

# QUONSET DEVELOPMENT CORPORATION STRATEGIC PLANNING COMMITTEE MEETING

September 20, 2010

A meeting of the Strategic Planning Committee of the Quonset Development Corporation (the "Corporation") was held at 4:00 p.m. on Monday, September 20, 2010 at the offices of the Corporation located at 95 Cripe Street, North Kingstown, Rhode Island, pursuant to notice to all members of the Strategic Planning Committee and a public notice of the meeting as required by the Bylaws of the Corporation and applicable Rhode Island Law.

The following members constituting a quorum were present and participated throughout the meeting as indicated: John G. Simpson, Sav Rebecchi, Barbara Jackson and Robert H. Breslin. Steven J. King, P.E., Managing Director, Edward Spinard – Development Services Director, Katherine Trapani, Planning Manager, Christine Andrews Administrative Assistant of Quonset Development Corporation, John Patterson QDC Board, E. Jerome Batty from Hinckley Allen and Snyder, Jon Reiner from TONK, Robert Bromley from RI Senate Finance and Nate Kelley from Horsley Whitten Group participated as indicated:

## **1. Call to order**

The meeting was called to order at 4:03pm by Chairperson John Simpson

## **2. Approval of minutes**

Upon motion duly made by Robert Breslin and seconded by Barbara Jackson.

**VOTED:** To approve the minutes of the meeting of April 22, 2010 as submitted to the Strategic Planning Committee.

Voting in favor were: John G. Simpson, Sav Rebecchi, Robert H. Breslin and Barbara Jackson.

Voting against were: none.

Unanimously Approved.

## **3. Briefing by Horsley Whitten Group on Amendments to Development Process**

Mr. King started the meeting with the following comments to inform committee members where QDC and the TONK are in the process. In early July QDC executed the Municipal Services Agreement with the TONK, which provided for all building permits to be issued

from one entity being the State Building Commission and State Fire Marshal's offices. In order to improve the process for more streamlined development and simplify the process for everyone going forward it is important to create a joint review process and eliminate any over laps and conflicts between the Zoning Ordinance and the Development Regulations, and apply a uniform process to all projects in the Park whether they are on leased land, sold land, or new development of sold land. There will be a unified process going forward. Jon Reiner from TONK and Mr. King met with the Town's Planning Commission a few weeks ago and had a very good discussion on how the two parties are going to move forward with the process. They have been working closely together, and have retained the services of Horsley Whitten Group to go through the Town's Zoning Ordinance and the QDC Development Regulations, the QDC Master Plan and the Town's Comp Plan to get everything in alignment to achieve a single process. The parties are getting very close to doing that; QDC is scheduled to appear before the Town's Planning Commission tomorrow (September 21<sup>st</sup>). The Town Council has drafted a Memorandum of Agreement (MOA) that will be used between QDC and the Town to outline the process which will be managed by QDC. We are proposing to combine the Design Review step and the Technical Review step into one step and expand our Technical Review to include members of QDC, TONK and some outside professionals to work collaboratively to make development happen as expeditiously as possible. Mr. King introduced Nate Kelly from Horsley Whitten Group to give the committee members an overview of the proposed changes and a time line for the project.

Mr. Kelley of Horsley Whitten Group gave the committee members an overview of how QDC and the Town have been working together to streamline the development process. Refer to hand out attached as **Exhibit "A"**

- On the QDC side - taking the two review committees and combining them into one, but expanding the membership, to include:
  - Town staff:
    - Town, Director of Planning and Community Development
    - Director of Public Works
    - Fire Marshal or Building Official
  - QDC staff:
    - Managing Director
    - Development Services Director
    - Public Works Director
    - Planning Manager
  - Outside members:
    - Architect
    - Landscape Architect.
- On the Town's side – there are 10 zoning districts within the park which would be combined into one zone for the park. Town permits for park residents would be eliminated. Town Comp Plan has a QBP element with 20 goals. We propose to consolidate them into 6 goals.
  - Relationships between the Town and Quonset
  - Protecting residential areas
  - Protecting the environment

- Protecting infrastructure
- Creating economic opportunities
- Being in line with other Town planning documents or objectives

Mr. King stated that this is the first step; the second step will be QDC Development Regulations. We are going to work with Horsley Witten Group and Jon Reiner of TONK to make sure they completely satisfy everyone's concerns, so we will have development regulations that will be implemented under the new zone. The first draft of the Town's Zoning and Comp Plan has been completed; QDC staff is still reviewing documents. We are scheduled to go before the Town's Planning Commission tomorrow (September 21st) to get some feed back from them and then try to meet the time line as stated in the memo from Horsley Witten Group. The proposed final end date is October 18, 2010 to get this passed in the Town. Once the municipal side is done and maybe even before we can get into the procedural and the performance aspect that is in the QDC Development Package.

Mr. King stated that the Technical Review Committee will serve as the Planning Board and the Zoning Board to some degree; we need to articulate what minor variance and major variances are. Would like to see the minor variances decided by committee, but the major variances could go before the QDC Board of Directors. In the MOA we are going to agree to the rules, if QDC or the TONK wants to change the regulations, both sides will have to agree on the changes or the agreement can be terminated by either side.

Ms. Jackson asked if this would need to go out for a public hearing.

Mr. King replied that when the documents are finished, we are subject to the "Administrative Procedures Act" to adopt rules and regulations. So we will have to post notice and if there are any questions or comments, we may then need to have a public hearing.

Mr. Patterson (QDC Board of Directors member) asked if there was any other mechanism other than the MOA that will guide the two entities long after we're gone, changes made to the Town's ordinances are not easily changed back.

Mr. King replied that we have a Municipal Services Agreement which is almost the same as the MOA; it has a ten (10) year term that delegates the building permitting to the State. We could also say in the MOA that the Town will cooperate with QDC and do what is necessary to implement that. This is the step to implement that. So once we establish the procedures and this is the way you do business at Quonset, as the players change presumably the culture will grow with that.

Nate stated that the Town's Comp Plan will play a big part in that. It is a document that will be around for a long time, and this is a significant change. The goals, objectives, and actions should document the logic of what we are trying to achieve.

Mr. Simpson asked about the project milestones. Is it our goal to have the Quonset Board of Directors address this at the next meeting in October?

Mr. King stated that our intent is to have the QCD Board approve the MOA and the approval of the Development Package after that. We need to get the MOA and the Zoning changes in place first.

Ms. Jackson asked if the State Planning Commission needed to vote on this.

Mr. Reiner replied the he has spoken with the SWPC and they are supportive of the Town and QDC working together on this.

There being no further business to come before the committee, upon motion duly made by Barbara Jackson and seconded by Robert Breslin the meeting is adjourned at 4:40 pm.

Respectively submitted

By: \_\_\_\_\_

Steven J, King P.E.

Managing Director