

Procedural Recommendations to Ensure Openness, Build Consensus, and Promote Discussion during Development of the City of Cranston's 2024 Comprehensive Plan (DRAFT 4.0)

Phases of Project:

Development of Cranston's 2024 Comprehensive Plan is to proceed in two phases. Phase I consists of updating Cranston's existing Comprehensive Plan to meet requirements of state law in a timely manner. This principally involves the update of facts and figures, and the inclusion of new or additional material to meet requirements of the State Guide Plan, which has changed significantly since publication of Cranston's most recent Comprehensive Plan. Update of the existing plan is necessary to guide current planning decisions.

Phase II will proceed upon approval of the Phase I update. This phase will explore issues concerning the future of the City and will require considerable public outreach, including public meetings, promotional activities, and conduct of a statistically valid survey instrument. These activities will help inform the development of a document that will guide future planning policy for the City of Cranston.

Procedures shown in this document are specific to Phase I of the project.

Primary Roles, Responsibilities, and Process:

- ❖ The project is under the overall management and professional expertise of the City Planning Department and the City Planning Director, under the supervision of the City Plan Commission, which retains overall responsibility for production of the document.
- ❖ Primary roles of the Consultant include providing professional guidance, technical assistance, and drafting of content for review of the City Planning Department and the City Plan Commission.
- ❖ The City Plan Commission is to hear presentations and receive public comment from both internal and external parties, and provide feedback. Commission members shall receive all drafts prepared by the Planning Department not later than two weeks before any public meeting at which the draft(s) will be discussed.
- ❖ Any Commission member may make recommendations or ask questions pertaining to the inclusion, deletion, or change of any language or information presented in draft documents. These recommendations or questions shall be brought forward at a public meeting of the Plan Commission and shall be part of the public record. The Commission may discuss the matter presented but shall not vote at that meeting.
- ❖ Every matter submitted by Commissioners shall be analyzed by Planning staff and/or the Consultant, as appropriate, for the sole purposes of ensuring consistency with the State Guide Plan, existing statutes, and other references within the Comprehensive Plan. Planning staff shall report findings and recommendations to the Plan Commission at its next public meeting, at which time the matter shall be open for discussion, public comment, and vote, unless the Commission, by majority vote of members present, decides to postpone action to a future date.

- ❖ Each section, when completed to the satisfaction of the Commission, shall be considered and voted upon separately. Upon approval, each section will be forwarded to RI Statewide Planning for their comments on general consistency with the State Guide Plan.
- ❖ When every section has been approved by the Plan Commission, there shall be a discussion and vote on the entire document. Amendments during this process shall follow the same process as above. If approved, the document shall be forwarded to the Cranston City Council for its consideration.

Information Requests to Staff and Consultant

Relevant information will serve an integral role in the development of the Comprehensive Plan. The City Planning Department functions as the intermediary between the Commission and the Consultant, establishing a clear, coordinated line of communication that ensures information is non-duplicative, relevantly timed, and properly considered, according to the policies and procedures set forth herein.

When individual Commissioners wish to make inquiries, ask questions, provide suggestions, gather information, or share comments with the Consultant and/or the Commission as a whole, such request would normally be directed through the City Planning Department, via the City Planning Director, to allow timely and proper dissemination among other Commission members and/or Consultant. This does not preclude the right of individual commissioners to make direct inquiries via email to either the Consultant or the Planning Director, provided such information is shared with all Commission members through the Planning Department.

Portions of, and the overall concept of these recommendations were excerpted from <https://www.cityofventura.ca.gov/DocumentCenter/View/26016/Ventura-GPAC-Bylaws> as well as best planning practices for efficient and effective operations.