

# **Planning Administration Element**

## **Status of Planning Administration in Lincoln**

Lincoln's town planner is tasked with the complex and critical job of crafting and implementing the community's vision as well as conducting the day-to-day development review procedures. Until an appointed position was formed in 2000, Lincoln operated with no formal planner. The Research Assistant to the Town Administrator historically performed many of the planner's functions. The Engineering Department also managed significant portions of a planner's normal duties and oversaw the preparation of this plan. This inter-departmental approach should continue with recognition of the Planning Department and Planning Board and as the primary implementers of the town vision as stated in this Comprehensive Plan.

## **Goal**

Continually provide the Planning Department and Planning Board with the political structure and tools needed to carry out the town's vision.

## **Policies**

1. Increasingly automate Lincoln's data collection and planning management systems so as to provide all boards, committees and departments with advanced and detailed information to assist in their decision making (such as the development and management of a Geographic Information System).
2. Continue Lincoln's moderate regulatory approach, while carefully watching to ensure that this approach provides sufficient protection and guidance for future development projects. Have stronger regulatory tools in waiting to use if needed.
3. Continue Lincoln's inter-departmental approach to planning with the development review team.
4. Support the Planning Board with support from the Planning Department as the responsible parties for the implementation of the Comprehensive Plan.

# Planning Administration Actions

**PA1 - Townwide. Appoint a group to act as a subcommittee to the Planning Board in order to guide the implementation of the Comprehensive Plan. The Town must have a group whose job is to think long range and help other departments to make the connection between the comprehensive plan and day-to-day decisions.**

Action Agent: Planning Board and Planning Department, Town Administrator  
Cost: Staff time

**PA2 - Townwide. Continue the Northern Rhode Island Planners group as a means to ensure communication between towns on development and planning issues. Coordinate training workshops for local boards.**

Action Agent: Town Administrator's office and Planning Department  
Cost: Staff time

**PA3 - Townwide. Continue to build on the land management and geographic information system developed for this project.** Add information on environmental, historic, cultural and economic resources. Use the system in day-to-day and long-range land use administration and planning work.

Action Agent: Engineering Department and Planning Department  
Cost: Unknown

**PA4 - Townwide. Encourage stability on town planning boards and committees by continuing with appointed positions, maintaining the current size of boards and through encouraging retiring board members to attend debriefing sessions with new board members. Coordinate training sessions for all board members.**

Action Agent: Planning Board, Planning Department and Town Council  
Cost: Staff and volunteer time

**PA5 - Townwide. Continue to support the Planning Department in its effort to implement the town's vision as well as carry out day-to-day operations.** Continually evaluate the need for staff to the Town Planner.

Action Agent: Town Administrator, Planning Board and Planning Department  
Cost: Unknown