

**City of Franklin**  
**Administrative Policy/Procedure**

- Issue Date:** December 17, 2002
- Source:** Common Council Action
- Affected Departments:** All
- Subject:** Notification to Aldermen of City Development Activities and Complaints
- Policy:** All City Departments are required, and all Aldermen, Boards, Commissions, Committees, and Sub-Committees are encouraged to notify Aldermen in a timely manner of any commercial/industrial land or subdivision developments within their respective districts and/or written complaints concerning their districts. These developments include those related to additions, deletions or changes to existing developments, conceptual development proposals, development applications, development plan submissions, and engineering and building permits affecting the current or future use of commercial/industrial property.
- Procedure:** City Departments are required, and all Aldermen, Boards, Commissions, Committees, and Sub-Committees are encouraged to notify the Alderman whose district includes the subject development, upon learning about the development proposal or permit request. It will be the Alderman's prerogative as to whether or not the Alderman will participate in meetings and further discussions between staff and the developer.
- Nothing in this policy shall inhibit City Departments, Aldermen, Boards, Commissions, Committees, and Sub-Committees from performing their function as required by State or City rules, regulations, statutes, ordinances, and previously approved Common Council policy or procedures.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this 17<sup>th</sup> day of December, 2002. (Vote: Ayes-All)

Amended and adopted at a regular meeting of the Common Council of the City of Franklin this 16<sup>th</sup> day of December, 2003. (Vote: Ayes-All)

Amended and adopted at a regular meeting of the Common Council of the City of Franklin this 2<sup>nd</sup> day of March, 2004. (Vote: Ayes-All)