

TOWN OF WESTERLY
COMPREHENSIVE PLAN CITIZENS' ADVISORY COMMITTEE

Regular Meeting – November 1, 2017 – 5:00 p.m.
Municipal Courtroom – Town Hall – 45 Broad Street

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

Members Present: Gail Mallard, Chair
Joseph MacAndrew, Vice Chair
Faith Bessette-Zito
Stuart Blackburn

Members Absent: James J. Federico, III
Nancy Richmond
Gina T. Fuller

Staff Present: Benjamin Delaney, Planning Associate

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

A motion to approve the minutes of October 18, 2017 was made by Mr. Blackburn and seconded by Ms. Bessette-Zito. The motion **CARRIED** by unanimous vote.

C. 5:01 P.M. DISCUSSION – FUTURE MEETINGS

Ms. Mallard noted the committee was nearing completion of its scope of work and stated final drafts with all changes accepted should be provided to the committee for review in advance of its next meeting. Any remaining issues would be discussed at the next meeting, tentatively scheduled for November 15, 2017.

Mr. Delaney confirmed all final drafts would be provided to the committee.

Ms. Mallard suggested the committee draft and submit an Executive Summary for the Planning Board.

Mr. MacAndrew and Mr. Blackburn recommended they discuss the drafting of an Executive Summary with Catherine DeNoia, Planning Board liaison.

D. 5:07 P.M. GOALS AND ACTIONS

Implementation Plan – Character and Heritage

The committee was in consensus to eliminate “alternative approaches to mitigate similar development conditions through” from the policy “Discourage commercial sprawl...”

The committee was in consensus to cite the referenced ordinance in the first action and to assign the action the Planning Board, Zoning Board of Review, Planning Office, Zoning Office and Town Council as responsible parties. The action was assigned a medium-term time-length and would require 40 hours of work.

The committee was in consensus to assign the second action the Planning Board, Zoning Board of Review, Planning Office, Zoning Office and Town Council as responsible parties. The action was assigned a medium-term time-length and the work required would be included with the time needed to complete the first action.

The committee was in consensus to revise the third action as “Work with existing... landscaping and greenspace... and enforcement of appropriate signage.” The action was assigned an ongoing time-length.

The committee was in consensus to revise the fourth action as “Develop standards for...”

construction, including redevelopment and adaptive reuse, throughout...” and assigned the Planning Board, Zoning Board of Review, Planning Office, Zoning Office and Town Council as responsible parties. The action was assigned a medium-term time-length and was determined to require 35 hours of work.

The committee was in consensus to revise the fifth action as “Work with the... of commercial, professional and industrial structures...” and assign the action the Planning Board, Planning Office and Architectural Review Board as responsible parties.

The committee was in consensus to revise the sixth action as “Increase and maintain greenspace in the urban areas...” and assigned the action the Director of Development Services, Planning Office, Town Manager, Highways Division and Buildings and Grounds Division as responsible parties. The action was assigned an ongoing time-length.

The committee was in consensus to merge the seventh and eighth actions as “Encourage the development of events that showcase the downtown arts community, celebrate heritage or provide cultural and recreational opportunities.” and assigned the action the Town Council as responsible party.

The committee was in consensus to eliminate the ninth action.

The committee was in consensus to assign the tenth action to the School Department, School Committee and Town Council as responsible parties and an ongoing time-length.

Implementation Plan – General Implementation Policies

The committee was in consensus to revise the first policy as “The Town’s conservation, development, annual budgets and long-term financial decisions shall...”

The committee was in consensus to revise the second policy as “The Town shall ensure that... upon (year-round residents, seasonal residents, tourism and commercial enterprise) and...”

The committee was in consensus to revise the fourth policy as “... at least twice annually to assess the status...”

The committee was in consensus to revise the fifth policy as “The Town should continue...”

The committee was in consensus to revise the sixth policy as “...within the municipal government charged...”

The committee was in consensus to revise the seventh action as “On an annual basis, the.... fire districts located in the Town to discuss...”

The committee was in consensus to revise the eighth action as “... and infrastructure should always be...”

The committee was in consensus to revise the ninth action as “The Town should encourage recycling and the conservation of energy, water and other environmental resources on an ongoing basis.”

Implementation Plan – Implementation Matrix

The committee was in consensus to revise “It assigns primary... the Plan’s actions.” as “It assigns primary... responsibilities, timeframes and, where appropriate, resources to accomplish the Plan’s actions.”

The committee was in consensus to eliminate “The matrix consists... intended by legislation.”

Mr. Delaney confirmed for Mr. MacAndrew a discussion on the proposed River Corridor Overlay District was included in the draft Primary Report.

E. 6:21 P.M. PUBLIC COMMENT

No members of the public were present.

F. 6:21 P.M. ADJOURNMENT

A motion to adjourn was made by Mr. MacAndrew and seconded by Ms. Bessette-Zito. The motion was **CARRIED** by unanimous vote.

Minutes for the November 1, 2017 meeting submitted by:



Benjamin Delaney

Benjamin Delaney, Planning Associate:

Approved by vote of the Committee on **November 15, 2017**