

**RESOLUTION 113 of 2024**

**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON,  
NEW YORK, PROVIDING GUIDANCE FOR THE OPERATION OF THE CITY  
OF KINGSTON ZONING WORKING GROUP**

Sponsored By: Community Development & Housing  
Committee: Alderman: Schabot, Tierney,  
Edwards, Hirsch

**WHEREAS**, via Resolution 138 of 2023, the City of Kingston adopted a city-wide form-based zoning code; and

**WHEREAS**, via Resolution 138 of 2023, the City of Kingston Common Council directed “the Office of Housing Initiatives and Planning Department to form a task force to tract the implementation and impacts of the Kingston Forward Form-based Code and to periodically suggest any changes to ensure the Code supports the City’s Comprehensive Plan”; and

**WHEREAS**, this task force has been established by the Office of Housing Initiatives and Planning Department; and

**WHEREAS**, the City of Kingston Common Council wishes to provide further guidance on the operations of the task force.

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF KINGSTON, NEW YORK AS FOLLOWS:**

**SECTION 1.** That the task force established via Resolution 138 of 2023 shall hereafter be referred to as the Kingston Zoning Working Group.


**SECTION 2.** That the Kingston Zoning Working Group shall follow the annexed Rules of Order.

**SECTION 3.** This resolution shall take effect immediately.

Submitted to the Mayor this 3<sup>rd</sup> day of July, 2024

  
Elisa Tinti, City Clerk

Approved by the Mayor this 3<sup>rd</sup> day of July, 2024

  
Steven T. Noble, Mayor

Adopted by Council on July 2, 2024

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THE CITY OF KINGSTON COMMON COUNCIL

COMMUNITY DEVELOPMENT & HOUSING  
COMMITTEE REPORT

DEPARTMENT: HOUSING

DATE: \_\_\_\_\_

**Description:**


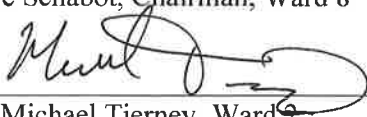
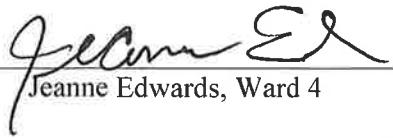
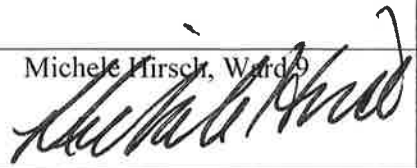
**RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF KINGSTON ADOPTING  
RULES OF ORDER FOR THE ZONING WORKING GROUP**

Signature \_\_\_\_\_

Motion by WE

Seconded by MT

Action Required:

<u>Committee Vote</u>	<u>YES</u>	<u>NO</u>
 Steve Schabot, Chairman, Ward 8	✓	
 Michael Tierney, Ward 2	✓	
Sara Pasti, Ward 1		
 Jeanne Edwards, Ward 4	✓	
 Michele Hirsch, Ward 9	✓	

## **Kingston Zoning Working Group Rules of Order**

### *Purpose*

The purpose of the zoning work group is to track the implementation and impacts of the Kingston Forward Form-Based Code and to periodically suggest any changes to the Common Council.

The zoning working group will ensure that the zoning code meets the intent & purpose of the form-based code as defined in Section 402.1 B d and relevant sections of the City of Kingston's comprehensive plan.

### *Organization and Meeting Facilitation*

The zoning working group chair will schedule meetings, create agendas, facilitate meetings, and send meeting minutes.

### *Membership*

The zoning working group shall consist of the Director of Planning, the Director of Housing Initiatives, four public members appointed by the Common Council, and one non-voting alternate appointed by the Common Council.

Each working group member (other than the two seats reserved from the Director of Planning and Director of Housing Initiatives) shall be appointed to a three-year term.

Any member may resign at any time by giving written notice to the Chair.

### *Voting*

The act of the Working Group means action taken at a meeting of the Working Group by a vote of a majority of the Working Group Members present at the time of the vote.

### *Public Accessibility*

Regular meetings of the zoning working group shall not be subject to Open Meetings Law. However, the zoning working group shall maintain a publically accessible webpage on the City of Kingston's website and/or Engage Kingston. The webpage shall include the name of the zoning working group members and include a way for members of the public to contact the zoning working group. The Chair shall post meeting minutes and any votes the Working Group takes on recommended amendments alongside a justification for the recommended amendment on the webpage.