



**Town of Coventry  
Technical Review Committee Meeting  
Tuesday, January 16, 2024 at 12:00 PM**

**This meeting will be convened in-person in the Town Annex Conference Room, 1675 Flat  
River Road, Coventry RI 02816.**

**1. CALL TO ORDER / DETERMINATION OF A QUORUM**

Director McLean: Welcome everybody, I'm going to call this meeting of the Technical Review Committee to order. As part of our role call, let's go around the table, not everybody here may know each other. Please identify yourself and who you are representing.

I am Doug McLean and I am the Planning Director and also the Administrative Officer for the town and I do serve as the Chair of the Technical Review Committee.

Chief Frank Brown representing Central Coventry and Hopkins Hill Fire District.

Joe Levesque, Town Engineer.

Russ Lacaillade, Captain with the Western Central Fire.

Steven Angel, Town Solicitor.

Ron Flynn, Chairman and Designee of the Planning Commission.

Rob Catalfamo, Clerk and Tax Collector of the Coventry Fire District.

Alex Berardo, Principal Planner.

Rick Heise, Chief of Police in Coventry.

Kevin McGee, Public Works Director.

Josh Chase, Planning Tech.

**2. EMERGENCY EVACUATION PLAN**

**3. APPROVAL OF MINUTES**

Director McLean: there are no minutes to approve.

**4. NEW BUSINESS FOR DISCUSSION AND/OR RECOMMENDATION**

#### 4.1 **Town Solicitor Discussion**

Open Meetings Act Compliance

Open Records Request

Ethics

Solicitor Angel: The TRC is comprised of different individuals, each representing a department such as engineering or planning, who discuss the necessary next steps for upcoming projects. It is important to keep in mind that what happens in executive session stays in executive session and the meeting is only open to show the public what is happening which means they are not typically able to participate. Additionally, all of you that file public appointments must add them to your list. If you have a conflict of interest then you need to file recusal form on the Ethics Commission's website, send it to the Ethics Commission and put a copy on file in the Town Clerks Office. Lastly, you don't have a conversation with anyone regarding the item of conflict on the agenda. This should be a work group.

Commission Designee Flynn: Bucks Horn is going to be coming is 4.3 and will be coming in front of planning, I feel that I should recuse myself because any discussions that are in this room I would have advance but my board members wouldn't. So do I have to file out a recusal form?

Solicitor Angel: If you have some reason in life why it would be really good for you that this thing was looked on favorably than that's a conflict of interest. However, you can sit here and listen, it's a public meeting.

Captain Lacaillade: I see a lot of these people outside of this board, are we not allowed to discuss matters?

Director McLean: Solicitor Angel is referring to an Executive Session, if there's a legal matter. It's expected that every single member communicates about these matters offline all the time. We will also have an email chain.

Solicitor Angel: Email chains are for information purposes only. You don't want to be lobbying for a particular position and a vote that occurs in this room on an email chain.

Director McLean: This is an advisory committee only, the only thing that will need to approve is our own minutes. Every project that comes in front of us the responsibility is that every member is going to provide comments and recommendations. If you have no comment, that's fine, and I'd like to have that on the record. When you see something, please give me a comment in email before the meeting, especially if you have a significant issue. Hopefully we can resolve it before the meeting, and we can confirm is resolved at the meeting. There is likely going to be some overlap with the Zoning Board but only bigger scale zoning matters will be what comes before you.

*Solicitor Angel left the room.*

#### 4.2 **“Proposed Equipment Garage/Commercial Storage Building”**

Preliminary Plan, Minor Land Development

Owner/Applicant: Mike's Professional Tree Service

Proposed 7,500 SF Equipment Garage/Commercial Storage Building

AP 44, Lot 1, Unit 3; Zone I-1 (Industrial)

75 Airport Road

Director McLean: Getting a physical packet out was hard to do. We'd like to email a packet to you for the future. Some of the applications you're seeing will mean that you're making your recommendations and comments to the administrative officer, some you're making your recommendations and comments to the Planning Commission. When you see the word "Minor," it means its staying as a staff level review. Anytime you see the word "Major," that means it's a project getting elevated to the Planning Commission.

Principal Planner Berardo: No issues to report with this project as submitted.

Chief Brown: I submitted my comment as well, there no fire service issues.

Commission Designee Flynn: No issues with the location of the applicant.

Director McLean: There's not a lot of surprises with this project, it makes sense that there would be not basically many comments. Joe will get me his comments. Those comments will still be made part of the TRC recommendation.

Chief Heise: No Police issue.

Chief Brown: I did tour the property to see where it was going.

Director McLean: You're fine as long as you stay on the public right of way or ask for permission first. All of us might have to interact with developers.

Director McGee: I did have issue with something in the past on this property, but it looks like it was corrected.

*Director McGee left the room.*

Director McLean: Any other comments or question? We know that there are going to be some pending in the next day or so. 75 Airport Road is an administrative decision. So, planning Staff the Administrative Officer will be rendering a decision on that once we've completed the TRC Document.

### **FORMAL TRC COMMENTS ON PROPOSED EQUIPMENT GARAGE/COMMERCIAL STORAGE BUILDING**

The TOWN ENGINEER offered the following comments:

Submission of a Town of Coventry Soil Erosion and Sediment Control (SESC) application will be required for the project.

The PRINCIPAL PLANNER offered the following comments:

Planning sees no issues to report with the proposal as submitted.

The PUBLIC WORKS DIRECTOR offered the following comments:

No comments or concerns at this time.

The FIRE REPRESENTATIVE offered the following comments:

No comments or concerns at this time.

The POLICE CHIEF offered the following comments:

No comments or concerns at this time.

The PLANNING COMMISSION CHAIR offered the following comments:

No comments or concerns at this time.

#### 4.3 **“Bucks Horn Meadow”**

Preliminary Plan, Major Subdivision (Residential Cluster Development)

Owner/Applicant: Padula Builders Inc (Lot 80) and Padula Properties Inc (Lot 95)

Proposed 7-Lot Subdivision with Street Creation

AP 315, Lots 80 & 95; Zone RR5 (Rural Residential)

Old Flat River Road

*Commission Designee Flynn left the room for this item, as it will subsequently appear on a Planning Commission agenda, and he will review it at that time as Chairman of that body.*

Director McLean: This one was heading for the Planning Commission; it will actually be on your agenda next week. But, this matter is not ready for next week's meeting because we are still working on the details with bonding and bond estimates.  
Comments on Bucks Horn?

Principal Planner Berardo: I have two comments that I had written; the first was clarification on the percentage of open space that's deemed suitable for development. They gave it to us and that's just in the subdivision regulations that specifies how much needs to be done. We wanted to confirm that they were complying with that regulation. The other one was that we recommended against the incorporation of a cluster style mailbox. We'll confirm consistency with the regulations that the Postal Service might have.

Captain Lacaillade: Our concern is knowing where an incident may be from the fire service perspective. We have an ordinance in town that you put numbers on the houses if they're within 50 feet of the edge of the property. If it's beyond that you have to have it on the mailbox on both sides. Having a mailbox in front of the house makes our job a little easier and safer. Additionally, regarding the cul-de-sac at the back, we ask that they don't put a little island in the middle of it and that it's big enough to turn our equipment.

Director McLean: I think that's a standard component of our review when they do the radius that they're big enough. We don't want the islands, I'll have to check if they're even required in our code.

Engineer Levesque: It is a standard that we have the island. But we've been asking that they removed it.

Director McLean: We've asking that based on the towns urgencies. A standard that we wish to be waved and we are working to revise that ordinance. Luckily, I don't think there's been any other issue.

Captain Lacaillade: Then there is the problem with the snow and you can't plow it to the curb. The last thing I have is a reference that our Fire Marshall put in regard to the cistern. We'll tell them where we want it to be.

Director McLean: Fire need to conduct an inspection and on cisterns its an item were comfortable conditioning off the final plan. Meaning it doesn't need to be on the plan right now. But the comment from fire, if appropriate, will coordinate the cistern location directly with Western Coventry Fire prior to the final plan submission.

Chief Heise: No comment

Engineer Levesque: I've submitted my comments and all of them were adequately addressed. So, I have no further comments.

Director McLean: I recommend that we send out comments to keep the group informed before the meeting.

### **FORMAL TRC COMMENTS ON BUCKS HORN MEADOW**

#### The TOWN ENGINEER offered the following comments:

Final Plan Submission approval contingent on the submission of a long-term Stormwater Management System Operation and Maintenance Plan (per Section 3.2.11 of the RI Stormwater Design and Installation Standards Manual (RISDISM)).

Applicant must obtain a Soil Erosion and Sediment Control (SESC) Permit from the Office of the Town Engineer prior to any construction/land disturbance activities at the project site.

#### The PRINCIPAL PLANNER offered the following comments:

Planning needs clarification on the percentage of open space that is deemed suitable for development.

Planning recommends against the incorporation of a "cluster" mailbox into this project and will confirm consistency with potential USPS requirements.

#### The PUBLIC WORKS DIRECTOR offered the following comments:

No comments or concerns at this time.

#### The FIRE REPRESENTATIVE offered the following comments:

Fire asked that the applicant refrain from installing a traffic island in the center of the proposed cul-de-sac to avoid creating any unnecessary obstacles to turning movements for large vehicles or other equipment.

Fire advised that they will coordinate with the applicant on the location of the proposed cistern prior to Final Plan submittal.

The POLICE CHIEF offered the following comments:

No comments or concerns at this time.

The PLANNING COMMISSION CHAIR offered the following comments:

*The Planning Commission Chair recused as this item will be heard before the Planning Commission.*

#### 4.4 **Committee Logistics and Meeting Schedule**

*Commission Designee Flynn returned to the conference room.*

Director McLean: We're going to use email to discuss projects. It's necessary for us to use an email chain and "reply all" in order to move forward and share our perspectives with staff. Next with the meeting schedule, it seems like Monday works, and will generally be the third Monday of the month. I'd like to do 1:30pm. If you get an agenda item that you don't have anything to say about, you don't need to say anything. If there is a holiday we'll push it to Tuesday. Essentially everything we're talking about here needs to be done in by the end of Thursday right so it goes out on Friday. On another note, zoning board agendas are going to be lighter and less complex because the TRC is going to be taking on matters such as zoning relief. These groups will always be separate despite how they sometimes overlap. If you have no comment on the matters on the agenda and they don't involve you, you can email and said that you have no comments and don't plan to attend. We won't run into quorum issues, this can be a quorum of 3. We have no voting and it's an advisory only meeting. There is a document that we've created call the TRC Rules and regulations, we kept it very basic. We do intend to put adds in the paper for meetings that we have. That is a voluntary action to give some level of transparency but there will be no mailing to abutters or public comments unless emailed ahead of time. Bylaws, again it doesn't say very much at all. It kind of talks about how much lead time we would want to have before we put something on an agenda and post to the Secretary of State website. It's almost like just the nuts and bolts that we have to do and the Planning commission is the one responsible for revising this document. Moreover, the agendas will include a quick one sentence description of what the project is help clarify the projects for the public. When we get someone with a big project, there may be times when they come in for a pre-app, that's when the meeting can change a little bit. We can hear from the applicant, hear a presentation. We're still feeling out if we want to use the TRC for that.

The next meeting will be February 20<sup>th</sup>. The agenda will have to be locked down by the first before a notice goes out on the Wednesday.

#### 5. ADJOURNMENT

Meeting adjourned at 1:26pm