**CITY OF WOONSOCKET, RHODE ISLAND**

**PLANNING BOARD MEETING**

**Tuesday, June 5, 2018**

**Harris Hall, 3rd Floor of Woonsocket City Hall**

**169 Main Street, Woonsocket, RI 02895**

Present: Rebecca Capwell, Member

 Stephen R. Crisafulli, Secretary

 Kenneth A. Finlay, Vice Chairman

 Jonathan R. Pratt, P.E., Member Ex-officio

Absent: George Sargent, Chairman

Also Present: Joel D. Mathews, Acting Director of Planning & Development

 Pauline Washington, Recording Secretary

I. CALL TO ORDER

 Vice-Chairman Finlay called the meeting to order at 6:00 P.M.

II. ATTENDANCE REVIEW

 Attendance was taken by Vice-chairman Finlay that identified the above members as present; and Chairman Sargent absent.

III. APPROVAL/CORRECTION OF MINUTES

* May 1, 2018 - Mr. Pratt stated that the missing word phrase pg. 2 is “RIPDES”.

 MOTION by Ms. Capwell, seconded by Mr. Crisafulli to approve the May 1, 2018 minutes as corrected.

Member Capwell YES

Secretary Crisafulli YES

Member Pratt YES

Vice-Chairman Finlay ABSTAIN

IV. NEW BUSINESS

* *Letter of resignation from Chairman George Sargen*t to Mayor Lisa Baldelli-Hunt stating that the meeting of Tuesday, May 1, 2018 will be his last (Vice-chairman Finlay read Chairman Sargent ‘s letter of resignation into the record).

 MOTION by Ms. Capwell, seconded by Mr. Crisafulli to receive and place on file

Chairman Sargent’s letter of resignation.

Member Capwell YES

Secretary Crisafulli YES

Member Pratt YES

Vice-Chairman Finlay YES

* *Letter of resignation from Rui Almeida* to Mayor Lisa Baldelli-Hunt resigning from his position as City Planner/Deputy Director of Planning of the Department of Planning and Development, effective May 11, 2018 (Vice-chairman Finlay read Mr. Almeida’s letter of resignation into the record).

 MOTION Ms. Capwell, seconded by Mr. Pratt to receive and place on file Mr. Almeida’s letter of resignation.

Member Capwell YES

Secretary Crisafulli YES

Member Pratt YES

Vice-Chairman Finlay YES

* *Update on Status of Department Staffing* - Mr. Mathews informed the board that basically “there is no staff”, we’re operating with minimal staffing. He stated that Mr. Almeida was a long-time, very productive employee, and Jarret Katz, Principal Planner, resigned the same time as Rui. He noted that about two months ago the Grants Writer, who was not well suited for the job (language barrier issues) left this position. Mr. Mathews stated that they have since engaged Bianca Policastro who has done a number of grant applications for cities throughout Rhode Island. She has been working on a temporary basis, but he would like to make it more of a permanent arrangement. Mr. Mathews stated that Ms. Policastrois very knowledgeable, she has already aided the Department in receiving three grants, and is currently working on several others.
* *Formal Appointment of Joel D. Mathews to the position of Temporary City Planner*

 Mr. Mathews stated that his appointment as temporary City Planner will likely be for

 tonight's meeting only as its possible that a new City Planner will be hired in time

 for the July board meeting.

 MOTION by Ms. Capwell, seconded by Mr. Pratt appointing Joel D. Mathews as temporary City Planner until such time that a City Planner is hired by the City.

Member Capwell YES

Secretary Crisafulli YES

Member Pratt YES

Vice-Chairman Finlay YES

* *Annual Reorganization - Election/Re Election of Officers*

Nomination(s) for the position of CHAIRMAN:

MOTION by Mr. Crisafulli, seconded by Ms. Capwell nominating Mr. Finlay as CHAIRMAN of the Planning Board.

Member Capwell YES

Secretary Crisafulli YES

Member Pratt YES

Nomination(s) for the position of VICE-CHAIRMAN:

 MOTION by Mr. Finlay, seconded by Mr. Crisafulli nominating Ms. Capwell as VICE-CHAIRMAN of the Planning Board.

Secretary Crisafulli YES

Member Pratt YES

Chairman Finlay YES

 Nomination(s) for the position of SECRETARY:

MOTION by Mr. Finlay, seconded by Ms. Capwell nominating Mr. Crisafulli as VICE-CHAIRMAN of the Planning Board.

Vice-chairman Capwell YES

Member Pratt YES

Chairman Finlay YES

* *Discussion of date for July’s meeting* - the board recommended that the Planning Board’s July 3rd meeting be rescheduled to July 10th due to the Fourth of July holiday.

V. PUBLIC HEARING

 **2018-MjS-01 - Preliminary Plan Review** for Morgan Funding I, LLC, for the Major Subdivision/Major Land Development Phase III construction of 14 residential lots and Phase IV construction of 29 residential lots (Woonsocket Assessor’s Plat 45,lot 1 near Danielle Drive, Fieldside Drive, and Louise Street)

 Brief Summary/Update - Mr. Mathews stated that the Master Plan for this project was first approved about ten years ago. The project has somewhat languished as has every other single-family development in the City over the last five years. He noted that over the past ten days, counting this plan, he has received proposals for five subdivisions in the City of Woonsocket; which equates to about three years of work.

 Mr. Mathews stated that he has had discussions with the developer’s attorney as well as the City’s attorney as to whether this development falls within the Blackstone River Corridor Overlay District. Mr. Mathews stated that it's his opinion, shared by the City Solicitor, that since this project began and was approved before the inception of the Blackstone River Corridor Overlay District, this application should not be applied to this development. Mr. Mathews stated that it is his and the City Solicitor’s opinion that this is a “non issue”.

 Mr. Mathews stated that he did send the drawings to the Public Works Department, he does not have definitive comments yet, however he did receive a communication from Michael Debroisse,Superintendent of Solid Waste/Engineering, stating that “Our office conceptually approves of the Preliminary subdivision Plan for Oak Grove Extension Phase III & IV” and a few brief comments:

* We assume that Phases III & IV follow the 2005 Planning Board stipulations;
* The plans that we received are not signed/stamped by the Professional Land Surveyor on the Professional engineer;
* We request additional time for the review of and to comment on the utilities and grading;
* We request a second set of plans for review by our Water
* Division and digital copy.

 Mr. Mathews stated that due to the various concerns noted in Mr. Debroisse’s communication he does not anticipate the board approving this proposal tonight. He stated that if the developer has satisfied all of the Engineering Division’s concerns, during the next meeting, assuming that everything is in order, the proposal could receive combined Preliminary and Final Plan approval.

 Mr. Mathews also stated that the Public Works Department raised a question about erosion conditions in Phase II, they are looking for some type of correction/restitution before approval is granted.

 Mr. Mathews noted that the taxes are current. He asked if there is a DEM Wetlands Permit for this project. Mr. Pratt stated that there was. Mr. Mathews requested formal verification that the Wetlands Permit is still valid - the permit will be made a part of the application. Mr. Campbell stated that he will have the developer’s attorney forward that information to the board.

 Mr. Mathews stated that none of the existing board members were seated when this development was first approved. He noted that this is a major subdivision, and as such the board should familiarize themselves with the plans and ask whatever questions deemed necessary. He stated that the board should have at least a month to study the plans assuming that Public Works does its review and doesn’t find any major issues.

Dan Campbell, Level Design Group, 249 South Street #1, Plainville, MA - Mr. Campbell represented the applicant. Mr. Campbell stated that before the board tonight is the original subdivision Phase I was Fieldside Drive and the beginning of Louise Street; Phase II was Danielle Drive down to a temporary cul de sac, Louise street ending in a temporary cul de sac and Fieldside Drive. Mr. Campbell stated that Phase III, as presented tonight, is a 14-lot subdivision with approximately 500 ft. extension of Lucille Stet at the top of the subdivision; approximately 450 ft. new road on the plans labeled “Nicholas Drive”. Mr. Campbell stated that they have since modified the name from “Nicholas Drive” to **“**RebeccaDrive”, which they will do in the final set of plans.

Mr. Campbell stated that pg. 4 of the plans represents a 29-lot residential subdivision that eliminates the cul de sac at the end of Louise Street and continues on to eliminate the temporary cul de sac at the end of Danielle Drive, creating one final cul de sac at the end of Louise Street.

Mr. Campbell noted that there will be open space surrounding the exterior of the subdivision in Phase II, all of Phase IV, part of the side of Phase III, and as it surrounds the river, especially in the 200 ft. zone at the bottom.

 Mr. Campbell stated that the subdivision is exactly as approved from a layout standpoint in the original Master Plan; there are no modifications to the subdivision. He noted that the soils on the site (previously a gravel pit) are consistent with that use, therefore the drainage as designed should function as noted previously by the Department of Public Works.

 Mr. Campbell stated that the development has been laid out since 2007 Master Plan Approval; there are no significant modifications. He noted that the only changes made were an increase in the size of the “basins” to meet current DEM standards rather than previous DEM standards.

 Mr. Campbell stated that all the existing utilities for Danielle Drive (now called Rebecca Drive) Louise Street and Phase III roadways at Lucille Street are extended to the point where we have plenty of capacity, both sewer and water, as it exists today, or adjacent to the site.

 Mr. Mathews suggested that the developer provide the board with an updated traffic study. Mr. Campbell stated that have submitted a full new traffic study; Tim Thompson of Pare Engineering, who prepared the traffic study, is present tonight to discuss the study and answer questions.

 Mr. Mathews stated that after reviewing previous minutes and correspondence pertaining to this development he became aware of a discussion that took place regarding blasting on the site. He noted that there’s no doubt that blasting will take place and that it will impact abutting neighbors. Mr. Mathews stated that it's his understanding that the neighbors would prefer that blasting be consolidated on this project, not linger on for months at a time. He noted that blasting will be regulated by the State, however the developer should provide the City with a blasting schedule - it would be beneficial information to provide to abutting neighbors.

Mr. Campbell stated that blasting was a requirement in the original approval, it was anticipated to be for a short period of time, if encountered. Mr. Campbell stated that if the request is that we notify the City as well during blasting, which is not a requirement when you notify the State, certainly the blasting company will notify the City. Mr. Pratt informed Mr. Campbell that the applicant must apply for a blasting permit from City as well (Public Works Department). Mr. Campbell stated that the Planning Department will be made aware of the blasting schedule. Mr. Mathews stated that a daily blasting schedule indicating the area(s) affected would be very helpful in answering concerned neighbors’ questions. Mr. Campbell stated that during Phase II the developer anticipated more blasting than was actually done. He stated that since he has been involved with the project (2008) they have done hammering but no blasting. Mr. Campbell stated that he don’t know if the anticipated blasting will actually occur, but the developer is willing to adhere to the same conditions as well as make sure that the Planning Department is informed, and shorten the time.

Ms. Capwell stated that the board has been made aware numerous times that the abutting neighbors biggest concern is damage to their property, and not made aware of blasting in the area. Mr. Campbell stated that the developer is required to notify property owners within a specific radius of where blasting will occur, and also provide a preblast survey for their homes (with the property owner's’ permission). Mr. Campbell noted that the blasting company provides the pre-blast surveys.

Tim Thompson, Traffic Engineer, Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI, representing the applicant - Mr. Thompson stated that as mentioned earlier by Mr. Campbell, he conducted a new revised traffic study for the proposed development. He will review the study, share his conclusions and answer any questions.

Mr. Thompson presented drawings showing the study area northwest of Route 99 - there are two routes accessing Mendon Road from the site- Talcott Street which goes to the signalized section of Mendon Road with Park East Drive, and exit on Vivian Avenue (Cumberland) that connects to Mendon Road. Mr. Thompson stated that in their study they decided to take a very conservative approach and assumed that all traffic from the proposed development would be distributed to the signalized intersection on Park East Drive. The data collecting process included collecting new traffic counts on a typical weekday - counts were collected at the signalized intersection from 7:00 to 9:00 A.M. and 4:00 t0 6:00 P.M, consistent with typical traffic study operations and also morning commuter and afternoon commuter peak times. Mr. Thompson noted that they also collected three years worth of crash data at the intersection they analyzed as well to determine if there were any safety problems at the existing intersection.

Mr. Thompson stated that they looked into future scenarios that they analyzed; they established a future background growth of 1% annually over a five-year period. They’re trying to establish existing conditions and future conditions both with and without the proposed development. He stated that they used the 1% annual growth rate to establish typical background growth, then they developed trip generation rates for the proposed development to put the trips generated by the development into the trip generated network. Mr. Thompson stated that the trip generation they used for the development was based off of the Institution of Transportation,Engineers Trip Generation Manual Industry Standard for the 43 single-family homes. Summary of values during morning and afternoon peak hours - during the morning peak hour they had 10 vehicles entering the site, and 28 vehicles exiting the site for a total of 38 trips. During the P.M. peak hour they had a total of 31 vehicles entering the site and 17 vehicles existing the site for a total of 49 trips within that peak hour period. In general, the proposed development is not generating significant traffic - less than one trip either into or from the site per minute. After they developed the trip generation rate for the proposed development they distributed that information to the single study intersection they were looking at, and distributed those to and from the site based on existing patterns at the intersection.

Mr. Thompson stated that they then conducted a capacity analysis at the intersection - a capacity analysis looks into or determines the amount of delay per vehicle that traveling through the intersection. This analysis classifies the intersection into a level of service that rates the intersection on a scale from A to F with A being an intersection with low delay, and F being an intersection with significant delay or over capacity. To perform the capacity analysis for existing 2018 conditions, a future no build condition for 2023 (5 years out), and a build condition for 2023 which included the volumes from proposed the development. During A.M. peak period the intersection operates under capacity under existing operations at Level Service D or better for all approaches. He noted that same level of service is expected for future no build and future build conditions; A.M. peak hour is not expected to experience any increase in delay at the intersection.

Mr. Finlay asked what hours are considered peak hours? Mr. Thompson stated between the 7:00 and 9:00 count.

Mr. Thompson stated that P.M. peak period, under existing conditions the approach from Park East Drive operates at Level Service F, over capacity. He noted that there’s significant cueing associated with Park East Drive and the P.M. commute of the Industrial Park employees. All other approaches operate below capacity. Future build and no build conditions level of service remain the same. Park East Drive continues to operate at Level of Service F as it does under existing conditions, but the other approaches all remain at the same level of service including the existing movement from Talcott Street.

Mr. Thompson stated that based on the results of their capacity analysis they have concluded that the introduction of trips generated by the proposed development will not have a significant impact in the performance of the Talcott Street/Mendon Road Intersection. Based on the assessment of the crash data they did notice a number of rear end collisions at the signalized intersection which are very, very common at signalized intersections, but no other significant trends they would expect for this development.

Mr. Mathews stated that it should be noted that the City Administration is working on a plan which puts in a third lane coming out of Park East Drive which would hopefully alleviate some of the congestion, especially during the P.M. peak hour.

Mr. Mathews stated that the applicant will probably be happy with the board’s willingness to vote on Preliminary Plan and Final Plan Approval at the next board meeting, however that means that there is a lot of material that must be produced and submitted in advance of the meeting in order for the board to be in a position to grant approval. Of significance will be working out the utilities with the Public Works Department, as well as other changes on the drawings.

Mr. Mathews stated that he has recommended to the board that they requirement of the applicant that a neighborhood meeting here at Harris Hall once the project is ready to commence - to answer questions and alleviate concerns regarding blasting and any other issues of concern. Mr. Campbell stated that the applicant would be happy to have this meeting - there are about 55 abutters on his notification list. Mr. Campbell stated that the contractors are doing a very good job, which is why there are no complaints from the neighbors. He noted that there are no abutters in attendance tonight. Mr. Campbell stated that the current applicant is not the original owner. Mr. Mathews stated that he’s somewhat surprised that there aren’t any neighbors here tonight considering that ten years ago when the project was first initiated numerous abutters attended the public hearings.

Mr. Campbell stated that he can understanding delaying board approval until the July meeting, and if the board has any other questions he would gladly answer them. He requested that the board grant the new City Planner authority to review everything they submitted, and if there are no questions of substance about the development, approve the submittals.

Mr. Mathews stated that there’s another issue that he has explained that he will make the applicant aware of - Master Plan Approval came as a result of a legal action brought by the attorney of the property owners. A compromise agreement was reached whereby no more than X number of homes would be built per year. Mr. Mathews stated that he’s not sure if this agreement still applies to the current development, he will check to determine if the agreement is still in force. Mr. Campbell stated that from what Mr. Kelly has said - this was a question when they started Phase II, 2010, Mr. Kelly submitted a letter to the Planning Department that that was accurate from the date of the original approvals; 6-8 for the entire subdivision from that date. Mr. Campbell stated that we’re well past the date when we can construct all of these houses. Mr. Mathews stated that he would like additional communication and discussion regarding this issue.

Ms. Capwell stated that she did a drive thru of the area, what she liked most is that not every house was the same; she also liked the curbs and street lights on Danielle Drive. Mr. Campbell stated that Phase II subdivision will have slope granite curbing all the way down to the end; it's being installed as the houses progress.

Mr. Pratt requested a copy of the drainage report. Mr. Campbell stated that the drainage report was originally approved by John Caito, they are maintaining that drainage report as the approval and the approved drainage report. Mr. Campbell stated that basically want’s submitted in his documentation is that the proposed basins conforms to Mr. Caito’s basins. Mr. Mathews asked Mr. Campbell to please resubmit. Caito’s drainage report per the review process as a copy of a report that was prepared and approved ten years ago. Mr. Mathews stated that it would be helpful to have copies of all drawings and reports in one place. Mr. Campbell stated that he will do his best, his copy was loaned to him by the previous City Planner when he was introduced to the project, however he returned the plans to the City Planner.

 Acknowledging that no member of the public wished to speak before the board, and that there were no additional questions from the board, Chairman Finlay closed the public hearing.

 The board acknowledge that during the July 10, 2018 meeting consideration of both Preliminary Plan Approval and Final Plan Approval would be considered, assuming that any and all issues had been addressed to the board’s satisfaction.

VI. COMMUNICATIONS & CORRESPONDENCE

 **2018-CP-06 - Correspondence from the Bellingham Planning Board** - Notice of Special Permit Decision regarding the approval of a Bulk Storage and Scenic Road Special Permit. The decision approves the request to construct a 7,483 sq. ft. industrial office and storage building, rear contractor’s yard and associated improvements located at 187 Farm Street in Bellingham, MA, Assessor’s Map 07-07-01.

VII. NEXT MEETING

 Scheduled for Tuesday, July 10, 2018, 6:00 P.M.

VIII.. VOTE TO GO INTO EXECUTIVE SESSION

 Discussion of the hiring of a new City Planner

 a. 42-46-5 (a) (1) Any discussion of the job performance, character, or

 mental health of a person or persons provided that such person or

 persons affected shall have been notified in advance in writing and

 advised that they may require that the discussion be held at an open

 Meeting.

IX. ADJOURNMENT

MOTION by Mr. Crisafulli, seconced by Ms. Capwell to adjourn into Executive Session as noted above. The MOTION carried, the board adjourned into Executive Session at 7:20 P.M.

 Respectfully submitted,

 Pauline Washington

 Recording Secretary

**CITY OF WOONSOCKET, RHODE ISLAND**

***EXECUTIVE SESSION***

**PLANNING BOARD MEETING**

**Tuesday, June 5, 2018**

**Harris Hall, 3rd Floor of Woonsocket City Hall**

**169 Main Street, Woonsocket, RI 02895**

Present: Rebecca Capwell, Vice-Chairman

 Stephen R. Crisafulli, Secretary

 Kenneth A. Finlay, Chairman

 Jonathan R. Pratt, P.E., Member Ex-officio

Also Present: Joel D. Mathews, Temporary City Planner

 Pauline Washington, Recording Secretary

I. CALL TO ORDER

 Chairman Finlay called the meeting to order at 7:20 P.M.

II. ATTENDANCE REVIEW

 Attendance was taken by Chairman Finlay that identified the above members as present.

III. VOTE TO GO INTO EXECUTIVE SESSION

 Discussion of the hiring of a new City Planner

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 mental health of a person or persons provided that such person or

 persons affected shall have been notified in advance in writing and

 advised that they may require that the discussion be held at an open

 Meeting.

 Mr. Mathews informed the board that although the City Planner position had been advertised in Boston and other newspapers, as well as local universities there weren’t many applicants. He stated that of the three applicants that applied and tested, only one applicant achieved a passing score. Mr. Mathews stated that he toured the City with Mr. McElwee and came away with the impression that Mr. McElwee is truly interested in the City and would stay awhile.

 Mr. Mathews stated that considering that the unemployment rate is at and all time low, and the fact that we don’t offer a competitive salary ($61,000 annually), he doesn’t feel that readvertising the position would change the results.

 Mr. Mathews stated that the board cannot appoint anyone to the position until the eligibility has been certified by the Personnel Board; he recommended that the board hire Mr. McElwee once the list has been certified. Mr. Mathews requested authorization from the board to appoint Mr. McElwee to the City Planner position once the eligibility list has been certified.

MOTION by Ms. Capwell, seconded by Mr. Crisafulli authorizing Mr. Mathews to appoint Ian McElwee to the City Planner position once the eligibility list has been certified.

Vice-Chairman Capwell YES

Secretary Crisafulli YES

Member Pratt YES

Chairman Finlay YES

IV. ADJOURNMENT

 There being no further business before the Planning Board at this time, a MOTION was made by Secretary Crisafulli, seconded by Vice-chairman Capwell to adjourn. The MOTION carried the meeting adjourned at 7:25 P.M.

 Respectfully submitted,

 Pauline Washington

 Recording Secretary