

**CITY OF EAST PROVIDENCE
PLANNING BOARD**

MEETING MINUTES

Date: Thursday, August 13, 2015

Time: 7:00 PM

Place: City Hall, Third Floor, Room 306

Present: Board Chairman Michael Robinson, Krista Moravec, Michelle Rockwell, and Alternate Christopher Grant. Staff present: Jeanne Boyle, Planning Director; Wayne Barnes, Senior Planner; Greg Dias, Assistant City Solicitor.

1. CALL TO ORDER

The meeting was called to order at 7:05 pm.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3. SEATING OF ALTERNATE MEMBER(S)

Mr. Grant was seated as a voting member

4. APPROVAL OF PLANNING BOARD MINUTES

Minutes of February 24, 2015 (enclosed)

Minutes of March 2, 2015 (enclosed)

Minutes of March 9, 2015 (enclosed)

On a motion from Mr. Grant, seconded by Ms. Rockwell, the Board voted 4-0 to approve the minutes of all three of these meetings.

Minutes of July 13, 2015 (to be submitted)

Minutes of May 11, 2015 (to be submitted)

Minutes of March 30, 2015 (to be submitted)

5. APPROVAL OF PLANNING BOARD CORRESPONDENCE

There was no Planning Board correspondence

6. NEW BUSINESS

- A. Rounds Avenue Minor Subdivision, Application # 2015-07-Minor, Applicant/Owner: Evangelical Covenant Church of Riverside, Map 612, Block 7, Parcel 57 (enclosure);

An e-mail was submitted by the chair of the Church Council requesting that the Board table consideration of this application until the meeting of September 14, 2015. Planning Director Boyle offered some background information regarding the subdivision and the request to table the item. There is local opposition to the proposal due to drainage concerns in the neighborhood

On a motion from from Ms. Moravec, seconded by Ms. Rockwell, the Board voted 4-0 to postpone this item until that September 14th meeting.

On a separate motion from Ms. Moravec, seconded by Ms. Rockwell, the Board voted 4-0 to accept this e-mail into the record of the meeting.

B. 2016 Capital Budget and 2016-2020 Capital Improvement Plan (enclosed);

Chairman Robinson requested that this be presented to the Board. Ms. Boyle noted that Mr. Barnes would present this item. Mr. Barnes disseminated replacement copies of the five-year Capital Improvement Plan program chart to the Board and to Mr. Dias as there had been a recent addition to the chart. Mr. Barnes also noted changes to two of the monetary figures on the first page of the Capital Budget advisory memo resulting from the addition of this new item to the Capital Improvement Program chart.

The Planning Board is responsible to make a Capital Budget recommendation to the City Council as part of the City's annual budgeting process. Mr. Barnes described the process of the solicitation of needed capital projects and large-item purchases (including new/replacement vehicles for the Public Works, Fire and Recreation Departments). City Department leaders are asked to submit projects for potential funding for the upcoming fiscal year, and are also asked to submit a list of additional projects and/or purchases that would be optimal to proceed with in the four years following. Mr. Barnes briefly explained the accounting charts and their purpose and use and went over the FY 2016 Capital Funding recommendation with the Board, then solicited any Board questions or comments.

Chairman Robinson asked how decisions were made and how the relatively small number of projects chosen for the staff's advisory recommendation were chosen over the large number that were not chosen. Director Boyle and Mr. Barnes noted some of the factors considered including the tenure of requests and other institutional knowledge of the process, alternate funding potential of some of the projects, and determining how to best stretch out potential available funding. Some very large-ticket items that would otherwise individually use most of the available funding could be funded through future infrastructure bonding. Projects totaling \$ 1.8 million were selection for the advisory recommendation. That amount was based on discussions with the city Manager and the City Finance Director.

Board Action

On a motion from Ms. Moravec, seconded by Mr. Grant, the Board voted 4-0 to accept the both the Planning Department advisory memorandum and the enclosed charts as amended into the record of the meeting.

On a motion from Ms. Moravec, seconded by Ms. Rockwell, the Board voted 4-0 to recommend the FY 2016 Capital Budget to the City Council as presented in the Planning Department's advisory memorandum.

7. DRAFT CHAPTERS OF THE COMPREHENSIVE PLAN

- A. East Providence Comprehensive Plan 2015 Update- Open Space and Recreation Element (enclosed);

Mr. Barnes briefly introduced this draft Element (chapter) of the 2015 Comprehensive Plan update, noting the required content from the state's Division of Planning, and describing the chapter's format and organization. This Element, along with the Community Sustainability Element below, is presented as an informational item for the Board and to solicit any comments and suggestions they may have ahead of formal review and approval decision on the entire draft Comprehensive Plan at a later date. No formal Council action is requested at this meeting. These elements remain fluid documents for now, though once all of the elements are completed and overall plan editing begins, the substantive changes to the Elements will be discontinued.

Mr. Barnes requested any comments or suggestions from the Board on the Open Space and Recreation Element. The Board briefly discussed the merits of establishing a dog park in the City, with acknowledgement that there is strong opinion on both side of this question. Chairman Robinson inquired about work at the Kent Heights athletic fields given strong community interest in that project Last Year. Director Boyle noted that work was well underway at this facility including improvement of the soccer field.

- B. East Providence Comprehensive Plan 2015 Update- Community Sustainability Element (enclosed);

As above, Mr. Barnes introduced this draft element (chapter) of the Comprehensive Plan update, listing required Plan content that fits into this chapter, and describing the chapter's format and organization. He noted that the state's Division of Planning places strong emphasis on energy and solid waste, while we have attempted to be more comprehensive in our sustainability discussion while attempting avoid redundancy with other elements.

As above, this is also presented as an informational item, and to solicit any Board comments and suggestions regarding this element. The ensuing discussion centered around increasing the rate of City recycling including having recycle bins at City parks. Director Boyle noted that multi-family complexes largely do not recycle, and that this condition could be improved with recycling provisions being required for now multi-family developments. Adding recycling activity within existing large multi-family complexes is a more difficult venture. It is also hoped that there can be more recycling encouraged in the City's small business sector.

8. CONTINUED BUSINESS

There was no Continued Business.

9. OTHER BUSINESS

There was no Other Business.

10. STAFF REPORT

Director Boyle deferred the staff report to the September 14th meeting.

11. COMMUNICATIONS

There were no Planning Board communications.

12. ANNOUNCEMENT

Next Meeting **Monday, September 14, 2015** at 7 PM in Room 306.

13. ADJOURNMENT

On a motion from Ms. Moravec, seconded by Ms. Rockwell, the Board voted unanimously to adjourn the meeting at 8:30 pm.

JB/ka

CC: City Manager
Mayor Rose, Council Liaison
City Engineer
City Solicitor
Zoning Officer