning Board	1 to 2 months

<u>Steps</u>	<u>Responsible Parties</u>	<u>Timeframe</u>
<ul style="list-style-type: none"> ○ Publish notice in the newspaper ○ Send notice to the Office of Planning Advocacy, County Planning Board, and any military facilities that are registered in the Borough ○ Send notice and draft plan to clerks of adjoining municipalities ○ Publish draft plan on the Borough's website and provide a copy to the Borough Clerk's office for review before the meeting 	Department of Planning and Zoning	10 days prior to PB Public Hearing
<ul style="list-style-type: none"> ● Publish notice for master plan adoption: After revisions and adoption of the plan, the Planning Board must publish in the newspaper and give notice and a copy of the final plan to the Office of Planning Advocacy and the County Planning Board. 	Department of Planning and Zoning	1 Month

Required Content of the new Master Plan

According to N.J.S.A 40:55D-28, the master plan is to be comprised of a report or statements of land use and development proposals with maps, diagrams, and text which must include the following three elements:

- Statement of objectives, principles, assumptions, policies, and standards upon which the constituent proposal for the physical, economic and social development of the Borough or based.
- Land use element
- Policy statement indicating the relationship of the proposed development of the municipality to the following:
 - Master plans of the contiguous municipalities
 - Master plan of the county
 - State Development and Redevelopment Plan
 - County’s district solid waste management plan

Additionally, the MLUL states that a master plan should include the following elements:

- Housing Plan- N.J.S.A 40:55D-62, A municipality may not pass a zoning ordinance until the housing plan element of a master plan has been adopted.
- Storm Water Management Plan – N.J.S.A 40:55D-94 shall be an integral part of the master plan and should be prepared by the municipality.

Optional elements

- Circulation Plan, Utility Service Plan, Community Facilities Plan, Recreation Plan, Conservation Plan, Economic Development Plan, Historic Preservation Plan, Recycling Plan, Educational Facilities Plan, Green Building and Environmental Sustainability Plan, and Public Access Plan

Element Recommendations for New Master Plan

Based on the review of the 1996 Master Plan, the following elements are recommended for the new master plan.

- Statement of Objectives, Principles, Assumptions, Policies and Standards. **(REQUIRED)**

- Land Use Element (**REQUIRED**)
- Circulation Plan
- Utility Services Plan
- Community Facilities Plan
- Recreation Plan
- Economic Development Plan
- Historic Preservation Plan
- Green Building and Environmental Sustainability Plan
 - Conservation Plan
 - Stormwater Management Plan
- Policy Statement Indicating the Relationship

The following plan was recently updated and should be incorporated into the new comprehensive master plan document.

- Housing Element and Fair Share Plan (2019)

Other Updates

Once the planning board has adopted the master plan, it is recommended that the zoning ordinances be updated to help establish the policies that are outlined in the Master Plan.