



*STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS*

Department of Administration  
**DIVISION OF STATEWIDE PLANNING**  
235 Promenade Street, Suite 230  
Providence, RI 02908

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Our Colleagues in Municipal Planning,

In 2011 revisions were made to the Rhode Island Comprehensive Planning and Land Use Regulation Act, the Act which governs the rules for Comprehensive Planning in Rhode Island. Many of you may recall that as part of these revisions, the minimum update period for municipal comprehensive plans was increased from every 5 years to every 10 years. As part of this particular change, municipalities are now also required to submit an *“informational report on the status of the comprehensive plan implementation program with the Division of Planning not more than five (5) years from the date of municipal approval”* § 45-22.2-12.

This requirement was added to ensure that municipalities are assessing their progress toward achieving actions identified in their implementation program. In conducting this assessment, it is hoped that any “mid-course corrections” could be identified and appropriate amendments adopted. Filing this report with the Division of Statewide Planning also allows us to look for areas where we could offer you technical assistance. This requirement is meant to help, not hinder, municipal planners.

To assist you in providing a robust update, the Division has developed a suggested reporting template attached. The template is intended to meet the minimum basic requirement of § 45-22.2-12 and does not preclude municipalities from developing their own template or report to submit to the Division of Statewide Planning in order to meet this legislative requirement. Some communities may also want to submit a separate report to their city/town councils or planning boards with graphics and attachments, and some communities are already reporting regularly (to their elected and appointed officials) on the status of their Comprehensive Plans.

The Division’s template may be used along with or in place of, any other relevant reports and reporting tools. Our goal is to assist those municipalities that have now reached or exceeded the 5-year period for their adopted Comprehensive Plans.

We look forward to finding ways to work with your community to improve the implementation of comprehensive plans as a critical component of land use planning throughout Rhode Island.

Sincerely,

**Meredith E. Brady**  
Associate Director  
Department of Administration  
Division of Statewide Planning

## **Implementation Report Instructions:**

The Division of Statewide Planning Implementation Report involves a narrative report which will allow planners to explain implementation accomplishments or impediments in detail. This report will give the Division a sense of the elements with which communities may be struggling and the areas where communities are having the greatest implementation success. This information will be valuable, both for communities and for the Division in identifying future program areas for technical assistance and training. The Division seeks to work with communities on collaborative long-range planning efforts to improve local comprehensive planning, as well as the State Guide Plan.

The attached template lists the required content of a comprehensive plan per RIGL § 45-22.2-6.; your plan may use different terms for one or more of the topics. We realize that some topics may be covered in more than one element of a comprehensive plan, so we have also provided a section where you can address broad based topics such as energy, water supply, and agriculture. In addition, there is an “Other” section at the end where you may list any elements unique to your community.

Below, please briefly describe implementation impediments or accomplishments for each Plan element in the fillable text boxes. When completed, please email the Implementation Report to: [kevin.nelson@doa.ri.gov](mailto:kevin.nelson@doa.ri.gov).

If you have any additional questions or comments about the required comprehensive plan implementation report, you can contact Supervising Planner Kevin Nelson at the email above, or:

Kevin Nelson  
Supervising Planner  
Division of Statewide Planning  
235 Promenade St., Suite 230  
Providence, RI 02908  
(401) 222-2093

**Community:** \_\_\_\_\_

**When Was Your Comprehensive Plan Approved?** \_\_\_\_\_

**Name and Contact Information of Staff Members(s) Providing Responses:**

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**Comprehensive Plan Narrative Report:**

**Natural Resources**

**Please summarize implementation accomplishments and impediments for Natural Resources planning.**

**Open Space and Recreation**

**Please summarize implementation accomplishments and impediments for Open Space and Recreation planning.**

### **Historic and Cultural Resources**

**Please summarize implementation accomplishments and impediments for Historical and Cultural Resources planning.**

### **Housing**

**Please summarize implementation accomplishments and impediments for Housing planning.**

### **Economic Development**

**Please summarize implementation accomplishments and impediments for Economic Development planning.**

**Services and Facilities**

**Please summarize implementation accomplishments and impediments for Services and Facilities planning.**

**Transportation/Circulation**

**Please summarize implementation accomplishments and impediments for Transportation planning.**

### **Natural Hazards**

**Please summarize implementation accomplishments and impediments for Natural Hazards planning.**

### **Land Use**

**Please summarize implementation accomplishments and impediments for Land Use planning.**

**Agriculture**

**In one paragraph, please summarize implementation accomplishments and impediments for Agriculture planning.**

**Water Supply**

**In one paragraph, please summarize implementation accomplishments and impediments for Water Supply planning.**

**Energy**

**In one paragraph, please summarize implementation accomplishments and impediments for Energy planning.**

If your municipality includes elements to your comprehensive plan that are unique to needs and characters of your community, please list them below. This section lists topics, that may be covered in more than one element of a comprehensive plan. For example, agriculture must be considered in economic development but may also be covered in natural resources and/or open space. The issue of water supply must be considered in services and facilities but is frequently covered as part of natural resources as well. Similarly, production and consumption of energy falls under services and facilities but many comprehensive plans have included it as a separate element. If you choose, you may list other topics as relevant for your comprehensive plan.

### **Other**

**Please list any comprehensive plan elements unique to your community and summarize implementation accomplishments and impediments for these elements.**