



**Foster Planning Board
Meeting Minutes
Wednesday, May 2, 2007
Benjamin Eddy Building, 7:30 p.m.**

A. Call to Order

Julia Parmentier, Chair, called the meeting to order at 7:32 p.m.

B. Roll Call

Board members present were Julia Parmentier, Chair; Tom Mercier, John Neale Pat Moreau, Don Moyer, Ann-Marie Ignasher, Town Planner; and John Bevilacqua, Town Solicitor. Helen Hardy, Secretary, arrived at 7:35, and Mike Carpenter arrived at 7:45.

C. Approval of Minutes

1. Don Moyer moved and Pat Moreau seconded to approve the corrected minutes of December 20, 2006. Motion 4-0. Mike Carpenter, John Neale, and Tom Mercier abstained.
2. John Neale moved and Don Moyer seconded to approve the corrected minutes of January 20, 2007. Motion carried 6-0. Tom Mercier abstained.
3. Pat Moreau moved and John Neale seconded to approve the corrected minutes of February 24, 2007. Motion carried 5-0. Tom Mercier and Don Moyer abstained.
4. Tom Mercier moved and Mike Carpenter seconded to accept the corrected minutes of March 31, 2007. Motion approved 4-0. Pat Moreau, John Neale, and Don Moyer abstained.
5. Pat Moreau moved and John Neale seconded to approve the corrected minutes of March 7, 2007. Motion carried 5-0. Tom Mercier abstained.
6. Pat Moreau moved and John Neale seconded to approve the corrected minutes of March 21, 2007. Motion carried 5-0. Tom Mercier abstained.
7. Pat Moreau moved and Tom Mercier seconded to approve the corrected minutes of April 4, 2007. Motion carried 7-0.
8. Tom Mercier moved and John Neale seconded to approve the corrected minutes of April 18, 2007, subject to the review of the Town Planner. Motion carried 7-0.

D. Correspondence

None.

E. Board Members' Reports

None.

F. Planner's Report

Ann-Marie L. Ignasher, Town Planner, and Robert Fallon, Zoning Official, visited the Twisted Liquors site. The applicants have fulfilled all requests: to the front and left of the building there are two designated employee parking spaces; in front of the building there are two large planters that block customer parking; each planter has a sign "no parking-loading zone"; the area in front of the planters is striped and marked "no parking"; to the right of the building there are three parking spaces, the first space will be painted as handicapped parking; there is one designated parking space next to the historical cemetery (the historical cemetery has been cleared of all brush and trash); the steps to the lower level employee parking were reconstructed and handrails put in place (the handrail does need to be sanded and maintained); the employee parking spaces are all marked; and there is a new safety light on the back of the building.

The Planner submitted a draft of the Certificate of Incompleteness regarding the proposed subdivision off of Gene Allen Road to the Town Solicitor for review and comment. After his review, the Solicitor returned his edits to the Planner and she is to mail the letter to the appropriate parties.

Ann-Marie presented the Planning Board with a model of an Excel spreadsheet that tracks all of the pending subdivisions. This will be updated and mailed as subdivisions come in. This is a project the Planner and the Planning Clerk developed together.

Ann-Marie also presented a new model Agenda for the Board's consideration. Board members liked the format though they had concerns if it met with all of agenda requirements of the Board's by-laws. Ann-Marie explained her intention to keep the Board informed of all administrative subdivision applications. The subdivisions (administrative, minor, major, commercial site review) will be presented in order of complexity. This should assist the review process to function more efficiently. Also, the status of each subdivision and the time frame for each application will be included in the agenda.

Tom Mercier suggested that Old Business should precede subdivisions.

It was suggested that Future Agenda Items be included. New Business is to be included to catch all non-subdivision business.

The Board agreed with the suggestion that we formalize deadlines (create written procedures) for applicants to have all materials into the Town offices, in order to give staff enough time for technical

review and creating the upcoming agenda. Said deadlines may vary depending on the complexity of the application, and what part of the review process the application is in.

There was also a suggestion that the number of items on the agenda should be limited so that the meetings are not unduly long.

G. Old Business

- a. Rt. 6 Rezoning: Next meeting is June 23, 2007.
- b. Cucumber Hill Estates: This planning board's decision is being appealed. The Zoning Board sits as the Board of Appeals. Since there is an appeal pending the applicant's request for a zoning variance (hearing) scheduled for May 9, 2007 is stayed. Therefore, on May 9, 2007, the Zoning Board will schedule a hearing date for the appeal. The suggested dates for the hearing are: May 29th, May 31st, or June 5th. Attorney John Bevilacqua reminded the Planning Board that May 29, 2007, is the Regional Financial Meeting. The Planning Board must give our file and minutes for the Appeal and a member of the Planning Board must be there. The Board was told that the applicant was mailed a letter telling him that an appeal has been filed. There were questions regarding the actual process of an appeal, and Attorney Bevilacqua, and the Planner explained the process to the Board. The Planner stated that in her research of the appeals process she discovered that the State Statutes, the Subdivision Regulations, and the Zoning Ordinances had some discrepancies in dealing with the appeal process. Attorney Bevilacqua stated that if such discrepancies were discovered that we must follow the State Statutes. The Planner stated the discrepancies between the zoning ordinance and subdivision regulations would be dealt with after July 1, 2007, when she is employed on a full-time basis.
- c. Ordinance Revisions: The Town Council approved the contracts regarding the Affordable Housing Ordinance and the Conservation Planning Ordinance. The contract for Affordable Housing is with Tony Lachowicz, and the contract for the Conservation Planning is with RI DEM.

H. New Business See Below.

I. Future Agenda Items

- a. Subdivision decision procedures. – The Board requested that the Town Solicitor and the Town Planner conduct a workshop on the proper procedures regarding decisions – regarding standards, motions, and how to write the decisions. Though the Town Solicitor and Town Planner are agreeable to doing such a workshop, they felt that most of the Board's questions and concerns would be answered at the GrowSmart Seminar (May 15, May 23, & May 30). Therefore, the Board determined that this discussion would be held until after the GrowSmart Seminar.
- b. Five-year road plan, perhaps on June 20th. – The Board requested that Bradford Gove, Public Works Director appear before the Board at the June 20th meeting to discuss the Five-Year Road Plan. The Town Planner, Ann-Marie, said she would verify if that was a good date for Mr. Gove to appear before the Board.
- c. Comprehensive Permitting Process: The Board requested that the Town Planner look into getting information regarding this permitting process and to report back to the Board during the June 6, 2007 work session. The Board wants to be kept up to date on any and all information regarding this process.

J. Adjournment

Pat Moreau moved to adjourn at 9:12 p.m. Pat withdrew her motion to adjourn.

Tom Mercier moved to reconsider the Minutes of March 7, 2007. Pat seconded. Motion carried 7-0.

Tom Mercier moved and Pat seconded to correct the minutes to attach the Community Development Block Grant at the end of the minutes. Motion carried 7-0.

Mike Carpenter moved to adjourn at 9:15. Motion carried 7-0.

Respectfully Submitted:

Helen Hardy
Secretary