



## Town of South Kingstown

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# PLANNING BOARD REGULAR SESSION - MEETING AGENDA

Tuesday, November 24, 2020 at 7:00 p.m.

VIA ZOOM VIDEO CONFERENCE – WEBINAR I.D. # 960 6960 9423

### INTERNET COMPUTER ACCESS

<https://southkingstownri.zoom.us/j/96069609423>

### TELEPHONE ACCESS

+1 301 715 8592	+1 312 626 6799	+1 929 205 6099
+1 253 215 8782	+1 346 248 7799	+1 669 900 6833

Additional Instructions to Access the Meeting are available beginning on Page 3.

## AGENDA ITEMS:

### A. CALL TO ORDER:

### B. ROLL CALL:

### C. CONSENT AGENDA (CA):

All items listed with (CA) are to be considered routine by the Planning Board and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Board, or a member of the public so requests, in which event the item will be removed from **Consent Agenda (CA)** consideration and considered in its normal sequence on the agenda.

### D. (CA) APPROVAL OF MINUTES:

[September 8, 2020 Work Session \(modified\)](#)

[October 14, 2020 Work Session](#)

[October 27, 2020 Regular Session](#)

### E. SUBDIVISIONS AND LAND DEVELOPMENT PROJECTS:

1. **PRE-APPLICATION CONCEPT PLAN, MINOR SUBDIVISION – Hosley Minor Subdivision**, proposed 2-lot minor subdivision utilizing flexible frontage with waivers for lot width and request to combine Conceptual Master and Preliminary Plan Review, AP 54, Lot 57, located at 1696 Ministerial Road, Priscilla Archambault, *applicant/owner*. [Project Review Memo](#); [Site Plan](#); [Application Form](#); [Owner Authorization Form](#); [Project Team Form](#); [Supporting Materials](#);
2. **PRE-APPLICATION CONCEPT PLAN, MAJOR LAND DEVELOPMENT PROJECT – Westerly Community Credit Union Parking Lot**, proposed construction of a private overflow parking lot for Westerly Community Credit Union employees and guests and request to combine Conceptual Master and Preliminary Plan Review, AP 57-2, Lot 57, located at 108 Kelley Way, Westerly Community Credit Union, *applicant*, Susan M. & Philip L. Greene, *owner*. [Project Review Memo](#); [Application Form](#); [Owner Authorization Form](#); [Project Team Form](#); [Site Plan](#); [Vicinity Map](#); [Applicant's Narrative](#); [Engineers Narrative](#); [Request to Combine Review Stages](#);
3. **MINOR SUBDIVISION, PRELIMINARY PLAN APPROVAL - Ocean Haven Minor Subdivision**, request to reinstate Preliminary Plan approval for a four (4) lot subdivision, as approved by the Planning Board on May 13, 2009, later extended for one (1) year (until January 1, 2020) by the Planning Board on November 27, 2019, which has subsequently expired, AP 76-4, Lot 24, located on Camp Fuller Road, Eva Cheryl Brinner, *applicant/owner*. [Project Review Memo](#); [Approved Preliminary Plan](#); [2009 Preliminary Approval](#); [2018 Preliminary Plan Extension](#); [2019 Preliminary Plan Extension](#); [2018 Required Off-Site Improvements Update Memo](#); [Required Off-Site Improvements Plan](#);

**F. PUBLIC HEARINGS:**

1. **PRELIMINARY PLAN, MAJOR LAND DEVELOPMENT – Tower Hill Landings Annex**, proposed construction of an 11-unit multi-household structure and associated site improvements, AP 32-4, Lot 32, located at 2095 Kingstown Road, Tower Hill Landings Annex, LLC, *applicant/owner*. [Project Review Memo](#); [Application Travel Page](#); [Application Materials](#); [Waiver Request Letter](#); [Zoning Approval](#); [Site Plan Set](#); [Elevation Drawings](#); [Drainage Information](#); [SESC Report](#); [RIDEM Information](#); [RIDEM Stormwater Application](#); [RIDEM Wetlands Application](#); [RIDOT Information](#); [11-13-2020 Submittal](#); [Sewer Lateral Assessment](#)

**G. RECOMMENDATIONS TO THE TOWN COUNCIL:**

**H. REPORTS AND SPECIAL ITEMS:**

**I. (CA) REPORT OF THE ADMINISTRATIVE OFFICER:** Actions taken/recorded in October 2020 –

1. **ADMINISTRATIVE SUBDIVISIONS:**
  - a. **Gardner Administrative Subdivision** – Admin. Subdivision Approval, Plat 31-4, Lots 54 & 55, located at 91 Stonehenge Road, October 9, 2020.
2. **MINOR SUBDIVISIONS:** None
3. **MAJOR SUBDIVISIONS and LAND DEVELOPMENT PROJECTS:** None
4. **CHANGE TO COASTAL COMMUNITY STRUCTURE:**

**J. ADJOURNMENT:**

If you would like to learn more about the types of applications, associated review processes, and/or public participation information, please refer to the '[Subdivision and Land Development Projects: A Citizens Guide](#)' brochure. This is also available at the Planning Department or on the Town's website at <http://www.southkingstownri.com> under Government>Departments>Planning>Subdivision and Land Development Review.

**Notes**

1. In accordance with the South Kingstown Planning Board By-laws, Article IV, Section 1: "No items shall be placed on the agenda unless all required documentations have been submitted. Later additions to an agenda must be approved by all members present at the meeting."
2. In accordance with the South Kingstown Planning Board By-laws, Article II, Section 7: "All regular meetings shall adjourn no later than 11:00 p.m. unless extended beyond that time by a concurring vote of not less than four members, except that at the Chair's discretion the meeting may be extended to conclude consideration of any specific item of business begun prior to 11:00 P.M."
3. Individuals requesting American Sign Language interpreters or CART service must call the Town Clerk's Office at 401-789-9331 at least seventy-two (72) hours in advance of public meeting.
4. All files associated with agenda items listed above are available for review in the Planning Department in person upon request during the hours of 8:30am to 4:30pm.

**TECHNICAL DIFFICULTIES**

**Should anyone experience technical difficulties in participating in this meeting, please immediately contact Jay Parker, Principal Planner, either by phone (401-789-9331 ext. 1245) or email ([jparker@southkingstownri.com](mailto:jparker@southkingstownri.com)) during the meeting. We will do our best to help resolve any technical issues that may occur.**

## **INSTRUCTIONS TO ACCESS THE MEETING:**

### **A. MEMBERS OF THE PUBLIC:**

The public can join this Zoom meeting electronically by computer, smartphone or tablet using the instructions below. If you do not have a smartphone or other electronic device capable of joining the Zoom meeting room, you may also join by telephone only.

#### Testing Computer & Audio Equipment

Attendees are encouraged to test their internet connection and audio capabilities in advance of the meeting. Please use the following link for detailed information from Zoom on how to test your equipment:

<https://support.zoom.us/hc/en-us/articles/115002262083>

#### Accessing the Zoom Meeting via Computer, Tablet or Smartphone:

- **Click on this link to join the meeting:** <https://southkingstownri.zoom.us/j/96069609423>
- When prompted you will be asked to join via computer audio, or telephone. Use of computer audio is recommended, however you can also use your telephone for audio.
- When you enter the meeting room, your phone will be muted.
- You will be able to view site plans, see members, and listen to discussion in the Zoom meeting
- If you would like to speak during the meeting, use the 'raise your hand' feature of the Zoom platform to inform the host. Speakers will be recognized individually by the Planning Board chair. Once recognized you can share your comments via audio.

#### Accessing the Meeting by Telephone Only:

- If you do not have access to a device capable of accessing the internet-based Zoom meeting, you may use your telephone to join the meeting.
- **Dial this phone number to join the meeting** (for higher quality, dial a number based on your current location):
  - **+1 301 715 8592;** or
  - **+1 312 626 6799;** or
  - **+1 929 205 6099;** or
  - **+1 253 215 8782;** or
  - **+1 346 248 7799;** or
  - **+1 669 900 6833**
- If prompted to enter a Webinar ID, use your phone to dial the following ID: **960 6960 9423**
- When you join the meeting, your phone will be muted.
- If you would like to speak regarding an application, dial \*9 to 'raise your hand,' and inform the host. You will be recognized to speak. Once recognized to speak you dial \*6 to mute or unmute your telephone.

#### Basic Troubleshooting when Speaking:

If you have been recognized to speak, but cannot be heard in the Zoom meeting use the following steps to troubleshoot your computer audio, or telephone connection.

- Ensure your microphone or telephone is unmuted. For users joining the meeting in the virtual meeting room you will find your 'mute' control in the lower left hand corner of the Zoom meeting screen. For telephone only users, dial \*6.

- If you still cannot be heard and have joined by computer audio, you may need to switch to a telephone to improve the audio connection. Click on the 'drop-down' menu located beside the 'mute' control on the screen to change your audio connection to telephone. Use the information that pops-up on the Zoom screen to join the meeting using a telephone. You will need to enter a meeting id after calling the phone number, and a participant ID.
- If you are still unable to be heard, you may need to disconnect from the Zoom meeting and rejoin. If you rejoin the meeting and still cannot speak, use the 'Q&A' function on the Zoom screen to inform the host that you cannot be heard.

Accessing Documents & Site Plans:

To access documents, and view site plans discussed during a meeting, please use the links on the meeting agenda.

**B. APPLICANTS, BOARD MEMBERS & INVITED GUESTS**

Applicants, Board members and invited guests should use the invitation provided via email to access the meeting. If you cannot find the email invitation provided to you in advance of the meeting you may join using the instructions above for public access.