

# **Procedural Recommendations to Ensure Openness, Build Consensus, & Promote Discussion during the Development of the City of Cranston's 2025 Comprehensive Plan<sup>1</sup>**

## **DRAFT 1.0**

The development, drafting, and adoption process for the City's Comprehensive Plan will be lengthy, wide-ranging, complex, and seek the participation and input of a wide range of constituents and professionals alike.

For the process to be efficient and effective, it is vital that all parties work together openly to develop consensus, even though inevitably, consensus may not include everyone's viewpoint in all cases. Furthermore, resources, both professional and financial, are limited, and must be engaged and allocated with mindful consideration.

To this end, the Chair puts forth a set of understandings to govern this process:

### **Primary Roles & Responsibilities:**

- ❖ The Project is under the overall management and professional expertise of the City Planning Department and the City Planning Director;
- ❖ Primary roles of the Consultant include providing professional guidance, technical assistance, and draft content of the Comprehensive Plan; and,
- ❖ Primary roles of the City Plan Commission is to hear presentations from both internal and external parties, and provide feedback which may be included in the final draft of the Comprehensive Plan to be prepared and submitted by the City Planning Department for adoption by the City Plan Commission and City Council.

### **Information Requests & Direction to Staff and Consultant**

Relevant information can play 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-duplicitous, relevantly timed, and properly considered.

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 material must be directed through the City Planning Department, via the City Planning Director, to avoid any statutory violations and to ensure timely and proper dissemination amongst the Commission and/or Consultant.

In addition, requests for significant research, data, or information not normally handled through the process should be directed to the City Planning Director.

### **Drafting & Review Process**

As new elements (chapters) are drafted and submitted for review by the Consultant, staff will disseminate those to the Commissioners for feedback and comment. Comments submitted by Commissioners must be received by Planning staff no later than three weeks prior to the next regular meeting. This time is critical to ensure that any suggested revisions are properly vetted for internal consistency with the overall document as well as the State Guide Plan. Revisions offered during a public meeting will then be reviewed internally by staff and the Consultant for consideration of inclusion into the final draft. This review process shall include both the drafting of the plan as well as the formal adoption.

### **Final Adoption**

The Commission is responsible for holding a public hearing to formally vote and adopt the final draft version of the Comprehensive Plan prior to review and approval by the City Council.

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<sup>1</sup> 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.