

**CITY OF EAST PROVIDENCE
PLANNING BOARD**

MEETING MINUTES

Date: Monday, March 14, 2016
Time: 7:00 PM
Place: City Hall, 145 Taunton Ave, Room A

1. CALL TO ORDER

The meeting was called to order at 7:00 PM. Board members present: Burton Batty, Vice Chair in capacity as Chair, Christopher Grant, Octavio Cunha, Krista Moravec, and Michelle Rockwell. Staff members present: Diane Feather, Chief Planner; Patrick Hanner, Senior Planner; Wayne Barnes, Senior Planner; and Timothy Chapman, City Solicitor.

2. SEATING OF ALTERNATE MEMBER(S)

Mr. Cunha and Mr. Grant were seated as voting members.

3. APPROVAL OF PLANNING BOARD MINUTES

There were no meetings in January or February of 2016.

4. APPROVAL OF PLANNING BOARD CORRESPONDENCE

There was no Planning Board correspondence.

5. NEW BUSINESS

- A. Request for Release of Improvement Guarantee, Minor Subdivision (2013-07-Minor); Applicant/owner: Pine Crest Partners, LLC, Street Address: 47 Pine Crest Drive, Location: Map 513, Block 2, Parcel 1.

Patrick Hanner stated that on December 19, 2013 the Planning Board voted unanimously to approve the two-lot minor subdivision and as a condition of approval placed by the Planning Board the applicant was required to submit an improvement guarantee to be held by the City. Funds in the amount of \$17,585 have been held by the City in escrow for improvements that include concrete sidewalks, granite curbing and granite bounds. The City Engineer has reviewed the request of the applicant to release the funds and is recommending that the City release \$12,585 of the funds and retain \$5,000 until a licensed land surveyor certifies that the granite bounds have been installed at the appropriate locations.

On a motion by Ms. Moravec, seconded by Mr. Cunha, the Board voted 5-0 to release \$12,585 and retain \$5,000 until a licensed land surveyor certifies that the granite bounds have been installed at the appropriate locations.

On a motion by Ms. Moravec, seconded by Mr. Cunha, the Board voted 5-0 to delegate the Administrative Officer to authorize the release of the remaining \$5,000 of funds once it has been determined to the satisfaction of the City Engineer that the granite bounds have been installed at the appropriate locations.

On a motion by Ms. Moravec, seconded by Mr. Cunha, the Board voted 5-0 to enter into the record Planning Department's memorandum dated March 10, 2016.

On a motion by Ms. Moravec, seconded by Mr. Cunha, the Board voted 5-0 to enter into the record a letter submitted by Matthew Antonio dated March 13, 2016.

B. Minor Subdivision (2016-01-Minor), Applicant/owner: 435 West Avenue, LLC, Street Address: 360-362 Taunton Avenue; Location: Map 306, Block 1, Parcel 16.

Mr. Richard Lipsitz of Waterman Engineering, Inc. and John Savage were sworn in by City Solicitor Timothy Chapman. Mr. Lipsitz and Attorney John Garrahy gave an overview of the proposal and highlighted that the subdivision will be subject to the Development Plan Review (DPR) and if it is decided the proposed lot lines need further adjustments, a subdivision approval as well as DPR committee approval will be required at some time in the future. It is the applicant's intent for this proposal to conform to Zoning and the City's subdivision regulations.

Mr. Hanner stated that provided the applicant or a future property owner seeks approval by the DPR Committee for all landscaping, stormwater control and off-street parking design prior to a building permit being issued for parcels 2, 3, and 4, the subdivision is consistent with the City's Comprehensive Plan and that the proposal adequately addresses the required findings of Section 1-2 and 5-4.

On a motion made by Ms. Moravec, seconded by Ms. Rockwell the Board voted 5-0 on a roll call vote, to **conditionally approve**, as proposed, based upon the submitted application, testimony presented to the Board, Planning Staff report, and memorandum from various City Departments, all of the General Purposes of Section 1-2 of the East Providence Land Development and Subdivision Review Regulations have been addressed and positive findings were found for all of the standards of Section 5-4, "Require Findings". It is also apparent that the proposed subdivision is consistent with the East Providence Comprehensive Plan, subject to the following conditions:

1. That the applicant or a future owner of parcels 2, 3 and 4 must receive a DPR approval prior to a building permit being issued for any development associated with these parcels;
2. That the improvements associated with the approved subdivision (i.e. stormwater control, landscaping and parking area design standards of Article 8 of Zoning) must be implemented within two years from the date of the subdivision's final plan approval. The

applicant or future property owner of proposed parcels 1, 2, 3 and 4 may request an extension of the implementation of the improvements and such extension will not be unreasonably withheld by the Planning Board provided the extensions will not exceed a period of 5 years from the date of the subdivision's final approval;

3. In the event the property owner does not apply for an extension, then the applicant or a future property owner of parcels 1, 2, 3 and 4 will be subject to Article 3 "Enforcement and Penalties" of the Land Development and Subdivision Review Regulations;
4. That any outstanding property taxes or municipal fees are paid to date before a final plan approval is granted;
5. That the title block of the Preliminary Plan be revised to indicate Final Plan status;
6. That the Final Plans be based upon the approved Preliminary Plans, and further that the Final Plan and supporting documentation meet the requirements of the East Providence Land Development and Subdivision Review Regulations;
7. That the proposal shall meet all applicable City, State, and/or Federal regulations and requirements;
8. That upon project completion, final "as-built" plans be submitted on Mylar, and electronic format in AutoCAD version 14. The as-built drawings shall include all roadway and utility information, including final inverts, rims, sewer lateral depths, and locations (swing ties) to all permanent structures.

On a motion by Ms. Moravec, seconded by Mr. Cunha, the Board voted 5-0 to enter into the record memorandum from the Planning Department to the Planning Board dated March 10, 2016 with all enclosures.

On a motion by Ms. Moravec, seconded by Mr. Cunha, the Board voted 5-0 to delegate final plan approval to the Administrative Officer.

C. Draft Chapters of the East Providence Comprehensive Plan for Review and Comment:
Population and Demographics and Community Services & Facilities

Draft Chapters of the Comprehensive Plan update are being presented to the Board are they are completed in advance of Board review of the entire Comprehensive Plan upon its completion, in order to enable the Board review and comment on each element of the Plan without having to review and consider the entire document at one meeting.

Chapter 2: Population and Demographics

Diane Feather gave a brief description of the draft Population and Demographics chapter of the City's Comprehensive Plan. The Planning Board members discussed the current demographic trends and future population estimates. Ms. Moravec stated that the draft chapter more than adequately addressed the population and demographic characteristics of the City and offered to submit to City staff more detail comments in the near future.

Chapter 4: Community Services and Facilities

Wayne Barnes described this Draft Chapter. Mr. Barnes briefly discussed the formatting of the chapter and touched on some of the findings and challenges with regard to services and public facilities in the City. Main themes garnered from public outreach included the fact that people are generally happy with most City services, are challenged by what are seen as high taxes and utility rates, and see upkeep of both public and private property to be of high importance. Also of notable importance are environmental issues, especially with regard to water quality.

Mr. Barnes noted that the Chapter's forward-looking component consists of a Capital Improvement Program of future needed projects and purchases by City Departments, both programmatic and as one-time projects. Charts containing specific project and purchase needs were included in the chapter to portray an idea of the scope of what is needed and give an idea of how much infrastructure costs. Also included in the chapter is a brief snapshot of School Department infrastructure needs.

Finally, recommendations that are general in nature and not necessarily project-specific are included; as with recommendation from other Chapters, these will be expanded upon in the Comprehensive Plan's "Implementation Chapter", which is still under development. Mr. Barnes then solicited any comments or questions on this Chapter from the Board.

Ms. Moravec suggested that recommendations regarding Student Achievement may be best located in the Population and Demographics chapter, as that chapter includes charts and a brief discussion of City-wide educational achievement and the high school graduation rate. Ms. Feather and Mr. Barnes will discuss; additional School Department input will be needed. Ms. Moravec also suggested a discussion and recommendations regarding disposition and/or re-use of closed school buildings. Board and Staff discussed some of the issues regarding the re-purposing of these buildings.

6. CONTINUED BUSINESS

There was no business continued from prior meetings.

7. OTHER BUSINESS

There was no other business.

8. COMMUNICATIONS

- a. Memorandum from Planning Department to Zoning Board of Review for Requests for Dimensional Relief for January 6, 2016 (copy enclosed)
- b. Memorandum from Planning Department to Zoning Board of Review for Requests for Dimensional Relief for February 3, 2016 (copy enclosed)

On a Motion made by Ms. Moravec, Seconded by Mr. Cunha, the Board voted 5-0 to accept these documents into the record of the meeting.

9. ANNOUNCEMENT

Next Meeting: Monday, April 11, 2016 at 7:00 PM in Room 306.

10. ADJOURNMENT

On a motion by Ms. Moravec, seconded by Mr. Cunha, the meeting was adjourned at 8:48 pm.