

TOWN OF WESTERLY  
**COMPREHENSIVE PLAN CITIZENS' ADVISORY COMMITTEE**

Regular Meeting – September 6, 2017 – 5:00 p.m.  
Assessment Department Hallway – Town Hall

**A. 5:00 P.M. CALL TO ORDER**

**Members Present:** Gail Mallard, Chair  
Joe MacAndrew, Vice Chair  
Faith Bessette-Zito  
Stuart Blackburn (entered 6:01 p.m.)  
James J. Federico, III

**Members Absent:** Gina T. Fuller  
Nancy Richmond

**Liaisons Present:** Catherine DeNoia

**Staff Present:** Benjamin Delaney, Planning Associate

**B. 5:00 P.M. APPROVAL OF MINUTES**

Motion by Mr. MacAndrew, seconded by Ms. Bessette-Zito, to approve the minutes of August 23, 2017.  
The motion **CARRIED** by unanimous vote.

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**E. 5:01 P.M. PUBLIC COMMENT**

Motion by Mr. MacAndrew, seconded by Ms. Bessette-Zito, to move Public Comment forward on the agenda. The motion **CARRIED** by unanimous vote.

Sharon Ahern, Watch Hill Conservancy, questioned if the committee had reviewed text regarding Napatree Point and recreation.

Ms. Mallard overviewed the committee's work to date and confirmed the Open Space and Recreation chapter of Appendix I had been reviewed. She provided an overview of the review process going forward.

Ms. DeNoia confirmed the Planning Board held its first workshop meeting to begin its review of the draft appendices and a schedule of future meetings would be discussed at its next regular meeting on September 19, 2017.

Mr. MacAndrew stated for Ms. Ahern the committee intended for its revised drafts to be made available to the public.

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**C. 5:09 P.M. DISCUSSION – FUTURE MEETINGS**

Ms. Mallard noted the committee's interest in a joint meeting with the Planning Board.

Ms. DeNoia overviewed the Planning Board's workshop meeting and confirmed she had reported on the committee's progress to the Board at a previous meeting.

Discussion was held regarding the process of the draft plan's development.

Ms. Mallard stated she would contact the Chair of the Planning Board to request a joint-meeting to discuss the committee's work.

**D. 5:20 P.M. DISCUSSION – DRAFT PRIMARY REPORT AND APPENDICES**

Discussion was held regarding the action "Coordinate with neighborhood... existing housing stock." and the committee assigned the action an ongoing time-length and the Building Official, Town

Manager and Property Maintenance Code Official as responsible parties.

The committee assigned the action “Determine viability of... and accessory apartments.” a medium-term time-length and the Town Assessor as the responsible party. The committee determined the action to require a 0.5 Full-Time Employment (FTE) increase in staff.

The committee assigned the action “Provide support and... with special needs” an ongoing time-length and the Town Council as the responsible party.

The committee revised the action “Review zoning and... and transportation opportunities.” as “Review and revise zoning... in downtown redevelopment areas as needed with... and transportation opportunities.”

The committee revised the action “Review housing and... are being met” as “Review housing and...are being met and prepare a report regarding the characteristics of the Town’s rental housing base and an assessment of local housing needs for relevant State agencies.” and assigned the action a short-term time-length, the Planning Office as responsible party. The committee determined the action to require eight (8) hours of work annually.

The committee revised the action “Address the State... reasonable production plan.” as “Address the State requirement for affordable low... reasonable production plan.” and assigned the action a short-term time-length and the Planning Office, Westerly Affordable Housing Plan Committee and Town Council as responsible parties. The committee determined the action to require 160 hours of work.

The committee assigned the action “Evaluate and revise... is not compromised.” a short-term time-length and the Planning Office, Planning Board and Town Council as responsible parties. The committee determined the action to require 160 hours of work

### ***Implementation Plan – Economic Vitality***

The committee assigned the action “Develop and adopt... sustainable economic growth.” A medium-term time-length and the Economic Development Commission, Planning Office, Director of Development Services and Town Manager as responsible parties. The committee determined the action would require 0.5 FTE increase.

The committee assigned the action “Provide the Economic... encourage economic development.” An ongoing time-length and the Planning Office and Director of Development Services as responsible parties.

The committee revised the action “Create a staff... Economic Development Commission” as “Consider establishing a... Economic Development Commission.” and assigned the action a short-term time-length and the Town Manager, Director of Development Services and Human Resources Department as responsible parties. The committee determined the action would require a 1 FTE increase.

The committee revised the action “Develop and adopt... and associated areas.” as “Investigate new zoning and regulatory tools to conform with existing neighborhoods and support... and associated areas.” and assigned the action a medium-term time-length and the Zoning Office, Zoning Board of Review, Planning Office and Planning Board as responsible parties.

The committee revised the action “Enact an ordinance... existing, dormant quarries.” as “Enact an ordinance... existing, dormant quarries to ensure the existing quality of life in surrounding neighborhoods is not disrupted.” and assigned the action a short-term time-length and the Zoning Office, Zoning Board of Review, Planning Office and Planning Board as responsible parties. The committee determined the action would require a 0.25 FTE increase.

The committee assigned the action “Adopt an Extraction... and/or state regulations.” a short-term time-length and the Zoning Office, Planning Office, Zoning Board of Review and Planning Board as responsible parties. The committee determined the action would require a 0.25 FTE increase.

The committee determined the action “Inspect the White... of wellhead protection.” would require eight hours of work annually.

The committee revised the action “Prohibit the expansion...Commercial Zoning District” as “Prohibits the expansion of commercial zoning districts (General Commercial, Highway Commercial, Marine Commercial, Neighborhood Business, Professional-15, Shore Commercial – General and Shore Commercial – Watch Hill.” And assigned the action the Town Council, Planning Board and Zoning Board of Review as responsible parties.

The committee eliminated the action “Prohibit the expansion... front Route 1.”

The committee assigned the action “Encourage redevelopment of Route 1 corridor.” the Economic Development Specialist as the party.

The committee assigned the action “Encourage redevelopment of existing, underutilized industrial space.” the Economic Development Specialist as the party.

### ***Implementation Plan – New Economies***

The committee revised the policy “Support agriculture and aquaculture...” as “Support agriculture, aquaculture, hydroponics, aquaponics and similar principles...”

The committee revised the action “Review the regulations... support agricultural operations.” As “Review and revise the... districts as needed to better support the operations outlined in Policy 1.” And assigned the action a medium-term time-length and the Zoning Office, Planning Office, Zoning Board of Review and Planning Board as responsible parties. The committee determined the action would require a 0.25 FTE increase.

The committee assigned the action “Review local permitting... nonresidential zoning districts.” a medium-term time-length and the Zoning Office, Planning Office, Zoning Board of Review and Planning Board as responsible parties. The committee determined the action would require a 0.25 FTE increase.

The committee assigned the action “Review zoning requirements... in the Downtown.” a medium-term time-length and the Zoning Office, Planning Office, Zoning Board of Review and Planning Board as responsible parties. The committee determined the action would require a 0.25 FTE increase.

### ***Implementation Plan – Economic Resilience***

The committee assigned the action “Develop a strategic... on these systems.” A medium-term time-length and the Department of Public Works as responsible party. The committee determined the action would require a 0.25 FTE increase.

The committee revised the action “Undertake a study... and resiliency measures.” as “Undertake a study... and resiliency measures using information made available by the Rhode Island Coastal Resources Management Council and assigned the action a long-term time-length and the Planning Office and Emergency Management Coordinator as responsible parties. The committee determined the action would require a 0.25 FTE increase.

The committee revised the action “Work with RIEMA... to reduce risk.” As “Work with... appropriate State agencies on shared objective to reduce the impact from climate change hazards.” And assigned the action a long-term time-length and the Planning Office and Emergency Management Coordinator as responsible parties. The committee determined the action would require 36 hours of work.

The committee assigned the action "Continue to evaluate... and effective administration." the Emergency Management Coordinator, Building Office and Zoning Office as responsible parties.

The committee relocated the action "Develop and implement... increase job opportunities." to *Economic Vitality*.

**F. 6:57 P.M. ADJOURNMENT**

Motion by Mr. MacAndrew, seconded by Ms. Bessette-Zito, to adjourn. The motion **CARRIED** by unanimous vote.

Minutes for the September 6, 2017 meeting submitted by:



Benjamin Delaney

Benjamin Delaney, Planning Associate

Approved by vote of the committee on **September 20, 2017**