

**SECTION I
ORGANIZATION AND RESPONSIBILITIES OF THE CITY PLAN COMMISSION**

A. ORGANIZATION OF THE CITY PLAN COMMISSION [COMMISSION]

1. The City Plan Commission has been created in conformance with the requirements of RI General Laws [RIGL] Ch. 45.22 [[CLICK HERE](#)] and with the requirements of the Cranston City Charter [CHARTER]. [Ch. 13] [[CLICK HERE](#)] .
2. The Commission has 9 members appointed as follows [Charter Ch. 13]:
 - a. The Commission has 9 members appointed as follows [Charter Ch. 13]:
 1. The Director of Public Works
 2. The Director of Finance
 3. Five members appointed by the Mayor for 4 year terms, and
 4. Two members appointed by the City Council President for 4 year terms
 - a. One Member shall be appointer for either Ward 1, 2, or 3 and
 - b. One Member shall be appointed from either Ward 4, 5, or 6.
3. At least one Commission appointment expires each year so that the terms of the Commission overlap.
4. The term of a Commission member shall continue until a successor has been sworn in. If a Commission member is not reappointed, any action taken subsequent to 90 days after the term shall have expired shall be null and void and of no effect. [Charter §15-11] [[CLICK HERE](#)].
5. A newly appointed Commission member shall be sworn in by the City Clerk prior to being seated as a voting member of the Commission in [City Code of Ordinances [CODE] Title 17 Zoning (ZONING) [§.17.109.010] [[CLICK HERE](#)].
6. Should a vacancy occur on the Commission, the vacancy shall be filled by the appointing authority for the remainder of the unexpired term [RIGL §45-22-3(b)] [[CLICK HERE](#)].
7. The Planning Board shall annually elect a President and a Vice-President [Charter Ch. 13] [[CLICK HERE](#)]and [RIGL Ch. 45-22§45-22-5(a)] [[CLICK HERE](#)].

B. POWERS AND DUTIES OF THE CITY PLAN COMMISSION AS DEFINED BY RHODE ISLAND GENERAL LAW [[CLICK HERE](#)].

Section 45-22-7 RIGL establishes the powers and duties of the City Plan Commission as follows

‘§ 45-22-7. Powers and duties of a planning board or commission.

- a) A planning board or commission shall have the sole responsibility for performing all those acts necessary to prepare a comprehensive plan for a municipality in accordance with the provisions of chapter 22.2 of title 45.
- b) Pursuant to § 45-23-51, a planning board or commission shall be empowered by the city or town council, by ordinance, to adopt, modify, and amend regulations and rules governing land-development and subdivision projects within that municipality and to control land-development and subdivision projects pursuant to those regulations and rules. The planning board or commission shall also provide for the administration, interpretation, and enforcement of land-development and subdivision review regulations, pursuant to § 45-23-52.
- c) When directed by the city or town zoning ordinance pursuant to § 45-24-46.4 and the city or town land development and subdivision review regulations pursuant to § 45-23-50.1, a planning board or commission shall have the power to review and approve,

approve with conditions, or deny requests for variances and special-use permits submitted as part of land-development and subdivision applications.

- d) A planning board or commission established under the provisions of this chapter shall make studies and prepare plans and reports on the needs and resources of the community with reference to its physical, economic, and social growth and development as affecting the health, safety, morals, and general welfare of the people. The studies, plans, and reports shall concern, but not necessarily be limited to, the following:
 - 1) Land use and land-use regulation;
 - 2) Transportation facilities;
 - 3) Public facilities, including recreation areas, utilities, schools, fire stations, police stations, and others;
 - 4) Blighted areas, including the designation of general areas for redevelopment, renewal, rehabilitation, or conservation;
 - 5) Problems of housing and the development of housing programs;
 - 6) Environmental protection;
 - 7) Natural resource conservation;
 - 8) Protection from disaster;
 - 9) Economic and social characteristics of the population;
 - 10) Preservation of historic sites and buildings; and
 - 11) Economic development.
- e) When directed by the city or town council or by the appointing authority, a planning board or commission shall prepare an annual capital budget and a comprehensive, long-range capital-improvement program for submission to the council, the appointing authority, or other designated official or agency.
- f) A planning board or commission shall submit an advisory opinion and recommendation on all zoning matters referred to it by the zoning board of review under the provisions of the city or town zoning ordinance and report on any other matter referred to it, by the city or town council, the chief executive, or the appointing authority.
- g) A planning board or commission shall perform any other duties that may be assigned to the board or commission, from time to time, by any act of the general assembly or by any ordinance, code, regulation order, or resolution of the city or town council or by the appointing authority.
- h) A planning board or commission has authority to call upon other departments, boards, and committees of the city or town and upon regional, state, and federal agencies for information and assistance necessary to the performance of its duties, and shall cooperate with the city or town, regional, state, and federal agencies on matters of community, regional, and state planning and development.
- i) Each planning board or commission must adopt a provision requiring any person who will be required to file a request for access pursuant to § 24-8-34 to file that request not later than the day on which that person files any document in connection with the project in question with the applicable town or city, and to provide a copy of the request to the town or city.
- j) Each member of a planning board or commission shall participate in training and education classes concerning the effects of development in a flood plain and the effects of sea-level rise once every two (2) years. Each member shall complete two (2) hours of training in order to be certified for the two (2) years required by this subsection. Upon completion of the training, the planning board or commission member shall file with the municipal clerk a statement asserting that the training course has been completed.'

C. CITY PLAN COMMISSION RESPONSIBILITIES

1. LAND DEVELOPMENT

- a. The Commission shall review and act on applications for subdivision and major land developments in accordance with the City of Cranston Subdivision Rule and Land Development Regulations [SSR] [\[CLICK HERE\]](#) including:
 1. administrative subdivisions [SRR Sec. V.B],
 2. minor subdivisions [SRR Sec. V, C and D] and
 3. major subdivisions or major land developments [SRR Sec. V and F].
- b. The Commission shall review and act on applications for Planned Developments [Zoning Ch. 17.96] [\[CLICK HERE\]](#) including Residential Planned Development [Zoning Ch. 17.104] [\[CLICK HERE\]](#) and [SRR Sec IV] and Mix Plan Development. [Zoning Ch. 17.100] [\[CLICK HERE\]](#) and [SRR Sec IV]
- c. The Commission shall review and act on applications for an Educational Institution in an Educational Institution District [Zoning Ch. 17.106] [\[CLICK HERE\]](#).
- d. The Commission shall review and act on Telecommunications facilities allowed by right on municipally owned sites greater than ten (10) acres in size and which abut an interstate highway [Zoning §17.76.C.3.p] [\[CLICK HERE\]](#).

2. COMPREHENSIVE PLAN

- a. The Plan Commission shall undertake continuing studies of all factors involved in the physical development of the city and of its environs to the extent that the latter affect the physical development of the city, to combine the results of these studies in a Comprehensive Plan. Said plan shall comply with the requirements of the Rhode Island Comprehensive Planning and Land Use Act. [Charter §13.03 [\[CLICK HERE\]](#) AND RIGL Ch.45.22.2 [\[CLICK HERE\]](#)].
 - b. The Comprehensive Plan, once adopted shall not be amended until the Plan Commission holds a public hearing and make recommendations to the City Council in accordance with the City Charter and Rhode Island Comprehensive Planning and Land Use Act. [Charter §13.03, RIGL Ch.45.22.2]
3. **CAPITAL BUDGET:** The Commission shall prepare and submitted to the Mayor, on an annual basis, a capital budget and capital improvement plan [Charter §13.04] [\[CLICK HERE\]](#) and the Code §6.12 [\[CLICK HERE\]](#)].
4. **ZONING BOARD REVIEW:** The Zoning Board of Appeal shall not take final action applications for variance or special permit the Commission has submitted recommendations on the matter in writing or until 30 days have elapsed from the date of notice to the Commission [Zoning §17.92.010 and §17.92.020] [\[CLICK HERE\]](#).

5. AMENDMENTS TO THE ZONING

- a. The commission shall recommend to the Council from time to time such changes in the zoning regulations previously adopted as in the Commission's judgment are necessary or desirable [Charter § 13.05] [\[CLICK HERE\]](#) .
- b. No ordinance amending or repealing any existing zoning regulation or adding any new regulation to those already in force shall be adopted by the City Council until the ordinance has been referred to the city plan commission or 30 days have elapsed from the Commissions next scheduled meeting. If the commission adopts a resolution disapproving the ordinance its passage by the council shall require the affirmative votes of at least two-thirds of all council members. [Charter § 13.05 Zoning Ch. 12.120]

6. **OFFICIAL STREET MAP:** The Prior to the City Council making any make additions to or modifications of the official street map, the council shall refer the matter to the Commission

for a report, or 45 days have elapsed from the date of notice. [Zoning §12.04.020] [\[CLICK HERE\]](#).

7. **SUBDIVISION RULE AND LAND DEVELOPMENT REGULATIONS:** The Commission shall adopt and from time to time amend reasonable rules and regulations relative to subdivision control and major land development [SRR Sec. 10]
8. **INDUSTRIAL PERFORMANCE COMMISSION:** One member of the Plan Commission, as appointed by the President, shall serve on the Industrial Performance Commission. [Zoning Ch. 17.112]
9. **ADVISORY COMMITTEE ON PARKS AND RECREATION:** One member of the Plan Commission, as appointed by the Plan Commission, shall serve on the Advisory Committee on Parks and Recreation. [Charter Ch. 6 §11.06]
10. **SALE OF CITY LAND:** The Commission may recommend to the City's Purchasing Agent restrictions to be placed on a City owned land that is being sold as surplus. [Charter § 7.08].
11. The Commission acts on Applications for Comprehensive Permits in accordance with RIGL Ch.45-53. [\[CLICK HERE\]](#).

SECTION II GENERAL PLAN COMMISSION POLICIES

A. ROBERT'S RULES OF ORDER

Robert's Rules of Order are hereby adopted for the governance of Commission meetings in all cases not otherwise provided for in these policies.

B. DUTIES AND POWERS OF COMMISSION OFFICERS

The duties and powers of the officers of the Commission shall be as follows:

1. The President shall:
 - a. Preside at all Commission meetings and is responsible for the conduct and decorum at the meeting;
 - b. Decide all points of order and procedure, subject to these policies and Roberts Rule of Order;
 - c. Call special meetings of the Commission in accordance with the Commission's policies;
 - d. Review agendas of Commission meetings;
 - e. Evaluate annually the Director of the Department of Planning [DEPARTMENT];
 - f. See that all Commission actions are properly taken.
2. Vice-President
 - a. In the absence, disability or disqualification of the President, the Vice-President shall exercise and perform all the duties and assumes to all the responsibilities of the President.
 - b. The Vice-President shall succeed the President if he/she vacates his/her office before the term is completed. The Vice-President shall serve the unexpired term of the vacated office. A new Vice-President shall be elected at the next regularly scheduled meeting of the Commission.

C. REORGANIZATION

1. The Commission shall reorganize at its first regular meeting in January [or the first meeting where all the members attend] as the last agenda item. At this meeting, nomination for President and Vice-President shall be made and elections shall follow immediately thereafter.
2. The candidate for each position receiving the vote of a majority of the Commission shall be declared elected and shall serve for one year.
3. The Commission and/or President shall appoint a representative to the Parks Commission and the Industrial Development Commission as appropriate.
4. Commission members who serve on other commissions or committees shall keep the Commission informed as to the activities of said commissions or committees.
5. Notice of reorganization shall be sent to the Mayor's Office, the City Clerk and to appropriate City departments.

D. VACANCIES ON THE COMMISSION

1. A Commission member may resign from the Commission by filing a written notice of resignation with the City Clerk. A copy of said notice shall be provided to the Commission.
2. If a vacancy occurs, the Department shall immediately act to fill the vacant position by providing a written notice of vacancy to appropriate appointing authority.

3. A Commission member appointed to fill a vacancy shall serve the remaining term of the Commissioner being replaced.
1. **OPEN MEETING ACT [RIGL Chapter 42-46] [[CLICK HERE](#)] [[CLICK HERE](#)]**
2. [[RI ATTORNEY GENERAL PUBLIC MEETING ACT AND OPEN MEETING ACT ANNUAL REPORT](#)]
 - a. All activities of the Plan Commission are subject to the Open Meeting Act **[OMA]** RIGL Chapter 42-46. Said act requires:
 - b. That all activities of the Commission be conducted through a public forum with notification to the public.
 - c. That all communications between Commission members, between the public and Commission members and between applicants and Commission members, regarding matters before the Commission take place only through a public forum as noted above.
 - d. That a majority of the Commission members shall not discuss a matter that is before the Commission outside of the public forum [note this includes serial, e-mail and telephone conversations].
 - e. That a violation of the OMA can render any decision of the Commission null and void.
3. A new Commission member shall be given a copy of the OMA prior to his/her first meeting on the Commission.
4. On an annual basis, Commission shall be provided with any new guidance from the Rhode Island Attorney General as to the proper administration of the OMA.

E. CONFLICT OF INTEREST

1. Any Commission member who is in doubt as to the existence of a conflict of interest shall consult with the Office of City Solicitor or the State Ethic's Commission.
2. Any Commission member who feels that he/she has a conflict of interest on any matter that is before the Commission shall
 - voluntarily excuse himself/herself,
 - vacate his/her seat and leave the meeting and
 - refrain from discussing and voting on said item as a Commission member.

Said withdrawal shall be noted at the public meeting.

G. EX PARTE COMMUNICATION

1. All questions on matters currently before the Commission and matters that are to be submitted to the Commission shall be directed to the Department.
2. If an individual attempts to initiate contact with a Commission member regarding a matter before the Commission, the member shall refer the individual to the Department and suggest that the individual present the information at the appropriate Commission meeting.
3. If an ex parte communication takes place with a Commission member, said member shall report the information provided, identity of the source and date of the contact to the full Commission for inclusion in its formal record.
4. Written information transmitted to a Commission member shall be forwarded directly to the Department for review and incorporation into the public record.
5. For all hearings, communications with the Commission shall be confined to the following:
 - a. documents on file with the Department as public records prior to the public hearing,
 - b. documents filed with the Department as public records while the public hearing is open,
 - c. information presented to the Commission at the public hearing and

- d. documents filed with the Department as public records after the public hearing has been closed in response to a request for additional information made by the Commission at the public hearing.

H. SITE VISITS

1. A site visit is defined as a visit by the Commission to a location on a matter that is before the it where the visit is in the company of the owner, the applicant or their agents and the general public. It involves going onto the property or visiting areas which are not customarily available for public inspection. [This does not include viewing the site from adjoining public highways or other observations that can be made without entering on the property by individual Commission members.]
2. If the Commission decides a site visit is required, it shall request permission from the applicant for both the Commission and the general public to go onto the site.
3. Site visits are subject to Open Meeting Act **[OMA]** and notice shall be given in accordance with the OMA [including notice to abutters, notice in newspaper, and posting to agendas to the Secretary of State's and Cranston's website].
4. The practice of an applicant directly calling a Commission member to invite that member to visit a site is a violation of the OMA.

I. QUORUM AND VOTING

1. With a 9-member Commission, 5 Commission members shall constitute a quorum.
2. The vote 5 members of the Commission shall be required to transact business.
 - a. An abstention shall not be considered "a vote" in determining whether action has been adopted.
 - b. When a vote on a question does not receive 5 votes to approve, the question shall be deemed to have been defeated.
3. In order to vote on a matter on that is before the Commission, for which a Commission member has missed a meeting, the member shall:
 - a. Review the application file,
 - b. Consult with Department staff as to what transpired during the hearing,
 - c. Review the draft minutes of the meeting missed and
 - d. Review any Commission audio/visual media regarding the meeting missed.
4. Procedure for taking a vote shall be as follows:
 - a. A Commission member shall obtain the floor and state a motion in full.
 - b. The motion shall be seconded by another Commission member.
 - c. The motion it shall be restated by the President.
 - d. If there is no discussion, a vote shall be taken. If there is discussion, discussion shall continue until the question is called as originally proposed or as amended and a vote shall be taken.
 - e. After a vote is taken, the President shall restate both the motion with any amendments and the official vote.

J. AGENDAS

1. The agendas of the Commission shall have a coherent and consistent structure, with similar items grouped together. In addition to procedural requirements [i.e. call to order], the agenda shall clearly identify old business and new business.
2. Matters referred to the Commission by the City Council shall be placed on the agenda for consideration at the first meeting of the Commission after Public Notice has been given by the Council.
3. The agenda for a regularly scheduled Commission meeting shall be published not less than 6 days prior to the date of the meeting.
4. Agendas shall be provided to following individuals or entities:
 - a. The Commission,
 - b. The Mayor's office,
 - c. The City Council,
5. The agenda shall be posted on both the City's and the Secretary of State's web sites and posted at City Hall and the Cranston Library in accordance the Open Meeting Act RIGL Chapter 42-46.
6. Commission Agendas may have the following organization:
 - CALL TO ORDER/DETERMINATION OF QUORUM
 - APPROVAL OF MINUTES
 - ORDINANCE HEARINGS
 - SUBDIVISION/LAND DEVELOPMENT HEARINGS
 - RECOMMENDATIONS TO THE ZONING BOARD REVIEW
 - RECOMMENDATIONS ON MATTERS REFERRED BY CITY COUNCIL
 - OTHER PLAN COMMISSIN ACTIVITIES
 - DIRECTOR'S REPORT
 - ADJOURNMENT

K. PLANNING BOARD MEETINGS

1. All Commission meetings are subject to the Open Meeting Act **[OMA]** [RIGL Chap. 42-46]. [\[CLICK HERE\]](#)
2. A schedule of meeting dates shall be established by the Commission at its **December** meeting. Said schedule may be altered or changed at any regularly scheduled meeting.
3. Commission meetings shall be at 6:30 PM on the first Tuesday of the month when practicable. Meetings shall be held at Council Chambers, unless otherwise designated by official notice.
4. Additional Commission meetings may be held at any time by call of the President in consultation with the Director provided that notice of at least 72 hours is given to each Commission member and notice of the meeting is posted in in accordance with the requirements of the OMA.
5. Whenever there is no business for the Commission, the Director may cancel a scheduled meeting by giving notice of at least 48 hours to the Commission members and a notice of cancellation is posted in accordance the OMA.
6. Public hearings on an application before the Commission shall have the following format:
 - a. Opening of the public hearing by the President.
 - b. Initial comments by Department staff including a presentation of staff's review of the application [the staff report].

- c. Presentation by the applicant and or the applicant's representative [i.e. attorney or engineer]. [When possible the applicant's remarks should be submitted in writing prior to the hearing and should be summarized at the hearing.]
 - d. Questions by Commission members.
 - e. Questions/comments by interested parties.
 - f. Final comments by the applicant as appropriate. [The applicant should note the issues raised during the hearing and address them in the closing comments.]
 - g. Final comments by staff including recommendation for Commission action.
 - h. Deliberation and vote of the Commission.
7. When the Commission hears testimony from interested parties on an item under discussion, the President shall impose fair and uniform limitations on oral presentations so as to maximize public input.
- a. Any interested party may speak after receiving recognition by the President. Said party shall state his/her name and address prior to speaking and shall direct all questions through the President.
 - b. During a public hearing, only the person who has the floor, as recognized by the President, shall speak.
 - c. The Commission shall generally allow wide latitude in allowing abutters to speak. However, the Commission reserves the right to limit comments which are not relevant to the matters at hand or which are repetitive of points previously made.
8. Closing The Public Hearing.
- a. The public hearing shall be closed by vote of the Commission when all pertinent information has been placed on the record and the Commission has determined that all its questions have been answered.
 - b. Once a public hearing has been closed communication between the Commission and all parties shall be confined to the following:
 - 1. documents filed with the Commission as public records in response to a request for additional information made by the Commission at the public hearing and
 - 2. direct responses to questions raised by the Commission at a public meeting.
9. The Commission shall not commence any items of business after 11:00 PM except by unanimous vote of the Commission and meetings shall adjourn by 12:00 PM.

L. PLAN COMMISSION MINUTES

- 1. Minutes of all Commission meetings shall be kept and posted in accordance with the provision of the Open Meeting Act. Minutes shall be considered a summary of events and business transacted once adopted by the Commission.
- 2. All Commission meetings shall be recorded by tape, CD or other electronic device and shall be retained for a minimum of 5 years after the date of the meeting.

M. CORRESPONDENCE

- 1. Correspondence shall not be read in its entirety at a public hearing. The staff shall prepare a summary of correspondence as part of its staff report. In addition, the President shall note that all correspondence regarding an application has been posted on the City's web site and is available for review at the Planning Department.
- 2. Upon a request by a Commission member, a specific piece of correspondence shall be read into the record in its entirety.
- 3. The deadline for submitting correspondence on an agenda item for a Commission meeting shall be the close of business 5 days before the date of the meeting at which the agenda item will be taken up.

4. Correspondence received after the deadline for submitting correspondence shall not be included in the staff report. Said correspondence may be acknowledged by the President during a Commission meeting.
5. All correspondence received by the Department is considered public documents as of the date of receipt. No document shall be withheld from either the Commission or the public.
6. The Commission shall not accept documents presented during a meeting. Anyone presenting documents during a meeting shall be requested to submit said documents to the Department during normal business hours.

N. PROJECT CONDITIONS

1. Staff shall be responsible for preparing draft conditions. Other interested parties (i.e. Commission members or the applicant) may suggest conditions to be included.
2. Draft conditions may be changed (i.e. added, deleted or modified) by a vote of the Commission during the public hearing.
3. Approval of conditions shall require the affirmative vote of 5 members of the Commission.

O. DEPARTMENT OF PLANNING

1. GENERAL RESPONSIBILITIES: Staff shall have 3 general responsibilities:
 - to provide disciplined, consistent and fair implementation of the City's land use regulations and the Commission's policies;
 - to assist the Commission and the City with long-range planning for the City and
 - to assist the Commission and the City with the development and administration of best management practices for the regulation land development within the City.
2. HIRING, PROMOTION, DISCIPLINE AND DISMISSAL
 - a. In that Department staff are employees of the City, their hiring, promotion, discipline and dismissal shall be governed by contract and by any personnel policies and procedures adopted by the City.
 - b. In that the Director of the Department reports to the Commission, he/she shall be appointed by the Commission.
 - c. In that the Director has direct supervision over staff:
 - 1) The Director shall interview and hire candidates for positions within the Department in consultation of the Commission President.
 - 2) The Director shall be responsible for the evaluation, promotion, discipline and dismissal of staff consistent with City's personnel policies.
 - d. The Commission President shall perform an annual evaluation of the Director. Said evaluation shall be conducted in accordance with any evaluation procedures established by the City's personnel policies. In preparing the evaluation, the President shall seek input from other Commission members and City's Director of Administration. The Director may request that the full Commission review and approve the President's evaluation. Should said request be made, the annual evaluation may be amended and submitted to the Personnel Department by a majority vote of the Commission.
3. DEPARTMENT WORK PRODUCTS
 - a. Staff will complete work products (i.e. staff reports) at least 5 days prior to a regularly scheduled Commission meeting.
 - b. Staff's work products shall be released to the Commission as a package.
4. REQUESTS FOR INFORMATION, RESEARCH OR SERVICES
 - a. Members of the Commission shall work only through the Director in requesting information, research or services from staff.

- b. Any Commission member who asks staff for information, research or services should take care not to unnecessarily disrupt staff's priority work.

P. OFFICE OF THE CITY SOLICITOR

1. The Commission may request guidance from the office of the City Solicitor
2. All legal documents requiring Commission action [i.e. consulting contracts or acceptance of performance bonds] shall be approved as to form by the Office of the City Solicitor prior to action by the Board on said documents.

Q. PLAN COMMISSION SUBCOMMITTEES

1. At their discretion, the Commission may create subcommittees for special purposes and appoint members to said committees.
2. Subcommittee members shall be appointed for one year or for the duration of the subcommittee whichever is shorter.
3. In creating a subcommittee and appointing subcommittee members, the Commission shall clearly outline a charge to the subcommittee and indicate a completion date.
4. Creation of a subcommittee shall require the affirmative vote of 5 members of the commission.
5. Appointment of members to a subcommittee shall be by a 5 vote majority vote of the Commission
6. The Commission shall fill any vacancies on a subcommittee that may occur.
7. The President of the Commission shall serve as an ex officio member of all subcommittees.
8. A subcommittee shall make periodic reports to the Commission on its efforts to complete the Commission's charge.
9. Subcommittees shall be subject to the Open Meeting Act. [RIGL Chap. 42-46]

R. ANNUAL ACTIVITIES

1. Annually, the Commission shall review its procedures, policies, and the City's Comprehensive Plan in order to determine the Commission's effectiveness and to determine ways in which its policies and procedures may be improved.
2. The Department shall submit to the Commission an annual work program. The Commission may review, comment on and suggest items to improve the work program.
3. During the course of the year, staff shall provide periodic reports on the status of non-day to day items such as plan preparation, ordinance writing and zoning studies.
4. Each year, the Commission shall prepare a capital improvement budget for submission to the Mayor for the Mayor's review and approval.

S. AMENDING THE ZONING ORDINANCE OR SUBDIVISION AND LAND DEVELOPMENT REGULATIONS

1. The Commission may reserve time on its agenda to discuss what amendments to the Zoning Ordinance and to the Subdivision and Land Development Regulation should be considered.
2. The Commission may vote to submit seek a sponsor to amend to the Zoning Ordinance at any Commission meeting by a vote of 5 members of the Commission provided a copy of the proposed amendment is given to each Commission member at least two weeks prior to said meeting.

3. The Commission may vote to amend to the Subdivision and Land Development Regulations, in accordance with RGIL §45.22.53 [\[CLICK HERE\]](#) and the SRR Sec. X [\[CLICK HERE\]](#), at any Commission meeting by a vote of 5 members of the Commission provided a copy of the proposed amendment is given to each Commission member at least two weeks prior to said meeting.

T. AMENDING COMMISSION POLICY

The Commission's policies may be amended at any Commission meeting by a 5 vote majority of the Commission provided that notice of the proposed amendments is given to each Commission member at least one week prior to said meeting.

U. EFFECTIVE DATE

These policies and any amendments shall be effective upon adoption by a majority vote of the City Plan Commission and filed with the office of the City Clerk.

SECTION III
STANDARDS OF CONDUCT FOR THE CITY PLAN COMMISSION

- The Commission shall concern itself with the advancement of the public interest in all matters that come before the Commission.
- The Commission shall place competence and effectiveness of service to the public above the interests of persons, factions or parties.
- The Commission shall endeavor, through diligent attendance, to represent the best interest of the City as a whole as it has been appointed to do.
- The Commission shall seek to assimilate all pertinent information on matters before the Commission prior to committing itself to an irrevocable judgement or decision.
- The Commission shall prepare itself for all items scheduled for presentation to the Commission.
- The Commission shall strive to provide fiscally sound policies, matching expenditures to funds budgeted.
- The Commission shall not make available to any one resident any service, tangible or intangible, that is not equally available under the law to any other resident.
- Commission members shall abstain from participation in a decision of the Commission in which they have a conflict of interest.
- Commission members shall avoid unilateral action that does not comply with existing policy of the Commission.
- The Commission shall work with its professional staff and other persons to achieve the most desirable results with regard to the planning or zoning process and established City goals.
- The Commission shall conduct itself in its contacts with other persons and groups in a manner to maintain the trust and dignity in the Commission's position as servants of the people and the City. It shall further take care to guard not only the factual principles but also the appearance of justice and integrity.

SECTION IV
STANDARDS OF CONDUCT FOR STAFF OF THE DEPARTMENT OF PLANNING

Staff of the Department of Planning shall be subject to American Institute of Certified Planners [AICP] Code of Ethics and Professional Conduct [[CLICK HERE](#)].