



Transit Hub Planning Program – 2025 Solicitation for Project Proposals

PURPOSE:

The **Transit Hub Planning Program** provides volunteer professional planning assistance to develop strategic plans that support communities seeking to re-use, redevelop, or improve areas surrounding a bus, rail, light rail, or ferry station or stop. Project Teams generally follow the processes and principles outlined in the NJTPA's *Guidebook for Transit Hub Planning* at: <https://www.njtpa.org/NJTPA/media/Documents/Planning/Regional-Programs/Transit/TNJ-Guidebook-for-Transit-Hub-Planning-6-5-19.pdf> and collaborate directly with the project's lead community coordinator to identify practical and implementable strategies that can improve access to the transit station, increase economic activity in the hub area, create improved public spaces and promote a more vibrant and connected community. Projects will be selected on a competitive basis by a committee composed of agency and organization staff using the criteria listed below.

TRANSIT HUB PLANNING PROGRAM:

Conducted through a partnership between the **Center for Community Planning**, the **American Planning Association New Jersey Chapter** (APA-NJ) and the **North Jersey Transportation Planning Authority** (NJTPA) since 2017, the Transit Hub Planning Program recruits volunteer planners to provide technical planning services for up to two community groups or municipalities. Applicants are selected on a competitive basis by a committee of staff from the organizations based on the selection criteria identified in this solicitation. Teams collaborate closely with the community officials and stakeholders to produce a strategic plan for the re-use, redevelopment, or improvement of a transit hub in the selected communities.

A team of volunteer planners with the necessary skills and background tailored to the proposal will be recruited through the APA-NJ's Community Planning Assistance Program to prepare the strategic plan. Work will consist of evaluating transportation and land use

conditions at the transit station and surrounding project area, identifying challenges and opportunities for future improvements, and conducting a robust community outreach process in collaboration with municipal officials and leaders. The team will produce a set of goals and objectives for the area, and a coordinated vision of strategic transportation, land use, business, and quality of life improvements. The team will also prepare recommendations for advancing the elements of the plan after the study is complete, which may include guidance for completing an application to New Jersey's Transit Village Program administered by NJ TRANSIT and the New Jersey Department of Transportation (NJDOT). (<http://www.state.nj.us/transportation/community/village/index.shtml>). Participating municipalities or organizations should make staff available to support the work and be available for discussions with agencies at the municipal, county, regional, and state levels.

More information on the Transit Hub Planning Program administered through the NJTPA and APA-NJ Community Planning Assistance Program, as well as completed studies, can be found at: <https://www.njtpa.org/TransitHubProgram.aspx> (NJTPA) <https://njplanning.org/about/community-planning-assistance-program> (APA-NJ)

ELIGIBILITY:

Any municipality or community organization in New Jersey is eligible. Selected projects in the NJTPA region (Bergen, Essex, Hudson, Hunterdon, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren counties) are also eligible for further support from the NJTPA staff.

PROPOSAL REQUIREMENTS:

To apply for the program, applicants should submit a Word document (maximum two pages; excluding map and attachments) that incorporates the following:

- Name and contact information of the applicant, and (if different), lead community coordinator for the project.
- Description and map identifying the transit station or stop and the surrounding geographic area to be included in the study.
- Brief proposal:
 - Describing existing conditions at and around the transit hub location
 - Identifying unique locational or contextual elements that can lead to a successful mixed-use vision for the transit hub
 - Listing expected project goals and objectives
 - Suggesting outreach methods to identify community concerns and desires.
- List of current and previous planning studies performed within the municipality involving the proposed study area (with availability of documents upon request).

- Brief explanation as to how the proposed study will help advance the regional policies, strategies and actions identified within the:
 - NJTPA Long Range Transportation Plan (LRTP), Plan 2050: Transportation. People. Opportunity. <https://www.njtpa.org/LRTP.aspx>
 - Transit Friendly Planning Program. <https://transit-friendly-planning-njtransit.hub.arcgis.com/>
- Resolution approved by the municipal governing body or the non-profit board of directors that:
 - Confirms municipal support for the project
 - Commits to a community-driven planning process including field visits and community outreach
 - Affirms availability of applicant staff and resources for the duration of the study.
 - Designates an individual (preferably an elected official or key community stakeholder) who will serve as a community liaison / “champion” during the project
- A list of municipal agencies, officials, stakeholders, and organizations expected to participate in the study.

Applicants should also consider including:

- Letter(s) of support from local officials, key stakeholders, and/or other organizations in the community.

SELECTION CRITERIA:

Locations will be selected based on the following criteria:

- Consistency of proposed goals and objectives with achieving a successful mixed-use vision for the transit hub.
- Planning process incorporating stakeholder-driven outreach to identify the concerns and desires of the local community.
- Official commitment and endorsements to help coordinate, support and champion the study for its duration.

BENEFITS TO SELECTED COMMUNITY:

- The Program provides a team of volunteer planners at no cost to the municipality to support a community-driven process to create a strategic plan for the transit hub. This includes conducting community outreach, analyzing the current conditions in

the area, identifying strategies for addressing challenges in the area, and preparing a strategic plan product.

- The strategic plan documents the community's goals, describes the transit hub's overall strengths, develops strategies to advance the community's objectives, and recommends approaches for advancing strategies further through plan development, design, and implementation.
- The strategic plan findings and analysis can support follow-on community applications for resources through programs such as the NJTPA's Complete Streets Technical Assistance and Planning for Emerging Centers, NJ TRANSIT's Transit Friendly Planning, the NJDOT's Local Bicycle/Pedestrian Planning Assistance, and the NJ Department of Community Affairs Local Planning Services. These programs have their own selection procedures.

APPLICATIONS:

Due by 5:00 PM on February 3, 2025. Submit proposals via E-Mail only to tomschulze@aol.com.

SCHEDULE:

- **January 6, 2025** – Project proposal solicitation issued.
- **February 3, 2025** – Project proposals due by 5:00 PM.
- **March 10, 2025** – Notification of all applicants of selection results.
- **May 5, 2025** – Project work programs initiated.
- **December 31, 2025** – Project work programs completed.